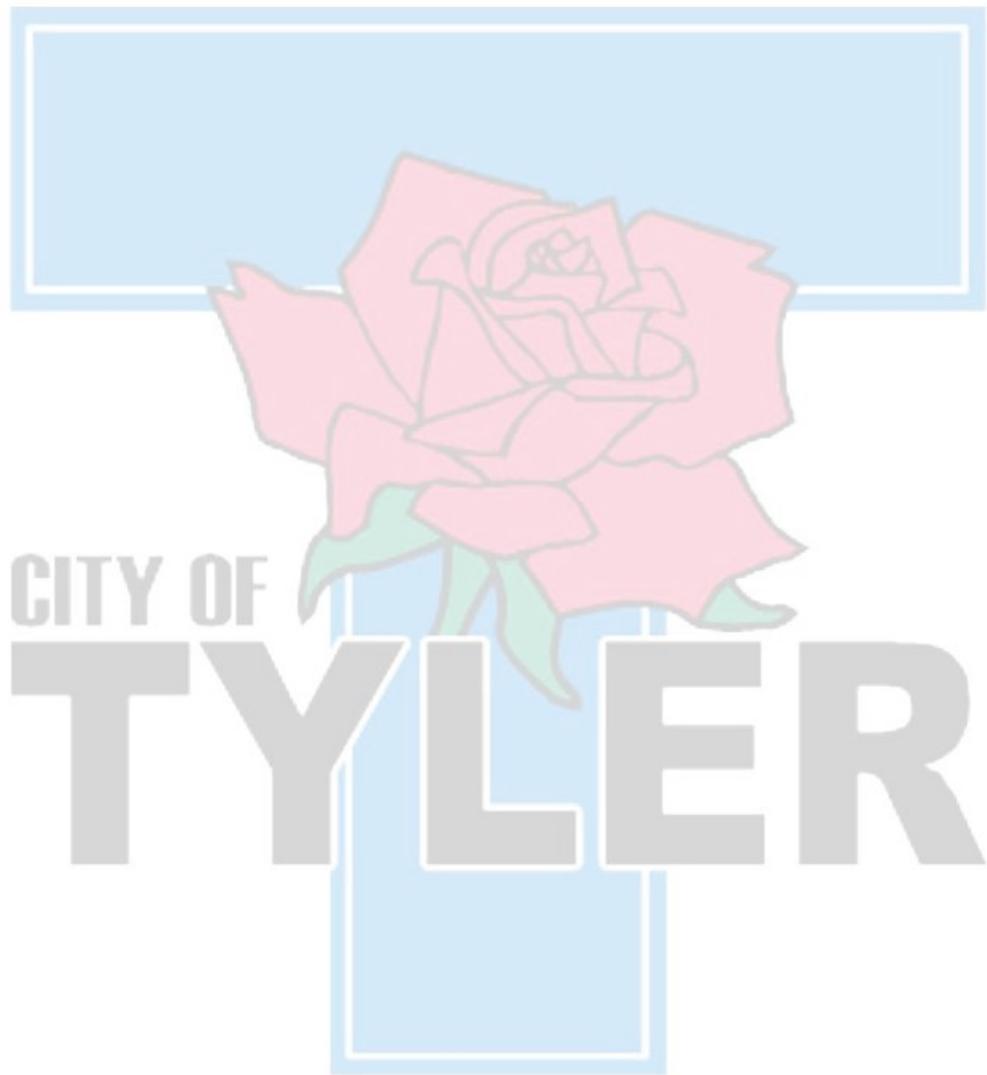


CENTENE STAGE

2018 -19

Annual Budget





*A Natural Beauty*

**City of Tyler  
Fiscal Year 2018-2019  
Budget Cover Page  
September 2, 2018**

**This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,839,986, which is a 9.8 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$502,398.**

The members of the governing body voted on the budget as follows:

<b>For:</b>	Martin Heines, Mayor	Ed Moore, District 3
	Linda Sellers, District 1	Don Warren, District 4
	Broderick McGee, District 2	John Nix, District 6

**Against:** Bob Westbrook, District 5

**Present and not voting:** None

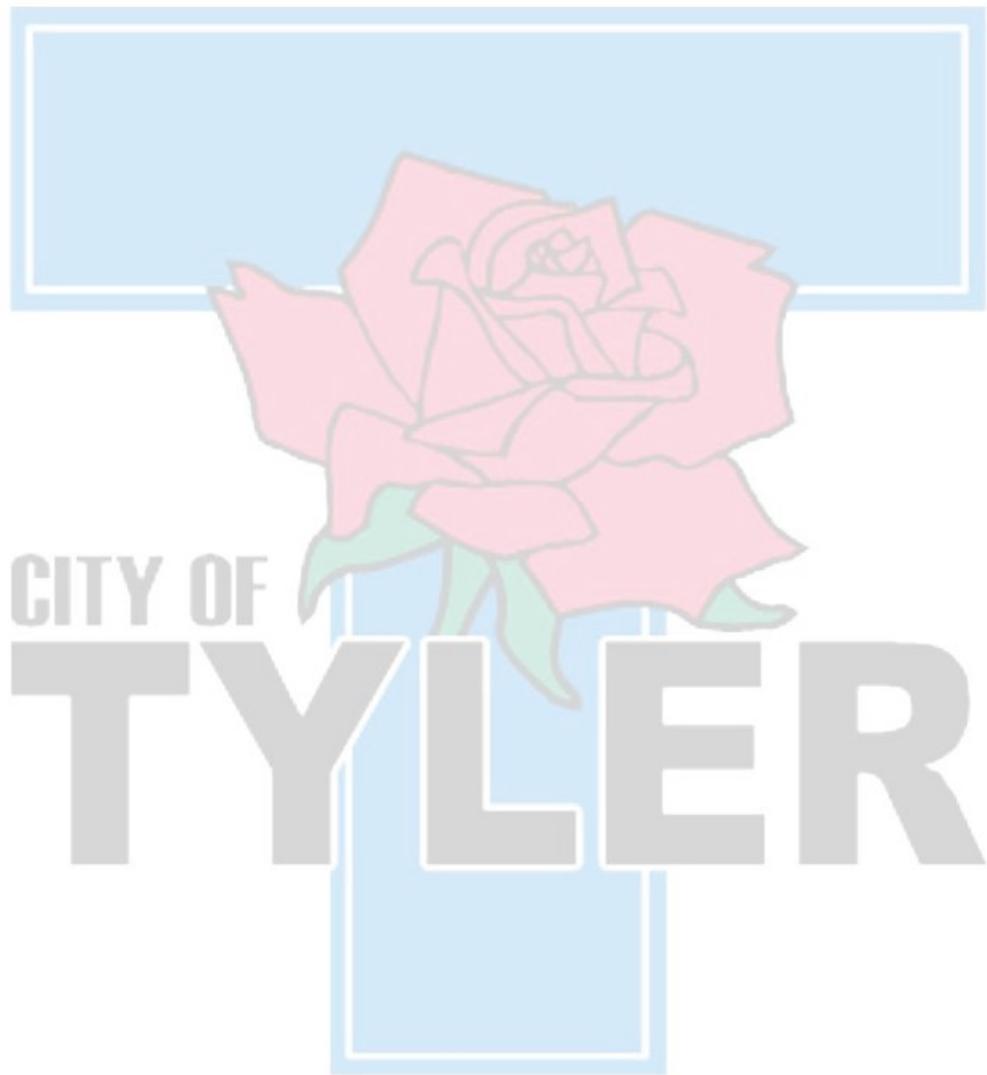
**Absent:** None

**Property Tax Rate Comparison**

	<b>2018-2019</b>	<b>2017-2018</b>
Property Tax Rate:	\$0.244452/100	\$0.240000/100
Effective Tax Rate:	\$0.226344/100	\$0.227700/100
Effective Maintenance & Operations Tax Rate:	\$0.226344/100	\$0.227700/100
Rollback Tax Rate:	\$0.244452/100	\$0.245900/100
Debt Rate:	\$0.000000/100	\$0.000000/100

The total amount of outstanding municipal debt obligations secured by property taxes is \$0.

Debt service requirements for FY 2019, including principal and interest, are \$0 for obligations paid by property taxes and \$60,915,000 for obligations paid by utility charges, and \$855,000 for obligations paid by customer facility charges. Additions detail for the City's debt obligations, including future year's payment requirements, is included later in the budget document.



*A Natural Beauty*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

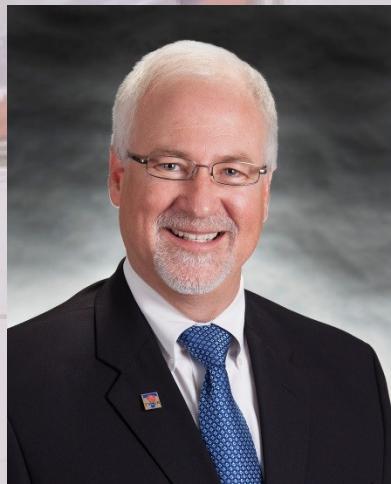
**City of Tyler  
Texas**

For the Fiscal Year Beginning

**October 1, 2017**

*Christopher P. Morrell*

Executive Director



**Mayor Martin Heines**



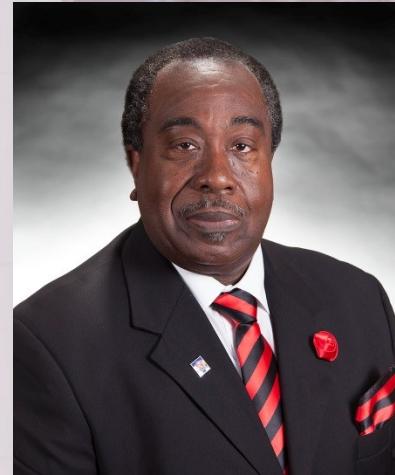
**Linda Sellers**

Councilmember—District 1



**Broderick McGee**

Councilmember—District 2



**Edward Moore**

Councilmember—District 3

**CITY OF TYLER  
TEXAS  
CITY HALL**

**1850**

## OUR MISSION

**Our mission is to SERVE our community to make a positive difference**

## OUR VISION

**The City of Tyler's vision is to be the standard for performance excellence in local government.**



**Don Warren**

Councilmember—District 4



**Bob Westbrook**

Councilmember—District 5

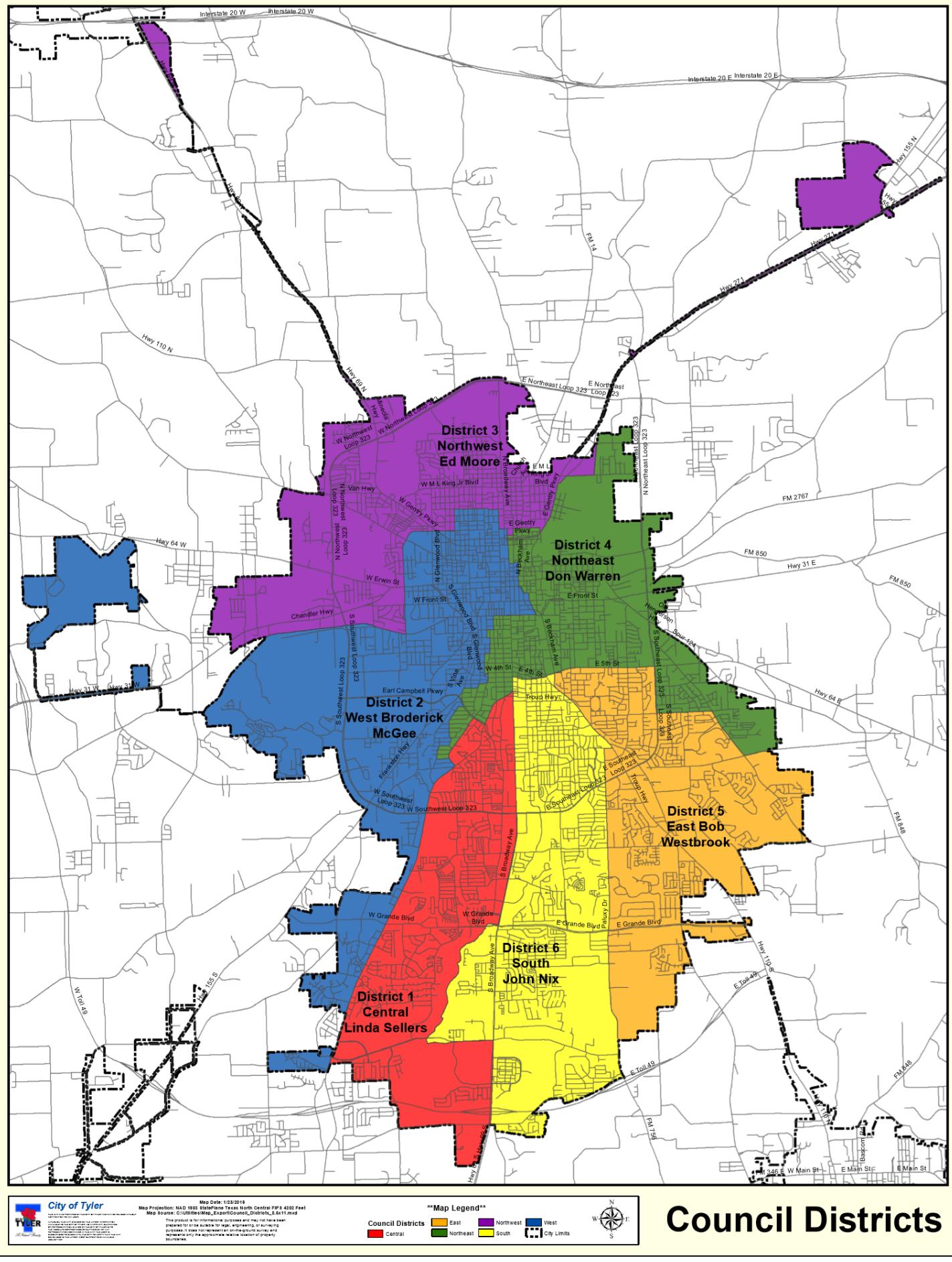


**John Nix**

Councilmember—District 6

 ROSE CAPITAL  
OF  
AMERICA





Dear Tyler Citizens,

Like the year prior, 2017 challenged us. We are a lean organization, and while we were able to balance our budget in 2016 and 2017 through hiring freezes, budget cuts and delayed expenditures, we can no longer sustain these practices and provide the same level of vital services to you, our citizens.

I will say again how proud I am of the City staff who have succeeded in finding new ways to continue services during economic uncertainty. This report is a testament to their training, dedication and ongoing commitment to the citizens of Tyler.

As we look forward, our focus continues to be our City's infrastructure. As you know, Tyler's legacy is one of innovation, change and growth. It is up to us to honor this past by strategically planning for the future. We have spent much of the last year implementing studies, drafting plans and reorganizing key departments to prepare for what must be done.



### Now it is **Time to Build.**

Do not mistake, capital improvements have been ongoing. In 2017, 13 percent of the City's overall budget, \$20 million dollars, was paid in cash towards repairs, maintenance and capital improvements to Tyler's infrastructure. In 2016, city officials pledged \$100 million dollars on 100 projects over the next 10 years to rebuild Tyler's aging water and sewer systems, much of which dates back to the early 20th century. The City forecasts that 65 to 75 percent of these projects will be paid for in cash from the Tyler Water Utilities Fund. We must also make strategic capital improvements to parks and public spaces. These are the quality of life amenities that attract and build new business, while keeping Tyler a wonderful place to live and raise a family.

Tyler has a long history of collaboration between the public and private sector. In 2017, the City of Tyler, in partnership with UT Tyler, opened a small-business incubator and makerspace to spur business innovation and foster collaboration within our community. To build our community, we must also continue to strengthen the public private partnerships that are the hallmark of a thriving 21st century economy.

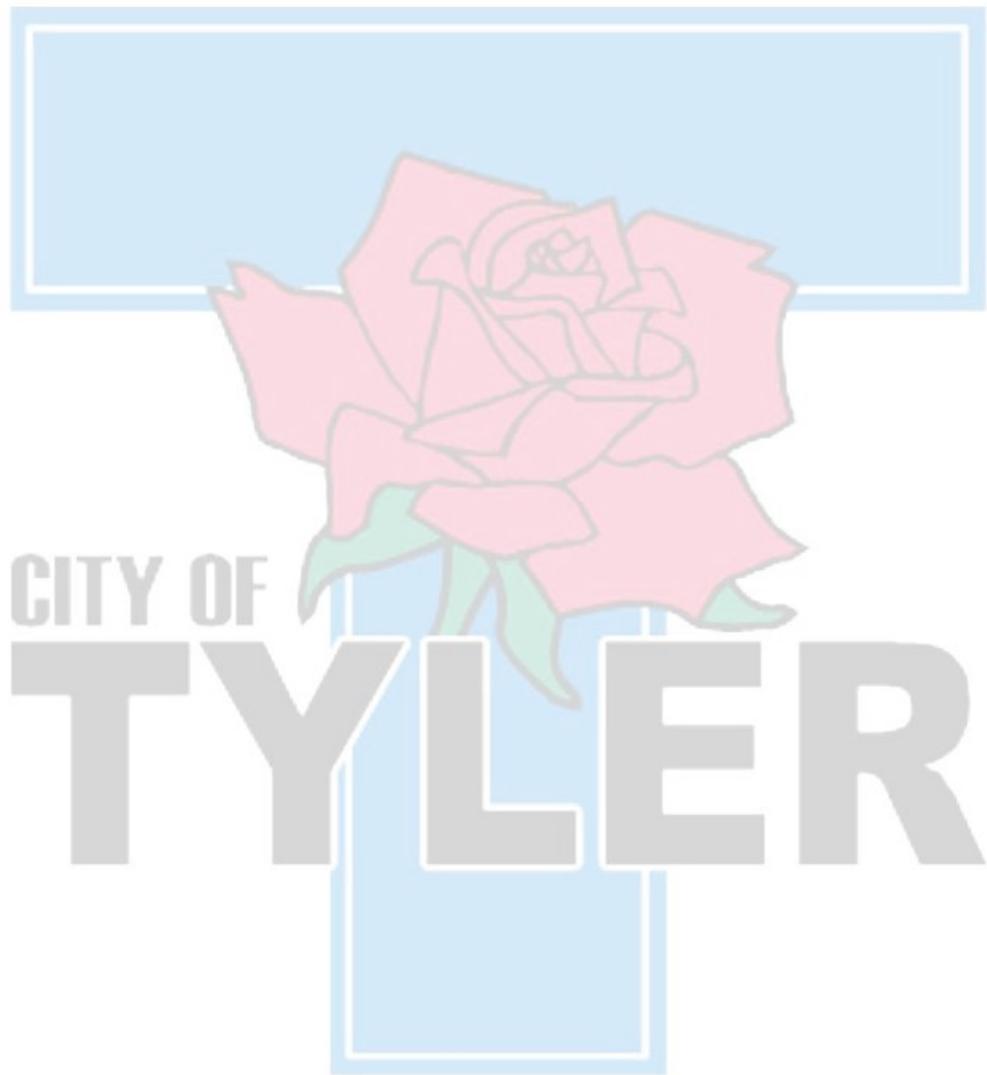
A blue ink signature of Mayor Martin Heines, which is a stylized, cursive 'M' and 'H'.

Martin Heines  
Mayor, City of Tyler, Texas

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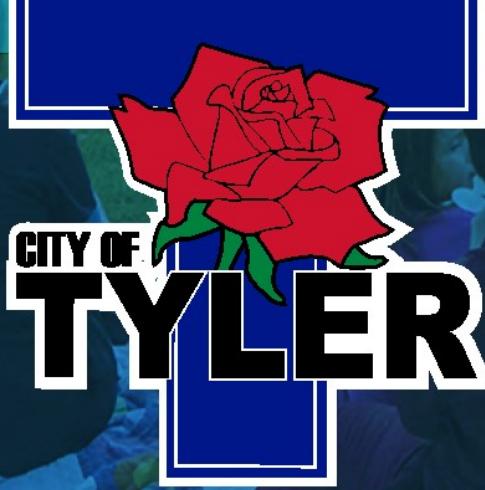


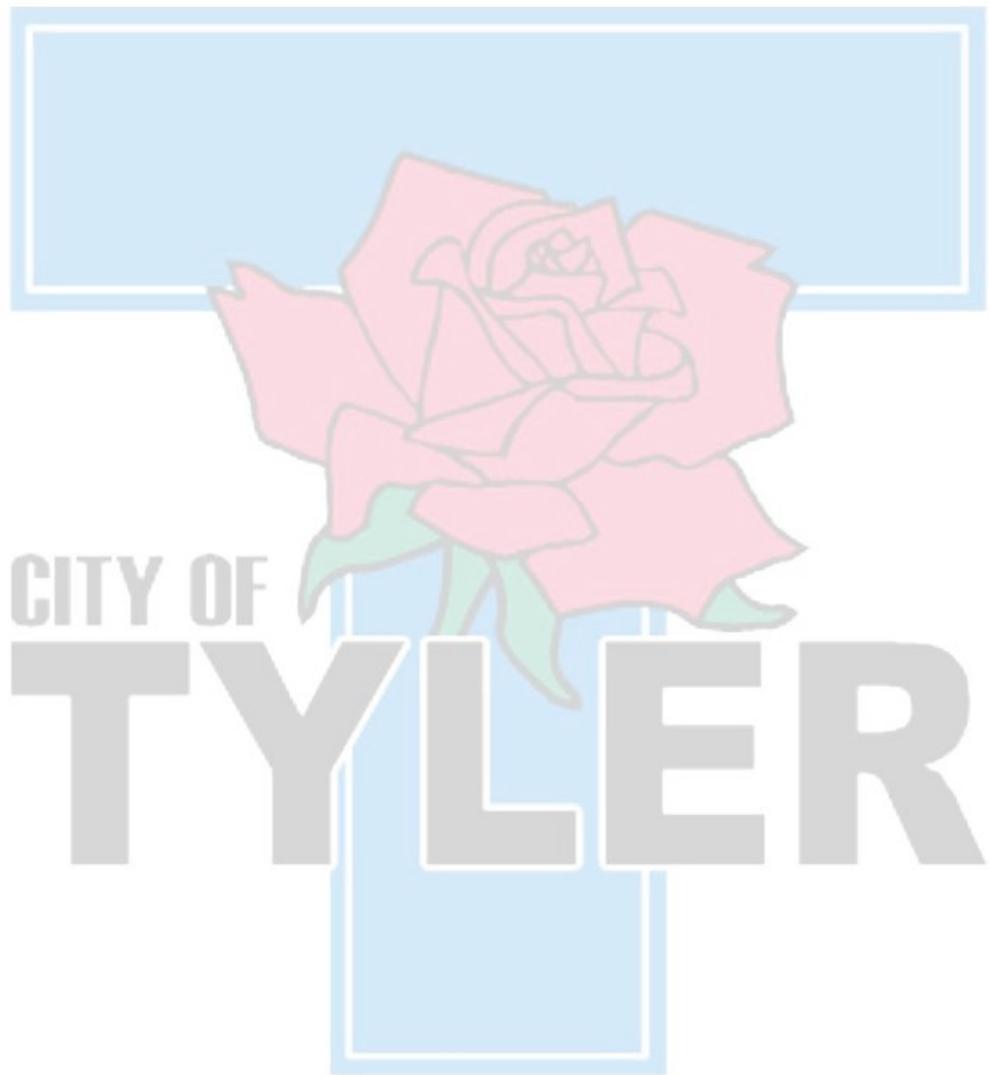
*A Natural Beauty*

CENTENE STAGE

2018 -19

Annual Budget  
Tyler Profile





*A Natural Beauty*

# City Profile

The City of Tyler, Texas, the county seat of Smith County, is considered the advanced manufacturing, health care, educational and retail center of East Texas. Tyler is located on U.S. Highway 69 just south of Interstate 20 equal distance (approximately 90 miles) between the cities of Dallas, Texas and Shreveport, Louisiana. The City, encompassing approximately 53 square miles, had a 2000 census population of 83,650, which is a 9.2% increase from the 1990 census population of 76,440. Currently, the City's population is estimated to be 104,798. The City is commonly referred to as the City of Roses.

The City, incorporated in 1850, is a home rule city operating under the Council-Manager form of government. The City Charter was adopted on February 9, 1937. The home rule corporation status is granted under the Constitution and Laws of the State of Texas. The City Council is comprised of the Mayor and six Council members who function as the policy-making body of the City's government, determining the overall goals, objectives and direction for City services, and adopting the annual operating budgets for all City departments. The City Manager is appointed by the City Council and is responsible for the daily management and implementation of policy of the City including appointing the various key leaders and department heads. The Mayor and Council members serve two-year terms, with general Council elections occurring each year based on district. The mayor is elected at large; the remaining Council members are elected by district.

The City is a full service municipality. Major services provided under general government and enterprise functions are: police and fire protection, water and sewer services, sanitation services, parks and recreational facilities, library services, street improvements, capital projects administration, municipal court, code enforcement, development and planning services and general administrative services. The City also offers an airport and a convention center. Internal services of the City, accounted for on a cost reimbursement basis, are the fleet services operations; technology services; property and facility management services; productivity pool; risk management services and the active and retired employee health and dental coverage. The Basic Financial Statements of the City include all government activities, organizations and functions for which the City is financially accountable including blended component units as defined by the Governmental Accounting Standards Board (GASB).

The City Charter provides that the City Council shall adopt by ordinance an annual budget prepared by the City Manager. This budget is presented to the City Council and opportunities are provided for public comment during a series of public hearings before adoption. Budgetary control has been established at the individual fund level. The City Manager is authorized to transfer budgeted amounts between line items and departments within any fund; however, any revisions that alter the total revenues or expenditures of any fund must be approved by the City Council. Although the budget is adopted at a fund level, continued line item review and forecasting is done on a monthly and quarterly basis throughout the fiscal year to ensure compliance with the budget and completion of projects.

## Local Economy

The information presented in the budget document is perhaps best understood when it is considered from the broader perspective of the specific environment within which the City operates. The chief industries in and around Tyler include: health care and research; education; grocery distribution; retail and retail distribution; air conditioning unit manufacturing; cable, internet and phone services; government services; engineering services; banking services; oil and gas refining; ready mix concrete production; tourism; and growing and shipping rose bushes. This diversification is evident in the fact that no single taxpayer represents more than 3% of assessed valuation in the City.

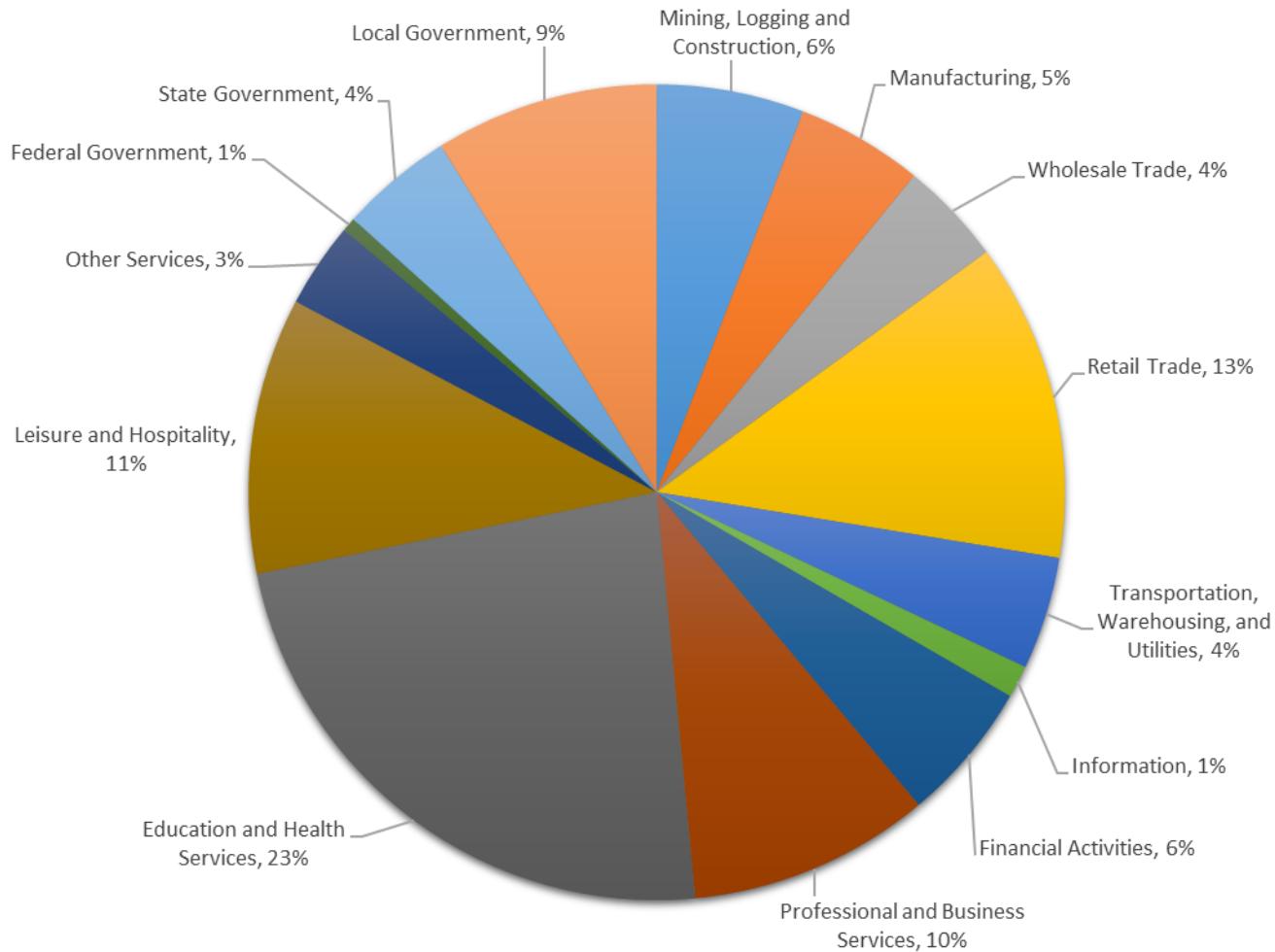
Four institutions of higher education are located in Tyler. They are The University of Texas at Tyler, UT Health Northeast, Texas College, and Tyler Junior College. Primary and secondary education is provided by several public school districts, three charter schools as well as ten private / parochial schools in the Tyler area. Tyler is also the medical center of East Texas with three hospitals and numerous other supporting clinics, practices and specialty hospitals with a total of 1,124 beds. Additionally, Tyler has many tourist attractions. The Texas Rose Festival includes the crowning of the Rose Queen attracting a large number of visitors each year. The Azalea Trails in the spring attracts additional tourism. Each September Tyler hosts the East Texas State Fair for one week providing midway, craft and 4H activities. Tyler State Park is located just north of Tyler and provides nature trails and camping in a scenic setting. Lake Tyler and Lake Tyler East, located twelve miles southeast of

the City, are popular recreational and fishing sites. The City actively works with the Tyler Economic Development Corporation and local industries to encourage expansions and relocations to our community. Two TIF/TIRZ zones were created in 2008, one in the downtown area and another in north Tyler in coordination with revitalization efforts. The downtown zone was dissolved in

FY 15-16, with the intent to re-establish a new base zone, due to properties becoming exempt within the area. The downtown zone was re-established in FY2018-2019. Land is available for development; the area has an abundant water supply and typically mild weather.

## Workforce Breakdown

Tyler MSA



The Tyler area cost of living index has consistently been 89-96% of the national average for the past five years. Economic incentives as well as historic preservation incentives are available to facilitate business expansions or relocations.

Because of its location in a region with a varied economic base, unemployment is relatively stable, and in the last five years while trending with the State of Texas has remained consistently below the national average. During the past ten years, the unemployment rate has

ranged from a current low of 3.3 percent (2018) to a previous decade high of 7.9 percent (2010). This figure indicates a increase of .10 % over the prior year while remaining in line with the State and National trends. The total workforce for the Tyler region has increased from 43,411 in 1996 to 50,867 in 2018.

Population growth in the last five years was more than doubled that of the last decade and continues to grow. The population grew 10 percent from 1990 to the year 2000. From the year 2000 to 2014, the growth has

been an astounding 24 percent. Market and economic analysts estimate that as many as 270,000 people come to Tyler each day to work, attend school, seek medical services, or shop. Loop 49 Toll Project is complete from State Highway 110 to I20 to the west of Tyler. Loop 49 Toll will create a horseshoe loop around Tyler connecting the City's southern regions to I-20. The loop allows for increased traffic from I-20 into the City of Tyler for shopping and economic development purposes. Along with the Loop 49 project, the Northeast Texas Regional Mobility Authority was authorized in 2004 to construct, operate and maintain turnpike projects in the state which includes the Tyler area. Including various other means of interstate access, the Tyler Pounds Regional Airport allows for secure and efficient air travel in and out of the region. Total flight boardings have declined slightly due to the general economic climate nationwide from 169,134 in 2005 to a current level of 104,057 in 2016. Tyler is the first Certified Retirement City in Texas. Tyler meets high standards for retiree living such as low cost of living, low crime rate, quality health care, abundant recreation and educational opportunities. The office space occupancy rate for the City of Tyler was 79.8 percent in 2017, down from 85.4 percent in 2016. The average lease rates for office space in 2017 was \$14.42 per square foot, a decrease from the 2016 rate of \$15.12 per square foot. The

## Largest Area Employers

COMPANY NAME	PRODUCT/SERVICE	EMPLOYEES
UT Health East Texas	Medical Care	4,794
CHRISTUS Trinity Mother Frances	Medical Care	3,366
Brookshire Grocery Company	Grocery Distribution	2,456
Tyler Independent School District	Education	2,360
The Trane Company	Commercial Air Conditioners	1,744
Altice Communications	Cable, Internet, Phone	1,500
Wal-Mart	Retail	1,396
The University of Texas at Tyler	Education	968
Tyler Junior College	Education	947
Smith County	Government	860
City of Tyler	Government	813
John Soules Food*	USDA Meat Processing	650
Target Distribution Center	Retail Distribution	600

Source: Tyler Economic Development Council

\* Headquarters located in Tyler.

office lease space is comprised of three classes for total square footage of 2,301,914. The potential for sustained development is present, and many governmental and business leaders are working to ensure the City is poised for economic growth.

### Tyler 1st

Tyler's rapid growth and potential for change make this the critical moment for a new comprehensive plan to guide and shape future development. The comprehensive plan, entitled Tyler 1st, was adopted in late 2007, updated in 2014, and sets out a strategic framework for making

decisions about the long-term physical development of Tyler. It defines a vision for the future linked to overall goals and policies, and it contains strategies and action items for achieving those goals. During the planning process, residents and others with a stake in Tyler's future had the opportunity to articulate and review community values and goals through public discussion, create a vision for the kind of place they want Tyler to be for their children and grandchildren, and identify the key areas where the city must act -- both to preserve enduring character and to shape change so that their vision for Tyler's future can be achieved.

# Major Initiatives

Tyler 1st provides policy and strategic guidance on the physical development and redevelopment of the City; guides the City to actively seek positive change and deflect negative change, rather than simply react to change; provides predictability for developers, businesses and residents; helps the City save money because it plans for orderly investment in services, facilities and infrastructure; and helps Tyler preserve the sense of place and identity that make it unique.

## Upgraded Bond Rating

The City of Tyler received an upgrade to AAA for general obligation indebtedness by Standard and Poor during 2009. This rating increase was due in part to the current pay as you go environment and elimination of general obligation bond debt. Additional planning initiatives that the City began during 2009 include a Lean Sigma program for standardizing and reducing costs as well as continued multiyear planning which includes replacement funding for fleet acquisitions, HVAC replacement and roof replacements. This rating was reaffirmed in 2014.

## Industry Growth Initiative

In May 2010 an unprecedented joint meeting was held between the Tyler City Council and several community boards, the Tyler Industry Growth Initiative (IGI) was formally adopted as a shared vision for Tyler's strategic economic growth in the next 20 years.

Boards represented include the Tyler City Council, Smith County Commissioner's Court, Tyler Independent School District Board of Trustees, Tyler Junior College Board of Trustees, the Tyler Metro Chamber of Commerce and the Tyler Area Chamber of Commerce. Also represented at the meeting were members of the Leadership Roundtable, including the University of Texas at Tyler, UT Health Science Center, Texas College, East Texas Medical Center Regional Healthcare System, the Tyler Economic Development Council, Trinity Mother Frances Hospitals and Clinics, and others.

In early 2009, Mayor Barbara Bass and Senator Kevin Eltife brought together a group of community leaders to discuss shared issues facing the city and region. The first item addressed by the Leadership Roundtable was the need to market Tyler and to determine the industries that made the most sense for Tyler to pursue given our unique characteristics.

Consequently, the Leadership Roundtable began

the development of the Industry Growth Initiative in mid-2009. The report recommends 10 primary building blocks that Tyler should develop to foster an Innovation Economy and take the Tyler region into the next 20 years of economic prosperity and growth. The 84 page report, which was commissioned and funded by members of the Leadership Roundtable, contains strategic tactics focused on achieving an Innovation Economy which brings higher paying jobs, economic growth, job creation and a higher standard of living.

The plan calls for the launch of a public private partnership that evolves from the Leadership Roundtable that will oversee the implementation of the strategies. Building blocks toward the Innovation Economy include strategies focused on *Higher Education, Healthcare and Bio-Med, Tourism, Arts and Entertainment, 21st Century Energy, Retiree, Infrastructure, Graduate Education and 21st Century Transportation*.

The draft plan was completed in December 2009 and vetted with community stakeholders. The plan was amended based upon that feedback adopted in May 2010 by boards representing the entire community.

## Veteran and Military Growth Initiative

Tyler has a long history of strong support for our nation's veterans. In 2011, to continue to grow this tradition and to serve as a model to other communities, the City appointed a Mayor's Veterans' Roundtable. The intent of the Roundtable was to develop and implement a Community Blueprint for supporting and enhancing veterans' services in our community as well as positively impacting the local economy. The Roundtable focuses on employment, education, housing, medical care and mental health.

The Blueprint created by the Veterans' Roundtable works to address gaps in a way that is specific to the Tyler community. The goal is to provide a forum to learn and share best practices and to bring key stakeholders together to collaborate in assisting those who have served our country. Today, the Veterans' Roundtable is coordinated and led by the East Texas Veterans Alliance

One of the outcomes of the Veterans' Roundtable is the Veteran and Military Growth Initiative (VMGI). The VMGI outlines more than 40 strategies and tactics for veteran-focused community growth, making a strong case for how implementation will bring fresh dollars into

Tyler/Smith County and cement Tyler's reputation as the "capital of East Texas," but, most importantly, to demonstrate our never-ending support of our veterans and our respect for the sacrifices they have made to serve this country.

We are proclaiming Tyler a Purple Heart City and honoring those who have been so brave in defending our freedom.

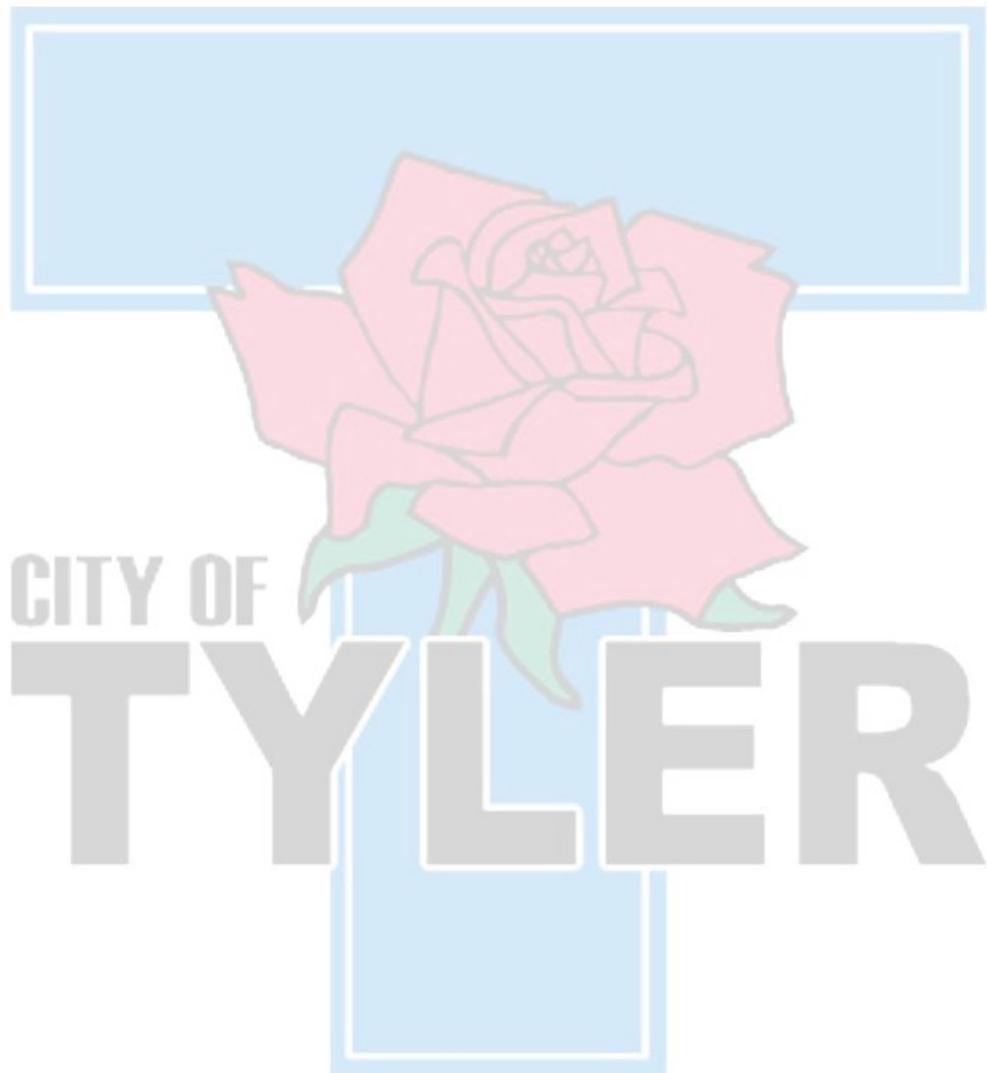
## Awards and Acknowledgements

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its comprehensive annual financial report for the fiscal year ended September 30, 2016. This is the thirty-second consecutive year that the government has received this prestigious award. In order to be awarded a Certificate of Achievement, a governmental unit must publish an easily readable and efficiently organized comprehensive annual financial report whose contents conform to program standards. Such reports must satisfy both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only.

In addition, the City has received the Government Treasurer's Organization of Texas (GTOT) Invest-

ment Policy Certificate of Distinction for the annually adopted investment policy of the City for six consecutive periods. The award is valid for a two year period. In order to qualify for the award, the City must demonstrate compliance with the State investment act and fiscal responsibility of their investments.

During 2017, the City of Tyler received its third Planning Excellence Award, for the Historic Preservation Strategic Plan, the Anice B. Read Award of Excellence in Community Heritage Development, the Best Public Improvement Award from the Texas Downtown Association for the Tyler Innovation Pipeline project, and received Locals Love Us awards for Gallery Main Street, Liberty Hall Theater, Solid Waste pickup and Keep Tyler Beautiful.



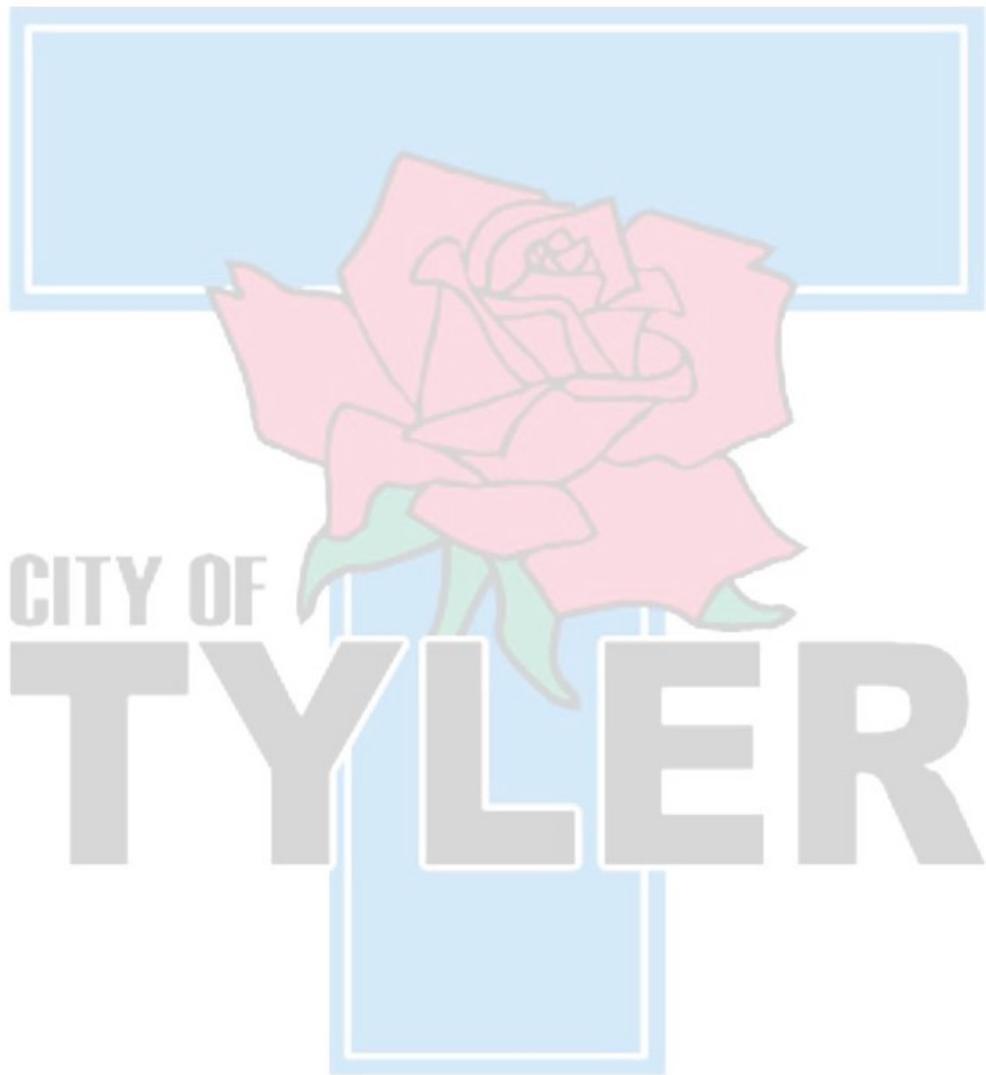
*A Natural Beauty*

CENTENE STAGE

**2018 -19**

Annual Budget  
Manager's Message





*A Natural Beauty*

# *Honorable Mayor, City Council Members and Citizens of Tyler,*

Honorable Mayor, City Council Members and Citizens of Tyler,

Once again, the City of Tyler staff proved their resilience by working through a budget cycle even more challenging than the last. Unfortunately, sales tax remained stagnant over 2017, as the costs to provide essential services rose. Through the hard work and sacrifice of each City staff member, we ended this fiscal year without a deficit and without cutting services. I can tell you with absolute certainty that there are no finer public servants in the state of Texas than the ones that have been Called to Serve in Tyler.

We know, as we move forward that we must build our capacity to provide essential services by decreasing our dependency on sales tax, increasing our property tax revenue and strategically reinvesting in our infrastructure.

As City Manager, I am excited about Tyler's future. I believe in our "Called to SERVE" motto. As always, the City of Tyler team is called to serve our community through **Streamlining** processes, **Empowering** employees and customers, **Responding** to the needs of external and internal customers, **Venturing** to find the best solutions to problems and **Evaluating** our overall performance. We are ready. It is Time to Build!



Edward Broussard



## VISION

To be the standard for performance excellence in local government.

## MISSION

To SERVE our community to make a positive difference.



## OUR FOUNDATION

The Tyler Blueprint was adopted in 1997 and represents the City's core values and goals for operational best practices.

## OUR CORE VALUES AND OUR GOAL

# S

### STREAMLINE

To improve the efficiency of; modernize; to contour economically or efficiently.

# E

### EMPOWER

To equip with an ability; enable; to give or delegate power or authority to; commission or make accountable.

# R

### RESPOND

To react positively or favorably; to render satisfaction; to be answerable with a sense of urgency.

# V

### VENTURE

To have the courage or presumption to do; a business enterprise.

# E

### EVALUATE

To rate; examine or judge carefully; ascertain or fix the value or worth of, appraise.

## CORE COMPETENCIES

- Deliver the Called to SERVE Experience
  - Customer Focus
  - Strategic Focus
  - Innovation/Process Improvement
- Sound Financial Management



We are the *Called to SERVE* Difference

# Executive Summary

## Major Fiscal Expenditures

The fiscal year 2018-2019 operating budget provides funding for the following major items:

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
Library Bldg. Imprv	45,312	25,000	25,000	25,000
Parks Improvements Projects	25,400	160,497	160,300	67,902
Public Safety Laptops	-	55,000	55,000	-
PD Camera Systems	139,703	139,703	139,703	139,703
Fire Equipment/Facilities	-	60,000	-	67,254
Building Improvements	-	-	-	9,010
Street Improvement Program/Equipment	363,914	-	-	-
ADA Sidewalks	-	-	-	50,000
Contingency	-	-	-	75,000
<b>Total Expenditures</b>	<b>574,329</b>	<b>440,200</b>	<b>380,003</b>	<b>433,869</b>

## Staffing, Compensation and Benefits

In fiscal year 2018-2019, the City of Tyler unfroze all positions frozen in previous budget years with the exception of the cemetery. In addition to those positions being unfrozen, there were a total of six new positions added. These include two new police officers that will begin in April 2019, two new firefighters that will begin in April 2019, one new IT Specialist IV, and one new Substitute Outreach Technician for the Library.

## Compensation

The City of Tyler continues to maintain a low employment turnover rate. We attribute the success of recruiting and retaining our highly skilled workforce to a progressive work environment with an emphasis on training, including programs such as City University and Leadership Academy, and our outstanding compensation and benefits package. The City continues to focus on preserving our greatest resource, our employees, by providing them with the tools they need to perform the job our citizens expect. Funding is included in the FY 2018-2019 Annual Operating Budget for:

- An increase in the minimum wage for all full-time and part-time employees. The increase is from the previous level of \$10.55 per hour to \$12.00 per hour;
- An increase in base pay of 1.5 percent for all civil

service employees;

- A choice for non-civil service employees of either of a merit increase of up to 1.5 percent added to the employees base, or a lump sum of 2.5 percent added to the employees check at the end of each quarter based on merit;
- Sick Leave Buy Back Program.

## Benefits

The City of Tyler has successfully funded the employees' health insurance for many years with small or no programmed increases in health insurance premiums. In the 2019 Plan year there will be no premium increase. The 2019 plan year does change the deductible level from \$500 to \$1,000. It is the City of Tyler's desire to provide the best benefits to the employees, while balancing the cost and minimizing the financial impact on the City, citizens and employees. This balancing act has become difficult to maintain due to rising costs, increased utilization and accumulating retiree health insurance financial liabilities associated with the City's employees' and retirees' health coverage. In an effort to mitigate the rising costs, the City has appointed an employee Health Insurance Task Force to identify areas for improvement and savings.

## Strategic Tax Management

The FY2017-2018 total property tax rate as adopted was \$.240000 cents per \$100 of assessed property tax value. The property tax rate adopted for FY2018-2019 will be increased to \$.244452 cents per \$100 of valuation. The property tax rate proposed for FY2018-2019 maintenance and operations (M&O) is a rate of \$.244452 per \$100 of assessed property tax value.

## Property Tax Value Comparison

	FY2017-2018	FY2018-2019
Total Taxable Value	8,117,880,826	8,675,367,458
Total Tax Rate	0.240000	0.244452
Total Tax Levy	18,942,816	20,639,743
Estimated Collection	98.70%	99.5%
<b>Total Budget</b>	<b>18,668,974</b>	<b>20,506,398</b>

## Debt Services Fund

The FY2018-2019 General Fund Operating Budget is supported by a total tax rate of \$.244452 cents, of which \$.000 cents is applied to fund General Obligation debt. The City of Tyler is pleased to report that, it has no General Obligation Debt and the Debt Services Rate is \$.000 cents per \$100 value.

## Funding for other agencies

The fiscal year 2018-2019 operating budget includes funding for the outside agencies listed:

	FY2017-2018	FY2018-2019
Innovation Pipeline	-	140,659
East Texas Council of Governments	14,535	14,535
St. Paul's Clinic	24,000	-
Bethesda Health Clinic	24,000	-
Center for Healthy Living	66,500	66,500
Juvenile Attention Center	57,500	-
Northeast Texas Public Health District	200,000	200,000
<b>Total Expenditures</b>	<b>386,535</b>	<b>421,694</b>

## General Projects Fund

The City's General Projects Fund serves as a supplemental resource to pay for one-time capital related expenditures on a pay-as-you-go basis. This fund was established from the General Fund annual operating surplus over and above the 15 percent reserve and it enables the purchase of a number of infrastructure improvements and one-time capital expenditures that could not be funded otherwise.

## Street Improvement Fund

The City's Street Improvement Fund was newly created for FY 2017-2018 to ensure that the seal coat program can continue. Tyler City Council pledge to use one cent tax increase to help provide dollars for this fund. This pledge was done in a form of a City ordinance. The additional one cent will generate \$745,883 in FY2018-2019. It is the plan to grow this fund in the future through additional tax increases.

## Tourism and Convention Facilities Fund

The FY 2018-2019 Tourism and Convention Facilities Fund Operating Budget includes projected revenues of \$574,027. \$567,880 and inter-fund transfers of \$1,764,966, expend-

## Hotel/Motel Occupancy Tax Fund

The FY 2018-2019 Hotel/Motel Occupancy Tax Fund support the promotion of conventions, Main Street, visitors and tourism activity in Tyler through funding operating costs of the Rose Garden Center, Liberty Hall, and Harvey Hall, as well as, providing appropriations for the Projected FY 2018-2019 Hotel-Motel tax revenue will following agencies:

Agency	2017-2018	2018-2019
Texas Rose Festival	9,000	9,000
Discovery Place	32,400	32,400
Symphony	35,000	35,000
Museum of Art	35,000	35,000
Historical Museum	13,500	13,500
Visitors and Convention Bureau	700,000	700,000
Tyler Civic Theatre	4,050	4,050
McClendon House	4,500	4,500
Historic Aviation Museum	13,500	13,500
Sport Tyler Award	25,000	25,000
<b>Total Expenditure</b>	<b>871,950</b>	<b>871,950</b>

An additional two percent (2%) Hotel-Motel tax was approved by the State Legislature and passed by Ordinance on July 13, 2011 to be used for the construction/ expansion of visitor facilities. Hotels began collecting these funds as of September 1, 2011 due on October 20, 2011.

## Water Utilities Fund

The FY 2018-2019 Water Utilities Operating Budget projects revenues of \$40,413,019, expenditures of \$41,109,887 including capital transfers and an ending working capital of \$6,667,551. Major expenditures in FY2018-2019 include capital projects such as the Golden Road Water Treatment Plant filter refurbishment, Lake Tyler retaining wall repair, and two inch water line replacement. It also includes wastewater projects such as wastewater treatment plant equipment rehabilitations, lift stations and emergency sewer repairs.

## Solid Waste Fund

The FY 2018-2019 Solid Waste Operating Budget projects revenues of \$13,681,873, expenditures of \$11,749,100 for residential and commercial Solid Waste collection services and operations; including transfers of \$1,722,040 and an ending working capital \$2,563,326.

## Airport Fund

The FY 2018-2019 Airport Fund Annual Operating Budget projects revenues of \$1,645,742 (including transfers in), expenditures of \$1,676,766 including transfers and an ending working capital of \$511,001. During FY2018-2019, the airport will be re-opening runway 4/22 for use. The upgraded runway allows for bigger planes to service the Northeast Texas Region. Future projects include an instrument landing system and a parallel taxiway for runway 4/22. The projects are funded by FAA Grants, with 90% of the funding provided by the FAA and 10% provided by the City's half-cent sales tax fund.

## Fleet Maintenance Fund

The FY 2018-2019 Fleet Maintenance Services Annual transfers and an ending working capital of \$4,644,592. Operating and Replacement Budget projects revenues of Major expenditures in FY2018-2019 include \$4,600,000 \$10,356,681, expenditures of \$11,036,267 including to purchase 60 new vehicles, including 1 new fire truck.

## Major Budget Revenues and Expenditures

The fiscal year 2018-2019 revenues, expenditures, and changes in working capital for the funds listed throughout

Fund	Opening Balance	Revenues	Expenditures	Transfers In / (Transfers Out)	Closing Balance
General Fund	11,462,201	69,041,247	66,251,872	(2,789,375)	11,462,201
Water Utilities Fund	7,364,419	40,413,019	30,532,926	(10,576,961)	6,667,551
Utilities Debt Services Fund	1,436,283	1,196,620	5,706,880	4,724,132	1,650,155
Solid Waste Fund	2,402,593	13,681,873	11,749,100	(1,772,040)	2,563,326
Hotel/Motel Fund	5,168,092	3,600,463	1,251,950	(1,825,000)	5,691,605
Airport Fund	542,025	1,409,742	1,630,013	189,247	511,001



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## City Council

04/02/18

Boards & Commissions

Committees, Roundtables & Task Forces

## City Manager

City Attorney

Municipal Judges

## Executive Team

### Managing Directors

#### David Coble, Fire Chief

- Fire
- Emergency Mgmt.
- EMS Liaison
- Veterans RT Liaison
- CAT 100 Exec Committee

#### Heather Nick, Managing Director

- Planning
- MPO
- Historic Preservation
- GIS
- Permit Center
- Economic Development (TIRZ Liaison, Prospects)
- Industry Growth Initiative
- Tyler 1<sup>st</sup> Comprehensive Plan
- Leadership Roundtable

#### Jimmy Toler, Police Chief

- Police
- Centralized Dispatch
- 911 Liaison
- Code Enforcement
- Animal Care Services
- Human Needs Network Liaison

#### ReNissa Wade, Managing Director

- Human Resources
- Safety/Loss Prevention
- Benefits Admin.
- Neighborhood Services
- Contract Management
- Volunteer Services
- Fit City Liaison
- TAP4E/Collective Impact

#### Scott Taylor, Managing Director

- Utilities
- Public Works
- Engineering
- Traffic Eng./Operations
- Airport
- Streets & Storm Water
- Engineering Plan Review

#### Stephanie Franklin, Managing Director

- Communications
- Performance Excellence
- City U
- Innovation Pipeline
- Conv. Facilities (hotel/conference center, Harvey, Rose Center)
- Library
- Keep Tyler Beautiful
- CVB Liaison
- Main St. & Liberty Hall
- Cultural Affairs Board
- Building Inspections/Plan Review
- Property/Facility Management

#### Benny Yazdanpanahi Chief Information Officer (CIO)

- Information Technology

#### Keidric Trimble, Chief Financial Officer (CFO)

- Finance
- Budget
- Purchasing
- Internal Audit Services
- Utility Billing
- Municipal Court

#### Russ Jackson, Director

- Solid Waste
- Vehicle/Equip. Services
- Transit
- Parks & Recreation
- Cemeteries

## City Wide Capital Improvement Projects

Fiscal Year 2018-2019

(numbers in thousands)

Project	Prior Years	2018-2019
Tyler Public Library Brickwork	47	28
Fun Forest Park Pool	-	150
2" Water Line Replacement	-	500
Water Meter/Meter Box Repair and Replacement	750	500
Water/Wastewater Repair and Relocate for Asphalt Overlay	300	500
GRWTP Filter 5 - 8 Refurbish	-	219
Emergency Sewer Repairs	175	175
TXDOT Utility Relocate - Azalea and Camellia	-	9
Grande Lift Station and Sewer Line	-	20
FOG and Industrial Pretreatment Software	-	75
Data Tracking Software	-	75
SSWWTP Primary Clarifier Rehabilitation	-	10
Retaining Wall Repair Near Dam	225	18
Lake Palestine RWPS Bridge Abutment Repair	-	213
Sewer Upgrades E 5th (Pinecrest to Tanglewood)	-	46
SS Regional WWTP Right of Way Procurement	-	500
Water Line Looping Bascom (Shiloh to Southwood)	-	212
GRWTP Backwash Supply and Clearwell Baffles	-	3,398
Booster Pump Station Troup Highway	-	2,791
Well 12 & 17 GST Interior/Exterior Repair & Repaint	-	329
<b>Total</b>	<b>1,497</b>	<b>9,768</b>

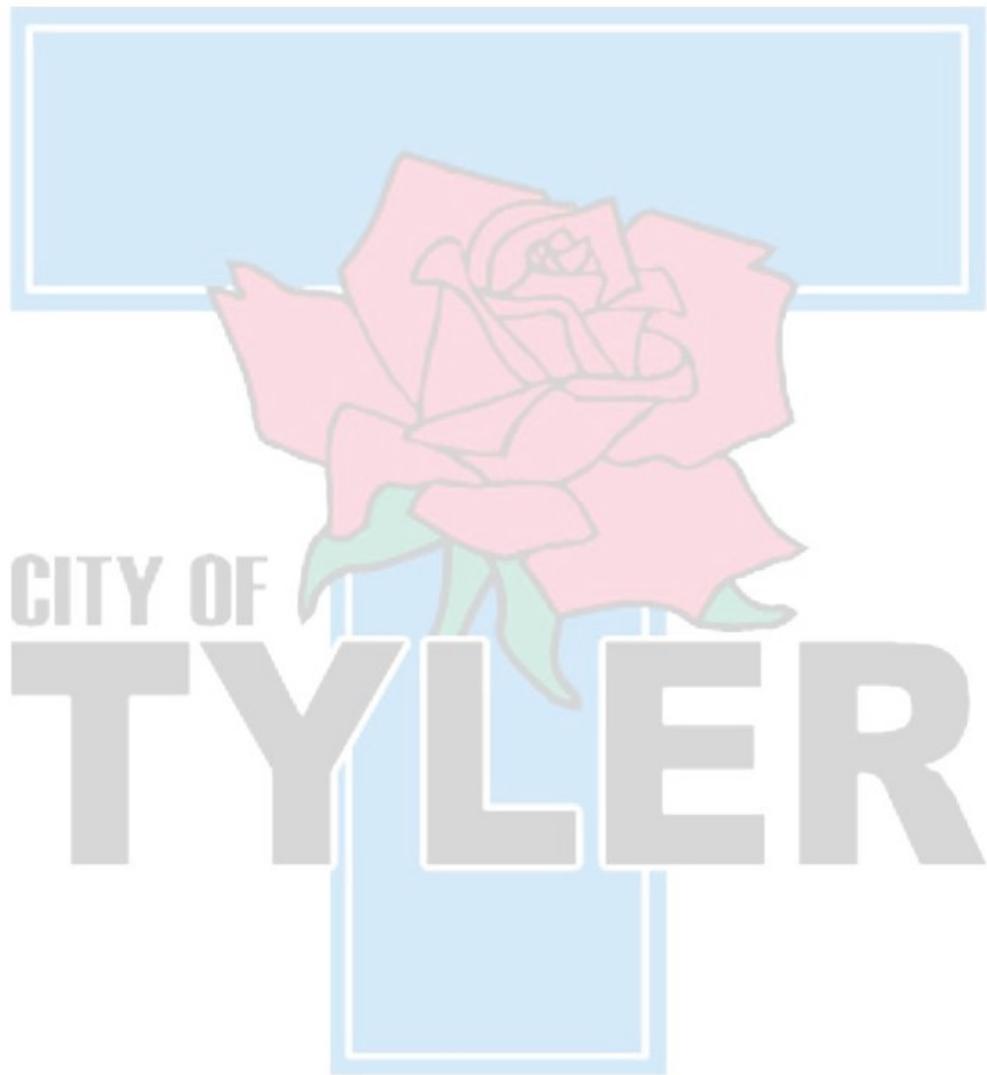
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**2018 -19**

Annual Budget

Reader's Guide





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# Budget Process

## Budget Adoption

The City's fiscal year is from October 1 through September 30. The City Charter requires public hearings and adoption of the budget by fund to be completed by the final City Council meeting in September. The City Council adopts the budget by ordinance in accordance with state statutes and the City Charter. Estimated expenditures of any fund may not exceed proposed revenue plus prior year unencumbered balances. During a budget cycle, any unused appropriations may be transferred to any item required for the same general purpose within the same department and/or fund with City Manager approval. Any transfer of budget amounts between funds or base increases in appropriations must be approved by the City Council. Appropriations lapse at fiscal year-end, unless lawfully re-appropriated in ensuing adopted budgets. Budgets of the governmental fund type are prepared on a modified accrual basis of accounting. The budgeted estimates are expected to be collected and expended in the same fiscal budget year. The financial records are maintained on the modified accrual basis. Obligations in these funds are recorded as expenditures, and revenues are recognized only when they are actually received. Budgets of the enterprise fund types are also prepared on a modified accrual basis, but financial records are maintained on the accrual basis of accounting. Not only are expenses recognized when a commitment is made but revenues are also recognized when they are obligated to the City. Developed on a program basis, the budget depicts all services provided by the City and resources allocated for the provision of these services. Program priorities for the organization are developed by City Council, City staff and citizen input; and are used as major guidelines in the development of funding recommendations.

## Budget Amendments

Under emergency conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the City Council may, by a majority vote of the full membership, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance. Any budget amendment must adhere to the balanced budget requirement and cannot change the property tax levy or in any manner alter a taxpayer's liability. The City of Tyler budget is a program-based budget that is adopted by fund. Ordinances approved by City Council are required to increase or decrease appropriations in any fund. Although adopted by fund, budgets are prepared by line item and the City Manager approves budget adjustments within a fund between line items.

## Basis of Presentation

The accounts of the City of Tyler are organized and operated on the basis of funds or account groups. Each is considered to be a separate accounting entity with its own separate set of self-balancing accounts consisting of assets, liabilities, fund bal-

ances, net assets, revenues and expenditures or expenses. In accordance with Generally Accepted Accounting Principles (GAAP), the City's funds can be classified into one of three broad classifications of funds and categorized into one of seven fund types as listed below.

## Governmental Funds

Governmental funds are primarily used to account for tax-supported, externally mandated fee and grant activities. The measurement focus is toward determination of financial position and changes in financial position, rather than upon net income determination. These funds operate under the modified accrual basis of accounting. They recognize revenue as income only when it becomes measurable and available. The City recognizes expenditures when a liability has been incurred except for some long-term liabilities such as debt service, compensated absences, claims, and judgments, which are recognized when payment is due. The City utilizes the following governmental fund types:

**General** – the City operates one general fund as the Chief Operating Fund for the City. It is used to account for all financial resources of the City that are not legally required to be accounted for in another fund. The City utilizes Internal Service Funds to account for some benefit, maintenance and equipment purchase requirements associated with the General Fund.

**Debt Service** – this fund is used to accumulate resources to meet the current and future principal and interest payments on the City's general long-term debt. The City paid off all tax supported debt in fiscal year 2007-2008.

**Capital Projects** – the City operates three capital projects funds. The major fund associated with capital projects is the One-Half Cent Sales Tax Corporation, which is used for infrastructure improvements in an effort to eliminate tax-supported debt. This fund is not included in this document and has no formally adopted budget by the City Council, but is included in the annual financial audit. The second capital projects fund is the General Capital Projects Fund. This fund is used as a supplemental resource to pay for one-time related capital expenditures from the General Fund. The third capital projects fund is the Street Improvement Fund. In FY2017-2018 the Mayor and City Council created this fund to continue to fund street improvement projects to upgrade and then maintain the City's streets to an acceptable level.

**Permanent Funds** – the City operates two permanent funds for the perpetual care and maintenance of the City's cemeteries. One of these funds operates in a trust environment and the other is an operations fund for the City cemeteries.

**Special Revenue** – the City uses special revenue funds to account for proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes other than debt service or capital projects. These restrictions may be im-

posed either by parties outside the government or by the local governing body. The City operates with the following Special Revenue Funds:

- Development Services – established to account for the receipt and disbursement of funds related to Building Inspections and Planning and Zoning.
- Police Forfeiture – established to account for the receipt and disbursement of funds seized by the Police Department and subsequently awarded to the City through court-ordered judgments, primarily cases involving illegal drugs.
- Court Special Fee – established to track the receipt of court fees restricted for court related purchases.
- TIF/TIRZ #2 – established to account for the receipt and disbursement of funds related to the Tax Increment Financing Zone established for the Downtown Tyler region. Was dissolved in fiscal year 2015-2016, and re-established as TIF/TIRZ #4 in fiscal year 2018-2019
- TIF/TIRZ #3 – established to account for the receipt and disbursement of funds related to the Tax Increment Financing Zone established for the North Tyler region.
- Hotel-Motel Tax – established to account for the receipt and disbursement of funds generated by the Hotel-Motel Occupancy Tax.
- Donations – established to account for the receipt and disbursement of funds donated for specific projects. This fund is not included in this document and has no formally adopted budget by the City Council, but is included in the annual financial audit.
- Tourism – established to account for the operations of the Rose Garden, Rose Garden Center, Harvey Convention Center, Goodman Museum, Main Street and Liberty Hall.
- Airport Facility – established to account for the receipt and disbursement of passenger facility charges collected from ticketed passengers at Tyler Pounds Regional Airport as well as rental car charges collected to facilitate special projects.
- Oil and Natural Gas – established to track revenue received from lease royalties to be used for future onetime projects identified by the City Council.
- PEG Fee – established to track receipt and disbursement of funds related to the 1% Public, Educational and Government Access Channel Fee collected and remitted by local cable franchise operations.
- Fair Plaza – established to track the tenant rental and parking income associated with the Fair building donated to the City of Tyler and the associated operating expenses.
- Homeownership/Housing – established to account for the receipt and disbursement of the overhead allowances in excess of actual costs in the Section 8 Grant Program.
- Community Development Block Grant (CDBG) – established to account for the receipt and disbursement of CDBG Grant

monies allocated to the City.

- HOME – established to account for the receipt and disbursement of HOME Grant monies allocated to the City to provide affordable housing for low-income households.
- Housing Assistance Payment Program (HAPP) – established to account for the receipt and disbursement of Department of Housing and Urban Development – Housing Assistance Payments Program Funds.
- State and Federal Grants – created to account for the receipt and disbursement of Federal and State Grants related primarily to planning, transportation, library, public safety and human services. Only major grants with known awards are included in this document and have a formally adopted budget. All other budgets are adopted with the grant award documentation.
- Transit System – established to account for the receipt and disbursement of Federal and State Grant Funds received for the operation of the City's Transit System.

**Proprietary Funds** Proprietary funds are used to account for business activities in which funding is provided by fees and charges for services. The measurement focus of proprietary funds is total economic resources. As such, these funds use the accrual basis of accounting, recognizing revenues when earned and expenses as the liability is incurred. For budgeting purposes, the proprietary fund types are budgeted on a modified accrual basis to better manage available working capital. The City utilizes the following proprietary fund types.

**Enterprise** – these funds cover the cost of their operations through fees charged to individual users.

- Utilities – accounts for the maintenance and operations of the infrastructure of the City's Water and Sewer system including administration, billing, distribution, treatment, waste collection, waste treatment, Lake Tyler, and Geographical Information Systems (GIS).
- Utility Construction – established to track the costs of capital improvements to the utility system.
- Utility Debt Service – established to track the debt service costs related to revenue bond indebtedness.
- Utility Debt Reserve – established to track debt service reserve requirements related to the 2009 utility debt issue.
- Solid Waste – accounts for the maintenance and operations of the garbage collection and litter abatement programs operated by the City of Tyler. This includes administration, residential collection, commercial collection, litter control and complex maintenance.
- Solid Waste Construction – established to track the costs of capital purchases and improvements to the garbage collection operations.
- Airport – accounts for the operations of the Tyler Pounds Regional Airport and the Federal Aviation Administration

tower activity.

- Storm Water – responsible for the maintenance, management, and regulatory compliance of the storm water system.

**Internal Service** – these funds are used to report activities that provide services for other funds within the City. The full cost of providing these services is charged back to the using funds. The City utilizes the following internal service funds:

- Productivity – established to track performance pay of City employees as well as the cost of internal audit and City University.
- Fleet Maintenance/Replacement – accounts for the maintenance and repair work on vehicles for all City departments. The fund also acquires vehicles and equipment for use by all City departments on an amortization replacement schedule.
- Property and Liability Insurance – accounts for the City's property, casualty, disability and worker's compensation insurance programs.
- Active Employee Benefits – accounts for the City's self-insurance program for health and dental benefits for active employees as well as life insurance benefits provided through traditional insurance.
- Property and Facility Management – established to account for facility maintenance and replacement costs associated with HVAC units, roofing and ADA requirements.
- Technology – established to account for the City's investment in technology and office automation, as well as current maintenance and repair items.
- Retiree Employee Benefits – accounts for the City's self-insurance program for health and dental insurance benefits for retired employees as well as life insurance benefits provided through traditional insurance.

**Fiduciary Funds** Fiduciary funds are used to account for activities that are held in trust by the City, with the funds themselves appropriated for other purposes or agencies. Because these funds are held by the City of Tyler for other agencies or individuals, there is no formally adopted budget for Fiduciary Funds and these funds are not included in the budget document. The City operates four Fiduciary funds including an Employee Benefit Trust – Section 125 Plan, Employee Benefits Trust - OPEB Trust, the Lindsey Private Purpose Trust and the Greenwood Landfill Private Purpose Trust. All funds are included in the annual financial audit. The City has an external audit completed each year. The external auditors prepare the City's Comprehensive Annual Financial Report (CAFR) based on GAAP reflecting the City's financial position at the end of its fiscal year. The CAFR reports expenditures and revenues on both a GAAP basis and budget basis for the purpose of comparison. The following audit adjustments are made to adjust the City's financial records to GAAP:

- Enterprise and internal service funds budget for purchases of capital items as expenditures on a budget basis, but they are recorded as assets on a GAAP basis.
- Compensated absence liabilities are accrued as earned on a GAAP basis, but expensed when paid on a budget basis.
- Governmental funds record revenues when received and book expenditures as encumbrances at the point of commitment during the budget year. Audit adjustments recognize all revenue that is measurable and available within 60 days of year-end on a GAAP basis.
- Enterprise and internal service funds record depreciation and amortization on a GAAP basis only.
- Principal payments are recorded as a reduction of current liability on a GAAP basis, while being accounted for as debt service expenses on a budget basis.
- Accrued debt service interest expense is recorded as a liability on a GAAP basis, but only current year interest expense is recorded on a budget basis.

## Budget Phases

The City of Tyler begins in January with the development of next year's budget. The budget development process requires input from City staff, the City Council and citizens. In order for this input to be given appropriate consideration, the process begins approximately six-months before the budget is adopted. There are five distinct phases in the development of the City's budget.

### Fiscal Alignment (Phase I)

**Budget Goals** – the process starts with the development of budget goals based on the City's Strategic Plan and continuous feedback received from the City Council and citizens. After the goals are developed, meetings with the City's administrative team set the stage for budget formation.

**Forecast Schedule and Strategy Development & Business Plan** – the goal of this phase is to align the City's strategic plan and business planning process with the budget development. This phase also provides strategic fiscal forecasting, financial assumptions, revenue and reserve information as well as management's expectations about the development of departmental budgets. At these meetings, the budget calendar is discussed. The calendar includes internal and external deadlines. The calendar allows citizens and the City Council to be aware of the schedule and the official dates for public input. Also, supplemental request for the upcoming fiscal year are discussed, as well as future years.

### Departmental Hearings (Phase II and III)

**Budget Development** – departments develop their budgets based on the financial expectations and the guidelines they have been provided. After departments have entered their budget in the City's financial system, they are reviewed with the Budget Committee. This review meeting allows the departments to highlight changing trends in their service levels in

addition to making proposals for new services or changes to existing services. Phase II involves the development of the internal service fund budgets. Also, Phase II includes the review of all capital operating and debt service budgets.

***Capital Improvements Plan*** – the Capital Improvements Plan is developed during this process the Capital Improvements Plan is developed during this process as well. The City reviews all Capital Improvement projects on a monthly basis to ensure that they are staying on track with the annual plan. The City operates with a five-year plan where projects are added based on an objective scoring criteria established by the City Council. As the fund balances in each of the capital project funds are reviewed and analyzed for excess revenue, that revenue is considered for additional projects. Additional projects are prioritized and then placed on next year's schedule when funding is available.

#### **Budget Presentation (Phase IV)**

Once all of the input is received, the budget is developed and the City Manager presents it to the City Council in August. The proposed budget will contain the proposed tax rate, water and wastewater rate, and sanitation rate as well as fee changes. The City Manager provides the City Council and the public with an overview of the budget and a summary of the major changes being recommended.

#### **Adoption Process (Phase V)**

The City Council then receive public input through public hearings and community dialogue before adoption. Any additional information needed to understand changes within the budget will be provided to City Council during this time. The City Council will adopt the budget by fund and adopt the new property tax rate before the start of the fiscal year on Oct. 1.

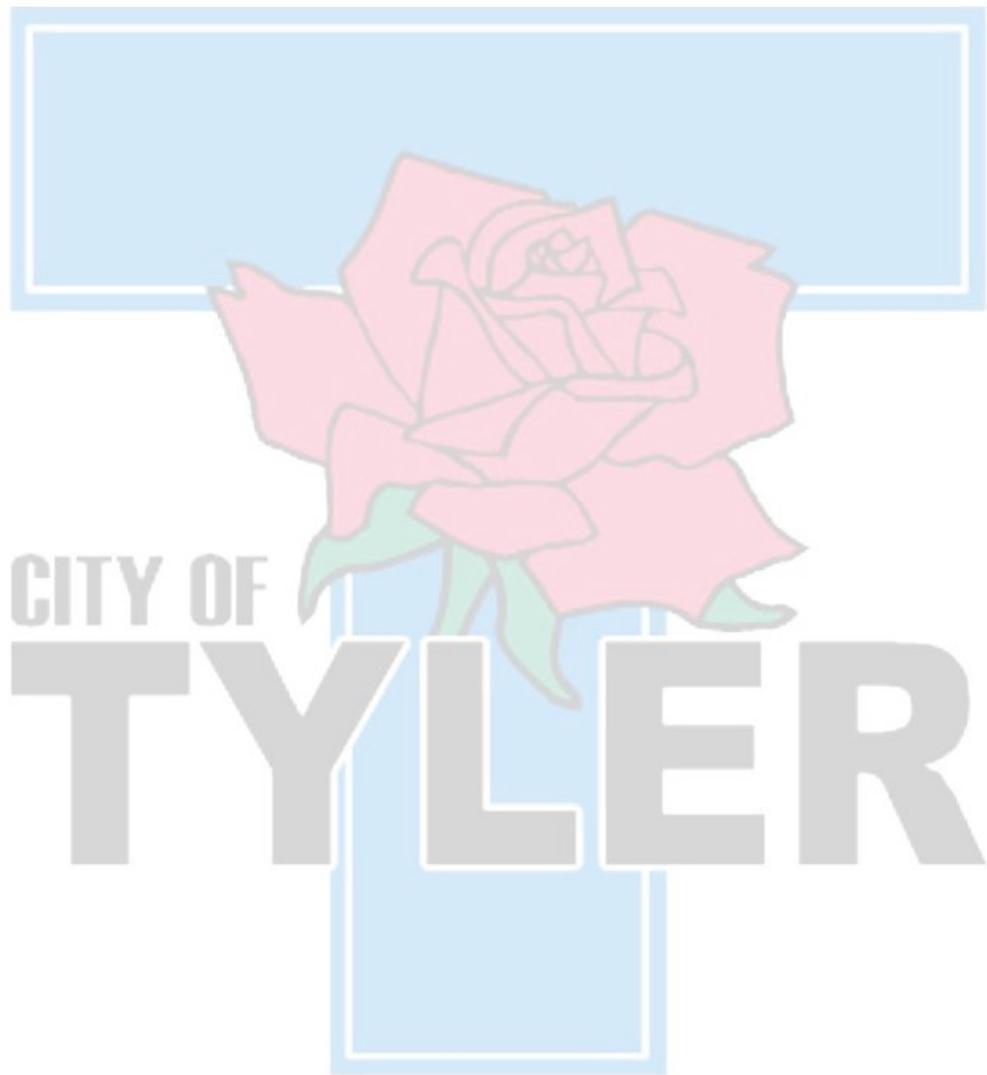


## City of Tyler



### FY2018-19 Budget Preparation Calendar

<b>Phase I</b>	
<b>Fiscal Alignment</b>	
September 29, 2017	City Council retreat
January 20, 2018	First Monthly Financial Forecast due on P:Drive Distribution of Fiscal Alignment Review Session (F.A.R.S) Instructions to Departments (on P:Drive) (Five year forecast for major funds only and all funds supplemental) (Major funds are General, Water, Solid Waste, Airport, HOT, and Tourism)
February 23, 2018	Training Offered (9:00 a.m. - 10:30 a.m.) or (3:00 p.m. - 4:30 p.m.) Five Year Forecast for major funds(Complete in Sunguard) and supplemental update all funds (Post on P:Drive) due (Major funds are General, Water, Solid Waste, Airport, HOT, and Tourism)
March 16, 2018	Fiscal Alignment Review Sessions(Five year forecast for major funds) (Major funds are General, Water, Solid Waste, Airport, HOT, and Tourism)
March 26 - March 30, 2018	General, Water, Solid Waste, Airport, HOT, and Tourism)
April 11, 2018	City Manager to present City Council with FY 2019 Budget - Preliminary Issues Memo
May 18, 2018	Council mini retreat to review five year forecast
<b>Phase II</b>	
<b>Internal Service Fund Recommendations/Work Sessions</b>	
February 9, 2018	FY2018-19 Open System for Budget Entry (Internal Service Funds Only)
March 2, 2018	Internal Service Fund FY2018-19 Baseline Budget Requests Due
March 12 - March 18, 2018	Internal Service Fund FY2018-19 Pre-budget session
<b>Phase III</b>	
<b>Operating, Capital, and Debt Service Funds Recommendations/Work Sessions</b>	
March 22, 2018	Distribution of FY2018-19 Budget Materials and Instruction on P:drive. Payroll Projections will be Distributed by H/R, and Open System for Budget Entry
March 22, 2018	Training Offered (1:00 p.m. -2:30 p.m.)
March 23, 2018	Training Offered (10:30 a.m. -12:00 p.m.)
April 19, 2018	Deadline for Departments to Submit FY2018-19 Budget Requests.
April 23 - April 27, 2018	Assemble binders for Budget Committee
April 30 - May 25, 2018	Meetings to Review FY2018-19 Departmental Budget Requests
May 28 - June 8, 2018	Assemble budget documents for City Manager.
June 11 - August 3, 2018	City Manager Prepares FY2018-19 Proposed Budget for City Council
July 11, 2018	CIP presentation to City Council. Distribution of CIP book.
July 17 - July 19, 2018	City Councilmember sessions
July 25, 2018	Certified Tax roll due from the Chief Appraiser
<b>Phase IV</b>	
<b>Adoption</b>	
August 6, 2018	City Manager's FY 2018-19 Proposed Budget Filed with the City Clerk and post on website. <b>(Must be filed at least 15 days prior to public hearing and at least 30 days prior to tax rate adoption)</b>
August 8, 2018	FY2018-19 Proposed Budget presented to City Council <b>(Vote to schedule proposed public hearings for the budget and tax rate adoption).</b>
August 9, 2018	City Clerk publishes the "Notice of Proposed Budget and Tax Rate Hearing scheduled for August 22nd and 29th" <b>(No later than 30 days prior to and no sooner than 10 days to the public hearings)</b>
August 17, 2018	City Clerk publishes the "Notice of Proposed Budget and Tax Rate Hearing scheduled for August 29th"
August 22, 2018	1st Public Hearing on FY2018-19 Proposed Budget - Announce Meeting Date to Adopt Tax Rate and Budget.
August 29, 2018	2nd Public Hearing on FY2018-19 Proposed Budget- Announce Meeting Date to Adopt Tax Rate and Budget*** <b>(Must be at least 3 days after 1st public hearing).</b> "SPECIAL CALLED MEETING"
August 31, 2018	City Clerk publishes the "Notice of Tax Increase and Budget Adoption scheduled for September 12th"
September 12, 2018	City Council Adoption of FY2018-19 Budget and Property Tax Rate (City Charter requires adoption no later than the 25th)



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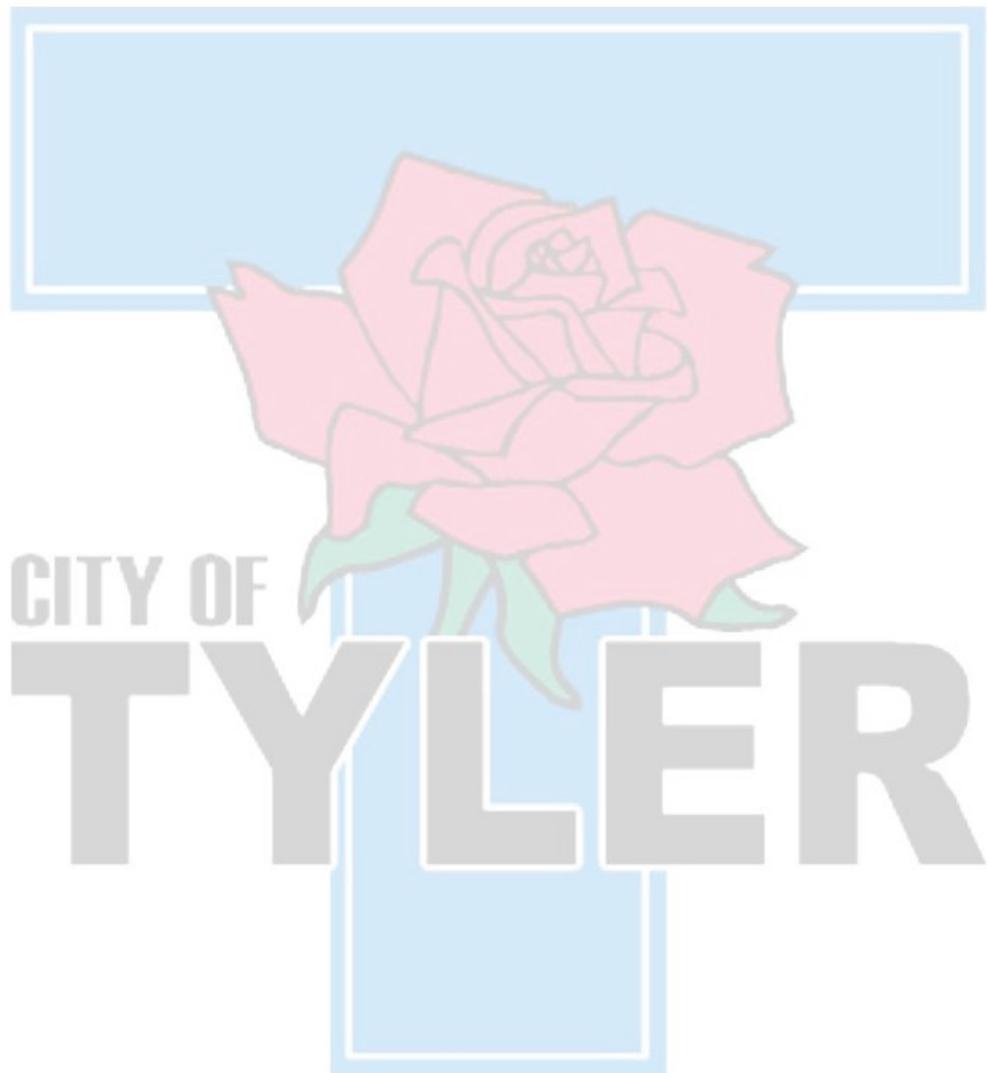
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**2018 -19**

Annual Budget

Financial Policy





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# Financial Policy

## Financial Policy

### Financial Management Performance Criteria

The City of Tyler's Financial Management Performance Criteria (FMPC) serves as the basis for the overall fiscal management of the City's resources. These policies guide the City Council and administration in making sound financial decisions and in maintaining Tyler's fiscal stability.

The policies outlined here are developed to address specific financial issues. These policies are reviewed annually and updated as needed. Listed below are financial policies, which are specifically related to the adoption and execution of the annual operating budget.

### Budgeting, Accounting, Auditing and Financial Planning Criteria

- Establish and maintain a central accounting system for all functions of accounting, financing, inventory and budgeting.
- Submit to the City Council quarterly revenue and expenditure reports to show the financial position of the City of Tyler. The reports include budgetary forecasts and year-to-date actual comparisons to show the financial condition of the major operating funds. In addition a quarterly investment report will be presented which meets / exceeds the requirements of the Public Funds Investment Act.
- File with the City Clerk for public review, a copy of the proposed ensuing fiscal year budget a minimum of 45 days prior to October 1st.
- City Council shall cause an independent audit to be made of the books of account, records and transactions of all the administrative departments of the City at least annually. The audit shall be conducted by a Certified Public Accountant. Auditors shall be selected for an initial one year period with an option for renewal up to five years. Mandatory rotation is required by City Council for external audit services every five years.
- The annual audit shall be conducted in accordance with the Generally Accepted Accounting Principles (GAAP).
- Long-range forecasts shall be made for major operating funds as necessary for financial planning.
- A system of internal controls shall be maintained to monitor revenues and expenses for municipal programs on a continuous basis. The internal auditor will perform periodic audits of departments to determine compliance with current controls and to make recommendations for change.
- It is the City's goal to annually strive for certification of its audit and budget from the Government Finance Officers' Association (GFOA).

### Operating Criteria

- Estimated expenditures shall in no case exceed proposed rev-

enue plus prior year undesignated balances.

- Unused appropriations may be transferred to any item required for the same general purpose within the same department and/or fund if approved by the City Manager. All other transfers between funds and base increases to appropriations must be approved by the City Council.
- All annual appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended and lawfully re-appropriated in subsequent year's adopted budgets.
- A fund balance shall be maintained at a level of 15 percent of estimated annual operating expenditures for the General Fund and at 15 percent of estimated annual operating expenses in the Utility Fund and Solid Waste Fund.
- Investments shall be managed in accordance with the current Investment Policy. Investments shall comply with Federal, State and local laws. Investments will consider protection of principal first, with the intent to diversify as well as provide for liquidity needs. Investments shall be made to maintain public trust and not speculate. Investment managers shall exercise prudence in managing the overall portfolio while trying to attain comparable rates of return.
- Fixed assets shall be managed in accordance with the current Fixed Asset Policy in order to properly classify, make record of and safeguard the assets. An inventory of the assets is to be maintained and is to include the description, cost, date of acquisition, department, location and asset identification number. Periodic inventory inspections of fixed assets shall be conducted. Fixed assets include items meeting both the dollar minimum of \$3,000 and having a useful life of two years or more. For constructed assets, the criteria apply to the completed project. Certain assets bought in bulk are capitalized as a group asset.
- The City Council shall designate a City depository in compliance with State statutes. The term of the bank depository shall be two years with three additional one year options for renewal.

### Capital Improvement Projects

- A comprehensive master plan will be developed to better plan and forecast future construction and capital improvements.
- Capital project forecasts shall be developed and shall identify the impact of implementing said projects on future annual operating budgets. Estimates of future revenues necessary for these expenditures shall be identified prior to the approval of such capital improvements.
- The life of a capital project fund shall correspond to the utilization of the resources in the fund.
- Expenditures shall not be incurred nor shall contracts be awarded without the appropriation of available funds.

## **Debt Management**

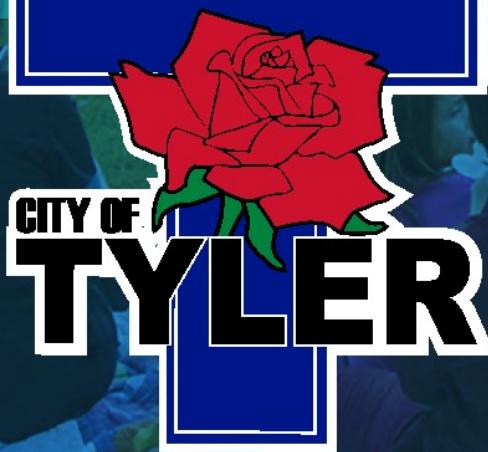
- Utility projects, financed through the issuance of bonds, shall be financed for a period not to exceed the expected weighted average useful life of the assets.
- Interest earnings on bond proceeds shall be credited to the debt service fund.
- The City of Tyler intends to pay for tax supported construction and capital improvements with cash.
- When appropriate, the City will consider the use of revenue debt to pay for utility system improvements if it is economically feasible.
- Revenue bond coverage requirements provide for financial stability in Enterprise Funds. Coverage requirements are defined as the amount of system net revenue available to pay average annual debt service. System net revenue equal to one and one half times average annual debt service is preferred. In no annual period shall the coverage fall below one and one tenth times based on current bond covenants.
- The City Council shall exhibit a willingness to raise the revenue necessary to fully fund the current debt obligations in order to implement the adopted capital improvement plan and to maintain the City's bond rating at or above current levels.

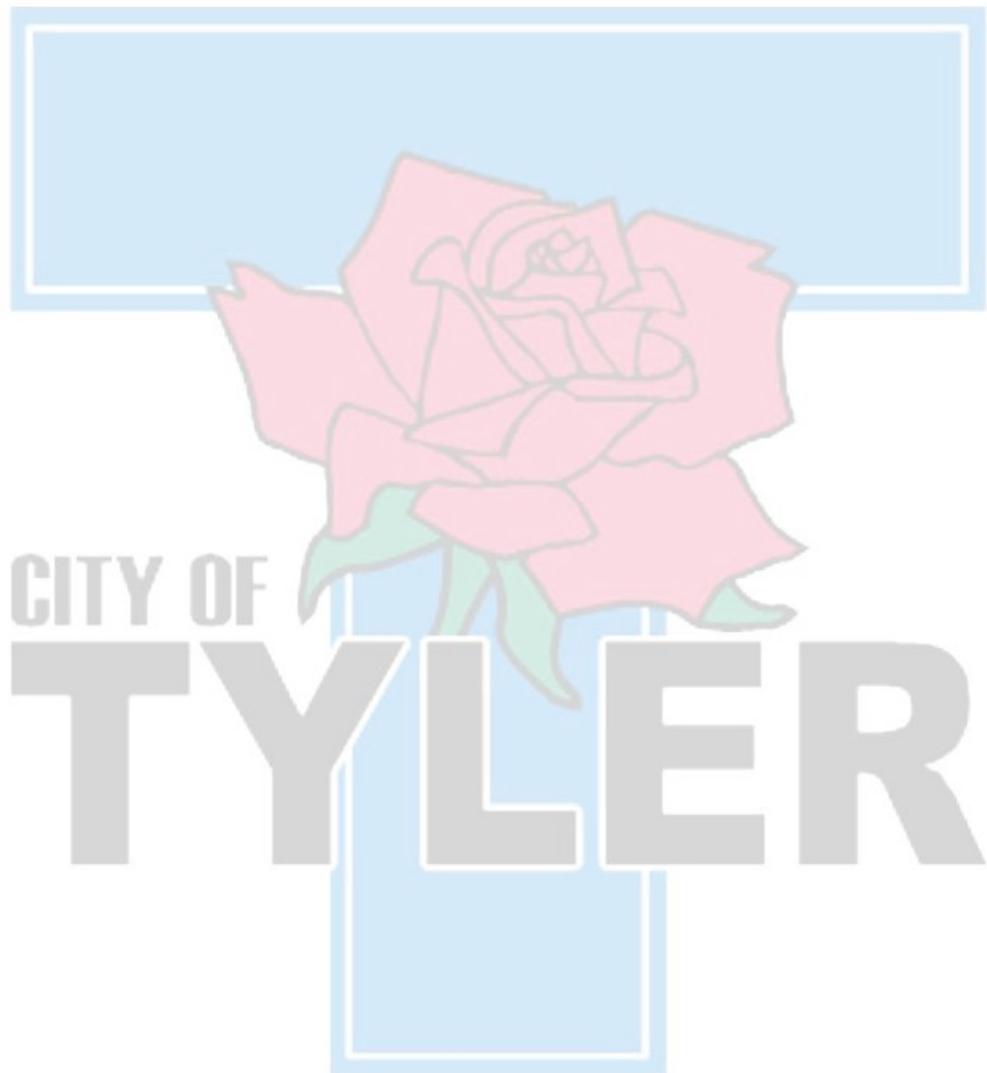
CENTENE STAGE

**2018 -19**

Annual Budget

Investment Policy





*A Natural Beauty*

# Investment Policy

## Sec. 2-46. Introduction And Scope.

The Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "PFIA") requires each city to adopt a written investment policy that includes a written investment strategy, quarterly reports to City Council with market values, an annual review of the policy by Council and an annual compliance audit among other requirements. This Policy shall apply to the investment and management of all City funds under its control, other than those expressly excluded within this document or by applicable law or valid agreement. The Fire Pension Fund is excluded from this Policy because it is separately organized and managed by contract with investment companies as directed by the Fire Pension Board, and the Lindsey Police and Firefighters' Endowment Fund is also excluded from this Policy because it is separately organized and managed by contract with an investment company as directed by the Lindsey Police and Firefighters' Fund Board. The Employees Deferred Compensation Agency Fund and the Retirees Health Benefits Trust Fund are also excluded. This Policy shall not supersede the restrictions on investment of specific funds because of legal limits, created by grants, bond covenants or similar regulations. In the event of conflict, the more restrictive policy shall be followed. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21; 3/22/00) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-37, 2/27/08) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) (Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

## Sec. 2-47. Investment Strategy.

The City shall use a pooled cash and investment approach commingling money from various fund types for market efficiency to the extent that is practical and legal. The following investment strategy considerations recognize the unique advantages of a pooled cash and investment portfolio, including the reduction of cash flow uncertainty and the increased opportunity of yield curve extension. Funds included in the portfolio will include those from the operating funds, debt service and debt reserve funds, and special projects. The liquidity requirements of the pooled investment portfolio will be projected and matched with maturities. The following investment strategy considerations recognize the unique ad-

vantages of a pooled cash and investment portfolio, including the reduction of cash flow uncertainty and the increased opportunity of yield curve extension:

### Pooled Fund Group

Suitability - Any investment eligible in the Investment Policy is suitable for Pooled Fund Groups.

Safety of Principal - All investments shall be of high quality with no perceived default risk.

Market price fluctuations will occur. However, managing the weighted average days to maturity to less than 270 days and restricting the maximum allowable maturity to two years using the final stated maturity dates of each investment will minimize the price volatility of the portfolio

Marketability - Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.

Liquidity - Pooled Fund Groups require short-term liquidity to adequately fund any unanticipated cash outflow. Short-term financial institution deposits, investment pools and money market mutual funds will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification - Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City. Diversifying the appropriate maturity structure up to the two-year maximum will reduce interest rate risk.

Yield - Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury Bill portfolio will be the minimum yield objective.

### Special Project And Bond Proceeds Funds

At times special project and bond proceed funds may be better suited invested outside the Pooled Fund Group. In those cases the following strategy shall be applicable:

Suitability - Any investment eligible in the Investment Policy is suitable for Special Project and Bond

Proceeds Funds.

**Safety of Principal** - All investments will be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Special Project and Bond Proceeds to not exceed the anticipated expenditure schedule the market risk of the overall portfolio will be minimized. Maximum maturity five years from date of purchase.

**Marketability** - Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.

**Liquidity** - Special Project and Bond Proceeds Funds used for capital improvements programs have reasonably predictable draw down schedules. Therefore investment maturities should generally follow the anticipated cash flow requirements. Short term financial institution deposits, investment pools and money market mutual funds will provide readily available funds generally equal to one month's anticipated cash flow needs, or a competitive yield alternative for short term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any expenditure request. This investment structure is commonly referred to as a flexible repurchase agreement.

**Diversification** - Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Special Project and Bond Proceeds Funds. Generally, when investment rates exceed the applicable cost of borrowing, the City is best served by locking in most investments. If the cost of borrowing cannot be exceeded, then concurrent market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.

**Yield** - Achieving a positive spread to the cost of borrowing is the desired objective, within the limits of the Investment Policy's risk constraints. The yield of an equally weighted, rolling six-month Treasury bill portfolio will be the minimum yield objective for non-borrowed funds. (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2014-98, 10/22/14) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

(Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2014-98, 10/22/14) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

## **Sec. 2-48. Objectives.**

Principle investment objectives in order of priority are:

- a. Preservation of capital and the protection of investment principal.
- b. Maintenance of sufficient liquidity to meet anticipated disbursement and cash flows.
- c. Maintaining public trust by avoiding any transaction, which might impair public confidence in the City's ability to manage public funds with which it is entrusted.
- d. Conformance with all Federal statutes, State statutes, City Charter requirements, City ordinances, and other legal or policy requirements.
- e. Diversification by investment type and maturity to avoid market risks and issuer defaults, where appropriate.
- f. Attainment of a rate of return which is consistent with risk limitations and cash flow characteristics of the City's investments. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20, 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

## **Sec. 2-49. Investment Officers.**

The Chief Financial Officer, Accounting Manager, and Accountants are appointed as Investment Officers. The Investment Officer's authority will be limited by applicable laws, regulations and this Policy.

In order to ensure qualified and capable investment management, the City shall provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the City's investment personnel.

Investment Officers shall attend at least one train-

ing session, containing at least 10 hours of instruction, within twelve months of assuming their duties. An additional eight hours of training will be required not less than once in a two-year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date. Training will address investment topics in compliance with the Public Funds Investment Act. The City approves the GFOA, GFOAT, GTOT, NTCOG, TCMA, TML, and UNT as independent sources for training.

The City maintains the right to hire Investment Advisers to assist City staff in the investment of funds. Investment Advisers shall adhere to the spirit, philosophy and specific terms of this Policy and shall invest within the same objectives. The Investment Officers shall establish criteria to evaluate Investment Advisers, including:

1. Adherence to the City's policies and strategies;
2. Investment strategy recommendations within accepted risk constraints;
3. Responsiveness to the City's request for services and information;
4. Understanding of the inherent fiduciary responsibility of investing public funds; and
5. Similarity in philosophy and strategy with the City's objectives.

Selected Investment Advisors must be registered under the Investment Advisers Act of 1940 or with the State Securities Board. A contract with an Investment Adviser may not be for a term longer than two years and any contract, renewal or extension is subject to approval by the City Council. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) (Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20, 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

## **Sec. 2-50. Standards of Care, Ethics and Conflicts of Interest.**

As provided for in the PFIA, the standard of care for the City's investments shall be the Prudent Person Rule, which states "investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion and

intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived."

The overall investment program shall be designed and managed with a degree of care and professionalism that is worthy of the public trust. The Investment Officers shall recognize that the investment activities of the City are a matter of public record and public trust.

The Investment Officers, acting in accordance with written procedures and exercising the proper standard of care, shall be relieved of personal responsibility for an individual investment decision, provided that this Policy and the City's procedures were followed. In determining whether an Investment Officer has exercised the proper standard of care, all investments over which the individual had responsibility will be considered rather than a single investment.

Investment Officers and employees of the City involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment Officers and employees of the City involved in the investment process shall not utilize investment advice concerning specific investments or classes of investments obtained in the transaction of the City's business for personal investment decisions, shall in all respects subordinate their personal investment transaction to those of the City particularly with regard to the timing of purchases and sales, and shall keep confidential all investment advice obtained on behalf of the City and all transactions contemplated and completed by the City, except when disclosure is required by law.

All Investment Officers of the City shall file with the Texas Ethics Commission and the City Council a statement disclosing any personal business relationship with a business organization offering to engage in an investment transaction with the City or any relationship within the second degree by affinity or consanguinity to an individual seeking to sell investments to the City. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) (Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20, 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

## Sec. 2-51. Authorized Investments.

The Investment Officers shall use only investment options approved by City Council. Participation in any investment pool must also be approved by formal Council action. Subject to any limitations otherwise imposed by applicable law, regulations, bond indentures or other agreements, including but not limited to, the PFIA, the following are the only permitted investments for the City's funds:

a. Direct obligations of the United States government; U.S. Treasury Bills, U.S. Treasury Notes, U.S. Treasury Bonds, and U.S. Treasury Strips (book entry U.S. Treasury securities whose coupon has been removed).

b. Debentures or discount notes issued by, guaranteed by, or for which the credit of any Federal Agencies and Instrumentalities, including the Federal Home Loan Banks, is pledged for payment. Principal-only and interest-only mortgage backed securities and collateralized mortgage obligations and real estate mortgage investment conduits are expressly prohibited.

c. Bonds or other interest bearing obligations of which the principal and interest are guaranteed by the full faith and credit of the United States government, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation. Principal-only and interest-only mortgage backed securities and collateralized mortgage obligations and real estate mortgage investment conduits are expressly prohibited.

d. Certificates of Deposit and other evidences of deposit at a financial institution that, a) has its main office or a branch office in Texas and is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor, b) is secured by obligations in a manner and amount provided by law for deposits of the City, or c) is placed through a broker or depository institution that has its main office or a branch office in Texas that meets the requirements of the PFIA. All deposits exceeding the FDIC insurance limits shall be collateralized as required by Section 2-57 Selection of Depositories.

e. Local government investment pools organized under the Interlocal Cooperation Act that meet the requirements of the PFIA and have been specifically approved and authorized by the City Council.

f. Direct obligations of the State of Texas or its agencies, and obligations of agencies, counties, cities, and other political subdivisions of the State of Texas rated as to investment quality by a nationally

recognized investment rating firm not less than A or its equivalent.

g. No load "government" money market mutual funds that meet the requirements of the PFIA. Money market mutual funds must maintain an AAAM, or equivalent rating from at least one nationally recognized rating agency; and be specifically approved by the City Council or purchased through the City's primary depository as an overnight investment tool.

h. Repurchase agreements entered into in compliance with the PFIA.

NOTE: A security's "average life" does not constitute a stated maturity.

No investment type approved by the PFIA for public investment will be authorized by the City without specific City Council approval and adoption in this Investment Policy. And investments authorized at the time of purchase, which become unauthorized, need not be liquidated immediately. The City shall monitor the rating of each issuer, as applicable, at least quarterly, and take all prudent measures shall be taken to liquidate an investment that is downgraded to less than its required minimum rating. The Investment Officer will make specific suggestions as to the possible liquidation or retention in either situation.

This Policy does not apply to an investment donated to the City for a particular purpose or under terms of use specified by the donor (Section 2256.004). (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. 0-2014-98, 10/22/14) (Ord. No. 0-2017-53; 7/12/2017)

## Sec. 2-52. Investment Limits.

It is the City's policy to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of investment, where appropriate. Cash flow projections shall be utilized to spread investment maturities, smooth market fluctuations, and reduce reinvestment risk.

The maturity of an investment largely dictates its price volatility. Therefore, the City shall concentrate its investment portfolio in shorter-term maturities to protect market valuation from unanticipated

rate movements. The City will attempt to avoid over-investment in cash equivalent investments and match a portion of its investments with anticipated cash flow requirements. The asset allocation in the portfolio will vary depending upon those requirements and the outlook for the economy and the security markets. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. 0-2104-98, 10/22/14) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

### **Sec 2-53. Selection of Broker/Dealers.**

The City may utilize the in-house brokerage services of the bank qualifying as City depository in the acquisition and disposition of authorized securities. Other broker/dealers meeting the qualifications of this Policy section and selected by the Investment Officers are subject to approval by the City Council.

The approved list of broker/dealers includes the following firms:

Duncan-Williams Securities

FTN Financial

Raymond James & Associates

Wells Fargo Securities

For brokers and dealers of investment securities, the City shall select only dealers reporting to the Market Reports Division of the Federal Reserve Board of New York, also known as the "Primary Government Security Dealers," unless analysis reveals that other firms are adequately experienced to conduct public business.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- Annual audited financial statements
- Proof of Texas State Securities Commission registration
- Proof of Financial Industry Regulatory Authority (FINRA) certification

Each entity from which the City purchases investments (brokers/banks/pools) shall be provided the City's Investment Policy. Investment pools and discretionary investment management firms will be re-

quired to provide a written certification as described in the PFIA.

It is the policy of the City to create a competitive environment for all individual purchases and sales, financial institution deposits, money market mutual funds, and local government investment pools. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. 0-2104-98, 10/22/14) (Ord. No. 0-2016-20, 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

### **Sec 2-54. Safekeeping.**

Eligible investment securities shall be purchased using the delivery versus payment method. That is, funds shall not be wired or paid until verification has been made that the security has been received by the City safekeeping/clearance agent. The security shall be held in the account of the City. The original copy of all safekeeping receipts shall be delivered to the City. An independent custodian will be used for securities safekeeping. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-28, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

### **Sec 2-55. Reporting and Audits.**

At least quarterly, the Investment Officer shall submit a written report of all investments in compliance with the PFIA. The market valuations obtained by the City shall be from independent sources believed to be accurate and representative of the investments' true values. The reports shall be submitted to City Council.

An annual compliance audit of management's controls on investments and adherence to this Investment Policy shall be performed in conjunction with the annual financial audit and include a review of quarterly reports, with the result of the review reported to the City Council by that auditor.

The benchmark for the portfolio will be the three-month Treasury Bill average yield for the reporting

period. Reporting will include the benchmark as a gauge of the portfolio's performance and a measure of risk. Weighted average yield to maturity shall be the measure of portfolio performance. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

## **Sec. 2-56. Review of Investment Policy.**

The City Council will review and adopt this Investment Policy and investment strategy at least annually, approving changes to policy or strategy.

(Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

## **Sec. 2-57. Selection of Depositories.**

The primary depository shall be selected through the City's banking services procurement process, which shall include a formal Request for Application (RFA) issued in compliance with applicable State law. A written contract shall be entered into and extended as per the RFA specifications. In selecting the primary depository, the credit worthiness of institution shall be considered, and the Investment Officers shall conduct a review of prospective depository's credit characteristics and financial history.

The City may also utilize other financial institutions to maintain back-up checking or other transactional accounts, and to place interest bearing deposits.

All deposits placed with the City's primary depository or other financial institution shall be insured or collateralized in compliance with applicable State law. The City reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards deposits. The City shall receive original safekeeping receipts for securities pledged, copies of any pledged insurance policies or letters of credit, and all pledged securities

shall be held by an unaffiliated custodian. Written authorization by an Investment Officer is required prior to the release of any pledged collateral, insurance, or letter of credit.

The City requires market value of pledged securities in excess of 102% of all uninsured deposits plus accrued interest if any. All financial institutions pledging securities as collateral shall be required to sign a collateralization agreement with the City. The agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

The agreement must be in writing;

The agreement has to be executed by the financial institution and the City contemporaneously with the deposit;

The agreement must be approved by the Board of Directors or designated committee of the financial institution and a copy of the meeting minutes must be delivered to the City; and

The agreement must be part of the financial institution's "official record" continuously since its execution.

The Investment Officers shall monitor deposit and collateral levels at least monthly to maintain adequate coverage. (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

## **Sec. 2-58. Authorized Collateral**

The City shall accept only the following as collateral:

a. a. Bonds, certificates of indebtedness, or notes of the United States, its agencies or instrumentalities (including the Federal Home Loan Banks), or other evidence of indebtedness of the United States, its agencies or instrumentalities that is guaranteed as to principal and interest by the United States, its agencies or instrumentalities.

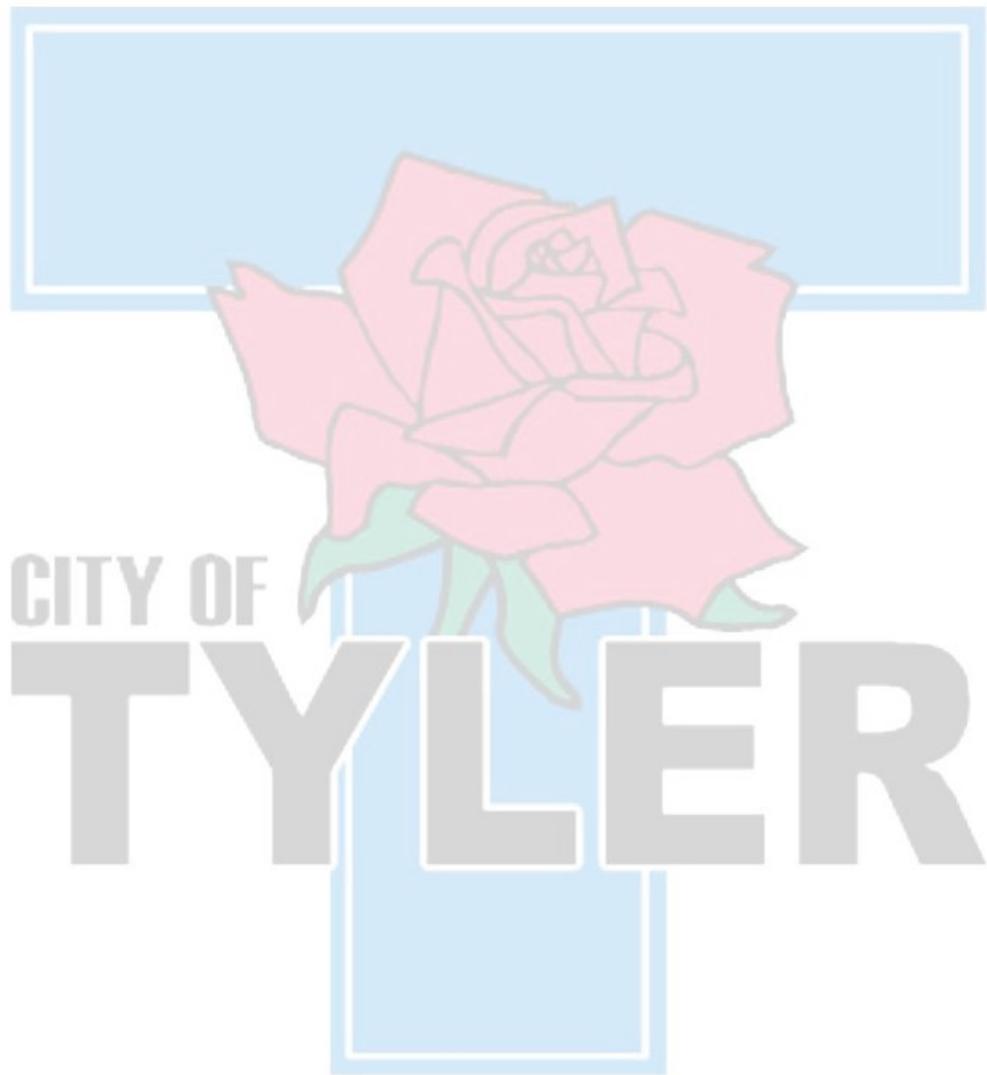
b. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.

c. Bonds of the State of Texas or a county,

city or other political subdivision of the State of Texas having been rated no less than "A" or its equivalent by a nationally recognized rating agency with a remaining maturity of ten (10) years or less.

d. d. Letters of credit issued by the United States or its agencies and instrumentalities including the Federal Home Loan Banks. (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17)

**Sec. 2-59. Reserved.**



*A Natural Beauty*

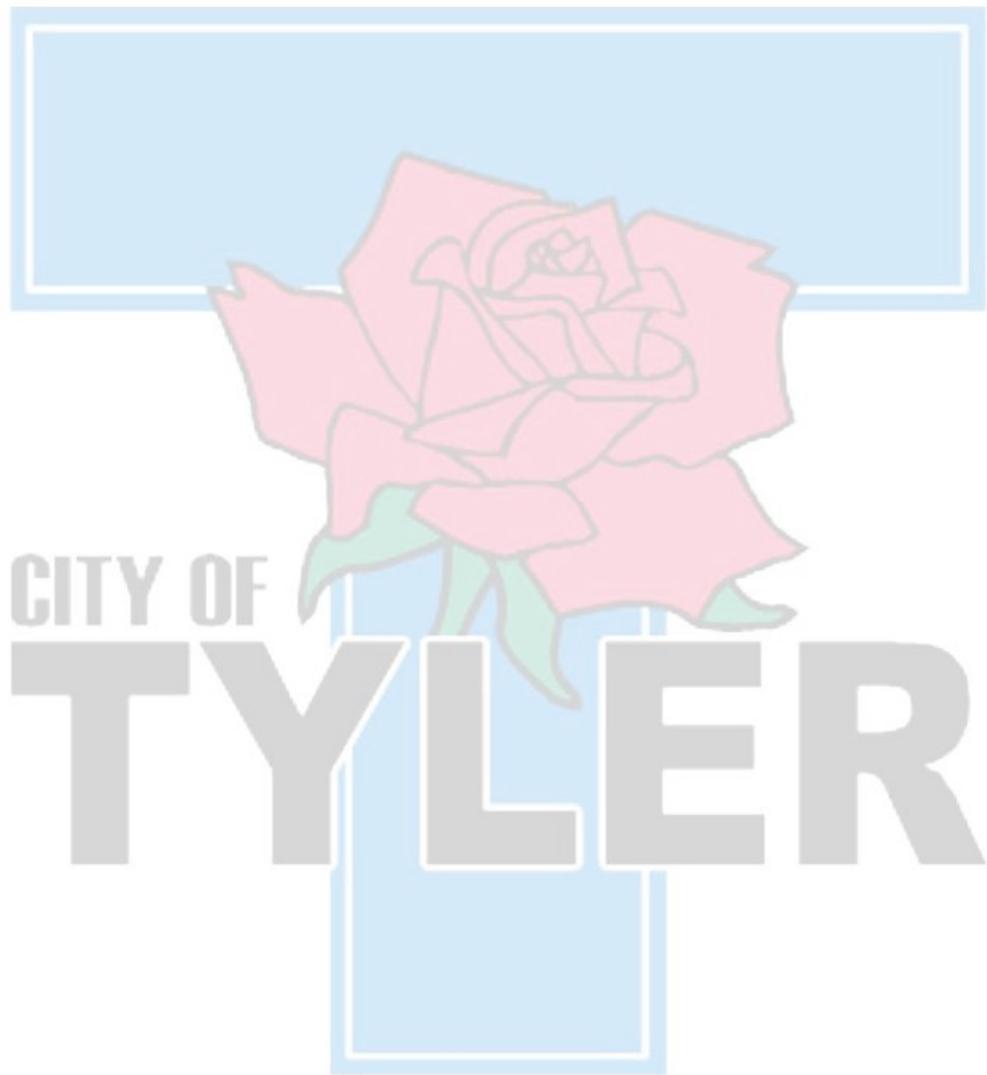
CENTENE STAGE

**2018 -19**

Annual Budget

Budget Summary  
All Funds





*A Natural Beauty*

# COMBINED STATEMENT OF REVENUES AND EXPENDITURES- ALL FUNDS

**Fiscal Year 2018-2019**

Fund	Opening Balance	Revenues	Expenditures	Transfers In / (Transfers Out)	Closing Balance
101 General	11,462,201	69,041,247	66,251,872	(2,789,375)	11,462,201
102 General Capital Projects	349,849	41,000	433,869	56,510	13,490
103 Street Improvements	94,626	2,000	842,509	745,883	-
202 Development Services	739,047	1,683,516	1,769,765	(30,900)	621,898
204 Cemeteries Operating	(3,543)	85,725	255,359	226,462	53,285
205 Police Forfeitures	254,153	103,000	175,500	-	181,653
207 Court Special Fees	161,910	515,000	635,894	(5,434)	35,582
209 TIF/TIRZ # 2	2,718	-	-	-	2,718
211 Motel Tax	5,168,092	3,600,463	1,251,950	(1,825,000)	5,691,605
218 TIF/TIRZ # 3	308,568	94,218	5,000	-	397,786
219 Tourism and Convention	687,578	567,880	2,446,397	1,764,966	574,027
234 Passenger Facility	151,488	236,500	-	(286,000)	101,988
235 Oil and Natural Gas	2,981,498	126,000	100,000	-	3,007,498
236 PEG Fee	839,972	273,767	152,850	(32,015)	928,874
240 Fair Plaza	51,678	16,307	47,514	-	20,471
274 Homeownership and Housing	401	-	-	-	401
276 Housing Assistance	381,126	8,090,690	8,067,969	-	403,847
285 MPO	-	447,910	447,910	-	-
286 Transit System	179,190	4,174,858	4,572,459	463,046	244,635
294 Community Development Grant	29,154	878,446	878,446	-	29,154
295 Home Grant	318,844	390,792	390,792	-	318,844
502 Utilities Operations	7,364,419	40,413,019	30,532,926	(10,576,961)	6,667,551
503 Utilities Construction	8,467,381	25,000	9,641,635	5,000,000	3,850,746
504 Utilities Debt Service	1,436,283	1,196,620	5,706,880	4,724,132	1,650,155
505 Utilities Debt Reserve	-	-	-	-	-
524 Airport	542,025	1,409,742	1,630,013	189,247	511,001
560 Solid Waste	2,402,593	13,681,873	11,749,100	(1,772,040)	2,563,326
562 Solid Waste Capital	387,893	4,000	1,583,807	1,300,000	108,086
575 Storm Water	1,202,313	1,851,610	1,861,000	(14,176)	1,178,747
639 Productivity	140,641	2,800	1,922,081	1,856,915	78,275
640 Fleet Maintenance/Replacement	5,324,178	10,356,681	10,952,543	(83,724)	4,644,592
650 Property and Liability	1,413,262	1,847,502	2,391,861	(4,510)	864,393
661 Active Employees Benefits	1,787,451	11,471,942	10,728,091	-	2,531,302
663 Facilities Maintenance	1,082,148	505,273	1,124,073	257,046	720,394
671 Technology	504,393	4,412,306	5,468,411	815,928	264,216
713 Cemeteries Trust	2,993,429	62,000	-	(30,000)	3,025,429
761 Retired Employees Benefits	179,004	3,867,318	3,970,786	-	75,536

# Major Revenue Sources

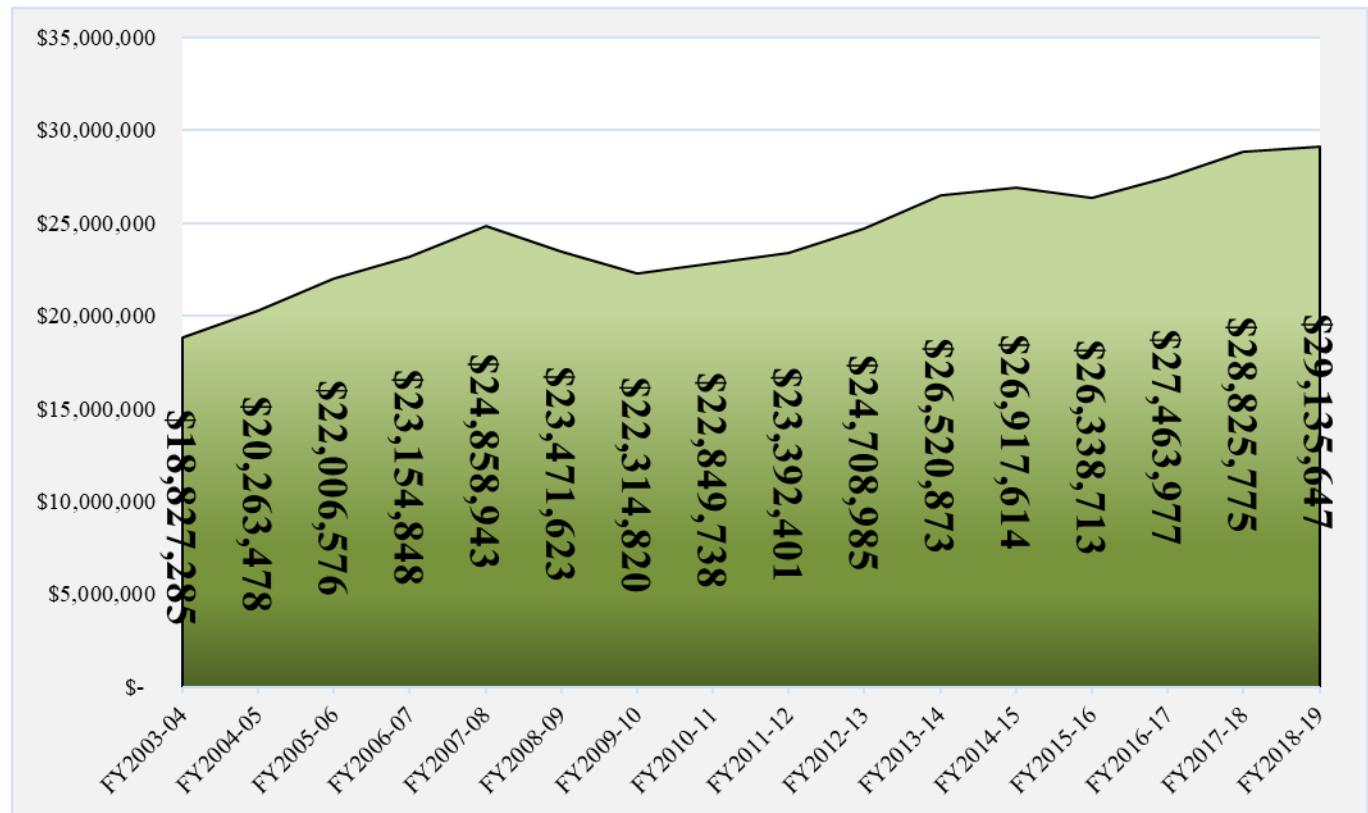
## General Fund

As indicated by the chart below, General Fund revenues of \$66,110,990. The increase is primarily due to increases in collection rates, and in Sales tax revenue. for FY2018-2019 are projected at \$67,041,247, which is a increase of 1.41 percent over the FY2017-2018 budget

General Fund	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
Property Taxes	17,628,727	18,939,672	18,943,818	20,804,425
Franchise Fees	10,580,652	10,921,974	10,737,091	10,922,969
Sales & Use Taxes	27,463,977	27,305,200	28,825,775	29,135,647
Licenses and Permits	456,692	438,313	438,905	438,404
Fines and Penalties	4,731,926	5,058,000	4,145,108	4,110,400
Use of Money and Property	141,147	191,841	156,438	190,621
Current Service Charges	2,095,627	2,395,099	2,320,529	2,408,832
Other Agencies	479,925	441,179	485,120	541,237
Miscellaneous Income	493,733	419,712	466,655	488,712
<b>Total Revenues</b>	<b>64,072,406</b>	<b>66,110,990</b>	<b>66,519,439</b>	<b>69,041,247</b>

Following is a summary of each major revenue category, explaining the basis for projections and reasons for changes.

## Sales Tax



Sales tax is the largest of the General Fund's revenue sources representing 42 percent of the fund's total revenues. Actual collections for FY2017-2018 are projected to be slightly above the amount budgeted. The City projects a budget for FY2018-2019 of 1.07 percent above the current year projected collections.

## Property Tax

Property tax is the General Fund's next largest single source of revenue at 30 percent. As indicated in the chart below, taxable values increased over the last 10 years with a slight decline during 2010 due to reductions in commercial property values. In order to maintain current levels of operation, the City increased its current rate by less than one half cent. The current tax rate is .244452 cents per \$100 of valuation. Although the City continued the constrained spending philosophy demonstrated during

the prior fiscal year budget and operating cycle, this proposed tax rate will ensure the City of Tyler is able to maintain current levels of service. The philosophy of City government has been to pay as you go for construction projects. The City paid off all remaining tax supported debt issues in FY2007-2008. This largely facilitated the City's ability to lower its total property tax rate over the last 10 years.

Fiscal Year	Total Rate	Certified Values	% Change
2007-2008	0.199000	6,143,037,626	-
2008-2009	0.204000	6,574,872,417	7.03%
2009-2010	0.204000	6,700,382,716	1.91%
2010-2011	0.208865	6,667,500,469	-0.49%
2011-2012	0.208865	6,730,580,806	0.95%
2012-2013	0.207708	6,844,942,994	1.70%
2013-2014*	0.220000	7,012,396,334	2.45%
2014-2015*	0.220000	7,191,673,279	2.56%
2015-2016*	0.220000	7,519,723,382	4.56%
2016-2017*	0.230000	7,807,290,136	3.82%
2017-2018*	0.240000	8,117,880,826	3.98%
2018-2019*	0.244452	8,675,367,458	6.87%

## Franchises

Franchise taxes are 16 percent of the total General Fund revenues for FY2018-2019. Electric, gas and water franchises are based on usage and are influenced by the weather during the summer and winter months. The telephone franchise fees have slightly declined in recent

years due to increases in the use of non-traditional phone services such as cell phones and VOIP. Cable franchise collections provide a consistent source of franchise revenue.

## Fines and Penalties

Fees and fines are 6 percent of the total General Fund. The City has historically reviewed the revenue collections for major categories and used these values to make future projections. Fines and Penalties is one such category. A more effective and publicized warrant sweep

program has been in place for many years. The court has installed license plate recognition software in the marshal's unit to help with the warrant process. At the end of FY2017-2018 a new electronic ticket system was installed in the courts to help process payments on fines.

## Development Services

As indicated by the chart below, Development Services revenues for FY2018-2019 are projected at \$1,683,516, which is an increase from the FY2017-2018 appropriated budget of \$1,594,131. Operating transfers to assist in covering the cost of services have decreased and no fee changes are proposed in the FY2018-2019 budget. The

Development Services revenue is determined using trend analysis. In an attempt to more accurately track the revenues and expenditures related to the developments services activities, the City created a separate fund in FY2005-2006. Continued review of the trend analysis

will allow the City to adjust fees to match costs related to the service activities provided.

Development Services	Amended			
	Actual 2015-2016	Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Building Permits	687,298	833,381	1,029,850	852,131
Electrical Permits	146,298	165,000	165,000	165,000
Plumbing Permits	101,453	110,000	123,103	115,000
Zoning Permits	60,876	67,400	74,067	70,000
Mechanical Permits	71,737	76,000	76,000	76,000
Cert. of Occupancy Fees	26,030	26,440	31,490	30,000
Local TABC Fee	24,475	18,865	18,865	24,475
Billboard Registration	16,320	20,655	18,000	18,000
Sign Permits	45,351	30,000	30,000	40,000
Contractor License	46,150	40,000	40,000	45,000
House Moving Permits	150	500	500	500
Permits Fee-Clearing	-	250	250	250
Interest Earnings	11,363	5,000	10,000	10,000
Maps, Plans and Specs Fee	-	250	-	250
Copy/Printing Fees	83	100	100	100
Platting Fees	51,191	60,310	66,785	61,810
Misc. Income/Deferred Fees	168,301	14,980	14,980	-
Contractor Testing Fees	162,714	125,000	140,000	160,000
Subdivision Plan Review	-	-	-	15,000
CLG Grant	17,050	-	-	-
<b>Total Revenues</b>	<b>1,636,840</b>	<b>1,594,131</b>	<b>1,838,990</b>	<b>1,683,516</b>

## Hotel/Motel Tax

Revenues in the Hotel/Motel Tax Fund are projected to increase 2.63 percent over FY2017-2018 projections. This increase is based on the collection of the seven percent occupancy tax as well as an additional two percent increase. Tyler continues to see the addition of new hotels and renovations of hotels within the city limits. Collections are expected to increase as the economy proves. Expenditures to outside agencies remained at the same level as the previous year.

## Tourism and Convention Fund

Revenues in the Tourism and Conventions Fund are projected to increase 6.9 percent over FY2017-2018 projections. This is due to rental fee increases in Rose Garden, Harvey Hall, and the Goodman Museum. Revenue for rentals and concessions are projected using trend analysis.

## Housing Assistance Payments Fund

The Housing Assistance Payments Program (HAPP), Section 8, is one of the largest sources of grant funding for the City of Tyler. The program shows a similar budget in FY2018-2019 compared to the prior fiscal year. This program provides housing assistance for low-income families. The Tyler program continues to seek additional funding opportunities such as the Family Self Sufficiency, Tenant Protection Program, and the VASH Program.

## State and Federal Grant Fund

All state and federal grants are budgeted based on the amount awarded by the outside agency. The major grants awarded in the following fiscal year include the Metro- politan Planning Organization (MPO) Planning Grant. All grants in this fund are reimbursement type grants.

## Transit System Fund

Tyler Transit is a fixed route public transportation system provided by the City of Tyler to its residents. The system is managed by the City of Tyler. Five routes are currently in place with buses operating five days a week. The transportation system also provides paratransit services for scheduled service utilizing a contractor. Funding for this service is provided through transit fares, matching funds from the City of Tyler, grant funding from the Federal Transportation Administration and the Texas Department of Transportation.

## General Debt Service Fund

The City no longer supports any tax supported debt.

## Utilities Fund

As indicated by the chart below, Utility Fund revenues for FY2018-2019 are projected at \$40,413,019, which is an increase over the FY2017-2018 budget of \$40,107,929. The major sources of revenue for the Utilities Fund are the Water and Sewer charges. Both revenues are determined through rate studies; a recently completed rate study indicated a need for increased sewer rates to be phased in over several fiscal years. Also, part of the increase in revenue is due to a \$1.00 base rate increase for water service and \$1.00 base rate increase for sewer service for the FY2018-2019.

Utilities Fund	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
Use of Money and Property	137,639	92,752	132,741	92,599
Current Service Charges	38,835,572	40,048,372	39,134,324	40,282,605
Miscellaneous Income	39,439	29,805	43,632	37,815
<b>Total Revenues</b>	<b>39,012,650</b>	<b>40,170,929</b>	<b>39,310,697</b>	<b>40,413,019</b>

## Utilities Debt Service Fund

The Utilities Debt Service Fund accumulates funds for the semiannual principal and interest payments on all Utility revenue debt. Revenue bond debt as of Oct. 1, 2018 will total \$60,915,000. The current debt service requirement for revenue debt is \$5,691,880 including interest. The City continues to evaluate capital projects to determine funding sources on a yearly basis.

## Airport Operating Fund

As indicated by the chart below, Airport Operating revenues for FY2018-2019 are projected at \$1,409,742, which is a decrease from the FY2017-2018 budget. The major source of revenue for the Airport Operating Fund is the long-term parking and car-leasing rental. Other large sources of revenue include airline facilities rental and hanger leases. Both revenues are calculated using a similar trend analysis. The airport opened a new wash bay facility for the rental car companies in FY2013-2014. This has helped to add additional revenue. Transfers from the customer facility fund will provide funds for debt service.

	Amended			
	Actual	Budget	Projected	Budget
Airport Operating Fund	2016-2017	2017-2018	2017-2018	2018-2019
<b>Use of Money and Property</b>				
Airline Facilities Rental	45,000	45,000	45,000	45,000
Airport Long-Term Parking	448,316	550,000	513,607	518,620
Interest Earnings	5,081	3,500	4,009	5,000
Landing Fees	39,872	50,000	48,729	52,000
Restaurant Concessions	7,783	8,500	7,754	10,100
FAA Building Rental	42,071	42,823	42,126	42,126
Car Leasing Rental	265,604	330,161	300,000	300,000
Agricultural Lease	-	500	706	756
Hangar Land Lease	88,824	99,716	96,475	96,481
HAMM	15,000	15,000	15,000	15,000
Common Use Fees	12,406	15,000	14,035	15,000
Wash Bay Fees	30,027	35,000	29,806	32,000
Non Aviation Land Lease	18,233	22,939	18,623	18,620
<b>Current Service Charges</b>				
Airport Fuel Flowage	58,624	63,320	63,915	64,000
Copying Fees	39	-	-	39
Customer Facility Charge	133,830	160,000	130,376	132,000
Advertising Space Fees	28,219	30,000	29,826	30,000
<b>Miscellaneous</b>				
Miscellaneous Income	13,793	33,200	32,526	32,500
Oil Leases and Royalties	658	1,500	350	500
<b>Total Revenues</b>	<b>1,253,380</b>	<b>1,506,159</b>	<b>1,392,863</b>	<b>1,409,742</b>

## Solid Waste Fund

The Solid Waste Fund provides for the administration, Waste fund include the residential, commercial and roll-operation and maintenance of the City's solid waste sys- off charges for services. The increase in revenues is tem that includes collection, recycling and litter control. rived from an increase in the base collection rate for res- Revenues for FY2018-2019 are projected at \$13,681,873, dential customers based on an annual review of CPI, and which increased over the FY2017-2018 budget of an increase in recycling fees due to related increases in \$13,058,928. The major sources of revenue for the Solid costs to process recycled materials.

	Amended			
	Actual	Budget	Projected	Budget
Solid Waste Fund	2016-2017	2017-2018	2017-2018	2018-2019
<b>Use of Money and Property</b>				
Interest Earnings	11,937	10,000	12,933	13,062
Misc. Rental Income	8,762	11,000	11,931	12,050
<b>Current Service Charges</b>				
Commercial Collections	3,919,310	3,800,000	4,109,666	4,150,762
Landfill Acess Fee	-	150,000	159,460	336,055
Residential Collections	5,788,665	6,677,928	6,611,352	6,771,086
Roll-Off Collections	1,583,402	1,700,000	1,611,587	1,627,703
<b>Recycle Sales</b>				
Recycle Sales	103,699	90,000	105,884	146,182

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Solid Waste Fund (continued)</b>				
<b>Miscellaneous</b>				
Miscellaneous Income	21,232	20,000	19,292	19,485
Pink Cart Sales	464	-	1,224	-
Landfill Royalty Fee	542,651	600,000	599,493	605,488
<b>Total Revenues</b>	<b>11,980,122</b>	<b>13,058,928</b>	<b>13,242,822</b>	<b>13,681,873</b>

## Storm Water Fund

The Storm Water Fund, created in FY2017-2018, is responsible for the maintenance, management, and regulatory compliance of the storm water system. This reve-

nue is collected as a percentage of water charges and is restricted for use for storm drainage improvements.

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Storm Water Fund</b>				
Current Service Charges	-	1,874,073	1,827,521	1,851,610
Use of Money and Property	-	9,295	6,000	-
<b>Total Revenues</b>	<b>-</b>	<b>1,883,368</b>	<b>1,833,521</b>	<b>1,851,610</b>

## Positions Summary All Funds

FY2018-2019

Full Time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
<b>General Services</b>					
City Manager	3.00	2.00	2.00	2.00	2.00
Communications	3.00	3.90	3.93	3.47	3.47
Engineering	4.31	4.06	4.06	4.45	4.45
Finance	9.00	10.00	9.75	9.75	9.75
Fire Department	161.00	161.00	161.00	160.00	162.00
Human Resources	7.25	7.10	7.60	7.60	7.60
Animal Services	-	15.00	15.00	15.00	15.00
Legal	7.00	8.00	8.00	8.00	8.00
Library	15.00	16.00	16.00	17.00	18.00
Municipal Court	15.00	15.00	15.00	15.00	15.00
Municipal Security	3.00	3.00	3.00	3.00	3.00
Municipal Partners for Youth	4.00	4.00	4.00	4.00	4.00
Parks and Recreation	22.20	19.20	17.20	17.18	17.18
Parks and Recreation - Indoor Recreation	7.00	7.00	7.00	7.00	7.00
Parks and Recreation - Median Maint.	5.00	5.00	5.00	5.00	5.00
Parks and Recreation - Outdoor Recreation	1.00	1.00	1.00	1.00	1.00
Police Department - Auto Theft Task Force	1.00	1.00	1.00	1.00	1.00
Police Department - COPPS Grant	4.00	4.00	4.00	4.00	4.00
Police Department - Operations	240.00	240.00	239.00	239.00	241.00
Street	29.00	28.00	28.00	28.00	28.00
Traffic Engineering	14.76	11.76	11.76	11.76	11.76
<b>General Services Total</b>	<b>555.52</b>	<b>566.02</b>	<b>563.30</b>	<b>563.21</b>	<b>568.21</b>

<b>Development Services</b>
Building Inspections
Planning and Zoning
<b>Development Services Total</b>

## Positions Summary All Funds

FY2018-2019

Full Time Positions (continued)	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
<b>Utilities Fund</b>					
Lake Tyler	9.00	10.00	9.00	9.00	9.00
Storm Water Management	12.93	14.93	14.00	13.86	13.86
Wastewater Collection	21.00	22.00	25.00	26.00	26.00
Wastewater Treatment	26.00	29.00	30.00	30.00	30.00
Water Administration	8.00	8.00	8.00	8.00	8.00
Water GIS	5.00	5.00	5.00	6.00	6.00
Water Business Office	17.00	17.00	18.00	19.00	19.00
Water Distribution	22.00	30.00	31.00	33.00	33.00
Water Plant	23.00	27.00	27.00	28.00	28.00
<b>Utilities Fund Total</b>	<b>143.93</b>	<b>162.93</b>	<b>167.00</b>	<b>172.86</b>	<b>172.86</b>
<b>Solid Waste Fund</b>					
Solid Waste Administration	6.00	6.00	6.50	7.00	7.00
Solid Waste Code Enforcement	7.00	8.00	9.00	9.00	9.00
Solid Waste Commercial	10.00	12.00	13.00	14.00	16.00
Solid Waste Keep Tyler Beautiful	1.00	1.00	1.00	1.00	1.00
Solid Waste Residential	28.00	32.00	33.00	32.00	30.00
<b>Solid Waste Fund Total</b>	<b>52.00</b>	<b>59.00</b>	<b>62.50</b>	<b>63.00</b>	<b>63.00</b>
<b>Airport Fund</b>					
Airport	11.00	11.00	11.00	11.00	11.00
<b>Airport Fund Total</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>Other Funds</b>					
Cemeteries	3.00	3.00	3.00	2.00	2.00
Community Development	4.90	4.45	5.30	4.30	4.30
Fleet Maintenance	14.00	14.00	15.00	15.00	15.00
FSS Homeownership	1.00	1.00	1.00	1.00	1.00
HOME	0.85	0.85	0.50	1.50	1.50
Housing	9.25	9.70	10.20	10.20	10.20
MPO	-	1.00	-	-	-
Productivity	2.00	3.00	3.00	3.00	3.00
Property and Facility Management	2.00	2.25	2.25	2.00	2.00
Property, Liability, Disability and Workers Compensation	1.25	1.40	1.40	1.40	1.40
Employee Benefits	0.30	0.30	-	-	-
Retiree Benefits	0.20	0.20	-	-	-
Technology Services	12.00	10.00	11.00	12.00	13.00
Tourism - Main Street	2.00	4.00	4.00	4.76	4.76
Tourism - Rose Garden Center	3.00	2.00	2.00	4.00	4.00
Tourism - Visitor's Facility	5.80	4.90	4.80	5.52	5.52
Tourism - Rose Garden Maintenance	7.00	7.00	7.00	7.00	7.00
Transit	26.00	26.00	26.75	27.25	27.25
<b>Other Funds Total</b>	<b>94.55</b>	<b>95.05</b>	<b>97.20</b>	<b>100.93</b>	<b>101.93</b>
<b>Total Full Time Positions</b>	<b>875.00</b>	<b>913.00</b>	<b>920.00</b>	<b>930.00</b>	<b>936.00</b>

## Positions Summary All Funds

FY2018-2019

Part Time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
<b>General Services</b>					
Library	20.00	19.00	19.00	16.00	14.00
Parks and Recreation - Indoor Recreation	3.00	3.00	3.00	3.00	3.00
Parks and Recreation - Outdoor Recreation	1.00	1.00	1.00	1.00	1.00
Police Department - Operations	1.00	1.00	1.00	1.00	1.00
Traffic Engineering	2.00	2.00	2.00	2.00	2.00
<b>General Services Total</b>	<b>27.00</b>	<b>26.00</b>	<b>26.00</b>	<b>23.00</b>	<b>21.00</b>
<b>Other Funds</b>					
Property, Liability, Disability and Workers Compensation	1.00	1.00	1.00	1.00	1.00
Tourism - Visitor's Facility	2.00	2.00	2.00	2.00	2.00
<b>Other Funds Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Total Part Time Positions</b>	<b>30.00</b>	<b>29.00</b>	<b>29.00</b>	<b>26.00</b>	<b>24.00</b>

## Positions Summary All Funds

FY2018-2019

Substitute/Temporary Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
<b>General Services</b>					
Library	11.00	6.00	6.00	7.00	8.00
Parks and Recreation - Outdoor Recreation	32.00	31.00	31.00	31.00	31.00
Traffic Engineering	40.00	40.00	40.00	40.00	40.00
<b>General Services Total</b>	<b>83.00</b>	<b>77.00</b>	<b>77.00</b>	<b>78.00</b>	<b>78.00</b>
<b>Other Funds</b>					
Tourism - Visitor's Facility	1.00	1.00	1.00	1.00	1.00
Transit	10.00	6.00	6.00	6.00	6.00
<b>Other Funds Total</b>	<b>11.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>Total Substitute/Temporary Positions</b>	<b>94.00</b>	<b>84.00</b>	<b>84.00</b>	<b>85.00</b>	<b>85.00</b>

## Total Combined Revenue and Expenditures of All Fund

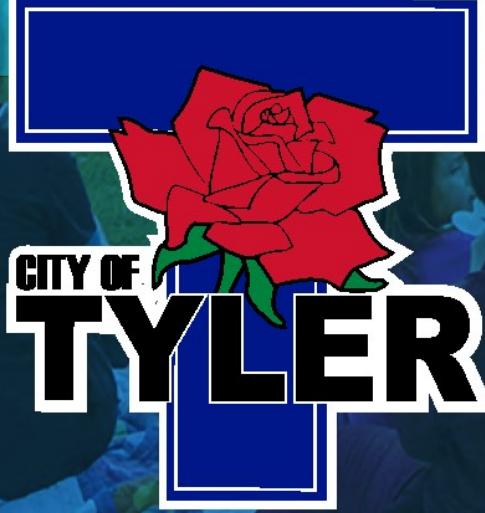
Fiscal Year 2018-2019

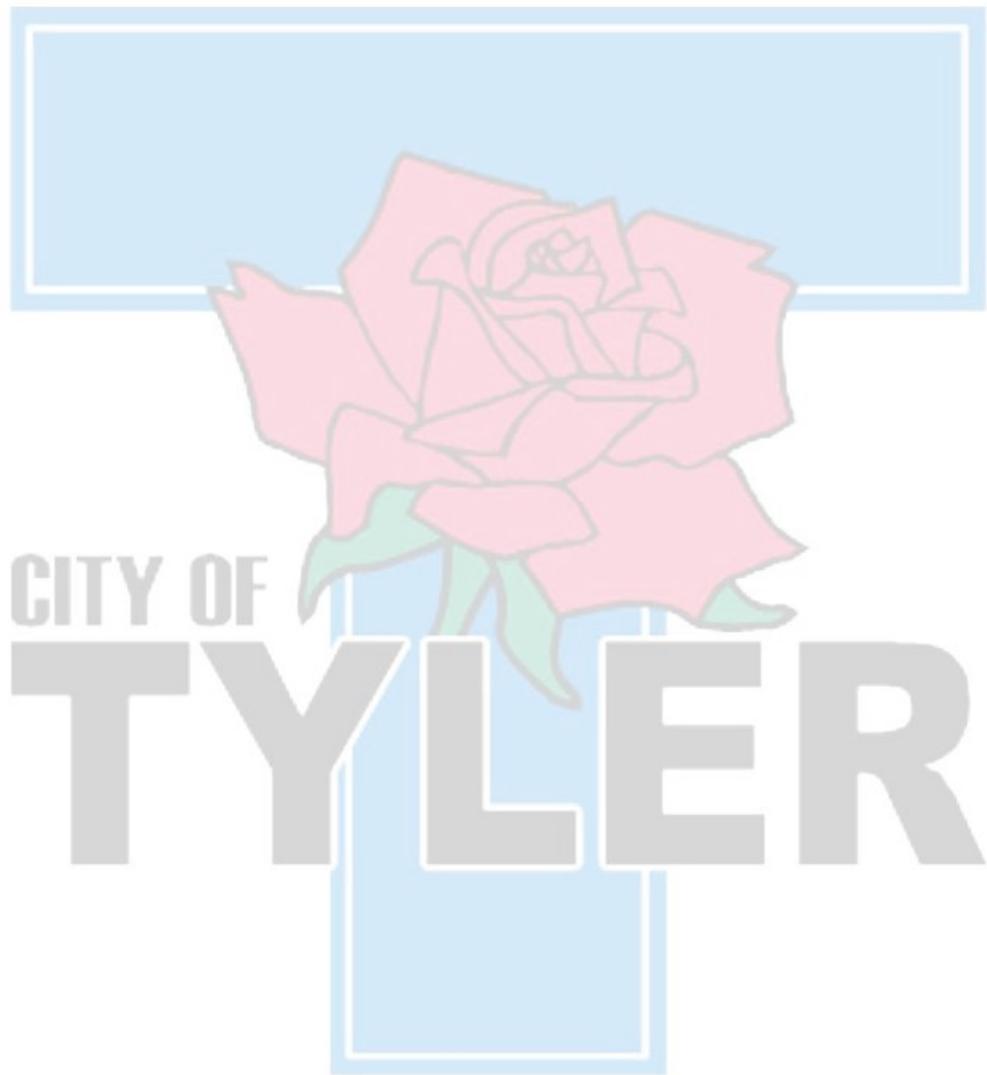
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
<b>Revenues</b>				
Property Taxes	17,711,081	19,024,672	19,028,818	20,895,930
Current Service Charges	65,474,494	71,934,312	70,552,566	73,011,676
Franchise Fees	11,389,736	11,789,891	11,604,501	11,796,374
General Sales Taxes	30,950,321	30,865,663	32,289,241	32,696,110
Licenses and Permits	1,687,300	1,832,304	2,050,505	1,880,260
Fines and Penalties	5,325,902	5,652,000	4,779,454	4,666,400
Income fm other Agencies	12,592,611	13,263,060	13,083,601	14,412,113
Use of Money and Property	2,109,552	2,239,311	2,222,296	2,191,996
Miscellaneous Income	16,973,843	18,608,453	20,148,536	19,926,146
Interfund Transfers	36,117,884	18,074,432	18,568,543	17,511,876
<b>Total Revenues</b>	<b>200,332,724</b>	<b>193,284,098</b>	<b>194,328,061</b>	<b>198,988,881</b>
<b>Expenditures</b>				
General Government	6,705,778	7,576,657	7,252,334	7,220,335
Public Safety	43,337,824	44,582,085	43,953,263	46,318,172
Public Services	5,480,945	6,464,057	6,169,691	6,475,828
Library	1,471,203	1,542,229	1,543,695	1,497,971
Parks & Recreation	3,008,984	3,522,596	3,428,810	3,663,468
Municipal Court	1,923,527	2,195,156	1,973,306	2,140,342
General Capital Projects	567,368	440,200	380,003	433,869
Street Improvement	633,373	729,441	727,624	842,509
Development Services	1,560,313	1,759,166	1,661,973	1,774,765
Hotel/Motel Tax	1,787,598	1,283,450	1,145,950	1,251,950
Tourism & Convention	2,873,970	2,932,320	2,801,083	2,701,756
Neighborhood Services	9,017,284	10,302,300	10,087,936	9,337,207
Transit	3,475,708	2,913,572	2,787,713	4,572,459
MPO	398,473	671,373	335,209	447,910
Parking Garage	104,935	46,959	50,590	47,514
Utilities System	32,163,177	38,617,465	32,130,216	40,174,561
Utilities Debt Service	2,574,258	5,378,844	5,241,063	5,706,880
Airport	3,164,429	1,769,032	1,606,683	1,630,013
Solid Waste	11,762,407	12,460,401	12,467,577	13,332,907
Storm Water Fund	8,860	1,970,424	1,808,053	1,861,000
Internal Service Funds	29,431,343	33,445,207	31,619,338	36,557,846
Transfer Out	23,911,132	18,154,572	18,499,163	17,561,876
<b>Total Expenditures</b>	<b>185,362,889</b>	<b>198,757,506</b>	<b>187,671,273</b>	<b>205,551,138</b>
<b>Net</b>	<b>14,969,835</b>	<b>(5,473,408)</b>	<b>6,656,788</b>	<b>(6,562,257)</b>

CENTENE STAGE

**2018 -19**

Annual Budget  
General Fund





*A Natural Beauty*

**GENERAL FUND (101)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2018-2019**

	Actual 2016-2017	Amended Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
Unreserved Fund Balance	\$471,022	\$2,036,138	\$2,036,138	\$1,899,064
Operating Reserve	9,302,345	9,067,745	9,067,745	9,563,138
<b>Beginning Fund Balance / Working Capital</b>	<b>9,773,367</b>	<b>11,103,883</b>	<b>11,103,883</b>	<b>11,462,201</b>
<b>Revenues</b>				
Property Taxes	17,628,727	18,939,672	18,943,818	20,804,425
Franchises	10,580,652	10,921,974	10,737,091	10,922,969
Sales & Use Taxes	27,463,978	27,305,200	28,825,775	29,135,647
Licenses & Permits	456,691	438,313	438,905	438,404
Fines & Penalties	4,731,926	5,058,000	4,145,108	4,110,400
Use of Money & Property	141,147	191,841	156,438	190,621
Current Services	2,095,627	2,395,099	2,320,529	2,408,832
Other Agencies	479,925	441,179	485,120	541,237
Miscellaneous	493,733	419,712	466,655	488,712
<b>Total Revenues</b>	<b>64,072,406</b>	<b>66,110,990</b>	<b>66,519,439</b>	<b>69,041,247</b>
<b>Expenditures</b>				
General Government	6,007,403	7,374,846	7,228,607	6,967,485
Police	25,601,567	26,721,898	26,370,340	27,841,489
Police Grants	284,454	200,664	195,734	260,123
Fire	17,296,132	17,582,323	17,344,599	18,041,060
Public Services	5,480,949	6,464,057	6,169,691	6,475,828
Parks and Recreation	3,008,982	3,522,596	3,428,810	3,663,468
Library	1,464,202	1,542,229	1,543,695	1,497,971
Municipal Court	1,307,944	1,627,173	1,472,774	1,504,448
<b>Total Expenditures</b>	<b>60,451,633</b>	<b>65,035,786</b>	<b>63,754,250</b>	<b>66,251,872</b>
(Transfer Out)	(2,290,258)	(2,411,465)	(2,406,871)	(2,789,375)
General Capital Projects (102)	(250,400)	(391,635)	(391,635)	(36,510)
Street Improvement Fund (103)	(663,924)	(788,567)	(788,567)	(745,883)
Cemetery (204)	(200,000)	(200,000)	(200,000)	(200,000)
Transit (286)	(595,913)	(476,242)	(471,648)	(463,046)
Property Facility (663)	(101,305)	(226,305)	(226,305)	(101,305)
Productivity Fund (639)	(135,312)	(135,312)	(135,312)	(1,049,227)
Technology Admin (671)	(343,404)	(193,404)	(193,404)	(193,404)
Unreserved Fund Balance	2,036,138	12,254	1,899,064	1,524,420
Operating Reserve	9,067,745	9,755,368	9,563,138	9,937,781
<b>Ending Fund Balance / Working Capital</b>	<b>\$11,103,883</b>	<b>\$9,767,622</b>	<b>\$11,462,201</b>	<b>\$11,462,201</b>

## GENERAL FUND REVENUES

FISCAL YEAR 2018-2019

	Actual 2016-2017	Amended Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Property Taxes</b>				
Current	\$17,317,456	\$18,668,974	\$18,605,017	\$20,506,398
Delinquent	169,143	148,604	189,699	169,665
Penalty and Interest	142,128	122,094	149,102	128,362
<b>Total Property Taxes</b>	<b>17,628,727</b>	<b>18,939,672</b>	<b>18,943,818</b>	<b>20,804,425</b>
<b>Franchises</b>				
Power and Light	4,614,650	4,771,504	4,720,166	4,774,481
Natural Gas	1,006,119	961,707	987,249	968,732
Telephone	777,385	759,056	756,973	737,098
Cable Television	1,332,165	1,339,567	1,339,187	1,346,248
Commercial Waste Hauler	903,687	962,120	934,476	950,016
Water and Sewer Franchise	1,946,646	2,128,020	1,999,040	2,146,394
<b>Total Franchises</b>	<b>10,580,652</b>	<b>10,921,974</b>	<b>10,737,091</b>	<b>10,922,969</b>
<b>Sales and Use Taxes</b>				
Sales Taxes	26,968,438	26,791,806	28,316,010	28,628,510
Mixed Drink Taxes	459,680	476,270	474,765	477,137
Bingo Taxes	35,859	37,124	35,000	30,000
<b>Total Sales and Use Taxes</b>	<b>27,463,978</b>	<b>27,305,200</b>	<b>28,825,775</b>	<b>29,135,647</b>
<b>Licenses and Permits</b>				
Parking Meters	108,679	102,713	112,486	103,404
Wrecker Permits	4,125	2,000	2,560	2,000
Taxi	750	600	-	-
Burglar Alarms	343,138	333,000	323,859	333,000
<b>Total Licenses and Permits</b>	<b>456,691</b>	<b>438,313</b>	<b>438,905</b>	<b>438,404</b>
<b>Fines &amp; Penalties</b>				
Moving Violations	2,592,815	2,916,000	2,303,833	2,280,000
Tax Fees	160,227	144,000	138,874	140,000
Arrest Fees	129,442	136,000	115,229	115,000
Administrative Fees	132,183	115,000	114,176	114,000
Warrant Fees	382,599	485,000	273,547	264,000
Child Safety	187,586	147,000	132,362	132,000
Teen Court Fees	10	-	-	-
Court Security	(9)	-	-	-
Miscellaneous Court	26,623	30,000	24,255	24,000
Time Payment Fees	(53)	-	-	-
Special Court Fees	775,200	676,000	744,928	744,000
Collection Firm Fees	144,375	195,000	108,493	108,000
Court Fee - Clearing	1,253	-	-	-
Partners for Youth	(85)	-	-	-
Omnibase Program	30,591	40,000	29,853	30,000
Parking Fines	127,898	134,000	125,918	126,000
Scofflaw	26,307	25,000	25,164	25,000
Animal Fines	14,964	15,000	8,476	8,400
<b>Total Fines and Penalties</b>	<b>4,731,926</b>	<b>5,058,000</b>	<b>4,145,108</b>	<b>4,110,400</b>

## GENERAL FUND REVENUES - CONTINUED

### FISCAL YEAR 2018-2019

	Actual 2016-2017	Amended Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Use of Money and Property</b>				
Glass Center Rental	14,944	26,200	14,918	26,200
Senior Citizen Rental	6,660	6,500	8,935	6,775
Miscellaneous Rent	10,964	20,310	31,190	31,000
Bergfeld Rental	550	-	-	-
Ballfield Concessions	2,852	4,000	5,400	4,000
Glass Rec Concessions	901	850	995	850
Interest Earnings	104,276	133,981	95,000	121,796
<b>Total Use of Money and Property</b>	<b>141,147</b>	<b>191,841</b>	<b>156,438</b>	<b>190,621</b>
<b>Current Services</b>				
Swimming Pool	1,185	1,570	1,570	1,570
Fire Inspection	36,947	112,000	75,000	112,000
Lot Mowing	45,655	35,000	35,000	35,000
Glass Membership	41,482	42,000	40,972	42,000
Copying Fees	21,170	20,000	20,000	20,000
Utility Cuts	132,000	132,000	132,000	132,000
Library Non Resident Fees	28,514	16,000	20,000	20,000
Library Lost Books	2,771	3,168	2,400	2,400
Library Fines	32,534	33,558	33,558	33,558
Non Resident Internet Use	4,742	4,000	4,000	4,000
Open Records	34,459	25,000	33,100	33,000
OH Reimb Fund 219	46,633	46,633	46,633	47,566
1/2 Cent Admin Costs	175,000	175,000	175,000	175,000
OH Reimb Fund 502	1,178,511	1,306,511	1,306,511	1,332,641
OH Reimb Fund 560	213,999	241,909	241,909	246,747
Softball Fees	1,440	-	-	-
Volleyball Fees	1,750	1,750	2,800	1,750
Tournament Fees	160	10,000	-	-
Other Sports Fees	455	71,000	325	5,000
Field Rental	950	-	-	-
Field Maintenance	35,540	36,000	66,875	71,000
Recreation Classes/Events	38,644	45,000	42,730	45,000
Animal Shelter Fees	21,085	37,000	40,146	48,600
<b>Total Current Services</b>	<b>2,095,627</b>	<b>2,395,099</b>	<b>2,320,529</b>	<b>2,408,832</b>
<b>Other Agencies</b>				
State Government	18,517	12,500	19,986	20,000
DEA Task Force (Gang Grant)	27,476	25,000	23,810	25,000
Pr Yr. Inc. fm Restitution	1,902	1,500	-	1,500
Auto Theft Task Force	110,074	92,628	115,844	110,075
School Crossing Guards	228,867	228,551	228,551	240,662
Comprehensive Traffic	75,065	50,000	67,000	60,000
County - Haz Mat	5,000	5,000	5,000	5,000
Justice Assistance 2014-2015	8,321	24,000	24,000	78,000
US Marshal	4,704	2,000	929	1,000
<b>Total Other Agencies</b>	<b>479,925</b>	<b>441,179</b>	<b>485,120</b>	<b>541,237</b>
<b>Miscellaneous</b>				
Miscellaneous	121,305	159,712	159,712	159,712
Unclaimed Property Revenue	37,185	15,000	8,743	15,000
Return Checks	837	-	-	-
Junk Vehicle Revenue	202	-	-	-
Methane Gas Sales	321,303	225,000	285,000	300,000
Funeral Escorts	12,900	20,000	13,200	14,000
<b>Total Miscellaneous</b>	<b>493,733</b>	<b>419,712</b>	<b>466,655</b>	<b>488,712</b>
<b>Total General Fund Revenues</b>	<b>\$64,072,406</b>	<b>\$66,110,990</b>	<b>\$66,519,439</b>	<b>\$69,041,247</b>

**GENERAL FUND EXPENDITURES**  
**FISCAL YEAR 2018-2019**

	Actual 2016-2017	Amended Budget		
		2017-2018	Projected 2017-2018	Budget 2018-2019
<b>General Government</b>				
General Government	\$550,597	\$685,132	\$673,124	\$696,663
Outside Agencies	700,474	386,535	386,535	421,694
GF Non-Dept Exp	2,225,619	3,276,982	3,265,091	2,863,145
Innovation and Economic Development	105,994	140,659	86,923	5,709
Finance	971,811	1,194,332	1,160,725	1,247,951
Legal	862,770	1,022,026	1,005,604	1,002,047
Communications	159,982	135,744	162,625	180,928
Human Resources	430,156	533,436	487,980	549,348
<b>Total General Government</b>	<b>6,007,403</b>	<b>7,374,846</b>	<b>7,228,607</b>	<b>6,967,485</b>
<b>Public Safety</b>				
Police Services	25,601,567	26,721,898	26,370,340	27,841,489
Auto Theft Task Force	127,231	131,664	127,937	137,123
L.E. Education Grant	18,517	20,000	19,986	20,000
COPPS Grant	111,230	24,000	24,000	78,000
Justice Assistance Grant	27,476	25,000	23,811	25,000
Fire Services	17,296,132	17,582,323	17,344,599	18,041,060
<b>Total Public Safety</b>	<b>43,182,153</b>	<b>44,504,885</b>	<b>43,910,673</b>	<b>46,142,672</b>
<b>Public Services</b>				
Engineering Services	379,314	395,335	282,860	402,840
Streets	1,616,489	2,418,844	2,262,907	2,443,281
Traffic Operations	2,455,070	2,510,759	2,555,907	2,546,777
Animal Services (Shelter and Vector)	1,030,076	1,139,119	1,068,017	1,082,930
<b>Total Public Services</b>	<b>5,480,949</b>	<b>6,464,057</b>	<b>6,169,691</b>	<b>6,475,828</b>
<b>Parks &amp; Recreation</b>				
Administration	1,943,989	2,378,570	2,321,618	2,403,511
Indoor Recreation	533,291	539,359	537,052	554,308
Outdoor Recreation	174,259	194,566	168,593	294,044
Median Maint/Arborist	357,443	410,101	401,547	411,605
<b>Total Parks &amp; Recreation</b>	<b>3,008,982</b>	<b>3,522,596</b>	<b>3,428,810</b>	<b>3,663,468</b>
<b>Library</b>	<b>1,464,202</b>	<b>1,542,229</b>	<b>1,543,695</b>	<b>1,497,971</b>
<b>Municipal Court</b>	<b>1,307,944</b>	<b>1,627,173</b>	<b>1,472,774</b>	<b>1,504,448</b>
<b>Total General Fund Expenditures</b>	<b>\$60,451,633</b>	<b>\$65,035,786</b>	<b>\$63,754,250</b>	<b>\$66,251,872</b>

# City Council

## Service Point Focus

The City of Tyler operates under a Council-Manager form of government and consists of an at-large mayor and six single member district Council members. The Mayor is elected at large by a Plurality vote and the six single member district Councilmembers are elected by majority vote. Each Member is a resident of his/her District.

The Mayor and the City Council are elected for two year terms and receive no monetary Compensation for their services on the City Council. The Mayor Represents the City at official

functions, appoints advisory committees, and serves as a liaison with governmental agencies and civic groups.

The Mayor and Council members function as the policy-making body of the City's Government, determining the overall goals, objectives, direction and oversight for City services; and adopting the annual operating budgets for all City departments. The City Council meets on the second and fourth Wednesday of each month at 9 a.m. in the City Council Chambers on the second floor of City Hall, located at 212 North Bonner Avenue.



# City Manager

## Service Point Focus

As the “nerve center” for the City of Tyler, the City Manager’s Office provides managerial oversight for daily operations and leadership management across all departments to sustain competitive improvements in both the quality and cost of all services delivered by the City of Tyler. This office is also responsible for internal auditing.

City Manager Edward Broussard brings more than 20 years of managerial and leadership experience to Tyler’s government. He provides daily guidance to key leaders and department leaders in order to effectively ensure implementation of the best business practices and prudent use of taxpayer funds.

### Service Point Expenditures - General Government

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	330,819	326,098	325,747	333,294
Supplies and Services	78,746	156,799	154,009	144,817
Sundry	59,671	105,104	105,737	125,344
Utilities	64,030	79,800	70,300	71,600
Maintenance	17,331	17,331	17,331	21,608
<b>Total Appropriations</b>	<b>550,597</b>	<b>685,132</b>	<b>673,124</b>	<b>696,663</b>

### Service Point Expenditures - Outside Agencies

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	27,997	-	-	-
Sundry	672,477	386,535	386,535	421,694
<b>Total Appropriations</b>	<b>700,474</b>	<b>386,535</b>	<b>386,535</b>	<b>421,694</b>

### Service Point Expenditures - Non Departmental Expenses

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,750,215	1,868,775	1,868,775	2,101,938
Supplies and Services	21,500	45,000	25,000	25,000
Sundry	453,904	1,363,207	1,371,316	736,207
<b>Total Appropriations</b>	<b>2,225,619</b>	<b>3,276,982</b>	<b>3,265,091</b>	<b>2,863,145</b>

### Service Point Employees - General Government

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
City Manager	1.00	1.00	1.00	1.00	1.00
2, 13, 14) Assistant City Manager	1.00	-	-	-	-
15) Executive Assistant	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

1) Title change from Deputy City Manager to City Manager Designate during FY 2007-2008

2) Title change from City Manager Designate to Assistant City Manager during FY 2008-2009

3) One position upgraded from Clerical Specialist to Administrative Assistant during FY 2007-2008

Position transferred from Productivity Fund to General Fund during FY 2007-2008

4) Title change from Administrative Secretary to Executive Secretary during FY 2008-2009

5) Title change from Business Services Manager to Director of Budget and Human Resources during FY 2007-2008.

6) Communications Director position transferred to Communications for FY 2008-2009

7) Marketing/PR Specialist position transferred to Communications for FY 2008-2009

8) Redevelopment Specialist position transferred to Neighborhood Services and title changed to Housing Eligibility Specialist

9) Senior Eligibility Analyst title changed to Project Manager and transferred from Neighborhood Services to City Managers Office

10) Project Manager position transferred to the Parks Department and title changed to Parks and Recreation Director.

11) Director of Budget and Human Resource position moved to HR

12) Internal Auditor position moved to Productivity fund

13) Assistant City Manager position eliminated FY 2011-2012

14) Assistant City Manager unfrozen FY 12-13. Position transferred to Communications FY 2015-2016

15) Executive Secretary reclassified to Executive Assistant FY 13-14

# Finance

The Finance Department provides several critical support services including general accounting, processing all payments to vendors, debt service management, banking and investments, grant accounting, maintaining fixed asset records, and processing payroll.

## Areas of service include:

- Processing and disbursement of all payments;
- Managing all investments;
- Monitoring and recording all revenues;
- Preparing and publishing financial reports;
- Developing and monitoring internal control processes;
- Providing assistance to internal and external auditors;
- Managing bonded indebtedness;
- Providing budget support to all departments;
- Preparing and maintaining fixed assets records;
- Grant accounting and financial analysis;
- Liaison to underwriters, investors, trustees, and other parties in the sale of bonds;

- Processing and disbursement of payroll and related liabilities; and,
- Benefit analysis and administration.

## Accomplishments for 2017-2018

- Achieving 32<sup>st</sup> consecutive Certificate of Achievement for Excellence in Finance from the Government Finance Officers Association of the United States and Canada;
- Achieving 12<sup>th</sup> consecutive Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada;

## Goals for fiscal year 2018-2019

- Review and implementation of all appropriate accounting standards
- Retain AAA bond rating for GO debt and improve Utility System Revenue bond rating from AA to AAA

### Service Point Expenditures - Finance

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual Expenditures	Budget Appropriations	Projected Expenditures	Budget Appropriations
Salaries and Benefits	517,121	679,080	640,609	693,720
Supplies and Services	152,408	192,960	183,603	197,310
Sundry	302,086	321,592	336,311	356,221
Utilities	196	500	202	500
Maintenance	-	200	-	200
<b>Total Appropriations</b>	<b>971,811</b>	<b>1,194,332</b>	<b>1,160,725</b>	<b>1,247,951</b>

### Service Point Employees - Finance

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
6) Chief Financial Officer	1.00	1.00	1.00	1.00	1.00
8 & 9) Accounting Manager	1.00	1.00	1.00	1.00	1.00
4) & 5) & 7) & 8) & 9) & 10) Accountant	2.00	2.00	2.00	2.00	2.00
3) Accounting Technician	3.00	2.00	2.00	2.00	2.00
Senior Accounting Technician	1.00	1.00	1.00	1.00	1.00
Payroll Technician	-	1.00	1.00	1.00	1.00
Accounts Payable Manager	-	1.00	1.00	1.00	1.00
Treasury Manager	-	1.00	0.75	0.75	0.75
10) Budget Officer	1.00	-	-	-	-
<b>Total Department</b>	<b>9.00</b>	<b>10.00</b>	<b>9.75</b>	<b>9.75</b>	<b>9.75</b>

3) Upgraded one Accounting Technician to Accounting Manager during FY 2006-2007

4) During FY 2009-2010 Temporary downgraded one Accountant position to Part-time Accountant to be reviewed in one year

5) Accountant III downgraded to Accountant FY 2006-2007

6) FY 2007-2008 Title change to CFO

\* Accountant I dropped from Budget Book because it has not been authorized since FY 2003-2004

7) Reclassified Financial Analyst to Accountant f/y 11-12

8) Downgraded Accounting Manager to Accountant f/y 11-12

9) Laborer from Solid Waste Residential moved to Finance and reclassified to Accounting Manager during FY 13-14

10) One accountant reclassified to Budget Officer during FY 13-14.

10) One accountant added FY 15-16. One account position 25% paid by Transit FY 15-16

11) One Accounting Tech recalssified to Payroll Technician FY 15-16

12) One Accountant reclassified to Treasury Manager FY 5-16; salary split 75% Finance 25% Transit FY 16/17

# Legal Services

## Service Point Expenditures - Legal

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	739,977	827,248	825,449	837,852
Supplies and Services	75,731	136,821	123,270	106,818
Sundry	39,377	46,858	46,858	48,278
Utilities	31	260	260	260
Maintenance	651	839	819	839
Capital Outlay	7,003	10,000	8,948	8,000
<b>Total Appropriations</b>	<b>862,770</b>	<b>1,022,026</b>	<b>1,005,604</b>	<b>1,002,047</b>

## Service Point Employees - Legal

<i>Regular Full-time Positions</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
City Attorney	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00	1.00	1.00
3, 4, 5, &7) Assistant City Attorney	1.00	2.00	2.00	2.00	2.00
6) Legal Secretary	1.00	-	-	-	-
Assistant to City Attorney	-	1.00	1.00	1.00	1.00
Legal/Risk/City Clerk Secretary	1.00	1.00	1.00	1.00	1.00
Senior Assistant City Attorney	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

1) Title change from Risk Analyst to Legal/Risk/City Clerk Secretary during FY 2008-2009

2) Support Services Technician I moved to Risk Fund FY 2010-2011

3) Assistant City Attorney moved from Risk Fund to Legal Fund for FY 11-12, 12-13

4) Assistant City Attorney reclassified to Attorney of Counsel FY 12-13

5) Attorney of Counsel reclassified to Assistant City Attorney during FY 13-14

6) Legal Secretary reclassified to Assistant City Attorney during FY 15-16

7) Added one Assistant City Attorney FY 15-16

# Communications Department

## Service Point Focus

The Communications Department works with all City departments and the City Council to provide current information to citizens about services and programs to enhance transparency in local government. The Communications Department keeps Tyler residents informed by utilizing media placements, the City of Tyler website, City of Tyler Government Access Channel (Suddenlink-Channel 3), various social networking sites, printed and electronic publications, advertisements and grassroots communications by placing the Mayor, City Council and City staff at a myriad of speaking engagements throughout the City. The Communications Department is also responsible for:

- Creating and implementing strategic communications plans;
- Developing and implementing action plans to promote the City brand;
- Submitting articles to local and statewide publications;
- Training staff in other City departments to maintain digital content;
- Maintaining and updating the programming for Tyler TV 3;
- Distributing press releases to all local media outlets;
- Acting as a liaison between media outlets and City staff;
- Coordinating with Mayor, City Council Members and City staff to have a City presence at community events;
- Updating the City's news site and social networking sites;
- Producing and distributing an annual report to citizens of Tyler;
- Planning and marketing special events;
- Approving and editing City publications for all departments;
- Writing and distributing digital publications;
- Providing media training to City employees.

### Service Point Expenditures - Communications

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	96,457	82,839	89,172	105,135
Supplies and Services	46,156	32,772	53,770	53,047
Sundry	17,280	19,533	19,533	22,246
Utilities	3	100	-	-
Maintenance	86	500	150	500
<b>Total Appropriations</b>	<b>159,982</b>	<b>135,744</b>	<b>162,625</b>	<b>180,928</b>

### Service Point Employees - Communications

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
12) Assistant City Manager	-	0.90	-	-	-
14, 19) Communications Manager	-	-	0.93	-	-
Director of Marketing and Communications	-	-	-	0.47	0.47
17) Liberty Hall Manager	1.00	1.00	-	-	-
Downtown Operations Coordinator	-	-	1.00	1.00	1.00
2, 18) SR Marketing/PR Specialist	1.00	1.00	1.00	1.00	1.00
11) Senior Public Relations Specialist	1.00	-	-	-	-
15,16) IT Specialist/Channel 3 Tech	-	1.00	-	-	-
16) Multi-Media Specialist	-	-	1.00	1.00	1.00
<b>Total Department</b>	<b>3.00</b>	<b>3.90</b>	<b>3.93</b>	<b>3.47</b>	<b>3.47</b>

1) Communications Director position transferred from City Manager for FY 2008-2009 with 7% paid by Stormwater

2) Marketing/PR Specialist position transferred from City Manager for FY 2008-2009

3) Capital Projects Coordinator Position Transferred From Engineering Department during FY 2008-2009

4) Capital Project Coordinator position transferred from Engineering to Communications and title change from Capital Project

Coordinator to Lean Sigma Master Black Belt during FY 2008-2009

5) Lean Sigma Black Belt position transferred to Productivity Fund for FY 2009-2010

6) Graphics Technician position transferred from Library FY2010-2011

7) Graphics Technician Frozen for FY 2010-2011

8) Part-time Graphics Technician position eliminated during FY 2011-2012

9) Communications Director title change to Director of External Relations Organization Development FY 2010-2011

10) Director of External Relations Org Dev. Title change to Managing Director of External Relations FY 2011-2012

11) Managing Director of External Relations downgraded to Senior Public Relations Specialist FY 12-13

12) Assistant City Manger position 10% paid by Tourism-Visitors facility FY 2015-2016. Reclassified to Director of Utilities FY 16-17

13)Added one Unpaid Intern FY 15-16. Unpaid Intern closed FY 16-17

14)One SR Public Relations Specialist/Grantwriter reclassified to Communications Manager FY 16-17

15)One IT Specialist II reclassified from IT and added as IT Specialist/Channel 3 Tech added FY 15-16

16)One IT Specialist/Channel 3 Tech reclassified to Multi-Media Specialist FY 16-17. 100% of salary paid by Water Admin FY 16-17

17) Liberty Hall Manager reclassified to Downtown Operations Coordinator FY 16/17

18)SR Marketing/PR Specialist remaining frozen FY 17/18

19)Communications Manager reclassified to Director of Marketing and Communications FY 17/18 salary split 93%Communication,7%Stormwater

# Human Resources Department

## Service Point Focus

The Human Resource Department supports the needs of the City by proposing, implementing and administering City policies and programs that support the City's staffing and employment related needs. The goal of the Human Resource department is to ensure each employee is employed in a work environment that treats them fairly and equally, without regard to race, sex, and/or religion, while abiding by all guidelines and laws. The department is responsible for:

- Recruitment;
- New Employee Orientation;
- Civil Service and non-Civil Service human resource ad-

ministration;

- Compensation, classification and leave of absence benefit administration;
- Employee Relations;
- Ensuring compliance with employment laws and regulations;
- Position Control;
- Ensuring compliance with all Department of Transportation regulations with regards to CDL
- Employees; and,
- Risk Management.
- Volunteer Tyler

## Service Point Expenditures - Human Resources

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	350,224	459,778	401,093	470,277
Supplies and Services	48,438	32,549	45,778	35,575
Sundry	31,494	41,109	41,109	43,496
<b>Total Appropriations</b>	<b>430,156</b>	<b>533,436</b>	<b>487,980</b>	<b>549,348</b>

## Service Point Employees - Human Resources

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
13) Managing Director of Administration	0.75	0.60	0.60	0.60	0.60
2) Human Resource Manager	-	0.50	1.00	1.00	1.00
10, 17) Human Resource Representative	1.00	3.00	3.00	-	-
11) Human Resource Generalist	1.00	-	-	3.00	3.00
16) Human Resource Technician	-	-	-	1.00	1.00
12) Receptionist/Greeter	1.00	1.00	1.00	-	-
5) Civil Service/Employment Relations Officer	0.50	-	-	-	-
8) Clerical Specialist	1.00	-	-	-	-
9) Volunteer Coordinator	1.00	1.00	1.00	1.00	1.00
15) Benefits Coordinator	1.00	1.00	1.00	1.00	1.00
<b>Total Regular Full-time</b>	<b>7.25</b>	<b>7.10</b>	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>

Human Resources combined with City Clerk and Finance during FY 2006-2007 to form Administrative Services. These departments have split for FY 2008-2009.

\*This department was formerly known as Staff Services.

1) 75% moved from CMO for Human Resources Director for FY 2010-2011

2 & 3) Staff Services Director title changed to Human Resources Manager during FY 2007-2008. HR Manager 100% paid by HR FY 16-17

3) Title changed to Human Resource Representative during FY 2007-2008 and transferred from Fund 761 (Retiree Benefits) for FY 2008-2009

4) Part time Human Resource Representative reclassified as full time Human Resources Representative during FY 2008-2009

5) Title changed from Human Resource Manager to Civil Service/Employment Relations Officer FY 2010-2011

6) Senior Clerk Position Frozen for FY 2010-2011

7) Senior Clerk position moved to IT to create Advanced IT Technician III FY 2011-2012 for Launch of Share Point

8) Clerical Specialist moved from Productivity fund to Human Resources FY 2011-2012

9) Volunteer Coordinator moved from Police General Fund to HR FY 2010-2011

10 & 11) HR Representative reclassified to HR Generalist FY 2011-2012

12) Senior Clerk downgraded to Receptionist/Greeter FY 2011-2012

13) Director of Human Resources renamed to Managing Director Of Adminsitration in FY 11-12

13) Managing Director of Administration 40% paid by Risk FY 15-16

14) SeniorBenefit Specialist in Finance reclassified to HR/Risk Specialist in HR for FY 12-13

15) HR/Risk Specialist reclassified to Benefits Coordinator during FY 13-14

16) Receptionist/Greeter reclassified to HR Technician FY 17-18

17) Three HR Reps reclassified to HR Generalists FY 17-18

# Police Department

## Service Point Focus

The Police Department is responsible for improving the quality of life by providing professional police service through a community partnership. The Tyler Police Department is committed to excellence and has been Nationally Certified as an Accredited Law Enforcement Agency (since 1995). The Tyler Police Department provides services across ten beats within the City through the following programs:

- Patrol operations, including motorcycle, bicycle, and canine units;
- Criminal investigations and analysis;
- Burglar alarm permitting;
- Community response team;
- Traffic operations;
- SWAT team;
- Gang Intervention Unit;
- Property and evidence maintenance;
- Communications;
- Crisis negotiations;
- Liaison to District Attorney's office;
- Pawn shop liaison;
- Narcotics investigations;
- Intelligence investigations;
- Crime Stoppers investigations;
- Crime scene processing;
- Internal affairs investigations;
- Public Information/Citizens Police Academy;
- Public Service Officer (PSO) Program;
- Honor guard;
- Polygraph services;
- Fiscal and regulatory services;
- Volunteers in Policing; and,
- Law Enforcement Academy.

## Accomplishments 2017-2018

- Installed four (4) new large monitors (EOC)
- Installed a second large screen projector (EOC)
- Completed our 8th reaccreditation receiving the highest accreditation advanced gold standard March 24, 2018

## Goals 2018-2019

- Schedule Software
- In-Car Computers
- Electronic Ticket Books
- EMR Training
- Barricade / Cone Trailer
- DDACTS
- Reserve Officer Program
- Drone Program
- Grant funding (\$60,000) for purchasing 150 new body worn cameras for officers
- Grant funding (\$45,000) to purchase (2) mobile spectroscopy narcotic identification systems for patrol
- 3rd mobile spectroscopy narcotic identification systems (\$22,000) from the Smith County DA's officer for use in the Narcotics division.
- 2nd New emergency operations trailer
- One solution / web based vehicle updating
- Training Partnership with TJC

### Service Point Expenditures - Police Services

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	22,454,072	22,954,165	22,752,673	23,951,195
Supplies and Services	826,245	892,022	836,040	938,348
Sundry	1,199,446	1,277,419	1,278,783	1,510,697
Utilities	128,485	155,910	122,231	157,310
Maintenance	993,319	1,343,382	1,281,613	1,283,939
Capital Outlay	-	99,000	99,000	-
<b>Total Appropriations</b>	<b>25,601,567</b>	<b>26,721,898</b>	<b>26,370,340</b>	<b>27,841,489</b>

### Service Point Employees - Police Department

<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Police Chief	1.00	1.00	1.00	1.00	1.00
Assistant Police Chief (CS)	3.00	3.00	3.00	3.00	3.00
21) Police Lieutenant (CS)	6.00	7.00	7.00	7.00	7.00
2) Police Sergeant (CS)	27.00	28.00	27.00	27.00	27.00
3) & 18, 27) Police Officer (CS)	151.00	151.00	151.00	151.00	153.00
Administrative Secretary	2.00	2.00	2.00	2.00	2.00
Burglar Alarm Coordinator	1.00	1.00	1.00	1.00	1.00
Crime/Traffic Analyst	1.00	1.00	1.00	1.00	1.00
Crimestopper Coordinator	1.00	1.00	1.00	1.00	1.00
Data Management Supervisor	1.00	1.00	1.00	1.00	1.00
4) & 11) & 16) & 17) Data Management Specialist	4.00	4.00	4.00	4.00	4.00
Identification Technician	1.00	1.00	1.00	1.00	1.00
Property and Evidence Specialist	2.00	2.00	2.00	2.00	2.00
Police Services Coordinator	1.00	1.00	1.00	1.00	1.00
PS Communications Supervisor	3.00	3.00	3.00	3.00	3.00
13) & 19) & 20, 25) PS Telecommunicator II	20.00	18.00	18.00	18.00	18.00
20) PST Administrator	1.00	1.00	1.00	1.00	1.00
15, 26) Public Service Officer	8.00	8.00	8.00	8.00	8.00
Secretary	1.00	1.00	1.00	1.00	1.00
Senior PS Telecommunicator II	3.00	3.00	3.00	3.00	3.00
6, 24) Senior Secretary	1.00	1.00	1.00	1.00	1.00
22) Police Technology Specialist	1.00	1.00	1.00	1.00	1.00
<b>Total Regular Full-time</b>	<b>240.00</b>	<b>240.00</b>	<b>239.00</b>	<b>239.00</b>	<b>241.00</b>

<b>Regular Part-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Courier	1.00	1.00	1.00	1.00	1.00
<b>Total Regular Part-time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Total Department</b>	<b>241.00</b>	<b>241.00</b>	<b>240.00</b>	<b>240.00</b>	<b>242.00</b>

(CS) - Indicates Civil Service Position

2) One additional position approved for FY 2008-2009

3) Two additional positions approved for FY 2008-2009

4) One position transferred to Risk and title changed to Loss Control Technician during FY 2008-2009. One position transferred to Parks and Recreation, frozen for the FY 2009-2010 and 2010-2011

6) Two positions upgraded to Administrative Secretary during FY 2007-2008

11) Frozen position was subtracted from the total authorized positions in the FY 2009-2010 budget book by mistake.

Position was left but not funded FY 2009-2010

13) Three of the 21 positions authorized but not funded. These are overfill positions only

14) Volunteer Coordinator moved to Human Resources FY 2010-2011

16) Data Management Specialist I (#7) (marked as closed) Eliminated FY 2011-2012

17) 3 Data Management Specialists eliminated FY 2012-2013

19) PST I's converted to PST II's and upgraded to pay class 209 in FY 2011-2012

20) 1 PST II upgraded to PST Administrator in FY 2011-2012

21) Added 1 Lieutenant to offset Lieutenant working as full-time Lean Sigma Black Belt

22) IT Specialist I reclassified to Police Technology Specialist FY 12-13

24) Senior Secretary remaining frozen FY 17/18

25) One PST II frozen FY 17-18. \*Only showing 18 PST II positions in H.T.E. FY 15-16

26) One PSO frozen FY 17-18

27) Two Police Officers added FY 18-19

### Service Point Expenditures - COPPS Grant

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	110,724	-	-	-
Supplies and Services	506	-	-	-
Capital Outlay	-	24,000	24,000	78,000
<b>Total Appropriations</b>	<b>111,230</b>	<b>24,000</b>	<b>24,000</b>	<b>78,000</b>

### Service Point Employees - COPPS Grant

<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
1) Police Officer (CS)	4.00	4.00	4.00	4.00	4.00
<b>Total Department</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

(CS) - Indicates Civil Service Position  
1) 4 positions added FY 2010-2011

### Service Point Expenditures - Justice Assistance Grant

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	-	-	-	-
Capital Outlay	27,476	25,000	23,811	25,000
<b>Total Appropriations</b>	<b>27,476</b>	<b>25,000</b>	<b>23,811</b>	<b>25,000</b>

### Service Point Expenditures - Auto Theft Task Force

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	111,067	111,826	112,024	117,285
Supplies and Services	16,164	19,838	15,913	19,838
<b>Total Appropriations</b>	<b>127,231</b>	<b>131,664</b>	<b>127,937</b>	<b>137,123</b>

### Service Point Employees - Auto Theft Task Force

<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Police Officer (CS)	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

(CS) - Indicates Civil Service Position

### Service Point Expenditures - Law Enforcement Education

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	18,517	20,000	19,986	20,000
<b>Total Appropriations</b>	<b>18,517</b>	<b>20,000</b>	<b>19,986</b>	<b>20,000</b>

# Fire Department

## Service Point Focus

The Tyler Fire Department became a full time paid professional firefighting organization in 1908. Over the past 109 years, the department has grown to 10 fire stations serving over one-hundred thousand people and has an ISO rating of 2. The department is organized into Operations, Fire Prevention, Emergency Management and Administrative Divisions that support the delivery of critical fire suppression services and emergency medical care. The department's prehospital care relies on a public/private partnership with the ETMC mobile medical system. Firefighters trained as emergency medical technicians provide basic life support (BLS) while advanced life support (ALS) and transport is provided by ETMC. Maintaining or improving emergency response times is the core of Tyler Fire Department Operations. The department's other vital emergency and nonemergency services include:

- Technical teams. This includes technical and heavy rescue, swift water response, confined space, and hazardous materials (HazMat) response.
- Fire prevention and public education.
- Fire Investigation.
- Fire Code Enforcement
- Aircraft (ARFF) Response

## Accomplishments 2016-2017

- Enhance Officer Training with NIMS 300
- Enhance Hazardous Materials Technician Program
- Acquired new Self Contained Breathing Apparatus
- Acquired new structural firefighting gloves
- Brought Hazardous Materials School to Tyler
- 13 Tyler firemen were certified as Hazardous Material technicians
- Organized promotional book committees for captain and engineer tests
- 1/3 of all SOPs reviewed

- Fire Marshal inspection cost recovery program
- FEMA Integrated Emergency Management Course brought to Tyler
- Changed structure of Training department to include a district chief
- Changed structure of Command Staff and Duty Chief Rotation
- Acquired new duty uniforms
- New hydrant maintenance program
- Heart health safety program with Dr. Ball
- Physical agility program
- New city wide safety survey program
- FAA inspection
- Implement a new training calendar
- Administer captain and engineer promotional exams

## Major Budget Items

- New Fire Station on Cherryhill
- New Fire Engine

## Goals for 2018-2019

- Increase Fire Safety Education
- Complete SOP Review
- Increase Leadership Training
- Develop Emerging Leaders
- Streamline Fueling Operations
- Streamline Uniformity
- Streamline our Training Division
- Design Two Fire Stations
- Career Development Program

### Service Point Expenditures - Fire

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	15,976,675	16,114,978	16,080,902	16,520,556
Supplies and Services	459,403	519,747	344,118	548,057
Sundry	378,748	408,738	408,738	420,015
Utilities	130,841	143,625	138,819	140,625
Maintenance	340,609	395,235	372,022	411,807
Capital Outlay	9,856	-	-	-
<b>Total Appropriations</b>	<b>17,296,132</b>	<b>17,582,323</b>	<b>17,344,599</b>	<b>18,041,060</b>

### Service Point Employees - Fire

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Fire Chief	1.00	1.00	1.00	1.00	1.00
10) Assistant Fire Chief (CS)	2.00	2.00	2.00	2.00	2.00
District Chief (CS)	6.00	6.00	6.00	6.00	6.00
11) Fire Captain (CS) *	39.00	41.00	41.00	41.00	41.00
Fire Driver/Engineer (CS)	36.00	39.00	39.00	39.00	39.00
3, 15) Firefighter (CS)	66.00	66.00	66.00	66.00	68.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
4, 14) Administrative Secretary	1.00	1.00	2.00	2.00	2.00
Fire Apparatus Technician	1.00	1.00	1.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00
5) Senior Secretary	1.00	1.00	-	-	-
7, 12) Assistant Fire Marshal	2.00	-	-	-	-
8, 13) Deputy Fire Marshal	3.00	-	-	-	-
9) Emergency Mgmt Asst/Admin Secretary	1.00	1.00	1.00	-	-
<b>Total Department</b>	<b>161.00</b>	<b>161.00</b>	<b>161.00</b>	<b>160.00</b>	<b>162.00</b>

(CS) - Indicates Civil Service Position

1) Two positions were upgraded to District Chief during FY 2007-2008; Four positions were downgraded to Fire Captain during FY 2007-2008

2) One position was downgraded to Senior Secretary during FY 2007-2008

3) Six positions were upgraded to Fire Captain during FY 2007-2008; Three positions were upgraded to Fire Driver/Engineer during FY 2007-2008;

Six additional positions approved for FY 2008-2009; Six positions added during FY 2009-2010

4) One position was upgraded to Administrative Assistant during FY 2007-2008

5) One position was upgraded to Administrative Secretary during FY 2007-2008

6) Positions title changed to Assistant and Deputy Fire Marshal (eliminated 1 position) 2009-2010

7& 8) Created from Fire Inspector/Investigator positions 2009-2010

9) Title change FY 2010-2011 from Emergency Management Assistant to Emergency Management Asst/Administrative Secretary

10) Fire Training Chief upgraded to Assistant Fire Chief FY 2010-2011

11) 1 Fire Captain created from elimination of AC Mechanic FY 2011-2012. 1 Fire Captain acting as Full-Time Lean Sigma Black Belt

12) Two Assistant Fire Marshals reclassified to Fire Captain FY 2015-2016

13) Three Deputy Fire Marshal reclassified to Driver/Engineer FY 2015-2016

14) Emergency Mgmt Asst/Admin Secretary remaining frozen FY 17-18

15) Two Firefighters added FY 18-19

# Library

The Tyler Public Library helps meet the information, education and recreation needs of a diverse and growing community by providing a full range of print, audiovisual and digital resources along with assistance and programming to promote the use of those resources.

- Staff members are responsible for:
- Selecting, acquiring, preparing, housing and distributing materials in fiction, non-fiction, children's, young adult and audio-visual collections;
- Providing a reference collection and assistance in using it;

- Providing a Genealogy and Local History collection;
- Maintaining an online catalog of holdings;
- Providing public Internet-access workstations;
- Providing Early Literacy story times and other events for children;
- Providing a schedule of entertaining and informative programs for adults;
- Providing access to public information; and,
- Providing access to statewide information databases.

## Service Point Expenditures - Library

	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Salaries and Benefits	986,638	1,054,987	1,040,768	1,045,013
Supplies and Services	249,973	189,478	209,325	188,778
Sundry	124,986	179,416	179,386	146,632
Utilities	49,128	60,675	59,290	59,875
Maintenance	50,074	55,173	52,469	55,173
Capital Outlay	3,403	2,500	2,457	2,500
<b>Total Appropriations</b>	<b>1,464,202</b>	<b>1,542,229</b>	<b>1,543,695</b>	<b>1,497,971</b>

## Service Point Employees - Library

<i>Regular Full-time Positions</i>	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
City Librarian	1.00	1.00	1.00	1.00	1.00
17, 21) Access Librarian	1.00	1.00	1.00	-	-
Reference Librarian	-	-	-	1.00	1.00
Resource Librarian	1.00	1.00	1.00	1.00	1.00
Circulation Supervisor	1.00	1.00	1.00	1.00	1.00
1, 6, 20) Access Associate	1.00	1.00	1.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Cataloging Specialist	2.00	2.00	2.00	2.00	2.00
2, 22) Circulation Technician	3.00	3.00	3.00	2.00	2.00
Circulation Assistant	-	-	-	1.00	1.00
Collection Associate	1.00	1.00	1.00	1.00	1.00
4) Custodian	-	-	-	-	1.00
15) Library Assistant	1.00	2.00	2.00	2.00	2.00
Outreach Technician	1.00	1.00	1.00	1.00	1.00
16) and 17) Youth Services Librarian	1.00	1.00	1.00	1.00	1.00
<b>Total Regular Full-time</b>	<b>15.00</b>	<b>16.00</b>	<b>16.00</b>	<b>17.00</b>	<b>18.00</b>

<i>Regular Part-time Positions</i>	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
7) & 14) Access Associate	6.00	6.00	6.00	3.00	3.00
2, 11, 13,19) Circulation Technician	9.00	9.00	9.00	6.00	6.00
5, 10, 12, 24) Custodian	3.00	3.00	3.00	3.00	1.00
15) Library Assistant	1.00	-	-	-	-
Library Page	-	-	-	3.00	3.00
Project Specialist	1.00	1.00	1.00	1.00	1.00
<b>Total Regular Part-time</b>	<b>20.00</b>	<b>19.00</b>	<b>19.00</b>	<b>16.00</b>	<b>14.00</b>

### Service Point Employees - Library (continued)

Substitute Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Access Associate	4.00	3.00	3.00	3.00	3.00
13) Circulation Technician	4.00	3.00	3.00	3.00	3.00
23) Outreach Technician	3.00	-	-	1.00	1.00
<b>Total Substitutes</b>	<b>11.00</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>
<b>Grand Total Department</b>	<b>46.00</b>	<b>41.00</b>	<b>41.00</b>	<b>40.00</b>	<b>39.00</b>

1) One full-time position split into two part-time positions for FY 2008-2009

2) One full-time position split into two part-time positions for FY 2008-2009

3) One position was eliminated for FY 2008-2009

4) & 5) Two Full-time custodians converted to 4 part-time custodians during FY 2009-2010

6) & 7) One access associate converted to 2 part-time access associates during FY 2009-2010

8) Graphics Technician Position moved to the Communications Department FY 2010-2011

9) Graphics Technician Substitute Position Eliminated FY 2010-2011

10) Two Part-time custodians frozen FY 2010-2011

11) Four Part-time circulation technicians frozen FY 2010-2011

12) Two part-time custodians Eliminated FY 2011-2012

13) Four Part-time Circulation technicians eliminated FY 2011-2012

14) Two Part-Time Access Associates eliminated FY 2012-2013

15) One Full-Time Library Assistant reclassified to One Part-Time Library Assistant FY 12-13

16) Programming Associate reclassified to Youth Services Librarian FY 12-13

17) Youth services librarian reclassified to Access Librarian FY 15-16

18) One Circulation Tech Sub transferred to Risk and reclassified to Risk Technician FY 14-15

19) Three Circulation Techs PT (#3, #6 & #9) reclassified to three (3) Library Page positions (#1, #2, & #3) FY 17/18

20) Three (3) Access Associate PT (#1, #2 & #4) positions reclassified into one (1) Access Associate FT position FY 17-18 (lose 2 positions)

21) Access Librarian reclassified to Reference Librarian FY 17-18

22) One FT Circulation Tech (#2) reclassified into one FT Circulation Assistant (#2) FY 17-18

23) One Outreach Tech Sub added FY 17-18; Budget Presentation shows it was added in FY 18-19, but the approval from Finance was given in FY 17-18 & the position was filled in FY 17-18 (9-10-18)

24) Two Part Time Custodians (auth. #1, & #3) reclassified into One FT Custodian FY 18-19

## Parks and Recreation

### Service Point Focus

Streamline the recreational resources currently available within the City, to recognize the need for replacement or additional resources to meet the current and future generations' pastime needs. Empower the public to participate in new ideas and enhancements affecting their recreational resources. Respond to the citizens' needs and expectations to make a safe, enjoyable atmosphere for all to enjoy. Venture into identifying new trends, activities, equipment, and other resources to provide safe, fun, educational, interesting pastimes for all ages and interests. Evaluate the current facility structures for needed repairs, replacements, removals for better operations and use of the recreational resources in a safe, ethical, economical manner.

Mission: To improve the quality of life for our citizens and guests by providing superior parks, cemeteries, recreational and tourism opportunities.

Vision: To provide our citizens with attractive outdoor spaces that are well maintained while continuing to be fiscally responsible.

### Accomplishments for 2017-2018

- Cemeteries
  - Burial plot rate fees were adjusted
  - Columbarium for Rose Hill Cemetery began construction
  - Interments total 115
  - Entombments total 6
- Harvey Convention Center
  - Brought over 400 blue chairs from Rose Garden
  - Phased out old unrepairable chairs
  - New tables, phased out broken
  - Painted Hall #1
  - Replaced Blinds in Hall #1
  - Replacement of metal fixtures on stage
  - Painted accents in hallways
  - Painted coolers in kitchen
  - Painted West and East offices
  - Cleaned out and organized storage below/behind stage

- Implemented recycle program
- Approved sponsorship policy
- Updated catering/concession guidelines
- Approved and adopted Rose Complex Master Plan
- Replaced boiler
- Replaced 2 new sails on awning
- Hosted a successful School is Cool event
- Hosted 21 City events
- Waxed Hall 1 floors
- Outdoor Recreational Programs/Events
  - Moved the Holiday in the “Garden” and Bazaar event to the Rose Garden Center and the Garden from Bergfeld Park. Received grant funds and sponsorship funds in order to provide the event to the public for free. New lights and decorations will now be added each year in the garden to enhance tourism.
  - Purchased outdoor education equipment such as kayaks and camping gear to enhance programming provided from a grant from the Texas Parks and Wildlife (TPWD). Programs such as paddle boarding, family camping at the Tyler State Park and an orienteering class for ladies were also added. Both Ann Santana and Ora Nails received their certifications for Master’s in Outdoor Leadership as well as the two and Staci Lara received a certification in Angler Education.
  - Added a new program co-sponsored with the Caldwell Zoo, “Zoosday Tuesdays” for ages 2-5. It has been a great success.
  - Co-Sponsored the Annual Senior’s Celebrating Life event with the Tyler Area Chamber of Commerce for the 10th year at Harvey Convention Center. More than 800 attended the event.
  - Added 8 field trips and swimming opportunities to the Summer Camp program where 80 youth attended for nine weeks. We also added the Counselor in Training Program (CIT) for youth 14-17 which assisted the summer staff with programming.
  - An additional parking lot was completed at the Glass Recreation Center which now provides 46 new parking spots.
- Parks (Regional, Pocket, Rose Garden Grounds, Medians)
  - New Parks and Recreation Director, Russ Jackson came aboard June 2017
  - New Parks Manager, Jennifer Price came aboard April 2017
  - One staff member attended and graduated Leadership Academy
- Children’s Park Foundation match funding continues
- Hiring freeze was lifted allowing an increase in parks ground staff of 11
- Networking with local cities to gain knowledge of various sports field complex operations and lease fees
- Lindsey Park received a new concrete storm water runoff at softball field #3 with the help of Streets Department
- Eagle Scout Project at Winters Park replaced a wooden walking bridge
- A Parks Refresh project was developed utilizing temp agency employees from Solid Waste Department to work in parks on Wednesdays to complete repairs and enhancements
  - Noble Young Park
  - Southside Park
  - Lindsey Park
  - Rose Rudman Trail
- The local Lions Club had the lion head water fountain at Bergfeld Park refurbished
- Bergfeld Park underwent a dramatic change with the new construction of the Centene Amphitheatre
- Added Rugby to Woldert Park
- Closed Woldert Park’s pool due to expense of repairs; kept splashpad open
- Four (4) new playground equipment donated by Bob Faulkner to be installed at Faulkner Park, Fun Forest Park, Pollard Park, and Woldert Park; total donation value \$116,470.00

#### Rose Garden Center

- Phased out old chairs, bought 550 new black chairs
- New tables, phased out broken
- Bought new projector
- Bought new portable Bluetooth speaker and wireless microphone
- Cleaned out and organized storage
- Implemented recycle program
- Approved sponsorship policy
- Updated catering/concession guidelines
- Updated security camera system
- Painted garage door in Bluebonnet Room
- Changed Rose Garden Center sign on building
- Added Visitor Spot sign to lobby
- Approved and adopted Rose Complex Master Plan
- Hosted a successful School is Cool event
- Hosted 74 City events

- Had 1,319 people visitors sign in
- Urban Forestry
  - City of Tyler Arborist, Cody Goldman, persevered to bringing the City its second consecutive Arbor Day Foundation's Tree City USA Award
  - A five-month Interlocal Cooperation Contract between the City of Tyler and University of Texas in Tyler was executed, to provide a certified arborist to oversee the urban forest management programming for the use of the receiving party to retain the beauty of the campus in a sustainable manner, bringing the City of Tyler \$32,500.00 to be used on Parks projects.
  - 2017 Arbor Day events in Tyler were voted the best in Texas winning the ISA Texas Arbor Day Celebration of the Year Award
  - Hosted largest municipal tree giveaway in the State of Texas
  - Brought in over \$30,000 in urban forestry donations
  - Implemented first City of Tyler Urban Forestry internship program
- Parks (Regional, Pocket, Rose Garden Grounds, Medians)
  - Rose Garden to receive a Sundial to be installed inside the Rose Garden as a static, memorable artwork, donated by the family of the 2017 Rose Queen
  - Begin playground renovations
  - Design and implement a Standard of Operation Procedures Manual for Sports Fields Maintenance
  - Begin Monthly and Quarterly checklists to audit safety, equipment/facility, and aesthetics of each park
  - Repair/replace Southside restroom facility
  - Replace trash cans through multiple parks
  - Replace water fountains along Rose Rudman trail, and various parks
  - Replace outdoor cooking grills at various parks
  - Renovate Noble Young Park's restroom and pavilion building
  - New park signs to be installed
  - New trail directional signs for hikers and bikers to be installed
  - Septic system upgrades to be installed for Lindsey Park and Faulkner Park
  - Septic line replacement for Fun Forest Park
  - Fun Forest Park swimming pool mechanical operation to be renovated for the upcoming Summer 2018, with repairs to the existing pool
  - Complete Faulkner Park Lake Trail project before June 2018
  - Bid for new Faulkner Park Tennis Pro management; also seeking interest from local colleges
  - Begin repair and operation of Lindsey Park water well for irrigation of sports fields
  - Begin leveling and repair of sports fields at Faulkner Park, Lindsey Park, Fun Forest Park, and Golden Park
  - Replace several tennis courts and basketball court surfaces, with new nets and stripes
  - Add Pickleball to Bergfeld Park
  - Add Cricket to Pollard Park

## Goals for 2018-2019

- Cemeteries
  - Explore utilization of unused land inside Rosehill Cemetery boundaries to maximize property for cremation and memorial gardens
  - Add a kiosk to Oakwood Cemetery to provide information for self-guided tours.
- Harvey Convention Center
  - Approval for Booking Policy
  - Revise cater/concession contract
  - Replace chairs - \$15,000
  - Update partitions in restrooms - \$11,000
  - Repaint doorways
  - Label electrical breakers
  - Research projected costs for implementation of electronic signatures for contracts
- Outdoor Recreational Programs/Events
  - Increase the participation in group and team activities through the Rose City Intermural programs which include: volleyball, basketball, dominoes and pickleball. Also, new classes in senior women's weight lifting, youth and adult Heartsaver CPR and basic angler education. Both the Senior Center and the Glass Recreation Center will offer many more new programs for 2018.
- Rose Garden Center
  - Approval for booking policy
  - Revise cater/concession contract
  - Replace storage door/thresh-hold
  - Replace tables - \$10,000
  - Replace air-wall
  - Research projected costs for implementation of electronic signatures for contracts
- Urban Forestry

- Tree preservation treatments began at Bergfeld Park for post oak and blackgum trees, to include interpretive signage. This treatment will provide 25 years of organic energy to the soil and roots.
- Bring Tyler its first Tree Campus USA, dedicated by the Arbor Day Foundation, by means of the UT Tyler Urban Forestry Program, currently ran by City of Tyler Urban Forester
- Tyler Trees Committee will bring in over \$50,000.00 in grants and donations to be used on Arbor Day activities and other urban forestry initiatives
- Create a publicly available digital tree inventory database on [www.TreeTyler.com](http://www.TreeTyler.com)
- Purchase a resistograph (~\$13,000.00) in order to be able to better identify hazard trees in parks, ROWs, and other public areas
- Be nominated for Arborist of the Year as well as Arbor Day Celebration of the year in the state of Texas for the second consecutive year
- Be awarded the third consecutive Tree City USA growth award
- Have the updated “Approved Trees List” be accepted by Tyler City Council
- Host the Texas Emerald Ash Borer Workshop here in Tyler
- Plant on public and private grounds over 5,000 trees
- Continue to invest in tree preservation methods to save funds from removals
- Improve park infrastructure

#### Service Point Expenditures - Parks Administration and Maintenance

	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Salaries and Benefits	562,166	752,917	706,227	730,084
Supplies and Services	462,530	439,523	432,784	438,019
Sundry	78,208	94,006	94,152	97,125
Utilities	570,804	559,550	572,267	585,395
Maintenance	270,281	532,574	516,188	527,488
Capital Outlay	-	-	-	25,400
<b>Total Appropriations</b>	<b>1,943,989</b>	<b>2,378,570</b>	<b>2,321,618</b>	<b>2,403,511</b>

### Service Point Employees - Parks and Recreation

<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
1, 3, 9) Parks and Recreation Director	0.50	0.50	-	-	-
9, 13) Managing Director Parks/Recreation Operations	-	-	0.50	0.20	0.20
4) Parks and Recreation Operation and Services Manager	0.70	-	-	-	-
7, 10) Parks & Recreation Services Coordinator	1.00	1.00	1.00	1.00	1.00
12) Crew Leader	4.00	4.00	3.00	3.00	3.00
Grounds Technician	1.00	1.00	1.00	1.00	1.00
Groundskeeper	6.00	6.00	6.00	6.00	6.00
11) Hardscape Technician	1.00	1.00	-	-	-
Parks Manager	-	0.70	0.70	0.70	0.70
5, 6 & 8) Laborer	6.00	3.00	3.00	3.00	3.00
Senior Secretary	1.00	1.00	1.00	1.00	1.00
14) Budget Administrator/Cemeterian	-	-	-	0.05	0.05
15) Manager of Tourism Facilities Community Beautification	-	-	-	0.23	0.23
8) Parks Superintendent	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>22.20</b>	<b>19.20</b>	<b>17.20</b>	<b>17.18</b>	<b>17.18</b>

1) Position transferred from City Manager's Office and title changed during FY 2009-2010

2) One position upgraded to Senior Secretary during FY 2007-2008. Senior Secretary titled Administrative Secret.

3) 50% of Parks and Recreation Director position charged to Tourism Visitor's Facility

4) Parks and Recreation Operation and Service Manager 30% charged to Tourism Visitors Facility

5) 1 Laborer frozen for FY 2010-2011

6) Eliminated 1 of 8 Laborers FY 2011-2012

7) Parks Maintenance Supervisor converted to Parks & Recreation Services Coordinator in FY 11-12

8) One Laborer reclassified to Parks Superintendent during FY 13-14

9) Parks&Rec Director reclassified to Managing Director of Parks/Recreation Operation salary charged to 50% Parks, 50% Parks Visitor Facilities 16/17

10) Parks & Rec Services Coordinator remaining frozen FY 17-18

11) Hardscape Technician reclassified to Crew Leader FY 16-17

12) One Crew Leader position transferred to Rose Garden FY 14-15

13) MD Parks/Recreation Op salary charged 20% Parks Admin, 50% Visitor Facilities & 30% Liberty Hall FY 17-18

14) Budget Administrator/Cemeterian salary split 95% Visitor Tourism/ 5% Parks Admin FY 17-18

15) Manager of Tourism Facilities & Community Beautification salary split 77% Visitor Facilities/ 23% Parks Admin FY 17-18

### Service Point Expenditures - Indoor Recreation

	<b>FY2016-2017</b>	<b>FY2017-2018</b>	<b>FY2017-2018</b>	<b>FY2018-2019</b>
	<b>Actual Expenditures</b>	<b>Budget Appropriations</b>	<b>Projected Expenditures</b>	<b>Budget Appropriations</b>
Salaries and Benefits	405,775	401,405	405,525	417,548
Supplies and Services	67,453	77,025	70,598	72,945
Sundry	19,358	19,866	19,884	20,398
Utilities	21	50	49	200
Maintenance	40,684	41,013	40,996	43,217
Capital Outlay	-	-	-	-
<b>Total Appropriations</b>	<b>533,291</b>	<b>539,359</b>	<b>537,052</b>	<b>554,308</b>

### Service Point Employees - Indoor Recreation

<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
2) Special Events/Recreation Manager	1.00	1.00	1.00	1.00	1.00
Recreation Center Supervisor	1.00	1.00	1.00	1.00	1.00
4) Recreation Program Supervisor	1.00	1.00	1.00	1.00	1.00
Custodian	2.00	2.00	2.00	2.00	2.00
3, 5) Recreation Specialist	2.00	2.00	2.00	2.00	2.00
<b>Total Regular Full-time</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

<b>Regular Part-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Clerk	2.00	2.00	2.00	2.00	2.00
Custodian	1.00	1.00	1.00	1.00	1.00
<b>Total Regular Part-time</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Total Department</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

1 & 2) Title change from Special Events/Recreation Supervisor to Special Events/Recreation Manager during FY 2008-2009

3) 1 Recreation Specialist position frozen for FY 2010-2011 & 2011-2012 & 2012-2013

4) Typo on title was listed as Recreation Operation Supervisor, corrected to Recreation Program Supervisor

5) 1 Recreation Specialist moved to Productivity Fund as Grants Specialist FY 13-14

### Service Point Expenditures - Outdoor Recreation

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	76,139	112,229	85,412	210,219
Supplies and Services	97,915	80,837	82,681	83,325
Sundry	-	1,000	-	-
Maintenance	205	500	500	500
<b>Total Appropriations</b>	<b>174,259</b>	<b>194,566</b>	<b>168,593</b>	<b>294,044</b>

### Service Point Employees - Outdoor Recreation

<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
3)Activity Specialist	1.00	1.00	1.00	1.00	1.00
<b>Total Regular Full-time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Part-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
1) & 2) Recreation Specialist	1.00	1.00	1.00	1.00	1.00
<b>Total Regular Part-time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Temporary Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
6)Pool Manager	3.00	3.00	3.00	3.00	3.00
4)Lifeguard	14.00	14.00	14.00	14.00	14.00
Playground Aid/Leader	12.00	12.00	12.00	12.00	12.00
<b>Total Temporary Positions</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>
<b>Substitute Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
5)Lifeguard	3.00	2.00	2.00	2.00	2.00
<b>Total Substitutes</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Total Department</b>	<b>34.00</b>	<b>33.00</b>	<b>33.00</b>	<b>33.00</b>	<b>33.00</b>

1) Data Management Position transferred to the Parks Department to create a part time Recreation Specialist position during FY 2009-2010

2) 1 PT Custodian and 1 PT Recreation Specialist combined to form 1 FT Recreation Specialist, then reversed back in FY 2011-2012

3) Activities Specialist frozen FY 16-17; FY 17-18

4) Lifeguard positions frozen FY 16-17; FY 17-18

5) 2 Lifeguard Sub positions frozen FY16-17; FY 17-18

6) 1 Pool Manager positions frozen FY 16-17; FY17- 18

\*One Playground Coordinator #1 reclassified to Playground Leader #6 FY 16-17

### Service Point Expenditures - Median Maintenance and Arborist

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	189,671	216,363	209,284	222,182
Supplies and Services	144,713	131,617	135,142	132,293
Sundry	3,963	4,000	4,000	4,000
Maintenance	19,096	58,121	53,121	53,130
<b>Total Appropriations</b>	<b>357,443</b>	<b>410,101</b>	<b>401,547</b>	<b>411,605</b>

### Service Point Employees - Median Maintenance

<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Arborist/Urban Forester	1.00	1.00	1.00	1.00	1.00
Crew Leader	1.00	1.00	1.00	1.00	1.00
Laborer	3.00	3.00	3.00	3.00	3.00
<b>Total Department</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

# Engineering Services

## Service Point Focus

Engineering Services is comprised of Engineering, Half-Cent Sales Tax Fund Administration, and Stormwater Utility capital project oversight.

Engineering Services staff administers/coordinates all legal, financial, operational and regulatory activities of the engineering department and the Half Cent Sales Tax Program. Engineering personnel manage Half Cent Sales Tax and the Storm Water Drainage Utility capital projects under design and in construction; in addition to oversight of other capital infrastructure projects as needed.

### Engineering

Engineering is responsible for capital improvement projects to ensure effective and efficient implementation of Half-Cent Sales Tax program. Engineering staff provides civil engineering design and construction oversight as well as providing design and construction oversight of maintenance and emergency repair projects of city streets and some drainage structures. This department provides infrastructure development support services through:

- The administration of Half-Cent Sales Tax Fund
- Half-Cent Sales Tax Capital Projects design oversight
- Half-Cent Sales Tax Capital Projects construction oversight
- Administration of the pavement enhancement program
- Pavement condition rating and grading
- Stormwater Utility Projects oversight
- Capital Project Sidewalk / ADA design and construction oversight
- CDBG Program design and project management
- Miscellaneous engineering design and construction administration services for other city departments

## Half Cent Sales Tax

The Engineering staff provides maintenance management of City-owned facilities and administers the Half-Cent Sales Tax Program, which provides approximately \$13 million annually for numerous infrastructure projects including drainage, streets, public safety, parks, facilities, and airport improvements. The Half-Cent Sales Tax Program is directed by the Half-Cent Sales Tax Board who, along with the City Council, governs the priority scheduling of the extensive list of Capital Improvement Projects.

## Accomplishments 2017 – 2018

- 2017 Asphalt Enhancement – Completed construction
- Brynmar Court Drainage Improvements - Design
- Courtney / Miller Drainage Improvements Project – Design

## Goals 2018 – 2019

- Fire Station # 1 - design
- Fire Station # 4 (SW) – design
- Ashmore drainage channel repair – Complete construction
- MLK Sidewalk & Enhancements – Design
- High St Culvert Replacement – Design/Construction
- Lakewood Dr. Connection – Design
- Stagecoach Dr. Drainage Study – Study
- 2018 Asphalt Enhancement - construction
- Rockwood Drainage Study – Study
- Holly Park Drainage Study – Study
- Keaton Ave Drainage Study – Study
- Cambridge Road (S. Broadway to Jeff Davis Drive) - Design

### Service Point Expenditures - Engineering

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	330,789	326,854	209,471	339,291
Supplies and Services	23,224	27,893	32,720	22,042
Sundry	24,686	30,657	30,657	31,344
Utilities	39	150	68	150
Maintenance	576	9,781	9,944	10,013
<b>Total Appropriations</b>	<b>379,314</b>	<b>395,335</b>	<b>282,860</b>	<b>402,840</b>

### Service Point Employees - Engineering

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
16, 20) City Engineer	1.00	0.75	0.75	1.00	1.00
2, 18) Capital Budget Analyst	0.86	0.86	0.86	-	-
3, 12, 13, 19) Engineering Technician	1.00	-	-	1.00	1.00
12, 15) Associate Engineer	0.60	0.60	0.60	0.60	0.60
5, 14) Project Engineer	0.85	1.85	1.85	1.85	1.85
<b>Total Department</b>	<b>4.31</b>	<b>4.06</b>	<b>4.06</b>	<b>4.45</b>	<b>4.45</b>

\*The Engineering and Street departments were combined in FY 2006-2007 to form the Engineering Services department.

1) One position reclassified to Capital Budget Analyst during FY 2007-2008

2) Capital Budget Analyst one position with 14% paid by Storm Water Management

3) Engineering Technician two positions, one with 40% paid by Storm Water Management

4) Position transferred to Communications and title changed to Lean Sigma Master Black Belt FY 2008-2009

5) Project Engineer Position frozen for the FY 2009-2010 and FY 2010-2011

6) Survey crew Chief position frozen for the FY 2009-2010 and FY 2010-2011

7) Position moved to Property and Facility during FY 2009-2010

8) Position reclassified and title changed to City Courier during FY 2009-2010

9) Four Utilities Construction Inspector positions transferred to Development Services during FY 2007-2008

10) Eliminated Survey Crew Chief position FY 2011-2012

11) Eliminated Survey Crew Member FY 2011-2012

12) 1 Engineering Technician converted to 1 Associate Engineer in FY 2011-2012

13) Engineering Technician reclassified to Project Engineer FY 12-13. Engineering Tech closed FY15-16.

14) Project Engineer payroll split added 85/15 Engineering/Stormwater FY 14-15

14) Two Project Engineer positions. One position payroll 15% paid by Stormwater FY 15-16

15) Associate Engineer payroll split added 60/40 Engineering/Stormwater FY 14-15 & FY 15-16

16) City engineer 25% paid by Property & Facility maintenance FY 15-16

17) City Engineer reclassified to Capital Improvement Projects Manager FY 17/18 salary split 75/25 (GGS - Other Prop& Fac Mgmt)

18) Capital Budget Analyst position closed FY 15/16

19) One Engineering Tech added FY 16-17 \*Requisition not turned in until FY 17-18 \* not reflected in previous years

20) Capital Improvement Project Manager reclassified to City Engineer

## Street Department

The Street Department is responsible for coordinating efforts with Engineering Services to set-up and manage the Micro Paver Pavement Maintenance Management System. This software program allows the departments to accurately rate road conditions and track their life span.

Additionally, the Street Department is responsible for:

- Monitoring and establishing City Street Conditional Ratings to ensure the best quality streets for the City;
- Repair pot holes; utility cuts, concrete valleys, general street repairs, concrete curbs and gutters.
- Monitoring and evaluating the City's infrastructure drainage system to better provide an optimal drainage system;
- Establishing a Right-of-Way mowing cycle that optimizes aesthetics and cost effectiveness with an emphasis
- On eliminating visual obstructions, mitigating rubbish accumulations and promoting the City's natural beauty; and,
- Establishing a street sweeping cycle utilizing cost effective methods. Our emphasis is on eliminating unsightly trash and highlight the City's rustic ambiance.

### Accomplishments for 2017-2018

- Maintaining as needed 1,122 lane miles of Asphalt Streets; 19.9 lane miles of Concrete Streets; 33.41 lane miles of Brick Streets;
- Assist Engineering in evaluating city streets for current condition rating – completed for 2018 overlay schedule
- Maintaining 1,716 miles of Right-of-Way within City limits
- Completed 4 complete sweeps of the City as of April 2018. Goal is to complete minimum 7 sweeping cycles annually (each cycle encompasses all paved streets within the City limits)
- Crack Sealing-FY 17/18 -70 Streets (44.13 lanes miles) assigned. YTD completed 51 streets (34.76 lane miles).
- Tree Trimming ongoing
- Install Historical Marker stones downtown as requested – ongoing project
- Pot Hole Repairs: YTD 92 repairs based on citizen complaints; 3155 by Pot Hole Repair Crew Patrol
- Utility Cut Repairs: YTD 543 cut reported; 367 repaired
- Street Base Repairs: YTD 73 base repairs

- Brick Street Repairs: YTD 13 brick repairs
- Curb & Gutter Repairs: YTD 18 curb repairs
- Stormwater / Drainage Repairs: YTD 150 drainage issues resolved
- Tree Removals from City Easements: YTD 14 trees removed / total of 73 tree related complaints resolved
- Right-of-Way: YTD 61 ROW complaints resolved
- Complete 7 or more Street Sweeping cycles (1 cycle = 6 weeks on average to complete);
- Provide labor for Main Street Gallery as requested
- Install Historical ½ Mile markers downtown as assigned
- Repair bus shelters as needed for Tyler Transit
- Assist other departments as requested
- Oversee Herbicide Spray Program for selected right-of-way weed control and selected drainage channels for weed control.
- Respond to emergency & storm related issues as needed 24/7

## Goals for 2018-2019

- Fill open positions within Street & Stormwater to maximize efficiency
- Create 2nd Utility Cut Crew
- Enhance training for staff utilizing training resources offered through City approved Vendors
- Asphalt Overlay – In-house (specific streets as designated)
- Crack Sealing – In-house (specific streets as designated)
- Complete Brick Street repairs as needed
- Complete Utility Cut repairs within 60 days of cut
- Lake Tyler Street Repairs as requested
- Assist Engineering Dept. with evaluating street conditions
- Dead Tree Removal from City Right of Ways, easements and City properties upon request
- Maintain City Right-of-Ways
- Maintain City Drainage ways

### Stormwater / Drainage Projects:

- Utilize new Stormwater camera to locate & inspect drainage systems
- Document drainage systems with GIS
- Implement maintenance programs for: inlet boxes, concrete channels, street dead ends, curbs & gutters
- Complete installation of second driveway culvert at Faulkner Park
- Repair & clean storm inlet boxes to help eliminate debris in channels
- Meet all Stormwater regulations as mandated by the State of Texas
- Install / repair concrete valleys where needed

### Service Point Expenditures - Streets

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual Expenditures	Budget Appropriations	Projected Expenditures	Budget Appropriations
Salaries and Benefits	840,898	1,211,939	926,542	1,351,745
Supplies and Services	213,207	157,061	288,869	130,814
Sundry	61,779	66,660	66,660	68,693
Utilities	2,251	2,650	2,523	2,650
Maintenance	498,354	980,534	978,313	889,379
<b>Total Appropriations</b>	<b>1,616,489</b>	<b>2,418,844</b>	<b>2,262,907</b>	<b>2,443,281</b>

### Service Point Employees - Streets

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
7)Street Manager	1.00	0.50	-	-	-
Street Operations Supervisor	-	-	0.50	0.50	0.50
Crew Leader	4.00	4.00	4.00	4.00	4.00
1, 4, 8) Equipment Operator I	5.00	5.00	5.00	5.00	5.00
9)Equipment Operator II	7.00	7.00	7.00	7.00	7.00
Foreman II	1.00	1.00	1.00	1.00	1.00
Laborer	4.00	4.00	4.00	4.00	4.00
Semi-Skilled Laborer	3.00	3.00	3.00	3.00	3.00
5) Senior Secretary	1.00	-	-	-	-
6) Administrative Secretary	-	0.50	0.50	0.50	0.50
10)Truck Driver	3.00	3.00	3.00	3.00	3.00
<b>Total Department</b>	<b>29.00</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>

1) Four positions transferred to Environmental Services during FY 2007-2008 then the four positions were transferred back  
 2) Position transferred to Code Enforcement during FY 2007-2008  
 3) Eliminated Street Surface Technician Fy 2011-2012  
 4) One of five Equipment Operator I positions frozen FY 2010-2011 and FY 2011-2012 and FY 2012-2013  
 5) and 6) Senior Secretary reclassified to Administrative Secretary during FY 15-16. Administrative Secretary payroll 50 % paid by Stormwater  
 7) Street Manager payroll 50% paid by Stormwater FY 15-16  
 8) One Equipment Operator I remaining frozen FY 17-18  
 9) One Equipment Operator II remaining frozen FY 17-18  
 10) One Truck Driver remaining frozen FY 17-18

## Traffic Engineering

Traffic Engineering is charged with the responsibility of roadway safety. Staff members promote the safe, convenient and efficient movement of people, goods and services throughout the City by planning, designing, installing, maintaining and repairing all traffic control devices on City streets. The Department provides service support in the areas of:

- Manufacturing, installation, and maintenance of City street signs;
- Installation and maintenance of City street pavement markings;
- Maintenance and repair of traffic signals;
- Analysis and implementation of signal timing plans;
- Planning for current and future traffic control needs;
- Mitigating traffic congestion;
- Conducting speed studies, traffic signal studies, and stop sign warrant studies;
- Ensuring street lights are efficiently placed and installed and maintained in a timely manner; and
- Oversight of the public school crossing guard program.

### Service Point Expenditures - Traffic

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	777,044	864,943	759,960	863,957
Supplies and Services	86,504	42,235	105,492	76,935
Sundry	38,395	78,026	77,042	81,830
Utilities	1,296,470	1,275,090	1,264,244	1,275,090
Maintenance	256,657	250,465	349,169	248,965
Capital Outlay	-	-	-	-
<b>Total Appropriations</b>	<b>2,455,070</b>	<b>2,510,759</b>	<b>2,555,907</b>	<b>2,546,777</b>

### Service Point Employees - Traffic

<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Traffic Engineer	1.00	1.00	1.00	1.00	1.00
1, 4, &7) Associate Traffic Engineer	1.00	1.00	1.00	1.00	1.00
5) & 12) Traffic Services Supervisor	1.00	1.00	1.00	1.00	1.00
13)Parking Patrol	2.00	-	-	-	-
6, 9) Traffic Marker	3.00	3.00	3.00	3.00	3.00
Traffic Marker II	1.00	-	-	-	-
Traffic Sign Supervisor	1.00	1.00	1.00	1.00	1.00
8) Administrative Assistant	0.76	0.76	0.76	0.76	0.76
10) Traffic Signal Technician	4.00	4.00	4.00	4.00	4.00
<b>Total Regular Full-time</b>	<b>14.76</b>	<b>11.76</b>	<b>11.76</b>	<b>11.76</b>	<b>11.76</b>
<b>Regular Part-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
6) Intern	2.00	2.00	2.00	2.00	2.00
<b>Total Regular Part-time</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Temporary Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
School Crossing Guard	40.00	40.00	40.00	40.00	40.00
<b>Total Temporary Positions</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>
<b>Total Department</b>	<b>56.76</b>	<b>53.76</b>	<b>53.76</b>	<b>53.76</b>	<b>53.76</b>

1) One position with 15% paid by Storm Water Management

2) One position with 24% paid by Storm Water Management

3) Title changed from Traffic Sign Crew Leader to Traffic Sign Supervisor during FY 2007-2008

4) Position upgraded to Transportation Project Engineer FY 2010-2011, with 15% paid by Storm Water Management

5) Transportation Project Engineer downgraded to Traffic Services Supervisor in FY 2011-2012

6) One Traffic Marker converted to two Part-Time college internships in FY 12-13

7) Traffic Operations Supervisor reclassified to Associate Traffic Engineer FY 12-13

8) Senior Secretary reclassified to Administrative Assistant FY 12-13

9) One Traffic Marker added FY 14-15

10) One Traffic Signal Tech added FY 14-15

11) Administrative Assistant payroll split changed from 76/24 to 85/15 Traffic/Stormwater FY 14-15

12) Traffic Services Supervisor payroll split eliminated, 100% paid from Traffic FY 14-15

13)Parking Patrol positions reclassified to Downtown Ambassadors and paid from Liberty Hall/Main Street FY 15/16

# Animal Services

## Areas of Service

- Capture stray animals;
- Respond to calls related to nuisance wildlife animals;
- Rabies surveillance of bite animals;
- Support Police Department on calls for service;
- Checking welfare on pet animals;
- Education on companion animal ownership;
- Dead animal removal;
- Disease surveillance and control measures through mosquito abatement;
- Care and welfare of stray, surrendered, and protective custody animals;
- Processing owner reclaims of strays;
- Processing adoptions of unclaimed pets;
- Participating in adoption events;
- Liaising with, and transferring animals to, rescue organizations; and,
- Euthanasia of surplus, injured, and diseased animals.

## Accomplishments for FY 2017-2018

- Moved in to new 18,000 sq ft facility
- Owner reclaims up 30%
- Transfers to guaranteed adoption agencies up 98%
- Adoptions up 23%
- Vaccination and microchip clinic served over 200 people
- 1167 microchips registered in one year
- 4,543 lbs of food given through Pet Food Bank Project
- Continued collaboration with Tyler Junior College
- Veterinary Technology program
- 110 partners in rescue network.

## Goals for FY 2018-2019

- Begin offering low cost/high volume spay/neuter resources
- Register 5000 microchipped pets.

### Service Point Expenditures - Animal Services

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	739,138	754,278	724,710	754,768
Supplies and Services	85,662	101,474	95,583	109,077
Sundry	124,363	123,591	111,926	117,547
Utilities	15,415	35,150	19,267	26,150
Maintenance	65,498	78,008	76,172	75,388
Capital Outlay	-	46,618	40,359	-
<b>Total Appropriations</b>	<b>1,030,076</b>	<b>1,139,119</b>	<b>1,068,017</b>	<b>1,082,930</b>

### Service Point Employees - Animal Services

<i>Regular Full-time Positions</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
Animal Shelter Manager	1.00	1.00	1.00	1.00
Animal Shelter Adoption Counselor	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Animal Control Officer	5.00	5.00	5.00	5.00
Animal Shelter Supervisor	1.00	1.00	1.00	1.00
1) Animal Shelter Technician	6.00	6.00	6.00	6.00
<b>Total Regular Full-time</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>

General Fund-Animal Services tab added FY 17-18

1) Two Animal Shelter Technicians added FY 15-16

# Municipal Court

The Municipal Court functions to administer fair and impartial justice in accordance with applicable statutes, ordinances, and City regulations by conducting trials and hearings to dispose of traffic, misdemeanor and parking violations. The Municipal Court through the use of up to date technology is to provide a forum for justice for all citizens while abiding by the City's overall mission. Staff members of the Court are responsible for:

- Scheduling, hearing, and disposing of all cases brought for trial;
- Establishing and administering court procedures as required by State law;
- Maintaining all records and dockets;
- Accounting for payment of fines; and,
- Serving warrants.

## Accomplishments for 2017-2018

- Implemented the Tyler Technologies Incode court software and Brazos electronic ticket books.
- Educated local colleges regarding municipal court processes through on campus presentations.
- Expanded community service options to include additional agencies and students.
- Created additional dockets to better serve the defendants.
- Implemented minor security upgrades to the court facility.
- Implemented a Financial Health Workshop interested defendants.
- All staff received mental health awareness training.

## Goals for 2018-2019

- Continue to identify and implement safety procedures and facility improvements.

- Reestablish teen court program to educate youth who have received citations in the Court.
- Continue presentations at local colleges, junior and high schools.
- Streamline veteran docket to include presentation from local agencies.
- Create a job posting board of employers/employees to assist defendants who may be seeking employment.
- Introduce newsletter publications containing helpful court information.
- Create an educational video about our municipal court to be aired on Channel 3 with help from the communications department featuring court personnel and their duties.
- Seek ways to utilize software to communicate with customers (email/text notification).
- Continue cross-training with other city departments including Finance and Water.
- Implement an online records search for attorneys and defendants who are need information regarding pending cases.
- Implement automated bank draft to allow defendants to automate reoccurring payments, which will reduce warrants and late fees.
- Contract with a new collection agency to assist with collecting delinquent fines, costs and fees owed to the Court.
- Continue to work with the Information Technology Department to automate processes to move the Court toward paperless operations.
- Complete the second year of the Citizens' Roundtable Committee of local leaders to increase transparency of Court procedures, including other city departments and entities associated in the court's proceedings.

### Service Point Expenditures - Municipal Court

	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Salaries and Benefits	725,668	774,956	760,482	845,293
Supplies and Services	368,167	606,793	465,709	300,380
Sundry	187,330	214,024	214,029	292,070
Utilities	8,463	11,400	9,853	11,400
Maintenance	18,316	20,000	22,701	55,305
<b>Total Appropriations</b>	<b>1,307,944</b>	<b>1,627,173</b>	<b>1,472,774</b>	<b>1,504,448</b>

**Service Point Employees - Municipal Court**

<b>Regular Full-time Positions</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Municipal Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00
4, 15) Deputy Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Court Clerical Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
City Marshal	1.00	1.00	1.00	1.00	1.00	1.00
Court Technician	1.00	1.00	1.00	1.00	1.00	1.00
1) & 10) Deputy City Marshal II	2.00	2.00	2.00	2.00	2.00	2.00
2) & 5) & 6) & 11) & 12) Deputy Court Clerk	6.00	6.00	6.00	6.00	6.00	6.00
8) Senior Deputy Court Clerk	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Department</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>

1) One Position frozen for FY 2009-2010

2) One additional position approved for FY 2008-2009

3) One position added for FY 2008-2009

4) Administrative Assistant position converted to Deputy Court Administrator during FY 2009-2010

5) One Deputy Court Clerk Transferred to Main Street during FY 2009-2010

6) One Deputy Court Clerk Upgraded to a Senior Deputy Court Clerk during FY 2009-2010

7) Teen Court Coordinator downgraded to deputy court clerk during FY 2009-2010

8) One Senior Deputy Court Clerk upgraded to Court Clerical Supervisor during FY 2009-2010

9) Deputy Marshal I moved to Liberty Theater to create Liberty Theater Manager position for 2010-2011

10) Eliminated 1 of 3 Deputy City Marshall II positions FY 2011-2012

11) 1 Deputy Court Clerk, Juvenile Case Coordinator and Juvenile Program Coordinator moved to

Partners of Youth Fund FY 2010-2011

12) During FY 09-10, refer to 7, 5, 6 during process the downgraded Deputy Court Clerk was not added to the

number, this is a corrected entry, should be 8 positions

13) 3 Deputy City Marshal I positions moved to Municipal Court Security Fund FY 2010-2011

14) One Deputy City Marshal I reclassified to Deputy City Marshal II FY 15-16

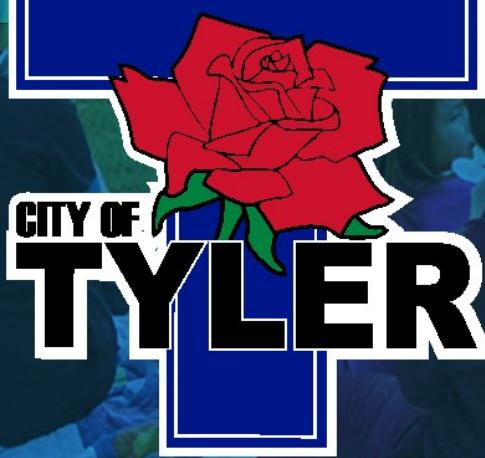
15) Deputy Court Administrator remaining frozen FY 17-18

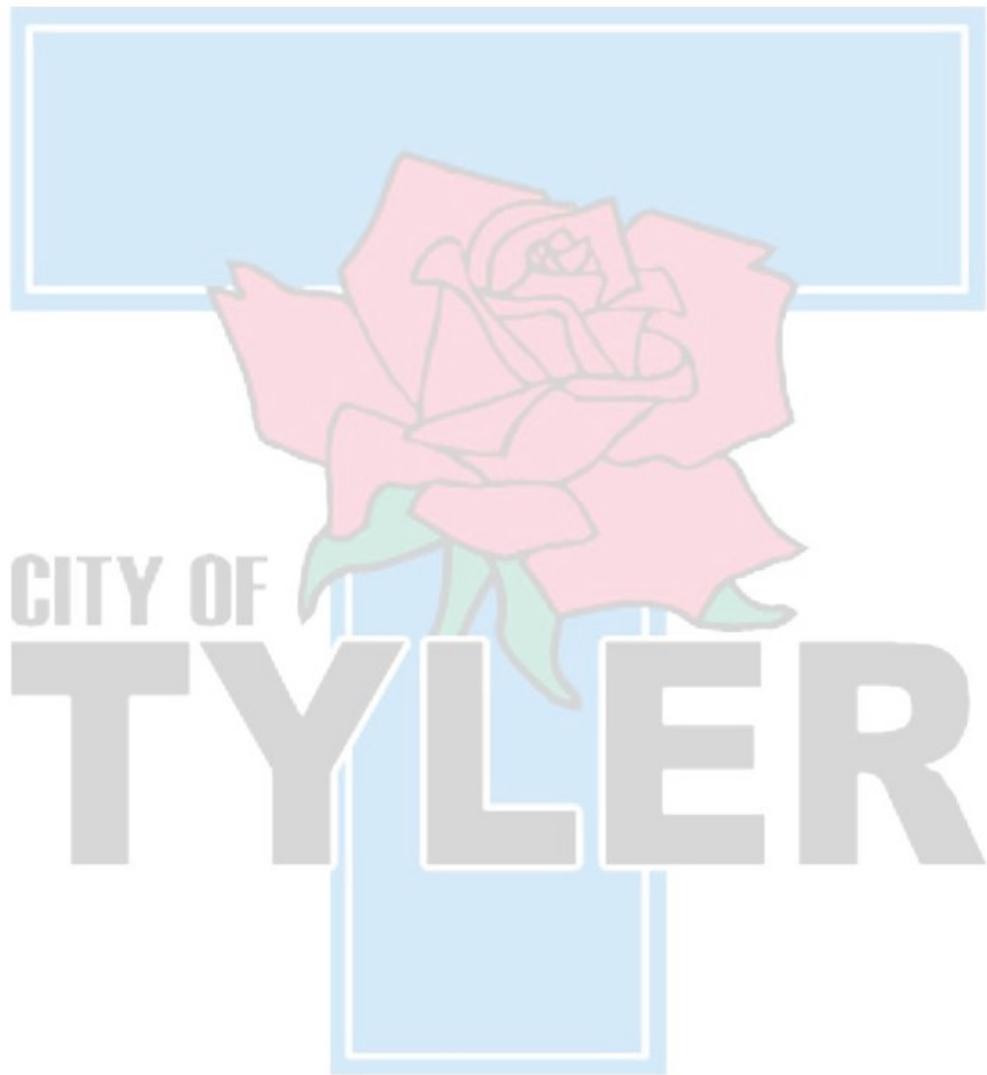
CENTENE STAGE

**2018 -19**

Annual Budget

Capital Projects





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**GENERAL CAPITAL PROJECTS FUND (102)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2018-2019**

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
Unreserved Fund Balance	569,396	298,227	298,227	349,849
<b>Beginning Fund Balance / Working Capital</b>	<b>\$569,396</b>	<b>\$298,227</b>	<b>\$298,227</b>	<b>\$349,849</b>
<b>Revenues</b>				
Interest Earnings	2,972	200	813	1,000
Miscellaneous	49,788	52,500	39,177	40,000
<b>Total Revenues</b>	<b>52,760</b>	<b>52,700</b>	<b>39,990</b>	<b>41,000</b>
<b>Expenditures</b>				
Library Bldg. Imprv	45,312	25,000	25,000	25,000
Parks Improvements Projects	25,400	160,497	160,300	67,902
Public Safety Laptops	-	55,000	55,000	-
PD Camera Systems	139,703	139,703	139,703	139,703
Fire Equipment/Facilities	-	60,000	-	67,254
Building Improvements	-	-	-	9,010
Street Improvement Program/Equipment	363,914	-	-	-
ADA Sidewalks	-	-	-	50,000
Contingency	-	-	-	75,000
<b>Total Expenditures</b>	<b>574,329</b>	<b>440,200</b>	<b>380,003</b>	<b>433,869</b>
<b>Transfer In</b>				
General Fund (101)	250,400	391,635	391,635	56,510
Water Utilities Fund (502)	-	-	-	20,000
(Transfer Out)	-	-	-	-
Unreserved Fund Balance	298,227	302,362	349,849	13,490
<b>Ending Fund Balance / Working Capital</b>	<b>\$298,227</b>	<b>\$302,362</b>	<b>\$349,849</b>	<b>\$13,490</b>

**STREET IMPROVEMENT FUND (103)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2018-2019**

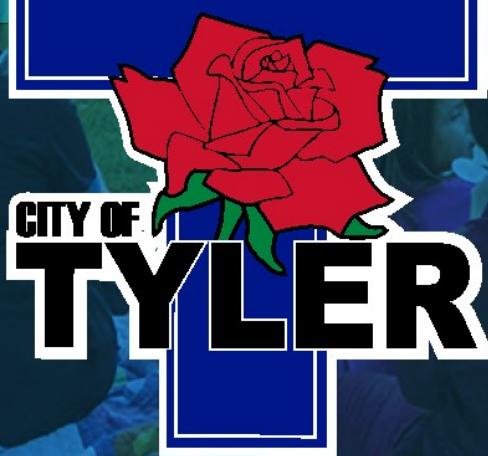
	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
Unreserved Fund Balance	-	31,920	31,920	94,626
<b>Beginning Fund Balance / Working Capital</b>	<b>\$-</b>	<b>\$31,920</b>	<b>\$31,920</b>	<b>\$94,626</b>
<b>Revenues</b>				
Interest Earnings	1,369	4,500	1,766	2,000
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<b>1,369</b>	<b>4,500</b>	<b>1,766</b>	<b>2,000</b>
<b>Expenditures</b>				
Street Improvement Program	633,373	729,441	727,627	842,509
<b>Total Expenditures</b>	<b>633,373</b>	<b>729,441</b>	<b>727,627</b>	<b>842,509</b>
Transfer In	663,924	788,567	788,567	745,883
General Fund (101)	663,924	788,567	788,567	745,883
(Transfer Out)	-	-	-	-
Unreserved Fund Balance	31,920	95,546	94,626	-
<b>Ending Fund Balance / Working Capital</b>	<b>\$31,920</b>	<b>\$95,546</b>	<b>\$94,626</b>	<b>\$-</b>

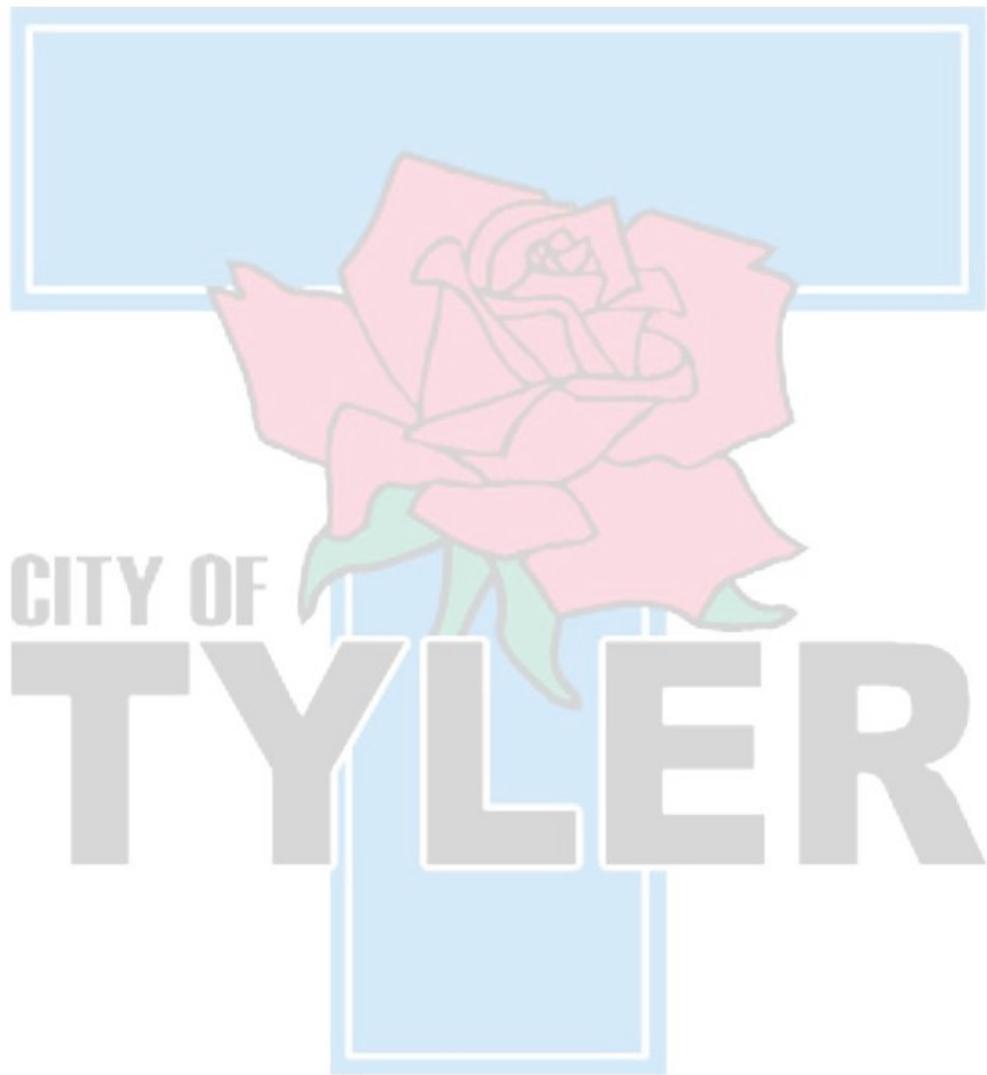
CENTENE STAGE

**2018 -19**

Annual Budget

Development  
Services





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

**FISCAL YEAR 2018-2019**

	Actual 2016-2017	Amended Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$315,736</b>	<b>\$482,530</b>	<b>\$482,530</b>	<b>\$739,047</b>
<b>Revenues</b>				
Building Permits	687,298	833,381	1,029,850	852,131
Electrical Permits	146,298	165,000	165,000	165,000
Plumbing Permits	101,453	110,000	123,103	115,000
Zoning Permits	60,876	67,400	74,067	70,000
Mechanical Permits	71,737	76,000	76,000	76,000
Cert. of Occupancy Fees	26,030	26,440	31,490	30,000
Local TABC Fee	24,475	18,865	18,865	24,475
Billboard Registration	16,320	20,655	18,000	18,000
Sign Permits	45,351	30,000	30,000	40,000
Contractor License	46,150	40,000	40,000	45,000
House Moving Permits	150	500	500	500
Permits Fee-Clearing	-	250	250	250
Interest Earnings	11,363	5,000	10,000	10,000
Maps, Plans and Specs Fee	-	250	-	250
Copy/Printing Fees	83	100	100	100
Platting Fees	51,191	60,310	66,785	61,810
Misc. Income/Deferred Fees	168,301	14,980	14,980	-
Contractor Testing Fees	162,714	125,000	140,000	160,000
Subdivision Plan Review	-	-	-	15,000
CLG Grant	17,050	-	-	-
<b>Total Revenues</b>	<b>1,636,840</b>	<b>1,594,131</b>	<b>1,838,990</b>	<b>1,683,516</b>
<b>Expenditures</b>				
Planning	608,579	707,509	661,980	618,137
Development Services	263,933	291,516	257,670	-
Building Services	672,534	755,141	737,823	1,151,628
<b>Total Expenditures</b>	<b>1,545,046</b>	<b>1,754,166</b>	<b>1,657,473</b>	<b>1,769,765</b>
Transfer In	75,000	75,000	75,000	-
Utilities Fund (502)	50,000	50,000	50,000	-
Solid Waste Fund (560)	25,000	25,000	25,000	-
(Transfer Out)	-	-	-	(30,900)
Productivity Fund (639)	-	-	-	(30,900)
<b>Ending Fund Balance / Working Capital</b>	<b>\$482,530</b>	<b>\$397,495</b>	<b>\$739,047</b>	<b>\$621,898</b>

# Building/Development Services

## Service Point Expenditures - Building/Development Services

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	667,615	849,725	715,036	866,674
Supplies and Services	157,061	88,085	164,940	161,905
Sundry	86,362	81,983	88,683	93,686
Utilities	127	520	490	400
Maintenance	25,302	26,344	26,344	28,963
<b>Total Appropriations</b>	<b>936,467</b>	<b>1,046,657</b>	<b>995,493</b>	<b>1,151,628</b>

## Service Point Employees - Development Services

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Chief Building Official	1.00	1.00	1.00	1.00	1.00
Chief Electrical Inspector	1.00	1.00	1.00	1.00	1.00
1,7, 8, 13, 14, 15, 16) Building Inspector	3.00	3.00	3.00	3.00	3.00
Plumbing Inspector	-	-	-	1.00	1.00
17)Customer Support Supervisor	-	-	1.00	1.00	1.00
Development Services Engineer	1.00	1.00	1.00	1.00	1.00
18)Development Services Specialist	1.00	1.00	1.00	-	-
12, 17) Permit Technician	2.00	3.00	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00	1.00
3) Project Engineer	1.00	1.00	1.00	1.00	1.00
12) Senior Permit Technician	-	-	1.00	1.00	1.00
<b>Total Department</b>	<b>11.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>

1) One position frozen for FY 2009-2010, FY 2010-2011 and FY 2011-2012

2) Position transferred to Water Distribution during FY 2009-2010 transferred back same year positon frozen for FY 2010-2011

3) One position frozen for FY 2009-2010 CORRECTION: One Project Engineer never frozen, researched, one position ever authorized not two.

Budget book never reflected two positions.

4) Four positions transferred to Storm Water FY 2009-2010

5) One position frozen for FY 2010-2011

6) Senior Utilities Specialist position transferred to Water Business Office during FY 2009-2010

7) One Building Inspector position upgrade to Combination Inspector II during FY 2008-2009

8) 1 of 2 Building Inspectors eliminated FY 2011-2012

9) Permit Clerk eliminated FY 2011-2012

10) Chief Plumbing Inspector/Mechanical Inspector eliminated FY 2011-2012

11) 1 Building Inspector frozen FY 2011-2012 and 2012-2013

12) Senior Permit Technician downgraded to Permit Technician FY 13-14. One Permit Technician added FY 15-16

13) One Building Inspector reclassified to ACM in CMO FY 12-13

14) One Building Inspector added from reclassification of Code Enforcement Officer (NBS) FY 13-14

15) One Comination Inspector II downgraded to Building Inspector FY 13-14

16) One Building Inspector added FY 14-15. One Building Inspector added FY 15-16

17)One Permit Tech reclassified to Customer Support Supervisor FY 16-17 and transferred to P&Z

18)Development Services Specialist closed error located FY17-18

# Planning

## Service Point Focus

The Planning Department's strategic directive is to help our customers make informed land-based decisions using the community's adopted vision in order to anticipate and maintain a healthy, organized and prosperous business and residential environment. The Planning Department is also charged with providing professional oversight and support to the Planning and Zoning Commission, the Zoning Board of Adjustment and the Historical Preservation Board.

The Planning Department is responsible for carrying out the community's vision by:

- General zoning administration;
- Zoning/Special Use Permit application processing;
- Implementing key sections of Tyler 1st;
- Subdivision regulation;
- Annexation/Extra Territorial Jurisdiction (ETJ) issues oversight;
- Comprehensive Plan (Tyler 1st) administration;
- Unified Development Code (UDC) administration;
- Sign and landscape regulation;
- Historic preservation and education;
- TABC permit application processing and annual registration;
- Tax abatement;
- Economic development;
- Tax increment financing;
- Sexually oriented business regulation;
- Small Cell Network Node application and annual registration; and
- Special studies management.

## Accomplishments for 2017-2018

- Received APA Texas Chapter Planning Excellence Award (3rd consecutive year);

- Received the Ancie B. Read Award of Excellence in Community Heritage Development from Texas Historical Commission;
- Received APA Great Places in America designation for Municipal Rose Garden;
- Received APA Texas Chapter Great Places in Texas designation for Municipal Rose Garden;
- Implemented TRAKiT permitting and project management software.
- Four new voluntary Local Landmark designations
- Completed a Lean Six Sigma Project;
- Hosted Tyler's P.A.S.T – Tax Credit Programs;
- Held third Annual Local Historic Landmark Appreciation Event;
- Initiate the 10-year update process for the Tyler 1st Comprehensive Plan

## Goals for 2018-2019

- Encourage five voluntary Local Landmark designations;
- Complete two Lean Six Sigma Projects;
- Encourage additional certifications for the Department (AICP, P.E.);
- Encourage historic designations within the Pollard area;
- Evaluate strategic annexations;
- Apply for Texas APA Great Places in Texas designation;
- Review the UDC for possible amendments;
- Apply for Texas Historical Commission Award;
- Initiate the 10-year update process for the Tyler 1<sup>st</sup> Comprehensive Plan;
- Obtain APA Texas Chapter Planning Excellence Award; and
- Facilitate the creation of Historic Property Design Guidelines

### Service Point Expenditures - Planning

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	416,589	543,045	522,591	501,173
Supplies and Services	67,447	71,573	63,729	51,375
Sundry	71,209	55,647	55,647	59,839
Utilities	93	750	637	750
Capital Outlay	53,241	36,494	19,376	5,000
<b>Total Appropriations</b>	<b>608,579</b>	<b>707,509</b>	<b>661,980</b>	<b>618,137</b>

### Service Point Employees - Planning and Zoning

<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
19)Planning Manager	-	-	1.00	1.00	1.00
4, 18) Planner	2.00	2.00	1.00	2.00	2.00
7, 8, 16,19) Principal Planner	1.00	1.00	1.00	1.00	1.00
3, 4, 7, 9, 16,17, 22) Senior Planner	1.00	1.00	1.00	1.00	1.00
12) Historic Preservation Officer-	1.00	1.00	1.00	-	-
20) Administrative Assistant	1.00	1.00	1.00	1.00	1.00
15) Planning Director/MPO Executive Director	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

1) Director of Planning position with 30% paid by MPO

2) GIS/Planner/Developer position transferred to MPO during FY 2007-2008

3) Two Senior Planner positions, one with 15% paid by MPO

4) One position frozen for FY 2009-2010 and FY 2010-2011- Note was incorrectly input on Senior Planner, should be for Planner

5) Converted one full-time Planning Technician position into 2 part-time positions 2010-2011

6) Converted two part-time Planning Technicians to one full-time position FY 2010-2011

7) During FY 2010-2011 One Senior Planner moved to Principal Planner

8) Principal Planner downgraded to Senior Secretary FY 2011-2012

9) Senior Planner Frozen FY 2011-2012

10) Planner unfrozen FY 2011-2012

11) Director of Planning reclassified to City Planner in FY 2011-2012. City Planner not record of title being used; reclassified to Planning Director/MPO Executive Director FY 13/14

12) Senior Secretary reclassified to Historic Preservation Officer in FY 12-13

13) Planning Technician reclassified to Administrative Assistant during FY 13-14

14) One Planning Intern added during FY 13-14

15) City Planner reclassified to Planning Director/MPO Executive Director during FY 13-14

16) One Senior Planner reclassified to Principal Planner during FY 13-14

17) One Planner reclassified to Senior Planner during FY 13-14

18) One Planner added FY 14-15

19)Principal Planner reclassified to Planning Manager FY 15-16

20)One Administrative Assistant reclassified to Executive Operations Coordinator/Planning Tech FY 15-16

21)One Executive Operations Coordinator reclassified to Administrative Assistant FY 16-17

22)One MPO Planner reclassified and transfer to Senior Planner P/Z FY 16-17

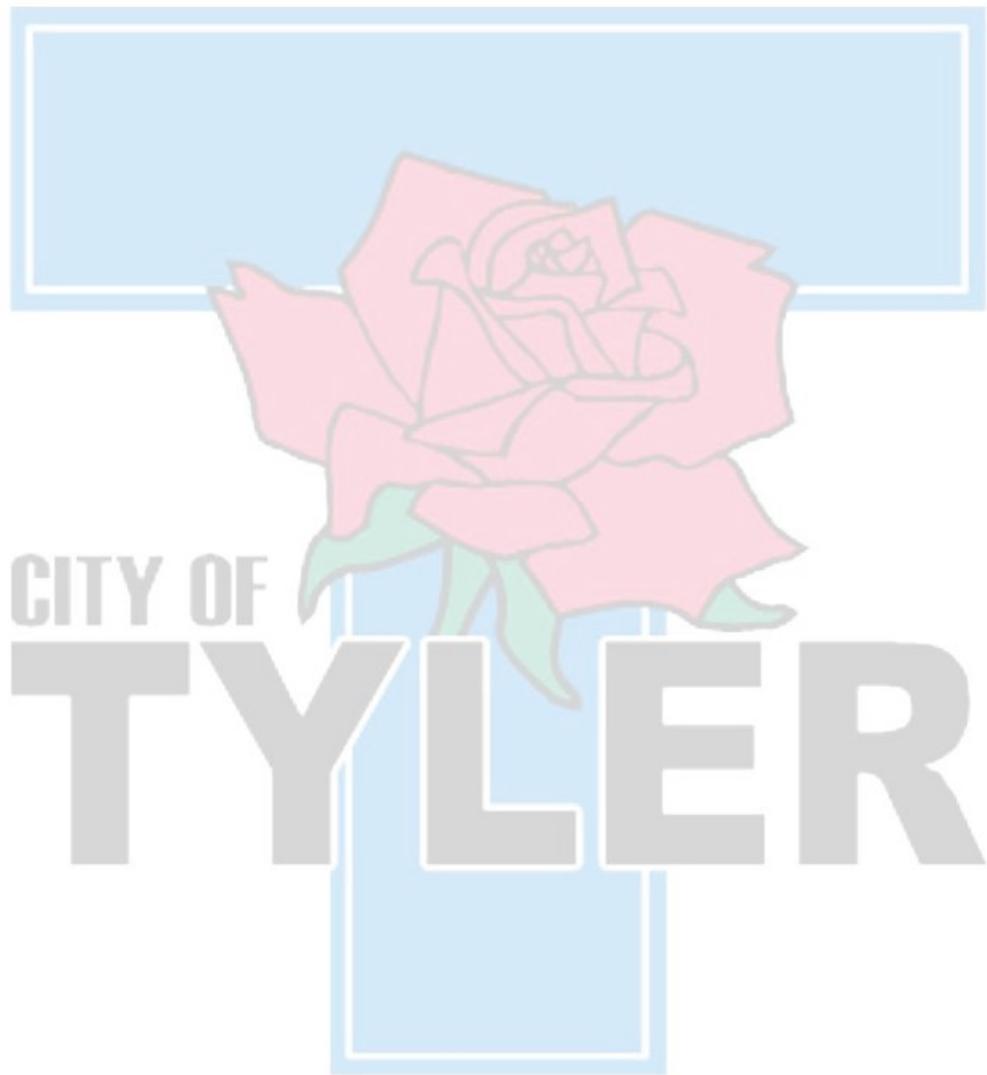
23)One Historic Preservation Officer reclassified to Planner FY 17-18

CENTENE STAGE

**2018 -19**

Annual Budget  
Water Utilities





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

**FISCAL YEAR 2018-2019**

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
Unreserved Fund Balance	4,181,077	4,471,695	4,471,695	2,899,420
Storm Water Reserve	776,833	1,131,555	1,131,555	-
Operating Reserve	3,339,968	3,891,578	3,891,578	4,464,999
<b>Beginning Fund Balance / Working Capital</b>	<b>\$8,297,878</b>	<b>\$9,494,828</b>	<b>\$9,494,828</b>	<b>\$7,364,419</b>
<b>Revenues</b>				
Use of Money and Property	137,639	92,752	132,741	92,599
Charges for Current Services	37,103,040	40,048,372	39,134,324	40,282,605
Storm Water Revenue	1,732,532	-	-	-
Miscellaneous Income	39,439	29,805	43,632	37,815
<b>Total Revenues</b>	<b>39,012,650</b>	<b>40,170,929</b>	<b>39,310,697</b>	<b>40,413,019</b>
<b>Expenditures</b>				
741 Administration	5,039,603	5,378,653	5,194,534	4,890,298
742 Water Office	1,839,446	2,088,909	2,075,788	2,226,197
743 Water Distribution	2,961,648	3,234,539	3,140,009	3,242,412
744 Water Plant	5,252,028	6,401,814	6,175,858	6,434,829
745 Waste Collection	2,226,900	2,474,684	2,503,864	2,640,993
746 Waste Treatment	3,995,441	4,421,117	4,345,546	4,376,819
747 Lake Tyler	1,353,233	1,374,652	1,312,241	1,355,846
748 Storm Water Management	1,377,810	-	-	-
749 GIS	738,722	778,818	772,050	791,406
1741 Purchasing	153,511	165,343	164,824	187,690
1745 CD/CMOM ( Regulatory Monitoring)	1,526,157	3,218,091	3,201,995	3,467,046
1746 Sludge Disposal	857,162	896,617	879,948	919,390
<b>Total Expenditures</b>	<b>27,321,661</b>	<b>30,433,237</b>	<b>29,766,657</b>	<b>30,532,926</b>
Transfer In	13,351	8,500	8,332	-
(Transfer Out)	(10,507,390)	(12,030,722)	(11,682,781)	(10,576,961)
Dev. Services Fund (202)	(50,000)	(50,000)	-	-
Utilities Capital Fund (503)	(4,000,000)	(5,000,000)	(5,000,000)	(5,000,000)
Productivity Fund (639)	(235,312)	(235,312)	(235,312)	(434,983)
Property and Facility Fund (663)	(66,711)	(66,711)	(66,711)	(50,653)
Debt Service Fund (504)	(5,508,174)	(5,402,010)	(4,902,010)	(4,724,132)
Technology Admin (671)	(347,193)	(347,193)	(347,193)	(347,193)
Health Fund (661)	(300,000)	-	-	-
Storm Water (575)	-	(929,496)	(1,131,555)	-
General Capital Fund (102)	-	-	-	(20,000)
Unreserved Fund Balance	4,471,695	2,443,253	2,899,420	2,087,612
Storm Water Reserve	1,131,555	202,059	-	-
Operating Reserve	3,891,578	4,564,986	4,464,999	4,579,939
<b>Ending Fund Balance / Working Capital</b>	<b>\$9,494,828</b>	<b>\$7,210,298</b>	<b>\$7,364,419</b>	<b>\$6,667,551</b>

## UTILITIES FUND (502)

### REVENUE DETAIL

Column1	Actual	Amended	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
<b>Use of Money and Property</b>				
Lake Tyler Lot Rental	\$58,819	\$59,552	\$59,068	\$60,599
Lake Tyler Marina	12,317	7,200	3,665	3,000
Barge Concession	5,852	1,000	7,696	5,000
Interest Earnings	60,651	25,000	62,312	24,000
<b>Total Use of Money and Property</b>	<b>137,639</b>	<b>92,752</b>	<b>132,741</b>	<b>92,599</b>
<b>Charges for Current Services</b>				
Meter Activation	304,063	334,359	349,250	304,870
Water Service	26,243	111,666	72,777	79,500
Sewer Service	18,157	59,191	78,326	97,000
Sewer Activation	11,052	9,000	16,680	9,400
EMS Billing Fees	7,953	7,953	7,953	7,953
Water System Fee	96,054	110,808	112,773	111,780
Meter Set & Test Fees	26,200	25,000	18,800	25,000
Plug Fee	900	800	1,850	800
After Hrs./Additional Trip Fees	29,550	25,000	29,450	29,500
Water Quality Fee	129,551	127,512	129,692	136,500
Storm Water Management Fees	1,732,532	-	-	-
Water Sales	19,040,850	21,281,456	20,156,139	20,778,037
Water Miscellaneous	6,505	9,000	12,948	9,500
Reconnect Fees	307,015	300,000	319,550	305,000
Sewer Charges	14,772,198	15,319,627	15,410,336	16,055,765
Labor & Equipment	94,446	130,000	103,214	95,000
Water Connect Fees	291,193	270,000	272,225	276,000
Septic Tank Dumping Fees	319,340	300,000	371,269	320,000
Wholesale Water Sales	959,544	1,050,000	1,041,714	1,040,000
Late Fees	510,615	432,000	473,505	450,000
Fire Line Charges	151,611	145,000	155,873	151,000
<b>Total Charges for Current Services</b>	<b>38,835,572</b>	<b>40,048,372</b>	<b>39,134,324</b>	<b>40,282,605</b>
<b>Miscellaneous</b>				
Miscellaneous	21,917	15,000	25,312	21,000
Lake Tyler East	2,785	2,805	2,755	2,815
Returned Check Fees	14,737	12,000	15,565	14,000
<b>Total Miscellaneous</b>	<b>39,439</b>	<b>29,805</b>	<b>43,632</b>	<b>37,815</b>
<b>Total Revenues</b>	<b>\$39,012,650</b>	<b>\$40,170,929</b>	<b>\$39,310,697</b>	<b>\$40,413,019</b>

**UTILITIES CONSTRUCTION FUND (503)**  
**REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2018-2019**

	Actual 2016-2017	Amended		
		Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$5,137,236</b>	<b>\$4,973,957</b>	<b>\$4,973,957</b>	<b>\$8,467,381</b>
<b>Revenues</b>				
Interest Earnings	48,778	36,000	65,079	25,000
<b>Total Revenues</b>	<b>48,778</b>	<b>36,000</b>	<b>65,079</b>	<b>25,000</b>
<b>Expenditures</b>				
Special Services/Water Business Office Upgrades	85,608	100,000	50,000	-
Water System Improvements	702,214	3,110,000	1,500,000	1,500,000
Water Treatment Plant	156,681	2,409,228	219,300	1,259,000
Waste System Improvements	990,671	580,000	183,500	965,000
Waste Treatment Plant	2,047,020	1,175,000	180,140	5,350,135
Lake Tyler Improvements	229,863	810,000	230,619	567,500
<b>Total Expenditures</b>	<b>4,212,057</b>	<b>8,184,228</b>	<b>2,363,559</b>	<b>9,641,635</b>
Transfer In	4,000,000	5,000,000	5,791,904	5,000,000
Utilities Fund (502)	4,000,000	5,000,000	5,000,000	5,000,000
Utilities Debt Reserve Fund (505)	-	-	791,904	-
(Transfer Out)	-	-	-	-
<b>Ending Fund Balance / Working Capital</b>	<b>\$4,973,957</b>	<b>\$1,825,729</b>	<b>\$8,467,381</b>	<b>\$3,850,746</b>

**STORMWATER FUND (575)**  
**REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2018-2019**

	Actual 2016-2017	Amended		
		Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$1,202,313</b>
<b>Revenues</b>				
Interest Earnings	-	9,295	6,000	-
Storm Water Management	-	1,874,073	1,827,521	1,851,610
<b>Total Revenues</b>	<b>-</b>	<b>1,883,368</b>	<b>1,833,521</b>	<b>1,851,610</b>
<b>Expenditures</b>				
Hazardous Material Operations	-	146,224	116,478	148,024
Storm Water Operations and Maint.	-	1,472,106	1,357,606	1,362,976
Storm Water Capital Projects	-	352,094	333,969	350,000
<b>Total Expenditures</b>	<b>-</b>	<b>1,970,424</b>	<b>1,808,053</b>	<b>1,861,000</b>
Transfers In	-	929,496	1,176,845	-
Fund 502	-	929,496	1,176,845	-
(Transfers Out)	-	-	-	(14,176)
Productivity Fund (639)	-	-	-	(14,176)
<b>Ending Fund Balance / Working Capital</b>	<b>-</b>	<b>\$842,440</b>	<b>\$1,202,313</b>	<b>\$1,178,747</b>

# Water Utilities

## Service Point Focus

Tyler Water Utilities consists of the Administration, Business Office, Water Distribution, Water Production, Wastewater Collection, Wastewater Treatment, Lake Tyler, Geographic Information Systems (GIS), Purchasing, CMOM Administration and Sludge Treatment divisions. All staff members are dedicated to providing citizens with the safest drinking water and sanitary sewer services possible while maintaining strict environmental and safety protocols.

Water Administration staff provides executive oversight and administrative support to all eleven departments within the Utility so that the utility functions as a single, cohesive operation. They provide personnel administration and development, records management, project management and contract administration for all major water and sewer infrastructure needs including maintenance, new construction and/or replacement activities, as well as planning for the most efficient funding. Administration also acts as the liaison with other City departments and with Federal, State and local organizations regarding water and sewer matters.

The Water Business Office provides services to two distinct customer bases: Internal Customers and External Customers. Internally, the Water Business Office provides meter reading, billing and payment collection services to Tyler Water Utilities and Tyler Solid Waste for approximately 35,000 water customers and 31,500 solid waste customers. This consists of over 420,000 meter readings annually and processing nearly \$3.75 million in monthly receipts. Externally, the Water Business Office serves the citizens of Tyler by providing new service connections, service transfers, disconnections and responses to billing inquiries and payment options. This requires responding to over 5,000 phone calls monthly and connecting or disconnecting over 14,500 service points annually. The office staff also provides assistance to other City departments with emergency situations as necessary.

Water Distribution safely and efficiently distributes potable drinking water to over 110,000 permanent residents through the operation and maintenance of 734 miles of distribution mains, as well as the operation and maintenance of fire hydrants, meters, valves, pressure regulators, and other components throughout the water distribution system. In addition, Water Distribution staff provides construction services through the installation of new water service connections, construction of new water distribution mains and by making repairs to water main breaks.

Water Production currently treats an average of 23.5 million gallons of water per day for use by commercial, residential and wholesale customers. This division includes operation and maintenance of two water treatment plants, laboratory operations, twelve deep water wells, twelve elevated and ground storage tanks and six booster pump stations. In addition, staff

operates and maintains the raw water pump stations located at Lake Tyler and at Lake Palestine.

The function of Wastewater Collection is to safely and efficiently collect and transport wastewater from residences, businesses and industries to the point of treatment utilizing over 694 miles of collection lines. Wastewater Collection staff provides construction services through the installation of new sewer service connections, construction of new sewer collection lines and by making repairs to wastewater lines and manholes. In addition, they provide system cleaning and inspection services as part of their preventative maintenance program and work to reduce the amount of inflow and infiltration entering the collection system, which reduces treatment costs and increases plant efficiency.

Wastewater Treatment currently treats an average of 17.7 million gallons of wastewater per day through the operation of two waste treatment plants: a trickling filter/solids contact aeration plant and an activated sludge plant. In addition to the treatment plants, staff members also have responsibility for 24 sewer lift stations, two laboratories used for analysis and control, liquid waste disposal, industrial pretreatment and a water pollution control and abatement program.

The Lake Tyler division oversees operations and maintenance for Lake Tyler, Lake Tyler East and Bellwood Lake. Lake Tyler, Lake Tyler East and Lake Palestine provide up to 64 million gallons of surface water for the City's public drinking water supply, while all lakes, including Bellwood Lake, are used for recreational purposes for residents of the City of Tyler and surrounding areas. Staff members are responsible for maintenance of dams and spillways, outlet works and associated appurtenances, as well as monitoring of the watershed for active or potential sources of pollution. This division also provides park and grounds maintenance, road and drainage maintenance, and facility construction and maintenance.

GIS provides mapping and analysis on 415 different layers for virtually every department in the City. Mapping and information services of these products are provided to the public through GIS mapping web sites. GIS performs analysis on data to aid in the decision making process of other departments. GIS participates in the local GIS consortium providing mapping products in a much lower cost environment than consortium partners could achieve on their own while maximizing the use of data and information from multiple governmental entities. The department is also responsible for addressing parcels inside the City limits.

City of Tyler Purchasing staff members are responsible for oversight of the competitive bid processes, maintaining bidder lists, bid notices, purchase orders and ensuring the purchasing process complies with generally accepted purchasing policy standards and practices, not only for Tyler Water Utilities, but for the City of Tyler as a whole. These procedures help to pro-

vide for the best use of public fund expenditures.

CMOM Administration is responsible for administering TWU's Capacity, Management, Operations and Maintenance (CMOM) Program, which provides a framework for TWU to perform a comprehensive review of the wastewater collection system and enhance current operation and maintenance practices. The Program provides for better management, operation and maintenance of the wastewater collection system, better identification of areas in the collection system with potential capacity constraints and better response to unauthorized discharges.

Sludge Treatment staff is responsible for the treatment and disposal of sewage sludge at both of the City's wastewater treatment facilities. Sludge treatment at the Southside Wastewater Treatment Plant is accomplished by both aerobic and anaerobic sludge digesters and a belt filter press with a polymer feed system. Sludge treatment at the Westside Wastewater Treatment Plant is accomplished by anaerobic sludge digesters, a sludge holding reservoir and a belt filter press with a polymer feed system. Between the two plants approximately 23,000 cubic yards of sludge is disposed of annually.

### Service Point Expenditures - Water Administration

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,460,191	1,872,831	1,816,076	1,584,009
Supplies and Services	1,473,431	1,059,467	1,054,752	1,095,235
Sundry	2,055,207	2,386,804	2,266,804	2,151,796
Utilities	10,543	14,715	12,494	13,750
Maintenance	40,230	44,836	44,408	45,508
<b>Total Appropriations</b>	<b>5,039,602</b>	<b>5,378,653</b>	<b>5,194,534</b>	<b>4,890,298</b>

### Service Point Employees - Water Administration

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Director of Utilities and Public Works	1.00	1.00	1.00	1.00	1.00
Director of Utilities	-	-	1.00	1.00	1.00
1) Accountant I	1.00	1.00	-	-	-
Senior Utilities Specialist	1.00	1.00	1.00	1.00	1.00
Utilities Engineer	1.00	1.00	1.00	1.00	1.00
7 & 8) Utilities Construction Inspector	3.00	3.00	3.00	3.00	3.00
8) Environmental Compliance Engineer	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

1) This position is being filled as an Accounting Technician but is budgeted as an Accountant I

2) This position is being filled as an Advanced IT Specialist II but is budgeted as a GIS Developer/Database Administrator

3) Title changed to Director of Utilities and Public Works FY 2010-2011

4) GIS Analyst upgraded to Senior GIS Analyst FY 2007-2008 and moved to MPO and Solid Waste Admini

5) GIS Developer moved to WUF - GIS FY 2011-2012

6) GIS Technician II moved to WUF - GIS FY 2011-2012

7) Four Utilities Construction Inspectors transferred from Storm water in FY 09-10

8) One Utilities Construction Inspector reclassified to Environmental Compliance Engineer FY 12-13

9) Account Technician (budgeted as Accountant I) reclassified to Accountant FY 2016-2017

10) Director of Utilities reclassified from Assistant City Manager FY 16-17

11)One Account transferred to Water Business Office FY 16-17

### Service Point Expenditures - Water Office

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	900,934	1,038,533	980,763	1,076,735
Supplies and Services	479,946	516,512	513,061	549,594
Sundry	423,624	494,793	544,701	559,213
Utilities	69	500	276	500
Maintenance	34,873	38,571	36,987	40,155
<b>Total Appropriations</b>	<b>1,839,446</b>	<b>2,088,909</b>	<b>2,075,788</b>	<b>2,226,197</b>

### Service Point Employees - Water Business Office

<i>Regular Full-time Positions</i>	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
3) Water Utilities Financial Manger	1.00	1.00	1.00	1.00	1.00
5) Water Utility Business Office Supervisor	1.00	1.00	-	-	-
14) Accountant	-	-	1.00	1.00	1.00
8,11) Billing Specialist	1.00	1.00	2.00	2.00	2.00
13) Billing Supervisor	-	-	1.00	1.00	1.00
4) Customer Service Supervisor	-	-	1.00	1.00	1.00
7) Customer Service Representative	4.00	4.00	4.00	4.00	4.00
2) Senior Utilities Specialist	1.00	1.00	1.00	1.00	1.00
Training Coordinator*	1.00	1.00	1.00	1.00	1.00
Utility Account Servicer	4.00	4.00	3.00	4.00	4.00
7) WBO Team Lead	2.00	2.00	1.00	1.00	1.00
9) Customer Service Specialist	2.00	2.00	2.00	2.00	2.00
<b>Total Department</b>	<b>17.00</b>	<b>17.00</b>	<b>18.00</b>	<b>19.00</b>	<b>19.00</b>

1) Correction of job title to Training Coordinator

2) Position transferred from Development Services during FY 2009-2010

3) Water Treatment Superintendent transferred to Water Business Office from Water plant and converted to Water Utilities Financial Manager FY 2010-2011

4) Title change from Customer Service Supervisor to Senior Customer Services Representative 2010-2011

5) Title change from Water Utility Bus Off. Manager to Water Utility Business Office Supervisor FY 2010-2011

6) Water Utilities Financial Manager moved from Water Plant (744) to Water Office (742) FY 2012-2013

7) One Customer Service Representative reclassified to WBO Team Lead during FY 13-14

8) One Billing Specialist reclassified to Customer Service Representative during FY 13-14

9) Account Specialists retitled to Customer Service Specialists during FY 13-14

10) Senior CSR reclassified to WBO Team Lead during FY 13-14

11) Customer Service Rep reclassified to Billing Specialist FY 15-16

\* Position serves as Full-Time Lean Sigma Black Belt

12) WBO Team Lead reclassified to Customer Service Supervisor FY 16-17

13) Water Utility Business Office Supervisor reclassified to Billing Supervisor FY 16-17

14) One Accountant transferred from Water Administration FY 16-17

15) One Utility Account Servicer added FY 17-18

### Service Point Expenditures - Water Distribution

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,570,841	1,786,332	1,615,468	1,816,804
Supplies and Services	157,288	145,044	255,271	133,964
Sundry	133,715	134,521	134,521	150,546
Utilities	11,209	13,220	12,164	13,150
Maintenance	693,599	806,047	782,308	778,573
Capital Outlay	394,995	349,375	340,277	349,375
<b>Total Appropriations</b>	<b>2,961,648</b>	<b>3,234,539</b>	<b>3,140,009</b>	<b>3,242,412</b>

### Service Point Employees - Water Distribution

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
1, 18) Utilities Operations Manager	1.00	1.00	1.00	-	-
Manager, Water Utilities Systems	-	-	-	1.00	1.00
Crew Leader	2.00	2.00	2.00	2.00	2.00
6, 12) Equipment Operator II	1.00	2.00	2.00	3.00	3.00
2) & 5) & 7,14) Laborer	5.00	7.00	7.00	7.00	7.00
5, 13) Meter Repairer	2.00	4.00	4.00	4.00	4.00
5, 7, 16) Semi-Skilled Laborer	3.00	5.00	6.00	6.00	6.00
19) Senior Clerk	1.00	1.00	1.00	-	-
Asset Technician	-	-	-	1.00	1.00
9) Senior Secretary	1.00	1.00	1.00	1.00	1.00
Senior Utilities Maintenance Repairer	1.00	1.00	1.00	1.00	1.00
6, 17) Truck Driver	3.00	4.00	4.00	4.00	4.00
Utility Locator	1.00	1.00	1.00	1.00	1.00
Water System Maintenance Superintendent	-	-	-	1.00	1.00
Utilities Maintenance Repairer/W	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>22.00</b>	<b>30.00</b>	<b>31.00</b>	<b>33.00</b>	<b>33.00</b>

1) Water System Construction Supervisor upgraded to Utilities Operations Manager during FY 2007-2008

2) One Laborer position upgraded to GIS Addressing Technician during FY 2007-2008 and downgraded back to Laborer for FY 2008-2009

3) GIS Addressing Technician transferred to Solid Waste Administration for FY 2008-2009

4) Permit Clerk transferred from Development Services during FY 2009-2010 and transferred back during same year

5) One Meter Repairer downgraded to Semi-Skilled Laborer during FY 2010-2011. One Semi-skilled laborer added FY 15-16.

5) One temp laborer upgraded to full time semi-skilled laborer FY 15-16

6) One Equipment Operator II reclassified to Truck Driver FY 2010-2011. One temp truck driver upgraded to Full time truck driver FY 15-16

7) Two Laborers upgraded to Semi-Skilled Laborers during FY 2007-2008 Error located during FY 2010-2011 will not reflect in prior budget books

8) One Purchasing Agent temporarily reassigned to full-time Lean Sigma Black Belt

9) One Senior Secretary temporarily reassigned to full-time Purchasing Agent

10) Inventory Technician reclassified to Purchasing Manager and moved to new Purchasing department during FY 13-14

11) Purchasing Agent moved to Purchasing during FY 13-14

12) Error located during FY 15/16 for One Equipment Operator II added FY 14-15 will not reflect in prior budget books & for a Laborer added in FY 14/15 (below)

13) One Meter Repairer added FY 15-16

14)One Laborer added FY 14-15. One Laborer transferred from 745 FY 15-16. One Laborer transferred to 745 FY16/17

16)One Semi-Skilled Laborer added FY 16/17. Error located FY 17/18 for one Laborer added FY 14/15 although noted, it was not reflective for total number employees above will not reflect in prior budget books

17) One Truck Driver added FY 17/18 and reclassified to Equipment Operator II FY 17-18

18) Utilities Operations Manager reclassified to Manager, Water Utilities Systems FY 17-18

19) One Senior Clerk reclassified to Asset Technician FY 17-18

### Service Point Expenditures - Water Plant

	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Salaries and Benefits	1,409,329	1,490,613	1,440,359	1,561,575
Supplies and Services	1,628,499	2,260,953	2,093,806	2,217,504
Sundry	72,258	76,138	76,138	79,548
Utilities	1,656,422	2,004,393	2,004,011	2,004,513
Maintenance	222,759	504,717	496,552	506,689
Capital Outlay	262,761	65,000	64,992	65,000
<b>Total Appropriations</b>	<b>5,252,028</b>	<b>6,401,814</b>	<b>6,175,858</b>	<b>6,434,829</b>

### Service Point Employees - Water Plant

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
1) Water Treatment Superintendent	1.00	1.00	1.00	1.00	1.00
7) Manager, Water Production	-	1.00	1.00	-	-
Manager, Water Utilities Systems	-	-	-	1.00	1.00
Chief Treatment Plant Operator	2.00	2.00	2.00	2.00	2.00
Instrument Technician	1.00	1.00	1.00	1.00	1.00
4) Laborer	3.00	2.00	2.00	2.00	2.00
Plant Mechanic I/W	1.00	1.00	1.00	1.00	1.00
Plant Mechanic II/W	1.00	1.00	1.00	1.00	1.00
4) Plant Operator I/W	1.00	3.00	3.00	4.00	4.00
2) Plant Operator II/W	9.00	12.00	12.00	12.00	12.00
2) Plant Operator III/W	3.00	2.00	2.00	2.00	2.00
Utilities Lab Analyst	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>23.00</b>	<b>27.00</b>	<b>27.00</b>	<b>28.00</b>	<b>28.00</b>

1) Water Treatment Superintendent transferred to Water Business Office and Converted to Water Utilities Financial Manager FY 2010-2011

2) 1 Plant Operator II W upgraded to Plant Operator III W FY 2010-2011

3) Water Quality Chemist reclassified to Water Systems Superintendent in Water Plant (744) in FY 2011-2012

4) One Plant Operator I added FY 15-16. One Plant Operator added FY 14/15 Error located FY 17/18 will not reflect in prior budget books.

5) One Plant Operator II added FY 15-16

6) Water Systems Superintendent reclassified to Manager, Water Production FY 15-16

7) One Manager, Water Production retitled to Manager, Water Utilities Systems FY 17-18

### Service Point Expenditures - Waste Collection

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,244,213	1,428,066	1,386,498	1,596,877
Supplies and Services	261,376	171,039	281,781	167,781
Sundry	1,350	1,400	1,400	1,400
Utilities	-	465	113	150
Maintenance	719,961	748,714	714,183	749,785
Capital Outlay	-	125,000	119,889	125,000
<b>Total Appropriations</b>	<b>2,226,900</b>	<b>2,474,684</b>	<b>2,503,864</b>	<b>2,640,993</b>

### Service Point Employees - Waste Water Collection

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
9) Wastewater Superintendent/Construction	1.00	1.00	1.00	-	-
Wastewater Superintendent	-	-	-	1.00	1.00
3) Crew Leader	2.00	2.00	2.00	2.00	2.00
1, 2, 3, 10) Laborer	7.00	6.00	8.00	8.00	8.00
2, 3, 6, 11) Semi-Skilled Laborer	3.00	4.00	5.00	4.00	4.00
Asset Technician	-	-	-	1.00	1.00
1, 3) Truck Driver	2.00	2.00	2.00	2.00	2.00
8) Equipment Operator I	-	-	-	1.00	1.00
4) Utilities Maintenance Repairer	6.00	7.00	7.00	7.00	7.00
<b>Total Department</b>	<b>21.00</b>	<b>22.00</b>	<b>25.00</b>	<b>26.00</b>	<b>26.00</b>

1) 1 Laborer upgraded to Truck Driver FY 2010-2011

2) 2 Laborers upgraded to Semi-skilled Laborers FY 2010-2011

3) Four Frozen Laborers moved from Parks FY 13-14 as 1 crew leader, 1 truck driver, 1 semi-skilled and 1 laborer

2) and 3) One semi-skilled laborer added FY 15-16

4) One Utility Maintenance Repairer position added FY 15-16

5) One Laborer moved to 743 FY 15-16

6) One Semi-Skilled Laborer added FY 16/17

7) One Laborer added FY 16/17

8) One Equipment Operator I added FY 17/18

9) Wastewater Superintendent -Construction/Rep retitled to Wastewater Superintendent FY 17-18

10) One Laborer transferred from 743 FY 16/17

11) One Semi-Skilled Laborer reclassified to Asset Technician FY 17-18

### Service Point Expenditures - Waste Treatment

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,383,086	1,473,899	1,419,789	1,545,946
Supplies and Services	1,161,591	1,321,324	1,303,901	1,186,431
Sundry	39,009	41,064	41,064	43,810
Utilities	744,691	846,322	845,970	848,254
Maintenance	239,187	738,508	734,822	752,378
Capital Outlay	427,877	-	-	-
<b>Total Appropriations</b>	<b>3,995,441</b>	<b>4,421,117</b>	<b>4,345,546</b>	<b>4,376,819</b>

### Service Point Employees - Waste Treatment

<i>Regular Full-time Positions</i>	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
10) Wastewater Treatment					
Superintendent	1.00	-	-	-	-
11) Manager, Water Quality	-	1.00	1.00	-	-
Manager, Waste Water Utilities Systems	-	-	-	1.00	1.00
Chief Treatment Plant Operator	2.00	2.00	2.00	2.00	2.00
Industrial Pretreatment Inspector	1.00	1.00	1.00	1.00	1.00
Industrial Pretreatment Technician	1.00	1.00	1.00	1.00	1.00
6) Laborer	2.00	4.00	4.00	4.00	4.00
6) Plant Mechanic I/WW	2.00	2.00	2.00	2.00	2.00
Plant Mechanic II/WW	1.00	1.00	1.00	1.00	1.00
1, 5, 7) Plant Operator II	3.00	2.00	2.00	2.00	2.00
Plant Operator III	2.00	2.00	2.00	2.00	2.00
Utilities Lab Analyst	2.00	2.00	2.00	2.00	2.00
3, 8) Biosolids Truck Driver	-	1.00	2.00	2.00	2.00
4, 9) Biosolids Plant Operator I	-	2.00	2.00	2.00	2.00
5) Westside Plant Operator II	6.00	6.00	6.00	6.00	6.00
7) Plant Operator II SSWTP	3.00	2.00	2.00	2.00	2.00
<b>Total Department</b>	<b>26.00</b>	<b>29.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>

1) For recruitment purposes Plant Operator II positions are posted as I or II in order to widen the range of qualified candidates.

However all positons are budgeted at the Plant Operator II rate

2) Water Quality Chemist reclassified to Water Systems Superintendent in Water Plant (744) in FY 2011-2012

3) Biosolids Truck Driver added FY 12-13

4) Biosolids Plant Operator I added FY 12-13

5) Six Plant Operator II's reclassified to Westside Plant Operator II's FY 12-13

6) Plant Mechanic I/WW added from Project Planner (NBS) FY 13-14. Two Plant laborers added FY 15-16

7) Three Plant Operator II's reclassified to Plant Operator II SSWTP during FY 13-14

8) Biosolids Truck Driver moved to new Biosolids account during FY 13-14

9) Biosolids Plant Operator I moved to new Biosolids account during FY 13-14

10) Wastewater Treatment Superintendent reclassified to Manager, Water Quality FY 15-16

11) One Manager, Water Quality retitled to Manager, Manager Waste Water Utilities System FY 17-18

### Service Point Expenditures - Lake Tyler

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	361,609	410,156	356,417	430,308
Supplies and Services	124,797	284,779	428,401	349,892
Sundry	21,505	27,864	27,864	45,933
Utilities	9,950	13,740	11,672	11,700
Maintenance	835,372	638,113	487,887	518,013
<b>Total Appropriations</b>	<b>1,353,233</b>	<b>1,374,652</b>	<b>1,312,241</b>	<b>1,355,846</b>

### Service Point Employees - Lake Tyler

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
2) Manager/Water Production and Quality	1.00	1.00	-	-	-
Equipment Operator I	2.00	2.00	2.00	2.00	2.00
Foreman I	1.00	1.00	1.00	1.00	1.00
1) Laborer	2.00	3.00	3.00	3.00	3.00
Lake Supervisor I	1.00	1.00	1.00	1.00	1.00
Lake Supervisor II	1.00	1.00	1.00	1.00	1.00
Senior Utilities Specialist	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>9.00</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

1) One laborer added FY 15-16

2) Mrg/Wtr Production and Quality reclassified to Director of Utilities FY 16-17

### Service Point Expenditures - Storm Water

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual Expenditures	Budget Appropriations	Projected Expenditures	Budget Appropriations
Salaries and Benefits	531,450	-	-	-
Supplies and Services	202,587	-	-	-
Sundry	700	-	-	-
Utilities	6,453	-	-	-
Maintenance	423,715	-	-	-
Capital Outlay	212,905	-	-	-
<b>Total Appropriations</b>	<b>1,377,810</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Service Point Employees - Storm Water

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
22) Street Operations Manager	-	0.50	0.50	0.50	0.50
3, 23) Capital Budget Analyst	0.14	0.14	0.14	-	-
25) Communications Manager	-	-	0.07	-	-
Director of Marketing and Communications	-	-	-	0.07	0.07
20, 24) Senior Public Relations Specialist/Grant writer	-	1.00	-	-	-
Crew Leader	2.00	2.00	2.00	2.00	2.00
Equipment Operator II	4.00	4.00	4.00	4.00	4.00
Foreman II	1.00	1.00	1.00	1.00	1.00
Laborer	1.00	1.00	1.00	1.00	1.00
18) Project Engineer	0.15	0.15	0.15	0.15	0.15
Semi-Skilled Laborer	2.00	2.00	2.00	2.00	2.00
21) Administrative secretary	-	0.50	0.50	0.50	0.50
8) Truck Driver	2.00	2.00	2.00	2.00	2.00
14, 16) Administrative Assistant	0.24	0.24	0.24	0.24	0.24
19) Associate Engineer	0.40	0.40	0.40	0.40	0.40
<b>Total Department</b>	<b>12.93</b>	<b>14.93</b>	<b>14.00</b>	<b>13.86</b>	<b>13.86</b>

3) Capital Budget Analyst position with 86% paid by Engineering

8) 1 of 2 Truck driver positions frozen for FY 2011-2012 and 2012-2013

9) Title Change from Communication Director to Managing Director of External Relations FY 2011-2012

10) Title Change from Associate Traffic Engineer to Transportation Project Engineer FY 2010-2011

11) Transportation Project Engineer downgraded to Traffic Services Supervisor in FY 2011-2012

12) Four Utilities Construction Inspectors moved to Water Admin in FY 2009-2010

13) Engineering Technician reclassified to Project Engineer, moved to Engineering FY 12-13

14) Senior Secretary reclassified to Administrative Secretary FY 12-13

15) Managing Director of External Relations downgraded to Senior Public Relations Specialist in Communications FY 12-13.

16) Administrative Assistant payroll split changed from 76/24 to 85/15 Traffic/Stormwater FY 14-15

17) Traffic Services Supervisor payroll split eliminated FY 14-15

18) Project Engineer payroll split added 85/15 Engineering/Stormwater FY 14-15 & 15-16

19) Associate Engineer payroll split added 60/40 Engineering/Stormwater FY 14-15 & 15-16

20) Senior Public Relations Specialist 93% paid by communications FY 15-16

21) Administrative Secretary payroll 50% paid by Streets FY 15-16

22) Street Operations manager payroll 50 % paid by Streets FY 15-16

23) Capital Budget Analyst closed FY 16/17

24) Sr. PR Specialist/Grantwriter reclassified to Communications Manager FY 16/17

25) Communications Manager reclassified to Director of Marketing and Communications FY 17/18 salary split 93%Communication,7%Stormwater

### Service Point Expenditures - GIS

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	364,617	415,465	408,477	425,005
Supplies and Services	101,143	171,504	171,724	171,504
Sundry	272,962	191,849	191,849	194,897
<b>Total Appropriations</b>	<b>738,722</b>	<b>778,818</b>	<b>772,050</b>	<b>791,406</b>

### Service Point Employees - GIS

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
1) GIS Addressing Technician	1.00	1.00	1.00	1.00	1.00
1, 2,) Senior GIS Analyst	1.00	1.00	1.00	1.00	1.00
3,5, 6) GIS Developer	1.00	1.00	1.00	1.00	1.00
4) GIS Technician II	1.00	1.00	1.00	1.00	1.00
7) GPA Manager	1.00	1.00	1.00	1.00	1.00
8)Informatics Data Analyst	-	-	-	1.00	1.00
<b>Total Department</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>

1) Moved from SW-Administration FY 2011-2012

2) Moved from Other- MPO FY 2011-2012

3) GIS Developer moved from Water Administration to WUF -GIS FY 2011-2012

4) GIS Technician II moved from Water Administration to WUF - GIS FY 2011-2012

5) Moved funding to Other-MPO during FY 2011-2012

6) GIS Developer moved from MPO to GIS FY 13-14

7) GIS Coordinator reclassified to GPA Manager during FY 13-14

8)Informatics Data Analyst added but not listed FY 14-15 error located FY 17-18 will not reflect in previous years

### Service Point Expenditures - Purchasing

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	132,215	138,703	140,832	161,505
Supplies and Services	3,511	8,326	6,065	8,022
Sundry	2,734	2,930	2,930	3,141
Utilities	6	150	76	150
Maintenance	15,045	15,234	14,921	14,872
<b>Total Appropriations</b>	<b>153,511</b>	<b>165,343</b>	<b>164,824</b>	<b>187,690</b>

### Service Point Expenditures - Consent Decree / Capacity, Management, Operations, and Maintenance

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	9,539	50,721	34,876	50,106
Supplies and Services	1,516,568	3,167,320	3,167,069	3,416,890
Sundry	50	50	50	50
<b>Total Appropriations</b>	<b>1,526,157</b>	<b>3,218,091</b>	<b>3,201,995</b>	<b>3,467,046</b>

### Service Point Expenditures - Sludge Disposal

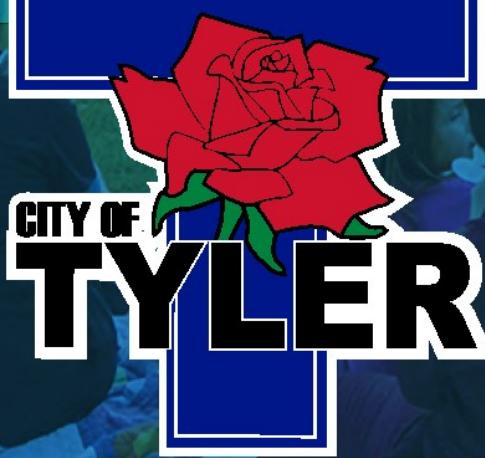
	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	192,917	206,375	207,127	214,011
Supplies and Services	473,865	491,414	498,222	490,958
Sundry	200	200	200	200
Utilities	10,282	15,600	15,600	23,000
Maintenance	179,898	183,028	158,799	191,221
<b>Total Appropriations</b>	<b>857,162</b>	<b>896,617</b>	<b>879,948</b>	<b>919,390</b>

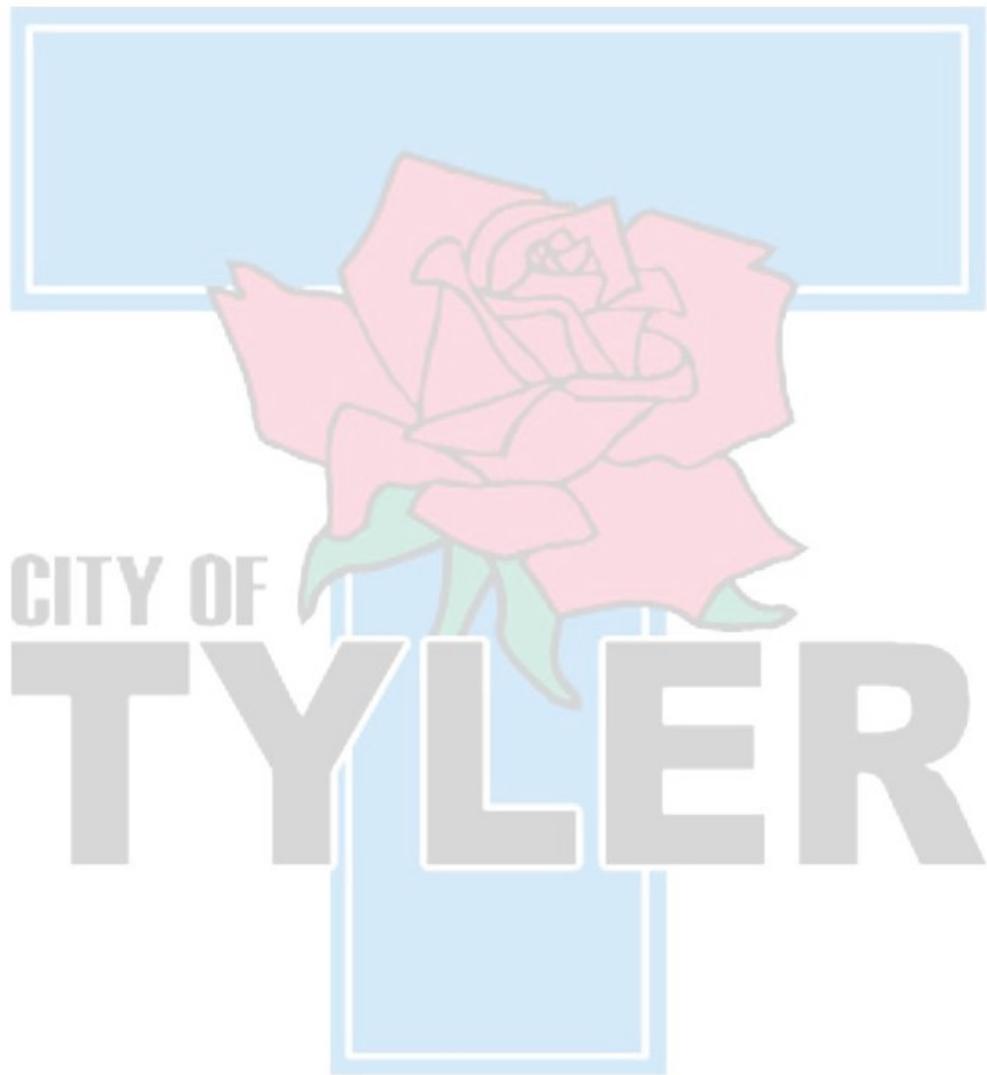
CENTENE STAGE

**2018 -19**

Annual Budget

Solid Waste





*A Natural Beauty*

# SOLID WASTE FUND (560)

## REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

### FISCAL YEAR 2018-2019

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
Operating Reserve	\$1,621,036	\$1,671,209	\$1,671,209	\$1,762,572
Unreserved Fund Balance	1,164,701	671,151	671,151	640,021
<b>Beginning Fund Balance / Working Capital</b>	<b>\$2,785,737</b>	<b>\$2,342,360</b>	<b>\$2,342,360</b>	<b>\$2,402,593</b>
<b>Revenues</b>				
Interest and Rental Income	20,699	21,000	24,864	25,112
Charges for Residential Serv.	5,788,665	6,677,928	6,611,352	6,771,086
Charges for Commercial Serv.	3,919,310	3,800,000	4,109,666	4,150,762
Recycle Sales	103,699	90,000	105,884	146,182
Roll-Off	1,583,402	1,700,000	1,611,587	1,627,703
Miscellaneous	564,347	770,000	779,469	961,028
<b>Total Revenues</b>	<b>11,980,122</b>	<b>13,058,928</b>	<b>13,242,822</b>	<b>13,681,873</b>
<b>Expenditures</b>				
Administration	1,411,736	1,633,640	1,628,241	1,608,421
Residential Collection	5,910,958	5,800,378	5,952,215	5,816,108
Commercial Collection	3,066,691	3,212,480	3,197,490	3,504,546
Keep Tyler Beautiful	156,560	343,701	333,708	173,059
Code Enforcement	595,444	621,794	638,827	646,966
<b>Total Expenditures</b>	<b>11,141,391</b>	<b>11,611,993</b>	<b>11,750,481</b>	<b>11,749,100</b>
<b>Transfer In</b>				
Fleet Fund (640)	-	-	-	-
<b>(Transfer Out)</b>	<b>(1,282,108)</b>	<b>(1,432,108)</b>	<b>(1,432,108)</b>	<b>(1,772,040)</b>
Development Services (202)	(25,000)	(25,000)	(25,000)	-
SW Capital Fund (562)	(550,000)	(1,000,000)	(1,000,000)	(1,300,000)
Productivity Fund (639)	(153,856)	(153,856)	(153,856)	(232,396)
Property and Facility Fund (663)	(66,711)	(66,711)	(66,711)	(50,653)
Health Fund (661)	(300,000)	-	-	-
Technology Fund (671)	(186,541)	(186,541)	(186,541)	(188,991)
<b>Operating Reserve</b>	<b>1,671,209</b>	<b>1,741,799</b>	<b>1,762,572</b>	<b>1,762,365</b>
<b>Unreserved Fund Balance</b>	<b>671,151</b>	<b>615,388</b>	<b>640,021</b>	<b>800,961</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$2,342,360</b>	<b>\$2,357,187</b>	<b>\$2,402,593</b>	<b>\$2,563,326</b>

## SOLID WASTE FUND (560)

### DETAIL REVENUE

	Actual 2016-2017	Amended		Budget 2018-2019
		Budget 2017-2018	Projected 2017-2018	
<b>Use of Money and Property</b>				
Rent - Miscellaneous	\$8,762	\$11,000	\$11,931	\$12,050
Interest Earnings	11,937	10,000	12,933	13,062
<b>Total Use of Money and Property</b>	<b>20,699</b>	<b>21,000</b>	<b>24,864</b>	<b>25,112</b>
<b>Charges for Current Services</b>				
Residential Sanitation Fees	5,788,665	6,677,928	6,611,352	6,771,086
Commercial Fees	3,919,310	3,800,000	4,109,666	4,150,762
Roll-Off Collection Fees	1,583,402	1,700,000	1,611,587	1,627,703
<b>Total Charges for Current Services</b>	<b>11,291,377</b>	<b>12,177,928</b>	<b>12,332,605</b>	<b>12,549,551</b>
<b>Recycle Sales</b>				
Recycle Sales	103,699	90,000	105,884	146,182
<b>Total Recycle Sales</b>	<b>103,699</b>	<b>90,000</b>	<b>105,884</b>	<b>146,182</b>
<b>Miscellaneous Income</b>				
Landfill Royalty Fee	542,651	600,000	599,493	605,488
Miscellaneous Income	21,696	20,000	20,516	19,485
Landfill Access Fee	-	150,000	159,460	336,055
<b>Total Miscellaneous Income</b>	<b>564,347</b>	<b>770,000</b>	<b>779,469</b>	<b>961,028</b>
<b>Total Revenues</b>	<b>\$11,980,122</b>	<b>\$13,058,928</b>	<b>\$13,242,822</b>	<b>\$13,681,873</b>

**SOLID WASTE CAPITAL FUND (562)**  
**REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2018-2019**

	Actual 2016-2017	Amended		
		Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$250,933</b>	<b>\$102,811</b>	<b>\$102,811</b>	<b>\$387,893</b>
<b>REVENUES</b>				
Interest Earnings	480	5,000	2,178	4,000
<b>TOTAL REVENUES</b>	<b>480</b>	<b>5,000</b>	<b>2,178</b>	<b>4,000</b>
<b>EXPENDITURES</b>				
Special Services	25,821	-	-	-
Sanitation Containers	284,055	300,000	243,688	300,000
New Commercial Trucks	373,726	473,408	473,408	408,807
Keep Tyler Beautiful Projects	-	-	-	800,000
Contingency	15,000	75,000	-	75,000
<b>TOTAL EXPENDITURES</b>	<b>698,602</b>	<b>848,408</b>	<b>717,096</b>	<b>1,583,807</b>
Transfer In	550,000	1,000,000	1,000,000	1,300,000
Solid Waste Fund (560)	550,000	1,000,000	1,000,000	1,300,000
Transfer Out	-	-	-	-
<b>Ending Fund Balance / Working Capital</b>	<b>\$102,811</b>	<b>\$259,403</b>	<b>\$387,893</b>	<b>\$108,086</b>

# Solid Waste

## Service Point Focus

The Solid Waste Department provides service support for residential and commercial solid waste collection, disposal services, and recycling operations. Our mission is to provide exceptional service that is both economically and environmentally responsible and meets the needs of our citizens.

- Residential garbage collection;
- Residential garbage container disbursement program;
- Residential curbside recycling collection;
- Commercial garbage collection;
- Commercial roll-off rentals;
- Oversee Greenwood Farms Landfill operations;
- Hazardous materials disposal;
- Tyler Recycling Collection Center and,
- Sponsors: Spring and Fall Cleanup Weeks with free bulky item pickup, Adopt a Street, Adopt a Spot, Adopt a Park, Christmas tree recycling, and events like Tyler Recycles Day, Earth Day, Paint Recycle Day, and Litter Cleanups.

## Accomplishments for 2017-2018

- Continued the Lean Sigma program for Recycle Sales and Billing and saved \$57,395.
- Implemented a change for Pack Out Service Approvals and has saved \$25,806.
- Implemented a change for Residential Carts Purchases.
- Increased Solid Waste revenue by 1.03%
- Continued to identify areas of improvement and initiated

new lean sigma projects to reduce cost and increase efficiency.

- Purchased 2 Roll Off trucks, 4 Side Load Trucks, and 2 Front Load trucks: 8 Diesel trucks.
- Increased types of recyclables collected at the Recycle Center.
- Continued to increase Recycle Center Revenue. (from 2012 to 2017 revenue increased from \$18,709 to \$103,698)
- Recycle Center continued to be open longer hours in order to meet the needs of our customers. .
- Continued to venture with local businesses to recycle scrap metal.
- 4 Commercial Front Loads, and 2 Residential Trucks were purchased on a 36 month buyback program that guarantees between 73- 80 percent of the purchased price.
- Encouraged and allowed employees the opportunities for additional training at City U.

## Goals for 2018-2019

- 4 Diesel automated trash trucks will be purchased on the 3 year buyback program. (2 Front Load trucks and 2 Roll Off trucks).
- Re-evaluate Residential Routing to optimize service and to reduce cost.
- Evaluate through Lean Six Sigma, a Leaf Vacuum Program. This is to optimize service and reduce cost for Residential operations.
- Continue to encourage and allow employees opportunities for additional training at City U.
- Continue to deliver excellent customer service to the public.

# Code Enforcement

## Accomplishments for 2017-2018

- Voluntary Compliance rate of 98%;
- Voluntary Compliance rate of 91% while working in the Northridge Subdivision. A project created with the Neighborhood Integrity Group;
- Had a code officer receive Code II Certification
- Played an integral part in the clean up of four vacant homeless camps in Northeast Tyler;
- Created new internal reports to better track response times on new and open cases.

## Goals for 2018-2019

- Reduce illegal dumping.
- Focus on reducing citizen's top five complaints:
  - High weeds
  - Sign violations
  - Trash complaints
  - Junked Vehicles
  - Unimproved parking surface violations

### Service Point Expenditures - Administration

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	817,504	1,002,542	1,004,331	959,473
Supplies and Services	114,150	128,898	123,967	128,206
Sundry	479,796	501,510	499,556	520,052
Utilities	286	690	387	690
<b>Total Appropriations</b>	<b>1,411,736</b>	<b>1,633,640</b>	<b>1,628,241</b>	<b>1,608,421</b>

### Service Point Employees - Solid Waste Administration

<i>Regular Full-time Positions</i>	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
6 & 7) Director of Solid Waste	1.00	1.00	1.00	1.00	1.00
12, 13, 14) Solid Waste Manager	-	-	0.50	-	-
Director of Solid Waste, Transit, & VES	-	-	-	1.00	1.00
8, 11) Account Specialist	-	-	1.00	1.00	1.00
Customer Service Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Utilities Specialist	1.00	1.00	1.00	1.00	1.00
6 & 8) Account Specialist Auditor*	2.00	2.00	1.00	1.00	1.00
10) Administrative Secretary	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>6.00</b>	<b>6.00</b>	<b>6.50</b>	<b>7.00</b>	<b>7.00</b>

1) 96% of position funded through MPO beginning FY 2008-2009

2) Solid Waste Supervisor eliminated FY 2011-2012

3) Senior GIS Analyst position moved to WUF - GIS FY 2011-2012

4) GIS Addressing Technician moved to WUF - GIS FY 2011-2012

5) GIS Coordinator position moved to WUF - GIS FY 2011-2012

6) Director of Solid Waste downgraded to Account Specialist/Auditor FY 12-13

7) SW/VES Manager upgraded to Director of Solid Waste FY 13-14

8) One Account Specialist upgraded to Account Specialist/Auditor FY 12-13

\* One Account Specialist/Auditor serving as full time Lean Sigma Black Belt

9) Special Projects Coordinator moved to SW Keep Tyler Beautiful Fund FY 13-14

10) Account Specialist reclassified to Administrative Secretary during FY 13-14

11) One Account Specialist added FY 16-17

12) One Solid Waste Manager position added; reclassified from Fleet Services Coord. FY 16-17

13) SW Manager position paid 100% from SW Admin, no longer split 50/50 with Transit FY 17-18

14) One SW Manager reclassified to Director of SW/Transit/VES FY 17-18

### Service Point Expenditures - Residential Collections

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,629,907	1,687,575	1,859,020	1,602,333
Supplies and Services	1,727,533	1,719,378	1,701,359	1,797,723
Sundry	46,825	99,954	99,954	99,954
Utilities	2,264	3,040	2,062	2,345
Maintenance	2,504,429	2,290,431	2,289,820	2,313,753
<b>Total Appropriations</b>	<b>5,970,313</b>	<b>5,800,378</b>	<b>5,952,215</b>	<b>5,816,108</b>

### Service Point Employees - Solid Waste Residential

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
15, 16)Commercial Equipment Operator	2.00	3.00	3.00	2.00	-
1) Crew Leader	2.00	-	-	-	-
Driver Trainer	1.00	-	-	-	-
2, 4, 7, 8, &11) Foreman II	-	3.00	3.00	3.00	3.00
9) Laborer	2.00	2.00	4.00	4.00	4.00
13, 14)Residential Equipment Operator	20.00	23.00	22.00	22.00	22.00
7) Residential Superintendent	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>28.00</b>	<b>32.00</b>	<b>33.00</b>	<b>32.00</b>	<b>30.00</b>
1) 2 Positions added during FY 2007-2008					
2) Title change of Commercial Sales Representative to Foreman II during FY 2007-2008					
3) Position transferred to SW Code Enforcement					
4) One Foreman I upgraded to Foreman II during FY 2009-2010					
5) One Foreman I eliminated FY 2011-2012					
6) Recycling Technician eliminated FY 2011-2012					
* Commercial Superintendent serving as Full-Time Lean Sigma Black Belt					
7) One Foreman II reclassified to Residential Superintendent					
8) One Foreman II reclassified to Commercial Superintendent					
9) One Laborer moved to Finance and reclassified to Accounting Manager FY 13-14					
10) Four Residential Equipment Operator positions added FY 2015-2016					
11) One Residential Equipment Operator reclassified to Foreman II FY 2015-2016					
12) One Residential Crew Leader reclassified to Commercial Equipment Operator FY 2015-2016					
13)Four Residential Equip. Operators added FY 15-16					
14)One Residential Equipment Operator reclassified to Vehicle Services Manager FY 16-17					
15)One Commercial Equipment Operator transferred from 753 FY 16 -17					
16) One Commercial Equipment Operator transferred to 753 FY 17-18					

### Service Point Expenditures - Commercial Collections

	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Salaries and Benefits	1,050,095	927,383	935,247	1,189,064
Supplies and Services	1,440,908	1,657,982	1,582,476	1,661,411
Sundry	49,002	103,910	103,910	103,910
Utilities	4,282	4,170	4,215	4,370
Maintenance	522,404	519,035	571,642	545,791
<b>Total Appropriations</b>	<b>3,125,521</b>	<b>3,212,480</b>	<b>3,197,490</b>	<b>3,504,546</b>

### Service Point Employees - Solid Waste Commercial

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
2, 3, 4)Commercial Equipment Operator	8.00	8.00	8.00	9.00	11.00
1)Welder I	-	1.00	1.00	1.00	1.00
1)Welder II	-	1.00	2.00	2.00	2.00
8) Commercial Superintendent	1.00	1.00	1.00	1.00	1.00
Commercial Sales Representative	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>10.00</b>	<b>12.00</b>	<b>13.00</b>	<b>14.00</b>	<b>16.00</b>

1)Two Welder positions I & II added FY 15-16. One Welder I position added FY 16-17

2) One Commercial Equipment Operator transferred to 752 FY 16-17

3)One Commercial Equipment Operator transferred from 752 FY 17-18

4) Two Commercial Equipment Operators transferred from 752 FY 18-19

### Service Point Expenditures - Code Enforcement

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	456,011	475,192	477,679	491,310
Supplies and Services	37,070	39,148	42,334	45,481
Sundry	38,572	42,219	42,218	43,419
Utilities	44	250	47	250
Maintenance	63,747	64,985	76,549	66,506
<b>Total Appropriations</b>	<b>620,009</b>	<b>621,794</b>	<b>638,827</b>	<b>646,966</b>

### Service Point Employees - Code Enforcement

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Code Enforcement Manager	1.00	1.00	1.00	1.00	1.00
8) Field Supervisor	1.00	1.00	1.00	1.00	1.00
7, 9, 10 ) Code Enforcement Officer I	3.00	2.00	2.00	2.00	2.00
2, 9, 12) Code Services Officer	-	2.00	3.00	3.00	3.00
4) Equipment Operator II	1.00	1.00	1.00	1.00	1.00
11) Administrative Secretary	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>7.00</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

1) Title change from Environmental Coordinator to Code Enforcement Manager during FY 2007-2008

2) One position upgraded to Chief Code Enforcement Officer for FY 2008-2009

3) Four positions transferred to Streets during FY 2007-2008

4) One position transferred to Streets during FY 2007-2008

5) One position upgraded to Code Services Officer for FY 2008-2009

6) Position transferred from Streets during FY 2007-2008

7) Position transferred from SW Residential for FY2010-2011

8) Title change from Chief Code Enforcement Officer to Field Supervisor FY 2010-2011

9) Code Services Officer upgraded to Code Enforcement Officer I FY 2010-2011

10) Eliminated 2 Code Service Officer I

11) Senior Clerk reclassified to Administrative Secretary FY 13-14

12) One Code Services Officer added FY 16-17

\*This department was formerly known as Environmental Services.

### Service Point Expenditures - Keep Tyler Beautiful

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	55,997	57,749	58,215	55,859
Supplies and Services	100,020	119,950	112,699	116,400
Utilities	543	1,300	550	800
Maintenance	-	3,185	-	-
Capital Outlay	-	161,517	162,244	-
<b>Total Appropriations</b>	<b>159,711</b>	<b>343,701</b>	<b>333,708</b>	<b>173,059</b>

### Service Point Employees - Keep Tyler Beautiful

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
2)Keep Tyler Beautiful Comm. Coord.	-	1.00	1.00	1.00	1.00
1) Special Projects Coordinator	1.00	-	-	-	-
<b>Total Department</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

1) Special Projects Coordinator moved to Keep Tyler Beautiful fund FY 13-14

2) Special Projects Coordinator reclassified to Keep Tyler Beautiful Community Coordinator FY 15-16

### Service Point Expenditures - Capital Projects Administration

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	6,035	-	-	-
Sundry	15,000	75,000	-	75,000
Capital Outlay	-	-	-	-
<b>Total Appropriations</b>	<b>21,035</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>

### Service Point Expenditures - Capital Projects Residential Collection

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Capital Outlay	169,787	166,000	143,688	200,000
<b>Total Appropriations</b>	<b>169,787</b>	<b>166,000</b>	<b>143,688</b>	<b>200,000</b>

### Service Point Expenditures - Capital Projects Commercial Collections

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Capital Outlay	507,780	607,408	573,408	508,807
<b>Total Appropriations</b>	<b>507,780</b>	<b>607,408</b>	<b>573,408</b>	<b>508,807</b>

### Service Point Expenditures - Capital Projects Litter Control

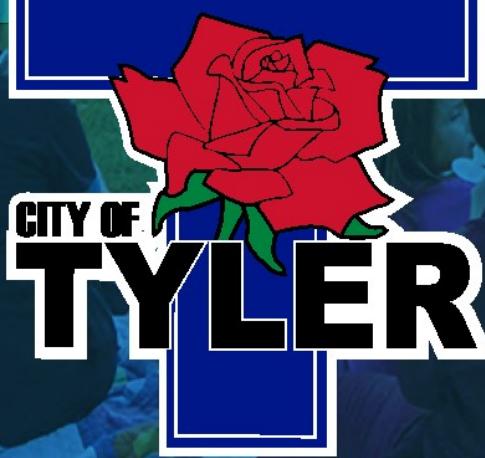
	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Capital Outlay	-	-	-	800,000
<b>Total Appropriations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>800,000</b>

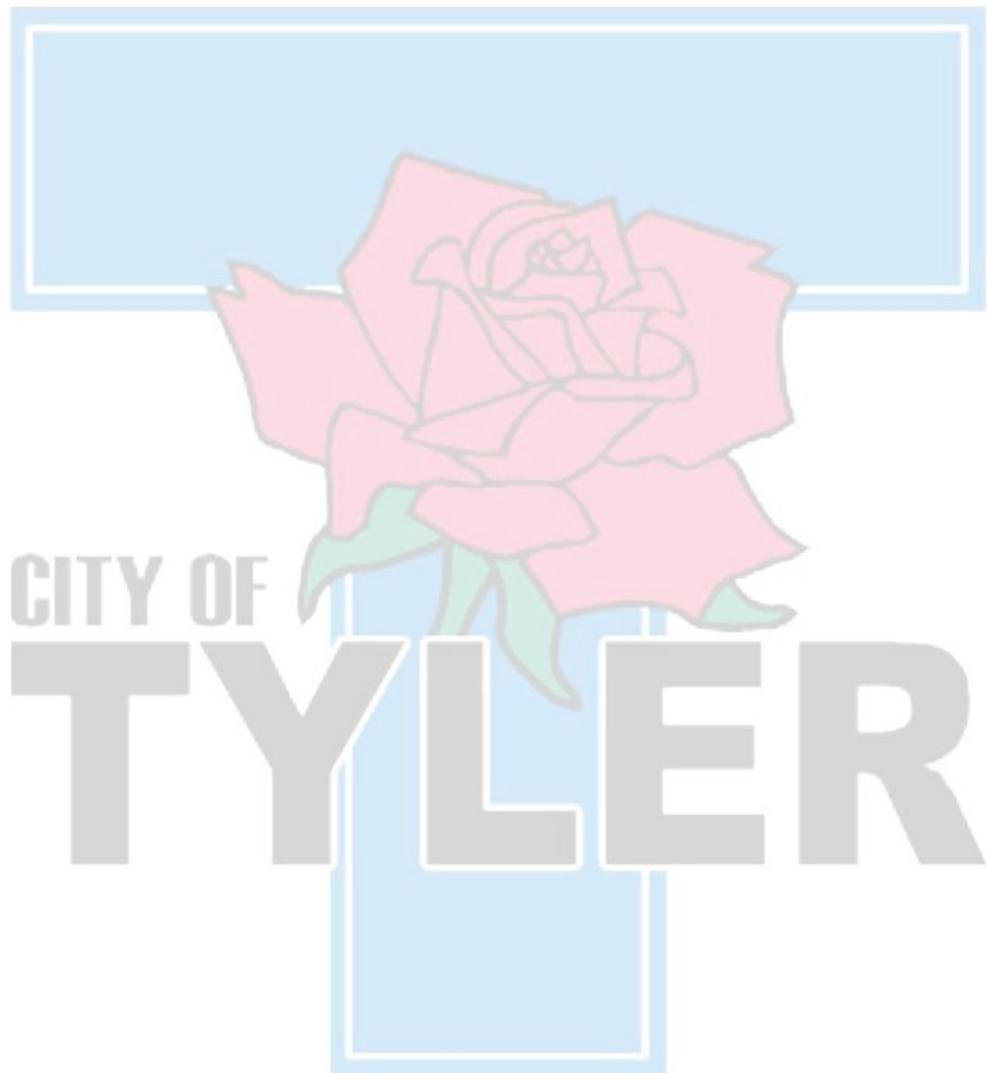
CENTENE STAGE

2018 -19

Annual Budget

Airport





*A Natural Beauty*

# Airport

Tyler Pounds Regional Airport provides facilities and services for the safe and efficient operation of commercial and private aviation activities. In 2017/18 Tyler recorded 134 privately owned based aircraft. Presently, one commercial airline services Tyler providing regional jet service to Dallas, allowing passengers to connect to most airports in the world. Airport staff members are responsible for:

- Promoting and marketing airport services;
- Developing public education programs to teach citizens and customers about aviation;
- Coordinating and managing airport security and emergency response programs;
- Terminal building maintenance;
- Airport Landside Facilities inspection and maintenance;
- Managing airport vendor and concession contracts;
- Grounds maintenance including irrigation, landscaping and contracts management;
- Storm water pollution prevention program;
- Airside Land lease contract management;
- Airfield lighting and navigational aid maintenance;
- Rental Car Concessions management;
- Coordination and planning of airport development;
- Airport operations area maintenance and inspection;
- Disadvantaged Business Enterprise Program (DBE) reporting;
- Passenger facility charge program reporting and administration;
- TXDOT Grant acquisition and management;
- Federal Aviation Administration (FAA) grants administration.

## Accomplishments for 2017-2018

- Partial opening of runway 4/22
- Installed automated parking equipment. Over the last several months the parking lot equipment has become more functional and automated. This has allowed the Airport management to increase lost revenue as well as decrease staffing costs.
- Additional cameras were installed in the parking exit area. This has helped with monitoring and improving the parking exit system.
- Security cameras were installed in the terminal baggage area. This installation alleviated the cost of an additional Police Office on site per TSA.

- Installed LED light bulbs and automated hand paper towel dispensers. These two measures will help reduce cost and waste.
- Installed parking signs at the front terminal Load/Unload area, helping to reduce unsecured vehicles in front of the terminal.
- The airport is in the process of adding an Art exhibit in the lobby area. Enhancing the beauty of the airport and allowing airport patrons to enjoy different exhibits. This no cost solution to empty space could result in revenue for the Airport as we will receive a commission on any art sold.
- Replace aged boilers with little impact to terminal patrons
- Upgraded terminal landscaping.
- Arbor Day- 50 Landscape trees were planted at the Old Terminal.
- Acquired more aviation easements.
- Received approval from FAA to begin Design/construction of Taxiway and Instrument Landing System for Runway 4/22.
- Awarded contract for Final Phase of Runway 4/22 in the amount of \$10,361,858.
- Closed Grant 3-48-2015-36-2015 and requested final draw of \$955,209.
- Organized and hosted an equipment maintenance training seminar. About 38 city employees attended.

## Goals for 2018-2019

- Open fully expanded runway 4/22
- Solicit additional airlines to fly from Tyler to better serve the air transportation needs of our community
- Solicit additional rental car companies to help meet the demand of more travelers coming to Tyler
- Cancel ABM Industries contract to manage the airports parking lot, and rely on current airport staff to manage the parking lot.
- Install additional cameras in the commercial terminal area of the airport to increase security
- Reconstruct taxiway Charlie/Foxtrot. Funding for this project will largely come from grant procurement from the FAA. We will apply for this funding late spring and should be awarded early fall.
- Solicit new aviation operations at the Westside terminal and on undeveloped land.
- Acquire all remaining properties and easements for the runway 4-22 runway protection zones utilizing FAA funds

**AIRPORT OPERATING FUND (524)**  
**REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2018-2019**

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
Reserve for Construction	300	300	300	300
Reserve For Customer Facility	426,110	450,246	450,246	475,174
Unreserved Working Capital	403,547	112,973	112,973	66,551
<b>Beginning Fund Balance / Working Capital</b>	<b>\$829,957</b>	<b>\$563,519</b>	<b>\$563,519</b>	<b>\$542,025</b>
<b>Revenues</b>				
Use of Money and Property	1,018,216	1,218,139	1,135,870	1,150,703
Charges for Current Services -Customer Facility	133,830	160,000	130,376	132,000
Charges for Current Services	86,883	93,320	93,741	94,039
Miscellaneous Income	14,451	34,700	32,876	33,000
<b>Total Revenues</b>	<b>1,253,380</b>	<b>1,506,159</b>	<b>1,392,863</b>	<b>1,409,742</b>
<b>Expenditures</b>				
<b>Airport</b>				
Operations	1,407,183	1,541,555	1,441,040	1,412,533
Capital	126,965	62,697	60,195	52,700
Contingency	-	50,000	-	50,000
<b>Airport Total</b>	<b>1,534,148</b>	<b>1,654,252</b>	<b>1,501,235</b>	<b>1,515,233</b>
<b>Customer Facility</b>				
Wash Bay Maintenance	6,969	10,000	5,668	10,000
Wash Bay Debt Service (CFC)	102,724	104,780	99,780	104,780
<b>Customer Facility Total</b>	<b>109,693</b>	<b>114,780</b>	<b>105,448</b>	<b>114,780</b>
<b>Total Expenditures</b>	<b>1,643,841</b>	<b>1,769,032</b>	<b>1,606,683</b>	<b>1,630,013</b>
Transfer In	157,597	225,900	225,900	236,000
PFC (234)	157,597	225,900	225,900	236,000
Transfer Out	(33,574)	(83,574)	(33,574)	(46,753)
Airport Grant Fund (525)	-	(50,000)	-	-
Technology Fund (671)	(33,574)	(33,574)	(33,574)	(33,574)
Productivity Fund (639)	-	-	-	(13,179)
Reserve for Construction	300	300	300	300
Reserve For Customer Facility	450,246	495,466	475,174	492,394
Unreserved Working Capital	112,973	(52,794)	66,551	18,307
<b>Ending Fund Balance / Working Capital</b>	<b>\$563,519</b>	<b>\$442,972</b>	<b>\$542,025</b>	<b>\$511,001</b>

## AIRPORT OPERATING FUND (524)

### REVENUE DETAIL

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Use of Money and Property</b>				
Airline Facilities Rental	\$45,000	\$45,000	\$45,000	\$45,000
Airport Long-Term Parking	448,316	550,000	513,607	518,620
Interest Earnings	5,081	3,500	4,009	5,000
Landing Fees	39,872	50,000	48,729	52,000
Restaurant Concessions	7,783	8,500	7,754	10,100
FAA Building Rental	42,071	42,823	42,126	42,126
Car Leasing Rental	265,604	330,161	300,000	300,000
Agricultural Lease	-	500	706	756
Hanger Land Lease	88,824	99,716	96,475	96,481
HAMM	15,000	15,000	15,000	15,000
Common Use Fee	12,406	15,000	14,035	15,000
Wash Bay Fee	30,027	35,000	29,806	32,000
Non Aviation Land Lease	18,233	22,939	18,623	18,620
<b>Total Use of Money and Property</b>	<b>1,018,217</b>	<b>1,218,139</b>	<b>1,135,870</b>	<b>1,150,703</b>
<b>Charges for Current Services</b>				
Airport Fuel Flowage	58,624	63,320	63,915	64,000
Copying fees	39	-	-	39
Customer Facility Charge	133,830	160,000	130,376	132,000
Advertising Space Fees	28,219	30,000	29,826	30,000
<b>Total Charges for Current Services</b>	<b>220,712</b>	<b>253,320</b>	<b>224,117</b>	<b>226,039</b>
<b>Miscellaneous</b>				
Miscellaneous Income	13,793	33,200	32,526	32,500
Oil Leases and Royalties	658	1,500	350	500
<b>Total Miscellaneous</b>	<b>14,451</b>	<b>34,700</b>	<b>32,876</b>	<b>33,000</b>
<b>Total Revenues</b>	<b>\$1,253,380</b>	<b>\$1,506,159</b>	<b>\$1,392,863</b>	<b>\$1,409,742</b>
<b>Service Point Expenditures - Airport Operations</b>				
	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Salaries and Benefits	587,058	692,325	704,829	709,845
Supplies and Services	317,649	318,661	248,070	152,129
Sundry	177,678	145,329	157,353	166,416
Utilities	171,593	193,630	151,412	193,630
Maintenance	153,205	191,610	179,376	190,513
<b>Total Appropriations</b>	<b>1,407,183</b>	<b>1,541,555</b>	<b>1,441,040</b>	<b>1,412,533</b>

### Service Point Expenditures - Airport Capital

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	-	-	-	-
Capital Outlay	126,965	62,697	60,195	52,700
<b>Total Appropriations</b>	<b>126,965</b>	<b>62,697</b>	<b>60,195</b>	<b>52,700</b>

### Service Point Employees - Airport

<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
6) & 7) Airport Director	-	-	-	-	-
6) Director of Airport and Transit	-	-	-	-	-
5) & 7) Airport Manager	1.00	1.00	1.00	1.00	1.00
Airport Operations Supervisor	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	-	-	-	-	-
8) Senior Secretary	1.00	1.00	-	-	-
8) Airport Projects Coordinator	-	-	1.00	1.00	1.00
1) & 4) Airport Technician I	2.00	2.00	2.00	2.00	2.00
Airport Technician II	1.00	1.00	1.00	1.00	1.00
Airport Technician III	2.00	2.00	2.00	2.00	2.00
9) Airport Technician IV	2.00	2.00	2.00	2.00	2.00
2) Secretary	-	-	-	-	-
<b>Total Department</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

1) One Airport Technician position frozen for FY 2009-2010

2) One Secretary position upgraded to Senior Secretary during FY 2007-2008

3) One Part-time Airport Technician eliminated during FY 2010-2011 budget

4) One Airport Technician eliminated FY 2011-2012

5) Airport Manager promoted to Director of Airport and Transit FY 2007-2008

6) Title change from Director of Airport and Transit to Airport Director FY 2010-2011

7) Title change from Airport Director to Airport Manager FY 2011-2012

8) Administrative Secretary downgraded to Senior Secretary FYI 2011-2012. One position reclassified to Airport Projects Coordinator FY 14-15

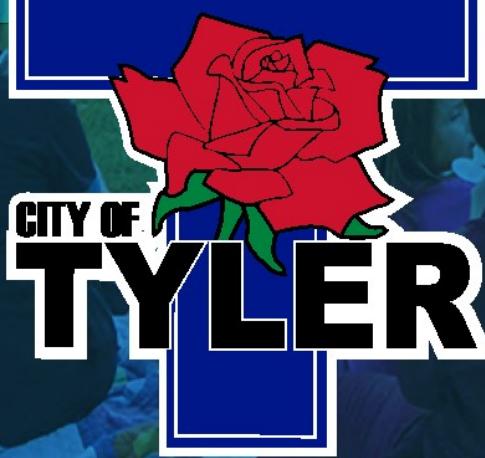
9) Added one Airport Technician IV FY 14-15

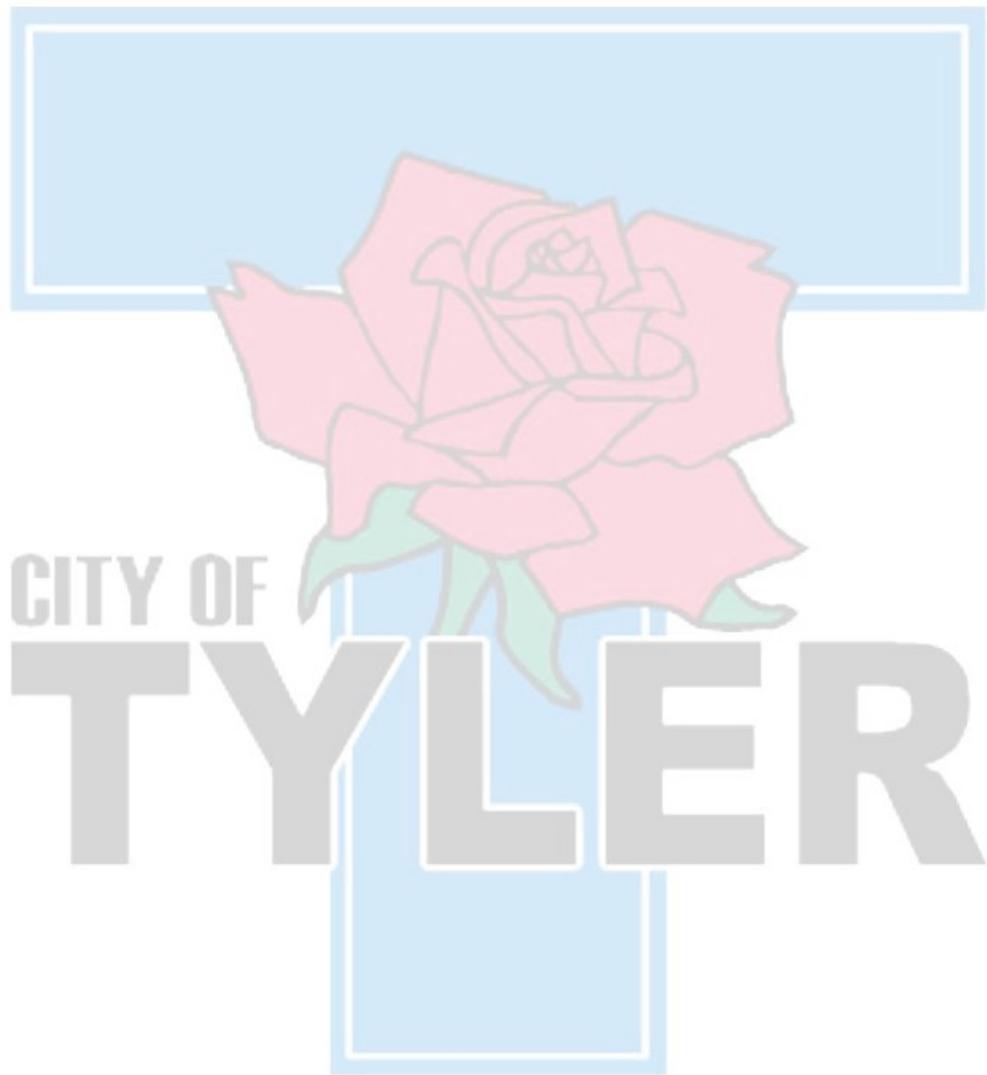
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**2018 -19**

Annual Budget

Hotel Taxes





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**HOTEL/MOTEL OCCUPANCY TAX FUND (211)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

**FISCAL YEAR 2018-2019**

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
Unreserved Fund Balance	1,027,763	1,357,506	1,357,506	1,652,806
Reserve (2% Tax)	3,084,890	2,973,481	2,973,481	3,515,286
<b>Beginning Fund Balance / Working Capital</b>	<b>\$4,112,653</b>	<b>\$4,330,987</b>	<b>\$4,330,987</b>	<b>\$5,168,092</b>
<b>Revenues</b>				
7 % Occupancy Tax	2,712,232	2,769,868	2,696,661	2,769,868
2 % Occupancy Tax	774,112	790,595	766,805	790,595
Interest Earnings	34,588	28,369	34,589	30,000
Donations Liberty Hall	10,000	-	10,000	10,000
<b>Total Revenues</b>	<b>3,530,932</b>	<b>3,588,832</b>	<b>3,508,055</b>	<b>3,600,463</b>
<b>Expenditures</b>				
Texas Rose Festival	18,000	9,000	9,000	9,000
Discovery Place	32,400	32,400	32,400	32,400
Symphony	35,000	35,000	35,000	35,000
Museum of Art	35,000	35,000	35,000	35,000
Historical Museum	13,500	13,500	13,500	13,500
Visitors and Convention Bureau	700,000	700,000	700,000	700,000
Tyler Civic Theatre	-	4,050	4,050	4,050
McClendon House	4,500	4,500	4,500	4,500
Historic Aviation Museum	13,500	13,500	13,500	13,500
HOT/Tourism promotion	-	6,750	-	-
Texas Hotel & Lodging Dues	15,667	16,250	16,500	16,500
2% Occupancy Tax Study	135,539	200,000	50,000	200,000
2% Convention Center Facility	749,982	175,000	175,000	-
Sport Tyler Award	-	25,000	50,000	25,000
Special Services	15,450	13,500	7,500	13,500
Building Improvements - Depot Bldg.	19,060	-	-	-
Contingencies	-	-	-	150,000
<b>Total Expenditures</b>	<b>1,787,598</b>	<b>1,283,450</b>	<b>1,145,950</b>	<b>1,251,950</b>
<b>Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
(Transfers Out)	(1,525,000)	(1,525,000)	(1,525,000)	(1,825,000)
Tourism Fund (219)	(1,500,000)	(1,500,000)	(1,500,000)	(1,800,000)
Property and Facility Management (663)	(25,000)	(25,000)	(25,000)	(25,000)
(Roof Replacement Tourism)				
Unreserved Fund Balance	1,357,506	1,722,293	1,652,806	1,585,724
Reserve (2% Tax)	2,973,481	3,389,076	3,515,286	4,105,881
<b>Ending Fund Balance / Working Capital</b>	<b>\$4,330,987</b>	<b>\$5,111,369</b>	<b>\$5,168,092</b>	<b>\$5,691,605</b>

**Service Point Expenditures - 7% Hotel/Motel Occupancy Tax**

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	31,117	29,750	24,000	30,000
Sundry	851,900	878,700	896,950	1,021,950
Capital Outlay	19,060	-	-	-
<b>Total Appropriations</b>	<b>902,077</b>	<b>908,450</b>	<b>920,950</b>	<b>1,051,950</b>

**Service Point Expenditures - 2% Hotel/Motel Occupancy Tax**

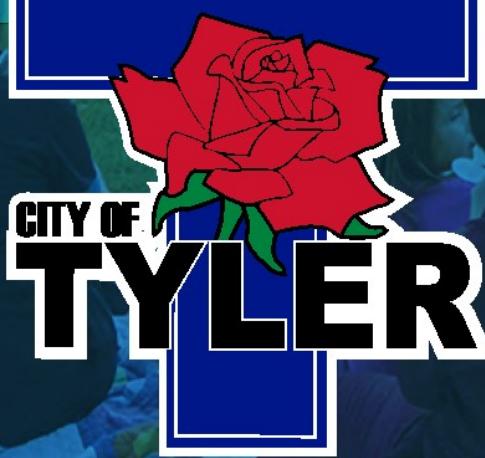
	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	135,539	200,000	50,000	200,000
Capital Outlay	749,982	175,000	175,000	-
<b>Total Appropriations</b>	<b>885,521</b>	<b>375,000</b>	<b>225,000</b>	<b>200,000</b>

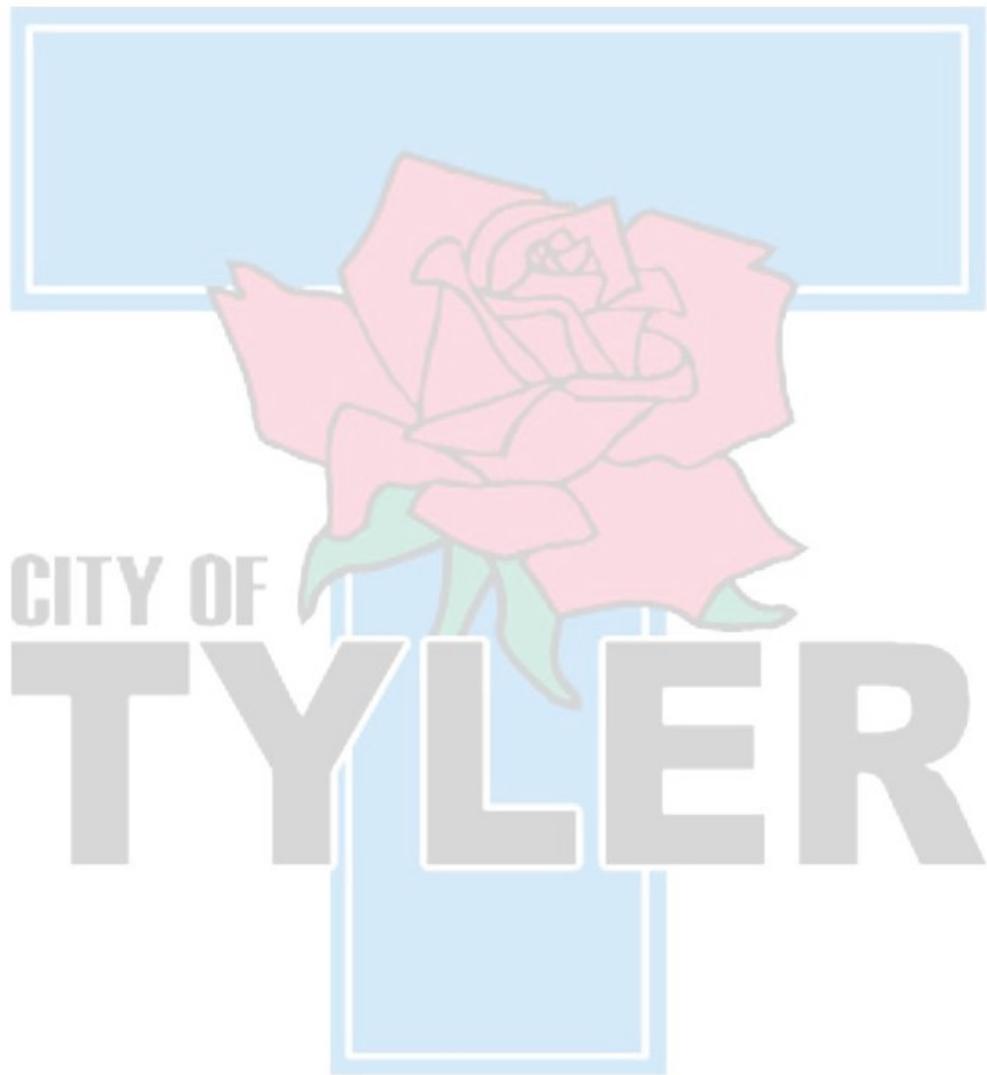
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**2018 -19**

Annual Budget

Other Funds





*A Natural Beauty*

**CEMETERIES OPERATING FUND (204)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

**FISCAL YEAR 2018-2019**

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$4,111</b>	<b>\$(16,631)</b>	<b>\$(16,631)</b>	<b>\$(3,543)</b>
<b>Revenues</b>				
Permits	4,470	5,500	4,475	5,500
Interest Earnings	51	150	200	225
Current Service Charges	80,172	80,000	85,000	80,000
<b>Total Revenues</b>	<b>84,693</b>	<b>85,650</b>	<b>89,675</b>	<b>85,725</b>
<b>Expenditures</b>				
Cemetery	330,813	326,698	304,687	255,359
<b>Total Expenditures</b>	<b>330,813</b>	<b>326,698</b>	<b>304,687</b>	<b>255,359</b>
Transfer In	225,378	228,932	228,100	230,000
Cemetery Trust Fund (713)	25,378	28,932	28,100	30,000
General Fund (101)	200,000	200,000	200,000	200,000
Transfer Out	-	-	-	(3,538)
Productivity Fund (639)	-	-	-	(3,538)
<b>Ending Fund Balance / Working Capital</b>	<b>\$(16,631)</b>	<b>\$(28,747)</b>	<b>\$(3,543)</b>	<b>\$53,285</b>

**Service Point Expenditures - Cemeteries**

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual Expenditures	Budget Appropriations	Projected Expenditures	Budget Appropriations
Salaries and Benefits	137,576	178,318	130,967	130,705
Supplies and Services	69,347	30,177	68,978	23,324
Sundry	9,566	8,803	8,802	7,860
Utilities	47,242	59,300	49,486	50,700
Maintenance	47,783	40,100	42,720	42,770
Capital Outlay	19,299	10,000	3,734	-
<b>Total Appropriations</b>	<b>330,813</b>	<b>326,698</b>	<b>304,687</b>	<b>255,359</b>

**Service Point Employees - Cemeteries**

<i>Regular Full-time Positions</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
Cemeterian/Budget Administrator	1.00	1.00	1.00	-	-
Groundskeeper	1.00	1.00	1.00	1.00	1.00
勞工	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>

1) Budget Administrator/Cemeterian salary split 95% Visitor  
Tourism/ 5% Parks Admin FY 17-18

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

**FISCAL YEAR 2018-2019**

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$2,929,046</b>	<b>\$2,960,429</b>	<b>\$2,960,429</b>	<b>\$2,993,429</b>
<b>Revenues</b>				
Interest Earnings	27,778	28,932	28,100	30,000
Sales	28,983	70,000	33,000	32,000
<b>Total Revenues</b>	<b>56,761</b>	<b>98,932</b>	<b>61,100</b>	<b>62,000</b>
<b>Total Expenditures</b>	-	-	-	-
Transfer In	-	-	-	-
(Transfer Out)	(25,378)	(28,932)	(28,100)	(30,000)
Cemetery Operating Fund (204)	(25,378)	(28,932)	(28,100)	(30,000)
<b>Ending Fund Balance / Working Capital</b>	<b>\$2,960,429</b>	<b>\$3,030,429</b>	<b>\$2,993,429</b>	<b>\$3,025,429</b>

**POLICE FORFEITURE FUND (205)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

**FISCAL YEAR 2018-2019**

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$296,224</b>	<b>\$194,322</b>	<b>\$194,322</b>	<b>\$254,153</b>
<b>Revenues</b>				
Judgement of Forfeitures	51,146	41,000	100,664	41,000
Grant Revenues	-	-	-	60,000
Interest Earnings	2,621	2,000	1,757	2,000
<b>Total Revenues</b>	<b>53,767</b>	<b>43,000</b>	<b>102,421</b>	<b>103,000</b>
<b>Expenditures</b>	<b>155,669</b>	<b>77,200</b>	<b>42,590</b>	<b>175,500</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$194,322</b>	<b>\$160,122</b>	<b>\$254,153</b>	<b>\$181,653</b>

**Service Point Expenditures - Forefeiture**

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	19,061	21,700	10,555	16,000
Sundry	552	-	35	-
Capital Outlay	136,056	55,500	32,000	159,500
<b>Total Appropriations</b>	<b>155,669</b>	<b>77,200</b>	<b>42,590</b>	<b>175,500</b>

**COURT SPECIAL FEE FUND (207)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2018-2019**

	Actual 2016-2017	Amended Budget		
		2017-2018	Projected 2017-2018	Budget 2018-2019
Reserve for Technology	108,440	113,972	113,972	99,639
Reserve for Efficiency	23,251	15,425	15,425	75,120
Reserve for Partners for Youth	12,127	(12,578)	(12,578)	19,510
Reserve for Security	55,778	11,942	11,942	(32,358)
<b>Beginning Fund Balance / Working Capital</b>	<b>199,596</b>	<b>\$128,760</b>	<b>\$128,760</b>	<b>\$161,910</b>
<b>Revenues</b>				
Technology Fees	103,372	107,000	95,079	84,000
Security Fees	98,229	102,000	88,466	84,000
Partners for Youth Fees	104,597	105,000	102,714	103,000
Juvenile Class Fees	75,199	75,000	86,692	84,000
Efficiency Fees	137,399	139,000	133,785	134,000
Truancy Prevention	24,032	25,000	26,946	26,000
Interest Earnings	1,915	-	-	-
<b>Total Revenues</b>	<b>544,743</b>	<b>553,000</b>	<b>533,682</b>	<b>515,000</b>
<b>Expenditures</b>				
Expenditures for Technology	99,755	112,000	109,412	176,112
Expenditures for Security	142,065	182,021	132,766	42,300
Expenditures for Partners for Youth	228,534	199,842	184,264	219,382
Expenditures for Efficiency	145,224	74,120	74,090	198,100
<b>Total Expenditures</b>	<b>615,579</b>	<b>567,983</b>	<b>500,532</b>	<b>635,894</b>
Transfers In	-	-	-	-
(Transfers Out)	-	-	-	(5,434)
Productivity Fund (639)	-	-	-	(5,434)
Reserve for Technology	113,972	108,972	99,639	7,527
Reserve for Efficiency	15,425	80,305	75,120	11,020
Reserve for Partners for Youth	(12,579)	(7,420)	19,510	13,128
Reserve for Security	11,942	(68,079)	(32,358)	3,908
<b>Ending Fund Balance / Working Capital</b>	<b>\$128,760</b>	<b>\$113,777</b>	<b>\$161,910</b>	<b>\$35,582</b>
<b>Service Point Expenditures - Court Technology</b>				
	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Projected	FY2018-2019 Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Sundry	66,226	70,000	67,698	68,000
Maintenance	33,529	42,000	41,714	108,112
<b>Total Appropriations</b>	<b>99,755</b>	<b>112,000</b>	<b>109,412</b>	<b>176,112</b>
<b>Service Point Expenditures - Court Efficiency Fund</b>				
	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Projected	FY2018-2019 Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	145,224	74,120	74,090	198,100
<b>Total Appropriations</b>	<b>145,224</b>	<b>74,120</b>	<b>74,090</b>	<b>198,100</b>

### Service Point Expenditures - Municipal Court Security

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	110,019	153,221	131,677	-
Supplies and Services	27,862	23,300	589	37,300
Maintenance	4,184	5,500	500	5,000
<b>Total Appropriations</b>	<b>142,065</b>	<b>182,021</b>	<b>132,766</b>	<b>42,300</b>

### Service Point Employees - Municipal Security

<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
1, 2, 3, 4) Deputy City Marshal I	2.00	1.00	1.00	1.00	1.00
4) Deputy Marshal II	1.00	2.00	2.00	2.00	2.00
<b>Total Department</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

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

2) One Deputy City Marshal I reclassified to Deputy Court Clerk FY 13-14

3) One Deputy Court Clerk reclassified back to Deputy City Marshal I during FY 13-14

4) Deputy City Marshal I reclassified to Deputy City Marshal II during FYI 13-14

5) Deputy City Marshal I reclassified to Deputy City Marshal II FY 2015-2016

### Service Point Expenditures - Partners for Youth

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	127,423	180,942	144,532	200,482
Supplies and Services	101,111	18,900	39,732	18,900
<b>Total Appropriations</b>	<b>228,536</b>	<b>199,842</b>	<b>184,264</b>	<b>219,382</b>

### Service Point Employees - Partners for Youth

<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
1) Deputy Court Clerk	2.00	2.00	2.00	2.00	2.00
1) Juvenile Case Coordinator	1.00	1.00	1.00	1.00	1.00
1) Juvenile Program Coordinator	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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

## TIF / TIRZ # 2 FUND (209)

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

#### FISCAL YEAR 2018-2019

	2016-2017	Amended		
		Actual	Budget	Projected
Beginning Fund Balance / Working Capital	\$2,692	\$2,718	\$2,718	\$2,718
<b>Revenues</b>				
Interest Earnings	26	-	-	-
<b>Total Revenues</b>	<b>26</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	-	-	-	-
Transfers In	-	-	-	-
(Transfers Out)	-	-	-	-
Ending Fund Balance / Working Capital	\$2,718	\$2,718	\$2,718	\$2,718

**TIF / TIRZ # 3 FUND (218)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2018-2019**

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$155,688</b>	<b>\$225,568</b>	<b>\$225,568</b>	<b>\$308,568</b>
<b>Revenues</b>				
Property Tax	82,354	85,000	85,000	91,505
Interest Earnings	1,909	2,713	2,500	2,713
<b>Total Revenues</b>	<b>84,263</b>	<b>87,713</b>	<b>87,500</b>	<b>94,218</b>
<b>Total Expenditures</b>	<b>14,383</b>	<b>5,000</b>	<b>4,500</b>	<b>5,000</b>
Transfers In	-	-	-	-
(Transfers Out)	-	-	-	-
<b>Ending Fund Balance / Working Capital</b>	<b>\$225,568</b>	<b>\$308,281</b>	<b>\$308,568</b>	<b>\$397,786</b>
<b>Service Point Expenditures - TIF / TIRZ #3</b>				
	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	14,383	5,000	4,500	5,000
<b>Total Appropriations</b>	<b>14,383</b>	<b>5,000</b>	<b>4,500</b>	<b>5,000</b>

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

**FISCAL YEAR 2018-2019**

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$1,657,194</b>	<b>\$1,164,099</b>	<b>\$1,164,099</b>	<b>\$687,578</b>
<b>Revenues</b>				
Rose Garden	99,587	94,536	97,840	128,800
Harvey Hall	233,044	262,500	260,827	258,480
Main Street Revenue	72,779	89,750	16,600	23,600
Liberty Hall Revenue	138,904	139,600	145,887	146,000
Interest Earnings	14,092	12,500	10,062	11,000
<b>Total Revenues</b>	<b>558,406</b>	<b>598,886</b>	<b>531,216</b>	<b>567,880</b>
<b>Expenditures</b>				
Rose Garden Center	402,305	337,907	297,584	301,279
Rose Garden Maint.	713,226	808,106	835,080	546,032
Harvey Hall & Goodman	894,600	856,492	822,903	941,528
Liberty Hall	314,812	322,405	308,511	317,398
Main Street	215,217	241,306	192,912	340,160
Contingency	-	39,406	39,406	-
<b>Total Expenditures</b>	<b>2,540,159</b>	<b>2,605,622</b>	<b>2,496,396</b>	<b>2,446,397</b>
Transfer In	1,500,000	1,500,000	1,500,000	1,800,000
General Fund (101)	-	-	-	-
Hotel Motel (211)	1,500,000	1,500,000	1,500,000	1,800,000
(Transfer Out)	(11,341)	(11,341)	(11,341)	(35,034)
Technology Fund (671)	(11,341)	(11,341)	(11,341)	(11,255)
Productivity Fund (639)	-	-	-	(23,779)
<b>Ending Fund Balance / Working Capital</b>	<b>\$1,164,099</b>	<b>\$646,022</b>	<b>\$687,578</b>	<b>\$574,027</b>
<b>Service Point Expenditures - Rose Garden Center</b>				
	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	173,564	169,033	176,229	169,346
Supplies and Services	20,831	21,988	21,602	22,076
Sundry	5,425	5,086	4,831	5,152
Utilities	37,015	50,000	42,000	50,000
Maintenance	30,647	34,125	32,922	34,705
Capital Outlay	134,823	57,675	20,000	20,000
<b>Total Appropriations</b>	<b>402,305</b>	<b>337,907</b>	<b>297,584</b>	<b>301,279</b>

### Service Point Employees - Rose Garden Center

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
2 & 3) Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Custodian	1.00	1.00	1.00	1.00	1.00
2, 4) Visitor Facilities Supervisor	1.00	-	-	-	-
Reservation Specialist	-	-	-	1.00	1.00
5) Receptionist/Greeter	-	-	-	1.00	1.00
<b>Total Department</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>4.00</b>	<b>4.00</b>

1) One clerk reclassified to Visitor Facilities Coordinator during FY 11-12

2) One Building Maintenance Worker reclassified to Visitor Facilities Supervisor during FY 13-14

3) Visitor Facilities Coordinator reclassified to Building Maintenance Worker during FY 13-14

4) Visitor Facilities Supervisor reclassified to Manager of Tourism and Community Facilities Beautification FY 15/16

5) Receptionist/Greeter added FY 15-16 not reflected in report, error located FY 17-18

### Service Point Expenditures - Rose Garden Maintenance

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	228,997	305,027	287,546	322,144
Supplies and Services	66,573	62,634	68,426	55,385
Sundry	42,425	43,333	43,333	43,850
Utilities	37,130	44,700	41,585	44,000
Maintenance	64,686	68,496	72,599	80,653
Capital Outlay	273,415	283,916	321,591	-
<b>Total Appropriations</b>	<b>713,226</b>	<b>808,106</b>	<b>835,080</b>	<b>546,032</b>

### Service Point Employees - Rose Garden Maintenance

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
3) Rose Garden Supervisor	-	-	-	-	-
Crew Leader	1.00	1.00	1.00	1.00	1.00
Groundskeeper	2.00	2.00	2.00	2.00	2.00
1, 2) Laborer	3.00	3.00	3.00	3.00	3.00
3) Parks Superintendent	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

1) One position frozen for FY 2009-2010

2) One Laborer position frozen for FY 2011-2012

3) Rose Garden Supervisor reclassified to Parks Superintendent during FY 13-14

### Service Point Expenditures - Visitor Facilities

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	445,393	473,873	498,529	568,028
Supplies and Services	83,617	52,563	50,195	58,158
Sundry	91,224	103,856	72,577	108,730
Utilities	103,801	127,075	107,718	114,075
Maintenance	75,728	73,125	65,745	67,537
Capital Outlay	94,837	26,000	28,139	25,000
<b>Total Appropriations</b>	<b>894,600</b>	<b>856,492</b>	<b>822,903</b>	<b>941,528</b>

### Service Point Employees - Visitor Facilities

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
7) Assistant City Manager	-	0.10	-	-	-
8, 11) Managing Director Parks/Recreation Operations	-	-	0.50	0.50	0.50
3, 8) Parks and Recreation Director	0.50	0.50	-	-	-
4) Parks Manager	0.30	0.30	0.30	0.30	0.30
Visitor Facilities/Administrative Supervisor	1.00	-	-	-	-
2, 9) Building Maintenance Worker	1.00	1.00	1.00	-	-
12) Budget Administrator/Cemeterian	-	-	-	0.95	0.95
Tourism Facility Custodial Supervisor	-	-	-	1.00	1.00
2) Clerk	1.00	-	-	-	-
2) Custodian	1.00	1.00	1.00	1.00	1.00
1) Museum Curator	1.00	1.00	1.00	1.00	1.00
10, 13) Manager of Tourism Facilities & Community Beautification	-	1.00	1.00	0.77	0.77
<b>Total Regular Full-time</b>	<b>5.80</b>	<b>4.90</b>	<b>4.80</b>	<b>5.52</b>	<b>5.52</b>

Regular Part-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Custodian	2.00	2.00	2.00	2.00	2.00
<b>Total Regular Part-time</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Temporary Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Custodian	1.00	1.00	1.00	1.00	1.00
<b>Total Temporary Part-time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Total Department</b>	<b>8.80</b>	<b>7.90</b>	<b>7.80</b>	<b>8.52</b>	<b>8.52</b>

1) Museum Curator moved to part-time during FY 2009-2010

2) Moved 1 Clerk, 1 Custodian, and 1 Building Maintenance Worker to Other Tourism RGC FY 2011-2012

3) Parks and Recreation Director 50% paid General Fund Parks and Rec

4) Parks Manager 70% paid General Fund Parks and Rec

5) 1 Laborer frozen FY 2011-2012 and 2012-2013

6) 1 PT Curator and 1 PT Custodian combined to form 1 FT Curator in FY 2011-2012

7) Assistant city manager 90% paid by communications FY 15-16

8) Parks&Rec Director reclassified to Managing Director of Parks/Recreation Operations salary charged to 50% Parks, 50% Parks Visitor Facilities 16/17

9) Building Maintenance Worker reclassified to Tourism Facility Custodial Supervisor FY 17-18

10) Visitor Facilities Supervisor reclassified to Manager of Tourism and Community Facilities Beautification FY 15/16

11) MD Parks/Recreation Op salary charged 20% Parks Admin, 50% Visitor Facilities & 30% Liberty Hall FY 17-18

12) Budget Administrator/Cemeterian salary split 95% Visitor Tourism/ 5% Parks Admin FY 17-18

13) Manager of Tourism Facilities & Community Beautification salary split 77% Visitor Tourism/ 23% Parks Admin FY 17-18

### Service Point Expenditures - Liberty Hall

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	139,897	149,165	141,192	122,669
Supplies and Services	143,032	134,142	131,016	134,384
Sundry	8,679	12,171	12,091	13,838
Utilities	14,843	17,800	13,197	16,250
Maintenance	8,361	9,127	11,015	30,257
<b>Total Appropriations</b>	<b>314,812</b>	<b>322,405</b>	<b>308,511</b>	<b>317,398</b>

### Service Point Expenditures - Main Street

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	132,956	135,805	98,142	186,548
Supplies and Services	61,306	80,452	70,937	128,907
Sundry	14,588	15,216	15,140	15,972
Utilities	4,194	7,250	6,110	6,150
Maintenance	2,173	2,583	2,583	2,583
<b>Total Appropriations</b>	<b>215,217</b>	<b>241,306</b>	<b>192,912</b>	<b>340,160</b>

### Service Point Employees - Main Street & Liberty Hall

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Main Street Program Director	1.00	1.00	1.00	1.00	1.00
1, 2) Gallery Curator	-	-	-	-	-
3) Gallery Operations Support	1.00	1.00	-	-	-
4)Parking Patrol	2.00	-	-	-	-
Downtown Ambassador	-	2.00	2.00	2.00	2.00
Administrative Assistant	-	-	1.00	1.00	1.00
5)Managing Director Parks/Recreation Operations	-	-	-	0.30	0.30
6) Director of Marketing and Communications	-	-	-	0.46	0.46
<b>Total Department</b>	<b>2.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.76</b>	<b>4.76</b>

1) One Deputy Court Clerk Transferred to Main Street and converted into Gallery Curator during FY 2009-2010

2) Gallery Curator retitled to Gallery Operations Support for FY 13-14

3) One Gallery Operations Support reclassified to Administrative Assistant FY 16-17

4)Parking Patrol positions transferred from Traffic and reclassified to Downtown Ambassadors FY 15/16

5) MD Parks/Recreation Op salary charged 20%Parks Admin, 50% Visitor Facilities & 30%Liberty Hall FY 17-18

6)Communications Manager reclassified to Director of Marketing and Communications FY 17-18 salary split 93%Communication,7%Stormwater

## AIRPORT PASSENGER FACILITY FUND (234) REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE FISCAL YEAR 2018-2019

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$115,372</b>	<b>\$141,388</b>	<b>\$141,388</b>	<b>\$151,488</b>
<b>REVENUES</b>				
Passenger Facility Charge	183,122	225,000	235,000	235,000
Interest Earnings	491	900	1,000	1,500
<b>TOTAL REVENUES</b>	<b>183,613</b>	<b>225,900</b>	<b>236,000</b>	<b>236,500</b>
<b>TOTAL EXPENDITURES</b>	-	-	-	-
Transfer In	-	-	-	-
(Transfer Out)	(157,597)	(225,900)	(225,900)	(286,000)
Half Cent Sales Tax (Non-Budgetary Fund)	-	-	-	(50,000)
Airport Fund (524)	(157,597)	(225,900)	(225,900)	(236,000)
<b>Ending Fund Balance / Working Capital</b>	<b>\$141,388</b>	<b>\$141,388</b>	<b>\$151,488</b>	<b>\$101,988</b>

**OIL AND NATURAL GAS FUND (235)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2018-2019**

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$2,753,152</b>	<b>\$3,139,532</b>	<b>\$3,139,532</b>	<b>\$2,981,498</b>
<b>Revenues</b>				
Oil Leases and Royalties	113,109	123,067	98,500	95,000
Sale of Property	499,851	-	9,000	-
Interest Earnings	26,811	31,953	29,688	31,000
<b>Total Revenues</b>	<b>639,771</b>	<b>155,020</b>	<b>137,188</b>	<b>126,000</b>
<b>Expenditures</b>				
Downtown Property Maintenance	-	30,000	-	-
Special Services	-	10,000	5,500	-
Building Improvements	253,391	-	-	-
Contingencies	-	100,000	-	100,000
<b>Total Expenditures</b>	<b>253,391</b>	<b>140,000</b>	<b>5,500</b>	<b>100,000</b>
Transfers In	-	-	-	-
(Transfers Out)	-	(330,000)	(289,722)	-
Productivity Fund (639)	-	(330,000)	(289,722)	-
<b>Ending Fund Balance / Working Capital</b>	<b>\$3,139,532</b>	<b>\$2,824,552</b>	<b>\$2,981,498</b>	<b>\$3,007,498</b>

**Service Point Expenditures - Oil and Natural Gas Fund**

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	-	10,000	5,500	-
Sundry	-	100,000	-	100,000
Capital Outlay	253,391	30,000	-	-
<b>Total Appropriations</b>	<b>253,391</b>	<b>140,000</b>	<b>5,500</b>	<b>100,000</b>

**PEG FEE FUND (236)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2018-2019**

	Amended			Budget
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$585,418</b>	<b>\$584,536</b>	<b>\$584,536</b>	<b>\$839,972</b>
<b>Revenues</b>				
PEG Fee	266,433	267,917	267,917	267,917
Interest Earnings	4,983	5,446	5,746	5,850
<b>Total Revenues</b>	<b>271,416</b>	<b>273,363</b>	<b>273,663</b>	<b>273,767</b>
<b>Expenditures</b>				
Technology	10,392	8,711	8,711	93,850
Technology Updates	134,042	10,600	8,616	9,000
Studio Renovations	127,864	-	-	-
Contingency	-	42,500	900	50,000
<b>Total Expenditures</b>	<b>272,298</b>	<b>61,811</b>	<b>18,227</b>	<b>152,850</b>
(Transfer Out)	-	-	-	(32,015)
Property and Facilities Fund (663)	-	-	-	(32,015)
<b>Ending Fund Balance / Working Capital</b>	<b>\$584,536</b>	<b>\$796,088</b>	<b>\$839,972</b>	<b>\$928,874</b>

**Service Point Expenditures - PEG Fee**

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	3,816	13,600	3,616	9,000
Sundry	10,392	43,211	9,611	58,850
Capital Outlay	258,090	5,000	5,000	85,000
<b>Total Appropriations</b>	<b>272,298</b>	<b>61,811</b>	<b>18,227</b>	<b>152,850</b>

**FAIR PLAZA FUND (240)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2018-2019**

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
Reserved for Building Improvements	-	-	-	-
Unreserved Fund Balance	119,976	95,962	95,962	51,678
<b>Beginning Fund Balance / Working Capital</b>	<b>\$119,976</b>	<b>\$95,962</b>	<b>\$95,962</b>	<b>\$51,678</b>
<b>Revenues</b>				
Building Rental	-	-	-	-
Tenant Parking	20,783	2,317	1,301	2,317
Non Tenant Parking	31,321	3,240	2,594	3,240
Daily Parking	24,039	10,000	1,562	10,000
Monthly Parking	3,845	-	296	-
Special Events	-	-	-	-
Interest Earnings	933	-	553	750
Misc. Income	-	-	-	-
<b>Total Revenues</b>	<b>80,921</b>	<b>15,557</b>	<b>6,306</b>	<b>16,307</b>
<b>Expenditures</b>				
Supplies	887	5,760	362	5,760
Special Services	74,184	2,500	35,158	2,500
Insurance/Judgments	1,460	5,760	-	5,760
Auto Damage	-	1,150	-	1,150
Credit Card Costs	4,852	-	1,708	-
Utilities	14,108	16,500	13,124	16,900
Building Maintenance	5,720	11,416	238	11,416
Elevator Maintenance	3,724	3,873	-	4,028
<b>Parking Garage Total</b>	<b>104,935</b>	<b>46,959</b>	<b>50,590</b>	<b>47,514</b>
Transfers In	-	-	-	-
(Transfers Out)	-	-	-	-
Reserved for Building Improvements	-	-	-	-
Unreserved Fund Balance	95,962	64,560	51,678	20,471
<b>Ending Fund Balance / Working Capital</b>	<b>\$95,962</b>	<b>\$64,560</b>	<b>\$51,678</b>	<b>\$20,471</b>

**Service Point Expenditures - Parking Garage**

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	74,996	8,260	35,520	8,260
Sundry	6,312	6,910	1,708	6,910
Utilities	14,183	16,500	13,124	16,900
Maintenance	9,444	15,289	238	15,444
<b>Total Appropriations</b>	<b>104,935</b>	<b>46,959</b>	<b>50,590</b>	<b>47,514</b>

# Neighborhood Services

## Accomplishments for 2017-2018

- Coordinate the Housing Infill Program; 5 lots sold;
- Provide resources to clients through the Family Self Sufficiency (FSS) Program;
- Provide Code Enforcement services in low/mod income neighborhoods resulting in the tagging and/or monitoring for work progress on 41 unoccupied and/or substandard single-family structures and issuing 491 code violations;
- Demolished 19 dilapidated/unsafe single-family structures through Board Ordered and Voluntary Demolitions;
- Provide housing and rental assistance to 1006 Housing Choice Vouchers clients;
- Provide Housing Choice Voucher Homeownership Assistance to 6 new families;
- Implement Uniform Physical Condition Standards for all participating units;
- Conduct Housing Quality Standards Inspections for all Housing Choice Voucher Program Participants;
- Provide resources to 57 families through the Family Self Sufficiency Program;
- Conduct 4 Tenant Seminars with various legal topics;
- Apply for 2 additional VASH Vouchers for homeless veterans through the Housing Choice Voucher Program;
- Continue providing homeownership assistance to 12 existing homeowners;
- Collaborate with Workforce Solutions East Texas (WSET) and Host/Partner successful job fairs/ seminars to assist FSS and all zero-earned income clients with employment opportunities;
- Facilitate and offer Budgeting and Credit Counseling through the Family Self Sufficiency Program;
- Conduct in-person, quarterly review of goals and accomplishments of Family Self Sufficiency Program Participants;

## Major Budget Items

- Homebuyer Assistance and Credit Counseling Program;
- First-Time Homebuyer Program;
- Reconstruction projects;
- Public Facilities including Street Infrastructure;
- Housing Choice Voucher Assistance Program; and
- Family Self-Sufficiency Program

## Accomplishments for 2017-2018

- Assist 6 homebuyers with CDBG/HOME grant assistance for down payment, closing costs, training and principal reduction in or order to purchase a home;
- Partner with developer in the development and sale of affordable homes;
- Provide Code Enforcement services in low/mod income neighborhoods;
- Provide 4 New Construction of affordable, owner-occupied homes with suitable living environments for 4

eligible families;

- Provide 1 Reconstruction of affordable, owner-occupied dwelling;
- Coordinate the Housing Infill Program;
- Provide resources to clients through the Family Self Sufficiency (FSS) Program;
- Provide Code Enforcement services in low/mod income neighborhoods resulting in the tagging and/or monitoring for work progress on 50 unoccupied and/or substandard single-family structures and issue 600;
- Provide funds for the clearance and demolition of 25 dilapidated/unsafe single-family structures (Board Ordered and Voluntary Demolitions);
- Acquire property for the development of infrastructure, including streets and drainage for new affordable housing development fronting both Britton and Harmony Streets;
- Provide housing and rental assistance to 1006 Housing Choice Vouchers clients;
- Provide Housing Choice Voucher Homeownership Assistance to 6 new families;
- Implement Uniform Physical Condition Standards for all participating units;
- Conduct Housing Quality Standards Inspections for all Housing Choice Voucher Program Participants;
- Provide resources to 80 families through the Family Self Sufficiency Program;
- Conduct 4 Tenant Seminars with various legal topics;
- Apply for 5 additional VASH Vouchers for homeless veterans through the Housing Choice Voucher Program;
- Continue providing homeownership assistance to 12 existing homeowners;
- Partner with Workforce Solutions East Texas to launch "work first" principle/initiative among FSS, zero-income and other Housing Choice Voucher participants through job search preparation courses/seminars;
- Collaborate with Workforce Solutions East Texas (WSET) and Host/Partner quarterly job fairs/ seminars to assist FSS and all zero-earned income clients with employment opportunities;
- Facilitate and offer Budgeting and Credit Counseling through the Family Self Sufficiency Program;
- Conduct in-person, quarterly review of goals and accomplishments of Family Self Sufficiency Program Participants;
- Offer credit repair options and computer training for FSS participants;
- Participate in HUD-based Family First Initiatives recognizing the strength and value of family;
- Conduct a meet and greet during Fair Housing Week, designating specifics days for Property/Business Owners, Participants and Citizens;
- Devote additional personnel and hours towards FSS, Housing Choice Voucher and CDBG/HOME case file reviews;
- Perform maintenance and necessary updates to NBS building and surroundings

**HOMEOWNERSHIP/HOUSING FUND (274)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2018-2019**

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
Beginning Fund Balance / Working Capital	\$-	\$401	\$401	\$401
Revenues	401	400	-	-
Expenditures	-	400	-	-
Ending Fund Balance / Working Capital	\$401	\$401	\$401	\$401

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

**FISCAL YEAR 2018-2019**

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
Reserved for Voucher Program	329,462	224,070	224,070	190,681
Reserved for Admin	175,815	237,182	237,182	190,445
<b>Beginning Fund Balance / Working Capital</b>	<b>\$505,277</b>	<b>\$461,252</b>	<b>\$461,252</b>	<b>\$381,126</b>
HUD Voucher	6,815,693	7,078,876	7,210,000	7,200,000
HUD Admin	632,068	612,000	628,000	596,769
Portability Voucher	250,573	200,000	200,000	200,000
Portability Admin	19,213	7,000	15,000	15,000
FSS Admin	57,271	58,563	58,563	58,563
FSS Forfeiture	-	-	18,728	-
Vash Voucher	24,472	-	-	-
Unclaimed Property	6,131	-	12,552	5,000
Fraud Reimbursement - Voucher	2,450	500	7,385	6,000
Fraud Reimbursement - Admin	8,004	500	7,385	6,000
Interest Earnings	6,536	500	1,914	3,358
<b>Revenues</b>	<b>7,822,411</b>	<b>7,957,939</b>	<b>8,159,527</b>	<b>8,090,690</b>
HAP Voucher	6,715,057	7,079,876	7,078,876	6,960,000
HAP Admin	603,841	821,001	683,744	625,671
Portability Voucher	267,956	200,000	200,000	200,000
Portability Admin	614	38,980	1,260	15,000
FSS Admin	57,270	84,037	72,595	67,298
Tenant Protection Admin	-	7,800	-	-
Tenant Protection Voucher	49,534	-	49,079	50,000
VASH Voucher	172,164	-	154,099	150,000
<b>Expenditures</b>	<b>7,866,436</b>	<b>8,231,694</b>	<b>8,239,653</b>	<b>8,067,969</b>
Reserved for Voucher Program	224,070	223,570	190,681	241,681
Reserved for Admin	237,182	(36,073)	190,445	162,166
<b>Ending Fund Balance / Working Capital</b>	<b>\$461,252</b>	<b>\$187,497</b>	<b>\$381,126</b>	<b>\$403,847</b>

**Service Point Expenditures - Housing Assistance Payment Program**

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	420,259	593,258	471,429	456,066
Supplies and Services	103,045	152,949	116,716	92,489
Sundry	6,759,715	7,133,173	7,130,172	7,012,316
Utilities	10,966	11,800	8,561	11,600
Maintenance	7,831	9,697	35,742	13,200
Capital Outlay	17,082	-	-	-
<b>Total Appropriations</b>	<b>7,318,898</b>	<b>7,900,877</b>	<b>7,762,620</b>	<b>7,585,671</b>

### Service Point Employees - Housing

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
12) NBS Operations manager	-	0.10	0.10	0.10	0.10
10, 11) Neighborhood Services Manager	0.25	0.60	0.10	0.10	0.10
Housing Services Manager	1.00	1.00	1.00	1.00	1.00
Clerk	1.00	1.00	1.00	1.00	1.00
12,14) Code Enforcement/Housing Inspector	1.00	1.00	1.00	1.00	1.00
Section 8/Housing Inspector	-	-	1.00	1.00	1.00
Senior Clerk	1.00	1.00	1.00	1.00	1.00
Housing Eligibility Supervisor	1.00	1.00	1.00	1.00	1.00
7, 9) Certified Housing Specialist	2.00	2.00	2.00	2.00	2.00
Lead Certified Housing Specialist	1.00	1.00	1.00	1.00	1.00
Code Enforcement/Housing Inspector Supervisor	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>9.25</b>	<b>9.70</b>	<b>10.20</b>	<b>10.20</b>	<b>10.20</b>

1) One position downgraded from Accountant to Financial Analyst during FY 2007-2008

2) One position with 45% paid by Community Development, 25% paid by Transit and 7% paid by HOME

3) Position transferred to the City Manager's Office and title changed to Project Manager FY 2008-2009

4) Position transferred from the City Manager's Office during FY 2008-2009

5) Position title change to Housing Eligibility Supervisor FY 2009-2010

6) Title changed to Certified Housing Specialist during FY 2009-2010

7) One Certified Housing Specialist position upgraded to Senior Certified Housing Specialist during FY 2009-2010

8) Position upgrade to Code Enforcement/Housing Inspector Supervisor

9) During FY 2010-2011 Certified Housing Specialist downgraded to Developmental Certified Housing Specialist, then upgraded to

back to Certified Housing Specialist within same year

10) Title change from Director of Neighborhood Services to Neighborhood Services Manager FY 2011-2012. Neighborhood services manager changed from 60/30/10 to 70% paid by community development and 20% by Home FY 15-16 and 10% by Housing FY 16/17

11) One position with 50% paid by Community Development and 25% Home

12) One Code Enforcement/Housing Inspector transferred to Development Services Building Inspector FY 13-14

13) Financial Analyst transferred to Finance FY 12-13

11) One position 30% paid by Community development and 10% by Home FY 15-16

14) One Code Enforcement/Housing Inspector reclassified to Sec 8/Housing Inspector FY 15-16

15) Senior Cert. Housing Spec. reclassified to Lead Certified Housing Spec. FY 14-15

16) One Rehab Project Specialist (#3) reclassified to Community Development Manager salary split between 5 NBS accounts 20% FY 17-18

### Service Point Expenditures - Housing Portability

	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Supplies and Services	614	38,980	1,260	15,000
Sundry	267,956	200,000	200,000	200,000
<b>Total Appropriations</b>	<b>268,570</b>	<b>238,980</b>	<b>201,260</b>	<b>215,000</b>

### Service Point Expenditures - FSS Homeownership Program

	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Salaries and Benefits	57,270	74,337	72,595	67,298
Supplies and Services	-	9,700	-	-
<b>Total Appropriations</b>	<b>57,270</b>	<b>84,037</b>	<b>72,595</b>	<b>67,298</b>

### Service Point Expenditures - Tenant Protection Program

	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Sundry	49,534	7,800	49,079	50,000
<b>Total Appropriations</b>	<b>49,534</b>	<b>7,800</b>	<b>49,079</b>	<b>50,000</b>

### Service Point Expenditures - VASH Program

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Sundry	172,164	-	154,099	150,000
<b>Total Appropriations</b>	<b>172,164</b>	<b>-</b>	<b>154,099</b>	<b>150,000</b>

### Service Point Employees - FSS Homeownership

<i>Regular Full-time Positions</i>	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
1)FSS Homeownership Coordinator	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

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

### FISCAL YEAR 2018-2019

	Amended Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$22,311</b>	<b>\$29,154</b>	<b>\$29,154</b>	<b>\$29,154</b>
<b>Total Revenue</b>	<b>541,347</b>	<b>1,366,705</b>	<b>1,188,114</b>	<b>878,446</b>
<b>Expenditures</b>				
<b>Admin Expenditures</b>				
Admin	113,961	167,305	127,162	174,789
Rehab Admin	28,713	-	19,309	-
Homebuyers Admin	30,258	61,197	19,883	39,453
Demolition Admin	17,496	43,502	39,683	30,902
Code Enforce. Admin	52,413	90,367	65,783	95,796
Public Facilities Admin	3,781	-	-	-
<b>Total Admin Expenditures</b>	<b>246,622</b>	<b>362,371</b>	<b>271,820</b>	<b>340,940</b>
<b>Project Expenditures</b>				
Admin Projects	22,385	7,615	5,525	-
Rehab Projects	-	32,109	12,800	-
Homebuyers Projects	47,033	90,278	90,278	64,051
Demolition Projects	30,559	199,714	199,714	188,244
Code Enforcement Projects	-	71,303	7,500	-
Public Facilities Projects	187,468	594,308	594,308	280,711
Miscellaneous	437	9,007	6,169	4,500
<b>Total Project Expenditures</b>	<b>287,882</b>	<b>1,004,334</b>	<b>916,294</b>	<b>537,506</b>
<b>Total Expenditures</b>	<b>534,504</b>	<b>1,366,705</b>	<b>1,188,114</b>	<b>878,446</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$29,154</b>	<b>\$29,154</b>	<b>\$29,154</b>	<b>\$29,154</b>

### Service Point Expenditures - CDBG Admin

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	75,959	117,250	88,439	83,665
Supplies and Services	12,075	24,362	10,890	59,373
Sundry	18,270	17,647	17,647	19,475
Utilities	5,301	5,830	4,826	4,903
Maintenance	2,356	2,216	5,360	7,373
CDBG Projects	22,385	7,615	5,525	-
<b>Total Appropriations</b>	<b>136,346</b>	<b>174,920</b>	<b>132,687</b>	<b>174,789</b>

Service Point Expenditures - Rehabilitation				
	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	22,613	-	17,405	-
Supplies and Services	1,502	-	454	-
Sundry	4,334	-	-	-
Maintenance	264	-	1,450	-
CDBG Projects	-	32,109	12,800	-
<b>Total Appropriations</b>	<b>28,713</b>	<b>32,109</b>	<b>32,109</b>	<b>-</b>

Service Point Expenditures - Home Buyers				
	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	25,028	54,878	14,171	32,512
Supplies and Services	974	2,069	1,462	2,268
Sundry	4,256	4,250	4,250	4,673
CDBG Projects	47,033	90,278	90,278	64,051
<b>Total Appropriations</b>	<b>77,291</b>	<b>151,475</b>	<b>110,161</b>	<b>103,504</b>

Service Point Expenditures - Demolition				
	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	13,886	12,974	38,874	24,224
Supplies and Services	3,610	30,528	809	6,678
CDBG Projects	30,559	199,714	199,714	188,244
<b>Total Appropriations</b>	<b>48,055</b>	<b>243,216</b>	<b>239,397</b>	<b>219,146</b>

Service Point Expenditures - Code Enforcement				
	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	37,072	80,682	54,473	75,571
Supplies and Services	10,573	8,685	10,832	12,552
Sundry	4,256	-	-	4,673
Maintenance	512	1,000	478	3,000
CDBG Projects	-	71,303	7,500	-
<b>Total Appropriations</b>	<b>52,413</b>	<b>161,670</b>	<b>73,283</b>	<b>95,796</b>

### Service Point Expenditures - Public Facilities

	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Salaries and Benefits	3,781	-	-	-
CDBG Projects	187,468	594,308	594,308	280,711
<b>Total Appropriations</b>	<b>191,249</b>	<b>594,308</b>	<b>594,308</b>	<b>280,711</b>

### Service Point Expenditures - Match

	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Sundry	437	9,007	6,169	4,500
<b>Total Appropriations</b>	<b>437</b>	<b>9,007</b>	<b>6,169</b>	<b>4,500</b>

### Service Point Employees - CDBG

<i>Regular Full-time Positions</i>	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
7, 8) Neighborhood Services Manager	0.50	0.15	0.70	0.70	0.70
6, 9) Community Development Manager	0.80	0.70	-	-	-
NBS Operations Manager	-	-	0.70	0.70	0.70
3) Homebuyers Specialist	1.00	1.00	1.00	1.00	1.00
13) Rehab Project Specialist	-	-	2.00	1.00	1.00
5) Rehab Project Specialist/Code Enforcement Officer	1.70	1.70	-	-	-
10) Senior Secretary	0.90	0.90	0.90	0.90	0.90
<b>Total Department</b>	<b>4.90</b>	<b>4.45</b>	<b>5.30</b>	<b>4.30</b>	<b>4.30</b>

1) One position downgraded from Accountant to Financial Analyst during FY 2007-2008

2) One position with 25% paid by Transit, 23% paid by Housing and 7% paid by HOME

3) One position added for FY 2008-2009

4) One position with 20% paid by HOME

5) Two positions, one with 10% paid by HOME and one with 20% paid by HOME

6) Housing Projects Coordinator title changed to Community Development Manager During FY 08-09

7) Title change from Director of Neighborhood Services to Neighborhood Services Manager

8) One position with 25% paid by Housing and 25% paid by HOME

9) One position with 20% paid by HOME

10) One position with 10% paid by HOME

11) One Project Planner transferred to Wastewater Treatment as Equipment Mechanic I FY 13-14

12) Financial Analyst moved to Finance FY 12-13

8) One position with 60% paid by Housing and 10% paid by HOME FY 15-16

9) Neighborhood services operations manager 20% paid by HOME and 10% by HOUSING FY 15-16

13) One Rehab Project Specialist (#3) reclassified to Community Development Manager salary split between 5 NBS accounts 20%? FY 17-18

## HOME GRANT FUNDS (295)

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

FISCAL YEAR 2018-2019

	Actual 2016-2017	Amended Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$33,105</b>	<b>\$318,844</b>	<b>\$318,844</b>	<b>\$318,844</b>
<b>Total Revenues</b>	<b>902,083</b>	<b>703,501</b>	<b>664,669</b>	<b>390,792</b>
<b>Expenditures</b>				
Admin	28,318	28,936	28,377	39,079
Homebuyers	86,336	38,273	-	40,400
CHDO	61,844	-	-	58,619
New / Reconstruction	429,106	622,032	622,032	252,694
PATH Home	10,740	14,260	14,260	-
<b>Total Expenditures</b>	<b>616,344</b>	<b>703,501</b>	<b>664,669</b>	<b>390,792</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$318,844</b>	<b>\$318,844</b>	<b>\$318,844</b>	<b>\$318,844</b>

#### Service Point Expenditures - HOME

	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Salaries and Benefits	27,350	19,951	25,577	10,485
Supplies and Services	968	8,985	2,800	28,594
HOME Projects	588,026	674,565	636,292	351,713
<b>Total Appropriations</b>	<b>616,344</b>	<b>703,501</b>	<b>664,669</b>	<b>390,792</b>

#### Service Point Employees - HOME

<i>Regular Full-time Positions</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
6, 7) Neighborhood Services Manager	0.25	0.25	0.20	0.20	0.20
5, 8) Community Development Manager	0.20	0.20	-	1.00	1.00
NBS Operations Manager	-	-	0.20	0.20	0.20
4) Rehab Project Specialist/Code Enforcement Officer	0.30	0.30	-	-	-
9) Senior Secretary	0.10	0.10	0.10	0.10	0.10
<b>Total Department</b>	<b>0.85</b>	<b>0.85</b>	<b>0.50</b>	<b>1.50</b>	<b>1.50</b>

1) One position downgraded from Accountant to Financial Analyst during FY 2007-2008

2) One position with 45% paid by Community Development, 25% paid by Transit and 23% paid by Housing

3) One position with 80% paid by Community Development

4) Two positions, one with 90% paid by Community Development 10% HOME and one with 80% paid by Community Development 20% HOME

5) Housing Projects Coordinator title changed to Community Development Manager During FY 08-09

6) Title change from Director of Neighborhood Services to Neighborhood Services Manager

7) One position with 25% paid by Housing and 50% paid by Community Development

8) One position with 70% paid by Community Development and 10% by HOUSING FY 15-16

9) One position with 90% paid by Community Development

10) Financial Analyst moved to Finance FY 12-13

7) One position with 60% paid by Housing and 30% paid by Community Development FY 15-16. Neighborhood services manager changed from 60/30/10 to 70% paid by community development and 20% by Home FY 15-16 and 10% by Housing FY 16/17

8) One Rehab Project Specialist - Community Development division (#3) reclassified to Community Development Manager salary split between 5 NBS accounts 20% FY 17-18

# MPO

## Service Point Focus

The MPO is responsible for the “3-C” planning process (cooperative, continuous, comprehensive) to conduct basic planning activities. Transportation planning is a process of projecting future transportation needs, investigating and evaluating alternative actions for meeting those needs, assessing the financial ability of the community to implement those actions, and recommending reasonable strategies based on needs and available resources. The MPO is also charged with providing professional oversight and support to the Technical Advisory Committee and the Transportation Policy Committee.

The MPO is responsible for:

- developing a Unified Planning Work Program (UPWP);
- developing a Metropolitan Transportation Plan (MTP);
- updating and maintaining the MPO TransCAD traffic model;
- developing a Transportation Improvement Program (TIP);
- updating the State’s electronic Transportation Improvement Program (eSTIP);
- submitting monthly billings to TxDOT for reimbursement;
- submitting Annual Performance & Expenditure Report (APER) for State and Federal approval;
- submitting Annual Project Listing (APL) for State and Federal approval;
- providing notice and holding open houses to receive input on regional transportation projects in accordance with the

- Public Participation Plan (Triple P);
- updating Title VI plans and maintaining compliance in accordance with Federal regulations;
- participate in regional and State transportation planning committees and initiatives;
- coordinating special studies as directed by the Transportation Policy Committee.

## Accomplishments for 2017-2018

- Hired consultant to create Active Transportation Plan for region;
- Hired consultant to begin the five year update to the Metropolitan Transportation Plan (MTP);
- Submitted FY 2017 Annual Performance & Expenditure Report;
- Kicked-off Active Transportation plan;
- Kicked-off Metropolitan Transportation Plan (MTP) update;
- Adopted Transportation Improvement Program (TIP) for FY2018-2021.

## Goals for 2018-2019

- Monitor Air Quality for region for possible non-attainment status;
- Work closely within 14 county East Texas Council of Government’s region to advance public transportation;
- Continue support of Toll 49.

## MPO GRANT (285) REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE FISCAL YEAR 2018-2019

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
Beginning Fund Balance / Working Capital	-	-	-	-
Revenues	398,474	630,726	335,209	447,910
Expenditures	398,474	630,726	335,209	447,910
Ending Fund Balance / Working Capital	-	-	-	-

### Service Point Expenditures - MPO

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	92,678	142,602	120,787	120,787
Supplies and Services	231,321	401,910	210,300	322,895
Sundry	3,692	3,692	4,072	4,178
Utilities	24	100	50	50
Capital Outlay	70,759	82,422	-	-
<b>Total Appropriations</b>	<b>398,474</b>	<b>630,726</b>	<b>335,209</b>	<b>447,910</b>

### Service Point Employees - MPO

<i>Regular Full-time Positions</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
10)MPO Planner	-	1.00	-	-	-
<b>Total Department</b>	<b>-</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>

1) One position with 70% paid by Planning and Zoning

2) Position reclassified to Senior Planner during FY 2007-2008

3) 96% of position transferred from Solid Waste - Administration for FY 2008-2009 with 4% paid by Solid Waste - Administration

4) One position with 85% paid by Planning and Zoning

5) Position transferred to Planning and Zoning Upgraded to Principal Planner, then downgraded to Senior Secretary funded 100% by P&Z

6) Senior Planner Frozen FY 2011-2012

7) Moved funding to Water-GIS during FY 11-12

8) Moved Funding from Water- GIS during FY 11-12

9) GIS Planner/Developer reclassified to GIS Developer FY 12-13, moved to GIS fund FY 13-14

10)MPO Planner reclassified to Senior Planner FY 16-17

# Tyler Transit

## Service Point Focus

Tyler Transit provides public transportation services to the citizens of Tyler that is safe, dependable and cost effective. Tyler Transit operates a fixed route bus system throughout the city on five fixed routes, as well as providing complementary ADA Paratransit services to individuals that are eligible. Through the Tyler Transit system, we connect citizens to employers, medical facilities and educational institutions throughout the city.

Transit employees are responsible for the following:

- Providing safe, dependable and efficient public transportation services.
- Administering awarded Federal and State grant funds.
- Operating and Maintaining all transit vehicles to conform to Federal Transit Authority (FTA) guidelines.
- Promoting and increasing ridership.
- Coordination of efforts to streamline route schedules for customer convenience with additional technologies.
- Continuation of employee training that promotes and reinforces safe and efficient processes in providing public transportation.

## Accomplishments for 2017-18

- Contracted with McDonald Transit to manage the Transit Department.
- Promoted the use of the Route Shout web portal.
- Continued the use of the overflow contract with NDMJ to provide paratransit service with no service denials to our riders.

## Goals for 2018-19

- Bring in additional sources of revenue including advertising and dedicated college income.
- Perform a fixed route evaluation and try to make the system more efficient.
- Replace at least two fixed route buses.
- Procure an Intelligent Information System for the fixed route service.
- Eliminate paper manifest and start using electronic manifest for paratransit.
- Perform a cost evaluation for paratransit and decide whether to outsource or continue to run in house.

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

**FISCAL YEAR 2018-2019**

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
Working Capital	89,956	160,600	160,600	179,190
<b>Beginning Fund Balance / Working Capital</b>	<b>\$89,956</b>	<b>\$160,600</b>	<b>\$160,600</b>	<b>\$179,190</b>
<b>Revenues</b>				
Transit Fees	159,687	155,000	149,221	155,000
Advertising	-	5,000	5,000	5,000
Bus Sales and Other Income	25,080	30,200	18,477	15,200
State Grant	417,027	271,731	696,620	755,673
Federal Grant	2,348,646	1,845,901	1,465,337	3,243,985
<b>Total Revenues</b>	<b>2,950,440</b>	<b>2,307,832</b>	<b>2,334,655</b>	<b>4,174,858</b>
<b>Expenditures</b>				
Transit Operations	3,475,709	2,913,572	2,787,713	4,572,459
Trolley Services	-	-	-	-
<b>Total Expenditures</b>	<b>3,475,709</b>	<b>2,913,572</b>	<b>2,787,713</b>	<b>4,572,459</b>
Transfer In	595,913	476,242	471,648	463,046
General Fund (101)	595,913	476,242	471,648	463,046
(Transfer Out)	-	-	-	-
Working Capital	160,600	31,102	179,190	244,635
<b>Ending Fund Balance / Working Capital</b>	<b>\$160,600</b>	<b>\$31,102</b>	<b>\$179,190</b>	<b>\$244,635</b>
<b>Service Point Expenditures - Tyler Transit</b>				
	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	774,747	667,039	777,098	881,551
Supplies and Services	173,642	266,828	262,290	359,530
Sundry	250,376	488,985	309,810	402,963
Utilities	13,060	11,598	13,536	8,928
Maintenance	389,092	454,630	388,981	379,500
Capital Outlay	134,480	-	-	190,000
<b>Total Appropriations</b>	<b>1,735,397</b>	<b>1,889,080</b>	<b>1,751,715</b>	<b>2,222,472</b>

### Service Point Expenditures - ADA

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	383,075	509,382	357,375	442,758
Supplies and Services	452,865	207,372	425,237	231,165
Sundry	-	-	-	38,089
Utilities	-	-	-	2,975
Maintenance	98,019	95,000	79,844	95,000
Capital Outlay	182,433	-	-	750,000
<b>Total Appropriations</b>	<b>1,116,392</b>	<b>811,754</b>	<b>862,456</b>	<b>1,559,987</b>

### Service Point Expenditures - ARRA

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Capital Outlay	623,920	212,738	173,542	790,000
<b>Total Appropriations</b>	<b>623,920</b>	<b>212,738</b>	<b>173,542</b>	<b>790,000</b>

### Service Point Employees - Transit

<i>Regular Full-time Positions</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
8, 11, & 16) Transit Manager	1.00	1.00	1.00	1.00	1.00
Transportation Operations					
Coordinator	1.00	1.00	1.00	1.00	1.00
Account Specialist	1.00	-	-	-	-
6, 12, & 25) Administrative Assistant	1.00	-	-	-	-
25) Administrative Secretary	-	-	-	1.00	1.00
7, 19) Bus Driver	13.00	16.00	16.00	16.00	16.00
12, 18) Transit Dispatcher/Scheduler	1.00	1.00	1.00	1.00	1.00
Transit Supervisor	2.00	2.00	2.00	2.00	2.00
Transit Compliance Officer	1.00	1.00	1.00	1.00	1.00
21) Senior Bus Driver	5.00	4.00	4.00	4.00	4.00
23, 24) Solid Waste Manager	-	-	0.50	-	-
22) Treasury Manager	-	-	0.25	0.25	0.25
<b>Total Regular Full-time</b>	<b>26.00</b>	<b>26.00</b>	<b>26.75</b>	<b>27.25</b>	<b>27.25</b>

<b>Part-Time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
10 & 13) Custodian	1.00	1.00	1.00	1.00	1.00
13) Bus Driver	1.00	1.00	1.00	1.00	1.00
<b>Total Substitute</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

<b>Substitute Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
9,15) Bus Driver	10.00	6.00	6.00	6.00	6.00
<b>Total Substitute</b>	<b>10.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>Total Department</b>	<b>38.00</b>	<b>34.00</b>	<b>34.75</b>	<b>35.25</b>	<b>35.25</b>

1)Title changed from Transportations Operation Manager to Transportation Operations Coordinator during FY 2008-2009

2) One position reclassified to Dispatcher/Scheduler during FY 2007-2008

3) One position with 45% paid by Community Development, 23% paid by Housing and 7% paid by HOME

4) One position reclassified to Bus Driver during FY 2007-2008

5) Position frozen for FY 2009-2010

6) Administrative Assistant eliminated for FY 2011-2012

7) Five of 12 Full-time Bus Driver positions frozen for FY 2011-2012 and 2012-2013

7) and 9) Converted six PT SUB bus driver positions to 3 FT bus driver positions during FY 15-16

8) Senior Clerk position upgraded to Transit Manager FY 2010-2011

9) Added four additional Bus Driver positions during FY 2010-2011

10) Converted one FT custodian to two PT custodians FY 2011-2012

11) Transit Manager reclassified to Executive Director of MPO FY 2011-2012

12) Administrative Assistant unfrozen for FY 2012-2013, Scheduler/Dispatcher frozen for FY 2012-2013. Account Spec. reclassified to Admin Asst. FY 13-14

13) One PT Custodian reclassified to PT Bus Driver FY 12-13

14) Financial Analyst moved to Finance FY 12-13

15) Two substitute drivers added during FY 13-14. Four (4) substitute positions (#7 & #9 reclassified & #8 & #10 were closed) reclassified into Two (2) FT Bus Drivers (#19 & 20)FY 15-16

16) Special Projects Manager reclassified to Transit Manager during FY 13-14

17) Executive Director of MPO moved to Planning and combined with Planning Director during FY 13-14

18) One Transit Dispatcher/Scheduler unfrozen FY 14-15

19) Five Full-Time Bus Drivers unfrozen FY 14-15

20) One Treasury Manager position 75% paid by Finance FY 15-16

21) One Senior Bus Driver reclassified to Bus Driver FY 15-16

22) Treasury Manager salary split 75% Finance 25% Transit FY 16-17

23) Solid Waste Manager salary split 50%Transit 50%SW Adminstration FY 16-17

24) SW Manager salary no longer split 50/50, 100% paid by SW Admin FY 17-18

25) Administrative Assistant reclassified to Administrative Secretary FY 13-14 error located FY 17-18, not reflected in previous years

# PRODUCTIVITY IMPROVEMENT FUND (639)

## REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

### FISCAL YEAR 2018-2019

	Actual 2016-2017	Amended Budget		
		2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Unreserved Fund Balance</b>	<b>\$148,932</b>	<b>\$186,351</b>	<b>\$186,351</b>	<b>\$140,641</b>
<b>Revenues</b>	<b>2,831</b>	<b>1,750</b>	<b>2,830</b>	<b>2,800</b>
<b>Expenditures</b>				
Services	5,495	33,121	6,000	15,000
Productivity Pay & Severance	5,834	430,000	307,843	1,337,558
Internal Audit and Budget	84,098	38,200	40,000	58,760
Lean Six Sigma/City U	326,843	417,806	438,523	432,628
Grants Coordinator	67,622	71,525	70,106	78,135
<b>Total Expenditures</b>	<b>489,892</b>	<b>990,652</b>	<b>862,472</b>	<b>1,922,081</b>
Transfer In	524,480	853,480	813,932	1,856,915
General Fund (101)	135,312	135,312	135,312	1,049,227
Oil and Gas Fund (235)	-	330,000	289,722	-
Utilities Fund (502)	235,312	235,312	235,312	434,983
Solid Waste Fund (560)	153,856	152,856	153,586	232,396
Airport Fund (524)	-	-	-	13,179
Storm Water (575)	-	-	-	14,176
Special Revenue Funds	-	-	-	63,651
Internal Service Funds	-	-	-	49,303
(Transfer Out)	-	-	-	-
<b>Unreserved Fund Balance</b>	<b>\$186,351</b>	<b>\$50,929</b>	<b>\$140,641</b>	<b>\$78,275</b>
<b>Service Point Expenditures - Productivity</b>				
	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Salaries and Benefits	-	18,121	18,121	331,558
Supplies and Services	5,495	15,000	6,000	15,000
Sundry	5,485	430,000	289,722	1,006,000
<b>Total Appropriations</b>	<b>11,329</b>	<b>463,121</b>	<b>313,843</b>	<b>1,352,558</b>
<b>Service Point Expenditures - Internal Audit</b>				
	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Salaries and Benefits	35,128	-	-	-
Supplies and Services	48,970	38,200	40,000	58,760
<b>Total Appropriations</b>	<b>84,098</b>	<b>38,200</b>	<b>40,000</b>	<b>58,760</b>
<b>Service Point Expenditures - Lean Sigma/City U</b>				
	FY2016-2017 Actual Expenditures	FY2017-2018 Budget Appropriations	FY2017-2018 Projected Expenditures	FY2018-2019 Budget Appropriations
Salaries and Benefits	123,251	131,281	131,860	131,173
Supplies and Services	84,922	130,960	131,849	132,960
Sundry	118,670	155,565	174,814	168,495
<b>Total Appropriations</b>	<b>326,843</b>	<b>417,806</b>	<b>438,523</b>	<b>432,628</b>

### Service Point Expenditures - Grant Officer

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	57,030	60,019	58,600	65,932
Supplies and Services	7,128	8,120	8,120	8,120
Sundry	3,464	3,386	3,386	4,083
<b>Total Appropriations</b>	<b>68,165</b>	<b>71,525</b>	<b>70,106</b>	<b>78,135</b>

Service Point Employees - Productivity					
Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
2, 6) Internal Auditor	1.00	1.00	-	-	-
Innovation Pipeline Manager	-	-	1.00	1.00	1.00
4) Grants Officer	-	1.00	1.00	1.00	1.00
5) Director for Innovation	1.00	1.00	-	-	-
Manager for Innovation	-	-	1.00	1.00	1.00
<b>Total Department</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

1) One position upgraded to Administrative Secretary during FY 2007-2008. Administrative Secretary transferred from Productivity Fund to General Fund during FY 2007-2008.

2) Internal Auditor transferred from CMO FY 2010-2011

3) Clerical Specialist Moved to Human Resource FY 2011-2012

4) Grant Officer added FY 13-14 from FT Recreation Specialist (Parks)

5) Lean Sigma Master Black Belt reclassified to Director for Innovation during FY 13-14

6) Internal Auditor reclassified to Innovation Pipeline Manager FY 15-16

## Vehicle Equipment Services

### Service Point Focus

The Vehicle Services Department is charged with providing high quality, low cost vehicle maintenance services and asset management activities for all vehicles in the City's fleet. This department is committed to quality and excellence in professional fleet management services and staff members are responsible for the following to meet the City's needs:

- General maintenance for more than 600 fleet vehicles including police cars, fire trucks, service trucks and sedans;
- Maintaining an efficient equipment maintenance scheduling and tracking system;
- Auto parts inventory control management and services;
- Maintaining best practice policies and procedures to meet service goals;
- Maintaining a preventive maintenance program for service and inspections;
- Providing fleet utilization support to all departments;
- Maintaining vehicle records;
- Adhering to general safety regulations and environmental policies;
- Maintaining a diligent and proactive replacement and procurement program;

- Performing fleet facilities maintenance and upgrades as needed; Using computer systems technology;
- Pursuing staff continuing education and training goals;
- Pursuing vendor contracts when efficient;
- Applying alternative fuel programs;
- Maintaining hazardous material management; and, Fuel management program.

### Accomplishments for 2017-2018

- Purchased \$1.29M worth of new vehicles and equipment
- Updated parts room SOPs
- Completed a Green Belt Project reorganizing the tire building.
- Took registration sticker printing in house.

### Goals for 2018-2019

- Improve overall shop efficiency and work quality.
- Update Oakwood Complex security camera system.
- Provide more training for all VES Staff.
- Look for additional sources of income.

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

**FISCAL YEAR 2018-2019**

	Actual 2016-2017	Amended		
		Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
Reserve for Vehicle Replacement	3,746,565	5,036,983	5,036,983	5,324,178
<b>Beginning Fund Balance / Working Capital</b>	<b>\$3,746,565</b>	<b>\$5,036,983</b>	<b>\$5,036,983</b>	<b>\$5,324,178</b>
<b>Revenues</b>				
Interest Earnings	59,704	40,000	51,383	40,000
Amortization Charges	3,551,173	4,516,983	4,503,638	4,618,508
Service Fees	656,200	702,000	672,181	680,000
Fuel Revenue	1,366,859	1,807,542	1,592,394	1,846,895
Parts Revenue	2,566,627	2,672,875	2,615,861	2,647,800
Compressed Natural Gas	146,723	175,200	147,446	133,240
Miscellaneous Income	2,614	4,000	6,117	4,000
Sale of Equipment	285,530	300,000	450,000	360,000
Sale of Salvage	12,596	14,000	11,960	12,000
Health District	15,454	14,238	12,435	14,238
<b>Total Revenues</b>	<b>8,663,480</b>	<b>10,246,838</b>	<b>10,063,415</b>	<b>10,356,681</b>
<b>Expenditures</b>				
Replacement	2,035,254	4,417,639	4,417,639	4,663,758
Maintenance	1,361,429	1,537,924	1,473,617	1,801,047
Health	11,633	14,238	11,634	14,238
Fuel, Parts and Contractual Services	3,597,823	4,232,101	3,809,800	4,273,500
Contingency	-	200,000	-	200,000
<b>Total Expenditures</b>	<b>7,006,139</b>	<b>10,401,902</b>	<b>9,712,690</b>	<b>10,952,543</b>
Transfer In	-	-	-	-
(Transfer Out)	(366,923)	(63,530)	(63,530)	(83,724)
Technology Fund (671)	(66,923)	(63,530)	(63,530)	(65,347)
Health Fund (661)	(300,000)	-	-	-
Productivity Fund (639)	-	-	-	(18,377)
Reserve for Vehicle Replacement	5,036,983	4,818,389	5,324,178	4,644,592
<b>Ending Fund Balance / Working Capital</b>	<b>\$5,036,983</b>	<b>\$4,818,389</b>	<b>\$5,324,178</b>	<b>\$4,644,592</b>

**Service Point Expenditures - Fleet Replacement**

	FY2016-2017 Actual Expenditures	FY2017-2018		
		Budget Appropriations	Projected Expenditures	Budget Appropriations
Sundry	143,783	180,000	-	200,000
Capital Outlay	1,891,471	4,437,639	4,417,639	4,663,758
<b>Total Appropriations</b>	<b>2,035,254</b>	<b>4,617,639</b>	<b>4,417,639</b>	<b>4,863,758</b>

### Service Point Expenditures - Health District

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	9,395	12,000	9,306	12,000
Sundry	2,238	2,238	2,328	2,238
<b>Total Appropriations</b>	<b>11,633</b>	<b>14,238</b>	<b>11,634</b>	<b>14,238</b>

### Service Point Expenditures - Cost of Goods Sold

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Sundry	3,597,823	4,232,101	3,809,800	4,273,500
<b>Total Appropriations</b>	<b>3,597,823</b>	<b>4,232,101</b>	<b>3,809,800</b>	<b>4,273,500</b>

### Service Point Expenditures - Fleet Maintenance

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	946,875	1,058,480	1,013,357	1,102,671
Supplies and Services	149,545	170,235	160,360	153,213
Sundry	78,390	84,946	84,946	92,543
Utilities	49,069	56,920	52,740	54,620
Maintenance	137,550	137,343	132,214	148,000
Capital Outlay	-	30,000	30,000	250,000
<b>Total Appropriations</b>	<b>1,361,429</b>	<b>1,537,924</b>	<b>1,473,617</b>	<b>1,801,047</b>

### Service Point Employees - Fleet Maintenance

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
11)Vehicle Services Manager	-	-	1.00	1.00	1.00
4) Vehicle Equipment Services Manager	1.00	-	-	-	-
Mechanic Supervisor	3.00	3.00	3.00	3.00	3.00
9, 14)Equipment Mechanic I	1.00	2.00	2.00	1.00	1.00
6, 12) Equipment Mechanic II	2.00	3.00	2.00	1.00	1.00
10)Fleet Auditor	1.00	-	-	1.00	1.00
3) Master Mechanic	3.00	3.00	4.00	5.00	5.00
Master Automotive Electrician	-	-	-	1.00	1.00
13)Purchasing Technician	1.00	1.00	1.00	-	-
8) Senior Secretary	1.00	1.00	1.00	1.00	1.00
7) Purchasing Agent	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>14.00</b>	<b>14.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>

1) One Inventory Technician reclassified to Fleet Auditor during FY 2007-2008

2) Changed title to Mechanic Supervisor

3) Changed one position to Mechanic Supervisor

4) When Pay Plan Adjustments were made Job title was changed from Fleet Administrator to Vehicle Equipment Services manager Jan 2010

5) 1 Equipment Mechanic II eliminated FY 12-13

Note: Employees in Equipment Mechanic I, Equipment Mechanic II, Equipment Servicer and Master Mechanic positions are on a Career Ladder program and may advance depending on their skill level. Prior budget book numbers off due to step system

6) One Equipment Mechanic II reclassified to Mechanic Supervisor FY 12-13

7) Senior Secretary reclassified to Purchasing Agent FY 12-13

8) Inventory Technician reclassified to Senior Secretary FY 13-14

9) Two Equipment Mechanic (I &II) positions added FY 14-15

10)Fleet Auditor reclassified to Fleet Services Coordinator FY2011

11)1 Vehicle Services Manager added, reclassified from SW Residential Equip. Op #22 FY 16-17

12) One Equipment Mechanic II reclassified to Master Mechanic FY 17/18

13) Purchasing Technician reclassified to Fleet Auditor FY 17-18

14) One Equipment Mechanic I reclassified to Master Automotive Electrician FY 17-18

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

**REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL**

**FISCAL YEAR 2018-2019**

	Amended			Budget
	Actual	Budget	Projected	2018-2019
	2016-2017	2017-2018	2017-2018	2018-2019
Reserved for Workers Comp.	658,213	504,737	504,737	716,419
Reserved Property/Liability	219,404	168,246	168,246	696,844
<b>Beginning Fund Balance / Working Capital</b>	<b>\$877,617</b>	<b>\$672,982</b>	<b>\$672,982</b>	<b>\$1,413,262</b>
<b>Revenues</b>				
Distributed Interest	5,964	2,600	6,687	2,600
Special Event Policy	10,140	9,500	9,500	9,500
Unemployment / Disability Premiums	321,765	153,254	211,611	119,595
Property and Liability Premiums	666,782	1,609,837	1,698,176	1,102,243
Workers Comp Premiums	539,713	537,680	537,680	613,564
<b>Total Revenues</b>	<b>1,544,364</b>	<b>2,312,871</b>	<b>2,463,654</b>	<b>1,847,502</b>
<b>Expenditures</b>				
Employee Cost	243,404	286,175	241,909	229,460
Unemployment / Disability	211,703	131,790	122,715	112,614
Property and Liability	847,026	832,322	943,856	1,031,729
Workers Comp	446,866	510,504	414,894	518,058
Contingency	-	50,000	-	500,000
<b>Total Expenditures</b>	<b>1,748,999</b>	<b>1,810,791</b>	<b>1,723,374</b>	<b>2,391,861</b>
Transfer Out	-	-	-	(4,510)
Productivity Fund (639)	-	-	-	(4,510)
<b>Ending Fund Balance / Working Capital</b>	<b>\$672,982</b>	<b>\$1,175,062</b>	<b>\$1,413,262</b>	<b>\$864,393</b>

**Service Point Expenditures**

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	243,803	266,927	222,661	206,825
Supplies and Services	1,502,627	1,491,218	1,498,067	1,679,003
Sundry	2,569	52,646	2,646	506,033
<b>Total Appropriations</b>	<b>1,748,999</b>	<b>1,810,791</b>	<b>1,723,374</b>	<b>2,391,861</b>

Service Point Employees- Risk					
<b>Regular Full-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
7) Managing Director of Administration	0.25	0.40	0.40	0.40	0.40
Risk Tech	-	-	1.00	1.00	1.00
5) Support Services Tech I	1.00	1.00	-	-	-
<b>Total Full-Time</b>	<b>1.25</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>
<b>Regular Part-Time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-20172</b>	<b>2018-2019</b>
1) Loss Technician	1.00	1.00	-	-	-
9) Risk Manager	-	-	1.00	1.00	1.00
<b>Total Part-Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Total Department</b>	<b>2.25</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>

1) Data Management position transferred from Police Department to Risk and title changed to Loss Control Technician during FY 2009-2010

2) 25% of HR Director moved from CMO FY 2010/2011

3) Risk Analyst downgraded to Legal/Risk/City Clerk Secretary FY 2009-2010

4) Legal/Risk/City Clerk Secretary moved to Legal FY 2010-2011

5) Support Services Technician I moved from Legal to Risk FY 2010-2011

6) Assistant City Attorney moved from Risk to Legal FY 2011-2012 & 2012-2013

7) Human Resource Director reclassified to Managing Director of Administration FY 2011-2012

7) Managing Director of Administration 60 % paid by HR FY 15-16

8) HR/Risk Specialist transferred to HR/Risk from Finance as Senior Benefit Specialist FY 12-13

9) Risk Analyst PT (Loss Tech) reclassified to Risk Manager FY 14-15

10) Risk Tech added FY 14-15 (position transferred from Library to HR/Risk)

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

**FISCAL YEAR 2018-2019**

	Actual 2016-2017	Amended Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Beginning Fund Balance</b>	<b>\$237,845</b>	<b>\$301,975</b>	<b>\$301,975</b>	<b>\$1,787,451</b>
<b>Revenues</b>				
Health Benefits	8,152,052	9,776,785	10,241,726	10,799,680
Dental Benefits	417,800	431,226	426,160	431,226
Life Insurance	203,885	208,679	215,093	216,606
Other Benefits	5,382	23,230	23,230	23,230
Interest Earnings	1,080	2,500	6,684	1,200
<b>Total Revenues</b>	<b>8,780,199</b>	<b>10,442,420</b>	<b>10,912,893</b>	<b>11,471,942</b>
<b>Expenditures</b>				
Health Benefits	8,808,201	9,491,160	8,597,163	9,823,248
Dental Benefits	469,557	499,308	509,287	546,283
Life Insurance	186,497	205,039	216,606	250,000
Other Benefits	23,205	27,230	22,760	23,630
Affordable Care Act	62,934	14,836	13,998	13,966
Special Services	45,150	59,500	66,639	70,000
Travel and Training	-	964	964	964
Benefit Analyst	-	46,642	-	-
Vision Insurance	5,658	-	-	-
Tria Health	14,867	-	-	-
<b>Total Expenditures</b>	<b>9,616,069</b>	<b>10,344,679</b>	<b>9,427,417</b>	<b>10,728,091</b>
<b>Transfer In</b>				
Fleet Fund (640)	300,000	-	-	-
Water Utility Fund (502)	300,000	-	-	-
Solid Waste Fund (560)	300,000	-	-	-
(Transfer Out)	-	-	-	-
<b>Ending Fund Balance</b>	<b>\$301,975</b>	<b>\$399,716</b>	<b>\$1,787,451</b>	<b>\$2,531,302</b>
<b>Service Point Expenditures - Benefits Fund</b>				
	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Projected	FY2018-2019 Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	62,934	61,478	13,998	13,966
Supplies and Services	9,346,114	10,078,162	9,196,813	10,464,125
Sundry	207,021	205,039	216,606	250,000
<b>Total Appropriations</b>	<b>9,616,069</b>	<b>10,344,679</b>	<b>9,427,417</b>	<b>10,728,091</b>

**BENEFITS FUND (661)**  
**REVENUE DETAIL**  
**FISCAL YEAR 2018-2019**

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Revenues</b>				
Interest Earnings	1,080	2,500	6,684	1,200
Employee Assistance Program	5,382	23,230	23,230	23,230
Health Benefits Paid by City	6,525,561	7,740,950	7,806,487	8,652,301
Health Benefits paid by employee	1,450,098	1,918,232	1,878,945	2,029,776
COBRA Premiums	27,798	17,603	10,038	17,603
Dental Benefits paid by employees	286,284	285,456	280,390	285,456
Dental Benefits paid by City	131,516	145,770	145,770	145,770
Life Insurance Premiums paid by City	26,294	27,798	27,798	28,294
Life Insurance Premiums paid by employees	177,591	180,881	187,295	188,312
Miscellaneous Income - Rebates	-	-	284,306	-
Miscellaneous Income - Performance Penalty	-	-	260,273	-
Stop loss Reimbursement	148,594	100,000	1,677	100,000
<b>Total Revenues</b>	<b>\$8,780,199</b>	<b>\$10,442,420</b>	<b>\$10,912,893</b>	<b>\$11,471,942</b>

**BENEFITS FUND (661)**  
**EXPENSE DETAIL**  
**FISCAL YEAR 2018-2019**

	Amended			
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Expenditures</b>				
Benefit Analyst	-	46,642	-	-
Life Insurance Premiums	186,497	205,039	216,606	250,000
Affordable Care Act	62,934	14,836	13,998	13,966
Special Services	45,150	59,500	66,639	70,000
Travel and Training	-	964	964	964
Employee Assistance Program Fees	23,205	27,230	22,760	23,630
Health Claim Payments	6,587,847	6,940,950	5,949,705	6,850,925
Rx Claims	1,648,496	1,918,232	2,016,614	2,258,608
Dental Administrative Fees	20,968	21,596	20,756	22,311
Dental Claim	448,589	477,712	488,531	523,972
Health Admin Fees	287,068	275,994	272,496	290,000
Health Stop loss	284,791	355,984	358,348	423,715
Tria Health	14,867	-	-	-
Vision Insurance	5,658	-	-	-
<b>Total Expenditures</b>	<b>\$9,616,069</b>	<b>\$10,344,679</b>	<b>\$9,427,417</b>	<b>\$10,728,091</b>

**Service Point Employees - Employee Benefits**

<i>Regular Full-time Positions</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
3) Civil Service/Employee Relations Officer	0.30	0.30	-	-	-
<b>Total Department</b>	<b>0.30</b>	<b>0.30</b>	-	-	-

1) Position transferred from General Fund - Finance during FY 2007-2008

2) Senior Benefit Specialist transferred to HR/Risk as HR/Risk Specialist FY 12-13

3) Civil Service/Employee Relations Specialist split 50% HR, 30% Active Employee Benefits, 20% Retiree Benefits FY 12-13

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

**FISCAL YEAR 2018-2019**

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
<b>Beginning Fund Balance/Reserved for Commitments</b>	<b>\$179,004</b>	<b>\$179,004</b>	<b>\$179,004</b>	<b>\$179,004</b>
<b>Revenues</b>				
Health Benefits	4,261,379	3,864,902	3,644,674	3,777,024
Dental Benefits	99,886	101,879	98,579	89,694
Interest Earnings	206	4,500	406	600
<b>Total Revenues</b>	<b>4,361,471</b>	<b>3,971,281</b>	<b>3,743,659</b>	<b>3,867,318</b>
<b>Expenditures</b>				
Health Benefits	4,089,103	3,657,346	3,456,337	3,662,833
Dental Benefits	176,654	193,392	183,551	205,402
Life Insurance	67,845	68,566	69,380	69,380
Special Services	19,413	28,500	27,757	30,000
Benefit Analyst	2,762	19,997	3,154	-
Affordable Care Act	1,559	3,480	3,480	3,171
Tria Helath	4,136	-	-	-
<b>Total Expenditures</b>	<b>4,361,471</b>	<b>3,971,281</b>	<b>3,743,659</b>	<b>3,970,786</b>
Transfer In/Contributions from Trust	-	-	-	-
(Transfer Out)/Contributions to Trust	-	-	-	-
<b>Ending Fund Balance/Reserved for Commitments</b>	<b>\$179,004</b>	<b>\$179,004</b>	<b>\$179,004</b>	<b>\$75,536</b>

**Service Point Expenditures - Retiree Benefits**

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	4,320	23,469	6,634	3,171
Supplies and Services	4,285,170	3,879,246	3,667,645	3,898,235
Sundry	71,981	68,566	69,380	69,380
<b>Total Appropriations</b>	<b>4,361,471</b>	<b>3,971,281</b>	<b>3,743,659</b>	<b>3,970,786</b>

**RETIREE BENEFITS FUND (761)**

**REVENUE DETAIL**

**FISCAL YEAR 2018-2019**

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
<b>Revenues</b>				
Interest Earnings	206	4,500	406	600
RETIREE-Health Premium	279,136	241,866	304,525	249,806
MEDICARE RETIREE - Supplemental Ins Premiums	314,798	301,898	384,059	301,898
RETIREE- Dental Premium	99,886	101,879	98,579	89,694
MEDICARE RETIREE - Rx Prem	239,632	58,570	80,047	-
FEDERAL- RDS CMS Reimbursement	159,895	39,500	146,993	-
PARS- Trust Fund Reimbursement	3,267,919	3,223,068	2,729,050	3,225,320
<b>Total Revenues</b>	<b>\$4,361,471</b>	<b>\$3,971,281</b>	<b>\$3,743,659</b>	<b>\$3,867,318</b>

## RETIREE BENEFITS FUND (761)

### EXPENSE DETAIL

#### FISCAL YEAR 2018-2019

	Actual 2016-2017	Amended		
		Budget 2017-2018	Projected 2017-2018	Budget 2018-2019
<b>Expenditures</b>				
Life Insurance	67,845	68,566	69,380	69,380
Benefit Analyst	2,762	19,997	3,154	-
Special Services	19,413	28,500	27,757	30,000
Medicare Rx	379,558	276,748	173,691	-
Medicare Supplement	737,454	826,450	862,866	888,752
Health Claim Payments	1,827,785	1,630,035	1,746,379	1,995,048
Rx Claims	1,012,752	778,797	538,797	629,545
Dental Administrative Fees	8,279	9,527	10,454	10,454
Dental Claim	168,375	183,865	173,097	194,948
Health Admin Fees	73,381	77,748	71,836	77,748
Health Stop loss	58,173	67,568	62,768	71,740
Affordable Care Act	1,559	3,480	3,480	3,171
Tria Health	4,136	-	-	-
<b>Total Expenditures</b>	<b>\$4,361,471</b>	<b>\$3,971,281</b>	<b>\$3,743,659</b>	<b>\$3,970,786</b>

#### Service Point Employees - Retiree Benefits

<b>Regular Part-time Positions</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
2) Civil Service/Employment Relations Officer	0.20	0.20	-	-	-
<b>Total Department</b>	<b>0.20</b>	<b>0.20</b>	-	-	-

1) Position transferred to General Fund - Human Resources for FY 2008-2009

2) Civil Service/Employment Relations Officer salary split 50% HR, 30% Active Employee Benefits, 20% Retiree Benefits FY 12-13

## Property and Facilities Management

Provide reliable and cost effective repair and maintenance services to all City Departments as scheduled or requested. Facilities management functions include HVAC (heating, ventilation, and air-conditioning), roof maintenance, and many various repair, maintenance or contract items as required and mail/ courier services City Wide. The Property & Facility Supervisor provides oversight for facilities, personnel, vendors, and contractors who provide these services and support for building projects.

### Accomplishments for FY 2017-178

- Renewed City Wide ADA Door Maintenance Contract
- Successful Annual City Wide HVAC Maintenance Program
- Successful Annual City Wide Roof Maintenance Program

### Goals for FY 2018-19

- Renew Downtown Campus Janitorial Contract
- Renew City Wide Pest Control Contract
- Renew City Wide HVAC Closed Loop Water Treatment Contract
- Implement Annual City Wide HVAC Maintenance Program
- Implement Annual City Wide Roof Maintenance Program
- Install new roof on Library Building.

**PROPERTY AND FACILITIES MANAGEMENT FUND (663)**  
**REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL**

**FISCAL YEAR 2018-2019**

	Actual	Amended	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
Roof Replacement Reserve	137,940	235,214	235,214	385,208
Tourism Roof Replacement/HVAC	442,026	467,026	467,026	492,026
Unreserved Fund Balance	-	88,962	88,962	204,914
<b>Beginning Fund Balance / Working Capital</b>	<b>\$579,966</b>	<b>\$791,202</b>	<b>\$791,202</b>	<b>\$1,082,148</b>
<b>Revenues</b>				
Misc. Rental Income	18,000	18,000	18,000	18,000
Interest Earnings	8,347	5,000	5,000	5,000
Roof Maintenance	60,840	62,867	62,867	64,094
Roof Replacement	147,602	154,261	154,261	158,889
ADA Services	80,000	50,000	-	-
HVAC Maintenance	208,752	250,125	250,125	259,290
<b>Total Revenues</b>	<b>523,541</b>	<b>540,253</b>	<b>490,253</b>	<b>505,273</b>
<b>Expenditures</b>				
Employee Costs	159,876	172,668	157,874	129,709
Property and Facility Maintenance	152,634	146,932	104,241	142,772
ADA Sidewalks	11,903	50,000	-	-
Health District	4,407	9,200	6,305	9,200
HVAC Maintenance	179,118	250,125	233,658	259,290
HVAC Replacement	-	15,000	15,000	15,000
Roof Maintenance	64,093	62,867	66,956	64,094
Roof Replacement	-	-	-	504,008
<b>Total Expenditures</b>	<b>572,031</b>	<b>706,792</b>	<b>584,034</b>	<b>1,124,073</b>
Transfer In	259,727	384,727	384,727	259,626
General Fund (101)	101,305	226,305	226,305	101,305
Hotel Tax Fund (211)	25,000	25,000	25,000	25,000
Water Fund (502)	66,711	66,711	66,711	50,653
Solid Waste Fund (560)	66,711	66,711	66,711	50,653
PEG Fund (236)	-	-	-	32,015
(Transfer Out)	-	-	-	(2,580)
Productivity Fund (639)	-	-	-	(2,580)
Roof Replacement Reserve	235,214	303,402	385,208	40,089
Tourism Roof Replacement/HVAC	467,026	492,026	492,026	517,026
Unreserved Fund Balance	88,962	213,962	204,914	163,279
<b>Ending Fund Balance / Working Capital</b>	<b>\$791,202</b>	<b>\$1,009,390</b>	<b>\$1,082,148</b>	<b>\$720,394</b>
<b>Service Point Expenditures - Properties and Facilities Management</b>				
	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	169,821	172,668	157,874	129,709
Supplies and Services	63,342	72,844	58,569	65,462
Sundry	66,438	16,056	14,723	35,214
Maintenance	272,430	317,357	270,912	310,586
Capital Outlay	-	127,867	81,956	583,102
<b>Total Appropriations</b>	<b>572,031</b>	<b>706,792</b>	<b>584,034</b>	<b>1,124,073</b>

### Service Point Employees - Property & Facilities Management

Regular Full-time Positions	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
6)City Engineer	-	0.25	0.25	-	-
Building Services Technician	1.00	1.00	1.00	1.00	1.00
Building Service Supervisor	1.00	1.00	1.00	1.00	1.00
<b>Total Department</b>	<b>2.00</b>	<b>2.25</b>	<b>2.25</b>	<b>2.00</b>	<b>2.00</b>

1) Position transferred from Engineering during FY 2008-2009

2) Title changed from Survey Crew Member to City Courier during FY 2009-2010

3) Postion upgraded to Building Service Supervisor

4) A/C Mechanic frozen FY 2010-2011 and 2011-2012 (unfunded)

5) A/C Mechanic transferred to Fire in FY 2011-2012 for Full-Time Lean Sigma Black Belt

6) City Engineer 75% paid by Engineering FY 2015-2016. City Engineer reclassified to Capital Improvements Project Manager FY 17/18.

7) Capital Improvements Project Manager reclassified to City Engineer FY 17-18; 100% of salary paid by Engineering

## Information Technology

### TECHNOLOGY FUND (671)

### REVENUES, EXPENDITURES, CHANGES IN WORKING CAPITAL

#### FISCAL YEAR 2018-2019

	Actual 2016-2017	Amended Budget		
		2017-2018	Projected 2017-2018	Budget 2018-2019
Unreserve Working Capital	383,940	842,506	842,506	504,393
<b>Beginning Fund Balance / Working Capital</b>	<b>\$383,940</b>	<b>\$842,506</b>	<b>\$842,506</b>	<b>\$504,393</b>
<b>Revenues</b>				
Rent	25,229	25,228	25,228	25,228
Interest Earnings	7,023	4,200	4,200	4,200
Technology Charges	3,545,572	3,851,777	3,851,777	4,257,878
Miscellaneous Income	3,208	110,000	110,000	125,000
<b>Total Revenues</b>	<b>3,581,032</b>	<b>3,991,205</b>	<b>3,991,205</b>	<b>4,412,306</b>
<b>Expenditures</b>				
Administration	995,167	1,155,343	1,115,505	1,198,034
Technology Purchases	3,116,275	4,063,767	4,018,197	4,270,377
Contingency	-	-	5,559	-
<b>Total Expenditures</b>	<b>4,111,442</b>	<b>5,219,110</b>	<b>5,139,261</b>	<b>5,468,411</b>
Transfer In	988,976	809,943	809,943	839,764
General Fund (101)	343,404	193,404	193,404	193,404
Utilities Fund (502)	347,193	329,588	329,588	347,193
Solid Waste Fund (560)	186,541	180,783	180,783	188,991
Tourism (219)	11,341	10,766	10,766	11,255
Airport Fund (524)	33,574	31,872	31,872	33,574
Fleet Fund (640)	66,923	63,530	63,530	65,347
(Transfer Out)	-	-	-	(23,836)
Productivity Fund (639)	-	-	-	(23,836)
Unreserve Working Capital	842,506	424,544	504,393	264,216
<b>Ending Fund Balance / Working Capital</b>	<b>\$842,506</b>	<b>\$424,544</b>	<b>\$504,393</b>	<b>\$264,216</b>

### Service Point Expenditures - IT Administration

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	970,611	1,107,023	1,068,169	1,145,448
Supplies and Services	22,458	40,167	39,227	40,190
Sundry	450	450	450	450
Utilities	81	150	144	150
Maintenance	1,567	7,553	7,515	11,796
<b>Total Appropriations</b>	<b>995,167</b>	<b>1,155,343</b>	<b>1,115,505</b>	<b>1,198,034</b>

### Service Point Expenditures - IT Technology Costs

	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Supplies and Services	722,857	1,641,451	1,623,928	1,648,842
Sundry	935,807	-	5,559	-
Utilities	169,377	300,993	291,506	300,993
Maintenance	1,288,234	2,121,323	2,102,763	2,320,542
<b>Total Appropriations</b>	<b>3,116,275</b>	<b>4,063,767</b>	<b>4,023,756</b>	<b>4,270,377</b>

### Service Point Employees - Information Technology

<i>Regular Full-time Positions</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
Chief Information Officer	1.00	1.00	1.00	1.00	1.00
4)Administrative Assistant	1.00	-	-	-	-
5)IT Specialist II	2.00	1.00	1.00	1.00	1.00
7)Advanced IT Specialist II	2.00	2.00	2.00	3.00	3.00
IT Support Specialist I	-	1.00	1.00	1.00	1.00
1, 2, 3, 6) Advanced IT Specialist III	2.00	3.00	3.00	3.00	3.00
2, 8) IT Specialist IV	2.00	2.00	2.00	2.00	3.00
3, 6) Advanced IT Specialist III Supervisor*	2.00	-	-	-	-
IT Specialist IV Supervisor	-	-	1.00	1.00	1.00
<b>Total Department</b>	<b>12.00</b>	<b>10.00</b>	<b>11.00</b>	<b>12.00</b>	<b>13.00</b>

Note: Employees in IT Specialist I through Advanced IT Specialist III positions are on a Career Ladder program and may advance depending on their skill level. Career Ladder implemented during FY 2007-2008

1) Senior Clerk position transferred from Human Resource to create Advanced IT Specialist III for launch of Share Point

2) 1 Advanced IT Specialist III upgraded to IT Specialist IV during FY 2010-2011. 1 Advanced IT Specialist III Supervisor acting as full-time Lean Sigma Black Belt

3) 2 Advanced IT Specialist III's changed to Advanced IT Specialist III Supervisor FY 12-13

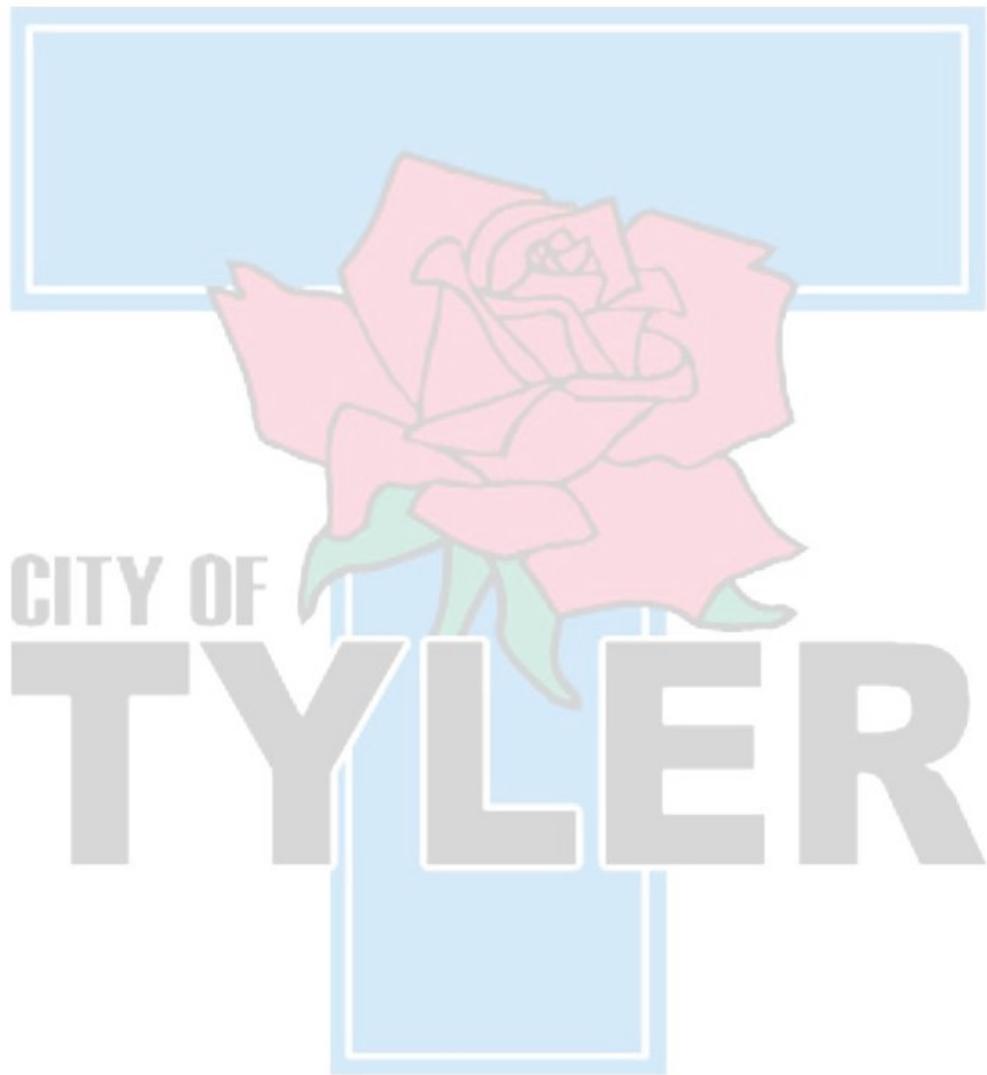
4) Administrative Assistant reclassified to IT Support Specialist I FY 15-16

5)IT Specialist II reclassified to IT Specialist IV FY 14-15. One IT Specialist II reclassified to IT Specialist/Channel 3 Tech FY 15-16

6)Advanced IT Specialist III Supervisor reclassified to Advanced IT Specialist III FY 14-15

7)One new Advanced IT Specialist II added FY 17/18

8) One IT Specialist IV added FY 18-19



*A Natural Beauty*

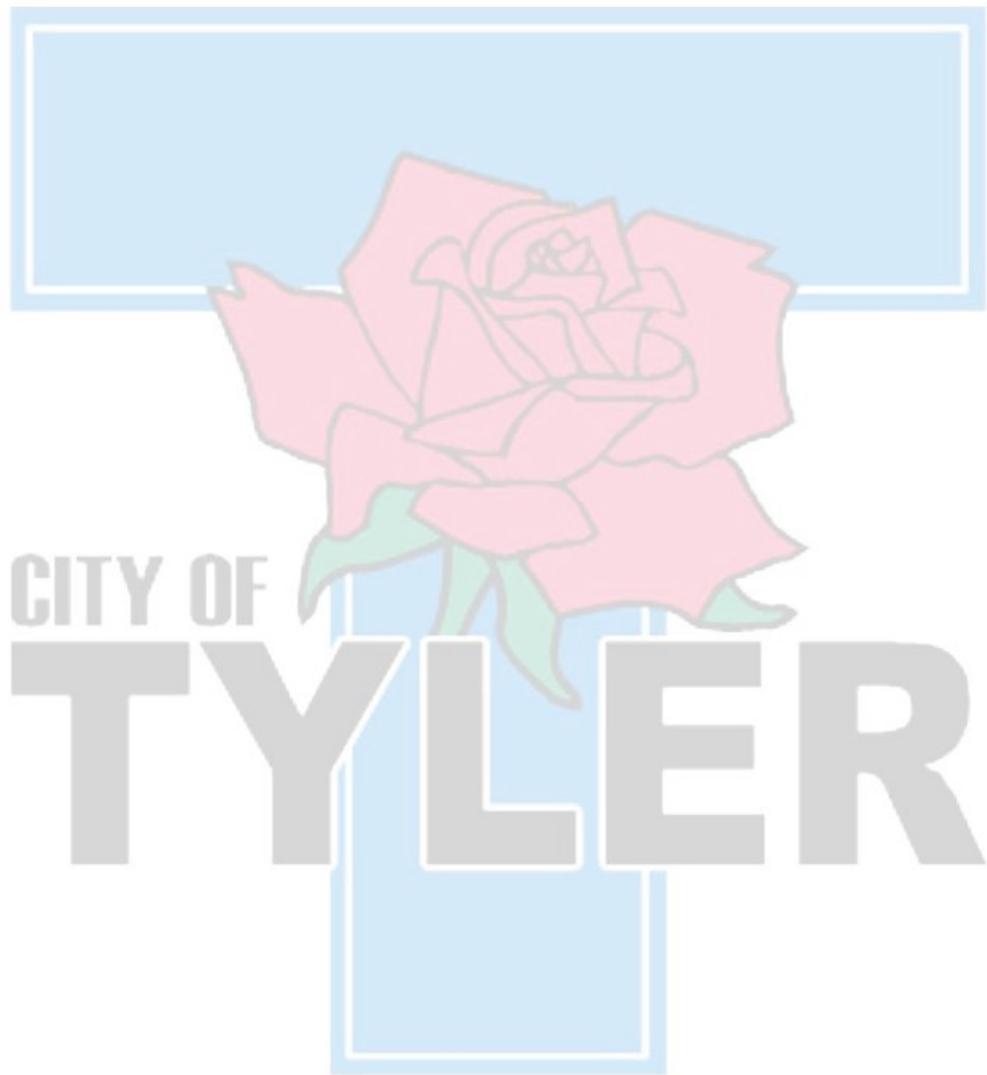
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**2018 -19**

Annual Budget

Combined  
Debt Service





*A Natural Beauty*

# Combined Debt Service

## GO Bond Program Summary

As of Oct. 1, 2018 the City has no outstanding general obligation tax supported debt.

## Maximum Debt Limit

The City of Tyler Charter limits the bonded debt to 10 percent of assessed value. Accordingly, the City's tax margin for the year ended Sept. 30, 2018 was:

Total Assessed Value	\$8,675,367,458
Debt Limit	867,536,746
Amount of Debt Applicable to Debt Limit:	
General obligation bonded debt	-
Less: Debt Service Fund Balance	-
Net Bonded Debt	\$-

## Bond Rating for Tax Debt

The following is the City's Bond rating for the current tax supported debt.

Moody's	Aa <sub>2</sub>
Standard and Poor's	AAA

## Revenue Bond Program Summary

As of Oct. 1, 2018 the City will have \$60,915,000 of Water and Sewer Revenue Bonds Outstanding. Also, the city has a taxable revenue bond issue for the Airport Customer Facility that will have an outstanding balance of \$855,000 as of October 1, 2018.

## Bond Rating for Revenue Debt

The following is the City's bond rating for the current revenue supported debt for water and sewer.

Moody's	Aa <sub>2</sub>
Standard and Poor's	AAA
Standard and Poor's (Senior lien debt)	AAA

# Customer Facility Charge Revenue Bonds

## SERIES 2013

Fiscal Year 2018-2019

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2019	16,074	16,074	70,000	102,148	\$785,000
2020	14,758	14,758	75,000	104,516	710,000
2021	13,348	13,348	80,000	106,696	630,000
2022	11,844	11,844	80,000	103,688	550,000
2023	10,340	10,340	85,000	105,680	465,000
2024	8,742	8,742	85,000	102,484	380,000
2025	7,144	7,144	90,000	104,288	290,000
2026	5,452	5,452	95,000	105,904	195,000
2027	3,666	3,666	95,000	102,332	100,000
2028	1,880	1,880	100,000	103,760	-
<b>TOTAL</b>	<b>\$93,248</b>	<b>\$93,248</b>	<b>\$855,000</b>	<b>\$1,041,496</b>	

Note: Debt Service is part of Fund 524

Interest Rate 3.76%

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

**FISCAL YEAR 2018-2019**

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
<b>Beginning Fund Balance / Working Capital</b>	<b>\$393,012</b>	<b>\$519,456</b>	<b>\$519,456</b>	<b>\$1,436,283</b>
<b>Revenues</b>				
Interest Earnings	19,079	12,500	28,000	17,500
Regulatory Compliance Fee	-	522,240	522,240	1,179,120
<b>Total Revenues</b>	<b>19,079</b>	<b>534,740</b>	<b>550,240</b>	<b>1,196,620</b>
<b>Expenditures</b>				
Series 2008 Interest	184,403	-	-	-
Series 2008 Principal	210,000	-	-	-
Series 2009 Interest	857,000	444,400	-	-
Series 2009 Principal	750,000	780,000	518,760	-
Series 2011 Interest	284,975	269,375	269,375	253,176
Series 2011 Principal	520,000	540,000	540,000	555,000
Series 2012 Interest	29,056	27,406	27,406	25,206
Series 2012 Principal	110,000	110,000	110,000	115,000
Series 2015 A Interest	288,150	283,850	283,850	279,350
Series 2015 A Principal	215,000	225,000	225,000	225,000
Series 2015 B Interest	752,225	704,625	704,625	655,026
Series 2015 B Principal	1,190,000	1,240,000	1,240,000	1,290,000
Series 2017A Interest	-	132,838	132,838	123,350
Series 2017A Principal	-	220,000	220,000	230,000
Series 2017B Interest	-	238,569	238,569	250,925
Series 2017B Principal	-	10,000	10,000	-
Series 2018A Interest	-	-	-	352,660
Series 2018A Principal	-	-	-	280,000
Series 2018B Interest	-	-	-	282,188
Series 2018B Principal	-	-	-	775,000
Fiscal Agent Fees/Special Services	10,000	15,000	15,000	15,000
<b>Total Expenditures</b>	<b>5,400,809</b>	<b>5,241,063</b>	<b>4,535,423</b>	<b>5,706,880</b>
Transfers In	5,508,174	5,402,010	4,902,010	4,724,132
Fund 502	5,508,174	5,402,010	4,902,010	4,724,132
(Transfers Out)	-	-	-	-
<b>Ending Fund Balance / Working Capital</b>	<b>\$519,456</b>	<b>\$1,215,143</b>	<b>\$1,436,283</b>	<b>\$1,650,155</b>

**UTILITIES DEBT RESERVE FUND (505)**  
**REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2018-2019**

	Amended			
	Actual	Budget	Projected	Budget
	2016-2017	2017-2018	2017-2018	2018-2019
Debt Service Reserve	1,492,364	1,492,364	1,492,364	-
Unreserved Fund Balance	748	1,512	1,512	-
<b>Beginning Fund Balance / Working Capital</b>	<b>\$1,493,112</b>	<b>\$1,493,876</b>	<b>\$1,493,876</b>	<b>-</b>
<b>Revenues</b>				
Interest Earnings	14,115	12,000	12,000	-
<b>Total Revenues</b>	<b>14,115</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>705,640</b>	<b>-</b>
<b>Transfers In</b>				
(Transfers Out)	(13,351)	(12,000)	(800,236)	-
Fund 503	-	-	(791,904)	-
Fund 502	(13,351)	(12,000)	(8,332)	-
Debt Service Reserve	1,492,364	1,492,364	-	-
Unreserved Fund Balance	1,512	1,512	-	-
<b>Ending Fund Balance / Working Capital</b>	<b>\$1,493,876</b>	<b>\$1,493,876</b>	<b>-</b>	<b>-</b>

## WATER AND SEWER REVENUE DEBT RETIREMENT DATA

FY2019 - 2035

ALL SERIES

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2019	1,132,614	1,089,266	3,470,000	5,691,880	57,445,000
2020	1,327,703	1,327,703	3,600,000	7,390,406	53,845,000
2021	1,260,966	1,260,966	3,700,000	7,386,931	50,145,000
2022	1,187,316	1,187,316	3,815,000	7,389,631	46,330,000
2023	1,102,716	1,102,716	3,955,000	7,395,431	42,375,000
2024	1,015,116	1,015,116	4,085,000	7,390,231	38,290,000
2025	923,791	923,791	4,235,000	7,397,581	34,055,000
2026	817,600	817,600	4,405,000	7,395,200	29,650,000
2027	705,688	705,688	4,575,000	7,386,375	25,075,000
2028	662,197	662,197	4,610,000	8,524,394	20,465,000
2029	376,088	376,088	4,140,000	4,892,175	16,325,000
2030	291,213	291,213	4,350,000	4,932,425	11,975,000
2031	208,925	208,925	2,425,000	2,842,850	9,550,000
2032	168,550	168,550	2,510,000	2,847,100	7,040,000
2033	126,725	126,725	2,215,000	2,468,450	4,825,000
2034	89,350	89,350	2,285,000	2,463,700	2,540,000
2035	50,800	50,800	890,000	991,600	1,650,000
2036	33,000	33,000	525,000	591,000	1,125,000
2037	22,500	22,500	550,000	595,000	575,000
2038	11,500	11,500	575,000	598,000	-
<b>TOTAL</b>	<b>\$11,514,355</b>	<b>\$11,471,006</b>	<b>\$60,915,000</b>	<b>\$96,570,361</b>	

## WATER AND SEWER REVENUE BONDS

### SERIES 2011

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2019	126,588	126,588	555,000	808,176	6,020,000
2020	118,263	118,263	570,000	806,525	5,450,000
2021	109,000	109,000	590,000	808,000	4,860,000
2022	97,200	97,200	615,000	809,400	4,245,000
2023	84,900	84,900	640,000	809,800	3,605,000
2024	72,100	72,100	665,000	809,200	2,940,000
2025	58,800	58,800	690,000	807,600	2,250,000
2026	45,000	45,000	720,000	810,000	1,530,000
2027	30,600	30,600	750,000	811,200	780,000
2028	15,600	15,600	780,000	811,200	-
<b>TOTAL</b>	<b>\$758,051</b>	<b>\$758,050</b>	<b>\$6,575,000</b>	<b>\$8,091,101</b>	

Interest Rate 3.386%

## WATER AND SEWER REVENUE BONDS

### SERIES 2012

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2019	12,603	12,603	115,000	140,206	1,025,000
2020	11,453	11,453	115,000	137,906	910,000
2021	10,303	10,303	120,000	140,606	790,000
2022	9,103	9,103	120,000	138,206	670,000
2023	7,903	7,903	125,000	140,806	545,000
2024	6,653	6,653	130,000	143,306	415,000
2025	5,191	5,191	135,000	145,381	280,000
2026	3,588	3,588	140,000	147,175	140,000
2027	1,838	1,838	140,000	143,675	-
<b>TOTAL</b>	<b>\$68,634</b>	<b>\$68,634</b>	<b>\$1,140,000</b>	<b>\$1,277,269</b>	

Interest Rate 2.10%

## WATER AND SEWER REVENUE REFUNDING BONDS

### SERIES 2015 A

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2019	139,675	139,675	225,000	504,350	7,305,000
2020	137,425	137,425	230,000	504,850	7,075,000
2021	135,125	135,125	235,000	505,250	6,840,000
2022	131,600	131,600	245,000	508,200	6,595,000
2023	127,925	127,925	255,000	510,850	6,340,000
2024	124,100	124,100	255,000	503,200	6,085,000
2025	119,638	119,638	265,000	504,275	5,820,000
2026	115,000	115,000	275,000	505,000	5,545,000
2027	110,188	110,188	285,000	505,375	5,260,000
2028	105,200	105,200	295,000	505,400	4,965,000
2029	99,300	99,300	850,000	1,048,600	4,115,000
2030	82,300	82,300	2,325,000	2,489,600	1,790,000
2031	35,800	35,800	330,000	401,600	1,460,000
2032	29,200	29,200	345,000	403,400	1,115,000
2033	22,300	22,300	360,000	404,600	755,000
2034	15,100	15,100	370,000	400,200	385,000
2035	7,700	7,700	385,000	400,400	-
<b>TOTAL</b>	<b>\$1,537,575</b>	<b>\$1,537,575</b>	<b>\$7,530,000</b>	<b>\$10,605,150</b>	

Interest Rate 2.93%

## WATER AND SEWER REVENUE REFUNDING BONDS

### SERIES 2015 B

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2019	327,513	327,513	1,290,000	1,945,026	14,970,000
2020	317,025	317,025	1,310,000	1,944,050	13,660,000
2021	300,650	300,650	1,340,000	1,941,300	12,320,000
2022	282,225	282,225	1,380,000	1,944,450	10,940,000
2023	254,625	254,625	1,435,000	1,944,250	9,505,000
2024	225,925	225,925	1,490,000	1,941,850	8,015,000
2025	196,125	196,125	1,555,000	1,947,250	6,460,000
2026	157,250	157,250	1,630,000	1,944,500	4,830,000
2027	116,500	116,500	1,710,000	1,943,000	3,120,000
2028	78,000	78,000	1,790,000	1,946,000	1,330,000
2029	33,250	33,250	1,330,000	1,396,500	-
<b>TOTAL</b>	<b>\$2,289,088</b>	<b>\$2,289,088</b>	<b>\$16,260,000</b>	<b>\$20,838,176</b>	

Interest Rate 2.76%

## WATER AND SEWER REVENUE BONDS

### SERIES 2017A

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2019	61,675	61,675	230,000	353,350	3,690,000
2020	58,225	58,225	240,000	356,450	3,450,000
2021	54,625	54,625	250,000	359,250	3,200,000
2022	50,875	50,875	255,000	356,750	2,945,000
2023	47,050	47,050	265,000	359,100	2,680,000
2024	43,075	43,075	270,000	356,150	2,410,000
2025	39,025	39,025	275,000	353,050	2,135,000
2026	34,900	34,900	285,000	354,800	1,850,000
2027	29,200	29,200	290,000	348,400	1,560,000
2028	23,400	23,400	295,000	341,800	1,265,000
2029	18,975	18,975	305,000	342,950	960,000
2030	14,400	14,400	310,000	338,800	650,000
2031	9,750	9,750	320,000	339,500	330,000
2032	4,950	4,950	330,000	339,900	-
<b>TOTAL</b>	<b>\$490,125</b>	<b>\$490,125</b>	<b>\$3,920,000</b>	<b>\$4,900,250</b>	

Interest Rate 2.27%

## WATER AND SEWER REVENUE BONDS

### SERIES 2017B

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2019	125,463	125,463	-	250,925	7,950,000
2020	125,463	125,463	-	250,925	7,950,000
2021	125,463	125,463	-	250,925	7,950,000
2022	125,463	125,463	-	250,925	7,950,000
2023	125,463	125,463	-	250,925	7,950,000
2024	125,463	125,463	-	250,925	7,950,000
2025	125,463	125,463	-	250,925	7,950,000
2026	125,463	125,463	-	250,925	7,950,000
2027	125,463	125,463	-	250,925	7,950,000
2028	125,463	125,463	-	250,925	7,950,000
2029	125,463	125,463	1,220,000	1,470,925	6,730,000
2030	104,113	104,113	1,265,000	1,473,225	5,465,000
2031	81,975	81,975	1,305,000	1,468,950	4,160,000
2032	62,400	62,400	1,345,000	1,469,800	2,815,000
2033	42,225	42,225	1,385,000	1,469,450	1,430,000
2034	21,450	21,450	1,430,000	1,472,900	-
<b>TOTAL</b>	<b>\$1,692,250</b>	<b>\$1,692,250</b>	<b>\$7,950,000</b>	<b>\$11,334,500</b>	

Interest Rate 2.73%

## WATER AND SEWER REVENUE BONDS

### SERIES 2018A

<b>Year Ending Sept. 30</b>	<b>Interest Mar. 1</b>	<b>Interest Sept. 1</b>	<b>Principal Sept. 1</b>	<b>Total Prin.&amp; Int.</b>	<b>Bond Balance</b>
2019	192,360	160,300	280,000	632,660	8,230,000
2020	156,100	156,100	320,000	632,200	7,910,000
2021	151,300	151,300	330,000	632,600	7,580,000
2022	146,350	146,350	340,000	632,700	7,240,000
2023	141,250	141,250	350,000	632,500	6,890,000
2024	136,000	136,000	360,000	632,000	6,530,000
2025	130,600	130,600	370,000	631,200	6,160,000
2026	123,200	123,200	385,000	631,400	5,775,000
2027	115,500	115,500	400,000	631,000	5,375,000
2028	107,500	107,500	420,000	635,000	4,955,000
2029	99,100	99,100	435,000	633,200	4,520,000
2030	90,400	90,400	450,000	630,800	4,070,000
2031	81,400	81,400	470,000	632,800	3,600,000
2032	72,000	72,000	490,000	634,000	3,110,000
2033	62,200	62,200	470,000	594,400	2,640,000
2034	52,800	52,800	485,000	590,600	2,155,000
2035	43,100	43,100	505,000	591,200	1,650,000
2036	33,000	33,000	525,000	591,000	1,125,000
2037	22,500	22,500	550,000	595,000	575,000
2038	11,500	11,500	575,000	598,000	-
<b>TOTAL</b>	<b>\$1,968,160</b>	<b>\$1,936,100</b>	<b>\$8,510,000</b>	<b>\$11,816,260</b>	

Interest Rate 2.85%

## WATER AND SEWER REVENUE BONDS

### SERIES 2018B

<b>Year Ending Sept. 30</b>	<b>Interest Mar. 1</b>	<b>Interest Sept. 1</b>	<b>Principal Sept. 1</b>	<b>Total Prin.&amp; Int.</b>	<b>Bond Balance</b>
2019	146,738	135,450	775,000	1,057,188	8,255,000
2020	123,825	123,825	815,000	1,062,650	7,440,000
2021	111,600	111,600	835,000	1,058,200	6,605,000
2022	99,075	99,075	860,000	1,058,150	5,745,000
2023	86,175	86,175	885,000	1,057,350	4,860,000
2024	72,900	72,900	915,000	1,060,800	3,945,000
2025	59,175	59,175	945,000	1,063,350	3,000,000
2026	45,000	45,000	970,000	1,060,000	2,030,000
2027	30,450	30,450	1,000,000	1,060,900	1,030,000
2028	15,450	15,450	1,030,000	1,060,900	-
<b>TOTAL</b>	<b>\$790,388</b>	<b>\$779,100</b>	<b>\$9,030,000</b>	<b>\$10,599,488</b>	

Interest Rate 2.34%

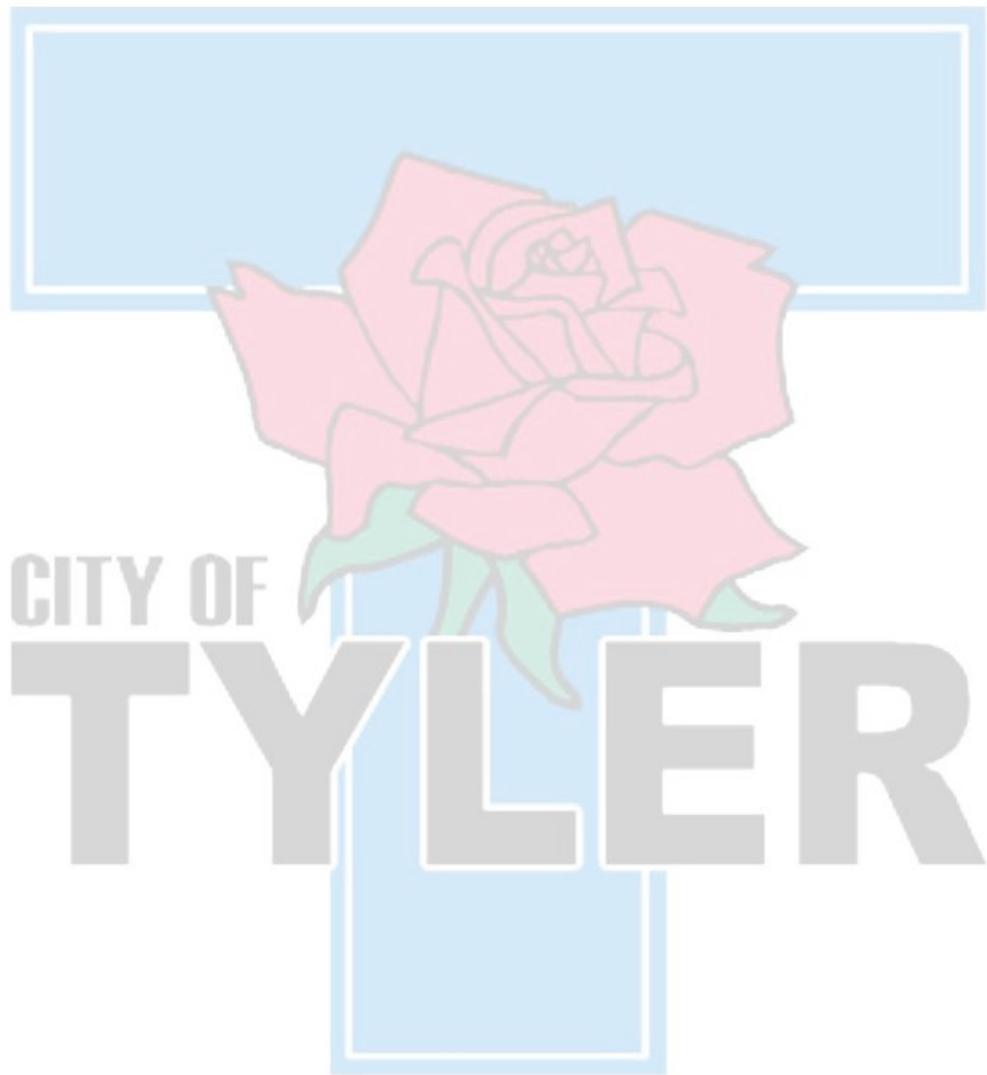
CENTENE STAGE

**2018 -19**

Annual Budget

Adopting Documents





*A Natural Beauty*

**ORDINANCE NO. O-2018-70**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS, ADOPTING THE BUDGET FOR THE CITY OF TYLER, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018, AND ENDING SEPTEMBER 30, 2019; AMENDING THE FISCAL YEAR 2017-2018 BUDGET; AND AUTHORIZING THE CITY MANAGER TO EXECUTE OUTSIDE CONTRACTS FOR FISCAL YEAR 2018-2019; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to the laws of the State of Texas and the Charter of the City of Tyler, the City Manager of Tyler prepared a budget covering proposed expenditures for the next fiscal year and caused the same to be published as required by law; and

**WHEREAS**, a public hearing was held by the City Council of the City of Tyler, Texas, on said proposed budget and tax rate on August 22 and August 29, 2018 after compliance with all notice requirements and at which time said budget was fully considered, and interested taxpayers were heard; and

**WHEREAS**, City Council affirms its policy of seeking to maintain a minimum operating reserve (net of transfers and capital expenditures) equal to 15% of the budgeted expenditures for the General Operating Fund, Water Utilities Operating Fund and the Solid Waste Operating Fund; and

**WHEREAS**, City Council affirms the budget and financial policies that have been approved by ordinances and administrative actions;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS:**

**PART 1:** That the budget summary below originally proposed by the City Manager is hereby approved and appropriated as the Official Annual Budget(s) covering the City of Tyler for and during the fiscal year beginning October 1, 2018 and ending September 30, 2019, and expenditures by said City for and during such time shall be on the basis of said budget.

<b>COMBINED STATEMENT OF REVENUES</b>						
<b>AND EXPENDITURES- ALL FUNDS</b>						
<b>Fiscal Year 2018-2019</b>						
<b>Fund</b>	<b>Opening Balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Transfers In / (Transfers Out)</b>	<b>Closing Balance</b>	<b>Ending Bal % of Exp.</b>
101 General	11,462,201	69,041,247	66,251,872	(2,789,375)	11,462,201	17%
102 General Capital Projects	349,849	41,000	433,869	56,510	13,490	
103 Street Improvements	94,626	2,000	842,509	745,883	-	
202 Development Services	739,047	1,683,516	1,769,765	(30,900)	621,898	
204 Cemeteries Operating	(3,543)	85,725	255,359	226,462	53,285	
205 Police Forfeitures	254,153	103,000	175,500	-	181,653	
207 Court Special Fees	161,910	515,000	635,894	(5,434)	35,582	
209 TIF/TIRZ # 2	2,718	-	-	-	2,718	

211 Motel Tax	5,168,092	3,600,463	1,251,950	(1,825,000)	5,691,605	
218 TIF/TIRZ # 3	308,568	94,218	5,000	-	397,786	
219 Tourism and Convention	687,578	567,880	2,446,397	1,764,966	574,027	
234 Passenger Facility	151,488	236,500	-	(286,000)	101,988	
235 Oil and Natural Gas	2,981,498	126,000	100,000	-	3,007,498	
236 PEG Fee	839,972	273,767	152,850	(32,015)	928,874	
240 Fair Plaza	51,678	16,307	47,514	-	20,471	
274 Homeownership and Housing	401	-	-	-	401	
276 Housing Assistance	381,126	8,090,690	8,067,969	-	403,847	
285 MPO	-	447,910	447,910	-	-	
286 Transit System	179,190	4,174,858	4,572,459	463,046	244,635	
294 Community Development Grant	29,154	878,446	878,446	-	29,154	
295 Home Grant	318,844	390,792	390,792	-	318,844	
502 Utilities Operations	7,364,419	40,413,019	30,532,926	(10,576,961)	6,667,551	22%
503 Utilities Construction	8,467,381	25,000	9,641,635	5,000,000	3,850,746	
504 Utilities Debt Service	1,436,283	1,196,620	5,706,880	4,724,132	1,650,155	
505 Utilities Debt Reserve	-	-	-	-	-	
524 Airport	542,025	1,409,742	1,630,013	189,247	511,001	
560 Solid Waste	2,402,593	13,681,873	11,749,100	(1,772,040)	2,563,326	22%
562 Solid Waste Capital	387,893	4,000	1,583,807	1,300,000	108,086	
575 Storm Water	1,202,313	1,851,610	1,861,000	(14,176)	1,178,747	
639 Productivity	140,641	2,800	1,922,081	1,856,915	78,275	
640 Fleet Maintenance/Replacement	5,324,178	10,356,681	10,952,543	(83,724)	4,644,592	
650 Property and Liability	1,413,262	1,847,502	2,391,861	(4,510)	864,393	
661 Active Employees Benefits	1,787,451	11,471,942	10,728,091	-	2,531,302	
663 Facilities Maintenance	1,082,148	505,273	1,124,073	257,046	720,394	
671 Technology	504,393	4,412,306	5,468,411	815,928	264,216	
713 Cemeteries Trust	2,993,429	62,000	-	(30,000)	3,025,429	
761 Retired Employees Benefits	179,004	3,867,318	3,970,786	-	75,536	

**PART 2:** The City Manager is authorized to execute contracts and make payments to the following list of entities in the amounts shown; subject to final contract negotiation regarding terms and conditions:

ACCOUNT	AGENCY/SERVICES	AMOUNT
101-0112-412-0582	Innovation Pipeline	140,659
101-0112-412-0652	Northeast Texas Public Health District (NETPHD)	200,000
101-0112-412-0534	East Texas Council of Governments	14,535
101-0112-412-0537	Center For Healthy Living	66,500
101-0131-414-0463	Smith County Tax Assessor-Collector (estimation)	40,000
101-0131-414-0641	Smith County Appraisal District (estimation)	291,849
502-0741-741-0649	Business Education Council	15,000
502-0741-741-0649	Metro Chamber of Commerce	25,000
502-0741-741-0649	Hispanic Business Alliance	25,000
502-0741-741-0649	Tyler Economic Development Council	100,000

211-0180-419-0618	Texas Rose Festival	9,000
211-0180-419-0638	Discovery Science Place	32,400
211-0180-419-0644	East Texas Symphony Orchestra	35,000
211-0180-419-0645	Tyler Museum of Art	35,000
211-0180-419-0646	Smith County Historical Museum	13,500
211-0180-419-0649	Convention and Visitors Bureau	700,000
211-0180-419-0653	Tyler Civic Theater	4,050
211-0180-419-0668	McClendon House	4,500
211-0180-419-0686	Historic Aviation Museum	13,500
211-0180-419-0530	Sports Tyler Award	25,000

**PART 3:** That the fiscal year 2017-2018 budgets for General, General Capital, Street Improvement, Property, Liability, Disability, & Workers Compensation, and Property & Facilities funds will be amended to include the following budget changes:

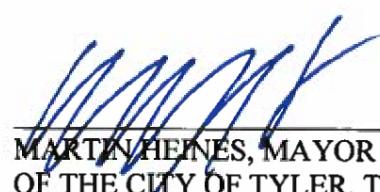
<u>Account Number</u>	<u>Fund</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Change</u>	<u>Revised Budget</u>
101-0115-412.81-02	General	Transfer to Fund 102	110,000	281,635	391,635
101-0115-412.81-03	General	Transfer to Fund 103	693,941	94,626	788,567
101-0115-412.86-63	General	Transfer to Fund 663	101,305	125,000	226,305
101-0115-412.06-55	General	Insurance (F 650)	133,207	750,000	883,207
102-0000-399.91-01	General Capital	Transfer from Fund 101	110,000	281,635	391,635
103-0000-399.91-01	Street Improvement	Transfer from Fund 101	693,941	94,626	788,567
650-0000-361.57-42	Property, Liability, Disability, & Workers Compensation Fund	Property Liability Insurance Premium	807,337	750,000	1,557,337
663-0000.399.91-01	Property and Facilities Management	Transfer from Fund 101	101,305	125,000	226,305

**PART 4:** That any ordinance, resolution, policy or any provision or section of the Code of the City of Tyler, Texas, as amended in conflict herewith, be and the same is hereby repealed to the extent of any conflict.

**PART 5:** Should any section, subsection, sentence, provision, clause or phrase be held to be invalid for any reason, such holding shall not render invalid any other section, subsection, sentence, provision, clause or phrase of this ordinance and same are deemed severable for this purpose.

**PART 6:** This ordinance shall become effective upon approval.

**PASSED AND APPROVED** this the 12th day of September, A.D., 2018.



MARTIN HEINES, MAYOR  
OF THE CITY OF TYLER, TEXAS

ATTEST:

*Cassandra Brager*  
CASSANDRA BRAGER, CITY CLERK



APPROVED:

*Deborah G. Pullum*  
DEBORAH G. PULLUM,  
CITY ATTORNEY

**ORDINANCE NO. O-2018-71**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS, APPROVING THE ASSESSMENT ROLL AND FIXING THE AD VALOREM TAX RATE FOR THE CITY OF TYLER, TEXAS, FOR FISCAL YEAR 2018-2019, AND PROVIDING FOR THE ASSESSMENT AND COLLECTION THEREOF AND FOR A LIEN ON REAL AND PERSONAL PROPERTY TO SECURE PAYMENT OF AD VALOREM TAXES; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS:**

**PART 1:** The assessment roll for 2018 for the City of Tyler as compiled by Smith County Appraisal District and as amended by the Appraisal Review board is hereby approved and adopted.

**PART 2:** That there be and there is hereby levied and ordered collected the sum of \$0.244452 ad valorem tax on each One Hundred Dollar (\$100) valuation of all taxable property, real, personal and mixed, within the corporate limits of the City of Tyler, Texas, on January 1st of this year, for the following purposes and the following amounts:

General Fund maintenance and operations \$ 0.244452

TOTAL TAX RATE PER \$100.00

VALUATIONS FOR ALL PURPOSES

**PART 3:** That there be, and are hereby again set out, authorized exemptions as follows:

1. Homestead exemption under 65 - Ten percent (10%) or no less than \$5,000.
2. Homestead exemption over 65 - \$6,000.
3. Historical Preservation exemptions as set out in Tyler City Code Sections 10-793 and 10-794.

**PART 4:** Said ad valorem taxes shall be due and payable at the time and in the manner provided by the Tyler City Code, Chapter 2, relating to the payment of ad valorem taxes which said ordinances provide for penalties and interest on delinquent taxes.

**PART 5:** That notice for the public hearings on the proposed budget, property tax rate, and tax revenue increase, on the 22<sup>nd</sup> day of August 2018 and on the 29<sup>th</sup> day of August 2018, were given by publication on the 9th day August, 2018. The notice for vote on the tax rate and tax revenue increase was published on the 17<sup>th</sup> day of August and the 31<sup>st</sup> day of August, 2018.

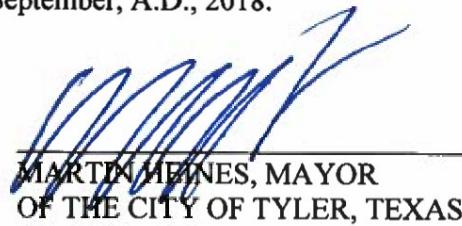
**PART 6:** THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 8.0 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$4.45.

**PART 7:** That any ordinance, resolution, policy or any provision or section of the Code of the City of Tyler, Texas, as amended in conflict herewith, be and the same is hereby repealed to the extent of any conflict.

**PART 8:** Should any section, subsection, sentence, provision, clause or phrase be held to be invalid for any reason, such holding shall not render invalid any other section, subsection, sentence, provision, clause or phrase of this ordinance and same are deemed severable for this purpose.

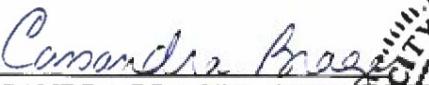
**PART 9:** This ordinance shall become effective upon its approval.

**PASSED AND APPROVED** this the 12<sup>th</sup> day of September, A.D., 2018.



MARTIN HENNES, MAYOR  
OF THE CITY OF TYLER, TEXAS

ATTEST:

  
CASSANDRA BRAGER, CITY CLERK



APPROVED:



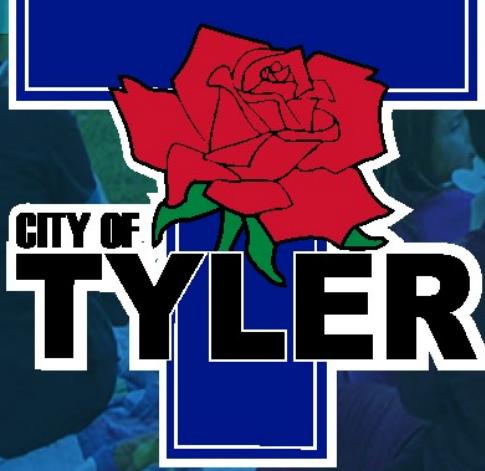
DEBORAH G. PULLUM,  
CITY ATTORNEY

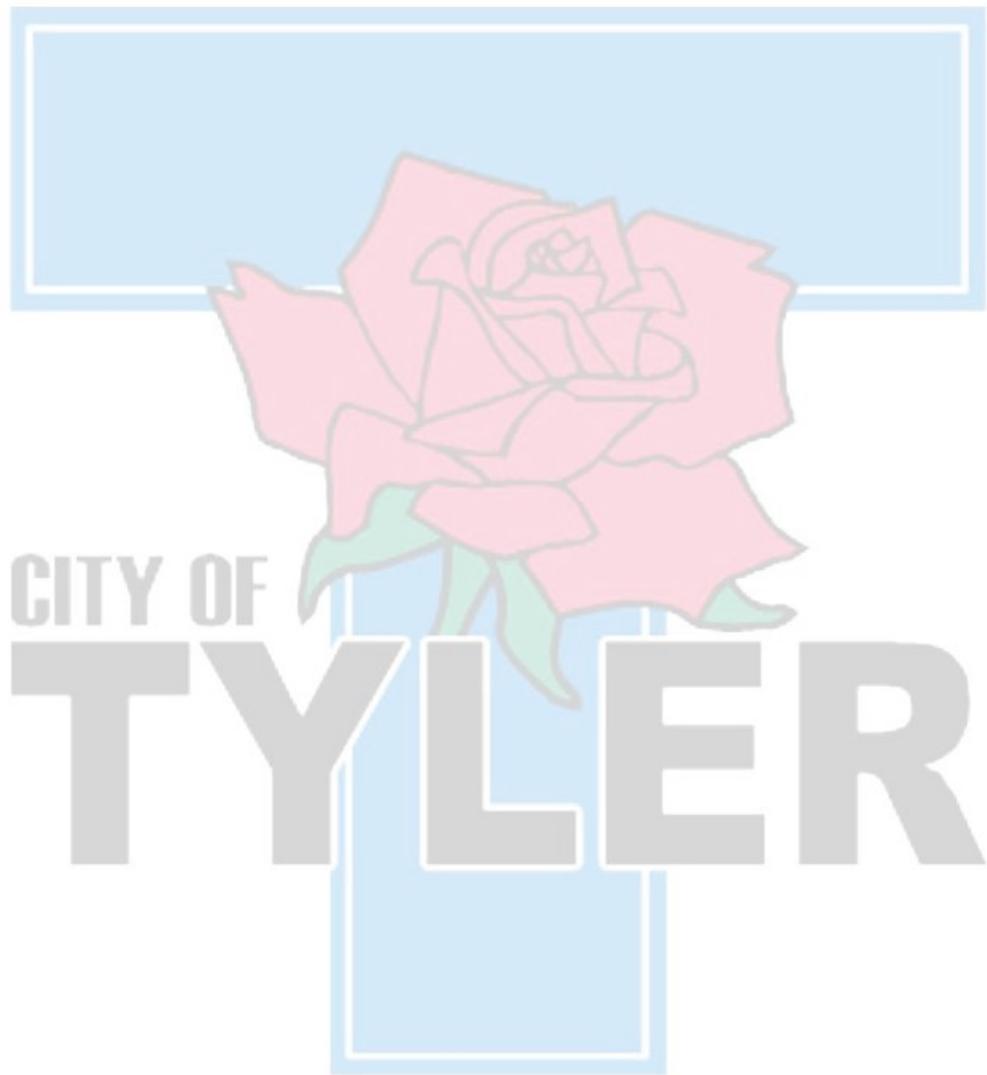
CENTENE STAGE

**2018 -19**

Annual Budget

Glossary





*A Natural Beauty*

# Glossary

## A

**Accounts Payable** – A liability account reflecting amount of open accounts owing to private persons or organizations for goods and services received by a government (but not including amounts due to other funds of the same government or to other governments).

**Accounts Receivable** – An asset account reflecting amounts owing to open accounts from private persons or organizations for goods or services furnished by a government.

**Accrual Accounting** – Recognition of the financial effects of transactions, events and circumstances in the period(s) when they occur regardless of when the cash is received or paid.

**Ad Valorem** – Latin for “value of.” Refers to the tax assessed against real (land and building) and personal (equipment and furniture) property.

**ADA** – *Americans with Disability Act*

**Amortization** – Payment of principal plus interest over a fixed period of time.

**Appropriation** – A legal authorization granted by a legislative body (City Council) to make expenditures and incur obligation for designated purposes.

**ARFF** – *Airport Rescue Firefighters*

**Assessed Valuation** – A valuation set upon real estate or other property by a government as a basis for levying taxes.

## B

**Balance Sheet** – The basic financial statement, which discloses the assets, liabilities and equities of an entity at a specific date in conformity with Generally Accepted Accounting Principles (GAAP).

**Balanced Budget** – Annual financial plan in which expenses do not exceed revenues and carry-over fund balance.

**BAS** – *Boundary and Annexation Survey*

**Bond** – A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s).

**Budget** – A plan of financial operation embodying an estimate of proposed expenditures for any given period and the proposed means of financing them.

## C

**Capital Outlays** – Expenditures which result in the acquisition of or addition to fixed assets which are individually priced at more than \$3,000 and have an expected life longer than two years.

**CAFR** – *City's Comprehensive Annual Financial Report*

**CCNS** – *Certificates of Convenience and Necessity*

**CDARS** – *Certificate of Deposit Account Registry Service*

**CDBG** – *Community Development Block Grant*

**CHDO** – *Community Housing Development Organizations*

**CIP** – *Construction in Progress*

**COBRA** – *Consolidated Omnibus Budget Reconciliation Act*

**COPS** – *Community Oriented Policing Services*

**Cost** – The amount of money or other consideration exchanged for property or services. Costs may be incurred even before the money is paid; that is, as soon as liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

**Current Assets** – Those assets which are available or can be made readily available to finance current operations or to pay current liabilities. Those assets which will be used up or converted into cash within one year. Some examples are cash, temporary investments and taxes receivable which will be collected within one year.

**Current Liabilities** – Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded within one year.

## D

**DADS** – *Texas Department of Aging and Disability Services*

**DEA** – *Drug Enforcement Administration*

**Debt Service/Lease** – A cost category which typically reflects the repayment of short-term (less than five years) debt associated with the acquisition of capital equipment.

This category also includes department contribution to the Capital Replacement Fund.

**Delinquent Taxes** – Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

**Depreciation** – Change in the value of assets (equipment, buildings, etc. with a useful life of two years or more) due to use of the assets with the exception of land and intangible assets.

**DFIRM** – *Digital Flood Insurance Rate Map*

## E

**Encumbrances** – Commitments related to unperformed contracts for goods and services used in budgeting. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed. Encumbrances lapse at year end unless the associated budget is re-appropriated by Council in the following fiscal year.

**EPA** – *Environmental Protection Agency*

**ETATTF** – *East Texas Auto Theft Task Force*

**ETJ** – *Extra Territorial Jurisdiction*

**Exempt** – Personnel not eligible to receive overtime pay and who are expected to put in whatever hours are necessary to complete their job assignments. Compensatory time-off, as partial compensation for overtime hours worked, may be allowed by the respective department head.

**Expenditures** – Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

## F

**FAA** – *Federal Aviation Administration*

**FDIC** – *Federal Deposit Insurance Corporation*

**FINRA** – *Proof of Financial Industry Regulatory Authority*

**Fiscal Year** – A 12-month period to which the annual operating budget applies and at the end of which the government determines its financial position and the results of its operations. The City of Tyler's fiscal year begins October 1 and the ends the following September 30.

**FMPC** – *Financial Management Performance Criteria*

**FTE** – Acronym for Full-Time Equivalent, a measurement of staffing. One FTE is a 40-hours per week position. A part-time position working 20 hours per week or a temporary full-time position working six months would be one-half a FTE.

**Fixed Assets** – Assets of a long-term character, which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment and assets of an intangible nature such as water rights.

**Franchise** – A special privilege granted by a government permitting the continuing use of public property, such as City streets, and usually involving the elements of monopoly and regulation.

**FSS** – *Family Self Sufficiency*

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

**Fund Balance** – The difference between governmental fund assets and liabilities, also referred to as fund equity.

## **G**

**GAAP** – *Generally Accepted Accounting Principles*

**GASB** – Acronym for Government Accounting Standards Board, an independent, non-profit agency responsible for the promulgation of accounting and financial reporting procedures for governmental entities.

**General Obligation Bonds** – Bonds for the payment of which the full faith and credit of the issuing government is pledged. In issuing its general obligation bonds, the City of Tyler pledges to levy whatever property tax is needed to repay the bonds for a particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 30 years.

**GFOA** – *Government Finance Officers Association*

**GFOAT** – *Governmental Finance Officers Association of Texas*

**GIS** – *Geographical Information System*

**Governmental Funds** – Those funds through which most governmental functions typically are financed. The acquisition, use, and financial resources and the related current liabilities of the governmental functions are accounted for through governmental funds (General, Special Revenue, Capital Projects, Permanent and Debt Service Funds).

**GTOT** – *Government Treasurer's Organization of Texas*

## **H**

**HIP** – *Housing Infill Program*

**HAPP** – *Housing Assistance Payments Program*

**HQS** – *Housing Quality Standards*

**HVAC** – *Heating Ventilation and Air Conditioning*

## **I**

**IGI** – *Industry Growth Initiative*

**IVR** – *Interactive Voice Response*

## **M**

**M&O** – *Maintenance and Operations*

**Maintenance** – The upkeep of physical properties in condition for use of occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

**Maintenance Item** – A request for additional funding to maintain the upkeep of a physical property.

**MPO** – *Metropolitan Planning Organization*

**MUD** – *Municipal Utility Districts*

**Modified Accrual Accounting** – Accounting system in which revenues are recognized and recorded in the accounts when they are measurable, available and collectible in the fiscal year.

## **N**

**NEW** – *Neighborhood Empowerment Works*

**Non-Exempt** – Personnel eligible to receive overtime pay when overtime work has been authorized or requested by the supervisor.

**NTCOG** – *North Central Texas Council of Governments*

## **O**

**Ordinance** – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, usually require ordinances.

## **P**

**PEG** – *Public Education and Government Access Channel*

**Personnel Services** – The costs associated with compensating employees for their labor.

**PFIA** – *Police and Firemen's Insurance Association*

**PFIA** – *Public Funds Investment Act*

**PPE** – *Personal Protective Equipment*

**PSO** – *Public Service Officer*

## **R**

**Revenues** – Funds received for services rendered, fines assessed, taxes levied and interest/rental income earned from private and public sources.

**RFP** – *Request for Proposal*

## **S**

**SCBA** – *Self Contained Breathing Apparatus*

**Special Revenue Fund** – A fund used to account for the pro-

ceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Supplies** – A cost category for minor items (individually priced at less than \$3,000) required by departments to conduct their operations.

**SWAT** – *Special Weapons and Tactics*

## **T**

**Taxes** – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessment. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

**TBRA** – *Tenant Based Rental Assistance*

**TCEQ** – Acronym for *Texas Commission on Environmental Quality*. A State agency for enforcing federal and state environmental laws.

**TCMA** – *Texas City Management Association*

**TIF/TIRZ** – *Tax Increment Financing Zone*

**TML** – *Texas Municipal League*

**TxDOT** – Acronym for Texas Department of Transportation, a State agency responsible for administering City of Tyler transportation related grants.

## **U**

**UNT** – *The University Of North Texas*

## **W**

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