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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</table>
## CITY OF CEDAR PARK
### FY 2019 BUDGET CALENDAR—MAJOR MILESTONES

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<thead>
<tr>
<th>Preparation</th>
<th>Adoption</th>
<th>Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January - February</strong></td>
<td><strong>August 9</strong></td>
<td><strong>October 1</strong></td>
</tr>
<tr>
<td>Finance develops base budget (remove one-times, take personnel snapshot) and begins developing planned line items.</td>
<td>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.</td>
<td>Fiscal Year begins.</td>
</tr>
<tr>
<td><strong>March 2</strong></td>
<td><strong>August 20</strong></td>
<td><strong>November 26</strong></td>
</tr>
<tr>
<td>FY 2019 Budget Kickoff: Finance department distributes calendar, proposed budget worksheets, and instructions to Department Directors.</td>
<td>Notice of vote on tax rate if necessary. Must be published at least 7 days before meeting to adopt tax rate.</td>
<td>Begin FY 2018 audit.</td>
</tr>
<tr>
<td><strong>March 2 - March 23</strong></td>
<td><strong>August 23</strong></td>
<td><strong>December 5</strong></td>
</tr>
<tr>
<td>Departments develop operating budget proposals and submit to Finance.</td>
<td>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.</td>
<td>Publish final FY 2019 Adopted Budget.</td>
</tr>
<tr>
<td><strong>March 14</strong></td>
<td><strong>September 6</strong></td>
<td><strong>December 12</strong></td>
</tr>
<tr>
<td>Tentative Budget Training - City Hall -Buttercup Room 2 p.m.-4 p.m.</td>
<td>Second Reading of Budget and Tax Rate and Adoption Special Called meeting to provide additional Public Hearings on Budget and Tax Rate.</td>
<td>Submit budget document to Government Finance Officers Association (GFOA) for consideration of Distinguished Budget Presentation Award.</td>
</tr>
<tr>
<td><strong>March 26 - April 13</strong></td>
<td><strong>September 13</strong></td>
<td><strong>December 13</strong></td>
</tr>
<tr>
<td>Finance meets with departments to discuss the base budget and budget proposals.</td>
<td>Final reading; Adoption of Budget and Tax Rate: Special Called Vote on Budget and Tax Rate</td>
<td>Presentation of preliminary unaudited year-end financial report.</td>
</tr>
<tr>
<td><strong>April 20</strong></td>
<td><strong>End of July</strong></td>
<td>****</td>
</tr>
<tr>
<td>Finance closes the March monthly finances for six month year-end estimate.</td>
<td>Calculation of Effective and Rollback Tax Rates.</td>
<td>**</td>
</tr>
</tbody>
</table>
### FY 2019 PROPOSED PROGRAM CHANGES

#### DEPARTMENT BASE ADJUSTMENTS

<table>
<thead>
<tr>
<th>General Fund</th>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>InterCity Trip</strong></td>
<td>9,000</td>
<td>9,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adds funds for City Council members to participate in an InterCity Visit.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>City Council Total</strong></td>
<td>9,000</td>
<td>9,000</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| 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                 |
### Information Services

<table>
<thead>
<tr>
<th>Service</th>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VMware Maintenance Renewal</strong></td>
<td>28,285</td>
<td>28,285</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CP Connect Support and Maintenance</strong></td>
<td>2,174</td>
<td>2,174</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides additional funding for support and maintenance for the City's mobile application, CP Connect.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Microsoft Enterprise License Agreement</strong></td>
<td>5,000</td>
<td>5,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adds funding for a price increase to maintain the existing licensing agreement with Microsoft for continued use of their products on City computers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cisco SmartNet</strong></td>
<td>11,699</td>
<td>11,699</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Information Services Travel and Training</strong></td>
<td>5,000</td>
<td>5,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding for professional GIS and application training for GIS staff in the Applications division as a result of additional personnel and training costs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Information Services Total**

<table>
<thead>
<tr>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
</table>
### FY 2019 PROPOSED PROGRAM CHANGES
#### DEPARTMENT BASE ADJUSTMENTS

<table>
<thead>
<tr>
<th>General Fund</th>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Library</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adds funding for the increasing cost of fees for authors, speakers, performers, and other programming for the Library's annual Summer Reading Program.</td>
<td>2,700</td>
<td>2,700</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Library Software</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adds funding for migrating and licensing costs related to the implementation of a new library software vendor.</td>
<td>9,000</td>
<td>9,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Library Marketing and Promotional Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>5,500</td>
<td>5,500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Library Total</strong></td>
<td>17,200</td>
<td>17,200</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Non Departmental</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property &amp; Liability Insurance</td>
<td>85,000</td>
<td>85,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adds funding to account for increased premiums to provide property and liability insurance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health District Contractual Increase</td>
<td>8,049</td>
<td>8,049</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adds funding related to the City's contractual agreement with the Williamson County Health District.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Post Employment Benefits (OPEB) Funding</td>
<td>306,768</td>
<td>306,768</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adds funding to provide additional other post employment benefits to retirees of the City.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non Departmental Total</strong></td>
<td>399,817</td>
<td>399,817</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## FY 2019 Proposed Program Changes

### Department Base Adjustments

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<thead>
<tr>
<th>General Fund</th>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks and Recreation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Brochure Printing</strong></td>
<td>6,000</td>
<td>6,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Safety Equipment Maintenance and Replacement</strong></td>
<td>3,000</td>
<td>3,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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 &amp; Recreation equipment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special Event Offsetting Revenue</strong></td>
<td>7,500</td>
<td>7,500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tyler Annual Maintenance and Support</strong></td>
<td>2,700</td>
<td>2,700</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding for annual maintenance and support from Tyler Technologies to maintain the new employee time card system used by the Parks &amp; Recreation Department.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pool Concessions</strong></td>
<td>6,500</td>
<td>6,500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adds funding to provide concessions at City pools during the summer months.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pool Chemicals</strong></td>
<td>10,000</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adds funding to right size the budget for pool chemicals to match expenditures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pool Staff Pay Increase</strong></td>
<td>37,678</td>
<td>37,678</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parks and Recreation Total</strong></td>
<td><strong>73,378</strong></td>
<td><strong>73,378</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>
## FY 2019 Proposed Program Changes
### Department Base Adjustments

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

<table>
<thead>
<tr>
<th>Utility Fund</th>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Billing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card Processing Fees</td>
<td>65,000</td>
<td>65,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adds funding for credit card processing fees as a result of more water utility customers paying credit card and align budget with actual expenditures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incode 10 Upgrade</td>
<td>28,325</td>
<td>625</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Billing Total</td>
<td>93,325</td>
<td>65,625</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Utility Fund Total</td>
<td>93,325</td>
<td>65,625</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## Community Affairs

### Cedar Park Citizen's Engagement

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.

<table>
<thead>
<tr>
<th>General Fund</th>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
</table>

| Community Affairs | Total | 7,500 | 7,500 | 0 | 0 |

## Finance

### Capital Programs Compliance Specialist

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.

<table>
<thead>
<tr>
<th>General Fund</th>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
</table>

| Finance Total | 116,013 | 77,688 | 1 | 0 |
### FY 2019 PROPOSED PROGRAM CHANGES

#### DEPARTMENT ENHANCEMENTS

<table>
<thead>
<tr>
<th>General Fund</th>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Inspector</td>
<td>188,893</td>
<td>127,593</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Adds one Fire Inspector to assist with the increasing number of occupancies requiring a fire inspection as a result of City growth.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Logistics Coordinator</td>
<td>78,617</td>
<td>48,317</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Sprinkler Prop</td>
<td>10,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Funding to purchase a fire sprinkler prop for training purposes at the training field.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Station 4 Utility Vehicle</td>
<td>17,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fire Total</strong></td>
<td><strong>295,010</strong></td>
<td><strong>175,910</strong></td>
<td><strong>1</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civilian Compensation Study</td>
<td>80,000</td>
<td>20,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Benefits Analyst</td>
<td>78,199</td>
<td>74,399</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding to add one Senior Benefits Analyst to manage the administration of the employee health plan as the City transitions to self-funding.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Human Resources Total</strong></td>
<td><strong>158,199</strong></td>
<td><strong>94,399</strong></td>
<td><strong>1</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>
# FY 2019 Proposed Program Changes
## Department Enhancements

<table>
<thead>
<tr>
<th>General Fund</th>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Information Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geographic Information System (GIS) Technician</td>
<td>56,761</td>
<td>52,411</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cyber Security Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>107,000</td>
<td>107,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides contractual funding for proactive monitoring of the City's network to detect and mitigate cyber security threats on a 24 hour basis.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Engineering Services for Fiber Route Design</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>60,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GIS Mapping Mesh</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding to update and improve the accuracy of the City's GIS mapping structure.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Information Services Total</strong></td>
<td>253,761</td>
<td>159,411</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Library Materials</td>
<td>29,000</td>
<td>29,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Library Total</strong></td>
<td>29,000</td>
<td>29,000</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## FY 2019 Proposed Program Changes
### Department Enhancements

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Non Departmental</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renovation Costs</td>
<td>175,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merit Pay Increases</td>
<td>375,000</td>
<td>375,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides merit pay funding for employees funded through the General Fund.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Departmental Total</td>
<td>550,000</td>
<td>375,000</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## FY 2019 Proposed Program Changes

### Department Enhancements

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</tr>
</thead>
<tbody>
<tr>
<td><strong>Parks and Recreation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Right of Way Mowing Program</strong></td>
<td>337,861</td>
<td>227,861</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parks Foreman</strong></td>
<td>91,709</td>
<td>63,009</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Buttercup Pool Filter Replacement</strong></td>
<td>55,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adds funding to purchase a sand filter replacement at the Buttercup pool due to wear and tear on the existing filter.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Digital Document Tracking for Camp Programs</strong></td>
<td>6,540</td>
<td>3,824</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Network Admissions Upgrade</strong></td>
<td>12,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>American Red Cross Programming</strong></td>
<td>2,800</td>
<td>2,800</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund</td>
<td>FY 2019 Amount</td>
<td>Recurring Amount</td>
<td>Civilian Positions</td>
<td>Uniform Positions</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LED Gym Lights</strong></td>
<td>49,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding to convert the gym lights at the Recreation Center to LED to become energy efficient, extend bulb life, and produce better light.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Community Room Carpet Replacement</strong></td>
<td>20,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding to replace 3,100 square feet of carpet in the Community Rooms at the Recreation Center.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parks Chemical Storage Building</strong></td>
<td>35,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding to construct a chemical storage building at the Parks and Recreation Department.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Buttercup Winter Pool Cover</strong></td>
<td>11,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parks and Recreation Total</strong></td>
<td>621,410</td>
<td>297,494</td>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>
## FY 2019 Proposed Program Changes

### Department Enhancements

<table>
<thead>
<tr>
<th>General Fund</th>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Police</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Police Sergeants</strong></td>
<td>370,290</td>
<td>215,892</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Criminal Investigation Division Sergeant</strong></td>
<td>162,540</td>
<td>112,050</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Provides funding to add one Criminal Investigation Sergeant to assist with oversight of detectives and investigative work.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reclassification of Officer to Lieutenant</strong></td>
<td>78,000</td>
<td>44,500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding to reclass one reassigned officer position from CTRMA to a Lieutenant.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reclass 911 Calltakers</strong></td>
<td>19,351</td>
<td>19,351</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Police Staffing Report</strong></td>
<td>30,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding to conduct a staffing study and report for the Police Department.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Radio Console Position</strong></td>
<td>70,373</td>
<td>13,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Field Training Program Software</strong></td>
<td>13,044</td>
<td>3,324</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Police Total</strong></td>
<td>743,598</td>
<td>408,117</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

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16
## FY 2019 Proposed Program Changes
### Department Enhancements

<table>
<thead>
<tr>
<th>General Fund</th>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Works</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concrete Crew Positions</td>
<td>144,556</td>
<td>104,556</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding to add one Equipment Operator position and one Maintenance Worker position to address the demand for sidewalk repair.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Maintenance Technician</td>
<td>95,811</td>
<td>47,811</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm Water Project Manager</td>
<td>126,338</td>
<td>97,588</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding to add one Senior Project Manager for the new storm water maintenance and design program approved through the May 2018 general election.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm Water Program Manager</td>
<td>130,449</td>
<td>101,699</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm Water Equipment Operators</td>
<td>231,708</td>
<td>115,208</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tree Trimming Contract</td>
<td>50,000</td>
<td>50,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Light Installations</td>
<td>10,000</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding to install 3-5 new street lights per year throughout the City.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## FY 2019 PROPOSED PROGRAM CHANGES
### DEPARTMENT ENHANCEMENTS

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<tr>
<td><strong>Public Works</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Skid Steer Mulcher Attachment</strong></td>
<td>36,500</td>
<td>500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Water Fountain Bottle Fillers</strong></td>
<td>30,500</td>
<td>500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Brush and Wood Chipper</strong></td>
<td>80,950</td>
<td>950</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Street Rehabilitation</strong></td>
<td>50,000</td>
<td>50,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adds funding for street rehabilitation. This will bring the total recurring amount to $625,000.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electric Vehicle Charging Stations</strong></td>
<td>33,000</td>
<td>3,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding to purchase and install two dual charging stations for electric vehicles at City Hall and at the Library.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Drainage Costs</strong></td>
<td>864,574</td>
<td>864,574</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding reserved for other drainage costs as part of the City's new Drainage Program.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Public Works Total</strong></td>
<td>1,884,386</td>
<td>1,446,386</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td><strong>General Fund Total</strong></td>
<td>4,658,877</td>
<td>3,070,905</td>
<td>17</td>
<td>4</td>
</tr>
</tbody>
</table>
## FY 2019 PROPOSED PROGRAM CHANGES
### DEPARTMENT ENHANCEMENTS

<table>
<thead>
<tr>
<th>Utility Fund</th>
<th>FY 2019 Amount</th>
<th>Recurring Amount</th>
<th>Civilian Positions</th>
<th>Uniform Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Utility Billing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Utility Billing Supervisor</td>
<td>67,356</td>
<td>61,256</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Utility Billing Total</strong></td>
<td>67,356</td>
<td>61,256</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Utility Non Departmental</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merit Pay for Utility Employees</td>
<td>117,000</td>
<td>117,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides merit pay funding for employees funded through the Utility Fund.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Utility Non Departmental Total</strong></td>
<td>117,000</td>
<td>117,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Utility Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concrete Mixer Truck</td>
<td>127,500</td>
<td>2,500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding for a concrete mixer truck for small construction projects like pouring pipeline thrust blocks, concrete caps, and manhole repairs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Utility Services Total</strong></td>
<td>127,500</td>
<td>2,500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Water Conservation &amp; Community Programs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPCOG Clean Air Coalition Funding</td>
<td>11,990</td>
<td>11,990</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provides funding to support the Capital Area of Government's Clean Air Coalition activities that help reduce ozone-forming emissions within the region.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Water Conservation &amp; Community Programs Total</strong></td>
<td>11,990</td>
<td>11,990</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Utility Fund Total</strong></td>
<td>323,846</td>
<td>192,746</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

#### 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)**<sup>1</sup>: 74 71 72 70 70 72 78 83 87 89 21.1% 17.5%
- **Emergency Management**<sup>1</sup>: - 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 11 11 11 2.6% 2.2%
- **Development Services**<sup>2</sup>: 19 22 18 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 42.5 42.5 10.1% 8.4%
- **Library**: 16.25 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 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 64.5 64.5 14.7% 12.0%

#### Support Services
- **Finance**: 7 7 7 7 7 7 7 8 8 9 2.1% 1.8%
- **Information Services**<sup>2</sup>: 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 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**: 308.75 314.25 316.25 329.25 335.25 346.75 363.5 381.5 421.5 100.0% 82.0%

---

1 - In FY 2016, Emergency Management was moved into Fire Services.
2 - In FY 2016, GIS was moved from Development Services into Information Services.
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

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>General Fund</th>
<th>General Debt Service Fund</th>
<th>Utility Fund</th>
<th>Solid Waste Fund</th>
<th>Utility Debt Service Fund</th>
<th>4A Corporation Funds</th>
<th>4B Corporation Funds</th>
<th>VES and Special Rev. Funds</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Valorem Taxes</td>
<td>$21,065,321</td>
<td>$20,276,531</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$764,128</td>
</tr>
<tr>
<td>Sales Tax Collections</td>
<td>16,894,135</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Taxes</td>
<td>336,258</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Development Related Fees</td>
<td>1,611,982</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Franchise Fees</td>
<td>4,651,995</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Admin. and Contract Svcs.</td>
<td>6,990,050</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interfund transfer</td>
<td>-</td>
<td>3,218,726</td>
<td>250,000</td>
<td>-</td>
<td>7,575,696</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,808,819</td>
</tr>
<tr>
<td>Fines and Forfeitures</td>
<td>638,954</td>
<td>-</td>
<td>329,047</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>49,327</td>
</tr>
<tr>
<td>Fees for Service</td>
<td>3,363,748</td>
<td>-</td>
<td>31,799,814</td>
<td>4,018,310</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>39,171,872</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>1,058,442</td>
<td>1,256,002</td>
<td>965,993</td>
<td>9,885</td>
<td>205,000</td>
<td>50,000</td>
<td>51,816</td>
<td>669,638</td>
<td>4,286,777</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$56,610,886</strong></td>
<td><strong>$24,751,259</strong></td>
<td><strong>$33,354,854</strong></td>
<td><strong>$4,028,195</strong></td>
<td><strong>$7,780,696</strong></td>
<td><strong>$5,681,378</strong></td>
<td><strong>$7,561,644</strong></td>
<td><strong>$6,892,381</strong></td>
<td><strong>$146,661,293</strong></td>
</tr>
</tbody>
</table>

### FY 2019 Consolidated Operating Revenues

- **Ad Valorem Taxes**: 28.7%
- **Sales Tax Collections**: 22.2%
- **Other Taxes**: 20.5%
- **Interfund transfer**: 10.1%
- **Fines and Forfeitures**: 0.7%
- **Fees for Service**: 26.7%
- **Miscellaneous Revenue**: 2.5%
### FY 2019 Consolidated Operating Fund Expenditure Summary by Category

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

### FY 2019 Consolidated Operating Expenditures by Category

- **Personnel Services**: 31.2%
- **Materials and Supplies**: 3.3%
- **Repairs and Maintenance**: 1.7%
- **Occupancy**: 2.4%
- **Contractual Services**: 19.3%
- **Contingency and Other Charges**: 8.1%
- **Capital Outlay**: 2.2%
- **Debt Service**: 31.8%
- **Personal Services**: 31.2%
- **Materials and Supplies**: 3.3%
- **Repairs and Maintenance**: 1.7%
- **Occupancy**: 2.4%
- **Contractual Services**: 19.3%
- **Contingency and Other Charges**: 8.1%
- **Capital Outlay**: 2.2%
- **Debt Service**: 31.8%
### FY 2019 Consolidated Operating Fund Expenditure Summary by Function

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

**FY 2019 Consolidated Operating Expenditures by Function**

- **General Government**: 20.0%
- **Public Safety**: 19.9%
- **Support Services**: 7.7%
- **Public Works and Devel.**: 21.3%
- **Culture and Recreation**: 5.5%
- **Debt Service**: 25.6%
## 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.

### AVAILABLE FUNDS

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>$ 21,547,215</td>
<td>$ 19,897,644</td>
<td>$ 20,614,028</td>
<td>$ 18,245,157</td>
</tr>
</tbody>
</table>

### REVENUES

<table>
<thead>
<tr>
<th>Source</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Valorem Tax</td>
<td>$ 18,142,109</td>
<td>$ 19,534,766</td>
<td>$ 19,845,286</td>
<td>$ 21,065,321</td>
</tr>
<tr>
<td>Sales Tax - 1 Cent</td>
<td>13,238,991</td>
<td>14,162,123</td>
<td>14,439,432</td>
<td>15,017,009</td>
</tr>
<tr>
<td>Sales Tax - 1/8 Cent</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,877,126</td>
</tr>
<tr>
<td>Development Fees</td>
<td>1,829,588</td>
<td>2,014,935</td>
<td>1,610,999</td>
<td>1,611,982</td>
</tr>
<tr>
<td>Franchise Fees</td>
<td>3,867,713</td>
<td>4,672,736</td>
<td>4,512,414</td>
<td>4,651,995</td>
</tr>
<tr>
<td>Fines &amp; Forfeitures</td>
<td>671,444</td>
<td>590,000</td>
<td>600,155</td>
<td>638,954</td>
</tr>
<tr>
<td>Service Fees</td>
<td>3,374,159</td>
<td>3,249,895</td>
<td>3,233,461</td>
<td>3,363,748</td>
</tr>
<tr>
<td>Administrative &amp; Contract Fees</td>
<td>4,363,027</td>
<td>10,976,571</td>
<td>10,957,167</td>
<td>6,990,050</td>
</tr>
<tr>
<td>Other Income</td>
<td>1,161,698</td>
<td>1,130,778</td>
<td>1,860,613</td>
<td>1,394,701</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$ 46,648,729</td>
<td>$ 56,331,804</td>
<td>$ 57,059,527</td>
<td>$ 56,610,886</td>
</tr>
</tbody>
</table>

**TOTAL AVAILABLE FUNDS**

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>$ 20,614,028</td>
<td>$ 16,490,355</td>
<td>$ 18,245,157</td>
<td>$ 18,674,049</td>
</tr>
</tbody>
</table>

### APPROPRIATIONS

#### OPERATING EXPENSES

<table>
<thead>
<tr>
<th>Source</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries And Benefits</td>
<td>$ 29,664,320</td>
<td>$ 33,884,984</td>
<td>$ 33,253,934</td>
<td>$ 36,848,829</td>
</tr>
<tr>
<td>Materials And Supplies</td>
<td>2,180,002</td>
<td>1,945,824</td>
<td>1,970,016</td>
<td>2,258,987</td>
</tr>
<tr>
<td>Repairs And Maintenance</td>
<td>1,571,460</td>
<td>1,542,662</td>
<td>1,545,267</td>
<td>1,625,106</td>
</tr>
<tr>
<td>Occupancy</td>
<td>1,465,957</td>
<td>1,519,438</td>
<td>1,519,531</td>
<td>1,630,868</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>6,136,161</td>
<td>6,982,889</td>
<td>7,071,747</td>
<td>8,454,207</td>
</tr>
<tr>
<td>Other Charges</td>
<td>3,074,181</td>
<td>4,173,864</td>
<td>3,859,589</td>
<td>4,086,235</td>
</tr>
<tr>
<td>Contingency</td>
<td>61,981</td>
<td>100,000</td>
<td>76,605</td>
<td>150,000</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>795,073</td>
<td>574,650</td>
<td>866,927</td>
<td>762,980</td>
</tr>
<tr>
<td><strong>Subtotal Operating</strong></td>
<td>$ 44,949,134</td>
<td>$ 50,724,311</td>
<td>$ 50,163,616</td>
<td>$ 55,817,212</td>
</tr>
</tbody>
</table>

**TOTAL APPROPRIATIONS**

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>$ 47,581,916</td>
<td>$ 59,739,093</td>
<td>$ 59,428,398</td>
<td>$ 56,181,994</td>
</tr>
</tbody>
</table>

**ENDING BALANCE**

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>$ 20,614,028</td>
<td>$ 16,490,355</td>
<td>$ 18,245,157</td>
<td>$ 18,674,049</td>
</tr>
</tbody>
</table>

**Fund Bal. as % of Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Bal. as % of Expenditures</td>
<td>43%</td>
<td>28%</td>
<td>31%</td>
<td>33%</td>
</tr>
</tbody>
</table>

**Fund Bal. as % of Revenues**

<table>
<thead>
<tr>
<th></th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Bal. as % of Revenues</td>
<td>44%</td>
<td>29%</td>
<td>32%</td>
<td>33%</td>
</tr>
</tbody>
</table>
### GENERAL FUND

#### SUMMARY OF REVENUES AND EXPENDITURES

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

![Bar Chart](chart.png)
## General Fund

### REVENUE SUMMARY

<table>
<thead>
<tr>
<th>OBJECT CATEGORIES</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>FY 2019 BUDGET</th>
<th>% OF BUDGET</th>
<th>% GROWTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Ad Valorem Taxes</td>
<td>$18,142,109</td>
<td>$19,534,766</td>
<td>$19,845,286</td>
<td>$21,065,321</td>
<td>37.2%</td>
<td>7.8%</td>
</tr>
<tr>
<td>Sales Tax - One Cent</td>
<td>$13,238,991</td>
<td>$14,162,123</td>
<td>$14,439,432</td>
<td>$15,017,009</td>
<td>26.5%</td>
<td>6.0%</td>
</tr>
<tr>
<td>Sales Tax Reallocation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,877,126</td>
<td>3.3%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Sales Tax</td>
<td>$13,238,991</td>
<td>$14,162,123</td>
<td>$14,439,432</td>
<td>$16,894,135</td>
<td>28.8%</td>
<td>19.3%</td>
</tr>
<tr>
<td>Development Related Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Permits</td>
<td>$1,430,764</td>
<td>$1,660,440</td>
<td>$1,146,919</td>
<td>$1,146,920</td>
<td>2.0%</td>
<td>-30.9%</td>
</tr>
<tr>
<td>Construction Inspection Fees</td>
<td>117,112</td>
<td>110,000</td>
<td>175,989</td>
<td>175,990</td>
<td>0.3%</td>
<td>60.0%</td>
</tr>
<tr>
<td>Engineer Review Fees</td>
<td>44,423</td>
<td>14,000</td>
<td>25,083</td>
<td>25,083</td>
<td>0.0%</td>
<td>79.2%</td>
</tr>
<tr>
<td>Planning and Zoning Fees</td>
<td>60,882</td>
<td>55,000</td>
<td>54,266</td>
<td>54,266</td>
<td>0.1%</td>
<td>-1.3%</td>
</tr>
<tr>
<td>Professional Fee Recovery</td>
<td>34,492</td>
<td>36,706</td>
<td>32,725</td>
<td>33,707</td>
<td>0.1%</td>
<td>-37.2%</td>
</tr>
<tr>
<td>Site Review/Dev. Permit Fees</td>
<td>87,799</td>
<td>85,000</td>
<td>129,866</td>
<td>129,866</td>
<td>0.2%</td>
<td>52.8%</td>
</tr>
<tr>
<td>Other - Permits &amp; Fees</td>
<td>50</td>
<td>-</td>
<td>50</td>
<td>50</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Fire Code Compliance Fees</td>
<td>54,065</td>
<td>53,706</td>
<td>32,725</td>
<td>33,707</td>
<td>0.1%</td>
<td>-37.2%</td>
</tr>
<tr>
<td>Total Develop Related Fees</td>
<td>$1,829,588</td>
<td>$2,014,935</td>
<td>$1,610,999</td>
<td>$1,611,982</td>
<td>2.8%</td>
<td>-20.0%</td>
</tr>
<tr>
<td>Franchise Fees</td>
<td>3,867,713</td>
<td>4,672,736</td>
<td>4,512,414</td>
<td>4,651,995</td>
<td>8.2%</td>
<td>-0.4%</td>
</tr>
<tr>
<td>Administrative and Contract Svcs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Fund</td>
<td>-</td>
<td>$181,091</td>
<td>$181,091</td>
<td>$150,000</td>
<td>0.3%</td>
<td>-17.2%</td>
</tr>
<tr>
<td>4A &amp; 4B</td>
<td>580,880</td>
<td>867,911</td>
<td>845,088</td>
<td>903,041</td>
<td>1.6%</td>
<td>4.0%</td>
</tr>
<tr>
<td>CTRMA Interlocal</td>
<td>274,014</td>
<td>292,332</td>
<td>292,332</td>
<td>-</td>
<td>0.0%</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Hotel Occupancy Fund</td>
<td>110,000</td>
<td>126,574</td>
<td>126,569</td>
<td>157,174</td>
<td>0.3%</td>
<td>24.2%</td>
</tr>
<tr>
<td>LISD Resource Officer Reimb.</td>
<td>129,460</td>
<td>145,404</td>
<td>148,828</td>
<td>154,978</td>
<td>0.3%</td>
<td>6.6%</td>
</tr>
<tr>
<td>Utility Fund</td>
<td>3,268,673</td>
<td>3,363,259</td>
<td>3,363,259</td>
<td>3,524,858</td>
<td>6.2%</td>
<td>4.8%</td>
</tr>
<tr>
<td>Transfer In-Bond Fund</td>
<td>-</td>
<td>6,000,000</td>
<td>6,000,000</td>
<td>-</td>
<td>0.0%</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Transfer In-4B Fund</td>
<td>-</td>
<td>-</td>
<td>2,100,000</td>
<td>2,100,000</td>
<td>3.7%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Admin &amp; Contract Svcs</td>
<td>$4,363,027</td>
<td>$10,976,571</td>
<td>$10,957,167</td>
<td>$6,990,050</td>
<td>12.3%</td>
<td>-36.3%</td>
</tr>
<tr>
<td>Fines and Forfeitures</td>
<td>671,444</td>
<td>590,000</td>
<td>600,155</td>
<td>638,954</td>
<td>1.1%</td>
<td>8.3%</td>
</tr>
<tr>
<td>Fees for Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Protection Fees</td>
<td>$1,681,022</td>
<td>$1,628,590</td>
<td>$1,675,246</td>
<td>$1,779,636</td>
<td>3.1%</td>
<td>9.3%</td>
</tr>
<tr>
<td>Fire Protection - Ins. Rec.</td>
<td>150,313</td>
<td>129,916</td>
<td>107,335</td>
<td>110,555</td>
<td>0.2%</td>
<td>-14.9%</td>
</tr>
<tr>
<td>Animal Control Fees</td>
<td>2,951</td>
<td>2,521</td>
<td>2,883</td>
<td>2,912</td>
<td>0.0%</td>
<td>15.5%</td>
</tr>
<tr>
<td>Parks and Recreation Fees</td>
<td>1,447,856</td>
<td>1,399,046</td>
<td>1,348,019</td>
<td>1,371,608</td>
<td>2.4%</td>
<td>-2.0%</td>
</tr>
<tr>
<td>Library Fines and Fees</td>
<td>86,895</td>
<td>85,209</td>
<td>94,820</td>
<td>93,848</td>
<td>0.2%</td>
<td>10.1%</td>
</tr>
<tr>
<td>Justice Administration Fees</td>
<td>1,929</td>
<td>1,770</td>
<td>1,976</td>
<td>1,976</td>
<td>0.0%</td>
<td>11.6%</td>
</tr>
<tr>
<td>Detention &amp; Dispatch Services</td>
<td>3,093</td>
<td>2,843</td>
<td>3,181</td>
<td>3,213</td>
<td>0.0%</td>
<td>13.0%</td>
</tr>
<tr>
<td>Total Fees for Service</td>
<td>$3,374,059</td>
<td>$3,249,895</td>
<td>$3,233,461</td>
<td>$3,363,748</td>
<td>5.9%</td>
<td>3.5%</td>
</tr>
<tr>
<td>Miscellaneous Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>249,696</td>
<td>179,942</td>
<td>299,044</td>
<td>305,026</td>
<td>0.5%</td>
<td>70.1%</td>
</tr>
<tr>
<td>Beverage Tax</td>
<td>280,215</td>
<td>335,023</td>
<td>325,055</td>
<td>336,258</td>
<td>0.6%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Delinquent/Penalty and Int.</td>
<td>122,897</td>
<td>85,984</td>
<td>196,790</td>
<td>147,078</td>
<td>0.3%</td>
<td>71.1%</td>
</tr>
<tr>
<td>Other</td>
<td>508,890</td>
<td>530,429</td>
<td>1,039,724</td>
<td>606,338</td>
<td>1.1%</td>
<td>14.3%</td>
</tr>
<tr>
<td>Total Miscellaneous Fees</td>
<td>$1,161,698</td>
<td>$1,130,778</td>
<td>$1,860,613</td>
<td>$1,394,701</td>
<td>2.5%</td>
<td>23.3%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$46,648,629</td>
<td>$56,331,804</td>
<td>$57,059,527</td>
<td>$56,610,886</td>
<td>100.0%</td>
<td>0.5%</td>
</tr>
</tbody>
</table>
GENERAL FUND

REVENUE SUMMARY

FY 2019 Proposed Revenue

Ad Valorem: 37.2%
Sales Tax: 29.8%
Development Related Fees: 2.8%
Franchise Fees: 8.2%
Administrative and Contract Svcs: 12.3%
Fines and Forfeitures: 1.1%
Fees for Service: 5.9%
Miscellaneous Fees: 2.5%

FY 2019 Proposed Revenue
### GENERAL FUND

#### EXPENDITURES BY DEPARTMENT

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

| Total Expenditures          | $ 47,581,916   | $ 59,739,093   | $ 59,353,398      | $ 56,181,994   | 100.0%      | -6.0%    |

#### General Fund Expenditures by Department

![Bar chart showing General Fund Expenditures by Department](chart.png)
# GENERAL FUND

## EXPENDITURES BY CATEGORY

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>FY 2019 BUDGET</th>
<th>% OF BUDGET</th>
<th>% GROWTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$ 29,664,320</td>
<td>$ 33,884,984</td>
<td>$ 33,253,934</td>
<td>$ 36,848,829</td>
<td>65.6%</td>
<td>8.7%</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>2,180,002</td>
<td>1,945,824</td>
<td>1,970,016</td>
<td>2,258,987</td>
<td>4.0%</td>
<td>16.1%</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>1,571,460</td>
<td>1,542,662</td>
<td>1,545,267</td>
<td>1,625,106</td>
<td>2.9%</td>
<td>5.3%</td>
</tr>
<tr>
<td>Occupancy</td>
<td>1,465,957</td>
<td>1,519,438</td>
<td>1,519,531</td>
<td>1,630,886</td>
<td>2.9%</td>
<td>7.3%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>6,136,161</td>
<td>6,982,889</td>
<td>7,071,747</td>
<td>8,454,207</td>
<td>15.0%</td>
<td>21.1%</td>
</tr>
<tr>
<td>Other Charges</td>
<td>3,074,181</td>
<td>4,173,864</td>
<td>3,899,389</td>
<td>4,086,235</td>
<td>7.3%</td>
<td>-2.1%</td>
</tr>
<tr>
<td>Contingency</td>
<td>61,981</td>
<td>100,000</td>
<td>76,605</td>
<td>150,000</td>
<td>0.3%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>795,073</td>
<td>574,650</td>
<td>866,927</td>
<td>762,980</td>
<td>1.4%</td>
<td>32.8%</td>
</tr>
<tr>
<td>Transfers</td>
<td>2,632,781</td>
<td>9,014,782</td>
<td>9,189,782</td>
<td>364,782</td>
<td>0.6%</td>
<td>-96.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$ 47,581,916</strong></td>
<td><strong>$ 59,739,093</strong></td>
<td><strong>$ 59,353,398</strong></td>
<td><strong>$ 56,181,994</strong></td>
<td><strong>100.0%</strong></td>
<td><strong>-6.0%</strong></td>
</tr>
</tbody>
</table>

### General Fund Expenditures by Category

- **Personnel Services**: 65.6%
- **Contractual Services**: 15.0%
- **Occupancy**: 2.9%
- **Repairs & Maintenance**: 2.9%
- **Materials & Supplies**: 4.0%
- **Other Charges**: 7.3%
- **Contingency**: 0.3%
- **Capital Outlay**: 1.4%
- **Transfers**: 0.6%
## GENERAL FUND

### EXPENDITURES BY FUNCTION

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>FY 2019 BUDGET</th>
<th>% OF BUDGET</th>
<th>% GROWTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety</td>
<td>26,534,609</td>
<td>26,340,399</td>
<td>26,290,238</td>
<td>28,062,907</td>
<td>50.0%</td>
<td>6.5%</td>
</tr>
<tr>
<td>Public Works and Devel.</td>
<td>9,377,969</td>
<td>11,498,504</td>
<td>11,351,864</td>
<td>12,737,921</td>
<td>22.7%</td>
<td>10.8%</td>
</tr>
<tr>
<td>Culture and Recreation</td>
<td>5,444,633</td>
<td>5,775,820</td>
<td>5,739,578</td>
<td>6,448,546</td>
<td>11.5%</td>
<td>11.6%</td>
</tr>
<tr>
<td>Support Services</td>
<td>4,370,252</td>
<td>13,829,317</td>
<td>13,729,280</td>
<td>6,657,853</td>
<td>11.9%</td>
<td>-51.9%</td>
</tr>
<tr>
<td>General Government</td>
<td>1,854,453</td>
<td>2,295,053</td>
<td>2,242,438</td>
<td>2,274,766</td>
<td>4.0%</td>
<td>-0.9%</td>
</tr>
</tbody>
</table>

**Total Expenditures** $47,581,916 $59,739,093 $59,353,398 $56,181,994 100.0% -6.0%

---

**General Fund Expenditures by Function**

- Public Safety: 50.0%
- Public Works and Devel.: 22.7%
- Culture and Recreation: 11.5%
- Support Services: 11.9%
- General Government: 4.0%
# 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

- N/A

## EXPENDITURE SUMMARY

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

## PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EXPENDITURE SUMMARY

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATERIALS AND SUPPLIES</td>
<td>$ 2,385</td>
<td>$ 3,325</td>
<td>$ 3,325</td>
<td>$ -</td>
<td>$ 3,325</td>
<td>$ 3,325</td>
</tr>
<tr>
<td>OCCUPANCY</td>
<td>9,600</td>
<td>-</td>
<td>9,500</td>
<td>9,600</td>
<td>9,600</td>
<td>9,600</td>
</tr>
<tr>
<td>CONTRACTUAL SERVICES</td>
<td>6,542</td>
<td>36,256</td>
<td>36,256</td>
<td>(29,931)</td>
<td>6,325</td>
<td>6,325</td>
</tr>
<tr>
<td>OTHER CHARGES</td>
<td>39,603</td>
<td>47,950</td>
<td>36,662</td>
<td>9,000</td>
<td>56,950</td>
<td>56,950</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 58,130</td>
<td>$ 87,531</td>
<td>$ 85,743</td>
<td>(11,331)</td>
<td>$ 76,200</td>
<td>$ 76,200</td>
</tr>
</tbody>
</table>

PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
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

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

### PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY MANAGER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ASSISTANT CITY MANAGER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ASST. TO THE CITY MANAGER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>SR. REDEVELOP. PROJECT MNGR</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>MANAGEMENT ANALYST</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>EXECUTIVE ASSISTANT</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>EXECUTIVE COORDINATOR</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>4</strong></td>
<td><strong>5</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>
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.

**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.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
<td>$101,679</td>
<td>$106,538</td>
<td>$108,053</td>
<td>$106,070</td>
<td>($468)</td>
<td>$179,418</td>
</tr>
<tr>
<td>MATERIALS AND SUPPLIES</td>
<td>709</td>
<td>712</td>
<td>569</td>
<td>-</td>
<td>712</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY</td>
<td>621</td>
<td>636</td>
<td>636</td>
<td>3</td>
<td>639</td>
<td></td>
</tr>
<tr>
<td>CONTRACTUAL SERVICES</td>
<td>12,556</td>
<td>18,431</td>
<td>12,944</td>
<td>6</td>
<td>18,437</td>
<td></td>
</tr>
<tr>
<td>OTHER CHARGES</td>
<td>37,304</td>
<td>53,560</td>
<td>51,295</td>
<td>-</td>
<td>53,560</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$152,868</td>
<td>$179,877</td>
<td>$173,497</td>
<td>($459)</td>
<td>$179,418</td>
<td></td>
</tr>
</tbody>
</table>

**PERFORMANCE MEASURE**

**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, 1,800, 1,800, 2,000
- 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**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
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<td>$106,070</td>
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<tr>
<td>MATERIALS AND SUPPLIES</td>
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<td>712</td>
<td>569</td>
<td>-</td>
<td>712</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY</td>
<td>621</td>
<td>636</td>
<td>636</td>
<td>3</td>
<td>639</td>
<td></td>
</tr>
<tr>
<td>CONTRACTUAL SERVICES</td>
<td>12,556</td>
<td>18,431</td>
<td>12,944</td>
<td>6</td>
<td>18,437</td>
<td></td>
</tr>
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<td>37,304</td>
<td>53,560</td>
<td>51,295</td>
<td>-</td>
<td>53,560</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$152,868</td>
<td>$179,877</td>
<td>$173,497</td>
<td>($459)</td>
<td>$179,418</td>
<td></td>
</tr>
</tbody>
</table>

**PERSONNEL SUMMARY**

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY SECRETARY</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
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

#### WORKLOAD MEASURES

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2018 Estimate</th>
<th>FY 2019 Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press/Media releases issued</td>
<td>65</td>
<td>65</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Media contacts/interviews</td>
<td>300</td>
<td>300</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>TV programming (Govt. Access Channel)</td>
<td>50</td>
<td>50</td>
<td>50</td>
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<tr>
<td>Number of major marketing campaigns/ad campaigns/events promotions that take an estimated 20-30 hours per week of staff time during campaign.</td>
<td>8</td>
<td>8</td>
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<tr>
<td>Number of Twitter posts</td>
<td>260</td>
<td>300</td>
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<tr>
<td>Meetings recorded/broadcast</td>
<td>112</td>
<td>132</td>
<td>90</td>
<td>132</td>
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<tr>
<td>Quarterly neighborhood meetings</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Public engagement meetings supporting city initiatives</td>
<td>N/A</td>
<td>5</td>
<td>7</td>
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<tr>
<td>Quarterly City newsletter</td>
<td>4</td>
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#### EFFICIENCY & EFFECTIVENESS MEASURES

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of unique visitors to City website</td>
<td>380,000</td>
<td>400,000</td>
<td>461,500</td>
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<td>Number of page views within City website</td>
<td>1,900,000</td>
<td>2,000,000</td>
<td>2,400,000</td>
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<tr>
<td>Number of Twitter followers</td>
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<td>Number of Twitter Impressions</td>
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<td>Number of Twitter Engagements</td>
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<td>10,000</td>
<td>11,000</td>
<td>12,000</td>
</tr>
<tr>
<td>Facebook page likes</td>
<td>8,000</td>
<td>9,000</td>
<td>9,205</td>
<td>10,405</td>
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<tr>
<td>Percent of media requests responded to within two business hours</td>
<td>98%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>Number of neighborhoods represented at meeting</td>
<td>N/A</td>
<td>N/A</td>
<td>25</td>
<td>40</td>
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<tr>
<td>Number of newsletter subscribers</td>
<td>N/A</td>
<td>N/A</td>
<td>13,000</td>
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<tr>
<td>Number of survey respondents</td>
<td>N/A</td>
<td>N/A</td>
<td>1,500</td>
<td>1,700</td>
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<tr>
<td>Average community engagement meeting attendance*</td>
<td>N/A</td>
<td>N/A</td>
<td>150</td>
<td>175</td>
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(*dependent on number of City initiatives)
## EXPENDITURE SUMMARY

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

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR OF NEIGHBORHOOD &amp; COMMUNITY AFFAIRS</td>
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<td>1</td>
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</tr>
<tr>
<td>MEDIA AND COMMUNICATIONS MANAGER</td>
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<tr>
<td>COMMUNICATIONS MANAGER</td>
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<tr>
<td>NEIGHBORHOOD SERVICES COORDINATOR</td>
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<tr>
<td>MEDIA AND COMMUNICATIONS SPECIALIST</td>
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<tr>
<td>MULTIMEDIA SPECIALIST</td>
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<tr>
<td>AUDIO/VIDEO TECHNICIAN</td>
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<td>0.5</td>
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<tr>
<td>TOTAL</td>
<td>3.5</td>
<td>4.5</td>
<td>5.5</td>
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</table>
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
## WORKLOAD MEASURES

### PLANNING SERVICES
- **# of Development Applications: subdivision and site development**: 75 (FY 2017), 70 (FY 2018), 100 (FY 2018), 80 (FY 2019)

### CODE COMPLIANCE
- **# of Inspections**: 15,895 (FY 2017), 15,000 (FY 2018), 12,000 (FY 2018), 12,000 (FY 2019)
- **# of Bandit Signs Removed**: 5,532 (FY 2017), 5,000 (FY 2018), 5,000 (FY 2018), 5,000 (FY 2019)

### BUILDING INSPECTIONS
- **# of Inspections**: 1,701 (FY 2017), 1,500 (FY 2018), 1,500 (FY 2018), 1,500 (FY 2019)
- **# of Complaints**: 575 (FY 2017), 600 (FY 2018), 450 (FY 2018), 500 (FY 2019)
- **# of Bandit Signs Removed**: 3,067 (FY 2017), 2,000 (FY 2018), 2,000 (FY 2018), 1,500 (FY 2019)

### EFFICIENCY & EFFECTIVENESS MEASURES

#### PLANNING SERVICES
- **10-day Subdivision and Site Plans Reviews**: 98% (FY 2017), 99% (FY 2018), 98% (FY 2018), 98% (FY 2019)

#### BUILDING INSPECTIONS
- **5-day Residential Reviews**: 85% (FY 2017), 98% (FY 2018), 85% (FY 2018), 95% (FY 2019)
- **10-day Commercial Reviews**: 99% (FY 2017), 98% (FY 2018), 100% (FY 2018), 98% (FY 2019)
- **# of Inspections Performed per Inspector Hour**: 3.1 (FY 2017), 2.7 (FY 2018), 2.5 (FY 2018), 2.7 (FY 2019)
- **Percent (%) of Inspections Completed Same Day**: 98% (FY 2017), 95% (FY 2018), 97% (FY 2018), 95% (FY 2019)

#### CODE COMPLIANCE
- **Percent of Violations complied with Voluntarily**: 99% (FY 2017), 99% (FY 2018), 99% (FY 2018), 99% (FY 2019)
- **Percent of Complaints Responded to Within 24 Hours on Business Days**: 99% (FY 2017), 99% (FY 2018), 99% (FY 2018), 99% (FY 2019)
## DEVELOPMENT SERVICES - TOTAL

### EXPENDITURE SUMMARY

<table>
<thead>
<tr>
<th>OBJECT CATEGORIES</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
<td>$1,335,762</td>
<td>$1,623,316</td>
<td>$1,638,266</td>
<td>$42,886</td>
<td>$1,666,202</td>
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<td>MATERIALS AND SUPPLIES</td>
<td>24,709</td>
<td>22,642</td>
<td>19,405</td>
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<td>6,610</td>
<td>2,422</td>
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<td>6,610</td>
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<tr>
<td>OCCUPANCY</td>
<td>20,247</td>
<td>20,776</td>
<td>19,582</td>
<td>851</td>
<td>21,627</td>
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<td>CONTRACTUAL SERVICES</td>
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<td>110,529</td>
<td>93,174</td>
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<td>OTHER CHARGES</td>
<td>81,616</td>
<td>89,742</td>
<td>76,417</td>
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<td>87,342</td>
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<td>CAPITAL OUTLAY</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>TOTAL</td>
<td>$1,575,233</td>
<td>$1,873,615</td>
<td>$1,849,267</td>
<td>$20,453</td>
<td>$1,894,068</td>
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## PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
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<tbody>
<tr>
<td>DIRECTOR OF DEVELOPMENT SERVICES</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES</td>
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<td>1</td>
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<tr>
<td>PLANNING MANAGER</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>SR. REDEVELOPMENT PROJECT MANAGER</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>SENIOR PLANNER</td>
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<tr>
<td>PLANNER</td>
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<tr>
<td>DEVELOPMENT SERVICES COORDINATOR</td>
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<tr>
<td>PLANNING TECHNICIAN</td>
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<tr>
<td>CHIEF BUILDING OFFICIAL</td>
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<tr>
<td>SENIOR INSPECTOR</td>
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<tr>
<td>INSPECTOR I/II</td>
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<tr>
<td>PLANS EXAMINER</td>
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</tr>
<tr>
<td>PLAN REVIEWER</td>
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<tr>
<td>OFFICE MANAGER</td>
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<tr>
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<td>GIS PROGRAMMER ANALYST</td>
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<tr>
<td>TOTAL</td>
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## DEVELOPMENT SERVICES - PLANNING

### EXPENDITURE SUMMARY

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<tr>
<th>OBJECT CATEGORIES</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
<th>FY 2019 BUDGET</th>
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<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
<td>$ 596,618</td>
<td>$ 819,525</td>
<td>$ 820,182</td>
<td>$ 3,685</td>
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<td>500</td>
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<tr>
<td>OCCUPANCY</td>
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<td>CONTRACTUAL SERVICES</td>
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<td>OTHER CHARGES</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>$ 913,179</strong></td>
<td><strong>$ 894,310</strong></td>
<td><strong>(20,977)</strong></td>
<td><strong>$ 892,202</strong></td>
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### PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
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</thead>
<tbody>
<tr>
<td>DIRECTOR OF DEVELOPMENT SERVICES</td>
<td>1</td>
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<tr>
<td>ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES</td>
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<tr>
<td>PLANNING MANAGER</td>
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<tr>
<td>SR. REDEVELOPMENT PROJECT MANAGER</td>
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<td>1</td>
</tr>
<tr>
<td>SENIOR PLANNER</td>
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</tr>
<tr>
<td>PLANNER</td>
<td>1</td>
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<tr>
<td>PLAN REVIEWER</td>
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<tr>
<td>DEVELOPMENT SERVICES COORDINATOR</td>
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<td>1</td>
</tr>
<tr>
<td>PLANNING TECHNICIAN</td>
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<td>0</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>6</strong></td>
<td><strong>8</strong></td>
<td><strong>8</strong></td>
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</table>
## DEVELOPMENT SERVICES - BUILDING INSPECTIONS

### EXPENDITURE SUMMARY

<table>
<thead>
<tr>
<th>OBJECT CATEGORIES</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>FY 2019 BUDGET</th>
<th>BUDGET ADJUSTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$634,089</td>
<td>$646,979</td>
<td>$35,514</td>
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<td>483</td>
<td>17,508</td>
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<td>38,240</td>
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</tr>
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<td>OTHER CHARGES</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>$753,733</strong></td>
<td><strong>$749,239</strong></td>
<td><strong>$39,803</strong></td>
<td><strong>$793,536</strong></td>
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### PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIEF BUILDING OFFICIAL</td>
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<tr>
<td>SENIOR INSPECTOR</td>
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<tr>
<td>INSPECTOR I/II</td>
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<tr>
<td>PLANS EXAMINER</td>
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</tr>
<tr>
<td>PLANS REVIEWER</td>
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<td>0</td>
</tr>
<tr>
<td>OFFICE MANAGER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>PERMIT TECHNICIAN</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>8</strong></td>
<td><strong>9</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>
# Development Services - Code Compliance

## Expenditure Summary

<table>
<thead>
<tr>
<th>Object Categories</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2018 Projected</th>
<th>FY 2019 Adjustments</th>
<th>FY 2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$137,761</td>
<td>$169,702</td>
<td>$171,104</td>
<td>$3,687</td>
<td>$173,389</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>3,232</td>
<td>7,029</td>
<td>5,555</td>
<td>(2,578)</td>
<td>4,451</td>
</tr>
<tr>
<td>Maintenance</td>
<td>483</td>
<td>2,200</td>
<td>994</td>
<td>-</td>
<td>2,200</td>
</tr>
<tr>
<td>Occupancy</td>
<td>3,482</td>
<td>3,115</td>
<td>2,842</td>
<td>(246)</td>
<td>2,869</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>14,749</td>
<td>17,042</td>
<td>17,042</td>
<td>164</td>
<td>17,206</td>
</tr>
<tr>
<td>Other Charges</td>
<td>8,114</td>
<td>7,615</td>
<td>8,179</td>
<td>600</td>
<td>8,215</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$167,820</td>
<td>$206,703</td>
<td>$205,717</td>
<td>$1,627</td>
<td>$208,330</td>
</tr>
</tbody>
</table>

## Personnel Summary

<table>
<thead>
<tr>
<th>Positions</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Code Compliance Officer</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Code Compliance Officer</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
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**

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

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

### PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR OF ECONOMIC DEVELOPMENT</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>2</strong></td>
<td><strong>2</strong></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>
# 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

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

## EMERGENCY MANAGEMENT

### DEPARTMENTAL MISSION STATEMENT

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- 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

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURE</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 ESTIMATE</th>
<th>FY 2019 GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WORKLOAD MEASURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Management Exercises</td>
<td>4</td>
<td>N/A</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Internal Emergency Management staff training. (Individual training sessions attended by EM Staff)</td>
<td>12</td>
<td>N/A</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Emergency Operations Plan Annexes Developed/Reviewed</td>
<td>10</td>
<td>N/A</td>
<td>22</td>
<td>17</td>
</tr>
<tr>
<td>Conduct community focused education (Hours)</td>
<td>N/A</td>
<td>N/A</td>
<td>34</td>
<td>30</td>
</tr>
<tr>
<td>Provide internal Emergency Management training</td>
<td>N/A</td>
<td>N/A</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>EFFICIENCY &amp; EFFECTIVENESS MEASURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required City Staff NIMS Training</td>
<td>90%</td>
<td>N/A</td>
<td>80%</td>
<td>90%</td>
</tr>
<tr>
<td>Maintain CEM / TEM Certifications</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>100%</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>-------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>PERSONNEL SERVICES</td>
<td>$ 69,258</td>
<td>$ 90,135</td>
<td>$ 64,175</td>
<td>$ 181</td>
</tr>
<tr>
<td>MATERIALS AND SUPPLIES</td>
<td>9,709</td>
<td>13,920</td>
<td>12,952</td>
<td>(557)</td>
</tr>
<tr>
<td>MAINTENANCE</td>
<td>569</td>
<td>5,500</td>
<td>2,153</td>
<td>-</td>
</tr>
<tr>
<td>OCCUPANCY</td>
<td>1,815</td>
<td>-</td>
<td>6,750</td>
<td>7,789</td>
</tr>
<tr>
<td>CONTRACTUAL SERVICES</td>
<td>119,043</td>
<td>104,081</td>
<td>104,081</td>
<td>2,764</td>
</tr>
<tr>
<td>OTHER CHARGES</td>
<td>16,079</td>
<td>19,510</td>
<td>14,621</td>
<td>-</td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TRANSFERS-OUT</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 216,472</td>
<td>$ 233,146</td>
<td>$ 204,733</td>
<td>$ 10,177</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY MANAGEMENT COORDINATOR</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
The Engineering Department’s mission is to ensure a quality engineered and safe infrastructure for the City of Cedar Park.

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

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURE</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 ESTIMATE</th>
<th>FY 2019 GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction plans reviewed</td>
<td>45</td>
<td>42</td>
<td>45</td>
<td>40</td>
</tr>
<tr>
<td># of on-going projects (Transportation/Facilities)</td>
<td>20/13</td>
<td>15/10</td>
<td>16/12</td>
<td>15/10</td>
</tr>
<tr>
<td>CIP design contracts initiated</td>
<td>8</td>
<td>8</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>Design contracts completed</td>
<td>9</td>
<td>9</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>CIP projects constructed</td>
<td>11</td>
<td>10</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Citizen Transportation Inquiries/Requests</td>
<td>200</td>
<td>210</td>
<td>175</td>
<td>185</td>
</tr>
<tr>
<td>Transportation Predevelopment Meetings Attended</td>
<td>90</td>
<td>90</td>
<td>105</td>
<td>85</td>
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<tr>
<td>Transportation Plan Reviews</td>
<td>45</td>
<td>42</td>
<td>45</td>
<td>40</td>
</tr>
<tr>
<td>Transportation Plat Reviews</td>
<td>25</td>
<td>25</td>
<td>27</td>
<td>23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EFFICIENCY &amp; EFFECTIVENESS MEASURES</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Design contracts completed on schedule</td>
<td>9</td>
<td>9</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Project designs (under/over) budget</td>
<td>9/0</td>
<td>9/0</td>
<td>10/0</td>
<td>8/0</td>
</tr>
<tr>
<td>Project construction budgets (under/over)</td>
<td>11/0</td>
<td>10/0</td>
<td>9/0</td>
<td>9/0</td>
</tr>
</tbody>
</table>
### EXPENDITURE SUMMARY

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

### PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR OF ENGINEERING</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>SENIOR ENGINEER</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>SENIOR ENGINEERING ASSOCIATE</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>UTILITY INSPECTOR</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ENGINEERING TECHNICIAN</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PROJECT MANAGER</td>
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</tr>
<tr>
<td>STORMWATER COORDINATOR</td>
<td>0</td>
<td>1</td>
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</tr>
<tr>
<td>ADMINISTRATIVE ASSISTANT</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>8</td>
<td>11</td>
<td>11</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Accounts Payable/Accounts Receivable</th>
<th>Risk Management (City Claims)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Management /Investing</td>
<td>4A &amp; 4B Financial Reporting</td>
</tr>
<tr>
<td>Payroll</td>
<td>Grant Assistance and Administration</td>
</tr>
<tr>
<td>Coordinate Annual Audit</td>
<td>Assists with City-wide procurement</td>
</tr>
<tr>
<td>Accounting and Financial Reporting</td>
<td>Maintains vendor list</td>
</tr>
<tr>
<td>Budget Preparation and Creation</td>
<td>Assists departments with quotes, bids, requests for proposals, and requests for qualifications</td>
</tr>
<tr>
<td>Budget Monitoring and Reporting</td>
<td></td>
</tr>
<tr>
<td>Analysis and Research</td>
<td></td>
</tr>
</tbody>
</table>

PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th>PERFORMANCE INDICATOR</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 ESTIMATE</th>
<th>FY 2019 GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKLOAD MEASURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production of structurally balanced budget</td>
<td>N/A</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Monthly budget updates to Dept/Council</td>
<td>N/A</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Quarterly financial investment reports to Council</td>
<td>N/A</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Production of Comprehensive Annual Financial Report</td>
<td>N/A</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR OF FINANCE</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ASSISTANT DIRECTOR OF FINANCE</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ACCOUNTING MANAGER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>PURCHASING MANAGER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BUYER</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BUDGET MANAGER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>SR. CAPITAL PROGRAMS SPECIALIST</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>ACCOUNTANT</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ACCOUNTING TECHNICIAN II</td>
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<td>1</td>
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<tr>
<td>ACCOUNTING TECHNICIAN</td>
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<td>0</td>
<td>0</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>7</strong></td>
<td><strong>8</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>
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 CPFD 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 CPFD.

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
## PERFORMANCE INDICATORS

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

56
## EXPENDITURE SUMMARY

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

## PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CIVIL SERVICE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSISTANT FIRE CHIEF</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>BATTALION CHIEF</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>LIEUTENANT</td>
<td>19</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>DRIVER/ENGINEER</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>FIREFIGHTER</td>
<td>37</td>
<td>42</td>
<td>42</td>
</tr>
<tr>
<td>FIRE INSPECTOR</td>
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<td>0</td>
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</tr>
<tr>
<td><strong>CIVIL SERVICE TOTAL</strong></td>
<td><strong>78</strong></td>
<td><strong>83</strong></td>
<td><strong>84</strong></td>
</tr>
<tr>
<td><strong>NON-CIVIL SERVICE</strong></td>
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<td></td>
</tr>
<tr>
<td>FIRE CHIEF</td>
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<td>1</td>
</tr>
<tr>
<td>LOGISTICS COORDINATOR</td>
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</tr>
<tr>
<td>EMERGENCY MANAGEMENT COORDINATOR</td>
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<td>1</td>
<td>0</td>
</tr>
<tr>
<td>ACCREDITATION AND COMPLIANCE COORDINATOR</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ADMINISTRATIVE ASSISTANT</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>NON-CIVIL SERVICE TOTAL</strong></td>
<td><strong>5</strong></td>
<td><strong>5</strong></td>
<td><strong>5</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>83</strong></td>
<td><strong>88</strong></td>
<td><strong>89</strong></td>
</tr>
</tbody>
</table>
### EXPENDITURE SUMMARY

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

### PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVIL SERVICE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSISTANT FIRE CHIEF</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>BATTALION CHIEF</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>LIEUTENANT</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>CIVIL SERVICE TOTAL</strong></td>
<td><strong>4</strong></td>
<td><strong>4</strong></td>
<td><strong>4</strong></td>
</tr>
<tr>
<td>NON-CIVIL SERVICE</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>FIRE CHIEF</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ADMINISTRATIVE ASSISTANT</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ACCREDITATION AND COMPLIANCE COORDINATOR</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>NON-CIVIL SERVICE TOTAL</strong></td>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>7</strong></td>
<td><strong>7</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>
## EXPENDITURE SUMMARY

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

## PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVIL SERVICE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BATTALION CHIEF</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>LIEUTENANT</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>DRIVER/ENGINEER</td>
<td>12</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>FIREFIGHTER</td>
<td>35</td>
<td>37</td>
<td>42</td>
</tr>
<tr>
<td><strong>CIVIL SERVICE TOTAL</strong></td>
<td><strong>65</strong></td>
<td><strong>70</strong></td>
<td><strong>75</strong></td>
</tr>
<tr>
<td>NON-CIVIL SERVICE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOGISTICS COORDINATOR</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>NON-CIVIL SERVICE TOTAL</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>65</strong></td>
<td><strong>70</strong></td>
<td><strong>76</strong></td>
</tr>
</tbody>
</table>
## EXPENDITURE SUMMARY

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
<td>$534,095</td>
<td>$492,616</td>
<td>$617,876</td>
<td>$310,075</td>
<td>$802,691</td>
</tr>
<tr>
<td>MATERIALS AND SUPPLIES</td>
<td>13,378</td>
<td>15,728</td>
<td>14,814</td>
<td>14,494</td>
<td>30,222</td>
</tr>
<tr>
<td>MAINTENANCE</td>
<td>2,534</td>
<td>5,000</td>
<td>1,781</td>
<td>1,500</td>
<td>6,500</td>
</tr>
<tr>
<td>OCCUPANCY</td>
<td>2,511</td>
<td>2,541</td>
<td>2,541</td>
<td>970</td>
<td>3,511</td>
</tr>
<tr>
<td>CONTRACTUAL SERVICES</td>
<td>29,963</td>
<td>40,917</td>
<td>42,271</td>
<td>566</td>
<td>41,483</td>
</tr>
<tr>
<td>OTHER CHARGES</td>
<td>8,019</td>
<td>17,407</td>
<td>17,407</td>
<td>(587)</td>
<td>16,820</td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50,550</td>
<td>50,550</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$590,500</strong></td>
<td><strong>$574,209</strong></td>
<td><strong>$696,690</strong></td>
<td><strong>$377,568</strong></td>
<td><strong>$951,777</strong></td>
</tr>
</tbody>
</table>

## PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVIL SERVICE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BATTALION CHIEF</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>LIEUTENANT</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FIRE INSPECTOR</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>CIVIL SERVICE TOTAL</td>
<td>4</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>NON-CIVIL SERVICE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE ASSISTANT</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>NON-CIVIL SERVICE TOTAL</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>5</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>
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
- Benefits Administration
- Classification and Compensation Administration
- Recruitment
- Civil Service
- Labor/Employee Relations
- Training and Development
- Risk

PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURE</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 ESTIMATE</th>
<th>FY 2019 GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKLOAD MEASURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of applications processed</td>
<td>6,890</td>
<td>5,000</td>
<td>6,700</td>
<td>6,000</td>
</tr>
<tr>
<td># of payroll changes entered</td>
<td>26,888</td>
<td>30,000</td>
<td>32,000</td>
<td>33,000</td>
</tr>
<tr>
<td># of Workers' Compensation claims processed</td>
<td>68</td>
<td>40</td>
<td>35</td>
<td>35</td>
</tr>
<tr>
<td># of liability claims (general/automobile)</td>
<td>44</td>
<td>25</td>
<td>60</td>
<td>40</td>
</tr>
</tbody>
</table>

EFFICIENCY & EFFECTIVENESS MEASURES

- Average number of days to fill a position: 86 (FY 2017), 65 (FY 2018), 75 (FY 2019), Goal: 65
- Full-Time Turnover rate: 13.1% (FY 2017), 7.0% (FY 2018), 11.0% (FY 2019), Goal: 7.0%
- Full-Time First Year Turnover rate: 20.4% (FY 2017), 10.0% (FY 2018), 37.0% (FY 2019), Goal: 10.0%
- Worker's Compensation Modifier: 0.59 (FY 2017), 0.58 (FY 2018), 0.47 (FY 2019), Goal: 0.45
### EXPENDITURE SUMMARY

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

### PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR OF HUMAN RESOURCES</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ASSISTANT DIRECTOR OF HUMAN RESOURCES</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>HUMAN RESOURCES PROGRAM MANAGER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>SR BENEFITS ANALYST</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>HUMAN RESOURCES GENERALIST</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>CUSTOMER RELATIONS SPECIALIST</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>5</strong></td>
<td><strong>5</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>
**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**

<table>
<thead>
<tr>
<th>application support</th>
<th>application development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Analysis</td>
<td>Data Backup, Archival and Retrieval</td>
</tr>
<tr>
<td>Datacenter Management</td>
<td>Desktop Support</td>
</tr>
<tr>
<td>Geospatial (GIS) Development &amp; Analysis</td>
<td>HelpDesk</td>
</tr>
<tr>
<td>Local Area &amp; Wide Area Network</td>
<td>Network Support</td>
</tr>
<tr>
<td>Process Improvement</td>
<td>Project Management</td>
</tr>
<tr>
<td>Report Writing</td>
<td>Security Management</td>
</tr>
<tr>
<td>Server Support</td>
<td>Technical Planning &amp; Design</td>
</tr>
<tr>
<td>Technical Support</td>
<td>Training</td>
</tr>
<tr>
<td>Web Development</td>
<td>Web Support</td>
</tr>
<tr>
<td>Wifi Management</td>
<td>VoIP Management &amp; Support</td>
</tr>
</tbody>
</table>
## INFORMATION SERVICES - TOTAL

### PERFORMANCE INDICATORS

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

### EXPENDITURE SUMMARY

<table>
<thead>
<tr>
<th>OBJECT CATEGORIES</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
<td>$723,364</td>
<td>$975,907</td>
<td>$902,152</td>
<td>$96,644</td>
<td>$1,072,551</td>
</tr>
<tr>
<td>MATERIALS AND SUPPLIES</td>
<td>4,664</td>
<td>11,782</td>
<td>13,947</td>
<td>(1,254)</td>
<td>10,528</td>
</tr>
<tr>
<td>MAINTENANCE</td>
<td>23,162</td>
<td>23,675</td>
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<td>40,156</td>
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<td>13,742</td>
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<td>-</td>
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<tr>
<td>TRANSFERS-OUT</td>
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<td>$1,870,752</td>
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### PERSONNEL SUMMARY

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<th>POSITIONS</th>
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<th>FY 2019 BUDGET</th>
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<tr>
<td>DIRECTOR OF INFORMATION SERVICES</td>
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</tr>
<tr>
<td>DIRECTOR OF INFORMATION TECHNOLOGY</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ASSISTANT DIRECTOR OF INFORMATION SERVICES</td>
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<td>IT PROJECT MANAGER</td>
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<tr>
<td>IT BUSINESS ANALYST</td>
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<td>SYSTEMS ENGINEER</td>
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<td>SYSTEMS ADMINISTRATOR</td>
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<tr>
<td>NETWORK ADMINISTRATOR</td>
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<tr>
<td>GIS SPECIALIST</td>
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<td>1</td>
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<tr>
<td>TECHNICAL SUPPORT/HELP DESK SPECIALIST</td>
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<tr>
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## INFORMATION SERVICES - OPERATIONS

### EXPENDITURE SUMMARY

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<td>MATERIALS AND SUPPLIES</td>
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<td>-</td>
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<td>OCCUPANCY</td>
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<td>36,716</td>
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<td>841,549</td>
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<td>OTHER CHARGES</td>
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<td>CAPITAL OUTLAY</td>
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<td>-</td>
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<td><strong>$1,675,142</strong></td>
<td><strong>$1,635,260</strong></td>
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### PERSONNEL SUMMARY

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<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
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<tbody>
<tr>
<td>DIRECTOR OF INFORMATION SERVICES</td>
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<td>1</td>
</tr>
<tr>
<td>DIRECTOR OF INFORMATION TECHNOLOGY</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ASSISTANT DIRECTOR OF INFORMATION SERVICES</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>IT PROJECT MANAGER</td>
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<td>1</td>
</tr>
<tr>
<td>IT BUSINESS ANALYST</td>
<td>0</td>
<td>1</td>
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</tr>
<tr>
<td>SYSTEMS ENGINEER</td>
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<td>1</td>
</tr>
<tr>
<td>SYSTEMS ADMINISTRATOR</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>NETWORK ADMINISTRATOR</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>GIS SPECIALIST</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>TECHNICAL SUPPORT/HELP DESK SPECIALIST</td>
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<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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### INFORMATION SERVICES - APPLICATIONS

#### EXPENDITURE SUMMARY

<table>
<thead>
<tr>
<th>OBJECT CATEGORIES</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
<th>FY 2019 BUDGET</th>
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</thead>
<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
<td>$ 120,679</td>
<td>$ 153,819</td>
<td>$ 164,517</td>
<td>$ 82,460</td>
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<td>MATERIALS AND SUPPLIES</td>
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<td>2,765</td>
<td>2,378</td>
<td>4,350</td>
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<td>OCCUPANCY</td>
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<td>3,440</td>
<td>1,036</td>
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<td>2,914</td>
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<td>CONTRACTUAL SERVICES</td>
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<td>22,804</td>
<td>34,558</td>
<td>56,118</td>
<td>78,922</td>
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<td>OTHER CHARGES</td>
<td>13,205</td>
<td>12,782</td>
<td>11,900</td>
<td>5,000</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>$ 195,610</strong></td>
<td><strong>$ 214,389</strong></td>
<td><strong>$ 147,402</strong></td>
<td><strong>$ 343,012</strong></td>
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#### PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
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</thead>
<tbody>
<tr>
<td>APPLICATIONS MANAGER</td>
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<td>1</td>
</tr>
<tr>
<td>INFORMATION SYSTEM SPECIALIST</td>
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<td>1</td>
</tr>
<tr>
<td>APPLICATIONS SPECIALIST</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td>3</td>
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</table>
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

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2018 Estimate</th>
<th>FY 2019 Goal</th>
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</table>

### Workload Measures


### Efficiency & Effectiveness Measures

- % of Ordinances and Resolutions Reviewed/Prepared by the Deadline: 100% (2017), 100% (2018), 100% (2018), 100% (2019)
- % of Legal Opinions Given by Deadline: 100% (2017), 100% (2018), 100% (2018), 100% (2019)
- % of Legal Opinions Successfully Challenged: 0% (2017), 0% (2018), 0% (2018), 0% (2019)
- % of Contract Provisions Successfully: 0% (2017), 0% (2018), 0% (2018), 0% (2019)
- % of Contracts/Forms Reviewed by Deadline: 100% (2017), 100% (2018), 100% (2018), 100% (2019)
- Council, Board, and Commission Meetings Missed: 0% (2017), 0% (2018), 0% (2018), 0% (2019)

## Expenditure Summary

<table>
<thead>
<tr>
<th>Object Categories</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2018 Projected</th>
<th>Budget Adjustments</th>
<th>FY 2019 Budget</th>
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<tr>
<td>Personnel Services</td>
<td>$448,818</td>
<td>$579,839</td>
<td>$571,549</td>
<td>$38,672</td>
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<td>Materials and Supplies</td>
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<td>5,565</td>
<td>2,558</td>
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<td>2,965</td>
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<td>Maintenance</td>
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<td>44,176</td>
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<td>177,156</td>
<td>174,458</td>
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<td>175,246</td>
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<td>Other Charges</td>
<td>14,300</td>
<td>18,542</td>
<td>17,785</td>
<td>-</td>
<td>18,542</td>
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<tr>
<td>Capital Outlay</td>
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<td>-</td>
<td>(1,350)</td>
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<td><strong>Total</strong></td>
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## Personnel Summary

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<th>Positions</th>
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<th>FY 2019 Budget</th>
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<tbody>
<tr>
<td>City Attorney</td>
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<tr>
<td>Assistant City Attorney</td>
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<tr>
<td>Legal Assistant</td>
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<td>1</td>
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<tr>
<td>Prosecutor</td>
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<td>1</td>
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<tr>
<td><strong>Total</strong></td>
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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

<table>
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<tr>
<th>PERFORMANCE MEASURE</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 ESTIMATE</th>
<th>FY 2019 GOAL</th>
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<td>WORKLOAD MEASURES</td>
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<td># of visits (total)</td>
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<td>282,277</td>
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<td># of visits per capita (average)</td>
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<td># of items in collection (total)</td>
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<td>146,000</td>
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<td># of checkouts (total)</td>
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<td>610,000</td>
<td>625,000</td>
<td>650,000</td>
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<td># of active members (total)</td>
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<td>$ saved yearly by using Library per member</td>
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<td>N/A</td>
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<td># of program attendees (total)</td>
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<td># of programs and special events (total)</td>
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<td>1,000</td>
<td>1,050</td>
<td>1,150</td>
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<td># of public uses of Library meeting rooms (total)</td>
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<td>1,525</td>
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<td># of literacy/learning questions answered (total)</td>
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<td># of technology questions answered (total)</td>
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## Library Expenditure Summary

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<tr>
<th>Object Categories</th>
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<th>FY 2018 Projected</th>
<th>Budget Adjustments</th>
<th>FY 2019 Budget</th>
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<td>Maintenance</td>
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<td>Contractual Services</td>
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<td>153,803</td>
<td>163,508</td>
<td>13,014</td>
<td>166,817</td>
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<td>Other Charges</td>
<td>196,785</td>
<td>230,632</td>
<td>228,943</td>
<td>37,000</td>
<td>267,632</td>
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<td><strong>$1,695,161</strong></td>
<td><strong>$1,681,208</strong></td>
<td><strong>$43,930</strong></td>
<td><strong>$1,739,091</strong></td>
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## Library Personnel Summary

<table>
<thead>
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<th>Positions</th>
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<th>FY 2018 Budget</th>
<th>FY 2019 Budget</th>
</tr>
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<tbody>
<tr>
<td>Library Director</td>
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<td>1</td>
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<tr>
<td>Assistant Library Director</td>
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<td>1</td>
</tr>
<tr>
<td>Circulation Supervisor</td>
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<td>2</td>
</tr>
<tr>
<td>Youth Services Manager</td>
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<td>1</td>
<td>1</td>
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<td>Lead Public Services Librarian</td>
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<td>Librarian</td>
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<tr>
<td>Children’s Program Assistant</td>
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<tr>
<td>Lead Library Generalist</td>
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<tr>
<td>Library Generalist</td>
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<td>Technical Services Assistant</td>
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71
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

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURE</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 ESTIMATE</th>
<th>FY 2019 GOAL</th>
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<tr>
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## MUNICIPAL COURT

### EXPENDITURE SUMMARY

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### PERSONNEL SUMMARY

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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.

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.

- 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

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURE</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 ESTIMATE</th>
<th>FY 2019 GOAL</th>
</tr>
</thead>
</table>

#### WORKLOAD MEASURES

- # of Park Facility Rentals: 3,615
- Avg Daily Attendance at Park Facilities: 3,950
- Annual Athletic Facility Usage: 73,000
- Recreation Center Memberships Issued: 9,465
- Recreation Day Passes Sold: 5,153
- Attendance at Community Events: 50,000
- # of Children Attending Camp Timberwolf: 1,122
- Aquatic facilities operated/maintained: 4
- Annual Work Orders Completed: N/A

#### EFFICIENCY & EFFECTIVENESS MEASURES

- Work Orders Completed within 24 Hours: N/A
- Recreation Center Memberships Retained: 52.0%
- Recreation Center Annual Cost Recovery: 80.0%
- Aquatics Cost Recovery: 51.0%
- Vendors at Community Events: 205
- Event Sponsors: 28
- Camp Timberwolf Cost Recovery: 126.0%
- Developed Acreage per Maint. Employee: 32

### EXPENDITURE SUMMARY

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<thead>
<tr>
<th>OBJECT CATEGORIES</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
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### EXPENDITURE SUMMARY

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### PERSONNEL SUMMARY

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<th>POSITIONS</th>
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<th>FY 2019 BUDGET</th>
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<tbody>
<tr>
<td>DIRECTOR OF PARKS AND RECREATION</td>
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## EXPENDITURE SUMMARY

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## PERSONNEL SUMMARY

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<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
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<tr>
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<tr>
<td>CREW LEADER</td>
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<tr>
<td>MAINTENANCE WORKER</td>
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## PARKS AND RECREATION - RECREATION CENTER

### EXPENDITURE SUMMARY

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### PERSONNEL SUMMARY

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<tr>
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# PARKS AND RECREATION - AQUATICS

## EXPENDITURE SUMMARY

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## PERSONNEL SUMMARY

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## PERSONNEL SUMMARY

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<td>BUDGET</td>
<td>BUDGET</td>
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**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

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<th>Performance Measure</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2018 Estimate</th>
<th>FY 2019 Goal</th>
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<td><strong>Workload Measures</strong></td>
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<td>Traffic Enforcement Contacts</td>
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<td>20,975</td>
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<td>4,900</td>
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<td>Animal Control Citations issued</td>
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<td>Animal Control Warnings issued</td>
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<td><strong>Efficiency &amp; Effectiveness Measures</strong></td>
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<td>Emergency call average response time in</td>
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<td>Non-emergency call average response time in</td>
<td>10.1</td>
<td>9.5</td>
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<tr>
<td>% of emergency calls within the response time of 5 minutes or less</td>
<td>43.7%</td>
<td>50.0%</td>
<td>50.7%</td>
<td>50.0%</td>
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<td>Crime Rate of under 2,000 index crimes per 100,000 population</td>
<td>&lt;2000</td>
<td>&lt;2000</td>
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<td>Clearance rate of Part 1 Offenses</td>
<td>29.4%</td>
<td>35.0%</td>
<td>30.7%</td>
<td>34.3%</td>
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<td>Field Release of Impounded Animals prior to being transported to the Shelter</td>
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<td>650</td>
<td>697</td>
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### Expenditure Summary

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<th>Object Categories</th>
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<th>FY 2018 Projected</th>
<th>FY 2019 Adjustments</th>
<th>FY 2019 Budget</th>
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<td>1,743,462</td>
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## Personnel Summary

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<td>Non-Civil Service</td>
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## EXPENDITURE SUMMARY

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<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
<th>FY 2019 BUDGET</th>
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<tbody>
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<td><strong>$2,266,595</strong></td>
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## PERSONNEL SUMMARY

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<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
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<tr>
<td>COMMANDER</td>
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<tr>
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85
# POLICE - OPERATIONS

## EXPENDITURE SUMMARY

<table>
<thead>
<tr>
<th>OBJECT CATEGORIES</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
<th>FY 2019 BUDGET</th>
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<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
<td>$5,627,755</td>
<td>$5,744,551</td>
<td>$5,869,722</td>
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<td>9,085</td>
<td>9,085</td>
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<td>684,195</td>
<td>684,181</td>
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<td>247,700</td>
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<td><strong>$420,629</strong></td>
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## PERSONNEL SUMMARY

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<th>FY 2019 BUDGET</th>
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<tbody>
<tr>
<td>CIVIL SERVICE</td>
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<tr>
<td>SERGEANT</td>
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<td><strong>66</strong></td>
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<tr>
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<td><strong>66</strong></td>
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## POLICE - COMMUNICATIONS AND RECORDS

### EXPENDITURE SUMMARY

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<tr>
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<td>PERSONNEL SERVICES</td>
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<td>636</td>
<td>636</td>
<td>(166)</td>
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<td>CONTRACTUAL SERVICES</td>
<td>429,765</td>
<td>464,812</td>
<td>464,812</td>
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<td><strong>$1,770,803</strong></td>
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### PERSONNEL SUMMARY

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<tr>
<td>NON-CIVIL SERVICE</td>
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<td>COMM. AND RECORDS STAFF MANAGER</td>
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<tr>
<td>RECORDS CLERK</td>
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<td>ADMINISTRATIVE TECHNICIAN</td>
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## EXPENDITURE SUMMARY

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<tr>
<th>OBJECT CATEGORIES</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
<th>FY 2019 BUDGET</th>
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<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
<td>$2,320,209</td>
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<td>105,881</td>
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<td>74,164</td>
<td>84,436</td>
<td>148,917</td>
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<td>100,056</td>
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<td>67,000</td>
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## PERSONNEL SUMMARY

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<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
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<tbody>
<tr>
<td>CIVIL SERVICE</td>
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</tr>
<tr>
<td>SERGEANT</td>
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<tr>
<td>CORPORAL/DETECTIVE</td>
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<tr>
<td>POLICE OFFICER</td>
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<td>EVIDENCE AND PROPERTY SUPERVISOR</td>
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<td>ACCRED. &amp; COMP. ANALYST</td>
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<td>PD LOGISTICS COORDINATOR</td>
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<tr>
<td>VICTIM SERVICES COORDINATOR</td>
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<td><strong>NON-CIVIL SERVICE TOTAL</strong></td>
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### EXPENDITURE SUMMARY

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<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
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<td>171,126</td>
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### PERSONNEL SUMMARY

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<th>POSITIONS</th>
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<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
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<tbody>
<tr>
<td>CIVIL SERVICE</td>
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<tr>
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<tr>
<td>CIVIL SERVICE TOTAL</td>
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<tr>
<td>NON-CIVIL SERVICE</td>
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<tr>
<td>ANIMAL CONTROL SUPERVISOR</td>
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<td>ANIMAL CONTROL OFFICER</td>
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<tr>
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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
- 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.
- 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
- 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

### WORKLOAD MEASURES

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURE</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 ESTIMATE</th>
<th>FY 2019 GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td># of center street lane miles</td>
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<td>282</td>
<td>265</td>
<td>265</td>
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<tr>
<td># of signals owned/maintained</td>
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<td>20 / 56</td>
<td>23/59</td>
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<tr>
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<td>sq ft of asphalt repairs</td>
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<td>13,500</td>
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<td>59</td>
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<tr>
<td># of signal inspections</td>
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<td>236</td>
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<tr>
<td># of signal work orders</td>
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<td>925</td>
<td>950</td>
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<tr>
<td># of street light repairs</td>
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<td># of fleet work orders</td>
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<tr>
<td># of vehicles maintained</td>
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<td>280</td>
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<td># of pieces of equipment maintained</td>
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### EFFICIENCY & EFFECTIVENESS MEASURES

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<th>FY 2018 BUDGET</th>
<th>FY 2018 ESTIMATE</th>
<th>FY 2019 GOAL</th>
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<tbody>
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<td># of miles streets swept per year</td>
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<tr>
<td>Avg # of hrs to correct signal detect repair</td>
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<td>2</td>
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<td>2</td>
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<tr>
<td>Avg # of days to repair streetlight</td>
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<tr>
<td>% of street light inspections performed qtrly</td>
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<td>100</td>
<td>100</td>
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<tr>
<td>% of signals given quarterly maint.</td>
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<td>100</td>
<td>100</td>
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<tr>
<td>Avg # of days to process fleet work orders</td>
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<td>2</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Avg # of days to process main. work order</td>
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<tr>
<td>Avg # of days a police car is out of service</td>
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<td>2</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Avg # of days a Fire Truck is out of service</td>
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<tr>
<td>OBJECT CATEGORIES</td>
<td>FY 2017 ACTUAL</td>
<td>FY 2018 BUDGET</td>
<td>FY 2018 PROJECTED</td>
<td>BUDGET ADJUSTMENTS</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------</td>
<td>----------------</td>
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## PUBLIC WORKS - STREET MAINTENANCE

### EXPENDITURE SUMMARY

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<th>OBJECT CATEGORIES</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
<th>FY 2019 BUDGET</th>
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<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
<td>$959,067</td>
<td>$1,221,094</td>
<td>$1,066,610</td>
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<td>553,393</td>
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<td><strong>$2,939,874</strong></td>
<td><strong>$101,964</strong></td>
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### PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERINTENDENT OF PUBLIC WORKS</td>
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<td>1</td>
</tr>
<tr>
<td>FOREMAN</td>
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</tr>
<tr>
<td>CREW LEADER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>EQUIPMENT OPERATOR</td>
<td>6</td>
<td>6</td>
<td>6</td>
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<tr>
<td>MAINTENANCE WORKER</td>
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<td>9</td>
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<td><strong>TOTAL</strong></td>
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### EXPENDITURE SUMMARY

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<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
<th>FY 2019 BUDGET</th>
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</thead>
<tbody>
<tr>
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<td>3,967</td>
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<td>120,000</td>
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<td><strong>$ 1,028,630</strong></td>
<td><strong>$ 1,065,657</strong></td>
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<td><strong>$ 780,746</strong></td>
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### PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
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<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
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<td>1</td>
<td>1</td>
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<tr>
<td>TRAFFIC SIGNAL ENGINEER</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TRAFFIC SIGNAL TECHNICIAN II</td>
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<td>1</td>
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<td>TRAFFIC SIGNAL TECHNICIAN I</td>
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<td>2</td>
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<td><strong>TOTAL</strong></td>
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## PUBLIC WORKS - FLEET MAINTENANCE

### EXPENDITURE SUMMARY

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<tr>
<th>OBJECT CATEGORIES</th>
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<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
<th>FY 2019 BUDGET</th>
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<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>$ 594,259</strong></td>
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### PERSONNEL SUMMARY

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<th>POSITIONS</th>
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<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
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</thead>
<tbody>
<tr>
<td>FLEET MANAGER</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>SERVICE WRITER</td>
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<tr>
<td>EQUIPMENT MECHANIC II</td>
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<tr>
<td>EQUIPMENT MECHANIC I</td>
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<td>2</td>
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## PUBLIC WORKS - FACILITY MAINTENANCE

### EXPENDITURE SUMMARY

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<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
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<th>FY 2018 ADJUSTMENTS</th>
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### PERSONNEL SUMMARY

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<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
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<tbody>
<tr>
<td>FACILITY MAINTENANCE COORDINATOR</td>
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<td>1</td>
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<td>FACILITY MAINTENANCE TECHNICIAN</td>
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<td>1</td>
<td>1</td>
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<tr>
<td><strong>TOTAL</strong></td>
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### EXPENDITURE SUMMARY

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<tr>
<th>OBJECT CATEGORIES</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
<th>FY 2019 BUDGET</th>
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<td><strong>TOTAL</strong></td>
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<td><strong>$ 335,661</strong></td>
<td><strong>$ 338,043</strong></td>
<td><strong>$ 1,494,068</strong></td>
<td><strong>$ 1,829,729</strong></td>
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### PERSONNEL SUMMARY

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<th>FY 2019 BUDGET</th>
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<td>DRAINAGE MAINTENANCE WORKER</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>5</strong></td>
<td><strong>5</strong></td>
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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
- Customer Service
- Marketing and Promotions
- Support of Local Lodging Industry

PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURE</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 ESTIMATE</th>
<th>FY 2019 GOAL</th>
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</thead>
</table>

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
## EXPENDITURE SUMMARY

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

## PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOURISM AND COMMUNITY DEVELOPMENT MANAGER</td>
<td>0.5</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOURISM SERVICES MANAGER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1.5</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
## 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.

<table>
<thead>
<tr>
<th>Available Funds</th>
<th>Actual FY 2017</th>
<th>Budget FY 2018</th>
<th>Projected FY 2018</th>
<th>Proposed FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$10,064,935</td>
<td>$13,847,798</td>
<td>$14,088,119</td>
<td>$15,463,796</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Sales</td>
<td>$18,639,675</td>
<td>$19,144,550</td>
<td>$19,144,550</td>
<td>$19,399,856</td>
</tr>
<tr>
<td>Sewer Billings</td>
<td>$12,294,838</td>
<td>$12,347,728</td>
<td>$12,347,728</td>
<td>$12,500,000</td>
</tr>
<tr>
<td>Late Charges</td>
<td>330,401</td>
<td>323,388</td>
<td>323,388</td>
<td>329,047</td>
</tr>
<tr>
<td>Interest Income</td>
<td>217,845</td>
<td>181,765</td>
<td>238,596</td>
<td>245,754</td>
</tr>
<tr>
<td>Transfers</td>
<td>3,878,134</td>
<td>2,053,550</td>
<td>2,053,550</td>
<td>250,000</td>
</tr>
<tr>
<td>Other Charges</td>
<td>719,050</td>
<td>789,618</td>
<td>789,618</td>
<td>630,197</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$36,079,943</td>
<td>$34,840,599</td>
<td>$34,897,430</td>
<td>$33,354,854</td>
</tr>
<tr>
<td>Total Available Funds</td>
<td>$46,144,878</td>
<td>$48,688,397</td>
<td>$48,985,550</td>
<td>$48,818,650</td>
</tr>
</tbody>
</table>

### Appropriations

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>Actual FY 2017</th>
<th>Budget FY 2018</th>
<th>Projected FY 2018</th>
<th>Proposed FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries And Benefits</td>
<td>5,317,236</td>
<td>5,790,384</td>
<td>5,660,943</td>
<td>6,100,921</td>
</tr>
<tr>
<td>Materials And Supplies</td>
<td>791,133</td>
<td>930,796</td>
<td>804,429</td>
<td>951,353</td>
</tr>
<tr>
<td>Repairs And Maintenance</td>
<td>758,729</td>
<td>814,970</td>
<td>620,764</td>
<td>680,170</td>
</tr>
<tr>
<td>Occupancy</td>
<td>1,401,474</td>
<td>1,701,771</td>
<td>1,489,426</td>
<td>1,521,450</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>8,420,026</td>
<td>9,964,723</td>
<td>9,095,377</td>
<td>10,659,730</td>
</tr>
<tr>
<td>Other Charges</td>
<td>644,773</td>
<td>793,422</td>
<td>721,485</td>
<td>874,612</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>388,548</td>
<td>20,000</td>
<td>56,795</td>
<td>125,000</td>
</tr>
<tr>
<td>Subtotal Operating</td>
<td>$17,721,919</td>
<td>$20,016,066</td>
<td>$18,449,218</td>
<td>$20,913,236</td>
</tr>
</tbody>
</table>

### Transfers

<table>
<thead>
<tr>
<th>Transfers</th>
<th>Actual FY 2017</th>
<th>Budget FY 2018</th>
<th>Projected FY 2018</th>
<th>Proposed FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Out-General Fund</td>
<td>$3,268,673</td>
<td>$3,363,259</td>
<td>$3,363,259</td>
<td>$3,524,858</td>
</tr>
<tr>
<td>Transfer Out-Interest/Sinking</td>
<td>7,516,921</td>
<td>7,400,276</td>
<td>7,400,276</td>
<td>7,392,671</td>
</tr>
<tr>
<td>Transfer Out- Water</td>
<td>1,633,125</td>
<td>2,175,000</td>
<td>2,410,000</td>
<td>350,000</td>
</tr>
<tr>
<td>Transfer Out- Wastewater</td>
<td>2,033,125</td>
<td>1,499,000</td>
<td>1,499,000</td>
<td>350,000</td>
</tr>
<tr>
<td>Transfer- Facilities Projects</td>
<td>-</td>
<td>400,000</td>
<td>400,000</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal Transfers</td>
<td>$14,451,844</td>
<td>$14,837,535</td>
<td>$15,072,535</td>
<td>$11,617,529</td>
</tr>
</tbody>
</table>

### Total Appropriations

<table>
<thead>
<tr>
<th>Total Appropriations</th>
<th>Actual FY 2017</th>
<th>Budget FY 2018</th>
<th>Projected FY 2018</th>
<th>Proposed FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>$32,173,763</td>
<td>$34,853,601</td>
<td>$33,521,753</td>
<td>$32,530,765</td>
<td></td>
</tr>
</tbody>
</table>

### Gross Ending Balance

<table>
<thead>
<tr>
<th>Gross Ending Balance</th>
<th>Actual FY 2017</th>
<th>Budget FY 2018</th>
<th>Projected FY 2018</th>
<th>Proposed FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>$13,971,115</td>
<td>$13,834,796</td>
<td>$15,463,796</td>
<td>$16,287,885</td>
<td></td>
</tr>
</tbody>
</table>

### Adjustment to GAAP

<table>
<thead>
<tr>
<th>Adjustment to GAAP</th>
<th>Actual FY 2017</th>
<th>Budget FY 2018</th>
<th>Projected FY 2018</th>
<th>Proposed FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>$117,004</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

### Net Ending Balance

<table>
<thead>
<tr>
<th>Net Ending Balance</th>
<th>Actual FY 2017</th>
<th>Budget FY 2018</th>
<th>Projected FY 2018</th>
<th>Proposed FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14,088,119</td>
<td>$13,834,796</td>
<td>$15,463,796</td>
<td>$16,287,885</td>
<td></td>
</tr>
</tbody>
</table>
## SUMMARY OF REVENUES AND EXPENDITURES

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

![Graph showing summary of revenues and expenditures](image-url)
### Utility Fund

#### Revenue Summary

<table>
<thead>
<tr>
<th>Object Categories</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2018 Projected</th>
<th>FY 2019 Budget</th>
<th>% of Budget</th>
<th>% Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Sales</td>
<td>$18,639,675</td>
<td>$19,144,550</td>
<td>$19,144,550</td>
<td>$19,399,856</td>
<td>58.2%</td>
<td>1.3%</td>
</tr>
<tr>
<td>Sewer Billings</td>
<td>12,294,838</td>
<td>12,347,728</td>
<td>12,347,728</td>
<td>12,500,000</td>
<td>37.5%</td>
<td>1.2%</td>
</tr>
<tr>
<td>Late Charges</td>
<td>330,401</td>
<td>323,388</td>
<td>323,388</td>
<td>329,047</td>
<td>1.0%</td>
<td>1.8%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>217,845</td>
<td>181,765</td>
<td>238,596</td>
<td>245,754</td>
<td>0.7%</td>
<td>35.2%</td>
</tr>
<tr>
<td>Transfer-Impact Fees</td>
<td>3,878,134</td>
<td>2,053,550</td>
<td>2,053,550</td>
<td>250,000</td>
<td>0.7%</td>
<td>N/A</td>
</tr>
<tr>
<td>Other Charges</td>
<td>719,050</td>
<td>789,618</td>
<td>789,618</td>
<td>630,197</td>
<td>1.9%</td>
<td>-20.2%</td>
</tr>
</tbody>
</table>

Total Utility Fund Revenues: $36,079,943 $34,840,599 $34,897,430 $33,354,854 100.0% -4.3%

#### FY 2018 Adopted Revenue

- **Water Sales**: 58.2%
- **Sewer Billings**: 37.5%
- **Late Charges**: 1.0%
- **Other Charges**: 1.9%
- **Transfer-Impact Fees**: 0.7%
- **Interest Income**: 0.7%

![FY 2018 Adopted Revenue Chart](chart.png)
## Utility Fund by Department

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

*Utility Non-Departmental includes transfers for Debt service and CIP
## Utility Fund Expenditures by Category

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

**Utility Fund Expenditures by Category**

- **Personnel Services**: 18.8%
- **Contractual Services**: 32.8%
- **Transfers Out**: 35.7%
- **Materials & Supplies**: 2.9%
- **Repairs & Maintenance**: 2.1%
- **Occupancy**: 4.7%
- **Other Charges**: 2.7%
- **Capital Outlay**: 0.4%
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.

- **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**

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

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

## PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTILITY BILLING MANAGER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>UTILITY ACCOUNTANT</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>UTILITY BILLING SUPERVISOR</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>UB ACCOUNTING SPECIALIST</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>ACCOUNTING TECHNICIAN</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>9</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>
The mission of the Utility Programs division is to 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.

**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
- Drought Contingency Coordination
- Contract Administration
- Public Education
- Industrial Pretreatment Coordination
- Household Hazardous Waste Coordination
- Cross Connection Control Coordination
- Customer Service and Outreach
# Utility Programs

## Performance Indicators

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2018 Estimate</th>
<th>FY 2019 Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workload Measures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Outreach regarding detection of continuous flow</td>
<td>164</td>
<td>170</td>
<td>170</td>
<td>180</td>
</tr>
<tr>
<td>• Irrigation evaluations provided to residential customers</td>
<td>96</td>
<td>250</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>• Presentations/meetings/outreach for customers and schools of Cedar Park.</td>
<td>23</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>• Development of innovative services/programs to enhance the City's environmental health.</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Efficiency &amp; Effectiveness Measures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Pounds of household hazardous waste collected/recycled annually</td>
<td>40,579</td>
<td>40,000</td>
<td>45,054</td>
<td>40,000</td>
</tr>
<tr>
<td>• Tons of e-waste, bulk waste, and metal (recycled) collected annually</td>
<td>10.3</td>
<td>12.0</td>
<td>16.6</td>
<td>12.0</td>
</tr>
<tr>
<td>• Gallons of oil collected annually</td>
<td>890</td>
<td>800</td>
<td>986</td>
<td>800</td>
</tr>
<tr>
<td>• Estimated gallons of water saved by customers due to outreach regarding continous flow detection</td>
<td>4,783,992</td>
<td>10,000,000</td>
<td>12,088,500</td>
<td>10,000,000</td>
</tr>
<tr>
<td>• Gallons of treated water saved by reuse projects</td>
<td>7,123,000</td>
<td>8,000,000</td>
<td>8,953,950</td>
<td>8,000,000</td>
</tr>
</tbody>
</table>
## Utility Programs

### Expenditure Summary

<table>
<thead>
<tr>
<th>Object Categories</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2018 Projected</th>
<th>FY 2019 Budget</th>
<th>FY 2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$112,625</td>
<td>$294,047</td>
<td>$311,011</td>
<td>$94,927</td>
<td>$381,874</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>653</td>
<td>2,446</td>
<td>1,572</td>
<td>(442)</td>
<td>2,004</td>
</tr>
<tr>
<td>Maintenance</td>
<td>85</td>
<td>1,000</td>
<td>188</td>
<td>-</td>
<td>1,000</td>
</tr>
<tr>
<td>Occupancy</td>
<td>3,758</td>
<td>2,825</td>
<td>3,656</td>
<td>56</td>
<td>2,881</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>101,585</td>
<td>93,948</td>
<td>93,958</td>
<td>(417)</td>
<td>93,531</td>
</tr>
<tr>
<td>Other Charges</td>
<td>48,111</td>
<td>116,110</td>
<td>85,103</td>
<td>11,990</td>
<td>128,100</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>26,607</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$293,423</strong></td>
<td><strong>$510,376</strong></td>
<td><strong>$495,488</strong></td>
<td><strong>$106,114</strong></td>
<td><strong>$609,390</strong></td>
</tr>
</tbody>
</table>

### Personnel Summary

<table>
<thead>
<tr>
<th>Positions</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Business Services</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Utility Program Manager</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Utility Network Administrator</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Utility Program Technician</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Customer Relations Clerk</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Water Compliance Driver</td>
<td>0</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1</strong></td>
<td><strong>4.5</strong></td>
<td><strong>4.5</strong></td>
</tr>
</tbody>
</table>
# 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 Department’s ultimate customer is the city residents.

## Services Provided

- 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

- 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

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2018 Estimate</th>
<th>FY 2019 Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workload Measures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work orders dispatched or received</td>
<td>9,267</td>
<td>6,000</td>
<td>9,830</td>
<td>9,900</td>
</tr>
<tr>
<td>Requests for line locate</td>
<td>8,562</td>
<td>5,000</td>
<td>8,990</td>
<td>9,000</td>
</tr>
<tr>
<td>Average daily call volume</td>
<td>50</td>
<td>42</td>
<td>62</td>
<td>65</td>
</tr>
<tr>
<td><strong>Efficiency &amp; Effectiveness Measures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of wastewater quality samples that meet or exceed federal standards</td>
<td>99.5</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>% of water quality samples that meet or exceed federal standards</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td># of work orders closed out by staff</td>
<td>9,198</td>
<td>6,200</td>
<td>9,500</td>
<td>9,750</td>
</tr>
<tr>
<td># of gallons of water treated (in millions)</td>
<td>3,804</td>
<td>4,595</td>
<td>4,194</td>
<td>4,285</td>
</tr>
</tbody>
</table>
## EXPENDITURE SUMMARY

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

## PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSISTANT CITY MANAGER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>DIRECTOR OF PUBLIC WORKS</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>DIRECTOR OF UTILITIES</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>PROGRAM MANAGER</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SENIOR UTILITY ENGINEER</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>UTILITY INFORMATION SYSTEMS SPECIALIST</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>OFFICE MANAGER</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>UTLY PROGRAM TECH (AMI)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ADMINISTRATIVE TECHNICIAN</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CUSTOMER RELATIONS CLERK</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>WATER COMPLIANCE DRIVER</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>9</strong></td>
<td><strong>9</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>
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
- Treat City's wastewater
- Monitor water quality
- Monthly meter readings
- Locate line requests
- Storage Tank Maintenance
- Valve Maintenance
- Waste Water Odor Control Device Maintenance
- Water and Wastewater line maintenance
- Water collection and pumping
- Pressure Monitoring
- Monitor all lift stations in collection system
- Install meters and taps for new service accounts
- Perform meter cross-checks and re-reads
- Provide cross-connection inspections
- Deliver water throughout distribution system
- Repair water & wastewater line breaks
- Leak detection
- Perform daily testing of water & wastewater
- 24 hour on-call emergency response
- Booster Station Maintenance
- Lift station maintenance
- Fire Hydrant Maintenance
- Waste Water System Inspection and testing
- Provide cross-connection inspections
- Test and calibrate all new meters
- Test and calibrate all new meters
- Meter replacement program
- Review site and commercial applications for pre-treatment compliance
## WORKLOAD MEASURES

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURE</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 ESTIMATE</th>
<th>FY 2019 GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td># of gallons of water treated (millions of gallons)</td>
<td>3,804</td>
<td>4,595</td>
<td>4,194</td>
<td>4,285</td>
</tr>
<tr>
<td># of gallons of wastewater treated (millions of gallons)</td>
<td>847</td>
<td>821</td>
<td>894</td>
<td>894</td>
</tr>
<tr>
<td># of lift stations</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td># of lift station work orders</td>
<td>586</td>
<td>100</td>
<td>586</td>
<td>600</td>
</tr>
<tr>
<td># of miles of wastewater lines</td>
<td>287</td>
<td>287</td>
<td>295</td>
<td>300</td>
</tr>
<tr>
<td># of miles of water lines</td>
<td>350</td>
<td>350</td>
<td>361</td>
<td>370</td>
</tr>
<tr>
<td># of main water line repairs</td>
<td>15</td>
<td>14</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td># of WW mains inspected</td>
<td>570</td>
<td>460</td>
<td>570</td>
<td>570</td>
</tr>
<tr>
<td># of Automatic Air Release Valve Inspections</td>
<td>488</td>
<td>456</td>
<td>488</td>
<td>488</td>
</tr>
<tr>
<td># of water quality samples</td>
<td>2,700</td>
<td>2,660</td>
<td>2,700</td>
<td>2,780</td>
</tr>
<tr>
<td># of utility cut street repairs</td>
<td>102</td>
<td>75</td>
<td>110</td>
<td>110</td>
</tr>
<tr>
<td># of active water meters</td>
<td>22,668</td>
<td>22,325</td>
<td>22,854</td>
<td>23,000</td>
</tr>
<tr>
<td># of email, CP Connect, website or phone requests to front desk (total)</td>
<td>1,606</td>
<td>2,750</td>
<td>2,000</td>
<td>2,200</td>
</tr>
<tr>
<td>Avg. # of business days a citizen service request is open</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4.00</td>
</tr>
</tbody>
</table>

## EFFICIENCY & EFFECTIVENESS MEASURES

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURE</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 ESTIMATE</th>
<th>FY 2019 GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost per 1,000 gallons of water treated</td>
<td>$1.04</td>
<td>$1.07</td>
<td>$1.05</td>
<td>$1.10</td>
</tr>
<tr>
<td>Cost per 1,000 gallons of wastewater treated</td>
<td>$1.77</td>
<td>$1.92</td>
<td>$1.99</td>
<td>$2.00</td>
</tr>
<tr>
<td>% of water samples that meet federal and state requirements</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td>% of wastewater samples that meet federal and state requirements</td>
<td>99.5%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td>% of meters on Automated Meter Read</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
## EXPENDITURE SUMMARY

<table>
<thead>
<tr>
<th>OBJECT CATEGORIES</th>
<th>FY 2017 ACTUAL</th>
<th>FY 2018 BUDGET</th>
<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
<th>FY 2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
<td>$3,684,004</td>
<td>$3,956,618</td>
<td>$3,870,056</td>
<td>$120,024</td>
<td>$4,014,442</td>
</tr>
<tr>
<td>MATERIALS AND SUPPLIES</td>
<td>752,182</td>
<td>891,336</td>
<td>761,323</td>
<td>17,373</td>
<td>908,709</td>
</tr>
<tr>
<td>MAINTENANCE</td>
<td>729,813</td>
<td>769,165</td>
<td>584,617</td>
<td>(134,800)</td>
<td>634,365</td>
</tr>
<tr>
<td>OCCUPANCY</td>
<td>1,301,883</td>
<td>1,582,047</td>
<td>1,379,386</td>
<td>(173,943)</td>
<td>1,408,104</td>
</tr>
<tr>
<td>CONTRACTUAL SERVICES</td>
<td>3,115,965</td>
<td>3,585,620</td>
<td>3,275,006</td>
<td>144,436</td>
<td>3,730,056</td>
</tr>
<tr>
<td>OTHER CHARGES</td>
<td>173,560</td>
<td>212,475</td>
<td>180,941</td>
<td>3,700</td>
<td>216,175</td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>361,637</td>
<td>20,000</td>
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## PERSONNEL SUMMARY

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## PUBLIC WORKS - WATER DISTRIBUTION

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<th>BUDGET ADJUSTMENTS</th>
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<td><strong>$ 1,843,280</strong></td>
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### PERSONNEL SUMMARY

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# Public Works - Wastewater Collection

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## Personnel Summary

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## EXPENDITURE SUMMARY

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<th>FY 2018 PROJECTED</th>
<th>BUDGET ADJUSTMENTS</th>
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## PERSONNEL SUMMARY

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<th>FY 2019 BUDGET</th>
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## PUBLIC WORKS - METER SERVICES

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### PERSONNEL SUMMARY

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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

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<th>PERFORMANCE MEASURE</th>
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<th>FY 2019</th>
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- N/A

EXPENDITURE SUMMARY

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<td>PROJECTED</td>
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PERSONNEL SUMMARY

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<th>FY 2019</th>
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</tr>
</tbody>
</table>
## 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.

<table>
<thead>
<tr>
<th>AVAILABLE FUNDS</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$ 288,096</td>
<td>$ 270,741</td>
<td>$ 307,323</td>
<td>$ 288,973</td>
</tr>
</tbody>
</table>

### REVENUES

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid Waste Billing</td>
<td>$ 3,433,111</td>
<td>$ 3,603,334</td>
<td>$ 3,673,461</td>
<td>$ 3,729,418</td>
</tr>
<tr>
<td>Garbage Cart Reimbursement</td>
<td>261,121</td>
<td>272,133</td>
<td>266,686</td>
<td>270,470</td>
</tr>
<tr>
<td>Extra Garbage Cart Fee</td>
<td>16,181</td>
<td>15,696</td>
<td>18,149</td>
<td>18,422</td>
</tr>
<tr>
<td>Interest Income</td>
<td>3,710</td>
<td>1,500</td>
<td>4,310</td>
<td>4,310</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>15,050</td>
<td>6,000</td>
<td>5,575</td>
<td>5,575</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$ 3,729,173</td>
<td>$ 3,898,663</td>
<td>$ 3,968,180</td>
<td>$ 4,028,195</td>
</tr>
</tbody>
</table>

### TOTAL AVAILABLE FUNDS

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL AVAILABLE FUNDS</strong></td>
<td>$ 4,017,269</td>
<td>$ 4,169,404</td>
<td>$ 4,275,503</td>
<td>$ 4,317,168</td>
</tr>
</tbody>
</table>

### APPROPRIATIONS

#### OPERATING EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Tools and Equipment</td>
<td>$ 100,305</td>
<td>$ 150,000</td>
<td>$ 98,459</td>
<td>$ 150,000</td>
</tr>
<tr>
<td>Garbage Collection Services</td>
<td>3,406,292</td>
<td>3,603,334</td>
<td>3,641,286</td>
<td>3,714,111</td>
</tr>
<tr>
<td>Contract Services</td>
<td>-</td>
<td>90,000</td>
<td>36,049</td>
<td>75,000</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>25,877</td>
<td>31,716</td>
<td>32,735</td>
<td>34,092</td>
</tr>
<tr>
<td><strong>Subtotal Operating</strong></td>
<td>$ 3,532,473</td>
<td>$ 3,875,050</td>
<td>$ 3,808,529</td>
<td>$ 3,973,203</td>
</tr>
</tbody>
</table>

#### TRANSFERS

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debt Service</td>
<td>$ 177,473</td>
<td>$ 178,001</td>
<td>$ 178,001</td>
<td>$ 183,025</td>
</tr>
<tr>
<td><strong>Subtotal Transfers</strong></td>
<td>$ 177,473</td>
<td>$ 178,001</td>
<td>$ 178,001</td>
<td>$ 183,025</td>
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</table>

### TOTAL APPROPRIATIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL APPROPRIATIONS</strong></td>
<td>$ 3,709,946</td>
<td>$ 4,053,051</td>
<td>$ 3,986,530</td>
<td>$ 4,156,228</td>
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### ENDING BALANCE

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENDING BALANCE</strong></td>
<td>$ 307,323</td>
<td>$ 116,353</td>
<td>$ 288,973</td>
<td>$ 160,940</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2018 Projected</th>
<th>Budget Adjustments</th>
<th>FY 2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Court Fund</td>
<td>$57,641</td>
<td>$50,189</td>
<td>$52,758</td>
<td>$2,898</td>
<td>$53,087</td>
</tr>
<tr>
<td>Public Arts Program</td>
<td>75,103</td>
<td>87,725</td>
<td>88,790</td>
<td>45,214</td>
<td>132,939</td>
</tr>
<tr>
<td>Tourism Board/Occupancy Tax</td>
<td>826,210</td>
<td>795,913</td>
<td>860,603</td>
<td>319,536</td>
<td>1,115,449</td>
</tr>
<tr>
<td>CPTV 10 / Cable Fund</td>
<td>135,278</td>
<td>144,020</td>
<td>144,020</td>
<td>-</td>
<td>144,020</td>
</tr>
<tr>
<td>Tax Increment Reinvestment Zone</td>
<td>711,307</td>
<td>746,460</td>
<td>748,874</td>
<td>29,168</td>
<td>775,628</td>
</tr>
<tr>
<td>Forfeiture Fund</td>
<td>218,319</td>
<td>60,320</td>
<td>119,507</td>
<td>32,500</td>
<td>92,820</td>
</tr>
<tr>
<td>Economic Development (4A)</td>
<td>6,698,583</td>
<td>6,920,979</td>
<td>7,291,262</td>
<td>(1,239,601)</td>
<td>5,681,378</td>
</tr>
<tr>
<td>Community Development (4B)</td>
<td>6,720,949</td>
<td>6,934,796</td>
<td>7,272,805</td>
<td>626,848</td>
<td>7,561,644</td>
</tr>
<tr>
<td>Parkland Dedication</td>
<td>244,741</td>
<td>-</td>
<td>678,270</td>
<td>367,000</td>
<td>367,000</td>
</tr>
<tr>
<td>Property Management</td>
<td>429,954</td>
<td>-</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$16,118,084</strong></td>
<td><strong>$15,740,402</strong></td>
<td><strong>$17,677,889</strong></td>
<td><strong>$604,563</strong></td>
<td><strong>$16,344,965</strong></td>
</tr>
</tbody>
</table>

### EXPENDITURES

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2018 Projected</th>
<th>Budget Adjustments</th>
<th>FY 2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Court Fund</td>
<td>$58,639</td>
<td>$74,196</td>
<td>$81,218</td>
<td>$40,245</td>
<td>$114,441</td>
</tr>
<tr>
<td>Public Arts Program</td>
<td>40,323</td>
<td>100,000</td>
<td>64,515</td>
<td>154,463</td>
<td>254,463</td>
</tr>
<tr>
<td>Tourism Board/Occupancy Tax</td>
<td>574,211</td>
<td>653,891</td>
<td>653,891</td>
<td>347,684</td>
<td>1,001,575</td>
</tr>
<tr>
<td>CPTV 10 / Cable Fund</td>
<td>123,637</td>
<td>119,067</td>
<td>112,807</td>
<td>-</td>
<td>119,067</td>
</tr>
<tr>
<td>Tax Increment Reinvestment Zone</td>
<td>706,232</td>
<td>706,195</td>
<td>706,195</td>
<td>31,229</td>
<td>737,424</td>
</tr>
<tr>
<td>Forfeiture Fund</td>
<td>56,260</td>
<td>138,590</td>
<td>226,859</td>
<td>(41,590)</td>
<td>97,000</td>
</tr>
<tr>
<td>Economic Development (4A)</td>
<td>4,451,674</td>
<td>5,638,932</td>
<td>5,306,932</td>
<td>(828,854)</td>
<td>4,810,079</td>
</tr>
<tr>
<td>Community Development (4B)</td>
<td>15,030,071</td>
<td>10,936,818</td>
<td>10,686,818</td>
<td>(4,530,529)</td>
<td>6,406,289</td>
</tr>
<tr>
<td>Parkland Dedication</td>
<td>161,245</td>
<td>-</td>
<td>445,620</td>
<td>125,000</td>
<td>125,000</td>
</tr>
<tr>
<td>Property Management</td>
<td>270,623</td>
<td>-</td>
<td>200,500</td>
<td>350,500</td>
<td>350,500</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$21,472,914</strong></td>
<td><strong>$18,367,689</strong></td>
<td><strong>$18,485,355</strong></td>
<td><strong>(4,351,852)</strong></td>
<td><strong>$14,015,838</strong></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>AVAILABLE FUNDS</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$357,437</td>
<td>$319,823</td>
<td>$356,439</td>
<td>$327,979</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVENUES</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Fees</td>
<td>$13,594</td>
<td>$12,118</td>
<td>$12,227</td>
<td>$12,227</td>
</tr>
<tr>
<td>Technology Fees</td>
<td>$17,894</td>
<td>$16,001</td>
<td>$16,200</td>
<td>$16,200</td>
</tr>
<tr>
<td>Juvenile Case Manager Fee</td>
<td>$22,741</td>
<td>$20,600</td>
<td>$20,163</td>
<td>$20,600</td>
</tr>
<tr>
<td>Teen Court Fees</td>
<td>$320</td>
<td>$210</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Interest</td>
<td>$3,092</td>
<td>$1,260</td>
<td>$3,868</td>
<td>$3,760</td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>$57,641</td>
<td>$50,189</td>
<td>$52,758</td>
<td>$53,087</td>
</tr>
</tbody>
</table>

| TOTAL AVAILABLE FUNDS           | $415,078       | $370,012       | $409,197          | $381,066        |

<table>
<thead>
<tr>
<th>APPROPRIATIONS</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OPERATING EXPENSES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Court Security</td>
<td>$8,572</td>
<td>$13,000</td>
<td>$18,646</td>
<td>$19,500</td>
</tr>
<tr>
<td>Court Technology</td>
<td>$32,970</td>
<td>$23,255</td>
<td>$24,631</td>
<td>$57,000</td>
</tr>
<tr>
<td>Juvenile Case Manager</td>
<td>$16,776</td>
<td>$37,731</td>
<td>$37,731</td>
<td>$37,731</td>
</tr>
<tr>
<td>Teen Court</td>
<td>$320</td>
<td>$210</td>
<td>$210</td>
<td>$210</td>
</tr>
<tr>
<td>Subtotal Operating</td>
<td>$58,639</td>
<td>$74,196</td>
<td>$81,218</td>
<td>$114,441</td>
</tr>
<tr>
<td>TOTAL APPROPRIATIONS</td>
<td>$58,639</td>
<td>$74,196</td>
<td>$81,218</td>
<td>$114,441</td>
</tr>
</tbody>
</table>

| ENDING BALANCE                  | $356,439       | $295,816       | $327,979          | $266,625        |
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.

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

<table>
<thead>
<tr>
<th>AVAILABLE FUNDS</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$1,573,342</td>
<td>$1,736,086</td>
<td>$1,825,341</td>
<td>$2,032,053</td>
</tr>
</tbody>
</table>

**REVENUES**

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupancy Tax Collections</td>
<td>$811,909</td>
<td>$784,413</td>
<td>$844,103</td>
<td>$1,098,449</td>
</tr>
<tr>
<td>Interest</td>
<td>14,301</td>
<td>11,500</td>
<td>16,500</td>
<td>17,000</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$826,210</td>
<td>$795,913</td>
<td>$860,603</td>
<td>$1,115,449</td>
</tr>
</tbody>
</table>

**TOTAL AVAILABLE FUNDS**

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,399,552</td>
<td>$2,531,999</td>
<td>$2,685,944</td>
<td>$3,147,502</td>
</tr>
</tbody>
</table>

**APPROPRIATIONS**

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing and Advertising</td>
<td>$189,780</td>
<td>$222,967</td>
<td>$227,558</td>
<td>513,190</td>
</tr>
<tr>
<td>Event Marketing</td>
<td>174,277</td>
<td>197,000</td>
<td>191,409</td>
<td>107,230</td>
</tr>
<tr>
<td>Public Arts</td>
<td>74,266</td>
<td>87,500</td>
<td>87,500</td>
<td>131,814</td>
</tr>
<tr>
<td>Tourism Development Expenses</td>
<td>23,388</td>
<td>19,850</td>
<td>20,850</td>
<td>92,168</td>
</tr>
<tr>
<td>Tourism Staff &amp; Admin Support</td>
<td>110,000</td>
<td>126,574</td>
<td>126,574</td>
<td>157,173</td>
</tr>
<tr>
<td>Contingency</td>
<td>2,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal Operating</strong></td>
<td>$574,211</td>
<td>$653,891</td>
<td>$653,891</td>
<td>$1,001,575</td>
</tr>
</tbody>
</table>

**TRANSFERS**

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers to Debt Service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal Transfers</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**TOTAL APPROPRIATIONS**

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$574,211</td>
<td>$653,891</td>
<td>$653,891</td>
<td>$1,001,575</td>
</tr>
</tbody>
</table>

**GROSS ENDING BALANCE**

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Reserve Level</td>
<td>$1,825,341</td>
<td>$1,878,108</td>
<td>$2,032,053</td>
<td>$2,145,927</td>
</tr>
<tr>
<td><strong>NET ENDING BALANCE</strong></td>
<td>$1,825,341</td>
<td>$1,747,373</td>
<td>$1,901,318</td>
<td>$1,962,852</td>
</tr>
</tbody>
</table>

1 Reflects policy of two months of budgeted Hotel Occupancy Tax collections and one year of debt service.
<table>
<thead>
<tr>
<th>FUNDING CATEGORY</th>
<th>PROJECT</th>
<th>FY 2019 AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Marketing</td>
<td>AUSTIN SPURS</td>
<td>62,500</td>
</tr>
<tr>
<td></td>
<td>BALCONES SONGBIRD FESTIVAL</td>
<td>4,730</td>
</tr>
<tr>
<td></td>
<td>CEDAR FEST BBQ COOK-OFF</td>
<td>15,000</td>
</tr>
<tr>
<td></td>
<td>CHEER AMERICA CAPITAL CUP</td>
<td>15,000</td>
</tr>
<tr>
<td></td>
<td>VOLLEY-PALLOZA</td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>107,230</strong></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>AVAILABLE FUNDS</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$204,897</td>
<td>$210,281</td>
<td>$216,538</td>
<td>$247,751</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franchise Fees</td>
<td>$133,274</td>
<td>$143,020</td>
<td>$143,020</td>
<td>$143,020</td>
</tr>
<tr>
<td>Interest Income</td>
<td>2,004</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>$135,278</strong></td>
<td><strong>$144,020</strong></td>
<td><strong>$144,020</strong></td>
<td><strong>$144,020</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL AVAILABLE FUNDS</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>$340,175</td>
<td>$354,301</td>
<td>$360,558</td>
<td>$391,771</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROPRIATIONS</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>$18,879</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Office Supplies &amp; Equipment</td>
<td>4,482</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>1,368</td>
<td>1,409</td>
<td>1,409</td>
<td>1,409</td>
</tr>
<tr>
<td>Computer Services</td>
<td>3,740</td>
<td>5,000</td>
<td>3,740</td>
<td>5,000</td>
</tr>
<tr>
<td>VES</td>
<td>88,777</td>
<td>66,658</td>
<td>66,658</td>
<td>66,658</td>
</tr>
<tr>
<td>Contract Services</td>
<td>1,200</td>
<td>11,000</td>
<td>6,000</td>
<td>11,000</td>
</tr>
<tr>
<td>Postage</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Equipment</td>
<td>5,192</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal Operating</strong></td>
<td><strong>$123,637</strong></td>
<td><strong>$119,067</strong></td>
<td><strong>$112,807</strong></td>
<td><strong>$119,067</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TOTAL APPROPRIATIONS</strong></th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>$123,637</td>
<td>$119,067</td>
<td>$112,807</td>
<td>$119,067</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENDING BALANCE</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>$216,538</td>
<td>$235,234</td>
<td>$247,751</td>
<td>$272,704</td>
<td></td>
</tr>
</tbody>
</table>
# 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.

## AVAILABLE FUNDS

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>$570,392</td>
<td>$573,855</td>
<td>$575,467</td>
<td>$618,146</td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Ad Valorem Taxes</td>
<td>$706,195</td>
<td>$742,960</td>
<td>$737,424</td>
<td>$764,128</td>
</tr>
<tr>
<td>Interest Income</td>
<td>$5,112</td>
<td>$3,500</td>
<td>$11,450</td>
<td>$11,500</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$711,307</td>
<td>$746,460</td>
<td>$748,874</td>
<td>$775,628</td>
</tr>
<tr>
<td><strong>TOTAL AVAILABLE FUNDS</strong></td>
<td>$1,281,699</td>
<td>$1,320,315</td>
<td>$1,324,341</td>
<td>$1,393,774</td>
</tr>
</tbody>
</table>

## APPROPRIATIONS

### OPERATING EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Services</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Developer Reimbursements</td>
<td>$706,232</td>
<td>$706,195</td>
<td>$706,195</td>
<td>$737,424</td>
</tr>
<tr>
<td><strong>Subtotal Operating</strong></td>
<td>$706,232</td>
<td>$706,195</td>
<td>$706,195</td>
<td>$737,424</td>
</tr>
</tbody>
</table>

### TRANSFERS

<table>
<thead>
<tr>
<th>Transfer to Debt Service</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal Transfers</strong></td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### TOTAL APPROPRIATIONS

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>$706,232</td>
<td>$706,195</td>
<td>$706,195</td>
<td>$706,195</td>
<td>$737,424</td>
</tr>
</tbody>
</table>

### ENDING BALANCE

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>$575,467</td>
<td>$614,120</td>
<td>$618,146</td>
<td>$656,350</td>
<td></td>
</tr>
</tbody>
</table>
## 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.

<table>
<thead>
<tr>
<th>AVAILABLE FUNDS</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$106,719</td>
<td>$126,739</td>
<td>$268,778</td>
<td>$161,426</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equitable Sharing</td>
<td>$228,598</td>
<td>$60,000</td>
<td>$116,581</td>
<td>$90,000</td>
</tr>
<tr>
<td>Sales of Seized Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest Income</td>
<td>1,433</td>
<td>320</td>
<td>2,926</td>
<td>2,820</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$(11,711)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>$218,319</td>
<td>$60,320</td>
<td>$119,507</td>
<td>$92,820</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL AVAILABLE FUNDS</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$106,719</td>
<td>$126,739</td>
<td>$268,778</td>
<td>$161,426</td>
</tr>
<tr>
<td>TOTAL AVAILABLE FUNDS</td>
<td>$325,038</td>
<td>$187,059</td>
<td>$388,285</td>
<td>$254,246</td>
</tr>
</tbody>
</table>

## APPROPRIATIONS

<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Tools &amp; Equipment</td>
<td>$22,223</td>
<td>$57,789</td>
<td>$80,524</td>
<td>$58,000</td>
</tr>
<tr>
<td>Vehicle Repairs &amp; Maintenance</td>
<td>2,705</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Office Rental</td>
<td>-</td>
<td>1,333</td>
<td>-</td>
<td>2,000</td>
</tr>
<tr>
<td>Computer Services</td>
<td>-</td>
<td>4,468</td>
<td>-</td>
<td>5,000</td>
</tr>
<tr>
<td>Imprest Activities</td>
<td>7,741</td>
<td>-</td>
<td>6,641</td>
<td>7,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>-</td>
<td>50,000</td>
<td>75,848</td>
<td>-</td>
</tr>
<tr>
<td>Vehicles</td>
<td>23,591</td>
<td>25,000</td>
<td>58,146</td>
<td>25,000</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>-</td>
<td>-</td>
<td>5,700</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal Operating</td>
<td>$56,260</td>
<td>$138,590</td>
<td>$226,859</td>
<td>$97,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSFERS</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers to Debt Service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL APPROPRIATIONS</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$106,719</td>
<td>$126,739</td>
<td>$268,778</td>
<td>$161,426</td>
</tr>
<tr>
<td>TOTAL APPROPRIATIONS</td>
<td>$56,260</td>
<td>$138,590</td>
<td>$226,859</td>
<td>$97,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENDING BALANCE</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>PROJECTED FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$106,719</td>
<td>$126,739</td>
<td>$268,778</td>
<td>$161,426</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$268,778</td>
<td>$48,469</td>
<td>$161,426</td>
<td>$157,246</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AVAILABLE FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
</tr>
<tr>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>FY2017</td>
</tr>
<tr>
<td>$8,107,807</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVENUES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sales Tax Collections</strong></td>
</tr>
<tr>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>FY2017</td>
</tr>
<tr>
<td>$6,619,495</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Interest and Other Income</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$79,088</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TOTAL REVENUE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>FY2017</td>
</tr>
<tr>
<td>$6,698,583</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TOTAL AVAILABLE FUNDS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>FY2017</td>
</tr>
<tr>
<td>$14,806,390</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROPRIATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
</tr>
<tr>
<td><strong>Staff Support</strong></td>
</tr>
<tr>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>FY2017</td>
</tr>
<tr>
<td>$530,267</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Board Expenses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Economic Development Agreements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>699,294</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>HEB Center Improvements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Subtotal Operating</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>FY2017</td>
</tr>
<tr>
<td>$1,229,561</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TRANSFERS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transfers to Debt Service</strong></td>
</tr>
<tr>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>FY2017</td>
</tr>
<tr>
<td>$3,222,113</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Subtotal Transfers</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>FY2017</td>
</tr>
<tr>
<td>$3,222,113</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TOTAL APPROPRIATIONS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>FY2017</td>
</tr>
<tr>
<td>$4,451,674</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>GROSS ENDING BALANCE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>FY2017</td>
</tr>
<tr>
<td>$10,354,716</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Minimum Reserve Level</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>NET ENDING BALANCE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>FY2017</td>
</tr>
<tr>
<td>$10,354,716</td>
</tr>
</tbody>
</table>

---

1 Reflects policy of two months of budgeted sales tax and one year of debt service
### Type A Projects by Funding Category

<table>
<thead>
<tr>
<th>FUNDING CATEGORY</th>
<th>PROJECT</th>
<th>FY 2019 AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic Development</td>
<td>Revenue Cycle, Inc.</td>
<td>15,200</td>
</tr>
<tr>
<td></td>
<td>Swagelok</td>
<td>75,000</td>
</tr>
<tr>
<td></td>
<td>Innovative Funding Services</td>
<td>290,000</td>
</tr>
<tr>
<td></td>
<td>Fifteen Five Corporation</td>
<td>58,950</td>
</tr>
<tr>
<td></td>
<td>Hyliion</td>
<td>345,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>784,150</strong></td>
</tr>
</tbody>
</table>
# 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.

## AVAILABLE FUNDS

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>ADOPTED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$13,686,271</td>
<td>$5,377,149</td>
<td>$5,377,149.0</td>
<td>$1,963,136</td>
</tr>
</tbody>
</table>

## REVENUES

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2018</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>ADOPTED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax Collections</td>
<td>$6,619,495</td>
<td>$6,880,956</td>
<td>$7,220,989</td>
<td>$7,509,828</td>
</tr>
<tr>
<td>Interest</td>
<td>$101,454</td>
<td>$53,840</td>
<td>$51,816</td>
<td>$51,816</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$6,720,949</td>
<td>$6,934,796</td>
<td>$7,272,805</td>
<td>$7,561,644</td>
</tr>
</tbody>
</table>

## TOTAL AVAILABLE FUNDS

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2018</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>ADOPTED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$20,407,220</td>
<td>$12,311,945</td>
<td>$12,649,954</td>
<td>$9,524,780</td>
</tr>
</tbody>
</table>

## APPROPRIATIONS

### OPERATING EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2018</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>ADOPTED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Support</td>
<td>$70,401</td>
<td>$273,629</td>
<td>$273,629</td>
<td>$277,838</td>
</tr>
<tr>
<td>Board Expenses</td>
<td>$7,801</td>
<td>$23,649</td>
<td>$23,649</td>
<td>$24,300</td>
</tr>
<tr>
<td>Economic Development</td>
<td>$1,601,904</td>
<td>$1,015,899</td>
<td>$765,899</td>
<td>$150,951</td>
</tr>
<tr>
<td>Community Enhancements</td>
<td>$2,593,263</td>
<td>$1,565,000</td>
<td>$1,565,000</td>
<td>$1,805,000</td>
</tr>
<tr>
<td>Community Identification</td>
<td>-</td>
<td>$15,000</td>
<td>$15,000</td>
<td>$300,000</td>
</tr>
<tr>
<td>Destination City</td>
<td>$10,019,122</td>
<td>$7,300,000</td>
<td>$7,300,000</td>
<td>$3,100,000</td>
</tr>
<tr>
<td><strong>Subtotal Operating</strong></td>
<td>$14,292,491</td>
<td>$10,193,177</td>
<td>$9,943,177</td>
<td>$5,658,089</td>
</tr>
</tbody>
</table>

### TRANSFERS

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2018</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>ADOPTED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers to Debt Service</td>
<td>$737,580</td>
<td>$743,641</td>
<td>$743,641</td>
<td>$748,200</td>
</tr>
<tr>
<td><strong>Subtotal Transfers</strong></td>
<td>$737,580</td>
<td>$743,641</td>
<td>$743,641</td>
<td>$748,200</td>
</tr>
</tbody>
</table>

## TOTAL APPROPRIATIONS

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2018</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>ADOPTED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$15,030,071</td>
<td>$10,936,818</td>
<td>$10,686,818</td>
<td>$6,406,289</td>
</tr>
</tbody>
</table>

## GROSS ENDING BALANCE

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2018</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>ADOPTED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$5,377,149</td>
<td>$1,375,127</td>
<td>$1,963,136</td>
<td>$3,118,491</td>
</tr>
</tbody>
</table>

Minimum Reserve Level

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2018</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>ADOPTED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>$1,890,467</td>
<td>$1,890,467</td>
<td>$1,999,838</td>
</tr>
</tbody>
</table>

**NET AVAILABLE BALANCE**

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2018</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>ADOPTED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$5,377,149</td>
<td>$(515,340)</td>
<td>$72,669</td>
<td>$1,118,653</td>
</tr>
</tbody>
</table>

\(^1\) Reflects policy of two months of budgeted sales tax and one year of debt service
### Type B Projects by Funding Category

<table>
<thead>
<tr>
<th>FUNDING CATEGORY</th>
<th>PROJECT</th>
<th>FY 2019 AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic Development</td>
<td>Dana Corporation</td>
<td>150,951</td>
</tr>
<tr>
<td></td>
<td></td>
<td>150,951</td>
</tr>
<tr>
<td>Community Enhancement</td>
<td>Sidewalk Gap Phase 5</td>
<td>350,000</td>
</tr>
<tr>
<td></td>
<td>Bike Lane Expansion</td>
<td>700,000</td>
</tr>
<tr>
<td></td>
<td>Traffic Light Synchronization</td>
<td>100,000</td>
</tr>
<tr>
<td></td>
<td>Digital Sign at Veterans Memorial</td>
<td>40,000</td>
</tr>
<tr>
<td></td>
<td>Digital Sign at Recreation Center</td>
<td>40,000</td>
</tr>
<tr>
<td></td>
<td>Brushy Creek Sports Park Improvements</td>
<td>230,000</td>
</tr>
<tr>
<td></td>
<td>Recycling in Five Community Parks</td>
<td>150,000</td>
</tr>
<tr>
<td></td>
<td>Lakeline/Wilco Trail Connection</td>
<td>60,000</td>
</tr>
<tr>
<td></td>
<td>Outdoor Music Venue Study</td>
<td>35,000</td>
</tr>
<tr>
<td></td>
<td>Performing Arts Center Feasibility Study</td>
<td>25,000</td>
</tr>
<tr>
<td></td>
<td>Convention Center Feasibility Study</td>
<td>25,000</td>
</tr>
<tr>
<td></td>
<td>Corridor Enhancement Program</td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,805,000</td>
</tr>
<tr>
<td>Community Identification</td>
<td>Pole Mounted Street Signs</td>
<td>300,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>300,000</td>
</tr>
<tr>
<td>Destination City</td>
<td>Bell Boulevard Redevelopment</td>
<td>3,100,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3,100,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>5,355,951</strong></td>
</tr>
</tbody>
</table>
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 of vehicles and equipment to be replaced during the fiscal year.
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.

### AVAILABLE FUNDS

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$7,162,200</td>
<td>$6,040,865</td>
<td>$6,334,153</td>
<td>$4,333,109</td>
</tr>
</tbody>
</table>

### REVENUES

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement Fees</td>
<td>$3,170,654</td>
<td>$3,473,470</td>
<td>$3,473,470</td>
<td>$3,677,005</td>
</tr>
<tr>
<td>Gain/Loss on Disposal</td>
<td>347,706</td>
<td>85,408</td>
<td>64,320</td>
<td>70,102</td>
</tr>
<tr>
<td>Interest</td>
<td>59,324</td>
<td>10,000</td>
<td>35,953</td>
<td>43,331</td>
</tr>
<tr>
<td>Other Income</td>
<td>19,300</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>$3,596,984</strong></td>
<td><strong>$3,568,878</strong></td>
<td><strong>$3,573,743</strong></td>
<td><strong>$3,790,438</strong></td>
</tr>
</tbody>
</table>

### TOTAL AVAILABLE FUNDS

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL AVAILABLE FUNDS</strong></td>
<td><strong>$10,759,184</strong></td>
<td><strong>$9,609,743</strong></td>
<td><strong>$9,907,896</strong></td>
<td><strong>$8,123,547</strong></td>
</tr>
</tbody>
</table>

### APPROPRIATIONS

#### OPERATING EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer and A/V Equipment</td>
<td>$431,009</td>
<td>$1,411,969</td>
<td>$1,411,969</td>
<td>$1,018,209</td>
</tr>
<tr>
<td>Small Tools &amp; Equipment</td>
<td>4,899</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Equipment</td>
<td>754,826</td>
<td>1,329,647</td>
<td>1,331,173</td>
<td>310,800</td>
</tr>
<tr>
<td>Vehicles</td>
<td>1,279,297</td>
<td>2,846,922</td>
<td>2,831,645</td>
<td>1,752,555</td>
</tr>
<tr>
<td><strong>Subtotal Operating</strong></td>
<td><strong>$2,470,031</strong></td>
<td><strong>$5,588,538</strong></td>
<td><strong>$5,574,787</strong></td>
<td><strong>$3,081,564</strong></td>
</tr>
</tbody>
</table>

#### TRANSFERS

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers to CIP (Fire Equipment)</td>
<td>$1,955,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal Transfers</strong></td>
<td><strong>$1,955,000</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### TOTAL APPROPRIATIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL APPROPRIATIONS</strong></td>
<td><strong>$4,425,031</strong></td>
<td><strong>$5,588,538</strong></td>
<td><strong>$5,574,787</strong></td>
<td><strong>$3,081,564</strong></td>
</tr>
</tbody>
</table>

### ENDING BALANCE

<table>
<thead>
<tr>
<th>Description</th>
<th>ACTUAL FY 2017</th>
<th>BUDGET FY 2018</th>
<th>ESTIMATE FY 2018</th>
<th>PROPOSED FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENDING BALANCE</strong></td>
<td><strong>$6,334,153</strong></td>
<td><strong>$4,021,205</strong></td>
<td><strong>$4,333,109</strong></td>
<td><strong>$5,041,983</strong></td>
</tr>
</tbody>
</table>
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 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
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AVAILABLE FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
</tr>
<tr>
<td>$8,108,954</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVENUES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Ad Valorem Taxes</strong></td>
</tr>
<tr>
<td><strong>Delinquent Ad Valorem Taxes</strong></td>
</tr>
<tr>
<td><strong>Penalties and Interest Ad Valorem</strong></td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
</tr>
<tr>
<td><strong>Transfer From 4A</strong></td>
</tr>
<tr>
<td><strong>Transfer From 4B</strong></td>
</tr>
<tr>
<td><strong>Transfer From Solid Waste Fund</strong></td>
</tr>
<tr>
<td><strong>Interest Income</strong></td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
</tr>
</tbody>
</table>

| TOTAL AVAILABLE FUNDS | $28,640,382 | $32,040,209 | $32,568,549 | $33,937,045 |

<table>
<thead>
<tr>
<th>APPROPRIATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
</tr>
<tr>
<td><strong>Bond Issue Costs</strong></td>
</tr>
<tr>
<td><strong>Arbitrage Compliance Services</strong></td>
</tr>
<tr>
<td><strong>Subtotal Operating</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSFERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bond Principal - All</strong></td>
</tr>
<tr>
<td><strong>Bond Interest - All</strong></td>
</tr>
<tr>
<td><strong>Agent Fees</strong></td>
</tr>
<tr>
<td><strong>Payment to Ref Bond Escrow</strong></td>
</tr>
<tr>
<td><strong>Subtotal Transfers</strong></td>
</tr>
</tbody>
</table>

| 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

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.

## Available Funds

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual FY 2017</th>
<th>Budget FY 2018</th>
<th>Projected FY 2018</th>
<th>Proposed FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$13,122,980</td>
<td>$8,559,588</td>
<td>$13,660,732</td>
<td>$12,892,211</td>
</tr>
</tbody>
</table>

## Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual FY 2017</th>
<th>Budget FY 2018</th>
<th>Projected FY 2018</th>
<th>Proposed FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Income</td>
<td>$129,880</td>
<td>$30,293</td>
<td>$203,980</td>
<td>$205,000</td>
</tr>
<tr>
<td>Transfer In - Utility Fund</td>
<td>$2,011,921</td>
<td>$7,400,276</td>
<td>$7,400,276</td>
<td>$7,392,671</td>
</tr>
<tr>
<td>Transfer In - Solid Waste Fund</td>
<td>-</td>
<td>$178,001</td>
<td>$178,001</td>
<td>$183,025</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$230</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$2,142,032</td>
<td>$7,608,570</td>
<td>$7,782,257</td>
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## Total Available Funds

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<th>Proposed FY 2019</th>
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## Appropriations

### Operating Expenses

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<th>Budget FY 2018</th>
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<th>Proposed FY 2019</th>
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<td><strong>Subtotal Operating</strong></td>
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### Transfers

<table>
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<th>Projected FY 2018</th>
<th>Proposed FY 2019</th>
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</thead>
<tbody>
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<td>Bond Principal - All</td>
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<td>Agent Fees</td>
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<td><strong>Subtotal Transfers</strong></td>
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### Total Appropriations

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<th>Projected FY 2018</th>
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### Ending Balance

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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 transportation 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

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Prior Funding</th>
<th>FY 2018 Funding</th>
<th>FY 2018 Amendment</th>
<th>2018 Funding</th>
<th>FY 2019 Funding</th>
<th>Future Funding</th>
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<td>Trails/Bike Facility</td>
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<td>Traffic Signal at Liberty Oaks and Cypress Creek</td>
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<tr>
<td>RM 1431 (Bagdad to Anderson Mill Rd)</td>
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<td>Brushy Creek Rd (Arrowhead to Ranch Tr)</td>
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<td>3,700,000</td>
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<tr>
<td>Right Turn Lane at Ronald Reagan and Caballo Ranc</td>
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<tr>
<td>Little Elm Trail and Fire Lane Improvements</td>
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<td>Sidewalk Gap Phase V</td>
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<td>Pole Mounted Street Signs</td>
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<td><strong>TOTAL TRANSPORTATION PROJECTS</strong></td>
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143
## FACILITY PROJECTS

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<th>Prior Funding</th>
<th>FY 2018 Funding</th>
<th>FY 2018 Amendment</th>
<th>2018 Funding</th>
<th>FY 2019 Funding</th>
<th>Future Funding</th>
<th>Total Project Budget</th>
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<td>Fire Lane Tower</td>
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<td>Police Station Expansion</td>
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<td>New Library</td>
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<td>-</td>
<td>1,960,000</td>
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**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

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

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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.
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.
**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.
**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.
**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 within 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
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

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