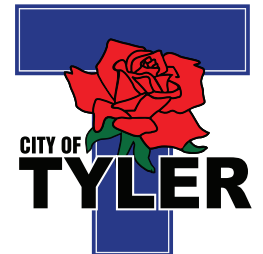


FISCAL YEAR ANNUAL BUDGET 2021-22



P.O. Box 2039
Tyler, TX 75710

CityOfTyler.org



Called to **SERVE** and Protect

CITY OF TYLER
FISCAL YEAR 2021-2022
BUDGET COVER PAGE
SEPTEMBER 22, 2021

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,751,872, which is a 7.54 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 \$442,570.

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

For:	Don Warren, Mayor Stuart Hene, District 1 Broderick McGee, District 2	Shirley McKellar, District 3 James Wynne, District 4 Bob Westbrook, District 5 Brad Curtis, District 6
Against:	None	
Present and not voting:	None	
Absent:	None	

Property Tax Rate Comparison	2022 – 2021	2020 – 2021
Property Tax Rate:	\$0.269900/100	\$0.259000/100
No-New-Revenue Tax Rate	\$0.255752/100	\$0.261091/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.255752/100	\$0.261091/100
Voter-Approval Tax Rate:	\$0.277539/100	\$0.270950/100
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 2022, including principal and interest, are \$0 for obligations paid by property taxes and \$97,235,000 for obligations paid by utility charges, \$9,200,000 for obligations paid by Hotel Occupancy Taxes, and \$710,000 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.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Tyler
Texas**

For the Fiscal Year Beginning

October 01, 2020

Christopher P. Morrill

Executive Director

TABLE OF CONTENTS

Tyler Profile	9
From Our Mayor	11
City Council	12
City Profile	13
Local Economy	13-15
Largest Area Employers	15
Long-term Financial Planning	16
Relevant Financial Policies	16
Major Initiatives	17
Awards and Acknowledgements	18
Manager's Message	19
From the City Manager	21
Called to Serve	22
Staffing, Compensation and Benefits	23
Strategic Tax Management	24
Funding for Other Agencies	24
Debt Services Fund	24
General Projects Fund	24
Street Improvement Fund	25
Tourism and Convention Facilities Fund	25
Hotel/Motel Occupancy Tax Fund	25
Water Utilities Fund	25
Solid Waste Fund	25
Airport Fund	26
Fleet Maintenance Fund	26
Major Budget Revenues and Expenditures	26
Organizational Chart	27
Reader's Guide	29
Budget Process	31-35
Budget Calendar	36
Financial Policy	37-40
Investment Policy	41-50
Budget Summary All Funds	51
Combined Statement of Revenues and Expenditures - All Funds	53
Major Revenue Sources	54-59
Position Summary All Funds	60-62
General Fund	63

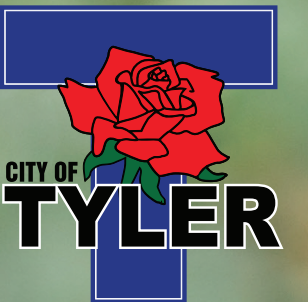
General Fund (101)	65
Revenues, Expenditures and Changes in Fund Balance	65
General Fund Revenues	66-68
General Fund Expenditures	69
City Council	70
City Manager's Office	71
Finance Services	72
Legal Services	73
Communications Services	74-75
Human Resource Services	75-76
Police Department	77-79
Fire Department	80-81
Library	81-82
Parks and Recreation	83
Parks Administration and Maintenance	84
Indoor Recreation	85
Outdoor Recreation	85-86
Median Maintenance/Arborist	86
Engineering Services	87-88
Streets Services	89-90
Traffic Engineering	91
Animal Services	92
Municipal Court	93-94
General Capital Projects Fund	95
Revenues, Expenditures and Changes in Fund Balance(102)	97
Revenues, Expenditures and Changes in Fund Balance(103)	98
Development Services Fund	99
Development Services Fund (202)	101
Revenues, Expenditures and Changes in Fund Balance	101
Building/Development Services	102-103
Planning	104-105
Water Utilities Fund	107
Utilities Fund (502)	109
Revenues, Expenditures And Changes in Working Capital	109
Revenue Detail	110
Utilities Fund (503)	111
Revenues, Expenditures And Changes in Working Capital	111
Storm Water Management (575)	111
Revenues, Expenditures And Changes in Working Capital	111
Water Utilities	112-113
Water Administration	114

Water Office	115
Water Distribution	116
Water Plant	117
Waste Collection	117-118
Waste Water Collection	118-119
Lake Tyler	119-120
GIS	120
Purchasing	120
Consent Decree/Capacity, Management, Operations, and Maintenance	121
Fire Services	121
Storm Water	122
Solid Waste Fund	123
Solid Waste Fund (560)	125
Revenues, Expenditures and Changes in Working Capital	125
Detail Revenues	126
Solid Waste Capital Fund (562)	127
Revenues, Expenditures and Changes in Working Capital	127
Solid Waste	128
Code Enforcement	128
Solid Waste Administration	129
Solid Waste Residential Collection	129-130
Solid Waste Commercial Collection	130
Solid Waste Code Enforcement	131
Solid Waste Litter Control, Keep Tyler Beautiful	132
Airport Fund	133
Airport	135
Airport Operating Fund (524)	136
Revenue Detail	137
Customer Facility Charge	138
Hotel Tax Fund	139
Hotel/Motel Occupancy Tax Fund (211)	141-142
Other Funds	143
Cemeteries Operating Fund (204)	145
Cemeteries Trust Fund (713)	146
Police Forfeiture Fund (205)	146
Park Improvement Fund (206)	147
Court Special Fee Fund (207)	147-149
Fiscal Year 2021 - 2022	147
Court Technology	148
Municipal Court Security	148
Partners for Youth	148
Court Efficiency Fund	149

Economic Development Fund (208)	149
TIF/TIRZ #4 (217)	150
TIF/TIRZ #3 (218)	150
Tourism and Convention Fund (219)	151-154
Airport Passenger Facility Fund (234)	155
Rainy Day Fund (235)	155
PEG Fee Fund (236)	156
Neighborhood Services	157-159
Home Ownership/Housing Fund (274)	160
Housing Assistance Payments Fund (276)	161-163
Community Development Grant Fund (294)	164-166
Home Grant Funds (295)	167
Metropolitan Planning Organization (MPO) Grant (285)	168-169
Tyler Transit	170
Tyler Transit System Fund (286)	171-173
Productivity Improvement Fund (639)	174-176
Vehicle Equipment Services	177
Fleet Maintenance and Replacement (640)	178-179
Property, Liability, Disability and Workers Compensation Fund (650)	180-181
Employee Benefits Fund (661)	181-182
Retiree Benefits Fund (761)	183-184
Property and Facilities Management Fund (663)	185-186
Information Technology (671)	187-188
Combined Debt Services	189
Customer Facility Charge Revenue Bonds Series 2013	191
Hot Debt Service Fund (302)	192
Hotel Occupancy Tax Revenue Bond Series 2021	193
Utilities Debt Service Fund (504)	194
Revenues, Expenditures, and Changes in Working Capital	194
Utilities Debt Reserve Fund (505)	195
Revenues, Expenditures, and Changes in Working Capital	195
Water and Sewer Revenue Debt Retirement Data	196
Water and Sewer Revenue Bonds	197
Water and Sewer Revenue Refunding Bonds	197
Water and Sewer Revenue Bonds	198-201
Adopting Documents	203
Glossary	211



TYLER PROFILE





DON WARREN

Dear Neighbors,

As we reflect on this past year, we should all be proud of our community's resiliency. While we continued to experience project delays as a result of COVID-19's impact on our supply chain and workforce, we took significant strides on key projects identified in our Tyler 1st Master Plan, which are essential to our entire community's health and well-being.

Importantly, we broke ground on the Rose Complex Conference Center. A project 20 years in the making that is vital to our economic recovery from COVID-19. It will revitalize the entire area surrounding our City's crown jewel, the Tyler Rose Garden.

We also began restoration and repair of Tyler's Historic Brick Streets. I am passionate about this project because these streets are part of Tyler's culture and heritage. We must preserve this vital part of our history for future generations.

Finally, we finished the sidewalks and streetscape along Martin Luther King Boulevard and broke ground on the Hidden Palace Project, an affordable housing development located on the north end behind the new Fire Station No. 1 that adds 11 new homes.

Together with our continued investments in water, wastewater, traffic systems, street repair and drainage, these projects make us future-ready and encourage equitable growth throughout our City.

At the heart of all that we accomplish are people. To truly build our community, we must build up the relationships that keep us working towards common goals. We will continue to partner with the private sector for the public good and work together on our communities' toughest challenges. And we will leave no one behind.

I am excited for our future and proud to be your Mayor.

Don Warren
Mayor | City of Tyler, Texas



Left to Right:
Brad Curtis, District 6; Shirley McKellar, District 3; James Wynne, District 4; Don Warren, Mayor; Stuart Hene, District 1; Bob Westbrook, District 5; and Broderick McGee, District 2

Called To Serve All Of Tyler

WHO'S REPRESENTING YOU?

In December 2021, the Tyler City Council unanimously voted to adopt the final redistricting plan that establishes new boundaries for single-member council districts based on 2020 Census data.

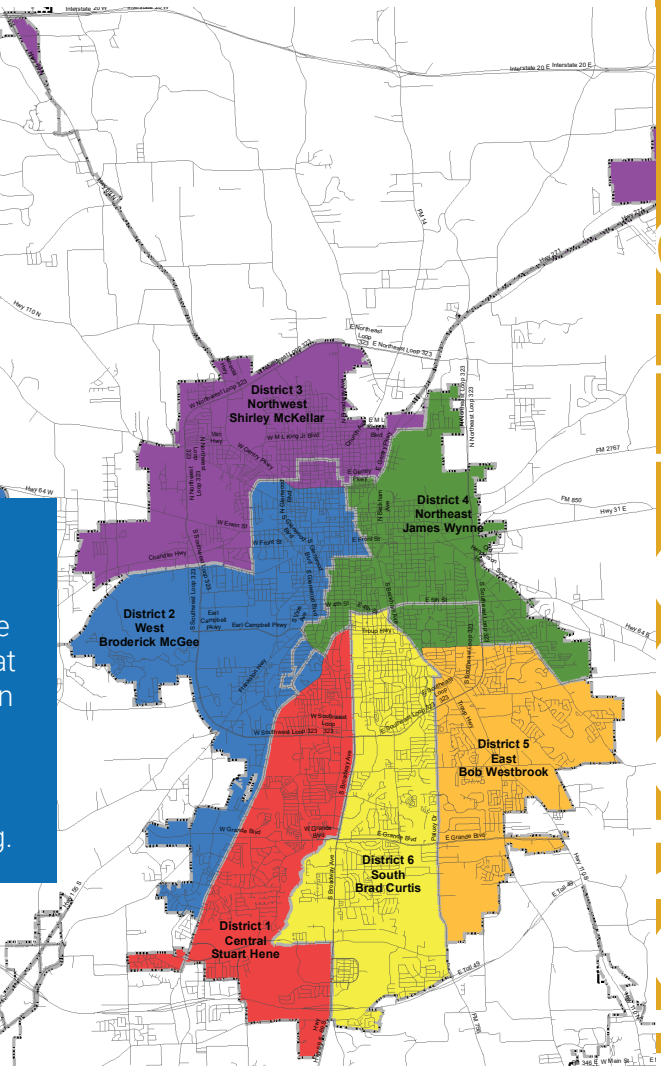
The newly approved redistricting plan includes limited geographical shifts and was drawn in an effort to attain proportionate representation in each of the six single-member districts while complying with all applicable federal and state redistricting laws.

The City held two open houses, as well as three public hearings during city council meetings, to discuss with community members potential changes to each district and provide an opportunity for residents to submit alternate plans for City Council consideration.

“

We do feel that there's a need and desire expressed by the community to strengthen minority voices and we hope the Mayor and City Council will keep that in the forefront. Thank you to all of you for your open process and for hearing voices of our community. It appears to be open and transparent,” said Natalie Wright Curley on behalf of the League of Women Voters during the Nov. 10 Tyler City Council meeting.

The City of Tyler contracted with the law firm of Bickerstaff, Heath, Delgado and Acosta to act as the City's consultant and to assist in meeting redistricting obligations.



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 2020 census population of 105,995, which is a 9.38% increase from the 2010 census population of 96,900. 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, animal services, 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; meat packing and processing; cast iron pipes and

fitting manufacturing; 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 2.60% of assessed valuation in the City.

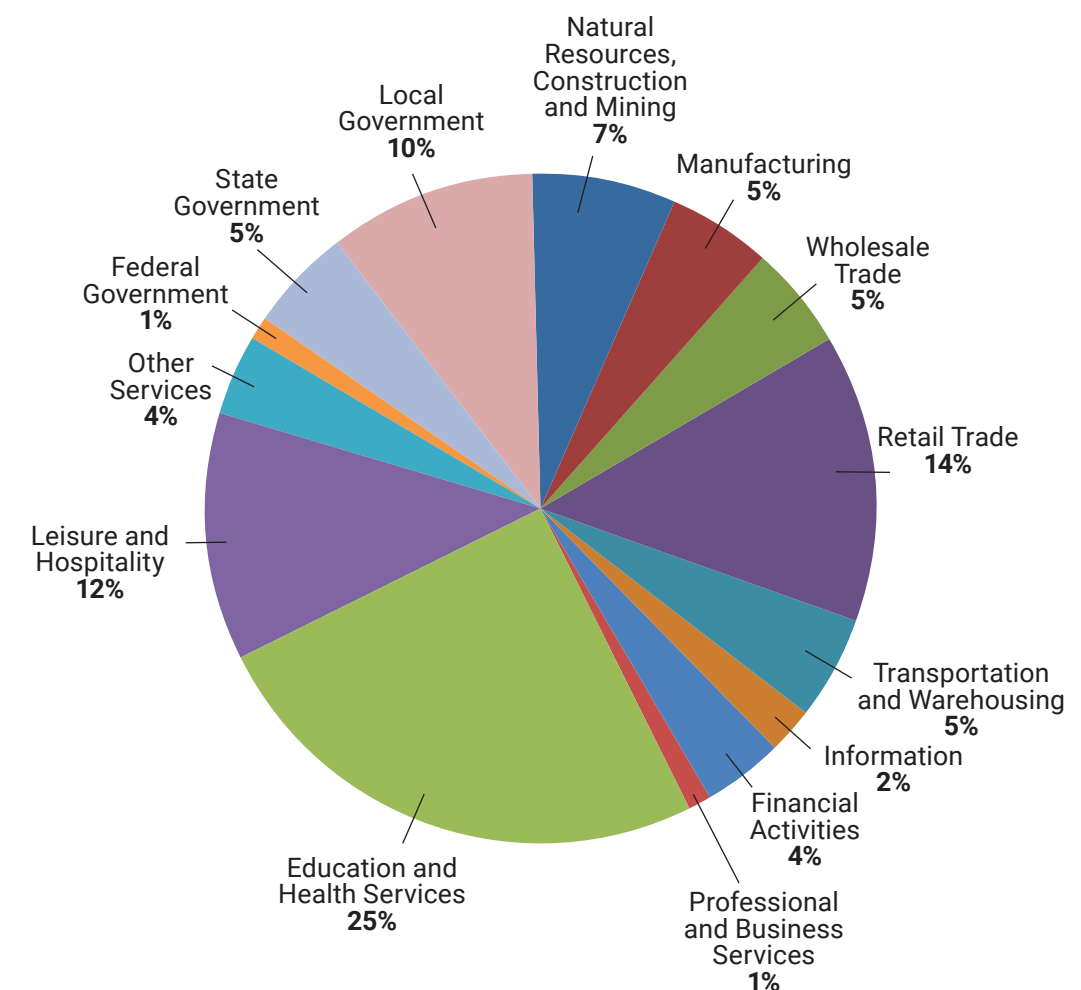
Four institutions of higher education are located in Tyler. They are The University of Texas at Tyler, The University of Texas Health Science Center, Texas College, and Tyler Junior College. Primary

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. 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. In fiscal year 2016, the downtown TIF/TIRZ was dissolved due to value falling below the initial baseline. This was due to governmental agencies purchasing of properties and housing units receiving favorable tax exemptions. In October 2016, the city began the process for creating the new downtown TIRZ. In February 2018, the interlocal agreements were approved by City Council creating zone 4. Land is available for development; the area has an abundant water supply and typically mild weather. The Tyler area cost of living index has consistently been 90-96% 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.



LOCAL ECONOMY CONT.

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 low of 3.2 percent (2019) to a previous decade high of 7.8 percent (2012), only to end at the current rate of 3.3 percent. This figure indicates a decrease of 2.6 % under the prior year while remaining in line with the State and National trends. The total workforce for the Tyler region has increased from 48,106 in 2010 to 50,674 in 2019.

Population growth in the last five years has outpaced previous periods. The population grew 10 percent from 1990 to the year 2000. From the year 2000 to 2010 the population grew 16 percent. From 2010 to the current year, the growth has been an astounding 6 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 I-20 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 enplanements have declined due to COVID-19 from 72,509 in 2011 to a current level of 26,430 in 2020. 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. Tyler is 16th in the nation for cost of living in Retirement Places Rated: Special Millennium Edition.

LARGEST AREA EMPLOYERS

COMPANY NAME	PRODUCT/SERVICE	EMPLOYEES
CHRISTUS Trinity Mother Frances *	Medical Care	3,872
UT Health East Texas *	Medical Care	3,559
Tyler Independent School District	Education	2,563
Sanderson Farms	USDA Meat Processing	1,845
Wal-Mart	Retail	1,521
Trane Technologies	Air Conditioners	1,473
UT Health Science Center at Tyler	Education	1,460
Brookshire Grocery Company	Grocery Distribution	1,455
The University of Texas at Tyler	Education	1,201
Altice USA	Cable, Internet, Phone	1,150
Tyler Junior College	Education	1,033
Target Distribution Center	Retail Distribution	1,000
John Soules Food*	USDA Meat Processing	895
Smith County	Government	887

Source: Tyler Economic Development

* Headquarters located in Tyler.

LONG-TERM FINANCIAL PLANNING

Within the policy guidelines set by the Council for budgetary and planning purposes, the City of Tyler maintains an unassigned fund balance greater than 15 percent of total General Fund expenditures less transfers. In addition to the Capital Projects Fund, the City takes advantage of half cent sales tax (4B) dollars to pay for capital projects related to street improvements, drainage projects, park improvements and other projects as approved by the corporation board and the City Council. By paying cash for infrastructure projects, the City has attained its goal of eliminating general obligation debt as of February 2008.

The City has continued to maintain the lowest property tax rate for mid to large-sized cities in Texas in an effort to balance citizen desire for lower property tax rates and the City's need to match operating costs associated with future planning initiatives. Sales tax has played a large role in allowing the City to obtain this objective with a ten year average increase of 4.22 percent. However, such a large dependence has caused budgeting constraints and all other sources of revenues will need to be reviewed in order to stabilize the cities revenue stream in the future. By maintaining an adequate reserve and monitoring future economic conditions, the City plans to continue to provide for future citizen needs in a streamlined and cost effective manner.

RELEVANT FINANCIAL POLICIES

Multiyear forecasting is used as a part of the revenue and expenditure budgeting process in order to realize all potential budgetary gains during restricted budgetary cycles. An OPEB trust was created in fiscal year 2009 to separate and invest the dollars related to retiree benefits in order to realize a greater rate of return while maintaining fiduciary responsibility and security of principal.

MAJOR INITIATIVES

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 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.

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 -- 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.

There is universal support for our warriors and families, and nonprofit services have grown and improved in Tyler and in communities across America. Still, there remain significant gaps that can only be filled by more focused planning and coordination. The Blueprint created by the Veterans' Roundtable works to address these 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.

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 freedoms.

Joint Financial Task Force

Smith County Judge Nathaniel Moran and Former Tyler Mayor Martin Heines proposed a task force that would meet quarterly to discuss ways that the county and city can work together to save money. That would mean looking critically at places where both governments are providing services to the same people. The county and city would each appoint three people to the task force. The members include the Mayor, the City Manager, and the Chief Financial Officer for the city. The Smith County Judge, the County Auditor, and the County Administrator will represent the county.

AWARDS AND ACKNOWLEDGMENTS

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, 2020. This is the thirty-fifth 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.

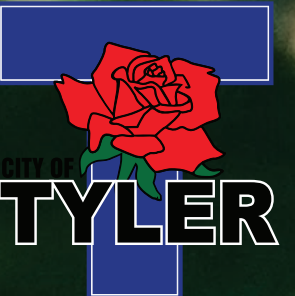
In addition, the City has received the Government Treasurer's Organization of Texas (GTOT)

Investment 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.

For fifteen years in a row, the City of Tyler has been presented with the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada. This award assures that state and local governments prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting.



MANAGER'S MESSAGE



EDWARD BROUSSARD

Honorable Mayor, City Council Members and Residents of Tyler,

We continue to adapt and evolve our operations to safely provide essential services to our community, which is growing in size and diversity. This growth challenges us to plan not just for our City's needs today but for the needs of Tyler tomorrow and on into the future.

To that end, we invested heavily in public safety this year, adding both a homeless coordinator and a digital forensics specialist to our police force. Through the addition of key public safety personnel, we will realize better outcomes for our most vulnerable populations. We also took steps to protect another significant investment- our employees- the public servants tasked with carrying out the work you see in these pages. We are committed to making the City of Tyler an organization that attracts and retains quality personnel that, in turn, provide quality services to our neighbors.

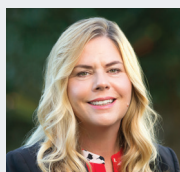
Public service is more than a job. It is a calling. I am incredibly proud of the City staff who have found new and better ways to serve our residents even during times of crisis and uncertainty. This report is a testament to their training, dedication and commitment to the people of Tyler.

As always, we remain "Called to SERVE" our community,

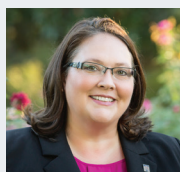
Edward Broussard, City Manager | City of Tyler, Texas



EXECUTIVE TEAM



STEPHANIE FRANKLIN
DEPUTY CITY MANAGER



HEATHER NICK
ASSISTANT CITY MANAGER



DAVID COBLE
FIRE CHIEF



JIMMY TOLER
POLICE CHIEF



KEIDRIC TRIMBLE
CHIEF FINANCIAL OFFICER



RENISSA WADE
MANAGING DIRECTOR



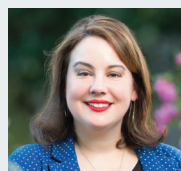
DEBORAH PULLUM
CITY ATTORNEY



BENNY YAZDANPANAHI
CHIEF INFORMATION OFFICER



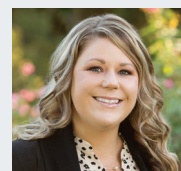
REGINA MOSS
DIRECTOR OF ORGANIZATIONAL DEVELOPMENT



JULIE GOODGAME
DIRECTOR OF MARKETING AND COMMUNICATION



LEROY SPARROW
DIRECTOR OF SOLID WASTE, TRANSIT AND VES



LEANNE ROBINETTE
SENIOR MANAGER OF PARKS, RECREATION AND TOURISM



KATE DIETZ
DIRECTOR OF UTILITIES

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.

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

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.

STAFFING, COMPENSATION AND BENEFITS

In fiscal year 2021-2022 budget, the City added two police officers, two fire recruits, one human resource benefits specialist, and converted a part time IT specialist to full time.

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 2021-2022 Annual Operating Budget for:

- An increase in base pay of 3 percent for all civil service employees;
- An increase in base pay of 2 percent for all non-civil service employees based on merit;
- A shock adjustment to base rates for each pay grade excluding civil service;
- 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 2022 Plan year there was a small increase to premiums on our Rose Health Plan and we added an low-cost/high deductible plan, Azalea Plan. During Fiscal year 2021, the federal government declared Juneteenth a federal holiday. This holiday will be included in the holiday calendar in 2022. This brings the total number of holidays to 11.

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 FY 2020-2021 total property tax rate as adopted was \$.259900 cents per \$100 valuation. The property rate adopted for FY 2021-2022 will be increased to \$.2699 cents per \$100 valuation. The property tax rate proposed for FY 2021-2022 maintenance and operations (M&O) is a rate of \$.2699 per \$100 of assessed property tax value.

Property Tax Value Comparison

	FY2020-2021	FY2021-2022
Total Taxable Value	9,397,648,602	9,770,807,914
Total Tax Rate	0.259000	0.269900
Total Tax Levy	23,354,636	25,115,312
Estimated Collection	99.5%	99.5%
Total Budget	22,237,863	24,989,735

FUNDING FOR OTHER AGENCIES

Outside Agencies

The City has funding agreements with certain agencies that perform duties that would cost the City considerably more if the city had to fund these operations. The payments made to these agencies are listed below.

The fiscal year 2021-2022 General Fund operating budget includes funding for the outside agencies listed:

	FY2020-2021	FY2021-2022
Innovation Pipeline	80,000.00	80,000.00
East Texas Council of Governments	14,535.00	14,535.00
Center for Healthy Living	66,500.00	66,500.00
Northeast Texas Public Health District	200,000.00	200,000.00
Total Expenditures	361,035	361,035

Debt Services Fund

The FY2021-2022 General Fund Operating Budget is supported by a total tax rate of \$.269900 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 \$.0000 cents per \$100 value.

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 created for fiscal year 2017-2018 to ensure that the seal coat program can continue. Tyler City Council pledged to use one cent tax increase to help provide dollars for this fund. This pledge was done in a form of a City ordinance. During fiscal year 2019-2020 the City Council approved a one-cent increase to the pledge amount making the total amount pledged two-cents. The pledged amounts will generate \$1,953,407 in fiscal year 2021-2022. It is the plan to grow this fund in the future through additional tax increases.

Tourism and Convention Facilities Fund

The FY 2021-2022 Tourism and Convention Facilities Fund Operating Budget includes projected revenues of \$211,510 and inter-fund transfers in of \$2,325,000, expenditures of \$2,510,203, inter-fund transfers out of \$20,000. The fund projects an ending fund balance of \$92,211.

Hotel/Motel Occupancy Tax Fund

The FY 2021-2022 Hotel/Motel Occupancy Tax Fund Operating Budget projects revenues of \$10,036,594 including transfers, expenditures and transfers of \$15,311,880 and an ending fund balance of \$646,419. Projected FY 2021-2022 Hotel-Motel tax revenue will 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 following agencies:

	2020-2021	2021-2022
Texas Rose Festival	-	10,000
Discovery Place	32,400	32,400
Symphony	50,000	50,000
Museum of Art	35,000	35,000
Historical Museum	13,500	13,500
Visitors and Convention Bureau	666,500	691,500
Tyler Civic Theatre	-	-
McClendon House	-	4,500
Historic Aviation Museum	13,500	13,500
Sport Tyler Award	-	25,000
Total Expenditures	810,900	875,400

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.

During FY2020-2021, planning began on a new convention center facility for the City. The additional 2% Hotel Occupancy Tax aids in funding these costs. Budgeted expenses for FY2021-2022 are mainly for convention center construction.

Water Utilities Fund

The FY 2021-2022 Water Utilities Operating Budget projects revenues of \$43,847,342, expenditures of \$45,505,883 including capital transfers and an ending working capital \$11,021,160,.

Solid Waste Fund

The FY 2021-2022 Solid Waste Operating Budget projects revenues of \$15,725,649, expenditures of \$14,403,852 for residential and commercial Solid Waste collection services and operations, litter control, code enforcement, and including transfers of \$1,250,653 and an ending working capital \$2,245,745.

Airport Fund

The FY 2021-2022 Airport Fund Annual Operating Budget projects revenues of \$1,758,011 (including transfers in), expenditures of \$1,984,142 including transfers out, and an ending working capital of \$638,470. During FY2018-2019, the airport re-opened 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

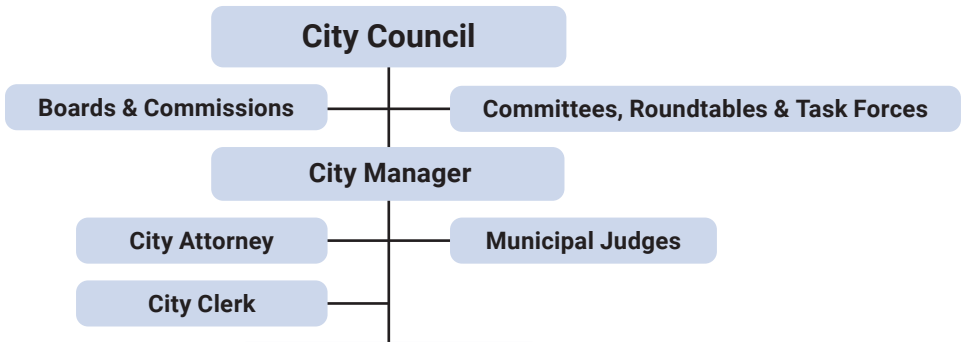
The FY 2021-2022 Fleet Maintenance Services Annual Operating and Replacement Budget projects revenues of \$12,160,637, expenditures of \$14,793,663 including transfers and an ending working capital of \$4,299,026.

MAJOR BUDGET REVENUES AND EXPENDITURES

The fiscal year 2021-2022 revenues, expenditures and changes in working capital for the major operating funds:

FUND	OPENING BALANCE	REVENUES	EXPENDITURES	TRANSFERS IN / (TRANSFERS OUT)	CLOSING BALANCE
General Fund	15,221,683	78,728,858	75,880,334	(2,848,524)	15,221,683
Development Services Fund	606,192	2,224,809	2,292,067	-	538,934
Hotel Occupancy Tax Fund	5,921,705	3,786,594	12,367,792	3,305,912	646,419
Utilities Fund	12,679,701	43,847,342	34,612,799	(10,893,083)	11,021,161
Airport Operating Fund	864,601	1,686,011	1,897,142	(15,000)	638,470
Solid Waste Fund	2,174,601	15,725,649	14,403,852	(1,250,653)	2,245,745

ORGANIZATION CHART



Heather Nick
Assistant City Manager

Strategic Planning
Priorities: Development and Growth

Areas of Responsibility:

- Planning & Development Services
- Metropolitan Planning Organization (MPO)
- Geographic Information Systems (GIS)
- Historic Preservation
- Tyler 1st Comprehensive Plan
- Permit Center
- Economic Development (TIRZ Liaison, Prospects)
- Engineering
- **Mentorship to Parks and Recreation Department**

Jimmy Toler
Police Chief

Strategic Planning
Priorities: Public Safety and Emergency Management

Areas of Responsibility:

- Police
- Centralized Dispatch
- 911 Liaison
- Code Enforcement
- Animal Care Services
- Homeless Roundtable Liaison
- Human Needs Network Liaison
- **Mentorship to Tyler Water Utilities Department**

Stephanie Franklin
Deputy City Manager

Strategic Planning
Priorities: Quality of Life and Place

Areas of Responsibility:

- Organizational Strategic Planning
- Visitor & Convention Facilities
- Library
- Main Street
- Liberty Hall
- Cultural Affairs Board
- Building Inspections
- Facility Services
- Visit Tyler
- Innovation Pipeline Liaison
- **Mentorship to Communications and Organizational Development Departments**

David Coble
Fire Chief

Strategic Planning
Priorities: Public Safety and Emergency Management

Areas of Responsibility:

- Fire
- Emergency Management
- EMS Liaison
- Catalyst 100 Exec Committee
- **Mentorship to Solid Waste, Vehicle and Equipment Services and Transit**

Keidric Trimble
Chief Financial Officer (CFO)

Strategic Planning
Priorities: Leverage Fiscal, Technological and Human Resources

Areas of Responsibility:

- Finance
- Budget
- Purchasing
- Municipal Court
- Internal Audit Services
- Utility Billing
- Lean Six Sigma

Julie Goodgame
Director of Marketing & Communications

- Marketing & Communications
- Legislative Affairs
- Liberty Hall Theater
- PEG Channel
- Tyler Film Friendly Program

Leroy Sparrow
Director of Solid Waste, Transit and VES

- Solid Waste
- Tyler Transit
- Vehicle Services

Leanne Robinette
Director of Parks & Recreation

- Parks and Recreation
- Tourism Facilities
- Cemeteries
- Keep Tyler Beautiful

Regina Moss
Director of Organizational Development

- Human Resources
- Volunteer Services
- City University

ReNissa Wade
Managing Director

- Neighborhood Services
- Streets & Drainage
- Airport
- Traffic Operations
- Business Education Council Liaison

Kate Dietz
Director of Utilities

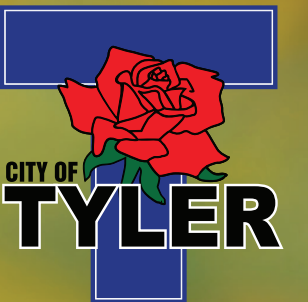
- Water Production
- Wastewater Treatment
- Water Service Center
- Utilities Engineering

Benny Yazdanpanahi
Chief Information Officer (CIO)

- Information Technology



READER'S GUIDE



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 reappropriated 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 balances, 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 imposed 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.

BUDGET PROCESS CONT.

- 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.

BUDGET PROCESS CONT.

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.

BUDGET CALENDAR

Phase I	Strategic/Fiscal Alignment	
	January 14 - January 15, 2021	City Council Retreat
	January 20, 2021	First Monthly Financial Forecast due on P:Drive
	TBD - May/June 2021	City Council Retreat
Phase II	Budget Work Sessions	
	February 1, 2021	ISFs begin preparing department recommendations
	March 9, 2021	Budget Kickoff (Part of Department Leader Meeting)
	March 24, 2021	ISF recommendations due to Budget Analyst
	March 24, 2021	Budget Analyst imports ISF recommendations to budget files
	March 9 - April 30, 2021	Budget file open for department entry
Phase III	Budget Hearings and Budget Preparation	
	April 30, 2021	Preliminary Tax Roll due from Chief Appraiser
	May 3 - July 2, 2021	Department budget review/Budget Preparation
	July 12 - July 23, 2021	City Council Member 1-on-1 sessions
	July 28, 2021	CIP presentation to City Council. Distribution of CIP book.
	July 25, 2021	Certified Tax roll due from the Chief Appraiser
Phase IV	Adoption	
	August 2 - August 6, 2021	Editorial Boards
		City Manager's FY 2021-22 Proposed Budget Filed with the City Clerk and post on website. (Must be filed at least 15 days prior to public hearing and at least 30 days prior to tax rate adoption)
	August 10, 2021	FY2021-22 Proposed Budget presented to City Council (Vote to schedule proposed public hearings for the budget and tax rate adoption).
	August 11, 2021	City Clerk publishes the "Notice of Proposed Budget and Tax Rate Hearing scheduled for August 25th and September 8th" (No later than 30 days prior to and no sooner than 10 days to the public hearings)
	August 12, 2021	1st Public Hearing on FY2021-22 Proposed Budget - Announce Meeting Date to Adopt Tax Rate and Budget. (May not be held before the 7th day after the date of the notice of public hearing is given.)
	August 25, 2021	City Clerk publishes the "Notice of Proposed Budget and Tax Rate Hearing scheduled for September 8th"
	August 26, 2021	2nd Public Hearing on FY2021-22 Proposed Budget- Announce Meeting Date to Adopt Tax Rate and Budget*** (Must be at least 3 days after 1st public hearing).
	September 8, 2021	City Clerk publishes the "Notice of Tax Increase and Budget Adoption scheduled for September 22nd"
	September 9, 2021	
		City Council Adoption of FY2021-22 Budget and Property Tax Rate (City Charter requires adoption no later than the 25th and state statue requires no earlier than the 3rd and no greater than the 14th after the date of the second public hearing)
	September 22, 2021	



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 revenue 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 \$10,000 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.



INVESTMENT POLICY



INVESTMENT POLICY

ORDINANCE NO. 0-2021-41

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS, AMENDING CHAPTER 2, "FINANCE AND TAXATION", ARTICLE V, "INVESTMENT POLICY", OF THE CODE OF ORDINANCES OF THE CITY OF TYLER, TEXAS; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Public Funds Investment Act, (currently Chapter 2256 of the Texas Government Code, Section 2256.005), requires that the City Council review and adopt its Investment Policy and strategy at least annually;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS:

PART 1. That Tyler City Code Chapter 2, "Finance and Taxation", Article V., "Investment Policy", is hereby amended to read as follows:

ARTICLE V. 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. 0-2006-93, 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. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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.

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, or similarly structured investment vehicle, 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. 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. No. 0-2014-98, 10/22/14) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

Sec. 2-48. Objectives.

Principle investment objectives in order of priority are:

- Preservation of capital and the protection of investment principal.
- Maintenance of sufficient liquidity to meet anticipated disbursement and cash flows.
- Preservation of 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.
- Conformance with all Federal statutes, State statutes, City Charter requirements, City ordinances, and other legal or policy requirements.
- Diversification by investment type and maturity to avoid market risks and issuer defaults, where appropriate.
- Attainment of a rate of return which is

INVESTMENT POLICY

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. 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. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20) (Ord. No. 0-2021-41; 05/12/21)

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 compliance with the PFIA.

Investment Officers shall attend at least one training session, accumulating 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 PFIA. 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. Understanding of the inherent fiduciary responsibility of investing public funds;
2. Adherence to the City's policies and strategies;

3. Investment strategy recommendations within accepted risk constraints;

4. Responsiveness to the City's request for services and information; 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. 0-2006-93, 11/8/06) (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. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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. 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. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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 POLICY

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 AAA, 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 to liquidate an investment that is downgraded to less than its required minimum rating by PFIA. The Investment Officer(s) will make specific suggestions as to the possible liquidation or retention in either situation. The City will provide a competitive environment for individual investment transactions, and financial institution, money market mutual fund, and local government investment pool selections.

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. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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. 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. No. 0-2014-98; 10/22/14) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

Sec 2-53. Selection of Broker/Dealers.

The City may utilize the in-house brokerage services of the bank qualifying as City primary 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 reviewed and approved by the City Council.

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

Duncan-Williams Securities
FHN Financial
MBS Securities
SAMCO
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 required 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. 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. No. 0-2014-98; 10/22/14) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20) (Ord. No. 0-2021-41; 05/12/21)

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. 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) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

Sec. 2-55. Reporting and Audits.

At least quarterly, the Investment Officer(s) 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 a rolling 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. 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. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20) (Ord. No. 0-2021-41; 05/12/21)

Sec. 2-56. Review of Investment Policy.

The City Council will review and adopt this Investment Policy and investment strategy at

INVESTMENT POLICY

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. 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. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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. 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. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20) (Ord. No. 0-2021-41; 05/12/21)

Sec. 2-58. Authorized Collateral

The City shall accept only the following as collateral:

- 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. 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) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

Sec. 2-59. Reserved.

PART 2: 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 3: That this ordinance shall be effective on and after its date of passage and approval by the City Council.

PASSED AND APPROVED this ____ day of _____, 2021.

DON WARREN, MAYOR
OF THE CITY OF TYLER, TEXAS

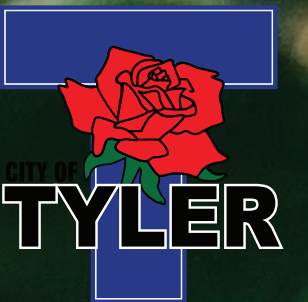
ATTEST:

CASSANDRA BRAGER, CITY CLERK

APPROVED:

DEBORAH G. PULLUM,
CITY ATTORNEY

BUDGET SUMMARY **ALL FUNDS**



COMBINED STATEMENT OF REVENUES AND EXPENDITURES- ALL FUNDS

Fiscal Year 2021 – 2022

FUND	OPENING BALANCE	REVENUES	EXPENDITURES	TRANSFERS IN / (TRANSFERS OUT)	CLOSING BALANCE
101 General	15,221,683	78,728,858	75,880,334	(2,848,524)	15,221,683
102 General Capital Projects	1,420,916	9,000	1,379,464	93,811	144,263
103 Street Improvements	232,388	1,394	1,954,801	1,953,407	232,388
202 Development Services	606,192	2,224,809	2,292,067	-	538,934
204 Cemeteries Operating	48,347	127,219	280,400	119,277	14,443
205 Police Forfeitures	462,895	63,233	216,800	-	309,328
206 Park Improvement Fund	-	642,910	514,020	-	128,890
207 Court Special Fees	38,639	506,176	526,696	-	18,119
208 Economic Development Fund	182,356	1,921	330,400	325,000	178,877
211 Hotel Occupancy Tax	5,921,705	3,786,594	12,367,792	3,305,912	646,419
217 TIF/TIRZ # 4	8,058	75,719	-	-	83,777
218 TIF/TIRZ # 3	611,076	110,730	5,000	-	716,806
219 Tourism and Convention	85,904	211,510	2,510,203	2,305,000	92,211
234 Passenger Facility	37,335	146,000	-	(72,000)	111,335
235 Rainy Day Fund	10,750,724	186,790	100,000	(3,000,000)	7,837,514
236 PEG Fee	824,629	244,168	323,230	-	745,567
274 Homeownership and Housing	426	14	-	-	440
276 Housing Assistance	1,081,304	8,093,250	8,122,195	-	1,052,359
285 MPO	-	579,113	579,113	-	-
286 Transit System	50,669	4,648,152	4,709,777	50,000	39,044
294 Community Development Grant	334,726	895,569	896,819	-	333,476
295 Home Grant	249,869	1,637,951	1,638,014	-	249,806
302 HOT Debt Service Fund	-	2,500	594,088	594,088	2,500
502 Utilities Operations	12,679,701	43,847,342	34,612,799	(10,893,083)	11,021,161
503 Utilities Construction	4,879,857	70,000	7,537,800	5,500,000	2,912,057
504 Utilities Debt Service	3,273,682	3,577,840	8,077,388	4,517,431	3,291,565
505 Utilities Debt Reserve	806,718	15,837	-	-	822,555
524 Airport	864,601	1,686,011	1,897,142	(15,000)	638,470
560 Solid Waste	2,174,601	15,725,649	14,403,852	(1,250,653)	2,245,745
562 Solid Waste Capital	49,110	10,000	645,000	800,000	214,110
575 Storm Water	1,551,819	2,000,480	2,016,841	-	1,535,458
639 Productivity	2,157,435	45,428	1,555,471	550,000	1,197,392
640 Fleet Maintenance/ Replacement	6,932,052	12,160,637	14,728,316	(65,347)	4,299,026
650 Property and Liability	749,983	2,500,340	2,979,681	-	270,642
661 Active Employees Benefits	4,408,652	12,013,509	12,013,508	-	4,408,653
663 Facilities Maintenance	1,114,726	511,889	987,302	227,611	866,924
671 Technology	1,184,772	5,241,663	6,562,277	1,022,347	886,505
713 Cemeteries Trust	3,140,851	115,877	-	(19,277)	3,237,451
761 Retired Employees Benefits	334,690	2,953,046	3,116,954	-	170,782

MAJOR REVENUE SOURCES

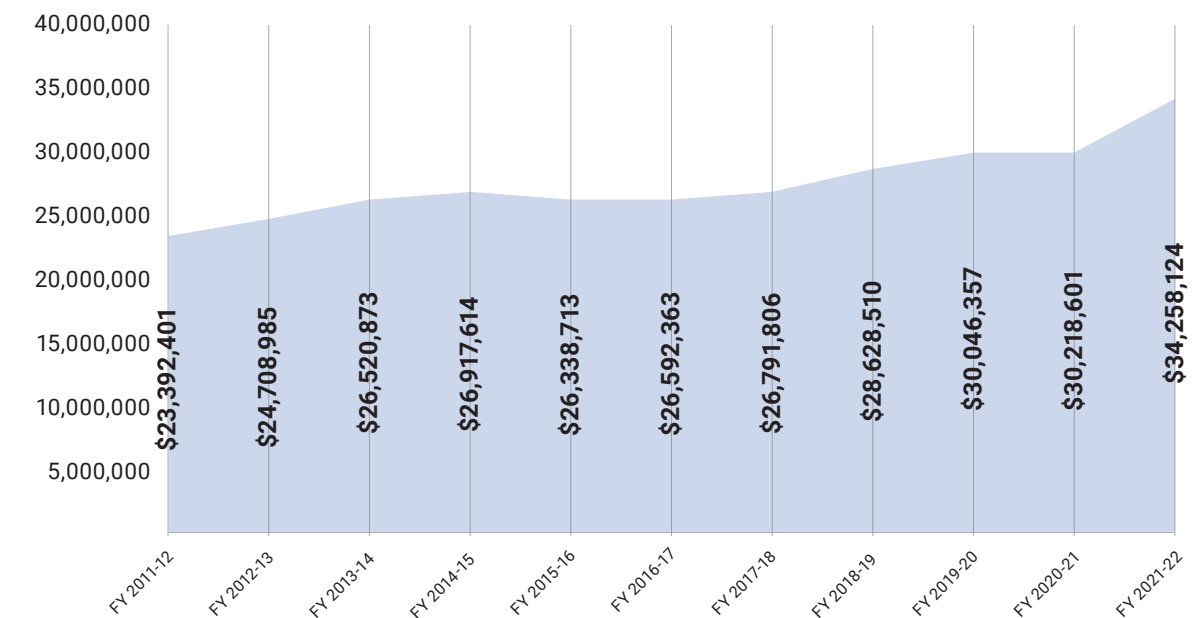
General Fund

As indicated by the chart below, General Fund revenues for FY2021-2022 are projected at \$78,728,856, which is an increase of 6.47 percent over the FY2021-2022 budget of \$73,944,065. As indicated in the chart below the increase is primarily due to increases in projected increases in Sales tax and property tax revenue from new construction/growth in appraisal values.

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
REVENUES				
Property Taxes	22,732,269	23,511,036	23,323,307	25,238,387
Franchises	10,930,191	11,304,407	10,761,559	11,038,781
Sales & Use Taxes	31,311,088	30,660,874	34,287,223	34,305,369
Licenses & Permits	434,261	399,311	418,350	451,915
Fines & Penalties	3,532,004	4,246,056	3,461,930	3,791,590
Use of Money & Property	267,834	158,050	217,794	220,000
Current Services	2,455,224	2,594,299	2,501,165	2,635,739
Other Agencies	6,311,699	554,794	491,087	607,365
Miscellaneous	346,120	515,238	531,247	439,712
TOTAL REVENUES	78,320,690	73,944,065	75,993,662	78,728,858

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 44 percent of the fund's total revenues. Actual collections for FY2020-2021 are projected to be higher than budgeted. The City is projecting a flat budget for FY2021-2022 compared to the current year projected collections.

MAJOR REVENUE SOURCES CONT.

Property Tax

Property tax is the General Fund’s next largest single source of revenue at 32 percent. As indicated in the chart below, taxable values increased over the last 10 years. In order to fund a street improvement fund the City increased its current rate by one cent. The current tax rate at .269900 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
2012-2013	0.2077080	6,844,942,994	
2013-2014	0.2200000	7,012,396,334	2.45%
2014-2015	0.2200000	7,191,673,279	2.56%
2015-2016	0.2200000	7,519,723,382	4.56%
2016-2017	0.2300000	7,807,290,136	3.82%
2017-2018	0.2400000	8,117,880,826	3.98%
2018-2019	0.2444520	8,675,367,458	6.87%
2019-2020	0.2599000	9,064,015,823	4.48%
2020-2021	0.2590000	9,397,648,602	3.68%
2021-2022	0.2699000	9,770,807,914	3.97%

Franchises

Franchise taxes are 14 percent of the total General Fund revenues for FY2021-2022. 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 5 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 marshall’s unit to help with the warrant process. A continued effort is being made to increase collections within the court and to encourage payment of fines.

Development Services

As indicated by the chart below, Development Services revenues for FY2021-2022 are projected at \$2,224,809, which is an increase from the FY2020-2021 appropriated budget of \$2,019,318. Operating transfers to assist in covering the cost of services have decreased. 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.

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
REVENUES				
Building Permits	819,716	1,103,273	1,111,560	1,308,764
Electrical Permits	136,385	160,000	168,000	160,000
Plumbing Permits	105,656	118,450	143,100	118,450
Zoning Permits	74,178	75,000	73,692	75,000
Mechanical Permits	53,934	90,000	65,208	90,000
Cert. of Occupancy Fees	23,230	30,000	24,936	30,000
Local TABC Fee	6,525	15,000	15,000	15,000
Billboard Registration	17,255	17,595	17,592	17,595
Sign Permits	24,292	40,000	19,848	40,000
Contractor License	32,796	50,000	22,560	50,000
House Moving Permits	75	-	-	-
Permit Fee - Clearing	-	-	-	-
Interest Earnings	22,400	30,000	17,832	30,000
Copying/Printing Fees	9	-	-	-
Platting Fees	74,522	70,000	92,136	70,000
Miscellaneous Income	300	-	-	-
Contractor Testing Fees	92,993	160,000	192,096	160,000
Subdivision Plan Review	28,000	60,000	48,000	60,000
TOTAL REVENUES	1,512,266	2,019,318	2,011,560	2,224,809

Hotel/Motel Tax

Revenues in the Hotel/Motel Tax Fund are projected to increase 2.76 percent over FY2020-2021 projections. This increase is based on the collection of the seven percent occupancy tax as well as an additional two percent occupancy tax to be used for new or expanded visitor facilities which was approved by the State legislature in June 2011. 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 improves. Expenditures to outside agencies remained the same level as the previous year.

Tourism and Convention Fund

Revenues in the Tourism and Conventions Fund are projected to remain relatively constant. 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 FY2021-2022 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.

MAJOR REVENUE SOURCES CONT.

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 Metropolitan 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 FY2021-2022 are projected at \$43,847,342, which is an increase over the FY2020-2021 budget of \$43,649,149. 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. In FY 2021-2022 there were no increases to water or sewer base rates.

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
REVENUES				
Use of Money and Property	230,831	167,575	159,520	150,637
Charges for Current Services	43,083,313	43,441,059	41,925,163	43,653,990
Miscellaneous Income	43,895	40,515	47,658	42,715
TOTAL REVENUES	43,358,039	43,649,149	42,132,341	43,847,342

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, 2021 will total \$96,310,000. The current debt service requirement for revenue debt is \$8,077,388 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 FY2021-2022 are projected at \$995,215, which is a decrease from the FY2020-2021 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.

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
USE OF MONEY AND PROPERTY				
Airline Facilities Rental	69,561	45,000	45,000	45,000
Airport Long-Term Parking	349,550	500,000	299,043	377,981
Interest Earnings	5,082	6,000	7,125	6,000
Landing Fees	42,268	44,100	38,561	42,133
Restaurant Concessions	9,689	10,200	10,087	9,600
FAA Building Rental	48,438	53,614	53,732	53,614
Car Leasing Rental	254,732	325,052	269,591	272,452
Agricultural Lease	1,845	1,260	1,491	1,868
Hangar Land Lease	97,174	109,446	107,577	121,367
HAMM	15,000	15,000	15,000	15,000
Common Use Fees	12,760	15,750	12,698	14,700
Wash Bay Fees	12,990	20,000	9,169	14,000
Non Aviation Land Lease	19,796	21,500	18,624	21,500
TOTAL USE OF MONEY AND PROPERTY	938,885	1,166,922	887,698	995,215

MAJOR REVENUE SOURCES CONT.

Solid Waste Fund

The Solid Waste Fund provides for the administration, operation and maintenance of the City's solid waste system that includes collection, recycling and litter control. Revenues for FY2021-2022 are projected at \$15,725,649, which increased over the FY2020-2021 budget of \$14,643,923. The major sources of revenue for the Solid Waste fund include the residential, commercial and roll-off charges for services. The increase in revenues are derived from an increase in the base collection rate for residential customers based on an annual review of CPI, and an increase in recycling fees due to related increases in costs to process recycled materials.

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
USE OF MONEY AND PROPERTY				
Rent - Miscellaneous	\$10,544	\$9,171	\$6,132	\$6,189
Interest Earnings	914	6,000	2,784	3,969
TOTAL USE OF MONEY AND PROPERTY	11,458	15,171	8,916	10,158
CHARGES FOR CURRENT SERVICES				
Residential Sanitation Fees	7,245,534	7,102,539	7,274,004	8,365,860
Commercial Fees	4,498,211	4,268,354	4,549,032	4,568,412
Roll-Off Collection Fees	1,984,481	1,866,470	1,742,424	1,731,811
TOTAL CHARGES FOR CURRENT SERVICES	13,728,226	13,237,363	13,565,460	14,666,083
RECYCLE SALES				
Recycle Sales	52,990	50,000	74,364	85,000
TOTAL RECYCLE SALES	52,990	50,000	74,364	85,000
MISCELLANEOUS INCOME				
Landfill Royalty Fee	664,757	679,080	675,852	692,743
Miscellaneous Income	36,110	30,000	24,096	271,665
Landfill Tipping Fee	393,770	632,309	629,436	-
TOTAL MISCELLANEOUS INCOME	1,094,637	1,341,389	1,329,384	964,408
TOTAL REVENUES	\$14,887,311	\$14,643,923	\$14,978,124	\$15,725,649

Storm Water Fund

The Storm Water Fund is responsible for the maintenance, management, and regulatory compliance of the storm water system. This revenue is collected as a percentage of water charges and is restricted for use for storm drainage improvements.

POSITIONS SUMMARY ALL FUNDS

Fiscal Year 2021 – 2022

Full Time	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
GENERAL SERVICES					
Capital Projects					
City Manager	2.00	2.00	2.00	2.00	2.00
Communications	3.47	2.47	5.00	5.00	5.00
Engineering	2.85	4.85	5.00	5.00	5.00
Finance	9.75	9.75	9.75	9.75	9.75
Fire Department	160.00	162.00	164.00	164.00	166.00
Human Resources	7.60	6.60	6.60	7.00	8.00
Animal Services	15.00	15.00	15.00	15.00	15.00
Legal	8.00	8.00	8.00	8.00	8.00
Library	17.00	18.00	18.00	18.00	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
Court Special Fee	2.00	2.00	2.00	2.00	2.00
Parks and Recreation	17.18	17.50	17.30	17.30	17.30
Parks and Recreation - Indoor Recreation	7.00	7.00	7.00	8.00	8.00
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 - DEA Task Force	-	-	-	-	-
Police Department - COPPS Grant	4.00	4.00	4.00	6.00	6.00
Police Department - Operations	239.00	240.25	242.00	242.00	244.00
Street	28.00	28.00	28.00	28.00	28.00
Traffic Engineering	11.76	10.00	10.00	10.00	10.00
TOTAL	563.61	566.42	572.65	576.05	581.05

Full Time	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
DEVELOPMENT SERVICES FUND					
Building Inspections	12.00	12.00	13.00	13.00	13.00
Planning and Zoning	7.00	7.00	7.00	7.00	7.00
TOTAL	19.00	19.00	20.00	20.00	20.00

Full Time	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
WATER UTILITIES FUND					
Lake Tyler	9.00	10.00	10.00	10.00	10.00
Storm Water Management	13.46	13.22	13.00	13.00	13.00
Wastewater Collection	26.00	26.00	26.00	26.00	26.00
Wastewater Treatment	30.00	30.00	32.00	32.00	32.00
Water Administration	8.00	7.00	8.00	8.00	8.00
Water GIS	6.00	6.00	9.00	9.00	9.00
Water Business Office	19.00	19.00	19.00	19.00	19.00
Water Consent Decree	1.00	1.00	-	-	-
Water Distribution	33.00	33.00	30.00	32.00	32.00
Water Plant	28.00	28.00	27.00	27.00	27.00
TOTAL	173.46	173.22	174.00	176.00	176.00

POSITIONS SUMMARY
ALL FUNDS CONT.

Fiscal Year 2021 – 2022

Full Time	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
SOLID WASTE FUND					
Solid Waste Administration	7.00	7.00	7.00	7.00	7.00
Solid Waste Code Enforcement	9.00	11.00	11.00	11.00	11.00
Solid Waste Commercial	14.00	16.00	16.00	16.00	16.00
Solid Waste Keep Tyler Beautiful	1.00	1.00	1.00	1.00	1.00
Solid Waste Residential	32.00	30.00	30.00	30.00	30.00
TOTAL	63.00	65.00	65.00	65.00	65.00

Full Time	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
AIRPORT FUND					
Airport	11.00	11.00	11.00	11.00	11.00
TOTAL	11.00	11.00	11.00	11.00	11.00

Full Time	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
OTHER FUNDS					
Cemeteries	3.00	3.00	4.00	4.00	4.00
Community Development	4.30	3.60	2.60	2.70	2.70
Fleet Maintenance	15.00	15.00	15.00	16.00	16.00
FSS Homeownership	1.00	1.00	1.00	1.00	1.00
HOME	1.50	0.30	0.30	0.20	0.20
Housing	10.20	10.10	11.10	11.10	11.10
MPO	-	-	-	-	-
Productivity	3.00	3.75	1.00	2.00	2.00
Property and Facility Management	2.00	2.00	2.00	2.00	2.00
Property, Liability, Disability and Workers Compensation	1.40	1.40	1.40	1.00	1.00
Employee Benefits	-	-	-	-	-
Retiree Benefits	-	-	-	-	-
Technology Services	12.00	13.00	13.00	13.00	14.00
Tourism - Main Street	4.76	4.76	4.40	4.40	4.40
Tourism - Rose Garden Center	4.00	4.00	4.00	4.00	4.00
Tourism - Visitor's Facility	5.52	5.20	5.30	5.30	5.30
Tourism - Rose Garden Maintenance	7.00	7.00	7.00	7.00	7.00
Transit	27.25	25.25	25.25	27.25	27.25
TOTAL	101.93	99.36	97.35	100.95	101.95
GRAND TOTAL	932.00	934.00	940.00	949.00	955.00

Fiscal Year 2021 – 2022

Part Time	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
GENERAL SERVICES					
Library	16.00	14.00	14.00	14.00	14.00
Parks and Recreation - Indoor Recreation	3.00	3.00	3.00	2.00	2.00
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
TOTAL	23.00	21.00	21.00	20.00	20.00

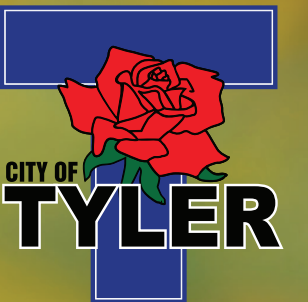
Full Time	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
SOLID WASTE FUND					
Solid Waste Keep Tyler Beautiful	-	-	1.00	1.00	1.00
TOTAL	-	-	1.00	1.00	1.00

Substitues / Temporary Employees	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
GENERAL SERVICES					
Library	7	7	7	7	7
Parks and Recreation - Outdoor Recreation	31	31	31	31	31
Traffic Engineering	40	40	40	40	40
TOTAL	78.00	78.00	78.00	78.00	78.00

Substitues / Temporary Employees	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
OTHER FUNDS					
Tourism - Visitor's Facility	1	1	-	-	-
Transit	6	6	6	6	6
TOTAL	7	7	6	6	6
GRAND TOTAL	85.00	85.00	84.00	84.00	84.00



GENERAL FUNDS



GENERAL FUND (101)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Unreserved fund balance	\$1,998,673	\$7,854,034	\$7,854,034	\$4,711,620
Operating reserve	9,760,645	10,274,240	10,274,240	10,510,063
BEGINNING FUND BALANCE / WORKING CAPITAL	11,759,318	18,128,274	18,128,274	15,221,683
REVENUES				
Property taxes	22,732,269	23,511,036	23,323,307	25,238,387
Franchises	10,930,191	11,304,407	10,761,559	11,038,781
Sales & use taxes	31,311,088	30,660,874	34,287,223	34,305,369
Licenses & permits	434,261	399,311	418,350	451,915
Fines & penalties	3,532,004	4,246,056	3,461,930	3,791,590
Use of money & property	267,834	158,050	217,794	220,000
Current services	2,455,224	2,594,299	2,501,165	2,635,739
Other agencies	6,311,699	554,794	491,087	607,365
Miscellaneous	346,120	515,238	531,247	439,712
TOTAL REVENUES	78,320,690	73,944,065	75,993,662	78,728,858
EXPENDITURES				
General government	7,294,437	8,262,355	7,841,911	8,403,945
Police	28,569,736	28,851,529	28,370,860	30,564,400
Police grants	196,021	356,140	288,204	382,640
Fire	19,139,842	19,700,084	19,422,144	20,474,404
Public services	5,900,365	7,074,866	6,823,884	7,860,569
Parks and recreation	4,061,944	4,091,309	3,895,676	4,233,534
Library	1,608,172	1,803,395	1,600,201	1,887,670
Municipal court	1,724,414	1,912,417	1,824,207	2,073,172
TOTAL EXPENDITURES	68,494,931	72,052,095	70,067,087	75,880,334
Transfer in	4,611	-	-	-
Fair plaza fund (240)	4,611	-	-	-
(Transfer out)	(3,461,414)	(7,883,166)	(8,833,166)	(2,848,524)
General capital projects (102)	(212,492)	(2,125,000)	(3,125,000)	(93,811)
Quality street commitment fund (103)	(1,546,952)	(1,602,426)	(1,602,426)	(1,953,408)
Cemetery (204)	(100,000)	-	-	(100,000)
Tif/ tirz #4 (217)	-	-	-	-
Transit (286)	(13,658)	(50,000)	-	(50,000)
Property facility (663)	(101,305)	(101,305)	(101,305)	(101,305)
Productivity fund (639)	(687,007)	(250,000)	(250,000)	(250,000)
Technology admin (671)	(300,000)	(300,000)	(300,000)	(300,000)
Rainy day fund (235)	(500,000)	(3,454,435)	(3,454,435)	-
Unreserved fund balance	7,854,034	1,329,264	4,711,620	3,839,633
Operating reserve	10,274,240	10,807,814	10,510,063	11,382,050
ENDING FUND BALANCE / WORKING CAPITAL	\$18,128,274	\$12,137,078	\$15,221,683	\$15,221,683

GENERAL FUND REVENUES

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
PROPERTY TAXES				
Current	\$22,384,533	\$ 23,197,180	\$ 23,075,913	\$ 24,923,714
Delinquent	166,150	164,356	71,625	159,474
Penalty and Interest	181,586	149,500	175,769	155,199
TOTAL PROPERTY TAXES	22,732,269	23,511,036	23,323,307	25,238,387
FRANCHISES				
Power and Light	4,505,218	4,744,484	4,490,052	4,635,627
Natural Gas	1,082,660	1,072,454	1,071,030	1,081,740
Telephone	654,837	675,374	626,402	595,082
Cable Television	1,280,542	1,317,708	1,181,468	1,157,839
Commercial Waste Hauler	1,012,702	1,091,452	989,672	1,096,561
Water and Sewer Franchise	2,394,232	2,402,935	2,402,935	2,471,932
TOTAL FRANCHISES	10,930,191	11,304,407	10,761,559	11,038,781
SALES AND USE TAXES				
Sales Taxes	30,830,915	30,218,601	33,837,660	33,837,660
Mixed Drink Taxes	434,921	432,413	411,747	432,413
Bingo Taxes	45,252	9,860	37,816	35,296
TOTAL SALES AND USE TAXES	31,311,088	30,660,874	34,287,223	34,305,369
LICENSES AND PERMITS				
Parking Meters	70,639	64,311	79,066	88,915
Wrecker Permits	4,350	2,000	3,257	4,000
Burglar Alarms	359,272	333,000	336,027	359,000
TOTAL LICENSES AND PERMITS	434,261	399,311	418,350	451,915
FINES & PENALTIES				
Moving Violations	1,868,312	2,188,188	1,860,523	1,969,370
Tax Fees	127,941	130,863	126,041	117,777
Arrest Fees	90,374	111,039	87,376	99,935
Administrative Fees	55,428	99,824	29,893	89,841
Warrant Fees	255,803	218,925	211,582	215,000
Child Safety	137,012	153,453	108,724	138,107
Court Security	-	-	-	-
Miscellaneous Court	49,599	57,413	50,926	55,000
Time Payment Fees	-	-	-	-
Special Court Fees	661,157	916,177	667,111	824,560
Collection Firm Fees	186,878	283,598	235,199	200,000
Court Fee - Clearing	1,127	-	-	-
Partners for Youth	-	-	-	-
Omnibase Program	16,138	13,595	17,329	15,000
Parking Fines	54,942	54,558	48,878	50,000
Scofflaw	12,396	10,672	11,265	10,000
Animal Fines	14,897	7,751	7,083	7,000
TOTAL FINES AND PENALTIES	3,532,004	4,246,056	3,461,930	3,791,590

GENERAL FUND REVENUES CONT.

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
USE OF MONEY AND PROPERTY				
Glass Center Rental	7,871	13,000	16,413	30,000
Senior Citizen Rental	2,040	3,500	600	5,000
Miscellaneous Rent	19,914	15,250	37,024	31,000
Ballfield Concessions	-	1,300	-	2,500
Glass Rec Concessions	469	1,000	468	1,500
Fair Plaza Non-Tenant Parking	-	-	-	-
Interest Earnings	237,540	124,000	163,289	150,000
TOTAL USE OF MONEY AND PROPERTY	267,834	158,050	217,794	220,000
Current Services				
Swimming Pool	-	1,665	2,227	1,665
Fire Inspection	99,273	104,000	68,684	104,000
Lot Mowing	62,737	61,138	61,138	61,138
Glass Membership	42,020	42,000	47,790	50,000
Copying Fees	12,749	20,000	11,320	20,000
Utility Cuts	132,000	132,000	132,000	132,000
Library Non Resident Fees	16,433	22,222	19,049	22,222
Library Lost Books	1,622	2,400	2,494	2,400
Library Fines	18,752	32,200	21,217	32,200
Non Resident Internet Use	2,197	4,000	2,230	4,000
Open Records	29,849	33,000	29,159	33,000
Overhead Reimbursement - Fund 219	47,566	47,566	47,566	47,566
1/2 Cent Administration Costs	175,000	175,000	175,000	175,000
Overhead Reimbursement - Fund 502	1,332,641	1,332,641	1,332,641	1,332,641
Overhead Reimbursement - Fund 560	246,837	246,747	246,747	246,747
Volleyball Fees	-	2,005	-	2,005
Tournament Fees	5,475	8,120	-	-
Other Sports Fees	1,134	5,655	365	5,655
Field Maintenance	70,668	45,000	57,224	75,000
Recreation Classes/Events	11,300	31,000	13,569	50,000
Faulkner Tennis Center	774	-	398	-
Animal Adoption Fees	26,000	26,640	25,087	24,000
Animal Shelter Fees	19,336	18,000	15,764	13,200
Fire Cost Recovery Fees	100,861	201,300	189,496	201,300
TOTAL CURRENT SERVICES	2,455,224	2,594,299	2,501,165	2,635,739

GENERAL FUND REVENUES CONT.

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
OTHER AGENCIES				
State Government	1,626	20,000	41,623	20,000
Income from Restitution	445	-	-	-
Auto Theft Task Force	120,771	112,000	111,595	124,681
School Crossing Guards	171,022	236,452	230,000	258,342
Comprehensive Traffic	43,656	64,000	34,977	64,000
County Haz-Mat Service	5,000	6,000	2,625	6,000
FEMA Reimbursements	-	-	-	-
US Marshal	-	-	-	-
Fire TCLEOSE Allocation	1,075	1,000	1,241	1,000
State JAG Allocation	28,499	-	-	18,000
COPS Grant	-	90,342	46,300	90,342
Federal JAG Allocation	24,410	25,000	22,726	25,000
Coronavirus Relief Funds	5,915,195	-	-	-
TOTAL OTHER AGENCIES	6,311,699	554,794	491,087	607,365
MISCELLANEOUS				
Miscellaneous	127,307	329,937	123,540	159,712
Unclaimed Property Revenue	11,933	15,000	10,622	15,000
Return Checks	210	-	135	-
Sale of Equipment	1,670	1,000	450	1,000
Junk Vehicle Revenue	207	-	-	-
Methane Gas Sales	195,293	155,301	386,500	250,000
Funeral Escorts	9,500	14,000	10,000	14,000
TOTAL MISCELLANEOUS	346,120	515,238	531,247	439,712
TOTAL GENERAL FUND REVENUES	\$78,320,690	\$73,944,065	\$75,993,662	\$78,728,858

GENERAL FUND EXPENDITURES

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
GENERAL GOVERNMENT				
General Government	\$623,674	\$725,818	\$697,876	\$928,413
Outside Agencies	281,035	401,035	401,035	361,035
GF Non-Dept Exp	3,248,735	3,552,259	3,324,443	3,272,424
Innovation and Economic Development	20,979	6,046	6,046	6,220
Finance	1,258,093	1,438,682	1,438,343	1,534,935
Legal	1,002,990	1,197,528	1,070,737	1,229,398
Communications	412,671	450,792	424,523	493,061
HUMAN RESOURCES	446,260	490,195	478,908	578,459
TOTAL GENERAL GOVERNMENT	7,294,437	8,262,355	7,841,911	8,403,945
PUBLIC SAFETY				
Police Services	28,569,736	28,851,529	28,370,860	30,564,400
State JAG	28,539	-	-	18,000
Federal JAG	24,410	25,000	24,667	34,000
COPS Grant	-	174,909	119,659	170,012
Auto Theft Task Force	137,039	136,231	132,376	140,628
L.E. Education Grant	6,033	20,000	11,502	20,000
Fire Services	19,139,842	19,700,084	19,422,144	20,474,404
TOTAL PUBLIC SAFETY	47,905,599	48,907,753	48,081,208	51,421,444
PUBLIC SERVICES				
Engineering Services	470,969	620,554	517,533	646,334
Streets	2,198,081	2,820,906	2,785,646	3,166,303
Traffic Operations	2,170,847	2,432,754	2,404,151	2,676,080
Parking Garage	19,755	28,050	28,050	30,550
Animal Services	1,040,713	1,172,602	1,088,504	1,341,302
TOTAL PUBLIC SERVICES	5,900,365	7,074,866	6,823,884	7,860,569
PARKS & RECREATION				
Administration	2,915,280	2,784,879	2,668,138	2,890,987
Indoor Recreation	519,398	654,902	664,974	650,500
Outdoor Recreation	145,683	243,160	201,470	264,191
Median Maint/Arborist	481,583	408,368	361,094	427,856
TOTAL PARKS & RECREATION	4,061,944	4,091,309	3,895,676	4,233,534
LIBRARY	1,608,172	1,803,395	1,600,201	1,887,670
MUNICIPAL COURT	1,724,414	1,912,417	1,824,207	2,073,172
TOTAL GENERAL FUND EXPENDITURES	\$68,494,931	\$72,052,095	\$70,067,087	\$75,880,334

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 Council members 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 policymaking 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'S OFFICE

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

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	353,354	382,131	407,495	538,683
Supplies and Services	106,332	172,919	134,381	170,358
Sundry	72,056	82,070	71,263	122,104
Utilities	69,654	65,750	61,789	73,650
Maintenance	22,278	22,948	22,948	23,618
Total	623,674	725,818	697,876	928,413

Service Point Expenditures - Outside Agencies

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	2,101,938	2,101,938	2,101,938	2,101,938
Supplies and Services	7,348	347,760	232,250	95,000
Sundry	875,985	1,102,561	990,255	1,075,486
Capital Outlay	13,658	-	-	-
Total	281,035	401,035	401,035	361,035

Service Point Expenditures - Non Departmental Expenses

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	2,101,938	2,101,938	2,101,938	2,101,938
Supplies and Services	7,348	347,760	232,250	95,000
Sundry	875,985	1,102,561	990,255	1,075,486
Capital Outlay	13,658	-	-	-
Total	2,998,929	3,552,259	3,324,443	3,272,424

Service Point Expenditures - Innovation & Economic Development

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	3,411	-	-	-
Supplies and Services	9,867	-	-	-
Sundry	3,213	3,306	3,306	3,400
Utilities	1,460	-	-	-
Maintenance	3,028	2,740	2,740	2,820
Total	20,979	6,046	6,046	6,220

Service Point Employees - City Manager's Office

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
City Manager	1	1	1	1	1
15) Executive Assistant	1	1	1	1	1
Total Department	2	2	2	2	2

FINANCE SERVICES

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 2020-2021

- Achieving 35th consecutive Certificate of Achievement for Excellence in Finance from the Government Finance Officers Association of the United States and Canada;
- Achieving 15th consecutive Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada;

Goals for fiscal year 2021-2022

- 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

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	727,514	848,393	839,916	918,240
Supplies and Services	155,994	184,743	193,401	201,504
Sundry	374,543	404,346	404,990	413,991
Utilities	42	200	36	200
Maintenance	-	1,000	-	1,000
Total	1,258,093	1,438,682	1,438,343	1,534,935 -

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
6) Chief Financial Officer	1	1	1	1	1
8 & 9) Accounting Manager	1	1	1	1	1
4) & 5) & 7) & 8) & 9) & 10) Accountant	2	2	2	2	2
3) Accounting Technician	2	3	3	3	3
13) Senior Accounting Technician	1	-	-	-	-
Payroll Technician	1	1	1	1	1
Accounts Payable Manager	1	1	1	1	1
Treasury Manager	0.75	0.75	0.75	0.75	0.75
Total Department	9.75	9.75	9.75	9.75	9.75

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

1) Title change from Senior Staff Services Specialist to Senior Accounting Technician during FY 2007-2008

2) Title change from Staff Services Specialist to Senior Benefit Specialist during FY 2007-2008 and transferred to Fund 661

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

13) One Senior Accounting Technician reclassified to Accounting Technician FY 18-19

LEGAL SERVICES

It is the mission of the City Attorney’s Office to provide quality legal services to the City of Tyler so that it can govern lawfully and efficiently with the highest level of integrity so that it may serve the citizens of Tyler more effectively. Legal and City Clerk staff members provide support services, including the following:

Areas of service include:

- Formal and informal legal opinions, including legal advice and counsel to Mayor, City Council, City Manager and City Departments;
- Oversee Municipal Court prosecution; and,
- Attend City Board meetings.
- Ensure compliance with State open meetings law;
- Review of public information requests and subpoenas;
- Document/Contract review;
- Document creation including policies, contracts, and code amendments;
- City Code review and maintenance;

- Prosecution of municipal issues;
- Defense and coordination of lawsuits;
- Permanent records management, preservation and storage; and,
- Municipal/joint elections coordination

Accomplishments for 2020-2021

- City Clerk received Texas Registered Municipal Clerk’s Certification
- FOG ordinance creation
- Smoking ordinance amendment

Goals for fiscal year 2021-2022

- Continued collaboration with Municipal Court to improve service to citizens
- Continued collaboration with Water Administration to follow and complete Consent Decree requirements
- Bring Council Chambers to ADA compliance
- Redistrict following the 2020 Census
- Expand City Clerk functions and improve department organization

Service Point Expenditures - Legal

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	887,290	992,932	920,245	1,038,769
Supplies and Services	62,887	147,607	93,449	133,027
Sundry	52,636	55,890	55,886	56,503
Utilities	177	260	89	260
Maintenance	-	839	1,068	839
Capital Outlay	-	-	-	-
Total	1,002,990	1,197,528	1,070,737	1,229,398

Service Point Employees - Legal

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
City Attorney	1	1	1	1	1
City Clerk	1	1	1	1	1
Deputy City Attorney	1	1	1	1	1
3, 4, 5, 7, 8) Assistant City Attorney	2	2	1	1	1
Assistant to City Attorney	1	1	1	1	1
Legal/Risk/City Clerk Secretary	1	1	1	1	1
Senior Assistant City Attorney	1	1	2	2	2
Total Department	8	8	8	8	8

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
8)One Assistant City Attorney reclassified to Senior Assistant City Attorney FY 19-20

COMMUNICATIONS SERVICES

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

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	358,599	367,180	346,478	406,519
Supplies and Services	26,400	55,149	49,344	57,650
Sundry	27,464	28,448	28,452	28,677
Utilities	-	15	-	15
Maintenance	208	-	249	200
Capital Outlay	-	-	-	-
Total	412,671	450,792	424,523	493,061

COMMUNICATIONS SERVICES CONT.

Service Point Employees - Communications

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
14, 19) Communications Manager	-	-	-	-	-
19, 21)Director of Marketing and Communications	0.47	0.47	1	1	1
20)Downtown Operations Coordinator	1	-	-	-	-
2, 18) SR Marketing/PR Specialist	1	1	1	1	1
22)Public Safety Public Information Officer	-	-	1	1	1
23)Public Works Public Information Officer	-	-	1	1	1
16) Multi-Media Specialist	1	1	1	1	1
Total Regular Full-time	3.47	2.47	5	5	5

Regular Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
6) & 7) & 8) Graphics Technician	-	-	-	-	-
Total Regular Part-time	0	0	0	0	0
Grand Total Department	3.47	2.47	5	5	5

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
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
13) Added one Unpaid Intern FY 15-16
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
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 salary split changed 47%Communications, 7% Stormwater, 46%Liberty Hall
20) Downtown Operations Coordinator reclassified/transferred to Liberty Hall Operations Coordinator FY 18/19
21) Director of Marketing and Communications salary no longer split 100% Communications FY 19-20
22) Public Safety Public Information Officer transferred to Communications from Productivity/Grants 75% & PD 25% FY 19-20
23)Public Works Public Information Officer reclassified from Senior Secretary & transferred from PD FY 18-19

HUMAN RESOURCES SERVICES

Service Point Focus

TThe 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 administration;
 - 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

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	357,209	414,797	402,984	496,661
Supplies and Services	42,234	26,231	26,232	31,741
Sundry	46,723	49,042	49,567	49,932
Utilities	94	125	125	125
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total	446,260	490,195	478,908	578,459

Service Point Employees - Human Resources

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
13,18) Managing Director of Administration	0.60	0.60	0.60	-	-
Director of Organizational Development	-	-	-	1	1
2) Human Resource Manager	1	1	1	1	1
10, 17) Human Resource Representative	-	-	-	-	-
11) Human Resource Generalist	3	3	3	3	3
16) Human Resource Technician	1	1	1	1	1
12) Receptionist/Greeter	-	-	-	-	-
9) Volunteer Coordinator	1	1	1	1	1
15), 19) Benefits Coordinator	1	-	-	-	1
Total Regular Full-time	7.60	6.60	6.60	7.00	8.00

Regular Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
4) Human Resource Representative	-	-	-	-	-
Staff Services Representative	-	-	-	-	-
Total Regular Part-time	0	0	0	0	0
Grand Total Department	7.60	6.60	6.60	7.00	8.00

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
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 Representatives reclassified to HR Generalists FY 17-18
18) Managing Director of Administrative Services reclassified to Director of Organizational Development FY 20-21 salary split 60% HR & 40% Risk salary no longer split, paid 100% by Human Resources/OD dept. FY 20-21
19) Added Benefits Coordinator Position FY 21-22

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 2020-2021

- Purchase of Narcan
- Sergeant's Office Upgrade
- Advanced / Reconstruction Investigator Training
- Purchase of 8 Patrol Vehicles
- Upgrades to parking lot lighting
- Upgrades to Computer Forensics' Office
- (2) Grant Officers
- CALEA web based assessment
- 5 Year Strategic Plan
- Gun Range Improvements- Running Man Targets
- Citizen Satisfaction Survey
- Dispatch Upgrades: Kitchenette
- Purchase of firearms
- Priority Response Unit created
- New lieutenant's position created

Goals 2021-2022

- 621 W. Ferguson- Building Improvements
- Purchase of Crime Scene Equipment
- Purchase of 20 Firearms
- Purchase of 11 patrol vehicles
- 711 W. Ferguson- Building Improvements (Paint)
- Upgrades to Lieutenant's Office
- Upgrades to CRO's Office

Service Point Expenditures - Police Services

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	24,424,419	24,724,391	24,398,824	25,888,245
Supplies and Services	785,635	923,247	858,976	1,044,468
Sundry	1,736,991	1,801,604	1,801,950	1,806,939
Utilities	118,889	117,460	101,699	141,960
Maintenance	1,459,802	1,225,072	1,153,179	1,623,592
Capital Outlay	44,000	59,755	56,232	59,196
Total	28,569,736	28,851,529	28,370,860	30,564,400

Service Point Expenditures - JAG 2013-2014

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Supplies and Services	40	-	-	-
Capital Outlay	28,499	-	-	18,000
Total	28,539	-	-	18,000

Service Point Expenditures - Federal JAG

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Capital Outlay	24,410	25,000	24,667	34,000
Total	24,410	25,000	24,667	34,000

Service Point Expenditures - COPS 2010

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	-	174,909	119,659	170,012
Total	-	174,909	119,659	170,012

Service Point Employees - COPS Grant

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
1) Police Officer (CS)	4	4	4	4	4
2) Police Recruit	-	-	-	2	2
Total Department	4	4	4	6	6

(CS) - Indicates Civil Service Position

1) 4 positions added FY 2010-2011

1) 4 positions added FY 2010-2011

2) Two new Police Recruit positions added FY 20-21

Service Point Expenditures - E Texas Auto Theft Task Force

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	119,668	116,393	115,111	120,790
Supplies and Services	17,371	19,838	17,265	19,838
Total	137,039	136,231	132,376	140,628

Service Point Employees - East Texas Auto Theft Task Force

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Police Officer (CS)	1	1	1	1	1
Total Department	1	1	1	1	1

(CS) - Indicates Civil Service Position

Service Point Employees - Police

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Police Chief	1	1	1	1	1
Assistant Police Chief (CS)	3	3	3	3	3
21) Police Lieutenant (CS)	7	7	7	7	7
2) Police Sergeant (CS)	27	27	27	27	27
3) & 18, 27, 35) Police Officer (CS)	151	153	155	155	157
Administrative Secretary	2	2	2	2	2
Burglar Alarm Coordinator	1	1	1	1	1
Crime/Traffic Analyst	1	1	1	1	1
Crimestopper Coordinator	1	1	1	1	1
Data Management Supervisor	1	1	1	1	1
4) & 11) & 16) & 17) Data Management Specialist	4	4	4	4	4
Identification Technician	1	1	1	1	1
Property and Evidence Specialist	2	1	1	1	1
33)Property and Evidence Supervisor	-	1	1	1	1
Police Services Coordinator	1	1	1	1	1
PS Communications Supervisor	3	3	3	3	3
13) & 19) & 20, 25, 28,31, 32, 34) PS Telecommu-nicator II	18	14	13	12	12
20) PST Administrator	1	1	1	1	1
15, 26) Public Service Officer	8	8	8	8	8
Secretary	1	1	1	1	1
31)Senior PS Telecommunicator II	3	6	7	8	8
6, 24, 30)Senior Secretary	1	1	1	1	1
22) Police Technology Specialist	1	1	1	1	1
29) Public Safety PIO	-	0.25	-	-	-
Total Regular Full-time	239	240.25	242	242	244

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Courier	1	1	1	1	1
Total Regular Part-time	1	1	1	1	1
Grand Total Department	240	241.25	243	243	245

(CS) - Indicates Civil Service Position
1) Title changed to City Volunteer Coordinator during FY 2009-2010
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
5) Title changed to Director of Volunteer Services during FY 2007-2008
6) Two positions upgraded to Administrative Secretary during FY 2007-2008
7) One position upgraded to IT Specialist I during FY 2007-2008
8) Title changed back to VIP Coordinator FY 2008-2009
9) One position approved for FY 2007-2008 which was not in previous budget book
10) Position Eliminated During Budget Session for FY 2010-2011
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
12) Position converted to Assistant Police Chief during 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
15) 1 Public Service Officer eliminated FY 2011-2012
16) Data Management Specialist I (#7) (marked as closed) Eliminated FY 2011-2012
17) 3 Data Management Specialists eliminated FY 2012-2013
18) 2 Motorcycle Officers added 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
23) Additional five (5) unbudgeted overfill PST II's added FY 14-15, for a total of eight (8) unbudgeted overfill PST's
24) Senior Secretary remaining frozen FY 17-18 - until further notice
25) One PST II frozen FY 17-18 - until further notice
26) One PSO frozen FY 17-18
27) Two Police Officers added FY 18-19
28) One PST I reclassified to PST II FY 18-19 (#11)
29)One Sr PR Marketing Specialist/Grantwriter transferred from Communications & reclassified to Public Safety Public Information Officer FY 18-19 salary split 75% Productivity 25% Police
30)One Senior Secretary reclassified to Public Works Public Information Officer and transferred to Communications FY 18-19
31) Two (2) PST II's upgraded to Senior PST II's FY 18-19
32) Three (3) PST II's eliminated FY 18-19 to increase savings to support the PST II position salary increase during FY 18-19
33)One Property & Evidence Supervisor downgraded to Property & Evidence Specialist FY 18-19
34)One PST II reclassified to Senior PST II FY 19-20
35)Two Positions added FY 21-22

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 2020-2021

- Emergency Plans updated and presented to the LEPC (Local Emergency Planning Committee) and published for public viewing and education on the departments and City’s web pages
- Created Administrative Captain position to help with the training of 160 firefighters
- Purchased 5 new AED’s and EMS equipment to enhance our EMS capabilities and supplement our ready reserve fleet
- Four emergency response annexes were updates and rewritten for different areas of emergency response
- The Tyler Fire Department achieved an ISO Class #1 certification
- New Engine 9 replacement received and delivered to Station #9
- Brush #4 was added to the fleet. This truck is diesel and has four doors, which will allow us to move personnel and will double as a pull vehicle. This unit is equipped with four-wheel drive which proved invaluable during “winter storm 02-2021”

- Tyler Fire assisted NETHEALTH throughout the year with the COVID-19 pandemic. This included but was not limited to opening the Emergency Operations Center, helping with Command, Operations, and Logistical support. The F.D. assisted with numerous testing and vaccination sites
- EOD Team trailer was received by donation through local resources
- Applied and received 80,000.00 in grant funding from Homeland Security for the purchase of two new bomb protective ensembles
- First open test given to fire trainees since 2007
- First internal fire academy in 33 years based at Station #4

Goals for 2021-2022

- Acquisition, design, and remodel of new Fire Administration/HQ
- Start the first internal training academy in over 33 years
- Recruit academy begins in May 2021
- First class is scheduled to graduate FY 2021-2022
- Develop specifications and order aerial/truck “Tower 10” to enhance truck coverage to the South East area of the City of Tyler. This addition will solidify our Class 1 PPC rating
- Hire 12 firefighters required to maintain safe staffing on Tower 10 (near UT Tyler)
- Shore up staffing of regional and specialized training-technical rescue, hazardous materials, communication trailer, and recruit training
- Acquire annual funding for front line apparatus replacement
- Enhance training of staff by attending the National Fire Academy
- Continue to enhance fire fighter safety with officer training, fire grounds tactics, and adherence to ICS protocol
- Assist and identify those areas in need of public education and program response
- Continue to build upon our public education to educate the public in fire prevention

Service Point Expenditures - Fire Services

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	17,172,589	17,786,537	17,460,509	18,203,867
Supplies and Services	617,333	694,146	637,390	808,491
Sundry	526,196	548,569	520,277	547,084
Utilities	154,414	154,625	142,405	154,625
Maintenance	669,310	516,207	661,563	760,337
Total	19,139,842	19,700,084	19,422,144	20,474,404

FIRE DEPARTMENT CONT.

Service Point Employees - Fire

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Fire Chief	1	1	1	1	1
10) Assistant Fire Chief (CS)	2	2	2	2	2
District Chief (CS)	6	6	6	6	6
11) Fire Captain (CS) *	41	41	41	41	41
Fire Driver/Engineer (CS)	39	39	39	39	39
3, 15, 17) Firefighter (CS)	66	68	70	70	72
Administrative Assistant	1	1	1	1	1
4, 14) Administrative Secretary	2	2	2	2	2
Fire Apparatus Technician	1	1	1	1	1
Fire Marshal	1	1	1	1	1
9) Emergency Mgmt Asst/Admin Secretary	-	-	-	-	-
Total Department	160	162	164	164	166

- (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
- 16) Three Firefighter Recruit positions frozen FY 20-21
- 17) Two Firefighter Recruit positions added FY 21-22

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

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,118,704	1,310,291	1,113,115	1,387,503
Supplies and Services	189,623	174,113	166,825	179,204
Sundry	206,680	221,461	220,824	222,859
Utilities	42,252	45,575	47,066	45,575
Maintenance	50,684	51,826	52,371	51,169
Capital Outlay	229	129	-	1,360
Total	1,608,172	1,803,395	1,600,201	1,887,670

Service Point Employees - Library

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
City Librarian	1	1	1	1	1
17, 21) Access Librarian	-	-	-	-	-
Reference Librarian	1	1	1	1	1
Resource Librarian	1	1	1	1	1
Circulation Supervisor	1	1	1	1	1
1, 6, 20) Access Associate	2	2	2	2	2
25) Administrative Assistant	1	-	-	-	-
Library Operations Specialist	-	1	1	1	1
26) Cataloging Specialist	2	2	1	1	1
2, 22) Circulation Technician	2	2	2	2	2
Circulation Assistant	1	1	1	1	1
Collection Associate	1	1	1	1	1
4) Custodian	-	1	1	1	1
15) Library Assistant	2	2	2	2	2
Outreach Technician	1	1	1	1	1
16) and 17) Youth Services Librarian	1	1	1	1	1
Youth Services Assistant	-	-	1	1	1
Total Regular Full-time	17	18	18	18	18

Regular Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
7) & 14) Access Associate	3	3	3	3	3
2, 11, 13, 19) Circulation Technician	6	6	6	6	6
5, 10, 12, 24) Custodian	3	1	1	1	1
Library Page	3	3	3	3	3
Project Specialist	1	1	1	1	1
Total Regular Part-time	16	14	14	14	14

Substitute Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Access Associate	3	3	3	3	3
13) Circulation Technician	3	3	3	3	3
23) Outreach Technician	1	1	1	1	1
Total Substitutes	7	7	7	7	7
Grand Total Department	40	39	39	39	39

- 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
- 25) One Administration Assistant reclassified to Library Operations Specialist FY 18-19
- 26) One Cataloging Specialist reclassified to Youth Services Assistant FY 19-20

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 2020-2021

- Parks and Recreation Facebook Page
Glass Recreation Center
 - Outdoor Adventure Series
- Emmett J. Scott Park
 - Playground equipment, restroom mural, picnic tables, walking trail, basketball court
- Faulkner Park
 - Lower Restroom Renovations, Faulkner Park Skate Park Phase II Completed
- Fun Forest Pool
 - Completed new pool and splash pad area, rentable spaces including picnic areas and pavilion for special events
- Hillside Park
 - 2020 Texas Municipal League Excellence Award for Park Renovation
- Lindsey Park
 - Restroom Renovations
- Woldert Park
 - Splash pad, restroom renovations

Goals for 2021-2022

- Operations
 - Increase programming awareness and promote revenue generation through website build-out and updates.
 - Implement Amortization Plan approved by Parks board and City Council.
 - Complete and submit monthly financial forecasts that accurately reflect revenues and expenditures.
 - Cross train all outdoor parks employees using training matrix.
 - Continue to utilize work order system to track maintenance orders and analyze staffing and maintenance needs by Park.
- Parks
 - Bring all park restrooms to working order. Implement 10-year MP schedule.
 - Update mowing contract to include new construction and some medians.
 - Implement Standard Park Amenities design plan.
 - Review fees and contracts for permits and rentals.
 - Reduce water usage by tying in well at Lindsey Park and identifying and fixing water leaks.
 - Full renovation of PT Cole Park and partial renovation of Pollard Park
- Athletic Programs
 - Increase programming to reach all demographics by evaluating past years programming and participation and building 3-5 programs this year to target new groups.
 - Prepare for and oversee basketball league/tournaments at Glass. Increase awareness and try to build 10% YOY participation increase.
 - Prepare for and oversee kickball fall season league. Increase awareness and try to build 10% YOY participation increase.

Goals for 2021-2022 Cont.

- Continue Corporate Challenge and increase YOY participation and awareness by 15 percent, with goal of creating fee-funded program by 2023 rather than having to rely on donors and sponsors.
- Review fee structure for field rentals.
- Glass Recreation Center
- Increase programming to reach all demographics by evaluating past years programming and participation. Building 3-5 programs this year to target new groups.
- Enhance and increase of Summer Playground Program and market to build increased community awareness.

Service Point Expenditures - Parks Administration and Maintenance

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	821,052	927,995	807,250	1,025,550
Supplies and Services	705,546	648,643	648,540	685,722
Sundry	119,737	120,308	123,135	118,773
Utilities	621,275	503,850	514,563	552,850
Maintenance	647,670	584,083	574,650	508,092
Capital Outlay	-	-	-	-
Total	2,915,280	2,784,879	2,668,138	2,890,987

Service Point Employees - Parks Administration

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
9, 13,17) Managing Director Parks/Recreation Operations	0.2	0.2	-	-	-
7, 10) Parks & Recreation Services Coordinator	1	1	1	1	1
12)Crew Leader	3	3	3	3	3
Grounds Technician	1	1	1	1	1
Groundskeeper	6	6	6	6	6
Parks Manager	0.7	0.7	0.7	0.7	0.7
5, 6 & 8) Laborer	3	3	3	3	3
Administrative Secretary	1	1	1	1	1
14) Budget Administrator/Cemeterian	0.05	0.05	-	-	-
18)Budget Analyst & Internal Auditor	-	-	0.05	0.05	0.05
15, 16) Manager of Tourism Facilities Community Beautification	0.23	-	-	-	-
Senior Manager of Parks, Recreation & Tourism	-	0.55	0.55	0.55	0.55
8) Parks Superintendent		1	1	1	1
Total Department	17.18	17.5	17.3	17.3	17.3

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

One Senior Secretary reclassified to Administrative Secretary FY 16-17

3) 50% of Parks and Recreation Director positon 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 to50%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

16) Manager of Tourism Facilities & Community Beautification reclassified to Senior Manager Parks, Recreation & Tourism FY 18-19 salary split 55% Parks/45% Tourism

17)Managing Director Parks & Recreation salary split 60% Visitor Facilities 40% Liberty hall

18)Budget Administrator/Cemeterian retitled to Budget Analyst & Internal Auditor FY 19-20, salary split 95% Tourism/5% Parks Admin

PARKS AND RECREATION
CONT.

Service Point Expenditures - Indoor Recreation

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	380,389	404,568	396,230	506,404
Supplies and Services	58,753	69,385	86,580	69,385
Sundry	21,331	21,552	22,875	23,165
Utilities	37	100	20	100
Maintenance	58,888	159,297	159,269	51,446
Capital Outlay	-	-	-	-
Total	519,398	654,902	664,974	650,500

Service Point Employees - Indoor Recreation

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
2, 7) Special Events/Recreation Manager	1	1	-	-	-
Recreation Manager	-	-	1	1	1
Recreation Center Supervisor	1	1	1	1	1
4) Recreation Program Supervisor	1	1	1	1	1
Building Maintenance Worker	-	-	1	1	1
Custodian	2	2	1	2	2
3, 5) Recreation Specialist	2	2	2	2	2
Total Regular Full-time	7	7	7	8	8

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Clerk	2	2	2	2	2
6,8) Custodian	1	1	1	-	-
Total Regular Part-time	3	3	3	2	2
Total Department	10	10	10	10	10

- 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
6) One Part-Time Custodian converted into one Full-Time Building Maintenance Worker FY 19-20
7)One Special Events/Recreation Manager reclassified to Recreation Manager FY 19-20
8)One PT Custodian reclassified to one FT Custodian FY 20-21

Service Point Expenditures - Outdoor Recreation

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	60,739	152,142	111,215	175,423
Supplies and Services	84,610	90,518	89,758	88,268
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	334	500	497	500
Capital Outlay	-	-	-	-
Total	145,683	243,160	201,470	264,191

Service Point Employees - Outdoor Recreation

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
3)Activity Specialist	1	1	1	1	1
Total Regular Full-time	1	1	1	1	1

Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
1) & 2) Recreation Specialist	1	1	1	1	1
Total Regular Part-time	1	1	1	1	1

Temporary Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
6)Pool Manager	2	2	2	2	2
Lead Pool Manager	1	1	1	1	1
4)Lifeguard	14	14	14	14	14
7)Playground Coordinator	-	-	-	-	-
Playground Aid/Leader	12	12	12	12	12
Total Temporary Positions	29	29	29	29	29

Substitute Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
5)Lifeguard	2	2	2	2	2
Total Substitutes	2	2	2	2	2
Total Department	33	33	33	33	33

- 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) 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 reclassified to Lead Pool Manager FY 16-17
7)One Playground Coordinator #1 reclassified to Playground Leader #6 FY 16-17

Service Point Expenditures - Median Maintenance and Arborist

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	212,697	245,862	156,569	271,043
Supplies and Services	207,529	98,897	148,796	101,308
Sundry	2,539	4,000	3,995	4,000
Utilities	-	-	-	-
Maintenance	58,818	59,609	51,734	51,505
Capital Outlay	-	-	-	-
Total	481,583	408,368	361,094	427,856

Service Point Employees - Medians / Arborist

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Arborist/Urban Forester	1	1	1	1	1
Crew Leader	1	1	1	1	1
Laborer	3	3	3	3	3
Total Department	5	5	5	5	5

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 2020-2021

- Completed seven CIP Projects
- Currently Managing thirty-six CIP Projects

Projects 2021

- 2019 Water Main Improvement Project
- 2020 Seal Coat
- Brynmar Court Drainage Improvements
- Citywide Intelligent Traffic System Study
- Troup Hwy Standpipe Interior Rehab
- Robert E. Lee Drainage Improvements

Goals 2021-2022

- Implement CIP through initiation of CIP project priorities for the fiscal year and manage projects in progress.
- Work to full staffing levels, focus on recruiting and hiring 2 Project Engineers
- Develop a Vision Zero program for Tyler and speed management/traffic calming policies to help address citizen concerns about speeding in neighborhoods.
- Upgrade Paver software as needed and obtain staff-training (in progress in FY 2020-21)
- Traffic Signal Replacement Program - program administration and planning for future phases, phases moved to bid are shown in Goal 1 (Construction).

Service Point Expenditures - Engineering Services

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	414,419	541,962	463,956	580,757
Supplies and Services	11,707	37,103	12,238	13,773
Sundry	34,831	35,889	35,889	46,279
Utilities	29	50	125	50
Maintenance	9,983	5,550	5,325	5,475
Capital Outlay	-	-	-	-
Total	470,969	620,554	517,533	646,334

Service Point Employees - Engineering

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
16, 20) City Engineer	1	1	1	1	1
1, 21) Administrative Assistant	-	1	1	1	1
2, 18) Capital Budget Analyst	-	-	-	-	-
12, 15) Associate Engineer	-	-	-	-	-
5, 14) Project Engineer	1.85	1.85	2	2	2
22)Traffic Engineer	-	1	1	1	1
Total Department	2.85	4.85	5	5	5

*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 in FY 12-13

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) ENTRY MOVED - SEE WUF-CONSENT DECREE TAB

20) Capital Improvement Project Manager reclassified to City Engineer FY 17/18 100% salary paid from Engineering

21) One Administrative Assistant transferred to Engineering from Traffic and Stormwater 100% FY 18-19

22)One Traffic Engineer transferred to the Engineering department from Traffic department FY 19-20

STREET SERVICES

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 2020-2021

- MAs of 10/1/2020 we were 90% staffed which is up from 69% the previous year
- Training – 17 employees attended Work Zone Safety-Qualified Flagger training through UTA at no cost to the city.
- Worked with CenterPoint to transition the responsibility for repairs for their utility cuts on city streets back to them. This saves the Street Dept. time and money.
- Worked with contractors to improve quality of street utility cuts.
- Responded within 2 hours to all emergency calls
- 5,817 Pot hole repairs
- 747 Utility Cuts
- 304 Street base repairs
- Handled 227 tree complaints
- Trimmed 62,851 tree footage

- Resolved 182 right-of-way complaints
- 5 Brick street repairs
- 23 Streets crack seal completed

Goals for 2021-2022

- FROW Mowing
- Cityworks Software – Analyze for Public Works/Citywide
- Develop Employee Recognition Program
- Become Fully Staffed
- Fully Implement Work Order System
- Develop Proactive Process to Ensure Contractors Work Product Meets City Specifications
- Work with Engineering to Create Annual Street Maintenance Work Plan
- Brick Street Maintenance Program

Stormwater / Drainage Projects:

- Develop Employee Positive Recognition Program
- Succession Plan & Development Training
- Fully Implement use of MYCivic Work Order System
- Develop an Internal Response to Address Stormwater/Drainage Issues Identified
- Engineering & Planning and Zoning Monthly Meetings
- Ensure Street/Stormwater facility and Operations are Meeting Stormwater Master Plan as Part of MS4 Permit
- Work with Engineering and Halff on Stormwater Master Plan
- Implement Proactive Stormwater Infrastructure Maintenance Schedule

Service Point Expenditures - Streets

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,096,847	1,540,321	1,377,664	1,784,746
Supplies and Services	175,565	132,351	219,721	155,885
Sundry	70,340	75,831	75,833	76,313
Utilities	2,517	2,750	2,722	2,750
Maintenance	852,812	1,069,653	1,109,706	1,046,609
Capital Outlay	-	-	-	100,000
Total	2,198,081	2,820,906	2,785,646	3,166,303

Service Point Employees - Street Department

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Street Operations Supervisor	0.5	0.5	0.5	0.5	0.5
Crew Leader	4	4	4	4	4
1, 4, 8) Equipment Operator I	5	5	5	5	5
9)Equipment Operator II	7	7	7	7	7
Foreman II	1	1	1	1	1
Laborer	4	4	4	4	4
Semi-Skilled Laborer	3	3	3	3	3
6) Administrative Secretary	0.5	0.5	0.5	0.5	0.5
10)Truck Driver	3	3	3	3	3
Total Department	28	28	28	28	28

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 - until further notice
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 Operations

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	498,761	678,232	666,961	920,593
Supplies and Services	80,518	39,066	39,853	38,857
Sundry	77,129	89,942	54,995	93,597
Utilities	1,263,219	1,275,090	1,275,006	1,267,725
Maintenance	251,220	339,824	359,746	355,308
Capital Outlay	-	10,600	7,590	-
Total	2,170,847	2,432,754	2,404,151	2,676,080

Service Point Employees - Traffic Department

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
14) Traffic Engineer	1	-	-	-	-
1, 4, & 7) Associate Traffic Engineer	1	1	1	1	1
5) & 12, 16) Traffic Services Supervisor	1	1	-	-	-
6, 9) Traffic Marker	3	3	3	3	3
7) Traffic Operations Supervisor	-	-	1	1	1
Traffic Sign Supervisor	1	1	1	1	1
8, 15) Administrative Assistant	0.76	-	-	-	-
10) Traffic Signal Technician	4	4	4	4	4
Total Regular Full-time	11.76	10	10	10	10

Regular Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
6) Intern	2	2	2	2	2
Total Regular Part-time	2	2	2	2	2

Temporary Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
School Crossing Guard	40	40	40	40	40
Total Temporary Positions	40	40	40	40	40
Total Department	53.76	52	52	52	52

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) 1 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

14) One Traffic Engineer transferred to the Engineering department FY 18-19

15) One Administrative Assistant 100% transferred to Engineering FY 18-19

16) One Traffic Services Supervisor reclassified to Traffic Operations Supervisor FY 19-20

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 2020-2021

- 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 2021-2022

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

Service Point Expenditures - Animal Services

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	694,394	793,188	749,164	915,876
Supplies and Services	100,538	107,400	91,448	117,305
Sundry	116,363	134,026	113,844	135,838
Utilities	38,734	29,940	22,721	28,850
Maintenance	90,684	92,876	96,155	108,933
Capital Outlay	-	15,172	15,172	34,500
Total	1,040,713	1,172,602	1,088,504	1,341,302

Service Point Employees - Animal Services

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Animal Shelter Manager	1	1	1	1	1
Animal Shelter Adoption Counselor	1	1	1	1	1
Administrative Secretary	1	1	1	1	1
Animal Control Officer	5	5	5	5	5
Animal Shelter Supervisor	1	1	1	1	1
1) Animal Shelter Technician	6	6	6	6	6
16) Multi-Media Specialist	1	1	1	1	1
Total Regular Full-time	15	15	15	15	15

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 2020-2021

- Implemented the Tyler Technologies Incode court software.
- 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.
- Contract with a new collection agency to assist with collecting delinquent fines, costs and fees owed to the Court.
- Implement automated bank draft to allow defendants to automate reoccurring payments, which will reduce warrants and late fees.

Goals for 2021-2022

- 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.
- 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

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	897,378	927,249	935,628	1,233,965
Supplies and Services	493,373	628,866	545,920	494,256
Sundry	283,568	285,862	286,899	286,942
Utilities	7,848	9,300	7,337	8,700
Maintenance	42,247	61,140	48,423	49,309
Capital Outlay	-	-	-	-
Total	1,724,414	1,912,417	1,824,207	2,073,172

Service Point Employees - Municipal Court

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Municipal Court Administrator	1	1	1	1	1
4, 15) Deputy Court Administrator	1	1	1	1	1
Court Clerical Supervisor	1	1	1	1	1
City Marshal	1	1	1	1	1
Court Technician	1	1	1	1	1
1, 10, 17) Deputy City Marshal II	2	2	2	2	2
2, 5, 6, 11, 12, 16) Deputy Court Clerk	6	6	6	6	6
8) Senior Deputy Court Clerk	2	2	2	2	2
Total Department	15	15	15	15	15

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 fy 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

16) One Deputy Court Clerk Frozen FY 20-21

17) One Deputy City Marshal II Frozen FY 20-21

Service Point Employees - Municipal Court Security

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
1, 2, 3, 4) Deputy City Marshal I	1	1	1	1	1
4, 6) Deputy Marshal II	2	2	2	2	2
Total Department	3	3	3	3	3

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

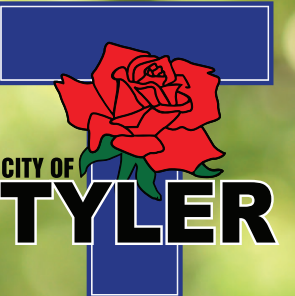
4) Deputy City Marshal I reclassified to Deputy City Marshal II during FY1 13-14

5) Deputy City Marshal I reclassified to Deputy City Marshal II FY 2015-2016

6)1) Two Deputy City Marshal II positions moved to Court Special Fee Fund FY 2019-2020



GENERAL CAPITAL PROJECT FUNDS



GENERAL CAPITAL PROJECTS FUND (102)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	396,740	405,173	405,173	1,420,916
REVENUES				
Interest Earnings	6,302	1,000	4,737	1,000
Miscellaneous Income	7,736	8,000	36,412	8,000
TOTAL REVENUES	14,038	9,000	41,149	9,000
EXPENDITURES				
Library Bldg. Imprv	16,818	-	-	23,811
Parks Improvements Projects	123,855	163,073	163,073	-
City Building Improvements	-	800,000	800,000	209,205
Fire Equipment/Facilities	62,254	1,357,254	1,057,844	890,254
Downtown	15,170	101,090	99,489	-
Parking Lot Improvements	-	30,000	30,000	56,194
ADA Sidewalks	-	-	-	-
Contingency	-	-	-	200,000
TOTAL EXPENDITURES	218,097	2,451,417	2,150,406	1,379,464
Transfer in				
General Fund (101)	212,492	2,125,000	3,125,000	93,811
Water Utilities Fund (502)	-	-	-	-
ENDING FUND BALANCE	405,173	87,756	1,420,916	144,263

STREET IMPROVEMENT FUND (103)

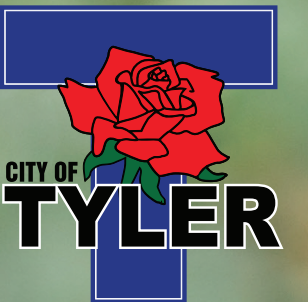
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	110,321	266,758	266,758	232,388
REVENUES				
Interest Earnings	8,329	7,545	5,970	1,394
Miscellaneous Income	-	-	-	-
TOTAL REVENUES	8,329	7,545	5,970	1,394
EXPENDITURES				
Street Improvement Program	1,398,844	1,425,766	1,642,766	1,454,801
Public Alley Improvements	-	-	-	150,000
Brick Street Improvements	-	365,000	-	350,000
Total Expenditures	1,398,844	1,790,766	1,642,766	1,954,801
Transfer In				
General Fund (101)	1,546,952	1,602,426	1,602,426	1,953,407
ENDING FUND BALANCE	266,758	85,963	232,388	232,388



DEVELOPMENT SERVICES FUND



DEVELOPMENT SERVICES FUND (202)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	799,076	557,258	557,258	606,192
REVENUES				
Building Permits	819,716	1,103,273	1,111,560	1,308,764
Electrical Permits	136,385	160,000	168,000	160,000
Plumbing Permits	105,656	118,450	143,100	118,450
Zoning Permits	74,178	75,000	73,692	75,000
Mechanical Permits	53,934	90,000	65,208	90,000
Cert. of Occupancy Fees	23,230	30,000	24,936	30,000
Local TABC Fee	6,525	15,000	15,000	15,000
Billboard Registration	17,255	17,595	17,592	17,595
Sign Permits	24,292	40,000	19,848	40,000
Contractor License	32,796	50,000	22,560	50,000
House Moving Permits	75	-	-	-
Permit Fee - Clearing	-	-	-	-
Interest Earnings	22,400	30,000	17,832	30,000
Copying/Printing Fees	9	-	-	-
Platting Fees	74,522	70,000	92,136	70,000
Miscellaneous Income	300	-	-	-
Contractor Testing Fees	92,993	160,000	192,096	160,000
Subdivision Plan Review	28,000	60,000	48,000	60,000
TOTAL REVENUES	1,512,266	2,019,318	2,011,560	2,224,809
EXPENDITURES				
Planning and Zoning	622,069	803,294	709,007	880,055
BUILDING SERVICES	1,120,147	1,215,903	1,253,619	1,412,012
TOTAL EXPENDITURES	1,742,216	2,019,197	1,962,626	2,292,067
Transfer Out	(11,868)	-	-	-
Productivity Fund (639)	(11,868)	-	-	-
ENDING FUND BALANCE	557,258	557,379	606,192	538,934

BUILDING/DEVELOPMENT SERVICES

Service Point Focus

Building services is responsible for carrying out the community's vision by:

- Promoting and assisting the contractors and the public to use eTRAlIT online;
- Providing opportunities for inspectors and technicians to meet or exceed requirements for certifications;
- Encouraging employees to attend City University classes so they enhance their job skills and performance;
- Posting new commercial and residential project permit releases on department website;
- Posting CO's issued on the website;
- Attending quarterly lunch & learn meetings with Tyler Area Builders Association;
- Streamlining of the permitting process.
- Streamlining of the plan review process.
- Streamlining of the inspection process.
- Cross training building inspectors so they can all do Combo inspections.
- Streamlining of the complaint enforcement process.

Accomplishments for 2020-2021

- 341 New Single Family Homes
- 92 New Duplexes and Townhomes
- 34 New Commercial Permits
- 8 New Office Permits
- 150 New Sign Permits
- 18,094 inspections
- 1,036 Electrical
- 1,295 Plumbing
- 1,043 Building Final

Goals for 2021-2022

- Ensure public safety through permitting and building inspections process
- Ensure property protection
- Provide quality customer service
- Provide customer/public education
- Ensure employee safety, education and morale
- Conduct special projects as assigned or needed in a expedient fashion

Service Point Expenditures - Building Services

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	795,045	905,278	894,341	1,145,005
Supplies and Services	171,161	165,679	211,406	94,539
Sundry	112,149	111,848	122,855	137,716
Utilities	49	400	17	400
Maintenance	41,734	32,698	25,000	34,352
Capital Outlay	-	-	-	-
Total	1,120,138	1,215,903	1,253,619	1,412,012

BUILDING/DEVELOPMENT SERVICES (CONT.)

Service Point Employees - Building Services

Regular Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Chief Building Official	1	1	1	1	1
Chief Electrical Inspector	1	1	1	1	1
1,7, 8, 13, 14, 15, 16,19) Building Inspector	3	2	2	2	2
Senior Building Inspector	-	1	1	1	1
Plumbing Inspector	1	1	1	1	1
17)Customer Service Supervisor	1	1	1	1	1
Development Services Engineer	1	1	1	1	1
18)Development Services Specialist	-	-	-	-	-
20)Residential Building Services Specialist	-	-	1	-	-
12, 17) Permit Technician	1	1	1	1	1
Plans Examiner	1	1	1	1	1
20)Senior Plans Examiner	-	-	-	1	1
3) Project Engineer	1	1	1	1	1
12) Senior Permit Technician	1	1	1	1	1
Total Regular Full-time	12	12	13	13	13
Regular Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Permit Clerk	-	-	-	-	-
Total Regular Part-time	-	-	-	-	-
Total Department	12	12	13	13	13

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 Service Supervisor FY 16-17
18)Development Services Specialist closed FY17-18 (CORRECTION: position was reclassified to Residential Building Services Specialist FY 15-16) error located FY 19-20
19)One Building Inspector reclassified to Senior Building Inspector FY 18-19
20)One Residential Building Services Specialist reclassified to Senior Plans Examiner FY 20-21 (Residential Building Services Specialist position not reflected in budget book until FY 19-20; but has been an authorized position since 2015 due to a title change from Dev Services Spec)

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 2020-2021

- Received APA Texas Chapter Planning Excellence Award (fourth consecutive year)
- Implemented transition to ProjectDox electronic 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 fourth Annual Local Historic Landmark Appreciation Event;
- Assessed the code’s effectiveness biannually;
- Hosted Historic Preservation Heart Bomb Events; and
- Conducted the 10-year update process for the Tyler 1st Comprehensive Plan;

Goals for 2021-2022

- Implement and monitor Tyler 1st Comprehensive Plan
- Timely review of land development proposals
- Preserve Tyler’s historical resources
- Administer the Billboard Registration Program.
- Administer TABC local fee renewal program.
- Audit landscaping Certificate of Completion for new developments
- Review applications for improvement, including Spanish language accessibility
- Develop career ladders
- Seek out training opportunities for staff

PLANNING CONT.

Service Point Expenditures - Planning

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	520,569	678,236	607,901	762,198
Supplies and Services	40,745	41,875	39,443	44,975
Sundry	59,638	80,433	59,578	70,132
Utilities	68	750	85	750
Maintenance	-	-	-	-
Capital Outlay	1,045	2,000	2,000	2,000
Total	622,065	803,294	709,007	880,055

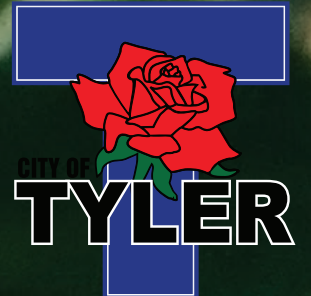
Service Point Employees - Planning

Regular Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
1) & 11) Director of Planning	-	-	1	1	1
19, 24)Planning Manager	1	1	-	-	-
4, 18) Planner	2	2	2	2	2
5, 6, 13) Planning Technician	-	1	1	1	1
7, 8, 16,19) Principal Planner	1	1	1	1	1
3, 4, 7, 9, 16,17, 22) Senior Planner	1	1	1	1	1
12) Historic Preservation Officer-	-	-	-	-	-
20, 21) Administrative Assistant	1	-	-	-	-
15) Planning Director/MPO Executive Director	1	1	1	1	1
Total Regular Full-Time	7.00	7.00	7.00	7.00	7.00
Regular Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
6) Planning Technician	-	-	-	-	-
Total Regular Part-time	0	0	0	0	0
Grand Total Department	7.00	7.00	7.00	7.00	7.00

- 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
- 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
- 24)One Planning Manager reclassified to Director of Planning FY 19-20



WATER UTILITIES
FUND



UTILITIES FUND (502)

REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Unreserved Fund Balance	\$5,297,683	\$8,611,058	\$8,611,058	\$8,030,481
Operating Reserve	4,422,909	4,359,081	4,359,081	4,649,220
BEGINNING FUND BALANCE / WORKING CAPITAL	9,720,592	12,970,139	12,970,139	12,679,701
REVENUES				
Use of Money and Property	230,831	167,575	159,520	150,637
Charges for Current Services	43,083,313	43,441,059	41,925,163	43,653,990
Miscellaneous Income	43,895	40,515	47,658	42,715
TOTAL REVENUES	43,358,039	43,649,149	42,132,341	43,847,342
EXPENDITURES				
741 Administration	4,152,323	5,258,842	4,328,264	5,466,495
742 Water Office	2,157,888	2,514,417	2,249,976	2,401,767
743 Water Distribution	3,493,086	3,894,795	3,981,628	4,185,875
744 Water Plant	5,855,812	6,869,349	6,310,665	6,995,302
745 Waste Collection	2,494,735	2,858,181	2,859,954	3,096,954
746 Waste Treatment	4,318,641	4,475,467	4,414,645	4,888,926
747 Lake Tyler	806,537	1,386,330	1,069,507	1,410,346
749 GIS	938,887	1,111,746	1,076,627	1,174,854
1741 Purchasing	207,179	224,458	216,177	290,200
1745 CD/CMOM (Regulatory Monitoring)	3,626,097	3,505,858	3,433,229	3,560,694
1746 Sludge Disposal	1,009,356	1,005,245	1,054,126	1,141,386
TOTAL EXPENDITURES	29,060,541	33,104,688	30,994,798	34,612,799
Transfer In	-	-	3,654	-
(Transfer Out)	(11,047,951)	(11,431,635)	(11,431,635)	(10,893,084)
Economic Development Fund (208)	(175,000)	(175,000)	(175,000)	(175,000)
Utilities Capital Fund (503)	(5,500,000)	(6,607,700)	(6,607,700)	(5,500,000)
Productivity Fund (639)	(500,725)	(420,000)	(420,000)	(250,000)
Property and Facility Fund (663)	(50,653)	(50,653)	(50,653)	(50,653)
Debt Service Fund (504)	(4,521,573)	(3,878,282)	(3,878,282)	(4,517,431)
Technology Fund (671)	(300,000)	(300,000)	(300,000)	(400,000)
General Capital Fund (102)	-	-	-	-
Unreserved Fund Balance	8,611,058	7,117,262	8,030,481	5,829,240
Operating Reserve	4,359,081	4,965,703	4,649,220	5,191,920
ENDING FUND BALANCE / WORKING CAPITAL	\$12,970,139	\$12,082,965	\$12,679,701	\$11,021,160

UTILITIES FUND (502)

REVENUE DETAIL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
USE OF MONEY AND PROPERTY				
Lake Tyler Lot Rental	\$62,433	\$62,575	\$62,961	\$63,637
Lake Tyler Marina	622	-	1,835	-
Barge Concession	16,168	5,000	14,741	12,000
Interest Earnings	151,608	100,000	79,983	75,000
TOTAL USE OF MONEY AND PROPERTY	230,831	167,575	159,520	150,637
CHARGES FOR CURRENT SERVICES				
Meter Activation	311,661	312,000	326,065	305,300
Water Service	221,830	128,000	175,730	153,400
Sewer Service	180,066	121,000	167,335	129,300
Sewer Activation	12,266	18,000	15,403	16,200
EMS Billing Fees	7,953	7,953	7,952	7,953
Water System Fee	118,455	115,688	115,097	117,288
Meter Set & Test Fees	14,553	17,000	15,450	16,000
Plug Fee	4,750	3,500	4,600	3,500
After Hrs./Additional Trip Fees	19,100	22,000	24,561	22,000
Water Quality Fee	144,474	141,120	139,956	142,800
Current Water Sales	21,770,298	21,702,501	20,408,380	21,735,055
Miscellaneous Water Sales	8,047	9,500	15,777	9,500
Old Account Collection Fees	-	-	-	-
Reconnect Fees	254,300	312,000	278,275	312,000
Overhead Reimbursement from Solid Waste Fund	261,357	294,735	294,732	313,710
Sewer Charges	17,293,569	17,770,269	17,465,520	17,796,924
Labor & Equipment	41,935	103,500	16,228	50,000
Water Connect Fees	271,650	280,000	266,100	272,500
Septic Tank Dumping Fees	388,789	325,000	430,142	479,500
Wholesale Water Sales	1,134,670	1,092,000	1,158,264	1,100,000
Late Notice Fees	399,189	450,000	367,716	450,000
Fire Line Charges	185,695	175,000	191,584	177,000
Overhead Reimbursement from Storm Water Fund	38,705	40,293	40,296	44,060
TOTAL CHARGES FOR CURRENT SERVICES	43,083,313	43,441,059	41,925,163	43,653,990
MISCELLANEOUS				
Miscellaneous Income	26,105	23,700	27,873	25,900
Lake Tyler East Registration	2,775	2,815	2,800	2,815
Returned Check Fees	15,015	14,000	16,985	14,000
TOTAL MISCELLANEOUS	43,895	40,515	47,658	42,715
TOTAL REVENUES	\$43,358,039	\$43,649,149	\$42,132,341	\$43,847,342

UTILITIES FUND (503) REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	10,307,847	8,076,135	8,076,135	4,879,857
REVENUES				
Interest Earnings	199,456	140,000	61,381	70,000
TOTAL REVENUES	199,456	140,000	61,381	70,000
Expenditures				
Special Services/Water Business Office Upgrades	-	607,700	1,107,700	-
Water System Improvements	2,793,066	2,460,000	2,422,471	1,850,000
Water Treatment Plant	3,326,010	3,933,500	2,009,159	2,587,800
Waste System Improvements	810,025	610,000	264,356	900,000
Waste Treatment Plant	614,292	6,371,800	4,061,673	2,200,000
Lake Tyler Improvements	387,775	-	-	-
TOTAL EXPENDITURES	7,931,168	13,983,000	9,865,359	7,537,800
Transfer In	5,500,000	6,607,700	6,607,700	5,500,000
Water Utilities Fund (502)	5,500,000	6,607,700	6,607,700	5,500,000
Water Utilities Debt Reserve Fund (505)	-	-	-	-
Transfer Out	-	-	-	-
Water Utilities Fund (502)	-	-	-	-
ENDING FUND BALANCE	8,076,135	840,835	4,879,857	2,912,057

STORMWATER FUND (575) REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	1,402,144	1,426,143	1,426,143	1,551,819
REVENUES				
Interest Earnings	26,807	18,000	13,305	15,000
Storm Water Management	1,955,135	1,993,375	1,854,877	1,985,480
TOTAL REVENUES	1,981,942	2,011,375	1,868,182	2,000,480
EXPENDITURES				
Hazardous Material Operations	59,632	110,148	88,506	109,038
Storm Water Operations and Maint.	1,255,243	1,305,797	1,361,189	1,557,803
Storm Water Capital Projects	637,147	350,000	292,811	350,000
TOTAL EXPENDITURES	1,952,022	1,765,945	1,742,506	2,016,841
Transfer Out	(5,921)	-	-	-
Productivity Fund (639)	(5,921)	-	-	-
ENDING FUND BALANCE	1,426,143	1,671,573	1,551,819	1,535,458

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.

WATER UTILITIES CONT.

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 provide 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

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,194,572	1,393,141	1,221,948	1,487,780
Supplies and Services	790,119	1,168,526	766,132	1,190,822
Sundry	2,606,957	2,632,640	2,281,462	2,722,265
Utilities	9,919	12,150	10,768	13,250
Maintenance	42,917	52,385	47,954	52,378
Capital Outlay	5,137	-	-	-
Total	4,649,621	5,258,842	4,328,264	5,466,495

Service Point Employees - Water Administration

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
13)Director of Utilities and MD Public Works	1	1	1	1	1
Director of Utilities	1	1	1	1	1
14)Engineering Technician	-	-	1	1	1
Senior Utilities Specialist	1	1	1	1	1
12) Utilities Engineer	1	-	-	-	-
7 & 8) Utilities Construction Inspector	3	3	3	3	3
8) Environmental Compliance Engineer	1	1	1	1	1
Total Department	8	7	8	8	8

- 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 Stormwater 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
- 12) Utilities Engineer position closed reflected in FY 18-19; exact year it was closed is unknown
- 13)((Managing)Director of Utilities & MD Public Works position frozen FY 19-20
- 14)Engineering Technician moved from Consent Decree FY 19-20

WATER UTILITIES CONT.

Service Point Expenditures - Water Office

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	997,038	1,174,013	1,076,685	1,190,549
Supplies and Services	512,777	567,941	592,691	576,018
Sundry	594,501	725,711	535,814	580,501
Utilities	54	250	63	250
Maintenance	53,402	46,502	44,723	54,449
Capital Outlay	-	-	-	-
Total	2,157,772	2,514,417	2,249,976	2,401,767

Service Point Employees - Water Business Office

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
3) Water Utilities Financial Manger	1	1	1	1	1
14) Accountant	1	1	1	1	1
8,11) Billing Specialist	2	2	2	2	2
13) Billing Supervisor	1	1	1	1	1
4) Customer Service Supervisor	1	1	1	1	1
7) Customer Service Representative	4	4	4	4	4
2) Senior Utilities Specialist	1	1	1	1	1
Training Coordinator*	1	1	1	1	1
Utility Account Servicer	4	4	4	4	4
7) WBO Team Lead	1	1	1	1	1
9) Customer Service Specialist	2	2	2	2	2
Total Department	19	19	19	19	19

- 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)1 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

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,836,699	2,369,958	2,261,883	2,490,000
Supplies and Services	221,724	155,017	185,809	171,291
Sundry	163,332	165,661	166,376	169,077
Utilities	14,653	15,424	12,723	16,524
Maintenance	924,810	777,160	820,077	927,408
Capital Outlay	331,868	411,575	534,760	411,575
Total	3,493,086	3,894,795	3,981,628	4,185,875

Service Point Employees - Water Distribution

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
1, 18) Utilities Operations Manager	-	-	-	-	-
Manager, Water Resources Lakes	1	-	-	-	-
Crew Leader	2	2	2	2	2
6, 12) Equipment Operator II	3	3	3	3	3
2) & 5) & 7,14, 23,26) Laborer	7	6	6	8	8
5, 13) Meter Repairer	4	4	4	4	4
Meter Repair Supervisor	1	1	1	1	1
5, 7, 16) Semi-Skilled Laborer	6	6	6	6	6
20) Senior Clerk	-	-	-	-	-
Senior Utilities Operations Specialist	1	2	2	2	2
9, 19) Senior Secretary	-	-	-	-	-
24)Asset Technician	1	1	-	-	-
22)Asset Analyst	-	1	-	-	-
25)Senior Utilities Maintenance Repairer	1	1	-	-	-
6, 17) Truck Driver	3	3	3	3	3
Utility Locator	1	1	1	1	1
Water Distribution Superintendent	1	1	1	1	1
Utilities Maintenance Repairer/W	1	1	1	1	1
Total Department	33	33	30	32	32

- 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) Two Meter Repairer added FY 14-15; not reflected in budget book until FY 15-16
- One Meter Repairer (#5) reclassified to Meter Repair Supervisor FY 14-15; not reflected in budget book until FY 17-18
- 14)One Laborer added FY 14-15
- 16)One Semi-Skilled Laborer added FY 16/17
- 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 Resources Lakes FY 17-18 and transferred to Lake Tyler FY 18-19
- 19) One Senior Secretary reclassified to Asset Technician FY 17-18
- 20) One Senior Clerk reclassified to Senior Utilities Operations Specialist FY 17-18
- 21) One Water System Maint. Superintendent reclassified to Water Distribution Superintendent FY 17-18
- 22)One Asset Analyst transferred to GIS FY 19-20 position not reflected in previous budget books
- 23) One Laborer reclassified to Senior Utilities Operations Specialist FY 18-19
- 24)One Asset Technician transferred to GIS FY 19-20
- 25)One Senior Utility Maintenance Repairer transferred to WWC FY 19-20; not reflected in previous years
- 26)Two Laborer positions added FY 20-21

WATER UTILITIES CONT.

Service Point Expenditures - Water Plant

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,653,730	1,910,851	1,830,500	2,097,266
Supplies and Services	2,103,510	2,505,368	2,220,913	2,570,357
Sundry	82,567	86,904	86,904	96,379
Utilities	1,590,146	1,789,061	1,689,492	1,655,061
Maintenance	382,713	512,165	444,170	511,239
Capital Outlay	43,146	65,000	38,686	65,000
Total	5,855,812	6,869,349	6,310,665	6,995,302

Service Point Employees - Water Plant

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
1,8) Water Treatment Superintendent	1	1	1	1	1
7)Manager, Water Production	-	-	-	-	-
Manager, Water Utilities Systems	1	1	1	1	1
Chief Treatment Plant Operator	2	2	1	1	1
Instrument Technician	1	1	1	1	1
4) Laborer	2	2	2	2	2
Plant Mechanic I/W	1	1	1	1	1
Plant Mechanic II/W	1	1	1	1	1
4)Plant Operator I/W	4	4	4	4	4
2) Plant Operator II/W	12	12	12	12	12
2) Plant Operator III/W	2	2	2	2	2
Utilities Lab Analyst	1	1	1	1	1
Total Department	28	28	27	27	27

- 1) Water Treatment Superintendent transferred to Water Business Office and Converted to Water Utilities Financial Manager FY 2010-2011
position is closed, error located FY 17/18 will not reflect in prior budget books
- 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
Water Quality Chemist not listed on Personnel Schedule for any fiscal years
- 4) One Plant OperatorI added FY 15-16
- 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 reclassified to Manager, Water Utilities Systems FY 17-18
- 8) One Chief Treatment Plant Operator reclassified to Water Treatment Superintendent FY 17-18; updated and reflected in Personnel Schedule FY 19-20
- 8)One Equipment Operator II added FY 17/18
- 9)Wastewater Superintendent -Construction/Rep retitled to Wastewater Collection 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
- 12)One Asset Technician transferred to GIS FY 19-20
- 13)Wastewater Collection Superintendent reclassified to Manager, Water Utilities Systems, Operation & Maintenance FY 19-20
- 14)One Sr Utility Maintenance Repairer transferred from Water Distribution; not reflected in previous years.

Service Point Expenditures - Waste Collection

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,545,924	1,765,321	1,792,712	1,801,335
Supplies and Services	108,736	159,575	163,475	198,340
Sundry	4,425	1,300	1,459	2,850
Utilities	-	150	38	275
Maintenance	819,572	837,393	861,011	969,154
Capital Outlay	16,078	94,442	41,259	125,000
Total	2,494,735	2,858,181	2,859,954	3,096,954

Service Point Employees - Wastewater Collection

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
9)Wastewater Superintendent/Construction	-	-	-	-	-
Wastewater Collection Superintendent	1	1	-	-	-
13)Manager, Water Utilities Systems, Operation & Maintenance	-	-	1	1	1
3) Crew Leader	2	2	2	2	2
1, 2, 3, 10) Laborer	8	8	8	8	8
2, 3, 6, 11) Semi-Skilled Laborer	4	4	4	4	4
12)Asset Technician	1	1	-	-	-
1, 3) Truck Driver	2	2	2	2	2
8) Equipment Operator II	1	1	1	1	1
14)Sr Utility Maintenance Repairer	-	-	1	1	1
4) Utilities Maintenance Repairer/W	7	7	7	7	7
Total Department	26	26	26	26	26

- 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 II added FY 17/18
- 9)Wastewater Superintendent -Construction/Rep retitled to Wastewater Collection 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
- 12)One Asset Technician transferred to GIS FY 19-20
- 13)Wastewater Collection Superintendent reclassified to Manager, Water Utilities Systems, Operation & Maintenance FY 19-20
- 14)One Sr Utility Maintenance Repairer transferred from Water Distribution; not reflected in previous years.

Service Point Expenditures - Waste Treatment

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,648,628	1,844,016	1,706,658	2,092,858
Supplies and Services	1,192,613	1,184,730	1,242,667	1,279,634
Sundry	46,183	74,810	65,248	75,227
Utilities	675,724	651,036	671,252	690,300
Maintenance	755,493	720,875	728,820	750,907
Capital Outlay	-	-	-	-
Total	4,318,641	4,475,467	4,414,645	4,888,926

WATER UTILITIES CONT.

Service Point Employees - Waste Treatment

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
10) Wastewater Treatment Superintendent	1	1	1	1	1
11) Manager, Water Quality	-	-	-	-	-
Manager, Waste Water Utilities Systems	1	1	1	1	1
12)Chief Treatment Plant Operator	1	1	1	1	1
Industrial Pretreatment Inspector	1	1	1	1	1
Industrial Pretreatment Technician	1	1	1	1	1
6) Laborer	4	4	4	4	4
6) Plant Mechanic I/WW	2	2	2	2	2
Plant Mechanic II/WW	1	1	1	1	1
1, 5, 7, 13) Plant Operator I / II (2851 & 2852)	2	2	3	3	3
Plant Operator III	2	2	2	2	2
Utilities Lab Analyst	2	2	2	2	2
3, 8) Biosolids Truck Driver	2	2	2	2	2
4, 9) Biosolids Plant Operator I	2	2	2	2	2
5) Westside Plant Operator II (3768)	6	6	6	6	6
7, 13) Plant Operator II SSWTP (2853)	2	2	3	3	3
Total Department	30	30	32	32	32

- 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 reclassified to Manager, Manager Waste Water Utilities System FY 17-18
- 12) One Chief Treatment Plant Operator reclassified to Wastewater Treatment Superintendent FY 17-18
- 13) Plant Operator I position not located - many positions have coverted back and forth between Plant Operator I and II, depending experience. Plant Op I added to Plant Op II row
- FY 19-20 column updated to reflect the Plant Operator I and II positions under job title codes 2851, 2852 & 2853- previous years not updated
as of 3/27/20 (job title codes) 2851 - 2 position; 2852 - 1 position; 2853 - 3 positions

Service Point Expenditures - Lake Tyler

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	323,733	452,988	394,984	519,144
Supplies and Services	258,969	359,189	300,460	307,644
Sundry	47,343	48,513	48,516	49,029
Utilities	9,137	13,740	9,481	10,800
Maintenance	167,355	511,900	316,066	523,729
Capital Outlay	-	-	-	-
Total	806,537	1,386,330	1,069,507	1,410,346

Service Point Employees - Lake Tyler

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
3)Manager, Water Resources Lakes	-	1	1	1	1
Equipment Operator I	2	2	2	2	2
Foreman I	1	1	1	1	1
1) Laborer	3	3	3	3	3
Lake Supervisor I	1	1	1	1	1
Lake Supervisor II	1	1	1	1	1
Senior Utilities Specialist	1	1	1	1	1
Total Department	9	10	10	10	10

- 1) One laborer added FY 15-16
- 2) Mrg/Wtr Production and Quality reclassified to Director of Utilities FY 16-17
- 3)One Manager, Water Resources Lakes transferred from Water Distribution FY 18-19

Service Point Expenditures - GIS

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	663,723	737,125	707,050	759,363
Supplies and Services	61,870	138,012	132,141	182,262
Sundry	213,294	236,609	237,436	233,229
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total	938,887	1,111,746	1,076,627	1,174,854

Service Point Employees - GIS

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
1, 10) GIS Addressing Technician	1	-	-	-	-
GIS Administrative Technician	-	1	1	1	1
1, 2,) Senior GIS Analyst	1	1	1	1	1
3,5, 6) GIS Developer	1	1	1	1	1
4, 9) GIS Technician II	1	-	-	-	-
GIS Analyst	-	1	1	1	1
11)Asset Analyst	-	-	1	1	1
12)Asset Technician	-	-	2	2	2
7) GIS Manager	1	1	1	1	1
8)Informatics Data Analyst	1	1	1	1	1
Total Department	6	6	9	9	9

- 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
- 9) GIS Tech II reclassified to GIS Analyst FY 18-19
- 10) GIS Addressing Tech reclassified to GIS Administrative Tech FY 18-19
- 11)One Asset Analyst (#1)transferred to GIS from Water Distribution FY 19-20; position not reflected in previous budget books
- 12)One Asset Technician transferred from Water Distribution (position originally reclassified from Senior Secretary #1) FY 19-20

Service Point Expenditures - Purchasing

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	182,028	200,842	194,566	266,491
Supplies and Services	5,245	8,065	3,828	7,851
Sundry	5,140	4,842	4,855	5,149
Utilities	25	150	57	150
Maintenance	14,741	10,559	12,871	10,559
Capital Outlay	-	-	-	-
Total	207,179	224,458	216,177	290,200

WATER UTILITIES CONT.

Service Point Expenditures - CD/CMOM

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	-	280	-	55,116
Supplies and Services	3,621,047	3,500,000	3,427,649	3,500,000
Sundry	5,050	5,578	5,580	5,578
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total	3,626,097	3,505,858	3,433,229	3,560,694

Service Point Expenditures - Waste Treatment

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	262,491	278,818	311,759	332,032
Supplies and Services	536,356	543,211	547,037	564,698
Sundry	300	200	204	200
Utilities	17,991	12,000	17,970	18,000
Maintenance	192,218	171,016	177,156	226,456
Capital Outlay	-	-	-	-
Total	1,009,356	1,005,245	1,054,126	1,141,386

Service Point Expenditures - Storm Water

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	671,060	658,586	692,343	891,378
Supplies and Services	37,889	65,487	91,705	72,834
Sundry	45,026	50,245	50,243	52,260
Utilities	7,590	8,100	7,022	8,900
Maintenance	493,678	523,379	519,876	532,431
Capital Outlay	637,147	350,000	292,811	350,000
Total	1,892,390	1,655,797	1,654,000	1,907,803

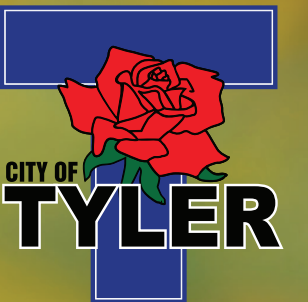
Service Point Employees - Storm Water Management

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
22) Street Operations Manager	0.5	0.5	0.5	0.5	0.5
3, 23) Capital Budget Analyst	-	-	-	-	-
25) Communications Manager	-	-	-	-	-
Director of Marketing and Communications	0.07	0.07	-	-	-
Crew Leader	2	2	2	2	2
Equipment Operator II	4	4	4	4	4
Foreman II	1	1	1	1	1
Laborer	1	1	1	1	1
18) Project Engineer	0.15	0.15	-	-	-
Semi-Skilled Laborer	2	2	2	2	2
21) Administrative secretary	0.5	0.5	0.5	0.5	0.5
8) Truck Driver	2	2	2	2	2
14, 16,26) Administrative Assistant	0.24	-	-	-	-
19) Associate Engineer	-	-	-	-	-
Total Department	13.46	13.22	13	13	13

- 1) One position upgraded to Capital Budget Analyst during FY 2007-2008
- 2) Associate Traffic Engineer position with 85% paid by Traffic Engineering
- 3) Capital Budget Analyst position with 86% paid by Engineering
- 4) Communications Director position with 93% paid by Communications
- 5) Engineering Technician position with 60% paid by Engineering
- 6) Senior Secretary Two positions one with 76% paid by Traffic Engineering
- 7) Four positions transferred from Development Services Fund during FY 2009-2010
- 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
- 26) One Administrative Assistant 100% transferred to Engineering FY 18-19



SOLID WASTE **FUND**



SOLID WASTE FUND (560)

REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Operating Reserve	1,967,186	1,975,140	1,975,140	1,956,610
Unreserved Fund Balance	(253,428)	48,365	48,365	217,991
BEGINNING FUND BALANCE / WORKING CAPITAL	1,713,758	2,023,506	2,023,506	2,174,601
REVENUES				
Interest and Rental Income	11,458	15,171	8,916	10,158
Charges for Residential Serv.	7,245,534	7,102,539	7,274,004	8,365,860
Charges for Commercial Serv.	4,498,211	4,268,354	4,549,032	4,568,412
RECYCLE SALES	52,990	50,000	74,364	85,000
Roll-Off	1,984,481	1,866,470	1,742,424	1,731,811
MISCELLANEOUS	1,094,637	1,341,389	1,329,384	964,408
TOTAL REVENUES	14,887,311	14,643,923	14,978,124	15,725,649
EXPENDITURES				
Administration	1,893,772	1,996,471	1,957,858	1,926,925
Residential Collection	6,393,195	5,881,129	6,058,307	6,965,577
Commercial Collection	3,922,837	3,958,789	4,041,742	4,305,814
Keep Tyler Beautiful	165,869	191,727	184,661	203,969
Code Enforcement	791,929	848,589	801,499	1,001,567
TOTAL EXPENDITURES	13,167,602	12,876,705	13,044,067	14,403,852
(Transfer Out)	(1,409,961)	(1,682,962)	(1,782,962)	(1,250,653)
Economic Development Fund (208)	(150,000)	(175,000)	(175,000)	(150,000)
SW CAPITAL FUND (562)	(650,000)	(932,309)	(1,032,309)	(800,000)
Productivity Fund (639)	(284,308)	(250,000)	(250,000)	(50,000)
Property and Facility Fund (663)	(50,653)	(50,653)	(50,653)	(50,653)
Technology Fund (671)	(275,000)	(275,000)	(275,000)	(200,000)
Operating Reserve	1,975,140	1,931,506	1,956,610	2,160,578
Unreserved Fund Balance	48,365	176,256	217,991	85,167
ENDING FUND BALANCE / WORKING CAPITAL	2,023,506	2,107,762	2,174,601	2,245,745

SOLID WASTE FUND (560)

DETAIL REVENUE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
USE OF MONEY AND PROPERTY				
Rent - Miscellaneous	\$10,544	\$9,171	\$6,132	\$6,189
Interest Earnings	914	6,000	2,784	3,969
TOTAL USE OF MONEY AND PROPERTY	11,458	15,171	8,916	10,158
CHARGES FOR CURRENT SERVICES				
Residential Sanitation Fees	7,245,534	7,102,539	7,274,004	8,365,860
Commercial Fees	4,498,211	4,268,354	4,549,032	4,568,412
Roll-Off Collection Fees	1,984,481	1,866,470	1,742,424	1,731,811
TOTAL CHARGES FOR CURRENT SERVICES	13,728,226	13,237,363	13,565,460	14,666,083
RECYCLE SALES				
Recycle Sales	52,990	50,000	74,364	85,000
TOTAL RECYCLE SALES	52,990	50,000	74,364	85,000
MISCELLANEOUS INCOME				
Landfill Royalty Fee	664,757	679,080	675,852	692,743
Miscellaneous Income	36,110	30,000	24,096	271,665
Landfill Tipping Fee	393,770	632,309	629,436	-
TOTAL MISCELLANEOUS INCOME	1,094,637	1,341,389	1,329,384	964,408

SOLID WASTE CAPITAL FUND (562) REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Reserve for Keep Tyler Beautiful Projects	(350,079)	(217,761)	(217,761)	(353,258)
Unreserved Fund Balance	1,009,849	396,639	396,639	402,368
BEGINNING FUND BALANCE	659,770	178,878	178,878	49,110
REVENUES				
Interest Earnings	10,651	15,000	4,896	10,000
Miscellaneous Income	-	-	-	-
Total Revenues	10,651	15,000	4,896	10,000
Expenditures				
Sanitation Containers	289,253	220,000	198,011	250,000
New Commercial Trucks	342,687	300,000	300,000	320,000
Keep Tyler Beautiful Projects	509,603	668,963	668,962	-
Contingency	-	55,000	-	75,000
TOTAL EXPENDITURES	1,141,543	1,243,963	1,166,973	645,000
Transfer In	650,000	932,309	1,032,309	800,000
Solid Waste Fund (560)	650,000	932,309	1,032,309	800,000
Reserve for Keep Tyler Beautiful Projects	(217,761)	(254,415)	(353,258)	(353,258)
Unreserved Fund Balance	396,639	136,639	402,368	567,368
ENDING FUND BALANCE	178,878	(117,776)	49,110	214,110

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 2020-2021

- Provided Excellent Service to 30,929 residential customers.
- Provided Excellent Service to 2,280 commercial customers.

- Received Locals Love Us Award.
- Increased Landfill Access Fee from \$10 to \$15 to help with Keep Tyler Beautiful and Parks Projects.
- Purchased 2 Roll Off trucks, 2 Front Load trucks, and 2 Residential trucks.
- Downtown Recycle Center generated \$52,990 in revenue.

Goals for 2021-2022

- Continue to evaluate new software and technology that can optimize service and reduce labor cost.
- Engage and encourage all employees to participate in City U trainings.
- Continue to deliver excellent customer service to all customers.
- Implement remaining shock pay adjustments for all employees.
- Evaluate truck replacement model for additional savings.
- Update commercial container inventory.
- Evaluate Future Landfill Operations.
- Stay updated with COVID protocols to ensure that employees and customers are safe.

CODE ENFORCEMENT

Accomplishments for 2020-2021

- Achieved a 100% conviction rate on illegal dumping cases.
- Worked 26 substandard structure cases
- Voluntary Compliance rate of 98%;
- Mowers cleaned over 331 sites
- Created new internal reports to better track response times on new and open cases.

Goals for 2021-2022

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

SOLID WASTE CONT.

Service Point Expenditures - Administration

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	907,992	968,930	914,096	896,466
Supplies and Services	159,592	158,339	191,066	135,339
Sundry	823,096	868,512	852,286	894,430
Utilities	455	690	410	690
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total	1,891,135	1,996,471	1,957,858	1,926,925

Service Point Employees - Solid Waste Administration

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
6 & 7) Director of Solid Waste*	1	1	1	1	1
12, 13, 14)Solid Waste/VES Manager	-	-	-	-	-
Director of Solid Waste, Transit, & VES	1	1	1	1	1
8, 11) Account Specialist	1	1	1	1	1
Customer Service Supervisor	1	1	1	1	1
Senior Utilities Specialist	1	1	1	1	1
6 & 8) Account Speicalist Auditor*	1	1	1	1	1
10) Administrative Secretary	1	1	1	1	1
Total Department	7	7	7	7	7

- 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. (VES) 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
16) One Commercial Equipment Operator transferred to 753 FY 17-18

Service Point Expenditures - Residential Collections

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,799,215	1,876,324	1,663,076	2,042,569
Supplies and Services	1,992,798	1,873,336	2,095,470	2,115,239
Sundry	99,954	113,038	113,036	114,752
Utilities	2,014	2,345	1,571	2,020
Maintenance	2,499,214	2,016,086	2,185,154	2,690,997
Capital Outlay	-	-	-	-
Total	6,393,195	5,881,129	6,058,307	6,965,577

Service Point Employees - Solid Waste Residential Collection

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
15, 16)Commercial Equipment Operator	2	-	-	-	-
2, 4, 7, 8, &11) Foreman II	3	3	3	3	3
9) Laborer	4	4	4	4	4
13, 14)Residential Equipment Operator	22	22	22	22	22
7) Residential Superintendent	1	1	1	1	1
Total Regular Full-time	32	30	30	30	30

Temporary Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
2) Commercial Sales Representative	-	-	-	-	-
Total Temporary Part-time	0	0	0	0	0
Total Department	32	30	30	30	30

- 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
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

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,201,454	1,231,471	1,188,209	1,404,095
Supplies and Services	1,963,173	1,879,386	1,957,386	2,034,303
Sundry	103,910	117,670	117,669	121,485
Utilities	5,231	4,371	5,473	4,175
Maintenance	649,069	725,891	773,005	741,756
Capital Outlay	-	-	-	-
Total	3,922,837	3,958,789	4,041,742	4,305,814

Service Point Employees - Solid Waste Commercial Collection

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
2, 3, 4)Commercial Equipment Operator	9	11	11	11	11
1)Welder I	2	2	2	2	2
1)Welder II	1	1	1	1	1
8) Commercial Superintendent	1	1	1	1	1
Commercial Sales Representative	1	1	1	1	1
Total Department	14	16	16	16	16

- 1)Two Welder positions I & II added FY 15-16
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

SOLID WASTE CONT.

Service Point Expenditures - Code Enforcement

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	606,397	669,194	630,425	804,332
Supplies and Services	48,975	55,894	52,102	69,648
Sundry	50,647	50,989	50,998	51,633
Utilities	3,951	5,447	3,210	5,447
Maintenance	81,959	67,065	64,764	70,507
Capital Outlay	-	-	-	-
Total	791,929	848,589	801,499	1,001,567

Service Point Employees - Code Enforcement

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Code Enforcement Manager	1	1	1	1	1
8) Field Supervisor	1	1	1	1	1
7, 9, 10) Code Enforcement Officer I	2	2	-	-	-
2, 9, 12, 13) Code Services Officer	3	5	6	6	6
4) Equipment Operator II	1	1	1	1	1
5, 14) Laborer	-	-	1	1	1
11) Administrative Secretary	1	1	1	1	1
Total Department	9	11	11	11	11

- 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 - no FY indicated, updated FY 19-20
- 11) Senior Clerk reclassified to Administrative Secretary FY 13-14
- *This department was formerly known as Environmental Services.
- 12)One Code Services Officer added FY 16-17
- 13)Two Code Services Officers added FY 18-19; positions transferred from Neighborhood Services/Housing (Rehab Project Specialist #1 and Code Enforcement Officer I #1)
- 14) One Laborer added in FY14-15 but not reflected in prior years- updated FY 19-20

Service Point Expenditures - Litter Control / K T B

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	52,749	80,432	68,913	88,444
Supplies and Services	112,011	110,495	114,855	114,725
Sundry	-	-	-	-
Utilities	1,109	800	893	800
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total	165,869	191,727	184,661	203,969

Service Point Employees - Keep Tyler Beautiful

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
2)Keep Tyler Beautiful Comm. Coord.	1	1	1	1	1
Total	1	1	1	1	1

Regular Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
3)PT Keep Tyler Beautiful Technician	-	-	1	1	1
Total	-	-	1	1	1
Total Department	1	1	2	2	2

- 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
- 3)One PT KTB Technician added FY 19-20



AIRPORT FUND



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 2020-2021

- Achieved a ZERO discrepancy annual FAA Certification Inspection
- Successfully passed Transportation Security Administration (TSA) inspection to ensure security of airport facilities
- Achieved key milestones of the Airport Master Plan Update
- Secured bid for new ARFF Truck. This will be funded 100% by FAA grant
- Accepted COVID 19 grants totaling \$2,251,470
- Brought team to full strength filling three vacant positions

Goals for 2021-2022

- Drive airport outreach and marketing to increase public awareness of airport services by working with media and community organizations
- Court additional airlines, concessionaires, tenants, and general aviation customers to strengthen the Tyler aviation community
- Develop breadth and depth of our team through training and development
- Leverage technology to increase efficiencies in managing the airfield
- Invest in airport infrastructure to protect the City's economic engine through an Airport Capital Improvement Plan

AIRPORT OPERATING FUND (524)

REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Reserve for Construction	\$300	\$300	\$300	\$300
Reserve for Customer Facility	456,988	448,836	448,836	450,122
Unreserve Working Capital	(19,690)	480,455	480,455	414,179
Beginning Fund Balance	437,598	929,591	929,591	864,601

REVENUES

Use of Money and Property	938,885	1,166,922	887,698	995,215
Current Service Charges	81,627	101,600	78,247	101,600
Customer Facility Service Charges	96,364	110,000	113,469	110,000
Miscellaneous Income	39,904	46,085	37,955	29,196
Other Agencies	903,623	310,636	385,636	450,000
TOTAL REVENUES	2,060,403	1,735,243	1,503,005	1,686,011

EXPENDITURES

AIRPORT

Operations	1,373,435	1,539,730	1,441,154	1,578,454
Capital	111,776	52,700	52,668	25,000
Contingency	-	-	-	180,000
AIRPORT TOTAL	1,485,211	1,592,430	1,493,822	1,783,454

Customer Facility

Wash Bay Maintenance	-	3,304	5,487	10,000
Wash Bay Debt Service	104,516	106,696	106,696	103,688
TOTAL CUSTOMER FACILITY	104,516	110,000	112,183	113,688

TOTAL EXPENDITURES	1,589,727	1,702,430	1,606,005	1,897,142
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Transfer In	113,666	150,000	112,500	72,000
PFC (234)	113,666	150,000	112,500	72,000
Transfer Out	(92,349)	(87,000)	(74,490)	(87,000)
Airport Grant Fund (525)	(50,000)	(50,000)	(37,494)	(50,000)
Technology Fund (671)	(37,000)	(37,000)	(36,996)	(37,000)
Productivity Fund (639)	(5,349)	-	-	-

Reserve for Construction	300	300	300	300
Reserve for Customer Facility	448,836	448,836	450,122	446,434
Unreserve Working Capital	480,455	576,268	414,179	191,736
ENDING FUND BALANCE	\$929,591	\$1,025,404	\$864,601	\$638,470

AIRPORT OPERATING FUND (524) REVENUE DETAIL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
USE OF MONEY AND PROPERTY				
Airline Facilities Rental	69,561	45,000	45,000	45,000
Airport Long-Term Parking	349,550	500,000	299,043	377,981
Interest Earnings	5,082	6,000	7,125	6,000
Landing Fees	42,268	44,100	38,561	42,133
Restaurant Concessions	9,689	10,200	10,087	9,600
FAA Building Rental	48,438	53,614	53,732	53,614
Car Leasing Rental	254,732	325,052	269,591	272,452
Agricultural Lease	1,845	1,260	1,491	1,868
Hangar Land Lease	97,174	109,446	107,577	121,367
HAMM	15,000	15,000	15,000	15,000
Common Use Fees	12,760	15,750	12,698	14,700
Wash Bay Fees	12,990	20,000	9,169	14,000
Non Aviation Land Lease	19,796	21,500	18,624	21,500
TOTAL USE OF MONEY AND PROPERTY	938,885	1,166,922	887,698	995,215
CURRENT SERVICE CHARGES				
Airport Fuel Flowage	61,734	79,000	63,120	79,000
Customer Facility Charge	96,364	110,000	113,469	110,000
Advertising Space Fees	19,893	22,600	15,127	22,600
TOTAL CURRENT SERVICE CHARGES	177,991	211,600	191,716	211,600
MISCELLANEOUS INCOME				
Miscellaneous Income	36,431	44,685	36,543	27,796
Oil Leases and Royalties	3,473	1,400	1,412	1,400
TOTAL MISCELLANEOUS INCOME	39,904	46,085	37,955	29,196
OTHER AGENCIES				
CARES Act	903,623	310,636	310,636	-
CARES Act	-	-	75,000	450,000
TOTAL OTHER AGENCIES	903,623	310,636	385,636	450,000
TOTAL REVENUES	2,060,403	1,735,243	1,503,005	1,686,011

Service Point Expenditures - Airport

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	619,076	727,270	646,492	807,780
Supplies and Services	217,961	188,574	230,349	207,517
Sundry	172,716	181,608	176,168	365,670
Utilities	146,149	164,021	140,482	160,930
Maintenance	197,216	278,257	247,663	216,557
Capital Outlay	-	-	-	-
Total	1,353,118	1,539,730	1,441,154	1,758,454

Service Point Employees - Airport

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
5) & 7) Airport Manager	1	1	1	1	1
Airport Operations Supervisor	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
8) Airport Projects Coordinator	1	1	1	1	1
1) & 4) Airport Technician I	2	2	2	2	2
Airport Technician II	1	1	1	1	1
Airport Technician III	2	2	2	2	2
9) Airport Technician IV	2	2	2	2	2
Total Regular Full-time	11	11	11	11	11

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

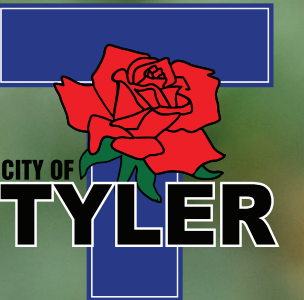
9) Added one Airport Technician IV FY 14-15

Service Point Expenditures - Customer Facility Charge

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	-	-	-
Sundry	104,516	106,696	106,696	103,688
Utilities	-	-	-	-
Maintenance	-	3,304	5,487	10,000
Capital Outlay	-	-	-	-
Total	104,516	110,000	112,183	113,688



HOTEL TAX FUND



HOTEL/MOTEL OCCUPANCY TAX FUND (211)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Unreserved Fund Balance	\$2,044,853	\$1,653,267	\$1,653,267	\$1,262,158
Reserve (2% Tax)	4,429,396	4,238,736	4,238,736	4,659,547
BEGINNING FUND BALANCE / WORKING CAPITAL	6,474,249	5,892,003	5,892,003	5,921,705
REVENUES				
7 % Occupancy Tax	2,214,738	2,198,389	2,801,135	2,878,446
2 % Occupancy Tax	633,045	628,140	800,556	822,651
Interest Earnings	110,960	75,497	47,577	75,497
Donations Liberty Hall	10,000	10,000	10,000	10,000
Total Revenues	2,968,743	2,912,026	3,659,268	3,786,594
Expenditures				
Texas Rose Festival	-	-	-	10,000
Discovery Place	32,400	32,400	32,400	32,400
Symphony	50,000	50,000	50,000	50,000
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	666,500	666,500	666,500	691,500
Tyler Civic Theatre	-	-	-	-
McClendon House	4,500	-	-	4,500
Historic Aviation Museum	13,500	13,500	13,500	-
Texas Hotel & Lodging Dues	17,622	20,500	18,585	20,500
2% Convention Center Facility	823,705	463,056	379,745	11,321,892
Sport Tyler Award	25,000	25,000	25,000	25,000
Special Services	10,762	13,500	6,836	13,500
Contingencies	-	123,500	-	150,000
Total Expenditures	1,692,489	1,456,456	1,241,066	12,367,792
Transfers In				
Half-Cent Fund (231)	-	-	-	3,250,000
Rainy Day Fund (235)	-	-	-	3,000,000
(Transfers Out)	(1,858,500)	(2,388,500)	(2,388,500)	(2,944,088)
Tourism Fund (219)	(1,833,500)	(2,363,500)	(2,363,500)	(2,325,000)
HOT Debt Service (302)	-	-	-	(594,088)
Property and Facility Management (663)	(25,000)	(25,000)	(25,000)	(25,000)
(Roof Replacement Tourism)				
Unreserved Fund Balance	1,653,267	555,253	1,262,158	236,113
Reserve (2% Tax)	4,238,736	4,403,820	4,659,547	410,306
ENDING FUND BALANCE / WORKING CAPITAL	\$5,892,003	\$4,959,073	\$5,921,705	\$646,419

Service Point Expenditures - 7% Hotel/Motel Occupancy Tax

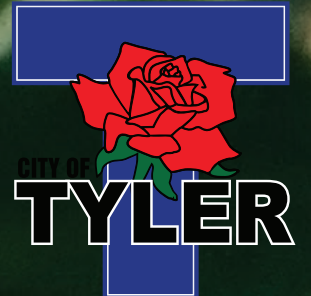
	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	28,384	34,000	25,421	34,000
Sundry	840,400	959,400	835,900	1,011,900
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	1,858,500	-	-	-
Total	2,727,284	993,400	861,321	1,045,900

Service Point Expenditures - 2% Hotel/Motel Occupancy Tax

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	823,705	463,056	379,745	905,752
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	10,416,140
Total	823,705	463,056	379,745	11,321,892



OTHER
FUNDS



CEMETERIES OPERATING FUND (204)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	86,723	142,425	142,425	48,347
REVENUES				
Permits	6,525	13,450	9,450	13,450
Interest Earnings	2,577	3,369	1,188	3,369
Current Service Charges	143,007	215,400	123,603	110,400
TOTAL REVENUES	152,109	232,219	134,241	127,219
EXPENDITURES				
Cemetery	307,596	281,179	256,356	280,400
TOTAL EXPENDITURES	307,596	281,179	256,356	280,400
Transfer In	212,368	60,308	28,037	119,277
Cemetery Trust Fund (713)	112,368	60,308	28,037	19,277
General Fund (101)	100,000	-	-	100,000
Transfer Out	(1,179)	-	-	-
Productivity Fund (639)	(1,179)	-	-	-
ENDING FUND BALANCE	142,425	153,773	48,347	14,443

Service Point Expenditures - Cemeteries

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	109,027	144,910	141,725	162,180
Supplies and Services	33,284	22,771	22,652	20,336
Sundry	11,662	12,239	12,231	12,605
Utilities	47,109	49,000	39,015	49,000
Maintenance	36,006	38,694	40,733	36,279
Capital Outlay	70,508	13,565	-	-
Total	307,596	281,179	256,356	280,400

Service Point Employees - Cemeteries

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Cemeterian	1	1	1	1	1
Groundskeeper	1	1	1	1	1
2)Crew Leader	-	-	1	1	1
Laborer	1	1	1	1	1
Total Department	3	3	4	4	4

1) Cemeterian position frozen FY 17-18 - until further notice

2) One Crew Leader added - not a new position, but not reflected in previous years

CEMETERIES TRUST FUND (713)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	3,104,957	3,094,568	3,094,568	3,140,851
REVENUES				
Interest Earnings	58,934	60,308	28,035	19,277
Sales	43,045	96,600	78,556	96,600
TOTAL REVENUES	101,979	156,908	106,591	115,877
Transfer In	-	-	-	-
Transfer Out	(112,368)	(60,308)	(60,308)	(19,277)
Cemetery Operating Fund (204)	(112,368)	(60,308)	(60,308)	(19,277)
ENDING FUND BALANCE	3,094,568	3,191,168	3,140,851	3,237,451

POLICE FORFEITURE FUND (205)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	571,191	466,269	466,269	462,895
REVENUES				
Judgement of Forfeitures - State	15,627	41,000	41,000	41,000
Judgement of Forfeitures - Federal	17,596	-	-	-
Training Registration	400	10,000	55,700	20,000
Interest Earnings	10,752	8,179	5,252	2,233
TOTAL REVENUES	44,375	59,179	101,952	63,233
EXPENDITURES				
Federal Forfeiture	76,595	134,500	56,524	119,800
State Forfeiture	72,702	60,000	48,802	82,000
Training/Range Upgrades	-	-	-	15,000
TOTAL EXPENDITURES	149,297	194,500	105,326	216,800
ENDING FUND BALANCE	466,269	330,948	462,895	309,328

Service Point Expenditures - Police Services

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	7,000	-	7,000
Sundry	519	-	657	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	72,183	53,000	48,145	75,000
Total	72,702	60,000	48,802	82,000

PARK IMPROVEMENT FUND (206)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	-	-	-	-
REVENUES				
Landfill Access Fee	-	-	-	642,525
Interest Earnings	-	-	-	385
TOTAL REVENUES	-	-	-	642,910
EXPENDITURES				
Park Capital Improvements	-	-	-	514,020
TOTAL EXPENDITURES	-	-	-	514,020
Transfer In	-	-	-	-
Transfer Out	-	-	-	-
ENDING FUND BALANCE	-	-	-	128,890

COURT SPECIAL FEE FUND (207)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Reserve for Technology	\$75,138	\$74,482	\$74,482	\$18,121
Reserve for Efficiency	5,318	(4,931)	(4,931)	25,351
Reserve for Partners for Youth	162,888	76,334	76,334	34,761
Reserve for Jury	-	706	706	1,102
Reserve for Security	(175,601)	(117,779)	(117,779)	(40,696)
BEGINNING FUND BALANCE / WORKING CAPITAL	67,743	28,812	28,812	38,639
REVENUES				
Technology Fees	96,980	112,915	95,726	101,623
Security Fees	71,058	73,755	78,983	84,000
Partners for Youth Fees	87,801	95,783	84,420	86,204
Juvenile Class Fees	119,595	162,124	135,604	145,911
Efficiency Fees	57,839	85,566	58,749	77,009
Jury Fees	706	810	1,296	810
Truancy Prevention	10,375	22,381	2,931	6,600
Interest Earnings	528	4,019	318	4,019
TOTAL REVENUES	444,882	557,353	458,027	506,176
EXPENDITURES				
Expenditures for Technology	98,164	152,866	152,405	151,866
Expenditures for Security	13,236	1,900	1,900	13,000
Expenditures for Partners for Youth	302,867	251,794	264,528	303,230
Expenditures for Jury	-	900	900	900
Expenditures for Efficiency	68,088	54,100	28,467	57,700
TOTAL EXPENDITURES	482,355	461,560	448,200	526,696

COURT SPECIAL FEE FUND (207)

(CONT.)

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
(Transfer Out)	(1,458)	-	-	-
Productivity Fund (639)	(1,458)	-	-	-
Reserve for Technology	74,482	38,550	18,121	(28,103)
Reserve for Efficiency	(4,931)	26,535	25,351	44,660
Reserve for Partners for Youth	76,334	104,828	34,761	(29,754)
Reserve for Jury	706	616	1,102	1,012
Reserve for Security	(117,779)	(45,924)	(40,696)	30,304
ENDING FUND BALANCE / WORKING CAPITAL	\$28,812	\$124,605	\$38,639	\$18,119

Service Point Expenditures - Court Technology

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	-	-	-
Sundry	72,948	80,000	83,415	80,000
Utilities	-	-	-	-
Maintenance	25,216	72,866	68,990	71,866
Capital Outlay	-	-	-	-
Total	98,164	152,866	152,405	151,866

Service Point Expenditures - Municipal Court Security

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	4,178	-	-	-
Supplies and Services	9,058	1,900	1,900	11,000
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	2,000
Capital Outlay	-	-	-	-
Total	13,236	1,900	1,900	13,000

Service Point Expenditures - Partners for Youth

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	186,732	147,994	178,570	205,830
Supplies and Services	116,135	103,800	85,958	97,400
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total	302,867	251,794	264,528	303,230

Service Point Employees - Partners for Youth

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
1) Deputy Court Clerk	2	2	2	2	2
1) Juvenile Case Coordinator	1	1	1	1	1
1) Juvenile Program Coordinator	1	1	1	1	1
Total Department	4	4	4	4	4

1) These positions moved to Partners for Youth Fund from Municipal Court FY 2010-2011

COURT SPECIAL FEE FUND (207) (CONT.)

Service Point Expenditures - Jury

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	900	900	900
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total	-	900	900	900

Service Point Expenditures - Court Efficiency Fund

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	68,088	54,100	28,467	57,700
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total	68,088	54,100	28,467	57,700

ECONOMIC DEVELOPMENT FUND (208)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	-	161,354	161,354	182,356
REVENUES				
Interest Earnings	1,354	-	1,402	1,921
TOTAL REVENUES	1,354	-	1,402	1,921
EXPENDITURES				
Economic Development	165,000	330,400	330,400	330,400
TOTAL EXPENDITURES	165,000	330,400	330,400	330,400
Transfer In	325,000	350,000	350,000	325,000
Water Utilities Fund (502)	175,000	175,000	175,000	175,000
Solid Waste Fund (560)	150,000	175,000	175,000	150,000
Airport Operations Fund (524)	-	-	-	-
Transfer Out	-	-	-	-
ENDING FUND BALANCE	161,354	180,954	182,356	178,877

TIF / TIRZ # 4 FUND (217)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	4,598	6,223	6,223	8,058
REVENUES				
Property Tax	1,499	14,659	1,776	75,719
Interest Earnings	123	-	59	-
TOTAL REVENUES	1,622	14,659	1,835	75,719
EXPENDITURES				
TIRZ	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
Transfer In	3	-	-	-
General Fund (101)	3	-	-	-
Transfer Out	-	-	-	-
ENDING FUND BALANCE	6,223	20,882	8,058	83,777

TIF / TIRZ # 3 FUND (218)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	4,598	6,223	6,223	8,058
REVENUES				
Property Tax	1,499	14,659	1,776	75,719
Interest Earnings	123	-	59	-
TOTAL REVENUES	1,622	14,659	1,835	75,719
EXPENDITURES				
TIRZ	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
Transfer In	3	-	-	-
General Fund (101)	3	-	-	-
Transfer Out	-	-	-	-
ENDING FUND BALANCE	6,223	20,882	8,058	83,777

TOURISM & CONVENTION FUND (219)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	596,386	127,411	127,411	85,904
REVENUES				
Rose Garden	57,620	59,000	60,231	59,000
Harvey Hall	56,297	140,000	(9,526)	-
Main Street Revenue	1,514	13,200	4,156	9,900
Liberty Hall Revenue	78,325	90,250	48,516	123,900
Interest Earnings	7,451	18,819	3,459	18,710
TOTAL REVENUES	201,207	321,269	106,836	211,510
Expenditures				
Rose Garden Center	290,050	302,613	352,935	288,967
Rose Garden Maint.	653,786	642,693	597,208	610,088
Harvey Hall & Goodman	920,031	968,119	854,070	881,057
Liberty Hall	273,515	329,555	324,366	258,768
Main Street	334,701	470,868	363,264	471,323
TOTAL EXPENDITURES	2,472,083	2,713,848	2,491,843	2,510,203
Transfer In	1,833,500	2,363,500	2,363,500	2,325,000
Hotel Tax Fund (211)	1,833,500	2,363,500	2,363,500	2,325,000
Transfer Out	(31,599)	(20,000)	(20,000)	(20,000)
Technology Fund (671)	(20,000)	(20,000)	(20,000)	(20,000)
Productivity Fund (639)	(11,599)	-	-	-
ENDING FUND BALANCE	127,411	78,332	85,904	92,211

Service Point Expenditures - Rose Garden Center

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	179,512	191,968	163,456	174,569
Supplies and Services	19,360	20,955	21,025	22,455
Sundry	4,206	5,283	4,823	5,381
Utilities	30,132	48,425	33,824	50,000
Maintenance	34,479	35,982	129,807	36,562
Capital Outlay	22,361	-	-	-
Total	290,050	302,613	352,935	288,967

Service Point Expenditures - Rose Garden Maintenance

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	336,553	375,505	317,461	381,999
Supplies and Services	80,483	48,760	117,041	55,272
Sundry	45,091	46,701	46,704	47,434
Utilities	33,684	45,650	32,273	45,650
Maintenance	83,423	83,925	83,729	79,733
Capital Outlay	74,552	42,152	-	-
Total	653,786	642,693	597,208	610,088

Service Point Employees - Rose Garden Maintenance

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Crew Leader	1	1	1	1	1
Groundskeeper	2	2	2	2	2
1, 2) Laborer	3	3	3	3	3
3) Parks Superintendent	1	1	1	1	1
Total Department	7	7	7	7	7

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

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	502,371	587,611	544,532	704,195
Supplies and Services	80,585	62,264	54,077	22,586
Sundry	116,634	122,699	122,652	121,345
Utilities	85,612	109,075	55,998	5,175
Maintenance	100,881	70,470	60,811	2,756
Capital Outlay	33,948	16,000	16,000	25,000
Total	920,031	968,119	854,070	881,057

TOURISM & CONVENTION
FUND (219) CONT.
REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE

Service Point Employees - Visitor Facilities

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
8, 11) Managing Director Parks/Recreation Operations	0.5	0.5	0.6	0.6	0.6
4) Parks Manager	0.3	0.3	0.3	0.3	0.3
16)Goodman & Special Events Supervisor	-	-	1	1	1
2, 9) Building Maintenance Worker	-	-	-	-	-
12)Budget Administrator/Cemeterian	0.95	0.95	-	-	-
17)Budget Analyst & Internal Auditor	-	-	0.95	0.95	0.95
Tourism Facilities Supervisor	1	1	1	1	1
2, 19) Custodian	1	1	-	-	-
Venue Attendant	-	-	1	1	1
1, 16) Museum Curator	1	1	-	-	-
10, 13)Manager of Tourism Facilities & Communi-ty Beautification	0.77	-	-	-	-
14)SR Manager of Parks, Recreation & Tourism	-	0.45	0.45	0.45	0.45
Total Regular Full-time	5.52	5.2	5.3	5.3	5.3

Regular Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
18, 20)Custodian	2	2	2	2	2
Venue Attendant	-	-	1	1	1
Total Regular Part-time	2	2	3	3	3

Temporary Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
18)Custodian	1	1	-	-	-
Total Temporary Part-time	1	1	0	0	0
Total Department	8.52	8.2	8.3	8.3	8.3

- 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 to50%Parks, 50%Parks Visitor Facilities 16/17
- 9) Building Maintenance Worker reclassified to Tourism Facility Custdial 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
- 14) Manager of Tourism Facilities & Community Beautification reclassified to Senior Manager Parks, Recreation & Tourism FY 18-19 salary split 55% Parks/45% Tourism
- 15) MD Parks/Recreation salary split 60% visitor facilities 40% liberty hall
- 16)One Museum Curator reclassified to Goodman & Special Event Supervisor FY 19-20
- 17)Budget Administrator/Cemeterian retitled to Budget Analyst & Internal Auditor FY 19-20, salary split 95% Tourism/5% Parks Admin
- 18)One temporary Custodian upgraded to one part time Custodian FY 17/18; updated for FY 19-20
- 19) One Custodian (FT) retitled to Venue Attendant (FT) FY 19-20
- 20) One Custodian (PT) retitled to Venue Attendant (PT) FY 19-20

Service Point Expenditures - Liberty Hall

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	128,262	138,855	138,855	66,744
Supplies and Services	109,313	139,905	139,905	139,970
Sundry	9,557	16,308	16,308	16,550
Utilities	11,136	16,382	16,382	16,841
Maintenance	15,247	18,105	12,916	18,663
Capital Outlay	-	-	-	-
Total	273,515	329,555	324,366	258,768

Service Point Expenditures - Main Street

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	191,275	221,714	193,066	270,170
Supplies and Services	119,179	222,003	148,593	174,783
Sundry	18,736	19,962	19,863	20,206
Utilities	2,784	4,380	1,742	3,355
Maintenance	2,727	2,809	-	2,809
Capital Outlay	-	-	-	-
Total	334,701	470,868	363,264	471,323

Service Point Employees - Main Street & Liberty Hall

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Main Street Program Director	1	1	1	1	1
8)Downtown Ambassador	2	2	2	2	2
Administrative Assistant	1	1	1	1	1
5, 7)Managing Director Parks/Recreation Operations	0.3	0.3	0.4	0.4	0.4
6) Director of Marketing and Communications	0.46	0.46	-	-	-
Total Department	4.76	4.76	4.4	4.4	4.4

- 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;
- 7) MD Parks/Recreation salary split 60% visitor facilities 40% liberty hall
- 8) Downtown Ambassadors transferred to Main Street from Liberty Hall

AIRPORT PASSENGER FACILITY FUND (234)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	44,515	127,193	127,193	37,335
REVENUES				
Passenger Facility Charge	194,000	225,000	58,954	144,000
Interest Earnings	2,344	4,500	1,188	2,000
TOTAL REVENUES	196,344	229,500	60,142	146,000
TOTAL EXPENDITURES	-	-	-	-
Transfer In	-	-	-	-
Transfer Out	(113,666)	(150,000)	(150,000)	(72,000)
Half-Cent Sales Tax (Non-Budgetary Fund)	-	-	-	-
Airport Operations Fund (524)	(113,666)	(150,000)	(150,000)	(72,000)
ENDING FUND BALANCE	127,193	206,693	37,335	111,335

RAINY DAY FUND (235)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE / WORKING CAPITAL	6,121,752	7,161,407	7,161,407	10,750,724
REVENUES				
Oil Leases and Royalties	32,710	60,000	34,478	60,000
Sale of Property	384,330	-	319,184	-
Interest Earnings	131,115	126,790	69,648	126,790
TOTAL REVENUES	548,155	186,790	423,310	186,790
EXPENDITURES				
Downtown Property Maintenance	-	-	-	-
Special Services	8,500	20,250	-	-
Building Improvements	-	289,178	288,428	-
Contingencies	-	65,572	-	100,000
TOTAL EXPENDITURES	8,500	375,000	288,428	100,000
Transfers In	500,000	3,454,435	3,454,435	-
General Fund (101)	500,000	3,454,435	3,454,435	-
(Transfers Out)	-	-	-	(3,000,000)
HOT Fund (211)	-	-	-	(3,000,000)
ENDING FUND BALANCE / WORKING CAPITAL	7,161,407	10,427,632	10,750,724	7,837,514

PEG FEE FUND (236)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	937,897	896,085	896,085	824,629
REVENUES				
PEG Fee	123,775	8,884	236,700	236,293
Interest Earnings	15,987	12,691	8,052	7,875
TOTAL REVENUES	139,762	21,575	244,752	244,168
EXPENDITURES				
Technology Costs	86,681	60,208	60,208	60,230
Technology Updates	94,893	106,000	106,000	213,000
Studio Renovations	-	100,000	100,000	-
Contingency	-	50,000	50,000	50,000
TOTAL EXPENDITURES	181,574	316,208	316,208	323,230
Transfer In	-	-	-	-
Transfer Out	-	-	-	-
Productivity Fund (639)	-	-	-	-
ENDING FUND BALANCE	896,085	601,452	824,629	745,567

NEIGHBORHOOD SERVICES

Accomplishments for 2020-2021

- Homebuyer Activities - The City of Tyler First Time Homebuyer program assisted with 2 families with down payment and closing cost.
- Code Enforcement Staff identified and tagged 38 code violations related to neighborhoods revitalization in low income census tracts.
- Clearance/Demolition - 25 Properties were demolished.
- Reconstruction of 2511 Patrick Street – A dilapidated structure was demolished and a newly constructed single family housing unit for a low to moderate income family.
- Public Services – Initially Funded on 2-13-17- PATH provided repairs to 2 rental homes, allowing two low-to moderate income families to enter into PATH's Transitional Housing Program.
- HVC Lease-up – 981 (avg. per month)
- HCV Homeownership – 12 Families
- HCV VASH (Veterans Affairs Supportive Housing) – Average of 28 participants leased up per month
- Monthly Voucher Expenses - \$594,717.91 (avg. per month)
- Family Self-Sufficiency – 8 Graduates

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

Goals for 2021-2022

- Hidden Palace:
 - Project Description: Acquisition of property and development of infrastructure, including streets and drainage for new affordable housing development. 22-24 units to be constructed.
 - Project Location: Located on the Northside of Queen Street.
 - Estimated Cost: TBA
 - Allocated Funding: \$397,127/\$212,527 (PY 19-20-CDBG and HOME Funds) \$785K (Prior Year HOME Funds)
- Demolition
 - Project Description: NBS to partner with Solid Waste and Streets Department to carry out demolition and disposal services.
 - Cost: \$147,500K (19-20)
- Code Enforcement
 - Project Description: NBS partnership with Code Enforcement to tag substandard properties within the low-to moderate census tract area. (30 units)
 - Cost: \$70K (PY 19-20) – cost include project delivery
- Homebuyers Program
 - Project Description: Provide down payment and closing cost assistance to low-to moderate income individuals and families. (5 units)
 - Cost: \$110,400K (PY 19-20- CDBG and HOME Funds) – cost include project delivery
- Housing Infill Program
 - Project Description: Smith County delinquent sales tax property for affordable housing
 - New Initiative: Standard property make-up and pricing matrix for potential buyers.

NEIGHBORHOOD SERVICES
CONT.

- Critical Repair Program
 - Project Description: NBS to partner with Habitat for Humanity to provide minor repair services and personnel cost for staff. (10-15 units)
 - Cost: \$110K (PY 19-20)
- Asbestos and Abatement Survey
 - Project Description: NBS will partner with outside firm to conduct asbestos and abatement services for demolition projects.
 - Cost: \$100K (PY 19-20)
- Family 1st Initiative promoting the focus on Mothers and Fathers and the connection to resources that will aid in improving positive outcomes that unify the family.
 - Ideas- Charter a bus to a Rangers game; host a community wellness/resource fair.
- Waiting List Purge option added to Administrative Plan to have a more up-to-date waiting list of families who continue to need housing assistance on hand.
 - New Applications- Tentative plan to open the application process for new applicants seeking housing assistance in 2019/2020.
- Certified Job Seeker Program focusing on unemployed participants and/or employed individuals seeking better employment.
 - Participation – Zero-Income and Family Self-Sufficiency Clients
- Computer Based Training to assist FSS Participants in gaining and/or improving current marketable skills in specified areas (soft skills, education, computer training, etc.).
- Annual Credit Score Reports provided to FSS Participants to better assist with financial goals and responsibilities.
- Internal Audit/Case Reviews conducted by HCV Compliance Technician and management personnel to ensure internal/external program compliance.
- Perform 21 Annual Supervisory Assurance Inspections by HCV personnel by September 30, 2019.
- Receive Annual Section Eight Management Assessment Program (SEMAP) score resulting in a classification/rating of a High Performing Housing Authority
- Internal & External Updates and Repairs to the following areas/items:
 - Landscaping,
 - Fencing repair,
 - Replacement of street LED Sign,
 - Parking lot signage
 - Large screen monitors/television and computer in conference room,
 - Replacing flooring,
 - Wall repairs, interior and exterior painting,
 - NBS building history/memorial

NEIGHBORHOOD SERVICES CONT.

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 - Replacing flooring,
 - Wall repairs, interior and exterior painting,
 - NBS building history/memorial

HOMEOWNERSHIP/HOUSING FUND (274)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	416	424	424	426
TOTAL REVENUES	8	14	2	14
TOTAL EXPENDITURES	-	-	-	-
ENDING FUND BALANCE	424	438	426	440

HOUSING ASSISTANCE PAYMENTS FUND (276)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Reserve for Voucher Program	68,927	302,735	302,735	322,535
Reserve for Administration	416,283	857,219	857,219	758,769
BEGINNING FUND BALANCE	485,210	1,159,954	1,159,954	1,081,304
REVENUES				
HUD Voucher	7,606,621	7,095,000	7,095,000	7,060,000
HUD Administration	684,239	660,698	660,698	670,000
Portability Voucher	261,212	200,000	200,000	225,000
Portability Administration	19,835	17,000	17,000	20,250
FSS Administration	68,450	58,563	58,563	60,000
Vash Voucher	-	-	-	-
Fraud Reimbursement - Voucher	17,956	12,000	12,000	15,000
Fraud Reimbursement - Admisitration	17,963	12,000	12,000	15,000
CARES Act	296,613	-	-	-
Rental Income	-	12,000	12,000	12,000
Interest Earnings	15,237	15,431	10,410	16,000
TOTAL REVENUES	8,988,126	8,082,692	8,077,671	8,093,250
EXPENDITURES				
HAP Voucher	7,170,770	6,892,200	6,892,200	6,703,874
HAP Administration	592,951	1,197,641	777,499	816,781
Poratbility Voucher	282,657	200,000	200,000	250,000
Poratbility Administration	-	17,000	17,000	17,000
FSS Administration	68,450	87,139	66,822	69,720
Tenant Protection Voucher	25,443	30,000	30,000	39,000
Tenant Protection Administration	-	15,600	7,800	8,500
Vash Voucher	173,111	165,000	165,000	217,320
CARES Act	29,402	221,211	-	-
TOTAL EXPENDITURES	8,342,784	8,825,791	8,156,321	8,122,195
Reserve for Voucher Program	302,735	322,535	322,535	412,341
Reserve for Administration	857,219	315,531	758,769	640,018
ENDING FUND BALANCE	1,159,954	638,066	1,081,304	1,052,359

Service Point Expenditures - Housing Assistance Payment Program

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	388,381	568,345	568,345	565,609
Supplies and Services	77,570	109,616	109,616	147,224
Sundry	7,234,452	7,365,700	6,945,558	6,757,542
Utilities	9,340	11,500	11,500	15,000
Maintenance	30,450	34,680	34,680	35,280
Capital Outlay	-	-	-	-
Total	7,740,193	8,089,841	7,669,699	7,520,655

Service Point Employees - Housing

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
12) NBS Operations manager	0.1	-	-	-	-
Housing Manager		1	1	1	1
10, 11) Neighborhood Services Manager	0.1	0.1	0.1	0.1	0.1
Housing Services Manager	1	1	1	1	1
Clerk	1	1	1	1	1
12,14, 17) Code Enforcement/Housing Inspector	1	-	-	-	-
Section 8/Housing Inspector	1	1	1	1	1
6, 22) Eligibility Analyst	-	-	2	2	2
23)Senior Clerk	1	1	-	-	-
Housing Eligibility Supervisor	1	1	1	1	1
7, 9, 21) Certified Housing Specialist	2	2	3	3	3
Lead Certified Housing Specialist	1	1	-	-	-
Code Enforcement/Housing Inspector Supervisor	1	1	1	1	1
Total Department	10.2	10.1	11.1	11.1	11.1

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

17) One Code Enforcement Officer I (#1) transferred to Code Enforcement FY 18-19

18) NBS Operations Manager reclassified to Housing Manager FY 18-19 salary no longer split

19) Community Development Manager downgraded to Housing Project Coordinator FY 18-19 (Other - HOME tab)

20) Housing Project Coordinator reclassified back to Community Development Manager FY 18-19 (Other - CDBG tab)

21) One Lead Certified Housing Specialist downgraded to Certified Housing Specialist (this change was noticed in FY 19-20)

22) One Homebuyer Specialist position (CDBG) reclassified to Eligibility Analyst FY 19-20

23) One Senior Clerk reclassified to Eligibility Analyst FY 19-20

HOUSING ASSISTANCE PAYMENTS FUND (276) CONT. REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Service Point Expenditures - Housing Portability

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Supplies and Services	-	17,000	17,000	17,000
Sundry	282,657	200,000	200,000	250,000
Total	282,657	217,000	217,000	267,000

Service Point Expenditures - FSS Homeownership Program

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	68,450	87,139	66,822	69,720
Total	68,450	87,139	66,822	69,720

Service Point Employees - FSS Home Ownership

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
1)FSS Homeownership Coordinator	1	1	1	1	1
Total Department	1	1	1	1	1

1) New Position FSS Homeownership Coordinator added FY 2010-2011 (Grant funded position for 1 year); renewed for FY 21-22

Service Point Expenditures - Tenant Protection Program

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Supplies and Services	-	15,600	7,800	8,500
Sundry	25,443	30,000	30,000	39,000
Total	25,443	45,600	37,800	47,500

Service Point Expenditures - VASH Program

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Sundry	173,111	165,000	165,000	217,320
Total	173,111	165,000	165,000	217,320

Service Point Expenditures - CARES Act

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Supplies and Services	29,402	221,211	-	-
Total	29,402	221,211	-	-

COMMUNITY DEVELOPMENT GRANT FUNDS (294) REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	55,400	62,768	62,768	334,726
REVENUES				
CDBG Grant Income	1,651,683	1,785,839	1,146,290	885,569
HIP Income	2,733	2,000	2,000	-
Miscellaneous Income	9,179	10,000	10,000	10,000
TOTAL REVENUES	1,663,595	1,797,839	1,158,290	895,569
ADMINISTRATION EXPENDITURES				
Administration	103,335	250,018	174,866	176,363
Rehab Administration	1,638	17,107	17,107	-
Homebuyers Administration	6,899	6,428	6,428	-
Demolition Administration	9,027	23,023	23,023	-
Code Enforcement Administration	30,399	44,971	44,971	-
Public Facilities Administration	2,057	17,139	17,139	-
CARES Act Administration	2,552	110,734	-	-
Miscellaneous Expense (not covered by grant)	3,670	12,000	12,000	12,000
TOTAL ADMINISTRATION EXPENDITURES	159,577	481,420	295,534	188,363
PROJECT EXPENDITURES				
Administration	-	1,100	1,100	-
Rehab Administration	76,967	275,990	267,893	-
Homebuyers Administration	-	109,055	53,572	132,178
Demolition Administration	40,586	211,882	118,972	50,000
Code Enforcement Administration	-	5,000	5,000	126,278
Public Facilities Administration	1,376,932	309,781	144,261	400,000
CARES Act Projects	2,165	398,894	-	-
Miscellaneous Expense (not covered by grant)	-	-	-	-
TOTAL PROJECT EXPENDITURES	1,496,650	1,311,702	590,798	708,456
TOTAL EXPENDITURES	1,656,227	1,793,122	886,332	896,819
ENDING FUND BALANCE	62,768	67,485	334,726	333,476

Service Point Expenditures - CDBG Admin

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	27,623	80,153	80,153	134,967
Supplies and Services	51,397	68,301	56,301	25,111
Sundry	20,502	99,489	24,337	22,809
Utilities	1,941	75	75	75
Maintenance	1,872	2,000	14,000	1,500
Capital Outlay	-	1,100	1,100	-
Total	103,335	251,118	175,966	184,462

COMMUNITY DEVELOPMENT
GRANT FUNDS (294) (CONT.)REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE

Service Point Expenditures - Match

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Supplies and Services	-	2,000	-	-
Sundry	3,670	10,000	12,000	12,000
Total	3,670	12,000	12,000	12,000

Service Point Expenditures - Rehabilitation

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	392	9,821	9,821	-
Supplies and Services	1,246	-	-	-
Sundry	-	7,286	7,286	-
Capital Outlay	76,967	275,990	267,893	-
Total	78,605	293,097	285,000	-

Service Point Expenditures - Home Buyers

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,890	-	-	-
Supplies and Services	188	-	-	-
Sundry	4,821	6,428	6,428	-
Capital Outlay	-	109,055	53,572	132,178
Total	6,899	115,483	60,000	132,178

Service Point Expenditures - Demolition

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,752	22,133	22,133	-
Supplies and Services	7,275	890	890	-
Capital Outlay	40,586	211,882	118,972	50,000
Total	49,613	234,905	141,995	50,000

Service Point Expenditures - Code Enforcement

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	2,638	22,133	22,133	-
Supplies and Services	22,940	16,410	16,410	-
Sundry	4,821	6,428	6,428	-
Capital Outlay	-	5,000	5,000	126,278
Total	30,399	49,971	49,971	126,278

Service Point Expenditures - Public Facilities

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,385	17,139	17,139	-
Supplies and Services	672	-	-	-
Capital Outlay	1,376,932	309,781	144,261	400,000
Total	1,378,989	326,920	161,400	400,000

Service Point Expenditures - CARES Act

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,826	-	-	-
Supplies and Services	616	-	-	-
Sundry	110	95,734	-	-
Capital Outlay	2,165	413,894	-	-
Total	4,717	509,628	-	-

Service Point Employees - CDBG

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
7, 8) Neighborhood Services Manager	0.7	0.7	0.7	0.7	0.7
6, 9, 16, 20) Community Development Manager	-	1	1	-	-
15) NBS Operations Manager	0.7	-	-	-	-
3,17) Homebuyers Specialist	1	1	-	-	-
13, 14)Rehab Project Specialist	1	-	-	-	-
10, 18) Senior Secretary	0.9	0.9	0.9	-	-
Community Development Specialist	-	-	-	2	2
Total Department	4.3	3.6	2.6	2.7	2.7

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 Senior Secretary 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

14) One Rehab Project Specialist (#1) transferred to Code Enforcement FY 18-19

15) NBS Operations Manager reclassified to Housing Manager 100%paid from Housing FY 18-19

16)Housing Project Coordinator reclassified back to Community Development Manager FY 18-19

17)One Homebuyer Specialist position reclassified to Eligibility Analyst under Housing FY 19-20

18)One Senior Secretary position reclassified to Housing Projects Coordinator salary 100% paid by CDBG FY 20-21

19)One Housing Projects Coordinator reclassified to Community Development Specialist FY 20-21

20)One CDBG Manager reclassified to Community Development Specialist FY 20-21

HOME GRANT FUNDS (295)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	249,869	249,869	249,869	249,869
REVENUES				
HOME Grant Income	4,499	3,088,575	1,597,404	1,598,889
Miscellaneous Income	-	39,062	39,062	39,062
TOTAL REVENUES	4,499	3,127,637	1,636,466	1,637,951
EXPENDITURES				
Administration	4,499	948,342	34,751	36,299
Homebuyers	-	53,444	-	-
CHDO	-	96,347	49,473	49,473
New Construction / Re-construction	-	1,725,707	1,513,180	1,513,180
Local Match	-	303,797	39,062	39,062
TOTAL EXPENDITURES	4,499	3,127,637	1,636,466	1,638,014
ENDING FUND BALANCE	249,869	249,869	249,869	249,806

Service Point Expenditures - HOME

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	3,799	11,462	11,462	5,628
Supplies and Services	700	3,374	3,374	11,033
Sundry	-	933,506	19,915	19,915
Capital Outlay	-	2,179,295	1,601,715	1,601,715
Total	4,499	3,127,637	1,636,466	1,638,291

Service Point Employees - HOME

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
6, 7) Neighborhood Services Manager	0.20	0.20	0.20	0.20	0.20
5, 8,11) Community Development Manager	1.00	-	-	-	-
9) NBS Operations Manager	0.20	-	-	-	-
9, 12) Senior Secretary	0.10	0.10	0.10	-	-
Total Department	1.5	0.3	0.3	0.2	0.2

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. 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 position with 70% paid by Community Development and 10% by HOUSING FY 15-16

9) One Senior Secretary 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

8) One Rehab Project Specialist - Community Development division (#3) reclassified to Community Development Manager salary split between 5 NBS accounts 20%? FY 17-18

9) NBS Operations Manager reclassified to Housing Manager 100%paid from Housing FY 18-19

10)Community Development Manager downgraded to Housing Project Coordinator FY 18-19

11)Housing Project Coordinator reclassified back to Community Development Manager FY 18-19

12)One Senior Secretary position reclassified to Housing Projects Coordinator salary paid by CDBG FY 20-21

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 2020-2021

- 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 2019 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 2021-2022

- 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 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
		-	-	-
TOTAL REVENUES	308,144	575,000	575,000	579,113
TOTAL EXPENDITURES	308,144	575,000	575,000	579,113
ENDING FUND BALANCE	-	-	-	-

Service Point Expenditures - MPO

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	140,274	102,782	102,782	107,314
Supplies and Services	104,370	234,500	144,500	144,500
Sundry	4,389	237,668	327,668	327,249
Utilities	11	50	50	50
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total	249,044	575,000	575,000	579,113

Service Point Expenditures - 104F Transport Planning

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	140,274	102,782	102,782	107,314
Supplies and Services	104,370	234,500	144,500	144,500
Sundry	4,389	237,668	327,668	327,249
Utilities	11	50	50	50
Total	249,044	575,000	575,000	579,113

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 2020-2021

- Development of enhanced training program with training aids and equipment
- Purchase of Gillig 30' Transit Bus
- Procurement of New Dispatching Software
- Upgrade On-Board Cameras for Live Feed

- Development of safety program bringing AFR to zero
- Business Development - New contracts with stakeholders
- Enhanced use of volunteer program
- Regional coordination enhancements
- Partnerships in the community
- More access to riders' program
- Improved fare system
- Transit Route Study Deployment

Goals for 2021-2022

- Increase ridership to serve all four corners of the city by increasing education, providing excellent customer service and gaining feedback.
- Reduce road calls and accidents to ensure safety of all passengers.
- Increase workforce stability and promote a highly skilled and engaged workforce.
- Improve revenue streams and maintain sound financial management.
- Maintain or enhance existing contracts and partnerships.
- Implement key findings from Route Study – Implementation anticipated in 1st Quarter of FY 21/22.
- Work with regional partners to decrease local match and increase funding revenue streams.

TRANSIT SYSTEM FUND (286)

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	47,992	50,669	50,669	50,669
REVENUES				
Transit Fees	102,962	175,000	175,000	179,000
Advertising	11,100	10,000	10,000	10,000
Bus Sales and Other Income	910	10,000	10,000	10,000
State Grant	629,146	479,751	479,751	749,751
Federal Grant	2,411,555	3,432,223	3,027,396	3,699,401
TOTAL REVENUES	3,155,673	4,106,974	3,702,147	4,648,152
EXPENDITURES				
Transit Operations	3,166,654	4,156,974	3,752,147	4,709,777
TOTAL EXPENDITURES	3,166,654	4,156,974	3,752,147	4,709,777
Transfer In	13,658	50,000	50,000	50,000
General Fund (101)	13,658	50,000	50,000	50,000
Transfer Out	-	-	-	-
ENDING FUND BALANCE	50,669	50,669	50,669	39,044

Service Point Expenditures - Tyler Transit

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	677,460	1,057,735	1,057,735	1,077,000
Supplies and Services	194,138	199,699	199,699	229,131
Sundry	135,203	26,236	74,416	24,816
Utilities	5,212	2,976	2,976	2,976
Maintenance	286,153	344,500	344,500	264,500
Capital Outlay	797	-	-	-
Total	1,298,963	1,631,146	1,679,326	1,598,423

Service Point Expenditures - ARRA

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Capital Outlay	687,102	1,113,775	708,948	1,435,000
Total	687,102	1,113,775	708,948	1,435,000

Service Point Expenditures - ADA

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	213,544	416,340	416,340	554,821
Supplies and Services	558,399	448,750	448,750	579,048
Sundry	32,246	33,526	33,526	33,835
Utilities	4,828	2,975	2,975	2,975
Maintenance	102,846	140,180	92,000	165,000
Capital Outlay	2,780	-	-	-
Total	914,643	1,041,771	993,591	1,335,679

Service Point Expenditures - Grants

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	19,969	80,164	80,164	38,281
Supplies and Services	69,616	78,075	78,075	81,116
Sundry	-	51,517	51,517	-
Utilities	254	2,975	2,975	2,975
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total	89,839	212,731	212,731	122,372

Service Point Expenditures - Transit Planning

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	51,473	78,031	78,031	84,004
Supplies and Services	69,432	76,545	76,545	79,586
Sundry	50,230	-	-	51,737
Utilities	4,828	2,975	2,975	2,976
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total	175,963	157,551	157,551	218,303

TRANSIT SYSTEM FUND (286)
REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE

Service Point Employees - Transit

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
8, 11, 16, & 26) Transit Manager	1	-	-	-	-
Transportation Operations Coordinator	1	1	1	1	1
25) Administrative Secretary	1	1	1	1	1
7, 19) Bus Driver	16	16	16	16	16
12, 18) Transit Dispatcher/Scheduler	1	1	1	1	1
Transit Supervisor	2	2	2	2	2
27) Transit Compliance Officer	1	-	-	1	1
28)Transit Development Specialist	-	-	-	1	1
21)Senior Bus Driver	4	4	4	4	4
23, 24)Solid Waste Manager	-	-	-	-	-
22)Treasury Manager	0.25	0.25	0.25	0.25	0.25
Total Regular Full-time	27.25	25.25	25.25	27.25	27.25

Part-Time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
10 & 13) Custodian	1	1	1	1	1
13) Bus Driver	1	1	1	1	1
Total Substitute	2	2	2	2	2

Substitute Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
9,15) Bus Driver	6	6	6	6	6
Total Substitute	6	6	6	6	6
Total Department	35.25	33.25	33.25	35.25	35.25

- 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
- 13) One PT Custodian reclassified to PT Bus Driver FY 12-13
- 14) Financial Anaylst moved to Finance FY 12-13
- 15) Two substitute drivers added during FY 13-14
- 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
- 26) Transit Manager was eliminated due to contract management services with MCDT.
- 27) Transit Compliance Officer was eliminated due to contract management services with MCDT.
- 28)One Transit Development Specialist position added FY 20-21
- 29)Transit Compliance Officer added back FY 20-21, per Personnel Changes from Budget (requisition to add position to position control has not been sent in by the department as of February 2021)

PRODUCTIVITY IMPROVEMENT
FUND (639)
REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	1,440,845	2,101,646	2,101,646	2,157,435
TOTAL REVENUES	45,860	45,428	26,110	45,428
EXPENDITURES				
Services	1,663	66,500	2,500	2,500
Productivity Pay & Severance	635,657	398,044	462,044	950,551
Internal Audit and Strategic Planning	13,947	60,300	60,300	60,300
Lean Six Sigma/City U	264,492	506,799	365,477	542,120
Grants Coordinator	869	-	-	-
TOTAL EXPENDITURES	916,628	1,031,643	890,321	1,555,471
Transfer In	1,531,569	920,000	920,000	550,000
General Fund (101)	687,007	250,000	250,000	250,000
Rainy Day Fund (235)	-	-	-	-
Utilities Fund (502)	500,725	420,000	420,000	250,000
Solid Waste Fund (560)	284,308	250,000	250,000	50,000
AIRPORT FUND (524)	5,349	-	-	-
Storm Water (575)	5,921	-	-	-
Special Revenue Funds	26,104	-	-	-
Internal Service Funds	22,155	-	-	-
Transfer Out	-	-	-	-
ENDING FUND BALANCE	2,101,646	2,035,431	2,157,435	1,197,392

Service Point Expenditures - Productivity

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	116	2,731	2,731	-
Supplies and Services	1,663	66,500	2,500	2,500
Sundry	635,541	395,313	459,313	950,551
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total	637,320	464,544	464,544	953,051

Service Point Expenditures - Internal Audit

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Supplies and Services	13,947	60,300	60,300	60,300
Total	13,947	60,300	60,300	60,300

PRODUCTIVITY IMPROVEMENT
FUND (639)

REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE

Service Point Expenditures - General Services

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	116	2,731	2,731	-
Supplies and Services	1,663	66,500	2,500	2,500
Sundry	635,541	395,313	459,313	950,551
Total	637,320	464,544	464,544	953,051

Service Point Expenditure - City U

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	43,027	92,899	55,619	143,465
Supplies and Services	34,096	86,269	37,589	86,558
Sundry	92,893	168,401	140,206	188,626
Total	170,016	347,569	233,414	418,649

Service Point Expenditures - Lean Sigma

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	68,683	84,128	83,781	92,485
Supplies and Services	2,213	23,050	15,625	11,280
Sundry	20,307	48,652	32,657	19,706
Capital Outlay	3,273	3,400	-	-
Total	94,476	159,230	132,063	123,471

Service Point Employees - Productivity

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
12) Learning and Development Manager	-	-	-	1	1
10) Innovation Pipeline Manager	1	1	-	-	-
8) SR PR Marketing Specialist/Grantwriter	1	-	-	-	-
Public Safety PIO	-	0.75	-	-	-
9) Public Works PIO	-	1	-	-	-
11) Strategic Planning Coordinator	-	-	1	1	1
Manager for Innovation	1	1	-	-	-
Total Department	3	3.75	1	2	2

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

7) Grant Officer reclassified to Sr PR Marketing Specialist/Grantwriter FY 14-15

8) Sr PR Marketing Specialist/Grantwriter reclassified to Public Safety Public Information Officer FY 18-19 salary split 75% Productivity 25% Police

9) One Senior Secretary transferred from the PD & reclassified to Public Works Public Information Officer FY 18-19

10) Innovation Pipeline no longer a City department/position, eliminated FY 19-20

11) Manager for Innovation reclassified to Strategic Planning Coordinator FY 19-20

12) One Learning and Development Manager position created FY 20-21 (City University department)

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 2020-2021

- Purchased \$4.6M 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 2021-2022

- 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 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	5,887,160	6,913,828	6,913,828	6,932,052
REVENUES				
Interest Earnings	139,063	40,000	60,399	40,000
Amortization Charges	4,840,213	5,113,162	5,113,162	5,113,162
Service Fees	1,027,595	920,308	920,308	920,308
Fuel Revenue	1,309,589	1,702,703	1,702,703	2,286,640
Parts Revenue	2,739,822	2,974,692	2,974,692	3,427,089
Compressed Natural Gas	127,766	83,200	83,200	50,200
Miscellaneous Income	19,261	1,000	1,000	1,000
Sale of Equipment	442,684	300,000	300,000	300,000
Sale of Salvage	20,482	8,000	8,000	8,000
Health District	7,993	14,238	14,238	14,238
TOTAL REVENUES	10,674,468	11,157,303	11,177,702	12,160,637
EXPENDITURES				
Replacement	3,712,108	6,035,718	4,437,570	7,125,899
Maintenance	1,656,987	2,433,223	2,077,467	2,086,917
Health	10,376	14,261	14,261	14,261
Fuel, Parts and Contractual Services	4,195,396	4,364,833	4,364,833	5,301,239
Contingency	-	34,100	200,000	200,000
TOTAL EXPENDITURES	9,574,867	12,882,135	11,094,131	14,728,316
Transfer Out	(72,933)	(65,347)	(65,347)	(65,347)
Technology Fund (671)	(65,347)	(65,347)	(65,347)	(65,347)
Productivity Fund (639)	(7,586)	-	-	-
ENDING FUND BALANCE	6,913,828	5,123,649	6,932,052	4,299,026

Service Point Expenditures - Fleet Replacement

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Sundry	14,269	34,100	200,000	200,000
Capital Outlay	3,697,839	6,035,718	4,437,570	7,125,899
Total	3,712,108	6,069,818	4,637,570	7,325,899

Service Point Expenditures - Health District

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Supplies and Services	8,138	12,000	12,000	12,000
Sundry	2,238	2,261	2,261	2,261
Total	10,376	14,261	14,261	14,261

FLEET MAINTENANCE AND REPLACEMENT FUND (640) CONT. REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Service Point Expenditures - Cost of Goods Sold

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Supplies and Services	2,441	5,000	5,000	5,000
Sundry	4,192,955	4,359,833	4,359,833	5,296,239
Total	4,195,396	4,364,833	4,364,833	5,301,239

Service Point Expenditures - Fleet Maintenance

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	865,363	1,233,829	1,233,829	1,275,383
Supplies and Services	280,099	148,480	117,580	123,216
Sundry	95,065	99,297	99,297	37,516
Utilities	59,225	66,761	66,761	66,382
Maintenance	184,729	232,362	150,000	174,420
Capital Outlay	172,506	652,494	410,000	410,000
Total	1,656,987	2,433,223	2,077,467	2,086,917

Service Point Employees - Fleet Maintenance

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
11) Vehicle Services Manager	1	1	1	1	1
15) Mechanic Supervisor	3	2	2	2	2
9, 14, 17) Equipment Mechanic I	1	1	1	2	2
6, 12) Equipment Mechanic II	1	1	1	1	1
10) Fleet Auditor	1	1	1	1	1
3) Master Mechanic	5	5	5	5	5
Master Automotive Electrician	1	1	1	1	1
13) Purchasing Technician	-	1	1	2	2
8, 16) Senior Secretary	1	1	1	-	-
7) Purchasing Agent	1	1	1	1	1
Total Department	15	15	15	16	16

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

*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.

Note: 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

15) One Mechanic Supervisor reclassified to a Purchasing Technician FY 18-19

16) One Senior Secretary reclassified to Purchasing Tech FY 20-21

17) One Equipment Mechanic I added FY 20-21; position was originally an Equipment Servicer temp only position

PROPERTY, LIABILITY, DISABILITY & WORKERS COMPENSATION FUND (650)

REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Reserved for Workers Comp.	800,880	498,506	498,506	562,487
Reserved Property/Liability	266,960	166,169	166,169	187,496
BEGINNING FUND BALANCE / WORKING CAPITAL	1,067,840	664,674	664,674	749,983

REVENUES

Distributed Interest	32,150	35,642	17,134	35,642
Special Event Policy	5,376	9,500	3,300	7,600
Unemployment / Disability Premiums	110,365	108,520	109,560	109,744
Property and Liability Premiums	1,284,409	1,420,294	1,533,866	1,574,063
Workers Comp Premiums	578,143	739,659	739,658	773,291
TOTAL REVENUES	2,010,443	2,313,615	2,403,518	2,500,340

EXPENDITURES

Employee Cost	258,449	257,084	257,341	287,566
Unemployment / Disability	202,687	245,512	173,405	322,457
Property and Liability	1,154,090	1,273,943	1,212,582	1,411,599
Workers Comp	796,503	639,048	674,881	708,059
Contingency	-	500,000	-	250,000
TOTAL EXPENDITURES	2,411,729	2,915,587	2,318,209	2,979,681

Transfer Out	(1,880)	-	-	-
Productivity Fund (639)	(1,880)	-	-	-

Reserved for Workers Comp.	498,506	47,027	562,487	202,982
Reserved Property/Liability	166,169	15,676	187,496	67,661
ENDING FUND BALANCE / WORKING CAPITAL	664,674	62,702	749,983	270,642

Service Point Expenditures - Risk

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	240,682	231,174	234,033	265,852
Supplies and Services	2,163,674	2,175,105	2,074,864	2,454,350
Sundry	7,373	509,308	9,312	259,479
Total	2,411,729	2,915,587	2,318,209	2,979,681

PROPERTY, LIABILITY, DISABILITY & WORKERS COMPENSATION FUND (650) (CONT.)

Service Point Employees - Risk

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
7,11) Managing Director of Administration	0.4	0.4	0.4	-	-
Risk Tech	1	1	1	1	1
Total Full-Time	1.4	1.4	1.4	1	1

Regular Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
9)Risk Manager	1	1	1	1	1
Total Part-Time	1	1	1	1	1
Total Department	2.4	2.4	2.4	2	2

- 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)
11)Managing Director of Administrative Services reclassified to Director of Organizational Development FY 20-21 salary split 60% HR & 40% Risk

EMPLOYEE BENEFITS FUND (661)

REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	\$5,306,347	\$5,616,656	\$5,616,656	\$4,408,652
REVENUES				
Health Benefits	9,740,121	8,790,259	8,726,029	10,889,396
Dental Benefits	407,901	403,939	406,455	418,167
Life Insurance	161,339	165,554	169,435	163,380
Other Benefits	785,977	281,224	529,527	505,949
Interest Earnings	96,535	73,000	45,913	36,617
TOTAL REVENUES	11,191,873	9,713,976	9,877,359	12,013,509
EXPENDITURES				
Health Benefits	10,196,685	10,028,046	10,333,584	11,085,408
Dental Benefits	374,806	503,310	373,183	422,316
Life Insurance	156,054	156,429	156,684	175,287
Other Benefits	23,465	24,118	24,118	24,225
Affordable Care Act	3,458	4,992	4,992	5,299
Special Services	75,243	103,387	103,386	70,000
Travel and Training	597	964	964	964
Benefit Analyst	57,963	88,764	88,452	230,009
Vision Insurance	(6,037)	-	-	-
TOTAL EXPENDITURES	10,882,234	10,910,010	11,085,363	12,013,508

EMPLOYEE BENEFITS FUND (661) (CONT.)

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Transfer In	-	-	-	-
(Transfer Out)	(670)	-	-	-
ENDING FUND BALANCE	\$5,616,656	\$4,420,622	\$4,408,652	\$4,408,653

REVENUE DETAIL

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Interest Earnings	\$96,535	\$73,000	\$45,913	\$36,617
Employee Assistance Program	5,949	30,067	30,066	5,949
Section 125 Forfeiture	-	1,157	1,157	-
Health Benefits Paid by City	7,845,349	6,678,053	6,678,053	8,775,533
Health Benefits paid by employee	1,894,772	2,112,206	2,047,976	2,113,863
COBRA Premiums	5,878	-	5,509	-
Dental Benefits paid by employees	271,078	269,728	272,246	281,321
Dental Benefits paid by City	136,823	134,211	134,209	136,846
Life Insurance Premiums paid by City	14,870	16,491	16,490	16,491
Life Insurance Premiums paid by employees	146,469	149,063	152,945	146,889
Miscellaneous Income - Rebates	304,202	175,000	329,796	350,000
Stop loss Reimbursement	469,948	75,000	162,999	150,000
Total Revenues	\$11,191,873	\$9,713,976	\$9,877,359	\$12,013,509

REVENUE DETAIL

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Benefit Analyst	\$57,963	\$88,764	\$88,452	\$230,009
Life Insurance Premiums	156,054	156,429	156,684	175,287
Affordable Care Act	3,458	4,992	4,992	5,299
Special Services	75,243	103,387	103,386	70,000
Travel and Training	597	964	964	964
Employee Assistance Program Fees	23,465	24,118	24,118	24,225
Health Claim Payments	7,109,637	6,839,494	6,998,856	7,412,533
Rx Claims	2,312,137	2,324,088	2,459,765	2,645,307
Dental Administrative Fees	17,564	21,943	19,020	21,087
Dental Claim	357,242	481,367	354,163	401,229
Health Admin Fees	306,420	331,266	419,275	391,227
Health Stop loss	467,152	533,198	455,688	636,341
Vision Insurance	(6,037)	-	-	-
TOTAL EXPENDITURES	\$10,880,895	\$10,910,010	\$11,085,363	\$12,013,508

RETIREE BENEFITS FUND (761)

REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE/RESERVED FOR COMMITMENTS	\$78,918	\$78,915	\$78,915	\$334,690
REVENUES				
Health Benefits	2,333,673	2,892,160	2,815,626	2,863,178
Dental Benefits	83,994	87,507	74,282	87,426
Interest Earnings	359	2,789	-	2,442
TOTAL REVENUES	2,418,026	2,982,456	2,889,908	2,953,046
EXPENDITURES				
Health Benefits	2,174,470	2,689,259	2,366,580	2,752,903
Dental Benefits	145,492	164,476	152,604	171,253
Life Insurance	29,220	45,198	32,222	46,170
Special Services	40,761	44,308	44,307	44,308
Benefit Analyst	26,317	38,695	37,900	101,851
Affordable Care Act	1,482	520	520	469
TOTAL EXPENDITURES	2,417,742	2,982,456	2,634,133	3,116,954
Transfer In				
(Transfer Out)	(287)	-	-	-
ENDING FUND BALANCE/RESERVED FOR COMMITMENTS	\$78,915	\$78,915	\$334,690	\$170,782

REVENUE DETAIL

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Interest Earnings	\$359	\$2,789	\$-	\$2,442
Retiree Health Premium	316,888	249,788	247,210	248,842
Retiree Medicare Supplemental Ins Premiums	421,522	447,203	373,248	419,167
Retiree Dental Premium	83,994	87,507	74,282	87,426
PARS Trust Fund Reimbursement	1,595,263	2,195,169	2,195,168	2,195,169
TOTAL REVENUES	\$2,418,026	\$2,982,456	\$2,889,908	\$2,953,046

RETIREE BENEFITS FUND (761)

CONT.

EXPENSE DETAIL

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Life Insurance	\$29,220	\$45,198	\$32,222	\$46,170
Benefit Analyst	26,317	38,695	37,900	101,851
Special Services	40,761	44,308	44,307	44,308
Medicare Supplement	829,652	910,330	936,511	934,912
Health Claim Payments	951,787	1,220,466	1,006,409	1,293,694
Rx Claims	279,639	413,006	289,113	364,093
Dental Administrative Fees	10,013	9,741	10,321	10,329
Dental Claim	135,479	154,735	142,283	160,924
Health Admin Fees	65,223	85,020	92,225	91,740
Health Stop loss	48,169	60,437	42,322	68,464
Affordable Care Act	1,482	520	520	469
TOTAL EXPENDITURES	\$2,417,742	\$2,982,456	\$2,634,133	\$3,116,954

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 2020-2022

- Renewed City Wide ADA Door Maintenance Contract
- Successful Annual City Wide HVAC Maintenance Program
- Successful Annual City Wide Roof Maintenance Program

Goals for FY 2021-2022

- 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 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
Roof Replacement Reserve	\$190,628	\$351,876	\$351,876	\$381,588
Tourism Roof Replacement & HVAC	517,026	542,026	542,026	567,026
Unreserved Fund Balance	429,357	273,973	273,973	166,112
BEGINNING FUND BALANCE / WORKING CAPITAL	1,137,011	1,167,875	1,167,875	1,114,726

REVENUES

Miscellaneous Rental Income	18,000	18,000	111,850	18,000
Interest Earnings	26,842	-	11,648	11,000
Roof Maintenance	66,588	67,844	67,844	63,914
Roof Replacement	168,535	174,150	174,150	179,285
HVAC Maintenance	271,033	276,334	276,334	239,690
TOTAL REVENUES	550,998	536,328	641,826	511,889

EXPENDITURES

Employee Costs	143,527	162,421	150,288	172,185
Property and Facility Maintenance	239,792	290,339	156,533	179,403
Health District	9,036	6,678	6,678	9,200
HVAC Maintenance	257,872	276,329	241,805	239,690
HVAC Replacement	22,576	160,000	155,000	30,000
Roof Maintenance	63,580	72,843	64,988	63,914
Roof Replacement	10,295	290,163	147,294	292,910
TOTAL EXPENDITURES	746,678	1,258,773	922,586	987,302

Transfer In	227,611	227,611	227,611	227,611
General Fund (101)	101,305	101,305	101,305	101,305
Hotel Tax Fund (211)	25,000	25,000	25,000	25,000
Water Utilities Fund (502)	50,653	50,653	50,653	50,653
Solid Waste Fund (560)	50,653	50,653	50,653	50,653
PEG Fund (236)	-	-	-	-
(Transfer Out)	(1,067)	-	-	-
Productivity Fund (639)	(1,067)	-	-	-

Roof Replacement Reserve	351,876	373,057	381,588	267,963
Tourism Roof Replacement & HVAC	542,026	567,026	567,026	592,026
Unreserved Fund Balance	273,973	(267,042)	166,112	6,935
ENDING FUND BALANCE / WORKING CAPITAL	\$1,167,875	\$673,041	\$1,114,726	\$866,924

PROPERTY AND FACILITIES
MANAGEMENT FUND (663) CONT.REVENUES, EXPENDITURES, AND CHANGES IN
WORKING CAPITAL

Service Point Expenditures - General Services

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	143,527	162,421	150,288	172,185
Supplies and Services	56,923	66,070	53,824	64,001
Sundry	18,795	30,476	17,487	38,118
Maintenance	164,074	193,793	85,222	77,284
Total	383,319	452,760	306,821	351,588

Service Point Expenditures - Health District

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Maintenance	9,036	6,678	6,678	9,200
Total	9,036	6,678	6,678	9,200

Service Point Expenditures - HVAC Maint & Replacement

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Maintenance	257,872	276,329	241,805	239,690
Capital Outlay	22,576	160,000	155,000	30,000
Total	280,448	436,329	396,805	269,690

Service Point Expenditures - Roof Maintenance

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Capital Outlay	73,875	363,006	212,282	356,824
Total	73,875	363,006	212,282	356,824

Service Point Employees - Facilities

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
6)City Engineer	-	-	-	-	-
Building Services Technician	1	1	1	1	1
Building Service Supervisor	1	1	1	1	1
Total Department	2	2	2	2	2

1) Position transferred from Engineering during FY 2008-2009

2) Title changed from Survey Crew Member to City Courier during FY 2009-2010

3) Position 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

7) Capital Improvements Project Manager reclassified to City Engineer FY 17-18; 100% of salary paid by Engineering

INFORMATION TECHNOLOGY

REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	\$643,842	\$1,078,634	\$1,078,634	\$1,184,772
REVENUES				
Rental Income	30,275	30,275	30,275	30,275
Interest Earning	25,923	17,864	12,050	12,000
Technology Charges	4,730,411	4,957,827	4,957,827	4,984,388
Miscellaneous Income	672,473	135,000	135,000	215,000
TOTAL REVENUES	5,459,082	5,140,966	5,135,152	5,241,663
EXPENDITURES				
Administration	1,225,083	1,286,577	1,134,426	1,663,802
Technology Costs	4,785,889	4,986,103	4,891,935	4,898,475
Contingency	-	-	-	-
TOTAL EXPENDITURES	6,010,972	6,272,680	6,026,361	6,562,277
Transfer In	997,347	997,347	997,347	1,022,347
General Fund (101)	300,000	300,000	300,000	300,000
Water Utilities Fund (502)	300,000	300,000	300,000	400,000
Solid Waste Fund (560)	275,000	275,000	275,000	200,000
Tourism & Convention Fund (219)	20,000	20,000	20,000	20,000
Airport Operating Fund (524)	37,000	37,000	37,000	37,000
Fleet Maintenance & Replacement Fund (640)	65,347	65,347	65,347	65,347
Transfer Out	(10,665)	-	-	-
Productivity Fund (639)	(10,665)	-	-	-
ENDING FUND BALANCE	\$1,078,634	\$944,267	\$1,184,772	\$886,505

Service Point Expenditures - IT Administration

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	1,172,325	1,237,987	1,105,407	1,614,041
Supplies and Services	42,665	39,981	21,222	40,122
Sundry	450	450	456	450
Utilities	131	150	52	150
Maintenance	9,512	8,009	7,289	9,039
Capital Outlay	-	-	-	-
Total	1,225,083	1,286,577	1,134,426	1,663,802

TECHNOLOGY FUND (671) CONT.

Service Point Expenditures - IT Technology Costs

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	1,665,147	2,003,729	2,003,729	1,882,385
Sundry	55,165	-	-	-
Utilities	173,356	200,414	106,248	202,616
Maintenance	2,433,659	2,781,960	2,781,958	2,813,474
Capital Outlay	452,578	-	-	-
Total	4,779,905	4,986,103	4,891,935	4,898,475

Service Point Expenditures - Computer Services

	FY2019-2020 Actual Expenditures	FY2020-2021 Budget Appropriations	FY2020-2021 Projected Expenditures	FY2021-2022 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	1,665,147	2,003,729	2,003,729	1,882,385
Sundry	55,165	-	-	-
Utilities	173,356	200,414	106,248	202,616
Maintenance	2,433,659	2,781,960	2,781,958	2,813,474
Capital Outlay	452,578	-	-	-
Total	4,779,905	4,986,103	4,891,935	4,898,475

Service Point Employees - IT

Regular Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Chief Information Officer	1	1	1	1	1
4)Administrative Assistant	-	-	-	-	-
10) IT Specialist I	-	-	-	-	1
5)IT Specialist II	1	1	1	1	1
7)Advanced IT Specialist II	3	3	3	3	3
IT Specialist III	-	-	-	-	-
IT Support Specialist I	1	1	1	1	1
1, 2, 3, 6) Advanced IT Specialist III	3	3	3	3	3
2, 8) IT Specialist IV	2	3	3	2	2
3, 6) Advanced IT Specialist III Supervisor*	-	-	-	-	-
IT Specialist IV Supervisor	1	1	1	2	2
Total Full-Time	12	13	13	13	14
Regular Part-time Positions	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
9) IT Help Desk Technician	-	-	-	1	-
9) IT Help Desk Technician	-	-	-	1	-
Total Department	0	0	0	14	14

*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

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

error located FY 17-18 IT Specialist IV Supervisor not reflected from FY14-15

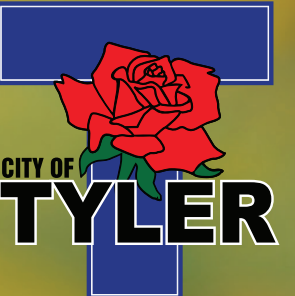
8) One IT Specialist IV added FY 18-19

9)One IT Help Desk Technician added FY 20-21

10)One IT Help Desk Technician converted from part-time to full time FY 21-22



COMBINED DEBT SERVICE



COMBINED DEBT SERVICES

GO Bond Program Summary

As of Oct. 1, 2021 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, 2021 was:

Total Assessed Value	\$ 9,399,389,779
Debit Limit	939,938,978
Amount of debt Applicable to Debit Limit:	
General Obligation bonded Debt	-
Less: Debit 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 ₂
Standard and Poor's	AAA

Revenue Bond Program Summary

As of October 1, 2021, the City of Tyler had a total bonded debt of \$106,140,000 comprised of bonds secured by water and sewer revenues \$96,310,000, airport customer facility revenue \$630,000, and hotel bond revenue \$9,200,000.

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 ₂
Standard and Poor's	AAA
Standard and Poor's (Senior lien debt)	AAA

CUSTOMER FACILITY CHARGE REVENUE BONDS SERIES 2013

Fiscal Year 2021 – 2022

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
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	-
TOTAL	49,068	49,068	630,000	728,136	

HOT DEBT SERVICE FUND (302)

REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	-	-	-	-
Revenues				
Interest Earnings	-	-	-	2,500
Total Revenues	-	-	-	2,500
Expenditures				
Interest Payments	-	-	-	464,088
Principal Payments	-	-	-	130,000
Total Expenditures	-	-	-	594,088
Transfer In	-	-	-	594,088
Water Utilities Fund (502)	-	-	-	594,088
Ending Fund Balance	-	-	-	2,500

HOTEL OCCUPANCY TAX REVENUE
BONDS SERIES 2021

Fiscal Year 2021 – 2022

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN.& INT.	BOND BALANCE
2022	232,044	232,044	130,000	594,088	9,070,000
2023	181,400	181,400	230,000	592,800	8,840,000
2024	176,800	176,800	240,000	593,600	8,600,000
2025	172,000	172,000	250,000	594,000	8,350,000
2026	167,000	167,000	260,000	594,000	8,090,000
2027	161,800	161,800	270,000	593,600	7,820,000
2028	156,400	156,400	285,000	597,800	7,535,000
2029	150,700	150,700	295,000	596,400	7,240,000
2030	144,800	144,800	305,000	594,600	6,935,000
2031	138,700	138,700	320,000	597,400	6,615,000
2032	132,300	132,300	330,000	594,600	6,285,000
2033	125,700	125,700	345,000	596,400	5,940,000
2034	118,800	118,800	360,000	597,600	5,580,000
2035	111,600	111,600	370,000	593,200	5,210,000
2036	104,200	104,200	385,000	593,400	4,825,000
2037	96,500	96,500	400,000	593,000	4,425,000
2038	88,500	88,500	420,000	597,000	4,005,000
2039	80,100	80,100	435,000	595,200	3,570,000
2040	71,400	71,400	450,000	592,800	3,120,000
2041	62,400	62,400	470,000	594,800	2,650,000
2042	53,000	53,000	490,000	596,000	2,160,000
2043	43,200	43,200	510,000	596,400	1,650,000
2044	33,000	33,000	530,000	596,000	1,120,000
2045	22,400	22,400	550,000	594,800	570,000
2046	11,400	11,400	570,000	592,800	-
TOTAL	\$2,836,144	\$2,836,144	\$9,200,000	\$14,872,288	

UTILITIES DEBT SERVICE
FUND (504)
REVENUES, EXPENDITURES, AND CHANGES
IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
BEGINNING FUND BALANCE	735,557	3,035,060	3,035,060	3,273,682
REVENUES				
Interest Earnings	53,766	35,000	25,556	25,000
Miscellaneous Income	-	-	-	-
Regulatory Compliance Fee	2,613,893	2,498,000	2,498,000	3,552,840
TOTAL REVENUES	2,667,659	2,533,000	2,523,556	3,577,840
Expenditures				
Series 2012 Interest	25,206	22,906	20,606	18,206
Series 2012 Principal	115,000	115,000	120,000	120,000
Series 2015 A Interest	279,350	274,850	270,250	263,200
Series 2015 A Principal	225,000	230,000	235,000	245,000
Series 2015 B Interest	655,025	634,050	601,300	564,450
Series 2015 B Principal	1,290,000	1,310,000	1,340,000	1,380,000
Series 2017A Interest	123,350	116,450	109,250	101,750
Series 2017A Principal	230,000	240,000	250,000	255,000
Series 2017B Interest	250,925	250,925	250,925	250,925
Series 2017B Principal	-	-	-	-
Series 2018A Interest	352,660	312,200	302,600	292,700
Series 2018A Principal	280,000	320,000	330,000	340,000
Series 2018B Interest	282,188	247,650	223,200	198,150
Series 2018B Principal	775,000	815,000	835,000	860,000
Series 2019 Interest	-	581,969	652,003	642,403
Series 2019 Principal	-	550,000	480,000	490,000
Series 2020 Interest	-	-	128,082	123,950
Series 2020 Principal	-	-	-	645,000
Series 2021 Interest	-	-	-	916,654
Series 2021 Principal	-	-	-	355,000
Fiscal Agent Fees/Special Services	6,025	15,000	15,000	15,000
TOTAL EXPENDITURES	4,889,729	6,036,000	6,163,216	8,077,388
Transfer In	4,521,573	3,878,282	3,878,282	4,517,431
Water Utilities Fund (502)	4,521,573	3,878,282	3,878,282	4,517,431
Transfer In	-	-	-	-
Water Utilities Fund (502)	-	-	-	-
ENDING FUND BALANCE	3,035,060	3,410,342	3,273,682	3,291,565

UTILITIES DEBT RESERVE FUND (505) REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

Fiscal Year 2021 – 2022

	ACTUALS 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	BUDGET 2021-2022
DEBT SERVICE RESERVE	786,725	786,725	786,725	786,725
Unreserved Fund Balance	9,415	24,655	24,655	19,993
BEGINNING FUND BALANCE	796,140	811,380	811,380	806,718
Revenues				
Interest Earnings	15,240	15,837	7,338	15,837
TOTAL REVENUES	15,240	15,837	7,338	15,837
EXPENDITURES				
Special Services	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
Transfer In	-	-	-	-
Transfer Out	-	(12,000)	(12,000)	-
Water Utilities Fund (502)	-	-	-	-
Utilities Capital Fund (503)	-	(12,000)	(12,000)	-
Debt Service Reserve	786,725	786,725	786,725	786,725
Unreserved Fund Balance	24,655	28,492	19,993	35,830
ENDING FUND BALANCE	811,380	815,217	806,718	822,555

WATER AND SEWER REVENUE DEBT RETIREMENT DATA

FY2022 - 2051 All Series

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN.& INT.	BOND BALANCE
2,022	1,686,194	1,686,194	4,690,000	8,062,388	92,545,000
2,023	1,518,548	1,518,548	5,070,000	8,107,096	87,475,000
2,024	1,439,123	1,439,123	5,220,000	8,098,246	82,255,000
2,025	1,356,423	1,356,423	5,390,000	8,102,846	76,865,000
2,026	1,261,108	1,261,108	5,585,000	8,107,215	71,280,000
2,027	1,153,695	1,153,695	5,785,000	8,092,390	65,495,000
2,028	1,046,270	1,046,270	5,865,000	7,957,540	59,630,000
2,029	932,645	932,645	5,435,000	7,300,290	54,195,000
2,030	823,870	823,870	5,690,000	7,337,740	48,505,000
2,031	715,270	715,270	3,820,000	5,250,540	44,685,000
2,032	646,805	646,805	3,960,000	5,253,610	40,725,000
2,033	587,455	587,455	3,700,000	4,874,910	37,025,000
2,034	532,105	532,105	3,805,000	4,869,210	33,220,000
2,035	475,155	475,155	2,445,000	3,395,310	30,775,000
2,036	437,680	437,680	2,125,000	3,000,360	28,650,000
2,037	406,899	406,899	2,185,000	2,998,798	26,465,000
2,038	375,143	375,143	2,255,000	3,005,285	24,210,000
2,039	341,368	341,368	1,725,000	2,407,735	22,485,000
2,040	318,266	318,266	1,770,000	2,406,533	20,715,000
2,041	294,326	294,326	1,820,000	2,408,653	18,895,000
2,042	269,646	269,646	1,865,000	2,404,293	17,030,000
2,043	244,316	244,316	1,920,000	2,408,633	15,110,000
2,044	218,156	218,156	1,970,000	2,406,313	13,140,000
2,045	190,588	190,588	2,025,000	2,406,175	11,115,000
2,046	160,353	160,353	2,085,000	2,405,706	9,030,000
2,047	129,106	129,106	2,145,000	2,403,213	6,885,000
2,048	96,181	96,181	2,215,000	2,407,363	4,670,000
2,049	62,075	62,075	2,255,000	2,379,150	2,415,000
2,050	27,169	27,169	1,195,000	1,249,338	1,220,000
2,051	13,725	13,725	1,220,000	1,247,450	-
TOTAL	\$17,759,663	\$17,759,663	\$97,235,000	\$132,754,326	

WATER AND SEWER REVENUE BONDS CONT.

Series 2012

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN.& INT.	BOND BALANCE
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	-
TOTAL	\$34,275	\$34,275	\$790,000	\$858,550	

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
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	-
TOTAL	\$1,125,350	\$1,125,350	\$6,840,000	\$9,090,700	

Interest Rate 2.93%

Series 2015 B

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN.& INT.	BOND BALANCE
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	-
TOTAL	\$1,343,900	\$1,343,900	\$12,320,000	\$15,007,800	

Interest Rate 2.76%

WATER AND SEWER REVENUE BONDS

Series 2017 A

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN.& INT.	BOND BALANCE
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	-
TOTAL	\$315,600	\$315,600	\$3,200,000	\$3,831,200	

Interest Rate 2.27%

Series 2017 B

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN.& INT.	BOND BALANCE
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	-
TOTAL	\$1,315,863	\$1,315,863	\$7,950,000	\$10,581,725	

Interest Rate 2.73%

WATER AND SEWER REVENUE BONDS CONT.

Series 2018 A

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN.& INT.	BOND BALANCE
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	-
TOTAL	\$1,468,400	\$1,468,400	\$7,580,000	\$9,918,800	

Interest Rate 2.85%

Series 2018 B

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN.& INT.	BOND BALANCE
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	-
TOTAL	\$408,225	\$408,225	\$6,605,000	\$7,421,450	

Interest Rate 2.34%

WATER AND SEWER REVENUE BONDS CONT.

Series 2019

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN.& INT.	BOND BALANCE
2022	321,201	321,201	490,000	1,132,403	19,530,000
2023	316,301	316,301	500,000	1,132,603	19,030,000
2024	311,301	311,301	510,000	1,132,603	18,520,000
2025	306,201	306,201	520,000	1,132,403	18,000,000
2026	301,001	301,001	530,000	1,132,003	17,470,000
2027	295,701	295,701	540,000	1,131,403	16,930,000
2028	290,301	290,301	555,000	1,135,603	16,375,000
2029	284,751	284,751	565,000	1,134,503	15,810,000
2030	279,101	279,101	575,000	1,133,203	15,235,000
2031	271,914	271,914	590,000	1,133,828	14,645,000
2032	263,949	263,949	605,000	1,132,898	14,040,000
2033	254,874	254,874	625,000	1,134,748	13,415,000
2034	245,499	245,499	640,000	1,130,998	12,775,000
2035	235,899	235,899	660,000	1,131,798	12,115,000
2036	225,174	225,174	685,000	1,135,348	11,430,000
2037	214,043	214,043	705,000	1,133,085	10,725,000
2038	202,586	202,586	730,000	1,135,173	9,995,000
2039	189,811	189,811	755,000	1,134,623	9,240,000
2040	176,410	176,410	780,000	1,132,820	8,460,000
2041	162,370	162,370	810,000	1,134,740	7,650,000
2042	147,790	147,790	835,000	1,130,580	6,815,000
2043	132,760	132,760	870,000	1,135,520	5,945,000
2044	117,100	117,100	900,000	1,134,200	5,045,000
2045	100,900	100,900	930,000	1,131,800	4,115,000
2046	82,300	82,300	970,000	1,134,600	3,145,000
2047	62,900	62,900	1,005,000	1,130,800	2,140,000
2048	42,800	42,800	1,050,000	1,135,600	1,090,000
2049	21,800	21,800	1,090,000	1,133,600	-
TOTAL	\$5,856,739	\$5,856,739	\$20,020,000	\$31,733,478	

Interest Rate 3.45%

Series 2020

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN.& INT.	BOND BALANCE
2022	61,975	61,975	645,000	768,950	4,410,000
2023	55,525	55,525	695,000	806,050	3,715,000
2024	48,575	48,575	710,000	807,150	3,005,000
2025	41,475	41,475	720,000	802,950	2,285,000
2026	34,275	34,275	740,000	808,550	1,545,000
2027	23,175	23,175	760,000	806,350	785,000
2028	11,775	11,775	785,000	808,550	-
TOTAL	\$276,775	\$276,775	\$5,055,000	\$5,608,550	

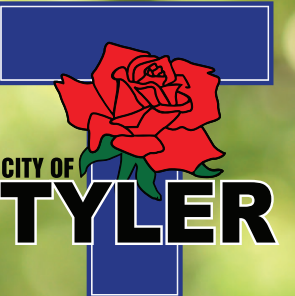
WATER AND SEWER REVENUE BONDS CONT.

Series 2021

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN.& INT.	BOND BALANCE
2022	458,327	458,327	355,000	1,271,654	26,520,000
2023	356,331	356,331	560,000	1,272,663	25,960,000
2024	345,131	345,131	580,000	1,270,263	25,380,000
2025	333,531	333,531	605,000	1,272,063	24,775,000
2026	321,431	321,431	630,000	1,272,863	24,145,000
2027	305,681	305,681	660,000	1,271,363	23,485,000
2028	289,181	289,181	695,000	1,273,363	22,790,000
2029	271,806	271,806	730,000	1,273,613	22,060,000
2030	253,556	253,556	765,000	1,272,113	21,295,000
2031	234,431	234,431	805,000	1,273,863	20,490,000
2032	214,306	214,306	845,000	1,273,613	19,645,000
2033	205,856	205,856	860,000	1,271,713	18,785,000
2034	197,256	197,256	880,000	1,274,513	17,905,000
2035	188,456	188,456	895,000	1,271,913	17,010,000
2036	179,506	179,506	915,000	1,274,013	16,095,000
2037	170,356	170,356	930,000	1,270,713	15,165,000
2038	161,056	161,056	950,000	1,272,113	14,215,000
2039	151,556	151,556	970,000	1,273,113	13,245,000
2040	141,856	141,856	990,000	1,273,713	12,255,000
2041	131,956	131,956	1,010,000	1,273,913	11,245,000
2042	121,856	121,856	1,030,000	1,273,713	10,215,000
2043	111,556	111,556	1,050,000	1,273,113	9,165,000
2044	101,056	101,056	1,070,000	1,272,113	8,095,000
2045	89,688	89,688	1,095,000	1,274,375	7,000,000
2046	78,053	78,053	1,115,000	1,271,106	5,885,000
2047	66,206	66,206	1,140,000	1,272,413	4,745,000
2048	53,381	53,381	1,165,000	1,271,763	3,580,000
2049	40,275	40,275	1,165,000	1,245,550	2,415,000
2050	27,169	27,169	1,195,000	1,249,338	1,220,000
2051	13,725	13,725	1,220,000	1,247,450	-
TOTAL	\$5,614,537	\$5,614,537	\$26,875,000	\$38,104,073	



ADOPTING DOCUMENTS



ORDINANCE NO. 0-2021-89

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, 2021, AND ENDING SEPTEMBER 30, 2022; AMENDING THE FISCAL YEAR 2020-2021 BUDGET; AND AUTHORIZING THE CITY MANAGER TO EXECUTE OUTSIDE CONTRACTS FOR FISCAL YEAR 2021-2022; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, pursuant to the laws of the State of Texas and the Charter and City Code 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, the 2021-2022 budget will raise more total property taxes than last year’s budget by \$1,751,872.00 which is a 7.54% increase from last year’s budget, and of that amount \$442,570.00 is tax revenue to be raised from new property added to the tax roll this year; 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 September 8, 2021 and September 22, 2021 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, 2021 and ending September 30, 2022, and expenditures by said City for and during such time shall be on the basis of said budget.

FUND	OPENING BALANCE	REVENUES	EXPENDITURES	TRANSFERS IN/ (TRANSFERS OUT)	CLOSING BALANCE
101 General	15,221,683	78,728,858	75,880,334	(2,848,524)	15,221,683
102 General Capital Projects	1,420,916	9,000	1,379,464	93,811	144,263
103 Street Improvements	232,388	1,394	1,954,801	1,953,407	232,388
202 Development Services	606,192	2,224,809	2,292,067	-	538,934
204 Cemeteries Operating	48,347	127,219	280,400	119,277	14,443
205 Police Forfeitures	462,895	63,233	216,800	-	309,328
206 Park Improvement Fund	-	642,910	514,020	-	128,890
207 Court Special Fees	38,639	506,176	526,696	-	18,119
208 Economic Development Fund	182,356	1,921	330,400	325,000	178,877
211 Hotel Occupancy Tax	5,921,705	3,786,594	12,367,792	3,305,912	646,419
217 TIF/TIRZ # 4	8,058	75,719	-	-	83,777
218 TIF/TIRZ # 3	611,076	110,730	5,000	-	716,806

FUND	OPENING BALANCE	REVENUES	EXPENDITURES	TRANSFERS IN/ (TRANSFERS OUT)	CLOSING BALANCE
219 Tourism and Convention	85,904	211,510	2,510,203	2,305,000	92,211
234 Passenger Facility	37,335	146,000	-	(72,000)	111,335
235 Rainy Day Fund	10,750,724	186,790	100,000	(3,000,000)	7,837,514
236 PEG Fee	824,629	244,168	323,230	-	745,567
274 Homeownership and Housing	426	14	-	-	440
276 Housing Assistance	1,081,304	8,093,250	8,122,195	-	1,052,359
285 MPO	-	579,113	579,113	-	-
286 Transit System	50,669	4,648,152	4,709,777	50,000	39,044
294 Community Development Grant	334,726	895,569	896,819	-	333,476
295 Home Grant	249,869	1,637,951	1,638,014	-	249,806
302 HOT Debt Service Fund	-	2,500	594,088	594,088	2,500
502 Utilities Operations	12,679,701	43,847,342	34,612,799	(10,893,083)	11,021,161
503 Utilities Construction	4,879,857	70,000	7,537,800	5,500,000	2,912,057
504 Utilities Debt Service	3,273,682	3,577,840	8,077,388	4,517,431	3,291,565
505 Utilities Debt Reserve	806,718	15,837	-	-	822,555
524 Airport	864,601	1,686,011	1,897,142	(15,000)	638,470
560 Solid Waste	2,174,601	15,725,649	14,403,852	(1,250,653)	2,245,745
562 Solid Waste Capital	49,110	10,000	645,000	800,000	214,110
575 Storm Water	1,551,819	2,000,480	2,016,841	-	1,535,458
639 Productivity	2,157,435	45,428	1,555,471	550,000	1,197,392
640 Fleet Maintenance/ Replacement	6,932,052	12,160,637	14,728,316	(65,347)	4,299,026
650 Property and Liability	749,983	2,500,340	2,979,681	-	270,642
661 Active Employees Benefits	4,408,652	12,013,509	12,013,508	-	4,408,653
663 Facilities Maintenance	1,114,726	511,889	987,302	227,611	866,924
671 Technology	1,184,772	5,241,663	6,562,277	1,022,347	886,505
713 Cemeteries Trust	3,140,851	115,877	-	(19,277)	3,237,451
761 Retired Employees Benefits	334,690	2,953,046	3,116,954	-	170,782

ORDINANCE NO. 0-2021-89 CONT.

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	FUNDING AMOUNT
101-0112-412.05-20	East Texas Council of Governments	\$14,535
101-0112-412.05-37	Center for Healthy Living	\$66,500
101-0112-412.05-82	Innovation Pipeline	\$80,000
101-0112-412.06-52	NETPHD (Health District)	\$200,000
208-0110-412.06-49	TEDC	\$100,000
208-0110-412.06-49	Tyler Metro Chamber	\$25,000
208-0110-412.06-49	Hispanic Business Alliance	\$25,000
208-0110-412.06-49	Business Education Council	\$15,000
211-0180-419.05-30	Sport Tyler	\$25,000
211-0180-419.06-18	Texas Rose Festival	\$10,000
211-0180-419.06-38	Discovery Place	\$32,400
211-0180-419.06-44	East Texas Symphony Orchestra	\$50,000
211-0180-419.06-45	Tyler Museum of Art	\$35,000
211-0180-419.06-46	County Historical Museum	\$13,500
211-0180-419.06-49	Visitors & Convention Bureau	\$691,500
211-0180-419.06-68	McClendon House	\$4,500

PART 3: That the fiscal year 2020-2021 budgets for General, General Capital, Tourism, Airport, Solid Waste, Solid Waste Capital, and Property and Facilities funds will be amended to include the following budget changes:


ACCOUNT NUMBER	FUND	ACCOUNT NAME	CURRENT BUDGET	CHANGE	REVISED BUDGET
101-0000-331.54-21	101	Collection Firm Fees	114,407	169,191	283,598
101-0000-361.57-01	101	Miscellaneous Income	159,712	147,069	306,781
101-0000-361.57-01	101	Miscellaneous Income	159,712	23,156	182,868
101-0118-412.81-02	101	Transfer to Fund 102	-	1,000,000	1,000,000
101-0310-421.04-08	101	Special Services	41,165	12,301	53,466
101-0310-421.04-08	101	Special Services	41,165	1,423	42,588
101-0320-422.03-21	101	Exp Office Equipment	29,758	21,733	51,491
101-0320-422.08-01	101	Building Maintenance	40,650	26,097	66,747
101-0451-451.08-01	101	Building Maintenance	20,581	108,672	129,253
101-0860-471.04-64	101	Outside Attorney	110,309	169,191	279,500
102-0000-399.91-01	102	Transfer from Fund 101	-	1,000,000	1,000,000
219-0000-361.57-01	219	Miscellaneous Income	-	109	109
219-0462-452.08-01	219	Building Maintenance	19,000	109	19,109
524-0000-361.57-01	524	Miscellaneous Income	27,796	16,889	44,685
524-0770-439.06-09	524	Contingencies	50,000	16,889	66,889
560-0118-751.85-62	560	Transfer to Fund 562	932,309	100,000	1,032,309
562-0000-399.95-60	562	Transfer from Fund 560	932,309	100,000	1,032,309
663-0000-361.57-01	663	Miscellaneous Income	-	93,850	93,850
663-0180-419.08-01	663	Building Maintenance	59,423	93,850	153,273

PART 4: That any ordinance, resolution, policy or any provision or section of the Code of the City of Tyler, Texas, as amended, and 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.

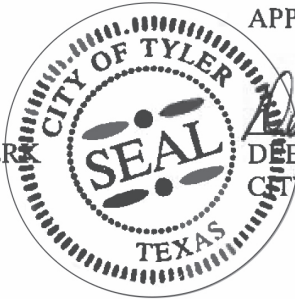
PART 6: This ordinance shall become effective upon approval.

PASSED AND APPROVED this the 22th day of September, A.D., 2021.

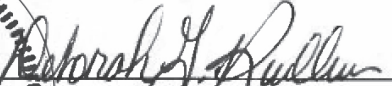

DONALD P. WARREN, MAYOR
OF THE CITY OF TYLER, TEXAS

ATTEST:


CASSANDRA BRAGER, CITY CLERK



APPROVED:


DEBORAH G. PULLUM,
CITY ATTORNEY

ORDINANCE NO. 0-2021-90

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 2021-2022, AND PROVIDING FOR THE ASSESSMENT AND COLLECTION THERE OF AND FOR A LIEN ON REAL AND PERSONAL PROPERTY TO SECURE PAYMENT OF AD VALOREM TAXES; PROVIDING FOR EXEMPTIONS; 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 2021 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 \$0.269900 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 \$ 0.269900
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 8th day of September 2021 and on the 22nd day of September 2021, were given by publication on the 29th day of August, 2021 and the 12th day of September 2021.


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 5.53% PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$10.90.

PART 7: That any ordinance, resolution, policy or any provision or section of the Code of the City of Tyler, Texas, as amended, and 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.

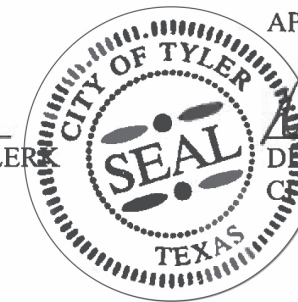
PART 9: This ordinance shall become effective upon its approval.

PASSED AND APPROVED this the 22nd day of September, A.D., 2021.



DONALD P. WARREN, MAYOR
OF THE CITY OF TYLER, TEXAS

ATTEST:


CASSANDRA BRAGER, CITY CLERK

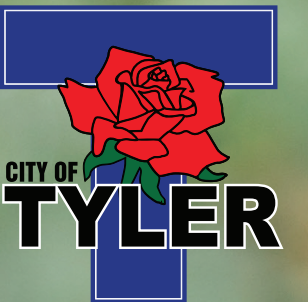


APPROVED:


DEBORAH G. PULLUM,
CITY ATTORNEY



GLOSSARY



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 proceeds 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.