

Fiscal Year

2020 - 2021

Annual Budget



*A Natural Beauty*

**City of Tyler**  
**Fiscal Year 2020-2021**  
**Budget Cover Page**  
**September 9, 2020**

**This budget will raise more revenue from property taxes than last year’s budget by an amount of \$664,585, which is a 2.93 percent increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$416,362.**

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

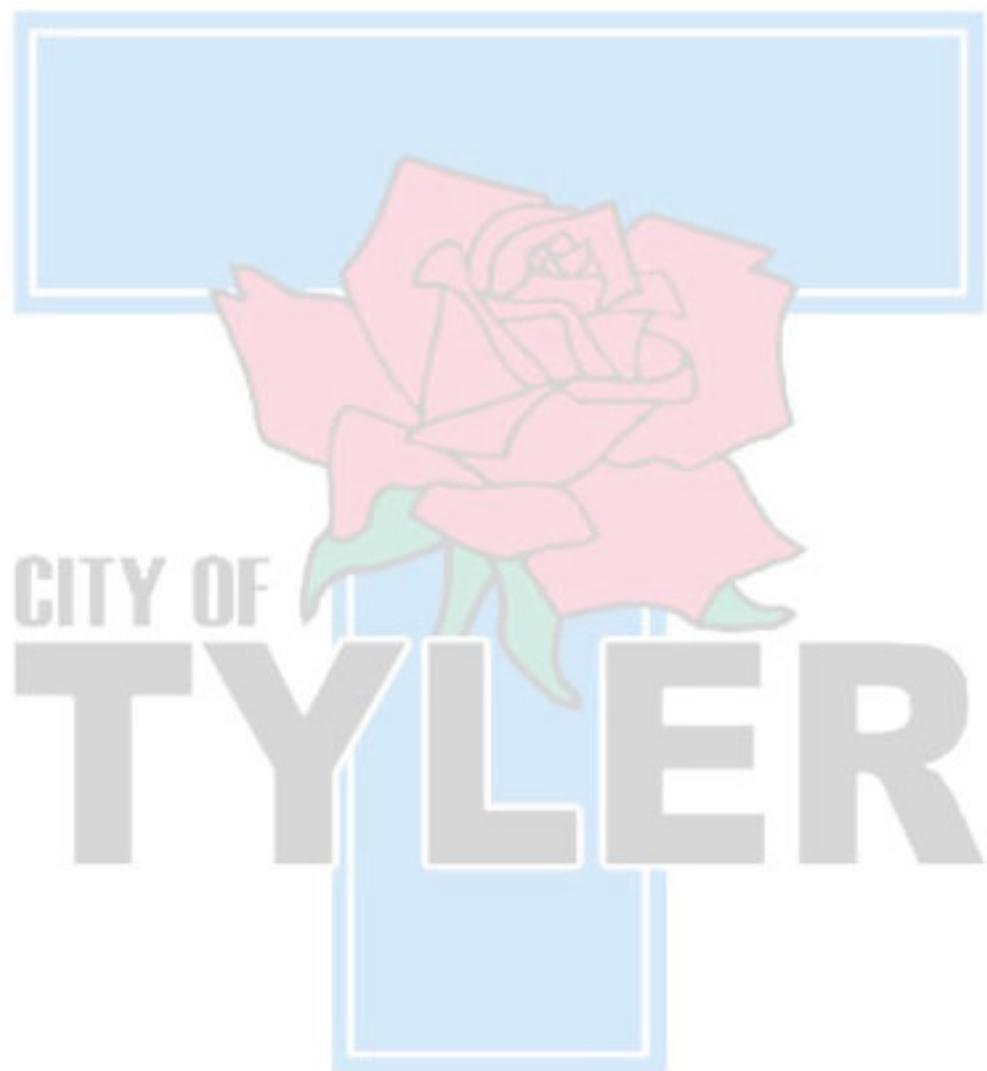
<b>For:</b>	Martin Heines, Mayor Linda Sellers, District 1 Broderick McGee, District 2	Shirley McKellar, District 3 Bob Westbrook, District 5
<b>Against:</b>	None	
<b>Present and not voting:</b>	None	
<b>Absent:</b>	Vacant, District 4 Vacant, District 6	

**Property Tax Rate Comparison**

	<b>2020-2021</b>	<b>2019-2020</b>
Property Tax Rate:	\$0.259000/100	\$0.259900/100
No-New-Revenue Tax Rate	\$0.261091/100	\$0.240733/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.261091/100	\$0.240733/100
Voter-Approval Tax Rate:	\$0.270950/100	\$0.259999/100
Debt Rate:	\$0.000000/100	\$0.000000/100

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

Debt service requirements for FY 2020, including principal and interest, are \$0 for obligations paid by property taxes and \$73,950,000 for obligations paid by utility charges, and \$710,000 for obligations paid by customer facility charges. Additions detail for the City’s debt obligations, including future year’s payment requirements, is included later in the budget document.



*A Natural Beauty*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Tyler  
Texas**

For the Fiscal Year Beginning

**October 1, 2019**

*Christopher P. Morill*

Executive Director



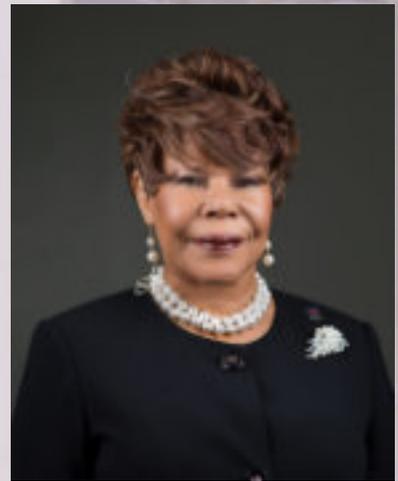
Mayor Martin Heines



Linda Sellers  
Councilmember—District 1



Broderick McGee  
Councilmember—District 2



Shirley McKellar  
Councilmember—District 3

1850  
CITY OF TYLER  
TEXAS  
CITY HALL

## OUR MISSION

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

## OUR VISION

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



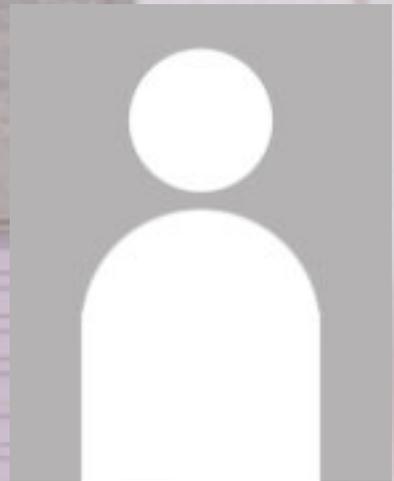
**Vacant**

Councilmember—District 4



**Bob Westbrook**

Councilmember—District 5



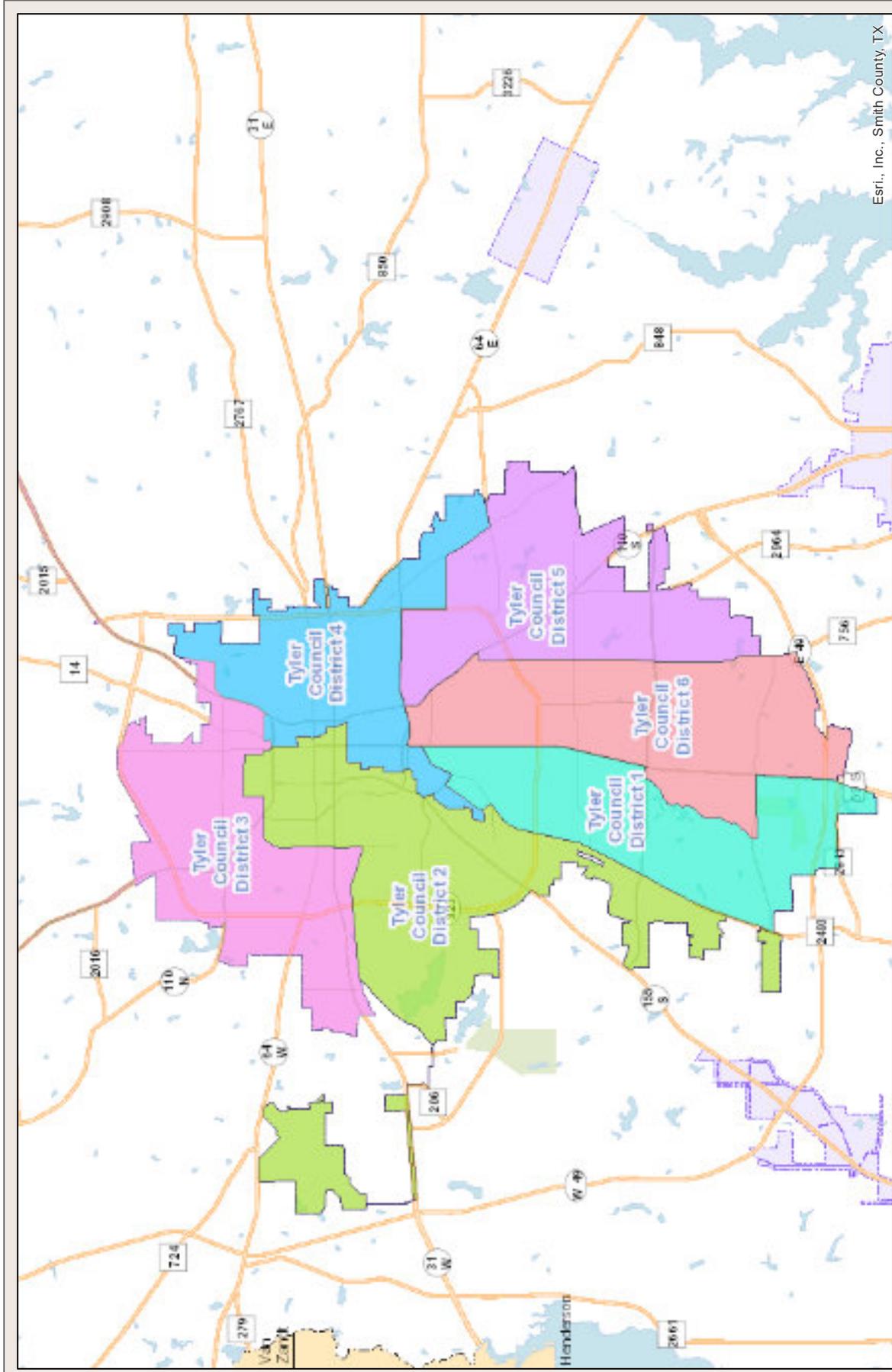
**Vacant**

Councilmember—District 6



ROSE CAPITAL  
OF  
AMERICA





Esri, Inc., Smith County, TX

2/26/2021, 8:10:56 AM

Web AppBuilder for ArcGIS

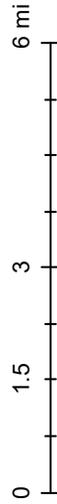
**Tyler City Council**

	Central		Northwest
	East		South
	Northwest		West
	Arp		

**Web AppBuilder for ArcGIS**

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

<http://www.smithcountymapsite.org>



Dear Tyler Residents,

“Unprecedented” is the word we consistently use to describe the year 2020. While the City of Tyler has not been spared the effects of the pandemic, the City of Tyler has been fortunate in weathering this storm. This is due in no small part to careful planning and investments made City Council and staff during these last years, who have laid the groundwork for Tyler’s future through new and renewed roadways, water and sewer systems, and drainage projects.

While we experienced delays due to the affect of COVID-19 on our economy and workforce, we took significant strides on key projects that are important to the health and well-being of our entire community.

Notably, we began implementation of the Traffic Improvement Project, an \$12 million project designed to modernize our traffic light system over a ten-year period. We also finished the sidewalks and readied to break ground on the Hidden Palace Project, an affordable housing development located on the north-end behind the new Fire Station No. 1. Through it all, we continued to invest in our infrastructure through maintenance and repair work to our streets, water, wastewater and drainage systems-ensuring that critical services continued during this uncertain time.

Though this virus has taken a terrible toll, I believe that our city will emerge stronger, wiser and more compassionate than before. This belief drives our local response effort and comforts us all as we navigate our new normal. Never doubt that through sacrifice, cooperation and kindness we can and will endure.

Finally, it is my sincere hope to always be Tyler’s longest-serving Mayor. It will mean that we never again experience events so disruptive that even our elections must pause. And I am grateful to have been Called to SERVE our community one last time. Never have I been so proud to be your Mayor, your neighbor and to work on your behalf.



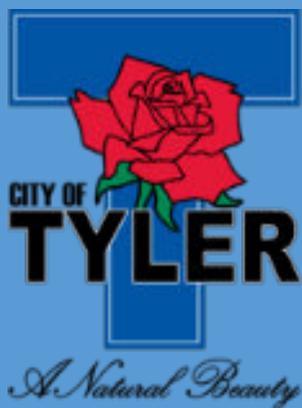
  
Martin Heines  
Mayor, City of Tyler, Texas

# Table of Contents

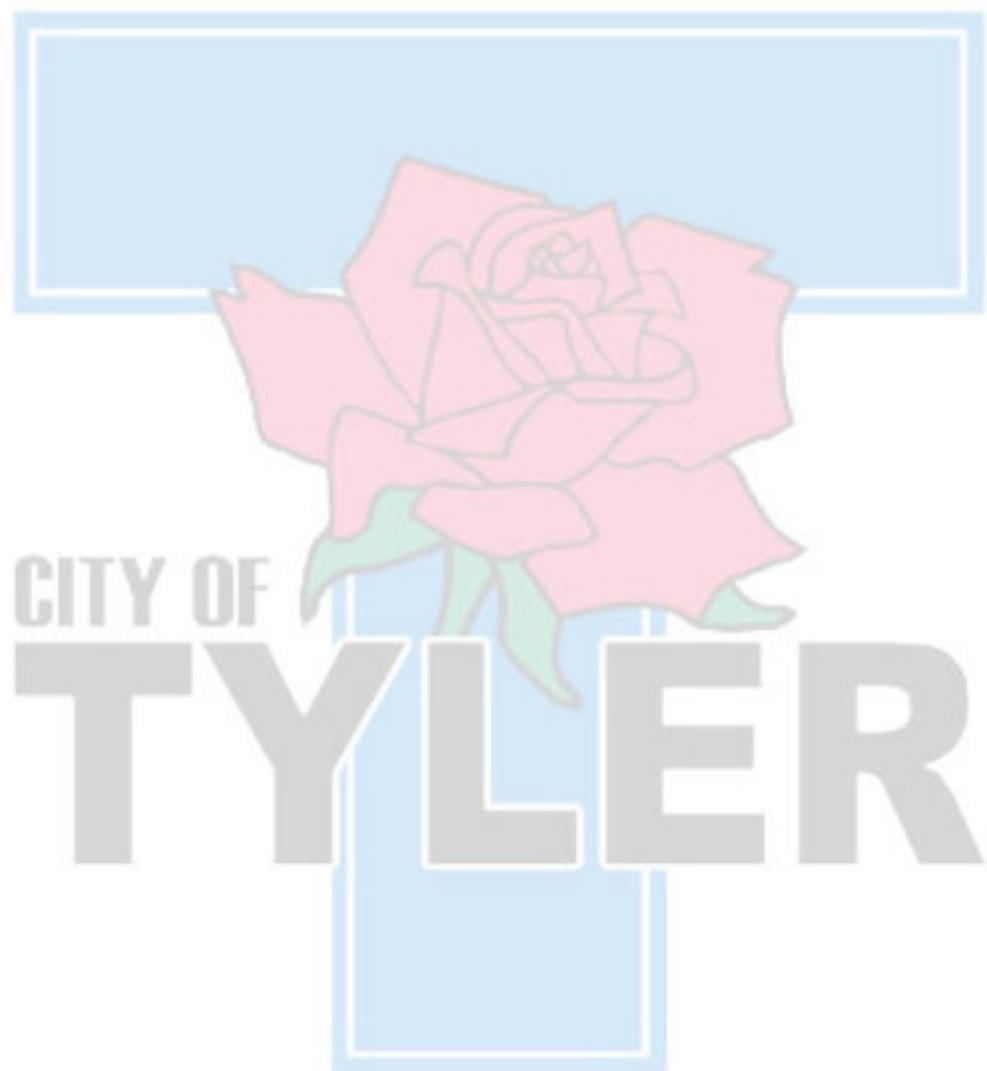
City Profile	15
Executive Summary	25
Staffing	25
Compensation	25
Benefits	25
Budget Process	33
General	34
Capital Projects	34
Permanent Funds	34
Special Revenue	34
Enterprise	35
Internal Service	36
Fiscal Alignment (Phase I)	37
Departmental Hearings (Phase II and III)	37
Budget Presentation (Phase IV)	37
Adoption Process (Phase V)	37
Financial Policy	41
Investment Policy	45
Sec. 2-46. Introduction And Scope.	45
Sec. 2-47. Investment Strategy.	45
Sec. 2-48. Objectives.	46
Sec. 2-49. Investment Officers.	47
Sec. 2-50. Standards of Care, Ethics and Conflicts of Interest.	48
Sec. 2-51. Authorized Investments.	48
Sec. 2-52. Investment Limits.	49
Sec 2-53. Selection of Broker/Dealers.	50
Sec. 2-54. Safekeeping.	50

Sec. 2-55. Reporting and Audits.	51
Sec. 2-56. Review of Investment Policy.	51
Sec. 2-57. Selection of Depositories.	51
Sec. 2-58. Authorized Collateral	52
Sec. 2-59. Reserved.	52
Major Revenue Sources	56
Sales Tax	56
Property Tax	57
Fines and Penalties	57
City Council	73
City Manager's Office	74
Finance	76
Legal	77
Communications	78
Human Resources	79
Police	81
Fire	84
Library	86
Parks and Recreation	87
Engineering	90
Streets	91
Traffic	92
Animal Services	93
Municipal Court	94
Development Services	102
Planning	104
Water Utilities	112
Solid Waste	126
Airport	133
Combined Debt Service	175

GO Bond Program Summary	175
Maximum Debt Limit	175
Bond Rating for Tax Debt	175
Revenue Bond Program Summary	175
Bond Rating for Revenue Debt	175
Glossary	193
A	193
B	193
C	193
D	194
E	194
F	194
G	195
H	195
I	196
M	196
N	196
O	196
P	196
R	196
S	196
T	197
U	197
W	197



# Tyler Profile



*A Natural Beauty*

# City Profile

The City of Tyler, Texas, the county seat of Smith County, is considered the advanced manufacturing, health care, educational and retail center of East Texas. Tyler is located on U.S. Highway 69 just south of Interstate 20 equal distance (approximately 90 miles) between the cities of Dallas, Texas and Shreveport, Louisiana. The City, encompassing approximately 53 square miles, had a 2000 census population of 83,650, which is a 9.2% increase from the 1990 census population of 76,440. Currently, the City's population is estimated to be 107,479. The City is commonly referred to as the City of Roses.

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

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

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

## Local Economy

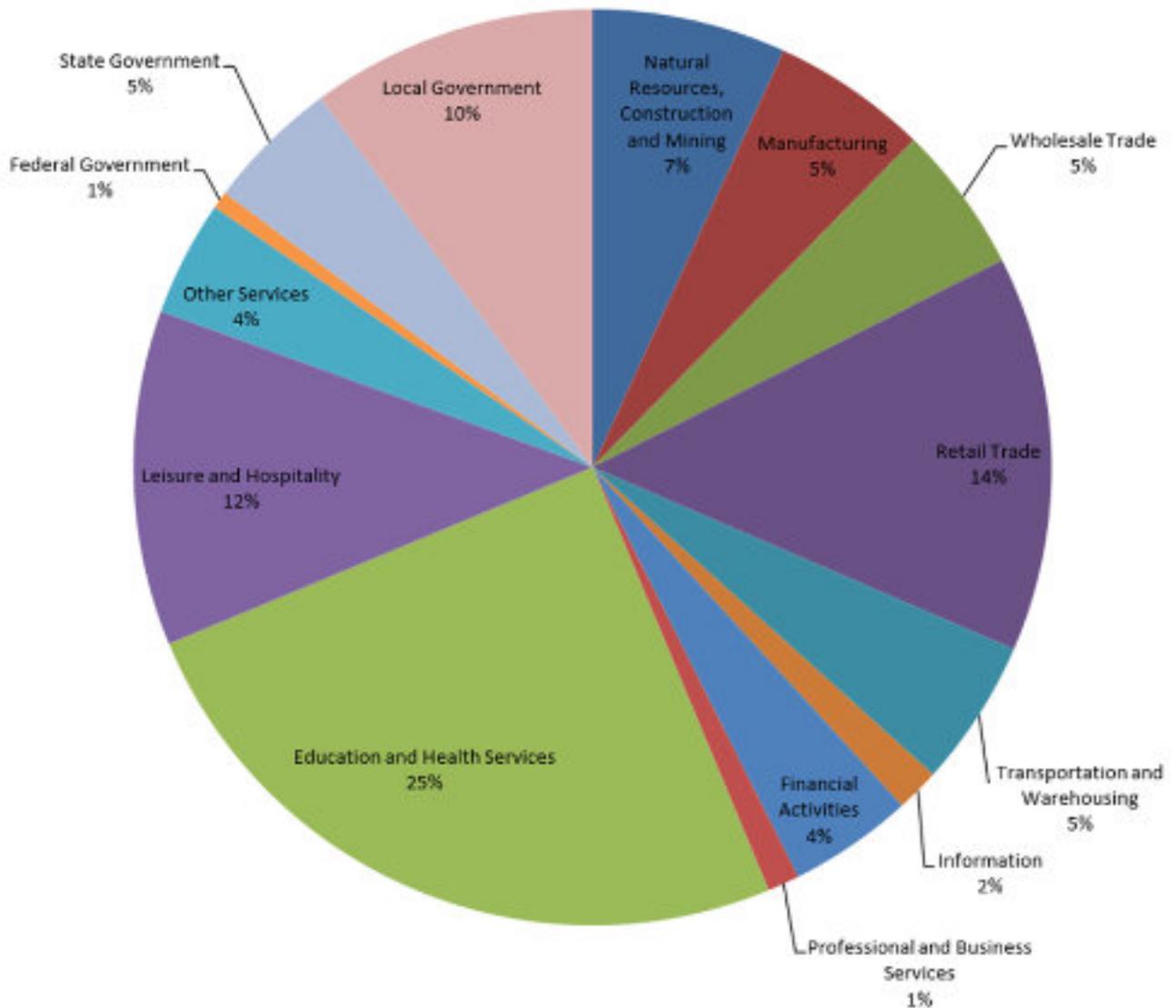
The information presented in the budget document is perhaps best understood when it is considered from the broader perspective of the specific environment within which the City operates. The chief industries in and around Tyler include: health care and research; education; grocery distribution; retail and retail distribution; air conditioning unit manufacturing; cable, internet and phone services; government services; engineering services; banking services; oil and gas refining; ready mix concrete production; tourism; and growing and shipping rose bushes. This diversification is evident in the fact that no single taxpayer represents more than 2.63% of assessed valuation in the City.

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

secondary education is provided by several public school districts, three charter schools as well as ten private / parochial schools in the Tyler area. Tyler is also the medical center of East Texas with three hospitals and numerous other supporting clinics, practices and specialty hospitals with a total of 1,124 beds. Additionally, Tyler has many tourist attractions. The Texas Rose Festival includes the crowning of the Rose Queen attracting a large number of visitors each year. The Azalea Trails in the spring attracts additional tourism. Each September Tyler hosts the East Texas State Fair for one week providing midway, craft and 4H activities. Tyler State Park is located just north of Tyler and provides nature trails and camping in a scenic setting. Lake Tyler and Lake Tyler East, located twelve miles southeast of the City, are popular recreational and fishing sites. The City actively works with the Tyler Economic Development Corporation and local industries to encourage expansions and re-locations to our community. Two TIF/TIRZ zones were created in 2008, one in the downtown area and another in north Tyler in coordination with revitalization efforts. The downtown zone was dissolved in FY 15-16, with the intent to re-establish a new base zone, due to properties becoming exempt within the area. The downtown zone was re-established in FY2018-2019. Land is available for development; the area has an abundant water supply and typically mild weather.

## Workforce Breakdown

Smith County/Tyler MSA



The Tyler area cost of living index has consistently been 90-96% of the national average for the past five years. Economic incentives as well as historic preservation incentives are available to facilitate business expansions or re-locations.

Because of its location in a region with a varied economic base, unemployment is relatively stable, and in the last five years while trending with the State of Texas has remained consistently below the national average. During the past ten years, the unemployment rate has ranged from a current low of 3.2 percent (2019) to a previous decade high of 7.8 percent (2012) This figure indicates a decrease of .10 % over the prior year while remaining in line with the State and National trends. The total workforce for the Tyler region has increased from 47,169 in 2007 to 51,061 in 2019.

## Largest Area Employers

COMPANY NAME	PRODUCT/SERVICE	EMPLOYEES
UT Health East Texas	Medical Care	4,439
CHRISTUS Trinity Mother Frances	Medical Care	4,095
Tyler Independent School District	Education	2,639
Brookshire Grocery Company	Grocery Distribution	1,620
The Trane Company	Commercial Air Conditioners	1,331
The University of Texas at Tyler	Education	1,440
Wal-Mart	Retail	1,241
Altice USA	Cable, Internet, Phone	1,150
UT Health Science Center	Education	1,108
Sanderson Farms	USDA Meat Processing	1,000
Tyler Junior College	Education	967
City of Tyler	Government	853
Smith County	Government	843
John Soules Food*	USDA Meat Processing	742
Target Distribution Center	Retail Distribution	690

Source: Tyler Economic Development Council

\* Headquarters located in Tyler.

Population growth in the last five years was more than doubled that of the last decade and continues to grow. The population grew 10 percent from 1990 to the year 2000. From the year 2000 to 2010, the population grew 16 percent. From 2010 to 2019, the growth has been approximately 7 percent. Market and economic analysts estimate that as many as 270,000 people come to Tyler each day to work, attend school, seek medical services, or shop. The Loop 49 Toll Project is complete from State Highway 110 to Highway 69 north of the City of Lindale. Loop 49 Toll will create a horseshoe loop around Tyler connecting the City's southern regions to I-20. The loop allows for increased traffic from I-20 into the City of Tyler for shopping and economic development purposes. Currently the Northeast Texas Regional Mobility Authority (NETRMA) is in the planning phase of extending Loop 49 to connect Highway 271, northeast of Tyler, to the existing loop. Along with the Loop 49 project, the Northeast Texas Regional Mobility Authority was authorized in 2004 to construct, operate and maintain turnpike projects in the state which includes the Tyler area. Including various other means of interstate access, the Tyler Pounds Regional Airport allows for secure and efficient air travel in and out of the region. Total flight enplanements have declined slightly due to the general economic climate nationwide from 73,989 in 2009 to a current level of 60,038 in 2019. Tyler is the first Certified Retirement City in Texas. Tyler meets high standards for retiree living such as low cost of living, low crime rate, quality health care, abundant recreation and educational opportunities. The office space occupancy rate for the City of Tyler was 82.58 percent in 2019, an increase from 78.6 percent in 2018. The average lease rates for office space in 2019 was \$16.89 per square foot, an increase from the 2018 rate of \$15.86 per square foot. The office lease space is comprised of three classes for total square footage of 2,262,969. The potential for sustained development is present, and many governmental and business leaders are working to ensure the City is poised for economic growth.

The economic outlook for Tyler is encouraging with an increase in sales tax collections by 6.32%. According to economist Dr. Ray Perryman, Tyler should see job growth over the next five years. Growth in Tyler is expected to occur at a pace faster than the nationwide rate. Assessed values have increased by 4.97% in 2019. The potential for sustained development is present, and many

governmental and business leaders are working to ensure the City is poised for economic growth.

## Long-term Financial Planning

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

The City has continued to maintain the lowest property tax rate for mid to large-sized cities in Texas in an effort to balance citizen desire for lower property tax rates and the City's need to match operating costs associated with future planning initiatives. Sales tax has played a large role in allowing the City to obtain this objective with a ten year average increase of 2.66 percent. However, such a large dependence has caused budgeting constraints and all other sources of revenues will need to be reviewed in order to stabilize the cities revenue stream in the future. By maintaining an adequate reserve and monitoring future economic conditions, the City plans to continue to provide for future citizen needs in a streamlined and cost effective manner.

## Relevant Financial Policies

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

## Tyler 1st

Tyler's rapid growth and potential for change make this the critical moment for a new comprehensive plan to guide and shape future development. The comprehensive plan, entitled Tyler 1st, was adopted in late 2007, updated in 2014, and sets out a strategic framework for making decisions about the long-term physical development of Tyler. It defines a vision for the future linked to overall goals and policies, and it contains strategies and action items for achieving those goals. During the planning process, residents and others with a stake in Tyler's future had the opportunity to articulate and review community values and goals through public discussion, create a vision for the kind of place they want Tyler to be for their children and grandchildren, and identify the key areas where the city must act -- both to preserve enduring character and to shape change so that their vision for Tyler's future can be achieved. Currently, the Tyler 1st comprehensive plan is under review and will be put out for public comment in 2019. The revised Tyler 1st plan will be put into action in 2020.

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

## Upgraded Bond Rating

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

## Industry Growth Initiative

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

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

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

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

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

The draft plan was completed in December 2009 and vetted with community stakeholders. The plan was amended based upon that feedback adopted in May 2010 by boards representing the entire community. The City plans to update this plan in the 2021 fiscal year.

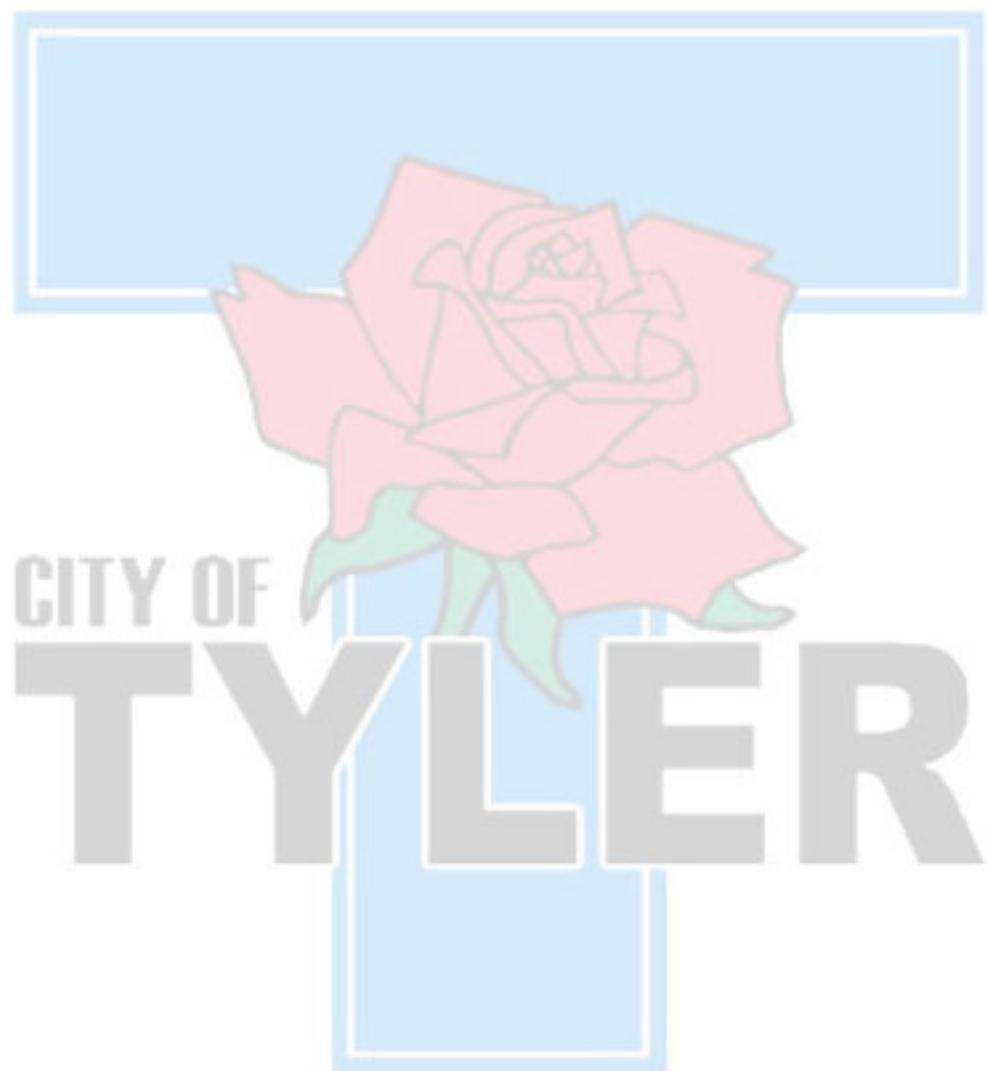
## Veteran and Military Growth Initiative

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

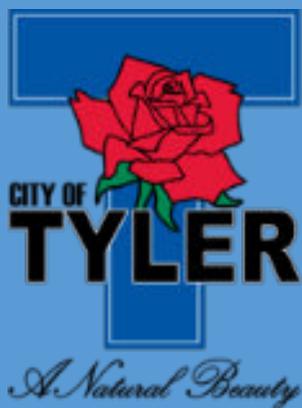
The Blueprint created by the Veterans' Roundtable works to address gaps in a way that is specific to the Tyler community. The goal is to provide a forum to learn and share best practices and to bring key stakeholders together to collaborate in assisting those who have served our country. Today, the Veterans'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

One of the outcomes of the Veterans' Roundtable is the Veteran and Military Growth Initiative (VMGI). The VMGI outlines more than 40 strategies and tactics for veteran-focused community growth, making a strong case for how implementation will bring fresh dollars into Tyler/Smith County and cement Tyler's reputation as the "capital of East Texas," but, most importantly, to demonstrate our never-ending support of our veterans and our respect for the sacrifices they have made to serve this country.

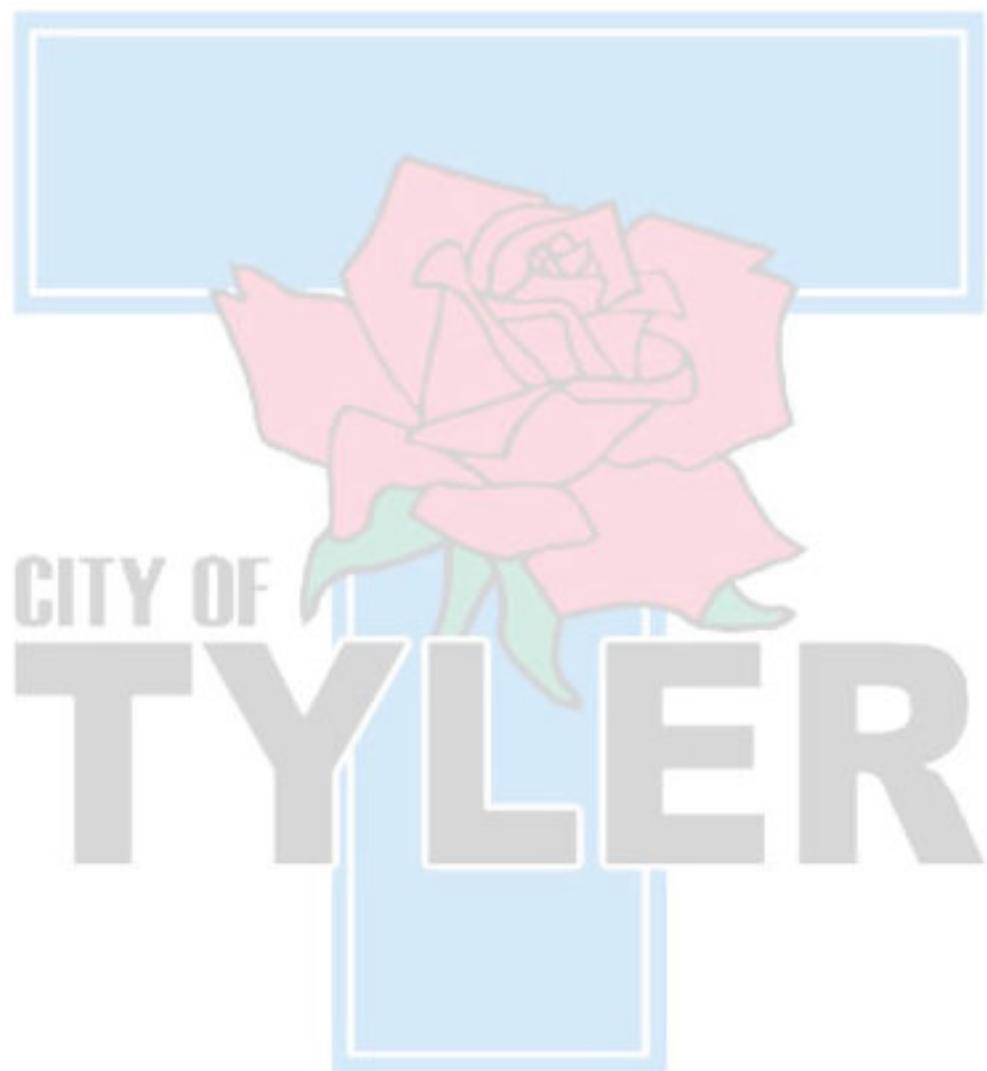
We are proclaiming Tyler a Purple Heart City and honoring those who have been so brave in defending our freedoms.



*A Natural Beauty*



# Manager's Message



*A Natural Beauty*

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

2020 has been an incredible year of change for our organization, or community and our world. At the cusp of a new decade, we continue to combat the greatest challenge of our lifetime- the COVID 19 pandemic.

When the first case of COVID-19 was detected in a neighboring county, The City of Tyler coordinated a multi-agency response with Smith County, Northeast Public Health District and 30 communications professionals from the State, local hospitals, schools, universities and representatives in the outlying communities. We then adapted our internal operations-taking many of them to virtual workspaces- so that we could continue to provide essential services safely to our community while leading the community-wide fight against COVID-19.

This has been a year of hard decisions. Orders that saved lives also impacted livelihoods. This translated to an X loss in sales tax revenue to our general fund which support our emergency services. In spite of this, the City opted to lower the previous tax rate by \$0.0009 per \$100 valuation, acknowledging the hardship many residents have faced. Thankfully, allocations from the CARES Act reimbursed the City \$8,410,504, which kept us and our public health partners whole during this crisis.

The departments hardest hit by the pandemic continue to be those funded and focused on Tourism, which has seen an 59 percent drop in revenue that continues into 2021. Projects like the new Rose Complex Conference Center, were delayed as a direct result. It is important to remember that through these trying times, Tyler's diversified economy has remained strong and sales tax is rebounding.

The coronavirus pandemic highlights and accelerates the ways in which our communities are changing. While this is a challenging time to do government work, we have an unprecedented opportunity to develop new, intentional and efficient models for 21st-century governance. "Called to SERVE" is more than a motto. Through this crisis, we redefine what it means to be a public servant in the 21st century. It means that no matter the circumstance, we will be here- to serve, to protect, to listen and to help our community.



  
Edward Broussard

# CITY OF TYLER

## VISION

To be the standard for performance excellence in local government.

## MISSION

To **SERVE** our community to make a positive difference.



## OUR FOUNDATION

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

## OUR CORE VALUES AND OUR GOAL

### S

#### STREAMLINE

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

### E

#### EMPOWER

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

### R

#### RESPOND

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

### V

#### VENTURE

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

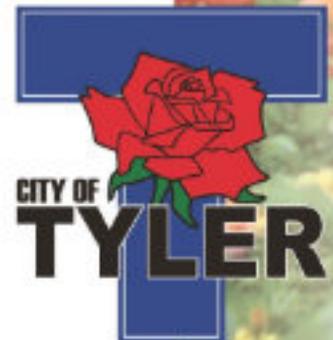
### E

#### EVALUATE

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

## CORE COMPETENCIES

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



We are the *Called* to **SERVE** Difference

# Executive Summary

## Major Budget Revenues and Expenditures

The fiscal year 2020-2021 revenues, expenditures, and changes in working capital for the major operating f

Fund	Opening Balance	Revenues	Expenditures	Transfers In / (Transfers Out)	Closing Balance
General Fund	12,109,397	73,604,649	71,300,918	-2,303,731	12,109,397
Development Services Fund	609,476	2,019,318	2,005,597	-	623,197
Hotel Occupancy Tax Fund	5,378,950	2,912,026	1,456,456	-2,388,500	4,446,020
Utilities Fund	10,297,360	43,649,149	33,104,688	-11,431,635	9,410,186
Airport Operating Fund	1,020,222	1,407,718	1,685,541	63,000	805,399
Solid Waste Fund	2,047,031	14,643,923	12,876,705	-1,682,962	2,131,287

## Staffing, Compensation and Benefits

### Staffing

In fiscal year 2020-2021 budget, the City added two police officers that will be partially funded through a COPS grant the City was awarded. The City also added a part-time IT Helpdesk position. The City converted three temporary positions to full-time positions. Two of these were laborers in the Water Utilities fund and the last was a mechanic in the Fleet fund.

### Compensation

The City of Tyler continues to maintain a low employment turnover rate. We attribute the success of recruiting and retaining our highly skilled workforce to a progressive work environment with an emphasis on training, including programs such as City University and Leadership Academy, and our outstanding compensation and benefits package. The City continues to focus on preserving our greatest resource, our employees, by providing them with the tools they need to perform the job our citizens expect. Funding is included in the FY 2020-2021 Annual Operating Budget for:

- An increase in base pay of 2 percent for all civil service employees;
- An increase in base pay of 2 percent for all non-civil service employees based on merit;
- A shock adjustment to base rates for each pay grade excluding civil service;
- Sick Leave Buy Back Program.

### Benefits

The City of Tyler has successfully funded the employees' health insurance for many years with small or no programmed increases in health insurance premiums. In the 2021 Plan year there will be a 10% premium increase with no change to the deductible level. For an individual, the increase in premiums translates to a \$2.50 increase per pay period, and for a family the increase in premiums translates to a \$20.00 increase per pay period. Health benefits are only deducted from twenty-four of the twenty-six pay periods.

It is the City of Tyler's desire to provide the best benefits to the employees, while balancing the cost and minimizing the financial impact on the City, citizens and employees. This balancing act has become difficult to maintain due to rising costs, increased utilization and accumulating retiree health insurance financial liabilities associated with the City's employees' and retirees' health coverage. In an effort to mitigate the rising costs, the City has appointed an employee Health Insurance Task Force to identify areas for improvement and savings.

## Strategic Tax Management

The FY2019-2020 total property tax rate as adopted was \$.259900 cents per \$100 of assessed property tax value. The property tax rate adopted for FY2020-2021 will be decreased to \$.259900 cents per \$100 of valuation. The property tax rate proposed for FY2020-2021 maintenance and operations (M&O) is a rate of \$.259000 per \$100 of assessed property tax value.

## Property Tax Value Comparison

	FY2019-2020	FY2020-2021
Total Taxable Value	9,064,015,823	9,399,389,779
Total Tax Rate	0.259900	0.259000
Total Tax Levy	22,690,051	23,354,636
Estimated Collection	99.50%	99.50%
<b>Total Budget</b>	<b>22,576,601</b>	<b>23,237,863</b>

## Outside Agencies

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

### Funding for other agencies

The fiscal year 2020-2021 General Fund operating budget includes funding for the outside agencies listed:

	FY2019-2020	FY2020-2021
Innovation Pipeline	140,000	80,000
East Texas Council of Governments	14,535	14,535
Center for Healthy Living	66,500	66,500
Northeast Texas Public Health District	200,000	200,000
<b>Total Expenditures</b>	<b>421,035</b>	<b>361,035</b>

## Debt Services Fund

The FY2020-2021 General Fund Operating Budget is supported by a total tax rate of \$.259000 cents, of which \$0.0000 cents is applied to fund General Obligation debt. The City of Tyler is pleased to report that, it has no General Obligation Debt and the Debt Services Rate is \$.0000 cents per \$100 value.

## General Projects Fund

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

## Street Improvement Fund

The City's Street Improvement Fund was created for fiscal year 2017-2018 to ensure that the seal coat program can continue. Tyler City Council pledged to use one cent tax increase to help provide dollars for this fund. This pledge was done in a form of a City ordinance. During fiscal year 2019-2020 the City Council approved a one-cent increase to the pledge amount making the total amount pledged two-cents. The pledged amounts will generate \$1,642,766 in fiscal year 2020-2021. It is the plan to grow this fund in the future through additional tax increases.

## Tourism and Convention Facilities Fund

The FY 2020-2021 Tourism and Convention Facilities Fund Operating Budget includes projected revenues of \$321,160 and inter-fund transfers in of \$2,363,500, expenditures of \$2,616,298 inter-fund transfers out of \$20,000. The fund projects an ending fund balance of \$62,010.

## Hotel/Motel Occupancy Tax Fund

The FY 2020-2021 Hotel/Motel Occupancy Tax Fund Operating Budget projects revenues of

\$2,912,026 including transfers, expenditures and transfers of \$3,844,956 and an ending fund balance of \$4,446,020. Projected FY 2020-2021 Hotel-Motel tax revenue will support the operations of the Tourism and Convention Fund, promotion of conventions, Main Street, visitors and tourism activity in Tyler through funding operating costs of the Rose Garden Center, Liberty Hall, and Harvey Hall, as well as, providing appropriations for the following agencies:

Agency	FY2019-2020	FY2020-2021
Texas Rose Festival	9,000	-
Discovery Place	32,400	32,400
Symphony	50,000	50,000
Museum of Art	35,000	35,000
Smith County Historical Museum	13,500	13,500
Visitors and Convention Bureau	666,500	666,500
Tyler Civic Theater	4,050	-
McClendon House	4,500	-
Historic Aviation Museum	13,500	13,500
Sport Tyler Award	25,000	-
<b>Total Expenditure</b>	<b>853,450</b>	<b>810,900</b>

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

During FY2020-2021, planning began on a new convention center facility for the City. The additional 2% Hotel Occupancy Tax aids in funding these costs. Budgeted expenses for FY2020-2021 are mainly for design and planning for the convention center. In budgets going forward the Hotel Occupancy Fund will be the sole funding source of the convention center construction.

## Water Utilities Fund

The FY 2020-2021 Water Utilities Operating Budget projects revenues of \$43,649,149, expenditures of \$44,536,323 including capital transfers and an ending working capital \$9,410,186. Major expenditures in FY2020-2021 include capital projects such as the Golden Road Water Treatment Plant filter refurbishment, Lake Tyler retaining wall repair, and two inch water line replacement. It also includes wastewater projects such as wastewater treatment plant equipment rehabilitation, lift stations and emergency sewer repairs.

## Solid Waste Fund

The FY 2020-2021 Solid Waste Operating Budget projects revenues of \$14,643,923, expenditures of \$12,876,705 for residential and commercial Solid Waste collection services and operations, litter control, code enforcement, and including transfers of \$1,682,962 and an ending working capital \$2,131,287.

## Airport Operating Fund

The FY 2020-2021 Airport Fund Annual Operating Budget projects revenues of \$1,407,718 (including transfers in), expenditures of \$1,772,541 including transfers out, and an ending working capital of \$805,399. During FY2018-2019, the airport re-opened runway 4/22 for use. The upgraded runway allows for bigger planes to service the Northeast Texas Region. Future projects include an instrument landing system and a parallel taxiway for runway 4/22. The projects are funded by FAA Grants, with 90% of the funding provided by the FAA and 10% provided by the City's half-cent sales tax fund.

The Airport continues to receive FAA grants for various airport improvement projects. These projects are not included in a budgeted fund. These revenues and expenses are accounted for in the Airport Grant Fund and the fund information can be found in the City's Comprehensive Annual

Financial Report.

## **Fleet Maintenance Fund**

The FY 2020-2021 Fleet Maintenance Services Annual Operating and Replacement Budget projects revenues of \$11,157,303, expenditures of \$11,159,478 including transfers and an ending working capital of \$5,731,942. The Fleet Maintenance Fund is responsible for the City's fleet of vehicles and equipment. The majority of the budgeted expenditures are for purchasing replacement vehicles and equipment when the useful life has been reached, maintaining vehicles and equipment, and purchasing fuel, parts, and other necessary items.



*A Natural Beauty*



## City Council

Boards & Commissions

Committees, Roundtables & Task Forces

## City Manager

City Attorney

Municipal Judges

City Clerk

Organizational Development

## Executive Team

### Stephanie Franklin, Managing Director

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

### Heather Nick, Managing Director

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

### ReNissa Wade, Managing Director

- Safety/Loss Prevention
- Neighborhood Services
- TAP4E/Collective Impact
- Utilities
- Public Works
- Engineering
- Traffic Eng./Operations
- Airport
- Streets & Storm Water

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

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

### David Coble, Fire Chief

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

### Jimmy Toler, Police Chief

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

### Benny Yazdanpanahi Chief Information Officer (CIO)

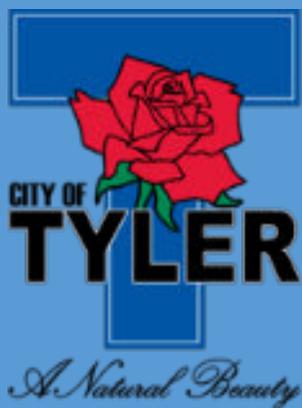
- Information Technology

### Russ Jackson, Director

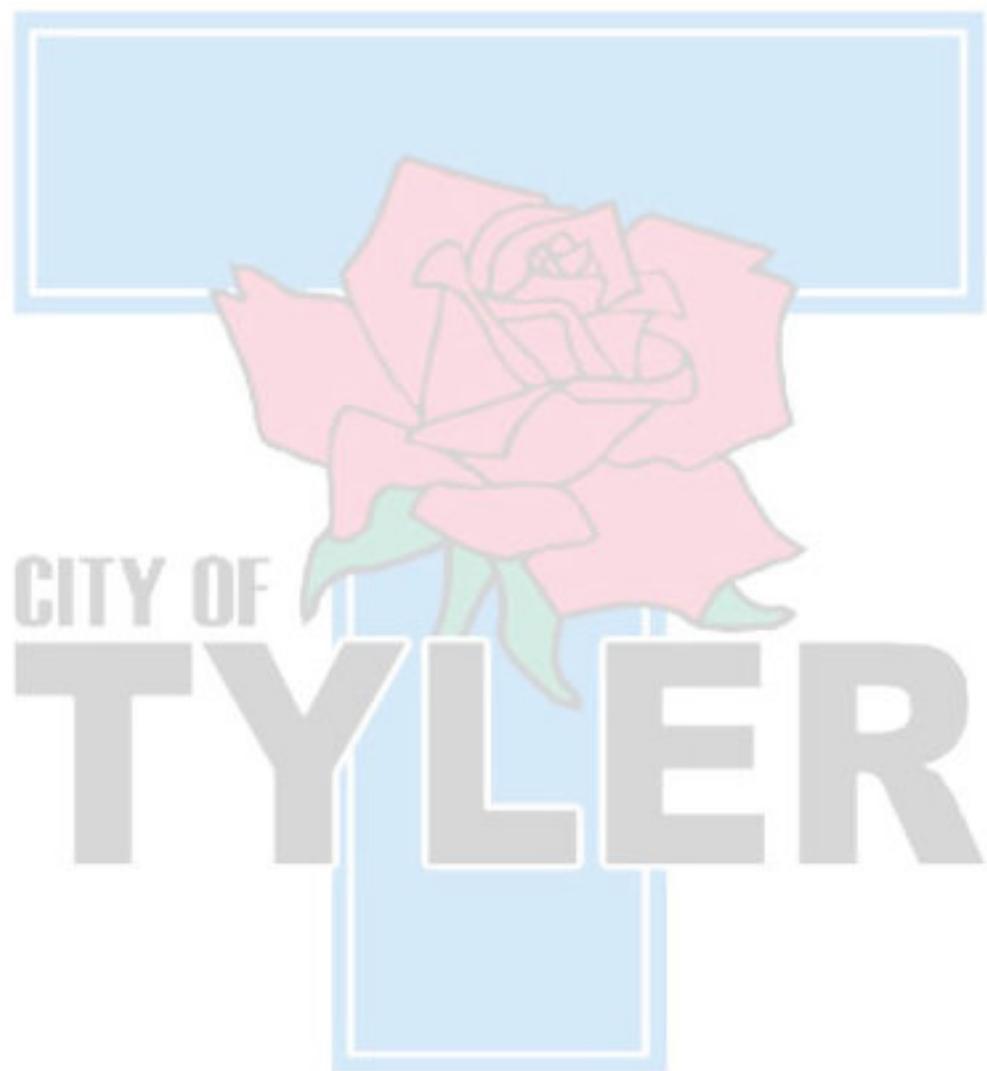
- Solid Waste
- Vehicle/Equip. Services
- Transit
- Parks & Recreation
- Cemeteries

**Budgeted City Wide Capital Improvement Projects  
Fiscal Year 2020-2021**

<b>Department</b>	<b>Project Number</b>	<b>Project</b>	<b>FY2020-2021 Amount</b>
EPA Compliance	517-1745	Consent Decree Projects	41,488,000
Wastewater Collection	0745-076	Emergency Sewer Repairs	550,000
Wastewater Collection	0745-080	TxDOT Utility Relocate-FM 756	60,000
Wastewater Treatment	0746-008	WWTP/ Lift station- Pump, Motor, Gear Box Replacement	150,000
Wastewater Treatment	0746-013	SSWWTP-Primary Clarifier Rehabilitation	2,436,000
Wastewater Treatment	0746-041	SSWWTP-Chlorination/ Dechlorination Sys Improvements	1,100,000
Wastewater Treatment	0746-042	SS Regional WWTP- ROW Procurement	105,000
Water Distribution	0743-003	2" Water Line Replacement	250,000
Water Distribution	0743-005B	Water Meters and Meter Boxes – Repair/Replacement	300,000
Water Distribution	0743-049	Water-Sewer Repair/Relocate for Asphalt Overlay	250,000
Water Distribution	0743-053	Water Line Looping-Bascom	860,000
Water Distribution	0743-054	In House Construction	100,000
Water Distribution	0743-055	Emergency Repairs	100,000
Water Treatment	0744-011	GRWTP-Filters 5-8 Refurbishment and Chemical Feed Modifications	1,650,000
Water Treatment	0744-051	West 2nd EST - Int & Ext Repair/Repaint	135,000
Water Treatment	0744-063	Water System Hydraulic Model	400,000
Water Treatment	0744-066	N Glenwood EST- INT/ EXT Repair/Repaint	998,000
Water Treatment	0744-070B	Water System Inventory-Phase 2	100,000



# Reader's Guide



*A Natural Beauty*

# Budget Process

## Budget Adoption

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

## Budget Amendments

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

## Basis of Presentation

The accounts of the City of Tyler are organized and operated on the basis of funds or account groups. Each is considered to be a separate accounting entity with its own separate set of self-balancing accounts consisting of assets, liabilities, fund balances, net assets, revenues and expenditures or expenses. In accordance with Generally Accepted Accounting Principles (GAAP), the City's funds can be classified into one of three broad classifications of funds and categorized into one of seven fund types as listed below.

## Governmental Funds

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

governmental fund types:

### **General**

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

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

### **Capital Projects**

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

### **Permanent Funds**

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

### **Special Revenue**

Special Revenue funds account for proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes other than debt service or capital projects. These restrictions may be imposed either by parties outside the government or by the local governing body. The City operates with the following Special Revenue Funds:

- Development Services – established to account for the receipt and disbursement of funds related to Building Inspections and Planning and Zoning.
- Police Forfeiture – established to account for the receipt and disbursement of funds seized by the Police Department and subsequently awarded to the City through court-ordered judgments, primarily cases involving illegal drugs.
- Court Special Fee – established to track the receipt of court fees restricted for court related purchases.
- TIF/TIRZ #2 – established to account for the receipt and disbursement of funds related to the Tax Increment Financing Zone established for the Downtown Tyler region. Was dissolved in fiscal year 2015-2016, and re-established as TIF/TIRZ #4 in fiscal year 2018-2019
- TIF/TIRZ #3 – established to account for the receipt and disbursement of funds related to the Tax Increment Financing Zone established for the North Tyler region.
- Hotel-Motel Tax – established to account for the receipt and disbursement of funds generated by the Hotel-Motel Occupancy Tax.
- Donations – established to account for the receipt and disbursement of funds donated for specific projects. This fund is not included in this document and has no formally adopted budget by the City Council, but is included in the annual financial audit.
- Tourism – established to account for the operations of the Rose Garden, Rose Garden Center, Harvey Convention Center, Goodman Museum, Main Street and Liberty Hall.

- Airport Facility – established to account for the receipt and disbursement of passenger facility charges collected from ticketed passengers at Tyler Pounds Regional Airport as well as rental car charges collected to facilitate special projects.
- Oil and Natural Gas – established to track revenue received from lease royalties to be used for future onetime projects identified by the City Council.
- PEG Fee – established to track receipt and disbursement of funds related to the 1% Public, Educational and Government Access Channel Fee collected and remitted by local cable franchise operations.
- Fair Plaza – established to track the tenant rental and parking income associated with the Fair building donated to the City of Tyler and the associated operating expenses.
- Homeownership/Housing – established to account for the receipt and disbursement of the overhead allowances in excess of actual costs in the Section 8 Grant Program.
- Community Development Block Grant (CDBG) – established to account for the receipt and disbursement of CDBG Grant monies allocated to the City.
- HOME – established to account for the receipt and disbursement of HOME Grant monies allocated to the City to provide affordable housing for low-income households.
- Housing Assistance Payment Program (HAPP) – established to account for the receipt and disbursement of Department of Housing and Urban Development – Housing Assistance Payments Program Funds.
- State and Federal Grants – created to account for the receipt and disbursement of Federal and State Grants related primarily to planning, transportation, library, public safety and human services. Only major grants with known awards are included in this document and have a formally adopted budget. All other budgets are adopted with the grant award documentation.
- Transit System – established to account for the receipt and disbursement of Federal and State Grant Funds received for the operation of the City's Transit System.

## Proprietary Funds

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

### Enterprise

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

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

- improvements to the garbage collection operations.
- Airport – accounts for the operations of the Tyler Pounds Regional Airport and the Federal Aviation Administration tower activity.
- Storm Water – responsible for the maintenance, management, and regulatory compliance of the storm water system.

### **Internal Service**

Internal Services Funds (ISFs) are used to report activities that provide services for other funds within the City. The full cost of providing these services is charged back to the using funds. The City utilizes the following internal service funds:

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

### **Fiduciary Funds**

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

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

## Budget Phases

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

### ***Fiscal Alignment (Phase I)***

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

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

### ***Departmental Hearings (Phase II and III)***

**Budget Development** – departments develop their budgets based on the financial expectations and the guidelines they have been provided. After departments have entered their budget in the City's financial system, they are reviewed with the Budget Committee. This review meeting allows the departments to highlight changing trends in their service levels in addition to making proposals for new services or changes to existing services. Phase II involves the development of the internal service fund budgets. Also, Phase II includes the review of all capital operating and debt service budgets.

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

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

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

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

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

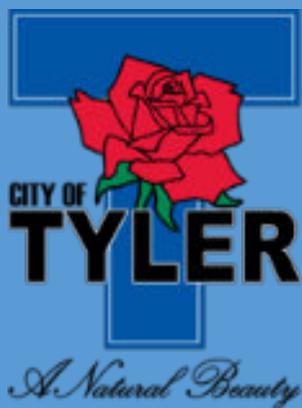


# City of Tyler

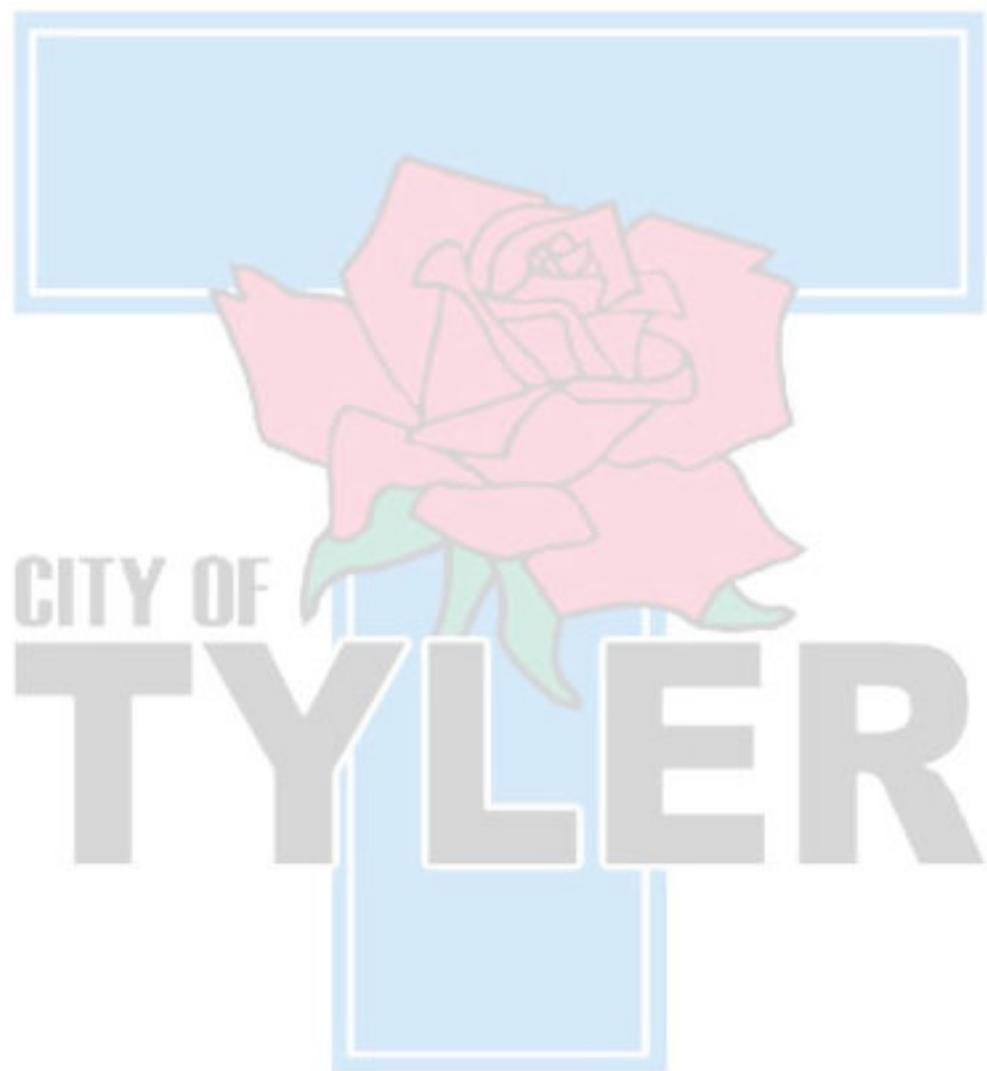


## FY2020-21 Budget Preparation Calendar

Phase I	<b>Strategic/Fiscal Alignment</b>	
	January 20, 2020	First Monthly Financial Forecast due on P:Drive
	May 18 - May 19, 2020	Council mini retreat to review five year forecast
Phase II	<b>Budget Work Sessions</b>	
	February 1, 2020	System Open for Budget
	February 4, 2020	Budget Workshop at City U Computer Lab: Morning Session (8:30 am - 11:30 am) Afternoon Session (1:30 pm - 4:30 pm)
	February 6, 2020	Budget Workshop at City U Computer Lab: Morning Session (8:30 am - 11:30 am) Afternoon Session (1:30 pm - 4:30 pm)
	February 11, 2020	Budget Workshop at City U Computer Lab: Afternoon Session (1:30 pm - 4:30 pm)
	February 13, 2020	Budget Workshop at City U Computer Lab: Morning Session (8:30 am - 11:30 am) Afternoon Session (1:30 pm - 4:30 pm)
	February 14, 2020	Internal Service Fund Recommendations due on P: Drive.
	February 17 - February 21, 2020	Internal Service Fund StAR Meetings
	February 17 - March 16, 2020	Operationsl Department StAR Meetings
	March 20, 2020	Budget File Closed
Phase III	<b>Budget Hearings and Budget Preparation</b>	
	March 23 - April 9, 2020	Budget Review & Budget Hearing Preparation
	April 13 - April 17, 2020	Internal Service Fund Budget Hearings (as needed)
	April 20 - May 30, 2020	Operational Department Budget Hearings (as needed)
	June 1 - July 1, 2020	Budget Preparation
	July 20 - July 31, 2020	City Council Member 1-on-1 sessions
	July 22, 2020	CIP presentation to City Council. Distribution of CIP book.
Phase IV	<b>Adoption</b>	
	August 7 - August 11, 2020	Editorial Boards
	August 10, 2020	City Manager's FY2020-21 Proposed Budget Filed with the City Clerk and post on website. (Must be filed at least 15 days prior to public hearing and at least 30 days prior to tax rate adoption)
	August 12, 2020	FY2020-21 Proposed Budget presented to City Council (Vote to schedule proposed public hearings for the budget and tax rate adoption).
	August 15, 2020	City Clerk publishes the "Notice of Proposed Budget and Tax Rate Hearing scheduled for August 28th and September 11th" (No later than 30 days prior to and no sooner than 10 days to the public hearings)
	August 26, 2020	1st Public Hearing on FY2020-21 Proposed Budget - Announce Meeting Date to Adopt Tax Rate and Budget. (May not be held before the 7th day after the date of the notice of public hearing is given.)
	August 29, 2020	City Clerk publishes the "Notice of Proposed Budget and Tax Rate Hearing scheduled for September 11th"
	September 9, 2020	2nd Public Hearing on FY2020-21 Proposed Budget- Announce Meeting Date to Adopt Tax Rate and Budget*** (Must be at least 3 days after 1st public hearing).
	September 9, 2020	City Council Adoption of FY2020-21 Budget and Property Tax Rate (City Charter requires adoption no later than the 25th and state statue requires no earlier than the 3rd and no greater than the 14th after the date of the second public hearing)



# Financial Policy



*A Natural Beauty*

# Financial Policy

## Financial Management Performance Criteria

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

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

## Budgeting, Accounting, Auditing and Financial Planning Criteria

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

## Operating Criteria

- Estimated expenditures shall in no case exceed proposed revenue plus prior year undesignated balances.
- Unused appropriations may be transferred to any item required for the same general purpose within the same department and/or fund if approved by the City Manager. All other transfers between funds and base increases to appropriations must be approved by the City Council.
- All annual appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended and lawfully re-appropriated in subsequent year's adopted budgets.
- A fund balance shall be maintained at a level of 15 percent of estimated annual operating expenditures for the General Fund and at 15 percent of estimated annual operating expenses in the Utility Fund and Solid Waste Fund.
- Investments shall be managed in accordance with the current Investment Policy. Investments shall comply with Federal, State and local laws. Investments will consider protection of principal first, with the intent to diversify as well as provide for liquidity needs. Investments shall be made to maintain public trust and not speculate. Investment managers shall exercise prudence in managing the overall portfolio while trying to attain comparable rates of return.

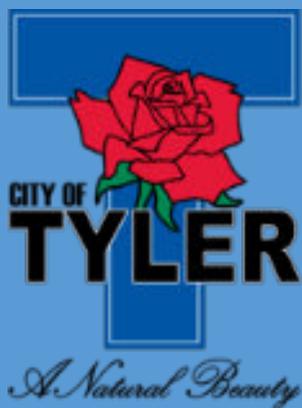
- Fixed assets shall be managed in accordance with the current Fixed Asset Policy in order to properly classify, make record of and safeguard the assets. An inventory of the assets is to be maintained and is to include the description, cost, date of acquisition, department, location and asset identification number. Periodic inventory inspections of fixed assets shall be conducted. Fixed assets include items meeting both the dollar minimum of \$3,000 and having a useful life of two years or more. For constructed assets, the criteria apply to the completed project. Certain assets bought in bulk are capitalized as a group asset.
- The City Council shall designate a City depository in compliance with State statutes. The term of the bank depository shall be two years with three additional one year options for renewal.

## Capital Improvement Projects

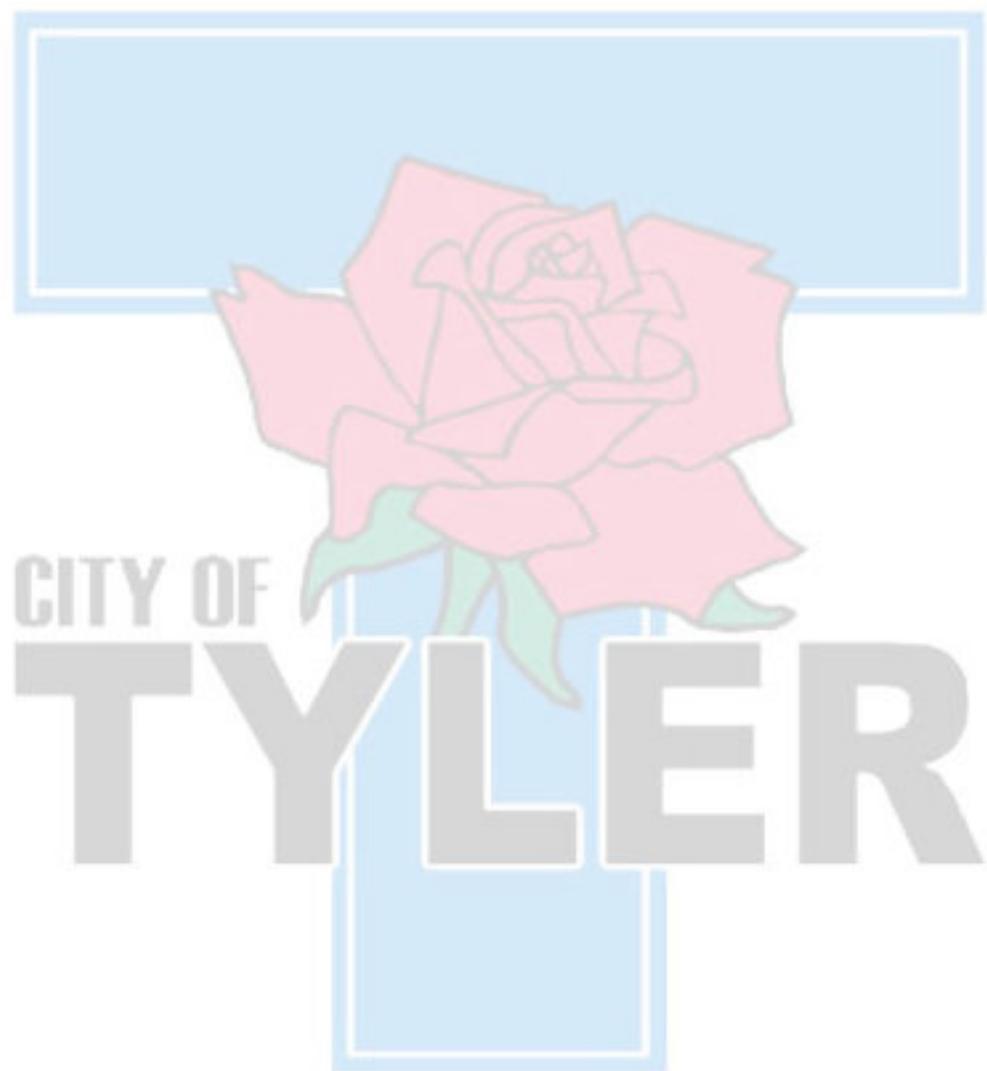
- A comprehensive master plan will be developed to better plan and forecast future construction and capital improvements.
- Capital project forecasts shall be developed and shall identify the impact of implementing said projects on future annual operating budgets. Estimates of future revenues necessary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

## Debt Management

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



# Investment Policy



*A Natural Beauty*

# Investment Policy

## ARTICLE V. INVESTMENT POLICY

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

The Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "PFIA") requires each city to adopt a written investment policy that includes a written investment strategy, quarterly reports to City Council with market values, an annual review of the policy by Council and an annual compliance audit among other requirements. This Policy shall apply to the investment and management of all City funds under its control, other than those expressly excluded within this document or by applicable law or valid agreement. The Fire Pension Fund is excluded from this Policy because it is separately organized and managed by contract with investment companies as directed by the Fire Pension Board, and the Lindsey Police and Firefighters' Endowment Fund is also excluded from this Policy because it is separately organized and managed by contract with an investment company as directed by the Lindsey Police and Firefighters' Fund Board. The Employees Deferred Compensation Agency Fund and the Retirees Health Benefits Trust Fund are also excluded. This Policy shall not supersede the restrictions on investment of specific funds because of legal limits, created by grants, bond covenants or similar regulations. In the event of conflict, the more restrictive policy shall be followed.

(Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21; 3/22/00) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-37, 2/27/08) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

### **Sec. 2-47. Investment Strategy.**

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

Pooled Fund Group

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

Safety of Principal - All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, managing the weighted average days to maturity to less than 270 days and restricting the maximum allowable maturity to two years using the final stated maturity dates of each investment will minimize the price volatility of the portfolio

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

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

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

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

### Special Project And Bond Proceeds Funds

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

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

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

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

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

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

Yield - Achieving a positive spread to the cost of borrowing is the desired objective, within the limits of the Investment Policy's risk constraints. The yield of an equally weighted, rolling six-month Treasury bill portfolio will be the minimum yield objective for non-borrowed funds.

(Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2014-98, 10/22/14) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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

Principle investment objectives in order of priority are:

- a. Preservation of capital and the protection of investment principal.
- b. Maintenance of sufficient liquidity to meet anticipated disbursement and cash flows.
- c. Maintaining public trust by avoiding any transaction, which might impair public confidence in the City's ability to manage public funds with which it is entrusted.

- d. Conformance with all Federal statutes, State statutes, City Charter requirements, City ordinances, and other legal or policy requirements.
- e. Diversification by investment type and maturity to avoid market risks and issuer defaults, where appropriate.
- f. Attainment of a rate of return which is consistent with risk limitations and cash flow characteristics of the City's investments.

(Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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

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

In order to ensure qualified and capable investment management, the City shall provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in compliance with the PFIA.

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

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

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

Selected Investment Advisers must be registered under the Investment Advisers Act of 1940 or with the State Securities Board. A contract with an Investment Adviser may not be for a term longer than two years and any contract, renewal or extension is subject to approval by the City Council.

(Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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

As provided for in the PFIA, the standard of care for the City's investments shall be the Prudent Person Rule, which states "investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived."

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

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

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

All Investment Officers of the City shall file with the Texas Ethics Commission and the City Council a statement disclosing any personal business relationship with a business organization offering to engage in an investment transaction with the City or any relationship within the second degree by affinity or consanguinity to an individual seeking to sell investments to the City.

(Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

### **Sec. 2-51. Authorized Investments.**

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

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

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

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

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

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

f. Direct obligations of the State of Texas or its agencies, and obligations of agencies, counties, cities, and other political subdivisions of the State of Texas rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.

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

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

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

No investment type approved by the PFIA for public investment will be authorized by the City without specific City Council approval and adoption in this Investment Policy. And investments authorized at the time of purchase, which become unauthorized, need not be liquidated immediately. The City shall monitor the rating of each issuer, as applicable, at least quarterly, and take all prudent measures to liquidate an investment that is downgraded to less than its required minimum rating by PFIA. The Investment Officer(s) will make specific suggestions as to the possible liquidation or retention in either situation. The City will provide a competitive environment for individual investment transactions, and financial institution, money market mutual fund, and local government investment pool selections.

This Policy does not apply to an investment donated to the City for a particular purpose or under terms of use specified by the donor (Section 2256.004).

(Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord.0-2014-98, 10/22/14) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

### **Sec. 2-52. Investment Limits.**

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

The maturity of an investment largely dictates its price volatility. Therefore, the City shall concentrate its investment portfolio in shorter-term maturities to protect market valuation from unanticipated rate movements. The City will attempt to avoid over-investment in cash equivalent investments and match a portion of its investments with anticipated cash flow requirements. The asset allocation in the portfolio will vary depending upon those requirements and the outlook for the economy and the security markets.

(Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91,

11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2014-98; 10/22/14) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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

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

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

Duncan-Williams Securities

FHN Financial

MBS Securities

SAMCO

Wells Fargo Securities

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

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

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

Each entity from which the City purchases investments (brokers/banks/pools) shall be provided the City's Investment Policy. Investment pools and discretionary investment management firms will be required to provide a written certification as described in the PFIA.

It is the policy of the City to create a competitive environment for all individual purchases and sales, financial institution deposits, money market mutual funds, and local government investment pools.

(Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2014-98; 10/22/14) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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

Eligible investment securities shall be purchased using the delivery versus payment method. That is, funds shall not be wired or paid until verification has been made that the security has been received by the City safekeeping/clearance agent. The security shall be held in the account of the City. The original copy of all safekeeping receipts shall be delivered to the City. An independent custodian will be used for securities safekeeping.

(Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-28, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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

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

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

The benchmark for the portfolio will be the three-month Treasury Bill average yield for the reporting period. Reporting will include the benchmark as a gauge of the portfolio's performance and a measure of risk. Weighted average yield to maturity shall be the measure of portfolio performance.

(Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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

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

(Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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

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

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

All deposits placed with the City's primary depository or other financial institution shall be insured or collateralized in compliance with applicable State law. The City reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards deposits. The City shall receive original safekeeping receipts for securities pledged, copies of any pledged insurance policies or letters of credit, and all pledged securities shall be held by an unaffiliated custodian. Written authorization by an Investment Officer is required prior to the release of any pledged collateral, insurance, or letter of credit.

The City requires market value of pledged securities in excess of 102% of all uninsured deposits plus accrued interest if any, and the City shall monitor compliance at least monthly. All financial

institutions pledging securities as collateral shall be required to sign a collateralization agreement with the City. The agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- a) The agreement must be in writing;
- b) The agreement has to be executed by the financial institution and the City contemporaneously with the deposit;
- c) The agreement must be approved by the Board of Directors or designated committee of the financial institution and a copy of the meeting minutes must be delivered to the City; and
- d) The agreement must be part of the financial institution's "official record" continuously since its execution.

The Investment Officers shall monitor deposit and collateral levels at least monthly to maintain adequate coverage.

(0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) (Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

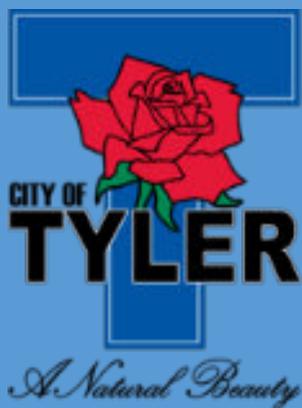
#### **Sec. 2-58. Authorized Collateral**

The City shall accept only the following as collateral:

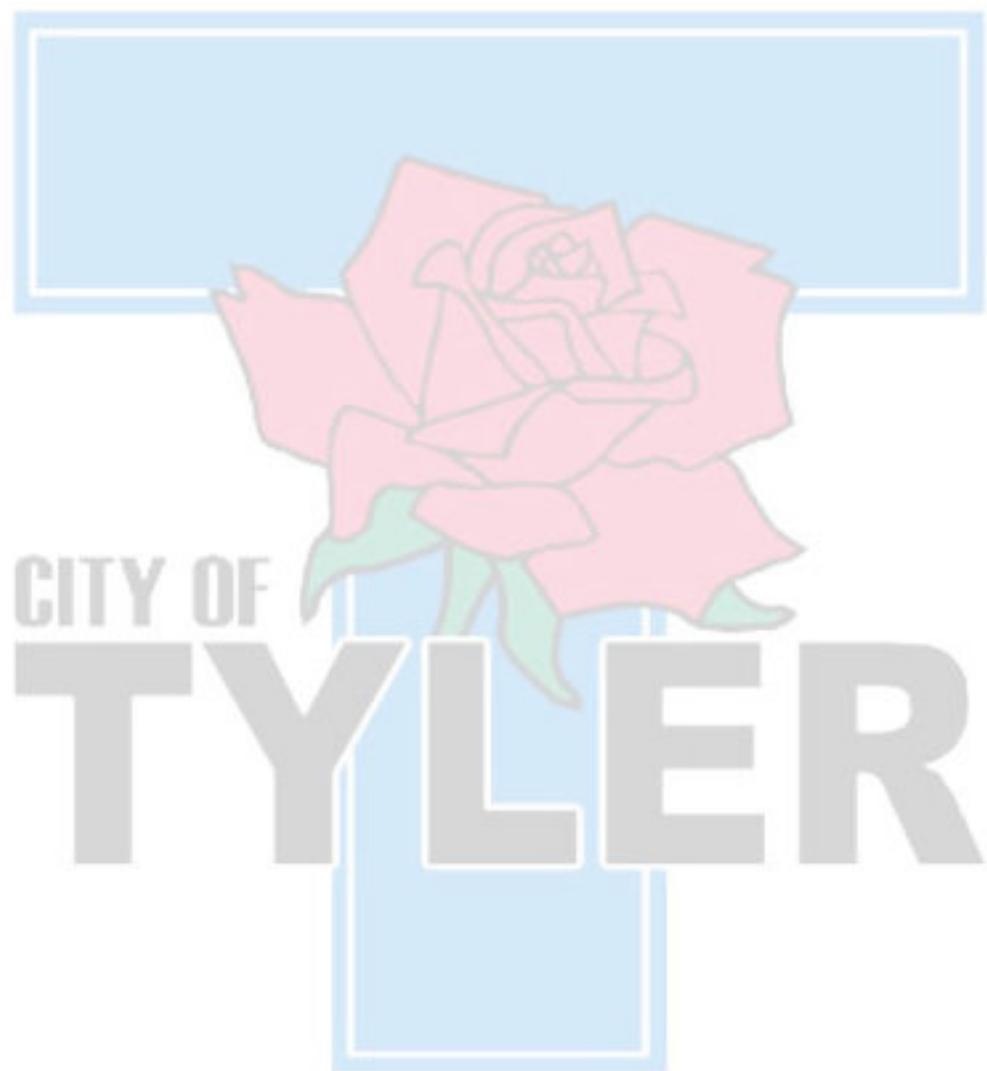
- a. Bonds, certificates of indebtedness, or notes of the United States, its agencies or instrumentalities (including the Federal Home Loan Banks), or other evidence of indebtedness of the United States, its agencies or instrumentalities that is guaranteed as to principal and interest by the United States, its agencies or instrumentalities.
- b. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
- c. Bonds of the State of Texas or a county, city or other political subdivision of the State of Texas having been rated no less than "A" or its equivalent by a nationally recognized rating agency with a remaining maturity of ten (10) years or less.
- d. Letters of credit issued by the United States or its agencies and instrumentalities, including the Federal Home Loan Banks.

(Ord. No. 0-2009-84, 8/12/09) (Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17) (Ord. No. 0-2019-45; 06/12/19) (Ord. No. 0-2020-62; 7/8/20)

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



# Budget Summary



*A Natural Beauty*

## Combined Statement of Revenue and Expenditures

### All Funds

Fiscal Year 2020-2021

Fund	Opening Balance	Revenues	Expenditures	Transfers In / (Transfers Out)	Closing Balance
101 General	12,109,397	73,604,649	71,300,918	(2,303,731)	12,109,397
102 General Capital Projects	262,368	9,000	225,327	-	46,041
103 Street Improvements	397,118	7,545	1,642,766	1,602,426	364,323
202 Development Services	609,476	2,019,318	2,005,597	-	623,197
204 Cemeteries Operating	162,891	232,219	267,614	60,308	187,804
205 Police Forfeitures	496,163	59,179	194,500	-	360,842
207 Court Special Fees	(33,710)	557,353	461,560	-	62,083
208 Economic Development Fund	19,662	-	330,400	350,000	39,262
211 Hotel Occupancy Tax	5,378,950	2,912,026	1,456,456	(2,388,500)	4,446,020
217 TIF/TIRZ # 4	5,730	14,659	-	-	20,389
218 TIF/TIRZ # 3	521,089	103,507	5,000	-	619,596
219 Tourism and Convention	13,648	321,160	2,616,298	2,343,500	62,010
234 Passenger Facility	142,669	229,500	-	(150,000)	222,169
235 Rainy Day Fund	7,513,179	186,790	100,000	-	7,599,969
236 PEG Fee	822,103	21,575	316,208	-	527,470
240 Fair Plaza	-	-	-	-	-
274 Homeownership and Housing	421	14	-	-	435
276 Housing Assistance	436,608	8,082,692	8,156,321	-	362,979
285 MPO	-	575,000	575,000	-	-
286 Transit System	188,990	3,702,147	3,752,147	50,000	188,990
294 Community Development Grant	55,400	886,332	886,332	-	55,400
295 Home Grant	249,869	1,636,466	1,636,466	-	249,869
502 Utilities Operations	10,297,360	43,649,149	33,104,688	(11,431,635)	9,410,186
503 Utilities Construction	7,520,176	140,000	13,233,000	6,607,700	1,034,876
504 Utilities Debt Service	902,468	2,533,000	6,163,215	3,878,282	1,150,535
505 Utilities Debt Reserve	796,140	15,837	12,000	-	799,977
524 Airport	1,020,222	1,407,718	1,685,541	63,000	805,399
560 Solid Waste	2,047,031	14,643,923	12,876,705	(1,682,962)	2,131,287
562 Solid Waste Capital	333,438	15,000	1,243,963	932,309	36,784
575 Storm Water	1,442,631	2,011,375	1,765,945	-	1,688,061
639 Productivity	2,194,208	45,428	995,099	920,000	2,164,537
640 Fleet Maintenance/Replacement	5,734,117	11,157,303	11,094,131	(65,347)	5,731,942
650 Property and Liability	726,660	2,313,615	2,915,587	-	124,688
661 Active Employees Benefits	6,196,190	9,713,976	10,910,010	-	5,000,156
663 Facilities Maintenance	1,223,264	536,328	1,166,923	227,611	820,280
671 Technology	659,823	5,140,966	6,272,680	997,347	525,456
713 Cemeteries Trust	3,125,824	156,908	-	(60,308)	3,222,424
761 Retired Employees Benefits	78,631	2,982,456	2,982,456	-	78,631

# Major Revenue Sources

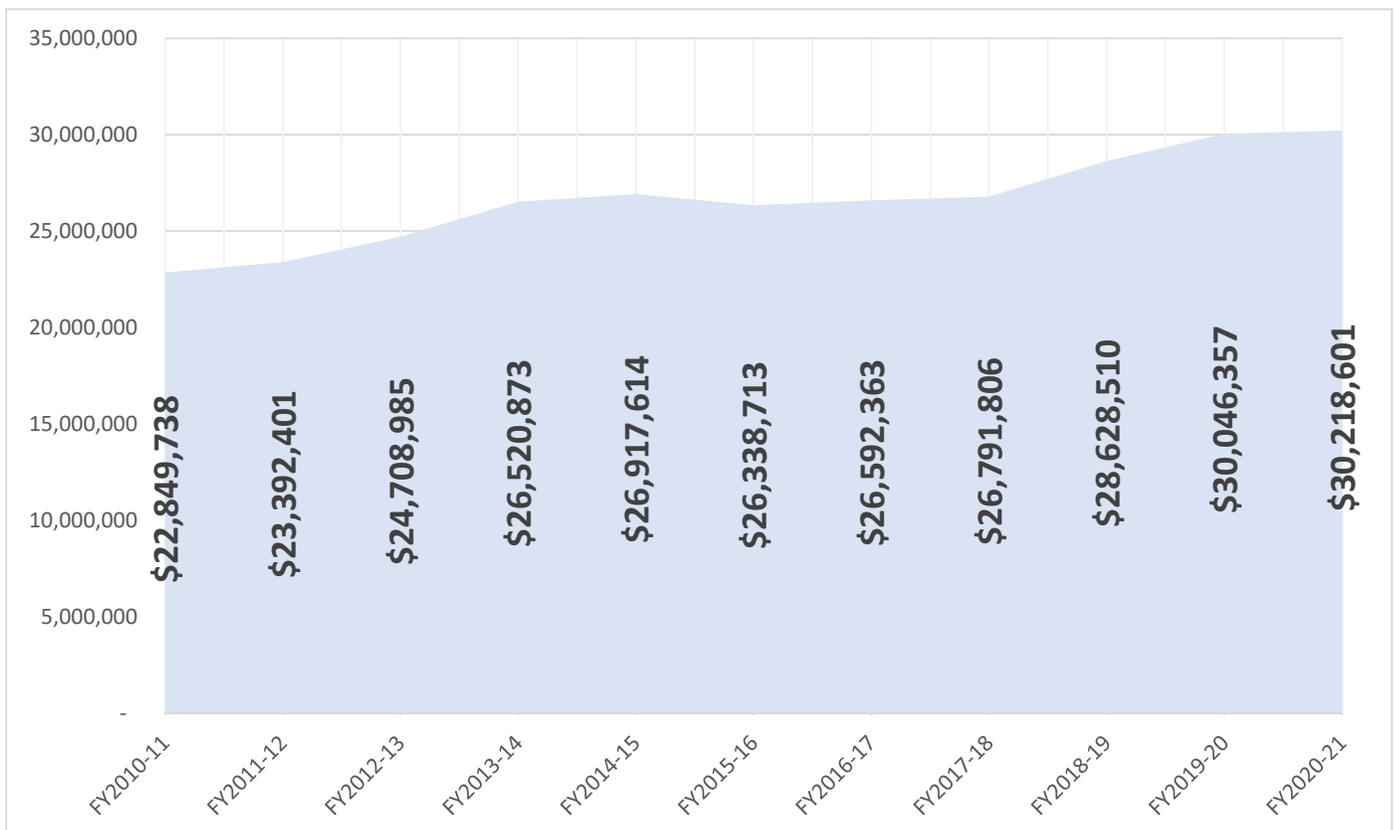
## General Fund

As indicated by the chart below, General Fund revenues for FY2020-2021 are projected at \$73,604,649, which is a increase of 1.12 percent over the FY2019-2020 budget of \$72,788,740. The increase is primarily due to increases in property tax values and in franchise revenues.

General Fund	Actuals	Amended Budget	Projected	Budget
	2018-2019	2019-2020	2019-2020	2020-2021
Property Taxes	20,625,073	22,859,193	22,719,472	23,511,036
Franchises	10,695,237	10,925,687	10,870,729	11,304,407
Sales & Use Taxes	31,220,284	30,611,458	30,678,883	30,660,874
Licenses & Permits	461,503	517,808	420,418	399,311
Fines & Penalties	4,065,152	4,102,600	3,348,231	4,076,865
Use of Money & Property	380,315	325,750	222,037	158,050
Current Services	2,455,569	2,387,411	2,516,983	2,594,299
Other Agencies	586,403	461,252	475,428	554,794
Miscellaneous	520,626	597,581	286,643	345,013
<b>Total Revenues</b>	<b>71,010,162</b>	<b>72,788,740</b>	<b>71,538,824</b>	<b>73,604,649</b>

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

### Sales Tax



Sales tax is the largest of the General Fund’s revenue sources representing 42 percent of the fund’s total revenues. Actual collections for FY2019-2020 are projected to be above the amount budgeted. The City projects a budget for FY2020-2021 of 0.16 percent above the current year projected collections.

### Property Tax

Property tax is the General Fund’s next largest single source of revenue at 32 percent. As indicated in the chart below, taxable values increased over the last 10 years. In order to alleviate some of the burden on citizens during the coronavirus pandemic and maintain current levels of operation, the City decreased its current rate by \$0.009. The current tax rate is .259000 cents per \$100 of valuation. Although the City continued the constrained spending philosophy demonstrated during the prior fiscal year budget and operating cycle, this proposed tax rate will ensure the City of Tyler is able to maintain current levels of service while aiding in recovery from the pandemic. The philosophy of City government has been to pay as you go for construction projects. The City paid off all remaining tax supported debt issues in FY2007-2008. This largely facilitated the City’s ability to lower its total property tax rate over the last 10 years.

<i>Fiscal Year</i>	<i>Total Rate</i>	<i>Certified Values</i>	<i>% Change</i>
2010-2011	0.2088650	6,667,500,469	-
2011-2012	0.2088650	6,730,580,806	0.95%
2012-2013	0.2077080	6,844,942,994	1.70%
2013-2014	0.2200000	7,012,396,334	2.45%
2014-2015	0.2200000	7,191,673,279	2.56%
2015-2016	0.2200000	7,519,723,382	4.56%
2016-2017	0.2300000	7,807,290,136	3.82%
2017-2018	0.2400000	8,117,880,826	3.98%
2018-2019	0.2444520	8,675,367,458	6.87%
2019-2020	0.2599000	9,064,015,823	4.48%
2020-2021	0.2590000	9,399,389,779	3.70%

### Franchises

Franchise taxes are 15 percent of the total General Fund revenues for FY2020-2021. Electric, gas and water franchises are based on usage and are influenced by the weather during the summer and winter months. The telephone franchise fees have slightly declined in recent years due to increases in the use of non-traditional phone services such as cell phones and VOIP. Cable franchise collections have provided a consistent source of franchise revenue in years past, but the City continuously monitors this source of revenue due to customers having nontraditional options to view television content.

### Fines and Penalties

Fees and fines are 6 percent of the total General Fund revenues. The City has historically reviewed the revenue collections for major categories and used these values to make future projections. Fines and Penalties is one such category. A more effective and publicized warrant sweep program has been in place for many years. The court has installed license plate recognition software in the marshal's unit to help with the warrant process. At the end of FY2017-2018 a new electronic ticket system was installed in the courts to help process payments on fines.

### Development Services

As indicated by the chart below, Development Services revenues for FY2020-2021 are projected at \$2,019,318, which is an increase from the FY2019-2020 appropriated budget of \$1,842,357. The Development Services revenue is determined using trend analysis. In an attempt to more accurately track the revenues and expenditures related to the developments services activities, the City

created a separate fund in FY2005-2006. Continued review of the trend analysis will allow the City to adjust fees to match costs related to the service activities provided.

Development Services	Actuals	Amended Budget	Projected	Budget
	2018-2019	2019-2020	2019-2020	2020-2021
Building Permits	794,676	905,460	803,816	1,103,273
Electrical Permits	137,189	165,000	161,125	160,000
Plumbing Permits	94,746	115,000	116,145	118,450
Zoning Permits	67,959	69,250	73,857	75,000
Mechanical Permits	88,512	95,000	82,330	90,000
Cert. of Occupancy Fees	21,370	30,000	22,536	30,000
Local TABC Fee	11,110	24,475	24,475	15,000
Billboard Registration	17,595	18,000	17,595	17,595
Sign Permits	28,645	36,000	34,602	40,000
Contractor License	41,930	45,000	35,713	50,000
House Moving Permits	-	500	75	-
Permit Fee - Clearing	-	250	-	-
Interest Earnings	31,094	37,922	25,707	30,000
Copying/Printing Fees	55	-	9	-
Platting Fees	59,774	65,000	74,605	70,000
Miscellaneous Income	-	-	300	-
Contractor Testing Fees	69,040	165,000	123,223	160,000
Subdivision Plan Review	8,500	70,500	24,746	60,000
<b>Total Revenues</b>	<b>1,472,195</b>	<b>1,842,357</b>	<b>1,620,859</b>	<b>2,019,318</b>

As part of the FY2020-2021 budget process, staff in Development Services reviewed their current costs of operations as well as projected costs out over the next five years in order to see if their current fee structure would be sustainable for future operations. As a result, permit fees for residential new construction were increase to \$0.25 per square foot and permit fees for alteration and remodels increased to \$0.35 cents per square foot. Commercial new constructions permits were also increased by adding a base fee to the current tiered structure.

## Hotel Occupancy Tax

Revenues in the Hotel/Motel Tax Fund are projected to increase 8.83 percent from FY2019-2020 projections. This increase is based on the collection of the seven percent occupancy tax as well as an additional two percent occupancy tax to be used for new or expanded visitor facilities which was approved by the State legislature in June 2011. Even though the FY2020-2021 budget is an increase from the FY2019-2020 projections, the FY2019-2020 projections are 32.66 percent below the FY219-2020 budget. This is due mainly from travel restriction and other uncertainties related to the Coronavirus pandemic. Due to cancellations of many of the attractions that bring people to Tyler, some of the outside agencies were reduced or removed for the FY2020-2021 budget. The reductions in outside agencies helped offset the increase in the transfer from the Hotel Occupancy Tax Fund to the Tourism and Convention Fund. The increase was needed to cover the basic operating costs incurred in the Tourism and Convention Fund while the revenues were reduced from the Coronavirus pandemic

Even with the uncertainty the Coronavirus pandemic brought, the City is still optimistic. This can be seen in the steps taken to upgrade the convention center facilities. The FY2020-2021 budget includes the remaining costs for planning and design of the new convention center facilities. The construction phase of this project will be included in the FY2021-2022 budget.

## Tourism and Convention Fund

Revenues in the Tourism and Conventions Fund are projected to increase 17.24 percent over FY2019-2020 projections. This increase is due to projected increases in programming as we move further through the Coronavirus pandemic. In FY2019-2020, projections are only 29.77 percent of the budget. When the Coronavirus pandemic began, the attractions that bring visitors to Tyler and use our convention facilities were canceled and revenue production ceased. As we reached the end of the fiscal year, social distancing practices and other precautions were put in place to let visitors back into some of the tourist facilities. The main convention center will be designated as the vaccination site for both the City and Smith county for most of FY2020-2021. The City has cancelled all events that were scheduled in this facilities to ensure the site is used for public health needs.

## Housing Assistance Payments Fund

The Housing Assistance Payments Program (HAPP), Section 8, is one of the largest sources of grant funding for the City of Tyler. The program shows a similar budget in FY2020-2021 compared to the prior fiscal year. This program provides housing assistance for low-income families. The Tyler program continues to seek additional funding opportunities such as the Family Self Sufficiency, Tenant Protection Program, and the VASH Program.

## State and Federal Grant Fund

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

## Transit System Fund

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

## General Debt Service Fund

The City no longer supports any tax supported debt.

## Utilities Fund

As indicated by the chart below, Utility Fund revenues for FY2020-2021 are projected at \$43,649,149, which is an increase over the FY2019-2020 budget of \$41,332,422. The major sources of revenue for the Utilities Fund are the Water and Sewer charges. Both revenues are determined through rate studies; a recently completed rate study indicated a need for increased sewer rates to be phased in over several fiscal years. Also, part of the increase in revenue is due to a \$2.00 base rate increase for water service and \$2.00 base rate increase for sewer service for the FY2020-2021.

Utilities Fund	Actuals	Amended	Projected	Budget
	2018-2019	Budget 2019-2020	2019-2020	2020-2021
Use of Money and Property	227,582	129,680	190,748	167,575
Charges for Current Services	38,631,512	41,164,927	41,366,743	43,441,059
Miscellaneous Income	47,055	37,815	39,311	40,515
<b>Total Revenues</b>	<b>38,906,149</b>	<b>41,332,422</b>	<b>41,596,802</b>	<b>43,649,149</b>

Part of the discussion while compiling the FY2020-2021 budget revolved around the current rate structure and what would need to change to allow the City to apply for Texas Water Development Board funding for the debt associated with the EPA Consent Decree the City is currently under. The City signed the Consent Decree in April 2017. The improvements required must be implemented by April 2027 and the estimated costs are \$248,340,965. The City and its consultants estimate \$213,038,501 of the estimated costs would need to be borrowed. The Texas Water Development Board is a potential funding source the City could tap into and save rate payers money by paying less in interest than on the open debt market. The Texas Water Development Board require cities that receive funding have and utilize a rate that promotes conservation. This is accomplished by implementing an inclining block rate structure. This means the more water a customer uses, the higher the unit cost of the gallon of water. Currently, the City operates a declining block rate structure. Essentially, the more a customer uses, the lower the unit cost of the gallon of water. This change was not effective when the budget was adopted, but the City plans to bring the issue back to the City Council when we are ready to borrow from the Texas Water Development Board.

### Utilities Debt Service Fund

The Utilities Debt Service Fund accumulates funds for the semiannual principal and interest payments on all Utility revenue debt. Revenue bond debt as of Oct. 1, 2020 will total \$70,360,000. The current debt service requirement for revenue debt is \$6,148,215 including interest. The City continues to evaluate capital projects to determine funding sources on a yearly basis.

### Airport Operating Fund

As indicated by the chart below, Airport Operating revenues for FY2019-2020 are projected at \$1,726,646, which is a increase from the FY2018-2019 budget of \$1,409,742. The major source of revenue for the Airport Operating Fund is the long-term parking and car-leasing rental. Other large sources of revenue include airline facilities rental and hanger leases. Both revenues are calculated using a similar trend analysis. The airport opened a new wash bay facility for the rental car companies in FY2013-2014. This has helped to add additional revenue. Transfers from the customer facility fund will provide funds for debt service.

Airport Operating Fund	Actuals	Amended Budget	Projected	Budget
	2018-2019	2019-2020	2019-2020	2020-2021
Use of Money and Property	\$1,084,693	\$1,469,886	\$909,998	\$1,166,922
Current Service Charges	89,041	96,464	81,424	101,600
Customer Facility Service Charges	105,184	132,000	91,449	110,000
Miscellaneous Income	33,161	28,296	36,635	29,196
Other Agencies	-	-	1,025,348	-
<b>Total Revenues</b>	<b>\$1,312,079</b>	<b>\$1,726,646</b>	<b>\$2,144,854</b>	<b>\$1,407,718</b>

### Solid Waste Fund

The Solid Waste Fund provides for the administration, operation and maintenance of the City's solid waste system that includes collection, recycling and litter control. Revenues for FY2020-2021 are projected at \$14,463,923, which increased over the FY2019-2020 budget of \$14,038,220. The major sources of revenue for the Solid Waste fund include the residential, commercial and roll-off charges for services. The increase in revenues is derived from an increase in the base collection rate for residential customers based on an annual review of CPI, and an increase in recycling fees due to related increases in costs to process recycled materials. One item calculated with miscellaneous revenues is the landfill tipping fee. This fee is used to maintain and improve regional parks. In FY2020-2021, the landfill tipping fee was increased from \$10 to \$15

Solid Waste Fund	Actuals	Amended Budget	Projected	Budget
	2018-2019	2019-2020	2019-2020	2020-2021
Interest and Rental Income	\$14,864	\$22,364	\$19,064	\$15,171
Charges for Residential Serv.	6,854,564	6,900,630	7,089,510	7,102,539
Charges for Commercial Serv.	4,364,875	4,318,667	4,410,168	4,268,354
Recycle Sales	60,588	77,822	42,028	50,000
Roll-Off	1,847,990	1,660,023	2,041,016	1,866,470
Miscellaneous	1,061,768	1,058,714	1,034,232	1,341,389
<b>Total Revenues</b>	<b>\$14,204,649</b>	<b>\$14,038,220</b>	<b>\$14,636,018</b>	<b>\$14,643,923</b>

## Storm Water Fund

The Storm Water Fund, created in FY2017-2018, is responsible for the maintenance, management, and regulatory compliance of the storm water system. This revenue is collected as a percentage of water charges and is restricted for use for storm drainage improvements.

Full Time	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>GENERAL SERVICES</b>					
Capital Projects					
City Manager	2.00	2.00	2.00	2.00	2.00
Communications	3.93	3.47	2.47	5.00	5.00
Engineering	4.06	2.85	4.85	5.00	5.00
Finance	9.75	9.75	9.75	9.75	9.75
Fire Department	161.00	160.00	162.00	164.00	164.00
Human Resources	7.60	7.60	6.60	6.60	7.00
Animal Services	15.00	15.00	15.00	15.00	15.00
Legal	8.00	8.00	8.00	8.00	8.00
Library	16.00	17.00	18.00	18.00	18.00
Municipal Court	15.00	15.00	15.00	15.00	15.00
Municipal Security	3.00	3.00	3.00	3.00	3.00
Municipal Partners for Youth	4.00	4.00	4.00	4.00	4.00
Court Special Fee	2.00	2.00	2.00	2.00	2.00
Parks and Recreation	17.20	17.18	17.50	17.30	17.30
Parks and Recreation - Indoor Recreation	7.00	7.00	7.00	7.00	8.00
Parks and Recreation - Median Maint.	5.00	5.00	5.00	5.00	5.00
Parks and Recreation - Outdoor Recreation	1.00	1.00	1.00	1.00	1.00
Police Department - Auto Theft Task Force	1.00	1.00	1.00	1.00	1.00
Police Department - DEA Task Force	-	-	-	-	-
Police Department - COPPS Grant	4.00	4.00	4.00	4.00	6.00
Police Department - Operations	239.00	239.00	240.25	242.00	242.00
Street	28.00	28.00	28.00	28.00	28.00
Traffic Engineering	11.76	11.76	10.00	10.00	10.00
<b>TOTAL</b>	<b>565.30</b>	<b>563.61</b>	<b>566.42</b>	<b>572.65</b>	<b>576.05</b>
<b>DEVELOPMENT SERVICES FUND</b>					
Building Inspections	12.00	12.00	12.00	13.00	13.00
Planning and Zoning	7.00	7.00	7.00	7.00	7.00
<b>TOTAL</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>20.00</b>	<b>20.00</b>
<b>WATER UTILITIES FUND</b>					
Lake Tyler	9.00	9.00	10.00	10.00	10.00
Storm Water Management	14.00	13.46	13.22	13.00	13.00
Wastewater Collection	25.00	26.00	26.00	26.00	26.00
Wastewater Treatment	30.00	30.00	30.00	32.00	32.00
Water Administration	8.00	8.00	7.00	8.00	8.00
Water GIS	5.00	6.00	6.00	9.00	9.00
Water Business Office	18.00	19.00	19.00	19.00	19.00
Water Consent Decree		1.00	1.00	-	-
Water Distribution	31.00	33.00	33.00	30.00	32.00
Water Plant	27.00	28.00	28.00	27.00	27.00
<b>TOTAL</b>	<b>167.00</b>	<b>173.46</b>	<b>173.22</b>	<b>174.00</b>	<b>176.00</b>
<b>SOLID WASTE FUND</b>					
Solid Waste Administration	6.50	7.00	7.00	7.00	7.00
Solid Waste Code Enforcement	9.00	9.00	11.00	11.00	11.00
Solid Waste Commercial	13.00	14.00	16.00	16.00	16.00
Solid Waste Keep Tyler Beautiful	1.00	1.00	1.00	1.00	1.00
Solid Waste Residential	33.00	32.00	30.00	30.00	30.00
<b>TOTAL</b>	<b>62.50</b>	<b>63.00</b>	<b>65.00</b>	<b>65.00</b>	<b>65.00</b>

<b>AIRPORT FUND</b>					
Airport	11.00	11.00	11.00	11.00	11.00
<b>TOTAL</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>OTHER FUNDS</b>					
Cemeteries	3.00	3.00	3.00	4.00	4.00
Community Development	5.30	4.30	3.60	2.60	2.70
Fleet Maintenance	15.00	15.00	15.00	15.00	16.00
FSS Homeownership	1.00	1.00	1.00	1.00	1.00
HOME	0.50	1.50	0.30	0.30	0.20
Housing	10.20	10.20	10.10	11.10	11.10
MPO	-	-	-	-	-
Productivity	3.00	3.00	3.75	1.00	2.00
Property and Facility Management	2.25	2.00	2.00	2.00	2.00
Property, Liability, Disability and Workers Compensation	1.40	1.40	1.40	1.40	1.00
Employee Benefits	-	-	-	-	-
Retiree Benefits	-	-	-	-	-
Technology Services	11.00	12.00	13.00	13.00	13.00
Tourism - Main Street	4.00	4.76	4.76	4.40	4.40
Tourism - Rose Garden Center	2.00	4.00	4.00	4.00	4.00
Tourism - Visitor's Facility	4.80	5.52	5.20	5.30	5.30
Tourism - Rose Garden Maintenance	7.00	7.00	7.00	7.00	7.00
Transit	26.75	27.25	25.25	25.25	27.25
<b>TOTAL</b>	<b>97.20</b>	<b>101.93</b>	<b>99.36</b>	<b>97.35</b>	<b>100.95</b>
<b>GRAND TOTAL</b>	<b>922.00</b>	<b>932.00</b>	<b>934.00</b>	<b>940.00</b>	<b>949.00</b>

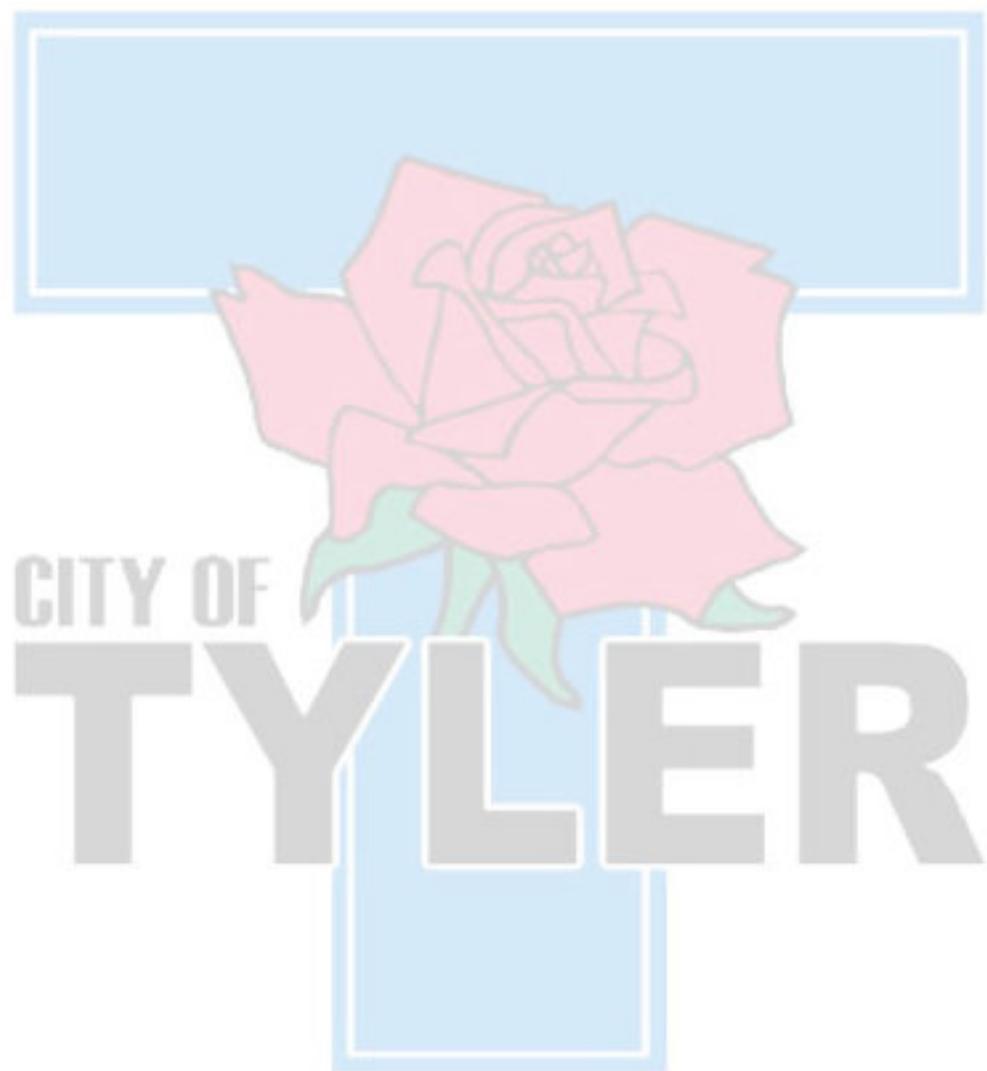
<b>Part Time</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
<b>GENERAL SERVICES</b>					
Library	19.00	16.00	14.00	14.00	14.00
Parks and Recreation - Indoor Recreation	3.00	3.00	3.00	3.00	2.00
Parks and Recreation - Outdoor Recreation	1.00	1.00	1.00	1.00	1.00
Police Department - Operations	1.00	1.00	1.00	1.00	1.00
Traffic Engineering	2.00	2.00	2.00	2.00	2.00
<b>TOTAL</b>	<b>26.00</b>	<b>23.00</b>	<b>21.00</b>	<b>21.00</b>	<b>20.00</b>
<b>SOLID WASTE FUND</b>					
Solid Waste Keep Tyler Beautiful	-	-	-	1.00	1.00
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>
<b>OTHER FUNDS</b>					
Property, Liability, Disability and Workers Compensa	1.00	1.00	1.00	1.00	1.00
Tourism - Visitor's Facility	2.00	2.00	2.00	3.00	3.00
Technology Services	-	-	-	-	1.00
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>5.00</b>
<b>GRAND TOTAL</b>	<b>29.00</b>	<b>26.00</b>	<b>24.00</b>	<b>26.00</b>	<b>26.00</b>

<b>Substitues / Temporary Employees</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
<b>GENERAL SERVICES</b>					
Library	6	7	7	7	7
Parks and Recreation - Outdoor Recreation	31	31	31	31	31
Traffic Engineering	40	40	40	40	40
<b>TOTAL</b>	<b>77.00</b>	<b>78.00</b>	<b>78.00</b>	<b>78.00</b>	<b>78.00</b>
<b>OTHER FUNDS</b>					
Tourism - Visitor's Facility	1	1	1	-	-
Transit	6	6	6	6	6
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>6</b>
<b>GRAND TOTAL</b>	<b>84.00</b>	<b>85.00</b>	<b>85.00</b>	<b>84.00</b>	<b>84.00</b>

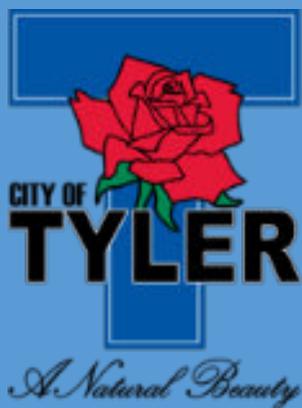
# Total Combined Revenue and Expenditures of All Fund

Fiscal Year 2020-2021

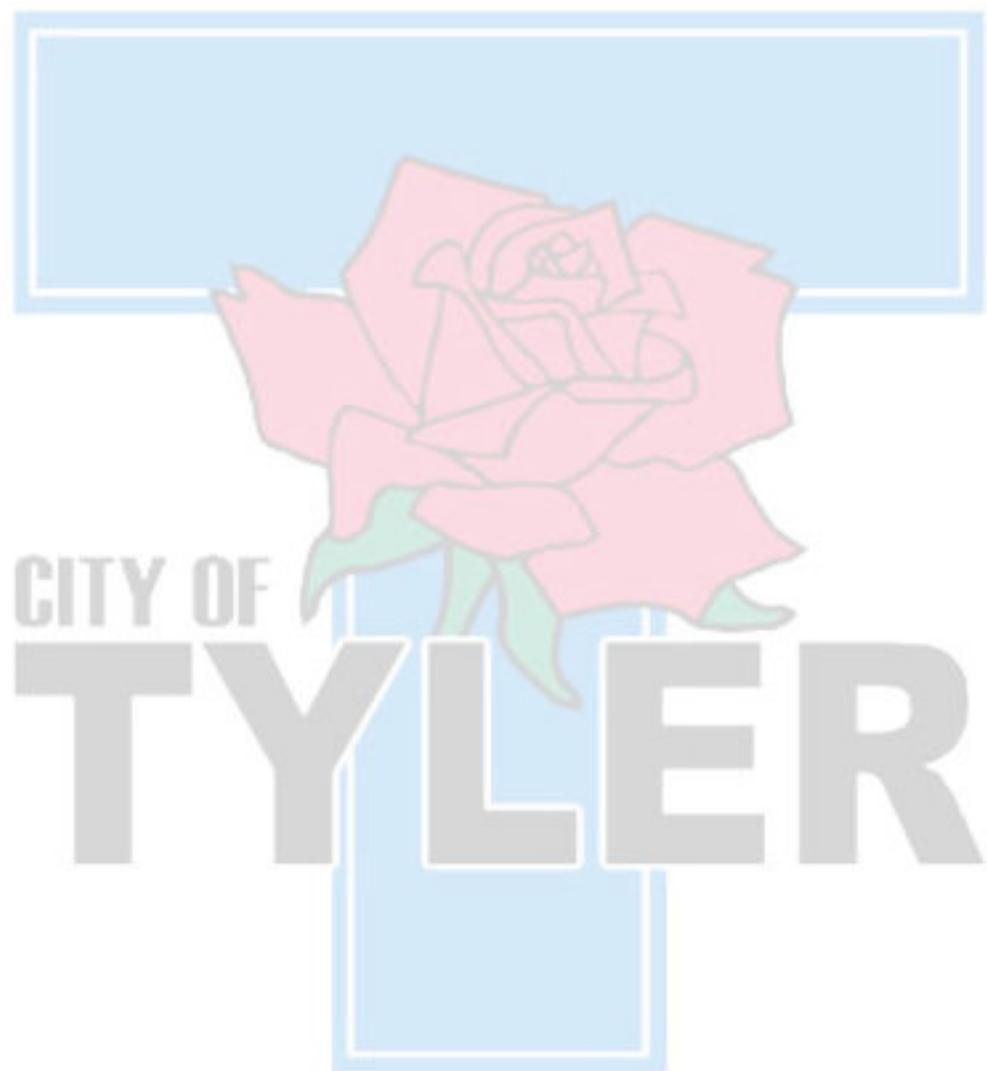
	Actuals 2018-2019	Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Revenues</b>				
Property Taxes	20,717,165	22,953,858	22,814,137	23,622,694
Franchise Fees	11,608,848	11,853,893	11,570,330	11,992,371
General Sales Taxes	34,542,443	34,478,650	33,261,656	33,487,403
Licenses and Permits	1,769,360	2,035,193	1,798,162	2,112,079
Fines and Penalties	4,997,272	4,792,100	3,777,244	4,671,199
Use of Money and Property	3,259,333	3,352,177	2,426,008	2,621,014
Current Service Charges	73,555,975	77,538,926	77,891,636	81,162,439
Miscellaneous Income	18,862,280	19,712,029	20,031,155	18,692,085
Income from other Agencies	11,947,754	15,961,186	14,781,525	15,180,176
Transfer In	19,622,271	16,355,918	15,761,582	18,139,483
<b>Total Revenues</b>	<b>200,882,702</b>	<b>209,033,930</b>	<b>204,113,435</b>	<b>211,680,943</b>
<b>Expenditures</b>				
General Government	6,557,253	7,613,966	7,232,218	7,965,978
Public Safety	46,182,702	47,833,729	47,705,101	48,846,199
Public Services	5,782,658	6,674,226	6,176,055	6,969,483
Library	1,497,608	1,609,891	1,588,626	1,803,395
Parks & Recreation	3,709,331	3,924,039	3,846,926	3,982,637
Municipal Court	1,341,415	1,790,779	1,714,298	1,733,226
General Capital Projects	272,620	588,005	217,927	225,327
Quality Street Commitment Fund	793,202	1,546,952	1,264,266	1,642,766
Development Services	1,750,575	1,843,409	1,798,591	2,005,597
Hotel/Motel Tax	941,720	2,283,339	1,912,594	1,456,456
Tourism & Convention	2,616,641	2,781,238	2,581,815	2,616,298
Neighborhood Services	8,811,653	12,524,300	10,735,616	10,679,119
Transit	3,059,418	4,267,307	2,980,578	3,752,147
MPO	411,605	588,625	300,309	575,000
Parking Garage	37,608	28,428	-	-
Utilities System	33,322,529	44,591,076	38,409,756	46,337,688
Utilities Debt Service	5,696,014	6,842,525	6,803,525	6,163,215
Airport	1,560,518	1,709,294	1,582,211	1,685,541
Solid Waste	14,530,955	14,058,400	13,880,116	14,120,668
Storm Water Fund	1,659,681	2,285,711	1,845,256	1,765,945
Special Revenue Funds	1,136,029	1,716,929	1,468,569	1,675,282
Internal Service Funds	31,259,969	38,439,527	32,956,952	36,336,886
Transfer Out	20,647,796	16,685,307	15,958,445	18,189,483
<b>Total Expenditures</b>	<b>193,579,500</b>	<b>222,227,002</b>	<b>202,959,750</b>	<b>220,528,336</b>
<b>Net</b>	<b>7,303,202</b>	<b>-13,193,072</b>	<b>1,153,685</b>	<b>-8,847,393</b>



*A Natural Beauty*



# General Fund



*A Natural Beauty*

**General Fund (101)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
Unreserved Fund Balance	\$ 2,943,670	\$ 1,938,589	\$ 1,938,589	\$ 1,869,914
Operating Reserve	9,496,475	9,820,729	9,820,729	10,239,484
<b>Beginning Fund Balance / Working Capital</b>	<b>12,440,144</b>	<b>11,759,318</b>	<b>11,759,318</b>	<b>12,109,397</b>
<b>Revenues</b>				
Property Taxes	20,625,073	22,859,193	22,719,472	23,511,036
Franchises	10,695,237	10,925,687	10,870,729	11,304,407
Sales & Use Taxes	31,220,284	30,611,458	30,678,883	30,660,874
Licenses & Permits	461,503	517,808	420,418	399,311
Fines & Penalties	4,065,152	4,102,600	3,348,231	4,076,865
Use of Money & Property	380,315	325,750	222,037	158,050
Current Services	2,455,569	2,387,411	2,516,983	2,594,299
Other Agencies	586,403	461,252	475,428	554,794
Miscellaneous	520,626	597,581	286,643	345,013
<b>Total Revenues</b>	<b>71,010,162</b>	<b>72,788,740</b>	<b>71,538,824</b>	<b>73,604,649</b>
<b>Expenditures</b>				
General Government	6,957,811	7,613,966	7,232,218	7,965,978
Police	27,745,984	28,605,011	28,512,234	28,837,805
Police Grants	242,647	206,359	189,392	356,140
Fire	18,194,072	19,022,359	19,003,475	19,652,254
Public Services	5,782,658	6,674,226	6,176,055	6,969,483
Parks and Recreation	3,709,331	3,924,039	3,846,926	3,982,637
Library	1,497,608	1,609,891	1,588,626	1,803,395
Municipal Court	1,341,415	1,790,779	1,714,298	1,733,226
<b>Total Expenditures</b>	<b>65,471,525</b>	<b>69,446,630</b>	<b>68,263,224</b>	<b>71,300,918</b>
Transfer In	-	4,611	4,611	-
Fair Plaza Fund (240)	-	4,611	4,611	-
(Transfer Out)	(6,219,463)	(3,910,802)	(2,930,132)	(2,303,731)
General Capital Projects (102)	(263,468)	(212,492)	(70,000)	-
Quality Street Commitment Fund (103)	(745,883)	(1,546,952)	(1,546,952)	(1,602,426)
Cemetery (204)	(200,000)	(100,000)	(100,000)	-
TIF/ TIRZ #4 (217)	(4,597)	-	-	-
Transit (286)	(481,816)	(463,046)	(61,875)	(50,000)
Property Facility (663)	(281,068)	(101,305)	(101,305)	(101,305)
Productivity Fund (639)	(1,049,227)	(687,007)	(250,000)	(250,000)
Technology Admin (671)	(193,404)	(300,000)	(300,000)	(300,000)
Rainy Day Fund (235)	(3,000,000)	(500,000)	(500,000)	-
Unreserved Fund Balance	1,938,589	773,632	1,869,914	1,414,259
Operating Reserve	9,820,729	10,416,995	10,239,484	10,695,138
<b>Ending Fund Balance / Working Capital</b>	<b>\$ 11,759,318</b>	<b>\$ 11,190,626</b>	<b>\$ 12,109,397</b>	<b>\$ 12,109,397</b>

**General Fund (101)**  
**Statement of Revenues**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Property Taxes</b>				
Current	\$ 20,316,354	\$ 22,545,337	\$ 22,426,745	\$ 23,197,180
Delinquent	139,420	164,356	133,508	164,356
Penalty and Interest	169,299	149,500	159,219	149,500
<b>Total Property Taxes</b>	<b>20,625,073</b>	<b>22,859,193</b>	<b>22,719,472</b>	<b>23,511,036</b>
<b>Franchises</b>				
Power and Light	4,579,512	4,853,330	4,607,535	4,744,484
Natural Gas	1,076,602	1,058,298	1,072,454	1,072,454
Telephone	714,252	472,459	689,639	675,374
Cable Television	1,257,853	1,259,958	1,299,936	1,317,708
Commercial Waste Hauler	976,674	995,234	1,040,912	1,091,452
Water and Sewer Franchise	2,090,344	2,286,408	2,160,253	2,402,935
<b>Total Franchises</b>	<b>10,695,237</b>	<b>10,925,687</b>	<b>10,870,729</b>	<b>11,304,407</b>
<b>Sales and Use Taxes</b>				
Sales Taxes	30,658,148	30,046,357	30,218,601	30,218,601
Mixed Drink Taxes	526,839	539,501	432,413	432,413
Bingo Taxes	35,296	25,600	27,869	9,860
<b>Total Sales and Use Taxes</b>	<b>31,220,284</b>	<b>30,611,458</b>	<b>30,678,883</b>	<b>30,660,874</b>
<b>Licenses and Permits</b>				
Parking Meters	88,915	182,808	64,311	64,311
Wrecker Permits	6,015	2,000	6,325	2,000
Burglar Alarms	366,573	333,000	349,782	333,000
<b>Total Licenses and Permits</b>	<b>461,503</b>	<b>517,808</b>	<b>420,418</b>	<b>399,311</b>
<b>Fines &amp; Penalties</b>				
Moving Violations	2,188,188	2,280,000	1,798,587	2,188,188
Tax Fees	130,863	158,200	115,414	130,863
Arrest Fees	111,039	115,000	84,690	111,039
Administrative Fees	99,824	88,000	53,531	99,824
Warrant Fees	218,925	264,000	248,310	218,925
Child Safety	153,453	132,000	105,771	153,453
Court Security	(2)	-	-	-
Miscellaneous Court	57,413	24,000	61,933	57,413
Time Payment Fees	(8)	-	-	-
Special Court Fees	916,177	775,000	613,514	916,177
Collection Firm Fees	114,407	180,000	173,230	114,407
Court Fee - Clearing	(12,563)	-	86	-
Partners for Youth	(3)	-	-	-
Omnibase Program	13,595	20,000	32,570	13,595
Parking Fines	54,558	48,000	35,126	54,558
Scofflaw	10,672	10,000	10,587	10,672
Animal Fines	8,612	8,400	14,882	7,751
<b>Total Fines and Penalties</b>	<b>4,065,152</b>	<b>4,102,600</b>	<b>3,348,231</b>	<b>4,076,865</b>
<b>Use of Money and Property</b>				
Glass Center Rental	20,724	30,800	8,160	13,000
Senior Citizen Rental	4,733	6,775	2,430	3,500
Miscellaneous Rent	23,055	31,000	14,957	15,250
Ballfield Concessions	-	2,600	-	1,300
Glass Rec Concessions	1,313	850	422	1,000
Fair Plaza Non-Tenant Parking	-	1,675	1,675	-
Interest Earnings	330,490	252,050	194,393	124,000
<b>Total Use of Money and Property</b>	<b>380,315</b>	<b>325,750</b>	<b>222,037</b>	<b>158,050</b>

**General Fund (101)**  
**Statement of Revenues**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Current Services</b>				
Swimming Pool	164	1,665	-	1,665
Fire Inspection	113,047	80,000	114,935	104,000
Lot Mowing	57,607	35,000	61,138	61,138
Glass Membership	48,369	49,700	42,861	42,000
Copying Fees	19,704	20,000	27,642	20,000
Utility Cuts	132,000	132,000	132,000	132,000
Library Non Resident Fees	24,991	22,222	18,453	22,222
Library Lost Books	2,730	2,400	2,040	2,400
Library Fines	32,443	32,200	23,281	32,200
Non Resident Internet Use	3,964	4,000	3,242	4,000
Open Records	36,672	33,000	27,463	33,000
Overhead Reimbursement - Fund 219	47,566	47,566	47,565	47,566
1/2 Cent Administration Costs	175,000	175,000	174,999	175,000
Overhead Reimbursement - Fund 502	1,332,641	1,332,641	1,332,638	1,332,641
Overhead Reimbursement - Fund 560	246,747	246,747	246,745	246,747
Volleyball Fees	2,005	1,750	-	2,005
Tournament Fees	8,629	8,120	5,475	8,120
Other Sports Fees	5,655	5,000	1,134	5,655
Field Maintenance	74,560	75,000	57,153	45,000
Recreation Classes/Events	49,273	48,000	12,125	31,000
Faulkner Tennis Center	-	-	774	-
Animal Adoption Fees	24,167	21,000	28,560	26,640
Animal Shelter Fees	17,637	14,400	18,814	18,000
Fire Cost Recovery Fees	-	-	137,946	201,300
<b>Total Current Services</b>	<b>2,455,569</b>	<b>2,387,411</b>	<b>2,516,983</b>	<b>2,594,299</b>
<b>Other Agencies</b>				
State Government	9,447	20,000	32,714	20,000
Income from Restitution	375	-	445	-
Auto Theft Task Force	106,462	112,000	106,759	112,000
School Crossing Guards	230,567	236,452	236,452	236,452
Comprehensive Traffic	51,205	64,000	39,074	64,000
County Haz-Mat Service	6,250	5,000	6,000	6,000
FEMA Reimbursements	80,675	-	-	-
US Marshal	-	1,000	-	-
Fire TCLEOSE Allocation	-	-	1,075	1,000
State JAG Allocation	78,000	22,800	28,499	-
COPS Grant	-	-	-	90,342
Federal JAG Allocation	23,422	-	24,410	25,000
<b>Total Other Agencies</b>	<b>586,403</b>	<b>461,252</b>	<b>475,428</b>	<b>554,794</b>
<b>Miscellaneous</b>				
Miscellaneous	161,677	159,712	104,900	159,712
Unclaimed Property Revenue	7,486	15,000	11,063	15,000
Return Checks	355	600	210	-
Sale of Equipment	4,343	1,000	2,469	1,000
Junk Vehicle Revenue	299	-	-	-
Methane Gas Sales	332,667	407,269	155,301	155,301
Funeral Escorts	13,800	14,000	12,700	14,000
<b>Total Miscellaneous</b>	<b>520,626</b>	<b>597,581</b>	<b>286,643</b>	<b>345,013</b>
<b>Total General Fund Revenues</b>	<b>\$ 71,010,162</b>	<b>\$ 72,788,740</b>	<b>\$ 71,538,824</b>	<b>\$ 73,604,649</b>

**General Fund (101)**  
**Statement of Expenditures**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019		Amended Budget 2019-2020		Projected 2019-2020		Budget 2020-2021
<b>General Government</b>							
General Government	\$ 695,044	\$	730,868	\$	634,100	\$	725,818
Outside Agencies	281,035		406,206		354,323		361,035
GF Non-Dept Exp	2,981,803		3,191,956		3,088,569		3,295,882
Innovation and Economic Development	87,763		22,202		18,829		6,046
Finance	1,242,644		1,292,395		1,255,470		1,438,682
Legal	961,907		1,032,607		988,433		1,197,528
Communications	176,898		454,519		416,396		450,792
Human Resources	530,716		483,213		476,098		490,195
<b>Total General Government</b>	<b>6,957,811</b>		<b>7,613,966</b>		<b>7,232,218</b>		<b>7,965,978</b>
<b>Public Safety</b>							
Police Services	27,745,984		28,605,011		28,512,234		28,837,805
State JAG	78,000		28,499		28,539		-
Federal JAG	23,422		25,000		24,410		25,000
COPS Grant	-		-		-		174,909
Auto Theft Task Force	131,778		132,860		130,410		136,231
L.E. Education Grant	9,447		20,000		6,033		20,000
Fire Services	18,194,072		19,022,359		19,003,475		19,652,254
<b>Total Public Safety</b>	<b>46,182,702</b>		<b>47,833,729</b>		<b>47,705,101</b>		<b>48,846,199</b>
<b>Public Services</b>							
Engineering Services	287,741		534,370		465,721		597,154
Streets	2,145,835		2,507,681		2,285,920		2,780,906
Traffic Operations	2,304,383		2,471,042		2,326,204		2,390,771
Parking Garage	-		22,367		22,367		28,050
Animal Services	1,044,699		1,138,766		1,075,843		1,172,602
<b>Total Public Services</b>	<b>5,782,658</b>		<b>6,674,226</b>		<b>6,176,055</b>		<b>6,969,483</b>
<b>Parks &amp; Recreation</b>							
Administration	2,554,590		2,685,377		2,663,739		2,784,879
Indoor Recreation	563,806		579,198		532,456		546,230
Outdoor Recreation	206,402		230,064		189,007		243,160
Median Maint/Arborist	384,532		429,400		461,724		408,368
<b>Total Parks &amp; Recreation</b>	<b>3,709,331</b>		<b>3,924,039</b>		<b>3,846,926</b>		<b>3,982,637</b>
<b>Library</b>	<b>1,497,608</b>		<b>1,609,891</b>		<b>1,588,626</b>		<b>1,803,395</b>
<b>Municipal Court</b>	<b>1,341,415</b>		<b>1,790,779</b>		<b>1,714,298</b>		<b>1,733,226</b>
<b>Total General Fund Expenditures</b>	<b>\$ 65,471,525</b>	<b>\$</b>	<b>69,446,630</b>	<b>\$</b>	<b>68,263,224</b>	<b>\$</b>	<b>71,300,918</b>

# City Council

## Service Point Focus

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

The Mayor and the City Council are elected for two year terms and receive no monetary Compensation for their services on the City Council. The Mayor Represents the City at official functions, appoints advisory committees, and serves as a liaison with governmental agencies and civic groups.

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



# City Manager's Office

## Service Point Focus

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

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

### Service Point Expenditures - City Manager's Office

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	397,270	384,969	349,991	382,131
Supplies and Services	144,862	134,389	116,417	133,789
Sundry	68,762	121,882	72,056	121,200
Utilities	62,542	67,350	73,358	65,750
Maintenance	21,608	22,278	22,278	22,948
Capital Outlay	-	-	-	-
<b>Total</b>	<b>695,044</b>	<b>730,868</b>	<b>634,100</b>	<b>725,818</b>

### Service Point Employees - City Manager's Office

<i>Regular Full-time Positions</i>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
City Manager	1	1	1	1	1
15) Executive Assistant	1	1	1	1	1
<b>Total Department</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Service Point Expenditures - Outside Agencies

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	-	-	-
Sundry	281,035	406,206	354,323	361,035
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>281,035</b>	<b>406,206</b>	<b>354,323</b>	<b>361,035</b>

### Service Point Expenditures - General Fund Non-Dept Expenditures

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	2,101,938	2,101,938	2,101,938	2,101,938
Supplies and Services	41,227	40,000	23,000	40,000
Sundry	1,194,780	1,050,018	963,631	1,153,944
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	1,535,514	-	61,875	-
<b>Total</b>	<b>4,873,459</b>	<b>3,191,956</b>	<b>3,150,444</b>	<b>3,295,882</b>

### Service Point Expenditures - Innovation & Economic Development

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	6,919	-	3,412	-
Supplies and Services	73,033	14,279	7,931	-
Sundry	3,463	3,763	3,213	3,306
Utilities	1,735	-	1,448	-
Maintenance	2,613	4,160	2,825	2,740
Capital Outlay	-	-	-	-
<b>Total</b>	<b>87,763</b>	<b>22,202</b>	<b>18,829</b>	<b>6,046</b>

# Finance

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

## Areas of service include:

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

## Accomplishments for 2018-2019

- Achieving 33rd consecutive Certificate of Achievement for Excellence in Finance from the Government Finance Officers Association of the United States and Canada;
- Achieving 13th consecutive Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada;

## Goals for fiscal year 2019-2020

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

### Service Point Expenditures - Finance

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual Expenditures	Budget Appropriations	Projected Expenditures	Budget Appropriations
Salaries and Benefits	688,515	712,089	706,280	848,393
Supplies and Services	196,801	201,499	175,070	184,743
Sundry	357,245	378,107	374,070	404,346
Utilities	83	500	50	200
Maintenance	-	200	-	1,000
Capital Outlay	-	-	-	-
<b>Total</b>	<b>1,242,644</b>	<b>1,292,395</b>	<b>1,255,470</b>	<b>1,438,682</b>

### Service Point Employees - Finance

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
6) Chief Financial Officer	1	1	1	1	1
8 & 9) Accounting Manager	1	1	1	1	1
4) & 5) & 7) & 8) & 9) & 10) Accountant	2	2	2	2	2
3) Accounting Technician	2	2	3	3	3
13) Senior Accounting Technician	1	1	-	-	-
Payroll Technician	1	1	1	1	1
Accounts Payable Manager	1	1	1	1	1
Treasury Manager	0.75	0.75	0.75	0.75	0.75
<b>Total Department</b>	<b>9.75</b>	<b>9.75</b>	<b>9.75</b>	<b>9.75</b>	<b>9.75</b>

# Legal

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

### Areas of service include:

- Formal and informal legal opinions, including legal advice and counsel to Mayor, City Council, City Manager and City Departments;
- Oversee Municipal Court prosecution; and,
- Attend City Board meetings.
- Ensure compliance with State open meetings law;
- Review of public information requests and subpoenas;
- Document/Contract review;
- Document creation including policies, contracts, and code amendments;
- City Code review and maintenance;
- Prosecution of municipal issues;
- Defense and coordination of lawsuits;
- Permanent records management, preservation and storage; and,
- Municipal/joint elections coordination

### Accomplishments for 2018-2019

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

### Goals for fiscal year 2019-2020

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

## Service Point Expenditures - Legal

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	820,518	842,482	845,127	992,932
Supplies and Services	84,764	137,607	90,551	147,607
Sundry	49,048	51,419	51,966	55,890
Utilities	23	260	89	260
Maintenance	656	839	700	839
Capital Outlay	6,898	-	-	-
<b>Total</b>	<b>961,907</b>	<b>1,032,607</b>	<b>988,433</b>	<b>1,197,528</b>

## Service Point Employees - Legal

<i>Regular Full-time Positions</i>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
City Attorney	1	1	1	1	1
City Clerk	1	1	1	1	1
Deputy City Attorney	1	1	1	1	1
3, 4, 5, 7, 8) Assistant City Attorney	2	2	2	1	1
Assistant to City Attorney	1	1	1	1	1
Legal/Risk/City Clerk Secretary	1	1	1	1	1
Senior Assistant City Attorney	1	1	1	2	2
<b>Total Department</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

# Communications

## Service Point Focus

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

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

## Service Point Expenditures - Communications

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	100,917	366,447	358,013	367,180
Supplies and Services	53,292	59,367	30,369	55,149
Sundry	22,598	28,155	27,464	28,448
Utilities	11	15	15	15
Maintenance	81	535	535	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>176,898</b>	<b>454,519</b>	<b>416,396</b>	<b>450,792</b>

## Service Point Employees - Communications

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
14, 19) Communications Manager	0.93	-	-	-	-
19, 21) Director of Marketing and Communications	-	0.47	0.47	1	1
20) Downtown Operations Coordinator	1	1	-	-	-
2, 18) SR Marketing/PR Specialist	1	1	1	1	1
22) Public Safety Public Information Officer	-	-	-	1	1
23) Public Works Public Information Officer	-	-	-	1	1
16) Multi-Media Specialist	1	1	1	1	1
<b>Total Regular Full-time</b>	<b>3.93</b>	<b>3.47</b>	<b>2.47</b>	<b>5</b>	<b>5</b>

# Human Resources

## Service Point Focus

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

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

### Service Point Expenditures - Human Resources

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	430,529	402,734	376,175	414,797
Supplies and Services	55,874	34,450	53,177	26,231
Sundry	44,189	46,029	46,643	49,042
Utilities	125	-	103	125
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>530,716</b>	<b>483,213</b>	<b>476,098</b>	<b>490,195</b>

### Service Point Employees - Human Resources

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
13,18) Managing Director of Administration	0.60	0.60	0.60	0.60	-
Director of Organizational Development	-	-	-	-	1
2) Human Resource Manager	1	1	1	1	1
10, 17) Human Resource Representative	3	-	-	-	-
11) Human Resource Generalist	-	3	3	3	3
16) Human Resource Technician	-	1	1	1	1
12) Receptionist/Greeter	1	-	-	-	-
9) Volunteer Coordinator	1	1	1	1	1
15) Benefits Coordinator	1	1	-	-	-
<b>Total Regular Full-time</b>	<b>7.60</b>	<b>7.60</b>	<b>6.60</b>	<b>6.60</b>	<b>7.00</b>

# Police

## Service Point Focus

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

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

## Accomplishments 2018-2019

- Implementation of Schedule Software
- Installation of In-Car Computers
- Upgrade Electronic Ticket Books
- EMR Training
- Barricade / Cone Trailer
- DDACTS
- Reserve Medical / SWAT Program
- Creation of Drone Program
- Creation of Digital Forensic Investigator position
- Creation of Tactical Training Sergeant
- Completion of 12 month Training Calendar for Regional Training
- Creation of Reserve Bicycle Team

## Goals 2019-2020

- Grant funding (\$28,499.00) for purchasing of Crisis Negotiation throw phone
- 2nd New emergency operations trailer
- EMR- Memorandum of Understanding
- Range Improvements
- CALEA web based assessment
- Citizen Satisfaction Survey
- 5 Year Strategic Plan
- Dispatch Upgrades

### Service Point Expenditures - Police Services

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	23,859,025	24,303,624	24,493,833	24,724,391
Supplies and Services	919,258	964,295	804,027	921,523
Sundry	1,536,094	1,737,283	1,737,453	1,801,604
Utilities	131,812	131,960	104,750	125,960
Maintenance	1,299,795	1,423,849	1,372,171	1,204,572
Capital Outlay	-	44,000	-	59,755
<b>Total</b>	<b>27,745,984</b>	<b>28,605,011</b>	<b>28,512,234</b>	<b>28,837,805</b>

### Service Point Employees - Police

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Police Chief	1	1	1	1	1
Assistant Police Chief (CS)	3	3	3	3	3
21) Police Lieutenant (CS)	7	7	7	7	7
2) Police Sergeant (CS)	27	27	27	27	27
3) & 18, 27) Police Officer (CS)	151	151	153	155	155
Administrative Secretary	2	2	2	2	2
Burglar Alarm Coordinator	1	1	1	1	1
Crime/Traffic Analyst	1	1	1	1	1
Crimestopper Coordinator	1	1	1	1	1
Data Management Supervisor	1	1	1	1	1
4) & 11) & 16) & 17) Data Management Specialist	4	4	4	4	4
Identification Technician	1	1	1	1	1
Property and Evidence Specialist	2	2	1	1	1
33)Property and Evidence Supervisor	-	-	1	1	1
Police Services Coordinator	1	1	1	1	1
PS Communications Supervisor	3	3	3	3	3
13) & 19) & 20, 25, 28,31, 32, 34) PS Telecommunica	18	18	14	13	12
20) PST Administrator	1	1	1	1	1
15, 26) Public Service Officer	8	8	8	8	8
Secretary	1	1	1	1	1
31)Senior PS Telecommunicator II	3	3	6	7	8
6, 24, 30)Senior Secretary	1	1	1	1	1
22) Police Technology Specialist	1	1	1	1	1
29) Public Safety PIO	-	-	0.25	-	-
<b>Total Regular Full-time</b>	<b>239</b>	<b>239</b>	<b>240.25</b>	<b>242</b>	<b>242</b>
<b>Regular Part-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Courier	1	1	1	1	1
<b>Total Regular Part-time</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total Department</b>	<b>240</b>	<b>240</b>	<b>241.25</b>	<b>243</b>	<b>243</b>

### Service Point Expenditures - JAG 2013-2014

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Supplies and Services	-	-	40	-
Capital Outlay	78,000	28,499	28,499	-
<b>Total</b>	<b>78,000</b>	<b>28,499</b>	<b>28,539</b>	<b>-</b>

### Service Point Expenditures - Federal JAG

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Capital Outlay	23,422	25,000	24,410	25,000
<b>Total</b>	<b>23,422</b>	<b>25,000</b>	<b>24,410</b>	<b>25,000</b>

### Service Point Expenditures - COPS Grant

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	-	-	-	174,909
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>174,909</b>

### Service Point Employees - COPS Grant

<i>Regular Full-time Positions</i>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1) Police Officer (CS)	4	4	4	4	4
2) Police Recruit	-	-	-	-	2
<b>Total Department</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>6</b>

### Service Point Expenditures - East Texas Auto Theft Task Force

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	115,841	113,022	113,438	116,393
Supplies and Services	15,938	19,838	16,972	19,838
<b>Total</b>	<b>131,778</b>	<b>132,860</b>	<b>130,410</b>	<b>136,231</b>

### Service Point Employees - East Texas Auto Theft Task Force

<i>Regular Full-time Positions</i>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Police Officer (CS)	1	1	1	1	1
<b>Total Department</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Service Point Expenditures - Law Enforcement Education

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Supplies and Services	9,447	20,000	6,033	20,000
<b>Total</b>	<b>9,447</b>	<b>20,000</b>	<b>6,033</b>	<b>20,000</b>

# Fire

## Service Point Focus

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

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

## Accomplishments 2018-2019

- Enhanced firefighter safety by creating a rehab recovery unit to help firefighters rehabilitate on the fire ground during extreme weather conditions.
- Enhanced Emergency Management capabilities by attending and hosting FEMA and State sponsored training and exercises.
- New Nomex work uniforms for all personnel.
- New fire engine (Pierce PUC) designed with cancer reducing features.
- Upgraded one Captain position over training to a Battalion Chief.
- Two new firefighters in April 2019
- Additional position created – Fire Safety Educator/Recruiter
- ICS 300 completion with 100% compliance at Captain rank with two classes
- ICS 400 completion with 100% compliance at Chief Officer rank
- CPR 100% compliance
- Added Coordinator Positions for mission specific units
- Hazmat instruments for monitoring IDLH environments
- 4 gas meters for every front line unit

## Goals for 2019-2020

- Establish training station and academy for the TFD.
- This will aid in getting more diversity and quality recruits to apply for the TFD.
- Continue Engine/Truck replacement to upgrade aging fleet.
- Enhance training of staff by attending the NFA on a yearly basis.
- Enhance Emergency Management by education, training, and conferences.
- Participate in drills with other agencies, including county and regional fire depts.
- Enhance HAZMAT capability and training .
- Create and build a public education program to educate the public in fire prevention.
- Train 500 citizens in hands Only CPR.
- Continue smoke detector program.
- Assist and identify those areas in need of public education and program response.
- Enhance fire fighter safety with officer training, fire ground tactics, and adherence to ICS protocol.
- Enhance safety with completion of defensive driving for all employees that operate city vehicles.
-

### Service Point Expenditures - Fire Services

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	16,660,909	17,054,453	17,059,134	17,786,537
Supplies and Services	516,444	692,816	574,831	649,413
Sundry	441,987	497,691	520,705	548,569
Utilities	143,486	147,625	140,648	154,625
Maintenance	431,246	629,774	708,157	513,110
Capital Outlay	-	-	-	-
<b>Total</b>	<b>18,194,072</b>	<b>19,022,359</b>	<b>19,003,475</b>	<b>19,652,254</b>

### Service Point Employees - Fire

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Fire Chief	1	1	1	1	1
10) Assistant Fire Chief (CS)	2	2	2	2	2
District Chief (CS)	6	6	6	6	6
11) Fire Captain (CS) *	41	41	41	41	41
Fire Driver/Engineer (CS)	39	39	39	39	39
3, 15) Firefighter (CS)	66	66	68	70	70
Administrative Assistant	1	1	1	1	1
4, 14) Administrative Secretary	2	2	2	2	2
Fire Apparatus Technician	1	1	1	1	1
Fire Marshal	1	1	1	1	1
9) Emergency Mgmt Asst/Admin Secretary	1	-	-	-	-
<b>Total Department</b>	<b>161</b>	<b>160</b>	<b>162</b>	<b>164</b>	<b>164</b>

# Library

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

Staff members are responsible for:

- Selecting, acquiring, preparing, housing and distributing materials in fiction, non-fiction, children's, young adult and audio-visual collections;
- Providing a reference collection and assistance in using it;
- Providing a Genealogy and Local History collection;
- Maintaining an online catalog of holdings;
- Providing public Internet-access workstations;
- Providing Early Literacy story times and other events for children;
- Providing a schedule of entertaining and informative programs for adults;
- Providing access to public information; and,
- Providing access to statewide information databases.

## Service Point Expenditures - Culture and Recreation

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,039,064	1,112,837	1,118,431	1,310,291
Supplies and Services	211,542	189,038	167,019	174,113
Sundry	145,531	206,170	205,667	221,461
Utilities	44,784	50,575	48,297	45,575
Maintenance	55,333	51,271	49,112	50,595
Capital Outlay	1,355	-	100	1,360
<b>Total</b>	<b>1,497,608</b>	<b>1,609,891</b>	<b>1,588,626</b>	<b>1,803,395</b>

## Service Point Employees - Library

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
City Librarian	1	1	1	1	1
17, 21) Access Librarian	1	-	-	-	-
Reference Librarian	-	1	1	1	1
Resource Librarian	1	1	1	1	1
Circulation Supervisor	1	1	1	1	1
1, 6, 20) Access Associate	1	2	2	2	2
25)Administrative Assistant	1	1	-	-	-
Library Operations Specialist	-	-	1	1	1
26) Cataloging Specialist	2	2	2	1	1
2, 22) Circulation Technician	3	2	2	2	2
Circulation Assistant	-	1	1	1	1
Collection Associate	1	1	1	1	1
4) Custodian	-	-	1	1	1
15) Library Assistant	2	2	2	2	2
Outreach Technician	1	1	1	1	1
16) and 17) Youth Services Librarian	1	1	1	1	1
Youth Services Assistant	-	-	-	1	1
<b>Total Regular Full-time</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>18</b>

<b>Regular Part-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
7) & 14) Access Associate	6	3	3	3	3
2, 11, 13,19) Circulation Technician	9	6	6	6	6
5, 10, 12, 24) Custodian	3	3	1	1	1
Library Page	-	3	3	3	3
Project Specialist	1	1	1	1	1
<b>Total Regular Part-time</b>	<b>19</b>	<b>16</b>	<b>14</b>	<b>14</b>	<b>14</b>

<b>Substitute Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Access Associate	3	3	3	3	3
13) Circulation Technician	3	3	3	3	3
23)Outreach Technician	-	1	1	1	1
<b>Total Substitutes</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Grand Total Department</b>	<b>41</b>	<b>40</b>	<b>39</b>	<b>39</b>	<b>39</b>

# Parks and Recreation

## Service Point Focus

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

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

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

## Service Point Expenditures - Parks Maintenance & Admin

	<b>FY2018-2019</b>	<b>FY2019-2020</b>	<b>FY2019-2020</b>	<b>FY2020-2021</b>
	<b>Actual Expenditures</b>	<b>Budget Appropriations</b>	<b>Projected Expenditures</b>	<b>Budget Appropriations</b>
Salaries and Benefits	806,472	826,674	839,137	927,995
Supplies and Services	507,986	621,026	585,408	648,643
Sundry	98,541	118,296	133,307	120,308
Utilities	536,477	507,850	508,051	532,850
Maintenance	579,719	611,531	597,836	555,083
Capital Outlay	25,394	-	-	-
<b>Total</b>	<b>2,554,590</b>	<b>2,685,377</b>	<b>2,663,739</b>	<b>2,784,879</b>

**Service Point Employees - Parks Administration**

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
9, 13,17) Managing Director Parks/Recreation Operations	0.5	0.2	0.2	-	-
7, 10) Parks & Recreation Services Coordinator	1	1	1	1	1
12)Crew Leader	3	3	3	3	3
Grounds Technician	1	1	1	1	1
Groundskeeper	6	6	6	6	6
Parks Manager	0.7	0.7	0.7	0.7	0.7
5, 6 & 8) Laborer	3	3	3	3	3
Administrative Secretary	1	1	1	1	1
14) Budget Administrator/Cemeterian	-	0.05	0.05	-	-
18)Budget Analyst & Internal Auditor	-	-	-	0.05	0.05
15, 16) Manager of Tourism Facilities Community Beautification	-	0.23	-	-	-
Senior Manager of Parks, Recreation & Tourism	-	-	0.55	0.55	0.55
8) Parks Superintendent	1	1	1	1	1
<b>Total Department</b>	<b>17.2</b>	<b>17.18</b>	<b>17.5</b>	<b>17.3</b>	<b>17.3</b>

**Service Point Expenditures - Indoor Recreation**

	<b>FY2018-2019</b>	<b>FY2019-2020</b>	<b>FY2019-2020</b>	<b>FY2020-2021</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>
	<b>Expenditures</b>	<b>Appropriations</b>	<b>Expenditures</b>	<b>Appropriations</b>
Salaries and Benefits	407,938	429,414	385,870	404,568
Supplies and Services	88,324	70,308	74,592	69,385
Sundry	21,245	20,943	21,551	21,552
Utilities	39	100	44	100
Maintenance	46,260	58,433	50,399	50,625
Capital Outlay	-	-	-	-
<b>Total</b>	<b>563,806</b>	<b>579,198</b>	<b>532,456</b>	<b>546,230</b>

**Service Point Employees - Indoor Recreation**

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
2, 7) Special Events/Recreation Manager	1	1	1	-	-
Recreation Manager	-	-	-	1	1
Recreation Center Supervisor	1	1	1	1	1
4) Recreation Program Supervisor	1	1	1	1	1
Building Maintenance Worker	-	-	-	1	1
Custodian	2	2	2	1	2
3, 5) Recreation Specialist	2	2	2	2	2
<b>Total Regular Full-time</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>

<b>Regular Part-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Clerk	2	2	2	2	2
6,8) Custodian	1	1	1	1	-
<b>Total Regular Part-time</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>
<b>Total Department</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

### Service Point Expenditures - Outdoor Recreation

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	106,131	145,524	114,008	152,142
Supplies and Services	99,898	84,040	74,578	90,518
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	373	500	421	500
Capital Outlay	-	-	-	-
<b>Total</b>	<b>206,402</b>	<b>230,064</b>	<b>189,007</b>	<b>243,160</b>

### Service Point Employees - Outdoor Recreation

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
3)Activity Specialist	1	1	1	1	1
<b>Total Regular Full-time</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>Part-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1) & 2) Recreation Specialist	1	1	1	1	1
<b>Total Regular Part-time</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>Temporary Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
6)Pool Manager	2	2	2	2	2
Lead Pool Manager	1	1	1	1	1
4)Lifeguard	14	14	14	14	14
7)Playground Coordinator	-	-	-	-	-
Playground Aid/Leader	12	12	12	12	12
<b>Total Temporary Positions</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>

<b>Substitute Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
5)Lifeguard	2	2	2	2	2
<b>Total Substitutes</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Total Department</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>

### Service Point Expenditures - Median Maint/Arborist

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	148,746	237,018	221,329	245,862
Supplies and Services	174,410	123,056	180,444	98,897
Sundry	3,920	4,000	2,539	4,000
Utilities	-	-	-	-
Maintenance	57,457	65,326	57,412	59,609
Capital Outlay	-	-	-	-
<b>Total</b>	<b>384,532</b>	<b>429,400</b>	<b>461,724</b>	<b>408,368</b>

### Service Point Employees - Medians / Arborist

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Arborist/Urban Forester	1	1	1	1	1
Crew Leader	1	1	1	1	1
Laborer	3	3	3	3	3
<b>Total Department</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

# Engineering

## Service Point Focus

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

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

## Engineering

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

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

## Half Cent Sales Tax

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

### Service Point Expenditures - Engineering Services

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual Expenditures	Budget Appropriations	Projected Expenditures	Budget Appropriations
Salaries and Benefits	234,922	471,339	406,188	541,962
Supplies and Services	12,123	17,950	14,655	13,703
Sundry	31,851	35,031	34,931	35,889
Utilities	0	75	26	50
Maintenance	8,846	9,975	9,921	5,550
Capital Outlay	-	-	-	-
<b>Total</b>	<b>287,741</b>	<b>534,370</b>	<b>465,721</b>	<b>597,154</b>

### Service Point Employees - Engineering

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
16, 20) City Engineer	0.75	1	1	1	1
1, 21) Administrative Assistant	-	-	1	1	1
2, 18) Capital Budget Analyst	0.86	-	-	-	-
12, 15) Associate Engineer	0.6	-	-	-	-
5, 14) Project Engineer	1.85	1.85	1.85	2	2
22) Traffic Engineer	-	-	1	1	1
<b>Total Department</b>	<b>4.06</b>	<b>2.85</b>	<b>4.85</b>	<b>5</b>	<b>5</b>

### Service Point Expenditures - Parking Garage

	<b>FY2018-2019</b>	<b>FY2019-2020</b>	<b>FY2019-2020</b>	<b>FY2020-2021</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>
	<b>Expenditures</b>	<b>Appropriations</b>	<b>Expenditures</b>	<b>Appropriations</b>
Salaries and Benefits	-	-	-	-
Supplies and Services	-	-	933	4,000
Sundry	-	-	-	-
Utilities	-	-	13,521	14,900
Maintenance	-	-	7,913	9,150
Capital Outlay	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>22,367</b>	<b>28,050</b>

# Streets

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

Additionally, the Street Department is responsible for:

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

### Service Point Expenditures - Streets

	<b>FY2018-2019</b>	<b>FY2019-2020</b>	<b>FY2019-2020</b>	<b>FY2020-2021</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>
	<b>Expenditures</b>	<b>Appropriations</b>	<b>Expenditures</b>	<b>Appropriations</b>
Salaries and Benefits	1,018,582	1,399,198	1,121,439	1,540,321
Supplies and Services	197,855	139,078	195,299	132,351
Sundry	69,734	70,431	70,340	75,831
Utilities	2,360	2,650	2,518	2,750
Maintenance	857,303	896,324	896,324	1,029,653
Capital Outlay	-	-	-	-
<b>Total</b>	<b>2,145,835</b>	<b>2,507,681</b>	<b>2,285,920</b>	<b>2,780,906</b>

### Service Point Employees - Street Department

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Street Operations Supervisor	0.5	0.5	0.5	0.5	0.5
Crew Leader	4	4	4	4	4
1, 4, 8) Equipment Operator I	5	5	5	5	5
9) Equipment Operator II	7	7	7	7	7
Foreman II	1	1	1	1	1
Laborer	4	4	4	4	4
Semi-Skilled Laborer	3	3	3	3	3
6) Administrative Secretary	0.5	0.5	0.5	0.5	0.5
10) Truck Driver	3	3	3	3	3
<b>Total Department</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>

# Traffic

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

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

### Service Point Expenditures - Traffic Operations

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	543,244	757,472	545,903	678,232
Supplies and Services	168,002	41,135	114,844	39,066
Sundry	48,070	84,108	77,130	89,942
Utilities	1,264,688	1,275,090	1,275,090	1,275,090
Maintenance	280,377	313,237	313,237	308,441
Capital Outlay	-	-	-	-
<b>Total</b>	<b>2,304,383</b>	<b>2,471,042</b>	<b>2,326,204</b>	<b>2,390,771</b>

### Service Point Employees - Traffic Department

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
14) Traffic Engineer	1	1	-	-	-
1, 4, & 7) Associate Traffic Engineer	1	1	1	1	1
5) & 12, 16) Traffic Services Supervisor	1	1	1	-	-
6, 9) Traffic Marker	3	3	3	3	3
7) Traffic Operations Supervisor	-	-	-	1	1
Traffic Sign Supervisor	1	1	1	1	1
8, 15) Administrative Assistant	0.76	0.76	-	-	-
10) Traffic Signal Technician	4	4	4	4	4
<b>Total Regular Full-time</b>	<b>11.76</b>	<b>11.76</b>	<b>10</b>	<b>10</b>	<b>10</b>

<b>Regular Part-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
6) Intern	2	2	2	2	2
<b>Total Regular Part-time</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>Temporary Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
School Crossing Guard	40	40	40	40	40
<b>Total Temporary Positions</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>Total Department</b>	<b>53.76</b>	<b>53.76</b>	<b>52</b>	<b>52</b>	<b>52</b>

# Animal Services

## Areas of Service

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

## Service Point Expenditures - Animal Services

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	717,141	783,420	737,302	793,188
Supplies and Services	88,107	121,350	94,202	107,400
Sundry	119,118	122,276	126,107	134,026
Utilities	42,420	30,150	28,880	29,940
Maintenance	77,914	81,570	89,352	92,876
Capital Outlay	-	-	-	15,172
<b>Total</b>	<b>1,044,699</b>	<b>1,138,766</b>	<b>1,075,843</b>	<b>1,172,602</b>

## Service Point Employees - Animal Services

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Animal Shelter Manager	1	1	1	1	1
Animal Shelter Adoption Counselor	1	1	1	1	1
Administrative Secretary	1	1	1	1	1
Animal Control Officer	5	5	5	5	5
Animal Shelter Supervisor	1	1	1	1	1
1) Animal Shelter Technician	6	6	6	6	6
<b>Total Regular Full-time</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

# Municipal Court

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

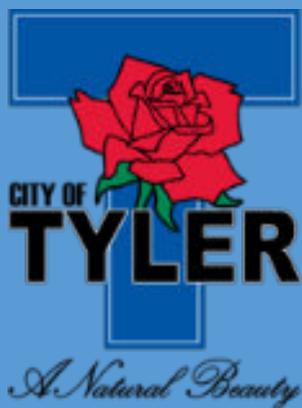
- Scheduling, hearing, and disposing of all cases brought for trial;
- Establishing and administering court procedures as required by State law;
- Maintaining all records and dockets;
- Accounting for payment of fines; and,
- Serving warrants.

## Service Point Expenditures - Municipal Court

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	693,265	953,643	914,649	927,249
Supplies and Services	286,332	492,481	463,207	459,675
Sundry	294,248	282,589	283,271	285,862
Utilities	8,108	10,900	8,063	9,300
Maintenance	59,462	51,166	45,108	51,140
Capital Outlay	-	-	-	-
<b>Total</b>	<b>1,341,415</b>	<b>1,790,779</b>	<b>1,714,298</b>	<b>1,733,226</b>

## Service Point Employees - Municipal Court

<i>Regular Full-time Positions</i>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Municipal Court Administrator	1	1	1	1	1
4, 15) Deputy Court Administrator	1	1	1	1	1
Court Clerical Supervisor	1	1	1	1	1
City Marshal	1	1	1	1	1
Court Technician	1	1	1	1	1
1, 10, 17) Deputy City Marshal II	2	2	2	2	2
2, 5, 6, 11, 12, 16) Deputy Court Clerk	6	6	6	6	6
8) Senior Deputy Court Clerk	2	2	2	2	2
<b>Total Department</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>



# General Capital Fund



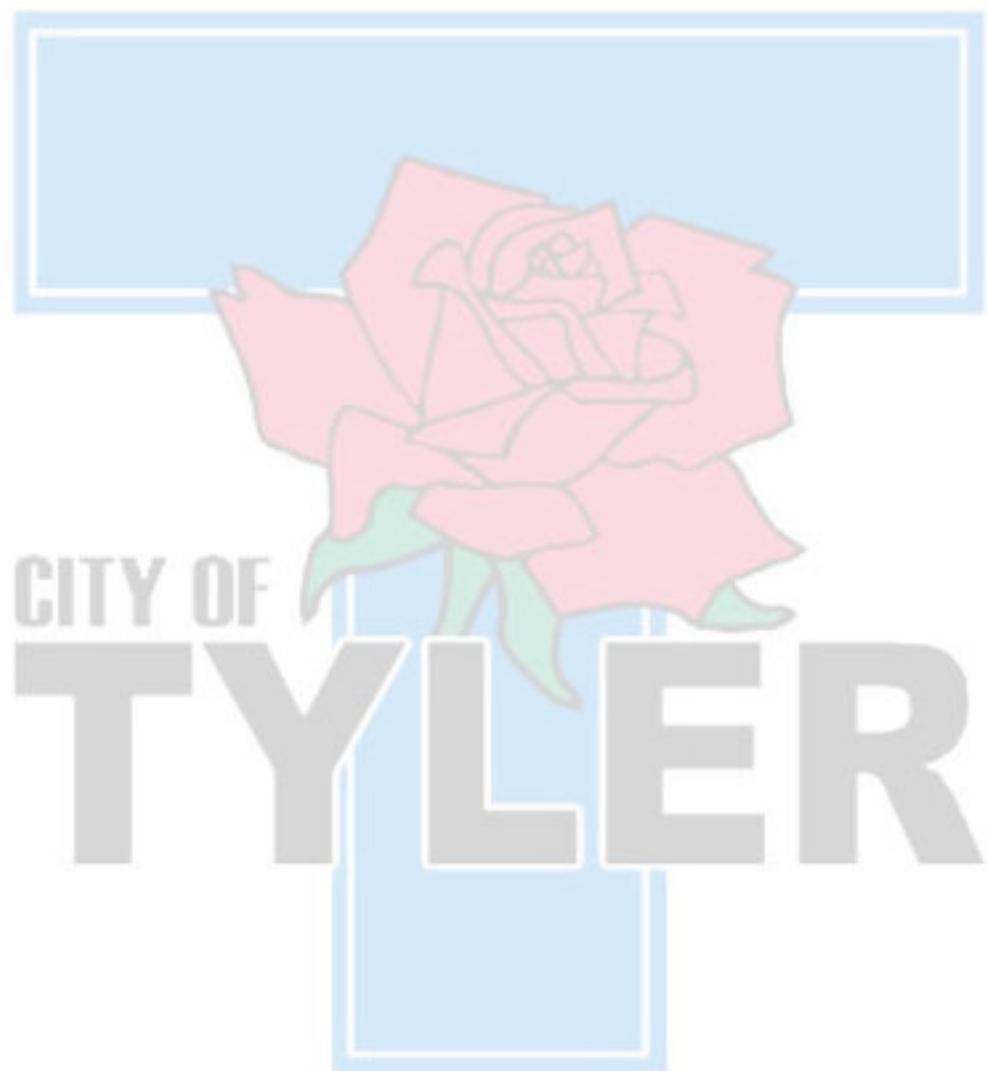
*A Natural Beauty*

**General Capital Fund (102)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

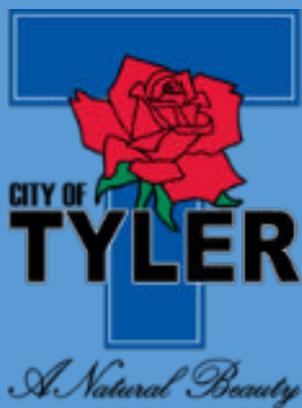
	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	<b>358,061</b>	<b>396,740</b>	<b>396,740</b>	<b>262,368</b>
<b>Revenues</b>				
Interest Earnings	4,416	5,552	5,820	1,000
Miscellaneous Income	23,415	25,000	7,735	8,000
<b>Total Revenues</b>	<b>27,831</b>	<b>30,552</b>	<b>13,555</b>	<b>9,000</b>
<b>Expenditures</b>				
Library Bldg. Imprv	18,173	16,823	16,818	-
Parks Improvements Projects	52,548	286,928	123,855	163,073
PD Camera Systems	139,645	-	-	-
Fire Equipment/Facilities	62,254	62,254	62,254	62,254
Downtown	-	116,000	15,000	-
ADA Sidewalks	-	100,000	-	-
Contingency	-	6,000	-	-
<b>Total Expenditures</b>	<b>272,620</b>	<b>588,005</b>	<b>217,927</b>	<b>225,327</b>
Transfer in	283,468	212,492	70,000	-
General Fund (101)	263,468	212,492	70,000	-
Water Utilities Fund (502)	20,000	-	-	-
<b>Ending Fund Balance</b>	<b>396,740</b>	<b>51,779</b>	<b>262,368</b>	<b>46,041</b>

**Quality Street Commitment Fund (103)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

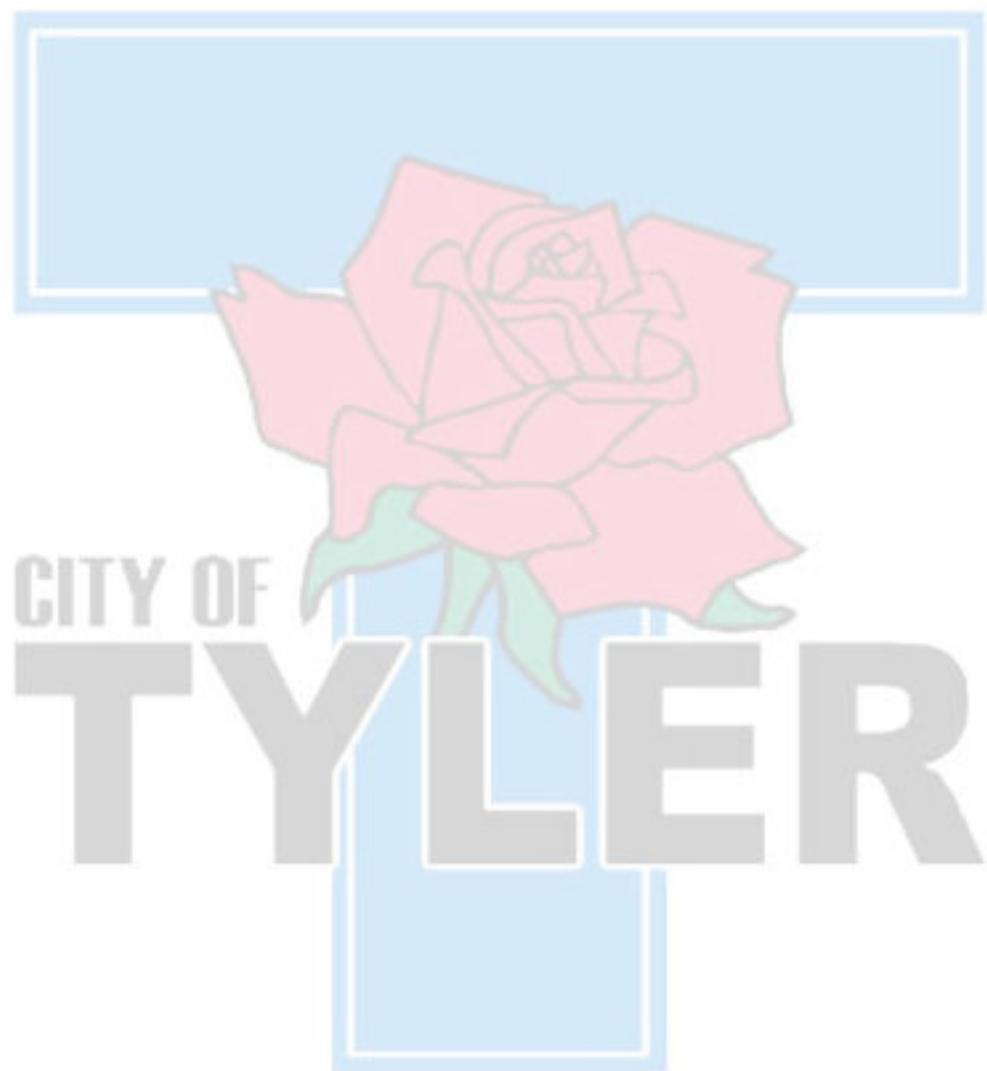
	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	<b>155,856</b>	<b>110,321</b>	<b>110,321</b>	<b>397,118</b>
<b>Revenues</b>				
Interest Earnings	1,784	6,735	4,111	7,545
Miscellaneous Income	-	-	-	-
<b>Total Revenues</b>	<b>1,784</b>	<b>6,735</b>	<b>4,111</b>	<b>7,545</b>
<b>Expenditures</b>				
Street Improvement Program	793,202	1,546,952	1,264,266	1,642,766
<b>Total Expenditures</b>	<b>793,202</b>	<b>1,546,952</b>	<b>1,264,266</b>	<b>1,642,766</b>
Transfer In	745,883	1,546,952	1,546,952	1,602,426
General Fund (101)	745,883	1,546,952	1,546,952	1,602,426
<b>Ending Fund Balance</b>	<b>110,321</b>	<b>117,056</b>	<b>397,118</b>	<b>364,323</b>



*A Natural Beauty*



# Development Services



*A Natural Beauty*

**Development Services Fund (202)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	<b>1,108,355</b>	<b>799,076</b>	<b>799,076</b>	<b>609,476</b>
<b>Revenues</b>				
Building Permits	794,676	905,460	803,816	1,103,273
Electrical Permits	137,189	165,000	161,125	160,000
Plumbing Permits	94,746	115,000	116,145	118,450
Zoning Permits	67,959	69,250	73,857	75,000
Mechanical Permits	88,512	95,000	82,330	90,000
Cert. of Occupancy Fees	21,370	30,000	22,536	30,000
Local TABC Fee	11,110	24,475	24,475	15,000
Billboard Registration	17,595	18,000	17,595	17,595
Sign Permits	28,645	36,000	34,602	40,000
Contractor License	41,930	45,000	35,713	50,000
House Moving Permits	-	500	75	-
Permit Fee - Clearing	-	250	-	-
Interest Earnings	31,094	37,922	25,707	30,000
Copying/Printing Fees	55	-	9	-
Platting Fees	59,774	65,000	74,605	70,000
Miscellaneous Income	-	-	300	-
Contractor Testing Fees	69,040	165,000	123,223	160,000
Subdivision Plan Review	8,500	70,500	24,746	60,000
<b>Total Revenues</b>	<b>1,472,196</b>	<b>1,842,357</b>	<b>1,620,859</b>	<b>2,019,318</b>
<b>Expenditures</b>				
Planning and Zoning	581,608	653,765	636,377	789,694
Building Services	1,168,967	1,189,644	1,162,214	1,215,903
<b>Total Expenditures</b>	<b>1,750,575</b>	<b>1,843,409</b>	<b>1,798,591</b>	<b>2,005,597</b>
Transfer Out	<i>(30,900)</i>	<i>(11,868)</i>	<i>(11,868)</i>	-
Productivity Fund (639)	<i>(30,900)</i>	<i>(11,868)</i>	<i>(11,868)</i>	-
<b>Ending Fund Balance</b>	<b>799,076</b>	<b>786,156</b>	<b>609,476</b>	<b>623,197</b>

# Development Services

## Service Point Focus

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

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

## Accomplishments for 2018-2019

- Implemented new 2015 building codes on August 1st
- Filled two vacant inspector positions
- Filled the Chief Building Inspector Position
- Promoted one inspector to the roll of Senior Building Inspector
- Chief Building Inspector passed the 1st ICC Chief Building Officer Exam.

## Goals for 2019-2020

- Promote the online inspection scheduling eTRAKiT option;
- Encourage all contractors to use the eTRAKiT web application to schedule and view result of inspections;
- Training to use advance writing and reporting using TRAKiT software.
- Tiffany Frith is currently studying the ICC Residential codes to prepare for the Residential Plans Exams.
- Promote ProjectDox to general contractors so they can submit construction plans digitally online;
- Created guide lines and SOPs on how to submit digital plans for review.
- Promote Digital Plan Review services.

### Service Point Expenditures - Development Services

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	857,019	897,176	838,031	905,278
Supplies and Services	176,983	165,075	172,139	165,679
Sundry	103,245	96,088	111,921	111,848
Utilities	88	400	58	400
Maintenance	31,631	30,905	40,065	32,698
Capital Outlay	-	-	-	-
<b>Total</b>	<b>1,168,967</b>	<b>1,189,644</b>	<b>1,162,214</b>	<b>1,215,903</b>

### Service Point Employees - Development Services

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Chief Building Official	1	1	1	1	1
Chief Electrical Inspector	1	1	1	1	1
1,7, 8, 13, 14, 15, 16,19) Building Inspector	3	3	2	2	2
Senior Building Inspector	-	-	1	1	1
Plumbing Inspector	-	1	1	1	1
17)Customer Service Supervisor	1	1	1	1	1
Development Services Engineer	1	1	1	1	1
18)Development Services Specialist	1	-	-	-	-
20)Residential Building Services Specialist	-	-	-	1	-
12, 17) Permit Technician	1	1	1	1	1
Plans Examiner	1	1	1	1	1
20)Senior Plans Examiner	-	-	-	-	1
3) Project Engineer	1	1	1	1	1
12) Senior Permit Technician	1	1	1	1	1
<b>Total Regular Full-time</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>

# Planning

## Service Point Focus

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

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

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

## Accomplishments for 2018-2019

- Received APA Texas Chapter Planning Excellence Award (fourth consecutive year)
- Implemented transition to ProjectDox electronic permitting and project management software;
- Four new voluntary Local Landmark designations
- Completed a Lean Six Sigma Project;
- Hosted Tyler's P.A.S.T – Tax Credit Programs;
- Held fourth Annual Local Historic Landmark Appreciation Event;
- Assessed the code's effectiveness biannually;
- Hosted Historic Preservation Heart Bomb Events; and
- Conducted the 10-year update process for the Tyler 1st Comprehensive Plan;

## Goals for 2019-2020

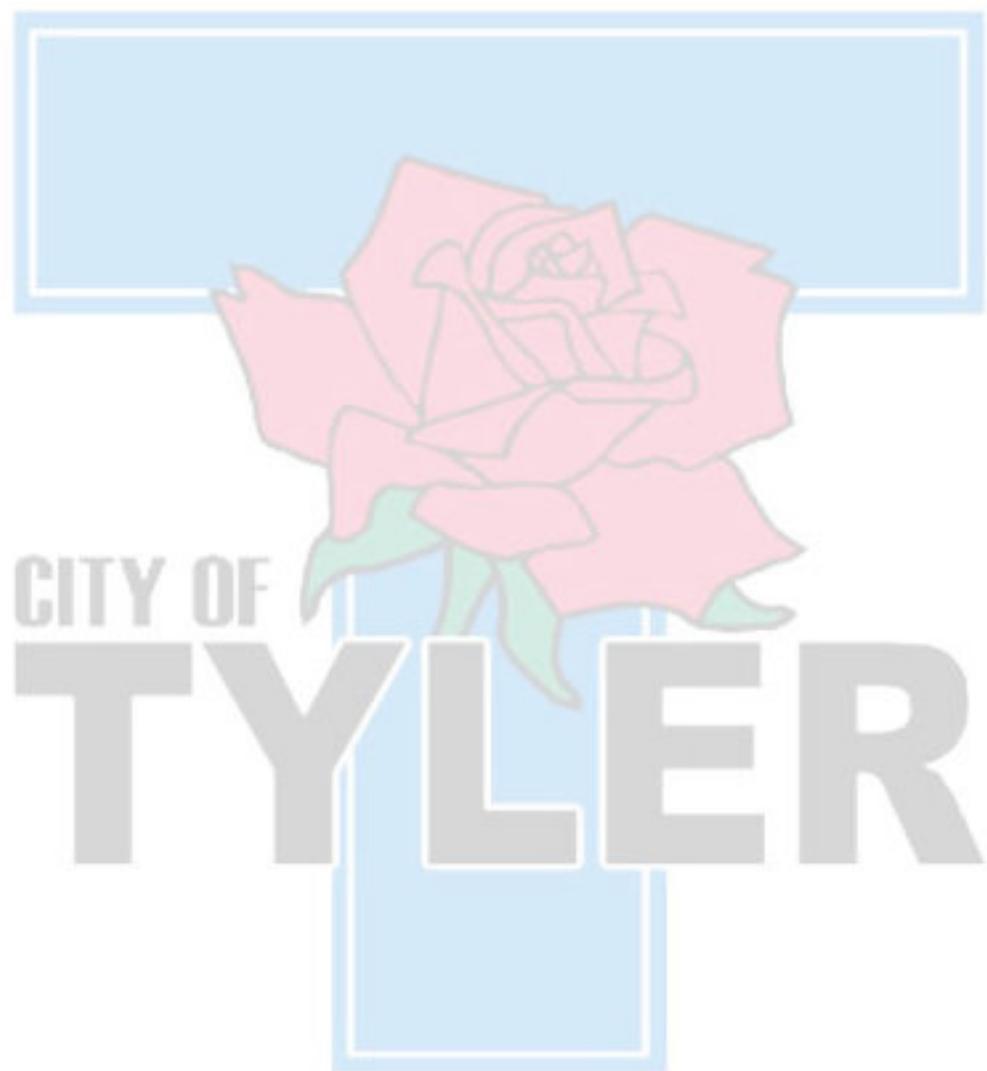
- Encourage five voluntary Local Landmark designations;
- Complete two Lean Six Sigma Projects;
- Encourage additional certifications for the Department (AICP, P.E.);
- Encourage historic designations within the Pollard area;
- Evaluate strategic annexations;
- Apply for Texas APA Great Places in Texas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

### Service Point Expenditures - Planning & Zoning

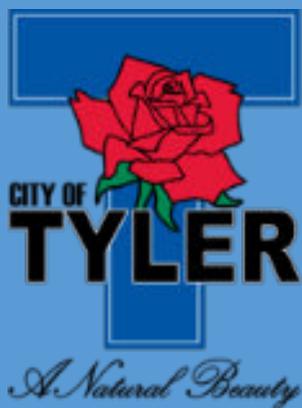
	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	465,916	541,453	534,786	678,236
Supplies and Services	55,547	42,885	39,419	41,875
Sundry	60,064	66,677	60,138	66,833
Utilities	81	750	614	750
Maintenance	-	-	-	-
Capital Outlay	-	2,000	1,420	2,000
<b>Total</b>	<b>581,608</b>	<b>653,765</b>	<b>636,377</b>	<b>789,694</b>

### Service Point Employees - Planning

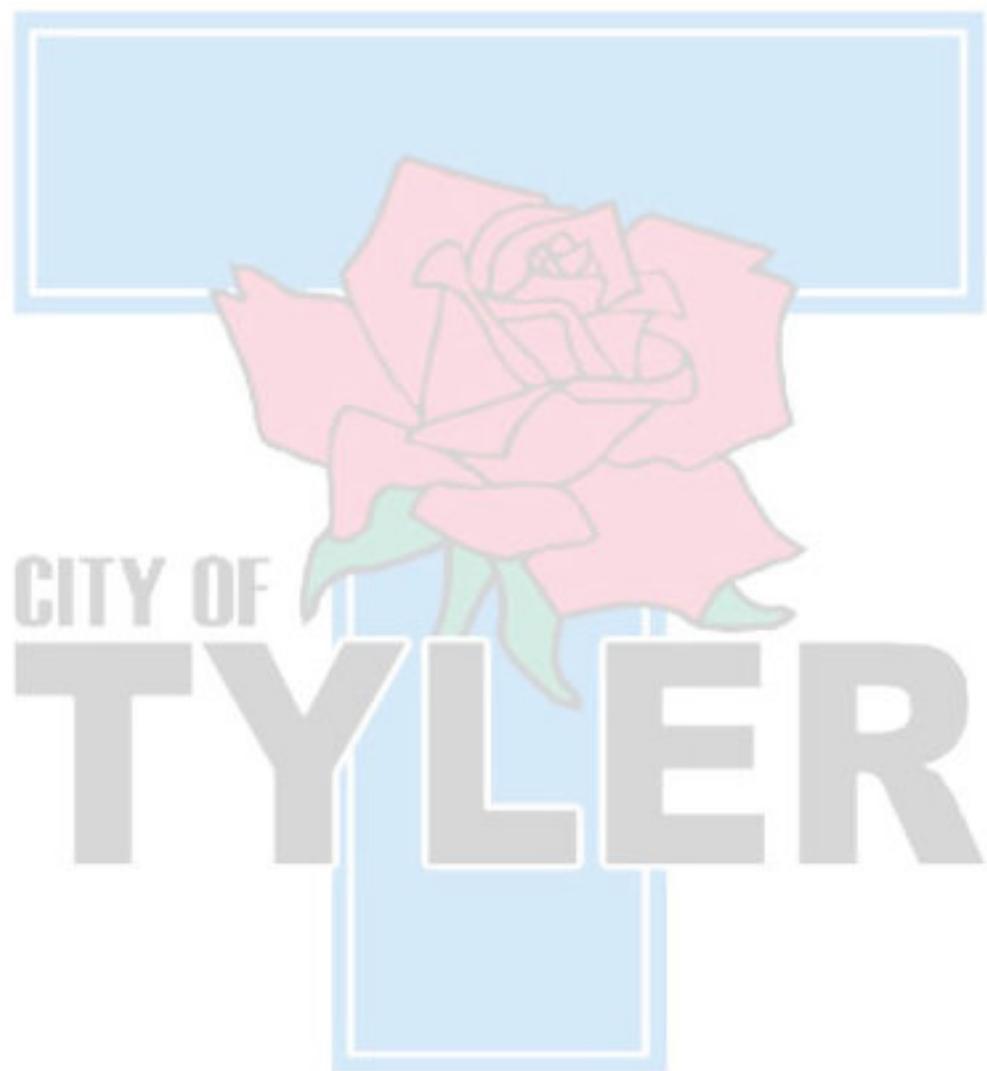
<i>Regular Full-time Positions</i>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1) & 11) Director of Planning	-	-	-	1	1
19, 24) Planning Manager	1	1	1	-	-
4, 18) Planner	1	2	2	2	2
5, 6, 13) Planning Technician	-	-	1	1	1
7, 8, 16, 19) Principal Planner	1	1	1	1	1
3, 4, 7, 9, 16, 17, 22) Senior Planner	1	1	1	1	1
12) Historic Preservation Officer-	1	-	-	-	-
20, 21) Administrative Assistant	1	1	-	-	-
15) Planning Director/MPO Executive Director	1	1	1	1	1
<b>Total Regular Full-Time</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>



*A Natural Beauty*



# Water Utilities



*A Natural Beauty*

**Water Utilities Fund(502)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Period 13 Actuals 2018-2019		Amended Budget 2019-2020		Projected 2019-2020		Budget 2020-2021	
Unreserved Fund Balance	\$	6,702,473	\$	5,297,683	\$	5,297,683	\$	5,801,548
Operating Reserve		4,163,775		4,422,909		4,422,909		4,495,812
<b>Beginning Fund Balance / Working Capital</b>		<b>10,866,248</b>		<b>9,720,592</b>		<b>9,720,592</b>		<b>10,297,360</b>
<b>Revenues</b>								
Use of Money and Property		227,582		129,680		190,748		167,575
Charges for Current Services		38,631,512		41,164,927		41,366,743		43,441,059
Miscellaneous Income		47,055		37,815		39,311		40,515
<b>Total Revenues</b>		<b>38,906,149</b>		<b>41,332,422</b>		<b>41,596,802</b>		<b>43,649,149</b>
<b>Expenditures</b>								
741 Administration		4,749,035		5,182,993		4,771,687		5,258,842
742 Water Office		2,067,205		2,218,809		2,177,682		2,514,417
743 Water Distribution		3,807,133		3,266,275		3,766,716		3,894,795
744 Water Plant		5,797,217		6,520,891		6,138,289		6,869,349
745 Waste Collection		2,557,041		2,473,607		2,366,459		2,858,181
746 Waste Treatment		4,180,681		4,268,305		4,199,732		4,475,467
747 Lake Tyler		1,090,145		1,181,116		853,875		1,386,330
749 GIS		762,224		963,433		977,498		1,111,746
1741 Purchasing		183,333		214,376		206,171		224,458
1745 CD/CMOM ( Regulatory Monitoring)		3,375,785		3,591,450		3,591,300		3,505,858
1746 Sludge Disposal		916,262		967,269		922,674		1,005,245
<b>Total Expenditures</b>		<b>29,486,062</b>		<b>30,848,524</b>		<b>29,972,083</b>		<b>33,104,688</b>
Transfer In		11,218		-		-		-
(Transfer Out)		(10,576,961)		(11,042,814)		(11,047,951)		(11,431,635)
Economic Development Fund (208)		-		(175,000)		(175,000)		(175,000)
Utilities Capital Fund (503)		(5,000,000)		(5,500,000)		(5,500,000)		(6,607,700)
Productivity Fund (639)		(434,983)		(500,725)		(500,725)		(420,000)
Property and Facility Fund (663)		(50,653)		(50,653)		(50,653)		(50,653)
Debt Service Fund (504)		(4,724,132)		(4,516,436)		(4,521,573)		(3,878,282)
Technology Fund (671)		(347,193)		(300,000)		(300,000)		(300,000)
General Capital Fund (102)		(20,000)		-		-		-
Unreserved Fund Balance		5,297,683		4,534,398		5,801,548		4,444,483
Operating Reserve		4,422,909		4,627,279		4,495,812		4,965,703
<b>Ending Fund Balance / Working Capital</b>	\$	<b>9,720,592</b>	\$	<b>9,161,676</b>	\$	<b>10,297,360</b>	\$	<b>9,410,186</b>

## Water Utilities Fund(502)

### Statement of Revenues

Fiscal Year 2020-2021

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Use of Money and Property</b>				
Lake Tyler Lot Rental	\$ 60,624	\$ 61,680	\$ 62,194	\$ 62,575
Lake Tyler Marina	7,817	3,000	622	-
Barge Concession	17,716	5,000	11,663	5,000
Interest Earnings	141,426	60,000	116,269	100,000
<b>Total Use of Money and Property</b>	<b>227,582</b>	<b>129,680</b>	<b>190,748</b>	<b>167,575</b>
<b>Charges for Current Services</b>				
Meter Activation	270,522	302,000	318,239	312,000
Water Service	157,301	112,000	198,250	128,000
Sewer Service	117,199	132,000	170,426	121,000
Sewer Activation	19,762	17,600	12,580	18,000
EMS Billing Fees	7,953	7,953	7,953	7,953
Water System Fee	115,191	115,020	115,674	115,688
Meter Set & Test Fees	17,875	24,500	15,253	17,000
Plug Fee	4,500	1,500	4,300	3,500
After Hrs./Additional Trip Fees	23,450	22,000	17,400	22,000
Water Quality Fee	140,218	139,650	140,914	141,120
Current Water Sales	18,986,355	20,657,650	20,672,130	21,702,501
Miscellaneous Water Sales	10,274	9,500	8,354	9,500
Old Account Collection Fees	2,386	-	-	-
Reconnect Fees	304,050	305,000	244,450	312,000
Overhead Reimbursement from Solid Waste Fund	-	261,357	261,357	294,735
Sewer Charges	16,012,352	16,619,492	16,733,386	17,770,269
Labor & Equipment	114,615	95,000	94,852	103,500
Water Connect Fees	273,265	282,000	258,450	280,000
Septic Tank Dumping Fees	362,184	320,000	363,325	325,000
Wholesale Water Sales	1,019,332	1,092,000	1,134,055	1,092,000
Late Notice Fees	503,622	450,000	378,059	450,000
Fire Line Charges	169,106	160,000	178,631	175,000
Overhead Reimbursement from Storm Water Fund	-	38,705	38,705	40,293
<b>Total Charges for Current Services</b>	<b>38,631,512</b>	<b>41,164,927</b>	<b>41,366,743</b>	<b>43,441,059</b>
<b>Miscellaneous</b>				
Miscellaneous Income	28,985	21,000	22,481	23,700
Lake Tyler East Registration	2,775	2,815	2,805	2,815
Returned Check Fees	15,295	14,000	14,025	14,000
<b>Total Miscellaneous</b>	<b>47,055</b>	<b>37,815</b>	<b>39,311</b>	<b>40,515</b>
<b>Total Revenues</b>	<b>\$ 38,906,149</b>	<b>\$ 41,332,422</b>	<b>\$ 41,596,802</b>	<b>\$ 43,649,149</b>

**Utilities Construction Fund (503)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	8,900,396	10,307,847	10,307,847	7,520,176
<b>Revenues</b>				
Interest Earnings	243,918	150,000	150,002	140,000
<b>Total Revenues</b>	<b>243,918</b>	<b>150,000</b>	<b>150,002</b>	<b>140,000</b>
<b>Expenditures</b>				
Special Services/Water Business Office Upgrades	-	-	-	1,107,700
Water System Improvements	1,277,392	3,023,900	2,879,573	1,860,000
Water Treatment Plant	64,667	4,439,435	4,118,648	3,283,500
Waste System Improvements	2,107,787	655,000	550,000	610,000
Waste Treatment Plant	272,245	5,188,300	501,677	6,371,800
Lake Tyler Improvements	114,375	435,917	387,775	-
<b>Total Expenditures</b>	<b>3,836,467</b>	<b>13,742,552</b>	<b>8,437,673</b>	<b>13,233,000</b>
Transfer In	5,000,000	5,500,000	5,500,000	6,607,700
Water Utilities Fund (502)	5,000,000	5,500,000	5,500,000	6,607,700
Water Utilities Debt Reserve Fund (505)	-	-	-	-
Transfer Out	-	-	-	-
Water Utilities Fund (502)	-	-	-	-
<b>Ending Fund Balance</b>	<b>10,307,847</b>	<b>2,215,295</b>	<b>7,520,176</b>	<b>1,034,876</b>

**Storm Water Fund (575)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	1,289,845	1,402,144	1,402,144	1,442,631
<b>Revenues</b>				
Interest Earnings	31,523	14,000	19,026	18,000
Storm Water Management	1,754,633	1,881,788	1,872,638	1,993,375
<b>Total Revenues</b>	<b>1,786,156</b>	<b>1,895,788</b>	<b>1,891,664</b>	<b>2,011,375</b>
<b>Expenditures</b>				
Hazardous Material Operations	66,369	139,248	44,597	110,148
Storm Water Operations and Maint.	1,114,333	1,398,154	1,375,896	1,305,797
Storm Water Capital Projects	478,979	748,309	424,763	350,000
<b>Total Expenditures</b>	<b>1,659,681</b>	<b>2,285,711</b>	<b>1,845,256</b>	<b>1,765,945</b>
Transfer Out	(14,176)	(5,921)	(5,921)	-
Productivity Fund (639)	(14,176)	(5,921)	(5,921)	-
<b>Ending Fund Balance</b>	<b>1,402,144</b>	<b>1,006,300</b>	<b>1,442,631</b>	<b>1,688,061</b>

# Water Utilities

## Service Point Focus

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

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

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

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

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

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

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

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

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

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

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

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

### Service Point Expenditures - Water Administration

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,463,618	1,226,460	1,215,470	1,393,141
Supplies and Services	1,085,548	1,149,412	902,524	1,168,526
Sundry	2,728,664	2,745,230	2,599,239	2,632,640
Utilities	9,665	13,750	10,044	12,150
Maintenance	44,044	48,141	44,410	52,385
Capital Outlay	9,774,785	-	5,137	-
<b>Total</b>	<b>15,106,325</b>	<b>5,182,993</b>	<b>4,776,824</b>	<b>5,258,842</b>

### Service Point Employees - Water Administration

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
13) Director of Utilities and MD Public Works	1	1	1	1	1
Director of Utilities	1	1	1	1	1
14) Engineering Technician	-	-	-	1	1
Senior Utilities Specialist	1	1	1	1	1
12) Utilities Engineer	1	1	-	-	-
7 & 8) Utilities Construction Inspector	3	3	3	3	3
8) Environmental Compliance Engineer	1	1	1	1	1
<b>Total Department</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>8</b>

### Service Point Expenditures - Water Office

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	943,171	1,018,470	982,205	1,174,013
Supplies and Services	497,545	501,117	507,080	567,941
Sundry	589,700	650,779	636,007	725,711
Utilities	70	500	101	250
Maintenance	36,603	47,943	52,289	46,502
Capital Outlay	-	-	-	-
<b>Total</b>	<b>2,067,089</b>	<b>2,218,809</b>	<b>2,177,682</b>	<b>2,514,417</b>

### Service Point Employees - Water Business Office

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
3) Water Utilities Financial Manger	1	1	1	1	1
14) Accountant	1	1	1	1	1
8,11) Billing Specialist	2	2	2	2	2
13) Billing Supervisor	1	1	1	1	1
4) Customer Service Supervisor	1	1	1	1	1
7) Customer Service Representative	4	4	4	4	4
2) Senior Utilities Specialist	1	1	1	1	1
Training Coordinator*	1	1	1	1	1
Utility Account Servicer	3	4	4	4	4
7) WBO Team Lead	1	1	1	1	1
9) Customer Service Specialist	2	2	2	2	2
<b>Total Department</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>

### Service Point Expenditures - Water Distribution

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,782,541	1,666,361	1,775,002	2,369,958
Supplies and Services	268,270	266,142	201,869	155,017
Sundry	166,844	161,424	162,205	165,661
Utilities	16,344	15,424	13,430	15,424
Maintenance	819,580	807,549	875,861	777,160
Capital Outlay	753,554	349,375	738,349	411,575
<b>Total</b>	<b>3,807,133</b>	<b>3,266,275</b>	<b>3,766,716</b>	<b>3,894,795</b>

### Service Point Employees - Water Distribution

<i>Regular Full-time Positions</i>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1, 18) Utilities Operations Manager	1	-	-	-	-
Manager, Water Resources Lakes	-	1	-	-	-
Crew Leader	2	2	2	2	2
6, 12) Equipment Operator II	2	3	3	3	3
2) & 5) & 7,14, 23,26) Laborer	7	7	6	6	8
5, 13) Meter Repairer	4	4	4	4	4
Meter Repair Supervisor	-	1	1	1	1
5, 7, 16) Semi-Skilled Laborer	6	6	6	6	6
20) Senior Clerk	1	-	-	-	-
Senior Utilities Operations Specialist	-	1	2	2	2
9, 19) Senior Secretary	1	-	-	-	-
24)Asset Technician	-	1	1	-	-
22)Asset Analyst	-	-	1	-	-
25)Senior Utilities Maintenance Repairer	1	1	1	-	-
6, 17) Truck Driver	4	3	3	3	3
Utility Locator	1	1	1	1	1
Water Distribution Superintendent	-	1	1	1	1
Utilities Maintenance Repairer/W	1	1	1	1	1
<b>Total Department</b>	<b>31</b>	<b>33</b>	<b>33</b>	<b>30</b>	<b>32</b>

### Service Point Expenditures - Water Plant

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,574,567	1,594,400	1,641,924	1,910,851
Supplies and Services	2,115,425	2,427,827	2,151,621	2,505,368
Sundry	79,621	82,567	82,567	86,904
Utilities	1,556,216	1,809,061	1,770,275	1,789,061
Maintenance	416,852	542,036	440,132	512,165
Capital Outlay	54,536	65,000	51,770	65,000
<b>Total</b>	<b>5,797,217</b>	<b>6,520,891</b>	<b>6,138,289</b>	<b>6,869,349</b>

### Service Point Employees - Water Plant

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
1,8) Water Treatment Superintendent	1	1	1	1	1
7)Manager, Water Production	1	-	-	-	-
Manager, Water Utilities Systems	-	1	1	1	1
Chief Treatment Plant Operator	2	2	2	1	1
Instrument Technician	1	1	1	1	1
4) Laborer	2	2	2	2	2
Plant Mechanic I/W	1	1	1	1	1
Plant Mechanic II/W	1	1	1	1	1
4)Plant Operator I/W	3	4	4	4	4
2) Plant Operator II/W	12	12	12	12	12
2) Plant Operator III/W	2	2	2	2	2
Utilities Lab Analyst	1	1	1	1	1
<b>Total Department</b>	<b>27</b>	<b>28</b>	<b>28</b>	<b>27</b>	<b>27</b>

### Service Point Expenditures - Waste Collection

	<b>FY2018-2019</b>	<b>FY2019-2020</b>	<b>FY2019-2020</b>	<b>FY2020-2021</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>
	<b>Expenditures</b>	<b>Appropriations</b>	<b>Expenditures</b>	<b>Appropriations</b>
Salaries and Benefits	1,385,717	1,397,009	1,410,171	1,765,321
Supplies and Services	340,439	153,198	111,468	159,575
Sundry	1,442	3,852	4,278	1,300
Utilities	-	150	38	150
Maintenance	765,208	794,398	788,103	837,393
Capital Outlay	64,235	125,000	52,401	94,442
<b>Total</b>	<b>2,557,041</b>	<b>2,473,607</b>	<b>2,366,459</b>	<b>2,858,181</b>

### Service Point Employees - Wastewater Collection

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
9)Wastewater Superintendent/Construction	1	-	-	-	-
Wastewater Collection Superintendent	-	1	1	-	-
13)Manager, Water Utilities Systems, Operation & Maintenance	-	-	-	1	1
3) Crew Leader	2	2	2	2	2
1, 2, 3, 10) Laborer	8	8	8	8	8
2, 3, 6, 11) Semi-Skilled Laborer	5	4	4	4	4
12)Asset Technician	-	1	1	-	-
1, 3) Truck Driver	2	2	2	2	2
8) Equipment Operator II	-	1	1	1	1
14)Sr Utility Maintenance Repairer	-	-	-	1	1
4) Utilities Maintenance Repairer/W	7	7	7	7	7
<b>Total Department</b>	<b>25</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>

### Service Point Expenditures - Waste Treatment

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,445,854	1,576,934	1,627,265	1,844,016
Supplies and Services	1,183,552	1,161,400	1,110,337	1,164,730
Sundry	43,870	65,569	46,036	74,810
Utilities	619,527	700,450	668,754	651,036
Maintenance	887,878	763,952	747,340	740,875
Capital Outlay	-	-	-	-
<b>Total</b>	<b>4,180,681</b>	<b>4,268,305</b>	<b>4,199,732</b>	<b>4,475,467</b>

### Service Point Employees - Waste Treatment

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
10) Wastewater Treatment Superintendent	-	1	1	1	1
11) Manager, Water Quality	1	-	-	-	-
Manager, Waste Water Utilities Systems	-	1	1	1	1
12) Chief Treatment Plant Operator	2	1	1	1	1
Industrial Pretreatment Inspector	1	1	1	1	1
Industrial Pretreatment Technician	1	1	1	1	1
6) Laborer	4	4	4	4	4
6) Plant Mechanic I/WW	2	2	2	2	2
Plant Mechanic II/WW	1	1	1	1	1
1, 5, 7, 13) Plant Operator I / II (2851 & 2852)	2	2	2	3	3
Plant Operator III	2	2	2	2	2
Utilities Lab Analyst	2	2	2	2	2
3, 8) Biosolids Truck Driver	2	2	2	2	2
4, 9) Biosolids Plant Operator I	2	2	2	2	2
5) Westside Plant Operator II (3768)	6	6	6	6	6
7, 13) Plant Operator II SSWTP (2853)	2	2	2	3	3
<b>Total Department</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>32</b>	<b>32</b>

### Service Point Expenditures - Lake Tyler

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	385,686	429,372	340,900	452,988
Supplies and Services	175,707	297,901	178,477	359,189
Sundry	45,966	47,343	47,343	48,513
Utilities	13,290	13,740	9,058	13,740
Maintenance	469,497	392,760	278,097	511,900
Capital Outlay	-	-	-	-
<b>Total</b>	<b>1,090,145</b>	<b>1,181,116</b>	<b>853,875</b>	<b>1,386,330</b>

### Service Point Employees - Lake Tyler

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
3) Manager, Water Resources Lakes	-	-	1	1	1
Equipment Operator I	2	2	2	2	2
Foreman I	1	1	1	1	1
1) Laborer	3	3	3	3	3
Lake Supervisor I	1	1	1	1	1
Lake Supervisor II	1	1	1	1	1
Senior Utilities Specialist	1	1	1	1	1
<b>Total Department</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>

### Service Point Expenditures - Storm Water

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	552,077	728,085	738,582	658,586
Supplies and Services	87,604	85,046	53,071	65,487
Sundry	7,852	48,657	48,656	50,245
Utilities	7,838	8,100	7,431	8,100
Maintenance	458,961	528,266	528,156	523,379
Capital Outlay	478,979	748,309	424,763	350,000
<b>Total</b>	<b>1,593,312</b>	<b>2,146,463</b>	<b>1,800,659</b>	<b>1,655,797</b>

### Service Point Employees - Storm Water Management

<i>Regular Full-time Positions</i>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
22) Street Operations Manager	0.5	0.5	0.5	0.5	0.5
3, 23) Capital Budget Analyst	0.14	-	-	-	-
25) Communications Manager	0.07	-	-	-	-
Director of Marketing and Communications	-	0.07	0.07	-	-
Crew Leader	2	2	2	2	2
Equipment Operator II	4	4	4	4	4
Foreman II	1	1	1	1	1
Laborer	1	1	1	1	1
18) Project Engineer	0.15	0.15	0.15	-	-
Semi-Skilled Laborer	2	2	2	2	2
21) Administrative secretary	0.5	0.5	0.5	0.5	0.5
8) Truck Driver	2	2	2	2	2
14, 16,26) Administrative Assistant	0.24	0.24	-	-	-
19) Associate Engineer	0.4	-	-	-	-
<b>Total Department</b>	<b>14</b>	<b>13.46</b>	<b>13.22</b>	<b>13</b>	<b>13</b>

### Service Point Expenditures - GIS

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	442,965	594,655	674,311	737,125
Supplies and Services	124,271	155,262	90,568	138,012
Sundry	194,987	213,516	212,619	236,609
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>762,224</b>	<b>963,433</b>	<b>977,498</b>	<b>1,111,746</b>

### Service Point Employees - GIS

<i>Regular Full-time Positions</i>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1, 10) GIS Addressing Technician	1	1	-	-	-
GIS Administrative Technician	-	-	1	1	1
1, 2,) Senior GIS Analyst	1	1	1	1	1
3,5, 6) GIS Developer	1	1	1	1	1
4, 9) GIS Technician II	1	1	-	-	-
GIS Analyst	-	-	1	1	1
11) Asset Analyst	-	-	-	1	1
12) Asset Technician	-	-	-	2	2
7) GIS Manager	1	1	1	1	1
8) Informatics Data Analyst	-	1	1	1	1
<b>Total Department</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>9</b>	<b>9</b>

### Service Point Expenditures - Purchasing

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	160,114	166,136	181,745	200,842
Supplies and Services	5,320	8,562	4,581	8,065
Sundry	3,145	24,055	4,952	4,842
Utilities	32	150	57	150
Maintenance	14,722	15,473	14,836	10,559
Capital Outlay	-	-	-	-
<b>Total</b>	<b>183,333</b>	<b>214,376</b>	<b>206,171</b>	<b>224,458</b>

### Service Point Expenditures - CD/CMOM

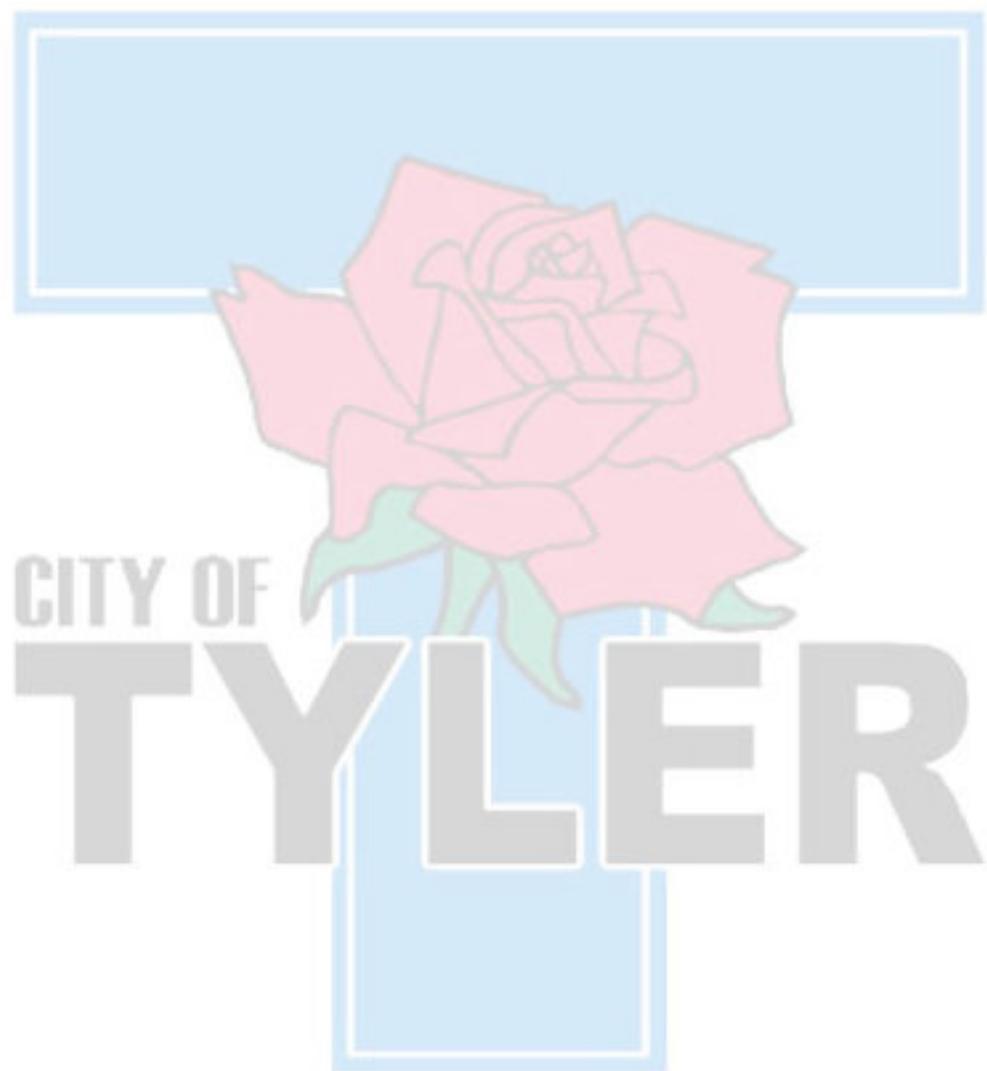
	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	43,594	-	-	280
Supplies and Services	3,332,140	3,586,400	3,586,250	3,500,000
Sundry	51	5,050	5,050	5,578
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>3,375,785</b>	<b>3,591,450</b>	<b>3,591,300</b>	<b>3,505,858</b>

### Service Point Employees - CD/CMOM

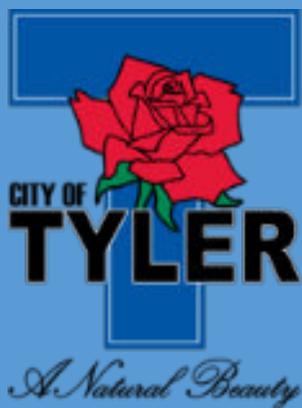
<i>Regular Full-time Positions</i>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1, 2)Engineering Technician	-	1	1	-	-
<b>Total Department</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

### Service Point Expenditures - Sludge Disposal

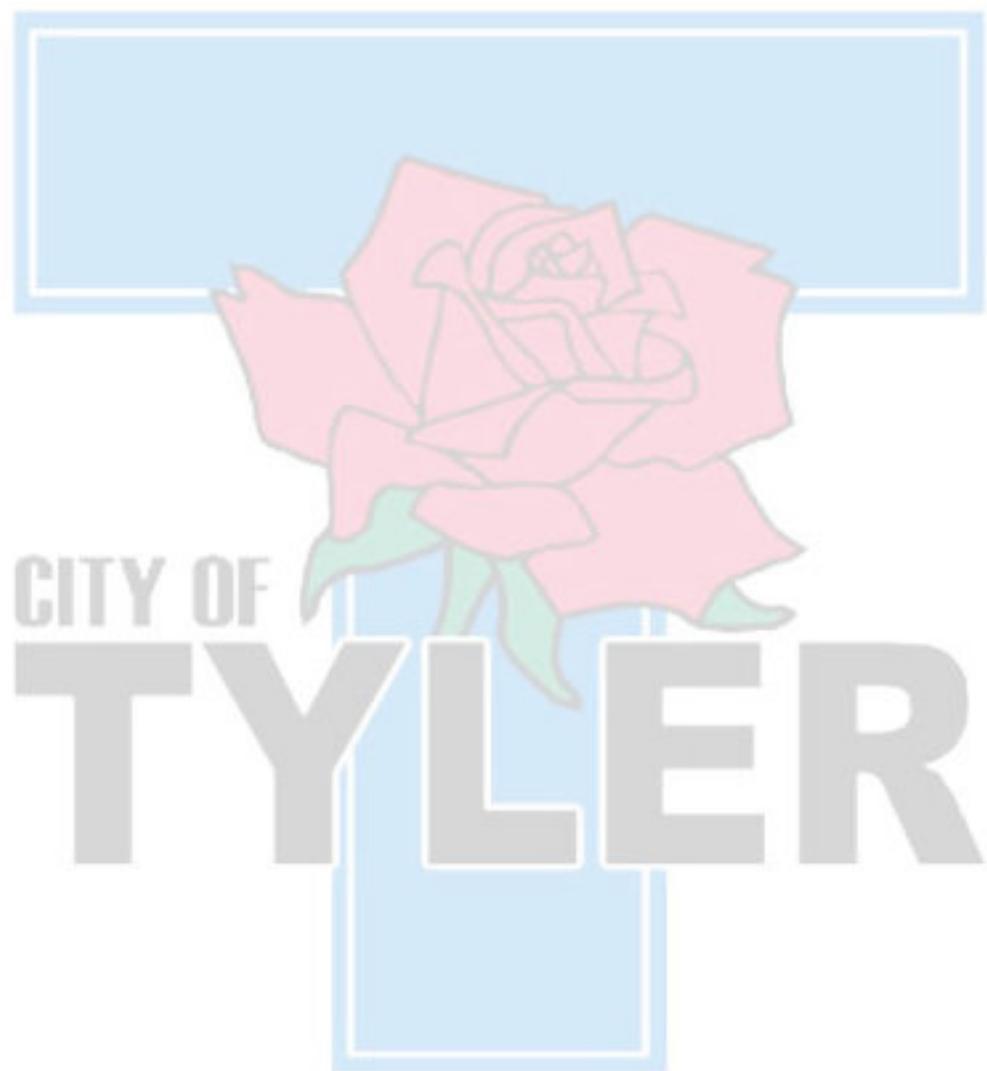
	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	227,324	213,161	257,473	278,818
Supplies and Services	498,058	542,160	471,075	543,211
Sundry	206	300	300	200
Utilities	22,936	18,000	15,698	12,000
Maintenance	167,737	193,648	178,128	171,016
Capital Outlay	-	-	-	-
<b>Total</b>	<b>916,262</b>	<b>967,269</b>	<b>922,674</b>	<b>1,005,245</b>



*A Natural Beauty*



# Solid Waste



*A Natural Beauty*

**Solid Waste Fund(560)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
Operating Reserve	1,798,172	1,967,186	1,967,186	1,933,918
Unreserved Fund Balance	597,549	(253,428)	(253,428)	113,113
<b>Beginning Fund Balance / Working Capital</b>	<b>2,395,721</b>	<b>1,713,758</b>	<b>1,713,758</b>	<b>2,047,031</b>
<b>Revenues</b>				
Interest and Rental Income	14,864	22,364	19,064	15,171
Charges for Residential Serv.	6,854,564	6,900,630	7,089,510	7,102,539
Charges for Commercial Serv.	4,364,875	4,318,667	4,410,168	4,268,354
Recycle Sales	60,588	77,822	42,028	50,000
Roll-Off	1,847,990	1,660,023	2,041,016	1,866,470
Miscellaneous	1,061,768	1,058,714	1,034,232	1,341,389
<b>Total Revenues</b>	<b>14,204,649</b>	<b>14,038,220</b>	<b>14,636,018</b>	<b>14,643,923</b>
<b>Expenditures</b>				
Administration	1,822,534	1,902,804	1,878,184	1,996,471
Residential Collection	6,397,188	6,066,948	6,259,881	5,881,129
Commercial Collection	3,941,516	3,778,761	3,816,469	3,958,789
Keep Tyler Beautiful	212,193	192,712	161,957	191,727
Code Enforcement	741,142	791,643	776,293	848,589
<b>Total Expenditures</b>	<b>13,114,572</b>	<b>12,732,868</b>	<b>12,892,784</b>	<b>12,876,705</b>
(Transfer Out)	<i>(1,772,040)</i>	<i>(1,409,961)</i>	<i>(1,409,961)</i>	<i>(1,682,962)</i>
Economic Development Fund (208)	-	(150,000)	(150,000)	(175,000)
SW Capital Fund (562)	(1,300,000)	(650,000)	(650,000)	(932,309)
Productivity Fund (639)	(232,396)	(284,308)	(284,308)	(250,000)
Property and Facility Fund (663)	(50,653)	(50,653)	(50,653)	(50,653)
Technology Fund (671)	(188,991)	(275,000)	(275,000)	(275,000)
Operating Reserve	1,967,186	1,909,930	1,933,918	1,931,506
Unreserved Fund Balance	(253,428)	(300,781)	113,113	199,781
<b>Ending Fund Balance / Working Capital</b>	<b>1,713,758</b>	<b>1,609,149</b>	<b>2,047,031</b>	<b>2,131,287</b>

**Solid Waste Fund(560)**  
**Statement of Revenues**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Use of Money and Property</b>				
Rent - Miscellaneous	\$ 9,081	\$ 9,171	\$ 12,499	\$ 9,171
Interest Earnings	5,783	13,193	6,565	6,000
<b>Total Use of Money and Property</b>	<b>14,864</b>	<b>22,364</b>	<b>19,064</b>	<b>15,171</b>
<b>Charges for Current Services</b>				
Residential Sanitation Fees	6,854,564	6,900,630	7,089,510	7,102,539
Commercial Fees	4,364,875	4,318,667	4,410,168	4,268,354
Roll-Off Collection Fees	1,847,990	1,660,023	2,041,016	1,866,470
<b>Total Charges for Current Services</b>	<b>13,067,430</b>	<b>12,879,320</b>	<b>13,540,694</b>	<b>13,237,363</b>
<b>Recycle Sales</b>				
Recycle Sales	60,588	77,822	42,028	50,000
<b>Total Recycle Sales</b>	<b>60,588</b>	<b>77,822</b>	<b>42,028</b>	<b>50,000</b>
<b>Miscellaneous Income</b>				
Landfill Royalty Fee	660,169	672,356	630,874	679,080
Miscellaneous Income	44,263	84,882	33,358	30,000
Landfill Tipping Fee	357,335	301,476	370,000	632,309
<b>Total Miscellaneous Income</b>	<b>1,061,768</b>	<b>1,058,714</b>	<b>1,034,232</b>	<b>1,341,389</b>
<b>Total Revenues</b>	<b>\$ 14,204,649</b>	<b>\$ 14,038,220</b>	<b>\$ 14,636,018</b>	<b>\$ 14,643,923</b>

**Solid Waste Capital Fund (562)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
Reserve for Keep Tyler Beautiful Projects	177,585	(350,079)	(350,079)	27,600
Unreserved Fund Balance	441,162	1,009,849	1,009,849	305,838
<b>Beginning Fund Balance</b>	<b>618,747</b>	<b>659,770</b>	<b>659,770</b>	<b>333,438</b>
<b>Revenues</b>				
Interest Earnings	20,810	8,000	11,000	15,000
Miscellaneous Income	136,596	-	-	-
<b>Total Revenues</b>	<b>157,407</b>	<b>8,000</b>	<b>11,000</b>	<b>15,000</b>
<b>Expenditures</b>				
Sanitation Containers	302,573	300,000	285,752	200,000
New Commercial Trucks	406,397	360,000	342,687	300,000
Keep Tyler Beautiful Projects	707,414	590,532	358,893	668,963
Contingency	-	75,000	-	75,000
<b>Total Expenditures</b>	<b>1,416,383</b>	<b>1,325,532</b>	<b>987,332</b>	<b>1,243,963</b>
Transfer In	<i>1,300,000</i>	<i>650,000</i>	<i>650,000</i>	<i>932,309</i>
Solid Waste Fund (560)	1,300,000	650,000	650,000	932,309
Reserve for Keep Tyler Beautiful Projects	(350,079)	(204,039)	27,600	245,655
Unreserved Fund Balance	1,009,849	196,277	305,838	(208,871)
<b>Ending Fund Balance</b>	<b>659,770</b>	<b>(7,762)</b>	<b>333,438</b>	<b>36,784</b>

# Solid Waste

## Service Point Focus

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

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

## Accomplishments for 2019-2020

- Continued the Lean Sigma program for Recycle Sales and Billing and saved \$50,942 from FY 12-19.
- Implemented a change for Pack Out Service Approvals and has saved \$16,008 in FY 19.
- Implemented a change for Roll Off billing and collected \$31,290 of past balance accounts in four months.
- Increased Solid Waste revenue by 1.04%
- Continued to identify areas of improvement and initiated new lean sigma projects to reduce cost and increase efficiency.
- Increase types of recycling material taken for curbside recycling.
- Increased Landfill Access Fee to help with Keep Tyler Beautiful and Parks Projects.
- Purchased 2 Roll Off trucks, 2 Front Load trucks, and 8 Residential trucks.
- Recycle Center continued to be open longer hours in order to meet the needs of our customers.
- Continued to venture with local businesses to recycle scrap metal.
- Encouraged and allowed employees the opportunities for additional training at City U.

## Goals for 2018-2019

- Re-evaluate Commercial Routing Software to optimize service and to reduce labor cost.
- Continue to encourage and allow employees opportunities for additional training at City U.
- Continue to deliver excellent customer service to the public.
- Add one additional commercial driver.

### Service Point Expenditures - Administration

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	907,863	951,285	906,927	968,930
Supplies and Services	170,154	117,404	149,578	158,339
Sundry	885,373	833,424	821,181	868,512
Utilities	477	691	498	690
Maintenance	-	-	-	-
Capital Outlay	1,350,653	-	-	-
<b>Total</b>	<b>3,314,521</b>	<b>1,902,804</b>	<b>1,878,184</b>	<b>1,996,471</b>

### Service Point Employees - Solid Waste Administration

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
6 & 7) Director of Solid Waste*	1	1	1	1	1
12, 13, 14) Solid Waste/VES Manager	0.5	-	-	-	-
Director of Solid Waste, Transit, & VES	-	1	1	1	1
8, 11) Account Specialist	1	1	1	1	1
Customer Service Supervisor	1	1	1	1	1
Senior Utilities Specialist	1	1	1	1	1
6 & 8) Account Specialist Auditor*	1	1	1	1	1
10) Administrative Secretary	1	1	1	1	1
<b>Total Department</b>	<b>6.5</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

### Service Point Expenditures - Residential Collection

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,814,310	1,696,671	1,810,746	1,876,324
Supplies and Services	1,971,494	1,794,168	1,873,274	1,873,336
Sundry	100,003	99,954	99,986	113,038
Utilities	2,151	2,347	2,067	2,345
Maintenance	2,509,229	2,473,808	2,473,808	2,016,086
Capital Outlay	-	-	-	-
<b>Total</b>	<b>6,397,188</b>	<b>6,066,948</b>	<b>6,259,881</b>	<b>5,881,129</b>

### Service Point Employees - Solid Waste Residential Collection

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
15, 16) Commercial Equipment Operator	3	2	-	-	-
2, 4, 7, 8, & 11) Foreman II	3	3	3	3	3
9) Laborer	4	4	4	4	4
13, 14) Residential Equipment Operator	22	22	22	22	22
7) Residential Superintendent	1	1	1	1	1
<b>Total Regular Full-time</b>	<b>33</b>	<b>32</b>	<b>30</b>	<b>30</b>	<b>30</b>

### Service Point Expenditures - Commercial Collection

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,214,888	1,181,776	1,183,399	1,231,471
Supplies and Services	1,821,824	1,854,693	1,895,447	1,879,386
Sundry	103,926	103,910	103,910	117,670
Utilities	4,403	4,373	4,915	4,371
Maintenance	796,477	634,009	628,798	725,891
Capital Outlay	-	-	-	-
<b>Total</b>	<b>3,941,516</b>	<b>3,778,761</b>	<b>3,816,469</b>	<b>3,958,789</b>

### Service Point Employees - Solid Waste Commercial Collection

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
2, 3, 4) Commercial Equipment Operator	8	9	11	11	11
1) Welder I	2	2	2	2	2
1) Welder II	1	1	1	1	1
8) Commercial Superintendent	1	1	1	1	1
Commercial Sales Representative	1	1	1	1	1
<b>Total Department</b>	<b>13</b>	<b>14</b>	<b>16</b>	<b>16</b>	<b>16</b>

### Service Point Expenditures - Litter Control / K T B

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	58,209	72,605	53,576	80,432
Supplies and Services	112,300	119,307	107,394	110,495
Sundry	-	-	-	-
Utilities	652	800	987	800
Maintenance	-	-	-	-
Capital Outlay	41,032	-	-	-
<b>Total</b>	<b>212,193</b>	<b>192,712</b>	<b>161,957</b>	<b>191,727</b>

### Service Point Employees - Keep Tyler Beautiful

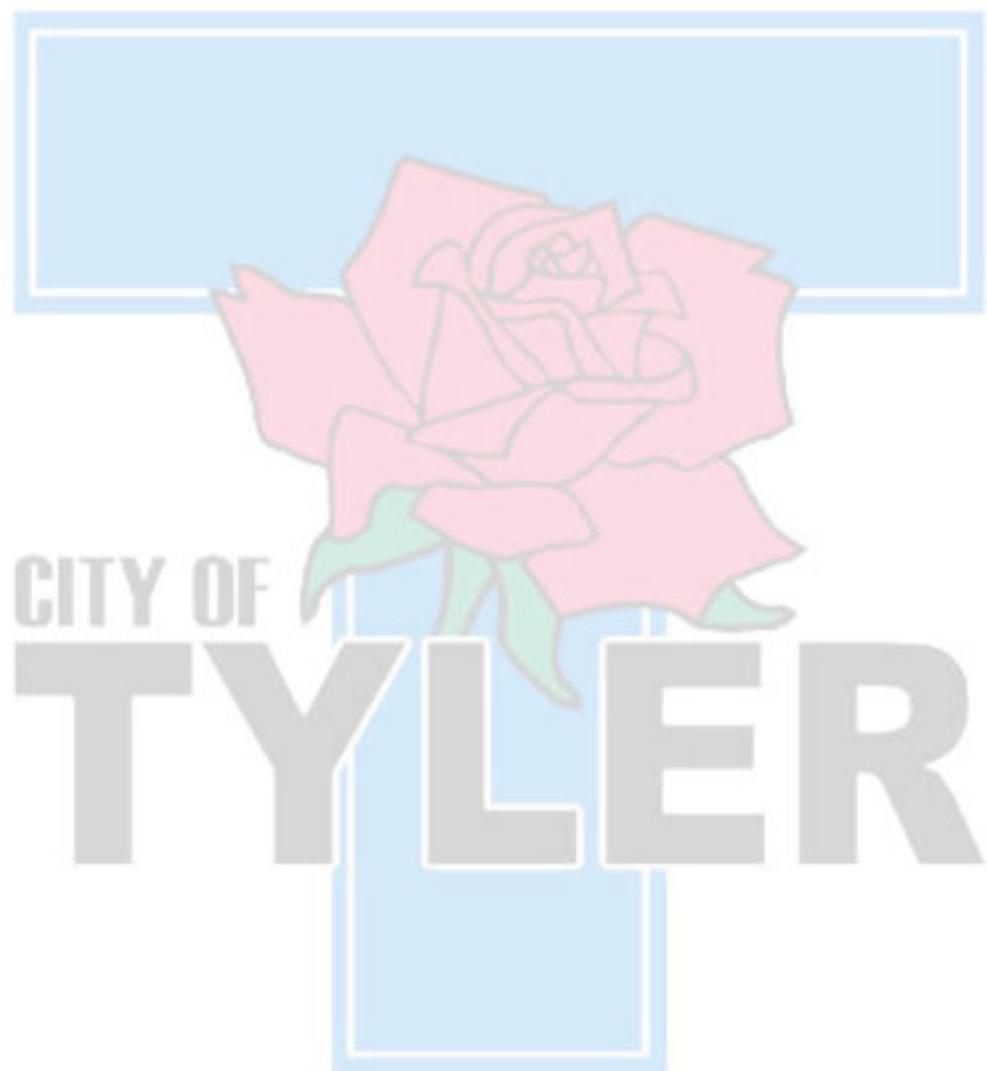
<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
2) Keep Tyler Beautiful Comm. Coord.	1	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Regular Part-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
3) PT Keep Tyler Beautiful Technician	-	-	-	1	1
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>
<b>Total Department</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>

### Service Point Expenditures - Code Enforcement

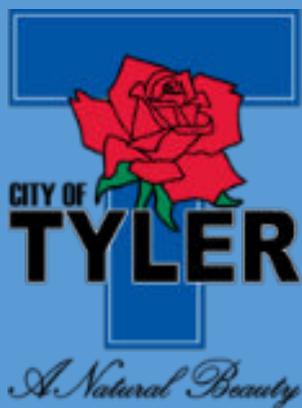
	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	574,632	601,645	595,782	669,194
Supplies and Services	44,564	52,333	49,175	55,894
Sundry	43,431	50,647	50,649	50,989
Utilities	745	5,597	3,394	5,447
Maintenance	77,771	81,421	77,293	67,065
Capital Outlay	-	-	-	-
<b>Total</b>	<b>741,142</b>	<b>791,643</b>	<b>776,293</b>	<b>848,589</b>

### Service Point Employees - Code Enforcement

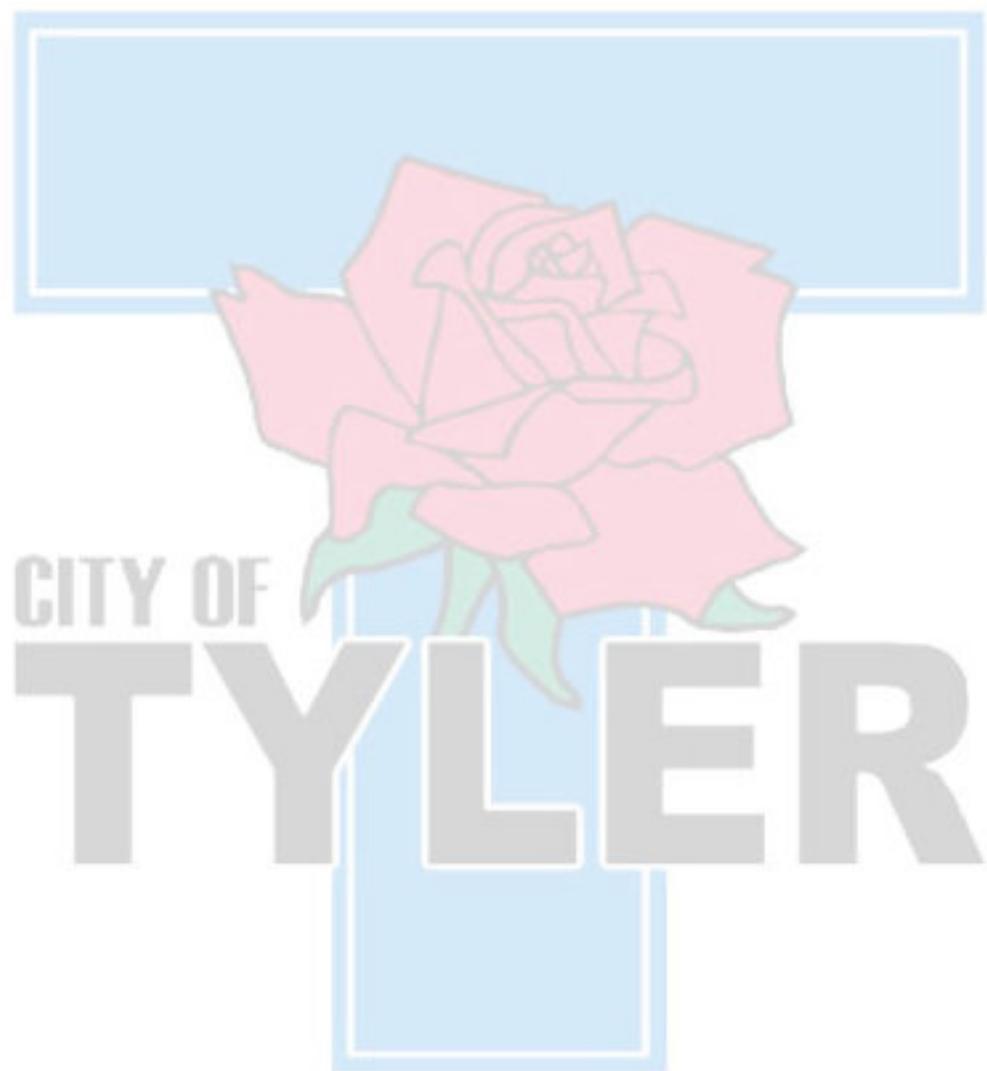
<i>Regular Full-time Positions</i>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Code Enforcement Manager	1	1	1	1	1
8) Field Supervisor	1	1	1	1	1
7, 9, 10 ) Code Enforcement Officer I	2	2	2	-	-
2, 9, 12, 13) Code Services Officer	3	3	5	6	6
4) Equipment Operator II	1	1	1	1	1
5, 14) Laborer	-	-	-	1	1
11) Administrative Secretary	1	1	1	1	1
<b>Total Department</b>	<b>9</b>	<b>9</b>	<b>11</b>	<b>11</b>	<b>11</b>



*A Natural Beauty*



# Airport Operations



*A Natural Beauty*

# Airport

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

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

## Accomplishments for 2017-2018

- Reopened the newly reconstructed runway 4/22.
- Closed Phase 3 of the Runway 4/22 project under budget and on schedule.
- Secured \$11,888,000 in Federal Funds this year to reconstruct Taxiway F/C and to relocate the Instrument Landing System to runway 4/22.
- Completed design and awarded contract to construct Taxiway F/C and to relocate the Instrument Landing System to runway 4/22.
- Initiated a more aggressive airline outreach program to solicited various types of new air services.
- Frontier Airlines to serve Tyler Pounds Regional Airport
- Renewed numerous airport leases and service contracts

## Goals for 2018-2019

- Initiate a New 20-year Airport Master Plan Update
- Complete Reconstruction of taxiway Charlie/Foxtrot. Funding for this project will largely come from FAA grant procurement.
- Runway 4-22: Acquire all remaining properties and easements for the runway protection zones utilizing FAA funds. Complete the relocation of the Instrument Landing System.
- Perform a new Pavement Assessment plan to classify all runways to the new FAA classification standard
- Increase airport outreach and marketing to increase public awareness of airport services.
- Solicit additional airlines to fly from Tyler to better serve the air transportation needs of our community, additional rental car companies to help meet the demand of more travelers coming to Tyler, new aviation operations at the Westside terminal and on undeveloped land.
- Install additional cameras in the commercial terminal area of the airport to increase security.

**Airport Operating Fund (524)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
Reserve for Construction	\$ 300	\$ 300	\$ 300	\$ 300
Reserve for Customer Facility	456,988	456,988	456,988	448,921
Unreserve Working Capital	89,483	(19,690)	(19,690)	571,001
<b>Beginning Fund Balance</b>	<b>546,790</b>	<b>437,598</b>	<b>437,598</b>	<b>1,020,222</b>
<b>Revenues</b>				
Use of Money and Property	1,084,693	1,469,886	909,998	1,166,922
Current Service Charges	89,041	96,464	81,424	101,600
Customer Facility Service Charges	105,184	132,000	91,449	110,000
Miscellaneous Income	33,161	28,296	36,635	29,196
Other Agencies	-	-	1,025,348	-
<b>Total Revenues</b>	<b>1,312,079</b>	<b>1,726,646</b>	<b>2,144,854</b>	<b>1,407,718</b>
<b>Expenditures</b>				
<b>Airport</b>				
Operations	1,403,636	1,458,314	1,347,445	1,472,841
Capital	51,679	136,200	135,250	52,700
Contingency	-	-	-	50,000
<b>Airport Total</b>	<b>1,455,315</b>	<b>1,594,514</b>	<b>1,482,695</b>	<b>1,575,541</b>
<b>Customer Facility</b>				
Wash Bay Maintenance	3,055	10,000	-	3,304
Wash Bay Debt Service	102,148	104,780	99,516	106,696
<b>Total Customer Facility</b>	<b>105,203</b>	<b>114,780</b>	<b>99,516</b>	<b>110,000</b>
<b>Total Expenditures</b>	<b>1,560,518</b>	<b>1,709,294</b>	<b>1,582,211</b>	<b>1,685,541</b>
Transfer In	236,000	227,333	113,667	150,000
PFC (234)	236,000	227,333	113,667	150,000
Transfer Out	(96,753)	(117,349)	(93,686)	(87,000)
Airport Grant Fund (525)	(50,000)	(50,000)	(50,000)	(50,000)
Economic Development Fund (208)	-	(25,000)	-	-
Technology Fund (671)	(33,574)	(37,000)	(37,000)	(37,000)
Productivity Fund (639)	(13,179)	(5,349)	(6,686)	-
Reserve for Construction	300	300	300	300
Reserve for Customer Facility	456,988	474,208	448,921	448,921
Unreserve Working Capital	(19,690)	90,426	571,001	356,178
<b>Ending Fund Balance</b>	<b>\$ 437,598</b>	<b>\$ 564,934</b>	<b>\$ 1,020,222</b>	<b>\$ 805,399</b>

## Airport Operating Fund (524)

### Revenue Detail

Fiscal Year 2020-2021

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Use of Money and Property</b>				
Airline Facilities Rental	54,210	73,125	69,561	45,000
Airport Long-Term Parking	494,368	742,740	335,091	500,000
Interest Earnings	6,876	7,029	4,375	6,000
Landing Fees	40,270	46,636	42,348	44,100
Restaurant Concessions	10,937	10,630	8,265	10,200
FAA Building Rental	42,382	56,899	50,231	53,614
Car Leasing Rental	271,484	334,800	242,437	325,052
Agricultural Lease	810	1,260	2,349	1,260
Hangar Land Lease	96,481	107,136	96,937	109,446
HAMM	15,000	15,000	15,000	15,000
Common Use Fees	13,432	24,011	11,470	15,750
Wash Bay Fees	19,824	32,000	11,844	20,000
Non Aviation Land Lease	18,620	18,620	20,090	21,500
<b>Total Use of Money and Property</b>	<b>1,084,693</b>	<b>1,469,886</b>	<b>909,998</b>	<b>1,166,922</b>
<b>Current Service Charges</b>				
Airport Fuel Flowage	66,534	70,464	60,404	79,000
Customer Facility Charge	105,184	132,000	91,449	110,000
Advertising Space Fees	22,507	26,000	21,020	22,600
<b>Total Current Service Charges</b>	<b>194,225</b>	<b>228,464</b>	<b>172,873</b>	<b>211,600</b>
<b>Miscellaneous Income</b>				
Miscellaneous Income	33,161	27,796	32,712	27,796
Oil Leases and Royalties	-	500	3,923	1,400
<b>Total Miscellaneous Income</b>	<b>33,161</b>	<b>28,296</b>	<b>36,635</b>	<b>29,196</b>
<b>Other Agencies</b>				
CARES Act	-	-	1,025,348	-
<b>Total Other Agencies</b>	<b>-</b>	<b>-</b>	<b>1,025,348</b>	<b>-</b>
<b>Total Revenues</b>	<b>1,312,079</b>	<b>1,726,646</b>	<b>2,144,854</b>	<b>1,407,718</b>

### Service Point Expenditures - Airport

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	665,923	688,384	626,180	727,270
Supplies and Services	224,116	179,940	213,081	188,574
Sundry	202,178	174,754	171,757	231,608
Utilities	144,503	193,130	134,489	171,021
Maintenance	180,172	222,106	201,938	204,368
Capital Outlay	50,000	-	-	-
<b>Total</b>	<b>1,466,893</b>	<b>1,458,314</b>	<b>1,347,445</b>	<b>1,522,841</b>

### Service Point Expenditures - Airport Capital Dept.

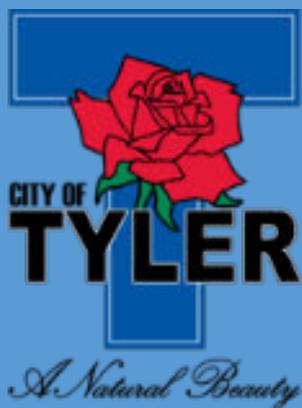
	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	12,000	12,000	-
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	51,679	124,200	123,250	52,700
<b>Total</b>	<b>51,679</b>	<b>136,200</b>	<b>135,250</b>	<b>52,700</b>

### Service Point Expenditures - Customer Facility Charge

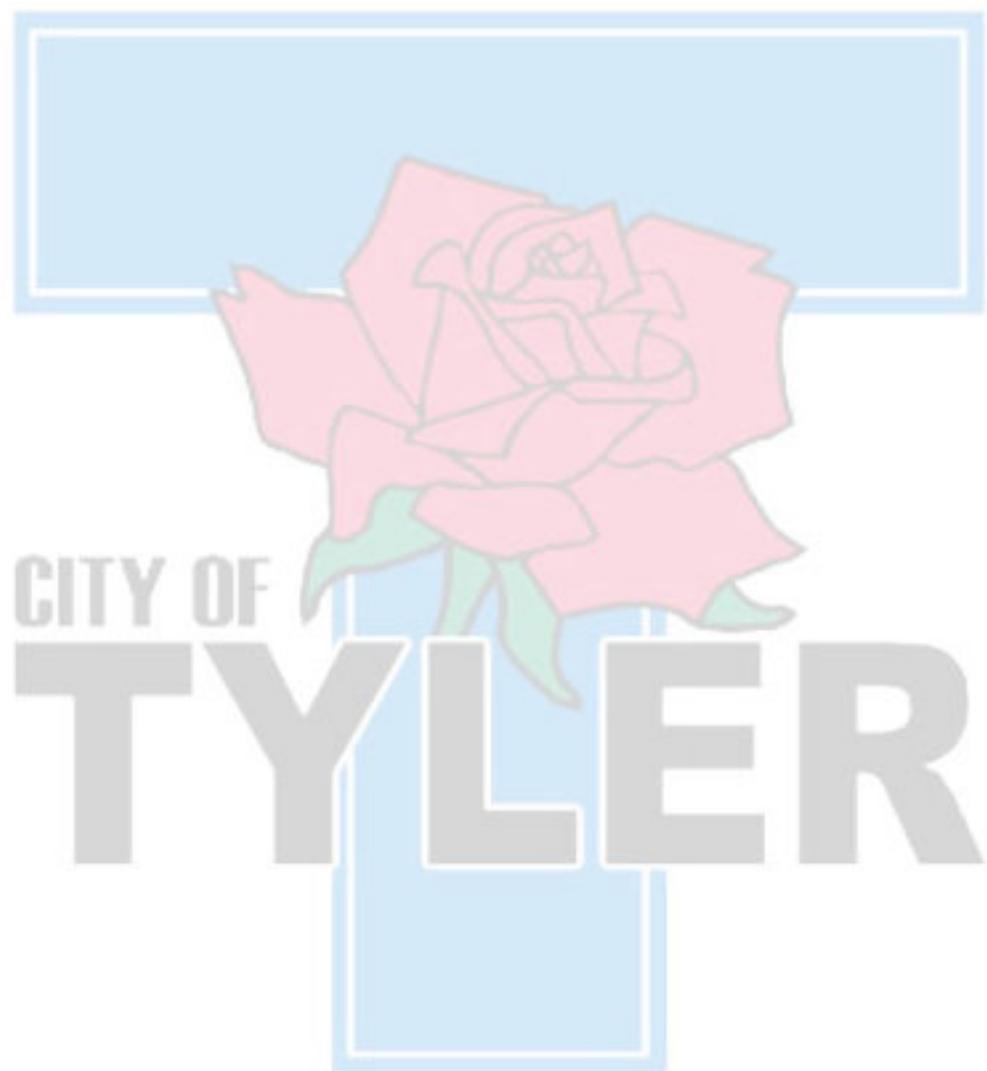
	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	-	-	-
Sundry	102,148	104,780	99,516	106,696
Utilities	-	-	-	-
Maintenance	3,055	10,000	-	3,304
Capital Outlay	-	-	-	-
<b>Total</b>	<b>105,203</b>	<b>114,780</b>	<b>99,516</b>	<b>110,000</b>

### Service Point Employees - Airport

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
5) & 7) Airport Manager	1	1	1	1	1
Airport Operations Supervisor	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
8) Airport Projects Coordinator	1	1	1	1	1
1) & 4) Airport Technician I	2	2	2	2	2
Airport Technician II	1	1	1	1	1
Airport Technician III	2	2	2	2	2
9) Airport Technician IV	2	2	2	2	2
<b>Total Regular Full-time</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>



# Hotel Occupancy Tax



*A Natural Beauty*

**Hotel Tax Fund(211)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

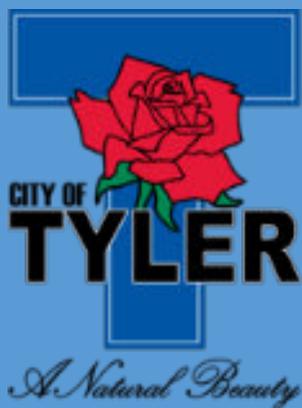
	Actuals		Amended		Projected		Budget	
	2018-2019		2019-2020		2019-2020		2020-2021	
Unreserved Fund Balance	\$	1,742,151	\$	2,044,853	\$	2,044,853	\$	1,406,207
Reserve (2% Tax)		3,641,252		4,429,397		4,429,397		3,972,743
<b>Beginning Fund Balance / Working Capital</b>		<b>5,383,403</b>		<b>6,474,250</b>		<b>6,474,250</b>		<b>5,378,950</b>
<b>Revenues</b>								
7 % Occupancy Tax		2,888,306		3,007,517		2,008,730		2,198,389
2 % Occupancy Tax		834,411		859,675		574,043		628,140
Interest Earnings		124,850		96,327		83,021		75,497
Donations Liberty Hall		10,000		10,000		10,000		10,000
<b>Total Revenues</b>		<b>3,857,567</b>		<b>3,973,519</b>		<b>2,675,794</b>		<b>2,912,026</b>
<b>Expenditures</b>								
Texas Rose Festival		9,000		9,000		9,000		-
Discovery Place		32,400		32,400		32,400		32,400
Symphony		35,000		50,000		50,000		50,000
Museum of Art		35,000		35,000		35,000		35,000
Historical Museum		13,500		13,500		13,500		13,500
Visitors and Convention Bureau		700,000		666,500		666,500		666,500
Tyler Civic Theatre		-		4,050		-		-
McClendon House		4,500		4,500		4,500		-
Historic Aviation Museum		13,500		13,500		13,500		13,500
Texas Hotel & Lodging Dues		17,904		20,500		17,622		20,500
2% Convention Center Facility		46,267		1,260,889		1,030,697		461,556
Sport Tyler Award		25,000		25,000		25,000		-
Special Services		9,650		13,500		14,875		13,500
Contingencies		-		135,000		-		150,000
<b>Total Expenditures</b>		<b>941,720</b>		<b>2,283,339</b>		<b>1,912,594</b>		<b>1,456,456</b>
Transfers In		-		-		-		-
(Transfers Out)		(1,825,000)		(1,858,500)		(1,858,500)		(2,388,500)
Tourism Fund (219)		(1,800,000)		(1,833,500)		(1,833,500)		(2,363,500)
Property and Facility Management (663) (Roof Replacement Tourism)		(25,000)		(25,000)		(25,000)		(25,000)
Unreserved Fund Balance		2,044,853		2,277,747		1,406,207		306,693
Reserve (2% Tax)		4,429,397		4,028,183		3,972,743		4,139,327
<b>Ending Fund Balance / Working Capital</b>	\$	<b>6,474,250</b>	\$	<b>6,305,930</b>	\$	<b>5,378,950</b>	\$	<b>4,446,020</b>

### Service Point Expenditures - General Services

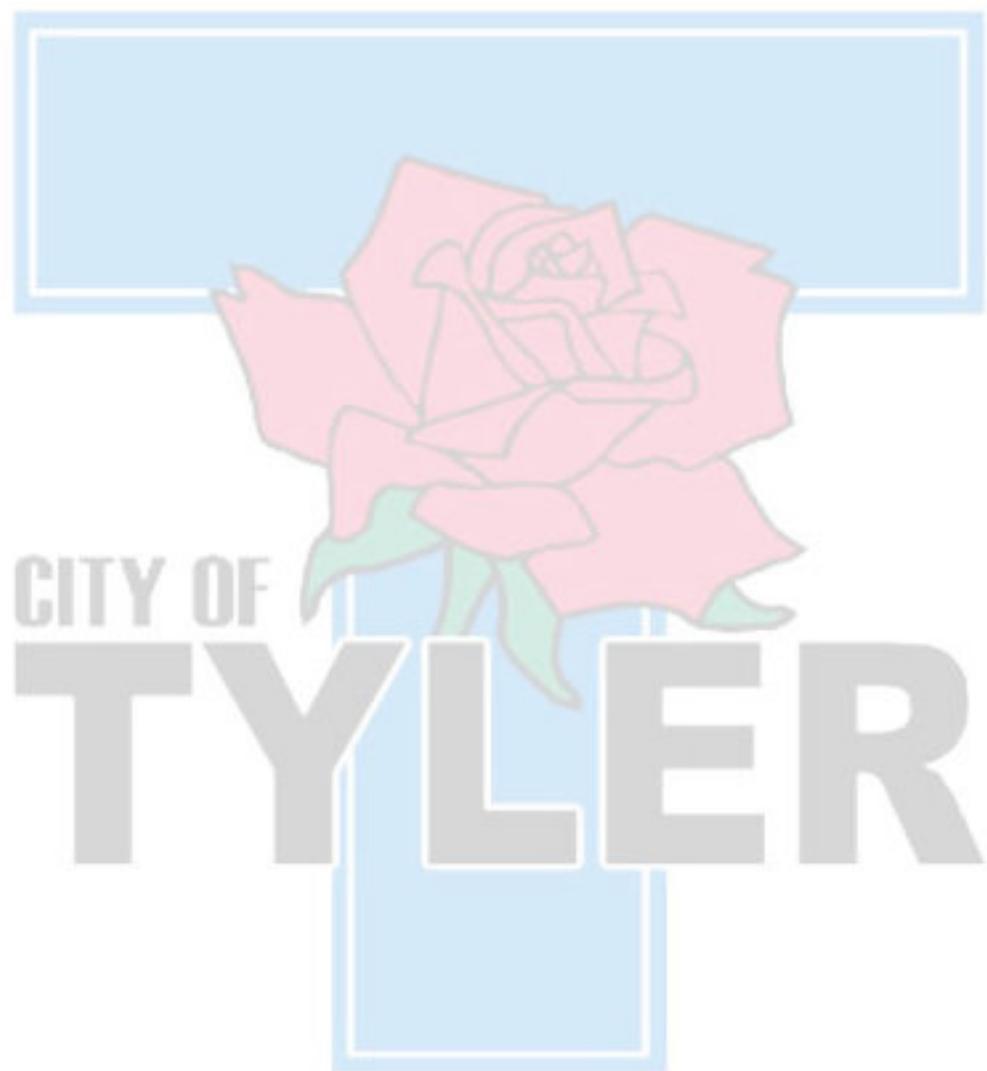
	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	27,554	34,000	32,497	34,000
Sundry	981,656	988,450	849,400	960,900
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	1,825,000	1,858,500	1,858,500	-
<b>Total</b>	<b>2,834,210</b>	<b>2,880,950</b>	<b>2,740,397</b>	<b>994,900</b>

### Service Point Expenditures - 2% Occupancy Tax

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	1,260,889	1,030,697	461,556
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	46,267	-	-	-
	<b>46,267</b>	<b>1,260,889</b>	<b>1,030,697</b>	<b>461,556</b>



# Other Funds



*A Natural Beauty*

**Cemeteries Operating Fund(204)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	1,493	86,723	86,723	162,891
<b>Revenues</b>				
Permits	4,125	13,450	5,475	13,450
Interest Earnings	2,017	3,369	1,724	3,369
Current Service Charges	64,175	212,820	177,019	215,400
<b>Total Revenues</b>	<b>70,317</b>	<b>229,639</b>	<b>184,218</b>	<b>232,219</b>
<b>Expenditures</b>				
Cemetery	242,056	350,328	319,239	267,614
<b>Total Expenditures</b>	<b>242,056</b>	<b>350,328</b>	<b>319,239</b>	<b>267,614</b>
Transfer In	260,508	212,368	212,368	60,308
Cemetery Trust Fund (713)	60,508	112,368	112,368	60,308
General Fund (101)	200,000	100,000	100,000	-
Transfer Out	(3,538)	(1,179)	(1,179)	-
Productivity Fund (639)	(3,538)	(1,179)	(1,179)	-
<b>Ending Fund Balance</b>	<b>86,723</b>	<b>177,223</b>	<b>162,891</b>	<b>187,804</b>

**Service Point Expenditures - Cemeteries**

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	127,933	144,653	114,972	144,910
Supplies and Services	39,774	21,751	30,449	22,771
Sundry	7,859	11,662	11,662	12,239
Utilities	22,740	48,350	47,720	49,000
Maintenance	43,751	39,839	39,436	38,694
Capital Outlay	-	84,073	75,000	-
<b>Total</b>	<b>242,056</b>	<b>350,328</b>	<b>319,239</b>	<b>267,614</b>

**Service Point Employees - Cemeteries**

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Cemeterian	1	1	1	1	1
Groundskeeper	1	1	1	1	1
2)Crew Leader	-	-	-	1	1
Laborer	1	1	1	1	1
<b>Total Department</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>

**Cemetery Trust Fund (713)**

**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	3,000,008	3,104,957	3,104,957	3,125,824
<b>Revenues</b>				
Interest Earnings	69,932	52,368	46,849	60,308
Sales	95,525	100,180	86,386	96,600
<b>Total Revenues</b>	<b>165,457</b>	<b>152,548</b>	<b>133,235</b>	<b>156,908</b>
Transfer In	-	-	-	-
Transfer Out	(60,508)	(112,368)	(112,368)	(60,308)
Cemetery Operating Fund (204)	(60,508)	(112,368)	(112,368)	(60,308)
<b>Ending Fund Balance</b>	<b>3,104,957</b>	<b>3,145,137</b>	<b>3,125,824</b>	<b>3,222,424</b>

**Police Forfeiture Fund (205)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Year-to-Date Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	273,604	571,191	571,191	496,163
<b>Revenues</b>				
Judgement of Forfeitures - State	8,074	41,000	10,000	41,000
Judgement of Forfeitures - Federal	371,523	-	15,000	-
Training Registration	-	-	400	10,000
Interest Earnings	9,102	6,981	8,469	8,179
<b>Total Revenues</b>	<b>388,699</b>	<b>47,981</b>	<b>33,869</b>	<b>59,179</b>
<b>Expenditures</b>				
Federal Forefeiture	683	100,000	74,597	134,500
State Forefeiture	90,428	85,700	34,300	60,000
<b>Total Expenditures</b>	<b>91,112</b>	<b>185,700</b>	<b>108,897</b>	<b>194,500</b>
<b>Ending Fund Balance</b>	<b>571,191</b>	<b>433,472</b>	<b>496,163</b>	<b>360,842</b>

**Court Special Fee (207)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
Reserve for Technology	\$ 117,583	\$ 75,138	\$ 75,138	\$ 60,269
Reserve for Efficiency	82,050	5,318	5,318	(21,837)
Reserve for Partners for Youth	94,301	162,888	162,888	43,383
Reserve for Jury	-	-	-	526
Reserve for Security	(107,249)	(175,601)	(175,601)	(116,051)
<b>Beginning Fund Balance / Working Capital</b>	<b>186,685</b>	<b>67,743</b>	<b>67,743</b>	<b>(33,710)</b>
<b>Revenues</b>				
Technology Fees	112,915	120,000	89,024	112,915
Security Fees	73,755	128,100	59,550	73,755
Partners for Youth Fees	95,783	114,000	76,730	95,783
Juvenile Class Fees	162,124	120,000	100,937	162,124
Efficiency Fees	85,566	118,000	64,454	85,566
Jury Fees	-	900	526	810
Truancy Prevention	22,381	47,500	12,782	22,381
Interest Earnings	4,715	4,019	100	4,019
<b>Total Revenues</b>	<b>557,237</b>	<b>652,519</b>	<b>404,103</b>	<b>557,353</b>
<b>Expenditures</b>				
Expenditures for Technology	160,074	127,362	103,993	152,866
Expenditures for Security	142,107	-	-	1,900
Expenditures for Partners for Youth	206,267	305,704	308,496	251,794
Expenditures for Jury	-	900	-	900
Expenditures for Efficiency	162,298	64,100	91,609	54,100
<b>Total Expenditures</b>	<b>670,746</b>	<b>498,066</b>	<b>504,098</b>	<b>461,560</b>
(Transfer Out)	(5,434)	(1,458)	(1,458)	-
Productivity Fund (639)	(5,434)	(1,458)	(1,458)	-
Reserve for Technology	75,138	71,795	60,269	24,337
Reserve for Efficiency	5,318	59,218	(21,837)	9,629
Reserve for Partners for Youth	162,888	137,226	43,383	71,877
Reserve for Jury	-	-	526	436
Reserve for Security	(175,601)	(47,501)	(116,051)	(44,196)
<b>Ending Fund Balance / Working Capital</b>	<b>\$ 67,743</b>	<b>\$ 220,738</b>	<b>\$ (33,710)</b>	<b>\$ 62,083</b>

### Service Point Expenditures - Municipal Court

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	-	-	-
Sundry	66,960	75,250	74,155	80,000
Utilities	-	-	-	-
Maintenance	93,115	52,112	29,838	72,866
Capital Outlay	-	-	-	-
<b>Total</b>	<b>160,074</b>	<b>127,362</b>	<b>103,993</b>	<b>152,866</b>

### Service Point Expenditures - Municipal Court Security

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	83,025	-	-	-
Supplies and Services	58,026	-	-	1,900
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	1,056	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>142,107</b>	<b>-</b>	<b>-</b>	<b>1,900</b>

### Service Point Employees - Municipal Court Security

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1, 2, 3, 4) Deputy City Marshal I	1	1	1	1	1
4, 6) Deputy Marshal II	2	2	2	2	2
<b>Total Department</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Service Point Expenditures - Partners for Youth

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	151,885	186,804	176,842	147,994
Supplies and Services	54,382	118,900	131,654	103,800
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>206,267</b>	<b>305,704</b>	<b>308,496</b>	<b>251,794</b>

### Service Point Employees - Partners for Youth

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1) Deputy Court Clerk	2	2	2	2	2
1) Juvenile Case Coordinator	1	1	1	1	1
1) Juvenile Program Coordinator	1	1	1	1	1
<b>Total Department</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**Economic Development Fund (208)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	-	-	-	19,662
<b>Revenues</b>				
Interest Earnings	-	3,300	62	-
<b>Total Revenues</b>	-	3,300	62	-
<b>Expenditures</b>				
Economic Development	-	330,400	330,400	330,400
<b>Total Expenditures</b>	-	330,400	330,400	330,400
Transfer In	-	350,000	350,000	350,000
Water Utilities Fund (502)	-	175,000	200,000	175,000
Solid Waste Fund (560)	-	150,000	150,000	175,000
Airport Operations Fund (524)	-	25,000	-	-
Transfer Out	-	-	-	-
<b>Ending Fund Balance</b>	-	22,900	19,662	39,262

**TIF / TIRZ #4 (217)**

**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	-	4,598	4,598	5,730
<b>Revenues</b>				
Property Tax	-	1,029	1,029	14,659
Interest Earnings	1	-	103	-
<b>Total Revenues</b>	1	1,029	1,132	14,659
<b>Expenditures</b>				
TIRZ	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-
Transfer In	4,597	-	-	-
General Fund (101)	4,597	-	-	-
Transfer Out	-	-	-	-
<b>Ending Fund Balance</b>	4,598	5,627	5,730	20,389

**TIF / TIRZ #3 (218)**

**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	317,645	420,545	420,545	521,089
<b>Revenues</b>				
Property Tax	92,093	93,636	93,636	96,999
Interest Earnings	8,882	6,508	6,908	6,508
<b>Total Revenues</b>	100,974	100,144	100,544	103,507
<b>Expenditures</b>				
TIRZ	900	5,000	-	5,000
<b>Total Expenditures</b>	900	5,000	-	5,000
Transfer In	2,826	-	-	-
TIF / TIRZ #2 (209)	2,826	-	-	-
Transfer Out	-	-	-	-
<b>Ending Fund Balance</b>	420,545	515,689	521,089	619,596

**Tourism & Convention Fund (219)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	953,845	596,386	596,386	13,648
<b>Revenues</b>				
Rose Garden	110,412	137,300	62,406	59,000
Harvey Hall	227,840	255,000	58,477	140,000
Main Street Revenue	6,672	36,500	2,207	13,200
Liberty Hall Revenue	127,103	202,787	68,339	90,250
Interest Earnings	22,190	30,710	5,747	18,710
<b>Total Revenues</b>	<b>494,216</b>	<b>662,297</b>	<b>197,176</b>	<b>321,160</b>
<b>Expenditures</b>				
Rose Garden Center	333,890	293,588	317,276	302,613
Rose Garden Maint.	719,942	691,291	673,684	600,541
Harvey Hall & Goodman	944,268	1,000,425	936,582	968,010
Liberty Hall	367,968	326,244	279,767	324,366
Main Street	250,572	469,690	374,506	420,768
<b>Total Expenditures</b>	<b>2,616,641</b>	<b>2,781,238</b>	<b>2,581,815</b>	<b>2,616,298</b>
Transfer In	1,800,000	1,833,500	1,833,500	2,363,500
Hotel Tax Fund (211)	1,800,000	1,833,500	1,833,500	2,363,500
Transfer Out	(35,034)	(31,599)	(31,599)	(20,000)
Technology Fund (671)	(11,255)	(20,000)	(20,000)	(20,000)
Productivity Fund (639)	(23,779)	(11,599)	(11,599)	-
<b>Ending Fund Balance</b>	<b>596,386</b>	<b>279,346</b>	<b>13,648</b>	<b>62,010</b>

**Service Point Expenditures - Rose Garden Center**

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	177,530	177,460	198,355	191,968
Supplies and Services	23,124	22,265	20,079	20,955
Sundry	15,883	5,217	3,876	5,283
Utilities	32,828	39,000	35,388	48,425
Maintenance	34,700	35,342	35,218	35,982
Capital Outlay	61,079	14,304	24,360	-
<b>Total</b>	<b>345,145</b>	<b>293,588</b>	<b>317,276</b>	<b>302,613</b>

**Service Point Employees - Rose Garden Center**

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
2 & 3) Building Maintenance Worker	1	1	1	1	1
7)Custodian	1	1	1	-	-
Venue Attendant	-	-	-	1	1
Tourism Facility Custodial Supervisor	-	1	1	1	1
5)Receptionist/Greeter	-	1	1	1	1
<b>Total Department</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**Service Point Employees - Rose Garden Maintenance**

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Crew Leader	1	1	1	1	1
Groundskeeper	2	2	2	2	2
1, 2) Laborer	3	3	3	3	3
3) Parks Superintendent	1	1	1	1	1
<b>Total Department</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

### Service Point Expenditures - Rose Garden Maint

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	359,080	356,630	335,911	375,505
Supplies and Services	73,688	51,315	53,334	48,760
Sundry	43,872	45,091	45,090	46,701
Utilities	19,015	33,150	35,609	45,650
Maintenance	75,063	88,401	87,036	83,925
Capital Outlay	149,224	116,704	116,704	-
<b>Total</b>	<b>719,942</b>	<b>691,291</b>	<b>673,684</b>	<b>600,541</b>

### Service Point Expenditures - Visitor Facilities

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	513,255	579,377	503,504	587,611
Supplies and Services	98,706	61,542	87,354	62,264
Sundry	108,482	115,160	116,404	122,699
Utilities	116,058	109,075	94,437	109,075
Maintenance	67,947	100,944	100,935	70,361
Capital Outlay	39,819	34,327	33,948	16,000
<b>Total</b>	<b>944,268</b>	<b>1,000,425</b>	<b>936,582</b>	<b>968,010</b>

### Service Point Employees - Visitor Facilities

Regular Full-time Positions	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
8, 11) Managing Director Parks/Recreation Operatio	0.5	0.5	0.5	0.6	0.6
4) Parks Manager	0.3	0.3	0.3	0.3	0.3
16)Goodman & Special Events Supervisor	-	-	-	1	1
2, 9) Building Maintenance Worker	1	-	-	-	-
12)Budget Administrator/Cemeterian	-	0.95	0.95	-	-
17)Budget Analyst & Internal Auditor	-	-	-	0.95	0.95
Tourism Facilities Supervisor	-	1	1	1	1
2, 19) Custodian	1	1	1	-	-
Venue Attendant	-	-	-	1	1
1, 16) Museum Curator	1	1	1	-	-
10, 13)Manager of Tourism Facilities & Community E	1	0.77	-	-	-
14)SR Manager of Parks, Recreation & Tourism	-	-	0.45	0.45	0.45
<b>Total Regular Full-time</b>	<b>4.8</b>	<b>5.52</b>	<b>5.2</b>	<b>5.3</b>	<b>5.3</b>
Regular Part-time Positions	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
18, 20)Custodian	2	2	2	2	2
Venue Attendant	-	-	-	1	1
<b>Total Regular Part-time</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
Temporary Positions	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
18)Custodian	1	1	1	-	-
<b>Total Temporary Part-time</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Total Department</b>	<b>7.8</b>	<b>8.52</b>	<b>8.2</b>	<b>8.3</b>	<b>8.3</b>

### Service Point Expenditures - Liberty Hall

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	211,514	84,242	128,140	138,855
Supplies and Services	113,708	165,190	117,376	139,905
Sundry	14,266	39,116	9,388	16,308
Utilities	11,573	16,250	9,853	16,382
Maintenance	16,908	21,446	15,010	12,916
Capital Outlay	-	-	-	-
<b>Total</b>	<b>367,968</b>	<b>326,244</b>	<b>279,767</b>	<b>324,366</b>

### Service Point Expenditures - Main Street

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	135,975	250,201	184,389	221,714
Supplies and Services	91,911	197,747	166,201	171,903
Sundry	15,862	19,015	18,021	19,962
Utilities	4,243	-	3,168	4,380
Maintenance	2,583	2,727	2,727	2,809
Capital Outlay	-	-	-	-
<b>Total</b>	<b>250,572</b>	<b>469,690</b>	<b>374,506</b>	<b>420,768</b>

### Service Point Employees - Main Street / Liberty Hall

<i>Regular Full-time Positions</i>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Main Street Program Director	1	1	1	1	1
8)Downtown Ambassador	2	2	2	2	2
Administrative Assistant	1	1	1	1	1
5, 7)Managing Director Parks/Recreation Operations	-	0.3	0.3	0.4	0.4
6) Director of Marketing and Communications	-	0.46	0.46	-	-
<b>Total Department</b>	<b>4</b>	<b>4.76</b>	<b>4.76</b>	<b>4.4</b>	<b>4.4</b>

### Airport Passenger Facility Fund (234)

#### Statement of Revenues, Expenditures, and Changes in Working Capital Fiscal Year 2020-2021

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	<b>119,516</b>	<b>44,515</b>	<b>44,515</b>	<b>142,669</b>
<b>Revenues</b>				
Passenger Facility Charge	206,217	341,000	210,002	225,000
Interest Earnings	4,781	6,390	1,819	4,500
<b>Total Revenues</b>	<b>210,999</b>	<b>347,390</b>	<b>211,821</b>	<b>229,500</b>
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer In	-	-	-	-
Transfer Out	(286,000)	(341,333)	(113,667)	(150,000)
Half-Cent Sales Tax (Non-Budgetary Fund)	(50,000)	(114,000)	-	-
Airport Operations Fund (524)	(236,000)	(227,333)	(113,667)	(150,000)
<b>Ending Fund Balance</b>	<b>44,515</b>	<b>50,572</b>	<b>142,669</b>	<b>222,169</b>

**Rainy Day Fund(235)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance / Working Capital</b>	\$ 2,979,510	\$ 6,121,752	\$ 6,121,752	\$ 7,513,179
<b>Revenues</b>				
Oil Leases and Royalties	71,522	80,000	54,599	60,000
Sale of Property	-	-	704,330	-
Interest Earnings	70,720	124,180	140,998	126,790
<b>Total Revenues</b>	<b>142,242</b>	<b>204,180</b>	<b>899,927</b>	<b>186,790</b>
<b>Expenditures</b>				
Downtown Property Maintenance	-	-	-	-
Special Services	-	8,500	8,500	-
Building Improvements	-	-	-	-
Contingencies	-	91,500	-	100,000
<b>Total Expenditures</b>	<b>-</b>	<b>100,000</b>	<b>8,500</b>	<b>100,000</b>
Transfers In	3,000,000	500,000	500,000	-
General Fund (101)	3,000,000	500,000	500,000	-
(Transfers Out)	-	-	-	-
<b>Ending Fund Balance / Working Capital</b>	<b>\$ 6,121,752</b>	<b>\$ 6,725,932</b>	<b>\$ 7,513,179</b>	<b>\$ 7,599,969</b>

**PEG Fee Fund (236)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	<b>827,529</b>	<b>937,897</b>	<b>937,897</b>	<b>822,103</b>
<b>Revenues</b>				
PEG Fee	253,442	255,850	68,727	8,884
Interest Earnings	20,156	15,190	12,914	12,691
<b>Total Revenues</b>	<b>273,598</b>	<b>271,040</b>	<b>81,641</b>	<b>21,575</b>
<b>Expenditures</b>				
Technology Costs	8,961	86,681	86,681	60,208
Technology Updates	122,254	110,754	110,754	106,000
Studio Renovations	-	-	-	100,000
Contingency	-	50,000	-	50,000
<b>Total Expenditures</b>	<b>131,215</b>	<b>247,435</b>	<b>197,435</b>	<b>316,208</b>
Transfer In	-	-	-	-
Transfer Out	(32,015)	-	-	-
Productivity Fund (639)	(32,015)	-	-	-
<b>Ending Fund Balance</b>	<b>937,897</b>	<b>961,502</b>	<b>822,103</b>	<b>527,470</b>

**Fair Plaza Fund (240)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	41,606	4,611	4,611	-
<b>Revenues</b>				
Tenant Parking	-	5,917	-	-
Non Tenant Parking	-	6,480	-	-
Daily Parking	-	5,000	-	-
Monthly Parking	591	-	-	-
Interest Earnings	21	165	-	-
<b>Total Revenues</b>	<b>612</b>	<b>17,562</b>	-	-
<b>Expenditures</b>				
Supplies	5,756	2,000	-	-
Special Services	2,496	2,500	-	-
Insurance/Judgments	-	-	-	-
Auto Damage	-	-	-	-
Credit Card Costs	-	-	-	-
Utilities	14,161	14,900	-	-
Building Maintenance	11,175	5,000	-	-
Elevator Maintenance	4,019	4,028	-	-
<b>Total Expenditures</b>	<b>37,608</b>	<b>28,428</b>	-	-
Transfer In	-	-	-	-
Transfer Out	-	-	(4,611)	-
<b>Ending Fund Balance</b>	<b>4,611</b>	<b>(6,255)</b>	-	-

**Home Ownership / Housing Fund (274)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	407	416	416	421
<b>Total Revenues</b>	9	14	5	14
<b>Total Expenditures</b>	-	-	-	-
<b>Ending Fund Balance</b>	416	430	421	435

**Housing Assistance Payments Fund (276)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
Reserve for Voucher Program	476,839	68,927	68,927	13,549
Reserve for Administration	246,679	416,283	416,283	423,058
<b>Beginning Fund Balance</b>	<b>723,518</b>	<b>485,211</b>	<b>485,211</b>	<b>436,608</b>
<b>Revenues</b>				
HUD Voucher	6,808,274	7,095,000	7,557,079	7,095,000
HUD Administration	676,339	660,698	633,364	660,698
Portability Voucher	454,360	200,000	169,362	200,000
Portability Administration	27,371	16,000	17,273	17,000
FSS Administration	54,217	58,563	48,013	58,563
Vash Voucher	6,121	-	-	-
Fraud Reimbursement - Voucher	13,614	12,000	19,555	12,000
Fraud Reimbursement - Admisitration	13,113	12,000	19,752	12,000
Rental Income	-	6,000	6,000	12,000
Interest Earnings	17,091	15,431	14,400	15,431
<b>Total Revenues</b>	<b>8,070,501</b>	<b>8,075,692</b>	<b>8,484,798</b>	<b>8,082,692</b>
<b>Expenditures</b>				
HAP Voucher	7,010,043	6,900,000	7,392,003	6,892,200
HAP Administration	559,654	960,738	669,176	777,499
Poratbility Voucher	499,811	200,000	207,337	200,000
Poratbility Administration	-	16,000	-	17,000
FSS Administration	58,874	74,082	62,851	66,822
Tenant Protection Voucher	27,596	30,000	25,978	30,000
Tenant Protection Administration	-	7,800	-	7,800
Vash Voucher	152,831	165,000	176,056	165,000
CARES Act	-	135,440	-	-
<b>Total Expenditures</b>	<b>8,308,809</b>	<b>8,489,060</b>	<b>8,533,401</b>	<b>8,156,321</b>
Reserve for Voucher Program	68,927	80,927	13,549	33,349
Reserve for Administration	416,283	126,355	423,058	329,629
<b>Ending Fund Balance</b>	<b>485,211</b>	<b>207,283</b>	<b>436,608</b>	<b>362,979</b>

### Service Point Expenditures - Housing Assistance Pay Pr

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	411,893	514,039	435,089	568,345
Supplies and Services	76,431	107,877	93,384	109,616
Sundry	7,066,633	7,160,705	7,463,607	6,945,558
Utilities	8,475	14,383	10,278	11,500
Maintenance	6,265	63,734	58,821	34,680
Capital Outlay	-	-	-	-
<b>Total</b>	<b>7,569,697</b>	<b>7,860,738</b>	<b>8,061,179</b>	<b>7,669,699</b>

### Service Point Expenditures - Portability

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	16,000	-	17,000
Sundry	499,811	200,000	207,337	200,000
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>499,811</b>	<b>216,000</b>	<b>207,337</b>	<b>217,000</b>

### Service Point Expenditures - Family Self Sufficiency

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	58,874	74,082	62,851	66,822
Supplies and Services	-	-	-	-
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>58,874</b>	<b>74,082</b>	<b>62,851</b>	<b>66,822</b>

### Service Point Expenditures - Tenant Protection Program

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	7,800	-	7,800
Sundry	27,596	30,000	25,978	30,000
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>27,596</b>	<b>37,800</b>	<b>25,978</b>	<b>37,800</b>

### Service Point Expenditures - HUD - VASH

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	-	-	-
Sundry	152,831	165,000	176,056	165,000
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>152,831</b>	<b>165,000</b>	<b>176,056</b>	<b>165,000</b>

### Service Point Expenditures - CARES Act

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	135,440	-	-
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>-</b>	<b>135,440</b>	<b>-</b>	<b>-</b>

### Service Point Employees - Housing

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
12) NBS Operations manager	0.1	0.1	-	-	-
Housing Manager			1	1	1
10, 11) Neighborhood Services Manager	0.1	0.1	0.1	0.1	0.1
Housing Services Manager	1	1	1	1	1
Clerk	1	1	1	1	1
12,14, 17) Code Enforcement/Housing Inspector	1	1	-	-	-
Section 8/Housing Inspector	1	1	1	1	1
6, 22) Eligibility Analyst	-	-	-	2	2
23)Senior Clerk	1	1	1	-	-
Housing Eligibility Supervisor	1	1	1	1	1
7, 9, 21) Certified Housing Specialist	2	2	2	3	3
Lead Certified Housing Specialist	1	1	1	-	-
Code Enforcement/Housing Inspector Supervisor	1	1	1	1	1
<b>Total Department</b>	<b>10.2</b>	<b>10.2</b>	<b>10.1</b>	<b>11.1</b>	<b>11.1</b>

### Service Point Employees - FSS Home Ownership

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
1)FSS Homeownership Coordinator	1	1	1	1	1
<b>Total Department</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Community Development Block Grant Fund (294)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	38,941	55,400	55,400	55,400
<b>Revenues</b>				
CDBG Grant Income	459,594	2,527,571	1,945,104	874,332
HIP Income	-	2,000	2,000	2,000
Miscellaneous Income	19,471	10,000	8,969	10,000
<b>Total Revenues</b>	<b>479,065</b>	<b>2,539,571</b>	<b>1,956,073</b>	<b>886,332</b>
<b>Administration Expenditures</b>				
Administration	131,351	166,029	843,369	174,866
Rehab Administration	218	500	973	17,107
Homebuyers Administration	11,953	14,517	6,820	6,428
Demolition Administration	5,956	13,779	9,832	23,023
Code Enforcement Administration	37,681	2,590	27,395	44,971
Public Facilities Administration	855	-	1,172	17,139
CARES Act Administration	-	113,286	-	-
Miscellaneous Expense (not covered by grant)	3,013	12,000	2,803	12,000
<b>Total Administration Expenditures</b>	<b>191,027</b>	<b>322,701</b>	<b>892,364</b>	<b>295,534</b>
<b>Project Expenditures</b>				
Administration	-	-	-	1,100
Rehab Administration	23,298	86,202	86,439	267,893
Homebuyers Administration	22,272	55,483	-	53,572
Demolition Administration	45,845	133,346	133,346	118,972
Code Enforcement Administration	-	-	-	5,000
Public Facilities Administration	180,164	1,540,780	843,924	144,261
CARES Act Projects	-	401,059	-	-
Miscellaneous Expense (not covered by grant)	-	-	-	-
<b>Total Project Expenditures</b>	<b>271,579</b>	<b>2,216,870</b>	<b>1,063,709</b>	<b>590,798</b>
<b>Total Expenditures</b>	<b>462,606</b>	<b>2,539,571</b>	<b>1,956,073</b>	<b>886,332</b>
<b>Ending Fund Balance</b>	<b>55,400</b>	<b>55,400</b>	<b>55,400</b>	<b>55,400</b>

**Service Point Expenditures - CDBG Admin**

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	82,470	82,709	77,110	80,153
Supplies and Services	19,290	54,680	36,620	56,301
Sundry	23,141	20,440	719,544	24,337
Utilities	3,981	60	1,955	75
Maintenance	2,469	8,140	8,140	14,000
Capital Outlay	-	-	-	1,100
<b>Total</b>	<b>131,351</b>	<b>166,029</b>	<b>843,369</b>	<b>175,966</b>

### Service Point Expenditures - CDBG Rehab

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	79	-	370	9,821
Supplies and Services	139	500	603	-
Sundry	-	-	-	7,286
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	23,298	86,202	86,439	267,893
<b>Total</b>	<b>23,516</b>	<b>86,702</b>	<b>87,412</b>	<b>285,000</b>

### Service Point Expenditures - CDBG Homebuyers

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	6,184	7,476	1,890	-
Supplies and Services	211	2,220	109	-
Sundry	5,558	4,821	4,821	6,428
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	22,272	55,483	-	53,572
<b>Total</b>	<b>34,225</b>	<b>70,000</b>	<b>6,820</b>	<b>60,000</b>

### Service Point Expenditures - CDBG Demolition

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	2,445	7,476	8,065	22,133
Supplies and Services	3,512	6,303	1,767	890
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	45,845	133,346	133,346	118,972
<b>Total</b>	<b>51,801</b>	<b>147,125</b>	<b>143,178</b>	<b>141,995</b>

### Service Point Expenditures - CDBG Code Enforcement

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	15,635	-	8,812	22,133
Supplies and Services	15,807	2,590	13,762	16,410
Sundry	5,558	-	4,821	6,428
Utilities	-	-	-	-
Maintenance	630	-	-	-
Capital Outlay	52	-	-	5,000
<b>Total</b>	<b>37,681</b>	<b>2,590</b>	<b>27,395</b>	<b>49,971</b>

### Service Point Expenditures - CDBG Public Facilities

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	855	-	1,090	17,139
Supplies and Services	-	-	82	-
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	180,164	1,540,780	843,924	144,261
<b>Total</b>	<b>181,019</b>	<b>1,540,780</b>	<b>845,096</b>	<b>161,400</b>

### Service Point Expenditures - CARES Act

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	-	20,832	-	-
Supplies and Services	-	11,500	-	-
Sundry	-	80,954	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	401,059	-	-
<b>Total</b>	<b>-</b>	<b>514,345</b>	<b>-</b>	<b>-</b>

### Service Point Expenditures - CDBG-Match/Misc

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	-	-	-
Sundry	3,013	12,000	2,803	12,000
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>3,013</b>	<b>12,000</b>	<b>2,803</b>	<b>12,000</b>

### Service Point Employees - CDBG

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
7, 8) Neighborhood Services Manager	0.7	0.7	0.7	0.7	0.7
6, 9, 16, 20) Community Development Manager	-	-	1	1	-
15) NBS Operations Manager	0.7	0.7	-	-	-
3,17) Homebuyers Specialist	1	1	1	-	-
13, 14) Rehab Project Specialist	2	1	-	-	-
10, 18) Senior Secretary	0.9	0.9	0.9	0.9	-
Community Development Specialist	-	-	-	-	2
<b>Total Department</b>	<b>5.3</b>	<b>4.3</b>	<b>3.6</b>	<b>2.6</b>	<b>2.7</b>

**HOME Grant Fund (295)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	266,791	249,869	249,869	249,869
<b>Revenues</b>				
HOME Grant Income	23,317	1,230,934	212,940	1,597,404
Miscellaneous Income	-	33,202	33,202	39,062
<b>Total Revenues</b>	<b>23,317</b>	<b>1,264,136</b>	<b>246,142</b>	<b>1,636,466</b>
<b>Expenditures</b>				
Administration	40,238	918,089	413	34,751
Homebuyers	-	53,444	-	-
CHDO	-	46,874	-	49,473
New Construction / Re-construction	-	212,527	212,527	1,513,180
Local Match	-	264,735	33,202	39,062
<b>Total Expenditures</b>	<b>40,238</b>	<b>1,495,669</b>	<b>246,142</b>	<b>1,636,466</b>
<b>Ending Fund Balance</b>	<b>249,869</b>	<b>18,336</b>	<b>249,869</b>	<b>249,869</b>

**Service Point Expenditures - Home**

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	40,238	32,935	66	11,462
Supplies and Services	-	1,436	347	3,374
Sundry	-	883,718	-	19,915
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	577,580	245,729	1,601,715
<b>Total</b>	<b>40,238</b>	<b>1,495,669</b>	<b>246,142</b>	<b>1,636,466</b>

**Service Point Employees - HOME**

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
6, 7) Neighborhood Services Manager	0.20	0.20	0.20	0.20	0.20
5, 8,11) Community Development Manager	-	1.00	-	-	-
9) NBS Operations Manager	0.20	0.20	-	-	-
9, 12) Senior Secretary	0.10	0.10	0.10	0.10	-
<b>Total Department</b>	<b>0.5</b>	<b>1.5</b>	<b>0.3</b>	<b>0.3</b>	<b>0.2</b>

**Grant Fund (285)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	-	-	-	-
<b>Total Revenues</b>	411,605	588,625	300,309	575,000
<b>Total Expenditures</b>	411,605	588,625	300,309	575,000
<b>Ending Fund Balance</b>	-	-	-	-

**Service Point Expenditures - 104F Transport Planning**

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	126,571	99,885	-	102,782
Supplies and Services	231,688	179,300	-	144,500
Sundry	4,178	309,390	-	327,668
Utilities	28	50	-	50
<b>Total</b>	<b>362,465</b>	<b>588,625</b>	<b>-</b>	<b>575,000</b>

**Transit System Fund (286)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	42,493	47,992	47,992	188,990
<b>Revenues</b>				
Transit Fees	156,153	170,000	130,778	175,000
Advertising	2,250	10,000	10,800	10,000
Bus Sales and Other Income	20,116	10,000	238	10,000
State Grant	700,360	648,673	517,016	479,751
Federal Grant	1,704,221	2,947,977	2,400,869	3,027,396
<b>Total Revenues</b>	<b>2,583,100</b>	<b>3,786,650</b>	<b>3,059,701</b>	<b>3,702,147</b>
<b>Expenditures</b>				
Transit Operations	3,059,418	4,267,307	2,980,578	3,752,147
<b>Total Expenditures</b>	<b>3,059,418</b>	<b>4,267,307</b>	<b>2,980,578</b>	<b>3,752,147</b>
Transfer In	481,816	463,046	61,875	50,000
General Fund (101)	481,816	463,046	61,875	50,000
Transfer Out	-	-	-	-
<b>Ending Fund Balance</b>	<b>47,992</b>	<b>30,381</b>	<b>188,990</b>	<b>188,990</b>

**Service Point Expenditures - Transit**

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	704,498	805,703	663,060	1,057,735
Supplies and Services	194,009	226,429	204,442	199,699
Sundry	293,043	197,925	127,116	74,416
Utilities	10,555	3,226	4,033	2,976
Maintenance	323,827	446,270	343,587	344,500
Capital Outlay	5,903	50,300	-	-
<b>Total</b>	<b>1,531,835</b>	<b>1,729,853</b>	<b>1,342,238</b>	<b>1,679,326</b>

### Service Point Expenditures - ADA

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	248,750	416,287	202,068	416,340
Supplies and Services	752,707	606,291	571,230	448,750
Sundry	33,105	32,246	32,246	33,526
Utilities	4,206	2,975	3,722	2,975
Maintenance	90,490	99,418	85,582	92,000
Capital Outlay	6,000	10,000	2,780	-
<b>Total</b>	<b>1,135,258</b>	<b>1,167,217</b>	<b>897,628</b>	<b>993,591</b>

### Service Point Expenditures - Transit ARRA Funds

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	-	-	-
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	135,186	1,095,150	474,426	708,948
<b>Total</b>	<b>135,186</b>	<b>1,095,150</b>	<b>474,426</b>	<b>708,948</b>

### Service Point Expenditures - Grants

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	14,454	28,680	16,559	80,164
Supplies and Services	71,839	71,221	71,910	78,075
Sundry	-	-	-	51,517
Utilities	-	450	1,405	2,975
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>86,292</b>	<b>100,351</b>	<b>89,874</b>	<b>212,731</b>

### Service Point Expenditures - Transit Planning

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	50,311	48,953	50,909	78,031
Supplies and Services	70,365	69,691	71,551	76,545
Sundry	48,105	50,230	50,230	-
Utilities	2,067	5,862	3,722	2,975
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>170,847</b>	<b>174,736</b>	<b>176,412</b>	<b>157,551</b>

**Service Point Employees - Transit**

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
8, 11, 16, & 26 ) Transit Manager	1	1	-	-	-
Transportation Operations Coordinator	1	1	1	1	1
25) Administrative Secretary	-	1	1	1	1
7, 19) Bus Driver	16	16	16	16	16
12, 18) Transit Dispatcher/Scheduler	1	1	1	1	1
Transit Supervisor	2	2	2	2	2
27) Transit Compliance Officer	1	1	-	-	1
28) Transit Development Specialist	-	-	-	-	1
21) Senior Bus Driver	4	4	4	4	4
23, 24) Solid Waste Manager	0.5	-	-	-	-
22) Treasury Manager	0.25	0.25	0.25	0.25	0.25
<b>Total Regular Full-time</b>	<b>26.75</b>	<b>27.25</b>	<b>25.25</b>	<b>25.25</b>	<b>27.25</b>

<b>Part-Time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
10 & 13) Custodian	1	1	1	1	1
13) Bus Driver	1	1	1	1	1
<b>Total Substitute</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>Substitute Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
9,15) Bus Driver	6	6	6	6	6
<b>Total Substitute</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Total Department</b>	<b>34.75</b>	<b>35.25</b>	<b>33.25</b>	<b>33.25</b>	<b>35.25</b>

**Productivity Improvement Fund (639)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	<b>Actuals</b>	<b>Amended</b>	<b>Projected</b>	<b>Budget</b>
	<b>2018-2019</b>	<b>Budget</b>	<b>2019-2020</b>	<b>2020-2021</b>
<b>Beginning Fund Balance</b>	<b>161,201</b>	<b>1,440,845</b>	<b>1,440,845</b>	<b>2,194,208</b>
<b>Total Revenues</b>	<b>9,150</b>	<b>13,366</b>	<b>34,949</b>	<b>45,428</b>
<b>Expenditures</b>				
Services	-	15,000	2,000	2,500
Productivity Pay & Severance	58,141	2,430,457	123	462,044
Internal Audit and Budget	85,447	58,760	18,693	60,300
Lean Six Sigma/City U	364,511	509,765	355,332	470,255
Grants Coordinator	78,322	-	-	-
<b>Total Expenditures</b>	<b>586,420</b>	<b>3,013,982</b>	<b>376,148</b>	<b>995,099</b>
<b>Transfer In</b>	<b>1,856,915</b>	<b>1,531,569</b>	<b>1,094,562</b>	<b>920,000</b>
General Fund (101)	1,049,227	687,007	250,000	250,000
Rainy Day Fund (235)	-	-	-	-
Utilities Fund (502)	434,983	500,725	500,725	420,000
Solid Waste Fund (560)	232,396	284,308	284,308	250,000
Airport Fund (524)	13,179	5,349	5,349	-
Storm Water (575)	14,176	5,921	5,921	-
Special Revenue Funds	63,651	26,104	26,104	-
Internal Service Funds	49,303	22,155	22,155	-
<b>Transfer Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>1,440,845</b>	<b>(28,202)</b>	<b>2,194,208</b>	<b>2,164,537</b>

### Service Point Expenditures - General Services

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	31	-	123	2,731
Supplies and Services	-	15,000	2,000	2,500
Sundry	58,110	2,430,457	-	459,313
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>58,141</b>	<b>2,445,457</b>	<b>2,123</b>	<b>464,544</b>

### Service Point Expenditures - Internal Audit

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	85,447	58,760	18,693	60,300
Sundry	-	-	-	-
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>85,447</b>	<b>58,760</b>	<b>18,693</b>	<b>60,300</b>

### Service Point Expenditures - Lean Sigma

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	119,881	127,078	69,836	84,128
Supplies and Services	24,804	23,050	23,050	23,050
Sundry	36,934	47,238	47,238	48,652
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	3,400	3,400	3,400
<b>Total</b>	<b>181,618</b>	<b>200,766</b>	<b>143,524</b>	<b>159,230</b>

### Service Point Expenditures - City University

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	-	88,026	58,563	92,899
Supplies and Services	62,885	88,510	27,919	86,269
Sundry	120,007	132,463	125,326	131,857
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>182,892</b>	<b>308,999</b>	<b>211,808</b>	<b>311,025</b>

**Service Point Employees - Productivity**

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
12) Learning and Development Manager	-	-	-	-	1
10) Innovation Pipeline Manager	1	1	1	-	-
8) SR PR Marketing Specialist/Grantwriter	1	1	-	-	-
Public Safety PIO	-	-	0.75	-	-
9) Public Works PIO	-	-	1	-	-
11) Strategic Planning Coordinator	-	-	-	1	1
Manager for Innovation	1	1	1	-	-
<b>Total Department</b>	<b>3</b>	<b>3</b>	<b>3.75</b>	<b>1</b>	<b>2</b>

**Fleet Maintenance & Replacement Fund (640)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	<b>Actuals 2018-2019</b>	<b>Amended Budget 2019-2020</b>	<b>Projected 2019-2020</b>	<b>Budget 2020-2021</b>
<b>Beginning Fund Balance</b>	5,572,353	5,887,160	5,887,160	5,734,117
<b>Revenues</b>				
Interest Earnings	188,611	60,000	98,751	40,000
Amortization Charges	4,653,870	4,831,997	4,831,997	5,113,162
Service Fees	713,641	920,308	918,703	920,308
Fuel Revenue	1,527,185	1,775,000	1,433,905	1,702,703
Parts Revenue	2,993,930	2,893,000	2,892,689	2,974,692
Compressed Natural Gas	137,943	87,200	90,066	83,200
Miscellaneous Income	15,074	4,000	141	1,000
Sale of Equipment	375,329	360,000	341,733	300,000
Sale of Salvage	3,165	8,000	8,864	8,000
Health District	8,844	14,238	10,380	14,238
<b>Total Revenues</b>	<b>10,617,592</b>	<b>10,953,743</b>	<b>10,627,229</b>	<b>11,157,303</b>
<b>Expenditures</b>				
Replacement	4,587,621	5,363,158	4,729,008	4,437,570
Maintenance	1,511,685	1,918,190	1,779,165	2,077,467
Health	10,392	14,238	10,117	14,261
Fuel, Parts and Contractual Services	4,109,363	4,403,000	3,989,049	4,364,833
Contingency	-	90,000	200,000	200,000
<b>Total Expenditures</b>	<b>10,219,061</b>	<b>11,788,586</b>	<b>10,707,339</b>	<b>11,094,131</b>
Transfer Out	(83,724)	(72,933)	(72,933)	(65,347)
Technology Fund (671)	(65,347)	(65,347)	(65,347)	(65,347)
Productivity Fund (639)	(18,377)	(7,586)	(7,586)	-
<b>Ending Fund Balance</b>	<b>5,887,160</b>	<b>4,979,384</b>	<b>5,734,117</b>	<b>5,731,942</b>

**Service Point Expenditures - Fleet Replacement**

	<b>FY2018-2019 Actual Expenditures</b>	<b>FY2019-2020 Budget Appropriations</b>	<b>FY2019-2020 Projected Expenditures</b>	<b>FY2020-2021 Budget Appropriations</b>
Salaries and Benefits	-	-	-	-
Supplies and Services	-	-	-	-
Sundry	-	105,000	210,000	200,000
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	4,552,966	5,348,158	4,719,008	4,437,570

### Service Point Expenditures - Fleet Maintenance

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	908,601	1,048,008	875,236	1,233,829
Supplies and Services	243,915	167,350	333,129	117,580
Sundry	155,755	95,065	95,065	99,297
Utilities	57,360	66,620	56,729	66,761
Maintenance	112,526	189,472	116,850	150,000
Capital Outlay	33,529	351,675	302,156	410,000
<b>Total</b>	<b>1,511,685</b>	<b>1,918,190</b>	<b>1,779,165</b>	<b>2,077,467</b>

### Service Point Expenditures - COGS

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	-	-	2,412	5,000
Sundry	4,109,363	4,403,000	3,986,637	4,359,833
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>4,109,363</b>	<b>4,403,000</b>	<b>3,989,049</b>	<b>4,364,833</b>

### Service Point Employees - Fleet Maintenance

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
11) Vehicle Services Manager	1	1	1	1	1
15) Mechanic Supervisor	3	3	2	2	2
9, 14, 17) Equipment Mechanic I	2	1	1	1	2
6, 12) Equipment Mechanic II	2	1	1	1	1
10) Fleet Auditor	-	1	1	1	1
3) Master Mechanic	4	5	5	5	5
Master Automotive Electrician	-	1	1	1	1
13) Purchasing Technician	1	-	1	1	2
8, 16) Senior Secretary	1	1	1	1	-
7) Purchasing Agent	1	1	1	1	1
<b>Total Department</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>16</b>

**Risk Fund(650)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals		Amended Budget		Projected		Budget	
	2018-2019		2019-2020		2019-2020		2020-2021	
Reserved for Workers Comp.	\$	1,028,144	\$	800,880	\$	800,880	\$	544,995
Reserved Property/Liability		342,715		266,960		266,960		181,665
<b>Beginning Fund Balance / Working Capital</b>		<b>1,370,859</b>		<b>1,067,840</b>		<b>1,067,840</b>		<b>726,660</b>
<b>Revenues</b>								
Distributed Interest		43,034		35,642		26,772		35,642
Special Event Policy		12,600		9,500		7,844		9,500
Unemployment / Disability Premiums		121,325		110,415		109,801		108,520
Property and Liability Premiums		1,213,738		1,259,356		1,265,070		1,420,294
Workers Comp Premiums		560,616		557,061		557,061		739,659
<b>Total Revenues</b>		<b>1,951,312</b>		<b>1,971,974</b>		<b>1,966,548</b>		<b>2,313,615</b>
<b>Expenditures</b>								
Employee Cost		237,895		240,098		259,662		257,084
Unemployment / Disability		124,556		106,830		201,899		245,512
Property and Liability		934,204		1,097,222		1,186,456		1,273,943
Workers Comp		953,167		572,428		657,831		639,048
Contingency		-		500,000		-		500,000
<b>Total Expenditures</b>		<b>2,249,822</b>		<b>2,516,578</b>		<b>2,305,848</b>		<b>2,915,587</b>
Transfer Out		(4,510)		(1,880)		(1,880)		-
Productivity Fund (639)		(4,510)		(1,880)		(1,880)		-
Reserved for Workers Comp.		800,880		391,017		544,995		93,516
Reserved Property/Liability		266,960		130,339		181,665		31,172
<b>Ending Fund Balance / Working Capital</b>	\$	<b>1,067,840</b>	\$	<b>521,356</b>	\$	<b>726,660</b>	\$	<b>124,688</b>

**Service Point Expenditures - Claims**

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	223,359	216,761	237,309	231,174
Supplies and Services	1,845,131	1,792,582	2,062,288	2,175,105
Sundry	6,033	507,235	6,251	509,308
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>2,074,523</b>	<b>2,516,578</b>	<b>2,305,848</b>	<b>2,915,587</b>

**Service Point Employees - Risk**

<b>Regular Full-time Positions</b>	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
7,11) Managing Director of Administration	0.4	0.4	0.4	0.4	-
Risk Tech	1	1	1	1	1
<b>Total Full-Time</b>	<b>1.4</b>	<b>1.4</b>	<b>1.4</b>	<b>1.4</b>	<b>1</b>
<b>Regular Part-Time Positions</b>	2016-2017	2016-2017	2018-2019	2019-2020	2020-2021
9)Risk Manager	1	1	1	1	1
<b>Total Part-Time</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total Department</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>2</b>

**Employee Benefits Fund(661)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals		Amended		Projected		Budget	
	2018-2019		2019-2020		2019-2020		2020-2021	
<b>Beginning Fund Balance</b>	\$	2,863,998	\$	5,306,347	\$	5,306,347	\$	6,196,190
<b>Revenues</b>								
Health Benefits		10,416,382		9,968,440		9,939,489		8,790,259
Dental Benefits		412,209		395,424		410,944		403,939
Life Insurance		178,105		159,430		157,985		165,554
Other Benefits		646,041		37,982		532,799		281,224
Interest Earnings		66,149		67,815		89,900		73,000
<b>Total Revenues</b>		<b>11,718,887</b>		<b>10,629,091</b>		<b>11,131,117</b>		<b>9,713,976</b>
<b>Expenditures</b>								
Health Benefits		8,597,822		9,487,923		9,578,819		10,028,046
Dental Benefits		445,148		480,544		347,571		503,310
Life Insurance		152,390		147,509		128,992		156,429
Other Benefits		28,449		23,648		23,465		24,118
Affordable Care Act		4,547		3,489		3,458		4,992
Special Services		48,181		103,387		103,387		103,387
Travel and Training		-		964		964		964
Benefit Analyst		-		78,319		61,325		88,764
Vision Insurance		-		-		(6,037)		-
<b>Total Expenditures</b>		<b>9,276,538</b>		<b>10,325,783</b>		<b>10,241,944</b>		<b>10,910,010</b>
Transfer In		-		-		-		-
(Transfer Out)		-		(670)		(670)		-
<b>Ending Fund Balance</b>	\$	5,306,347	\$	5,610,325	\$	6,196,190	\$	5,000,156

**Employee Benefits Fund(661)**  
**Statement of Revenues**  
**Fiscal Year 2020-2021**

	Actuals		Amended		Projected		Budget	
	2018-2019		2019-2020		2019-2020		2020-2021	
Interest Earnings	\$	66,149	\$	67,815	\$	89,900	\$	73,000
Employee Assistance Program		5,949		23,648		23,648		30,067
Section 125 Forfeiture		1,417		1,157		1,157		1,157
Health Benefits Paid by City		8,484,066		8,048,252		8,043,757		6,678,053
Health Benefits paid by employee		1,932,317		1,920,188		1,895,732		2,112,206
COBRA Premiums		13,371		13,177		3,230		-
Dental Benefits paid by employees		274,044		255,150		270,670		269,728
Dental Benefits paid by City		138,165		140,274		140,274		134,211
Life Insurance Premiums paid by City		26,571		10,367		12,089		16,491
Life Insurance Premiums paid by employees		151,534		149,063		145,896		149,063
Miscellaneous Income - Rebates		265,232		-		191,764		175,000
Stop loss Reimbursement		360,073		-		313,000		75,000
<b>Total Revenues</b>	\$	<b>11,718,887</b>	\$	<b>10,629,091</b>	\$	<b>11,131,117</b>	\$	<b>9,713,976</b>

**Employee Benefits Fund(661)**  
**Statement of Expenditures**  
**Fiscal Year 2020-2021**

	Actuals		Amended		Projected		Budget	
	2018-2019		2019-2020		2019-2020		2020-2021	
Benefit Analyst	\$	-	\$	78,319	\$	61,325	\$	88,764
Life Insurance Premiums		152,390		147,509		128,992		156,429
Affordable Care Act		4,547		3,489		3,458		4,992
Special Services		48,181		103,387		103,387		103,387
Travel and Training		-		964		964		964
Employee Assistance Program Fees		28,449		23,648		23,465		24,118
Health Claim Payments		6,032,891		6,214,073		6,585,086		6,839,494
Rx Claims		1,960,728		2,536,359		2,145,242		2,324,088
Dental Administrative Fees		20,175		24,994		19,094		21,943
Dental Claim		424,973		455,550		328,477		481,367
Health Admin Fees		241,093		285,652		334,137		331,266
Health Stop loss		363,110		451,839		514,354		533,198
Vision Insurance		-		-		(6,037)		-
<b>Total Expenditures</b>	\$	<b>9,276,538</b>	\$	<b>10,325,783</b>	\$	<b>10,241,944</b>	\$	<b>10,910,010</b>

**Service Point Expenditures - General Services**

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	4,547	81,808	64,783	93,756
Supplies and Services	9,119,600	10,096,466	10,054,206	10,659,825
Sundry	152,390	147,509	122,955	156,429
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>9,276,538</b>	<b>10,325,783</b>	<b>10,241,944</b>	<b>10,910,010</b>

**Property & Facilities Management (663)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals		Amended					
	2018-2019		Budget					
			2019-2020					
			Projected					
			2019-2020					
			Budget					
			2020-2021					
Roof Replacement Reserve	\$	388,128	\$	190,628	\$	190,628	\$	352,125
Tourism Roof Replacement & HVAC		492,026		517,026		517,026		542,026
Unreserved Fund Balance		280,575		429,357		429,357		329,113
<b>Beginning Fund Balance / Working Capital</b>		<b>1,160,729</b>		<b>1,137,011</b>		<b>1,137,011</b>		<b>1,223,264</b>
<b>Revenues</b>								
Miscellaneous Rental Income		18,000		18,000		18,000		18,000
Interest Earnings		28,257		23,623		24,929		-
Roof Maintenance		64,049		66,586		66,588		67,844
Roof Replacement		156,541		168,536		168,535		174,150
HVAC Maintenance		256,876		270,988		271,033		276,334
<b>Total Revenues</b>		<b>523,723</b>		<b>547,733</b>		<b>549,085</b>		<b>536,328</b>
<b>Expenditures</b>								
Employee Costs		186,531		125,155		145,623		162,421
Property and Facility Maintenance		128,719		256,147		167,173		178,489
Health District		5,885		9,200		3,342		6,678
HVAC Maintenance		232,928		270,988		257,729		276,329
HVAC Replacement		12,097		65,000		41,883		65,000
Roof Maintenance		63,466		66,586		63,331		67,843
Roof Replacement		354,624		501,357		10,295		410,163
<b>Total Expenditures</b>		<b>984,249</b>		<b>1,294,433</b>		<b>689,376</b>		<b>1,166,923</b>
<b>Transfer In</b>								
General Fund (101)		281,068		101,305		101,305		101,305
Hotel Tax Fund (211)		25,000		25,000		25,000		25,000
Water Utilities Fund (502)		50,653		50,653		50,653		50,653
Solid Waste Fund (560)		50,653		50,653		50,653		50,653
PEG Fund (236)		32,015		-		-		-
(Transfer Out)		(2,580)		(1,067)		(1,067)		-
Productivity Fund (639)		(2,580)		(1,067)		(1,067)		-
<b>Transfer Out</b>								
Roof Replacement Reserve		190,628		-		352,125		116,113
Tourism Roof Replacement & HVAC		517,026		542,026		542,026		567,026
Unreserved Fund Balance		429,357		74,829		329,113		137,141
<b>Ending Fund Balance / Working Capital</b>	\$	<b>1,137,011</b>	\$	<b>616,855</b>	\$	<b>1,223,264</b>	\$	<b>820,280</b>

**Service Point Expenditures - General Services**

	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	140,503	125,155	145,623	162,421
Supplies and Services	59,136	66,061	51,941	66,070
Sundry	15,217	27,608	16,277	37,476
Utilities	-	-	-	-
Maintenance	54,365	162,478	98,955	74,943
Capital Outlay	-	-	-	-
<b>Total</b>	<b>269,221</b>	<b>381,302</b>	<b>312,796</b>	<b>340,910</b>

**Service Point Employees - Facilities**

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
6)City Engineer	0.25	-	-	-	-
Building Services Technician	1	1	1	1	1
Building Service Supervisor	1	1	1	1	1
<b>Total Department</b>	<b>2.25</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Technology Fund (671)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	399,546	643,842	643,842	659,823
<b>Revenues</b>				
Rental Income	30,275	30,275	30,275	30,275
Interest Earning	21,709	17,864	17,383	17,864
Technology Charges	4,540,558	4,726,430	4,726,430	4,957,827
Miscellaneous Income	135,997	135,000	135,000	135,000
<b>Total Revenues</b>	<b>4,728,539</b>	<b>4,909,569</b>	<b>4,909,088</b>	<b>5,140,966</b>
<b>Expenditures</b>				
Administration	1,079,111	1,206,758	1,097,176	1,286,577
Technology Purchases	4,221,060	5,234,086	4,782,613	4,986,103
Contingency	-	-	-	-
<b>Total Expenditures</b>	<b>5,300,171</b>	<b>6,440,844</b>	<b>5,879,789</b>	<b>6,272,680</b>
Transfer In	839,764	997,347	997,347	997,347
General Fund (101)	193,404	300,000	300,000	300,000
Water Utilities Fund (502)	347,193	300,000	300,000	300,000
Solid Waste Fund (560)	188,991	275,000	275,000	275,000
Tourism & Convention Fund (219)	11,255	20,000	20,000	20,000
Airport Operating Fund (524)	33,574	37,000	37,000	37,000
Fleet Maintenance & Replacement Fund (640)	65,347	65,347	65,347	65,347
Transfer Out	(23,836)	(10,665)	(10,665)	-
Productivity Fund (639)	(23,836)	(10,665)	(10,665)	-
<b>Ending Fund Balance</b>	<b>643,842</b>	<b>99,249</b>	<b>659,823</b>	<b>525,456</b>

**Service Point Expenditures - Comp Services Admin**

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	1,032,498	1,156,277	1,032,361	1,237,987
Supplies and Services	38,142	40,387	60,599	39,981
Sundry	464	450	450	450
Utilities	164	150	150	150
Maintenance	7,844	9,494	3,616	8,009
Capital Outlay	-	-	-	-
<b>Total</b>	<b>1,079,111</b>	<b>1,206,758</b>	<b>1,097,176</b>	<b>1,286,577</b>

**Service Point Expenditures - Computer Services**

	FY2018-2019 Actual Expenditures	FY2019-2020 Budget Appropriations	FY2019-2020 Projected Expenditures	FY2020-2021 Budget Appropriations
Salaries and Benefits	-	-	-	-
Supplies and Services	1,709,644	1,743,281	1,870,779	2,003,729
Sundry	-	177,498	-	-
Utilities	171,896	304,383	304,383	200,414
Maintenance	2,252,448	2,557,451	2,607,451	2,781,960
Capital Outlay	87,071	451,473	-	-
<b>Total</b>	<b>4,221,060</b>	<b>5,234,086</b>	<b>4,782,613</b>	<b>4,986,103</b>

**Service Point Employees - IT**

<b>Regular Full-time Positions</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Chief Information Officer	1	1	1	1	1
4)Administrative Assistant	-	-	-	-	-
IT Specialist I	-	-	-	-	-
5)IT Specialist II	1	1	1	1	1
7)Advanced IT Specialist II	2	3	3	3	3
IT Specialist III	-	-	-	-	-
IT Support Specialist I	1	1	1	1	1
1, 2, 3, 6) Advanced IT Specialist III	3	3	3	3	3
2, 8) IT Specialist IV	2	2	3	3	2
3, 6) Advanced IT Specialist III Supervisor*	-	-	-	-	-
IT Specialist IV Supervisor	1	1	1	1	2
<b>Total Full-Time</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>

<b>Regular Part-Time Positions</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
9) IT Help Desk Technician	-	-	-	-	1
<b>Total Part-Time</b>	-	-	-	-	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>

**Retiree Benefits Fund(761)**

**Statement of Revenues, Expenditures, and Changes in Working Capital  
Fiscal Year 2020-2021**

	<b>Actuals 2018-2019</b>	<b>Amended Budget 2019-2020</b>	<b>Projected 2019-2020</b>	<b>Budget 2020-2021</b>
<b>Beginning Fund Balance/Reserved for Commitments</b>	\$ 180,785	\$ 78,918	\$ 78,918	\$ 78,631
<b>Revenues</b>				
Health Benefits	2,459,627	2,938,257	2,687,487	2,892,160
Dental Benefits	80,587	85,134	68,532	87,507
Interest Earnings	1,627	35,930	489	2,789
<b>Total Revenues</b>	<b>2,541,841</b>	<b>3,059,321</b>	<b>2,756,508</b>	<b>2,982,456</b>
<b>Expenditures</b>				
Health Benefits	2,419,036	2,762,157	2,497,121	2,689,259
Dental Benefits	163,136	173,958	163,281	164,476
Life Insurance	38,414	44,160	24,073	45,198
Special Services	22,549	44,308	44,308	44,308
Benefit Analyst	-	33,562	26,243	38,695
Affordable Care Act	573	1,176	1,482	520
<b>Total Expenditures</b>	<b>2,643,708</b>	<b>3,059,321</b>	<b>2,756,508</b>	<b>2,982,456</b>
Transfer In (Transfer Out)	-	(287)	(287)	-
<b>Ending Fund Balance/Reserved for Commitments</b>	\$ 78,918	\$ 78,631	\$ 78,631	\$ 78,631

## Retiree Benefits Fund(761)

### Statement of Revenues

Fiscal Year 2020-2021

	Actuals		Amended Budget		Projected		Budget	
	2018-2019		2019-2020		2019-2020		2020-2021	
Interest Earnings	\$	1,627	\$	35,930	\$	489	\$	2,789
Retiree Health Premium		289,467		222,561		240,352		249,788
Retiree Medicare Supplemental Ins Premiums		362,692		406,118		353,122		447,203
Retiree Dental Premium		80,587		85,134		68,532		87,507
PARS Trust Fund Reimbursement		1,807,468		2,309,578		2,094,013		2,195,169
<b>Total Revenues</b>	<b>\$</b>	<b>2,541,841</b>	<b>\$</b>	<b>3,059,321</b>	<b>\$</b>	<b>2,756,508</b>	<b>\$</b>	<b>2,982,456</b>

## Retiree Benefits Fund(761)

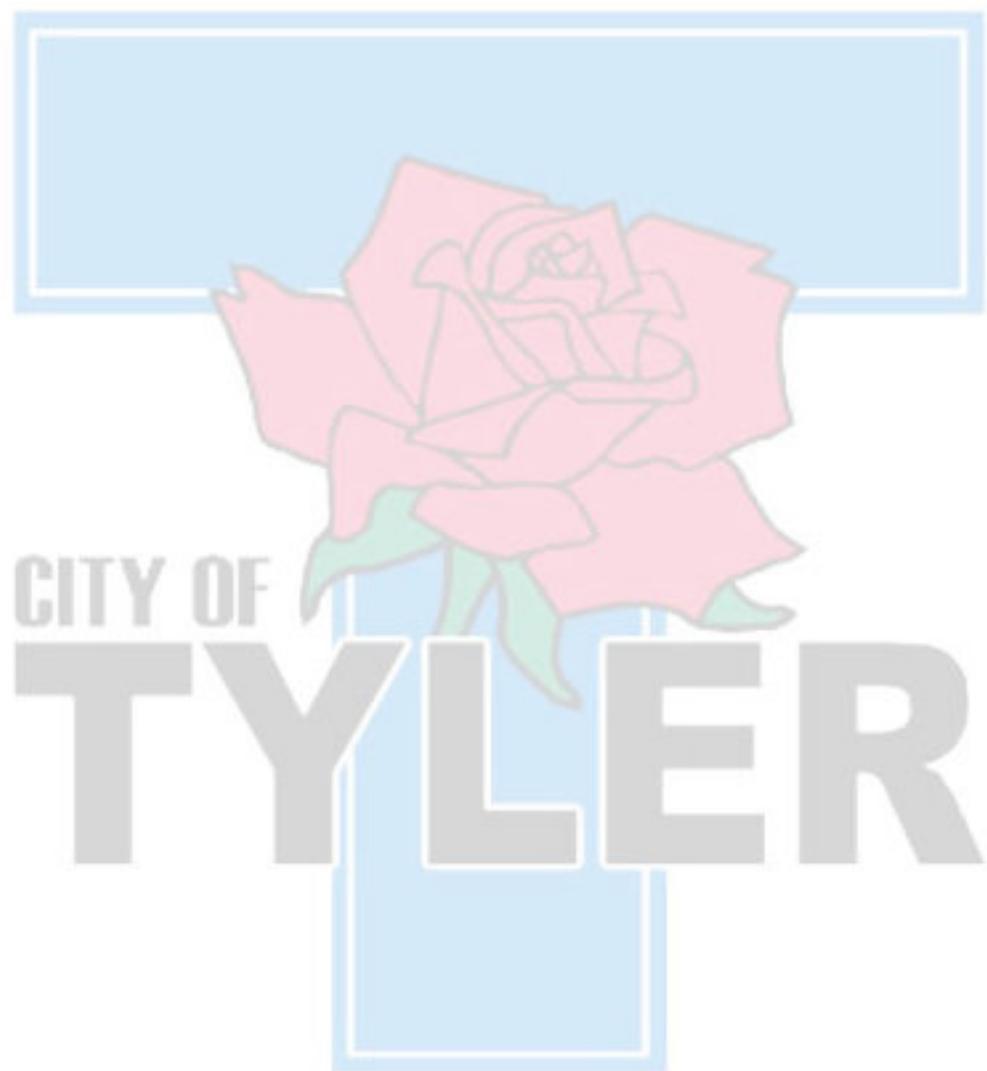
### Statement of Expenditures

Fiscal Year 2020-2021

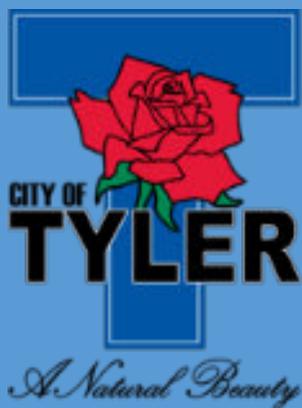
	Actuals		Amended Budget		Projected		Budget	
	2018-2019		2019-2020		2019-2020		2020-2021	
Life Insurance	\$	38,414	\$	44,160	\$	24,073	\$	45,198
Benefit Analyst		-		33,562		26,243		38,695
Special Services		22,549		44,308		44,308		44,308
Medicare Supplement		804,502		792,430		902,553		910,330
Health Claim Payments		1,122,916		1,190,446		1,176,558		1,220,466
Rx Claims		396,800		681,238		290,955		413,006
Dental Administrative Fees		10,546		8,725		9,787		9,741
Dental Claim		152,590		165,233		153,494		154,735
Health Admin Fees		50,355		40,407		73,710		85,020
Health Stop loss		44,463		57,636		53,345		60,437
Affordable Care Act		573		1,176		1,482		520
<b>Total Expenditures</b>	<b>\$</b>	<b>2,643,708</b>	<b>\$</b>	<b>3,059,321</b>	<b>\$</b>	<b>2,756,508</b>	<b>\$</b>	<b>2,982,456</b>

### Service Point Expenditures - General Services

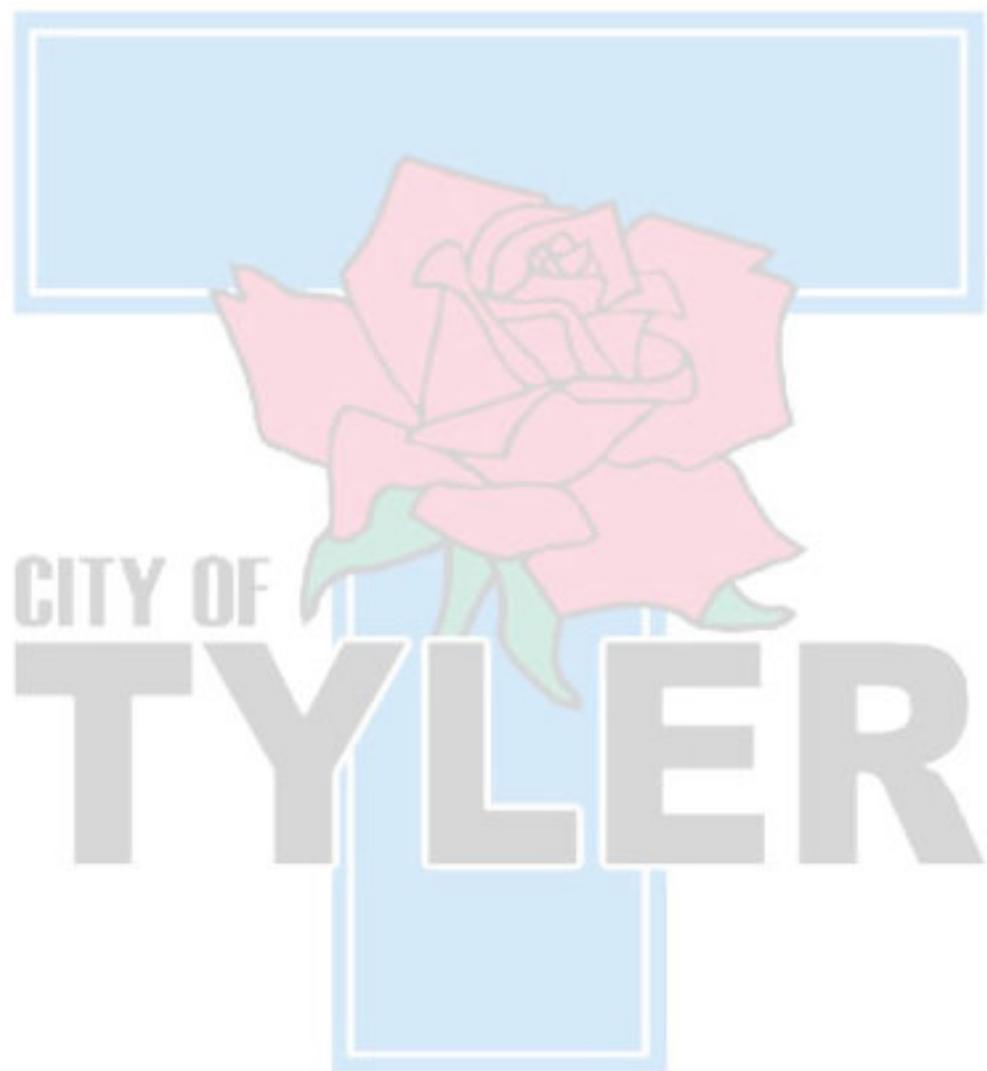
	FY2018-2019	FY2019-2020	FY2019-2020	FY2020-2021
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	573	34,738	27,725	39,215
Supplies and Services	2,604,721	2,980,423	2,704,710	2,898,043
Sundry	38,414	44,160	24,073	45,198
Utilities	-	-	-	-
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>2,643,708</b>	<b>3,059,321</b>	<b>2,756,508</b>	<b>2,982,456</b>



*A Natural Beauty*



# Combined Debt Service



*A Natural Beauty*

# Combined Debt Service

## **GO Bond Program Summary**

As of Oct. 1, 2019 the City has no outstanding general obligation tax supported debt.

## **Maximum Debt Limit**

The City of Tyler Charter limits the bonded debt to 10 percent of assessed value. Accordingly, the City's tax margin for the year ended Sept. 30, 2020 was:

Total Assessed Value	\$ 9,399,389,779
Debt Limit	\$ 939,938,978
Amount of Debt Applicable to Debt Limit:	
General obligation bonded debt	-
Less: Debt Service Fund Balance	-
Net Bonded Debt	-

## **Bond Rating for Tax Debt**

The following is the City's Bond rating for the current tax supported debt.

Moody's	Aa <sub>2</sub>
Standard and Poor's	AAA

## **Revenue Bond Program Summary**

As of Oct. 1, 2019 the City will have \$78,495,000 of Water and Sewer Revenue Bonds Outstanding. Also, the city has a taxable revenue bond issue for the Airport Customer Facility that will have an outstanding balance of \$785,000 as of October 1, 2019.

## **Bond Rating for Revenue Debt**

The following is the City's bond rating for the current revenue supported debt for water and sewer.

Moody's	Aa <sub>2</sub>
Standard and Poor's	AAA
Standard and Poor's (Senior lien debt)	AAA

# Customer Facility Charge Revenue Bonds SERIES 2013

Fiscal Year 2020-2021

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2021	13,348	13,348	80,000	106,696	\$630,000
2022	11,844	11,844	80,000	103,688	550,000
2023	10,340	10,340	85,000	105,680	465,000
2024	8,742	8,742	85,000	102,484	380,000
2025	7,144	7,144	90,000	104,288	290,000
2026	5,452	5,452	95,000	105,904	195,000
2027	3,666	3,666	95,000	102,332	100,000
2028	1,880	1,880	100,000	103,760	-
<b>TOTAL</b>	\$62,416	\$62,416	\$710,000	\$834,832	

Note: Debt Service is part of Fund 524

Interest Rate 3.76%

**Utilities Debt Service Fund (504)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
<b>Beginning Fund Balance</b>	471,789	735,557	735,557	902,468
<b>Revenues</b>				
Interest Earnings	54,524	28,000	45,000	35,000
Miscellaneous Income	10,919	-	-	-
Regulatory Compliance Fee	1,170,207	2,409,080	2,409,000	2,498,000
<b>Total Revenues</b>	<b>1,235,649</b>	<b>2,437,080</b>	<b>2,454,000</b>	<b>2,533,000</b>
<b>Expenditures</b>				
Series 2011 Interest	253,175	236,525	212,525	-
Series 2011 Principal	555,000	570,000	570,000	-
Series 2012 Interest	25,206	22,906	22,906	20,606
Series 2012 Principal	115,000	115,000	115,000	120,000
Series 2015 A Interest	279,350	274,850	274,850	270,250
Series 2015 A Principal	225,000	230,000	230,000	235,000
Series 2015 B Interest	655,025	634,050	634,050	601,300
Series 2015 B Principal	1,290,000	1,310,000	1,310,000	1,340,000
Series 2017A Interest	123,350	116,450	116,450	109,250
Series 2017A Principal	230,000	240,000	240,000	250,000
Series 2017B Interest	250,925	250,925	250,925	250,925
Series 2017B Principal	-	-	-	-
Series 2018A Interest	352,660	312,200	312,200	302,600
Series 2018A Principal	280,000	320,000	320,000	330,000
Series 2018B Interest	282,188	247,650	247,650	223,200
Series 2018B Principal	775,000	815,000	815,000	835,000
Series 2019 Interest	-	581,969	581,969	652,003
Series 2019 Principal	-	550,000	550,000	480,000
Series 2020 Interest	-	-	-	128,082
Series 2020 Principal	-	-	-	-
Fiscal Agent Fees/Special Services	4,135	15,000	-	15,000
<b>Total Expenditures</b>	<b>5,696,014</b>	<b>6,842,525</b>	<b>6,803,525</b>	<b>6,163,215</b>
Transfer In	4,724,132	4,516,436	4,516,436	3,878,282
Water Utilities Fund (502)	4,724,132	4,516,436	4,516,436	3,878,282
Transfer In	-	-	-	-
Water Utilities Fund (502)	-	-	-	-
<b>Ending Fund Balance</b>	<b>735,557</b>	<b>846,548</b>	<b>902,468</b>	<b>1,150,534</b>

**Utilities Debt Reserve Fund (505)**  
**Statement of Revenues, Expenditures, and Changes in Working Capital**  
**Fiscal Year 2020-2021**

	Actuals 2018-2019	Amended Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
Debt Service Reserve	786,725	786,725	786,725	786,725
Unreserved Fund Balance	2,427	9,415	9,415	9,415
<b>Beginning Fund Balance</b>	<b>789,152</b>	<b>796,140</b>	<b>796,140</b>	<b>796,140</b>
<b>Revenues</b>				
Interest Earnings	18,205	15,837	-	15,837
<b>Total Revenues</b>	<b>18,205</b>	<b>15,837</b>	<b>-</b>	<b>15,837</b>
<b>Expenditures</b>				
Special Services	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer In	-	-	-	-
Transfer Out	(11,218)	-	-	(12,000)
Water Utilities Fund (502)	-	-	-	-
Utilities Capital Fund (503)	(11,218)	-	-	(12,000)
Debt Service Reserve	786,725	786,725	786,725	786,725
Unreserved Fund Balance	9,415	25,252	9,415	13,252
<b>Ending Fund Balance</b>	<b>796,140</b>	<b>811,977</b>	<b>796,140</b>	<b>799,977</b>

# WATER AND SEWER REVENUE DEBT RETIREMENT DATA

FY2019 - 2049

ALL SERIES

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2021	1,279,108	1,279,108	3,590,000	6,148,215	70,360,000
2022	1,227,867	1,227,867	4,335,000	6,790,734	66,025,000
2023	1,162,217	1,162,217	4,510,000	6,834,434	61,515,000
2024	1,093,992	1,093,992	4,640,000	6,827,984	56,875,000
2025	1,022,892	1,022,892	4,785,000	6,830,784	52,090,000
2026	939,676	939,676	4,955,000	6,834,353	47,135,000
2027	848,014	848,014	5,125,000	6,821,028	42,010,000
2028	757,089	757,089	5,170,000	6,684,178	36,840,000
2029	660,839	660,839	4,705,000	6,026,678	32,135,000
2030	570,314	570,314	4,925,000	6,065,628	27,210,000
2031	480,839	480,839	3,015,000	3,976,678	24,195,000
2032	432,499	432,499	3,115,000	3,979,998	21,080,000
2033	381,599	381,599	2,840,000	3,603,198	18,240,000
2034	334,849	334,849	2,925,000	3,594,698	15,315,000
2035	286,699	286,699	1,550,000	2,123,398	13,765,000
2036	258,174	258,174	1,210,000	1,726,348	12,555,000
2037	236,543	236,543	1,255,000	1,728,085	11,300,000
2038	214,086	214,086	1,305,000	1,733,173	9,995,000
2039	189,811	189,811	755,000	1,134,623	9,240,000
2040	176,410	176,410	780,000	1,132,820	8,460,000
2041	162,370	162,370	810,000	1,134,740	7,650,000
2042	147,790	147,790	835,000	1,130,580	6,815,000
2043	132,760	132,760	870,000	1,135,520	5,945,000
2044	117,100	117,100	900,000	1,134,200	5,045,000
2045	100,900	100,900	930,000	1,131,800	4,115,000
2046	82,300	82,300	970,000	1,134,600	3,145,000
2047	62,900	62,900	1,005,000	1,130,800	2,140,000
2048	42,800	42,800	1,050,000	1,135,600	1,090,000
2049	21,800	21,800	1,090,000	1,133,600	-
<b>TOTAL</b>	\$13,424,234	\$13,424,234	\$73,950,000	\$100,798,468	

## WATER AND SEWER REVENUE BONDS

### SERIES 2012

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2021	10,303	10,303	120,000	140,606	790,000
2022	9,103	9,103	120,000	138,206	670,000
2023	7,903	7,903	125,000	140,806	545,000
2024	6,653	6,653	130,000	143,306	415,000
2025	5,191	5,191	135,000	145,381	280,000
2026	3,588	3,588	140,000	147,175	140,000
2027	1,838	1,838	140,000	143,675	-
<b>TOTAL</b>	<b>\$44,578</b>	<b>\$44,578</b>	<b>\$910,000</b>	<b>\$999,156</b>	

Interest Rate 2.10%

## WATER AND SEWER REVENUE REFUNDING BONDS

### SERIES 2015 A

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2021	135,125	135,125	235,000	505,250	6,840,000
2022	131,600	131,600	245,000	508,200	6,595,000
2023	127,925	127,925	255,000	510,850	6,340,000
2024	124,100	124,100	255,000	503,200	6,085,000
2025	119,638	119,638	265,000	504,275	5,820,000
2026	115,000	115,000	275,000	505,000	5,545,000
2027	110,188	110,188	285,000	505,375	5,260,000
2028	105,200	105,200	295,000	505,400	4,965,000
2029	99,300	99,300	850,000	1,048,600	4,115,000
2030	82,300	82,300	2,325,000	2,489,600	1,790,000
2031	35,800	35,800	330,000	401,600	1,460,000
2032	29,200	29,200	345,000	403,400	1,115,000
2033	22,300	22,300	360,000	404,600	755,000
2034	15,100	15,100	370,000	400,200	385,000
2035	7,700	7,700	385,000	400,400	-
<b>TOTAL</b>	<b>\$1,260,475</b>	<b>\$1,260,475</b>	<b>\$7,075,000</b>	<b>\$9,595,950</b>	

Interest Rate 2.93%

## WATER AND SEWER REVENUE REFUNDING BONDS

### SERIES 2015 B

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2021	300,650	300,650	1,340,000	1,941,300	12,320,000
2022	282,225	282,225	1,380,000	1,944,450	10,940,000
2023	254,625	254,625	1,435,000	1,944,250	9,505,000
2024	225,925	225,925	1,490,000	1,941,850	8,015,000
2025	196,125	196,125	1,555,000	1,947,250	6,460,000
2026	157,250	157,250	1,630,000	1,944,500	4,830,000
2027	116,500	116,500	1,710,000	1,943,000	3,120,000
2028	78,000	78,000	1,790,000	1,946,000	1,330,000
2029	33,250	33,250	1,330,000	1,396,500	-
<b>TOTAL</b>	<b>\$1,644,550</b>	<b>\$1,644,550</b>	<b>\$13,660,000</b>	<b>\$16,949,100</b>	

Interest Rate 2.76%

## WATER AND SEWER REVENUE BONDS

### SERIES 2017A

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2021	54,625	54,625	250,000	359,250	3,200,000
2022	50,875	50,875	255,000	356,750	2,945,000
2023	47,050	47,050	265,000	359,100	2,680,000
2024	43,075	43,075	270,000	356,150	2,410,000
2025	39,025	39,025	275,000	353,050	2,135,000
2026	34,900	34,900	285,000	354,800	1,850,000
2027	29,200	29,200	290,000	348,400	1,560,000
2028	23,400	23,400	295,000	341,800	1,265,000
2029	18,975	18,975	305,000	342,950	960,000
2030	14,400	14,400	310,000	338,800	650,000
2031	9,750	9,750	320,000	339,500	330,000
2032	4,950	4,950	330,000	339,900	-
<b>TOTAL</b>	<b>\$370,225</b>	<b>\$370,225</b>	<b>\$3,450,000</b>	<b>\$4,190,450</b>	

Interest Rate 2.27%

## WATER AND SEWER REVENUE BONDS

### SERIES 2017B

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2021	125,463	125,463	-	250,925	7,950,000
2022	125,463	125,463	-	250,925	7,950,000
2023	125,463	125,463	-	250,925	7,950,000
2024	125,463	125,463	-	250,925	7,950,000
2025	125,463	125,463	-	250,925	7,950,000
2026	125,463	125,463	-	250,925	7,950,000
2027	125,463	125,463	-	250,925	7,950,000
2028	125,463	125,463	-	250,925	7,950,000
2029	125,463	125,463	1,220,000	1,470,925	6,730,000
2030	104,113	104,113	1,265,000	1,473,225	5,465,000
2031	81,975	81,975	1,305,000	1,468,950	4,160,000
2032	62,400	62,400	1,345,000	1,469,800	2,815,000
2033	42,225	42,225	1,385,000	1,469,450	1,430,000
2034	21,450	21,450	1,430,000	1,472,900	-
<b>TOTAL</b>	<b>\$1,441,325</b>	<b>\$1,441,325</b>	<b>\$7,950,000</b>	<b>\$10,832,650</b>	

Interest Rate 2.73%

## WATER AND SEWER REVENUE BONDS

### SERIES 2018A

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2021	151,300	151,300	330,000	632,600	7,580,000
2022	146,350	146,350	340,000	632,700	7,240,000
2023	141,250	141,250	350,000	632,500	6,890,000
2024	136,000	136,000	360,000	632,000	6,530,000
2025	130,600	130,600	370,000	631,200	6,160,000
2026	123,200	123,200	385,000	631,400	5,775,000
2027	115,500	115,500	400,000	631,000	5,375,000
2028	107,500	107,500	420,000	635,000	4,955,000
2029	99,100	99,100	435,000	633,200	4,520,000
2030	90,400	90,400	450,000	630,800	4,070,000
2031	81,400	81,400	470,000	632,800	3,600,000
2032	72,000	72,000	490,000	634,000	3,110,000
2033	62,200	62,200	470,000	594,400	2,640,000
2034	52,800	52,800	485,000	590,600	2,155,000
2035	43,100	43,100	505,000	591,200	1,650,000
2036	33,000	33,000	525,000	591,000	1,125,000
2037	22,500	22,500	550,000	595,000	575,000
2038	11,500	11,500	575,000	598,000	-
<b>TOTAL</b>	<b>\$1,619,700</b>	<b>\$1,619,700</b>	<b>\$7,910,000</b>	<b>\$10,551,400</b>	

Interest Rate 2.85%

## WATER AND SEWER REVENUE BONDS

### SERIES 2018B

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2021	111,600	111,600	835,000	1,058,200	6,605,000
2022	99,075	99,075	860,000	1,058,150	5,745,000
2023	86,175	86,175	885,000	1,057,350	4,860,000
2024	72,900	72,900	915,000	1,060,800	3,945,000
2025	59,175	59,175	945,000	1,063,350	3,000,000
2026	45,000	45,000	970,000	1,060,000	2,030,000
2027	30,450	30,450	1,000,000	1,060,900	1,030,000
2028	15,450	15,450	1,030,000	1,060,900	-
<b>TOTAL</b>	<b>\$519,825</b>	<b>\$519,825</b>	<b>\$7,440,000</b>	<b>\$8,479,650</b>	

Interest Rate 2.34%

## WATER AND SEWER REVENUE BONDS

### SERIES 2019

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2021	326,001	326,001	480,000	1,132,003	20,020,000
2022	321,201	321,201	490,000	1,132,403	19,530,000
2023	316,301	316,301	500,000	1,132,603	19,030,000
2024	311,301	311,301	510,000	1,132,603	18,520,000
2025	306,201	306,201	520,000	1,132,403	18,000,000
2026	301,001	301,001	530,000	1,132,003	17,470,000
2027	295,701	295,701	540,000	1,131,403	16,930,000
2028	290,301	290,301	555,000	1,135,603	16,375,000
2029	284,751	284,751	565,000	1,134,503	15,810,000
2030	279,101	279,101	575,000	1,133,203	15,235,000
2031	271,914	271,914	590,000	1,133,828	14,645,000
2032	263,949	263,949	605,000	1,132,898	14,040,000
2033	254,874	254,874	625,000	1,134,748	13,415,000
2034	245,499	245,499	640,000	1,130,998	12,775,000
2035	235,899	235,899	660,000	1,131,798	12,115,000
2036	225,174	225,174	685,000	1,135,348	11,430,000
2037	214,043	214,043	705,000	1,133,085	10,725,000
2038	202,586	202,586	730,000	1,135,173	9,995,000
2039	189,811	189,811	755,000	1,134,623	9,240,000
2040	176,410	176,410	780,000	1,132,820	8,460,000
2041	162,370	162,370	810,000	1,134,740	7,650,000
2042	147,790	147,790	835,000	1,130,580	6,815,000
2043	132,760	132,760	870,000	1,135,520	5,945,000
2044	117,100	117,100	900,000	1,134,200	5,045,000
2045	100,900	100,900	930,000	1,131,800	4,115,000
2046	82,300	82,300	970,000	1,134,600	3,145,000
2047	62,900	62,900	1,005,000	1,130,800	2,140,000
2048	42,800	42,800	1,050,000	1,135,600	1,090,000
2049	21,800	21,800	1,090,000	1,133,600	-
<b>TOTAL</b>	<b>\$6,182,740</b>	<b>\$6,182,740</b>	<b>\$20,500,000</b>	<b>\$32,865,480</b>	

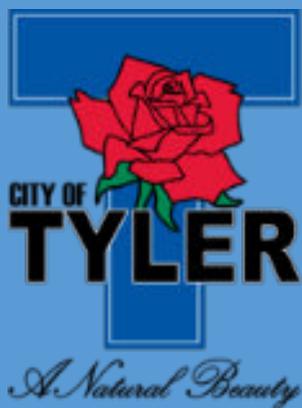
Estimated Interest Rate 3.45%

## WATER AND SEWER REVENUE BONDS

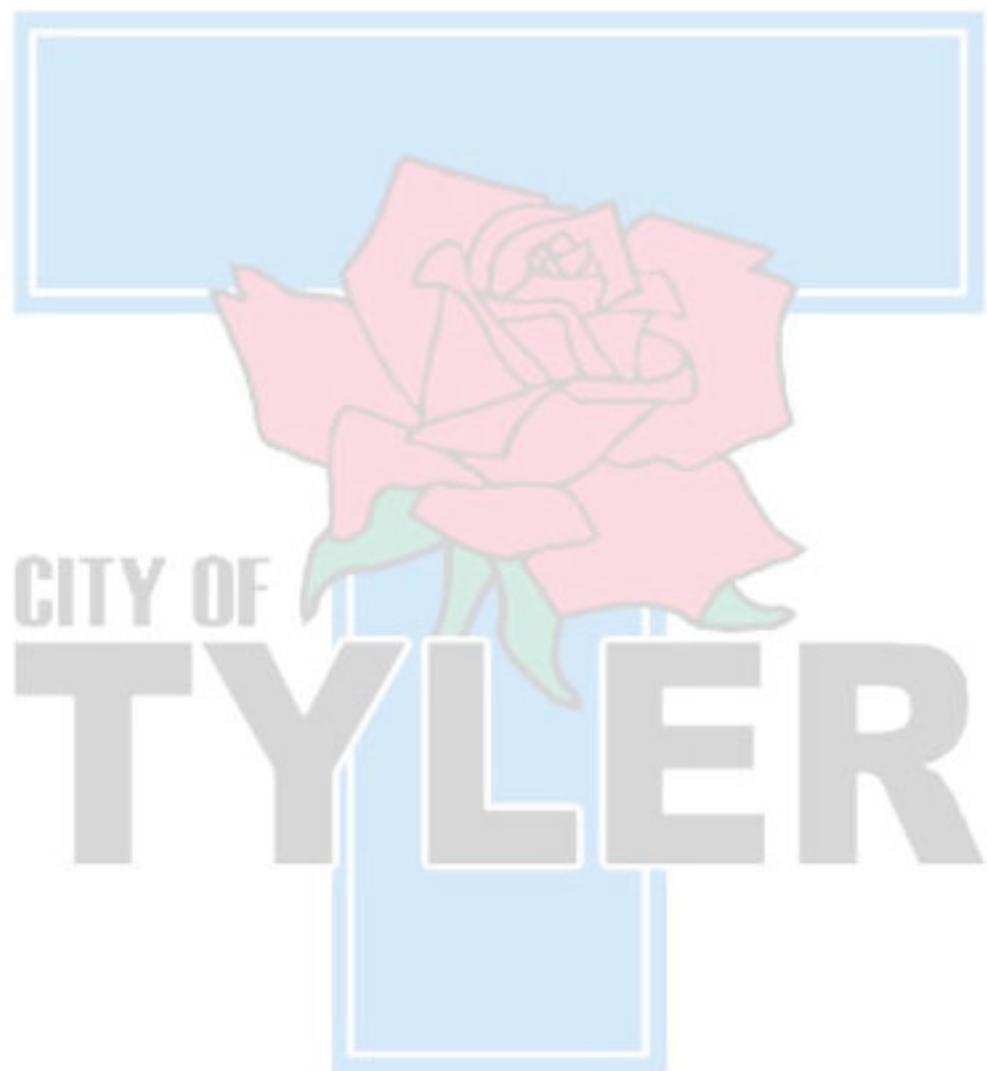
### SERIES 2020

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2021	64,041	64,041	-	128,082	5,055,000
2022	61,975	61,975	645,000	768,950	4,410,000
2023	55,525	55,525	695,000	806,050	3,715,000
2024	48,575	48,575	710,000	807,150	3,005,000
2025	41,475	41,475	720,000	802,950	2,285,000
2026	34,275	34,275	740,000	808,550	1,545,000
2027	23,175	23,175	760,000	806,350	785,000
2028	11,775	11,775	785,000	808,550	-
<b>TOTAL</b>	<b>\$340,816</b>	<b>\$340,816</b>	<b>\$5,055,000</b>	<b>\$5,736,632</b>	

Estimated Interest Rate 0.61% Estimated Closing Date: 8/19/2020



# Adopting Documents



*A Natural Beauty*

**ORDINANCE NO. O-2020-86**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS, ADOPTING THE BUDGET FOR THE CITY OF TYLER, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AMENDING THE FISCAL YEAR 2019-2020 BUDGET; AND AUTHORIZING THE CITY MANAGER TO EXECUTE OUTSIDE CONTRACTS FOR FISCAL YEAR 2020-2021; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to the laws of the State of Texas and the Charter and City Code of the City of Tyler, the City Manager of Tyler prepared a budget covering proposed expenditures for the next fiscal year and caused the same to be published as required by law; and

**WHEREAS**, the 2020-2021 budget will raise more total property taxes than last year's budget by \$664,585.00 which is a 2.93% increase from last year's budget, and of that amount \$416,362.00 is tax revenue to be raised from new property added to the tax roll this year; and

**WHEREAS**, a public hearing was held by the City Council of the City of Tyler, Texas, on said proposed budget and tax rate on August 26, 2020 after compliance with all notice requirements and at which time said budget was fully considered, and interested taxpayers were heard; and

**WHEREAS**, City Council affirms its policy of seeking to maintain a minimum operating reserve (net of transfers and capital expenditures) equal to 15% of the budgeted expenditures for the General Operating Fund, Water Utilities Operating Fund and the Solid Waste Operating Fund; and

**WHEREAS**, City Council affirms the budget and financial policies that have been approved by ordinances and administrative actions;

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

**PART 1:** That the budget summary below originally proposed by the City Manager is hereby approved and appropriated as the Official Annual Budget(s) covering the City of Tyler for and during the fiscal year beginning October 1, 2020 and ending September 30, 2021, and expenditures by said City for and during such time shall be on the basis of said budget.

Combined Statement of Revenue and Expenditures					
All Funds					
Fiscal Year 2020-2021					
101 General	12,109,397	73,604,649	71,300,918	(2,303,731)	12,109,397
102 General Capital Projects	262,368	9,000	225,327	-	46,041
103 Street Improvements	397,118	7,545	1,642,766	1,602,426	364,323
202 Development Services	609,476	2,019,318	2,005,597	-	623,197
204 Cemeteries Operating	162,891	232,219	267,614	60,308	187,804
205 Police Forfeitures	496,163	59,179	194,500	-	360,842
207 Court Special Fees	(33,710)	557,353	461,560	-	62,083
208 Economic Development Fund	19,662	-	330,400	350,000	39,262
211 Hotel Occupancy Tax	5,378,950	2,912,026	1,456,456	(2,388,500)	4,446,020
217 TIF/TIRZ # 4	5,730	14,659	-	-	20,389
218 TIF/TIRZ # 3	521,089	103,507	5,000	-	619,596

219 Tourism and Convention	13,648	321,160	2,616,298	2,343,500	62,010
234 Passenger Facility	142,669	229,500	-	(150,000)	222,169
235 Rainy Day Fund	7,513,179	186,790	100,000	-	7,599,969
236 PEG Fee	822,103	21,575	316,208	-	527,470
240 Fair Plaza	-	-	-	-	-
274 Homeownership and Housing	421	14	-	-	435
276 Housing Assistance	436,608	8,082,692	8,156,321	-	362,979
285 MPO	-	575,000	575,000	-	-
286 Transit System	188,990	3,702,147	3,752,147	50,000	188,990
294 Community Development Grant	55,400	886,332	886,332	-	55,400
295 Home Grant	249,869	1,636,466	1,636,466	-	249,869
502 Utilities Operations	10,297,360	43,649,149	33,104,688	(11,431,635)	9,410,186
503 Utilities Construction	7,520,176	140,000	13,233,000	6,607,700	1,034,876
504 Utilities Debt Service	902,468	2,533,000	6,163,215	3,878,282	1,150,535
505 Utilities Debt Reserve	796,140	15,837	12,000	-	799,977
524 Airport	1,020,222	1,407,718	1,685,541	63,000	805,399
560 Solid Waste	2,047,031	14,643,923	12,876,705	(1,682,962)	2,131,287
562 Solid Waste Capital	333,438	15,000	1,243,963	932,309	36,784
575 Storm Water	1,442,631	2,011,375	1,765,945	-	1,688,061
639 Productivity	2,194,208	45,428	995,099	920,000	2,164,537
640 Fleet Maintenance/Replacement	5,734,117	11,157,303	11,094,131	(65,347)	5,731,942
650 Property and Liability	726,660	2,313,615	2,915,587	-	124,688
661 Active Employees Benefits	6,196,190	9,713,976	10,910,010	-	5,000,156
663 Facilities Maintenance	1,223,264	536,328	1,166,923	227,611	820,280
671 Technology	659,823	5,140,966	6,272,680	997,347	525,456
713 Cemeteries Trust	3,125,824	156,908	-	(60,308)	3,222,424
761 Retired Employees Benefits	78,631	2,982,456	2,982,456	-	78,631

**PART 2:** The City Manager is authorized to execute contracts and make payments to the following list of entities in the amounts shown; subject to final contract negotiation regarding terms and conditions:

Account	Agency	Funding Amount
101-0112-412.05-20	East Texas Council of Governments	\$14,535
101-0112-412.05-37	Center for Healthy Living	\$66,500
101-0112-412.05-82	Innovation Pipeline	\$80,000
101-0112-412.06-52	NETPHD (Health District)	\$200,000
208-0110-412.06-49	TEDC	\$100,000
208-0110-412.06-49	Tyler Metro Chamber	\$25,000
208-0110-412.06-49	Hispanic Business Alliance	\$25,000
208-0110-412.06-49	Business Education Council	\$15,000
211-0180-419.06-38	Discovery Place	\$32,400
211-0180-419.06-44	East Texas Symphony Orchestra	\$50,000
211-0180-419.06-45	Tyler Museum of Art	\$35,000
211-0180-419.06-46	County Historical Museum	\$13,500
211-0180-419.06-49	Visitors & Convention Bur	\$666,500
211-0180-419.06-86	Historic Aviation Museum	\$13,500

**PART 3:** That the fiscal year 2019-2020 budgets for General, Rainy Day, and Fair Plaza funds will be amended to include the following budget changes:

Account Number	Fund	Account Name	Current Budget	Change	Revised Budget
101-0000-399.92-40	101	Transfer from Fund 240	-	4,611	4,611
101-0000-341.55-15	101	Fair Plaza Non-Tenant	-	1,675	1,675

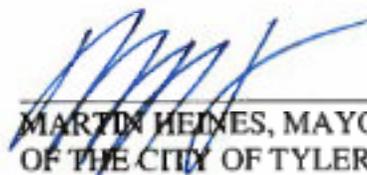
101-0713-438.03-11	101	Garage Supplies	-	931	931
101-0713-438.04-08	101	Special Services	-	2	2
101-0713-438.07-07	101	Power and Lights	-	11,665	11,665
101-0713-438.07-09	101	Water/Sewer/Garbage	-	1,856	1,856
101-0713-438.08-01	101	Building Maintenance	-	3,763	3,763
101-0713-438.08-35	101	Elevator Maintenance	-	4,150	4,150
101-0118-412.82-35	101	Transfer to Fund 235	-	500,000	500,000
	101	Fund Balance	12,609,397	500,000	12,109,397
235-0000-399.91-01	235	Transfer from Fund 101	-	500,000	500,000
240-0118-419.81-01	240	Transfer to Fund 101	-	4,611	4,611
	240	Fund Balance	-	4,611	-
294-0000-371.63-06	294	CARES Act	-	514,345	514,345
294-0950-811.01-01	294	Full-Time Employees	-	14,400	14,400
294-0950-811.01-08	294	Stability Pay	-	28	28
294-0950-811.02-01	294	TMRS Pension	-	3,282	3,282
294-0950-811.02-03	294	FICA	-	872	872
294-0950-811.02-04	294	Medicare Premiums	-	204	204
294-0950-811.02-05	294	Health Insurance	-	1,985	1,985
294-0950-811.02-06	294	Dental Insurance	-	40	40
294-0950-811.02-07	294	Life Insurance	-	2	2
294-0950-811.02-10	294	Worker's Compensation	-	19	19
294-0950-811.03-01	294	Office Supplies	-	1,000	1,000
294-0950-811.04-08	294	Special Services	-	10,000	10,000
294-0950-811.04-09	294	Adv & Publicity Printing	-	500	500
294-0950-811.06-09	294	Contingencies	-	80,954	80,954
294-0950-811.39-58	294	Public Service Projects	-	401,059	401,059

**PART 4:** That any ordinance, resolution, policy or any provision or section of the Code of the City of Tyler, Texas, as amended, and in conflict herewith, be and the same is hereby repealed to the extent of any conflict.

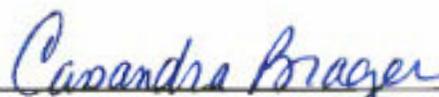
**PART 5:** Should any section, subsection, sentence, provision, clause or phrase be held to be invalid for any reason, such holding shall not render invalid any other section, subsection, sentence, provision, clause or phrase of this ordinance and same are deemed severable for this purpose.

**PART 6:** This ordinance shall become effective upon approval.

**PASSED AND APPROVED** this the 9th day of September, A.D., 2020.

  
 MARTIN HEINES, MAYOR  
 OF THE CITY OF TYLER, TEXAS

ATTEST:

  
 CASSANDRA BRAGER, CITY CLERK



APPROVED:  
  
 DEBORAH G. PULLUM,  
 CITY ATTORNEY

**ORDINANCE NO. O-2020-87**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS, APPROVING THE ASSESSMENT ROLL AND FIXING THE AD VALOREM TAX RATE FOR THE CITY OF TYLER, TEXAS, FOR FISCAL YEAR 2020-2021, AND PROVIDING FOR THE ASSESSMENT AND COLLECTION THERE OF AND FOR A LIEN ON REAL AND PERSONAL PROPERTY TO SECURE PAYMENT OF AD VALOREM TAXES; PROVIDING FOR EXEMPTIONS; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

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

**PART 1:** The assessment roll for 2020 for the City of Tyler as compiled by Smith County Appraisal District and as amended by the Appraisal Review Board is hereby approved and adopted.

**PART 2:** That there be and there is hereby levied and ordered collected the sum of \$0.259000 ad valorem tax on each One Hundred Dollar (\$100) valuation of all taxable property, real, personal and mixed, within the corporate limits of the City of Tyler, Texas, on January 1st of this year, for the following purposes and the following amounts:

General Fund maintenance and operations \$ 0.259000

**TOTAL TAX RATE PER \$100.00**

**VALUATIONS FOR ALL PURPOSES**

**PART 3:** That there be, and are hereby again set out, authorized exemptions as follows:

1. Homestead exemption under 65 - Ten percent (10%) or no less than \$5,000.
2. Homestead exemption over 65 - \$6,000.
3. Historical Preservation exemptions as set out in Tyler City Code Sections 10-793 and 10-794.

**PART 4:** Said ad valorem taxes shall be due and payable at the time and in the manner provided by the Tyler City Code, Chapter 2, relating to the payment of ad valorem taxes which said ordinances provide for penalties and interest on delinquent taxes.

**PART 5:** That notice for the public hearings on the proposed budget, property tax rate, and tax revenue increase, on the 26<sup>th</sup> day of August 2020 and on the 9<sup>th</sup> day of September 2020, were given by publication on the 15<sup>th</sup> day of August, 2020 and the 29<sup>th</sup> day of August 2020. The notice for vote on the tax rate was published on the 29<sup>th</sup> day of August, 2020.

**PART 6: THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

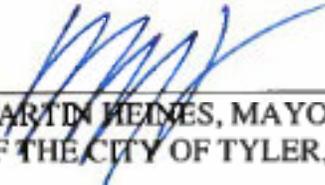
**PART 7:** That any ordinance, resolution, policy or any provision or section of the Code of the City of Tyler, Texas, as amended, and in conflict herewith, be and the same is hereby repealed to the extent of any conflict.

**PART 8:** Should any section, subsection, sentence, provision, clause or phrase be held to be invalid for any reason, such holding shall not render invalid any other section, subsection,

sentence, provision, clause or phrase of this ordinance and same are deemed severable for this purpose.

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

**PASSED AND APPROVED** this the 9<sup>th</sup> day of September, A.D., 2020.

  
\_\_\_\_\_  
MARTIN HEINES, MAYOR  
OF THE CITY OF TYLER, TEXAS

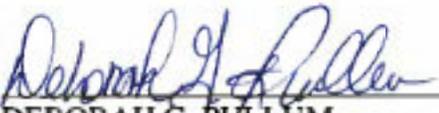
ATTEST:

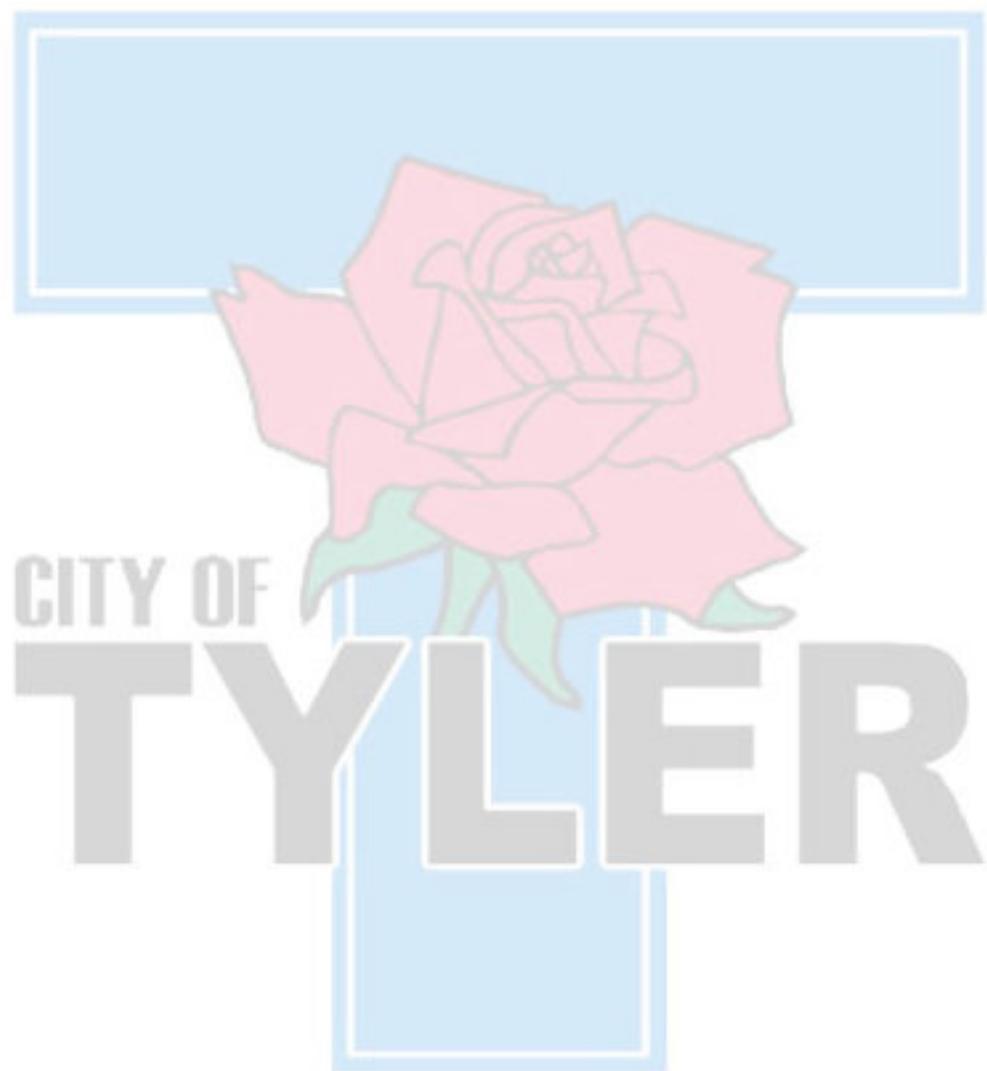
APPROVED:

  
\_\_\_\_\_  
CASSANDRA BRAGER, CITY CLERK

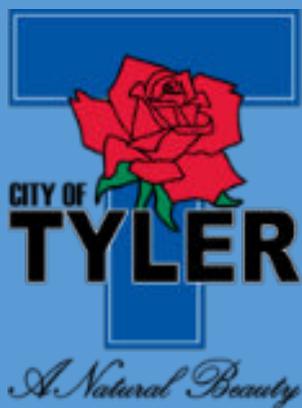


The seal is circular with a double-line border. The outer ring contains the text "CITY OF TYLER" at the top and "TEXAS" at the bottom. The center of the seal features the word "SEAL" in a bold, serif font, flanked by two stylized olive branches.

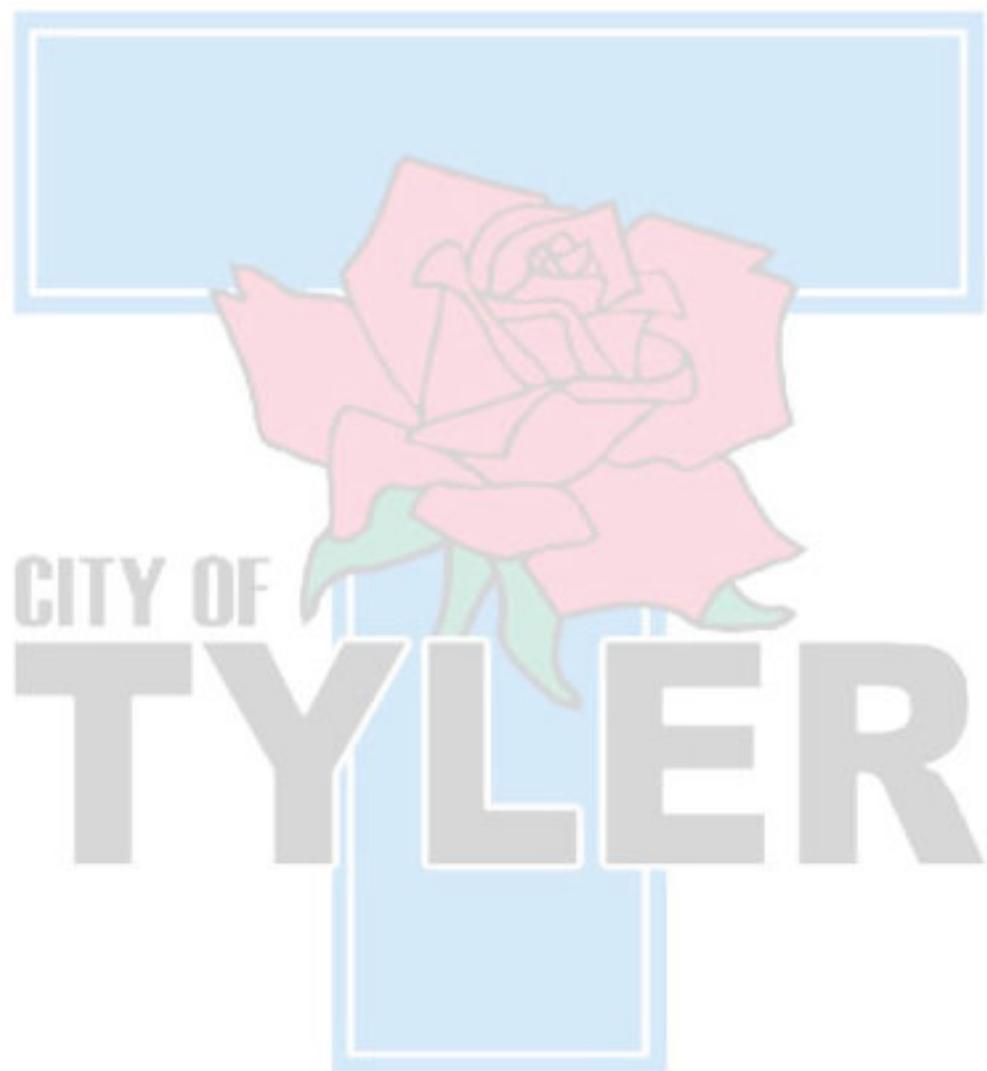
  
\_\_\_\_\_  
DEBORAH G. PULLUM,  
CITY ATTORNEY



*A Natural Beauty*



# Glossary



*A Natural Beauty*

# Glossary

## A

**Accounts Payable** – A liability account reflecting amount of open accounts owing to private persons or organizations for goods and services received by a government (but not including amounts due to other funds of the same government or to other governments).

**Accounts Receivable** – An asset account reflecting amounts owing to open accounts from private persons or organizations for goods or services furnished by a government.

**Accrual Accounting** – Recognition of the financial effects of transactions, events and circumstances in the period(s) when they occur regardless of when the cash is received or paid.

**Ad Valorem** – Latin for “value of.” Refers to the tax assessed against real (land and building) and personal (equipment and furniture) property.

**ADA** – Americans with Disability Act

**Amortization** – Payment of principal plus interest over a fixed period of time.

**Appropriation** – A legal authorization granted by a legislative body (City Council) to make expenditures and incur obligation for designated purposes.

**ARFF** – Airport Rescue Firefighters

**Assessed Valuation** – A valuation set upon real estate or other property by a government as a basis for levying taxes.

## B

**Balance Sheet** – The basic financial statement, which discloses the assets, liabilities and equities of an entity at a specific date in conformity with Generally Accepted Accounting Principles (GAAP).

**Balanced Budget** – Annual financial plan in which expenses do not exceed revenues and carry-over fund balance.

**BAS** – Boundary and Annexation Survey

**Bond** – A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s).

**Budget** – A plan of financial operation embodying an estimate of proposed expenditures for any given period and the proposed means of financing them.

## C

**Capital Outlays** – Expenditures which result in the acquisition of or addition to fixed assets which are individually priced at more than \$3,000 and have an expected life longer than two years.

**CAFR** – City’s Comprehensive Annual Financial Report

**CCNS** – Certificates of Convenience and Necessity

**CDARS** – Certificate of Deposit Account Registry Service

**CDBG** – Community Development Block Grant

**CHDO** – Community Housing Development Organizations

**CIP** – Construction in Progress

COBRA – Consolidated Omnibus Budget Reconciliation Act

COPS – Community Oriented Policing Services

Cost – The amount of money or other consideration exchanged for property or services. Costs may be incurred even before the money is paid; that is, as soon as liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

Current Assets – Those assets which are available or can be made readily available to finance current operations or to pay current liabilities. Those assets which will be used up or converted into cash within one year. Some examples are cash, temporary investments and taxes receivable which will be collected within one year.

Current Liabilities – Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded within one year.

## **D**

DADS – Texas Department of Aging and Disability Services

DEA – Drug Enforcement Administration

Debt Service/Lease – A cost category which typically reflects the repayment of short-term (less than five years) debt associated with the acquisition of capital equipment.

Delinquent Taxes – Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

Depreciation – Change in the value of assets (equipment, buildings, etc. with a useful life of two years or more) due to use of the assets with the exception of land and intangible assets.

DFIRM – Digital Flood Insurance Rate Map

## **E**

Encumbrances – Commitments related to unperformed contracts for goods and services used in budgeting. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed. Encumbrances lapse at year end unless the associated budget is re-appropriated by Council in the following fiscal year.

EPA – Environmental Protection Agency.

ETATTF – East Texas Auto Theft Task Force

ETJ – Extra Territorial Jurisdiction

Exempt – Personnel not eligible to receive overtime pay and who are expected to put in whatever hours are necessary to complete their job assignments. Compensatory time-off, as partial compensation for overtime hours worked, may be allowed by the respective department head.

Expenditures – Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

## **F**

FAA – Federal Aviation Administration

FDIC – Federal Deposit Insurance Corporation

FINRA – Proof of Financial Industry Regulatory Authority

**Fiscal Year** – A 12-month period to which the annual operating budget applies and at the end of which the government determines its financial position and the results of its operations. The City of Tyler’s fiscal year begins October 1 and ends the following September 30.

**FMPC** – Financial Management Performance Criteria

**FTE** – Acronym for Full-Time Equivalent, a measurement of staffing. One FTE is a 40-hours per week position. A part-time position working 20 hours per week or a temporary full-time position working six months would be one-half a FTE.

**Fixed Assets** – Assets of a long-term character, which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment and assets of an intangible nature such as water rights.

**Franchise** – A special privilege granted by a government permitting the continuing use of public property, such as City streets, and usually involving the elements of monopoly and regulation.

**FSS** – Family Self Sufficiency

**Fund** – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities of balances, and charges therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**Fund Balance** – The difference between governmental fund assets and liabilities, also referred to as fund equity.

## **G**

**GAAP** – Generally Accepted Accounting Principles

**GASB** – Acronym for Government Accounting Standards Board, an independent, non-profit agency responsible for the promulgation of accounting and financial reporting procedures for governmental entities.

**General Obligation Bonds** – Bonds for the payment of which the full faith and credit of the issuing government is pledged. In issuing its general obligation bonds, the City of Tyler pledges to levy whatever property tax is needed to repay the bonds for a particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 30 years.

**GFOA** – Government Finance Officers Association

**GFOAT** – Governmental Finance Officers Association of Texas

**GIS** – Geographical Information System

**Governmental Funds** – Those funds through which most governmental functions typically are financed. The acquisition, use, and financial resources and the related current liabilities of the governmental functions are accounted for through governmental funds (General, Special Revenue, Capital Projects, Permanent and Debt Service Funds).

**GTOT** – Government Treasurer’s Organization of Texas

## **H**

**HIP** – Housing Infill Program

**HAPP** – Housing Assistance Payments Program

**HQS** – Housing Quality Standards

HVAC – Heating Ventilation and Air Conditioning

## **I**

IGI – Industry Growth Initiative

IVR – Interactive Voice Response

## **M**

M&O – Maintenance and Operations

Maintenance – The upkeep of physical properties in condition for use of occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

Maintenance Item – A request for additional funding to maintain the upkeep of a physical property.

MPO – Metropolitan Planning Organization

MUD – Municipal Utility Districts

Modified Accrual Accounting – Accounting system in which revenues are recognized and recorded in the accounts when they are measurable, available and collectible in the fiscal year.

## **N**

NEW – Neighborhood Empowerment Works

Non-Exempt – Personnel eligible to receive overtime pay when overtime work has been authorized or requested by the supervisor.

NTCOG – North Central Texas Council of Governments

## **O**

Ordinance – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, usually require ordinances.

## **P**

PEG – Public Education and Government Access Channel

Personnel Services – The costs associated with compensating employees for their labor.

PFIA – Police and Firemen’s Insurance Association

PFIA – Public Funds Investment Act

PPE – Personal Protective Equipment

PSO – Public Service Officer

## **R**

Revenues – Funds received for services rendered, fines assessed, taxes levied and interest/rental income earned from private and public sources.

RFP – Request for Proposal

## **S**

SCBA – Self Contained Breathing Apparatus

Special Revenue Fund – A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Supplies – A cost category for minor items (individually priced at less than \$3,000) required by departments to conduct their operations.

SWAT – Special Weapons and Tactics

## **T**

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessment. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

TBRA – Tenant Based Rental Assistance

TCEQ – Acronym for Texas Commission on Environmental Quality. A State agency for enforcing federal and state environmental laws.

TCMA – Texas City Management Association

TIF/TIRZ – Tax Increment Financing Zone

TML – Texas Municipal League

TxDOT – Acronym for Texas Department of Transportation, a State agency responsible for administering City of Tyler transportation related grants.

## **U**

UNT – The University Of North Texas

## **W**

Working Capital – The amount of current assets which exceeds current liabilities less inventory and special reserves in particular funds.