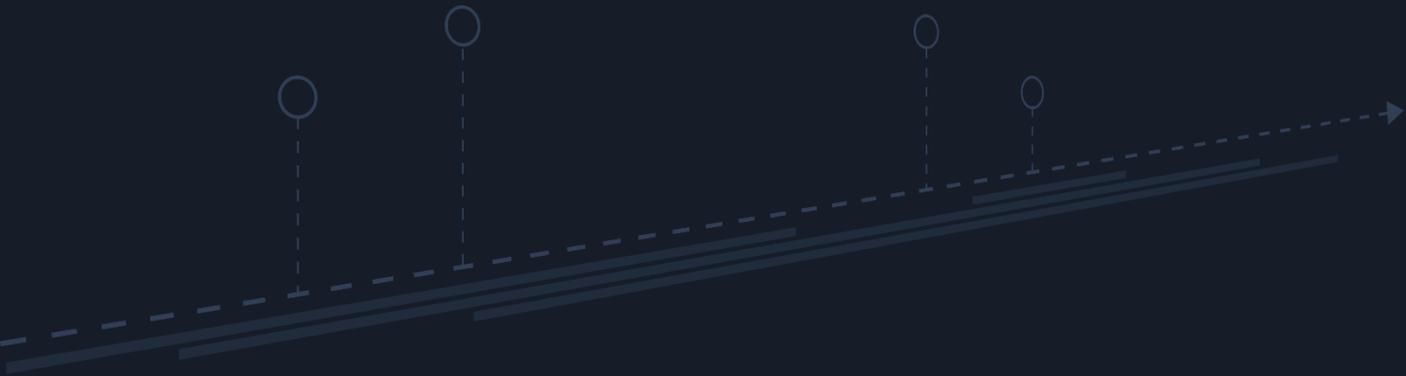


**FY 2018**



# **FY 2018 PROPOSED BUDGET**

*City of Cedar Park, Texas*

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 \$2,607,560 or 7.12%, and of that amount \$1,432,018 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 \$0.460 per \$100 of valuation which is a reduction of \$0.01 per \$100 from the current tax rate of \$0.470 per \$100.

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## CITY OF CEDAR PARK

### FY 2018 BUDGET CALENDAR—MAJOR MILESTONES

<b>Preparation</b>	<b>January - February</b>	Finance develops base budget (remove one-times, take personnel snapshot) and begins developing scheduled line items.
	<b>March 3</b>	FY 2018 Budget Kickoff: Finance department distributes calendar, proposed budget worksheets, and instructions to Department Directors.
	<b>March 3- March 24</b>	Departments develop operating budget proposals and submits to Finance.
	<b>March 15</b>	Tentative Budget Training - City Hall -Buttercup Room 2 p.m.-4 p.m.
	<b>April 21</b>	Finance closes the March monthly finances for six month year-end estimate.
	<b>May 3</b>	Departments develop year-end estimates and submit to Finance.
	<b>May 15-June 2</b>	Meetings with City Manager to review budget recommendations and service delivery plans.
	<b>June 2-June 22</b>	Development of Financial Forecast.
	<b>June 23</b>	Financial forecast presented to City Council.
	<b>June 23 - June 24</b>	City Council Summer Retreat.
	<b>June 26 - August 3</b>	Development of proposed budget using input from City Council retreat.
	<b>July 25</b>	Tax Roll Certification Chief Appraiser official date for certifying tax roll.
<b>End of July</b>	Calculation of Effective and Rollback Tax Rates.	
<b>August 3</b>	Council Budget Workshop Budget workshop with Council.	
<b>Adoption</b>	<b>August 10</b>	Presentation of FY 2018 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 in placed on public access television channel.
	<b>August 24</b>	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.
	<b>September 4</b>	Notice of vote on tax rate if necessary. Must be published at least 7 days before meeting to adopt tax rate.
	<b>September 7</b>	Second Reading of Budget and Tax Rate and Adoption Special Called meeting to provide additional Public Hearings on Budget and Tax Rate.
	<b>September 14</b>	Final reading; Adoption of Budget and Tax Rate: Special Called Vote on Budget and Tax Rate
<b>Implementation</b>	<b>October 1</b>	Fiscal Year begins.
	<b>November 27</b>	Begin FY 2017 audit.
	<b>December 6</b>	Publish final FY 2018 Adopted Budget.
	<b>December 13</b>	Submit budget document to Government Finance Officers Association (GFOA) for consideration of Distinguished Budget Presentation Award.
	<b>December 14</b>	Presentation of preliminary unaudited year-end financial report.



**FY 2018 PROPOSED PROGRAM CHANGES  
DEPARTMENT BASE ADJUSTMENTS**

General Fund	FY 2018 Amount	Recurring Amount	Civilian Positions	Uniform Positions
<b>Community Affairs</b>				
1 <b>Overtime Pay for Multimedia Specialist</b>	2,200	2,200	0	0
Adds funding for overtime expenses incurred by the Multimedia Specialist due to the requirement to work outside of regular business hours to assist with public meetings and other special events and projects.				
<b>Community Affairs Total</b>	2,200	2,200	0	0
<b>Economic Development</b>				
1 <b>Additional Economic Development 380 Agreements</b>	545,506	545,506	0	0
Adds funding for economic development 380 agreements.				
<b>Economic Development Total</b>	545,506	545,506	0	0
<b>Fire</b>				
1 <b>Vacation and 2nd Specialty Pay</b>	164,893	164,893	0	0
Adds funding for the Fire Department's new Meet and Confer Agreement for Educational Incentive Pay, increases to salary due to vacation time counting as productive time, and increases to benefit costs as a result of these changes.				
2 <b>Fire Billing Fees</b>	12,000	12,000	0	0
Provides funding for fire billing fees being charged to contract services due to a change in contract providers.				
<b>Fire Total</b>	176,893	176,893	0	0
<b>Human Resources</b>				
1 <b>NeoGov Pricing Increase</b>	1,367	1,367	0	0
Adds funding for performance evaluation and applicant tracking software due to a price increase by the vendor.				
<b>Human Resources Total</b>	1,367	1,367	0	0



**FY 2018 PROPOSED PROGRAM CHANGES  
DEPARTMENT BASE ADJUSTMENTS**

General Fund	FY 2018 Amount	Recurring Amount	Civilian Positions	Uniform Positions
<b>Information Services</b>				
1 <b>Network Support and Maintenance Contracts</b>	10,000	10,000	0	0
Provides funding to support maintenance costs due to recent upgrades in the City's network infrastructure with new technologies.				
2 <b>Smart Phones for Apps Team</b>	3,440	3,440	0	0
Provides funding to upgrade the the APPS team's cell phones to smartphones. The upgrade will enable the APPS team to receive instant notifications in the event of system failures and gain instant access to email based requests for service.				
<b>Information Services Total</b>	<u>13,440</u>	<u>13,440</u>	<u>0</u>	<u>0</u>
<b>Library</b>				
1 <b>Upgrade Library Catalog Software</b>	8,000	8,000	0	0
Adds funding to upgrade the Library Catalog software to allow library users the ability to pay fines online, and provide an upgraded interface that makes it easier to find and hold both physical and digital materials.				
<b>Library Total</b>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>0</u>
<b>Municipal Court</b>				
1 <b>VES Contribution</b>	12,338	12,338	0	0
Provides funding to move VES expenses for the Municipal Court Technology Fund to the General Fund.				
<b>Municipal Court Total</b>	<u>12,338</u>	<u>12,338</u>	<u>0</u>	<u>0</u>



**FY 2018 PROPOSED PROGRAM CHANGES  
DEPARTMENT BASE ADJUSTMENTS**

General Fund	FY 2018 Amount	Recurring Amount	Civilian Positions	Uniform Positions
<b>Non Departmental</b>				
1 <b>Leadership Development</b> Adds funding to hold staff retreats for the development of City staff.	6,000	6,000	0	0
2 <b>Learning Management System</b> Provides funding to create, manage, and monitor employee participation in mandatory training courses as well as promote employee career development.		12,000	0	0
3 <b>Treasure of the Hills Building and Landscape Maintenance</b> Adds funding for maintenance and repairs for the Treasure of the Hills Senior Center.	15,500	9,000	0	0
4 <b>Health Department Charges Increase</b> Adds funding for a charges increase from the Health Department.	5,000	5,000	0	0
<b>Non Departmental Total</b>	26,500	32,000	0	0
<b>Parks and Recreation</b>				
1 <b>Lifeguard Certification Rate Increase</b> Adds funding for an increase in cost for lifeguard certifications due to an anticipated cost increase from the City's lifeguard certification agency due to inflation.	3,400	3,400	0	0
2 <b>Building Repairs and Maintenance</b> Adds funding to right size the budget for building maintenance due to increased repair costs over the past few years.	40,000	40,000	0	0
<b>Parks and Recreation Total</b>	43,400	43,400	0	0



**FY 2018 PROPOSED PROGRAM CHANGES  
DEPARTMENT BASE ADJUSTMENTS**

General Fund	FY 2018 Amount	Recurring Amount	Civilian Positions	Uniform Positions
<b>Police</b>				
1 <b>2 Factor Authentication - CJIS Security Requirement</b> Adds funding to secure a two factor authentication process on mobile computer terminals as required by the Criminal Justice Information Services Division (CJIS).	3,858	3,858	0	0
2 <b>Motorola Annual Maintenance</b> Adds funding to maintain the annual radio maintenance agreement with Motorola. This is an anticipated yearly increase.	2,703	2,703	0	0
3 <b>Video Wall Maintenance Agreement</b> Adds funding to purchase a three-year extended preventative maintenance agreement and customer service support for the video wall in the Communications Center and for the training room projector system.	5,700	5,700	0	0
4 <b>Children's Advocacy Support Increase</b> Adds funding for the Children's Advocacy Organization due to raising costs.	2,000	2,000	0	0
5 <b>SunGard/OSSI Support and Maintenance Fee Increase</b> Adds funding to cover the anticipated yearly increase in cost of the SunGard/OSSI Support and Maintenance contract which covers the support and maintenance of all licenses and applications used by the Police and Fire Departments.	5,429	5,429	0	0
6 <b>Regional Animal Shelter Operations</b> Provides funding for an increase in the cost associated with the operations and maintenance of the Williamson County Animal Shelter facility.	6,218	6,218	0	0
7 <b>Police Vacation Pay</b> Adds funding for Police vacation pay as a result of Fire's Meet and Confer Agreement.	30,000	30,000	0	0
<b>Police Total</b>	<u>55,908</u>	<u>55,908</u>	<u>0</u>	<u>0</u>
<b>General Fund Total</b>	<u><u>885,552</u></u>	<u><u>891,052</u></u>	<u><u>0</u></u>	<u><u>0</u></u>



**FY 2018 PROPOSED PROGRAM CHANGES  
DEPARTMENT BASE ADJUSTMENTS**

Utility Fund	FY 2018 Amount	Recurring Amount	Civilian Positions	Uniform Positions
<b>Utility Non Departmental</b>				
1 <b>Leadership Training</b>	6,000	6,000	0	0
Adds funding to hold staff retreats for the development of City staff.				
<b>Utility Non Departmental Total</b>	6,000	6,000	0	0
<b>Utility Services</b>				
1 <b>Water Reclamation Facility Sludge and Electrical</b>	115,000	115,000	0	0
Adds funding due to an increase in the tipping fees and cost per ton of sludge hauled with the City's new sludge hauling service agreement effective January 2017. Costs also include \$65,000 for the increased electrical load at the plant as a result of the new electrical aeration equipment which was added in FY 2017.				
<b>Utility Services Total</b>	115,000	115,000	0	0
<b>Utility Fund Total</b>	121,000	121,000	0	0



**FY 2018 PROPOSED PROGRAM CHANGES  
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2018 Amount	Recurring Amount	Civilian Positions	Uniform Positions
<b>City Council</b>				
1 <b>City Council Remote Participation</b>	30,000	0	0	0
Adds funding to provide remote participation services for City Council members to attend council meetings remotely.				
<b>City Council Total</b>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>City Secretary</b>				
1 <b>November 2017 Special Called Election</b>	75,000	0	0	0
Provides funding for a second election to be held in November 2017 to decide on proposed amendments to the City's Home Rule Charter.				
<b>City Secretary Total</b>	<u>75,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Community Affairs</b>				
1 <b>Neighborhood Services Coordinator</b>	66,275	60,575	1	0
Adds funding for a Neighborhood Services Coordinator to provide responsive communication between resident neighborhoods and the City.				
<b>Community Affairs Total</b>	<u>66,275</u>	<u>60,575</u>	<u>1</u>	<u>0</u>
<b>Economic Development</b>				
1 <b>Additional Marketing for Economic Development</b>	16,000	0	0	0
Adds funding for marketing to promote economic development in the City of Cedar Park.				
<b>Economic Development Total</b>	<u>16,000</u>	<u>0</u>	<u>0</u>	<u>0</u>



**FY 2018 PROPOSED PROGRAM CHANGES  
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2018 Amount	Recurring Amount	Civilian Positions	Uniform Positions
<b>Field Operations</b>				
<b>1 Maintenance Workers for Street Striping</b>  Provides funding to add two Maintenance Worker positions to operate the roadway striping machine purchased in the FY 2017 budget.	85,690	85,690	2	0
<b>2 Traffic Signal System Expansion</b>  Provides funding to construct one traffic signal per fiscal year in locations where warrants are met.	320,000	0	0	0
<b>3 Miscellaneous Street Light Installations</b>  Provides funding to install 3-5 new street lights each year where needs are identified and placement is approved.	10,000	10,000	0	0
<b>4 Contract Street Striping for 40 MPH+</b>  Adds funding to increase contract services for the application of thermal plastic retro-reflective street striping on roadways with speeds greater than 40 MPH.	50,000	50,000	0	0
<b>Field Operations Total</b>	465,690	145,690	2	0
<b>Finance</b>				
<b>1 Buyer</b>  Provides funding to add one Buyer position to support operations and enhance best value procurements for the City.	63,786	57,286	1	0
<b>Finance Total</b>	63,786	57,286	1	0



**FY 2018 PROPOSED PROGRAM CHANGES  
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2018 Amount	Recurring Amount	Civilian Positions	Uniform Positions
<b>Fire</b>				
1 <b>Final Staffing Component for Fire Station 5</b>	447,572	434,262	0	5
Provides funding to add 5 firefighters to ensure Fire Station 5 is fully staffed in FY 2018. Also, includes funding for opening and occupancy costs for Fire Station 5 scheduled to open in FY 2018.				
2 <b>Peace Officer Training</b>	19,895	0	0	0
Adds funding to enhance certification of the current fire cause and origin investigator to an arson investigator.				
3 <b>Fiber Route to Fire Station 1</b>	70,000	0	0	0
Provides funding for an extension of the existing fiber conduit from the corner of Bell Boulevard and Brushy Creek Road, to Fire Station 1.				
4 <b>Microwave Backhaul Connections for Fire Station 2</b>	42,200	0	0	0
Adds funding to establish a high speed non-leased microwave connection to Fire Station 2.				
<b>Fire Total</b>	<u>579,667</u>	<u>434,262</u>	<u>0</u>	<u>5</u>
<b>Human Resources</b>				
1 <b>OPEB Study</b>	15,000	0	0	0
Adds funding to provide an Other Post Employment Benefits Study for retirees of the City of Cedar Park.				
<b>Human Resources Total</b>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>



**FY 2018 PROPOSED PROGRAM CHANGES  
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2018 Amount	Recurring Amount	Civilian Positions	Uniform Positions
<b>Information Services</b>				
1 <b>IT Project Manager</b>	94,947	91,647	1	0
Provides funding to add one Project Manager position to aid in managing technology project requests, facilitate project needs, control project scope, and ensure projects are kept within allocated budgets.				
2 <b>Full Time Public Safety Helpdesk Position</b>	32,673	30,823	0	0
Adds funding to convert the existing Public Safety Helpdesk position from part time to full time. Coverting the position to full time will enable the IS department to keep up with the demands of technology requests coming from the Police Department.				
3 <b>IT Business Analyst</b>	86,412	83,112	1	0
Provides funding to add one Business Analyst position to evaluate various department's technology related processes, technology requests, as well as monitor the Information Services Department technology processes. The position will also be responsible to develop business use cases for any new proposed technology hardware, and/or software, by conducting a feasibility study to ensure the project will meet the needs of the City.				
<b>Information Services Total</b>	<u>214,032</u>	<u>205,582</u>	<u>2</u>	<u>0</u>
<b>Legal</b>				
1 <b>Assistant City Attorney</b>	98,624	94,074	1	0
Provides funding to add one Assistant City Attorney position due to increased service level demands as a result of staff and community growth.				
2 <b>Office Space Renovation</b>	46,426	0	0	0
Provides funding to renovate office space to provide for an Assistant City Attorney office and a small conference room.				
<b>Legal Total</b>	<u>145,050</u>	<u>94,074</u>	<u>1</u>	<u>0</u>



**FY 2018 PROPOSED PROGRAM CHANGES  
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2018 Amount	Recurring Amount	Civilian Positions	Uniform Positions
<b>Library</b>				
1 <b>Librarian</b>  Provides funding to add one professional Librarian in the Youth Services division to add more storytimes/youth programs and balance collection development workload.	56,900	56,900	1	0
2 <b>Increase Digital Library Materials</b>  Adds funding to add 725 more digital library materials per year to the Library collection and enable the Library collection to keep growing to meet the service demands of an increasing population.	29,000	29,000	0	0
3 <b>Library Site and Programming Assessment</b>  Provides funding to conduct a library site and programming assessment for the Cedar Park Public Library.	45,000	0	0	0
<b>Library Total</b>	<u>130,900</u>	<u>85,900</u>	<u>1</u>	<u>0</u>
<b>Non Departmental</b>				
1 <b>Civilian Compensation (Pay for Performance)</b>  Adds pay for performance funding for civilian personnel in fiscal year 2018.	305,000	305,000	0	0
2 <b>Quarry Study</b>  Provides funding to conduct a study for how the quarry might be used once mining operations are completed.	75,000	0	0	0
3 <b>Increase to Community Support Programs</b>  Adds funding for community support organizations partnering with the City.	30,366	30,366	0	0
4 <b>Retiree COLA</b>  Provides funding to increase the City's Annuity Cost of Living Adjustment for City Retirees from the current 30% of CPI to 50%.	350,000	350,000	0	0
<b>Non Departmental Total</b>	<u>760,366</u>	<u>685,366</u>	<u>0</u>	<u>0</u>



**FY 2018 PROPOSED PROGRAM CHANGES  
DEPARTMENT ENHANCEMENTS**

General Fund	FY 2018 Amount	Recurring Amount	Civilian Positions	Uniform Positions
<b>Police</b>				
1 <b>Police Training Sergeant</b>  Provides funding to add one Sergeant position dedicated to the training of police personnel. This position will be responsible for managing the training budget, coordinating all training requests, developing and implementing in-house training programs, oversee completion of all mandatory training, and administer the field training program.	148,400	115,118	0	1
2 <b>Two Police Officers</b>  Provides funding to add two Police Officer positions due to an increased demand for police services as a result of an increased population, new commercial and residential construction, and new roadway infrastructure.	249,918	167,343	0	2
3 <b>911 Call Taker</b>  Provides funding to add one 911 Call Taker position to enhance handling of incoming calls for service and allow dispatchers to concentrate on monitoring field responders via radio and computer.	42,049	42,049	1	0
4 <b>Regional Animal Shelter</b>  Provides for the 2nd of 2 payments to Williamson County to fund Cedar Park's share of the \$10 million expansion of the Regional Animal Shelter.	500,000	0	0	0
5 <b>Storage for Vehicles - Seizures and Evidence</b>  Provides funding for a secure parking area at the Police Training House on Fire Lane for large items such as vehicles that are to be held in-custody and/or for evidentiary purposes.	47,620	5,620	0	0
<b>Police Total</b>	<u>987,987</u>	<u>330,130</u>	<u>1</u>	<u>3</u>
<b>General Fund Total</b>	<u><u>3,549,753</u></u>	<u><u>2,098,865</u></u>	<u><u>9</u></u>	<u><u>8</u></u>



**FY 2018 PROPOSED PROGRAM CHANGES  
DEPARTMENT ENHANCEMENTS**

Utility Fund	FY 2018 Amount	Recurring Amount	Civilian Positions	Uniform Positions
<b>Utility Administration</b>				
2 <b>Add Utilities Network Administrator</b>	76,120	72,820	1	0
Provides funding to add one Utilities Network Administrator to support the Utilities division with SCADA, traffic, and other network systems.				
<b>Utility Administration Total</b>	<u>76,120</u>	<u>72,820</u>	<u>1</u>	<u>0</u>
<b>Utility Services</b>				
1 <b>Industrial Pretreatment</b>	86,494	62,394	1	0
Provides funding to add one Industrial Pretreatment position to assist the Industrial Pretreatment Manager in administering the Industrial Pretreatment Program.				
<b>Utility Services Total</b>	<u>86,494</u>	<u>62,394</u>	<u>1</u>	<u>0</u>
<b>Utility Fund Total</b>	<u><u>162,614</u></u>	<u><u>135,214</u></u>	<u><u>2</u></u>	<u><u>0</u></u>

## BUDGETED POSITIONS

### General Fund

Department	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Amended	FY 2018 Proposed	FY 2017 % of Fund	FY 2017 % of Total
<b>Public Safety</b>												
Municipal Court	9.5	9.5	9.5	9.5	9.5	9.5	9.5	9.5	9.5	9.5	2.5%	2.0%
Police (Civil Service and Non-Civil Service)	104	104	103	104	112	116	120	125	128	132	33.6%	27.5%
Fire (Civil Service and Non-Civil Service) <sup>1</sup>	74	74	71	72	70	70	72	78	83	88	21.8%	17.8%
Emergency Management <sup>1</sup>	-	-	1	1	1	1	1	0	0	0	0.0%	0.0%
<b>Total Public Safety</b>	<b>187.5</b>	<b>187.5</b>	<b>184.5</b>	<b>186.5</b>	<b>192.5</b>	<b>196.5</b>	<b>202.5</b>	<b>212.5</b>	<b>220.5</b>	<b>229.5</b>	<b>57.8%</b>	<b>47.4%</b>
<b>Public Works and Development</b>												
Engineering	8	8	8	8	8	8	8	8	11	11	2.9%	2.4%
Development Services <sup>2</sup>	19	19	22	18	20	20	20	18	19	19	5.0%	4.1%
Public Works	17	18	22	25	25	25	29	33	36	38	9.4%	7.7%
<b>Total Public Works and Development</b>	<b>44</b>	<b>45</b>	<b>52</b>	<b>51</b>	<b>53</b>	<b>53</b>	<b>57</b>	<b>59</b>	<b>66</b>	<b>68</b>	<b>17.3%</b>	<b>14.2%</b>
<b>Cultural and Recreation</b>												
Parks and Recreation	29.5	29.5	30.5	30.5	33	35	35	35	35	35	9.2%	7.5%
Library	18.25	18.25	16.75	17.25	17.75	17.75	18.25	19	19.5	20.5	5.1%	4.2%
Tourism	-	-	-	1.5	1.5	1.5	1.5	1.5	1.5	1.5	0.4%	0.3%
<b>Total Cultural and Recreation</b>	<b>47.75</b>	<b>47.75</b>	<b>47.25</b>	<b>49.25</b>	<b>52.25</b>	<b>54.25</b>	<b>54.75</b>	<b>55.5</b>	<b>56</b>	<b>57</b>	<b>14.7%</b>	<b>12.0%</b>
<b>Support Services</b>												
Finance	7	7	7	7	7	7	7	7	7	8	1.8%	1.5%
Information Services <sup>2</sup>	5	5	5	5	6	6	7	10	10.5	13	2.8%	2.3%
Human Resources	4	4	4	4	5	5	5	5	5	5	1.3%	1.1%
<b>Total Support Services</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>22</b>	<b>22.5</b>	<b>26</b>	<b>5.9%</b>	<b>4.8%</b>
<b>General Government</b>												
City Management	4	4	4	4	4	4	4	4	5	5	1.3%	1.1%
City Secretary	1	1	1	1	1	1	1	1	1	1	0.3%	0.2%
Media & Communications	2.5	2.5	2.5	2.5	2.5	2.5	2.5	3.5	4.5	5.5	1.2%	1.0%
Economic Development	2	2	3	2	2	2	2	2	2	2	0.5%	0.4%
Legal Services	3	3	4	4	4	4	4	4	4	5	1.0%	0.9%
<b>Total General Government</b>	<b>12.5</b>	<b>12.5</b>	<b>14.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>14.5</b>	<b>16.5</b>	<b>18.5</b>	<b>4.3%</b>	<b>3.5%</b>
<b>Total General Fund FTEs:</b>	<b>307.75</b>	<b>308.75</b>	<b>314.25</b>	<b>316.25</b>	<b>329.25</b>	<b>335.25</b>	<b>346.75</b>	<b>363.5</b>	<b>381.5</b>	<b>399</b>	<b>100.0%</b>	<b>82.0%</b>

### Utility Fund

Department	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Amended	FY 2018 Proposed	FY 2017 % of Fund	FY 2017 % of Total
<b>Public Works and Development</b>												
Utility Administration	7	7	8	9	7	7	7	9	11.5	9	13.8%	2.5%
Public Works	56	56	58	60	61	61	61	62	62	63	74.3%	13.3%
<b>Total Public Works and Development</b>	<b>63</b>	<b>63</b>	<b>66</b>	<b>69</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>71</b>	<b>73.5</b>	<b>72</b>	<b>88.0%</b>	<b>15.8%</b>
<b>Support Services</b>												
Financial Services - Utility Billing	8	8	8	9	9	9	9	9	9	9	10.8%	1.9%
<b>General Government</b>												
Water Conserv. & Community Programs	0	0	0	0	2	2	2	2.5	1	4.5	1.2%	0.2%
<b>Total Utility Fund FTEs:</b>	<b>71</b>	<b>71</b>	<b>74</b>	<b>78</b>	<b>79</b>	<b>79</b>	<b>79</b>	<b>82.5</b>	<b>83.5</b>	<b>85.5</b>	<b>100.0%</b>	<b>18.0%</b>
<b>Total All Funds FTEs:</b>	<b>378.75</b>	<b>379.75</b>	<b>388.25</b>	<b>394.25</b>	<b>408.25</b>	<b>414.25</b>	<b>425.75</b>	<b>446.00</b>	<b>465.00</b>	<b>484.50</b>		

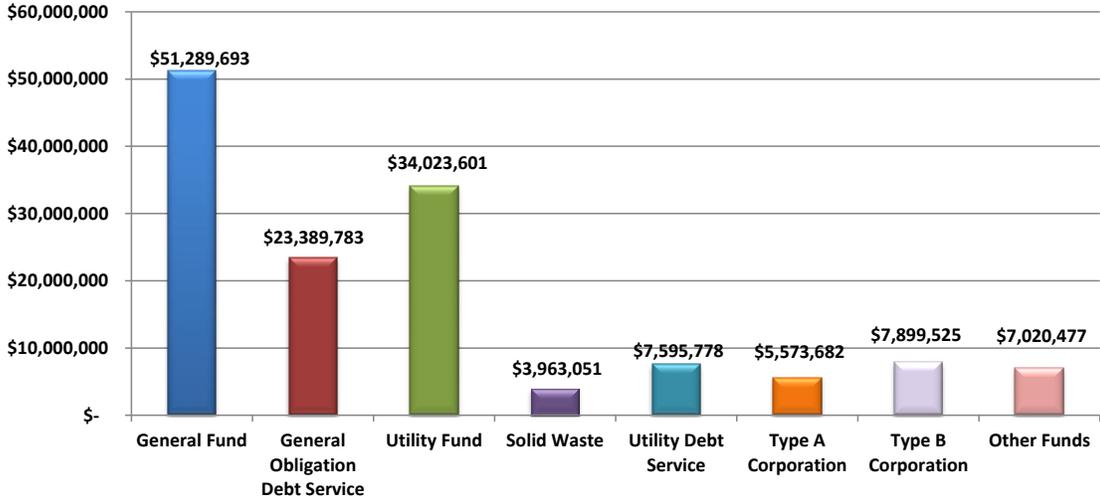
1 - In FY 2016, Emergency Management was moved into Fire Services.

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

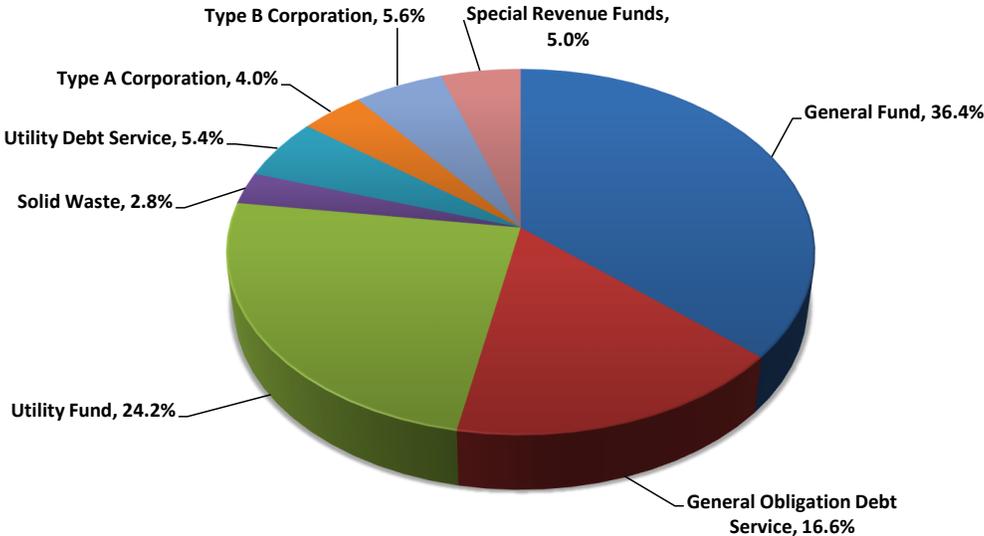
# OPERATING BUDGET SUMMARY

The total proposed operating budget for FY 2018 is \$140,755,591. The two largest operating funds are the General Fund which comprises \$51,289,693 or 36.4% and the Utility Fund which comprises \$34,023,601 or 24.2% of the total operating budget, which combines to be \$85,313,295 or 60.6%.

## FY 2018 City of Cedar Park Proposed Operating Budget \$140,755,591



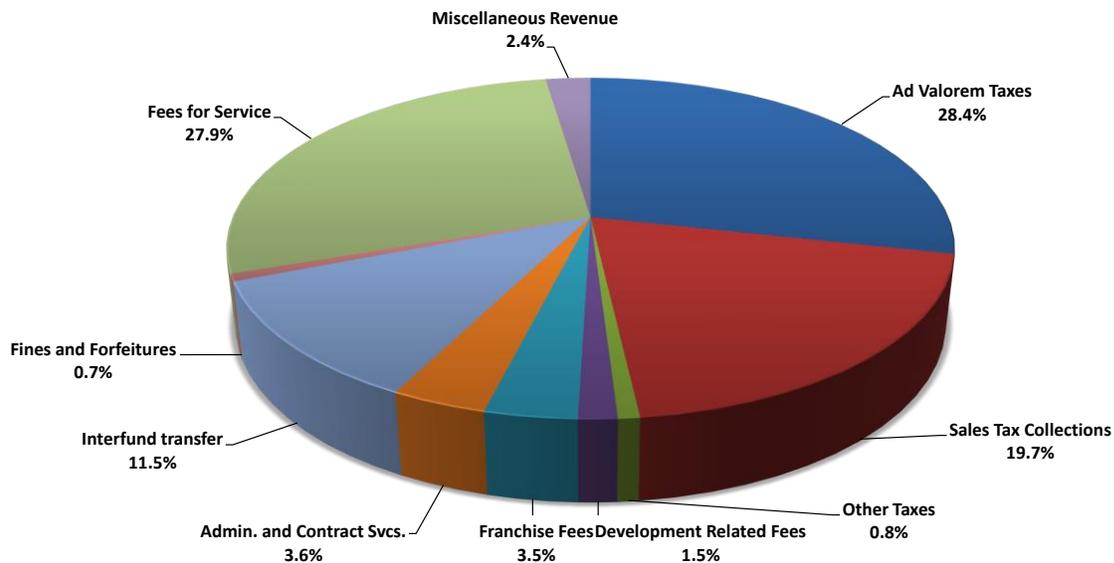
## FY 2018 Operating Budget



## FY 2018 Consolidated Operating Fund Revenue Summary

Revenues:	General Fund	General Debt Service	Utility Fund	Solid Waste Fund	Utility Debt Service	4A Corporation Funds	4B Corporation Funds	VES and Special Rev. Funds	Grand Total
Ad Valorem Taxes	\$ 19,534,766	\$ 19,050,388	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 742,960	\$ 39,328,114
Sales Tax Collections	13,762,123	-	-	-	-	6,765,793	6,765,793	-	27,293,709
Other Taxes	335,023	-	-	-	-	-	-	784,413	1,119,436
Development Related Fees	2,014,935	-	-	-	-	-	-	-	2,014,935
Franchise Fees	4,672,736	-	-	-	-	-	-	143,020	4,815,756
Admin. and Contract Svcs.	4,976,571	-	-	-	-	-	-	-	4,976,571
Interfund transfer	-	3,223,998	1,553,550	-	7,578,277	-	-	3,560,970	15,916,795
Fines and Forfeitures	590,000	-	323,388	-	-	-	-	48,929	962,317
Fees for Service	3,249,895	-	31,404,581	3,891,163	-	-	-	-	38,545,639
Miscellaneous Revenue	795,755	1,115,397	1,059,080	7,500	30,293	40,000	53,841	173,213	3,275,078
<b>Total Revenues</b>	<b>\$ 49,931,804</b>	<b>\$ 23,389,783</b>	<b>\$ 34,340,599</b>	<b>\$ 3,898,663</b>	<b>\$ 7,608,570</b>	<b>\$ 6,805,793</b>	<b>\$ 6,819,634</b>	<b>\$ 5,453,505</b>	<b>\$ 138,248,350</b>

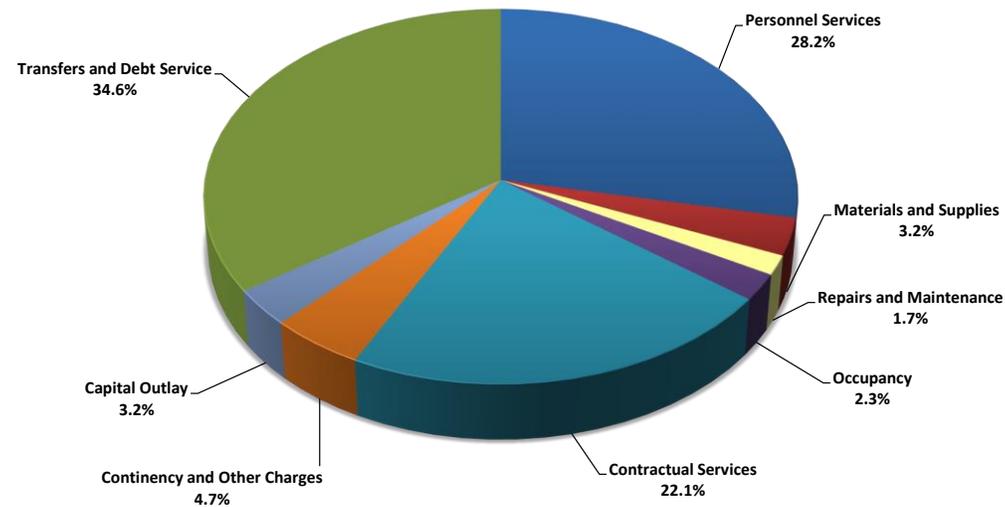
### FY 2018 Consolidated Operating Revenues



## FY 2018 Consolidated Operating Fund Expenditure Summary by Category

Expenditures By Category:	General Fund	General Debt Service	Utility Fund	Solid Waste Fund	Utility Debt Service	4A Corporation Funds	4B Corporation Funds	VES and Special Rev. Funds	Grand Total
Personnel Services	\$ 33,884,983	\$ -	\$ 5,790,384	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ 39,686,367
Materials and Supplies	1,945,823	-	930,796	150,000	-	-	-	1,507,258	4,533,876
Repairs and Maintenance	1,542,662	-	814,970	-	-	-	-	-	2,357,632
Occupancy	1,519,438	-	1,701,771	-	-	-	-	1,409	3,222,618
Contractual Services	7,407,891	614,750	9,964,723	3,635,050	-	2,342,684	7,152,320	1,333	31,118,751
Contingency and Other Charge	4,273,865	-	793,422	-	-	7,000	3,564	1,607,908	6,685,758
Capital Outlay	560,250	-	20,000	-	-	-	-	3,891,570	4,471,820
Transfers and Debt Service	154,782	22,775,033	14,007,535	178,001	7,595,778	3,223,998	743,641	-	48,678,769
<b>TOTAL ALL FUNDS</b>	<b>\$ 51,289,693</b>	<b>\$ 23,389,783</b>	<b>\$ 34,023,601</b>	<b>\$ 3,963,051</b>	<b>\$ 7,595,778</b>	<b>\$ 5,573,682</b>	<b>\$ 7,899,525</b>	<b>\$ 7,020,477</b>	<b>\$ 140,755,591</b>

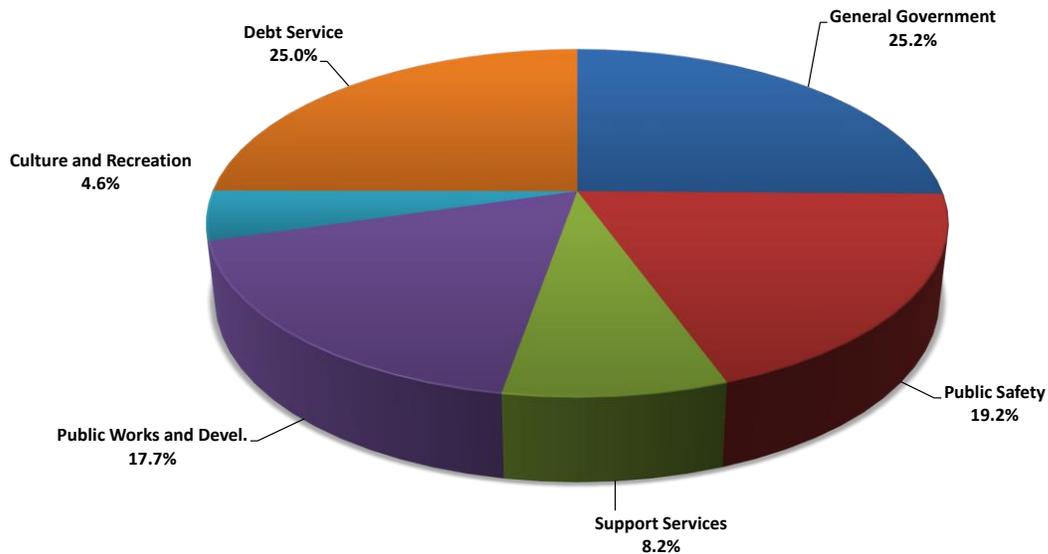
**FY 2018 Consolidated Operating Expenditures by Category**



## FY 2018 Consolidated Operating Fund Expenditure Summary by Function

Expenditures By Function:	General Fund	General Debt Service	Utility Fund	Solid Waste Fund	Utility Debt Service	4A Corporation Funds	4B Corporation Funds	VES and Special Rev. Funds	Grand Total
General Government	\$ 5,260,592	\$ -	\$ 19,937,625	\$ -	\$ -	\$ 2,349,684	\$ 7,165,256	\$ 825,262	\$ 35,538,419
Public Safety	26,909,998	-	-	-	-	-	-	162,786	27,072,784
Support Services	5,239,319	-	1,084,198	-	-	-	-	5,278,538	11,602,055
Public Works and Devel.	8,196,964	-	13,001,778	3,785,050	-	-	-	-	24,983,792
Culture and Recreation	5,682,821	-	-	-	-	-	-	753,892	6,436,713
Debt Service	-	23,389,783	-	178,001	7,595,778	3,223,998	734,269	-	35,121,829
<b>Total Expenditures</b>	<b>\$ 51,289,693</b>	<b>\$ 23,389,783</b>	<b>\$ 34,023,601</b>	<b>\$ 3,963,051</b>	<b>\$ 7,595,778</b>	<b>\$ 5,573,682</b>	<b>\$ 7,899,525</b>	<b>\$ 7,020,477</b>	<b>\$ 140,755,590</b>
<b>Change in Fund Balance</b>	<b>\$ (1,357,889)</b>	<b>\$ 0</b>	<b>\$ 316,998</b>	<b>\$ (64,388)</b>	<b>\$ 12,792</b>	<b>\$ 1,232,111</b>	<b>\$ (1,079,891)</b>	<b>\$ (1,566,973)</b>	<b>\$ (2,507,240)</b>

**FY 2018 Consolidated Operating Expenditures by Function**



## **GENERAL FUND**

The General Fund includes typical government activities which are funded through taxes, fees, and permits, and includes police services, fire protection, parks, and street maintenance. The General Fund section includes revenue summary information, expenditure summary information, and departmental detail information.

Note: Professional and technical vocabulary and abbreviations are defined in the Budget Glossary located in the Appendix Section.

## GENERAL FUND

### DESCRIPTION

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

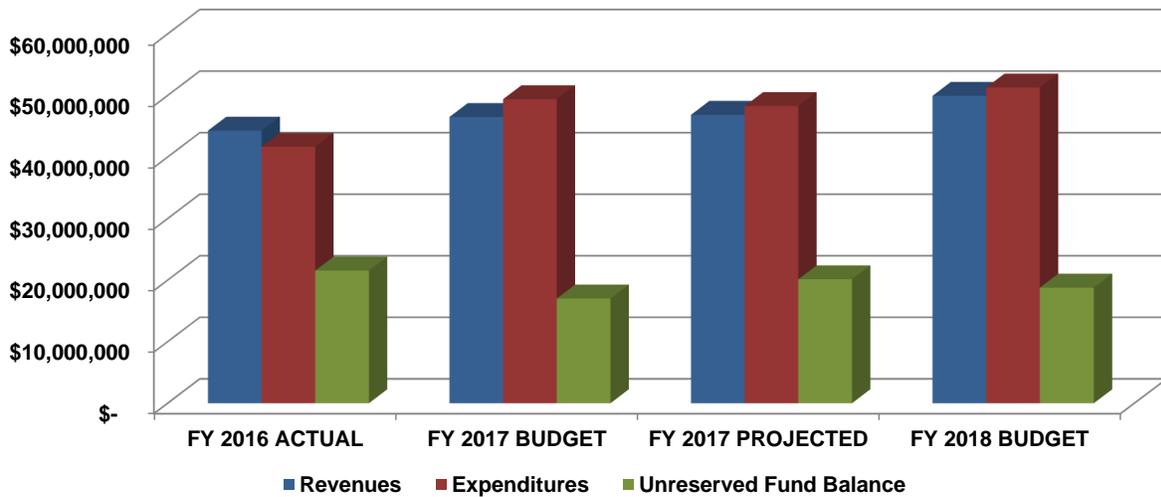
	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	PROPOSED FY 2018
<b>AVAILABLE FUNDS</b>				
<b>Beginning Balance</b>	\$ <u>18,937,340</u>	\$ <u>19,897,644</u>	\$ <u>21,547,215</u>	\$ <u>20,130,788</u>
<b>REVENUES</b>				
Ad Valorem Tax	\$ 16,828,622	\$ 17,679,939	\$ 17,934,597	\$ 19,534,766
Sales Tax	11,948,321	13,106,784	13,106,784	13,762,123
Development Fees	2,287,035	2,139,002	2,014,454	2,014,935
Franchise Fees	4,343,044	4,427,067	4,317,892	4,672,736
Fines & Forfeitures	747,119	715,000	620,000	590,000
Service Fees	3,111,892	3,083,019	3,140,110	3,249,895
Administrative & Contract Fees	4,095,268	4,570,472	4,541,481	4,976,571
Other Income	919,393	781,635	1,176,830	1,130,777
<b>TOTAL REVENUE</b>	\$ <u>44,280,693</u>	\$ <u>46,502,918</u>	\$ <u>46,852,149</u>	\$ <u>49,931,804</u>
<b>TOTAL AVAILABLE FUNDS</b>	\$ <u>63,218,033</u>	\$ <u>66,400,562</u>	\$ <u>68,399,363</u>	\$ <u>70,062,592</u>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Salaries And Benefits	\$ 26,883,049	\$ 30,964,671	\$ 29,443,291	\$ 33,884,983
Materials And Supplies	1,545,548	2,252,481	2,165,725	1,945,823
Repairs And Maintenance	1,290,175	1,534,236	1,565,307	1,542,662
Occupancy	1,446,763	1,514,971	1,493,405	1,519,438
Contractual Services	6,712,188	6,829,449	6,764,763	7,407,891
Other Charges	2,624,018	3,557,916	3,450,472	4,173,865
Contingency	29,152	130,000	133,325	100,000
Capital Outlay	300,145	595,500	939,506	560,250
<i>Subtotal Operating</i>	\$ <u>40,831,037</u>	\$ <u>47,379,224</u>	\$ <u>45,955,793</u>	\$ <u>51,134,911</u>
<b>TRANSFERS</b>				
TRANSFERS	\$ 839,781	\$ 2,012,782	\$ 2,312,782	\$ 154,782
<i>Subtotal Transfers</i>	\$ <u>839,781</u>	\$ <u>2,012,782</u>	\$ <u>2,312,782</u>	\$ <u>154,782</u>
<b>TOTAL APPROPRIATIONS</b>	\$ <u>41,670,818</u>	\$ <u>49,392,006</u>	\$ <u>48,268,575</u>	\$ <u>51,289,693</u>
<b>ENDING BALANCE</b>	\$ <u>21,547,215</u>	\$ <u>17,008,556</u>	\$ <u>20,130,788</u>	\$ <u>18,772,899</u>

Fund Balance as % of Expenditures                      38%  
Fund Balance as % of Revenues                                      37%

## GENERAL FUND

### SUMMARY OF REVENUES AND EXPENDITURES

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	FY 2018 BUDGET
Total Revenues	\$ 44,280,693	\$ 46,502,918	\$ 46,852,149	\$ 49,931,804
Total Expenditures	\$ 41,670,818	\$ 49,392,006	\$ 48,268,575	\$ 51,289,693
<b>Surplus/(Use of Fund Balance)</b>	<b>\$ 2,609,874</b>	<b>\$ (2,889,088)</b>	<b>\$ (1,416,427)</b>	<b>\$ (1,357,889)</b>
Unreserved Fund Balance	\$ 21,547,215	\$ 17,008,556	\$ 20,130,788	\$ 18,772,899
Fund Balance as % of Revenue	49%	37%	43%	38%
Fund Balance as % of Expenditure	52%	34%	42%	37%



## GENERAL FUND

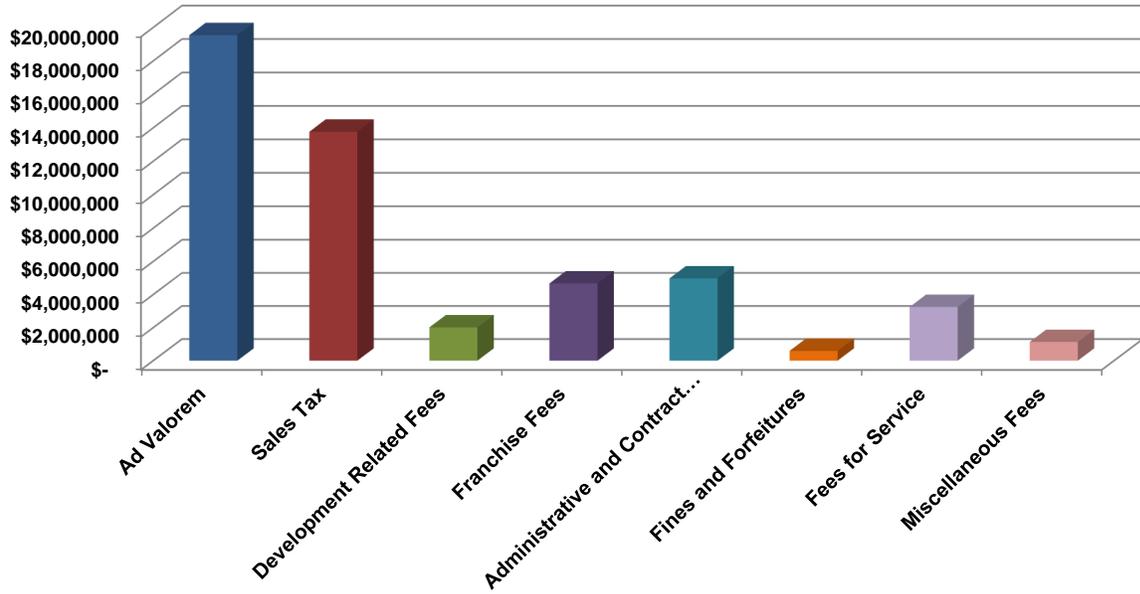
### REVENUE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	FY 2018 BUDGET	% OF BUDGET	% GROWTH
<b>Current Ad Valorem Taxes</b>	\$ 16,828,622	\$ 17,679,939	\$ 17,934,597	\$ 19,534,766	39.1%	10.5%
<b>Sales Tax</b>	\$ 11,948,321	\$ 13,106,784	\$ 13,106,784	\$ 13,762,123	27.6%	5.0%
<b>Development Related Fees</b>						
Building Permits	\$ 1,824,073	\$ 1,660,440	\$ 1,660,440	\$ 1,660,440	3.3%	0.0%
Construction Inspection Fees	237,449	226,864	110,000	110,000	0.2%	-51.5%
Engineer Review Fees	20,210	18,478	14,000	14,000	0.0%	-24.2%
Planning and Zoning Fees	33,402	45,000	55,000	55,000	0.1%	22.2%
Professional Fee Recovery	40,225	36,789	36,789	36,789	0.1%	0.0%
Site Review/Dev. Permit Fees	78,737	111,907	85,000	85,000	0.2%	-24.0%
Other - Permits & Fees	-	-	50	-	0.0%	0.0%
Fire Code Compliance Fees	52,937	39,524	53,175	53,706	0.1%	35.9%
<b>Total Development Related Fees</b>	\$ 2,287,035	\$ 2,139,002	\$ 2,014,454	\$ 2,014,935	4.0%	-5.8%
<b>Franchise Fees</b>	4,343,044	4,427,067	4,317,892	4,672,736	9.4%	5.5%
<b>Administrative and Contract Svcs</b>						
Bond Fund	\$ -	\$ 181,091	\$ 181,091	\$ 181,091	0.4%	0.0%
WCID Admin. Services Fee	-	-	-	-	0.0%	#DIV/0!
4A & 4B	602,110	578,012	566,688	867,911	1.7%	50.2%
CTRMA Interlocal	271,202	281,141	274,284	292,332	0.6%	4.0%
Hotel Occupancy Fund	109,992	123,171	110,000	126,574	0.3%	2.8%
LISD Resource Officer Reimb.	124,315	138,384	140,745	145,404	0.3%	5.1%
Utility Fund	2,987,649	3,268,673	3,268,673	3,363,259	6.7%	2.9%
<b>Total Administrative and Contract S</b>	\$ 4,095,268	\$ 4,570,472	\$ 4,541,481	\$ 4,976,571	10.0%	8.9%
<b>Fines and Forfeitures</b>	747,119	715,000	620,000	590,000	1.2%	-17.5%
<b>Fees for Service</b>						
Fire Protection Fees	\$ 1,500,360	\$ 1,472,123	\$ 1,536,405	\$ 1,628,590	3.3%	10.6%
Fire Protection - Ins. Rec.	174,845	126,250	126,133	129,916	0.3%	2.9%
Animal Control Fees	3,431	3,055	2,496	2,521	0.0%	-17.5%
Parks and Recreation Fees	1,325,115	1,382,614	1,385,193	1,399,046	2.8%	1.2%
Library Fines and Fees	102,931	93,299	85,209	85,209	0.2%	-8.7%
Justice Administration Fees	2,960	3,801	1,860	1,770	0.0%	-53.4%
Detention & Dispatch Services	2,250	1,877	2,815	2,843	0.0%	51.5%
<b>Total Fees for Service</b>	\$ 3,111,892	\$ 3,083,019	\$ 3,140,110	\$ 3,249,895	6.5%	5.4%
<b>Miscellaneous Fees</b>						
Interest	80,526	90,550	177,566	179,342	0.4%	98.1%
Beverage Tax	248,295	188,530	269,641	335,023	0.7%	77.7%
Delinquent/Penalty and Int.	37,317	75,425	76,598	85,984	0.2%	14.0%
Other	553,254	427,130	653,024	530,429	1.1%	24.2%
<b>Total Miscellaneous Fees</b>	\$ 919,393	\$ 781,635	\$ 1,176,830	\$ 1,130,777	2.3%	44.7%
<b>Total Revenue</b>	\$ 44,280,693	\$ 46,502,918	\$ 46,852,149	\$ 49,931,804	100.0%	7.4%

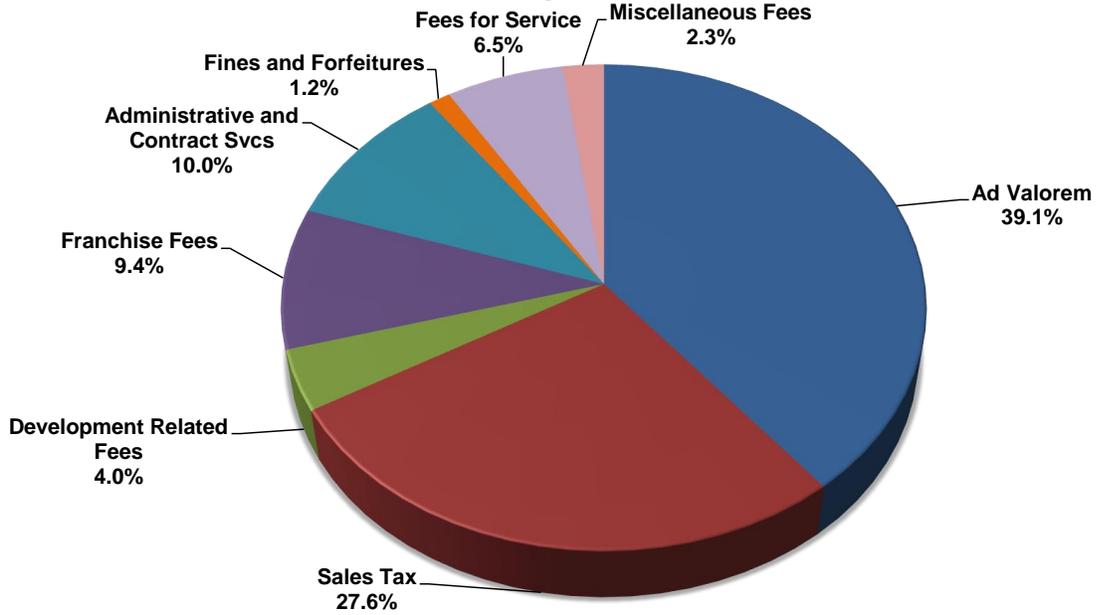
**GENERAL FUND**

**REVENUE SUMMARY**

**FY 2018 Proposed Revenue**



**FY 2018 Proposed Revenue**

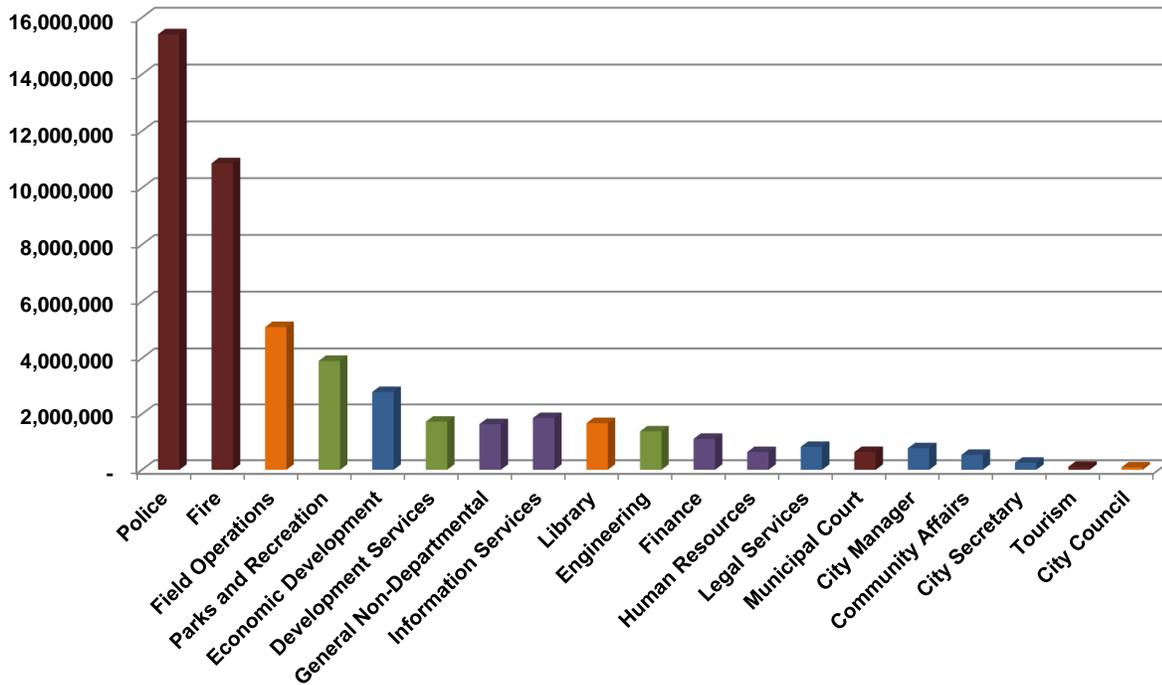


## GENERAL FUND

### EXPENDITURES BY DEPARTMENT

Department	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	FY 2018 BUDGET	% OF BUDGET	% GROWTH
Police	12,623,464	14,434,199	14,284,128	15,407,197	30.0%	6.7%
Fire	9,507,278	12,013,870	11,860,542	10,865,380	21.2%	-9.6%
Field Operations	3,908,452	4,881,525	4,743,882	5,095,712	9.9%	4.4%
Parks and Recreation	3,563,271	4,048,180	4,026,836	3,903,902	7.6%	-3.6%
Economic Development	1,555,928	2,226,782	2,215,457	2,791,295	5.4%	25.4%
Development Services	1,376,197	1,639,218	1,596,825	1,724,371	3.4%	5.2%
General Non-Departmental	1,246,854	1,496,739	1,500,029	1,638,151	3.2%	9.4%
Information Services	1,412,720	1,439,333	1,379,532	1,855,753	3.6%	28.9%
Library	1,434,644	1,514,124	1,502,354	1,674,162	3.3%	10.6%
Engineering	1,221,550	1,220,252	1,177,255	1,376,881	2.7%	12.8%
Finance	890,396	1,037,809	1,011,297	1,110,321	2.2%	7.0%
Human Resources	566,487	626,306	493,671	635,094	1.2%	1.4%
Legal Services	617,675	686,573	676,573	822,281	1.6%	19.8%
Municipal Court	565,118	602,459	537,931	637,421	1.2%	5.8%
City Manager	549,937	734,220	621,228	773,405	1.5%	5.3%
Community Affairs	285,072	438,224	345,987	534,202	1.0%	21.9%
City Secretary	181,523	175,845	161,523	251,877	0.5%	43.2%
Tourism	96,775	108,686	70,091	104,757	0.2%	-3.6%
City Council	67,477	67,662	63,435	87,531	0.2%	29.4%
Total Expenditures	\$ 41,670,818	\$ 49,392,006	\$ 48,268,575	\$ 51,289,693	100.0%	3.8%

**General Fund Expenditures by Department**

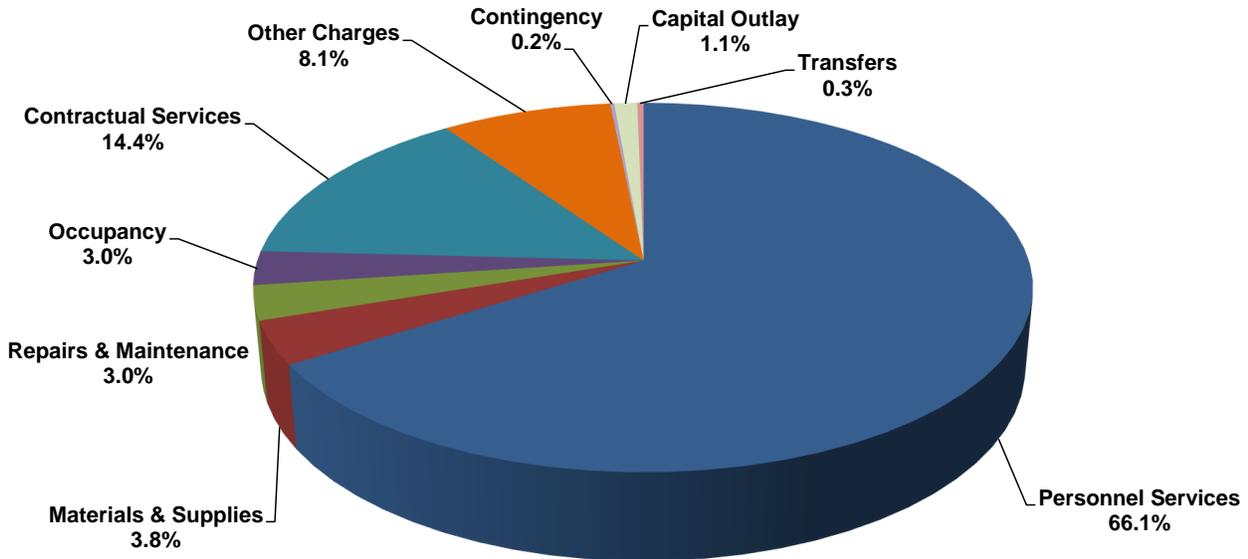


## GENERAL FUND

### EXPENDITURES BY CATEGORY

Category	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	FY 2018 BUDGET	% OF BUDGET	% GROWTH
Personnel Services	\$ 26,883,049	\$ 30,964,671	\$ 29,443,291	\$ 33,884,983	66.1%	9.4%
Materials & Supplies	1,545,548	2,252,481	2,165,725	1,945,823	3.8%	-13.6%
Repairs & Maintenance	1,290,175	1,534,236	1,565,307	1,542,662	3.0%	0.5%
Occupancy	1,446,763	1,514,971	1,493,405	1,519,438	3.0%	0.3%
Contractual Services	6,712,188	6,829,449	6,764,763	7,407,891	14.4%	8.5%
Other Charges	2,624,018	3,557,916	3,450,472	4,173,865	8.1%	17.3%
Contingency	29,152	130,000	133,325	100,000	0.2%	-23.1%
Capital Outlay	300,145	595,500	939,506	560,250	1.1%	-5.9%
Transfers	839,781	2,012,782	2,312,782	154,782	0.3%	-92.3%
<b>Total Expenditures</b>	<b>\$ 41,670,818</b>	<b>\$ 49,392,006</b>	<b>\$ 48,268,575</b>	<b>\$ 51,289,693</b>	<b>100.0%</b>	<b>3.8%</b>

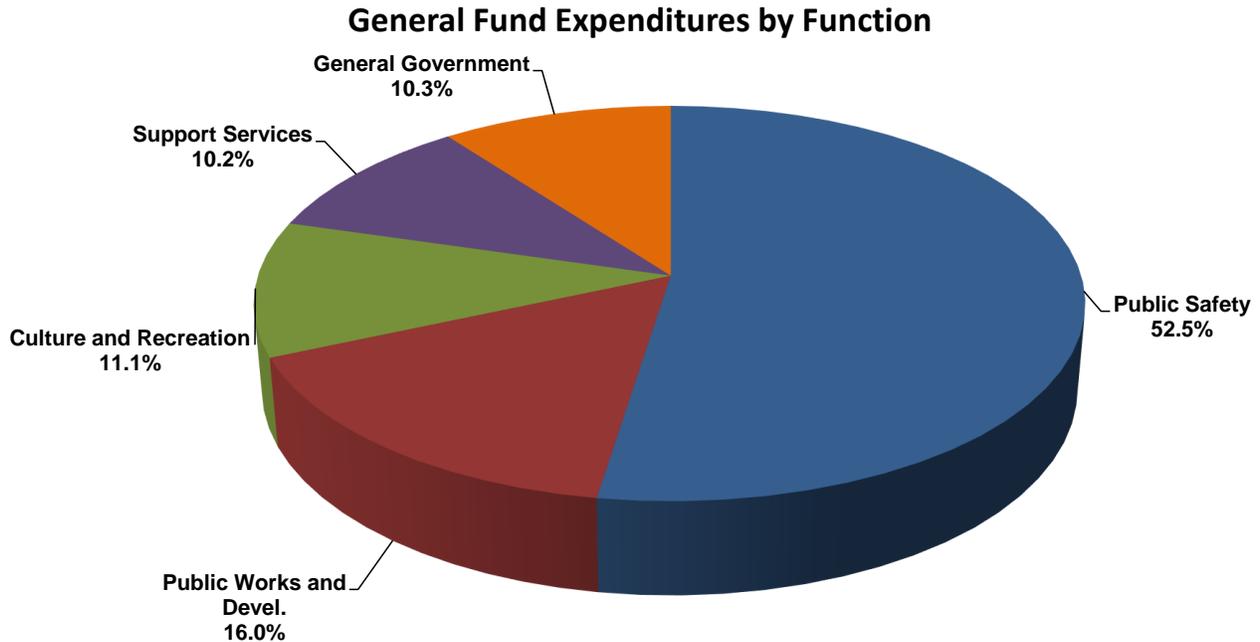
**General Fund Expenditures by Category**



## GENERAL FUND

### EXPENDITURES BY FUNCTION

Function	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	FY 2018 BUDGET	% OF BUDGET	% GROWTH
Public Safety	22,695,861	27,050,528	26,682,601	26,909,998	52.5%	-0.5%
Public Works and Devel.	6,506,199	7,740,995	7,517,962	8,196,964	16.0%	5.9%
Culture and Recreation	5,094,689	5,670,990	5,599,280	5,682,821	11.1%	0.2%
Support Services	4,116,456	4,600,187	4,384,529	5,239,319	10.2%	13.9%
General Government	3,257,613	4,329,306	4,084,203	5,260,592	10.3%	21.5%
<b>Total Expenditures</b>	<b>\$ 41,670,818</b>	<b>\$ 49,392,006</b>	<b>\$ 48,268,575</b>	<b>\$ 51,289,693</b>	<b>100.0%</b>	<b>3.8%</b>



## 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.

### SERVICES PROVIDED

- N/A

### DEPARTMENTAL TIE TO COUNCIL GOALS

- N/A

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 ESTIMATE	FY 2017 ESTIMATE	FY 2018 GOAL
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- N/A

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
MATERIALS AND SUPPLIES	\$ 2,428	\$ 3,500	\$ 3,450	\$ (175)	\$ 3,325
OCCUPANCY	9,600	9,600	9,600	(9,600)	-
CONTRACTUAL SERVICES	6,542	6,542	6,542	29,714	36,256
OTHER CHARGES	48,908	48,020	43,843	(70)	47,950
<b>TOTAL</b>	<b>\$ 67,477</b>	<b>\$ 67,662</b>	<b>\$ 63,435</b>	<b>\$ 19,869</b>	<b>\$ 87,531</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
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N/A

## CITY MANAGEMENT

### DEPARTMENTAL MISSION STATEMENT

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

### DEPARTMENTAL VISION STATEMENT

Under the direction of City Council, the City Management Department strives to effectively implement the policies of the City Council in such a way as to ensure that Cedar Park is a family-friendly community providing for economic vitality and innovation.

### 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
- 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
- Oversee all City staff and all hiring, development, firing, and disciplining
- Provide timely and responsive customer service

## CITY MANAGEMENT

### PERFORMANCE INDICATORS

PERFORMANCE INDICATOR	FY 2016 ACTUAL	FY 2017 ESTIMATE	FY 2017 ESTIMATE	FY 2018 GOAL
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The City Management Department provides direction and leadership to ensure that all City departments are effectively serving the Cedar Park community. The City Management Department is responsible for the oversight of all city departments, ensuring that these departments are properly addressing City Council's community priorities in an effective and fiscally responsible way. The efficiency and effectiveness measures of all City departments are therefore indicative of the City Management Department.

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 510,158	\$ 681,850	\$ 571,058	\$ 38,038	\$ 719,888
MATERIALS AND SUPPLIES	2,499	8,850	1,500	(6,475)	2,375
OCCUPANCY	5,622	2,650	5,162	3,213	5,863
CONTRACTUAL SERVICES	-	4,175	8,817	4,454	8,629
OTHER CHARGES	26,719	36,695	34,691	(45)	36,650
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 544,997</b>	<b>\$ 734,220</b>	<b>\$ 621,228</b>	<b>\$ 39,185</b>	<b>\$ 773,405</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
CITY MANAGER	1	1	1
ASSISTANT CITY MANAGER	1	1	1
ASSISTANT TO THE CITY MANAGER	1	1	1
REDEVELOPMENT PROJECT MANAGER	0	1	1
MANAGEMENT ANALYST	0	0	0
EXECUTIVE ASSISTANT	0	0	0
EXECUTIVE COORDINATOR	1	1	1
<b>TOTAL</b>	<b>4</b>	<b>5</b>	<b>5</b>

## CITY SECRETARY

### DEPARTMENTAL MISSION STATEMENT

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

### DEPARTMENTAL VISION STATEMENT

The City Secretary Office will continue to support and facilitate the City of Cedar Park governmental processes. The Office will strive to improve the preservation, maintenance, and enhancement of retrieval for historical records, increase the public availability of City records online and create a record retention and management program that stream lines the storage and destruction of records, and enhance the utilization of the Agenda Management Software for all boards and commissions.

### CUSTOMERS

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

### SERVICES PROVIDED

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

## CITY SECRETARY

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
• Elections conducted	2	2	1	2
• Ordinances enrolled	55	50	50	50
• Resolutions enrolled	178	200	286	300
• Request for public information received	1,684	600	1700	1800
• Pages of minutes processed	344	350	350	350
• Number of rulings sent to Attorney General	245	N/A	200	200
• Number of Council Meetings posted	50	30	45	30
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
• % of Council Meeting minutes completed and approved within one month.	0%	100%	50%	100%
• % of rulings upheld by Texas Attorney General on Public Information Requests.	100%	100%	100%	100%
• % of elections conducted within accordance of State and Federal Law.	100%	100%	100%	100%

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 94,106	\$ 102,398	\$ 102,398	\$ 1,140	\$ 103,538
MATERIALS AND SUPPLIES	487	750	750	(38)	713
OCCUPANCY	717	650	650	(14)	636
CONTRACTUAL SERVICES	12,598	18,487	17,625	74,944	93,431
OTHER CHARGES	73,615	53,560	40,100	-	53,560
<b>TOTAL</b>	<b>\$ 181,523</b>	<b>\$ 175,845</b>	<b>\$ 161,523</b>	<b>\$ 76,032</b>	<b>\$ 251,877</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
CITY SECRETARY	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>

## COMMUNITY AFFAIRS - MEDIA AND COMMUNICATIONS

### DEPARTMENTAL MISSION STATEMENT

The Mission of the Media & Communications Department is to serve as the City's liaison with the citizens 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.

### DEPARTMENTAL VISION STATEMENT

The Vision of the Media and Communications Department is a City that is the most effective, efficient, accurate and state of the art in reaching its Citizens and the news media, through effective media relations, public relations, special projects, Public Education and Government Television programming, City website content, social media and general marketing of the City.

### 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

## COMMUNITY AFFAIRS - MEDIA AND COMMUNICATIONS

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
• Press/Media releases issued	80	80	65	65
• Media contacts/interviews	313	300	300	300
• TV programming (Govt. Access Channel)	50	50	50	50
• Number of major marketing campaigns/ad campaigns/events promotions that take an estimated 20-30 hours per week of staff time during campaign.	8	8	8	8
• Number of Twitter posts	400	450	260	300
• Number of Facebook posts	428	400		
• Cumulative number of views of videos posted to YouTube	139,938	200,000	230,000	300,000
• Meetings recorded/broadcast	132	132	112	132
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
• Number of unique visitors to City website	402,064	500,000	380,000	400,000
• Number of page views within City website	2,049,542	1,000,000	1,900,000	2,000,000
• Number of Twitter followers	8,983	10,000	10,000	11,000
• Number of Twitter Impressions	829,428	1,200,000	500,000	500,000
• Number of Twitter Engagements	17,111	20,000	10,000	10,000
• Facebook page likes	6,823	8,000	8,000	9,000
• Lifetime Facebook Reach (unique impressions)	799,819	690,000	978,654	1,000,000
• Facebook Unique Engagements	55,701	45,000	35,635	45,000
• Percent of media requests responded to within two business hours	95%	100%	98%	100%

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 211,342	\$ 351,158	\$ 260,035	\$ 88,792	\$ 439,950
MATERIALS AND SUPPLIES	2,907	1,772	1,772	2,311	4,083
MAINTENANCE	20	-	-	-	-
OCCUPANCY	2,082	3,240	3,240	(1,368)	1,872
CONTRACTUAL SERVICES	61,825	42,239	42,401	7,010	49,249
OTHER CHARGES	6,896	34,815	33,539	733	35,548
<b>TOTAL</b>	<b>\$ 285,072</b>	<b>\$ 438,224</b>	<b>\$ 345,987</b>	<b>\$ 95,978</b>	<b>\$ 534,202</b>

## COMMUNITY AFFAIRS - MEDIA AND COMMUNICATIONS

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
DIRECTOR OF NEIGHBORHOOD & COMMUNITY AFFAIRS	0	1	1
MEDIA AND COMMUNICATIONS MANAGER	1	1	1
COMMUNICATIONS MANAGER	1	0	0
NEIGHBORHOOD SERVICES COORDINATOR	0	0	1
MEDIA AND COMMUNICATIONS SPECIALIST	0	1	1
MULTIMEDIA SPECIALIST	1	1	1
AUDIO/VIDEO TECHNICIAN	0.5	0.5	0.5
<b>TOTAL</b>	<b>3.5</b>	<b>4.5</b>	<b>5.5</b>

## DEVELOPMENT SERVICES - TOTAL

### DEPARTMENTAL MISSION STATEMENT

The mission of the City of Cedar Park Development Services Department is to improve the quality of life for the current and future residents living and working within the City. This is accomplished through the proactive identification of solutions, maintaining an exemplary level of customer service, and keeping abreast of the most advanced trends in urban planning and land development. Further, it is our mission to help carry out programs and projects through public investment, public-private cooperation, volunteer efforts, and enforcement in order to enhance the vitality and promote the orderly development of the community.

### DEPARTMENTAL VISION STATEMENT

The Development Services Department is responsible for all urban planning, building inspection, and code enforcement activities in the City. As the City moves forward in its growth and development, the vision for departmental operations will transition away from a culture of focusing on growth and regulating new development to one of maintaining and enforcement of standards on existing development. The vision of the department will be encapsulated into a two-fold approach whereby the Planning division works to ensure long-range growth policy is the most current with cutting edge development trends while the Building Inspections and Code Compliance divisions ensure the enforcement of those policies in addition to their respective roles in daily inspections and activities. This also includes ensuring a high, inter-divisional standard for the department in providing for an efficient, timely, and courteous development process.

### CUSTOMERS

- **INTERNAL:**

City Council

Appointed Boards:

- Board of Adjustment / Building and Standards Commission
- Planning and Zoning Commission

All City Departments

- **EXTERNAL:** Our External Customers Include, But Are Not Limited To:

Citizens

Comptroller of Public Accounts (Annexations)

Contractors

Developers

Engineering / Architectural / Planning Firms

Entities-Federal, State, County, Regional & Local

Homeowner's Associations/Neighborhood Groups

Home Builder's Association

Land Owners

Leander Independent School District      Media

Private Businesses

Realtors

Travis/ Williamson Counties

Travis Central Appraisal District (TCAD)

TxDOT

Utility Companies

Williamson Central Appraisal District (WCAD)

- **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 group desiring information, services, or inclusion in the physical, economic, and social development of the City.

## DEVELOPMENT SERVICES - TOTAL

### SERVICES PROVIDED

- Process voluntary & involuntary annexations pursuant to Chapter 43 of the TX Local Govt. Process voluntary & involuntary annexations pursuant to Chapter 43 of the TX Local Govt
- Coordinate & review zoning, subdivision & site development plans
- Continue efforts to create/implement a Redevelopment Policy and Plan for selected areas of the City
- Participate in educational forums to assist citizens in understanding these codes and ordinances
- Continue efforts to apply appropriate zoning classification to Development Reserve (DR) and Planned Development (PD) properties
- Provide staff support for City Council related to planning issues
- Update, amend and develop ordinances
- Provide staff support for Planning and Zoning Commission / Board of Adjustment / Building and Standards Commission
- Maintain addresses and parcel IDs in development services software
- Assign addresses and maintain accurate address base for 9-1-1 database
- Keep up with changes in the health and sanitation codes and ordinances.
- Schedule patrols of the city to determine violations
- Enforcement of city ordinances
- Update & maintain MyPermitNow info

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
<b>PLANNING SERVICES</b>				
● # of Zoning Applications	25	20	20	20
● # of Development Applications: subdivision and site development	90	80	70	70
<b>CODE COMPLIANCE</b>				
● # of Inspections	1,000	1,000	1,500	1,500
● # of Complaints	400	400	600	600
● # of Bandit Signs Removed	1,000	600	3,400	2,000
<b>BUILDING INSPECTIONS</b>				
● # of Inspections	14,367	13,000	15,850	15,000
● # of Permits Issued	5,512	4,500	5,500	5,000
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
<b>PLANNING SERVICES</b>				
● 10-day Subdivision and Site Plans Reviews-Percent performed within target	100%	95%	99%	99%
<b>BUILDING INSPECTIONS</b>				
● 5-day Residential Reviews: Percent (%) Performed within Target	98%	98%	85%	98%
● 10-day Commercial Reviews: Percent (%) Performed within Target	99%	98%	98%	98%
● # of Inspections Performed per Inspector Hour	3.2	2.7	3.3	2.7
● Percent (%) of Inspections Completed Same Day	93%	95%	97%	95%
<b>CODE COMPLIANCE</b>				
● Percent of Violations complied with Voluntarily	98%	98%	99%	99%
● Percent of Complaints Responded to Within 24 Hours on Business Days	99%	100%	99%	99%

**DEVELOPMENT SERVICES - TOTAL**

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 1,182,562	\$ 1,384,931	\$ 1,367,716	\$ 89,141	\$ 1,474,072
MATERIALS AND SUPPLIES	31,306	26,581	24,786	(3,940)	22,641
MAINTENANCE	5,519	6,610	3,473	-	6,610
OCCUPANCY	20,499	20,853	18,048	(77)	20,776
CONTRACTUAL SERVICES	497,963	109,190	101,460	1,340	110,530
OTHER CHARGES	36,111	91,053	81,342	(1,311)	89,742
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,773,961</b>	<b>\$ 1,639,218</b>	<b>\$ 1,596,825</b>	<b>\$ 85,153</b>	<b>\$ 1,724,371</b>

**DEVELOPMENT SERVICES - TOTAL**

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
DIRECTOR OF DEVELOPMENT SERVICES	1	1	1
ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES	1	1	1
PLANNING MANAGER	1	1	1
SENIOR PLANNER	1	1	1
PLANNER	1	1	1
DEVELOPMENT SERVICES COORDINATOR	1	1	1
PLANNING TECHNICIAN	0	0	0
CHIEF BUILDING OFFICIAL	1	1	1
SENIOR INSPECTOR	0	1	1
INSPECTOR I/II	3	3	3
PLANS EXAMINER	0	1	1
PLAN REVIEWER	0	1	1
OFFICE MANAGER	1	1	1
PERMIT TECHNICIAN	2	2	2
SENIOR CODE COMPLIANCE OFFICER	1	1	1
CODE COMPLIANCE OFFICER	2	2	2
GIS MANAGER	1	0	0
PUBLIC SAFETY SYSTEMS ADMINISTRATOR	1	0	0
GIS PROGRAMMER ANALYST	1	0	0
<b>TOTAL</b>	<b>19</b>	<b>19</b>	<b>19</b>

## DEVELOPMENT SERVICES - PLANNING

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 500,995	\$ 631,076	\$ 609,847	\$ 39,205	\$ 670,281
MATERIALS AND SUPPLIES	5,651	9,600	9,600	(3,805)	5,795
MAINTENANCE	-	500	-	-	500
OCCUPANCY	618	650	850	(14)	636
CONTRACTUAL SERVICES	97,432	45,002	35,522	1,265	46,267
OTHER CHARGES	27,224	41,713	34,400	(1,257)	40,456
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 631,920</b>	<b>\$ 728,541</b>	<b>\$ 690,219</b>	<b>\$ 35,394</b>	<b>\$ 763,935</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
DIRECTOR OF DEVELOPMENT SERVICES	1	1	1
ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES	1	1	1
PLANNING MANAGER	1	1	1
SENIOR PLANNER	1	1	1
PLANNER	1	1	1
PLAN REVIEWER	0	1	1
DEVELOPMENT SERVICES COORDINATOR	1	1	1
PLANNING TECHNICIAN	0	0	0
<b>TOTAL</b>	<b>6</b>	<b>7</b>	<b>7</b>

## DEVELOPMENT SERVICES - BUILDING INSPECTIONS

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 490,405	\$ 589,758	\$ 603,948	\$ 44,331	\$ 634,089
MATERIALS AND SUPPLIES	7,827	9,136	9,136	682	9,818
MAINTENANCE	750	3,910	1,873	-	3,910
OCCUPANCY	14,804	17,781	14,776	(756)	17,025
CONTRACTUAL SERVICES	39,876	48,678	48,678	(1,458)	47,220
OTHER CHARGES	36,118	41,685	39,287	(14)	41,671
CAPITAL OUTLAY	22,221	-	-	-	-
<b>TOTAL</b>	<b>\$ 612,000</b>	<b>\$ 710,948</b>	<b>\$ 717,698</b>	<b>\$ 42,785</b>	<b>\$ 753,733</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
CHIEF BUILDING OFFICIAL	1	1	1
SENIOR INSPECTOR	0	1	1
INSPECTOR I/II	3	3	3
PLANS EXAMINER	0	1	1
PLANS REVIEWER	1	0	0
OFFICE MANAGER	1	1	1
PERMIT TECHNICIAN	2	2	2
<b>TOTAL</b>	<b>8</b>	<b>9</b>	<b>9</b>

## DEVELOPMENT SERVICES - CODE COMPLIANCE

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 124,234	\$ 164,097	\$ 153,920	\$ 5,605	\$ 169,702
MATERIALS AND SUPPLIES	2,379	7,845	6,050	(817)	7,029
MAINTENANCE	1,060	2,200	1,600	-	2,200
OCCUPANCY	1,924	2,422	2,422	693	3,115
CONTRACTUAL SERVICES	13,986	15,510	17,260	1,532	17,042
OTHER CHARGES	4,551	7,655	7,655	(40)	7,615
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 148,134</b>	<b>\$ 199,729</b>	<b>\$ 188,907</b>	<b>\$ 6,974</b>	<b>\$ 206,703</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
SENIOR CODE COMPLIANCE OFFICER	1	1	1
CODE COMPLIANCE OFFICER	2	2	2
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

## ECONOMIC DEVELOPMENT

### DEPARTMENTAL MISSION STATEMENT

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

### DEPARTMENTAL VISION STATEMENT

\* Cedar Park will be recognized as the top development option/location for companies relocating/expanding to the Austin area.

\* Cedar Park will continue to diversify and expand its employment base by attracting quality primary employers to the City.

\* The 17 acres in front of the Cedar Park Center will be developed with a combination of restaurants, retail and office

### 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

## ECONOMIC DEVELOPMENT

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
• Information requests filled (demographic, community, development guidelines, incentives, etc.)	185	175	180	200
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
• Projects developed	25	28	32	40
• New business locations	5	4	4	5
• Jobs created	500	300	400	750
• Existing business expansions	4	2	2	1
• % Increase in Cedar Park Workforce	2%	2%	2%	2%
• Capital Investment Added to Tax Rolls (in millions)	\$ 25	\$ 25	\$ 35	\$ 45

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 233,681	\$ 258,406	\$ 258,406	\$ 6,107	\$ 264,513
MATERIALS AND SUPPLIES	1,106	1,000	1,000	(50)	950
OCCUPANCY	1,667	1,300	1,300	(28)	1,272
CONTRACTUAL SERVICES	98,007	105,333	100,533	(322)	105,011
OTHER CHARGES	1,206,526	1,860,743	1,850,893	558,806	2,419,549
CAPITAL OUTLAY	-	-	-	-	-
CONTINGENCY	14,941	-	3,325	-	-
<b>TOTAL</b>	<b>\$ 1,555,928</b>	<b>\$ 2,226,782</b>	<b>\$ 2,215,457</b>	<b>\$ 564,513</b>	<b>\$ 2,791,295</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
DIRECTOR OF ECONOMIC DEVELOPMENT	1	1	1
ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>

## ENGINEERING

### DEPARTMENTAL MISSION STATEMENT

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

### DEPARTMENTAL VISION STATEMENT

It is the vision of the Engineering Department to continue working toward fulfillment of the departments existing and future goals outlined in the City's Strategic Map. As the City and surrounding areas grow, it is our vision to provide a safe and efficient roadway network and quality infrastructure to support the growing population.

### CUSTOMERS

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

### SERVICES PROVIDED

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

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
● Construction plans reviewed	56	43	45	42
● # of on-going projects (Transportation/Facilities)	15/9	14/7	20/13	15/10
● CIP design contracts initiated	16	9	8	8
● Design contracts completed	9	11	9	9
● CIP projects constructed	12	10	11	10
● Citizen Transportation Inquiries/Requests	190	200	200	210
● Transportation Predevelopment Meetings Attended	95	90	90	90
● Transportation Plan Reviews	48	45	45	42
● Transportation Plat Reviews	35	30	25	25
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
● Design contracts completed on schedule	9	11	9	9
● Project designs (under/over) budget	9/0	11/0	9/0	9/0
● Project construction budgets (under/over)	11/1	10/0	11/0	10/0

## ENGINEERING

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 713,759	\$ 858,819	\$ 858,819	\$ 162,728	\$ 1,021,547
MATERIALS AND SUPPLIES	4,899	12,550	9,500	(2,788)	9,762
MAINTENANCE	1,367	900	700	-	900
OCCUPANCY	3,385	3,790	3,300	(1,811)	1,979
CONTRACTUAL SERVICES	285,166	327,298	291,486	(1,465)	325,833
OTHER CHARGES	12,974	16,895	13,450	(35)	16,860
CAPITAL OUTLAY	200,000	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,221,550</b>	<b>\$ 1,220,252</b>	<b>\$ 1,177,255</b>	<b>\$ 156,629</b>	<b>\$ 1,376,881</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
DIRECTOR OF ENGINEERING	1	1	1
SENIOR ENGINEER	1	2	2
SENIOR ENGINEERING ASSOCIATE	3	3	3
UTILITY INSPECTOR	1	1	1
ENGINEERING TECHNICIAN	0	0	0
PROJECT MANAGER	1	2	2
STORMWATER COORDINATOR	0	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
<b>TOTAL</b>	<b>8</b>	<b>11</b>	<b>11</b>

## FINANCE

### DEPARTMENTAL MISSION STATEMENT

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

### DEPARTMENTAL VISION STATEMENT

To have staff, systems, and processes in place to allow our department to serve our customers in the most customer service friendly, efficient, and effective way, and to be renowned as one of the best finance department in a mid-sized city in Texas.

### 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; bondholders; utility customers; ETJ residents; utilities; local businesses.
- **ULTIMATE:** Our ultimate customers are the residential and corporate citizens of Cedar Park. They are our ultimate customer because the city is entrusted with their public funds.

### SERVICES PROVIDED

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

### PERFORMANCE INDICATORS

PERFORMANCE INDICATOR	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
● Payroll checks issued	626	550	232	200
● Direct deposits processed	13,787	15,000	14,927	15,200
● # of Budget Amendments necessary during the year	5	4	7	5
● Purchase orders issued	288	300	280	300
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
● % of payroll on direct deposit	96.0%	96.0%	98.5%	98.7%
● % of AP invoices paid within 30 days	93.0%	96.0%	88.5%	90.0%
● % of monthly reports delivered to Council w/in 30 days of month end	N/A	100.0%	tbd	100.0%
● % of quarterly reports delivered to Council w/in 30 days of quarter end	N/A	100.0%	tbd	100.0%
● The investment portfolio meets or exceeds benchmarks	N/A	Yes	Yes	Yes
● Receipt of Annual GFOA Award of Excellence in Financial Reporting	Yes	Yes	Yes	Yes
● Production of Structurally Balanced Budget	Yes	Yes	Yes	Yes

## FINANCE

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 553,701	\$ 679,634	\$ 669,634	\$ 63,607	\$ 743,241
MATERIALS AND SUPPLIES	2,601	3,000	3,000	2,250	5,250
OCCUPANCY	1,857	1,200	1,200	1,273	2,473
CONTRACTUAL SERVICES	283,744	333,953	317,891	(3,773)	330,180
OTHER CHARGES	13,492	20,022	19,572	5,655	25,677
CAPITAL OUTLAY	-	-	-	3,500	3,500
<b>TOTAL</b>	<b>\$ 855,396</b>	<b>\$ 1,037,809</b>	<b>\$ 1,011,297</b>	<b>\$ 72,512</b>	<b>\$ 1,110,321</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
DIRECTOR OF FINANCE	1	1	1
ASSISTANT DIRECTOR OF FINANCE	1	1	1
ACCOUNTING MANAGER	1	1	1
PURCHASING MANAGER	1	1	1
BUYER	0	0	1
BUDGET MANAGER	1	1	1
BUDGET AND GRANT COORDINATOR	0	0	0
ACCOUNTANT	1	1	1
ACCOUNTING TECHNICIAN II	1	1	1
ACCOUNTING TECHNICIAN	0	0	0
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>8</b>

## FIRE SERVICES - TOTAL

### DEPARTMENTAL MISSION STATEMENT

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

### DEPARTMENTAL VISION STATEMENT

The Cedar Park Fire Department will be the best fire department in the American fire service.

### CUSTOMERS

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

### SERVICES PROVIDED

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

## FIRE SERVICES - TOTAL

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
• Total Emergency Incidents	5,650	6,000	5,750	5,825
• Fire Marshal Activity	2,540	3,000	3,760	3,800
• # of Tours/Public Education Events	175	175	121	150
• Training hours complete	15,500	16,000	15,600	16,500
• Emergency Management Exercises	2	4	2	4
• Emergency Management Plan Annexes Developed/Reviewed	9	2	-	3
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
• ISO Rating	1	1	1	1
• % of Turn-out Time Less Than 90 Seconds	80.2%	90.0%	79.2%	90.0%
• EMS Call Median Turn Out Time	1:03	1:00	1:06	1:00
• % of Travel Time Less Than 4 Minutes	40.1%	50.0%	39.6%	50.0%
• Fire Calls as % of Total Calls	29.3%	28.0%	2.0%	2.0%
• Medical Calls/Vehicle Accident Calls as % of Total Calls	70.7%	72.0%	71.3%	72.5%
• False Alarm Calls as % of Total Calls	7.2%	7.0%	8.8%	7.5%
• % of 360 Evaluations on All Officers	100.0%	100.0%	100.0%	100.0%
• % of Fire Inspection Given to Apartments	75.0%	100.0%	76.8%	80.0%
Restaurants	40.0%	50.0%	21.3%	50.0%
Nightclubs	100.0%	100.0%	0.0%	100.0%
• % of Fires Contained in Room of Origin	66.7%	70.0%	60.0%	70.0%
• % of Dollar Value Saved on Property With Fire Loss	85.0%	85.0%	94.0%	85.0%
• Percent of traffic accidents cleared within 40 minutes.	85.5%	85.0%	80.7%	85.0%

## FIRE SERVICES - TOTAL

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 5,693,376	\$ 7,888,531	\$ 7,468,287	\$ 937,891	\$ 8,826,422
MATERIALS AND SUPPLIES	183,048	280,199	247,158	(95,429)	184,770
MAINTENANCE	392,842	364,079	401,297	48,315	412,394
OCCUPANCY	93,341	134,961	125,887	1,832	136,793
CONTRACTUAL SERVICES	693,557	1,330,521	1,014,363	(405,356)	925,165
OTHER CHARGES	113,963	259,259	230,300	8,377	267,636
CAPITAL OUTLAY	12,320	1,445,000	273,250	(1,332,800)	112,200
TRANSFERS	283,687	-	2,100,000	-	-
<b>TOTAL</b>	<b>\$ 7,466,134</b>	<b>\$ 11,702,550</b>	<b>\$ 11,860,542</b>	<b>\$ (837,170)</b>	<b>\$ 10,865,380</b>

## FIRE SERVICES - TOTAL

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
<b>CIVIL SERVICE</b>			
ASSISTANT FIRE CHIEF	2	2	2
BATTALION CHIEF	5	5	5
LIEUTENANT	19	19	19
DRIVER/ENGINEER	12	15	15
FIREFIGHTER	35	37	42
<b>CIVIL SERVICE TOTAL</b>	<b>73</b>	<b>78</b>	<b>83</b>
<b>NON-CIVIL SERVICE</b>			
FIRE CHIEF	1	1	1
EMERGENCY MANAGEMENT COORDINATOR	1	1	1
MANAGEMENT ANALYST	1	1	1
ADMINISTRATIVE ASSISTANT	2	2	2
<b>NON-CIVIL SERVICE TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>TOTAL</b>	<b>78</b>	<b>83</b>	<b>88</b>

## FIRE SERVICES - ADMINISTRATION

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 1,027,406	\$ 1,176,874	\$ 1,255,570	\$ 429,589	\$ 1,606,463
MATERIALS AND SUPPLIES	16,077	30,348	21,700	(11,928)	18,420
MAINTENANCE	5,010	3,500	4,050	-	3,500
OCCUPANCY	28,895	31,714	31,700	(2,909)	28,805
CONTRACTUAL SERVICES	86,666	110,207	145,791	44,362	154,569
OTHER CHARGES	95,708	106,037	79,410	20,460	126,497
CAPITAL OUTLAY	-	-	-	112,200	112,200
TRANSFERS	-	150,000	450,000	(150,000)	-
<b>TOTAL</b>	<b>\$ 1,259,761</b>	<b>\$ 1,608,680</b>	<b>\$ 1,988,221</b>	<b>\$ 441,774</b>	<b>\$ 2,050,454</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
<b>CIVIL SERVICE</b>			
ASSISTANT FIRE CHIEF	2	2	2
BATTALION CHIEF	1	1	1
LIEUTENANT	1	1	1
<b>CIVIL SERVICE TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>NON-CIVIL SERVICE</b>			
FIRE CHIEF	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
MANAGEMENT ANALYST	1	1	1
<b>NON-CIVIL SERVICE TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>

## FIRE SERVICES - OPERATIONS

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 5,259,336	\$ 6,176,181	\$ 5,607,315	\$ 461,027	\$ 6,637,208
MATERIALS AND SUPPLIES	92,423	212,753	192,343	(76,051)	136,703
MAINTENANCE	300,964	378,579	390,747	19,815	398,394
OCCUPANCY	89,108	96,862	89,887	8,585	105,447
CONTRACTUAL SERVICES	1,408,196	718,444	716,702	(92,845)	625,599
OTHER CHARGES	48,408	109,722	108,337	(5,500)	104,222
<b>TOTAL</b>	<b>\$ 7,198,434</b>	<b>\$ 7,837,541</b>	<b>\$ 7,340,759</b>	<b>\$ 170,031</b>	<b>\$ 8,007,572</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
<b>CIVIL SERVICE</b>			
BATTALION CHIEF	3	3	3
LIEUTENANT	15	15	15
DRIVER/ENGINEER	12	15	15
FIREFIGHTER	35	37	42
<b>CIVIL SERVICE TOTAL</b>	<b>65</b>	<b>70</b>	<b>75</b>
<b>NON-CIVIL SERVICE</b>			
N/A	0	0	0
<b>NON-CIVIL SERVICE TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>65</b>	<b>70</b>	<b>75</b>

## FIRE SERVICES - FIRE PREVENTION

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 481,467	\$ 580,252	\$ 516,466	\$ (87,636)	\$ 492,616
MATERIALS AND SUPPLIES	8,453	22,473	20,740	(6,745)	15,728
MAINTENANCE	6,337	6,500	5,500	(1,500)	5,000
OCCUPANCY	2,742	2,705	2,300	(164)	2,541
CONTRACTUAL SERVICES	34,927	34,727	34,727	6,190	40,917
OTHER CHARGES	6,205	23,865	23,008	(6,458)	17,407
CAPITAL OUTLAY	-	-	37,822	-	-
<b>TOTAL</b>	<b>\$ 540,131</b>	<b>\$ 670,522</b>	<b>\$ 640,563</b>	<b>\$ (96,313)</b>	<b>\$ 574,209</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
<b>CIVIL SERVICE</b>			
BATTALION CHIEF	1	1	1
LIEUTENANT	3	3	3
<b>CIVIL SERVICE TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>NON-CIVIL SERVICE</b>			
ADMINISTRATIVE ASSISTANT	1	1	1
<b>NON-CIVIL SERVICE TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>

## FIRE SERVICES - EMERGENCY MANAGEMENT

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 84,148	\$ 86,544	\$ 88,936	\$ 3,591	\$ 90,135
MATERIALS AND SUPPLIES	9,004	14,625	12,375	(705)	13,920
MAINTENANCE	3,288	5,500	1,000	-	5,500
OCCUPANCY	1,985	3,680	2,000	(3,680)	-
CONTRACTUAL SERVICES	367,543	117,143	117,143	(13,062)	104,081
OTHER CHARGES	13,578	19,635	19,545	(125)	19,510
CAPITAL OUTLAY	-	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 479,546</b>	<b>\$ 247,127</b>	<b>\$ 240,999</b>	<b>\$ (13,981)</b>	<b>\$ 233,146</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
<b>CIVIL SERVICE</b>			
N/A	0	0	0
<b>CIVIL SERVICE TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-CIVIL SERVICE</b>			
EMERGENCY MANAGEMENT COORDINATOR	1	1	1
<b>NON-CIVIL SERVICE TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>

## HUMAN RESOURCES

### DEPARTMENTAL MISSION STATEMENT

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

### DEPARTMENTAL VISION STATEMENT

The Human Resources Department will create, encourage, and maintain an environment that supports, develops and sustains the well-being of the workforce by facilitating employee development; building fair, consistent, clear and innovative HR solutions; and providing accurate, practical, reliable and timely information for the City's decisions and its employees.

### 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
- Recruitment
- Civil Service
- Labor/Employee Relations
- Classification and Compensation Administration

## HUMAN RESOURCES

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
● # of applications processed	5,007	5,000	5,100	5,000
● # of payroll changes entered	32,630	21,000	28,000	30,000
● # of Workers' Compensation claims processed	49	32	47	40
● # of liability claims (general/automobile)	39	25	35	25
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
● Average number of days to fill a position	92	65	88	65
● Full-Time Turnover rate	9.9%	7.0%	10.2%	7.0%
● Full-Time First Year Turnover rate	17.9%	10.0%	22.5%	10.0%
● Worker's Compensation Modifier	53.0%	59.0%	59.0%	58.0%

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 389,240	\$ 437,050	\$ 332,961	\$ 16,813	\$ 453,863
MATERIALS AND SUPPLIES	2,538	3,000	3,000	(150)	2,850
OCCUPANCY	1,937	1,900	1,000	8	1,908
CONTRACTUAL SERVICES	126,371	106,190	88,189	17,204	123,394
OTHER CHARGES	46,401	78,166	68,521	(25,088)	53,079
<b>TOTAL</b>	<b>\$ 566,487</b>	<b>\$ 626,306</b>	<b>\$ 493,671</b>	<b>\$ 8,788</b>	<b>\$ 635,094</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
DIRECTOR OF HUMAN RESOURCES	1	1	1
ASSISTANT DIRECTOR OF HUMAN RESOURCES	1	1	1
HUMAN RESOURCES PROGRAM MANAGER	1	1	1
HUMAN RESOURCES GENERALIST	1	1	1
CUSTOMER RELATIONS SPECIALIST	1	1	1
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>

## 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.

### DEPARTMENTAL VISION STATEMENT

As the City of Cedar Park continues its tradition of planned projects to accommodate growth and increased services for the community, the IS Department will focus on the following goals:

- Deliver timely and effective responses to customer requirements through teamwork
- Provide vision, leadership and a framework for evaluating emerging technologies and implement proven solutions
- Work with city departments to improve business operations by thoroughly understanding business needs
- Guarantee a reliable communication and computer infrastructure
- Continual development and testing of disaster recovery and business continuity plans
- Develop and maintain technically skilled staff who are competent in current and emerging information Services technologies that provide effective and efficient support
- Ensure effective technical and fiscal management of the departments operations, resources, projects and contracts

### CUSTOMERS

**INTERNAL:** The Information Services Department offers direct support application development and Geographical

- Information to all departments, city council and staff members that utilize the city's network, communications and mission-critical applications.
- **EXTERNAL:** Complex applications used to maintain City records are supported by multiple third-party vendors, and in turn, IT supports each vendor to maintain or enhance City services. Cedar Park IT also communicates with surrounding cities to evaluate and provide more efficient public safety processes and technology.
- **ULTIMATE:** Beyond supporting internal and external customer applications that allow city staff to perform their duties, IS provides support for the following services accessed directly by our citizenry: library patron computers, free Wi-Fi at public facilities, online bill-pay for utilities and the city's phone system. Our fundamental aim is to deliver consistent and efficient services and applications that allow every city employee to effectively serve the Cedar Park community.

### SERVICES PROVIDED

- Desktop Support
- Server Support
- Application Support
- Local and Wide Area Network Support
- Data Backup and Retrieval
- Geographical Information Systems
- Technology Planning and Implementation
- Intranet Site Development
- IT Help Desk
- City-wide VoIP Phone System Support

## INFORMATION SERVICES - TOTAL

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
• Application and data servers	135	140	156	170
• Personal computers	454	470	462	475
• Information technology help calls	5,000	4,200	4,680	4,000
• Network configuration changes	2,888	1,500	6,509	3,200
• Wireless access points supported	92	100	131	150
• Network devices supported	73	75	87	90
• Telephones supported	407	415	332	340
• Printers supported	107	107	96	98
• Other tech devices supported	498	510	394	450
• Building security controlled doors	120	125	166	175
• Overall electronic data supported in terabytes (TB)	527	550	580	615
• Total number of major projects worked	NA	NA	NA	95
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
• % Critical calls cleared in 8 hours	80.0%	96.0%	92.1%	97.0%
• % Non-Critical calls cleared in 48 hours	68.0%	87.0%	75.9%	88.0%
• % of network uptime during business hours	99.8%	99.9%	99.1%	99.9%
• Blocked hacking attempts	142,000	200,000	432M	500M
• Blocked SPAM emails	3.8M	4.0M	7.3M	9.2M

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 463,565	\$ 753,494	\$ 696,513	\$ 207,413	\$ 960,907
MATERIALS AND SUPPLIES	7,274	6,670	6,407	5,112	11,782
MAINTENANCE	21,106	23,675	23,303	-	23,675
OCCUPANCY	105,310	18,380	17,545	21,776	40,156
CONTRACTUAL SERVICES	375,920	596,264	595,464	174,145	770,409
OTHER CHARGES	23,352	40,850	40,300	7,975	48,825
CAPITAL OUTLAY	20,094	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,016,621</b>	<b>\$ 1,439,333</b>	<b>\$ 1,379,532</b>	<b>\$ 416,420</b>	<b>\$ 1,855,753</b>

## INFORMATION SERVICES - TOTAL

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
DIRECTOR OF INFORMATION SERVICES	1	1	1
DIRECTOR OF INFORMATION TECHNOLOGY	0	0	0
ASSISTANT DIRECTOR OF INFORMATION SERVICES	1	1	1
IT PROJECT MANAGER	0	0	1
IT BUSINESS ANALYST	0	0	1
SYSTEMS ENGINEER	1	1	1
SYSTEMS ADMINISTRATOR	1	1	1
NETWORK ADMINISTRATOR	1	1	1
NETWORK & ENTERPRISE ADMINISTRATOR	0	0	0
TECHNICAL SUPPORT/HELP DESK SPECIALIST	2	3	3
APPLICATIONS MANAGER	1	1	1
INFORMATION SYSTEM SPECIALIST	1	1	1
APPLICATIONS SPECIALIST	1	1	1
<b>TOTAL</b>	<b>10</b>	<b>10.5</b>	<b>13</b>

## INFORMATION SERVICES - OPERATIONS

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>BUDGET ADJUSTMENTS</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 476,404	\$ 585,461	\$ 601,299	\$ 221,627	\$ 807,088
MATERIALS AND SUPPLIES	19,317	3,760	3,497	5,257	9,017
MAINTENANCE	32,047	23,675	23,303	-	23,675
OCCUPANCY	113,095	18,380	17,545	18,336	36,716
CONTRACTUAL SERVICES	493,340	573,664	572,914	173,940	747,604
OTHER CHARGES	26,997	28,050	27,865	7,993	36,043
CAPITAL OUTLAY	-	-	-	-	-
TRANSFERS-OUT	147,744	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,161,200</b>	<b>\$ 1,232,990</b>	<b>\$ 1,246,422</b>	<b>\$ 427,153</b>	<b>\$ 1,660,143</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
DIRECTOR OF INFORMATION SERVICES	1	1	1
DIRECTOR OF INFORMATION TECHNOLOGY	0	0	0
ASSISTANT DIRECTOR OF INFORMATION SERVICES	1	1	1
IT PROJECT MANAGER	0	0	1
IT BUSINESS ANALYST	0	0	1
SYSTEMS ENGINEER	1	1	1
SYSTEMS ADMINISTRATOR	1	1	1
NETWORK ADMINISTRATOR	1	1	1
NETWORK & ENTERPRISE ADMINISTRATOR	0	0	0
TECHNICAL SUPPORT/HELP DESK SPECIALIST	2	2.5	3
<b>TOTAL</b>	<b>7</b>	<b>7.5</b>	<b>10</b>

## INFORMATION SERVICES - APPLICATIONS

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ -	\$ 168,033	\$ 95,214	\$ (14,214)	\$ 153,819
MATERIALS AND SUPPLIES	-	2,910	2,910	(146)	2,765
OCCUPANCY	-	-	-	3,440	3,440
CONTRACTUAL SERVICES	-	22,600	22,550	204	22,804
OTHER CHARGES	550	12,800	12,435	(18)	12,783
<b>TOTAL</b>	<b>\$ 550</b>	<b>\$ 206,343</b>	<b>\$ 133,109</b>	<b>\$ (10,733)</b>	<b>\$ 195,610</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
APPLICATIONS MANAGER	1	1	1
INFORMATION SYSTEM SPECIALIST	1	1	1
APPLICATIONS SPECIALIST	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

## 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.

### DEPARTMENTAL VISION STATEMENT

To accomplish the Legal Services Department's mission, current staffing includes three attorneys, one of whom serves primarily as a Municipal Court Prosecutor, and a paralegal who also serves as the Office Manager and Receptionist. The Department expects an increase in the demand for its services especially in the areas of Code Enforcement, Municipal Court, Annexations, Ordinances, Police Public Information Requests, Contracts, Subdivision & Development, Zoning and Economic Development inspired by population growth, low interest rates, and planned development of key properties as well as the City's targeted pursuit of economic development prospects & opportunities. To continue providing quality legal services an emphasis will be placed on continuing legal education, communication and efficiency. The Department's three year plan includes adding an additional Assistant City Attorney.

### CUSTOMERS

**INTERNAL:** The Departments direct internal customers consist of the City Manager, City Staff, Municipal Court and the

- Police Department. The City Attorney assists the City Manager with matters of municipal law and seeks creative solutions to issues within the confines of the law.

**EXTERNAL:** The Departments direct external customers are the City Council and the City Boards and Commissions.

- The City Attorney attends all Council meetings and advises the Council and Board members on various legal issues they encounter. All Board and Commission meetings are attended by an attorney from the Legal Department.

**ULTIMATE:** As with all municipal services, the Legal Services Departments ultimate customer is the City of Cedar Park

- and its citizens. The Legal Services Department prides itself on being a partner with the rest of the City's employees in providing such legal services that promotes the effectiveness of the City and enhances the quality of life of its citizens.

### SERVICES PROVIDED

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

## LEGAL SERVICES

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
• Ordinances/Resolutions Reviewed or Prepared	233	280		
• Legal Opinions Given	752	800	858	
• Contracts/Forms Reviewed or Prepared	303	300	340	
• Council, Board and Commission Meetings Attended	124	103	120	
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
• % of Ordinances and Resolutions Reviewed/Prepared by the Deadline	100%	100%	100%	
• % of Legal Opinions Given by Deadline	100%	100%	100%	
• % of Legal Opinions Successfully Challenged	0%	0%	0%	
• % of Contract Provisions Successfully Challenged	0%	0%	0%	
• % of Contracts/Forms Reviewed by Deadline	100%	100%	100%	
• Council, Board, and Commission Meetings Missed	0%	0%	0%	

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 396,787	\$ 460,168	\$ 450,168	\$ 109,671	\$ 569,839
MATERIALS AND SUPPLIES	1,892	3,121	3,121	2,444	5,565
OCCUPANCY	2,093	1,872	1,872	1,531	3,403
CONTRACTUAL SERVICES	205,159	204,210	204,210	(27,054)	177,156
OTHER CHARGES	11,744	17,202	17,202	1,340	18,542
<b>TOTAL</b>	<b>\$ 617,675</b>	<b>\$ 686,573</b>	<b>\$ 676,573</b>	<b>\$ 134,358</b>	<b>\$ 820,931</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
CITY ATTORNEY	1	1	1
ASSISTANT CITY ATTORNEY	1	1	2
LEGAL ASSISTANT	1	1	1
PROSECUTOR	1	1	1
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>5</b>

## 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.

### DEPARTMENTAL VISION STATEMENT

The Vision of the Cedar Park Public Library is to be welcoming and user-friendly center of information in the community, where people can attend responsive programs and get relevant resources in various formats to improve the quality of their personal, professional or academic lives and leisure time and to expand their financial or business opportunities.

### 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 has a potential interest in the Library's collection, programs, meeting spaces, and operations. These people support the Library as active or potential customers.

### SERVICES PROVIDED

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

## LIBRARY

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
• # of Library visits	284,357	300,000	276,063	285,000
• # of total Library material usage	689,427	725,000	605,937	610,000
• # of registered cardholders	12,322	13,000	12,782	13,000
• # of program attendees	48,258	47,500	54,331	55,000
• # of programs and special events	886	875	1,003	1,000
• # net items added to collection (after withdrawals)	1,223	2,000	2,250	2,500
• # of items in collection per capita	1.57	1.75	1.96	2.00
• Expenditure on Library collection per capita	\$1.73	\$1.50	\$2.42	\$2.35
• % of Library collection less than ten years old	52%	55%	55%	60%

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 950,874	\$ 1,032,819	\$ 1,022,819	\$ 80,608	\$ 1,113,427
MATERIALS AND SUPPLIES	92,311	31,671	30,653	(3,673)	27,998
MAINTENANCE	89,139	79,106	79,277	664	79,770
OCCUPANCY	63,980	67,315	64,040	1,216	68,531
CONTRACTUAL SERVICES	87,529	101,368	104,409	51,935	153,303
OTHER CHARGES	150,810	201,845	201,156	28,787	230,632
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,434,644</b>	<b>\$ 1,514,124</b>	<b>\$ 1,502,354</b>	<b>\$ 159,538</b>	<b>\$ 1,673,662</b>

## LIBRARY

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
LIBRARY DIRECTOR	1	1	1
ASSISTANT LIBRARY DIRECTOR	1	1	1
CIRCULATION SUPERVISOR	2	2	2
YOUTH SERVICES MANAGER	1	1	1
LEAD PUBLIC SERVICES LIBRARIAN	1	1	1
LIBRARIAN	1	1	2
CHILDREN'S PROGRAM ASSISTANT	1	1	1
LEAD LIBRARY GENERALIST	1	1	1
LIBRARY GENERALIST	5.25	5.25	5.25
TECHNICAL SERVICES ASSISTANT	1	1.5	1.5
ADMINISTRATIVE ASSISTANT	1	1	1
LIBRARIAN - PT	1	1	1
LIBRARY AID	1.75	1.75	1.75
<b>TOTAL</b>	<b>19.00</b>	<b>19.50</b>	<b>20.50</b>

## 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.

### DEPARTMENTAL VISION STATEMENT

To foster public trust and confidence in the Cedar Park Municipal Court by ensuring access, justice, and service for all, with integrity, excellence, and innovation.

### CUSTOMERS

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

### SERVICES PROVIDED

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

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
● # of Cases Filed	6,500	6,500	5,900	5,900
● # of Warrants Issued	1,800	1,800	1,500	1,000
● # of Warrants Cleared	1,500	1,500	1,500	1,000
● # of Contested Dockets (trial-related)	1,200	1,200	1,200	1,200
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
● Compliance Rates	65%	65%	60%	60%
● Juvenile Compliance Rates	92%	92%	90%	90%
● % of Initial Appearances Met	82%	82%	75%	82%
● Clearance Rates	97%	100%	110%	100%
● Trial Date Certainty	100%	90%	90%	90%

## MUNICIPAL COURT

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 489,587	\$ 500,226	\$ 465,982	\$ 16,381	\$ 516,607
MATERIALS AND SUPPLIES	2,090	3,700	3,200	(185)	3,515
MAINTENANCE	8,223	10,000	10,000	-	10,000
OCCUPANCY	35,115	43,738	36,950	(5,776)	37,962
CONTRACTUAL SERVICES	5,389	8,715	4,911	22,592	31,307
OTHER CHARGES	24,713	36,080	16,888	1,950	38,030
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 565,118</b>	<b>\$ 602,459</b>	<b>\$ 537,931</b>	<b>\$ 34,962</b>	<b>\$ 637,421</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
COURT ADMINISTRATOR	1	1	1
COURT OPERATIONS SUPERVISOR	1	1	1
SENIOR DEPUTY CLERK	1	1	1
DEPUTY COURT CLERK	4	4	4
JUVENILE CASE MANAGER	1	1	1
JUDGES	1	1	1
BAILIFF	0.5	0.5	0.5
<b>TOTAL</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>

## NON-DEPARTMENTAL

### DEPARTMENTAL MISSION STATEMENT

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

### SERVICES PROVIDED

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

### DEPARTMENTAL TIE TO COUNCIL GOALS

- N/A

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
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- N/A

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 119,668	\$ -	\$ -	\$ 45,000	\$ 45,000
MATERIALS AND SUPPLIES	22,426	20,804	20,804	(2,350)	18,454
MAINTENANCE	54,088	31,500	31,500	15,500	47,000
OCCUPANCY	81,325	101,725	101,725	(15,496)	86,229
CONTRACTUAL SERVICES	701,850	984,693	984,693	123,258	1,107,951
OTHER CHARGES	98,506	73,235	76,525	5,500	78,735
CAPITAL OUTLAY	-	-	-	-	-
CONTINGENCY	14,210	130,000	130,000	(30,000)	100,000
TRANSFERS	154,781	154,782	154,782	-	154,782
<b>TOTAL</b>	<b>\$ 1,246,854</b>	<b>\$ 1,496,739</b>	<b>\$ 1,500,029</b>	<b>\$ 141,412</b>	<b>\$ 1,638,151</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
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N/A

## PARKS AND RECREATION - TOTAL

### DEPARTMENTAL MISSION STATEMENT

The Cedar Park Parks and Recreation Department, with support from other City departments, will provide responsive, effective and efficient maintenance, operation and programming of our park land, sports fields, athletic facilities, recreation center, aquatic facilities and recreational activities and events for all area residents.

### DEPARTMENTAL VISION STATEMENT

The Parks and Recreation Department has a vision for the future that includes providing an even broader variety of high quality recreational opportunities for our residents. The department would also like to attract a larger number of visitors from outside the community to come and experience the natural beauty and hospitality of our community.

### CUSTOMERS

- **INTERNAL:** Our internal customers include the employees in all other city departments. The Parks and Recreation Department provides facilities and events that are open 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 see an increase in their home values as a result of living near a well maintained park.

### SERVICES PROVIDED

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

## PARKS AND RECREATION - TOTAL

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
• # of Park Facility Rentals	2,100	2,200	2,400	2,500
• Avg Daily Attendance at Park Facilities	4,500	4,800	4,800	5,000
• Recreation Center Memberships Sold	5,800	6,200	6,400	6,800
• Attendance at Community Events	41,800	45,000	45,000	50,000
• # of Children Attending Camp Timberwolf	1,030	1,040	1,040	1,040
• Aquatic facilities operated/maintained	4	4	4	4
• Tree Preservation & Landscape plans reviewed	42	45	48	54
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
• Mowing and Edging Schedule Efficiency	1	85.0%	85.0%	90.0%
• Recreation Center Memberships Retained	55.0%	60.0%	55.0%	60.0%
• Recreation Center Annual Cost Recovery	65.0%	68.0%	65.0%	70.0%
• Aquatics Cost Recovery	85.0%	78.0%	78.0%	80.0%
• Vendors at Community Events	99	99	125	150
• Event Sponsors	20	20	25	30
• Camp Timberwolf Cost Recovery	125.0%	117.0%	117.0%	117.0%
• Developed Acreage per Maintenance Employee	32	32	32	32

## PARKS AND RECREATION - TOTAL

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 1,864,372	\$ 2,234,434	\$ 2,301,608	\$ 146,841	\$ 2,381,275
MATERIALS AND SUPPLIES	205,620	221,577	229,923	(8,190)	213,387
MAINTENANCE	230,919	294,449	367,499	(23,900)	270,549
OCCUPANCY	314,114	313,029	322,888	14,627	327,656
CONTRACTUAL SERVICES	374,850	500,590	487,048	(2,968)	497,622
OTHER CHARGES	137,309	208,723	212,870	4,690	213,413
CAPITAL OUTLAY	-	-	47,000	-	-
TRANSFERS	-	-	58,000	-	-
<b>TOTAL</b>	<b>\$ 3,127,184</b>	<b>\$ 3,772,802</b>	<b>\$ 4,026,836</b>	<b>\$ 131,100</b>	<b>\$ 3,903,902</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
DIRECTOR OF PARKS AND RECREATION	1	1	1
ASSISTANT DIRECTOR OF PARKS AND RECREATION	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
PARKS SUPERINTENDENT	1	1	1
PARKS FOREMAN	1	1	1
CREW LEADER	4	4	4
MAINTENANCE WORKER	11	11	11
PARKS ATTENDANT	1	1	1
SEASONAL MAINTENANCE WORKER	0.5	0.5	0.5
RECREATION MANAGER	1	1	1
ATHLETIC PROGRAM MANAGER	1	1	1
RECREATION SPECIALIST	3	3	3
LEAD RECREATION ASSISTANT	0.5	0.5	0.5
RECREATION ASSISTANT - PT	4	4	4
AQUATICS MANAGER	1	1	1
AQUATICS SPECIALIST	1	1	1
RECREATION PROGRAM MANAGER	1	1	1
RECREATION PROGRAM SPECIALIST	1	1	1
<b>TOTAL</b>	<b>35</b>	<b>35</b>	<b>35</b>

## PARKS AND RECREATION - ADMINISTRATION

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 421,368	\$ 397,648	\$ 291,303	\$ (104,807)	\$ 292,841
MATERIALS AND SUPPLIES	11,957	19,767	8,600	(11,030)	8,737
MAINTENANCE	(47)	250	250	-	250
OCCUPANCY	10,860	12,841	12,521	9,173	22,014
CONTRACTUAL SERVICES	64,869	68,535	75,004	8,918	77,453
OTHER CHARGES	70,173	70,352	68,832	(350)	70,002
CAPITAL OUTLAY	-	-	-	-	-
TRANSFER	-	58,000	58,000	(58,000)	-
<b>TOTAL</b>	<b>\$ 579,180</b>	<b>\$ 627,393</b>	<b>\$ 514,510</b>	<b>\$ (156,096)</b>	<b>\$ 471,297</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
DIRECTOR OF PARKS AND RECREATION	1	1	1
ASSISTANT DIRECTOR OF PARKS AND RECREATION	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PARKS AND RECREATION - PARK OPERATIONS

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 736,929	\$ 947,378	\$ 951,985	\$ 42,232	\$ 989,610
MATERIALS AND SUPPLIES	53,591	74,700	78,413	(8,280)	66,420
MAINTENANCE	115,389	102,081	99,081	(1,500)	100,581
OCCUPANCY	90,233	73,110	83,410	10,628	83,738
CONTRACTUAL SERVICES	186,306	214,211	214,200	4,747	218,958
OTHER CHARGES	14,952	19,710	19,610	1,500	21,210
CAPITAL OUTLAY	-	47,000	47,000	(47,000)	-
<b>TOTAL</b>	<b>\$ 1,197,400</b>	<b>\$ 1,478,190</b>	<b>\$ 1,493,699</b>	<b>\$ 2,327</b>	<b>\$ 1,480,517</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PARKS SUPERINTENDENT	1	1	1
PARKS FOREMAN	1	1	1
CREW LEADER	4	4	4
MAINTENANCE WORKER	11	11	11
PARKS ATTENDANT	1	1	1
SEASONAL MAINTENANCE WORKER	0.5	0.5	0.5
<b>TOTAL</b>	<b>18.5</b>	<b>18.5</b>	<b>18.5</b>

## PARKS AND RECREATION - RECREATION CENTER

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 362,535	\$ 346,717	\$ 400,693	\$ 83,764	\$ 430,481
MATERIALS AND SUPPLIES	32,287	29,050	29,050	(650)	28,400
MAINTENANCE	86,187	89,168	129,168	(2,104)	87,064
OCCUPANCY	118,967	135,267	134,167	(9,439)	125,828
CONTRACTUAL SERVICES	152,917	197,213	177,213	(14,196)	183,017
OTHER CHARGES	4,170	9,259	6,259	(250)	9,009
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 757,062</b>	<b>\$ 806,674</b>	<b>\$ 876,550</b>	<b>\$ 57,125</b>	<b>\$ 863,799</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
RECREATION MANAGER	1	1	1
ATHLETIC PROGRAM MANAGER	1	1	1
RECREATION SPECIALIST	3	3	3
LEAD RECREATION ASSISTANT	0.5	0.5	0.5
RECREATION ASSISTANT - PT	4	4	4
<b>TOTAL</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>

## PARKS AND RECREATION - AQUATICS

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 442,953	\$ 449,431	\$ 455,629	\$ 6,967	\$ 456,398
MATERIALS AND SUPPLIES	57,811	40,805	46,805	2,086	42,891
MAINTENANCE	90,588	144,554	138,500	(62,400)	82,154
OCCUPANCY	84,823	90,264	91,243	3,788	94,052
CONTRACTUAL SERVICES	19,580	19,548	19,548	(2,340)	17,208
OTHER CHARGES	3,528	2,945	5,004	3,790	6,735
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 699,283</b>	<b>\$ 747,547</b>	<b>\$ 756,729</b>	<b>\$ (48,109)</b>	<b>\$ 699,438</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
AQUATICS MANAGER	1	1	1
AQUATICS SPECIALIST	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>

## PARKS AND RECREATION - COMMUNITY RECREATION

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 192,787	\$ 210,434	\$ 201,997	\$ 1,511	\$ 211,945
MATERIALS AND SUPPLIES	45,726	68,355	67,055	(1,416)	66,939
MAINTENANCE	13	500	500	-	500
OCCUPANCY	834	1,547	1,547	477	2,024
CONTRACTUAL SERVICES	1,083	1,083	1,083	(97)	986
OTHER CHARGES	89,903	106,457	113,165	-	106,457
<b>TOTAL</b>	<b>\$ 330,345</b>	<b>\$ 388,376</b>	<b>\$ 385,347</b>	<b>\$ 475</b>	<b>\$ 388,851</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
RECREATION PROGRAM MANAGER	1	1	1
RECREATION PROGRAM SPECIALIST	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>

## POLICE SERVICES- TOTAL

### DEPARTMENTAL MISSION STATEMENT

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

### CORE VALUES

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

### DEPARTMENTAL VISION STATEMENT

The vision of the Cedar Park Police Department is to enhance professionalism through excellence, working in partnership with our community to make Cedar Park one of the safest cities in Texas. We strive to make Cedar Park a community where our residents feel safe, and are safe, with a high quality of life in which to live, work and play.

### 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
- Traffic Direction and Control
- Public Safety Communication, Dispatching
- Report and Record Management
- Evidence and Property Control
- Community Services
- Crime Prevention
- First Response to Criminal Incidents
- Animal Cruelty Investigations
- Emergency Response to Injured Animals
- Field Return and Impounded Animals

## POLICE SERVICES- TOTAL

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
● Part I Crimes Reported	1,645	1,500	1,714	1,844
● Traffic Enforcement Contacts	21,476	9,500	20,964	20,975
● Traffic Enforcement Violations Issued	5,323	6,000	4,873	5,020
● Felony Charges	621	500	753	828
● Misdemeanor Charges	2,054	2,000	1,925	1,975
● Calls for Animal Control services	3,728	3,100	4,100	4,150
● Impounded animals	759	600	830	850
● Animal Control Citations issued	56	120	45	50
● Animal Control Warnings issued	1,191	1,250	1,140	1,175
● Registration	658	750	625	650
● Open Records Requests	1,457	1,300	1,550	1,650
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
● Emergency call average response time in minutes	6.50	6.40	6.53	6.40
● Non-emergency call average response time in minutes	10.45	9.15	9.88	9.50
● % of emergency calls within the response time of 5 minutes or less	50.43%	50.0%	49.7%	50.0%
● Crime Rate of under 2,000 index crimes per 100,000 population	<2000	<2000	<2000	<2000
● Clearance rate of Part 1 Offenses	39.3%	40.0%	32.4%	35.0%
● Field Release of Impounded Animals prior to being transported to the Shelter	580	450	650	650

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 8,175,596	\$ 10,836,418	\$ 10,501,561	\$ 1,028,263	\$ 11,864,681
MATERIALS AND SUPPLIES	487,143	636,719	638,601	(152,777)	483,943
MAINTENANCE	183,096	207,350	219,591	(5,300)	202,050
OCCUPANCY	208,370	237,377	229,086	8,251	245,628
CONTRACTUAL SERVICES	1,276,592	2,053,867	2,060,978	24,854	2,078,721
OTHER CHARGES	255,036	402,178	410,055	20,297	422,475
CAPITAL OUTLAY	121,704	47,000	224,256	62,700	109,700
TRANSFERS	567,702	-	-	-	-
<b>TOTAL</b>	<b>\$ 11,275,238</b>	<b>\$ 14,420,909</b>	<b>\$ 14,284,128</b>	<b>\$ 986,288</b>	<b>\$ 15,407,197</b>

## POLICE SERVICES- TOTAL

PERSONNEL SUMMARY			
POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
<b>CIVIL SERVICE</b>			
ASSISTANT POLICE CHIEF	1	1	1
COMMANDER	2	2	2
LIEUTENANT	4	4	4
SERGEANT	10	10	11
CORPORAL/DETECTIVE	18	18	18
POLICE OFFICER	53	55	57
<b>CIVIL SERVICE TOTAL</b>	<b>88</b>	<b>90</b>	<b>93</b>
<b>NON-CIVIL SERVICE</b>			
POLICE CHIEF	1	1	1
PUBLIC SAFETY MEDIA SPECIALIST	1	1	1
SYSTEMS ADMINISTRATOR	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
COMM. AND RECORDS STAFF MANAGER	1	1	1
COMMUNICATIONS SUPERVISOR	4	4	4
DISPATCHER	12	12	12
9-1-1 CALL TAKER	1	1	2
RECORDS SUPERVISOR	1	1	1
RECORDS CLERK	2	2	2
ADMINISTRATIVE TECHNICIAN	1	1	1
EVIDENCE AND PROPERTY SUPERVISOR	1	1	1
CRIME SCENE EVIDENCE TECHNICIAN	2	3	3
CRIME ANALYST	1	1	1
MANAGEMENT ANALYST	1	1	1
PD LOGISTICS COORDINATOR	1	1	1
ANIMAL CONTROL SUPERVISOR	1	1	1
ANIMAL CONTROL OFFICER	3	3	3
VICTIM SERVICES COORDINATOR	1	1	1
<b>NON-CIVIL SERVICE TOTAL</b>	<b>37</b>	<b>38</b>	<b>39</b>
<b>TOTAL</b>	<b>125</b>	<b>128</b>	<b>132</b>

## POLICE - ADMINISTRATION

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 1,172,358	\$ 1,313,020	\$ 1,686,551	\$ 640,444	\$ 1,953,464
MATERIALS AND SUPPLIES	34,746	54,752	47,479	(17,189)	37,563
MAINTENANCE	87,746	55,500	66,391	-	55,500
OCCUPANCY	219,890	207,332	207,032	17,450	224,782
CONTRACTUAL SERVICES	120,215	135,923	135,923	58,183	194,106
OTHER CHARGES	102,030	111,959	113,314	(248)	111,712
CAPITAL OUTLAY	-	-	-	-	-
TRANSFERS	450,000	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,736,984</b>	<b>\$ 1,878,486</b>	<b>\$ 2,256,690</b>	<b>\$ 698,641</b>	<b>\$ 2,577,127</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
<b>CIVIL SERVICE</b>			
ASSISTANT POLICE CHIEF	1	1	1
COMMANDER	2	2	2
LIEUTENANT	4	4	4
<b>CIVIL SERVICE TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>NON-CIVIL SERVICE</b>			
POLICE CHIEF	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
SYSTEMS ADMINISTRATOR	1	1	1
<b>NON-CIVIL SERVICE TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>

## POLICE - OPERATIONS

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 5,240,970	\$ 5,994,294	\$ 5,194,312	\$ (249,743)	\$ 5,744,551
MATERIALS AND SUPPLIES	203,512	342,266	348,411	(16,812)	325,454
MAINTENANCE	109,524	134,500	134,500	2,000	136,500
OCCUPANCY	8,007	11,288	11,288	(2,203)	9,085
CONTRACTUAL SERVICES	568,317	594,173	594,173	90,022	684,195
OTHER CHARGES	161,302	158,586	159,504	8,915	167,501
CAPITAL OUTLAY	46,465	47,000	181,821	700	47,700
<b>TOTAL</b>	<b>\$ 6,338,096</b>	<b>\$ 7,282,107</b>	<b>\$ 6,624,009</b>	<b>\$ (167,121)</b>	<b>\$ 7,114,986</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
<b>CIVIL SERVICE</b>			
SERGEANT	7	7	7
CORPORAL/DETECTIVE	6	6	6
POLICE OFFICER	51	53	55
<b>CIVIL SERVICE TOTAL</b>	<b>64</b>	<b>66</b>	<b>68</b>
<b>NON-CIVIL SERVICE</b>	0	0	0
<b>NON-CIVIL SERVICE TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>64</b>	<b>66</b>	<b>68</b>

## POLICE - COMMUNICATIONS AND RECORDS

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 1,064,049	\$ 1,100,521	\$ 1,125,130	\$ 168,728	\$ 1,269,249
MATERIALS AND SUPPLIES	10,626	69,000	69,435	(61,300)	7,700
MAINTENANCE	503	1,000	1,000	-	1,000
OCCUPANCY	610	-	314	636	636
CONTRACTUAL SERVICES	407,461	435,739	439,243	29,073	464,812
OTHER CHARGES	28,020	25,939	27,629	1,467	27,406
CAPITAL OUTLAY	13,565	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,524,834</b>	<b>\$ 1,632,199</b>	<b>\$ 1,662,751</b>	<b>\$ 138,604</b>	<b>\$ 1,770,803</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
<b>CIVIL SERVICE</b>			
N/A	0	0	0
<b>CIVIL SERVICE TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-CIVIL SERVICE</b>			
COMM. AND RECORDS STAFF MANAGER	1	1	1
COMMUNICATIONS SUPERVISOR	4	4	4
DISPATCHER	12	12	12
9-1-1 CALL TAKER	1	1	2
RECORDS SUPERVISOR	1	1	1
RECORDS CLERK	2	2	2
ADMINISTRATIVE TECHNICIAN	1	1	1
<b>NON-CIVIL SERVICE TOTAL</b>	<b>22</b>	<b>22</b>	<b>23</b>
<b>TOTAL</b>	<b>22</b>	<b>22</b>	<b>23</b>

## POLICE - SUPPORT

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 1,874,744	\$ 2,245,215	\$ 2,295,256	\$ 447,684	\$ 2,692,899
MATERIALS AND SUPPLIES	85,593	141,646	148,329	(43,138)	98,508
MAINTENANCE	3,231	12,300	13,600	(7,300)	5,000
OCCUPANCY	8,519	17,221	8,916	(7,627)	9,594
CONTRACTUAL SERVICES	107,641	110,912	114,519	(46,431)	64,481
OTHER CHARGES	96,933	91,464	97,773	8,592	100,056
CAPITAL OUTLAY	33,240	-	42,435	62,000	62,000
<b>TOTAL</b>	<b>\$ 2,209,900</b>	<b>\$ 2,618,758</b>	<b>\$ 2,720,828</b>	<b>\$ 413,780</b>	<b>\$ 3,032,538</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
<b>CIVIL SERVICE</b>			
SERGEANT	3	3	4
CORPORAL/DETECTIVE	12	12	12
POLICE OFFICER	2	2	2
<b>CIVIL SERVICE TOTAL</b>	<b>17</b>	<b>17</b>	<b>18</b>
<b>NON-CIVIL SERVICE</b>			
EVIDENCE AND PROPERTY SUPERVISOR	1	1	1
PUBLIC SAFETY MEDIA SPECIALIST	1	1	1
CRIME SCENE EVIDENCE TECHNICIAN	2	3	3
CRIME ANALYST	1	1	1
MANAGEMENT ANALYST	1	1	1
PD LOGISTICS COORDINATOR	1	1	1
VICTIM SERVICES COORDINATOR	1	1	1
<b>NON-CIVIL SERVICE TOTAL</b>	<b>8</b>	<b>9</b>	<b>9</b>
<b>TOTAL</b>	<b>25</b>	<b>26</b>	<b>27</b>

## POLICE - ANIMAL CONTROL

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 179,559	\$ 196,658	\$ 200,312	\$ 7,860	\$ 204,518
MATERIALS AND SUPPLIES	9,505	29,055	24,947	(14,338)	14,718
MAINTENANCE	6,592	4,050	4,100	-	4,050
OCCUPANCY	1,300	1,536	1,536	(5)	1,531
CONTRACTUAL SERVICES	160,282	777,120	777,120	(105,994)	671,126
OTHER CHARGES	6,412	14,230	11,835	1,570	15,800
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 363,650</b>	<b>\$ 1,022,649</b>	<b>\$ 1,019,850</b>	<b>\$ (110,906)</b>	<b>\$ 911,743</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
<b>CIVIL SERVICE</b>			
N/A	0	0	0
<b>CIVIL SERVICE TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-CIVIL SERVICE</b>			
ANIMAL CONTROL SUPERVISOR	1	1	1
ANIMAL CONTROL OFFICER	3	3	3
<b>NON-CIVIL SERVICE TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>

## PUBLIC WORKS - TOTAL

### DEPARTMENTAL MISSION STATEMENT

The 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.

### DEPARTMENTAL VISION STATEMENT

The Field Operations Department Vision within the next three years is to add three (3) new FTEs to increase right-of-way maintenance and transportation infrastructure efforts in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), pavement management plan, technical criteria manuals and standard engineering practices. The department also intends to certify two additional mechanics as Emergency Vehicle Technicians.

### 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.

## PUBLIC WORKS - TOTAL

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
• # of center street lane miles	272	272	280	282
• # of signals owned/maintained	17	18 / 53	19 / 55	20 / 56
# of streetlights	4010	4,040	4,114	4,150
• # of lane miles crack sealed	43	80	191	200
• Sq Ft of Asphalt repairs	8,600	8,000	13,173	13,500
• # of sidewalks repairs	131	110	134	130
• # of Cedar Park signals maintained	52	53	55	56
• # of signal inspections	72	72	55	56
• # of signal work orders	190	425	503	500
• signal malfunctions investigated	100	100	61	55
• # of street light repairs	421	600	400	400
• # of fleet work orders	1006	1,100	1,022	1,020
• # of vehicles maintained	240	240	252	260
• # of pieces of equipment maintained	138	138	143	150
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
• # of miles streets swept per year	1,555	1,500	1,600	1,600
• Avg # of hours to correct signal detection repair	2	2	2	2
• Avg # of days to repair streetlight	10	10	10	10
• % of street light inspections performed quarterly	100	100	100	100
• % of signals given quarterly maint.	100	100	100	100
• Avg # of days to process fleet work orders	2.5	2	2.0	2
• Avg # of days to process facility maint. work order	1	1	1	1
• Avg # of days a police car is out of service	3	3	3	2
• Avg # of days a Fire Truck is out of service	8	8	6	6

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 1,304,372	\$ 2,144,380	\$ 2,058,590	\$ 147,539	\$ 2,291,919
MATERIALS AND SUPPLIES	583,789	974,917	936,100	(31,407)	943,510
MAINTENANCE	396,253	443,256	427,460	(1,175)	442,081
OCCUPANCY	494,305	545,200	543,600	(12,840)	532,360
CONTRACTUAL SERVICES	165,455	343,747	328,958	135,180	478,927
OTHER CHARGES	49,542	78,525	59,175	(1,610)	76,915
CAPITAL OUTLAY	24,486	231,500	390,000	98,500	330,000
TRANSFERS-OUT	463,000	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,481,202</b>	<b>\$ 4,761,525</b>	<b>\$ 4,743,882</b>	<b>\$ 334,187</b>	<b>\$ 5,095,712</b>

**PUBLIC WORKS - TOTAL**

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
SUPERINTENDENT OF PUBLIC WORKS	1	1	1
FOREMAN - STREETS	2	2	2
CREW LEADER	1	1	1
EQUIPMENT OPERATOR	6	6	6
MAINTENANCE WORKER	7	7	9
TRAFFIC SIGNAL ENGINEER	1	1	1
FOREMAN - TRAFFIC SIGNAL	1	1	1
TRAFFIC SIGNAL TECHNICIAN I/II	0	3	3
FLEET MANAGER	1	1	1
SERVICE WRITER	0	0	1
EQUIPMENT MECHANIC I/II	6	6	5
FACILITY MAINTENANCE COORDINATOR	1	1	1
FACILITY MAINTENANCE TECHNICIAN	1	1	1
DRAINAGE FOREMAN	0	1	1
DRAINAGE EQUIPMENT OPERATOR	0	1	2
DRAINAGE MAINTENANCE WORKER	0	1	2
<b>TOTAL</b>	<b>28</b>	<b>34</b>	<b>38</b>

**PUBLIC WORKS - STREET MAINTENANCE**

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 750,741	\$ 959,316	\$ 945,690	\$ 106,778	\$ 1,066,094
MATERIALS AND SUPPLIES	614,691	826,035	809,700	(8,253)	817,782
MAINTENANCE	142,709	144,050	143,000	-	144,050
OCCUPANCY	515,200	531,300	530,600	(3,212)	528,088
CONTRACTUAL SERVICES	394,912	293,500	285,500	106,396	399,896
OTHER CHARGES	25,318	28,700	24,150	2,500	31,200
CAPITAL OUTLAY	9,855	85,000	113,000	(85,000)	-
<b>TOTAL</b>	<b>\$ 2,453,426</b>	<b>\$ 2,867,901</b>	<b>\$ 2,851,640</b>	<b>\$ 119,209</b>	<b>\$ 2,987,110</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
SUPERINTENDENT OF PUBLIC WORKS	1	1	1
FOREMAN	2	2	2
CREW LEADER	1	1	1
EQUIPMENT OPERATOR	6	6	6
MAINTENANCE WORKER	7	7	9
<b>TOTAL</b>	<b>17</b>	<b>17</b>	<b>19</b>

**PUBLIC WORKS - SIGNAL AND LIGHT MAINTENANCE**

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 302,633	\$ 348,378	\$ 330,749	\$ 28,834	\$ 377,212
MATERIALS AND SUPPLIES	50,246	65,760	66,500	(302)	65,458
MAINTENANCE	88,820	219,981	220,100	(1,175)	218,806
OCCUPANCY	6,919	8,236	8,200	(4,309)	3,927
CONTRACTUAL SERVICES	1,574	1,281	(7,178)	18,776	20,057
OTHER CHARGES	9,098	15,280	12,000	(2,110)	13,170
CAPITAL OUTLAY	123,350	120,000	130,500	210,000	330,000
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 582,640</b>	<b>\$ 778,916</b>	<b>\$ 760,871</b>	<b>\$ 249,714</b>	<b>\$ 1,028,630</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
FOREMAN - TRAFFIC SIGNAL	1	1	1
TRAFFIC SIGNAL ENGINEER	1	1	1
TRAFFIC SIGNAL TECHNICIAN II	1	1	1
TRAFFIC SIGNAL TECHNICIAN I	2	2	2
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>

**PUBLIC WORKS - EQUIPMENT MAINTENANCE**

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 428,614	\$ 460,261	\$ 459,432	\$ 12,365	\$ 472,626
MATERIALS AND SUPPLIES	21,634	21,775	20,500	4,005	25,780
MAINTENANCE	25,946	28,500	18,660	-	28,500
OCCUPANCY	2,341	3,300	3,000	(2,955)	345
CONTRACTUAL SERVICES	27,489	27,391	27,091	(1,324)	26,067
OTHER CHARGES	12,562	16,525	10,025	(2,000)	14,525
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 518,585</b>	<b>\$ 557,752</b>	<b>\$ 538,708</b>	<b>\$ 10,091</b>	<b>\$ 567,843</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
FLEET MANAGER	1	1	1
SERVICE WRITER	-	-	1
EQUIPMENT MECHANIC II	4	4	3
EQUIPMENT MECHANIC I	2	2	2
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>

**PUBLIC WORKS - FACILITY MAINTENANCE**

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 107,195	\$ 114,726	\$ 122,194	\$ 2,946	\$ 117,672
MATERIALS AND SUPPLIES	3,405	4,690	3,250	(357)	4,333
MAINTENANCE	42,558	44,525	43,800	-	44,525
OCCUPANCY	1,332	1,864	1,800	(1,864)	-
CONTRACTUAL SERVICES	5,489	5,489	5,489	(1,470)	4,019
OTHER CHARGES	1,658	5,920	2,000	-	5,920
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 161,638</b>	<b>\$ 177,214</b>	<b>\$ 178,533</b>	<b>\$ (745)</b>	<b>\$ 176,469</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
FACILITY MAINTENANCE COORDINATOR	1	1	1
FACILITY MAINTENANCE TECHNICIAN	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>

## PUBLIC WORKS - DRAINAGE MAINTENANCE

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 BUDGET</b>
PERSONNEL SERVICES	\$ 174,715	\$ 261,699	\$ 200,526	\$ (3,384)	\$ 258,315
MATERIALS AND SUPPLIES	10,961	56,657	36,150	(26,499)	30,158
MAINTENANCE	33	6,200	1,900	-	6,200
OCCUPANCY	-	500	-	(500)	-
CONTRACTUAL SERVICES	1,020	16,086	18,056	12,802	28,888
OTHER CHARGES	5,434	12,100	11,000	-	12,100
CAPITAL OUTLAY	-	146,500	146,500	(146,500)	-
TRANSFERS-OUT	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 192,163</b>	<b>\$ 499,742</b>	<b>\$ 414,132</b>	<b>\$ (164,082)</b>	<b>\$ 335,661</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>
DRAINAGE FOREMAN	0	1	1
DRAINAGE EQUIPMENT OPERATOR	1	2	2
DRAINAGE MAINTENANCE WORKER	1	2	2
<b>TOTAL</b>	<b>2</b>	<b>5</b>	<b>5</b>

## 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.

### DEPARTMENTAL VISION STATEMENT

Position Cedar Park as a destination city with economically viable and sustainable resources to encourage visitor attendance and involvement at local attractions where people of different ages and diverse interests will find an exciting, interesting, and entertaining place to visit.

### 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

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
● # of media stories relating to Cedar Park travel and tourism activities.	5	4	4	5
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
● Occupancy rate	60%	70%	70%	68%
● Expend at least 20% of hotel tax proceeds on marketing, advertising and promotions	22%	20%	20%	25%
● Number of website hits.	75,000	72,000	75,000	75,000
● Increase number of inquiries resulting from advertisements	20,000	32,000	33,000	40,000

## TOURISM

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
PERSONNEL SERVICES	\$ 88,607	\$ 98,171	\$ 56,737	\$ (3,877)	\$ 94,294
MATERIALS AND SUPPLIES	-	1,000	1,000	(50)	950
MAINTENANCE	-	1,207	1,207	-	1,207
OCCUPANCY	4,026	6,191	6,312	(2,250)	3,941
CONTRACTUAL SERVICES	2,543	2,067	2,385	2,251	4,318
OTHER CHARGES	20	50	50	(3)	48
<b>TOTAL</b>	<b>\$ 95,197</b>	<b>\$ 108,686</b>	<b>\$ 67,691</b>	<b>\$ (3,929)</b>	<b>\$ 104,757</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
TOURISM AND COMMUNITY DEVELOPMENT MANAGER	0.5	0.5	0.5
TOURISM SERVICES MANAGER	1	1	1
<b>TOTAL</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

## **ENTERPRISE FUNDS**

The Enterprise Funds include business-like governmental activities which are intended to be self-supporting and fund the operation, maintenance, and capital improvements related to the enterprise services. For Cedar Park, these funds are the Utility Fund and Solid Waste Fund. The Enterprise Funds section includes revenue summary information, expenditure summary information, and Utility Fund departmental detail information.

Note: Professional and technical vocabulary and abbreviations are defined in the Budget Glossary located in the Appendix Section.

## UTILITY FUND

### DESCRIPTION

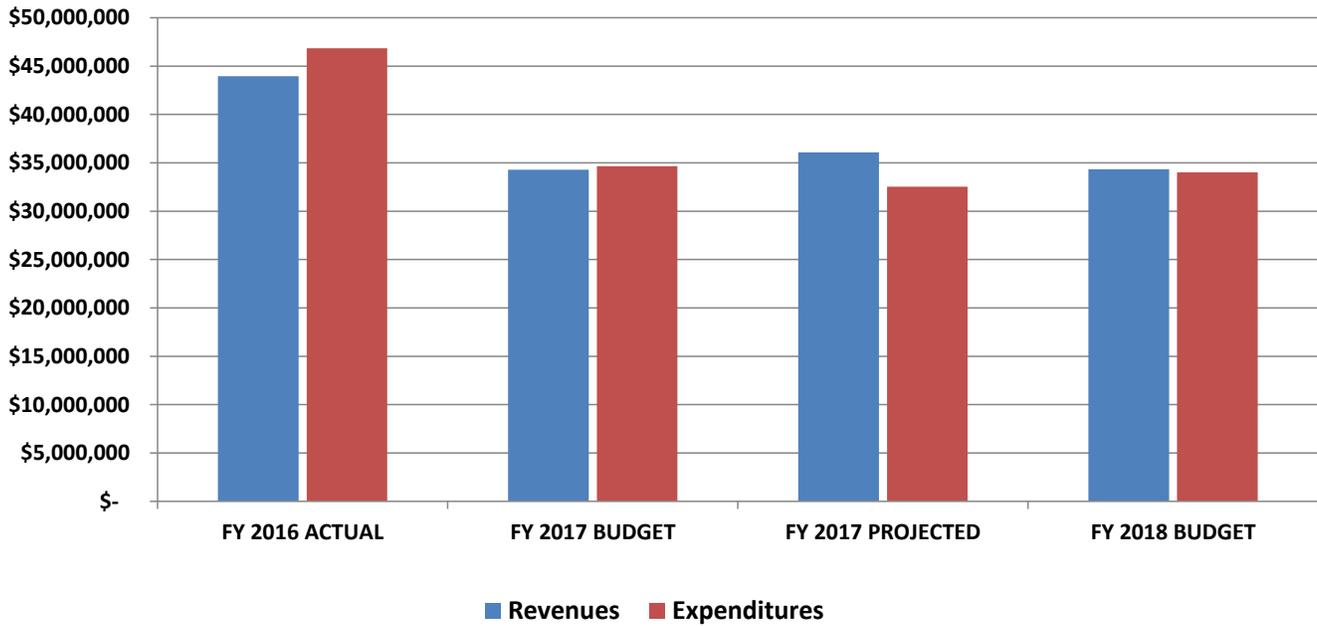
The Utility Fund was established to account for all revenues and expenditures associated with the operation and maintenance of all City water distribution, wastewater treatment, and water treatment activities. Revenue is generated primarily through water sales, sewer billings, and transfers from the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

	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	PROPOSED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ 12,967,532	\$ 13,847,798	\$ 10,064,935	\$ 13,634,426
<b>REVENUES</b>				
Water Sales	\$ 17,448,337	\$ 18,649,285	\$ 18,821,320	\$ 19,144,550
Sewer Billings	11,654,731	10,993,153	12,034,907	12,260,031
Late Charges	297,216	401,774	317,449	323,388
Interest Income	170,206	203,315	178,427	181,765
Transfers	13,601,790	3,384,134	3,878,134	1,553,550
Other Charges	771,052	656,738	861,206	877,315
<b>TOTAL REVENUE</b>	<b>\$ 43,943,332</b>	<b>\$ 34,288,399</b>	<b>\$ 36,091,445</b>	<b>\$ 34,340,599</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 56,910,864</b>	<b>\$ 48,136,197</b>	<b>\$ 46,156,379</b>	<b>\$ 47,975,025</b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Salaries And Benefits	\$ 4,726,973	\$ 5,652,353	\$ 5,083,550	\$ 5,790,384
Materials And Supplies	744,482	926,744	804,024	930,796
Repairs And Maintenance	599,480	796,470	722,461	814,970
Occupancy	1,540,409	2,093,456	1,735,032	1,701,771
Contractual Services	8,334,010	9,589,531	8,964,413	9,964,723
Other Charges	650,965	769,872	723,991	793,422
Capital Outlay	555,004	375,104	386,568	20,000
<i>Subtotal Operating</i>	<b>\$ 17,151,323</b>	<b>\$ 20,203,530</b>	<b>\$ 18,420,039</b>	<b>\$ 20,016,066</b>
<b>TRANSFERS</b>				
Transfer Out-General Fund	\$ 2,987,649	\$ 3,268,673	\$ 3,268,673	\$ 3,363,259
Transfer Out-Interest/Sinking	13,048,350	7,516,921	7,516,921	7,400,276
Transfer Out- Water	12,898,866	1,633,125	1,283,125	1,745,000
Transfer Out- Wastewater	732,614	2,033,125	2,033,195	1,499,000
Transfer- Facilities Projects	27,129	-	-	-
<i>Subtotal Transfers</i>	<b>\$ 29,694,607</b>	<b>\$ 14,451,844</b>	<b>\$ 14,101,914</b>	<b>\$ 14,007,535</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 46,845,930</b>	<b>\$ 34,655,374</b>	<b>\$ 32,521,953</b>	<b>\$ 34,023,601</b>
<b>ENDING BALANCE</b>	<b>\$ 10,064,935</b>	<b>\$ 13,480,823</b>	<b>\$ 13,634,426</b>	<b>\$ 13,951,423</b>

## UTILITY FUND

### SUMMARY OF REVENUES AND EXPENDITURES

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	FY 2018 BUDGET
Total Revenues	\$ 43,943,332	\$ 34,288,399	\$ 36,091,445	\$ 34,340,599
Total Expenditures	46,845,930	34,655,374	32,521,953	34,023,601
<b>Surplus/(Deficit)</b>	<b>\$ (2,902,598)</b>	<b>\$ (366,975)</b>	<b>\$ 3,569,492</b>	<b>\$ 316,998</b>
Unreserved Fund Balance	\$ 10,064,935	\$ 13,480,823	\$ 13,634,426	\$ 13,951,423

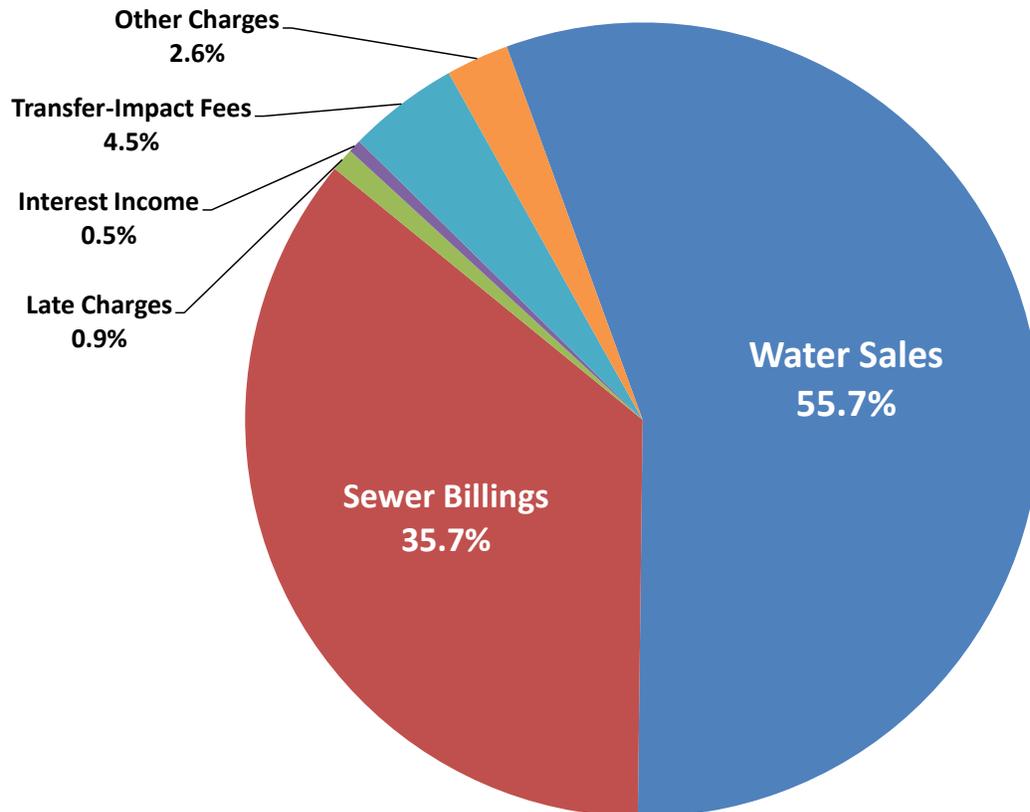


## UTILITY FUND

### REVENUE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	FY 2018 BUDGET	% OF BUDGET	% GROWTH
Water Sales	\$ 17,448,337	\$ 18,649,285	\$ 18,821,321	\$ 19,144,550	55.7%	2.7%
Sewer Billings	11,654,731	10,993,153	12,034,908	12,260,031	35.7%	11.5%
Late Charges	297,216	401,774	317,449	323,388	0.9%	-19.5%
Interest Income	170,206	203,315	178,427	181,765	0.5%	-10.6%
Transfer-Impact Fees	13,601,790	3,384,134	3,878,134	1,553,550	4.5%	N/A
Other Charges	771,052	656,738	861,206	877,315	2.6%	33.6%
<b>Total Utility Fund Revenues</b>	<b>\$ 43,943,332</b>	<b>\$ 34,288,399</b>	<b>\$ 36,091,445</b>	<b>\$ 34,340,599</b>	<b>100.0%</b>	<b>0.2%</b>

### FY 2018 Proposed Revenue

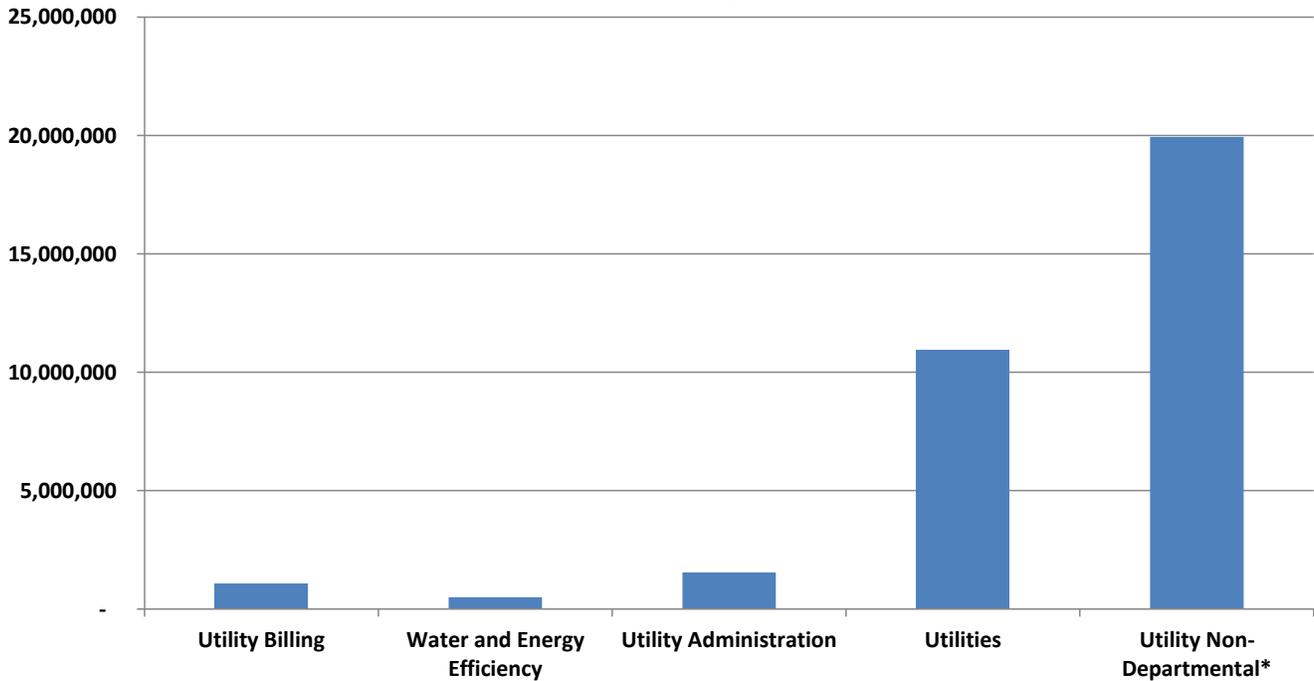


## UTILITY FUND

### EXPENDITURES BY DEPARTMENT

Department	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	FY 2018 BUDGET	% OF BUDGET	% GROWTH
Utility Billing	\$ 1,057,836	\$ 1,083,915	\$ 1,079,270	\$ 1,084,198	3.2%	0.0%
Water and Energy Efficiency	299,102	323,296	432,075	503,276	1.5%	55.7%
Utility Administration	1,353,690	1,708,212	1,463,668	1,543,441	4.5%	-9.6%
Utilities	9,586,177	11,508,922	10,365,505	10,955,061	32.2%	-4.8%
Utility Non-Departmental*	34,549,125	20,031,029	19,181,435	19,937,625	58.6%	-0.5%
<b>Total Expenditures</b>	<b>\$ 46,845,930</b>	<b>\$ 34,655,374</b>	<b>\$ 32,521,953</b>	<b>\$ 34,023,601</b>	<b>100.0%</b>	<b>-1.8%</b>

### Utility Fund by Department



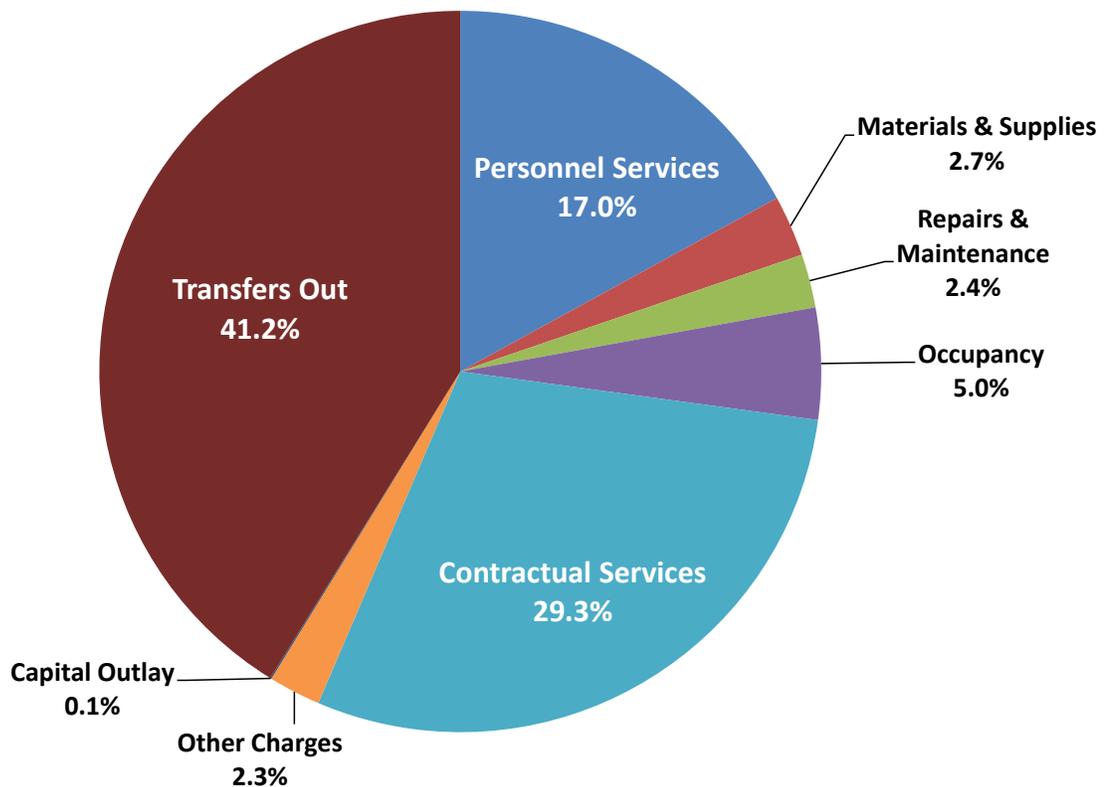
\*Utility Non-Departmental includes transfers for Debt service and CIP

## UTILITY FUND

### EXPENDITURES BY CATEGORY

Category	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	FY 2018 BUDGET	% OF BUDGET	% GROWTH
Personnel Services	\$ 4,726,973	\$ 5,652,353	\$ 5,083,550	\$ 5,790,384	17.0%	2.4%
Materials & Supplies	744,482	926,744	804,024	930,796	2.7%	0.4%
Repairs & Maintenance	599,480	796,470	722,461	814,970	2.4%	2.3%
Occupancy	1,540,409	2,093,456	1,735,032	1,701,771	5.0%	-18.7%
Contractual Services	8,334,010	9,589,531	8,964,413	9,964,723	29.3%	3.9%
Other Charges	650,965	769,872	723,991	793,422	2.3%	3.1%
Capital Outlay	555,004	375,104	386,568	20,000	0.1%	-94.7%
Transfers Out	29,694,607	14,451,844	14,101,914	14,007,535	41.2%	-3.1%
<b>Total Expenditures</b>	<b>\$ 46,845,930</b>	<b>\$ 34,655,374</b>	<b>\$ 32,521,953</b>	<b>\$ 34,023,601</b>	<b>100.0%</b>	<b>-1.8%</b>

**Utility Fund Expenditures by Category**



## FINANCIAL SERVICES - UTILITY BILLING

### DEPARTMENTAL MISSION STATEMENT \*

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

### SERVICES PROVIDED

- Billing for water, waste water, fire service, and solid waste collection services
- Service orders related to connection and disconnection from the system
- Coordinating the annual Hazardous Household Waste event (HHW)
- Collection of billed revenues
- Providing excellent customer service
- Education related to leak detection and water conservation
- Tracking of utility statistics such as consumption and connection counts
- Maintain accurate customer and meter database
- Toilet replacement program

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
● # of Residential accounts	19,708	20,380	21,226	21,826
● # of Non-residential accounts	1,075	1,165	1,227	1,277
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
● % of high usage customers notified within 24 hours	100%	100%	100%	100%
● Percentage of customers paying with auto draft	20%	20%	25%	25%
● % of accounts disconnected for non-payment	6.00%	5.00%	4.07%	4.00%

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 PROPOSED
PERSONNEL SERVICES	\$ 440,735	\$ 497,608	\$ 494,071	\$ 8,033	\$ 505,641
MATERIALS AND SUPPLIES	35,435	4,894	4,494	(400)	4,494
MAINTENANCE	-	855	855	-	855
OCCUPANCY	4,353	6,286	5,578	(1,776)	4,510
CONTRACTUAL SERVICES	178,786	146,335	146,335	(5,574)	140,761
OTHER CHARGES	398,527	427,937	427,937	-	427,937
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,057,836</b>	<b>\$ 1,083,915</b>	<b>\$ 1,079,270</b>	<b>\$ 283</b>	<b>\$ 1,084,198</b>

**FINANCIAL SERVICES - UTILITY BILLING**

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 PROPOSED</b>
UTILITY BILLING MANAGER	1	1	1
UTILITY ACCOUNTANT	1	1	1
UTILITY BILLING SUPERVISOR	-	1	1
UB ACCOUNTING SPECIALIST	5	4	4
ACCOUNTING TECHNICIAN	2	2	2
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>

## WATER CONSERVATION & COMMUNITY PROGRAMS

### DEPARTMENTAL MISSION STATEMENT

The mission of the Community Affairs Department is to be visible, accessible and responsive to our constituents --citizens, visitors and the community at large. As a division of the Utility Water Conservation department, the mission of the Water & Energy Efficiency Specialist is to address the environmental needs of our community, staying up to date with many programs that offer our citizens assistance in being environmentally friendly. This includes but is not limited to water conservation outreach and education, energy management for all City facilities, contract management of environmental grants, clean air measures, alternative fuels for transportation, household hazardous waste management, irrigation efficiency, water distribution reuse projects, and recycling coordination.

### DEPARTMENTAL VISION STATEMENT

The vision of the Water & Efficiency Specialist is to promote conservation to ensure our long-term water supply and preserve our water quality, encourage recycling and proper disposal of solid waste, increase energy efficiency, and promote clean air.

### CUSTOMERS

**INTERNAL:** As part of the Community Affairs department, this position works with a variety of departments including Utility Billing, Water Distribution, 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 position 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 the CPOD group for the Household Hazardous Waste annual event. The position 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 position serves the community of Cedar Park internally and externally through education and outreach about environmental awareness. External agencies this position 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, Keep Texas Beautiful, Texas Parks and Wildlife, Capitol Area Council of Governments, along with other non profit associations that help improve the image of Cedar Park with our cooperation.

**ULTIMATE:** The ultimate goal for this position is 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. This division strives to ensure the Cedar Park community is a good steward of limited resources.

### SERVICES PROVIDED

- Water Conservation Coordinator
- Drought Coordinator
- Contract Administrator
- Public Education
- Irrigation Consultant
- Household Hazardous Waste Coordinator
- Customer Service
- Outreach

## WATER CONSERVATION & COMMUNITY PROGRAMS

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
• Irrigation audits/evaluations for residential customers.	310	250	250	250
• Presentations/meetings/outreach for customers and schools of Cedar Park.	21	20	24	25
• Development of innovative services/programs to enhance the City's environmental health.	2	2	3	3
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
• Irrigation audits/evaluations gallons estimated gallons saved annually	1,500,000	1,500,000	1,500,000	1,500,000
• Cubic yards of brush collected annually	120.0	120.0	80.0	120.0
• Gallons of oil collected annually	915	700	890	800
• Number of auto batteries collected annually	58	50	54	50
• Number of tires collected	121	150	287	150
• Tons of e-waste, bulk waste, and metal (recycled) collected annually	11.9	12.0	10.3	12.0

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 PROPOSED
PERSONNEL SERVICES	\$ 137,748	\$ 110,014	\$ 232,175	\$ 176,933	\$ 286,947
MATERIALS AND SUPPLIES	1,253	3,500	-	(1,054)	2,446
MAINTENANCE	16	1,000	-	-	1,000
OCCUPANCY	1,721	2,576	-	249	2,825
CONTRACTUAL SERVICES	82,823	89,896	89,800	4,052	93,948
OTHER CHARGES	75,542	116,310	110,100	(200)	116,110
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 299,102</b>	<b>\$ 323,296</b>	<b>\$ 432,075</b>	<b>\$ 179,980</b>	<b>\$ 503,276</b>

## WATER CONSERVATION & COMMUNITY PROGRAMS

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 PROPOSED</b>
DIRECTOR OF BUSINESS SERVICES	1	1	1
UTILITY PROGRAM MANAGER	0	0	1
UTILITY NETWORK ADMINISTRATOR	0	0	1
UTILITY PROGRAM TECHNICIAN	0	0	1
CUSTOMER RELATIONS CLERK	0.25	0	0
WATER COMPLIANCE DRIVER	0.25	0	0.5
<b>TOTAL</b>	<b>1.5</b>	<b>1</b>	<b>4.5</b>

## 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.

### DEPARTMENTAL VISION STATEMENT

It is the vision of the Utility Administration department to continue to maintain and enhance the safety and well-being of the community by providing exceptional water and wastewater service and maintaining the city's extensive network of infrastructure. The department works to meet the needs of the community by constantly focusing on customer service, efficient and effective use of resources, safety, innovation, and teamwork.

### CUSTOMERS

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

### SERVICES PROVIDED

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

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
● Work orders dispatched or received	6,491	6,000	6,000	6,000
● Requests for line locate	5,103	5,000	5,000	5,000
● Average daily call volume	40	45	45	42
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
● % of wastewater quality samples that meet or exceed fe	100	100	100	100
● % of water quality samples that meet or exceed federal :	100	100	100	100
● # of work orders closed out by staff	6,151	6,000	6,200	6,200
● # of gallons of water treated (in millions)	4,038	4,200	4,300	4,300

## UTILITY ADMINISTRATION

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 PROPOSED
PERSONNEL SERVICES	\$ 873,718	\$ 1,078,625	\$ 919,353	\$ (90,247)	\$ 988,378
MATERIALS AND SUPPLIES	34,455	39,600	31,700	(7,080)	32,520
MAINTENANCE	37,966	33,950	28,000	10,000	43,950
OCCUPANCY	101,119	144,479	106,909	(32,090)	112,389
CONTRACTUAL SERVICES	186,252	374,554	348,298	(38,250)	336,304
OTHER CHARGES	21,294	19,900	12,000	10,000	29,900
CAPITAL OUTLAY	98,886	17,104	17,408	(17,104)	-
<b>TOTAL</b>	<b>\$ 1,353,690</b>	<b>\$ 1,708,212</b>	<b>\$ 1,463,668</b>	<b>\$ (164,771)</b>	<b>\$ 1,543,441</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 PROPOSED
ASSISTANT CITY MANAGER	1	1	1
DIRECTOR OF PUBLIC WORKS	1	1	1
DIRECTOR OF UTILITIES	1	1	1
PROGRAM MANAGER	0	0	0
SENIOR UTILITY ENGINEER	1	2	2
UTILITY INFORMATION SYSTEMS SPECIALIST	-	1	1
OFFICE MANAGER	1	1	1
UTILITIES PROGRAM TECHNICIAN (AMI)	0	0	0
ADMINISTRATIVE TECHNICIAN	2	2	2
CUSTOMER RELATIONS CLERK	0	0	0
WATER COMPLIANCE DRIVER	0	0	0
<b>TOTAL</b>	<b>7</b>	<b>9</b>	<b>9</b>

### 2017-2018 SIGNIFICANT BUDGET CHANGES

## PUBLIC WORKS - ALL

### DEPARTMENTAL MISSION STATEMENT

### DEPARTMENTAL VISION STATEMENT

### 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
- Waste Water collection and pumping
- Pressure Monitoring
- Monitor all lift stations in collection system
- Install meters and taps for new service accounts
- Review site and commercial applications for pre-treatme
- 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
- Perform meter cross-checks and re-reads

## PUBLIC WORKS - ALL

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>WORKLOAD MEASURES</b>				
• # of gallons of water treated (millions of gallons)	4,003	4,322	4,322	4,595
• # of gallons of wastewater treated (millions of gallons)	808	810	810	821
• # of lift stations	18	18	18	18
• # of lift station work orders	1,063	1,063	1,063	100
• # of miles of wastewater lines	287	287	287	287
• # of miles of water lines	350	350	350	350
• # of main water line repairs	15	15	20	14
• # of WW mains inspected	540	550	550	460
• # of Automatic Air Release Valve Inspections	359	400	400	456
• # of water quality samples	2,140	2,660	2,660	2,660
• # of utility cut street repairs	70	70	70	75
• # of active water meters	21,920	22,124	22,124	22,325
• # of email, CP Connect, website or phone requests to front desk (total)	N/A	2,750	2,360	2,750
• Avg. # of business days a citizen service request is open	N/A	N/A	N/A	4.19

### PERFORMANCE INDICATORS - CONTINUED

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
<b>EFFICIENCY &amp; EFFECTIVENESS MEASURES</b>				
• Cost per 1,000 gallons of water treated	\$1.05	\$1.15	\$1.09	\$1.07
• Cost per 1,000 gallons of wastewater treated	\$1.73	\$2.16	\$1.94	\$1.92
• % of water samples that meet federal and state requirements	100.0%	100.0%	100.0%	100.0%
• % of wastewater samples that meet federal and state requirements	100.0%	100.0%	100.0%	100.0%
• % of meters on Automated Meter Read	96.0%	98.0%	98.0%	100.0%

**PUBLIC WORKS - ALL**

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 PROPOSED</b>
PERSONNEL SERVICES	\$ 3,274,773	\$ 3,851,106	\$ 3,437,951	\$ 43,312	\$ 3,894,418
MATERIALS AND SUPPLIES	673,338	878,750	767,830	12,586	891,336
MAINTENANCE	561,498	760,665	693,606	8,500	769,165
OCCUPANCY	1,433,217	1,940,115	1,622,545	(358,068)	1,582,047
CONTRACTUAL SERVICES	3,031,632	3,521,561	3,300,459	64,059	3,585,620
OTHER CHARGES	155,601	198,725	173,954	13,750	212,475
CAPITAL OUTLAY	456,117	358,000	369,160	(338,000)	20,000
<b>TOTAL</b>	<b>\$ 9,586,177</b>	<b>\$ 11,508,922</b>	<b>\$ 10,365,505</b>	<b>\$ (553,861)</b>	<b>\$ 10,955,061</b>

**PUBLIC WORKS - ALL**

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 PROPOSED</b>
UTILITY SUPERINTENDENT	5	5	5
FOREMAN	6	6	6
INDUSTRIAL PRE-TREATMENT MANAGER	1	1	1
INDUSTRIAL PRE-TREATMENT SPECIALIST	0	0	1
UTILITY CREW LEADER	1	1	1
COMMUNITY SERVICE COORDINATOR	1	1	1
GENERATOR TECHNICIAN	1	1	1
PUMP AND MOTOR CONTROL TECHNICIAN	7	7	7
RELIEF TREATMENT OPERATOR	1	1	1
TREATMENT OPERATOR	12	12	12
UTILITY OPERATOR	20	21	21
METER READER	4	4	4
WATER QUALITY TECHNICIAN	2	2	2
<b>TOTAL</b>	<b>61</b>	<b>62</b>	<b>63</b>

**PUBLIC WORKS - PUMP AND MOTOR CONTROL**

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 PROPOSED</b>
PERSONNEL SERVICES	\$ 606,533	\$ 646,555	\$ 636,781	\$ 17,307	\$ 663,862
MATERIALS AND SUPPLIES	30,952	39,800	32,600	(1,427)	38,373
MAINTENANCE	12,097	13,700	12,700	1,500	15,200
OCCUPANCY	4,141	3,800	3,250	(1,036)	2,764
CONTRACTUAL SERVICES	75,348	75,348	75,348	1,571	76,919
OTHER CHARGES	19,961	23,700	22,050	-	23,700
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 749,032</b>	<b>\$ 802,903</b>	<b>\$ 782,729</b>	<b>\$ 17,915</b>	<b>\$ 820,818</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 PROPOSED</b>
UTILITY SUPERINTENDENT	1	1	1
FOREMAN	1	1	1
PUMP AND MOTOR CONTROL TECHNICIAN	7	7	7
GENERATOR TECHNICIAN	1	1	1
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>

**PUBLIC WORKS - WATER DISTRIBUTION**

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 PROPOSED</b>
PERSONNEL SERVICES	\$ 816,570	\$ 1,085,372	\$ 791,045	\$ (61,991)	\$ 1,023,381
MATERIALS AND SUPPLIES	154,628	182,850	138,020	5,523	188,373
MAINTENANCE	41,821	34,100	29,000	7,000	41,100
OCCUPANCY	187,617	259,300	187,300	(69,761)	189,539
CONTRACTUAL SERVICES	154,980	160,774	154,948	1,224	161,998
OTHER CHARGES	27,041	28,850	26,546	8,000	36,850
CAPITAL OUTLAY	69,644	18,000	18,000	(18,000)	-
<b>TOTAL</b>	<b>\$ 1,452,300</b>	<b>\$ 1,769,246</b>	<b>\$ 1,344,859</b>	<b>\$ (128,005)</b>	<b>\$ 1,641,241</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 PROPOSED</b>
UTILITY SUPERINTENDENT	1	1	1
FOREMAN	2	2	2
UTILITY CREW LEADER	1	1	1
UTILITY OPERATOR	11	11	11
WATER QUALITY TECHNICIAN	2	2	2
COMMUNITY SERVICE COORDINATOR	1	1	1
<b>TOTAL</b>	<b>18</b>	<b>18</b>	<b>18</b>

## PUBLIC WORKS - WASTEWATER COLLECTION

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 PROPOSED</b>
PERSONNEL SERVICES	\$ 644,511	\$ 823,263	\$ 764,724	\$ (13,607)	\$ 809,656
MATERIALS AND SUPPLIES	62,539	66,500	68,260	2,946	69,446
MAINTENANCE	98,970	119,200	102,000	(700)	118,500
OCCUPANCY	198,812	219,700	207,500	(20,881)	198,819
CONTRACTUAL SERVICES	150,167	156,767	156,467	26,199	182,966
OTHER CHARGES	23,440	28,300	23,800	-	28,300
CAPITAL OUTLAY	147,516	340,000	351,160	(340,000)	-
<b>TOTAL</b>	<b>\$ 1,325,955</b>	<b>\$ 1,753,730</b>	<b>\$ 1,673,911</b>	<b>\$ (346,043)</b>	<b>\$ 1,407,687</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 PROPOSED</b>
UTILITY SUPERINTENDENT	1	1	1
FOREMAN	2	2	2
UTILITY OPERATOR	9	10	10
<b>TOTAL</b>	<b>12</b>	<b>13</b>	<b>13</b>

**PUBLIC WORKS - WATER TREATMENT PLANT**

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 PROPOSED</b>
PERSONNEL SERVICES	\$ 500,841	\$ 524,353	\$ 490,506	\$ 15,470	\$ 539,823
MATERIALS AND SUPPLIES	252,393	304,000	303,200	5,791	309,791
MAINTENANCE	167,575	185,250	185,250	1,500	186,750
OCCUPANCY	837,309	1,233,915	1,002,915	(313,724)	920,191
CONTRACTUAL SERVICES	2,193,547	2,629,744	2,379,768	(12,713)	2,617,031
OTHER CHARGES	55,201	60,000	64,324	6,000	66,000
CAPITAL OUTLAY	111,808	-	-	-	-
<b>TOTAL</b>	<b>\$ 4,118,675</b>	<b>\$ 4,937,262</b>	<b>\$ 4,425,963</b>	<b>\$ (297,676)</b>	<b>\$ 4,639,586</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 PROPOSED</b>
UTILITY SUPERINTENDENT	1	1	1
TREATMENT OPERATOR	7	7	7
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>

**PUBLIC WORKS - METER SERVICES**

<b>EXPENDITURE SUMMARY</b>					
<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 PROPOSED</b>
PERSONNEL SERVICES	\$ 214,791	\$ 235,373	\$ 248,520	\$ 22,219	\$ 257,592
MATERIALS AND SUPPLIES	18,945	35,850	18,750	(3,974)	31,876
MAINTENANCE	183,538	317,800	273,090	(300)	317,500
OCCUPANCY	3,276	4,400	4,400	(1,775)	2,625
CONTRACTUAL SERVICES	27,765	27,765	27,765	290	28,055
OTHER CHARGES	11,947	33,025	13,000	-	33,025
<b>TOTAL</b>	<b>\$ 460,262</b>	<b>\$ 654,213</b>	<b>\$ 585,525</b>	<b>\$ 16,460</b>	<b>\$ 670,673</b>

<b>PERSONNEL SUMMARY</b>			
<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 PROPOSED</b>
FOREMAN	1	1	1
METER READER	4	4	4
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>

**PUBLIC WORKS - WATER RECLAMATION**

**EXPENDITURE SUMMARY**

<b>OBJECT CATEGORIES</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2017 PROJECTED</b>	<b>BUDGET ADJUSTMENTS</b>	<b>FY 2018 PROPOSED</b>
PERSONNEL SERVICES	\$ 491,527	\$ 536,190	\$ 506,376	\$ 63,914	\$ 600,104
MATERIALS AND SUPPLIES	153,881	249,750	207,000	3,727	253,477
MAINTENANCE	57,497	90,615	91,566	(500)	90,115
OCCUPANCY	202,062	219,000	217,180	49,109	268,109
CONTRACTUAL SERVICES	429,825	471,163	506,163	47,488	518,651
OTHER CHARGES	18,011	24,850	24,234	(250)	24,600
CAPITAL OUTLAY	82,558	-	-	20,000	20,000
<b>TOTAL</b>	<b>\$ 1,435,361</b>	<b>\$ 1,591,568</b>	<b>\$ 1,552,519</b>	<b>\$ 183,488</b>	<b>\$ 1,775,056</b>

**PERSONNEL SUMMARY**

<b>POSITIONS</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 PROPOSED</b>
UTILITY SUPERINTENDENT	1	1	1
RELIEF TREATMENT OPERATOR	1	1	1
TREATMENT OPERATOR	5	5	5
INDUSTRIAL PRE-TREATMENT MANAGER	1	1	1
INDUSTRIAL PRE-TREATMENT SPECIALIST	0	0	1
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>9</b>

## UTILITY NON-DEPARTMENTAL

### DEPARTMENTAL MISSION STATEMENT

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

### SERVICES PROVIDED

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

### PERFORMANCE INDICATORS

PERFORMANCE MEASURE	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 ESTIMATE	FY 2018 GOAL
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- N/A

### EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2015-2016 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 PROPOSED
PERSONNEL SERVICES	\$ -	\$ 115,000	\$ -	\$ -	\$ 115,000
CONTRACTUAL SERVICES	4,854,518	5,457,185	5,079,521	350,905	5,808,090
OTHER CHARGES	-	7,000	-	-	7,000
CONTINGENCY	-	-	-	-	-
TRANSFERS	29,694,607	14,451,844	14,101,914	(444,309)	14,007,535
<b>TOTAL</b>	<b>\$ 34,549,125</b>	<b>\$ 20,031,029</b>	<b>\$ 19,181,435</b>	<b>\$ (93,404)</b>	<b>\$ 19,937,625</b>

### PERSONNEL SUMMARY

POSITIONS	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 PROPOSED
N/A			

## SOLID WASTE FUND

### DESCRIPTION

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

	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	ADOPTED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ 270,420	\$ 217,295	\$ 283,299	\$ 270,741
<b>REVENUES</b>				
Solid Waste Billing	\$ 3,391,689	\$ 3,560,800	\$ 3,435,340	\$ 3,603,334
Garbage Cart Reimbursement	252,178	250,426	259,446	272,133
Extra Garbage Cart Fee	14,563	14,303	15,696	15,696
Interest Income	1,226	939	1,500	1,500
Other Revenue	4,688	4,196	6,000	6,000
<b>TOTAL REVENUE</b>	<b>\$ 3,664,345</b>	<b>\$ 3,830,664</b>	<b>\$ 3,717,982</b>	<b>\$ 3,898,663</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 3,934,765</b>	<b>\$ 4,047,959</b>	<b>\$ 4,001,281</b>	<b>\$ 4,169,404</b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Small Tools and Equipment	\$ 86,655	\$ 100,000	\$ 100,000	\$ 150,000
Garbage Collection Services	3,374,613	3,498,252	3,435,340	3,603,334
Other Expenses	30,198	-	30,200	31,716
<i>Subtotal Operating</i>	<i>\$ 3,491,466</i>	<i>\$ 3,598,252</i>	<i>\$ 3,565,540</i>	<i>\$ 3,785,050</i>
<b>TRANSFERS</b>				
Debt Service	\$ 160,000	\$ 177,473	\$ 165,000	\$ 178,001
<i>Subtotal Transfers</i>	<i>\$ 160,000</i>	<i>\$ 177,473</i>	<i>\$ 165,000</i>	<i>\$ 178,001</i>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 3,651,466</b>	<b>\$ 3,775,725</b>	<b>\$ 3,730,540</b>	<b>\$ 3,963,051</b>
<b>ENDING BALANCE</b>	<b>\$ 283,299</b>	<b>\$ 272,234</b>	<b>\$ 270,741</b>	<b>\$ 206,353</b>

## **SPECIAL REVENUE FUNDS**

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

## SPECIAL REVENUE FUNDS DEDICATED USES

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

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

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

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

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

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

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

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

## SPECIAL REVENUE FUND SUMMARY

REVENUE					
FUND	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
MUNICIPAL COURT FUND	\$ 66,915	\$ 67,298	\$ 52,995	\$ (17,109)	\$ 50,189
PUBLIC ARTS PROGRAM	56,886	74,591	74,601	13,134	87,725
TOURISM BOARD/OCCUPANCY TAX	701,045	745,861	778,151	50,052	795,913
CPTV 10 / CABLE FUND	104,693	210,030	139,854	(66,010)	144,020
TAX INCREMENT REINVESTMENT ZONE	635,237	701,141	709,695	45,319	746,460
FORFEITURE FUND	83,009	35,120	99,999	25,200	60,320
ECONOMIC DEVELOPMENT (4A)	5,995,544	6,317,451	6,483,612	(357,382)	5,960,069
COMMUNITY DEVELOPMENT (4B)	6,013,259	6,317,451	6,497,453	(343,541)	5,973,910
<b>TOTAL REVENUE</b>	<b>\$ 13,656,588</b>	<b>\$ 14,468,943</b>	<b>\$ 14,836,360</b>	<b>\$ (650,337)</b>	<b>\$ 13,818,606</b>

EXPENDITURES					
FUND	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2017 PROJECTED	BUDGET ADJUSTMENTS	FY 2018 BUDGET
MUNICIPAL COURT FUND	\$ 58,845	\$ 114,285	\$ 85,799	\$ (40,089)	\$ 74,196
PUBLIC ARTS PROGRAM	110,729	74,366	41,583	25,634	100,000
TOURISM BOARD/OCCUPANCY TAX	549,063	680,974	615,677	(27,083)	653,891
CPTV 10 / CABLE FUND	123,891	151,277	134,470	(32,210)	119,067
TAX INCREMENT REINVESTMENT ZONE	596,307	633,588	706,232	72,607	706,195
FORFEITURE FUND	23,595	65,553	52,151	23,037	88,590
ECONOMIC DEVELOPMENT (4A)	4,559,401	5,301,530	5,125,950	272,152	5,573,682
COMMUNITY DEVELOPMENT (4B)	3,375,670	16,126,123	16,299,507	(8,490,698)	7,635,425
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,397,501</b>	<b>\$ 23,147,696</b>	<b>\$ 23,061,369</b>	<b>\$ (8,196,650)</b>	<b>\$ 14,951,046</b>

## MUNICIPAL COURT FUND

### DESCRIPTION

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

	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	PROPOSED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ <u>349,367</u>	\$ <u>319,823</u>	\$ <u>357,437</u>	\$ <u>324,633</u>
<b>REVENUES</b>				
Security Fees	\$ 15,461	\$ 15,630	\$ 12,789	\$ 12,118
Technology Fees	20,410	20,574	16,887	16,001
Juvenile Case Manager Fee	29,999	30,189	21,739	20,600
Teen Court Fees	-	100	320	210
Interest	1,045	805	1,260	1,260
<b>TOTAL REVENUE</b>	<b>\$ <u>66,915</u></b>	<b>\$ <u>67,298</u></b>	<b>\$ <u>52,995</u></b>	<b>\$ <u>50,189</u></b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ <u>416,282</u></b>	<b>\$ <u>387,121</u></b>	<b>\$ <u>410,432</u></b>	<b>\$ <u>374,822</u></b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Court Security	\$ 10,376	\$ 27,855	\$ 13,000	\$ 13,000
Court Technology	31,219	36,875	36,000	23,255
Juvenile Case Manager	16,776	48,905	36,589	37,731
Teen Court	474	650	210	210
<i>Subtotal Operating</i>	<u>\$ 58,845</u>	<u>\$ 114,285</u>	<u>\$ 85,799</u>	<u>\$ 74,196</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ <u>58,845</u></b>	<b>\$ <u>114,285</u></b>	<b>\$ <u>85,799</u></b>	<b>\$ <u>74,196</u></b>
<b>ENDING BALANCE</b>	<b>\$ <u>357,437</u></b>	<b>\$ <u>272,836</u></b>	<b>\$ <u>324,633</u></b>	<b>\$ <u>300,626</u></b>

## PUBLIC ARTS FUND

### DESCRIPTION

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

	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	PROPOSED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ 116,313	\$ 116,521	\$ 62,470	\$ 95,488
<b>REVENUES</b>				
Interest Income	\$ 378	\$ 225	\$ 307	\$ 225
Public Art Funding	56,508	74,366	74,294	87,500
<b>TOTAL REVENUE</b>	<b>\$ 56,886</b>	<b>\$ 74,591</b>	<b>\$ 74,601</b>	<b>\$ 87,725</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 173,199</b>	<b>\$ 191,112</b>	<b>\$ 137,071</b>	<b>\$ 183,213</b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Contract Services	\$ 110,729	\$ 74,366	\$ 41,583	\$ 100,000
Community Programs	-	-	-	-
<i>Subtotal Operating</i>	<u>\$ 110,729</u>	<u>\$ 74,366</u>	<u>\$ 41,583</u>	<u>\$ 100,000</u>
<b>TRANSFERS</b>				
Transfers to Debt Service	\$ -	\$ -	\$ -	\$ -
<i>Subtotal Transfers</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 110,729</b>	<b>\$ 74,366</b>	<b>\$ 41,583</b>	<b>\$ 100,000</b>
<b>ENDING BALANCE</b>	<b>\$ 62,470</b>	<b>\$ 116,746</b>	<b>\$ 95,488</b>	<b>\$ 83,213</b>

## TOURISM ADVISORY BOARD/OCCUPANCY TAX FUND

### DESCRIPTION

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

	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	PROPOSED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ 1,421,360	\$ 1,434,873	\$ 1,573,342	\$ 1,735,816
<b>REVENUES</b>				
Occupancy Tax Collections	\$ 696,740	\$ 742,661	\$ 766,805	\$ 784,413
Interest	4,306	3,200	11,345	11,500
<b>TOTAL REVENUE</b>	<b>\$ 701,045</b>	<b>\$ 745,861</b>	<b>\$ 778,151</b>	<b>\$ 795,913</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 2,122,405</b>	<b>\$ 2,180,734</b>	<b>\$ 2,351,493</b>	<b>\$ 2,531,729</b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Marketing and Advertising	\$ 122,396	\$ 202,000	\$ 202,000	\$ 222,967
Event Marketing	229,606	251,000	185,703	197,000
Public Arts	56,500	74,266	74,266	87,500
Board Expenses	30,569	28,300	28,300	19,850
Tourism Staff & Administrative Support	109,992	110,000	110,000	126,574
Contingency	-	15,408	15,408	-
<i>Subtotal Operating</i>	<i>\$ 549,063</i>	<i>\$ 680,974</i>	<i>\$ 615,677</i>	<i>\$ 653,891</i>
<b>TRANSFERS</b>				
Transfers to Debt Service	\$ -	\$ -	\$ -	\$ -
<i>Subtotal Transfers</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 549,063</b>	<b>\$ 680,974</b>	<b>\$ 615,677</b>	<b>\$ 653,891</b>
<b>GROSS ENDING BALANCE</b>	<b>\$ 1,573,342</b>	<b>\$ 1,499,760</b>	<b>\$ 1,735,816</b>	<b>\$ 1,877,838</b>
<i>Minimum Reserve Level <sup>1</sup></i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>130,735</i>
<b>NET ENDING BALANCE</b>	<b>\$ 1,573,342</b>	<b>\$ 1,499,760</b>	<b>\$ 1,735,816</b>	<b>\$ 1,747,103</b>

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

## CPTV - 10 / CABLE FUND

### DESCRIPTION

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

	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	PROPOSED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ 224,095	\$ 183,448	\$ 204,897	\$ 210,281
<b>REVENUES</b>				
Franchise Fees	\$ 104,076	\$ 209,030	\$ 138,854	\$ 143,020
Interest Income	617	1,000	1,000	1,000
<b>TOTAL REVENUE</b>	<b>\$ 104,693</b>	<b>\$ 210,030</b>	<b>\$ 139,854</b>	<b>\$ 144,020</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 328,788</b>	<b>\$ 393,478</b>	<b>\$ 344,751</b>	<b>\$ 354,301</b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Computer Equipment	\$ 7,853	\$ 30,000	\$ 26,875	\$ 30,000
Office Supplies & Equipment	12,526	7,500	3,110	5,000
Telecommunications	1,951	-	1,368	1,409
Computer Services	5,563	8,500	3,740	5,000
VES	88,777	88,777	88,777	66,658
Contract Services	7,166	16,500	10,600	11,000
Postage	55	-	-	-
Equipment	-	-	-	-
<i>Subtotal Operating</i>	<i>\$ 123,891</i>	<i>\$ 151,277</i>	<i>\$ 134,470</i>	<i>\$ 119,067</i>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 123,891</b>	<b>\$ 151,277</b>	<b>\$ 134,470</b>	<b>\$ 119,067</b>
<b>ENDING BALANCE</b>	<b>\$ 204,897</b>	<b>\$ 242,201</b>	<b>\$ 210,281</b>	<b>\$ 235,234</b>

## TAX INCREMENT REINVESTMENT ZONE FUND

### DESCRIPTION

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

	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	PROPOSED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ 531,462	\$ 571,175	\$ 570,392	\$ 573,855
<b>REVENUES</b>				
Current Ad Valorem Taxes	\$ 633,588	\$ 697,641	\$ 706,195	\$ 742,960
Interest Income	1,649	3,500	3,500	3,500
<b>TOTAL REVENUE</b>	<b>\$ 635,237</b>	<b>\$ 701,141</b>	<b>\$ 709,695</b>	<b>\$ 746,460</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 1,166,699</b>	<b>\$ 1,272,316</b>	<b>\$ 1,280,087</b>	<b>\$ 1,320,315</b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Contract Services	\$ -	\$ -	\$ -	\$ -
Developer Reimbursements	596,307	633,588	706,232	706,195
<i>Subtotal Operating</i>	<u>\$ 596,307</u>	<u>\$ 633,588</u>	<u>\$ 706,232</u>	<u>\$ 706,195</u>
<b>TRANSFERS</b>				
Transfers to Debt Service	\$ -	\$ -	\$ -	\$ -
<i>Subtotal Transfers</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 596,307</b>	<b>\$ 633,588</b>	<b>\$ 706,232</b>	<b>\$ 706,195</b>
<b>ENDING BALANCE</b>	<b>\$ 570,392</b>	<b>\$ 638,728</b>	<b>\$ 573,855</b>	<b>\$ 614,120</b>

## FORFEITURE FUND

### DESCRIPTION

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

	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	PROPOSED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ 19,477	\$ 19,472	\$ 78,891	\$ 126,739
<b>REVENUES</b>				
Equitable Sharing	\$ 82,859	\$ -	\$ 99,710	\$ 60,000
Sales of Seized Equipment	-	-	-	-
Interest Income	150	120	289	320
Other Revenue	-	35,000	-	-
<b>TOTAL REVENUE</b>	<b>\$ 83,009</b>	<b>\$ 35,120</b>	<b>\$ 99,999</b>	<b>\$ 60,320</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 102,486</b>	<b>\$ 54,592</b>	<b>\$ 178,890</b>	<b>\$ 187,059</b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Small Tools & Equipment	\$ 15,123	\$ 59,752	\$ 21,413	\$ 57,789
Vehicle Repairs & Maintenance	-	-	2,591	-
Office Rental	-	1,333	-	1,333
Computer Services	-	4,468	-	4,468
Imprest Activities	8,472	-	4,556	-
Vehicles	-	-	23,591	25,000
<i>Subtotal Operating</i>	<i>\$ 23,595</i>	<i>\$ 65,553</i>	<i>\$ 52,151</i>	<i>\$ 88,590</i>
<b>TRANSFERS</b>				
Transfers to Debt Service	\$ -	\$ -	\$ -	\$ -
<i>Subtotal Transfers</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 23,595</b>	<b>\$ 65,553</b>	<b>\$ 52,151</b>	<b>\$ 88,590</b>
<b>ENDING BALANCE</b>	<b>\$ 78,891</b>	<b>\$ (10,961)</b>	<b>\$ 126,739</b>	<b>\$ 98,469</b>

The above schedule reflects both the State and Federal Forfeiture funds.

## TYPE A - ECONOMIC DEVELOPMENT CORPORATION FUND

### DESCRIPTION

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

	ACTUAL FY 2016	BUDGET FY 2017	ESTIMATE FY 2017	ADOPTED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ 6,671,664	\$ 8,009,274	\$ 8,107,807	\$ 9,465,469
<b>REVENUES</b>				
Sales Tax Collections	\$ 5,973,849	\$ 6,286,451	\$ 6,443,612	\$ 6,765,793
Interest	21,694	31,000	40,000	40,000
<b>TOTAL REVENUE</b>	<b>\$ 5,995,544</b>	<b>\$ 6,317,451</b>	<b>\$ 6,483,612</b>	<b>\$ 6,805,793</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 12,667,208</b>	<b>\$ 14,326,725</b>	<b>\$ 14,591,419</b>	<b>\$ 16,271,262</b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Staff Support	\$ 562,872	\$ 526,291	\$ 526,291	\$ 575,283
Board Expenses	738	7,000	7,000	7,000
Economic Development Agreements	777,423	1,546,126	1,370,546	1,767,401
<b>Subtotal Operating</b>	<b>\$ 1,341,033</b>	<b>\$ 2,079,417</b>	<b>\$ 1,903,837</b>	<b>\$ 2,349,684</b>
<b>TRANSFERS</b>				
Transfers to Debt Service	\$ 3,218,368	\$ 3,222,113	\$ 3,222,113	\$ 3,223,998
<b>Subtotal Transfers</b>	<b>\$ 3,218,368</b>	<b>\$ 3,222,113</b>	<b>\$ 3,222,113</b>	<b>\$ 3,223,998</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 4,559,401</b>	<b>\$ 5,301,530</b>	<b>\$ 5,125,950</b>	<b>\$ 5,573,682</b>
<b>GROSS ENDING BALANCE</b>	<b>\$ 8,107,807</b>	<b>\$ 9,025,195</b>	<b>\$ 9,465,469</b>	<b>\$ 10,697,580</b>
<i>Minimum Reserve Level</i> <sup>1</sup>	-	-	-	4,351,630
<b>NET ENDING BALANCE</b>	<b>\$ 8,107,807</b>	<b>\$ 9,025,195</b>	<b>\$ 9,465,469</b>	<b>\$ 6,345,950</b>

<sup>1</sup> Reflects policy of two months of budgeted sales tax and one year of debt service

## Type A Projects by Funding Category

FUNDING CATEGORY	PROJECT	FY 2018 AMOUNT
<b>Economic Development</b>	Comprehensive Healthcare Management	35,000
	Delaware	676,251
	Firefly Space Systems	243,750
	Revenue Cycle, Inc.	372,400
	ETS Lindgren	50,000
	Swagelok	-
	Visual Lighting	100,000
	Innovative Funding Services	290,000
	<b>Total</b>	<b>1,767,401</b>

## TYPE B - COMMUNITY DEVELOPMENT CORPORATION FUND

### DESCRIPTION

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

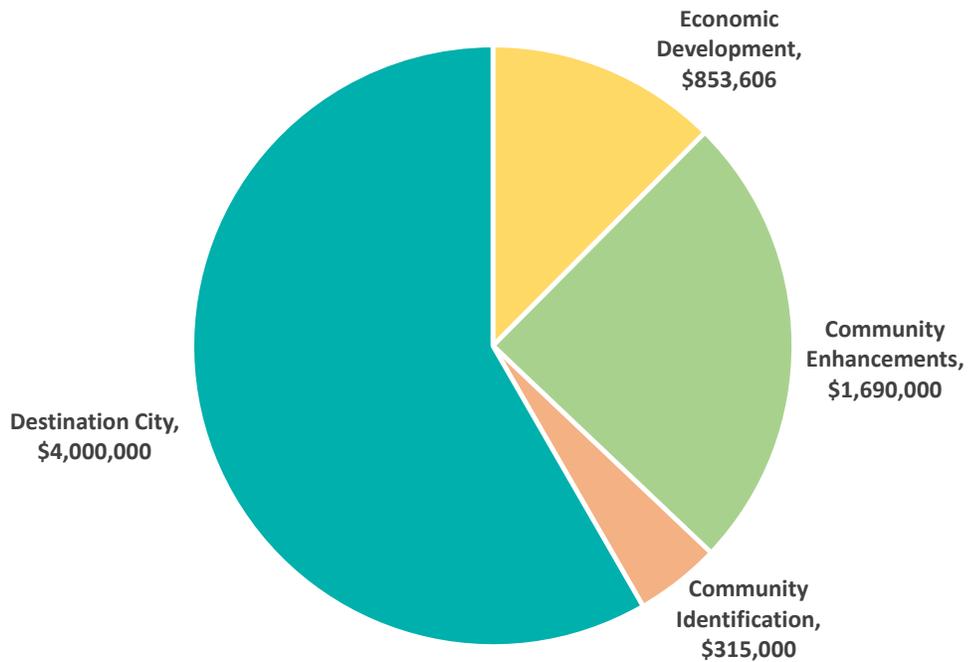
	ACTUAL FY 2016	BUDGET FY 2017	ESTIMATE FY 2017	ADOPTED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ 11,048,682	\$ 11,510,558	\$ 13,686,271	\$ 4,420,416
<b>REVENUES</b>				
Sales Tax Collections	\$ 5,973,829	\$ 6,286,451	\$ 6,443,612	\$ 6,765,793
Interest	39,430	31,000	53,841	53,841
<b>TOTAL REVENUE</b>	<b>\$ 6,013,259</b>	<b>\$ 6,317,451</b>	<b>\$ 6,497,453</b>	<b>\$ 6,819,634</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 17,061,941</b>	<b>\$ 17,828,009</b>	<b>\$ 20,183,724</b>	<b>\$ 11,240,050</b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Staff Support	\$ 55,560	\$ 65,913	\$ 65,913	\$ 273,629
Board Expenses	11,885	22,960	22,960	23,649
Economic Development	554,374	2,581,407	2,224,470	853,606
Community Enhancements	2,008,739	2,693,263	2,693,263	1,690,000
Community Identification	-	-	-	315,000
Destination City	-	10,025,000	10,019,122	4,000,000
<b>Subtotal Operating</b>	<b>\$ 2,630,558</b>	<b>\$ 15,388,543</b>	<b>\$ 15,025,728</b>	<b>\$ 7,155,884</b>
<b>TRANSFERS</b>				
Transfers to Debt Service	\$ 745,113	\$ 737,580	\$ 737,580	\$ 743,641
<b>Subtotal Transfers</b>	<b>\$ 745,113</b>	<b>\$ 737,580</b>	<b>\$ 737,580</b>	<b>\$ 743,641</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 3,375,670</b>	<b>\$ 16,126,123</b>	<b>\$ 15,763,308</b>	<b>\$ 7,899,525</b>
<b>GROSS ENDING BALANCE</b>	<b>\$ 13,686,271</b>	<b>\$ 1,701,886</b>	<b>\$ 4,420,416</b>	<b>\$ 3,340,525</b>
<i>Minimum Reserve Level <sup>1</sup></i>	-	-	-	1,871,273
<b>NET ENDING BALANCE</b>	<b>\$ 13,686,271</b>	<b>\$ 1,701,886</b>	<b>\$ 4,420,416</b>	<b>\$ 1,469,251</b>

<sup>1</sup> Reflects policy of two months of budgeted sales tax and one year of debt service

## Type B Projects by Funding Category

FUNDING CATEGORY	PROJECT	FY 2018 AMOUNT
<b>Economic Development</b>	Fallbrook Technology	250,000
	Dana Corporation	101,904
	Serenova	429,702
	VUV Analytics	72,000
		<b>853,606</b>
<b>Community Enhancement</b>	Improvements at Little Elm and Fire Lane	650,000
	Right Turn Lane on Ronald Reagan and Caballo Ranch	250,000
	Town Center Trail and Pedestrian Bridge	550,000
	Feasibility Study for clubhouse at Milburn Park	15,000
	Study and Design of Mountain Bike Trails	50,000
	Study of a Transit Service Plan	125,000
	Corridor Enhancements	50,000
		<b>1,690,000</b>
<b>Community Identification</b>	Pole Mounted Street Signs	300,000
	Light Pole Banners at Select Locations	15,000
		<b>315,000</b>
<b>Destination City</b>	Bell Boulevard Redevelopment	4,000,000
		<b>4,000,000</b>
<b>Total</b>		<b>6,858,606</b>

### FUNDING BY CATEGORY



## **VES FUND**

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

## VEHICLE AND EQUIPMENT REPLACEMENT FUND

### DESCRIPTION

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

	ACTUAL FY 2016	BUDGET FY 2017	ESTIMATE FY 2017	PROPOSED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ 6,330,718	\$ 7,162,200	\$ 7,162,200	\$ 6,040,865
<b>REVENUES</b>				
Replacement Fees	\$ 4,148,937	\$ 3,632,260	\$ 3,282,260	\$ 3,473,470
Gain/Loss on Disposal	-	-	-	85,408
Interest	20,289	10,000	10,000	10,000
Other Income	42,014	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 4,211,240</b>	<b>\$ 3,642,260</b>	<b>\$ 3,292,260</b>	<b>\$ 3,568,878</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 10,541,958</b>	<b>\$ 10,804,460</b>	<b>\$ 10,454,460</b>	<b>\$ 9,609,743</b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Computer Equipment	\$ 339,905	\$ 1,326,300	\$ 1,326,300	\$ 1,411,969
Small Tools & Equipment	952,508	7,795	7,795	-
Equipment	1,183,922	383,000	383,000	1,019,647
Vehicles	903,422	741,500	741,500	2,846,922
<i>Subtotal Operating</i>	<b>\$ 3,379,758</b>	<b>\$ 2,458,595</b>	<b>\$ 2,458,595</b>	<b>\$ 5,278,538</b>
<b>TRANSFERS</b>				
Transfers to CIP (Fire Equipment)	\$ -	\$ 1,955,000	\$ 1,955,000	\$ -
<i>Subtotal Transfers</i>	<b>\$ -</b>	<b>\$ 1,955,000</b>	<b>\$ 1,955,000</b>	<b>\$ -</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 3,379,758</b>	<b>\$ 4,413,595</b>	<b>\$ 4,413,595</b>	<b>\$ 5,278,538</b>
<b>ENDING BALANCE</b>	<b>\$ 7,162,200</b>	<b>\$ 6,390,865</b>	<b>\$ 6,040,865</b>	<b>\$ 4,331,205</b>

## **DEBT SERVICE FUNDS**

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

## GENERAL DEBT SERVICE

### DESCRIPTION

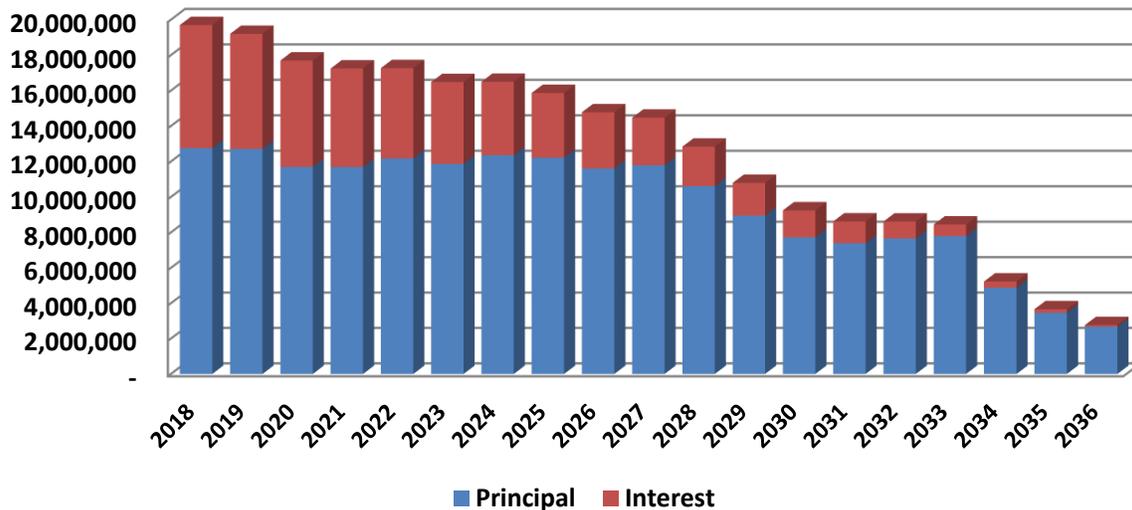
The General Obligation Debt Service Fund was established to account for the accumulation of ad valorem taxes collected for the purpose of paying principal and interest on long term debt.

	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	ADOPTED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ 8,108,954	\$ 8,657,446	\$ 8,949,478	\$ 9,163,352
<b>REVENUES</b>				
Current Ad Valorem Taxes	\$ 17,240,131	\$ 18,272,238	\$ 18,642,637	\$ 18,957,384
Delinquent Ad Valorem Taxes	(15,714)	36,421	13,661	38,966
Penalties and Interest Ad Valorem	47,157	41,531	42,007	47,018
Other Revenue	-	-	1,059	1,050,397
Transfer From 4A	3,218,368	3,222,113	3,222,113	3,223,998
Interest Income	41,486	32,500	59,275	65,000
<b>TOTAL REVENUE</b>	<b>\$ 20,531,428</b>	<b>\$ 21,604,803</b>	<b>\$ 21,980,752</b>	<b>\$ 23,382,763</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 28,640,382</b>	<b>\$ 30,262,249</b>	<b>\$ 30,930,230</b>	<b>\$ 32,546,115</b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Contract Services	\$ -	\$ 13,000	\$ -	\$ -
Bond Issue Costs	125,107	54,643	54,643	582,730
Arbitrage Compliance Services	1,755	25,000	23,370	25,000
<i>Subtotal Operating</i>	<u>\$ 126,862</u>	<u>\$ 92,643</u>	<u>\$ 78,013</u>	<u>\$ 607,730</u>
<b>TRANSFERS</b>				
Bond Principal - All	\$ 11,205,000	\$ 12,905,000	\$ 12,905,000	\$ 12,750,000
Bond Interest - All	6,976,091	7,314,389	7,313,639	6,942,893
Agent Fees - All	7,401	9,000	3,200	9,000
Payment to Ref Bond Escrow	1,375,550	1,572,538	1,467,026	3,073,140
<i>Subtotal Transfers</i>	<u>\$ 19,564,042</u>	<u>\$ 21,800,927</u>	<u>\$ 21,688,865</u>	<u>\$ 22,775,033</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 19,690,904</b>	<b>\$ 21,893,570</b>	<b>\$ 21,766,878</b>	<b>\$ 23,382,763</b>
<b>ENDING BALANCE</b>	<b>\$ 8,949,478</b>	<b>\$ 8,368,679</b>	<b>\$ 9,163,352</b>	<b>\$ 9,163,352</b>

## GENERAL DEBT OBLIGATIONS

Year	Principal	Interest	Total P+I
2018	12,750,000	6,942,893	19,692,893
2019	12,710,000	6,488,846	19,198,846
2020	11,690,000	6,004,589	17,694,589
2021	11,685,000	5,559,886	17,244,886
2022	12,175,000	5,089,293	17,264,293
2023	11,860,000	4,618,671	16,478,671
2024	12,350,000	4,143,523	16,493,523
2025	12,210,000	3,653,470	15,863,470
2026	11,605,000	3,170,763	14,775,763
2027	11,780,000	2,691,692	14,471,692
2028	10,605,000	2,233,057	12,838,057
2029	8,945,000	1,844,528	10,789,528
2030	7,715,000	1,526,626	9,241,626
2031	7,385,000	1,235,564	8,620,564
2032	7,660,000	951,695	8,611,695
2033	7,790,000	653,112	8,443,112
2034	4,875,000	349,700	5,224,700
2035	3,460,000	197,238	3,657,238
2036	2,670,000	93,331	2,763,331
2037	480,000	45,331	525,331
2038	510,000	29,706	539,706
2039	515,000	13,531	528,531
2040	180,000	2,700	182,700
<b>Total</b>	<b>\$ 207,715,000</b>	<b>\$ 71,914,604</b>	<b>\$ 279,629,604</b>

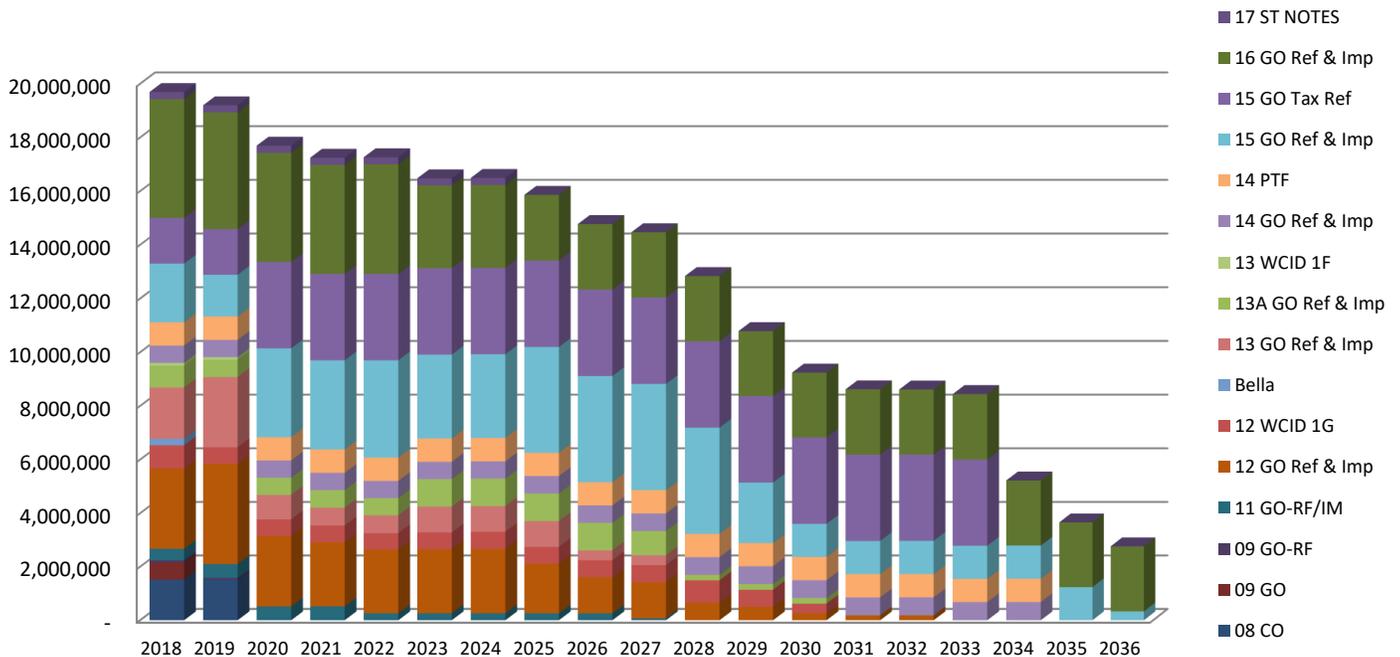
### GENERAL DEBT PRINCIPAL AND INTEREST OBLIGATIONS BY YEAR



## GENERAL DEBT OBLIGATIONS BY DEBT ISSUANCE

Year	2008	2009	2009	2011	2012	2012	2012	2013
	CERTIFICATE OF OBLIGATION	GENERAL OBLIGATION	GENERAL OBLIGATION - REFUNDING	GENERAL OBLIGATION REF & IMP	GENERAL OBLIGATION REF & IMP	WCID 1G	BELLA VISTA	GENERAL OBLIGATION REF & IMP
	08 CO	09 GO	09 GO-RF	11 GO-RF/IM	12 GO Ref & Imp	12 WCID 1G	Bella	13 GO Ref & Imp
2018	1,520,096	645,750	74,000	433,100	2,998,381	863,035	241,933	1,911,179
2019	1,517,760	-	66,300	516,775	3,743,956	618,685	-	2,611,565
2020	-	-	-	516,600	2,637,331	616,085	-	915,789
2021	-	-	-	518,600	2,394,081	628,185	-	667,475
2022	-	-	-	260,100	2,382,581	610,900	-	664,623
2023	-	-	-	261,300	2,396,331	622,963	-	966,500
2024	-	-	-	262,100	2,409,456	633,713	-	962,503
2025	-	-	-	257,600	1,861,081	623,088	-	961,305
2026	-	-	-	257,800	1,350,081	636,675	-	367,093
2027	-	-	-	71,400	1,348,581	642,950	-	365,751
2028	-	-	-	-	657,169	833,350	-	-
2029	-	-	-	-	504,241	635,438	-	-
2030	-	-	-	-	261,938	357,938	-	-
2031	-	-	-	-	184,588	-	-	-
2032	-	-	-	-	183,263	-	-	-
2033	-	-	-	-	-	-	-	-
2034	-	-	-	-	-	-	-	-
2035	-	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 6,070,712</b>	<b>\$ 2,053,969</b>	<b>\$ 311,613</b>	<b>\$ 4,334,000</b>	<b>\$ 31,059,022</b>	<b>\$ 9,562,673</b>	<b>\$ 708,675</b>	<b>\$ 13,722,946</b>

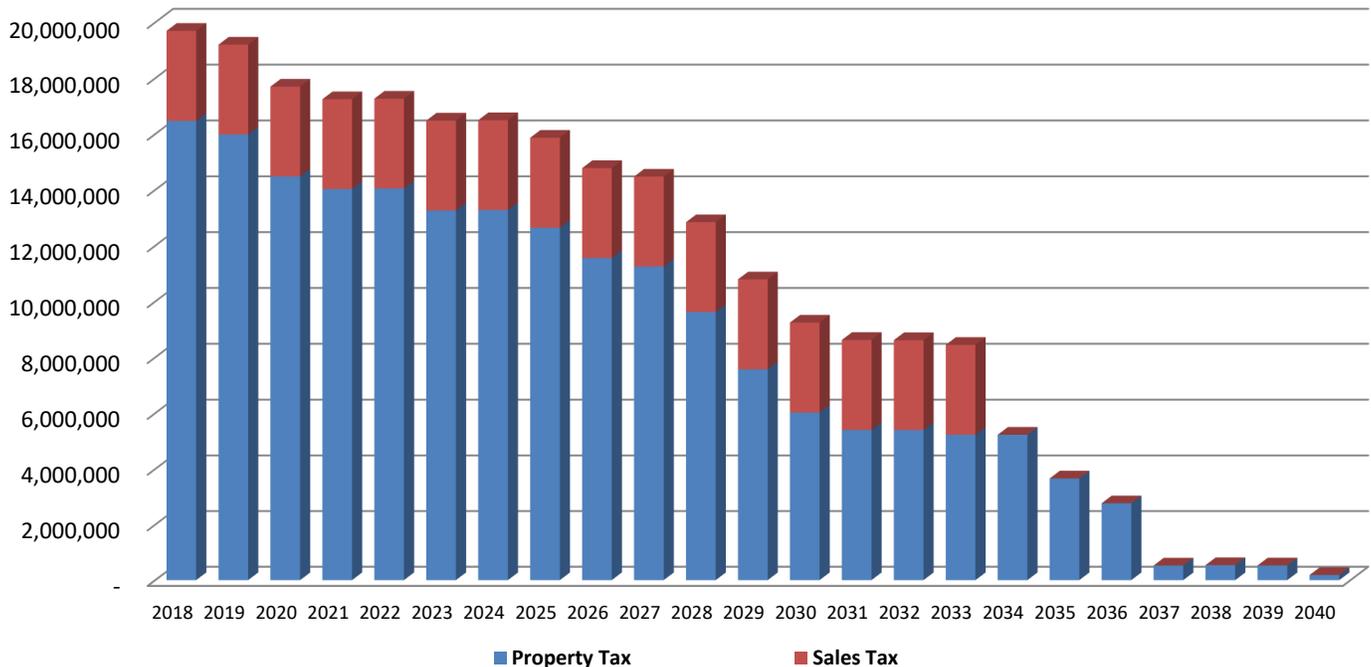
## GENERAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



## GENERAL DEBT OBLIGATIONS BY DEBT ISSUANCE

Year	2013A	2013	2014	2014	2015	2015	2016	2017
	GENERAL OBLIGATION REF & IMP	WCID 1F	GENERAL OBLIGATION REF & IMP	PTF	GENERAL OBLIGATION REF & IMP	GO REF & IMP	GO REF & IMP	SHORT TERM NOTES
	13A GO Ref & Imp	13 WCID 1F	14 GO Ref & Imp	14 PTF	15 GO Ref & Imp	15 GO Tax Ref	16 GO Ref & Imp	17 ST NOTES
2018	812,069	106,000	641,719	869,425	2,186,200	1,703,902	4,421,725	264,380
2019	642,645	103,000	640,319	872,750	1,551,000	1,700,966	4,349,850	263,275
2020	640,185	-	643,544	868,050	3,307,300	3,215,718	4,069,350	264,638
2021	657,183	-	641,394	872,550	3,320,875	3,219,018	4,059,600	265,925
2022	648,708	-	638,944	868,950	3,625,500	3,218,963	4,082,850	262,175
2023	1,029,747	-	641,119	869,650	3,124,750	3,219,463	3,084,100	262,750
2024	1,025,098	-	642,844	871,750	3,118,375	3,220,235	3,084,850	262,600
2025	1,034,704	-	649,044	867,950	3,940,875	3,220,975	2,446,850	-
2026	1,028,565	-	649,719	868,250	3,955,375	3,221,355	2,440,850	-
2027	908,441	-	654,869	870,825	3,956,500	3,221,025	2,431,350	-
2028	208,882	-	659,419	872,400	3,959,125	3,219,613	2,428,100	-
2029	213,465	-	662,688	869,700	2,261,425	3,221,723	2,420,850	-
2030	212,844	-	664,297	870,900	1,237,475	3,221,760	2,414,475	-
2031	-	-	669,806	870,900	1,237,775	3,224,270	2,433,225	-
2032	-	-	674,087	869,700	1,241,800	3,220,020	2,422,825	-
2033	-	-	676,725	869,363	1,239,200	3,218,800	2,439,025	-
2034	-	-	682,563	869,963	1,239,900	-	2,432,275	-
2035	-	-	-	-	1,238,800	-	2,418,438	-
2036	-	-	-	-	330,506	-	2,432,825	-
2037	-	-	-	-	330,756	-	194,575	-
2038	-	-	-	-	330,681	-	209,025	-
2039	-	-	-	-	330,281	-	198,250	-
2040	-	-	-	-	-	-	182,700	-
<b>Total</b>	<b>\$ 10,325,215</b>	<b>\$ 599,513</b>	<b>\$ 11,782,284</b>	<b>\$ 16,532,725</b>	<b>\$ 53,206,850</b>	<b>\$ 51,895,427</b>	<b>\$ 60,529,749</b>	<b>\$ 1,845,742</b>

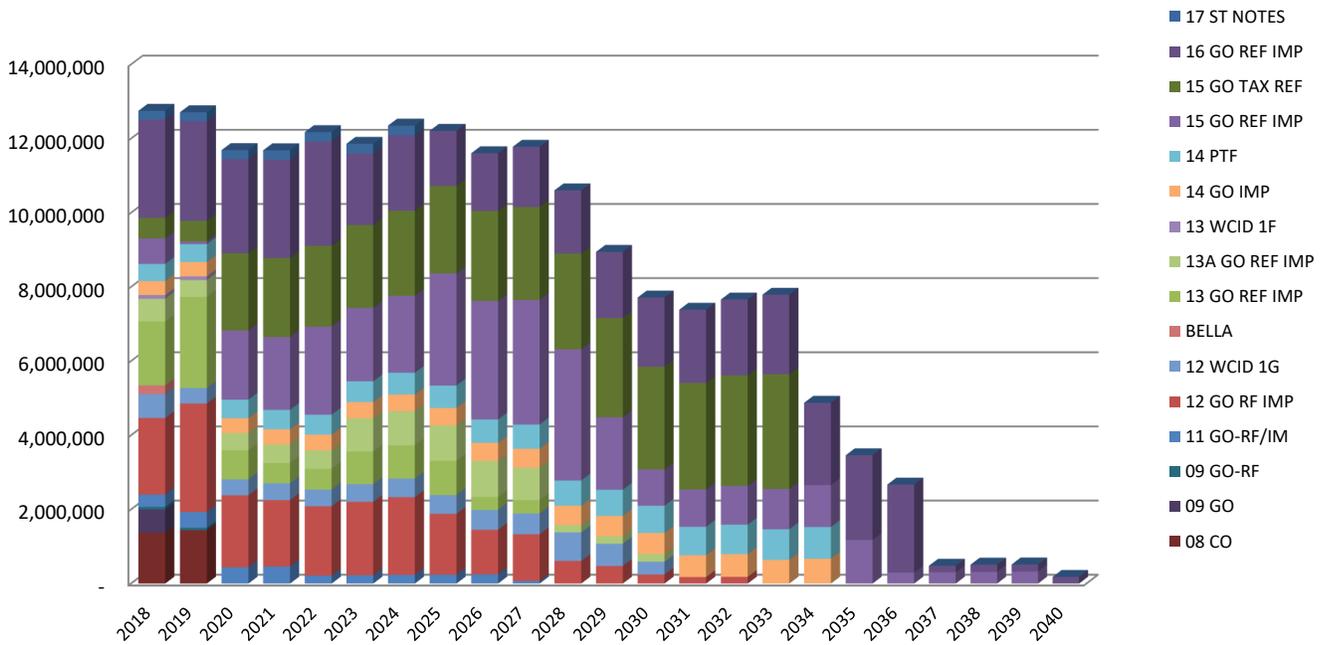
## GENERAL DEBT OBLIGATIONS BY TAX SUPPORT



## GENERAL DEBT PRINCIPAL OBLIGATIONS BY DEBT ISSUANCE

Year	2008 CERTIFICATE OF OBLIGATION	2009 GENERAL OBLIGATION	2009 GENERAL OBLIGATION - REFUNDING	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION REF & IMP	2012 WCID 1G	2012 BELLA VISTA	2013 GENERAL OBLIGATION REF & IMP
2018	1,370,000	630,000	70,000	330,000	2,065,000	645,000	235,000	1,725,000
2019	1,440,000	-	65,000	425,000	2,925,000	420,000	-	2,455,000
2020	-	-	-	440,000	1,940,000	430,000	-	785,000
2021	-	-	-	460,000	1,790,000	455,000	-	550,000
2022	-	-	-	215,000	1,870,000	450,000	-	560,000
2023	-	-	-	225,000	1,980,000	475,000	-	880,000
2024	-	-	-	235,000	2,095,000	500,000	-	900,000
2025	-	-	-	240,000	1,640,000	505,000	-	925,000
2026	-	-	-	250,000	1,200,000	535,000	-	350,000
2027	-	-	-	70,000	1,260,000	560,000	-	360,000
2028	-	-	-	-	610,000	770,000	-	-
2029	-	-	-	-	475,000	600,000	-	-
2030	-	-	-	-	245,000	345,000	-	-
2031	-	-	-	-	175,000	-	-	-
2032	-	-	-	-	180,000	-	-	-
2033	-	-	-	-	-	-	-	-
2034	-	-	-	-	-	-	-	-
2035	-	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 5,345,000</b>	<b>\$ 1,740,000</b>	<b>\$ 290,000</b>	<b>\$ 3,525,000</b>	<b>\$ 24,100,000</b>	<b>\$ 7,470,000</b>	<b>\$ 670,000</b>	<b>\$ 12,395,000</b>

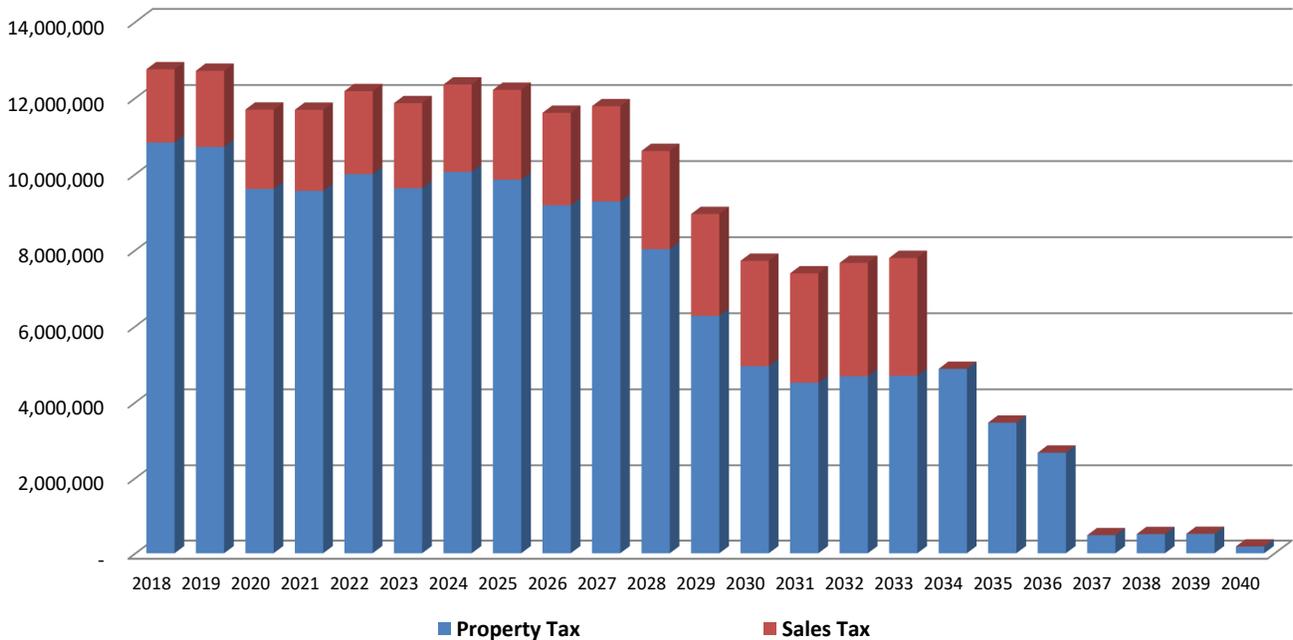
## GENERAL DEBT PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE



## GENERAL DEBT PRINCIPAL OBLIGATIONS BY DEBT ISSUANCE

Year	2013A GENERAL OBLIGATION REF & IMP	2013 WCID 1F	2014 GENERAL OBLIGATION REF & IMP	2014 PTF	2015 GENERAL OBLIGATION REF & IMP	2015 GO REF & IMP	2016 GO REF & IMP	2017 SHORT TERM NOTES
2018	610,000	100,000	375,000	465,000	690,000	555,000	2,650,000	235,000
2019	455,000	100,000	385,000	485,000	70,000	560,000	2,685,000	240,000
2020	465,000	-	400,000	500,000	1,865,000	2,085,000	2,535,000	245,000
2021	495,000	-	410,000	525,000	1,965,000	2,130,000	2,655,000	250,000
2022	500,000	-	420,000	540,000	2,375,000	2,180,000	2,815,000	250,000
2023	900,000	-	435,000	560,000	1,980,000	2,235,000	1,935,000	255,000
2024	920,000	-	450,000	585,000	2,075,000	2,295,000	2,035,000	260,000
2025	955,000	-	470,000	605,000	3,025,000	2,360,000	1,485,000	-
2026	975,000	-	485,000	630,000	3,195,000	2,430,000	1,555,000	-
2027	880,000	-	505,000	655,000	3,360,000	2,505,000	1,625,000	-
2028	195,000	-	525,000	680,000	3,535,000	2,585,000	1,705,000	-
2029	205,000	-	545,000	705,000	1,955,000	2,675,000	1,785,000	-
2030	210,000	-	565,000	735,000	975,000	2,770,000	1,870,000	-
2031	-	-	590,000	765,000	1,005,000	2,875,000	1,975,000	-
2032	-	-	615,000	795,000	1,045,000	2,980,000	2,045,000	-
2033	-	-	640,000	825,000	1,085,000	3,095,000	2,145,000	-
2034	-	-	670,000	855,000	1,130,000	-	2,220,000	-
2035	-	-	-	-	1,175,000	-	2,285,000	-
2036	-	-	-	-	295,000	-	2,375,000	-
2037	-	-	-	-	305,000	-	175,000	-
2038	-	-	-	-	315,000	-	195,000	-
2039	-	-	-	-	325,000	-	190,000	-
2040	-	-	-	-	-	-	180,000	-
<b>Total</b>	<b>\$ 8,580,000</b>	<b>\$ 400,000</b>	<b>\$ 8,585,000</b>	<b>\$ 11,800,000</b>	<b>\$ 36,260,000</b>	<b>\$ 37,410,000</b>	<b>\$ 42,775,000</b>	<b>\$ 1,735,000</b>

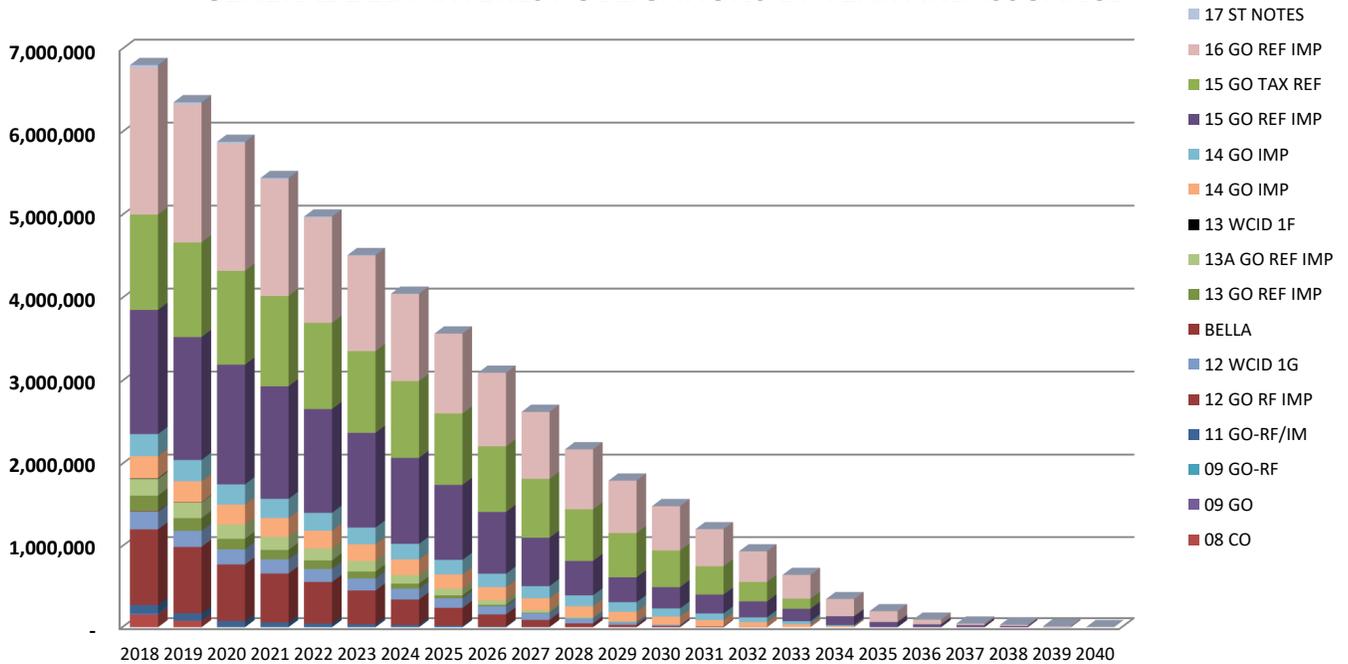
## GENERAL DEBT PRINCIPAL OBLIGATIONS BY TAX SUPPORT



## GENERAL DEBT INTEREST OBLIGATIONS BY DEBT ISSUANCE

Year	2008 CERTIFICATE OF OBLIGATION	2009 GENERAL OBLIGATION	2009 GENERAL OBLIGATION - REFUNDING	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION REF & IMP	2012 WCID 1G	2012 BELLA VISTA	2013 GENERAL OBLIGATION REF & IMP
2018	150,096	15,750	4,000	103,100	933,381	218,035	6,933	186,179
2019	77,760	-	1,300	91,775	818,956	198,685	-	156,565
2020	-	-	-	76,600	697,331	186,085	-	130,789
2021	-	-	-	58,600	604,081	173,185	-	117,475
2022	-	-	-	45,100	512,581	160,900	-	104,623
2023	-	-	-	36,300	416,331	147,963	-	86,500
2024	-	-	-	27,100	314,456	133,713	-	62,503
2025	-	-	-	17,600	221,080	118,088	-	36,305
2026	-	-	-	7,800	150,081	101,675	-	17,093
2027	-	-	-	1,400	88,581	82,950	-	5,751
2028	-	-	-	-	47,169	63,350	-	-
2029	-	-	-	-	29,241	35,438	-	-
2030	-	-	-	-	16,937	12,938	-	-
2031	-	-	-	-	9,588	-	-	-
2032	-	-	-	-	3,263	-	-	-
2033	-	-	-	-	-	-	-	-
2034	-	-	-	-	-	-	-	-
2035	-	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-	-
Total	\$ 725,712	\$ 313,969	\$ 21,613	\$ 809,000	\$ 6,959,019	\$ 2,092,673	\$ 38,675	\$ 1,327,946

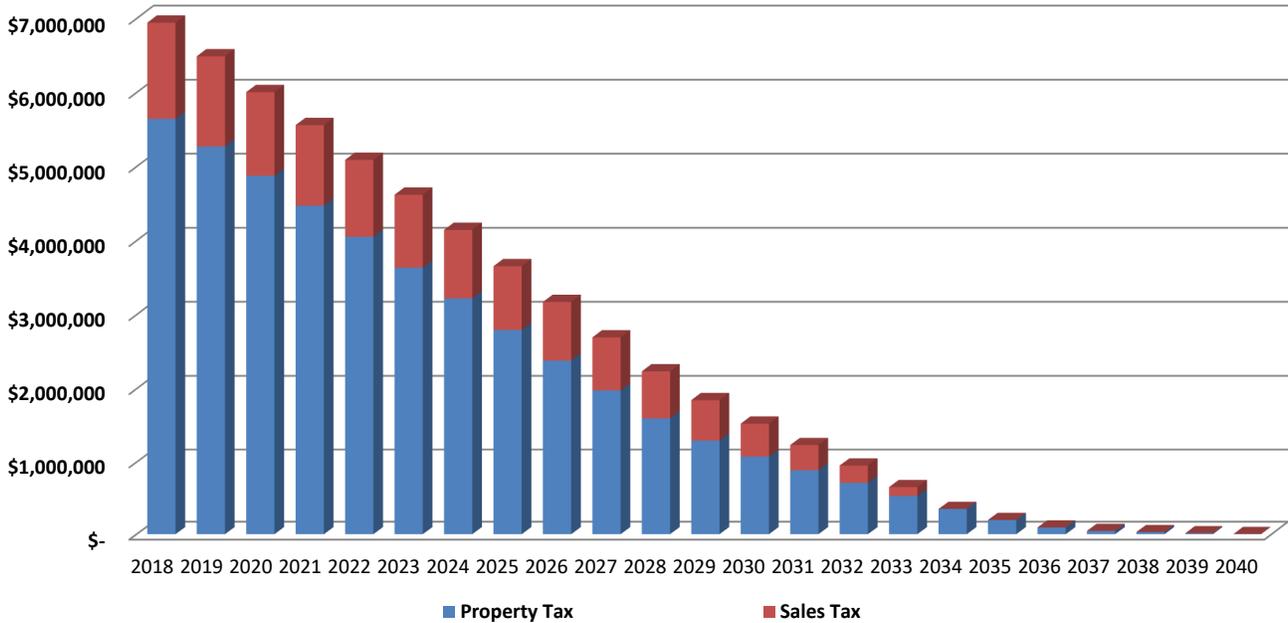
### GENERAL DEBT INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



## GENERAL DEBT INTEREST OBLIGATIONS BY DEBT ISSUANCE

Year	2013A GENERAL OBLIGATION REF & IMP	2013 WCID 1F	2014 GENERAL OBLIGATION REF & IMP	2014 PTF	2015 GENERAL OBLIGATION REF & IMP	2015 GO REF & IMP	2016 GO REF & IMP	2017 SHORT TERM NOTES
2018	202,069	6,000	266,719	404,425	1,496,200	1,148,902	1,771,725	29,380
2019	187,645	3,000	255,319	387,750	1,481,000	1,140,966	1,664,850	23,275
2020	175,185	-	243,544	368,050	1,442,300	1,130,718	1,534,350	19,638
2021	162,183	-	231,394	347,550	1,355,875	1,089,018	1,404,600	15,925
2022	148,708	-	218,944	328,950	1,250,500	1,038,963	1,267,850	12,175
2023	129,747	-	206,119	309,650	1,144,750	984,463	1,149,100	7,750
2024	105,098	-	192,844	286,750	1,043,375	925,235	1,049,850	2,600
2025	79,704	-	179,044	262,950	915,875	860,975	961,850	-
2026	53,565	-	164,719	238,250	760,375	791,355	885,850	-
2027	28,441	-	149,869	215,825	596,500	716,025	806,350	-
2028	13,882	-	134,419	192,400	424,125	634,613	723,100	-
2029	8,465	-	117,688	164,700	306,425	546,723	635,850	-
2030	2,844	-	99,297	135,900	262,475	451,760	544,475	-
2031	-	-	79,806	105,900	232,775	349,270	458,225	-
2032	-	-	59,087	74,700	196,800	240,020	377,825	-
2033	-	-	36,725	44,363	154,200	123,800	294,025	-
2034	-	-	12,563	14,963	109,900	-	212,275	-
2035	-	-	-	-	63,800	-	133,438	-
2036	-	-	-	-	35,506	-	57,825	-
2037	-	-	-	-	25,756	-	19,575	-
2038	-	-	-	-	15,681	-	14,025	-
2039	-	-	-	-	5,281	-	8,250	-
2040	-	-	-	-	-	-	2,700	-
Total	\$ 1,745,215	\$ 199,513	\$ 3,197,284	\$ 4,732,725	\$ 16,946,850	\$ 14,485,427	\$ 17,754,749	\$ 110,742

## GENERAL DEBT INTEREST OBLIGATIONS BY TAX SUPPORT



## UTILITY DEBT SERVICE

### DESCRIPTION

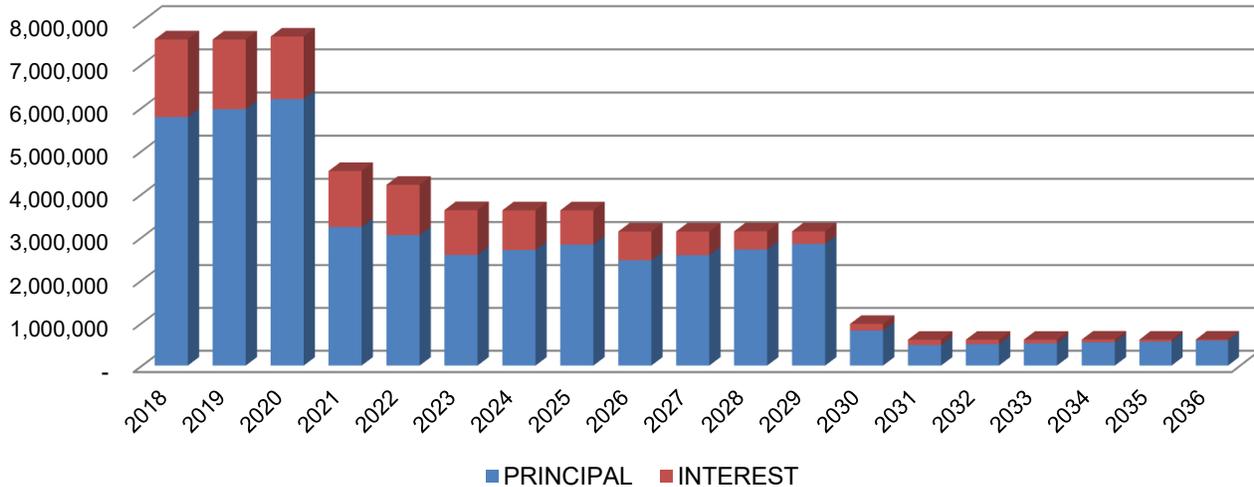
The Utility Debt Service Fund was created to account for revenues transferred in from the Utility and Solid Waste Funds to pay for principal and interest on utility debt.

	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	ADOPTED FY 2018
<b>AVAILABLE FUNDS</b>				
Beginning Balance	\$ 10,497,656	\$ 7,345,035	\$ 8,369,322	\$ 8,559,588
<b>REVENUES</b>				
Interest Income	\$ 33,046	\$ 30,293	\$ 30,293	\$ 30,293
Transfer In - Utility Fund	13,048,350	7,694,394	7,516,921	7,400,276
Transfer In - Solid Waste Fund	-	-	177,473	178,001
<b>TOTAL REVENUE</b>	<b>\$ 13,081,396</b>	<b>\$ 7,724,687</b>	<b>\$ 7,724,687</b>	<b>\$ 7,608,570</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 23,579,052</b>	<b>\$ 15,069,722</b>	<b>\$ 16,094,009</b>	<b>\$ 16,168,158</b>
<b>APPROPRIATIONS</b>				
<b>OPERATING EXPENSES</b>				
Interest Expense	\$ (10,729)	\$ -	\$ -	\$ -
<i>Subtotal Operating</i>	<i>\$ (10,729)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<b>TRANSFERS</b>				
Bond Principal - All	\$ 4,755,000	\$ 5,665,000	\$ 5,665,000	\$ 5,780,000
Bond Interest - All	1,878,350	1,851,921	1,851,921	1,798,278
Arbitrage Rebate	-	15,000	15,000	15,000
Agent Fees	2,109	2,500	2,500	2,500
Transfers Out Utility Fund	8,585,000	-	-	-
<i>Subtotal Transfers</i>	<i>\$ 15,220,459</i>	<i>\$ 7,534,421</i>	<i>\$ 7,534,421</i>	<i>\$ 7,595,778</i>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 15,209,730</b>	<b>\$ 7,534,421</b>	<b>\$ 7,534,421</b>	<b>\$ 7,595,778</b>
<b>ENDING BALANCE</b>	<b>\$ 8,369,322</b>	<b>\$ 7,535,301</b>	<b>\$ 8,559,588</b>	<b>\$ 8,572,380</b>

## UTILITY DEBT OBLIGATIONS

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2018	5,780,000	1,798,278	7,578,278
2019	5,960,000	1,615,696	7,575,696
2020	6,195,000	1,449,967	7,644,967
2021	3,235,000	1,294,148	4,529,148
2022	3,045,000	1,164,336	4,209,336
2023	2,585,000	1,038,206	3,623,206
2024	2,700,000	918,887	3,618,887
2025	2,825,000	794,148	3,619,148
2026	2,460,000	667,269	3,127,269
2027	2,580,000	548,219	3,128,219
2028	2,710,000	423,319	3,133,319
2029	2,840,000	292,119	3,132,119
2030	820,000	154,569	974,569
2031	480,000	124,875	604,875
2032	500,000	105,675	605,675
2033	520,000	85,675	605,675
2034	545,000	64,875	609,875
2035	560,000	45,800	605,800
2036	585,000	23,400	608,400
<b>TOTAL</b>	<b>\$ 58,330,000</b>	<b>\$ 16,361,145</b>	<b>\$ 74,691,145</b>

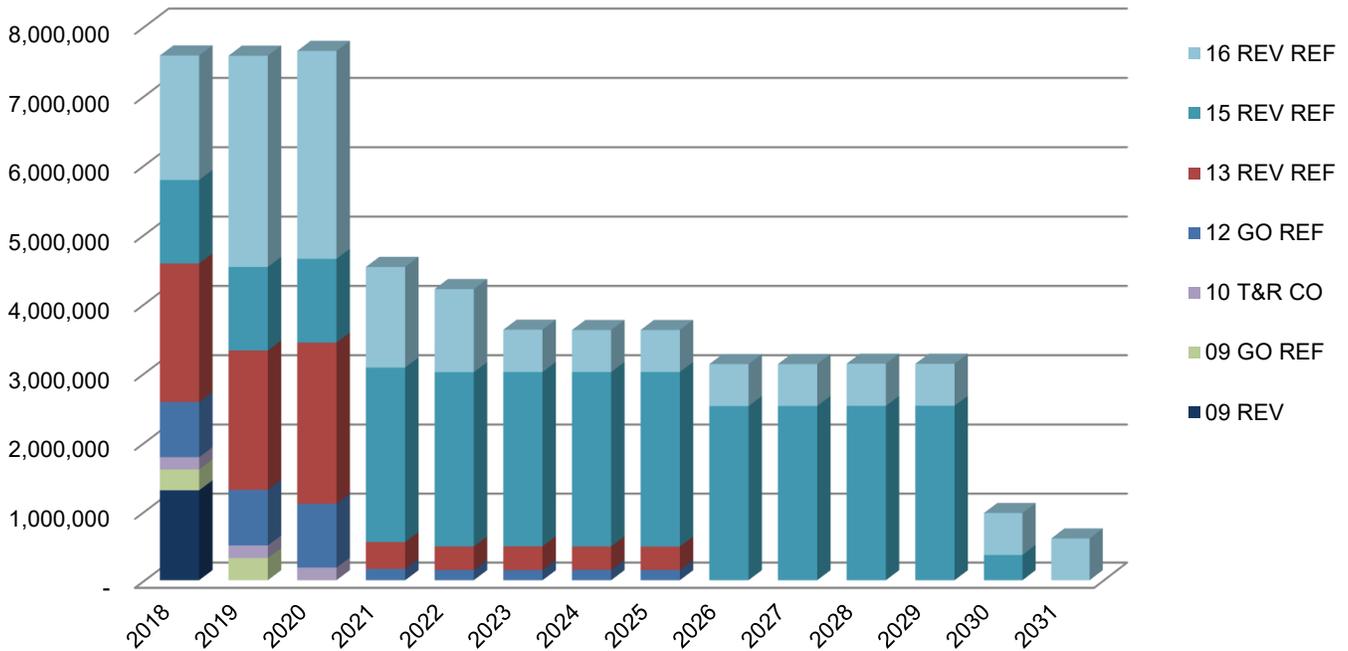
### UTILITY DEBT PRINCIPAL AND INTEREST OBLIGATIONS BY YEAR



## UTILITY DEBT OBLIGATIONS BY DEBT ISSUANCE

FISCAL YEAR	2009 REVENUE BONDS	2009 GENERAL OBLIGATION	2010 TAX & REVENUE CO	2012 GENERAL OBLIGATION	2013 REVENUE BONDS	2015 REVENUE BONDS	2016 REVENUE & REF BONDS
2018	1,303,550	303,300	178,001	796,150	1,997,408	1,204,744	1,795,125
2019	-	321,300	183,025	805,000	2,013,302	1,206,494	3,046,575
2020	-	-	182,700	925,500	2,329,498	1,207,944	2,999,325
2021	-	-	-	165,375	388,504	2,524,094	1,451,175
2022	-	-	-	148,875	340,242	2,523,094	1,197,125
2023	-	-	-	147,500	342,937	2,523,094	609,675
2024	-	-	-	150,750	338,818	2,523,844	605,475
2025	-	-	-	148,625	339,554	2,525,094	605,875
2026	-	-	-	-	-	2,521,594	605,675
2027	-	-	-	-	-	2,523,344	604,875
2028	-	-	-	-	-	2,524,844	608,475
2029	-	-	-	-	-	2,525,844	606,275
2030	-	-	-	-	-	366,094	608,475
2031	-	-	-	-	-	-	604,875
2032	-	-	-	-	-	-	605,675
2033	-	-	-	-	-	-	605,675
2034	-	-	-	-	-	-	609,875
2035	-	-	-	-	-	-	605,800
2036	-	-	-	-	-	-	608,400
<b>TOTAL</b>	<b>\$ 2,544,700</b>	<b>\$ 897,888</b>	<b>\$ 721,199</b>	<b>\$ 4,044,425</b>	<b>\$ 9,976,629</b>	<b>\$ 27,907,966</b>	<b>\$ 20,958,574</b>

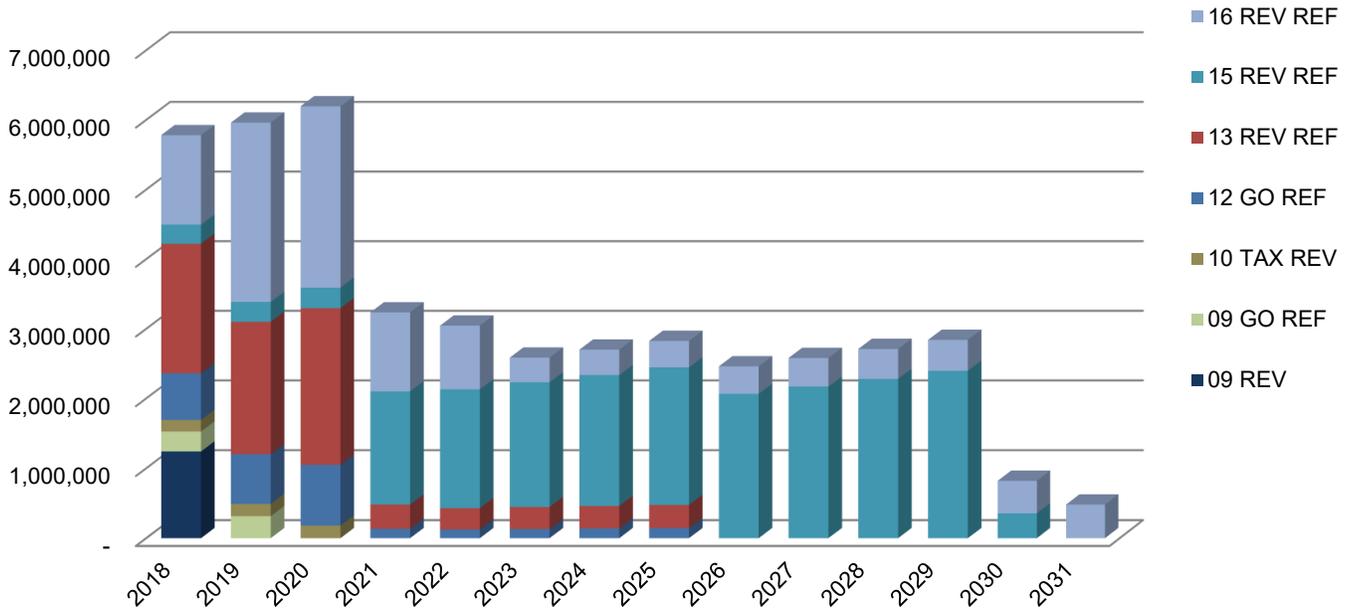
## UTILITY DEBT OBLIGATIONS BY YEAR AND ISSUANCE



## UTILITY DEBT PRINCIPAL OBLIGATIONS BY DEBT ISSUANCE

FISCAL YEAR	2009 REVENUE BONDS	2009 GENERAL OBLIGATION	2010 TAX & REVENUE CO	2012 GENERAL OBLIGATION	2013 REVENUE BONDS	2015 REVENUE BONDS	2016 REVENUE & REF BONDS
2018	1,240,000	285,000	165,000	670,000	1,860,000	275,000	1,285,000
2019	-	315,000	175,000	710,000	1,900,000	285,000	2,575,000
2020	-	-	180,000	870,000	2,245,000	295,000	2,605,000
2021	-	-	-	135,000	345,000	1,620,000	1,135,000
2022	-	-	-	125,000	305,000	1,700,000	915,000
2023	-	-	-	130,000	315,000	1,785,000	355,000
2024	-	-	-	140,000	320,000	1,875,000	365,000
2025	-	-	-	145,000	330,000	1,970,000	380,000
2026	-	-	-	-	-	2,065,000	395,000
2027	-	-	-	-	-	2,170,000	410,000
2028	-	-	-	-	-	2,280,000	430,000
2029	-	-	-	-	-	2,395,000	445,000
2030	-	-	-	-	-	355,000	465,000
2031	-	-	-	-	-	-	480,000
2032	-	-	-	-	-	-	500,000
2033	-	-	-	-	-	-	520,000
2034	-	-	-	-	-	-	545,000
2035	-	-	-	-	-	-	560,000
2036	-	-	-	-	-	-	585,000
<b>TOTAL</b>	<b>\$ 2,445,000</b>	<b>\$ 845,000</b>	<b>\$ 680,000</b>	<b>\$ 3,530,000</b>	<b>\$ 9,350,000</b>	<b>\$ 19,340,000</b>	<b>\$ 16,400,000</b>

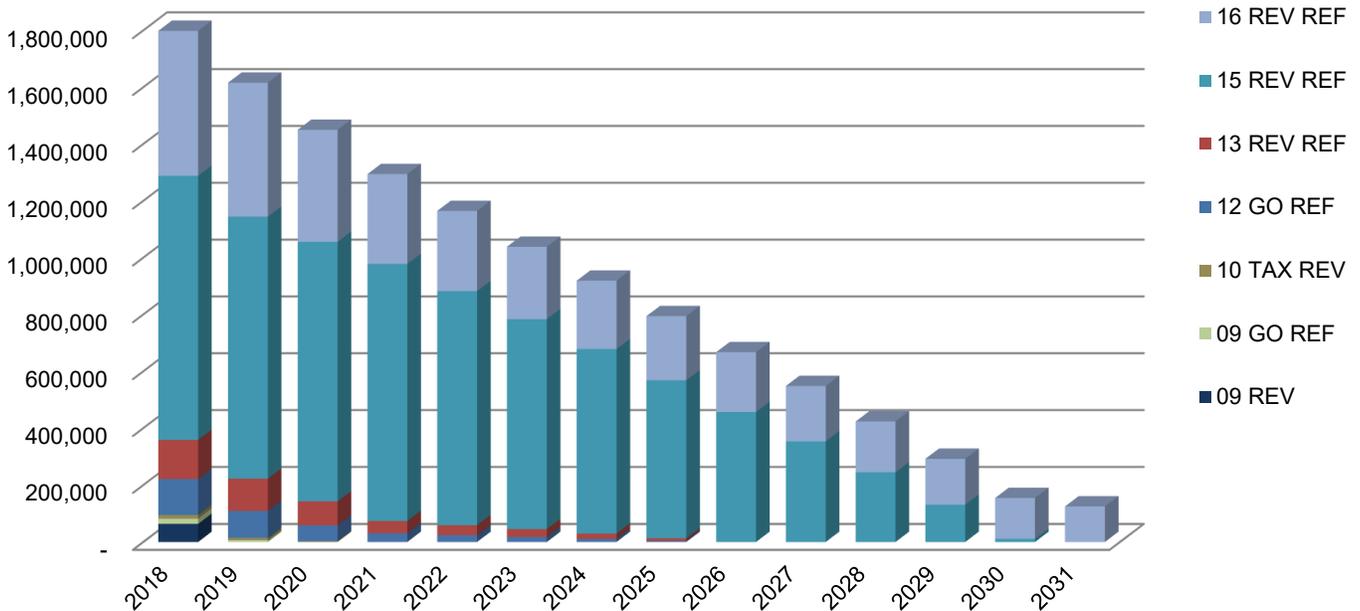
### UTILITY DEBT OBLIGATIONS BY YEAR AND ISSUANCE - PRINCIPAL ONLY



## UTILITY DEBT INTEREST OBLIGATIONS BY DEBT ISSUANCE

FISCAL YEAR	2009 REVENUE BONDS	2009 GENERAL OBLIGATION	2010 TAX & REVENUE CO	2012 GENERAL OBLIGATION	2013 REVENUE BONDS	2015 REVENUE BONDS	2016 REVENUE & REF BONDS
2018	63,550	18,300	13,001	126,150	137,408	929,744	510,125
2019	-	6,300	8,025	95,000	113,302	921,494	471,575
2020	-	-	2,700	55,500	84,498	912,944	394,325
2021	-	-	-	30,375	43,504	904,094	316,175
2022	-	-	-	23,875	35,242	823,094	282,125
2023	-	-	-	17,500	27,937	738,094	254,675
2024	-	-	-	10,750	18,818	648,844	240,475
2025	-	-	-	3,625	9,554	555,094	225,875
2026	-	-	-	-	-	456,594	210,675
2027	-	-	-	-	-	353,344	194,875
2028	-	-	-	-	-	244,844	178,475
2029	-	-	-	-	-	130,844	161,275
2030	-	-	-	-	-	11,094	143,475
2031	-	-	-	-	-	-	124,875
2032	-	-	-	-	-	-	105,675
2033	-	-	-	-	-	-	85,675
2034	-	-	-	-	-	-	64,875
2035	-	-	-	-	-	-	45,800
2036	-	-	-	-	-	-	23,400
<b>TOTAL</b>	<b>\$ 99,700</b>	<b>\$ 52,888</b>	<b>\$ 41,199</b>	<b>\$ 514,425</b>	<b>\$ 626,629</b>	<b>\$ 8,567,966</b>	<b>\$ 4,558,574</b>

### UTILITY DEBT OBLIGATIONS BY YEAR AND ISSUANCE - INTEREST ONLY





## **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.

*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").

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.

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.

**City of Cedar Park  
Police Department  
Pay Plan FY18**

Years of Completed Service in the CPPD

Effective: December 31, 2017

	Probationary	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>Police Officer</b>	<b>\$52,774</b>	<b>\$55,413</b>	<b>\$59,153</b>	<b>\$60,129</b>	<b>\$61,121</b>	<b>\$63,566</b>	<b>\$64,615</b>	<b>\$65,681</b>	<b>\$66,765</b>	<b>\$67,866</b>	<b>\$68,986</b>	<b>\$70,124</b>	<b>\$71,282</b>	<b>\$72,458</b>	<b>\$73,653</b>	<b>\$74,868</b>	<b>\$76,104</b>	<b>\$77,360</b>	<b>\$78,636</b>
Bi-Weekly	\$2,030	\$2,131	\$2,275	\$2,313	\$2,351	\$2,445	\$2,485	\$2,526	\$2,568	\$2,610	\$2,653	\$2,697	\$2,742	\$2,787	\$2,833	\$2,880	\$2,927	\$2,975	\$3,024
Hourly	\$25	\$27	\$28	\$29	\$29	\$31	\$31	\$32	\$32	\$33	\$33	\$34	\$34	\$35	\$35	\$36	\$37	\$37	\$38
		5.00%	6.75%	1.65%	1.65%	4.00%	1.65%	1.65%	1.65%	1.65%	1.65%	1.65%	1.65%	1.65%	1.65%	1.65%	1.65%	1.65%	1.65%
<b>Corporal/Detective</b>		<b>\$62,406</b>	<b>\$63,498</b>	<b>\$64,609</b>	<b>\$68,324</b>	<b>\$69,520</b>	<b>\$70,737</b>	<b>\$71,975</b>	<b>\$73,234</b>	<b>\$74,516</b>	<b>\$75,820</b>	<b>\$77,147</b>	<b>\$78,497</b>	<b>\$79,870</b>	<b>\$81,268</b>	<b>\$82,690</b>	<b>\$84,137</b>	<b>\$85,610</b>	
Bi-Weekly		\$2,400	\$2,442	\$2,485	\$2,628	\$2,674	\$2,721	\$2,768	\$2,817	\$2,866	\$2,916	\$2,967	\$3,019	\$3,072	\$3,126	\$3,180	\$3,236	\$3,293	
Hourly		\$30	\$31	\$31	\$33	\$33	\$34	\$35	\$35	\$36	\$36	\$37	\$38	\$38	\$39	\$40	\$40	\$41	
			1.75%	1.75%	5.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
<b>Sergeant</b>				<b>\$71,555</b>	<b>\$75,669</b>	<b>\$76,994</b>	<b>\$78,341</b>	<b>\$79,712</b>	<b>\$81,107</b>	<b>\$82,526</b>	<b>\$83,971</b>	<b>\$85,440</b>	<b>\$86,935</b>	<b>\$88,457</b>	<b>\$90,005</b>	<b>\$91,580</b>	<b>\$93,182</b>	<b>\$94,813</b>	
Bi-Weekly				\$2,752	\$2,910	\$2,961	\$3,013	\$3,066	\$3,120	\$3,174	\$3,230	\$3,286	\$3,344	\$3,402	\$3,462	\$3,522	\$3,584	\$3,647	
Hourly				\$34	\$36	\$37	\$38	\$38	\$39	\$40	\$40	\$41	\$42	\$43	\$43	\$44	\$45	\$46	
					5.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
<b>Lieutenant</b>						<b>\$87,003</b>	<b>\$88,526</b>	<b>\$90,075</b>	<b>\$91,651</b>	<b>\$93,255</b>	<b>\$94,887</b>	<b>\$96,547</b>	<b>\$98,237</b>	<b>\$99,956</b>	<b>\$101,705</b>	<b>\$103,485</b>	<b>\$105,296</b>	<b>\$107,139</b>	
Bi-Weekly						\$3,346	\$3,405	\$3,464	\$3,525	\$3,587	\$3,650	\$3,713	\$3,778	\$3,844	\$3,912	\$3,980	\$4,050	\$4,121	
Hourly						\$42	\$43	\$43	\$44	\$45	\$46	\$46	\$47	\$48	\$49	\$50	\$51	\$52	
							1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
<b>Commander</b>							<b>\$98,313</b>	<b>\$100,279</b>	<b>\$102,275</b>	<b>\$104,300</b>	<b>\$106,355</b>	<b>\$108,439</b>	<b>\$110,554</b>	<b>\$112,698</b>	<b>\$114,873</b>	<b>\$117,079</b>	<b>\$119,315</b>	<b>\$121,582</b>	<b>\$123,880</b>
Bi-Weekly							\$3,781	\$3,857	\$3,934	\$4,012	\$4,091	\$4,171	\$4,252	\$4,335	\$4,418	\$4,503	\$4,589	\$4,676	\$4,765
Hourly							\$47	\$48	\$49	\$50	\$51	\$52	\$53	\$54	\$55	\$56	\$57	\$58	\$60
								2.00%	1.99%	1.98%	1.97%	1.96%	1.95%	1.94%	1.93%	1.92%	1.91%	1.90%	1.89%
<b>Assistant Chief</b>							<b>\$105,195</b>	<b>\$107,299</b>	<b>\$109,434</b>	<b>\$111,601</b>	<b>\$113,799</b>	<b>\$116,030</b>	<b>\$118,292</b>	<b>\$120,587</b>	<b>\$122,915</b>	<b>\$125,275</b>	<b>\$127,667</b>	<b>\$130,093</b>	<b>\$132,552</b>
Bi-Weekly							\$4,046	\$4,127	\$4,209	\$4,292	\$4,377	\$4,463	\$4,550	\$4,638	\$4,728	\$4,818	\$4,910	\$5,004	\$5,098
Hourly							\$51	\$52	\$53	\$54	\$55	\$56	\$57	\$58	\$59	\$60	\$61	\$63	\$64
								2.00%	1.99%	1.98%	1.97%	1.96%	1.95%	1.94%	1.93%	1.92%	1.91%	1.90%	1.89%

**City of Cedar Park  
Fire Department  
Pay Plan FY18**

Years of Completed Service in the CFPD

Effective: December 31, 2017

	Probationary	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>Firefighter</b>	<b>\$47,895</b>	<b>\$50,769</b>	<b>\$54,196</b>	<b>\$55,144</b>	<b>\$56,109</b>	<b>\$57,091</b>	<b>\$58,090</b>	<b>\$59,107</b>	<b>\$60,141</b>	<b>\$61,193</b>	<b>\$62,264</b>	<b>\$63,354</b>	<b>\$64,463</b>	<b>\$65,591</b>	<b>\$66,739</b>	<b>\$67,907</b>	<b>\$69,095</b>	<b>\$70,304</b>	<b>\$71,534</b>
Work Period-21 Day	\$2,763	\$2,929	\$3,127	\$3,181	\$3,237	\$3,294	\$3,351	\$3,410	\$3,470	\$3,530	\$3,592	\$3,655	\$3,719	\$3,784	\$3,850	\$3,918	\$3,986	\$4,056	\$4,127
Bi-Weekly (106)	\$1,743	\$1,848	\$1,973	\$2,007	\$2,042	\$2,078	\$2,114	\$2,152	\$2,189	\$2,227	\$2,266	\$2,306	\$2,347	\$2,388	\$2,429	\$2,472	\$2,515	\$2,559	\$2,604
Hourly	\$16.45	\$17.43	\$18.61	\$18.94	\$19.27	\$19.61	\$19.95	\$20.30	\$20.65	\$21.01	\$21.38	\$21.76	\$22.14	\$22.52	\$22.92	\$23.32	\$23.73	\$24.14	\$24.57
		6.00%	6.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
<b>Driver/Engineer</b>		<b>\$59,615</b>	<b>\$60,658</b>	<b>\$61,720</b>	<b>\$62,800</b>	<b>\$63,899</b>	<b>\$65,017</b>	<b>\$66,155</b>	<b>\$67,313</b>	<b>\$68,491</b>	<b>\$69,689</b>	<b>\$70,909</b>	<b>\$72,150</b>	<b>\$73,412</b>	<b>\$74,697</b>	<b>\$76,004</b>	<b>\$77,334</b>	<b>\$78,688</b>	<b>\$80,068</b>
Work Period-21 Day		\$3,439	\$3,499	\$3,561	\$3,623	\$3,686	\$3,751	\$3,817	\$3,883	\$3,951	\$4,021	\$4,091	\$4,163	\$4,235	\$4,309	\$4,385	\$4,462	\$4,540	\$4,620
Bi-Weekly		\$2,170	\$2,208	\$2,247	\$2,286	\$2,326	\$2,367	\$2,408	\$2,450	\$2,493	\$2,537	\$2,581	\$2,626	\$2,672	\$2,719	\$2,767	\$2,815	\$2,864	\$2,914
Hourly		\$20.47	\$20.83	\$21.20	\$21.57	\$21.94	\$22.33	\$22.72	\$23.12	\$23.52	\$23.93	\$24.35	\$24.78	\$25.21	\$25.65	\$26.10	\$26.56	\$27.02	\$27.49
			1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
<b>Lieutenant</b>				<b>\$68,509</b>	<b>\$69,708</b>	<b>\$70,928</b>	<b>\$72,169</b>	<b>\$73,432</b>	<b>\$74,717</b>	<b>\$76,025</b>	<b>\$77,355</b>	<b>\$78,709</b>	<b>\$80,086</b>	<b>\$81,488</b>	<b>\$82,914</b>	<b>\$84,365</b>	<b>\$85,841</b>	<b>\$87,343</b>	<b>\$88,871</b>
Work Period-21 Day				\$3,952	\$4,022	\$4,092	\$4,164	\$4,236	\$4,311	\$4,386	\$4,463	\$4,541	\$4,620	\$4,701	\$4,783	\$4,867	\$4,952	\$5,039	\$5,127
Bi-Weekly				\$2,494	\$2,537	\$2,582	\$2,627	\$2,673	\$2,720	\$2,767	\$2,816	\$2,865	\$2,915	\$2,966	\$3,018	\$3,071	\$3,125	\$3,179	\$3,234
Hourly				\$23.53	\$23.94	\$24.36	\$24.78	\$25.22	\$25.66	\$26.11	\$26.56	\$27.03	\$27.50	\$27.98	\$28.47	\$28.97	\$29.48	\$29.99	\$30.51
40-HR RATE (Fire Inspector)				\$32.94	\$33.51	\$34.10	\$34.70	\$35.30	\$35.92	\$36.55	\$37.19	\$37.84	\$38.50	\$39.18	\$39.86	\$40.56	\$41.27	\$41.99	\$42.72
Bi-weekly (80)				\$2,635	\$2,681	\$2,728	\$2,776	\$2,824	\$2,874	\$2,924	\$2,975	\$3,027	\$3,080	\$3,134	\$3,189	\$3,245	\$3,302	\$3,359	\$3,417
					1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
<b>Battalion Chief</b>						<b>\$86,355</b>	<b>\$87,866</b>	<b>\$89,404</b>	<b>\$90,968</b>	<b>\$92,560</b>	<b>\$94,180</b>	<b>\$95,828</b>	<b>\$97,505</b>	<b>\$99,211</b>	<b>\$100,948</b>	<b>\$102,714</b>	<b>\$104,512</b>	<b>\$106,341</b>	<b>\$108,201</b>
Work Period-21 Day						\$4,982	\$5,069	\$5,158	\$5,248	\$5,340	\$5,433	\$5,529	\$5,625	\$5,724	\$5,824	\$5,926	\$6,030	\$6,135	\$6,241
Bi-Weekly (106)						\$3,143	\$3,198	\$3,254	\$3,311	\$3,369	\$3,428	\$3,488	\$3,549	\$3,611	\$3,675	\$3,739	\$3,804	\$3,871	\$3,938
Hourly						\$29.66	\$30.17	\$30.70	\$31.24	\$31.79	\$32.34	\$32.91	\$33.48	\$34.07	\$34.67	\$35.27	\$35.89	\$36.52	\$37.16
<b>Training Battalion Chief</b>	40-HR RATE					\$41.52	\$42.24	\$42.98	\$43.74	\$44.50	\$45.28	\$46.07	\$46.88	\$47.70	\$48.53	\$49.38	\$50.25	\$51.13	\$52.02
<b>Fire Marshal</b>	40-HR RATE					\$41.52	\$42.24	\$42.98	\$43.74	\$44.50	\$45.28	\$46.07	\$46.88	\$47.70	\$48.53	\$49.38	\$50.25	\$51.13	\$52.02
Bi-weekly (80)						\$3,321	\$3,379	\$3,439	\$3,499	\$3,560	\$3,622	\$3,686	\$3,750	\$3,816	\$3,883	\$3,951	\$4,020	\$4,090	\$4,160
							1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
<b>Assistant Fire Chief</b>							<b>\$97,581</b>	<b>\$99,289</b>	<b>\$101,026</b>	<b>\$102,794</b>	<b>\$104,593</b>	<b>\$106,423</b>	<b>\$108,286</b>	<b>\$110,181</b>	<b>\$112,109</b>	<b>\$114,071</b>	<b>\$116,067</b>	<b>\$118,098</b>	<b>\$120,165</b>
Bi-Weekly (80 hrs)							\$3,753	\$3,819	\$3,886	\$3,954	\$4,023	\$4,093	\$4,165	\$4,238	\$4,312	\$4,387	\$4,464	\$4,542	\$4,622
Hourly							\$47	\$48	\$49	\$49	\$50	\$51	\$52	\$53	\$54	\$55	\$56	\$57	\$58
								1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%

## **CIP BUDGET**

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

**FY 2018 GENERAL CAPITAL IMPROVEMENT PROJECTS**

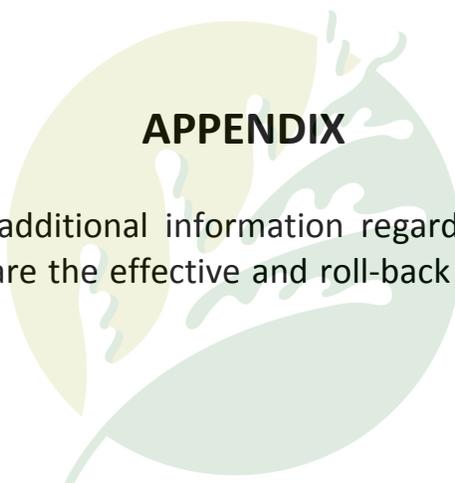
Project Name	Prior Funding	FY 2017 Funding	FY 2017 Amendment	Final FY 2017 Funding	FY 2018 Funding	Future Funding	Total Project Budget
<b>PARKS</b>							
Land Acquisition	\$ 2,050,000	\$ -	\$ (75,000)	(75,000)	\$ -	\$ -	1,975,000
Parks Maintenance Facility	2,445,000	-	75,000	75,000	-	-	2,520,000
Bike Feasibility Study	50,000	-	-	-	-	-	50,000
Brushy Creek Lake Park Improvements	325,000	-	-	-	-	-	325,000
Lighting at Brushy Creek Sports Park	175,000	-	-	-	-	-	175,000
Milburn Pool Lightining Improvements	35,000	-	-	-	-	-	35,000
Electricity at the Sculpture Garden	80,713	-	-	-	-	-	80,713
Milburn Park Improvements	350,000	-	-	-	-	-	350,000
Refurbish Playscape at Veteran's Memorial Pool	40,000	-	-	-	-	-	40,000
Nelson Ranch Park Playscape	50,000	-	-	-	-	-	50,000
Buttercup Pool Bathhouse Renovations	150,000	-	19,572	19,572	-	-	169,572
Dog Park #2	150,000	-	115,000	115,000	-	-	265,000
Trail Lighting Project at Community Parks	-	50,000	-	50,000	-	-	50,000
Veterans Memorial Park Improvements	-	500,000	-	500,000	-	-	500,000
Lakeline Park	-	-	-	-	3,500,000	-	3,500,000
Trails/Bike Facility	-	-	-	-	235,000	-	235,000
Milburn Pool Rehabilitation	-	-	58,000	58,000	-	-	58,000
Town Center Trail and Pedestrian Bridge	-	-	-	-	550,000	-	550,000
<b>TOTAL PARKS PROJECTS</b>	<b>\$ 5,900,713</b>	<b>\$ 550,000</b>	<b>\$ 134,572</b>	<b>\$ 684,572</b>	<b>\$ 3,735,000</b>	<b>\$ -</b>	<b>\$ 10,928,285</b>
<b>TRANSPORTATION AND DRAINAGE</b>							
RM 1431 (Parmer to Sam Bass)	\$ 23,325,000	\$ -	-	-	-	-	23,325,000
Old ROW Acquisition	615,000	-	-	-	-	-	615,000
Cypress Creek/Lakeline Intersection	3,008,890	-	-	-	-	-	3,008,890
183/Cypress Creek Intersection	800,000	-	-	-	-	-	800,000
Brushy Creek/Parmer - Rt Turn Lane	350,000	-	-	-	-	-	350,000
RM 1431 Pedestrian Walkway	420,500	-	-	-	-	-	420,500
Fire Lane Street Repair	75,200	-	-	-	-	-	75,200
Traffic Signal VES	35,000	-	-	-	-	-	35,000
Anderson Mill Road	8,694,600	-	-	-	-	-	8,694,600
Little Elm Trail	7,060,000	-	-	-	-	-	7,060,000
1431 Gap	2,280,000	-	-	-	-	-	2,280,000
New Hope Road - West	2,600,000	-	-	-	-	-	2,600,000
Sidewalk Gap Closure Phase III	300,000	-	-	-	-	-	300,000
ILSN Sign Replacements and Upgrades	140,000	-	-	-	-	-	140,000
Way-Finding / Community Identification	285,000	-	-	-	-	-	285,000
East 1890 Ranch Right Turn Lane	180,000	-	-	-	-	-	180,000
Brushy Creek Regional Trail Connection	450,000	-	-	-	-	-	450,000
Ronald Reagan and Caballo Ranch Traffic Signal	325,000	-	-	-	-	-	325,000
Right Turn Lane at Brushy Creek and Vista Ridge	250,000	-	-	-	-	-	250,000
Right Turn Lane at Brushy Creek and Lynnwood	250,000	-	-	-	-	-	250,000
Right Turn Lane at Lakeline and Old Mill	250,000	-	-	-	-	-	250,000
Discovery Blvd. Median Break	200,000	-	-	-	-	-	200,000
Sidewalk Gap Phase IV	350,000	-	-	-	-	-	350,000
Design and Install Pole Mounted Logo Signs	300,000	-	-	-	300,000	-	600,000
New Hope (Cottonwood Creek to Ronald Regan)	-	8,200,000	1,200,000	9,400,000	-	-	9,400,000
Bell Boulevard District Projects	851,667	5,248,333	10,000,000	15,248,333	13,900,000	-	30,000,000
Lakeline Boulevard Right Turn Lane	-	700,000	-	700,000	-	-	700,000
Whitestone Boulevard Right Turn Lane	-	700,000	-	700,000	-	-	700,000
Traffic Signal at Liberty Oaks and Cypress Creek	-	325,000	-	325,000	-	-	325,000
New Hope (Ronald Regan to Sam Bass)	-	3,300,000	-	3,300,000	1,700,000	-	5,000,000
Arterial Overlay	2,550,000	1,783,333	-	1,783,333	2,166,667	-	6,500,000
Intersection Turn Lanes	75,000	800,000	-	800,000	1,525,000	800,000	3,200,000
Travis County Signal Standardization	-	-	150,000	150,000	-	-	150,000
Anderson Mill Road Phase II	-	-	-	-	8,700,000	-	8,700,000
RM 1431 (Bagdad to Anderson Mill Rd)	-	-	-	-	-	7,300,000	7,300,000
Brushy Creek Rd (Arrowhead to Ranch Tr)	-	-	-	-	-	3,700,000	3,700,000
Ronal Reagan and Caballo Ranch Right Turn Lane	-	-	-	-	-	250,000	250,000
Little Elm Trail and Fire Lane Improvements	-	-	-	-	-	650,000	650,000
<b>TOTAL TRANSPORTATION AND DRAINAGE PROJEI</b>	<b>\$ 56,020,857</b>	<b>\$ 21,056,666</b>	<b>\$ 11,350,000</b>	<b>\$ 32,406,666</b>	<b>\$ 28,291,667</b>	<b>\$ 12,700,000</b>	<b>\$ 129,419,190</b>

**FY 2018 GENERAL CAPITAL IMPROVEMENT PROJECTS**

Project Name	Prior Funding	FY 2017 Funding	FY 2017 Amendment	Final FY 2017 Funding	FY 2018 Funding	Future Funding	Total Project Budget
<b>FACILITY PROJECTS</b>							
Public Safety Technology Project	\$ 855,000	\$ -	-	-	-	\$ -	855,000
Library Access Control	9,517	-	-	-	-	-	9,517
Library Surveillance System	17,797	-	-	-	-	-	17,797
Library Master Plan	60,000	-	-	-	-	-	60,000
Fire Station #3 Repairs	400,000	-	-	-	-	-	400,000
PD Security System Improvements	118,959	-	-	-	-	-	118,959
Microwave Radio Replacement	404,000	-	-	-	-	-	404,000
Field Ops Tower	246,000	-	-	-	-	-	246,000
Fire Lane Tower	95,707	-	-	-	-	-	95,707
Fire Training Pad Extension	10,000	-	-	-	-	-	10,000
City Hall Maintenance	20,000	-	-	-	-	-	20,000
Records Security Upgrade	44,743	-	-	-	-	-	44,743
Cedar Park Center Marquee Sign	584,000	-	-	-	-	-	584,000
Fire Station #5	590,000	4,000,000	1,790,000	5,790,000	-	-	6,380,000
Police Station Expansion	386,667	5,473,333	946,000	6,419,333	-	-	6,806,000
Building 6 Fire Administration Build Out	150,000	1,350,000	300,000	1,650,000	-	-	1,800,000
<b>TOTAL FACILITIES PROJECTS</b>	<b>\$ 3,992,390</b>	<b>\$ 10,823,333</b>	<b>\$ 3,036,000</b>	<b>\$ 13,859,333</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,851,723</b>
<b>TOTAL ALL GENERAL PROJECTS</b>	<b>\$ 65,913,960</b>	<b>\$ 32,429,999</b>	<b>\$ 14,520,572</b>	<b>\$ 46,950,571</b>	<b>\$ 32,026,667</b>	<b>\$ 12,700,000</b>	<b>\$ 158,199,198</b>

**FY 2018 UTILITY CAPITAL IMPROVEMENT PROJECTS**

Project Name	Prior Funding	FY 2017 Funding	FY 2017 Amendment	Final FY 2017 Funding	FY 2018 Funding	Future Funding	Project Budget
<b>WATER PROJECTS - BOND FUNDED</b>							
WTP Rehabilitation 2016		1,200,000		1,200,000			1,200,000
WTP Pre-Oxidation Improvements		600,000		600,000			600,000
SCADA Upgrades/Office Re-model			314,000	314,000			314,000
Advanced Metering Infrastructure (AMI)	2,000,000			-			2,000,000
BCRUA Ph. II						51,000,000	51,000,000
Anderson Mill 16" TM (upgrade existing 12")					600,000		600,000
BCRUA Ph. IC					4,430,000		4,430,000
<b>WATER PROJECTS - BOND FUNDED TOTAL</b>	<b>\$ 2,000,000</b>	<b>\$ 1,800,000</b>	<b>\$ 314,000</b>	<b>\$ 2,114,000</b>	<b>\$ 5,030,000</b>	<b>\$ 51,000,000</b>	<b>\$ 60,144,000</b>
<b>WASTEWATER PROJECTS - BOND FUNDED</b>							
Lone Star WW Line Replacement		1,660,000		1,660,000			1,660,000
Cottonwood WW Interceptor - Ph C-2					2,550,000		2,550,000
WRF Headworks Rehabilitation					286,000		286,000
<b>WASTEWATER PROJECTS - BOND FUNDED TOTAL</b>	<b>\$ -</b>	<b>\$ 1,660,000</b>	<b>\$ -</b>	<b>\$ 1,660,000</b>	<b>\$ 2,836,000</b>	<b>\$ -</b>	<b>\$ 4,496,000</b>
<b>WATER PROJECTS - CIF FUNDED</b>							
BCRUA Ph. II		1,500,000		1,500,000			1,500,000
BCRUA Ph. IB		35,000		35,000			35,000
New Hope 16" TM (Cottonwood to Ronald Reagan)		1,000,000	457,000	1,457,000			1,457,000
Little Elm 16-in Waterline	721,000						721,000
Elevated Storage Tank (Pressure Plane 4)					2,000,000		2,000,000
<b>WATER PROJECTS - CIF FUNDED TOTAL</b>	<b>\$ 721,000</b>	<b>\$ 2,535,000</b>	<b>\$ 457,000</b>	<b>\$ 2,992,000</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 5,713,000</b>
<b>WASTEWATER PROJECTS - CIF FUNDED</b>							
Cottonwood WW Interceptor - Ph C-2		320,000		320,000	980,000		1,300,000
New Hope WW (Cottonwood to Ronald Reagan)		600,000	323,000	923,000			923,000
Spanish Oaks Interceptor - Ph II	1,070,000						1,070,000
Ronald Reagan Westside	80,000	440,000		440,000	50,000		570,000
Anderson Mill Road Wastewater Line	375,000						375,000
BCRWWS East Plant Re-Rate Improvements		600,000			1,290,000	12,770,000	14,660,000
<b>WASTEWATER PROJECTS - CIF FUNDED TOTAL</b>	<b>\$ 2,125,000</b>	<b>\$ 1,360,000</b>	<b>\$ 323,000</b>	<b>\$ 1,683,000</b>	<b>\$ 2,320,000</b>	<b>\$ 12,770,000</b>	<b>\$ 18,898,000</b>
<b>WATER PROJECTS - UTILITY FUNDED</b>							
Advanced Metering Infrastructure (AMI)	3,500,000						3,500,000
BCRUA Ph. II		500,000		500,000			500,000
2017 Water Tank Rehab		200,000		200,000	50,000		250,000
Vista Ridge Pump Station Relocation		200,000	(200,000)				
Water Infrastructure Rehab/Relocation		333,125		333,125	340,000		673,125
SCADA Upgrades/Office Re-model	1,250,000	250,000		250,000			1,500,000
Floating Raw Water Intake Contingency Project	10,536,000						10,536,000
Contingency Intake Demobilization	240,000						240,000
Alternative Water Supply	50,100						50,100
WTP Rehabilitation 2016	150,000						150,000
WTP Pre-Oxidation Improvements	75,000						75,000
Anderson Mill Road Waterline	375,000						375,000
33" Waterline Condition Assessment	150,000						150,000
New Hope West Storage Building					175,000		175,000
WTP Intake Improvements Project					250,000		250,000
City Hall Building 3 Remodel					650,000		650,000
Fiber Optic Cable					280,000		280,000
<b>WATER PROJECTS - UTILITY FUNDED TOTAL</b>	<b>\$ 16,326,100</b>	<b>\$ 1,483,125</b>	<b>\$ (200,000)</b>	<b>\$ 1,283,125</b>	<b>\$ 1,745,000</b>	<b>\$ -</b>	<b>\$ 19,354,225</b>
<b>WASTEWATER PROJECTS - UTILITY FUNDED</b>							
Wastewater Infrastructure Rehab/Relocation		333,125		333,125	340,000		673,125
WRF Air Rehab	100,000	700,000		700,000			800,000
Lobo LS Relief Tunnel Study	100,000						100,000
Cottonwood WW Interceptor - Ph C-2	600,000	50,000		50,000			650,000
1431 LS Influent Line	475,000						475,000
Lone Star WW Line Replacement	200,000	155,000		155,000			355,000
WRF Rehabilitation (+175k from O&M budget)	80,000	795,000	(294,000)	501,000			581,000
City Hall Building 3 Remodel					650,000		650,000
WRF Headworks Rehabilitation					509,000		509,000
<b>TOTAL</b>	<b>\$ 1,555,000</b>	<b>\$ 2,033,125</b>	<b>\$ (294,000)</b>	<b>\$ 1,739,125</b>	<b>\$ 1,499,000</b>	<b>\$ -</b>	<b>\$ 4,793,125</b>
<b>TOTAL WATER PROJECTS</b>	<b>19,047,100</b>	<b>5,818,125</b>	<b>571,000</b>	<b>6,389,125</b>	<b>8,775,000</b>	<b>51,000,000</b>	<b>85,211,225</b>
<b>TOTAL WASTEWATER PROJECTS</b>	<b>3,680,000</b>	<b>5,053,125</b>	<b>29,000</b>	<b>5,082,125</b>	<b>6,655,000</b>	<b>12,770,000</b>	<b>28,187,125</b>
<b>TOTAL UTILITY CIP</b>	<b>\$ 22,727,100</b>	<b>\$ 10,871,250</b>	<b>\$ 600,000</b>	<b>\$ 11,471,250</b>	<b>\$ 15,430,000</b>	<b>\$ 63,770,000</b>	<b>\$ 113,398,350</b>



## **APPENDIX**

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

## BUDGET GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## BUDGET GLOSSARY

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

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

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

**Bonds Issued:** Bonds sold by the City.

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

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

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

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

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

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

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

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

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

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

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

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

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

## BUDGET GLOSSARY

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

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

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

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

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

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

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

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

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

**Enterprise Fund:** See Proprietary Fund.

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

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

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

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

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

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

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

## BUDGET GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

**Interfund Transfers:** All interfund transactions except loans and reimbursements.

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

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

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

## BUDGET GLOSSARY

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

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

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

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

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

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

**Ordinance:** A formal legislative enactment by the City Council.

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

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

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

**Performance Indicator:** A departmental measure of performance.

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

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

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

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

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

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

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

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

## BUDGET GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## BUDGET ABBREVIATIONS

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

## BUDGET ABBREVIATIONS

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



**CEDAR**  

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**PARK**