

This budget will raise more total property taxes than last year's budget by \$ 1,188,428 (6.9%), and of that amount \$565,182 is tax revenue to be raised from new property added to the tax roll this year.

**The City Council will hold a public hearing on the budget on September 23, 2014, at 7:00 p.m. at 100 East Main Street, Suite 500, as required by the City charter. A vote will be taken after the public hearing to approve the proposed budget and to approve the property tax rate.**

<u>Tax rate per \$100 in value</u>	<u>FY 2014</u>	<u>FY 2015</u>
Property tax rate	\$ 0.5736	\$ 0.5390
Effective tax rate	\$ 0.5786	\$ 0.5198
Effective M&O tax rate	\$ 0.3841	\$ 0.3476
Rollback tax rate	\$ 0.6033	\$ 0.5390
Debt rate	\$ 0.1885	\$ 0.1636

Total amount of municipal debt obligations: \$153,450,000.

The total amount of outstanding municipal debt obligations considered self-supporting: \$70,250,146.





*where quality meets life*

**PFLUGERVILLE**  
**T E X A S**

# City of Pflugerville

## Proposed Budget

### Fiscal Year 2015

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June 30, 2014

The Honorable Mayor, Mayor Pro-Tem, and City Council  
City of Pflugerville, Texas

Dear Mayor Coleman, Mayor Pro-Tem Cooper and Members of the Council:

It is our pleasure to present the annual budget for fiscal year 2014-2015 for the City of Pflugerville. This budget is the outline of the programs and services to be provided by the City during the coming fiscal year. We believe that this document is a sound financial plan that provides the requested level of services and infrastructure improvements needed for our community. It represents the product of many hours of difficult deliberation by City staff and the City Council to set the course for the next year and successive years as we strive to deliver the best municipal services possible to the citizens of Pflugerville.

The total fiscal year 2014-2015 budget for expenses totals \$78,782,217. This figure includes \$25,806,882 for the general fund, \$6,359,349 for the debt service fund, \$3,066,000 for the capital improvements fund, and \$43,549,986 for the utility fund.

The effects of projected future revenues and expenses and the costs of City development were analyzed through the use of pro formas which reflect multi-year forecasting for both the general and utility funds. Property tax projections for the general fund and rate adjustments for the utility fund are integral parts of the pro formas. Sales tax revenue is increasing, and for FY 15 it is budgeted at 23% of total general fund revenue. The general fund emphasis is the City's Charter requirement mandating a minimum fund balance of 25% of the approved operations and maintenance budget for the City. The utility fund emphasis is providing sufficient coverage as a relationship between revenues and expenses to satisfy requirements for future debt issuance.

This document represents a conservative but real budget of both expenses and revenues. The budget is based on the current economic climate, population projections, departmental operating plans and specific guidelines determined by the City Manager. We believe it represents the Council's priorities as staff knows them to be and as the restraints on the budget will allow. The spending plan provides funding for basic services, critical needs, and equipment replacement and upgrades. Expenses related to funding of additional utility system improvements and increased funding for street maintenance are also included.

## **The Budget Process**

The City's budget process begins each year with the Capital Improvements Program (CIP) planning process. CIP budgets are prepared on five-year planning horizons. Revenue estimates for utility operations, as well as development impact fees, are prepared to forecast the ability of the rate base to fund needed capital maintenance, upgrades and expansions. The general fund pro forma shows projected revenue and expense to determine the impact of general infrastructure and facilities improvements on future property tax rates.

Throughout the year the City Council provides direction to City staff on the preparation of the next year's fiscal budget. The Council has indicated its major priorities are to maintain the quality of life, to undertake additional road and drainage projects, continue to diversify the tax base through business incentives, and to continue to reduce the property tax rate.

The City Manager and staff then prepare a proposed budget based on these priorities for presentation to the City Council by July 1, as required by the City Charter. Each City department prepares a five-year operating budget. Only one year is formally adopted, while the other four years are indicators of the current year programs and commitments on future budgets. City Council work sessions are scheduled in July and August with the goal of adopting the budget at the first regular City Council meeting in September, but not later than September 30, 2014.

This budget acknowledges the Council's commitment to maintaining the level of service to which Pflugerville citizens are accustomed, while remaining sensitive to local economic conditions that affect our taxpayers. Difficult spending and revenue decisions were made during preparation of this budget.

## **Budget Overview**

For fiscal year 2014-2015, a conservative budgeting philosophy has continued. Management recognizes that this philosophy can result in an excess of revenues over budget, though agrees that this is a preferred alternative to mid-year adjustments due to revenue shortages.

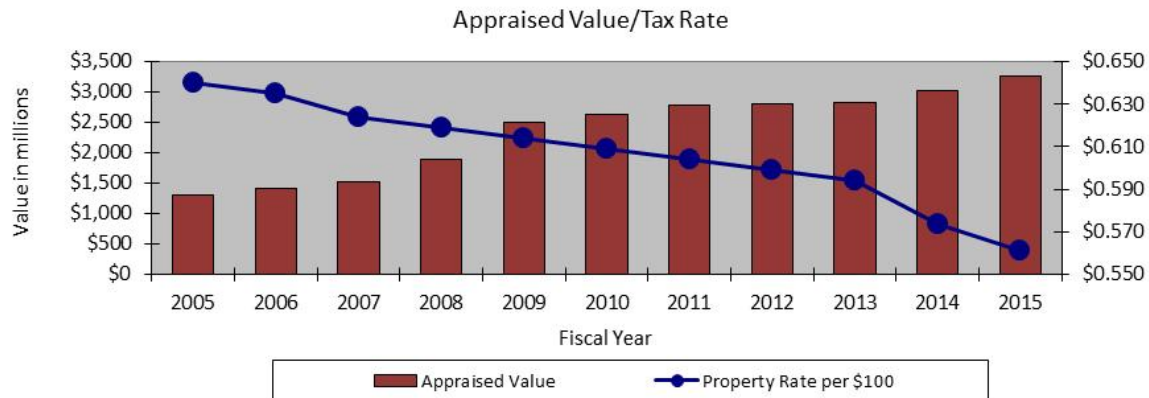
The City continues to incentivize economic development in order to promote development within the City, thereby increasing the property tax base and diversifying revenues. Continuing economic incentives include rebating a portion of property tax and sales tax to Cinemark and property tax to the DPS Mega Center and Community Impact newspaper for a specific period of time. Newer incentives include rebating a portion of sales tax to Hawaiian Falls Waterpark and Lauren Concrete.

The City Council has lowered the property tax rate each year since 2004, a cumulative total of over 8 cents per \$100 in valuation. This document reflects a tax rate of \$0.5610 per \$100 in valuation, a decrease of 1.26 cents. This rate represents staff's estimate of the rollback



## Budget Overview

rate, which is 1.08 times the effective operations and maintenance rate plus the amount required to cover debt service. The chart below represents the correlation between appraised taxable property value and the tax rate since 2005.



## Growth – Challenges and Rewards

Per the 2010 U.S. Census, the population of the City grew during that decade from 16,335 to 46,936. In April 2014 the City's Planning Department estimated a total population of 56,831 for the end of fiscal year 2015. Current population growth projections for the upcoming fiscal years reflect a 3.6% increase in 2015, 2.8% in 2016, 1.3% in 2017 and 1.9% growth in both 2018 and 2019. This growth is reflective of the population increase seen in the entire Central Texas region.

The preliminary appraised value for fiscal year 2015 (tax year 2014) increased by 10%, due to new construction (residential and commercial) and an increase in appraised property values. In FY 15 the average residential taxable value increased 7.9% to \$171,910. Residential construction continued at an accelerated pace in 2014, with new subdivisions opening, existing subdivisions continuing construction, and a multi-family complex under construction. There are indications that commercial and residential development will continue into 2015. Some of this development is in the City of Pflugerville Tax Increment Reinvestment Zone Number One (TIRZ #1).

TIRZ #1 was authorized in December 2010 to stimulate economic development in designated areas, including the Falcon Pointe subdivision. The City agreed to allow tax revenue from 100% of new property value in the TIRZ be used for specific projects within the zone. The estimated captured appraised value for January 1, 2014 is \$71,336,921, a 140% increase over the fiscal year 2013 value. Any value created in TIRZ #1 above the base value of \$5,934,138 is not included in the City's taxable value for calculation of revenue from property taxes.

## Growth – Challenges and Rewards (continued)

In 2014, the 25 acre, year-round Pflugerville Hawaiian Falls Adventure Park and Water Park opened. This new attraction coupled with other area development has attracted the City's first hotel developments. The first of two planned hotels, a Best Western Plus, is expected to open mid-2015 and in the same year construction should begin on a Marriott Courtyard and Conference Center. These hotels will provide a new revenue source to the City, Hotel Occupancy Taxes, which can be used for visitor related programs.



Hawaiian Falls Adventure & Water Park



Community Impact Corporate headquarters The City's largest commercial centers, Stone Hill Town Center and 130 Commerce Park, continue to expand. In Stone Hill Town Center smaller retail stores, neighborhood service businesses, and larger, national establishments such as At Home, Ulta, and IHOP continue to develop. The 130 Commerce Park, at the intersection of State Highway 130 and East Pecan Street, is in the second phase of construction. This development is home to a variety of light industrial and commercial establishments, including several corporate headquarters. The Community Impact newspaper and Tracking Point headquarters both opened in 2014. Thin-nology, EIEIO and a FedEx ground facility are all under construction and on pace to open by the end of 2014.



Tracking Point

## General Fund Revenue

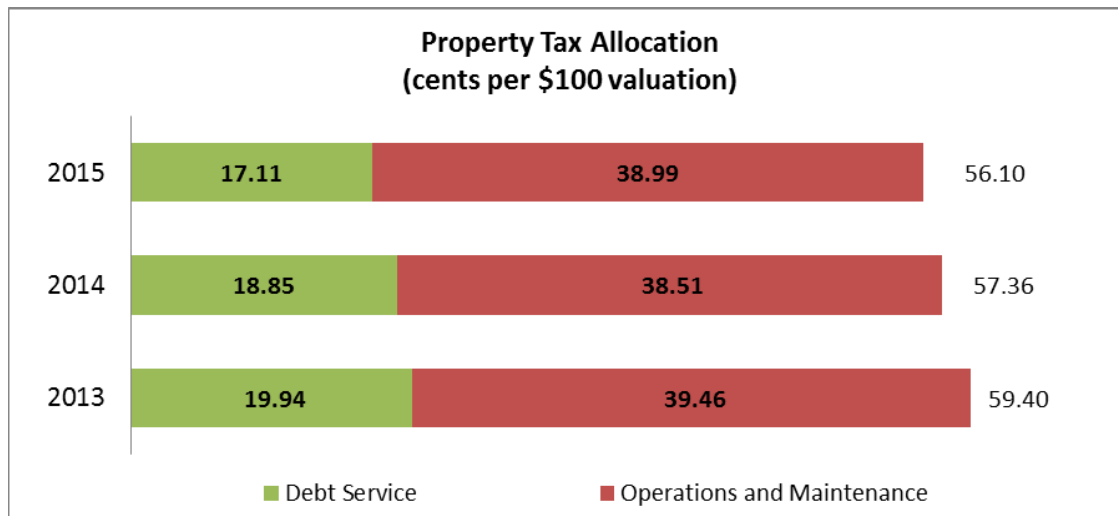
This proposed budget for fiscal year 2015 continues all current services and programs, and is balanced with revenues exceeding expenditures.

### Ad Valorem Taxes

The significant increase in preliminary appraised value has allowed for a proposed property tax rate of \$0.5610/\$100 valuation, a reduction of 1.26 cents or 2.2% over the prior year. This rate includes funding for both the City's general governmental debt and annual operations and maintenance expenses.

The following chart shows the proposed tax rate for fiscal year 2015 of \$0.5610 and the breakdown of the amount of property tax that will go toward debt service payments for general obligation bonds and certificates of obligation and the amount of property tax dedicated to funding the operating budget in the general fund. The debt service payments funded by property taxes decline slightly in fiscal year 2015, decreasing the debt service as a percentage of the overall tax rate.

## General Fund Revenue (continued)



### Sales Taxes

As a result of continuing commercial development, sales tax revenue received through June 2014 reflects an increase of more than 14% through the same period last year. The FY 15 sales tax revenue is budgeted to grow 12% over FY14 projections due to the percentage increases experienced in FY 13 and FY 14 and anticipated new businesses. A growth trend is expected to continue as commercial development within the City continues.

### Development Revenues

Development revenues are projected to increase from the FY 2014 budget. The number of subdivision construction applications increased from FY 2013, and the revenue received through May exceeded the original budgeted revenue estimate by more than 75%. Plat review and site development revenues through May also exceeded the budgeted amount by more than 200% each. These numbers indicate that numerous development projects are in the approval process and could begin construction in the near future. The FY 15 budget conservatively projects development revenue for fiscal year 2015 with continued growth anticipated for the next five years.

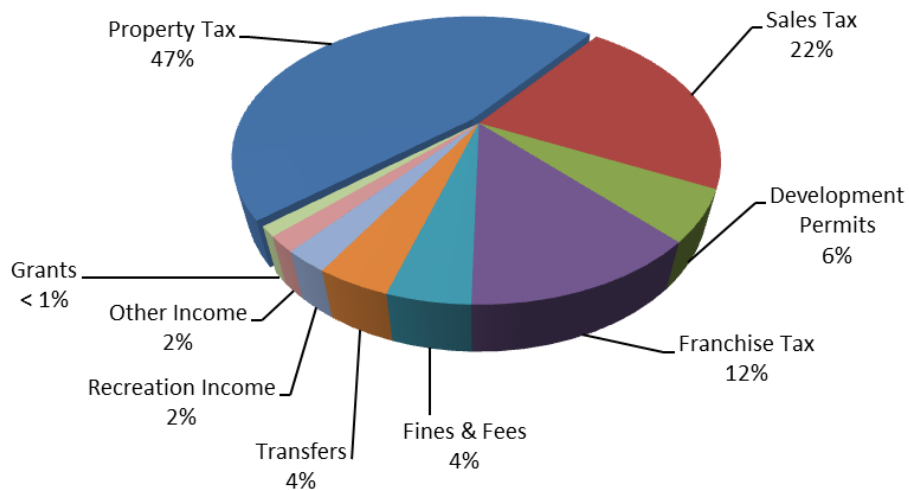
### Other Revenues

All other revenues will remain level from 2014 to 2015, with the exception of grants. Grant revenues will decline for 2015, due to the completion of the Gilleland Trail gap and the associated funding from the Texas Parks and Wildlife Department. New revenues for fiscal year 2015 include payments from the Falcon Pointe TIRZ #1 included in Other Income. Administrative fees of 5% of the zone's revenue are paid to the City to administer the TIRZ #1 funds. Service fees are assessed annually on each single family home and multi-family unit in order to cover a portion of the costs of providing service to these residents.

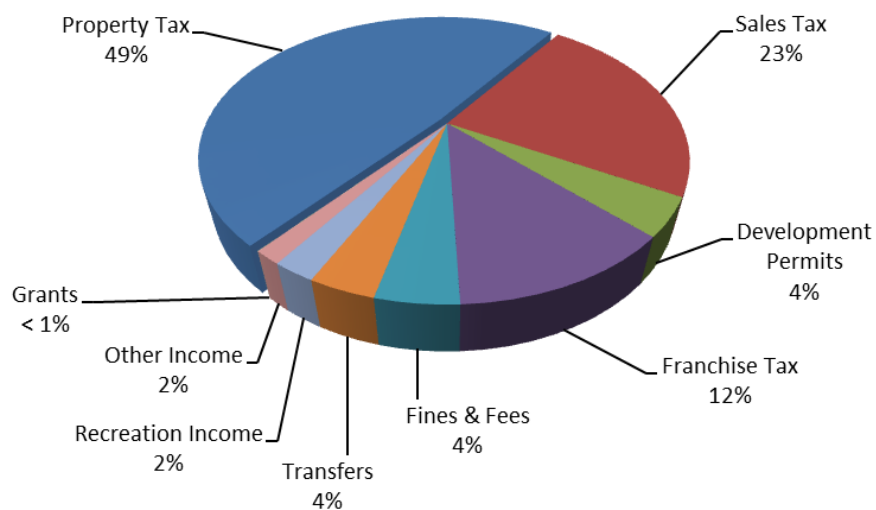
### General Fund Revenue (continued)

The following charts illustrate the City of Pflugerville's sources of funds on a percentage basis in the general fund for fiscal years 2014 and 2015.

**FY 2014 Projected Revenue Sources**



**FY 2015 Proposed Revenue Sources**



## Transfers

The transfer from the utility fund to the general fund will remain the same at \$750,000, for the 2015 fiscal year. Other transfers into the General Fund include Municipal Court and Police Department special revenue funds to support programs budgeted in the General Fund. For example, funds are transferred from the Municipal Court special revenue funds to support bailiff services and security improvements to the Courtroom.

The budget for fiscal year 2015 does not require, as a revenue source, a fund balance transfer in the general fund. The projected revenues over expenditures for fiscal year 2014 is \$1.5 million, and this fiscal year 2015 budget proposes revenues over expenditures of nearly \$200,000.

## General Fund Expenditures

The fiscal year 2015 general fund budgeted expense for operations and maintenance of \$25,806,882 is a \$2.6 million (11%) increase from the fiscal year 2014 projected year-end estimate.

Administration accounts for a static 17% of the proposed general fund budget. A new Maintenance Technician, to support Public Works and provide additional services to the Library is included. In addition, a request is included to redesign the City's website and to fund a staff compensation plan. The proposed Municipal Court budget increases a slight 2% and continues courtroom, lobby, and office upgrades. These projects are funded from special revenue funds set aside exclusively for Court use.

The Police Department is the largest function of the general fund, accounting for 41% of all expenditures. This departmental budget increases due to new positions for fiscal year 2015: four Patrol Officers, a Captain, an Administrative Analyst, a Records Supervisor, and an Administrative Technician for Animal Control. A number of equipment replacements are also requested, including: mobile radios, DVD recording equipment, in-car camera systems and Tasers. Eight Chevy Tahoes are included as replacements for patrol vehicles that have reached the end of their useful lives; these vehicles will be funded from reserve funds. The Animal Shelter has also requested replacement cat intake cages and a commercial washer, dryer, and dishwasher.



Pflugerville Animal Shelter

Development Services Administration, Building, Engineering and Planning account for a combined 9% increase from the fiscal year 2014 budget. This increase is due to new positions for an Engineer and a Construction Inspector. The Engineering department has also requested a vehicle for the new inspector position, a new filing system, and survey marker installations across the City.

## General Fund Expenditures (continued)

The Parks and Recreation and Parks Maintenance departments account for a combined 11% of the general fund budget expenditures. This is a decline from 14% of the 2014 budget,



Pflugerville's Skate Spot

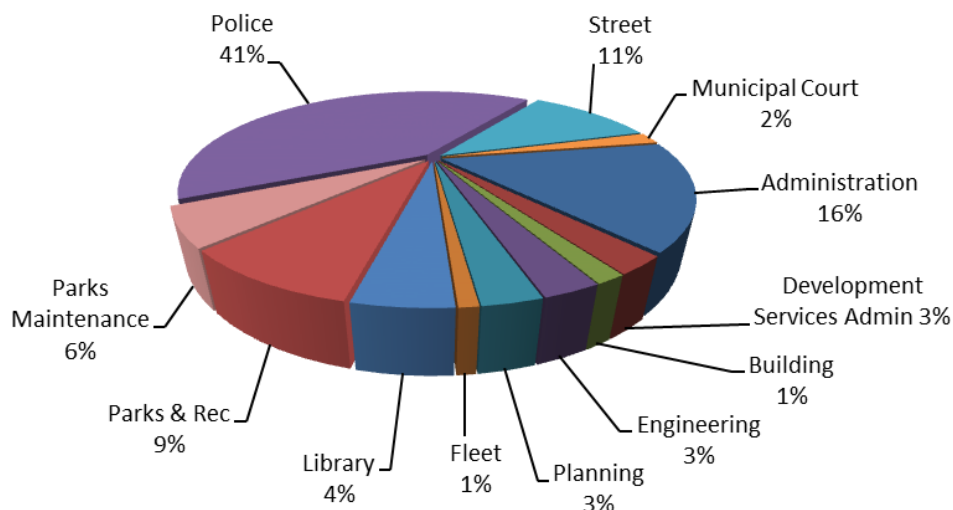
primarily due to the transfer of several positions, equipment, and services related to operating expenses to the new consolidated mowing team in the Streets and Drainage department. The decrease in these budgets are further due to the completion of several FY 14 projects, including the Skate Spot, fencing at Wells Point Park and various upkeep projects at several Parks facilities.

The 2013 completion of the Library expansion and renovation has increased usage and attendance at the Library. Due to this increase, the Library has requested three additional Library Technicians. As the first year of included service and warranties expire on the building equipment and systems, the maintenance costs on the facility are increasing.

The Streets and Drainage department accounts for 43% of the total increase in FY 15 general fund expenditures over the 2014 budget. More than half of the increase is due to the transfer of positions, equipment, and services related to the new consolidated City mowing team. A pavement management study has also been included to systematically assess the condition of City streets. The remainder of the requested increase can be attributed to additional funding for street maintenance, such as overlays, and new and replacement capital equipment, such as a tractor, mowers, and a vehicle.

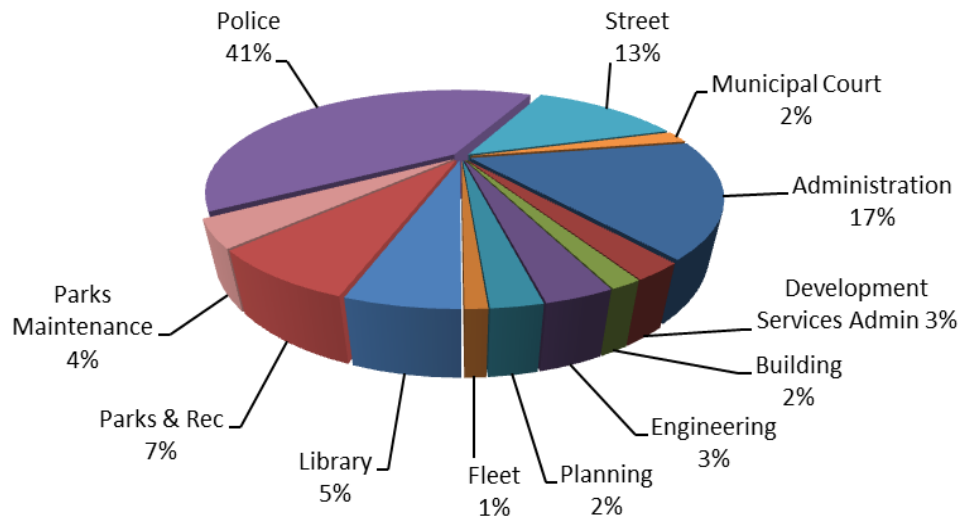
The following charts illustrate the City of Pflugerville's projected uses of funds on a percentage basis in the general fund for fiscal year 2014 and proposed uses for fiscal year 2015.

**FY 2014 Expense by Department**



## General Fund Expenditures (continued)

**FY 2015 Expense by Department**



## General Fund Debt Service

The City's outstanding general fund indebtedness will be \$153,450,000 as of September 30, 2014. This number includes combination tax and revenue certificates that were issued for Pflugerville Community Development Corporation projects and for water and wastewater projects. Since these bonds carry a tax pledge, they are considered general fund debt for analysis and rating purposes. Just over \$82 million of the City's overall indebtedness was incurred for and is intended to be repaid from the general fund. The remainder of the debt will be paid by either the utility fund or the Pflugerville Community Development Corporation.

In 2014, the City issued \$4.98 million of certificate of obligation bonds for the construction of roadways associated with economic development, primarily Impact Way. Payments on this debt will be made by the Pflugerville Community Development Corporation (PCDC).

This budget document includes a list of current bonds and annual payments as well as the property tax revenue required to pay the principal, interest, and fees. It also includes a summary of the purpose of the bonds, the issue amount, the principal balance outstanding, and a schedule of payments to maturity.



## Special Revenue Funds

The City maintains several special revenue funds for which no formal budget is adopted. The City's special revenue funds include: Police, Court, Pflugerville Independent School District Police Department, Deutschen Pfest, and TIRZ #1. Descriptions of each source of revenue and fund balances are available in the Fund Summary section of this document.

Two new sources of funds will be added to this group for FY 15. For the first time, the City has been awarded funds from the U.S. Department of Housing and Urban Development as part of its Community Development Block Grant (CDBG) program. The fiscal year 2015 allocation is \$232,501, which must be used in accordance with the CDBG program guidelines and the City's Consolidated Plan. In addition, the Council has approved the collection of a 7% Hotel Occupancy Tax (HOT) in anticipation of two new hotels. According to representatives at the PCDC the first hotel should open in May 2015, allowing for an estimated collection of \$45,000 of HOT funds in 2015. Spending of HOT funds is restricted by state law to advertising and encouraging the growth of tourism and convention activity in the City.

## Utility Fund

The utility fund is comprised of the water, wastewater, and solid waste departments. The solid waste function works on a contractual, privatized basis and consists of revenues billed to customers and expenses paid for sales tax, franchise fees, and solid waste services contracted to Progressive Waste Solutions. Except for the billing, receipting, and customer service functions, no additional City staff or other resources are utilized for the solid waste service.

The City's water is primarily obtained from the Colorado River, through a pipeline that feeds into a surface water reservoir, Lake Pflugerville. The City also utilizes wells as a secondary water source. The water is treated and then distributed to customers throughout the system. As drought conditions and regional growth continue to put pressure on regional



Lake Pflugerville

water supplies, the City continues to explore options to diversify and enhance the water system to ensure an adequate water supply is available for the future. The central wastewater plant has been expanded in recent years in response to population growth. The need for expanded or additional wastewater facilities is routinely monitored.

During fiscal year 2014, the Water and Wastewater Master Plans and an Impact (Capital Recovery) Fee study were completed and approved by Council. The new impact fee rates will take effect October 1, 2014, helping to ensure adequate funding is received for the increased demand placed on the system by new construction. In addition, a utility rate



## Utility Fund (continued)

study is underway which will provide guidance on future rates taking into account new customer projections and system needs. The results from the study will be available in late July for Council's discussion and consideration with an implementation date of October 1, 2014. Adjustments are expected to realign revenues and ensure adequate funding for operations and system expansions in the near term.

Funding for the water and wastewater portions of the debt service is included in the water and wastewater budgets. City policy requires annual operating revenues exceed operating expenses by a ratio of 1.10. Moreover, rating agencies like Moody's and S&P factor into their rating evaluations this same coverage ratio. This is a minimum factor – any ratio higher can sometimes reduce net interest costs on future debt. To further establish the Utility Fund's ability to cover expenses during unforeseen events staff recommends, and both the City's rate consultant and Financial Advisor concur, to increase the required reserve from 10% to 25% (3 months) of operating expenditures. For 2015 this amount would be around \$3.3 million and is currently available to set aside for this purpose. This reserve is also viewed favorably by rating agencies and investors.

## Capital Improvement Project (CIP) Funds

### Utility CIP

The completion of the Water and Wastewater Master Plans provides direction to guide the expansion and operation of the water and wastewater systems for the foreseeable future. Currently, the design for a variety of water system improvements is underway and several



Kelly Lane Waterline Construction

projects are anticipated to begin construction before fiscal year end. Several improvements will be constructed during fiscal year 2015 that provide needed redundancy to the system, such as the Heatherwilde/Wilke Ridge Transmission main and improvements to the Pfennig Pump Station. Several wastewater improvements are also in the design stage, with construction anticipated to occur in 2015, including Sorento/ Carmel lift station and force main and phase 1 of the Sorento Interceptor.

### Street CIP

Roadway projects in various stages of planning and construction will improve mobility throughout the City of Pflugerville, including connectivity within the City and to the area toll roads. The Colorado Sand Boulevard, Town Center Drive, and Pfluger Farm Lane projects are complete. Work is underway on rehabilitating Kelly Lane and construction of Impact Way. Remaining CIP funds will be used to design improvements on East Pecan, Weiss Lane, and Rowe Lane.



Kelly Lane Rehabilitation

## Final Thoughts

It is our hope that this budget document enables City leaders and the citizens of the City of Pflugerville to actively participate in the ongoing budgeting and planning process.

We wish to thank all of the City department managers and their staff members who contributed so much time and effort to the creation of this budget. The additional information and analysis contained within this document could not have been developed without the many hours spent gathering the information and developing the format in which to present it. We also wish to express our gratitude to Finance staff, especially Lauren Vander Laan, Accountant II and Sarah Moody, Budget Analyst, for their dedication to excellence in developing this budget.

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Brandon Wade, City Manager

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Amy M. Good, Finance Director

## ***Vision Statement***

*Pflugerville will be a well-planned, well-maintained, clean and safe community comprised of commercial and residential diversity, providing community-friendly streetscapes that create a desirable destination for Central Texas.*

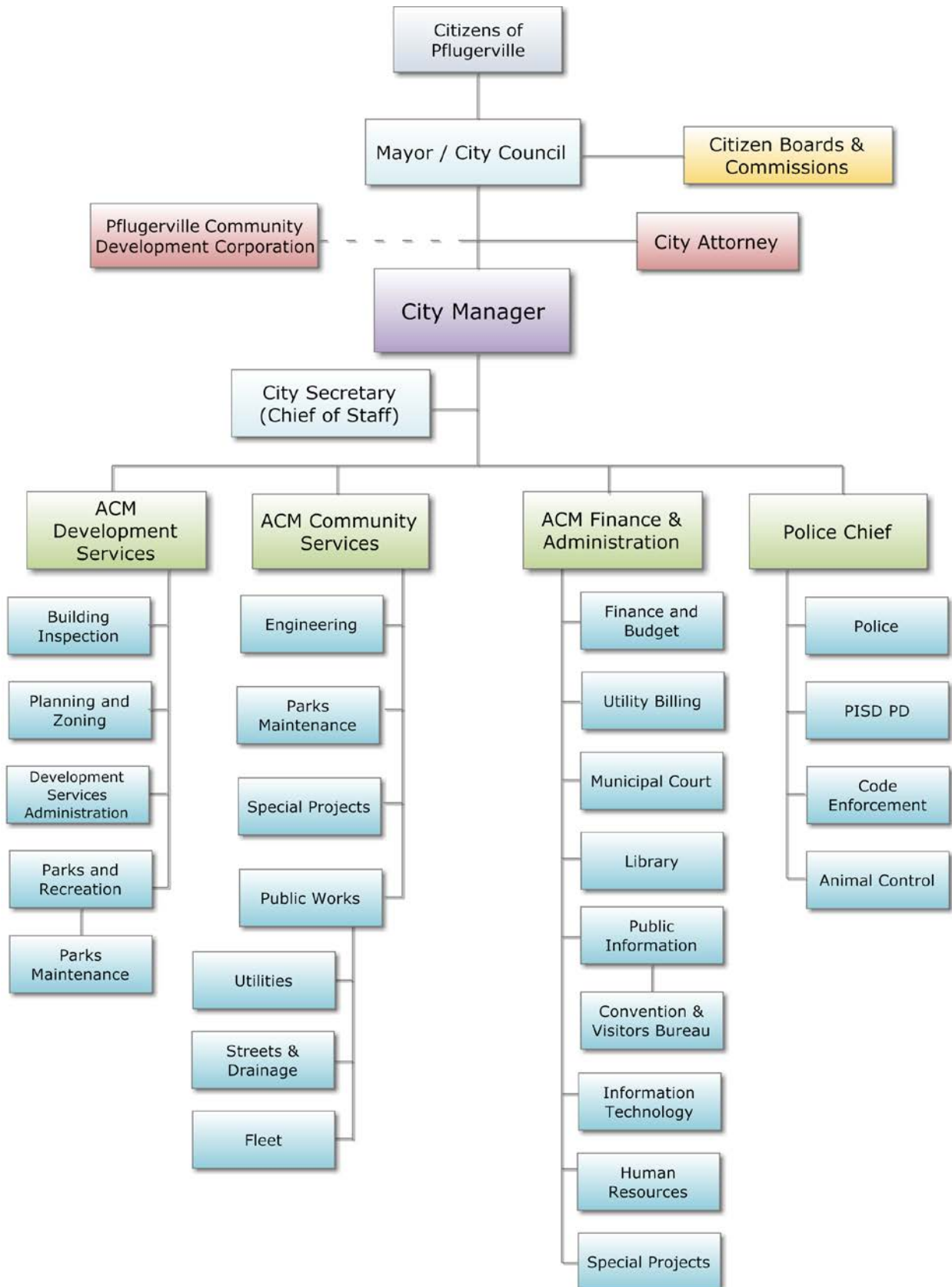
## ***Mission Statement***

*To preserve and enhance the quality of life and character of Pflugerville by:*

- *Preserving the neighborhoods, parks and trails which promote family activities;*
- *Promoting well-planned development and desirable economic development opportunities;*
- *Providing cost effective professional management and competent, efficient and courteous services;*
- *Protecting its citizens, its heritage and all other assets.*

# City of Pflugerville, Texas

## Organizational Chart



## Fiscal Year 2015 Budget Schedule

### Schedule for tax rate above lower of effective rate or rollback rate

Thursday, April 17	Budget worksheets distributed to department managers (FY 15 and 5-year worksheets).
Wednesday, April 30	Appraiser sends notice of estimated taxable value to City.
Thursday, May 1	Completed budget worksheets and narratives returned by department managers to Finance.
May 19 - 30	Individual department budget meetings with City Manager, Assistant City Managers, department managers, and finance staff.
May	Worksession to discuss the five year Capital Improvement Projects (CIP) Plan and the debt service (I&S) portion of the tax rate.
Monday, June 9	Fiscal Year 15 budget given to City Manager and Assistant City Managers for review.
June 9 - June 17	Review and analysis of budget and additional meetings (as necessary) with City Manager, Assistant City Managers, department managers and finance staff.
June 18 - June 25	Final preparation of FY15 proposed budget for distribution to City Council.
Friday, June 27	Provide the proposed Fiscal Year 2015 budget to the City Council.
July 1	Deadline for providing proposed budget to the City Council. Budget provided to Finance and Budget Committee.
Tuesday, July 8 City Council meeting	City Council work session to discuss the budget.
Thursday, July 10	Finance and Budget Committee meeting to discuss budget.
Friday, July 11	Debt Service survey due to Travis County Tax Office for calculation of the debt service (I&S) portion of the City's tax rate.
Tuesday, July 22 City Council meeting	City Council work session to discuss the budget.
August 1 - August 20	Tax Office calculates effective and rollback tax rates and submits to jurisdictions for approval prior to publication on August 23.
Tuesday, August 12 City Council meeting	City Council work session to discuss the budget.
Tuesday, August 19 City Council meeting	Discuss the property tax rate for fiscal year 2015, in advance of the Aug. 23rd publication. <i>* If proposed rate will exceed the lower of the rollback or effective rate, take action and schedule public hearings.</i>
Wednesday, August 20	City provides approval of tax rate publication to Travis County for Aug. 23rd publication.
Friday, August 22	Fiscal Year 2015 proposed budget posted to website and provided to City Secretary.
Saturday, August 23	Publication of effective tax rates, fund balances, and debt schedules, unencumbered fund balance, submitted by Travis County, appears in Austin American-Statesman.
Tuesday, August 26 City Council meeting	City Council work session to discuss the budget.
Wednesday, August 27	<i>* Notice of Public Hearing published (1/4 page) in Pflugerville Pflag newspaper. Notice of proposed property tax rate posted on website and Channel 10.</i>

\*Action required due to the Truth-in-Taxation requirements prompted when the proposed tax rate exceeds the lower of the effective rate or rollback rate.

## Fiscal Year 2015 Budget Schedule

### Schedule for tax rate above lower of effective rate or rollback rate

Tuesday, August 30	Deadline for Chief Appraiser to certify appraisal rolls. <i>Action delayed, typically occurs end of July.</i>
Tuesday, September 2 - Tuesday, September 16	* Notice of Public Hearings published on Channel 10 as a 60-second notice at least five times a day between 7 a.m. and 9 p.m. This should run for at least 7 days immediately before the first public hearing.
Tuesday, September 9 City Council meeting	* First Public Hearing on tax increase.
Wednesday, September 10	* Notice of Vote on Tax Rate published (1/4 page) in Pflugerville Pflag newspaper. Notice of Public Hearing on Budget published in Pflugerville Pflag newspaper.
Friday, September 12	* Notice of upcoming Vote on Tax Rate published on the City website. Notice of Public Hearing for budget required by Charter published on City website.
Tuesday, September 16 Special City Council meeting	* Second Public Hearing on tax increase. At the hearing, schedule and announce meeting to adopt a tax rate 3-14 days following the second public hearing.
Tuesday, September 16 - Tuesday, September 23	* Notice of Tax Revenue Increase published on Channel 10 as a 60-second notice at least five times a day between 7 a.m. and 9 p.m. This should run for at least 7 days immediately before the meeting to adopt the tax rate.
Tuesday, September 23 City Council meeting	Public hearing on budget required by Charter. Adoption of budget by the City Council by ordinance. Adoption of tax rate by ordinance and resolution ratifying the property tax increase.
Wednesday, September 24	Notice of Adoption posted on City website and aired on Channel 10. Adopted FY 15 budget posted on City website.

# Definitions, Assumptions, & Estimates

## Definitions

Government finance and budgeting varies from corporate finance; following are some definitions that may be helpful in understanding the information presented.

**Capital Improvement Plan (CIP)** – A plan that outlines planned, future expenditures for the purchase, construction, or renovation of City facilities or property.

**Capital Outlay (Acquisition)** – An expenditure which results in the acquisition of or addition to fixed assets, and meets the following criteria:

- has an anticipated useful life of more than one year;
- can be permanently identified as an individual unit of property;
- belongs to one of the following categories:
  - Equipment
  - Buildings
  - Software
  - Improvements Other Than Buildings
  - Land
- constitutes a tangible, permanent addition to the value of City assets;
- does not constitute repair or maintenance; and
- is not readily susceptible to loss.

**Debt Service** - The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

**Fiscal Year** - The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Pflugerville has specified October 1 to September 30 as its fiscal year.

**Fund Balance** – The assets of a fund less liabilities, as determined at the end of each fiscal year.

**General Capital Reserve** – Funded by accumulated revenue received in excess of budgeted revenue and expended on capital improvements.

**Vehicle Replacement Reserve** – Funded by approximately 2% of operating expenses to fund purchases of replacement vehicles.

**General Fund** - The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as police protection, public works, and general administration.

**Operating Budget** - A financial plan outlining estimated revenues and expenditures and other information for a specified period (usually a fiscal year). The proposed budget is the financial plan presented by the City Manager for consideration by the City Council, and the adopted budget is the financial plan ultimately approved and authorized by the City Council.

**Operations and Maintenance** – Expenditures for the operations of the department and the maintenance of the department's equipment and buildings (such as equipment maintenance, pool expenses, code enforcement expenses, and street repairs).

## Definitions (cont.)

**Personnel** – Expenditures for a department's salary and related expenditures (such as employee insurance, Social Security and Medicare taxes, unemployment, retirement contribution, etc).

**Pro Forma** – Estimated financial figures based on previous actual business operations and future assumptions for growth levels, revenues, and expenses.

**Reserved Fund Balance** – The portion of fund balance restricted for a specific purpose and not available for appropriation and subsequent spending.

*The City of Pflugerville Charter (section 9.03) declares that "the adopted budget must include an unencumbered general fund balance that is sufficient to cover three months of the City's budgeted general fund operation and maintenance expenses." This amount has generally been understood to be 25% of the general fund operating budget.*

**Services** – Expenditures for services utilized by the department (such as auditors, external attorneys, consultants, etc.)

**Supplies** – Consumable items used by the department in the course of their operations (such as gasoline, office supplies, etc.)

**Taxable Value** - Estimated value of property on which ad valorem taxes are levied.

## Assumptions & Estimates

The budgeting process requires many estimates and assumptions about future growth, activity and prices. Following are a few of the assumptions and estimates we used in preparing the fiscal year 2015 annual budget.

### **Revenues**

The sales tax revenue is anticipated to grow 12% over the FY 14 projected sales tax and 20% over the budgeted FY 14 sales tax.

Property tax revenues are calculated from the City's proposed tax rate and the appraisal roll as certified by the Chief Appraiser of the Travis Central Appraisal District.

### **Expenditures**

Increase in employee health insurance of 12% over FY 14 projected health insurance costs.

Small increase in the employer funded retirement contribution rate.

A 5% workers compensation insurance coverage increase.

A 5% increase in electricity costs for potential increase in usage.

Approximate 5% increase for telephone and liability insurance as well as a 3% increase for natural gas for potential increase in rates and usage.



## Funds Summary

	FY 13 Actual	FY 14 Amended Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Revenues</b>				
General	\$ 23,189,173	\$ 24,401,840	\$ 25,010,435	\$ 26,301,749
Utility	\$ 28,721,539	\$ 39,621,383	\$ 33,052,674	\$ 44,162,785
Debt Service	\$ 5,886,306	\$ 6,325,350	\$ 6,325,350	\$ 6,359,349
Capital Projects	\$ 6,577,136	\$ 5,280,375	\$ 4,077,375	\$ 3,066,000
<b>Total</b>	<b>\$ 64,374,154</b>	<b>\$ 75,628,948</b>	<b>\$ 68,465,834</b>	<b>\$ 79,889,883</b>
<b>Expenses</b>				
General	\$ 21,320,958	\$ 24,397,211	\$ 23,064,628	\$ 25,956,325
Utility	\$ 23,983,972	\$ 38,807,722	\$ 28,357,495	\$ 43,022,099
Debt Service	\$ 5,886,306	\$ 6,325,350	\$ 6,325,350	\$ 6,359,349
Capital Projects	\$ 6,577,136	\$ 5,280,375	\$ 4,077,375	\$ 3,066,000
<b>Total</b>	<b>\$ 57,768,372</b>	<b>\$ 74,810,658</b>	<b>\$ 61,824,848</b>	<b>\$ 78,403,773</b>

### FY 15 Anticipated Beginning Fund Balances

General	\$ 10,191,348
Utility	\$ 8,259,300

## Debt Service Fund

Revenue		FY13 Actual	FY14 Projected	FY15 Proposed Budget
Property Tax		\$ 5,630,520	\$ 5,681,371	\$ 5,568,660
PCDC Payment on Bonds		255,786	643,979	790,689
<b>Total</b>		<b>\$ 5,886,306</b>	<b>\$ 6,325,350</b>	<b>\$ 6,359,349</b>
Expenses				
Debt Service Interest		\$ 3,230,237	\$ 3,173,118	\$ 3,086,865
Debt Service Principal		2,400,283	2,508,253	2,481,795
PCDC Bond Payments		255,786	643,979	790,689
<b>Subtotal</b>		<b>\$ 5,886,306</b>	<b>\$ 6,325,350</b>	<b>\$ 6,359,349</b>
Service Fees		3,958	5,000	5,000
<b>Total</b>		<b>\$ 5,890,263</b>	<b>\$ 6,330,350</b>	<b>\$ 6,364,349</b>
Bond Summary				
1999 General Obligation Bonds	18	\$ 536,594 *	\$ 554,531	\$ -
2002 Certificates of Obligation	22	261,511 ^*	-	-
2003 Certificates of Obligation	23	19,055 *	18,951	-
2004 Certificates of Obligation	25	68,923 *	68,013	111,654
2005 Certificates of Obligation	26	214,106	214,355	224,970
2006 Certificates of Obligation	27	211,400	210,400	184,400
2007 Certificates of Obligation	28	670,363	661,963	653,563
2009 Certificates of Obligation	29	768,965	762,365	755,765
2009 General Obligation Bonds (Library)	30	197,780	195,980	194,180
2009A Certificates of Obligation	31	514,875	525,683	504,760
2009A Certificates of Obligation (PCDC)	31	184,183	182,683	185,901
2009 Limited Refunding Bonds*	32	520,390	513,422	379,798
2010 General Obligation Bonds (Library)	33	114,570	113,770	112,970
2010 Certificates of Obligation	34	238,504	236,804	235,104
2010 Limited Refunding Bonds	35	592,224	587,104	597,984
2012 Limited Tax Refunding Bonds	36	670,312	931,131	1,502,113
2013 General Obligation Bonds (Library)	37	30,950	86,900	111,400
2013 Certificates of Obligation (PCDC)	38	71,603	193,206	242,206
2014 Certificates of Obligation (PCDC)	39	-	268,091	362,581
<b>Total</b>		<b>\$ 5,886,306</b>	<b>\$ 6,325,350</b>	<b>\$ 6,359,349</b>

^ 2010 Refunding issue, included partial refunding of 2001 and 2002 Certificates of Obligation.

\* 2012 Refunding issue, included partial refunding of 1999 General Obligation bonds and 2002, 2003, and 2004 Certificates of Obligation.

## Outstanding General Fund Debt

Date of Issue/ Type of debt	Amount of issue	Bond Principal Balance as of September 30, 2014	Construction funds remaining to be spent as of September 30, 2014
<b>2004 Tax &amp; Revenue CO's*</b> Construct various street and drainage projects, and to make improvements to the Hike and Bike trails.	\$3,002,000	\$316,350	\$0
<b>2005 Tax &amp; Revenue CO's*</b> The funds from this bond issue were be used to fund various street projects.	\$3,339,000	\$2,840,250	\$0
<b>2006 Tax &amp; Revenue CO's*</b> The funds from this bond issue were used to fund various street projects.	\$4,785,000	\$4,610,000	\$0
<b>2007 Tax &amp; Revenue CO's*</b> The funds from this bond issue were used to fund various street projects.	\$10,315,000	\$9,055,000	\$0
<b>2009 Tax &amp; Revenue CO's*</b> The funds from this bond issue were used to fund various street and drainage projects.	\$11,500,000	\$10,400,000	\$0
<b>2009 General Obligation (FY 09)</b> The funds from this bond issue were used to begin funding the expansion of the Pflugerville Community Library.	\$3,000,000	\$2,700,000	\$0
<b>2009A Tax &amp; Revenue CO's*</b> Construct various street and drainage projects (\$6M) and to fund the purchase of infrastructure from New Quest (\$2.5M).	\$8,450,400	\$7,764,400	\$1,000,000
<b>2009A Tax &amp; Revenue CO's* (PCDC)</b> The funds from this bond issue were used by PCDC to develop the PCDC owned land at E. Pecan and SH-130.	\$2,750,000	\$2,455,000	\$0
<b>2009 Limited Tax &amp; Revenue Refunding Bonds</b> The funds from this bond issue were used to retire and refinance the General Obligation debt issues 1996, 1996A, and 1997.	\$2,941,470	\$715,000	\$0
<b>2010 General Obligation</b> The funds from this bond issue were used to continue funding of the expansion of the Pflugerville Community Library.	\$2,000,000	\$1,880,000	\$0
<b>2010 Tax &amp; Revenue CO's*</b> The funds from this bond issue were used to fund the purchase of infrastructure from New Quest.	\$4,130,000	\$3,875,000	\$0
<b>2010 Limited Tax &amp; Revenue Refunding Bonds</b> The funds from this bond issue were used to refinance and partially retire the 2001 and 2002 Certificates of Obligation debt issues.	\$10,099,200	\$9,484,800	\$0
<b>2012 Limited Tax &amp; Revenue Refunding Bonds</b> The funds from this bond issue were used to refinance and partially retire the 1999 General Obligation bonds and 2002, 2003, and 2004 Certificates of Obligation debt issues.	\$15,006,432	\$14,634,346	\$0
<b>2013 Limited Tax Bonds</b> The funds from this bond issue will be used to complete funding of the expansion of the Pflugerville Community Library.	\$2,000,000	\$1,975,000	\$0
<b>2013 Tax &amp; Revenue CO's* (PCDC)</b> The funds from this bond issue will be used by PCDC for various street and drainage projects including Pfluger Farm Lane.	\$4,600,000	\$4,550,000	\$203,000
<b>2014 Tax &amp; Revenue CO's* (PCDC)</b> The funds from this bond issue will be used by PCDC for various street and drainage projects including Impact Way.	\$4,980,000	\$4,800,000	\$0
<b>Totals</b>	<b>\$107,061,702</b>	<b>\$82,055,146</b>	<b>\$1,203,000</b>

\*Combination Tax and Revenue Certificates of Obligation

## Capital Projects

Revenue	FY 2015	
<b>Cash Balance Forward</b>		
2009A Combination Tax & Revenue Certificates of Obligation (FY 2010)	1,000,000	
2014 Combination Tax & Revenue Certificates of Obligation (FY 2014)	203,000	
Transfer from Fund Balance	1,863,000	
	<b>\$ 3,066,000</b>	
<b>Total FY 2015 Funding Available</b>		<b><u>\$ 3,066,000</u></b>

Expense	FY 2015	
<b>Allocated Funding</b>		
<b>Street Projects</b>		
Kelly Ln Phases 1A and 1B (Murchison Ridge to western edge of Falcon Pointe Blvd)	\$ 1,000,000	
Pfluger Farm Lane North	203,000	
Weiss Lane	1,280,000	
Rowe Lane	583,000	
<b>Total Allocated Funding</b>	<b><u>\$ 3,066,000</u></b>	
<b>Total FY 2015 Expenses</b>		<b><u>\$ 3,066,000</u></b>

<b>Unallocated Funding</b>	<b>\$ -</b>
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Unallocated funding will be distributed to projects based on Council approval.

Note: Council is considering a November 2014 election for general obligation bonds related to road construction.

## Special Revenue Fund

Special Revenue funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes.

	<b>Balance</b>
	<b>August 31, 2014</b>
<b>Police Department</b>	\$ 323,005
Revenues from state and federal drug seizure funds, donations for DARE and Blue Santa, and child safety fees. Funds are expended at the discretion of the Chief of Police.	
<b>Municipal Court</b>	178,180
Revenues collected from Court fines legally mandated to be expended for Court technology, security, and efficiency. These funds are expended for the benefit of the Municipal Court.	
<b>Deutschen Pfest</b>	213,812
Funded by profits from the City's annual Deutschen Pfest, these funds are expended for the benefit of the City's Park programs at the discretion of the Parks and Recreation Commission.	
<b>PISD Police Department</b>	-
These funds are expended for the Pflugerville Independent School District (PISD) Police Department. Based on a service agreement with PISD, all expenditures are reimbursed by the PISD.	
<b>Hotel Occupancy Tax</b>	-
Revenues from hotel occupancy taxes (HOT) are used by the city council for the purpose of advertising and encouraging the growth of tourist and convention activity in the City, including the finance support of the conference (civic) center.	
<b>Community Development Block Grant</b>	-
The US Department of Housing and Urban Development (HUD) has identified the city as a metropolitan entitlement city to receive approximately \$230,000 in funds for fiscal year 2014. The city seeks to expand and replace existing facilities to meet future service needs in all reaches of the community.	
<b>Tax Increment Reinvestment Zone (TIRZ) #1</b>	5,935
A TIRZ has been established in accordance with Chapter 311 of the State of Texas Tax Code.	
<b>Total</b>	<b>\$ 720,932</b>

**Escrow Funds Summary**  
**as of August 31, 2014**

Escrow funds are payments from developers in lieu of construction or parkland requirements.  
The funds are expended when appropriate City projects are undertaken.

Acct	Account Name	Description	Balance
2023	Regional Detention	Detention fees from various developers to construct regional detention improvements.	\$ 150,467
2033	Parkland	Fees in lieu of parkland dedication from developers for the construction and improvement of City parks.	\$ 219,573
2039	Sidewalk	Fees collected from developers to construct sidewalks.	\$ 231,140
2046	Murchi Rdg Trl at Kelly Ln TS	Funds received from Falcon Pointe (\$50,000) in FY 2002 to construct a traffic signal at the intersection of Murchison Ridge Trail and Kelly Lane. <i>Funds to be spent for Kelly Lane Construction in FY 14 and FY 15.</i>	\$ 50,000
2048	Springbrook Apt Traffic Signal	Funds received for future traffic signals at Heatherwilde and New Meister and at Grand Ave Pkwy and Shultz Ln.	\$ 18,900
2059	Pfennig Lane/ WalMart	Funds received from WalMart in FY 2006 per agreement for improvements to Pfennig Lane.	\$ 10,000
2061	MUD Infrastructure Fees	Fees received from Eagle Point developer (now Reserve at Westcreek). <i>Funds to be spent for Kelly Lane Construction in FY 14 and FY 15.</i>	\$ 520,450
2065	Kelly Lane Escrow	Funds received from Falcon Pointe (\$500,000) in 2008 for repairs to Kelly Lane per 2001 Comprehensive Development Agreement. <i>Funds to be spent for Kelly Lane Construction in FY 14 and FY 15.</i>	\$ 70,777
2067	Tree Fund Escrow	Penalties for violations of the City's Public Tree Care ordinance. Funds must be used for the planting and maintenance of trees.	\$ 58,832
2074	Parks Memorials	Donations received for specific memorials in City parks.	\$ 373
2077	PEG Fee Escrow	Fees paid by cable franchisers to be used for the purchase of capital assets for the improvement of the City's public television channel 10.	\$ 142,024
2078	Town Center Drive Escrow	Funds set aside to construct Town Center Drive extension to Portchester Castle Path.	\$ -

**Total Escrow Funds    \$    1,472,536**

**Vehicle Replacement Reserve Fund  
Summary**

<b>FY 2014 Projected</b>
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**Fund Revenues**

Vehicle Reserve Transfer In	\$	467,231
Prior Year Fund Balance	\$	<u>-</u>
<b>Total FY 2014 Approved Funding</b>	<b>\$</b>	<b>467,231</b>

**Fund Expenditures**

Police	9 Tahoe units, equipped for Patrol	\$	(330,209)
Streets & Drainage	Excavator		<u>(82,767)</u>
	<b>Total Vehicle Replacements</b>	<b>\$</b>	<b>(412,976)</b>

FY 2014 Projected Year-end Balance      \$      54,255

<b>FY 2015 Proposed</b>
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**Fund Revenues**

Vehicle Reserve Transfer In	\$	495,000
Prior Year Fund Balance	\$	<u>54,255</u>
<b>Total FY 2015 Proposed Funding</b>	<b>\$</b>	<b>549,255</b>

**Fund Expenditures**

Police	8 Tahoe units, equipped for Patrol	\$	(322,069)
Dev Services Admin	2014 Ford Escape (Replaces a 2000 Ford Taurus)		(22,488)
Streets & Drainage	Dump Truck		(90,000)
Engineering	Ford F-150 4x4 (Replaces a 2002 F-250 #254)		(25,000)
Engineering	Ford Escape (Replaces a 2000 Ford Explorer #224)		(22,488)
Building	F150 Ford Truck (replaces a 2001 Explorer #223)		<u>(20,000)</u>
	<b>Total Vehicle Replacements</b>	<b>\$</b>	<b>(502,045)</b>

FY 2015 Projected Year-end Balance      \$      47,210    \*

\* Balance will serve as FY15 contingency for unanticipated vehicle replacements





## City of Pflugerville, Texas

Version 3

9/9/2014

## General Fund Pro Forma - FY 2015

Rollback Rate

Certified Appraisal

1¢ ≈ \$ 337,313

		FY 14 Projected		FY 15 Estimated		FY 16 Estimated		FY 17 Estimated		FY 18 Estimated		FY 19 Estimated
Appraised taxable value	5.4%	\$ 3,020,503,807	13.7%	\$ 3,434,886,438	4.6%	\$ 3,647,343,332	3.8%	\$ 3,888,607,390	2.3%	\$ 4,049,143,147	2.9%	\$ 4,215,248,630
Value of TIRZ property above base		(23,711,187)		(61,757,773)		(119,050,748)		(226,239,688)		(302,540,988)		(359,995,008)
Net appraised taxable value <sup>1</sup>	4.7%	\$ 2,996,792,620	12.6%	\$ 3,373,128,665	4.6%	\$ 3,528,292,584	3.8%	\$ 3,662,367,702	2.3%	\$ 3,746,602,159	2.9%	\$ 3,855,253,622
Property tax rate		0.5736		0.5390		0.5390		0.5390		0.5390		0.5390
Property tax revenue	1.1%	17,189,602	5.6%	18,155,164	4.6%	18,990,497	3.8%	19,712,162	2.3%	20,165,186	2.9%	20,749,817
Property tax revenue for debt service	0.9%	\$ 5,681,371	-2.0%	\$ 5,568,660	4.5%	\$ 5,817,363	3%	\$ 5,963,662	0%	\$ 5,950,148	0%	\$ 5,942,774
Debt service expense (existing)	0.9%	(5,681,371)	-2.0%	(5,568,660)	4.5%	(5,817,363)	2.5%	(5,963,662)	-0.2%	(5,950,148)	-0.1%	(5,942,774)
Property tax revenue for operations	1.8%	11,508,231	9.4%	12,586,504	4.7%	13,173,134	4.4%	13,748,500	3%	14,215,038	4%	14,807,043
Other general fund revenues	13.3%	13,502,204	1.6%	13,715,245	4.0%	14,261,278	5.3%	15,021,561	5.3%	15,824,183	5.4%	16,674,261
Total revenue for operations	7.7%	25,010,435	5.2%	26,301,749	4.3%	27,434,412	4.9%	28,770,061	4.4%	30,039,220	4.8%	31,481,304
Expense for operations & maintenance	9.1%	(22,371,447)	12.4%	(25,155,722)	5.2%	(26,452,966)	4.6%	(27,667,335)	2.2%	(28,285,287)	4.3%	(29,508,575)
Expense for capital outlay		(693,181)		(800,603)		(836,634)		(973,074)		(604,000)		(740,000)
Total expense for operations	8.3%	(23,064,628)	12.5%	(25,956,325)	5%	(27,289,600)	5%	(28,640,409)	0.9%	(28,889,287)	4.7%	(30,248,575)
FY net revenue (loss)		1,945,807		345,424		144,812		129,652		1,149,933		1,232,729
Beginning fund balance		9,512,772		10,191,348		9,541,772		9,157,525		8,733,830		9,318,058
FY net revenue (loss)		1,945,807		345,424		144,812		129,652		1,149,933		1,232,729
Ending fund balance		11,458,579		10,536,772		9,686,585		9,287,177		9,883,764		10,550,787
Transfer to General Capital Reserve Fund <sup>2</sup>		(800,000)		(500,000)		-		-		-		-
Transfer to Vehicle Replacement Reserve <sup>3</sup>		(467,231)		(495,000)		(529,059)		(553,347)		(565,706)		(590,172)
Fund balance forward		10,191,348		9,541,772		9,157,525		8,733,830		9,318,058		9,960,615
Charter requirement of 25% reserve		5,592,862		6,288,931		6,613,242		6,916,834		7,071,322		7,377,144
Policy requirement of 3% reserve		671,143		754,672		793,589		830,020		848,559		885,257
		\$ 6,264,005		\$ 7,043,602		\$ 7,406,830		\$ 7,746,854		\$ 7,919,880		\$ 8,262,401
Available fund balance		3,927,343		2,498,170		1,750,695		986,977		1,398,177		1,698,214
Revised Population Growth Projections <sup>4</sup>	4.1%	54,843	3.6%	56,831	2.8%	58,419	1.3%	59,150	1.9%	59,891	1.9%	60,644
Projected Commercial/Retail Growth	1.0%		1.0%		1.0%		1.0%		1.0%		1.0%	
		45.6%		37.9%		34.6%		31.6%		32.9%		33.8%

<sup>1</sup> Value of property within the Tax Increment Reinvestment Zone No. 1 is not included in the net appraised value.<sup>2</sup> GCRF policy allows the transfer of excess revenues each year to the General Capital Reserve Fund (GCRF). Although the amount will be calculated at the completion of the 2014 audit, an estimate has been provided.<sup>3</sup> Vehicle Replacement Reserve is approximately 2% of operating expenses to fund purchases of replacement vehicles.<sup>4</sup> Population estimates provided by City Planning Department.

# Property Tax

CERTIFIED VALUES			
	Effective Rate	Rollback Rate	Proposed Rate
Net Appraised Value	\$ 3,434,886,438	\$ 3,434,886,438	\$ 3,434,886,438
Less: TIRZ #1 taxable value*	\$ (61,757,773)	\$ (61,757,773)	\$ (61,757,773)
<b>Net Taxable value - City:</b>	<b>\$ 3,373,128,665</b>	<b>\$ 3,373,128,665</b>	<b>\$ 3,373,128,665</b>
Tax Rate (cents/\$100)	0.5198	0.5390	0.5390
Gross Revenue	17,533,523	18,181,164	18,181,164
Collection Rate	100%	100%	100%
Adjusted Gross Revenue	17,533,523	18,181,164	18,181,164
Collection Fee	(26,000)	(26,000)	(26,000)
<b>Net Tax Revenue</b>	<b>\$ 17,507,523</b>	<b>\$ 18,155,164</b>	<b>\$ 18,155,164</b>
* A transfer of 100% of property taxes collected in the Tax Increment Reinvestment Zone #1 will be made at the end of the fiscal year to TIRZ #1. The FY 15 estimate transfer is approximately \$332,500.			

Distribution			
General Fund	O & M	0.3754	69.65%
Debt Service	I & S**	0.1636	30.35%
<b>Total</b>		<b>0.5390</b>	<b>100.00%</b>
			<b>\$ 18,155,164</b>

\*\*Debt service requirements for existing debt.

\$0.01 of tax rate = \$337,313 property tax revenue

Average residential property taxable value in 2014 = \$ 172,045

Average residential property taxable value in 2013 = \$ 159,312

**Effective Rate** The tax rate required to produce the same amount of tax revenue for the current fiscal year as the previous fiscal year.

**Rollback Rate** The maximum rate allowed by law without voter approval. The rollback rate calculation includes an eight percent increase on the prior year operations and maintenance rate plus the amount necessary to cover debt service.

**Proposed Rate** The rate proposed for the upcoming tax year. This is the rate in the budget on which all property tax revenue estimates are based.

**Approved Rate** The rate approved by City Council.

**City of Pflugerville  
Tax Levies, Rates, and Values**

<b>Fiscal Year</b>	<b>M &amp; O Rate</b>	<b>I &amp; S Rate</b>	<b>Total Rate</b>	<b>Taxable Value*</b>	<b>Tax Levy</b>	<b>Average Residential Value</b>
1995-1996	0.3709	0.1085	0.4794	290,434,657	1,392,344	n/a
1996-1997	0.3936	0.1445	0.5381	339,707,299	1,827,965	n/a
1997-1998	0.4095	0.2111	0.6206	436,322,251	2,707,816	n/a
1998-1999	0.4669	0.1631	0.6300	556,037,314	3,503,035	n/a
1999-2000	0.4609	0.2389	0.6998	627,028,378	4,387,945	n/a
2000-2001	0.4291	0.2133	0.6424	758,849,420	4,874,849	n/a
2001-2002	0.4218	0.2081	0.6299	950,667,129	5,988,252	n/a
2002-2003	0.3986	0.2313	0.6299	1,171,638,331	7,380,150	n/a
2003-2004	0.4175	0.2242	0.6417	1,199,210,222	7,695,332	n/a
2004-2005	0.4372	0.2028	0.6400	1,310,450,828	8,386,885	n/a
2005-2006	0.4199	0.2151	0.6350	1,408,716,503	8,945,350	155,391
2006-2007	0.4125	0.2115	0.6240	1,515,913,575	9,459,301	157,990
2007-2008	0.4236	0.1954	0.6190	1,892,441,147	11,714,211	164,904
2008-2009	0.4371	0.1769	0.6140	2,489,169,600	15,283,501	170,870
2009-2010	0.4114	0.1976	0.6090	2,624,009,352	15,980,217	172,444
2010-2011	0.4101	0.1939	0.6040	2,781,357,612	16,799,400	161,948
2011-2012	0.3937	0.2053	0.5990	2,803,692,319	16,794,117	159,329
2012-2013	0.3946	0.1994	0.5940	2,826,931,963	16,791,976	152,384
2013-2014	0.3851	0.1885	0.5736	2,996,792,620	17,189,602	159,312
2014-2015	0.3754	0.1636	0.5390	3,373,128,665	18,181,164	172,045

\*Excludes TIRZ #1 taxable value.

## General Fund Summary

	FY 13 Actual	FY 14 Amended Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Revenues</b>				
Revenue	23,189,173	24,401,840	25,010,435	26,301,749
Total	<u>\$ 23,189,173</u>	<u>\$ 24,401,840</u>	<u>\$ 25,010,435</u>	<u>\$ 26,301,749</u>

Change in budget FY 14 to FY 15      7.79%

<b>Expenses</b>				
Administration	3,895,823	4,041,391	3,809,148	4,635,753
Court	376,917	500,441	434,820	504,557
Development Serv Admin	-	611,829	603,037	628,332
Building	511,657	343,538	335,685	381,962
Engineering	775,073	644,307	626,854	815,522
Planning	578,823	657,680	639,331	602,336
Fleet	210,721	227,630	210,811	260,708
Library	1,101,854	1,087,163	1,052,523	1,289,558
Parks & Rec	2,678,930	2,054,807	1,836,072	1,859,947
Parks Maintenance	-	1,358,019	1,333,639	1,027,102
Police	9,141,051	10,135,275	9,642,256	10,541,913
Street & Drainage	2,050,109	2,735,131	2,540,452	3,408,635
Total	<u>\$ 21,320,958</u>	<u>\$ 24,397,211</u>	<u>\$ 23,064,628</u>	<u>\$ 25,956,325</u>

Change in budget FY 14 to FY 15      6.39%

Revenues over (under) expenses	<u>\$ 1,868,215</u>	<u>\$ 4,629</u>	<u>\$ 1,945,807</u>	<u>\$ 345,424</u>
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Less: Capital Outlay      \$ (800,603)

Operating Expense      \$ 25,155,722

Estimated Ending Fund Balance / Total Operating Expenses =      37.9%

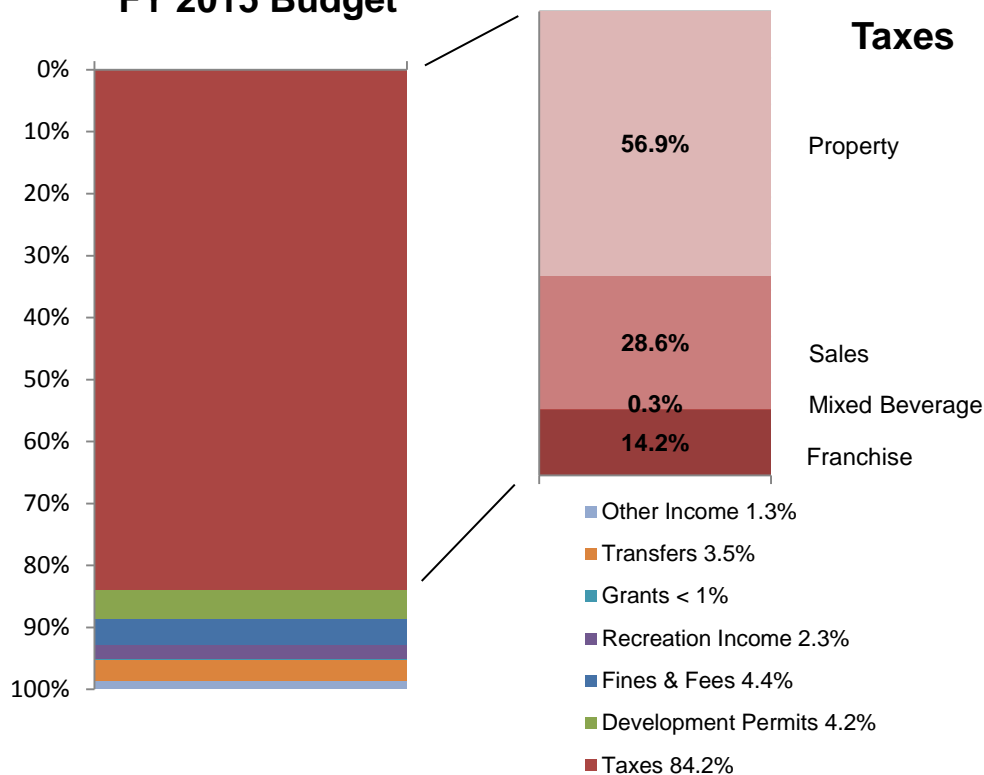
FY 15 Beginning Fund Balance      \$ 10,191,348

FY 15 Estimated Ending Fund Balance      \$ 9,541,772

## General Fund Revenue

	FY 13 Actual	FY 14 Amended Budget	FY 14 Projected Total	FY 15 Proposed Budget	% Change FY 14-15 Budget	% Change FY 14 Projected to FY 15 Budget
Taxes	\$ 19,018,389	\$ 20,188,630	\$ 20,115,731	\$ 22,101,359	9%	10%
Development Permits	1,256,491	824,630	1,584,809	1,204,920	46%	-24%
Fines & Fees	995,776	1,092,928	1,095,147	1,138,499	4%	4%
Recreation Income	626,540	579,315	596,090	599,875	4%	1%
Grants	118,546	390,040	290,040	4,000	-99%	-99%
Transfers	798,349	997,050	906,550	922,000	-8%	2%
Other Income	375,083	329,247	422,068	331,095	1%	-22%
<b>Total</b>	<b>\$ 23,189,173</b>	<b>\$ 24,401,840</b>	<b>\$ 25,010,435</b>	<b>\$ 26,301,749</b>	<b>8%</b>	<b>5%</b>

## General Fund Revenues FY 2015 Budget



## Budget Summary

General Fund revenues are anticipated to increase from FY 14 to FY 15 due to a variety of factors. Total property tax revenue for operations increases for FY 15 due to increased development, especially retail and commercial establishments, yet remain less than 50% of all general fund revenues. Sales tax is budgeted to increase 17% over the FY 14 projected estimate as more commercial establishments open their doors. Fiscal Year 2014 saw an increased level of development projects contributing to Development Permits revenue above budgeted amounts and FY 15 maintains a conservative estimate of continued growth. Fines & Fees are anticipated to remain relatively flat in the near term. Recreation Income is also expected to remain at about the same level as FY 14. The large decrease in Grant revenue from FY 14 to FY 15 is due a Texas Parks and Wildlife Department grant, awarded to the City for the expansion of the Gilleland Trail, during FY 14.

## General Fund Revenues

		FY 13 Actual	FY 14 Approved Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Taxes</b>					
3200	Property Taxes	11,250,597	11,599,663	11,508,231	12,586,504
3210	Property Tax Int & Penalty	52,668	26,407	40,000	-
3220	Sales Tax	4,780,844	5,044,616	5,400,000	6,318,000
3222	Mixed Beverage Tax	35,467	33,000	67,500	67,500
3230	Franchise Tax	2,898,813	3,484,943	3,100,000	3,129,356
	<b>Subtotal</b>	<b>19,018,389</b>	<b>20,188,630</b>	<b>20,115,731</b>	<b>22,101,359</b>
<b>Development Permits</b>					
3240	Building Permits	512,990	426,000	782,000	604,000
3241	Subdivision Construction Inspection	584,245	303,730	560,000	431,865
3242	Plat Review Fees	84,369	38,500	111,000	74,750
3243	Site Dev Plan Review Fees	50,655	33,000	102,000	67,500
3244	Dev Svcs Technology Fee	14,887	14,400	20,409	17,405
3355	Alarm Permits	9,345	9,000	9,400	9,400
	<b>Subtotal</b>	<b>1,256,491</b>	<b>824,630</b>	<b>1,584,809</b>	<b>1,204,920</b>
<b>Fines &amp; Fees</b>					
3300	Citations	954,468	1,041,428	1,041,428	1,093,499
3301	Animal Impoundment Fees	25,850	31,500	30,000	30,000
3605	Library Fee Revenue	15,457	20,000	23,719	15,000
	<b>Subtotal</b>	<b>995,776</b>	<b>1,092,928</b>	<b>1,095,147</b>	<b>1,138,499</b>
<b>Recreation Income</b>					
3400	Reservations	37,015	30,000	40,000	35,000
3420	Pfun Camp	127,761	130,500	130,500	130,500
3425	Sports League User Fees	17,955	14,000	10,000	10,000
3426	Recreation Center Income	196,790	175,000	175,000	180,000
3427	Athletics Program Income	-	10,315	8,000	10,000
3430	Special Events Income	5,866	1,500	3,090	1,500
3431	Farmers Market	6,855	7,500	7,500	7,875
3440	Pool Income	196,937	190,000	180,000	180,000
3460	Fireworks	3,410	5,000	6,000	8,000
3461	Chili Pfest	10,423	15,500	6,000	7,000
3726	P & R Facilities Rental	12,730	-	30,000	30,000
	<b>Subtotal</b>	<b>626,540</b>	<b>579,315</b>	<b>596,090</b>	<b>599,875</b>

## General Fund Revenues

	FY 13 Actual	FY 14 Approved Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Grants</b>				
3343 LCRA Grant	15,097	-	-	-
3351 PCDC Grants	96,836	76,300	98,300	-
3357 Federal Vest Grant	6,613	6,000	6,000	4,000
3361 Texas Parks & Wildlife Grant	-	172,500	50,500	-
3366 Police Grants	-	83,622	83,622	-
3375 Federal Grants - FEMA Award		51,618	51,618	-
<b>Subtotal</b>	<b>118,546</b>	<b>390,040</b>	<b>290,040</b>	<b>4,000</b>
<b>Transfers</b>				
3750 Transfer from Utility	750,000	750,000	750,000	750,000
3722 Trsf from SR - MC Technology	11,762	55,000	30,000	50,000
3722 Trsf from SR - MC Security	5,453	11,500	11,500	30,000
3722 Trsf from SR - MC Efficiency	-	45,050	45,050	30,000
3722 Trsf from SR - Drug Seizure	-	50,000	38,000	30,000
3722 Trsf from SR - Child Safety	31,134	28,000	32,000	32,000
3722 Trsf from SR - DPfest	-	57,500	-	-
<b>Subtotal</b>	<b>798,349</b>	<b>997,050</b>	<b>906,550</b>	<b>922,000</b>
<b>Other Income</b>				
3325 Towing Revenue	17,475	19,000	19,000	19,000
3350 PISD PD Service Fees	216,716	190,000	190,000	200,000
3410 Donations - Library	187	-	1,500	-
3412 Donations - Parks	3,200	-	4,634	-
3415 Donations - Animal Shelter	7,579	-	11,700	-
3695 TIRZ #1 Reimbursement	-	-	50,640	71,595 <sup>1</sup>
3700 Service Fees	542	700	500	500
3710 Interest Income	14,583	16,000	7,000	10,000
3720 Miscellaneous Income	58,561	65,000	79,000	25,000
3721 Cash Long or Short	16	-	100	-
3729 Insurance claim revenue	10,618	33,547	39,494	-
3730 Lake Pflugerville	6,521	4,000	5,000	4,000
3850 Sale of Fixed Assets	39,085	1,000	13,500	1,000
<b>Subtotal</b>	<b>375,083</b>	<b>329,247</b>	<b>422,068</b>	<b>331,095</b>
<b>Total Revenue</b>	<b>\$ 23,189,173</b>	<b>\$ 24,401,840</b>	<b>\$ 25,010,435</b>	<b>\$ 26,301,749</b>

<sup>1</sup> Includes administrative fee and per residence service payments.





# Administration Department

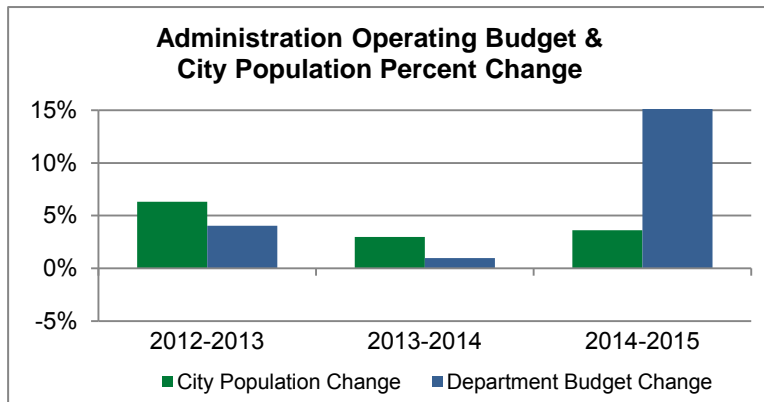
## City Manager, Finance, Human Resources

### Department Description

Administration is composed of the City Manager's office, Finance, and Human Resources. The budgets for these components are not allocated separately. Each function supports all other City departments and the City Council in their operations. This department also contains funding for City-wide programs and operations such as media and City promotion, information technology infrastructure and Fire Marshal services.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14-15 Budget	% Change FY 14 Projected to FY 15 Budget
Operating	Personnel	1,960,354	1,919,892	1,749,102	2,262,220	18%	29%
	Operations & Maintenance	1,130,487	1,224,846	1,165,735	1,130,033	-8%	-3%
	Supplies	56,482	74,000	71,500	92,500	25%	29%
	Services	695,152	767,896	738,054	1,141,000	49%	55%
Capital Acquisition		53,348	54,757	84,757	10,000	100%	-88%
Totals		\$3,895,823	\$4,041,391	\$3,809,148	\$4,635,753	15%	22%



### Administration Personnel

	FY 14 Actual	FY 15 Proposed
Full Time	23	24
Part Time	1	1
Seasonal	0	0
Total	24	25

### FY 15 Budget Highlights

- Add one full-time Maintenance Tech I position to provide additional services to the Library and Public Works (Personnel).
- Merit increases for all general fund personnel are included at 3% of the total general fund salaries beginning January 1, 2015. Merit is not included in individual department budgets (Personnel).
- Purchase multi-facility custodial supplies and GPS tracking units for all non-Police vehicles (Supplies).
- Redesign the City's website and create a compensation plan for City staff (Services).
- Prepare a transit plan (Services).
- Purchase a John Deere Gator for special events (Capital).

## Administration Dept Expense

	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Operating</b>				
<b>4000 Salaries</b>	1,490,014	1,401,788	1,308,435	1,392,875
<b><i>New Personnel</i></b>				<b>33,559</b>
<b>4005 Overtime</b>	3,662	3,000	2,000	3,000
<b>4006 Overtime- Pfestivals</b>	1,247	1,175	2,000	2,000
<b>4010 Employee Incentives</b>	5,273	5,100	5,100	5,200
<b>4015 Employee Retirement</b>	192,950	178,284	168,151	190,877
<b>4020 Social Security/Medicare</b>	106,611	104,921	95,901	107,335
<b>4030 Workers Compensation</b>	3,509	3,684	2,500	2,625
<b>4040 Employee Insurance</b>	126,596	166,545	125,535	158,940
<b>4041 EE Health Ins Exchange Fees</b>	-	12,915	-	-
<b>4042 Employee Wellness Program</b>	591	1,000	1,000	1,200
<b>4045 EFA Claim Reimbursement</b>	29,308	35,000	32,000	35,000
<b>4050 Unemployment Tax</b>	594	6,480	6,480	6,480
<b>4085 Merit Increases</b>	-	-		323,129
<b>4110 Legal Fees</b>	203,681	200,000	200,000	232,000
<b>4140 Appraisal Fees</b>	88,899	98,000	90,000	95,000
<b>4150 Auditor Professional Fees</b>	40,800	42,000	40,000	42,000
<b>4175 Fire Marshal Fees</b>	67,263	80,000	85,763	90,000
<b>4180 Election expense</b>	5,879	16,000	-	10,000
<b>4195 Other Professional Fees</b>	238,132	241,896	282,291	622,000
<b>4196 Public transportation services</b>	50,498	90,000	40,000	50,000
<b>4197 Media Expense</b>	195,853	180,000	180,000	180,000
<b>4200 Gasoline</b>	2,267	6,000	3,000	3,000
<b>4210 Vehicle Maintenance</b>	1,526	3,000	3,000	3,000
<b>4300 Electricity</b>	21,603	22,500	24,000	25,200
<b>4310 Communications</b>	18,877	17,500	16,200	23,000
<b>4320 Water</b>	4,044	4,300	4,300	4,300
<b>4330 Natural Gas</b>	1,228	1,000	3,000	3,100
<b>4400 Postage</b>	19,798	20,000	20,000	20,000
<b>4405 Uniforms</b>	380	2,500	2,500	2,500
<b>4410 Training and Education</b>	23,138	22,000	22,000	24,000

## Administration Dept Expense

	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Operating</b>				
<b>4412</b> Management Development	56,457	30,000	-	30,000
<b>4415</b> Council Train & Education	4,860	10,000	10,000	10,000
<b>4416</b> Volunteer Appreciation	17,260	15,000	17,530	18,000
<b>4420</b> Insurance	6,097	6,400	6,612	7,000
<b>4430</b> Office Supplies	12,437	24,000	24,000	24,000
<b>4440</b> Small Tools/Equipment	36,283	21,500	32,000	38,000 <sup>1</sup>
<b>4450</b> Advertising	2,471	5,000	2,500	5,000
<b>4460</b> Memberships/Dues (Department)	4,742	6,547	7,241	7,275
<b>4461</b> Memberships City-wide	23,540	19,883	21,716	22,250
<b>4465</b> Rentals/Leases (Copiers)	12,112	15,000	16,000	15,649
<b>4470</b> Publications/Software	5,114	20,000	10,000	15,000
<b>4480</b> Other Operating Expenses	114,435	66,000	85,000	75,000
<b>4510</b> Maintenance Contracts	147,041	169,490	137,636	157,759
<b>4520</b> Maintenance and Repairs	73,254	65,000	55,000	45,000
<b>4600</b> Emergency Management	8,391	90,165	82,000	5,000
<b>4677</b> Information Technology	110,597	112,000	112,000	112,000
<b>4680</b> Special Events/Pfestivals	125	64,000	72,000	72,000
<b>4681</b> TxDOT/SH 45 ROW	200,000	200,000	200,000	200,000
<b>4683</b> Economic Incentives	47,944	79,811	68,000	65,500
<b>4687</b> Custodial Supplies	-	-	-	10,000
<b>Total Operating</b>	<b>3,842,475</b>	<b>3,986,634</b>	<b>3,724,391</b>	<b>4,625,753</b>
<b>Capital Outlay</b>				
<b>4700</b> Equipment	28,348	54,757	84,757	10,000
<b>4730</b> Land	25,000	-	-	-
<b>Total Capital Outlay</b>	<b>53,348</b>	<b>54,757</b>	<b>84,757</b>	<b>10,000</b>
<b>Total Expense</b>	<b>\$ 3,895,823</b>	<b>\$ 4,041,391</b>	<b>\$ 3,809,148</b>	<b>\$ 4,635,753</b>
<b>FY 14 Original Budget - FY 14 Projected Total</b>			<b>\$ (232,243)</b>	<b>-6%</b>
<b>FY 14 Operating Budget - FY 15 Operating Budget</b>			<b>\$ 639,119</b>	<b>16%</b>
<b>FY 14 Total Budget - FY 15 Total Budget</b>			<b>\$ 594,362</b>	<b>15%</b>

<sup>1</sup> Includes \$13,000 for GPS unit installation on all General Fund (non-Police) vehicles. Monthly maintenance included in account 4510.

## Administration Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
<b>City Manager's Office</b>			
City Manager	1	1	1
Assistant City Manager (ACM) <sup>1</sup>	3	1	1
City Secretary	1	1	1
Human Resources Manager	1	1	1
Human Resources Coordinator	1	0	0
Human Resources Assistant	0	1	1
Website Coordinator	1	1	1
Public Information Officer	1	1	1
Marketing & Special Events Coord. <sup>2</sup>	0	1	1
Videography Multimedia Specialist	0	1	1
Admin Tech II - CMO	1	2	2
Admin Tech I - CMO	1	0	0
<b>Total Full Time</b>	<b>11</b>	<b>11</b>	<b>11</b>
Admin Tech I	1	1	1
<b>Total Part Time</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Finance Department</b>			
Finance Director	1	1	1
Assistant Finance Director	1	0	0
Accountant II	1	1	1
Budget Analyst	0	1	1
Accountant I	1	1	1
Accounting/Payroll Tech	1	1	1
Purchasing Supervisor	1	1	1
Accounts Payable Clerk I/II	1	1	1
Admin Tech II - Finance	1	1	1
<b>Total Full Time</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Public Facilities Maintenance Team</b>			
Facilities Coordinator	1	1	1
Facilities Maintenance Tech	3	3	4
<b>Total Full Time</b>	<b>4</b>	<b>4</b>	<b>5</b>
<b>Total Administration</b>	<b>24</b>	<b>24</b>	<b>25</b>

<sup>1</sup> The Assistant City Manager for Development Services moved to Development Services Administration and the Assistant City Manager for Community Services moved to Utility Administration.

<sup>2</sup> Position moved from Parks and Recreation.

# New Admin Dept Personnel

Position	Proposed Salary	13.72% Retire- ment	7.65% SS/Med Taxes	3.0% TEC	TWC	Insur- ance	Total
Maintenance Tech I (9 months)	20,837	2,859	1,594	270	1,000	7,000	33,559
<b>Totals</b>	<b>\$ 20,837</b>	<b>\$ 2,859</b>	<b>\$ 1,594</b>	<b>\$ 270</b>	<b>\$ 1,000</b>	<b>\$ 7,000</b>	<b>\$ 33,559</b>

## Administration Capital Outlay

<b>Account Number</b>	<b>Item</b>	<b>FY 15 Proposed</b>
4700	<b>Events Staff Gator</b> For use during special events and pfestivals	10,000
<b>4700 Total</b>		<b>\$ 10,000</b>
<b>Total Capital Outlay</b>		<b><u>\$ 10,000</u></b>

### Admin Other Professional Fees

<b>Service</b>	<b>Vendors</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
Background Checks	Various	3,615	2,500	2,500	2,500
Bond Arbitrage Calculations	Arbitrage Compliance Specialists	5,508	4,800	2,100	2,250
Code updates	Franklin Legal	3,694	5,000	3,000	3,000
Compensation Plan	To be determined	-	-	-	65,000
Confidential Record Storage	Iron Mountain	389	1,000	1,000	1,000
Drug Screening/Physicals	Various	12,012	15,000	14,230	15,000
Employee Assistance Program	WAP, Inc.	10,013	11,000	10,300	11,000
Lobbying Fees *	Focused Advocacy	-	-	-	48,250
FSA & EFA Admin Fees	TPA of Texas (SBS Admin Svcs)	2,911	5,300	3,750	4,000
GASB 45 - OPEB Reporting	Gabriel Roeder Smith, Actuaries	2,175	-	3,920	4,200
Graphic Designer	Big Blue Sky / Gem	-	57,500	57,500	50,000
Hiring Services - P&R Director, HR Manager, Asst Fin Director	Chris Hartung Consulting	14,180	-	19,043	-
Information Tech Services	Net Sales Direct	152,300	135,296	135,296	145,300
Multi-Lingual Testing	Spanish Language Instruction	1,140	500	1,000	1,000
Offsite Backup Services	NSD Vault	16,656	18,000	23,500	26,000
W-2 & 1099 Processing	Incode	3,016	3,500	3,152	3,500
Transit Planning Assistance	TBD	-	-	-	180,000
Website Redesign	To be determined	-	-	-	60,000
		<b><u>\$ 238,132</u></b>	<b><u>\$ 241,896</u></b>	<b><u>\$ 282,291</u></b>	<b><u>\$ 622,000</u></b>

\* Split with Utility Fund

## Administration Dept Memberships

Vendors	Type	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
<b>City Manager</b>					
AICP/APA (Amer. Inst. of Certified Planners/Amer Plan Assoc)	Indiv (1)	655	-	Moved to DSA	
American Water Works Assoc (AWWA)	Indiv (1)	-	187	187	200
International City Managers Assoc. (ICMA)	Indiv (2)	1,039	2,400	2,400	2,400
Texas Board of Engineers (Engineering License)	Indiv (1)	235	235	235	235
Texas City Managers Association (TCMA)	Indiv (2)	560	1,000	1,369	1,500
<b>City Secretary</b>					
ARMA (Records Management)	Indiv (1)	-	210	210	210
Capital City Chapter of Municipal Clerks	Indiv (3)	45	45	45	45
International Institute of Municipal Clerks (IIMC)	Indiv (1)	185	185	185	185
Texas Municipal Clerks Association	Indiv (3)	270	270	270	270
<b>Finance/Human Resources</b>					
CenTex Chapter APA	Indiv (1)	55	55	45	55
Government Finance Officers Association (GFOA)	Indiv (3)	525	595	595	595
Government Finance Officers Association of Texas (GFOAT)	Indiv (4)	360	360	360	360
Texas Municipal Human Resources Association (TMHRA)	Indiv (1)	-	-	75	75
Texas Public Purchasing Association (TPPA)	Indiv (2)	100	200	150	150
Texas State Board of Public Accountancy (CPA License)	Indiv (1)	51	100	55	55
Society for Human Resource Management (SHRM)	Indiv (2)	-	-	355	185
Williamson County Human Resources Association (WCHRMA)	Indiv (1)	-	-	-	50
<b>Public Information</b>					
City County Communications & Marketing Association (3CMA)	Indiv (1)	390	390	390	390
National Association of Government Webmasters (NAGW)	Indiv (1)	100	100	100	100
Texas Assoc of Municipal Information Officers (TAMIO)	Indiv (2)	130	130	130	130
Texas Recreation and Parks Society (TRAPS)	Indiv (1)	-	85	85	85
<b>Total</b>		<b>\$ 4,742</b>	<b>\$ 6,547</b>	<b>\$ 7,241</b>	<b>\$ 7,275</b>



## Administration City Memberships

<u>Vendors</u>	<u>Type</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
Austin-San Antonio Corridor Council (GA-SACC)	City-wide	3,500	3,500	3,500	3,500
CAMPO (Capital Area Metropolitan Planning Organization)	City-wide	1,400	2,500	3,170	3,300
CAPCOG (Capital Area Council of Govs)	City-wide	4,008	4,008	4,996	5,200
Community Action Network	City-wide	500	500	500	500
Greater Pflugerville Chamber of Commerce (GPCC)	City-wide	4,000	4,000	4,000	4,000
Strategic Government Resources (SGR)	City-wide	175	175	250	250
Texas Comptroller (Purchasing Co-op)	City-wide	100	100	100	100
Texas Municipal League (TML)	City-wide	9,857	5,100	5,200	5,400
<b>Subtotal</b>		<b>\$ 23,540</b>	<b>\$ 19,883</b>	<b>\$ 21,716</b>	<b>\$ 22,250</b>

## Admin Maintenance Contracts

Equipment/Software	Provider	Term	Location	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
Agenda Review Software	Legistar	1 year	City Hall Complex	10,030	11,000	10,030	11,000
Alarm Monitoring/Maintenance	Stanley (FY13) Tyco (FY14/15)	1 year	City Hall Complex	7,128	9,000	3,645	5,644
Anti-virus Kaspersky	Net Sales Direct (NSD)	1 year	City-wide (except PD)	1,188	1,200	1,200	1,200
Custodial Services	Jani-King of Austin	1 year	Development Services Center	5,964	-	Moved to DSA	
Finance Software	Incode	1 year	Suite 100	16,630	18,000	18,000	19,000
Fleet Outlook *	TBD	1 year	All Gen Fund Non-Police Vehicles	-	-	-	15,000
Generator	Waukesha Pearce	1 year	City Hall Complex	1,708	1,675	1,800	1,800
i applicants (tracking)	The Payton Company	1 year	Suite 100	2,172	2,400	2,300	2,400
Kaseya Software	Net Sales Direct (NSD)	1 year	City-wide (except PD)	19,500	18,000	18,000	18,000
Mowing (City facilities)	Red & White Greenery	1 year	City Hall, Maintenance	4,064	15,000	3,361	3,500
Office 2010/Windows 7	Dell	1 year	City-wide (except PD)	46,420	50,000	50,000	50,000
Open Records Request Mgmt	WebQA, Inc.	1 year	Suite 300	3,660	3,775	3,660	3,775
Pest Control	Pflugerville Pest Control	1 year	City Hall Complex	279	440	440	440
Smart Net	IT Works	1 year	City	1,200	15,000	-	-
Spam Filter	Net Sales Direct (NSD)	1 year	City Hall Complex	7,942	8,000	9,200	10,000
VM Ware Maintenance	Net Sales Direct (NSD)	1 year	City Hall Complex	13,275	16,000	16,000	16,000
<b>Subtotal</b>				<b><u>\$ 147,041</u></b>	<b><u>\$ 169,490</u></b>	<b><u>\$ 137,636</u></b>	<b><u>\$ 157,759</u></b>

\* One time installation charge included in Small Tools in FY15.

## Information Technology

Hardware and Network Infrastructure	FY15 Proposed
Storage Upgrade (Equalillogics)	50,000
Voicemail Upgrade (Cisco)	16,000
Wireless Upgrade	12,000
Mesh Network (1 tower)	10,000
10 GB network upgrade (2 departments - TBD)	24,000
Subtotal	\$ 112,000



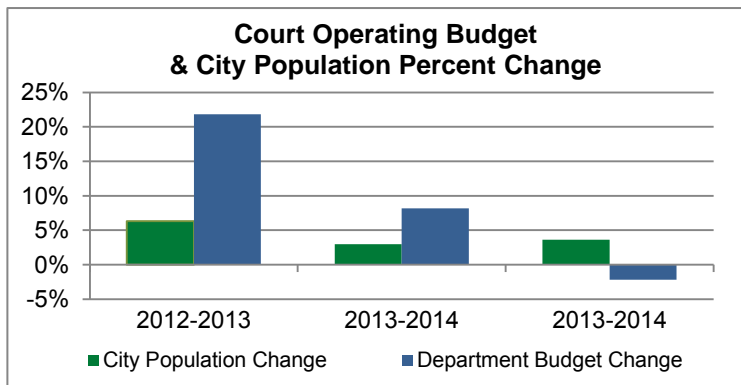
# Municipal Court

## Department Mission

To provide quality service in a professional manner and to ensure trust and confidence in the Pflugerville Municipal Court. It is our goal to treat each person efficiently and with dignity and respect. The Court is dedicated to providing a fair and just resolution of the legal issues within its jurisdiction and in accordance with the laws of the State of Texas.



Financial Summary		FY 13	FY 14	FY 14	FY 15	% Change	% Change
		Actual	Amended Budget	Projected	Proposed Budget	FY 14 - 15 Budget	FY 14 Projected to FY 15 Budget
Operating	Personnel	343,438	376,206	373,789	386,172	3%	3%
	Operations & Maintenance	5,681	48,609	27,251	35,935	-26%	32%
	Supplies	12,392	62,000	20,950	52,700	-15%	152%
	Services	15,406	13,626	12,830	14,750	8%	15%
Capital Acquisition		-	-	-	15,000	100%	100%
Totals		\$ 376,917	\$ 500,441	\$ 434,820	\$ 504,557	1%	16%



Court Personnel		
	FY 14 Actual	FY 15 Proposed
Full Time	5	5
Part Time	2	2
Seasonal	0	0
Total	7	7

## FY 15 Budget Highlights

- Acquire a metal detector /screening device to improve security at the Justice Center using Court Security special revenue funds (Capital).
- Enhance the Justice Center lobby with new seating using Efficiency special revenue funds (Supplies).
- Upgrade the courtroom's audio/video equipment for video reviews and public information purposes using Tech and Efficiency special revenue funds (Supplies).
- Overall, approximately \$95,000 of budgeted expenditures will be offset by Special Revenue Funds.

## Court Department Expense

	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Operating</b>				
<b>4000</b> Salaries	261,704	280,651	282,297	286,083
<b><i>New Personnel</i></b>	-	-	-	-
<b>4005</b> Overtime	1,176	1,500	1,310	1,500
<b>4010</b> Employee Incentives	5,345	5,345	4,861	4,900
<b>4015</b> Employee Retirement	29,232	30,983	33,245	34,819
<b>4020</b> Social Security/Medicare	19,536	21,418	21,411	22,375
<b>4030</b> Workers Compensation	288	302	100	105
<b>4040</b> Employee Insurance	26,105	33,942	28,500	34,500
<b>4050</b> Unemployment Tax	53	2,065	2,065	1,890
<b>4195</b> Other Professional Fees	15,406	13,626	12,830	14,750
<b>4310</b> Telephone	420	420	420	420
<b>4410</b> Training and Education	-	1,000	1,000	1,200
<b>4420</b> Insurance	304	319	419	450
<b>4430</b> Office Supplies	12,262	12,000	11,850	12,000
<b>4440</b> Small Tools/Equipment	130	50,000	9,100	40,700 <sup>1</sup>
<b>4460</b> Memberships/Dues	165	165	165	165
<b>4465</b> Rentals/Leases (copiers)	3,897	4,325	4,325	5,000
<b>4480</b> Other Operating	895	1,000	-	1,200
<b>4510</b> Maintenance Contracts	-	16,380	15,150	24,500
<b>4520</b> Maintenance and Repairs	-	25,000	5,772	3,000
<b>Total Operating</b>	<b>376,917</b>	<b>500,441</b>	<b>434,820</b>	<b>489,557</b>

## Court Department Expense

	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<u>Capital Outlay</u>				
<b>4700</b> Equipment	-	-	-	15,000
<b>Total Capital Outlay</b>	-	-	-	15,000
<b>Total</b>	<b>\$ 376,917</b>	<b>\$ 500,441</b>	<b>\$ 434,820</b>	<b>\$ 504,557</b>

<sup>1</sup> See subsequent page for itemization.

FY 14 Approved Budget - FY 14 Projected Total	\$ (65,621)	-13%
FY 14 Operating Budget - FY 15 Operating Budget	\$ (10,884)	-2%
FY 14 Total Budget - FY 15 Total Budget	\$ 4,116	1%

## Court Department Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
Court Administrator	1	1	1
Court Clerk	1	1	1
Deputy Court Clerk	3	3	3
<b>Total Full Time</b>	<b>5</b>	<b>5</b>	<b>5</b>
Bailiff Services	1	1	1
Municipal Court Judge	1	1	1
<b>Total Part Time</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Municipal Court Total</b>	<b>7</b>	<b>7</b>	<b>7</b>

\*Bailiff time is paid from Special Revenue funding and is filled by Pflugerville off duty police officers.



## Court Capital Outlay

<b>Account Number</b>	<b>Item</b>	<b>FY 15 Proposed</b>	<b>Funding Source</b>
4700	<b>Walk through metal detector/screening device</b> To improve security at the Justice Center	15,000	Security

**Total Capital Outlay**      **\$      15,000**

## 4195 Court Other Professional Fees

<b>Service</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
Credit Card Fees	11,762	13,076	12,780	14,200 *
Interpreter - Court	-	500	-	500 *
Public Bond Insurance	-	50	50	50 *
Temporary Personnel	3,644	-	-	-
	<b>\$ 15,406</b>	<b>\$ 13,626</b>	<b>\$ 12,830</b>	<b>\$ 14,750</b>

\*Expenditure will be funded with Special Revenue funds, an offsetting revenue is included in General Fund Revenue.

## Court Small Tools

<u>Account Number</u>	<u>Item</u>	<u>FY 15 Proposed</u>	<u>Funding Source</u>
4440	Receipt Printers (3 @ \$1,000 per)	3,000	Efficiency
4440	File cabinets (3 @ \$900 per)	2,700	Efficiency
4440	Lobby Seating	10,000	Efficiency
4440	Courtroom AV Equipment	25,000	Tech/Efficiency
4440 Total		<u>\$ 40,700</u>	

## 4460 Court Department Memberships

<u>Vendors</u>	<u>Type</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
Texas Association for Court Administrators	Indiv (1)	75	75	75	75
Texas Court Clerks Association	Indiv (1)	40	40	40	40
Texas Municipal Court Association	Indiv (1)	50	50	50	50
		<u>\$ 165</u>	<u>\$ 165</u>	<u>\$ 165</u>	<u>\$ 165</u>

### 4510 Court Maintenance Contracts

<u>Equipment</u>	<u>Location</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Projected</u>
Software & Hardware	Justice Center (Court)	-	10,270	9,040	10,500 *
Software & Hardware	Justice Center (Court)	-	1,800	1,800	2,000 *
Ticket Writers	Justice Center (Court)	-	4,310	4,310	12,000 *
		<u>\$ -</u>	<u>\$ 16,380</u>	<u>\$ 15,150</u>	<u>\$ 24,500</u>

\*Expenditures will be funded with Court Technology special revenue funds. Revenue offsetting the expenditures is included in the General Fund.



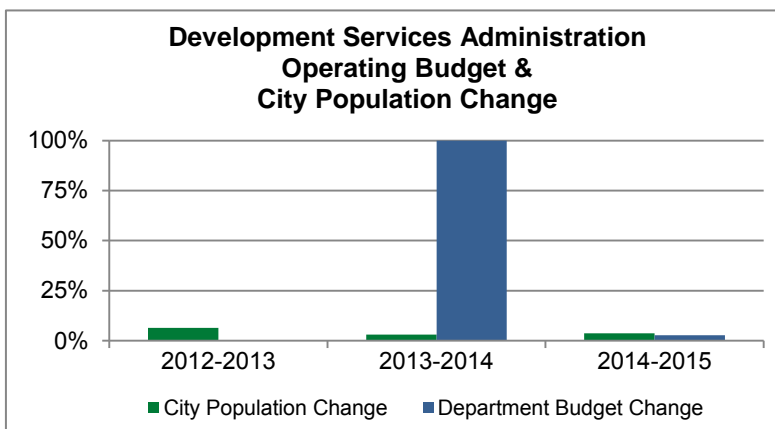
# Development Services Administration

## Department Mission

Development Services Administration serves to centralize certain shared costs of the Building, Planning and Engineering departments.



Financial Summary		FY 13	FY 14	FY 14	FY 15	% Change	% Change
		Actual	Amended Budget	Projected	Proposed Budget	FY 14 - FY 15 Budget	FY 14 Projected to FY 15 Budget
Operating	Personnel	-	389,760	368,114	389,912	0%	6%
	Operations & Maintenance	-	195,269	208,073	227,270	16%	9%
	Supplies	-	26,800	26,850	11,150	-58%	-58%
	Services	-	-	-	-	N/A	N/A
Capital Acquisition		-	-	-	-	N/A	N/A
Totals		\$ -	\$ 611,829	\$ 603,037	\$ 628,332	3%	4%



Development Services Administration Personnel		
	FY 14 Actual	FY 15 Proposed
Full Time	5	5
Part Time	0	0
Seasonal	0	0
Total	5	5

## FY15 Budget Highlights

- In FY 14 Development Services operations were functionally reorganized and a new department, Development Services Administration, was created. This department includes items previously shared between the Building, Planning & Engineering departments including the cost of leasing office space, maintenance contracts, other operating expenditures and supplies (Operations & Maintenance and Supplies).
- In FY 14, funds were budgeted for a one-time purchase of office furniture (Supplies).

Note: One vehicle is scheduled for replacement, funded by reserve.

## Dev Svc Administration Expense

	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected Total</u>	<u>FY 15 Proposed Budget</u>
<b>Operating</b>				
<b>4000 Salaries</b>	-	288,833	279,877	288,891
<b>New Personnel</b>				-
<b>4010 Incentives</b>	-	1,800	1,800	1,800
<b>4015 Employee Retirement</b>	-	37,070	36,635	39,883
<b>4020 Social Security/Medicare</b>	-	21,631	20,752	22,238
<b>4030 Workers' Compensation</b>	-	5,122	500	750
<b>4040 Employee Insurance</b>	-	33,954	27,200	35,000
<b>4050 Unemployment Tax</b>	-	1,350	1,350	1,350
<b>4200 Gasoline</b>	-	-	350	350
<b>4210 Vehicle Maintenance</b>	-	-	500	500
<b>4310 Communications</b>	-	910	910	7,200 <sup>1</sup>
<b>4410 Training and Education</b>	-	4,000	4,000	4,000
<b>4420 Insurance</b>	-	-	504	550
<b>4430 Office Supplies</b>	-	1,500	1,500	1,800
<b>4440 Small Tools/Equipment</b>	-	25,300	25,000	9,000
<b>4460 Memberships/Dues</b>	-	1,360	1,060	1,060
<b>4465 Rentals/Leases</b>	-	5,500	10,550	10,550
<b>4466 Leased Office Space w/ utilities</b>	-	135,000	135,000	144,000
<b>4480 Other Operating Expenses</b>	-	11,000	11,000	12,500 <sup>1</sup>
<b>4510 Maintenance Contracts</b>	-	26,799	33,849	44,910
<b>4520 Maintenance and Repairs</b>	-	10,700	10,700	2,000
<b>Total Operating</b>	-	<b>611,829</b>	<b>603,037</b>	<b>628,332</b>



## Dev Svc Administration Expense

	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected Total</u>	<u>FY 15 Proposed Budget</u>
<u>Capital Outlay</u>				
<u>4700 Equipment</u>	-	-	-	-
<u>Total Capital Outlay</u>	-	-	-	-
<u>Total Expense</u>	<u>\$ -</u>	<u>\$ 611,829</u>	<u>\$ 603,037</u>	<u>\$ 628,332</u>

New department for Fiscal Year 2014.

Includes shared expenditures from Building, Engineering and Planning departments.

FY 14 Original Budget - FY 14 Projected Total	\$ (8,792)	-1.4%
FY 14 Operating Budget - FY 15 Operating Budget	\$ 16,503	2.7%
FY 14 Total Budget - FY 15 Total Budget	\$ 16,503	2.7%

<sup>1</sup> In FY15, budgeted expenditures for internet services moved from 4480 to 4310.

## Dev Svc Administration Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
Assistant City Manager	0	1	1
Administrative Tech II	0	3	3
Administrative Tech I	0	1	1
<b>Development Services Administration Total</b>	<b>0</b>	<b>5</b>	<b>5</b>

# Dev Svc Admin Capital Outlay

<u>Account Number</u>	<u>Item</u>	<u>FY 15 Proposed</u>
	None	-
4700 Total		\$ -
Total Capital Outlay		<u>\$ -</u>

Funded by Vehicle Replacement Reserve		<u>FY15 Proposed</u>
<u>Account Number</u>	<u>Item</u>	
4700	2014 Ford Escape Replaces a 2000 Ford Taurus with 40,151 miles (#226)	22,488

## 4510 Dev Svc Admin Maint Contracts

<u>Equipment/ Service</u>	<u>Location</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
Custodial Services	DSC*	-	6,000	6,300	6,300
Laserfishe Maintenance	DSC*	-	5,519	5,519	8,050
Mypermitnow Annual Fee	DSC*	-	11,500	18,250	22,000
Mypermitnow Addressing Module	DSC*	-	2,880	2,880	2,880
Receipt Printer Maintenance	DSC*	-	900	900	2,880
iPad Data Plan	DSC*	-	-	-	2,800
		<u>\$ -</u>	<u>\$ 26,799</u>	<u>\$ 33,849</u>	<u>\$ 44,910</u>

\*Development Services Center (DSC)

## 4460 Dev Svc Admin Memberships

<u>Vendors</u>	<u>Type</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
AICP/APA (Amer. Inst. of Certified Planners/ American Planning Assoc)	Indiv (1)	-	610	660	660
Texas City Manager Association	Indiv (1)	-	750	400	400
		<u>\$ -</u>	<u>\$ 1,360</u>	<u>\$ 1,060</u>	<u>\$ 1,060</u>



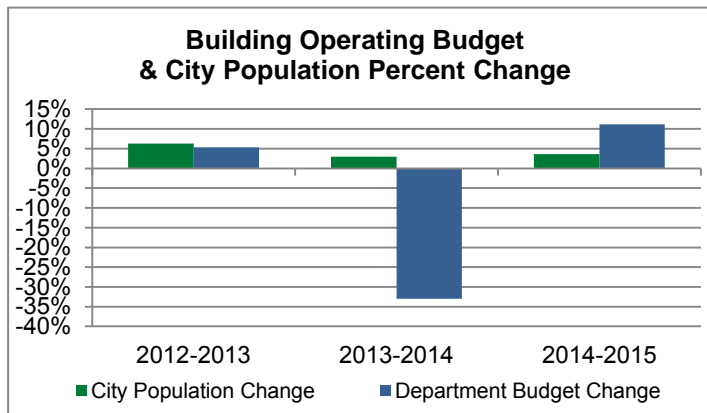
# Building Department

## Department Mission

Ensure that Pflugerville's residences and places of business are designed and constructed to the standards for quality, safety, and efficiency in accordance with the adopted building, site development, and zoning regulations.



Financial Summary		FY13 Actual	FY14 Amended Budget	FY14 Projected	FY15 Proposed Budget	% Change FY14 - 15 Budget	% Change FY14 Projected to FY15 Budget
Operating	Personnel	414,656	318,446	311,999	321,930	1%	3%
	Operations & Maintenance	62,105	17,792	15,886	16,232	-9%	2%
	Supplies	12,690	7,300	7,800	7,800	7%	0%
	Services	-	-	-	36,000	100%	100%
Capital Acquisition		22,206	-	-	-	N/A	N/A
Totals		\$ 511,657	\$ 343,538	\$ 335,685	\$ 381,962	11%	14%



Building Personnel		
	FY14 Actual	FY15 Proposed
Full Time	4	4
Part Time	0	0
Seasonal	0	0
Total	4	4

## FY15 Budget Highlights

- In FY14, Development Services operations were functionally reorganized and a new department, Development Services Administration, was created. This department includes items previously shared between the Building, Planning & Engineering departments including the cost of leasing office space, maintenance contracts, other operating expenditures and supplies (Operations & Maintenance and Supplies). These changes also resulted in the movement of two Admin Techs from the Building Department to Development Services Administration (Personnel).
- Outsource inspection services for the Sorento subdivision (Services).

Note: One vehicle is scheduled for replacement, funded by reserve.

## Building Department Expense

	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Operating</b>				
<b>4000 Salaries</b>	311,757	238,156	235,276	238,515
<b><i>New personnel</i></b>				-
<b>4005 Overtime</b>	135	-	-	-
<b>4010 Employee Incentives</b>	4,500	2,700	2,700	2,700
<b>4015 Employee Retirement</b>	41,052	30,738	31,623	33,095
<b>4020 Social Security/Medicare</b>	23,213	17,936	17,855	18,453
<b>4030 Workers Compensation</b>	651	683	500	525
<b>4040 Employee Insurance</b>	33,294	27,153	22,965	27,562
<b>4050 Unemployment Tax</b>	54	1,080	1,080	1,080
<b>4195 Other Professional Fees</b>	-	-	-	36,000
<b>4200 Gasoline</b>	8,322	6,000	6,500	6,500
<b>4210 Vehicle Repair &amp; Maintenance</b>	1,018	3,000	3,000	3,000
<b>4310 Communications</b>	7,140	7,575	5,780	6,000
<b>4405 Uniforms</b>	724	1,200	1,200	1,200
<b>4410 Training and Education</b>	1,397	2,640	2,640	2,640
<b>4420 Insurance</b>	1,610	1,700	1,574	1,700
<b>4430 Office Supplies</b>	453	Moved to Development Services Admin		
<b>4440 Small Tools/Equipment</b>	3,752	600	600	600
<b>4460 Memberships/Dues</b>	497	677	692	692
<b>4465 Rentals/Leases</b>	2,331	Moved to Development Services Admin		
<b>4466 Leased Office Space w/ utilities</b>	42,424	Moved to Development Services Admin		
<b>4470 Publications/Software</b>	162	700	700	700
<b>4480 Other Operating Expenses</b>	2,721	1,000	1,000	1,000
<b>4510 Maintenance Contracts</b>	2,242	Moved to Development Services Admin		
<b>Total Operating</b>	<b>489,451</b>	<b>343,538</b>	<b>335,685</b>	<b>381,962</b>



## Building Department Expense

	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected Total</u>	<u>FY 15 Proposed Budget</u>
<u>Capital Outlay</u>				
<b>4700</b> Equipment	-	-	-	-
<b>4702</b> Software	22,206	-	-	-
<b>Total Capital Outlay</b>	<b>22,206</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expense</b>	<b><u>\$ 511,657</u></b>	<b><u>\$ 343,538</u></b>	<b><u>\$ 335,685</u></b>	<b><u>\$ 381,962</u></b>

FY 14 Original Budget - FY 14 Projected Total	\$ (7,853)	-2.3%
FY 14 Operating Budget - FY 15 Operating Budget	\$ 38,424	11%
FY 14 Total Budget - FY 15 Total Budget	\$ 38,424	11%

## Building Department Staffing

<b>Position</b>	<b>FY 13 Actual</b>	<b>FY14 Projected</b>	<b>FY15 Proposed</b>
Building Official	1	1	1
Building Inspector III	1	1	1
Building Inspector I	2	2	2
Admin Tech II <sup>1</sup>	2	0	0
<b>Total Full Time</b>	<b>6</b>	<b>4</b>	<b>4</b>

<sup>1</sup> Moved to Development Services Administration department

## Building Dept Capital Outlay

Account Number	Item	FY 15 Proposed
	None	
		\$ -
	Total Capital Outlay	<u><u>\$ -</u></u>

Funded by Vehicle Replacement Reserve		
Account Number	Item	FY15 Proposed
4700	2014 F150 Ford Truck Replaces a 2001 Ford Explorer with 86,000 miles (#223)	20,000

# 4195 Building Dept Other Prof Fees

<u>Service</u>	<u>Vendors</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
Inspections- Outsourced	TBD	-	-	-	36,000
		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 36,000</u>

## 4460 Building Department Memberships

<b>Vendors</b>	<b>Type</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
Building Officials Association of Texas	Indiv (1)	50	50	50	50
International Code Council (ICC)	Indiv (1)	125	125	125	125
International Association of Electrical Inspectors	Indiv (1)	102	102	102	102
National Fire Protection Association	Indiv (1)	-	150	165	165
Texas Floodplain Management	Indiv (1)	-	30	30	30
Texas State Board of Plumbing Examiners	Indiv (1)	220	220	220	220
		<b><u>\$ 497</u></b>	<b><u>\$ 677</u></b>	<b><u>\$ 692</u></b>	<b><u>\$ 692</u></b>

## 4510 Building Maintenance Contracts

<u>Equipment</u>	<u>Term</u>	<u>Location</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
Mypermitnow Annual Fee <sup>1</sup>	1 year	DSC	2,242	-	-	-
			<u>\$ 2,242</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

<sup>1</sup>Department share of annual maintenance, cost shared with Planning and Engineering. Shared costs moved to Development Services Admin beginning FY14.

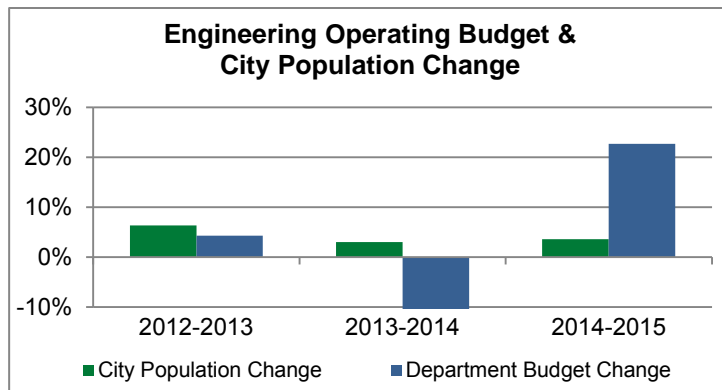
# Engineering Department

## Department Mission

Dedicated to provide Pflugerville citizens and the business community with quality, safe and efficient public infrastructure facilities for water, wastewater, transportation and drainage, through managing Subdivision and Capital Improvement projects, to ensure design and construction plans comply with the City's adopted regulations and guidelines.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14 - 15 Budget	% Change FY 14 Projected to FY 15 Budget
<b>Operating</b>	Personnel	560,651	595,178	581,232	709,469	19%	22%
	Operations & Maintenance	155,226	18,134	17,910	22,553	24%	26%
	Supplies	12,199	25,995	24,712	21,000	-19%	-15%
	Services	46,997	5,000	3,000	37,500	650%	1150%
Capital Acquisition		-	-	-	25,000	100%	100%
<b>Totals</b>		<b>\$ 775,073</b>	<b>\$ 644,307</b>	<b>\$ 626,854</b>	<b>\$ 815,522</b>	<b>27%</b>	<b>30%</b>



Engineering Personnel		
	FY 14 Actual	FY 15 Proposed
Full Time	7	9
Part Time	0	0
Seasonal	0	0
<b>Total</b>	<b>7</b>	<b>9</b>

## FY 15 Budget Highlights

- In FY 14 Development Services operations were functionally reorganized and a new department, Development Services Administration, was created. This department includes items previously shared between the Building, Planning & Engineering departments including the cost of leasing office space, maintenance contracts, other operating expenditures and supplies (Operations & Maintenance and Supplies).
- Add one full-time Engineer position and one full-time Construction Inspector I position and a vehicle for the Construction Inspector's use (Personnel & Capital).
- Purchase a new plan room filing system and computers (Operations & Maintenance).
- Install survey benchmark installations throughout the City. This item will be funded 50% from the General Fund and 50% from the Utility Fund, for a total cost of \$65,000 (Services).

Note: Two vehicles are scheduled for replacement, funded by reserve.

## Engineering Department Expense

	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Operating</b>				
<b>4000 Salaries</b>	432,353	451,715	444,042	455,920
<b>New Personnel</b>				<b>102,574</b>
<b>4005 Overtime</b>	-	1,500	1,000	1,500
<b>4010 Employee Incentives</b>	360	360	360	360
<b>4015 Employee Retirement</b>	55,841	57,695	58,288	62,602
<b>4020 Social Security/Medicare</b>	32,836	33,353	33,992	34,905
<b>4030 Workers' Compensation</b>	1,092	1,147	1,160	1,218
<b>4040 Employee Insurance</b>	38,105	47,518	40,500	48,500
<b>4050 Unemployment Tax</b>	63	1,890	1,890	1,890
<b>4195 Other Professional Fees</b>	46,997	5,000	3,000	37,500
<b>4200 Gasoline</b>	8,421	7,500	7,500	9,000
<b>4210 Vehicle Repair &amp; Maintenance</b>	1,409	2,000	2,000	3,000
<b>4310 Communications</b>	4,099	4,200	4,100	4,250
<b>4405 Uniforms</b>	689	800	800	800
<b>4410 Training/Education/Travel</b>	1,936	2,560	1,250	2,785
<b>4420 Insurance</b>	1,677	1,760	1,842	2,000
<b>4430 Office Supplies</b>	505	500	300	500
<b>4440 Small Tools &amp; Equipment</b>	3,272	3,700	3,400	11,000 <sup>1</sup>
<b>4450 Advertising</b>	410	500	-	-
<b>4460 Memberships/Dues</b>	1,742	1,764	2,168	2,683
<b>4465 Rentals/Leases</b>	2,331	Moved to Development Services Admin		
<b>4466 Leased Office Space w/ utilities</b>	42,689	Moved to Development Services Admin		
<b>4470 Publications/Software</b>	-	14,295	13,512	500
<b>4480 Other Operating Expenses</b>	2,742	2,000	600	1,000
<b>4486 Subdivision Testing</b>	90,494	-	4,000	-
<b>4487 MS4 Expense</b>	1,710	2,550	750	3,975
<b>4510 Maintenance Contracts</b>	3,299	-	400	2,060
<b>4520 Maintenance &amp; Repairs</b>	-	Moved to Development Services Admin		
<b>Total Operating</b>	<b>775,073</b>	<b>644,307</b>	<b>626,854</b>	<b>790,522</b>



## Engineering Department Expense

	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Capital Outlay</b>				
<b>4700</b> Equipment	-	-	-	25,000
<b>4720</b> Improvements O/T Bldgs	-	-	-	-
<b>Total Capital Outlay</b>	-	-	-	25,000
<b>Total Expense</b>	<b>\$ 775,073</b>	<b>\$ 644,307</b>	<b>\$ 626,854</b>	<b>\$ 815,522</b>

<sup>1</sup> Includes \$4,500 for 2 new computers, other items for new personnel and \$6,500 for a plan room filing system.

FY 14 Original Budget - FY 14 Projected Total	\$ (17,453)	-3%
FY 14 Operating Budget - FY 15 Operating Budget	\$ 146,215	23%
FY 14 Total Budget - FY 15 Total Budget	\$ 171,215	27%

## Engineering Department Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
City Engineer	1	1	1
Engineer	2	2	3
Construction Inspector III	1	1	1
Construction Inspector II	1	2	2
Construction Inspector I	1	0	1
Stormwater Specialist	1	1	1
<b>Total Full Time</b>	<b>7</b>	<b>7</b>	<b>9</b>
<b>Engineering Department Total</b>	<b>7</b>	<b>7</b>	<b>9</b>

## Engineering New Personnel

<b>Position</b>	<b>Proposed Salary</b>	<b>13.72% Retire- ment</b>	<b>7.65% SS/Med Taxes</b>	<b>3.0% TEC</b>	<b>TWC</b>	<b>Insur- ance</b>	<b>Total</b>
Engineer (9 months)	45,635	6,261	3,491	1,369	205	7,000	63,961
Construction Inspector I (9 months)	25,212	3,459	1,929	756	257	7,000	38,613
<b>Totals</b>	<b>\$ 70,847</b>	<b>\$ 9,720</b>	<b>\$ 5,420</b>	<b>\$ 2,125</b>	<b>\$ 463</b>	<b>\$ 14,000</b>	<b>\$ 102,574</b>

## Engineering Capital Outlay

Account Number	Item	FY 15 Proposed
4700	<b>2014 Ford F-150 4x4</b> New, for Construction Inspector I position	25,000
<b>4700 Total</b>		<u>\$ 25,000</u>
<b>Total Capital Outlay</b>		<u><u>\$ 25,000</u></u>

### Moved to Vehicle Replacement Reserve

Account Number	Item	FY15 Proposed
4700	<b>2014 Ford F-150 4x4</b> Replaces a 2002 F-250 with 113,500 miles (#254)	25,000
4700	<b>2014 Ford Escape</b> Replaces a 2000 Ford Explorer with 44,000 miles (#224)	22,488

## 4195 Engineering Dept Prof Fees

<b>Service</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
Survey Benchmark Install (1/2 funded in Utility Admin)	-	-	-	32,500
Misc Engineering	8,815	5,000	3,000	1,500
Street Lights (Design and Construction)	23,282	-	-	-
Traffic Studies	14,900	-	-	3,500
	<b>\$ 46,997</b>	<b>\$ 5,000</b>	<b>\$ 3,000</b>	<b>\$ 37,500</b>

## 4460 Engineering Memberships

<b>Vendors</b>	<b>Type</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
American Society of Civil Engineers	Indiv (4)	560	560	840	1,120
American Water Works	Indiv (1)	187	188	188	188
Institute of Transportation Engineers (ITE)	Indiv (1)	290	171	295	295
Professional Engineers Board	Indiv (4)	705	705	705	940
Water Environment Assoc of Texas	Indiv (1)	-	140	140	140
<b>Total</b>		<b><u>\$ 1,742</u></b>	<b><u>\$ 1,764</u></b>	<b><u>\$ 2,168</u></b>	<b><u>\$ 2,683</u></b>

## 4510 Eng Maintenance Contracts

<b>Equipment/Service</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
Auto CAD License	1,456	-	-	1,560
Adobe	-	-	400	500
Mypermitnow Annual Fee <sup>1</sup>	1,843	-	-	-
	<b>\$ 3,299</b>	<b>\$ -</b>	<b>\$ 400</b>	<b>\$ 2,060</b>

<sup>1</sup> Moved to Development Services Administration department.





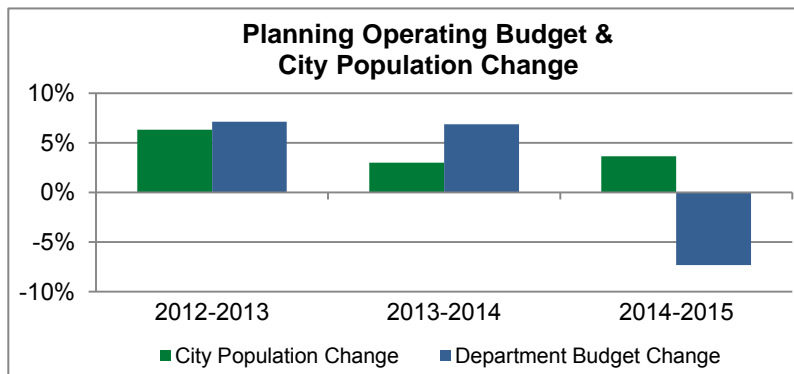
# Planning Department

## Department Mission

The Planning Department is committed to the Pflugerville 2030 Comprehensive Plan, providing professional guidance and expertise to promote a healthy and vibrant quality of life through the responsible application of land use and development regulations. By focusing on economic vitality, environmental integrity and quality development standards, Pflugerville ensures the long term sustainability of the community's identity and its values.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14 - 15 Budget	% Change FY 14 Projected to FY 15 Budget
Operating	Personnel	483,942	488,050	472,893	503,641	3%	7%
	Operations & Maintenance	78,172	36,730	35,072	56,695	54%	62%
	Supplies	11,968	38,850	46,470	22,000	-43%	-53%
	Services	-	86,250	77,700	20,000	-77%	-74%
Capital Acquisition		4,741	7,800	7,196	-	-100%	-100%
Totals		\$ 578,823	\$ 657,680	\$ 639,331	\$ 602,336	-8%	-6%



## Planning Personnel

	FY 14 Actual	FY 15 Proposed
Full Time	6	6
Part Time	1	1
Seasonal	0	0
Total	7	7

## FY 15 Budget Highlights

- In FY14, Development Services operations were functionally reorganized and a new department, Development Services Administration, was created. The Development Services Administration department budget includes items previously shared between the Building, Planning & Engineering departments. This includes the cost of leasing office space, maintenance contracts, other operating expenditures, and supplies. (Operations & Maintenance and Supplies).
- Upgrade ArcGIS software license and enCode-360 development web portal (Operations & Maintenance).
- Fewer software upgrades are scheduled for FY 15 than in FY 14 (Supplies).
- Purchasing less aerial and contour mapping data in FY 15 than in FY 14 (Services).

## Planning Department Expense

	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Operating</b>				
<b>4000 Salaries</b>	370,673	372,940	362,466	379,984
<b>New Personnel</b>				-
<b>4005 Overtime</b>	158	-	-	-
<b>4010 Incentives</b>	346	-	-	-
<b>4015 Employee Retirement</b>	47,665	45,725	46,624	50,778
<b>4020 Social Security/Medicare</b>	27,667	26,682	27,283	29,069
<b>4030 Workers' Compensation</b>	336	353	400	420
<b>4040 Employee Insurance</b>	36,755	40,730	34,500	41,500
<b>4050 Unemployment Tax</b>	341	1,620	1,620	1,890
<b>4195 Other Professional Fees</b>	-	86,250	77,700	20,000
<b>4198 GIS Expense</b>	967	1,200	1,200	1,400
<b>4200 Gasoline</b>	376	350	350	- <sup>1</sup>
<b>4210 Vehicle Maintenance</b>	582	500	500	- <sup>1</sup>
<b>4310 Communications</b>	2,306	2,950	2,500	2,550
<b>4410 Training and Education</b>	4,324	11,500	11,000	12,000
<b>4420 Insurance</b>	1,141	1,200	1,211	1,300
<b>4430 Office Supplies</b>	570	-	-	- <sup>1</sup>
<b>4440 Small Tools/Equipment</b>	10,854	4,100	6,320	7,000
<b>4450 Legal Notices</b>	2,202	3,000	3,500	4,000
<b>4460 Memberships/Dues</b>	1,800	2,380	2,425	2,545
<b>4465 Rentals/Leases</b>	2,331	-	Moved to Dev Serv Admin	
<b>4466 Leased Office Space w/ utilities</b>	42,689	-	Moved to Dev Serv Admin	
<b>4470 Publications/Software</b>	169	34,400	39,800	15,000
<b>4480 Other Operating Expenses</b>	4,689	1,000	1,000	2,500
<b>4510 Maintenance Contracts</b>	15,142	13,000	11,736	30,400
<b>4520 Maintenance and Repairs</b>	-	-	Moved to Dev Serv Admin	
<b>Total Operating</b>	<b>574,082</b>	<b>649,880</b>	<b>632,135</b>	<b>602,336</b>

## Planning Department Expense

	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected Total</u>	<u>FY 15 Proposed Budget</u>
<b><u>Capital Outlay</u></b>				
<b>4700</b> Equipment	4,741	7,800	7,196	-
<b>Total Capital Outlay</b>	<b>4,741</b>	<b>7,800</b>	<b>7,196</b>	<b>-</b>
<b>Total Expense</b>	<b><u>\$ 578,823</u></b>	<b><u>\$ 657,680</u></b>	<b><u>\$ 639,331</u></b>	<b><u>\$ 602,336</u></b>
<b>FY 14 Original Budget - FY 14 Projected Total</b>			<b>\$ (18,349)</b>	<b>-3%</b>
<b>FY 14 Operating Budget - FY 15 Operating Budget</b>			<b>\$ (47,544)</b>	<b>-7%</b>
<b>FY 14 Total Budget - FY 15 Total Budget</b>			<b>\$ (55,344)</b>	<b>-8%</b>

<sup>1</sup> Moved to Development Services Administration department

## Planning Department Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
Planning Director	1	1	1
Senior Planner	1	1	1
Planner II	1	1	1
Planner I	1	1	1
GIS Coordinator	1	1	1
GIS Analyst	1	1	1
Admin Tech II <sup>1</sup>	1	0	0
<b>Total Full Time</b>	<b>7</b>	<b>6</b>	<b>6</b>
GIS Intern	0	1	1
<b>Total Part Time</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Planning Department Total</b>	<b>7</b>	<b>7</b>	<b>7</b>

<sup>1</sup> Moved to Development Services Administration department.

# 4195 Planning Other Prof Fees

Service	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
6' Aerial & 2' Contour GIS mapping data	-	86,250	77,700	15,000
Title Reports	-	-	-	5,000
	<u>\$ -</u>	<u>\$ 86,250</u>	<u>\$ 77,700</u>	<u>\$ 20,000</u>

## 4460 Planning Department Memberships

<u>Vendors</u>	<u>Type</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
APA - Planners Advisory Service	Indiv (4)	845	845	845	845
APA <sup>1</sup> / AICP <sup>2</sup> Memberships (5)	Indiv (4) and P&Z Commission	955	1,535	1,580	1,700
		<u>\$ 1,800</u>	<u>\$ 2,380</u>	<u>\$ 2,425</u>	<u>\$ 2,545</u>

(1) - American Planning Association (APA)

(2) - American Institute of Certified Planners (AICP)

## 4510 Planning Maintenance Contracts

Equipment/ Service	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
GIS (ARCGIS online) *				
Tier One Renewal	2,500	2,500	-	2,500
ArcGIS Online Subscription	-	-	-	10,000
GIS Maintenance	10,400	10,500	11,736	12,000
Mypermitnow Annual Fee <sup>1</sup>	2,242	-	-	-
enCode-360	-	-	-	5,000
Plotter Warranty	-	-	-	900
	<u>\$ 15,142</u>	<u>\$ 13,000</u>	<u>\$ 11,736</u>	<u>\$ 30,400</u>

<sup>1</sup>Department share of annual maintenance, cost shared with Building and Engineering. Shared costs moved to Development Services Admin beginning FY14.

\* No renewal fee unless GIS Tier Two is not approved; \$2,500 will be necessary if Tier 2 is not approved





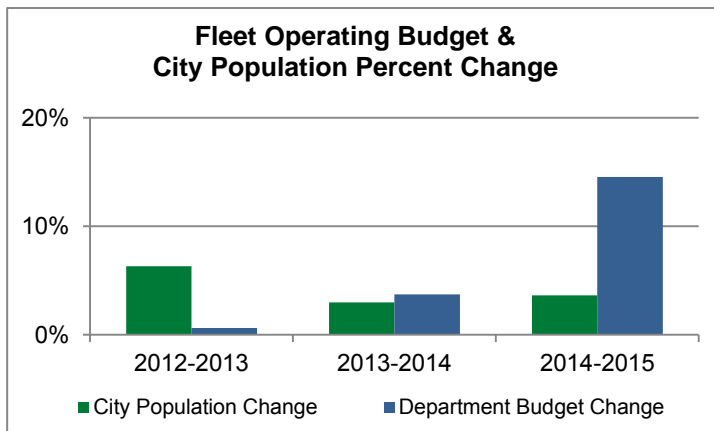
# Fleet Department

## Department Mission

Ensure that all City vehicles and equipment are in the best running condition possible, by performing routine maintenance and repair.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14 - 15 Budget	% Change FY 14 Projected to FY 15 Budget
Operating	Personnel	154,079	171,005	155,811	202,758	19%	30%
	Operations & Maintenance	21,217	21,125	19,800	21,450	2%	8%
	Supplies	35,425	35,500	35,200	36,500	3%	4%
	Services	-	-	-	-	N/A	N/A
Capital Acquisition		-	-	-	-	N/A	N/A
Totals		\$ 210,721	\$ 227,630	\$ 210,811	\$ 260,708	15%	24%



Fleet Personnel		
	FY 14 Actual	FY 15 Proposed
Full Time	2	3
Part Time	2	1
Seasonal	0	0
Total	4	4

## FY 15 Budget Highlights

- Upgrade one part-time Mechanics Helper position to a full-time Automotive Mechanic I position (Personnel).
- Improve on levels of service with a minimum increase to budget.

## Fleet Department Expense

		FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
	<b>Operating</b>				
<b>4000</b>	Salaries	116,942	129,515	116,996	119,359
	<b><i>New Personnel</i></b>				<b>42,408</b>
<b>4005</b>	Overtime	1,784	1,700	1,900	1,000
<b>4006</b>	Overtime- Pfestivals	-	-	-	700
<b>4010</b>	Employee Incentives	360	360	360	360
<b>4015</b>	Employee Retirement	13,326	13,690	13,875	14,983
<b>4020</b>	Social Security/Medicare	9,094	9,803	9,100	9,289
<b>4030</b>	Workers Compensation	1,219	1,280	1,000	1,050
<b>4040</b>	Employee Insurance	11,071	13,577	11,500	12,800
<b>4050</b>	Unemployment Tax	284	1,080	1,080	810
<b>4200</b>	Gasoline	212	500	200	500
<b>4210</b>	Vehicle Repair	1,244	900	900	900
<b>4220</b>	Equipment Repair	3,862	1,500	500	1,500
<b>4310</b>	Communications	1,281	1,350	1,200	1,200
<b>4405</b>	Uniforms	561	1,000	800	1,400
<b>4410</b>	Training and Education	225	750	750	750
<b>4420</b>	Insurance	446	475	500	550
<b>4440</b>	Small Tools/Equipment	4,463	9,000	9,000	10,000
<b>4465</b>	Rentals/Leases	1,742	2,000	2,000	2,000
<b>4470</b>	Publications/Software	1,608	-	-	-
<b>4480</b>	Other Operating Expenses	11,296	10,000	10,000	10,000
<b>4510</b>	Maintenance Contracts	-	2,400	2,400	2,400
<b>4520</b>	Maintenance and Repairs	559	750	750	750
<b>4687</b>	Bulk Supplies	29,142	26,000	26,000	26,000
	<b>Total Operating</b>	<b>210,721</b>	<b>227,630</b>	<b>210,811</b>	<b>260,708</b>

# Fleet Department Expense

	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected Total</u>	<u>FY 15 Proposed Budget</u>
<u>Capital Outlay</u>				
<u>4700 Equipment</u>	-	-	-	-
<b>Total Capital Outlay</b>	-	-	-	-
<b>Total Expense</b>	<u><u>\$ 210,721</u></u>	<u><u>\$ 227,630</u></u>	<u><u>\$ 210,811</u></u>	<u><u>\$ 260,708</u></u>

FY 14 Original Budget - FY 14 Projected Total	\$ (16,819)	-7%
FY 14 Operating Budget - FY 15 Operating Budget	\$ 33,078	15%
FY 14 Total Budget - FY 15 Total Budget	\$ 33,078	15%

## Fleet Department Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
Fleet Maintenance Foreman	1	1	1
Automotive Mechanic	1	1	2
<b>Total Full Time</b>	<b>2</b>	<b>2</b>	<b>3</b>
Mechanics Helper	2	2	1
<b>Total Part Time</b>	<b>2</b>	<b>2</b>	<b>1</b>
<b>Fleet Department Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

## New Fleet Department Personnel

<b>Position</b>	<b>Proposed Salary</b>	<b>13.72% Retire- ment</b>	<b>7.65% SS/Med Taxes</b>	<b>3.0% TEC</b>	<b>TWC</b>	<b>Insur- ance</b>	<b>Total</b>
Automotive Mechanic I * (11 months)	28,012	3,843	2,143	840	569	7,000	42,408
<b>Totals</b>	<b>\$ 28,012</b>	<b>\$ 3,843</b>	<b>\$ 2,143</b>	<b>\$ 840</b>	<b>\$ 569</b>	<b>\$ 7,000</b>	<b>\$ 42,408</b>

\* Position funded for 11 months, beginning in November, to outfit replacement police vehicles.

This position replaces an unfilled PT Mechanic position for a cost savings of \$13,400.

## 4510 Fleet Maintenance Contracts

<u>Equipment/Service</u>	<u>Term</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
Vehicle Inspection Equipment	1 year	-	2,400	2,400	2,400
		<u>\$ -</u>	<u>\$ 2,400</u>	<u>\$ 2,400</u>	<u>\$ 2,400</u>

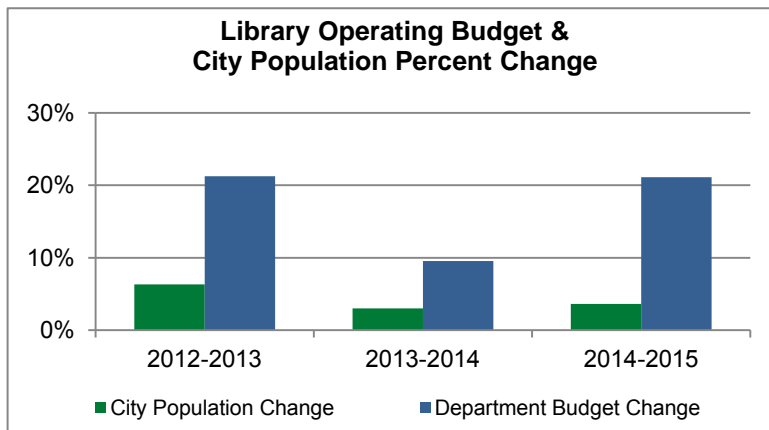
# Library Department

## Department Mission

The Library joyfully engages, inspires, informs, & entertains the Pflugerville community.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14 - 15 Budget	% Change FY 14 Projected to FY 15 Budget
Operating	Personnel	567,623	693,033	683,216	811,805	17%	19%
	Operations & Maintenance	93,899	152,530	123,607	195,303	28%	58%
	Supplies	18,106	14,000	18,000	39,750	184%	121%
	Services	6,597	27,600	27,700	27,700	0%	0%
Capital Acquisition		415,628	200,000	200,000	215,000	8%	8%
Totals		\$1,101,854	\$1,087,163	\$1,052,523	\$1,289,558	19%	23%



## Library Personnel

	FY 14 Actual	FY 15 Proposed
Full Time	11	14
Part Time	8	8
Seasonal	0	0
Total	19	22

## FY 15 Budget Highlights

- Add three full-time Library Technician positions and promote one full-time Library Tech I to a Librarian (Personnel).
- Increase in Maintenance & Repair is due to the first full year of operations in the expanded Library building as well as the expiration of the first year warranty on the new equipment (Operations & Maintenance).
- Purchase computers, software and interactive boards for library staff and patrons (Supplies).

## Library Department Expense

		<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected Total</u>	<u>FY 15 Proposed Budget</u>
	<u>Operating</u>				
<b>4000</b>	Salaries	413,062	505,206	501,639	510,749
	<b><i>New personnel &amp; Promotions</i></b>				<b>102,086</b>
<b>4005</b>	Overtime	354	-	-	-
<b>4010</b>	Employee Incentives	15,185	15,295	13,983	15,000
<b>4015</b>	Employee Retirement	49,922	55,152	61,189	62,373
<b>4020</b>	Social Security/Medicare	32,607	37,284	38,984	40,220
<b>4030</b>	Workers Compensation	432	454	450	473
<b>4040</b>	Employee Insurance	55,472	74,671	62,000	75,800
<b>4050</b>	Unemployment Tax	589	4,971	4,971	5,104
<b>4195</b>	Other Professional Fees	6,597	27,600	27,700	27,700
<b>4300</b>	Electricity	32,261	47,200	27,500	37,000
<b>4310</b>	Communications	4,887	5,090	5,050	9,250 <sup>1</sup>
<b>4330</b>	Natural Gas	2,347	3,450	3,000	3,100
<b>4410</b>	Training and Education	2,902	4,000	4,000	4,000
<b>4420</b>	Insurance	4,425	6,650	9,500	12,000
<b>4430</b>	Office Supplies	11,321	8,000	8,000	8,500
<b>4440</b>	Small Tools/Equipment	6,785	6,000	10,000	27,000 <sup>2</sup>
<b>4460</b>	Memberships/Dues	1,856	870	870	1,100
<b>4462</b>	Library Programming	2,133	15,000	15,000	15,000
<b>4465</b>	Rentals/Leases	4,723	12,600	8,731	8,731
<b>4470</b>	Publications/Software	-	-	-	4,250
<b>4480</b>	Other Operating	13,072	10,500	13,100	11,000 <sup>1</sup>
<b>4510</b>	Maintenance Contracts	12,373	33,670	21,856	46,622
<b>4520</b>	Maintenance and Repairs	2,874	8,500	10,000	41,500 <sup>3</sup>
<b>4662</b>	Programs Expense	1,719	-	-	-
<b>4680</b>	Special Events	8,328	5,000	5,000	6,000
	<b>Total Operating</b>	<b>686,226</b>	<b>887,163</b>	<b>852,523</b>	<b>1,074,558</b>



## Library Department Expense

		<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected Total</b>	<b>FY 15 Proposed Budget</b>
	<b>Capital Outlay</b>				
<b>4700</b>	Equipment	217,000	-	-	-
<b>4701</b>	Library Collection	198,628	200,000	200,000	215,000
	<b>Total Capital Outlay</b>	<b>415,628</b>	<b>200,000</b>	<b>200,000</b>	<b>215,000</b>
	<b>Total Expense</b>	<b><u>\$ 1,101,854</u></b>	<b><u>\$ 1,087,163</u></b>	<b><u>\$ 1,052,523</u></b>	<b><u>\$ 1,289,558</u></b>

<sup>1</sup> In FY15, budgeted expenditures for Internet services, in the amount of \$4,000 moved from 4480 to 4310.

<sup>2</sup> Includes \$3,500 for computers for new staff, \$3,500 for other computers and \$4,000 for interactive boards.

<sup>3</sup> Increase due to first full year in expanded building as well as expiration of first year warranty on the new equipment.

<b>FY 14 Original Budget - FY 14 Projected Total</b>	<b>\$ (34,640)</b>	<b>-3%</b>
<b>FY 14 Operating Budget - FY 15 Operating Budget</b>	<b>\$ 187,395</b>	<b>21%</b>
<b>FY 14 Total Budget - FY 15 Total Budget</b>	<b>\$ 202,395</b>	<b>19%</b>

## Library Department Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
Library Director	1	1	1
Assistant Library Director	1	1	1
Librarian	0	2	3
Library Tech II	2	2	4
Library Tech I	7	5	5
<b>Total Full Time</b>	<b>11</b>	<b>11</b>	<b>14</b>
Library Tech I	8	8	8
<b>Total Part Time</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Library Total</b>	<b>19</b>	<b>19</b>	<b>22</b>

### New Library Personnel

<u>Position</u>	<u>Proposed Salary</u>	<u>13.72% Retirement</u>	<u>7.65% SS/Med Taxes</u>	<u>3.0% TEC</u>	<u>Workers Comp</u>	<u>Insurance</u>	<u>Total</u>
Library Tech I (9 months)	20,837	2,859	1,594	270	92	7,000	\$ 32,651
Library Tech I (9 months)	20,837	2,859	1,594	270	92	7,000	\$ 32,651
Library Tech I (9 months)	20,837	2,859	1,594	270	92	7,000	\$ 32,651
<b>Totals</b>	<sup>3</sup> <b>\$ 62,510</b>	<b>\$ 8,576</b>	<b>\$ 4,782</b>	<b>\$ 810</b>	<b>\$ 275</b>	<b>\$ 21,000</b>	<b>\$ 97,953</b>

### FY 15 Proposed Promotions

<u>Current Position</u>	<u>Current Salary</u>	<u>Proposed Position</u>	<u>Proposed Salary</u>	<u>Estimated Benefits</u>	<u>Total</u>
Library Tech I	28,621	Librarian	32,154	601	4,134
Library Tech I	31,158	Library Tech II	31,158	-	-
Library Tech I	31,450	Library Tech II	31,450	-	-
<b>Totals</b>	<sup>3</sup> <b>\$ 91,229</b>		<b>\$ 94,762</b>	<b>\$ 601</b>	<b>\$ 4,134</b>
					<b>Total</b>
					<b>\$ 102,086</b>

## Library Capital Outlay

<b>Account Number</b>	<b>Item</b>	<b>FY 15 Proposed</b>
4701	<b>Collection</b> Books, e-books, CDs, DVDs, and similar materials	215,000
<b>4701 Total</b>		<b>\$ 215,000</b>
<b>Total Capital Outlay</b>		<b><u>\$ 215,000</u></b>

# 4195 Library Other Prof Fees

<b>Service</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
Consulting on Public Computers	3,700	-	-	-
Information Tech Services	-	27,600	27,700	27,700
Janitorial Services (temporary)	2,897	-	-	-
	<b><u>\$ 6,597</u></b>	<b><u>\$ 27,600</u></b>	<b><u>\$ 27,700</u></b>	<b><u>\$ 27,700</u></b>

## 4460 Library Memberships

<b>Vendors</b>	<b>Type</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
Central Texas Library System	Institutional	300	300	300	300
Texas Library Association	4 members	432	520	520	750
Texas Municipal Library Directors Assoc	Institutional	50	50	50	50
Texas State Library & Archives Commission	Institutional	1,074	-	-	-
		<b>\$ 1,856</b>	<b>\$ 870</b>	<b>\$ 870</b>	<b>\$ 1,100</b>

## 4510 Library Maintenance Contracts

<b>Equipment</b>	<b>Location</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
Air conditioner/heater	Library	-	3,000	200	2,000
Apollo software	Library	7,715	8,000	7,973	9,100
Assistive technology- JAWS	Library	-	-	-	3,626
Boiler/hygrometer inspection	Library	-	500	500	500
Cash register	Library	-	-	-	600
Digital Local History Archive Hosting	Library	-	4,200	-	11,305
Fiber Pole	Library	923	1,000	923	1,000
Fire Prevention Alarm Test & Inspection	Library	360	1,110	1,142	1,176
Floor sealing	Library	-	3,600	3,300	3,300
Mowing & Landscaping	Library	3,185	-	5,480	7,302
Pest Control	Library	190	300	300	300
Public computer management	Library	-	360	-	1,432
JAWS Software	Library	-	-	-	3,000
Public computer security	Library	-	100	2,038	831
Security System	Library	-	9,000	-	1,150
		<b><u>\$ 12,373</u></b>	<b><u>\$ 33,670</u></b>	<b><u>\$ 21,856</u></b>	<b><u>\$ 46,622</u></b>

<sup>1</sup> The first year was free for the Digital Local History contract.





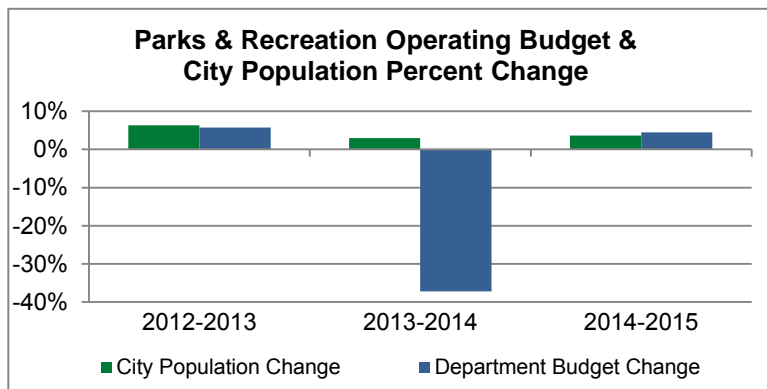
# Parks & Recreation Department

## Department Mission

The Pflugerville Parks and Recreation Department is dedicated to providing the citizens of Pflugerville with opportunities for increased health and wellness through recreational activities and safe park facilities that promote physical, emotional, intellectual, cultural, and social well-being for all members of the community.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14 - 15 Budget	% Change FY 14 Projected to FY 15 Budget
Operating	Personnel	1,918,777	1,042,189	993,767	1,099,257	5%	11%
	Operations & Maintenance	652,345	653,842	627,632	611,440	-6%	-3%
	Supplies	68,994	37,976	37,976	26,750	-30%	-30%
	Services	35,833	18,000	35,060	92,500	414%	164%
Capital Acquisition		2,982	302,800	141,637	30,000	-90%	-79%
Totals		\$ 2,678,930	\$ 2,054,807	\$ 1,836,072	\$ 1,859,947	-9%	1%



Parks Personnel		
	FY 14 Actual	FY 15 Proposed
Full Time	8	9
Part Time	5	6
Seasonal*	121	121
Total	134	136

\* Includes estimates for Pool & Pfun Camp staff.

## FY 15 Budget Highlights

- In FY 14, Parks and Recreation operations were functionally reorganized and a new department, Parks Maintenance was created. These changes caused fluctuations in personnel, supplies, and operations.
- In FY 14, the Immanuel Road Skate Spot project was completed and Gilleland Trail design began. The Gilleland Trail project is fully funded by the Trail Gap grant and Deutschen Pfest funds (Capital).
- Add one full-time Athletics Coordinator position and one part-time Senior Activity Center Coordinator position (Personnel).
- Decrease in supplies from FY 14 to FY 15 due to fewer small tools requests (Supplies).
- Create design and construction plans for Pfluger Park restroom, Gilleland Creek Pool house and Kenneth Bohls house (Services).
- Replaster Windermere Pool (Operations & Maintenance),
- Utilize Maintenance funds to repaint the Recreation Center exterior, replace flooring and standardize park signage (Operations & Maintenance).
- Upgrade the Recreation Center sign to an electronic sign (Capital).

## Parks & Rec Department Expense

		FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Operating</b>					
<b>4000</b>	Salaries	1,089,477	454,798	416,387	449,543
	<b>New Personnel</b>				<b>50,810</b>
<b>4005</b>	Overtime	8,214	-	100	-
<b>4006</b>	Overtime- Pfestivals	7,296	1,000	1,000	1,000
<b>4010</b>	Employee Incentives	14,300	4,900	4,306	3,300
<b>4015</b>	Employee Retirement	134,153	53,495	52,533	56,710
<b>4020</b>	Social Security/Medicare	83,422	34,314	35,515	34,719
<b>4030</b>	Workers Compensation	9,383	5,000	3,500	3,675
<b>4040</b>	Employee Insurance	147,807	54,306	40,050	55,125
<b>4050</b>	Unemployment Tax	2,038	3,376	3,376	3,375
<b>4195</b>	Other Professional Fees	35,833	18,000	35,060	92,500
<b>4200</b>	Gasoline	36,189	7,500	7,500	7,500
<b>4201</b>	Propane	3,346	1,000	1,000	1,000
<b>4210</b>	Vehicle Repair & Maintenance	9,515	2,500	3,500	3,500
<b>4220</b>	Equipment Repair	21,035	-	-	- <sup>1</sup>
<b>4300</b>	Electricity	41,446	41,000	40,500	42,500
<b>4310</b>	Communications	9,228	8,550	6,500	12,900 <sup>2</sup>
<b>4320</b>	Water (Heritage Park)	883	1,200	1,200	1,200
<b>4330</b>	Natural Gas	835	720	2,200	2,250
<b>4405</b>	Uniforms	6,829	500	500	500
<b>4410</b>	Training and Education	8,719	12,866	8,000	10,119
<b>4420</b>	Insurance	19,996	10,200	16,600	17,500
<b>4430</b>	Office Supplies	4,574	4,750	4,750	4,750
<b>4440</b>	Small Tools/Equipment	23,380	21,226	21,226	10,000
<b>4460</b>	Memberships/Dues	1,055	1,815	2,203	2,210
<b>4465</b>	Rentals/Leases	17,404	17,748	17,748	17,748
<b>4470</b>	Publications/Software	1,504	3,500	3,500	3,500
<b>4472</b>	Landscaping	4,001	-	-	- <sup>1</sup>
<b>4480</b>	Other Operating	54,026	31,800	31,800	25,600

## Parks & Rec Department Expense

	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected Total</b>	<b>FY 15 Proposed Budget</b>
<b>4510</b> Maintenance Contracts	36,440	14,550	14,066	16,600
<b>4520</b> Maintenance and Repairs	76,050	114,578	85,000	59,500
<b>4650</b> Pool	119,510	202,000	202,000	180,498 <sup>3</sup>
<b>4651</b> Pool Salaries**	312,477	325,000	331,000	335,000
<b>4661</b> Athletic Programs	-	10,315	10,315	10,315
<b>4662</b> Recreation Programs	105,160	79,000	79,000	79,000
<b>4664</b> Pfun Camp	24,513	24,500	24,500	24,500
<b>4665</b> Pfun Camp Salaries**	109,395	106,000	106,000	106,000
<b>4676</b> Senior Citizen Activities	4,978	10,000	10,000	40,000 <sup>4</sup>
<b>4680</b> Special Programs	76,464	15,000	17,000	20,000
<b>4681</b> Promotional Materials	-	10,000	10,000	10,000
<b>4682</b> Heritage House Museum	2,184	40,000	40,000	30,000 <sup>5</sup>
<b>4686</b> Lake Pflugerville	6,898	-	-	- <sup>1</sup>
<b>4689</b> Farmers Market	3,384	5,000	5,000	5,000
<b>Total Operating Expense</b>	<b>2,675,948</b>	<b>1,752,007</b>	<b>1,694,435</b>	<b>1,829,947</b>
<b>Capital Outlay</b>				
<b>4700</b> Equipment	-	-	20,750	30,000
<b>4720</b> Improvements o/t Buildings	-	302,800	120,887	-
<b>4730</b> Land	2,982	-	-	-
<b>Total Capital Outlay</b>	<b>2,982</b>	<b>302,800</b>	<b>141,637</b>	<b>30,000</b>
<b>Total Expense</b>	<b>\$ 2,678,930</b>	<b>\$ 2,054,807</b>	<b>\$ 1,836,072</b>	<b>\$ 1,859,947</b>

<sup>1</sup> Moved to Parks Maintenance Department.

<sup>2</sup> Moved budget for internet charges from 4480 to 4310.

<sup>3</sup> Includes \$20,000 to replaster Windermere Pool.

<sup>4</sup> Includes \$30,000 for bus rental in FY15.

<sup>5</sup> Includes funds for roof and HVAC improvements in FY15.

**FY 14 Approved Budget - FY 14 Projected Total**      \$    (218,735)      -11%

**FY 14 Operating Budget - FY 15 Operating Budget**      \$      77,940      4%

**FY 14 Total Budget - FY 15 Total Budget**      \$    (194,860)      -9%

## Parks & Rec Dept Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
Parks and Recreation Director	1	1	1
Assistant Parks & Rec Director	1	1	1
Marketing & Event Coordinator <sup>1</sup>	1	0	0
Aquatic/Athletic Coordinator	1	1	1
Athletic Coordinator	0	0	1
Community Service Coordinator	1	1	1
Recreation Superintendent	1	1	1
Parks Maintenance Supervisor <sup>2</sup>	1	0	0
Parks Maintenance Tech II <sup>2</sup>	2	0	0
Parks Maintenance Tech I <sup>2</sup>	11	0	0
Parks Maintenance Specialist II <sup>2</sup>	4	0	0
Parks Maintenance Specialist I <sup>2</sup>	2	0	0
Administrative Assistant	1	0	0
Admin Tech II	0	1	1
Admin Tech I	1	1	1
Recreation Center Receptionist	1	1	1
<b>Total Full Time</b>	<b>29</b>	<b>8</b>	<b>9</b>
Parks Maintenance Tech I <sup>2</sup>	1	0	0
Rec Center Receptionist	5	5	5
Senior Activity Center Coordinator	0	0	1
<b>Total Part Time</b>	<b>6</b>	<b>5</b>	<b>6</b>
Laborer <sup>2</sup>	9	0	0
Pfun Camp Staff*	23	23	23
Pool Staff*	89	89	89
Instructors*	7	7	7
Nursery Attendants*	2	2	2
<b>Total Seasonal/Temp Part Time</b>	<b>130</b>	<b>121</b>	<b>121</b>
<b>Parks &amp; Rec Total</b>	<b>165</b>	<b>134</b>	<b>136</b>

\* This is an estimate of the total number of seasonal positions

<sup>1</sup> Personnel moved to the Administration Dept in FY14.

<sup>2</sup> Personnel moved to the newly created Parks Maintenance Dept in FY14.

# **New Parks & Rec Dept Personnel**

<b>Position</b>	<b>Proposed Salary</b>	<b>13.72% Retire- ment</b>	<b>7.65% SS/Med Taxes</b>	<b>3.0% TEC</b>	<b>TWC</b>	<b>Insur- ance</b>	<b>Total</b>
Senior Activity Center Coordinator (PT)	10,433	-	798	270	439	-	11,940
Athletics Coordinator (9 months)	25,212	3,459	1,929	270	1,000	7,000	38,870
<b>Totals</b>	<b>\$ 35,645</b>	<b>\$ 3,459</b>	<b>\$ 2,727</b>	<b>\$ 540</b>	<b>\$ 1,439</b>	<b>\$ 7,000</b>	<b>\$ 50,810</b>

**Parks & Rec Dept Capital Outlay**

<b>Account Number</b>	<b>Item</b>	<b>FY 15 Proposed</b>
4700	<b>Rec Center electronic signage</b> To allow numerous messages to be displayed continously	30,000
4700 Total		<u><u>\$ 30,000</u></u>
Total Capital Outlay		<u><u>\$ 30,000</u></u>

## 4195 Parks & Rec Other Prof Fees

Service	Vendors	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
Credit Card Fees	Active Network	11,538	14,500	14,500	14,500
Conceptual Designs & Cost Estimates					
Various Parks facilities <sup>1</sup>	To Be Determined	-	-	15,000	-
Designs & Construction Plans					
Various Parks facilities <sup>1</sup>	To Be Determined	-	-	-	78,000
Skate Spot Design	Davcar Engineering	24,000	3,500	5,560	-
		<u><u>\$ 35,833</u></u>	<u><u>\$ 18,000</u></u>	<u><u>\$ 35,060</u></u>	<u><u>\$ 92,500</u></u>

<sup>1</sup> Facilities include Pfluger Park Restroom, Gilleland Pool House, Kenneth Bohls House.

## 4460 Parks & Rec Dept Memberships

<b>Vendors</b>	<b>Type</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
Keep Texas Beautiful	City-wide	115	135	135	135
National Recreation Park Association	Indiv (4)	-	600	600	600
Texas Public Pools Council	Indiv (1)	35	55	55	55
Texas Recreation and Park Society (TRAPS)	Indiv (7)	680	800	450	450
Arbor Day Foundation	City-wide	25	25	25	25
American Society of Landscape Architects	Indiv (1)	-	-	425	425
Landscape Architect License Renewal (TBAE)	Indiv (1)	-	-	313	320
Texas Amateur Athletic Federation (TAAF)	Indiv (1)	200	200	200	200
		<b><u>\$ 1,055</u></b>	<b><u>\$ 1,815</u></b>	<b><u>\$ 2,203</u></b>	<b><u>\$ 2,210</u></b>



## 4510 Parks & Rec Maint Contracts

Equipment	Location	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
Elevator - Licensing	Rec Center	20	20	20	20
Elevator- Maintenance	Rec Center	2,998	3,000	3,476	3,500
Fire Alarm Inspection	Rec Center	212	750	750	750
Fire Alarm Monitoring	Rec Center	-	360	360	360
Fire Sprinklers Inspection	Rec Center	1,881	500	1,200	1,200
Fire Extinguisher Inspection	Rec Center	-	-	200	200
HVAC	Rec Center	2,440	3,100	3,100	3,100
Mowing Services <sup>1</sup>	Various Park Facilities	25,121	-	-	-
Pest Control	Various Park Facilities	2,079	5,000	3,500	5,000
Security System- Heritage House	Heritage House	300	360	360	360
Security System- Rec Center	Rec Center	-	360	-	1,010
Weight Room Equipment	Rec Center	1,100	1,100	1,100	1,100
		<u>\$ 36,440</u>	<u>\$ 14,550</u>	<u>\$ 14,066</u>	<u>\$ 16,600</u>

<sup>1</sup> Moved to Parks Maintenance Department.



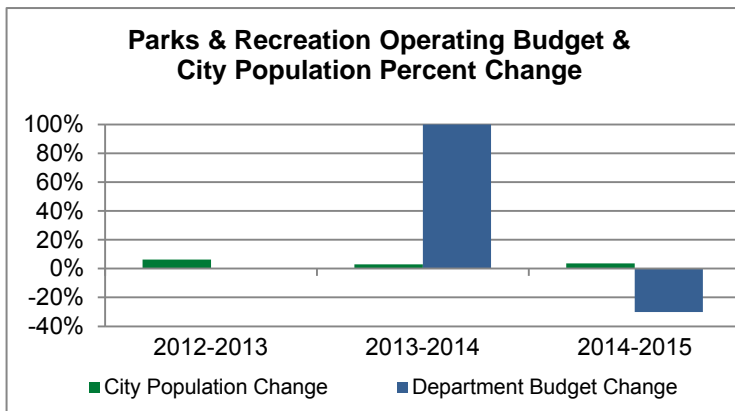
# Parks Maintenance Department

## Department Description

Maintain the City's parks and park facilities to the standard expected by citizens and users.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14 - 15 Budget	% Change FY 14 Projected to FY 15 Budget
Operating	Personnel	-	1,008,734	987,930	704,918	-30%	-29%
	Operations & Maintenance	-	277,035	276,959	192,934	-30%	-30%
	Supplies	-	57,250	57,750	40,250	-30%	-30%
	Services	-	-	-	-	N/A	N/A
Capital Acquisition		-	15,000	11,000	89,000	493%	709%
Totals		\$ -	\$ 1,358,019	\$ 1,333,639	\$ 1,027,102	-24%	-23%



New department for FY14.

Parks Personnel		
	FY 14 Actual	FY 15 Proposed
Full Time	20	13
Part Time	2	2
Seasonal	7	4
Total	29	19

## FY 15 Budget Highlights

- In FY 14, Parks and Recreation operations were functionally reorganized and a new department, Parks Maintenance, was created.
- In FY 15, seven full-time positions as well as related supplies and equipment were moved from Parks Maintenance to the Streets & Drainage department, creating a fluctuation in Personnel, Operations & Maintenance and Supplies from FY 14 to FY 15.
- Remove three seasonal positions due to consolidation of mowing services (Personnel).
- Purchase additional equipment including light duty and heavy duty utility vehicles, a self contained hot water pressure washer and a soil aeravator (Capital).

## Parks Maintenance Expense

		FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Operating</b>					
<b>4000</b>	Salaries	-	701,240	699,950	479,521 <sup>1</sup>
	<b>New Personnel</b>				-
<b>4005</b>	Overtime	-	4,000	4,000	3,000
<b>4006</b>	Overtime- Pfestivals	-	8,000	8,000	6,000
<b>4010</b>	Employee Incentives	-	9,500	13,638	14,500
<b>4015</b>	Employee Retirement	-	84,290	84,816	62,932
<b>4020</b>	Social Security/Medicare	-	53,845	54,433	38,481
<b>4030</b>	Workers Compensation	-	5,000	5,500	5,775
<b>4040</b>	Employee Insurance	-	135,766	110,500	90,000
<b>4050</b>	Unemployment Tax	-	7,093	7,093	4,709
<b>4200</b>	Gasoline	-	32,500	32,500	20,000
<b>4201</b>	Propane	-	5,000	5,000	-
<b>4210</b>	Vehicle Repair & Maintenance	-	15,500	15,500	12,000
<b>4220</b>	Equipment Repair	-	19,000	19,000	12,000
<b>4310</b>	Communications	-	1,200	3,400	6,000
<b>4405</b>	Uniforms	-	8,500	8,500	5,375
<b>4410</b>	Training and Education	-	6,635	3,500	4,500
<b>4420</b>	Insurance	-	6,000	9,000	7,500
<b>4430</b>	Office Supplies	-	750	750	750
<b>4433</b>	Chemicals	-	-	500	500
<b>4440</b>	Small Tools/Equipment	-	19,000	19,000	19,000
<b>4460</b>	Memberships/Dues	-	-	359	359
<b>4465</b>	Rentals/Leases	-	3,500	3,500	3,500
<b>4472</b>	Landscaping	-	7,500	7,500	7,500
<b>4480</b>	Other Operating	-	21,200	21,200	21,200
<b>4510</b>	Maintenance Contracts	-	75,000	75,000	- <sup>2</sup>
<b>4520</b>	Maintenance and Repairs	-	103,000	103,000	103,000
<b>4686</b>	Lake Pflugerville	-	10,000	7,500	10,000
<b>Total Operating Expense</b>		-	<b>1,343,019</b>	<b>1,322,639</b>	<b>938,102</b>

## Parks Maintenance Expense

		FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
	<u>Capital Outlay</u>				
<b>4700</b>	Equipment	-	-	-	89,000
<b>4720</b>	Improvements o/t Buildings	-	15,000	11,000	-
	<b>Total Capital Outlay</b>	-	15,000	11,000	89,000
	<b>Total Expense</b>	<u>\$ -</u>	<u>\$ 1,358,019</u>	<u>\$ 1,333,639</u>	<u>\$ 1,027,102</u>
	<b>FY 14 Approved Budget - FY 14 Projected Total</b>			\$ (24,380)	n/a
	<b>FY 14 Operating Budget - FY 15 Operating Budget</b>			\$ (404,917)	100%
	<b>FY 14 Total Budget - FY 15 Total Budget</b>			\$ (330,917)	100%

<sup>1</sup> In FY15, the mowing crew (7 full-time employees) is moving to Streets.

<sup>2</sup> Mowing contract moved to Streets & Drainage in FY15

## Parks Maintenance Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed*
Parks Maintenance Foreman	0	1	1
Parks Maintenance Specialist II	0	5	4
Parks Maintenance Specialist I	0	2	0
Parks Maintenance Tech II	0	2	1
Parks Maintenance Tech I	0	10	7
<b>Total Full Time</b>	<b>0</b>	<b>20</b>	<b>13</b>
Parks Maintenance Tech I	0	2	2
<b>Total Part Time</b>	<b>0</b>	<b>2</b>	<b>2</b>
Seasonal Parks Maintenance Tech	0	7	4
<b>Total Seasonal/Temp Part Time</b>	<b>0</b>	<b>7</b>	<b>4</b>
<b>Parks &amp; Rec Total</b>	<b>0</b>	<b>29</b>	<b>19</b>

\* In FY15, 7 full time employees are moving to Streets and Drainage for the mowing crew.

## ParksMaintenance Capital Outlay

Account Number	Item	FY 15 Proposed
4700	<b>Heavy Duty Utility Vehicle</b> New John Deere Gator with hydraulic dump bed	22,000
4700	<b>Light Duty Utility Vehicle</b> New John Deere Gator	10,000
4700	<b>40hp Tractor with loader</b> Replaces a 1989 Case (#482)	35,000
4700	<b>Self-contained hot-water pressure washer unit</b> To clean graffiti, pavillions, skate park, etc.	12,000
4700	<b>Aeravator</b> To reduce soil compaction and promote turfgrass growth	10,000
<b>4700 Total</b>		<b>\$ 89,000</b>
<b>Total Capital Outlay</b>		<b>\$ 89,000</b>

# 4510 ParksMaintenance Maint Contract

Equipment	Location	Term	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
Mowing Service	Various Park Facilities	1 year	-	75,000	75,000	Moved to Streets
			<u>\$ -</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>	<u>\$ -</u>



## 4520 ParksMaintenance Maint & Repair

<b>Account Number</b>	<b>Item</b>	<b>FY 15 Proposed</b>
4520	Reseal & Restripe Parking Lots at Heritage, Lake Pflugerville and Wells Point Parks	20,000
4520	Parks & Facility Key Standardization System	7,500
4520	Pfluger Park Restroom Renovations	7,500
4520	Various other Parks Maintenance & Repairs	68,000
<b>Total Maintenance &amp; Repair</b>		<b>\$ 103,000</b>

## 4460 Parks Maintenance Memberships

<b>Vendors</b>	<b>Members</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
National Recreation & Parks Association (NRPA)	1 member	-	-	159	159
TCEQ - Irrigator's License	1 member	-	-	75	75
Texas Dept of Agriculture - Applicator's License	1 member	-	-	35	35
Texas Recreation & Parks Society (TRAPS)	1 member	-	-	90	90
		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 359</b>	<b>\$ 359</b>

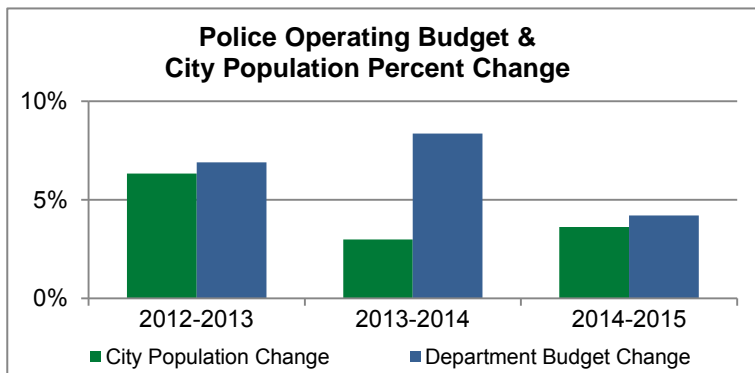
# Police Department

## Department Mission

The Police Department is dedicated to providing an environment where the citizens of Pflugerville are safe, protected from crime, harm and disorder, while showing respect, fairness and compassion, and upholding the constitutional rights of all who come in contact with members of the department.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14 - 15 Budget	% Change FY 14 Projected to FY 15 Budget
Operating	Personnel	7,608,153	8,508,889	8,220,264	8,841,998	4%	8%
	Operations & Maintenance	761,671	973,476	903,244	1,005,167	3%	11%
	Supplies	468,488	350,189	297,759	392,285	12%	32%
	Services	21,831	25,714	27,604	32,860	28%	19%
Capital Acquisition		280,907	277,007	193,385	269,603	-3%	39%
Totals		\$9,141,051	\$10,135,275	\$9,642,256	\$10,541,913	4%	9%



Police Personnel		
	FY 14 Actual	FY 15 Proposed
Full Time	106	114
Part Time	10	10
Seasonal	6	6
Total	122	130

## FY 15 Budget Highlights

- Add four Patrol Officers, one Administrative Analyst, one Captain, one Records Supervisor and one Administrative Technician I (Personnel).
- Purchase two Patrol Tahoes and related equipment to accomodate the addition of four Patrol Officers and other Police equipment (Supplies and Capital).
- Purchase one DVD back-up device with software to store in-car video recordings (Capital).
- Add items for Animal Control and the shelter including:
  - Two Panasonic Toughbooks for the Animal Control vehicles (Capital)
  - Replacement cat intake cages (Capital)
  - Commerical washer and dryer (Capital)
  - Commerical dishwasher (Capital)

Note: Eight patrol vehicles are scheduled for replacement with new Tahoes, funded by reserve.

## Police Department Expense

	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Operating</b>				
<b>4000 Salaries</b>	5,563,615	6,060,184	5,928,400	5,974,365
<b><i>New Personnel</i></b>				<b>348,765</b>
<b>4005 Overtime</b>	127,983	140,000	145,000	150,000
<b>4006 Overtime - Pfestivals</b>	31,586	50,000	50,000	50,000
<b>4010 Employee Incentives</b>	104,838	159,640	166,098	170,000
<b>4015 Employee Retirement</b>	751,543	812,645	812,155	854,418
<b>4020 Social Security/Medicare</b>	434,674	482,758	478,776	485,344
<b>4030 Workers Compensation</b>	52,510	59,524	45,000	47,250
<b>4040 Employee Insurance</b>	538,839	712,819	563,516	730,399
<b>4050 Unemployment Tax</b>	2,567	31,319	31,319	31,457
<b>4195 Other Professional Fees</b>	21,831	25,714	27,604	32,860
<b>4200 Gasoline</b>	258,224	230,000	180,000	230,000
<b>4210 Vehicle Repair</b>	67,413	65,000	65,000	65,000
<b>4220 Equipment Repair</b>	2,306	1,200	1,200	1,200
<b>4300 Electricity</b>	85,862	97,000	81,979	86,078
<b>4310 Communications</b>	48,903	49,650	50,000	57,000
<b>4330 Natural Gas</b>	16,793	17,600	17,000	17,500
<b>4405 Uniforms</b>	82,378	151,200	151,000	161,200
<b>4406 Vest Expense</b>	16,258	20,000	12,000	12,070
<b>4410 Training and Education</b>	13,008	27,000	24,000	27,000
<b>4420 Insurance</b>	78,797	74,737	88,000	88,500
<b>4430 Office Supplies</b>	11,032	14,500	12,000	13,000
<b>4434 Ammunition</b>	28,329	27,000	27,000	27,000
<b>4440 Small Tools/Equipment</b>	153,466	54,689	54,689	98,215
<b>4460 Memberships/Dues</b>	16,390	22,474	20,497	21,680
<b>4465 Rentals/Leases (copiers)</b>	21,475	25,000	25,000	26,000
<b>4470 Publications/Software</b>	17,438	24,000	24,070	24,070
<b>4475 Police Dogs</b>	7,809	14,000	8,000	14,000
<b>4480 Other Operating</b>	40,853	44,500	44,550	46,050
<b>4483 Code Enforcement Expense</b>	2,140	5,000	2,000	5,000

# Police Department Expense

	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected Total</b>	<b>FY 15 Proposed Budget</b>
<b>Operating</b>				
<b>4510</b> Maintenance Contracts	112,945	143,615	150,118	159,328
<b>4520</b> Maintenance and Repairs	50,223	90,000	40,000	80,000
<b>4677</b> Information Technology	7,011	31,800	31,800	39,861
<b>4687</b> COPS Program	863	1,500	1,500	1,500
<b>4692</b> Vehicle Impound	1,565	4,000	2,000	3,000
<b>4696</b> Animal Shelter	86,009	85,000	85,000	90,000
<b>4698</b> DARE	2,669	3,200	2,600	3,200
<b>Total Operating</b>	<b>8,860,144</b>	<b>9,858,268</b>	<b>9,448,871</b>	<b>10,272,310</b>
<b>Capital Outlay</b>				
<b>4700</b> Equipment	280,907	277,007	193,385	269,603
<b>Total Capital Outlay</b>	<b>280,907</b>	<b>277,007</b>	<b>193,385</b>	<b>269,603</b>
<b>Total</b>	<b>\$ 9,141,051</b>	<b>\$ 10,135,275</b>	<b>\$ 9,642,256</b>	<b>\$ 10,541,913</b>

<b>FY 14 Original Budget - FY 14 Projected Total</b>	<b>\$ (493,019)</b>	<b>-5%</b>
<b>FY 14 Operating Budget - FY 15 Operating Budget</b>	<b>\$ 414,042</b>	<b>4%</b>
<b>FY 14 Total Budget - FY 15 Total Budget</b>	<b>\$ 406,638</b>	<b>4%</b>

## Police Department Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
Police Chief	1	1	1
Assistant Chief	1	1	1
Captain	0	0	1
Lieutenant	4	4	4
Sergeant	12	12	12
Corporal	18	19	19
Officer	39	39	43
Property Crime Scene Tech	0	1	1
Information Technology	1	1	1
I.T. Assistant	0	1	1
Civilian Director	1	1	1
Dispatch Supervisor	4	4	4
Dispatcher	9	10	10
Victim Services Director	1	1	1
Senior Records Clerk	1	1	1
Police Records Clerk	1	1	1
Animal Shelter Director	1	1	1
Animal Control Supervisor	1	1	1
Animal Control Officer	2	2	2
Code Enforcement	2	2	2
Administrative Analyst	0	0	1
Records Supervisor	0	0	1
Admin Tech II	1	1	1
Admin Tech I	1	1	2
Facilities Maintenance Tech <sup>1</sup>	0	1	1
<b>Total Full Time</b>	<b>101</b>	<b>106</b>	<b>114</b>
Animal Control	4	4	4
Officer	5	5	5
Dispatcher	1	1	1
<b>Total Part Time</b>	<b>10</b>	<b>10</b>	<b>10</b>
School Crossing Guard	6	6	6
<b>Total Seasonal &amp; Temp Part Time</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Police Department Total</b>	<b>117</b>	<b>122</b>	<b>130</b>

<sup>1</sup> Position moved from Administration department in FY14.

## New Police Department Personnel

Position	Salary	13.72% Retire- ment	7.65% SS/Med Taxes	3.0% TEC	TWC	Insur- ance	Total
Patrol Officer (9 months)	34,013 *	4,667	2,602	270	1,000	7,000	49,551
Patrol Officer (9 months)	34,013 *	4,667	2,602	270	1,000	7,000	49,551
Patrol Officer (9 months)	34,013 *	4,667	2,602	270	1,000	7,000	49,551
Patrol Officer (9 months)	34,013 *	4,667	2,602	270	1,000	7,000	49,551
Administrative Analyst (9 months)	27,733 *	3,805	2,122	270	125	7,000	41,054
Captain (2 months)	17,444	2,393	1,334	270	670	7,000	29,112
Records Supervisor (9 months)	30,506 *	4,185	2,334	270	137	7,000	44,432
Admin Tech I - Animal Control (9 months)	23,554 *	3,232	1,802	270	106	7,000	35,963
8							
<b>Totals</b>	<b>\$ 235,286</b>	<b>\$ 32,281</b>	<b>\$ 17,999</b>	<b>\$ 2,160</b>	<b>\$ 5,038</b>	<b>\$ 56,000</b>	<b>\$ 348,765</b>

\*Calculated budget for 9 months due to anticipated hire dates.

## Police Capital Outlay

Account Number	Item	FY 15 Proposed
<b>Police Department</b>		
4700	<b>Two new Tahoes</b> For the 4 additional Police Officer positions proposed	109,797
4700	<b>Two new in-car camera systems</b> To replace two older in-car systems	10,161
4700	<b>16 handheld radios</b> To replace 16 older handheld radios	85,624
4700	<b>1 L3 DVD backup robot (100 disk capacity) with software</b> Backs-up in-car video systems & creates DVD of videos	8,870
<b>Animal Control</b>		
4700	<b>Cat intake cages (Animal Shelter)</b> Replacements to meet Health Dept. minimum size requirements	42,086
4700	<b>One new commercial dishwasher (Animal Shelter)</b> To ensure sterilization and improve efficiency	6,500
4700	<b>One new commercial washer and dryer (Animal Shelter)</b> To increase efficiency and reduce water consumption	12,653
4700	<b>Two Panasonic Toughbooks for ACO vehicles</b> To increase efficiency and reduce travel	16,742
<b>Total Capital Outlay</b>		<b>\$ 292,432</b>
<b>Total Non-Capital</b>		<b>\$ (22,829)</b>
<b>4700 Total</b>		<b>\$ 269,603</b>

### Funded by Vehicle Replacement Reserve

Account Number	Item	FY15 Proposed
4700	<b>8 Replacement Tahoes</b> Replaces #344, #245, #346, #348, #364, #366, #372, #373	322,069



## 4195 Police Other Professional Fees

<b>Service</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
Officer Exam Audit	-	2,039	2,039	2,140
Backup IT services	-	4,000	4,000	4,000
Case related medical testing	11,977	8,900	10,580	12,000
Officer Debriefing	-	300	500	800
Offsite backup	3,120	3,120	3,120	3,500
Patrol Officer Bonds	284	375	375	400
Police Consulting	4,500	5,000	5,000	7,350
Police Physical Exams	930	520	520	600
Psychological Evaluations	920	800	1,400	2,000
	<b>\$ 21,831</b>	<b>\$ 25,714</b>	<b>\$ 27,604</b>	<b>\$ 32,860</b>

## 4440 Police Small Tools

Account Number	Item	FY15 Proposed
4440	1 net gun	1,700
4440	Additional items for 2 new Tahoes	22,532
4440	1 Traffic Trailer	3,895
4440	4 Less Lethal Shotguns	2,100
4440	3 Computer Docks	4,188
4440	4 Tasers with Holsters (2200 ea)	8,800
4440	Yearly small tool expenditures	55,000
<b>Total</b>		<b>\$ 98,215</b>

## 4460 Police Department Memberships

Vendors	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
Accurant	-	300	300	300
ARIC (Austin Regional Intelligence Center)	9,360	10,000	9,360	10,000
CAPCOG Emergency Notification System	1,239	1,300	-	1,500
Capital Area Law Enforcement	-	20	20	20
Central Texas Crime Prevention	-	60	60	60
Code Officer Certification	-	111	111	125
I.A. Property & Evidence	-	50	50	50
International Association of Chiefs of Police (IACP)	120	260	260	270
International Association of Chiefs of Police Network (IACPNET)	800	800	800	800
Leads on-line (pawn shops)	2,148	2,200	2,148	2,200
NIXLE (messaging system)	1,500	1,600	1,600	1,600
NNDDA (canine certification)	-	480	480	720
The Productivity Center (TCLEDDS)	875	1,500	1,500	1,600
Texas Crime Prevention Association (TCPA)	-	60	60	60
Texas DARE Officers Association	-	50	50	50
Texas Department of Health	-	200	200	200
Texas Police Chiefs Association	348	348	363	375
Texas Police Chiefs Association (Accreditation)	-	3,000	3,000	1,600
Texas Victim Services Association	-	25	25	25
U.S. ID Manual	-	110	110	125
<b>Total</b>	<b>\$ 16,390</b>	<b>\$ 22,474</b>	<b>\$ 20,497</b>	<b>\$ 21,680</b>

## 4510 Police Maintenance Contracts

Equipment	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
911 Recorder	-	3,000	3,000	-
Antivirus Software	1,846	1,800	1,800	2,000
CJIS DPS 2 Factor Authentication	-	850	850	-
Coalition Radio Fees	50,817	54,110	54,110	58,562
Computer Support / Network Backup	4,000	-	4,000	4,000
Connectivity Software	660	700	700	800
Consoles Service Contracts	6,907	7,500	7,500	7,800
Criticall Elite Maintenance	679	-	679	725
Boiler Licensing	-	220	220	250
Generators	1,435	1,750	1,750	2,000
HEAT Safety Equip. Testing Service	-	-	-	2,376
Incode Maintenance	34,962	55,000	55,000	55,000
Landscaping/Mowing	-	-	2,130	3,500
L3 Communications	4,895	4,895	4,895	3,152
Pest Control	578	1,300	1,300	1,400
Range Maintenance	-	4,000	4,000	5,000
Smart Net	-	618	310	700
Software Upgrade & Warranty	-	1,000	1,099	-
Sprinkler Inspection	2,844	3,000	3,000	3,000
Syringe Disposal	-	550	550	550
UPS Maintenance	3,322	3,322	3,225	8,513
	<b>\$ 112,945</b>	<b>\$ 143,615</b>	<b>\$ 150,118</b>	<b>\$ 159,328</b>

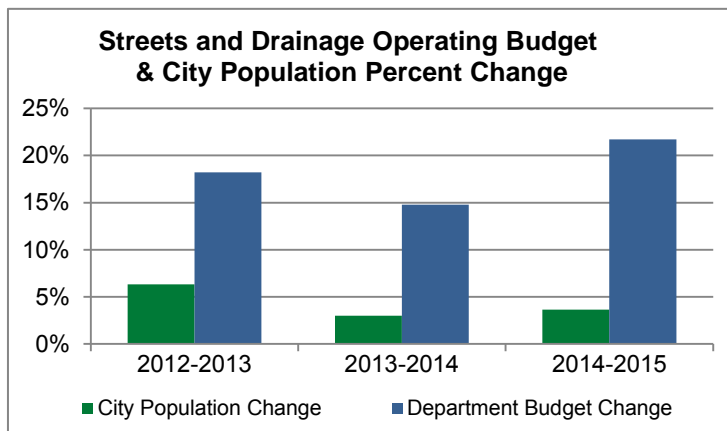
# Streets and Drainage Department

## Department Mission

Maintain streets, drainage, and rights-of-way in a professional, efficient and cost effective manner.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14 - 15 Budget	% Change FY 14 Projected to FY 15 Budget
<b>Operating</b>	Personnel	926,541	1,133,431	995,310	1,436,685	27%	44%
	Operations & Maintenance	950,549	1,460,050	1,404,936	1,639,450	12%	17%
	Supplies	73,266	86,000	85,000	105,500	23%	24%
	Services	-	-	-	80,000	100%	100%
Capital Acquisition		99,755	55,650	55,206	147,000	164%	166%
<b>Totals</b>		<b>\$2,050,109</b>	<b>\$2,735,131</b>	<b>\$2,540,452</b>	<b>\$3,408,635</b>	<b>25%</b>	<b>34%</b>



## Streets and Drainage Department Personnel

	FY 14 Actual	FY 15 Proposed
Full Time	22	29
Part Time	0	0
Seasonal	4	4
<b>Total</b>	<b>26</b>	<b>33</b>

## FY 15 Budget Highlights

- In FY15, seven full-time positions as well as related supplies and equipment moved from Parks Maintenance to the Streets & Drainage Department, causing a fluctuation in Personnel, Operations & Maintenance and Supplies from FY14 to FY15.
- Perform a Pavement Management Study to assess the maintenance of City streets and begin preparation of a street maintenance schedule (Services).
- Purchase a tractor with a shredder and a vehicle for the Traffic Engineer position added in FY 14 (Capital).
- Install two street lights along Marfa Lights Trail at Cambridge Heights Park (Capital).

Note: An dump truck will be purchased with reserve funds.

## Streets and Drainage Department Expense

		<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected Total</b>	<b>FY 15 Proposed Budget</b>
	<b>Operating</b>				
<b>4000</b>	Salaries	637,887	779,997	692,932	976,440
	<b><i>New Personnel &amp; Promotions</i></b>				-
<b>4005</b>	Overtime	8,705	6,000	10,500	9,000
<b>4006</b>	Overtime- Pfestivals	3,643	2,100	4,000	4,000
<b>4010</b>	Employee Incentives	9,100	9,200	6,162	5,400
<b>4015</b>	Employee Retirement	85,247	98,911	90,462	133,443
<b>4020</b>	Social Security/Medicare	49,201	59,397	54,655	76,105
<b>4030</b>	Workers Compensation	17,788	21,873	16,000	16,800
<b>4040</b>	Employee Insurance	113,694	149,354	114,000	207,000
<b>4050</b>	Unemployment Tax	1,276	6,599	6,599	8,497
<b>4195</b>	Other Professional Fees	-	-	-	80,000
<b>4200</b>	Gasoline	50,352	50,000	50,000	62,500
<b>4201</b>	Propane	3,866	5,000	4,000	9,000
<b>4210</b>	Vehicle Repair	18,247	25,000	25,000	28,500
<b>4220</b>	Equipment Repair	49,998	35,000	35,000	42,000
<b>4301</b>	Electricity - Street and Traffic Lights	516,765	540,000	521,000	540,000
<b>4310</b>	Communications	3,795	3,900	5,100	5,250
<b>4405</b>	Uniforms	5,597	8,400	6,000	11,600
<b>4410</b>	Training and Education	5,197	5,000	1,000	3,000
<b>4420</b>	Insurance	16,268	12,500	12,800	8,600
<b>4430</b>	Office Supplies	685	2,000	2,000	2,000
<b>4433</b>	Chemicals	3,188	1,000	1,000	2,000
<b>4440</b>	Small Tools/Equipment	15,175	28,000	28,000	30,000
<b>4465</b>	Rentals/Leases	1,132	10,000	10,000	10,000
<b>4470</b>	Publications/Software	143	2,250	2,250	1,000
<b>4480</b>	Other Operating Expenses	22,586	20,000	20,000	22,500
<b>4500</b>	Street Repairs (in house)	123,371	125,000	125,000	150,000
<b>4501</b>	Overlay Program (contracted)	-	300,000	300,000	400,000
<b>4502</b>	ROW/Drainage Projects	53,144	75,000	75,000	75,000
<b>4504</b>	Pavement Marking (contracted)	-	90,000	90,000	90,000
<b>4510</b>	Maintenance Contracts	43,021	143,000	136,786	212,000
<b>4520</b>	Maintenance and Repairs	11,650	15,000	15,000	15,000
<b>4525</b>	Signs & Signals	79,636	50,000	25,000	25,000

# Streets and Drainage Department Expense

	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Total Operating</b>	<b>1,950,355</b>	<b>2,679,481</b>	<b>2,485,246</b>	<b>3,261,635</b>
<b><u>Capital Outlay</u></b>				
<b>4700</b> Equipment	99,755	55,650	55,206	122,000
<b>4720</b> Improvements o/t Buildings	-	-	-	25,000
<b>Total Capital Outlay</b>	<b>99,755</b>	<b>55,650</b>	<b>55,206</b>	<b>147,000</b>
<b>Total Expense</b>	<b><u>\$ 2,050,109</u></b>	<b><u>\$ 2,735,131</u></b>	<b><u>\$ 2,540,452</u></b>	<b><u>\$ 3,408,635</u></b>

FY 14 Original Budget - FY 14 Projected Total	\$ (194,679)	-7%
FY 14 Operating Budget - FY 15 Operating Budget	\$ 582,154	22%
FY 14 Total Budget - FY 15 Total Budget	\$ 673,504	25%

## Department Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
Field Operations Superintendent	1	1	1
Traffic Engineer	0	1	1
Street Foreman	1	1	1
Drainage Foreman	0	1	1
Crew Leader	3	4	4
Equipment Operator III	1	1	1
Equipment Operator II	4	4	4
Sign Shop Tech II	1	2	2
Equipment Operator I	10	7	7
Light Equipment Operator II*	0	0	2
Light Equipment Operator I*	0	0	5
<b>Total Full Time</b>	<b>21</b>	<b>22</b>	<b>29</b>
Seasonal Laborer	4	4	4
<b>Total Seasonal &amp; Temp Part Time</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Streets &amp; Drainage Department Total</b>	<b>25</b>	<b>26</b>	<b>33</b>

\* In FY15, these employees moved from the Parks Maintenance Department



## Streets and Drainage Dept Capital Outlay

Account Number	Item	FY 15 Proposed
4700	<b>Tractor with 15' Shredder</b> To mow large areas of tall grass and along streets	60,000
4700	<b>Mower</b> Replacing a 2007 Kawasaki Tiger Riding Mower	10,000
4700	<b>Mower</b> Replacing a 2004 Toro Groundmaster Mower	10,000
4700	<b>Mower</b> Replacing a 2004 Toro Groundmaster Mower	10,000
4700	<b>Ford Explorer</b> New for Traffic Engineer position added in FY 14	32,000
<b>4700 Total</b>		<b>\$ 122,000</b>
4720	<b>Two Street Lights</b> To be installed along Marfa Lights Trail	25,000
<b>4720 Total</b>		<b>\$ 25,000</b>
<b>Total Capital Outlay</b>		<b>\$ 147,000</b>

### Funded by Vehicle Replacement Reserve

Account Number	Item	FY15 Proposed
4700	<b>Dump Truck</b> To improve capacity to clean drainage facilities	90,000

# 4195 Streets and Drainage Other Professional Fees

<u>Service</u>	<u>Vendors</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
Pavement Management Study	TBD	-	-	-	80,000
		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80,000</u>

### 4510 Streets and Drainage Maintenance Contracts

<u>Equipment/Service</u>	<u>Term</u>	<u>Location</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
Drainage Improvements	1 year	Various	-	75,000	75,000	75,000
Parks Mowing - Contracted	1 year	Various	-	-	-	75,000
Street/ROW Mowing - Contracted	1 year	Various	43,021	68,000	61,786	62,000
			<u>\$ 43,021</u>	<u>\$ 143,000</u>	<u>\$ 136,786</u>	<u>\$ 212,000</u>



# Utility Fund Summary

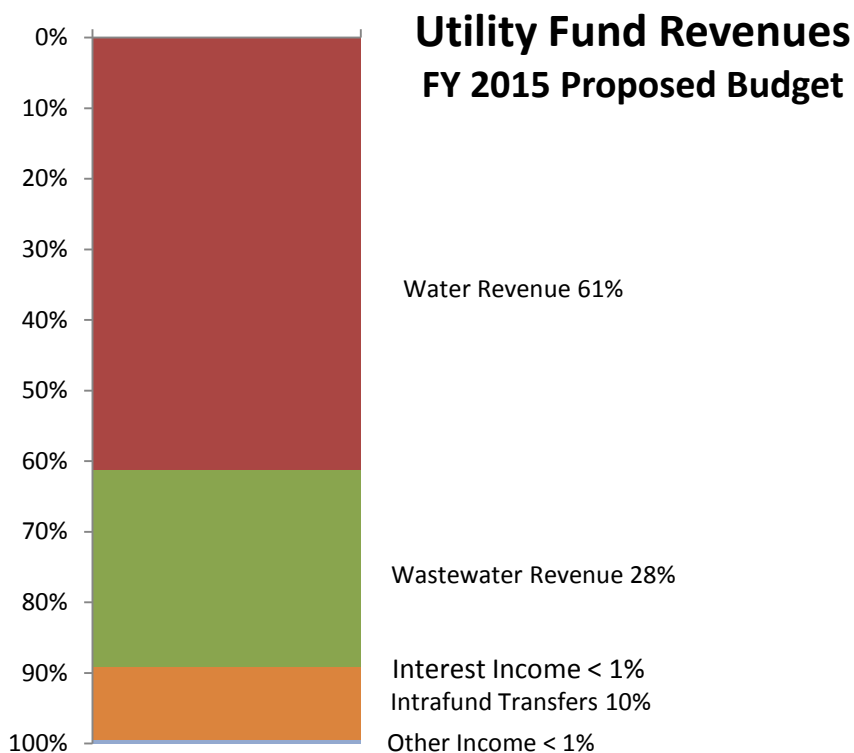
	FY 13 Actual	FY 14 Amended Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Revenues</b>				
Water	14,552,653	12,737,693	13,634,464	12,791,175
Wastewater	8,171,864	7,167,868	9,198,973	6,672,820
Solid Waste	3,766,137	3,750,000	3,875,000	3,875,000
Capital Funding	2,230,885	15,965,822	6,344,237	20,823,790
Total	<u>\$ 28,721,539</u>	<u>\$ 39,621,383</u>	<u>\$ 33,052,674</u>	<u>\$ 44,162,785</u>
<b>Expenses</b>				
Utility Administration	3,665,417	4,227,000	4,202,169	3,420,125
Utility Maintenance	957,769	1,090,261	986,335	1,032,633
Water Treatment	2,422,472	2,595,520	2,522,555	2,862,620
Water Distribution	6,685,237	6,107,331	6,171,943	6,599,376
Wastewater Collection	1,386,927	1,208,636	1,215,916	1,350,459
Wastewater Treatment	2,868,692	3,105,852	3,039,340	3,058,096
Solid Waste	3,766,573	3,750,000	3,875,000	3,875,000
Capital Expenditures	2,230,885	16,723,122	6,344,237	20,823,790
Total	<u>\$ 23,983,972</u>	<u>\$ 38,807,722</u>	<u>\$ 28,357,495</u>	<u>\$ 43,022,099</u>
Revenues over (under) expenses	\$ 4,737,567	\$ 813,661	\$ 4,695,179	\$ 1,140,686
FY 15 Estimated Beginning Fund Balance			<u>\$ 8,259,300</u>	
25% of Operating Expense =			<u>\$ 3,231,085</u>	



## Utility Fund Revenue Summary

(excluding Solid Waste and Capital Projects)

	FY 13 Actual	FY 14 Amended Budget	FY 14 Projected Total	FY 15 Proposed Budget	% Change FY14 - FY15 Budget	% Change FY14 Projected to FY15 Proposed
Water Revenue	12,108,863	12,071,693	11,428,264	11,941,175	-1%	4%
Wastewater Revenue	6,104,484	5,803,270	6,000,500	5,411,000	-7%	-10%
Impact Fee Revenue	1,637,248	-	3,450,000	-	n/a	n/a
Interest Income	24,152	18,500	12,000	13,500	-27%	13%
Intrafund Transfers	2,132,320	1,853,315	1,723,315	1,991,640	7%	16%
Other Income	717,452	158,783	219,358	106,680	-33%	-51%
Total	\$ 22,724,518	\$ 19,905,561	\$ 22,833,437	\$ 19,463,995	-2%	-15%



### Budget Summary

Water and Wastewater user fees continue to be the largest source of external income for the Utility Fund, comprising approximately 89% of the Utility Fund's operating revenue. A rate study was recently conducted on the water and wastewater service rates. The study revealed the need for a shift in revenue recovery from water to wastewater and a redistribution of the water tiers. Therefore, the water rates are recommended for an increase (approximately 6.9% system-wide) and the wastewater rates a decrease (approximately 6.7% system-wide). These projected rates have been incorporated into this document. Intrafund transfers will be used to fund a portion of water and wastewater debt service expenditures from accumulated impact fees. Revenues and transfers related to Utility related capital projects have been removed from this page to a separate summary.

## Water Department Revenue

	FY 13 Actual Total	FY 14 Amended Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>3100</b> Water Revenue	10,254,441	10,279,152	9,635,473	10,262,400
<b>3101</b> Wholesale Water - Manville	1,270,530	1,345,025	1,345,025	1,345,025
<b>3102</b> Wholesale Water - Windermere	341,946	325,000	325,000	332,000
<b>3104</b> Wholesale Water- Manor	235,465	119,766	119,766	Contract ended
<b>3105</b> Parts/Taxable	1,231	750	1,000	750
<b>3120</b> Tap Fees	5,250	2,000	2,000	1,000
<b>3125</b> Fire Hydrant Testing Fee	3,000	2,000	3,000	2,000
<b>3700</b> Service Fees	81,475	75,000	80,000	75,000
<b>3710</b> Interest Income	5,258	6,000	4,000	5,000
<b>3720</b> Miscellaneous Income	35,170	15,000	15,000	15,000
<b>Operating revenue</b>	<b>\$ 12,233,819</b>	<b>\$ 12,169,693</b>	<b>\$ 11,530,264</b>	<b>\$ 12,038,175</b>
<b>3136</b> Impact fees	815,367	-	1,550,000	-
<b>3711</b> Non-operating Interest	3,467	3,000	2,000	3,000
<b>3363</b> Tx Water Dev Board (TWDB) Grant	-	-	50,000	-
<b>3365</b> Water Grants - KPB Conservation	-	-	2,200	-
<b>3735</b> Impact Fee Transfer (DS funding)	1,000,000	500,000	500,000	750,000
<b>3880</b> NE Travis Cty Util Dist (final payment)	500,000	-	-	-
<b>3900</b> Fund Balance Transfer (Building funding)		65,000	-	-
<b>Other revenue</b>	<b>\$ 2,318,834</b>	<b>\$ 568,000</b>	<b>\$ 2,104,200</b>	<b>\$ 753,000</b>
<b>Total revenue</b>	<b>\$ 14,552,653</b>	<b>\$ 12,737,693</b>	<b>\$ 13,634,464</b>	<b>\$ 12,791,175</b>

A study of the water and wastewater rates is on-going. Revenues presented above are based on current rates, but may be modified as the budget process evolves.



## Wastewater Department Revenue

	<b>FY 13 Actual Total</b>	<b>FY 14 Amended Budget</b>	<b>FY 14 Projected Total</b>	<b>FY 15 Proposed Budget</b>
<b>3110 Wastewater</b>	6,101,484	5,802,270	6,000,000	5,410,000
<b>3120 Wastewater Tap Fees</b>	3,000	1,000	500	1,000
<b>3710 Interest Income</b>	5,219	4,500	3,500	3,500
<b>3720 Miscellaneous Income</b>	57,720	-	-	-
<b>3726 Rental Income</b>	4,290	4,680	4,680	4,680
<b>3729 Insurance Claim Revenue</b>	25,438	53,103	54,478	-
<b>3741 Recycling Center</b>	10,261	9,000	10,000	10,000
<b>3850 Sale of Fixed Assets</b>	45	-	-	-
<b>Operating revenue</b>	<b>\$ 6,207,456</b>	<b>\$ 5,874,553</b>	<b>\$ 6,073,158</b>	<b>\$ 5,429,180</b>
<b>3139 Impact fees</b>	821,881	-	1,900,000	-
<b>3711 Non-Operating Interest</b>	10,207	5,000	2,500	2,000
<b>3735 Impact Fee Transfer (DS funding)</b>	1,132,320	1,223,315	1,223,315	1,241,640
<b>3900 Fund Balance Transfer (Building funding)</b>		65,000	-	-
<b>Other revenue</b>	<b>\$ 1,964,408</b>	<b>\$ 1,293,315</b>	<b>\$ 3,125,815</b>	<b>\$ 1,243,640</b>
<b>Total Revenue</b>	<b>\$ 8,171,864</b>	<b>\$ 7,167,868</b>	<b>\$ 9,198,973</b>	<b>\$ 6,672,820</b>

A study of the water and wastewater rates is on-going. Revenues presented above are based on current rates, but may be modified as the budget process evolves.

# Utility Long-Term Debt Service

Bond Issue	Annual Payment Amounts			
	Water		Wastewater	
	Principal	Interest	Principal	Interest
2003-A Combination Tax and Revenue	109,200	4,232	20,800	806
2004 Combination Tax and Revenue	159,650	22,522	257,500	36,325
2005 Combination Tax and Revenue	-	-	319,950	526,367
2009A Combination Tax and Revenue	-	-	123,200	273,397
2009 Limited Tax Refunding*	234,600	13,730	96,600	5,653
2010 Limited Tax Refunding**	124,200	212,166	-	-
2012 Limited Tax Refunding***	523,779	1,559,965	193,726	576,973
Totals	<u>\$ 1,151,429</u>	<u>\$ 1,812,614</u>	<u>\$ 1,011,776</u>	<u>\$ 1,419,522</u>

\* 2009 Refunding issue, included refunding of 1993, 1999, and 2000 Revenue bonds

\*\* 2010 Refunding issue, included partial refunding of 2002 Certificates of Obligation.

\*\*\*2012 Refunding issue, included partial refunding of 2002, 2003, 2003A, and 2004 Certificates of Obligation.

## Outstanding Utility Fund Debt

Date of Issue/ Type of debt	Amount of Issue	Bond Principal Balance as of September 30, 2014	Construction funds remaining to be spent as of September 30, 2014
2003A Tax & Revenue CO's*	\$26,645,000	\$130,000	\$0
The funds from this bond issue are being used for the Colorado River Supply Project and the Weiss Lane Interceptor Project.			
2004 Tax & Revenue CO's*	\$12,813,800	\$1,348,650	\$0
The funds from this bond issue are being used to complete the Colorado River Supply Project and to expand the wastewater treatment plant.			
2005 Tax & Revenue CO's*	\$12,529,200	\$10,684,750	\$0
The funds from this bond issue will be used for the purchase of the Kelly Lane Wastewater Treatment Plant.			
2009A Tax & Revenue CO's*	\$6,542,400	\$6,100,600	\$3,929,672
The funds from this bond issue will be used for the Wilbarger Wastewater Treatment Plant and Wilbarger Interceptor.			
2009 Limited Tax Refunding Bonds	\$2,693,530	\$660,000	\$0
The funds from this refunding were used to retire and refinance the 1993, 1999 and 2000 revenue debt.			
2010 Limited Tax Refunding Bonds	\$5,680,800	\$5,335,200	\$0
The funds from this refunding were used to refinance and partially retire the 2002 Certificates of Obligation.			
2012 Limited Tax Refunding Bonds	\$47,418,568	\$47,135,654	\$0
The funds from this refunding were used to refinance and partially retire the 2002, 2003, 2003A, 2004 Certificates of Obligation.			
<b>Totals</b>	<b>\$131,440,098</b>	<b>\$71,394,854</b>	<b>\$3,929,672</b>

\* Combination Tax and Revenue Certificates of Obligation

## Utility Reserve and Trust Funds

### Wastewater Impact Fees

Beginning Balance, October 1, 2013	\$ 4,881,277
Revenues - as of 8/31/2014	
Impact Fees	1,860,377
Interest	1,715
	<u>1,862,092</u>
Expenditures	
Transfer for Capital Projects	-
Transfer for debt service	1,223,315
	<u>(1,223,315)</u>
Estimated Ending Balance, September 30, 2014	<u><u>\$ 5,520,054</u></u>

### Water Impact Fees

Beginning Balance, October 1, 2013	\$ 1,209,351
Revenues - as of 8/31/2014	
Impact Fees	1,526,252
Interest	533
	<u>1,526,785</u>
Expenditures	
Transfer for Capital Projects	-
Transfer for debt service	500,000
	<u>(500,000)</u>
Estimated Ending Balance, September 30, 2014	<u><u>\$ 2,236,136</u></u>

Impact fees are assessed to developers to help defray a portion of the costs that naturally result from increased development. By Texas law, these fees must be used for capital acquisition or debt service related to capital projects.

### Membrane Escrow

Beginning Balance, October 1, 2013	\$ 502,988
Revenues	-
Interest	56
	<u>56</u>
Expenditures	<u>(503,044)</u>
Estimated Ending Balance, September 30, 2014	<u><u>\$ -</u></u>

The Membrane Escrow account was available to defray the cost of replacing the Water Treatment plant membranes. After FY 14, membrane purchases will be made from existing fund balance in lieu of the Escrow account.

# CIP Fund Summary

	FY 13 Actual	FY 14 Amended Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Capital Funding</b>				
<b>Water</b>				
3725 Bond Proceeds (New Debt)	\$ -	\$ 3,038,262	\$ -	\$ 10,160,029
3725 Existing Bond Funds	1,664,864	-	-	-
3732 Mellenbruch Colo Sand Dr Escrow	239,560	-	-	-
3900 Fund Balance Transfer	-	7,436,600	3,937,656	2,278,000
3900 Membrane Replacement Escrow	-	500,000	503,044	-
<b>Wastewater</b>				
3725 Bond Proceeds (New Debt)	-	348,018	-	3,785,489
3725 Existing Bond Funds	269,630	3,942,942	1,603,537	3,929,672
3900 Fund Balance Transfer	56,831	700,000	300,000	670,600
Total	<u>\$ 2,230,885</u>	<u>\$ 15,965,822</u>	<u>\$ 6,344,237</u>	<u>\$ 20,823,790</u>

<b>Capital Expenditures</b>				
<b>Water</b>				
120 Water Treatment	\$ -	\$ 1,900,000	\$ 1,900,000	\$ 1,400,000
130 Water Distribution	1,904,424	9,074,862	2,540,700	11,038,029
<b>Wastewater</b>				
160 Wastewater Collection	326,461	5,748,260	1,903,537	8,385,761
Total	<u>\$ 2,230,885</u>	<u>\$ 16,723,122</u>	<u>\$ 6,344,237</u>	<u>\$ 20,823,790</u>

## Utility Fund Capital Improvement Projects

Water Projects	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
<b>System Strength &amp; Reliability</b>						
1 Pfennig pump station improvements (2 pumps, storage, piping)	937,500	2,712,500	-	-	-	-
2 Pflugerville Pkwy transmission main (to Pfennig Pump Station)	260,000	617,800	-	-	-	-
3 Pfennig Lane transmission main (16" - Rocky Creek to Railroad Ave)	30,000	184,375	-	-	-	-
4 Pfennig Lane transmission main (16" - FM 685 to Rocky Creek)	50,000	418,800	-	-	-	-
<b>Storage</b>						
5 Elevated storage tank for 950 Pressure Plane	-	1,000,000	5,750,000	-	-	-
<b>Distribution</b>						
6 Main extension - Black Locust from Golden Eagle to Gazania	26,000	368,000	-	-	-	-
7 Transmission Main - Black Locust to Wilke Ridge Lane	50,000	713,400	-	-	-	-
8 Pflugerville Pkwy Transmission Main 16"- Wilke Ln to Heatherwilde	30,000	421,200	-	-	-	-
9 Pflugerville Pkwy Transmission Main - Heatherwilde to Regis	36,700	469,100	-	-	-	-
10 Heatherwilde/Wilke Ridge Transmission Main	300,000	2,988,554	-	-	-	-
11 Transmission main on Regis from Pflugerville Parkway to Dansworth	5,500	76,000	-	-	-	-
12 Kelly Lane transmission main - SH 130 to Falcon Pointe (west)	750,000	-	-	-	-	-
13 Weiss Lane Transmission Main	-	190,300	1,521,700	-	-	-
14 SH 45 Connector interceptor	-	-	-	848,000	-	-
15 South Weiss Transmission Main (WTP to Wilbarger Creek)	-	-	-	1,285,000	-	-
<b>Miscellaneous System Improvements</b>						
16 Downtown Pressure Zone Re-delineation	15,000	210,000	-	-	-	-
17 Water Treatment plant membrane replacement (2)	1,900,000	1,400,000	-	-	-	-
18 Water Treatment plant membrane replacement (1)	-	-	950,000	-	-	-
19 Manville Connection to Water Treatment Plant	50,000	350,000	-	-	-	-
20 Pecan Street Parkway Drive Interconnect	-	318,000	-	-	-	-
<b>Total Water Projects</b>	<b>4,440,700</b>	<b>12,438,029</b>	<b>8,221,700</b>	<b>2,133,000</b>	<b>-</b>	<b>-</b>
<b>Water Projects funding sources:</b>						
Transfer from Fund balance	(4,440,700)	(2,278,000)	(950,000)	-	-	-
Existing bond funds #31	-	-	-	-	-	-
New Bond Issue	-	(10,160,029)	(7,271,700)	(2,133,000)	-	-

## Utility Fund Capital Improvement Projects

### Wastewater Projects

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
1 Rowe Loop Wastewater service extension	\$ 300,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -
2 Sorento/Carmel lift station and force main	1,200,000	3,929,672	-	-	-	-
3 Sorento Interceptor Phase 1	403,537	3,785,489	-	-	-	-
4 Lakeside Interceptor Phase 1	-	-	-	887,522	-	-
5 SH 45/SH 130 Tunnel (extend service to north)	-	120,600	683,221	-	-	-
6 New Sweden package treatment plant	-	-	480,000	2,720,000	-	-
7 Central WWTP Capacity Expansion to 6.9 MGD [DESIGN]	-	-	-	1,653,000	1,653,000	-
8 Central WWTP Capacity Expansion to 6.9 MGD [Construction] <sup>1</sup>	-	-	-	-	-	3,306,000
<b>Total Capital Improvement Project Expenses - Wastewater</b>	<b>1,903,537</b>	<b>8,385,761</b>	<b>1,163,221</b>	<b>5,260,522</b>	<b>1,653,000</b>	<b>3,306,000</b>

### Funding sources - Wastewater:

Transfer from Fund balance	\$ (300,000)	\$ (670,600)	\$ -	\$ -	\$ -	\$ -
Existing bond funds #31	\$ (1,603,537)	\$ (3,929,672)	\$ -	\$ -	\$ -	\$ -
New Bond Issue	\$ -	\$ (3,785,489)	\$ (1,163,221)	\$ (5,260,522)	\$ (1,653,000)	\$ (3,306,000)

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### TOTAL FUNDING SOURCES - WATER & WASTEWATER

Transfer from Fund balance	\$ (4,740,700)	\$ (2,948,600)	\$ (950,000)	\$ -	\$ -	\$ -
Existing bond funds #31	(1,603,537)	(3,929,672)	-	-	-	-
New Bond Issue	-	(13,945,518)	(8,434,921)	(7,393,522)	(1,653,000)	(3,306,000)

<b>Projected Fund balance remaining at year-end:</b>	<b>\$ 8,259,300</b>	<b>\$ 5,310,700</b>	<b>\$ 4,360,700</b>	<b>\$ 4,360,700</b>	<b>\$ 4,360,700</b>	<b>\$ 4,360,700</b>
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<b>Bond #31 funds remaining at year-end:</b>	<b>\$ 3,981,015</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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**Total Proposed Water and Wastewater CIP Expense    \$    6,344,237    \$    20,823,790    \$    9,384,921    \$    7,393,522    \$    1,653,000    \$    3,306,000**

Support Facilities (2014-2015), Wastewater Master Plan Update (2018), and the 5-year Impact Fee and CIP Update (2019) are included in the utility operating budget.

<sup>1</sup> Construction of the Central WWTP expansion is proposed to occur between FY 2019-2022 and cost approximately \$21,000,000.

## Solid Waste Summary

Revenue	FY13 Actual	FY14 Budget	FY14 Projected Total	FY15 Proposed Budget
Solid Waste	3,766,137	3,750,000	3,875,000	3,875,000
Total Revenue	<u>\$ 3,766,137</u>	<u>\$ 3,750,000</u>	<u>\$ 3,875,000</u>	<u>\$ 3,875,000</u>

Operating	FY13 Actual	FY14 Budget	FY14 Projected Total	FY15 Proposed Budget
Franchise Fee	279,380	274,402	280,488	280,488
Sales Tax	270,348	268,893	281,162	281,162
Monthly Solid Waste Services	3,216,845	3,206,705	3,313,350	3,313,350
Total Operating Expense	<u>\$ 3,766,573</u>	<u>\$ 3,750,000</u>	<u>\$ 3,875,000</u>	<u>\$ 3,875,000</u>



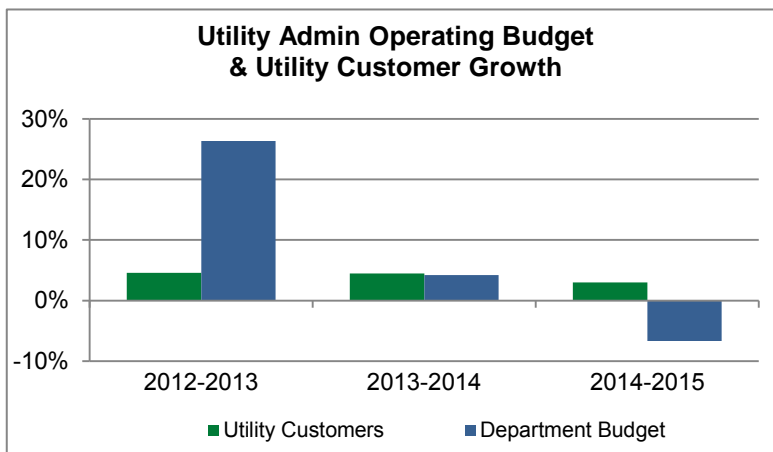
# Utility Administration

## Department Description

The Utility Administration Department was created to account for activities that are used or generated by all utility departments and cannot be allocated to one specific utility function.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14 - 15 Budget	% Change FY 14 Projected to FY 15 Budget
Operating	Personnel	602,477	966,509	926,872	1,128,361	17%	22%
	Operations & Maintenance	2,479,858	2,013,876	1,964,939	1,804,719	-10%	-8%
	Supplies	18,549	39,500	41,000	56,755	44%	38%
	Services	298,185	645,615	707,415	430,290	-33%	-39%
Capital Acquisition		266,348	561,500	561,943	-	-100%	-100%
Totals		\$ 3,665,417	\$ 4,227,000	\$ 4,202,169	\$ 3,420,125	-19%	-19%



Utility Admin Personnel		
	FY 14 Actual	FY 15 Proposed
Full Time	13	14
Part Time	0	1
Seasonal	2	2
Total	15	17

## FY 15 Budget Highlights

- Merit increases for all Utility Fund personnel are included at 3% of total utility fund salaries beginning January 1, 2015, merit is not included in individual departments (Personnel).
- Add one part-time Recycling Center Attendant and one full-time Utility Superintendent (Personnel).
- Install survey benchmark installations throughout the City. This item will be funded 50% from the General Fund and 50% from the Utility Fund (Services).
- Several studies will be completed in FY 14, such as unclaimed water, rate study and impact fee study (Services).
- Purchase furniture for Administration building expansion (Supplies).

# Utility Admin Expense

	Operating	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
4000	Salaries	458,023	722,898	705,471	731,143
	<b><i>New personnel and promotions</i></b>				<b>94,907</b>
4005	Overtime	1,326	2,000	300	400
4006	Overtime- Pfestivals	889	300	600	600
4010	Employee Incentives	-	-	750	900
4015	Employee Retirement	58,142	91,177	93,647	99,067
4020	Social Security/Medicare	33,690	54,045	54,354	56,078
4030	Workers Compensation	582	1,100	750	788
4040	Employee Insurance	49,415	88,283	67,500	90,000
4050	Unemployment Tax	410	3,745	3,500	3,839
4085	Merit Increases	-	-		50,639
4110	Legal Fees	-	20,000	18,000	20,000
4120	Regional W/WW Planning	729,673	150,000	130,000	-
4195	Other Professional Fees	298,185	625,615	689,415	410,290
4200	Gasoline	5,626	5,000	5,500	6,000
4210	Vehicle Maintenance/Repair	1,710	3,000	3,000	3,000
4260	Franchise Fee Water	484,095	475,350	457,011	477,577
4260	Franchise Fee Wastewater	244,059	239,650	240,000	216,400
4300	Electricity	27,129	38,700	27,000	39,000
4310	Communications	13,752	13,750	16,000	22,650 <sup>1</sup>
4400	Postage	93,589	91,800	94,000	98,700
4405	Uniforms	340	800	800	800
4410	Travel & Training	8,010	14,750	14,750	14,750
4420	Insurance	5,716	6,000	6,000	6,500
4430	Office Supplies	3,332	4,000	5,000	8,000
4440	Small Tools	9,091	26,000 <sup>2</sup>	26,000	38,255 <sup>3</sup>
4450	Advertising	671	500	2,000	10,000
4460	Membership/Dues	10,897	13,473	13,239	28,239
4465	Rentals/Leases	2,530	4,400	4,400	7,500

### Utility Admin Expense

	<b>Operating</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected Total</b>	<b>FY 15 Proposed Budget</b>
<b>4470</b>	Publications/Software	500	4,500	4,500	4,500
<b>4480</b>	Other Operating	27,496	54,000	75,000	53,800 <sup>1</sup>
<b>4482</b>	Bad Debt Expense	1,993	3,500	2,500	3,500
<b>4510</b>	Maintenance Contracts	21,902	72,400	47,436	68,803
<b>4520</b>	Maintenance & Repairs	2,690	3,500	3,500	3,500
<b>4600</b>	Emergency Management	-	78,303	78,303	-
<b>4645</b>	Transfer	750,000	750,000	750,000	750,000
<b>4677</b>	Information Technology	53,606	-	-	-
	<b>Total Operating Expense</b>	<b>3,399,069</b>	<b>3,665,500</b>	<b>3,640,226</b>	<b>3,420,125</b>
	<b>Capital Outlay</b>				
<b>4700</b>	Equipment	16,348	26,500	26,943	-
<b>4710</b>	Buildings	-	535,000	535,000	-
<b>4735</b>	CCN - Cert of Conv & Necessity	250,000	-	-	-
	<b>Total Capital Outlay</b>	<b>266,348</b>	<b>561,500</b>	<b>561,943</b>	<b>-</b>
	<b>Total Expense</b>	<b>\$ 3,665,417</b>	<b>\$ 4,227,000</b>	<b>\$ 4,202,169</b>	<b>\$ 3,420,125</b>

FY 14 Original Budget - FY 14 Projected Total      \$ (24,831)      -1%

FY 14 Operating Budget - FY 15 Operating Budget      \$ (245,375)      -7%

FY 14 Total Budget - FY 15 Total Budget      \$ (806,875)      -19%

<sup>1</sup> Beginning in FY15, internet charges of \$6,200 were moved from 4480 to 4310.

<sup>2</sup> Increase related to proposed new personnel and building addition.

<sup>3</sup> Installation of GPS equipment on Utility vehicles and furniture for building expansion.

## Utility Admin Staffing

Position	FY13 Actual	FY 14 Projected	FY 15 Proposed
Assistant City Manager <sup>1</sup>	0	1	1
Public Works Director	1	1	1
Utility Superintendent	1	1	2
Water Conservation Manager	1	1	1
Utility Business Operations Manager	1	1	1
Capital Improvement Program Manager	0	1	1
Utility Billing Specialist II	1	1	1
Utility Billing Specialist I	1	2	2
GIS Analyst	0	0	1
GIS Tech	1	1	0
Conservation Education Specialist	0	1	1
Admin Tech II	2	1	2
Admin Tech I	0	1	0
<b>Total Full Time</b>	<b>9</b>	<b>13</b>	<b>14</b>
Recycle Center Attendant	0	0	1
<b>Total Part Time</b>	<b>0</b>	<b>0</b>	<b>1</b>
Seasonal Laborer	2	2	2
<b>Total Seasonal/ Temp Part Time</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Utility Admin Total</b>	<b>11</b>	<b>15</b>	<b>17</b>

<sup>1</sup> Position moved from General Fund Administration in FY14.

### New UtilityAdmin Dept Personnel

<b>Position</b>	<b>Proposed Salary</b>	<b>13.72% Retirement</b>	<b>7.65% SS/Med Taxes</b>	<b>3.0% TEC</b>	<b>TWC</b>	<b>Insurance</b>	<b>Total</b>
Recycle Center Attendant (Part-time)	13,000	-	995	270	568	-	14,833
Utility Superintendent *	56,000	7,683	4,284	270	2,447	252	70,936
<b>Totals</b>	<b>\$ 69,000</b>	<b>\$ 7,683</b>	<b>\$ 5,279</b>	<b>\$ 540</b>	<b>\$ 3,015</b>	<b>\$ 252</b>	<b>\$ 85,769</b>

### FY 15 Promotions

<b>Current Position</b>	<b>Current Salary</b>	<b>Proposed Position</b>	<b>Proposed Salary</b>	<b>Additional Estimated Benefits</b>	<b>Total Budget Increase</b>
GIS Tech	32,656	GIS Analyst I	38,906	1,063	\$ 7,313
Admin Tech I	26,000	Admin Tech II	27,560	265	\$ 1,825
					<b>\$ 9,138</b>

\* Includes promotions of a Foreman, System Worker III and System Worker II, as well as adding a new System Worker I.

<b>Total New Personnel and Promotions</b>	<b>\$ 94,907</b>
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# Utility Admin Capital Out

<u>Account Number</u>	<u>Item</u>	<u>FY 15 Proposed</u>
	None	-
4710 Total		\$ -
Total Capital Outlay		<u><u>\$ -</u></u>

### Utility Admin Other Prof Fees

<b>Service</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
Bond Arbitrage Calculations	5,868	4,700	5,000	3,800
Consultant Fees (Miscellaneous)*	40,925	-	-	-
Lobbying Fees	Previously in Regional Water Planning			48,250
Engineering Consultant	-	150,000	150,000	100,000
Consultant Fees For Permit Renewals	-	90,000	90,000	-
Credit card processing & PCI fees	100,929	110,000	104,000	108,000
Impact Fee Update	10,362	42,175	31,850	-
Monthly Website Fees	4,740	4,740	4,740	4,740
Quarterly Insite Fees	64,973	70,000	67,000	70,000
Reclaimed Water Master Plan	31,616	40,000	157,825	-
Translation Services	-	1,000	1,000	1,000
Utility Bill Printing	37,173	43,000	39,000	42,000
Survey Benchmark Install	-	-	-	32,500
Utility Rate Study	-	70,000	39,000	-
	<b>\$ 298,185</b>	<b>\$ 625,615</b>	<b>\$ 689,415</b>	<b>\$ 410,290</b>

\*Consultant Fees for studies, services and projects that affect the entire utility system (such as reuse) or are in the preliminary stages.

## Utility Admin Memberships

<b>Vendors</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
American Public Works Association (APWA)	-	1,000	1,000	1,000
American Water Works Association (AWWA)	187	748	764	764
Highland Lakes Firm Water Customers	-	-	-	15,000
South Central Membrane Association (SCMA)	270	400	150	150
Texas Rural Water Association (City-wide membership)	4,750	4,750	4,750	4,750
Texas Water Smart (City-wide membership)	5,000	5,000	5,000	5,000
Texas Water Utility Assoc (All Utility Departments)	690	1,100	1,100	1,100
Water Environmental Federation	-	475	475	475
	<b>\$ 10,897</b>	<b>\$ 13,473</b>	<b>\$ 13,239</b>	<b>\$ 28,239</b>



# Utility Admin Maint Contracts

<b>Equipment/Service</b>	<b>Location</b>	<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected</b>	<b>FY 15 Proposed</b>
Contract Mowing	Various	-	40,000	24,536	30,000
GPS Tracking Software Maintenance	Public Works	-	-	-	14,959
Outbound Delivery Notifications	Suite 100	2,016	3,500	2,000	2,000
Plotter Maintenance Contract	Public Works	-	-	-	700
Quarterly Pest Control Service	Public Works	250	500	500	500
Security Systems Monitoring	Various	-	8,000	-	244
Utility Billing Software Maintenance Includes Audiotel, TOPS, and Equip	Suite 100	15,436	15,900	15,900	15,900
Work Order Software Monthly Fee	Public Works	4,200	4,500	4,500	4,500
		<b>\$ 21,902</b>	<b>\$ 72,400</b>	<b>\$ 47,436</b>	<b>\$ 68,803</b>



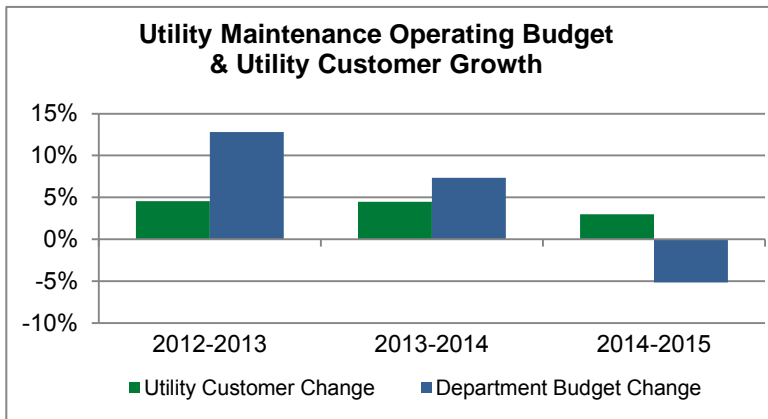
# Utility Maintenance

## Department Description

The Utility Maintenance Department was created to account for line maintenance service activities for all utility departments. These activities can be equally allocated between the water and wastewater functions.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14 - 15 Budget	% Change FY 14 Projected to FY 15 Budget
Operating	Personnel	793,554	919,001	812,769	853,273	-7%	5%
	Operations & Maintenance	88,815	73,260	74,860	78,860	8%	5%
	Supplies	55,406	49,000	50,000	55,500	13%	11%
	Services	-	-	-	-	N/A	N/A
Capital Acquisition		19,994	49,000	48,706	45,000	-8%	-8%
Totals		\$ 957,769	\$ 1,090,261	\$ 986,335	\$ 1,032,633	-5%	5%



Utility Maintenance Personnel		
	FY 14 Actual	FY 15 Proposed
Full Time	17	16
Part Time	0	0
Seasonal	0	0
Total	17	16

## FY 15 Budget Highlights

- Promote one full-time Utility Systems Worker I to a II and promote two full-time Utility Systems Worker IIs to IIIs (Personnel).
- Move one Utility Foreman position to the Water Treatment department (Personnel).
- Purchase furniture for the Field Operations building expansion (Supplies).
- Purchase a Ford 550 Heavy Duty to replace a 2002 Ford 550 (Capital).

## Utility Maintenance Expense

		<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected Total</b>	<b>FY 15 Proposed Budget</b>
<b>Operating</b>					
<b>4000</b>	Salaries	549,182	619,146	549,418	535,250
<b>New Personnel &amp; Promotions</b>					<b>19,737</b>
<b>4005</b>	Overtime	25,553	33,000	40,000	40,000
<b>4006</b>	Overtime- Pfestivals	1,926	2,000	2,000	2,000
<b>4010</b>	Employee Incentives	5,820	5,920	5,520	5,000
<b>4015</b>	Employee Retirement	75,610	83,561	75,969	79,885
<b>4020</b>	Social Security/Medicare	43,654	49,198	45,973	44,542
<b>4030</b>	Workers Compensation	5,822	6,173	4,799	5,039
<b>4040</b>	Employee Insurance	85,592	115,413	84,500	117,500
<b>4050</b>	Unemployment Tax	396	4,590	4,590	4,320
<b>4200</b>	Gasoline	46,257	37,000	35,000	37,500
<b>4210</b>	Vehicle Repair	14,340	12,000	12,000	12,000
<b>4220</b>	Equipment Repair	25,635	14,000	13,000	14,000
<b>4310</b>	Communications	1,260	1,260	1,260	1,260
<b>4405</b>	Uniforms	5,463	6,400	6,400	6,400
<b>4410</b>	Training and Education	9,469	9,000	9,000	9,000
<b>4420</b>	Insurance	8,705	8,350	9,700	10,200
<b>4433</b>	Chemicals	773	2,000	2,000	2,000
<b>4440</b>	Small Tools/Equipment	9,149	12,000	15,000	18,000
<b>4465</b>	Rentals/Leases	2,034	2,250	1,500	2,000
<b>4480</b>	Other Operating Expenses	21,136	18,000	20,000	22,000
<b>Total Operating</b>		<b>937,775</b>	<b>1,041,261</b>	<b>937,629</b>	<b>987,633</b>
<b>Capital Outlay</b>					
<b>4700</b>	Equipment	19,994	49,000	48,706	45,000
<b>Total Capital Outlay</b>		<b>19,994</b>	<b>49,000</b>	<b>48,706</b>	<b>45,000</b>
<b>Total Expense</b>		<b>\$ 957,769</b>	<b>\$ 1,090,261</b>	<b>\$ 986,335</b>	<b>\$ 1,032,633</b>
<b>FY 14 Original Budget - FY 14 Projected Total</b>				<b>\$ (103,926)</b>	<b>-10%</b>
<b>FY 14 Operating Budget - FY 15 Operating Budget</b>				<b>\$ (53,628)</b>	<b>-5%</b>
<b>FY 14 Total Budget - FY 15 Total Budget</b>				<b>\$ (57,628)</b>	<b>-5%</b>

## Utility Maintenance Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
Utility Foreman *	3	3	2
Utility Maintenance Tech III	1	1	1
Utility Maintenance Tech II	1	0	0
Utility Maintenance Tech I	1	3	3
Utility Systems Worker III	1	1	3
Utility Systems Worker II	5	4	3
Utility Systems Worker I	4	5	4
<b>Total Full Time</b>	<b>16</b>	<b>17</b>	<b>16</b>
<b>Utility Maintenance Total</b>	<b>16</b>	<b>17</b>	<b>16</b>

\* Department has requested to move a Utility Foreman to Water Treatment

**New UtilityMaint Dept Personnel**

<u>Position</u>	<u>Proposed Salary</u>	<u>13.72% Retire- ment</u>	<u>7.65% SS/Med Taxes</u>	<u>3.0% TEC</u>	<u>TWC</u>	<u>Insur- ance</u>	<u>Total</u>
None							
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**FY 15 Promotions**

<u>Current Position</u>	<u>Current Salary</u>	<u>Proposed Position</u>	<u>Proposed Salary</u>	<u>Additional Estimated Benefits</u>	<u>Total Budget Increase</u>
Utility Systems Worker II	32,094	Utility Systems Worker III	36,587	764	5,256
Utility Systems Worker II	31,304	Utility Systems Worker III	35,797	764	5,257
Utility Systems Worker I	25,626	Utility Systems Worker II	33,509	1,340	9,224
				<b>Total</b>	<b>\$ 19,737</b>
<b>Total New Personnel and Promotions</b>					<b>\$ 19,737</b>

## Utility Maintenance Capital Out

<b>Account Number</b>	<b>Item</b>	<b>FY 15 Proposed</b>
4700	<b>Ford F550 Heavy Duty</b> Replaces a 2002 F550 with 77,000 miles (#287)	45,000
<b>4700 Total</b>		<b>\$ 45,000</b>
<b>Total Capital Outlay</b>		<b><u>\$ 45,000</u></b>





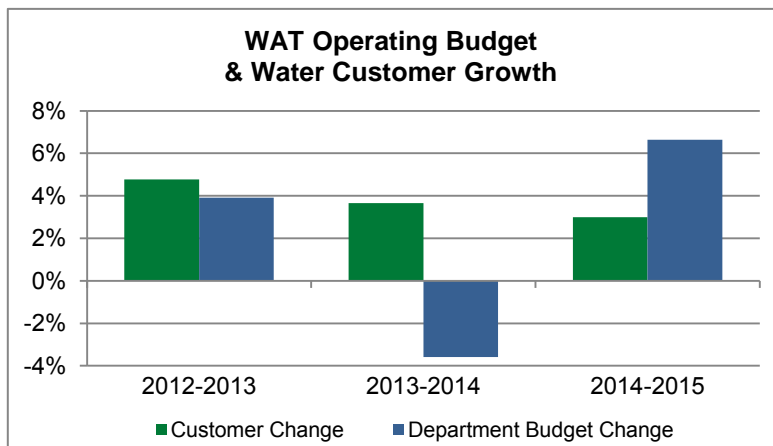
# Water Department Treatment

## Department Mission

To ensure the health and well-being of customers by providing a safe supply of water and maintaining the distribution system to the highest degree; while maintaining good internal and external communication and fiscal accountability.



Financial Summary		FY 13	FY 14	FY 14	FY 15	% Change	% Change
		Actual	Amended Budget	Projected	Proposed Budget	FY 14 - 15 Budget	FY 14 Projected to FY 15 Budget
<b>Operating</b>	Personnel	196,873	226,898	228,108	319,300	41%	40%
	Operations & Maintenance	884,639	907,950	784,808	901,142	-1%	15%
	Supplies	200,869	213,500	212,500	218,500	2%	3%
	Services	13,985	9,500	59,467	9,000	-5%	-85%
Capital Acquisition		66,727	1,980,000	1,980,000	50,000	-97%	-97%
Debt Service		1,059,379	1,157,672	1,157,672	1,364,678	18%	18%
<b>Totals</b>		<b>\$ 2,422,472</b>	<b>\$ 4,495,520</b>	<b>\$ 4,422,555</b>	<b>\$ 2,862,620</b>	<b>-36%</b>	<b>-35%</b>



Water Treatment Personnel		
	FY 14	FY 15
	Actual	Proposed
Full Time	4	5
Part Time	0	0
Seasonal	0	0
<b>Total</b>	<b>4</b>	<b>5</b>

## FY 15 Budget Highlights

- FY13 included one- time expenditures for the Water Master Plan. Costs were shared with the Water Distribution department (Services).
- FY 14 included expenditures for membrane replacement (Capital), FY 15 membrane replacements are included in the Utility CIP section.
- Transfer one Utility Foreman position from Utility Maintenance and promote one Treatment Plant Operator II to a Treatment Plant Operator III (Personnel).
- Purchase upgraded lighting for the water treatment plant (Capital).

# Water Treatment Expense

		FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
	<b>Operating</b>				
4000	Salaries	131,369	148,766	149,057	204,873 <sup>1</sup>
	<b><i>New personnel</i></b>				<b>10,415</b>
4005	Overtime	15,003	14,000	20,000	18,000
4010	Employee Incentives	348	1,000	-	-
4015	Employee Retirement	18,888	20,899	20,942	30,578
4020	Social Security/Medicare	11,214	12,195	13,258	17,049
4030	Workers Compensation	1,719	1,805	1,271	2,435
4040	Employee Insurance	18,292	27,153	22,500	34,600
4050	Unemployment Tax	40	1,080	1,080	1,350
4155	Lab Fees	4,468	9,500	5,000	9,000
4195	Other Professional Fees	9,518	-	54,467	-
4200	Gasoline	10,106	8,500	7,500	8,500
4210	Vehicle Repair	3,748	2,000	2,000	2,000
4220	Equipment Repair	478	2,500	1,000	2,500
4300	Electricity	577,685	562,000	451,000	562,000
4310	Communications	5,539	6,600	4,200	10,920 <sup>2</sup>
4320	Water	248	350	250	350
4405	Uniforms	686	1,600	1,600	1,600
4410	Training and Education	2,041	2,400	2,400	2,400
4420	Insurance	19,923	21,000	18,000	19,000
4433	Chemicals	152,446	200,000	200,000	205,000
4440	Small Tools/Equipment	3,717	5,000	5,000	5,000
4465	Rentals/Leases	494	1,500	1,500	1,500
4470	Publications/Software	34,600	-	-	-
4480	Other Operating	19,572	12,000	12,000	7,000 <sup>2</sup>
4485	State Permits	18,762	30,000	30,000	30,000
4510	Maintenance Contracts	31,029	61,000	55,858	56,872
4520	Maintenance and Repairs	204,434	205,000	205,000	205,000
	<b>Total Operating Expense</b>	<b>1,296,366</b>	<b>1,357,848</b>	<b>1,284,883</b>	<b>1,447,942</b>

## Water Treatment Expense

		FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<u>Capital Outlay</u>					
<b>4700</b>	Equipment	66,727	80,000	80,000	50,000
<b>4720</b>	Improvements O/T Buildings	-	1,900,000	1,900,000	-
<b>Total Capital Outlay</b>		<b>66,727</b>	<b>1,980,000</b>	<b>1,980,000</b>	<b>50,000</b>
<u>Debt Service</u>					
<b>4800</b>	Debt Service Interest	950,882	947,249	947,249	940,211
<b>4810</b>	Debt Service Principal	107,693	209,423	209,423	423,467
<b>4815</b>	Debt Service Fees	804	1,000	1,000	1,000
<b>Total Debt Service</b>		<b>1,059,379</b>	<b>1,157,672</b>	<b>1,157,672</b>	<b>1,364,678</b>
<b>Total Expense</b>		<b><u>\$ 2,422,472</u></b>	<b><u>\$ 4,495,520</u></b>	<b><u>\$ 4,422,555</u></b>	<b><u>\$ 2,862,620</u></b>

<sup>1</sup> Moved Utility Foreman position from Utility Maintenance.

<sup>2</sup> Moved \$6,200 for internet from 4480 to 4310 beginning in FY15.

FY 14 Original Budget - FY 14 Projected Total	\$ (72,965)	-2%
FY 14 Operating Budget - FY 15 Operating Budget	\$ 90,094	7%
FY 14 Total Budget - FY 15 Total Budget	\$ (1,632,900)	-36%

## Water Treatment Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
Utility Foreman*	0	0	1
Treatment Plant Operator III	1	1	2
Treatment Plant Operator II	2	2	1
Treatment Plant Operator I	1	1	1
<b>Total Full Time</b>	<b>4</b>	<b>4</b>	<b>5</b>
<b>Water Treatment Total</b>	<b>4</b>	<b>4</b>	<b>5</b>

\*Proposed to move a foreman position from Utility Maintenance

**New Water Treatment Personnel**

<b>Position</b>	<b>Proposed Salary</b>	<b>13.72% Retire- ment</b>	<b>7.65% SS/Med Taxes</b>	<b>3.0% TEC</b>	<b>TWC</b>	<b>Insur- ance</b>	<b>Total</b>
None							
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**FY 15 Promotions**

<b>Current Position</b>	<b>Current Salary</b>	<b>Proposed Position</b>	<b>Proposed Salary</b>	<b>Additional Estimated Benefits</b>	<b>Total Budget Increase</b>
Treatment Plant Operator II	35,360	Treatment Plant Operator III	44,262	1,513	10,415
				<b>Total</b>	<b>\$ 10,415</b>
<b>Total New Personnel and Promotions</b>					<b>\$ 10,415</b>

## Water Treatment Capital Outlay

<b>Account Number</b>	<b>Item</b>	<b>FY 15 Proposed</b>
4700	<b>Plant lighting upgrade</b> To improve safety at the water treatment plant	50,000
<b>4700 Total</b>		<b>\$ 50,000</b>
<b>Total Capital Outlay</b>		<b><u>\$ 50,000</u></b>

# 4195 Water Treatment Other Prof Fee

Service	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
Water Master Plan**	9,518	-	4,467	-
Regional Water Supply Planning Study <sup>1</sup>		-	50,000	-
	<u>\$ 9,518</u>	<u>\$ -</u>	<u>\$ 54,467</u>	<u>\$ -</u>

\*\*Split 50/50 with Water Distribution department.

<sup>1</sup> Regional Water Plan has received a grant to match up to \$50,000, included in revenues.

### 4510 Water Treatment Maintenance Contracts

<u>Equipment</u>	<u>Location</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
Calibrate & Loop Test	Plant	-	2,500	2,500	2,500
Lab Instrumentation Service	Plant - Lab	11,447	12,000	11,858	12,500
Meter Testing	Plant/ Wells	-	3,500	3,500	3,500
SCADA Maintenance Quarterly Visits	Plant	-	14,000	14,000	14,000
Security System Maintenance	Plant	4,169	5,000	-	372
Vacuum pumps/ compressors	Plant	-	8,000	8,000	8,000
Zeno-Trac Monitoring system	Plant	15,413	16,000	16,000	16,000
		<u><u>\$ 31,029</u></u>	<u><u>\$ 61,000</u></u>	<u><u>\$ 55,858</u></u>	<u><u>\$ 56,872</u></u>



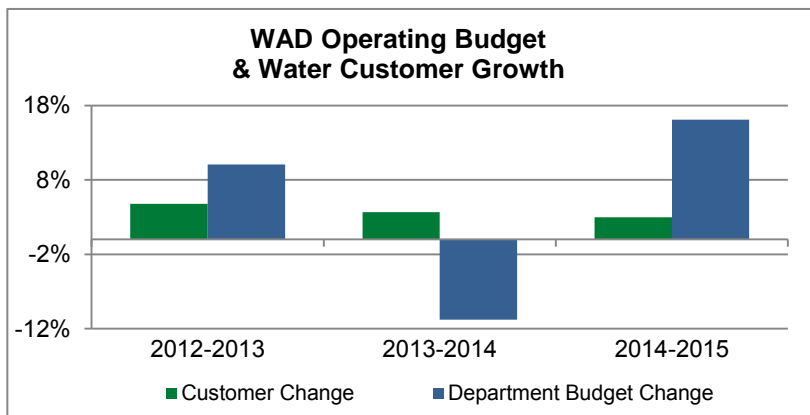
# Water Department Distribution

## Department Mission

To ensure the health and well-being of its customers by providing a safe supply of water and maintaining the distribution system to the highest degree; while maintaining good internal and external communication and fiscal accountability.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14 - 15 Budget	% Change FY 14 Projected to FY 15 Budget
<b>Operating</b>	Personnel	206,893	227,017	201,946	199,507	-12%	-1%
	Operations & Maintenance	4,420,100	4,010,323	4,055,967	4,733,604	18%	17%
	Supplies	28,851	30,200	21,500	24,700	-18%	15%
	Services	34,158	15,000	66,467	15,000	0%	-77%
Capital Acquisition		1,924,418	9,086,590	2,645,465	25,000	-100%	-99%
Debt Service		1,975,242	1,813,063	1,813,063	1,601,565	-12%	-12%
<b>Totals</b>		<b>\$ 8,589,661</b>	<b>\$15,182,193</b>	<b>\$ 8,804,408</b>	<b>\$ 6,599,376</b>	<b>-57%</b>	<b>-25%</b>



Water Distribution Personnel		
	FY 14 Actual	FY 15 Proposed
Full Time	4	4
Part Time	0	0
Seasonal	0	0
<b>Total</b>	<b>4</b>	<b>4</b>

## FY 15 Budget Highlights

- FY 13 included one- time expenditures for the Water Master Plan. Costs were shared with the Water Distribution department (Services).
- FY 14 included one-time expenditures for a Regional Water Supply Planning Study, partially funded by a Water Development Board grant (Services).
- Includes 2015 Lower Colorado River Authority (LCRA) rate increase of 18.25% for purchase of raw water (Operations & Maintenance).
- Promote one full-time Meter Technician III to a full-time Utility Foreman (Personnel).
- Purchase a River Pump Monitoring System (Capital).
- Capital Improvement Projects (CIP) have been relocated to the Utility CIP section for FY 15 (Capital).

## Water Distribution Expense

		FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
	<b>Operating</b>				
<b>4000</b>	Salaries	151,340	161,089	144,346	134,852
	<i><b>New personnel and promotions</b></i>				<b>2,718</b>
<b>4005</b>	Overtime	306	2,000	2,000	2,000
<b>4010</b>	Employee Incentives	720	720	471	360
<b>4015</b>	Employee Retirement	19,704	20,904	18,497	18,825
<b>4020</b>	Social Security/Medicare	11,123	12,198	11,552	10,497
<b>4030</b>	Workers Compensation	1,784	1,873	1,500	1,575
<b>4040</b>	Employee Insurance	21,881	27,153	22,500	27,600
<b>4050</b>	Unemployment Tax	36	1,080	1,080	1,080
<b>4155</b>	Lab Fees	13,037	15,000	12,000	15,000
<b>4195</b>	Other Professional Fees	21,121	-	54,467	-
<b>4200</b>	Gasoline	18,046	13,000	12,800	13,500
<b>4210</b>	Vehicle Repair	3,291	3,000	3,000	3,000
<b>4220</b>	Equipment Repair	380	1,500	1,500	1,500
<b>4300</b>	Electricity	194,147	169,000	175,600	184,500
<b>4310</b>	Telephone	589	610	300	200
<b>4405</b>	Uniforms	279	1,600	1,600	1,600
<b>4410</b>	Training and Education	1,089	1,250	1,250	1,250
<b>4420</b>	Insurance	7,890	8,500	20,000	15,000
<b>4433</b>	Chemicals	8,319	14,000	5,500	8,000
<b>4440</b>	Small Tools/Equipment	2,486	3,200	3,200	3,200
<b>4465</b>	Rentals/Leases	992	1,500	-	1,500
<b>4480</b>	Other Operating Expenses	3,170	3,800	3,800	3,800
<b>4485</b>	State Permits	5,534	7,000	6,000	7,000
<b>4510</b>	Maintenance Contracts	8,023	8,813	9,063	9,100
<b>4520</b>	Maintenance and Repairs	147,940	145,000	160,000	160,000
<b>4625</b>	Wholesale Water	2,122,880	1,800,000	1,945,825	2,100,000
<b>4630</b>	Water District Payments	302,651	250,000	300,000	330,000
<b>4635</b>	Water Conservation	19,710	30,000	30,000	35,000
<b>4636</b>	Manville Payment	24,300	8,750	15,000	- <sup>1</sup>
<b>4640</b>	Water Meters	158,712	170,000	170,000	190,000
<b>4660</b>	LCRA Water Purchases	1,418,521	1,400,000	1,213,029	1,690,154 <sup>2</sup>
	<b>Total Operating Expense</b>	<b>4,690,002</b>	<b>4,282,540</b>	<b>4,345,880</b>	<b>4,972,811</b>

## Water Distribution Expense

		<b>FY 13 Actual</b>	<b>FY 14 Budget</b>	<b>FY 14 Projected Total</b>	<b>FY 15 Proposed Budget</b>
	<b>Capital Outlay</b>				
<b>4700</b>	Equipment	19,994	11,728	13,000 <sup>3</sup>	25,000
<b>4720</b>	Improvements o/t buildings	1,904,424	9,074,862	2,632,465	-
	<b>Total Capital Outlay</b>	<b>1,924,418</b>	<b>9,086,590</b>	<b>2,645,465</b>	<b>25,000</b>
	<b>Debt Service</b>				
<b>4800</b>	Debt Service Interest	935,532	901,448	901,448	872,403
<b>4810</b>	Debt Service Principal	1,039,046	910,415	910,415	727,962
<b>4815</b>	Debt Service Fees	664	1,200	1,200	1,200
	<b>Total Debt Service</b>	<b>1,975,242</b>	<b>1,813,063</b>	<b>1,813,063</b>	<b>1,601,565</b>
	<b>Total Expense</b>	<b><u>\$ 8,589,661</u></b>	<b><u>\$ 15,182,193</u></b>	<b><u>\$ 8,804,408</u></b>	<b><u>\$ 6,599,376</u></b>

<sup>1</sup> Payment related to Manor water contract, terminated April 2014.

<sup>2</sup> LCRA rate increase of 18.5%.

<sup>3</sup> Purchase of handheld meter reading units, these will have lower maintenance costs than the old units.

<b>FY 14 Original Budget - FY 14 Projected Total</b>	<b>(6,377,785)</b>	<b>-42%</b>
<b>FY 14 Operating Budget - FY 15 Operating Budget</b>	<b>690,271</b>	<b>16%</b>
<b>FY 14 Total Budget - FY 15 Total Budget</b>	<b>(8,582,817)</b>	<b>-57%</b>

## Water Distribution Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
Utility Foreman	0	0	1
Senior Meter Technician	1	1	0
Meter Technician II	2	2	2
Meter Technician I	1	1	1
<b>Total Full Time</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Water Distribution Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

### New Water Distrib Personnel

<u>Position</u>	<u>Proposed Salary</u>	<u>13.72% Retire- ment</u>	<u>7.65% SS/Med Taxes</u>	<u>3.0% TEC</u>	<u>TWC</u>	<u>Insur- ance</u>	<u>Total</u>
None							
<b>Totals</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>

### FY 15 Promotions

<u>Current Position</u>	<u>Current Salary</u>	<u>Proposed Position</u>	<u>Proposed Salary</u>	<u>Additional Estimated Benefits</u>	<u>Total Budget Increase</u>
Meter Technician III	38,709	Utility Foreman	41,032	395	2,718
				<b>Totals</b>	<b><u>\$ 2,718</u></b>

## Water Distribution Capital Out

<b>Account Number</b>	<b>Item</b>	<b>FY 15 Proposed</b>
4700	<b>River Pump Station Monitoring System</b> Assist operators to determine if pumps are functioning properly	25,000
<b>4700 Total</b>		<b>\$ 25,000</b>
<b>Total Capital Outlay</b>		<b><u>\$ 25,000</u></b>

# Water Distrib Other Prof Fees

<u>Service</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
Water Master Plan**	15,714	-	4,467	-
Regional Water Supply Planning Study <sup>1</sup>	-	-	50,000	-
Translation Services	1,382	-	-	-
Printing services	4,024	-	-	-
	<u>\$ 21,121</u>	<u>\$ -</u>	<u>\$ 54,467</u>	<u>\$ -</u>

\*\*Split 50/50 with Water Treatment department.

<sup>1</sup> Regional Water Plan has received a grant to match up to \$50,000.

## Water Distrib Maint Contracts

<u>Equipment</u>	<u>Location</u>	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected</u>	<u>FY 15 Proposed</u>
Meter Reading Equipment	Suite 100	4,063	4,063	4,063	4,100
Tank Maintenance	Tank	2,310	2,750	3,000	3,000
Tank Inspections	Tank	1,650	2,000	2,000	2,000
		<u><u>\$ 8,023</u></u>	<u><u>\$ 8,813</u></u>	<u><u>\$ 9,063</u></u>	<u><u>\$ 9,100</u></u>



# Wastewater Department

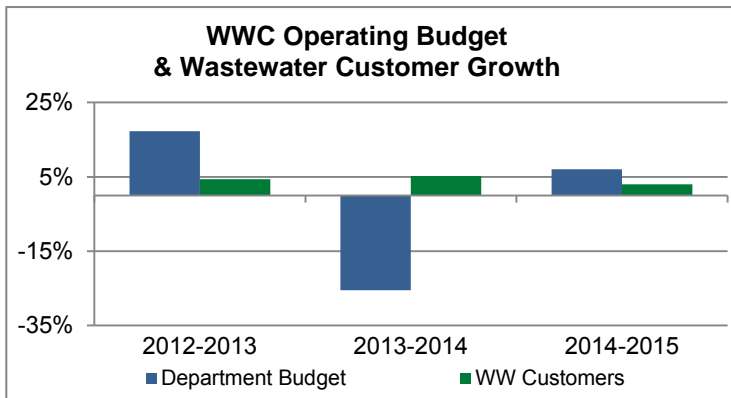
## Collection

### Department Mission

Provide for the effective, safe and reliable treatment of wastewater for City customers by operating and maintaining the supply and collection systems according to recognized and adopted standards.



Financial Summary		FY 13 Actual	FY 14 Amended Budget	FY 14 Projected	FY 15 Proposed Budget	% Change FY 14 - 15 Budget	% Change FY 14 Projected to FY 15 Budget
<b>Operating</b>	Personnel	-	-	-	-	N/A	N/A
	Operations & Maintenance	271,172	298,284	298,300	319,300	7%	7%
	Supplies	2,576	-	408	-	N/A	-100%
	Services	129,458	1,000	7,856	1,000	0%	-87%
Capital Acquisition		472,848	5,773,260	1,928,537	-	-100%	-100%
Debt Service		837,333	884,352	884,352	1,030,159	16%	16%
<b>Totals</b>		<b>\$ 1,713,388</b>	<b>\$ 6,956,896</b>	<b>\$ 3,119,453</b>	<b>\$ 1,350,459</b>	<b>-81%</b>	<b>-57%</b>



Wastewater Collection Personnel		
	FY 14 Actual	FY 15 Proposed
Full Time	0	0
Part Time	0	0
Seasonal	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

### FY 15 Budget Highlights

- FY 13 included one-time expenditures for a replacement sewer inspection/camera van (Capital).
- FY 13 included the completion of the Wastewater Master Plan. Costs were shared with the Wastewater Treatment department (Services).
- Purchase replacements and upgrades for the Club Lift Station (Operations & Maintenance).
- Capital Improvement Projects (CIP) have been relocated to the Utility CIP section for FY 15 (Capital).

## Wastewater Collection Expense

	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Operating</b>				
<b>4155</b> Lab Fees	-	1,000	-	1,000
<b>4195</b> Other Professional Fees	129,458	-	7,856	-
<b>4210</b> Vehicle Maintenance	114	-	-	-
<b>4300</b> Electricity	86,177	89,800	104,000	109,000
<b>4310</b> Communications	3,177	2,900	3,500	3,800
<b>4320</b> Water	610	1,000	800	1,000
<b>4420</b> Insurance	725	775	5,000	5,500
<b>4440</b> Small Tools/Equipment	2,576	-	408	-
<b>4520</b> Maintenance and Repairs	136,638	153,809	135,000	150,000
<b>4620</b> Sludge Disposal	19,314	20,000	20,000	20,000
<b>4626</b> Wholesale Wastewater Windermere	24,417	30,000	30,000	30,000
<b>Total Operating</b>	<b>403,206</b>	<b>299,284</b>	<b>306,564</b>	<b>320,300</b>
<b>Capital Outlay</b>				
<b>4700</b> Equipment	146,387	25,000	25,000	-
<b>4720</b> Improvements o/t Buildings	326,461	5,748,260	1,903,537	-
<b>Total Capital Outlay</b>	<b>472,848</b>	<b>5,773,260</b>	<b>1,928,537</b>	<b>-</b>
<b>Debt Service</b>				
<b>4800</b> Debt Service Interest	556,820	547,642	547,642	536,155
<b>4810</b> Debt Service Principal	280,108	335,910	335,910	493,204
<b>4815</b> Debt Service Fees	405	800	800	800
<b>Total Debt Service</b>	<b>837,333</b>	<b>884,352</b>	<b>884,352</b>	<b>1,030,159</b>
<b>Total Expense</b>	<b>\$ 1,713,388</b>	<b>\$ 6,956,896</b>	<b>\$ 3,119,453</b>	<b>\$ 1,350,459</b>

<sup>1</sup> Includes \$15,000 for Club Lift Station Upgrade.

FY 14 Original Budget - FY 14 Projected Total	\$ (3,837,443)	-55%
FY 14 Operating Budget - FY 15 Operating Budget	\$ 21,016	7%
FY 14 Total Budget - FY 15 Total Budget	\$ (5,606,437)	-81%

# WW Collection Other Prof Fees

Service	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
Wastewater Master Plan*	129,458	-	7,856	-
	<u>\$ 129,458</u>	<u>\$ -</u>	<u>\$ 7,856</u>	<u>\$ -</u>

\*Split with Wastewater Treatment



# Wastewater Department

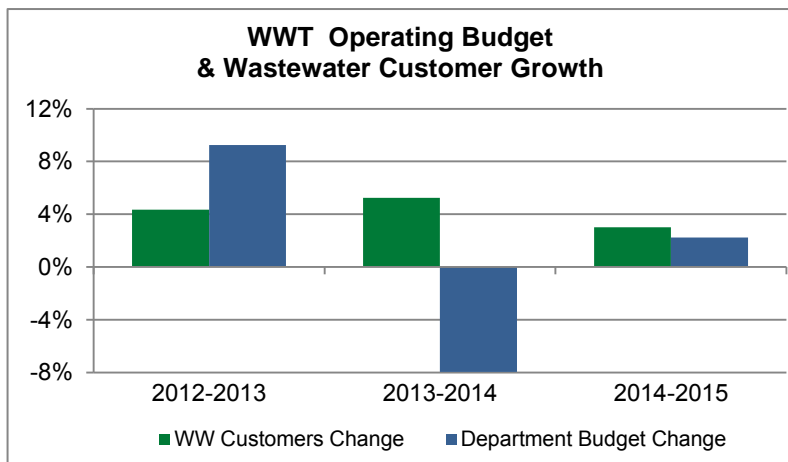
## Treatment

### Department Mission

Provide for the effective, safe and reliable treatment of wastewater for City customers by operating and maintaining the treatment process according to recognized and adopted standards. Provide curb side brush chipping, operate a composting program, and recycling center for City customers.



Financial Summary		FY 13	FY 14	FY 14	FY 15	% Change	% Change
		Actual	Amended Budget	Projected	Proposed Budget	FY 14 - 15 Budget	FY 14 Projected to FY 15 Budget
Operating	Personnel	348,267	441,397	393,808	480,648	9%	22%
	Operations & Maintenance	627,918	756,768	727,860	750,880	-1%	3%
	Supplies	259,429	258,500	261,000	269,000	4%	3%
	Services	170,858	60,000	67,856	50,000	-17%	-26%
Capital Acquisition		39,988	150,000	150,000	105,000	-30%	-30%
Debt Service		1,422,233	1,439,187	1,438,816	1,402,568	-3%	0%
<b>Totals</b>		<b>\$2,868,692</b>	<b>\$3,105,852</b>	<b>\$3,039,340</b>	<b>\$3,058,096</b>	<b>-2%</b>	<b>1%</b>



Wastewater Treatment Personnel		
	FY 14 Actual	FY 15 Proposed
Full Time	9	10
Part Time	0	0
Seasonal	0	0
<b>Total</b>	<b>9</b>	<b>10</b>

### FY 15 Budget Highlights

- FY13 included completion of the Wastewater Master Plan. Costs were shared with the Wastewater Collection department (Services).
- FY 14 included the purchase of a chipper and a chipper truck (Capital).
- Added one Equipment Operator position, a chipping truck and related supplies for chipping services.
- Lab fees are projected to decrease from FY 14 to FY 15 (Services).
- Replace one vehicle with a Ford F150 (Capital).

## Wastewater Treatment Expense

	FY 13 Actual	FY 14 Budget	FY 14 Projected Total	FY 15 Proposed Budget
<b>Operating</b>				
<b>4000 Salaries</b>	238,675	295,733	268,851	292,933
<b>New Personnel &amp; Promotions</b>				<b>39,017</b>
<b>4005 Overtime</b>	13,565	14,500	14,500	15,000
<b>4006 Overtime- Pfestivals</b>	366	500	-	-
<b>4010 Employee Incentives</b>	820	820	720	820
<b>4015 Employee Retirement</b>	33,076	39,487	37,424	42,361
<b>4020 Social Security/Medicare</b>	18,977	23,206	22,010	23,620
<b>4030 Workers Compensation</b>	2,248	3,615	1,873	1,967
<b>4040 Employee Insurance</b>	40,020	61,106	46,000	62,500
<b>4050 Unemployment Tax</b>	520	2,430	2,430	2,430
<b>4155 Lab Fees</b>	41,400	60,000	60,000	50,000
<b>4195 Other Professional Fees</b>	129,458	-	7,856	-
<b>4200 Gasoline</b>	30,520	23,000	23,000	28,000
<b>4210 Vehicle Repair</b>	15,870	8,000	9,000	16,000
<b>4220 Equipment Repair</b>	18,778	12,000	10,000	12,000
<b>4300 Electricity</b>	272,563	305,000	327,500	336,500
<b>4310 Communications</b>	80	80	60	480
<b>4320 Water Expense</b>	245	400	400	400
<b>4405 Uniforms</b>	2,267	3,600	3,600	4,000
<b>4410 Training and Education</b>	2,517	4,000	4,000	4,200
<b>4420 Insurance</b>	20,383	21,400	18,500	19,500
<b>4433 Chemicals</b>	222,198	230,000	230,000	235,000
<b>4440 Small Tools/Equipment</b>	6,712	5,500	8,000	6,000
<b>4465 Rentals/Leases</b>	17,900	20,000	18,000	20,000
<b>4480 Other Operating</b>	14,686	18,000	15,000	18,000
<b>4485 State Permits</b>	17,587	40,000	40,000	30,000
<b>4510 Maintenance Contracts</b>	14,304	29,800	23,800	26,800
<b>4520 Maintenance and Repairs</b>	90,442	156,488	120,000	130,000
<b>4620 Sludge Disposal</b>	130,095	120,000	120,000	115,000
<b>4627 Water softener rebate program</b>	10,200	18,000	18,000	18,000
<b>Total Operating</b>	<b>1,406,472</b>	<b>1,516,665</b>	<b>1,450,524</b>	<b>1,550,528</b>

## Wastewater Treatment Expense

	<u>FY 13 Actual</u>	<u>FY 14 Budget</u>	<u>FY 14 Projected Total</u>	<u>FY 15 Proposed Budget</u>
<b>Capital Outlay</b>				
<b>4700</b> Equipment	39,988	150,000	150,000	105,000
<b>Total Capital Outlay</b>	<b>39,988</b>	<b>150,000</b>	<b>150,000</b>	<b>105,000</b>
<b>Debt Service</b>				
<b>4800</b> Debt Service Interest	919,122	902,188	902,188	883,367
<b>4810</b> Debt Service Principal	502,870	535,999	535,999	518,572
<b>4815</b> Debt Service Fees	241	1,000	629	629
<b>Total Debt Service</b>	<b>1,422,233</b>	<b>1,439,187</b>	<b>1,438,816</b>	<b>1,402,568</b>
<b>Total Expense</b>	<b><u>\$ 2,868,692</u></b>	<b><u>\$ 3,105,852</u></b>	<b><u>\$ 3,039,340</u></b>	<b><u>\$ 3,058,096</u></b>

FY 14 Original Budget - FY 14 Projected Total	\$ (66,512)	-2%
FY 14 Operating Budget - FY 15 Operating Budget	\$ 33,863	2%
FY 14 Total Budget - FY 15 Total Budget	\$ (47,756)	-2%

## Wastewater Treatment Staffing

Position	FY 13 Actual	FY 14 Projected	FY 15 Proposed
Foreman	1	1	1
Treatment Plant Operator III	2	3	3
Treatment Plant Operator II	1	0	0
Equipment Operator II	1	1	1
Equipment Operator I	3	4	5
<b>Total Full Time</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Wastewater Treatment Total</b>	<b>8</b>	<b>9</b>	<b>10</b>



# New WW Treatment Dept Personnel

Position	Proposed Salary	13.72% Retirement	7.65% SS/Med Taxes	3.0% TEC	TWC	Insurance	Total
Equipment Operator	25,256	3,465	1,932	270	1,094	7,000	39,017
Totals	<u>\$ 25,256</u>	<u>\$ 3,465</u>	<u>\$ 1,932</u>	<u>\$ 270</u>	<u>\$ 1,094</u>	<u>\$ 7,000</u>	<u>\$ 39,017</u>

## Wastewater Treatment Cap Out

Account Number	Item	FY 15 Proposed
4700	<b>Ford F150</b> Replaces a 2003 Chevy Silverado with 137,000 miles (#284)	20,000
4700	<b>Chipping Truck</b> Added based on direction from Council on 8/26/14	85,000
<b>4700 Subtotal</b>		<b>\$ 105,000</b>
<b>Total Capital Outlay</b>		<b><u>\$ 105,000</u></b>

# WW Treatment Other Prof Fees

Service	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
Wastewater Master Plan*	129,458	-	7,856	-
	<u>\$ 129,458</u>	<u>\$ -</u>	<u>\$ 7,856</u>	<u>\$ -</u>

\*Split with Wastewater Collection

## WW Treatment Main Contracts

Equipment	Location	FY 13 Actual	FY 14 Budget	FY 14 Projected	FY 15 Proposed
Quarterly SCADA Service	Central Plant	-	10,000	8,000	8,000
Treatment Plant Equipment	Central Plant	9,019	9,800	9,800	9,800
Generators	WWTPs	5,285	10,000	6,000	9,000
		<u>\$ 14,304</u>	<u>\$ 29,800</u>	<u>\$ 23,800</u>	<u>\$ 26,800</u>