



**CITY OF CEDAR PARK
PROPOSED ANNUAL BUDGET
FISCAL YEAR 2019**



As required by Section 102.005 of the Local Government Code, the City of Cedar Park is providing the following statement on this cover page of its proposed budget:

This budget will raise more total property taxes than last year's budget by \$2,749,225 or 7.0%, and of that amount \$1,048,358 is tax revenue to be raised from new property added to the tax roll this year.

This budget is based upon a working tax rate of \$0.45500 per \$100 of valuation which is a reduction of \$0.0025 per \$100 from the current tax rate of \$0.45750 per \$100.

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William M. Lee

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CITY OF CEDAR PARK

FY 2019 BUDGET CALENDAR—MAJOR MILESTONES

Preparation	January - February	Finance develops base budget (remove one-times, take personnel snapshot) and begins developing planned line items.
	March 2	FY 2019 Budget Kickoff: Finance department distributes calendar, proposed budget worksheets, and instructions to Department Directors.
	March 2- March 23	Departments develop operating budget proposals and submit to Finance.
	March 14	Tentative Budget Training - City Hall -Buttercup Room 2 p.m.-4 p.m.
	March 26 - April 13	Finance meets with departments to discuss the base budget and budget proposals.
	April 20	Finance closes the March monthly finances for six month year-end estimate.
	April 23 - May 11	Departments develop year-end estimates and submit to Finance.
	May 21 - June 15	Meetings with City Manager to review budget recommendations and service delivery plans.
	June 18 - July 12	Development of Financial Forecast. Finance sends department pages with goals and performance measures for review.
	July 6	Department pages with goals and performance measures due from Departments.
	July 13	Financial forecast presented to City Council. Department pages with goals and performance measures due from Departments.
	July 13 - July 14	City Council Summer Retreat.
	July 16 - August 2	Development of proposed budget using input from City Council retreat.
	July 25	Tax Roll Certification Chief Appraiser official date for certifying tax roll.
End of July	Calculation of Effective and Rollback Tax Rates.	
August 2	City Council Budget Workshop.	
Adoption	August 9	Presentation of FY 2019 Proposed Budget and Tax Rate (Regular Schedule Council Meeting), and made available on the City’s website, at the Library, and City Secretary’s Office. Notice is placed on public access television channel.
	August 20	Notice of vote on tax rate if necessary. Must be published at least 7 days before meeting to adopt tax rate.
	August 23	First Reading of Budget and Tax Rate Public hearing for budget. May need to schedule and announce meeting to adopt tax rate 3 - 14 days from this date IF proposed rate exceeds the ETR.
	September 6	Second Reading of Budget and Tax Rate and Adoption Special Called meeting to provide additional Public Hearings on Budget and Tax Rate.
	September 13	Final reading; Adoption of Budget and Tax Rate: Special Called Vote on Budget and Tax Rate
Implementation	October 1	Fiscal Year begins.
	November 26	Begin FY 2018 audit.
	December 5	Publish final FY 2019 Adopted Budget.
	December 12	Submit budget document to Government Finance Officers Association (GFOA) for consideration of Distinguished Budget Presentation Award.
	December 13	Presentation of preliminary unaudited year-end financial report.



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT BASE ADJUSTMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
City Council				
InterCity Trip	9,000	9,000	0	0
Adds funds for City Council members to participate in an InterCity Visit.				
City Council Total	9,000	9,000	0	0
Economic Development				
Economic Development Incentives	-185,000	-185,000	0	0
Reduces funding for City economic incentive agreements with 1890 Ranch, Town Center/Costco, and The Parke developments to be more in line with actual payments.				
Economic Development Total	-185,000	-185,000	0	0
Human Resources				
Post Employment Benefits Contract Increase	3,500	3,500	0	0
Provides funding for the increased contractual obligation of the Post Employment Benefits (OPEB) contract.				
Employee Recognition	2,149	2,149	0	0
Provides additional funding for City events and programs such as above and beyond, the employee picnic, special veteran recognition, tenure recognition, and other employee events as a result of additional employees and cost increases.				
Human Resources Total	5,649	5,649	0	0



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT BASE ADJUSTMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Information Services				
VMWare Maintenance Renewal	28,285	28,285	0	0
Adds annual software maintenance funding for the City's virtualization environment that allows continued operations between data centers at both City Hall and the Police Department.				
CP Connect Support and Maintenance	2,174	2,174	0	0
Provides additional funding for support and maintenance for the City's mobile application, CP Connect.				
Microsoft Enterprise License Agreement	5,000	5,000	0	0
Adds funding for a price increase to maintain the existing licensing agreement with Microsoft for continued use of their products on City computers.				
Cisco SmartNet	11,699	11,699	0	0
Provides additional funding for the continued use of the Cisco SmartNet software and hardware support service used by the City's network and communication systems.				
Information Services Travel and Training	5,000	5,000	0	0
Provides funding for professional GIS and application training for GIS staff in the Applications division as a result of additional personnel and training costs.				
Information Services Total	52,158	52,158	0	0



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT BASE ADJUSTMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Library				
Community Programs	2,700	2,700	0	0
Adds funding for the increasing cost of fees for authors, speakers, performers, and other programming for the Library's annual Summer Reading Program.				
Library Software	9,000	9,000	0	0
Adds funding for migrating and licensing costs related to the implementation of a new library software vendor.				
Library Marketing and Promotional Materials	5,500	5,500	0	0
Provides funding to reflect the actual cost of printing library brochures, printing calendars, and marketing library programs through social media and sending out an electronic newsletter. Some of the costs in previous years were defrayed by donations from the Library Foundation.				
Library Total	<u>17,200</u>	<u>17,200</u>	<u>0</u>	<u>0</u>
Non Departmental				
Property & Liability Insurance	85,000	85,000	0	0
Adds funding to account for increased premiums to provide property and liability insurance.				
Health District Contractual Increase	8,049	8,049	0	0
Adds funding related to the City's contractual agreement with the Williamson County Health District.				
Other Post Employment Benefits (OPEB) Funding	306,768	306,768	0	0
Adds funding to provide additional other post employment benefits to retirees of the City.				
Non Departmental Total	<u>399,817</u>	<u>399,817</u>	<u>0</u>	<u>0</u>



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT BASE ADJUSTMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Parks and Recreation				
Brochure Printing	6,000	6,000	0	0
Adds funding to outsource the design and printing of the Parks and Recreation Department annual brochure. This is currently performed by the Parks Administration staff and would free up time for other projects.				
Safety Equipment Maintenance and Replacement	3,000	3,000	0	0
Provides additional safety equipment funding for the routine maintenance and replacement of first aid kits and other safety items at the Parks Maintenance Facility breakroom, in department trucks, and with other Parks & Recreation equipment.				
Special Event Offsetting Revenue	7,500	7,500	0	0
Funding to increase the budget for Parks Special Event expenses due to a change in how Parks collects offsetting revenue from vendor sales at events. Vendors will now be charged a flat rate rather than a percentage of sales.				
Tyler Annual Maintenance and Support	2,700	2,700	0	0
Provides funding for annual maintenance and support from Tyler Technologies to maintain the new employee time card system used by the Parks & Recreation Department.				
Pool Concessions	6,500	6,500	0	0
Adds funding to provide concessions at City pools during the summer months.				
Pool Chemicals	10,000	10,000	0	0
Adds funding to right size the budget for pool chemicals to match expenditures.				
Pool Staff Pay Increase	37,678	37,678	0	0
Provides additional funding for seasonal lifeguard and other pool staff positions to raise the starting wage by \$1 per hour to remain competitive when recruiting pool staff.				
Parks and Recreation Total	<u>73,378</u>	<u>73,378</u>	<u>0</u>	<u>0</u>



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT BASE ADJUSTMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Police				
Regional Animal Shelter Operations	36,900	36,900	0	0
Provides for an increase in the cost associated with the operations and maintenance of the Williamson County Animal Shelter.				
Police Department Community Programs	2,500	2,500	0	0
Provides funding to increase community outreach and purchase promotional materials for the Police Department's Community Programs.				
Document Management System User Increase	535	535	0	0
Adds funding for the Police Department's document management system, PowerDMS, as a result of increasing the number of users from 106 to 139.				
Mobile Data Terminal Licensing Increase	4,300	4,300	0	0
Adds funding for increased licensing costs to operate the police car mobile data terminals.				
Motorola Annual Service & Maintenance Agreement	1,500	1,500	0	0
Provides funding to maintain the annual radio maintenance agreement with Motorola.				
Police Total	45,735	45,735	0	0
General Fund Total	417,937	417,937	0	0



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT BASE ADJUSTMENTS**

Utility Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Utility Billing				
Credit Card Processing Fees	65,000	65,000	0	0
Adds funding for credit card processing fees as a result of more water utility customers paying credit card and align budget with actual expenditures.				
Incode 10 Upgrade	28,325	625	0	0
Adds funding to upgrade the Utility Billing financial system to the current version used in the Finance Department. This upgrade will unify the City to a single unified platform for collections and records management system. This will also allow for access to the backend SQL database, allowing Information Services to work with City information.				
Utility Billing Total	93,325	65,625	0	0
Utility Fund Total	93,325	65,625	0	0



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Community Affairs				
Cedar Park Citizen's Engagement	7,500	7,500	0	0
<p>Funding to create an annual multi-week course aimed to educate residents about the purpose and functions of their City government. Costs include materials and curriculum development for participants.</p>				
Community Affairs Total	<u>7,500</u>	<u>7,500</u>	<u>0</u>	<u>0</u>
Finance				
Capital Programs Compliance Specialist	76,013	69,913	1	0
<p>Provides funding to add one Capital Programs Compliance Specialist position to develop and manage the City's capital improvement budget, bond authorizations and funding, as well as project monitoring and close out.</p>				
CAFR Statement Builder	40,000	7,775	0	0
<p>Provides funding to add a module in the City's financial system to assist with developing the Comprehensive Annual Financial Report.</p>				
Finance Total	<u>116,013</u>	<u>77,688</u>	<u>1</u>	<u>0</u>



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Fire				
Fire Inspector	188,893	127,593	0	1
Adds one Fire Inspector to assist with the increasing number of occupancies requiring a fire inspection as a result of City growth.				
Fire Logistics Coordinator	78,617	48,317	1	0
Provides funding to add one Logistics Coordinator for the Fire Department to handle purchasing supplies, tracking inventory, delivering supplies and equipment, coordinating annual testing, and conducting required inspections. These tasks are currently spread out between multiple shifts and officers.				
Fire Sprinkler Prop	10,500	0	0	0
Funding to purchase a fire sprinkler prop for training purposes at the training field.				
Fire Station 4 Utility Vehicle	17,000	0	0	0
Provides funding to purchase a second Utility Vehicle for response on regional trails, at city events, and with other specialty incidents. The Utility Vehicle would be housed at Fire Station 4.				
Fire Total	<u>295,010</u>	<u>175,910</u>	<u>1</u>	<u>1</u>
Human Resources				
Civilian Compensation Study	80,000	20,000	0	0
Provides funding to conduct a comprehensive compensation and classification study for civilian staff to ensure market competitiveness and internal pay equity for implementation in FY 2020.				
Senior Benefits Analyst	78,199	74,399	1	0
Provides funding to add one Senior Benefits Analyst to manage the administration of the employee health plan as the City transitions to self-funding.				
Human Resources Total	<u>158,199</u>	<u>94,399</u>	<u>1</u>	<u>0</u>



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Information Services				
Geographic Information System (GIS) Technician	56,761	52,411	1	0
Provides funding to add one GIS Technician to serve as the City's visual aid and data entry technician as it relates to geographic information systems.				
Cyber Security Services	107,000	107,000	0	0
Provides contractual funding for proactive monitoring of the City's network to detect and mitigate cyber security threats on a 24 hour basis.				
Engineering Services for Fiber Route Design	60,000	0	0	0
Provides funding for engineering services to create a preliminary design of the City's fiber network to help determine future fiber routes and costs to connect City facilities.				
GIS Mapping Mesh	30,000	0	0	0
Provides funding to update and improve the accuracy of the City's GIS mapping structure.				
Information Services Total	<u>253,761</u>	<u>159,411</u>	<u>1</u>	<u>0</u>
Library				
Digital Library Materials	29,000	29,000	0	0
Provides funding to increase the number of digital library materials including eBooks, audiobooks, magazines, and music. This additional funding for digital library materials is in response to the growing service population and is recommended as part of the 2014 Library Master Plan.				
Library Total	<u>29,000</u>	<u>29,000</u>	<u>0</u>	<u>0</u>



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Non Departmental				
Renovation Costs	175,000	0	0	0
<p>As the renovations for City Hall Building 3 are completed, departmental functions will need to be relocated from the 3rd floor of Building 1. This will allow for the repurposing and reorganizing of that space. This funding will provide for these initial relocation and renovation costs.</p>				
Merit Pay Increases	375,000	375,000	0	0
<p>Provides merit pay funding for employees funded through the General Fund.</p>				
Non Departmental Total	550,000	375,000	0	0



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Parks and Recreation				
Right of Way Mowing Program	337,861	227,861	5	0
<p>Provides funding to establish a right-of-way mowing crew, which includes four maintenance workers and one crew leader, in lieu of the existing mowing services contract. Costs will be offset by about \$142,000 of contractual mowing expense currently in the budget.</p>				
Parks Foreman	91,709	63,009	1	0
<p>Provides funding to add one Parks Foreman to help oversee 16 positions that currently report to one Parks Foreman. The additional Foreman will allow for better supervision by splitting the number of positions reporting to each Foreman to from 16 to eight.</p>				
Buttercup Pool Filter Replacement	55,000	0	0	0
<p>Adds funding to purchase a sand filter replacement at the Buttercup pool due to wear and tear on the existing filter.</p>				
Digital Document Tracking for Camp Programs	6,540	3,824	0	0
<p>Provides funding for computer tablets and software to more efficiently tract all required camp program forms. Currently, parents must complete four separate paper forms for each child and submit them before the start of camp, thereby requiring constant monitoring of forms in binders and cumbersome access to important health access such as allergies, medicines, and other potential issues. This digital tracking would save time and allow for paperless tracking and access.</p>				
Network Admissions Upgrade	12,500	0	0	0
<p>Adds funding to purchase an Active Network Admissions upgrade for use at the City's aquatic facilities that will allow users to scan annual membership cards through readers and allow the Aquatics division to better track use.</p>				
American Red Cross Programming	2,800	2,800	0	0
<p>Adds funding to begin using the American Red Cross' Learn-to-Swim program. Participation in the program will allow the City to advertise swim lessons on the American Red Cross' website, as well as use the Red Cross' name and logo on marketing materials.</p>				



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Parks and Recreation				
LED Gym Lights	49,000	0	0	0
Provides funding to convert the gym lights at the Recreation Center to LED to become energy efficient, extend bulb life, and produce better light.				
Community Room Carpet Replacement	20,000	0	0	0
Provides funding to replace 3,100 square feet of carpet in the Community Rooms at the Recreation Center.				
Parks Chemical Storage Building	35,000	0	0	0
Provides funding to construct a chemical storage building at the Parks and Recreation Department.				
Buttercup Winter Pool Cover	11,000	0	0	0
Adds funding to purchase a pool cover for the Buttercup pool to protect the pool from acquiring large amounts of tree leaves during the winter months. Currently, staff cleans the leaves from the pool twice a week during the fall, winter, and spring months. This would obviate the need for these frequent cleanings.				
Parks and Recreation Total	<u>621,410</u>	<u>297,494</u>	<u>6</u>	<u>0</u>



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Police				
Police Sergeants	370,290	215,892	0	2
Provides funding to add two Police Sergeant positions to allow for the creation of the 5th and 6th patrol platoons. These new platoons will allow for increased patrol coverage during high call volume times.				
Criminal Investigation Division Sergeant	162,540	112,050	0	1
Provides funding to add one Criminal Investigation Sergeant to assist with oversight of detectives and investigative work.				
Reclassification of Officer to Lieutenant	78,000	44,500	0	0
Provides funding to reclass one reassigned officer position from CTRMA to a Lieutenant.				
Reclass 911 Calltakers	19,351	19,351	0	0
Provides funding to reclass two 911 Calltaker positions to Dispatchers to better serve responders by having more individuals trained on dispatch, and reducing the need for overtime when current dispatchers are out of the office.				
Police Staffing Report	30,000	0	0	0
Provides funding to conduct a staffing study and report for the Police Department.				
Radio Console Position	70,373	13,000	0	0
Provides funding for a radio console for the 5th position to be able to process radio traffic in addition to emergency and non-emergency phone calls.				
Field Training Program Software	13,044	3,324	0	0
Adds funding to purchase a new Field Training Program software that can integrate with the current CAD/RMS suite software to allow for field documentation and increase work and training productivity.				
Police Total	<u>743,598</u>	<u>408,117</u>	<u>0</u>	<u>3</u>



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Public Works				
Concrete Crew Positions	144,556	104,556	2	0
Provides funding to add one Equipment Operator position and one Maintenance Worker position to address the demand for sidewalk repair.				
Facility Maintenance Technician	95,811	47,811	1	0
Provides funding to add one Facility Maintenance Technician for facility repairs and maintenance to address the increasing need for service as a result of growth in facilities and personnel.				
Storm Water Project Manager	126,338	97,588	1	0
Provides funding to add one Senior Project Manager for the new storm water maintenance and design program approved through the May 2018 general election.				
Storm Water Program Manager	130,449	101,699	1	0
Provides funding to add one Storm Water Program Manager for the new storm water maintenance and design program approved through the May 2018 general election.				
Storm Water Equipment Operators	231,708	115,208	2	0
Provides funding to add two Equipment Operators, a truck, a tractor and mower for maintenance in drainage areas as a result of approval of the storm water program in the May 2018 general election.				
Tree Trimming Contract	50,000	50,000	0	0
The current base budget includes \$100,000 for right-of-way contractual tree trimming throughout the City. This funding allows for six months of tree trimming services during the year. An additional \$50,000 would provide an additional 3 months to the existing 6 months of contractual tree trimming. For FY 2019, the additional funding would be proposed to be used in conjunction with the dedicated bike lane request to prepare the right of way.				
Street Light Installations	10,000	10,000	0	0
Provides funding to install 3-5 new street lights per year throughout the City.				



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Public Works				
<p>Skid Steer Mulcher Attachment</p> <p>Provides funding to purchase a mulching attachment for the current skid steer assigned to the Storm Water Department. This attachment for the skid steer would allow for a more efficient process of taking out smaller to medium size brush and trees in the waterways.</p>	36,500	500	0	0
<p>Water Fountain Bottle Fillers</p> <p>Adds funding for the installation and maintenance of water fountain bottle fillers to be installed at the Police Department, Municipal Court, the Recreation Center, the Library, and Building 4 at City Hall. This would allow employees and citizen to fill their personal water bottles easier and in a more sanitary process, as well as displace some use of disposable bottles.</p>	30,500	500	0	0
<p>Brush and Wood Chipper</p> <p>Provides funding for an additional brush and wood chipper for use during drainage clearing and cleaning efforts. Currently, Public Works has one chipper in waste water that is highly utilized between Wastewater, Streets and Storm Water. A second chipper dedicated to storm water would reduce time hauling debris.</p>	80,950	950	0	0
<p>Additional Street Rehabilitation</p> <p>Adds funding for street rehabilitation. This will bring the total recurring amount to \$625,000.</p>	50,000	50,000	0	0
<p>Electric Vehicle Charging Stations</p> <p>Provides funding to purchase and install two dual charging stations for electric vehicles at City Hall and at the Library.</p>	33,000	3,000	0	0
<p>Other Drainage Costs</p> <p>Provides funding reserved for other drainage costs as part of the City's new Drainage Program.</p>	864,574	864,574	0	0
Public Works Total	<u>1,884,386</u>	<u>1,446,386</u>	<u>7</u>	<u>0</u>
General Fund Total	<u><u>4,658,877</u></u>	<u><u>3,070,905</u></u>	<u><u>17</u></u>	<u><u>4</u></u>



**FY 2019 PROPOSED PROGRAM CHANGES
DEPARTMENT ENHANCEMENTS**

Utility Fund	FY 2019 Amount	Recurring Amount	Civilian Positions	Uniform Positions
Utility Billing				
Add Utility Billing Supervisor	67,356	61,256	1	0
Provides funding to add one Utility Billing Supervisor to support Utility Billing and would be dedicated to ensure accurate and timely billing. This position is part of a restructuring of the division to provide more focused and concentrated effort on the billing process and customer service functions.				
Utility Billing Total	<u>67,356</u>	<u>61,256</u>	<u>1</u>	<u>0</u>
Utility Non Departmental				
Merit Pay for Utility Employees	117,000	117,000	0	0
Provides merit pay funding for employees funded through the Utility Fund.				
Utility Non Departmental Total	<u>117,000</u>	<u>117,000</u>	<u>0</u>	<u>0</u>
Utility Services				
Concrete Mixer Truck	127,500	2,500	0	0
Provides funding for a concrete mixer truck for small construction projects like pouring pipeline thrust blocks, concrete caps, and manhole repairs.				
Utility Services Total	<u>127,500</u>	<u>2,500</u>	<u>0</u>	<u>0</u>
Water Conservation & Community Programs				
CAPCOG Clean Air Coalition Funding	11,990	11,990	0	0
Provides funding to support othe Capital Area of Government's Clean Air Coalition activities that help reduce ozone-forming emissions within the region.				
Water Conservation & Community Programs Total	<u>11,990</u>	<u>11,990</u>	<u>0</u>	<u>0</u>
Utility Fund Total	<u><u>323,846</u></u>	<u><u>192,746</u></u>	<u><u>1</u></u>	<u><u>0</u></u>

BUDGETED POSITIONS

General Fund

Department	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Proposed	FY 2019 % of Fund	FY 2019 % of Total
Public Safety												
Municipal Court	9.5	9.5	9.5	9.5	9.5	9.5	9.5	9.5	9.5	9.5	2.3%	1.9%
Police (Civil Service and Non-Civil Service)	104	103	104	112	116	120	125	128	132	135	32.0%	26.6%
Fire (Civil Service and Non-Civil Service) ¹	74	71	72	70	70	72	78	83	87	89	21.1%	17.5%
Emergency Management ¹	-	1	1	1	1	1	0	0	0	1	0.2%	0.2%
Total Public Safety	187.5	184.5	186.5	192.5	196.5	202.5	212.5	220.5	228.5	234.5	57.8%	47.4%
Public Works and Development												
Engineering	8	8	8	8	8	8	8	11	11	11	2.6%	2.2%
Development Services ²	19	22	18	20	20	20	18	19	20	20	4.7%	3.9%
Public Works	18	22	25	25	25	29	33	36	38	45	10.7%	8.9%
Total Public Works and Development	45	52	51	53	53	57	59	66	69	76	17.3%	14.2%
Cultural and Recreation												
Parks and Recreation	29.5	30.5	30.5	33	35	35	35	35	35	42.5	10.1%	8.4%
Library	18.25	16.75	17.25	17.75	17.75	18.25	19	19.5	20.5	20.5	4.9%	4.0%
Tourism	-	-	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	0.4%	0.3%
Total Cultural and Recreation	47.75	47.25	49.25	52.25	54.25	54.75	55.5	56	57	64.5	14.7%	12.0%
Support Services												
Finance	7	7	7	7	7	7	7	7	8	9	2.1%	1.8%
Information Services ²	5	5	5	6	6	7	10	10.5	13	14	3.3%	2.8%
Human Resources	4	4	4	5	5	5	5	5	5	6	1.4%	1.2%
Total Support Services	16	16	16	18	18	19	22	22.5	26	29	5.9%	4.8%
General Government												
City Management	4	4	4	4	4	4	4	5	4	4	0.9%	0.8%
City Secretary	1	1	1	1	1	1	1	1	1	1	0.2%	0.2%
Media & Communications	2.5	2.5	2.5	2.5	2.5	2.5	3.5	4.5	5.5	5.5	1.3%	1.1%
Economic Development	2	3	2	2	2	2	2	2	2	2	0.5%	0.4%
Legal Services	3	4	4	4	4	4	4	4	5	5	1.2%	1.0%
Total General Government	12.5	14.5	13.5	13.5	13.5	13.5	14.5	16.5	17.5	17.5	4.3%	3.5%
Total General Fund FTEs:	308.75	314.25	316.25	329.25	335.25	346.75	363.5	381.5	398	421.5	100.0%	82.0%

Utility Fund

Department	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Proposed	FY 2019 % of Fund	FY 2019 % of Total
Public Works and Development												
Utility Administration	7	8	9	7	7	7	9	11.5	9	9	10.4%	1.8%
Public Works	56	58	60	61	61	61	62	62	63	63	72.8%	12.4%
Total Public Works and Development	63	66	69	68	68	68	71	73.5	72	72	88.0%	15.8%
Support Services												
Financial Services - Utility Billing	8	8	9	9	9	9	9	9	9	10	11.6%	2.0%
General Government												
Water Conserv. & Community Programs	0	0	0	2	2	2	2.5	1	4.5	4.5	5.2%	0.9%
Total Utility Fund FTEs:	71	74	78	79	79	79	82.5	83.5	85.5	86.5	100.0%	18.0%
Total All Funds FTEs:	379.75	388.25	394.25	408.25	414.25	425.75	446.00	465.00	483.50	508.00		

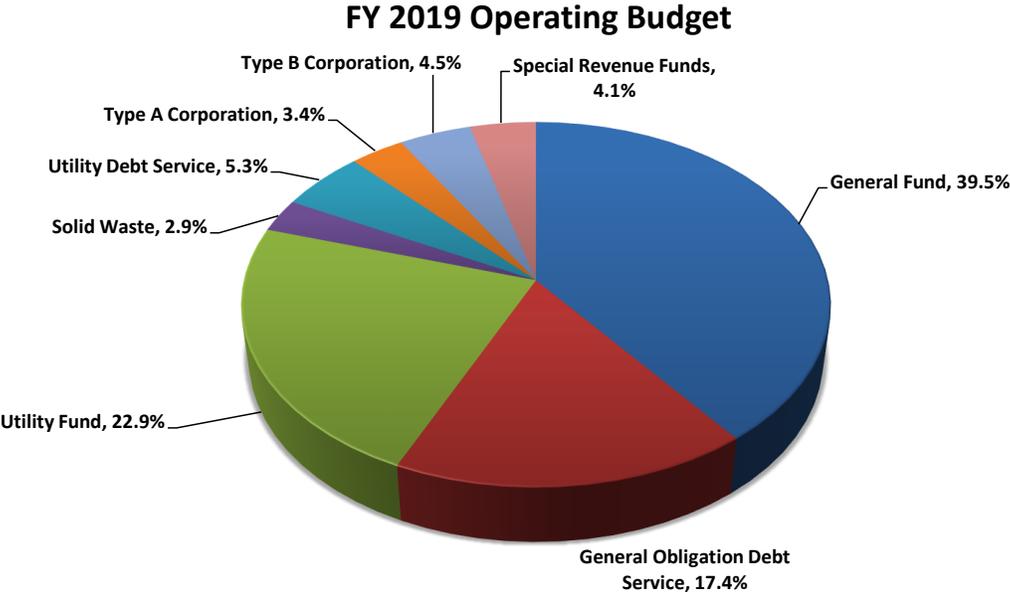
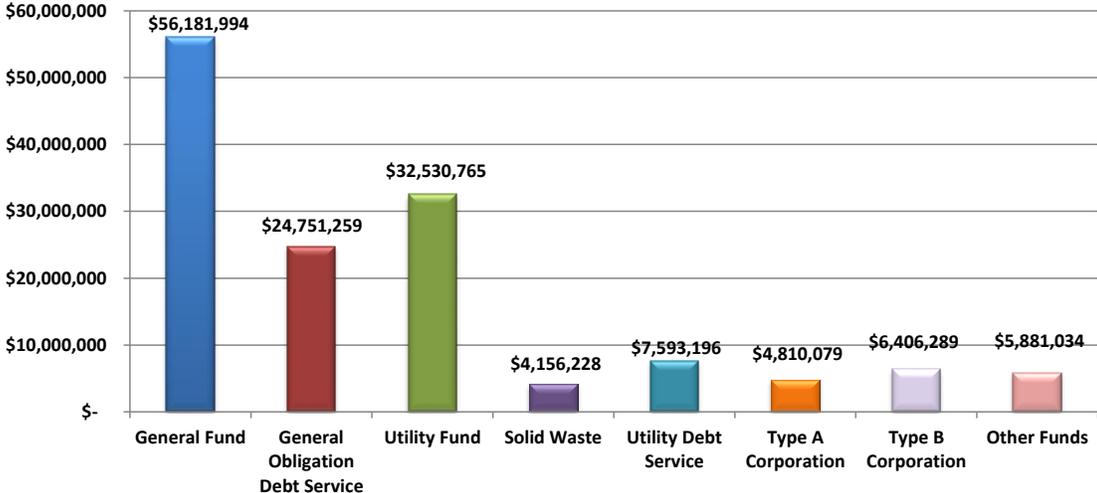
1 - In FY 2016, Emergency Management was moved into Fire Services.

2 - In FY 2016, GIS was moved from Development Services into Information Services.

OPERATING BUDGET SUMMARY

The total proposed operating budget for FY 2019 is \$142,310,843. The two largest operating funds are the General Fund which comprises \$56,181,994 or 39.5% and the Utility Fund which comprises \$32,530,765 or 22.9% of the total operating budget, which combines to be \$88,712,759 or 62.4%.

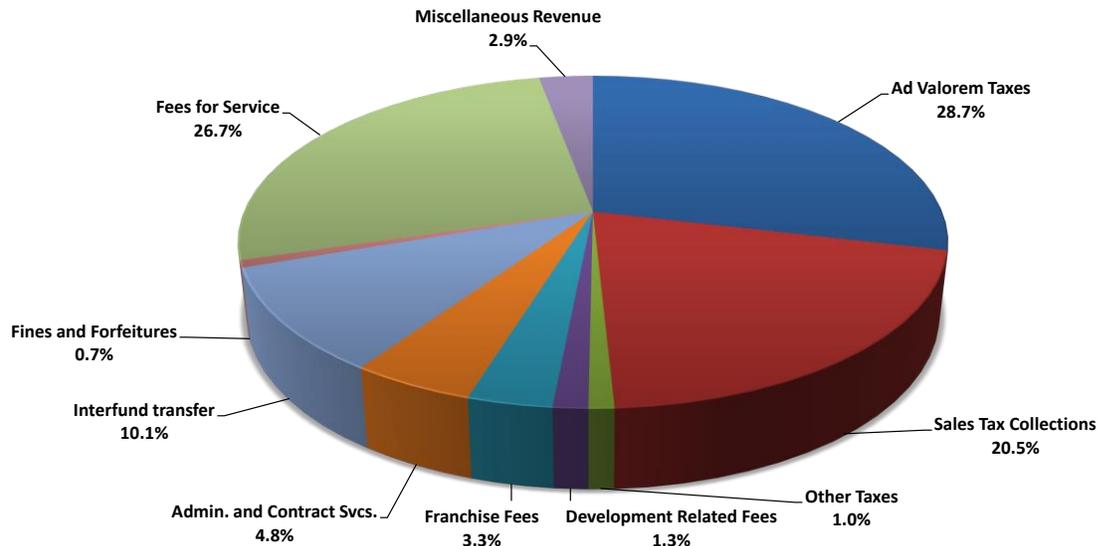
FY 2019 City of Cedar Park Proposed Operating Budget \$142,310,843



FY 2019 Consolidated Operating Fund Revenue Summary

Revenues:	General Fund	General Debt Service	Utility Fund	Solid Waste Fund	Utility Debt Service	4A Corporation Funds	4B Corporation Funds	VES and Special Rev. Funds	Grand Total
Ad Valorem Taxes	\$ 21,065,321	\$ 20,276,531	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 764,128	\$ 42,105,980
Sales Tax Collections	16,894,135	-	-	-	-	5,631,378	7,509,828	-	30,035,341
Other Taxes	336,258	-	-	-	-	-	-	1,098,449	1,434,707
Development Related Fees	1,611,982	-	-	-	-	-	-	359,000	1,970,982
Franchise Fees	4,651,995	-	-	-	-	-	-	143,020	4,795,015
Admin. and Contract Svcs.	6,990,050	-	-	-	-	-	-	-	6,990,050
Interfund transfer	-	3,218,726	250,000	-	7,575,696	-	-	3,808,819	14,853,241
Fines and Forfeitures	638,954	-	329,047	-	-	-	-	49,327	1,017,328
Fees for Service	3,363,748	-	31,789,814	4,018,310	-	-	-	-	39,171,872
Miscellaneous Revenue	1,058,442	1,256,002	985,993	9,885	205,000	50,000	51,816	669,638	4,286,777
Total Revenues	\$ 56,610,886	\$ 24,751,259	\$ 33,354,854	\$ 4,028,195	\$ 7,780,696	\$ 5,681,378	\$ 7,561,644	\$ 6,892,381	\$ 146,661,293

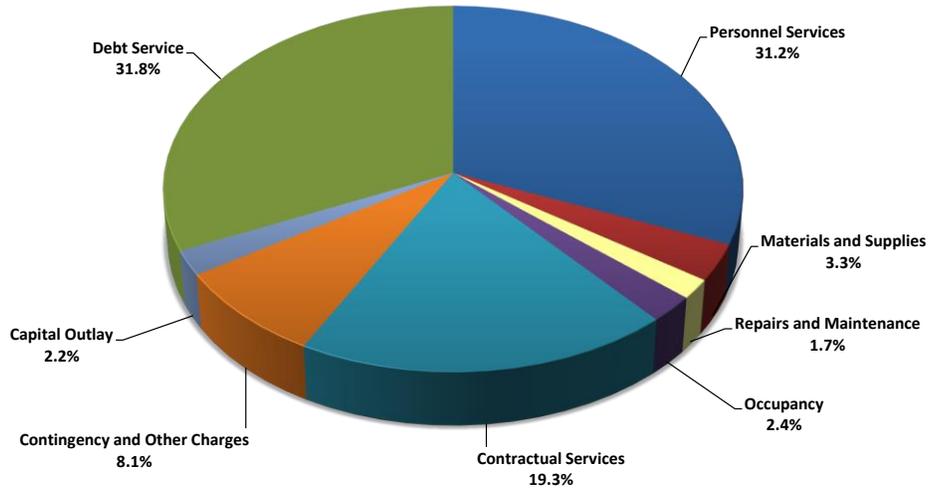
FY 2019 Consolidated Operating Revenues



FY 2019 Consolidated Operating Fund Expenditure Summary by Category

Expenditures By Category:	General Fund	General Debt Service	Utility Fund	Solid Waste Fund	Utility Debt Service	4A Corporation Funds	4B Corporation Funds	VES and Special Rev. Funds	Grand Total
Personnel Services	\$ 36,848,829	\$ -	\$ 6,100,921	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 42,967,750
Materials and Supplies	2,258,987	-	951,353	150,000	-	-	-	1,114,459	4,474,799
Repairs and Maintenance	1,625,106	-	680,170	-	-	-	-	85,000	2,390,276
Occupancy	1,630,868	-	1,521,450	-	-	-	-	106,909	3,259,227
Contractual Services	8,454,207	150,000	10,659,730	-	-	1,584,353	5,654,389	77,000	26,579,679
Contingency and Other Charges	4,236,235	-	874,612	3,798,203	-	7,000	3,700	2,226,311	11,146,061
Capital Outlay	762,980	-	125,000	25,000	-	-	-	2,103,355	3,016,335
Debt Service	-	24,601,259	7,392,671	183,025	7,593,196	3,218,726	748,200	-	43,737,077
Total Net Appropriations	\$ 55,817,212	\$ 24,751,259	\$ 28,305,907	\$ 4,156,228	\$ 7,593,196	\$ 4,810,079	\$ 6,406,289	\$ 5,731,034	\$ 137,571,203
Transfers	\$ 364,782	\$ -	\$ 4,224,858	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 4,739,640
TOTAL APPROPRIATIONS	\$ 56,181,994	\$ 24,751,259	\$ 32,530,765	\$ 4,156,228	\$ 7,593,196	\$ 4,810,079	\$ 6,406,289	\$ 5,881,034	\$ 142,310,843

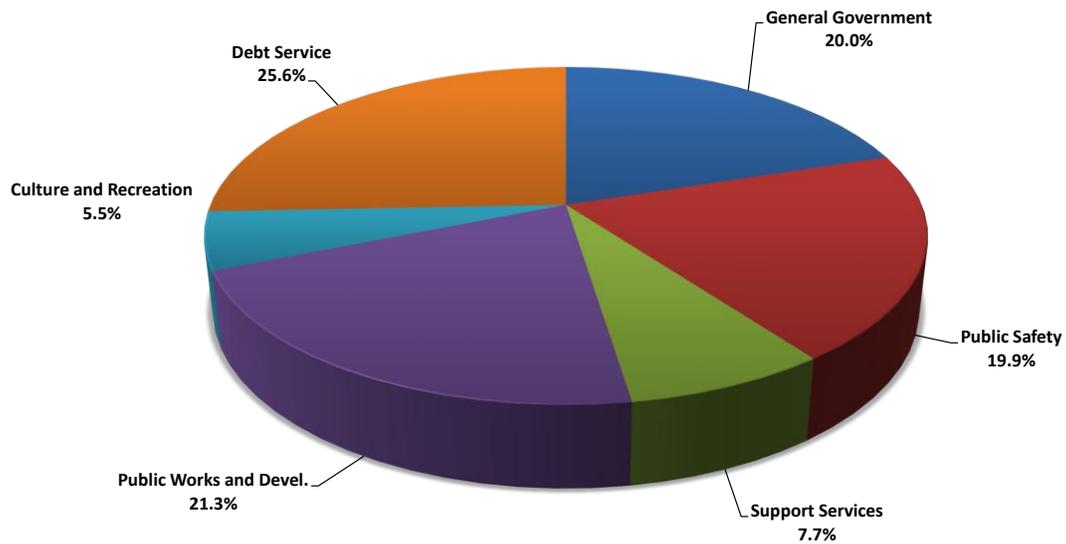
FY 2019 Consolidated Operating Expenditures by Category



FY 2019 Consolidated Operating Fund Expenditure Summary by Function

Expenditures By Function:	General Fund	General Debt Service	Utility Fund	Solid Waste Fund	Utility Debt Service	4A Corporation Funds	4B Corporation Funds	VES and Special Rev. Funds	Grand Total
General Government	\$ 2,274,766	\$ -	\$ 18,078,511	\$ -	\$ -	\$ 1,591,353	\$ 5,672,020	\$ 856,491	\$ 28,473,141
Public Safety	28,062,907	-	-	-	-	-	-	211,441	28,274,348
Support Services	6,657,853	-	1,210,376	-	-	-	-	3,081,564	10,949,793
Public Works and Devel.	12,737,921	-	13,241,878	3,973,203	-	-	-	325,500	30,278,502
Culture and Recreation	6,448,546	-	-	-	-	-	-	1,406,038	7,854,584
Debt Service	-	24,751,259	-	183,025	7,593,196	3,218,726	734,269	-	36,480,475
Total Expenditures	\$ 56,181,994	\$ 24,751,259	\$ 32,530,765	\$ 4,156,228	\$ 7,593,196	\$ 4,810,079	\$ 6,406,289	\$ 5,881,034	\$ 142,310,843
Change in Fund Balance	\$ 428,892	\$ 0	\$ 824,089	\$ (128,033)	\$ 187,500	\$ 871,299	\$ 1,155,355	\$ 1,011,347	\$ 4,350,449

FY 2019 Consolidated Operating Expenditures by Function



GENERAL FUND

DESCRIPTION

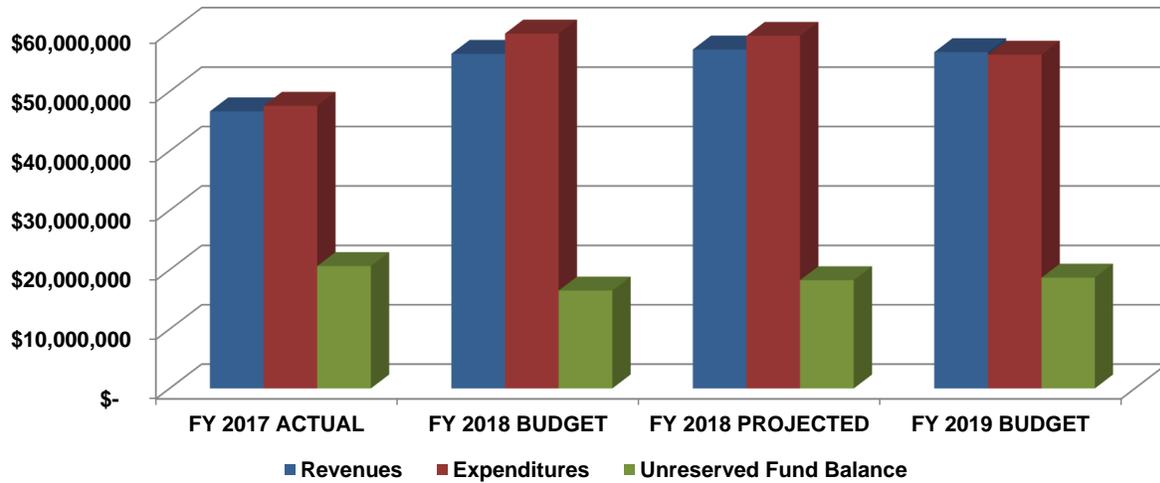
The General Fund accounts for activities commonly associated with municipal government such as police and fire protection, library services, parks and recreation, and street maintenance. This fund is supported through property tax, sales tax, user-driven fees, permits and other miscellaneous revenue.

	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATE FY 2018	PROPOSED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ 21,547,215	\$ 19,897,644	\$ 20,614,028	\$ 18,245,157
REVENUES				
Ad Valorem Tax	\$ 18,142,109	\$ 19,534,766	\$ 19,845,286	\$ 21,065,321
Sales Tax - 1 Cent	13,238,991	14,162,123	14,439,432	15,017,009
Sales Tax - 1/8 Cent	-	-	-	1,877,126
Development Fees	1,829,588	2,014,935	1,610,999	1,611,982
Franchise Fees	3,867,713	4,672,736	4,512,414	4,651,995
Fines & Forfeitures	671,444	590,000	600,155	638,954
Service Fees	3,374,159	3,249,895	3,233,461	3,363,748
Administrative & Contract Fees	4,363,027	10,976,571	10,957,167	6,990,050
Other Income	1,161,698	1,130,778	1,860,613	1,394,701
TOTAL REVENUE	\$ 46,648,729	\$ 56,331,804	\$ 57,059,527	\$ 56,610,886
TOTAL AVAILABLE FUNDS	\$ 68,195,944	\$ 76,229,448	\$ 77,673,555	\$ 74,856,043
APPROPRIATIONS				
OPERATING EXPENSES				
Salaries And Benefits	\$ 29,664,320	\$ 33,884,984	\$ 33,253,934	\$ 36,848,829
Materials And Supplies	2,180,002	1,945,824	1,970,016	2,258,987
Repairs And Maintenance	1,571,460	1,542,662	1,545,267	1,625,106
Occupancy	1,465,957	1,519,438	1,519,531	1,630,868
Contractual Services	6,136,161	6,982,889	7,071,747	8,454,207
Other Charges	3,074,181	4,173,864	3,859,589	4,086,235
Contingency	61,981	100,000	76,605	150,000
Capital Outlay	795,073	574,650	866,927	762,980
<i>Subtotal Operating</i>	\$ 44,949,134	\$ 50,724,311	\$ 50,163,616	\$ 55,817,212
TRANSFERS				
Transfers	\$ 2,632,781	\$ 9,014,782	\$ 9,264,782	\$ 364,782
<i>Subtotal Transfers</i>	\$ 2,632,781	\$ 9,014,782	\$ 9,264,782	\$ 364,782
TOTAL APPROPRIATIONS	\$ 47,581,916	\$ 59,739,093	\$ 59,428,398	\$ 56,181,994
ENDING BALANCE	\$ 20,614,028	\$ 16,490,355	\$ 18,245,157	\$ 18,674,049
<i>Fund Bal. as % of Expenditures</i>	43%	28%	31%	33%
<i>Fund Bal. as % of Revenues</i>	44%	29%	32%	33%

GENERAL FUND

SUMMARY OF REVENUES AND EXPENDITURES

	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	FY 2019 BUDGET
Total Revenues	\$ 46,648,729	\$ 56,331,804	\$ 57,059,527	\$ 56,610,886
Total Expenditures	\$ 47,581,916	\$ 59,739,093	\$ 59,353,398	\$ 56,181,994
Surplus/(Use of Fund Balance)	\$ (933,187)	\$ (3,407,289)	\$ (2,293,871)	\$ 428,892
Unreserved Fund Balance	\$ 20,614,028	\$ 16,490,355	\$ 18,245,157	\$ 18,674,049
Fund Balance as % of Revenue	44%	29%	32%	33%
Fund Balance as % of Expenditure	43%	28%	31%	33%



GENERAL FUND

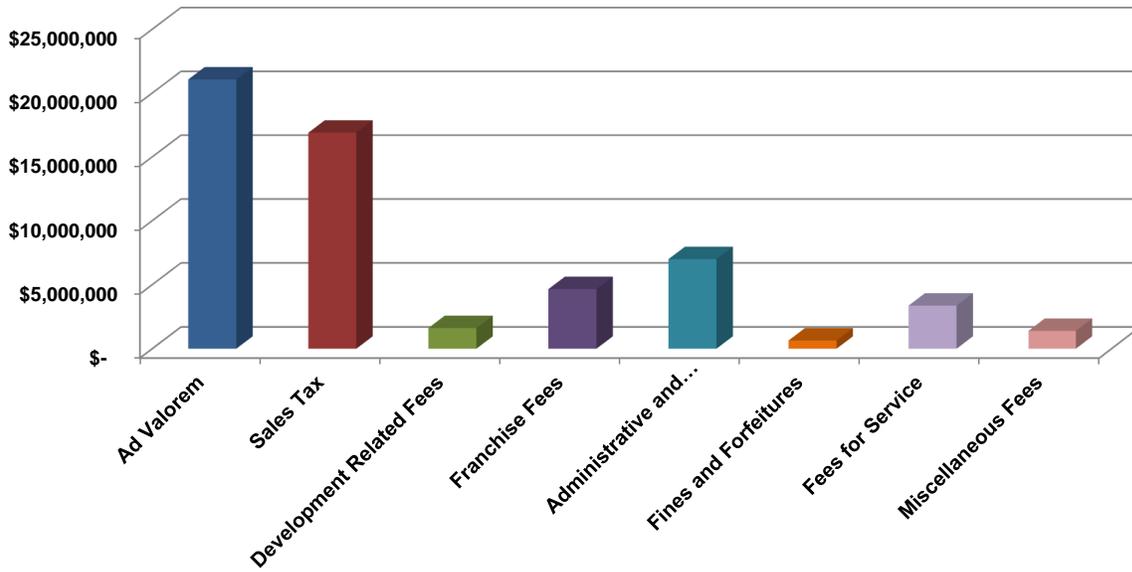
REVENUE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	FY 2019 BUDGET	% OF BUDGET	% GROWTH
Current Ad Valorem Taxes	\$ 18,142,109	\$ 19,534,766	\$ 19,845,286	\$ 21,065,321	37.2%	7.8%
Sales Tax - One Cent	\$ 13,238,991	\$ 14,162,123	\$ 14,439,432	\$ 15,017,009	26.5%	6.0%
Sales Tax Reallocation	-	-	-	1,877,126	3.3%	0.0%
Total Sales Tax	\$ 13,238,991	\$ 14,162,123	\$ 14,439,432	\$ 16,894,135	29.8%	19.3%
Development Related Fees						
Building Permits	\$ 1,430,764	\$ 1,660,440	\$ 1,146,919	\$ 1,146,920	2.0%	-30.9%
Construction Inspection Fees	117,112	110,000	175,989	175,990	0.3%	60.0%
Engineer Review Fees	44,423	14,000	25,083	25,083	0.0%	79.2%
Planning and Zoning Fees	60,882	55,000	54,266	54,266	0.1%	-1.3%
Professional Fee Recovery	34,492	36,789	46,100	46,100	0.1%	25.3%
Site Review/Dev. Permit Fees	87,799	85,000	129,866	129,866	0.2%	52.8%
Other - Permits & Fees	50	-	50	50	0.0%	0.0%
Fire Code Compliance Fees	54,065	53,706	32,725	33,707	0.1%	-37.2%
Total Develop Related Fees	\$ 1,829,588	\$ 2,014,935	\$ 1,610,999	\$ 1,611,982	2.8%	-20.0%
Franchise Fees	3,867,713	4,672,736	4,512,414	4,651,995	8.2%	-0.4%
Administrative and Contract Svcs						
Bond Fund	\$ -	\$ 181,091	\$ 181,091	\$ 150,000	0.3%	-17.2%
4A & 4B	580,880	867,911	845,088	903,041	1.6%	4.0%
CTRMA Interlocal	274,014	292,332	292,332	-	0.0%	-100.0%
Hotel Occupancy Fund	110,000	126,574	126,569	157,174	0.3%	24.2%
LISD Resource Officer Reimb.	129,460	145,404	148,828	154,978	0.3%	6.6%
Utility Fund	3,268,673	3,363,259	3,363,259	3,524,858	6.2%	4.8%
Transfer In-Bond Fund	-	6,000,000	6,000,000	-	0.0%	-100.0%
Transfer In-4B Fund	-	-	-	2,100,000	3.7%	0.0%
Total Admin & Contract Svcs	\$ 4,363,027	\$ 10,976,571	\$ 10,957,167	\$ 6,990,050	12.3%	-36.3%
Fines and Forfeitures	671,444	590,000	600,155	638,954	1.1%	8.3%
Fees for Service						
Fire Protection Fees	\$ 1,681,022	\$ 1,628,590	\$ 1,675,246	\$ 1,779,636	3.1%	9.3%
Fire Protection - Ins. Rec.	150,313	129,916	107,335	110,555	0.2%	-14.9%
Animal Control Fees	2,951	2,521	2,883	2,912	0.0%	15.5%
Parks and Recreation Fees	1,447,856	1,399,046	1,348,019	1,371,608	2.4%	-2.0%
Library Fines and Fees	86,895	85,209	94,820	93,848	0.2%	10.1%
Justice Administration Fees	1,929	1,770	1,976	1,976	0.0%	11.6%
Detention & Dispatch Services	3,093	2,843	3,181	3,213	0.0%	13.0%
Total Fees for Service	\$ 3,374,059	\$ 3,249,895	\$ 3,233,461	\$ 3,363,748	5.9%	3.5%
Miscellaneous Fees						
Interest	249,696	179,342	299,044	305,026	0.5%	70.1%
Beverage Tax	280,215	335,023	325,055	336,258	0.6%	0.4%
Delinquent/Penalty and Int.	122,897	85,984	196,790	147,078	0.3%	71.1%
Other	508,890	530,429	1,039,724	606,338	1.1%	14.3%
Total Miscellaneous Fees	\$ 1,161,698	\$ 1,130,778	\$ 1,860,613	\$ 1,394,701	2.5%	23.3%
Total Revenue	\$ 46,648,629	\$ 56,331,804	\$ 57,059,527	\$ 56,610,886	100.0%	0.5%

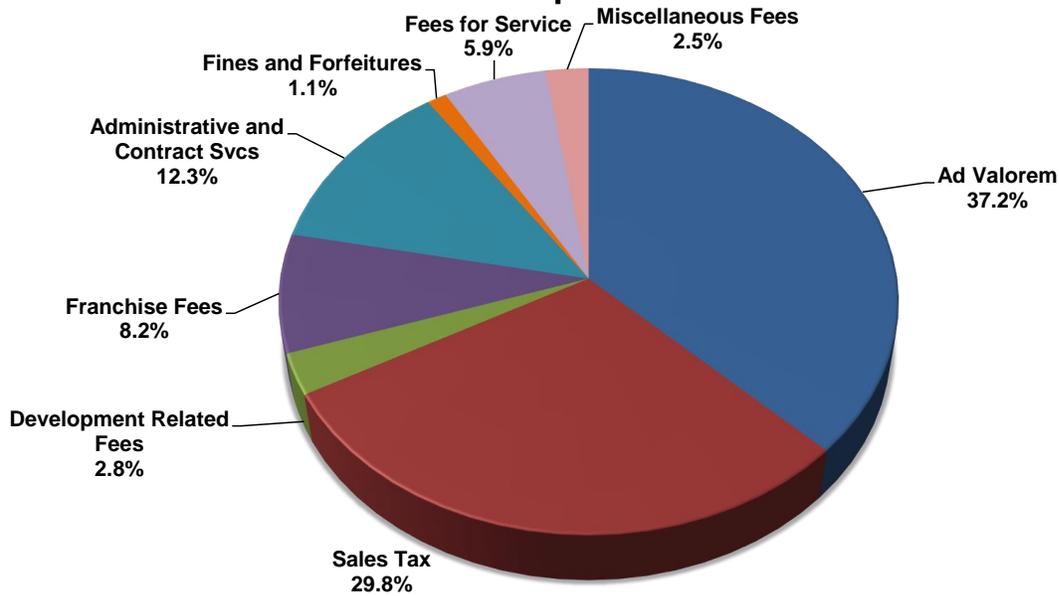
GENERAL FUND

REVENUE SUMMARY

FY 2019 Proposed Revenue



FY 2019 Proposed Revenue

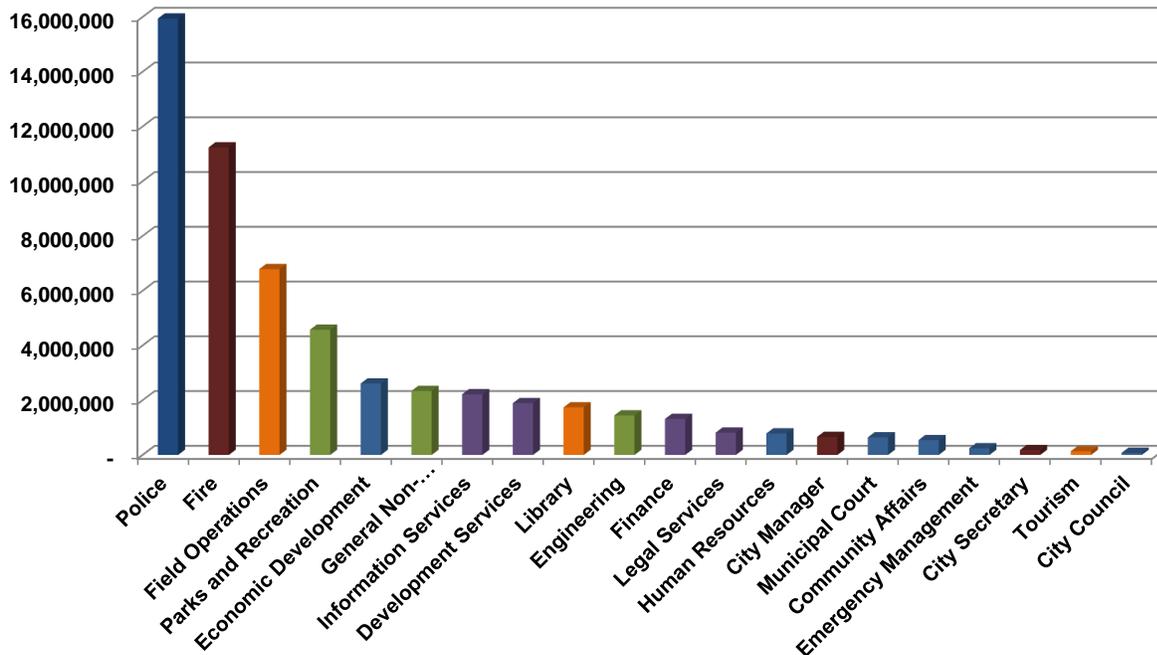


GENERAL FUND

EXPENDITURES BY DEPARTMENT

Department	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	FY 2019 BUDGET	% OF BUDGET	% GROWTH
Police	14,268,613	15,005,197	14,986,665	15,940,742	28.4%	6.2%
Fire	11,478,238	10,469,635	10,483,786	11,234,516	20.0%	7.3%
Field Operations	4,864,506	5,250,713	5,168,606	6,789,464	12.1%	29.3%
Parks and Recreation	3,887,608	3,943,902	3,934,236	4,574,929	8.1%	16.0%
Economic Development	1,860,853	2,686,295	2,661,705	2,610,487	4.6%	-2.8%
General Non-Departmental	1,418,001	10,243,151	10,198,679	2,337,685	4.2%	-77.2%
Information Services	1,426,403	1,870,752	1,849,649	2,218,599	3.9%	18.6%
Development Services	1,575,233	1,873,615	1,849,267	1,894,068	3.4%	1.1%
Library	1,487,853	1,695,161	1,681,208	1,739,591	3.1%	2.6%
Engineering	1,077,377	1,687,881	1,672,286	1,443,902	2.6%	-14.5%
Finance	998,122	1,125,320	1,106,064	1,316,261	2.3%	17.0%
Legal Services	663,286	832,281	813,928	816,556	1.5%	-1.9%
Human Resources	527,727	590,094	574,889	785,308	1.4%	33.1%
City Manager	624,854	653,162	642,632	659,609	1.2%	1.0%
Municipal Court	571,286	632,421	615,055	644,326	1.1%	1.9%
Community Affairs	355,315	542,202	526,637	542,983	1.0%	0.1%
Emergency Management	216,472	233,146	204,733	243,323	0.4%	4.4%
City Secretary	152,868	179,877	173,497	179,418	0.3%	-0.3%
Tourism	69,171	136,757	124,134	134,026	0.2%	-2.0%
City Council	58,130	87,531	85,743	76,200	0.1%	-12.9%
Total Expenditures	\$ 47,581,916	\$ 59,739,093	\$ 59,353,398	\$ 56,181,994	100.0%	-6.0%

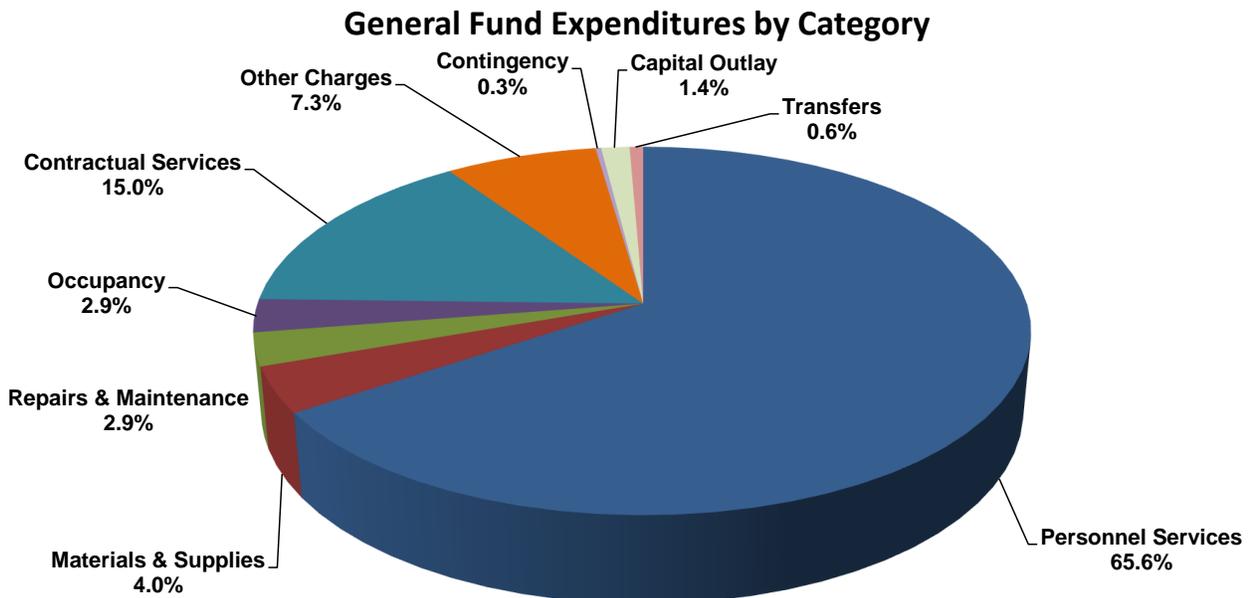
General Fund Expenditures by Department



GENERAL FUND

EXPENDITURES BY CATEGORY

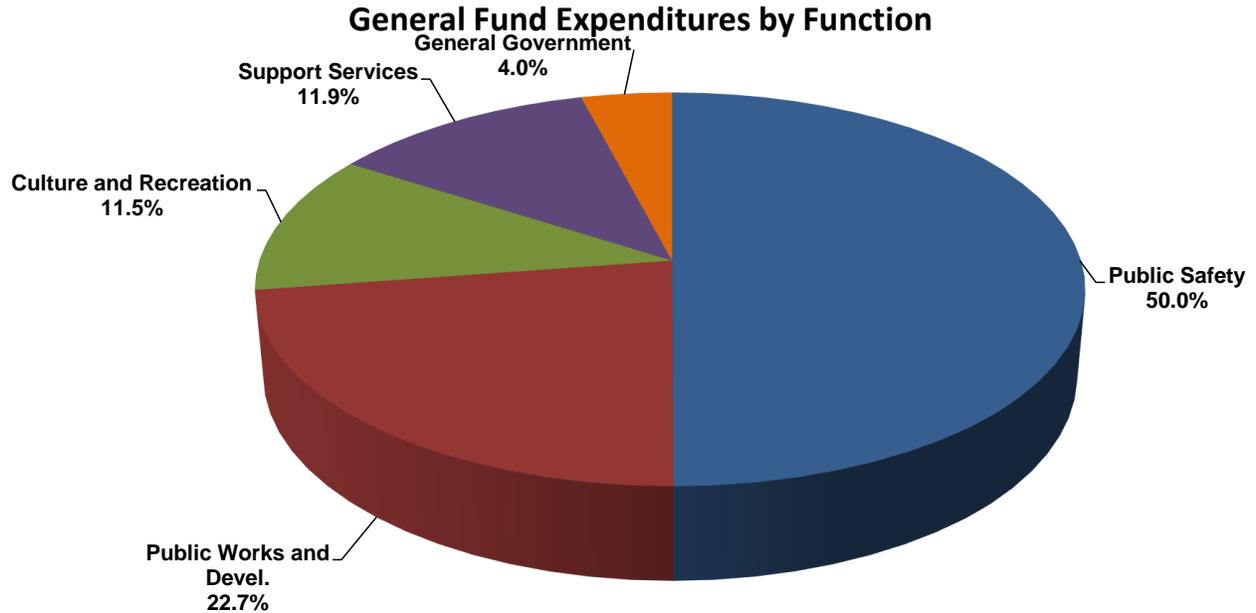
Category	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	FY 2019 BUDGET	% OF BUDGET	% GROWTH
Personnel Services	\$ 29,664,320	\$ 33,884,984	\$ 33,253,934	\$ 36,848,829	65.6%	8.7%
Materials & Supplies	2,180,002	1,945,824	1,970,016	2,258,987	4.0%	16.1%
Repairs & Maintenance	1,571,460	1,542,662	1,545,267	1,625,106	2.9%	5.3%
Occupancy	1,465,957	1,519,438	1,519,531	1,630,868	2.9%	7.3%
Contractual Services	6,136,161	6,982,889	7,071,747	8,454,207	15.0%	21.1%
Other Charges	3,074,181	4,173,864	3,859,589	4,086,235	7.3%	-2.1%
Contingency	61,981	100,000	76,605	150,000	0.3%	50.0%
Capital Outlay	795,073	574,650	866,927	762,980	1.4%	32.8%
Transfers	2,632,781	9,014,782	9,189,782	364,782	0.6%	-96.0%
Total Expenditures	\$ 47,581,916	\$ 59,739,093	\$ 59,353,398	\$ 56,181,994	100.0%	-6.0%



GENERAL FUND

EXPENDITURES BY FUNCTION

Function	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	FY 2019 BUDGET	% OF BUDGET	% GROWTH
Public Safety	26,534,609	26,340,399	26,290,238	28,062,907	50.0%	6.5%
Public Works and Devel.	9,377,969	11,498,504	11,351,864	12,737,921	22.7%	10.8%
Culture and Recreation	5,444,633	5,775,820	5,739,578	6,448,546	11.5%	11.6%
Support Services	4,370,252	13,829,317	13,729,280	6,657,853	11.9%	-51.9%
General Government	1,854,453	2,295,053	2,242,438	2,274,766	4.0%	-0.9%
Total Expenditures	\$ 47,581,916	\$ 59,739,093	\$ 59,353,398	\$ 56,181,994	100.0%	-6.0%



NON-DEPARTMENTAL

DEPARTMENTAL MISSION STATEMENT

The General Non-Departmental Department provides funding for City Hall operations, city-wide contractual costs, and employee related programs.

CUSTOMERS

- This is an internal department that provides support for all departments.

SERVICES PROVIDED

- N/A

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
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- N/A

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ -	\$ -	\$ -	\$ 375,013	\$ 375,013
MATERIALS AND SUPPLIES	24,784	18,454	15,938	33	18,487
MAINTENANCE	14,688	47,000	16,211	(31,500)	15,500
OCCUPANCY	80,629	86,229	85,611	11,870	98,099
CONTRACTUAL SERVICES	1,026,638	1,257,951	1,276,818	14,118	1,272,069
OTHER CHARGES	57,825	78,735	72,714	-	78,735
CAPITAL OUTLAY	-	-	-	-	-
CONTINGENCY	58,656	100,000	76,605	50,000	150,000
TRANSFERS	154,781	8,654,782	8,654,782	(8,325,000)	329,782
TOTAL	\$ 1,418,001	\$ 10,243,151	\$ 10,198,679	\$ (7,905,466)	\$ 2,337,685

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
N/A			

CITY COUNCIL

DEPARTMENTAL MISSION STATEMENT

The City Council serves as the legislative and governing body of the City. A Mayor and six Council members are elected to their respective offices by the qualified voters of the City. The Mayor is the official head of the City government for all ceremonial duties and serves as the chairperson of all Council meetings. The Mayor Pro Tem is appointed by the Mayor and serves during the absence of the Mayor.

CUSTOMERS

- N/A

SERVICES PROVIDED

- N/A

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2018 ESTIMATE	FY 2019 GOAL
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- N/A

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
MATERIALS AND SUPPLIES	\$ 2,385	\$ 3,325	\$ 3,325	\$ -	\$ 3,325
OCCUPANCY	9,600	-	9,500	9,600	9,600
CONTRACTUAL SERVICES	6,542	36,256	36,256	(29,931)	6,325
OTHER CHARGES	39,603	47,950	36,662	9,000	56,950
TOTAL	\$ 58,130	\$ 87,531	\$ 85,743	\$ (11,331)	\$ 76,200

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
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N/A

CITY MANAGEMENT

DEPARTMENTAL MISSION STATEMENT

Appointed by the Cedar Park City Council, the City Manager is the chief administrative officer for the City. The manager and staff are responsible for achieving the goals and implementing the policies of the City Council, which emphasize community, service and fiscal responsibility. The Department works closely with the City Council on identifying priorities of our residents, businesses and visitors. The manager, along with the city management staff, provides professional leadership and direction for the day to day operations of this dynamic full-service city.

CUSTOMERS

- INTERNAL:** As the chief administrative officer for the City, the manager and city management staff serve in a
- supervisory role for every department within the City. The City Management Department aims to provide excellent direction and leadership for all City staff members.
- EXTERNAL:** Under the direction of City Council, the City Management Department serves the residents of Cedar
- Park. The City Management Department also partners with external agencies such as Williamson County, various state agencies, and neighboring cities such as Round Rock, Leander and Austin to improve all of Central Texas.
- ULTIMATE:** The City Management Department ultimately aims to serve the citizenry of Cedar Park today and in
- the future by providing them with a community in which they feel safe, enjoy their neighborhoods and have access their city government.

SERVICES PROVIDED

- Provide professional leadership in the administration and execution of policies and objectives formulated by the City Council
- Strategically plan for future issues in Cedar Park
- Special Projects (i.e. Comprehensive Plan Review, Drainage Study, etc)
- Act as a liaison between the City Council and City staff
- Oversee all City staff and all hiring, development, firing, and disciplining
- Provide timely and responsive customer service
- Develop solutions to city challenges and make recommendations for City Council consideration
- Prepare and execute the City Budget
- Track municipal impact of state and federal legislation
- Public relations: meet with citizens, businesses and other community stakeholders
- Intergovernmental Relations / Liaison to regional entities

PERFORMANCE INDICATORS				
PERFORMANCE INDICATOR	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2018 ESTIMATE	FY 2019 GOAL

The City Management Department provides direction and leadership to ensure that all City departments are effectively serving the Cedar Park community. The City Management Department is responsible for the oversight of all city departments, ensuring that these departments are properly addressing City Council's community priorities in an effective and fiscally responsible way. The efficiency and effectiveness measures of all City departments are therefore indicative of the City Management Department.

EXPENDITURE SUMMARY					
OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 571,132	\$ 599,645	\$ 589,046	\$ 7,239	\$ 606,884
MATERIALS AND SUPPLIES	3,651	2,375	2,686	-	2,375
OCCUPANCY	5,586	5,863	3,835	(1,821)	4,042
CONTRACTUAL SERVICES	8,181	8,629	10,414	1,029	9,658
OTHER CHARGES	36,303	36,650	36,650	-	36,650
TOTAL	\$ 624,854	\$ 653,162	\$ 642,632	\$ 6,447	\$ 659,609

PERSONNEL SUMMARY			
POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CITY MANAGER	1	1	1
ASSISTANT CITY MANAGER	1	1	1
ASST. TO THE CITY MANAGER	1	1	1
SR. REDEVELOP. PROJECT MNGR	0	1	0
MANAGEMENT ANALYST	0	0	0
EXECUTIVE ASSISTANT	0	0	0
EXECUTIVE COORDINATOR	1	1	1
TOTAL	4	5	4

CITY SECRETARY

DEPARTMENTAL MISSION STATEMENT

The City Secretary Office is dedicated to providing compliance with state and city legislative controls and providing a source of public record in order to ensure the city imparts public trust regarding its legislative activities. This shall be accomplished by upholding the integrity of public service by providing high performance, professional assistance and direction, accountability, integrity, involvement, and diversity; all in a fair and timely manner.

CUSTOMERS

- **INTERNAL:** City Council, City Administration, City Department Heads and Directors, City staff, and City Boards and Commissions.
- **EXTERNAL:** The Office's external customers can vary during the course of providing services. Customers served include residents, general public or non-residents, local government and municipalities, state level organizations, local and non-local businesses, and companies from the private sector.
- **ULTIMATE:** The standards of quality and the integrity required to conduct the affairs of the Office shall be used to merit public confidence in the community to the ultimate customer, the citizens of Cedar Park.

SERVICES PROVIDED

- Provide training and education to all City Departments in relation to State Laws impacting record management and open government.
- Coordinate and provide assistance to Council and Boards/Commissions in compliance with the Open Meetings Act.
- Manage and respond to all requests for Public Information Act requests for all City Departments with assistance from Legal.
- Process permits related to Peddler Permits and Texas Alcohol Beverage Commission applications.
- Conduct elections in accordance with State Law and the City Charter.
- Oversee the record management program for the City.
- Maintain and process all City Ordinances.

PERFORMANCE INDICATORS				
PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL

WORKLOAD MEASURES

• Elections conducted	1	2	3	1
• Ordinances enrolled	49	50	40	50
• Resolutions enrolled	171	300	150	150
• Request for public information received	1,700	1800	1800	2000
• Pages of minutes processed	431	350	350	400
• Number of Council Meetings posted	47	30	30	30

EFFICIENCY & EFFECTIVENESS MEASURES

• % of Council Meeting minutes completed and approved within one month.	50%	100%	100%	100%
• % of rulings upheld by Texas Attorney General on Public Information Requests.	100%	100%	100%	100%
• % of elections conducted within accordance of State and Federal Law.	100%	100%	100%	100%

EXPENDITURE SUMMARY					
OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 101,679	\$ 106,538	\$ 108,053	\$ (468)	\$ 106,070
MATERIALS AND SUPPLIES	709	712	569	-	712
OCCUPANCY	621	636	636	3	639
CONTRACTUAL SERVICES	12,556	18,431	12,944	6	18,437
OTHER CHARGES	37,304	53,560	51,295	-	53,560
TOTAL	\$ 152,868	\$ 179,877	\$ 173,497	\$ (459)	\$ 179,418

PERSONNEL SUMMARY			
POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CITY SECRETARY	1	1	1
TOTAL	1	1	1

COMMUNITY AFFAIRS - MEDIA AND COMMUNICATIONS

DEPARTMENTAL MISSION STATEMENT

The Mission of the Community Affairs Department is to serve as the City's liaison with the citizens through neighborhood services, public engagement and the news media in order to foster a productive, open, and mutually beneficial relationship and to increase citizen understanding, awareness of, and participation in City government. The public engagement mission is designed to deliberately engage residents on City initiatives and to integrate their views and concerns into the decision-making process.

CUSTOMERS

- **INTERNAL:** City staff and City Council Members.
- **EXTERNAL:** Citizens, the news media, other governments, Facebook friends, Twitter followers, City website users, and any other constituents who rely on the City for information or other programs or services.
- **ULTIMATE:** The ultimate customer is the informed citizen who will understand and be aware of the role City government plays in his or her daily life, and participate and be educated about the community.

SERVICES PROVIDED

- Media contacts/interviews
- Press releases
- Response to media requests
- Neighborhood outreach
- Advertising
- Marketing
- Govt. Access TV programming
- Meetings recorded/broadcast
- Website content and maintenance
- Social Media
- Graphic art and logo design

PERFORMANCE INDICATORS				
PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL

WORKLOAD MEASURES

• Press/Media releases issued	65	65	60	60
• Media contacts/interviews	300	300	250	250
• TV programming (Govt. Access Channel)	50	50	50	50
• Number of major marketing campaigns/ad campaigns/events promotions that take an estimated 20-30 hours per week of staff time during campaign.	8	8	8	8
• Number of Twitter posts	260	300	300	300
• Meetings recorded/broadcast	112	132	90	132
• Quarterly neighborhood meetings	4	4	4	4
• Public engagement meetings supporting city initiatives	N/A	5	7	7
• Quarterly City newsletter	4	4	4	4

EFFICIENCY & EFFECTIVENESS MEASURES

• Number of unique visitors to City website	380,000	400,000	461,500	470,000
• Number of page views within City website	1,900,000	2,000,000	2,400,000	2,500,000
• Number of Twitter followers	10,000	11,000	11,000	12,000
• Number of Twitter Impressions	500,000	500,000	502,500	505,000
• Number of Twitter Engagements	10,000	10,000	11,000	12,000
• Facebook page likes	8,000	9,000	9,205	10,405
• Percent of media requests responded to within two business hours	98%	100%	100%	100%
• Number of neighborhoods represented at meetings	N/A	N/A	25	40
• Number of newsletter subscribers	N/A	N/A	13,000	13,500
• Number of survey respondents	N/A	N/A	1,500	1,700
• Average community engagement meeting attendance*	N/A	N/A	150	175

(*dependent on number of City initiatives)

EXPENDITURE SUMMARY					
OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 242,491	\$ 447,950	\$ 438,037	\$ 7,138	\$ 455,088
MATERIALS AND SUPPLIES	12,651	4,083	7,117	(2,200)	1,883
MAINTENANCE	-	-	-	-	-
OCCUPANCY	2,688	1,872	1,843	1,360	3,232
CONTRACTUAL SERVICES	64,828	49,249	49,877	(9,517)	39,732
OTHER CHARGES	32,657	35,548	29,763	7,500	43,048
CAPITAL OUTLAY	-	3,500	-	(3,500)	-
TOTAL	\$ 355,315	\$ 542,202	\$ 526,637	\$ 781	\$ 542,983

PERSONNEL SUMMARY			
POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DIRECTOR OF NEIGHBORHOOD & COMMUNITY AFFAIRS	0	1	1
MEDIA AND COMMUNICATIONS MANAGER	1	1	1
COMMUNICATIONS MANAGER	1	0	0
NEIGHBORHOOD SERVICES COORDINATOR	0	0	1
MEDIA AND COMMUNICATIONS SPECIALIST	0	1	1
MULTIMEDIA SPECIALIST	1	1	1
AUDIO/VIDEO TECHNICIAN	0.5	0.5	0.5
TOTAL	3.5	4.5	5.5

DEVELOPMENT SERVICES - TOTAL

DEPARTMENTAL MISSION STATEMENT

The mission of the Development Services Department is to implement the City's Comprehensive Plan. This is accomplished through administering Cedar Park's zoning and development codes, providing an exceptional level of customer service to our residents and business community, and by helping maintain a safe and attractive City.

CUSTOMERS

- **INTERNAL:** Internal Customers include the City Council, appointed board members, and all City departments
- **EXTERNAL:** Our external customers include Cedar Park residents, comptroller of public accounts, contractors, developers, engineering/architectural/planning firms, governmental entities, homeowner associations, property owners, Leander School District, media, businesses, realtors, and utility companies
- **ULTIMATE:** By implementing the policies of the City Council and the adopted Comprehensive Plan, the ultimate customer of the Development Services Department is any citizen or person desiring information or services, related to the development of the City.

SERVICES PROVIDED

- Responsible for the Long Range Planning of the City and ETJ, working with various departments to ensure the Comprehensive Plan, including the Future Land Use Plan, is implemented and maintained
- Administer and maintain City's Development Codes; including Site Development, Zoning, Subdivision, Sign, Building and Property Maintenance Codes
- Perform on site-inspections during all phases of construction or condemnation procedures; to ensure building compliance with all adopted codes, and related ordinances
- Maintain computer records and reports concerning inspections, licenses, permits, certificates, etc
- Consult with engineers, architects, builders, and contractors to discuss plans and compliance with various codes, local ordinances and State/Federal regulations
- Process voluntary & involuntary annexations pursuant to Chapter 43 of the TX Local Govt.
- Coordinate & review zoning, subdivision & site development plans
- Participate in educational forums to assist citizens in understanding these codes and ordinances
- Provide staff support for City Council related to planning issues
- Provide staff support for Planning and Zoning Commission, Board of Adjustment, and Building and Standards Commission
- Assign addresses and maintain accurate address base for 9-1-1 database
- Enforcement of city ordinances related to building safety, property maintenance and zoning

DEVELOPMENT SERVICES - TOTAL

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
PLANNING SERVICES				
● # of Zoning Applications	18	20	20	20
● # of Development Applications: subdivision and site development	75	70	100	80
CODE COMPLIANCE				
● # of Inspections	15,895	15,000	12,000	12,000
● # of Bandit Signs Removed	5,532	5,000	5,000	5,000
BUILDING INSPECTIONS				
● # of Inspections	1,701	1,500	1,500	1,500
● # of Complaints	575	600	450	500
● # of Bandit Signs Removed	3,067	2,000	2,000	1,500
EFFICIENCY & EFFECTIVENESS MEASURES				
PLANNING SERVICES				
● 10-day Subdivision and Site Plans Reviews- Percent performed within target	98%	99%	98%	98%
BUILDING INSPECTIONS				
● 5-day Residential Reviews: Percent (%) Performed within Target	85%	98%	85%	95%
● 10-day Commercial Reviews: Percent (%) Performed within Target	99%	98%	100%	98%
● # of Inspections Performed per Inspector Hour	3.1	2.7	2.5	2.7
● Percent (%) of Inspections Completed Same Day	98%	95%	97%	95%
CODE COMPLIANCE				
● Percent of Violations complied with Voluntarily	99%	99%	99%	99%
● Percent of Complaints Responded to Within 24 Hours on Business Days	99%	99%	99%	99%

DEVELOPMENT SERVICES - TOTAL

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 1,335,762	\$ 1,623,316	\$ 1,638,266	\$ 42,886	\$ 1,666,202
MATERIALS AND SUPPLIES	24,709	22,642	19,405	(2,948)	19,694
MAINTENANCE	3,318	6,610	2,422	-	6,610
OCCUPANCY	20,247	20,776	19,582	851	21,627
CONTRACTUAL SERVICES	109,580	110,529	93,174	(17,936)	92,593
OTHER CHARGES	81,616	89,742	76,417	(2,400)	87,342
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	\$ 1,575,233	\$ 1,873,615	\$ 1,849,267	\$ 20,453	\$ 1,894,068

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DIRECTOR OF DEVELOPMENT SERVICES	1	1	1
ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES	1	1	1
PLANNING MANAGER	1	1	1
SR. REDEVELOPMENT PROJECT MANAGER	0	1	1
SENIOR PLANNER	1	1	1
PLANNER	1	1	1
DEVELOPMENT SERVICES COORDINATOR	1	1	1
PLANNING TECHNICIAN	0	0	0
CHIEF BUILDING OFFICIAL	1	1	1
SENIOR INSPECTOR	0	1	1
INSPECTOR I/II	3	3	3
PLANS EXAMINER	0	1	1
PLAN REVIEWER	0	1	1
OFFICE MANAGER	1	1	1
PERMIT TECHNICIAN	2	2	2
SENIOR CODE COMPLIANCE OFFICER	1	1	1
CODE COMPLIANCE OFFICER	2	2	2
GIS MANAGER	1	0	0
PUBLIC SAFETY SYSTEMS ADMINISTRATOR	1	0	0
GIS PROGRAMMER ANALYST	1	0	0
TOTAL	19	20	20

DEVELOPMENT SERVICES - PLANNING

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 596,618	\$ 819,525	\$ 820,182	\$ 3,685	\$ 823,210
MATERIALS AND SUPPLIES	13,511	5,795	5,795	-	5,795
MAINTENANCE	-	500	-	-	500
OCCUPANCY	1,092	636	1,012	614	1,250
CONTRACTUAL SERVICES	44,382	46,267	37,892	(16,776)	29,491
OTHER CHARGES	33,244	40,456	29,428	(8,500)	31,956
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	\$ 688,847	\$ 913,179	\$ 894,310	\$ (20,977)	\$ 892,202

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DIRECTOR OF DEVELOPMENT SERVICES	1	1	1
ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES	1	1	1
PLANNING MANAGER	1	1	1
SR. REDEVELOPMENT PROJECT MANAGER	0	1	1
SENIOR PLANNER	1	1	1
PLANNER	1	1	1
PLAN REVIEWER	0	1	1
DEVELOPMENT SERVICES COORDINATOR	1	1	1
PLANNING TECHNICIAN	0	0	0
TOTAL	6	8	8

DEVELOPMENT SERVICES - BUILDING INSPECTIONS

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 601,383	\$ 634,089	\$ 646,979	\$ 35,514	\$ 669,603
MATERIALS AND SUPPLIES	7,967	9,818	8,055	(370)	9,448
MAINTENANCE	2,835	3,910	1,428	-	3,910
OCCUPANCY	15,673	17,025	15,727	483	17,508
CONTRACTUAL SERVICES	50,449	47,220	38,240	(1,324)	45,896
OTHER CHARGES	40,259	41,671	38,810	5,500	47,171
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	\$ 718,565	\$ 753,733	\$ 749,239	\$ 39,803	\$ 793,536

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CHIEF BUILDING OFFICIAL	1	1	1
SENIOR INSPECTOR	0	1	1
INSPECTOR I/II	3	3	3
PLANS EXAMINER	0	1	1
PLANS REVIEWER	1	0	0
OFFICE MANAGER	1	1	1
PERMIT TECHNICIAN	2	2	2
TOTAL	8	9	9

DEVELOPMENT SERVICES - CODE COMPLIANCE

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 137,761	\$ 169,702	\$ 171,104	\$ 3,687	\$ 173,389
MATERIALS AND SUPPLIES	3,232	7,029	5,555	(2,578)	4,451
MAINTENANCE	483	2,200	994	-	2,200
OCCUPANCY	3,482	3,115	2,842	(246)	2,869
CONTRACTUAL SERVICES	14,749	17,042	17,042	164	17,206
OTHER CHARGES	8,114	7,615	8,179	600	8,215
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	\$ 167,820	\$ 206,703	\$ 205,717	\$ 1,627	\$ 208,330

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
SENIOR CODE COMPLIANCE OFFICER	1	1	1
CODE COMPLIANCE OFFICER	2	2	2
TOTAL	3	3	3

ECONOMIC DEVELOPMENT

DEPARTMENTAL MISSION STATEMENT

The Economic Development Department promotes and develops new and expanding business enterprises that provide and encourage employment opportunities while creating new wealth in the City.

CUSTOMER

- **INTERNAL:** City Council, City Manager, Assistant City Managers, City Attorney and Department Directors
- **EXTERNAL:** Manufacturing/distribution/service companies; real estate developers/brokers; consultants, landowners; financial groups; engineering firms; architectural firms.
- **ULTIMATE:** The ultimate customers are the citizens and businesses that pay taxes to the City. Residents and businesses benefit from the creation of new jobs and job opportunities in the city while businesses benefit from the increased payrolls and disposable income circulating in the city. Businesses and residents also benefit from the increased value of property created by new investments in the city which impact the city tax rate in a positive manner.

SERVICES PROVIDED

- Market Cedar Park
- Marketing trips/trade shows
- Resource for all City Information
- Presentations to development groups
- Incentive Proposals
- Available sites/building inventory
- Assistance with development process
- Retention/expansion programs
- Semi-annual CEO luncheon

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
● Information requests filled (demographic, community, development guidelines, incentives, etc.)	180	200	190	195
● Number of Site Visits Hosted	N/A	N/A	N/A	24
● Number of Business Retention Visits	N/A	N/A	N/A	40
EFFICIENCY & EFFECTIVENESS MEASURES				
● Projects developed	32	40	38	40
● New business locations	4	5	4	5
● Jobs created	345	750	479	750
● Existing business expansions	1	1	1	1
● % Increase in Cedar Park Workforce	3%	2%	3%	2%
● Capital Investment Added to Tax Rolls (in millions)	\$ 35	\$ 45	\$ 42	\$ 45

EXPENDITURE SUMMARY					
OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 248,798	\$ 159,513	\$ 308,974	\$ 125,553	\$ 285,066
MATERIALS AND SUPPLIES	-	950	-	-	950
OCCUPANCY	1,401	1,272	1,141	(361)	911
CONTRACTUAL SERVICES	90,343	105,011	108,365	-	105,011
OTHER CHARGES	1,516,987	2,419,549	2,243,224	(201,000)	2,218,549
CAPITAL OUTLAY	-	-	-	-	-
CONTINGENCY	3,325	-	-	-	-
TOTAL	\$ 1,860,853	\$ 2,686,295	\$ 2,661,705	\$ (75,808)	\$ 2,610,487

PERSONNEL SUMMARY			
POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DIRECTOR OF ECONOMIC DEVELOPMENT	1	1	1
ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT	1	1	1
TOTAL	2	2	2

EMERGENCY MANAGEMENT

DEPARTMENTAL MISSION STATEMENT

The City of Cedar Park's Office of Emergency Management is responsible for the planning, coordination, and implementation of all Emergency Management and Homeland Security related activities for the City of Cedar Park. The mission of the Cedar Park Office of Emergency Management is to reduce loss of life and property damage during natural or man-made incidents through mitigation, preparedness, response, and recovery in accordance with the Williamson County Emergency Operations Plan.

CUSTOMERS

- **INTERNAL:** City Council, City Management and Staff - Serve City Council, the City Manager, and department staff by working towards the achievement of projects in relation to City Council goals.
- **EXTERNAL:** Local, State, and Federal Agencies; Private Sector Business; Non-profit Agencies - Serve outside agencies by coordinating efforts with hopes to gain new information, eliminate redundancy, and build relationships.
- **ULTIMATE:** Citizens - Serve citizens by providing emergency planning, response, recovery, and mitigation for all natural and man-made disasters.

SERVICES PROVIDED

- Completion, maintenance, and exercising of the Emergency Operations Plan
- Assist with local business emergency plans and exercises
- Provide support and assistance to area public safety agencies
- Provide internal NIMS education and exercises
- Provide education and awareness to the general public

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
● Emergency Management Exercises	4	N/A	1	3
● Internal Emergency Management staff training. (Individual training sessions attended by EM Staff)	12	N/A	12	12
● Emergency Operations Plan Annexes Developed/Reviewed	10	N/A	22	17
● Conduct community focused education (Hours)	N/A	N/A	34	30
● Provide internal Emergency Management training	N/A	N/A	2	1
EFFICIENCY & EFFECTIVENESS MEASURES				
● Required City Staff NIMS Training	90%	N/A	80%	90%
● Maintain CEM / TEM Certifications	N/A	N/A	N/A	100%

EXPENDITURE SUMMARY					
OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 69,258	\$ 90,135	\$ 64,175	\$ 181	\$ 90,316
MATERIALS AND SUPPLIES	9,709	13,920	12,952	(557)	13,363
MAINTENANCE	569	5,500	2,153	-	5,500
OCCUPANCY	1,815	-	6,750	7,789	7,789
CONTRACTUAL SERVICES	119,043	104,081	104,081	2,764	106,845
OTHER CHARGES	16,079	19,510	14,621	-	19,510
CAPITAL OUTLAY	-	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
TOTAL	\$ 216,472	\$ 233,146	\$ 204,733	\$ 10,177	\$ 243,323

PERSONNEL SUMMARY			
POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
EMERGENCY MANAGEMENT COORDINATOR	1	1	1
TOTAL	1	1	1

ENGINEERING

DEPARTMENTAL MISSION STATEMENT

The Engineering Department's mission is to ensure a quality engineered and safe infrastructure for the City of Cedar Park.

CUSTOMERS

- **INTERNAL:** Internal customers include other city departments, City Council, boards and commissions.
- **EXTERNAL:** External customers include developers, engineers, construction contractors, citizens, and utility service providers.
- **ULTIMATE:** The citizens of Cedar Park are the ultimate customers as they rely upon us to provide a safe infrastructure through the use of their tax dollars.

SERVICES PROVIDED

- Transportation, drainage and municipal facility project management
- Subdivision plat and construction plan review
- Construction project inspection
- Floodplain administration
- Utility availability determinations
- Pavement management and rehabilitation

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
● Construction plans reviewed	45	42	45	40
● # of on-going projects (Transportation/Facilities)	20/13	15/10	16/12	15/10
● CIP design contracts initiated	8	8	9	8
● Design contracts completed	9	9	10	8
● CIP projects constructed	11	10	9	9
● Citizen Transportation Inquiries/Requests	200	210	175	185
● Transportation Predevelopment Meetings Attended	90	90	105	85
● Transportation Plan Reviews	45	42	45	40
● Transportation Plat Reviews	25	25	27	23
EFFICIENCY & EFFECTIVENESS MEASURES				
● Design contracts completed on schedule	9	9	10	8
● Project designs (under/over) budget	9/0	9/0	10/0	8/0
● Project construction budgets (under/over)	11/0	10/0	9/0	9/0

EXPENDITURE SUMMARY					
OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 804,424	\$ 1,042,547	\$ 1,042,658	\$ 17,486	\$ 1,060,033
MATERIALS AND SUPPLIES	15,729	9,762	10,208	(478)	9,284
MAINTENANCE	228	900	1,168	1,330	2,230
OCCUPANCY	3,254	1,979	2,798	2,323	4,302
CONTRACTUAL SERVICES	243,649	325,833	309,038	23,370	349,203
OTHER CHARGES	10,093	16,860	16,417	1,990	18,850
CAPITAL OUTLAY	-	-	-	-	-
TRANSFERS-OUT	-	290,000	290,000	(290,000)	-
TOTAL	\$ 1,077,377	\$ 1,687,881	\$ 1,672,286	\$ (243,979)	\$ 1,443,902

PERSONNEL SUMMARY			
POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DIRECTOR OF ENGINEERING	1	1	1
SENIOR ENGINEER	1	2	2
SENIOR ENGINEERING ASSOCIATE	3	3	3
UTILITY INSPECTOR	1	1	1
ENGINEERING TECHNICIAN	0	0	0
PROJECT MANAGER	1	2	2
STORMWATER COORDINATOR	0	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
TOTAL	8	11	11

FINANCE

DEPARTMENTAL MISSION STATEMENT

To provide for financial integrity through responsible management of public funds as entrusted to us for the Cedar Park citizens.

CUSTOMERS

- **INTERNAL:** Internal customers include: departments; City Council; boards and commissions; individual employees
- **EXTERNAL:** External customers include: vendors; local, state, and federal agencies; tax payers, fee and fine payers;
- **ULTIMATE:** Our ultimate customers are the residential and corporate citizens of Cedar Park. They are our ultimate customer because the city is entrusted with their public funds.

SERVICES PROVIDED

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Accounts Payable/Accounts Receivable ● Cash Management /Investing ● Payroll ● Coordinate Annual Audit ● Accounting and Financial Reporting ● Budget Preparation and Creation ● Budget Monitoring and Reporting ● Analysis and Research | <ul style="list-style-type: none"> ● Risk Management (City Claims) ● 4A & 4B Financial Reporting ● Grant Assistance and Administration ● Assists with City-wide procurement ● Maintains vendor list ● Assists departments with quotes, bids, requests for proposals, and requests for qualifications |
|---|--|

PERFORMANCE INDICATORS

PERFORMANCE INDICATOR	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
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WORKLOAD MEASURES

● Production of structurally balanced budget	N/A	1	1	1
● Monthly budget updates to Dept/Council	N/A	12	12	12
● Quarterly financial investment reports to Council	N/A	4	4	4
● Production of Comprehensive Annual Financial Report	N/A	1	1	1

EFFICIENCY & EFFECTIVENESS MEASURES

● # of Payroll adjustments per pay period	N/A	N/A	N/A	3<
● % of AP and BCRUA invoices paid within 30 days	N/A	90.0%	90.0%	95.0%
● % of monthly/quarterly reports delivered to Council within 60 days of month end	N/A	100.0%	100.0%	100.0%
● Investment portfolio meets 100% compliance requirements	N/A	100.0%	100.0%	100.0%
● Complete credit card reports within 2 weeks of cycle close	N/A	100.0%	100.0%	100.0%
● Complete bank reconciliations within 4 weeks of month end	N/A	100.0%	100.0%	100.0%
● Conduct annual procurement training for each department	N/A	100.0%	100.0%	100.0%

EXPENDITURE SUMMARY					
OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 667,514	\$ 758,241	\$ 761,725	\$ 149,369	\$ 907,610
MATERIALS AND SUPPLIES	4,803	5,250	9,509	4,100	9,350
OCCUPANCY	1,882	2,473	2,357	(781)	1,692
CONTRACTUAL SERVICES	309,442	330,179	311,827	37,753	367,932
OTHER CHARGES	14,481	25,677	20,644	4,000	29,677
CAPITAL OUTLAY	-	3,500	-	(3,500)	-
TOTAL	\$ 998,122	\$ 1,125,320	\$ 1,106,064	\$ 190,941	\$ 1,316,261

PERSONNEL SUMMARY			
POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DIRECTOR OF FINANCE	1	1	1
ASSISTANT DIRECTOR OF FINANCE	1	1	1
ACCOUNTING MANAGER	1	1	1
PURCHASING MANAGER	1	1	1
BUYER	0	1	1
BUDGET MANAGER	1	1	1
SR. CAPITAL PROGRAMS SPECIALIST	0	0	1
ACCOUNTANT	1	1	1
ACCOUNTING TECHNICIAN II	1	1	1
ACCOUNTING TECHNICIAN	0	0	0
TOTAL	7	8	9

FIRE SERVICES - TOTAL

DEPARTMENTAL MISSION STATEMENT

The Cedar Park Fire Department will pursue excellence in every aspect of public safety related to the fire service and seek opportunities to serve our community.

CUSTOMERS

- **INTERNAL:** City Council, City Department Heads and Fire Department Employees.
- **EXTERNAL:** Residents of Cedar Park and ETJ area.
Residents in the CAPCOG region primarily through special operations activities such as hazardous materials mitigation, swift water rescue, Technical rescue, and dive recovery operations.
Texas Intrastate Fire Mutual Aid System (TIFMAS) that can require deployments all over Texas.
Texas Commission on Fire Protection, Texas Department of State Health Services, Insurance Services Office, State Fire Marshal Office, Williamson County, Williamson County Fire Chiefs Association, Capital Area Fire Chiefs Association, CAPCOG, and other groups that are typically in a regulatory nature.
- **ULTIMATE:** The CPFDP is in place to serve all our citizens, visitors to our community, external organizations, other city staff, and fellow team members to provide a level of service that exceeds expectations. We strive each day to perform better and create an environment that is good for all that interact with the CPFDP.

SERVICES PROVIDED

- Fire Suppression
- Medical First Response
- Emergency Management
- Community Education
- Hazardous Materials Mitigation
- Dive Recovery
- Fire Safety Education
- Training - Fire Personnel
- Fire Investigation
- Technical Rope Rescue
- Swift Water Rescue
- Extrications
- Fire Code Enforcement, Inspection & Plan Review

FIRE SERVICES - TOTAL

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
• Total Emergency Incidents	5,815	5,825	6,320	6,650
• Fire Marshal Activity	3,586	3,800	3,140	3,140
• # of Tours/Public Education Events	100	150	80	100
• Training hours complete	14,628	16,500	14,600	14,624
• Medical Calls/Vehicle Accident Calls as % of Total Calls	71.4%	72.5%	72.6%	72.5%
• False Alarm Calls as % of Total Calls	8.6%	7.5%	7.6%	8.0%
EFFICIENCY & EFFECTIVENESS MEASURES				
• ISO Rating	1	1	1	1
• % of Turn-out Time Less Than 90 Seconds	78.5%	90.0%	81.0%	90.0%
• EMS Call Median Turn Out Time	0:01	1:00	0:01	1:00
• % of Travel Time Less Than 4 Minutes	36.1%	50.0%	34.9%	65.0%
• % of 360 Evaluations on All Officers	100.0%	100.0%	100.0%	100.0%
• % of Apartments with Fire Inspection Performed	66.3%	80.0%	70.0%	100.0%
Restaurants	27.1%	50.0%	84.1%	75.0%
Nightclubs	14.3%	100.0%	42.9%	100.0%
• % of Fires Contained in Room of Origin	50.0%	70.0%	52.4%	60.0%
• % of Dollar Value Saved on Property With Fire Loss	90.0%	85.0%	80.1%	85.0%
• Percent of traffic accidents cleared within 40 minutes.	81.3%	85.0%	87.3%	85.0%
• % of Fire Cause Determined	44.6%	60.0%	55.6%	60.0%
• Businesses without an Annual Inspection within 3 years	N/A	0.0%	N/A	0.0%
• CPR save rate compared to national average	N/A	0.0%	CP 15.2% NA 10.4%	15.0%

FIRE SERVICES - TOTAL

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 7,548,693	\$ 8,489,287	\$ 8,407,032	\$ 755,828	\$ 9,245,115
MATERIALS AND SUPPLIES	308,443	170,850	198,720	30,738	201,588
MAINTENANCE	439,140	406,894	496,049	4,690	411,584
OCCUPANCY	118,801	136,793	123,488	22,051	158,844
CONTRACTUAL SERVICES	878,243	821,085	854,403	55,641	876,726
OTHER CHARGES	198,992	248,126	234,744	(2,017)	246,109
CAPITAL OUTLAY	185,926	196,600	99,350	(102,050)	94,550
TRANSFERS	1,800,000	-	70,000	-	-
TOTAL	\$ 11,478,238	\$ 10,469,635	\$ 10,483,786	\$ 764,881	\$ 11,234,516

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CIVIL SERVICE			
ASSISTANT FIRE CHIEF	2	2	2
BATTALION CHIEF	5	5	5
LIEUTENANT	19	19	19
DRIVER/ENGINEER	15	15	15
FIREFIGHTER	37	42	42
FIRE INSPECTOR	0	0	1
CIVIL SERVICE TOTAL	78	83	84
NON-CIVIL SERVICE			
FIRE CHIEF	1	1	1
LOGISTICS COORDINATOR	0	0	1
EMERGENCY MANAGEMENT COORDINATOR	1	1	0
ACCREDITATION AND COMPLIANCE COORDINATOR	1	1	1
ADMINISTRATIVE ASSISTANT	2	2	2
NON-CIVIL SERVICE TOTAL	5	5	5
TOTAL	83	88	89

FIRE SERVICES - ADMINISTRATION

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 1,128,022	\$ 1,359,463	\$ 1,180,005	\$ (123,511)	\$ 1,235,952
MATERIALS AND SUPPLIES	19,087	18,420	11,167	10,134	28,554
MAINTENANCE	4,607	3,500	3,659	1,000	4,500
OCCUPANCY	30,179	28,805	27,917	13,840	42,645
CONTRACTUAL SERVICES	142,725	154,569	189,160	22,882	177,451
OTHER CHARGES	119,576	126,497	113,005	8,570	135,067
CAPITAL OUTLAY	-	126,600	99,350	(99,600)	27,000
TRANSFERS	150,000	70,000	70,000	(70,000)	-
TOTAL	\$ 1,594,196	\$ 1,887,854	\$ 1,694,261	\$ (236,685)	\$ 1,651,169

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CIVIL SERVICE			
ASSISTANT FIRE CHIEF	2	2	2
BATTALION CHIEF	1	1	1
LIEUTENANT	1	1	1
CIVIL SERVICE TOTAL	4	4	4
NON-CIVIL SERVICE			
FIRE CHIEF	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
ACCREDITATION AND COMPLIANCE COORDINATOR	1	1	1
NON-CIVIL SERVICE TOTAL	3	3	3
TOTAL	7	7	7

FIRE SERVICES - OPERATIONS

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 5,886,575	\$ 6,637,208	\$ 6,609,152	\$ 569,264	\$ 7,206,472
MATERIALS AND SUPPLIES	275,979	136,702	172,739	6,110	142,812
MAINTENANCE	431,998	398,394	490,610	2,190	400,584
OCCUPANCY	86,111	105,447	93,030	7,241	112,688
CONTRACTUAL SERVICES	705,555	625,599	622,972	32,193	657,792
OTHER CHARGES	71,397	104,222	104,332	(10,000)	94,222
CAPITAL OUTLAY	185,926	-	-	17,000	17,000
TRANSFERS	1,650,000	-	-	-	-
TOTAL	\$ 9,293,543	\$ 8,007,572	\$ 8,092,835	\$ 623,998	\$ 8,631,570

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CIVIL SERVICE			
BATTALION CHIEF	3	3	3
LIEUTENANT	15	15	15
DRIVER/ENGINEER	12	15	15
FIREFIGHTER	35	37	42
CIVIL SERVICE TOTAL	65	70	75
NON-CIVIL SERVICE			
LOGISTICS COORDINATOR	0	0	1
NON-CIVIL SERVICE TOTAL	0	0	1
TOTAL	65	70	76

FIRE SERVICES - FIRE PREVENTION

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 534,095	\$ 492,616	\$ 617,876	\$ 310,075	\$ 802,691
MATERIALS AND SUPPLIES	13,378	15,728	14,814	14,494	30,222
MAINTENANCE	2,534	5,000	1,781	1,500	6,500
OCCUPANCY	2,511	2,541	2,541	970	3,511
CONTRACTUAL SERVICES	29,963	40,917	42,271	566	41,483
OTHER CHARGES	8,019	17,407	17,407	(587)	16,820
CAPITAL OUTLAY	-	-	-	50,550	50,550
TOTAL	\$ 590,500	\$ 574,209	\$ 696,690	\$ 377,568	\$ 951,777

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CIVIL SERVICE			
BATTALION CHIEF	1	1	1
LIEUTENANT	3	3	3
FIRE INSPECTOR	0	0	1
CIVIL SERVICE TOTAL	4	4	5
NON-CIVIL SERVICE			
ADMINISTRATIVE ASSISTANT	1	1	1
NON-CIVIL SERVICE TOTAL	1	1	1
TOTAL	5	5	6

HUMAN RESOURCES

DEPARTMENTAL MISSION STATEMENT

The Human Resources Department is a cohesive, collaborative team of professionals committed to creating a healthy and positive work environment in order to assist in accomplishing the City's goals and objectives. We value integrity, efficiency, problem solving, equity, and character in all of our relationships and interactions. The Human Resources Department does this to promote and facilitate growth, accountability, and empowerment throughout our organization.

CUSTOMERS

- **INTERNAL:** Our primary interaction is with our internal customers, our employees. The HR Department services our individual employees with matters relating to their benefits, compensation, leave, and other HR functions including facilitating the resolution of employee relations issues. Support is also provided to departments with matters relating to recruitment, compliance, and labor relations.
- **EXTERNAL:** The interaction with our external customers is primarily related to recruitment and customer service matters relating to our vendors (i.e. TMRS, TML-IRP, Health Insurance Carrier, etc.). The HR Department interacts with potential applicants by providing the resources required for employment. On a regular basis, we act as intermediaries between our employees and vendors that provide benefit products.
- **ULTIMATE:** Ultimately, The HR department provides such services to internal and external customers to ensure the City sustains a healthy and positive workforce; consequently, contributing to the attainment of the City's goals and objectives and enhancing the Quality of Life for its citizens.

SERVICES PROVIDED

- Compliance with Employment Laws
- Civil Service
- Benefits Administration
- Labor/Employee Relations
- Classification and Compensation Administration
- Training and Development
- Recruitment
- Risk

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
● # of applications processed	6,890	5,000	6,700	6,000
● # of payroll changes entered	26,888	30,000	32,000	33,000
● # of Workers' Compensation claims processed	68	40	35	35
● # of liability claims (general/automobile)	44	25	60	40
EFFICIENCY & EFFECTIVENESS MEASURES				
● Average number of days to fill a position	86	65	75	65
● Full-Time Turnover rate	13.1%	7.0%	11.0%	7.0%
● Full-Time First Year Turnover rate	20.4%	10.0%	37.0%	10.0%
● Worker's Compensation Modifier	0.59	0.58	0.47	0.45

EXPENDITURE SUMMARY					
OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 314,970	\$ 408,863	\$ 429,267	\$ 98,854	\$ 507,717
MATERIALS AND SUPPLIES	3,954	2,850	3,040	4,000	6,850
OCCUPANCY	1,156	1,908	1,908	(800)	1,108
CONTRACTUAL SERVICES	114,880	123,394	95,103	88,761	212,155
OTHER CHARGES	92,768	53,079	45,571	4,399	57,478
TOTAL	\$ 527,727	\$ 590,094	\$ 574,889	\$ 195,214	\$ 785,308

PERSONNEL SUMMARY			
POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DIRECTOR OF HUMAN RESOURCES	1	1	1
ASSISTANT DIRECTOR OF HUMAN RESOURCES	1	1	1
HUMAN RESOURCES PROGRAM MANAGER	1	1	1
SR BENEFITS ANALYST	0	0	1
HUMAN RESOURCES GENERALIST	1	1	1
CUSTOMER RELATIONS SPECIALIST	1	1	1
TOTAL	5	5	6

INFORMATION SERVICES - TOTAL

DEPARTMENTAL MISSION STATEMENT

The Information Services Department delivers quality and innovative technology solutions to provide the community and city staff with convenient access to information and services.

CUSTOMERS

- **INTERNAL:** The Information Services Department offers direct support, application development, and other technology-based services to City departments, City Council, and staff members that utilize the City's network, communications, and applications.
- **EXTERNAL:** External customers include members of City boards and commissions and other local governmental entities.
- **ULTIMATE:** The Citizens of the City of Cedar Park.

SERVICES PROVIDED

- | | |
|---|---------------------------------------|
| ● Application Support | ● Application Development |
| ● Business Analysis | ● Data Backup, Archival and Retrieval |
| ● Datacenter Management | ● Desktop Support |
| ● Geospatial (GIS) Development & Analysis | ● HelpDesk |
| ● Local Area & Wide Area Network | ● Network Support |
| ● Process Improvement | ● Project Management |
| ● Report Writing | ● Security Management |
| ● Server Support | ● Technical Planning & Design |
| ● Technical Support | ● Training |
| ● Web Development | ● Web Support |
| ● Wifi Management | ● VoIP Management & Support |

INFORMATION SERVICES - TOTAL

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
● Application and data servers	156	170	173	N/A
● Personal computers	462	475	600	N/A
● Information technology help calls	4,680	4,000	5,995	N/A
● Network configuration changes	6,509	3,200	3,100	N/A
● Wireless access points supported	131	150	150	N/A
● Network devices supported	87	90	95	N/A
● Telephones supported	332	340	493	N/A
● Printers supported	96	98	95	N/A
● Other tech devices supported	394	450	453	N/A
● Building security controlled doors	166	175	208	N/A
● Overall electronic data supported in terabytes	580	615	736	N/A
● Total number of major projects worked	29	95	69	N/A
● IS Budget as % of City	N/A	N/A	N/A	2%
● IS OpEx as % of Budget	N/A	N/A	N/A	80%
● IS CapEx as % of Budget	N/A	N/A	N/A	20%
EFFICIENCY & EFFECTIVENESS MEASURES				
● % Critical calls cleared in 8 hours	92.1%	97.0%	98.8%	N/A
● % Non-Critical calls cleared in 48 hours	75.9%	88.0%	80.8%	N/A
● % of network uptime during business hours	99.1%	99.9%	99.9%	N/A
● Blocked hacking attempts	99.1%	99.9%	99.9%	N/A
● Blocked SPAM emails	99.1%	99.9%	99.9%	N/A
● Network Availability	N/A	N/A	N/A	98.5%
● Application Availability	N/A	N/A	N/A	97.5%
● Patch/Big Fix Success	N/A	N/A	N/A	99.5%
● Timely Account Terminations	N/A	N/A	N/A	99.5%
● Enterprise Projects - Timeliness	N/A	N/A	N/A	95.5%
● Enterprise Projects - On Budget	N/A	N/A	N/A	98.5%
● Average Application Response Time	N/A	N/A	N/A	3.5 sec
● % Critical calls cleared in 1 hour	N/A	N/A	N/A	95.5%
● % Level 1 (High) calls cleared in 4 hours	N/A	N/A	N/A	98.5%
● % Level 2 (Medium) calls cleared in 24 hours	N/A	N/A	N/A	99.9%
● % Level 3 (Low) calls cleared in 72 hours	N/A	N/A	N/A	99.9%
● Blocked hacking attempts	N/A	N/A	N/A	99.9%

INFORMATION SERVICES - TOTAL

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 723,364	\$ 975,907	\$ 902,152	\$ 96,644	\$ 1,072,551
MATERIALS AND SUPPLIES	4,664	11,782	13,947	(1,254)	10,528
MAINTENANCE	23,162	23,675	8,356	-	23,675
OCCUPANCY	14,953	40,156	16,759	(24,033)	16,123
CONTRACTUAL SERVICES	608,848	770,408	876,107	271,490	1,041,898
OTHER CHARGES	37,672	48,824	32,328	5,000	53,824
CAPITAL OUTLAY	13,742	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
TOTAL	\$ 1,426,403	\$ 1,870,752	\$ 1,849,649	\$ 347,847	\$ 2,218,599

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DIRECTOR OF INFORMATION SERVICES	1	1	1
DIRECTOR OF INFORMATION TECHNOLOGY	0	0	0
ASSISTANT DIRECTOR OF INFORMATION SERVICES	1	1	1
IT PROJECT MANAGER	0	1	1
IT BUSINESS ANALYST	0	1	1
SYSTEMS ENGINEER	1	1	1
SYSTEMS ADMINISTRATOR	1	1	1
NETWORK ADMINISTRATOR	1	1	1
GIS SPECIALIST	0	0	1
TECHNICAL SUPPORT/HELP DESK SPECIALIST	2.5	3.0	3
APPLICATIONS MANAGER	1	1	1
INFORMATION SYSTEM SPECIALIST	1	1	1
APPLICATIONS SPECIALIST	1	1	1
TOTAL	11	13	14

INFORMATION SERVICES - OPERATIONS

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 602,685	\$ 822,088	\$ 737,634	\$ 14,184	\$ 836,272
MATERIALS AND SUPPLIES	3,292	9,017	11,570	(5,604)	3,413
MAINTENANCE	23,162	23,675	8,356	-	23,675
OCCUPANCY	14,953	36,716	15,724	(23,507)	13,209
CONTRACTUAL SERVICES	551,842	747,604	841,549	215,372	962,976
OTHER CHARGES	24,467	36,042	20,428	-	36,042
CAPITAL OUTLAY	13,742	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
TOTAL	\$ 1,234,142	\$ 1,675,142	\$ 1,635,260	\$ 200,445	\$ 1,875,587

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DIRECTOR OF INFORMATION SERVICES	1	1	1
DIRECTOR OF INFORMATION TECHNOLOGY	0	0	0
ASSISTANT DIRECTOR OF INFORMATION SERVICES	1	1	1
IT PROJECT MANAGER	0	1	1
IT BUSINESS ANALYST	0	1	1
SYSTEMS ENGINEER	1	1	1
SYSTEMS ADMINISTRATOR	1	1	1
NETWORK ADMINISTRATOR	1	1	1
GIS SPECIALIST	0	0	1
TECHNICAL SUPPORT/HELP DESK SPECIALIST	2	2.5	3
TOTAL	7	9.5	11

INFORMATION SERVICES - APPLICATIONS

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 120,679	\$ 153,819	\$ 164,517	\$ 82,460	\$ 236,279
MATERIALS AND SUPPLIES	1,371	2,765	2,378	4,350	7,115
OCCUPANCY	-	3,440	1,036	(526)	2,914
CONTRACTUAL SERVICES	57,006	22,804	34,558	56,118	78,922
OTHER CHARGES	13,205	12,782	11,900	5,000	17,782
TOTAL	\$ 192,261	\$ 195,610	\$ 214,389	\$ 147,402	\$ 343,012

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
APPLICATIONS MANAGER	1	1	1
INFORMATION SYSTEM SPECIALIST	1	1	1
APPLICATIONS SPECIALIST	1	1	1
TOTAL	3	3	3

LEGAL SERVICES

DEPARTMENTAL MISSION STATEMENT

The Legal Services Department shall provide timely, accurate and cost-effective legal services to the City Council, City Manager, Staff and the City Boards and Commissions, on matters of municipal concern.

CUSTOMERS

- **INTERNAL:** The Departments direct internal customers consist of the City Manager, City Staff, Municipal Court and the Police Department. The City Attorney assists the City Manager with matters of municipal law and seeks creative solutions to issues within the confines of the law.
- **EXTERNAL:** The Departments direct external customers are the City Council and the City Boards and Commissions. The City Attorney attends all Council meetings and advises the Council and Board members on various legal issues they encounter. All Board and Commission meetings are attended by an attorney from the Legal Department.
- **ULTIMATE:** As with all municipal services, the Legal Services Departments ultimate customer is the City of Cedar Park and its citizens. The Legal Services Department prides itself on being a partner with the rest of the City's employees in providing such legal services that promotes the effectiveness of the City and enhances the quality of life of its citizens.

SERVICES PROVIDED

- Advisor of, and attorney for, all of the offices and departments of the City of Cedar Park, the City Council and the City Boards and Commissions
- Monitors changes in state and federal law and ensures each department is aware of, and complies with, those changes
- Organizes the Charter Review Committee and prepares resulting propositions for the election ballot
- Represents the City in all litigation and controversies, including Municipal Court cases.
- Prosecutes all cases before the Municipal Court
- Prepares legal briefs and opinions
- Provides support, including drafting, review and negotiation as necessary, of various contracts for professional and other services
- Reviews all meeting agendas and supporting materials to ensure compliance with applicable law
- Prepares responses to public information requests pertaining to the Police Department
- Prepares ordinances and resolutions that are considered by the Council
- Develops legal strategies
- Drafts City ordinances

LEGAL SERVICES

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
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WORKLOAD MEASURES

● Ordinances/Resolutions Reviewed or Prepared	220	280	217	225
● Legal Opinions Given	864	800	1,185	1,200
● Contracts/Forms Reviewed or Prepared	342	305	500	515
● Council, Board and Commission Meetings	78	105	95	95

EFFICIENCY & EFFECTIVENESS MEASURES

● % of Ordinances and Resolutions Reviewed/Prepared by the Deadline	100%	100%	100%	100%
● % of Legal Opinions Given by Deadline	100%	100%	100%	100%
● % of Legal Opinions Successfully Challenged	0%	0%	0%	0%
● % of Contract Provisions Successfully	0%	0%	0%	0%
● % of Contracts/Forms Reviewed by Deadline	100%	100%	100%	100%
● Council, Board, and Commission Meetings Missed	0%	0%	0%	0%

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 448,818	\$ 579,839	\$ 571,549	\$ 38,672	\$ 618,511
MATERIALS AND SUPPLIES	799	5,565	2,558	(2,600)	2,965
MAINTENANCE	-	46,426	44,176	(46,426)	-
OCCUPANCY	2,060	3,403	3,403	(2,111)	1,292
CONTRACTUAL SERVICES	197,309	177,156	174,458	(1,910)	175,246
OTHER CHARGES	14,300	18,542	17,785	-	18,542
CAPITAL OUTLAY	-	1,350	-	(1,350)	-
TOTAL	\$ 663,286	\$ 832,281	\$ 813,928	\$ (15,725)	\$ 816,556

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CITY ATTORNEY	1	1	1
ASSISTANT CITY ATTORNEY	1	2	2
LEGAL ASSISTANT	1	1	1
PROSECUTOR	1	1	1
TOTAL	4	5	5

LIBRARY

DEPARTMENTAL MISSION STATEMENT

The Library promotes literacy and encourages lifelong learning for all members of the community by providing educational, informational, cultural and recreational resources.

CUSTOMERS

- **INTERNAL:** The Library's internal customers are all city staff members, elected officials, appointed board and commission members, and Library Foundation and Friends of the Library members.
- **EXTERNAL:** The Library's external customers are citizens of Cedar Park and members from neighborhood communities who use our library, as well as vendors, volunteers, and service organizations within our community.
- **ULTIMATE:** Everyone in the community the Library serves benefits from a well-informed and connected citizenry with access to high quality Library services that develop their personal and professional opportunities.

SERVICES PROVIDED

- Information and Research Services
- Educational, Informational, Recreational and Cultural Programs
- Collection Development of Fiction and Non-Fiction Materials
- Electronic Resources
- Family Place Early Learning Center
- Circulation and Inter-Library Loan Services
- Public Access Computers and Wireless Internet
- Community Meeting Rooms and Study Rooms
- Cataloging and Classification Services
- Technology Instruction Service

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
● # of visits (total)	279,482	285,000	282,277	285,000
● # of visits per capita (average)	3.6	N/A	3.6	3.6
● # of items in collection (total)	139,533	N/A	143,500	146,000
● # of checkouts (total)	621,542	610,000	625,000	650,000
● # of active members (total)	12,423	13,000	15,000	16,000
● \$ saved yearly by using Library per member	N/A	N/A	\$ 728	\$ 730
● # of program attendees (total)	52,447	55,000	52,500	53,500
● # of programs and special events (total)	1,033	1,000	1,050	1,150
● # of public uses of Library meeting rooms (total)	1,483	N/A	1,500	1,525
● # of literacy/learning questions answered (total)	33,422	N/A	30,504	33,000
● # of technology questions answered (total)	11,977	N/A	13,079	13,500
● # of computer and wireless internet uses (total)	771,926	N/A	948,978	1,000,000

LIBRARY

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 1,009,991	\$ 1,134,427	\$ 1,114,209	\$ 1,240	\$ 1,135,667
MATERIALS AND SUPPLIES	33,622	27,998	27,998	(300)	27,698
MAINTENANCE	55,674	79,770	62,242	(10,400)	69,370
OCCUPANCY	65,496	68,531	68,756	3,376	71,907
CONTRACTUAL SERVICES	102,456	153,803	163,508	13,014	166,817
OTHER CHARGES	196,785	230,632	228,943	37,000	267,632
CAPITAL OUTLAY	23,830	-	15,551	-	-
TOTAL	\$ 1,487,853	\$ 1,695,161	\$ 1,681,208	\$ 43,930	\$ 1,739,091

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
LIBRARY DIRECTOR	1	1	1
ASSISTANT LIBRARY DIRECTOR	1	1	1
CIRCULATION SUPERVISOR	2	2	2
YOUTH SERVICES MANAGER	1	1	1
LEAD PUBLIC SERVICES LIBRARIAN	1	1	1
LIBRARIAN	1	2	2
CHILDREN'S PROGRAM ASSISTANT	1	1	1
LEAD LIBRARY GENERALIST	1	1	1
LIBRARY GENERALIST	5.25	5.25	5.25
TECHNICAL SERVICES ASSISTANT	1	1.5	1.5
ADMINISTRATIVE ASSISTANT	1	1	1
LIBRARIAN - PT	1	1	1
LIBRARY AID	1.75	1.75	1.75
TOTAL	19.00	20.50	20.50

MUNICIPAL COURT

DEPARTMENTAL MISSION STATEMENT

To administer timely justice with equality, fairness and integrity, through the use of efficient case flow management practices and the responsible use of resources.

CUSTOMERS

- **INTERNAL:** City Departments and staff; City Council; Police Department, boards and commissions; judges and court staff.
- **EXTERNAL:** Litigants, jurors, witnesses, victims, attorneys, parents of juvenile defendants, bondsmen, local business, local, state, and federal agencies, and the general public.
- **ULTIMATE:** The court's ultimate customers are the residential and corporate citizens of Cedar Park, as their trust and belief in the local judicial system is largely based on their contact and experience in Municipal Court. This is because more people come into contact with Municipal Courts than all other courts combined in the State of Texas.

SERVICES PROVIDED

- Docket/Caseflow Management
- Juvenile Case Processing
- Access to Court
- Informational Services
- Mandatory Reporting
- Warrant Maintenance
- Compliance with Court Orders

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
● # of Cases Filed	6,054	5,900	5,800	5,800
● # of Warrants Issued	1,583	1,000	748	750
● # of Warrants Cleared	1,406	1,000	1,000	1,000
● # of Contested Dockets (trial-related)	1,462	1,200	1,550	1,200
● # of Case-Related Correspondence	4,791	5,000	6,000	5,500
EFFICIENCY & EFFECTIVENESS MEASURES				
● Compliance Rates	66%	60%	75%	75%
● Juvenile Compliance Rates	85%	90%	93%	90%
● % of Initial Appearances Met	78%	82%	80%	80%
● Clearance Rates	111%	100%	100%	100%
● Trial Date Certainty	90%	90%	95%	90%
● Time to Disposition	95%	95%	95%	95%

MUNICIPAL COURT

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 497,791	\$ 511,607	\$ 518,490	\$ 21,361	\$ 532,968
MATERIALS AND SUPPLIES	3,341	3,515	3,515	-	3,515
MAINTENANCE	9,634	10,000	10,000	-	10,000
OCCUPANCY	36,859	37,962	33,826	2,786	40,748
CONTRACTUAL SERVICES	5,401	31,307	25,205	(12,242)	19,065
OTHER CHARGES	18,261	38,030	24,019	-	38,030
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	\$ 565,118	\$ 637,421	\$ 615,055	\$ 6,905	\$ 644,326

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
COURT ADMINISTRATOR	1	1	1
COURT OPERATIONS SUPERVISOR	1	1	1
SENIOR DEPUTY CLERK	1	1	1
DEPUTY COURT CLERK	4	4	4
JUVENILE CASE MANAGER	1	1	1
JUDGES	1	1	1
BAILIFF	0.5	0.5	0.5
TOTAL	9.5	9.5	9.5

PARKS AND RECREATION - TOTAL

DEPARTMENTAL MISSION STATEMENT

The Cedar Park Parks and Recreation Department is dedicated to providing responsive, efficient and reliable operation, maintenance and management of City parkland, sports fields, athletic facilities, recreation center, aquatic facilities, recreational programs and special events to help support a high quality of life for the entire community.

CUSTOMERS

- **INTERNAL:** Our internal customers include the employees in all other city departments. The Parks and Recreation Department provides facilities and events that are available to all city employees. Whether it is being on a softball team playing at Brushy Creek Sports Park or attending an HR meeting at the Recreation Center Community Rooms, we seek to partner with all departments in the spirit of cooperation and teamwork.
- **EXTERNAL:** The Parks and Recreation Department's external customers include a wide variety of people that live in our city limits, service areas and beyond. Outdoor and indoor recreation in Cedar Park includes everyone from the small children enrolled in swim lessons at Milburn Pool to the adult tennis leagues at Nelson Ranch Park. Couples casually listening to summer concerts and the men competing in the adult basketball leagues are also a part of those we serve.
- **ULTIMATE:** The Parks and Recreation Department's ultimate customers include those citizens in the Central Texas area that have the opportunity to view Cedar Park's well maintained landscapes in our parks and along roadways. Continuing to pursue the goal of corridor beautification will provide a welcome feeling to our out-of-town visitors. Ultimate customers also include those residents who recognize an added value to their homes as a result of living near a well maintained park.

SERVICES PROVIDED

- Community Events and Parades
- Kids Summer Day Camp
- Outdoor Concerts
- Recreation Center
- Swimming Pools and Splash pad
- Summer Swim Lesson Programs
- Fitness Programs
- Athletic Fields and Facilities
- Park Maintenance and Mowing
- Roadway Median Mowing
- Community Art Program
- Hike and Bike Trails
- Pavilion and Facility Rentals
- Youth Sports Leagues and Athletic Tournaments
- Scholarship Program
- Online Registration
- Volunteer Opportunities
- Senior Citizen Programs
- Youth Playgrounds
- Cave Preserve Parks
- Skate Park
- Dog Park
- Golf Tournament
- Bike Park

PARKS AND RECREATION - TOTAL

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
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WORKLOAD MEASURES

● # of Park Facility Rentals	3,615	2,500	3,500	3,800
● Avg Daily Attendance at Park Facilities	3,950	5,000	4,000	5,000
● Annual Athletic Facility Usage	73,000	N/A	73,000	75,000
● Recreation Center Memberships Issued	9,465	6,800	9,500	9,300
● Recreation Day Passes Sold	5,153	N/A	5,200	5,000
● Attendance at Community Events	50,000	50,000	35,000	52,200
● # of Children Attending Camp Timberwolf	1,122	1,040	870	920
● Aquatic facilities operated/maintained	4	4	4	4
● Annual Work Orders Completed	N/A	N/A	650	1,200

EFFICIENCY & EFFECTIVENESS MEASURES

● Work Orders Completed within 24 Hours	N/A	N/A	90.0%	95.0%
● Recreation Center Memberships Retained	52.0%	60.0%	52.0%	50.0%
● Recreation Center Annual Cost Recovery	80.0%	70.0%	80.0%	70.0%
● Aquatics Cost Recovery	51.0%	80.0%	58.0%	60.0%
● Vendors at Community Events	205	150	219	225
● Event Sponsors	28	30	48	55
● Camp Timberwolf Cost Recovery	126.0%	117.0%	100.0%	115.0%
● Developed Acreage per Maint. Employee	32	32	32	28

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 2,243,150	\$ 2,421,275	\$ 2,343,315	\$ 337,717	\$ 2,758,992
MATERIALS AND SUPPLIES	222,645	213,387	224,954	57,869	271,256
MAINTENANCE	367,138	270,549	323,877	119,000	389,549
OCCUPANCY	294,723	327,656	318,715	12,146	339,802
CONTRACTUAL SERVICES	447,534	497,622	525,846	(79,805)	417,817
OTHER CHARGES	207,161	213,413	197,529	21,300	234,713
CAPITAL OUTLAY	47,259	-	-	127,800	127,800
TRANSFERS	58,000	-	-	35,000	35,000
TOTAL	\$ 3,887,608	\$ 3,943,902	\$ 3,934,236	\$ 631,027	\$ 4,574,929

PARKS AND RECREATION - TOTAL

PERSONNEL SUMMARY			
POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DIRECTOR OF PARKS AND RECREATION	1	1	1
ASSISTANT DIRECTOR OF PARKS AND RECREATION	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
PARKS SUPERINTENDENT	1	1	1
PARKS FOREMAN	1	1	2
CREW LEADER	4	4	4
MAINTENANCE WORKER	11	11	16
PARKS ATTENDANT	1	1	1
SEASONAL MAINTENANCE WORKER	0.5	0.5	0.5
RECREATION MANAGER	1	1	1
ATHLETIC PROGRAM MANAGER	1	1	1
RECREATION SPECIALIST	3	3	3
LEAD RECREATION ASSISTANT	0.5	0.5	0.5
BABYSITTER	0	0	1.5
RECREATION ASSISTANT - PT	4	4	4
AQUATICS MANAGER	1	1	1
AQUATICS SPECIALIST	1	1	1
RECREATION PROGRAM MANAGER	1	1	1
RECREATION PROGRAM SPECIALIST	1	1	1
TOTAL	35	35	42.5

PARKS AND RECREATION - ADMINISTRATION

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 291,338	\$ 332,841	\$ 288,073	\$ 35,712	\$ 368,553
MATERIALS AND SUPPLIES	8,947	8,737	9,268	295	9,032
MAINTENANCE	77	250	250	-	250
OCCUPANCY	10,833	22,014	15,173	(9,654)	12,360
CONTRACTUAL SERVICES	70,339	77,453	77,453	8,857	86,310
OTHER CHARGES	67,986	70,002	66,005	7,000	77,002
CAPITAL OUTLAY	-	-	-	28,000	28,000
TRANSFER	58,000	-	-	35,000	35,000
TOTAL	\$ 507,519	\$ 511,297	\$ 456,222	\$ 105,210	\$ 616,507

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DIRECTOR OF PARKS AND RECREATION	1	1	1
ASSISTANT DIRECTOR OF PARKS AND RECREATION	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
TOTAL	3	3	3

PARKS AND RECREATION - PARK OPERATIONS

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017	FY 2018	FY 2018	BUDGET	FY 2019
	ACTUAL	BUDGET	PROJECTED	ADJUSTMENTS	BUDGET
PERSONNEL SERVICES	\$ 926,279	\$ 989,610	\$ 944,278	\$ 228,889	\$ 1,218,499
MATERIALS AND SUPPLIES	62,954	66,420	65,889	9,078	75,498
MAINTENANCE	122,720	100,581	98,910	-	100,581
OCCUPANCY	82,533	83,738	83,739	6,991	90,729
CONTRACTUAL SERVICES	182,477	218,958	219,272	(92,878)	126,080
OTHER CHARGES	16,744	21,210	21,127	5,000	26,210
CAPITAL OUTLAY	47,259	-	-	99,800	99,800
TOTAL	\$ 1,440,966	\$ 1,480,517	\$ 1,433,214	\$ 256,880	\$ 1,737,397

PERSONNEL SUMMARY

POSITIONS	FY 2017	FY 2018	FY 2019
	ACTUAL	BUDGET	BUDGET
PARKS SUPERINTENDENT	1	1	1
PARKS FOREMAN	1	1	2
CREW LEADER	4	4	4
MAINTENANCE WORKER	11	11	16
PARKS ATTENDANT	1	1	1
SEASONAL MAINTENANCE WORKER	0.5	0.5	0.5
TOTAL	18.5	18.5	24.5

PARKS AND RECREATION - RECREATION CENTER

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 398,306	\$ 430,481	\$ 420,725	\$ 28,461	\$ 458,942
MATERIALS AND SUPPLIES	35,399	28,400	30,491	5,000	33,400
MAINTENANCE	76,071	87,064	87,063	64,000	151,064
OCCUPANCY	114,906	125,828	125,829	7,019	132,847
CONTRACTUAL SERVICES	172,697	183,017	176,544	(8,005)	175,012
OTHER CHARGES	4,714	9,009	8,995	-	9,009
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	\$ 802,092	\$ 863,799	\$ 849,647	\$ 96,475	\$ 960,274

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
RECREATION MANAGER	1	1	1
ATHLETIC PROGRAM MANAGER	1	1	1
RECREATION SPECIALIST	3	3	3
LEAD RECREATION ASSISTANT	0.5	0.5	0.5
BABYSITTER	0	0	1.5
RECREATION ASSISTANT - PT	4	4	4
TOTAL	9.5	9.5	11

PARKS AND RECREATION - AQUATICS

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017	FY 2018	FY 2018	BUDGET	FY 2019
	ACTUAL	BUDGET	PROJECTED	ADJUSTMENTS	BUDGET
PERSONNEL SERVICES	\$ 435,195	\$ 456,398	\$ 471,422	\$ 42,472	\$ 498,870
MATERIALS AND SUPPLIES	64,330	42,891	60,325	38,791	81,682
MAINTENANCE	168,253	82,154	137,154	55,000	137,154
OCCUPANCY	84,811	94,052	91,951	5,271	99,323
CONTRACTUAL SERVICES	20,938	17,208	51,592	6,680	23,888
OTHER CHARGES	5,503	6,735	6,901	1,800	8,535
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	\$ 779,030	\$ 699,438	\$ 819,345	\$ 150,014	\$ 849,452

PERSONNEL SUMMARY

POSITIONS	FY 2017	FY 2018	FY 2019
	ACTUAL	BUDGET	BUDGET
AQUATICS MANAGER	1	1	1
AQUATICS SPECIALIST	1	1	1
TOTAL	2	2	2

PARKS AND RECREATION - COMMUNITY RECREATION

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017	FY 2018	FY 2018	BUDGET	FY 2019
	ACTUAL	BUDGET	PROJECTED	ADJUSTMENTS	BUDGET
PERSONNEL SERVICES	\$ 192,033	\$ 211,945	\$ 218,817	\$ 2,183	\$ 214,128
MATERIALS AND SUPPLIES	51,015	66,939	58,981	4,705	71,644
MAINTENANCE	17	500	500	-	500
OCCUPANCY	1,640	2,024	2,024	2,519	4,543
CONTRACTUAL SERVICES	1,083	986	986	5,541	6,527
OTHER CHARGES	112,214	106,457	94,501	7,500	113,957
TOTAL	\$ 358,001	\$ 388,851	\$ 375,809	\$ 22,448	\$ 411,299

PERSONNEL SUMMARY

POSITIONS	FY 2017	FY 2018	FY 2019
	ACTUAL	BUDGET	BUDGET
RECREATION PROGRAM MANAGER	1	1	1
RECREATION PROGRAM SPECIALIST	1	1	1
TOTAL	2	2	2

POLICE SERVICES- TOTAL

DEPARTMENTAL MISSION STATEMENT

The mission of the Cedar Park Police Department is to enhance the quality of life in the City of Cedar Park through a proactive and professional level of police service; to maintain a strong commitment of excellence; to ensure safety through integrity, trust and accountability; to treat all persons with respect, dignity and equality, and to build partnerships with the community to meet current and future challenges. Animal Control is included in the Cedar Park Police Department.

CORE VALUES

- Life
- Integrity
- Service
- Excellence
- Law
- Accountability
- Community Partnerships

CUSTOMERS

- **INTERNAL:** Sworn personnel, Non-sworn support personnel, volunteers, other city departments, city employees, and City Council Members.
- **EXTERNAL:** Community at large, visitors and tourists, victims, complainants, criminals, traffic violators, criminal justice system agencies, law enforcement agencies, approved vendors.
- **ULTIMATE:** The members of our community who are being served, protected, and who enjoy a high quality of life in which to live, work and play.

SERVICES PROVIDED

- Routine Patrol Services
- Law Enforcement
- Criminal Investigation
- Traffic Enforcement
- Response to Calls for Service
- Collision Investigation
- Arrests of Criminal Suspects
- Special Events/Crowd Control
- Enforcement of Animal Control Ordinances
- Pet Licensing
- Open Records Requests
- Traffic Direction and Control
- Public Safety Communication, Dispatching
- Report and Record Management
- Evidence and Property Control
- Community Services
- Crime Prevention
- First Response to Criminal Incidents
- Animal Cruelty Investigations
- Emergency Response to Injured Animals
- Field Return and Impounded Animals

POLICE SERVICES- TOTAL

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
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WORKLOAD MEASURES

• Part I Crimes Reported	1,787	1,844	1,693	1,750
• Traffic Enforcement Contacts	21,407	20,975	22,570	22,050
• Traffic Enforcement Violations Issued	4,798	5,020	4,578	4,900
• Felony Charges	678	828	503	600
• Misdemeanor Charges	1,848	1,975	1,596	1,825
• Calls for Animal Control services	4,447	4,150	4,634	4,500
• Impounded animals	948	850	1,105	930
• Animal Control Citations issued	34	50	61	50
• Animal Control Warnings issued	558	1,175	711	800
• Registration	557	650	600	600
• Open Records Requests	1,452	1,650	1,618	1,510

EFFICIENCY & EFFECTIVENESS MEASURES

• Emergency call average response time in	6.5	6.4	6.4	6.2
• Non-emergency call average response time in	10.1	9.5	9.7	9.5
• % of emergency calls within the response time of 5 minutes or less	43.7%	50.0%	50.7%	50.0%
• Crime Rate of under 2,000 index crimes per 100,000 population	<2000	<2000	<2000	<2000
• Clearance rate of Part 1 Offenses	29.4%	35.0%	30.7%	34.3%
• Field Release of Impounded Animals prior to being transported to the Shelter	665	650	697	650

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 10,630,848	\$ 11,962,681	\$ 11,534,332	\$ 563,523	\$ 12,526,204
MATERIALS AND SUPPLIES	625,501	483,943	486,487	115,175	599,118
MAINTENANCE	251,557	202,050	217,742	4,000	206,050
OCCUPANCY	244,189	245,628	254,060	24,276	269,904
CONTRACTUAL SERVICES	1,477,723	1,578,720	1,588,387	164,742	1,743,462
OTHER CHARGES	409,217	422,475	415,448	8,899	431,374
CAPITAL OUTLAY	129,578	109,700	315,209	54,930	164,630
TRANSFERS	500,000	-	175,000	-	-
TOTAL	\$ 14,268,613	\$ 15,005,197	\$ 14,986,665	\$ 935,545	\$ 15,940,742

POLICE SERVICES- TOTAL

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CIVIL SERVICE			
ASSISTANT POLICE CHIEF	1	1	1
COMMANDER	2	2	2
LIEUTENANT	4	4	5
SERGEANT	10	11	14
CORPORAL/DETECTIVE	18	18	18
POLICE OFFICER	53	57	56
CIVIL SERVICE TOTAL	88	93	96
NON-CIVIL SERVICE			
POLICE CHIEF	1	1	1
PUBLIC SAFETY MEDIA SPECIALIST	1	1	1
SYSTEMS ADMINISTRATOR	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
COMM. AND RECORDS STAFF MANAGER	1	1	1
COMMUNICATIONS SUPERVISOR	4	4	4
DISPATCHER	12	12	12
9-1-1 CALL TAKER	1	2	2
RECORDS SUPERVISOR	1	1	1
RECORDS CLERK	2	2	2
ADMINISTRATIVE TECHNICIAN	1	1	1
EVIDENCE AND PROPERTY SUPERVISOR	1	1	1
CRIME SCENE EVIDENCE TECHNICIAN	2	3	3
CRIME ANALYST	1	1	1
ACCRED. & COMP. ANALYST	1	1	1
PD LOGISTICS COORDINATOR	1	1	1
ANIMAL CONTROL SUPERVISOR	1	1	1
ANIMAL CONTROL OFFICER	3	3	3
VICTIM SERVICES COORDINATOR	1	1	1
NON-CIVIL SERVICE TOTAL	37	39	39
TOTAL	125	132	135

POLICE - ADMINISTRATION

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 1,394,836	\$ 2,051,464	\$ 1,446,855	\$ (504,966)	\$ 1,546,498
MATERIALS AND SUPPLIES	29,662	37,563	38,605	2,970	40,533
MAINTENANCE	92,208	55,500	62,752	-	55,500
OCCUPANCY	224,593	224,782	233,213	19,669	244,451
CONTRACTUAL SERVICES	122,527	194,106	194,105	44,289	238,395
OTHER CHARGES	117,748	111,712	110,556	-	111,712
CAPITAL OUTLAY	-	-	5,509	-	-
TRANSFERS	-	-	175,000	-	-
TOTAL	\$ 1,981,574	\$ 2,675,127	\$ 2,266,595	\$ (438,038)	\$ 2,237,089

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CIVIL SERVICE			
ASSISTANT POLICE CHIEF	1	1	1
COMMANDER	2	2	2
LIEUTENANT	4	4	5
CIVIL SERVICE TOTAL	7	7	7
NON-CIVIL SERVICE			
POLICE CHIEF	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
SYSTEMS ADMINISTRATOR	1	1	1
NON-CIVIL SERVICE TOTAL	3	3	3
TOTAL	10	10	10

POLICE - OPERATIONS

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 5,627,755	\$ 5,744,551	\$ 5,869,722	\$ 291,550	\$ 6,036,101
MATERIALS AND SUPPLIES	364,651	325,454	326,231	40,137	365,591
MAINTENANCE	148,642	136,500	145,863	2,000	138,500
OCCUPANCY	8,236	9,085	9,085	682	9,767
CONTRACTUAL SERVICES	575,571	684,195	684,181	31,731	715,926
OTHER CHARGES	162,151	167,501	167,166	4,599	172,100
CAPITAL OUTLAY	70,715	47,700	247,700	49,930	97,630
TOTAL	\$ 6,957,720	\$ 7,114,986	\$ 7,449,949	\$ 420,629	\$ 7,535,615

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CIVIL SERVICE			
SERGEANT	7	7	10
CORPORAL/DETECTIVE	6	6	6
POLICE OFFICER	51	53	54
CIVIL SERVICE TOTAL	64	66	68
NON-CIVIL SERVICE	0	0	0
NON-CIVIL SERVICE TOTAL	0	0	0
TOTAL	64	66	68

POLICE - COMMUNICATIONS AND RECORDS

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 1,086,942	\$ 1,269,249	\$ 1,185,054	\$ 79,473	\$ 1,348,722
MATERIALS AND SUPPLIES	88,682	7,700	8,348	61,773	69,473
MAINTENANCE	-	1,000	740	-	1,000
OCCUPANCY	635	636	636	(166)	470
CONTRACTUAL SERVICES	429,765	464,812	464,812	(50,685)	414,127
OTHER CHARGES	15,546	27,406	29,553	-	27,406
CAPITAL OUTLAY	7,770	-	-	-	-
TOTAL	\$ 1,629,341	\$ 1,770,803	\$ 1,689,143	\$ 90,395	\$ 1,861,198

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CIVIL SERVICE			
N/A	0	0	0
CIVIL SERVICE TOTAL	0	0	0
NON-CIVIL SERVICE			
COMM. AND RECORDS STAFF MANAGER	1	1	1
COMMUNICATIONS SUPERVISOR	4	4	4
DISPATCHER	12	12	12
9-1-1 CALL TAKER	1	1	2
RECORDS SUPERVISOR	1	1	1
RECORDS CLERK	2	2	2
ADMINISTRATIVE TECHNICIAN	1	1	1
NON-CIVIL SERVICE TOTAL	22	22	23
TOTAL	22	22	23

POLICE - SUPPORT

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 2,320,209	\$ 2,692,899	\$ 2,819,019	\$ 689,676	\$ 3,382,575
MATERIALS AND SUPPLIES	127,764	98,508	98,907	7,373	105,881
MAINTENANCE	12,152	5,000	4,337	2,000	7,000
OCCUPANCY	9,166	9,594	9,594	3,373	12,967
CONTRACTUAL SERVICES	110,586	64,481	74,164	84,436	148,917
OTHER CHARGES	107,400	100,056	97,413	5,300	105,356
CAPITAL OUTLAY	51,093	62,000	62,000	5,000	67,000
TOTAL	\$ 2,738,369	\$ 3,032,538	\$ 3,165,433	\$ 797,158	\$ 3,829,696

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CIVIL SERVICE			
SERGEANT	3	3	4
CORPORAL/DETECTIVE	12	12	12
POLICE OFFICER	2	2	2
CIVIL SERVICE TOTAL	17	17	18
NON-CIVIL SERVICE			
EVIDENCE AND PROPERTY SUPERVISOR	1	1	1
PUBLIC SAFETY MEDIA SPECIALIST	1	1	1
CRIME SCENE EVIDENCE TECHNICIAN	2	3	3
CRIME ANALYST	1	1	1
ACCRED. & COMP. ANALYST	1	1	1
PD LOGISTICS COORDINATOR	1	1	1
VICTIM SERVICES COORDINATOR	1	1	1
NON-CIVIL SERVICE TOTAL	8	9	9
TOTAL	25	26	27

POLICE - ANIMAL CONTROL

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 201,106	\$ 204,518	\$ 213,682	\$ 7,790	\$ 212,308
MATERIALS AND SUPPLIES	14,743	14,718	14,397	2,922	17,640
MAINTENANCE	(1,444)	4,050	4,050	-	4,050
OCCUPANCY	1,559	1,531	1,531	718	2,249
CONTRACTUAL SERVICES	239,275	171,126	171,126	54,971	226,097
OTHER CHARGES	6,372	15,800	10,760	(1,000)	14,800
TRANSFERS-OUT	500,000	-	-	-	-
TOTAL	\$ 961,610	\$ 411,743	\$ 415,545	\$ 65,401	\$ 477,144

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
CIVIL SERVICE			
N/A	0	0	0
CIVIL SERVICE TOTAL	0	0	0
NON-CIVIL SERVICE			
ANIMAL CONTROL SUPERVISOR	1	1	1
ANIMAL CONTROL OFFICER	3	3	3
NON-CIVIL SERVICE TOTAL	4	4	4
TOTAL	4	4	4

PUBLIC WORKS - FIELD OPERATIONS

DEPARTMENTAL MISSION STATEMENT

The Public Works - Field Operations Department Mission is to provide quality maintenance to the transportation and drainage infrastructure in the right-of-way in a responsible and efficient manner for the benefit of the City. The department also provides fleet maintenance services to the City's rolling assets and conducts the operations and maintenance of traffic signals.

CUSTOMERS

- **INTERNAL:** City staff use city streets, traffic signals, street lights, vehicles, and equipment.
- **EXTERNAL:** External customers for the Field Operations Department are primarily the public including residents of the community, businesses, and visitors to Cedar Park.
- **ULTIMATE:** As is the case with most public service functions, the Field Operations Department ultimate customer is the city residents and traveling public.

SERVICES PROVIDED

- Patch potholes and utility cuts
- Install and maintain street signs and pavement markings.
- Inspect and perform necessary repairs to City sidewalks.
- Repair base failures and damage caused by water lines breaks
- De-Ice/Sand bridges and roads for ice preparation
- Traffic Signal Maintenance
- Traffic Signal Telemetry
- Operates (Future) Traffic Management Center
- Crack sealing of streets
- Reconstruct streets to upgrade driving surface and drainage
- Repair street driving surface for seal coatings.
- Provide on-call services to address emergency repairs after-hours
- Purchase and sell civilian vehicles and equipment
- Implement PE-sealed timing plans
- Maintain Pedestrian Crossings
- Maintain School Zone warning devices
- Maintains Street Lights
- Responds 24/7 to signals in flash
- Trouble Shoot Malfunctioning Components
- Perform repairs/maintenance of vehicles and equipment.
- Keep maintenance/repair records on vehicles and equipment.
- Order gas, diesel fuel and oil and report the usage for City units.
- Maintain utility telemetry system
- Maintain wireless backhaul network
- Maintain Coordination plan timing clocks
- Provide mobile or field repairs services.
- Provide Storm Water System Maintenance
- Provide MS4 Reporting to TCEQ

PUBLIC WORKS - TOTAL

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
● # of center street lane miles	261	282	265	265
● # of signals owned/maintained	20/56	20 / 56	23/59	23/59
# of streetlights	4200	4,150	4,250	4,250
● # of lane miles crack sealed	210	200	210	210
● sq ft of asphalt repairs	13,500	13,500	13,500	13,500
● # of sidewalks repairs	47	130	50	75
● # of Cedar Park signals maintained	56	56	59	59
● # of signal inspections	224	56	236	236
● # of signal work orders	925	500	925	950
● signal malfunctions investigated	52	55	50	50
● # of street light repairs	420	400	420	450
● # of fleet work orders	1321	1,020	1,400	1,400
● # of vehicles maintained	280	260	280	280
● # of pieces of equipment maintained	160	150	160	160
EFFICIENCY & EFFECTIVENESS MEASURES				
● # of miles streets swept per year	1,600	1,600	1,610	1,620
● Avg # of hrs to correct signal detect repair	2	2	2	2
● Avg # of days to repair streetlight	10	10	10	10
● % of street light inspections performed qtrly	100	100	100	100
● % of signals given quarterly maint.	100	100	100	100
● Avg # of days to process fleet work orders	2	2	2	2
● Avg # of days to process main. work order	2	1	2	2
● Avg # of days a police car is out of service	2	2	2	2
● Avg # of days a Fire Truck is out of service	6	6	6	6

PUBLIC WORKS - TOTAL

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 2,145,413	\$ 2,446,919	\$ 2,370,791	\$ 327,075	\$ 2,773,994
MATERIALS AND SUPPLIES	877,903	943,511	926,135	111,585	1,055,096
MAINTENANCE	406,352	442,081	360,872	41,750	483,831
OCCUPANCY	555,739	532,360	559,721	42,262	574,622
CONTRACTUAL SERVICES	308,390	478,927	449,613	951,379	1,430,306
OTHER CHARGES	55,970	76,915	64,657	18,700	95,615
CAPITAL OUTLAY	394,739	330,000	436,818	46,000	376,000
TRANSFERS-OUT	120,000	-	75,000	-	-
TOTAL	\$ 4,864,506	\$ 5,250,713	\$ 5,243,606	\$ 1,538,751	\$ 6,789,464

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
SUPERINTENDENT OF PUBLIC WORKS	1	1	1
FOREMAN - STREETS	2	2	2
CREW LEADER	1	1	1
EQUIPMENT OPERATOR	6	6	7
MAINTENANCE WORKER	7	9	10
TRAFFIC SIGNAL ENGINEER	1	1	1
FOREMAN - TRAFFIC SIGNAL	1	1	1
TRAFFIC SIGNAL TECHNICIAN I/II	3	3	3
FLEET MANAGER	1	1	1
SERVICE WRITER	0	1	1
EQUIPMENT MECHANIC I/II	6	5	5
FACILITY MAINTENANCE COORDINATOR	1	1	1
FACILITY MAINTENANCE TECHNICIAN	1	1	2
DRAINAGE FOREMAN	1	1	1
DRAINAGE EQUIPMENT OPERATOR	1	2	2
DRAINAGE MAINTENANCE WORKER	1	2	2
DRAINAGE PROJECT MANAGER	0	0	1
DRAINAGE PROGRAM MANAGER	0	0	1
DRAINAGE EQUIPMENT OPERATOR	0	0	2
TOTAL	34	38	45

PUBLIC WORKS - STREET MAINTENANCE

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 959,067	\$ 1,221,094	\$ 1,066,610	\$ (47,871)	\$ 1,173,223
MATERIALS AND SUPPLIES	761,242	817,782	814,745	63,181	880,963
MAINTENANCE	214,657	144,050	116,249	2,000	146,050
OCCUPANCY	542,563	528,088	541,433	25,305	553,393
CONTRACTUAL SERVICES	267,659	399,896	373,989	15,349	415,245
OTHER CHARGES	26,727	31,200	26,848	4,000	35,200
CAPITAL OUTLAY	112,420	-	-	40,000	40,000
TOTAL	\$ 2,884,335	\$ 3,142,110	\$ 2,939,874	\$ 101,964	\$ 3,244,074

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
SUPERINTENDENT OF PUBLIC WORKS	1	1	1
FOREMAN	2	2	2
CREW LEADER	1	1	1
EQUIPMENT OPERATOR	6	6	6
MAINTENANCE WORKER	7	7	9
TOTAL	17	17	19

PUBLIC WORKS - SIGNAL AND LIGHT MAINTENANCE

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 361,917	\$ 377,212	\$ 392,078	\$ 11,692	\$ 388,904
MATERIALS AND SUPPLIES	65,376	65,458	58,423	1,083	66,541
MAINTENANCE	97,573	218,806	128,976	-	218,806
OCCUPANCY	7,500	3,927	10,002	3,967	7,894
CONTRACTUAL SERVICES	(12,295)	20,057	26,938	55,374	75,431
OTHER CHARGES	7,914	13,170	12,422	-	13,170
CAPITAL OUTLAY	139,635	330,000	436,818	(320,000)	10,000
TRANSFERS-OUT	120,000	-	-	-	-
TOTAL	\$ 787,620	\$ 1,028,630	\$ 1,065,657	\$ (247,884)	\$ 780,746

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
FOREMAN - TRAFFIC SIGNAL	1	1	1
TRAFFIC SIGNAL ENGINEER	1	1	1
TRAFFIC SIGNAL TECHNICIAN II	1	1	1
TRAFFIC SIGNAL TECHNICIAN I	2	2	2
TOTAL	5	5	5

PUBLIC WORKS - FLEET MAINTENANCE

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 463,612	\$ 472,626	\$ 497,363	\$ 20,887	\$ 493,513
MATERIALS AND SUPPLIES	20,975	25,780	21,692	441	26,221
MAINTENANCE	27,804	28,500	21,368	-	28,500
OCCUPANCY	2,133	345	3,121	1,917	2,262
CONTRACTUAL SERVICES	27,589	26,067	25,287	3,171	29,238
OTHER CHARGES	6,650	14,525	14,367	-	14,525
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	\$ 548,764	\$ 567,843	\$ 583,199	\$ 26,416	\$ 594,259

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
FLEET MANAGER	1	1	1
SERVICE WRITER	-	-	1
EQUIPMENT MECHANIC II	4	4	3
EQUIPMENT MECHANIC I	2	2	2
TOTAL	7	7	7

PUBLIC WORKS - FACILITY MAINTENANCE

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 145,576	\$ 117,672	\$ 137,627	\$ 41,688	\$ 159,360
MATERIALS AND SUPPLIES	4,251	4,333	5,271	33,828	38,161
MAINTENANCE	61,597	44,525	90,492	34,500	79,025
OCCUPANCY	2,338	-	2,855	3,417	3,417
CONTRACTUAL SERVICES	5,559	4,019	4,010	3,054	7,073
OTHER CHARGES	1,226	5,920	1,579	2,700	8,620
CAPITAL OUTLAY	-	-	-	45,000	45,000
TOTAL	\$ 220,546	\$ 176,469	\$ 241,834	\$ 164,187	\$ 340,656

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
FACILITY MAINTENANCE COORDINATOR	1	1	1
FACILITY MAINTENANCE TECHNICIAN	1	1	1
TOTAL	2	2	2

PUBLIC WORKS - DRAINAGE MAINTENANCE

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 215,240	\$ 258,315	\$ 277,112	\$ 300,679	\$ 558,994
MATERIALS AND SUPPLIES	26,059	30,158	26,005	13,052	43,210
MAINTENANCE	4,721	6,200	3,786	5,250	11,450
OCCUPANCY	1,205	-	2,309	7,656	7,656
CONTRACTUAL SERVICES	19,877	28,888	19,389	874,431	903,319
OTHER CHARGES	13,454	12,100	9,441	12,000	24,100
CAPITAL OUTLAY	142,684	-	-	281,000	281,000
TRANSFERS-OUT	-	-	-	-	-
TOTAL	\$ 423,241	\$ 335,661	\$ 338,043	\$ 1,494,068	\$ 1,829,729

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DRAINAGE FOREMAN	0	1	1
DRAINAGE EQUIPMENT OPERATOR	1	2	2
DRAINAGE MAINTENANCE WORKER	1	2	2
TOTAL	2	5	5

TOURISM

DEPARTMENTAL MISSION STATEMENT

The Mission of the Cedar Park Tourism Department is to support and advise the Tourism Advisory Board in efforts to position Cedar Park as a Destination City by defining and recommending appropriate use of funds to promote the community's major attractions and events to enhance travel to Cedar Park and enhance the Cedar Park lodging industry.

CUSTOMERS

- **INTERNAL:** Internal customers include various departments, city administration, city council, and individual employees.
- **EXTERNAL:** External customers include local hotels, attractions, businesses, Chamber of Commerce, other travel related entities and organizations, and the traveling public.
- **ULTIMATE:** The ultimate customers are the citizens of Cedar Park. Promoting tourism creates new and more entertainment opportunities for citizens. Tourism acts as an economic development engine by generating hotel occupancy tax and sales tax revenues which help to alleviate the burden on citizens.

SERVICES PROVIDED

- Tourism Advisory Board Support
- Marketing and Promotions
- Customer Service
- Support of Local Lodging Industry

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
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WORKLOAD MEASURES

- | | |
|--|---|
| ● # of media stories relating to Cedar Park travel and tourism activities. | 5 |
|--|---|

EFFICIENCY & EFFECTIVENESS MEASURES

- | | |
|--|--------|
| ● Occupancy rate | 68% |
| ● Expend at least 20% of hotel tax proceeds on marketing, advertising and promotions | 25% |
| ● Number of website hits. | 75,000 |
| ● Increase number of inquiries resulting from advertisements | 40,000 |

TOURISM

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 60,226	\$ 126,294	\$ 111,862	\$ (1,467)	\$ 124,827
MATERIALS AND SUPPLIES	-	950	950	-	950
MAINTENANCE	-	1,207	-	-	1,207
OCCUPANCY	4,261	3,941	4,842	644	4,585
CONTRACTUAL SERVICES	4,576	4,318	2,322	(1,908)	2,410
OTHER CHARGES	109	47	158	-	47
TOTAL	\$ 69,171	\$ 136,757	\$ 120,134	\$ (2,731)	\$ 134,026

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
TOURISM AND COMMUNITY DEVELOPMENT MANAGER	0.5	1	1
TOURISM SERVICES MANAGER	1	1	1
TOTAL	1.5	2	2

UTILITY FUND

DESCRIPTION

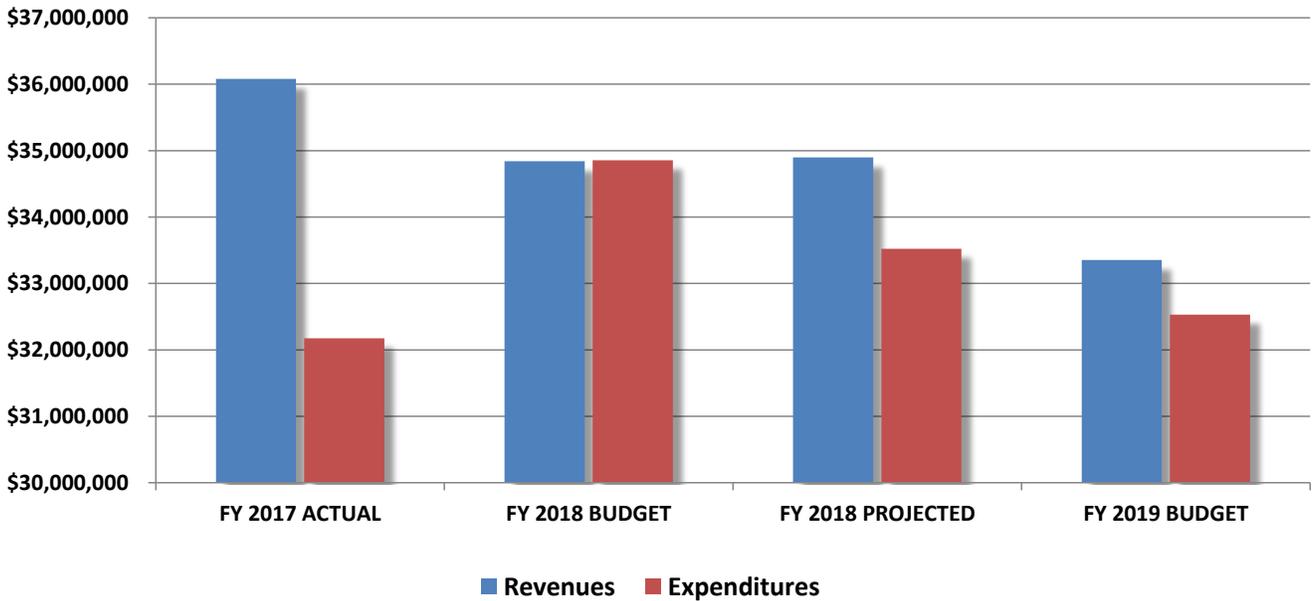
The Utility Fund was established to account for all revenues and expenditures associated with the operation and maintenance of all City water distribution, wastewater treatment, and water treatment activities. Revenue is generated primarily through water sales, sewer billings, and transfers from the Community Impact Fee (CIF) fund related to the BCRWWS debt service payment in relation to wastewater treatment and wastewater line improvements.

		ACTUAL FY 2017		BUDGET FY 2018		PROJECTED FY 2018		PROPOSED FY 2019
AVAILABLE FUNDS								
Beginning Balance	\$	10,064,935	\$	13,847,798	\$	14,088,119	\$	15,463,796
REVENUES								
Water Sales	\$	18,639,675	\$	19,144,550	\$	19,144,550	\$	19,399,856
Sewer Billings		12,294,838		12,347,728		12,347,728		12,500,000
Late Charges		330,401		323,388		323,388		329,047
Interest Income		217,845		181,765		238,596		245,754
Transfers		3,878,134		2,053,550		2,053,550		250,000
Other Charges		719,050		789,618		789,618		630,197
TOTAL REVENUE	\$	36,079,943	\$	34,840,599	\$	34,897,430	\$	33,354,854
TOTAL AVAILABLE FUNDS	\$	46,144,878	\$	48,688,397	\$	48,985,550	\$	48,818,650
APPROPRIATIONS								
OPERATING EXPENSES								
Salaries And Benefits	\$	5,317,236	\$	5,790,384	\$	5,660,943	\$	6,100,921
Materials And Supplies		791,133		930,796		804,429		951,353
Repairs And Maintenance		758,729		814,970		620,764		680,170
Occupancy		1,401,474		1,701,771		1,489,426		1,521,450
Contractual Services		8,420,026		9,964,723		9,095,377		10,659,730
Other Charges		644,773		793,422		721,485		874,612
Capital Outlay		388,548		20,000		56,795		125,000
<i>Subtotal Operating</i>	\$	17,721,919	\$	20,016,066	\$	18,449,218	\$	20,913,236
TRANSFERS								
Transfer Out-General Fund	\$	3,268,673	\$	3,363,259	\$	3,363,259	\$	3,524,858
Transfer Out-Interest/Sinking		7,516,921		7,400,276		7,400,276		7,392,671
Transfer Out- Water		1,633,125		2,175,000		2,410,000		350,000
Transfer Out- Wastewater		2,033,125		1,499,000		1,499,000		350,000
Transfer- Facilities Projects		-		400,000		400,000		-
<i>Subtotal Transfers</i>	\$	14,451,844	\$	14,837,535	\$	15,072,535	\$	11,617,529
TOTAL APPROPRIATIONS	\$	32,173,763	\$	34,853,601	\$	33,521,753	\$	32,530,765
GROSS ENDING BALANCE	\$	13,971,115	\$	13,834,796	\$	15,463,796	\$	16,287,885
Adjustment to GAAP		117,004		-		-		-
NET ENDING BALANCE	\$	14,088,119	\$	13,834,796	\$	15,463,796	\$	16,287,885

UTILITY FUND

SUMMARY OF REVENUES AND EXPENDITURES

	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	FY 2019 BUDGET
Total Revenues	\$ 36,079,943	\$ 34,840,599	\$ 34,897,430	\$ 33,354,854
Total Expenditures	32,173,763	34,853,601	33,521,753	32,530,765
Surplus/(Deficit)	\$ 3,906,181	\$ (13,002)	\$ 1,375,677	\$ 824,089
Unreserved Fund Balance	\$ 14,088,119	\$ 13,834,796	\$ 15,463,796	\$ 16,287,885

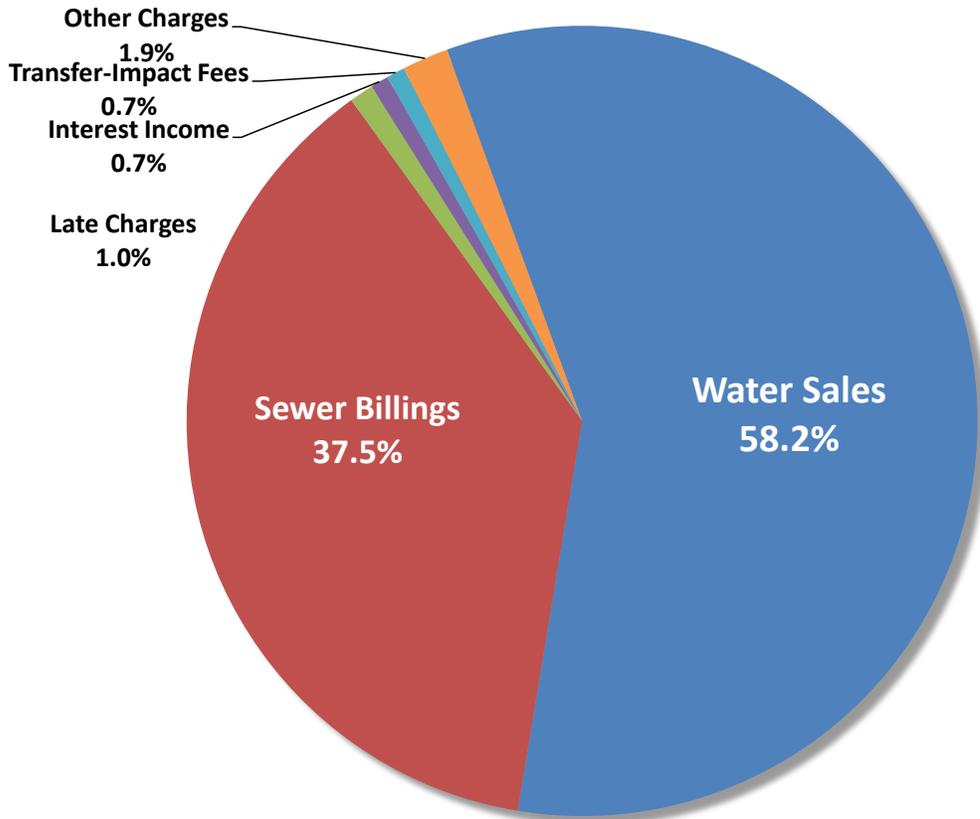


UTILITY FUND

REVENUE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	FY 2019 BUDGET	% OF BUDGET	% GROWTH
Water Sales	\$ 18,639,675	\$ 19,144,550	\$ 19,144,550	\$ 19,399,856	58.2%	1.3%
Sewer Billings	12,294,838	12,347,728	12,347,728	12,500,000	37.5%	1.2%
Late Charges	330,401	323,388	323,388	329,047	1.0%	1.8%
Interest Income	217,845	181,765	238,596	245,754	0.7%	35.2%
Transfer-Impact Fees	3,878,134	2,053,550	2,053,550	250,000	0.7%	N/A
Other Charges	719,050	789,618	789,618	630,197	1.9%	-20.2%
Total Utility Fund Revenues	\$ 36,079,943	\$ 34,840,599	\$ 34,897,430	\$ 33,354,854	100.0%	-4.3%

FY 2018 Adopted Revenue

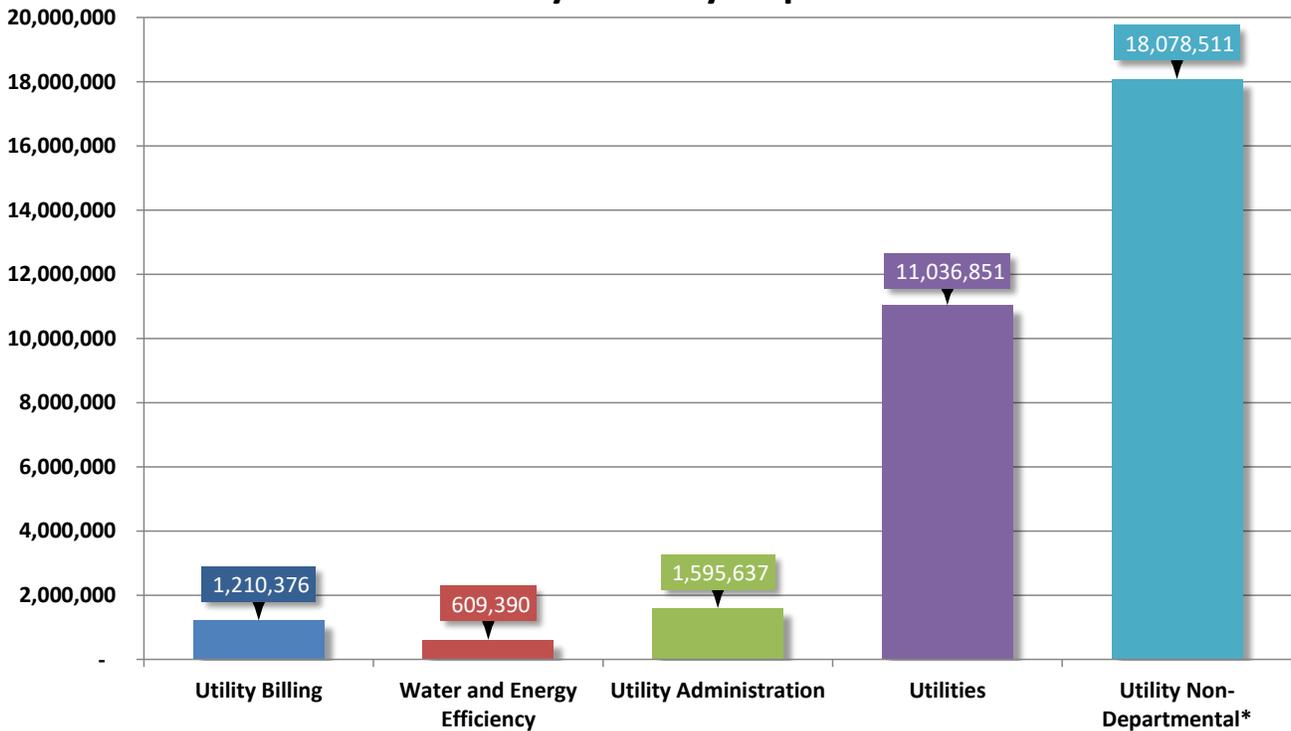


UTILITY FUND

EXPENDITURES BY DEPARTMENT

Department	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	FY 2019 BUDGET	% OF BUDGET	% GROWTH
Utility Billing	\$ 1,035,332	\$ 1,084,198	\$ 1,099,045	\$ 1,210,376	3.7%	11.6%
Water and Energy Efficiency	293,423	503,276	495,488	609,390	1.9%	21.1%
Utility Administration	1,526,153	1,543,441	1,534,264	1,595,637	4.9%	3.4%
Utilities	10,119,044	10,955,061	10,108,124	11,036,851	33.9%	0.7%
Utility Non-Departmental*	19,199,811	20,367,625	20,284,832	18,078,511	55.6%	-11.2%
Total Expenditures	\$ 32,173,763	\$ 34,453,601	\$ 33,521,753	\$ 32,530,765	100.0%	-5.6%

Utility Fund by Department



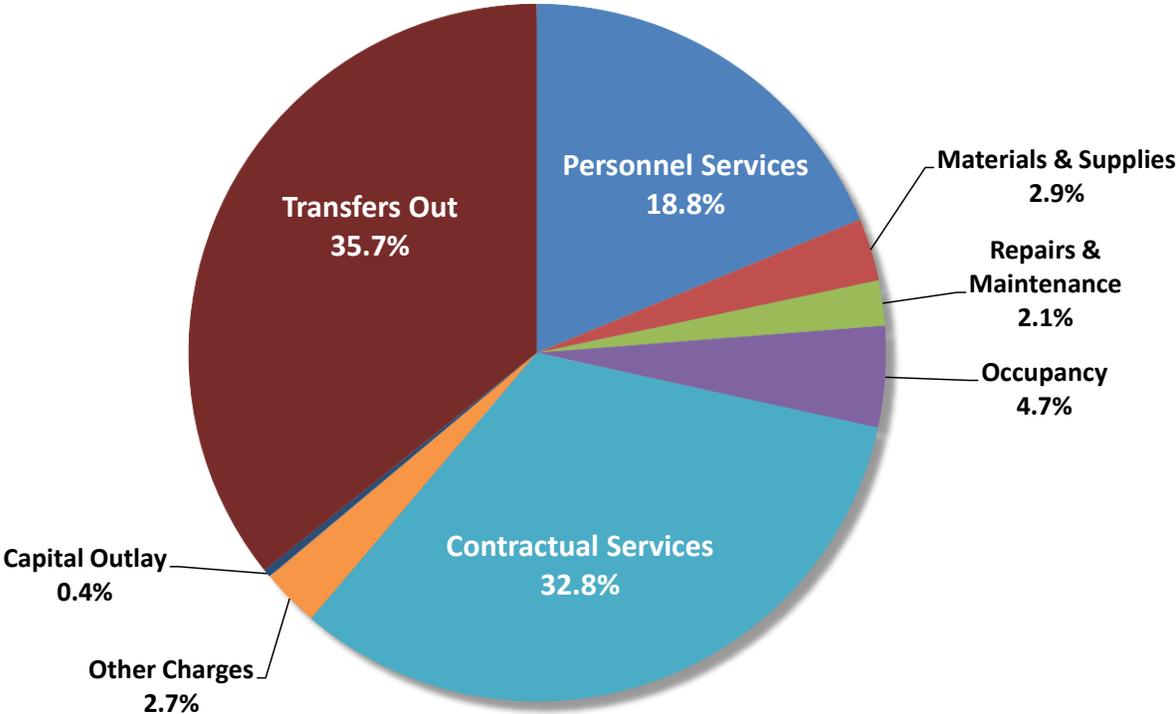
*Utility Non-Departmental includes transfers for Debt service and CIP

UTILITY FUND

EXPENDITURES BY CATEGORY

Category	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	FY 2019 BUDGET	% OF BUDGET	% GROWTH
Personnel Services	\$ 5,317,236	\$ 5,790,384	\$ 5,660,943	\$ 6,100,921	18.8%	5.4%
Materials & Supplies	791,133	930,796	804,429	951,353	2.9%	2.2%
Repairs & Maintenance	758,729	814,970	620,764	680,170	2.1%	-16.5%
Occupancy	1,401,474	1,701,771	1,489,426	1,521,450	4.7%	-10.6%
Contractual Services	8,420,026	9,964,723	9,095,377	10,659,730	32.8%	7.0%
Other Charges	644,773	793,422	721,485	874,612	2.7%	10.2%
Capital Outlay	388,548	20,000	56,795	125,000	0.4%	525.0%
Transfers Out	14,451,844	14,837,535	15,072,535	11,617,529	35.7%	-21.7%
Total Expenditures	\$ 32,173,763	\$ 34,853,601	\$ 33,521,753	\$ 32,530,765	100.0%	-6.7%

Utility Fund Expenditures by Category



FINANCIAL SERVICES - UTILITY BILLING

DEPARTMENTAL MISSION STATEMENT

To provide "best in class" customer service to residents of Cedar Park by providing knowledgeable and friendly customer service, as well as, accurate water and wastewater billing information.

CUSTOMERS

- **INTERNAL:** Internal customers include all city departments
- **EXTERNAL:** Our external customers are the residents and businesses within the City of Cedar Park
- **ULTIMATE:** Our ultimate customers are the residents and businesses within the City of Cedar Park.

SERVICES PROVIDED

- Billing for water, waste water, fire service, and solid waste collection services
- Service orders related to connection and disconnection from the system
- Tracking of utility statistics such as consumption and connection counts
- Providing excellent customer service
- Education related to leak detection and water conservation
- Maintain accurate customer and meter database
- Collection of billed revenues

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
● # of Residential accounts	21,292	21,826	21,392	21,992
● # of Non-residential accounts	1,227	1,277	1,242	1,292
EFFICIENCY & EFFECTIVENESS MEASURES				
● % of high usage customers notified within 24 hours	75%	100%	100%	100%
● Percentage of customers paying with auto draft	20%	25%	25%	26%
● % of accounts disconnected for non-payment	5.00%	4.00%	4.99%	4.00%
● Processing applications within 24 hours	N/A	N/A	100%	100%
● Production of billing cycles each month with no errors after bill has been sent out	N/A	N/A	100%	100%

FINANCIAL SERVICES - UTILITY BILLING

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 480,385	\$ 529,641	\$ 498,667	\$ 26,215	\$ 531,856
MATERIALS AND SUPPLIES	2,293	4,494	7,758	6,300	10,794
MAINTENANCE	1,835	855	100	-	855
OCCUPANCY	5,150	4,510	4,370	211	4,721
CONTRACTUAL SERVICES	142,666	140,761	156,662	27,952	168,713
OTHER CHARGES	403,003	427,937	431,488	65,500	493,437
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	\$ 1,035,332	\$ 1,108,198	\$ 1,099,045	\$ 126,178	\$ 1,210,376

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
UTILITY BILLING MANAGER	1	1	1
UTILITY ACCOUNTANT	1	1	1
UTILITY BILLING SUPERVISOR	1	1	2
UB ACCOUNTING SPECIALIST	4	4	4
ACCOUNTING TECHNICIAN	2	2	2
TOTAL	9	9	10

UTILITY PROGRAMS

DEPARTMENTAL MISSION STATEMENT

The mission of the Utility Programs division is provide the management and delivery of utility-based business programs. This includes, but is not limited to, water conservation outreach and education, contract management of environmental grants, clean air measures, alternative fuels for transportation, irrigation efficiency contracts, water distribution reuse projects, household hazardous waste management and recycling programs, industrial pretreatment program management, cross connection program management, and management of the Advance Metering Infrastructure and customer portal program.

CUSTOMERS

- **INTERNAL:** This division works with a variety of departments including Finance, Utility Billing, Water Distribution, Development Services, and Meters on a daily basis to coordinate location and management of irrigation meters. There is active communication with the Parks and Recreation Department on the submittal of irrigation plans. This division also works with the Utility Administration and Pump and Motors staff to develop and implement the use of reclaimed water for irrigation purposes. It also coordinates with the Police Department, Fire Department, and other Public Works divisions for the Household Hazardous Waste annual event. The division works with Media and Communications on press releases the City provides to our community along with the Grant Coordinator in search of environmental grant funding opportunities. It also cooperates and assists Building Inspections with taking measures to ensure city facilities are as efficient as possible.
- **EXTERNAL:** This division serves the community of Cedar Park internally and externally through education and outreach about environmental awareness. External agencies this division directly works with includes other Texas municipalities, Leander Independent School District, American Water Works Association, Lower Colorado River Authority, Texas Commission of Environmental Quality, Texas Water Development Board, Capitol Area Council of Governments, along with other non profit associations that help improve the image of Cedar Park with our cooperation. This division assists property owners with guidance regarding compliance with the cross connection control and industrial pretreatment programs.
- **ULTIMATE:** The ultimate goals for this division are to educate the citizens of Cedar Park about the non-renewable and renewable resources that are utilized on an every day basis and methods to increase or decrease usage to provide a healthier community for Cedar Park's future, and to assist property owners in compliance with cross connection and industrial pretreatment guidelines in an effort to protect the City's water and wastewater systems. This division strives to ensure the Cedar Park community is a good steward of limited resources and provides many of the reporting and regulatory compliance documentation in relation to those resources.

SERVICES PROVIDED

- | | |
|------------------------------------|--|
| ● Water Conservation Coordination | ● Industrial Pretreatment Coordination |
| ● Drought Contingency Coordination | ● Household Hazardous Waste Coordination |
| ● Contract Administration | ● Cross Connection Control Coordination |
| ● Public Education | ● Customer Service and Outreach |

UTILITY PROGRAMS

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
● Outreach regarding detection of continuous flow	164	170	170	180
● Irrigation evaluations provided to residential customers	96	250	150	150
● Presentations/meetings/outreach for customers and schools of Cedar Park.	23	25	25	25
● Development of innovative services/programs to enhance the City's environmental health.	3	3	4	3
EFFICIENCY & EFFECTIVENESS MEASURES				
● Pounds of household hazardous waste collected/recycled annually	40,579	40,000	45,054	40,000
● Tons of e-waste, bulk waste, and metal (recycled) collected annually	10.3	12.0	16.6	12.0
● Gallons of oil collected annually	890	800	986	800
● Estimated gallons of water saved by customers due to outreach regarding continuous flow detection	4,783,992	10,000,000	12,088,500	10,000,000
● Gallons of treated water saved by reuse projects	7,123,000	8,000,000	8,953,950	8,000,000

UTILITY PROGRAMS

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 112,625	\$ 294,047	\$ 311,011	\$ 94,927	\$ 381,874
MATERIALS AND SUPPLIES	653	2,446	1,572	(442)	2,004
MAINTENANCE	85	1,000	188	-	1,000
OCCUPANCY	3,758	2,825	3,656	56	2,881
CONTRACTUAL SERVICES	101,585	93,948	93,958	(417)	93,531
OTHER CHARGES	48,111	116,110	85,103	11,990	128,100
CAPITAL OUTLAY	26,607	-	-	-	-
TOTAL	\$ 293,423	\$ 510,376	\$ 495,488	\$ 106,114	\$ 609,390

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
DIRECTOR OF BUSINESS SERVICES	1	1	1
UTILITY PROGRAM MANAGER	0	1	1
UTILITY NETWORK ADMINISTRATOR	0	1	1
UTILITY PROGRAM TECHNICIAN	0	1	1
CUSTOMER RELATIONS CLERK	0	0	0
WATER COMPLIANCE DRIVER	0	0.5	0.5
TOTAL	1	4.5	4.5

UTILITY ADMINISTRATION

DEPARTMENTAL MISSION STATEMENT

The Utility Administration Department Mission is to provide support to all operating departments, assist in the day-to-day operations by providing coordination and cooperation between department functions, and to carry out the directives of the City Manager through city staff and contract relationships with the City of Cedar Park.

CUSTOMERS

- **INTERNAL:** Internal customers include all city departments.
- **EXTERNAL:** External customers for the Utility Administration Department are primarily the public including residents of the community, businesses operating in the community, and visitors to Cedar Park.
- **ULTIMATE:** As is the case with most public service functions, the Utility Administration Departments ultimate customer is the city residents.

SERVICES PROVIDED

- | | |
|---|---|
| <ul style="list-style-type: none"> ● Utility Administration ● Utility Engineering ● Utility Project Management ● Front Desk Services ● Secures raw water purchases ● Compliance with the TPDES ● Represents City at BCRUA / BCRWWS ● Special Projects | <ul style="list-style-type: none"> ● Supervises the following divisions: ● Street Maintenance ● Fleet Maintenance ● Signal and Streetlight Maintenance ● Water Distribution, Meter Services ● Water Treatment, Wastewater Collection ● Industrial Pre-Treatment, Pump and Motor ● Water Reclamation |
|---|---|

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
● Work orders dispatched or received	9,267	6,000	9,830	9,900
● Requests for line locate	8,562	5,000	8,990	9,000
● Average daily call volume	50	42	62	65
EFFICIENCY & EFFECTIVENESS MEASURES				
● % of wastewater quality samples that meet or exceed federal standards	99.5	100	100	100
● % of water quality samples that meet or exceed federal standards	100	100	100	100
● # of work orders closed out by staff	9,198	6,200	9,500	9,750
● # of gallons of water treated (in millions)	3,804	4,595	4,194	4,285

UTILITY ADMINISTRATION

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 1,040,223	\$ 1,010,078	\$ 981,209	\$ 67,371	\$ 1,055,749
MATERIALS AND SUPPLIES	36,005	32,520	33,776	(2,674)	29,846
MAINTENANCE	26,996	43,950	35,859	-	43,950
OCCUPANCY	90,684	112,389	102,014	(6,645)	105,744
CONTRACTUAL SERVICES	311,842	336,304	357,454	(5,856)	330,448
OTHER CHARGES	20,099	29,900	23,953	-	29,900
CAPITAL OUTLAY	304	-	-	-	-
TOTAL	\$ 1,526,153	\$ 1,565,141	\$ 1,534,264	\$ 52,196	\$ 1,595,637

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
ASSISTANT CITY MANAGER	1	1	1
DIRECTOR OF PUBLIC WORKS	1	1	1
DIRECTOR OF UTILITIES	1	1	1
PROGRAM MANAGER	0	0	0
SENIOR UTILITY ENGINEER	2	2	2
UTILITY INFORMATION SYSTEMS SPECIALIST	1	1	1
OFFICE MANAGER	1	1	1
UTLY PROGRAM TECH (AMI)	0	0	0
ADMINISTRATIVE TECHNICIAN	2	2	2
CUSTOMER RELATIONS CLERK	0	0	0
WATER COMPLIANCE DRIVER	0	0	0
TOTAL	9	9	9

PUBLIC WORKS - UTILITY SERVICES

DEPARTMENTAL MISSION STATEMENT

The Utility Services Division's mission is to provide safe and reliable water and waste water services.

CUSTOMERS

- **INTERNAL:** Internal customers for the Utilities Department include all City Departments.
- **EXTERNAL:** External customers for the Utilities Department are the public, including residents of the community, businesses, wholesale water and wastewater customers and visitors to Cedar Park.
- **ULTIMATE:** As is the case with most public service functions, the Utilities Department's ultimate customer is the public, who are the end users of the water and wastewater systems that are maintained by the Utilities Department.

SERVICES PROVIDED

- Treat and supply drinking water
- Deliver water throughout distribution system
- Treat City's wastewater
- Repair water & wastewater line breaks
- Monitor water quality
- Leak detection
- Monthly meter readings
- Perform daily testing of water & wastewater
- Locate line requests
- 24 hour on-call emergency response
- Storage Tank Maintenance
- Booster Station Maintenance
- Valve Maintenance
- Lift station maintenance
- Waste Water Odor Control Device Maintenance
- Fire Hydrant Maintenance
- Water and Wastewater line maintenance
- Waste Water System Inspection and testing
- Waste Water collection and pumping
- Provide cross-connection inspections
- Pressure Monitoring
- Test and calibrate all new meters
- Monitor all lift stations in collection system
- Test and calibrate all new meters
- Install meters and taps for new service
- Meter replacement program
- Perform meter cross-checks and re-reads
- Review site and commercial applications for pre-treatment compliance
- Provide cross-connection inspections

PUBLIC WORKS - UTILITY SERVICES

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
WORKLOAD MEASURES				
● # of gallons of water treated (millions of gallons)	3,804	4,595	4,194	4,285
● # of gallons of wastewater treated (millions of gallons)	847	821	894	894
● # of lift stations	18	18	18	18
● # of lift station work orders	586	100	586	600
● # of miles of wastewater lines	287	287	295	300
● # of miles of water lines	350	350	361	370
● # of main water line repairs	15	14	14	14
● # of WW mains inspected	570	460	570	570
● # of Automatic Air Release Valve Inspections	488	456	488	488
● # of water quality samples	2,700	2,660	2,700	2,780
● # of utility cut street repairs	102	75	110	110
● # of active water meters	22,668	22,325	22,854	23,000
● # of email, CP Connect, website or phone requests to front desk (total)	1,606	2,750	2,000	2,200
● Avg. # of business days a citizen service request is open	4	4	4	4.00
EFFICIENCY & EFFECTIVENESS MEASURES				
● Cost per 1,000 gallons of water treated	\$1.04	\$1.07	\$1.05	\$1.10
● Cost per 1,000 gallons of wastewater treated	\$1.77	\$1.92	\$1.99	\$2.00
● % of water samples that meet federal and state requirements	100.0%	100.0%	100.0%	100.0%
● % of wastewater samples that meet federal and state requirements	99.5%	100.0%	100.0%	100.0%
● % of meters on Automated Meter Read	100.0%	100.0%	100.0%	100.0%

PUBLIC WORKS - UTILITY SERVICES

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 3,684,004	\$ 3,956,618	\$ 3,870,056	\$ 120,024	\$ 4,014,442
MATERIALS AND SUPPLIES	752,182	891,336	761,323	17,373	908,709
MAINTENANCE	729,813	769,165	584,617	(134,800)	634,365
OCCUPANCY	1,301,883	1,582,047	1,379,386	(173,943)	1,408,104
CONTRACTUAL SERVICES	3,115,965	3,585,620	3,275,006	144,436	3,730,056
OTHER CHARGES	173,560	212,475	180,941	3,700	216,175
CAPITAL OUTLAY	361,637	20,000	56,795	105,000	125,000
TOTAL	\$ 10,119,044	\$ 11,017,261	\$ 10,108,124	\$ 81,790	\$ 11,036,851

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
UTILITY SUPERINTENDENT	5	5	5
FOREMAN	6	6	6
IND PRE-TREATMENT MANAGER	1	1	1
IND PRE-TREATMENT SPECIALIST	0	1	1
UTILITY CREW LEADER	1	1	1
COMMUNITY SERVICE COORDNTR	1	1	1
GENERATOR TECHNICIAN	1	1	1
PUMP & MOTOR CONTROL TECH	7	7	7
RELIEF TREATMENT OPERATOR	1	1	1
TREATMENT OPERATOR	12	12	12
UTILITY OPERATOR	21	21	21
METER READER	4	4	4
WATER QUALITY TECHNICIAN	2	2	2
TOTAL	62	63	63

PUBLIC WORKS - PUMP AND MOTOR CONTROL

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 665,656	\$ 726,062	\$ 626,734	\$ (71,395)	\$ 654,667
MATERIALS AND SUPPLIES	36,210	38,373	37,955	1,805	40,178
MAINTENANCE	13,907	15,200	13,900	700	15,900
OCCUPANCY	3,590	2,764	8,590	3,611	6,375
CONTRACTUAL SERVICES	75,348	76,919	77,003	6,424	83,343
OTHER CHARGES	18,319	23,700	20,042	(1,300)	22,400
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	\$ 813,031	\$ 883,018	\$ 784,223	\$ (60,155)	\$ 822,863

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
UTILITY SUPERINTENDENT	1	1	1
FOREMAN	1	1	1
PUMP AND MOTOR CONTROL TECHNICIAN	7	7	7
GENERATOR TECHNICIAN	1	1	1
TOTAL	10	10	10

PUBLIC WORKS - WATER DISTRIBUTION

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 905,860	\$ 1,023,381	\$ 994,235	\$ 34,870	\$ 1,058,251
MATERIALS AND SUPPLIES	188,072	188,373	177,895	3,536	191,909
MAINTENANCE	40,508	41,100	36,730	1,000	42,100
OCCUPANCY	180,149	189,539	191,376	35,303	224,842
CONTRACTUAL SERVICES	175,061	161,998	157,502	2,330	164,328
OTHER CHARGES	35,227	36,850	34,473	-	36,850
CAPITAL OUTLAY	10,477	-	-	125,000	125,000
TOTAL	\$ 1,535,354	\$ 1,641,241	\$ 1,592,211	\$ 202,039	\$ 1,843,280

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
UTILITY SUPERINTENDENT	1	1	1
FOREMAN	2	2	2
UTILITY CREW LEADER	1	1	1
UTILITY OPERATOR	11	11	11
WATER QUALITY TECHNICIAN	2	2	2
COMMUNITY SERVICE COORDINATOR	1	1	1
TOTAL	18	18	18

PUBLIC WORKS - WASTEWATER COLLECTION

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 795,763	\$ 809,656	\$ 827,901	\$ 30,575	\$ 840,231
MATERIALS AND SUPPLIES	79,694	69,446	69,187	6,678	76,124
MAINTENANCE	100,946	118,500	103,447	-	118,500
OCCUPANCY	183,583	198,819	172,301	(10,053)	188,766
CONTRACTUAL SERVICES	156,069	182,966	178,886	5,062	188,028
OTHER CHARGES	25,064	28,300	22,609	-	28,300
CAPITAL OUTLAY	351,160	-	-	-	-
TOTAL	\$ 1,692,280	\$ 1,407,687	\$ 1,374,330	\$ 32,262	\$ 1,439,949

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
UTILITY SUPERINTENDENT	1	1	1
FOREMAN	2	2	2
UTILITY OPERATOR	10	10	10
TOTAL	13	13	13

PUBLIC WORKS - WATER TREATMENT PLANT

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 520,151	\$ 539,823	\$ 563,537	\$ 22,228	\$ 562,051
MATERIALS AND SUPPLIES	232,334	309,791	242,112	(1,008)	308,783
MAINTENANCE	185,712	186,750	185,750	500	187,250
OCCUPANCY	748,711	920,191	787,278	(164,442)	755,749
CONTRACTUAL SERVICES	2,199,865	2,617,031	2,345,020	832	2,617,863
OTHER CHARGES	62,204	66,000	65,877	4,000	70,000
CAPITAL OUTLAY	-	-	12,678	-	-
TOTAL	\$ 3,948,978	\$ 4,639,586	\$ 4,202,253	\$ (137,890)	\$ 4,501,696

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
UTILITY SUPERINTENDENT	1	1	1
TREATMENT OPERATOR	7	7	7
TOTAL	8	8	8

PUBLIC WORKS - METER SERVICES

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 243,381	\$ 257,592	\$ 262,780	\$ 4,620	\$ 262,212
MATERIALS AND SUPPLIES	28,790	31,876	28,135	11,136	43,012
MAINTENANCE	311,200	317,500	166,681	(137,000)	180,500
OCCUPANCY	3,839	2,625	6,573	5,736	8,361
CONTRACTUAL SERVICES	27,765	28,055	28,085	125,339	153,394
OTHER CHARGES	9,725	33,025	13,388	-	33,025
TOTAL	\$ 624,700	\$ 670,673	\$ 523,637	\$ 9,831	\$ 680,504

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
FOREMAN	1	1	1
METER READER	4	4	4
TOTAL	5	5	5

PUBLIC WORKS - WATER RECLAMATION

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ 553,193	\$ 600,104	\$ 594,868	\$ 36,926	\$ 637,030
MATERIALS AND SUPPLIES	187,081	253,477	206,039	(4,774)	248,703
MAINTENANCE	77,539	90,115	78,108	-	90,115
OCCUPANCY	182,009	268,109	213,268	(44,098)	224,011
CONTRACTUAL SERVICES	481,858	518,651	488,511	4,449	523,100
OTHER CHARGES	23,021	24,600	24,552	1,000	25,600
CAPITAL OUTLAY	-	20,000	26,122	(20,000)	-
TOTAL	\$ 1,504,701	\$ 1,775,056	\$ 1,631,468	\$ (26,497)	\$ 1,748,559

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
UTILITY SUPERINTENDENT	1	1	1
RELIEF TREATMENT OPERATOR	1	1	1
TREATMENT OPERATOR	5	5	5
INDUSTRIAL PRE-TREATMENT MANAGER	1	1	1
INDUSTRIAL PRE-TREATMENT SPECIALIST	0	1	1
TOTAL	8	9	9

UTILITY NON-DEPARTMENTAL

DEPARTMENTAL MISSION STATEMENT

The Utility Non-Departmental Department provides funding for facility operations, Utility administrative costs, and transfers for the Utility Capital Improvement Program and debt.

SERVICES PROVIDED

- This is an internal department that provides support for all departments.

PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 GOAL
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- N/A

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
PERSONNEL SERVICES	\$ -	\$ -	\$ -	\$ 2,000	\$ 117,000
CONTRACTUAL SERVICES	4,747,967	5,808,090	5,212,297	528,892	6,336,982
OTHER CHARGES	-	7,000	-	-	7,000
CONTINGENCY	-	-	-	-	-
TRANSFERS	14,451,844	14,837,535	15,072,535	(2,820,006)	11,617,529
TOTAL	\$ 19,199,811	\$ 20,652,625	\$ 20,284,832	\$ (2,289,114)	\$ 18,078,511

PERSONNEL SUMMARY

POSITIONS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 BUDGET
N/A			

SOLID WASTE FUND

DESCRIPTION

The Solid Waste fund is an enterprise fund established to fund a contracted solid waste and recycling provider for utility customers. It is intended to be self-supporting and collects revenue through utility bills to cover the cost of operations and debt related to solid waste.

	ACTUAL FY 2017	BUDGET FY 2018	PROJECTED FY 2018	PROPOSED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ 288,096	\$ 270,741	\$ 307,323	\$ 288,973
REVENUES				
Solid Waste Billing	\$ 3,433,111	\$ 3,603,334	\$ 3,673,461	\$ 3,729,418
Garbage Cart Reimbursement	261,121	272,133	266,686	270,470
Extra Garbage Cart Fee	16,181	15,696	18,149	18,422
Interest Income	3,710	1,500	4,310	4,310
Other Revenue	15,050	6,000	5,575	5,575
TOTAL REVENUE	\$ 3,729,173	\$ 3,898,663	\$ 3,968,180	\$ 4,028,195
TOTAL AVAILABLE FUNDS	\$ 4,017,269	\$ 4,169,404	\$ 4,275,503	\$ 4,317,168
APPROPRIATIONS				
OPERATING EXPENSES				
Small Tools and Equipment	\$ 100,305	\$ 150,000	\$ 98,459	\$ 150,000
Garbage Collection Services	3,406,292	3,603,334	3,641,286	3,714,111
Contract Services	-	90,000	36,049	75,000
Other Expenses	25,877	31,716	32,735	34,092
<i>Subtotal Operating</i>	\$ 3,532,473	\$ 3,875,050	\$ 3,808,529	\$ 3,973,203
TRANSFERS				
Debt Service	\$ 177,473	\$ 178,001	\$ 178,001	\$ 183,025
<i>Subtotal Transfers</i>	\$ 177,473	\$ 178,001	\$ 178,001	\$ 183,025
TOTAL APPROPRIATIONS	\$ 3,709,946	\$ 4,053,051	\$ 3,986,530	\$ 4,156,228
ENDING BALANCE	\$ 307,323	\$ 116,353	\$ 288,973	\$ 160,940

SPECIAL REVENUE FUNDS

The Special Revenue Funds are dedicated funds with revenues intended to fund a specific purpose and restricted. This section includes a summary of how each Special Revenue Fund used, summary of the Special Revenue Funds, and individual detailed fund information.

SPECIAL REVENUE FUNDS DEDICATED USES

The **Municipal Court Fund** includes three specialized fees, the Court Security fee, the Court Technology Fees, and the Juvenile Case Manager Fee, which are included on various traffic and misdemeanor citations as permitted by State Code. The Court Security Fee revenue can only be used to improve the security and safety of the Municipal Court including security personnel and security-related training. The Court Technology Fees can be used to maintain and improve technology at the Municipal Court including equipment replacement, software maintenance, and electronic equipment rentals. The Juvenile Case Manager Fee funds the salary and benefits costs for a Juvenile Case Manager to help ensure that juveniles can comply with the terms of their sentences / probation and helps to reduce the juvenile recidivism.

The **Public Arts Program Fund** revenues fund permanent public art displays around the City based upon the recommendation of the Public Arts Board and Council approval.

The **Tourism Board/Occupancy Tax Fund** revenues can be used for activities that draw people from outside the City limits and, ideally, stay at a local hotel or motel. Examples can include special events, advertising, and public arts.

The **CPTV-10 / Cable Fund** revenues are cable franchise fees which must be spent on maintaining or improving the City's cable channel, including media equipment improvements, broadcast service improvements, and municipal facility cable access.

The **Tax-Increment Re-investment Zone (TIRZ) Fund** revenues are ad valorem tax levies for a defined area of the City and the revenue can only be used to fund improvements within that area. The annual levy is based upon the current value minus the value at the time of the creation of the TIRZ.

The **Law Enforcement Fund** revenues include the Drug Enforcement Agency (DEA) Equitable Sharing Fund which is provided by the DEA as a contribution for local support for their activities and used for capital purchases for crime prevention and the Law Enforcement Officers Standards Enforcement (LEOSE) funds which provided by the State of Texas for additional training opportunities and certification maintenance.

The **4A – Economic Development Fund** sales tax is a local option sales tax that limited to economic development activities within in the City and can be used by the City to fund projects that promote new businesses or help to retain businesses with the end result being job creation or retention. Example uses include business-expenditure reimbursements, tax-sharing agreements, infrastructure improvements, and stadiums/arenas.

The **4B – Community Development Fund** sales tax is a local option sales tax that can be used for both community development, meaning any State approved quality of life improvements, and economic development. Like the 4A, the revenue should be used in a manner that results in job creation or retention, however, the 4B allows the quality of life improvements as a means to attract or retain jobs. Example uses include any 4A acceptable uses, new or improved park infrastructure, street improvements, and feasibility studies.

SPECIAL REVENUE FUND SUMMARY

REVENUE					
FUND	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
MUNICIPAL COURT FUND	\$ 57,641	\$ 50,189	\$ 52,758	\$ 2,898	\$ 53,087
PUBLIC ARTS PROGRAM	75,103	87,725	88,790	45,214	132,939
TOURISM BOARD/OCCUPANCY TAX	826,210	795,913	860,603	319,536	1,115,449
CPTV 10 / CABLE FUND	135,278	144,020	144,020	-	144,020
TAX INCREMENT REINVESTMENT ZONE	711,307	746,460	748,874	29,168	775,628
FORFEITURE FUND	218,319	60,320	119,507	32,500	92,820
ECONOMIC DEVELOPMENT (4A)	6,698,583	6,920,979	7,291,262	(1,239,601)	5,681,378
COMMUNITY DEVELOPMENT (4B)	6,720,949	6,934,796	7,272,805	626,848	7,561,644
PARKLAND DEDICATION	244,741	-	678,270	367,000	367,000
PROPERTY MANAGEMENT	429,954	-	421,000	421,000	421,000
TOTAL REVENUE	\$ 16,118,084	\$ 15,740,402	\$ 17,677,889	\$ 604,563	\$ 16,344,965

EXPENDITURES					
FUND	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 PROJECTED	BUDGET ADJUSTMENTS	FY 2019 BUDGET
MUNICIPAL COURT FUND	\$ 58,639	\$ 74,196	\$ 81,218	\$ 40,245	\$ 114,441
PUBLIC ARTS PROGRAM	40,323	100,000	64,515	154,463	254,463
TOURISM BOARD/OCCUPANCY TAX	574,211	653,891	653,891	347,684	1,001,575
CPTV 10 / CABLE FUND	123,637	119,067	112,807	-	119,067
TAX INCREMENT REINVESTMENT ZONE	706,232	706,195	706,195	31,229	737,424
FORFEITURE FUND	56,260	138,590	226,859	(41,590)	97,000
ECONOMIC DEVELOPMENT (4A)	4,451,674	5,638,932	5,306,932	(828,854)	4,810,079
COMMUNITY DEVELOPMENT (4B)	15,030,071	10,936,818	10,686,818	(4,530,529)	6,406,289
PARKLAND DEDICATION	161,245	-	445,620	125,000	125,000
PROPERTY MANAGEMENT	270,623	-	200,500	350,500	350,500
TOTAL EXPENDITURES	\$ 21,472,914	\$ 18,367,689	\$ 18,485,355	\$ (4,351,852)	\$ 14,015,838

MUNICIPAL COURT FUND

DESCRIPTION

The Municipal Court Fund is related to administrative charges which can be placed upon certain fines and are levied in accordance with Texas State Code. The charges provide funding for enhanced Court security related to both visitor and staff safety, improved technology to allow for efficiency, and Juvenile Case Manager.

	ACTUAL FY 2017	BUDGET FY 2018	PROJECTED FY 2018	PROPOSED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ 357,437	\$ 319,823	\$ 356,439	\$ 327,979
REVENUES				
Security Fees	\$ 13,594	\$ 12,118	\$ 12,227	\$ 12,227
Technology Fees	17,894	16,001	16,200	16,200
Juvenile Case Manager Fee	22,741	20,600	20,163	20,600
Teen Court Fees	320	210	300	300
Interest	3,092	1,260	3,868	3,760
TOTAL REVENUE	\$ 57,641	\$ 50,189	\$ 52,758	\$ 53,087
TOTAL AVAILABLE FUNDS	\$ 415,078	\$ 370,012	\$ 409,197	\$ 381,066
APPROPRIATIONS				
OPERATING EXPENSES				
Court Security	\$ 8,572	\$ 13,000	\$ 18,646	\$ 19,500
Court Technology	32,970	23,255	24,631	57,000
Juvenile Case Manager	16,776	37,731	37,731	37,731
Teen Court	320	210	210	210
<i>Subtotal Operating</i>	\$ 58,639	\$ 74,196	\$ 81,218	\$ 114,441
TOTAL APPROPRIATIONS	\$ 58,639	\$ 74,196	\$ 81,218	\$ 114,441
ENDING BALANCE	\$ 356,439	\$ 295,816	\$ 327,979	\$ 266,625

PUBLIC ARTS FUND

DESCRIPTION

The Public Arts Fund was created to install public art displays throughout the city including at parks and city facilities. Funding is provided by donations, the Tourism Advisory Board/Occupancy Tax Board, and certain Capital Projects.

	ACTUAL FY 2017	BUDGET FY 2018	PROJECTED FY 2018	PROPOSED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ 62,470	\$ 95,488	\$ 97,249	\$ 121,524
REVENUES				
Interest Income	\$ 786	\$ 225	\$ 1,200	\$ 1,125
Public Art Funding	74,317	87,500	87,590	131,814
TOTAL REVENUE	\$ 75,103	\$ 87,725	\$ 88,790	\$ 132,939
TOTAL AVAILABLE FUNDS	\$ 137,573	\$ 183,213	\$ 186,039	\$ 254,463
APPROPRIATIONS				
OPERATING EXPENSES				
Contract Services	\$ 40,323	\$ 100,000	\$ 64,515	\$ 254,463
Community Programs	-	-	-	-
<i>Subtotal Operating</i>	<u>\$ 40,323</u>	<u>\$ 100,000</u>	<u>\$ 64,515</u>	<u>\$ 254,463</u>
TRANSFERS				
Transfers to Debt Service	\$ -	\$ -	\$ -	\$ -
<i>Subtotal Transfers</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL APPROPRIATIONS	\$ 40,323	\$ 100,000	\$ 64,515	\$ 254,463
ENDING BALANCE	\$ 97,249	\$ 83,213	\$ 121,524	\$ -

TOURISM ADVISORY BOARD/OCCUPANCY TAX FUND

DESCRIPTION

The Occupancy Tax Fund accumulates the City's 7% Hotel Motel Occupancy Tax. The seven member Tourism Board is tasked with increasing and enhancing the public awareness of the benefits resulting from the hospitality industry and the potential contribution offered to the community. Management activities of the Occupancy Tax Fund are assigned to city staff, the Tourism Board authorizes expenditures of this fund that are within City and State guidelines to establish and enhance tourism, art programs and historical restoration. Board Members are appointed by the City Council and serve two-year terms.

	ACTUAL FY 2017	BUDGET FY 2018	PROJECTED FY 2018	PROPOSED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ 1,573,342	\$ 1,736,086	\$ 1,825,341	\$ 2,032,053
REVENUES				
Occupancy Tax Collections	\$ 811,909	\$ 784,413	\$ 844,103	\$ 1,098,449
Interest	14,301	11,500	16,500	17,000
TOTAL REVENUE	\$ 826,210	\$ 795,913	\$ 860,603	\$ 1,115,449
TOTAL AVAILABLE FUNDS	\$ 2,399,552	\$ 2,531,999	\$ 2,685,944	\$ 3,147,502
APPROPRIATIONS				
OPERATING EXPENSES				
Marketing and Advertising	\$ 189,780	\$ 222,967	\$ 227,558	\$ 513,190
Event Marketing	174,277	197,000	191,409	107,230
Public Arts	74,266	87,500	87,500	131,814
Tourism Development Expenses	23,388	19,850	20,850	92,168
Tourism Staff & Admin Support	110,000	126,574	126,574	157,173
Contingency	2,500	-	-	-
Subtotal Operating	\$ 574,211	\$ 653,891	\$ 653,891	\$ 1,001,575
TRANSFERS				
Transfers to Debt Service	\$ -	\$ -	\$ -	\$ -
Subtotal Transfers	\$ -	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS	\$ 574,211	\$ 653,891	\$ 653,891	\$ 1,001,575
GROSS ENDING BALANCE	\$ 1,825,341	\$ 1,878,108	\$ 2,032,053	\$ 2,145,927
<i>Minimum Reserve Level ¹</i>	-	130,735	130,735	183,075
NET ENDING BALANCE	\$ 1,825,341	\$ 1,747,373	\$ 1,901,318	\$ 1,962,852

¹ Reflects policy of two months of budgeted Hotel Occupancy Tax collections and one year of debt service

TOURISM ADVISORY BOARD/OCCUPANCY TAX FUND

Type A Projects by Funding Category

FUNDING CATEGORY	PROJECT	FY 2019 AMOUNT
Event Marketing	AUSTIN SPURS	62,500
	BALCONES SONGBIRD FESTIVAL	4,730
	CEDAR FEST BBQ COOK-OFF	15,000
	CHEER AMERICA CAPITAL CUP	15,000
	VOLLEY-PALLOZA	10,000
	Total	107,230

CPTV - 10 / CABLE FUND

DESCRIPTION

The CPTV - 10 / Cable Fund is related to the cable television franchise fee and provides funding for the Cedar Park local government channel, CPTV-10, and provides funding for media improvements. By State code, 1% of the total 5% franchise fee must be dedicated to providing and/or maintaining a local government channel and can be used to enhance the programming provided, including capital purchases.

	ACTUAL FY 2017	BUDGET FY 2018	PROJECTED FY 2018	PROPOSED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ 204,897	\$ 210,281	\$ 216,538	\$ 247,751
REVENUES				
Franchise Fees	\$ 133,274	\$ 143,020	\$ 143,020	\$ 143,020
Interest Income	2,004	1,000	1,000	1,000
TOTAL REVENUE	\$ 135,278	\$ 144,020	\$ 144,020	\$ 144,020
TOTAL AVAILABLE FUNDS	\$ 340,175	\$ 354,301	\$ 360,558	\$ 391,771
APPROPRIATIONS				
OPERATING EXPENSES				
Computer Equipment	\$ 18,879	30,000	\$ 30,000	\$ 30,000
Office Supplies & Equipment	4,482	5,000	5,000	5,000
Telecommunications	1,368	1,409	1,409	1,409
Computer Services	3,740	5,000	3,740	5,000
VES	88,777	66,658	66,658	66,658
Contract Services	1,200	11,000	6,000	11,000
Postage	-	-	-	-
Equipment	5,192	-	-	-
<i>Subtotal Operating</i>	<i>\$ 123,637</i>	<i>\$ 119,067</i>	<i>\$ 112,807</i>	<i>\$ 119,067</i>
TOTAL APPROPRIATIONS	\$ 123,637	\$ 119,067	\$ 112,807	\$ 119,067
ENDING BALANCE	\$ 216,538	\$ 235,234	\$ 247,751	\$ 272,704

TAX INCREMENT REINVESTMENT ZONE FUND

DESCRIPTION

The Tax Reinvestment Zone (TIRZ) is a tax increment reinvestment zone that covers approximately 470 acres of land located within the City of Cedar Park. The general area is bounded by New Hope Road on the north, U.S. 183-A right of way on the east, F.M. 1431 on the south and the railroad right of way to the west. The TIRZ will facilitate a program of public improvements to allow and encourage the development of the 470 acre mixed-use Downtown District which merges retail, office, entertainment and civic uses with a wide variety of high quality, high value, high density single and multi-family housing to create a close-knit, pedestrian friendly urban core.

	ACTUAL FY 2017	BUDGET FY 2018	PROJECTED FY 2018	PROPOSED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ 570,392	\$ 573,855	\$ 575,467	\$ 618,146
REVENUES				
Current Ad Valorem Taxes	\$ 706,195	\$ 742,960	\$ 737,424	\$ 764,128
Interest Income	5,112	3,500	11,450	11,500
TOTAL REVENUE	\$ 711,307	\$ 746,460	\$ 748,874	\$ 775,628
TOTAL AVAILABLE FUNDS	\$ 1,281,699	\$ 1,320,315	\$ 1,324,341	\$ 1,393,774
APPROPRIATIONS				
OPERATING EXPENSES				
Contract Services	\$ -	\$ -	\$ -	\$ -
Developer Reimbursements	706,232	706,195	706,195	737,424
<i>Subtotal Operating</i>	<u>\$ 706,232</u>	<u>\$ 706,195</u>	<u>\$ 706,195</u>	<u>\$ 737,424</u>
TRANSFERS				
Transfers to Debt Service	\$ -	\$ -	\$ -	\$ -
<i>Subtotal Transfers</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL APPROPRIATIONS	\$ 706,232	\$ 706,195	\$ 706,195	\$ 737,424
ENDING BALANCE	\$ 575,467	\$ 614,120	\$ 618,146	\$ 656,350

FORFEITURE FUND

DESCRIPTION

The Law Enforcement Fund accumulates payments received from the U.S. Department of Justice for the City's equitable share of proceeds from seized and forfeited property. It funds the purchase of equipment for Law Enforcement purposes according to the provisions of Asset Forfeiture Laws.

	ACTUAL FY 2017	BUDGET FY 2018	PROJECTED FY 2018	PROPOSED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ 106,719	\$ 126,739	\$ 268,778	\$ 161,426
REVENUES				
Equitable Sharing	\$ 228,598	\$ 60,000	\$ 116,581	\$ 90,000
Sales of Seized Equipment	-	-	-	-
Interest Income	1,433	320	2,926	2,820
Other Revenue	(11,711)	-	-	-
TOTAL REVENUE	\$ 218,319	\$ 60,320	\$ 119,507	\$ 92,820
TOTAL AVAILABLE FUNDS	\$ 325,038	\$ 187,059	\$ 388,285	\$ 254,246
APPROPRIATIONS				
OPERATING EXPENSES				
Small Tools & Equipment	\$ 22,223	\$ 57,789	\$ 80,524	\$ 58,000
Vehicle Repairs & Maintenance	2,705	-	-	-
Office Rental	-	1,333	-	2,000
Computer Services	-	4,468	-	5,000
Imprest Activities	7,741	-	6,641	7,000
Equipment	-	50,000	75,848	-
Vehicles	23,591	25,000	58,146	25,000
Other Expenses	-	-	5,700	-
<i>Subtotal Operating</i>	<i>\$ 56,260</i>	<i>\$ 138,590</i>	<i>\$ 226,859</i>	<i>\$ 97,000</i>
TRANSFERS				
Transfers to Debt Service	\$ -	\$ -	\$ -	\$ -
<i>Subtotal Transfers</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
TOTAL APPROPRIATIONS	\$ 56,260	\$ 138,590	\$ 226,859	\$ 97,000
ENDING BALANCE	\$ 268,778	\$ 48,469	\$ 161,426	\$ 157,246

TYPE A - ECONOMIC DEVELOPMENT CORPORATION FUND

DESCRIPTION

The Economic Development Fund accumulates the City's half-cent Type A Sales Tax and accounts for expenditures and debt authorized by the Economic Development Board of Directors. The seven member board is appointed by the City Council. Appointed Directors serve two-year terms.

	ACTUAL FY2017	BUDGET FY 2018	ESTIMATE FY 2018	PROPOSED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ <u>8,107,807</u>	\$ <u>10,354,716</u>	\$ <u>10,354,716</u>	\$ <u>12,339,046</u>
REVENUES				
Sales Tax Collections	\$ 6,619,495	\$ 6,880,979	\$ 7,221,477	\$ 5,631,378
Interest and Other Income	79,088	40,000	69,785	50,000
TOTAL REVENUE	\$ <u>6,698,583</u>	\$ <u>6,920,979</u>	\$ <u>7,291,262</u>	\$ <u>5,681,378</u>
TOTAL AVAILABLE FUNDS	\$ <u>14,806,390</u>	\$ <u>17,275,695</u>	\$ <u>17,645,978</u>	\$ <u>18,020,424</u>
APPROPRIATIONS				
OPERATING EXPENSES				
Staff Support	\$ 530,267	\$ 634,283	\$ 634,283	\$ 625,203
Board Expenses	-	7,000	-	7,000
Economic Development Agreements	699,294	1,598,651	1,273,651	784,150
HEB Center Improvements	-	175,000	175,000	175,000
Subtotal Operating	\$ <u>1,229,561</u>	\$ <u>2,414,934</u>	\$ <u>2,082,934</u>	\$ <u>1,591,353</u>
TRANSFERS				
Transfers to Debt Service	\$ 3,222,113	\$ 3,223,998	\$ 3,223,998	\$ 3,218,726
Subtotal Transfers	\$ <u>3,222,113</u>	\$ <u>3,223,998</u>	\$ <u>3,223,998</u>	\$ <u>3,218,726</u>
TOTAL APPROPRIATIONS	\$ <u>4,451,674</u>	\$ <u>5,638,932</u>	\$ <u>5,306,932</u>	\$ <u>4,810,079</u>
GROSS ENDING BALANCE	\$ <u>10,354,716</u>	\$ <u>11,636,763</u>	\$ <u>12,339,046</u>	\$ <u>13,210,346</u>
<i>Minimum Reserve Level ¹</i>	-	4,370,828	4,427,578	4,157,289
NET ENDING BALANCE	\$ <u>10,354,716</u>	\$ <u>7,265,935</u>	\$ <u>7,911,469</u>	\$ <u>9,053,057</u>

¹ Reflects policy of two months of budgeted sales tax and one year of debt service

TYPE A - ECONOMIC DEVELOPMENT CORPORATION FUND

Type A Projects by Funding Category

FUNDING CATEGORY	PROJECT	FY 2019 AMOUNT
Economic Development	Revenue Cycle, Inc.	15,200
	Swagelok	75,000
	Innovative Funding Services	290,000
	Fifteen Five Corporation	58,950
	Hyllion	345,000
	<u>Total</u>	<u>784,150</u>

TYPE B - COMMUNITY DEVELOPMENT CORPORATION FUND

DESCRIPTION

The Community Development Fund accumulates the City's half-cent Type B Sales Tax and accounts for expenditures and debt authorized by the Community Development Board of Directors. The seven member board is appointed by the City Council. Appointed Directors serve two-year terms.

	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATE FY 2018	ADOPTED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ 13,686,271	\$ 5,377,149	\$ 5,377,149.0	\$ 1,963,136
REVENUES				
Sales Tax Collections	\$ 6,619,495	\$ 6,880,956	\$ 7,220,989	\$ 7,509,828
Interest	101,454	53,840	51,816	51,816
TOTAL REVENUE	\$ 6,720,949	\$ 6,934,796	\$ 7,272,805	\$ 7,561,644
TOTAL AVAILABLE FUNDS	\$ 20,407,220	\$ 12,311,945	\$ 12,649,954	\$ 9,524,780
APPROPRIATIONS				
OPERATING EXPENSES				
Staff Support	\$ 70,401	\$ 273,629	\$ 273,629	\$ 277,838
Board Expenses	7,801	23,649	23,649	24,300
Economic Development	1,601,904	1,015,899	765,899	150,951
Community Enhancements	2,593,263	1,565,000	1,565,000	1,805,000
Community Identification	-	15,000	15,000	300,000
Destination City	10,019,122	7,300,000	7,300,000	3,100,000
Subtotal Operating	\$ 14,292,491	\$ 10,193,177	\$ 9,943,177	\$ 5,658,089
TRANSFERS				
Transfers to Debt Service	\$ 737,580	\$ 743,641	\$ 743,641	\$ 748,200
Subtotal Transfers	\$ 737,580	\$ 743,641	\$ 743,641	\$ 748,200
TOTAL APPROPRIATIONS	\$ 15,030,071	\$ 10,936,818	\$ 10,686,818	\$ 6,406,289
GROSS ENDING BALANCE	\$ 5,377,149	\$ 1,375,127	\$ 1,963,136	\$ 3,118,491
<i>Minimum Reserve Level</i> ¹	-	1,890,467	1,890,467	1,999,838
NET AVAILABLE BALANCE	\$ 5,377,149	\$ (515,340)	\$ 72,669	\$ 1,118,653

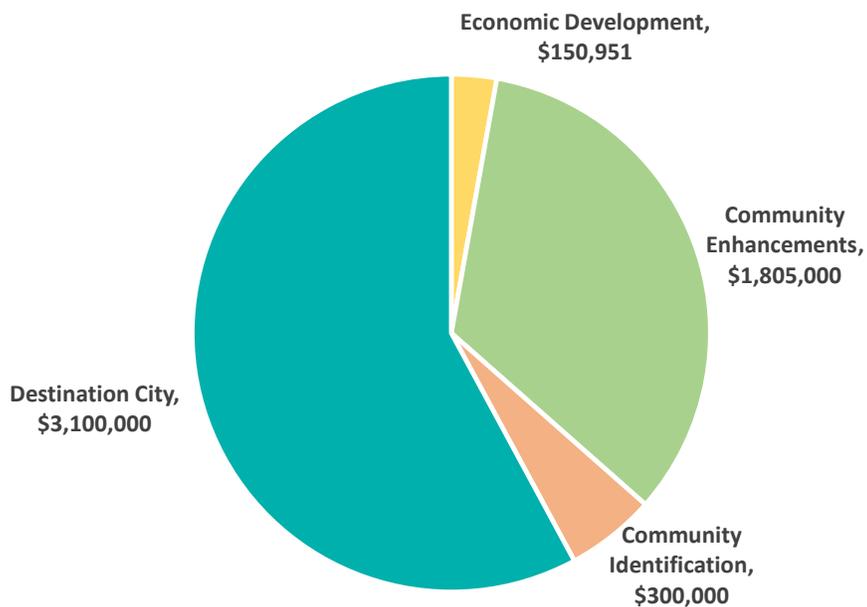
¹ Reflects policy of two months of budgeted sales tax and one year of debt service

TYPE B - COMMUNITY DEVELOPMENT CORPORATION FUND

Type B Projects by Funding Category

FUNDING CATEGORY	PROJECT	FY 2019 AMOUNT
Economic Development	Dana Corporation	150,951
		150,951
Community Enhancement	Sidewalk Gap Phase 5	350,000
	Bike Lane Expansion	700,000
	Traffic Light Synchronization	100,000
	Digital Sign at Veterans Memorial	40,000
	Digital Sign at Recreation Center	40,000
	Brushy Creek Sports Park Improvements	230,000
	Recycling in Five Community Parks	150,000
	Lakeline/Wilco Trail Connection	60,000
	Outdoor Music Venue Study	35,000
	Performing Arts Center Feasibility Study	25,000
	Convention Center Feasibility Study	25,000
	Corridor Enhancement Program	50,000
		1,805,000
Community Identification	Pole Mounted Street Signs	300,000
		300,000
Destination City	Bell Boulevard Redevelopment	3,100,000
		3,100,000
Total		5,355,951

FUNDING BY CATEGORY



VES FUND

The Vehicle and Equipment Services Fund is an internal service fund which provides for the replacement of capital purchases such as vehicles and computers and is funded by departmental transfers. The fund stabilizes General Fund and Utility Fund spending by allowing for annual payment for replacements over the life of the capital item rather than at the time of replacement. This section includes a fund summary of VES and a summary vehicles and equipment to be replaced during the fiscal year.

VEHICLE AND EQUIPMENT REPLACEMENT FUND

DESCRIPTION

The Vehicle and Equipment Service Fund provides for the replacement of vehicles and equipment. It accumulates contributions from departments utilizing vehicles or equipment, including computer technology. The replacement schedule is analyzed annually to determine if actual condition exceeds the useful life.

	ACTUAL FY 2017	BUDGET FY 2018	ESTIMATE FY 2018	PROPOSED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ 7,162,200	\$ 6,040,865	\$ 6,334,153	\$ 4,333,109
REVENUES				
Replacement Fees	\$ 3,170,654	\$ 3,473,470	\$ 3,473,470	\$ 3,677,005
Gain/Loss on Disposal	347,706	85,408	64,320	70,102
Interest	59,324	10,000	35,953	43,331
Other Income	19,300	-	-	-
TOTAL REVENUE	\$ 3,596,984	\$ 3,568,878	\$ 3,573,743	\$ 3,790,438
TOTAL AVAILABLE FUNDS	\$ 10,759,184	\$ 9,609,743	\$ 9,907,896	\$ 8,123,547
APPROPRIATIONS				
OPERATING EXPENSES				
Computer and A/V Equipment	\$ 431,009	\$ 1,411,969	\$ 1,411,969	\$ 1,018,209
Small Tools & Equipment	4,899	-	-	-
Equipment	754,826	1,329,647	1,331,173	310,800
Vehicles	1,279,297	2,846,922	2,831,645	1,752,555
<i>Subtotal Operating</i>	\$ 2,470,031	\$ 5,588,538	\$ 5,574,787	\$ 3,081,564
TRANSFERS				
Transfers to CIP (Fire Equipment)	\$ 1,955,000	\$ -	\$ -	\$ -
<i>Subtotal Transfers</i>	\$ 1,955,000	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS	\$ 4,425,031	\$ 5,588,538	\$ 5,574,787	\$ 3,081,564
ENDING BALANCE	\$ 6,334,153	\$ 4,021,205	\$ 4,333,109	\$ 5,041,983

DEBT SERVICE FUNDS

The debt service funds provide funding for the city's debt payments. The City has General Obligation Debt fund, which is supported by property and sales taxes, and Utility Debt Fund which is supported by enterprise revenues such as water sales. Included in the in the section is a summary of legal debt margin, summary of each fund, details on the adopted year's payment, and summary of out-going debt payments

GENERAL DEBT SERVICE

DESCRIPTION

The General Obligation Debt Service Fund was established to account for the accumulation of ad valorem taxes collected for the purpose of paying principal and interest on long term debt.

	ACTUAL FY 2017	BUDGET FY 2018	PROJECTED FY 2018	PROPOSED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ 8,108,954	\$ 8,657,446	\$ 8,949,478	\$ 9,185,786
REVENUES				
Current Ad Valorem Taxes	\$ 17,240,131	\$ 18,957,384	\$ 18,969,676	\$ 20,141,563
Delinquent Ad Valorem Taxes	(15,714)	38,966	135,000	92,089
Penalties and Interest Ad Valorem	47,157	47,018	45,000	42,879
Other Revenue	-	1,050,397	1,050,397	1,061,002
Transfer From 4A	3,218,368	3,223,998	3,223,998	3,218,726
Transfer From 4B	-	-	-	-
Transfer From Solid Waste Fund	-	-	-	-
Interest Income	41,486	65,000	195,000	195,000
TOTAL REVENUE	\$ 20,531,428	\$ 23,382,763	\$ 23,619,071	\$ 24,751,259
TOTAL AVAILABLE FUNDS	\$ 28,640,382	\$ 32,040,209	\$ 32,568,549	\$ 33,937,045
APPROPRIATIONS				
OPERATING EXPENSES				
Bond Issue Costs	125,107	582,730	582,730	150,000
Arbitrage Compliance Services	1,755	25,000	25,000	25,000
<i>Subtotal Operating</i>	<i>\$ 126,862</i>	<i>\$ 607,730</i>	<i>\$ 607,730</i>	<i>\$ 175,000</i>
TRANSFERS				
Bond Principal - All	\$ 11,205,000	\$ 12,750,000	\$ 12,750,000	\$ 15,313,296
Bond Interest - All	6,976,091	6,942,893	6,942,893	8,452,345
Agent Fees	7,401	9,000	9,000	9,000
Payment to Ref Bond Escrow	1,375,550	3,073,140	3,073,140	801,618
<i>Subtotal Transfers</i>	<i>\$ 19,564,042</i>	<i>\$ 22,775,033</i>	<i>\$ 22,775,033</i>	<i>\$ 24,576,259</i>
TOTAL APPROPRIATIONS	\$ 19,690,904	\$ 23,382,763	\$ 23,382,763	\$ 24,751,259
ENDING BALANCE	\$ 8,949,478	\$ 8,657,446	\$ 9,185,786	\$ 9,185,786

UTILITY DEBT SERVICE

DESCRIPTION

The Utility Debt Service Fund was created to account for revenues transferred in from the Utility and Solid Waste Funds to pay for principal and interest on utility debt.

	ACTUAL FY 2017	BUDGET FY 2018	PROJECTED FY 2018	PROPOSED FY 2019
AVAILABLE FUNDS				
Beginning Balance	\$ 13,122,980	\$ 8,559,588	\$ 13,660,732	\$ 12,892,211
REVENUES				
Interest Income	\$ 129,880	\$ 30,293	\$ 203,980	\$ 205,000
Transfer In - Utility Fund	2,011,921	7,400,276	7,400,276	7,392,671
Transfer In - Solid Waste Fund	-	178,001	178,001	183,025
Other Revenue	230	-	-	-
TOTAL REVENUE	\$ 2,142,032	\$ 7,608,570	\$ 7,782,257	\$ 7,780,696
TOTAL AVAILABLE FUNDS	\$ 15,265,012	\$ 16,168,158	\$ 21,442,989	\$ 20,672,907
APPROPRIATIONS				
OPERATING EXPENSES				
Interest Expense	\$ (288,339)	\$ -	\$ -	\$ -
<i>Subtotal Operating</i>	<i>\$ (288,339)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
TRANSFERS				
Bond Principal - All	\$ -	\$ 5,780,000	\$ 6,735,000	\$ 5,960,000
Bond Interest - All	1,890,322	1,798,278	1,798,278	1,615,696
Bond Issuance Costs	462	-	-	-
Arbitrage Rebate	-	15,000	15,000	15,000
Agent Fees	1,835	2,500	2,500	2,500
Transfers Out Utility Fund	-	-	-	-
<i>Subtotal Transfers</i>	<i>\$ 1,892,619</i>	<i>\$ 7,595,778</i>	<i>\$ 8,550,778</i>	<i>\$ 7,593,196</i>
TOTAL APPROPRIATIONS	\$ 1,604,280	\$ 7,595,778	\$ 8,550,778	\$ 7,593,196
ENDING BALANCE	\$ 13,660,732	\$ 8,572,380	\$ 12,892,211	\$ 13,079,711

CIP BUDGET

The Capital Improvement Project Budget describes the large, multi-year projects which provide new or improved City infrastructure. The City has a General Projects CIP fund for transportations projects, park and recreation improvements, and municipal facilities, and a Utility Project CIP Fund for water and wastewater infrastructure improvements. The CIP section includes a summary of projects to begin or continue in the adopted year.

FY 2019 GENERAL CAPITAL IMPROVEMENT PROJECTS

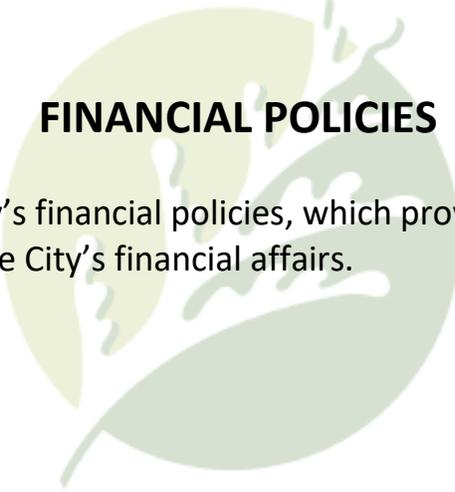
Project Name	Prior Funding	FY 2018 Funding	FY 2018 Amendment	2018 Funding	FY 2019 Funding	Future Funding	Total Project Budget
PARKS							
Land Acquisition	\$ 1,975,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,975,000
Parks Maintenance Facility	2,520,000	-	-	-	35,000	-	2,555,000
Electricity at the Sculpture Garden	80,713	-	-	-	-	-	80,713
Milburn Park Improvements	350,000	-	-	-	-	-	350,000
Buttercup Pool Bathhouse Renovations	169,572	-	-	-	-	-	169,572
Dog Park #2	265,000	-	-	-	-	-	265,000
Trail Lighting Project at Community Parks	50,000	-	-	-	-	-	50,000
Veterans Memorial Park Improvements	500,000	-	-	-	-	-	500,000
Lakeline Park	-	3,500,000	-	3,500,000	-	-	3,500,000
Trails/Bike Facility	-	235,000	-	235,000	2,265,000	-	2,500,000
Milburn Pool Rehabilitation	58,000	-	-	-	-	-	58,000
Town Center Trail and Pedestrian Bridge	-	550,000	-	550,000	-	-	550,000
Brushy Creek Sports Park Improvements	-	-	-	-	230,000	-	230,000
Recycling in Five Community Parks	-	-	-	-	150,000	-	150,000
TOTAL PARKS PROJECTS	\$ 5,968,285	\$ 4,285,000	\$ -	\$ 4,285,000	\$ 2,680,000	\$ -	\$ 12,933,285
TRANSPORTATION							
RM 1431 (Parmer to Sam Bass)	\$ 23,325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,325,000
Fire Lane Street Repair	75,200	-	-	-	-	-	75,200
Traffic Signal VES	35,000	-	-	-	-	-	35,000
Anderson Mill Road	5,744,600	-	4,150,000	4,150,000	-	-	9,894,600
Little Elm Trail	7,060,000	-	-	-	-	-	7,060,000
New Hope Road - West	2,600,000	-	-	-	-	-	2,600,000
Sidewalk Gap Closure Phase III	320,000	-	-	-	-	-	320,000
ILSN Sign Replacements and Upgrades	140,000	-	-	-	-	-	140,000
Way-Finding / Community Identification	285,000	-	-	-	-	-	285,000
Brushy Creek Regional Trail Connection	450,000	-	-	-	-	-	450,000
Right Turn Lane at Lakeline and Old Mill	250,000	-	-	-	-	-	250,000
Right Turn Lane at Brushy Creek and Vista Ridge	250,000	-	-	-	-	-	250,000
Discovery Blvd. Median Break	200,000	-	-	-	-	-	200,000
Sidewalk Gap Phase IV	350,000	-	-	-	-	-	350,000
Design and Install Pole Mounted Logo Signs	300,000	300,000	(300,000)	-	-	-	300,000
New Hope (Cottonwood Creek to Ronald Reagan)	9,400,000	-	-	-	-	-	9,400,000
Bell Boulevard District Projects	16,100,000	17,900,000	11,400,000	29,300,000	1,000,000	2,000,000	48,400,000
Right Turn Lane at Lakeline Boulevard	700,000	-	-	-	-	-	700,000
Right Turn Lane at Whitestone Boulevard	700,000	-	-	-	-	-	700,000
Traffic Signal at Liberty Oaks and Cypress Creek	325,000	-	-	-	-	-	325,000
New Hope (Ronald Reagan to Sam Bass)	3,300,000	1,700,000	-	1,700,000	-	-	5,000,000
Arterial Overlay	4,333,333	2,166,667	-	2,166,667	-	-	6,500,000
Intersection Turn Lanes	875,000	1,525,000	-	1,525,000	-	800,000	3,200,000
Fire Station 2 Emergency Egress Signal	150,000	-	-	-	-	-	150,000
Travis County Traffic Signal Standardization	120,000	-	-	-	-	-	120,000
Anderson Mill Road Phase II	-	8,700,000	-	8,700,000	-	-	8,700,000
RM 1431 (Bagdad to Anderson Mill Rd)	-	-	-	-	-	7,300,000	7,300,000
Brushy Creek Rd (Arrowhead to Ranch Tr)	-	-	-	-	-	3,700,000	3,700,000
Right Turn Lane at Ronald Reagan and Caballo Ranc	-	250,000	-	250,000	-	-	250,000
Little Elm Trail and Fire Lane Improvements	-	650,000	-	650,000	-	-	650,000
County Road 272 Bridge Replacement	-	-	800,000	800,000	-	-	800,000
Sidewalk Gap Phase V	-	-	-	-	350,000	-	350,000
Bike Lane Expansion	-	-	-	-	700,000	-	700,000
Traffic Light Synchronization	-	-	-	-	100,000	-	100,000
Pole Mounted Street Signs	-	-	-	-	300,000	-	300,000
TOTAL TRANSPORTATION PROJECTS	\$ 77,388,133	\$ 33,191,667	\$ 16,050,000	\$ 49,241,667	\$ 2,450,000	\$ 13,800,000	\$ 142,879,800

FY 2019 GENERAL CAPITAL IMPROVEMENT PROJECTS

Project Name	Prior Funding	FY 2018 Funding	FY 2018 Amendment	2018 Funding	FY 2019 Funding	Future Funding	Total Project Budget
FACILITY PROJECTS							
Library Master Plan	60,000	-	-	-	-	-	60,000
Field Ops Tower	306,000	-	-	-	-	-	306,000
Fire Lane Tower	95,707	-	-	-	-	-	95,707
Fire Station #5	5,955,000	-	-	-	-	-	5,955,000
Police Station Expansion	6,806,000	-	-	-	-	-	6,806,000
Building 6 Fire Administration Build Out	1,875,000	-	-	-	-	-	1,875,000
Building 3 Reconfig. (\$1.4 M from Utility Fund)	350,000	950,000	100,000	1,050,000	-	-	1,400,000
Regional Animal Shelter	500,000	500,000	-	500,000	-	-	1,000,000
City Hall Improvements	-	-	75,000	75,000	325,000	-	400,000
Police Station Roof Replacement	-	-	175,000	175,000	-	-	175,000
New Library	-	-	-	-	1,960,000	18,240,000	20,200,000
TOTAL FACILITIES PROJECTS	\$ 15,947,707	\$ 1,450,000	\$ 350,000	\$ 1,800,000	\$ 2,285,000	\$ 18,240,000	\$ 38,272,707
TOTAL ALL GENERAL PROJECTS	\$ 99,304,125	\$ 38,926,667	\$ 16,400,000	\$ 55,326,667	\$ 7,415,000	\$ 32,040,000	\$ 194,085,792

FY 2019 UTILITY CAPITAL IMPROVEMENT PROJECTS

Project Name	Prior Funding	FY18 Funding	FY 19		Project Budget
			Funding	Future Funding	
WATER PROJECTS - BOND FUNDED					
BCRUA Ph. II				54,000,000	54,000,000
Anderson Mill 16" TM (upgrade existing 12")		600,000			600,000
TOTAL	\$ -	\$ 600,000	\$ -	\$ 54,000,000	\$ 54,600,000
WATER PROJECTS - SWIFT FUNDED					
BCRUA Ph. IC		4,430,000			4,430,000
BCRUA Ph. II			6,970,000		6,970,000
TOTAL	\$ -	\$ 4,430,000	\$ 6,970,000	\$ -	\$ 11,400,000
WASTEWATER PROJECTS - BOND FUNDED					
Cottonwood WW Interceptor - Ph C-2		2,550,000			2,550,000
WRF Headworks Rehabilitation		286,000			286,000
TOTAL	\$ -	\$ 2,836,000	\$ -	\$ -	\$ 2,836,000
WATER PROJECTS - CIF FUNDED					
New Hope 16" TM (Cottonwood to Ronald Reagan)	1,130,000				1,130,000
BCRUA Ph. ID			300,000		300,000
BCRUA Ph. II	750,000				750,000
Elevated Storage Tank (Pressure Plane 4)		2,000,000		1,100,000	3,100,000
TOTAL	\$ 1,880,000	\$ 2,000,000	\$ 300,000	\$ 1,100,000	\$ 5,280,000
WASTEWATER PROJECTS - CIF FUNDED					
Cottonwood WW Interceptor - Ph C-2	320,000	980,000			1,300,000
New Hope WW (Cottonwood to Ronald Reagan)	610,000				610,000
Ronald Reagan Westside	520,000	50,000			570,000
Anderson Mill Road Wastewater Line	375,000				375,000
BCRWWS East Plant Re-Rate and Expansion Improvements	600,000	1,290,000	945,000	18,900,000	21,735,000
TOTAL	\$ 2,425,000	\$ 2,320,000	\$ 945,000	\$ 18,900,000	\$ 24,590,000
WATER PROJECTS - UTILITY FUNDED					
Water Tank Rehab	200,000	50,000			250,000
Water Infrastructure Rehab/Relocation	333,125	340,000	350,000		1,023,125
Anderson Mill Road Waterline	375,000				375,000
33" Waterline Condition Assessment	150,000				150,000
New Hope West Storage Building		175,000			175,000
WTP Intake Improvements Project		680,000			680,000
City Hall Building 3 Remodel		650,000			650,000
Fiber Optic Cable		280,000			280,000
TOTAL	\$ 1,058,125	\$ 2,175,000	\$ 350,000	\$ -	\$ 3,583,125
WASTEWATER PROJECTS - UTILITY FUNDED					
Wastewater Infrastructure Rehab/Relocation	333,125	340,000	350,000		1,023,125
Lobo LS Relief Tunnel Study	100,000			1,000,000	1,100,000
Cottonwood WW Interceptor - Ph C-2	650,000				650,000
WRF Rehabilitation	581,000				581,000
City Hall Building 3 Remodel		650,000			650,000
WRF Headworks Rehabilitation		509,000			509,000
TOTAL	\$ 1,664,125	\$ 1,499,000	\$ 350,000	\$ 1,000,000	\$ 4,513,125
TOTAL WATER PROJECTS	2,938,125	9,205,000	7,620,000	55,100,000	74,863,125
TOTAL WASTEWATER PROJECTS	4,089,125	6,655,000	1,295,000	19,900,000	31,939,125
TOTAL UTILITY CIP	\$ 7,027,250	\$ 15,860,000	\$ 8,915,000	\$ 75,000,000	\$ 106,802,250



FINANCIAL POLICIES

This section outlines the City's financial policies, which provide guidelines for day-to-day planning and operating in the City's financial affairs.

Financial Policies

Annual Financial Performance Goals

1. The City Council shall adopt a structurally balanced budget for the ensuing fiscal year pursuant to the prevailing state and local law.
2. The City will maintain a general fund balance at a minimum reserve level of 25% and a maximum of 50% of budgeted operations and maintenance expenditures.
3. The City will maintain a utility fund balance at a minimum reserve level of 25% of budgeted operations and maintenance expenditures.
4. The City of Cedar Park will be conservative rather than aggressive in its budgeting of revenues and expenditures.
5. The City of Cedar Park will budget a “core” Sales Tax. This core amount will equal the Sales Tax estimate for the current year, the annualized impact of major retailers that were open for only a portion of the current fiscal year, and the anticipated revenue, based on estimated completion dates, of major retailers under construction during the fourth quarter of the current fiscal year, plus an additional two percent.
6. The City of Cedar Park will invest a minimum of 10% of its core sales tax in city capital/infrastructure. This will provide the flexibility to defer the capital/infrastructure investment if actual city revenues are less than budgeted amounts, thus reducing expenditures without impacting city employees.
7. The City will employ an active investment program which will seek to obtain investments returns above its benchmark consistent with risk limitations identified in the investment policy.

Budget Policies

8. The City Council shall adopt a structurally balanced budget for the ensuing fiscal year pursuant to the prevailing state and local law. A structurally balanced budget is defined as recurring revenues funding recurring expenditures and adherence to fund balance policies. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques. One-time revenues may be used to finance non-recurring expenditures.
9. The City Council may amend the budget once adopted, but shall not delete or decrease appropriations required for debt service, or for estimated cash deficit, and shall not authorize expenditures in excess of the total of estimated income plus funds available from earlier years.
10. Financial control systems shall be in place to monitor compliance with the adopted budget, including the use of monthly reporting.
11. **Five-Year Forecast of Revenues and Expenditures:** A five-year forecast of revenues and expenditures shall be prepared in conjunction with the annual budget process for the following funds:
 - a. General Fund

Financial Policies

- b. Water/Wastewater Utility Enterprise Fund
 - c. 4A & 4B Funds (Economic & Community Development)
12. **Five Year Capital Improvement Plan:** The City will annually prepare a five-year Capital Improvement Plan based on the needs for capital improvements and equipment, the status of the City's infrastructure, replacement and renovation needs, and potential new projects.
- a. Any project with a cost of \$50,000 or more and with an expected life of at least five years will be classified as a Capital Improvement Project.
 - b. Project costs shall be estimated, funding sources identified and annual operation and maintenance costs computed.
 - c. All Capital Projects will be budgeted for using a project-life budget approach.

Revenue Policies

1. **Tax Rate:**
- a. In determining the City's debt service portion of the tax rate from year to year the City shall consider any applicable constitutional and state law requirements in addition to taking into consideration: (i) the amount of ad valorem tax debt coming due, (ii) any ad valorem tax debt that is callable and economically feasible to redeem, (iii) additional ad valorem tax debt projected to be issued (including particularly any voter authorized general obligation bonds remaining authorized but unissued), (iv) minimizing overall tax rate volatility. These considerations should recognize the city's desire to minimize interest cost on debt and provide for tax rate stability including not exceeding the projected tax rate at the time of issuance related to voter approved bonds.
 - b. The City of Cedar Park will budget current ad valorem tax revenue at 99.0% of the total amount of taxes levied.
2. The City of Cedar Park will distribute interest earned from investments in accordance with the average monthly balance of the funds from which the monies were provided to be invested.
3. The General Fund Transfer from the Utility Fund will incorporate a Franchise Fee, Payment in Lieu of Taxes, and reimbursement of General Fund expenses in support of the Utility Fund. The Franchise Fee will equal 4.0% of the Utility Fund's operating revenues. Payment in Lieu of Taxes (PILOT) will equal the value of the Utility Fund's assets multiplied by the City's tax rate. General Fund expenses in support of the Utility Fund will be calculated each year using a cost allocation model. The transfer will be capped at a maximum of 15% of the Utility Fund's operating revenues.
4. **Uncollectable Revenues:**
- a. The City will use its best efforts to collect past due revenues. These efforts may include internal and external processes.
 - b. In the City's Utility Funds, revenues will be considered uncollectable and may be written off as such after 48 months of delinquency.
 - c. In all other funds, uncollectable revenues will be considered on a case by case basis, and decisions related to write-offs will be brought to the City Council as deemed appropriate.

Expenditure Policies

Financial Policies

1. **Use of Fund Balance/Working Capital/Retained Earnings:** Fund Balance/Retained Earnings should be used only for emergencies, non-recurring expenditures/expenses, or major capital purchases that cannot be accommodated through current year savings. Should such uses reduce balances below the level established as the objective for that fund, restoration recommendations will accompany the request/decision to utilize said balances.
2. **Avoidance of Operating Deficits:** The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end.

Corrective actions in order of precedence are listed below, and will be considered individually on a case by case basis:

- a. Reduce capital transfers for pay-as-you-go CIP.
- b. Deferral of capital purchases and capital maintenance
- c. Reduce non-personnel operating expenditures
- d. Hiring freezes
- e. Freeze compensation adjustments
- f. Use of fund balance, including Replacement Fund balances where allowable
- g. Evaluate increased fees
- h. Lay-off employees

Reserve Policies

1. The City will maintain the General Fund unreserved fund balance at a level sufficient to provide for emergency expenditures and unanticipated revenue shortfalls. The City will maintain a fund balance at a minimum reserve level of 25% and a maximum of 50% of budgeted operations and maintenance expenditures. The right is reserved by the City Council to change the targeted reserve level by resolution, ordinance or budget adoption. When the reserve exceeds the maximum limits, opportunities should be identified to use the excess reserves to fund one-time expenses within the General Fund.
2. The City will maintain the Enterprise Fund (Water/Sewer Fund) unreserved fund balance at a level sufficient to provide for emergency expenditures and unanticipated revenue shortfalls. The targeted reserve level will be a minimum of 25% of budgeted operations and maintenance expenditures. This amount is in addition to amounts that have been set aside or are being accumulated for Capital Expenditures. The right is reserved by the City Council to change the targeted reserve level by resolution, ordinance or budget option.
3. The City will maintain the Economic Development (Type A), Community Development (Type B), and Tourism Fund unreserved fund balance at a level sufficient to provide for emergency expenditures and unanticipated revenue shortfalls. The City will maintain a fund balance for Type A and Type B at a minimum reserve level of two months of budgeted sales tax and one year of debt service payments, and the Tourism Fund at two months of Hotel Occupancy Tax collections and one year of debt service payments. The right is reserved by the City Council to change or use the minimum reserve level by resolution, ordinance or budget adoption and must be accompanied by a plan to replenish within two fiscal years.

Financial Policies

4. With approval from Council, When the reserve exceeds the maximum limits, opportunities should be identified to use the excess reserves to fund one-time expenses within the General Fund.
5. The City of Cedar Park will set a debt service rate necessary to collect a full year's debt service payment on all outstanding and proposed debt. As a result, the General Debt Service fund will maintain a reserve that will typically be equivalent to an interest only debt service payment.
6. The City of Cedar Park will maintain a minimum coverage ratio for the Utility Fund of in accordance with the requirements set forth in any outstanding debt service agreements. The coverage rate is defined as the ratio of Utility's operating revenues minus operating expenses divided by the Utility's debt service expenses.

Fund Balance Categories

Fund Equity – A fund's equity is generally the difference between its assets and its liabilities.

Fund Balance – An accounting distinction is made between the portions of fund equity that spendable and nonspendable. These are broken up into five categories:

1. Nonspendable fund balance – includes amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory or permanent funds.
2. Restricted fund balance – includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and child safety fees.
3. Committed fund balance – includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.
4. Assigned fund balance – comprises amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
5. Unassigned fund balance – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Fund Balance Commitments - The City Council is the City's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at the City's Council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

Financial Policies

Fund Balance Assignments - The City Council has authorized the City's City Manager and the Finance Director as authorized officials to assign fund balance to a specific purpose as approved by this fund balance policy.

Debt Policies

1. Bonds payable from ad valorem taxes (General Obligation), other than refunding bonds, shall not be issued unless the bonds have been authorized by a majority vote at a City election held for that purpose.
2. The total general obligation debt of the City (total tax supported debt) shall never exceed ten percent (10%) of the net taxable value of property on the tax rolls of the City.
3. When determining the term and design of each debt repayment structure, the City should consider both the useful life of the asset and the generational equity created by the debt structure design.

Arbitrage Policies

With respect to the investment and expenditure of proceeds from the issuance of bonds, notes or other tax-exempt obligations (collectively, the Bonds), the City's Director of Finance will instruct City staff, or other appropriate person(s) to:

1. require that the construction, renovation or acquisition of any facilities to be financed with proceeds of the Bonds proceed with due diligence and that binding contracts for the expenditure of at least five percent (5%) of the proceeds be entered into within six (6) months of the issue date of the Bonds.
2. monitor to ensure that at least eighty-five percent (85%) of the proceeds of the Bonds to be used for the construction, renovation or acquisition of any facilities are expended within three (3) years of the issue date.
3. ensure that the yield on the investments of any proceeds of the Bonds be restricted to the yield on the Bonds for any period beyond three (3) years of the issue date.
4. monitor all deposited into a sinking or debt service fund to assure that the maximum amount invested at a yield higher than the yield on the Bonds does not exceed an amount equal to the debt service on the Bonds in the succeeding twelve (12) month period plus a carryover amount equal to one-twelfth (1/12) of the principal and interest payable on the Bonds for the immediately preceding twelve (12) month period.
5. ensure that no more than fifty percent (50%) of the proceeds of the Bonds are invested in an investment with a guaranteed yield of four (4) years or more.
6. assure that the maximum amount of any reserve fund for the Bonds invested at a yield higher than the yield on the Bonds will not exceed the lesser of ten percent (10%) of the principal amount of the Bonds, one hundred twenty-five percent (125%) of the average annual debt service on the Bonds measured as of the issue date, or one hundred percent (100%) of the maximum annual debt service on the Bonds as of the issue date.
7. monitor the actions of the escrow agent holding any escrow funded with Bond proceeds to ensure compliance with the applicable provisions of the escrow agreement, including with respect to reinvestment of cash balances.
8. document by official action of the City Council, such as a reimbursement resolution, any intent of the City to reimburse with the proceeds of the Bonds any amount expended prior to the issue date for the acquisition, renovation or construction of the facilities.
9. ensure that the applicable information return (e.g., IRS Form 8038-G, or any successor form) is timely filed with the Internal Revenue Service ("IRS").

Financial Policies

10. assure that, unless excepted from rebate and yield restriction under Section 148(f) of the Internal Revenue Code of 1986, excess investment earnings are computed and paid to the U.S. government at such time and in such manner as directed by the IRS at least every five (5) years after the issue date and within thirty (30) days after the date the Bonds are retired.

Private Business Use of Bond Funded Facilities

With respect to the use of any facilities financed or refinanced with the proceeds of the Bonds, the Finance Director will instruct the appropriate City staff or other appropriate person(s) to:

1. monitor the date on which the facilities are substantially complete and available to be used for their intended purpose.
2. monitor whether, at any time during which the Bonds are outstanding, any person, other than the City, its employees and agents or members of the general public, has any contractual right (such as a lease, purchase, management or other service agreement) with respect to any portion of the facilities.
3. monitor whether, at any time the Bonds are outstanding, any person, other than the City, its employees and agents or members of the general public, has a right to use the output of the facilities (e.g., water, gas or electricity).
4. monitor whether, at any time the Bonds are outstanding, any person, other than the City, its employees and agents or members of the general public, has a right to use the facilities to conduct or to direct the conduct of research.
5. determine whether, at any time the Bonds are outstanding, any person, other than the City, has a naming right for the facilities or any other contractual right granting an intangible benefit.
6. determine whether, at any time the Bonds are outstanding, the facilities are sold or otherwise disposed of.
7. take such action as is necessary to remediate any failure to maintain compliance with the covenants contained in the Ordinances or Resolutions authorizing issuance of the Bonds related to the public use of the facilities.

Bond Issue Records Retention

The Finance Director will maintain or cause to be maintained all records relating to the investment and expenditure of the proceeds of the Bonds and the use of any facilities financed or refinanced thereby for a period ending three (3) years after the complete extinguishment of the Bonds. If any portion of the Bonds is refunded with the proceeds of another series of tax-exempt bonds, the Responsible Person will maintain or cause to be maintained all of such records until three (3) years after the refunding bonds are completely extinguished. Such records may be maintained in paper or electronic format.

Capital Expenditure Policies

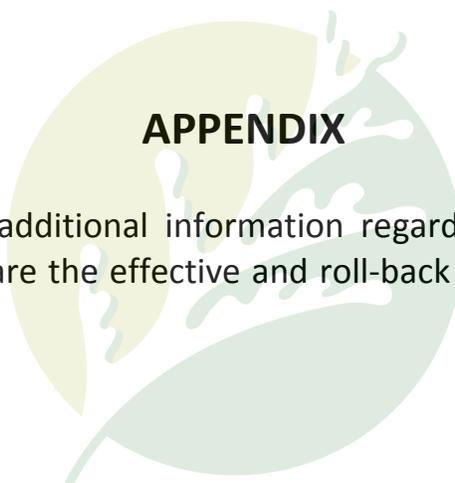
1. Any item costing \$5,000 or more and having an estimated useful life of at least two years will be classified as capital outlay expenditures.
2. All capital assets shall be inventoried annually.
3. Computer software, regardless of cost, will not be capitalized.
4. The City Council may issue bonds, certificates of obligation, warrants, or other evidences of indebtedness for the purpose of buying or constructing capital assets.
5. All capital projects shall be financially monitored to ensure compliance with the approved budget for the project. Any changes to the total appropriation to a capital project budget will be approved by the City Council.

Financial Policies

6. Unless specified and agreed to in another agreement, the City will use the following priority order in expending funds:
 - Grants
 - Donations
 - 4A/4B Funds
 - Bonds/Certificates of Obligation
 - Cash

Reporting Policies

1. The budget will be prepared in accordance with GASB (Governmental Accounting Standards Board) and GFOA (Government Finance Officers Association) guidelines. Copies of the budget will be available for public viewing at City Hall, at the Library, and on the City's website.
2. The Finance Director will present monthly financial statements at City Council meetings.
3. Quarterly investment reports will be presented at least quarterly at City Council meetings.
4. An annual audit will be performed by an independent public accounting firm and the results of the audit will be summarized in a Comprehensive Annual Financial Report. This report will be presented to Council upon completion and will be available for public viewing.



APPENDIX

The appendix provides additional information regarding the proposed budget. Included in this section are the effective and roll-back tax rate calculations and a glossary.

BUDGET GLOSSARY

Accounting System: The methods and records established to identify, assemble, analyze, classify, record, and report the City's transactions and to maintain accountability for the related assets and liabilities.

Accounts Payable (AP): A short-term (one year or less) liability reflecting amounts owed for goods and Services received by the City.

Accounts Receivable (AR): An asset reflecting amounts due from other persons or organizations for goods and services furnished by the City.

Accrual Accounting: A basis of accounting in which revenues and expenses are recorded at the time they occur, rather than at the time cash is received or paid by the city.

Actual: The actual amount spent on expenditures as it relates to a fund, department and/or expenditure category. These amounts have been adjusted and include audit adjustments.

Ad Valorem Taxes: Commonly referred to as property taxes. The charges levied on all real and certain personal property according to the property's assessed value and the tax rate. Two ad valorem rates create the total collection:

Maintenance and Operations Rate: This rate is one of two component rates that make up the total tax rate. Revenue generated by this rate is used to fund general operations of the City.

Debt Service Rate: This rate is the second of two component rates that make up the total tax rate. This rate is set by law in an amount sufficient to generate enough revenue with which to pay the City's maturing general obligation debt.

Adjustment to Base Request: A request needed to maintain current service levels, such as fuel or electricity, and may include personnel when needed to maintain the service level.

Advanced Refunding Bonds: Bonds issued to refinance an outstanding bond issue before the date the outstanding bonds become due or callable. Proceeds of the advance refunding are deposited in escrow with a fiduciary, invested in U.S. Treasury Bonds or Other authorized securities and used to redeem the underlying bonds at their maturity or call date, to pay interest on the bonds being refunded, or to pay interest on the advance refunding bonds.

Appropriations: An authorization made by the City Council which permits the City to make expenditures and incur obligations.

Approved: The adopted budget for a fund, department and/or expenditure category for the upcoming fiscal year.

Assessed Value: A valuation set upon real estate or other property as a basis for levying property taxes. All property values within the City of Cedar Park are assessed by the Williamson County Appraisal District.

Asset: The resources and property of the City that can be used or applied to cover liabilities.

Audit: An examination or verification of the financial accounts and records. The City is required to have an annual audit conducted by qualified certified public accountants.

Balanced Budget: A budget with total revenues equaling or exceeding total expenditures. (See Structurally Balanced Budget)

Base Budget: Refers to a departmental operating budget minus personnel and VES contribution.

BUDGET GLOSSARY

Basis of Accounting: Refers to when revenues, expenditures, expenses, and transfers (and the related assets and liabilities) are recorded and reported in the financial statements.

Bond: A written promise to pay a specified sum of money (called the principal amount) at a specific date or dates in the future (called the maturity dates) and carrying interest at a specified rate, usually paid periodically. The difference between a bond and a note is that a bond is issued for a longer period and requires greater legal formality. The most common types of bonds are general obligation and revenue bonds. Bonds are usually used for construction of large Capital projects, such as buildings, streets, and water/sewer system improvements.

Bonded Debt: The portion of indebtedness represented by outstanding (unpaid) bonds.

Bonds Issued: Bonds sold by the City.

Bonds Payable: The face value of bonds issued and unpaid.

Budget: A financial plan for a specified period of time (fiscal year for the City) that includes an estimate of proposed expenditures and the means for financing them.

Budget Message: A general discussion of the proposed budget as presented in writing by the City Manager to the City Council.

Capital Budget: A plan of proposed capital outlays and the means of financing them for the current fiscal period.

Capital Improvements: Expenditures for the construction, purchase, or renovation of City facilities or property.

Capital Outlay: Expenditures resulting in the acquisition of or addition to the City's fixed assets. Generally, any item with a purchase price of \$5,000 or more and having an estimated useful life of at least two years is classified as a capital outlay expenditure.

Cash Basis: A basis of accounting in which transaction recorded when cash is received or disbursed.

Category Descriptions: The name given to a group of similar line items. E.I. Line items related to the operating a facility such as gas and electricity grouped under the category description of Occupancy.

Certificate of Obligation Bonds: Bonds backed which do not require voter approval and can either be backed by the full faith and credit of the City or by a specific or special revenue stream.

Charges for Service: The revenue typically charged for a service is specific to an individual user, rather than a communal good, therefore the charge is used to offset the cost for the individual need. Ex. Park fees and utility charges.

Community Development Corporation: A city-council commissioned Board that is responsible for promoting economic development within the City of Cedar Park and providing for the public welfare of and for the City of Cedar Park. The projects include various areas such as streets, roads, transportation systems, public parks and facilities, municipal facilities, sports facilities, entertainment projects and other items related to the community attributes of Cedar Park. The Board is funded through a ½ cent dedicated sales tax option.

Debt Service Fund: A fund established to account for funds needed to make principal and interest payments on outstanding bonds when due. Also referred to as an Interest and Sinking Fund.

Debt Service Requirements: The amount of money required to pay interest and principal for a specified period on outstanding debt.

BUDGET GLOSSARY

Delinquent Taxes: Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.

Department: A functional group of the City with related activities aimed at accomplishing a major City service or program (e.g. the Fire Department).

Depreciation: The prorating of the cost of a fixed asset over the estimated service life of the asset. Each period is charged with a portion of such cost, and through this process, the entire cost of the asset is ultimately charged off as an expense. In governmental accounting, depreciation may be recorded in proprietary funds. Assets in general governmental funds are expensed entirely when purchased.

Division: A sub-group of a Department that represents a major service provided by the Department (e.g. the Fire Suppression Division).

Economic Development Corporation: A city-council commissioned Board that is responsible for promoting, assisting and enhancing economic development activities for the City of Cedar Park. The Board is funded by a ½ cent dedicated sales tax option.

Effective Tax Rate: The rate necessary to raise the same total amount of taxes from the same properties that were on the roll last year.

Efficiency & Effectiveness Measure: A performance indicator is an assessment of how well or the degree of quality a department provides services.

Encumbrance: The commitment of appropriated funds to purchase an item or service. An encumbrance differs from an account payable in that a commitment is referred to as an encumbrance before goods or services are received.

Enhancement Request: A request considered a “nice-to-do” and would enhance or add to the current service levels.

Enterprise Fund: See Proprietary Fund.

Equity: The difference between assets and liabilities of the fund.

Estimated: An estimate of an unknown number, such as future revenue, based upon history, trend, or other logical methods.

Expense/Expenditure: Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which are presumed to benefit the current fiscal period.

Extra Territorial Jurisdiction (ETJ): The unincorporated area that is contiguous to the corporate boundaries of a City. The ETJ area for the City of Cedar Park extends one mile from the City's boundaries. Cities have certain powers in their ETJ's to promote and protect the general health, safety, and welfare of persons residing in and adjacent to the City.

Fiduciary Fund: A fund created for situations in which the government is acting in a trustee capacity or as an agent for other entities.

Fire Protection Fees: Revenues from this fee cover the cost of the City providing fire protection service to areas in the ETJ. This fee is assessed in lieu of the ETJ districts charging an ad valorem tax.

Fiscal Year (Period): The time period designated by the City signifying the beginning and ending period for recording financial transactions of the City. The City of Cedar Park's fiscal year begins each October 1st and ends the following September 30th.

BUDGET GLOSSARY

Fixed Assets: Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment.

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

Franchise Fees: These fees are derived from major public utilities operating within the City and are intended to reimburse the City for use of public streets and rights of way, which is generally computed as a percent of gross receipts and the percentages vary among the utility classes.

Full Faith and Credit: A pledge to the City's taxing power to repay debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or tax supported debt.

Full-Time Equivalent (FTE): A calculation of a position in which a position is calculated by the proportion of hours worked compared to a full-time employee. Ex. A season employee is a .25 FTE because a budgeted to work a ¼ the number of hours of a full-time employee.

Fund: Separate fiscal and accounting entities with their own resources and budgets necessary to carry on specific activities and attain certain objectives.

Fund Balance: The excess of a fund's assets over its liabilities and reserves.

Garbage Collection Fees: A fee is assessed for the collection of garbage which is provided by the City through the use of an outside vendor.

General Fund: The largest fund within the City. Accounts for all financial resources except those required to be accounted for in another fund. The General Fund Contains the activities commonly associated with municipal government, such as police and fire protection, libraries, and parks and recreation.

General Obligation Bonds: Voter-approved Bonds backed by the full faith and credit of the City and funded thru Ad Valorem Taxes.

Governmental Fund: Includes activities usually associated with a typical local government's operations, such as Police protection. Governmental Funds also include "Special Revenue" Funds that account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Impact Fees: These fees are charged for facility expansion of the city's water and wastewater systems. The Texas Local Government Code, Chapter 395, enacted by the State Legislature in 1987 (Senate Bill 336) and amended in 1989, empowers cities to impose and collect "impact fees" upon new development.

Interest: Idle funds are prudently invested in various instruments allowed under the adopted City Investment Strategy and Policy.

Interfund Transfers: All interfund transactions except loans and reimbursements.

Intergovernmental Revenues: Revenues from other governments in the form of grants, entitlements, or payments in lieu of taxes.

Machinery & Equipment: Property that does not lose its identity when removed from its location and is not changed materially or consumed immediately by use.

Maintenance: The act of keeping assets in a state of good repair. It includes preventive maintenance, normal periodic repairs, part replacement, and so forth, needed to maintain the asset so that it continues to provide normal service.

BUDGET GLOSSARY

Mission Statement: tells you the fundamental purpose of the organization. It concentrates on the present. It defines the customer and the critical processes. It informs you of the desired level of performance.

Modified Accrual Basis: This method of governmental accounting recognizes revenues when they are measurable and available and expenditures when goods or services are received (except for principal and interest on long-term debt, which is recognized when paid).

Operating Budget: Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing activities of the City are controlled.

Operating Expenses: Proprietary fund expenses related directly to the fund's primary activities.

Operating Income: The excess of proprietary fund operating revenues over operating expenses.

Operating Revenues: Proprietary fund revenues directly related to the fund's primary activities. They consist primarily of user charges for goods and services.

Ordinance: A formal legislative enactment by the City Council.

Part 1 Crime/Offense: The Crimes against a person or property most likely to be reported to the Police Department and include homicide, rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft, and arson.

Paying Agent: An entity responsible for paying the bond principal and interest on behalf of the City.

Performance Improvement: A departmental goal for the fiscal year which should improve performance, efficiency, customer service, etc. and should be completed with-in the fiscal year.

Performance Indicator: A departmental measure of performance.

Principal: The face value of a bond, payable on stated dates of maturity.

Proprietary Fund: Also referred to as an Enterprise Fund. A governmental accounting fund in which the services provided, such as water and sewer service, are financed and operated similarly to those in a private business. The intent is that the costs of providing these services be recovered through user charges.

Purchase Order (PO): A requisition document for a good or service that has been approved by Finance and includes the amount to be expended for the requisition assuming a satisfactory delivery of the good or completion of the service.

Reimbursements: Interfund transactions that constitute reimbursements to a fund for expenditures or expenses initially made from it, but that apply to another fund.

Resolution: A special or temporary order of the City Council. Requires less formality than an ordinance.

Retained Earnings: An equity account reflecting the accumulated earnings of a proprietary fund.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from earnings of a proprietary fund.

Rollback Tax Rate: The rollback rate is the sum of the Effective M&O (or the rate to raise the same M&O amount on the same properties from the previous year) rate plus 8% and the debt rate (or the rate

BUDGET GLOSSARY

required to fund the anticipated ad valorem debt obligations). If the rate is exceeded, the citizens can call an election by using a petition that will “roll back the rate” to the rollback rate.

Sales Tax: A tax levied upon the sale of certain goods and services as allowed by Texas State law. The State of Texas levies a 6.25% sales tax. The City of Cedar Park levies a 2% sales tax, which is allocated as 1% to the General Fund, 0.5% to the 4A Economic Development Fund and 0.5% to the 4B Community Development Fund. The Total rate for the City is 8.25%.

Special Revenue Fund: Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Structurally Balanced Budget: A budget with operating revenues equaling operating expenditures, however, the total revenues may vary from total expenditures due to receiving one-time revenues or making one-time expenditures. Ex. The cash funding of a CIP project in the Utility Fund may create a variance between total revenues and total expenditures, however, the operating revenues and operating expenditures are balanced. (See Balanced Budget).

Taxes: Compulsory charges levied by a government to finance services performed for the common benefit.

Tax Incremental Reinvestment Zone (TIRZ): A community and/or economic development tool for under-utilized area of a municipality in which increases in property value are used to help finance enhancements in the area.

Tax Levy Ordinance: An ordinance through which taxes are levied.

Tax Roll: The official list showing the amount of taxes levied against each taxpayer or property.

Transfer: A transfer moves funds from other funds to another in order to either cover expenses, such as transfers to debt funds or to properly state a fund's cost of business such as the Utility Fund transfer to the General Fund which funds administrative costs.

Ultimate Customers: The ultimate customers are the citizens of Cedar Park who have entrusted us to provide all services as efficiently and cost-effectively as possible regardless of what services they personally use.

Unencumbered Balance: The amount of an appropriation that is not expended or encumbered. It is essentially the amount of money still available for future purchases.

User Charges: The payment of a fee for direct receipt of a public service by a party benefiting from the service (e.g. water and sewer fees).

Vision Statement: A vivid idealized description of a desired outcome that inspires energizes and helps you create a mental picture of your target. It could be a vision of a part of your life, or the outcome of a project or goal.

Working Capital: For enterprise funds, the excess of current assets over current liabilities.

Workload Measure: Performance Indicator that shows the amount of work completed or the amount of service is provided during a fiscal year.

BUDGET ABBREVIATIONS

AIM: Assessment – Improvement – Maintenance
AMR: Automated Meter Read
ARB: Appraisal Review Board
BCRUA: Brushy Creek Regional Utility Administration
BCRWWS: Brushy Creek Regional Wastewater System
CAD: Computer Aided Design
(County Name) CAD: (County Name) Central Appraisal District
CAFR: Comprehensive Annual Financial Report
CAMPO: Capital Area Metro Planning Organization
CAPCOG: Capital Area Council of Governments
CBOD: Carbonaceous biochemical oxygen demand
CIF: Capital Improvement Funds
CIP: Capital Improvement Project/Program
CM: City Manager
CO / C of O: Certificate of Obligation Bond
COLA: Cost of living adjustment
CPC: Cedar Park Center / Cedar Park Event Center
CPOD: Cedar Park Organizational Development
CPTV: Cedar Park Television
CR: County Road
CTRMA: Central Texas Regional Mobility Authority
DOC: Department of Operations
ED: Economic Development
EPA: Environmental Protection Agency
ETJ: Extra-territorial Jurisdiction
ETR: Effective Tax Rate
FTE: Full-time Equivalent.
FY: fiscal year.
GFOA: Governmental Finance Officers of the United States and Canada.
GIS: Geographical Information System
GO: General Obligation Bond
HR: Human Resources
ICMA: International City Manager's Association
I&S: Interest and Sinking
IT: Information Technology
LCRA: Lower Colorado River Authority
LISD: Leander Independent School District
M&O: Maintenance and Operations

BUDGET ABBREVIATIONS

N/A: Not available / not applicable
NFPA: National Fire Protection Association
NIMS: National Incident Management System
NTU: Nephelometric Turbidity Units
O&M: Operations and Maintenance
PC: Personal Computers
PE: Professional Engineer / Professional Engineering
PPM: Parts Per Million
PT: Part-Time
R & I: Revenue and Interest
REC/Rec: Recreation
REF: Refinance
REV: Revenues
RM: Rural to Market Road
ROW: Right of Way
S.B.: State Bill
SCADA: Supervisory Control and Data Acquisition
SR: Senior
SRO: School resource officer
TCEQ: Texas Commission on Environmental Quality
TPDES: Texas Pollutant Discharge Elimination System
TSS: Total Suspended Solids
TX-DOT: Texas Department of Transportation
UTV: Utility Task Vehicle
VES: Vehicle and Equipment Services
WCID: Water Control and Improvement Districts
WCRAS: Williamson County Regional Animal Shelter
WRF: Water Reclamation Facility
WTP: Water Treatment Plant



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