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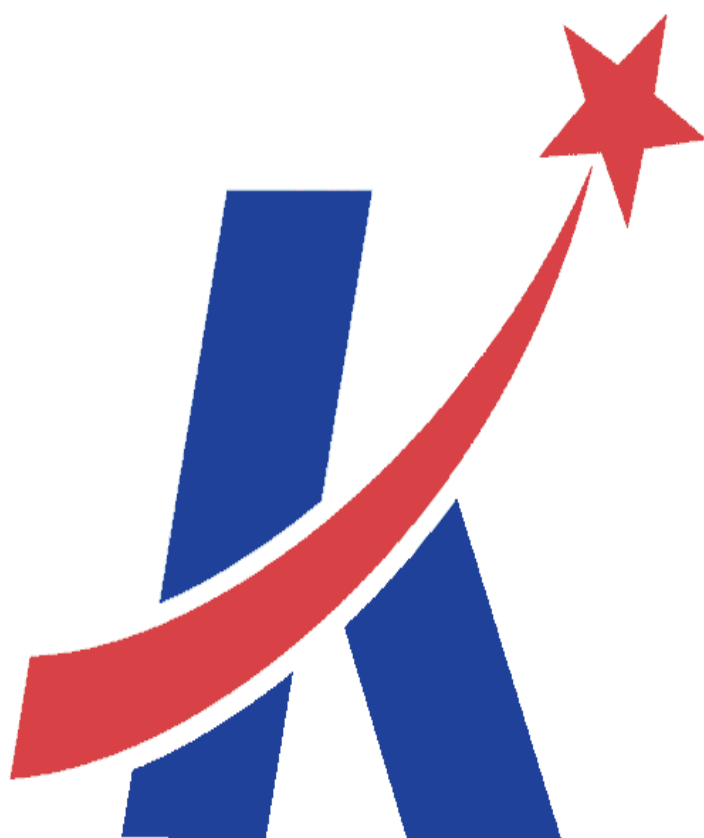
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Multiple Funds

Building Services



FY 2018 Proposed Budget Presentation

Fund: Multiple Funds

Department: Community Development

Division: Building Services

Mission

The mission of the Building Services Division is to repair and maintain plumbing, electrical, and HVAC systems for the City's facilities.



Mission Elements

- ☐ Repair and maintain life safety components:
 - ☐ Plumbing systems.
 - ☐ Electrical systems.
 - ☐ HVAC systems.



By the Numbers:

- ❑ Building Services Routine/Emergency Maintenance
- ❑ Square footage of major buildings maintained: 791,393 SF
- ❑ Square footage of minor buildings maintained. 130,000 SF
- ❑ Maintenance budget: \$654,000 \$ 0.70PSF
- ❑ Work order requests: 1,200
- ❑ Elevators maintained: 12
- ❑ Fire Alarms maintained: 24
- ❑ Fire sprinkler systems: 7



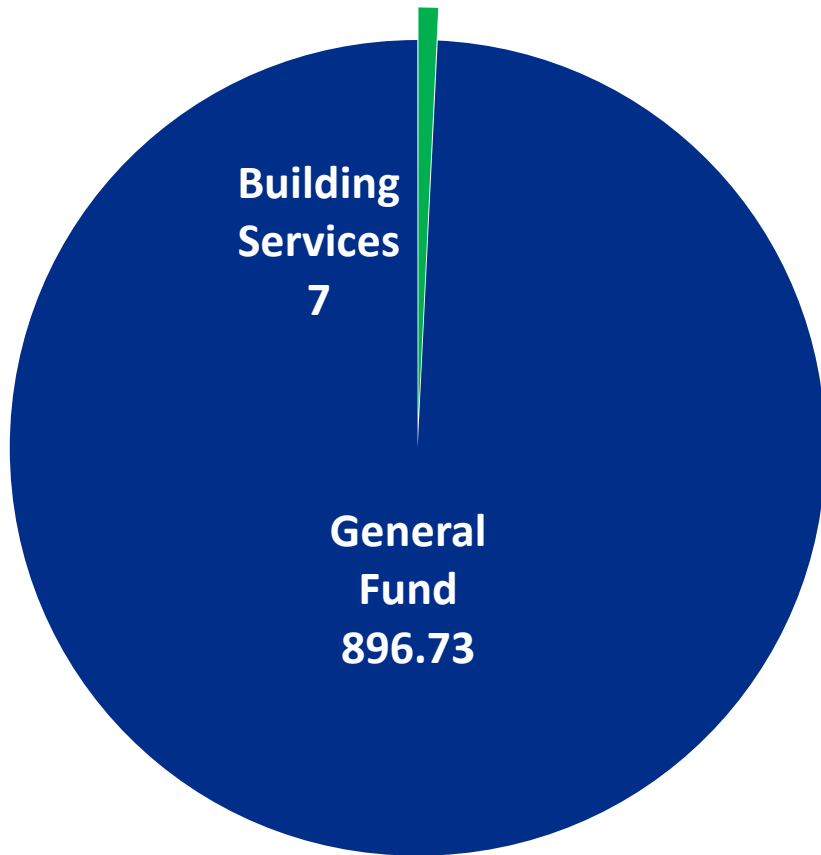
Goals for FY 17/18

- ☐ Implement an HVAC replacement plan with regards to R22 refrigerant phase out.
- ☐ Maintain City facilities.
- ☐ Respond to work orders in a timely manner to satisfy end-users.
- ☐ Maintain elevators, fire alarm systems, and safety equipment.

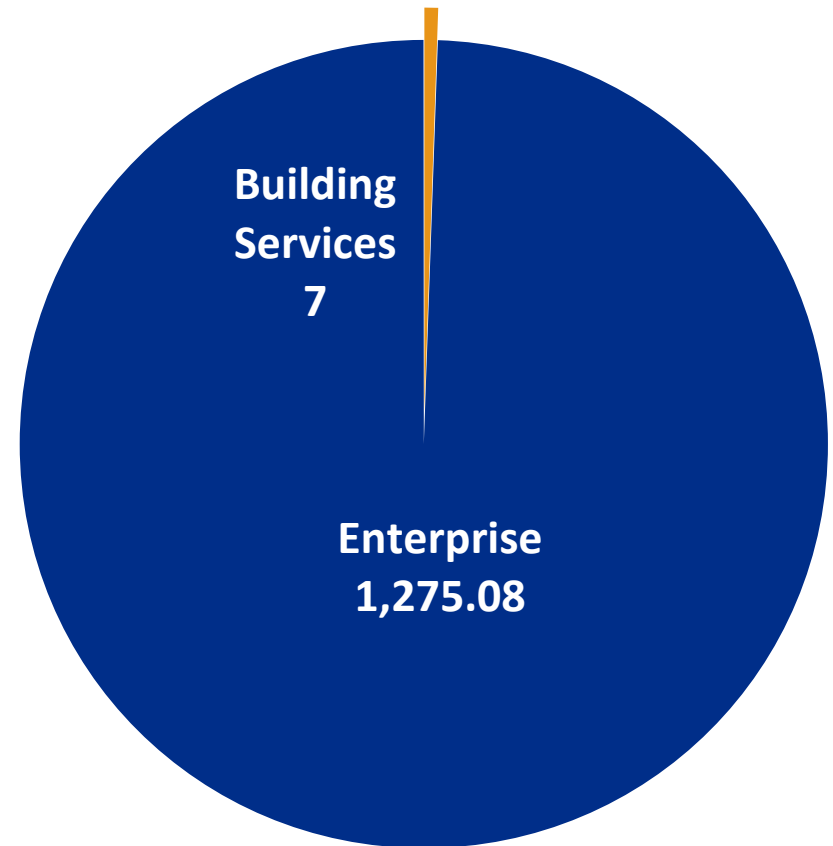


How Building Services Fits in the Enterprise in FY 17/18 – Staffing

0.77% of FTEs in Fund
FTEs in the General Fund



0.55% of FTEs in Enterprise
FTEs in All Funds

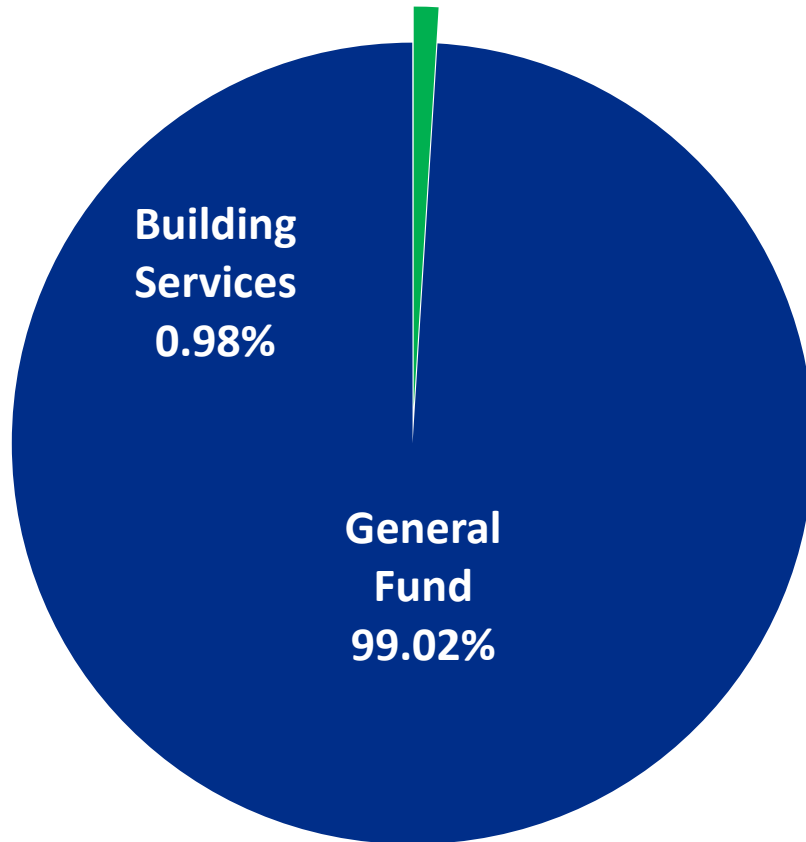


Building Services FTEs = 7
General Fund FTEs = 903.73

All Funds FTEs = 1,282.08

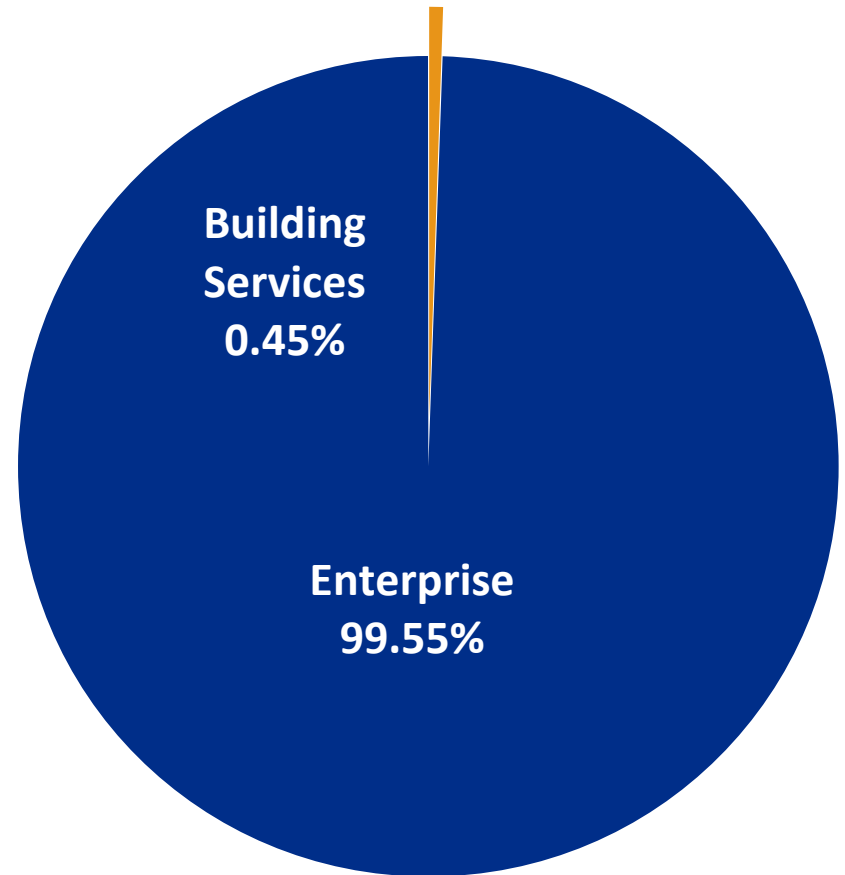
How Building Services Fits in the Enterprise in FY 17/18 – Budget

0.98% of Expenses in Fund
Expenses in the General Fund



Building Services Expense =
\$807,082
General Fund = \$82,128,036

0.45% of Expenses in Enterprise
Expenses in All Funds



All Funds = \$180,214,576



Staffing

	Budgeted FY15/16	Budgeted FY 16/17	Proposed FY 17/18
FTEs	7	7	7



Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18*
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
General Fund	814,165	767,437	798,371	807,082
Solid Waste Fund	21,358	19,500	19,500	-
Water & Sewer Fund	58,771	66,100	66,100	-
Total	\$ 894,294	\$ 853,037	\$ 883,971	\$ 807,082
=Base request				\$ 807,082
+Decision Packages - From Additional Revenue				-
+Decision Packages - From General Fund				-
=Total				\$ 807,082

*Enterprise Funds will pay for Building Services thru a Direct Cost Allocation



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ 349,851	\$ 347,867	\$ 347,867	\$ 364,827
• Materials & Supplies	525,422	489,670	521,104	427,255
• Contracts	19,021	15,500	15,000	15,000
• Capital Outlay	-	-	-	-
Total	\$ 894,294	\$ 853,037	\$ 883,971	\$ 807,082
=Base request				\$ 807,082
+Decision packages				-
=Total				\$ 807,082



Explanation of Expense Variance

- ❑ Reduced maintenance account by \$17,229.
- ❑ Reduced electrical maintenance account by \$15,816.
- ❑ Reduced HVAC maintenance account by \$15,786.
- ❑ Reduced various other supply and repair accounts to meet budget target.



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
HVAC Upgrade ¹	1	\$389,000 GF \$11,000 HOT \$5,500 SW \$12,500 WS	\$0	\$389,000 GF \$11,000 HOT \$5,500 SW \$12,500 WS
Total Decision Packages		\$418,000	\$0	\$418,000
¹ To be funded in Capital Maintenance				



City Manager's Comments



Human Resources



FY 2018 Proposed Budget Presentation

Funds: Multiple Funds

Department: Human Resources

Division: Human Resources

Mission

The Human Resources mission is to recruit, train, engage, and retain a diverse, valuable, and safe workforce.



Mission Elements

- ☐ Manage recruitment, testing, and selection process.
- ☐ Train and develop the workforce.
- ☐ Manage a fair classification and compensation plan.
- ☐ Manage employee benefit programs.
- ☐ Manage employee performance appraisals and recognition programs.
- ☐ Manage employee records.
- ☐ Oversee the disciplinary process and compliance with employment policy.



By the Numbers:

❑ Manage recruitment, testing, and selection process:

❑ Application intake (6,176 applications screened per HRG)	18,530
❑ Hires (15% of workforce)	194
❑ Turnover Rate	
❑ Overall (212 of 1,357 employees resigned)	15.62%
❑ General employees (182 of 847 employees resigned)	21.49%
❑ Civil Service employees	
❑ Fire Department (13 of 230 employees resigned)	5.65%
❑ Police Department (17 of 280 employees resigned)	6.07%

❑ Train and develop the workforce:

❑ Employees attended various training opportunities	1,229
❑ Employees completed discipline documentation training	188



By the Numbers:

☐ Manage a fair classification and compensation plan.

☐ Number of Employees furthest from 5% from market:

☐ General Fund: 852 employees ; cost: \$3,626,219

☐ Enterprise /Other Fund: 332 employees ; cost: \$1,503,318

☐ Three Pay Plans:

☐ General employees

☐ Civil Service Fire Department

☐ Civil Service Police Department

☐ Manage employee benefit programs.

☐ Healthcare members completed biometrics/wellness assessments: 742

☐ Healthcare non-members participated in biometrics/wellness assessments: 45

☐ Flu shots administered at work (employees and family): 124

☐ Employees participated in boot camp: 104

☐ Employees signed up for City gym membership: 648



By the Numbers:

- ❑ Manage employee performance appraisals and recognition programs.
 - ❑ Number of job descriptions: 420
 - ❑ Employee Classification
 - ❑ Number of Exempt Employees: 145
 - ❑ Number of Non-Exempt Employees: 1,084
- ❑ Manage employee records.
 - ❑ Purge of archived employee files: 6,000
- ❑ Oversee the disciplinary process and compliance with employment policy.
 - ❑ Terminations due to disciplinary and/or non-compliance: 19



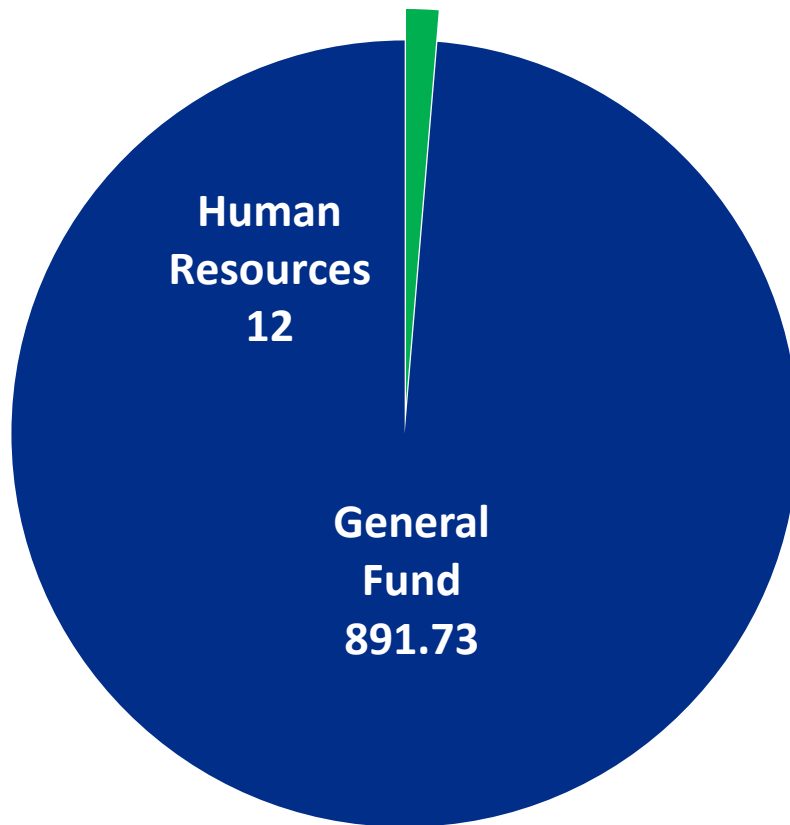
Goals for FY 17/18

- ☐ Compensation System.
- ☐ Study the self-funding option for healthcare.
- ☐ Address appraisal system redesigned to support performance plans.
- ☐ Continued focus on wellness to include:
 - ☐ Smoking cessation
 - ☐ Obesity

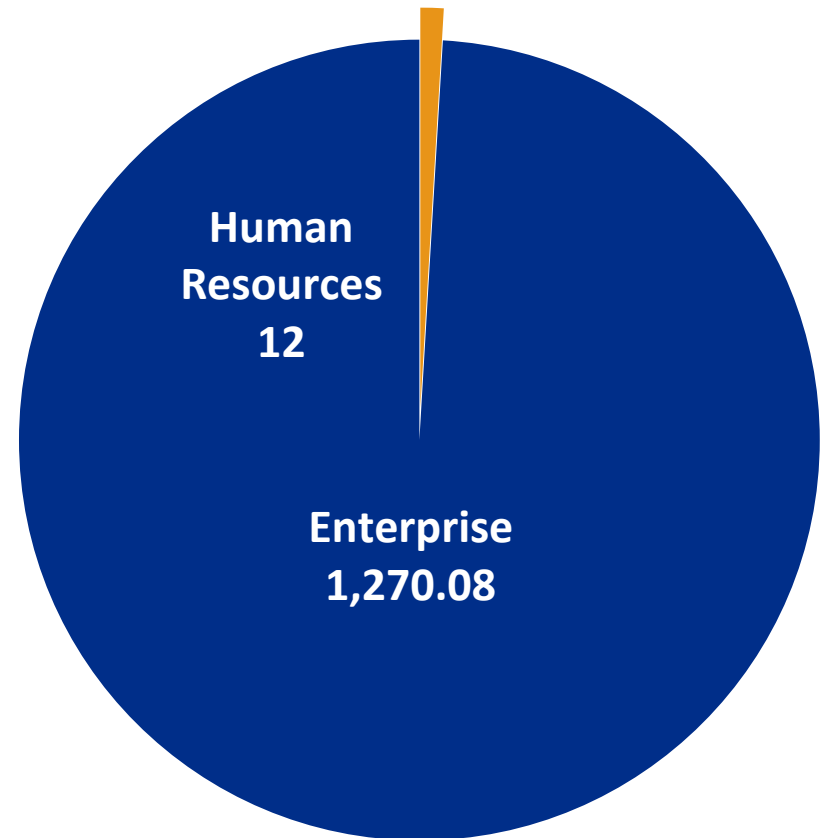


How Human Resources Fits in the Enterprise in FY 17/18 – Staffing

1.33% of FTEs in Fund
FTEs in the General Fund



0.94% of FTEs in Enterprise
FTEs in All Funds

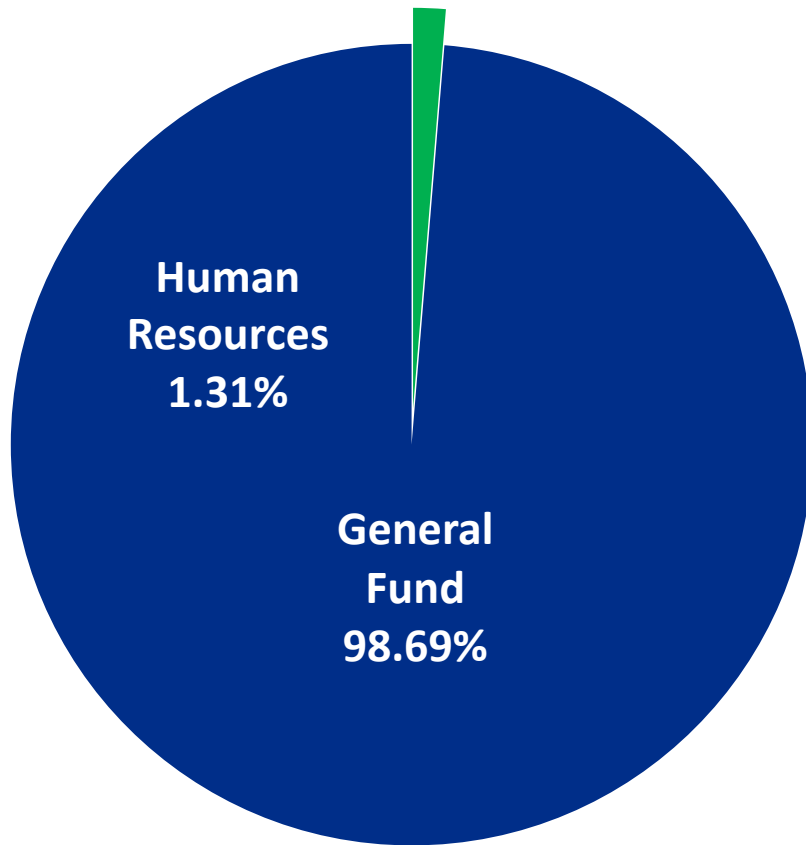


Human Resources FTEs = 12
General Fund FTEs = 903.73

All Funds FTEs = 1,282.08

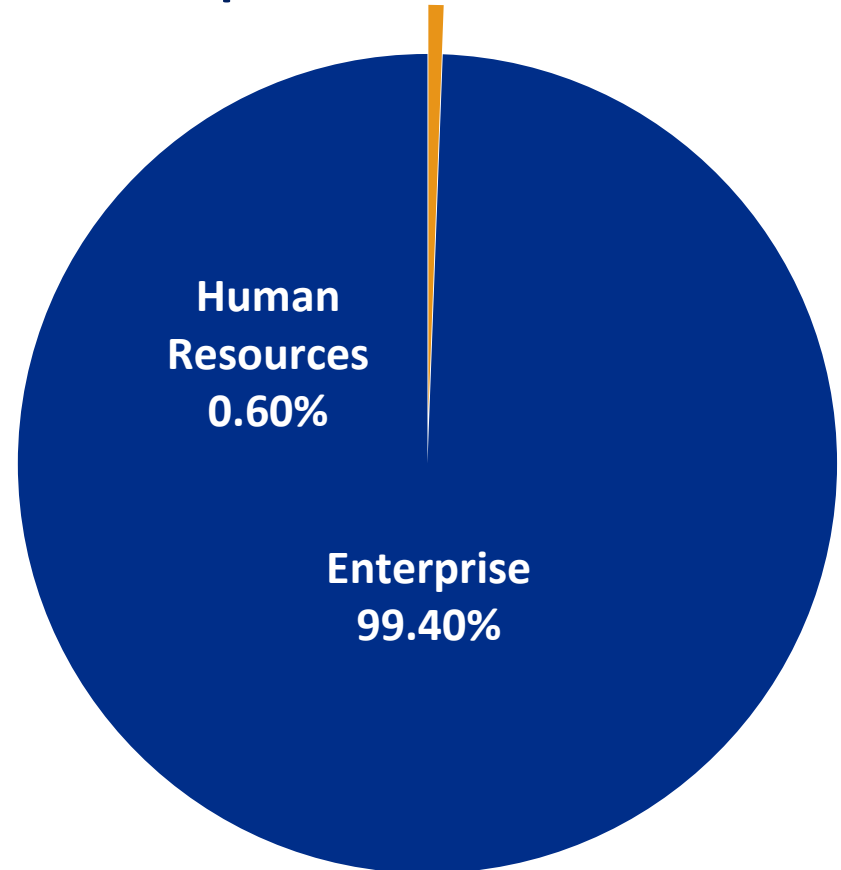
How Human Resources Fits in the Enterprise in FY 17/18 – Budget

1.31% of Expenses in Fund
Expenses in the General Fund



Human Resources Expense =
\$1,072,945
General Fund = \$82,128,036

0.60% of Expenses in Enterprise
Expenses in All Funds



All Funds = \$180,214,576



Staffing

	Budgeted FY15/16	Budgeted FY 16/17	Proposed FY 17/18
FTEs	14	13	12

FY 2017

Unfunded Risk Manager position.

FY 2018

Transfer Worker Compensation Specialist to Risk Management Division.



Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18*
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
General Fund	1,030,498	1,136,841	1,071,459	1,072,945
Aviation Fund	718	4,000	4,000	-
Drainage Fund	13,340	6,000	6,000	-
Solid Waste Fund	5,479	14,000	14,000	-
Water & Sewer Fund	13,447	18,000	18,000	-
Total	\$ 1,063,482	\$ 1,178,841	\$ 1,113,459	\$ 1,072,945
=Base request				\$ 1,072,945
+Decision Packages - From Additional Revenue				-
+Decision Packages - From General Fund				-
=Total				\$ 1,072,945

*Enterprise Funds will pay for Human Resources thru a Direct Cost Allocation



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ 689,833	\$ 751,511	\$ 751,511	\$ 702,745
• Materials & Supplies	69,880	87,849	63,234	80,268
• Contracts	189,250	187,290	178,533	189,875
• Legal & Public Notices	1,206	29,891	20,261	12,228
• Medical & Chemical	56,580	57,600	54,753	41,250
• Unemployment Reimburse	56,733	64,700	45,167	46,579
• Capital Outlay	-	-	-	-
Total	\$ 1,063,482	\$ 1,178,841	\$ 1,113,459	\$ 1,072,945
=Base request				\$ 1,072,945
+Decision packages				-
=Total				\$ 1,072,945



Explanation of Expense Variance

- ☐ Decreased the following accounts due to a reduced budget target:
 - ☐ Employment physicals.
 - ☐ Civil service & bilingual testing.
 - ☐ Advertising for employment.
 - ☐ Service awards.



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
Budget cuts from HR operating cost to meet budget cap	Option 1 (HR)	\$59,293	\$0	\$59,293
Add new position – Wellness Coordinator	Option 2 (HR)	58,498	0	58,498
Add new position – Professional Learning & Development Coordinator	Option 3 (HR)	56,958	0	56,958
Total Decision Packages		\$174,749	\$0	\$174,749



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Cost to bring 187 employees that are 27.27% - 6.10% below market to 5% below market (2014 study)	Priority 1 (Option 1 of 4) (City)	\$425,297 (GF) \$438,970 (EF) \$8,690(SRF)	\$0	\$872,957
Breakdown by Fund: General Fund (010) Aviation (525) Drainage Utility (575) Solid Waste (540) Water & Sewer (550) Special Revenue Fund (214)		\$425,297 33,785 1,537 16,022 387,626 8,690		
Plan for future funding to TMRS 1 st of 5 year funding plan. Total \$4.4 million	Option 2 (City)	880,000	0	880,000
Total Decision Packages		\$1,752,957	\$0	\$1,752,957



City Manager's Comments



Municipal Court



FY 2018 Proposed Budget Presentation

Funds: Multiple Funds

Department: City Council

Division: Municipal Court

Mission

The Municipal Court Department's mission is to provide citizens with a fair and impartial Court for the adjudication of all cases brought before the Court.



Mission Elements

- ❑ The Judges shall uphold the integrity and independence of the Judiciary (Canon 1 of Judicial Conduct).
- ❑ The Judges shall preside over and rule on cases in Municipal Court and dispose of all judicial matters promptly, efficiently, and fairly (Canon 9 of Judicial conduct).
- ❑ The Judges shall magistrate defendants arrested by City police, set bonds, issue warrants, Emergency Protective Orders, impartially and diligently.



Mission Elements

- ☐ Manage the administration of the Court including dockets, records, fine collections, service of warrants, court room safety.
- ☐ Juvenile Case management.



By the Numbers

<input type="checkbox"/> Uphold the integrity and independence of the Judiciary (Canon 1 of Judicial Conduct)	<u>FY16</u>	<u>FY17</u>
<input type="checkbox"/> Valid complaints filed:	0	0
<input type="checkbox"/> Dispose of all judicial matters promptly, efficiently, and fairly (Canon 9 of Judicial conduct)		
<input type="checkbox"/> Age of disposed cases –		
<input type="checkbox"/> Less than 30 days:	20%	20%
<input type="checkbox"/> Less than 90 days:	26%	10%
<input type="checkbox"/> Less than 180 days:	54%	70%
<input type="checkbox"/> Magistrate defendants		
<input type="checkbox"/> Number of magistrate search warrants issued (other than class C misdemeanors):	88	120
<input type="checkbox"/> Number of Emergency Protective Orders issued:	5	10



By the Numbers

<input type="checkbox"/> Manage the administration of the Court including dockets, records, fine collections, service of warrants, court room safety	<u>FY16</u>	<u>FY17</u>
<input type="checkbox"/> Number of violations	28,979	20,251
<input type="checkbox"/> Post dockets online or in the court lobby every day:	100%	100%
<input type="checkbox"/> Perform quality control of case files to ensure accuracy:	100%	100%
<input type="checkbox"/> Reports to state agencies timely in accordance with statutory requirements:	100%	100%
<input type="checkbox"/> Process notices, summons, and warrants for judicial review within 90 days on cases out of compliance:	no statistical data available	
<input type="checkbox"/> Number of class C misdemeanor warrants issued and served or recalled		
<input type="checkbox"/> Issued:	1,823	1,500
<input type="checkbox"/> Recalled/served:	5,883	1,897



By the Numbers

<input type="checkbox"/> Report all security breaches to the Office of Court Administration within three days	<u>FY16</u>	<u>FY17</u>
<input type="checkbox"/> Number of incidents	1	1
<input type="checkbox"/> Provide quarterly training to staff:	Yes	Yes
<input type="checkbox"/> Juvenile Case management		
<input type="checkbox"/> Intake evaluation on all juvenile penal violations:	65%	85%
<input type="checkbox"/> Docket all cases within 30 days of filing:	100%	100%
<input type="checkbox"/> Success rate for completion of Teen Court:	91%	95%



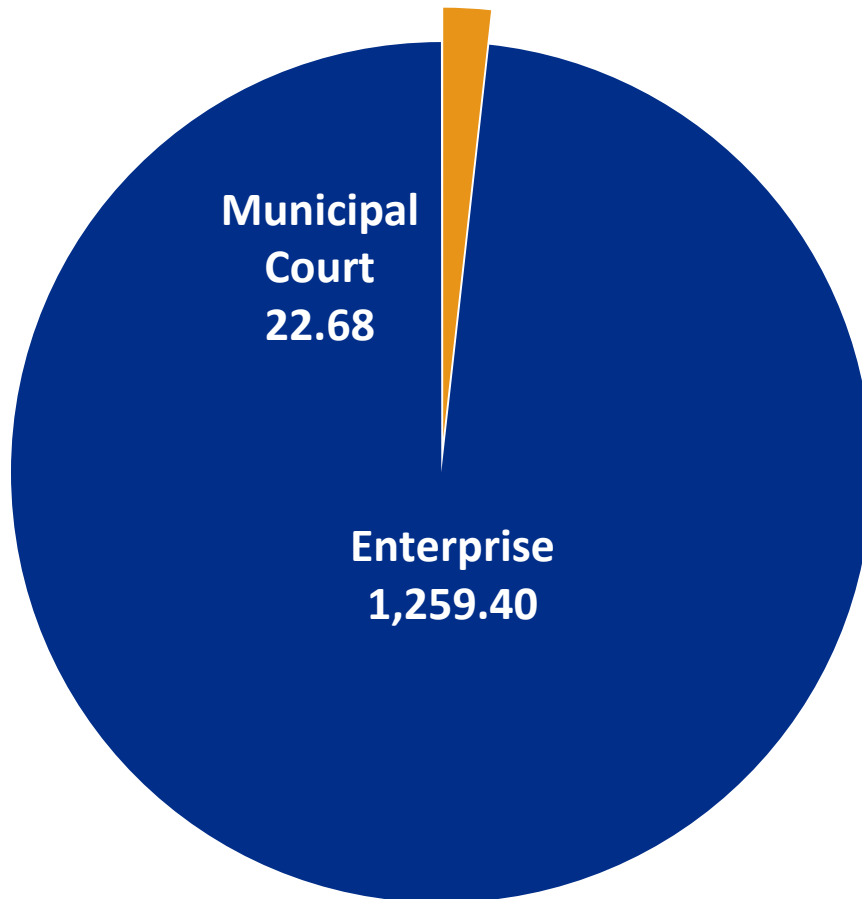
Goals for FY 17/18

- ☐ Continuously improve the efficiency of the Court in the resolution of cases and enforcement of compliance.
- ☐ Continue to develop relationships with community organizations willing to supervise juvenile and adult court ordered community service.
- ☐ Community outreach to reduce crime and improve traffic safety.
- ☐ Manage the juvenile docket to provide for positive reinforcement for reformation of delinquency, to seek social services for troubled teens, and to provide for a Teen Court with well trained teen participants.

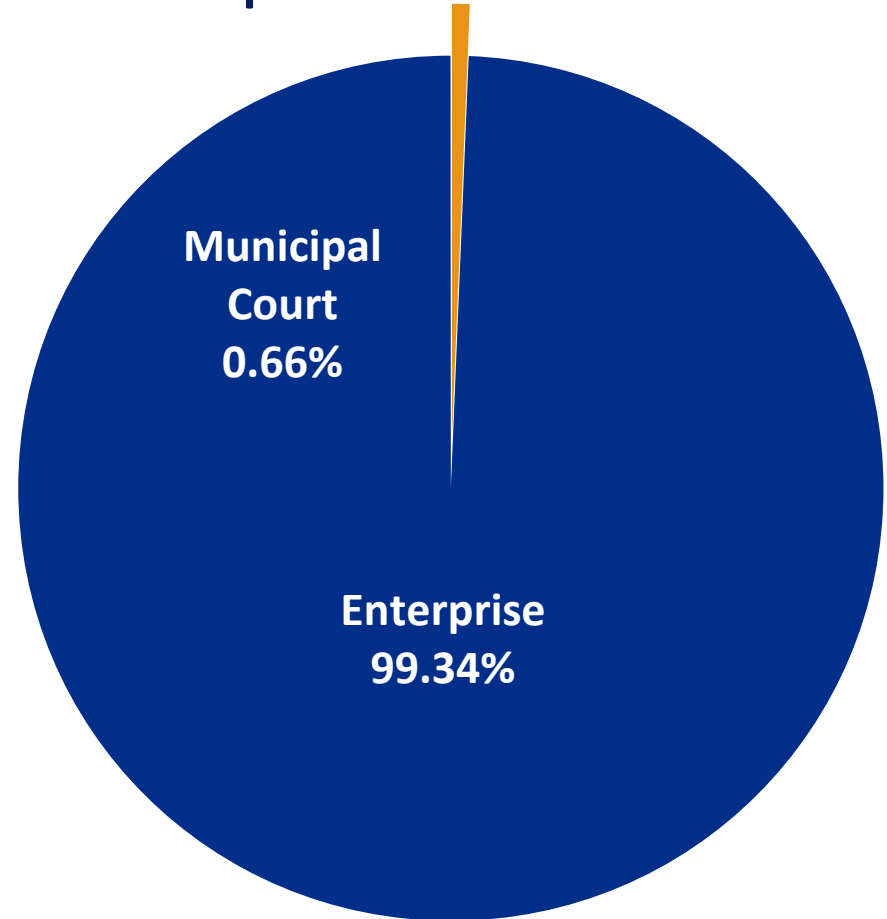


How Municipal Court Fits in the Enterprise in FY 17/18 – Staffing & Budget

1.77% of FTEs in Enterprise
FTEs in All Funds



0.66% of Expenses in Enterprise
Expenses in All Funds



All Funds FTEs = 1,282.08

All Funds = \$180,214,576

Staffing

FTEs by Fund	Budgeted FY15/16	Budgeted FY 16/17	Proposed FY 17/18
General	23	22	19.68
Court Security	1	1	1
Juvenile Case Manager	2	2	2
Total	26	25	22.68

FY 2018

Unfunded Compliance Collections Manager – Filled (funded until 1/31/2018).

Unfunded Deputy Court Clerk – Vacant.

Unfunded Deputy City Marshal – Filled (funded until 1/31/2018).



Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ 3,240,068	\$ 2,944,418	\$ 2,891,559	\$ 2,851,871
Grants	-	-	-	-
From General Fund	-	-	-	-
(To) General Fund	(2,300,906)	(2,012,505)	(1,976,614)	(1,939,040)
Total	\$ 939,162	\$ 931,913	\$ 914,945	\$ 912,831
=Base request				\$ 912,831
+Decision Packages - From Additional Revenue				-
+Decision Packages - From General Fund				39,952
=Total				\$ 952,783



Explanation of Revenue Variance

- ❑ Fines decreased slightly; however, there was a 23% decrease in the number of violations filed in FY 17.
- ❑ SB 1913, regarding the financial status of defendants and their ability to pay, passed the house and senate and is expected to be signed by the Governor. This bill will dictate to the courts certain guidelines for granting community service to defendants. The court expects this to have an impact on the amount of fines actually collected.



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ 869,672	\$ 852,896	\$ 836,421	\$ 829,612
• Materials & Supplies	21,961	26,534	25,656	29,529
• Contracts	47,529	52,483	52,868	53,690
• Capital Outlay	-	-	-	-
Total	\$ 939,162	\$ 931,913	\$ 914,945	\$ 912,831
=Base request				\$ 912,831
+Decision packages				39,952
=Total				\$ 952,783



Explanation of Expense Variance

- ☐ Unfunded (3) positions.
- ☐ Reduced the following accounts:
 - ☐ Travel and training.
 - ☐ Computer equipment.
 - ☐ Maintenance of receipt printers and cash drawers (maintenance cost more than purchasing replacement item).



Special Revenue Funds Municipal Court



Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Court Security Fund	\$ 57,533	\$ 64,084	\$ 53,120	\$ 36,721
From Court Security Fund	-	-	-	8,291
(To) Court Security Fund	(14,804)	(15,962)	(11,383)	-
Court Technology Fund	75,573	81,578	65,079	45,684
From Court Technology Fund	41,229	76,622	49,762	43,744
(To) Court Technology Fund	-	-	-	-
Juvenile Case Manager Fund	112,262	121,237	97,608	68,775
From Juvenile Case Mgr Fund	-	-	-	29,733
(To) Juvenile Case Mgr Fund	(27,591)	(31,272)	(9,810)	-
Teen Court Fund	3,022	3,520	2,454	1,724
From Teen Court Fund	-	269	778	596
(To) Teen Court Fund	(369)	-	-	-
Total	\$ 246,855	\$ 300,076	\$ 247,608	\$ 235,268
=Base request				\$ 235,268
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Special Revenue Funds				-
=Total				\$ 235,268



Explanation of Revenue Variance

- ❑ Approximate 23% decrease in the amount of violations filed.
- ❑ SB 1913, regarding the financial status of defendants and their ability to pay, passed the house and senate and is expected to be signed by the Governor. This bill will dictate to the courts certain guidelines for granting community service to defendants and the waiver of court fines and fees. The court expects this to have an impact on the amount of fees actually collected.



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ 112,476	\$ 111,344	\$ 111,344	\$ 123,069
• Materials & Supplies	134,379	188,732	136,264	112,199
• Capital Outlay	-	-	-	-
Total	\$ 246,855	\$ 300,076	\$ 247,608	\$ 235,268
=Base request				\$ 235,268
+Decision packages				-
=Total				\$ 235,268



Explanation of Expense Variance

- ❑ Allocated less funds to be spent on training, travel, computer equipment, and technology maintenance.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Reclassify Clerk of the Court to Court Administrator	4	\$39,952	\$0	\$39,952
Total Decision Packages		\$39,952	\$0	\$39,952



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Reinstate Deputy City Marshal position	1	\$44,617	\$0	\$44,617
Reinstate Deputy Court Clerk position	2	29,782	0	29,782
Reinstate Compliance/Collection Manager position	3	58,445	0	58,445
Total Decision Packages		\$132,844	\$0	\$132,844



City Manager's Comments



Non-Departmental



FY 2018 Proposed Budget Presentation

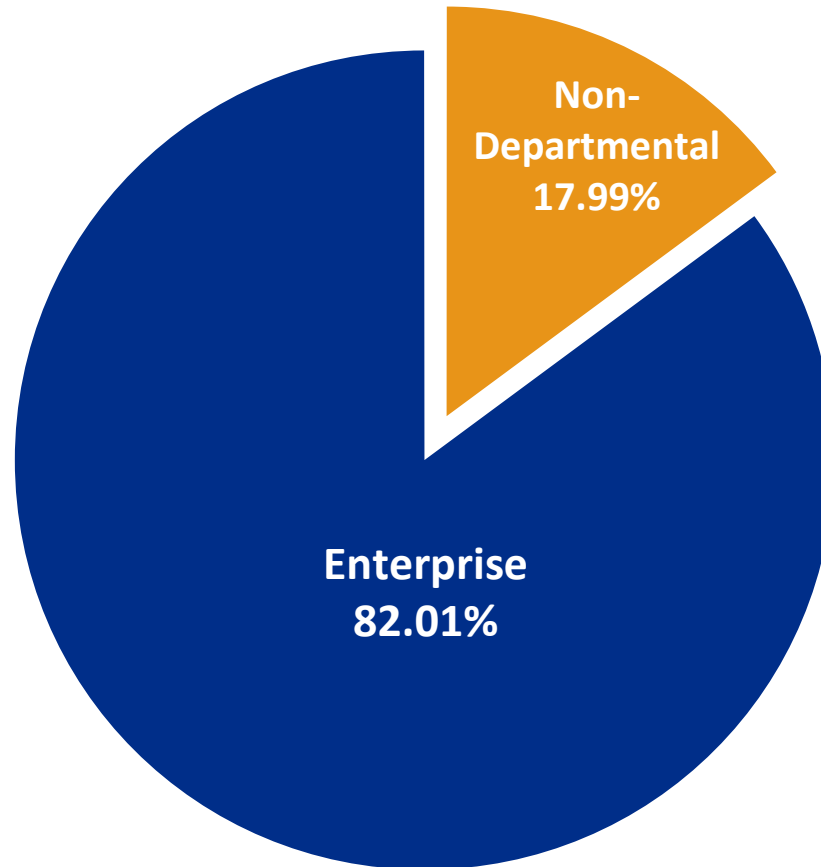
Funds: Multiple Funds

Department: Non-Departmental

Division: Non-Departmental

How Non-Departmental Fits in the Enterprise in FY 17/18 – Budget

17.99% of Expenses in Enterprise
Expenses in All Funds



All Funds = \$180,214,576



Revenue Budget – General Fund

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ 756	\$ 500	\$ 500	\$ 500
Grants	-	-	-	-
From General Fund	3,763,473	2,595,953	2,646,206	10,268,991
Total	\$ 3,764,229	\$ 2,596,453	\$ 2,646,706	\$ 10,269,491



Expense Budget – General Fund

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Transfer to Fleet Equipment Repl.	\$ -	\$ -	\$ -	\$ 2,395,660
• Transfer to General Fund CIP	-	-	-	1,543,971
• Bell County Comm Ctr	1,152,336	865,548	965,548	1,469,885
• Transfer to Information Technology	-	-	-	1,039,263
• Transfer to Risk Management	-	-	-	781,808
• Transfer to Fleet Services	-	-	-	672,798
• Tax Appraisal District	427,250	-	-	461,523
• KEDC & Chamber	712,729	362,527	362,527	362,527
• Bell County Health District	308,293	308,293	308,293	331,368
• Separation Pay	-	-	-	300,000
• Consulting/Contingency	9,054	25,000	25,000	298,279
• City Hall [utilities]	290,404	259,591	259,591	164,591
• Hill Country Transit (HOP)	172,820	195,981	195,981	120,850
• Killeen Volunteers, Inc. (KVI)	160,000	100,000	100,000	100,000
• Other/Bad Debt	171,803	64,000	64,000	64,000
• Audit	57,190	59,432	59,432	60,000
• Municipal Annex [utilities, copier lease]	48,840	52,468	52,468	52,468
• Elderly Transportation	49,389	50,000	50,000	50,000
• Help Center Utilities	756	500	500	500
• Liability Insurance	203,365	253,113	203,366	-
Total	\$ 3,764,229	\$ 2,596,453	\$ 2,646,706	\$ 10,269,491



Explanation of Expense Variance

- ☐ Absorb entire cost of Bell County Communications Center due to elimination of the Photo Red Light Enforcement program.
- ☐ Realigned Tax Appraisal District of Bell County from Finance Department to Non-Departmental.
- ☐ Realigned separation pay for General Fund employees from departments to Non-Departmental.
- ☐ Realigned funds for consulting services from City Manager Department to Non-Departmental.
- ☐ Increase in liability insurance premiums due to higher losses.
- ☐ Transfers for:
 - ☐ Capital Improvement Program
 - ☐ Internal Service Funds



Revenue Budget – W&S Fund

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Water & Sewer Fund	10,600,255	7,264,854	7,241,307	8,914,830
Total	\$ 10,600,255	\$ 7,264,854	\$ 7,241,307	\$ 8,914,830



Expense Budget – W&S Fund

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Franchise Fees	\$ 3,463,818	\$ 3,495,308	\$ 3,495,308	\$ 3,630,243
• Indirect Cost Allocation	3,229,355	2,833,783	2,833,783	2,503,524
• Transfer to Information Technology	-	-	-	1,149,764
• Transfer to Fleet Equipment Repl.	2,800,000	-	-	497,000
• KEDC & Chamber	712,729	362,527	362,527	362,527
• Other/Bad Debt	255,880	331,223	331,223	305,814
• Transfer to Risk Management	-	-	-	158,723
• Transfer to Fleet Services	-	-	-	95,087
• Direct Cost Allocation [HR, Building Svcs]	-	-	-	82,082
• Contingency	1,053	80,000	80,000	80,000
• Separation Pay	-	-	-	30,066
• Audit	26,659	27,704	27,704	20,000
• Liability Insurance	110,761	134,309	110,762	-
Total	\$ 10,600,255	\$ 7,264,854	\$ 7,241,307	\$ 8,914,830



Explanation of Expense Variance

- ☐ Increase in franchise fees.
- ☐ Decrease in indirect cost allocation.
- ☐ Realigned separation pay for Water & Sewer Fund from departments to Non-Departmental.
- ☐ Increase in liability insurance premiums due to higher losses.
- ☐ Transfers for Internal Service Funds.



Revenue Budget – Solid Waste

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Solid Waste Fund	4,654,775	3,153,220	3,113,670	5,422,880
Total	\$ 4,654,775	\$ 3,153,220	\$ 3,113,670	\$ 5,422,880



Expense Budget – Solid Waste

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Franchise Fees	\$ 1,504,485	\$ 1,603,869	\$ 1,603,869	\$ 1,616,789
• Transfer to Fleet Equipment Repl.	1,700,000	-	-	1,500,420
• Indirect Cost Allocation	1,166,830	1,373,305	1,373,305	1,066,917
• Transfer to Fleet Services	-	-	-	709,785
• Transfer to Information Technology	-	-	-	266,816
• Transfer to Risk Management	-	-	-	196,129
• Direct Cost Allocation [HR, Building Svcs]	-	-	-	31,068
• Separation Pay	-	-	-	27,656
• Audit	8,742	9,085	9,085	6,300
• Contingency	193	1,000	1,000	1,000
• Liability Insurance	126,410	165,961	126,411	-
• Other/Bad Debt	148,115	-	-	-
Total	\$ 4,654,775	\$ 3,153,220	\$ 3,113,670	\$ 5,422,880



Explanation of Expense Variance

- ☐ Increase in franchise fees.
- ☐ Decrease in indirect cost allocation.
- ☐ Realigned separation pay for Solid Waste Fund from departments to Non-Departmental.
- ☐ Increase in liability insurance premiums due to higher losses.
- ☐ Transfers for Internal Service Funds.



Revenue Budget – Drainage

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Drainage Fund	330,548	360,834	354,301	1,669,708
Total	\$ 330,548	\$ 360,834	\$ 354,301	\$ 1,669,708



Expense Budget – Drainage

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Transfer to Drainage CIP [Rosewood]	\$ -	\$ -	\$ -	\$ 750,000
• Indirect Cost Allocation	287,699	295,216	295,216	245,652
• Transfer to Drainage CIP [Drainage Maint.]	-	-	-	228,998
• Transfer to Fleet Equipment Repl.	-	-	-	175,216
• Transfer to Information Technology	-	-	-	167,866
• Other/Bad Debt	23,872	40,025	40,025	40,000
• Transfer to Risk Management	-	-	-	27,660
• Transfer to Fleet Services	-	-	-	19,017
• Separation Pay	-	-	-	7,924
• Direct Cost Allocation [HR]	-	-	-	5,775
• Audit	2,105	2,188	2,188	1,600
• Liability Insurance	16,872	23,405	16,872	-
Total	\$ 330,548	\$ 360,834	\$ 354,301	\$ 1,669,708



Explanation of Expense Variance

- ☐ Decrease in indirect cost allocation.
- ☐ Realigned separation pay for Drainage Fund from departments to Non-Departmental.
- ☐ Increase in liability insurance premiums due to higher losses.
- ☐ Transfers for:
 - ☐ Capital Improvement Program.
 - ☐ Internal Service Funds.



Revenue Budget – KFHRA

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Aviation Fund	51,233	79,160	51,235	225,886
Total	\$ 51,233	\$ 79,160	\$ 51,235	\$ 225,886



Expense Budget – KFHRA

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Transfer to Information Technology	\$ -	\$ -	\$ -	\$ 114,150
• Transfer to Risk Management	-	-	-	78,785
• Direct Cost Allocation [HR]	-	-	-	23,079
• Separation Pay	-	-	-	9,872
• Liability Insurance	51,233	79,160	51,235	-
Total	\$ 51,233	\$ 79,160	\$ 51,235	\$ 225,886



Explanation of Expense Variance

- ☐ Realigned separation pay for KFHRA Fund from departments to Non-Departmental.
- ☐ Increase in liability insurance premiums due to higher losses.
- ☐ Transfers for Internal Service Funds.



Revenue Budget – Skylark Field

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Aviation Fund	11,190	15,266	12,653	16,512
Total	\$ 11,190	\$ 15,266	\$ 12,653	\$ 16,512



Expense Budget – Skylark Field

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Transfer to Risk Management	\$ -	\$ -	\$ -	\$ 15,108
• Separation Pay	-	-	-	1,304
• Other/Bad Debt	(100)	100	-	100
• Liability Insurance	11,290	15,166	12,653	-
Total	\$ 11,190	\$ 15,266	\$ 12,653	\$ 16,512



Explanation of Expense Variance

- ☐ Realigned separation pay for Skylark Field Fund from departments to Non-Departmental.
- ☐ Increase in liability insurance premiums due to higher losses.
- ☐ Transfers for Internal Service Funds.



Revenue Budget – HOT Fund

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From HOT Fund	190,969	232,673	223,731	280,376
Total	\$ 190,969	\$ 232,673	\$ 223,731	\$ 280,376



Expense Budget – HOT Fund

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Arts Commission	\$ 175,975	\$ 187,737	\$ 187,737	\$ 187,737
• Transfer to Information Technology	-	-	-	42,200
• Transfer to Risk Management	-	-	-	23,776
• Audit	-	21,000	21,000	21,000
• Separation Pay	-	-	-	4,765
• Transfer to Fleet Services	-	-	-	898
• Liability Insurance	14,994	23,936	14,994	-
Total	\$ 190,969	\$ 232,673	\$ 223,731	\$ 280,376



Explanation of Expense Variance

- ☐ Realigned separation pay for HOT Fund from departments to Non-Departmental.
- ☐ Increase in liability insurance premiums due to higher losses.
- ☐ Transfers for Internal Service Funds.



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
Increase budget for KEDC and Chamber (50% GF & 50% WSF)		\$274,946	\$0	\$274,946
Total Decision Packages		\$274,946	\$0	\$274,946



City Manager's Comments



Public Works



FY 2018 Proposed Budget Presentation

Funds: Multiple Funds

Department: Public Works

Division: Administration

Mission

Public Works Administration's mission is to provide the citizens of Killeen with superior utility services, quality infrastructure, and orderly standards of development to protect their health, safety, and general welfare.



Mission Elements

☐ Divisional Oversight –

- ☐ Plan

- ☐ Execute

- ☐ Evaluate



By the Numbers:

☐ Divisional Oversight:

☐ Number of Authorized PW Employees: 308

☐ City Council Discussion Items: 40

☐ City Council Action Items: 65

☐ Bond related construction contracts: 19



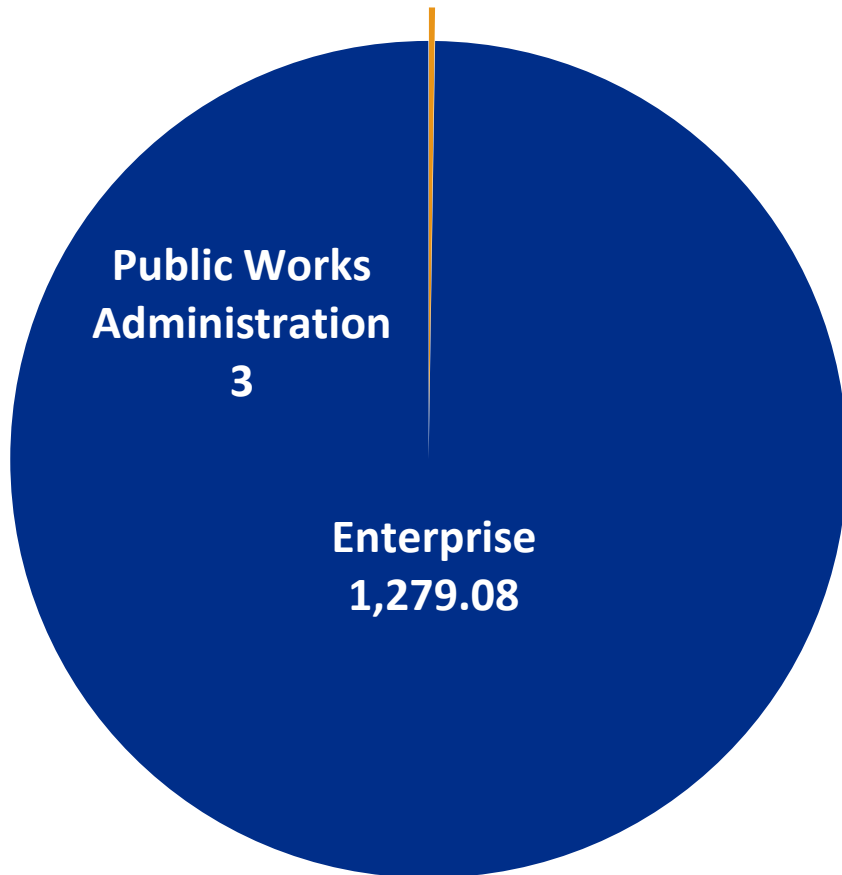
Goals for FY 17/18

- ☐ Complete Solid Waste Improvement Plan.
- ☐ Implement improvement plans for Engineering, Environmental Services, Street Operations, and Water & Sewer using the Solid Waste model.
- ☐ Complete Impact Fee studies as directed by City Council.
- ☐ Continue implementation of various master plans.
- ☐ Develop an overall capital improvement plan for public works.

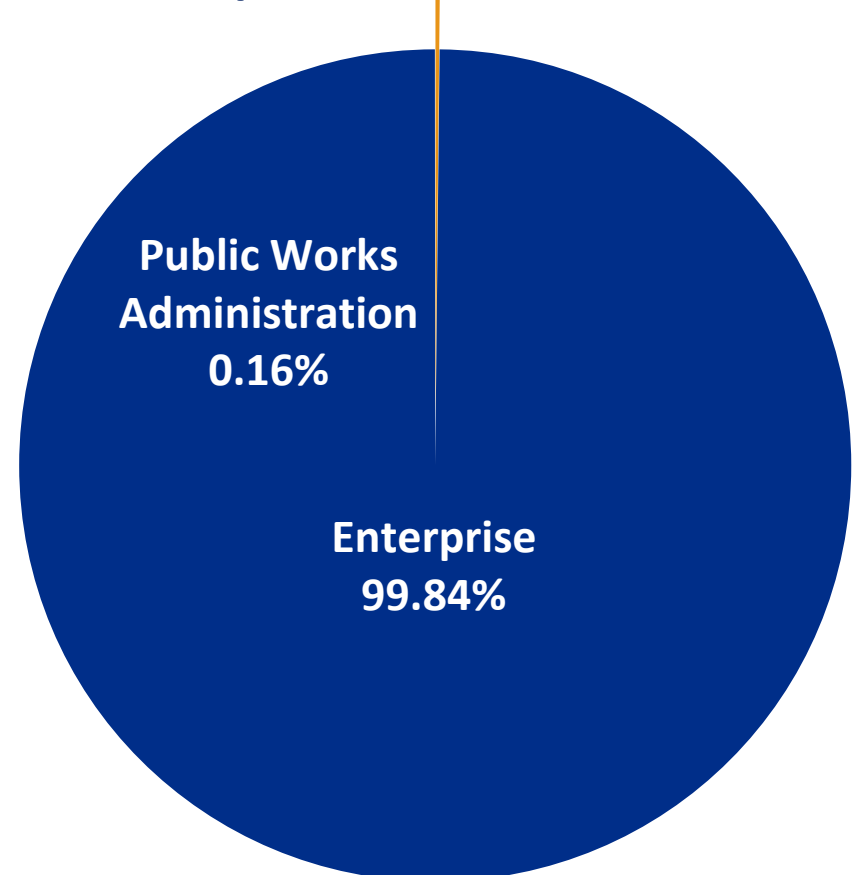


How Public Works Administration Fits in the Enterprise in FY 17/18 – Staffing & Budget

0.23% of FTEs in Enterprise
FTEs in All Funds



0.16% of Expenses in Enterprise
Expenses in All Funds



All Funds FTEs = 1,282.08

All Funds = \$180,214,576

Staffing

FTEs by Fund	Budgeted FY15/16	Budgeted FY 16/17	Proposed FY 17/18
Drainage	0.10	0.10	0.15
General	0.10	0.10	0.13
Solid Waste	0.60	0.60	1.16
Water & Sewer	1.20	1.20	1.56
FTEs	2.00	2.00	3.00

FY 2018

Transferred Assistant Director of Public Works from Solid Waste Residential Services.



Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Drainage Fund	13,860	13,730	8,247	14,724
From General Fund	1,692	11,444	6,729	11,451
From Solid Waste Fund	64,687	64,074	40,103	106,715
From Water & Sewer Fund	140,925	139,592	85,929	160,382
Total	\$ 221,164	\$ 228,840	\$ 141,008	\$ 293,272
=Base request				\$ 293,272
+Decision packages				-
=Total				\$ 293,272



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ 198,422	\$ 190,838	\$ 111,058	\$ 264,024
• Materials & Supplies	22,742	38,002	29,950	29,248
• Capital Outlay	-	-	-	-
Total	\$ 221,164	\$ 228,840	\$ 141,008	\$ 293,272
=Base request				\$ 293,272
+Decision packages				-
=Total				\$ 293,272



Explanation of Expense Variance

Transferred Assistant Director of Public Works
from Solid Waste Residential 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





FY 2018 Proposed Budget Presentation

Funds: Multiple Funds

Department: Public Works

Division: Engineering

Mission

The Engineering Division's mission is to plan and develop the transportation network of the City, and to provide construction management and/or inspection for all public infrastructure projects.



Mission Elements

☐ Transportation Planning

- ☐ Manage and implement the Transportation Master Plan.
- ☐ Manage federal funding opportunities for transportation projects.

☐ CIP Project Management

- ☐ Provide project management to all PW CIP projects.
- ☐ Provide construction inspection for all PW CIP projects.

☐ Plan Review

- ☐ Review platting, subdivision improvements, capital improvements, and commercial construction plans and specifications for conformance with federal, state, and local regulations.

☐ Construction Inspection

- ☐ Provide inspection services for infrastructure installation in new subdivisions, capital improvement projects, and commercial construction.



By the Numbers:

☐ Transportation Planning:

☐ Federal transportation grants secured: \$1,396,000

☐ CIP Project Management:

☐ Transportation CIP Projects: 2

☐ Drainage CIP Projects: 2

☐ Water & Sewer CIP Projects: 2

☐ Plan Review:

☐ Plans reviewed: 79

☐ Construction Inspection:

☐ Inspections performed: 1,464



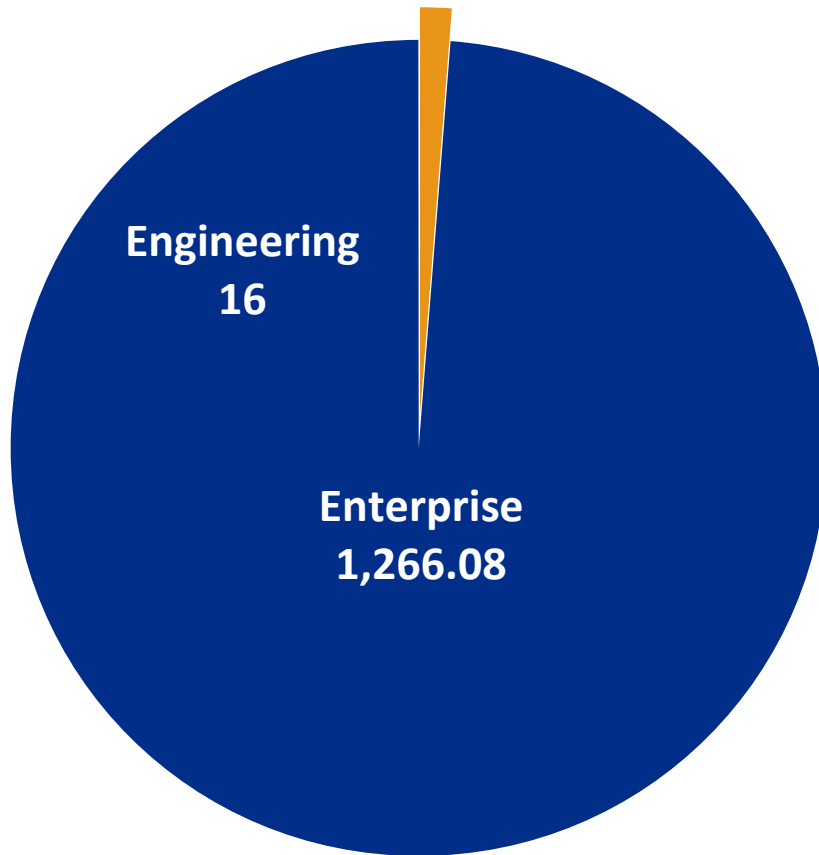
Goals for FY 17/18

- ☐ Perform all plan reviews within established timelines.
- ☐ Enhance and improve Infrastructure Development and Design Standards Manual.
- ☐ Develop construction inspection work reporting system.
- ☐ Begin construction on Rosewood Drive Extension and Heritage Oaks Hike & Bike Trail, Septic Tank Elimination Project (STEP) X, Liberty Ditch, and South Water Supply Projects.
- ☐ Complete construction on Trimmier Road Widening and South Nolan Creek Bank Stabilization projects.

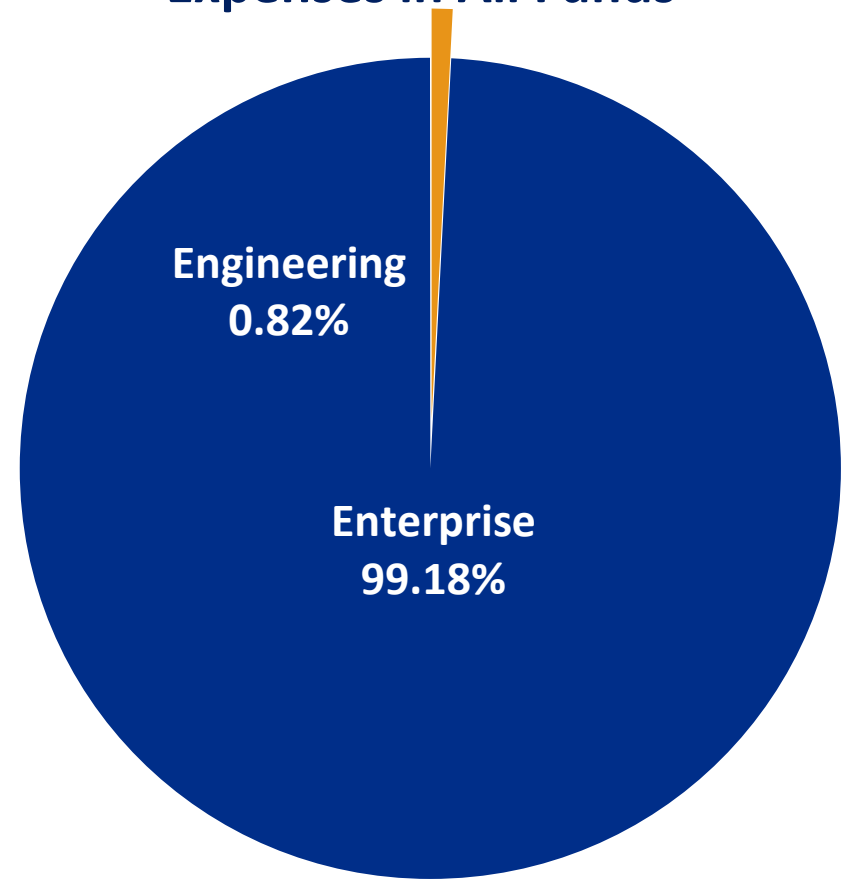


How Engineering Fits in the Enterprise in FY 17/18 – Staffing & Budget

1.25% of FTEs in Enterprise
FTEs in All Funds



0.82% of Expenses in Enterprise
Expenses in All Funds



All Funds FTEs = 1,282.08

All Funds = \$180,214,576

Staffing

FTEs by Fund	Budgeted FY15/16	Budgeted FY 16/17	Proposed FY 17/18
Drainage	4	3.3	1.28
General	0	2.3	3.04
Water & Sewer	13.8	12.2	11.68
FTEs	17.8	17.8	16

FY 2018

Unfunded Principal Secretary for six months – Vacant.

Transfer 0.8 FTE to Environmental Services Division



Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Water & Sewer Fund	813,385	1,679,268	770,998	1,182,746
From General Fund	-	493,505	434,949	199,933
From Drainage Fund	439,474	791,151	850,836	97,243
Total	\$ 1,252,859	\$ 2,963,924	\$ 2,056,783	\$ 1,479,922
=Base request				\$ 1,479,922
+Decision Packages - From Additional Revenue				-
+Decision Packages				-
=Total				\$ 1,479,922



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ 888,569	\$ 1,312,417	\$ 982,052	\$ 1,121,194
• Materials & Supplies	196,344	964,837	421,217	85,988
• Contracts	36,499	386,670	124,600	272,740
• Capital Outlay	131,447	300,000	528,914	-
Total	\$ 1,252,859	\$ 2,963,924	\$ 2,056,783	\$ 1,479,922
=Base request				\$ 1,479,922
+Decision packages				-
=Total				\$ 1,479,922



Explanation of Expense Variance

- ❑ Street light electricity services were moved to Street Operations in FY 2017.
- ❑ No capital outlay in FY 2018.



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





FY 2018 Proposed Budget Presentation

Funds: Multiple Funds

Department: Public Works

Divisions: Environmental Services,
Drainage Maintenance, &
Mowing

Mission

The Environmental Services Division's mission is to manage and maintain the storm water drainage system.



Mission Elements

- ☐ Manage the City's Storm Water Management Plan and Industrial Storm Water permits.
- ☐ Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.
- ☐ Implement the City's Drainage Capital Improvement Program and Master Plans.
- ☐ Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.



By the Numbers:

☐ Maintain Drainage Infrastructure:

<input type="checkbox"/> Acres maintained:	1,351
<input type="checkbox"/> Minor Capital Projects:	51
<input type="checkbox"/> Roadway Drainage Projects:	51
<input type="checkbox"/> Emergency Response Incidents:	50

☐ Master Plan/CIP:

<input type="checkbox"/> Construction Contracts:	5
<input type="checkbox"/> Stakeholder Meetings:	6

☐ Storm Water Management Plan/MS4:

<input type="checkbox"/> Surface Water Quality Tests:	160
<input type="checkbox"/> Field Inspections:	80
<input type="checkbox"/> Storm Water Training Classes:	45



Goals for FY 17/18

- ☐ Meet all of the Mission Elements and Performance Indicators.
- ☐ Purchase of a Vacuum unit with trailer per the MS4 permit.
- ☐ Update Drainage Design Manual and Infrastructure Design and Development Standards Manual.

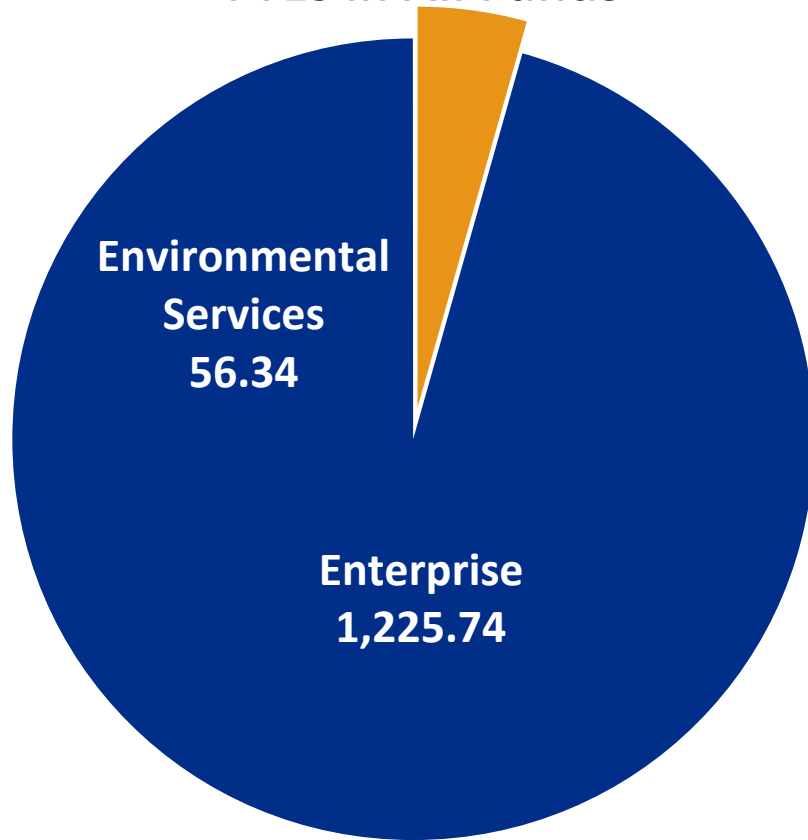


How Environmental Services Fits in the Enterprise in FY 17/18 – Staffing & Budget

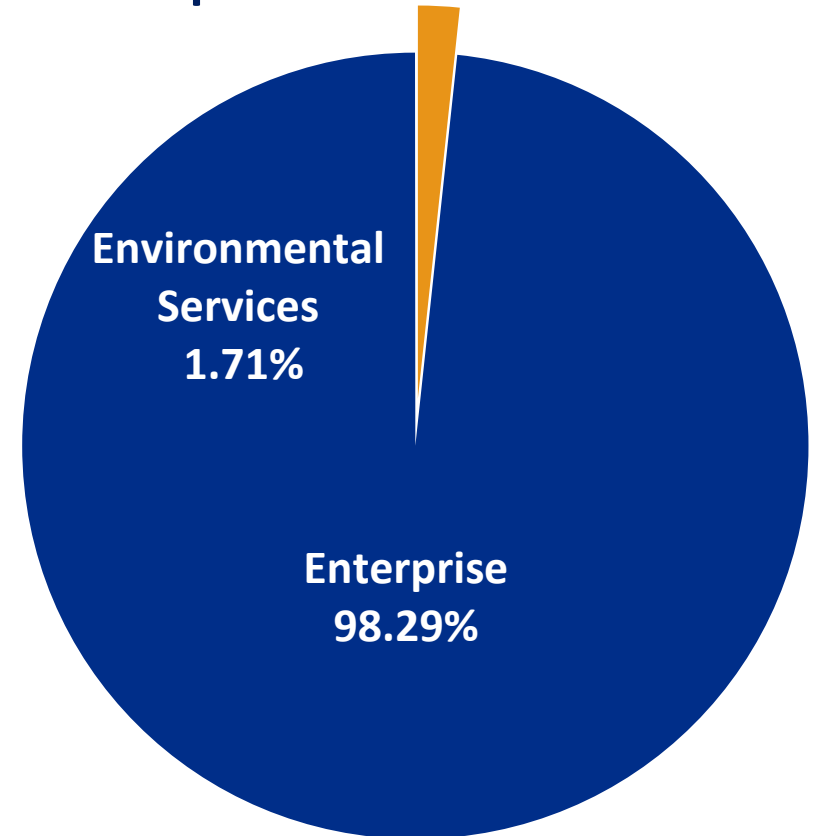
4.39% of FTEs in Enterprise

1.71% of Expenses in Enterprise

FTEs in All Funds



Expenses in All Funds



All Funds FTEs = 1,282.08

All Funds = \$180,214,576

Staffing

FTEs by Fund	Budgeted FY15/16	Budgeted FY 16/17	Proposed FY 17/18
Drainage	36.40	37.15	39.84
Solid Waste	21.50	20.50	16.50
Water and Sewer	0.00	0.00	0.80
FTEs	57.90	57.65	57.14

FY 2018

Unfunded 4 Solid Waste Service Workers (Mowing) – vacant

Transferred 3 positions from Engineering to Environmental Services and redistributed some of the allocations of positions between funds



Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ 4,008,811	\$ 4,059,852	\$ 4,059,852	\$ 4,189,986
Miscellaneous	28,967	12,600	12,600	30,276
Grants	6,570	-	-	-
To Drainage Fund Balance	(2,093,464)	(1,896,862)	(1,827,489)	(1,962,577)
From Solid Waste Fund	809,536	902,271	905,347	782,120
Total	\$ 2,760,420	\$ 3,077,861	\$ 3,150,310	\$ 3,039,805
=Base request				\$ 3,039,805
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Drainage Fund				47,874
=Total				\$ 3,087,679



Explanation of Revenue Variance

- ❑ Operation fees revenue increase due to increase in number of customers.
- ❑ Miscellaneous revenues increase due to increase in interest income.



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ 2,004,930	\$ 2,190,016	\$ 2,192,367	\$ 2,349,159
• Materials & Supplies	369,334	760,111	478,114	561,328
• Contracts	67,993	127,734	198,115	129,318
• Capital Outlay	318,163	-	281,714	-
Total	\$ 2,760,420	\$ 3,077,861	\$ 3,150,310	\$ 3,039,805
=Base request				\$ 3,039,805
+Decision packages				47,874
=Total				\$ 3,087,679



Explanation of Expense Variance

- ☐ Unfunded 4 Service Worker – Mowing positions.
- ☐ Reductions to the following accounts:
 - ☐ Materials & supplies
 - ☐ Professional services



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
New fleet – Vacuum Unit w/Trailer [Shown in transfer to Fleet in Non-Dept.]	2	\$91,910	\$0	\$91,910
New fleet – Backhoe lease [Shown in transfer to Fleet in Non-Dept.]	3	25,000	0	25,000
Radio Replacement – 1 of 3 year program	4	36,180	0	36,180
MS4 & Grants – dedicate one GIS Technician for Storm Water (\$58,014) [Shown in transfer to IT in Non-Dept.]	1C	58,014	0	58,014
Total Decision Packages		\$211,104	\$0	\$211,104



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
MS4 Uncertified Lab	5	\$45,000	\$0	\$45,000
Total Decision Packages		\$45,000	\$0	\$45,000



City Manager's Comments





FY 2018 Proposed Budget Presentation

Funds: Multiple Funds

Department: Public Works

Division: Street Operations

Mission

Street Operations Division's mission is to:

- ☐ Maintain the existing transportation network including, streets, sidewalks, drive approaches, trails, curb & gutter, and valley gutters.
- ☐ Provide street sweeping in conjunction with the approved MS4 permit.
- ☐ Maintain and install traffic control devices (traffic signals, signs, etc.).
- ☐ Maintain pavement markings.
- ☐ Provide emergency response for malfunctions related to streets or traffic signals.



Mission Elements

- ☐ Maintain Streets.
- ☐ Maintain Concrete Infrastructure.
- ☐ Street Sweeping.
- ☐ Maintain & Install Traffic Control Devices.
- ☐ Maintain Pavement Markings.
- ☐ Maintain Signalized Intersections.
- ☐ Maintain 65 School Flashers.
- ☐ Operate Traffic Management Center.
- ☐ Provide Emergency Services for Traffic Signal Malfunctions.



By the Numbers:

☐ Maintain Streets:

<input type="checkbox"/> Lane miles of slurry seal:	25
<input type="checkbox"/> Work Orders for Potholes/Utility Cuts:	535
<input type="checkbox"/> Number of lane miles:	2,191

☐ Maintain Concrete Infrastructure:

<input type="checkbox"/> Concrete work orders:	279
------------------------------------------------	-----

☐ Street Sweeping:

<input type="checkbox"/> Curb miles swept:	7,500
--------------------------------------------	-------

☐ Maintain & Install Traffic Control Devices:

<input type="checkbox"/> Work orders signage:	1,886
<input type="checkbox"/> Work orders pavement markings:	163
<input type="checkbox"/> Work orders traffic signals/school flasher:	890



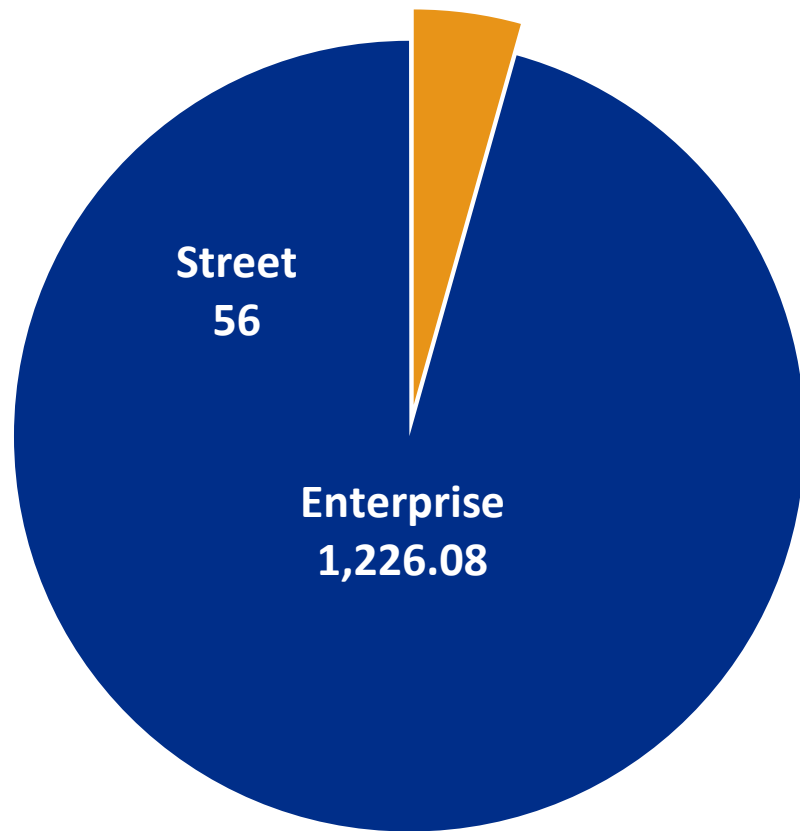
Goals for FY 17/18

- ☐ Continue to apply surface treatments based on approved funding levels.
- ☐ Increase curb miles of street sweeping to 10,000 based on new equipment and operator as mandated by the MS4 permit.
- ☐ Implement a pavement marking program based on the funding available.
- ☐ Adopt standard specifications and details for new traffic signal construction.
- ☐ Increase signalized intersections from 97 to 104.
- ☐ Upgrade cabinet components at 10 signalized intersections to allow communication with the TMC. 70 intersections currently communicate.
- ☐ Implement a maintenance contract for the Traffic Management Center that will allow for an outside engineer to conduct traffic studies that will continue to reduce congestion and increase safety.

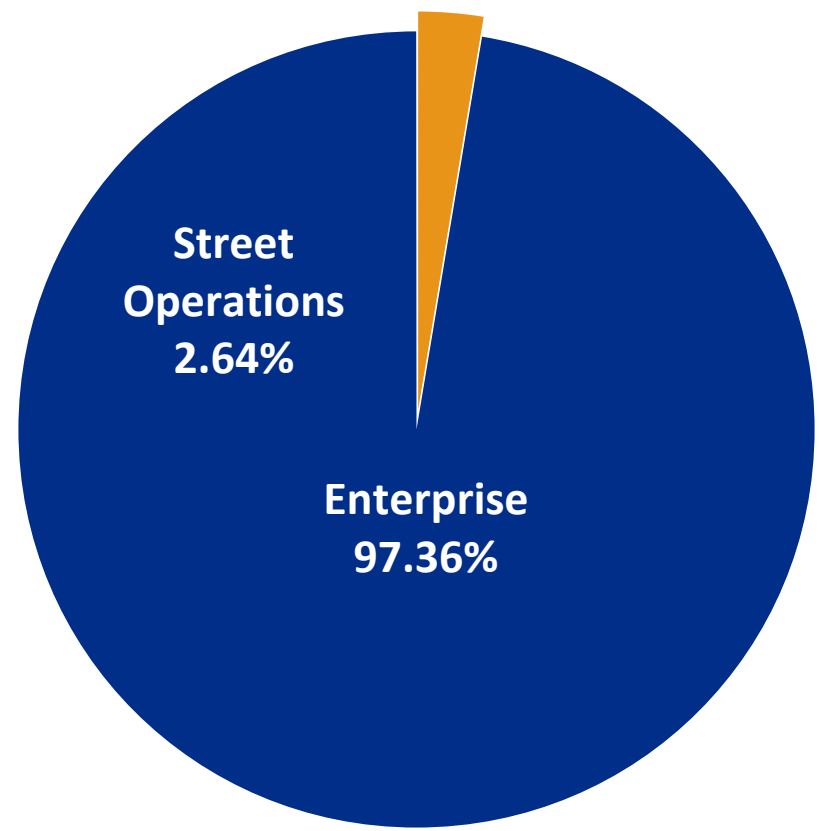


How Street Operations Fits in the Enterprise in FY 17/18 – Staffing & Budget

4.37% of FTEs in Enterprise
FTEs in All Funds



2.64 of Expenses in Enterprise
Expenses in All Funds



All Funds FTEs = 1,282.08

All Funds = \$180,214,576

Staffing

FTEs by Fund	Budgeted FY15/16	Budgeted FY 16/17	Proposed FY 17/18
General	57	54	54
Drainage	0	0	2
Total	57	54	56

FY2017

Unfunded Service Worker, Truck Driver and Street Maintenance Supervisor

FY 2018

Transferred 2 Equipment Operator positions in Drainage Fund from Drainage Maintenance Division to Street Operations Division



Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
Child Safety Fees	33,509	290,000	290,000	186,000
Red Light Enforcement	176,138	184,300	184,300	-
From Drainage Fund	133,703	230,620	170,620	341,687
From General Fund	4,559,201	4,025,017	4,482,632	4,232,079
Total	\$ 4,902,551	\$ 4,729,937	\$ 5,127,552	\$ 4,759,766
=Base request				\$ 4,759,766
+Decision Packages - From Additional Revenue				-
+Decision Packages				-
=Total				\$ 4,759,766



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ 2,438,341	\$ 2,488,992	\$ 2,488,992	\$ 2,450,699
• Materials & Supplies	630,499	663,667	663,667	635,986
• Roadway Drainage	133,703	230,620	170,620	230,620
• Street Light Electricity	756,591	280,474	738,089	750,000
• Street Maintenance	752,331	631,884	631,884	300,000
• Signals & Traffic Lights	113,982	84,150	84,150	96,150
• Signs & Pavement Marking	62,156	100,150	100,150	150,311
• Capital Outlay	14,948	250,000	250,000	146,000
Total	\$ 4,902,551	\$ 4,729,937	\$ 5,127,552	\$ 4,759,766
=Base request				\$ 4,759,766
+Decision packages				-
=Total				\$ 4,759,766



Explanation of Expense Variance

- ❑ Street light electricity services were moved to Street Operations in FY 2017.
- ❑ Elimination of Red Light Enforcement Program.



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
Street maintenance funding increase	1	\$1,450,000	\$0	\$1,450,000
Pavement marking funding increase	2	107,689	0	107,689
Total Decision Packages		\$1,557,689	\$0	\$1,557,689



City Manager's Comments



City Manager's Comments

- ☐ History and pattern of decreasing amounts going into street maintenance.
 - ☐ 1996 - \$600,000
 - ☐ 2018 - \$300,000
- ☐ Master Plan four years ago noted \$1.75 million should be going into street maintenance each year.
- ☐ Deferred maintenance:
 - ☐ \$16.8 million in 2013
 - ☐ \$37.8 million in 2018
- ☐ Recommend to City Council:
 - ☐ Discuss and explore street maintenance fee.
 - ☐ Set up street maintenance in a restricted Special Revenue Fund.
 - ☐ Need policy decisions from City Council.



Internal Service Funds

Fleet Services



FY 2018 Proposed Budget Presentation

Fund: Internal Service

Department: Finance

Division: Fleet Services

Mission

To procure vehicles and equipment; manage and maintain fleet assets; and provide fueling operations.



Mission Elements

- ☐ Procure and dispose of vehicles and equipment.
- ☐ Manage and maintain the fleet.
- ☐ Fuel the fleet.



By the Numbers:

☐ Equipment Additions/Disposals:

<input type="checkbox"/> Equipment purchased:	4
<input type="checkbox"/> Equipment issued from FY16 purchases:	56
<input type="checkbox"/> Equipment auctioned:	19

☐ Work Orders Completed:

<input type="checkbox"/> Internal:	9,175
<input type="checkbox"/> External (Sublet):	1,745

☐ Fuel:

<input type="checkbox"/> Unleaded gallons purchased:	386,933
<input type="checkbox"/> Diesel gallons purchased:	379,557



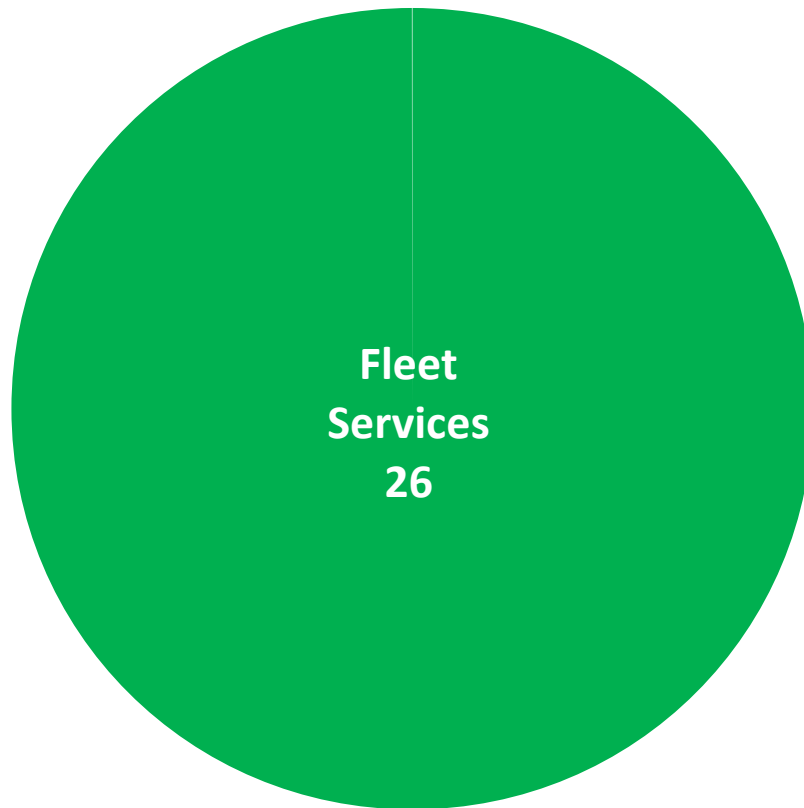
Goals for FY 17/18

- ☐ Timely procurement of FY18 vehicles and equipment.
- ☐ Reestablishing staff training opportunities.
- ☐ Continue to refine preventive maintenance schedules and convert existing equipment codes to NAFA industry standards.
- ☐ Monitor and reduce repair “come-backs”.
- ☐ Reduction in tire damage by maintaining proper inflation and cleanliness of unloading area.
- ☐ Rebid oil and tire services contracts.
- ☐ Implement GPS/telematics pilot program.



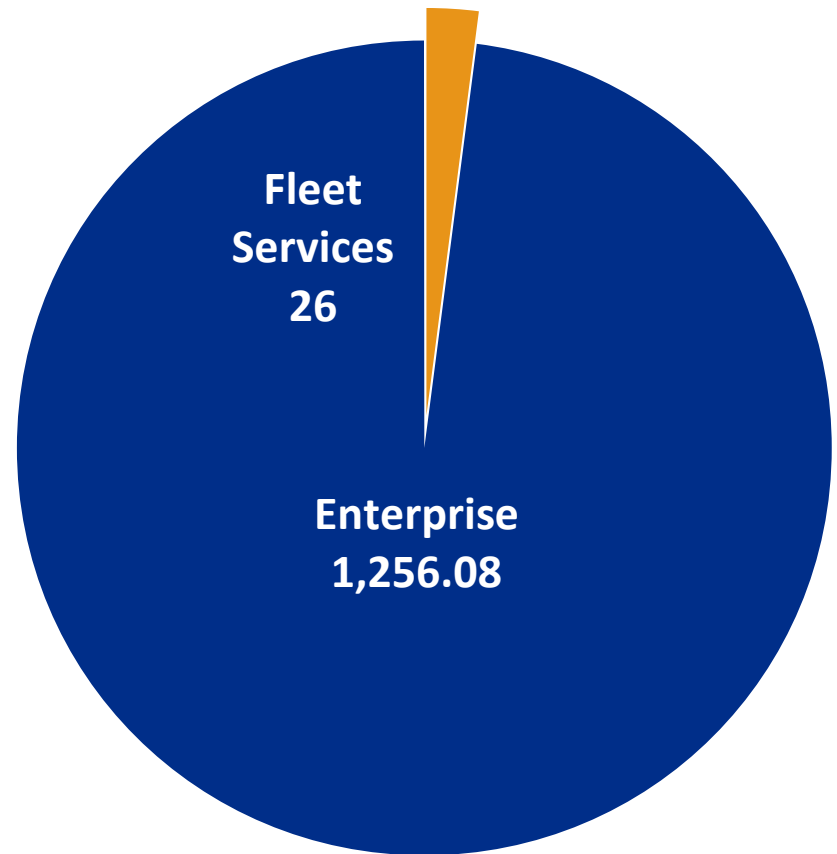
How Fleet Services Fits in the Enterprise in FY 17/18 – Staffing

100% of FTEs in Fund
FTEs in the Internal Service
Fund



Fleet Services FTEs = 26
Fleet IS Fund FTEs = 26

2.03% of FTEs in Enterprise
FTEs in All Funds



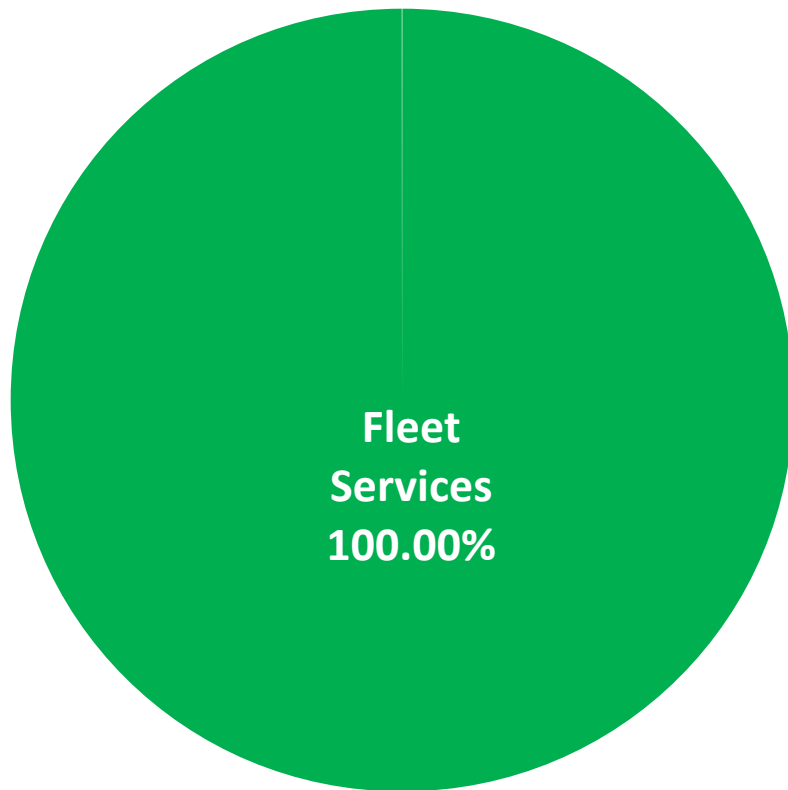
All Funds FTEs = 1,282.08



How Fleet Services Fits in the Enterprise in FY 17/18 – Budget

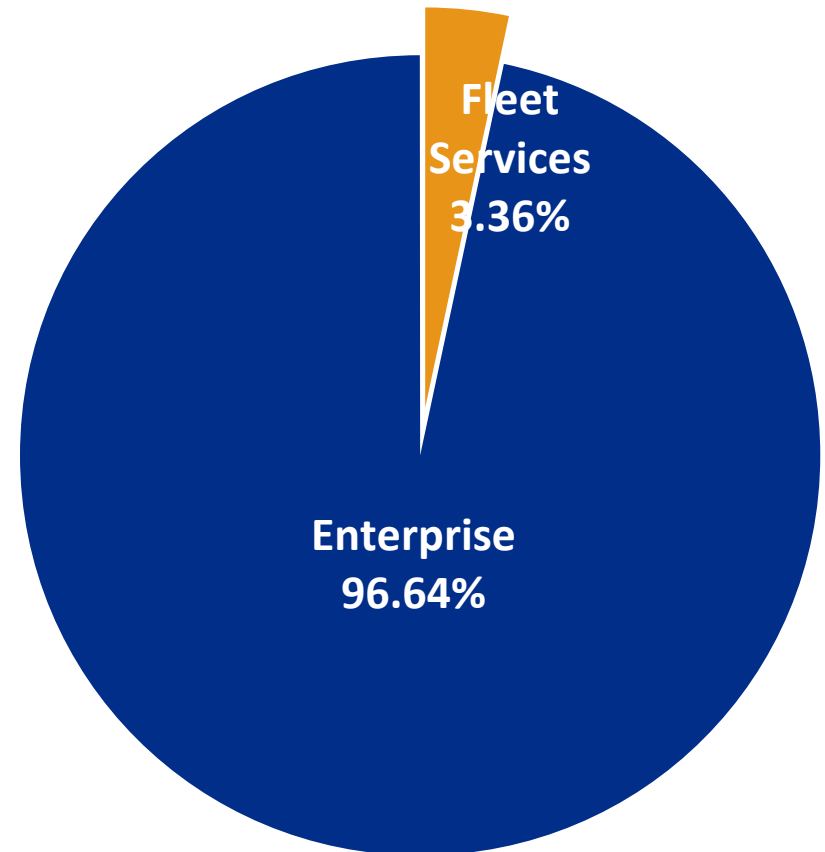
100% of Expenses in Fund

Expenses in the Fleet
Internal Service Fund



3.36% of Expenses in Enterprise

Expenses in All Funds



Fleet Services Expense = \$6,059,012

Fleet ISF Expense = \$6,059,012

All Funds = \$180,214,576

Staffing

	Budgeted FY15/16	Budgeted FY 16/17*	Proposed FY 17/18
FTEs	26	26	26

*Fleet Services moved from Water & Sewer Fund



Revenue Budget - Operations

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Miscellaneous	-	-	-	-
From General Fund	-	-	-	672,798
From Solid Waste Fund	-	682,485	682,485	709,785
From Water & Sewer Fund	-	91,430	91,430	95,087
From Drainage Fund	-	18,286	18,286	19,017
From HOT Fund	-	2,114	2,114	898
From CIP Fund (347)	-	-	-	-
From Internal Service Fund	-	645,527	623,705	-
To Internal Service Fund Balance	-	-	-	(6,869)
Total	\$ -	\$ 1,439,842	\$ 1,418,020	\$ 1,490,716
=Base request				\$ 1,490,716
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Internal Service Fund				-
=Total				\$ 1,490,716



Expense Budget - Operations

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ -	\$ 1,256,406	\$ 1,247,676	\$ 1,301,793
• Materials & Supplies	-	183,436	169,094	188,923
• Capital Outlay	-	-	-	-
Total	\$ -	\$ 1,439,842	\$ 1,416,770	\$ 1,490,716
=Base request				\$ 1,490,716
+Decision packages				-
=Total				\$ 1,490,716



Explanation of Expense Variance

- ❑ Uniforms and clothing increased to meet safety equipment requirements.
- ❑ Computer maintenance increased to accommodate 3-year renewal of diagnostic software.
- ❑ Training & travel increased to reinstate training programs that were previously eliminated.



Revenue Budget – Capital Outlay

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Miscellaneous	15,354	18,000	18,000	18,000
From General Fund	-	-	-	2,395,660
From Solid Waste Fund	1,700,000	-	-	1,500,420
From Water & Sewer Fund	2,800,000	-	-	497,000
From Drainage Fund	-	-	-	175,216
From HOT Fund	-	-	-	-
From CIP Fund (347)	1,000,000	-	-	-
From Internal Service Fund	-	4,433,761	4,672,622	-
To Internal Service Fund Balance	(5,331,934)	-	-	(18,000)
Total	\$ 183,420	\$ 4,451,761	\$ 4,690,622	\$ 4,568,296
=Base request				\$ 4,568,296
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Internal Service Fund				-
=Total				\$ 4,568,296



Expense Budget – Capital Outlay

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Capital Outlay - General Fund	\$ 129,540	\$ 2,254,449	\$ 3,213,315	\$ 2,395,660
• Capital Outlay - Solid Waste Fund	53,880	416,947	99,642	1,500,420
• Capital Outlay - Water & Sewer Fund	-	64,500	-	497,000
• Capital Outlay - Drainage Utility Fund	-	251,000	-	175,216
• Capital Outlay - Aviation Fund	-	59,500	-	-
• Capital Outlay - HOT Fund	-	-	-	-
• Capital Outlay - Fleet Services IS Fund	-	27,700	-	-
Transfer to Solid Waste Fund	-	491,826	491,826	-
Transfer to Water & Sewer Fund	-	885,839	885,839	-
Total	\$ 183,420	\$ 4,451,761	\$ 4,690,622	\$ 4,568,296
=Base request				\$ 4,568,296
+Decision packages				-
=Total				\$ 4,568,296



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
Shop Foreman position	1	\$60,708	\$0	\$60,708
Replacement of Unit #612 – 1996 Ford F250	2	32,300	0	32,300
Total Decision Packages		\$93,008	\$0	\$93,008



Capital Replacement - Fleet

FY18 Fleet Replacement List

General Fund

Unit #	Description of Existing Unit	Division	Dept	Estimated Replacement	Replacement Unit Description
				Cost	
997	2000 Ford Taurus	Police	KPD	\$24,800	Dodge Charger
994	2000 Ford Taurus	Police	KPD	\$19,700	Escape SUV
121	2002 Dodge Intrepid	Police	KPD	\$24,800	Dodge Charger
103	2002 Ford Mustang	Police	KPD	\$17,200	Focus SE Sedan
108	2001 Chevy Malibu	Police	KPD	\$19,700	Escape SUV
138	2003 Dodge 1500 CC	Police	KPD	\$27,000	1/2T, CC, SWB, V6
3002	2003 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer
3006	2003 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer
968	2003 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer
3007	2003 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer
971	2003 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer
966	2003 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer
3018	2004 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer
3011	2004 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer
3012	2004 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer
3013	2004 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer
3038	2005 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer
945	1998 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer
102	1998 Crown Vic	Police	KPD	\$62,865	Patrol Equipped Explorer



Capital Replacement – Fleet Cont'd

FY18 Fleet Replacement List

General Fund (Cont'd)

Unit #	Description of Existing Unit	Division	Dept	Estimated Replacement	Replacement Unit Description
				Cost	
952	1999 Crown Vic	Police	KPD	\$64,865	Patrol Equipped Explorer - K9
937	2002 Dodge 2500	Police	KPD	\$29,200	3/4 T, RC, LWB
787	2000 Ford F250	Animal Services	KPD	\$28,000	3/4T, XC, Chassis only
288	2001 Chevy Suburban	Fire - EMS Bn 1	KFD	\$54,300	Expedition
295	1997 Ford Explorer	Fire	KFD	\$54,300	Expedition
2205	2002 Dodge 1500	Fire	KFD	\$47,000	1/2T, CC, LWB, V8
2208	2005 Ford Expedition	Fire - Bn Chief	KFD	\$54,300	Expedition
3079	2001 Dodge 1500	Fire	KFD	\$47,000	1/2T, CC, LWB, V8
2272	2008 Dodge 4500 Ambulance	Fire	KFD	\$270,400	Dodge 4500 Ambulance
2274	2008 Dodge 4500 Ambulance	Fire	KFD	\$270,400	Dodge 4500 Ambulance
318	1990 Ford LNT8000	Streets	PW	\$111,000	F750 Service Body, Crane, Reels
329/523	2000 International 4900 Dump Truck	Streets	PW	\$117,000	FL/Warren 13.5 Dump
685	1995 GMC 1500	Parks and Rec	CS	\$28,750	1/2T, CC, LWB, V8
613	1997 Ford F150	Parks and Rec (Golf)	CS	\$31,200	3/4T, CC, SWB, V8 (6.5' bed)
33	2005 Chevy 1500 Xcab	Code Enforcement	P&D	\$25,500	1/2T, XC, SWB, V6
51	1997 Ford F250	Building Services	CD	\$33,000	3/4T RC w/serv body & lift gate
59	2003 Ford F550 Aerial	Building Services	CD	\$126,000	F550 Aerial
822	1996 Jeep Cherokee	Custodial Services	CD	\$23,000	Ford Transit van with rear liftgate.
821	2000 Ford Explorer	IT	FIN	\$30,000	Express Van
General Fund Total				\$2,395,660	



Capital Replacement – Fleet Cont'd

Solid Waste Fund

Unit #	Description	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
431	2004 Dodge 1500	SW Residential	PW	\$26,400	1/2T, RC, LWB, V8
430	2004 Dodge 2500	SW Commercial	PW	\$31,300	3/4T, XC, LWB
413	1996 Ford F800 Rocket Truck	SW Commercial	PW	\$86,600	Comparable unit
457	2006 Peterbilt 320 Front Loader	SW Commercial	PW	\$290,000	Autocar/Heil
438	2006 MackMR688S Rear Loader	SW Residential	PW	\$185,000	Freightliner/Heil
4006	2007 Peterbilt 320 Auto Side Loader	SW Residential	PW	\$305,360	Autocar/Heil
4051	2009 Peterbilt 320 Auto Side Loader	SW Residential	PW	\$305,360	Autocar/Heil
407	2003 International 7400 Brush Truck	SW Residential	PW	\$150,400	Freightliner/Heil
499	2003 CAT 924GZ WHEEL LOADER	SW Transfer	PW	\$120,000	Existing Unit #405 as lease expires
Solid Waste Fund Total				\$1,500,420	

Drainage Utility Maintenance Fund

Unit #	Description	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
1068	2007 JOHN DEERE 5225 w/ Shredder	Drainage Utility Maint.	PW	\$70,000	Tractor w/ 15' Batwing shredder
Add	Vacuum Unit with Trailer	Drainage Utility Maint	PW	\$80,216	Ring-O-Matic 550HiCFM
Add	Backhoe Lease - 3-Year	Drainage Utility Maint	PW	\$25,000	Backhoe
Drainage Utility Maintenance Fund Total				\$175,216	



Capital Replacement – Fleet Cont'd

Water & Sewer Fund

Unit #	Description	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
515	2007 Chevy 1500	Utility Collections	FIN	\$24,000	1/2T, RC, SWB, V6
37	2004 Dodge 2500 4X4	Water & Sewer Eng	PW	\$34,000	1/2T, CC, 6' to 6.5' bed, 4X4 V6
534	1996 Int'l 4700 Flat Bed	Sanitary Sewer	PW	\$130,000	FL/Warren 13.5 Dump
553	2010 Ford F250	Water Distribution	PW	\$39,000	1T, RC, SRW, w/serv body
584	2003 Ford F350 4X4	Water Distribution	PW	\$39,000	1T, RC, SRW, w/serv body
586	2004 Chevy 1500 Xcab	Water & Sewer Ops	PW	\$27,000	SUV
582	2003 Ford F350 4X4	Water & Sewer Ops	PW	\$39,000	1T, RC, SRW, w/Serv body
548	2006 Sterling Acterra Rodder/Jetter	Sanitary Sewer	PW	\$165,000	Comparable unit
Water and Sewer Fund Total				\$497,000	

Total Funded	\$4,568,296
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Units Out of Lifecycle Report

The city of Killeen had approximately 49% of the entire active fleet out of lifecycle at the end of the 2016 calendar year. This report uses multiple different scenarios to replace all units out of lifecycle: a 3-year scenario up to a 10-year scenario.

	3 Year Scenario	4 Year Scenario	5 Year Scenario	6 Year Scenario
Avg Replacement Cost	\$16,768,833	\$13,610,575	\$12,027,240	\$11,134,633
Avg # of Units to Replace Each Year	251.33	207.25	175.80	159.17

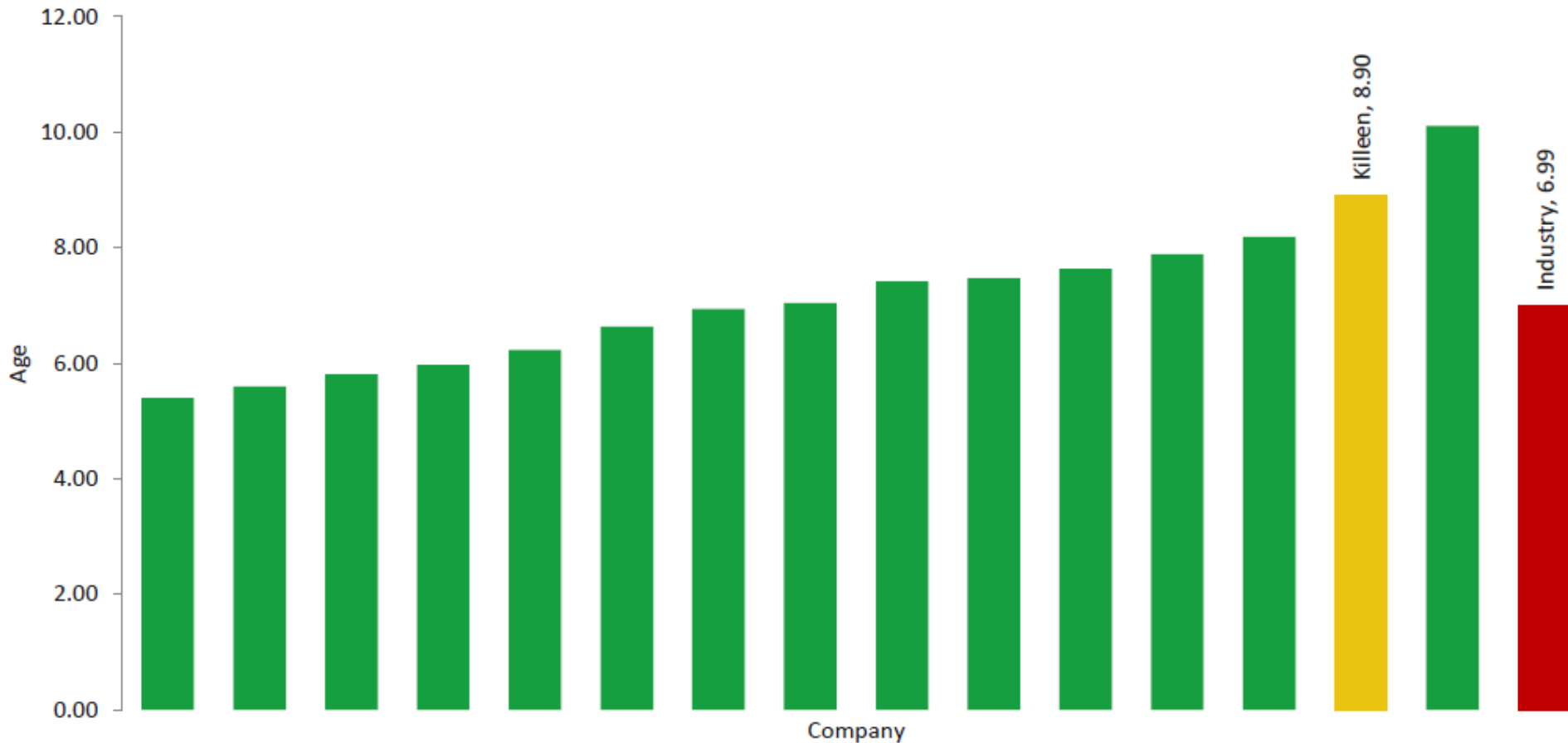
	7 Year Scenario	8 Year Scenario	9 Year Scenario	10 Year Scenario
Avg Replacement Cost	\$9,928,629	\$9,039,238	\$8,108,944	\$7,532,120
Avg # of Units to Replace Each Year	143.86	131.00	118.33	108.00

A unit is considered out of lifecycle when the age of the unit is greater than the chosen lifecycle. Every unit is assumed to be replaced by a like unit (for example, a light duty pickup will be replaced by another light duty pickup). The one exception to this is the PPV Marked Squad Sedans, which will be replaced by PPV Marked Squad SUVs.



Average Vehicle Age Comparison

Average Vehicle Age by Company



Lifecycle Analysis

Percent of Units Out of Lifecycle

This table shows the percent of units out of lifecycle for all active units each year. This information is based on the 2016 calendar year benchmark data and does not account for any replacements or growth.

Unit Type	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Vehicles	30.16%	34.25%	37.37%	41.37%	46.26%	48.84%	53.74%	56.94%	59.61%	60.77%	61.92%
POEs (Power Operated Equipment)	13.08%	15.66%	17.53%	18.33%	19.22%	20.73%	21.98%	22.51%	23.22%	23.49%	23.67%
Trailers	5.78%	6.41%	6.67%	7.38%	8.27%	8.63%	9.25%	10.14%	10.41%	10.50%	10.50%
Other	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
All Units	49.02%	56.32%	61.57%	67.08%	73.75%	78.20%	84.96%	89.59%	93.24%	94.75%	96.09%

Aging Table

Class	Age																	Total
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	>15	
Midsize Sedan	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	2
PPV Marked Squad Sedan	0	0	0	0	2	26	15	0	11	16	12	11	13	4	11	0	11	132
PPV Marked Squad SUV	0	0	0	20	22	0	0	0	0	0	0	0	0	0	1	0	0	43
Police Unmarked Sedan	0	0	0	4	0	5	0	1	0	10	4	1	0	2	3	4	11	45
Police Unmarked SUV	13	0	0	4	0	4	0	2	0	3	0	1	1	2	1	0	6	37
Light Police Vans	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	6	7
Heavy Police Vans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Police Motorcycle	0	4	4	0	0	0	0	0	2	0	0	0	0	0	0	0	0	10
Subcompact Pickup	0	0	0	0	0	0	0	0	0	0	0	1	5	2	0	0	1	9
Light Duty Pickup	14	0	12	7	14	13	6	8	4	4	18	17	14	12	0	5	8	156
Medium Duty Pickup	0	1	1	0	0	8	1	2	0	10	11	1	1	7	1	2	4	50
Heavy Duty Pickup	0	2	2	2	0	4	0	0	4	5	7	4	0	2	2	0	4	38
Compact SUV	2	0	0	3	0	3	0	1	0	0	0	0	0	0	0	0	1	10
Midsize SUV	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3
Fullsize SUV	0	0	0	0	2	1	0	0	1	1	2	1	1	0	0	0	1	10
Van - Mini Cargo	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Van - Cargo 150	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	2
Van - Cargo 350	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
Van - Cube/Step	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Dump Truck - Single Axle	1	0	0	0	0	0	0	0	2	0	0	5	0	0	0	0	2	10
Dump Truck - Tandem Axle	0	2	0	0	1	1	1	0	3	1	1	1	0	0	0	0	4	15
Light Duty Service Truck	0	0	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	3
Medium Duty Service Truck	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Heavy Duty Service Truck	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0	0	2	5
Stake Truck	0	0	0	1	0	0	1	0	1	0	0	0	1	1	3	0	8	16
Light Duty Aerial	0	0	0	0	0	2	0	0	0	0	0	0	0	0	1	1	0	4

Aging Table

Tanker	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	3	4
Semi-Tractor - Tandem	0	0	3	1	0	2	0	0	4	0	2	1	0	0	0	0	0	13
Misc Vehicle	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	1	3
Buses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Fire Aerial Ladder	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1	3
Fire Pumper	0	0	0	0	0	2	1	0	0	0	0	1	2	0	0	0	7	13
Fire Rescue	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Vacuum Truck	0	3	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	5
Refuse - Front Loader	1	2	0	0	2	0	1	0	1	0	0	3	0	0	0	0	0	10
Refuse - Side Loader	1	2	4	0	4	0	1	0	5	0	1	2	0	0	1	0	0	21
Refuse - Rear Loader	0	4	0	0	0	0	0	0	0	1	1	1	2	0	1	0	0	10
Refuse - Recycler	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	2
Refuse - Roll-Off	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Ambulance	0	4	1	0	1	5	0	0	5	4	0	0	1	0	0	0	0	21



City Manager's Comments



Information Technology



FY 2018 Proposed Budget Presentation

Funds: Multiple Funds

Department: Information
Technology

Division: Information Technology

Mission

To improve operational efficiencies and employee productivity through the use of technology, innovative solutions, and quality IT services.



Mission Elements

- ☐ Provide a secure, reliable, and cost-effective network.
- ☐ Provide standard software and hardware support.
- ☐ Provide enterprise applications support.
- ☐ Provide GIS services to all city departments.



By the Numbers:

- ❑ Provide a secure, reliable, and cost-effective network:
 - ❑ Availability of network resources: 98%
 - ❑ Number of active CoK Wifi buildings: 28
 - ❑ Availability of video surveillance equipment: 98%
 - ❑ Availability of access control systems: 99%
- ❑ Provide standard software and hardware support:
 - ❑ Percentage of systems with unauthorized software: 2%
 - ❑ Number of city systems (purchased) active on the network: 1,183
 - ❑ Number of work orders opened / closed: 4,103 / 4,245
 - ❑ Number of calls to the help desk: 7,210



By the Numbers:

☐ Provide enterprise applications support:

☐ Number of software applications: 61

☐ Number of servers managed: 27

☐ Number of licensed users supported: 525

☐ Number of projects initiated: 16

☐ Provide GIS services to all city departments:

☐ Number of assets in GIS database: 1,500,000

☐ Number of websites internal / external: 8 / 9

☐ Number of ongoing analytical projects: 49

☐ Number of maps & documents produced: 600



Goals for FY 17/18

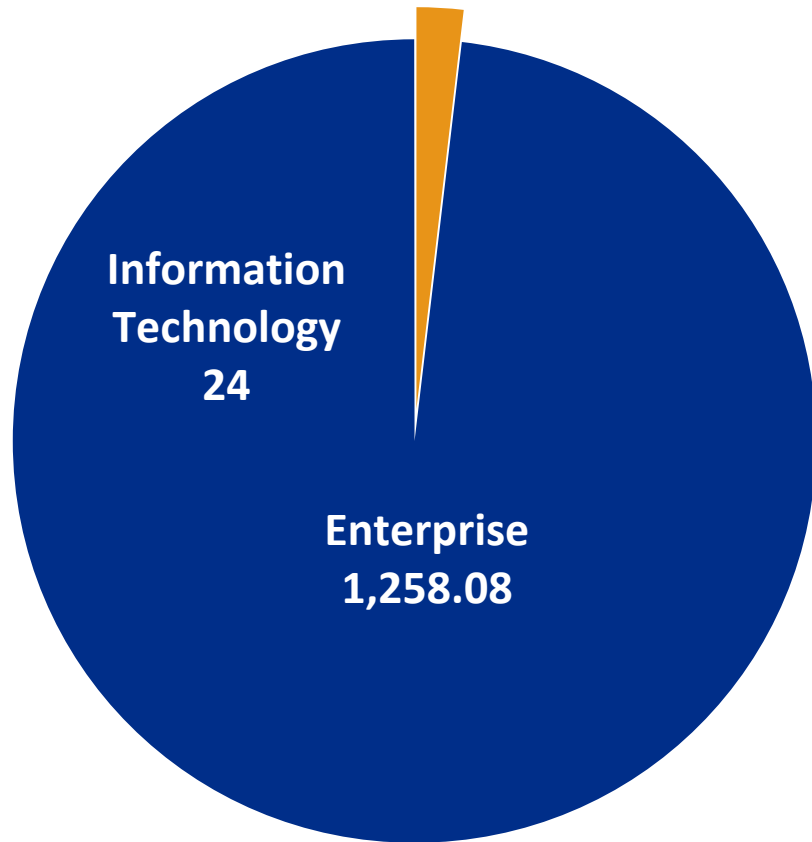
- ☐ Upgrade our telecommunication infrastructure.
- ☐ Deploy new network security systems.
- ☐ Upgrade our virtualization software.
- ☐ Deploy our virtualization redundancy equipment.
- ☐ Install back up generator power in our data center.
- ☐ Upgrade backup storage solution and capacity.
- ☐ GIS Interactive web pages.
- ☐ NexGen 911 project completion.
- ☐ Deploy ExecuTime.
- ☐ Automate several departmental processes.



How Information Technology Fits in the Enterprise in FY 17/18 – Staffing & Budget

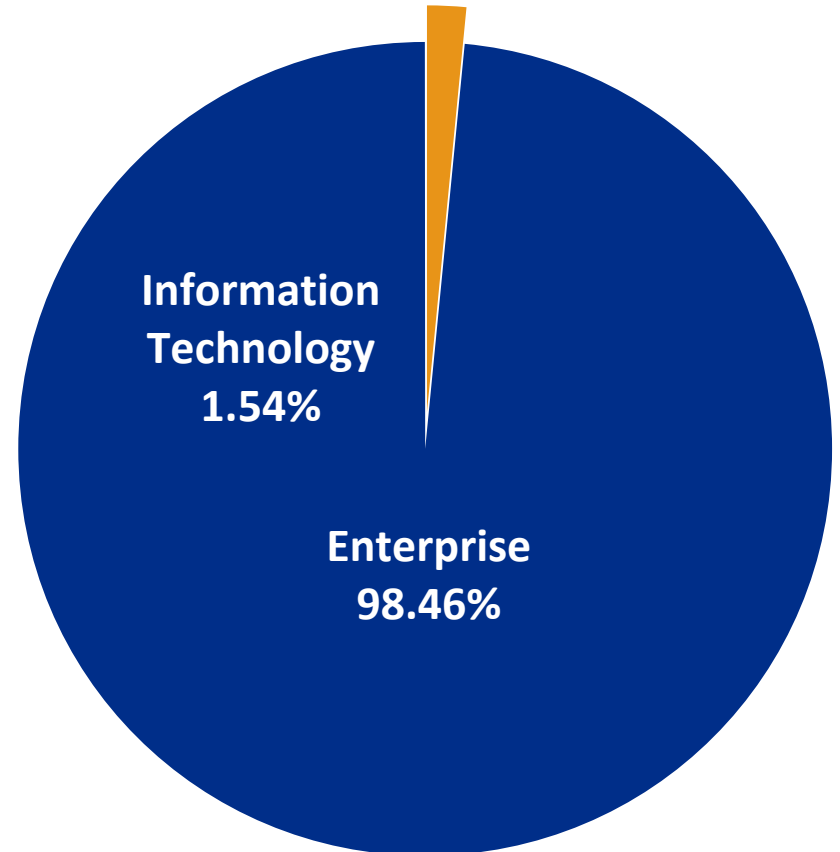
1.87% of FTEs in Enterprise

FTEs in All Funds



1.54% of Expenses in Enterprise

Expenses in All Funds



All Funds FTEs = 1,282.08

All Funds = \$180,214,576

Staffing

FTEs by Fund	Budgeted FY15/16	Budgeted FY 16/17	Proposed FY 17/18
General	19	19	18
Water & Sewer	5	5	5
Aviation	1	1	1
Total	25	25	24

FY 2017

Unfunded Network Technician Position during FY 2017.



Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
Transfer In- Water & Sewer Fund	845,049	827,413	842,913	1,130,076
Transfer In- General Fund	2,926,629	1,744,722	1,746,987	1,000,573
Transfer In- Solid Waste Fund	67,311	109,362	109,362	258,428
Transfer In- Drainage Fund	51,971	107,881	107,881	165,936
Transfer In- Aviation Fund	122,800	154,082	153,782	114,150
Transfer In- HOT Fund	68,908	76,174	76,174	42,200
Total	\$ 4,082,668	\$ 3,019,634	\$ 3,037,099	\$ 2,711,363
=Base request				\$ 2,711,363
+Decision Packages - From Additional Revenue				-
+Decision Packages				68,696
=Total				\$ 2,780,059



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ 1,353,883	\$ 1,381,202	\$ 1,381,202	\$ 1,454,823
• Materials & Supplies	636,885	898,616	909,081	325,057
• Contracts	852,250	422,577	429,577	677,500
• Capital Outlay	1,239,650	317,239	317,239	253,983
Total	\$ 4,082,668	\$ 3,019,634	\$ 3,037,099	\$ 2,711,363
=Base request				\$ 2,711,363
+Decision packages				68,696
=Total				\$ 2,780,059



Explanation of Expense Variance

- ❑ Transfer of non departmental funds for enterprise telephone costs
- ❑ Reduced the following accounts:
 - ❑ Software Maintenance
 - ❑ Computer Equipment
 - ❑ Consulting Services



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Microsoft licensing compliance	3	\$25,000	\$0	\$25,000
Reinstate Computer Technician position	2	43,696	0	43,696
Total Decision Packages		\$68,696	\$0	\$68,696



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
To raise the budget cap for FY 2018	1	\$24,000	\$0	\$24,000
Enhance software across departments (enterprise)	1	486,000	0	486,000
Total Decision Packages		\$510,000	\$0	\$510,000



City Manager's Comments



City Manager's Comments

☐ Create an Internal Service Fund



Risk Management



FY 2018 Proposed Budget Presentation

Fund: General

Department: Human Resources

Division: Risk Management

Mission

Risk Management's mission is to minimize the City's financial risk and prevent loss.



Mission Elements

- ☐ Implement and manage an effective safety program.
- ☐ Implement and manage an effective loss prevention and risk mitigation program.
- ☐ Manage appropriate insurance programs to ensure proper coverage and cost benefits.
- ☐ Reduce preventable work-related injuries.
- ☐ Reduce preventable work-related vehicle accidents.



By the Numbers:

- ☐ Implement and manage an effective safety program.
 - ☐ Hired a Worker's Compensation Specialist.
- ☐ Implement and manage an effective loss prevention and risk mitigation program.
 - ☐ Anticipate a 15-35% reduction in premium after 2 fiscal years.
- ☐ Manage appropriate insurance programs to ensure proper coverage and cost benefits.
 - ☐ Completed RFP for workers compensation and liability insurance – TML selected as provider/vendor.



By the Numbers:

- ❑ Reduce preventable work-related injuries.
 - ❑ Hosted 8 full days of on-site safety training with 9 full days scheduled for FY 17.
 - ❑ Fiscal year to date – 34 preventable injuries (16%)
- ❑ Reduce preventable work-related vehicle accidents.
 - ❑ Hosted 8 full days of on-site safety training with 9 full days scheduled for FY 17.
 - ❑ Fiscal year to date – 42 preventable vehicle accidents (41%)



Goals for FY 17/18

- ☐ Implement a standardized and effective safety program.
- ☐ Reduce preventable incidents.
- ☐ Incorporate loss prevention practices and risk management functions in areas in addition to employee safety.



How Risk Management Fits in the Enterprise in FY 17/18 – Staffing & Budget

0.23% of FTEs in Enterprise
FTEs in All Funds



0.71% of Expenses in Enterprise
Expenses in All Funds



All Funds FTEs = 1,282.08

All Funds = \$180,214,576

Staffing

	Budgeted FY15/16	Budgeted FY 16/17	Proposed FY 17/18
FTEs	0	0	3

FY 2018

Transferred Workers Compensation Specialist from Human Resources.
Funded Risk Manager and Safety Officer.



Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Transfer In- General Fund	-	-	-	753,527
Transfer In- Solid Waste Fund	-	-	-	189,962
Transfer In- Water & Sewer Fund	-	-	-	153,732
Transfer In- Aviation Fund	-	-	-	93,893
Transfer In- Drainage Fund	-	-	-	26,790
Transfer In- HOT Fund	-	-	-	23,776
Total	\$ -	\$ -	\$ -	\$ 1,241,681
=Base request				\$ 1,241,681
+Decision Packages - From Additional Revenue				-
+Decision Packages				40,308
=Total				\$ 1,281,989



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ -	\$ -	\$ -	\$ 33,458
• Materials & Supplies	-	-	-	4,356
• Contracts	-	-	-	1,203,867
• Capital Outlay	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 1,241,681
=Base request				\$ 1,241,681
+Decision packages				40,308
=Total				\$ 1,281,989



Explanation of Expense Variance

Increased budget target to account for creation of Risk Management Division.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Create a Risk Management Division. <ul style="list-style-type: none"> Fund and reclassification of current unfunded RM position (PG 62 - \$80,843) Add new Safety Officer Position <ul style="list-style-type: none"> PG 58 - \$59,245 Reclassification of current WC Specialist PG 56 - \$5,027 		\$146,276	\$0	\$146,276
TML Contribution Mitigation		(105,968)	0	(105,968)
Total Decision Packages		\$40,308	\$0	\$40,308



Decision Packages Disapproved by City Manager

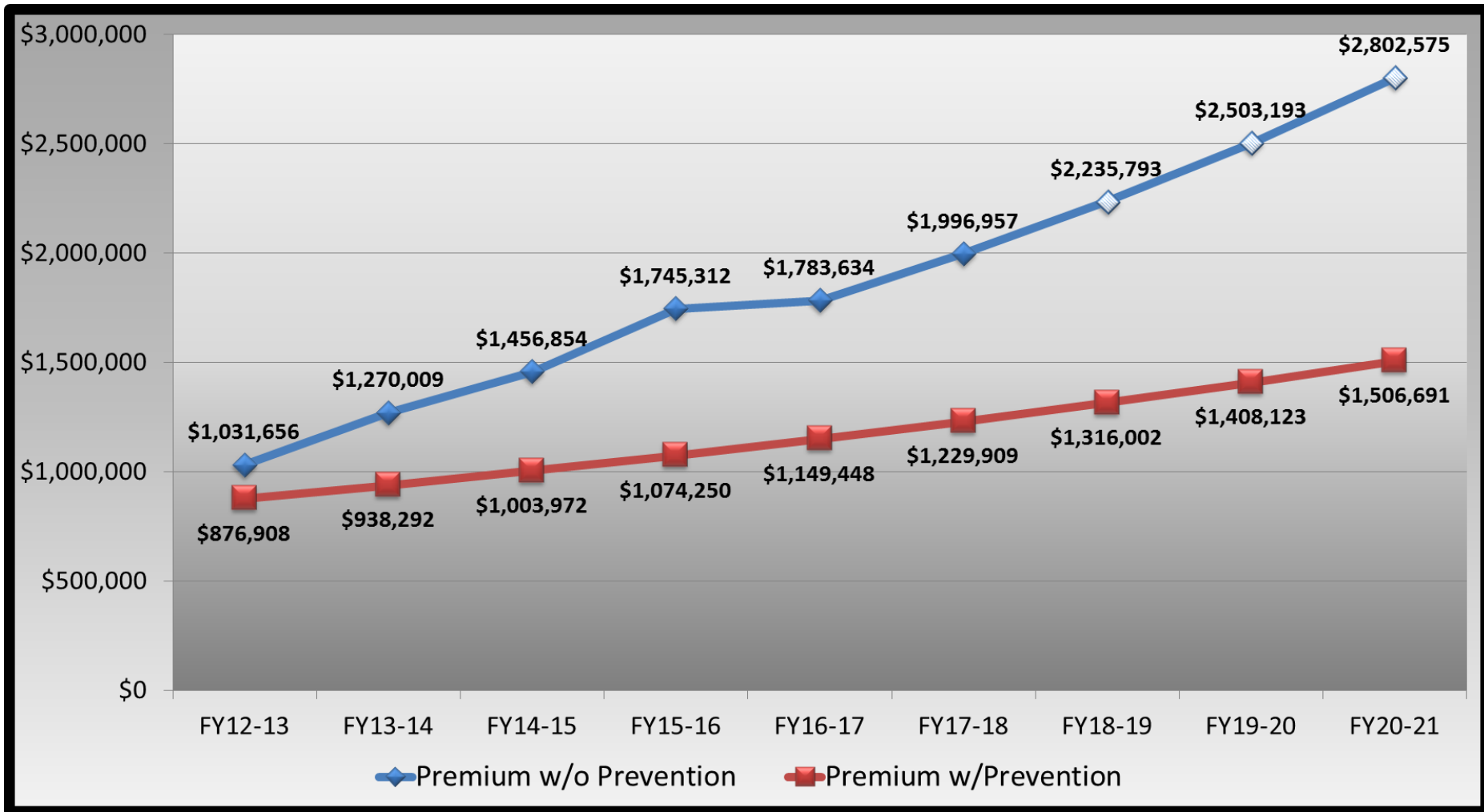
Description	Priority	Expense	Revenue	Net Cost
None		\$0	\$0	\$0
Total Decision Packages		\$0	\$0	\$0



City Manager's Comments



Actual and Projected Insurance Costs



City Manager's Comments

Create an Internal Service Fund



Capital Improvement Program



FY 2018 Proposed Budget Presentation

Fund: Multiple Funds

Department: Capital Improvement
Projects

Division: Capital Improvement Projects

All Funds

CIP Fund Summary - FY 2018

	<u>Amount</u>
Bonds	\$ 5,999,216
Grants	4,639,594
Property Tax	1,543,971
TxDOT Reimbursement	1,489,812
Drainage Fund	1,070,600
PEG Fund	<u>300,000</u>
Total	<u><u>\$ 15,043,193</u></u>



General Fund

CIP Fund Summary - FY 2018

	CIP FUNDING SOURCES						
	Bonds	Grants	Property Tax	TxDOT Reimb	Drainage Fund	PEG Fund	Total
Rosewood Extension	\$ -	\$ 3,000,000	\$ 635,188	\$ 1,489,812	\$ 750,000	\$ -	\$ 5,875,000
Heritage Oaks Hike & Bike Trail	994,225	1,639,594	-	-	-	-	2,633,819
Stagecoach Reconstruction	1,100,000	-	-	-	-	-	1,100,000
Remodel City Council Chambers	-	-	196,028	-	-	300,000	496,028
Trimmer Road Widening	350,000	-	-	-	-	-	350,000
Family Aquatics Center	350,000	-	-	-	-	-	350,000
Property Tax Reserve for Future Projects	-	-	712,755	-	-	-	712,755
Total	\$ 2,794,225	\$ 4,639,594	\$ 1,543,971	\$ 1,489,812	\$ 750,000	\$ 300,000	\$ 11,517,602



General Fund Rosewood Extension

The Rosewood Extension is a combination roadway/hike and bike trail project that consist of an arterial roadway from Pyrite Drive to Chaparral Road and multi-modal trails. This project will complete the north/south arterial connection from US 190 to Chaparral Road.

[illegible]

Heritage Oaks Hike & Bike Trail

[illegible]

General Fund

Stagecoach Reconstruction

The Stagecoach Reconstruction Phase 2 project consists of constructing roadway improvements to Stagecoach Road from Tyrel Drive east to East Trimmier Road.

Funding Sources	Previous Years	FY 2018	FY 2019	Future Years	Total
Bonds	\$ 19,342,841	\$ 1,100,000	\$ -	\$ -	\$ 20,442,841
	\$ 19,342,841	\$ 1,100,000	\$ -	\$ -	\$ 20,442,841



General Fund City Council Chambers

The City Hall Council Chambers requires renovation in order to facilitate Council Workshop meetings and televise all City Council meetings.

[illegible]

General Fund

Trimmier Road Widening

The Trimmier Road Widening Project consists of the construction of roadway improvements to Trimmier Road from US 190 south to Elms Road and US 190 north to Jasper Road including rebuilding existing lanes.

[illegible]

General Fund Family Aquatics Center

The Family Aquatics Center's pool surface needs to be repaired. The pool surfacing failing. Not addressing the situation may result in various areas becoming a safety hazard for patrons. The pump has not had a thorough maintenance performed since the pool opened in 2009.

[illegible]

Water & Sewer Fund

CIP Summary - FY 2018

CIP FUNDING SOURCES							
CIP Description	Bonds	Grants	Property Tax	TxDOT Reimb	Drainage Fund	PEG Fund	Total
Water Line Rehab Phase 2	\$ 932,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 932,180
18" Sewer Gravity Main	785,901	-	-	-	-	-	785,901
SSES Sewer Line Phase V	350,000	-	-	-	-	-	350,000
Water Line Improvements	203,034	-	-	-	-	-	203,034
Trimmier Creek Gravity Main	111,456	-	-	-	-	-	111,456
Total	\$ 2,382,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,382,571



Water Line Rehab Phase 2

The Water Line Rehab Phase 2 will replace old or under-sized water lines in the area to help reduce the number of breaks, as well as increase available fire flow and improve water quality.

Funding Sources	Previous Years	FY 2018	FY 2019	Future Years	Total
Bonds	\$ 300,000	\$ 932,180	\$ -	\$ -	\$ 1,232,180
	\$ 300,000	\$ 932,180	\$ -	\$ -	\$ 1,232,180



Water & Sewer Fund

18" Sewer Gravity Main

The 18" Sewer Gravity Main diverts sewer flow from the Central Basin to the Trimmier Creek Basin by replacing and upsizing existing force main. It also includes two City Owner Agreements to upsize a sewer main in Prairie View Phase 3 and to construct a portion of the Yowell Creek gravity sewer interceptor.

Funding Sources	Previous Years	FY 2018	FY 2019	Future Years	Total
Bonds	\$ 231,239	\$ 785,901	\$ -	\$ -	\$ 1,017,140
	\$ 231,239	\$ 785,901	\$ -	\$ -	\$ 1,017,140



Water & Sewer Fund

SSES Sewer Line Evaluation Phase V

This is the fifth phase of the sewer line SSES, pipeline analysis will evaluate 637,170 ft. of sewer pipe. The analysis locates defects, establishes least cost repair estimates, and prepares a sewer line rehabilitation plan.

Funding Sources	Previous Years	FY 2018	FY 2019	Future Years	Total
Bonds	\$ 50,000	\$ 350,000	\$ -	\$ -	\$ 400,000
	\$ 50,000	\$ 350,000	\$ -	\$ -	\$ 400,000



Water & Sewer Fund

Water System Improvements

The Water Systems Improvement project is a collection of small improvements that will increase capacity and improve operations.

Funding Sources	Previous Years	FY 2018	FY 2019	Future Years	Total
Bonds	\$ 50,000	\$ 203,034	\$ -	\$ -	\$ 253,034
	\$ 50,000	\$ 203,034	\$ -	\$ -	\$ 253,034



Trimmier Creek Gravity Main

The Trimmier Creek Gravity Main is a City Owner Agreement to extend a 15" diameter Sanitary Sewer Interceptor (Little Trimmier Creek Gravity Main) to accommodate existing and future growth in the Heritage Oaks Phase 1 development.

[illegible]

Drainage Fund

CIP Summary - FY 2018

	Bonds	Grants	Property Tax	TxDOT Reimb	Drainage Fund	PEG Fund	Total
South Nolan Creek	\$ 762,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 762,670
Cosper Ridge Estates	-	-	-	-	320,600	-	320,600
Valley Ditch	59,750	-	-	-	-	-	59,750
Total	\$ 822,420	\$ -	\$ -	\$ -	\$ 320,600	\$ -	\$ 1,143,020



Drainage Fund

South Nolan Creek

The South Nolan Creek project was identified in the 2005 Drainage Master Plan and is ongoing. The project is linked to the TCEQ Supplemental Environmental Compliance Project and was on hold until TCEQ authorized the Agreed Order with the City.

Funding Sources	Previous Years	FY 2018	FY 2019	Future Years	Total
Bonds	\$ 870,619	\$ 762,670	\$ -	\$ -	\$ 1,633,289
	\$ 870,619	\$ 762,670	\$ -	\$ -	\$ 1,633,289



Drainage Fund

Cosper Ridge Estates

The Cosper Ridge Estates project is to repair a sinkhole that is developing over several large diameter storm drain lines and two sewer lines.

Funding Sources	Previous Years	FY 2018	FY 2019	Future Years	Total
Drainage Fund	\$ -	\$ 320,600	\$ -	\$ -	\$ 320,600
	\$ -	\$ 320,600	\$ -	\$ -	\$ 320,600



Drainage Fund

Valley Ditch

This is the continuation of the Valley Ditch Phase 1 project. The project is designed to reduce flooding of homes.

Funding Sources	Previous Years	FY 2018	FY 2019	Future Years	Total
Bonds	\$ 104,950	\$ 59,750	\$ 138,542	\$ -	\$ 303,242
	\$ 104,950	\$ 59,750	\$ 138,542	\$ -	\$ 303,242



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Construct a new Animal Services Facility		\$9,352,947	\$0	\$9,352,947
Construct a new Senior Center in the proximity of the existing facility		1,650,000	0	1,650,000
Replace Fire Engine to include tools and equipment		945,000	0	945,000
Downtown Phase II		2,300,000	0	2,300,000
Renovation of Water & Sewer Administration Building		450,000	\$0	450,000



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Chaparral Road Design – Option 1 – Design Chaparral Road from SH 195 to FM 3481 in Harker Heights (approx. 5.84 miles)		2,000,000	0	2,000,000
Chaparral Road MUD – Option 2 – Design Chaparral Road from SH 195 to FM 3481 in Harker Heights (approx. 5.84 miles). Construct Chaparral Road from SH 195 to East of West Trimmier Rd as required by development agreement for Bell County MUD #2 (approx. 1.5 miles).		5,000,000	0	5,000,000
Total Decision Packages		\$21,697,947	\$0	\$21,697,947



City Manager's Comments



Debt Service Fund



FY 2018 Proposed Budget Presentation

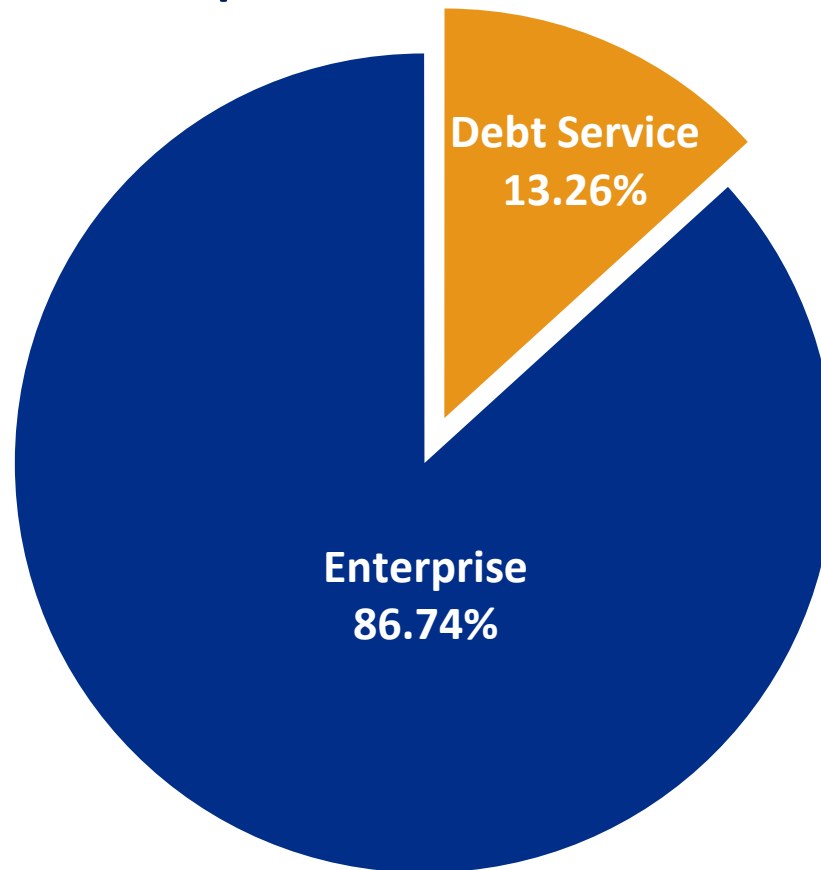
Funds: Multiple Funds

Department: Debt Service

Division: Debt Service

How Debt Service Fits in the Enterprise in FY 17/18 – Budget

13.26% of Expenses in Enterprise
Expenses in All Funds



All Funds = \$180,214,576



Debt Service Fund

Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Property Tax	\$ 12,794,098	\$ 15,898,999	\$ 15,898,999	\$ 14,688,478
Pass-Through Toll Road Payments	-	1,700,000	1,700,000	1,684,375
Interest Earned	21,186	26,100	26,100	45,000
Operating Transfers	3,010,131	-	-	-
Bond Proceeds	45,235,000	-	-	-
Premium on Bond	7,810,525	-	-	-
Total	\$ 68,870,940	\$ 17,625,099	\$ 17,625,099	\$ 16,417,853



Debt Service Fund

Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Bond Interest	\$ 7,607,436	\$ 7,829,053	\$ 7,829,053	\$ 7,593,661
• Bond Principal	7,120,000	7,605,000	7,605,000	8,120,000
• Arbitrage Calculation Fees	13,571	15,000	15,000	15,000
• Paying Agent Fees	7,456	8,000	8,000	8,000
• Payment to Escrow Agent	53,046,703	-	-	-
• Issuance Costs	584,349	-	-	-
Total	\$ 68,379,515	\$ 15,457,053	\$ 15,457,053	\$ 15,736,661



Water and Sewer Fund

Debt Service Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Interest Earned	\$ -	\$ -	\$ -	\$ -
From Water & Sewer Fund	7,170,715	7,167,341	7,167,341	6,171,911
Total	\$ 7,170,715	\$ 7,167,341	\$ 7,167,341	\$ 6,171,911



Water and Sewer Fund

Debt Service Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Bond Interest	\$ 2,088,175	\$ 1,956,301	\$ 1,956,301	\$ 1,830,871
• Bond Principal	5,075,000	5,205,000	5,205,000	4,335,000
• Arbitrage Calculation Fees	5,040	5,040	5,040	5,040
• Paying Agent Fees	2,500	1,000	1,000	1,000
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	-	-	-	-
Total	\$ 7,170,715	\$ 7,167,341	\$ 7,167,341	\$ 6,171,911



Solid Waste Fund

Debt Service Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Interest Earned	\$ -	\$ -	\$ -	\$ -
From Solid Waste Fund	723,984	719,960	719,960	719,643
Total	\$ 723,984	\$ 719,960	\$ 719,960	\$ 719,643



Solid Waste Fund

Debt Service Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Bond Interest	\$ 317,861	\$ 319,140	\$ 319,140	\$ 303,823
• Bond Principal	390,000	400,000	400,000	415,000
• Arbitrage Calculation Fees	319	320	320	320
• Paying Agent Fees	192	500	500	500
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	15,612	-	-	-
Total	\$ 723,984	\$ 719,960	\$ 719,960	\$ 719,643



Drainage Utility Fund

Debt Service Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Interest Earned	\$ -	\$ -	\$ -	\$ -
From Drainage Fund	550,537	550,741	550,741	541,341
Total	\$ 550,537	\$ 550,741	\$ 550,741	\$ 541,341



Drainage Utility Fund

Debt Service Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Bond Interest	\$ 200,000	\$ 189,500	\$ 189,500	\$ 175,100
• Bond Principal	350,000	360,000	360,000	365,000
• Arbitrage Calculation Fees	490	491	491	491
• Paying Agent Fees	47	750	750	750
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	-	-	-	-
Total	\$ 550,537	\$ 550,741	\$ 550,741	\$ 541,341



Hotel Occupancy Tax Fund

Debt Service Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Interest Earned	\$ -	\$ -	\$ -	\$ -
From HOT Fund	-	740,588	740,588	722,060
Total	\$ -	\$ 740,588	\$ 740,588	\$ 722,060



Hotel Occupancy Tax Fund

Debt Service Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Bond Interest	\$ -	\$ 334,128	\$ 334,128	\$ 295,600
• Bond Principal	-	405,000	405,000	425,000
• Arbitrage Calculation Fees	-	860	860	860
• Paying Agent Fees	-	600	600	600
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	-	-	-	-
Total	\$ -	\$ 740,588	\$ 740,588	\$ 722,060



City Manager's Comments



Special Revenue Funds

CDBG & HOME



FY 2018 Proposed Budget Presentation

Fund: Special Revenue Funds

Department: Community Development

Divisions: CDBG & HOME Grants

Mission

The mission of the Community Development Department is to administer sub-grants to qualifying agencies.



Mission Elements

- ☐ Provide technical assistance for selecting sub-grantees.
- ☐ Compliance monitoring for sub-grantee's performance.
- ☐ Required reporting for grantees.



By the Numbers:

❑ Persons assisted with CDBG and Home Program:	2,990
❑ Homes purchased – Home Program:	5
❑ Homes rehabilitated – CDBG Program:	4
❑ Public facilities improved–CDBG Program:	5
❑ Tenant Based Rental units assisted – Home Program:	76
❑ Persons assisted with Elderly Transportation Program:	166



Goals for FY 17/18

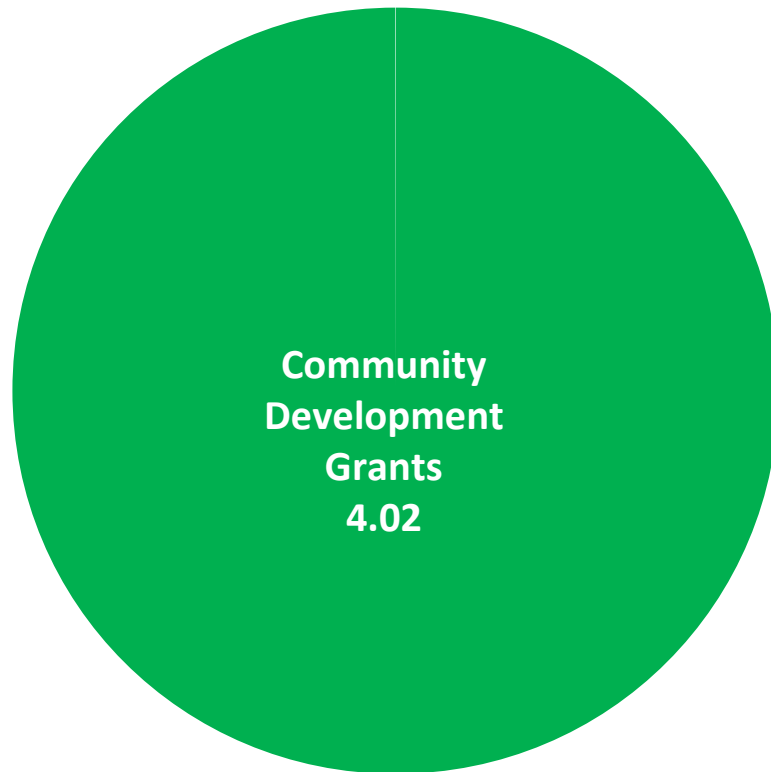
- ☐ Maintain CDBG and HOME Program grant requirements with reduced staffing levels.
- ☐ Provide housing rehabilitation to eligible households.
- ☐ Provide first time homebuyer benefits to eligible households.
- ☐ Provide elderly transportation services to eligible persons.



How Community Development Grants Fit in the Enterprise in FY 17/18 – Staffing

100% of FTEs in Fund

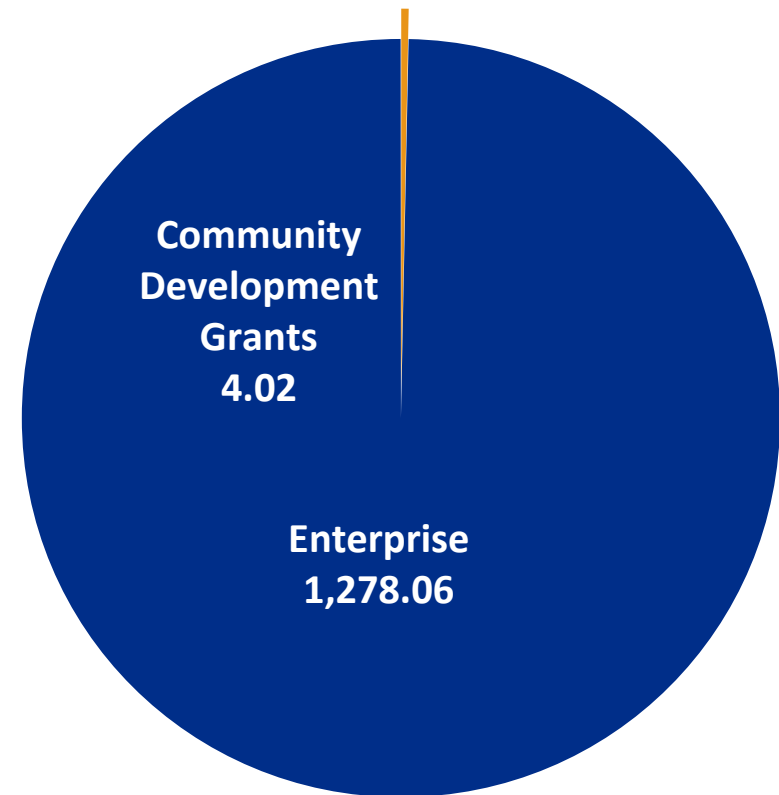
FTEs in the Fund



Community Development
Grants FTEs = 4.02
Fund FTEs = 4.02

0.31% of FTEs in Enterprise

FTEs in the Enterprise



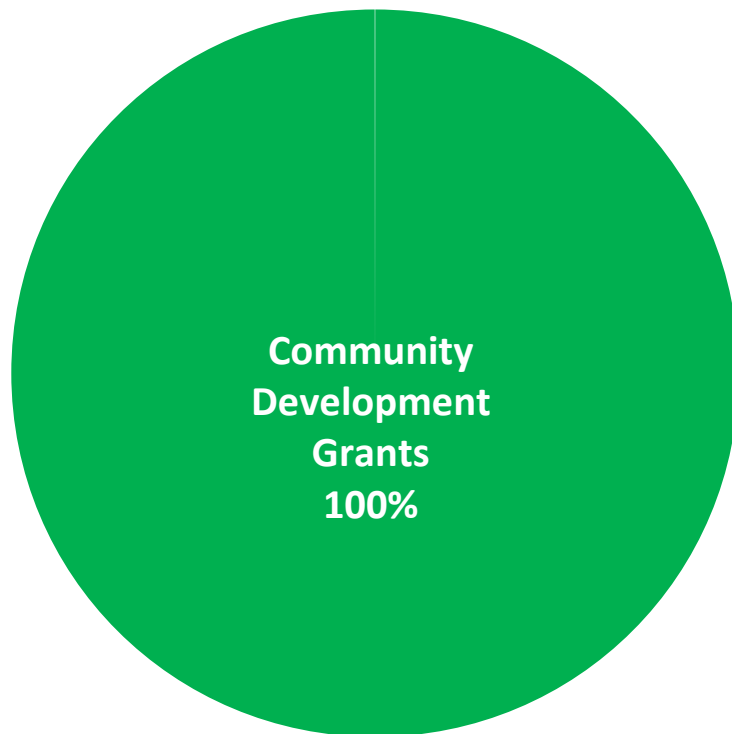
Enterprise FTEs = 1,282.08



How Community Development Grants Fit in the Enterprise in FY 17/18 – Budget

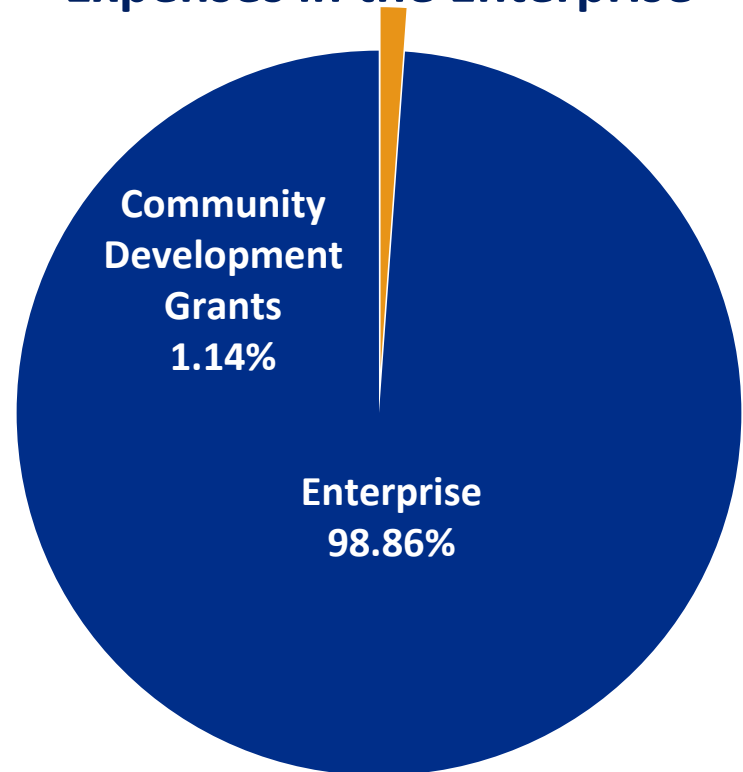
100% of Expenses in Fund 1.14% of Expenses in Enterprise

Expenses in the Fund



**Community Development
Grants Expense = \$2,048,041**
Fund Expense = \$2,048,041

Expenses in the Enterprise



**Enterprise Expense =
\$180,214,576**



Staffing

	Budgeted FY15/16	Budgeted FY 16/17	Proposed FY 17/18
FTEs	1	1	4.02

FY 2018

Transferred 3.02 FTEs from General Fund.



Revenue Budget - CDBG

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Grants -				
• Grant Programs	\$ 955,077	\$ 1,101,066	\$ 1,408,687	\$ 1,206,584
• Transportation	2,079	2,280	1,648	1,500
• Program Income	10,829	8,200	10,357	7,373
Miscellaneous	437	400	-	-
From Grant Funds	-	-	-	13,938
To Grant Fund Balance	(35,089)	(868,752)	(283,941)	-
Total	\$ 933,333	\$ 243,194	\$ 1,136,751	\$ 1,229,395
=Base request				\$ 1,229,395
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Grant Funds				-
=Total				\$ 1,229,395



Expense Budget – CDBG Grant

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ 43,791	\$ 44,264	\$ 44,264	\$ 217,358
• Materials & Supplies	8,656	13,152	8,633	39,645
• Reimbursable Expense	(52,458)	-	-	-
• Programs	933,344	185,778	1,083,854	972,392
Total	\$ 933,333	\$ 243,194	\$ 1,136,751	\$ 1,229,395
=Base request				\$ 1,229,395
+Decision packages				-
=Total				\$ 1,229,395



Explanation of Expense Variance

- ☐ Change in federal funding level for CDBG allocation.
- ☐ Change in funding level from AAA transportation due to decrease in number of rides taken.
- ☐ Change in uncompleted prior year project funding going forward.



Revenue Budget – HOME Grant

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Grants -				
• Grant Programs	\$ 347,439	\$ 900,678	\$ 460,171	\$ 803,479
• Program Income	209,178	49,822	53,352	49,822
Miscellaneous	319	390	390	-
From Grant Funds	-	-	-	-
To Grant Fund Balance	(319)	(577,202)	(187,033)	(34,655)
Total	\$ 556,617	\$ 373,688	\$ 326,880	\$ 818,646
=Base request				\$ 818,646
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Grant Funds				-
=Total				\$ 818,646



Expense Budget – HOME Grant

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ -	\$ -	\$ -	\$ 30,273
• Materials & Supplies	-	-	-	18,917
• Programs	556,617	373,688	326,880	769,456
Total	\$ 556,617	\$ 373,688	\$ 326,880	\$ 818,646
=Base request				\$ 818,646
+Decision packages				-
=Total				\$ 818,646



Explanation of Expense Variance

- ☐ Change in federal funding level for HOME allocation.
- ☐ Change in program receipts due to reduction in Housing Rehabilitation Program (HRP) loan receivables.
- ☐ Change in uncompleted prior year project funding going forward.



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



Hotel Occupancy Tax Fund



FY 2018 Proposed Budget Presentation

Fund: Hotel Occupancy Tax

Department: Community Development

Division: Killeen Civic &

Conference Center (KCCC)

Mission

The mission of the Killeen Civic and Conference Center (KCCC) is to manage the public event space available at the convention and exhibition facilities which includes the rodeo grounds and special events center.



Mission Elements

- ☐ Market and book events.
- ☐ Event planning and coordination.
- ☐ Event set-up and support.
- ☐ Facility cleaning and maintenance.



By the Numbers:

☐ Market and book events:

☐ Facilitated the dedication of the Fort Hood November 5th Memorial.

☐ Number of events booked: 637

☐ Amount of catering fees collected: \$ 30,114

☐ Amount of alcohol sales: \$157,480

☐ Amount of rental and equipment fees: \$311,357

☐ Number of hotel-motel usage: 2,400 rooms in Killeen
38 hotels

☐ Number of conventions contracted: 16

☐ Hotel rooms occupied during conventions: 4,900



By the Numbers: (cont'd)

☐ Event planning and coordination:

- ☐ Added credit card payment options for alcohol sales.
- ☐ Added craft beer to client alcohol selections.
- ☐ Added Survey Monkey for event follow up with clients.

☐ Event set-up and support:

- ☐ Replaced a new sound system in the ballrooms.
- ☐ Replaced the 14 year old electronic marquee located outside the facility to advertise events.

☐ Facility cleaning and maintenance:

- ☐ Made electrical upgrades at the rodeo arena and installed a gate near the concession stand.
- ☐ Installed new carpet in meeting rooms.



Goals for FY 17/18

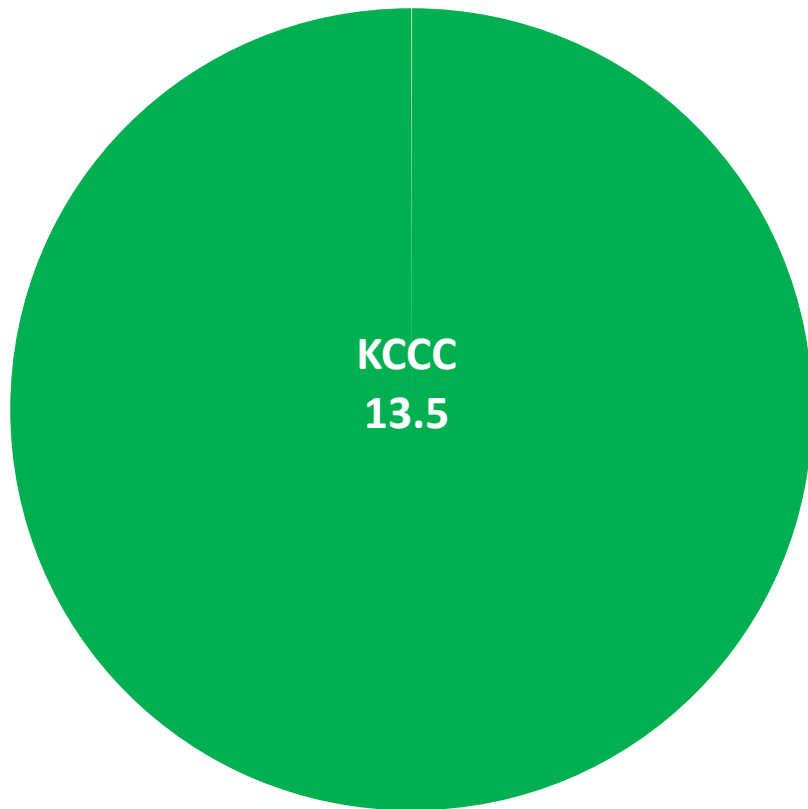
- ☐ Improve marketing efforts to promote Killeen through interactive websites, social media outlets, and collecting analytics for all advertising opportunities.
- ☐ Develop strategies to promote Killeen as the premier city for conventions, conferences, reunions, and meetings.
- ☐ Continue to conduct Texas hospitality training to the hospitality and service industry.
- ☐ Build relationships with local hoteliers to share ideas and keep up-to-date visitor/conference information.
- ☐ Encourage staff to utilize Convention Visitors Bureau services and recruit municipal government organizations to host annual conferences and trainings in Killeen.
- ☐ Market the city as a tourist destination.
- ☐ Develop new client rate brochures and facility information.



How KCCC Fits in the Enterprise in FY 17/18 – Staffing

100% of FTEs in Fund

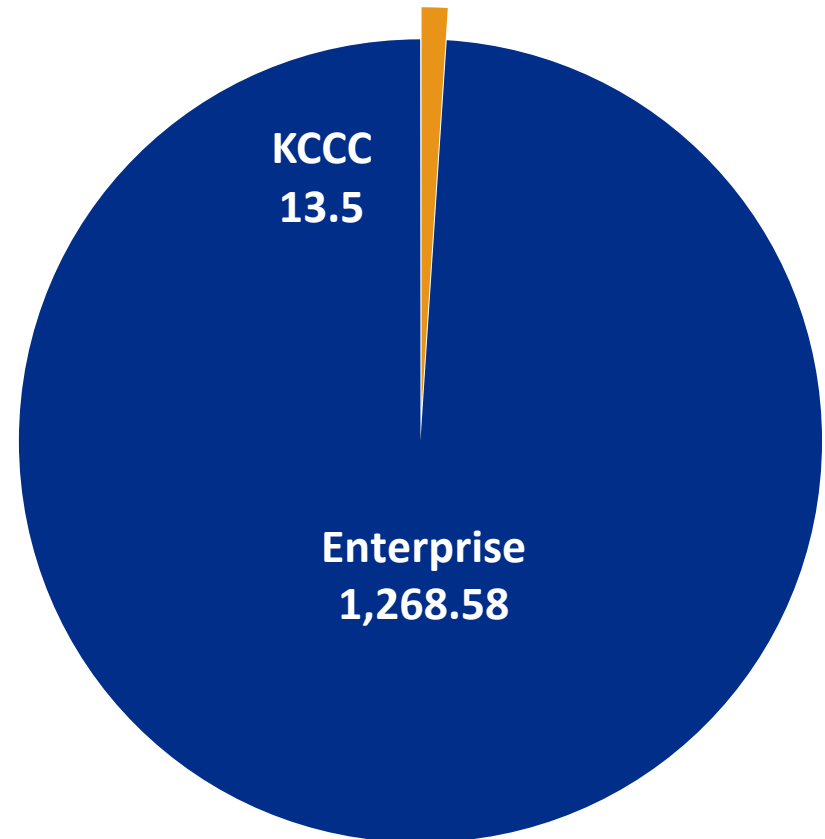
FTEs in the HOT Fund



KCCC FTEs = 13.5
HOT Fund FTEs = 13.5

1.05% of FTEs in Enterprise

FTEs in All Funds



All Funds FTEs = 1,282.08

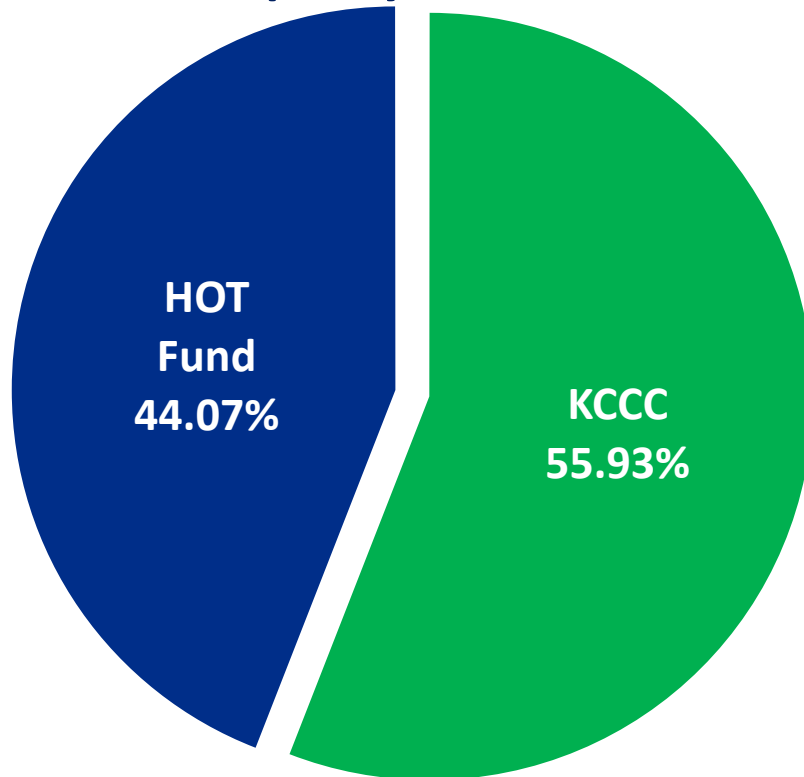


How KCCC Fits in the Enterprise in FY 17/18 – Budget

55.93% of Expenses in Fund

0.71% of Expenses in Enterprise

**Expenses in the Hotel
Occupancy Tax Fund**



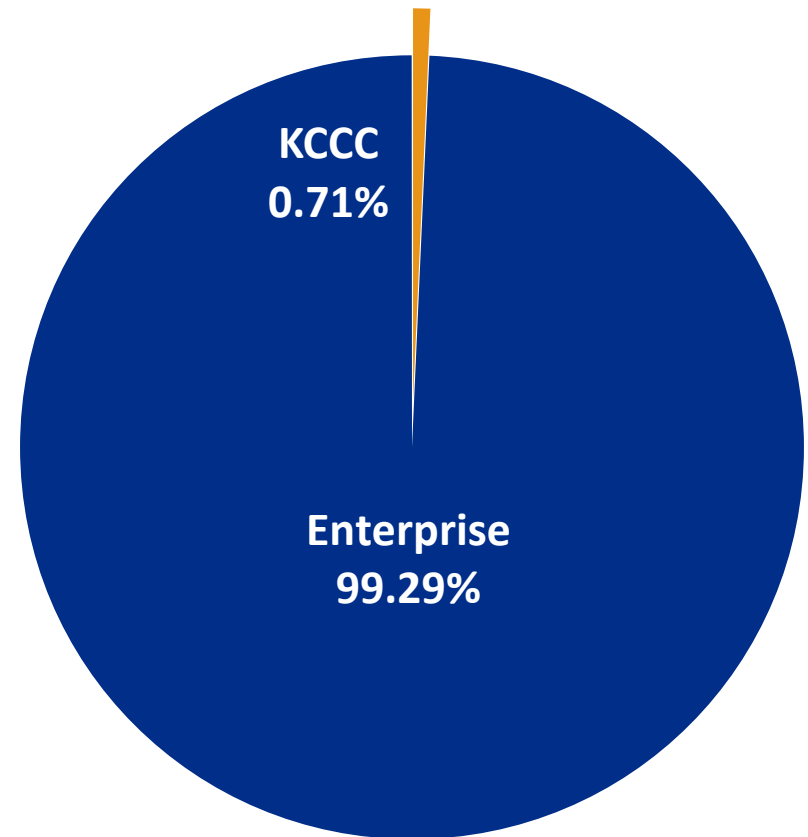
**HOT
Fund
44.07%**

**KCCC
55.93%**

KCCC Expense = \$1,272,163

Hotel Occupancy Tax Fund = \$2,274,599

Expenses in All Funds



**KCCC
0.71%**

**Enterprise
99.29%**

All Funds = \$180,214,576



Staffing

	Budgeted FY15/16	Budgeted FY 16/17	Proposed FY 17/18
FTEs	14	13	13.5

FY 2017

Unfunded Conference Center Manager position.

Funded part-time Event Assistant position.



Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Operations Fees	\$ 608,427	\$ 679,500	\$ 679,500	\$ 695,000
Grants	-	-	-	-
From HOT Fund	942,686	703,278	696,600	577,163
Total	\$ 1,551,113	\$ 1,382,778	\$ 1,376,100	\$ 1,272,163
=Base request				\$ 1,272,163
+Decision Packages - From Additional Revenue				-
+Decision Packages - From HOT Fund				-
=Total				\$ 1,272,163



Explanation of Revenue Variance

- ☐ Increase in revenues to include room, equipment, catering and mixed beverage sales.
- ☐ Reduced budget target.



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ 678,265	\$ 608,269	\$ 608,269	\$ 638,333
• Materials & Supplies	291,197	353,592	346,914	255,078
• Electricity Services	255,218	236,167	236,167	226,396
• Contracts	12,197	30,250	30,250	22,100
• Advertising/Marketing	90,418	105,500	105,500	74,756
• Cost of Goods Sold	41,860	49,000	49,000	55,500
• Capital Outlay	181,958	-	-	-
Total	\$ 1,551,113	\$ 1,382,778	\$ 1,376,100	\$ 1,272,163
=Base request				\$ 1,272,163
+Decision packages				-
=Total				\$ 1,272,163



Explanation of Expense Variance

- ❑ Reduced materials and supply accounts by \$118,315 to meet budget target.



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
National Mounted Warfare Foundation		\$85,000	\$0	\$85,000
Total Decision Packages		\$85,000	\$0	\$85,000



City Manager's Comments



Public Education Government (PEG) Fund



FY 2018 Proposed Budget Presentation

Fund: Public Education Government
(PEG)

Department: Communications

Division: Government Channel

Mission

The Public Education Government (PEG) channel's mission is to provide access to City government meetings and information by paying for equipment and capital improvements related to cable broadcasting.



Mission Element

- ☐ Pay for equipment.
- ☐ Pay for capital improvements.



Goals for FY 17/18

- ☐ Complete renovation of City Council Chambers to include new technology.



Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
PEG Funds [1% payment]	\$ 217,015	\$ 208,000	\$ 208,000	\$ 208,000
Miscellaneous	1,768	1,800	1,800	1,800
From PEG Fund Balance	-	19,560	19,560	140,200
(To) PEG Fund Balance	(28,737)	-	-	-
Total	\$ 190,046	\$ 229,360	\$ 229,360	\$ 350,000



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Personnel Services	\$ 174,361	\$ 175,721	\$ 175,721	\$ -
• Materials & Supplies	15,685	53,639	53,639	50,000
• Transfer to General Fund CIP for Capital Outlay - Workshop Recording Project	-	-	-	300,000
Total	\$ 190,046	\$ 229,360	\$ 229,360	\$ 350,000



Explanation of Expense Variance

- ☐ Transfer of PEG funded positions to General Fund.
- ☐ Capital funding for proposed Council Chamber Project.



City Manager's Comments



Other



FY 2018 Proposed Budget Presentation

Fund: Special Revenue Funds

Department: Multiple

Division: Multiple

Revenue Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Revenue:				
Community Service Donations	\$ 34,834	\$ 30,100	\$ 93,106	\$ 280,000
Tax Increment Fund	95,984	107,592	107,592	229,533
Law Enforcement Grant	4,381	74,310	74,310	138,303
Police Department Donation Fund	107,266	53,078	58,012	83,491
Animal Control Donations	17,508	20,070	11,640	15,970
Total	\$ 259,973	\$ 285,150	\$ 344,660	\$ 747,297



Expense Budget

	Actual FY 15/16	Adopted Budget FY 16/17	Estimated Actual FY 16/17	Proposed Budget FY 17/18
Expense:				
Operations				
• Community Service Donations	\$ 35,923	\$ -	\$ 4,474	\$ 280,000
• Police Department Donations	79,497	91,936	75,412	160,798
• Law Enforcement Grant	4,146	74,310	74,310	138,303
• Animal Control Donations	30,760	-	-	20,000
• Tax Increment Fund	-	-	-	-
Total	\$ 150,326	\$ 166,246	\$ 154,196	\$ 599,101



City Manager's Comments

