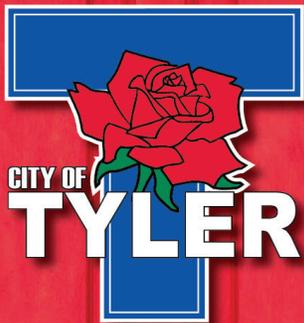


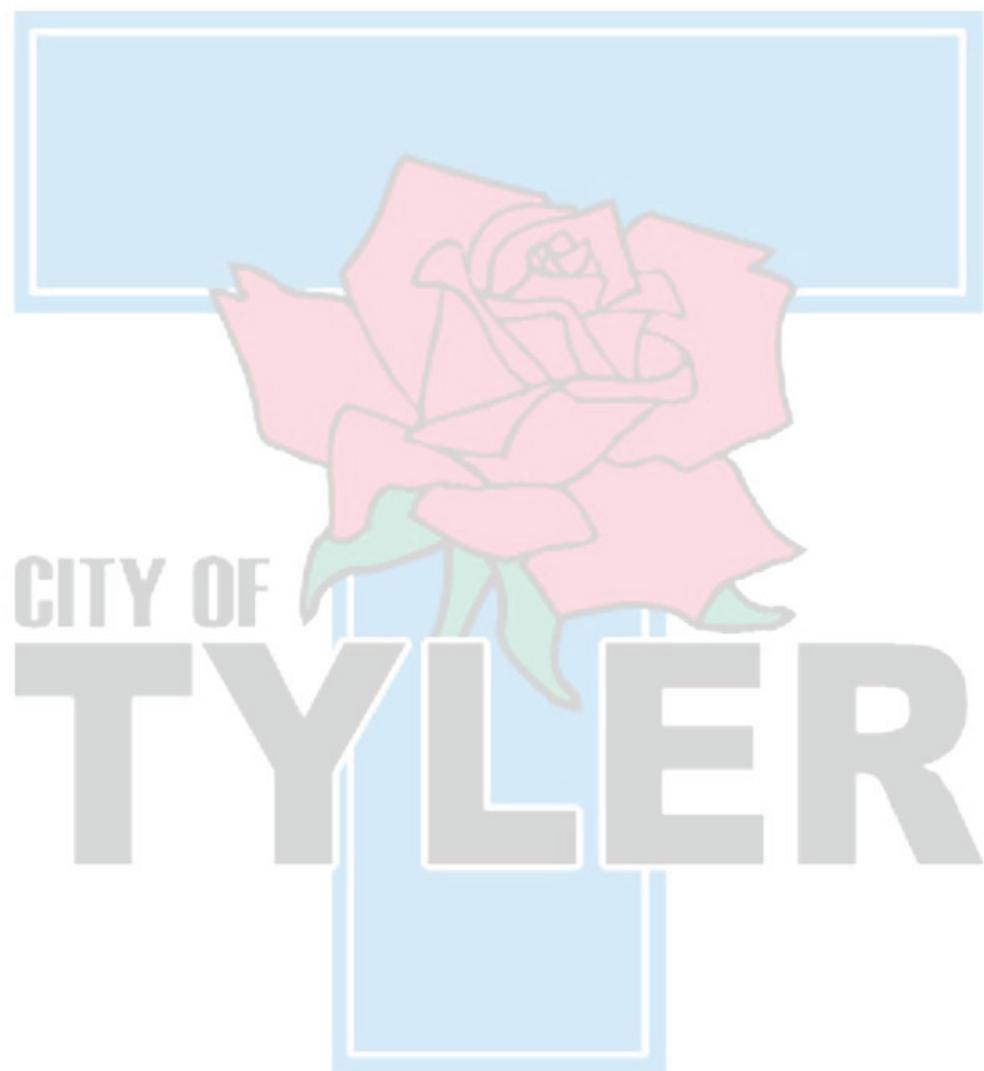
**Opening  
the  
Doors ...**

**City of Tyler  
Annual  
Budget**

**FY 2015 - 2016**



**... to a  
Brighter  
Future**



*A Natural Beauty*

**City of Tyler**  
**Fiscal Year 2015-2016**  
**Budget Cover Page**  
**September 22, 2015**

**This budget will raise more revenue from property taxes than last year's budget by an amount of \$422,758, which is a 2.7 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$260,905.**

The members of the governing body vote on the proposal to consider the budget as follows:

**FOR:**

Martin Heines, Mayor	Don Warren, District 4
Linda Sellers, District 1	Mark Whatley, District 5
Darryl Bowdre, District 2	John Nix, District 6
Ed Moore, District 3	

**AGAINST:** None

**PRESENT** and not voting: None

**ABSENT:** None

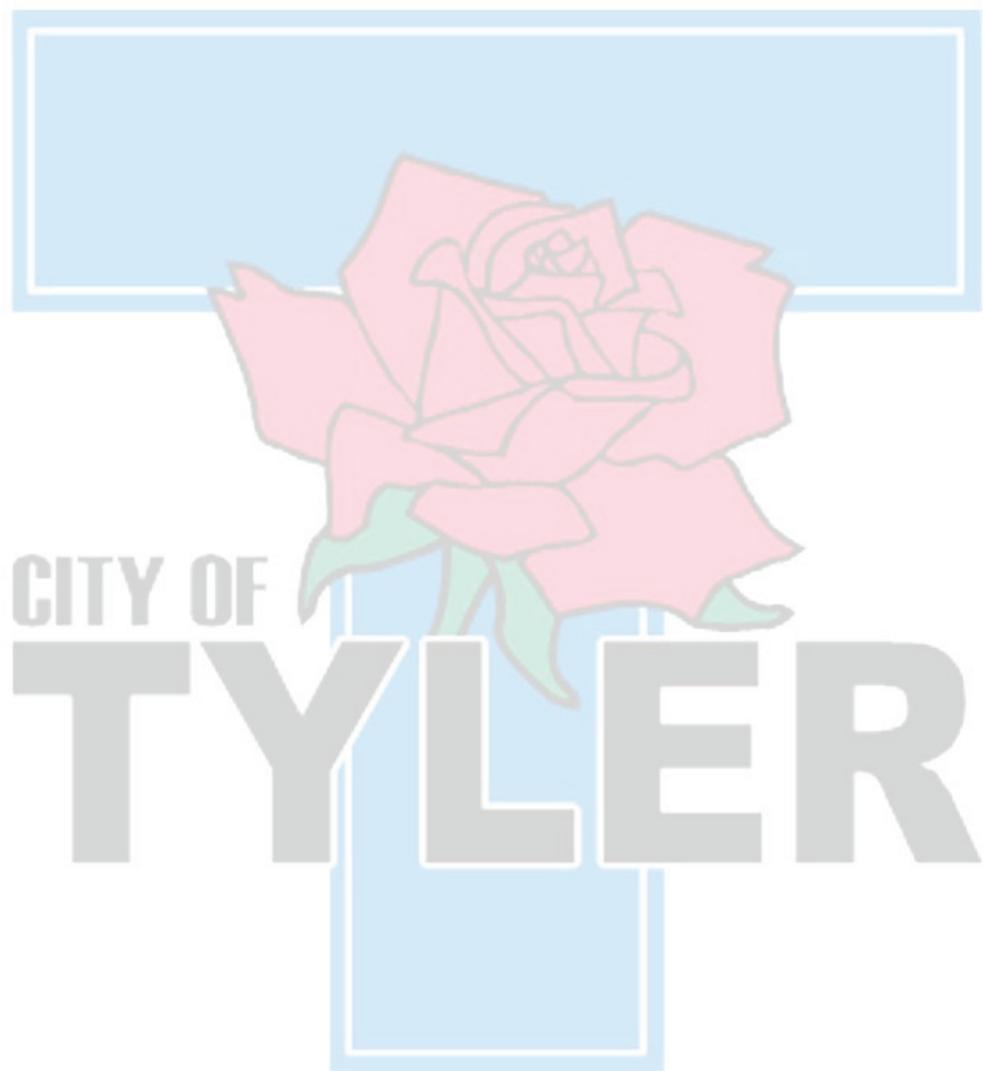
**Property Tax Rate Comparison**

	2015-2016	2014-2015
Property Tax Rate:	\$0.2200/100	\$0.2200/100
Effective Tax Rate:	\$0.2133/100	\$0.2187/100
Effective Maintenance & Operations Tax Rate:	\$/100	\$0.2187/100
Rollback Tax Rate:	\$/100	\$0.2362/100
Debt Rate:	\$/100	\$0.00/100

**Debt Obligations for City of Tyler**

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

Debt service requirements for FY 2016, including principal and interest, are \$0 for obligations paid by property taxes and \$59,240,000 for obligations paid by utility charges, and \$1,055,000 for obligations paid by customer facility charges. Additions detail for the City's debt obligations, including future year's payment requirements, is included later in the budget document.



*A Natural Beauty*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Tyler  
Texas**

For the Fiscal Year Beginning

**October 1, 2014**

Executive Director

**TYLER  
CITY COUNCIL**



Mayor Martin Heines



Edward Moore  
Councilmember - District 3



Darryl Bowdre  
Councilmember - District 2



Linda Sellers  
Councilmember - District 1

CITY OF TYLER  
TEXAS  
CITY HALL

1850



## OUR MISSION

**O**ur mission is to be a results-oriented service organization with a focus on responsiveness, efficiency, sound financial management and quality service to our citizens.

## OUR VISION

**T**he City of Tyler's vision is to be the standard for performance excellence in local government.



**Don Warren**  
*Councilmember - District 4*



**Mark Whatley**  
*Councilmember - District 5*

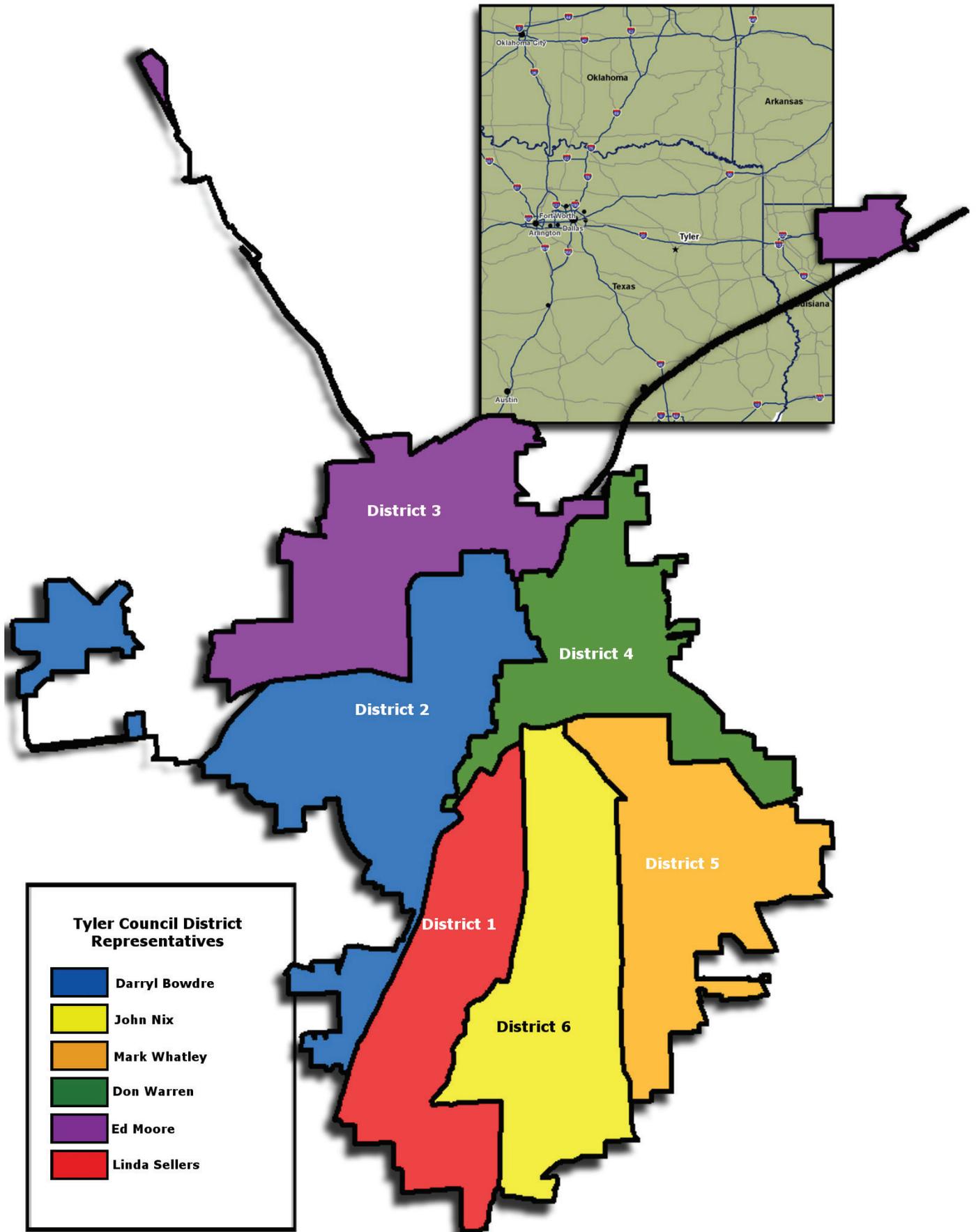


**John Nix**  
*Councilmember - District 6*



ROSE CAPITAL  
OF  
AMERICA





Dear Tyler Residents,

The City of Tyler has a long-standing conservative, business-like approach to City government. We have demonstrated this through the achievement of Tyler's AAA bond rating, having zero general obligation debt and a tax rate lower than our peer cities.

Of course, none of this happened overnight. Tyler is on a continuous journey for performance excellence, encouraging all city departments to meet higher goals through efficiency and effectiveness.

In 1997, Tyler adopted the "Blueprint" that has been the foundation for the city's journey of continuous improvement. Since then, the City developed a comprehensive Lean Six Sigma program, an employee training program (City University), a budget forecasting system that is tied to strategic planning and a business planning model. These are all part of Tyler's Performance Excellence Program (PEP) to provide the best service to our residents.

In 2001, Tyler created a comprehensive plan that reflects a shared vision for our community. This plan, Tyler 1<sup>st</sup>, was updated in 2013 and is the guiding force behind the City of Tyler's day to day operations.

In 2010, the Mayor's Leadership Roundtable established the Industry Growth Initiative (IGI). The report recommends ten primary building blocks that Tyler should develop to foster an Innovation Economy and take the Tyler region into the next twenty years of economic prosperity and growth. The objective of the IGI is to pinpoint the industries that make the most sense to focus resources on given Tyler's unique characteristics. The building blocks towards the Innovation Economy include strategies focused on High Education, Healthcare and Bio-Med, Tourism, Arts and Entertainment, 21st Century Energy, Retirees, Infrastructure, Graduate Education and 21st Century Transportation. This upcoming year, this five-year-old plan will be updated to reflect the ever-changing economic conditions in Tyler.

The IGI identified entrepreneurship as a key element to strengthening Tyler's economy. This concept has led to the Innovation Pipeline. The Innovation Pipeline is both a place and a network that brings together those doing tremendous work in Tyler to foster innovation and entrepreneurship. Numerous organizations have already established a solid foundation for business recruitment and development in the Tyler region. The Pipeline will leverage the synergies of this network to create a place where innovation happens intentionally. By joining together as a community, we will be able to provide a space for entrepreneurs to learn how to launch and sustain their business concepts. This effort to foster home-grown small business development is just one way Tyler is becoming an Innovation Economy – leading to a great quality of life.

Thank you to all our citizens and employees for their commitment to Tyler!

Sincerely,

  
Martin Heines  
Mayor, City of Tyler, Texas



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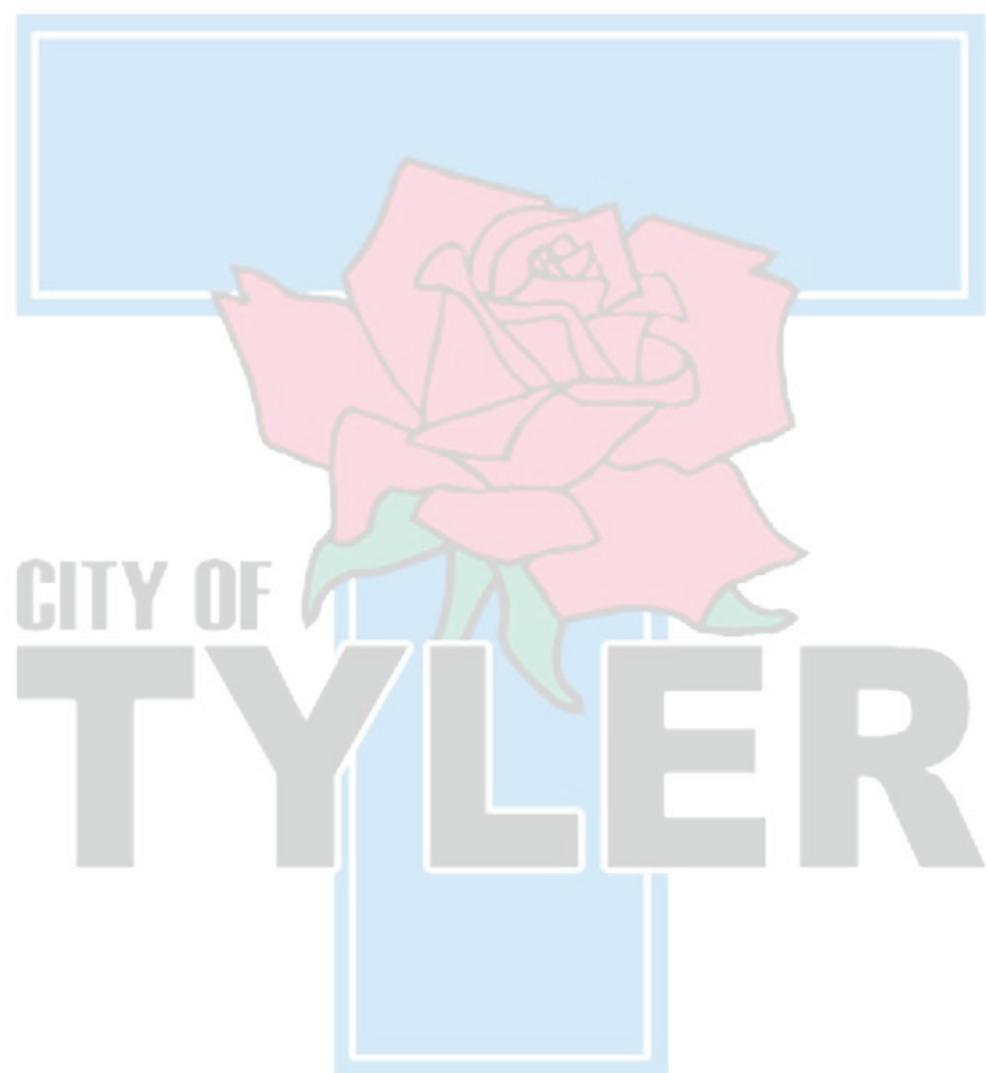
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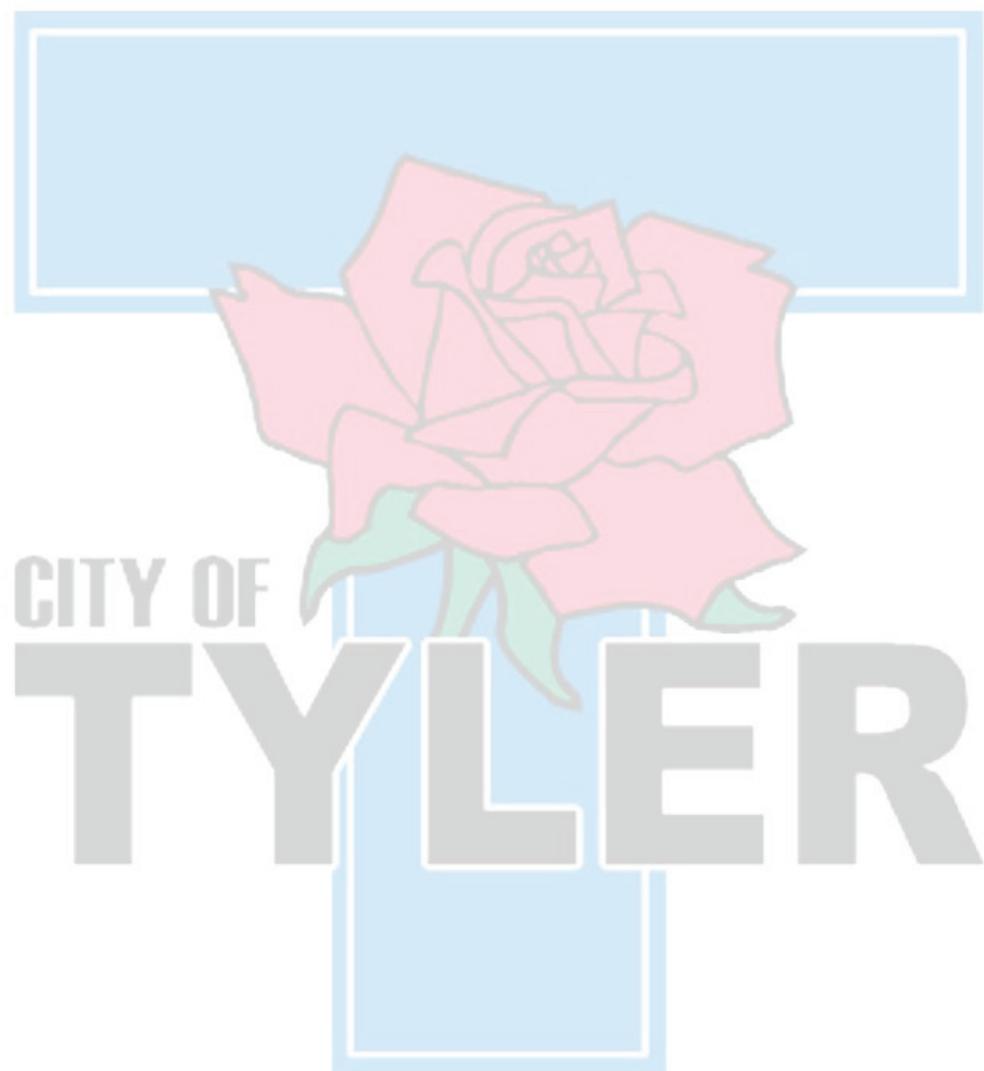
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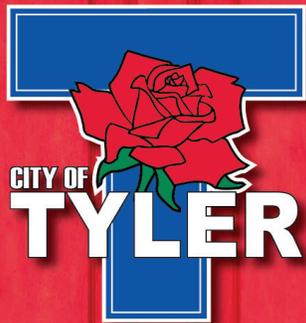


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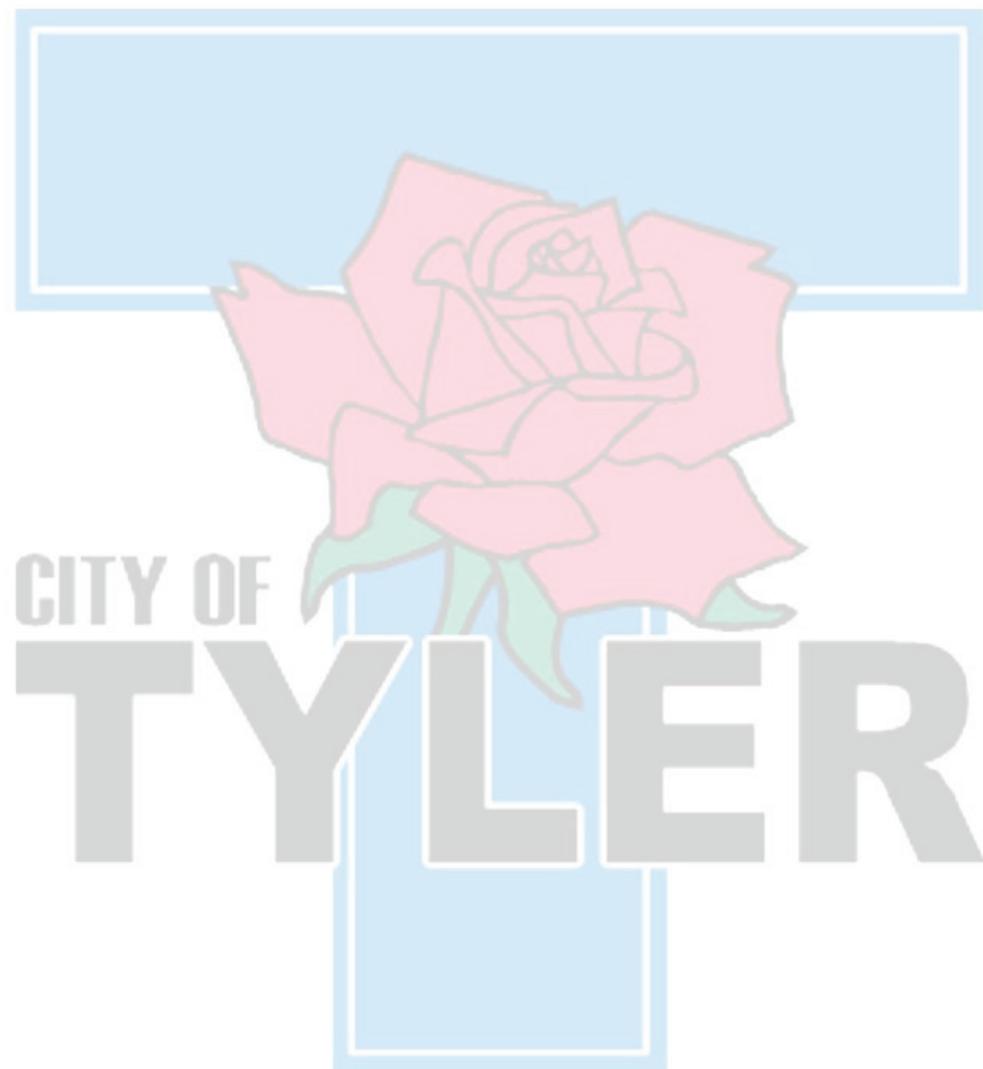
**Opening  
the  
Doors ...**

**City of Tyler  
Annual  
Budget  
FY 2015 - 2016**

**Tyler Profile**



**... to a  
Brighter  
Future**



*A Natural Beauty*

# City Profile

The City of Tyler, Texas, the county seat of Smith County, is considered the advanced manufacturing, health care, educational and retail center of East Texas. Tyler is located on U.S. Highway 69 just south of Interstate 20 equal distance (approximately 90 miles) between the cities of Dallas, Texas and Shreveport, Louisiana. The City, encompassing approximately 53 square miles, had a 2000 census population of 83,650, which is a 9.2% increase from the 1990 census population of 76,440. Currently, the City's population is estimated to be 101,421. The City is commonly referred to as the City of Roses.

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

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

The City Charter provides that the City Council shall adopt by ordinance an annual budget prepared by the City Manager. This budget is presented to the City Council and

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

## Local Economy

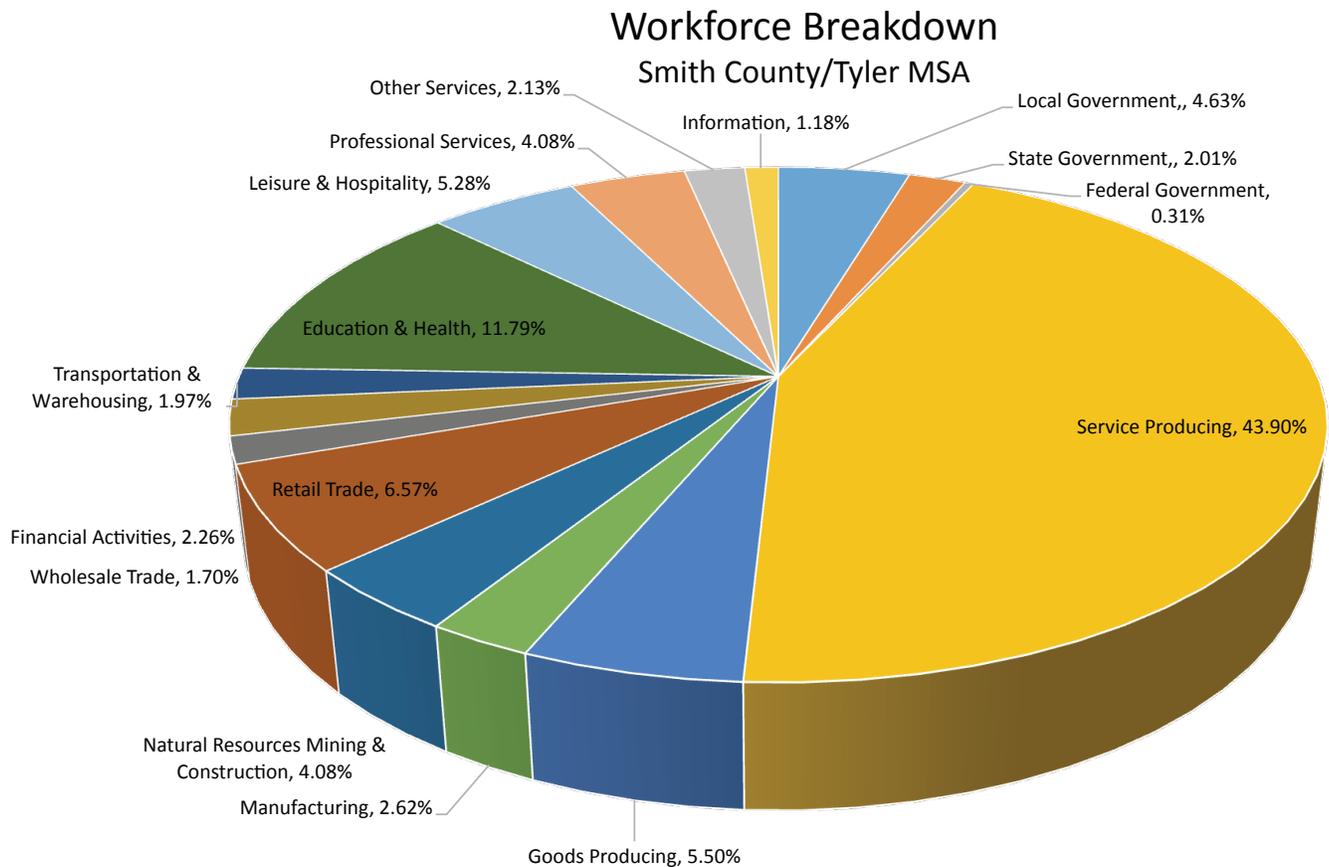
The information presented in the budget document is perhaps best understood when it is considered from the broader perspective of the specific environment within which the City operates. The chief industries in and around Tyler include: health care and research; education; grocery distribution; retail and retail distribution; air conditioning unit manufacturing; cable, internet and phone services; government services; engineering services; banking services; meat packing and processing; cast iron pipes and fitting manufacturing; oil and gas refining; ready mix concrete production; tourism; and growing and shipping rose bushes. This diversification is evident in the fact that no single taxpayer represents more than 2.1% of assessed valuation in the City.

Four institutions of higher education are located in Tyler. They are The University of Texas at Tyler, The University of Texas Health Science Center, Texas College, and Tyler Junior College. Primary and secondary education is provided by several public school districts, three charter schools as well as ten private / parochial schools in the Tyler area. Tyler is also the medical center of East Texas with three hospitals and numerous other supporting clinics, practices and specialty hospitals with a total of 1,124 beds. Additionally, Tyler has many tourist attractions. The Texas Rose Festival includes the crowning of the Rose Queen attracting a large number of visitors each year. The Azalea Trails in the spring attracts additional tourism. Each September Tyler hosts the East Texas State Fair for one week providing midway, craft and 4H activities. Tyler State Park is located just north of Tyler and provides nature trails and camping in a scenic setting. Lake Tyler and Lake Tyler East, located twelve miles southeast of the City, are popular recreational and fishing sites. The City actively works with the Tyler Economic Development Corporation and local industries to encourage expansions and relocations to our community. Two TIF/TIRZ zones were created

in 2008, one in the downtown area and another in north Tyler in coordination with revitalization efforts. Land is available for development; the area has an abundant water supply and typically mild weather. The Tyler area cost of living index has consistently been 90-96% of the national average for the past five years. Economic incentives as well as historic preservation incentives are available to facilitate business expansions or relocations.

Because of its location in a region with a varied economic base, unemployment is relatively stable, and in the last five years while trending with the State of Texas

has remained consistently below the national average. During the past ten years, the unemployment rate has ranged from a low of 4.2 percent (2007) to a previous decade high of 7.9 percent (2010), only to end at the current rate of 5.8 percent. This figure indicates a decrease of 0.8 % over the prior year while remaining in line with the State and National trends. The total workforce for the Tyler region has increased from 43,411 in 1996 to 47,975 in 2014. Due to the diversity and educational opportunities within the local economy the City of Tyler and the local region is prepared to weather a downturn in the economy.



Population growth in the last five years was more than doubled that of the last decade and continues to grow. The population grew 10 percent from 1990 to the year 2000. From the year 2000 to 2014, the growth has been an astounding 24 percent. Market and economic analysts estimate that as many as 270,000 people come to Tyler each day to work, attend school, seek medical services, or shop. Loop 49 Toll Project is complete from State Highway 110 to I20 to the west of Tyler. Loop 49 Toll will create a horseshoe loop around Tyler connecting the City's southern regions to I-20. The loop allows for increased traffic from I-20 into the City of Tyler for shopping and economic development purposes. Along with the Loop 49 project, the Northeast Texas Regional

Mobility Authority was authorized in 2004 to construct, operate and maintain turnpike projects in the state which includes the Tyler area. Including various other means of interstate access, the Tyler Pounds Regional Airport allows for secure and efficient air travel in and out of the region. Total flight boardings have declined slightly due to the general economic climate nationwide from 169,134 in 2005 to a current level of 168,645 in 2014, but are up from 2011 level of 142,698. Tyler is the first Certified Retirement City in Texas. Tyler meets high standards for retiree living such as low cost of living, low crime rate, quality health care, abundant recreation and educational opportunities. Tyler is 16th in the nation for cost of living in Retirement Places Rated: Special Millennium Edition.

The office space occupancy rate for the City of Tyler was 85.9 percent in 2015, up from 85.8 percent in 2014. The average lease rates for office space and occupancy rates remained the same. The office lease space is comprised of five classes for total square footage of 2,162,125. Tyler had \$2.93 billion in retail trade gross sales in 2014 up from

\$2.06 billion in 2004.

The potential for sustained development is present, and many governmental and business leaders are working to ensure the City is poised for economic growth. Sales Tax collections have begun to show signs of sustainable improvement in 2014 and will continue to be monitored.

## Largest Area Employers

COMPANY NAME	PRODUCT/SERVICE	EMPLOYEES†
Trinity Mother Frances*	Medical Care	4300
East Texas Medical Center*	Medical Care	3194
Brookshire Grocery Company	Grocery Distribution	2565
Tyler Independent School District	Education	2115
The University of Texas at Tyler	Education	1765
Walmart	Retail	1600
The Trane Company	Commercial Air Conditioners	1538
Suddenlink Communications*	Cable, Internet, & Phone	1500
UT Northeast	Medical Care/Research	1130
City of Tyler	Government	853
Tyler Junior College	Education	841
Smith County	Government	807
John Soules Foods	USDA Meat Processing	605
Target Distribution Center	Retail Distribution	580
Southside Bank	Banking Services	503
Tyler Pipe	Cast Iron Pipe, Iron Fittings	321
CB&I	Engineering Contracting	250
Centene	Medical Claims Processing	240

† Full-time equivalents

\* Company has headquarters in Tyler, Texas

Source: Tyler Economic Development Council

## Major Initiatives

### Tyler 1st

Tyler's rapid growth and potential for change make this the critical moment for a new comprehensive plan to guide and shape future development. The comprehensive plan, entitled Tyler 1st, was adopted in late 2007, updated in 2014, and sets out a strategic framework for making decisions about the long-term physical development of Tyler. It defines a vision for the future linked to overall goals and policies, and it contains strategies and action items for achieving those goals. During the planning process, residents and others with a stake in Tyler's future had the opportunity to articulate and review community values and goals through public discussion,

create a vision for the kind of place they want Tyler to be for their children and grandchildren, and identify the key areas where the city must act -- both to preserve enduring character and to shape change so that their vision for Tyler's future can be achieved.

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

## Upgraded Bond Rating

The City of Tyler received an upgrade to AAA for general obligation indebtedness by Standard and Poor during 2009. This rating increase was due in part to the current pay as you go environment and elimination of general obligation bond debt. Additional planning initiatives that the City began during 2009 include a Lean Sigma program for standardizing and reducing costs as well as continued multiyear planning which includes replacement funding for fleet acquisitions, HVAC replacement and roof replacements. This rating was reaffirmed in 2012.

## Industry Growth Initiative

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

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

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

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

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

The draft plan was completed in December 2009 and vetted with community stakeholders. The plan was amended based upon that feedback adopted in May 2010 by boards representing the entire community.

## Veteran and Military Growth Initiative

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

There is universal support for our warriors and families, and nonprofit services have grown and improved in Tyler and in communities across America. The Blueprint created by the Veterans' Roundtable works to address gaps in a way that is specific to the Tyler community. The goal is to provide a forum to learn and share best practices and to bring key stakeholders together to collaborate in assisting those who have served our country.

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

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

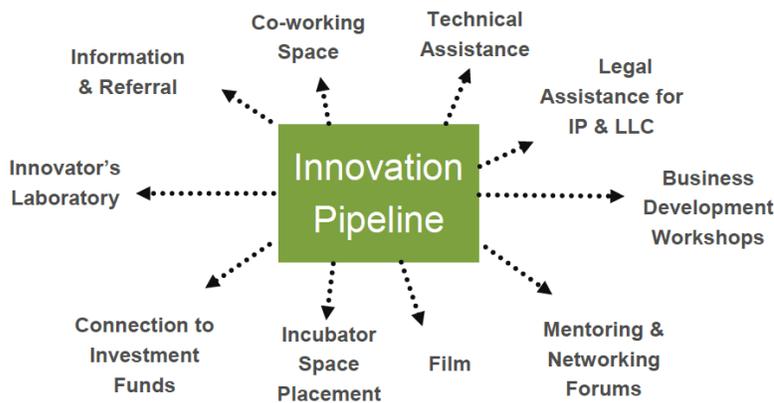
# Mayor's INNOVATION

## Pipeline

The Innovation Pipeline is both a *place* and a *network* that brings together those doing tremendous work in Tyler to foster innovation and entrepreneurship. Numerous organizations have already established a solid foundation for business recruitment and development in the Tyler region. The Pipeline will leverage the synergies of this *network* to create a *place* where innovation happens intentionally.

### The Network:

The Innovation Pipeline Network will provide direct services that supercharge entrepreneurship and small business development, including:



### The Place: Innovator's Laboratory

The Innovator's Lab will provide the place where innovation happens.

The Innovator's Lab is a 3,000+ square foot laboratory (Makerspace) that provides the electronics and equipment to foster innovation and ingenuity. The space is where invention intersects with robotics, hackers and computers, engineering, electronics and art.

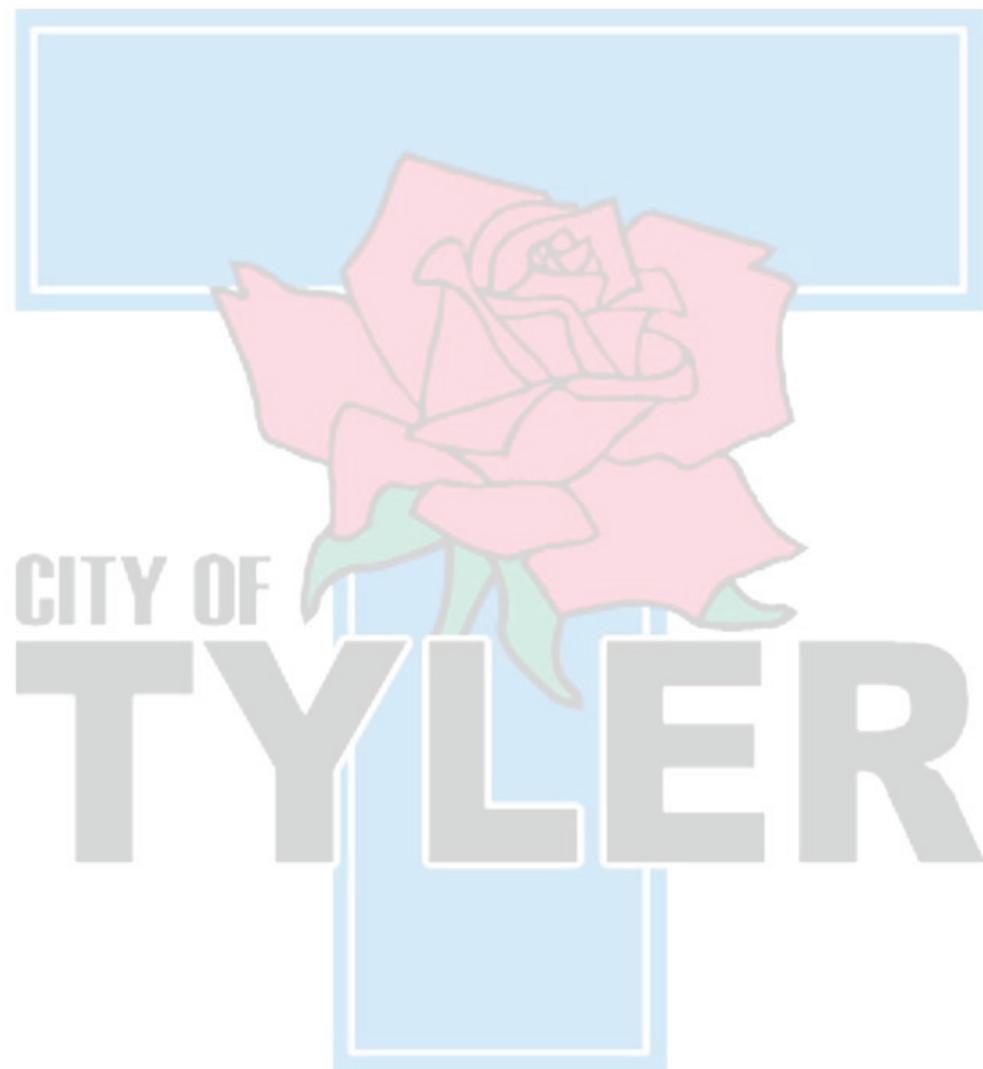
## Awards and Acknowledgements

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its comprehensive annual financial report for the fiscal year ended September 30, 2014. This is the twenty eighth consecutive years that the government has received this prestigious award. In order to be awarded a Certificate of Achievement, a governmental unit must publish an easily readable and efficiently organized comprehensive annual financial report whose contents conform to program standards. Such reports must satisfy both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only.

In addition, the City has received the Government Treasurer's Organization of Texas (GTOT) Investment

Policy Certificate of Distinction for the annually adopted investment policy of the City for six consecutive periods. The award is valid for a two year period. In order to qualify for the award, the City must demonstrate compliance with the State investment act and fiscal responsibility of their investments.

The four years before 2015, the City was recognized with a "Gold Leadership Circle Award" for transparency in local government. In 2015, the City was honored with receiving its first "Texas Comptroller Leadership Circle Platinum Award" for continued progress toward achieving financial transparency. The Comptroller's Leadership Circle Program recognizes local governments across Texas striving to meet a high standard for financial transparency online, in a user-friendly format. Tyler was the first city to receive this award when it began in 2009.



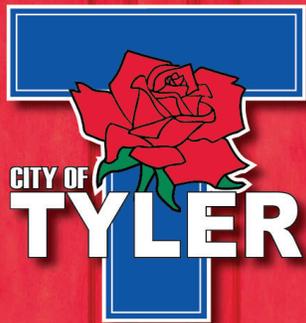
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**Opening  
the  
Doors ...**

**City of Tyler  
Annual  
Budget**

**FY 2015 - 2016**

**Manager's Message**



**... to a  
Brighter  
Future**



*A Natural Beauty*

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

It has been such an honor to come on board with the City of Tyler and go through the budgeting process with the staff. The City of Tyler's focus on fiscal responsibility shines through the thorough review and implementation of its annual budget.

As City Manager, I firmly believe in the Performance Excellence Program (PEP). The PEP is the focal point of the City's vision to be the standard for performance excellence in local government. It brings together the tools and methodology needed to become a world class organization, which translates into exemplary service and a high quality of life for our citizens.

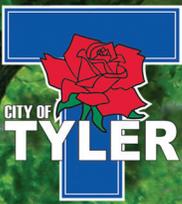


The "Called to SERVE" motto is so much more than a catch phrase. It is an ideology. We have a true calling to serve our community while **Streamlining** processes, **Empowering** employees and customers, **Responding** to the needs of external and internal customers, **Venturing** to find the best solutions to problems and **Evaluating** our overall performance.

I love working in an organization with clearly defined goals like the City of Tyler. Led by the comprehensive Tyler 1st plan, we are able to focus on long-term goals while keeping the present in clear focus. For this upcoming year, we will be continuing our journey toward achieving the vision articulated in the Tyler 1st plan while addressing infrastructure needs, maintaining fiscal discipline and providing a high quality of life for those choosing to make Tyler home.

I look forward to building upon the great foundation put in place by other leaders before me.

Edward Broussard



CITY OF TYLER

## VISION

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

## MISSION

Our mission is to be a results-oriented service organization with a focus on responsiveness, efficiency, sound financial management and quality service to our citizens.



## OUR FOUNDATION

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

## OUR GOAL IS TO SERVE

**S**

### STREAMLINE

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

**E**

### EMPOWER

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

**R**

### RESPOND

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

**V**

### VENTURE

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

**E**

### EVALUATE

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

## THE BLUEPRINT CORE VALUES

- The highest premium is placed on responsiveness to citizens' needs.
- All City services are competitively or contractually delivered.
- Tyler's leadership employs strategic, fast-track thinking to keep the organization streamlined, adaptable to change and competitive.
- There is an organizational mindset for production, innovation, service excellence and results.
- All employees are fully trained and quantifiably productive.
- The City is postured with 21st century technology.
- There is a focus on minimizing liabilities and costs and improving service quality and delivery.
- The organization is constantly audited for performance productivity and operational effectiveness.
- The City Manager is the business manager for the City's Blueprint for competitive services, productive staff and technologically correct processes.
- The City will pursue the Tyler 1st Vision to become nationally known for a commitment to community, a robust business environment and the beauty of public places.

## HOW WE ARE DIFFERENT

### PERFORMANCE EXCELLENCE PROGRAM



We are the *Called* to S-E-R-V-E Difference

# Executive Summary

## Major Fiscal Expenditures

The Fiscal Year 2015-2016 Operating Budget provides funding for the following major items:

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Tyler 1st	24,789	25,000	—	—
Area Development Plan/TIF	—	—	—	—
Patrol Vehicles	—	90,000	74,458	—
Early Warning System	—	50,000	—	—
Parks Improvements Projects	67,624	235,376	280,000	125,400
Coban Units	327,583	327,583	327,583	—
PD Cameras	—	54,458	—	166,000
Fire Equipment/Facilities	—	26,176	25,900	—
Animal Shelter	—	—	—	—
Storage Building	—	—	—	—
City U Remodel	106,955	84,292	0	—
Street Improvement Program/Equipment	347,037	499,419	580,776	393,000
Traffic Management Enhancements	197,683	300,400	300,400	—
Land Purchases (Palace & Gentry)	—	—	—	—
Contingency	—	100,000	—	10,000
<b>Total Expenditures</b>	<b>\$1,071,581</b>	<b>\$1,792,704</b>	<b>\$1,589,117</b>	<b>\$684,400</b>

## Staffing, Compensation and Benefits

Water Utilities will add a total of 9 new positions, along with the conversion of two temporary positions to full-time. Most of the positions were needed in order to meet federal and state regulatory requirements. Also, six temporary positions will be converted to full-time positions for the Solid Waste Department, which are two welders and four residential equipment operators.

### Compensation

The City of Tyler continues to maintain a low employment turnover rate. We attribute the success of recruiting and retaining our highly skilled workforce to a progressive work environment with an emphasis on training, including programs such as City University and Leadership Academy, and our outstanding compensation and benefits package. The City continues to focus on preserving our greatest resource, our employees, by providing them with the tools they need to perform the job our citizens expect. Funding is included in the FY2015-2016 Annual Operating Budget for:

- A two percent adjustment to base salary for police officers and firefighters;
- A zero to two percent performance/productivity increase to base salary for non-civil service employees;

- A zero to two percent adjustment to base salary for department leaders and key leaders.
- Phase in of living wage pay. Additional pay added to base of up to \$.50 per hour for those earning below \$10.55 per hour.
- Sick Leave Buy Back Program;

### Benefits

The City of Tyler has successfully funded the employees' health insurance for many years with small or no programmed increases in health insurance premiums. The 2016 Plan year included a premium increase on all tiers in the amount of \$10.00 per pay period. Also, premium increases of \$15.15 per child for every family with greater than three children. The Buy Up plan was eliminated. Beginning January 1st employee co-pays will be reduced from \$40.00 to \$30.00. Employee emergency room visit raised from \$90.00 to \$200.00 however, all co-pays will be waived if employees or dependents are admitted into hospital. Also, elimination of coverage for out of network claims unless emergency or pre-approved situation. Lastly, wellness checks will be covered at 100%.

It is the City of Tyler's desire to provide the best benefits to the employees, while balancing the cost and minimizing the financial impact on the City, citizens

and employees. This balancing act has become difficult to maintain due to rising costs, increased utilization and accumulating retiree health insurance financial liabilities associated with the City's employees' and retirees' health

coverage. In an effort to mitigate the rising costs, the City has appointed an employee Health Insurance Task Force to identify areas for improvement and savings.

## Strategic Tax Management

The FY2014-2015 total property tax rate as adopted was \$.220000 cents per \$100 of assessed property tax value. The property tax rate proposed for FY2015-2016 will remain the same \$.220000 cents per \$100 of valuation.

The property tax rate proposed for FY2015-2016 maintenance and operations (M&O) is a rate of \$.220000 per \$100 of assessed property tax value.

## Property Tax Value Comparison

	FY2014-2015	FY2015-2016
Total Taxable Value	7,191,673,279	7,519,723,382
Total Tax Rate	0.220000	0.220000
Total Tax Levy	15,672,125	16,342,661
Estimated Collection Rate	99.000%	99.000%
<b>TOTAL BUDGET</b>	<b>\$15,515,404</b>	<b>\$16,179,234</b>

## Debt Services Fund

The FY2015-2016 General Fund Operating Budget is supported by a total tax rate of \$.220000 cents, of which \$.000 cents is applied to fund General Obligation

debt. The City of Tyler is pleased to report that, it has no General Obligation Debt and the Debt Services Rate is \$.0000 cents per \$100 value.

## Funding For Other Agencies\*

The FY2015-2016 General Fund Operating Budget includes funding for the outside agencies as listed:

AGENCY	FY 2014-2015	FY 2015-2016
Northeast Texas Public Health District	\$409,500	\$409,500
Tyler Civic Theatre-Rodger's Childrens Theatre	\$8,100	\$8,100
Tyler-Smith County Child Welfare	\$27,997	\$27,997
Tyler-Smith County Children's Services, Inc. (Bright and Fair Home)	\$8,092	\$8,092
Juvenile Attention Center	\$115,000	\$115,000**
St Paul's Clinic	\$66,375	\$66,375
Bethesda Health Clinic	\$33,000	\$33,000
Trinity Mother Francis Health Services	\$66,375	\$66,375
East Texas Council of Governments	\$14,535	\$14,535
Smith County Tax Assessor-Collector	\$33,119	\$34,000
Smith County Appraisal District	\$223,203	\$234,074
SCPHD Animal/Vector control	0	\$0
Center for Healthy Living	\$66,500	\$66,500
Klein Animal Shelter Services	\$29,646	\$0
<b>Total</b>	<b>\$1,101,442</b>	<b>\$1,083,548</b>

\*Does not include funding allocated by other City funds, such as Community Development Block Grant (CDBG) or Hotel Occupancy Tax.

\*\*\$115,000 Partners for Youth Program.

## General Projects Fund

The City's General Projects Fund serves as a supplemental resource to pay for one-time capital related expenditures on a pay-as-you-go basis. This fund was established from the General Fund annual

operating surplus over and above the 15 percent reserve and it enables the purchase of a number of infrastructure improvements and one-time capital expenditures that could not be funded otherwise.

Police Department Camera System	\$166,000	Parks and Recreation Improvements – Scoreboards/Gym Renovation	\$123,400
Street Improvements/Equipment	\$393,000	Traffic Management Enhancements	\$103,000

## Tourism and Convention Facilities Fund

The FY2015-2016 Tourism and Convention Facilities Fund Operating Budget includes projected revenues of \$632,750 and inter-fund transfers of \$2,043,000, a

carry-over fund balance of \$728,689 and expenditures of \$2,989,800.

## Hotel/Motel Occupancy Tax Fund

The FY2015-2016 Hotel/Motel Occupancy Tax Fund Operating Budget projects revenues of \$3,834,919 including transfers, a carry-over fund balance of \$2,857,717 and expenditures and transfers of \$4,624,425.

Projected FY2015-2016 Hotel-Motel tax revenue will support the promotion of conventions, Main Street, visitors and tourism activity in Tyler through funding operating costs of the Rose Garden Center, Liberty Hall, and Harvey Hall, as well as, providing appropriations for the following agencies:

SOURCE	FY2014-2015	FY2015-2016
Texas Rose Festival	\$9,000	\$9,000
East Texas Symphony Orchestra	35,000	35,000
Tyler Museum of Art	35,000	35,000
Arts and Innovation Institute	50,000	—
Smith County Historical Society/ Historic Museum	13,500	13,500
Convention and Visitors Bureau	675,000	675,000
Bonner-Whitaker-McClendon House	4,500	4,500
Historic Aviation Museum	13,500	13,500
Discovery Science Place	32,400	32,400
<b>TOTAL</b>	<b>\$867,900</b>	<b>\$817,900</b>

An additional two percent (2%) Hotel-Motel tax was approved by the State Legislature and passed by Ordinance on July 13, 2011 to be used for the construction/

expansion of visitor facilities. Hotels began collecting these funds as of September 1, 2011 due on October 20, 2011.

## Water Utilities Fund

The FY2015-2016 Water Utilities Operating Budget projects revenues of \$37,143,352, a working capital

carry-over of \$6,817,250 and expenditures of \$35,352,210 including capital transfers.

## Solid Waste Fund

The FY2015-2016 Solid Waste Operating Budget projects revenues of \$11,201,500 (including transfers in), working capital carry-over of \$1,928,004

and expenditures of \$11,009,505 for residential and commercial Solid Waste collection services and operations; including transfers of \$722,819.

## Airport Fund

The FY2015-2016 Airport Fund Annual Operating Budget projects revenues of \$1,867,227 (including transfers in), working capital carry-over of \$408,477 for operation and \$400,935 for Customer Facility Charge

expenses of \$1,960,468. Airport operating budget continues to operate without general fund subsidy since 2005.

## Fleet Maintenance Fund

The FY2015-2016 Fleet Maintenance Services Annual Operating and Replacement Budget projects revenues

of \$10,223,001 working capital carry-over of \$4,920,588 and expenditures of \$10,916,323 including transfers.

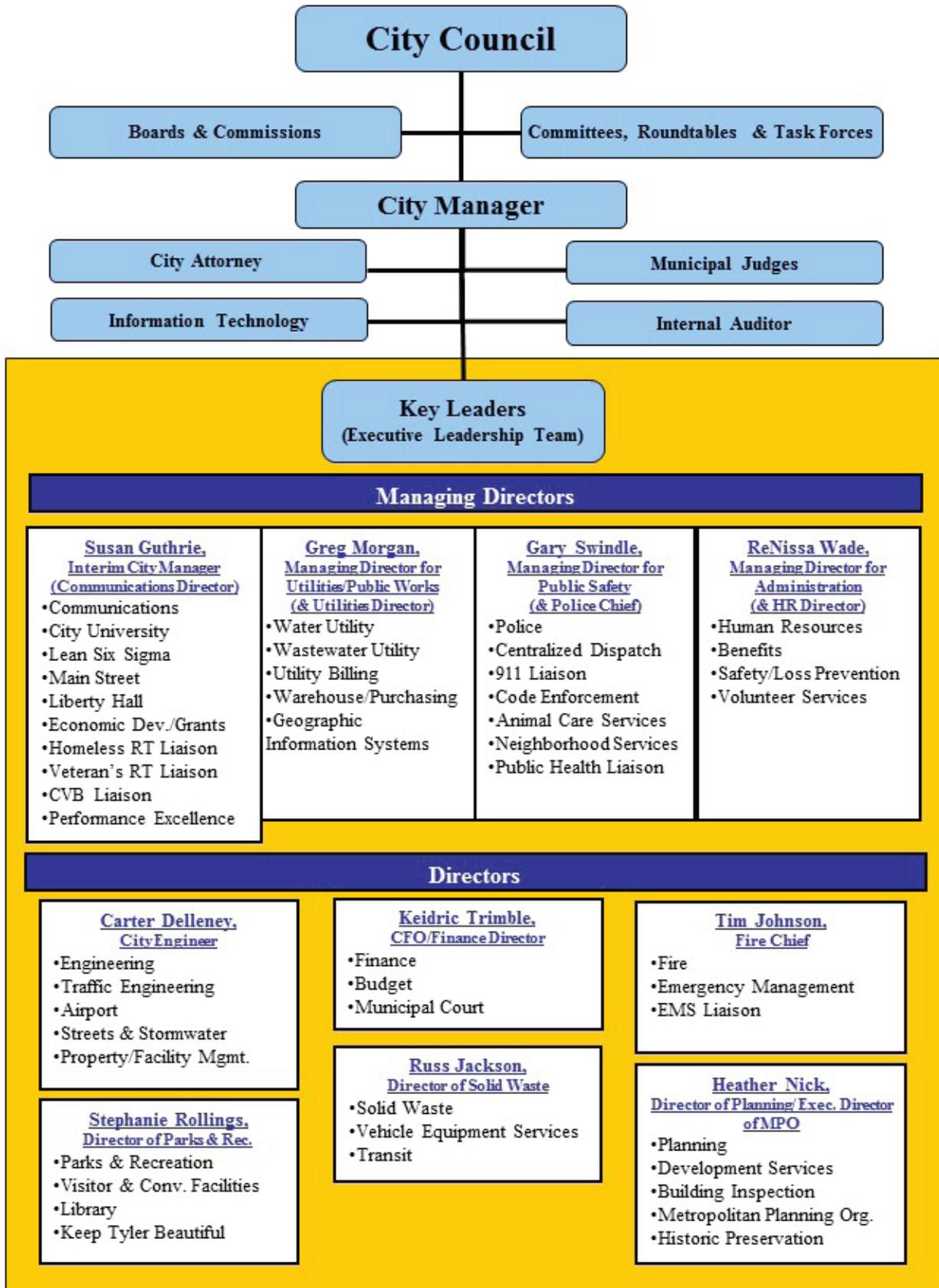
## Major Budget Revenues/Expenditures

The chart below shows FY2015-2016 revenues, expenditures and changes in working capital for the funds listed through out this section.

FUND	OPENING BALANCE	REVENUES	EXPENDITURES	TRANSFER IN/ TRANSFER OUT	CLOSING BALANCE
General Fund	9,939,878	66,182,215	64,295,519	(1,886,696)	9,939,878
Water Utilities Fund	5,019,608	37,143,352	24,455,318	(10,890,392)	6,817,250
Solid Waste Fund	2,458,373	11,201,500	11,009,050	(722,819)	1,928,004
Debt Services	—	—	—	—	—
Hotel/Motel Tax Fund	3,647,223	3,834,919	2,556,425	(2,068,000)	2,857,717
Airport Fund	902,953	1,742,227	1,928,540	93,072	809,712



*A Natural Beauty*

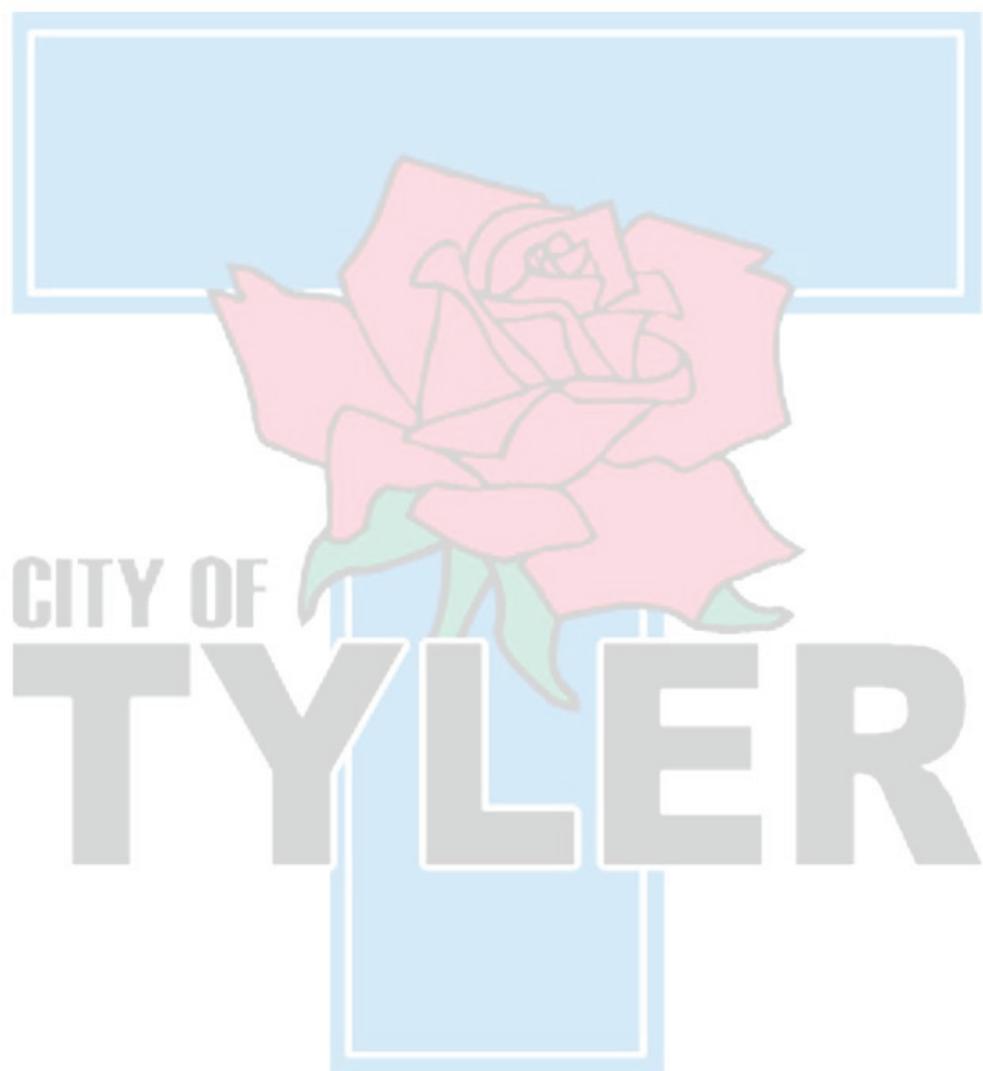


## City Wide CIP Summary

Project	Status	Funding	Estimated Cost	Design % Compl	Const % Compl	Maint & Operation	Fund Impacted
South Paluxy / East Grande Sewer Extension	Construction Contract Issued. Estimated Completion July 2016.	Water Capital	\$1,392,925	100	0	no impact	Water
SSWWTP Sludge Facility	Preparing Bid Documents. Estimated Construction Completion January 2017.	Water Capital	\$1,420,000	100	0	no impact	Water
Booster Pump Station Troup/Barara/Jan	In Design. Estimated Construction Completion March 2017.	Revenue Bonds	\$2,723,467	10	0	\$28,000	Water
Hwy. 31 Lift Station and Force Main	In Design. Estimated Construction Completion September 2016.	Water Capital	\$285,000	80	0	\$23,000	Water
GRWTP Filters 5-8 Refurbishment	Planning Stage.	Water Capital	\$625,000		0	no impact	Water
Grande Lift Station and Sewer Line	Design Complete. On Hold for ROW issues.	Water Capital	\$1,022,600	100	0	\$23,000	Water
Lake Palestine RWPS Bridge Abutment	In Design. Estimated construction Completion September 2016.	Water Capital	\$185,000	85	0	no impact	Water
Booster Pump Station Glennwood/Old Noonday	Planning Stage.	Revenue Bonds	\$1,032,010		0	\$23,000	Water
GRWTP Backwash Supply and Clear Well Short Circuit	In Design. Estimated Construction Completion October 2017.	Revenue Bonds	\$1,963,998	75	0	no impact	Water
Rose Garden Phase I	Phase I cost 563,000.00 Total cost \$2,925,000.00. No bids received for construction 5/26/15. Rebid 15-022 - Came in above budget. Rejected.	Half Cent	\$244,549	90	0		Parks
Transportation Enhancement Grant Sidewalk Project	Design. Construction planned for Spring/Summer 2016.	Half Cent / Grant	\$2,665,818	95	0		Parks
2016 663 Sidewalk	Design. Construction planned for 2016.	663	93,584	67	0		Streets
Cumberland Road	Under Construction. Completion by Spring/Summer 2016	Half Cent	\$19,769,755	100	64		Streets
2016 Asphalt Enhancement	Design. Construction planned for Spring 2016.	Half Cent	\$3,000,000	45	0		Streets
Palace, 26th, and Grand	Design. Construction planned for Spring 2016.	Half Cent	\$2,537,522	90	0		Streets
Tyler South Police Substation	Construction completed January 2016.	Half Cent	\$524,500	100	96		Police
2016 Seal Coat	Design. Construction planned for Spring 2016.	General Fund	\$419,698	40	0		Streets
Animal Care Facility	Under Construction. Completion by August 2016	Half Cent	\$510,797	100	12		Animal Control
Legacy Trails	Design. Construction planned for August 2016.	70% TAP Grant/30% Half Cent	\$2,211,000	0	0		Parks
Runway 4-22 Phase I	Construction 90% complete	90% FAA Funding 10% Half Cent	\$10,000,000	100	96		Airport
Runway 4-22 Phase II	Construction 20% complete	90% FAA Funding 10% Half Cent	\$10,400,000	100	20		Airport
Runway 4-22 Phase III	Design 70% complete. Bid date scheduled for May 2016	90% FAA Funding 10% Half Cent	\$11,500,000	70	0		Airport



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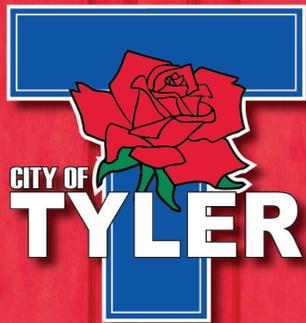
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**Opening  
the  
Doors ...**

**City of Tyler  
Annual  
Budget**

**FY 2015 - 2016**

**Reader's Guide**



**... to a  
Brighter  
Future**



*A Natural Beauty*

# Budget Process

## Budget Adoption

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

Developed on a program basis, the budget depicts all services provided by the City and resources allocated for the provision of these services. Program priorities for the organization are developed by City Council, City staff and citizen input; and are used as major guidelines in the development of funding recommendations.

## Budget Amendments

Under emergency conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the City Council may, by a majority vote of the full membership, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance. Any budget amendment must adhere to the balanced budget requirement and cannot change the property tax levy or in any manner alter a taxpayer's liability.

The City of Tyler budget is a program-based budget that is adopted by fund. Ordinances approved by City Council are required to increase or decrease appropriations in any fund. Although adopted by fund,

budgets are prepared by line item and the City Manager approves budget adjustments within a fund between line items.

## Basis of Presentation

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

## Governmental Funds

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

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

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

**Capital Projects** – the City operates two capital projects funds. The major fund associated with capital projects is the One-Half Cent Sales Tax Corporation, which is used for infrastructure improvements in an effort to eliminate tax-supported debt. This fund is not included in this document and has no formally adopted budget by the City Council, but is included in the annual financial audit. The second capital projects fund is the General Capital Projects Fund. This fund is used as a

supplemental resource to pay for one-time related capital expenditures from the General Fund.

**Permanent Funds** – the City operates two permanent funds for the perpetual care and maintenance of the City’s cemeteries. One of these funds operates in a trust environment and the other is an operations fund for the City cemeteries.

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

- Development Services – established to account for the receipt and disbursement of funds related to Building Inspections and Planning and Zoning.
- Police Forfeiture – established to account for the receipt and disbursement of funds seized by the Police Department and subsequently awarded to the City through court-ordered judgments, primarily cases involving illegal drugs.
- Court Special Fee – established to track the receipt of court fees restricted for court related purchases.
- TIF/TIRZ #2 – established to account for the receipt and disbursement of funds related to the Tax Increment Financing Zone established for the Downtown Tyler region.
- TIF/TIRZ #3 – established to account for the receipt and disbursement of funds related to the Tax Increment Financing Zone established for the North Tyler region.
- Hotel-Motel Tax – established to account for the receipt and disbursement of funds generated by the Hotel-Motel Occupancy Tax.
- Donations – established to account for the receipt and disbursement of funds donated for specific projects. This fund is not included in this document and has no formally adopted budget by the City Council, but is included in the annual financial audit.
- Tourism – established to account for the operations of the Rose Garden, Rose Garden Center, Harvey Convention Center, Goodman Museum, Main Street and Liberty Hall.
- Airport Facility – established to account for the receipt and disbursement of passenger facility charges collected from ticketed passengers at Tyler Pounds Regional Airport as well as rental car charges collected to facilitate special projects.
- Oil and Natural Gas – established to track revenue received from lease royalties to be used for future one-time projects identified by the City Council.

- PEG Fee – established to track receipt and disbursement of funds related to the 1% Public, Educational and Government Access Channel Fee collected and remitted by local cable franchise operations.
- Fair Plaza – established to track the tenant rental and parking income associated with the Fair building donated to the City of Tyler and the associated operating expenses.
- Homeownership/Housing – established to account for the receipt and disbursement of the overhead allowances in excess of actual costs in the Section 8 Grant Program.
- Community Development Block Grant (CDBG) – established to account for the receipt and disbursement of CDBG Grant monies allocated to the City.
- HOME – established to account for the receipt and disbursement of HOME Grant monies allocated to the City to provide affordable housing for low-income households.
- Housing Assistance Payment Program (HAPP) – established to account for the receipt and disbursement of Department of Housing and Urban Development – Housing Assistance Payments Program Funds.
- State and Federal Grants – created to account for the receipt and disbursement of Federal and State Grants related primarily to planning, transportation, library, public safety and human services. Only major grants with known awards are included in this document and have a formally adopted budget. All other budgets are adopted with the grant award documentation.
- Transit System – established to account for the receipt and disbursement of Federal and State Grant Funds received for the operation of the City’s Transit System.

## Proprietary Funds

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

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

- Utilities – accounts for the maintenance and operations of the infrastructure of the City’s Water and Sewer system including administration, billing, distribution, treatment, waste collection, waste treatment, Lake Tyler, storm water drainage and

Geographical Information Systems (GIS).

- Utility Construction – established to track the costs of capital improvements to the utility system.
- Utility Debt Service – established to track the debt service costs related to revenue bond indebtedness.
- Utility Debt Reserve – established to track debt service reserve requirements related to the 2009 utility debt issue.
- Solid Waste – accounts for the maintenance and operations of the garbage collection and litter abatement programs operated by the City of Tyler. This includes administration, residential collection, commercial collection, litter control and complex maintenance.
- Solid Waste Construction – established to track the costs of capital purchases and improvements to the garbage collection operations.
- Airport – accounts for the operations of the Tyler Pounds Regional Airport and the Federal Aviation Administration tower activity.

**Internal Service** – these funds are used to report activities that provide services for other funds within the City. The full cost of providing these services is charged back to the using funds. The City utilizes the following internal service funds:

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

- Retiree Employee Benefits – accounts for the City’s self-insurance program for health and dental insurance benefits for retired employees as well as life insurance benefits provided through traditional insurance.

## Fiduciary Funds

Fiduciary funds are used to account for activities that are held in trust by the City, with the funds themselves appropriated for other purposes or agencies. Because these funds are held by the City of Tyler for other agencies or individuals, there is no formally adopted budget for Fiduciary Funds and these funds are not included in the budget document. The City operates four Fiduciary funds including an Employee Benefit Trust – Section 125 Plan, Employee Benefits Trust - OPEB Trust, the Lindsey Private Purpose Trust and the Greenwood Landfill Private Purpose Trust. All funds are included in the annual financial audit.

The City has an external audit completed each year. The external auditors prepare the City’s Comprehensive Annual Financial Report (CAFR) based on GAAP reflecting the City’s financial position at the end of its fiscal year. The CAFR reports expenditures and revenues on both a GAAP basis and budget basis for the purpose of comparison. The following audit adjustments are made to adjust the City’s financial records to GAAP:

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

## Budget Phases

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

### Fiscal Alignment (Phase I)

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

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

### Departmental Hearings (Phase II and III)

**Budget Development** – departments develop their budgets based on the financial expectations and the guidelines they have been provided. After departments have entered their budget in the City's financial system, they are reviewed with the Budget Committee. This review meeting allows the departments to highlight

changing trends in their service levels in addition to making proposals for new services or changes to existing services. Phase II involves the development of the internal service fund budgets. Also, Phase II includes the review of all capital operating and debt service budgets.

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

### Budget Presentation (Phase IV)

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

### Adoption Process (Phase V)

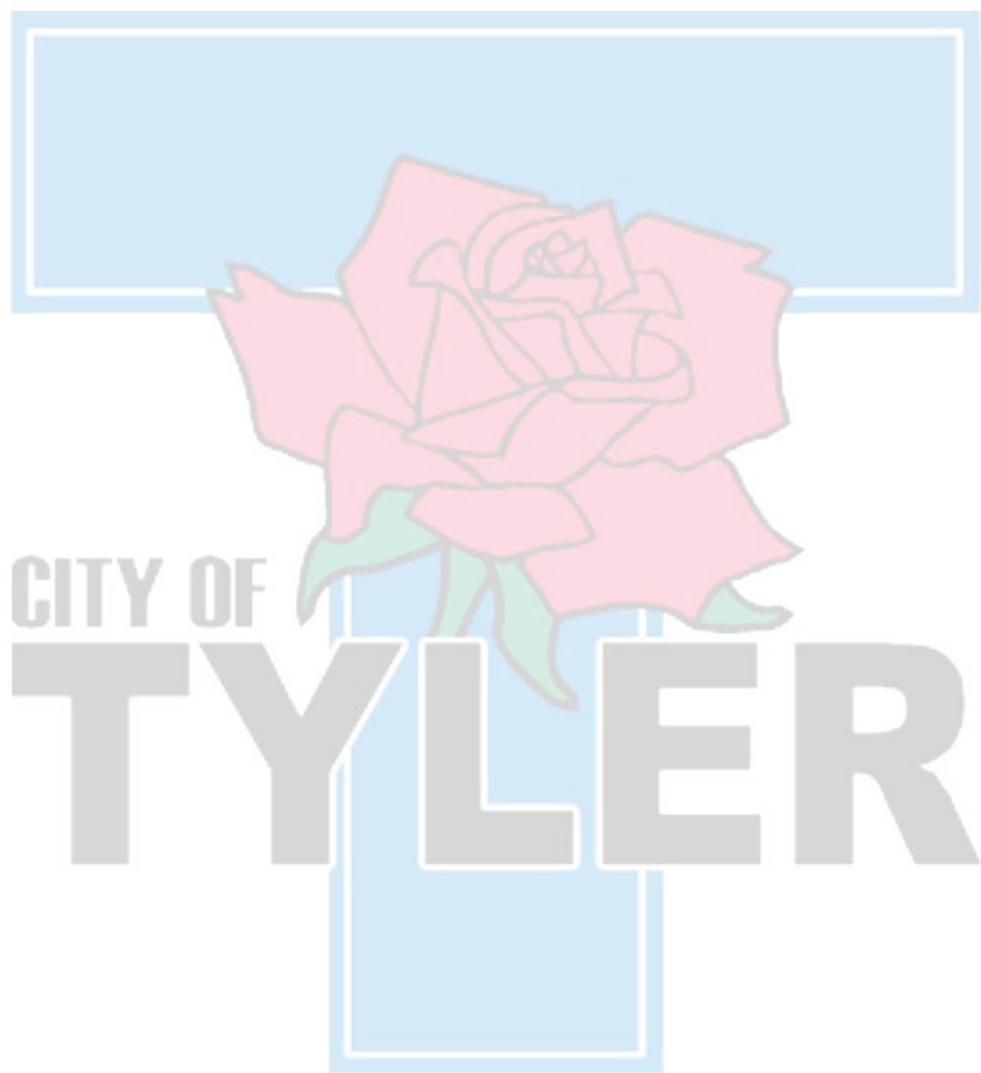
The City Council then receive public input through public hearings and community dialogue before adoption. Any additional information needed to understand changes within the budget will be provided to City Council during this time.

The City Council will adopt the budget by fund and adopt the new property tax rate before the start of the fiscal year on Oct. 1.

**CITY OF TYLER**  
**FY2015-16 BUDGET PREPARATION CALENDAR**

Phase I	Fiscal Alignment	
	January 22, 2015	Distribution of Fiscal Alignment Review Session (F.A.R.S) Instructions to Departments (on P:Drive)
	February 2, 2015	F.A.R.S information Due to Finance Office ( For all meetings scheduled in Week 1)
	February 9, 2015	F.A.R.S information Due to Finance Office ( For all meetings scheduled in Week 2 and beyond)
	February 9 - March 17, 2015	Fiscal Alignment Review Sessions
Phase II	Internal Service Fund Recommendations/Work Sessions	
	March 10, 2015	FY2015-16 Open System for Budget Entry (Internal Service Funds Only)
	April 2, 2015	Internal Service Fund FY2015-16 Baseline Budget Requests Due
	April 6 - April 10, 2015	Internal Service Fund FY2015-16 Pre-budget session
Phase III	Operating, Capital, and Debt Service Funds Recommendations/Work Sessions	
	April 16, 2015	Training Offered
	April 17, 2015	Training Offered
	April 20, 2015	Distribution of FY2015-16 Budget Materials and Instruction on P:drive, Payroll Projections will be Distributed by H/R, and Open System for Budget Entry
	May 18, 2015	Deadline for Departments to Submit FY2015-16 Budget Requests
	May 19- 22, 2015	Combine City Manager's work file(h.t.e) and assemble binders for Budget Committee
	May 25 -July 17, 2015	Meetings to Review FY2015-16 Departmental Budget Requests
	July 25, 2015	Certified Tax roll due from the Chief Appraiser
	July 20 - August 7, 2015	City Manager Prepares FY2015-16 Proposed Budget for City Council
Phase IV	Adoption	
	August 5, 2015	Publish Effective and Rollback Tax Rates and Statement of Tax Increase or Decrease ( County Tax Office)
	August 10, 2015	City Manager's FY2015-16 Proposed Budget Filed with the City Clerk and post on website.
	August 12, 2015	FY2014-15 Proposed Budget presented to City Council
	August 12, 2015	City Clerk publishes the "Notice of Proposed Budget Hearing scheduled for August 27"
	August 26, 2015	Public Hearing on FY2014-15 Proposed Budget/Schedule and Announce Meeting Date to Adopt Tax Rate
	August 26, 2015	City Clerk publishes the "Notice of Proposed Budget Hearing scheduled for September 10"***
	September 9, 2015	Public Hearing on FY2015-16 Proposed Budget/Schedule and Announce Meeting Date to Adopt Tax Rate***
	September 10, 2015	City Clerk publishes the "Notice of Tax Increase scheduled for September 23"***
	September 23, 2015	City Council Adoption of FY2015-16 Budget and Property Tax Rate

\*\*\* Only needed if the adopted tax rate is above the effective tax rate. If not needed then budget could be adopted on September 9.



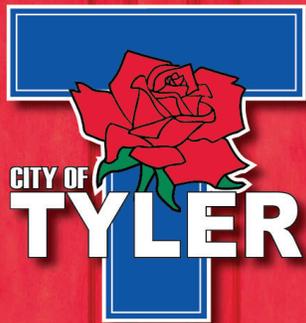
*A Natural Beauty*

**Opening  
the  
Doors ...**

**City of Tyler  
Annual  
Budget**

**FY 2015 - 2016**

**Financial Policy**



**... to a  
Brighter  
Future**



*A Natural Beauty*

# Financial Policy

## Financial Management Performance

### Criteria

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

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

### Budgeting, Accounting, Auditing and Financial Planning Criteria

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

### Operating Criteria

- Estimated expenditures shall in no case exceed proposed revenue plus prior year undesignated balances.
- Unused appropriations may be transferred to any item required for the same general purpose within the same department and/or fund if approved by the City Manager. All other transfers between funds and base increases to appropriations must be approved by the City Council.
- All annual appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended and lawfully re-appropriated in subsequent year's adopted budgets.
- A fund balance shall be maintained at a level of 15 percent of estimated annual operating expenditures for the General Fund and at 15 percent of estimated annual operating expenses in the Utility Fund and Solid Waste Fund.
- Investments shall be managed in accordance with the current Investment Policy. Investments shall comply with Federal, State and local laws. Investments will consider protection of principal first, with the intent to diversify as well as provide for liquidity needs. Investments shall be made to maintain public trust and not speculate. Investment managers shall exercise prudence in managing the overall portfolio while trying to attain comparable rates of return.
- Fixed assets shall be managed in accordance with the current Fixed Asset Policy in order to properly classify, make record of and safeguard the assets. An inventory of the assets is to be maintained and is to include the description, cost, date of acquisition, department, location and asset identification number. Periodic inventory inspections of fixed assets shall be conducted. Fixed assets include items meeting both the dollar minimum of \$3,000 and having a useful life of two years or more. For constructed assets, the criteria apply to the completed project. Certain assets bought in bulk are capitalized as a group asset.
- The City Council shall designate a City depository in compliance with State statutes. The term of the bank depository shall be two years with three additional one year options for renewal.

## Capital Improvement Projects

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

## Debt Management

- Utility projects, financed through the issuance of bonds, shall be financed for a period not to exceed the expected weighted average useful life of the assets.

- Interest earnings on bond proceeds shall be credited to the debt service fund.
- The City of Tyler intends to pay for tax supported construction and capital improvements with cash.
- When appropriate, the City will consider the use of revenue debt to pay for utility system improvements if it is economically feasible.
- Revenue bond coverage requirements provide for financial stability in Enterprise Funds. Coverage requirements are defined as the amount of system net revenue available to pay average annual debt service. System net revenue equal to one and one half times average annual debt service is preferred. In no annual period shall the coverage fall below one and one tenth times based on current bond covenants.
- The City Council shall exhibit a willingness to raise the revenue necessary to fully fund the current debt obligations in order to implement the adopted capital improvement plan and to maintain the City's bond rating at or above current levels.



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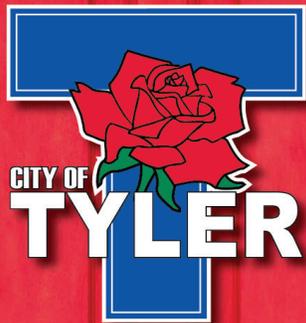
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**Investment Policy**



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# Investment Policy

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

The Public Funds Investment Act, Chapter 2256, Texas Government Code, (the “PFIA”) requires each city to adopt a written investment policy that includes a written investment strategy, quarterly reports to City Council with market values, an annual review of the policy by Council and an annual compliance audit among other requirements. This Policy shall apply to the investment and management of all City funds under its control, other than those expressly excluded within this document or by applicable law or valid agreement. The Fire Pension Fund is excluded from this Policy because it is separately organized and managed by contract with investment companies as directed by the Fire Pension Board, and the Lindsey Police and Firefighters’ Endowment Fund is also excluded from this Policy because it is separately organized and managed by contract with an investment company as directed by the Lindsey Police and Firefighters’ Fund Board. The Employees Deferred Compensation Agency Fund and the Retirees Health Benefits Trust Fund are also excluded. This Policy shall not supersede the restrictions on investment of specific funds because of legal limits, created by grants, bond covenants or similar regulations. In the event of conflict, the more restrictive policy shall be followed. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21; 3/22/00) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-37, 2/27/08) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (Ord. No. 0-2013-60, 7/24/13)

## Sec. 2-47. Investment Strategy.

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

## Pooled Fund Group

- **Suitability** – Any investment eligible in the Investment Policy is suitable for Pooled Fund Groups.
- **Safety of Principal** – All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Special Project and Bond Proceeds to not exceed the anticipated expenditure schedule the market risk of the overall portfolio will be minimized. Maximum maturity five years from date of purchase.
- **Marketability** – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.
- **Liquidity** – Pooled Fund Groups require short-term liquidity to adequately fund any unanticipated cash outflow. Short-term financial institution deposits, investment pools and money market mutual funds will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.
- **Diversification** – Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City. Diversifying the appropriate maturity structure up to the two-year maximum will reduce interest rate risk.
- **Yield** – Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury Bill portfolio will be the minimum yield objective.

## Special Project And Bond Proceeds Funds

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

- **Suitability** – Any investment eligible in the Investment Policy is suitable for Special Project and Bond Proceeds Funds.
- **Safety of Principal** – All investments will be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Special Project and Bond Proceeds to not exceed the anticipated expenditure schedule the market risk of the overall portfolio will be minimized. Maximum

maturity five years from date of purchase.

- **Marketability** – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.
- **Liquidity** – Special Project and Bond Proceeds Funds used for capital improvements programs have reasonably predictable draw down schedules. Therefore investment maturities should generally follow the anticipated cash flow requirements. Short term financial institution deposits, investment pools and money market mutual funds will provide readily available funds generally equal to one month’s anticipated cash flow needs, or a competitive yield alternative for short term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any expenditure request. This investment structure is commonly referred to as a flexible repurchase agreement.
- **Diversification** – Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Special Project and Bond Proceeds Funds. Generally, when investment rates exceed the applicable cost of borrowing, the City is best served by locking in most investments. If the cost of borrowing cannot be exceeded, then concurrent market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.
- **Yield** – Achieving a positive spread to the cost of borrowing is the desired objective, within the limits of the Investment Policy’s risk constraints. The yield of an equally weighted, rolling six-month Treasury bill portfolio will be the minimum yield objective for non-borrowed funds. (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. 0-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13)
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## Sec. 2-48. Objectives

**P** principal investment objectives in order of priority are:  
• Preservation of capital and the protection of investment principal.

- Maintenance of sufficient liquidity to meet anticipated disbursement and cash flows.
- Maintaining public trust by avoiding any transaction, which might impair public confidence in the City’s ability to manage public funds with which it is entrusted.
- Conformance with all Federal statutes, State statutes, City Charter requirements, City ordinances, and other legal or policy requirements.
- Diversification by investment type and maturity to avoid market risks and issuer defaults, where appropriate.
- Attainment of a rate of return which is consistent with risk limitations and cash flow characteristics of the City’s investments.

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

## Sec. 2-49. Investment Officers

**T**he Chief Financial Officer, Accounting Manager, and Accountants are appointed as Investment Officers. The Investment Officer’s authority will be limited by applicable laws, regulations and this Policy.

In order to ensure qualified and capable investment management, the City shall provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the City’s investment personnel.

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

The City maintains the right to hire Investment

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

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

Selected Investment Advisors must be registered under the Investment Advisers Act of 1940 or with the State Securities Board. A contract with an Investment Adviser may not be for a term longer than two years and any contract, renewal or extension must be approved by the City Council. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13)

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

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

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

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

had responsibility will be considered rather than a single investment.

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

All Investment Officers of the City shall file with the Texas Ethics Commission and the City Council a statement disclosing any personal business relationship with a business organization seeking to sell investments to the City or any relationship within the second degree by affinity or consanguinity to an individual seeking to sell investments to the City. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13)

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

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

- Direct obligations of the United States government; U.S. Treasury Bills, U.S. Treasury Notes, U.S. Treasury Bonds, and U.S. Treasury Strips (book entry U.S. Treasury securities whose coupon has been removed).
- Debentures or discount notes issued by, guaranteed by, or for which the credit of any Federal Agencies and Instrumentalities is pledged for payment. Principal-only and interest-only mortgage backed securities and collateralized mortgage obligations and real estate mortgage investment conduits are expressly prohibited.

- Bonds or other interest bearing obligations of which the principal and interest are guaranteed by the full faith and credit of the United States government, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation. Principal-only and interest-only mortgage backed securities and collateralized mortgage obligations and real estate mortgage investment conduits are expressly prohibited.
- Certificates of Deposit and other evidences of deposit at a financial institution that, a) has its main office or a branch office in Texas and is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor, b) is secured by obligations in a manner and amount provided by law for deposits of the City, or c) is placed through a broker or depository institution that has its main office or a branch office in Texas that meets the requirements of the PFIA. All deposits exceeding the FDIC insurance limits shall be collateralized as required by Section 2-57 Selection of Depositories.
- Local government investment pools organized under the Interlocal Cooperation Act that meet the requirements of the PFIA and have been specifically approved and authorized by the City Council.
- Direct obligations of the State of Texas or its agencies, and obligations of agencies, counties, cities, and other political subdivisions of the State of Texas rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.
- No load “government” money market mutual funds that meet the requirements of the PFIA. Money market mutual funds must maintain an AAAM, or equivalent rating from at least one nationally recognized rating agency; and be specifically approved by the City Council or purchased through the City’s primary depository as an overnight investment tool.
- Repurchase agreements entered into in compliance with the PFIA.
- NOTE: A security’s “average life” does not constitute a stated maturity.

No investment type approved by the PFIA for public investment will be authorized by the City without specific City Council approval and adoption in this Investment Policy. And investments authorized at the time of purchase, which become unauthorized, need not be liquidated immediately. The City shall monitor the rating of each issuer, as applicable, at least quarterly, and take all prudent measures shall be taken to liquidate an investment that is downgraded to less than its required minimum rating. The Investment Officer will make specific suggestions as to the possible liquidation or retention in either situation.

This Policy does not apply to an investment donated to the City for a particular purpose or under terms of use specified by the donor (Section 2256.004). (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13)

## Sec. 2-52. Investment Limits

**I**t is the City’s policy to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of investment, where appropriate. Cash flow projections shall be utilized to spread investment maturities, smooth market fluctuations, and reduce reinvestment risk.

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

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

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

**T**he City may utilize the in-house brokerage services of the bank qualifying as City depository in the acquisition and disposition of authorized securities. Other broker/dealers meeting the qualifications of this Policy section and selected by the Investment Officers shall be annually approved by the City Council.

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

- Rice Financial Products Company
- Duncan-Williams Securities
- Coastal Securities
- Raymond James & Associates

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

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

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

Each entity from which the City purchases investments (brokers/banks/pools) shall be provided the City’s Investment Policy. Each will be required to provide a written certification of having read the Policy signed by an authorized representative of the firm. The certification will state that they have reviewed the Policy and will implement reasonable procedures to preclude investment transactions not authorized by the Policy.

It is the policy of the City to create a competitive environment for all individual purchases and sales, financial institution deposits, money market mutual funds, and local government investment pools. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13)

## Sec. 2-54. Safekeeping

Eligible investment securities shall be purchased using the delivery versus payment method. That is, funds shall not be wired or paid until verification has been made that the security has been received by the City safekeeping/clearance agent. The security shall be held in the account of the City. The original copy of all safekeeping receipts shall be delivered to the City. An independent custodian will be used for securities safekeeping. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-28, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (0-2013-60, 7/24/13)

## Sec. 2-55. Reporting and Audits

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

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

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

The benchmark for the portfolio will be the three-month Treasury Bill average yield for the reporting period. Reporting will include the benchmark as a gauge of the portfolio’s performance and a measure of risk. Weighted average yield to maturity shall be the measure of portfolio performance. (Ord. No. 0-98-21; 3/18/98) (Ord. No. 0-2000-21, 3/22/00) (Ord. No. 0-2001-51, 10/24/01) (Ord. No. 0-2002-54, 11/13/2002) (0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13)

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

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

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

## Sec. 2-57. Selection of Depositories

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

All deposits placed with the City’s primary

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

The City requires market value of pledged securities in excess of 102% of all uninsured deposits plus accrued interest if any. All financial institutions pledging securities as collateral shall be required to sign a collateralization agreement with the City. The agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;
- The agreement has to be executed by the financial institution and the City contemporaneously with the deposit;
- The agreement must be approved by the Board of Directors or designated committee of the financial institution and a copy of the meeting minutes must be delivered to the City; and
- The agreement must be part of the financial institution's "official record" continuously since its execution.
- The Investment Officers shall monitor deposit and collateral levels at least monthly to maintain adequate coverage.

(0-2003-65, 11/26/03) (Ord. 0-2004-87, 11/10/04) (Ord. 0-2005-91, 11/9/05) (Ord. No. O-2006-93, 11/8/06) (Ord. No. 0-2007-130, 11/14/07) (Ord. No. 0-2008-143, 11/12/08) (Ord. No. 0-2009-84, 8/12/09) (Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13)

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

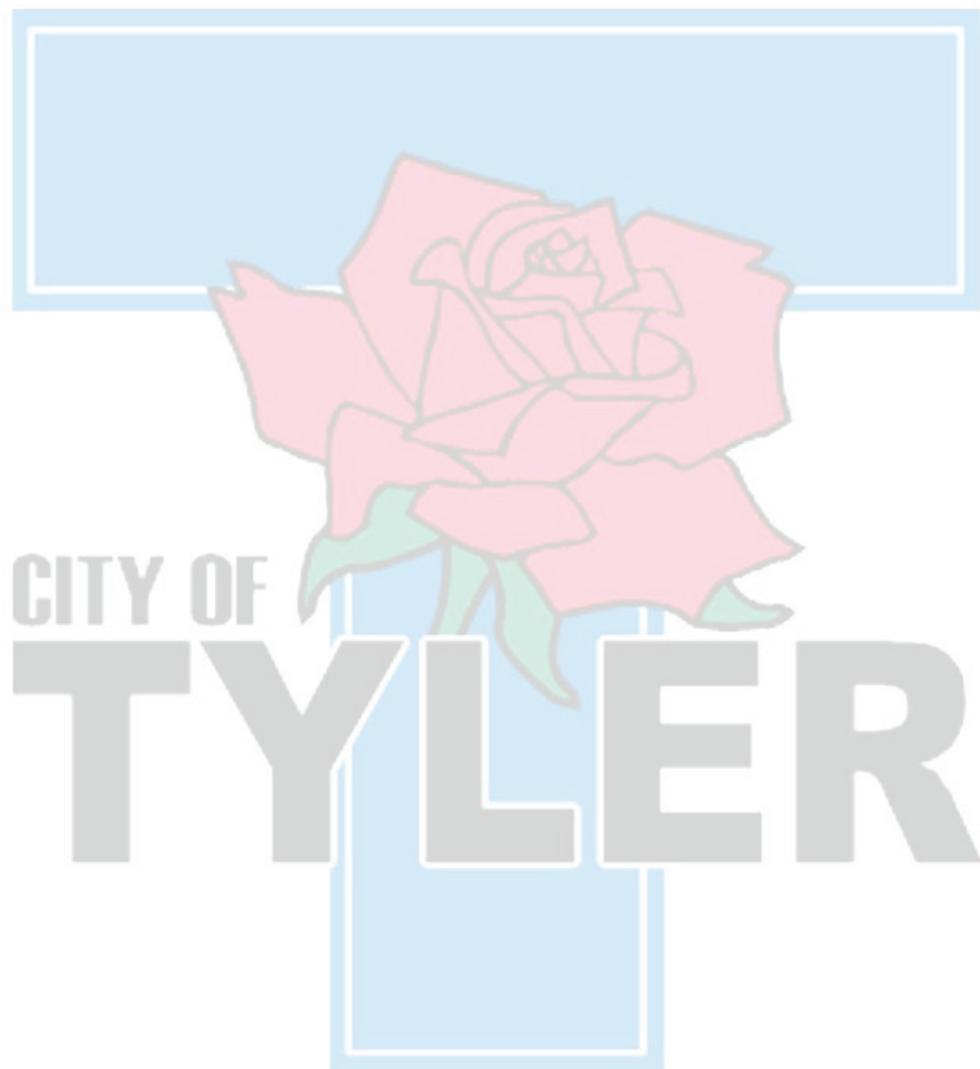
The City shall accept only the following as collateral:

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

(Ord. No. 0-2009-84, 8/12/09) (Ord. No. 0-2010-121, 11/10/10) (Ord. No. 0-2011-94, 11/9/11) (0-2013-60, 7/24/13)

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

**PASSED AND APPROVED** this 22th day of October, 2014.



*A Natural Beauty*



*A Natural Beauty*

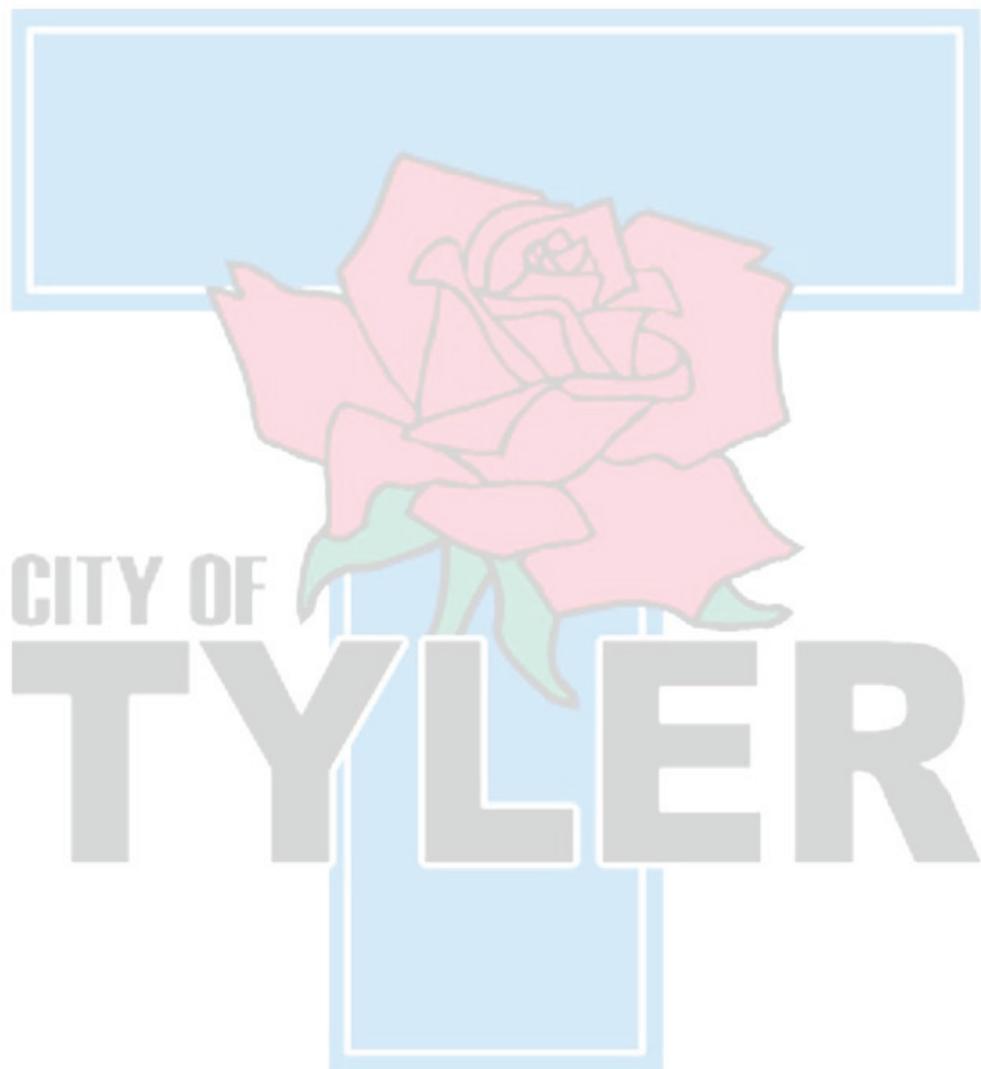
**Opening  
the  
Doors ...**

**City of Tyler  
Annual  
Budget  
FY 2015 - 2016**

**Budget Summary All Funds**



**... to a  
Brighter  
Future**



*A Natural Beauty*

**COMBINED STATEMENT OF REVENUES  
AND EXPENDITURES – ALL FUNDS  
FISCAL YEAR 2015-2016**

<i>FUND</i>	<i>OPENING BALANCE</i>	<i>REVENUES</i>	<i>EXPENDITURES</i>	<i>TRANSFERS IN / (TRANSFERS OUT)</i>	<i>CLOSING BALANCE</i>
101 General	9,939,878	66,182,215	64,295,519	(1,886,696)	9,939,878
102 General Capital Projects	519,939	45,500	694,400	134,158	5,197
202 Development Services	273,292	1,277,846	1,669,456	125,000	6,682
204 Cemeteries Operating	45,077	108,405	315,640	212,500	50,342
205 Police Forfeitures	170,999	82,584	156,664	—	96,919
207 Court Special Fees	322,104	700,010	859,626	—	162,488
209 TIF/TIRZ # 2	2,679	—	—	—	2,679
211 Motel Tax	3,647,223	3,834,919	2,556,425	(2,068,000)	2,857,717
218 TIF/TIRZ # 3	126,144	54,720	10,000	—	170,863
219 Tourism and Convention	1,053,524	632,750	2,989,800	2,032,215	728,689
234 Passenger Facility	12,808	350,990	—	(350,000)	13,798
235 Oil and Natural Gas	2,753,375	135,000	360,000	—	2,528,375
236 PEG Fee	365,862	278,673	286,028	—	358,507
240 Fair Plaza	179,654	74,278	126,220	—	127,712
274 Homeownership and Housing	451	—	200	—	251
276 Housing Assistance	524,864	7,238,970	7,244,694	—	519,140
285 MPO Grant	—	352,870	352,870	—	—
286 Transit System	159,316	1,733,922	2,355,690	551,242	88,790
294 Community Development Grant	23,875	841,268	842,018	—	23,125
295 Home Grant	39,407	287,942	287,942	—	39,407
502 Utilities Operations	5,019,608	37,143,352	24,455,318	(10,890,392)	6,817,250
503 Utilities Construction	4,586,308	25,000	7,000,596	4,500,000	2,110,712
504 Utilities Debt Service	48,235	10,000	5,462,846	5,550,000	145,389
505 Utilities Debt Reserve	1,492,364	6,500	—	(6,500)	1,492,364
524 Airport	902,953	1,742,227	1,928,540	93,072	809,712
560 Solid Waste	2,458,373	11,201,500	11,009,050	(722,819)	1,928,004
562 Solid Waste Capital	616,837	5,000	810,900	200,000	10,937
639 Productivity	377,861	4,000	1,280,009	1,100,000	201,852
640 Fleet Maintenance/Replacement	5,613,910	10,223,001	10,852,679	(63,644)	4,920,588
650 Property and Liability	861,732	1,434,034	1,849,906	—	445,860
661 Active Employees Benefits	462,281	8,574,832	8,611,885	—	425,228
663 Facilities Maintenance	472,254	438,302	663,109	259,727	507,174
671 Technology	153,968	3,798,542	4,898,074	1,017,637	72,073
713 Cemeteries Trust	2,837,070	109,925	—	(12,500)	2,934,495
761 Retired Employees Benefits	25,438	3,639,039	3,639,039	—	25,438

# Major Revenue Sources

## General Fund

As indicated by the chart below, General Fund revenues for FY2015-2016 are projected at \$65,899,724, which is an increase of 2.56 percent over the FY2014-2015 budget

of \$64,254,881. As indicated in the chart below the increase is primarily due to increases in property tax revenue from new construction/growth in appraisal values as well as increased collection rates, projected increases in Sales tax revenue.

GENERAL FUND	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Property Taxes	15,388,728	15,877,789	15,850,693	16,489,834
Franchises	10,161,144	10,473,675	10,302,213	10,388,824
Sales & Use Taxes	26,964,165	27,510,732	27,579,089	28,675,981
Licenses & Permits	298,064	462,135	448,260	462,125
Fines & Penalties	6,875,165	6,872,289	6,958,608	7,114,567
Use of Money & Property	61,812	81,800	75,143	79,300
Current Services	2,036,729	2,132,112	1,996,728	2,079,774
Intergovernmental	—	—	—	—
Miscellaneous Income	312,599	290,000	347,957	393,000
Income from Other Agencies	779,889	554,349	479,346	498,810
<b>Total Revenues</b>	<b>\$62,878,295</b>	<b>\$64,254,881</b>	<b>\$64,038,037</b>	<b>\$66,182,215</b>

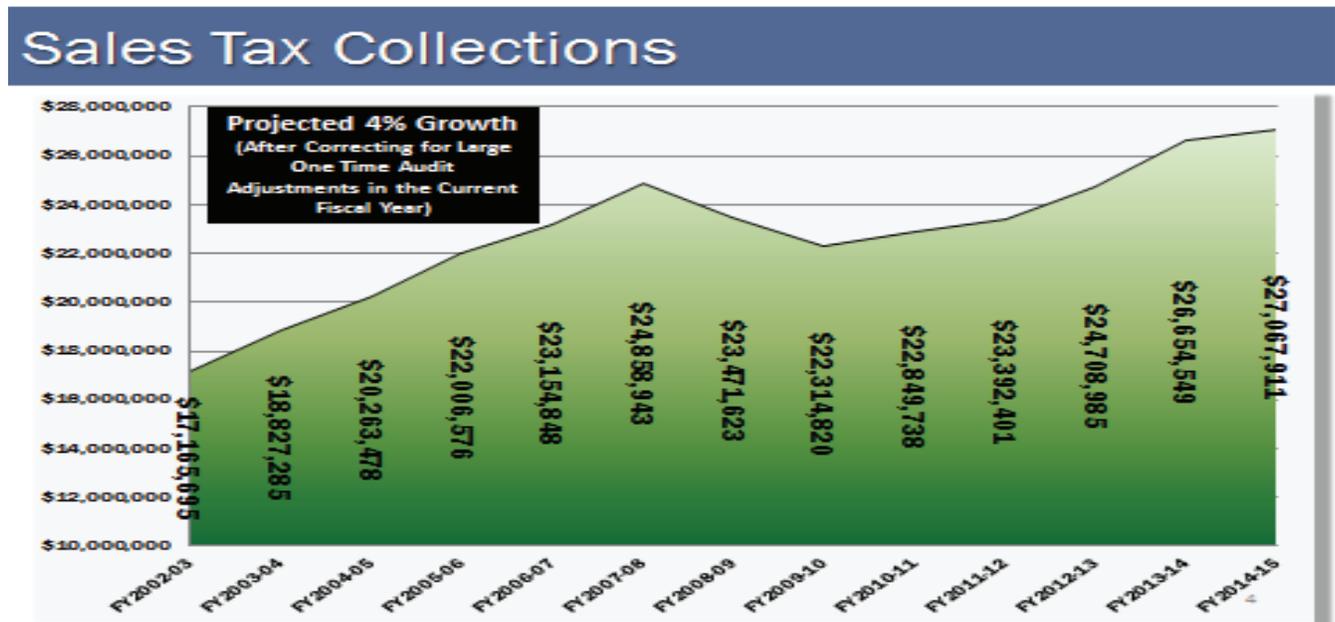
Following is a summary of each major revenue category, explaining the basis for projections and reasons for changes.

## Sales Tax

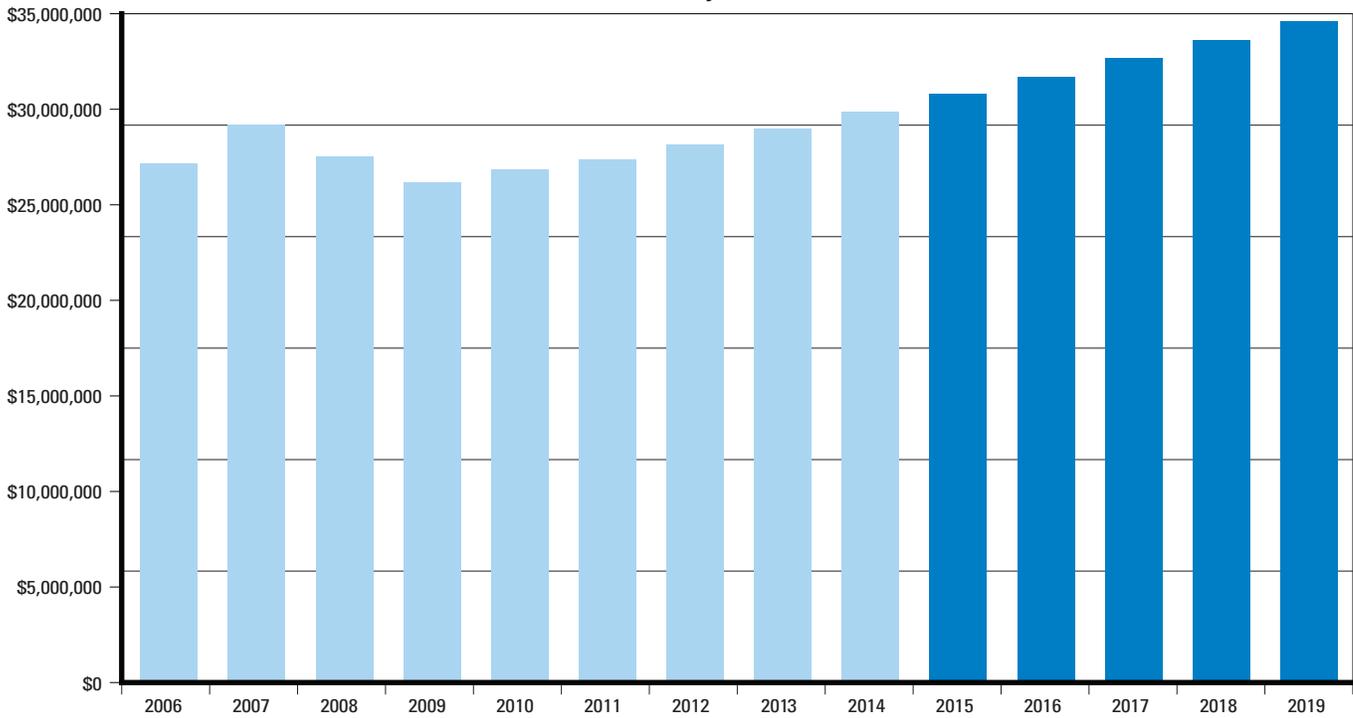
Sales tax is the largest of the General Fund's revenue sources representing 43 percent of the fund's total revenues. Actual collections for FY2014-2015 are projected to be slightly above the amount budgeted. The City projects a budget for FY2015-2016 of 4 percent above the current year projected collections, minus a one time

large audit adjustment.

The chart below shows that the City has seen a steady increase in sales tax collections over the last year. The chart on the following page further shows the City's Sales tax projections over the future five years. The decline of revenue in 2008 was due to market and economic conditions that appear to have reached a sustainable recovery period.



### Sales Tax Collections / Projections (in Millions)



### Property Tax

Property tax is the General Fund’s next largest single source of revenue at 25 percent. As indicated in the chart below, taxable values increased over the last 10 years with a slight decline during 2010 due to reductions in commercial property values, while the City’s total tax rate has declined almost every year during the same time period with the exception of the three fiscal years. Due to looming increases in healthcare funding due to inflation and Affordable Healthcare Act, the City has kept the

current tax rate at .220000 cents per \$100 of valuation. Although the City continued the constrained spending philosophy demonstrated during the prior fiscal year budget and operating cycle, this proposed tax rate will ensure the City of Tyler is able to maintain current levels of service. The philosophy of City government has been to pay as you go for construction projects. The City paid off all remaining tax supported debt issues in FY2007-2008. This largely facilitated the City’s ability to lower its total property tax rate over the last 10 years.

#### ANNUAL CHANGE IN TAX RATE AND CERTIFIED TAXABLE VALUE

FY	TOTAL RATE	CERTIFIED VALUES	% CHANGE
2005-2006	0.2384	5,088,514,168	6.96%
2006-2007	0.2237	5,569,801,329	9.46%
2007-2008	0.1990	6,143,037,626	10.29%
2008-2009	0.2040	6,574,872,417	7.03%
2009-2010	0.2040	6,700,382,716	1.91%
2010-2011	0.2089	6,667,500,469	-0.49%
2011-2012	0.2089	6,730,580,806	0.95%
2012-2013	0.2077	6,844,942,994	1.70%
2013-2014	0.2200	7,012,396,334	2.45%
2014-2015	0.2200	7,191,673,279	2.56%
2015-2016	0.2200	7,519,723,382	4.56%

## Franchises

Franchise taxes are 15.6 percent of the total General Fund revenues for FY2015-2016. Electric, gas and water franchises are based on usage and are influenced by the weather during the summer and winter months. The telephone franchise fees have slightly declined in recent years due to increases in the use of non-traditional phone services such as cell phones and VOIP. Cable franchise collections provide a consistent source of franchise revenue.

## Fines and Penalties

Fees and fines are 10.7 percent of the total General Fund. The City has historically reviewed the revenue collections for major categories and used these values to make future projections. Fines and Penalties is one such category. A more effective and publicized warrant sweep program has been in place for many years. The court has installed license plate recognition software in the marshall's unit to help with the warrant process. A continued effort is being made to increase collections within the court and to encourage payment of fines.

## Development Services

As indicated by the chart below, Development Services revenues for FY2015-2016 are projected at \$1,277,846,

which is an increase from the FY2014-2015 appropriated budget of \$1,233,600. Operating transfers to assist in covering the cost of services have remained constant and no fee changes are proposed in the FY2015-2016 budget.

The Development Services revenue is determined using trend analysis. In an attempt to more accurately track the revenues and expenditures related to the developments services activities, the City created a separate fund in FY2005-2006. Continued review of the trend analysis will allow the City to adjust fees to match costs related to the service activities provided.

## Hotel/Motel Tax

Revenues in the Hotel/Motel Tax Fund are projected to increase 2.25 percent over FY2014-2015 projections. This increase is based on the collection of the seven percent occupancy tax as well as an additional two percent occupancy tax to be used for new or expanded visitor facilities which was approved by the State legislature in June 2011. Tyler continues to see the addition of new hotels and renovations of hotels within the city limits. Collections are expected to increase as the economy improves. Expenditures to outside agencies were held at FY2014-2015 levels.

DEVELOPMENT SERVICES	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Building Permits	783,541	600,000	560,000	560,000
Electrical Permits	190,151	165,000	150,000	165,000
Plumbing Permits	120,849	115,000	100,000	115,000
Zoning Permits	68,425	60,000	75,000	70,000
Mechanical Permits	104,250	85,000	55,000	70,000
Cert. of Occupancy Fees	24,100	23,000	19,000	23,000
Local TABC Fee	3,082	4,000	3,000	4,000
Billboard Registration	8,400	50,000	9,500	79,000
Sign Permits	24,910	20,000	18,000	20,000
Contractor License	43,600	40,000	45,000	45,000
House Moving Permits	—	500	500	500
Permits Fee-Clearing	—	250	250	250
Interest Earnings	1,457	1,500	5,000	5,250
Maps, Plans and Specs Fee	472	250	250	250
Copy/Printing Fees	318	100	100	100
Platting Fees	41,026	35,000	42,500	40,000
Miscellaneous Income	2,300	—	—	—
Contractor Testing Fees	70,689	30,000	75,000	60,000
Grant Revenue	5,858	4,000	4,000	—
CLG Grant		22,496	2,000	20,496
<b>Total Revenues</b>	<b>1,493,428</b>	<b>1,256,096</b>	<b>1,164,100</b>	<b>1,277,846</b>

## Tourism and Convention Fund

Revenues in the Tourism and Conventions Fund are projected to remain relatively constant. Revenue for rentals and concessions are projected using trend analysis.

## Housing Assistance Payments Fund

The Housing Assistance Payments Program (HAPP), Section 8, is one of the largest sources of grant funding for the City of Tyler. The program shows a similar budget in FY2015-2016 compared to the prior fiscal year. This program provides housing assistance for low-income families. The Tyler program continues to seek additional funding opportunities such as the Family Self Sufficiency, Tenant Protection Program, and the VASH Program.

## State and Federal Grant Fund

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

## Transit System Fund

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

matching funds from the City of Tyler, grant funding from the Federal Transportation Administration and the Texas Department of Transportation.

## General Debt Service Fund

The City no longer supports any tax supported debt.

## Utilities Fund

As indicated by the chart below, Utility Fund revenues for FY2015-2016 are projected at \$37,143,352, which is an increase over the FY2014-2015 budget of \$36,865,111. The major sources of revenue for the Utilities Fund are the Water and Sewer charges. Both revenues are determined through rate studies; a recently completed rate study indicated a need for increased sewer rates to be phased in over several fiscal years. Also, part of the increase in revenue is due to a 5% increase for water service for the FY2015-2016. Another large source of restricted revenue for the Utilities Fund is the Storm Water Revenue. This revenue is collected as a percentage of water charges and is restricted for use for storm drainage improvements.

## Utilities Debt Service Fund

The Utilities Debt Service Fund accumulates funds for the semiannual principal and interest payments on all Utility revenue debt. Revenue bond debt as of Oct. 1, 2015 will total \$62,285,000. The current debt service requirement for revenue debt is \$5,390,257.10 including interest. The City continues to evaluate capital projects to determine funding sources on a yearly basis.

UTILITIES FUND	ACTUAL 2012-2013	AMENDED BUDGET 2013-2014	PROJECTED 2013-2014	BUDGET 2014-2015
Use of Money and Property	64,842	64,123	66,441	72,903
Charges for Current Services	32,046,705	34,986,881	32,739,930	35,422,812
Storm Water Revenue	1,511,079	1,680,107	1,553,680	1,622,537
Miscellaneous Income	207,327	134,000	127,276	25,100
<b>Total Revenues</b>	<b>\$33,829,953</b>	<b>\$36,865,111</b>	<b>\$34,487,327</b>	<b>\$37,143,352</b>

## Airport Operating Fund

As indicated by the chart below, Airport Operating revenues for FY2015-2016 are projected at \$1,742,227, which is a slight decrease from the FY2014-2015 budget. The major source of revenue for the Airport Operating Fund is the long-term parking and car-leasing rental.

Other large sources of revenue include airline facilities rental and hanger leases. Both revenues are calculated using a similar trend analysis.

The airport opened a new wash bay facility for the rental car companies in FY2013-2014. This has helped to add additional revenue. Transfers from the customer facility fund will provide funds for debt service.

<i>AIRPORT OPERATING FUNDS</i>	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
<b>USE OF MONEY AND PROPERTY</b>				
Airline Facilities Rental	90,020	90,000	90,000	90,000
Airport Long-Term Parking	670,556	809,162	713,119	720,000
Interest Earnings	2,220	2,500	2,329	2,500
Landing Fees	71,659	70,000	70,559	70,000
Restaurant Concessions	10,224	10,500	10,277	10,500
FAA Building Rental	41,927	41,821	41,968	42,040
Car Leasing Rental	315,590	295,000	322,354	329,000
Agricultural Lease	887	887	887	887
Hanger Land Lease	88,465	89,500	95,231	97,300
HAMM	25,491	15,000	15,000	15,000
Common Use Fee	27,120	23,000	21,701	20,000
Wash Bay Fee	16,297	33,000	44,955	44,500
<b>Total Use of Money and Property</b>	<b>1,360,456</b>	<b>1,480,370</b>	<b>1,428,380</b>	<b>1,441,727</b>
<b>Charges for Current Services</b>				
Airport Fuel Flowage	55,776	62,000	60,130	62,000
Copying fees	8	—	—	—
Customer Facility Charge	160,845	168,000	168,924	168,000
Advertising Space Fees	21,170	25,000	28,978	30,000
<b>Total Charges for Current Services</b>	<b>237,799</b>	<b>255,000</b>	<b>258,032</b>	<b>260,000</b>
<b>MISCELLANEOUS</b>				
Miscellaneous Income	24,925	34,000	26,732	34,000
Oil Leases and Royalties	6,493	6,500	2,971	6,500
Sale of Property	189	—	722	—
Wash Bay Construction Loan Proceeds	—	—	—	—
<b>Total Miscellaneous</b>	<b>31,607</b>	<b>40,500</b>	<b>30,425</b>	<b>40,500</b>
<b>Total Revenues</b>	<b>\$1,629,862</b>	<b>\$1,775,870</b>	<b>\$1,716,837</b>	<b>\$1,742,227</b>

## Solid Waste Fund

The Solid Waste Fund provides for the administration, operation and maintenance of the City's solid waste system that includes collection, recycling and litter control. Revenues for FY2015-2016 are projected

at \$11,201,500, which increased over the FY2014-2015 budget of \$11,050,000. The major sources of revenue for the Solid Waste fund include the residential, commercial and roll-off charges for services.

<i>SOLID WASTE FUND</i>	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
Interest and Rental Income	6,764	10,000	18,097	10,000
Charges for Residential Serv.	5,513,741	5,520,000	5,541,135	5,540,000
Charges for Commercial Serv.	3,262,065	3,240,000	3,379,907	3,325,000
Recycle Sales	86,029	65,000	93,906	94,500
Roll-Off	1,656,521	1,500,000	1,800,000	1,700,000
Miscellaneous	732,126	715,000	573,201	532,000
<b>Total Revenues</b>	<b>11,257,246</b>	<b>11,050,000</b>	<b>11,406,246</b>	<b>11,201,500</b>

**POSITION SUMMARY ALL FUNDS**

**FISCAL YEAR 2015-2016**

<b>FULL TIME</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
<b>GENERAL SERVICES</b>							
Capital Projects	—	—	—	—	—	—	
City Manager	5.00	3.00	2.00	2.00	3.00	3.00	2.00
City Clerk	—	—	—	—	—	—	
Communications	1.93	1.93	1.93	2.00	2.00	2.00	1.93
Engineering	6.46	6.46	4.46	4.86	4.86	4.31	5.06
Finance	8.00	8.00	8.00	8.00	8.00	9.00	9.75
Fire Department	160.00	160.00	160.00	161.00	161.00	161.00	161.00
Human Resources	4.00	4.75	6.75	7.25	7.25	7.25	7.10
Legal	7.00	6.00	7.00	7.00	7.00	7.00	7.00
Library	19.00	16.00	16.00	15.00	15.00	15.00	15.00
Municipal Court	23.00	16.00	15.00	15.00	15.00	15.00	15.00
Municipal Security	—	3.00	3.00	3.00	3.00	3.00	3.00
Municipal Partners for Youth	—	4.00	4.00	4.00	4.00	4.00	4.00
Parks and Recreation	24.00	23.20	22.20	22.20	22.20	22.20	22.20
Parks and Recreation – Indoor Recreation	8.00	8.00	8.00	8.00	7.00	7.00	7.00
Parks and Recreation – Median Maint.	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Parks and Recreation – Outdoor Recreation	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Department – Auto Theft Task Force	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Department – DEA Task Force	1.00	1.00	1.00	1.00	—	—	—
Police Department – COPPS Grant	—	4.00	4.00	4.00	4.00	4.00	4.00
Police Department – Operations	244.00	243.00	241.00	240.00	240.00	240.00	240.00
Street	30.00	30.00	29.00	29.00	29.00	29.00	28.00
Traffic Engineering	12.61	12.61	12.61	12.61	12.61	14.85	14.85
<b>Total</b>	<b>561.00</b>	<b>557.95</b>	<b>552.95</b>	<b>552.92</b>	<b>551.92</b>	<b>554.61</b>	<b>553.89</b>
<b>DEVELOPMENT SERVICES FUND</b>							
Building Inspections	13.00	13.00	10.00	9.00	10.00	11.00	13.00
Planning and Zoning	4.55	3.55	4.55	4.00	4.00	8.00	8.00
<b>Total</b>	<b>17.55</b>	<b>16.55</b>	<b>14.55</b>	<b>13.00</b>	<b>14.00</b>	<b>19.00</b>	<b>21.00</b>
<b>WATER UTILITIES FUND</b>							
Lake Tyler	9.00	9.00	9.00	9.00	9.00	9.00	10.00
Storm Water Management	13.00	13.00	12.60	12.53	12.53	12.84	13.41
Wastewater Collection	17.00	17.00	17.00	17.00	21.00	21.00	23.00
Wastewater Treatment	26.00	26.00	26.00	19.00	28.00	26.00	28.00
Water Administration	10.00	10.00	4.00	4.00	4.00	4.00	4.00
Water GIS	—	—	4.04	4.00	4.00	5.00	5.00
Water Business Office	15.00	17.00	17.00	17.00	17.00	17.00	17.00
Water Distribution	25.00	24.00	24.00	24.00	24.00	22.00	26.00
Water Plant	23.00	22.00	22.00	23.00	23.00	23.00	25.00
<b>Total</b>	<b>138.00</b>	<b>138.00</b>	<b>135.64</b>	<b>129.53</b>	<b>142.53</b>	<b>139.84</b>	<b>151.41</b>

**POSITION SUMMARY ALL FUNDS**

**FISCAL YEAR 2015-2016**

<i>FULL TIME</i>	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
<b>SOLID WASTE FUND</b>							
Solid Waste Administration	9.04	9.04	6.00	6.00	6.00	6.00	6.00
Solid Waste Code Enforcement	8.00	9.00	7.00	7.00	7.00	7.00	7.00
Solid Waste Commercial	9.00	9.00	9.00	9.00	9.00	9.00	9.00
Solid Waste Residential	33.00	32.00	30.00	30.00	30.00	29.00	29.00
<b>Total</b>	<b>59.04</b>	<b>59.04</b>	<b>52.00</b>	<b>52.00</b>	<b>52.00</b>	<b>51.00</b>	<b>51.00</b>
<b>AIRPORT FUND</b>							
Airport	11.00	11.00	10.00	10.00	10.00	11.00	11.00
<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>
<b>OTHER FUNDS</b>							
Cemeteries	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Community Development	6.35	6.35	6.35	5.90	4.90	4.90	4.60
Fleet Maintenance	15.00	15.00	15.00	14.00	14.00	14.00	14.00
FSS Homeownership	—	1.00	1.00	1.00	1.00	1.00	—
HOME	0.92	0.92	0.92	0.85	0.85	0.70	—
Housing	10.48	10.48	10.48	10.25	9.25	9.70	—
MPO	2.41	2.41	1.41	1.00	—	—	—
Productivity	2.00	3.00	2.00	2.00	3.00	4.00	4.00
Property and Facility Management	3.00	3.00	2.00	2.00	2.00	2.00	2.25
Property, Liability, Disability and Workers Compensation	2.00	2.25	1.25	1.25	1.25	1.25	1.40
Employee Benefits	1.00	1.00	1.00	0.30	0.30	0.30	0.30
Retiree Benefits	—	—	0.20	0.20	0.20	1.20	2.20
Technology Services	11.00	11.00	12.00	12.00	12.00	12.00	12.00
Tourism – Main Street	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Tourism – Rose Garden Center	—	—	3.00	3.00	3.00	3.00	3.00
Tourism – Visitor’s Facility	8.00	7.80	4.80	5.80	5.80	5.80	5.80
Tourism – Rose Garden Maintenance	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Transit	25.25	25.25	24.25	23.00	23.00	25.00	28.25
<b>Total</b>	<b>99.41</b>	<b>101.46</b>	<b>97.66</b>	<b>94.55</b>	<b>92.55</b>	<b>96.85</b>	<b>89.80</b>
<b>Grand Total</b>	<b>886.00</b>	<b>884.00</b>	<b>862.80</b>	<b>852.00</b>	<b>863.00</b>	<b>872.30</b>	<b>878.10</b>

**POSITION SUMMARY ALL FUNDS**

**FISCAL YEAR 2015-2016**

<i>PART TIME</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
<b>GENERAL SERVICES</b>							
Communications	—	1.00	—	—	—	—	—
Human Resources	—	—	—	—	—	—	—
Library	22.00	27.00	21.00	20.00	20.00	20.00	20.00
Parks and Recreation – Indoor Recreation	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Parks and Recreation – Outdoor Recreation	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Department – Operations	2.00	1.00	1.00	1.00	1.00	1.00	1.00
Traffic Engineering	—	—	—	2.00	2.00	2.00	2.00
<b>Total</b>	<b>28.00</b>	<b>33.00</b>	<b>26.00</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>
<b>DEVELOPMENT SERVICES FUND</b>							
Planning and Zoning	—	2.00	—	—	—	—	—
<b>Total</b>	<b>—</b>	<b>2.00</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>AIRPORT FUND</b>							
Airport	1.00	—	—	—	—	—	—
<b>Total</b>	<b>1.00</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>OTHER FUNDS</b>							
Property, Liability, Disability and Workers Compensation	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Tourism – Visitor’s Facility	3.00	4.00	4.00	2.00	2.00	2.00	2.00
<b>Total</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Grand Total</b>	<b>33.00</b>	<b>40.00</b>	<b>31.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>

**POSITION SUMMARY ALL FUNDS**

**FISCAL YEAR 2015-2016**

<i>SUBS/TEMPS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
<b>GENERAL SERVICES</b>							
Library	—	—	—	—	—	—	—
Parks and Recreation – Outdoor Recreation	—	—	—	—	—	—	—
Traffic Engineering	—	—	—	—	—	—	—
<b>Total</b>	<b>—</b>						
<b>SOLID WASTE FUND</b>							
Solid Waste Residential	—	—	—	—	—	—	—
<b>Total</b>	<b>—</b>						
<b>OTHER FUNDS</b>							
Tourism – Visitor’s Facility	—	—	—	—	—	—	—
Transit	—	—	—	—	—	—	—
<b>Total</b>	<b>—</b>						
<b>Grand Total</b>	<b>—</b>						

## TOTAL COMBINED REVENUE AND EXPENDITURES ALL FUNDS

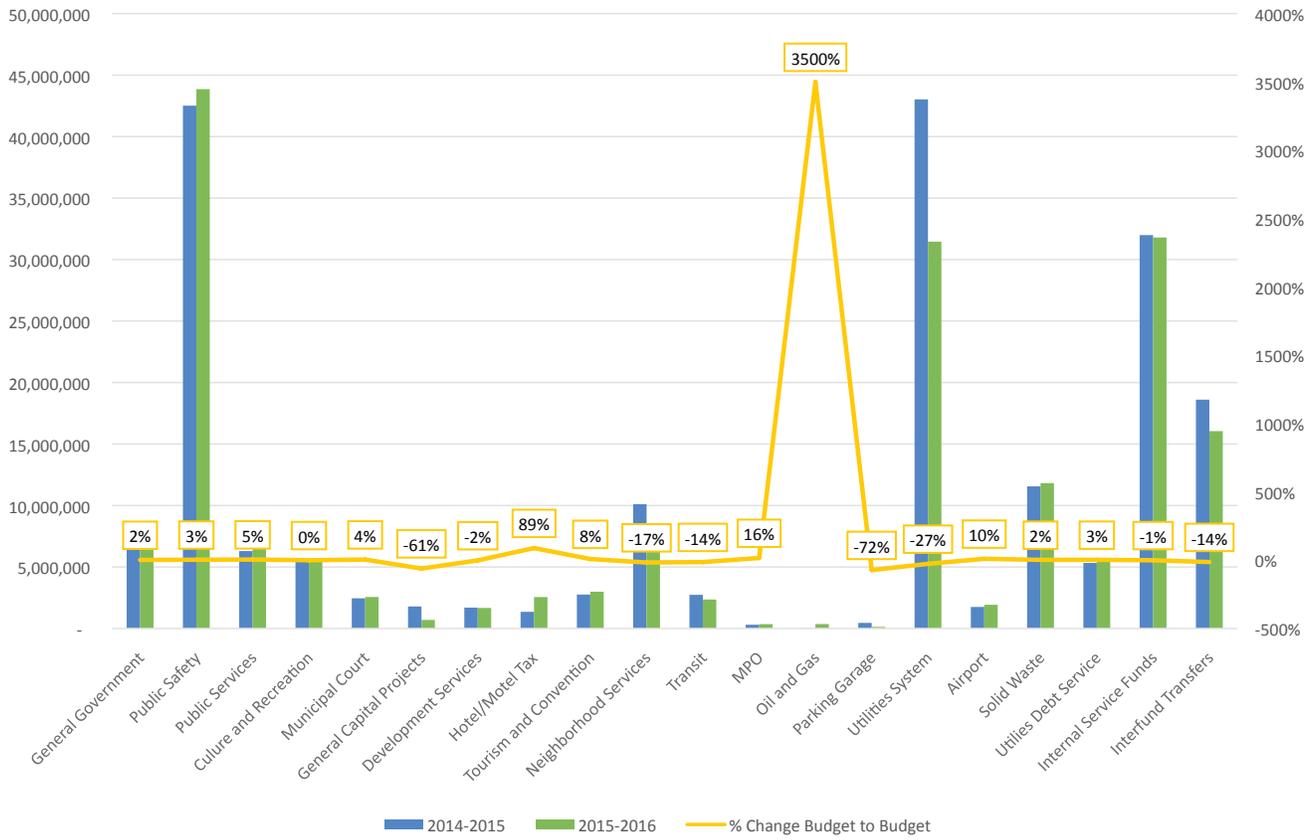
### FISCAL YEAR 2015-2016

FUNDING SOURCES	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016	% CHANGE BUDGET TO BUDGET
Property Tax	15,440,834	15,930,695	15,902,132	16,544,154	4%
Franchise Tax	10,434,685	10,747,740	10,576,840	10,666,197	-1%
Sales and Use Tax	26,964,165	27,510,732	27,579,089	28,675,981	4%
Licenses and Permits	303,989	467,135	453,260	467,125	0%
Fines and Penalties	7,687,616	7,652,469	7,711,057	7,896,577	3%
Use of Money and Property	2,638,346	2,907,854	4,365,580	2,606,307	-10%
Current Services	46,869,406	49,962,100	47,946,893	50,609,878	1%
Other Agencies	11,578,081	12,945,715	11,550,807	10,841,782	-16%
Miscellaneous	1,386,437	1,229,500	1,122,695	1,035,600	-16%
Development Services	1,493,428	1,256,096	1,164,100	1,277,846	2%
Hotel Occupancy Tax	3,352,444	3,278,010	3,730,322	3,804,919	16%
Income Service Funds	26,428,274	27,471,884	27,139,086	28,111,750	2%
Interfund Transfers	18,519,123	18,136,172	15,838,467	15,824,764	-13%
<b>Total Revenue</b>	<b>\$173,096,828</b>	<b>\$179,496,102</b>	<b>\$175,080,328</b>	<b>\$178,362,880</b>	<b>-1%</b>

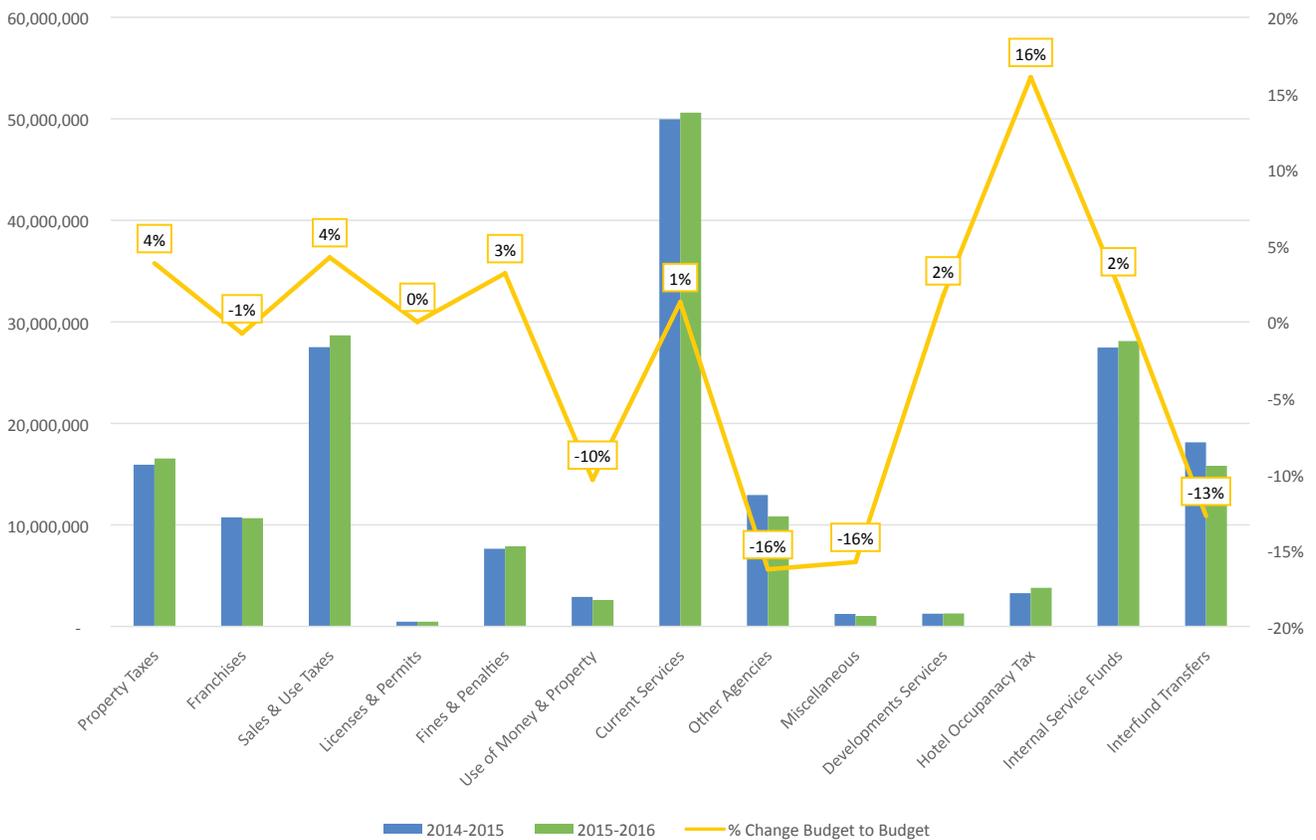
EXPENDITURES	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016	% CHANGE BUDGET TO BUDGET
General Government	7,129,059	7,089,524	6,997,203	7,220,643	2%
Public Safety	40,418,516	42,513,414	42,498,451	43,860,054	3%
Public Services	5,048,695	6,296,389	5,929,774	6,586,544	5%
Culture and Recreation	5,301,744	5,714,668	5,433,772	5,695,138	0%
Municipal Court	2,084,036	2,453,388	2,272,575	2,561,098	4%
General Capital Projects	1,071,671	1,792,704	1,589,117	694,400	-61%
Development Services	1,180,619	1,696,239	1,519,500	1,669,456	-2%
Hotel/Motel Tax	915,199	1,355,900	1,168,314	2,556,425	89%
Tourism and Convention	1,878,275	2,757,454	2,124,199	2,989,800	8%
Neighborhood Services	8,864,718	10,105,913	9,262,230	8,374,854	-17%
Transit	2,149,267	2,736,646	2,422,577	2,355,690	-14%
MPO	230,183	303,798	164,658	352,870	16%
Oil and Gas	2,000,000	10,000	5,000	360,000	3500%
Parking Garage	228,379	455,023	359,950	126,220	-72%
Utilities System	28,201,763	43,026,954	35,264,555	31,455,914	-27%
Airport	1,683,622	1,750,892	1,602,754	1,928,540	10%
Solid Waste	11,074,855	11,556,792	11,255,214	11,819,950	2%
Utilities Debt Service	5,340,271	5,329,284	5,320,984	5,462,846	3%
Internal Service Funds	30,719,625	31,989,330	30,830,960	31,794,701	-1%
Interfund Transfers	18,783,510	18,609,504	16,311,995	16,049,764	-14%
<b>Total Expenditures</b>	<b>\$174,304,007</b>	<b>\$197,543,816</b>	<b>\$182,333,782</b>	<b>\$183,914,907</b>	<b>-7%</b>

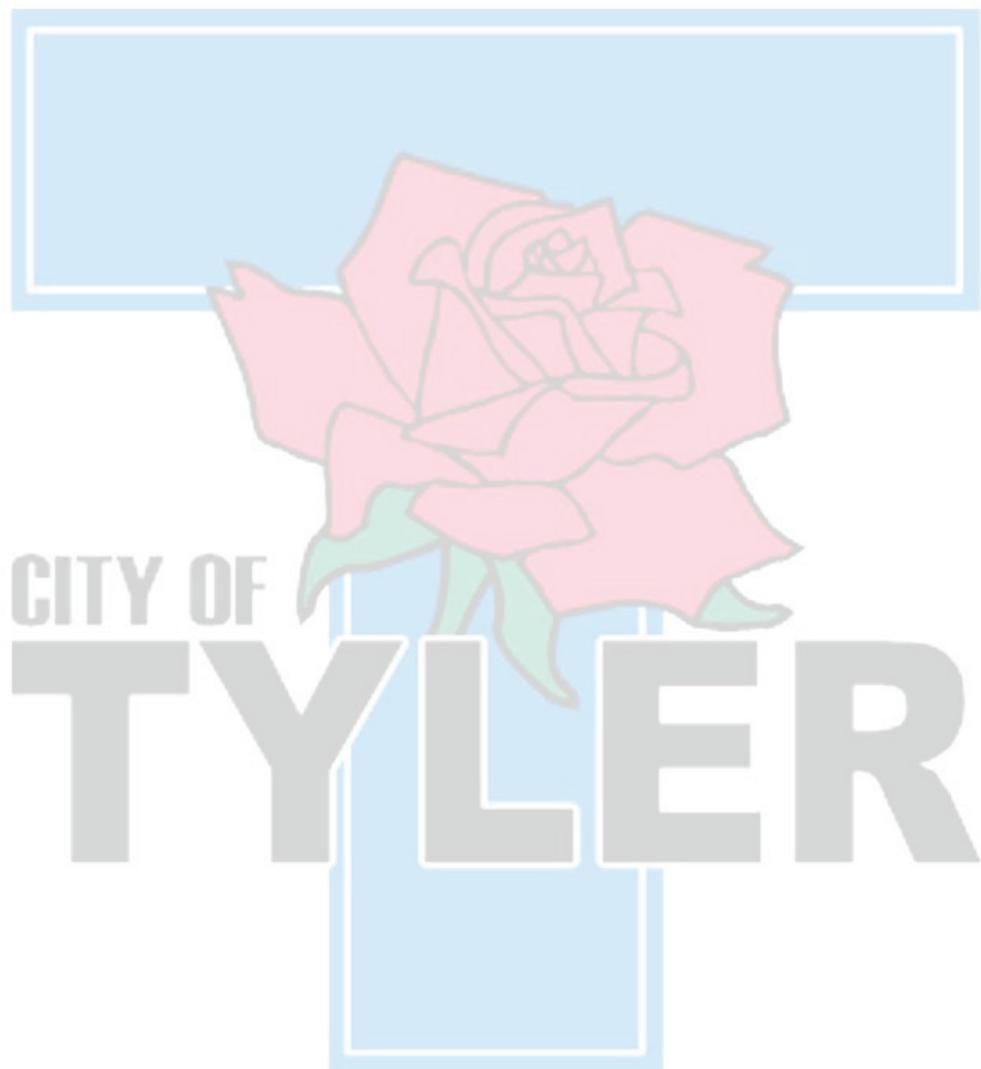
<b>Net</b>	<b>(\$1,207,179)</b>	<b>(\$18,047,714)</b>	<b>(\$7,253,454)</b>	<b>(\$5,552,027)</b>	
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FY 2015-2016 Combined Expenditures All Funds by Program



Fiscal Year 2015-2016 Combined Revenues All Funds





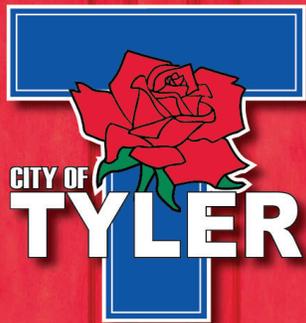
*A Natural Beauty*

**Opening  
the  
Doors ...**

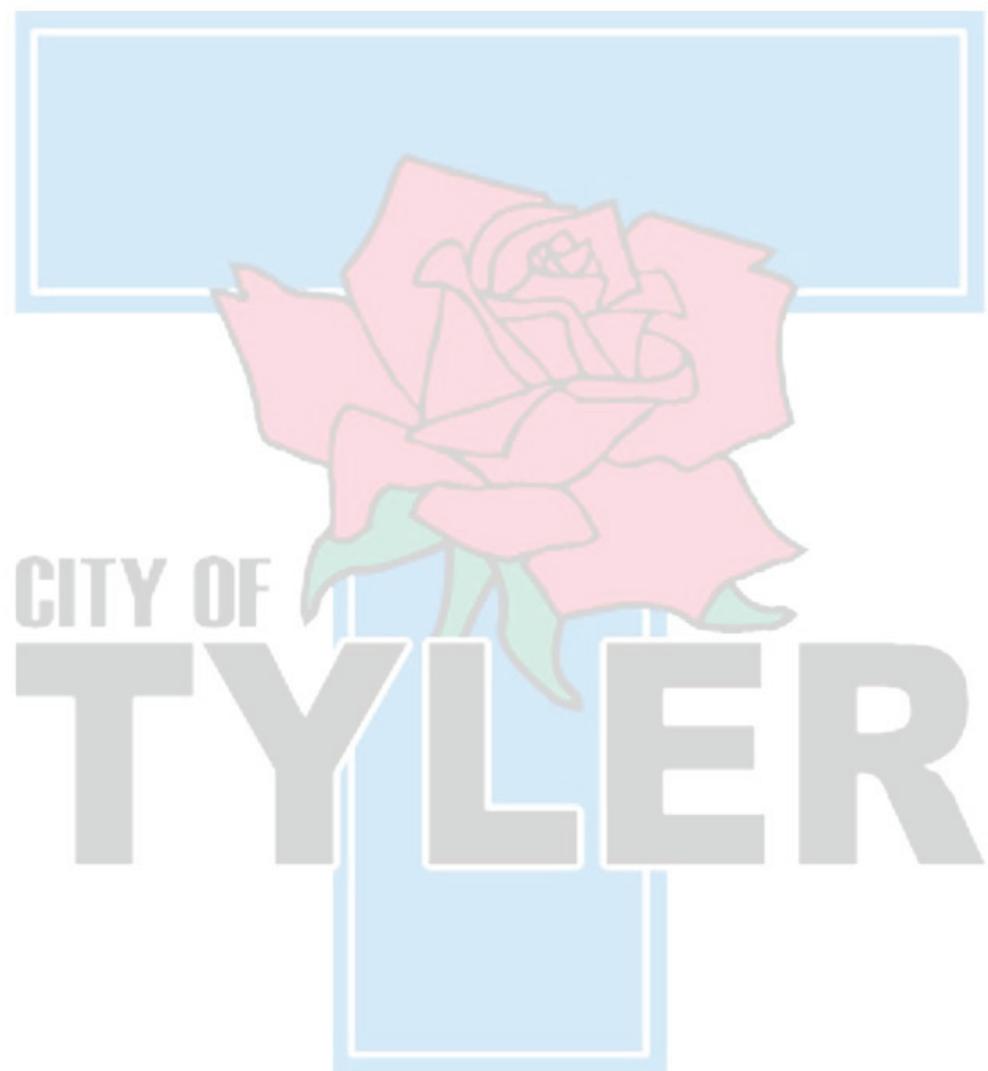
**City of Tyler  
Annual  
Budget**

**FY 2015 - 2016**

**General Fund**



**... to a  
Brighter  
Future**



*A Natural Beauty*

**GENERAL FUND (101)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2015-2016**

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Unreserved Fund Balance	716,448	961,746	961,746	681,449
Operating Reserve	8,609,830	8,835,729	8,835,729	9,258,429
<b>Beginning Fund Balance / Working Capital</b>	<b>\$9,326,278</b>	<b>\$9,797,4765</b>	<b>\$9,797,4765</b>	<b>\$9,939,878</b>
<b>REVENUES</b>				
Property Taxes	15,388,728	15,877,789	15,850,693	16,489,834
Franchises	10,161,144	10,473,675	10,302,213	10,388,824
Sales & Use Taxes	26,964,165	27,510,732	27,579,089	28,675,981
Licenses & Permits	298,064	462,135	448,260	462,125
Fines & Penalties	6,875,165	6,872,289	6,958,608	7,114,567
Use of Money & Property	61,812	81,800	75,143	79,300
Current Services	2,036,729	2,132,112	1,996,728	2,079,774
Intergovernmental	—	—	—	—
Other Agencies	779,889	554,349	479,346	498,810
Miscellaneous	312,599	290,000	347,957	393,000
<b>Total Revenues</b>	<b>\$62,878,295</b>	<b>\$ 64,254,881</b>	<b>\$64,038,037</b>	<b>\$66,182,215</b>
<b>EXPENDITURES</b>				
General Government	7,068,364	6,694,175	6,676,410	6,934,615
Police	24,010,389	25,539,543	25,459,548	26,296,854
Police Grants	568,519	264,894	256,939	261,492
Fire	15,711,057	16,584,647	16,679,180	17,145,044
Public Services	5,044,639	6,286,389	5,925,774	6,576,544
Parks and Recreation	3,618,168	3,848,396	3,565,018	3,844,571
Library	1,404,021	1,567,472	1,579,405	1,534,927
Municipal Court	1,479,706	1,655,725	1,580,586	1,701,472
<b>Total Expenditures</b>	<b>\$58,904,863</b>	<b>\$62,441,241</b>	<b>\$61,722,860</b>	<b>\$64,295,519</b>
(Transfer Out)	(3,502,234)	(2,106,296)	(2,172,775)	(1,886,696)
Transfer to General Capital Projects	(1,824,000)	(255,000)	(255,000)	(134,158)
Transfer to Development Services	—	(50,000)	(50,000)	(50,000)
Transfer to Tourism	(32,000)	(50,000)	(50,000)	—
Transfer to Cemetery	(181,230)	(200,000)	(200,000)	(200,000)
Transfer to Transit	(574,678)	(500,000)	(566,479)	(551,242)
Transfer to Property Facility	(101,305)	(101,305)	(101,305)	(101,305)
Transfer to Productivity Fund	(400,000)	(550,000)	(550,000)	(450,000)
Transfer to Technology Admin	(389,021)	(399,991)	(399,991)	(399,991)
Unreserved Fund Balance	961,746	138,634	681,449	295,550
Operating Reserve	8,835,729	9,366,186	9,258,429	9,644,328
<b>Ending Fund Balance / Working Capital</b>	<b>\$9,797,475</b>	<b>\$9,504,819</b>	<b>\$9,939,878</b>	<b>\$9,939,878</b>

## GENERAL FUND REVENUES

FISCAL YEAR 2014-2015

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>PROPERTY TAXES</b>				
Current	\$15,087,100	\$15,515,404	\$15,518,442	\$16,179,234
Delinquent	135,221	175,765	154,218	140,412
Penalty and Interest	125,422	138,020	125,641	125,641
Collection Fee	40,985	48,600	52,392	44,547
<b>Total Property Taxes</b>	<b>\$15,388,728</b>	<b>\$15,877,789</b>	<b>\$15,850,693</b>	<b>\$16,489,834</b>
<b>FRANCHISES</b>				
Power and Light	4,460,960	4,600,000	4,475,234	4,475,433
Natural Gas	1,103,669	1,111,988	1,107,487	1,113,024
Telephone	865,934	902,046	887,014	887,015
Cable Television	1,370,700	1,348,514	1,370,221	1,383,923
Street Use	696,813	655,000	690,221	696,812
Water and Sewer Franchise	1,663,068	1,856,127	1,772,036	1,832,617
<b>Total Franchises</b>	<b>\$10,161,144</b>	<b>\$10,473,675</b>	<b>\$10,302,213</b>	<b>\$10,388,824</b>
<b>SALES AND USE TAXES</b>				
Sales Taxes	26,520,8734	27,067,911	27,106,016	28,190,256
Mixed Drink Taxes	387,533	387,321	411,490	423,834
Bingo Taxes	55,758	55,500	61,583	61,891
<b>Total Sales and Use Taxes</b>	<b>\$26,964,165</b>	<b>\$27,510,732</b>	<b>\$27,579,089</b>	<b>\$28,675,981</b>
<b>LICENSES AND PERMITS</b>				
Parking Meters	92,034	132,000	112,172	132,000
Wrecker	—	—	—	—
Taxi	135	135	1,000	125
Burglar Alarms	205,895	330,000	335,088	330,000
<b>Total Licenses and Permits</b>	<b>\$298,064</b>	<b>\$462,135</b>	<b>\$448,260</b>	<b>\$462,125</b>
<b>FINES &amp; PENALTIES</b>				
Moving Violations	\$4,036,815	\$3,714,008	\$4,082,460	\$4,000,000
Tax Fees	226,502	235,000	226,217	235,000
Arrest Fees	175,994	175,000	175,359	175,000
Administrative Fees	209,274	200,000	165,118	150,000
Warrant Fees	602,114	755,000	790,539	800,000
Child Safety	184,104	190,000	186,224	190,000
Teen Court Fees	30	—	—	—
Court Security	—	—	—	—
Miscellaneous Court	28,650	27,849	38,003	28,127
Juvenile Class Fee	—	—	—	—
Time Payment Fees	—	—	—	—
Special Court Fees	920,752	850,000	624,472	850,000
Collection Firm Fees	180,267	260,000	207,810	260,000
Court Fee - Clearing	5,175	3,000	—	—

Continued on next page

Partners for Youth	—	—	—	—
Omnibase Program	63,577	100,000	105,696	100,000
Parking Fines	197,224	226,440	213,024	226,440
Scofflaw	44,687	50,000	93,686	50,000
Animal Fines	—	85,992	50,000	50,000
<b>Total Fines and Penalties</b>	<b>\$6,875,165</b>	<b>\$6,872,289</b>	<b>\$6,958,608</b>	<b>\$7,114,567</b>

#### USE OF MONEY AND PROPERTY

Glass Center Rental	18,589	19,500	20,965	19,500
Senior Citizen Rental	5,971	6,000	6,251	6,000
Miscellaneous Rent	9,595	14,000	9,600	14,000
Bergfeld Rental	1,050	3,600	1,400	—
Ballfield Concessions	2,250	6,500	6,627	4,000
Bergfeld Concessions	29	1,500	—	—
Glass Rec Concessions	958	700	800	800
Interest Earnings	23,370	30,000	29,500	35,000
<b>Total Use of Money and Property</b>	<b>\$61,812</b>	<b>\$81,800</b>	<b>\$75,143</b>	<b>\$79,300</b>

#### CURRENT SERVICES

Swimming Pool	1,220	500	1,395	1,300
Fire Inspection	43,935	35,000	37,506	37,694
False Fire Alarm Fees	—	—	—	—
Lot Mowing	58,400	30,000	36,307	36,500
Glass Membership	44,035	80,000	42,116	51,500
Copying Fees	19,198	20,000	20,000	20,000
Utility Cuts	142,366	132,000	135,196	135,000
Library Non Resident Fees	16,029	16,000	16,000	16,000
Library Lost Books	3,458	3,300	3,168	3,168
Library Fines	30,907	31,000	33,558	33,558
Non Resident Internet Use	3,249	3,200	4,000	4,000
Open Records	30,333	35,000	26,547	30,000
OH Reimb Fund 219	43,095	43,957	43,957	45,275
1/2 Cent Admin Costs	175,000	175,000	175,000	175,000
OH Reimb Fund 502	995,529	1,015,440	1,015,440	1,045,903
OH Reimb Fund 560	197,760	201,715	201,715	207,766
Softball Fees	109,525	130,000	103,665	110,000
Basketball Fees	2,000	3,000	—	—
Volleyball Fees	1,575	3,000	1,750	1,750
Tournament Fees	8,550	10,000	—	10,000
Other Sports Fees	11,155	14,000	17,615	14,000
Field Rental	12,310	15,000	9,000	13,000
Field Maintenance	29,000	23,000	23,000	23,000
Recreation Classes/Events	42,403	40,000	35,000	40,000
Faulkner Tennis Center	15,697	20,000	—	—
Animal Shelter Fees	—	52,000	14,793	25,360
<b>Total Current Services</b>	<b>\$2,036,729</b>	<b>\$2,132,112</b>	<b>\$1,996,728</b>	<b>\$2,079,774</b>

**GENERAL FUND REVENUES - CONTINUED**

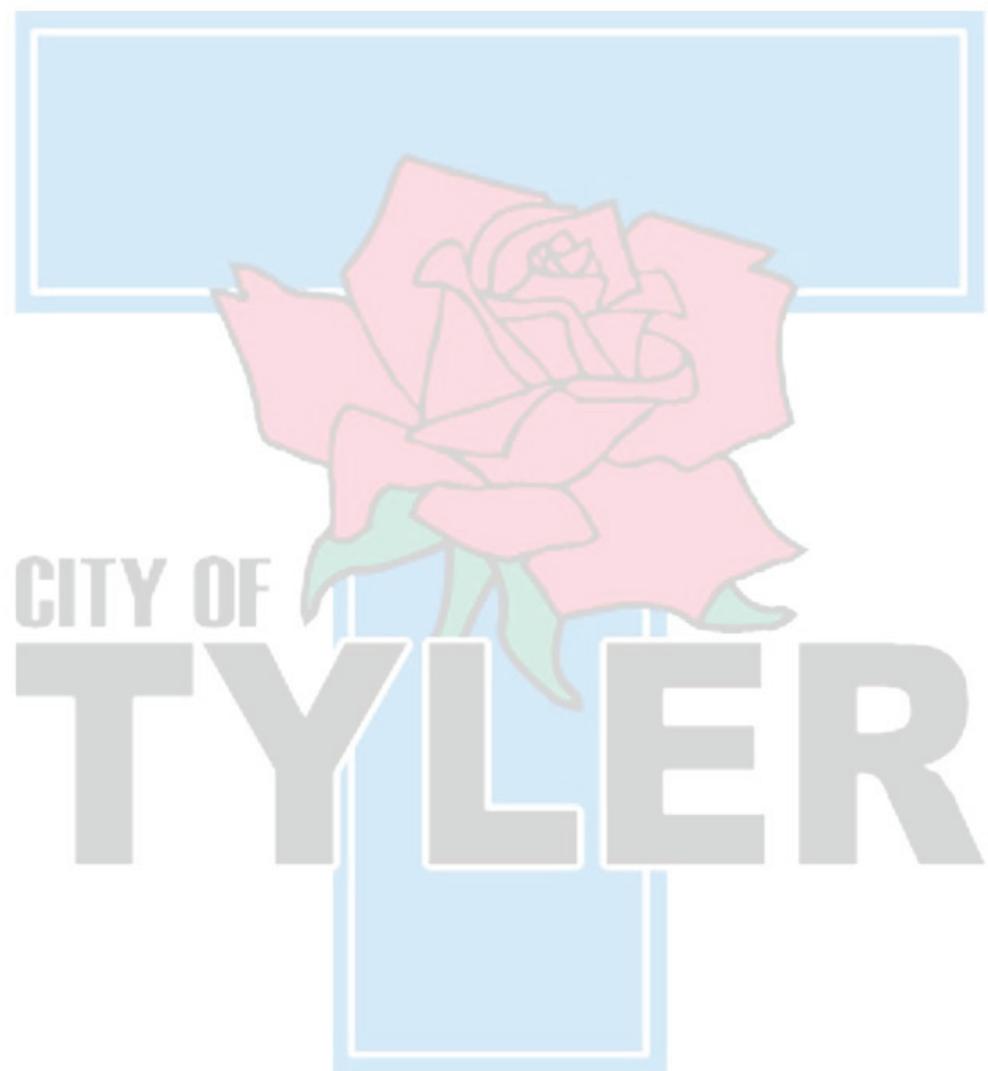
**FISCAL YEAR 2015-2016**

	<i>ACTUAL</i> 2013-2014	<i>AMENDED</i> <i>BUDGET</i> 2014-2015	<i>PROJECTED</i> 2014-2015	<i>BUDGET</i> 2015-2016
<b>INTERGOVERNMENTAL</b>				
Debt Service	—	—	—	—
State/Federal Grants	—	—	—	—
Airport Grants	—	—	—	—
<b>Total Intergovernmental</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>OTHER AGENCIES</b>				
State Government	6,869	20,000	8,000	20,000
DEA Task Force	63,956	48,000	48,000	63,956
Pr Yr Inc fm Restitution	71	200	200	150
Auto Theft Task Force	100,230	105,324	104,927	109,669
School Crossing Guards	223,830	223,829	223,829	223,829
Safe and Sober	—	—	—	—
Comprehensive Traffic	82,267	50,000	50,000	50,000
Click it or Ticket	4,776	—	—	—
County - Haz Mat	5,000	5,000	5,000	5,000
Smith County Revenue (Animal Shelter)	—	56,250	—	—
Justice Assistance 11/12	—	—	—	—
Justice Assistance 12/13	—	—	—	—
Justice Assistance 2014-2015	30,504	32,746	32,746	—
Justice Assistance 2015-2016	—	—	—	26,206
Body Armor Grant	10,187	13,000	—	—
Partners for Youth Grant	—	—	—	—
US Marshal	6,358	—	6,644	—
COPS 2010	245,841	—	—	—
Fire TCLEOSE Allocation	—	—	—	—
<b>Total Other Agencies</b>	<b>\$779,889</b>	<b>\$554,349</b>	<b>\$479,346</b>	<b>\$498,810</b>
<b>MISCELLANEOUS</b>				
Miscellaneous	198,301	190,800	190,800	280,800
Unclaimed Property Revenue	25,204	15,000	20,000	15,000
Return Checks	1,236	2,000	1,457	1,500
Contrib. For Construction	—	—	—	—
Sale of Equipment	—	—	—	—
Sale of Property	—	—	—	—
Junked Vehicle Revenue	100	1,200	200	200
Methane Gas Sales	66,558	61,000	110,000	70,000
Funeral Escorts	21,200	20,000	20,000	20,000
Animal Control	—	—	5,500	5,500
<b>Total Miscellaneous</b>	<b>\$312,599</b>	<b>\$290,000</b>	<b>\$347,957</b>	<b>\$393,000</b>
<b>Total General Fund Revenues</b>	<b>\$62,878,295</b>	<b>\$64,254,881</b>	<b>\$64,038,037</b>	<b>\$66,182,215</b>

## GENERAL FUND EXPENDITURES

FISCAL YEAR 2015-2016

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>GENERAL GOVERNMENT</b>				
General Government	780,225	695,653	627,203	645,435
Outside Agencies	1,308,680	1,027,682	1,027,682	766,849
GF Non-Dept Exp	2,372,413	2,131,379	2,291,136	2,477,927
Innovation and Economic Development	—	—	—	89,860
Finance	1,021,591	1,078,357	1,058,682	1,117,247
Legal	864,942	877,104	855,297	986,451
Communications	363,406	429,302	369,381	399,587
Human Resources	357,107	454,698	447,029	451,259
<b>Total General Government</b>	<b>\$7,068,364</b>	<b>\$6,694,175</b>	<b>\$6,676,410</b>	<b>\$6,934,615</b>
<b>PUBLIC SAFETY</b>				
Police Services	24,010,389	25,539,543	25,459,548	26,296,854
DEA Task Force	—	—	—	—
Auto Theft Task Force	115,889	122,572	125,501	125,023
L.E. Education Grant	7,871	20,000	8,000	20,000
Justice Assistance 2012-2013	—	—	—	—
Justice Assistance 2013-2014 (Gang Grant)	121,026	89,576	90,692	90,263
Justice Assistance 2014-2015	—	32,746	32,746	—
Justice Assistance 2015-2016	—	—	—	26,206
COPS 2010	323,733	—	—	—
Fire Services	15,711,057	16,584,647	16,679,180	17,145,044
<b>Total Public Safety</b>	<b>\$40,289,965</b>	<b>\$42,389,084</b>	<b>\$42,395,667</b>	<b>\$43,703,390</b>
<b>PUBLIC SERVICES</b>				
Engineering Services	460,648	593,398	495,691	544,124
Streets	2,122,730	2,359,018	2,203,221	2,336,735
Traffic Operations	2,460,881	2,646,501	2,568,740	2,592,910
Animal Services (Shelter and Vector)	380	687,472	658,122	1,102,775
<b>Total Public Services</b>	<b>\$5,044,639</b>	<b>\$6,286,389</b>	<b>\$5,925,774</b>	<b>\$6,576,544</b>
<b>PARKS &amp; RECREATION</b>				
Administration	2,372,683	2,501,417	2,379,610	2,493,131
Indoor Recreation	498,362	504,263	497,585	525,585
Outdoor Recreation	349,228	396,639	350,093	377,919
Median Maint/Arborist	397,895	446,077	337,730	447,936
<b>Total Parks &amp; Recreation</b>	<b>\$3,618,168</b>	<b>\$3,848,396</b>	<b>\$3,565,018</b>	<b>\$3,844,571</b>
<b>Library</b>	<b>\$1,404,021</b>	<b>\$1,567,472</b>	<b>\$1,579,405</b>	<b>\$1,534,927</b>
<b>Municipal Court</b>	<b>\$1,479,706</b>	<b>\$1,655,725</b>	<b>\$1,580,586</b>	<b>\$1,701,472</b>
<b>Total General Fund Expenditures</b>	<b>\$58,904,863</b>	<b>\$62,441,241</b>	<b>\$61,722,860</b>	<b>\$64,295,519</b>



*A Natural Beauty*

# City Council

## Service Point Focus

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

The Mayor and the City Council are elected for two year terms and receive no monetary compensation for their services on the City Council. The Mayor

represents the City at official functions, appoints advisory committees, and serves as a liaison with governmental agencies and civic groups.

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



# City Manager

## Service Point Focus

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

City Manager Edward Broussard brings more than 25 years of managerial and leadership experience to Tyler’s government. He provides daily guidance to key leaders and department leaders in order to effectively ensure implementation of the best business practices and prudent use of taxpayer funds.

## GENERAL GOVERNMENT

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	496,478	379,985	309,430	322,273
Supplies and Services	133,690	158,784	160,813	151,099
Sundry	58,786	62,872	62,872	79,263
Utilities	78,930	80,300	80,376	79,800
Maintenance	12,341	13,712	13,712	13,000
<b>Total Appropriations<sup>1</sup></b>	<b>\$780,225</b>	<b>\$695,653</b>	<b>\$627,203</b>	<b>\$645,435</b>

<sup>1</sup> The appropriations for Outside Agencies and Non Departmental Expenses were moved to separate departments in FY2011-2012

### SERVICE POINT EMPLOYEES – CITY MANAGER’S OFFICE

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
City Manager	1	1	1	1	1	1	1
City Manager Designate	—	—	—	—	—	—	—
1) Deputy City Manager	—	—	—	—	—	—	—
2, 13, 14) Assistant City Manager	1	1	—	—	1	1	—
3) Administrative Secretary	—	—	—	—	—	—	—
4 & 15) Executive Secretary	1	1	1	1	1	—	—
5) Business Services Manager	—	—	—	—	—	—	—
Building Services Technician	—	—	—	—	—	—	—
6) Communications Director	—	—	—	—	—	—	—
Communications/Media Svcs Coordinator	—	—	—	—	—	—	—
11) Director of Budget and Human Resource	1	—	—	—	—	—	—
12) Internal Auditor	1	—	—	—	—	—	—
7) Marketing/PR Specialist	—	—	—	—	—	—	—
8) Redevelopment Specialist	—	—	—	—	—	—	—
9 & 10) Project Manager	—	—	—	—	—	—	—
15) Executive Assistant	—	—	—	—	—	1	1
<b>Total Department</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>

- 1) Title change from Deputy City Manager to City Manager Designate during FY 2007-2008
- 2) Title change from City Manager Designate to Assistant City Manager during FY 2008-2009
- 3) One position upgraded from Clerical Specialist to Administrative Assistant during FY 2007-2008  
Position transferred from Productivity Fund to General Fund during FY 2007-2008
- 4) Title change from Administrative Secretary to Executive Secretary during FY 2008-2009
- 5) Title change from Business Services Manager to Director of Budget and Human Resources during FY 2007-2008
- 6) Communications Director position transferred to Communications for FY 2008-2009
- 7) Marketing/PR Specialist position transferred to Communications for FY 2008-2009
- 8) Redevelopment Specialist position transferred to Neighborhood Services and title changed to Housing Eligibility Specialist
- 9) Senior Eligibility Analyst title changed to Project Manager and transferred from Neighborhood Services to City Managers Office
- 10) Project Manager position transferred to the Parks Department and title changed to Parks and Recreation Director.
- 11) Director of Budget and Human Resource position moved to HR
- 12) Internal Auditor position moved to Productivity fund
- 13) Assistant City Manager position eliminated FY 2011-2012
- 14) Assistant City Manager unfrozen FY 12-13. Position transferred to Communications FY2015-2016.
- 15) Executive Secretary reclassified to Executive Assistant FY 13-14

## OUTSIDE AGENCIES

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Sundry	1,308,680	1,027,682	1,027,682	766,849
<b>Total Appropriations<sup>1</sup></b>	<b>\$1,308,680</b>	<b>\$1,027,682</b>	<b>\$1,027,682</b>	<b>\$766,849</b>

<sup>1</sup> The appropriations for Outside Agencies was moved from the General Government Department to a separate department in FY2011-2012

## NON DEPARTMENTAL EXPENSE

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	2,094,049	1,718,422	1,843,422	1,930,213
Supplies and Services	—	22,000	—	25,000
Sundry	278,364	390,957	447,714	522,714
<b>Total Appropriations<sup>1</sup></b>	<b>\$2,372,413</b>	<b>\$2,131,379</b>	<b>\$2,291,136</b>	<b>\$2,477,927</b>

<sup>1</sup> The appropriations for Non Departmental Expense was moved from the General Government Department to a separate department in FY2011-2012

PERFORMANCE BENCHMARKS	ACTUAL 2013-14	BUDGET 2014-15	PERIOD ENDING JUNE 2015	PROJECTED 2015-16
Average Interest Rate Earned on Total Portfolio	.36%	.40%	.48%	.50%

## Finance

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

### Areas of delivery services include:

- Processing and disbursement of all payments;
- Managing all investments;
- Monitoring and recording all revenues;
- Preparing and publishing financial reports;
- Developing and monitoring internal control processes;
- Providing assistance to internal and external auditors;
- Managing bonded indebtedness;
- Providing budget support to all departments;
- Preparing and maintaining fixed assets records;

- Grant accounting and financial analysis;
- Liaison to underwriters, investors, trustees, and other parties in the sale of bonds;
- Processing and disbursement of payroll and related liabilities; and,
- Benefit analysis and administration.

### Accomplishments for 2014-2015

- Achieving 28th consecutive Certificate of Achievement for Excellence in Finance from the Government Finance Officers Association of the United States and Canada;
- Achieving 9th consecutive Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada;

## Major Budget Items

No Major Budget Items.

## Goals for fiscal year 2015-2016

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

### FINANCE SERVICES

#### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	540,705	567,474	554,655	591,009
Supplies and Services	220,380	232,235	224,511	234,160
Sundry	258,294	278,648	278,647	291,078
Utilities	880	—	869	1,000
Maintenance	1,332	—	—	—
<b>Total Appropriations</b>	<b>\$1,021,591</b>	<b>\$1,078,357</b>	<b>\$1,058,682</b>	<b>\$1,117,247</b>

#### SERVICE POINT EMPLOYEES – FINANCE

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
6) Chief Financial Officer	1	1	1	1	1	1	1
6) CFO/Director of Administrative Services	—	—	—	—	—	—	—
8 & 9) Accounting Manager	1	1	1	0	—	1	1
4) & 5) & 7) & 8) & 9) & 10) Accountant	2	2	2	3	3	2	3.75
5) Accountant III	—	—	—	—	—	—	—
3) Accounting Technician	3	3	3	3	3	3	3
Senior Accounting Technician	1	1	1	1	1	1	—
1) Senior Staff Services Specialist	—	—	—	—	—	—	—
2) Staff Services Specialist	—	—	—	—	—	—	—
10) Budget Officer	—	—	—	—	—	1	1
<b>Total Department</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9.75</b>

Finance combined with City Clerk and Staff Services during FY 2006-2007 to form Administrative Services. These departments have split for FY 2008-2009.

- 1) Title change from Senior Staff Services Specialist to Senior Accounting Technician during FY 2007-2008
- 2) Title change from Staff Services Specialist to Senior Benefit Specialist during FY 2007-2008 and transferred to Fund 661
- 3) Upgraded one Accounting Technician to Accounting Manager during FY 2006-2007
- 4) During FY 2009-2010 Temporary downgraded one Accountant position to Part-time Accountant to be reviewed in one year
- 5) Accountant III downgraded to Accountant FY 2006-2007
- 6) FY 2007-2008 Title change to CFO
  - \* Accountant I dropped from Budget Book because it has not been authorized since FY 2003-2004
- 7) Reclassified Financial Analyst to Accountant f/y 11-12
- 8) Downgraded Accounting Manager to Accountant f/y 11-12
- 9) Laborer from Solid Waste Residential moved to Finance and reclassified to Accounting Manager during FY 13-14
- 10) One accountant reclassified to Budget Officer during FY 14-15
- 11) One accountant added FY 15-16. One account position 25% paid by Transit FY 15-16

# Legal Services

## Legal Mission

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

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

## Accomplishments for 2014-2015

- Completed Green Belt File System Project
- Reached the 600 mark for Business Plan scoring
- Coordinated post-election training and cooperation between TABC and various City departments resulting in the implementation of the election results;
- Facilitated the execution of a 180 agreement for the construction and operation of the new Parks at Cumberland shopping center & Hotel/Convention Center
- Office is now fully staffed;

## Major Budget Items

- N/A

## Goals for 2015-2016

- Assist with the continued initial regulation of beer & wine sales of alcoholic beverages, including distance requirements, in compliance with State law that are now in place as a result of the approval of such sales at the special election in November, 2012.
- Continue to review and update Unified Development Code and International Codes to reflect current practices and procedures of City departments.
- Continue to review and update policies and procedures to improve prosecution and court coordination and outcomes.
- Continue to assist departments with property acquisitions or sales related to current road way, utility infrastructure or surplus property projects.

## LEGAL SERVICES

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	728,488	670,780	657,804	795,527
Supplies and Services	88,328	152,064	148,770	137,843
Sundry	37,607	41,888	41,888	41,982
Utilities	259	163	270	260
Maintenance	220	839	565	839
Capital Outlay	10,040	11,370	6,000	10,000
<b>Total Appropriations</b>	<b>\$864,942</b>	<b>\$877,104</b>	<b>\$855,297</b>	<b>\$986,451</b>

**SERVICE POINT EMPLOYEES – LEGAL DEPARTMENT**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
City Attorney	1	1	1	1	1	1	1
City Clerk	1	1	1	1	1	1	1
Deputy City Attorney	1	1	1	1	1	1	1
3, 4, &5) Assistant City Attorney	—	—	1	—	—	1	3
Legal Secretary	1	1	1	1	1	1	0
1)Risk Analyst	—	—	—	—	—	—	—
Legal/Risk/City Clerk Secretary	1	1	1	1	1	1	1
Senior Assistant City Attorney	1	1	1	1	1	1	1
2) Support Services Tech I	1	—	—	—	—	—	—
4 & 5) Attorney of Counsel	—	—	—	1	1	—	—
<b>Total Department</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>

- 1) Title change from Risk Analyst to Legal/Risk/City Clerk Secretary during FY 2008-2009
- 2) Support Services Technician I moved to Risk Fund FY 2010-2011
- 3) Assistant City Attorney moved from Risk Fund to Legal Fund for FY 11-12, 12-13
- 4) Assistant City Attorney reclassified to Attorney of Counsel FY 12-13
- 5) Attorney of Counsel reclassified to Assistant City Attorney during FY 13-14
- 6) Legal Secretary reclassified to Assistant City Attorney during FY 15-16

<i>PERFORMANCE BENCHMARKS</i>	<i>PERIOD ENDING MAY 2014</i>	<i>PROJECTED 2014-2015</i>	<i>ACTUAL 2014-2015</i>	<i>GOAL FOR 2015-2016</i>
Respond to at least 50% Of requests for Legal Assistance within 3 days.	76% YTD	50%	69%	65%
Number of ordinances adopted	98 (in calendar 2012)	115	117	27
Number of resolutions adopted	31 (in calendar 2012)	35	32	8
Prosecution, % tickets cleared at Pre-Trial w/o trials	53.9% (3rd quarter)	60%	88.10%	70%
Cost of outside prosecutors	\$22,458 (YTD)	\$29,450	\$30,891.75	\$25,000
Revenue from Prosecution	\$71,920 gross \$49,462 net	*NA	\$80,198.00	NA
Public Information Requests; % responded to within 8 days	82% (3rd quarter)	90%	88% (10 days) 73% (8 days)	95%

## Communications Department

### Service Point Focus

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

- Creating and implementing both internal and external strategic communications plans;
- Developing and implementing action plans to promote the City brand;
- Providing strategic oversight and management for City University;
- Training staff in other City departments to maintain the content of the City of Tyler website;
- Maintaining and updating programming for Tyler TV 3;
- Distributing press releases to all local media outlets;
- Acting as a liaison between media outlets and City staff;

- Updating the City’s website and social networking sites;
- Producing and distributing an annual report to the citizens of Tyler;
- Planning and marketing special events;
- Managing the City’s Intranet;
- Approving and editing City publications for all departments;
- Oversight and promotion of the City Performance Excellence Program;
- Providing economic development support for the City of Tyler;
- Coordinating the Industry Growth Initiative;
- Acting as champions for three chapters of the Tyler 1st plan, including Business and Economy, Education, and Downtown Revitalization;
- Administering the employee survey and after action process;
- Writing and distributing the monthly employee newsletter as well as the external electronic newsletter; and,
- Providing media training to City employees.

### Accomplishments for 2014-2015

- Expanded programming on Channel 3;
- Expanding connectivity between Channel 3 programming and Vimeo, You Tube, Facebook and Twitter;
- Launched a pilot Tyler Speaks community engagement platform to enhance citizen involvement;
- Successfully worked with the TEDC to bring a major employer, Fresenius, to Tyler – adding 400 jobs to the local economy;
- Provided the annual report as an E-book as a green

and cost savings initiative. Utilized QR codes and other technology to enhance the E-publication;

- Launched the third city employee survey;
- Led 2nd annual School is Cool event, attracting 4,000+ attendees and giving away 1000+ backpacks;
- Launched a new E-book community newsletter;
- Revamped the employee newsletter;
- Took on grant writing support for City of Tyler departments;
- Completed the Award Level TAPE application and first site visit (including welcoming event and video); and
- Continued to have a robust social media presence for the City of Tyler using Facebook, YouTube, Twitter, Instagram, Vimeo, Flickr and Pinterest, with more than 10,000 followers.

### Goals for 2015-2016

- Continue an electronic newsletter for the citizens of Tyler to get updates about the events and services offered through the City;
- Expand in house production of programming for Suddenlink-Channel 3 and increase its branding as Tyler TV 3;
- Continue to produce the annual report as an E-book;
- Continue to expand use of social marketing;
- Expand citizen involvement initiatives;
- Launch Mayor’s Innovation Pipeline program;
- Continue implementation of Tyler 1st Chapters;
- Continue development of City University initiatives; and
- Continue implementation of the Industry Growth Initiative and Education Initiatives.

PERFORMANCE BENCHMARKS	ACTUAL 2013-2014	PROJECTED 2014-2015	PERIOD ENDING JUNE 2015	PROJECTED 2015-2016
Develop strong media relationships; use press releases, pitches, press conferences and media responses strategically to leverage positive media exposure. (Measured by net score of 1-10)	9.15	9.2	9.25	9.25
Add an additional program to Channel 3 that promotes City services, explains a process or celebrates a success.	100	135	115	100
Establish robust Facebook/Twitter Pages to drive traffic back to city web page.	9,873	12,000	12,982	13,500
Percentage of City University attendees who indicate they will use the skills learned in training to enhance their job performance	95%	87.15%	87.15%	88%
Number of news releases per year	284	360	272	360
<b>Total Earned Media Value</b>	<b>\$1,604,444</b>	<b>\$1,795,690</b>	<b>\$1,346,768</b>	<b>\$1,864,656</b>

## COMMUNICATIONS DEPARTMENT

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	282,445	316,959	262,190	310,391
Supplies and Services	65,100	82,217	77,914	68,720
Sundry	15,348	27,866	27,866	19,116
Utilities	513	360	411	360
Maintenance	—	1,900	1,000	1,000
<b>Total Appropriations</b>	<b>\$363,406</b>	<b>\$429,302</b>	<b>\$369,381</b>	<b>\$399,587</b>

### SERVICE POINT EMPLOYEES – COMMUNICATIONS

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
12) Assistant City Manager							0.9
1) & 9) Communications Director	0.93	—	—	—	—	—	—
9) & 10) Dir.External Relations Org Dev	—	0.93	—	—	—	—	—
10 & 11) Managing Director of External Rel.	—	—	0.93	—	—	—	—
2) Marketing/PR Specialist	1	1	1	1	1	1	1
3) Capital Project Coordinator	—	—	—	—	—	—	—
4)& 5) Lean Sigma Black Belt	—	—	—	—	—	—	—
11) Senior Public Relations Specialist	—	—	—	1	1	1	0.93
<b>Total Regular Full-time</b>	<b>1.93</b>	<b>1.93</b>	<b>1.93</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2.83</b>

REGULAR PART-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
6) & 7) & 8) Graphics Technician	—	1	—	—	—	—	—
<b>Total Regular Part-time</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total Department</b>	<b>1.93</b>	<b>2.93</b>	<b>1.93</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2.83</b>

- 1) Communications Director position transferred from City Manager for FY 2008-2009 with 7% paid by Stormwater
- 2) Marketing/PR Specialist position transferred from City Manager for FY 2008-2009
- 3) Capital Projects Coordinator Position Transferred From Engineering Department during FY 2008-2009
- 4) Capital Project Coordinator position transferred from Engineering to Communications and title change from Capital Project Coordinator to Lean Sigma Master Black Belt during FY 2008-2009
- 5) Lean Sigma Black Belt position transferred to Productivity Fund for FY 2009-2010
- 6) Graphics Technician position transferred from Library FY2010-2011
- 7) Graphics Technician Frozen for FY 2010-2011
- 8) Part-time Graphics Technician position eliminated during FY 2011-2012
- 9) Communications Director title change to Director of External Relations Organization Development FY 2010-2011
- 10) Director of External Relations Org Dev. Title change to Managing Director of External Relations FY 2011-2012
- 11) Managing Director of External Relations downgraded to Senior Public Relations Specialist FY 12-13
- 12) Assistant City Manager position 10% paid by Tourism-Visitors facility FY 2015-2016

## Human Resources Department

### Service Point Focus

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

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

- Volunteer Tyler

## Accomplishments for 2014-2015

- Partnership with Tyler Independent School District to introduce Fire Suppression to High School Students
- Applied for and received 3 awards:
  - Texas Public Risk Management Association – Risk Program Achievement Award for 2013
  - Drive Cam (vendor) – Driver of the Year (2nd place)
  - National Association of Volunteer Programs in Local Government – 2014 Award of Merit
- Successfully added a new benefit to the City's Health Plan at no cost to the City (Vision)

- Launched 15 new wellness initiatives

## Major Budget Items for 2014-2015

- Increased training budget by \$2,000

## Goals for 2015-2016

- Review opportunity to apply for Human Resource Management Award
- Review opportunity to apply for Human Resource Grant
- Establish a viable Wellness Incentive Program
- Provide training to all key staff members

### SERVICE POINT EMPLOYEES RESOURCES DEPARTMENT

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1) Director of Human Resource	—	0.75	0.75	—	—	—	—
13) Managing Director of Administration	—	—	—	0.75	0.75	0.75	0.60
2) Human Resource Manager	1	—	—	—	—	—	—
3) Staff Services Director	—	—	—	—	—	—	—
10) Human Resource Representative	2	2	2	1	1	1	1
11) Human Resource Generalist	—	—	—	1	1	1	1
6) & 7) & 12) Senior Clerk	1	1	—	—	—	—	—
12) Receptionist/Greeter	—	—	1	1	1	1	1
Senior Staff Services Specialist	—	—	—	—	—	—	—
3) Staff Services Representative	—	—	—	—	—	—	—
Staff Services Specialist	—	—	—	—	—	—	—
5) Civil Service/Employment Relations Officer	—	1	1	0.5	0.5	0.5	0.5
8) Clerical Specialist	—	—	1	1	1	1	1
9) Volunteer Coordinator	—	1	1	1	1	1	1
14 & 15) HR/Risk Specialist	—	—	—	1	1	—	—
15) Benefits Coordinator	—	—	—	—	—	1	1
<b>Total Regular Full-time</b>	<b>4</b>	<b>5.75</b>	<b>6.75</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>	<b>7.10</b>

REGULAR PART-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
4) Human Resource Representative	—	—	—	—	—	—	—
Staff Services Representative	—	—	—	—	—	—	—
Total Regular Part-time	0	0	0	0	0	0	0
<b>Grand Total Department</b>	<b>4</b>	<b>5.75</b>	<b>6.75</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>	<b>7.10</b>

Human Resources combined with City Clerk and Finance during FY 2006-2007 to form Administrative Services. These departments have split for FY 2008-2009.

\*This department was formerly known as Staff Services.

1) 75% moved from CMO for Human Resources Director for FY 2010-2011

2 & 3) Staff Services Director title changed to Human Resources Manager during FY 2007-2008

3) Title changed to Human Resource Representative during FY 2007-2008 and transferred from Fund 761 (Retiree Benefits) for FY 2008-2009

4) Part time Human Resource Representative reclassified as full time Human Resources Representative during FY 2008-2009

5) Title changed from Human Resource Manager to Civil Service/Employment Relations Officer FY 2010-2011

6) Senior Clerk Position Frozen for FY 2010-2011

7) Senior Clerk position moved to IT to create Advanced IT Technician III FY 2011-2012 for Launch of Share Point

8) Clerical Specialist moved from Productivity fund to Human Resources FY 2011-2012

9) Volunteer Coordinator moved from Police General Fund to HR FY 2010-2011

10 & 11) HR Representative reclassified to HR Generalist FY 2011-2012

12) Senior Clerk downgraded to Receptionist/Greeter FY 2011-2012

13) Director of Human Resources renamed to Managing Director Of Administration in FY 11-12

14) Senior Benefit Specialist in Finance reclassified to HR/Risk Specialist in HR for FY 12-13

15) HR/Risk Specialist reclassified to Benefits Coordinator during FY 13-14

## HUMAN RESOURCES DEPARTMENT

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	274,132	392,180	362,674	385,197
Supplies and Services	49,412	26,606	48,443	30,106
Sundry	33,563	35,912	35,912	35,956
Utilities	—	—	—	—
<b>Total Appropriations</b>	<b>\$357,107</b>	<b>\$454,698</b>	<b>\$447,029</b>	<b>\$451,259</b>

PERFORMANCE BENCHMARKS	ACTUAL 2013-2014	BUDGET 2014-2015	PERIOD ENDING JUNE 2015	PROJECTED 2015-2016
Maintain the number of days it takes from posting to offer for degreed /specialized positions at 45 days or less	24	45	24	24
Maintain the number of days it takes from posting to offer for non-degreed positions at 30 days or less	18	30	18	18
Increase the number of ongoing volunteers by 10.67%		75		
Reduce the overall Cost for Workers Compensation by 10%	\$	\$	\$	\$
Reduce the number of overall Workers Comp Claims by 10%	114	80	74	95

## Police Department

### Service Point Focus

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

The Tyler Police Department provides services across ten beats within the City through the following programs:

- Patrol operations, including motorcycle, bicycle, and canine units;
- Criminal investigations and analysis;
- Burglar alarm permitting;
- Community response team;
- Traffic operations;
- SWAT team;
- Gang Intervention Unit;
- Property and evidence maintenance;
- Communications;
- Crisis negotiations;
- Liaison to District Attorney's office;
- Pawn shop liaison;
- Narcotics investigations;
- Intelligence investigations;
- Crime Stoppers investigations;

- Crime scene processing;
- Internal affairs investigations;
- Public Information/Citizens Police Academy;
- Public Service Officer (PSO) Program;
- Honor guard;
- Polygraph services;
- Fiscal and regulatory services;
- Volunteers in Policing; and,
- Law Enforcement Academy.

### Accomplishments for 2014-2015

- Established three Lean Six Sigma Black Belts and four Green Belts.
- Lean Sigma projects completed new Alarm Fees, New Customer Finger Process and training, Examine the warrant extension on vehicle assignments.
- Community Response Unit was involved in 236 community watch programs so far in 2014-2015 year, 96 of the programs happened on Texans against Crime Night out in October. The mobile storefront and T-3s has been deployed over 10 times. The Community Response Officers conducted 3138 programs in the community which included child fingerprinting, safety presentations, theft prevention, child safety and child I.D. cards. Approximately 4300 citizens participated in these events. There are currently 126 active Neighborhood Crime Watch groups in Tyler.

- The Department started with the construction of the Tyler Police Substation with which serve its citizens more efficiently and create a rapid response to the needs of the community. The actual open of the South Police Substation is expected around November 2015.

## Major Budget Items

- Replacement of the Public Safety Computer Software including the CAD system for Emergency dispatch, the delivery of 19 patrol vehicles for patrol fleet replacement. Purchased and issued over 178 body cameras to uniform officers.

## Goals for 2015-2016

- Maximize citizen safety through effective and efficient utilization of all police services; and, Begin planning efforts for a full service substation in South part of the City. Update and replace existing customer lobby cameras in the main downtown police department.
- Achieve and maintain 90% in communications (25+ telecommunicators). Initiate a Cold Case review team that includes officers from units throughout the department. The intent of the review team is allow a fresh look at the cases from a wide range of perspectives.
- Implement and installed the video WatchGuard system in all the departments marked patrol vehicles.

### POLICE DEPARTMENT - 0310

#### SERVICE POINT EXPENDITURES

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	21,800,212	21,800,212	21,935,035	22,694,918
Supplies and Services	957,703	1,064,849	878,490	1,004,864
Sundry	789,906	1,166,648	1,168,178	1,251,461
Utilities	140,042	163,010	132,544	218,215
Maintenance	1,312,523	1,344,824	1,345,301	1,127,396
Capital Outlay	42,376	—	—	—
<b>Total Appropriations</b>	<b>\$24,010,389</b>	<b>\$25,539,543</b>	<b>\$25,459,548</b>	<b>\$26,296,854</b>

#### SERVICE POINT EMPLOYEES - POLICE DEPARTMENT

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
Police Chief	1	1	1	1	1	1	1
Assistant Police Chief (CS)	2	3	3	3	3	3	2
1) & 14) City Volunteer Coordinator	1	—	—	—	—	—	—
12) Deputy Police Chief (CS)	1	—	—	—	—	—	—
21) Police Lieutenant (CS)	5	5	6	6	6	6	7
2) Police Sergeant (CS)	27	27	27	27	27	27	28
3) & 18) Police Officer (CS)	149	149	148	150	150	150	156
Administrative Secretary	2	2	2	2	2	2	2
Burglar Alarm Coordinator	1	1	1	1	1	1	1
Crime/Traffic Analyst	1	1	1	1	1	1	1
Crimestopper Coordinator	1	1	1	1	1	1	1
Data Management Supervisor	1	1	1	1	1	1	1
4) & 11) & 16) & 17) Data Management Specialist	8	8	7	4	4	4	4
5) Director of Volunteer Services	—	—	—	—	—	—	—
Identification Technician	1	1	1	1	1	1	1
22) IT Specialist I	1	1	1	—	—	—	—
Property and Evidence Specialist	2	2	2	2	2	2	1
Police Services Coordinator	1	1	1	1	1	1	1
PS Communications Supervisor	3	3	3	3	3	3	3

Property & Evidence Supervisor	—	—	—	—	—	1	1
Data Mgmt. Specialist II	1	1	1	1	1	1	1
13) & 19) & 20) PS Telecommunicator II	16	16	16	17	17	18	18
20) PST Administrator	—	—	—	1	1	1	1
15) Public Service Officer	9	9	8	8	8	8	8
Secretary	1	1	1	1	1	1	1
Senior PS Telecommunicator II	8	8	8	6	6	6	6
6) Senior Secretary	1	1	1	1	1	1	1
7) Vehicle Fleet Specialist	—	—	—	—	—	—	—
5) & 8 ) VIP Coordinator	—	—	—	—	—	—	—
22) Police Technology Specialist				1	1	1	1
<b>Total Regular Full-time</b>	<b>244</b>	<b>243</b>	<b>241</b>	<b>240</b>	<b>240</b>	<b>242</b>	<b>248</b>

<i>REGULAR PART-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
Courier	1	1	1	1	1	1	1
9) & 10) Technology Intern	1	—	—	—	—	—	—
<b>Total Regular Part-time</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total Department</b>	<b>246</b>	<b>244</b>	<b>242</b>	<b>241</b>	<b>241</b>	<b>243</b>	<b>249</b>

(CS) – Indicates Civil Service Position

- 1) Title changed to City Volunteer Coordinator during FY 2009-2010
- 2) One additional position approved for FY 2008-2009
- 3) Two additional positions approved for FY 2008-2009
- 4) One position transferred to Risk and title changed to Loss Control Technician during FY 2008-2009. One position transferred to Parks and Recreation, frozen for the FY 2009-2010 and 2010-2011
- 5) Title changed to Director of Volunteer Services during FY 2007-2008
- 6) Two positions upgraded to Administrative Secretary during FY 2007-2008
- 7) One position upgraded to IT Specialist I during FY 2007-2008
- 8) Title changed back to VIP Coordinator FY 2008-2009
- 9) One position approved for FY 2007-2008 which was not in previous budget book
- 10) Position Eliminated During Budget Session for FY 2010-2011
- 11) Frozen position was subtracted from the total authorized positions in the FY 2009-2010 budget book by mistake. Position was left but not funded FY 2009-2010
- 12) Position converted to Assistant Police Chief during FY 2009-2010
- 13) Three of the 21 positions authorized but not funded. These are overfill positions only
- 14) Volunteer Coordinator moved to Human Resources FY 2010-2011
- 15) 1 Public Service Officer eliminated FY 2011-2012
- 16) Data Management Specialist Eliminated FY 2011-2012
- 17) 3 Data Management Specialists eliminated FY 2012-2013
- 18) 2 Motorcycle Officers added FY 2012-2013
- 19) PST I's converted to PST II's and upgraded to pay class 209 in FY 2011-2012
- 20) 1 PST II upgraded to PST Administrator in FY 2011-2012
- 21) Added 1 Lieutenant to offset Lieutenant working as full-time Lean Sigma Black Belt
- 22) IT Specialist I reclassified to Police Technology Specialist FY 12-13
- 23) Additional five (5) unbudgeted overfill PST II's added FY 14-15, for a total of eight (8) unbudgeted overfill PST's

## JUSTICE ASSISTANCE GRANT - 0305 (GANG GRANT)

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	121,026	—	—	—
Capital Outlay	—	89,576	90,692	90,693
<b>Total Appropriations</b>	<b>\$121,026</b>	<b>\$89,576</b>	<b>\$90,692</b>	<b>\$90,693</b>

## JUSTICE ASSISTANCE GRANT – 0308 (14/15)

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Capital Outlay	—	32,746	32,746	—
<b>Total Appropriations</b>	<b>\$</b>	<b>\$32,746</b>	<b>\$32,746</b>	<b>—</b>

## COPS GRANT - 0306

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	323,733	—	—	—
<b>Total Appropriations</b>	<b>\$323,733</b>	<b>—</b>	<b>—</b>	<b>—</b>

### SERVICE POINT EMPLOYEES – COPS GRANT

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1) Police Officer (CS)	0	4	4	4	4	4	—
<b>Total Department</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>—</b>

(CS) - Indicates Civil Service Position

1) 4 positions added FY 2010-2011

## JUSTICE ASSISTANCE GRANT - 0309 (15/16)

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Capital Outlay	—	—	—	26,206
<b>Total Appropriations</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$26,206</b>

## AUTO THEFT TASK FORCE - 0313

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	102,994	106,990	109,919	110,656
Supplies and Services	12,895	15,582	15,582	14,367
<b>Total Appropriations</b>	<b>\$115,889</b>	<b>\$122,572</b>	<b>\$125,501</b>	<b>\$125,023</b>

### SERVICE POINT EMPLOYEES – AUTO THEFT TASK FORCE

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Police Officer (CS)	1	1	1	1	1	1	1
<b>Total Department</b>	<b>1</b>						

(CS) - Indicates Civil Service Position

## LAW ENFORCEMENT EDUCATION - 0315

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Supplies and Services	7,871	20,000	8,000	20,000
<b>Total Appropriations</b>	<b>\$7,871</b>	<b>\$20,000</b>	<b>\$8,000</b>	<b>\$20,000</b>

PERFORMANCE BENCHMARKS	ACTUAL 2013-14	BUDGET 2014-15	ACTUAL SEPT 2015	PROJECTED 2015-16
Number of sworn officers	194	194	194	194
Number of homicides	1	5	0	2
Number of sexual assaults	31	52	20	60
Number of robberies	100	78	31	93
Number of aggravated assaults	273	261	77	231
Number of burglaries	690	723	234	702
Number of thefts	3361	3208	1193	3579
Number of auto thefts	192	187	85	255
Response Times (new)				
Emergency Mobile	4:50	4:50	3:50	4:25
Immediate Mobile	10:75	10:54	8:90	9:50
Delayed Mobile	28:10	14:29	13:50	14:00

\*3 Year Trend

\*Based on 3 Year Trend

# Fire Department

## Service Point Focus

The Tyler Fire Department is dedicated to protecting lives and property through incident mitigation, education, and prevention, as we strive to be the world class emergency services organization through innovation and excellent customer service. Four service divisions including Administration, Prevention, Maintenance and Suppression are responsible for approximately 50 square miles of incorporated City parcels and protecting an estimated 101,000 citizens.

The Administration Division is responsible for direction and control of the department, purchasing and finance and Emergency Management for the City of Tyler. The Prevention Division is responsible for enforcement of Fire Codes in the City of Tyler, investigation at all suspicious fires and management of the Public Fire Prevention Program. The Maintenance Division is responsible for oversight of the Department's Apparatus Preventive Maintenance Program, apparatus maintenance and repair, maintenance and repair of Self-contained Breathing Apparatus and SCBA/air support at fire scenes. The Suppression Division, the largest of the four divisions, is responsible for manning each fire company with three shifts of firefighters and emergency personnel. As a part of the Suppression Division, the training staff maintains a diligent program of continuing education efforts, advanced training activities and state mandated reporting.

## The Fire Department is responsible for:

- Fire Suppression
- Fire Prevention
- Fire Investigation
- Safety Education
- Emergency Response

- Hazardous Materials Incident Response
- Mutual Aid Response
- Code Enforcement
- Emergency Management Operations
- Airport/Aircraft (ARFF) Response
- Technical Rescue Response and
- EMS First Responder Response

## Accomplishments for 2014-2015

- Purchase of 7 thermal imaging cameras to complete the replacement program
- Hosted the Combat Challenge National Championship event in Tyler
- Completed repair and maintenance of some of the existing Fire Stations
- Participated in a Regional Emergency Management Drill
- Completed Safety Surveys on all commercial and high risk properties in the city
- Completed 7th and 8th Fire Academy class, working in partnership with TJC
- Continued enhancement of the Firehouse Software package

## Goals for 2015-2016

- Upgrade the fire Station Alerting system
- Install and implement electronic Visual Management Boards at all Fire Stations
- Partner with TJC on 9th Fire Academy
- Update the Strategic Plan
- Complete design process for 2 Fire Stations

## FIRE SERVICES

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	14,454,099	15,186,626	15,335,875	15,694,666
Supplies and Services	413,010	545,359	493,182	538,455
Sundry	401,759	412,649	412,649	396,146
Utilities	140,824	147,625	141,780	150,925
Maintenance	292,643	292,388	295,919	364,851
Capital Outlay	8,722	—	—	—
<b>Total Appropriations</b>	<b>\$15,711,057</b>	<b>\$16,584,647</b>	<b>\$16,679,405</b>	<b>\$17,145,044</b>

### SERVICE POINT EMPLOYEES –FIRE DEPARTMENT

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Fire Chief	1	1	1	1	1	1	1
10) Assistant Fire Chief (CS)	1	2	2	2	2	2	2
10) Fire Training Chief (CS)	1	—	—	—	—	—	—
District Chief (CS)	6	6	6	6	6	6	6
1) Senior Captain (CS)	—	—	—	—	—	—	—
11) Fire Captain (CS) *	38	38	38	39	39	39	39
2) Fire Mechanic (CS)	—	—	—	—	—	—	—
6) Fire Inspector/Investigator (CS)	—	—	—	—	—	—	—
Fire Driver/Engineer (CS)	36	36	36	36	36	36	36
3) Firefighter (CS)	66	66	66	66	66	66	66
Administrative Assistant	1	1	1	1	1	1	1
4) Administrative Secretary	1	1	1	1	1	1	1
9) Emergency Management Assistant	1	—	—	—	—	—	—
Fire Apparatus Technician	1	1	1	1	1	1	1
Fire Marshal	1	1	1	1	1	1	1
5) Senior Secretary	1	1	1	1	1	1	1
7) Assistant Fire Marshal	2	2	2	2	2	2	2
8) Deputy Fire Marshal	3	3	3	3	3	3	3
9) Emergency Mgmt Asst/Admin Asst	—	1	1	1	1	1	1
<b>Total Department</b>	<b>160</b>	<b>160</b>	<b>160</b>	<b>161</b>	<b>161</b>	<b>161</b>	<b>161</b>

(CS) – Indicates Civil Service Position

1) Six positions approved in FY 2008-2009 and added in FY 2009-2010

2) Positions titles changed to 2 Assistant Fire Marshals and 3 Deputy Fire Marshals. One position was eliminated in FY 2009-2010.

3) Emergency Management Assistant retitled Emergency Management Assistant/Administrative Assistant in FY 2010-2011.

4) Fire Training Chief upgraded to Assistant Fire Chief FY 2010-2011.

5) One Assistant Fire Marshal downgraded to Deputy Fire Marshal in FY 2014-2015.

6) Senior Secretary and Emergency Management Assistant/Administrative Assistant reclassified to Administrative Secretary in FY 2014-2015.

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2013-2014</i>	<i>BUDGET 2014-2015</i>	<i>PERIOD ENDING JUNE 2015</i>	<i>PROJECTED 2015-2016</i>
Average percentage response time to emergency calls under 5 minutes	73%	—	75%	70%
Average response time to emergency calls in minutes and seconds	<5:47>	<4:15>	<5:04>	<4:15>
Total number of structure fires	104	—	128	—
Percentage of 240 required continuing education hours completed per fire suppression person	100%	100%	75%	100%

## Library

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

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

### Accomplishments 2014-2015

- Provided several hundred thousand separate loans of reading, viewing and listening materials to over

twenty thousand borrowers;

- Provided year-round weekly programs for toddlers and pre-school children;
- Conducted a successful summer reading program for several thousand children incorporating guest performers and special events; and,
- Scheduled numerous programs for adults on current topics.
- Began library renovation in children's area, Taylor Auditorium and patio.

### Major Budget Items

- Over \$100,000 allocated for purchase of library materials.

### Goals for 2014-2015

- Continue long range planning efforts.
- Provide access to additional downloadable electronic resources for patrons.
- Complete library renovation projects.
- Recarpet second floor of library.
- Add self-check capability.

## LIBRARY SERVICES

### SERVICE POINT EXPENDITURES

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	960,119	1,014,159	1,002,443	1,064,351
Supplies and Services	67,596	73,548	122,394	73,778
Sundry	148,690	154,951	155,026	158,428
Utilities	58,033	75,855	51,916	60,675
Maintenance	51,466	53,290	51,957	53,535
Capital Outlay	118,117	195,669	195,669	124,160
<b>Total Appropriations</b>	<b>\$1,404,021</b>	<b>\$1,567,472</b>	<b>\$1,579,405</b>	<b>\$1,534,927</b>

**SERVICE POINT EMPLOYEES - LIBRARY**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
City Librarian	1	1	1	1	1	1	1
17) Access Librarian	1	1	1	1	1	1	1
Resource Librarian	1	1	1	1	1	1	1
Circulation Supervisor	1	1	1	1	1	1	1
1) and 6) Access Associate	2	2	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1
Cataloging Specialist	2	2	2	2	2	2	2
2) Circulation Technician	3	3	3	3	3	3	3
Collection Associate	1	1	1	1	1	1	1
4) Custodian	2	2	—	—	—	—	—
15) Library Assistant	2	2	2	1	1	1	2
Outreach Technician	1	1	1	1	1	1	1
16) Programming Associate	1	1	1	—	—	—	—
16) and 17) Youth Services Librarian	—	—	—	1	1	1	1
Senior Secretary	—	—	—	—	—	—	—
<b>Total Regular Full-time</b>	<b>19</b>	<b>19</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>16</b>

<i>REGULAR PART-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
7) & 14) Access Associate	6	8	8	6	6	6	6
2, 11, 13) Circulation Technician	13	13	9	9	9	9	9
5, 10, 12) Custodian	1	5	3	3	3	3	3
8) Graphics Technician	1	—	—	—	—	—	—
3) Outreach Technician	—	—	—	—	—	—	—
15) Library Assistant	—	—	—	1	1	1	—
Project Specialist	1	1	1	1	1	1	1
<b>Total Regular Part-time</b>	<b>22</b>	<b>27</b>	<b>21</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>19</b>

<i>SUBSTITUTE POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
Access Associate	4	4	4	4	4	4	3
13) Circulation Technician	4	4	4	4	4	4	3
9) Graphics Technician	1	—	—	—	—	—	—
Outreach Technician	3	3	3	3	3	3	1
Total Substitutes	12	11	11	11	11	11	7
<b>Grand Total Department</b>	<b>53</b>	<b>54</b>	<b>48</b>	<b>46</b>	<b>46</b>	<b>46</b>	<b>42</b>

- 1) One full-time position split into two part-time positions for FY 2008-2009
- 2) One full-time position split into two part-time positions for FY 2008-2009
- 3) One position was eliminated for FY 2008-2009
- 4) & 5) Two Full-time custodians converted to 4 part-time custodians during FY 2009-2010
- 6) & 7) One access associate converted to 2 part-time access associates during FY 2009-2010
- 8) Graphics Technician Position moved to the Communications Department FY 2010-2011
- 9) Graphics Technician Substitute Position Eliminated FY 2010-2011
- 10) Two Part-time custodians frozen FY 2010-2011
- 11) Four Part-time circulation technicians frozen FY 2010-2011
- 12) Two part-time custodians Eliminated FY 2011-2012
- 13) Four Part-time Circulation technicians eliminated FY 2011-2012
- 14) Two Part-Time Access Associates eliminated FY 2012-2013
- 15) One Full-Time Library Assistant reclassified to One Part-Time Library Assistant FY 12-13
- 16) Programming Associate reclassified to Youth Services Librarian FY 12-13
- 17) Youth services librarian reclassified to Access Librarian FY 15-16

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2013-14</i>	<i>GOAL 2014-15</i>	<i>PERIOD ENDING SEPT. 2015</i>	<i>PROJECTED 2015-16</i>
Total number of volumes owned	197,207	193,000	193,273	190,300
Number of books	167,594	167,800	161,538	156,600
Number of magazines and AV items	15,681	15,750	16,400	17,300
Number of electronic resources	13,932	9,450	15,335	16,400
Total loans	259,690	264,500	268,505*	273,900
Number of events offered by library	532	370	657	655
<b>Total visits</b>	<b>219,816</b>	<b>240,900</b>	<b>235,577</b>	<b>245,000</b>

\*Circulation period for books changed from two weeks to three weeks in FY2014

#### GOALS 2015-2016:

Increase memberships	2%
Update children's non-fiction	2%
Increase collection of downloadable resources	2%

## Parks and Recreation

The Parks and Recreation Department provides oversight for the City's open spaces, athletic complexes, and recreationally oriented programs for the use of all citizens. Staff members diligently maintain a proactive maintenance program for over 27 park areas including oversight of maintenance activities on 23 playgrounds, traffic islands and medians, landscaping at City buildings and cemeteries and the downtown square. They also provide for the propagation of seasonal and perennial plant materials utilized in the Parks beautification programs, as well as the maintenance of over \$2,000,000 worth of trees in the Parks system.

The Parks and Recreation Department is responsible for:

- Baseball, softball, volleyball, Pickleball and tennis recreation team programs;
- Arts and crafts programs and festivals;
- Municipal Rose Garden operations;
- Rose Garden Center operations;
- Glass Recreation Center operations;
- Goodman Museum operations;
- Senior Center operations
- Harvey Convention Center operations;
- Rose Garden special activities;
- Swimming and fitness programs;
- Athletic tournaments;
- Concerts in the Park; and,
- Movies in the Park.

### Major Budget Items/Accomplishments for 2014-2015

- Senior Celebrating Life (co-host with the Chamber) had more than 1,000 participants;
- Movies in the park goes, Fall/Spring movies had approx. 5,000 participants;
- Hosted 11 Cooking for Life classes which had a waiting list for each class; Televised on Channel 3
- Azalea Arts and Crafts
- 13th Annual Fall Fest with over 1,200 attendees;
- 8th Annual Bambi Run
- Family Fishing Tournament Woldert Park sponsored by Texas Parks and Wildlife and Suddenlink Communications
- 9th Annual Holiday in the Park and Bazaar with over 6,000 in attendance;
- 10th Annual Ice Bowl Disc Golf Tourney benefiting the E.T. Food Bank and the Parks Dept.;
- Daddy/Daughter and Mother and Son Dances with 632 attendees;
- 2nd Annual Spring Rummage Sale at Glass Recreation Center;
- 26th Annual Tyler Corporate Challenge with 15 games and sports categories;
- 9th Annual Life in Tyler Photography contest at the Rose Garden Center;
- 15th Annual Twilight Easter Egg Hunt with more than 1,500 participants;

- 10th Annual Art in the Garden at the Rose Garden Center;
- After School Adventure Club for youth at the Glass Recreation Center with more than 30 students;
- Summer Playground Program at three park site 301
- Hosted Summer Day Camp at the Glass Recreation Center
- Began Pickleball at Glass Recreation Center
- 2nd Annual Fall Ball for Seniors at Harvey Convention Center
- Hosted weekly Friday night dances with live bands at the Tyler Senior Center;
- Hosted daily “Texercise” Range of Motion and Bodyworks classes for seniors at the Tyler Senior Center; Televised on Channel 3 and receiving statewide recognition.
- Provide a Gentle Seniors Yoga Class at the Senior Center
- Offered Zumba Classes at the Glass
- Began Outdoor Adventure Series with grant from Texas Parks and Wildlife – archery, orienteering, and more to come
- Purchase Glass Center Additional Workout Equipment
- Continued Work on Stewart Family Park
- Continued Improvements to Park Trail Systems
- Atrium remodel Rose Garden Center
- Faulkner Tennis Center Clubhouse Upgrades
- Completed Bergfeld Park Playground Renovations
- Continue membership in Texas Parks and Wildlife’s

#### “Neighborhood Fishin” Program

- Keep Tyler Beautiful awarded Keep Texas Beautiful Gold Star Affiliate Award for the 9th consecutive year
- Open Native Plant Garden at Woldert Park
- 2nd Annual Tyler’s Rose City Artisans and Flower Market at Goodman
- A Victorian Christmas open house at the Goodman-LeGrand Museum.
- Tyler’s Old Rose Open House at the Goodman
- New planters, picnic tables, event tables, and benches at Glass and Senior Centers funded by Owens Family Foundation
- Senior “Celebrity” Dance and Auction

### **Goals for FY 2015-2016**

- Phase I of Bergfeld Park Improvements- Landscape improvements, and replace Bergfeld Park playground through Community Donations
- Phase I of Rose Garden Improvements
- Phase I of Stewart Family Park Improvements
- Phase II of Children’s Park Improvements
- AMBUCS and Tyler Sunrise Rotary all –inclusive accessible playground to be constructed at Southside Park
- New exercise equipment for the Glass Recreation Center
- Expanded cardio area and additional parking at the Glass Center
- Expansion of Tyler Trails – Black Fork Creek and West Mud Creek Trails

## PARKS MAINTENANCE AND ADMINISTRATION

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 ACTUAL EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	679,200	775,896	782,588	816,600
Supplies and Services	439,150	388,804	365,566	374,573
Sundry	78,573	81,405	81,849	94,054
Utilities	617,027	615,350	613,759	660,350
Maintenance	519,023	541,962	535,848	536,154
Capital Outlay	39,708	98,000	—	11,400
<b>Total Appropriations</b>	<b>\$2,372,683</b>	<b>\$2,501,417</b>	<b>\$2,379,610</b>	<b>\$2,493,131</b>

### SERVICE POINT EMPLOYEES – PARKS MAINTENANCE AND ADMINISTRATION

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1) & 3) Parks and Recreation Director	1	0.5	0.5	0.5	0.5	0.5	0.5
4) Parks and Recreation Operation and Services Manager	1	0.7	0.7	0.7	0.7	0.7	0.7
7) Parks Maintenance Supervisor	1	1	1	—	—	—	—
7) Parks & Recreation Services Coordinator*	—	—	—	1	1	1	1
Crew Leader	4	4	4	4	4	4	4
Grounds Technician	1	1	1	1	1	1	1
Groundskeeper	6	6	6	6	6	6	6
Hardscape Technician	1	1	1	1	1	1	1
5) & 6) Laborer	8	8	7	7	7	6	6
2) Senior Clerk	—	—	—	—	—	—	—
Senior Secretary	1	1	1	1	1	1	1
8) Parks Superintendent						—	1
<b>Total Department</b>	<b>24</b>	<b>23.2</b>	<b>22.2</b>	<b>22.2</b>	<b>22.2</b>	<b>22.2</b>	<b>22.2</b>

- 1) Position transferred from City Manager's Office and title changed during FY 2009-2010  
 2) One position upgraded to Senior Secretary during FY 2007-2008  
 3) 50% of Parks and Recreation Director position charged to Tourism Visitor's Facility  
 4) Parks and Recreation Operation and Service Manager 30% charged to Tourism Visitors Facility  
 5) 1 Laborer frozen for FY 2010-2011  
 6) Eliminated 1 of 8 Laborers FY 2011-2012  
 7) Parks Maintenance Supervisor converted to Parks & Recreation Services Coordinator in FY 11-12  
 \* Position is acting as full-time Lean Sigma Black Belt  
 8) One Laborer reclassified to Parks Superintendent during FY 13-14

## INDOOR RECREATION

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	372,794	369,588	373,659	388,557
Supplies and Services	78,379	83,415	72,339	82,025
Sundry	15,261	17,747	17,963	18,853
Utilities	461	200	318	200
Maintenance	31,467	33,313	33,306	35,950
<b>Total Appropriations</b>	<b>\$498,362</b>	<b>\$504,263</b>	<b>\$497,585</b>	<b>\$525,585</b>

**SERVICE POINT EMPLOYEES - INDOOR RECREATION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
1) Special Events/Recreation Supervisor	—	—	—	—	—	—	—
2) Special Events/Recreation Manager	1	1	1	1	1	1	1
Recreation Center Supervisor	1	1	1	1	1	1	1
4) Recreation Program Supervisor	1	1	1	1	1	1	1
Custodian	2	2	2	2	2	2	2
3, 5) Recreation Specialist	3	3	3	3	2	2	2
<b>Total Regular Full-time</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>7</b>
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<i>REGULAR PART-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
Clerk	2	2	2	2	2	2	2
Custodian	1	1	1	1	1	1	1
Total Regular Part-time	3	3	3	3	3	3	3
<b>Total Department</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>10</b>

- 1 & 2) Title change from Special Events/Recreation Supervisor to Special Events/Recreation Manager during FY 2008-2009  
 3) 1 Recreation Specialist position frozen for FY 2010-2011 & 2011-2012 & 2012-2013  
 4) Typo on title was listed as Recreation Operation Supervisor, corrected to Recreation Program Supervisor  
 5) 1 Recreation Specialist moved to Productivity Fund as Grants Specialist FY 13-14

**OUTDOOR RECREATION**

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	122,832	144,874	131,873	147,344
Supplies and Services	222,313	250,465	193,175	228,575
Sundry	84	300	774	1,000
Maintenance	800	1,000	1,000	1,000
Capital Outlay	\$3,199	—	—	—
<b>Total Appropriations</b>	<b>\$349,228</b>	<b>\$396,639</b>	<b>\$350,093</b>	<b>\$377,919</b>

**SERVICE POINT EMPLOYEES - OUTDOOR RECREATION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
Activity Specialist	1	1	1	1	1	1	1
<b>Total Regular Full-time</b>	<b>1</b>						
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<i>PART-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
1) & 2) Recreation Specialist	1	1	1	1	1	1	1
<b>Total Regular Part-time</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
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<i>TEMPORARY POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
Pool Manager	3	3	3	3	3	3	3
Lifeguard	14	14	14	14	14	14	14
Playground Leader	12	12	12	12	12	12	12
<b>Total Temporary Positions</b>	<b>29</b>						

<i>SUBSTITUTE POSITIONS</i>	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Lifeguard	—	2	3	3	3	3	3
Total Substitutes	0	2	3	3	3	3	3
<b>Total Department</b>	<b>31</b>	<b>33</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>

- 1) Data Management Position transferred to the Parks Department to create a part time Recreation Specialist position during FY 2009-2010  
2) 1 PT Custodian and 1 PT Recreation Specialist combined to form 1 FT Recreation Specialist, then reversed back in FY 2011-2012

## MEDIAN MAINTENANCE ARBORIST

### SERVICE POINT EXPENDITURES

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	154,867	201,691	126,820	204,415
Supplies and Services	179,527	184,292	138,418	182,151
Sundry	3,989	4,000	3,987	4,000
Maintenance	59,512	56,094	54,098	57,370
<b>Total Appropriations</b>	<b>\$397,895</b>	<b>\$446,077.00</b>	<b>\$337,730</b>	<b>\$447,936</b>

### SERVICE POINT EMPLOYEES - MEDIAN MAINTENANCE ARBORIST

<i>REGULAR FULL-TIME POSITIONS</i>	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Arborist/Urban Forester	1	1	1	1	1	1	1
Crew Leader	1	1	1	1	1	1	1
Laborer	3	3	3	3	3	3	3
<b>Total Department</b>	<b>5</b>						

## PARKS AND RECREATION 2013-2014 BENCHMARKS

<i>PARKS AND RECREATION</i>	<i>ACTUAL FY13-14</i>	<i>PROJECTED FY14-15</i>	<i>ACTUAL FY14-15</i>	<i>PROJECTED FY15-16</i>
Park acreage (approximately)	818 (Stewart Park)	818	818	818
Medians maintained and/or mowed	190 (Earl Campbell Parkway added)	190	190	190
Trees planted – By TREES Committee and City of Tyler Staff.	500	At least 500 (focus moved to Green the Gateways)	12	400
Hazardous Trees Removed	NA	NA	50	50
Adult Recreation Softball Teams	368	400	340	400
Summer Food Program Served	13,900	15,000	12,528	13,000
Glass Recreation Membership	1,790	3,000	1,472	3,000
Special Event Participation				
Fall Festival	1,200	1,200	1,200	1200
Holiday in the Park	8,000	8,000	6,000	10,000
Valentine's Daddy Daughter Dance	500	500	500	500
<b>CEMETERY</b>				
Lot Sales (includes burials)	\$27,506	\$77,000	\$27,844	\$101,000
Mausoleum Space Sales	\$56,500	\$65,000	\$63,000	\$65,000

<b>TOURISM RENTAL REVENUE</b>				
Harvey Convention Center	\$248,092	\$236,500	\$253,118	\$250,000
Rose Garden Center	\$80,750	\$88,000	\$77,295	\$88,000
Goodman/LeGrand Visitors	\$9,519	\$10,000	\$9,933	\$10,000

<b>MEDIANS</b>				
4.1 acres of planter beds maintained (170 locations)	174	174	174	178
28.5 acres of turf maintained (app. 6 miles)	8 miles	8 miles	8 miles	8 miles

<b>TREE PLANTING</b>				
TREES Com.	NA	NA	12	100
Mayors Tree Tyler	150	150	NA	NA
City Planted	150	150	0	300
Donated	NA	NA	NA	1,600
Citizen Planted Trees (No longer counted - moved from Mayor Tree Initiative to Green Up Gateways)	NA	NA	NA	NA
TXDOT (Green Up the Gateway)			350	NA

**SERVICE POINT EMPLOYEES – CAPITAL PROJECTS**

<b>REGULAR FULL-TIME POSITIONS</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
1) Projects Coordinator	—	—	—	—	—	—	—
<b>Total Department</b>	<b>0</b>						

1) Position transferred to Engineering for FY 2008-2009

## Engineering Services

### Service Point Focus

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

### Engineering

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

- The administration of Half-Cent Sales Tax Fund
- Half-Cent Sales Tax Projects design oversight

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

### Half-Cent Sales Tax

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

## Accomplishments for 2014-2015

- Animal Care Facility - design
- Police Substation - design & construction
- Rose Garden Improvements - design
- Bergfeld Park Phase I - design & construction
- 2015 Asphalt Enhancement - construction
- Cumberland Road - design & construction
- Cumberland Trail - design
- 2012 Traffic Signal Upgrade - construction
- Palace, 26th, and Grand - design
- Rice/Shiloh Roadway Configuration - design & construction
- Transportation Enhancement Sidewalk Project (TXDOT) - design

## Goals for 2015-2016

- Police Substation – complete construction
- Animal Care Facility – complete construction
- Fire Station ¼ - begin design
- Fire Station # 11 (SW) – begin design
- Rose Garden Improvements – complete construction
- Bergfeld Park Phase I I – complete construction
- 2016 Asphalt Enhancement – complete construction
- Cumberland Road – complete construction
- Palace (MLK to 29th, 26th, Grand ) – complete design & begin construction
- Transportation Enhancement Sidewalk Project (TXDOT) – complete design & begin construction

- Ashmore drainage channel repair-design and construction

## Stormwater Utility Projects

### Accomplishments for 2014-2015

- TJC First & Magnolia Drainage - construction
- Brynmar Court Drainage Improvements - design
- Courtney / Miller Drainage Improvements Project – design
- Whiteside Culvert- design & construction
- Pleasant Retreat Road - construction

### Goals 2015-2016

- Brynmar Court Drainage Improvements - Design
- Courtney / Miller Drainage Improvements Project – Design
- Cherokee Trail- Design & Construction
- Whiteside Culvert- Design & Construction

## Property & Facilities Management

Facilities management functions include HVAC (heating, ventilation, and air-conditioning), roof maintenance, janitorial services, disposal of surplus property, property acquisition for City-owned facilities, and mail/courier services within the organization. The Property & Facility Supervisor provides oversight for facilities, personnel, vendors, and contractors who provide these services.

### ENGINEERING SERVICES 2014- 2015 BENCHMARKS

<i>231 HALF CENT SALES TAX PERFORMANCE BENCHMARKS</i>	<i>2013 - 2014 ACTUAL</i>	<i>2014 - 2015 BUDGET</i>	<i>PERIOD ENDING SEPT 2015</i>	<i>2015 - 2016 PROJECTED</i>
Total number of Capital projects under design	7	9	9	4
Total number of Capital projects under construction	5	6	6	8
<b>Total value of the Half Cent program</b>	<b>\$6,119,621</b>	<b>\$16,017,182</b>	<b>\$10,288,460</b>	<b>\$22,432,631</b>

<i>502 STORMWATER UTILITY PROJECTS PERFORMANCE BENCHMARKS</i>	<i>2013 - 2014 ACTUAL</i>	<i>2014 - 2015 BUDGET</i>	<i>PERIOD ENDING SEPT 2015</i>	<i>2015 - 2016 PROJECTED</i>
Total number of Capital Drainage projects under design	3	3	3	4
Total number of Capital Drainage projects under construction	2	2	3	2
<b>Total value of the Stormwater Utility program</b>	<b>\$539,245</b>	<b>\$491,150</b>	<b>\$364,527</b>	<b>\$75,000</b>

663 PROPERTY & FACILITIES PERFORMANCE BENCHMARKS	2013 - 2014 ACTUAL	2014 - 2015 BUDGET	PERIOD ENDING SEPT 2015	2015 - 2016 PROJECTED
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**Facility management Maintenance**

HVAC Tons Replaced Annually	35	45	53.5	85
HVAC Units Repaired Annually	275	287	252	287
Roofs with Required Annual Maintenance	38	41	41	45
Roofs Scheduled for Replacement	1	1	1	0

101-0705 ENGINEERING PERFORMANCE BENCHMARKS	2013 - 2014 ACTUAL	2014 - 2015 BUDGET	PERIOD ENDING SEPT 2015	2015 - 2016 PROJECTED
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**SLURRY SEAL/SEAL COAT:**

Inventory Overlaid	2.5%	3.0%	100%	0%
Coverage (Lane Miles)	28	34	22	18

**ASPHALT OVERLAY:**

Inventory Overlaid	1.1%	3.5%	100%	0%
Coverage (Lane Miles)	3	40	32	35

**INTERNAL CONTRACT MANAGEMENT**

Design	4	3	3	3
Construction	4	3	1	3

**SERVICE POINT EMPLOYEES – ENGINEERING**

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
City Engineer	1	1	1	1	1	1	0.75
1) Administrative Assistant	—	—	—	—	—	—	—
2) Capital Budget Analyst	0.86	0.86	0.86	0.86	0.86	0.86	0.86
3, 12, 13) Engineering Technician	1.60	1.60	1.60	1	1	1	1
12, 15) Associate Engineer	—	—	—	1	1	0.6	0.6
4) Projects Coordinator	—	—	—	—	—	—	—
5, 14) Project Engineer	1	1	1	1	1	0.85	1.85
Senior Secretary	—	—	—	—	—	—	—
6) & 10) Survey Crew Chief	1	1	—	—	—	—	—
7, 8, 11) Survey Crew Member	1	1	—	—	—	—	—
Survey Instrument Operator	—	—	—	—	—	—	—
9) Utilities Construction Inspector	—	—	—	—	—	—	—
<b>Total Department</b>	<b>6.46</b>	<b>6.46</b>	<b>4.46</b>	<b>4.86</b>	<b>4.86</b>	<b>4.31</b>	<b>5.06</b>

\*The Engineering and Street departments were combined in FY 2006-2007 to form the Engineering Services department.

- 1) One position reclassified to Capital Budget Analyst during FY 2007-2008
- 2) Capital Budget Analyst one position with 14% paid by Storm Water Management
- 3) Engineering Technician two positions, one with 40% paid by Storm Water Management
- 4) Position transferred to Communications and title changed to Lean Sigma Master Black Belt FY 2008-2009
- 5) Project Engineer Position frozen for the FY 2009-2010 and FY 2010-2011
- 6) Survey crew Chief position frozen for the FY 2009-2010 and FY 2010-2011
- 7) Position moved to Property and Facility during FY 2009-2010
- 8) Position reclassified and title changed to City Courier during FY 2009-2010
- 9) Four Utilities Construction Inspector positions transferred to Development Services during FY 2007-2008
- 10) Eliminated Survey Crew Chief position FY 2011-2012
- 11) Eliminated Survey Crew Member FY 2011-2012
- 12) 1 Engineering Technician converted to 1 Associate Engineer in FY 2011-2012
- 13) Engineering Technician reclassified to Project Engineer in FY 12-13
- 14) Project Engineer payroll split added 85/15 Engineering/Stormwater FY 14-15
- 15) Two Project Engineer positions. One position payroll 15% paid by Stormwater FY 15-16
- 16) Associate Engineer payroll split added 60/40 Engineering/Stormwater FY 14-15 & FY 15-16
- 16) City engineer 25% paid by Property & Facility maintenance FY 15-16

## ENGINEERING

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	384,778	405,637	376,070	403,599
Supplies and Services	36,776	149,067	83,067	83,714
Sundry	25,686	26,767	26,767	45,525
Utilities	473	150	660	150
Maintenance	12,936	11,777	9,127	11,136
<b>Total Appropriations</b>	<b>\$460,649</b>	<b>\$593,398</b>	<b>\$495,691</b>	<b>\$544,124</b>

## Street Department

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

Additionally, the Street Department is responsible for:

- Monitoring and establishing City Street Conditional Ratings to ensure the best quality streets for the City;
- Monitoring and evaluating the City’s infrastructure drainage system to better provide an optimal drainage system;
- Establishing a Right-of-Way mowing cycle that optimizes aesthetics and cost effectiveness with an emphasis on eliminating visual obstructions, mitigating rubbish accumulations and promoting the City’s natural beauty; and,
- Establishing a street sweeping cycle to utilize cost and effective methods, with an emphasis on eliminating unsightly trash to show off the City’s rustic ambiance.

### Accomplishments for FY 2014-2015

- Evaluate 464 miles of City Streets for current condition Rating – completed for 2015 overlay schedule
- Maintained 1,716 miles of Right-of-Way within City limits
- Completed 6 sweeping cycles (each cycle encompasses all paved streets within the City limits)
- Asphalt Overlay -2014-2015 scheduled streets completed by contractor / 2015-2016 schedule in process
- Crack Sealing- 2014-2015 completed 84 streets as assigned / 2015-2016 schedule in process
- Repaired or Installed bus shelters as needed for Tyler Transit – ongoing

- Dead tree removal – completed removal of 33 trees from city right-of-ways or city properties
- Assist with City U building improvements-completed
- Installed Historical Marker stones downtown as requested – ongoing project
- Concrete sidewalk repair at Water Administration building – completed
- Pour concrete for City at Oakwood Complex site-completed
- Assist Fire Department with demolition of burnt building at Bois D’Arc & Vance St. -completed
- Assist Fire Department with asphalt work at Training Field – completed
- Build cages for Animal Control facility at Grande Blvd site -completed
- Drainage Projects: Reconstructed creek at dead end of Lynn Dr. / Flood Prevention: Dug out silt build up from ditch lines in nine different areas - completed
- Installed or reconstructed eight concrete valley gutters - completed
- Installed one of two driveway culverts at Faulkner Park – ongoing project

### Goals for FY 2015-2016

- Asphalt Overlay – In-house (specific streets as designated);
- Crack Sealing – In-house (specific streets as designated);
- Complete Brick Street repairs as scheduled;
- Completed Utility Cut repairs within 60 days of cut;
- Lake Tyler Street Repairs as needed;
- Assist Engineering Dept. with evaluating street conditions;
- Dead Tree Removal from City Right-of-Ways and properties upon request;
- Maintain City Right-of-Ways;

- Complete 6 or more Street Sweeping cycles (1 cycle = 6 weeks on average to complete);
- Repair & Install Valley Gutters (specific streets as designated);
- Remove concrete slabs from city property (Old King Chevrolet location) to be used for Stormwater erosion prevention projects.
- Assist with construction of new animal shelter on Chandler Hwy as requested.
- Provide labor for Main Street Gallery project needs;
- Repair bus shelters as needed for Tyler Transit;
- Drainage Projects:
  - Bennett Ave @ Bellwood-reconstruct culvert under street; Grande @ Haverhill- install catch basin; Wilder Way –replace tinhorn culvert pipe; Reed Rd – replace tinhorn culvert pipe.
  - Complete installation of second driveway culvert at Faulkner Park
  - Repair & clean storm inlet boxes to help eliminate debris in channels;
  - Meet all Stormwater regulations as mandated by the State of Texas;
  - Assist other City departments as requested

## STREETS

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	859,268	1,209,553	864,061	1,237,706
Supplies and Services	405,672	231,169	404,172	194,021
Sundry	57,520	60,312	60,312	61,196
Utilities	9,788	14,190	10,470	11,625
Maintenance	790,482	843,794	864,206	832,187
<b>Total Appropriations</b>	<b>\$2,122,730</b>	<b>\$2,359,018</b>	<b>\$2,203,221</b>	<b>\$2,336,735</b>

### SERVICE POINT EMPLOYEES – STREET DEPARTMENT

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Street Manager	1	1	1	1	1	1	1
Street Supervisor	—	—	—	—	—	—	—
Clerk	—	—	—	—	—	—	—
Code Enforcement Officer I	—	—	—	—	—	—	—
Code Services Officer	—	—	—	—	—	—	—
Crew Leader	4	4	4	4	4	4	4
1) & 4) Equipment Operator I	5	5	5	5	5	5	5
Equipment Operator II	7	7	7	7	7	7	7
Foreman II	1	1	1	1	1	1	1
Laborer	4	4	4	4	4	4	4
Semi-Skilled Laborer	3	3	3	3	3	3	3
2) Senior Clerk	—	—	—	—	—	—	—
Senior Secretary	1	1	1	1	1	1	0
3) Street Surface Technician	1	1	—	—	—	—	—
Truck Driver	3	3	3	3	3	3	3
<b>Total Department</b>	<b>30</b>	<b>30</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>28</b>

- 1) Four positions transferred to Environmental Services during FY 2007-2008 then the four positions were transferred back
- 2) Position transferred to Code Enforcement during FY 2007-2008
- 3) Eliminated Street Surface Technician FY 2011-2012
- 4) One of five Equipment Operator I positions frozen FY 2010-2011 and FY 2011-2012 and FY 2012-2013
- 5) and 6) Senior Secretary reclassified to Administrative Secretary during FY 15-16. Administrative Secretary payroll 50 % paid by Stormwater
- 7) Street Manager payroll 50% paid by Stormwater FY 15-16

# Traffic Engineering

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

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

## Accomplishments for FY 2014-2015

- Continue upgrading selected traffic signals to Flashing Yellow Arrow display;
- Continue upgrading various signal communications systems;
- Continue planning and design efforts on Capital Improvements Program Signal Upgrades;
- Program-funded signal projects;
- Completed the Shiloh/Rice Road lane line reconfiguration and restriping project; and
- Completed the Azalea District Adaptive Control Signal System.

## Major Budget Items

- Upgrade equipment for Flashing Yellow Arrow delay conversions; and,
- 2015 Capital Improvements Program Signal Upgrades.

## Goals for FY 2015-2016

- Develop a five Year Master Traffic Plan
- Continue design and of a Traffic Control Center to coordinate Traffic Division operations; and
- Continue upgrading selected traffic signals to Flashing Yellow Arrow display.

### SERVICE POINT EMPLOYEES – TRAFFIC ENGINEERING

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Traffic Engineer	1	1	1	1	1	1	1
1, 4, & 7) Associate Traffic Engineer	0.85	—	—	1	1	1	1
4) & 5) Transportation Project Engineer	0	0.85	0.85	—	—	—	—
5) Traffic Services Supervisor	—	—	—	0.85	0.85	1	1
Parking Patrol	2	2	2	2	2	2	2
2 & 8) Senior Secretary	0.76	0.76	0.76	—	—	—	—
Traffic Engineering Technician	—	—	0	0	0	0	0
6, 9) Traffic Marker	2	2	2	2	2	3	3
Traffic Marker II	1	1	1	1	1	1	1
7) Traffic Operations Supervisor	1	1	1	—	—	—	—
3) Traffic Sign Crew Leader	—	—	—	—	—	—	—
Traffic Sign Supervisor	1	1	1	1	1	1	1
8) Administrative Assistant	—	—	—	0.76	0.76	0.85	0.85
10) Traffic Signal Technician	3	3	3	3	3	4	4
<b>Total Regular Full-time</b>	<b>12.61</b>	<b>12.61</b>	<b>12.61</b>	<b>12.61</b>	<b>12.61</b>	<b>14.85</b>	<b>14.85</b>

<b>REGULAR PART-TIME POSITIONS</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
Parking Patrol	—	—	—	—	—	—	—
6) Intern	—	—	—	2	2	2	2
<b>Total Regular Part-time</b>	—	—	—	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>TEMPORARY POSITIONS</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
School Crossing Guard	40	40	40	40	40	40	40
Total Temporary Positions	40	40	40	40	40	40	40
<b>Total Department</b>	<b>52.61</b>	<b>52.61</b>	<b>52.61</b>	<b>54.61</b>	<b>54.61</b>	<b>56.85</b>	<b>56.85</b>

- 1) One position with 15% paid by Storm Water Management
- 2) One position with 24% paid by Storm Water Management
- 3) Title changed from Traffic Sign Crew Leader to Traffic Sign Supervisor during FY 2007-2008
- 4) Position upgraded to Transportation Project Engineer FY 2010-2011, with 15% paid by Storm Water Management
- 5) 1 Transportation Project Engineer downgraded to Traffic Services Supervisor in FY 2011-2012
- 6) One Traffic Marker converted to two Part-Time college internships in FY 12-13
- 7) Traffic Operations Supervisor reclassified to Associate Traffic Engineer FY 12-13
- 8) Senior Secretary reclassified to Administrative Assistant FY 12-13
- 9) One Traffic Marker added FY 14-15
- 10) One Traffic Signal Tech added FY 14-15
- 11) Administrative Assistant payroll split changed from 76/24 to 85/15 Traffic/Stormwater FY 14-15
- 12) Traffic Services Supervisor payroll split eliminated, 100% paid from Traffic FY 14-15

### TRAFFIC ENGINEERING SERVICE POINT EXPENDITURES

	<b>FY2013-2014 ACTUAL EXPENDITURES</b>	<b>FY2014-2015 BUDGET APPROPRIATIONS</b>	<b>FY2014-2015 PROJECTED EXPENDITURES</b>	<b>FY2015-2016 BUDGET APPROPRIATIONS</b>
Salaries and Benefits	819,591	971,444	936,112	918,983
Supplies and Services	50,128	52,932	39,150	49,627
Sundry	70,884	80,473	80,364	76,045
Utilities <sup>1 &amp; 2</sup>	1,318,075	1,330,090	1,303,420	1,330,090
Maintenance	198,893	211,562	209,694	218,165
Capital Outlay	3,310	—	—	—
<b>Total Appropriations</b>	<b>\$2,460,881</b>	<b>\$2,646,501</b>	<b>\$2,568,740</b>	<b>\$2,592,910</b>

<sup>1</sup> Street Lighting utility costs moved to Property and Facility Fund in FY2010-2011

<sup>2</sup> Street Lighting utility costs moved to Traffic Engineering in FY2011-2012

<b>PERFORMANCE BENCHMARKS</b>	<b>ACTUAL 2013-14</b>	<b>BUDGET 2014-15</b>	<b>PERIOD ENDING SEPTEMBER 2015</b>	<b>PROJECTED 2015-16</b>
Square footage of signs produced	2,397	2,500	2,416	2,500
Number of traffic signals	153	151	155	158
Number of responses to trouble calls	503	500	536	500
Number of signals converted to Flashing Yellow Arrows	10	15	9	15
Number of parking tickets issued	1-,751	9,000	10,435	9,000
Lane miles of street striping	19.93	25	23.2	25

## Animal Services

<b>Performance Benchmarks</b>	<b>2014-15</b>
Service Calls	9178
Animals brought to shelter	2099 (1359)
Animal adoptions	175
Animals returned to owners	253 (207)

Animals transferred 309

### Areas of Service

- Capture stray animals;
- Respond to calls related to nuisance wildlife animals;
- Rabies surveillance of bite animals;

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

### Accomplishments for FY 2014-2015

- October 2014, All Animal Control functions brought over to the City from the Northeast Texas Public Health District
- January 2015, started an animal shelter from scratch with little notice. Began processing animals within hours.
- Implemented a web-based shelter management tracking system.

- Began performing adoptions through City owned animal shelter.
  - 400% increase in reclaimed pet animals.
  - Began offering microchipping and registration of pet animals.
  - Animal Control using portable devices to input and track operations.
  - First PetPoint shelter to integrate with Finding Rover facial recognition application.
  - Implemented Pet Food Bank Project.
- Began construction on Tyler Animal Care Facility.

### Major Budget Items

- Tyler Animal Care Facility \$3.3Million shelter, adoption, and training center.
- Integrated Animal Control and Shelter Departments \$1.2Million operating budget.

### Goals for FY 2015-2016

- Finish construction and move in to Animal Care Facility
- Open adoption center for walk-in customers; and
- Begin offering low cost/high volume spray/neuter services.

## ANIMAL SERVICES - 726

### SERVICE POINT EXPENDITURES

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	380	687,472	658,122	740,489
Supplies and Services	—	—	—	136,736
Sundry	—	—	—	87,954
Utilities	—	—	—	74,261
Maintenance	—	—	—	63,335
<b>Total Appropriations</b>	<b>380</b>	<b>687,472</b>	<b>658,122</b>	<b>\$1,102,775</b>

# Municipal Court

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

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

## Accomplishments for 2014-2015

- Implemented the Interactive Voice Response system that will allow citizens to pay their fines through a secured phone system.
- Modified the website to allow citizens summoned for jury service to obtain current jury service status and access to the dates and times they are scheduled for Court. Citizens are also be able to complete surveys, forms, inquiries, and obtain general court information. This will greatly reduce phone calls to

the Court to verify Court settings and allow citizens to access this information 24 hours a day.

## Major Budget Items 2015-2016

- Upgrade the appearance of the court building to include updated flooring and furniture.
- Continue to work with the Information Technology department to review and update Court technology and software.
- Continue to invest in the purchase of electronic ticket books to maintain an inventory so all Police Officers can utilize this equipment. This will eliminate data entry for the Court, reduce phone calls requesting information, and will allow the citizens to quickly retrieve information concerning citations received.

## Goals for 2015-2016

- Continue implement an extensive training program for all staff utilizing City University, in house training, and online seminars.
- The Court will implement an automated bank draft to allow citizens to automate the reoccurring payments which will reduce warrants and late fees.
- Continue to work with the Information Technology Department to automate processes to move the Court toward paperless operations.

PERFORMANCE BENCHMARKS	ACTUAL 2013-14	BUDGET 2014-15	PERIOD ENDING JUNE 2015	PROJECTED 2015-16
Number of cases handled by a clerk	5,568	5,000	2,474	3,000
Net revenue collected on cases adjudicated	\$7,626,464	\$7,566,069	\$5,692,468	\$7,183,120
Number of cases handled through automated services	31,529	30,000	23,834	30,000
Maintain a percentage of class participants completing Partner's for Youth.	64%	70%	75%	70%
Continue employee development and training	38%	50%	52%	100%

## MUNICIPAL COURT ADMINISTRATION

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	670,073	784,796	717,522	800,069
Supplies and Services	566,201	622,584	608,864	641,875
Sundry	192,779	197,202	197,176	204,790
Utilities	12,490	11,600	11,391	12,900
Maintenance	38,163	39,543	45,633	41,838
<b>Total Appropriations<sup>1</sup></b>	<b>\$1,479,706</b>	<b>\$1,655,725</b>	<b>\$1,580,586</b>	<b>\$1,701,472</b>

<sup>1</sup> Municipal Court Efficiency Funds moved to Court Special Fee Fund in FY2010-2011

**SERVICE POINT EMPLOYEES – MUNICIPAL COURT ADMINISTRATION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
Municipal Court Administrator	1	1	1	1	1	1	1
4) Deputy Court Administrator	—	1	1	1	1	1	1
Court Clerical Supervisor	—	1	1	1	1	1	1
Administrative Assistant	1	—	—	—	—	—	—
Administrative Secretary	—	—	—	—	—	—	—
Bailiff	—	—	—	—	—	—	—
City Marshal	1	1	1	1	1	1	1
Court Clerk	—	—	—	—	—	—	—
Court Technician	1	1	1	1	1	1	1
Deputy City Marshal	—	—	—	—	—	—	—
9) & 13) Deputy City Marshal I	3	—	—	—	—	—	—
1) & 10) Deputy City Marshal II	3	3	2	2	2	2	2
2) & 5) & 6) & 11) & 12) Deputy Court Clerk	8	6	6	6	6	6	6
11) Juvenile Case Coordinator	1	—	—	—	—	—	—
11) Juvenile Program Coordinator	1	—	—	—	—	—	—
8) Senior Deputy Court Clerk	2	2	2	2	2	2	2
Senior Secretary	—	—	—	—	—	—	—
3) & 7) Teen Court Coordinator	1	—	—	—	—	—	—
<b>Total Department</b>	<b>23</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

- 1) One Position frozen for FY 2009-2010
- 2) One additional position approved for FY 2008-2009
- 3) One position added for FY 2008-2009
- 4) Administrative Assistant position converted to Deputy Court Administrator during FY 2009-2010
- 5) One Deputy Court Clerk Transferred to Main Street during FY 2009-2010
- 6) One Deputy Court Clerk Upgraded to a Senior Deputy Court Clerk during FY 2009-2010
- 7) Teen Court Coordinator downgraded to deputy court clerk during FY 2009-2010
- 8) One Senior Deputy Court Clerk upgraded to Court Clerical Supervisor during FY 2009-2010
- 9) Deputy Marshal I moved to Liberty Theater to create Liberty Theater Manager position FY 2010-2011
- 10) Eliminated 1 of 3 Deputy City Marshall II positions FY 2011-2012
- 11) 1 Deputy Court Clerk, Juvenile Case Coordinator and Juvenile Program Coordinator moved to Partners of Youth Fund FY 2010-2011
- 12) During FY 09-10, refer to 7, 5, 6 during process the downgraded Deputy Court Clerk was not added to the number, this is a corrected entry, should be 8 positions
- 13) 3 Deputy City Marshal I positions moved to Municipal Court Security Fund FY 2010-2011

**SERVICE POINT EMPLOYEES – MUNICIPAL SECURITY**

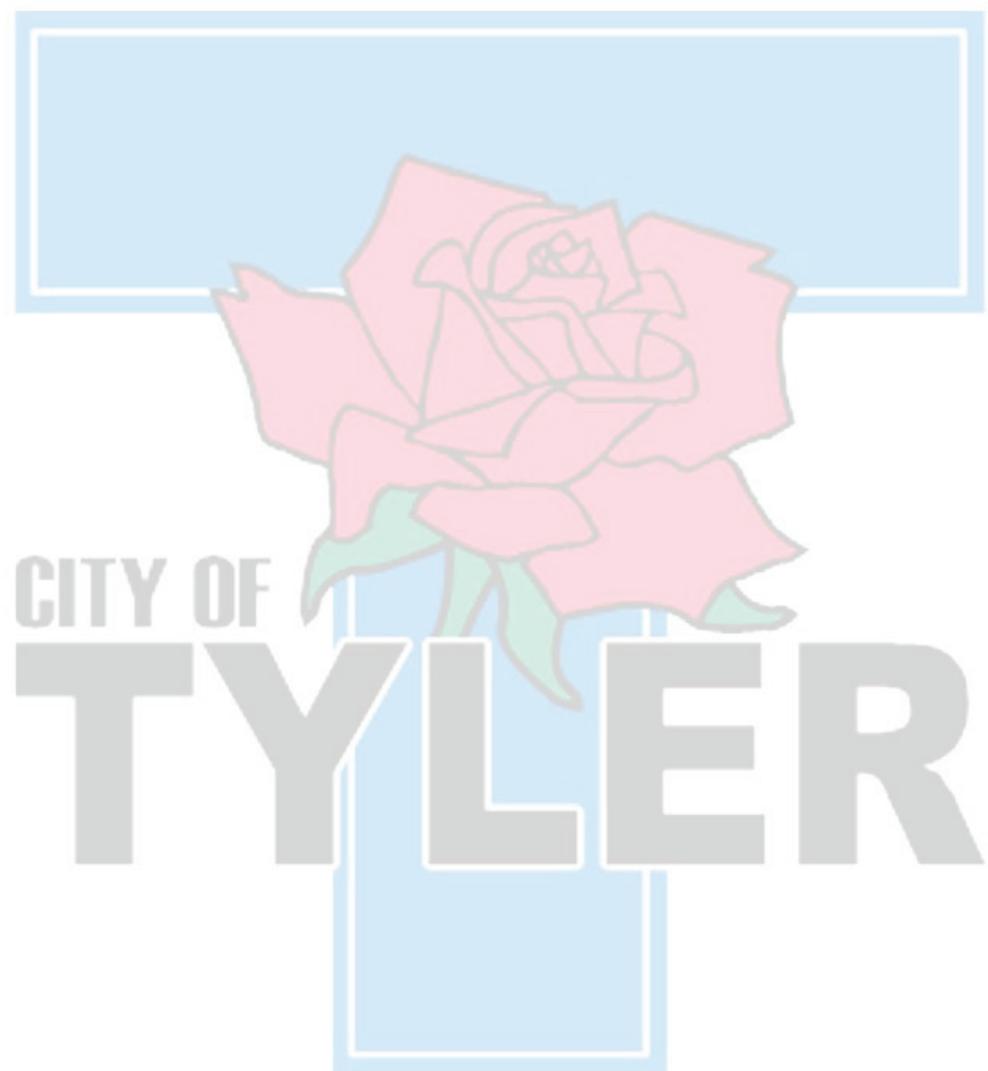
<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
1, 2, 3, 4) Deputy City Marshal I	—	3	3	3	2	2	2
2, 3) Deputy Court Clerk	—	—	—	—	1	—	—
4) Deputy Marshal II	—	—	—	—	—	1	1
<b>Total Department</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

- 1) Three Deputy City Marshal I positions moved to Municipal Security from Municipal Court Administration FY 2010-2011
- 2) One Deputy City Marshal I reclassified to Deputy Court Clerk FY 13-14
- 3) One Deputy Court Clerk reclassified back to Deputy City Marshal I during FY 13-14
- 4) Deputy City Marshal I reclassified to Deputy City Marshal II during FY 13-14

**SERVICE POINT EMPLOYEES – PARTNERS OF YOUTH**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
1) Deputy Court Clerk	—	2	2	2	2	2	2
1) Juvenile Case Coordinator	—	1	1	1	1	1	1
1) Juvenile Program Coordinator	—	1	1	1	1	1	1
<b>Total Department</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

- 1) These positions moved to Partners for Youth Fund from Municipal Court FY 2010-2011



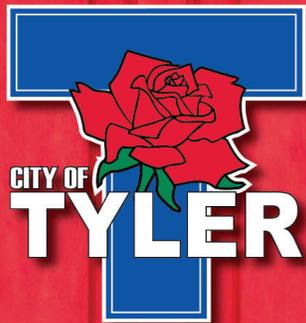
*A Natural Beauty*

**Opening  
the  
Doors ...**

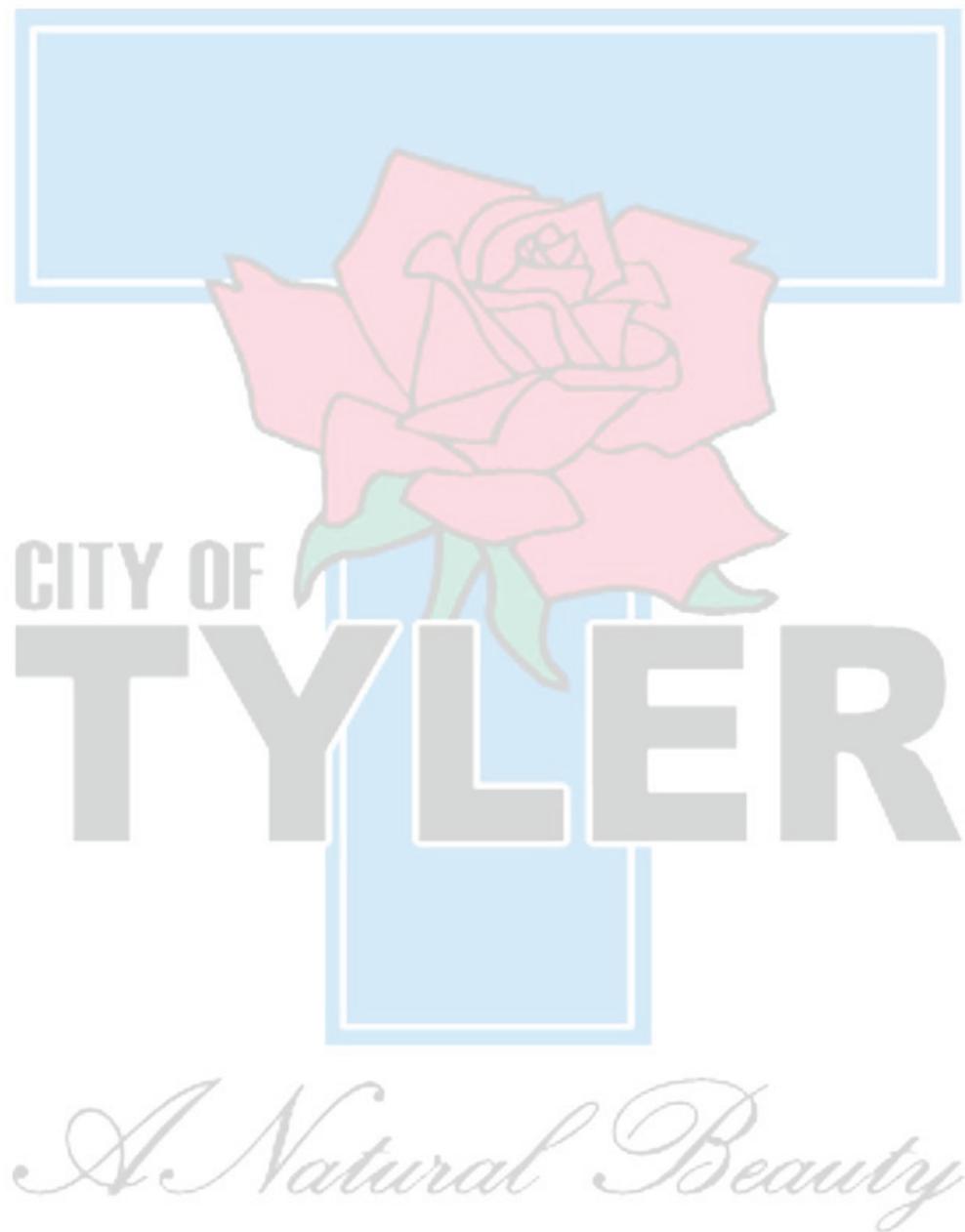
**City of Tyler  
Annual  
Budget**

**FY 2015 - 2016**

**Capital Projects**



**... to a  
Brighter  
Future**



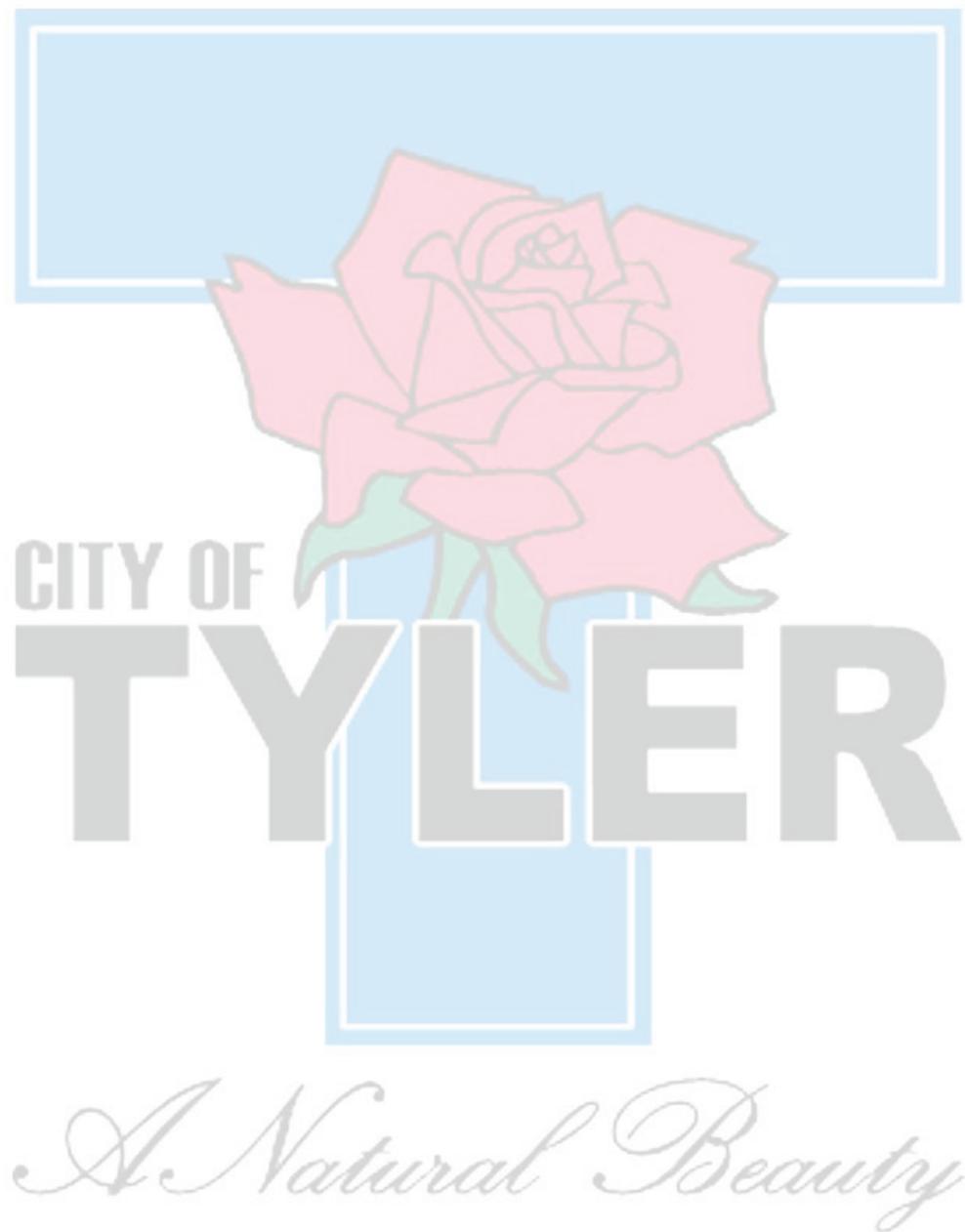
CITY OF

TYLER

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**GENERAL CAPITAL PROJECTS FUND (102)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2015-2016**

	<i>ACTUAL</i> 2013-2014	<i>AMENDED</i> <i>BUDGET</i> 2014-2015	<i>PROJECTED</i> 2014-2015	<i>BUDGET</i> 2015-2016
Unreserved Fund Balance	950,642	1,807,245	1,807,245	519,939
<b>Beginning Fund Balance / Working Capital</b>	<b>\$950,642</b>	<b>\$1,807,245</b>	<b>\$1,807,245</b>	<b>\$519,939</b>
<b>REVENUES</b>				
Interest Earnings	1,846	1,500	3,500	500
Miscellaneous	102,428	50,000	43,311	45,000
<b>Total Revenues</b>	<b>\$104,274</b>	<b>\$51,500</b>	<b>\$46,811</b>	<b>\$45,500</b>
<b>EXPENDITURES</b>				
Tyler 1st	24,879	25,000	—	—
Patrol Vehicles	—	90,000	74,458	—
Early Warning System	—	50,000	—	—
Parks Improvements Projects	67,624	235,376	280,000	125,400
Coban Units	327,583	327,583	327,583	—
PD Camera Systems	—	54,458	—	166,000
Fire Equipment/Facilities	—	26,176	25,900	—
City U Remodel	106,955	84,292	—	—
Street Improvement Program/Equipment	346,947	499,419	580,776	393,000
Traffic Management Enhancements	197,683	300,400	300,400	—
Contingency	—	100,000	—	10,000
<b>Total Expenditures</b>	<b>\$1,071,671</b>	<b>\$1,792,704</b>	<b>\$1,589,117</b>	<b>\$694,400</b>
Transfer In	1,824,000	255,000	255,000	134,158
General Fund (101)	1,824,000	255,000	255,000	134,158
(Transfer Out)	—	—	—	—
Unreserved Fund Balance	1,807,245	321,041	519,939	5,197
<b>Ending Fund Balance / Working Capital</b>	<b>\$1,807,245</b>	<b>\$321,041</b>	<b>\$519,939</b>	<b>\$5,197</b>



CITY OF

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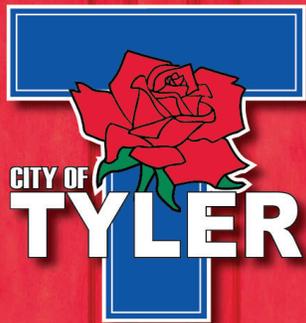
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**Opening  
the  
Doors ...**

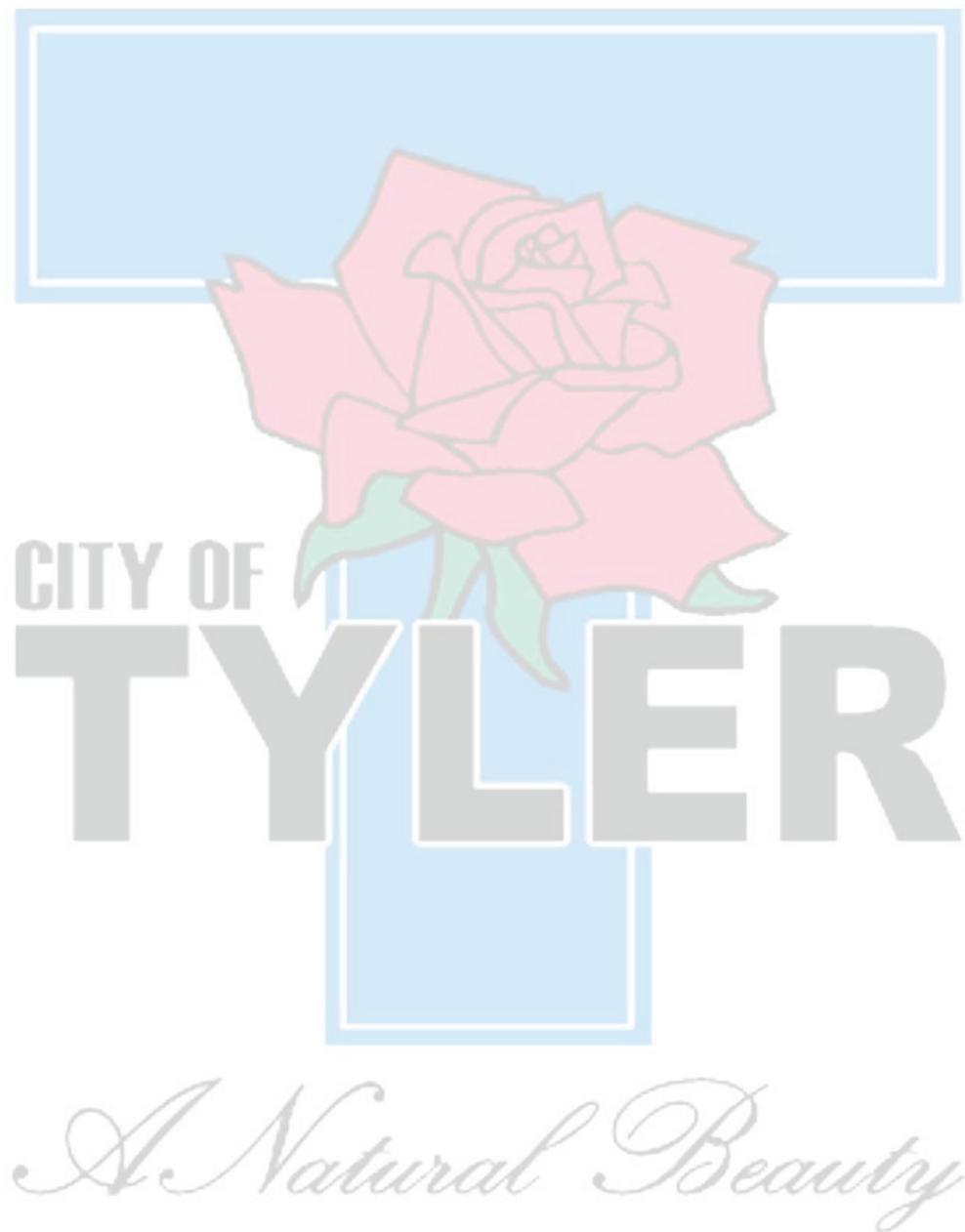
**City of Tyler  
Annual  
Budget**

**FY 2015 - 2016**

**Development Services**



**... to a  
Brighter  
Future**



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**DEVELOPMENT SERVICES FUND (202)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2015-2016**

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>Beginning Fund Balance / Working Capital</b>	<b>\$115,883</b>	<b>\$503,692</b>	<b>\$503,692</b>	<b>\$273,292</b>
<b>REVENUES</b>				
Building Permits	783,541	600,000	560,000	560,000
Electrical Permits	190,151	165,000	150,000	165,000
Plumbing Permits	120,849	115,000	100,000	115,000
Zoning Permits	68,425	60,000	75,000	70,000
Mechanical Permits	104,250	85,000	55,000	70,000
Cert. of Occupancy Fees	24,100	23,000	19,000	23,000
Local TABC Fee	3,082	4,000	3,000	4,000
Billboard Registration	8,400	50,000	9,500	79,000
Sign Permits	24,910	20,000	18,000	20,000
Contractor License	43,600	40,000	45,000	45,000
House Moving Permits	—	500	500	500
Permits Fee-Clearing	—	250	250	250
Interest Earnings	1,457	1,500	5,000	5,250
Maps, Plans and Specs Fee	472	250	250	250
Copy/Printing Fees	318	100	100	100
Platting Fees	41,026	35,000	42,500	40,000
Miscellaneous Income	2,300	—	—	—
Contractor Testing Fees	70,689	30,000	75,000	60,000
Grant Revenue	5,858	4,000	4,000	—
CLG Grant	—	22,496	2,000	20,496
<b>Total Revenues</b>	<b>\$1,493,428</b>	<b>\$1,256,096</b>	<b>\$1,164,100</b>	<b>\$1,277,846</b>
<b>EXPENDITURES</b>				
Planning & Zoning	351,601	787,013	641,767	712,005
Development Services	828,502	362,394	367,503	316,118
Building Services	516	546,832	510,230	641,333
<b>Total Expenditures</b>	<b>\$1,180,619</b>	<b>\$1,696,239</b>	<b>\$1,519,500</b>	<b>\$1,669,456</b>
Transfer In	75,000	125,000	125,000	125,000
General Fund (101)	—	50,000	50,000	50,000
Utilities Fund (502)	50,000	50,000	50,000	50,000
Solid Waste Fund (560)	25,000	25,000	25,000	25,000
(Transfer Out)	—	—	—	—
State/Federal Grant Fund (285)	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$503,692</b>	<b>\$188,549</b>	<b>\$273,292</b>	<b>\$6,682</b>

# Building and Development Services

## Service Point Focus

The Building Services Division was created to streamline and enhance the ever-growing development needs of a rapidly expanding and dynamic community. This department is comprised of the Chief Building Official, certified, multi-discipline inspectors, and Permit Technicians dedicated to ensuring the proper enforcement of building and safety codes and the efficient processing and scheduling of building permits and inspections. Building Services is responsible for:

- Review of construction and development plans;
- Issuing permits for new and remodeling of residential construction;
- Issuing permits for new and remodeling of commercial construction; and
- Inspection services of permitted residential and commercial construction.

The Development Services Department includes licensed professional civil engineers and document review specialists dedicated to ensuring the proper enforcement of close adherence to municipal codes, and the efficient processing of development documents. Development Services is responsible for:

- Enforcement of municipal codes for all construction and development;
- Review of construction and development plans, plats, and zoning site plans;
- Issuing water and sewer tap permits;
- Floodplain Management; and,
- Provide support to Development Review Committee to ensure quality control.

## Accomplishments for 2014-2015

- Increased budget in several areas to meet the increased development activity experienced and anticipated for next year.

- Continued posting permits issued report on-line monthly (Total Permit Issued, Monthly Permit Issued and Final CO's for commercial projects);
- Continued to encourage the use of the credit card payment system for payment of permits on-line resulting in a dramatic increase in use; and
- Maintained turnaround time for permitting and review services despite reduced staffing due to budget constraints.
- Continued Lunch & Learn meetings in cooperation with TABA attracting about 13 attendees per meeting; and
- Posted new updated FEMA flood maps in our city website for public view.

## Major Budget Items 2015-2016

- Added one building inspector full time position, vehicle, and related equipment; and
- Replacement of HTE/Naviline software with TRAKiT Land Management software.

## Goals for 2015-2016

- Work on implementing new Digital Management board to post budget and business plan items for public view;
- Work with TABA Code Review Committee to consider adopting other 2009 International Codes or 2012 International Codes and amendments;
- Continue providing opportunities for inspectors and technicians to meet or exceed requirements for certifications;
- Encourage all contractors to use the IVR system to schedule and view result of inspections;
- Continue quarterly lunch & learn meetings with Tyler Area Builders Association;
- Implement TRAKiT Land Management Software; and
- Implement Development Process Review System Study action items.

## DEVELOPMENT SERVICES

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	677,668	299,836	294,864	241,746
Supplies and Services	69,892	43,250	52,990	57,730
Sundry	57,303	19,208	19,208	16,222
Utilities	473	100	441	420
Maintenance	23,166	—	—	—
<b>Total Appropriations</b>	<b>\$828,502</b>	<b>\$362,394</b>	<b>\$367,503</b>	<b>\$316,118</b>

## BUILDING SERVICES

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	—	446,793	398,553	528,747
Supplies and Services	516	29,479	37,917	26,756
Sundry	—	43,146	46,346	56,657
Utilities	—	100	100	100
Maintenance	—	27,314	27,314	29,073
<b>Total Appropriations</b>	<b>\$516</b>	<b>\$546,832</b>	<b>\$510,230</b>	<b>\$641,333</b>

### SERVICE POINT EMPLOYEES – DEVELOPMENT SERVICES

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Chief Building Official	1	1	1	1	1	1	1
Chief Electrical Inspector	1	1	1	1	1	1	1
5, 10) Chief Plumbing/Mechanical Inspector	1	1	—	—	—	—	—
1,7, 8, 13, 14, 15, 16) Building Inspector	2	2	1	—	1	3	4
15) Combination Inspector II	1	1	1	1	1	—	—
Development Services Engineer	1	1	1	1	1	1	1
Development Services Specialist	1	1	1	1	1	1	1
2, 9) Permit Clerk	—	1	—	—	—	—	—
12) Permit Technician	1	1	1	1	2	2	3
Plans Examiner	1	1	1	1	1	1	1
3) Project Engineer	1	1	1	1	1	1	1
12) Senior Permit Technician	1	1	1	1	—	—	—
Senior Utilities Specialist	—	—	—	—	—	—	—
6) Senior Utilities Specialist II	1	—	—	—	—	—	—
4) Utilities Construction Inspector	—	—	—	—	—	—	—
<b>Total Regular Full-time</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>13</b>

REGULAR PART-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Permit Clerk	—	—	—	—	—	—	—
<b>Total Regular Part-time</b>	—	—	—	—	—	—	—
<b>Total Department</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>13</b>

- 1) One position frozen for FY 2009-2010, FY 2010-2011 and FY 2011-2012
- 2) Position transferred to Water Distribution during FY 2009-2010 transferred back same year position frozen for FY 2010-2011
- 3) One position frozen for FY 2009-2010 CORRECTION: One Project Engineer never frozen, researched, one position ever authorized not two. Budget book never reflected two positions.
- 4) Four positions transferred to Storm Water FY 2009-2010
- 5) One position frozen for FY 2010-2011
- 6) Senior Utilities Specialist position transferred to Water Business Office during FY 2009-2010
- 7) One Building Inspector position upgrade to Combination Inspector II during FY 2008-2009
- 8) 1 of 2 Building Inspectors eliminated FY 2011-2012
- 9) Permit Clerk eliminated FY 2011-2012
- 10) Chief Plumbing Inspector/Mechanical Inspector eliminated FY 2011-2012
- 11) 1 Building Inspector frozen FY 2011-2012 and 2012-2013
- 12) Senior Permit Technician downgraded to Permit Technician FY 13-14
- 13) One Building Inspector reclassified to ACM in CMO FY 12-13
- 14) One Building Inspector added from reclassification of Code Enforcement Officer (NBS) FY 13-14
- 15) One Combination Inspector II downgraded to Building Inspector FY 13-14
- 16) One Building Inspector added FY 14-15. One Building Inspector added FY 15-16

PERFORMANCE BENCHMARKS	ACTUAL 2013-14	BUDGET 2014-15	PERIOD ENDING JUNE 2015	PROJECTED 2015-16
Number of plat reviews	133	140	98	140
Number of new subdivision reviews	63	75	66	75
Number of residential building plan reviews	214	240	253	260
Residential plans reviews average turn around in time in days	4.0	5	4.5	5
Number of commercial building plan reviews	67	80	30	55
Commercial plans reviews average turn around in time in days	6.9	10	8.6	10
Number of daily inspections performed per inspector	27.0	19	29.5	20
Number of inspections performed per year	21,026	21,000	17,281	22,500
Testing fees revenues	70,689	30,000	65,328	60,000
Testing fees expenditures	41,738	35,000	38,857	50,000
Number of grading permits reviews	60	90	53	55
<b>Number of final inspections completed</b>	<b>632</b>	<b>700</b>	<b>458</b>	<b>620</b>

# Planning

## Service Point Focus

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

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

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

## Accomplishments for 2014-2015

- Adoption of Tyler 1st update;
- Implementation of the billboard registration program;
- Submitted for the APA National Award;
- Created first Commercial Corridor Overlay - Brick Street Village;
- Created Sign Infographic and Fence Brochure;
- Participation in the Zoning Check Beta testing;
- Certified two greenbelts;
- Completed two Lean Six Sigma projects;
- Certified Floodplain Manager Certification; and
- Assess the code's effectiveness biannually.

## Major Budget Items

## Goals for 2015-2016

- Develop and implement the One Stop Shop Plan for Planning/Development Services;
- Ten new voluntary Local Landmark designations;
- Develop a Village Concept Plan;
- Complete two Lean Six Sigma Projects;
- Landscape Infographic;
- Additional certifications for the Department (AICP & P.E.);
- Host Regional Historic Preservation Training;
- Create Digital Half Mile of History Tour;
- Conduct a Historic Resource Survey for the Pollard Area.
- Assess the code's effectiveness biannually; and
- Strategic annexation.

## PLANNING

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	265,801	458,108	375,507	434,186
Supplies and Services	46,606	36,273	38,840	35,973
Sundry	38,922	103,411	38,144	75,593
Utilities	272	750	805	750
Maintenance	—	—	—	—
Capital Outlay	—	188,471	188,471	165,503
<b>Total Appropriations</b>	<b>\$351,601</b>	<b>\$787,013</b>	<b>\$641,767</b>	<b>\$712,005</b>

**SERVICE POINT EMPLOYEES – PLANNING**

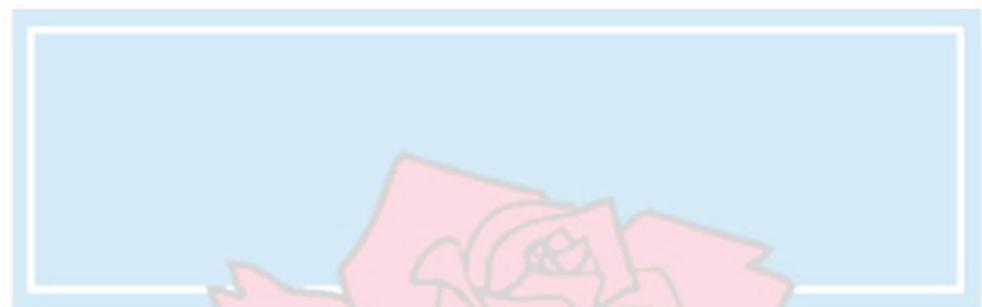
<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
1) & 11) Director of Planning	0.70	0.70	0.70	—	—	—	—
2) GIS Planner/Developer	—	—	—	—	—	—	—
15) City Planner	—	—	—	—	—	—	—
4, 18) Planner	1	1	1	1	1	2	2
5, 6, 13) Planning Technician	1	1	1	1	1	—	—
Plat Examiner/Coordinator	—	—	—	—	—	—	—
7, 8, 16) Principal Planner	—	—	—	—	—	1	1
8 & 12) Senior Secretary	—	—	1	—	—	—	—
3, 4, 7, 9, 16 & 17) Senior Planner	1.85	0.85	0.85	1	1	1	1
12) Historic Preservation Officer-	—	—	—	1	1	1	1
13) Administrative Assistant	—	—	—	—	—	1	1
14) Planning Intern	—	—	—	—	—	1	1
15) Planning Director/MPO Executive Director	—	—	—	—	—	1	1
<b>Total Regular Full-Time</b>	<b>4.55</b>	<b>3.55</b>	<b>4.55</b>	<b>4.00</b>	<b>4.00</b>	<b>8.00</b>	<b>8.00</b>

<i>REGULAR PART-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
6) Planning Technician	—	2	—	—	—	—	—
Total Regular Part-time	—	2	0	0	0	0	0

<b>Grand Total Department</b>	<b>4.55</b>	<b>5.55</b>	<b>4.55</b>	<b>4.00</b>	<b>4.00</b>	<b>8.00</b>	<b>8.00</b>
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|--|--|
| <ul style="list-style-type: none"> <li>1) Director of Planning position with 30% paid by MPO</li> <li>2) GIS/Planner/Developer position transferred to MPO during FY 2007-2008</li> <li>3) Two Senior Planner positions, one with 15% paid by MPO</li> <li>4) One position frozen for FY 2009-2010 and FY 2010-2011- Note was incorrectly input on Senior Planner, should be for Planner</li> <li>5) Converted one full-time Planning Technician position into 2 part-time positions 2010-2011</li> <li>6) Converted two part-time Planning Technicians to one full-time position FY 2010-2011</li> <li>7) During FY 2010-2011 One Senior Planner moved to Principal Planner</li> <li>8) Principal Planner downgraded to Senior Secretary FY 2011-2012</li> <li>9) Senior Planner Frozen FY 2011-2012</li> </ul> | <ul style="list-style-type: none"> <li>10) Planner unfrozen FY 2011-2012</li> <li>11) Director of Planning reclassified to City Planner in FY 2011-2012</li> <li>12) Senior Secretary reclassified to Historic Preservation Officer in FY 12-13</li> <li>13) Planning Technician reclassified to Administrative Assistant during FY 13-14</li> <li>14) One Planning Intern added during FY 13-14</li> <li>15) City Planner reclassified to Planning Director/MPO Executive Director during FY 13-14</li> <li>16) One Senior Planner reclassified to Principal Planner during FY 13-14</li> <li>17) One Planner reclassified to Senior Planner during FY 13-14</li> <li>18) One Planner added FY 14-15</li> </ul> |
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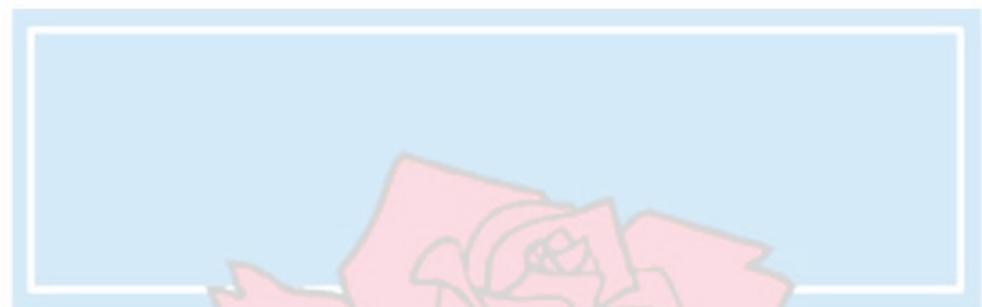
<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2013-14</i>	<i>BUDGET 2014-15</i>	<i>PERIOD ENDING JUNE 2015</i>	<i>PROJECTED 2015-16</i>
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Number of commercial building plan reviews	67	80	30	55
Commercial plans reviews average turn around in time in days	6.9	10	8.6	10
Number of daily inspections performed per inspector	27.0	19	29.5	20
Number of inspections performed per year	21,026	21,000	17,281	22,500
Testing fees revenues	70,689	30,000	65,328	60,000
Testing fees expenditures	41,738	35,000	33,857	50,000
Number of grading permits reviews	60	90	53	55
Number of final inspections completed	632	700	458	620



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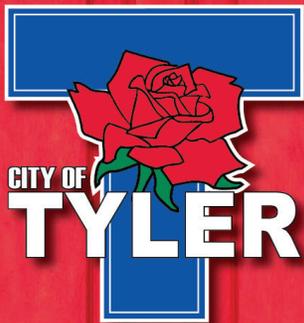
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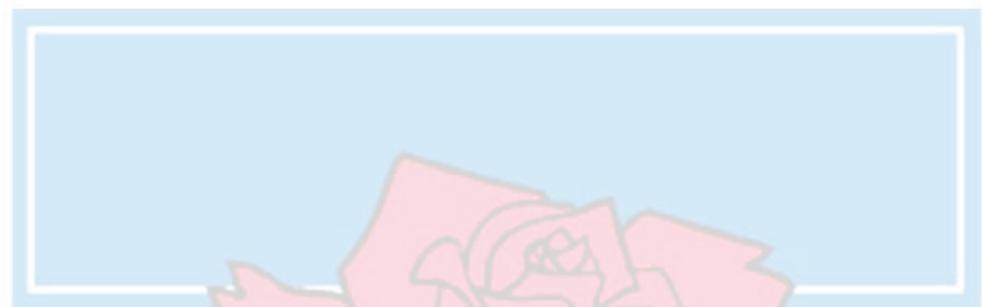
**City of Tyler  
Annual  
Budget**

**FY 2015 - 2016**

**Water Utilities**



**... to a  
Brighter  
Future**



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**TYLER**

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**UTILITIES FUND (502)**  
**REVENUES, EXPENDITURES CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2015-2016**

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Unreserved Fund Balance	2,719,224	2,031,605	1,741,445	1,072,020
Storm Water Reserve	905,857	434,984	580,838	566,021
Operating Reserve	3,343,708	3,358,504	3,202,139	3,381,567
<b>Beginning Fund Balance / Working Capital</b>	<b>\$6,968,789</b>	<b>\$5,825,093</b>	<b>\$5,524,422</b>	<b>\$5,019,608</b>
<b>REVENUES</b>				
Use of Money and Property	64,842	64,123	66,441	72,903
Charges for Current Services	32,046,705	34,986,881	32,739,930	35,422,812
Storm Water Revenue	1,511,079	1,680,107	1,553,680	1,622,537
Miscellaneous Income	207,327	134,000	127,276	25,100
<b>Total Revenues</b>	<b>\$33,829,953</b>	<b>\$36,865,111</b>	<b>\$34,487,327</b>	<b>\$37,143,352</b>
<b>EXPENDITURES</b>				
741 Administration	5,142,239	5,775,310	5,207,719	3,876,087
742 Water Office	1,528,425	1,658,101	1,647,165	1,863,180
743 Water Distribution	1,901,013	2,235,656	2,231,485	2,573,892
744 Water Plant	4,969,883	5,155,009	4,793,930	5,346,454
745 Waste Collection	1,793,438	1,912,490	1,910,739	2,065,446
746 Waste Treatment	4,065,924	4,372,583	4,175,717	3,913,762
747 Lake Tyler	888,533	1,391,891	1,348,770	1,532,378
748 Storm Water Management	1,836,098	1,724,698	1,568,497	1,327,161
749 GIS	474,168	590,073	594,274	829,307
1741 Purchasing	158,498	164,665	158,282	163,952
1746 Sludge Disposal	425,470	476,876	475,700	963,699
<b>Total Expenditures</b>	<b>\$23,183,689</b>	<b>\$25,457,352</b>	<b>\$24,112,278</b>	<b>\$24,455,318</b>
Transfer In	5,700	5,400	5,620	6,500
(Transfer Out)	(12,096,331)	(13,246,887)	(10,885,483)	(10,896,892)
Dev. Services Fund (202)	(50,000)	(50,000)	(50,000)	(50,000)
Utilities Capital Fund (503)	(6,000,000)	(7,980,000)	(5,990,000)	(4,500,000)
Productivity Fund (639)	(350,000)	(400,000)	(400,000)	(400,000)
Property and Facility Fund (663)	(66,711)	(66,711)	(66,711)	(66,711)
Debt Service Fund (504)	(5,344,340)	(4,456,852)	(4,085,448)	(5,550,000)
Technology Admin (671)	(285,280)	(293,324)	(293,324)	(330,181)
Unreserved Fund Balance	1,741,445	41,074	1,066,406	2,480,129
Storm Water Reserve	580,838	390,393	566,021	861,397
Operating Reserve	3,196,439	3,554,398	3,381,567	3,469,224
<b>Ending Fund Balance / Working Capital</b>	<b>\$5,524,422</b>	<b>\$3,991,365</b>	<b>\$5,019,608</b>	<b>\$6,817,250</b>

## UTILITIES FUND (502)

### REVENUE DETAIL

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>USE OF MONEY AND PROPERTY</b>				
Lake Tyler Lot Rental	\$56,284	\$55,823	\$57,271	\$58,903
Lake Tyler Marina	5,331	—	1,800	7,200
Barge Concession	756	800	777	800
Interest Earnings	2,321	6,000	5,293	6,000
Lake Lot Inspections	150	1,500	1,300	—
<b>Total Use of Money and Property</b>	<b>64,842</b>	<b>64,123</b>	<b>66,441</b>	<b>72,903</b>
<b>CHARGES FOR CURRENT SERVICES</b>				
Meter Activation	325,099	235,000	274,881	290,000
Water Service	41,559	39,000	42,773	45,000
Sewer Service	13,837	15,000	29,216	25,000
Sewer Activation	8,427	8,000	8,963	9,000
EMS Billing Fees	7,953	7,953	7,953	7,953
Water System Fee	89,981	95,000	89,684	90,887
Meter Set & Test Fees	16,650	20,000	25,100	25,000
Plug Fee	1,000	1,000	900	1,000
After Hrs./Addt Trip Fees	16,425	12,500	19,875	20,000
Water Quality Fee	100,524	128,393	110,975	124,800
Storm Water Management Fees	1,511,079	1,680,107	1,553,680	1,622,537
Water Sales	18,615,554	20,416,923	18,036,011	20,196,112
Water Miscellaneous	136,788	115,600	109,157	21,000
Old Accounts	48	—	131	—
Reconnect Fees	317,330	305,000	301,725	185,000
Delinquent Notice Fee	—	—	—	377,432
Sewer Charges	11,621,334	11,989,012	11,982,970	12,254,628
Labor & Equipment	232,000	165,000	154,725	155,000
Water Connect Fees	267,985	240,000	266,301	266,000
Septic Tank Dumping Fees	210,668	165,000	256,024	210,000
Marina Fuel Sales	23,541	—	—	—
Wholesale Water Sales	—	1,028,500	1,000,694	1,010,000
Fire Line Charges	—	—	21,872	109,000
<b>Total Charges for Current Services</b>	<b>\$33,557,782</b>	<b>\$36,666,988</b>	<b>\$34,293,610</b>	<b>\$37,045,349</b>
<b>MISCELLANEOUS</b>				
Miscellaneous	22,375	12,000	13,142	12,000
Lake Tyler East	1,015	—	1,155	1,100
Returned Check Fees	18,165	22,000	12,965	12,000
Timber Sales	165,770	100,000	100,014	—
<b>Total Miscellaneous</b>	<b>\$207,327</b>	<b>\$134,000</b>	<b>\$127,276</b>	<b>\$25,100</b>
<b>Total Revenues</b>	<b>\$33,829,951</b>	<b>\$36,865,111</b>	<b>\$34,487,327</b>	<b>\$37,143,352</b>

**UTILITIES CONSTRUCTION FUND (503)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2014-2015**

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>Beginning Fund Balance / Working Capital</b>	<b>\$8,697,763</b>	<b>\$9,723,585</b>	<b>\$9,723,585</b>	<b>\$4,586,308</b>
<b>REVENUES</b>				
Interest Earnings	43,897	25,000	25,000	25,000
<b>TOTAL REVENUES</b>	<b>\$43,897</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>EXPENDITURES</b>				
Special Services	614,070	718,000	742,437	—
Water System Improvements	473,521	1,248,911	836,884	1,305,630
Water Treatment Plant	740,084	2,506,097	539,366	1,065,000
Waste System Improvements	580,581	2,981,374	802,895	970,000
Waste Treatment Plant	917,404	3,473,583	3,350,500	2,730,221
Lake Tyler Improvements	1,692,414	6,464,137	4,880,195	852,245
NEZ Infrastructure Incentive	—	100,000	—	—
Timber Improvements	—	77,500	—	77,500
<b>TOTAL EXPENDITURES</b>	<b>\$5,018,074</b>	<b>\$17,569,602</b>	<b>\$11,152,277</b>	<b>\$7,000,596</b>
Transfer In	6,000,000	7,980,000	5,990,000	4,500,000
Utilities Fund (502)	6,000,000	7,980,000	5,990,000	4,500,000
(Transfer Out)	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$9,723,585</b>	<b>\$158,983</b>	<b>\$4,586,308</b>	<b>\$2,110,712</b>

## Water Utilities

### Service Point Focus

Tyler Water Utilities consists of the Administration, Purchasing, Business Office, Water Distribution, Water Treatment, Wastewater Collection, Wastewater Treatment, Lake Tyler and Geodetic Performance Analytics [GPA (formerly GIS)] divisions. All staff members are dedicated to providing citizens with the highest quality of life possible while maintaining strict environmental and safety protocols.

Water Administration staff provides executive and administrative management to nine departments. They provide personnel administration and development,

records management, project management and contract administration for all major water and sewer infrastructure needs including maintenance, new construction and/or replacement activities, as well as planning for the most efficient funding. Administration allows management to bring all water and sewer functions into a cohesive operation to serve customers, as well as provides liaison with other departments and with Federal, State and local organizations regarding water and sewer matters.

City of Tyler Purchasing staff members are responsible for oversight of the competitive bid processes, maintaining bidder lists, bid notices, purchase orders and ensuring the purchasing process complies with generally

accepted purchasing policy standards and practices, not only for Tyler Water Utilities, but for the City of Tyler as a whole. These procedures help to provide for the best use of public fund expenditures.

The Water Business Office provides services to two distinct customer bases; Internal Customers and External Customers. Internally, the Water Business Office provides meter reading, billing and payment collection services to Tyler Water Utilities and Tyler Solid Waste for approximately 35,000 water customers and 30,500 solid waste customers. This consists of over 420,000 meter readings annually and processing nearly \$3.5 million in monthly receipts. Externally, the Water business office services the citizens of Tyler by providing new service connections, service transfers, disconnections and responses to billing inquires and payment options. This requires responding to over 6,000 phone calls monthly and connecting or disconnecting over 14,500 service points annually. The office staff also provides assistance to other departments with emergency situations as necessary.

Water Distribution safely and efficiently distributes potable drinking water to over 110,000 permanent residents through 721 miles of distribution mains in the City. In addition to transporting water, Distribution Staff is responsible for the maintenance of fire hydrants, meters, valves, pressure regulators, air valves and other components.

Water Treatment currently treats an average of 27.77 million gallons of water per day for use by commercial, residential and wholesale customers. This division includes operation and maintenance of two water treatment plants, laboratory operations, well operations and maintenance, elevated storage tank monitoring and maintenance and booster pump station operation and maintenance.

The function of Wastewater Collection is to safely and efficiently collect and transport wastewater from residences, businesses and industries, from the point of use to the point of treatment utilizing over 653 miles of collection lines. Wastewater staff members are responsible for making repairs to the system pipelines and appurtenances, performing preventative maintenance cleaning, and adjusting manholes, clean outs and other components. Staff is also engaged in reducing the amount of inflow and infiltration admitted to the system to reduce treatment costs and increase plant efficiency. Safety standards are strictly enforced for trench and confined space entry to the sewers and works to protect public health by reducing sewer spills.

Wastewater Treatment currently treats an average of 14 million gallons of wastewater per day, through the operation of two waste treatment plants: a trickling filter/

solids contact aeration plant and an activated sludge plant. In addition to the treatment plants, staff members also have responsibility for sludge treatment and disposal, 18 sewer lift stations, two laboratories used for analysis and control, liquid waste disposal, industrial pretreatment and a water pollution control and abatement program.

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

GPA provides mapping and analysis on 243 different layers for virtually every department in the city. Mapping and information services of these products are provided to the public through GIS mapping web sites. GPA performs analysis on data to aid in the decision making process of other departments. GPA participates in the local GIS consortium providing mapping products in a much lower cost environment than consortium partners could achieve on their own while maximizing leverage of data and information from multiple governmental entities. The department is also responsible for performs addressing services city-wide.

### **Accomplishments for 2014-2015**

- Complete West Loop Utility Relocation for Widening Loop 323 at Hwy 31 West;
- Complete Sanitary Sewer Rehabilitation at Super 1;
- SCADA Installation at Lake Palestine Water Plant;
- Baxter Street Sewer Line Replacement;
- Eastside and Hillcreek Parks Erosion Control;
- Initiated Construction on the Lake Tyler Dam Improvements;
- Paint Troup Highway Storage Tank

### **Major Budget Items for 2015-2016**

- Complete Lake Tyler Dam Improvements Construction;
- Grande Lift Station Construction;
- Westside Sludge Plant Construction;
- Golden Road Backwash Supply;

- Barbara Street Booster Pump Station;
- Douglas Street Sewer Replacement – Construction;
- Fleishel / Locust Sewer Replacement – Construction;
- Well 10, 12 and 14 Rehabilitation;
- Hotel Convention Center Dam;
- Hwy 31 West Sewer Extension;
- GPS Surveying System Acquisition

## WATER ADMINISTRATION

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	1,082,542	1,037,429	1,157,163	1,206,940
Supplies and Services	589,410	802,075	799,235	953,200
Sundry	3,424,232	3,882,985	3,200,201	1,657,992
Utilities	12,908	14,060	12,535	14,580
Maintenance	33,147	38,761	38,585	43,375
<b>Total Appropriations</b>	<b>\$5,142,239</b>	<b>\$5,775,310</b>	<b>\$5,207,719</b>	<b>\$3,876,087</b>

### SERVICE POINT EMPLOYEES – WATER ADMINISTRATION

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Director of Utilities and Public Works	—	1	1	1	1	1	1
3) Water Utility Operations Manager	1	—	—	—	—	—	—
1) Accountant I	1	1	1	1	1	1	1
Engineering Technician	—	—	—	—	—	—	—
4) GIS Analyst	—	—	—	—	—	—	—
2) & 5) GIS Developer/Database Administrator	1	1	—	—	—	—	—
GIS Technician	—	—	—	—	—	—	—
6) GIS Technician II	1	1	—	—	—	—	—
Senior Utilities Specialist	1	1	1	1	1	1	1
Utilities Engineer	1	1	1	1	1	1	1
7 & 8) Utilities Construction Inspector	4	4	4	3	3	3	3
8) Environmental Compliance Engineer	—	—	—	1	1	1	1
<b>Total Department</b>	<b>10</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

- 1) This position is being filled as an Accounting Technician but is budgeted as an Accountant I
- 2) This position is being filled as an Advanced IT Specialist II but is budgeted as a GIS Developer/Database Administrator
- 3) Title changed to Director of Utilities and Public Works FY 2010-2011
- 4) GIS Analyst upgraded to Senior GIS Analyst FY 2007-2008 and moved to MPO and Solid Waste Admini
- 5) GIS Developer moved to WUF - GIS FY 2011-2012
- 6) GIS Technician II moved to WUF - GIS FY 2011-2012
- 7) Four Utilities Construction Inspectors transferred from Stormwater in FY 09-10
- 8) One Utilities Construction Inspector reclassified to Environmental Compliance Engineer FY 12-13

## WATER BUSINESS OFFICE

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	884,142	922,754	933,550	949,717
Supplies and Services	288,031	306,838	300,704	483,542
Sundry	314,701	376,584	369,649	394,601
Utilities	448	275	275	500
Maintenance	41,103	51,650	42,987	34,820
<b>Total Appropriations</b>	<b>\$1,528,425</b>	<b>\$1,658,101</b>	<b>\$1,647,165</b>	<b>\$1,863,180</b>

**SERVICE POINT EMPLOYEES – WATER BUSINESS OFFICE**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
3) Water Utilities Financial Manager	—	1	1	1	1	1	1
5) Water Utility Business Office Supervisor	—	1	1	1	1	1	1
5) Water Utility Business Office Manager	1	—	—	—	—	—	—
3) Water Treatment Superintendent	—	—	—	—	—	—	—
9) Account Specialist	2	2	2	2	2	—	—
8) Billing Specialist	1	1	1	1	2	1	1
1) City Trainer	—	—	—	—	—	—	—
4) Senior Customer Service Representative	—	1	1	1	1	—	—
4) Customer Service Supervisor	1	—	—	—	—	—	—
7) Customer Service Representative	4	4	4	4	4	4	4
2) Senior Utilities Specialist	1	2	2	2	1	1	1
Training Coordinator*	1	1	1	1	1	1	1
Utility Account Servicer	4	4	4	4	4	4	4
7) WBO Team Lead	—	—	—	—	—	2	2
9) Customer Service Specialist	—	—	—	—	—	2	2
<b>Total Department</b>	<b>15</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>

- 1) Correction of job title to Training Coordinator
- 2) Position transferred from Development Services during FY 2009-2010
- 3) Water Treatment Superintendent transferred to Water Business Office from Water plant and converted to Water Utilities Financial Manager FY 2010-2011
- 4) Title change from Customer Service Supervisor to Senior Customer Services Representative 2010-2011
- 5) Title change from Water Utility Bus Off. Manager to Water Utility Business Office Supervisor FY 2010-2011

- 6) Water Utilities Financial Manager moved from Water Plant (744) to Water Office (742) FY 2012-2013
- 7) One Customer Service Representative reclassified to WBO Team Lead during FY 13-14
- 8) One Billing Specialist reclassified to Customer Service Representative during FY 13-14
- 9) Account Specialists retitled to Customer Service Specialists during FY 13-14
- 10) Senior CSR reclassified to WBO Team Lead during FY 13-14
- \* Position serves as Full-Time Lean Sigma Black Belt

**WATER DISTRIBUTION**

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	1,041,952	1,342,735	1,357,477	1,604,675
Supplies and Services	201,725	175,673	168,340	110,757
Sundry	68,747	110,595	110,595	136,245
Utilities	13,300	13,630	13,516	13,780
Maintenance	459,517	544,523	536,967	659,060
Capital Outlay	115,772	48,500	44,590	49,375
<b>Total Appropriations</b>	<b>\$1,901,013</b>	<b>\$2,235,656</b>	<b>\$2,231,485</b>	<b>\$2,573,892</b>

**SERVICE POINT EMPLOYEES – WATER DISTRIBUTION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
1) Utilities Operations Manager	1	1	1	1	1	1	1
1) Water System Construction Supervisor	—	—	—	—	—	—	—
Crew Leader	2	2	2	2	2	2	2
6) Equipment Operator II	2	2	1	1	1	1	1
2) & 3) GIS Addressing Technician	—	—	—	—	—	—	—
10) Inventory Technician	1	1	1	1	1	—	—
2) & 5) & 7) Laborer	5	5	5	5	5	5	5
5) Meter Repairer	3	2	2	2	2	2	3

4) Permit Clerk	1	1	—	—	—	—	—
8, 11) Purchasing Agent	1	1	1	1	1	—	—
Purchasing Technician	—	—	—	—	—	—	—
5) & 7) Semi-Skilled Laborer	2	2	3	3	3	3	5
Senior Clerk	1	1	1	1	1	1	1
Senior Maintenance Repairer	—	—	—	—	—	—	—
9) Senior Secretary	1	1	1	1	1	1	1
Senior Utilities Maintenance Repairer	1	1	1	1	1	1	1
6) Truck Driver	2	2	3	3	3	3	4
Utility Locator	1	1	1	1	1	1	1
Utilities Maintenance Repairer/W	1	1	1	1	1	1	1
<b>Total Department</b>	<b>25</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>22</b>	<b>26</b>

- 1) Water System Construction Supervisor upgraded to Utilities Operations Manager during FY 2007-2008  
2) One Laborer position upgraded to GIS Addressing Technician during FY 2007-2008 and downgraded back to Laborer for FY 2008-2009  
3) GIS Addressing Technician transferred to Solid Waste Administration for FY 2008-2009  
4) Permit Clerk transferred from Development Services during FY 2009-2010 and transferred back during same year  
5) One Meter Repairer downgraded to Semi-Skilled Laborer during FY 2010-2011  
6) One Equipment Operator II reclassified to Truck Driver FY 2010-2011  
7) Two Laborers upgraded to Semi-Skilled Laborers during FY 2007-2008 Error located during FY 2010-2011 will not reflect in prior budget books  
8) One Purchasing Agent temporarily reassigned to full-time Lean Sigma Black Belt  
9) One Senior Secretary temporarily reassigned to full-time Purchasing Agent  
10) Inventory Technician reclassified to Purchasing Manager and moved to new Purchasing department during FY 13-14  
11) Purchasing Agent moved to Purchasing during FY 13-14  
\* Position serves as full-time Lean Sigma black belt

## WATER PLANT

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	1,185,173	1,237,163	1,211,561	1,325,324
Supplies and Services	1,254,494	1,284,520	1,231,157	1,318,444
Sundry	66,442	71,961	71,961	71,686
Utilities	2,002,138	2,119,334	1,850,495	2,119,465
Maintenance	216,557	442,031	428,756	506,035
Capital Outlay	245,079	—	—	—
<b>Total Appropriations</b>	<b>\$4,969,883</b>	<b>\$5,155,009</b>	<b>\$4,793,930</b>	<b>\$5,346,454</b>

### SERVICE POINT EMPLOYEES – WATER PLANT

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1) Water Treatment Superintendent	1	—	—	1	1	1	1
Chief Treatment Plant Operator	2	2	2	2	2	2	2
Instrument Technician	1	1	1	1	1	1	1
Laborer	3	3	3	3	3	3	5
Plant Mechanic I/W	1	1	1	1	1	1	1
Plant Mechanic II/W	1	1	1	1	1	1	1
Plant Operator I/W	1	1	1	1	1	1	1
2) Plant Operator II/W	10	10	9	9	9	9	9
2) Plant Operator III/W	2	2	3	3	3	3	3
Utilities Lab Analyst	1	1	1	1	1	1	1
<b>Total Department</b>	<b>23</b>	<b>22</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>25</b>

- 1) Water Treatment Superintendent transferred to Water Business Office and Converted to Water Utilities Financial Manager FY 2010-2011  
2) 1 Plant Operator II W upgraded to Plant Operator III W FY 2010-2011  
3) Water Quality Chemist reclassified to Water Systems Superintendent in Water Plant (744) in FY 2011-2012  
4) Two laborers positions added FY 15-16

## WASTEWATER COLLECTION

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	876,185	1,054,046	1,008,520	1,153,102
Supplies and Services	275,877	193,510	262,132	178,463
Sundry	850	1,150	1,150	1,300
Utilities	125	465	282	465
Maintenance	640,401	663,319	638,655	732,116
<b>Total Appropriations</b>	<b>\$1,793,438</b>	<b>\$1,912,490</b>	<b>\$1,910,739</b>	<b>\$2,065,446</b>

### SERVICE POINT EMPLOYEES

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Water System Maintenance Supervisor	1	1	1	1	1	1	1
3) Crew Leader	1	1	1	1	2	2	2
1, 2, 3) Laborer	9	6	6	6	7	7	7
2, 3) Semi-Skilled Laborer	—	2	2	2	3	3	4
1, 3) Truck Driver	—	1	1	1	2	2	2
Utilities Maintenance Repairer/W	6	6	6	6	6	6	7
<b>Total Department</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>21</b>	<b>21</b>	<b>23</b>

1) 1 Laborer upgraded to Truck Driver FY 2010-2011

2) 2 Laborers upgraded to Semi-skilled Laborers FY 2010-2011

3) Four Frozen Laborers moved from Parks FY 13-14 as 1 crew leader, 1 truck driver, 1 semi-skilled and 1 laborer

2) and 3) One semi-skilled laborer added FY 15-16

4) One Utility Maintenance Repairer position added FY 15-16

## WASTEWATER TREATMENT

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	1,464,472	1,357,389	1,327,284	1,415,684
Supplies and Services	1,621,559	1,693,889	1,705,257	1,195,968
Sundry	32,526	39,255	39,255	39,032
Utilities	773,045	954,008	780,591	888,256
Maintenance	174,322	328,042	323,330	359,822
Capital Outlay	—	—	—	15,000
<b>Total Appropriations</b>	<b>\$4,065,924</b>	<b>\$4,372,583</b>	<b>\$4,175,717</b>	<b>\$3,913,762</b>

### SERVICE POINT EMPLOYEES – WASTEWATER TREATMENT

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Wastewater Treatment Superintendent	1	1	1	1	1	1	1
Chief Treatment Plant Operator	2	2	2	2	2	2	2
Industrial Pretreatment Inspector	1	1	1	1	1	1	1
Industrial Pretreatment Technician	1	1	1	1	1	1	1
6) Laborer	2	2	2	2	2	2	4
6) Plant Mechanic I/WW	1	1	1	1	2	2	2
Plant Mechanic II/WW	1	1	1	1	1	1	1
1, 5, 7) Plant Operator II	12	12	12	3	3	3	3

Plant Operator III	2	2	2	2	2	2	2
Utilities Lab Analyst	2	2	2	2	2	2	2
2) Water Quality Chemist	1	1	1	—	—	—	—
3, 8) Biosolids Truck Driver	—	—	—	1	1	—	—
4, 9) Biosolids Plant Operator I	—	—	—	1	1	—	—
5) Westside Plant Operator II	—	—	—	1	6	6	6
7) Plant Operator II SSWTP					3	3	3
<b>Total Department</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>19</b>	<b>28</b>	<b>26</b>	<b>28</b>

- |  |   |
|--|---|
| <p>1) For recruitment purposes Plant Operator II positions are posted as I or II in order to widen the range of qualified candidates. However all positions are budgeted at the Plant Operator II rate</p> <p>2) Water Quality Chemist reclassified to Water Systems Superintendent in Water Plant (744) in FY 2011-2012</p> <p>3) Biosolids Truck Driver added FY 12-13</p> <p>4) Biosolids Plant Operator I added FY 12-13</p> | <p>5) Six Plant Operator II's reclassified to Westside Plant Operator II's FY 12-13</p> <p>6) Plant Mechanic I/WW added from Project Planner (NBS) FY 13-14</p> <p>7) Three Plant Operator II's reclassified to Plant Operator II SSWTP during FY 13-14</p> <p>8) Biosolids Truck Driver moved to new Biosolids account during FY 13-14</p> <p>9) Biosolids Plant Operator I moved to new Biosolids account during FY 13-14</p> |
|--|---|

## LAKE TYLER

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	379,886	621,483	455,186	544,318
Supplies and Services	151,184	503,827	528,922	585,411
Sundry	19,251	21,508	21,508	21,515
Utilities	12,933	15,622	15,424	15,622
Maintenance	325,279	229,451	327,730	365,512
<b>Total Appropriations</b>	<b>\$888,533</b>	<b>\$1,391,891</b>	<b>\$1,348,770</b>	<b>\$1,532,378</b>

### SERVICE POINT EMPLOYEES – LAKE TYLER

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Manager/Water Production and Quality	1	1	1	1	1	1	1
Equipment Operator I	2	2	2	2	2	2	2
Foreman I	1	1	1	1	1	1	1
Laborer	2	2	2	2	2	2	3
Lake Supervisor I	1	1	1	1	1	1	1
Lake Supervisor II	1	1	1	1	1	1	1
Senior Utilities Specialist	1	1	1	1	1	1	1
<b>Total Department</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>

- 1) One laborer added FY 15-16

## STORM WATER MANAGEMENT

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	458,637	663,063	515,555	658,548
Supplies and Services	213,637	85,231	108,378	114,109
Sundry	600	650	650	700
Maintenance	420,083	484,604	483,342	478,804
Capital Outlay	743,141	491,150	460,572	75,000
<b>Total Appropriations</b>	<b>\$1,836,098</b>	<b>\$1,724,698</b>	<b>\$1,568,497</b>	<b>\$1,327,161</b>

502 STORMWATER UTILITY PROJECTS PERFORMANCE BENCHMARKS	ACTUAL 2013 - 2014	BUDGET 2014 - 2015	PERIOD ENDING JUNE 2015	PROJECTED 2015- 2016
Total number of Capital Drainage projects under design	3	3	3	4
Total number of Capital Drainage projects under construction	2	2	3	2
<b>Total value of the Stormwater Utility program</b>	<b>\$539,245</b>	<b>\$491,150</b>	<b>\$364,527</b>	<b>\$75,000</b>

#### SERVICE POINT EMPLOYEES – STORM WATER MANAGEMENT

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
22) Street Manager							0.5
1) Administrative Assistant	—	—	—	—	—	—	—
10) & 11) Transportation Project Engineer	—	0.15	—	—	—	—	—
11, 17) Traffic Services Supervisor	—	—	0.15	0.15	0.15	—	—
2, 10) Associate Traffic Engineer	0.15	—	—	—	—	—	—
3) Capital Budget Analyst	0.14	0.14	0.14	0.14	0.14	0.14	0.14
Code Enforcement Officer I	—	—	—	—	—	—	—
4, 9) Communications Director	0.07	0.07	—	—	—	—	—
20) Senior Public Relations Specialist							0.07
9) & 15) & 20) Managing Director of External Relations	—	—	0.07	—	—	—	—
Communications/Media Svcs Coordinator	—	—	—	—	—	—	—
Crew Leader	2	2	2	2	2	2	2
Development Services Specialist	—	—	—	—	—	—	—
5, 13) Engineering Technician	0.40	0.40	—	—	—	—	—
Equipment Operator II	4	4	4	4	4	4	4
Foreman II	1	1	1	1	1	1	1
Laborer	1	1	1	1	1	1	1
18) Project Engineer	—	—	—	—	—	0.15	0.15
Semi-Skilled Laborer	2	2	2	2	2	2	2
21) Administrative Secretary	—	—	—	—	—	—	0.5
6 & 14) Senior Secretary	0.24	0.24	0.24	—	—	—	—
8) Truck Driver	2	2	2	2	2	2	2
Utilities Construction Inspector	—	—	—	—	—	—	—
7) Utilities Construction Inspector	—	—	—	—	—	—	—
14, 16) Administrative Assistant	—	—	—	0.24	0.24	0.15	0.10
19) Associate Engineer						0.4	0.4
<b>Total Department</b>	<b>13</b>	<b>13</b>	<b>12.6</b>	<b>12.53</b>	<b>12.53</b>	<b>12.84</b>	<b>13.41</b>

- 1) One position upgraded to Capital Budget Analyst during FY 2007-2008
- 2) Associate Traffic Engineer position with 85% paid by Traffic Engineering
- 3) Capital Budget Analyst position with 86% paid by Engineering
- 4) Communications Director position with 93% paid by Communications
- 5) Engineering Technician position with 60% paid by Engineering
- 6) Senior Secretary Two positions one with 76% paid by Traffic Engineering
- 7) Four positions transferred from Development Services Fund during FY 2009-2010
- 8) 1 of 2 Truck driver positions frozen for FY 2011-2012 and 2012-2013
- 9) Title Change from Communication Director to Managing Director of External Relations FY 2011-2012
- 10) Title Change from Associate Traffic Engineer to Transportation Project Engineer FY 2010-2011
- 11) Transportation Project Engineer downgraded to Traffic Services Supervisor in FY 2011-2012
- 12) Four Utilities Construction Inspectors moved to Water Admin in FY 2009-2010

- 13) Engineering Technician reclassified to Project Engineer, moved to Engineering FY 12-13
- 14) Senior Secretary reclassified to Administrative Secretary FY 12-13
- 15) Managing Director of External Relations downgraded to Senior Public Relations Specialist in Communications FY 12-13
- 16) Administrative Assistant payroll split changed from 76/24 to 85/15 Traffic/Stormwater FY 14-15
- 17) Traffic Services Supervisor payroll split eliminated FY 14-15
- 18) Project Engineer payroll split added 85/15 Engineering/Stormwater FY 14-15
- 19) Associate Engineer payroll split added 60/40 Engineering/Stormwater FY 14-15 & 15-16
- 20) Senior Public Relations Specialist 93% paid by communications FY 15-16
- 21) Administrative Secretary payroll 50% paid by Streets FY 15-16
- 22) Street Operations manager payroll 50 % paid by Streets FY 15-16

## PURCHASING

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	135,709	134,852	132,422	136,575
Supplies and Services	6,587	11,627	8,125	9,377
Sundry	1,597	2,520	2,520	2,518
Utilities	126	50	88	250
Maintenance	14,479	15,636	15,127	15,232
<b>Total Appropriations</b>	<b>\$158,498</b>	<b>\$164,665</b>	<b>\$158,282</b>	<b>\$163,952</b>

## GIS

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	318,781	394,123	396,276	408,651
Supplies and Services	60,410	62,004	64,051	182,943
Sundry	94,977	115,946	115,946	237,713
Utilities	—	—	1	—
Capital Outlay	—	18,000	18,000	—
<b>Total Appropriations</b>	<b>\$474,168</b>	<b>\$590,073</b>	<b>\$594,274</b>	<b>\$829,307</b>

### SERVICE POINT EMPLOYEES – GIS

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1 & 7) GIS Coordinator	—	1	1	1	1	1	1
1) GIS Addressing Technician	—	1	1	1	1	1	1
1, 2,) Senior GIS Analyst	—	0.04	1	1	1	1	1
3,5, 6) GIS Developer	—	1	—	—	1	1	1
4) GIS Technician II	—	1	1	1	1	1	1
7) GIS Infomatics Data Analyst	—	—	—	—	—	1	1
<b>Total Department</b>	<b>0</b>	<b>4.04</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>6</b>

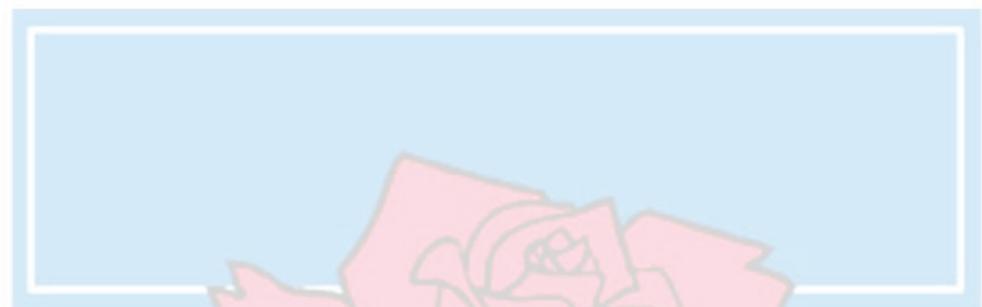
- 1) Moved from SW-Administration FY 2011-2012
- 2) Moved from Other- MPO FY 2011-2012
- 3) GIS Developer moved from Water Administration to WUF - GIS FY 2011-2012
- 4) GIS Technician II moved from Water Administration to WUF - GIS FY 2011-2012
- 5) Moved funding to Other-MPO during FY 2011-2012
- 6) GIS Developer moved from MPO to GIS FY 13-14
- 7) Added Infomatics Data Analyst FY 2015

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2013-2014</i>	<i>BUDGET 2014-2015</i>	<i>PERIOD ENDING JULY 2015</i>	<i>PROJECTED 2015-2016</i>
Track total volume of water treated (millions gals.)	8,634	9,400	6,556	8,900
Total volume of wastewater treated (million gallons).	5,720	5,500	5,040	6,100
Number of Bacteriological samples taken per year	1,292	1,200	1,210	1,420
Clean sanitary sewer mains to reduce risk of blockage in feet per month out of 520 miles on system	499,217 ft	600,000 ft	489,198 ft	600,000 ft
Monitor operating expenses to maintain cost of <\$.75/1000 gals. to produce and deliver potable water	.78	.75	.82	.79
Monitor operating expenses to maintain cost of <\$1.09/1000 gals. to collect and treat wastewater	1.10	1.10	0.98	1.07

## SLUDGE DISPOSAL

### SERVICE POINT EXPENDITURES

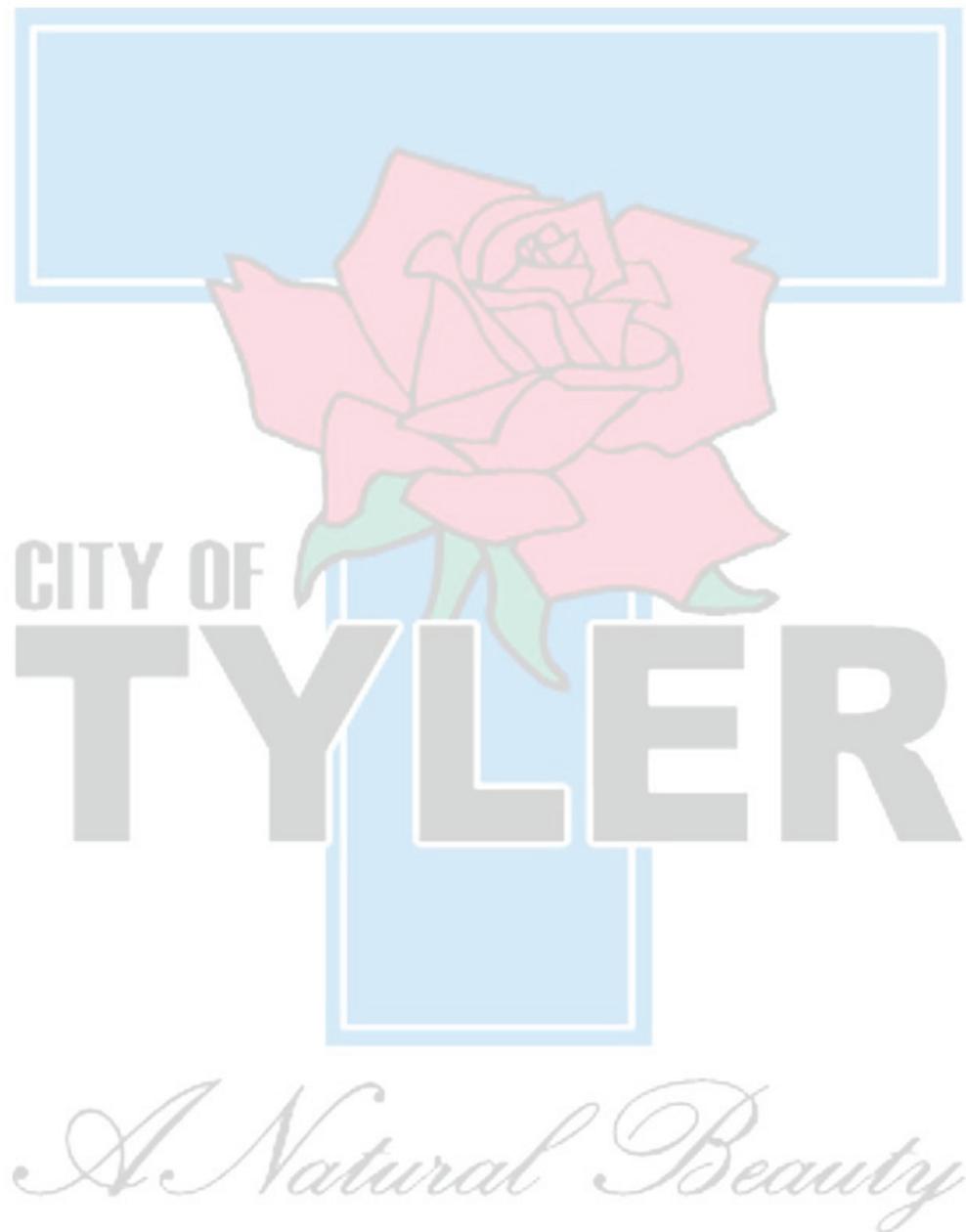
	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	65,796	98,099	101,119	142,755
Supplies and Services	276,979	264,638	249,547	643,882
Utilities	—	3,000	2,500	11,400
Maintenance	82,695	111,139	122,534	165,662
<b>Total Appropriations</b>	<b>\$425,470</b>	<b>\$476,876</b>	<b>\$475,700</b>	<b>\$963,699</b>



CITY OF

**TYLER**

*A Natural Beauty*



CITY OF

TYLER

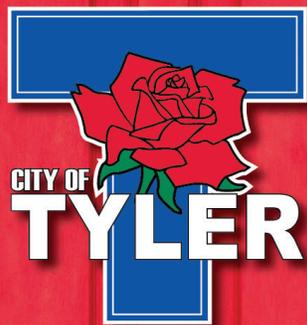
*A Natural Beauty*

**Opening  
the  
Doors ...**

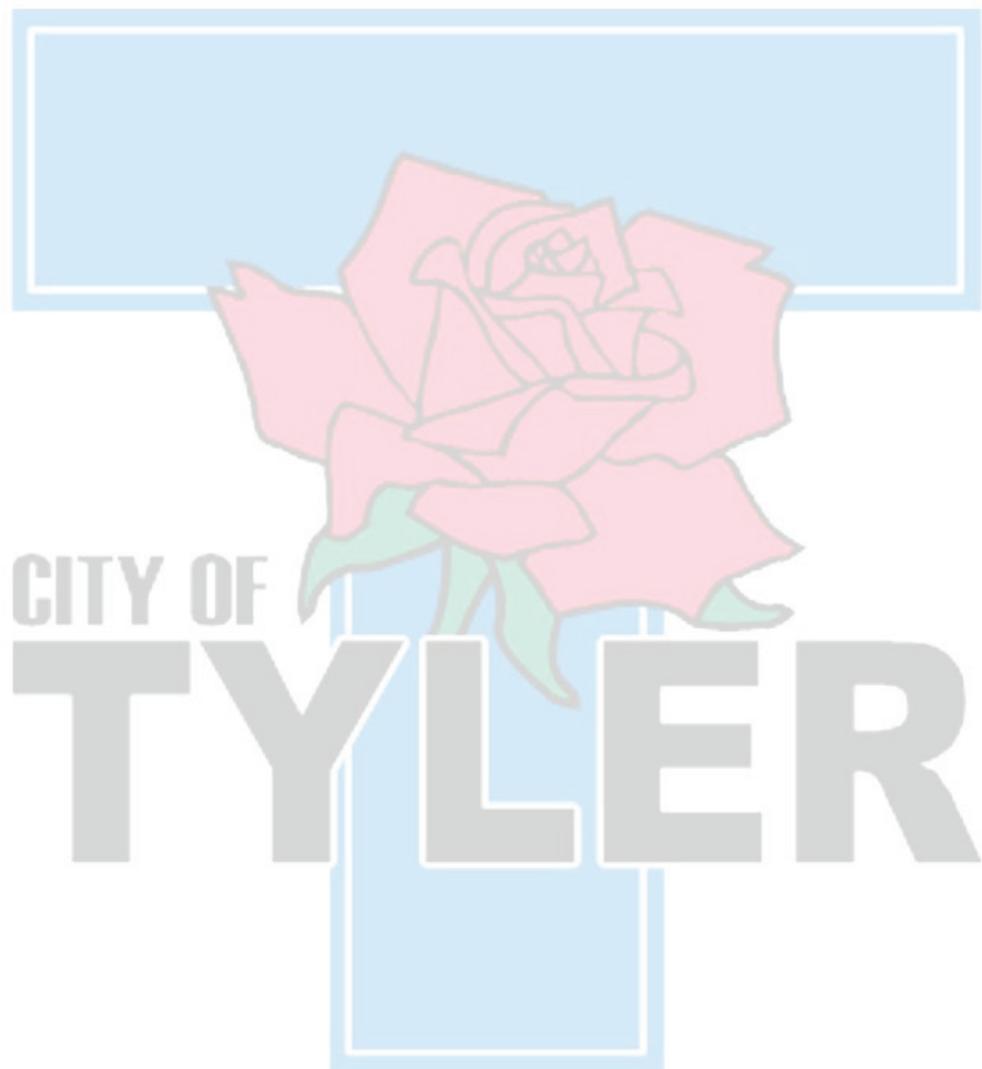
**City of Tyler  
Annual  
Budget**

**FY 2015 - 2016**

**Solid Waste**



**... to a  
Brighter  
Future**



*A Natural Beauty*

**SOLID WASTE FUND (560)**  
**REVENUES, EXPENDITURES**  
**CHANGES IN WORKING CAPITAL**

**FISCAL YEAR 2014-2015**

	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
Operating Reserve	1,500,492	1,544,129	1,544,129	1,575,172
Unreserved Fund Balance	640,558	611,766	611,766	883,201
<b>Beginning Fund Balance / Working Capital</b>	<b>\$2,141,050</b>	<b>\$2,155,895</b>	<b>\$2,155,895</b>	<b>\$2,458,373</b>
<b>REVENUES</b>				
Interest and Rental Income	6,764	10,000	18,097	10,000
Charges for Residential Serv.	5,513,741	5,520,000	5,541,135	5,540,000
Charges for Commercial Serv.	3,262,065	3,240,000	3,379,907	3,325,000
Recycle Sales	86,029	65,000	93,906	94,500
Roll-Off	1,656,521	1,500,000	1,800,000	1,700,000
Miscellaneous	732,126	715,000	573,201	532,000
<b>Total Revenues</b>	<b>\$11,257,246</b>	<b>\$11,050,000</b>	<b>\$11,406,246</b>	<b>\$11,201,500</b>
<b>EXPENDITURES</b>				
Administration	1,145,770	1,204,436	1,201,031	1,265,516
Residential Collection	5,606,203	5,785,816	5,664,237	6,041,491
Commercial Collection	2,902,607	2,928,359	2,940,273	2,964,727
Litter Control	170,833	172,972	161,379	175,259
Code Enforcement	468,778	504,022	534,225	562,057
<b>Total Expenditures</b>	<b>\$10,294,191</b>	<b>\$10,595,605</b>	<b>\$10,501,145</b>	<b>\$11,009,050</b>
Transfer In	—	—	—	—
(Transfer Out)	(948,210)	(602,623)	(602,623)	(722,819)
Development Services (202)	(25,000)	(25,000)	(25,000)	(25,000)
SW Capital Fund (562)	(500,000)	(100,000)	(100,000)	(200,000)
Productivity Fund (639)	(200,000)	(250,000)	(250,000)	(250,000)
Property and Facility Fund (663)	(66,711)	(66,711)	(66,711)	(66,711)
Technology Fund (671)	(156,499)	(160,912)	(160,912)	(181,108)
Unreserved Fund Balance	611,766	418,326	883,201	276,647
Operating Reserve	1,544,129	1,589,341	1,575,172	1,651,357
<b>Ending Fund Balance / Working Capital</b>	<b>\$2,155,895</b>	<b>\$2,007,667</b>	<b>\$2,458,373</b>	<b>\$1,928,004</b>

\*Unbilled Revenue Receivable no longer used to calculate Fund Balance / Working Capital

## SOLID WASTE FUND (560)

### DETAIL REVENUE

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>USE OF MONEY AND PROPERTY</b>				
Rent – Miscellaneous	\$5,437	\$10,000	\$14,575	\$10,000
Interest Earnings	1,327	—	3,522	—
<b>Total Use of Money and Property</b>	<b>\$6,764</b>	<b>\$10,000</b>	<b>\$18,097</b>	<b>\$10,000</b>
<b>CHARGES FOR CURRENT SERVICES</b>				
Residential Sanitation Fees	5,513,741	5,520,000	5,541,135	5,540,000
Commercial Fees	3,262,065	3,240,000	3,379,907	3,325,000
Roll-Off Collection Fees	1,656,521	1,500,000	1,800,000	1,700,000
<b>Total Charges for Current Services</b>	<b>\$10,432,327</b>	<b>\$10,260,000</b>	<b>\$10,721,042</b>	<b>\$10,565,000</b>
<b>RECYCLE SALES</b>				
Recycle Sales	86,029	65,000	93,906	94,500
<b>Total Recycle Sales</b>	<b>\$86,029</b>	<b>\$65,000</b>	<b>\$93,906</b>	<b>\$94,500</b>
<b>MISCELLANEOUS INCOME</b>				
Landfill Royalty Fee	478,491	490,000	506,409	500,000
Solid Waste Fuel Surcharge	220,969	195,000	33,905	—
Miscellaneous Income	32,666	30,000	32,887	32,000
<b>Total Miscellaneous Income</b>	<b>\$732,126</b>	<b>\$715,000</b>	<b>\$573,201</b>	<b>\$532,000</b>
<b>Total Revenues</b>	<b>\$11,257,246</b>	<b>\$11,050,000</b>	<b>\$11,406,246</b>	<b>\$11,201,500</b>

**SOLID WASTE CAPITAL FUND (562)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2015-2016**

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>Beginning Fund Balance / Working Capital</b>	<b>\$1,542,324</b>	<b>\$1,266,573</b>	<b>\$1,266,573</b>	<b>\$616,837</b>
<b>REVENUES</b>				
Interest Earnings	4,913	5,000	4,333	5,000
Miscellaneous Income	—	—	—	—
<b>Total Revenues</b>	<b>\$4,913</b>	<b>\$5,000</b>	<b>\$4,333</b>	<b>\$5,000</b>
<b>EXPENDITURES</b>				
Special Services	15,779	25,000	2,447	25,000
Sanitation Containers	170,833	305,570	302,244	200,000
Building Improvements	23,461	—	—	—
Land/Land Improvements	—	20,000	15,060	20,000
New Residential Trucks	273,146	27,211	—	—
New Commercial Trucks	254,255	362,412	362,412	384,780
Litter Control Projects	43,190	120,994	71,906	81,120
Contingency	—	100,000	—	100,000
<b>Total Expenditures</b>	<b>\$780,664</b>	<b>\$961,187</b>	<b>\$754,069</b>	<b>\$810,900</b>
Transfer In	500,000	100,000	100,000	200,000
Solid Waste Fund (560)	500,000	100,000	100,000	200,000
Transfer Out	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$1,266,573</b>	<b>\$410,386</b>	<b>\$616,837</b>	<b>\$10,937</b>

# Solid Waste

## Service Point Focus

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

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

## Accomplishments for 2014-2015

- Continued the Lean Sigma program for tires and saved \$10,647.
- Continued the Lean Sigma program for Recycle Sales and Billing and saved \$49,694
- Implemented a change for Residential Collection Evaluation and has saved \$13,411
- Continued the Lean Six Sigma project for Residential Customers; one free trip, up to three cubic yards a month and saved \$20,191.
- Increased Solid Waste revenue by 1%

- Continued to identify areas of improvement and initiated new lean sigma projects to reduce cost and increase efficiency.
- Purchased 5 multi-pack trucks: 3 CNG Residential Refuse trucks and 2 Diesel trucks.
- Increased types of recyclables collected at the Recycle Center.
- Continued to increase Recycle Center Revenue.
- Recycle Center continued to be open longer hours in order to meet the needs of our customers. .
- Continued to have a position for a high school intern.
- Continued to venture with local businesses to recycle scrap metal.
- 2 Commercial Trucks were purchased on a 36 month buyback program that guarantees between 73- 80 percent of the purchased price.
- Encouraged and allowed employees the opportunities for additional training at City U.

## Goals for 2015-2016

- 5 Diesel automated trash trucks will be purchased on the 3 year buyback program.
- Re-evaluate Residential Routing to optimize service and to reduce cost.
- Evaluate through Lean Six Sigma, transfer station for portions of Solid Waste refuse. This is to optimize service and reduce cost for both Residential and Commercial Operations.
- Evaluate through Lean Six Sigma, venturing with local businesses for a compost facility, to give added service to the Citizens of Tyler, to optimize our service and reduce cost.
- Continue to encourage and allow employees opportunities for additional training at City U.

# Code Enforcement

## Accomplishments for 2014-2015

- As of September 1, 2015 over 6,179 cases have been worked by five officers.
- Illegal dumping surveillance cameras were deployed 26 times in the City which resulted in four citations for illegal dumping.
- Code Enforcement worked 307 cases in the ReNEW Project for the City.
- Code Enforcement updates a file on the P Drive where Annual Statistic Reports are kept.
- Code Enforcement now creates, and publishes their own door hanger notices in-house. This saves the City money on printing fees and many cases are now resolved without having to send certified letters which also helps to save money for the City.
- Code Enforcement now recycles plastics and metal from unclaimed signs removed from the right-of-ways and donates them to Goodwill.
- To date Code Enforcement has a 100% conviction rate on cases brought to trial this fiscal year.

- Code Enforcement updated and revised our SOP which has been used other Cities to develop their own SOP's.

## Major Budget Items for 2015-2016

- No major items to be purchased.

## Goals for 2015-2016

- Concentrate efforts on enforcing the illegal dumping ordinance.
- Concentrate efforts on enforcing the transient vendor ordinance.
- Concentrate efforts on enforcing the new revision to the junked vehicle ordinance pertaining to commercial storage facilities.
- Bring commercial lots into compliance for high vegetation violations.
- Maintain mowing of 200 City lots.

## ADMINISTRATION

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	600,282	640,496	647,113	702,126
Supplies and Services	113,410	130,425	113,388	127,166
Sundry	430,172	433,215	439,336	435,924
Utilities	872	300	1,194	300
Maintenance	1,034	—	—	—
<b>Total Appropriations</b>	<b>\$1,145,770</b>	<b>\$1,204,436</b>	<b>\$1,201,031</b>	<b>\$1,265,516</b>

### SERVICE POINT EMPLOYEES

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
6 & 7) Director of Solid Waste	1	1	1	—	1	1	1
5) GIS Coordinator	1	1	—	—	—	—	—
2) Supervisor Solid Waste	1	1	—	—	—	—	—
8) Account Specialist	2	2	2	1	1	—	—
Customer Service Supervisor	1	1	1	1	1	1	1
4) GIS Addressing Technician	1	1	—	—	—	—	—
GIS Planner/Developer	—	—	—	—	—	—	—
GIS Technician	—	—	—	—	—	—	—
MPO Planner	—	—	—	—	—	—	—
1) & 3) Senior GIS Analyst	0.04	0.04	—	—	—	—	—
Senior Utilities Specialist	1	1	1	1	1	1	1
6 & 8) Account Specialist Auditor*	—	—	—	2	2	2	2
9) Special Projects Coordinator	1	1	1	1	—	—	—
10) Administrative Secretary	—	—	—	—	—	1	1
<b>Total Department</b>	<b>9.04</b>	<b>9.04</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

- 1) 96% of position funded through MPO beginning FY 2008-2009
- 2) Solid Waste Supervisor eliminated FY 2011-2012
- 3) Senior GIS Analyst position moved to WUF - GIS FY 2011-2012
- 4) GIS Addressing Technician moved to WUF - GIS FY 2011-2012
- 5) GIS Coordinator position moved to WUF - GIS FY 2011-2012
- 6) Director of Solid Waste downgraded to Account Specialist/Auditor FY 12-13
- 7) SW/VES Manager upgraded to Director of Solid Waste FY 13-14
- 8) One Account Specialist upgraded to Account Specialist/Auditor FY 12-13
- \* One Account Specialist/Auditor serving as full time Lean Sigma Black Belt
- 9) Special Projects Coordinator moved to SW Keep Tyler Beautiful Fund FY 13-14
- 10) Account Specialist reclassified to Administrative Secretary during FY 13-14

## RESIDENTIAL COLLECTION

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	1,360,214	1,382,157	1,386,438	1,658,326
Supplies and Services	2,076,753	2,063,229	1,909,667	1,945,851
Sundry	46,825	46,825	46,825	46,825
Utilities	2,744	2,650	2,443	2,587
Maintenance	2,119,667	2,290,955	2,318,864	2,387,902
<b>Total Appropriations</b>	<b>\$5,606,203</b>	<b>\$5,785,816</b>	<b>\$5,664,237</b>	<b>\$6,041,491</b>

**SERVICE POINT EMPLOYEES – RESIDENTIAL COLLECTION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
3) Code Enforcement Officer	1	—	—	—	—	—	—
Commercial Equipment Operator	2	2	2	2	2	2	2
1) Crew Leader	2	2	2	2	2	2	2
Driver Trainer	1	1	1	1	1	1	1
4, 5, 6) Foreman I	2	1	—	—	—	—	—
2, 4, 7 & 8) Foreman II	1	2	2	—	—	—	—
9) Laborer	3	3	3	3	3	2	2
6) Recycling Technician	1	1	—	—	—	—	—
Residential Equipment Operator	20	20	20	20	20	20	20
7) Residential Superintendent	—	—	—	1	1	1	1
8) Commercial Superintendent	—	—	—	1	1	1	1
<b>Total Regular Full-time</b>	<b>33</b>	<b>32</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>29</b>	<b>29</b>

<i>TEMPORARY POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
2) Commercial Sales Representative	—	—	—	—	—	—	—
Total Temporary Part-time	—	—	—	—	—	—	—
<b>Total Department</b>	<b>33</b>	<b>32</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>29</b>	<b>29</b>

- 1) 2 Positions added during FY 2007-2008
- 2) Title change of Commercial Sales Representative to Foreman II during FY 2007-2008
- 3) Position transferred to SW Code Enforcement
- 4) One Foreman I upgraded to Foreman II during FY 2009-2010
- 5) One Foreman I eliminated FY 2011-2012
- 6) Recycling Technician eliminated FY 2011-2012
- \* Commercial Superintendent serving as Full-Time Lean Sigma Black Belt
- 7) One Foreman II reclassified to Residential Superintendent
- 8) One Foreman II reclassified to Commercial Superintendent
- 9) One Laborer moved to Finance and reclassified to Accounting Manager FY 13-14

**COMMERCIAL COLLECTION**

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	703,107	759,060	769,409	882,536
Supplies and Services	1,727,112	1,626,527	1,654,244	1,535,977
Sundry	49,002	49,002	49,002	49,002
Utilities	3,405	4,170	3,688	4,173
Maintenance	419,981	489,600	463,930	493,039
<b>Total Appropriations</b>	<b>\$2,902,607</b>	<b>\$2,928,359</b>	<b>\$2,940,273</b>	<b>\$2,964,727</b>

**SERVICE POINT EMPLOYEES – COMMERCIAL COLLECTION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
Commercial Equipment Operator II	8	8	8	8	8	8	8
Commercial Sales Representative	1	1	1	1	1	1	1
<b>Total Department</b>	<b>9</b>						

## CODE ENFORCEMENT

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	344,064	359,837	404,760	417,215
Supplies and Services	41,470	51,220	36,456	46,299
Sundry	31,793	33,878	33,878	36,963
Utilities	185	100	228	250
Maintenance	51,266	58,987	58,903	61,330
<b>Total Appropriations<sup>1)</sup></b>	<b>\$468,778</b>	<b>\$504,022</b>	<b>\$534,225</b>	<b>\$562,057</b>

<sup>1)</sup> Code Enforcement Department moved from the General Fund in FY2010-2011

### SERVICE POINT EMPLOYEES – CODE ENFORCEMENT

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Code Enforcement Manager	1	1	1	1	1	1	1
1) Environmental Coordinator	—	—	—	—	—	—	—
8) Chief Code Enforcement Officer	1	—	—	—	—	—	—
8) Field Supervisor	—	1	1	1	1	1	1
7, 9, 10 ) Code Enforcement Officer I	3	5	3	3	3	3	3
2, 9) Code Services Officer	1	—	—	—	—	—	—
3) Equipment Operator I	—	—	—	—	—	—	—
4) Equipment Operator II	1	1	1	1	1	1	1
5) Laborer	—	—	—	—	—	—	—
6 & 11) Senior Clerk	1	1	1	1	1	—	—
11) Administrative Secretary	—	—	—	—	—	1	1
<b>Total Department</b>	<b>8</b>	<b>9</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

- 1) Title change from Environmental Coordinator to Code Enforcement Manager during FY 2007-2008
  - 2) One position upgraded to Chief Code Enforcement Officer for FY 2008-2009
  - 3) Four positions transferred to Streets during FY 2007-2008
  - 4) One position transferred to Streets during FY 2007-2008
  - 5) One position upgraded to Code Services Officer for FY 2008-2009
  - 6) Position transferred from Streets during FY 2007-2008
  - 7) Position transferred from SW Residential for FY2010-2011
  - 8) Title change from Chief Code Enforcement Officer to Field Supervisor FY 2010-2011
  - 9) Code Services Officer upgraded to Code Enforcement Officer I FY 2010-2011
  - 10) Eliminated 2 Code Service Officer I
  - 11) Senior Clerk reclassified to Administrative Secretary FY 13-14
- \*This department was formerly known as Environmental Services.

## LITTER CONTROL

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	55,824	55,872	57,352	58,159
Supplies and Services	114,579	115,800	103,542	115,800
Utilities	430	1,300	485	1,300
<b>Total Appropriations</b>	<b>\$170,833</b>	<b>172,972</b>	<b>161,379</b>	<b>175,259</b>

## SOLID WASTE ADMINISTRATION CAPITAL PROJECTS

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Supplies and Services	15,779	25,000	2,447	25,000
Sundry	—	100,000	—	100,000
Capital Outlay	23,461	20,000	15,060	20,000
<b>Total Appropriations</b>	<b>\$39,240</b>	<b>\$145,000</b>	<b>\$17,507</b>	<b>\$145,000</b>

## RESIDENTIAL COLLECTION CAPITAL PROJECTS

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Capital Outlay	273,146	27,211	—	—
<b>Total Appropriations</b>	<b>\$273,146</b>	<b>\$27,211</b>	<b>—</b>	<b>—</b>

## COMMERCIAL COLLECTION CAPITAL PROJECTS

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Capital Outlay	425,088	667,412	664,656	584,780
<b>Total Appropriations</b>	<b>\$425,088</b>	<b>\$667,412</b>	<b>\$664,656</b>	<b>\$584,780</b>

## LITTER CONTROL

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Supplies and Services	43,190	120,994	71,906	81,120
<b>Total Appropriations</b>	<b>\$43,190</b>	<b>\$120,994</b>	<b>\$71,906</b>	<b>\$81,120</b>

### SERVICE POINT EMPLOYEES – KEEP TYLER BEAUTIFUL

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1) Special Projects Coordinator	—	—	—	—	1	1	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>

1) Special Projects Coordinator moved to Keep Tyler Beautiful fund FY 13-14

<i>SOLID WASTE BENCHMARKS</i>	<i>ACTUAL 2013-2014</i>	<i>BUDGET 2014-2015</i>	<i>PERIOD ENDING JUNE 2015</i>	<i>PROJECTED 2015-2016</i>
Total tons of residential garbage collected and disposed of	41,739	40,617	31,391	41,196
Total tons of recyclables collected at the Tyler Recycling Collection Center	2,146	1,560	1,127	1,542
Total tons of recyclables collected from subscription curbside recycling customers	546	715	522	724
Subscription curbside recycling customers (monthly)	3,496	3,713	3,700	3,752
Percentage of residential customers participating in curbside recycling	12%	13%	13%	12%
Commercial dumpsters in use (monthly)	1,701	1,804	1,740	1,729
Commercial roll offs loads	2,745	1,793	1,394	2,223
Commercial compactors loads	963	944	688	1,003

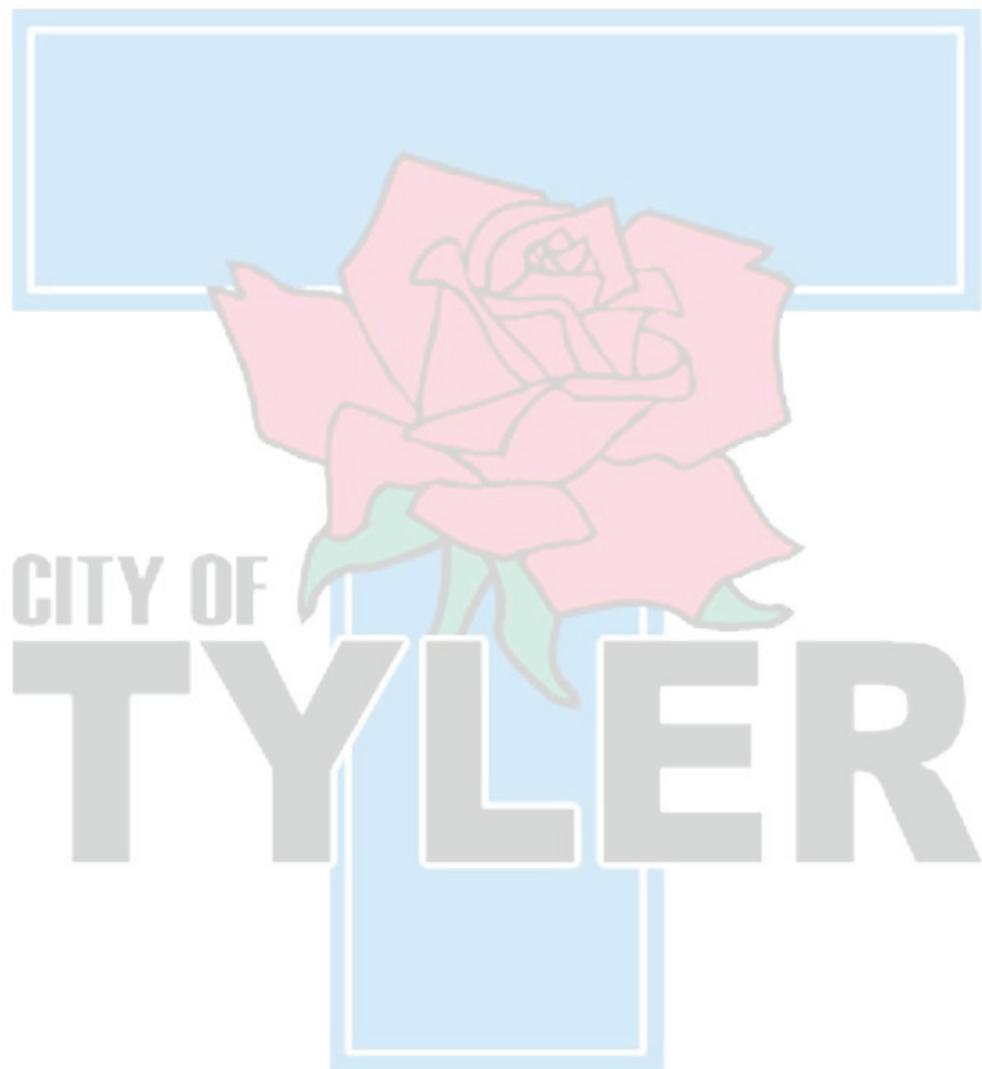
<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2013-2014</i>	<i>BUDGET 2014-2015</i>	<i>PERIOD ENDING JUNE 2015</i>	<i>PROJECTED 2015-2016</i>
Total Cases worked	7,264	7,410	4,932	7,277
Weed and Debris Lots Inspected	3,208	3,508	1,816	3,216
Junk Vehicle Violations	528	497	184	387

## FISCAL YEAR TO DATE CODE ENFORCEMENT STATISTICS

START DATE: 10/01/14 – END DATE: 09/30/15

### DEPARTMENT WIDE STATISTICS

CASE TYPE CODE DESCRIPTION	INITIAL INSPECTION	REINSPECTION	CITATION ISSUED	CLOSED CASE	CITY CLEAN SITE	VEHICLE TOWED AND INFO TO P.D.	TALKED WITH CITIZEN
Camera Deployed	25	114		21			
Code Enforcement/Misc	64	33		63	1		39
Commercial Vehicle	7	8	1	7			3
Debris	129	143		127			57
Fences	24	40		28			22
Garage Sales	12	7		13			7
Grading Permit Violation							
Graffiti	10	8		10			2
High Vegetation Weed Debris	2379	2521	2	2577	480		628
Home Occupation Violation	19	10		19			14
Illegal Dumping	322	58	4	343	127		41
Junked Vehicle	240	305		235		3	151
Litter	27	7		27	1		7
Mosquito Call	7	1		8			5
Mosquito Holes							
Mosquito Trap Deployed	10	9		10			
Obstruction of Right of Way	625	213		626	4		244
Outdoor Storage and Display	85	133		82			74
Permit Required Violation	6	6		6			10
Pool Complaint	16	34		18			21
Portable Storage Unit	3	8		1			1
Recreational Vehicle Storage	25	23		28			15
Setback Lines							
Sign Violation	435	154		442			167
Storage Building		3		1			
Test Code for updating CE							
Transient Vendor / No Vendor	2	2		2			7
Trash / Junk	933	1149	1	926	7		429
Trash Container Violation							
Tree	33	42		35			16
Trees / Limbs Down	454	700	1	468	36		240
Unimproved Parking Surface	260	300		256			181
Unlawful Disposal Liquid Wste	9	10		9			9
Unlawful Use of A Dumpster	8	6		8			3
Zoning Occupancy Violations	10	11	1	10			6
Zoning Restriction Height							
	<b>6,179</b>	<b>6,058</b>	<b>10</b>	<b>6,406</b>	<b>656</b>	<b>3</b>	<b>2,399</b>

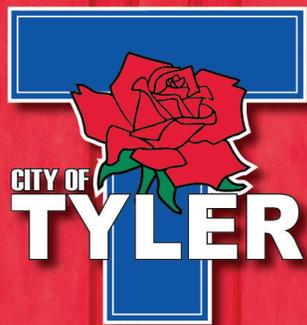


*A Natural Beauty*

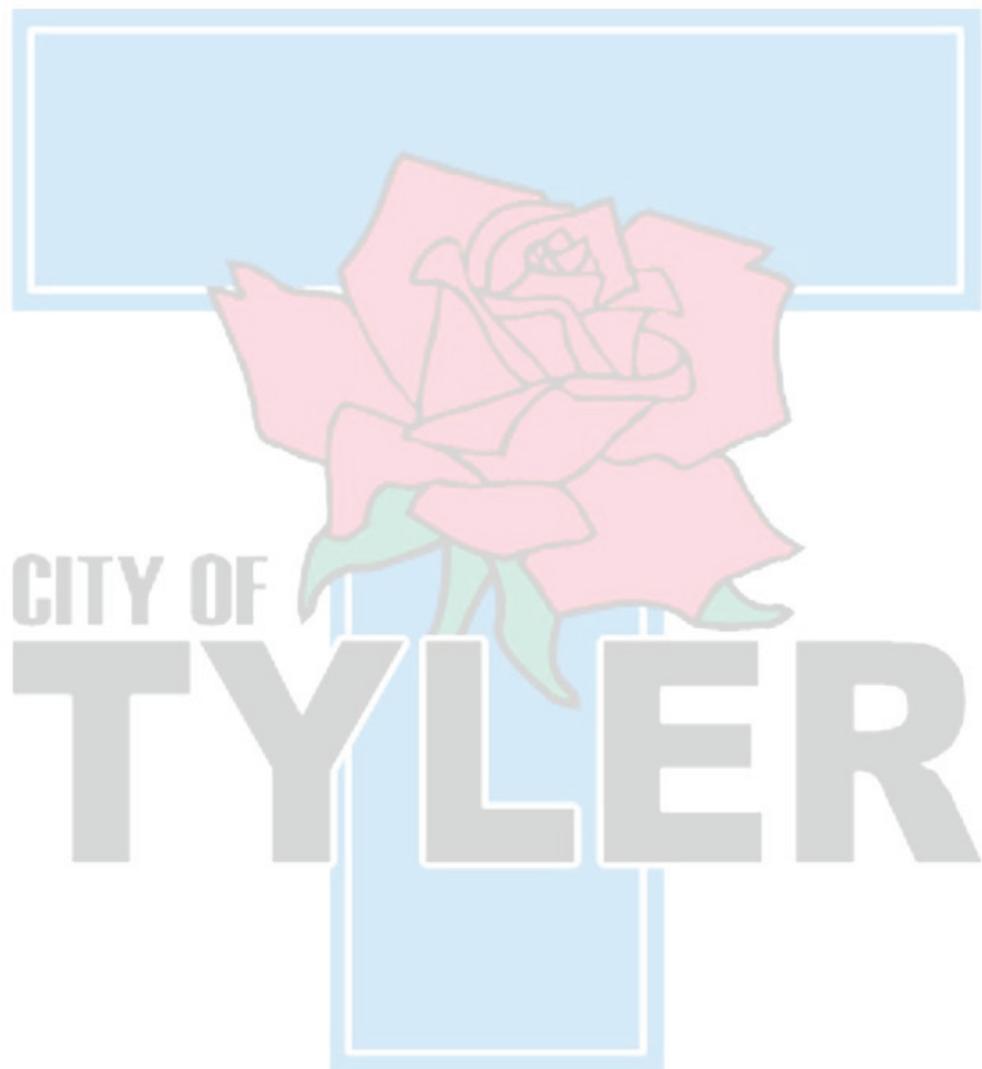
**Opening  
the  
Doors ...**

**City of Tyler  
Annual  
Budget  
FY 2015 - 2016**

**Airport**



**... to a  
Brighter  
Future**



*A Natural Beauty*

# Airport

Tyler Pounds Regional Airport provides facilities and services for the safe and efficient operation of commercial and private aviation activities. In 2014/15 Tyler recorded 152 privately owned based aircraft. Also Tyler Pounds Regional Airport is the only airport in East Texas with two commercial service airlines providing regional jet service to Dallas and Houston allowing passengers to connect to most airports in the world. Airport staff members are responsible for:

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

## Accomplishments for 2014-2015

- Acquired approximately 25 acres of additional land for the future installation of an Instrument Landing System for Runway 4/22
- Awarded the 2014 Runway 4-22 Rehabilitation Project (Phase 1) totaling \$ 8,625,463.30 using FAA Grant funds to pay 90% of eligible costs.
- Awarded a new land lease with Dixie Volunteer Fire Department located on airport property.
- Executed a new Auto Wholesale Area Lease agreement with EAN Holding, LLC., to support the Enterprise Rental Car auto wholesale activities at Tyler Pounds Regional Airport and the surrounding region. This lease is a new revenue source for the airport.
- Accepted a new Federal Aviation Administration

(FAA) Grant totaling \$9,841,711 to fund ninety percent of the 2015 Runway 4/22 Rehabilitation Construction Project 2 and Engineering construction administration at Tyler Pounds Regional Airport.

- Awarded Tyler Bid number 15-015 for the construction of the 2015 Runway 4-22 Rehabilitation - Project 2 in the amount of \$10,467,104.79.
- Accepted a Texas Department of Transportation (TXDOT) Routine Airport Maintenance Program (RAMP) Grant totaling \$50,000 for general maintenance programs at Tyler Pounds Regional Airport.
- Accomplished a thorough TSA required security badge audit consisting of 992 badges. Audit resulted in 492 badges remain active and 461 badges deactivated (began September 2015 - completed October 2015)
- Renewed all airline leases through September 2017.

## Major Budget Items for 2015-2016

- Begin Project 3 of the Runway 4/22 Rehabilitation Construction.
- Update the Airport's Flight Information display systems and allow more mobile applications for our customers.
- Begin application for a new Airport Passenger Facility Charge Program
- Construct new canopies over the airport parking ticket booths.
- Initiate marketing efforts to acquire a new developer for the West Side General Aviation Park.
- Acquire new parking equipment for the airport parking lots.

## Goals for 2015-2016

- Record a perfect score for 2016 Airport FAA Part 139 certification inspection.
- If announcements are made by the U.S. Department of Transportation, begin application for the Small Community Air Service Development Program Grant (SCASDP)
- Expand on the airport advertising program to enhance revenues from non-aviation sources on the airport.
- Develop a Customer Facility Charge revenue/expense workbook. Collections began at Tyler Pounds Regional Airport in FY 2011.
- Coordinate with local bakeries and delis to occupy the restaurant in the West Terminal.

**AIRPORT OPERATING FUND (524)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2015-2016**

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Reserve for Construction	182,443	300	300	300
Reserve For Customer Facility	201,329	294,904	294,904	352,115
Unreserved Working Capital	425,546	521,955	521,955	550,538
<b>Beginning Fund Balance / Working Capital</b>	<b>\$809,318</b>	<b>\$817,159</b>	<b>\$817,159</b>	<b>\$902,953</b>
<b>REVENUES</b>				
Use of Money and Property	1,360,456	1,480,370	1,428,380	1,441,727
Charges for Current Services	237,799	255,000	258,032	260,000
Miscellaneous Income	31,607	40,500	30,425	40,500
<b>Total Revenues</b>	<b>\$1,629,862</b>	<b>\$1,775,870</b>	<b>\$1,716,837</b>	<b>\$1,742,227</b>
<b>EXPENDITURES</b>				
Airport				
Operations	1,406,520	1,435,712	1,364,374	1,598,360
Capital	27,689	143,000	126,667	161,000
Contingency	—	50,000	—	50,000
<b>Airport Total</b>	<b>\$1,434,209</b>	<b>\$1,628,712</b>	<b>\$1,491,041</b>	<b>\$1,809,360</b>
Customer Facility				
Wash Bay Construction (CFC)	182,143	—	—	—
Wash Bay Maintenance	20,205	18,000	7,533	15,000
Wash Bay Debt Service (CFC)	47,065	104,180	104,180	104,180
<b>Customer Facility Total</b>	<b>\$249,413</b>	<b>\$122,180</b>	<b>\$111,713</b>	<b>\$119,180</b>
<b>Total Expenditures</b>	<b>\$1,683,622</b>	<b>\$1,750,892</b>	<b>\$1,602,754</b>	<b>\$1,928,540</b>
Transfer In	137,827	—	—	125,000
PFC (234)	137,827	—	—	125,000
Transfer Out	(76,226)	(28,289)	(28,289)	(31,928)
Reserve for Construction	300	300	300	300
Reserve For Customer Facility	294,904	340,724	352,115	400,935
Unreserved Working Capital	521,955	472,824	550,538	408,477
<b>Ending Fund Balance / Working Capital</b>	<b>\$817,159</b>	<b>\$813,848</b>	<b>\$902,953</b>	<b>\$809,712</b>

## AIRPORT

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	542,153	539,423	565,945	646,626
Supplies and Services	313,413	317,120	289,712	433,769
Sundry	145,951	144,626	148,131	173,805
Utilities	236,256	238,300	198,273	239,450
Maintenance	168,747	196,243	162,313	154,710
<b>Total Appropriations</b>	<b>\$1,406,520</b>	<b>\$1,435,712</b>	<b>\$1,364,374</b>	<b>\$1,648,360</b>

### SERVICE POINT EMPLOYEES

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
6) & 7) Airport Director	—	1	—	—	—	—	—
6) Director of Airport and Transit	1	—	—	—	—	—	—
5) & 7) Airport Manager	—	—	1	1	1	1	1
Airport Operations Supervisor	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1
Administrative Secretary	1	1	1	—	—	—	—
8) Senior Secretary	—	—	—	1	1	1	1
1) & 4) Airport Technician I	3	3	2	2	2	2	2
Airport Technician II	1	1	1	1	1	1	1
Airport Technician III	2	2	2	2	2	2	2
9) Airport Technician IV	1	1	1	1	1	2	2
2) Secretary	—	—	—	—	—	—	—
<b>Total Regular Full-time</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>11</b>
REGULAR PART-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
3) Airport Technician I	1	—	—	—	—	—	—
Total Regular Part-time	1	0	0	0	0	0	0
<b>Total Department</b>	<b>12</b>	<b>121</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>11</b>

- 1) One Airport Technician position frozen for FY 2009-2010
- 2) One Secretary position upgraded to Senior Secretary during FY 2007-2008
- 3) One Part-time Airport Technician eliminated during FY 2010-2011 budget
- 4) One Airport Technician eliminated FY 2011-2012
- 5) Airport Manager promoted to Director of Airport and Transit FY 2007-2008
- 6) Title change from Director of Airport and Transit to Airport Director FY 2010-2011
- 7) Title change from Airport Director to Airport Manager FY 2011-2012
- 8) Administrative Secretary downgraded to Senior Secretary FY 2011-2012
- 9) Added one Airport Technician IV FY 14-15

## AIRPORT CAPITAL

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Maintenance	—	—	—	—
Capital Outlay	27,689	143,000	126,667	161,000
<b>Total Appropriations</b>	<b>\$27,689</b>	<b>\$143,000</b>	<b>\$126,667</b>	<b>\$161,000</b>

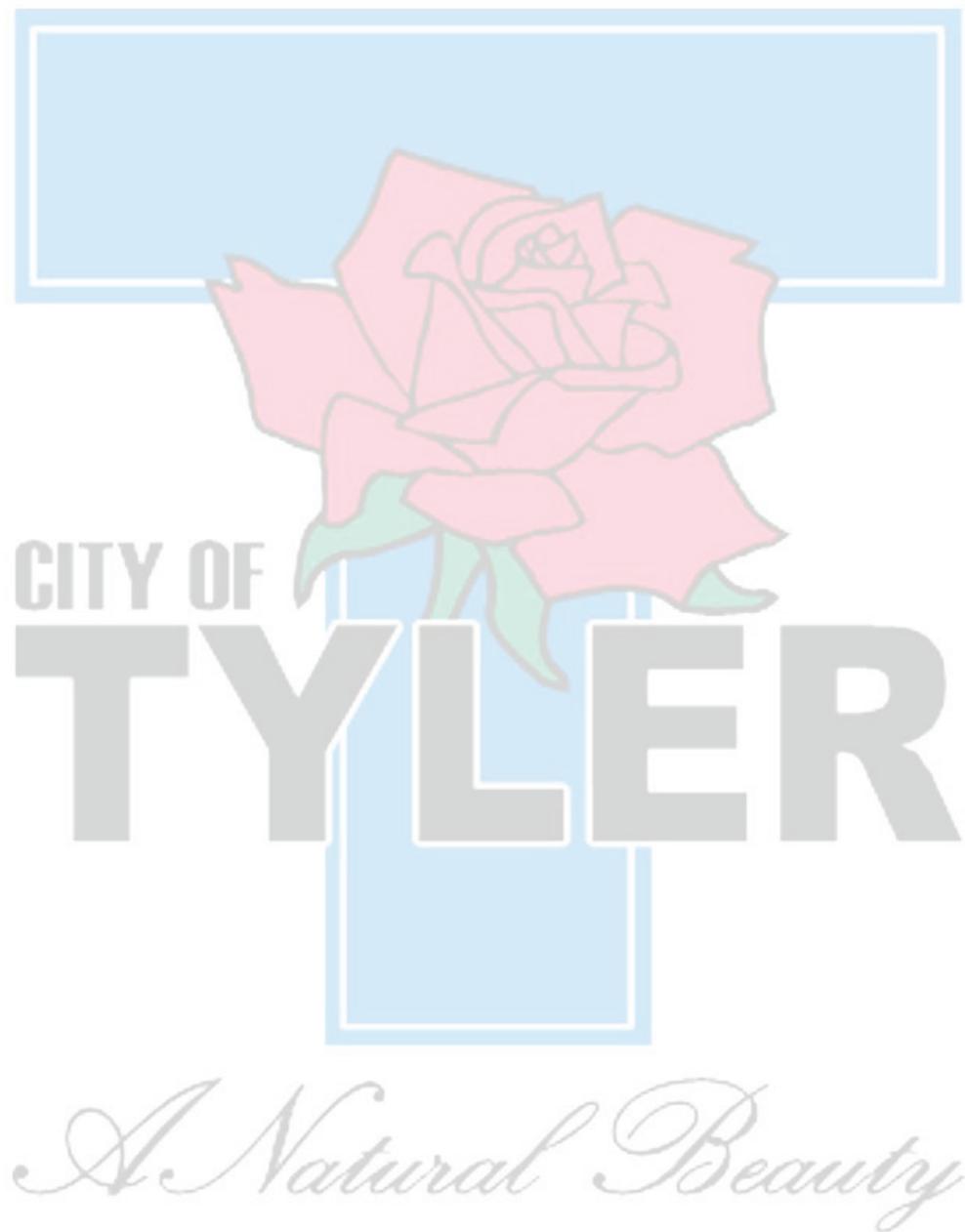
## AIRPORT FACILITY CHARGE

### SERVICE POINT EXPENDITURES

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Services	—	—	—	—
Sundry	47,065	104,180	104,180	104,180
Maintenance	20,205	18,000	7,533	15,000
Capital Outlay	182,143	—	—	—
<b>Total Appropriations</b>	<b>\$249,413</b>	<b>\$122,180</b>	<b>\$111,713</b>	<b>\$119,180</b>

### 2014-2015 AIRPORT BENCHMARKS

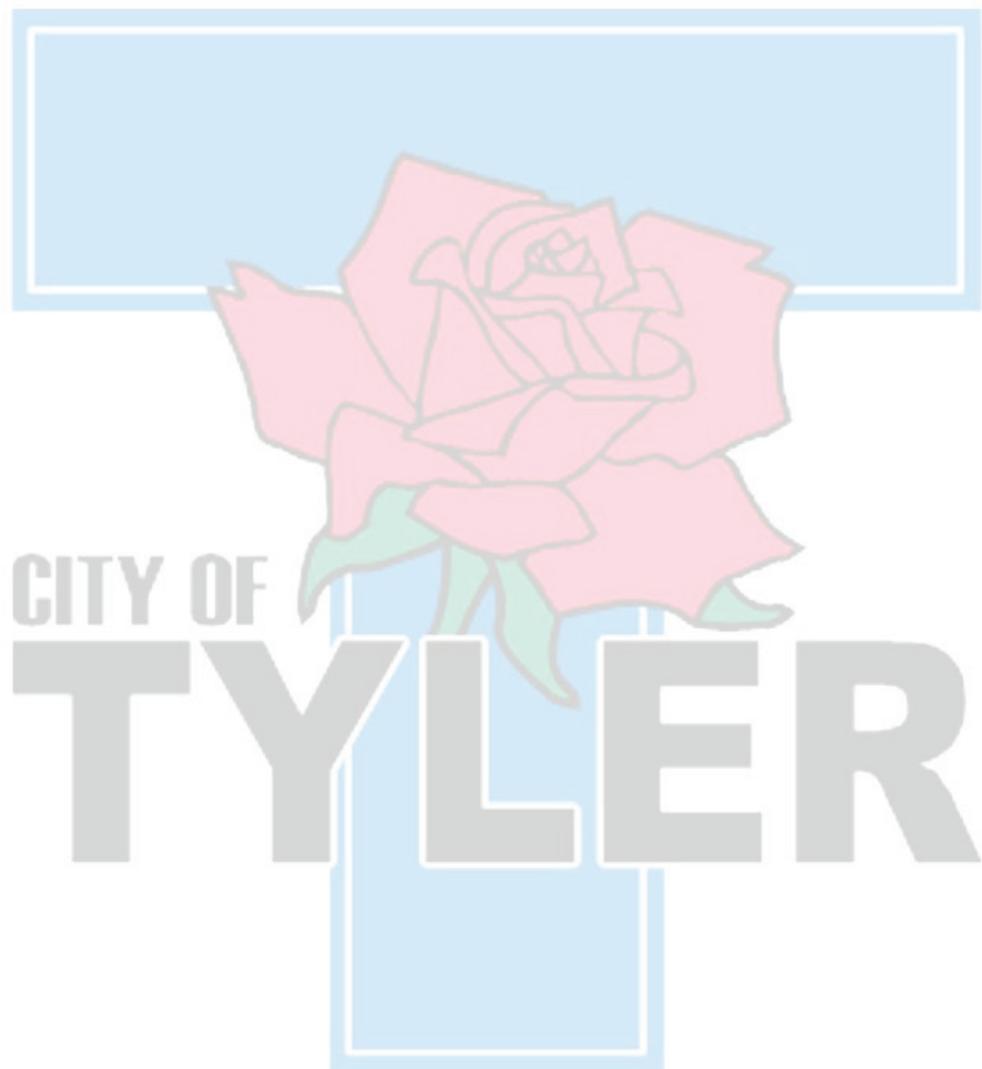
<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2013-14</i>	<i>BUDGET 2014-15</i>	<i>PERIOD ENDING MAY 2015</i>	<i>PROJECTED 2015-16</i>
Number of successful airfield operations	40,632	44,000	26,231	44,000
Number of annual enplanements	88,007	77,000	51,347	77,000
Average monthly rental car revenue	25,754	24,583	16,847	27,417
Fuel flowage fees	55,752	62,000	34,171	62,000
Landing Fees	71,246	70,000	42,520	70,000



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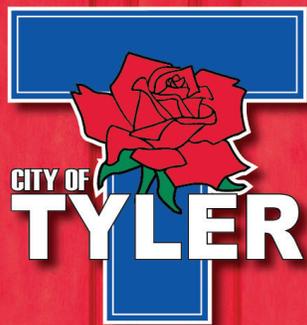


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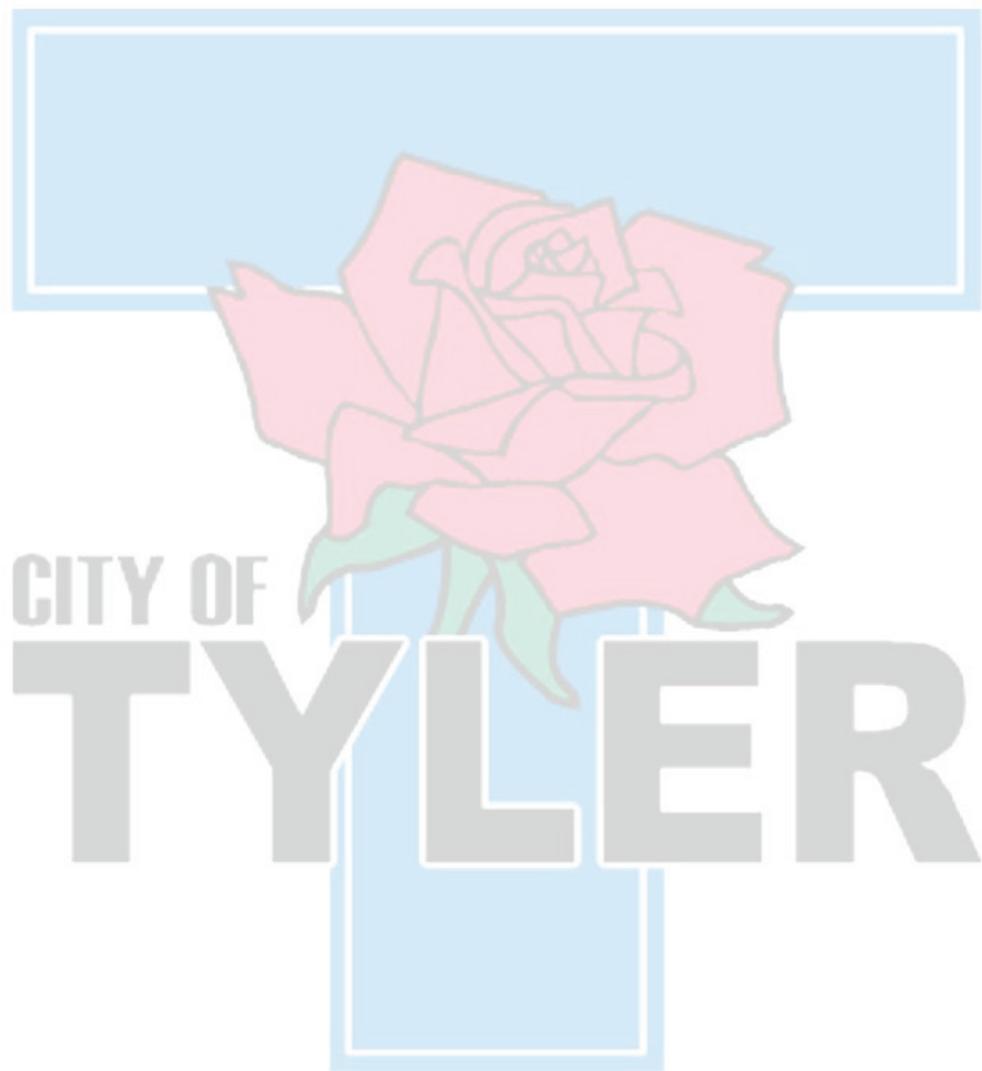
**Opening  
the  
Doors ...**

**City of Tyler  
Annual  
Budget  
FY 2015 - 2016**

**Hotel Taxes**



**... to a  
Brighter  
Future**



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**HOTEL/MOTEL OCCUPANCY TAX FUND (211)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**FISCAL YEAR 2015-2016**

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Unreserve Fund Balance	1,266,114	1,320,061	1,320,061	1,235,205
Reserve (2% Tax)	1,116,984	1,813,071	1,813,071	2,412,018
<b>Beginning Fund Balance / Working Capital</b>	<b>\$2,383,098</b>	<b>\$3,133,132</b>	<b>\$3,133,132</b>	<b>\$3,647,223</b>
<b>REVENUES</b>				
7 % Occupancy Tax	2,607,558	2,549,338	2,871,375	2,938,993
2 % Occupancy Tax	744,916	728,672	848,947	865,926
Interest Earnings	7,759	5,757	10,083	10,000
Misc./Audit Collections	20,000	10,000	—	10,000
Donations Liberty Hall	10,000	10,000	10,000	10,000
<b>Total Revenues</b>	<b>\$3,390,233</b>	<b>\$3,303,767</b>	<b>\$3,750,405</b>	<b>\$3,834,919</b>
<b>EXPENDITURES</b>				
Texas Rose Festival	9,000	9,000	9,000	9,000
Discovery Place	32,400	32,400	32,400	32,400
Symphony	25,000	35,000	35,000	35,000
Museum of Art	—	35,000	35,000	35,000
Historical Museum	13,500	13,500	13,500	13,500
Visitors and Convention Bureau	675,000	675,000	675,000	675,000
McClendon House	4,500	4,500	4,500	4,500
Historic Aviation Museum	13,500	13,500	13,500	13,500
HOT/Tourism promotion	—	7,000	—	7,000
Professional Audit Services	17,500	13,500	13,000	13,500
Texas Hotel & Lodging Dues	13,848	15,000	14,098	15,000
2% Occupancy Tax Study	48,829	250,000	250,000	250,000
2% Convention Center Facility	—	—	—	950,000
Tyler Arts Center	12,000	50,000	21,639	—
State Tournaments	25,000	25,000	25,000	25,000
Sister Cities	—	2,500	—	2,500
Credit Card Costs	2,013	—	561	525
Sport Tyler Award	18,109	25,000	25,000	25,000
Goodnight Tyler Jr League	5,000	—	—	—
Special Services	—	—	1,166	—
Building Improvements - Depot Bldg.	—	—	—	50,000
Contingencies	—	150,000	—	399,950
<b>Total Expenditures</b>	<b>\$915,199</b>	<b>\$1,355,900</b>	<b>\$1,168,314</b>	<b>\$2,556,425</b>
Transfers In				
(Transfers Out)	(1,725,000)	(2,068,000)	(2,068,000)	(2,068,000)
Tourism Fund (219)	(1,700,000)	(2,043,000)	(2,043,000)	(2,043,000)
Property and Facility Management (663)	(25,000)	(25,000)	(25,000)	(25,000)
(Roof Replacement Tourism)				
Unreserved Fund Balance	1,320,061	721,256	1,235,205	779,773
Reserve (2% Tax)	1,813,071	2,291,743	2,412,018	2,077,944
<b>Ending Fund Balance / Working Capital</b>	<b>\$3,133,132</b>	<b>\$3,012,999</b>	<b>\$3,647,223</b>	<b>\$2,857,717</b>

## 7% HOTEL/MOTEL OCCUPANCY TAX

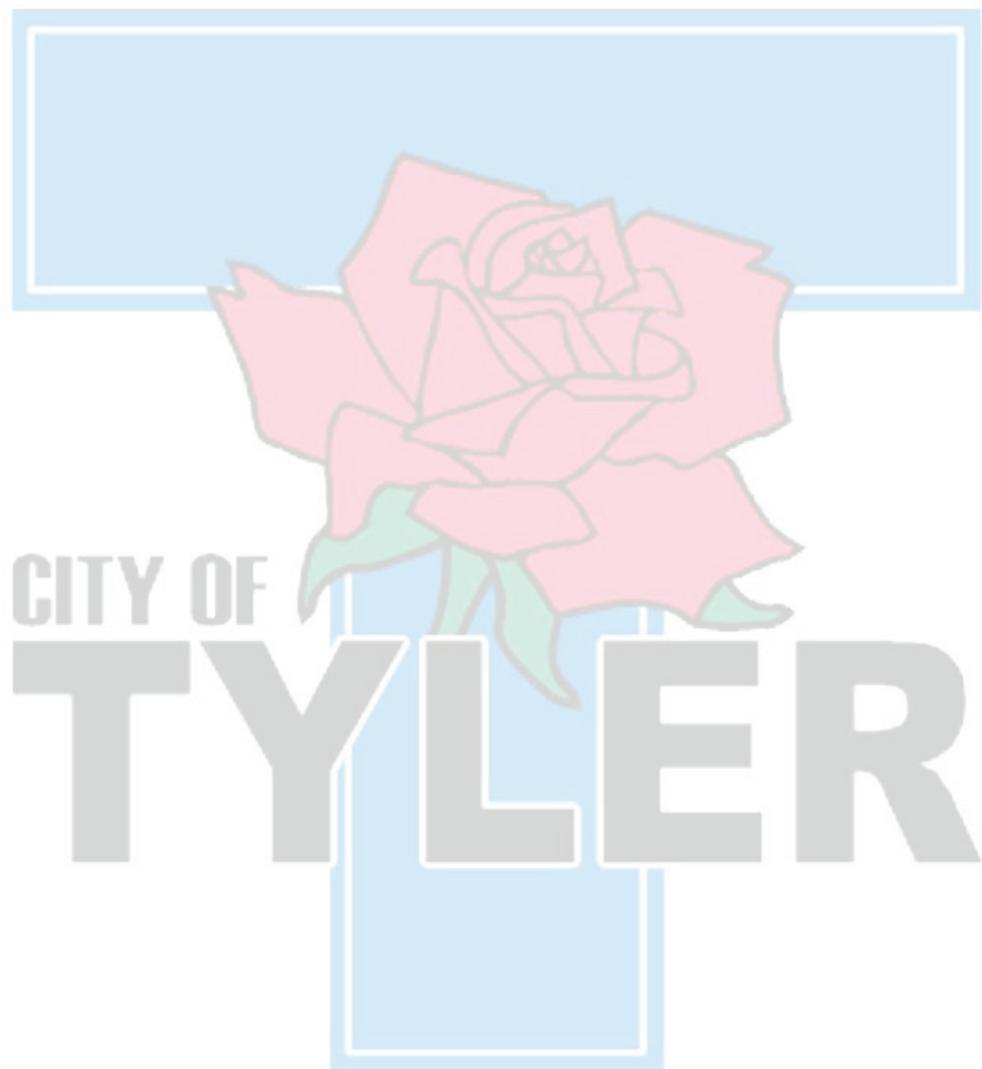
### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Supplies and Services	19,513	13,500	13,627	14,025
Sundry	846,857	1,092,400	904,687	1,292,400
Capital Outlay	—	—	—	50,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$866,370</b>	<b>\$1,105,900</b>	<b>\$918,314</b>	<b>\$1,356,425</b>

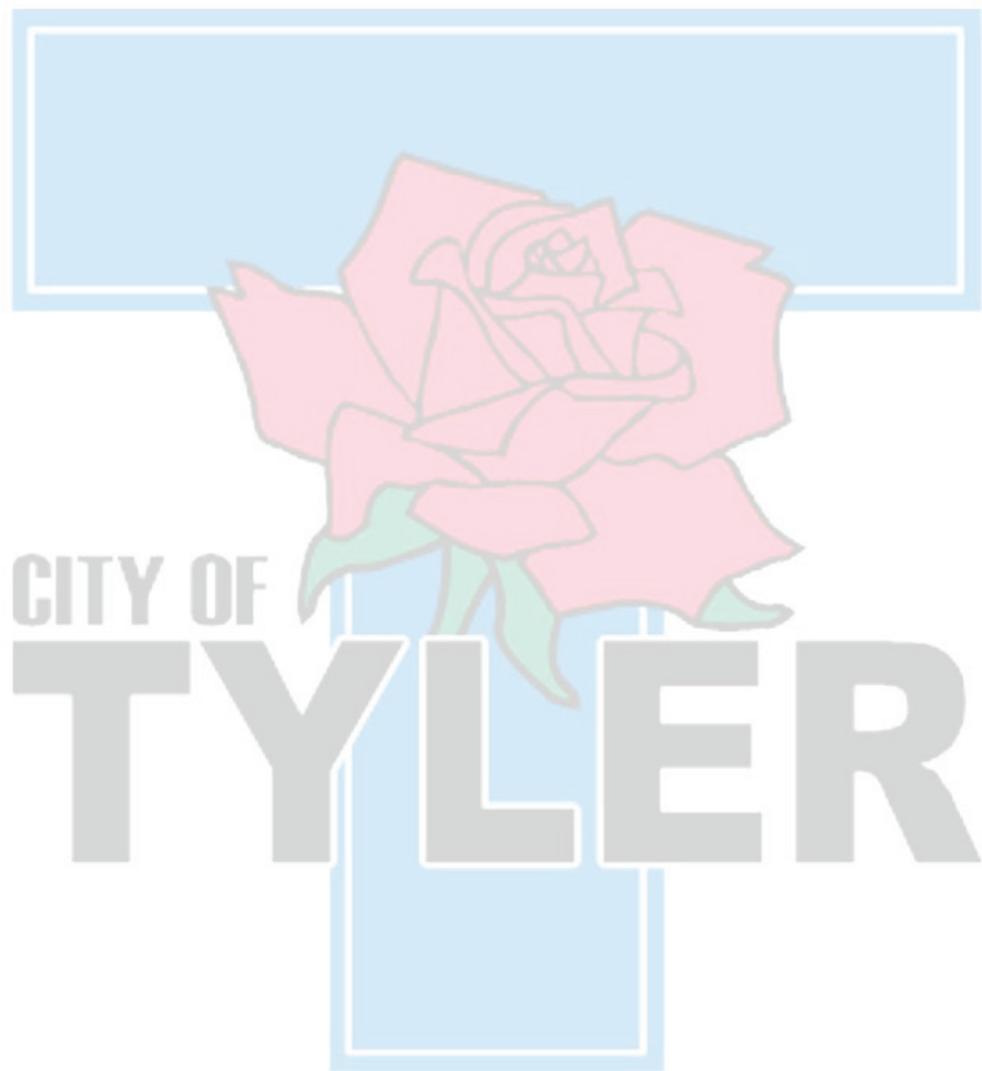
## 2% HOTEL/MOTEL OCCUPANCY TAX

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Supplies and Services	48,829	250,000	250,000	250,000
Capital Outlay	—	—	—	950,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$48,829</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$1,200,000</b>



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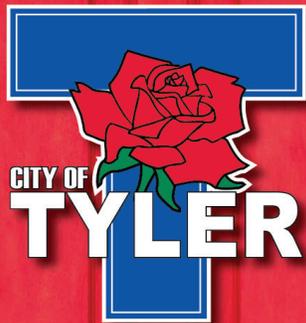


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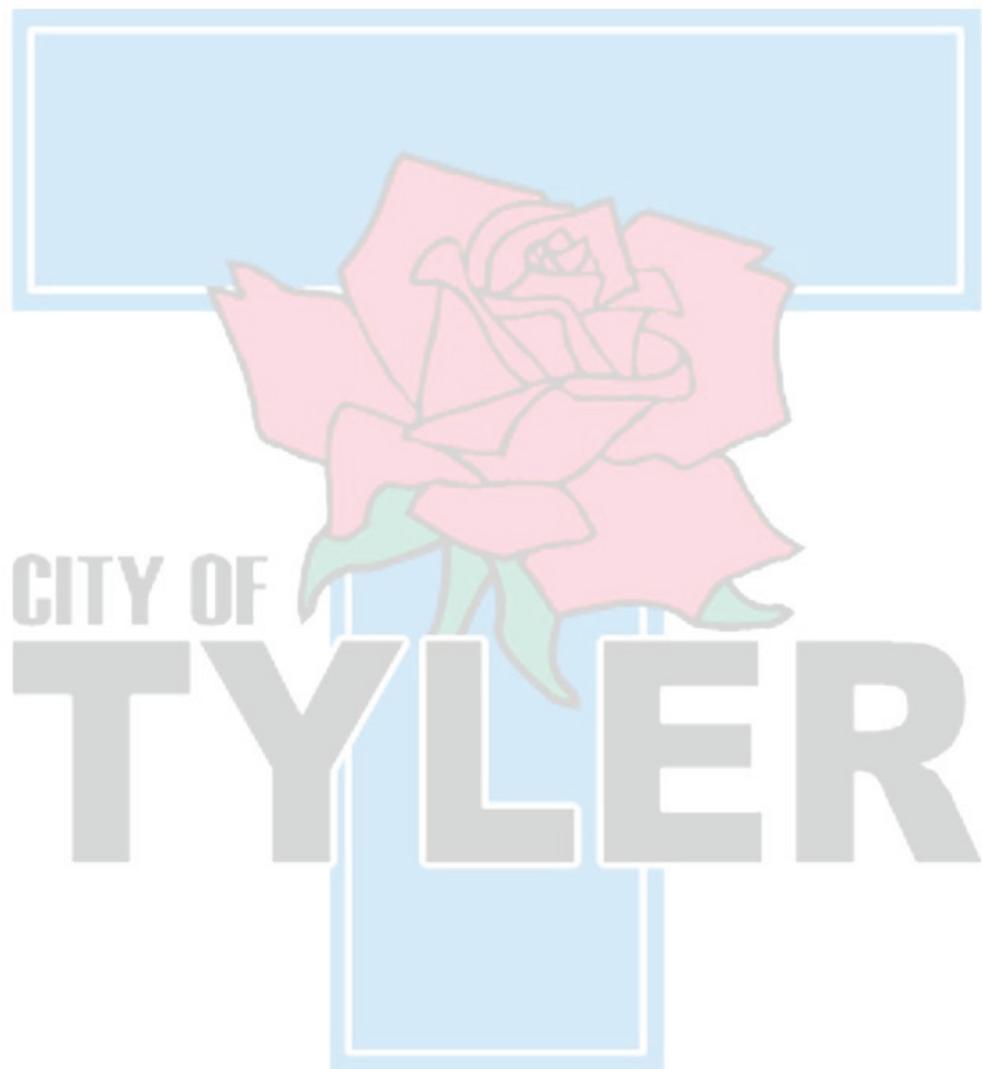
**Opening  
the  
Doors ...**

**City of Tyler  
Annual  
Budget  
FY 2015 - 2016**

Other



**... to a  
Brighter  
Future**



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**CEMETERIES OPERATING FUND (204)**  
**REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2015-2016**

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>Beginning Fund Balance / Working Capital</b>	<b>\$58,254</b>	<b>\$34,151</b>	<b>\$34,151</b>	<b>\$45,077</b>
<b>REVENUES</b>				
Permits	5,925	5,000	5,000	5,000
Interest Earnings	238	150	150	150
Current Service Charges	59,831	125,000	85,100	103,255
Miscellaneous Income	350	—	525	—
<b>Total Revenues</b>	<b>\$66,344</b>	<b>\$130,150</b>	<b>\$90,775</b>	<b>\$108,405</b>
<b>EXPENDITURES</b>				
Cemetery	279,555	298,800	289,349	315,640
<b>Total Expenditures</b>	<b>\$279,555</b>	<b>\$298,800</b>	<b>\$289,349</b>	<b>\$315,640</b>
Transfer In	189,108	212,500	209,500	212,500
Cemetery Trust Fund (713)	7,878	12,500	9,500	12,500
General Fund (101)	181,230	200,000	200,000	200,000
Transfer Out	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$34,151</b>	<b>\$78,001</b>	<b>\$45,077</b>	<b>\$50,342</b>

**SERVICE POINT EXPENDITURES**

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	170,923	173,538	168,830	181,929
Supplies and Services	40,452	41,743	33,186	29,568
Sundry	6,576	7,134	7,134	9,124
Utilities	47,855	51,515	51,617	51,765
Maintenance	13,749	18,870	22,582	37,254
Capital Outlay	—	6,000	6,000	6,000
<b>Total Appropriations</b>	<b>\$279,555</b>	<b>\$298,800</b>	<b>\$289,349</b>	<b>\$315,640</b>

**SERVICE POINT EMPLOYEES - CEMETERIES OPERATING FUND (204)**

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Cemeterian	1	1	1	1	1	1	1
Groundskeeper	1	1	1	1	1	1	1
Laborer	1	1	1	1	1	1	1
<b>Total Department</b>	<b>3</b>						

**POLICE FORFEITURE FUND (205)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2015-2016

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>Beginning Fund Balance / Working Capital</b>	<b>\$250,070</b>	<b>\$236,104</b>	<b>\$236,104</b>	<b>\$170,999</b>
<b>REVENUES</b>				
Judgement of Forfeitures	113,746	82,000	37,095	82,000
Interest Earnings	839	—	584	584
<b>Total Revenues</b>	<b>\$114,585</b>	<b>\$82,000</b>	<b>\$37,679</b>	<b>\$82,584</b>
<b>Expenditures</b>	<b>\$128,551</b>	<b>\$124,330</b>	<b>\$102,784</b>	<b>\$156,664</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$236,104</b>	<b>\$193,774</b>	<b>\$170,999</b>	<b>\$96,919</b>

**SERVICE POINT EXPENDITURES**

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Supplies and Services	6,859	24,580	14,179	33,219
Sundry	109	—	60	—
Capital Outlay	121,583	99,750	88,545	123,445
<b>Total Appropriations</b>	<b>\$128,551</b>	<b>\$124,330</b>	<b>\$102,784</b>	<b>\$156,664</b>

**COURT SPECIAL FEE FUND (207)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2015-2016

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Reserve for Technology	20,391	47,057	47,057	57,647
Reserve for Efficiency	67,532	52,350	52,350	48,541
Reserve for Partners for Youth	17,014	69,841	69,841	94,584
Reserve for Security	161,919	160,914	160,914	121,332
Reserve Other	—	—	—	—
<b>Beginning Fund Balance / Working Capital</b>	<b>\$266,856</b>	<b>\$330,162</b>	<b>\$330,162</b>	<b>\$322,104</b>
<b>REVENUES</b>				
Security Fees	142,447	141,400	141,400	141,400
Juvenile Class Fee	81,592	96,670	74,568	80,000
Efficiency Fees	161,915	155,000	195,468	172,000
Technology Fees	140,724	143,420	140,805	143,420
Partners for Youth Fees	138,170	130,290	130,290	130,290
Truancy Prevention	31,069	30,000	31,423	31,500
Interest Earnings	1,403	1,400	1,400	1,400
Child Safety Registration	—	—	—	—
Partners for Youth Grant	1,385	—	—	—
<b>Total Revenues</b>	<b>\$698,705</b>	<b>\$698,180</b>	<b>\$715,354</b>	<b>\$700,010</b>

**EXPENDITURES**

Expenditures for Technology	115,461	183,300	131,615	198,500
Expenditures for Security	143,452	195,442	180,982	149,290
Expenditures for Partners for Youth	168,320	191,221	180,115	312,295
Expenditures for Efficiency	177,097	227,700	199,277	199,541
<b>Total Expenditures</b>	<b>\$604,330</b>	<b>\$797,663</b>	<b>\$691,989</b>	<b>\$859,626</b>
Transfers In	—	—	—	—
General Fund (101)	—	—	—	—
(Transfers Out)	—	—	—	—
Reserve for Technology	47,057	8,577	57,647	3,967
Reserve for Efficiency	52,350	(20,350)	48,541	21,000
Reserve for Partners for Youth	69,841	105,580	94,584	24,079
Reserve for Security	160,914	106,872	121,332	113,442
Reserve Other	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$330,162</b>	<b>\$200,679</b>	<b>\$322,104</b>	<b>\$162,488</b>

**SERVICE POINT EXPENDITURES – COURT TECHNOLOGY**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Supplies and Services	—	11,800	4,800	12,500
Sundry	63,668	60,500	71,833	75,000
Maintenance	51,793	111,000	54,982	111,000
Capital Outlay	—	—	—	—
Transfer to Internal Service	—	—	—	—
<b>Total Appropriations</b>	<b>\$115,461</b>	<b>\$183,300</b>	<b>\$131,615</b>	<b>\$198,500</b>

**SERVICE POINT EXPENDITURES – MUNICIPAL COURT SECURITY**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	90,606	176,742	149,969	128,590
Supplies and Services	48,976	15,200	26,894	16,200
Maintenance	3,870	3,500	4,119	4,500
<b>Total Appropriations<sup>1)</sup></b>	<b>\$143,452</b>	<b>\$195,442</b>	<b>\$180,982</b>	<b>\$149,290</b>

<sup>1)</sup> Municipal Court Security Department moved from General Fund in FY2010-2011

**SERVICE POINT EXPENDITURES – COURT EFFICIENCY FUNDS**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Supplies and Services	177,0917	227,700	199,277	199,541
Capitol Outlay	—	—	—	—
<b>Total Appropriations<sup>1)</sup></b>	<b>\$177,097</b>	<b>\$227,700</b>	<b>\$199,277</b>	<b>\$199,541</b>

<sup>1)</sup> Municipal Court Efficiency Funds moved from General Fund in FY2010-2011

**SERVICE POINT EMPLOYEES – MUNICIPAL SECURITY**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
1, 2) Deputy City Marshal I	—	—	3	3	3	2	2
2) Deputy Court Clerk	—	—	—	—	—	1	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

- 1) Three Deputy City Marshal I positions moved to Municipal Security from Municipal Court Administration FY 2010-2011  
 2) One Deputy City Marshal I reclassified to Deputy Court Clerk FY 13-14

**SERVICE POINT EXPENDITURES – PARTNERS FOR YOUTH**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	126,988	165,221	135,432	171,295
Supplies and Services	41,332	26,000	44,683	141,000
<b>Total Appropriations<sup>1)</sup></b>	<b>\$168,320</b>	<b>\$191,221</b>	<b>4180,115</b>	<b>\$312,295</b>

<sup>1)</sup> Municipal Court Partners for Youth Program Department moved from General Fund in FY2010-2011

**SERVICE POINT EMPLOYEES – PARTNERS OF YOUTH**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
1) Deputy Court Clerk	—	—	2	2	2	2	2
1) Juvenile Case Coordinator	—	—	1	1	1	1	1
1) Juvenile Program Coordinator	—	—	1	1	1	1	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

- 1) These positions moved to Partners for Youth Fund from Municipal Court FY 2010-2011

**TIF / TIRZ # 2 FUND (209)**

**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**FISCAL YEAR 2015-2016**

	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
<b>Beginning Fund Balance / Working Capital</b>	<b>\$—</b>	<b>\$2,679</b>	<b>\$2,679</b>	<b>\$2,679</b>
<b>REVENUES</b>				
Property Tax	2,679	—	—	—
Sales Tax	—	—	—	—
Interest Earnings	—	—	—	—
<b>Total Revenues</b>	<b>\$2,679</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Expenditures</b>				
Transfers In	—	—	—	—
(Transfers Out)	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$2,679</b>	<b>\$2,679</b>	<b>\$2,679</b>	<b>\$2,679</b>

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Supplies and Services	—	—	—	—
<b>Total Appropriations</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**TIF / TIRZ # 3 FUND (218)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2015-2016**

	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
<b>Beginning Fund Balance / Working Capital</b>	<b>\$32,716</b>	<b>\$30,196</b>	<b>\$78,305</b>	<b>\$126,144</b>
<b>REVENUES</b>				
Property Tax	49,427	52,906	51,439	54,320
Interest Earnings	217	200	400	400
<b>Total Revenues</b>	<b>\$49,644</b>	<b>\$53,106</b>	<b>\$51,839</b>	<b>\$54,720</b>
<b>EXPENDITURES</b>				
Expenditures	4,056	10,000	4,000	10,000
<b>Total Expenditures</b>	<b>\$4,056</b>	<b>\$10,000</b>	<b>\$4,000</b>	<b>\$10,000</b>
Transfers In	—	—	—	—
(Transfers Out)	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$78,305</b>	<b>\$73,302</b>	<b>\$126,144</b>	<b>\$170,863</b>

**TIF/TIRZ #3**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Supplies and Services	4,056	10,000	4,000	10,000
<b>Total Appropriations</b>	<b>\$4,056</b>	<b>\$10,000</b>	<b>\$4,000</b>	<b>\$10,000</b>

**TOURISM & CONVENTION FUND (219)**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2015-2016

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>Beginning Fund Balance / Working Capital</b>	<b>\$88,711</b>	<b>\$510,714</b>	<b>\$510,714</b>	<b>\$1,053,524</b>
<b>REVENUES</b>				
Rose Garden	83,627	95,000	85,765	99,600
Harvey Hall	263,277	248,500	269,072	270,500
Main Street Revenue	88,299	99,750	95,250	99,750
Liberty Hall Revenue	141,258	166,600	132,222	161,600
Misc Income	—	—	—	—
Grant Revenue	—	—	—	—
Interest Earnings	1,154	500	1,300	1,300
<b>Total Revenues</b>	<b>\$577,615</b>	<b>\$610,350</b>	<b>\$583,609</b>	<b>\$632,750</b>
<b>EXPENDITURES</b>				
Rose Garden Center 0460	228,577	301,743	254,406	320,844
Rose Garden Maint. 0461	409,662	898,922	592,953	877,897
Harvey Hall & Goodman 0462	791,221	773,712	775,119	781,400
Liberty Hall	219,699	232,256	222,282	255,085
Main Street	229,116	224,121	219,439	229,574
Stewart Park	—	276,700	60,000	500,000
Contingency	—	50,000	—	25,000
<b>Total Expenditures</b>	<b>\$1,878,275</b>	<b>\$2,757,454</b>	<b>\$2,124,199</b>	<b>\$2,989,800</b>
Transfer In	1,732,000	2,093,000	2,093,000	2,043,000
General Fund (101)	32,000	50,000	50,000	—
Property and Facility (663)	—	—	—	—
Hotel Motel (211)	1,700,000	2,043,000	2,043,000	2,043,000
(Transfer Out)	(9,337)	(9,600)	(9,600)	(10,785)
Technology Fund (671)	(9,337)	(9,600)	(9,600)	(10,785)
<b>Ending Fund Balance / Working Capital</b>	<b>\$510,714</b>	<b>\$447,010</b>	<b>\$1,053,524</b>	<b>\$728,689</b>

**ROSE GARDEN CENTER**

**SERVICE POINT EXPENDITURES**

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	107,161	110,805	109,342	156,108
Supplies and Services	19,662	21,988	20,479	21,988
Sundry	13,706	12,490	13,385	14,248
Utilities	51,918	62,250	60,000	70,000
Maintenance	22,914	27,880	27,870	30,500
Capital Outlay	13,216	66,330	23,330	28,000
<b>Total Appropriations</b>	<b>\$228,577</b>	<b>\$301,743</b>	<b>\$254,406</b>	<b>\$320,844</b>

**SERVICE POINT EMPLOYEES – ROSE GARDEN CENTER**

<i>REGULAR FULL-TIME POSITIONS</i>	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
2 & 3) Building Maintenance Worker	—	—	1	1	1	1	1
1) Clerk	—	—	—	—	—	—	—
1 & 3) Visitor Facilities Coordinator	—	—	1	1	1	—	—
Custodian	—	—	1	1	1	1	1
2) Visitor Facilities Supervisor	—	—	—	—	—	1	1
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

- 1) One clerk reclassified to Visitor Facilities Coordinator during FY 11-12  
 2) One Building Maintenance Worker reclassified to Visitor Facilities Supervisor during FY 13-14  
 3) Visitor Facilities Coordinator reclassified to Building Maintenance Worker during FY 13-14

**ROSE GARDEN MAINTENANCE**

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	178,621	328,528	269,254	302,936
Supplies and Services	90,451	58,806	97,279	57,964
Sundry	39,384	41,829	41,829	45,746
Utilities	26,028	43,925	43,729	43,925
Maintenance	75,177	82,834	77,483	84,326
Capital Outlay	\$0.00	343,000	63,380	343,000
<b>Total Appropriations</b>	<b>\$409,661</b>	<b>\$898,922.00</b>	<b>\$592,954</b>	<b>\$877,897</b>

**SERVICE POINT EMPLOYEES – ROSE GARDEN MAINTENANCE**

<i>REGULAR FULL-TIME POSITIONS</i>	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
3) Rose Garden Supervisor	1	1	1	1	1	—	—
Crew Leader	1	1	1	1	1	1	1
Groundskeeper	2	2	2	2	2	2	2
1, 2) Laborer	3	3	3	3	3	3	3
Pest Control Technician	—	—	—	—	—	—	—
3) Parks Superintendent	—	—	—	—	—	1	1
<b>Total Department</b>	<b>7</b>						

- 1) One position frozen for FY 2009-2010  
 2) One Laborer position frozen for FY 2011-2012  
 3) Rose Garden Supervisor reclassified to Parks Superintendent during FY 13-14

**VISITOR FACILITIES**

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	374,633	410,293	409,680	428,727
Supplies and Services	72,787	55,725	64,201	55,725
Sundry	88,365	93,798	94,403	84,573
Utilities	136,639	133,534	136,474	140,075
Maintenance	52,633	70,362	70,361	57,300
Capital Outlay	66,164	25,000	—	15,000
<b>Total Appropriations</b>	<b>\$791,221</b>	<b>\$773,712</b>	<b>\$775,119</b>	<b>\$781,400</b>

## STEWART PARK

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Supplies and Services	—	276,700	60,000	500,000
<b>Total Appropriations <sup>1)</sup></b>	<b>\$ —</b>	<b>\$276,700</b>	<b>\$60,000</b>	<b>\$500,000</b>

1) One position frozen for FY 2009-2010

### SERVICE POINT EMPLOYEES – VISITOR FACILITIES

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
7) Assistant City Manager							0.1
3) Parks and Recreation Director	—	0.5	0.5	0.5	0.5	0.5	0.5
4) Parks Manager	—	0.3	0.3	0.3	0.3	0.3	0.3
Visitor Facilities/Administrative Supervisor	1	1	1	1	1	1	1
2) Building Maintenance Worker	2	2	1	1	1	1	1
2) Clerk	2	2	1	1	1	1	1
2) Custodian	2	2	1	1	1	1	1
1) Museum Curator	1	—	—	1	1	1	1
<b>Total Regular Full-time</b>	<b>8</b>	<b>7.8</b>	<b>4.8</b>	<b>5.8</b>	<b>5.8</b>	<b>5.8</b>	<b>5.9</b>

REGULAR PART-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Custodian	3	3	3	2	2	2	2
Facility Attendant	—	—	—	—	—	—	—
1) Museum Curator	—	1	1	—	—	—	—
<b>Total Regular Part-time</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

TEMPORARY POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Custodian	1	1	1	1	1	1	1
Total Temporary Part-time	1	1	1	1	1	1	1
<b>Total Department</b>	<b>12</b>	<b>12.8</b>	<b>9.8</b>	<b>8.8</b>	<b>8.8</b>	<b>8.8</b>	<b>8.9</b>

- 1) Museum Curator moved to part-time during FY 2009-2010
- 2) Moved 1 Clerk, 1 Custodian, and 1 Building Maintenance Worker to Other Tourism RGC FY 2011-2012
- 3) Parks and Recreation Director 50% paid General Fund Parks and Rec
- 4) Parks Manager 70% paid General Fund Parks and Rec
- 5) 1 Laborer frozen FY 2011-2012 and 2012-2013
- 6) 1 PT Curator and 1 PT Custodian combined to form 1 FT Curator in FY 2011-2012
- 7) Assistant City Manager 90% paid by communications FY 15-16

## LIBERTY HALL

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	69,273	70,104	70,104	91,506
Supplies and Services	119,020	130,705	122,000	131,905
Sundry	7,353	7,729	7,124	7,744
Utilities	16,641	17,500	15,553	17,680
Maintenance	7,412	6,218	7,501	6,250
<b>Total Appropriations</b>	<b>\$219,699</b>	<b>\$232,256</b>	<b>\$222,282</b>	<b>\$255,085</b>

# Main Street

The goal of the Main Street Department is to foster the economic revitalization of the downtown area. Using the National Main Street Program's Four-Point Approach, the Main Street office and its non-profit partner, Heart of Tyler, Inc., pursue projects in the areas of organization, promotion, economic restructuring and design. This office produces a wide variety of projects throughout the year to serve its program area, which is bordered by Gentry Parkway, Front Street, Beckham and Palace. Those services include production of special events, development of the arts, providing preservation-based architectural design services, business recruitment and assistance, historic preservation assistance and information.

## Accomplishments for 2014-2015

- Operation of Gallery Main Street and the Main Street and Heart of Tyler headquarters at 110 W. Erwin St.;
- Operating the Downtown Tyler Arts Coalition, which is a partnership between the Main Street Department, Heart of Tyler and area artists.
- Holding a new exhibit of juried original art approximately every eight weeks;
- Conducting various arts-related events focusing on a wide variety of disciplines;
- Holding arts workshops;
- Working with the Neighborhood Services Department to operate a downtown façade grant program;
- Presentation of numerous special events such as 6x6@110, the Downtown Tyler Wine Swirl and the Downtown Tyler Film Festival;
- Assisting business and property owners;

- Providing historic preservation assistance;
- Partnering with Planning and Historic Preservation Board on preservation tax credits workshop;
- Achieving National Main Street Program Accreditation by exceeding 10 standards of excellence.

## Major Budget Items 2014-2015

- Operation of Gallery Main Street, a downtown visitor's center and the downtown revitalization headquarters; and,
- Production of special events and projects designed to draw visitors and business to Downtown Tyler.

## Goals for 2015-2016

- Expanding the presence of the arts in Downtown Tyler;
- Developing business recruitment and retention programming;
- Working public design projects including improving entry corridors;
- Launching new online services;
- Achieving official Texas Cultural District designation;
- Concentrating on Tyler 1st action items as they relate to downtown revitalization; and
- Launching a new Downtown Tyler marketing program.

### MAIN STREET

#### SERVICE POINT EXPENDITURES

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	119,677	124,155	124,365	129,570
Supplies and Services	88,247	76,389	72,400	76,389
Sundry	12,192	14,297	14,297	14,315
Utilities	7,178	7,250	6,347	7,250
Maintenance	1,827	2,030	2,030	2,050
<b>Total Appropriations<sup>1)</sup></b>	<b>\$229,121</b>	<b>\$224,121</b>	<b>\$219,439</b>	<b>\$229,574</b>

<sup>1)</sup> Main Street Department moved from Main Street Fund in FY2010-2011

**SERVICE POINT EMPLOYEES – MAIN STREET**

<i>REGULAR FULL-TIME POSITIONS</i>	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Main Street Program Director	1	1	1	1	1	1	1
1, 2 & 3) Gallery Curator	1	1	1	1	1	—	—
3) Gallery Operations Support	—	—	—	—	—	1	1
<b>Total Department</b>	<b>2</b>						

- 1) One Deputy Court Clerk Transferred to Main Street and converted into Gallery Curator during FY 2009-2010  
 2) Gallery Curator retitled to Gallery Operations Support for FY 13-14

**AIRPORT FACILITY FUND (234)  
 REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**FISCAL YEAR 2015-2016**

	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
Reserved for Passenger Facility	117,401	115,372	115,372	12,808
<b>Beginning Fund Balance / Working Capital</b>	<b>\$117,401</b>	<b>\$115,372</b>	<b>\$115,372</b>	<b>\$12,808</b>
<b>REVENUES</b>				
Passenger Facility Charge	350,377	350,000	370,000	350,000
Distributed Interest	695	900	768	990
<b>Total Revenues</b>	<b>\$351,072</b>	<b>\$350,900</b>	<b>\$370,768</b>	<b>\$350,990</b>
<b>EXPENDITURES</b>				
Customer Facility	—	—	—	—
<b>Total Expenditures</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>
Transfer In	—	—	—	—
(Transfer Out)	(353,101)	(473,332)	(473,332)	(350,000)
Half Cent Sales Tax (Non-Budgetary Fund)	(215,275)	(473,332)	(473,332)	(225,000)
Airport Fund (524) PFC	(137,826)	—	—	(125,000)
Reserved for Passenger Facility	115,372	(7,060)	12,808	13,798
<b>Ending Fund Balance / Working Capital</b>	<b>\$115,372</b>	<b>(\$7,060)</b>	<b>\$12,808</b>	<b>\$13,798</b>

**OIL AND NATURAL GAS FUND (235)  
 REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**FISCAL YEAR 2015-2016**

	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
<b>Beginning Fund Balance / Working Capital</b>	<b>\$2,903,214</b>	<b>\$1,058,599</b>	<b>\$1,058,599</b>	<b>\$2,753,375</b>
<b>REVENUES</b>				
Oil Leases and Royalties	148,598	125,000	125,000	125,000
Interest Earnings	6,787	3,500	7,000	10,000
Sale of Property	—	—	1,567,776	—
<b>Total Revenues</b>	<b>\$155,385</b>	<b>\$128,500</b>	<b>\$1,699,776</b>	<b>\$135,000</b>

**EXPENDITURES**

Building - Innovation Pipeline	—	—	—	320,000
Downtown Property	—	—	—	30,000
Special Services		5,000	5,000	10,000
Contingencies	—	5,000	—	—
Parking Garage	2,000,000	—	—	—
<b>Total Expenditures</b>	<b>\$2,000,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$360,000</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$1,058,599</b>	<b>\$1,177,099</b>	<b>\$2,753,375</b>	<b>\$2,528,375</b>

**OIL AND NATURAL GAS FUND****SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Services	—	5,000	5,000	10,000
Sundry	—	5,000	—	320,000
Capital Outlay	2,000,000	—	—	30,000
<b>Total Appropriations</b>	<b>\$2,000,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$360,000</b>

**PEG FEE FUND (236)****REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE****FISCAL YEAR 2015-2016**

	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
<b>Beginning Fund Balance / Working Capital</b>	<b>\$197,141</b>	<b>\$410,810</b>	<b>\$410,810</b>	<b>\$365,862</b>
<b>REVENUES</b>				
PEG Fee	273,541	274,065	274,627	277,373
Interest Earnings	823	550	1,218	1,300
<b>Total Revenues</b>	<b>\$274,364</b>	<b>\$274,615</b>	<b>\$275,845</b>	<b>\$278,673</b>
<b>Expenditures</b>				
Technology Cost	49,953	135,349	135,349	76,028
Studio Renovations	10,742	160,000	160,000	180,000
Vehicle Purchase	—	30,000	25,444	—
Contingency	—	70,000	—	30,000
<b>Expenditures</b>	<b>\$60,695</b>	<b>\$395,349</b>	<b>\$320,793</b>	<b>\$286,028</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$410,810</b>	<b>\$290,076</b>	<b>\$365,862</b>	<b>\$358,507</b>

**PEG FEE****SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Supplies and Services	—	17,744	17,744	67,317
Sundry	8,711	78,711	8,711	38,711
Capital Outlay	51,984	298,894	294,338	180,000
<b>Total Appropriations</b>	<b>\$60,695</b>	<b>\$395,349</b>	<b>\$320,793</b>	<b>\$286,028</b>

**FAIR PLAZA FUND (240)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2015-2016**

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Reserved for Building Improvements	—	—	—	—
Unreserved Fund Balance	163,378	195,064	195,064	179,654
<b>Beginning Fund Balance / Working Capital</b>	<b>\$163,378</b>	<b>\$195,064</b>	<b>\$195,064</b>	<b>\$179,654</b>
<b>REVENUES</b>				
Building Rental	256,856	261,992	261,942	—
Tenant Parking	3,813	17,432	27,783	22,659
Non Tenant Parking	3,600	22,938	27,281	27,085
Daily Parking	1,271	81,657	19,833	16,056
Monthly Parking	487	11,928	7,000	8,478
Special Events	—	—	—	—
Interest Earnings	543	464	651	—
Misc Income (Returned Check Fees)	—	—	—	—
<b>Total Revenues</b>	<b>\$266,570</b>	<b>\$396,411</b>	<b>\$344,540</b>	<b>\$74,278</b>
<b>EXPENDITURES</b>				
<b>PARKING GARAGE</b>				
Supplies	40	4,610	4,600	4,610
Special Services	2,128	78,900	77,950	78,900
Insurance/Judgments	—	5,760	5,500	5,760
Auto Damage	—	1,150	1,100	1,150
Credit Card Costs	71	7,300	2,500	5,000
Utilities	3,252	27,000	16,344	21,200
Building Maintenance	916	6,000	5,995	6,000
Elevator Maintenance	—	—	300	3,600
Capital Purchase (Meters)	—	50,000	—	—
<b>Parking Garage Total</b>	<b>\$6,407</b>	<b>\$180,720</b>	<b>\$114,289</b>	<b>\$126,220</b>
<b>BUILDING OPERATIONS</b>				
Janitorial Supplies & Services	46,190	45,777	40,000	—
Security System Monitoring	264	272	264	—
Special Services	28,906	40,550	37,538	—
Roof Repair and Replacement	1,470	2,568	2,348	—
Loss on Returned Checks	921	—	—	—
Technology Costs	—	—	—	—
Utilities	101,426	101,513	89,402	—
Building Maintenance	42,795	44,173	37,109	—
Contingency	—	39,450	39,000	—
<b>General Services Total</b>	<b>\$221,972</b>	<b>\$274,303</b>	<b>\$245,661</b>	<b>\$—</b>
<b>Total Expenditures</b>	<b>\$228,379</b>	<b>\$455,023</b>	<b>\$359,950</b>	<b>\$126,220</b>
Transfers In	—	—	—	—
(Transfers Out) Trolley Services Fund 286	(6,505)	—	—	—

Reserved for Building Improvements	—	—	—	—
Unreserved Fund Balance	195,064	136,452	179,654	127,712
<b>Ending Fund Balance / Working Capital</b>	<b>\$195,064</b>	<b>\$136,452</b>	<b>\$179,654</b>	<b>\$127,712</b>

### FAIR PLAZA GENERAL SERVICES

#### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Supplies and Services	76,281	86,599	77,802	—
Sundry	—	39,450	39,000	—
Utilities	101,426	101,513	89,402	—
Maintenance	44,265	46,741	39,457	—
Capital Outlay	—	—	—	—
<b>Total Appropriations</b>	<b>\$221,972</b>	<b>\$274,303</b>	<b>\$245,661</b>	<b>—</b>

### PARKING GARAGE

#### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Supplies and Services	2,168	83,510	82,550	83,510
Sundry	71	14,210	9,100	11,910
Utilities	3,252	27,000	16,344	21,200
Maintenance	916	6,000	6,295	9,600
Capital Outlay	—	50,000	—	—
<b>Total Appropriations</b>	<b>\$6,407</b>	<b>\$180,720</b>	<b>\$114,289</b>	<b>\$126,220</b>

## Neighborhood Services

### Accomplishments for 2014-2015

- Assisted 42 homeowners with rehabilitations, architectural barrier removals and minor repairs;
- Completed the sale of 6 new single-family homes via the First-Time Homebuyer Program; Down payment and closing cost assistance, as well as credit counseling services were provided;
- Partnered with developer in the development and sale of affordable homes;
- Provided funds for public facilities/infrastructure improvements to Twin Arrows Target Area where street improvements and curbing were completed for Carter Boulevard;
- Provided funds for the clearance and demolition of 19 dilapidated/unsafe single-family structures (Board Ordered and Voluntary Demolitions);
- Provided Code Enforcement services in low/mod income neighborhoods resulting in the tagging and/or monitoring for work progress on 130 unoccupied and/or substandard single-family structures;
- Provided public service financial assistance to the Tyler Literacy Council's Adult Literacy Program;
- Provided public service financial assistance to Habitat for Humanity for its Affordable Housing Program;
- Provided public service financial assistance to the North Tyler Day Nursery for fire safety measure;
- Provided public service funding to Great Foundations, Inc. for childcare services assistance for low-to-moderate income families.
- Completed 2 public workshops for Non-Profit Public Service Agencies;
- Provided housing and rental assistance to 1030 Housing Choice Voucher clients monthly;
- Provided inspection of 1030 rental units to guarantee minimum Housing Quality Standards (HQS);
- Applied for and received funding for the Family Self-Sufficiency Program and enrolled 14 Housing Choice Voucher clients;
- Provided Housing Choice Voucher Homeownership assistance to 9 Housing Choice Voucher Clients;
- Assisted 3 Family Self-Sufficiency clients to obtain an Associate's Degree, Bachelor's Degree and Master's

Degree;

- Completed Reconstruction on new Single Family Homes for 6 families;
- Conducted 4 Neighborhood Revitalization Board (NRB) Meetings for structures with code violations;
- Completed assistance to 4 area business through the Business Façade Improvement Program.
- Provided Homebuyer Education Training for 9 potential and future homebuyers;
- Sold vacant lots through the Housing Infill Properties (HIP) program.
- Received a High Performer Rating from HUD Housing Choice Voucher Program;
- Provided funding for the construction of 2 affordable rental houses by the Community Housing Development Organization (CHDO);
- Completed 2 successful seminars with Texas Workforce for all zero earned income clients;
- Completed a successful landlord briefing for over 100 Housing Choice Voucher Landlords;

### Major Budget Items

- Homebuyer Assistance and Credit Counseling Program;
- First-Time Homebuyer Program;
- Rehabilitation and Reconstruction projects;
- Minor Repair and ADA Assistance Projects;
- Public Facilities including Street Infrastructure and Park Improvements;
- Housing Choice Voucher Assistance Program;
- Family Self-Sufficiency Program;
- Public Service Activities projects; and,
- Community Housing Development Organization (CHDO) for 2 new rental construction projects;

### Goals for 2015-2016

- Provide financial assistance to five eligible Public Service Agencies;
- Assist homeowners with home Rehabilitation that includes Minor Repairs, Urgent and ADA Repairs or Modifications of Owner-Occupied Homes;
- Assist 7 homebuyers with CDBG/HOME grant assistance for down payment, closing costs, training and principal reduction in or order to purchase a home;
- Assist potential homebuyers with homebuyer education;
- Provide funds for clearance and/or demolition of dilapidated/unsafe structures;
- Provide Code Enforcement services in low/mod income neighborhoods;
- Provide funds for construction of new affordable houses;
- Provide Reconstruction of owner-occupied homes for 5 eligible families
- Provide housing and rental assistance to 1050 Housing Choice Vouchers clients monthly;
- Provide Housing Choice Voucher Homeownership Assistance to 13 families.
- Coordinate the Housing Initiative Program;
- Provide resources to clients through the Family Self Sufficiency (FSS) Program;
- Conduct first-ever graduation ceremony for FSS participants;
- Provide improvements and repairs to T. R. Griffith Park.
- Provide financial assistance to the Community Housing Development Organization (CHDO) to build affordable rental houses; and,
- Conduct Housing Quality Standards Inspections for all Housing Choice Voucher Program Participants.

### BENCHMARKS

<i>PERFORMANCE BENCHMARKS</i>	<i>BUDGET 2014-2015</i>	<i>PROJECTED 2015-2016</i>
Housing Choice Voucher Program	\$7,441,554	\$7,238,970
Homeowner Rehabilitation, ADA, Urgent Repair	\$203,238	\$200,000
Demolition and Clearance	\$36,923	\$50,000
Code Enforcement	\$48,077	\$50,000
Public Service Activities	\$75,000	\$50,000
New Construction	\$272,530	\$240,201
Homebuyer Activities	\$20,000	\$70,000
Business Façade Improvements	\$50,000	\$0
Public Facilities/Street Improvements	\$285,000	\$270,615
CDBG & Home Grant Administration	\$204,979	\$196,564

**HOMEOWNERSHIP/HOUSING FUND (274)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2015-2016

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>Beginning Fund Balance / Working Capital</b>	<b>\$55,775</b>	<b>\$55,955</b>	<b>\$55,955</b>	<b>\$451</b>
<b>Revenues</b>	<b>\$180</b>	<b>\$100</b>	<b>\$300</b>	<b>—</b>
<b>Expenditures</b>	<b>—</b>	<b>56,005</b>	<b>55,804</b>	<b>200</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$55,955</b>	<b>\$50</b>	<b>\$451</b>	<b>\$251</b>

**HOMEOWNERSHIP/HOUSING FUND**

SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Supplies and Services	—	51,511	49,762	—
Sundry	—	1,956	6,042	200
Maintenance	—	2,538	—	—
<b>Total Appropriations</b>	<b>—</b>	<b>\$56,005</b>	<b>\$55,804</b>	<b>\$200</b>

**HOUSING ASSISTANCE PAYMENTS FUND (276)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

FISCAL YEAR 2015-2016

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Reserved for Voucher Program	167,880	202,351	526,490	467,414
Reserved for Admin	76,023	44,419	57,048	57,450
<b>Beginning Fund Balance / Working Capital</b>	<b>\$243,903</b>	<b>\$246,770</b>	<b>\$583,538</b>	<b>\$524,864</b>
HUD Voucher	6,288,423	6,474,528	5,983,224	6,240,000
HUD Admin	501,198	528,648	559,863	596,510
Portability Voucher	382,853	360,000	178,910	180,000
Portability Admin	31,994	25,000	15,000	12,000
FSS Admin	48,938	49,978	49,978	49,560
Tenant Protection Admin	7,800	—	—	—
Tenant Protection Voucher	22,624	—	174,030	60,000
VASH Admin	—	—	—	—
VASH Voucher	—	—	271,488	100,000
Unclaimed Property/Fraud Reimbur	22,240	3,150	729	—
Misc. Income - Admin	1,285	250	1,350	900
<b>Revenues</b>	<b>\$7,307,355</b>	<b>\$7,441,554</b>	<b>\$7,234,572</b>	<b>\$7,238,970</b>
HAP Voucher	5,926,608	6,474,528	6,354,739	6,240,000
HAP Admin	506,798	529,723	540,225	603,293
Portability Voucher	428,309	360,000	178,910	180,000

Portability Admin	51,771	40,843	28,266	12,000
FSS Admin	50,336	84,375	55,948	49,401
Tenant Protection Admin	—	7,800	—	—
Tenant Protection Voucher	—	—	77,202	60,000
VASH Admin	—	—	—	—
VASH Voucher	3,898	18,279	57,956	100,000
<b>Expenditures</b>	<b>\$6,967,720</b>	<b>\$7,515,998</b>	<b>\$7,293,246</b>	<b>\$7,244,694</b>
Reserved for Voucher Program	526,490	187,022	467,414	468,314
Reserved for Admin	57,048	(14,696)	57,450	50,826
<b>Ending Fund Balance / Working Capital</b>	<b>\$583,538</b>	<b>\$172,326</b>	<b>\$524,864</b>	<b>\$519,140</b>

**SERVICE POINT EXPENDITURES – HOUSING ASSISTANCE PAYMENT PROGRAM**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	323,618	438,640	431,054	458,849
Supplies and Services	104,279	27,330	47,038	55,812
Sundry	5,980,588	6,525,656	6,399,044	6,298,066
Utilities	14,702	4,125	15,385	19,566
Maintenance	10,219	8,500	2,443	11,000
Capital Outlay	—	—	—	—
<b>Total Appropriations</b>	<b>\$6,433,406</b>	<b>\$7,004,251</b>	<b>\$6,894,964</b>	<b>\$6,843,293</b>

**SERVICE POINT EMPLOYEES – HOUSING ASSISTANCE PAYMENT PROGRAM**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
10) Director of Neighborhood Services	0.25	0.25	—	—	—	—	—
12) NBS Operations Manager	—	—	—	—	—	—	0.1
10, 11) Neighborhood Services Manager	—	—	0.25	0.25	0.25	0.25	0.6
Housing Services Manager	1	1	1	1	1	1	1
1) Accountant	—	—	—	—	—	—	—
Clerk	1	1	1	1	1	1	1
12) Code Enforcement/Housing Inspector	2	2	2	2	1	1	1
6) Eligibility Analyst	3	—	—	—	—	—	—
2, 13) Financial Analyst	0.23	0.23	0.23	—	—	—	—
8) Rehab/Code Enforcement	1	—	—	—	—	—	—
Senior Clerk	1	1	1	1	1	1	1
3) Senior Eligibility Analyst	—	—	—	0	0	0	0
4 & 5) Redevelopment Specialist	—	—	—	—	—	—	—
Housing Eligibility Supervisor	1	1	1	1	1	1	1
7, 9) Certified Housing Specialist	—	2	2	2	2	2	2
Senior Certified Housing Specialist	—	1	1	1	1	1	1
Code Enforcement/Housing Inspector Supervisor	—	1	1	1	1	1	1
<b>Total Department</b>	<b>10.48</b>	<b>10.48</b>	<b>10.48</b>	<b>10.25</b>	<b>9.25</b>	<b>9.25</b>	<b>9.7</b>

- |  |   |
|--|---|
| <p>1) One position downgraded from Accountant to Financial Analyst during FY 2007-2008</p> <p>2) One position with 45% paid by Community Development, 25% paid by Transit and 7% paid by HOME</p> <p>3) Position transferred to the City Manager's Office and title changed to Project Manager FY 2008-2009</p> <p>4) Position transferred from the City Manager's Office during FY 2008-2009</p> <p>5) Position title change to Housing Eligibility Supervisor FY 2009-2010</p> <p>6) Title changed to Certified Housing Specialist during FY 2009-2010</p> <p>7) One Certified Housing Specialist position upgraded to Senior Certified Housing Specialist during FY 2009-2010</p> <p>8) Position upgrade to Code Enforcement/Housing Inspector Supervisor</p> | <p>9) During FY 2010-2011 Certified Housing Specialist downgraded to Developmental Certified Housing Specialist, then upgraded back to Certified Housing Specialist within same year</p> <p>10) Title change from Director of Neighborhood Services to Neighborhood Services Manager FY 2011-2012</p> <p>11) One position with 50% paid by Community Development and 25% Home</p> <p>12) One Code Enforcement/Housing Inspector transferred to Development Services Building Inspector FY 13-14</p> <p>13) Financial Analyst transferred to Finance FY 12-13</p> <p>11) One position 30% paid by Community development and 10% by Home FY 15-16</p> <p>12) Neighborhood Services Manager 70% paid by community development and 20% by Home FY 15-16</p> |
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## HOUSING PORTABILITY

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Supplies and Services	46,037	40,843	28,124	12,000
Sundry	428,309	360,000	178,910	180,000
Utilities	5,734	—	142	—
<b>Total Appropriations</b>	<b>\$480,080</b>	<b>\$400,843</b>	<b>\$207,176</b>	<b>\$192,000</b>

## FSS HOMEOWNERSHIP PROGRAM

### SERVICE POINT EXPENDITURES - FSS

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	50,336	84,375	55,948	49,401
<b>Total Appropriations</b>	<b>\$50,336</b>	<b>\$84,375</b>	<b>\$55,948</b>	<b>\$49,401</b>

### SERVICE POINT EMPLOYEES – FSS HOMEOWNERSHIP

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1)FSS Homeownership Coordinator	—	1	1	1	1	1	1
<b>Total Department</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

1) New Position FSS Homeownership Coordinator added FY 2010-2011 (Grant funded position for 1 year); renewed for FY 11-12, 12-13

## TENANT PROTECTION PROGRAM

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Sundry	3,898	18,729	57,956	60,000
<b>Total Appropriations</b>	<b>\$3,898</b>	<b>\$18,729</b>	<b>\$57,956</b>	<b>\$60,000</b>

## VASH PROGRAM

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	—	—	77,202	100,000
<b>Total Appropriations</b>	<b>—</b>	<b>—</b>	<b>\$77,202</b>	<b>\$100,000</b>

## COMMUNITY DEVELOPMENT GRANT FUNDS (294) REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

### FISCAL YEAR 2014-2015

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>Beginning Fund Balance / Working Capital</b>	<b>\$38,203</b>	<b>\$41,302</b>	<b>\$41,302</b>	<b>\$23,875</b>
<b>Total Revenue</b>	<b>1,201,399</b>	<b>998,810</b>	<b>903,000</b>	<b>841,268</b>
<b>ADMIN EXPENDITURES</b>				
Admin	245,051	170,809	170,809	167,042
Rehab Admin	51,850	75,201	74,733	82,002
Homebuyers Admin	17,274	16,016	16,316	35,523
Demolition Admin	55	8,133	8,147	9,290

Code Enforce. Admin	25,376	48,077	48,077	54,091
Public Facilities Admin	90	15,143	13,143	22,335
Homebuyers Education Admin	9,947	12,770	12,770	—
<b>Total Admin Expenditures</b>	<b>349,643</b>	<b>346,149</b>	<b>343,995</b>	<b>370,283</b>
<b>PROJECT EXPENDITURES</b>				
Admin Projects	48,206	40,000	40,000	30,000
Rehab Projects	176,414	258,193	171,234	117,408
Homebuyers Projects	15,763	12,977	12,977	34,410
Demolition Projects	118,734	43,364	43,364	40,691
Code Enforcement Projects	3,924	—	—	5,000
Public Facilities Projects	439,366	294,857	294,857	238,226
Miscellaneous	6,759	3,000	14,000	6,000
<b>Total Project Expenditures</b>	<b>848,657</b>	<b>652,391</b>	<b>576,432</b>	<b>471,735</b>
<b>Total Expenditures</b>	<b>\$1,198,300</b>	<b>\$998,540</b>	<b>\$920,427</b>	<b>\$842,018</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$41,302</b>	<b>\$41,572</b>	<b>\$23,875</b>	<b>\$23,125</b>

### COMMUNITY DEVELOPMENT BLOCK GRANT – ADMINISTRATION

#### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	150,293	143,745	143,745	126,564
Supplies and Services	25,543	8,803	8,304	15,428
Sundry	16,811	17,110	17,110	17,110
Utilities	9,821	—	—	5,640
Maintenance	3,092	1,650	1,650	2,300
Capital Outlay	—	—	—	—
CDBG Projects	87,697	40,000	40,000	30,000
<b>Total Appropriations</b>	<b>\$293,257</b>	<b>\$211,308</b>	<b>\$210,809</b>	<b>\$197,042</b>

#### SERVICE POINT EMPLOYEES – COMMUNITY DEVELOPMENT BLOCK GRANT – ADMINISTRATION

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
7, 8) Neighborhood Services Manager	—	—	0.5	0.5	0.5	0.5	0.3
7) Director Of Neighborhood Services	0.50	0.50	—	—	—	—	—
6, 9) Community Development Manager	0.80	0.80	0.80	0.80	0.80	0.80	0.7
1) Accountant	—	—	—	—	—	—	—
2, 12) Financial Analyst	0.45	0.45	0.45	—	—	—	—
3) Homebuyers Specialist	1	1	1	1	1	1	1
4) Housing Projects Coordinator	—	—	—	—	—	—	—
11) Project Planner	1	1	1	1	—	—	—
Rehab Project Specialist	—	—	—	—	—	—	—
5) Rehab Project Specialist/Code Enforcement Officer	1.70	1.70	1.70	1.70	1.70	1.70	1.70
10) Senior Secretary	0.90	0.90	0.90	0.90	0.90	0.90	0.9
<b>Total Department</b>	<b>6.35</b>	<b>6.35</b>	<b>6.35</b>	<b>5.9</b>	<b>4.9</b>	<b>4.9</b>	<b>4.6</b>

- 1) One position downgraded from Accountant to Financial Analyst during FY 2007-2008
- 2) One position with 25% paid by Transit, 23% paid by Housing and 7% paid by HOME
- 3) One position added for FY 2008-2009
- 4) One position with 20% paid by HOME
- 5) Two positions, one with 10% paid by HOME and one with 20% paid by HOME
- 6) Housing Projects Coordinator title changed to Community Development Manager During FY 08-09
- 7) Title change from Director of Neighborhood Services to Neighborhood Services Manager
- 8) One position with 25% paid by Housing and 25% paid by HOME
- 9) One position with 20% paid by HOME
- 10) One position with 10% paid by HOME
- 11) One Project Planner transferred to Wastewater Treatment as Equipment Mechanic I FY 13-14
- 12) Financial Analyst moved to Finance FY 12-13
- 8) One position with 60% paid by Housing and 10% paid by HOME FY 15-16
- 9) Neighborhood Services Operations Manager 20% paid by HOME and 10% by HOUSING FY 15-16

## REHABILITATION (CDBG)

### SERVICE POINT EXPENDITURES

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	39,563	60,682	60,414	70,085
Supplies and Services	7,258	8,207	8,007	5,645
Sundry	4,618	4,812	4,812	4,812
Maintenance	411	1,500	1,500	1,500
CDBG Projects	176,414	283,193	171,234	117,408
<b>Total Appropriations</b>	<b>\$228,264</b>	<b>\$358,394</b>	<b>\$245,967</b>	<b>\$199,450</b>

## HOME BUYERS (CDBG)

### SERVICE POINT EXPENDITURES

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	12,586	9,616	9,916	28,323
Supplies and Services	649	2,150	2,150	2,950
Sundry	4,039	4,250	4,250	4,250
CDBG Projects	15,763	12,977	12,977	34,410
<b>Total Appropriations</b>	<b>\$33,037</b>	<b>\$28,993</b>	<b>\$29,293</b>	<b>\$69,933</b>

## DEMOLITION (CDBG)

### SERVICE POINT EXPENDITURES

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	46	6,133	6,147	7,425
Supplies and Services	—	2,000	2,000	1,865
CDBG Projects	118,734	43,364	43,364	40,691
<b>Total Appropriations</b>	<b>\$118,780</b>	<b>\$51,497</b>	<b>\$51,511</b>	<b>\$49,981</b>

## CODE ENFORCEMENT (CDBG)

### SERVICE POINT EXPENDITURES

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	—	10,043	10,043	19,235
Supplies and Services	89	4,601	3,100	3,100
CDBG Projects	15,500	269,857	294,857	238,226
<b>Total Appropriations</b>	<b>\$15,589</b>	<b>\$284,501</b>	<b>\$308,000</b>	<b>\$260,561</b>

## PUBLIC FACILITIES (CDBG)

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	9,896	12,770	12,572	—
Supplies and Services	51	—	198	—
CDBG Projects	—	—	—	—
<b>Total Appropriations</b>	<b>\$9,947</b>	<b>\$12,770</b>	<b>\$12,770</b>	<b>—</b>

### CDBG EDUCATION

#### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	—	—	—	—
Sundry				
<b>Total Appropriations</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

### MATCH (CDBG)

#### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Sundry	6,759	3,000	14,000	6,000
<b>Total Appropriations</b>	<b>\$6,759</b>	<b>\$3,000</b>	<b>\$14,000</b>	<b>\$6,000</b>

## HOME GRANT FUNDS (295)

### REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

#### FISCAL YEAR 2015-2016

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>Beginning Fund Balance / Working Capital</b>	<b>\$106,419</b>	<b>\$39,407</b>	<b>\$39,407</b>	<b>\$39,407</b>
<b>Revenues</b>	<b>\$631,686</b>	<b>\$1,535,370</b>	<b>\$992,753</b>	<b>\$287,942</b>
Admin	42,082	34,170	34,170	29,644
Housing Reconstruction	—	—	—	—
Homebuyers	5,154	245,911	70,000	—
CHDO	132,350	316,754	247,000	—
Owner Rehab	—	—	—	—
Andrews Center TBRA	—	—	—	—
New Construction	348,656	764,113	641,583	238,298
Reconstruction	—	—	—	—
Program Income	123,438	139,422	—	—
Public Service	—	—	—	20,000
Literacy Council	—	—	—	—
Habitat for Humanity	47,018	35,000	—	—
<b>Expenditures</b>	<b>\$698,698</b>	<b>\$1,535,370</b>	<b>\$992,753</b>	<b>\$287,942</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$39,407</b>	<b>\$39,407</b>	<b>\$39,407</b>	<b>\$39,407</b>

## HOME GRANT FUNDS

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	40,351	31,608	31,608	29,644
Supplies and Services	1,731	2,562	2,562	—
HOME Projects	656,616	1,501,200	958,583	258,298
<b>Total Appropriations</b>	<b>\$698,698</b>	<b>\$1,535,370</b>	<b>\$992,753</b>	<b>\$287,942</b>

### SERVICE POINT EMPLOYEES – HOME

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
6) Director Of Neighborhood Services	0.25	0.25	—	—	—	—	—
6, 7) Neighborhood Services Manager	—	—	0.25	0.25	0.25	0.25	0.10
5, 8) Community Development Manager	0.20	0.20	0.20	0.20	0.20	0.20	0.20
1) Accountant	—	—	—				
2, 10) Financial Analyst	0.07	0.07	0.07	—	—	—	—
3) Housing Projects Coordinator Rehab Project Specialist	—	—	—				
4) Rehab Project Specialist/Code Enforcement Officer	0.30	0.30	0.30	0.30	0.30	0.30	0.30
9) Senior Secretary	0.10	0.10	0.10	0.10	0.10	0.10	0.10
<b>Total Department</b>	<b>0.92</b>	<b>0.92</b>	<b>0.92</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	<b>0.70</b>

- 1) One position downgraded from Accountant to Financial Analyst during FY 2007-2008
- 2) One position with 45% paid by Community Development, 25% paid by Transit and 23% paid by Housing
- 3) One position with 80% paid by Community Development
- 4) Two positions, one with 90% paid by Community Development 10% HOME and one with 80% paid by Community Development 20% HOME
- 5) Housing Projects Coordinator title changed to Community Development Manager During FY 08-09
- 6) Title change from Director of Neighborhood Services to Neighborhood Services Manager
- 7) One position with 25% paid by Housing and 50% paid by Community Development
- 8) One position with 80% paid by Community Development
- 9) One position with 90% paid by Community Development
- 10) Financial Analyst moved to Finance FY 12-13
- 7) One position with 60% paid by Housing and 30% paid by Community Development FY 15-16

## STATE AND FEDERAL GRANT (285)

### REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

#### FISCAL YEAR 2015-2016

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>Beginning Fund Balance / Working Capital</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Revenues</b>	<b>\$230,183</b>	<b>\$303,798</b>	<b>\$164,658</b>	<b>\$352,870</b>
<b>Expenditures</b>	<b>\$230,183</b>	<b>\$303,798</b>	<b>\$164,658</b>	<b>\$352,870</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>

# MPO

## Accomplishments for 2014-2015

- Monitored Air Quality for region for possible non-attainment status
- Participated in East Texas Council of Government's committee to advance public transportation called EasTexConnects
- Supported Texas Department of Transportation's I-20 East Texas Corridor Study
- Supported Texas Department of Transportation's Texas Transportation Plan 2040
- Updated the Unified Planning Work Program to meet federal requirements for MAP-21 items
- Adopted 2040 Metropolitan Transportation Plan
- Held three Open Houses for the Old Jacksonville Highway corridor study
- Awarded a contract to develop a Tyler Network and Demographic Update to use as a basis for traffic demand forecasting
- Updated the Transportation Improvement Plan
- Held two Bicycle Taskforce meetings
- Supported a grant for a regional trail network expansion called Legacy Trails

- Revamped the MPO website to make the website more user friendly
- Implemented new MPO newsletter and published two issues
- Adopted new Unified Planning Work Program for FY 2016-2017

## Goals for 2015-2016

- Continue to monitor Air Quality for region for possible non-attainment status
- Work closely within 14 county East Texas Council of Government's region to advance public transportation
- Adopt the Old Jacksonville Highway corridor study
- Adopt the Tyler Network and Demographic Update to use as a basis for traffic demand forecasting
- Develop updated City bike route plan utilizing existing plans, UT Tyler proposal and Bicycle Taskforce feedback
- Award a contract for a regional bike route study
- Continue working with Master Street Plan Steering Committee to amend the plan to include updated cross-sections

## MPO (285)

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	101,436	97,235	87,020	128,810
Supplies and Services	125,771	203,613	74,711	220,290
Sundry	2,851	2,870	2,870	3,670
Utilities	124	80	57	100
Maintenance	—	—	—	—
<b>Total Appropriations</b>	<b>\$230,182</b>	<b>\$303,798</b>	<b>\$164,658</b>	<b>\$352,870</b>

### SERVICE POINT EMPLOYEES – MPO

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1) Director of Planning	0.30	0.30	0.30	0	0	0	0
2,8, 9) GIS Planner/Developer	—	—	—	—	—	—	—
MPO Planner	—	—	—	—	—	—	—
3,7) Senior GIS Analyst	0.96	0.96	0.96	—	—	—	—
9) GIS Developer	—	—	—	1	—	—	—
4) & 5) & 6) Senior Planner	1.15	1.15	0.15	0	0	0	0
<b>Total Department</b>	<b>2.41</b>	<b>2.41</b>	<b>1.41</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

- 1) One position with 70% paid by Planning and Zoning
- 2) Position reclassified to Senior Planner during FY 2007-2008
- 3) 96% of position transferred from Solid Waste - Administration for FY 2008-2009 with 4% paid by Solid Waste - Administration
- 4) One position with 85% paid by Planning and Zoning
- 5) Position transferred to Planning and Zoning Upgraded to Principal Planner, then downgraded to Senior Secretary, funded 100% by P&Z
- 6) Senior Planner Frozen FY 2011-2012
- 7) Moved funding to Water-GIS during FY 11-12
- 8) Moved Funding from Water- GIS during FY 11-12
- 9) GIS Planner/Developer reclassified to GIS Developer FY 12-13, moved to GIS fund FY 13-14

# Tyler Transit

## Service Point Focus

Tyler Transit provides public transportation services to the citizens of Tyler that is safe, dependable and cost effective. Tyler Transit operates a fixed route bus system throughout the city on five fixed routes, as well as providing complementary ADA Paratransit services to individuals that are eligible. Through the Tyler Transit system, we connect citizens to employers, medical facilities and educational institutions throughout the city.

Transit employees are responsible for the following:

- Providing safe, dependable and efficient public transportation services.
- Administering awarded Federal and State grant funds.
- Operating and Maintaining all transit vehicles to conform to Federal Transit Authority (FTA) guidelines.
- Promoting and increasing ridership.
- Coordination of efforts to streamline route schedules for customer convenience with additional technologies.
- Continuation of employee training that promotes and reinforces safe and efficient processes in providing public transportation.

## Accomplishments for 2014-2015

- Purchased two Paratransit vehicles and a Heavy Duty Skylift for Vehicle Maintenance department with 5339 funding.
- Purchased two Paratransit buses with 5310 funds.
- Extended the Purple line to provide service, further south, to the Cumberland Village.
- Received grant funding to replace fareboxes for accurate, automated fare collection.

## Goals for 2015-2016

- Start an advertising program to bring in additional revenue.
- Partner with outside agencies to provide regional transportation options.
- Acquire additional paratransit vehicles.
- Replace four fixed-route buses using FTA grant funds and Transportation Development Credits.
- Acquire Smart Technology Stop Announcement System for Fixed Route service.
- Launch smart application that allows customers to view exact location of bus from their phone or computer.
- Put Tyler on Google Transit

**TRANSIT SYSTEM FUND (286)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2015-2016**

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Working Capital	115,043	110,461	110,461	159,316
Reserve for Capital Purchase	27,404	—	—	—
<b>Beginning Fund Balance / Working Capital</b>	<b>\$142,447</b>	<b>\$110,461</b>	<b>\$110,461</b>	<b>\$159,316</b>
<b>REVENUES</b>				
Transit Fees	108,529	108,000	128,475	112,000
Transit Rental	—	—	—	—
Advertising	—	—	—	—
Purchase of Service Match	28,699	60,000	49,508	60,000
Bus Sales and Other Income	29,164	100	211	—
State Grant	219,797	282,589	344,153	275,174
Federal Grant	1,149,909	1,769,145	1,382,606	1,286,748
<b>Total Revenues</b>	<b>\$1,536,098</b>	<b>\$2,219,834</b>	<b>\$1,904,953</b>	<b>\$1,733,922</b>
Transit Operations	2,134,016	2,736,646	2,422,577	2,355,690
Trolley Services	15,251	—	—	—
<b>Expenditures</b>	<b>\$2,149,267</b>	<b>\$2,736,646</b>	<b>\$2,422,577</b>	<b>\$2,355,690</b>
Transfer In	581,183	500,000	566,479	551,242
General Fund (101)	574,678	500,000	566,479	551,242
Fair Plaza Fund (240)	6,505	—	—	—
(Transfer Out)	—	—	—	—
Working Capital	110,461	93,649	159,316	88,790
Reserve for Capital Purchase	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$110,461</b>	<b>\$93,649</b>	<b>\$159,316</b>	<b>\$88,790</b>

**MAIN GRANT**

**SERVICE POINT EXPENDITURES**

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	879,443	1,033,100	850,943	929,195
Supplies and Services	315,887	238,924	196,950	226,295
Sundry	82,020	77,889	87,733	83,963
Utilities	14,821	14,670	16,990	14,848
Maintenance	386,645	407,500	391,641	406,700
Capital Outlay	83,447	—	—	—
Capital Services	—	—	—	—
<b>Total Appropriations</b>	<b>\$1,762,263</b>	<b>\$1,772,083</b>	<b>\$1,544,257</b>	<b>\$1,661,001</b>

**ADA**

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	243,852	360,311	468,656	507,217
Supplies and Services	57,392	52,139	72,293	92,472
Sundry	—	23,465	23,465	—
Maintenance	41,078	50,000	91,605	95,000
Capital Outlay	—	478,648	222,301	—
<b>Total Appropriations</b>	<b>\$342,322</b>	<b>\$964,563</b>	<b>\$878,320</b>	<b>\$694,689</b>

**TRANSIT ELDERLY AND DISABLED GRANT 1202**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Supplies and Services	—	—	—	—
<b>Total Appropriations</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**TRANSIT ELDERLY AND DISABLED GRANT 1401**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Supplies and Services	—	—	—	—
<b>Total Appropriations</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)**

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Capital Outlay	2,028	—	—	—
<b>Total Appropriations</b>	<b>\$2,028</b>	<b>—</b>	<b>—</b>	<b>—</b>

**TROLLEY SERVICES**

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	7,019	—	—	—
Supplies and Services	4,632	—	—	—
Maintenance	3,601	—	—	—
<b>Total Appropriations</b>	<b>\$15,252</b>	<b>—</b>	<b>—</b>	<b>—</b>

## STATE OF GOOD REPAIR

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Capital Outlay	—	—	—	—
<b>Total Appropriations</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

### SERVICE POINT EMPLOYEES – TYLER TRANSIT

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
8, 11, & 16) Transit Manager	—	1	1	—	—	1	1
11 & 17) Executive Director of MPO	—	—	—	1	1	—	—
1) Transportation Operations Manager	—	—	—	—	—	—	—
Transportation Operations Coordinator	1	1	1	1	1	1	1
20) Account							0.25
Account Specialist	1	1	1	1	1	1	1
6) & 12) Administrative Assistant	1	1	—	1	1	1	1
7) Bus Driver	12	12	12	12	12	13	16
10) Custodian	1	1	1	—	—	—	—
2) Dispatcher	—	—	—	—	—	—	—
12, 18) Transit Dispatcher/Scheduler	1	1	1	—	—	1	1
Transit Supervisor	2	2	2	2	2	2	2
3, 14) Financial Analyst	0.25	0.25	0.25	—	—	—	—
4) Scheduler	—	—	—	—	—	—	—
5) & 8) Senior Clerk	1	—	—	—	—	—	—
Senior Bus Driver	5	5	5	5	5	5	5
<b>Total Regular Full-time</b>	<b>25.25</b>	<b>25.25</b>	<b>24.25</b>	<b>23</b>	<b>23</b>	<b>25</b>	<b>28.25</b>

PART-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
10 & 13) Custodian	—	—	—	1	1	1	1
13) Bus Driver	—	—	—	1	1	1	1
<b>Total Substitute</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

SUBSTITUTE POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
9) Bus Driver	—	8	8	8	8	10	4
Total Substitute	—	8	8	8	8	10	4
<b>Total Department</b>	<b>25.25</b>	<b>33.25</b>	<b>32.25</b>	<b>33</b>	<b>33</b>	<b>37</b>	<b>34.25</b>

- 1) Title changed from Transportations Operation Manager to Transportation Operations Coordinator during FY 2008-2009
- 2) One position reclassified to Dispatcher/Scheduler during FY 2007-2008
- 3) One position with 45% paid by Community Development, 23% paid by Housing and 7% paid by HOME
- 4) One position reclassified to Bus Driver during FY 2007-2008
- 5) Position frozen for FY 2009-2010
- 6) Administrative Assistant eliminated for FY 2011-2012
- 7) Five of 12 Full-time Bus Driver positions frozen for FY 2011-2012 and 2012-2013
- 8) Senior Clerk position upgraded to Transit Manager FY 2010-2011
- 9) Added four additional Bus Driver positions during FY 2010-2011

- 10) Converted one FT custodian to two PT custodians FY 2011-2012
- 11) Transit Manager reclassified to Executive Director of MPO FY 2011-2012
- 12) Administrative Assistant unfrozen for FY 2012-2013, Scheduler/Dispatcher frozen for FY 2012-2013
- 13) One PT Custodian reclassified to PT Bus Driver FY 12-13
- 14) Financial Analyst moved to Finance FY 12-13
- 15) Two substitute drivers added during FY 13-14
- 16) Special Projects Manager reclassified to Transit Manager during FY 13-14
- 17) Executive Director of MPO moved to Planning and combined with Planning Director during FY 13-14
- 18) One Transit Dispatcher/Scheduler unfrozen FY 14-15
- 19) Five Full-Time Bus Drivers unfrozen FY 14-15
- 20) One accountant position 75% paid by Finance FY 15-16

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
Number of transit riders per year	190,518	188,000	198,506	205,000
Fare revenues	\$137,229	\$168,000	\$169,088	\$172,000

**PRODUCTIVITY IMPROVEMENT FUND (639)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2015-2016**

	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
Unreserved Fund Balance	\$816,376	\$382,183	\$382,183	\$377,861
<b>Revenues</b>	<b>\$4,449</b>	<b>\$4,000</b>	<b>\$5,600</b>	<b>\$4,000</b>
<b>EXPENDITURES</b>				
Services	24,370	17,285	15,000	15,000
Sick Leave Buy Back	110,492	—	1,190	—
Productivity Pay & Severance	709,819	750,000	750,000	650,000
Internal Audit	143,575	136,984	15,274	47,800
City U/Lean Sigma	355,062	375,140	365,470	395,021
Grants Coordinator	45,324	62,978	62,988	72,188
Contingency	—	76,397	—	100,000
<b>Total Expenditures</b>	<b>\$1,388,642</b>	<b>\$1,418,784</b>	<b>\$1,209,922</b>	<b>\$1,280,009</b>
Transfer In	950,000	1,200,000	1,200,000	1,100,000
General Fund (101)	400,000	550,000	550,000	450,000
Utilities Fund (502)	350,000	400,000	400,000	400,000
Solid Waste Fund (560)	200,000	250,000	250,000	250,000
(Transfer Out)	—	—	—	—
<b>Unreserved Fund Balance</b>	<b>\$382,183</b>	<b>\$167,399</b>	<b>\$377,861</b>	<b>\$201,852</b>

**PRODUCTIVITY FUND – PRODUCTIVITY**

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	112,473	—	1,190	—
Supplies and Services	22,389	17,285	15,000	15,000
Sundry	716,478	826,397	750,000	750,000
<b>Total Appropriations</b>	<b>\$851,340</b>	<b>\$843,682</b>	<b>\$766,190</b>	<b>\$765,000</b>

**PRODUCTIVITY FUND – INTERNAL AUDIT (182)**

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	122,982	122,499	15,274	—
Supplies and Services	20,593	14,485	—	47,800
<b>Total Appropriations</b>	<b>\$143,575</b>	<b>\$136,984</b>	<b>\$15,274</b>	<b>\$47,800</b>

## PRODUCTIVITY FUND – LEAN SIGMA/CITY U (183)

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	153,416	132,439	136,404	139,385
Supplies and Services	93,383	72,860	72,860	72,860
Sundry	104,163	169,841	156,206	185,776
<b>Total Appropriations</b>	<b>\$355,062</b>	<b>\$375,140</b>	<b>\$365,470</b>	<b>\$395,021</b>

## GRANTS COORDINATOR (185)

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	38,301	50,142	50,152	56,852
Supplies and Services	7,023	9,120	9,120	9,120
Sundry	—	3,716	3,716	3,716
<b>Total Appropriations</b>	<b>\$45,324</b>	<b>\$62,978</b>	<b>\$62,988</b>	<b>\$69,688</b>

### SERVICE POINT EMPLOYEES – PRODUCTIVITY IMPROVEMENT FUND

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1, 3) Clerical Specialist	1	1	—	—	—	—	—
Gap Team Member	—	—	—	—	—	—	—
2) Internal Auditor	—	1	1	1	1	1	1
5) Lean Sigma Master Black Belt	1	1	1	1	1	1	1
4) Grants Officer	—	—	—	—	1	1	1
5) Director for Innovation	—	—	—	—	—	1	1
<b>Total Department</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>4</b>

1) One position upgraded to Administrative Secretary during FY 2007-2008  
Administrative Secretary transferred from Productivity Fund to General Fund during FY 2007-2008

2) Internal Auditor transferred from CMO FY 2010-2011

3) Clerical Specialist Moved to Human Resource FY 2011-2012

4) Grant Officer added FY 13-14 from FT Recreation Specialist (Parks)

5) Lean Sigma Master Black Belt reclassified to Director for Innovation during FY 13-14

## Vehicle Equipment Services

### Service Point Focus

The The Vehicle Services Department is charged with providing high quality, low cost vehicle maintenance services and asset management activities for all vehicles in the City's fleet. This department is committed to quality and excellence in professional fleet management services and staff members are responsible for the following to meet the City's needs:

- General maintenance for more than 600 fleet vehicles including police cars, fire trucks, service trucks and sedans;
- Maintaining an efficient equipment maintenance scheduling and tracking system;
- Auto parts inventory control management and services;
- Maintaining best practice policies and procedures to meet service goals;

- Maintaining a preventive maintenance program for service and inspections;
- Providing fleet utilization support to all departments;
- Maintaining vehicle records;
- Adhering to general safety regulations and environmental policies;
- Maintaining a diligent and proactive replacement and procurement program;
- Performing fleet facilities maintenance and upgrades as needed;
- Using computer systems technology;
- Pursuing staff continuing education and training goals;
- Pursuing vendor contracts when efficient;
- Applying alternative fuel programs;
- Maintaining hazardous material management; and,
- Fuel management program.

### Accomplishments for 2014-2015

- VES has completed 3 Lean Sigma projects that have saved about \$850k.

- VES has 3 lean Sigma projects active currently.
- Increased CNG usage from 48k gallons to about 76k gallons.
- Worked with Transit to secure a heavy duty lift to improve operations in the shop.
- Completed final phase for CNG station at the Oakwood Complex.

### Goals for 2015-2016

- Continue to identify areas of improvement and initiate new lean sigma projects to reduce cost and increase efficiency;
- Update and improve the emergency/disaster plan.
- Continue to empower and motivate VES employees to achieve citywide and department goals by implementing employee incentive programs.
- Implement programs that will improve our employee survey.
- Improve vehicle inventory management by creating a City of Tyler Fleet Inventory Catalog.

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2013-2014</i>	<i>BUDGET 2014-2015</i>	<i>PERIOD ENDING SEPTEMBER 2015</i>	<i>PROJECTED 2015-2016</i>
CNG Gallons Purchased	48k gal	81 k	77k gal	77k gal
Fuel Budget	\$2.2m	\$2.3m	\$1.6m	1.6m
Sale of Equipment	\$405k	\$205k	\$470k	\$470k
City Maintenance Budget	\$2.9m	\$3.3m	\$3.4m	\$3.4m

### FLEET REPLACEMENT PURCHASE

#### SERVICE POINT EXPENDITURES

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Sundry	—	—	—	—
Capital Outlay	3,951,387	5,519,331	5,232,167	4,639,117
Contingency	—	—	—	—
<b>Total Appropriations</b>	<b>\$3,951,387</b>	<b>\$5,519,331</b>	<b>\$5,232,167</b>	<b>\$4,639,117</b>

**FLEET MAINTENANCE AND REPLACEMENT FUND (640)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**

FISCAL YEAR 2015-2016

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Reserve for Vehicle Replacement	6,781,437	6,567,073	6,567,073	5,613,910
<b>Beginning Fund Balance / Working Capital</b>	<b>\$6,781,437</b>	<b>\$6,567,073</b>	<b>\$6,567,073</b>	<b>\$5,613,910</b>
<b>REVENUES</b>				
Interest Earnings	28,235	30,000	30,000	30,000
Amortization Charges	3,910,492	4,161,089	4,161,089	4,208,421
Service Fees	831,582	1,070,900	800,000	777,000
Fuel Revenue	2,211,550	2,319,648	1,724,269	2,159,080
Parts Revenue	2,102,494	2,291,400	2,477,897	2,542,900
Compressed Natural Gas	98,231	161,800	160,565	181,600
Miscellaneous Income	4,626	4,000	4,000	4,000
Sale of Equipment	373,514	250,000	388,346	300,000
Sale of Salvage	19,484	20,000	20,000	20,000
Health District	13,180	15,238	—	—
TISD	—	—	—	—
SECO CNG Grant	38,946	—	—	—
<b>Total Revenues</b>	<b>\$9,632,334</b>	<b>\$10,324,075</b>	<b>\$9,766,166</b>	<b>\$10,223,001</b>
<b>EXPENDITURES</b>				
Replacement	3,951,387	5,519,331	5,232,167	4,639,117
Maintenance	1,620,962	1,655,129	1,685,722	1,585,018
Health	13,982	15,238	13,738	14,238
TISD	—	—	—	—
Fuel, Parts and Contractual Services	4,206,492	4,309,122	3,731,125	4,614,306
ETATF	—	—	—	—
Contingency	—	—	—	—
<b>Total Expenditures</b>	<b>\$9,792,823</b>	<b>\$11,498,820</b>	<b>\$10,662,752</b>	<b>\$10,852,679</b>
Transfer In	—	—	—	—
(Transfer Out)	(53,875)	(56,577)	(56,577)	(63,644)
Technology Fund (671)	(53,875)	(56,577)	(56,577)	(63,644)
<b>Reserve for Vehicle Replacement</b>	<b>6,567,073</b>	<b>5,335,751</b>	<b>5,613,910</b>	<b>4,920,588</b>
<b>Ending Fund Balance / Working Capital</b>	<b>\$6,567,073</b>	<b>\$5,335,751</b>	<b>\$5,613,910</b>	<b>\$4,920,588</b>

## FLEET OPERATIONS

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	836,235	913,964	949,098	1,024,841
Supplies and Services	260,665	256,655	246,627	221,163
Sundry	73,851	77,360	77,360	78,864
Utilities	68,268	66,350	66,350	66,350
Maintenance	144,245	140,800	146,287	143,800
Capital Outlay	237,698	200,000	200,000	50,000
<b>Total Appropriations</b>	<b>\$1,620,962</b>	<b>\$1,655,129</b>	<b>\$1,685,722</b>	<b>\$1,585,018</b>

## HEALTH DISTRICT

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Supplies and Services	9,841	12,000	11,500	12,000
Sundry	2,238	2,238	2,238	2,238
Utilities	1,813	1,000	—	—
Maintenance	—	—	—	—
<b>Total Appropriations</b>	<b>\$13,892</b>	<b>\$15,238</b>	<b>\$13,738</b>	<b>\$14,238</b>

## COST OF GOODS SOLD (COGS)

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Sundry	4,206,492	4,309,122	3,731,125	4,614,306
<b>Total Appropriations</b>	<b>\$4,206,492</b>	<b>\$4,309,122</b>	<b>\$3,731,125</b>	<b>\$4,614,306</b>

**SERVICE POINT EMPLOYEES – VEHICLE SERVICES**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
4) Vehicle Equipment Services Manager	—	1	1	1	1	1	1
4) Fleet Administrator	1	—	—	—	—	—	—
Mechanic Supervisor	—	2	2	3	3	3	3
Auto Parts Inventory Specialist	—	—	—	—	—	—	—
Clerk	—	—	—	—	—	—	—
2) Equipment Maintenance Supervisor	1	—	—	—	—	—	—
Equipment Mechanic I	2	2	1	1	1	1	1
6) Equipment Mechanic II	3	3	4	2	2	2	2
Fleet Auditor	1	1	1	1	1	1	1
1, 8) Inventory Technician	1	1	1	1	1	—	—
3) Master Mechanic	4	3	3	3	3	3	3
Purchasing Technician	1	1	1	1	1	1	1
8) Senior Secretary	1	1	1	—	—	1	1
7) Purchasing Agent	—	—	—	1	1	1	1
<b>Total Department</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>

- 1) One Inventory Technician reclassified to Fleet Auditor during FY 2007-2008
- 2) Changed title to Mechanic Supervisor
- 3) Changed one position to Mechanic Supervisor
- 4) When Pay Plan Adjustments were made Job title was changed from Fleet Administrator to Vehicle Equipment Services manager Jan 2010
- 5) 1 Equipment Mechanic II eliminated FY 12-13  
\*Employees in Equipment Mechanic I, Equipment Mechanic II, Equipment Servicer and Master Mechanic positions are on a Career Ladder program and may advance depending on their skill level.  
Note: prior budget book numbers off due to step system
- 6) One Equipment Mechanic II reclassified to Mechanic Supervisor FY 12-13
- 7) Senior Secretary reclassified to Purchasing Agent FY 12-13
- 8) Inventory Technician reclassified to Senior Secretary FY 13-14

**PROPERTY, LIABILITY, DISABILITY & WORKERS COMPENSATION FUND (650)  
REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**

**FISCAL YEAR 2015-2016**

	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
Reserved for Workers Comp.	731,365	724,177	724,177	646,299
Reserved Property/Liability	243,789	241,393	241,393	215,433
<b>Beginning Fund Balance / Working Capital</b>	<b>\$975,154</b>	<b>\$965,570</b>	<b>\$965,570</b>	<b>\$861,732</b>
<b>REVENUES</b>				
Distributed Interest	3,328	2,000	2,600	2,600
Special Event Policy	14,025	8,000	10,750	9,500
Unemployment / Disability Premiums	282,819	294,961	298,255	310,008
Property and Liability Premiums	696,280	645,165	696,280	596,280
Workers Comp Premiums	472,646	486,295	497,063	515,646
<b>Total Revenues</b>	<b>\$1,469,098</b>	<b>\$1,436,421</b>	<b>\$1,504,948</b>	<b>\$1,434,034</b>

Employee Cost	143,672	194,745	184,197	265,731
Unemployment / Disability	241,109	243,926	214,522	244,166
Property and Liability	719,418	730,009	733,121	737,009
Workers Comp	374,483	486,000	476,946	513,000
Contingency	—	50,000	—	90,000
<b>Expenditures</b>	<b>\$1,478,682</b>	<b>\$1,704,680</b>	<b>\$1,608,786</b>	<b>\$1,849,906</b>
Reserved for Workers Comp.	724,178	522,983	646,299	334,395
Reserved Property/Liability	241,393	174,328	215,433	111,465
<b>Ending Fund Balance / Working Capital</b>	<b>\$965,570</b>	<b>\$697,311</b>	<b>\$861,732</b>	<b>\$445,860</b>

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	132,066	178,143	152,972	246,560
Supplies and Services	1,346,616	1,476,537	1,455,814	1,510,777
Sundry	—	50,000	—	92,569
<b>Total Appropriations</b>	<b>\$1,478,682</b>	<b>\$1,704,680</b>	<b>\$1,608,786</b>	<b>\$1,849,906</b>

**SERVICE POINT EMPLOYEES – PROPERTY, LIABILITY, DISABILITY & WORKERS COMPENSATION**

<i>REGULAR FULL-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
2) & 7) Human Resource Director	—	0.25	—	—	—	—	—
7) Managing Director of Administration	—	—	0.25	0.25	0.25	0.25	0.4
6) Assistant City Attorney	1	1	—	—	—	—	—
3, 4) Risk Analyst	—	—	—	—	—	—	—
4) Legal/Risk/City Clerk Sec.	1	—	—	—	—	—	—
5) Support Services Tech I	—	1	1	1	1	1	1
8) HR/Risk Specialist	—	—	—	—	—	—	—
<b>Total Full-Time</b>	<b>2</b>	<b>2.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.4</b>
<i>REGULAR PART-TIME POSITIONS</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
1) Loss Technician	1	1	1	1	1	1	1
Total Part-Time	1	1	1	1	1	1	1
<b>Total Department</b>	<b>3</b>	<b>3.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2.4</b>

- 1) Data Management position transferred from Police Department to Risk and title changed to Loss Control Technician during FY 2009-2010
- 2) 25% of HR Director moved from CMO FY 2010/2011
- 3) Risk Analyst downgraded to Legal/Risk/City Clerk Secretary FY 2009-2010
- 4) Legal/Risk/City Clerk Secretary moved to Legal FY 2010-2011
- 5) Support Services Technician I moved from Legal to Risk FY 2010-2011
- 6) Assistant City Attorney moved from Risk to Legal FY 2011-2012 & 2012-2013
- 7) Human Resource Director reclassified to Managing Director of Administration FY 2011-2012
- 8) HR/Risk Specialist transferred to HR/Risk from Finance as Senior Benefit Specialist FY 12-13

**EMPLOYEE BENEFITS FUND (661)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2015-2016**

	<i>ACTUAL</i> 2013-2014	<i>AMENDED BUDGET</i> 2014-2015	<i>PROJECTED</i> 2014-2015	<i>BUDGET</i> 2015-2016
<b>Beginning Fund Balance/Reserved for Commitments</b>	<b>\$1,188,901</b>	<b>\$690,572</b>	<b>\$690,572</b>	<b>\$462,281</b>
<b>REVENUES</b>				
Health Benefits	8,184,767	7,541,873	7,607,439	7,928,194
Dental Benefits	415,738	430,908	423,737	430,922
Life Insurance	206,012	215,383	210,639	207,334
Other Benefits	5,382	5,382	5,382	5,382
Interest Earnings	2,049	3,000	3,000	3,000
<b>Total Revenues</b>	<b>\$8,813,948</b>	<b>\$8,196,546</b>	<b>\$8,250,197</b>	<b>\$8,574,832</b>
<b>EXPENDITURES</b>				
Health Benefits	8,556,023	7,523,173	7,606,350	7,645,846
Dental Benefits	453,271	451,180	495,488	463,586
Life Insurance	198,232	208,306	204,000	205,288
Other Benefits	20,522	23,000	21,830	21,830
Affordable Care Act	3,466	164,871	90,876	97,418
Special Services	45,115	48,000	35,000	31,500
Benefit Analyst	35,648	37,158	24,944	46,417
Contingency	—	100,000	—	100,000
<b>Total Expenditures</b>	<b>\$9,312,277</b>	<b>\$8,555,688</b>	<b>\$8,478,488</b>	<b>\$8,611,885</b>
Transfer In	—	—	—	—
(Transfer Out)	—	—	—	—
Retiree Benefits Fund (761)	—	—	—	—
<b>Ending Fund Balance/ Reserved for Commitments</b>	<b>\$690,572</b>	<b>\$331,430</b>	<b>\$462,281</b>	<b>\$425,228</b>

**BENEFITS FUND (661)****REVENUE DETAIL**

FISCAL YEAR 2015-2016

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>REVENUES</b>				
Interest Earnings	2,049	3,000	3,000	3,000
Employee Assistance Program	5,382	5,382	5,382	5,382
Section 125 Forfeiture	355	—	4,770	—
Health Benefits Paid by City	5,799,588	6,290,493	6,290,493	6,498,525
Health Benefits paid by employee	1,148,950	1,244,665	1,185,976	1,408,120
COBRA Premiums	11,387	6,715	26,000	21,549
Dental Benefits paid by employees	290,157	300,466	293,295	299,489
Dental Benefits paid by City	125,581	130,442	130,442	131,433
Life Insurance Premiums paid by City	24,974	25,883	25,883	26,009
Life Insurance Premiums paid by employees	181,038	189,500	184,756	181,325
Stop loss Reimbursement	1,224,487	—	100,200	—
<b>Total Revenues</b>	<b>\$8,813,948</b>	<b>\$8,196,546</b>	<b>\$8,250,197</b>	<b>\$8,574,832</b>

**BENEFITS FUND (661)****EXPENSE DETAIL**

FISCAL YEAR 2015-2016

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>EXPENDITURES</b>				
Benefit Analyst	\$35,648	\$37,158	\$24,944	\$46,417
Life Insurance Premiums	198,232	208,306	204,000	205,288
Affordable Care Act	3,466	164,871	90,876	97,418
Special Services	45,115	48,000	35,000	31,500
Employee Assistance Program Fees	20,522	23,000	21,830	21,830
Health Claim Payments	6,076,325	5,177,235	5,223,242	5,223,242
Rx Claims	1,956,443	1,794,985	1,797,628	1,842,569
Dental Administrative Fees	18,032	18,240	18,240	19,968
Dental Claim	435,239	432,940	477,248	443,618
Health Admin Fees	198,689	194,700	229,227	246,490
Health Stop loss	324,566	356,253	356,253	333,545
Contingencies	—	100,000	—	100,000
<b>Total Expenditures</b>	<b>\$9,312,275</b>	<b>\$8,555,688</b>	<b>\$8,478,488</b>	<b>\$8,611,885</b>

**BENEFITS FUND****SERVICE POINT EXPENDITURES**

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	35,546	36,194	18,980	45,453
Supplies and Services	9,075,033	8,046,317	8,164,632	8,163,726
Sundry	201,698	473,177	294,876	402,706
<b>Total Appropriations</b>	<b>\$9,312,277</b>	<b>\$8,555,688</b>	<b>\$8,478,488</b>	<b>\$8,611,885</b>

**SERVICE POINT EMPLOYEES – BENEFITS FUND**

<i>REGULAR FULL-TIME POSITIONS</i>	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1, 2) Senior Benefit Specialist	1	1	1	—	—	—	—
3) Civil Service/Employee Relations Officer	—	—	—	0.3	0.3	0.3	0.3
<b>Total Department</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>

1) Position transferred from General Fund - Finance during FY 2007-2008

2) Senior Benefit Specialist transferred to HR/Risk as HR/Risk Specialist FY 12-13

3) Civil Service/Employee Relations Specialist split 50% HR, 30% Active Employee Benefits, 20% Retiree Benefits FY 12-13

**RETIREE BENEFITS FUND (761)**

**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**

**FISCAL YEAR 2015-2016**

	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
<b>Beginning Fund Balance/Reserved for Commitments</b>	<b>\$453,811</b>	<b>\$129,938</b>	<b>\$129,938</b>	<b>\$25,438</b>
<b>REVENUES</b>				
Health Benefits	2,926,790	3,441,862	3,511,460	3,542,742
Dental Benefits	149,172	150,497	150,497	96,297
Life Insurance	49,500	49,500	49,500	—
Interest Earnings	4,501	—	3,800	—
<b>Total Revenues</b>	<b>\$3,129,963</b>	<b>\$3,641,859</b>	<b>\$3,715,257</b>	<b>\$3,639,039</b>
<b>EXPENDITURES</b>				
Health Benefits	3,203,709	3,492,052	3,554,927	3,309,697
Dental Benefits	148,738	149,440	178,741	183,054
Life Insurance	64,547	64,561	64,561	68,566
Special Services	17,209	11,400	11,400	16,500
Benefit Analyst	19,021	24,130	10,128	19,473
Affordable Care Act	612	—	—	41,749
<b>Total Expenditures</b>	<b>\$3,453,836</b>	<b>\$3,741,583</b>	<b>\$3,819,757</b>	<b>\$3,639,039</b>
Transfer In/Contributions from Trust	—	—	—	—
Active Employee Benefits Fund (661)	—	—	—	—
(Transfer Out)/Contributions to Trust	—	—	—	—
OPEB Trust Contribution	—	—	—	—
<b>Ending Fund Balance/Reserved for Commitments</b>	<b>\$129,938</b>	<b>\$30,214</b>	<b>\$25,438</b>	<b>\$25,438</b>

**SERVICE POINT EMPLOYEES – BENEFITS**

<i>REGULAR PART-TIME POSITIONS</i>	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1) Staff Services Representative	—	—	—	—	—	—	—
2) Civil Service/Employment Relations Officer	—	—	0.2	0.2	0.2	0.2	0.2
<b>Total Department</b>	<b>0</b>	<b>0</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>

1) Position transferred to General Fund - Human Resources for FY 2008-2009

2) Civil Service/Employment Relations Officer salary split 50% HR, 30% Active Employee Benefits, 20% Retiree Benefits FY 12-13

**RETIREE BENEFITS FUND (761)**

**REVENUE DETAIL**

**FISCAL YEAR 2015-2016**

	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
<b>REVENUES</b>				
Interest Earnings	4,501	—	3,800	—
CITY- City Health Prem Retiree	886,183	1,456,078	1,456,078	—
RETIREE-Health Premium	358,644	301,494	361,273	346,650
MEDICARE RETIREE - Supplemental Ins Premiums	260,873	263,100	263,100	263,100
CITY- Dental Premium	54,200	54,200	54,200	—
RETIREE- Dental Premium	94,972	96,297	96,297	96,297
CITY- Life Premium	49,500	49,500	49,500	—
MEDICARE RETIREE - Rx Prem	220,400	220,500	225,846	220,500
FEDERAL- RDS CMS Reimbursement	158,414	158,414	162,887	158,414
CITY- Med RX Over 65	333,496	333,496	333,496	—
CITY- Health Prem Over 65(supplemental)	708,780	708,780	708,780	—
PARS-Trust Fund Reimbursement	—	—	—	2,554,078
<b>Total Revenues</b>	<b>\$3,129,963</b>	<b>\$3,641,859</b>	<b>\$3,715,257</b>	<b>\$3,639,039</b>

**RETIREE BENEFITS FUND (761)**

**EXPENSE DETAIL**

**FISCAL YEAR 2015-2016**

	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
<b>EXPENDITURES</b>				
Life Insurance	\$64,547	\$64,561	\$64,561	\$68,566
Benefit Analyst	19,021	24,130	10,128	19,473
Special Services	17,209	11,400	11,400	16,500
Medicare Rx	776,275	690,919	712,253	730,059
Medicare Supplement	730,915	785,551	759,110	797,986
Health Claim Payments	1,028,974	1,420,000	1,420,000	1,071,002
Rx Claims	548,353	479,942	542,964	556,538
Dental Administrative Fees	8,070	8,160	8,160	8,208
Dental Claim	140,668	141,280	170,581	174,846
Health Admin Fees	63,540	63,600	63,600	85,796
Health Stop loss	55,652	52,040	57,000	68,316
Affordable Care Act	612	—	—	41,749
<b>Total Expenditures</b>	<b>\$3,453,836</b>	<b>\$3,741,583</b>	<b>\$3,699,757</b>	<b>\$3,639,039</b>

**SERVICE POINT EXPENDITURES - BENEFITS (761)**

	<i>FY2013-2014 ACTUAL EXPENDITURES</i>	<i>FY2014-2015 BUDGET APPROPRIATIONS</i>	<i>FY2014-2015 PROJECTED EXPENDITURES</i>	<i>FY2015-2016 BUDGET APPROPRIATIONS</i>
Salaries and Benefits	19,633	24,130	8,128	19,473
Services	3,369,656	3,652,892	3,747,068	3,551,000
Sundry	64,547	64,561	64,561	68,566
<b>Total Appropriations</b>	<b>\$3,453,836</b>	<b>\$3,741,583</b>	<b>\$3,819,757</b>	<b>\$3,639,039</b>

# Property and Facilities Management

Facilities management functions include HVAC (heating, ventilation and air conditioning), roof maintenance, disposal of surplus property and property acquisition for City-owned facilities. The City Engineer provides oversight for the facilities personnel including the HVAC mechanic, who is responsible for heating, ventilation and

air conditioning systems; and the building services technician, who provides mail room and courier services, and performs minor building maintenance tasks. Facilities management also administers the roof maintenance and replacement program, and oversees janitorial services at multiple City buildings.

## PROPERTY AND FACILITIES MANAGEMENT FUND (663) REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL FISCAL YEAR 2015-2016

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Roof Replacement Reserve	185,178	15,280	15,280	55,224
Tourism Roof Replacement/HVAC	735,600	392,030	392,030	417,030
Unreserved Fund Balance	—	—	—	—
<b>Beginning Fund Balance / Working Capital</b>	<b>\$920,778</b>	<b>\$407,310</b>	<b>\$407,310</b>	<b>\$472,254</b>
<b>REVENUES</b>				
Misc. Rental Income	18,000	18,000	18,000	18,000
Interest Earnings	3,322	3,300	3,300	3,300
Roof Maintenance	73,060	49,452	51,800	51,352
Roof Replacement	83,637	121,860	121,860	125,515
ADA Services	20,000	50,000	50,000	50,000
HVAC Maintenance	157,162	175,535	177,392	190,135
Grant Revenue	—	—	—	—
Sale of Property	4,273	5,000	—	—
<b>Total Revenues</b>	<b>\$359,454</b>	<b>\$423,147</b>	<b>\$422,352</b>	<b>\$438,302</b>
<b>EXPENDITURES</b>				
Employee Costs	158,994	152,851	159,825	159,375
Property and Facility Maintenance	106,322	112,738	118,027	156,946
ADA Sidewalks	45,332	50,000	45,479	50,347
Health District	9,552	11,200	5,909	9,200
HVAC Maintenance	168,958	160,537	158,431	184,400
HVAC Replacement	26,498	15,000	15,000	54,841
Roof Maintenance	48,117	40,000	39,263	48,000
Roof Replacement	200,306	76,090	75,201	—
Tourism Roof Replacement/HVAC	368,620	—	—	—
<b>Total Expenditures</b>	<b>\$1,132,649</b>	<b>\$618,416</b>	<b>\$617,135</b>	<b>\$663,109</b>
Transfer In	259,727	259,727	259,727	259,727
General Fund (101)	101,305	101,305	101,305	101,305
Hotel Tax Fund (211)	25,000	25,000	25,000	25,000
Water Fund (502)	66,711	66,711	66,711	66,711
Solid Waste Fund (560)	66,711	66,711	66,711	66,711

**PROPERTY AND FACILITIES MANAGEMENT FUND (663)  
REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**

**FISCAL YEAR 2015-2016**

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
Transfer Out	—	—	—	—
Roof Replacement Reserve	15,280	54,738	55,224	65,144
Tourism Roof Replacement/HVAC	392,030	417,030	417,030	442,030
Unreserved Fund Balance	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$407,310</b>	<b>\$471,768</b>	<b>\$472,254</b>	<b>\$507,174</b>

663 PROPERTY & FACILITIES PERFORMANCE BENCHMARKS	2013- 2014 ACTUAL	2014 - 2015 BUDGET	PERIOD ENDING JUNE 2015	2015 - 2016 PROJECTED
<b>FACILITY MANAGEMENT MAINTENANCE</b>				
HVAC Tons Replaced Annually				
HVAC Units Repaired Annually				
Roofs with Required Annual Maintenance				
Roofs Scheduled for Replacement				

**SERVICE POINT EMPLOYEES – PROPERTY AND FACILITY MANAGEMENT**

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
6) City Engineer							0.25
4) & 5) A/C Mechanic	1	1	—	—	—	—	—
Building Services Technician	1	1	1	1	1	1	1
1) Survey Crew Member	—	—	—	—	—	—	—
2) and 3) City Courier	1	—	—	—	—	—	—
Building Service Supervisor	—	1	1	1	1	1	1
<b>Total Department</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2.25</b>

- 1) Position transferred from Engineering during FY 2008-2009
- 2) Title changed from Survey Crew Member to City Courier during FY 2009-2010
- 3) Position upgraded to Building Service Supervisor
- 4) A/C Mechanic frozen FY 2010-2011 and 2011-2012 (unfunded)
- 5) A/C Mechanic transferred to Fire in FY 2011-2012 for Full-Time Lean Sigma Black Belt
- 6) City Engineer 75% paid by Engineering FY 2015-2016

# Information Technology

## Mission

The City of Tyler Information Technology department's mission is to strive for excellence in the implementation and security of integrated information technology; providing a high quality service in a timely, reliable and cost-effective manner.

## Information Technology Supports:

- Personal computers, printers and peripherals;
- Telecommunications, outdoor warning system and network;
- IBM System i and System x servers;
- Helpdesk;
- Hardware/software system management;
- Security and risk analysis services;
- Hardware and software inventory control
- Public safety and dispatch 24 hour support
- Industry and government compliancy

## Accomplishments for 2014-2015

- Backup Systems Optimized
- Deployed SQL Server Always-On
- Replication for Virtual Servers
- Cleaned Up Active Directory OU's and Policy
- Midrange Hardware Updated to Latest Version
- Enterprise Applications Upgraded to Current Version
- Citywide PC Refresh with Windows 7
- Electronic Council Agendas

- Animal Control Integrated into the Citywide Network
- All SSL Site Certificates Updated to Recommended Encryption Standards
- Video Storage System for the Police Department
- Upgraded two Early Warning Sirens
- Remote Device Management Implemented
- City Manager's Office Issue Tracking System Implemented
- Additional SharePoint Deployments
- PD Virtual Cluster Reconfigured and Rebuilt

## Major Budget Items 2014-2015

- Outdoor Warning Sirens
- Replacement of Virtualization Hardware
- Network Optimization and Switch Replacement (Phase 1)
- Phone Upgrades
- PD Server Room Clean Up

## Goals for 2015-16

- SharePoint Migration and Deployment
- Workflow Implementation for Travel Requests and Other Forms
- Development of New Citizen Mobile App
- New Early Warning Siren Installation
- Switch Replacement (Phase 2)
- New Disaster Recovery Site
- New Firewall Implementation

**TECHNOLOGY FUND (671)**  
**REVENUES, EXPENDITURES CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2015-2016**

	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	PROJECTED 2014-2015	BUDGET 2015-2016
<b>Beginning Fund Balance / Working Capital*</b>	<b>\$386,279</b>	<b>\$164,829</b>	<b>\$164,829</b>	<b>\$153,968</b>
<b>REVENUES</b>				
Rent	25,326	25,636	25,636	25,636
Interest Earnings	5,304	5,400	10,672	10,672
Technology Charges	2,859,318	3,414,800	3,438,258	3,762,234
Miscellaneous Income	129,080	—	—	—
<b>Total Revenues</b>	<b>\$3,019,028</b>	<b>\$3,445,836</b>	<b>\$3,474,566</b>	<b>\$3,798,542</b>
<b>EXPENDITURES</b>				
Administration	947,967	965,705	953,123	1,089,802
Technology Purchases	3,212,749	3,435,654	3,430,997	3,808,272
Contingency	—	50,000	50,000	—
<b>Total Expenditures</b>	<b>\$4,160,716</b>	<b>\$4,451,359</b>	<b>\$4,434,120</b>	<b>\$4,898,074</b>
Transfer In	920,238	948,693	948,693	1,017,637
General Fund (101)	389,021	399,991	399,991	399,991
Utilities Fund (502)	285,280	293,324	293,324	330,181
Solid Waste Fund (560)	156,499	160,912	160,912	181,108
Tourism (219)	9,337	9,600	9,600	10,785
Airport Fund (524)	26,226	28,289	28,289	31,928
Fleet Fund (640)	53,875	56,577	56,577	63,644
Transfer Out	—	—	—	—
<b>Ending Fund Balance / Working Capital*</b>	<b>\$164,829</b>	<b>\$107,999</b>	<b>\$153,968</b>	<b>\$72,073</b>

\* Working Capital does not include current lease payable. These payments are budgeted within the Technology Purchases Department.

**ADMINISTRATION**

**SERVICE POINT EXPENDITURES**

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Salaries and Benefits	916,323	913,605	908,575	1,011,906
Supplies and Services	23,139	43,901	36,411	68,402
Sundry	450	450	450	450
Utilities	737	300	727	300
Maintenance	7,319	7,449	6,960	8,744
<b>Total Appropriations</b>	<b>\$947,968</b>	<b>\$965,705</b>	<b>\$953,123</b>	<b>\$1,089,802</b>

## TECH PURCHASES

### SERVICE POINT EXPENDITURES

	FY2013-2014 ACTUAL EXPENDITURES	FY2014-2015 BUDGET APPROPRIATIONS	FY2014-2015 PROJECTED EXPENDITURES	FY2015-2016 BUDGET APPROPRIATIONS
Services	806,943	1,318,123	1,316,070	1,376,706
Sundry	—	50,000	50,000	—
Utilities	187,876	279,530	279,281	305,533
Maintenance	2,217,930	1,811,256	1,835,646	2,076,033
Capital Outlay	—	—	—	50,000
<b>Total Appropriations</b>	<b>\$3,212,749</b>	<b>\$3,458,909</b>	<b>\$3,480,997</b>	<b>\$3,808,272</b>

### SERVICE POINT EMPLOYEES – INFORMATION TECHNOLOGY

REGULAR FULL-TIME POSITIONS	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Chief Information Officer	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1
IT Specialist I	—	—	—	—	—	—	—
IT Specialist II	2	2	2	2	2	2	2
Advanced IT Specialist II	2	2	2	2	2	2	2
IT Specialist III	1	1	1	—	—	—	—
1, 2, 3) Advanced IT Specialist III	3	2	3	2	2	2	2
2) IT Specialist IV	1	2	2	2	2	2	2
3) Advanced IT Specialist III Supervisor*	—	—	—	2	2	2	2
<b>Total Department</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

\*Employees in IT Specialist I through Advanced IT Specialist III positions are on a Career Ladder program and may advance depending on their skill level. Career Ladder implemented during FY 2007-2008

1) Senior Clerk position transferred from Human Resource to create Advanced IT Specialist III for launch of Share Point

2) 1 Advanced IT Specialist III upgraded to IT Specialist IV during FY 2010-2011

\* 1 Advanced IT Specialist III Supervisor acting as full-time Lean Sigma Black Belt

3) 2 Advanced IT Specialist III's changed to Advanced IT Specialist III Supervisor FY 12-13

<i>PERFORMANCE BENCHMARKS</i>	<i>ACTUAL 2013-2014</i>	<i>BUDGET 2014-2015</i>	<i>PERIOD ENDING AUGUST 2015</i>	<i>PROJECTED 2015-2016</i>
Percentage of web server uptime	99.65	99.9	100	99.9
Average number of hours to complete helpdesk calls	32.24	28.8	12	30.52
Number of online Municipal Court payments	35,433	29,664	12,360	32,549
Percentage of Municipal Court payments online	40.17	—	40.2	—
Number of online Water Bill payments	39,598	40,063	16,693	39,831
Percentage of Water Business payments online	10.4	—	10.4	—
Number of Water Bill direct drafts	54,376	54,588	22,745	54,482
Percentage of Water Bill direct drafts	14.3	—	14.2	—
Number of Water Bill IVR payments	34,362	41,083	17,118	37,723
Percentage of Water Bill IVR payments	9.0	—	10.7	—
Number of Water Bill Fidelity Express payments	14,580	13,327	5,553	13,954
Percentage of Water Bill Fidelity Express payments	3.8	—	3.5	—
Number of self-serve password resets	246	146	61	196
Number of electronic tickets issued	64,527	52,421	21,842	58,479
Online job application visitors	4,232	3,397	1,414	3,815
Online job applications submitted	2,936	2,184	910	2,560

**CEMETERIES TRUST FUND (713)**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FISCAL YEAR 2015-2016**

	<i>ACTUAL 2013-2014</i>	<i>AMENDED BUDGET 2014-2015</i>	<i>PROJECTED 2014-2015</i>	<i>BUDGET 2015-2016</i>
<b>Beginning Fund Balance / Working Capital</b>	<b>\$2,676,410</b>	<b>\$2,747,045</b>	<b>\$2,747,045</b>	<b>\$2,837,070</b>
<b>REVENUES</b>				
Interest Earnings	8,769	12,500	9,500	12,500
Sales	69,744	75,000	90,025	97,425
<b>Total Revenues</b>	<b>\$78,513</b>	<b>\$87,500</b>	<b>\$99,525</b>	<b>\$109,925</b>
<b>EXPENDITURES</b>				
<b>Total Expenditures</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Transfer In	—	—	—	—
(Transfer Out)	(7,878)	(12,500)	(9,500)	(12,500)
Cemetery Operating Fund (204)	(7,878)	(12,500)	(9,500)	(12,500)
<b>Ending Fund Balance / Working Capital</b>	<b>\$2,747,045</b>	<b>\$2,822,045</b>	<b>\$2,837,070</b>	<b>\$2,934,495</b>



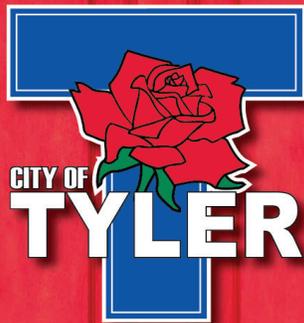
*A Natural Beauty*

**Opening  
the  
Doors ...**

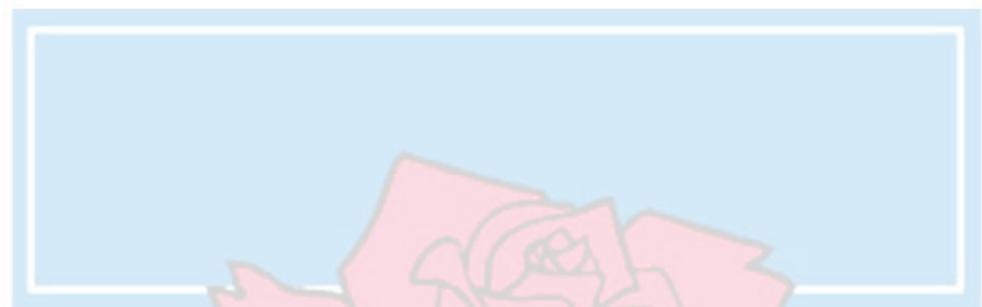
**City of Tyler  
Annual  
Budget**

**FY 2015 - 2016**

**Combined Debt Service**



**... to a  
Brighter  
Future**



CITY OF

**TYLER**

*A Natural Beauty*

# Combined Debt Services

## GO Bond Program Summary

As of Oct. 1, 2015 the City has no outstanding general obligation tax supported debt.

## Maximum Debt Limit

The City of Tyler Charter limits the bonded debt to 10 percent of assessed value. Accordingly, the City's tax margin for the year ended Sept. 30, 2014 was

Total Assessed Value	\$7,519,723,382
Debt Limit	\$751,972,338
Amount of Debt Applicable to Debt Limit:	
General obligation bonded debt	\$-0-
Less: Debt Service Fund Balance	\$-0-
Net Bonded Debt	\$-0-

## Bond Rating for Tax Debt

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

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

## Revenue Bond Program Summary

As of Oct. 1, 2015 the City will have \$61,600,000 of Water and Sewer Revenue Bonds Outstanding. Also, the city has a taxable revenue bond issue for the Airport Customer Facility that will have an outstanding balance of \$1,115,000 as of October 1, 2015.

## Bond Rating for Revenue Debt

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

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

**CUSTOMER FACILITY CHARGE REVENUE BONDS**

**SERIES 2013**

**FISCAL YEAR 2015-2016**

<i>YEAR ENDING SEPT. 30</i>	<i>INTEREST FEB. 15</i>	<i>INTEREST AUG. 15</i>	<i>PRINCIPAL AUG. 15</i>	<i>TOTAL PRIN.&amp; INT.</i>	<i>BOND BALANCE</i>
2015	20,962	20,962	60,000	101,924	1,055,000
2016	19,834	19,834	65,000	104,668	990,000
2017	18,612	18,612	65,000	102,224	925,000
2018	17,390	17,390	70,000	104,780	855,000
2019	16,074	16,074	70,000	102,148	785,000
2020	14,758	14,758	75,000	104,516	710,000
2021	13,348	13,348	80,000	106,696	630,000
2022	11,844	11,844	80,000	103,688	550,000
2023	10,340	10,340	85,000	105,680	465,000
2024	8,742	8,742	85,000	102,484	380,000
2025	7,144	7,144	90,000	104,288	290,000
2026	5,452	5,452	95,000	105,904	195,000
2027	3,666	3,666	95,000	102,332	100,000
2028	1,880	1,880	100,000	103,760	—
<b>Total</b>	<b>\$170,046</b>	<b>\$170,046</b>	<b>\$1,115,000</b>	<b>\$1,455,092</b>	

Note: Debt Service is a part of Fund 524  
Interest rate: 3.76%

**UTILITIES DEBT SERVICE FUND (504)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2015-2016**

	<i>ACTUAL</i> 2013-2014	<i>AMENDED</i> <i>BUDGET</i> 2014-2015	<i>PROJECTED</i> 2014-2015	<i>BUDGET</i> 2015-2016
<b>Beginning Fund Balance / Working Capital</b>	<b>\$1,263,774</b>	<b>\$973,578</b>	<b>\$1,275,771</b>	<b>\$48,235</b>
<b>REVENUES</b>				
Interest Earnings	7,928	10,000	8,000	10,000
<b>Total Revenues</b>	<b>\$7,928</b>	<b>\$10,000</b>	<b>\$8,000</b>	<b>\$10,000</b>
<b>EXPENDITURES</b>				
Series 2005 Interest	1,368,149	1,315,388	1,315,388	—
Series 2005 Principal	1,005,000	1,060,000	1,060,000	—
Series 2008 Interest	207,403	200,002	200,002	192,403
Series 2008 Principal	185,000	190,000	190,000	200,000
Series 2009 Interest	920,813	901,562	901,562	880,563
Series 2009 Principal	700,000	700,000	700,000	725,000
Series 2011 Interest	324,825	315,126	315,126	300,275
Series 2011 Principal	485,000	495,000	495,000	510,000
Series 2012 Interest	33,781	32,206	32,206	30,631
Series 2012 Principal	105,000	105,000	105,000	105,000
Series 2015 A Interest	—	—	—	270,073
Series 2015 A Principal	—	—	—	235,000
Series 2015 B Interest	—	—	—	716,313
Series 2015 B Principal	—	—	—	1,225,000
Fiscal Agent Fees / Special Services	5,300	15,000	6,700	72,588
<b>Total Expenditures</b>	<b>\$5,340,271</b>	<b>\$5,329,284</b>	<b>\$5,320,984</b>	<b>\$5,462,846</b>
Transfers In	5,344,340	4,456,852	4,085,448	5,550,000
Fund 502	5,344,340	4,456,852	4,085,448	5,550,000
(Transfers Out)	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$1,275,771</b>	<b>\$111,146</b>	<b>\$48,235</b>	<b>\$145,389</b>

**SERVICE POINT EXPENDITURES**

	<i>FY2013-2014</i> <i>ACTUAL</i> <i>EXPENDITURES</i>	<i>FY2014-2015</i> <i>BUDGET</i> <i>APPROPRIATIONS</i>	<i>FY2014-2015</i> <i>PROJECTED</i> <i>EXPENDITURES</i>	<i>FY2015-2016</i> <i>BUDGET</i> <i>APPROPRIATIONS</i>
Sundry				
<b>Total Appropriations</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**UTILITIES DEBT RESERVE FUND (505)**  
**REVENUES, EXPENDITURES AND CHANGES IN WORKING CAPITAL**  
**FISCAL YEAR 2015-2016**

	<i>ACTUAL</i> 2013-2014	<i>AMENDED</i> <i>BUDGET</i> 2014-2015	<i>PROJECTED</i> 2014-2015	<i>BUDGET</i> 2015-2016
Debt Service Reserve	1,492,364	1,492,364	1,492,364	1,492,364
Unreserve Fund Balance	—	—	—	—
<b>Beginning Fund Balance / Working Capital</b>	<b>\$1,492,364</b>	<b>\$1,492,364</b>	<b>\$1,492,364</b>	<b>\$1,492,364</b>
<b>REVENUES</b>				
Interest Earnings	4,813	5,400	5,816	6,500
Bond Proceeds	—	—	—	—
<b>Total Revenues</b>	<b>\$5,151</b>	<b>\$5,400</b>	<b>\$5,816</b>	<b>\$6,500</b>
<b>Total Expenditures</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
Transfers In	—	—	—	—
Fund 503	—	—	—	—
Fund 502	—	—	—	—
(Transfers Out)	(4,813)	(5,400)	(5,816)	(6,500)
Fund 503	—	—	—	—
Fund 502	(4,813)	(5,400)	(5,816)	(6,500)
Debt Service Reserve	1,492,364	1,492,364	1,492,364	1,492,364
Unreserve Fund Balance	—	—	—	—
<b>Ending Fund Balance / Working Capital</b>	<b>\$1,492,364</b>	<b>\$1,492,364</b>	<b>\$1,492,364</b>	<b>\$1,492,364</b>

## WATER AND SEWER REVENUE DEBT RETIREMENT DATA

FY2015 - 2034

ALL SERIES

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN.& INT.	BOND BALANCE
2016	1,153,534	1,236,723	3,000,000	5,390,257	61,300,000
2017	1,197,904	1,197,904	2,995,000	5,390,809	58,305,000
2018	1,146,004	1,146,004	3,110,000	5,402,009	55,195,000
2019	1,091,804	1,091,804	3,215,000	5,398,609	51,980,000
2020	1,048,992	1,048,992	3,300,000	5,397,984	48,680,000
2021	998,404	998,404	3,400,000	5,396,809	45,280,000
2022	941,154	941,154	3,520,000	5,402,309	41,760,000
2023	873,179	873,179	3,660,000	5,406,359	38,100,000
2024	802,504	802,504	3,795,000	5,400,009	34,305,000
2025	728,379	728,379	3,950,000	5,406,759	30,355,000
2026	638,264	638,264	4,130,000	5,406,528	26,225,000
2027	543,898	543,898	4,315,000	5,402,798	21,910,000
2028	453,570	453,570	4,355,000	5,262,140	17,555,000
2029	355,086	355,086	3,735,000	4,445,173	13,820,000
2030	271,198	271,198	3,945,000	4,487,395	9,875,000
2031	187,258	187,258	2,025,000	2,399,515	7,850,000
2032	141,481	141,481	2,120,000	2,402,963	5,730,000
2033	93,550	93,550	1,825,000	2,012,100	3,905,000
2034	51,556	51,556	1,905,000	2,008,113	2,000,000
2035	7,700	7,700	385,000	400,400	1,615,000
<b>Total</b>	<b>\$12,725,425</b>	<b>\$12,808,614</b>	<b>\$62,685,000</b>	<b>\$88,219,038</b>	

## WATER AND SEWER REVENUE REFUNDING BONDS

### SERIES 2005

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN. & INT.	BOND BALANCE
2015	657,694	657,694	1,060,000	2,375,388	24,485,000
2016	629,869	629,869	1,115,000	2,374,738	23,370,000
2017	600,600	600,600	1,175,000	2,376,200	22,195,000
2018	569,756	569,756	1,235,000	2,374,513	20,960,000
2019	537,338	537,338	1,300,000	2,374,675	19,660,000
2020	503,213	503,213	1,370,000	2,376,425	18,290,000
2021	467,250	467,250	1,440,000	2,374,500	16,850,000
2022	429,450	429,450	1,515,000	2,373,900	15,335,000
2023	389,681	389,681	1,595,000	2,374,363	13,740,000
2024	347,813	347,813	1,680,000	2,375,625	12,060,000
2025	303,713	303,713	1,770,000	2,377,425	10,290,000
2026	257,250	257,250	1,860,000	2,374,500	8,430,000
2027	210,750	210,750	1,955,000	2,376,500	6,475,000
2028	161,875	161,875	2,055,000	2,378,750	4,420,000
2029	110,500	110,500	2,155,000	2,376,000	2,265,000
2030	56,625	56,625	2,265,000	2,378,250	—
<b>Total</b>	<b>\$6,233,375</b>	<b>\$6,233,375</b>	<b>\$25,545,000</b>	<b>\$38,011,750</b>	

Interest Rate: 5.10%

## WATER AND SEWER REVENUE BONDS

### SERIES 2008

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN. & INT.	BOND BALANCE
2016	96,201	96,201	200,000	392,403	4,545,000
2017	92,201	92,201	210,000	394,403	4,335,000
2018	88,001	88,001	215,000	391,003	4,120,000
2019	83,701	83,701	225,000	392,403	3,895,000
2020	79,201	79,201	235,000	393,403	3,660,000
2021	74,501	74,501	245,000	394,003	3,415,000
2022	69,601	69,601	255,000	394,203	3,160,000
2023	64,501	64,501	265,000	394,003	2,895,000
2024	59,201	59,201	275,000	393,403	2,620,000
2025	53,701	53,701	285,000	392,403	2,335,000
2026	48,001	48,001	295,000	391,003	2,040,000
2027	46,097	42,101	305,000	389,211	1,735,000
2028	36,001	36,001	320,000	392,003	1,415,000
2029	29,361	29,361	335,000	393,723	1,080,000
2030	22,410	22,410	345,000	389,820	735,000
2031	15,251	15,251	360,000	390,503	375,000
2032	7,781	7,781	375,000	390,563	—
<b>Total</b>	<b>\$961,720</b>	<b>\$961,720</b>	<b>\$4,745,000</b>	<b>\$6,668,456</b>	

Interest Rate: 4.064%

## WATER AND SEWER REVENUE BONDS

### SERIES 2009

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN. & INT.	BOND BALANCE
2016	440,281	440,281	725,000	1,605,563	19,485,000
2017	428,500	428,500	750,000	1,607,000	18,735,000
2018	415,375	415,375	780,000	1,610,750	17,955,000
2019	401,725	401,725	805,000	1,608,450	17,150,000
2020	385,625	385,625	840,000	1,611,250	16,310,000
2021	368,825	368,825	870,000	1,607,650	15,440,000
2022	351,425	351,425	905,000	1,607,850	14,535,000
2023	333,325	333,325	940,000	1,606,650	13,595,000
2024	314,525	314,525	980,000	1,609,050	12,615,000
2025	294,925	294,925	1,020,000	1,609,850	11,595,000
2026	269,425	269,425	1,070,000	1,608,850	10,525,000
2027	242,675	242,675	1,125,000	1,610,350	9,400,000
2028	218,769	218,769	1,170,000	1,607,538	8,230,000
2029	193,175	193,175	1,220,000	1,606,348	7,010,000
2030	166,488	166,488	1,275,000	1,607,975	5,735,000
2031	136,206	136,206	1,335,000	1,607,413	4,400,000
2032	104,500	104,500	1,400,000	1,609,000	3,000,000
2033	71,250	71,250	1,465,000	1,607,500	1,535,000
2034	36,456	36,456	1,535,000	1,607,913	—
<b>Total</b>	<b>\$5,173,475</b>	<b>\$5,173,475</b>	<b>\$20,210,000</b>	<b>\$30,556,950</b>	

Interest Rate: 4.39%

## WATER AND SEWER REVENUE BONDS

### SERIES 2011

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN. & INT.	BOND BALANCE
2016	150,138	150,138	510,000	810,275	7,635,000
2017	142,488	142,488	520,000	804,975	7,115,000
2018	134,686	134,686	540,000	809,375	6,575,000
2019	126,588	126,588	555,000	808,175	6,020,000
2020	118,263	118,263	570,000	806,525	5,450,000
2021	109,000	109,000	590,000	808,000	4,860,000
2022	97,200	97,200	615,000	809,400	4,245,000
2023	84,900	84,900	640,000	809,800	3,605,000
2024	72,100	72,100	665,000	809,200	2,940,000
2025	58,800	58,800	690,000	807,600	2,250,000
2026	45,000	45,000	720,000	810,000	1,530,000
2027	30,600	30,600	750,000	811,200	780,000
2028	15,600	15,600	780,000	811,200	—
<b>Total</b>	<b>\$1,185,363</b>	<b>\$1,185,363</b>	<b>\$8,145,000</b>	<b>\$10,515,725</b>	

Interest Rate: 3.386%

## WATER AND SEWER REVENUE BONDS

### SERIES 2012

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN. & INT.	BOND BALANCE
2016	15,316	15,316	105,000	135,631	1,360,000
2017	14,528	14,528	110,000	139,056	1,250,000
2018	13,703	13,703	110,000	137,406	1,140,000
2019	12,603	12,603	115,000	140,206	1,025,000
2020	11,453	11,453	115,000	137,906	910,000
2021	10,303	10,303	120,000	140,606	790,000
2022	9,103	9,103	120,000	138,206	670,000
2023	7,903	7,903	125,000	140,806	545,000
2024	6,653	6,653	130,000	143,306	415,000
2025	5,191	5,191	135,000	145,381	280,000
2026	3,588	3,588	140,000	147,175	140,000
2027	1,839	1,839	140,000	143,678	—
<b>Total</b>	<b>\$112,181</b>	<b>\$112,181</b>	<b>\$1,590,000</b>	<b>\$1,689,363</b>	

Interest Rate: 2.10%

## WATER AND SEWER REVENUE REFUNDING BONDS

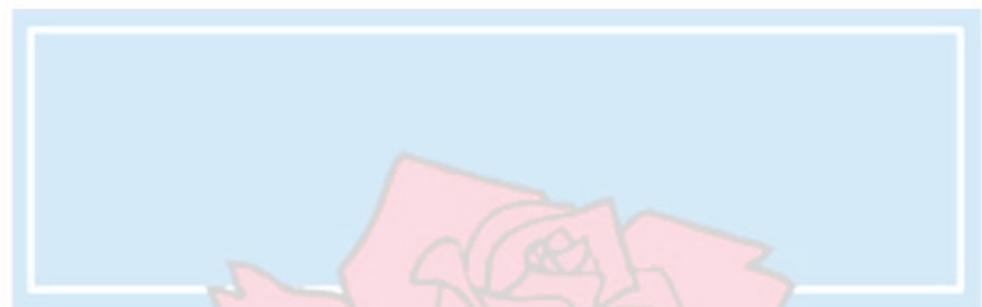
### SERIES 2015 A

YEAR ENDING SEPT. 30	INTEREST MAR. 1	INTEREST SEPT. 1	PRINCIPAL SEPT. 1	TOTAL PRIN. & INT.	BOND BALANCE
2016	123,648	146,425	235,000	505,073	8,165,000
2017	144,075	144,075	215,000	503,150	7,950,000
2018	141,925	141,925	225,000	508,850	7,725,000
2019	139,675	139,675	225,000	504,350	7,500,000
2020	137,425	137,425	230,000	504,850	7,270,000
2021	135,124	135,124	235,000	505,250	7,035,000
2022	131,600	131,600	245,000	508,200	6,790,000
2023	127,925	127,925	255,000	510,850	6,535,000
2024	124,100	124,100	255,000	503,200	6,280,000
2025	119,638	119,638	265,000	504,275	6,015,000
2026	115,000	115,000	275,000	505,000	5,740,000
2027	110,188	110,188	285,000	505,375	5,455,000
2028	105,200	105,200	295,000	505,400	5,160,000
2029	99,300	99,300	850,000	1,048,600	4,310,000
2030	82,300	82,300	2,325,000	2,489,600	1,985,000
2031	35,800	35,800	330,000	401,600	1,655,000
2032	29,200	29,200	345,000	403,400	1,310,000
2033	22,300	22,300	360,000	404,600	950,000
2034	15,100	15,100	370,000	400,200	580,000
2035	7,700	7,700	385,000	400,400	195,000
<b>Total</b>	<b>\$1,947,223</b>	<b>\$1,970,000</b>	<b>\$8,205,000</b>	<b>\$12,122,223</b>	

## WATER AND SEWER REVENUE REFUNDING BONDS

### SERIES 2015 B

<i>YEAR ENDING SEPT. 30</i>	<i>INTEREST MAR. 1</i>	<i>INTEREST SEPT. 1</i>	<i>PRINCIPAL SEPT. 1</i>	<i>TOTAL PRIN.&amp; INT.</i>	<i>BOND BALANCE</i>
2016	327,949	388,361	1,225,000	1,941,313	20,110,000
2017	376,113	376,113	1,190,000	1,942,225	18,920,000
2018	352,313	352,313	1,240,000	1,944,625	17,680,000
2019	327,513	327,513	1,290,000	1,945,025	16,390,000
2020	317,025	317,025	1,310,000	1,944,050	15,080,000
2021	300,650	300,650	1,340,000	1,941,300	13,740,000
2022	282,225	282,225	1,380,000	1,944,450	12,360,000
2023	254,625	254,625	1,435,000	1,944,250	10,925,000
2024	225,925	225,925	1,490,000	1,941,850	9,435,000
2025	196,125	196,125	1,555,000	1,947,250	7,880,000
2026	157,250	157,250	1,630,000	1,944,500	6,250,000
2027	116,500	116,500	1,710,000	1,943,000	4,540,000
2028	78,000	78,000	1,790,000	1,946,000	2,750,000
2029	33,250	33,250	1,330,000	1,396,500	1,420,000
<b>Total</b>	<b>\$3,345,463</b>	<b>\$3,405,875</b>	<b>\$19,915,000</b>	<b>\$26,666,338</b>	



CITY OF

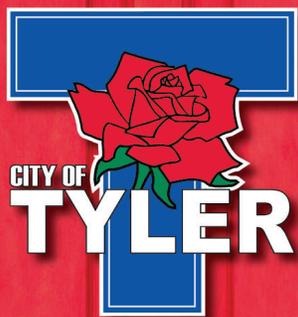
**TYLER**

*A Natural Beauty*

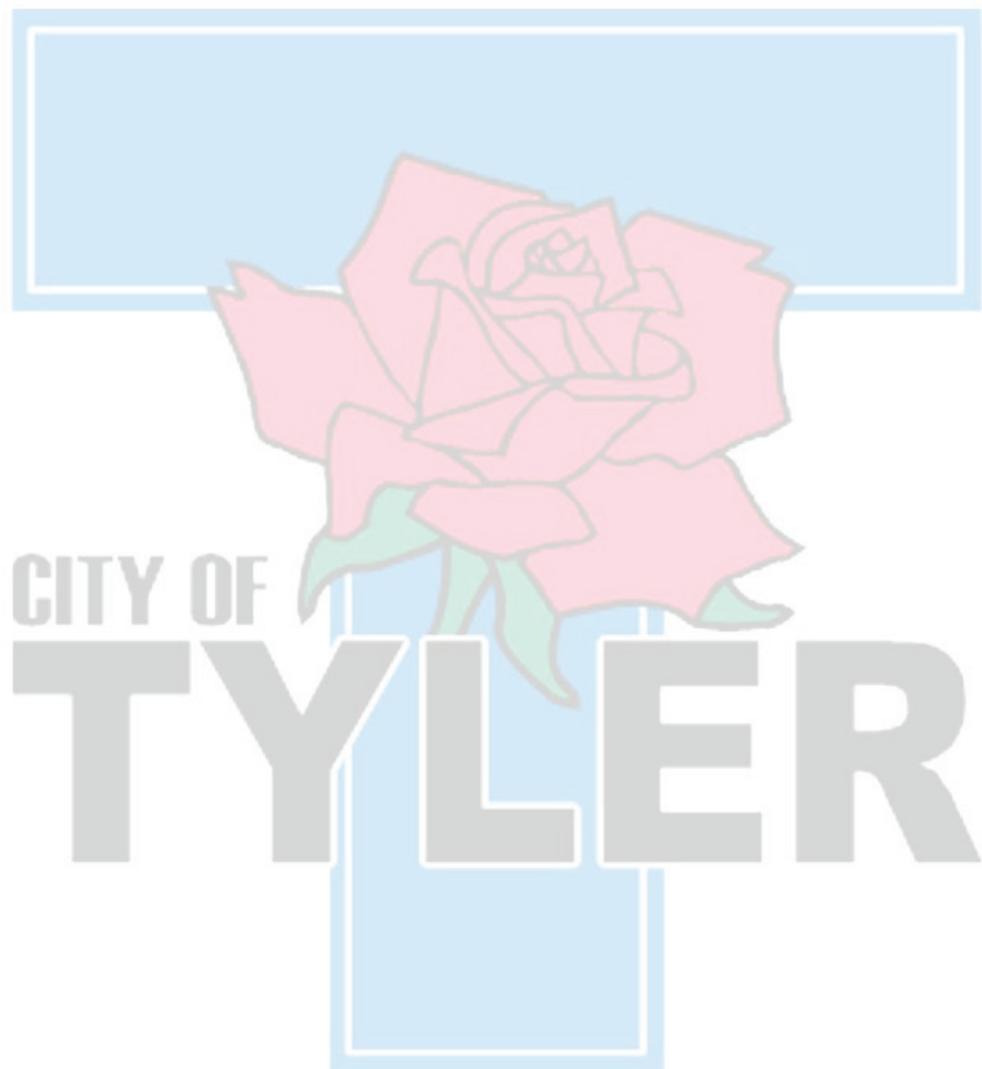
**Opening  
the  
Doors ...**

**City of Tyler  
Annual  
Budget  
FY 2015 - 2016**

**Adopting Documents**



**... to a  
Brighter  
Future**



*A Natural Beauty*

**ORDINANCE NO. O-2015-93**

**AN ORDINANCE APPROVING THE ASSESSMENT ROLL AND FIXING THE AD VALOREM TAX RATE FOR THE CITY OF TYLER, TEXAS, FOR FISCAL YEAR 2015-2016, AND PROVIDING FOR THE ASSESSMENT AND COLLECTION THEREOF AND FOR A LIEN ON REAL AND PERSONAL PROPERTY TO SECURE PAYMENT OF AD VALOREM TAXES.**

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

**PART 1:** The assessment roll for 2015 for the City of Tyler as compiled by Smith County Appraisal District and as amended by the Appraisal Review board is hereby approved and adopted.

**PART 2:** That there be and there is hereby levied and ordered collected the sum of \$0.220000 ad valorem tax on each One Hundred Dollar (\$100) valuation of all taxable property, real, personal and mixed, within the corporate limits of the City of Tyler, Texas, on January 1st of this year, for the following purposes and the following amounts:

General Fund maintenance and operations \$ 0.220000  
TOTAL TAX RATE PER \$100.00  
VALUATIONS FOR ALL PURPOSES

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

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

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

**PART 5:** That notices for the public hearings on the property tax rate and tax revenue increase, on the 26<sup>th</sup> day of August 2015 and on the 9<sup>th</sup> day of September 2015 were given by publication on the 15<sup>th</sup> and 29<sup>th</sup> days of August, 2015. The notice for public hearing and vote on the proposed budget and the notice for vote on the tax rate and tax revenue increase was published on the 12<sup>th</sup> day of September, 2015.

**PART 6:** THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 2.29 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$4.93.

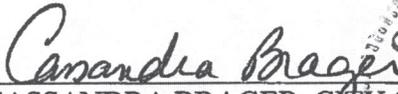
**PART 7:** That any ordinance, resolution, policy or any provision or section of the Code of the City of Tyler, Texas, as amended in conflict herewith, be and the same is hereby repealed to the extent of any conflict.

**PART 8:** This ordinance shall become effective upon its approval.

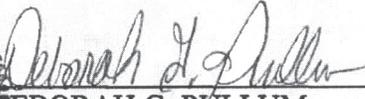
**PASSED AND APPROVED** this the 22nd day of September, A.D., 2015.

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

ATTEST:

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

APPROVED:

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



**ORDINANCE NO. O-2015-92**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF TYLER, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015, AND ENDING SEPTEMBER 30, 2016; AMENDING THE FISCAL YEAR 2014-2015 BUDGET; AND AUTHORIZING THE CITY MANAGER TO EXECUTE OUTSIDE CONTRACTS FOR FISCAL YEAR 2015-2016; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

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

**WHEREAS**, public hearings were held by the City Council of the City of Tyler, Texas, on said proposed budget on August 26<sup>th</sup>, September 09<sup>th</sup>, and September 22<sup>nd</sup>, 2015 after compliance with all notice requirements and at which time said budget was fully considered, and interested taxpayers were heard; and

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

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

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

**PART 1:** That the budget summary below originally proposed by the City Manager is hereby approved and appropriated as the Official Annual Budget(s) covering the City of Tyler for and during the fiscal year beginning October 1, 2015 and ending September 30, 2016, and expenditures by said City for and during such time shall be on the basis of said budget.

**COMBINED STATEMENT OF REVENUES  
AND EXPENDITURES- ALL FUNDS  
Fiscal Year 2015-2016**

<b>Fund</b>	<b>Opening Balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Transfers In / (Transfers Out)</b>	<b>Closing Balance</b>
101 General	9,939,878	66,182,215	64,295,519	(1,886,696)	9,939,878
102 General Capital Projects	519,939	45,500	694,400	134,158	5,197
202 Development Services	273,292	1,277,846	1,669,456	125,000	6,682
204 Cemeteries Operating	45,077	108,405	315,640	212,500	50,342
205 Police Forfeitures	170,999	82,584	156,664	-	96,919
207 Court Special Fees	322,104	700,010	859,626	-	162,488
209 TIF/TIRZ # 2	2,679	-	-	-	2,679
211 Motel Tax	3,647,223	3,834,919	2,556,425	(2,068,000)	2,857,717
218 TIF/TIRZ # 3	126,144	54,720	10,000	-	170,863

219 Tourism and Convention	1,053,524	632,750	2,989,800	2,032,215	728,689
234 Passenger Facility	12,808	350,990	-	(350,000)	13,798
235 Oil and Natural Gas	2,753,375	135,000	360,000	-	2,528,375
236 PEG Fee	365,862	278,673	286,028	-	358,507
240 Fair Plaza	179,654	74,278	126,220	-	127,712
274 Homeownership and Housing	451	-	200	-	251
276 Housing Assistance	524,864	7,238,970	7,244,694	-	519,140
285 MPO Grant	-	352,870	352,870	-	-
286 Transit System	159,316	1,733,922	2,355,690	551,242	88,790
294 Community Development Grant	23,875	841,268	842,018	-	23,125
295 Home Grant	39,407	287,942	287,942	-	39,407
502 Utilities Operations	5,019,608	37,143,352	24,455,318	(10,890,392)	6,817,250
503 Utilities Construction	4,586,308	25,000	7,000,596	4,500,000	2,110,712
504 Utilities Debt Service	48,235	10,000	5,462,846	5,550,000	145,389
505 Utilities Debt Reserve	1,492,364	6,500	-	(6,500)	1,492,364
524 Airport	902,953	1,742,227	1,928,540	93,072	809,712
560 Solid Waste	2,458,373	11,201,500	11,009,050	(722,819)	1,928,004
562 Solid Waste Capital	616,837	5,000	810,900	200,000	10,937
639 Productivity	377,861	4,000	1,280,009	1,100,000	201,852
640 Fleet Maintenance/Replacement	5,613,910	10,223,001	10,852,679	(63,644)	4,920,588
650 Property and Liability	861,732	1,434,034	1,849,906	-	445,860
661 Active Employees Benefits	462,281	8,574,832	8,611,885	-	425,228
663 Facilities Maintenance	472,254	438,302	663,109	259,727	507,174
671 Technology	153,968	3,798,542	4,898,074	1,017,637	72,073
713 Cemeteries Trust	2,837,070	109,925	-	(12,500)	2,934,495
761 Retired Employees Benefits	25,438	3,639,039	3,639,039	-	25,438

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

ACCOUNT	AGENCY/SERVICES	AMOUNT
101-0112-412-0453	Child Welfare Unit	27,997
101-0112-412-0520	East Texas Council of Governments	14,535
101-0112-412-0535	Bethesda Health Clinic	33,000
101-0112-412-0652	Northeast Texas Public Health District (NETPHD)	409,500
101-0112-412-0653	Tyler Civic Theatre	8,100
101-0112-412-0534	St. Paul's Clinic	66,375
101-0112-412-0681	Bright and Fair Home	8,092
101-0112-412-0536	FQHC	66,375
101-0112-412-0537	Center For Healthy Living	66,500
101-0112-412-0654	Health Services	66,375
101-0131-414-0463	Smith County Tax Assessor-Collector	34,000
101-0131-414-0641	Smith County Appraisal District	234,074
101-0112-412-0643	Smith County Juvenile Attention Center	15,000
207-0862-473-0470	Smith County Juvenile Attention Center	100,000
502-0741-741-0649	Business Education Council	15,000
502-0741-741-0649	Metro Chamber of Commerce	25,000
502-0741-741-0649	Hispanic Business Alliance	25,000
502-0741-741-0649	Tyler Economic Development Council	80,000

211-0180-419-0530	Sports Tyler Award	25,000
211-0180-419-0618	Texas Rose Festival	9,000
211-0180-419-0638	Discovery Science Place	32,400
211-0180-419-0644	East Texas Symphony Orchestra	35,000
211-0180-419-0645	Tyler Museum of Art	35,000
211-0180-419-0646	Smith County Historical Museum	13,500
211-0180-419-0649	Convention and Visitors Bureau	675,000
211-0180-419-0668	McClendon House	4,500
211-0180-419-0686	Historic Aviation Museum	13,500

**PART 3:** That the fiscal year 2014-2015 budgets for General, General Capital Project, Home, and Retiree Health funds will be amended to include the following budget changes:

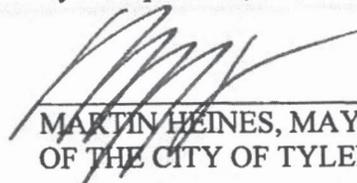
Account Number	Fund	Account Name	Current Budget	Change	Revised Budget
101-0115-412-8102	General	Trnf. to Gen. Cap. Project Fd.	0	255,000	255,000
102-0000-399-9101	Gen. Cap. Proj. Fd.	Trnf. from General Fund	0	255,000	255,000
295-0000-371-6055	Home	Home Grant Income	1,395,948	139,422	1,535,370
761-0000-361-5731	Retiree Health	City Health Premium Retiree	1,071,078	385,000	1,456,078
761-0180-419-0440	Retiree Health	Health Claims	889,872	530,128	1,420,000
761-0000-399-9661	Retiree Health	Transfer From Active Health	300,000	(300,000)	0
761-0180-419-0509	Retiree Health	OPEB Trust Cost	300,000	(300,000)	0

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

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

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

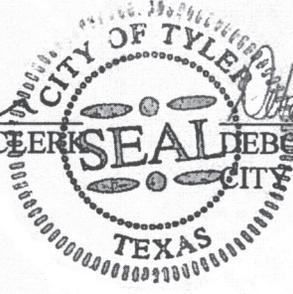
**PASSED AND APPROVED** this the 22nd day of September, A.D., 2015.

  
 MARTIN HEINES, MAYOR  
 OF THE CITY OF TYLER, TEXAS

ATTEST:

APPROVED:

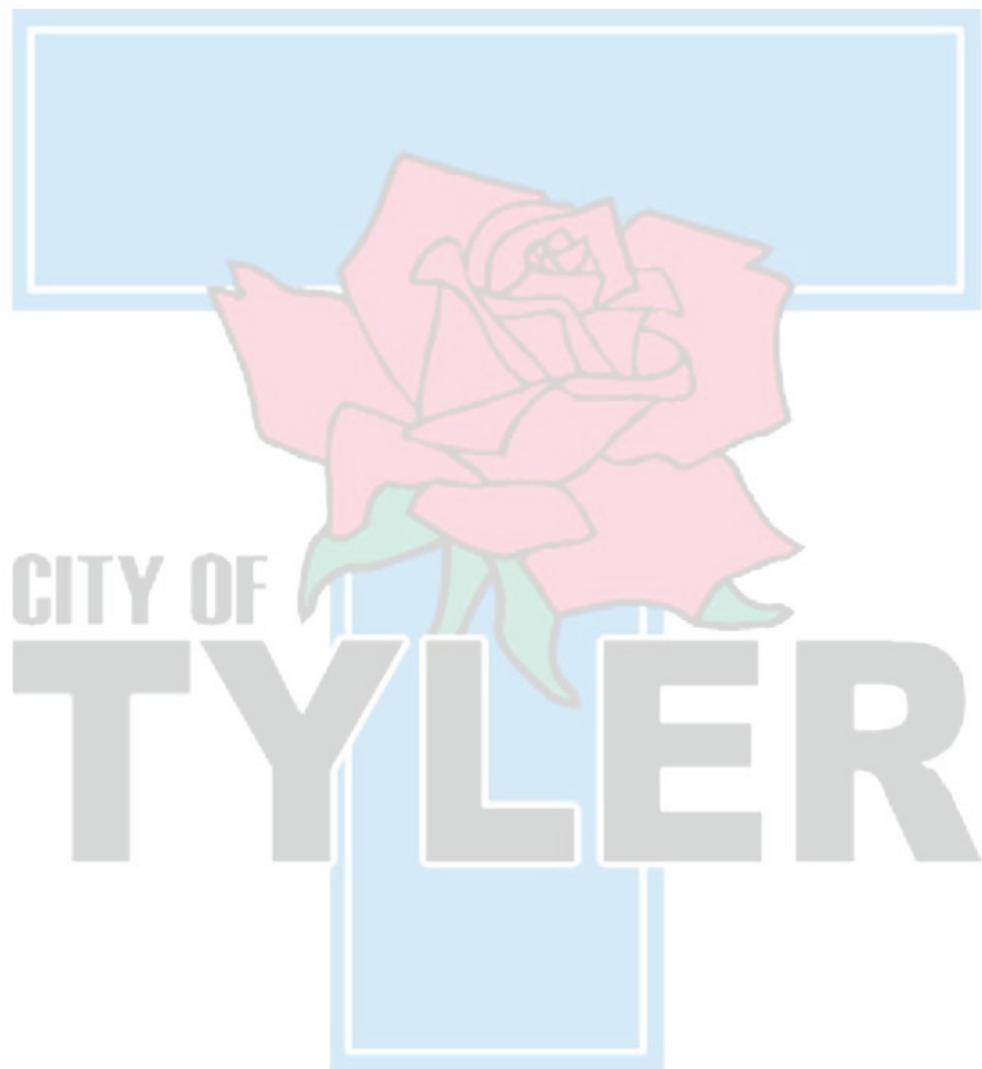
*Cassandra Brager*  
CASSANDRA BRAGER, CITY CLERK



*Deborah G. Pullum*  
DEBORAH G. PULLUM,  
CITY ATTORNEY



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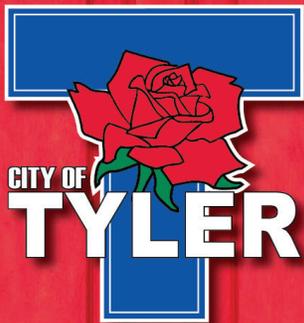
*A Natural Beauty*

**Opening  
the  
Doors ...**

**City of Tyler  
Annual  
Budget**

**FY 2015 - 2016**

**Glossary**



**... to a  
Brighter  
Future**



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# glossary

## A

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

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

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

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

**ADA** – *Americans with Disability Act*

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

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

**ARFF** – *Airport Rescue Firefighters*

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

## B

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

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

**BAS** – *Boundary and Annexation Survey*

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

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

## C

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

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

**CCNS** – *Certificates of Convenience And Necessity*

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

**CDBG** – *Community Development Block Grant*

**CHDO** – *Community Housing Development Organizations*

**CIP** – *Construction in Progress*

**COBRA** – *Consolidated Omnibus Budget Reconciliation*

**COPS** – *Community Oriented Policing Services*

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

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

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

## D

**DADS** – *Texas Department of Aging And Disability Services*

**DEA** – *Drug Enforcement Administration*

**Debt Service/Lease** – A cost category which typically reflects the repayment of short-term (less than five years) debt associated with the acquisition of capital equipment. This category also includes department contribution to the Capital Replacement Fund.

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

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

**DFIRM** – *Digital Flood Insurance Rate Map*

## E

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

**EPA** – *Environmental Protection Agency.*

**ETATF** – *East Texas Auto Task Force*

**ETJ** – *Extra Territorial Jurisdiction*

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

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

## F

**FAA** – Federal Aviation Administration

**FDIC** – Federal Deposit Insurance Corporation

**FINRA** – Proof Of Financial Industry Regulatory Authority

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

**FMPC** – Financial Management Performance Criteria

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

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

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

**FSS** – Family Self Sufficiency

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

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

## G

**GAAP** – Generally Accepted Accounting Principles

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

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

**GFOA** – Government Finance Officers Association

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

**GIS** – Geographical Information System

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

**GTOT** – Government Treasurer's Organization Of Texas

## M

**HIP** – Housing Infill Program

**HAAP** – Housing Assistance Payments Program

**HQS** – Housing Quality Standards

**HVAC** – Heating Ventilation And Air Conditioning

## I

**IGI** – Industry Growth Initiative

**IVR** – Interactive Voice Response

## M

**M&O** – Maintenance And Operations

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

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

**MPO** – Metropolitan Planning Organization

**MUD** – Municipal Utility Districts

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

## N

**NEW** – Neighborhood Empowerment Works

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

**NTCOG** – North Central Texas Council Of Governments

## O

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

## P

**PEG** – Public Education And Government Access Channel

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

**PFIA** – Police And Firemen's Insurance Association

**PFIA** – Public Funds Investment Act

**PPE** – Personal Protective Equipment

**PSO** – Public Service Officer

## R

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

**RFP** – *Request For Proposal*

## S

**SCBA** – *Self Contained Breathing Apparatus*

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

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

**SWAT** – *Special Weapons And Tactics*

## T

**Taxes** – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessment. Neither does the term include

charges for services rendered only to those paying such charges as, for example, sewer service charges.

**TBRA** – *Tenant Based Rental Assistance*

**TCEG** – *Texas Commission On Environmental Quality*

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

**TCMA** – *Texas City Management Association*

**TIF/TIRZ** – *Tax Increment Financing Zone*

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

## U

**UNT** – *The University Of North Texas*

## W

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



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