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# **Water & Sewer Fund**

# **Water & Sewer Fund Summary**



# Water and Sewer Fund Budget Summary FY 2018

# Water & Sewer Fund

## Purpose

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The Water & Sewer Fund is an Enterprise Fund. The Water & Sewer Fund provides water and sewer services to the residents of the City.

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing services to the general public on a continuing basis be recovered primarily through user charges.

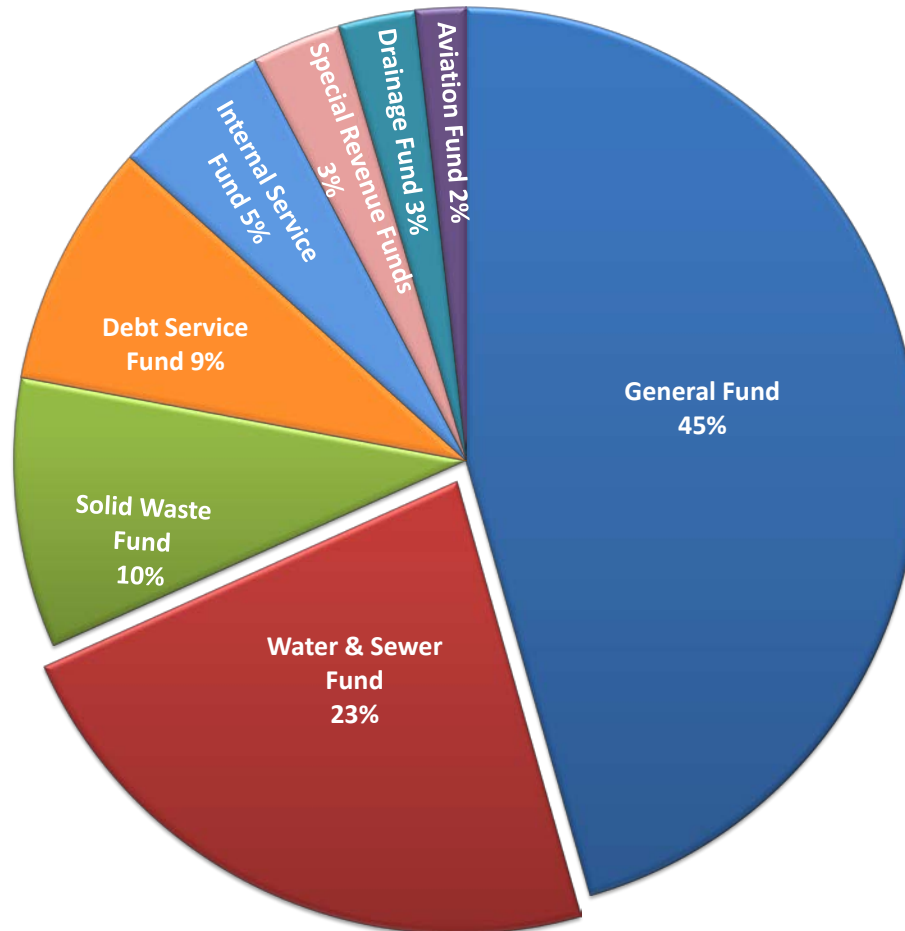


# Water & Sewer

## How the Fund Fits Into the Enterprise

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**FY 2018 Proposed Budget**

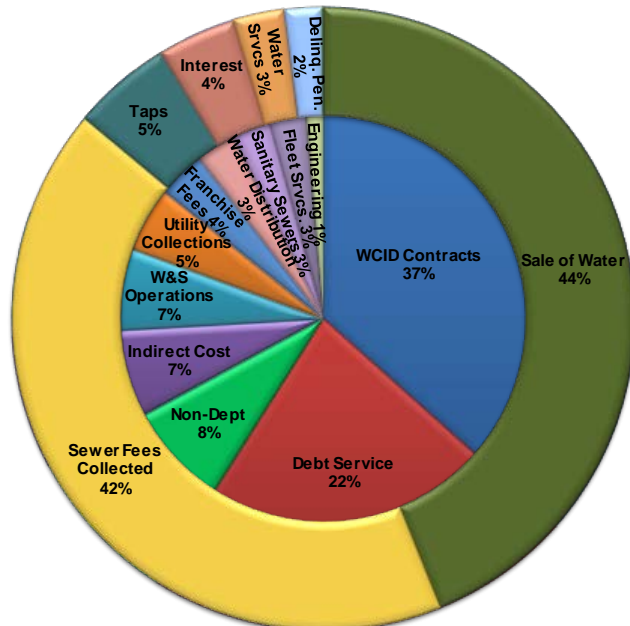


Total Operating Expenses = \$180,214,576



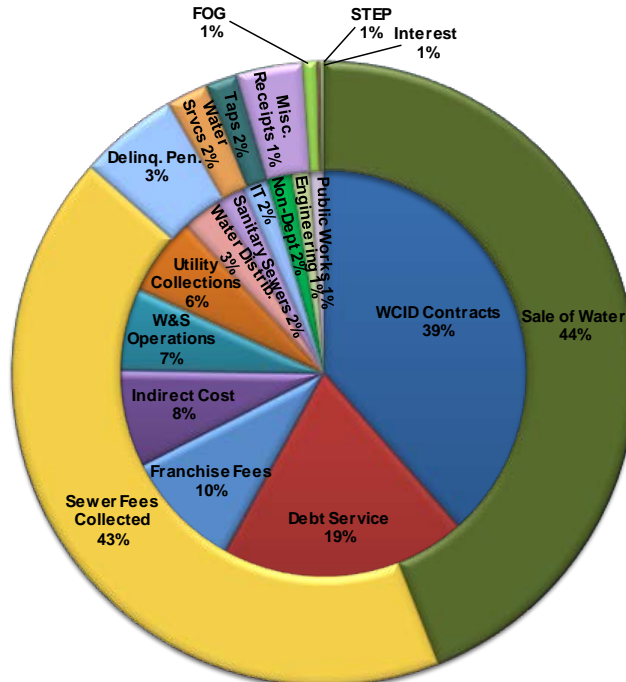
# Water & Sewer Fund Donut Charts

FY 2007 Actual



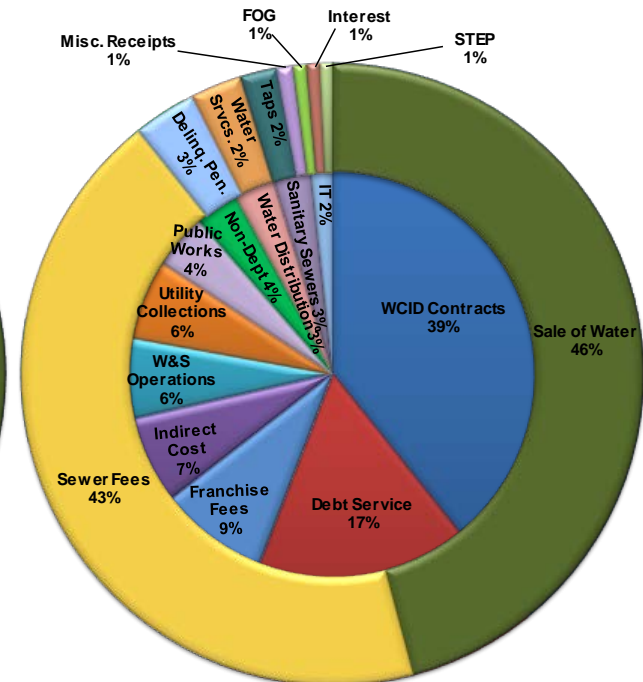
Total Revenues = \$28,298,129  
Total Expenses = \$28,151,615

FY 2017 Estimated Actual



Total Revenues = \$41,008,328  
Total Expenses = \$36,689,950

FY 2018 Proposed Budget



Total Revenues = \$40,924,938  
Total Expenses = \$40,924,938



# Water & Sewer Fund

## Revenue Budget

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	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Estimated Actual 2017</b>	<b>Proposed Budget 2018</b>
Sale of Water	\$ 17,713,883	\$ 18,371,545	\$ 18,052,218	\$ 18,413,262
Sewer Fees Collected	17,119,433	17,379,205	17,446,414	17,795,342
Delinquent Penalties	2,053,515	1,308,000	2,092,737	2,134,592
Water Services and Charges	858,903	1,048,000	875,308	892,814
Water & Sewer Taps	674,161	700,000	687,037	700,778
Misc. Receipts	518,326	352,000	528,226	538,790
FOG Revenue	303,528	275,000	309,325	315,511
Septic Tank Elimination	80,547	30,000	82,085	83,727
Interest Earned	48,218	45,000	49,139	50,121
Transfer In	-	885,839	885,839	-
<b>Total Revenues</b>	<b>\$ 39,370,512</b>	<b>\$ 40,394,589</b>	<b>\$ 41,008,328</b>	<b>\$ 40,924,938</b>





# Water & Sewer Fund Rates

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No change in rates.



# Water & Sewer Fund

## User Fee Rates

### WATER RATES

	0-2,000 gallon (gal)									Over 2,000 gal	Over 25,000 gal
	Meter Size									(per 1,000 gal)	(per 1,000 gal)
	5/8 & 3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	10"	All meter sizes	All meter sizes
Residential (Inside city limits)	\$ 12.70	\$14.06	\$ 17.47	\$21.55	\$31.09	\$43.74	\$ 79.83	\$119.68	\$167.40	\$3.17	\$3.78
Commercial (Inside city limits)	13.15	14.60	18.13	22.38	32.30	46.49	82.98	124.56	174.06	3.28	
Apartments and Mobile Homes (Inside city limits)	12.70	14.06	17.47	21.55	31.09	44.74	79.83	119.68	167.40	3.17	
Residential (Outside city limits)	25.40	28.12	34.94	43.12	62.18	89.48	159.66	239.36	334.80	6.34	7.56
Commercial Users (Outside city limits)	26.30	29.20	36.26	44.76	64.60	92.98	165.96	249.12	348.12	6.56	
Apartments and Mobile Homes (Outside city limits)	25.40	28.12	34.94	43.12	62.18	89.48	159.66	239.36	334.80	6.34	



# Water & Sewer Fund

## User Fee Rates

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### Wastewater Rates

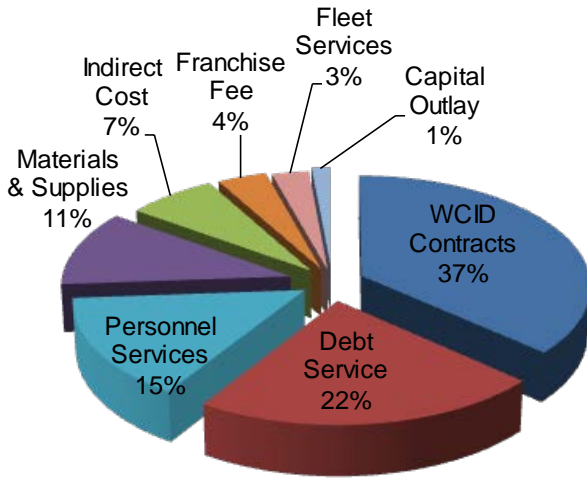
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	Minimum Charge/First 3,000 gal	Additional per 1,000 gal
Single family residential	\$18.76	\$3.80
Comercial	\$19.15	\$3.80
Motels, two-family and multifamily residential	\$19.15	\$3.80
Mobile home parks	\$19.15	\$3.80



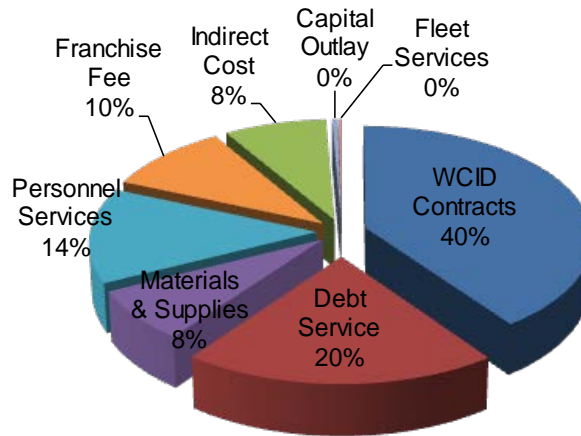
# Water & Sewer Fund Expense Categories

**FY 2007 Actual**



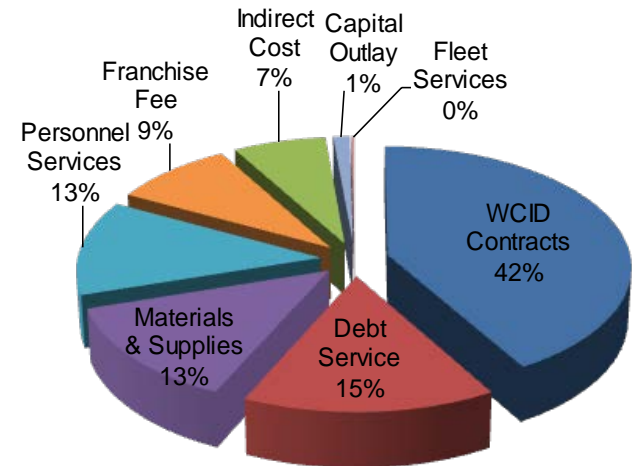
**Total Revenues = \$28,298,129**  
**Total Expenses = \$28,151,615**

**FY 2017 Estimated Actual**



**Total Revenues = \$41,008,328**  
**Total Expenses = \$36,689,950**

**FY 2018 Proposed Budget**



**Total Revenues = \$40,924,938**  
**Total Expenses = \$40,924,938**



# Water & Sewer Fund

## Expense Budget

	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>
	<b>2016</b>	<b>2017</b>	<b>Actual</b>	<b>Budget</b>
	<b>2017</b>		<b>2018</b>	
Water & Sewer Contracts	\$ 14,993,849	\$ 16,449,440	\$ 14,148,616	\$ 16,961,481
Debt Service	7,170,715	7,167,341	7,167,341	6,171,911
Franchise Fee	3,463,818	3,495,308	3,495,308	3,630,243
Water and Sewer Operations	2,623,434	2,686,421	2,399,015	2,749,926
Indirect Cost	3,229,355	2,833,783	2,833,783	2,585,606
Utility Collections	3,588,263	2,521,123	2,300,284	2,524,509
Transfers Out	-	-	-	1,900,574
Water Distribution	1,206,952	1,568,313	1,114,929	1,265,969
Engineering	813,384	1,025,172	535,774	1,182,746
Sanitary Sewers	639,382	1,283,935	863,076	993,185
Non-Departmental	4,622,533	1,023,850	690,757	798,407
Public Works	140,925	139,592	89,841	160,382
Information Technology	845,049	887,703	733,973	-
Fleet and Fleet Services	-	-	-	-
Transportation	-	584,610	267,114	-
Building Maintenance	-	66,100	43,592	-
Human Resources	13,447	18,000	6,547	-
Streets	53,436	100,000	45,576	-
<b>Total Expenses</b>	<b>\$ 43,351,105</b>	<b>\$ 41,750,691</b>	<b>\$ 36,689,950</b>	<b>\$ 40,924,938</b>



# Water & Sewer Fund

## Working Capital (Fund Balance)

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	<b>FY 2016 Actual</b>	<b>FY 2017 Amended Budget</b>	<b>FY 2017 Estimated Actual</b>	<b>FY 2018 Proposed Budget</b>
Beginning Fund Balance	\$ 12,316,202	\$ 8,335,609	\$ 8,335,609	\$ 12,653,987
Revenues	39,370,512	40,394,589	41,008,328	40,924,938
Expenses	<u>43,351,105</u>	<u>41,750,691</u>	<u>36,689,950</u>	<u>40,924,938</u>
Net Change in Fund Balance	<u>(3,980,593)</u>	<u>(1,356,102)</u>	<u>4,318,378</u>	<u>(0)</u>
Ending Fund Balance	<u>\$ 8,335,609</u>	<u>\$ 6,979,507</u>	<u>\$ 12,653,987</u>	<u>\$ 12,653,987</u>
Fund Balance Percent	26.04%	20.40%	43.41%	38.12%



# Water & Sewer Fund

## Staffing

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	<b>Actual FY 2015-16</b>	<b>Budgeted FY 2016-17</b>	<b>Estimated Actual FY 2016-17</b>	<b>Proposed FY 2017-18</b>
FTEs	149.50	123.90	124.77	119.54*

\*Five Information Technology positions moved to internal service fund.



# Water & Sewer Fund

## Staffing by Department

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<b>Department</b>	<b>Estimated Actual FY 2017</b>	<b>Budgeted FY 2018</b>	<b>Difference</b>
Utility Collections	39.50	39.50	0.00
Water & Sewer Ops.	29.00	28.00	-1.00
Water Distribution	19.00	19.00	0.00
Sanitary Sewers	19.00	19.00	0.00
Engineering	12.07	11.68	-0.39
Public Works	1.20	1.56	0.36
Environmental Services	0.00	0.80	0.80
Information Technology*	5.00	0.00	0.00
<b>Total FTEs</b>	<b>124.77</b>	<b>119.54</b>	<b>-0.23</b>

\*Staff moved to an internal service fund.





# Water & Sewer Fund

## Change in Staffing

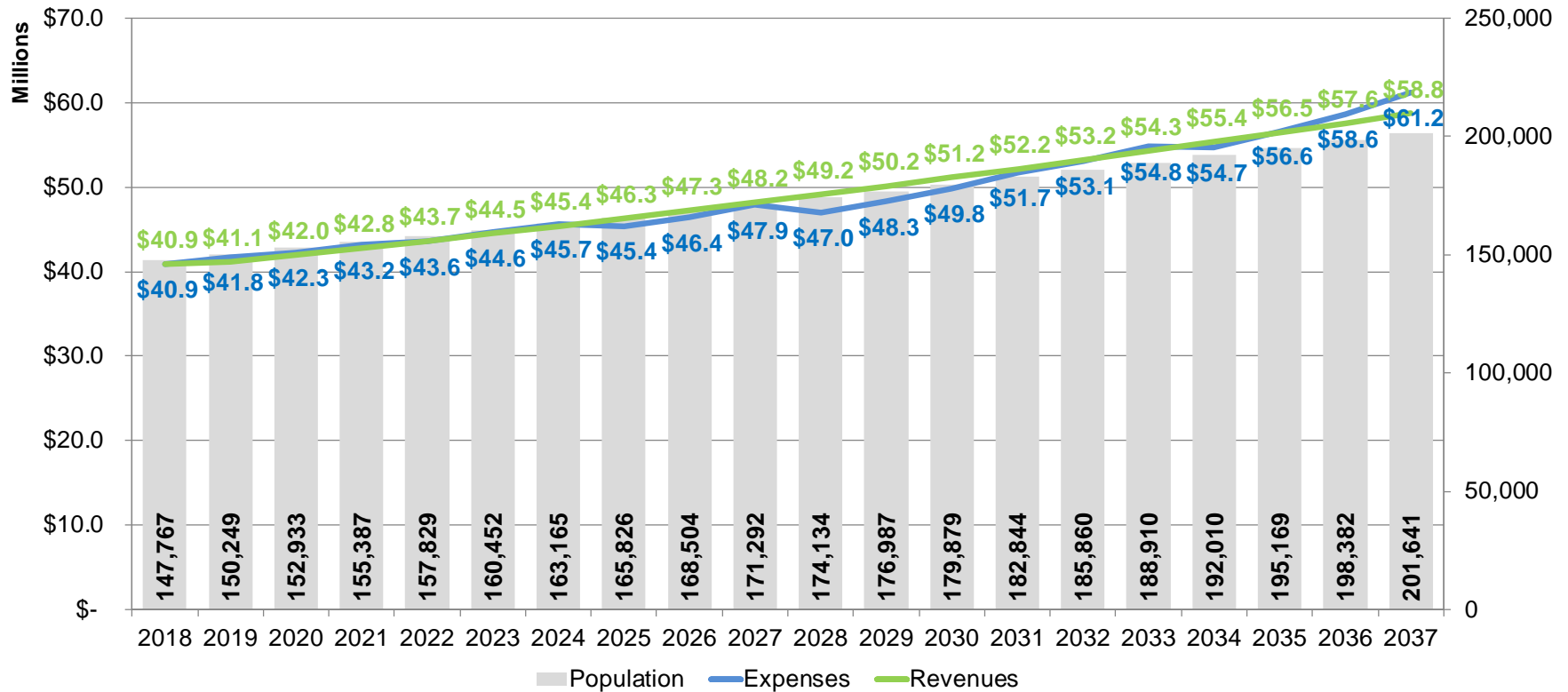
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<b>Department</b>	<b>FTE Change</b>	<b>Vacant</b>	<b>Filled*</b>
Engineering	-0.23	-0.23	0.00
<b>Total FTEs</b>	<b>-0.23</b>	<b>-0.23</b>	<b>0.00</b>

\*Budgeted through January 31, 2018



# Water & Sewer Fund Long-term Projections



# City Manager's Comments



# Finance



# FY 2018 Proposed Budget Presentation

Fund: Water & Sewer

Department: Finance

Division: Utility Collections

# Mission

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The mission of the Utility Collection division is to accurately bill and collect on a timely basis for all City utility services.



# Mission Elements

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- ☐ Read meters.
- ☐ Bill for service.
- ☐ Collect accounts.



# By the Numbers:

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## ☐ Read meters

☐ Active water accounts: 50,312

☐ Meters read monthly for billing: 51,789

## ☐ Bill for service

☐ Customers serviced by 38.5 FTE's: 50,312

☐ Average number of customers per  
employee: 1,306

## ☐ Collect

☐ Collection rate: 98%

☐ Delinquency rate: 2%





# Goals for FY 17/18

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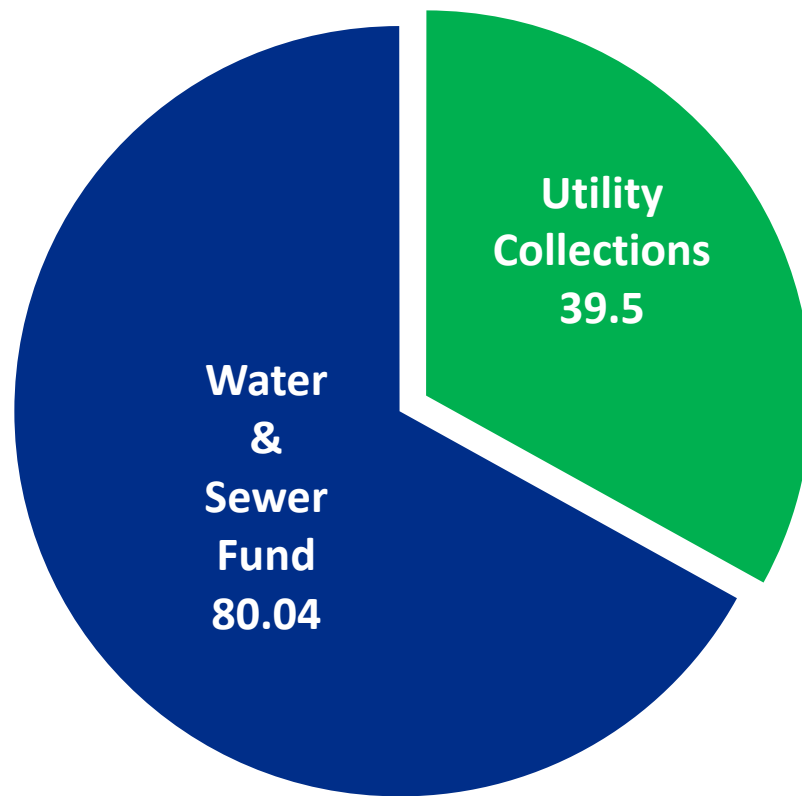
- ☐ Implement Selectron outbound Interactive Voice Response(IVR) call out system for delinquent notifications.
- ☐ Improve online services offered to our customers.



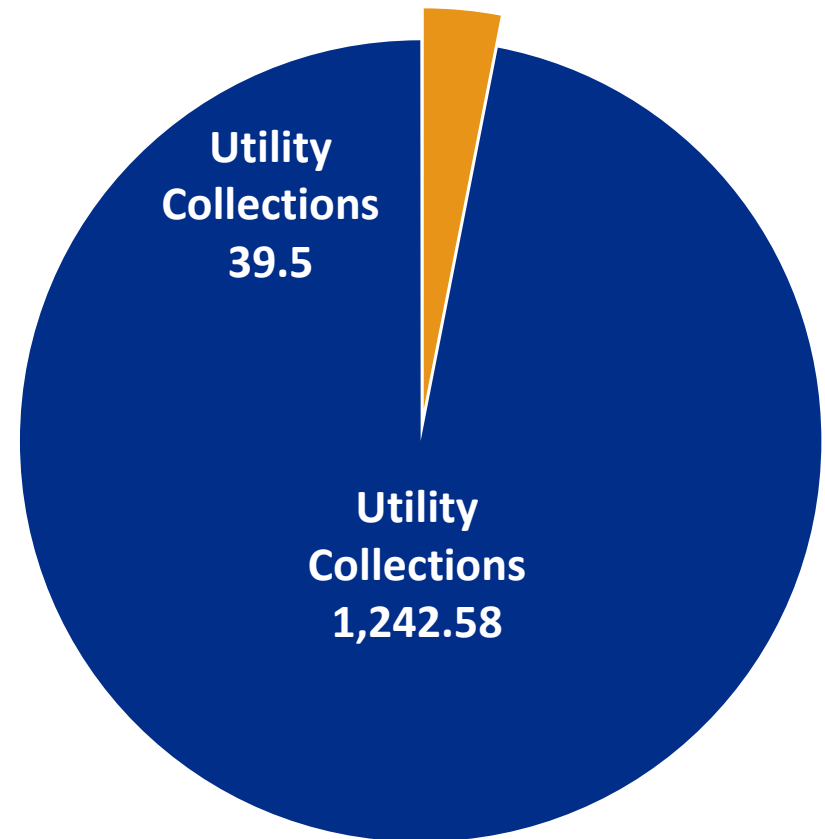
# How Utility Collections Fits in the Enterprise in FY 17/18 – Staffing

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33.04% of FTEs in Fund  
FTEs in the Water & Sewer  
Fund



3.08% of FTEs in Enterprise  
FTEs in All Funds



Utility Collections FTEs = 39.5  
W&S Fund FTEs = 119.54

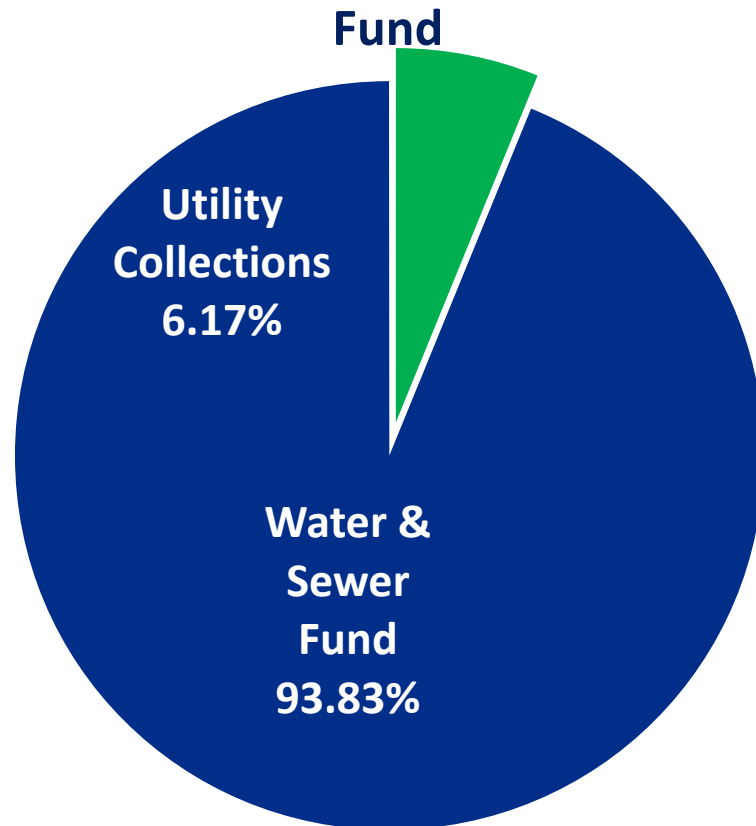
All Funds FTEs = 1,282.08

# How Utility Collections Fits in the Enterprise in FY 17/18 – Budget

6.17% of Expenses in Fund

Expenses in the Water & Sewer

Fund



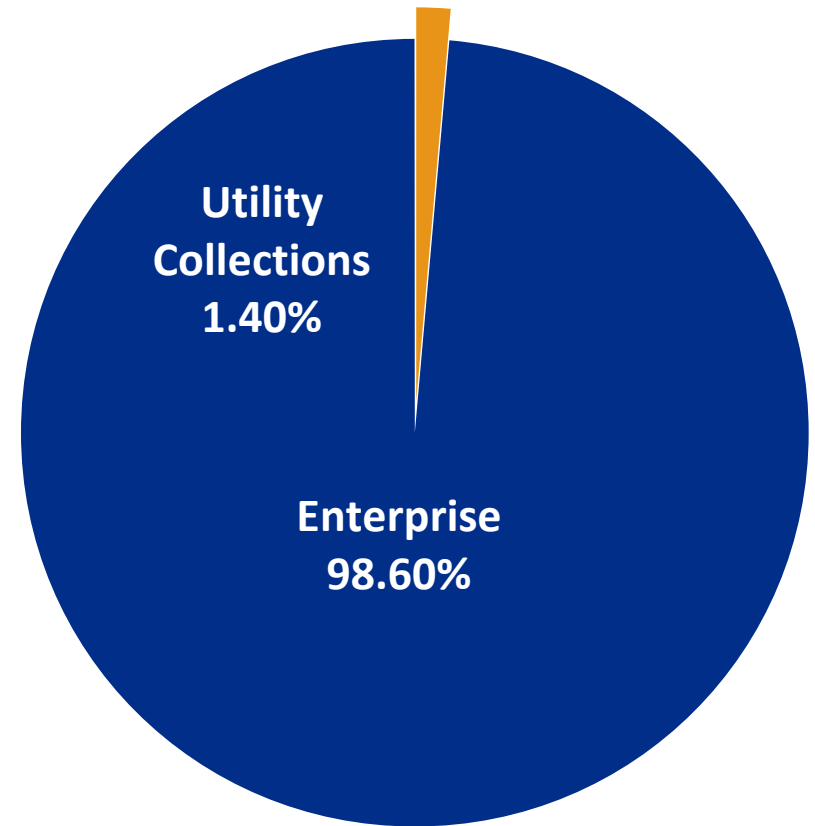
Utility Collections Expense =

\$2,524,508

W&S Fund Expense = \$40,924,938

1.40% of Expenses in Enterprise

Expenses in All Funds



All Funds = \$180,214,576



# Staffing

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	<b>Budgeted FY15/16</b>	<b>Budgeted FY 16/17</b>	<b>Proposed FY 17/18</b>
FTEs	40.5	39.5	39.5



# Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
<b>Revenue:</b>				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Water & Sewer Fund	2,573,974	2,521,123	2,462,395	2,497,048
<b>Total</b>	\$ 2,573,974	\$ 2,521,123	\$ 2,462,395	\$ 2,497,048
=Base request				\$ 2,497,048
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Water & Sewer Fund				27,460
=Total				\$ 2,524,508



# Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 1,438,442	\$ 1,439,627	\$ 1,419,728	\$ 1,458,163
• Materials & Supplies	909,932	1,032,714	1,015,220	1,003,885
• Contracts	33,493	48,782	27,447	35,000
• Capital Outlay	192,107	-	-	-
<b>Total</b>	\$ 2,573,974	\$ 2,521,123	\$ 2,462,395	\$ 2,497,048
=Base request				\$ 2,497,048
+Decision packages				27,460
=Total				\$ 2,524,508



# Explanation of Expense Variance

- ☐ Unfunded Utility Cashier position.
- ☐ Reduced collection expense.



# Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Reinstate Utility Cashier position	1	\$27,460	\$0	\$27,460
Total Decision Packages		\$27,460	\$0	\$27,460





# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None		\$0	\$0	\$0
Total Decision Packages		\$0	\$0	\$0



# City Manager's Comments



# Public Works



# FY 2018 Proposed Budget Presentation

Fund: Water & Sewer

Department: Public Works

Divisions: Administration, Water  
Distribution, Sanitary Sewers,  
and Water & Sewer Operations

# Mission

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The Water and Sewer Division's mission is to deliver reliable and safe water supplies to customers, and efficiently collect and dispose of wastewater.



# Mission Elements

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## ☐ Water Distribution

- ☐ Maintain water mains and water service lines.
- ☐ Install new water service taps/meters, and replace meters as needed.
- ☐ Mitigate water loss.
- ☐ Maintain water appurtenances including fire hydrants, valves, fittings, etc.
- ☐ Flush fire hydrants and dead end water mains.

## ☐ Sewer Collection

- ☐ Monitor, report, and prevent sanitary sewer overflows (SSO).
- ☐ Service manhole monitors.
- ☐ Maintain sewer mains.
- ☐ Line Locates.



# Mission Elements

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## ☐ Water & Sewer Administration

- ☐ Manage personnel and contracts.
- ☐ Provide customer service.
- ☐ Monitor and prevent Water and Sewer accidents.
- ☐ Collect water and sewer samples as required.
- ☐ Maintain pump stations, lift stations, and water storage facilities.
- ☐ Input work orders.
- ☐ Implement Backflow Prevention Assembly Tester (BPAT), Fats, Oils and Grease (FOG), and Certified Stormwater Inspector (CSI) program including mandatory reporting, inspections, and plan reviews.
- ☐ Manage Water & Sewer Master Plan.
- ☐ Long range water and sewer planning.



# By the Numbers:

---

## ☐ Water Distribution

<input type="checkbox"/> Water taps:	400
<input type="checkbox"/> Water main repairs:	50
<input type="checkbox"/> Appurtenance repairs:	50
<input type="checkbox"/> Number of miles of water main:	651

## ☐ Sewer Collection

<input type="checkbox"/> Sanitary sewer overflows:	25
<input type="checkbox"/> Feet of sanitary sewer main flushed:	1.5M
<input type="checkbox"/> Sewer main spot repairs	125
<input type="checkbox"/> Number of miles of sewer main:	571

## ☐ Water & Sewer Administration

<input type="checkbox"/> Water Samples:	22,500
<input type="checkbox"/> Sewer Samples:	325
<input type="checkbox"/> BPAT/FOG/CSI Inspections:	5,000





# Goals for FY 17/18

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## ☐ Water Distribution

- ☐ Reduce total water loss from 20% to 18%.
- ☐ Complete the Water Line Rehabilitation Phase 2 Project.
- ☐ Flow test and maintain 50% of the fire hydrants.
- ☐ Flush dead-end water mains per TCEQ regulations.
- ☐ Complete service taps and meter sets within 3 weeks of posting.
- ☐ Replace 20% of meters that have registered over 1 million gallons.

## ☐ Sewer Collection

- ☐ Maintain SSOs below 4.0 per 100 miles of sewer main.
- ☐ Evaluate 25% and clean 15% of sewer main.
- ☐ Complete Sewer Line Rehab Ph. 3 Project.
- ☐ Complete Septic Tank Elimination Program (STEP) 10 Project.



# Goals for FY 17/18 (cont'd)

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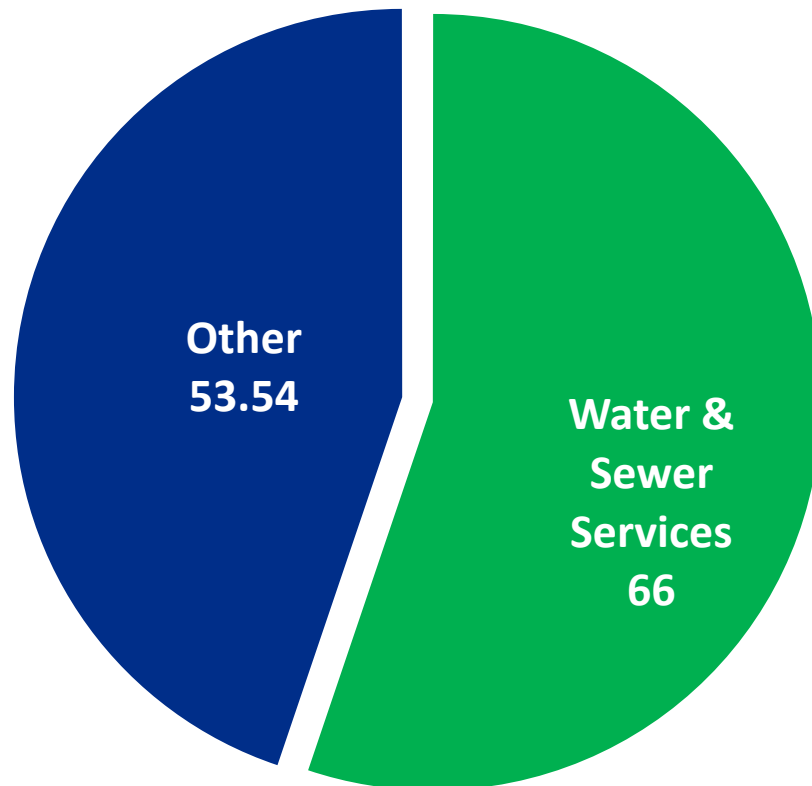
## ☐ Water & Sewer Administration

- ☐ Work with IT to complete Supervisory Control and Data Acquisition (SCADA) room and security system upgrade.
- ☐ Complete final phase of FOG program by implementing a grit trap ordinance.
- ☐ Complete an electrical consumption analysis of pump stations.
- ☐ Zero time-loss accidents and Notice of Violations from TCEQ.



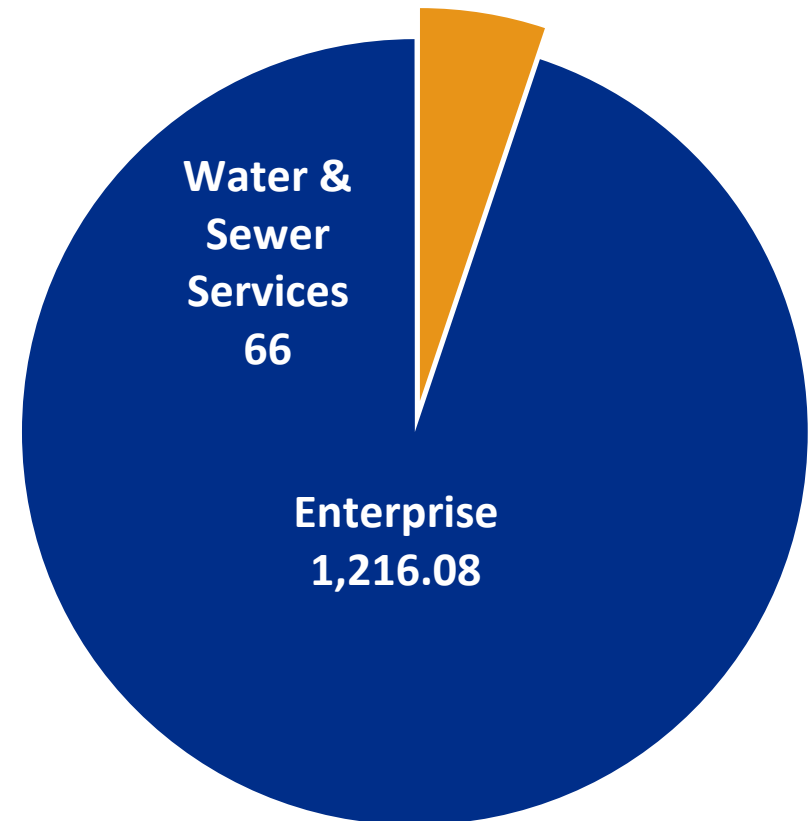
# How Water & Sewer Services Fit in the Enterprise in FY 17/18 – Staffing

55.21% of FTEs in Fund  
FTEs in the Water & Sewer  
Fund



Water & Sewer FTEs = 66  
Water & Sewer Fund FTEs = 119.54

5.15% of FTEs in Enterprise  
FTEs in All Funds

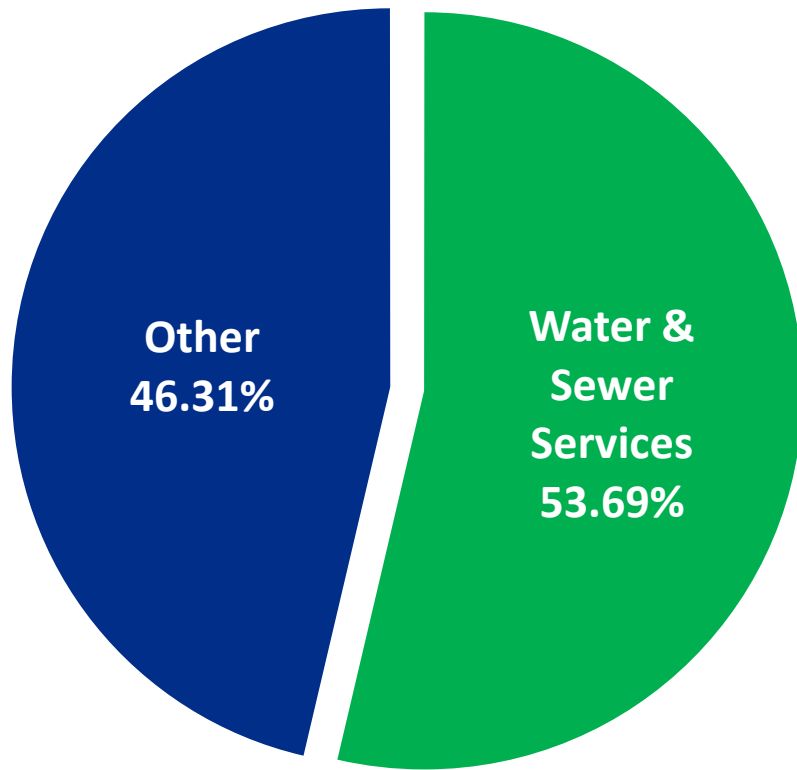


All Funds FTEs = 1,282.08

# How Water & Sewer Services Fit in the Enterprise in FY 17/18 – Budget

53.69% of Expenses in Fund  
Expenses in the Water & Sewer

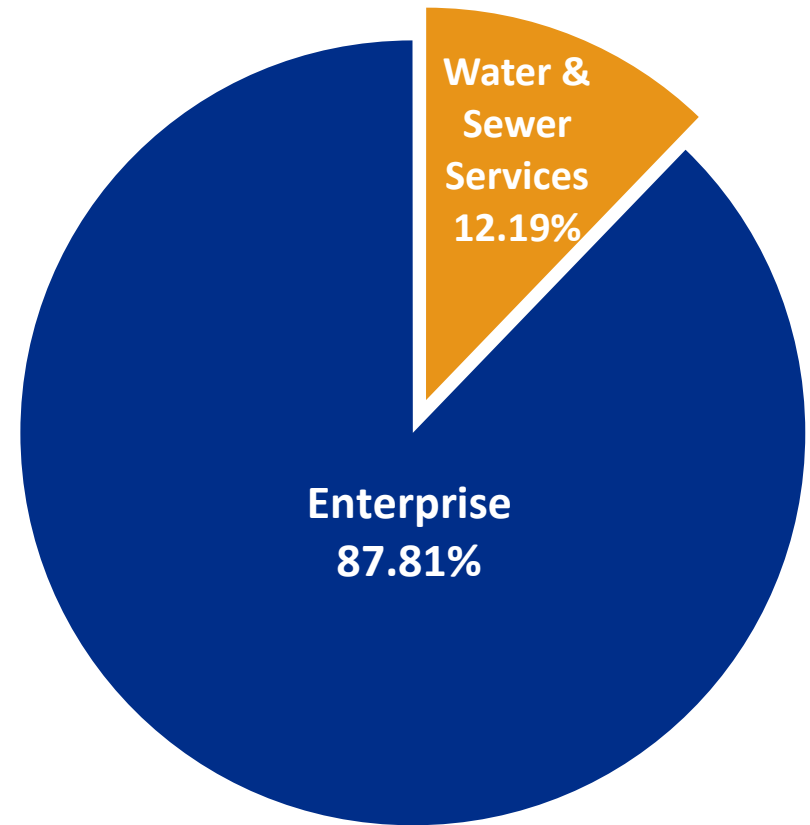
Fund



Water & Sewer Expense =  
\$21,970,561

Water & Sewer Fund = \$40,924,938

12.19% of Expenses in Enterprise  
Expenses in All Funds



All Funds = \$180,214,576



# Staffing

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	<b>Budgeted FY15/16</b>	<b>Budgeted FY 16/17*</b>	<b>Proposed FY 17/18</b>
FTEs	62	66	66

\*Added four Operator positions in FY 2017



# Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
<b>Revenue:</b>				
Operations Fees	\$ 38,803,970	\$ 39,111,750	\$ 39,111,750	\$ 40,336,026
Miscellaneous	1,807,023	397,000	397,000	588,912
Grants	-	-	-	-
From Water & Sewer Fund	-	-	-	-
To Water & Sewer Fund Balance	(21,093,942)	(17,420,641)	(17,638,420)	(18,954,377)
<b>Total</b>	\$ 19,517,051	\$ 22,088,109	\$ 21,870,330	\$ 21,970,561
=Base request				\$ 21,970,561
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Water & Sewer Fund				-
=Total				\$ 21,970,561



# Explanation of Revenue Variance

Revenue increases due to increase in usage and number of customers.



# Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 2,601,281	\$ 2,731,859	\$ 2,605,799	\$ 2,858,580
• Materials & Supplies	740,722	971,327	876,079	995,500
• Contracts	15,116,399	16,584,440	16,610,440	17,001,481
• Electricity	752,957	708,627	750,000	770,000
• FFP Equipment/Vehicles	-	676,856	653,012	-
• Street Maintenance	53,436	100,000	100,000	100,000
• Capital Outlay	252,256	315,000	275,000	245,000
<b>Total</b>	<b>\$ 19,517,051</b>	<b>\$ 22,088,109</b>	<b>\$ 21,870,330</b>	<b>\$ 21,970,561</b>
=Base request				\$ 21,970,561
+Decision packages				-
=Total				\$ 21,970,561





# Explanation of Expense Variance

- ☐ Increase in cost of water.
- ☐ Increase in materials & supplies.
- ☐ Decrease in capital outlay.



# Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None		\$0	\$0	\$0
Total Decision Packages		\$0	\$0	\$0



# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
<b>Water Distribution:</b>				
Water and Meter Replacement	1	\$275,000	\$0	\$275,000
<b>Water &amp; Sewer Operations:</b>				
New Fleet – E.H. Wachs Valve Exerciser and Vacuum	1	62,000	0	62,000
Renovation of W&S Administration Building	2	450,000	0	450,000
Total Decision Packages		\$787,000	\$0	\$787,000



# City Manager's Comments



# **Solid Waste Fund**

# **Solid Waste Fund Summary**



# Solid Waste Fund Budget Summary FY 2018

# Solid Waste Fund

## Purpose

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The Solid Waste Fund is an Enterprise Fund. The Solid Waste Fund provides garbage and brush removal services to the residents of the City.

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing services to the general public on a continuing basis be recovered primarily through user charges.



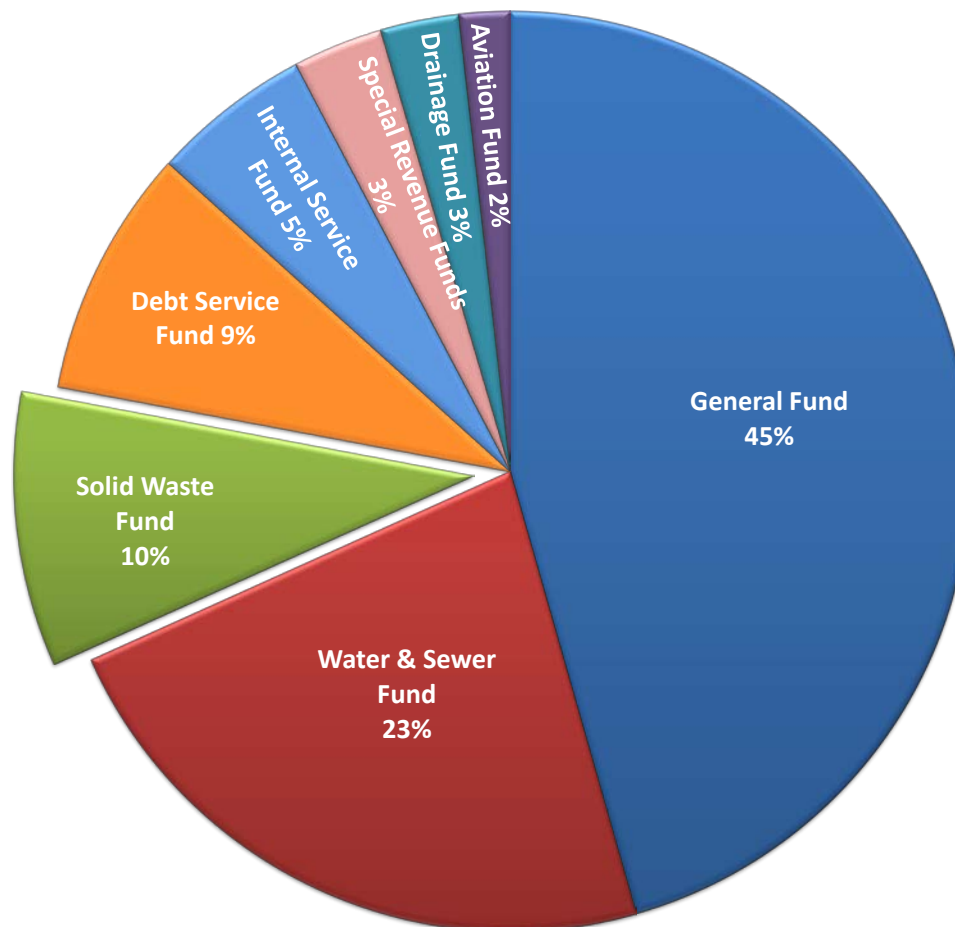


# Solid Waste Fund

## How the Solid Waste Fund Fits Into the Enterprise

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FY 2018 Proposed Budget

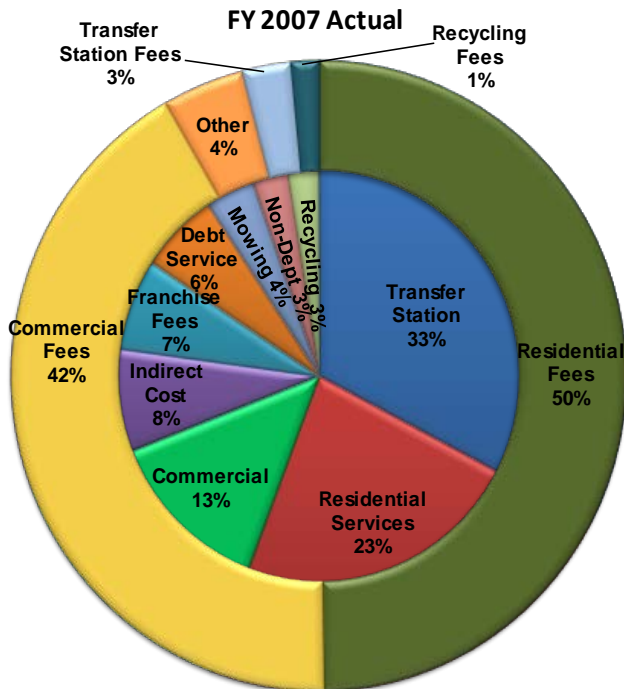


Total Operating Expenses = \$180,214,576

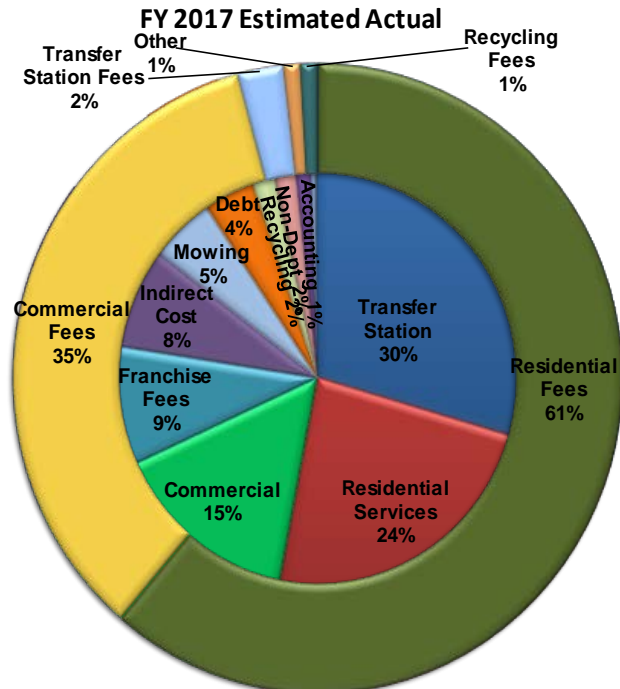


# Solid Waste Fund

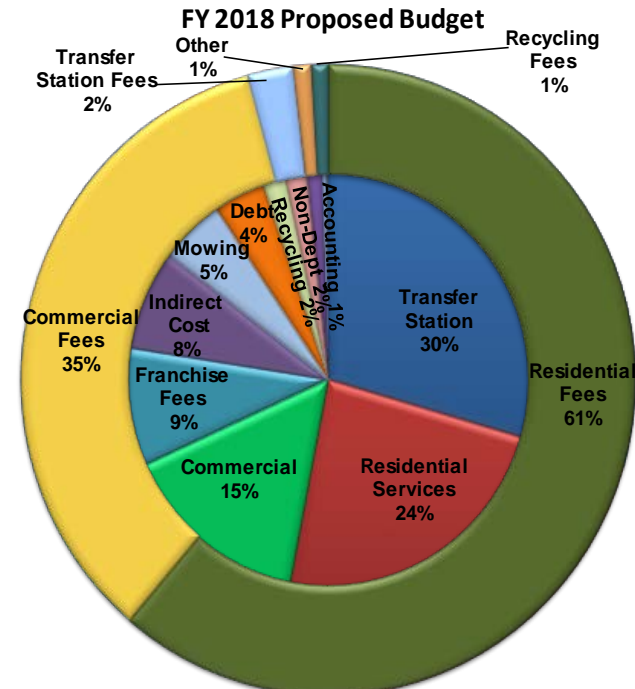
## Donut Charts



Total Revenues = \$11,920,172  
Total Expenses = \$11,588,187



Total Revenues = \$18,583,870  
Total Expenses = \$17,025,911



Total Revenues = \$18,058,725  
Total Expenses = \$17,413,996



# Solid Waste Fund

## Revenue Budget

---

	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Estimated Actual 2017</b>	<b>Proposed Budget 2018</b>
Residential fees	\$ 10,978,590	\$ 10,885,015	\$ 11,265,131	\$ 11,279,403
Commercial fees	5,970,732	6,151,871	6,126,568	6,134,330
Transfer Station Fees	431,249	430,500	442,504	443,065
Other	196,542	164,149	181,999	201,927
Recycling Fees	158,933	159,250	75,841	-
Transfer in	-	491,826	491,826	-
<b>Total Revenues</b>	<b>\$ 17,736,045</b>	<b>\$ 18,282,611</b>	<b>\$ 18,583,870</b>	<b>\$ 18,058,725</b>



# Solid Waste Fund Rates

---

No change in fees.



# Solid Waste Fund

## User Fee Rates

---

### MONTHLY RATES - AUTOMATED ROLL-OUT CONTAINERS

Residential		Commercial	
Size	Monthly	Size	Monthly
96-gallon	\$ 19.78	300-gallon	\$ 57.10
64-gallon	17.63	96-gallon	21.30
32-gallon	16.25		

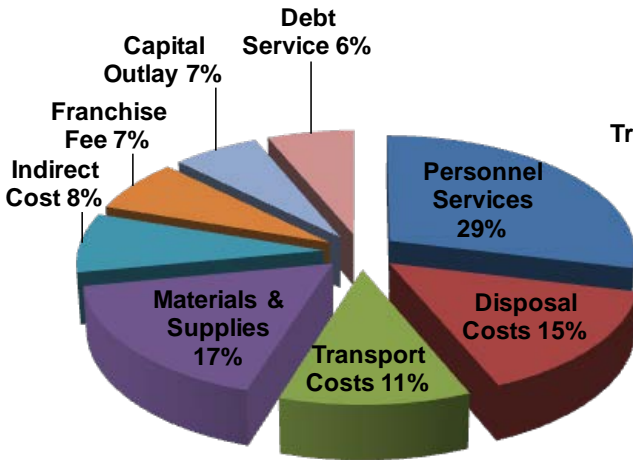
### MONTHLY RATES - CITY OWNED DUMPSTERS

Dumpster Size	Scheduled Number of Pickups Per Week						
	1	2	3	4	5	6	7
2 cu. yd.	\$ 78.72	\$ 120.06	\$ 167.91	\$ 215.76	\$ 264.93	\$ 311.46	\$ 359.31
3 cu. yd.	96.07	149.04	209.89	270.77	331.65	392.50	453.40
4 cu. yd.	112.37	177.00	250.89	324.77	398.70	472.61	546.50
6 cu. yd.	147.77	234.92	334.87	434.81	534.76	634.70	734.65
8 cu. yd.	181.85	292.69	418.81	544.82	670.81	796.83	922.82



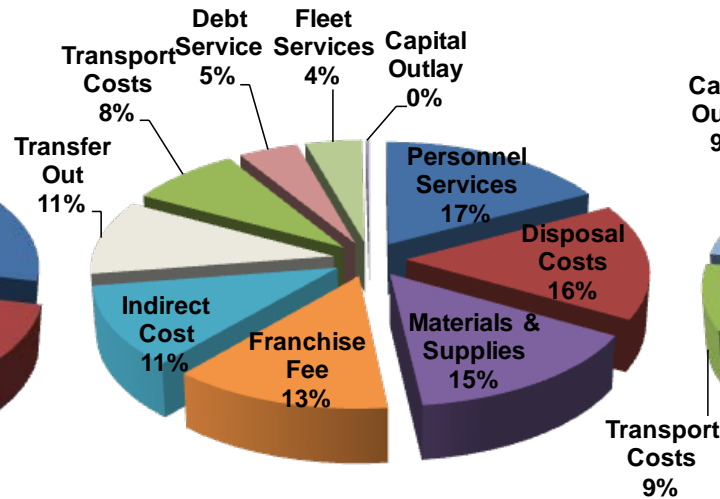
# Solid Waste Fund Expense Categories

**FY 2007 Actual**



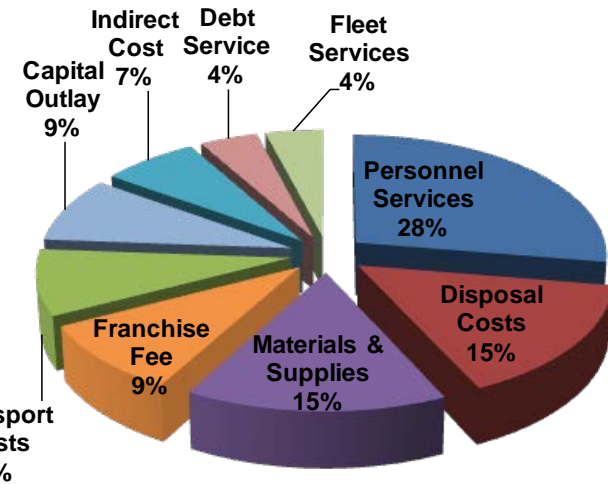
Total Revenues = \$11,920,172  
Total Expenses = \$11,588,187

**FY 2017 Estimated Actual**



Total Revenues = \$18,583,870  
Total Expenses = \$17,025,911

**FY 2018 Proposed Budget**



Total Revenues = \$18,058,725  
Total Expenses = \$17,413,996



# Solid Waste Fund

## Expense Budget

---

	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Estimated Actual 2017</b>	<b>Proposed Budget 2018</b>
Transfer station	\$ 4,931,251	\$ 5,122,721	\$ 4,264,286	\$ 5,221,301
Residential services	3,170,176	2,763,052	3,015,323	2,791,049
Transfer Out	-	1,677,216	1,677,216	2,673,150
Commercial services	1,661,328	1,752,314	1,945,231	1,793,784
Franchise Fees	1,504,485	1,603,869	1,603,869	1,616,789
Indirect Cost	1,166,830	1,373,305	1,373,305	1,097,985
Mowing	809,534	902,271	830,775	782,120
Debt Service	723,984	719,960	719,960	719,643
Recycling Program	341,921	325,451	338,940	365,537
Accounting	201,793	212,135	194,474	210,967
Public works	64,687	64,074	46,811	106,715
Non-departmental	283,459	176,046	176,046	34,956
Fleet & Fleet Services	3,080,099	682,485	682,485	-
Information Technology	67,311	129,790	129,790	-
Building Maintenance	21,358	19,500	10,966	-
Human Resources	5,479	14,000	16,435	-
<b>Total Expenses</b>	<b>\$ 18,033,696</b>	<b>\$ 17,538,189</b>	<b>\$ 17,025,911</b>	<b>\$ 17,413,996</b>



# Solid Waste Fund

## Fund Balance

---

	<b>FY 2016 Actual</b>	<b>FY 2017 Amended Budget</b>	<b>FY 2017 Estimated Actual</b>	<b>FY 2018 Proposed Budget</b>
Beginning Fund Balance	\$ 3,300,167	\$ 3,002,516	\$ 3,002,516	\$ 5,282,244
Revenues	17,736,045	18,282,611	18,583,870	18,058,725
Expenses	<u>18,033,696</u>	<u>17,538,189</u>	<u>16,304,142</u>	<u>17,413,996</u>
Net Change in Fund Balance	<u>(297,651)</u>	<u>744,422</u>	<u>2,279,728</u>	<u>644,729</u>
Ending Fund Balance	<u>\$ 3,002,516</u>	<u>\$ 3,746,938</u>	<u>\$ 5,282,244</u>	<u>\$ 5,926,974</u>
Fund Balance Percent	21.10%	24.75%	37.98%	39.78%





# Solid Waste Fund

## Staffing

---

	<b>Actual FY 2015-16</b>	<b>Budgeted FY 2016-17</b>	<b>Estimated Actual FY 2016-17</b>	<b>Proposed FY 2017-18</b>
FTEs	114.26	107.85	106.34	102.34



# Solid Waste Fund

## Staffing by Department

---

	Estimated		
	Actual	Budgeted	
<u>Department</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>Difference</u>
Residential	38.00	37.00	-1.00
Commercial	23.00	23.00	0.00
Mowing	20.50	16.50	-4.00
Transfer Station	15.50	15.50	0.00
Recycling	5.18	5.18	0.00
Accounting	4.00	4.00	0.00
Public Works	0.16	1.16	1.00
Total FTEs	<u>106.34</u>	<u>102.34</u>	<u>-4.00</u>



# Solid Waste Fund

## Change in Staffing

---

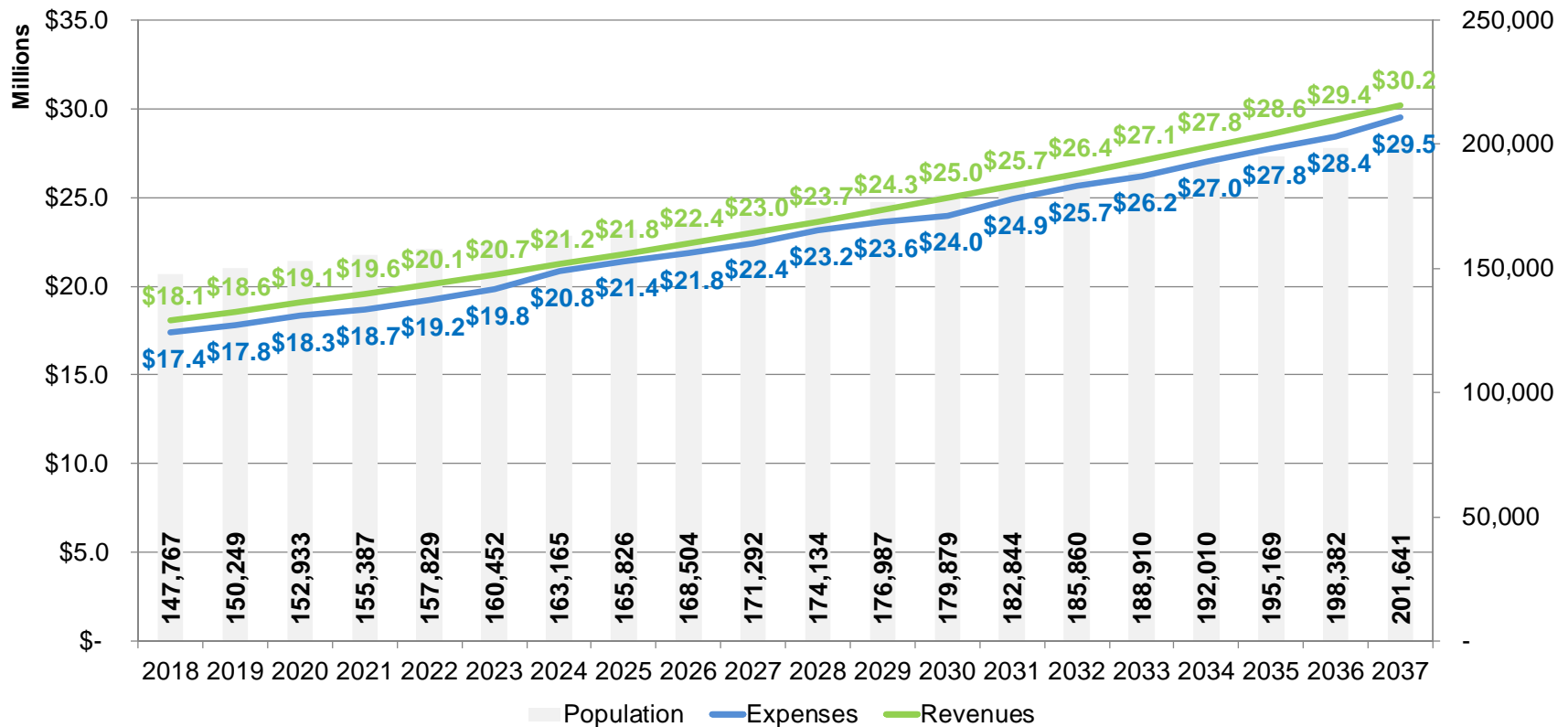
<b>Department</b>	<b>FTE Change</b>	<b>Vacant</b>	<b>Filled*</b>
Mowing	-4.00	-4.00	0.00

\*Budgeted through January 31, 2018



# Solid Waste Fund

## Long-term Projections



# City Manager's Comments



# Solid Waste Fund

## City Manager Recommended Considerations

---

- Rate adjustment every two-years
  - Rate analysis in January 2018
  - Rate adjustment effective January 2019
- Examine recycling opportunities



# Public Works



# FY 2018 Proposed Budget Presentation

Fund: Solid Waste

Department: Public Works

Divisions: Accounting, Residential,  
Commercial, Recycling, and  
Transfer Station



# Mission

---

The Solid Waste Division's mission is to collect and dispose of solid waste.



# Mission Elements

---

## ☐ Residential

- Efficiently collect garbage, brush, and bulk waste on schedule.
- Conduct annual spring clean up event.
- Plan and develop expansion of the solid waste enterprise.

## ☐ Commercial

- Efficiently operate garbage collection routes 7 days per week.
- Provide roll off services to businesses for construction projects.

## ☐ Recycle Center

- Administer programs to increase recycling and reduce litter.
- Collect recyclables.
- Conduct at least one Household Hazardous Waste Collection Event each year.

## ☐ Transfer Station

- Manage disposal and transfer station facilities.
- Maintain the closed landfill.

## ☐ Accounting

- Provide customer service for residential and commercial customers.
- Process all financial transactions and maintain financial records for the division.



# By the Numbers:

---

## ☐ Residential Collection:

<input type="checkbox"/> New Residential Containers:	1,285
<input type="checkbox"/> Special Collections/Reloads:	32,093
<input type="checkbox"/> Residential Customers:	50,328

## ☐ Commercial Collection:

<input type="checkbox"/> Commercial Customers:	1,550
--	-------

## ☐ Recycling:

<input type="checkbox"/> Tons of Recyclables:	1,104
---	-------

## ☐ Transfer Station:

<input type="checkbox"/> Tons of Refuse Processed:	101,240
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## ☐ Accounting:

<input type="checkbox"/> Customer Service Contacts:	118,682
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# Goals for FY 17/18

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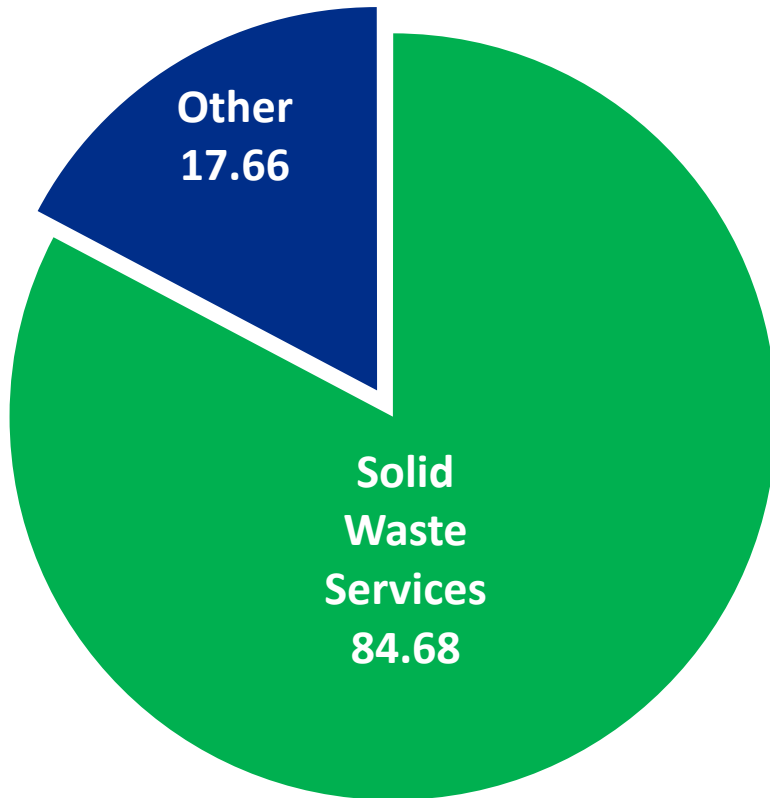
- ☐ Perform ongoing route analysis to allow for the most efficient use of resources while encompassing the growth of the City.
- ☐ Improve our fleet by replacing six aging vehicles with newer more environmentally friendly vehicles.
- ☐ Reduce preventable accidents by 50% through the use of an aggressive safety training program.



# How Solid Waste Fits in the Enterprise in FY 17/18 – Staffing

---

82.74% of FTEs in Fund  
FTEs in the Solid Waste Fund

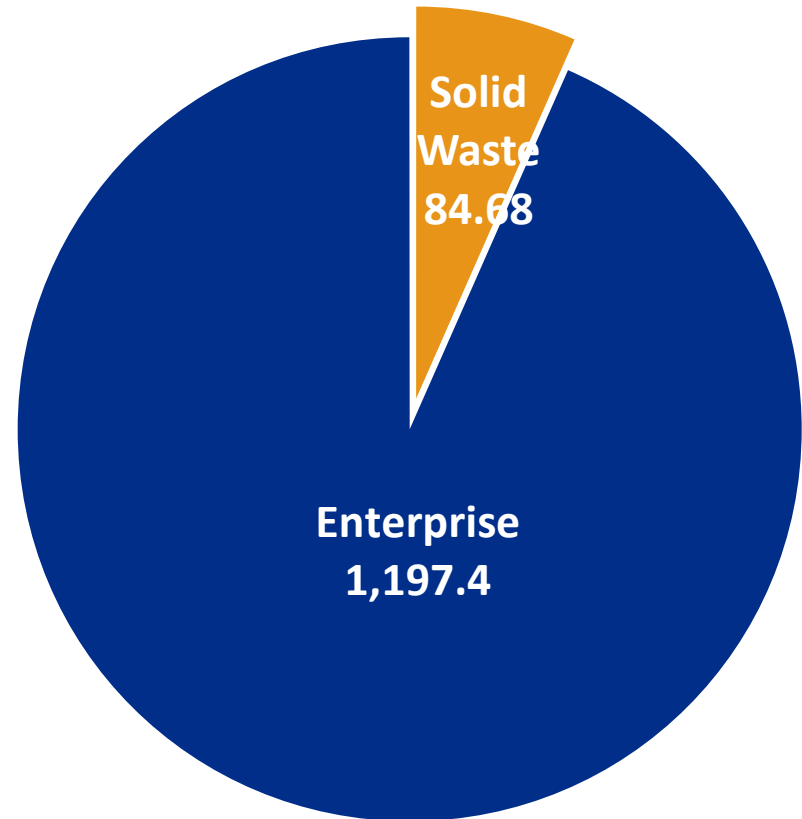


**Solid Waste Services**

**FTEs = 84.68**

**Solid Waste Fund FTEs = 102.34**

6.60% of FTEs in Enterprise  
FTEs in All Funds



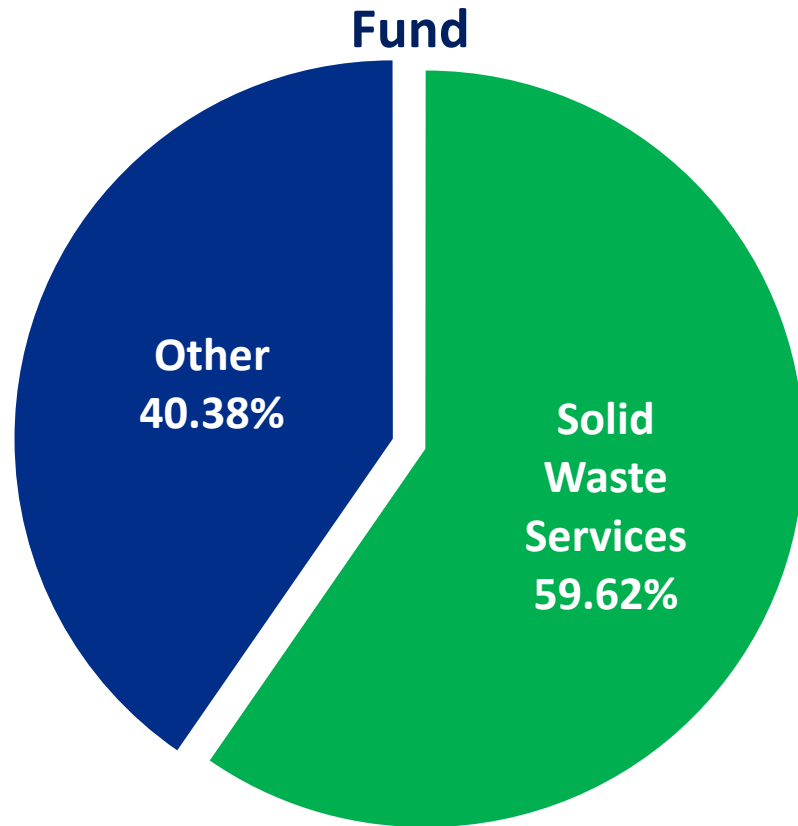
**All Funds = 1,282.08**



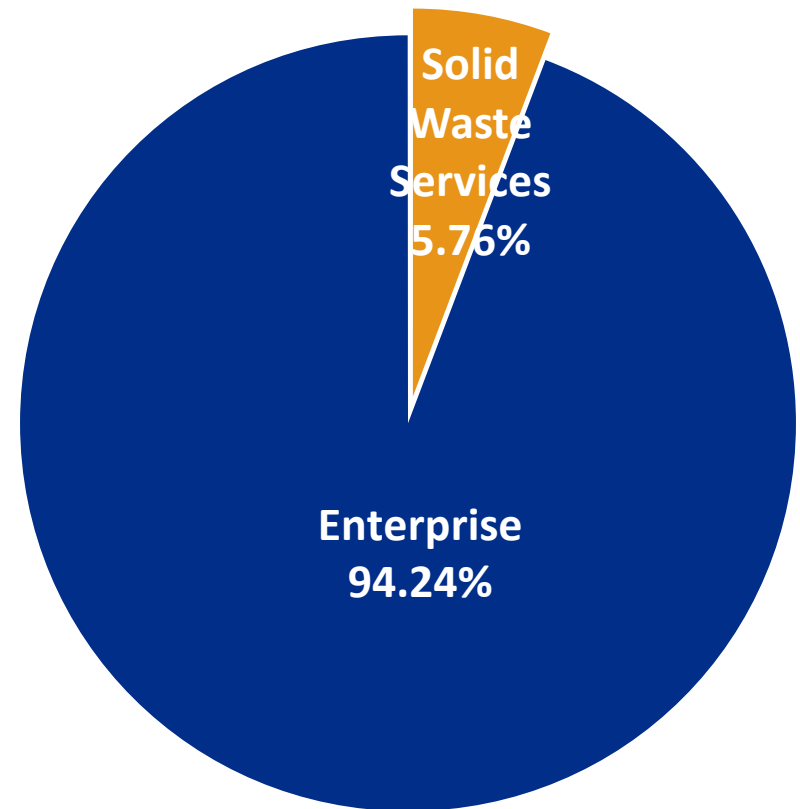
# How Solid Waste Fits in the Enterprise in FY 17/18 – Budget

---

59.62% of Expenses in Fund  
Expenses in the Solid Waste



5.76% of Expenses in Enterprise  
Expenses in All Funds



 Solid Waste Services Expense = \$10,382,638  
Solid Waste Fund Expense = \$17,413,996

All Funds = \$180,214,576

# Staffing

---

	<b>Budgeted FY15/16</b>	<b>Budgeted FY 16/17</b>	<b>Proposed FY 17/18</b>
FTEs	92.25	86.75	84.68

## **FY 2017**

Unfunded four full-time and two part-time positions with the elimination of the curbside recycling program

Unfunded a Residential Operations Supervisor position during FY 2017

## **FY 2018**

Transferred position Director of Public Works to Public Work Administration Division.



# Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
<b>Revenue:</b>				
Operations Fees	\$ 17,644,155	\$ 17,733,186	\$ 17,733,186	\$ 17,964,316
Miscellaneous	97,422	57,599	57,599	94,409
Grants	-	-	-	-
From Solid Waste Fund				
To Solid Waste Fund Balance	(6,055,000)	(5,415,112)	(6,751,166)	(7,676,087)
<b>Total</b>	\$ 11,686,577	\$ 12,375,673	\$ 11,039,619	\$ 10,382,638
=Base request				\$ 10,382,638
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Solid Waste Fund				-
=Total				\$ 10,382,638





# Explanation of Revenue Variance

- ❑ Operation fees revenue increase due to increase in number of customers.
- ❑ Miscellaneous revenues increase –
  - ❑ Interest income.
  - ❑ Compost facility lease.
  - ❑ Knife River/Asphalt Company lease.



# Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 4,071,299	\$ 4,013,312	\$ 4,017,503	\$ 4,033,419
• Materials & Supplies	2,099,081	2,046,487	2,244,232	2,151,022
• FFP Equipment/Vehicles	-	2,200,000	662,010	-
• Contracts	3,844,566	4,115,874	4,115,874	4,198,197
• Capital Outlay	1,671,631	-	-	-
<b>Total</b>	<b>\$ 11,686,577</b>	<b>\$ 12,375,673</b>	<b>\$ 11,039,619</b>	<b>\$ 10,382,638</b>
=Base request				\$ 10,382,638
+Decision packages				-
=Total				\$ 10,382,638



# Explanation of Expense Variance

- ☐ Decrease in payment to Internal Service Fund for Fleet Services.



# Decision Packages Approved by City Manager

---

Description	Priority	Expense	Revenue	Net Cost
None		\$0	\$0	\$0
Total Decision Packages		\$0	\$0	\$0



# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None		\$0	\$0	\$0
Total Decision Packages		\$0	\$0	\$0



# City Manager's Comments



# **Aviation Funds**

# **Aviation Funds Summary**





Killeen-Fort Hood Regional Airport  
(KFHRA) FUND  
Budget Summary  
FY 2018

# KFHRA Fund

## Purpose

---

The Killeen-Fort Hood Regional Airport (KFHRA) Fund is an Enterprise Fund. The KFHRA Fund provides regional passengers aviation services to the residents of the City.

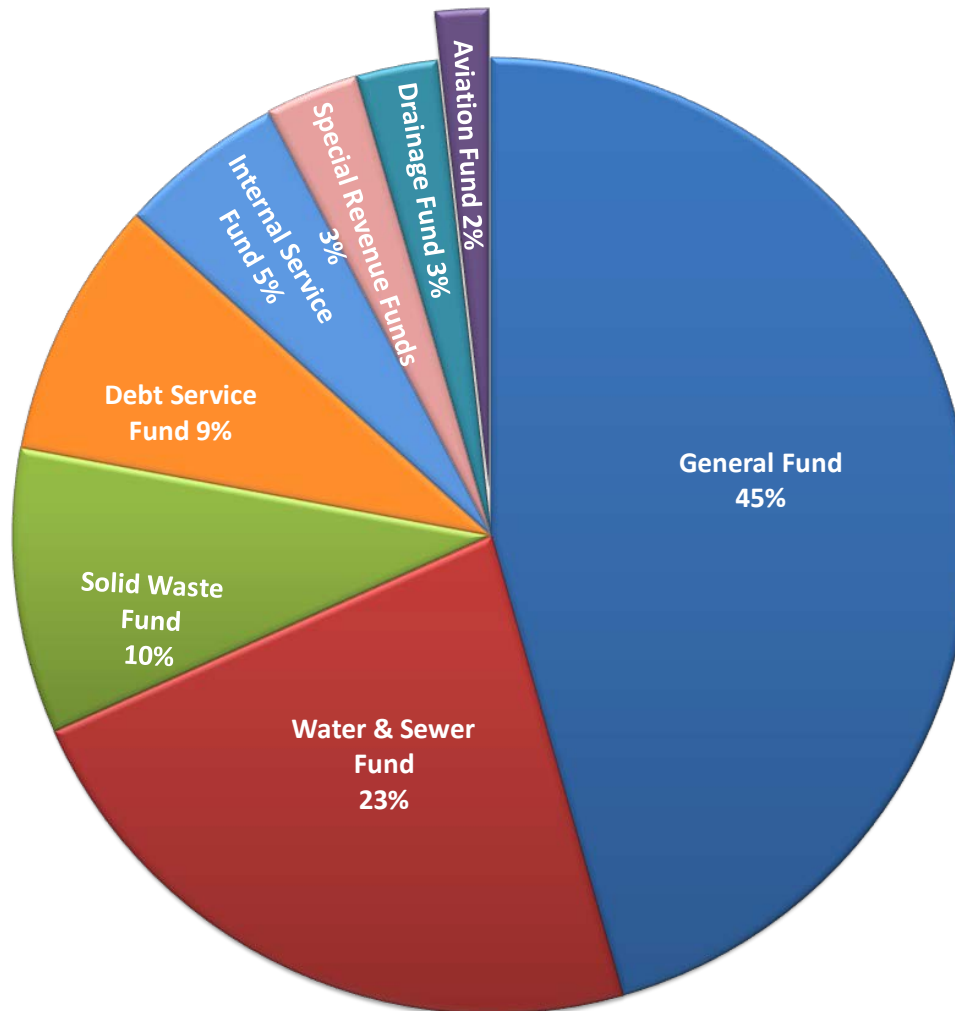
Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing services to the general public on a continuing basis be recovered primarily through user charges.



## How the Fund Fits Into the Enterprise

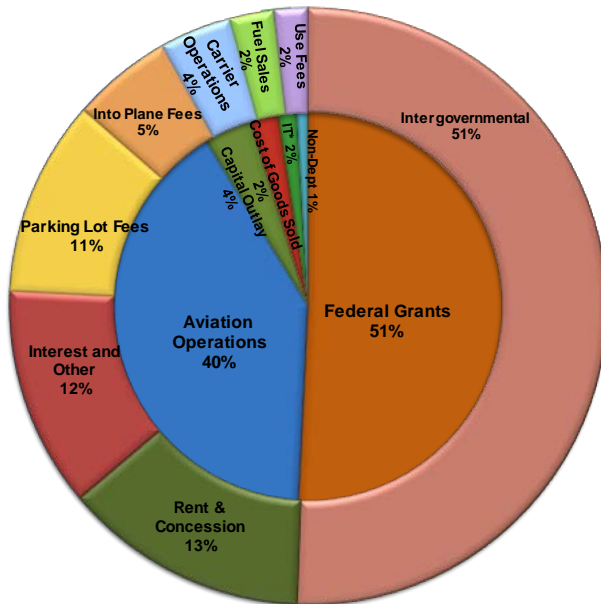
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**FY 2018 Proposed Budget**



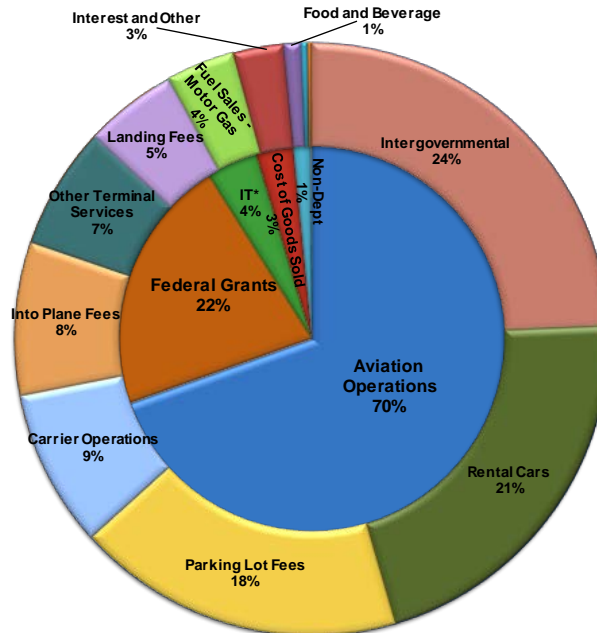
# KFHRA Fund Donut Charts

**FY 2007 Actual**



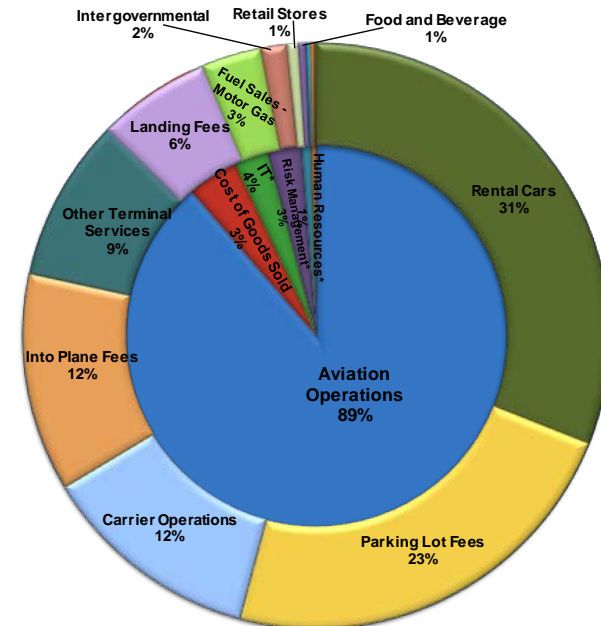
**Total Revenues = \$6,426,960**  
**Total Expenses = \$5,932,924**

**FY 2017 Estimated Actual**



**Total Revenues = \$3,364,593**  
**Total Expenses = \$3,574,509**

**FY 2018 Proposed Budget**



**Total Revenues = \$2,558,247**  
**Total Expenses = \$2,662,135**



# KFHRA Fund

## Revenue Budget

	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Estimated Actual 2017</b>	<b>Proposed Budget 2018</b>
Revenues:				
Rental Cars	\$ -	\$ -	\$ 710,411	\$ 793,257
Airport Parking Lot Fees	586,477	562,055	601,477	592,342
Airport Carrier Operations	277,655	278,882	287,961	311,648
Into Plane Fees	304,011	286,000	282,434	309,051
Other Terminal Services	-	-	225,671	230,774
Landing Fees	-	-	169,507	158,814
Fuel Sales - Motor Gas	81,194	100,450	125,000	84,176
Intergovernmental	569,229	765,349	818,535	37,500
Food and Beverage	-	-	32,211	16,226
Retail Stores	-	-	11,257	11,257
Fuel Sales - Jet Fuel	8,637	9,575	6,353	6,553
Aircraft Supplies	3,962	4,000	590	5,202
Interest and Other	269,070	2,510	93,086	1,339
Fuel Flow Fees	-	-	100	108
Airport Rent & Concession	1,006,488	993,111	-	-
Airport Use Fees	167,463	163,997	-	-
Operating Supplies	-	60	-	-
<b>Total revenues</b>	<b>\$ 3,274,186</b>	<b>\$ 3,165,989</b>	<b>\$ 3,364,593</b>	<b>\$ 2,558,247</b>



# KFHRA Fund Parking Rates

---

No change in fees.



## Parking Rates

---

### PARKING RATES

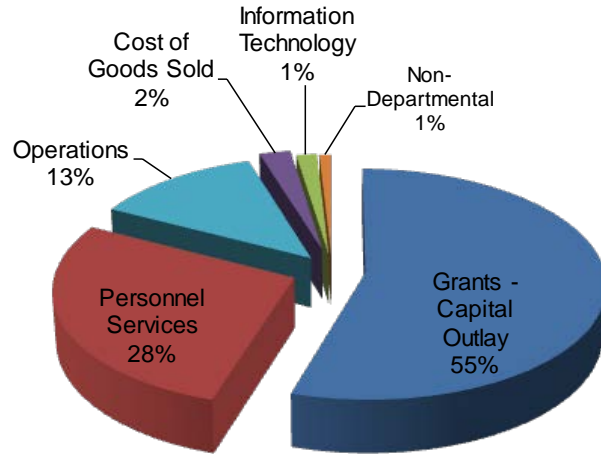
<u>Time-frame</u>	<u>Short-term Lot</u>	<u>Long-term Lot</u>
31 - 60 minutes	\$ 1.00	\$ 1.00
Each additional 30 minutes	1.00	1.00
Maximum for 24 hour period	10.00	8.00
Maximum for 7 day period	60.00	48.00



# KFHRA Fund

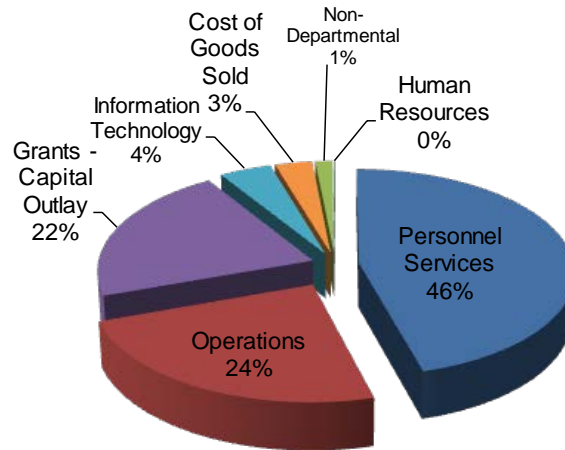
## Expense Categories

**FY 2007 Actual**



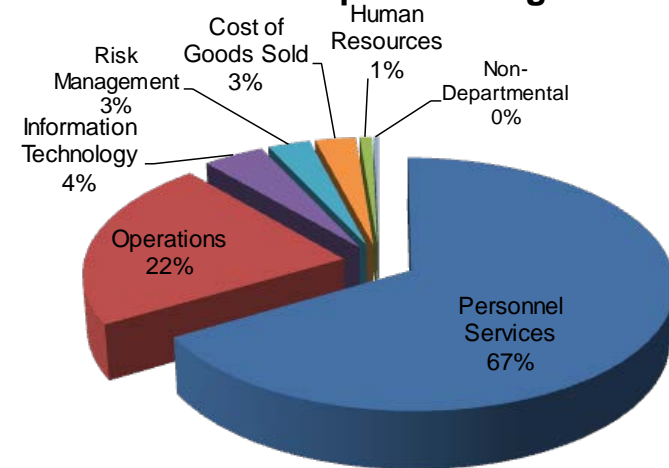
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**Total Expenses = \$5,932,924**

**FY 2017 Estimated Actual**



**Total Revenues = \$3,364,593**  
**Total Expenses = \$3,574,509**

**FY 2018 Proposed Budget**



**Total Revenues = \$2,558,247**  
**Total Expenses = \$2,662,135**





# KFHRA Fund

## Expense Budget

---

	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Estimated Actual 2017</b>	<b>Proposed Budget 2018</b>
Aviation Operations	\$ 2,366,341	\$ 2,694,662	\$ 2,486,707	\$ 2,360,549
Information Technology*	122,800	154,082	153,782	114,150
Risk Management*	-	-	-	78,785
Cost of Goods Sold	70,067	114,169	110,250	75,700
Human Resources*	718	4,000	4,000	23,079
Non-Departmental	51,233	79,160	51,235	9,872
Grants - Capital Outlay	428,812	715,349	768,535	-
<b>Total Expenses</b>	<b>\$ 3,039,971</b>	<b>\$ 3,761,422</b>	<b>\$ 3,574,509</b>	<b>\$ 2,662,135</b>

Transfers Out in FY 2018



# KFHRA Fund

## Fund Balance

---

	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Estimated Actual 2017</b>	<b>Proposed Budget 2018</b>
Beginning Fund Balance	\$ (267,962)	\$ (33,748)	\$ (33,748)	\$ (243,664)
Revenues	3,274,186	3,165,989	3,364,593	2,558,247
Expenses	<u>3,039,971</u>	<u>3,761,422</u>	<u>3,574,509</u>	<u>2,662,135</u>
Net Change in Fund Balance	<u>234,215</u>	<u>(595,433)</u>	<u>(209,916)</u>	<u>(103,888)</u>
Ending Fund Balance	<u>\$ (33,747)</u>	<u>\$ (629,181)</u>	<u>\$ (243,664)</u>	<u>\$ (347,552)</u>
Fund Balance Percent	-1.29%	-20.66%	-8.68%	-13.06%



# KFHRA Fund Staffing

---

	<b>Actual FY 2015-16</b>	<b>Budgeted FY 2016-17</b>	<b>Estimated Actual FY 2016-17</b>	<b>Proposed FY 2017-18</b>
FTEs	38	37	38	36.34



# KFHRA Fund

## Staffing by Department

---

<b>Department</b>	<b>Estimated</b>	<b>Budgeted</b>	<b>Difference</b>
	<b>Actual</b>	<b>FY 2018</b>	
<b>FY 2017</b>	<b>FY 2018</b>		
Aviation Operations	37.00	36.34	-0.66
Information Technology	1.00	0.00	-1.00
<b>Total FTEs</b>	<b>38.00</b>	<b>36.34</b>	<b>-1.66</b>

\*Staff moved to an internal service fund.



# KFHRA

## Change in Staffing

---

<b>Department</b>	<b>FTE Change</b>	<b>Vacant</b>	<b>Filled*</b>
Aviation Operations	-0.66	0.00	-0.66

\*Budgeted through January 31, 2018

Staffing by Department



# City Manager's Comments





# Skylark Field Fund Budget Summary FY 2018

# Skylark Field Fund

## Purpose

---

The Skylark Field Fund is an Enterprise Fund. The Skylark Field Fund provides local commuter & hobby aviation services to the residents of the City.

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing services to the general public on a continuing basis be recovered primarily through user charges.



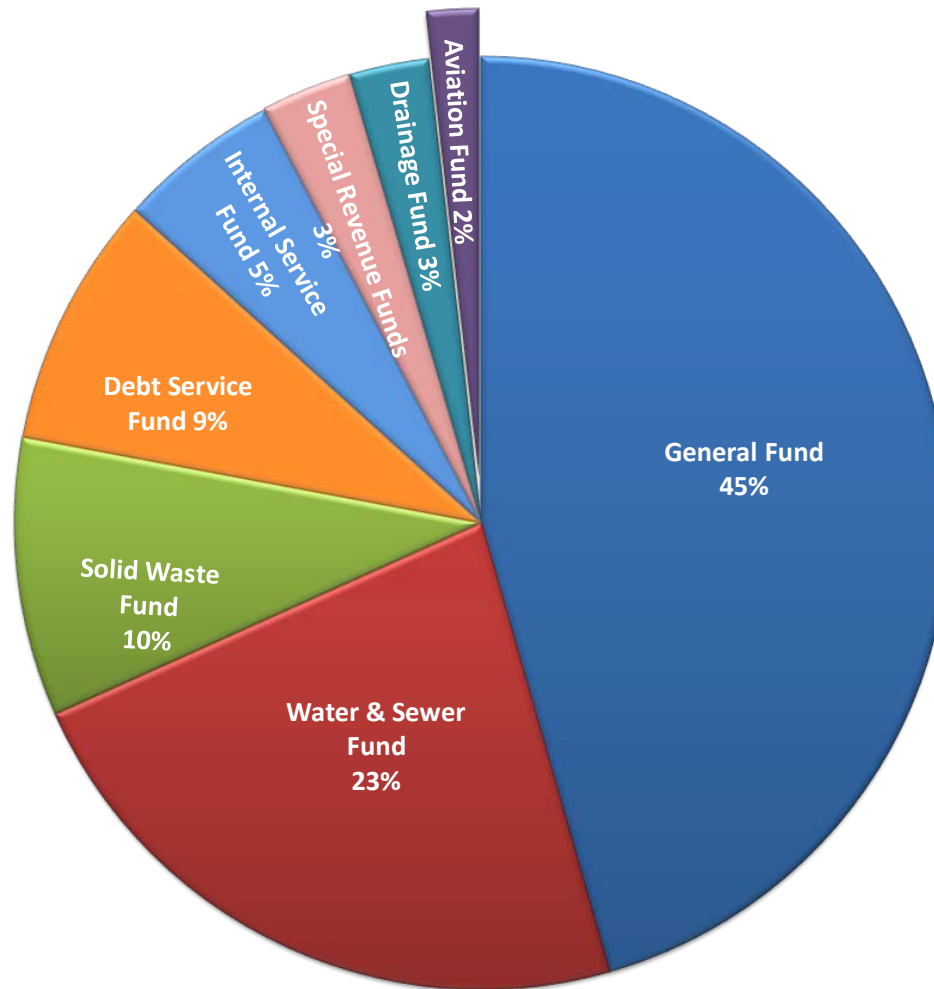


# Skylark Field Fund

## How the Fund Fits Into the Enterprise

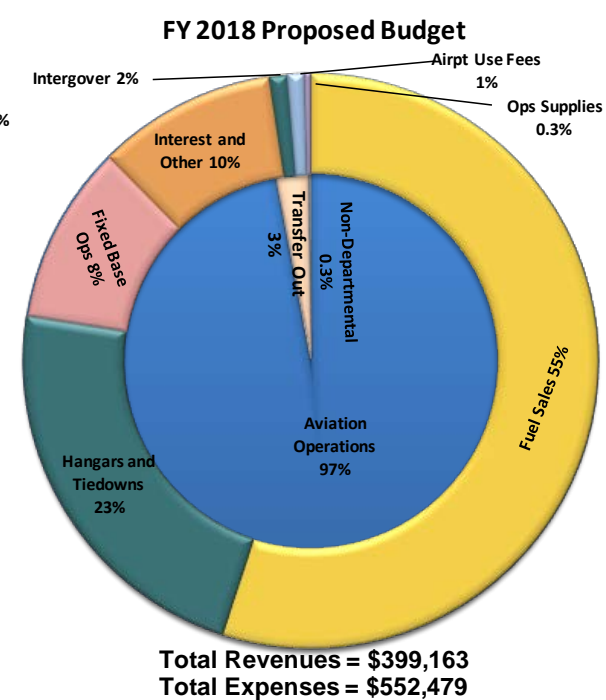
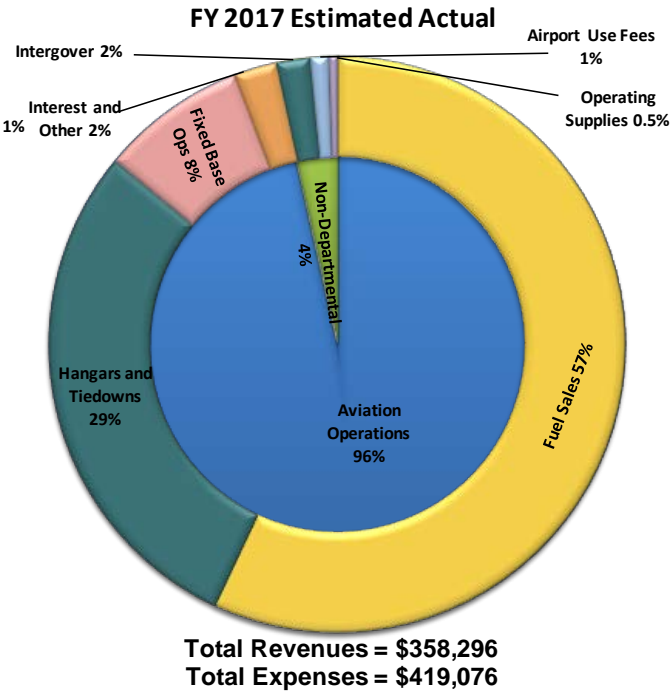
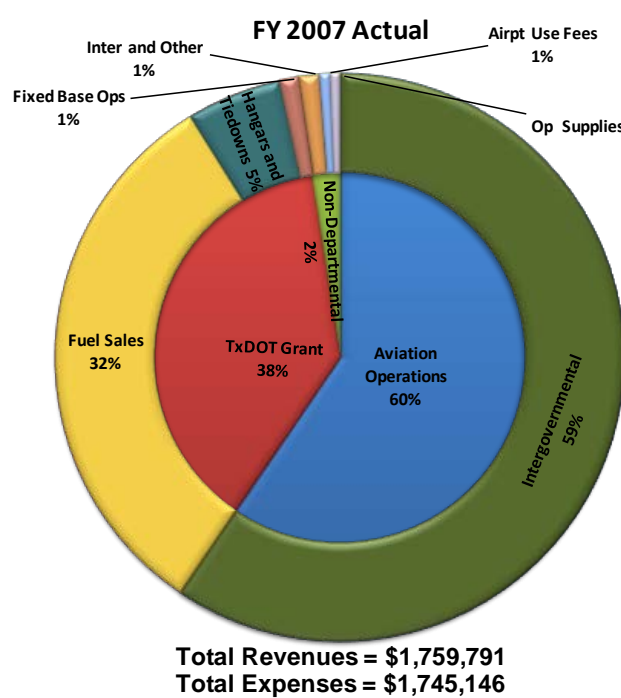
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FY 2018 Proposed Budget



# Skylark Field Fund

## Donut Charts



# Skylark Field Fund

## Revenue Budget

---

	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Estimated Actual 2017</b>	<b>Proposed Budget 2018</b>
Fuel Sales	\$ 226,909	\$ 298,600	\$ 204,218	\$ 219,533
Hangars and Tiedowns	115,404	116,728	103,864	89,853
Fixed Base Operations	32,695	47,337	29,425	40,251
Interest and Other	3,894	7,090	8,745	40,201
Intergovernmental	7,104	6,650	6,650	4,100
Airport Use Fees	4,084	4,895	3,675	3,825
Operating Supplies	1,910	1,400	1,719	1,400
<b>Total Revenues</b>	<b>\$ 391,999</b>	<b>\$ 482,700</b>	<b>\$ 358,296</b>	<b>\$ 399,163</b>



# Skylark Field Fund

## Rental Rates

---

No change in rental rates.



# Skylark Field Fund

## Rental Rates

---

### T-HANGAR RENTAL

A	\$243.90
B	221.87
C	199.58
D	172.33
E	140.95
F	264.27
G	242.25
H	214.72

### T-HANGAR END UNITS

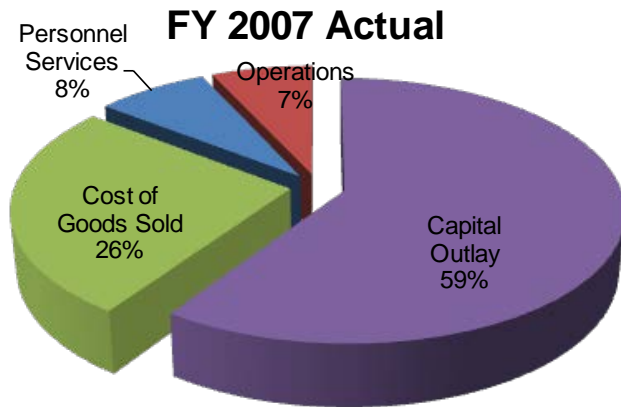
A	\$82.59
B	60.57



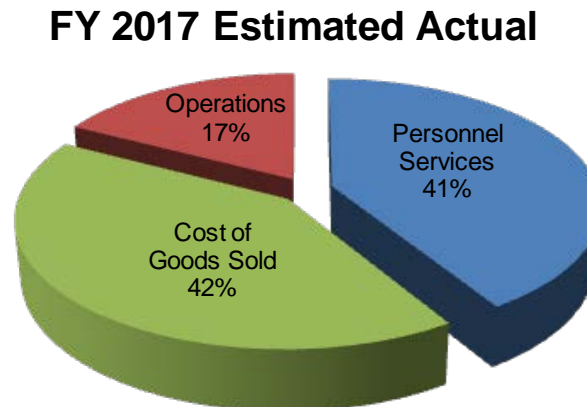
# Skylark Field Fund

## Expense Categories

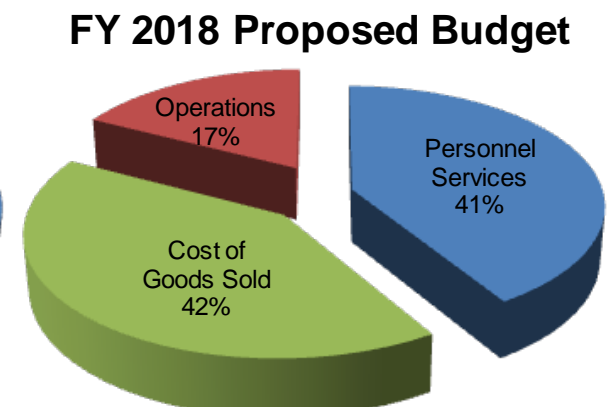
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**Total Revenues = \$1,759,791**  
**Total Expenses = \$1,745,146**



**Total Revenues = \$358,296**  
**Total Expenses = \$419,076**



**Total Revenues = \$399,163**  
**Total Expenses = \$552,479**



# Skylark Field Fund

## Expense Budget

---

	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Estimated Actual 2017</b>	<b>Proposed Budget 2018</b>
Aviation Operations	236,648	251,643	230,612	346,135
Cost of Goods Sold	173,385	281,200	173,753	189,832
Transfer Out	-	-	-	15,108
Non-Departmental	11,191	15,266	14,177	1,404
Information Technology	-	-	534	-
<b>Total Expenses</b>	<b>\$ 421,224</b>	<b>\$ 548,109</b>	<b>\$ 418,542</b>	<b>\$ 552,479</b>



# Skylark Field Fund

## Fund Balance

---

	<b>FY 2016 Actual</b>	<b>FY 2017 Amended Budget</b>	<b>FY 2017 Estimated Actual</b>	<b>FY 2018 Proposed Budget</b>
Beginning Fund Balance	\$ 731,299	\$ 702,074	\$ 702,074	\$ 641,294
Revenues	391,999	482,700	358,296	399,163
Expenses	<u>421,224</u>	<u>548,109</u>	<u>419,076</u>	<u>552,479</u>
Net Change in Fund Balance	<u>(29,225)</u>	<u>(65,409)</u>	<u>(60,780)</u>	<u>(153,316)</u>
Ending Fund Balance	<u>\$ 702,074</u>	<u>\$ 636,665</u>	<u>\$ 641,294</u>	<u>\$ 487,978</u>
Fund Balance Percent	166.67%	116.16%	153.03%	88.33%





# Skylark Field Fund

## Staffing

---

	<b>Actual FY 2015-16</b>	<b>Budgeted FY 2016-17</b>	<b>Estimated Actual FY 2016-17</b>	<b>Proposed FY 2017-18</b>
FTEs	4.00	4.00	4.00	3.34



# Skylark Field Fund

## Staffing by Department

---

<b>Department</b>	<b>Estimated Actual FY 2017</b>	<b>Budgeted FY 2018</b>	<b>Difference</b>
Skylark Field	4.00	3.34	-0.66
<b>Total FTEs</b>	<b>4.00</b>	<b>3.34</b>	<b>-0.66</b>



# Skylark Field Fund

## Change in Staffing

---

<b>Department</b>	<b>FTE Change</b>	<b>Vacant</b>	<b>Filled*</b>
Aviation Operations	-0.66	0.00	-0.66

\*Budgeted through January 31, 2018



# City Manager's Comments



# KFHRA Fund



# FY 2018 Proposed Budget Presentation

Fund: Aviation Fund

Department: Aviation Operations

Division: Killeen-Fort Hood Regional  
Airport

# Mission

---

The Killeen-Fort Hood Regional Airport's mission is to provide a safe, responsive, and efficient Airport System.



# Mission Elements

---

- ☐ Maintain airport-owned facilities and equipment.
- ☐ Manage airport operations.
- ☐ Plan and develop airport.





# By the Numbers:

---

- ❑ Maintain airport-owned facilities and equipment:

  - ❑ Time to respond to tenant work orders: 2hrs

- ❑ Manage airport operations:

  - ❑ Number of daily airport inspections: 4

- ❑ Plan and develop airport:

  - ❑ Initiation of projects identified in the annual CIP: 100%



# Goals for FY 17/18

---

- ☐ Complete the Airport Master Plan.
- ☐ Complete Final Design for the Passenger Boarding Bridge project.
- ☐ Bid Passenger Boarding Bridge project.
- ☐ Procure and install upgraded Flight Information Display System (FIDS) and common-use computer system and counter.
- ☐ Design/build rental car quick-turn facility car wash improvements.



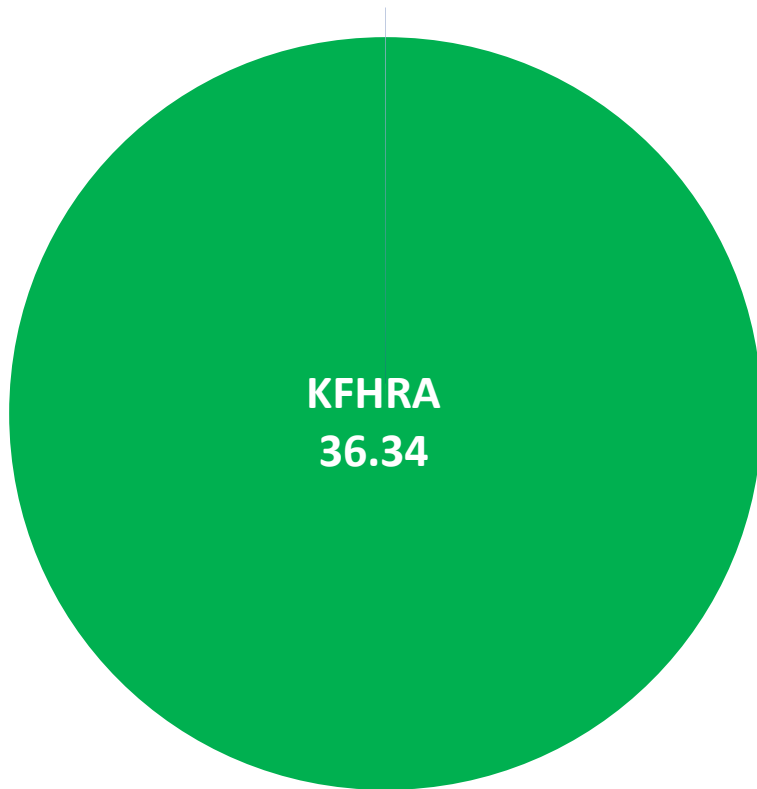
# How KFHRA Fits in the Enterprise in FY 17/18

## – Staffing

---

100% of FTEs in Fund

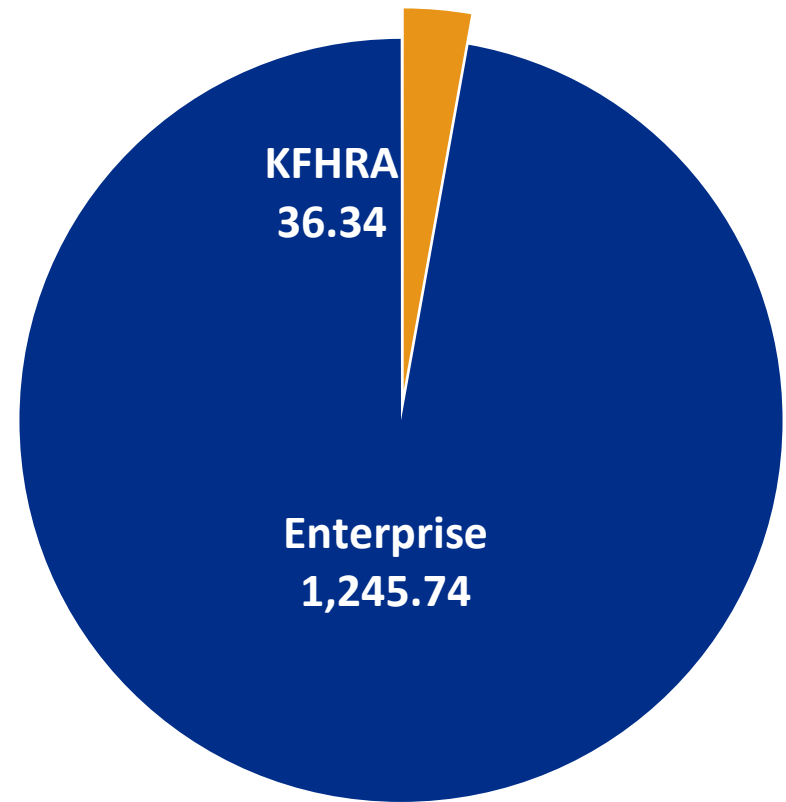
FTEs in the KFHRA Fund



KFHRA FTEs = 36.34  
KFHRA Fund FTEs = 36.34

2.83% of FTEs in Enterprise

FTEs in All Funds



All Funds FTEs = 1,282.08



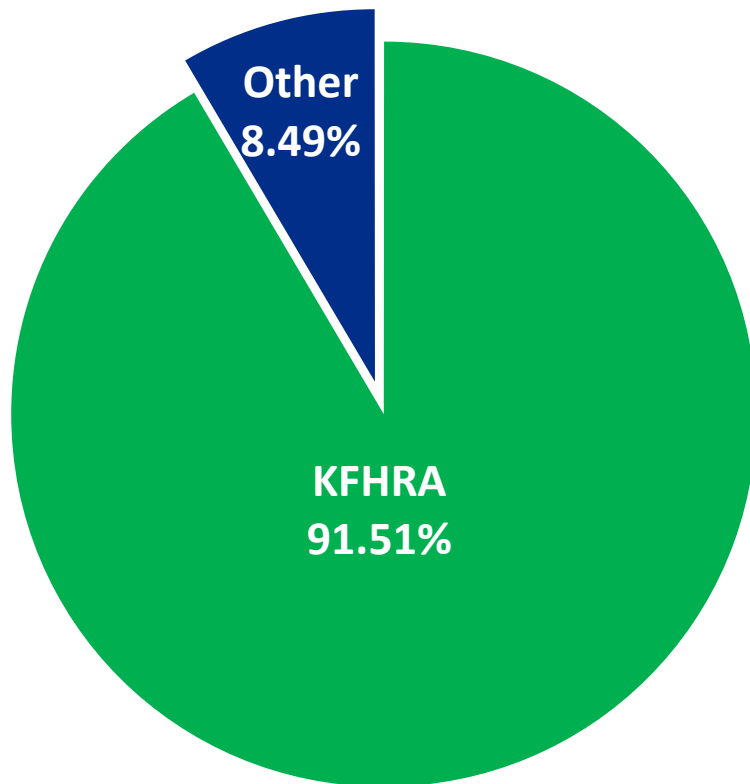
# How KFHRA Fits in the Enterprise in FY 17/18

## – Budget

---

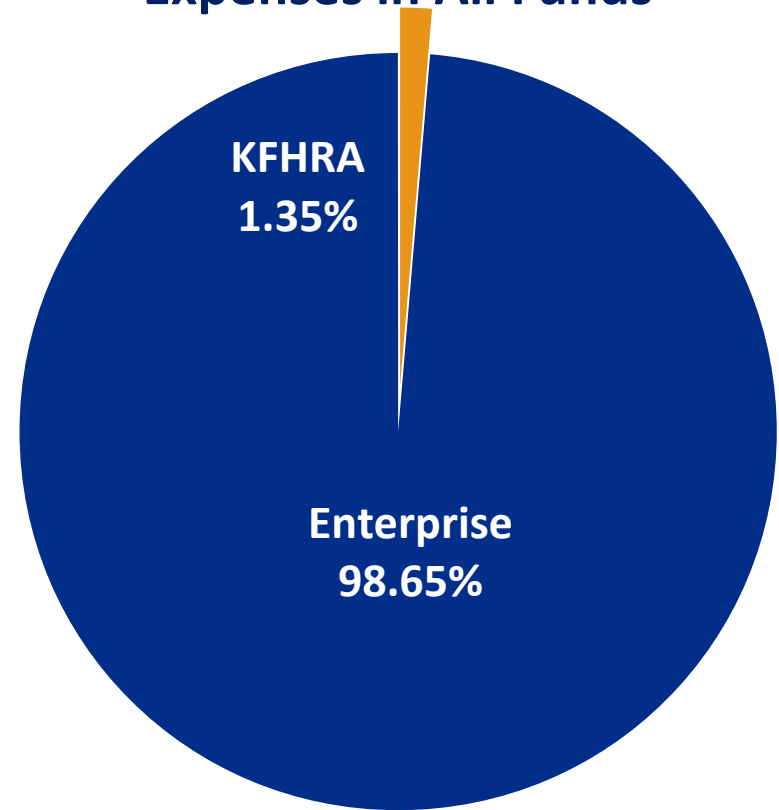
91.51% of Expenses in Fund

Expenses in the KFHRA Fund



1.35% of Expenses in Enterprise

Expenses in All Funds



KFHRA Expense = \$2,436,249

KFHRA Fund = \$2,662,135

All Funds = \$180,214,576

# Staffing

---

	<b>Budgeted FY15/16</b>	<b>Budgeted FY 16/17</b>	<b>Proposed FY 17/18</b>
<b>FTEs</b>	38	37	36.34

## **FY 2017**

Unfunded Principal Secretary position

## **FY 2018**

Unfunded Service Worker position – Filled (funded until 01/31/2018)



# Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
<b>Revenue:</b>				
Operations Fees	\$ 2,435,887	\$ 2,398,130	\$ 2,452,972	\$ 2,519,408
Miscellaneous Revenue	5,357	2,510	3,086	1,339
Grants	569,229	765,349	818,535	37,500
To Aviation Fund Balance	(574,066)	(357,158)	(677,636)	(258,662)
<b>Total</b>	\$ 2,436,407	\$ 2,808,831	\$ 2,596,957	\$ 2,299,585
=Base request				\$ 2,299,585
+Decision Packages - From Additional Revenue				47,642
+Decision Packages - From Aviation Fund				89,022
=Total				\$ 2,436,249



# Explanation of Revenue Variance

---

- ☐ Airport Improvement Program (AIP) Grants moved to restricted account (524).
- ☐ Reduced TxDOT Grant.
- ☐ Loss of Food Vendor.
- ☐ Air Carrier Activity / Landing Fees.
- ☐ Revenue from new and existing revenue sources.



# Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 1,718,302	\$ 1,833,838	\$ 1,635,504	\$ 1,696,285
• Materials & Supplies	648,038	860,824	851,203	527,600
• Cost of Goods Sold	70,067	114,169	110,250	75,700
• Capital Outlay	-	-	-	-
<b>Total</b>	\$ 2,436,407	\$ 2,808,831	\$ 2,596,957	\$ 2,299,585
=Base request				\$ 2,299,585
+Decision packages				136,664
=Total				\$ 2,436,249





# Explanation of Expense Variance

---

- ☐ AIP Grants moved to restricted account (524).
- ☐ Unfunded 2 positions.
- ☐ Reduced the following accounts:
  - ☐ Supply accounts.
  - ☐ Maintenance accounts.
  - ☐ Repair accounts.
  - ☐ Support services.
  - ☐ Minor capital accounts.
  - ☐ Professional services.
  - ☐ Cost of Goods.



# Capital Improvement Projects – 524\* & 525 Fund

## Airport Improvement Program (AIP)

---

### FY17 (525)

AIP Grants:

Budget

\$715,349

Projected YE

\$ 768,535

→ Projects:

- Airport Master Plan
- Wildlife Hazard Reduction Equipment
- Passenger Boarding Bridge Replacement-Phase 1
- Total Expenses

\$629,904

\$ 629,904

\$132,421

\$ 132,421

\$ 6,210

\$ 6,210

\$768,535

\$ 768,535

### FY17 (524)

AIP Grants:

Budget

\$ 0

Projected YE

\$ 540,000

→ Projects:

- Passenger Boarding Bridge Replacement-Phase 2

\$ 0

\$ 540,000

### FY18 (524)

AIP Grants:

Proposed

\$5,400,000

→ Projects:

- Passenger Boarding Bridge Replacement-Phase 3

\$5,400,000



# Capital Improvement Projects – 529 Fund\*

## Passenger Facility Charge

<u>FY17</u>	<u>Budget</u>	<u>Projected YE</u>
Projected Passenger Facility Charge Fund Balance:	\$ 671,143	\$ 671,143
Projected Passenger Facility Charge Revenue/Interest:	<u>\$ 673,150</u>	<u>\$ 546,100</u>
Total Revenue	\$1,344,293	\$1,217,243
→ Projects:		
- Airport Master Plan	\$ 69,990	\$ 69,990
- Wildlife Hazard Reduction Equipment	\$ 14,713	\$ 14,714
- Passenger Boarding Bridge Replacement-Phase 1	\$ 690	\$ 690
- Passenger Boarding Bridge Replacement-Phase 2	\$ 60,000	\$ 60,000
- Misc. Proj.(Admin/Audit/Advertising/Reimbursements)	<u>\$1,088,804</u>	<u>\$ 27,296</u>
→ Total Expenses	\$1,234,197	\$ 172,690

<u>FY18</u>	<u>Proposed</u>
Projected Passenger Facility Charge Fund Balance:	\$1,044,553
Projected Passenger Facility Charge Revenue:	<u>\$ 672,100</u>
	\$1,716,653
→ Projects:	
- Passenger Boarding Bridge Replacement-Phase 3	\$ 600,000
- Flight Information & Common Use System Upgrades	\$ 750,000
- Rehabilitation Airfield Lighting Vault-Engineering Analysis	\$ 40,000
- Misc. Proj. (Admin/Audit/Advertising/Reimbursements)	<u>\$ 326,653</u>
→ Total Expenses	\$1,716,653



# Capital Improvement Projects–526 Fund \*

## Rental Car Customer Facility Charge (CFC)

---

### FY17

	<u>Budget</u>	<u>Projected YE</u>
Projected Fund Balance:	\$1,596,474	\$1,596,474
Projected CFC Revenue/Interest:	<u>\$ 253,800</u>	<u>\$ 283,473</u>
Total Revenue	\$1,850,274	\$1,879,947
→ Projects:		
- Car Wash Facility Improvements	\$1,804,187	\$ 600,000

### FY18

	<u>Proposed</u>
Projected Fund Balance:	\$1,279,947
Projected CFC Revenue/Interest:	<u>\$ 283,473</u>
Total Revenue	\$1,563,420
→ Projects:	
- Rental Lot Facility Covered Parking	\$1,000,000



# Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Increase funds in maintenance accounts necessary to perform core mission	1	\$45,879	\$12,500	\$33,379
Continue to fund Airport Specialist position	2	40,781	0	40,781
Provide equipment and services for Airport charters and business flights	3	5,200	23,000	(17,800)
Continuation of the Ground Security Coordinator Training and Travel	4	4,500	12,142	(7,642)
Request to increase travel/training budget for Air Service Development Travel	5	5,000	0	5,000



# Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Reinstate Aircraft Fuel Handler position	6	\$35,304	\$0	\$35,304
Total Decision Packages		\$136,664	\$47,642	\$89,022



# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Develop and implement a 5-year inter-government service agreement for Airfield Marking and pavement maintenance between City of Killeen, Department of Aviation and Department of the Army	7	\$448,512	\$507,960	(\$59,448)
Total Decision Packages		\$448,512	\$507,960	(\$59,448)



# City Manager's Comments





# City Manager's Comments

---

Choice to make here:

☐ Examine and reduce and/or eliminate  
veteran's free parking

or

☐ Prepare to subsidize fund from General Fund  
more than we are now



# **Skylark Field Fund**



# FY 2018 Proposed Budget Presentation

Fund: Aviation

Department: Aviation Operations

Division: Skylark Field

# Mission

---

Skylark Field's mission is to provide a safe, responsive, and efficient Airport System.



# Mission Elements

---

- ☐ Maintain airport-owned facilities and equipment.
- ☐ Manage airport operations.
- ☐ Manage leased property within the airport.
- ☐ Plan and develop airport.



# By the Numbers:

---

☐ Maintain airport-owned facilities and equipment.

☐ Maintenance costs spent on preventative maintenance: 30%

☐ Manage airport operations.

☐ Number of daily airport inspections: 1

☐ Manage leased property within the airport.

☐ Time to respond to tenant work orders: 8hrs

☐ Plan and develop airport.

☐ Initiation of projects identified in the annual CIP: 100%



# Goals for FY 18

---

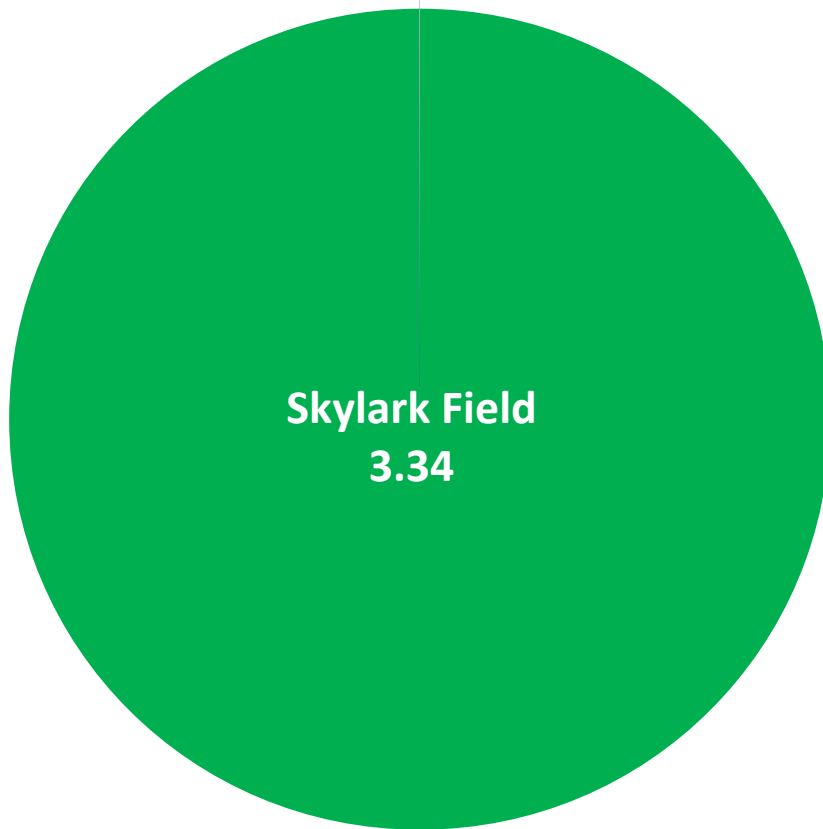
- ❑ Market business opportunities.
- ❑ Complete design and commence construction of T-hangar facility.



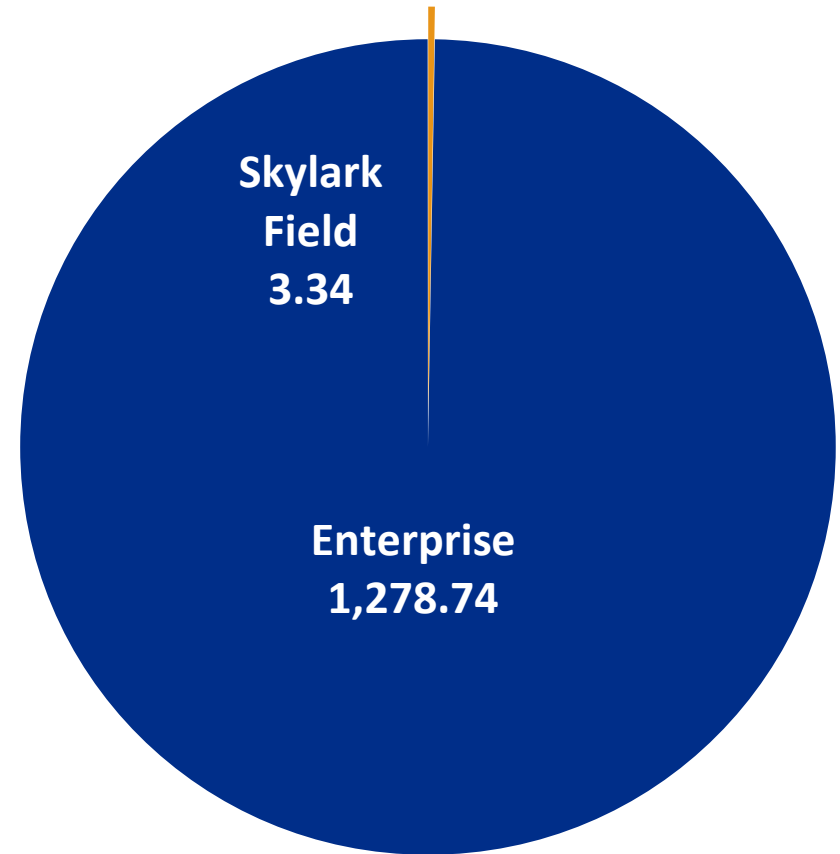
# How Skylark Field Fits in the Enterprise in FY 17/18 – Staffing

---

100% of FTEs in Fund  
FTEs in the Skylark Fund



0.26% of FTEs in Enterprise  
FTEs in All Funds



Skylark FTEs = 3.34  
Skylark Fund FTEs = 3.34

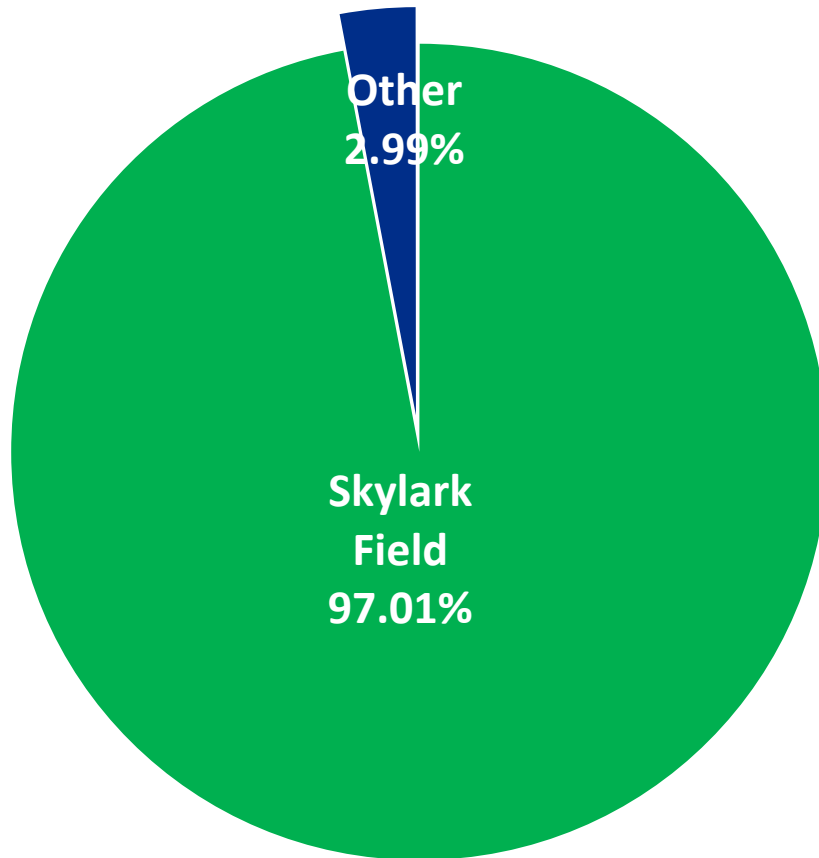
All Funds FTEs = 1,282.08



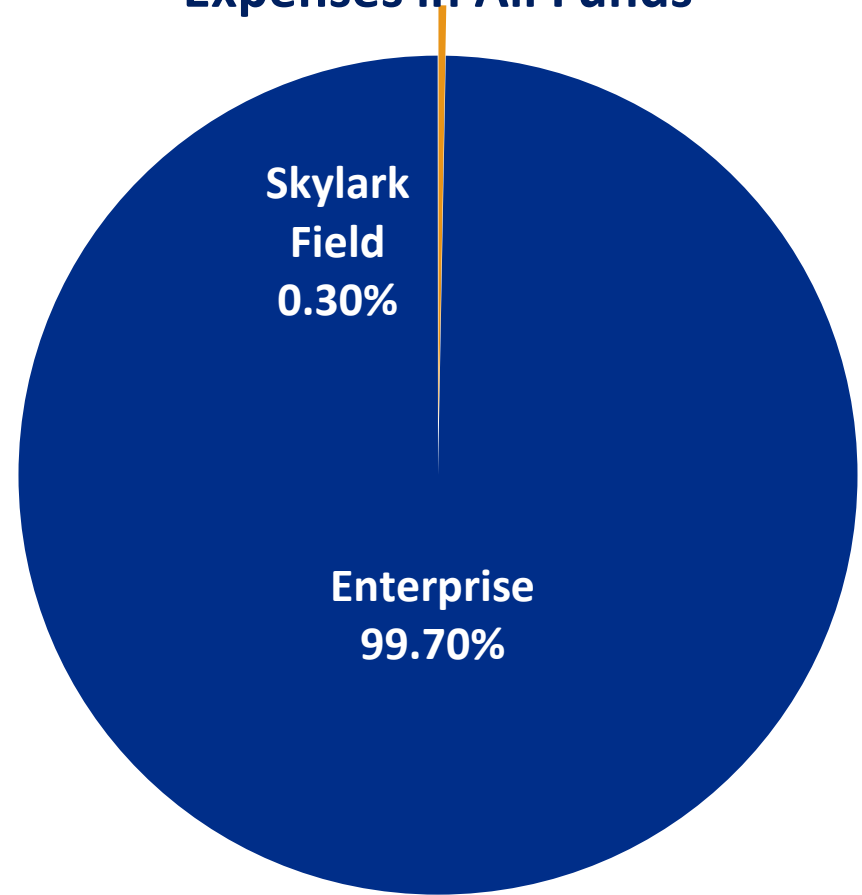
# How Skylark Field Fits in the Enterprise in FY 17/18 – Budget

---

97.01% of Expenses in Fund  
Expenses in the Skylark Fund



0.30% of Expenses in Enterprise  
Expenses in All Funds



Skylark Expense = \$535,967  
Skylark Fund = \$552,479

All Funds = \$180,214,576

# Staffing

---

	<b>Budgeted FY15/16</b>	<b>Budgeted FY 16/17</b>	<b>Proposed FY 17/18</b>
FTEs	4	4	3.34

## FY 2018

Unfunded Aircraft Fuel Handler position – Filled (funded until 01/31/2018)



# Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
<b>Revenue:</b>				
Operations Fees	\$ 381,002	\$ 468,960	\$ 410,399	\$ 393,399
Miscellaneous Revenue	3,895	1,850	13,306	1,664
Grants	7,104	6,650	8,300	4,100
From Aviation Fund	18,033	55,383	9,188	92,200
<b>Total</b>	\$ 410,034	\$ 532,843	\$ 441,193	\$ 491,363
=Base request				\$ 491,363
+Decision Packages - From Additional Revenue				6,320
+Decision Packages - From Aviation Fund				38,284
=Total				\$ 535,967



# Explanation of Revenue Variance

- ☐ Reduced estimated price of Cost of Goods (fuel).
- ☐ Decreased Operational Supply Sales.
- ☐ Decreased Fixed Base Operations.
- ☐ Reduced TxDOT Grant.
- ☐ Revision of Codified Fees.
  - ☐ T-hangar rental rates.



# Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
<b>Expense:</b>				
Operations				
• Personnel Services	\$ 176,488	\$ 175,583	\$ 171,457	\$ 116,866
• Materials & Supplies	60,161	76,060	74,751	53,648
• Cost of Goods Sold	173,385	281,200	194,985	189,832
• Capital Outlay	-	-	-	131,017
<b>Total</b>	\$ 410,034	\$ 532,843	\$ 441,193	\$ 491,363
=Base request				\$ 491,363
+Decision packages				44,604
=Total				\$ 535,967



# Explanation of Expense Variance

- ☐ Reduced quantity and price of fuel to be sold.
- ☐ Unfunded 2 positions:
  - ☐ Accounting Specialist
  - ☐ Aircraft Fuel Handler
- ☐ Reduced the following accounts:
  - ☐ Supplies
  - ☐ Materials
  - ☐ Support services



# Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Revision of T-hangar rental rates	1	\$0	\$6,320	(\$6,320)
Reinstate Accounting Specialist position	2	44,604	0	44,604
Total Decision Packages		\$44,604	\$6,320	\$38,284



# Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None		\$0	\$0	\$0
Total Decision Packages		\$0	\$0	\$0





# City Manager's Comments



# **Drainage Fund**

# **Drainage Fund Summary**



# Drainage Utility Fund Budget Summary FY 2018

# Drainage Utility Fund

## Purpose

---

The Drainage Utility Fund is an Enterprise Fund. The Drainage Utility Fund maintains the drainage system for the residents of the City.

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing services to the general public on a continuing basis be recovered primarily through user charges.

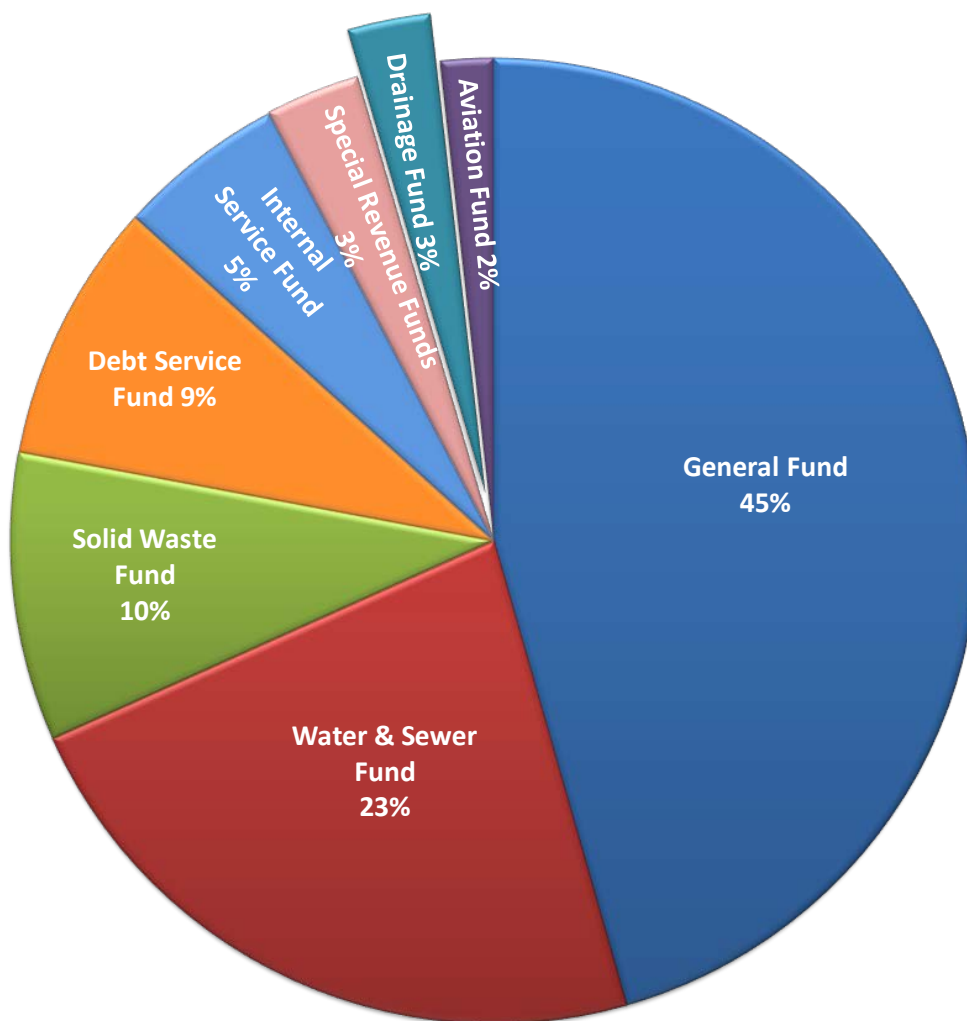


# Drainage Utility Fund

## How the Drainage Utility Fund Fits Into the Enterprise

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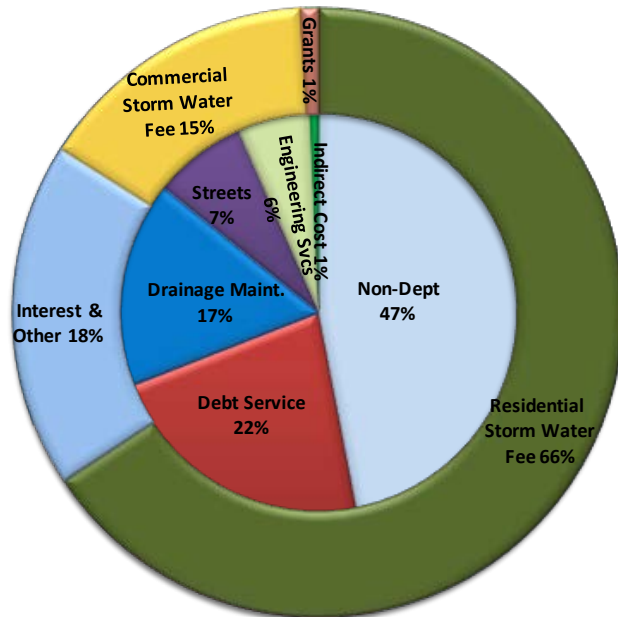
**FY 2018 Proposed Budget**



# Drainage Utility Fund

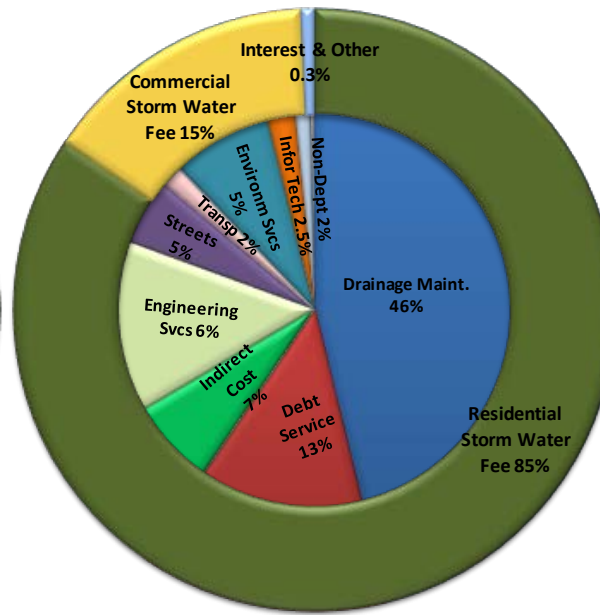
## Historic Trends

**FY 2007 Actuals**



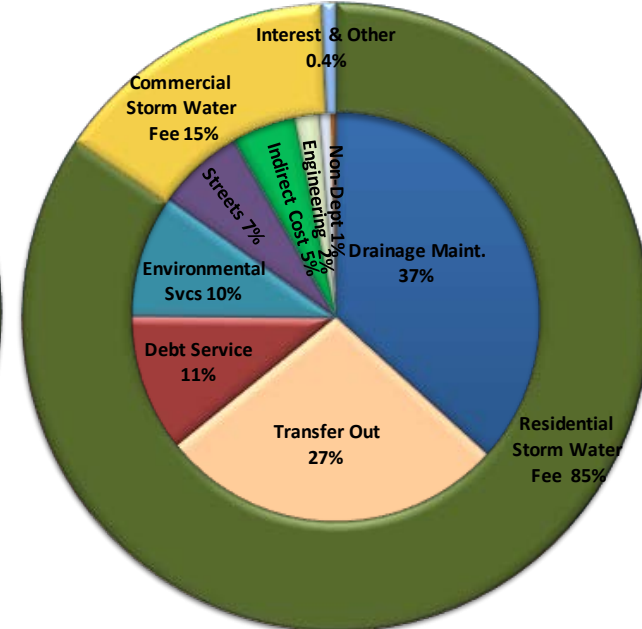
Total Revenues = \$2,619,037  
Total Expenses = \$2,629,337

**FY 2017 Estimated Actual**



Total Revenues = \$4,118,534  
Total Expenses = \$4,149,461

**FY 2018 Proposed Budget**



Total Revenues = \$4,220,262  
Total Expenses = \$4,970,262



# Drainage Utility Fund

## Revenue Budget

---

	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Estimated Actual 2017</b>	<b>Proposed Budget 2018</b>
Residential Fees	\$ 3,411,392	\$ 3,463,852	\$ 3,479,620	\$ 3,565,567
Commercial Fees	597,419	595,000	609,368	624,419
Interest and Other	28,967	13,600	29,546	30,276
Intergovernmental	6,570	-	-	-
<b>Total Revenues</b>	<b>\$ 4,044,349</b>	<b>\$ 4,072,452</b>	<b>\$ 4,118,534</b>	<b>\$ 4,220,262</b>





# Drainage Utility Fund Rates

---

No change in fees.



# Drainage Utility Fund

## User Fee Rates

---

### DRAINAGE UTILITY RATES

#### **Residential Property:**

Single family	\$	6.00
Duplex		9.89
Multi-family (three or more units) per unit		4.88
- maximum		300.00

#### **Non-Residential Property:**

##### Based on Lot or Parcel Size:

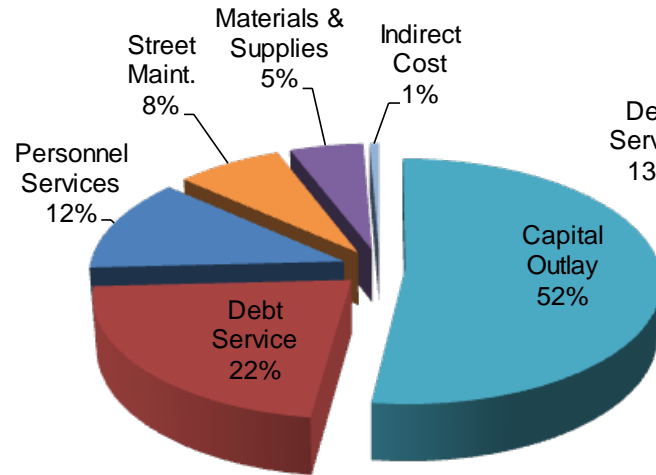
Less than 10,001 square feet	\$	8.30
10,001 to 50,000 square feet		17.51
50,001 to 100,000 square feet		26.28
100,001 to 200,000 square feet		52.56
200,001 to 350,000 square feet		96.36
350,001 to 700,000 square feet		140.16
700,001 to 1,000,000 square feet		192.72
More than 1,000,000 square feet		306.59



# Drainage Utility Fund

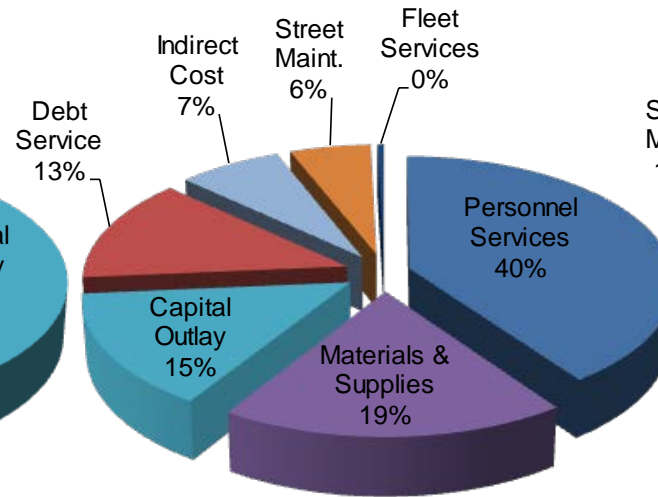
## Expense Categories

**FY 2007 Actual**



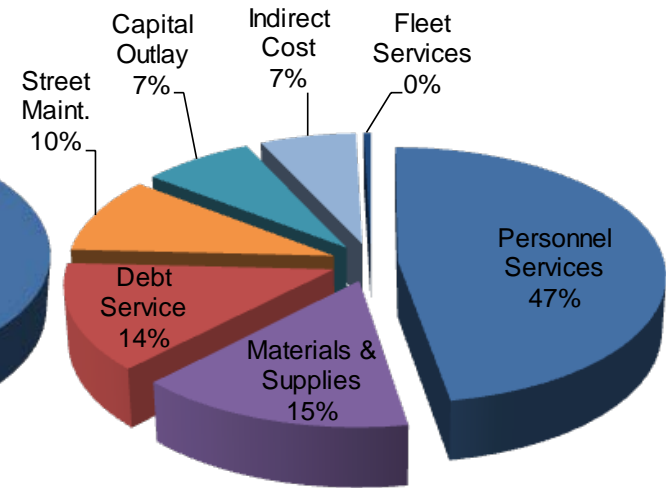
**Total Revenues = \$2,619,037**  
**Total Expenses = \$2,629,337**

**FY 2017 Estimated Actual**



**Total Revenues = \$4,118,534**  
**Total Expenses = \$4,149,461**

**FY 2018 Proposed Budget**



**Total Revenues = \$4,220,262**  
**Total Expenses = \$4,970,262**



# Drainage Utility Fund

## Expense Budget

	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Estimated Actual 2017</b>	<b>Proposed Budget 2018</b>
Drainage Maintenance	\$ 1,813,843	\$ 1,296,213	\$ 1,916,989	\$ 1,824,380
Transfer Out	-	-	-	1,368,757
Debt Service	550,537	550,741	550,741	541,341
Environmental Services	137,040	294,222	345,173	481,179
Streets	133,703	230,620	230,620	341,687
Indirect Cost	287,699	295,216	295,216	251,427
Engineering	439,475	680,466	580,260	97,243
Non-Departmental	42,849	65,618	50,398	49,524
Public Works	13,861	13,730	10,139	14,724
Fleet and Fleet Services	-	18,286	-	-
Information Technology	51,971	118,587	95,174	-
Human Resources	13,340	6,000	3,550	-
Transportation	-	92,385	71,200	-
<b>Total Expenses</b>	<b>\$ 3,484,319</b>	<b>\$ 3,662,084</b>	<b>\$ 4,149,461</b>	<b>\$ 4,970,262</b>



# Drainage Utility Fund

## Fund Balance

---

	<b>FY 2016 Actual</b>	<b>FY 2017 Amended Budget</b>	<b>FY 2017 Estimated Actual</b>	<b>FY 2018 Proposed Budget</b>
Beginning Fund Balance	\$ 3,950,547	\$ 4,510,577	\$ 4,510,577	\$ 4,479,650
Revenues	4,044,349	4,072,452	4,118,534	4,220,262
Expenses	<u>3,484,319</u>	<u>4,324,264</u>	<u>4,149,461</u>	<u>4,970,262</u>
Net Change in Fund Balance	<u>560,030</u>	<u>(251,812)</u>	<u>(30,927)</u>	<u>(750,000)</u>
Ending Fund Balance	<u>\$ 4,510,577</u>	<u>\$ 4,258,765</u>	<u>\$ 4,479,650</u>	<u>\$ 3,729,650</u>
Fund Balance Percent	153.75%	123.18%	129.57%	103.35%



# Drainage Utility Fund

## Staffing

---

	<b>Actual FY 2015-16</b>	<b>Budgeted FY 2016-17</b>	<b>Estimated Actual FY 2016-17</b>	<b>Proposed FY 2017-18</b>
FTEs	40.50	40.55	40.55	43.27



# Drainage Utility Fund

## Staffing by Department

---

<b>Department</b>	<b>Estimated Actual FY 2017</b>	<b>Budgeted FY 2018</b>	<b>Difference</b>
Drainage Maintenance	35.95	34.14	-1.81
Environmental Services	1.20	5.20	4.00
Streets	0.00	2.00	2.00
Engineering	3.30	1.28	-2.02
Mowing	0.00	0.50	0.50
Public Works	0.10	0.15	0.05
Total FTEs	40.55	43.27	2.72



# Drainage Utility Fund

## Change in Staffing

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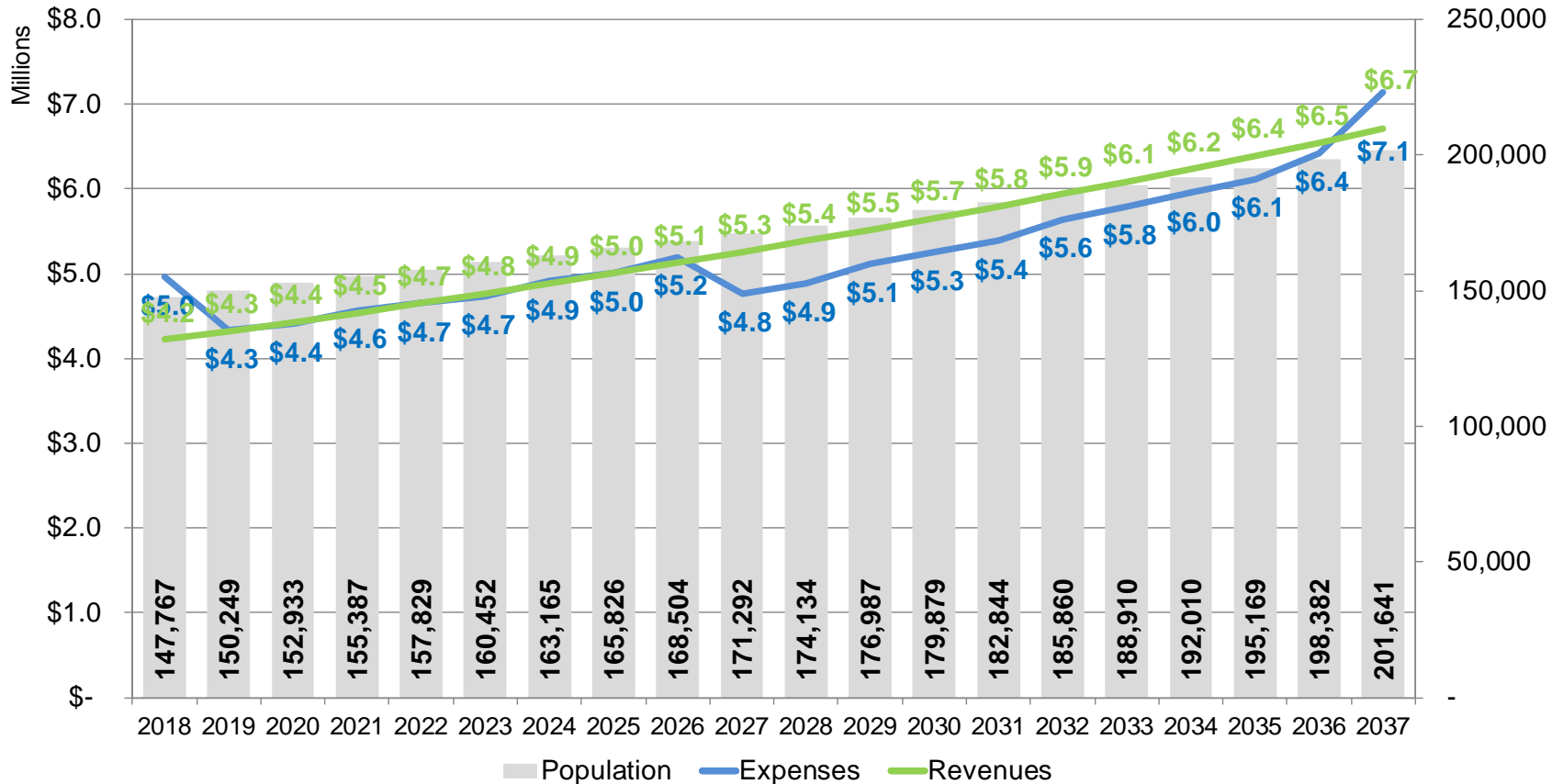
<b>Department</b>	<b>FTE Change</b>	<b>Vacant</b>	<b>Filled*</b>
Public Works	-0.08	-0.08	0.00

\*Budgeted through January 31, 2018





# Drainage Utility Fund Long-Term Projections



# City Manager's Comments

