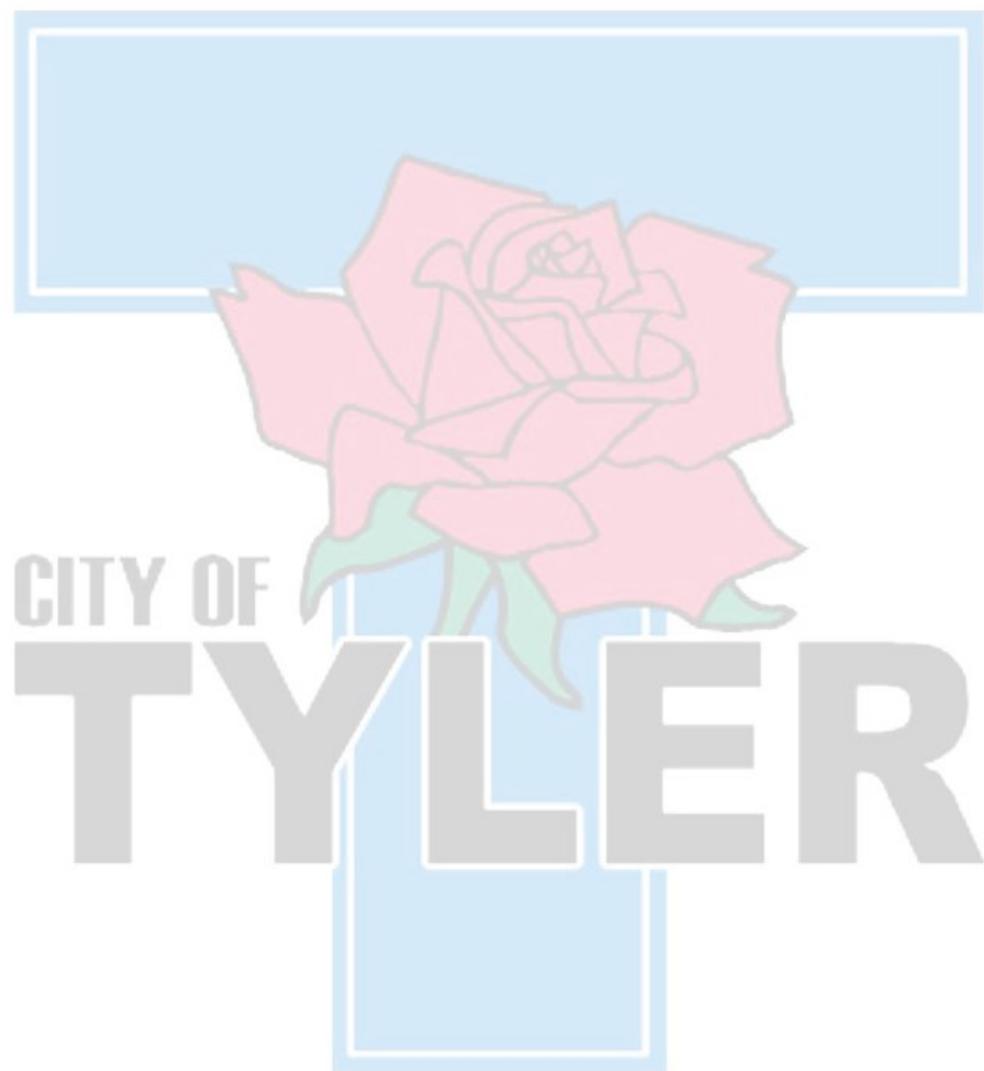




REVITALIZE. REINVEST. RENEW.

2017-18

ANNUAL BUDGET



A Natural Beauty

City of Tyler
Fiscal Year 2017-2018
Budget Cover Page
September 13, 2017

This budget will raise more revenue from property taxes than last year’s budget by an amount of \$1,285,805, which is a 7.39 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 \$444,594.

The members of the governing body voted on the budget as follows:

For:	Martin Heines, Mayor Linda Sellers, District 1 Darryl Bowdre, District 2 Ed Moore, District 3	Don Warren, District 4 Bob Westbrook, District 5 John Nix, District 6
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Against: None

Present and not voting: None

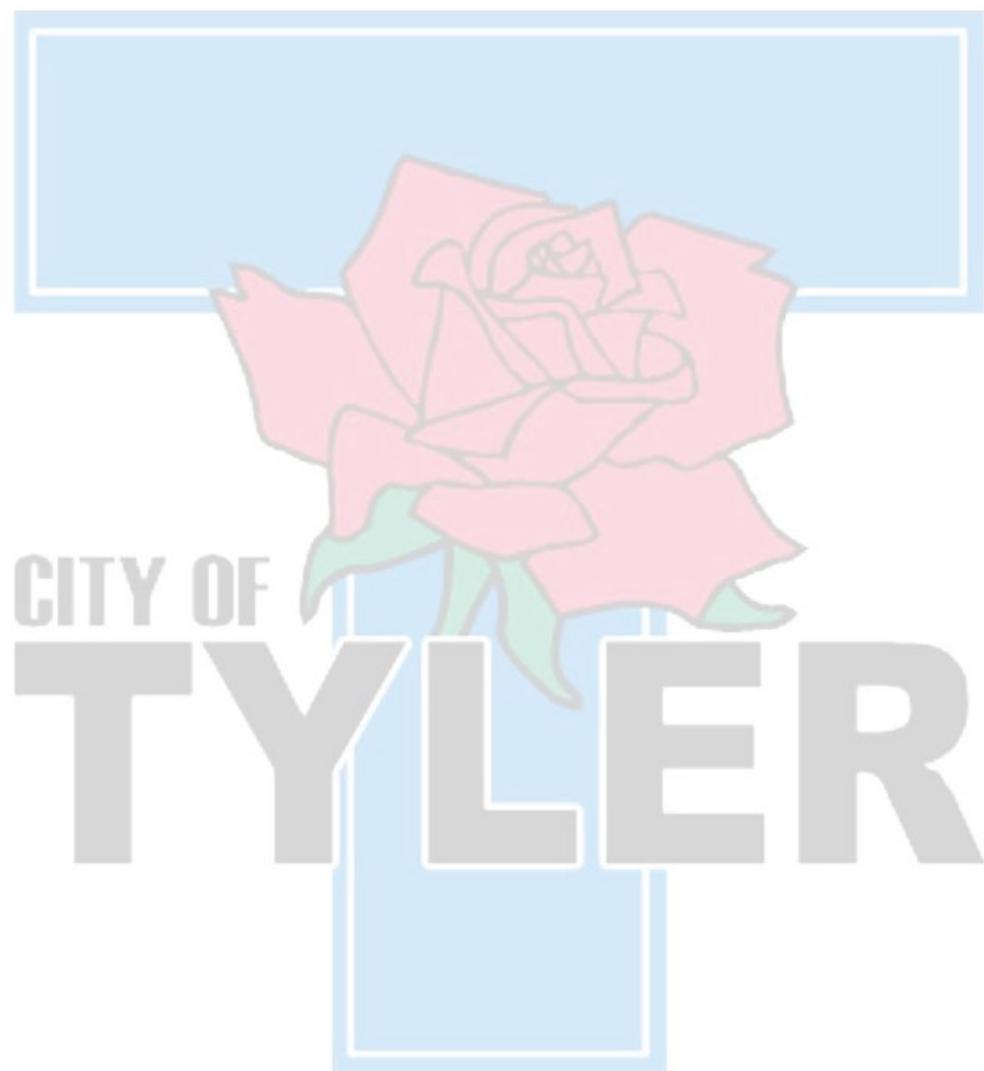
Absent: None

Property Tax Rate Comparison

	2017-2018	2016-2017
Property Tax Rate:	\$0.2400/100	\$0.2300/100
Effective Tax Rate:	\$0.2277/100	\$0.2173/100
Effective Maintenance & Operations Tax Rate:	\$0.2277/100	\$0.2173/100
Rollback Tax Rate:	\$0.2459/100	\$0.2347/100
Debt Rate:	\$0.0000/100	\$0.0000/100

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

Debt service requirements for FY 2018, including principal and interest, are \$0 for obligations paid by property taxes and \$59,685,000 for obligations paid by utility charges, and \$855,000 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, 2016

Christopher P. Morill

Executive Director



Mayor Martin Heines



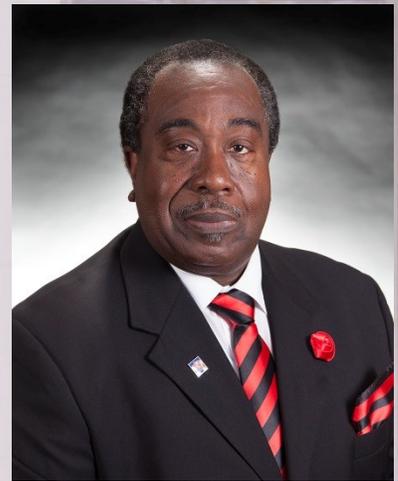
Linda Sellers

Councilmember—District 1



Darryl Bowdre

Councilmember—District 2



Edward Moore

Councilmember—District 3

1850
CITY OF TYLER
TEXAS
CITY HALL

1850



OUR MISSION

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

OUR VISION

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



Don Warren

Councilmember—District 4



Bob Westbrook

Councilmember—District 5



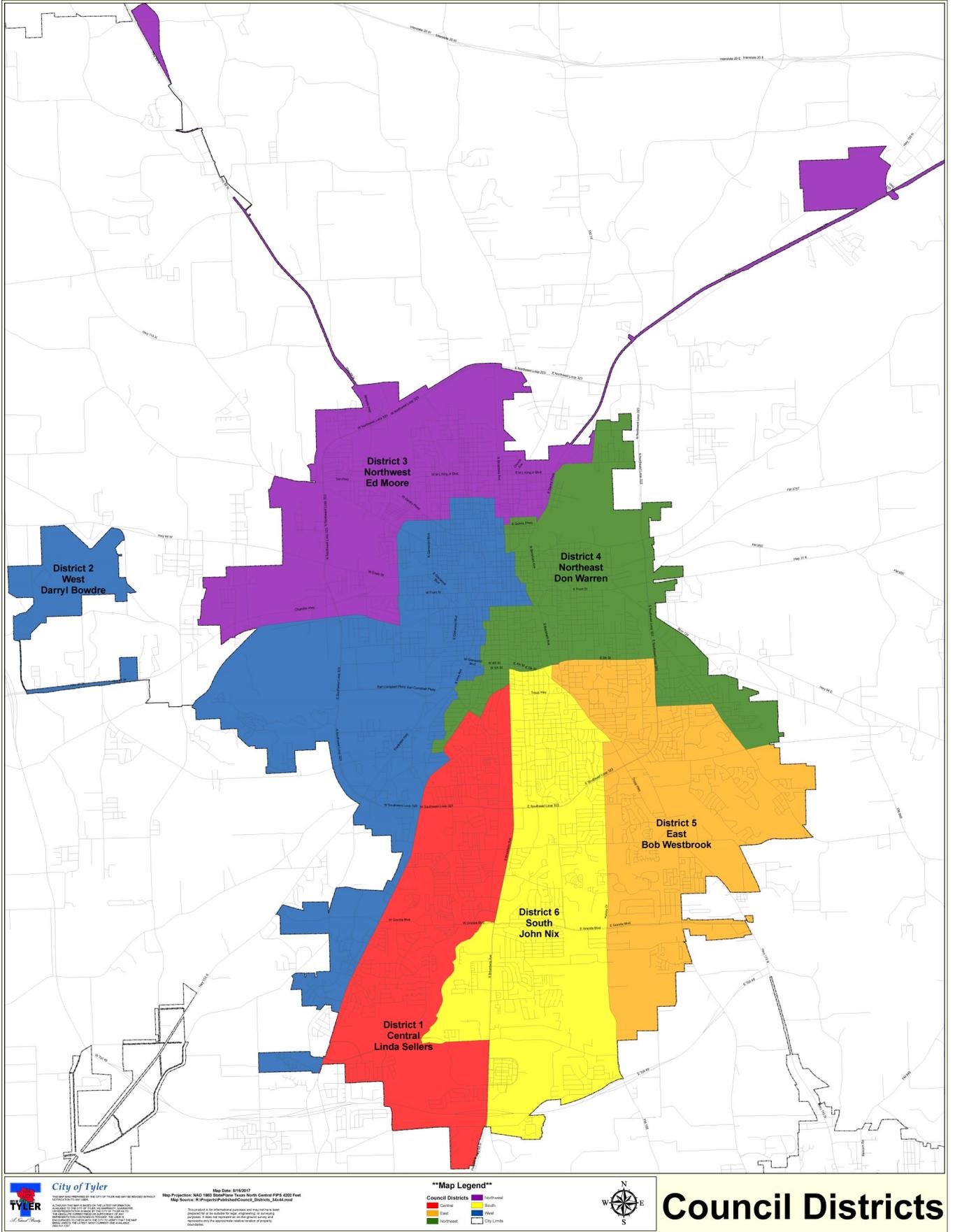
John Nix

Councilmember—District 6



ROSE CAPITAL
OF
AMERICA





Dear Tyler Citizens,

This year was both rewarding and challenging. I am incredibly proud of the City staff who, through their continued commitment to performance excellence, have found new and better ways to serve our citizens even during times of economic uncertainty. This report is a testament to their training, dedication and commitment to the citizens of Tyler.

Our focus has been and will continue to be our City's infrastructure. As you know, Tyler's legacy is one of innovation, change and growth. It is up to us to honor this past by strategically planning for the future. We must continue this renewed investment in our infrastructure, some of which dates back to the early 20th century. This includes investment in both the things we can see, such as parks and streets, as well as the nuts and bolts of our community that are just as important, but



not quite as visible, such as water and wastewater lines. To not only sustain, but improve our quality of life in the 21st century, we must be willing to make these investments now and in the years to come.

We must also continue to revitalize our Downtown core. It is both the home of our history and the heart of our community. We've seen significant success in this regard during this budget cycle, as more individuals, and especially millennials, are moving back into the area, bringing with them new ideas and entrepreneurial energy that is a driving small business development in Downtown Tyler. To this end, it is with great pleasure that we announce the opening of the Tyler Innovation Pipeline, a small business incubator and makerspace to spur business innovation and foster collaboration within our community. This exciting project is housed in Downtown Tyler.

Each year, we participate in a third party independent reviews to demonstrate our commitment to transparency, sound financial management and planning. I am pleased that The City of Tyler has received the Distinguished Budget Presentation Award for its fiscal year 2016-2017 budget document. This is the eleventh consecutive year that the City of Tyler has received this special recognition. It is a significant achievement reflecting the commitment of the City of Tyler to meet the highest principles of governmental budgeting.


Martin Heines
Mayor, City of Tyler, Texas

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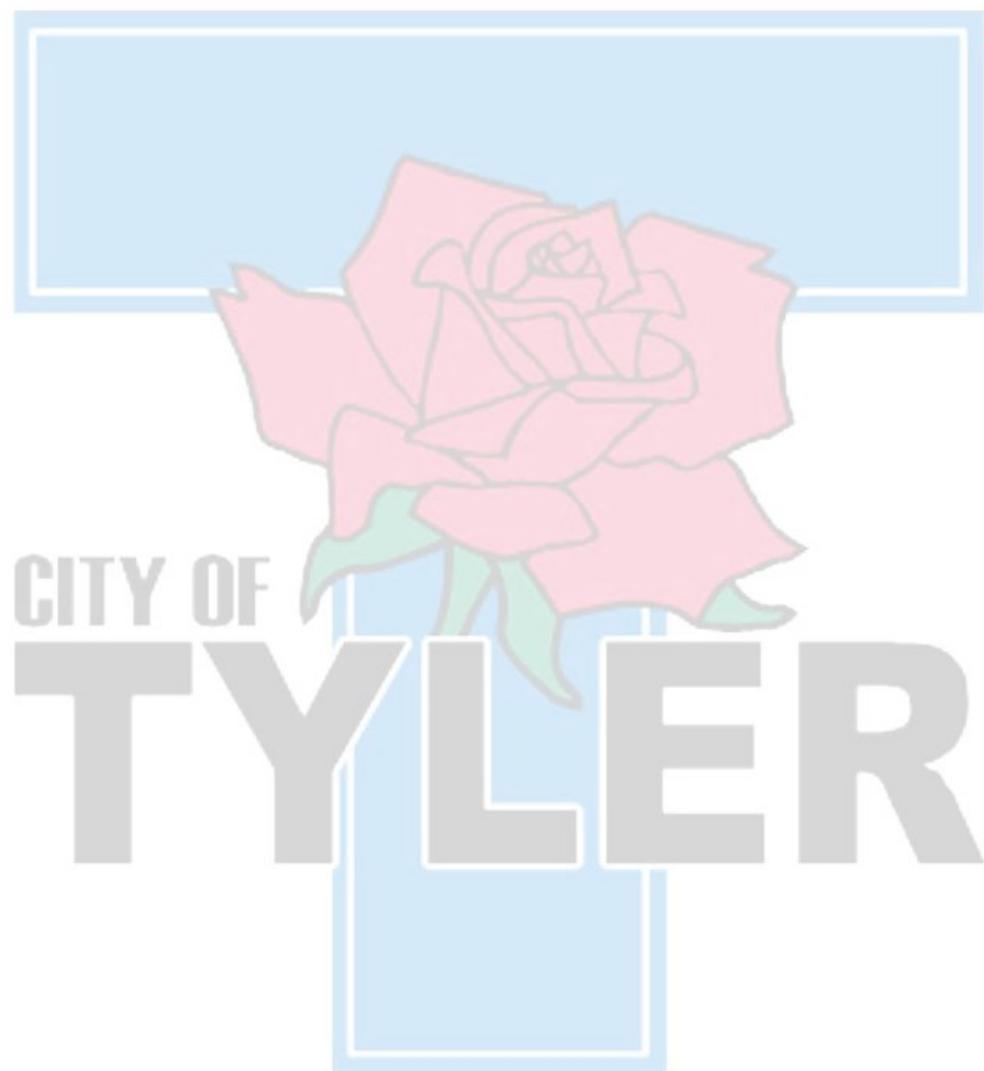


Tyler Profile



REVITALIZE. REINVEST. RENEW.

2017-18 ANNUAL BUDGET



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 115,453. 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, or-

ganizations 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 3.3% of assessed valuation in the City.

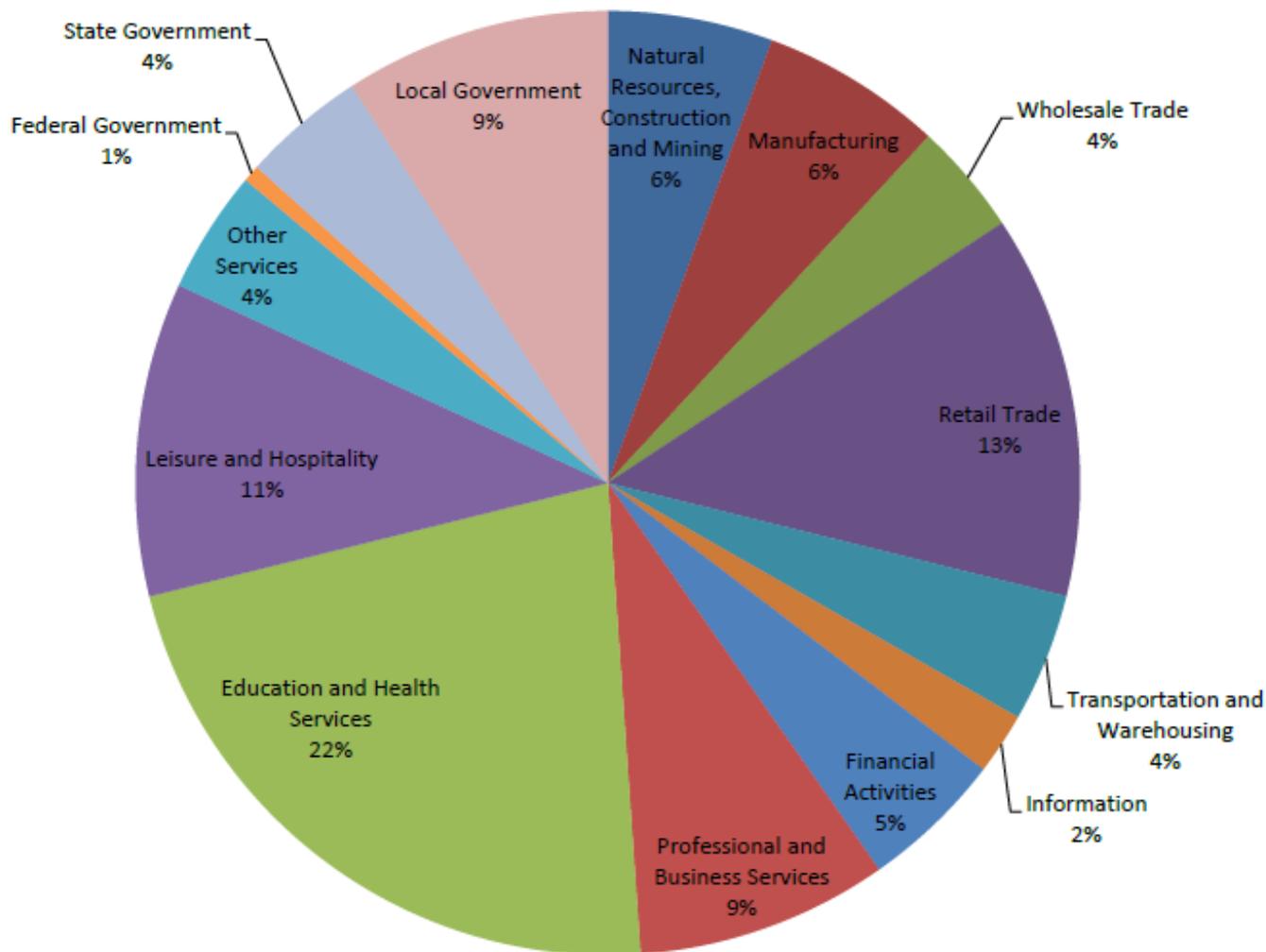
Four institutions of higher education are located in Tyler. They are The University of Texas at Tyler, The University of Texas Health Science Center, Texas College, and Tyler Junior College. Primary and secondary education is provided by several public school districts, three charter schools as well 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

Workforce Breakdown

Smith County/Tyler MSA



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. The downtown zone was dissolved in FY 15-16, with the intent to re-establish a new base zone, due to properties becoming exempt within the area. 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 89-96% 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 4.3 percent. This figure indicates a increase of .10 % 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 50,513 in 2016. 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

Largest Area Employers

COMPANY NAME	PRODUCT/SERVICE	EMPLOYEES
East Texas Medical Center *	Medical Care	3,380
CHRISTUS Trinity Mother Frances *	Medical Care	3,366
Brookshire Grocery Company	Grocery Distribution	2,456
Tyler Independent School District	Education	2,360
The Trane Company	Commercial Air Conditioners	1,744
Suddenlink Communications*	Cable, Internet, Phone	1,500
UT Health Northeast	Medical Care/Research	1,414
Wal-Mart	Retail	1,396
The University of Texas at Tyler	Education	968
Tyler Junior College	Education	947
Smith County	Government	860
City of Tyler	Government	813
John Soules Food*	USDA Meat Processing	650
Target Distribution Center	Retail Distribution	600

Source: Tyler Economic Development Council

* Headquarters located in Tyler.

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 104,057 in 2016. 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. The office space occupancy rate for the City of Tyler was 79.8 percent in 2016, down from 85.4 percent in 2015. The average lease rates for office space and occupancy rates remained the same. The office lease space is comprised of three classes for total square footage of 2,301,914. Tyler had \$2.89 billion in retail trade gross sales in 2016 up from \$2.48 billion in 2007. The potential for sustained development is present, and many governmental and business leaders are working to ensure the City is poised for economic growth.

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 2014.

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.

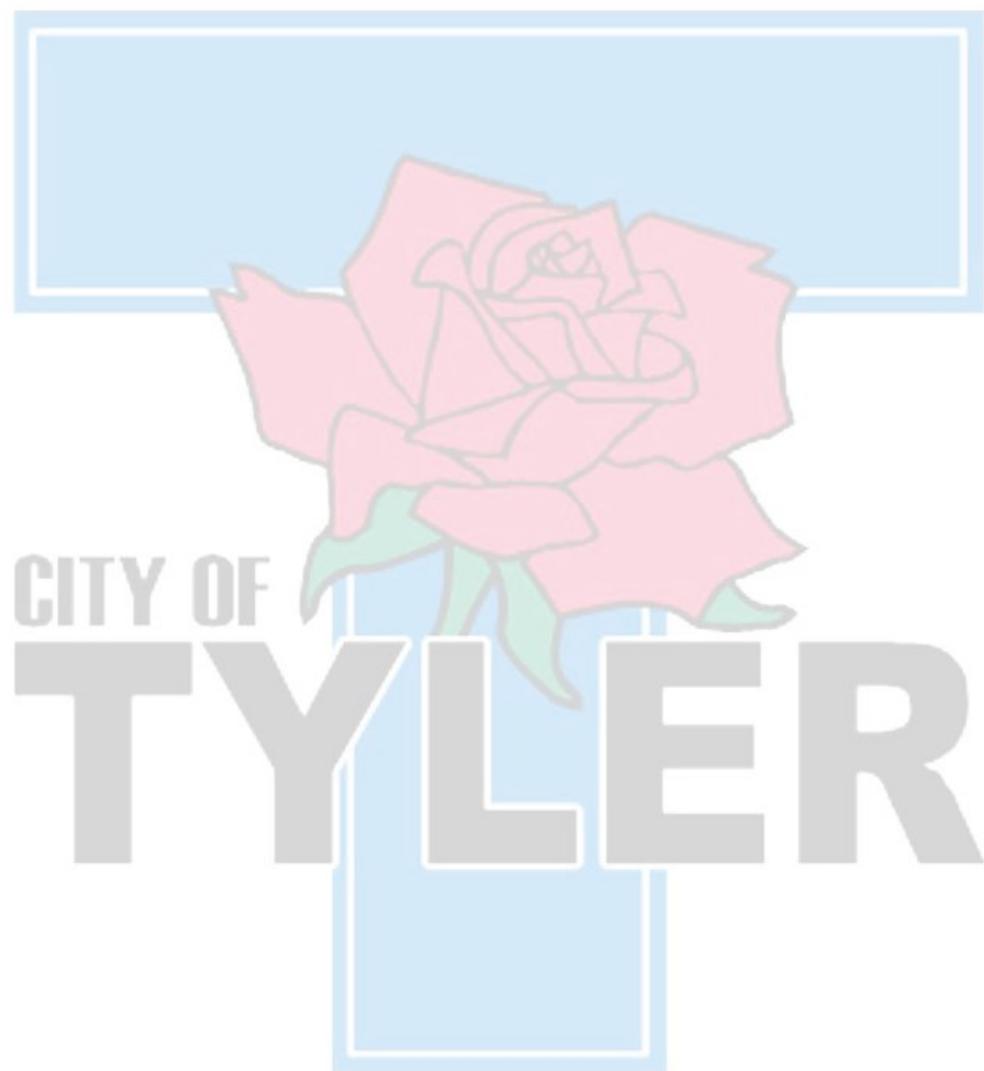
We are proclaiming Tyler a Purple Heart City and honoring those who have been so brave in defending our freedoms.

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, 2016. This is the thirtieth consecutive year 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.



A Natural Beauty

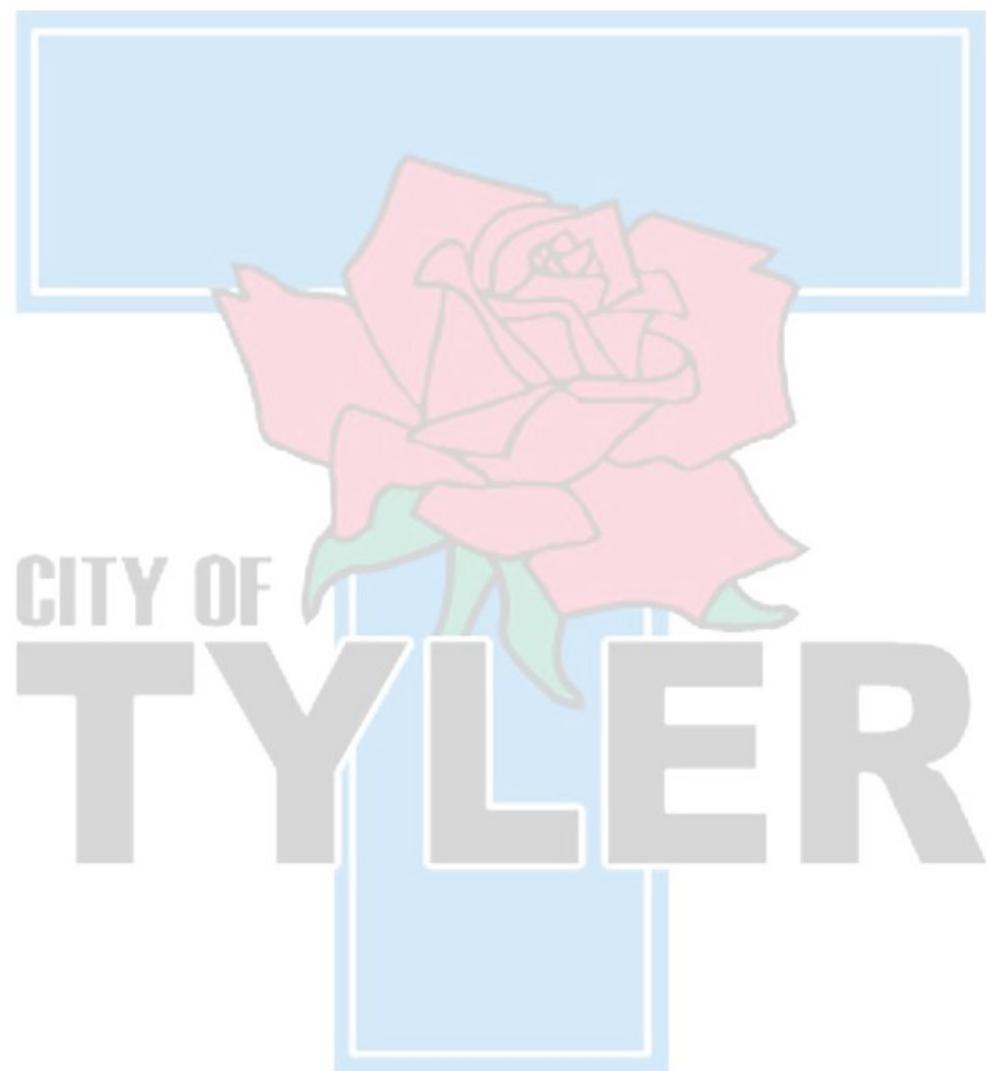


Manager's Message



REVITALIZE. REINVEST. RENEW.

2017-18 ANNUAL BUDGET



A Natural Beauty

Honorable Mayor, City Council Members and Citizens of Tyler,

Once again, the City of Tyler staff proves their resilience by working through a budget cycle even more challenging than the last. This document highlights the City’s property tax rate- by far the lowest in the state for a city its size- and Tyler’s dependency on sales tax to operate.

Unfortunately, sales tax remained stagnant over this fiscal year, as the costs to provide essential services rose. Through the hard work and sacrifice of each City staff member, we ended this fiscal year without layoffs, without a deficit and without cutting services. I can tell you with absolute certainty that there are no finer public servants in the state of Texas than the ones that have been *Called to Serve* in Tyler.



The budget process asks us to evaluate our spending, but it also tasks us to evaluate our funding mechanisms as a whole. What this document tells us is that we must decrease our dependency on sales tax, increase our property tax revenue and reinvest in our infrastructure.

As City Manager, I believe in our “Called to SERVE” motto. We are called 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. Through this strenuous process of budget management and planning, we build a stronger, more reliable financial system for the citizens of Tyler. And it is through this process, above all others, that we realize our vision is to be the standard for performance excellence in City government.

A handwritten signature in cursive script that reads "Edward Broussard". The ink is dark and the signature is fluid and legible.

Edward Broussard

CITY OF TYLER

VISION

To be the standard for performance excellence in local government.

MISSION

To **SERVE** our community to make a positive difference.



OUR FOUNDATION

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

OUR CORE VALUES AND OUR GOAL

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.

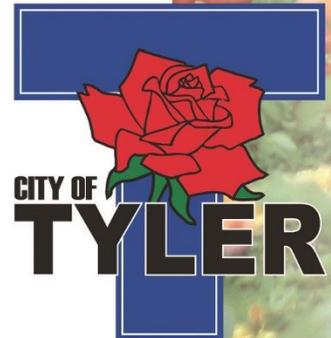
E

EVALUATE

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

CORE COMPETENCIES

- Deliver the Called to **SERVE** Experience
 - Customer Focus
 - Strategic Focus
 - Innovation/Process Improvement
- Sound Financial Management



We are the *Called* to **SERVE** Difference

Executive Summary

Major Fiscal Expenditures

The fiscal year 2017-2018 operating budget provides funding for the following major items:

	Actual	Amended	Projected	Budget
	2015-2016	Budget 2016-2017	2016-2017	2017-2018
Tyler 1st	4	-	-	-
Patrol Vehicles	-	-	-	-
Library Bldg. Imprv	-	45,000	45,000	25,000
Parks Improvements Projects	299,975	25,400	25,400	111,900
Public Safety Laptops	-	-	-	55,000
PD Camera Systems	17,889	139,703	139,703	139,703
Fire Equipment/Facilities	-	-	-	60,000
City U Remodel	-	-	-	-
Street Improvement Program/Equipment	-	419,698	419,698	-
Traffic Management Enhancements	9,850	-	-	-
Contingency	-	-	-	-
Total Expenditures	327,718	629,801	629,801	391,603

Staffing, Compensation and Benefits

Water Utilities will add a total of 2 new positions. Information Technology will add a total of 1 new position. Most of the positions were needed in order to meet federal and state regulatory requirements. Also, four temporary positions will be converted to full-time positions for the Solid Waste Department, which are one welder, two recycle laborers, and one account specialist.

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 FY 2017-2018 Annual Operating Budget for:

- No adjustment to base salary for police officers and firefighters;
- No performance/productivity increase to base salary

for non-civil service employees;

- No productivity pay adjustment to base salary for department leaders and key leaders.
- Funding for one time stipend of \$500 per employee
- 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 2018 Plan year included a premium increase on all tiers as follows: Employee only \$15/month increase; Employee/Spouse \$73/month increase; Employee/Children \$51/month increase; Employee/Family \$113/month increase. 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 FY2016-2017 total property tax rate as adopted was \$.230000 cents per \$100 of assessed property tax value. The property tax rate proposed for FY2017-2018 will be increased to \$.240000 cents per \$100 of valuation. The

property tax rate proposed for FY2017-2018 maintenance and operations (M&O) is a rate of \$.240000 per \$100 of assessed property tax value.

Property Tax Value Comparison

	FY2016-2017	FY2017-2018
Total Taxable Value	7,807,290,136	8,117,880,826
Total Tax Rate	0.230000	0.240000
Total Tax Levy	16,342,661	18,942,816
Estimated Collection	99.00%	98.70%
Total Budget	17,410,754	18,696,559

Debt Services Fund

The FY2017-2018 General Fund Operating Budget is supported by a total tax rate of \$.240000 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 fiscal year 2017-2018 operating budget includes funding for the outside agencies listed:

	FY2016-2017	FY2017-2018
Tyler-Smith County Child Welfare	27,997	-
East Texas Council of Governments	14,535	14,535
St. Paul's Clinic	66,375	24,000
Bethesda Health Clinic	33,000	24,000
Tyler Family Circle of Care	66,375	-
Center for Healthy Living	66,500	66,500
Juvenile Attention Center	-	57,500
Northeast Texas Public Health District	409,500	200,000
Tyler Civic Theater	8,100	-
Tyler-Smith County Childrens Services	8,092	-
Total Expenditures	700,474	386,535

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.

Street Improvement Fund

The City's Street Improvement Fund was newly created for FY 2017-2018 to ensure that the seal coat program can continue. Tyler City Council pledge to use one cent tax increase to help provide dollars for this fund. This pledge was done in a form of a City ordinance. It is antic-

ipated that 32 lane miles will be completed in FY 2017-2018. The additional one cent will generate \$693,941. It is the plan to grow this fund in the future through additional tax increases.

Tourism and Convention Facilities Fund

The FY 2017-2018 Tourism and Convention Facilities Fund Operating Budget includes projected revenues of \$598,886 and inter-fund transfers of \$1,488,659, expenditures of \$2,284,031. and an ending fund balance of \$638,030.

Hotel/Motel Occupancy Tax Fund

The FY 2017-2018 Hotel/Motel Occupancy Tax Fund Operating Budget projects revenues of \$3,588,832 including transfers, expenditures and transfers of \$2,783,450 and an ending fund balance of \$4,979,508. Projected FY 2017-2018 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	FY2016-2017	FY2017-2018
Texas Rose Festival	9,000	9,000
Discovery Place	32,400	32,400
Symphony	35,000	35,000
Museum of Art	35,000	35,000
Historical Museum	13,500	13,500
Visitors and Convention Bureau	700,000	700,000
Tyler Civic Theatre	-	4,050
McClendon House	4,500	4,500
Historic Aviation Museum	13,500	13,500
Total Expenditures	842,900	846,950

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 FY 2017-2018 Water Utilities Operating Budget projects revenues of \$40,179,429 (including transfers in), expenditures of \$42,148,959 including capital transfers and an ending working capital \$5,836,471.

Solid Waste Fund

The FY 2017-2018 Solid Waste Operating Budget projects revenues of \$13,058,928, expenditures of \$13,029,399 for residential and commercial Solid Waste collection services and operations; including transfers of \$1,432,108 and an ending working capital \$2,694,386.

Airport Fund

The FY 2017-2018 Airport Fund Annual Operating Budget projects revenues of \$1,732,059 (including transfers in), expenditures of \$1,802,606 including transfers and an ending working capital of \$673,045. Airport operating budget continues to operate without general fund subsidy since 2005.

Fleet Maintenance Fund

The FY 2017-2018 Fleet Maintenance Services Annual Operating and Replacement Budget projects revenues of \$10,246,638, expenditures of \$10,470,202 including transfers and an ending working capital of \$5,444,246.

Major Budget Revenues and Expenditures

The fiscal year 2017-2018 revenues, expenditures, and changes in working capital for the funds listed throughout this section:

Fund	Opening Balance	Revenues	Expenditures	Transfers In / (Transfers Out)	Closing Balance
General Fund	10,220,869	66,110,990	64,200,786	(1,910,204)	10,220,869
Water Utilities Fund	7,806,001	40,170,929	30,118,237	(12,022,222)	5,836,471
Solid Waste Fund	2,664,857	13,058,928	11,597,291	(1,432,108)	2,694,386
Debt Services Fund	392,203	534,740	5,241,063	5,402,010	1,087,890
Hotel/Motel Tax Fund	4,174,126	3,588,832	1,258,450	(1,525,000)	4,979,508
Airport Fund	743,592	1,506,159	1,769,032	192,326	673,045



A Natural Beauty



City Council

Boards & Commissions

Committees, Roundtables & Task Forces

City Manager

City Attorney

Municipal Judges

Neighborhood Services

Executive Team

Managing Directors

David Coble,
Fire Chief

- Fire
- Emergency Mgmt.
- EMS Liaison
- Veterans RT Liaison
- CAT 100 Exec Committee

Heather Nick,
Managing Director

- Planning
- MPO
- Historic Preservation
- Economic Development (TIRZ Liaison, Prospects)
- Industry Growth Initiative
- Tyler 1st Comprehensive Plan
- Leadership Roundtable

Jimmy Toler,
Police Chief

- Police
- Centralized Dispatch
- 911 Liaison
- Code Enforcement
- Animal Care Services
- Human Needs Network Liaison

ReNissa Wade,
Managing Director

- Human Resources
- Safety/Loss Prevention
- Benefits Admin.
- Contract Management
- Volunteer Services
- Fit City Liaison
- TAP4E/Collective Impact

Vacant,
Managing Director

- Building & Development Services
- Public Works
- Engineering
- Utilities
- Property/Facility Management
- GIS

Stephanie Franklin,
Managing Director

- Communications
- Performance Excellence
- City U
- Innovation Pipeline
- Conv. Facilities (hotel/ conference center)
- Library
- Keep Tyler Beautiful
- CVB Liaison
- Main St. & Liberty Hall
- Cultural Affairs Board

Key Leaders

Benny Yazdanpanahi
Chief Information Officer
(CIO)

- Information Technology

Carter Delleney,
City Engineer

- Engineering
- Traffic Eng. /Operations
- Airport
- Streets & Storm Water

Keidric Trimble,
Chief Financial Officer
(CFO)

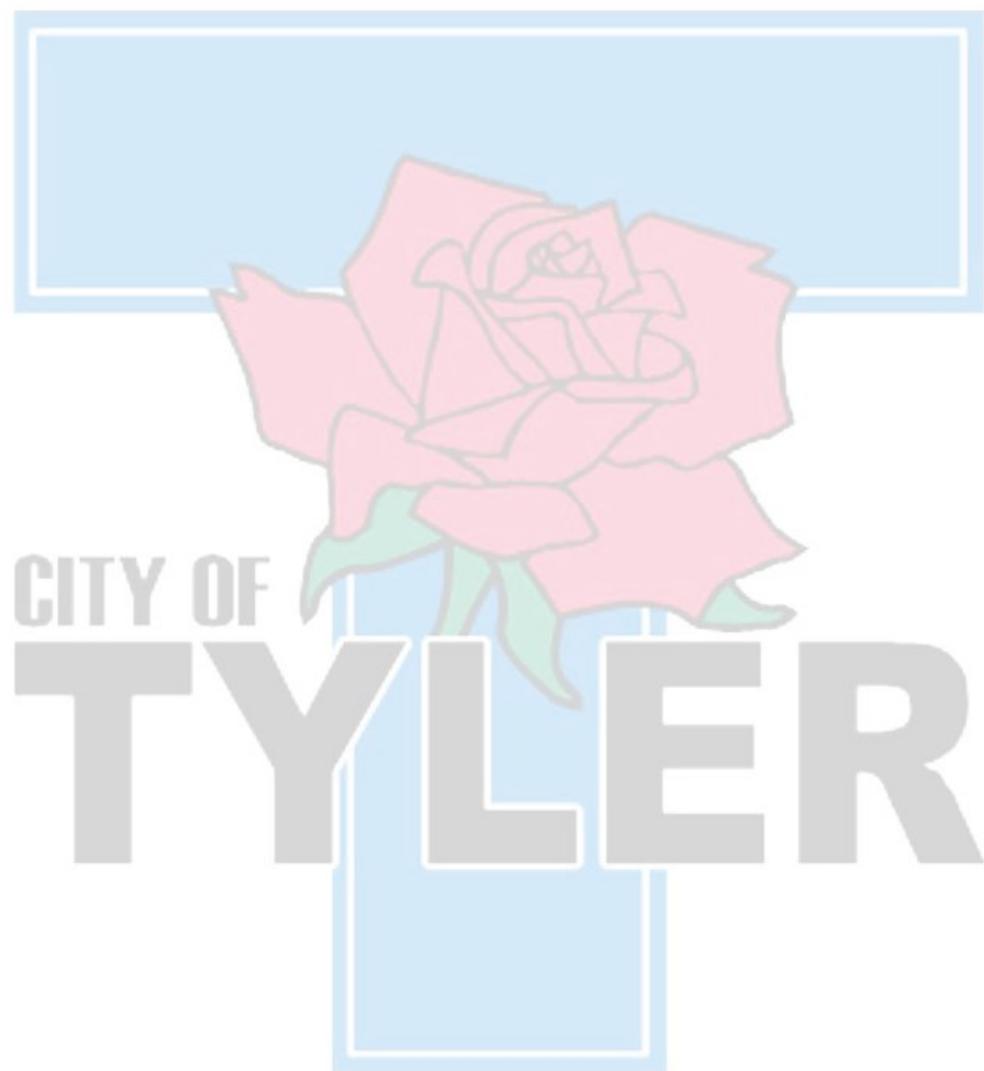
- Finance
- Budget
- Purchasing
- Internal Audit Services
- Utility Billing
- Municipal Court

Russ Jackson,
Director

- Solid Waste
- Vehicle/Equip. Services
- Transit
- Parks & Recreation
- Cemeteries

Gordon Maver
Interim Utilities Director

- Tyler Water Utilities



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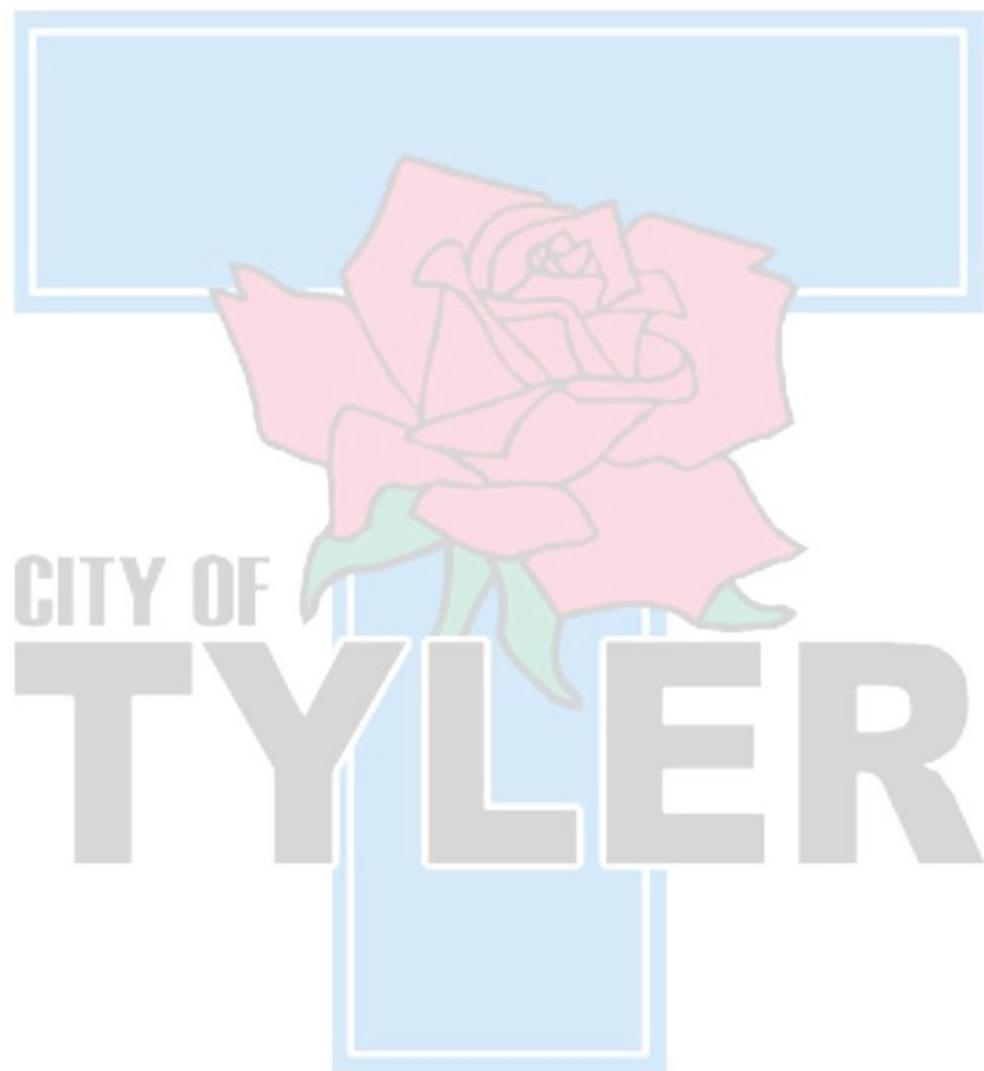


Reader's Guide



REVITALIZE. REINVEST. RENEW.

2017-18 ANNUAL BUDGET



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 onetime 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 Proprietary 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, 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.
- Storm Water – responsible for the maintenance, management, and regulatory compliance of the storm water system.

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 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.

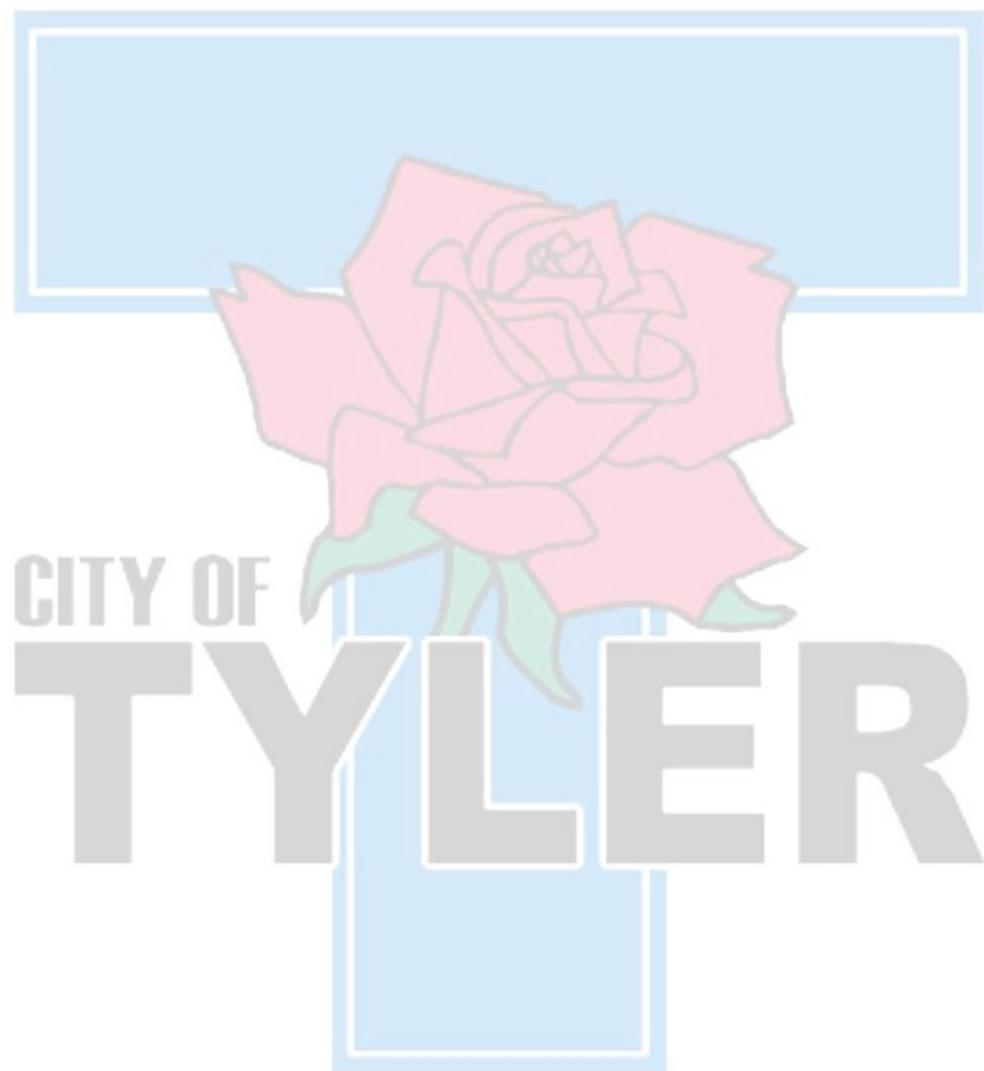


City of Tyler



FY2017-18 Budget Preparation Calendar

Phase I	<u>Fiscal Alignment</u>	
	January 10, 2017	First Monthly Financial Forecast due on P:Drive
	March 6, 2017	Distribution of Fiscal Alignment Review Session (F.A.R.S) Instructions to Departments (on P:Drive) (Five year forecast for major funds only and all funds supplemental) (Major funds are General, Water, Solid Waste, Airport, HOT, and Tourism)
	March 6, 2017	Training Offered (9:00 a.m. -10:30 a.m.) or (3:00 p.m. -4:30 p.m.)
	March 20, 2017	Five Year Forecast for major funds(Complete in Sunguard) and supplemental update all funds (Post on P:Drive) due (Major funds are General, Water, Solid Waste, Airport, HOT, and Tourism)
	March 27 -March 31, 2017	Fiscal Alignment Review Sessions(Five year forecast for major funds) (Major funds are General, Water, Solid Waste, Airport, HOT, and Tourism)
	April 3 - April 7, 2017	Council work session to review five year forecast
	Phase II	<u>Internal Service Fund Recommendations/Work Sessions</u>
March 6, 2017		FY2017-18 Open System for Budget Entry (Internal Service Funds Only)
March 27, 2017		Internal Service Fund FY2017-18 Baseline Budget Requests Due
April 3 - April 7, 2017		Internal Service Fund FY2017-18 Pre-budget session
Phase III	<u>Operating, Capital, and Debt Service Funds Recommendations/Work Sessions</u>	
	April 10, 2017	Training Offered (1:00 p.m. - 2:30 p.m.)
	April 11, 2017	Training Offered (10:30 a.m. -12:00 p.m.)
	April 10, 2017	Distribution of FY2017-18 Budget Materials and Instruction on P:drive, Payroll Projections will be Distributed by H/R, and Open System for Budget Entry
	May 5, 2017	Deadline for Departments to Submit FY2017-18 Budget Requests and update five year forecast for major funds.
	May 8 - May 12, 2017	Assemble binders for Budget Committee
	May 15 - June 23, 2017	Meetings to Review FY 2017-18 Departmental Budget Requests
	June 26 - August 4, 2017	City Manager Prepares FY 2017-18 Proposed Budget for City Council
	July 25, 2017	Certified Tax roll due from the Chief Appraiser
Phase IV	<u>Adoption</u>	
	August 7, 2017	City Manager's FY 2017-18 Proposed Budget Filed with the City Clerk and post on website. (Must be filed at least 15 days prior to public hearing and at least 30 days prior to tax rate adoption)
	August 9, 2017	FY2017-18 Proposed Budget presented to City Council (Vote to schedule proposed public hearings for the budget and tax rate adoption).
	August 10, 2017	City Clerk publishes the "Notice of Proposed Budget and Tax Rate Hearing scheduled for August 23rd and 30th" (No later than 30 days prior to and no sooner than 10 days to the public hearings)
	August 19, 2017	City Clerk publishes the "Notice of Proposed Budget and Tax Rate Hearing scheduled for August 30th"
	August 23, 2017	1st Public Hearing on FY2017-18 Proposed Budget - Announce Meeting Date to Adopt Tax Rate and Budget.
	August 30, 2017	2nd Public Hearing on FY2017-18 Proposed Budget- Announce Meeting Date to Adopt Tax Rate and Budget*** (Must be at least 3 days after 1st public hearing). Present final Five Year Forecast and CIP to City Council. "SPECIAL CALLED MEETING"
	September 1, 2017	City Clerk publishes the "Notice of Tax Increase and Budget Adoption scheduled for September 13th"
	September 13, 2017	City Council Adoption of FY2017-18 Budget and Property Tax Rate (City Charter requires adoption no later than the 25th)



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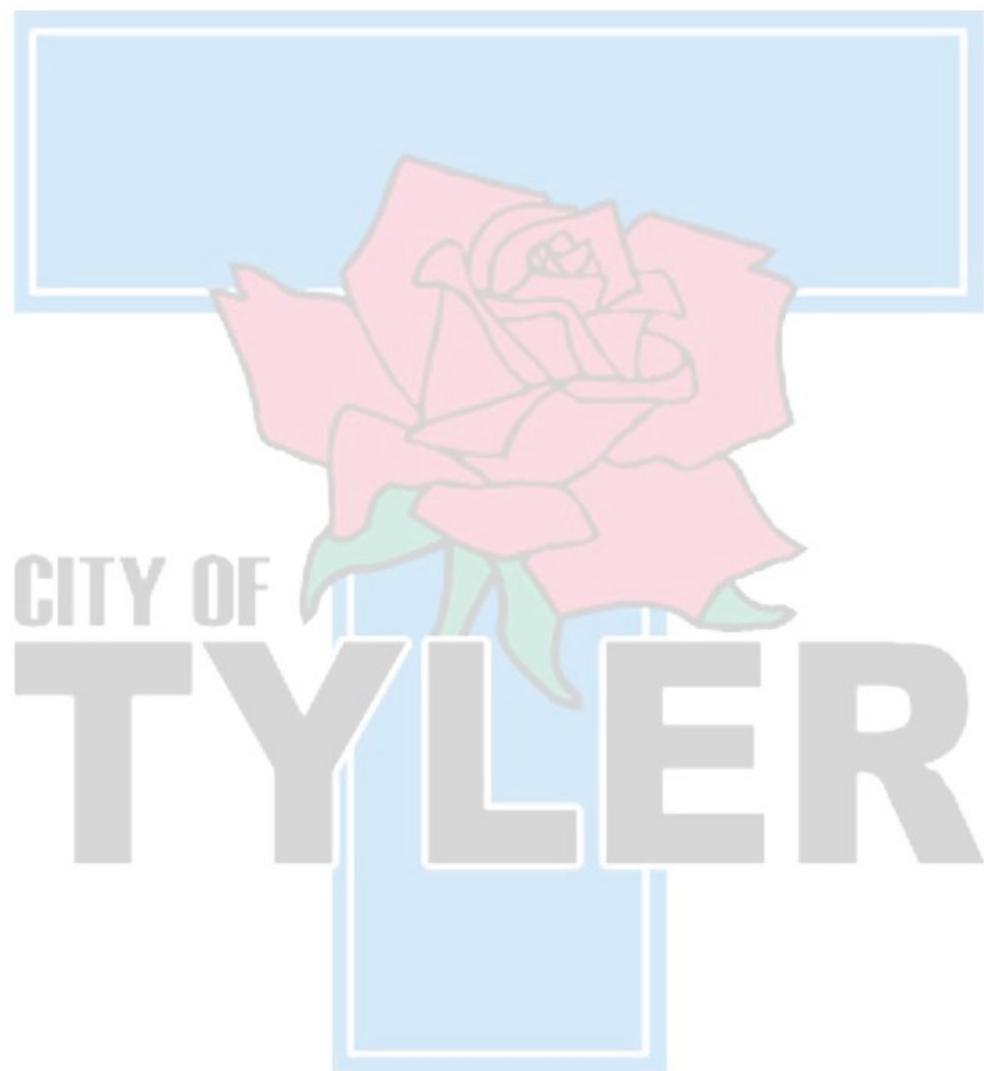


Financial Policy



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2017-18 ANNUAL BUDGET



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Financial Policy

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.

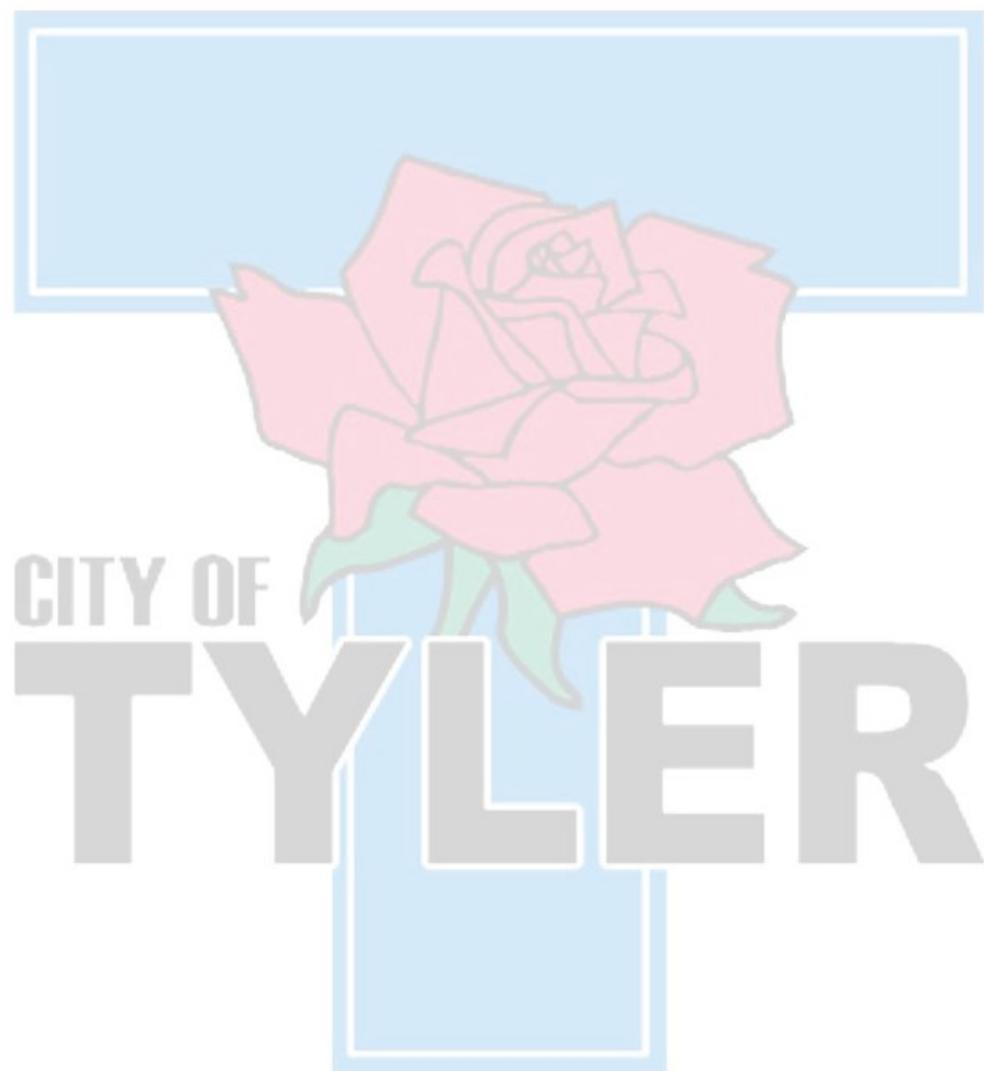


Investment Policy



REVITALIZE. REINVEST. RENEW.

2017-18 ANNUAL BUDGET



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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) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

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 spe-

cial 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, managing the weighted average days to maturity to less than 270 days and restricting the maximum allowable maturity to two years using the final stated maturity dates of each investment will minimize the price volatility of the portfolio

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) (Ord. No. 0-2014-98, 10/22/14) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

Sec. 2-48. Objectives.

Principle investment objectives in order of priority are:

- a. Preservation of capital and the protection of investment principal.
- b. Maintenance of sufficient liquidity to meet anticipated disbursement and cash flows.
- c. 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.
- d. Conformance with all Federal statutes, State statutes, City Charter requirements, City ordinances, and other legal or policy requirements.
- e. Diversification by investment type and maturity to avoid market risks and issuer defaults, where appropriate.
- f. 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) (Ord. No. 0-2016-20, 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

Sec. 2-49. Investment Officers.

The 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 eight 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:

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

Selected Investment Advisers 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 is subject to approval 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) (Ord. No. 0-2016-20, 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

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

As provided for 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 offering to engage in an investment transaction with 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) (Ord. No. 0-2016-20, 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

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:

a. 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).

b. Debentures or discount notes issued by, guaranteed by, or for which the credit of any Federal Agencies and Instrumentalities, including the Federal Home Loan Banks, 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.

c. 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.

d. 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.

e. 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.

f. 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.

g. 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.

h. 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) (Ord. 0-2014-98, 10/22/14) (Ord. No. 0-2017-53; 7/12/2017)

Sec. 2-52. Investment Limits.

It 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 of 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) (Ord. 0-2104-98, 10/22/14) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

Sec 2-53. Selection of Broker/Dealers.

The 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 are subject to approval by the City Council.

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

- Duncan-Williams Securities
- FTN Financial
- Raymond James & Associates
- Wells Fargo Securities

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. Investment pools and discretionary investment management firms will be required to provide a written certification as described in the PFIA.

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) (Ord. 0-2104-98, 10/22/14) (Ord. No. 0-2016-20, 02/24/16) (Ord. No. 0-2017-

53; 7/12/2017)

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. 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) (0-2013-60, 7/24/13) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

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.

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. 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) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53;

7/12/2017)

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. 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) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

Sec. 2-57. Selection of Depositories.

The primary depository shall be selected through the City's banking services procurement process, which shall include a formal Request for Application (RFA) issued in compliance with applicable State law. A written contract shall be entered into and extended as per the RFA specifications. In selecting the primary depository, the credit worthiness of institution shall be considered, and the Investment Officers shall conduct a review of prospective depository's credit characteristics and financial history.

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. 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) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-53; 7/12/2017)

Sec. 2-58. Authorized Collateral

The City shall accept only the following as collateral:

- a. a. Bonds, certificates of indebtedness,

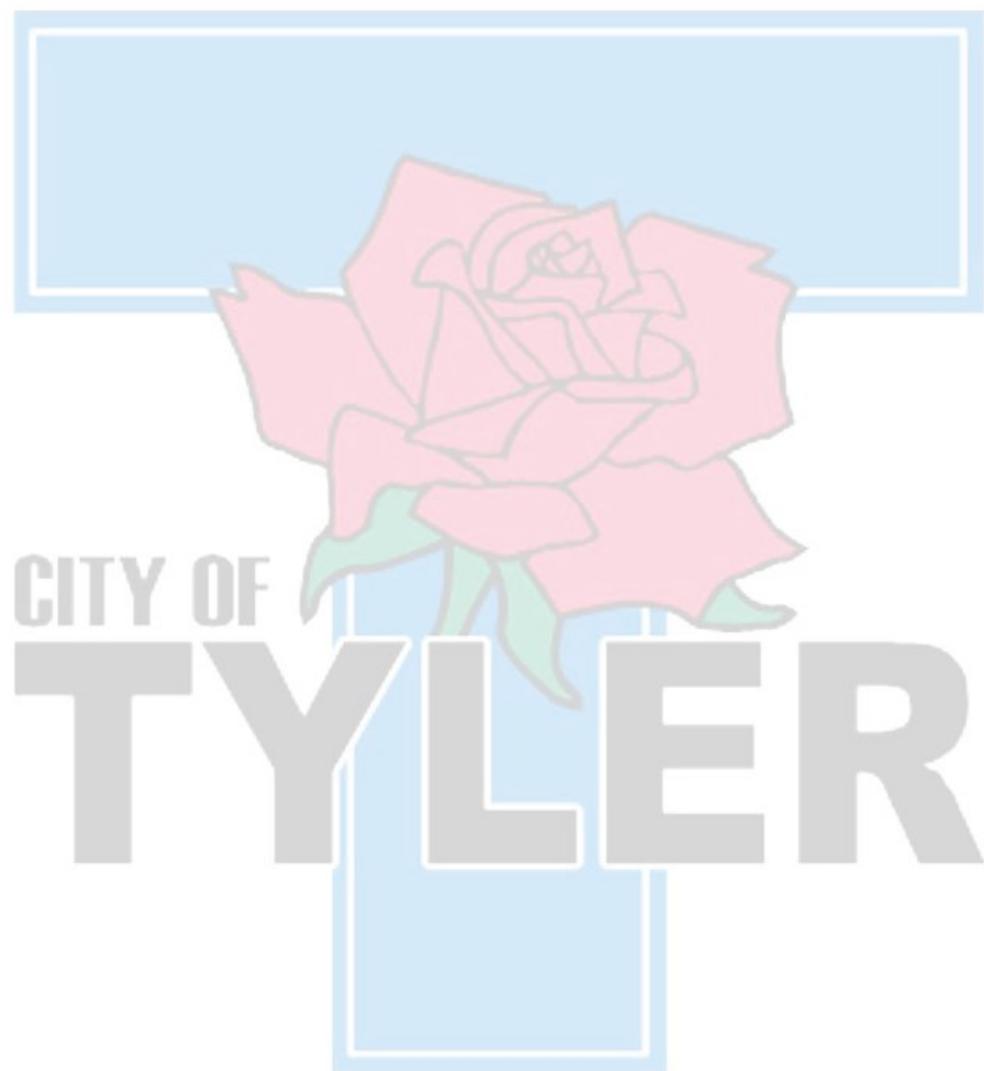
or notes of the United States, its agencies or instrumentalities (including the Federal Home Loan Banks), or other evidence of indebtedness of the United States, its agencies or instrumentalities that is guaranteed as to principal and interest by the United States, its agencies or instrumentalities.

- b. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.

- c. 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.

- d. d. Letters of credit issued by the United States or its agencies and instrumentalities including the Federal Home Loan Banks. (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) (Ord. No. 0-2016-20; 02/24/16) (Ord. No. 0-2017-54; 07/12/17)

Sec. 2-59. Reserved.



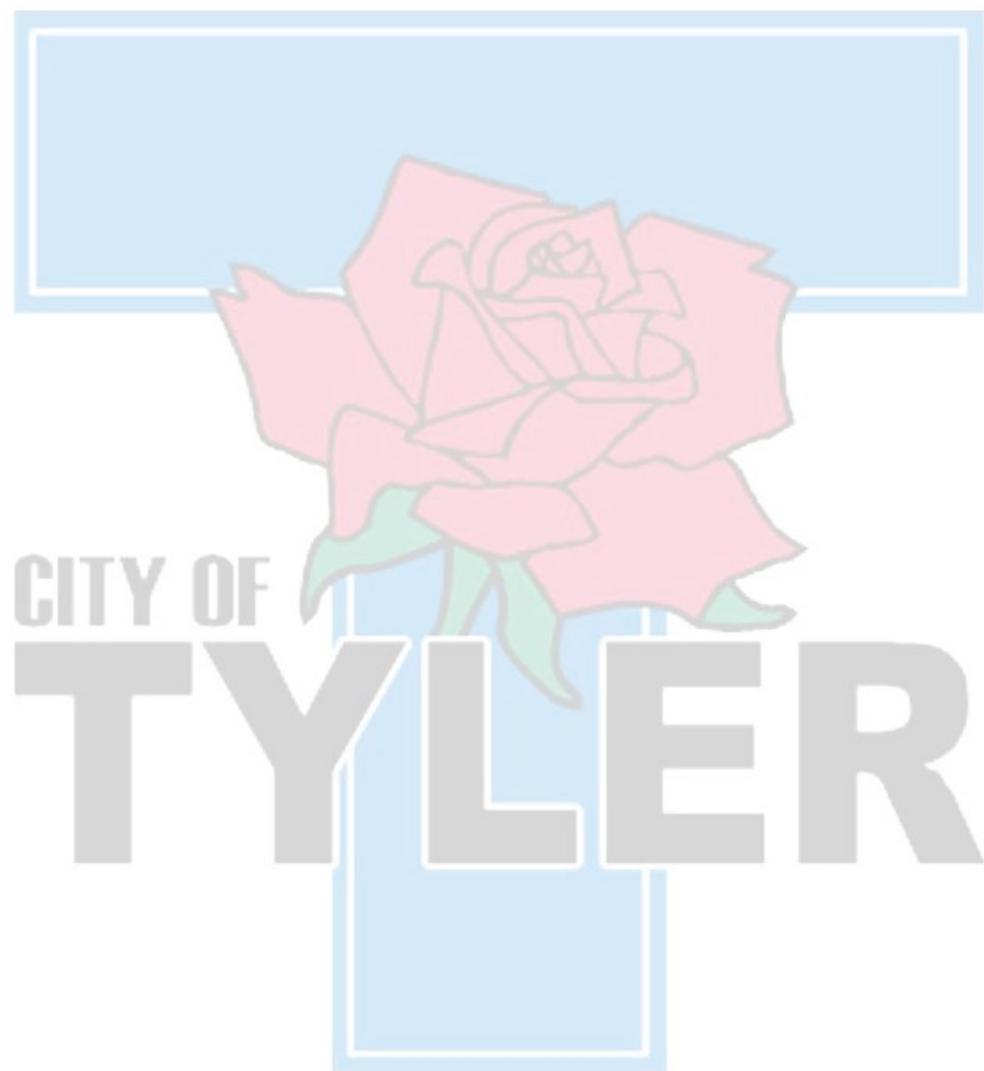
A Natural Beauty

Budget Summary All Funds



REVITALIZE. REINVEST. RENEW.

2017-18 ANNUAL BUDGET



A Natural Beauty

**COMBINED STATEMENT OF REVENUES
AND EXPENDITURES- ALL FUNDS
Fiscal Year 2017-2018**

Fund	Opening Balance	Revenues	Expenditures	Transfers In / (Transfers Out)	Closing Balance2
101 General	10,220,869	66,110,990	64,200,786	(1,910,204)	10,220,869
102 General Capital Projects	244,495	52,700	391,603	110,000	15,592
103 Street Improvements	-	4,500	698,441	693,941	-
202 Development Services	587,019	1,594,131	1,691,572	75,000	564,578
204 Cemeteries Operating	13,422	85,650	326,698	228,932	1,306
205 Police Forfeitures	225,805	43,000	77,200	-	191,605
207 Court Special Fees	113,258	553,000	567,983	-	98,275
209 TIF/TIRZ # 2	2,692	-	-	-	2,692
211 Motel Tax	4,174,126	3,588,832	1,258,450	(1,525,000)	4,979,508
218 TIF/TIRZ # 3	221,740	87,713	5,000	-	304,453
219 Tourism and Convention	834,516	598,886	2,284,031	1,488,659	638,030
234 Passenger Facility	115,372	225,900	-	(225,900)	115,372
235 Oil and Natural Gas	3,157,383	155,020	140,000	(330,000)	2,842,403
236 PEG Fee	544,678	273,363	61,811	-	756,230
240 Fair Plaza	84,854	15,557	46,959	-	53,452
274 Homeownership and Housing	-	400	400	-	-
276 Housing Assistance	402,322	7,957,939	7,957,939	-	402,322
285 MPO	-	548,304	548,304	-	-
286 Transit System	178,229	1,782,692	2,388,432	476,242	48,731
294 Community Development Grant	22,311	782,065	782,065	-	22,311
295 Home Grant	33,105	283,501	283,501	-	33,105
502 Utilities Operations	7,806,001	40,170,929	30,118,237	(12,022,222)	5,836,471
503 Utilities Construction	2,081,848	36,000	5,001,228	5,000,000	2,116,620
504 Utilities Debt Service	392,203	534,740	5,241,063	5,402,010	1,087,890
505 Utilities Debt Reserve	1,493,112	12,000	-	(12,000)	1,493,112
524 Airport	743,592	1,506,159	1,769,032	192,326	673,045
560 Solid Waste	2,664,857	13,058,928	11,597,291	(1,432,108)	2,694,386
562 Solid Waste Capital	38,819	5,000	848,408	1,000,000	195,411
575 Storm Water	-	1,883,368	1,777,530	929,496	1,035,334
639 Productivity	174,650	1,750	990,652	853,480	39,228
640 Fleet Maintenance/Replacement	5,667,810	10,246,638	10,256,672	(213,530)	5,444,246
650 Property and Liability	514,413	1,562,871	1,810,791	-	266,493
661 Active Employees Benefits	295,127	10,442,016	10,344,679	-	392,464
663 Facilities Maintenance	555,410	540,253	706,792	259,727	648,598
671 Technology	305,948	3,991,205	5,017,120	809,943	89,976
713 Cemeteries Trust	3,004,046	98,932	-	(28,932)	3,074,046
761 Retired Employees Benefits	3,578	3,971,281	3,971,281	-	3,578

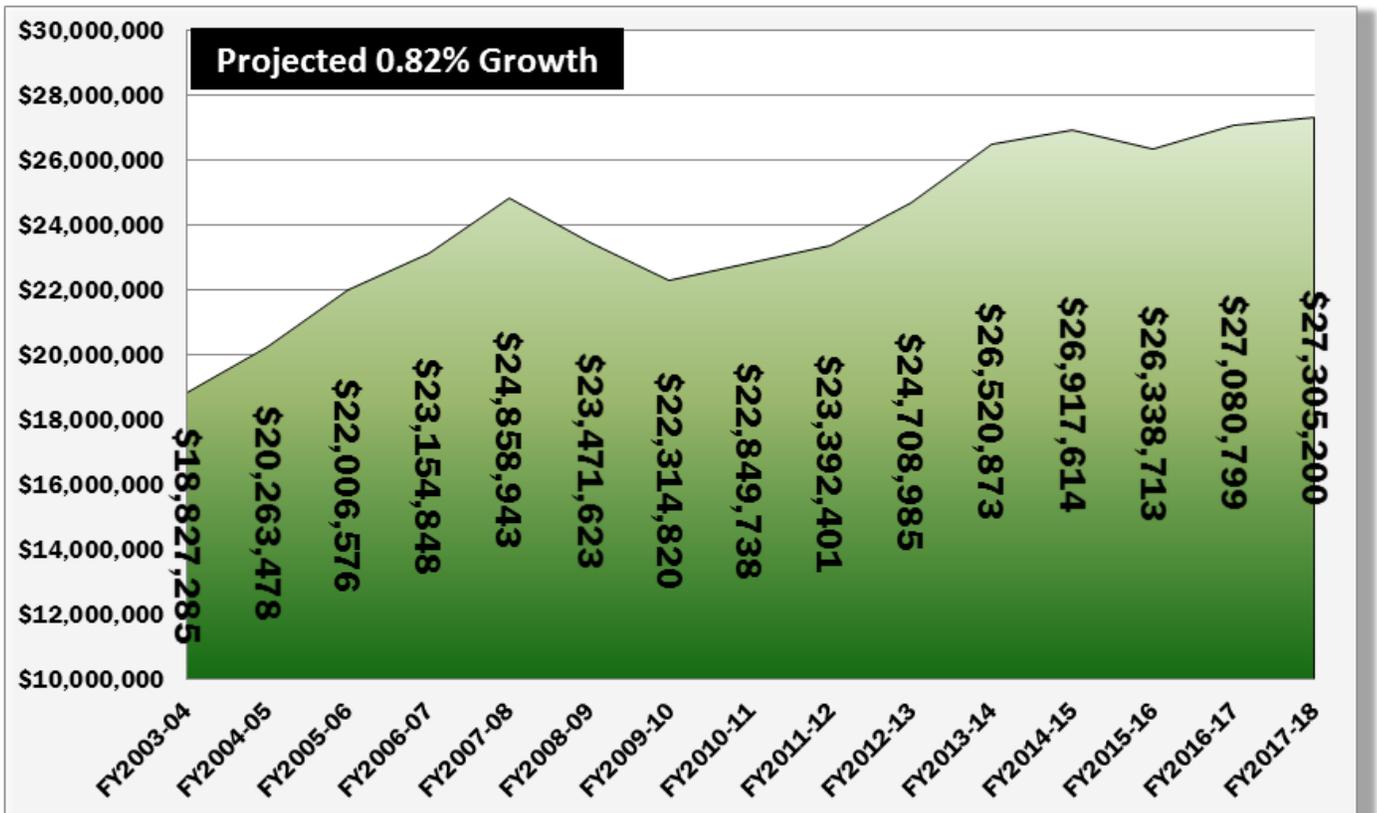
Major Revenue Sources

General Fund

As indicated by the chart below, General Fund revenues of \$66,210,126. As indicated in the chart below the decrease for FY2017-2018 are projected at \$66,110,990, which is a decrease of 0.15 percent over the FY2016-2017 budget and in Sales tax revenue.

General Fund	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Property Taxes	16,401,183	17,659,567	17,624,281	18,939,672
Franchises	10,308,203	10,645,094	10,784,068	10,921,974
Sales & Use Taxes	26,843,267	27,955,857	27,080,799	27,305,200
Licenses & Permits	468,996	444,918	440,474	438,313
Fines & Penalties	5,935,517	6,352,800	4,947,196	5,058,000
Use of Money & Property	89,507	103,050	155,035	191,841
Current Services	2,037,966	2,239,712	2,118,329	2,395,099
Other Agencies	528,613	481,177	428,043	441,179
Miscellaneous	826,184	327,951	386,337	419,712
Total Revenues	63,439,436	66,210,126	63,964,562	66,110,990

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 41 percent of the fund's total revenues. Actual collections for FY2016-2017 are projected to be slightly below the amount budgeted. The City projects a budget for FY2017-2018 of .82 percent above the current year projected collections.

Property Tax

Property tax is the General Fund's next largest single source of revenue at 29 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. In order to fund a street improvement fund the City increased its current rate by one cent. The current tax rate at .240000 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.

<i>Fiscal Year</i>	<i>Total Rate</i>	<i>Certified Values</i>	<i>% Change</i>
2006-2007	0.223657	5,569,801,329	9.46%
2007-2008	0.199000	6,143,037,626	10.29%
2008-2009	0.204000	6,574,872,417	7.03%
2009-2010	0.204000	6,700,382,716	1.91%
2010-2011	0.208865	6,667,500,469	-0.49%
2011-2012	0.208865	6,730,580,806	0.95%
2012-2013	0.207708	6,844,942,994	1.70%
2013-2014*	0.220000	7,012,396,334	2.45%
2014-2015*	0.220000	7,191,673,279	2.56%
2015-2016*	0.220000	7,519,723,382	4.56%
2016-2017*	0.230000	7,807,290,136	3.82%
2017-2018*	0.240000	8,117,880,826	3.98%

Franchises

Franchise taxes are 17 percent of the total General Fund revenues for FY2017-2018. 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 8 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 marshal'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 FY2017-2018 are projected at \$1,594,131, which is an decrease from the FY2016-2017 appropriated budget of \$1,645,711. Operating transfers to assist in covering the cost of services have remained constant and no fee changes are proposed in the FY2017-2018 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 the service activities provided. will allow the City to adjust fees to match costs related to

	Actual	Amended	Projected	Budget
Development Services	2015-2016	Budget 2016-2017	2016-2017	2017-2018
Building Permits	767,769	800,000	700,000	833,381
Electrical Permits	158,307	165,000	143,000	165,000
Plumbing Permits	120,095	115,000	95,000	110,000
Zoning Permits	58,963	60,000	65,000	67,400
Mechanical Permits	85,082	70,000	66,000	76,000
Cert. of Occupancy Fees	25,181	25,000	25,000	26,440
Local TABC Fee	6,035	8,000	19,295	18,865
Billboard Registration	43,855	20,655	20,655	20,655
Sign Permits	31,955	20,000	35,000	30,000
Contractor License	48,100	55,000	40,000	40,000
House Moving Permits	-	500	500	500
Permits Fee-Clearing	100	250	250	250
Interest Earnings	6,429	5,000	6,000	5,000
Maps, Plans and Specs Fee	-	250	250	250
Copy/Printing Fees	96	100	100	100
Platting Fees	46,854	40,000	50,000	60,310
Misc. Income/Deferred Fees	-	200,956	221,377	14,980
Contractor Testing Fees	129,685	60,000	145,000	125,000
Historic Preservation	-	-	-	-
Grant Revenue	-	-	-	-
CLG Grant	23,399	-	3,168	-
Total Revenues	1,551,905	1,645,711	1,635,595	1,594,131

Hotel/Motel Tax

Revenues in the Hotel/Motel Tax Fund are projected to increase .50 percent over FY2016-2017 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 are projected to increase .48% over FY2016-2017 projections.

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 FY2017-2018 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 Metro-

politan 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 FY2017-2018 are projected at \$40,170,929, which is an decrease over the FY2016-2017 budget of \$40,507,021. The major sources of revenue for the Utilities Fund are the Water and Sewer charges. Both revenues are determined through rate studies; a recently com-

pleted 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 \$1.00 base rate increase for water service and \$1.00 base rate increase for sewer service for the FY2017-2018.

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Utilities Fund				
Use of Money and Property	92,264	81,435	123,344	92,752
Charges for Current Services	34,976,781	38,610,406	37,475,236	40,048,372
Storm Water Revenue	1,635,890	1,785,375	1,799,149	-
Miscellaneous Income	490,336	29,805	35,492	29,805
Total Revenues	37,195,271	40,507,021	39,433,221	40,170,929

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, 2017 will total \$56,225,000. The current debt service re-

quirement for revenue debt is \$5,226,063 including interest. The City continues to evaluate capital projects to determine funding sources on a yearly basis.

Airport Operating Fund

As indicated by the chart below, Airport Operating revenues for FY2017-2018 are projected at \$1,506,159, which is a decrease from the FY2016-2017 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.

	Actual	Amended Budget	Projected	Budget
Airport Operating Fund	2015-2016	2016-2017	2016-2017	2017-2018
Use of Money and Property				
Airline Facilities Rental	75,000	45,000	45,000	45,000
Airport Long-Term Parking	527,186	600,000	525,943	550,000
Interest Earnings	4,739	2,500	4,987	3,500
Landing Fees	58,646	45,000	40,352	50,000
Restaurant Concessions	9,832	10,710	8,573	8,500
FAA Building Rental	41,988	42,881	42,099	42,823
Car Leasing Rental	317,085	310,000	301,774	330,161
Agricultural Lease	-	500	500	500
Hanger Land Lease	87,499	92,036	89,359	99,716
HAMM	15,000	15,000	15,000	15,000
Common Use Fee	15,966	16,500	14,921	15,000
Wash Bay Fee	30,894	35,000	34,330	35,000
Non Aviation Land Lease	8,061	12,092	18,228	22,939
Charges for Current Services				
Airport Fuel Flowage	52,912	66,000	62,960	63,320
Copying fees	-	-	39	-
Customer Facility Charge	165,409	168,000	153,941	160,000
Advertising Space Fees	26,399	30,000	26,219	30,000
Miscellaneous				
Miscellaneous Income	26,472	34,000	32,523	33,200
Oil Leases and Royalties	1,032	3,000	635	1,500
Sale of Property	-	-	-	-
Total Revenues	1,464,120	1,528,219	1,417,383	1,506,159

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 FY2017-2018 are projected at \$13,058,928, which increased over the FY2016-2017 budget of \$11,484,700. The major sources of revenue for the Solid Waste fund include the residential, commercial and roll-off charges for services.

	Actual	Amended Budget	Projected	Budget
Solid Waste Fund	2015-2016	2016-2017	2016-2017	2017-2018
Use of Money and Property				
Rent - Miscellaneous	13,166	11,000	11,633	11,000
Interest Earnings	5,457	3,700	6,609	10,000
Charges for Current Services				
Residential Sanitation Fees	5,621,993	5,600,000	5,700,000	6,677,928
Commercial Fees	3,687,770	3,500,000	3,864,226	3,800,000
Roll-Off Collection Fees	1,691,058	1,700,000	1,650,355	1,700,000
Recycle Sales				
Recycle Sales	95,987	95,000	98,086	90,000
Miscellaneous Income				
Landfill Royalty Fee	510,326	555,000	561,550	600,000

Solid Waste Fuel Surcharge	-	-	-	-
Miscellaneous Income	232,887	20,000	17,015	20,000
Landfill Tip Fee	-	-	-	150,000
Total Revenues	11,858,643	11,484,700	11,909,474	13,058,928

Storm Water Fund

The Storm Water Fund, created in FY2017-2018, is responsible for the maintenance, management, and regulatory compliance of the storm water system. This revenue

is collected as a percentage of water charges and is restricted for use for storm drainage improvements.

Storm Water Fund	Actual	Amended	Projected	Budget
	2015-2016	Budget 2016-2017	2016-2017	2017-2018
Interest Earnings	-	-	-	9,295
Storm Water Management	-	-	-	1,874,073
Miscellaneous Income	-	-	-	-
Total Revenues	-	-	-	1,883,368

Position Summary All Funds Fiscal Year 2017-2018

Full Time	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
GENERAL SERVICES							
Capital Projects	-	-	-	-	-	-	-
City Manager	2.00	2.00	3.00	3.00	2.00	2.00	2.00
City Clerk	-	-	-	-	-	-	-
Communications	2.93	3.00	3.00	3.00	3.90	3.93	3.93
Engineering	4.46	4.86	4.86	4.31	4.06	4.06	3.20
Finance	8.00	8.00	8.00	9.00	10.00	9.75	9.75
Fire Department	160.00	161.00	161.00	161.00	161.00	161.00	160.00
Human Resources	6.75	7.25	7.25	7.25	7.10	7.60	7.60
Animal Services	-	-	-	-	15.00	15.00	15.00
Legal	7.00	7.00	7.00	7.00	8.00	8.00	8.00
Library	16.00	15.00	15.00	15.00	16.00	16.00	16.00
Municipal Court	15.00	15.00	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	22.20	22.20	22.20	22.20	19.20	17.20	17.20
Parks and Recreation - Indoor Recreation	8.00	8.00	7.00	7.00	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	-	-	-	-	-
Police Department - COPPS Grant	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Police Department - Operations	241.00	240.00	240.00	240.00	240.00	239.00	239.00
Street	29.00	29.00	29.00	29.00	28.00	28.00	28.00
Traffic Engineering	12.61	12.61	12.61	14.76	11.76	11.76	11.76
TOTAL	553.95	553.92	552.92	555.52	566.02	563.30	554.44

DEVELOPMENT SERVICES FUND

Building Inspections	10.00	9.00	10.00	11.00	12.00	12.00	12.00
Planning and Zoning	4.55	4.00	4.00	7.00	7.00	7.00	7.00
TOTAL	14.55	13.00	14.00	18.00	19.00	19.00	19.00

WATER UTILITIES FUND

Lake Tyler	9.00	9.00	9.00	9.00	10.00	9.00	9.00
Storm Water Management	13.00	12.53	12.53	12.93	14.93	14.00	13.86
Wastewater Collection	17.00	17.00	21.00	21.00	22.00	25.00	25.00
Wastewater Treatment	26.00	19.00	28.00	26.00	29.00	30.00	30.00
Water Administration	4.00	4.00	8.00	8.00	8.00	8.00	8.00
Water GIS	3.04	4.00	5.00	5.00	5.00	5.00	6.00
Water Business Office	17.00	17.00	17.00	17.00	17.00	18.00	19.00
Water Distribution	24.00	24.00	24.00	22.00	30.00	31.00	33.00
Water Plant	22.00	23.00	23.00	23.00	26.00	25.00	26.00
TOTAL	135.04	129.53	147.53	143.93	161.93	165.00	169.86

SOLID WASTE FUND

Solid Waste Administration	6.00	6.00	6.00	6.00	6.00	6.50	6.50
Solid Waste Code Enforcement	7.00	7.00	7.00	7.00	8.00	9.00	9.00
Solid Waste Commercial	9.00	10.00	10.00	10.00	12.00	12.00	12.00
Solid Waste Keep Tyler Beautiful	-	-	1.00	1.00	1.00	1.00	1.00
Solid Waste Residential	30.00	29.00	29.00	28.00	32.00	34.00	34.00
TOTAL	52.00	52.00	53.00	52.00	59.00	62.50	62.50

AIRPORT FUND

Airport	10.00	10.00	10.00	11.00	11.00	11.00	11.00
TOTAL	10.00	10.00	10.00	11.00	11.00	11.00	11.00

OTHER FUNDS

Cemeteries	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Community Development	6.35	5.90	4.90	4.90	4.45	5.30	5.30
Fleet Maintenance	15.00	14.00	14.00	14.00	14.00	15.00	15.00
FSS Homeownership	1.00	1.00	1.00	1.00	1.00	1.00	1.00
HOME	0.92	0.85	0.85	0.85	0.85	0.50	0.50
Housing	10.48	10.25	9.25	9.25	9.70	10.20	10.20
MPO	1.41	1.00	-	-	1.00	-	-
Productivity	2.00	2.00	3.00	2.00	3.00	3.00	3.00
Property and Facility Management	2.00	2.00	2.00	2.00	2.25	2.25	2.25
Property, Liability, Disability and Workers Compensation	1.25	1.25	1.25	1.25	1.40	1.40	1.40
Employee Benefits	0.80	0.30	0.30	0.30	0.30	-	-
Retiree Benefits	0.20	0.20	0.20	0.20	0.20	-	-
Technology Services	12.00	12.00	12.00	12.00	10.00	11.00	12.00
Tourism - Main Street	2.00	2.00	2.00	2.00	4.00	4.00	4.00
Tourism - Rose Garden Center	3.00	3.00	3.00	3.00	2.00	2.00	4.00
Tourism - Visitor's Facility	4.80	5.80	5.80	5.80	4.90	4.80	4.80
Tourism - Rose Garden Maintenance	7.00	7.00	7.00	7.00	7.00	7.00	7.00

Transit	24.25	23.00	23.00	25.00	25.00	25.75	25.75
TOTAL	97.46	94.55	92.55	93.55	94.05	96.20	99.20
GRAND TOTAL	863.00	853.00	870.00	874.00	911.00	917.00	916.00

Position Summary All Funds Fiscal Year 2017-2018

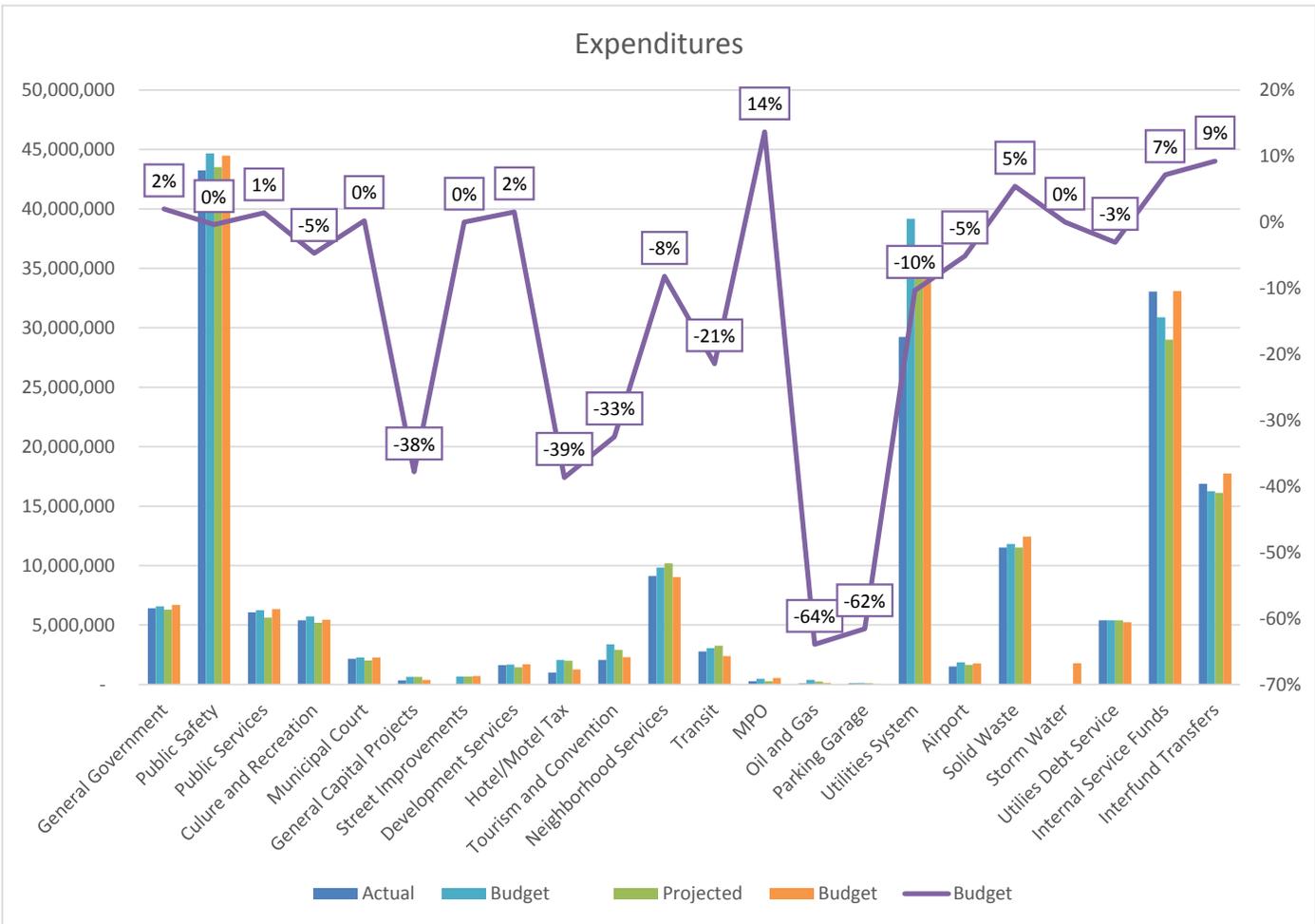
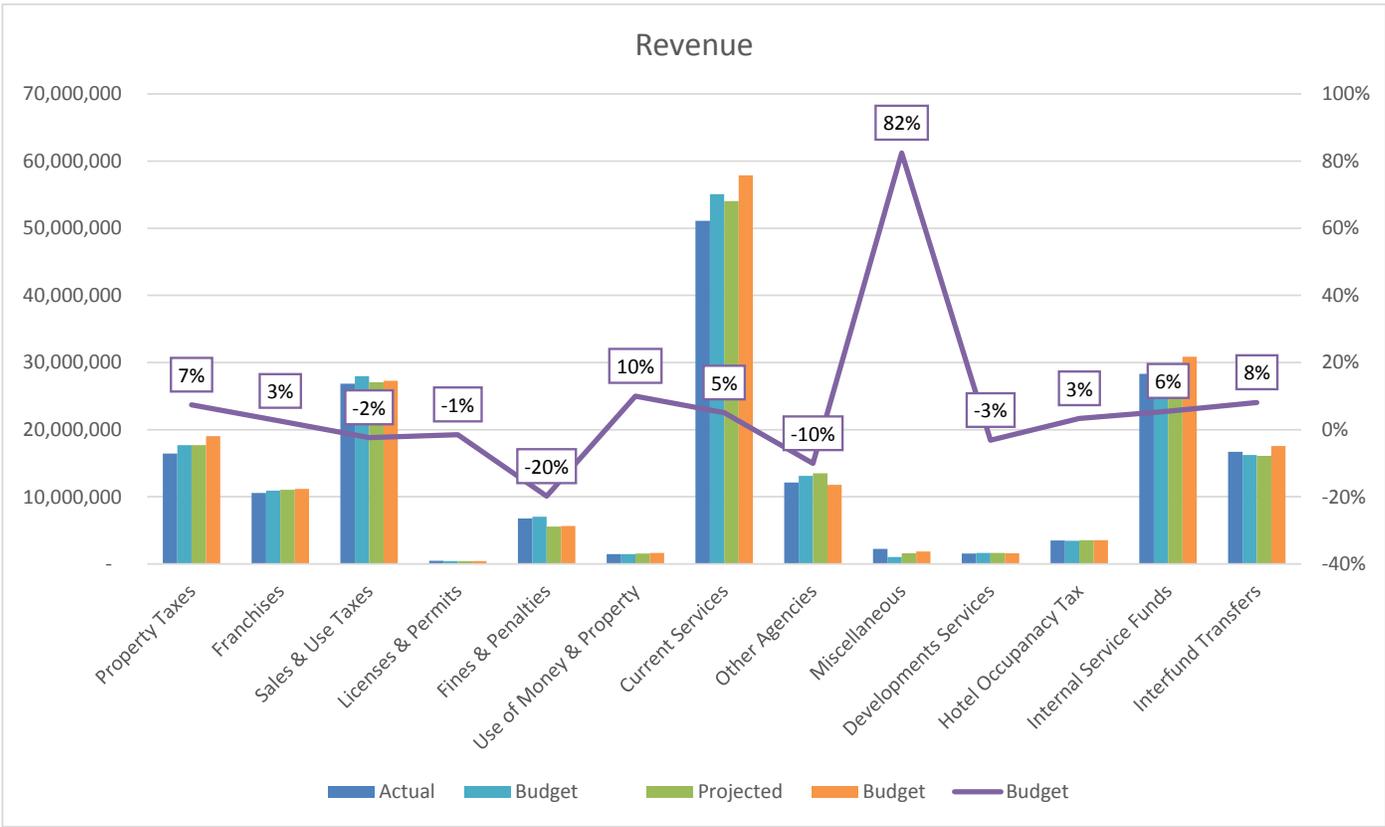
Part Time	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
GENERAL SERVICES							
Communications	-	-	-	-	-	-	-
Human Resources	-	-	-	-	-	-	-
Library	21.00	20.00	20.00	20.00	19.00	19.00	19.00
Parks and Recreation - Indoor Recreation	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Parks and Recreation - Outdoor Recreation	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Department - Operations	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Traffic Engineering	-	2.00	2.00	2.00	2.00	2.00	2.00
TOTAL	26.00	27.00	27.00	27.00	26.00	26.00	26.00
DEVELOPMENT SERVICES FUND							
Building Inspections	-	-	-	-	-	-	-
Planning and Zoning	-	-	-	-	-	-	-
TOTAL	-						
AIRPORT FUND							
Airport	-	-	-	-	-	-	-
TOTAL	-						
OTHER FUNDS							
Property, Liability, Disability and Workers Compensation	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Tourism - Visitor's Facility	4.00	2.00	2.00	2.00	2.00	2.00	2.00
TOTAL	5.00	3.00	3.00	3.00	3.00	3.00	3.00
GRAND TOTAL	31.00	30.00	30.00	30.00	29.00	29.00	29.00

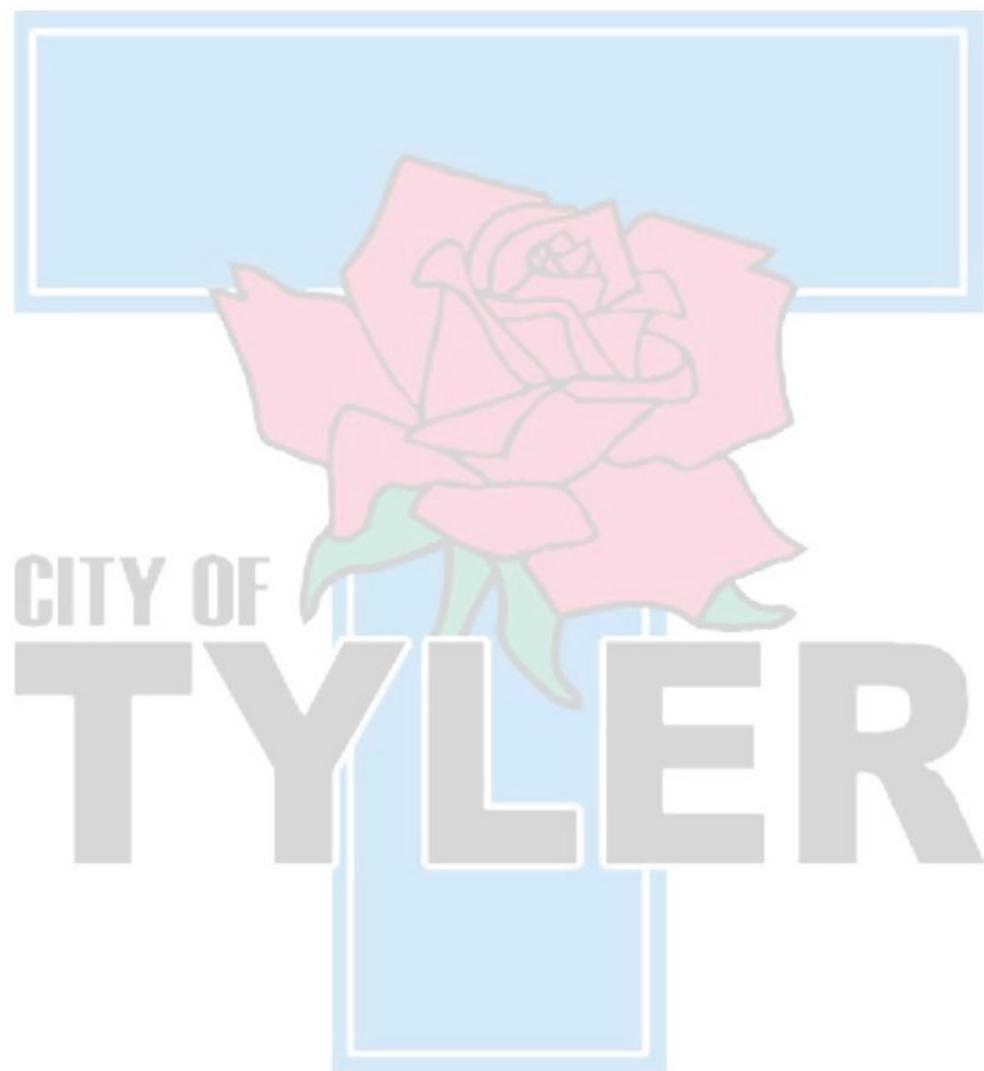
Position Summary All Funds Fiscal Year 2017-2018

Subs/Temps	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
GENERAL SERVICES							
Library	11.00	11.00	11.00	11.00	6.00	6.00	6.00
Parks and Recreation - Outdoor Recreation	32.00	32.00	32.00	32.00	31.00	31.00	31.00
Traffic Engineering	40.00	40.00	40.00	40.00	40.00	40.00	40.00
TOTAL	83.00	83.00	83.00	83.00	77.00	77.00	77.00
OTHER FUNDS							
Tourism - Visitor's Facility	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Transit	8.00	8.00	8.00	10.00	6.00	6.00	6.00
TOTAL	9.00	9.00	9.00	11.00	7.00	7.00	7.00
GRAND TOTAL	92.00	92.00	92.00	94.00	84.00	84.00	84.00

TOTAL COMBINED REVENUE AND EXPENDITURES OF ALL FUNDS FISCAL YEAR 2017-2018

FUNDINGS SOURCES	Actual 2015-2016	Budget 2016-2017	Projected 2016-2017	Budget 2017-2018	% Change Budget to Budget
Revenues					
Property Taxes	16,453,606	17,715,067	17,701,699	19,024,672	7%
Franchises	10,572,904	10,910,094	11,051,985	11,189,891	3%
Sales & Use Taxes	26,843,267	27,955,857	27,080,799	27,305,200	-2%
Licenses & Permits	473,096	450,418	445,974	443,813	-1%
Fines & Penalties	6,772,019	7,049,800	5,584,786	5,652,000	-20%
Use of Money & Property	1,477,053	1,495,896	1,543,684	1,645,812	10%
Current Services	51,092,226	55,069,161	54,036,262	57,868,802	5%
Other Agencies	12,137,953	13,112,989	13,516,775	11,796,080	-10%
Miscellaneous	2,233,479	1,025,141	1,585,403	1,870,403	82%
Developments Services	1,551,905	1,645,711	1,635,595	1,594,131	-3%
Hotel Occupancy Tax	3,516,166	3,445,343	3,542,750	3,560,463	3%
Internal Service Funds	28,313,865	29,234,325	28,148,055	30,854,946	6%
Interfund Transfers	16,728,978	16,250,599	16,121,314	17,573,171	8%
Total Revenues	178,166,516	185,360,401	181,995,081	190,379,384	3%
Expenditures					
General Government	6,414,727	6,566,045	6,299,329	6,697,288	2%
Public Safety	43,223,941	44,651,461	43,515,602	44,483,085	0%
Public Services	6,061,571	6,244,620	5,620,580	6,332,439	1%
Culture and Recreation	5,390,133	5,724,780	5,187,399	5,453,334	-5%
Municipal Court	2,159,065	2,268,542	2,008,642	2,273,332	0%
General Capital Projects	327,718	629,801	629,801	391,603	-38%
Street Improvements	-	666,924	666,924	698,441	0%
Development Services	1,616,932	1,665,932	1,439,312	1,691,572	2%
Hotel/Motel Tax	1,016,244	2,051,339	1,984,646	1,258,450	-39%
Tourism and Convention	2,065,464	3,384,631	2,906,926	2,284,031	-33%
Neighborhood Services	9,133,538	9,832,237	10,181,804	9,023,905	-8%
Transit	2,785,406	3,040,863	3,253,129	2,388,432	-21%
MPO	261,500	482,410	264,915	548,304	14%
Oil and Gas	80,068	388,182	241,153	140,000	-64%
Parking Garage	114,026	122,220	113,051	46,959	-62%
Utilities System	29,217,798	39,166,824	36,640,728	35,119,465	-10%
Airport	1,507,236	1,864,571	1,654,494	1,769,032	-5%
Solid Waste	11,518,868	11,803,960	11,515,598	12,445,699	5%
Storm Water	-	-	-	1,777,530	0%
Utilities Debt Service	5,400,258	5,405,809	5,405,809	5,241,063	-3%
Internal Service Funds	33,049,115	30,883,090	28,992,653	33,097,987	7%
Interfund Transfers	16,879,986	16,250,599	16,121,313	17,753,311	9%
Total Expenditures	178,223,594	193,094,840	184,643,808	190,915,262	-1%
Net	(57,078)	(7,734,439)	(2,648,727)	(535,878)	

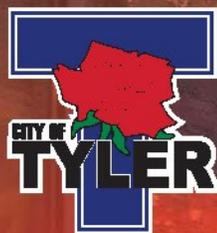




A Natural Beauty



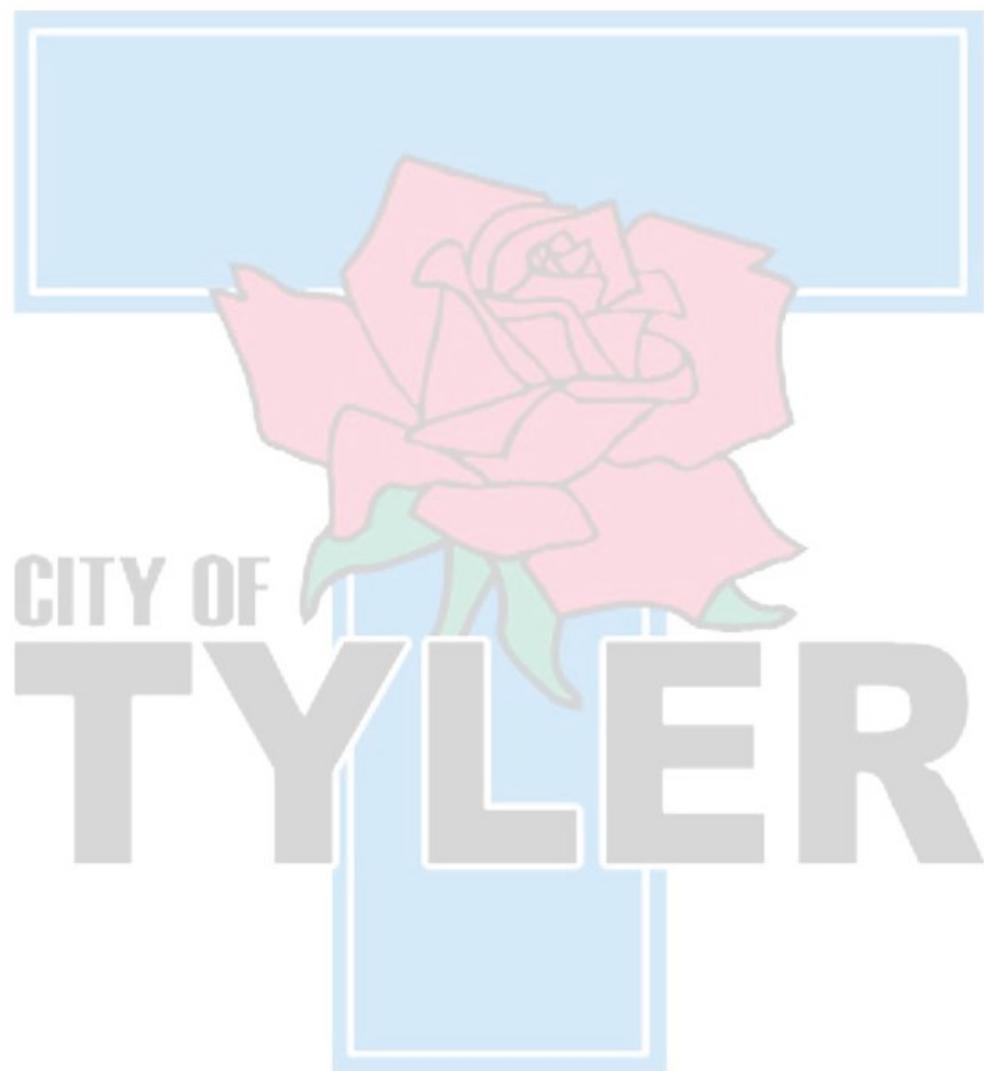
General Fund



REVITALIZE.REINVEST.RENEW.

2017-18

ANNUAL BUDGET



A Natural Beauty

GENERAL FUND (101)
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Unreserved Fund Balance	\$ 506,380	\$ 471,022	\$ 471,022	\$ 1,036,927
Operating Reserve	9,226,869	9,302,345	9,302,345	9,183,942
Beginning Fund Balance / Working Capital	9,733,249	9,773,367	9,773,367	10,220,869
Revenues				
Property Taxes	16,401,183	17,659,567	17,624,281	18,939,672
Franchises	10,308,203	10,645,094	10,784,068	10,921,974
Sales & Use Taxes	26,843,267	27,955,857	27,080,799	27,305,200
Licenses & Permits	468,996	444,918	440,474	438,313
Fines & Penalties	5,935,517	6,352,800	4,947,196	5,058,000
Use of Money & Property	89,507	103,050	155,035	191,841
Current Services	2,037,966	2,239,712	2,118,329	2,395,099
Other Agencies	528,613	481,177	428,043	441,179
Miscellaneous	826,184	327,951	386,337	419,712
Total Revenues	63,439,436	66,210,126	63,964,562	66,110,990
Expenditures				
General Government	6,387,593	6,556,045	6,286,329	6,692,288
Police	25,872,911	26,447,389	25,711,287	26,622,898
Police Grants	267,936	287,292	285,292	200,664
Fire	16,952,044	17,739,661	17,356,604	17,582,323
Public Services	6,061,571	6,244,620	5,620,580	6,332,439
Parks and Recreation	3,489,116	3,488,475	3,096,803	3,522,596
Library	1,519,254	1,490,684	1,437,850	1,542,229
Municipal Court	1,465,211	1,654,372	1,431,536	1,705,349
Total Expenditures	62,015,635	63,908,538	61,226,281	64,200,786
(Transfer Out)	(1,383,683)	(2,345,587)	(2,290,779)	(1,910,204)
General Capital Projects (102)	(80,000)	(250,400)	(250,400)	(110,000)
Street Improvement Fund (103)	-	(663,924)	(663,924)	(693,941)
Development Services (202)	-	-	-	-
Tourism (219)	-	-	-	-
Cemetery (204)	(200,000)	(200,000)	(200,000)	(200,000)
State and Federal Grant Fund (285)	-	-	-	-
Transit (286)	(622,387)	(551,242)	(596,434)	(476,242)
Property Facility (663)	(101,305)	(101,305)	(101,305)	(101,305)
Productivity Fund (639)	(180,000)	(235,312)	(135,312)	(135,312)
Technology Admin (671)	(199,991)	(343,404)	(343,404)	(193,404)
Unreserved Fund Balance	471,022	143,087	1,036,927	590,751
Operating Reserve	9,302,345	9,586,281	9,183,942	9,630,118
Ending Fund Balance / Working Capital	\$ 9,773,367	\$ 9,729,368	\$ 10,220,869	\$ 10,220,869

GENERAL FUND REVENUES

FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Property Taxes				
Current	\$ 16,109,924	\$ 17,396,314	\$ 17,353,584	\$ 18,668,974
Delinquent	162,090	142,165	148,603	148,604
Penalty and Interest	123,335	121,088	122,094	122,094
Collection Fee	5,834	-	-	-
Total Property Taxes	16,401,183	17,659,567	17,624,281	18,939,672
Franchises				
Power and Light	4,565,017	4,550,317	4,746,348	4,771,504
Natural Gas	1,038,798	1,029,166	980,433	961,707
Telephone	827,609	846,501	782,936	759,056
Cable Television	1,320,741	1,334,663	1,345,818	1,339,567
Commercial Waste Hauler	694,479	859,096	894,499	962,120
Water and Sewer Franchise	1,861,559	2,025,351	2,034,034	2,128,020
Total Franchises	10,308,203	10,645,094	10,784,068	10,921,974
Sales and Use Taxes				
Sales Taxes	26,338,713	27,459,935	26,592,363	26,791,806
Mixed Drink Taxes	440,006	428,545	451,312	476,270
Bingo Taxes	64,548	67,377	37,124	37,124
Total Sales and Use Taxes	26,843,267	27,955,857	27,080,799	27,305,200
Licenses and Permits				
Parking Meters	108,250	111,023	104,974	102,713
Wrecker Permits	3,300	-	2,500	2,000
Taxi	605	895	-	600
Burglar Alarms	356,841	333,000	333,000	333,000
Total Licenses and Permits	\$ 468,996	\$ 444,918	\$ 440,474	\$ 438,313
Fines & Penalties				
Moving Violations	\$ 3,535,033	\$ 3,800,000	\$ 2,828,083	\$ 2,916,000
Tax Fees	176,252	185,000	142,604	144,000
Arrest Fees	145,516	160,000	134,212	136,000
Administrative Fees	106,145	110,000	113,482	115,000
Warrant Fees	661,337	710,000	480,655	485,000
Child Safety	188,434	175,000	145,239	147,000
Teen Court Fees	-	-	-	-
Court Security	-	-	-	-
Miscellaneous Court	40,916	39,800	29,755	30,000
Juvenile Class Fee	-	-	-	-
Time Payment Fees	-	-	-	-
Special Court Fees	635,946	670,000	669,319	676,000
Collection Firm Fees	194,297	220,000	192,843	195,000
Court Fee - Clearing	(986)	-	-	-
Partners for Youth	(100)	-	-	-
Omnibase Program	52,189	55,000	39,133	40,000
Parking Fines	146,469	160,000	132,279	134,000
Scofflaw	38,806	50,000	24,853	25,000
Animal Fines	15,263	18,000	14,739	15,000
Total Fines and Penalties	5,935,517	6,352,800	4,947,196	5,058,000

Use of Money and Property

Glass Center Rental	21,515	22,000	22,000	26,200
Senior Citizen Rental	6,800	6,500	6,500	6,500
Miscellaneous Rent	10,867	14,500	14,500	20,310
Bergfeld Rental	515	-	-	-
Ballfield Concessions	840	4,000	4,000	4,000
Bergfeld Concessions	-	-	-	-
Glass Rec Concessions	1,015	850	850	850
Interest Earnings	47,956	55,200	107,185	133,981
Total Use of Money and Property	89,507	103,050	155,035	191,841

Current Services

Swimming Pool	1,805	1,570	1,570	1,570
Fire Inspection	32,790	35,500	32,000	112,000
Lot Mowing	32,199	33,423	45,000	35,000
Glass Membership	36,978	42,000	42,000	42,000
Copying Fees	20,631	20,000	18,000	20,000
Utility Cuts	132,000	152,000	132,000	132,000
Library Non Resident Fees	25,646	16,000	16,000	16,000
Library Lost Books	1,945	3,168	3,168	3,168
Library Fines	34,075	33,558	33,558	33,558
Non Resident Internet Use	4,644	4,000	4,000	4,000
Open Records	32,151	25,000	29,000	25,000
OH Reimb Fund 219	45,275	46,633	46,633	46,633
1/2 Cent Admin Costs	175,000	175,000	175,000	175,000
OH Reimb Fund 502	1,045,903	1,178,511	1,178,511	1,306,511
OH Reimb Fund 560	207,766	213,999	213,999	241,909
Softball Fees	92,430	98,000	1,440	-
Basketball Fees	1,090	-	-	-
Volleyball Fees	1,094	1,750	1,750	1,750
Tournament Fees	2,180	10,000	5,000	10,000
Other Sports Fees	865	15,000	15,000	71,000
Field Rental	125	-	6,700	-
Field Maintenance	30,045	36,000	36,000	36,000
Recreation Classes/Events	47,891	45,000	45,000	45,000
Faulkner Tennis Center	-	-	-	-
Animal Shelter Fees	33,339	33,600	37,000	37,000
Innovation Pipeline Membership	100	20,000	-	-
Total Current Services	\$ 2,037,966	\$ 2,239,712	\$ 2,118,329	\$ 2,395,099

Other Agencies

State Government	18,053	12,500	12,045	12,500
DEA Task Force (Gang Grant)	62,807	48,000	8,321	24,000
Pr Yr. Inc. fm Restitution	129	150	150	1,500
Auto Theft Task Force	109,309	109,500	109,500	92,628
School Crossing Guards	228,551	228,551	228,551	228,551
Comprehensive Traffic	73,282	50,000	35,000	50,000
Click it or Ticket	-	-	-	-
County - Haz Mat	5,000	5,000	5,000	5,000
Smith County Revenue (Animal Shelter)	-	-	-	-
Justice Assistance 2014-2015	-	-	-	-
Justice Assistance 2015-2016	26,206	27,476	27,476	25,000
Body Armor Grant	-	-	-	-
US Marshal	5,274	-	2,000	2,000
COPS 2010	-	-	-	-
Total Other Agencies	528,613	481,177	428,043	441,179

Miscellaneous				
Miscellaneous	567,249	134,712	134,712	159,712
Unclaimed Property Revenue	14,462	15,000	14,000	15,000
Return Checks	775	1,200	-	-
Junk Vehicle Revenue	92	-	125	-
Methane Gas Sales	225,767	157,039	225,000	225,000
Funeral Escorts	17,388	20,000	12,500	20,000
Animal Control	450	-	-	-
Total Miscellaneous	826,184	327,951	386,337	419,712

Total General Fund Revenues	\$ 63,439,436	\$ 66,210,126	\$ 63,964,562	\$ 66,110,990
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**GENERAL FUND EXPENDITURES
FISCAL YEAR 2017-2018**

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
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General Government

General Government	\$ 649,143	\$ 691,638	\$ 571,848	\$ 697,023
Outside Agencies	700,474	700,474	700,474	386,535
GF Non-Dept Exp	2,341,027	2,182,927	2,409,799	2,582,533
Innovation and Economic Development	16,825	202,461	119,375	140,659
Finance	1,038,961	1,101,007	995,581	1,194,332
Legal	921,262	985,082	913,738	1,022,026
Communications	314,129	198,407	157,006	135,744
Human Resources	405,773	494,049	418,508	533,436
Total General Government	6,387,593	6,556,045	6,286,329	6,692,288

Public Safety

Police Services	25,872,911	26,447,389	25,711,287	26,622,898
Auto Theft Task Force	126,845	127,763	126,398	131,664
L.E. Education Grant	18,053	20,000	20,000	20,000
Justice Assistance 2013-2014 (Gang Grant)	96,831	112,053	111,418	24,000
Justice Assistance 2014-2015	-	-	-	-
Justice Assistance 2015-2016	26,206	27,476	27,476	25,000
COPS 2010	-	-	-	-
Fire Services	16,952,044	17,739,661	17,356,604	17,582,323
Total Public Safety	43,092,890	44,474,342	43,353,183	44,405,885

Public Services

Engineering Services	444,275	492,232	403,816	395,335
Streets	2,167,079	2,116,980	1,686,891	2,333,844
Traffic Operations	2,551,832	2,454,466	2,472,259	2,510,759
Animal Services (Shelter and Vector)	898,384	1,180,942	1,057,614	1,092,501
Total Public Services	6,061,571	6,244,620	5,620,580	6,332,439

Parks & Recreation

Administration	2,254,121	2,242,116	1,975,199	2,374,582
Indoor Recreation	552,348	536,676	546,453	539,359
Outdoor Recreation	328,834	315,680	198,216	198,554
Median Maint/Arborist	353,813	394,003	376,935	410,101
Total Parks & Recreation	3,489,116	3,488,475	3,096,803	3,522,596

Library	1,519,254	1,490,684	1,437,850	1,542,229
Municipal Court	1,465,211	1,654,372	1,431,536	1,705,349
Total General Fund Expenditures	\$ 62,015,635	\$ 63,908,538	\$ 61,226,281	\$ 64,200,786

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 20 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.

Service Point Expenditures - General Government

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	324,591	333,736	325,856	326,098
Supplies and Services	181,350	151,099	108,480	156,799
Sundry	63,263	109,672	52,195	116,995
Utilities	66,939	79,800	67,986	79,800
Maintenance	13,000	17,331	17,331	17,331
Total Appropriations	649,143	691,638	571,848	697,023

Service Point Expenditures - Outside Agencies

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	27,997	27,997	27,997	-
Sundry	672,477	672,477	672,477	386,535
Total Appropriations	700,474	700,474	700,474	386,535

Service Point Expenditures - Non Departmental Expenses

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	1,840,213	1,750,213	1,750,213	1,868,775
Supplies and Services	28,745	25,000	25,000	25,000
Sundry	852,060	986,430	1,113,302	1,017,474
Total Appropriations	2,721,018	2,761,643	2,888,515	2,911,249

Service Point Employees - General Government

<i>Regular Full-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1, 3, 4) Assistant City Manager	-	-	1.00	1.00	-	-	-
2 & 5) Executive Secretary	1.00	1.00	1.00	-	-	-	-
5) Executive Assistant	-	-	-	1.00	1.00	1.00	1.00
Total Department	2.00	2.00	3.00	3.00	2.00	2.00	2.00

1) Title change from City Manager Designate to Assistant City Manager during FY 2008-2009

2) Title change from Administrative Secretary to Executive Secretary during FY 2008-2009

3) Assistant City Manager position eliminated FY 2011-2012

4) Assistant City Manager unfrozen FY 12-13. Position transferred to Communications FY 2015-2016

5) Executive Secretary reclassified to Executive Assistant FY 13-14

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 2016-2017

- Achieving 31st consecutive Certificate of Achievement for Excellence in Finance from the Government Finance Officers Association of the United States and Canada;
- Achieving 11th consecutive Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada;

Goals for fiscal year 2017-2018

- 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

Service Point Expenditures - Finance

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	554,699	605,266	526,355	679,080
Supplies and Services	192,089	209,060	166,977	192,960
Sundry	291,650	285,481	302,087	321,592
Utilities	187	1,000	162	500
Maintenance	336	200	-	200
Total Appropriations	1,038,961	1,101,007	995,581	1,194,332

Service Point Employees - Finance

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
4) Chief Financial Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
8 & 7) Accounting Manager	1.00	-	-	1.00	1.00	1.00	1.00
2) & 3) & 5) & 6) & 7) & 8) Accountant	2.00	3.00	3.00	2.00	2.00	2.00	2.00
1) Accounting Technician	3.00	3.00	3.00	3.00	2.00	2.00	2.00
Senior Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
10) Payroll Technician	-	-	-	-	1.00	1.00	1.00
Accounts Payable Manager	-	-	-	-	1.00	1.00	1.00
Treasury Manager	-	-	-	-	1.00	0.75	0.75
9) Budget Officer	-	-	-	1.00	-	-	-
Total Department	8.00	8.00	8.00	9.00	10.00	9.75	9.75

1) Upgraded one Accounting Technician to Accounting Manager during FY 2006-2007

2) During FY 2009-2010 Temporary downgraded one Accountant position to Part-time Accountant to be reviewed in one year

3) Accountant III downgraded to Accountant FY 2006-2007

4) FY 2007-2008 Title change to CFO

5) Reclassified Financial Analyst to Accountant f/y 11-12

6) Downgraded Accounting Manager to Accountant f/y 11-12

7) Laborer from Solid Waste Residential moved to Finance and reclassified to Accounting Manager during FY 13-14

8) One accountant added FY 15-16. One account position 25% paid by Transit FY 15-16

9) One accountant reclassified to Budget Officer during FY 13-14.

10) One Accounting Tech recalsified to Payroll Technician FY 15-16

Legal Services

Service Point Expenditures - Legal

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	768,337	806,494	741,068	827,248
Supplies and Services	110,088	128,111	125,162	136,821
Sundry	41,982	39,378	39,378	46,858
Utilities	42	260	110	260
Maintenance	813	839	720	839
Capital Outlay	-	10,000	7,300	10,000
Total Appropriations	921,262	985,082	913,738	1,022,026

Service Point Employees - Legal

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00
3, 4, 5, &7) Assistant City Attorney	1.00	-	-	1.00	2.00	2.00	2.00
6) Legal Secretary	1.00	1.00	1.00	1.00	-	-	-
1)Risk Analyst	-	-	-	-	-	-	-
Assistant to City Attorney	-	-	-	-	1.00	1.00	1.00
Legal/Risk/City Clerk Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Assistant City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00
2) Support Services Tech I	-	-	-	-	-	-	-
4 & 5) Attorney of Counsel	-	1.00	1.00	-	-	-	-
Total Department	7.00	7.00	7.00	7.00	8.00	8.00	8.00

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

7) Added one Assistant City Attorney FY 15-16

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, City of Tyler Government Access Channel (Suddenlink-Channel 3), various social networking sites, printed and electronic publications, advertisements 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 strategic communications plans;
- Developing and implementing action plans to promote the City brand;
- Submitting articles to local and statewide publications;
- Training staff in other City departments to maintain digital content;
- Maintaining and updating the programming for Tyler TV 3;
- Distributing press releases to all local media outlets;
- Acting as a liaison between media outlets and City staff;

- Coordinating with Mayor, City Council Members and City staff to have a City presence at community events;
- Updating the City’s news site and social networking sites;
- Producing and distributing an annual report to citizens of Tyler;
- Planning and marketing special events;
- Approving and editing City publications for all departments;
- Writing and distributing digital publications;
- Providing media training to City employees.
- Launched “Called to Serve” video production to highlight public services and the individuals who provide them;
- Successfully produced the annual Boards and Commissions recognition dinner and the Black History Celebration event at Liberty Hall;
- In partnership with the Chamber of Commerce, successfully produced the annual State of the City event; produced the annual State of the City video;
- Continued to have a robust social media presence for the City of Tyler using Facebook, YouTube, Twitter, Instagram, Pinterest, Snapchat and Nextdoor with more than 30,000 followers on all platforms.
- In collaboration with the CVB, launched the “Hit the Bricks” second Saturday event to market and promote Downtown Tyler.

Accomplishments for 2016-2017

- Accrued \$29,606,939 in earned media;
- Placed or contributed to 4,307 news stories about the City of Tyler organization with local media;
- In partnership with the Tyler Innovation Pipeline, launched Roses and Weeds, a bi-weekly podcast focused on City achievements (roses) and struggles (weeds);
- Provided media training to new employees;
- Continued to produce the annual report;
- Successfully produced the seventh annual Downtown Tyler Film Festival, a finalist for the Texas Downtown Association’s 2016 Best Promotional Event;

Goals for 2017-2018

- Continue to expand in house production of programming for Suddenlink-Channel 3 and increase its branding as Tyler TV 3;
- Continue to produce the annual report;
- Continue to expand use of social marketing;
- Expand citizen involvement initiatives;
- Continue to find new and innovative ways to tell the City’s story.

Service Point Expenditures - Communications

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	255,851	122,776	98,121	82,839
Supplies and Services	38,251	57,751	41,100	32,772
Sundry	19,116	17,280	17,280	19,533
Utilities	23	100	5	100
Maintenance	887	500	500	500
Capital Outlay	-	-	-	-
Total Appropriations	314,129	198,407	157,006	135,744

Service Point Employees - Communications

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
12) Assistant City Manager	-	-	-	-	0.90	-	-
1) & 9) Communications Director	-	-	-	-	-	-	-
14) Communications Manager	-	-	-	-	-	0.93	0.93
17)Liberty Hall Manager	1.00	1.00	1.00	1.00	1.00	-	-

Downtown Operations Coordinator	-	-	-	-	-	1.00	1.00
9) & 10) Dir.External Relations Org Dev	-	-	-	-	-	-	-
10 & 11) Managing Director of External Rel.	0.93	-	-	-	-	-	-
2, 18) SR Marketing/PR Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
3)Capital Project Coordinator	-	-	-	-	-	-	-
4)& 5) Lean Sigma Black Belt	-	-	-	-	-	-	-
14) SR Public Relations Specialist/Grantwriter	-	-	-	-	-	-	-
11) Senior Public Relations Specialist	-	1.00	1.00	1.00	-	-	-
15,16)IT Specialist/Channel 3 Tech	-	-	-	-	1.00	-	-
Multi-Media Specialist	-	-	-	-	-	1.00	1.00
Total Regular Full-time	2.93	3.00	3.00	3.00	3.90	3.93	3.93
Regular Part-time Positions							
	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
6) & 7) & 8) Graphics Technician	-	-	-	-	-	-	-
Total Regular Part-time	-						
Grand Total Department	2.93	3.00	3.00	3.00	3.90	3.93	3.93

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 Manger position 10% paid by Tourism-Visitors facility FY 2015-2016

13)Added one Unpaid Intern FY 15-16. Unpaid Intern closed FY 16-17

14)One SR Public Relations Specialist/Grantwriter reclassified to Communications Manager FY 16-17

15)One IT Specialist II reclassified from IT and added as IT Specialist/Channel 3 Tech added FY 15-16

16)One IT Specialist/Channel 3 Tech reclassified to Multi-Media Specialist FY 16-17

17) Liberty Hall Manager reclassified to Downtown Operations Coordinator FY 16/17

18)SR Marketing/PR Specialist remaining frozen FY 17/18

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

Service Point Expenditures - Human Resources

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	293,835	431,529	343,998	459,778
Supplies and Services	75,981	31,026	58,763	32,549
Sundry	35,956	31,494	15,747	41,109
Total Appropriations	405,773	494,049	418,508	533,436

Service Point Employees - Human Resources

<i>Regular Full-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
1) Director of Human Resource	0.75	-	-	-	-	-	-
13) Managing Director of Administration	-	0.75	0.75	0.75	0.60	0.60	0.60
2) Human Resource Manager	-	-	-	-	0.50	1.00	1.00
3) Staff Services Director	-	-	-	-	-	-	-
10) Human Resource Representative	2.00	1.00	1.00	1.00	3.00	3.00	3.00
11) Human Resource Generalist	-	1.00	1.00	1.00	-	-	-
16) Human Resource Technician	-	-	-	-	-	-	1.00
6) & 7) & 12) Senior Clerk	-	-	-	-	-	-	-
12) Receptionist/Greeter	1.00	1.00	1.00	1.00	1.00	1.00	-
Senior Staff Services Specialist	-	-	-	-	-	-	-
3) Staff Services Representative	-	-	-	-	-	-	-
Staff Services Specialist	-	-	-	-	-	-	-
5) Civil Service/Employment Relations Officer	1.00	0.50	0.50	0.50	-	-	-
8) Clerical Specialist	1.00	1.00	1.00	1.00	-	-	-
9) Volunteer Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
14 & 15) HR/Risk Specialist	-	1.00	1.00	-	-	-	-
15) Benefits Coordinator	-	-	-	1.00	1.00	1.00	1.00
Total Regular Full-time	6.75	7.25	7.25	7.25	7.10	7.60	7.60
<i>Regular Part-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
4) Human Resource Representative	-	-	-	-	-	-	-
Staff Services Representative	-	-	-	-	-	-	-
Total Regular Part-time	-						
Grand Total Department	6.75	7.25	7.25	7.25	7.10	7.60	7.60

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

13) Managing Director of Administration 40% paid by Risk FY 15-16

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

16) Receptionist/Greeter reclassified to HR Technician FY 17-18

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 2016-2017

- Completed the departmental reorganization and promoted Lt. Billy Yates to the Rank of Assistant Chief.
- Assistant Chief Russell Jacks created a team and identified a strategy to improve the Records Management System utilized by the department. The team identified areas of improvement and developed strategies to make changes to our processes. This was a difficult project that required the retraining of officers / supervisors and adjusting our internal process-

es. This project has been very successful in identifying errors and correcting problems.

- Purchased and provided rifle plate vests to every police officer of the Tyler Police Department. This was accomplished through a public / private partnership with members of the community.
- Utilized grant funds and donations from the Smith County District Attorney to upgrade the ballistic helmets and communications (radio) for tactical officers.
- Created a communications team to provide a better service and response to critical incidents. The team will be led by Public Information Officer Don Martin and include four officers selected from within the department. The team will not only focus on providing enhanced information to public information, but they will implement communication strategies to enhance the image and visibility of the department. They will be working closely with the City of Tyler communications department to develop the program and identify new strategies.
- Taking the initial steps to implement a "First Responder" classification for officers. We are working with Kevin Skully (P.A. / ETMC) to explore the possibilities and regulations associated with the program. The will begin the initial training class for officers in December 2017. This is being accomplished through a partnership with ETMC EMS.
- Completed the research and worked with the legal department to update the "Noise Ordinance". The new ordinance incorporates decibel levels and time restrictions for noise limits within the city.
- Investigative Unit Assignments – Increased the number of investigators assigned to the Financial Crimes Unit (1) and filled a Youth Crimes / Gang Investigator position (1). Both of these adjustments has greatly enhanced our ability to respond to crime trends and issues.
- Worked to enhance quality of life issues / concerns by addressing "Gambling Rooms" and "Golf Cart" usage. Both of these issues caused concerns (crime and safety) for the department and were addressed by officers, investigators, and supervisors that put in significant efforts to make improvements. All "Gambling Rooms" have ceased to operate and individuals were educated about issues associated with the use of golf carts on public roadways.

Service Point Expenditures - Police Services

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	22,601,269	23,045,789	22,558,984	22,954,165
Supplies and Services	762,999	931,560	823,554	892,022
Sundry	1,252,005	1,198,617	1,199,165	1,277,419
Utilities	134,164	180,860	128,022	157,910
Maintenance	1,114,784	1,090,563	1,001,562	1,341,382
Capital Outlay	7,690	-	-	-
Total Appropriations	25,872,911	26,447,389	25,711,287	26,622,898

Service Point Employees - Police

<i>Regular Full-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Police Chief (CS)	3.00	3.00	3.00	3.00	3.00	3.00	3.00
21) Police Lieutenant (CS)	6.00	6.00	6.00	6.00	7.00	7.00	7.00
2) Police Sergeant (CS)	27.00	27.00	27.00	27.00	28.00	27.00	27.00
3) & 18) Police Officer (CS)	149.00	151.00	151.00	151.00	151.00	151.00	151.00
Administrative Secretary	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Burglar Alarm Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Crime/Traffic Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Crimestopper Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Data Management Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4) & 11) & 16) & 17) Data Management Specialist	7.00	4.00	4.00	4.00	4.00	4.00	4.00
Identification Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
22) IT Specialist I	1.00	-	-	-	-	-	-
Property and Evidence Specialist	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Police Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PS Communications Supervisor	3.00	3.00	3.00	3.00	3.00	3.00	3.00
13) & 19) & 20, 25) PS Telecommunicator II	21.00	20.00	20.00	20.00	18.00	18.00	18.00
20) PST Administrator	-	1.00	1.00	1.00	1.00	1.00	1.00
15, 26) Public Service Officer	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior PS Telecommunicator II	3.00	3.00	3.00	3.00	3.00	3.00	3.00
6, 24) Senior Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00
22) Police Technology Specialist	-	1.00	1.00	1.00	1.00	1.00	1.00
Total Regular Full-time	241.00	240.00	240.00	240.00	240.00	239.00	239.00
<i>Regular Part-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Courier	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Regular Part-time	1.00						
Total Department	242.00	241.00	241.00	241.00	241.00	240.00	240.00

(CS) - Indicates Civil Service Position

13) Three of the 21 positions authorized but not funded. These are overfill positions only

1) Title changed to City Volunteer Coordinator during FY 2009-2010

14) Volunteer Coordinator moved to Human Resources FY 2010-2011

2) One additional position approved for FY 2008-2009

15) 1 Public Service Officer eliminated FY 2011-2012

3) Two additional positions approved for FY 2008-2009

16) Data Management Specialist Eliminated FY 2011-2012

4) One position transferred to Risk and title changed to Loss Control Technician during FY 2008-2009. One position transferred to Parks and Recreation,

17) 3 Data Management Specialists eliminated FY 2012-2013

frozen for the FY 2009-2010 and 2010-2011

18) 2 Motorcycle Officers added FY 2012-2013

5) Title changed to Director of Volunteer Services during FY 2007-2008

19) PST I's converted to PST II's and upgraded to pay class 209 in FY 2011-2012

6) Two positions upgraded to Administrative Secretary during FY 2007-2008

20) 1 PST II upgraded to PST Administrator in FY 2011-2012

7) One position upgraded to IT Specialist I during FY 2007-2008

21) Added 1 Lieutenant to offset Lieutenant working as full-time Lean Sigma Black Belt

8) Title changed back to VIP Coordinator FY 2008-2009

22) IT Specialist I reclassified to Police Technology Specialist FY 12-13

9) One position approved for FY 2007-2008 which was not in previous budget book

23) Additional five (5) unbudgeted overfill PST II's added FY 14-15, for a total of eight (8) unbudgeted overfill PST's

10) Position Eliminated During Budget Session for FY 2010-2011

24) Senior Secretary remaining frozen FY 17/18

11) Frozen position was subtracted from the total authorized positions in the FY 2009-2010 budget book

25) One PST II frozen FY 17-18

Position was left but not funded FY 2009-2010

26) One PSO frozen FY 17-18

Service Point Expenditures - Justice Assistance Grant

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	97,216	111,053	110,418	-
Supplies and Services	(385)	1,000	1,000	-
Capital Outlay	-	-	-	24,000
Total Appropriations	96,831	112,053	111,418	24,000

Service Point Expenditures - Justice Assistance Grant (16/17)

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	26,206	-	-	-
Capital Outlay	-	27,476	27,476	25,000
Total Appropriations	26,206	27,476	27,476	25,000

Service Point Expenditures - Auto Theft Task Force

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	111,100	111,849	110,484	111,826
Supplies and Services	15,746	15,914	15,914	19,838
Total Appropriations	126,845	127,763	126,398	131,664

Service Point Expenditures - Law Enforcement Education

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	18,053	20,000	20,000	20,000
Total Appropriations	18,053	20,000	20,000	20,000

Fire Department

Service Point Focus

The Tyler Fire Department became a full time paid professional firefighting organization in 1908. Over the past 109 years, the department has grown to 10 fire stations serving over one-hundred thousand people and has an ISO rating of 2. The department is organized into Operations, Fire Prevention, Emergency Management and Administrative Divisions that support the delivery of critical fire suppression services and emergency medical care. The department's prehospital care relies on a public/private partnership with the ETMC mobile medical system. Firefighters trained as emergency medical technicians provide basic life support (BLS) while advanced life support (ALS) and transport is provided by ETMC. Maintaining or improving emergency response times is the core of Tyler Fire Department Operations. The department's other vital emergency and nonemergency services include:

- Technical teams. This includes technical and heavy rescue, swift water response, confined space, and hazardous materials (HazMat) response.
- Fire prevention and public education.
- Fire Investigation.
- Fire Code Enforcement

- Aircraft (ARFF) Response

Accomplishments 2016-2017

- Develop 2017 Leadership Message
- Revise Strategic Plan
- Six Additional Fire Inspectors Trained
- Apply for SAFER and State Homeland Security Grants
- Established Apparatus Committee
- Added Emergency Medical Skills
- Establish Duty Chief Program
- Updated the Emergency Management Base Plan
- Evaluate Hiring Process
- Establish SOP review committees
- Complete EMS skills enhancements
- Prevention Fee Structure
- Teach "Hands Only CPR" to the public
- Enhance Employee Recognition
- Continue SOP review process
- Establish Uniform Committee

- Civil Service Entrance Examination
- Continue Officer Development
- Enhance fire ground communications
- Awarded SAFER Grant (12 positions)
- Enhance Daily Departmental Communications (IAP)
- Enhance Community Activity
- New Automatic Defibrillators
- Civil Service Promotional Examinations
- Awarded State Homeland Security Grant
- Biennial Physical Fitness Program Implemented

- New Fire Engine Design
- Safety Equipment

Goals for 2017-2018

- Complete SOP Review
- Company Officer Training
- Increase Leadership Training
- Develop Emerging Leaders
- Streamline Fueling Operations
- Streamline Uniform Acquisition Process
- Streamline Training Process
- Enhance Safe Operations
- Design Two Fire Stations
- Career Development Program

Major Budget Items

- Self-Contained Breathing Apparatus
- Fire Station Design

Service Point Expenditures - Fire

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	15,765,506	16,313,176	16,032,465	16,114,978
Supplies and Services	334,659	532,611	482,941	519,747
Sundry	396,146	378,748	378,748	408,738
Utilities	132,383	144,425	124,819	143,625
Maintenance	310,841	370,701	328,631	395,235
Capital Outlay	12,509	-	9,000	-
Total Appropriations	16,952,044	17,739,661	17,356,604	17,582,323

Service Point Employees - Fire Department

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
10) Assistant Fire Chief (CS)	2.00	2.00	2.00	2.00	2.00	2.00	2.00
District Chief (CS)	6.00	6.00	6.00	6.00	6.00	6.00	6.00
11) Fire Captain (CS) *	38.00	39.00	39.00	39.00	41.00	41.00	41.00
Fire Driver/Engineer (CS)	36.00	36.00	36.00	36.00	39.00	39.00	39.00
3) Firefighter (CS)	66.00	66.00	66.00	66.00	66.00	66.00	66.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4, 14) Administrative Secretary	1.00	1.00	1.00	1.00	1.00	2.00	2.00
Fire Apparatus Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00
5) Senior Secretary	1.00	1.00	1.00	1.00	1.00	-	-
7, 12) Assistant Fire Marshal	2.00	2.00	2.00	2.00	-	-	-
8, 13) Deputy Fire Marshal	3.00	3.00	3.00	3.00	-	-	-
9) Emergency Mgmt Asst/Admin Secretary	1.00	1.00	1.00	1.00	1.00	1.00	-
Total Department	160.00	161.00	161.00	161.00	161.00	161.00	160.00

(CS) - Indicates Civil Service Position

1) Two positions were upgraded to District Chief during FY 2007-2008; Four positions were downgraded to Fire Captain during FY 2007-2008

2) One position was downgraded to Senior Secretary during FY 2007-2008;
3) Six positions were upgraded to Fire Captain during FY 2007-2008;
Three positions were upgraded to Fire Driver/Engineer during FY 2007-2008;

Six additional positions approved for FY 2008-2009; Six positions

4) One position was upgraded to Administrative Assistant during FY

5) One position was upgraded to Administrative Secretary during FY

6) Positions title changed to Assistant and Deputy Fire Marshal

7)& 8) Created from Fire Inspector/Investigator positions 2009-2010

9) Title change FY 2010-2011 from Emergency Management Assistant to Emergency Management

10) Fire Training Chief upgraded to Assistant Fire Chief FY 2010-2011

11) 1 Fire Captain created from elimination of AC Mechanic FY 2011-2012

* 1 Fire Captain acting as Full-Time Lean Sigma Black Belt

12) Two Assistant Fire Marshals reclassified to Fire Captain FY 2015-2016

13) Three Deputy Fire Marshal reclassified to Driver/Engineer FY 2015-2016

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 Early Literacy 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 2016-2017

- Provided several hundred thousand separate loans of reading, viewing and listening materials;
- Provided year-round weekly Early Literacy programs for toddlers and pre-school children;
- Conducted successful Childrens Summer Reading program for several thousand children incorporating guest performers and special events;

- Scheduled numerous programs for adults on current Topics of interest;
- Increased number of online databases available to the Public: Zinio and Comics Plus
- Reduced material loss due to inventory control and collaboration with collection agency.
- Created a Maker Space for youth by repurposing a storage area.
- Installed six additional security cameras
- \$6,000 TSLAC grant for Family Place Library
- \$5,750 ETCF grant for Family Place Library
- Major Budget Items
- Over \$100,000 allocated for purchase of library materials.

Goals for 2017-2018

- Update long range planning with the Library Board.
- Provide access to additional downloadable electronic resources for patrons: Kanopy
- Continue with repair of exterior bricks
- Continue to see additional grant funding
- Reorganize Library Departments to create staff advancement opportunity
- Seek greater Social Media exposure for Library events
- Begin Digitization of Local History and Genealogy collection
- Strengthen Assisted Living Outreach

Service Point Expenditures - Library

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	1,017,370	1,050,898	994,799	1,054,987
Supplies and Services	232,173	73,478	221,912	189,478
Sundry	152,706	134,687	127,203	179,416
Utilities	52,949	60,675	55,036	60,675
Maintenance	64,056	52,446	38,900	55,173
Capital Outlay	-	118,500	-	2,500
Total Appropriations	1,519,254	1,490,684	1,437,850	1,542,229

Service Point Employees - Library

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
City Librarian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
17) Access Librarian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Resource Librarian	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Circulation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1, 6) Access Associate	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Cataloging Specialist	2.00	2.00	2.00	2.00	2.00	2.00	2.00
2) Circulation Technician	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Collection Associate	1.00	1.00	1.00	1.00	1.00	1.00	1.00
15) Library Assistant	2.00	1.00	1.00	1.00	2.00	2.00	2.00
Outreach Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
16) and 17) Youth Services Librarian	-	1.00	1.00	1.00	1.00	1.00	1.00
Total Regular Full-time	15.00	15.00	15.00	15.00	16.00	16.00	16.00
Regular Part-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
7) & 14) Access Associate	8.00	6.00	6.00	6.00	6.00	6.00	6.00
2, 11, 13) Circulation Technician	9.00	9.00	9.00	9.00	9.00	9.00	9.00
5, 10, 12) Custodian	3.00	3.00	3.00	3.00	3.00	3.00	3.00
15) Library Assistant	-	1.00	1.00	1.00	-	-	-
Project Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Regular Part-time	21.00	20.00	20.00	20.00	19.00	19.00	19.00
Substitute Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Access Associate	4.00	4.00	4.00	4.00	3.00	3.00	3.00
13) Circulation Technician	4.00	4.00	4.00	4.00	3.00	3.00	3.00
Outreach Technician	3.00	3.00	3.00	3.00	-	-	-
Total Substitutes	11.00	11.00	11.00	11.00	6.00	6.00	6.00
Grand Total Department	47.00	46.00	46.00	46.00	41.00	41.00	41.00

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

18) One Circulation Tech Sub transferred to Risk and reclassified to Risk Technician FY 14-15

Parks and Recreation

Service Point Focus

Streamline the recreational resources currently available within the City, to recognize the need for replacement or additional resources to meet the current and future generations' pastime needs. Empower the public to participate in new ideas and enhancements affecting their recreational resources. Respond to the citizens' needs and expectations to make a safe, enjoyable atmosphere for all to en-

joy. Venture into identifying new trends, activities, equipment, and other resources to provide safe, fun, educational, interesting pastimes for all ages and interests. Evaluate the current facility structures for needed repairs, replacements, removals for better operations and use of the recreational resources in a safe, ethical, economical manner.

Mission: To improve the quality of life for our citizens

and guests by providing superior parks, cemeteries, recreational and tourism opportunities.

Vision: To provide our citizens with attractive outdoor spaces that are well maintained while continuing to be fiscally responsible.

Accomplishments for 2016-2017

- Cemeteries
 - Burial plot rate fees were adjusted
 - Columbarium for Rose Hill Cemetery began construction
 - Interments total 115
 - Entombments total 6
- Harvey Convention Center
 - Brought over 400 blue chairs from Rose Garden
 - Phased out old unrepairable chairs
 - New tables, phased out broken
 - Painted Hall #1
 - Replaced Blinds in Hall #1
 - Replacement of metal fixtures on stage
 - Painted accents in hallways
 - Painted coolers in kitchen
 - Painted West and East offices
 - Cleaned out and organized storage below/behind stage
 - Implemented recycle program
 - Approved sponsorship policy
 - Updated catering/concession guidelines
 - Approved and adopted Rose Complex Master Plan
 - Replaced boiler
 - Replaced 2 new sails on awning
 - Hosted a successful School is Cool event
 - Hosted 21 City events
 - Waxed Hall 1 floors
- Outdoor Recreational Programs/Events
 - Moved the Holiday in the “Garden” and Bazaar event to the Rose Garden Center and the Garden from Bergfeld Park. Received grant funds and sponsorship funds in order to provide the event to the public for free. New lights and decorations will now be added each year in the garden to enhance tourism.
 - Purchased outdoor education equipment such as kayaks and camping gear to enhance programming provided from a grant from the Texas Parks and Wildlife (TPWD). Programs such as paddle boarding, family camping at the Tyler State Park and an orienteering class for ladies were also added. Both Ann Santana and Ora Nails received their certifications for Master’s in Outdoor Leadership as well as the two and Staci Lara received a certification in Angler Education.
- Added a new program co-sponsored with the Caldwell Zoo, “Zoosday Tuesdays” for ages 2-5. It has been a great success.
- Co-Sponsored the Annual Senior’s Celebrating Life event with the Tyler Area Chamber of Commerce for the 10th year at Harvey Convention Center. More than 800 attended the event.
- Added 8 field trips and swimming opportunities to the Summer Camp program where 80 youth attended for nine weeks. We also added the Counselor in Training Program (CIT) for youth 14-17 which assisted the summer staff with programming.
- An additional parking lot was completed at the Glass Recreation Center which now provides 46 new parking spots.
- Parks (Regional, Pocket, Rose Garden Grounds, Medians)
 - New Parks and Recreation Director, Russ Jackson came aboard June 2017
 - New Parks Manager, Jennifer Price came aboard April 2017
 - One staff member attended and graduated Leadership Academy
 - Children’s Park Foundation match funding continues
 - Hiring freeze was lifted allowing an increase in parks ground staff of 11
 - Networking with local cities to gain knowledge of various sports field complex operations and lease fees
 - Lindsey Park received a new concrete storm water runoff at softball field #3 with the help of Streets Department
 - Eagle Scout Project at Winters Park replaced

a wooden walking bridge

- A Parks Refresh project was developed utilizing temp agency employees from Solid Waste Department to work in parks on Wednesdays to complete repairs and enhancements
 - Noble Young Park
 - Southside Park
 - Lindsey Park
 - Rose Rudman Trail
- The local Lions Club had the lion head water fountain at Bergfeld Park refurbished
- Bergfeld Park underwent a dramatic change with the new construction of the Centene Amphitheatre
- Added Rugby to Woldert Park
- Closed Woldert Park's pool due to expense of repairs; kept splashpad open
- Four (4) new playground equipment donated by Bob Faulkner to be installed at Faulkner Park, Fun Forest Park, Pollard Park, and Woldert Park; total donation value \$116,470.00
- Rose Garden Center
 - Phased out old chairs, bought 550 new black chairs
 - New tables, phased out broken
 - Bought new projector
 - Bought new portable Bluetooth speaker and wireless microphone
 - Cleaned out and organized storage
 - Implemented recycle program
 - Approved sponsorship policy
 - Updated catering/concession guidelines
 - Updated security camera system
 - Painted garage door in Bluebonnet Room
 - Changed Rose Garden Center sign on building
 - Added Visitor Spot sign to lobby
 - Approved and adopted Rose Complex Master Plan
 - Hosted a successful School is Cool event
 - Hosted 74 City events
 - Had 1,319 people visitors sign in
- Urban Forestry
 - City of Tyler Arborist, Cody Goldman, persevered to bringing the City its second consecutive Arbor Day Foundation's Tree City USA Award
 - A five-month Interlocal Cooperation Contract between the City of Tyler and University of Texas in Tyler was executed, to provide a certified arborist to oversee the urban forest management programming for the use of the receiving party to retain the beauty of the campus in a sustainable manner, bringing the City of Tyler \$32,500.00 to be used on Parks projects.
 - 2017 Arbor Day events in Tyler were voted the best in Texas winning the ISA Texas Arbor Day Celebration of the Year Award
 - Hosted largest municipal tree giveaway in the State of Texas
 - Brought in over \$30,000 in urban forestry donations
 - Implemented first City of Tyler Urban Forestry internship program

Goals for 2017-2018

- Cemeteries
 - Explore utilization of unused land inside Rosehill Cemetery boundaries to maximize property for cremation and memorial gardens
 - Add a kiosk to Oakwood Cemetery to provide information for self-guided tours.
- Harvey Convention Center
 - Approval for Booking Policy
 - Revise cater/concession contract
 - Replace chairs - \$15,000
 - Update partitions in restrooms - \$11,000
 - Repaint doorways
 - Label electrical breakers
 - Research projected costs for implementation of electronic signatures for contracts
- Outdoor Recreational Programs/Events
 - Increase the participation in group and team activities through the Rose City Intermural programs which include: volleyball, basketball, dominoes and pickleball. Also, new

classes in senior women's weight lifting, youth and adult Heartsaver CPR and basic angler education. Both the Senior Center and the Glass Recreation Center will offer many more new programs for 2018.

- Parks (Regional, Pocket, Rose Garden Grounds, Medians)
 - Rose Garden to receive a Sundial to be installed inside the Rose Garden as a static, memorable artwork, donated by the family of the 2017 Rose Queen
 - Begin playground renovations
 - Design and implement a Standard of Operation Procedures Manual for Sports Fields Maintenance
 - Begin Monthly and Quarterly checklists to audit safety, equipment/facility, and aesthetics of each park
 - Repair/replace Southside restroom facility
 - Replace trash cans through multiple parks
 - Replace water fountains along Rose Rudman trail, and various parks
 - Replace outdoor cooking grills at various parks
 - Renovate Noble Young Park's restroom and pavilion building
 - New park signs to be installed
 - New trail directional signs for hikers and bikers to be installed
 - Septic system upgrades to be installed for Lindsey Park and Faulkner Park
 - Septic line replacement for Fun Forest Park
 - Fun Forest Park swimming pool mechanical operation to be renovated for the upcoming Summer 2018, with repairs to the existing pool
 - Complete Faulkner Park Lake Trail project before June 2018
 - Bid for new Faulkner Park Tennis Pro management; also seeking interest from local colleges
 - Begin repair and operation of Lindsey Park water well for irrigation of sports fields
 - Begin leveling and repair of sports fields at Faulkner Park, Lindsey Park, Fun Forest Park, and Golden Park
- Rose Garden Center
 - Approval for booking policy
 - Revise cater/concession contract
 - Replace storage door/thresh-hold
 - Replace tables - \$10,000
 - Replace air-wall
 - Research projected costs for implementation of electronic signatures for contracts
- Urban Forestry
 - Tree preservation treatments began at Bergfeld Park for post oak and blackgum trees, to include interpretive signage. This treatment will provide 25 years of organic energy to the soil and roots.
 - Bring Tyler its first Tree Campus USA, dedicated by the Arbor Day Foundation, by means of the UT Tyler Urban Forestry Program, currently ran by City of Tyler Urban Forester
 - Tyler Trees Committee will bring in over \$50,000.00 in grants and donations to be used on Arbor Day activities and other urban forestry initiatives
 - Create a publicly available digital tree inventory database on www.TreeTyler.com
 - Purchase a resistograph (~\$13,000.00) in order to be able to better identify hazard trees in parks, ROWs, and other public areas
 - Be nominated for Arborist of the Year as well as Arbor Day Celebration of the year in the state of Texas for the second consecutive year
 - Be awarded the third consecutive Tree City USA growth award
 - Have the updated "Approved Trees List" be accepted by Tyler City Council
 - Host the Texas Emerald Ash Borer Workshop here in Tyler
 - Plant on public and private grounds over 5,000 trees

- Continue to invest in tree preservation methods to save funds from removals

Service Point Expenditures - Parks Administration and Maintenance

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	763,787	816,946	569,137	752,917
Supplies and Services	387,520	370,119	417,223	426,206
Sundry	95,387	78,134	78,009	94,006
Utilities	579,556	665,350	572,601	559,550
Maintenance	422,871	311,567	288,229	541,903
Capital Outlay	5,000	-	50,000	-
Total Appropriations	2,254,120	2,242,116	1,975,199	2,374,582

Service Point Employees - Parks and Recreation

<i>Regular Full-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
1, 3, 9) Parks and Recreation Director	0.50	0.50	0.50	0.50	0.50	-	-
9) Managing Director Culture, Recreation & Tourism	-	-	-	-	-	0.50	0.50
4) Parks and Recreation Operation and Services Manager	0.70	0.70	0.70	0.70	-	-	-
7) Parks Maintenance Supervisor	1.00	-	-	-	-	-	-
7, 10) Parks & Recreation Services Coordinator	-	1.00	1.00	1.00	1.00	1.00	1.00
12) Crew Leader	4.00	4.00	4.00	4.00	4.00	3.00	3.00
Grounds Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Groundskeeper	6.00	6.00	6.00	6.00	6.00	6.00	6.00
11) Hardscape Technician	1.00	1.00	1.00	1.00	1.00	-	-
Parks Manager	-	-	-	-	0.70	0.70	0.70
5, 6 & 8) Laborer	7.00	7.00	7.00	6.00	3.00	3.00	3.00
2) Senior Clerk	-	-	-	-	-	-	-
Senior Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00
8) Parks Superintendent	-	-	-	1.00	1.00	1.00	1.00
Total Department	22.20	22.20	22.20	22.20	19.20	17.20	17.20

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

8) One Laborer reclassified to Parks Superintendent during FY 13-14

9) Parks & Rec Director reclassified to Managing Director of Culture, Recreation and Tourism salary charged to 50% Parks, 50% Parks Visitor Facilities 16/17

10) Parks & Rec Services Coordinator remaining frozen FY 17-18

11) Hardscape Technician reclassified to Crew Leader FY 16-17

12) One Crew Leader position transferred to Rose Garden FY 14-15

Service Point Expenditures - Indoor Recreation

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	412,907	398,179	416,013	401,405
Supplies and Services	71,333	82,025	75,122	77,025
Sundry	18,783	19,347	19,345	19,866
Utilities	34	200	50	50
Maintenance	41,492	36,925	35,923	41,013
Capital Outlay	7,799	-	-	-
Total Appropriations	552,348	536,676	546,453	539,359

Service Point Employees - Indoor Recreation

<i>Regular Full-time Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
1) Special Events/Recreation Supervisor	-	-	-	-	-	-	-
2) Special Events/Recreation Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Center Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4) Recreation Program Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Custodian	2.00	2.00	2.00	2.00	2.00	2.00	2.00
3, 5) Recreation Specialist	3.00	3.00	2.00	2.00	2.00	2.00	2.00
Total Regular Full-time	8.00	8.00	7.00	7.00	7.00	7.00	7.00
<i>Regular Part-time Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
Clerk	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Custodian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Regular Part-time	3.00						
Total Department	11.00	11.00	10.00	10.00	10.00	10.00	10.00

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

Service Point Expenditures - Outdoor Recreation

	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	129,118	143,355	97,017	112,229
Supplies and Services	199,717	170,325	99,699	84,825
Sundry	-	1,000	1,000	1,000
Maintenance	-	1,000	500	500
Total Appropriations	328,835	315,680	198,216	198,554

Service Point Employees - Outdoor Recreation

<i>Regular Full-time Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
3) Activity Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Regular Full-time	1.00						
<i>Part-time Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
1) & 2) Recreation Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Regular Part-time	1.00						
<i>Temporary Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
Pool Manager	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Lifeguard	14.00	14.00	14.00	14.00	14.00	14.00	14.00
Playground Leader	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Total Temporary Positions	29.00						
<i>Substitute Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
Lifeguard	3.00	3.00	3.00	3.00	2.00	2.00	2.00
Total Substitutes	3.00	3.00	3.00	3.00	2.00	2.00	2.00
Total Department	34.00	34.00	34.00	34.00	33.00	33.00	33.00

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

3) Activities Specialist remaining frozen FY 17-18

Service Point Expenditures - Median Maintenance and Arborist

	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	183,546	207,719	210,816	216,363
Supplies and Services	143,338	154,284	144,798	131,617
Sundry	669	4,000	2,600	4,000
Maintenance	26,261	28,000	18,721	58,121
Total Appropriations	353,814	394,003	376,935	410,101

Service Point Employees - Median Maintenance

<i>Regular Full-time Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
Arborist/Urban Forester	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Crew Leader	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Laborer	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Total Department	5.00						

Engineering Services

Service Point Focus

Engineering Services is comprised of Engineering, Half-Cent Sales Tax Fund Administration, and Stormwater Utility capital project oversight.

Engineering Services staff administers/coordinates all legal, financial, operational and regulatory activities of the engineering department and the Half Cent Sales Tax Program. Engineering personnel 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 program. 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 Capital Projects design oversight
- Half-Cent Sales Tax Capital 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 and construction administration 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, facilities, 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 2016 – 2017

- Animal Care Facility – Completed construction
- Police Substation - Completed construction
- Bergfeld Park Phase II – Completed construction
- 2016 Asphalt Enhancement – Completed construction
- Cumberland Road – Completed construction
- Palace (MLK to 29th, 26th, Grand) – Completed construction
- Brynmar Court Drainage Improvements - Design
- Courtney / Miller Drainage Improvements Project – Design

GOALS FOR 2017 – 2018

- Fire Station # 1 - design
- Fire Station # 4 (SW) – design
- Ashmore drainage channel repair – Complete construction
- MLK Sidewalk & Enhancements – Design
- High St Culvert Replacement – Design/Construction
- Lakewood Dr. Connection – Design
- Stagecoach Dr. Drainage Study – Study
- 2017 Asphalt Enhancement - construction
- Rockwood Drainage Study – Study
- Holly Park Drainage Study – Study
- Keaton Ave Drainage Study – Study
- Cambridge Road (S. Broadway to Jeff Davis Drive) - Design

Service Point Expenditures - Engineering

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	388,912	420,666	330,689	326,854
Supplies and Services	8,824	43,730	46,800	27,893
Sundry	45,525	24,686	24,686	30,657
Utilities	50	150	42	150
Maintenance	964	3,000	1,599	9,781
Total Appropriations	444,275	492,232	403,816	395,335

Service Point Employees - Engineering

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
16) City Engineer	1.00	1.00	1.00	1.00	0.75	0.75	-
2, 18) Capital Budget Analyst	0.86	0.86	0.86	0.86	0.86	0.86	-
3, 12, 13) Engineering Technician	1.60	1.00	1.00	1.00	-	-	-
12, 15) Associate Engineer	-	1.00	1.00	0.60	0.60	0.60	0.60
5, 14) Project Engineer	1.00	1.00	1.00	0.85	1.85	1.85	1.85
Capital Improvements Project Manager	-	-	-	-	-	-	0.75
Total Department	4.46	4.86	4.86	4.31	4.06	4.06	3.20

*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. Engineering Tech closed FY15-16
- 14) Project Engineer payroll split added 85/15 Engineering/Stormwater FY 14-15
- 14) Two Project Engineer positions. One position payroll 15% paid by Stormwater FY 15-16
- 15) 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
- 17) City Engineer reclassified to Capital Improvement Projects Manager FY 17/18 salary split 75/25 (GGS - Other Prop& Fac Mgmt)
- 18) Capital Budget Analyst position closed FY 15/16

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;
- Repair pot holes; utility cuts, concrete valleys, general street repairs, concrete curbs and gutters.
- 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 utilizing cost effective methods. Our emphasis is on eliminating

unsightly trash and highlight the City's rustic ambience.

Accomplishments for FY 2016-2017

- Maintaining as needed 1,122 lane miles of Asphalt Streets; 19.9 lane miles of Concrete Streets; 33.41 lane miles of Brick Streets;
- Assist Engineering in evaluating city streets for current condition rating – completed for 2018 overlay schedule;
- Maintained 1,716 miles of Right-of-Way within City limits;
- Completed 7 sweeping cycles (each cycle encompasses all paved streets within the City limits);
- Asphalt Overlay -2016-2017 scheduled streets completed by contractor / 2017-2018 schedule in process;
- Crack Sealing- 2015-2016 completed 84 streets as assigned / 2016-2017 schedule in progress;
- Repaired or Installed bus shelters as needed for Tyler Transit – ongoing;
- Streamlined utility cut repair process for time and cost efficiency;
- Dead tree removal – completed removal of 41 trees from city right-of-ways or city properties; Trimmed limbs overhanging streets city wide.
- Installed Historical Marker stones downtown as requested – ongoing project;
- Built pedestrian bridge over channel at W.E. Winters Park;
- Rebuilt sidewalk and flume at Lindsey Park;
- Stabilized hand rails on pedestrian bridge at Faulkner Park;
- Poured concrete slab for metal gate and assisted with the installation of the gate at the Innovation Pipeline complex;
- Installed drainage system at Innovation Pipeline complex;
- Removed trees from Innovation Pipeline complex;
- Installed or reconstructed 3 concrete valleys: Pecan & Silverwood, Woodlark & Cloverdale, and W. Douglas;
- Reconstructed driveway approach at Dawson & Baxter to correct flooding issue.

Goals for FY 2017-2018

- Fill open positions within Street & Stormwater to

maximize efficiency;

- Enhance training for staff utilizing training resources offered through City approved Vendors;
- Asphalt Overlay – In-house (specific streets as designated);
- Crack Sealing – In-house (specific streets as designated);
- Complete Brick Street repairs as needed;
- Complete Utility Cut repairs within 60 days of cut;
- Lake Tyler Street Repairs as requested;
- Assist Engineering Dept. with evaluating street conditions;
- Dead Tree Removal from City Right of Ways, easements and City properties upon request;
- Maintain City Right-of-Ways;
- Maintain City Drainage ways;
- Complete 6 or more Street Sweeping cycles (1 cycle = 6 weeks on average to complete);
- Provide labor for Main Street Gallery as requested;
- Repair bus shelters as needed for Tyler Transit;
- Assist other departments as requested;
- Oversee Herbicide Spray Program for selected right-of-way weed control and selected drainage channels for weed control.
- Drainage Projects:
 - Utilize new Stormwater camera to inspect drainage systems;
 - Implement maintenance programs for: inlet boxes, concrete channels, street dead ends, curbs & gutters;
 - 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;
 - Install / repair concrete valleys where needed

Service Point Expenditures - Streets

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	873,541	1,252,233	798,849	1,211,939
Supplies and Services	356,838	176,428	284,858	157,061
Sundry	61,196	61,776	61,775	66,660
Utilities	3,682	3,125	2,640	2,650
Maintenance	871,822	623,418	538,769	895,534
Total Appropriations	2,167,079	2,116,980	1,686,891	2,333,844

Service Point Employees - Street

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
7)Street Manager	1.00	1.00	1.00	1.00	0.50	-	-
Street Operations Supervisor	-	-	-	-	-	0.50	0.50
Crew Leader	4.00	4.00	4.00	4.00	4.00	4.00	4.00
1, 4, 8) Equipment Operator I	5.00	5.00	5.00	5.00	5.00	5.00	5.00
9)Equipment Operator II	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Foreman II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Laborer	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Semi-Skilled Laborer	3.00	3.00	3.00	3.00	3.00	3.00	3.00
5) Senior Secretary	1.00	1.00	1.00	1.00	-	-	-
6) Administrative Secretary	-	-	-	-	0.50	0.50	0.50
10)Truck Driver	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Total Department	29.00	29.00	29.00	29.00	28.00	28.00	28.00

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

8) One Equipment Operator I remaining frozen FY 17-18

9) One Equipment Operator II remaining frozen FY 17-18

10) One Truck Driver remaining frozen FY 17-18

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; and
- Oversight of the public school crossing guard program.

Accomplishments for FY 2016-17

- Activated the new signal at Loop 323 between Front Street Old Henderson Highway; and
- Implemented a position realignment for the department's Traffic Signal Technicians.

Major Budget Items

- No Capital Improvements Programs budgeted in

FY2016-17.

Goals for FY 2017-18

- Develop a five Year Master Traffic Plan; and
- Continue design of a Traffic Control Center to coordinate Traffic Division operations.

- Continuing maintenance of the City's Traffic Signals Network; and
- Continued maintenance and additions of safety signs in the City.

Service Point Expenditures - Traffic

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	903,991	878,827	820,949	864,943
Supplies and Services	55,605	44,250	88,940	42,235
Sundry	48,322	70,599	55,385	78,026
Utilities	1,285,526	1,315,090	1,273,501	1,275,090
Maintenance	258,388	145,700	233,484	250,465
Capital Outlay	-	-	-	-
Total Appropriations	2,551,832	2,454,466	2,472,259	2,510,759

Service Point Employees - Traffic

<i>Regular Full-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Traffic Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1, 4, & 7) Associate Traffic Engineer	-	1.00	1.00	1.00	1.00	1.00	1.00
4) & 5) Transportation Project Engineer	0.85	-	-	-	-	-	-
5) & 12) Traffic Services Supervisor	-	0.85	0.85	1.00	1.00	1.00	1.00
13) Parking Patrol	2.00	2.00	2.00	2.00	-	-	-
2 & 8) Senior Secretary	0.76	-	-	-	-	-	-
6, 9) Traffic Marker	2.00	2.00	2.00	3.00	3.00	3.00	3.00
Traffic Marker II	1.00	1.00	1.00	1.00	-	-	-
7) Traffic Operations Supervisor	1.00	-	-	-	-	-	-
Traffic Sign Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
8) Administrative Assistant	-	0.76	0.76	0.76	0.76	0.76	0.76
10) Traffic Signal Technician	3.00	3.00	3.00	4.00	4.00	4.00	4.00
Total Regular Full-time	12.61	12.61	12.61	14.76	11.76	11.76	11.76
<i>Regular Part-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
6) Intern	-	2.00	2.00	2.00	2.00	2.00	2.00
Total Regular Part-time	-	2.00	2.00	2.00	2.00	2.00	2.00
<i>Temporary Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
School Crossing Guard	40.00	40.00	40.00	40.00	40.00	40.00	40.00
Total Temporary Positions	40.00						
Total Department	52.61	54.61	54.61	56.76	53.76	53.76	53.76

- 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. Changed to 76/24 FY 15/16.
- 12) Traffic Services Supervisor payroll split eliminated, 100% paid from Traffic FY 14-15
- 13) Parking Patrol positions reclassified to Downtown Ambassadors and paid from Liberty Hall/ Main Street FY 15/16

Animal Services

Performance Benchmarks 2016-17

- Service Calls 8810
- Animals brought to shelter 2082
- Animals returned to owners 389
- Animal adoptions 276
- Animals transferred 559

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 or-

- ganizations; and,
- Euthanasia of surplus, injured, and diseased animals.

Accomplishments for FY 2016-2017

- Moved in to new 18,000 sq ft facility
- Owner reclaims up 30%
- Transfers to guaranteed adoption agencies up 98%
- Adoptions up 23%
- Vaccination and microchip clinic served over 200 people
- 1167 microchips registered in one year
- 4,543 lbs of food given through Pet Food Bank Project
- Continued collaboration with Tyler Junior College
- Veterinary Technology program
- 110 partners in rescue network.

Major Budget Items

- No major budget items

Goals for FY 2017-2018

- Begin offering low cost/high volume spay/neuter resources

Service Point Expenditures - Animal Services

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	663,713	765,664	751,024	754,278
Supplies and Services	66,849	126,416	100,402	103,474
Sundry	106,637	126,492	117,160	121,591
Utilities	11,974	84,050	24,815	35,150
Maintenance	49,211	78,320	64,213	78,008
Total Appropriations	898,384	1,180,942	1,057,614	1,092,501

Municipal Court

The Municipal 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 2016-2017

- Assisted three newly appointed Judges with training of current court procedures and software.
- Participated in various community outreach programs thru dissemination of information and presentations: Fall Fest, National Night Out, Municipal Court Week, Mayor's Apprentice Program, Back to School event, Police Church and Community luncheon, Ac-

tive Shooter training for local businesses and other community based programs.

- Completed the first year of the Citizens Roundtable Committee consisting of local leaders increase transparency of Court procedures, including other city departments and entities associated in the court's proceedings.
- Increased customer services by placing a clerk in the Faulkner Park substation to give our customers an alternative location to handle court matters.
- Implemented a citation solution program that allowed customers a lower cost alternative to handling their court business.

Major Budget Items 2017-2018

- Purchase Tyler Technologies Incode court software and Brazos electronic ticket books. Tyler Technologies has the capability of increasing efficiency and records processing among administration, judges, and prosecution through its various modules. Brazos has

the software capabilities to deal with the new state mandated requirements.

Goals for 2017-2018

- Equip the new marshal patrol unit with a current license plate reader system to increase efficiency in the marshal's office.
- Created additional dockets to meet and address specific customer needs.
- Analyze the possibility of using automated bank draft to allow citizens to automate 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.
- Continue with the Community Outreach programs: Fall Fest, National Night Out, Municipal Court Week, and other community based programs.
- Continue cross training with other city departments such as Finance and Water.

Service Point Expenditures - Municipal Court

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	762,032	881,217	793,142	774,956
Supplies and Services	453,688	559,453	425,901	606,793
Sundry	204,912	187,682	187,460	292,200
Utilities	8,777	11,400	10,565	11,400
Maintenance	35,802	14,620	14,468	20,000
Total Appropriations	1,465,211	1,654,372	1,431,536	1,705,349

Service Point Employees - Municipal Courts

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Municipal Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4, 15) Deputy Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Court Clerical Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Court Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1) & 10) Deputy City Marshal II	2.00	2.00	2.00	2.00	2.00	2.00	2.00
2) & 5) & 6) & 11) & 12) Deputy Court Clerk	6.00	6.00	6.00	6.00	6.00	6.00	6.00
8) Senior Deputy Court Clerk	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Department	15.00						

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

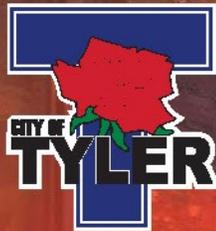
6) One Deputy Court Clerk Upgraded to a Senior Deputy Court Clerk during FY 2009-2010

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 Marshal 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
- 14) One Deputy City Marshal I reclassified to Deputy City Marshal II FY 15-16
- 15) Deputy Court Administrator remaining frozen FY 17-18



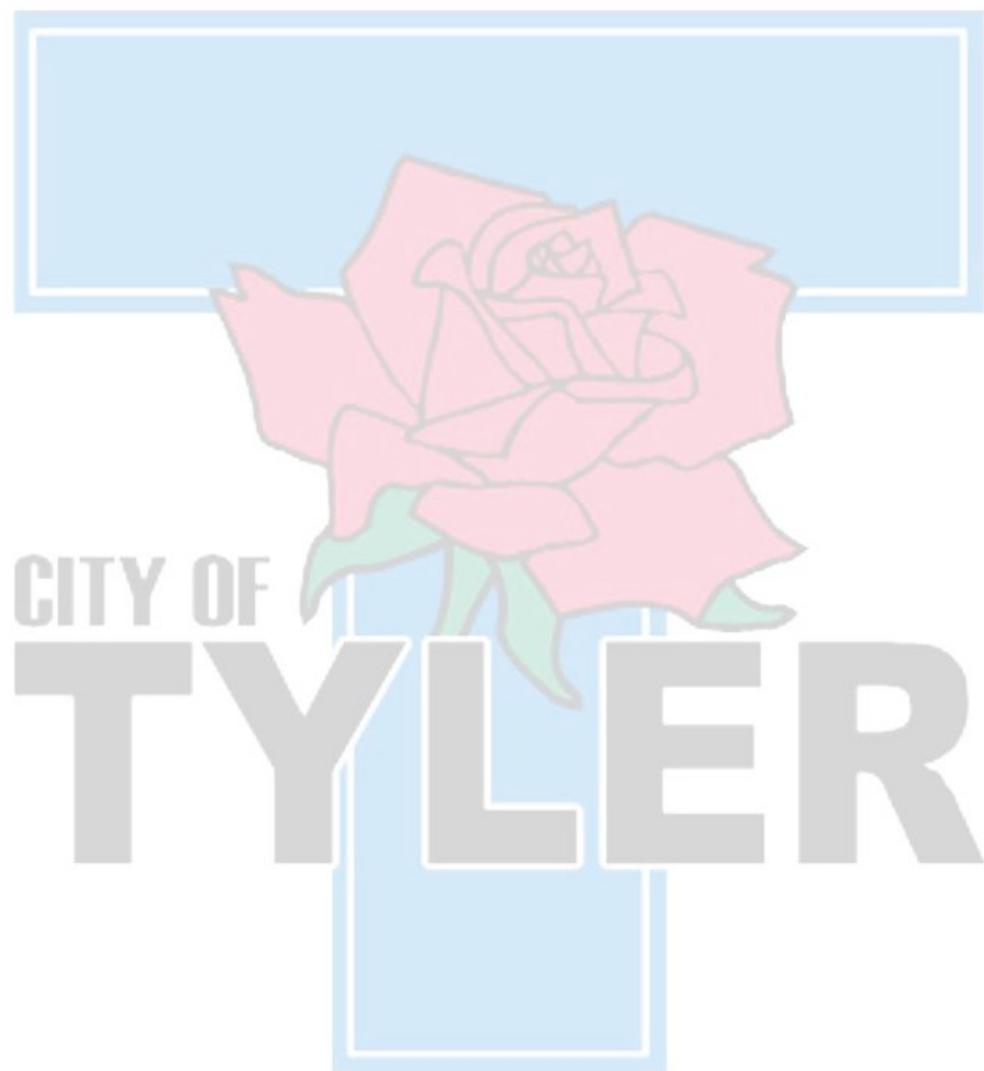
Capital Projects



REVITALIZE.REINVEST.RENEW.

2017-18

ANNUAL BUDGET



A Natural Beauty

GENERAL CAPITAL PROJECTS FUND (102)
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018

	Actual	Amended		
	2015-2016	Budget	Projected	Budget
		2016-2017	2016-2017	2017-2018
Unreserved Fund Balance	766,853	569,396	569,396	244,495
Beginning Fund Balance / Working Capital	\$ 766,853	\$ 569,396	\$ 569,396	\$ 244,495
Revenues				
Interest Earnings	4,543	500	2,500	200
Miscellaneous	45,718	45,385	52,000	52,500
Total Revenues	50,261	45,885	54,500	52,700
Expenditures				
Tyler 1st	4	-	-	-
Patrol Vehicles	-	-	-	-
Library Bldg. Imprv	-	45,000	45,000	25,000
Parks Improvements Projects	299,975	25,400	25,400	111,900
Public Safety Laptops	-	-	-	55,000
PD Camera Systems	17,889	139,703	139,703	139,703
Fire Equipment/Facilities	-	-	-	60,000
City U Remodel	-	-	-	-
Street Improvement Program/Equipment	-	419,698	419,698	-
Traffic Management Enhancements	9,850	-	-	-
Contingency	-	-	-	-
Total Expenditures	327,718	629,801	629,801	391,603
Transfer In	80,000	250,400	250,400	110,000
General Fund (101)	80,000	250,400	250,400	110,000
(Transfer Out)	-	-	-	-
Unreserved Fund Balance	569,396	235,880	244,495	15,592
Ending Fund Balance / Working Capital	\$ 569,396	\$ 235,880	\$ 244,495	\$ 15,592

STREET IMPROVEMENT FUND (103)
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018

	Actual	Amended	Projected	Budget
	2015-2016	Budget	2016-2017	2017-2018
		2016-2017	2016-2017	2017-2018
Unreserved Fund Balance	-	-	-	-
Beginning Fund Balance / Working Capital	\$ -	\$ -	\$ -	\$ -
Revenues				
Interest Earnings	-	3,000	3,000	4,500
Miscellaneous	-	-	-	-
Total Revenues	-	3,000	3,000	4,500
Expenditures				
Street Overlay Program	-	666,924	666,924	698,441
Total Expenditures	-	666,924	666,924	698,441
Transfer In	-	663,924	663,924	693,941
General Fund (101)	-	663,924	663,924	693,941
(Transfer Out)	-	-	-	-
Unreserved Fund Balance	-	-	-	-
Ending Fund Balance / Working Capital	\$ -	\$ -	\$ -	\$ -



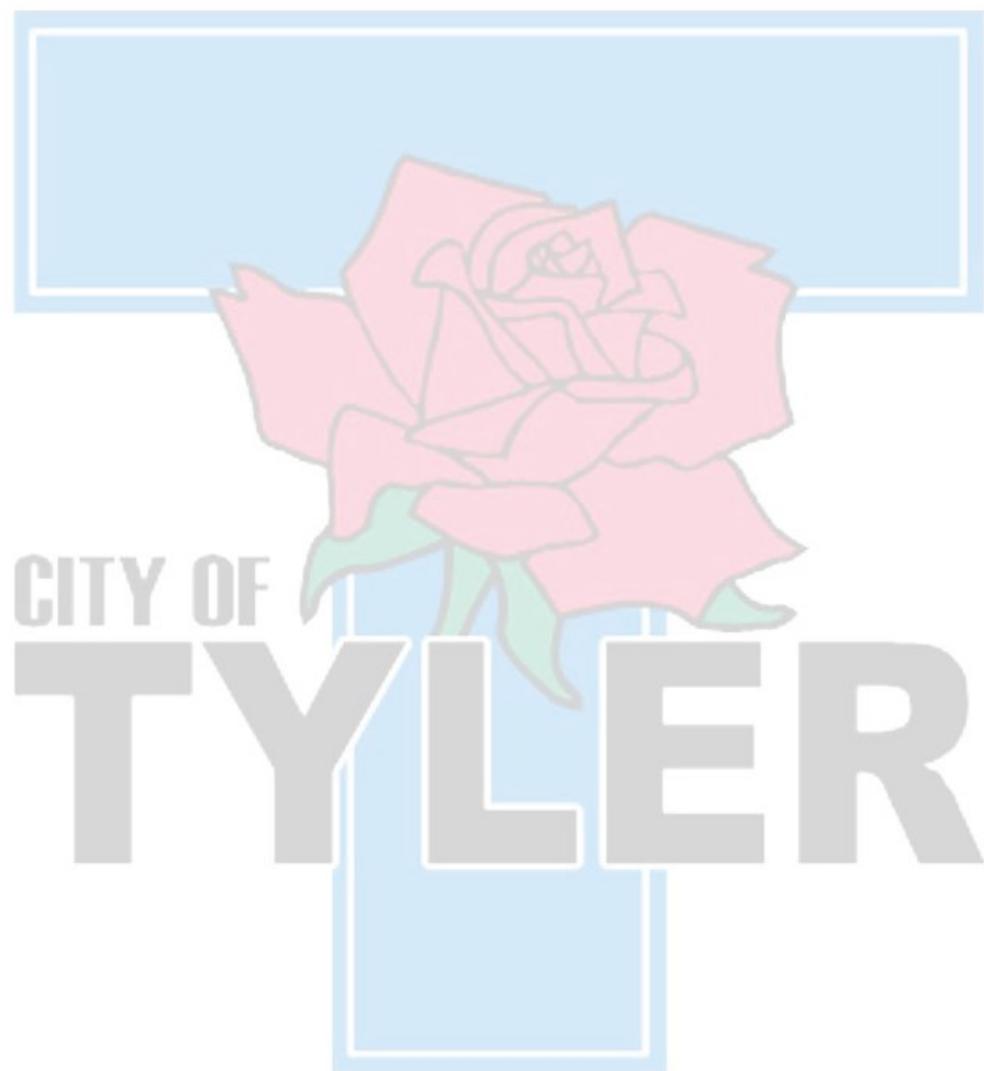
Development Services



REVITALIZE.REINVEST.RENEW.

2017-18

ANNUAL BUDGET



A Natural Beauty

DEVELOPMENT SERVICES FUND (202)
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 305,763	\$ 315,736	\$ 315,736	\$ 587,019
Revenues				
Building Permits	767,769	800,000	700,000	833,381
Electrical Permits	158,307	165,000	143,000	165,000
Plumbing Permits	120,095	115,000	95,000	110,000
Zoning Permits	58,963	60,000	65,000	67,400
Mechanical Permits	85,082	70,000	66,000	76,000
Cert. of Occupancy Fees	25,181	25,000	25,000	26,440
Local TABC Fee	6,035	8,000	19,295	18,865
Billboard Registration	43,855	20,655	20,655	20,655
Sign Permits	31,955	20,000	35,000	30,000
Contractor License	48,100	55,000	40,000	40,000
House Moving Permits	-	500	500	500
Permits Fee-Clearing	100	250	250	250
Interest Earnings	6,429	5,000	6,000	5,000
Maps, Plans and Specs Fee	-	250	250	250
Copy/Printing Fees	96	100	100	100
Platting Fees	46,854	40,000	50,000	60,310
Misc. Income/Deferred Fees	-	200,956	221,377	14,980
Contractor Testing Fees	129,685	60,000	145,000	125,000
Historic Preservation	-	-	-	-
Grant Revenue	-	-	-	-
CLG Grant	23,399	-	3,168	-
Total Revenues	1,551,905	1,645,711	1,635,595	1,594,131
Expenditures				
Planning & Zoning	664,844	623,639	605,117	644,915
Development Services	306,661	319,827	182,349	291,516
Building Services	645,427	722,466	651,846	755,141
Total Expenditures	1,616,932	1,665,932	1,439,312	1,691,572
Transfer In	75,000	75,000	75,000	75,000
General Fund (101)	-	-	-	-
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)	-	-	-	-
Ending Fund Balance / Working Capital	\$ 315,736	\$ 370,515	\$ 587,019	\$ 564,578

Building and Development Services

Accomplishments for 2016-2017

- Continued Lunch & Learn meetings in cooperation with TABA averaging about 15 attendees per meeting;
- eTRAKiT made operational for public access;
- Fifth Building Inspector implemented;
- Third Plumbing Inspector licensed by TSBPE;
- New development fee scheduled approved;
- Retained third-party civil plan review consultant.

Goals for 2017-2018

- Development Services fully staffed
- Continue to promote and assist the contractors and the public to use eTRAKiT online to schedule and view results of inspections;
- Continue encouraging employees to attend City University classes to enhance their job skills and performance;
- Continue quarterly lunch & learn meetings with Tyler Area Builders Association;
- Continue streamlining of permitting, plan reviews, inspection process;
- Create innovative guide lines for submittal of digital plan reviews;
- Encourage digital submissions of plans with developers, builders, architects and engineers;
- Train development community on digital submission of plans

Major Budget Items 2017-2018

- Budgeted for building inspector full time position, vehicle, and related equipment;
- Working to implement training Digital Plan reviews using ProjectDox;
- Training for plumbing inspector and licensing;
- Implementation of Customer Service Supervisor.

Service Point Expenditures - Development Services

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	230,171	244,647	112,509	217,438
Supplies and Services	60,574	57,730	52,478	57,717
Sundry	15,808	17,030	17,030	15,941
Utilities	108	420	332	420
Total Appropriations	306,661	319,827	182,349	291,516

Service Point Expenditures - Building Services

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	530,369	603,754	532,635	632,287
Supplies and Services	24,781	26,406	26,624	27,868
Sundry	60,396	63,362	63,646	66,042
Utilities	56	100	100	100
Maintenance	29,825	28,844	28,844	28,844
Total Appropriations	645,427	722,466	651,849	755,141

Service Point Employees - Building and Development Services

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Chief Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Chief Electrical Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00
5, 10) Chief Plumbing/Mechanical Inspector	-	-	-	-	-	-	-
1,7, 8, 13, 14, 15, 16) Building Inspector	1.00	-	2.00	3.00	3.00	3.00	3.00
Plumbing Inspector	-	-	-	-	-	-	1.00

15) Combination Inspector II	1.00	1.00	-	-	-	-	-
17)Customer Support Supervisor	-	-	-	-	-	1.00	1.00
Development Services Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
18)Development Services Specialist	1.00	1.00	1.00	1.00	1.00	1.00	-
2, 9) Permit Clerk	-	-	-	-	-	-	-
12, 17) Permit Technician	1.00	1.00	2.00	2.00	3.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00	1.00
3) Project Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
12) Senior Permit Technician	1.00	1.00	-	-	-	1.00	1.00
Senior Utilities Specialist	-	-	-	-	-	-	-
6) Senior Utilities Specialist II	-	-	-	-	-	-	-
4) Utilities Construction Inspector	-	-	-	-	-	-	-
Total Regular Full-time	10.00	9.00	10.00	11.00	12.00	12.00	12.00
<i>Regular Part-time Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
Permit Clerk	-	-	-	-	-	-	-
Total Regular Part-time	-						
Total Department	10.00	9.00	10.00	11.00	12.00	12.00	12.00

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.

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. One Permit Technician added FY 15-16. One Permit Tech reclassified to Senior Permit Tech FY 16-17

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

17)One Permit Tech reclassified to Customer Support Supervisor FY 16-17 and transferred to P&Z

18)Development Services Specialist closed error located FY17-18

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 and annual registration;
- Tax abatement;
- Economic development;
- Tax increment financing;
- Sexually oriented business regulation;

- Small Cell Network Node application and annual registration; and
- Special studies management.

Accomplishments for 2016-2017

- Implemented TRAKiT permitting and project management software;
- Historic Resource Survey data available to the public via SCAD
- Received APA Texas Chapter Planning Excellence Award
- Four new voluntary Local Landmark designations
- Completed a Lean Six Sigma Projects;
- Staff obtained AICP certification;
- Hosted Tyler’s P.A.S.T – Tax Credit Programs;
- Held second Annual Local Historic Landmark Appreciation Event;
- Assessed the code’s effectiveness biannually;
- Adopted the Historic Preservation Strategic Plan;
- Hosted Historic Preservation Heart Bomb Event; and
- Created Digital Local Landmark Tour;

Goals for 2017-2018

- Encourage five voluntary Local Landmark designations;
- Complete two Lean Six Sigma Projects;
- Encourage additional certifications for the Department (AICP, P.E.);
- Encourage historic designations within the Pollard area;
- Evaluate strategic annexations;
- Apply for Texas APA Great Places in Texas designation;
- Implement TRAKiT ProjectDOX for electronic plan review;
- Review the UDC for possible amendments;
- Apply for Texas Historical Commission Award;
- Initiate the 10-year update process for the Tyler 1st Comprehensive Plan;
- Obtain APA Texas Chapter Planning Excellence Award; and
- Facilitate the creation of Historic Property Design Guidelines

Service Point Expenditures - Planning

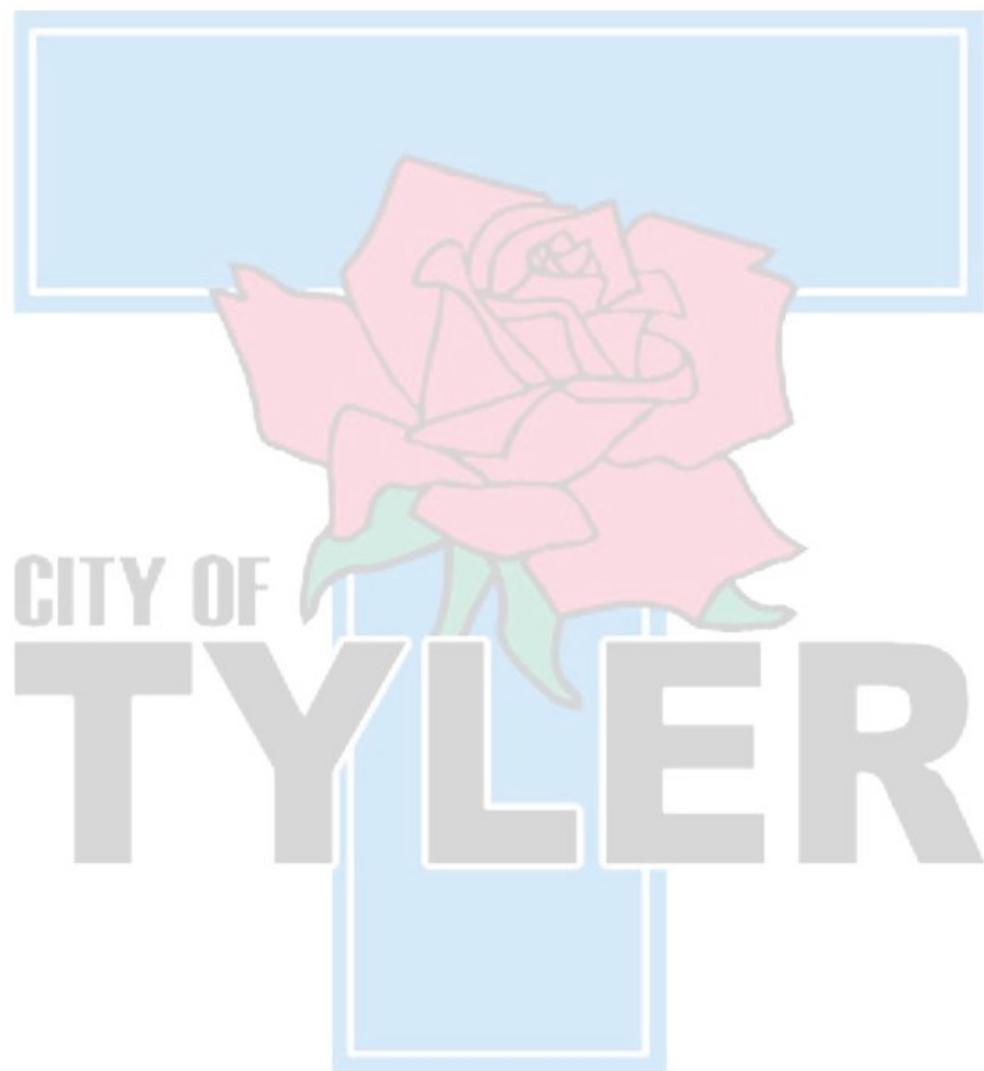
	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	432,538	491,181	441,726	543,045
Supplies and Services	28,940	35,973	36,651	40,473
Sundry	73,656	93,735	81,128	55,647
Utilities	60	750	650	750
Capital Outlay	129,650	2,000	44,962	5,000
Total Appropriations	664,844	623,639	605,117	644,915

Service Point Employees - Planning

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
1) & 11) Director of Planning	0.70	-	-	-	-	-	-
2) GIS Planner/Developer	-	-	-	-	-	-	-
15) City Planner	-	1.00	1.00	-	-	-	-
19) Planning Manager	-	-	-	-	-	1.00	1.00
4, 18) Planner	1.00	1.00	1.00	2.00	2.00	1.00	1.00
5, 6, 13) Planning Technician	1.00	1.00	1.00	-	-	-	-
Plat Examiner/Coordinator	-	-	-	-	-	-	-
7, 8, 16, 19) Principal Planner	-	-	-	1.00	1.00	1.00	1.00
8 & 12) Senior Secretary	1.00	-	-	-	-	-	-
3, 4, 7, 9, 16, 17, 22) Senior Planner	0.85	1.00	1.00	1.00	1.00	1.00	1.00
12) Historic Preservation Officer-	-	1.00	1.00	1.00	1.00	1.00	1.00
20) Administrative Assistant	-	-	-	1.00	1.00	1.00	1.00
21) Executive Operations Coordinator	-	-	-	-	-	-	-

15) Planning Director/MPO Executive Director	-	-	-	1.00	1.00	1.00	1.00
Total Regular Full-Time	4.55	4.00	4.00	7.00	7.00	7.00	7.00
<i>Regular Part-time Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
6) Planning Technician	-	-	-	-	-	-	-
Total Regular Part-time	-						
Grand Total Department	4.55	4.00	4.00	7.00	7.00	7.00	7.00

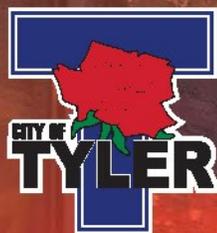
- 1) Director of Planning position with 30% paid by MPO
- 2) GIS/Planner/Developer position transferred to MPO during FY 2007-2008
- 3) Two Senior Planner positions, one with 15% paid by MPO
- 4) One position frozen for FY 2009-2010 and FY 2010-2011- Note was incorrectly input on Senior Planner, should be for Planner
- 5) Converted one full-time Planning Technician position into 2 part-time positions 2010-2011
- 6) Converted two part-time Planning Technicians to one full-time position FY 2010-2011
- 7) During FY 2010-2011 One Senior Planner moved to Principal Planner
- 8) Principal Planner downgraded to Senior Secretary FY 2011-2012
- 9) Senior Planner Frozen FY 2011-2012
- 10) Planner unfrozen FY 2011-2012
- 11) Director of Planning reclassified to City Planner in FY 2011-2012. City Planner not record of title being used; reclassified to Planning Director/MPO Executive Director FY 13/14
- 12) Senior Secretary reclassified to Historic Preservation Officer in FY 12-13
- 13) Planning Technician reclassified to Administrative Assistant during FY 13-14
- 14) One Planning Intern added during FY 13-14
- 15) City Planner reclassified to Planning Director/MPO Executive Director during FY 13-14. Frozen FY15/16
- 16) One Senior Planner reclassified to Principal Planner during FY 13-14
- 17) One Planner reclassified to Senior Planner during FY 13-14
- 18) One Planner added FY 14-15
- 19)Principal Planner reclassified to Planning Manager FY 15-16
- 20)One Administrative Assistant reclassified to Executive Operations Coordinator/Planning Tech FY 15-16
- 21)One Executive Operations Coordinator reclassified to Administrative Assistant FY 16-17
- 22)One MPO Planner reclassified and transfer to Senior Planner P/Z FY 16-17



A Natural Beauty



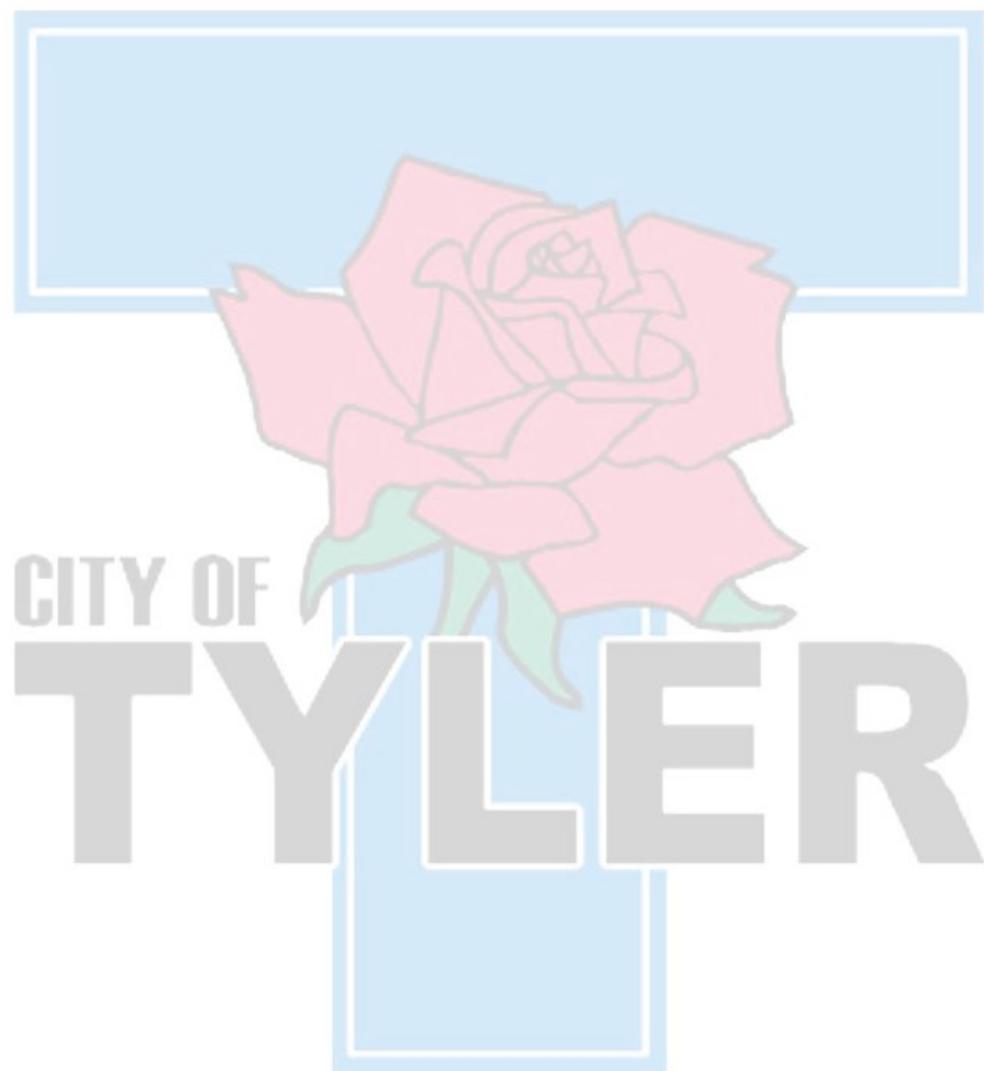
Water Utilities



REVITALIZE.REINVEST.RENEW.

2017-18

ANNUAL BUDGET



A Natural Beauty

UTILITIES FUND (502)
REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Unreserved Fund Balance	1,814,145	4,181,077	4,181,077	2,691,227
Storm Water Reserve	505,369	776,833	776,833	929,496
Operating Reserve	3,301,861	3,339,968	3,339,968	4,185,278
Beginning Fund Balance / Working Capital	\$ 5,621,375	\$ 8,297,878	\$ 8,297,878	\$ 7,806,001
Revenues				
Use of Money and Property	92,264	81,435	123,344	92,752
Charges for Current Services	34,976,781	38,610,406	37,475,236	40,048,372
Storm Water Revenue	1,635,890	1,785,375	1,799,149	-
Miscellaneous Income	490,336	29,805	35,492	29,805
Total Revenues	37,195,271	40,507,021	39,433,221	40,170,929
Expenditures				
741 Administration	3,656,178	5,277,911	5,373,278	5,378,653
742 Water Office	1,770,822	1,952,374	1,880,009	2,088,909
743 Water Distribution	2,602,463	3,029,851	2,978,684	3,234,539
744 Water Plant	5,622,709	6,025,249	5,824,654	6,101,814
745 Waste Collection	1,968,287	2,229,408	2,170,584	2,474,684
746 Waste Treatment	3,795,831	4,258,706	4,148,337	4,271,117
747 Lake Tyler	1,125,151	2,002,775	1,990,483	1,509,652
748 Storm Water Management	1,364,426	1,722,087	1,646,486	-
749 GIS	790,693	809,038	805,550	778,818
1741 Purchasing	158,241	163,532	153,319	165,343
1745 CD/CMOM (Regulatory Monitoring)	-	3,350,737	1,658,672	3,218,091
1746 Sludge Disposal	776,076	950,078	918,284	896,617
Total Expenditures	23,630,877	31,771,746	29,548,340	30,118,237
Transfer In	9,001	8,350	13,458	8,500
(Transfer Out)	(10,896,892)	(10,390,216)	(10,390,216)	(12,030,722)
Dev. Services Fund (202)	(50,000)	(50,000)	(50,000)	(50,000)
Utilities Capital Fund (503)	(4,500,000)	(4,000,000)	(4,000,000)	(5,000,000)
Productivity Fund (639)	(400,000)	(235,312)	(235,312)	(235,312)
Property and Facility Fund (663)	(66,711)	(66,711)	(66,711)	(66,711)
Debt Service Fund	(5,550,000)	(5,391,000)	(5,391,000)	(5,402,010)
Technology Admin (671)	(330,181)	(347,193)	(347,193)	(347,193)
Health Fund (661)	-	(300,000)	(300,000)	-
Storm Water (575)	-	-	-	(929,496)
Unreserved Fund Balance	4,181,077	1,303,717	2,691,227	1,318,735
Storm Water Reserve	776,833	840,121	929,496	-
Operating Reserve	3,339,968	4,507,449	4,185,278	4,517,736
Ending Fund Balance / Working Capital	\$ 8,297,878	\$ 6,651,287	\$ 7,806,001	\$ 5,836,471

UTILITIES FUND (502)

REVENUE DETAIL

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Use of Money and Property				
Lake Tyler Lot Rental	\$ 58,903	\$ 58,903	\$ 58,903	\$ 59,552
Lake Tyler Marina	7,200	7,200	11,743	7,200
Barge Concession	1,347	800	1,548	1,000
Interest Earnings	24,814	14,532	51,150	25,000
Lake Lot Inspections	-	-	-	-
Total Use of Money and Property	92,264	81,435	123,344	92,752
Charges for Current Services				
Meter Activation	277,076	290,000	320,297	334,359
Water Service	38,059	45,000	21,992	111,666
Sewer Service	18,147	20,000	18,078	59,191
Sewer Activation	10,362	9,000	9,926	9,000
EMS Billing Fees	7,953	7,953	7,954	7,953
Water System Fee	94,990	93,840	94,751	110,808
Meter Set & Test Fees	27,300	25,000	25,000	25,000
Plug Fee	1,220	1,000	1,000	800
After Hrs./Additional Trip Fees	24,955	22,500	27,900	25,000
Water Quality Fee	128,620	126,720	128,077	127,512
Storm Water Management Fees	1,635,890	1,785,375	1,799,149	-
Water Sales	19,066,505	20,822,345	19,344,290	21,281,456
Water Miscellaneous	12,580	9,600	8,340	9,000
Old Accounts	-	-	-	-
Reconnect Fees	305,510	300,000	307,705	300,000
Sewer Charges	12,723,556	14,458,616	14,759,647	15,319,627
Labor & Equipment	117,705	155,000	121,325	130,000
Water Connect Fees	280,913	266,250	267,728	270,000
Septic Tank Dumping Fees	352,416	300,000	295,202	300,000
Marina Fuel Sales	-	-	-	-
Wholesale Water Sales	969,004	1,093,582	1,064,679	1,050,000
Late Fees	379,575	432,000	503,025	432,000
Fire Line Charges	140,335	132,000	148,320	145,000
Total Charges for Current Services	36,612,671	40,395,781	39,274,385	40,048,372
Miscellaneous				
Miscellaneous	146,929	15,000	18,972	15,000
Lake Tyler East	2,800	2,805	2,770	2,805
Returned Check Fees	16,277	12,000	13,750	12,000
Timber Sales	324,330	-	-	-
Total Miscellaneous	490,336	29,805	35,492	29,805
Total Revenues	\$ 37,195,271	\$ 40,507,021	\$ 39,433,221	\$ 40,170,929

UTILITIES CONSTRUCTION FUND (503)
REVENUES, EXPENDITURES, AND AND CHANGES IN WORKING CAPITAL
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 6,185,450	\$ 5,137,236	\$ 5,137,236	\$ 2,081,848
Revenues				
Interest Earnings	38,707	36,998	37,000	36,000
Total Revenues	38,707	36,998	37,000	36,000
Expenditures				
Special Services/Water Business Office Upgrades	887,718	200,000	200,000	-
Water System Improvements	1,273,378	1,084,000	1,084,000	3,110,000
Water Treatment Plant	432,284	1,108,478	1,042,788	811,228
Waste System Improvements	1,877,279	1,013,000	968,629	580,000
Waste Treatment Plant	819,847	3,334,600	3,391,971	500,000
Lake Tyler Improvements	296,415	655,000	405,000	-
NEZ Infrastructure Incentive	-	-	-	-
Timber Improvements	-	-	-	-
Total Expenditures	5,586,921	7,395,078	7,092,388	5,001,228
Transfer In	4,500,000	4,000,000	4,000,000	5,000,000
Utilities Fund (502)	4,500,000	4,000,000	4,000,000	5,000,000
(Transfer Out)	-	-	-	-
Ending Fund Balance / Working Capital	\$ 5,137,236	\$ 1,779,156	\$ 2,081,848	\$ 2,116,620

STORMWATER FUND (575)
REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	-	-	-	-
Revenues				
Interest Earnings	-	-	-	9,295
Storm Water Management	-	-	-	1,874,073
Miscellaneous Income	-	-	-	-
Total Revenues	-	-	-	1,883,368
Expenditures				
Hazardous Material Operations	-	-	-	146,224
Storm Water Operations and Maint.	-	-	-	1,441,306
Storm Water Capital Projects	-	-	-	190,000
Total Expenditures	-	-	-	1,777,530
Transfers In	-	-	-	929,496
Fund 502	-	-	-	929,496
(Transfers Out)	-	-	-	-
Fund 502	-	-	-	-
Ending Fund Balance / Working Capital	\$ -	\$ -	\$ -	\$ 1,035,334

Water Utilities

Service Point Focus

Tyler Water Utilities consists of the Administration, Business Office, Water Distribution, Water Production, Wastewater Collection, Wastewater Treatment, Lake Tyler, Geographic Information Systems (GIS), Purchasing, CMOM Administration and Sludge Treatment divisions. All staff members are dedicated to providing citizens with the safest drinking water and sanitary sewer services possible while maintaining strict environmental and safety protocols.

Water Administration staff provides executive oversight and administrative support to all eleven departments within the Utility so that the utility functions as a single, cohesive operation. 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 also acts as the liaison with other City departments and with Federal, State and local organizations regarding water and sewer matters.

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 31,500 solid waste customers. This consists of over 420,000 meter readings annually and processing nearly \$3.75 million in monthly receipts. Externally, the Water Business Office serves the citizens of Tyler by providing new service connections, service transfers, disconnections and responses to billing inquiries and payment options. This requires responding to over 5,000 phone calls monthly and connecting or disconnecting over 14,500 service points annually. The office staff also provides assistance to other City departments with emergency situations as necessary.

Water Distribution safely and efficiently distributes potable drinking water to over 110,000 permanent residents through the operation and maintenance of 734 miles of distribution mains, as well as the operation and maintenance

of fire hydrants, meters, valves, pressure regulators, and other components throughout the water distribution system. In addition, Water Distribution staff provides construction services through the installation of new water service connections, construction of new water distribution mains and by making repairs to water main breaks.

Water Production currently treats an average of 23.5 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, twelve deep water wells, twelve elevated and ground storage tanks and six booster pump stations. In addition, staff operates and maintains the raw water pump stations located at Lake Tyler and at Lake Palestine.

The function of Wastewater Collection is to safely and efficiently collect and transport wastewater from residences, businesses and industries to the point of treatment utilizing over 694 miles of collection lines. Wastewater Collection staff provides construction services through the installation of new sewer service connections, construction of new sewer collection lines and by making repairs to wastewater lines and manholes. In addition, they provide system cleaning and inspection services as part of their preventative maintenance program and work to reduce the amount of inflow and infiltration entering the collection system, which reduces treatment costs and increases plant efficiency.

Wastewater Treatment currently treats an average of 17.7 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 24 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 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, in-

cluding Bellwood Lake, are used for recreational purposes for residents of the City of Tyler and surrounding areas. Staff members are responsible for maintenance of 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, and facility construction and maintenance.

GIS provides mapping and analysis on 415 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. GIS performs analysis on data to aid in the decision making process of other departments. GIS 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 the use of data and information from multiple governmental entities. The department is also responsible for addressing parcels inside the City limits.

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.

CMOM Administration is responsible for administering TWU's Capacity, Management, Operations and Maintenance (CMOM) Program, which provides a framework for TWU to perform a comprehensive review of the wastewater collection system and enhance current operation and maintenance practices. The Program provides for better management, operation and maintenance of the wastewater collection system, better identification of areas in the collection system with potential capacity constraints and better response to unauthorized discharges.

Sludge Treatment staff is responsible for the treatment and disposal of sewage sludge at both of the City's wastewater treatment facilities. Sludge treatment at the Southside Wastewater Treatment Plant is accomplished by both aerobic and anaerobic sludge digesters and a belt filter press with a polymer feed system. Sludge treatment at the Westside Wastewater Treatment Plant is accom-

plished by anaerobic sludge digesters, a sludge holding reservoir and a belt filter press with a polymer feed system. Between the two plants approximately 23,000 cubic yards of sludge is disposed of annually.

Accomplishments for 2016-2017

- Lake Palestine 1-Ton Chlorine Automatic Shutdown;
- Completed Hillcreek Road and Erosion Repair at Lake Tyler;
- Completed Sewer Upgrades at Pabst/Bow via Pipe-Bursting;
- Completed Construction on Highway 31 Sewer Extension;
- Completed Construction on the South Paluxy / East Grande Sewer Extensions;
- Completed Construction on the Southside WWTP Belt Press Facility;
- Replace Magnesium Hydroxide Tank at Southside WWTP;
- Initiated Construction on the Troup Highway Booster Pump Station;
- Initiated Construction on the Golden Road Backwash Supply System;
- Initiated Construction on the Lake Palestine RWPS Bridge Abutment Repair;
- Initiated Flex System Software Upgrade;
- Replace Influent Screw Pump and Grit Separator at Southside WWTP;

Major Budget Items for 2017-2018

- Grande Lift Station Construction;
- Complete Golden Road Backwash Supply and Clear-well Baffles Construction;
- Complete Troup Highway Booster Pump Station;
- Complete Construction on the Lake Palestine RWPS Bridge Abutment Repair;
- 18 inch Water Line FM 2493 (Cumberland Gap to Baggett);
- Initiate 2 inch Water Line Replacement Program;
- Water Line Looping-Bascom/Old Omen/Shiloh Design and Construction;
- Initiate Southside WWTP Primary Clarifier Rehabilitation;
- Golden Road Water Treatment Plant Filters 5-8 Refurbishment;
- Complete Flex System Software Upgrade;
- Sewer Upgrades East 5th—(Pinecrest to Tanglewood);

- Retaining Wall Repair at Lake Tyler Dam-- Design and Construction;
- Well 12 and 17 GST Interior / Exterior Repair and Repaint

Service Point Expenditures - Water Administration

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	1,229,483	1,426,977	1,547,881	1,872,831
Supplies and Services	825,787	1,695,350	1,687,936	1,059,467
Sundry	1,555,040	2,096,613	2,084,327	2,386,804
Utilities	11,066	14,715	12,125	14,715
Maintenance	34,802	44,256	41,009	44,836
Total Appropriations	3,656,178	5,277,911	5,373,278	5,378,653

Service Point Employees - Water Admin

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Director of Utilities and Public Works	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Director of Utilities	-	-	-	-	-	1.00	1.00
3) Water Utility Operations Manager	-	-	-	-	-	-	-
1) Accountant I	1.00	1.00	1.00	1.00	1.00	-	-
9, 11) Accountant	-	-	-	-	-	-	-
Engineering Technician	-	-	-	-	-	-	-
4) GIS Analyst	-	-	-	-	-	-	-
2) & 5) GIS Developer/Database Administrator	-	-	-	-	-	-	-
GIS Technician	-	-	-	-	-	-	-
6) GIS Technician II	-	-	-	-	-	-	-
Senior Utilities Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Utilities Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
7 & 8) Utilities Construction Inspector	4.00	3.00	3.00	3.00	3.00	3.00	3.00
8) Environmental Compliance Engineer	-	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	4.00	4.00	8.00	8.00	8.00	8.00	8.00

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

9) Account Technician (budgeted as Accountant I) reclassified to Accountant FY 2016-2017

10) Director of Utilities reclassified from Mrg/Wtr Production and Quality FY 16-17

11) One Account transferred to Water Business Office FY 16-17

Service Point Expenditures - Water Office

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	964,358	963,705	883,794	1,038,533
Supplies and Services	417,840	506,443	505,164	516,512
Sundry	357,465	443,280	453,896	494,793
Utilities	83	500	170	500
Maintenance	31,076	38,446	36,985	38,571
Total Appropriations	1,770,822	1,952,374	1,880,009	2,088,909

Service Point Employees - Water Office

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
3) Water Utilities Financial Manger	1.00	1.00	1.00	1.00	1.00	1.00	1.00
5) Water Utility Business Office Supervisor	1.00	1.00	1.00	1.00	1.00	-	-
5) Water Utility Business Office Manager	-	-	-	-	-	-	-
3) Water Treatment Superintendent	-	-	-	-	-	-	-
9)Account Specialist	2.00	2.00	2.00	-	-	-	-
14) Accountant	-	-	-	-	-	1.00	1.00
8,11) Billing Specialist	1.00	1.00	2.00	1.00	1.00	2.00	2.00
13) Billing Supervisor	-	-	-	-	-	1.00	1.00
1) City Trainer	-	-	-	-	-	-	-
4) Senior Customer Service Representative	1.00	1.00	1.00	-	-	-	-
4) Customer Service Supervisor	-	-	-	-	-	1.00	1.00
7) Customer Service Representative	4.00	4.00	4.00	4.00	4.00	4.00	4.00
2) Senior Utilities Specialist	2.00	2.00	1.00	1.00	1.00	1.00	1.00
Training Coordinator*	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Utility Account Servicer	4.00	4.00	4.00	4.00	4.00	3.00	4.00
7) WBO Team Lead	-	-	-	2.00	2.00	1.00	1.00
9) Customer Service Specialist	-	-	-	2.00	2.00	2.00	2.00
Total Department	17.00	17.00	17.00	17.00	17.00	18.00	19.00

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

11) Customer Service Rep reclassified to Billing Specialist FY 15-16

* Position serves as Full-Time Lean Sigma Black Belt

12)1 WBO Team Lead reclassified to Customer Service Supervisor FY 16-17

13) Water Utility Business Office Supervisor reclassified to Billing Supervisor FY 16-17

14)One Accountant transferred from Water Administration FY 16-17

15) One Utility Account Servicer added FY 17-18

Service Point Expenditures - Water Distribution

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	1,538,643	1,718,803	1,579,705	1,786,332
Supplies and Services	237,004	121,792	217,950	145,044
Sundry	174,628	132,921	132,921	134,521
Utilities	11,945	13,780	11,667	13,220
Maintenance	635,964	993,180	987,071	806,047
Capital Outlay	4,279	49,375	49,370	349,375
Total Appropriations	2,602,463	3,029,851	2,978,684	3,234,539

Service Point Employees - Water Distribution

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
1) Utilities Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1) Water System Construction Supervisor	-	-	-	-	-	-	-
Crew Leader	2.00	2.00	2.00	2.00	2.00	2.00	2.00
6, 12, 18) Equipment Operator II	1.00	1.00	1.00	1.00	2.00	2.00	3.00
2) & 3) GIS Addressing Technician	-	-	-	-	-	-	-
10) Inventory Technician	1.00	1.00	1.00	-	-	-	-
2) & 5) & 7,14) Laborer	5.00	5.00	5.00	5.00	7.00	7.00	7.00
5, 13) Meter Repairer	2.00	2.00	2.00	2.00	4.00	4.00	4.00
4) Permit Clerk	-	-	-	-	-	-	-
8, 11) Purchasing Agent	1.00	1.00	1.00	-	-	-	-
Purchasing Technician	-	-	-	-	-	-	-
5, 7, 16) Semi-Skilled Laborer	3.00	3.00	3.00	3.00	5.00	6.00	6.00
Senior Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Repairer	-	-	-	-	-	-	-
9) Senior Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Utilities Maintenance Repairer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
6, 18) Truck Driver	3.00	3.00	3.00	3.00	4.00	4.00	4.00
Utility Locator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
17) Water System Maintenance Superintendent	-	-	-	-	-	-	1.00
Utilities Maintenance Repairer/W	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Total Department **24.00** **24.00** **24.00** **22.00** **30.00** **31.00** **33.00**

- 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. One Semi-skilled laborer added FY 15-16.
- 5) One temp laborer upgraded to full time semi-skilled laborer FY 15-16
- 6) One Equipment Operator II reclassified to Truck Driver FY 2010-2011. One temp truck driver upgraded to Full time truck driver FY 15-16
- 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
- 12) Error located during FY 15/16 for One Equipment Operator II added FY 14-15 will not reflect in prior budget books & for a Laborer added in FY 14/15 (below)
- 13) One Meter Repairer added FY 15-16
- 14) One Laborer added FY 14-15
- 16) One Semi-Skilled Laborer added FY 16/17
- 17) One Water System Maintenance Superintendent transferred from WWC 745 FY 14/15 Error located FY 17/18 will not reflect in prior budget books
- 18) One Truck Driver added FY 17/18 and reclassified to Equipment Operator II FY 17-18

Service Point Expenditures - Water Plant

	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	1,324,936	1,421,810	1,351,277	1,490,613
Supplies and Services	1,919,248	1,902,552	1,893,169	1,960,953
Sundry	72,138	72,258	72,258	76,138
Utilities	1,817,930	2,120,402	2,005,142	2,004,393
Maintenance	488,457	508,227	502,808	504,717
Capital Outlay	-	-	-	65,000
Total Appropriations	5,622,709	6,025,249	5,824,654	6,101,814

Service Point Employees - Water Plant

<i>Regular Full-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
1,5) Water Treatment Superintendent	-	1.00	1.00	1.00	1.00	-	-
Chief Treatment Plant Operator	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Instrument Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4) Laborer	3.00	3.00	3.00	3.00	2.00	2.00	2.00
Plant Mechanic I/W	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Plant Mechanic II/W	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4)Plant Operator I/W	1.00	1.00	1.00	1.00	3.00	3.00	4.00
2) Plant Operator II/W	9.00	9.00	9.00	9.00	12.00	12.00	12.00
2) Plant Operator III/W	3.00	3.00	3.00	3.00	2.00	2.00	2.00
Utilities Lab Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	22.00	23.00	23.00	23.00	26.00	25.00	26.00

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) One Plant OperatorI added FY 15-16

5) One Plant Operator II added FY 15-16

Service Point Expenditures - Waste Collection

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	970,162	1,291,365	1,192,544	1,428,066
Supplies and Services	218,166	188,823	229,764	171,039
Sundry	1,300	1,350	1,350	1,400
Utilities	23	465	194	465
Maintenance	778,636	747,405	746,732	748,714
Capital Outlay	-	-	-	125,000
Total Appropriations	1,968,287	2,229,408	2,170,584	2,474,684

Service Point Employees - Wastewater Collection

<i>Regular Full-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
9)Water System Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	-
3) Crew Leader	1.00	1.00	2.00	2.00	2.00	2.00	2.00
1, 2, 3, 10) Laborer	6.00	6.00	7.00	7.00	6.00	8.00	8.00
2, 3, 6) Semi-Skilled Laborer	2.00	2.00	3.00	3.00	4.00	5.00	5.00
1, 3) Truck Driver	1.00	1.00	2.00	2.00	2.00	2.00	2.00
8) Equipment Operator I	-	-	-	-	-	-	1.00
4) Utilities Maintenance Repairer	6.00	6.00	6.00	6.00	7.00	7.00	7.00
Total Department	17.00	17.00	21.00	21.00	22.00	25.00	25.00

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

5)One Laborer moved to 743 FY 15-16

6)One Semi-Skilled Laborer added FY 16/17

7)One Laborer added FY 16/17

8)One Equipment Operator I added FY 17/18

9)One Water System Maintenance Superintendent transferred to WD 743 FY 14/15 Error located FY 17/18 will not reflect in prior budget books

10) One Laborer transferred from 743 FY 16/17

Service Point Expenditures - Waste Treatment

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	1,389,984	1,441,132	1,421,135	1,473,899
Supplies and Services	1,132,664	1,295,631	1,227,555	1,171,324
Sundry	39,032	39,009	39,009	41,064
Utilities	807,528	828,746	886,578	846,322
Maintenance	426,623	401,188	321,060	738,508
Capital Outlay	-	253,000	253,000	-
Total Appropriations	3,795,831	4,258,706	4,148,337	4,271,117

Service Point Employees - Waste Treatment

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Wastewater Treatment Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Chief Treatment Plant Operator	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Industrial Pretreatment Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Industrial Pretreatment Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
6) Laborer	2.00	2.00	2.00	2.00	4.00	4.00	4.00
6) Plant Mechanic I/WW	1.00	1.00	2.00	2.00	2.00	2.00	2.00
Plant Mechanic II/WW	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1, 5, 7) Plant Operator II	12.00	6.00	6.00	3.00	2.00	2.00	2.00
Plant Operator III	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Utilities Lab Analyst	2.00	2.00	2.00	2.00	2.00	2.00	2.00
2) Water Quality Chemist	1.00	-	-	-	-	-	-
3, 8) Biosolids Truck Driver	-	1.00	1.00	-	1.00	2.00	2.00
4, 9) Biosolids Plant Operator I	-	1.00	1.00	-	2.00	2.00	2.00
5) Westside Plant Operator II	-	6.00	6.00	6.00	6.00	6.00	6.00
7) Plant Operator II SSWTP	-	-	-	3.00	2.00	2.00	2.00
Total Department	26.00	19.00	28.00	26.00	29.00	30.00	30.00

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

2) Water Quality Chemist reclassified to Water Systems Superintendent in Water Plant (744) in FY 2011-2012

3) Biosolids Truck Driver added FY 12-13

4) Biosolids Plant Operator I added FY 12-13

5) Six Plant Operator II's reclassified to Westside Plant Operator II's FY 12-13

6) Plant Mechanic I/WW added from Project Planner (NBS) FY 13-14. Two Plant laborers added FY 15-16

7) Three Plant Operator II's reclassified to Plant Operator II SSWTP during FY 13-14

8) Biosolids Truck Driver moved to new Biosolids account during FY 13-14

9) Biosolids Plant Operator I moved to new Biosolids account during FY 13-14

Service Point Expenditures - Lake Tyler

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	328,537	432,595	372,109	410,156
Supplies and Services	427,727	787,089	827,428	584,779
Sundry	21,515	21,505	21,505	27,864
Utilities	10,241	15,591	14,469	13,740
Maintenance	337,131	745,995	754,972	473,113
Total Appropriations	1,125,151	2,002,775	1,990,483	1,509,652

Service Point Employees - Lake Tyler

<i>Regular Full-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
2) Manager/Water Production and Quality	1.00	1.00	1.00	1.00	1.00	-	-
Equipment Operator I	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Foreman I	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1) Laborer	2.00	2.00	2.00	2.00	3.00	3.00	3.00
Lake Supervisor I	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lake Supervisor II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Utilities Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	9.00	9.00	9.00	9.00	10.00	9.00	9.00

1) One laborer added FY 15-16

2) Mrg/Wtr Production and Quality reclassified to Director of Utilities FY 16-17

Service Point Expenditures - Storm Water

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	510,588	702,087	537,052	-
Supplies and Services	160,935	116,235	226,007	-
Sundry	700	700	700	-
Utilities	7,165	-	5,859	-
Maintenance	447,000	528,065	505,085	-
Capital Outlay	238,038	375,000	371,783	-
Total Appropriations	1,364,426	1,722,087	1,646,486	-

Service Point Employees - Storm Water Management

<i>Regular Full-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
22) Street Operations Manager	-	-	-	-	0.50	0.50	0.50
1) Administrative Assistant	-	-	-	-	-	-	-
10) & 11) Transportation Project Engineer	0.15	-	-	-	-	-	-
11, 17) Traffic Services Supervisor	-	0.15	0.15	-	-	-	-
2, 10) Associate Traffic Engineer	-	-	-	-	-	-	-
3, 23) Capital Budget Analyst	0.14	0.14	0.14	0.14	0.14	0.14	-
Code Enforcement Officer I	-	-	-	-	-	-	-
4, 9) Communications Director	-	-	-	-	-	-	-
Communications Manager	-	-	-	-	-	0.07	0.07
20, 24) Senior Public Relations Specialist/Grantwriter	-	-	-	-	1.00	-	-
9) & 15) & 20) Managing Director of External Relations	0.07	-	-	-	-	-	-
Communications/Media Svcs Coordinator	-	-	-	-	-	-	-
Crew Leader	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Development Services Specialist	-	-	-	-	-	-	-
5, 13) Engineering Technician	0.40	-	-	-	-	-	-
Equipment Operator II	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Foreman II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Laborer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
18) Project Engineer	-	-	-	0.15	0.15	0.15	0.15
Semi-Skilled Laborer	2.00	2.00	2.00	2.00	2.00	2.00	2.00
21) Administrative secretary	-	-	-	-	0.50	0.50	0.50
6 & 14) Senior Secretary	0.24	-	-	-	-	-	-
8) Truck Driver	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Utilities Construction Inspector	-	-	-	-	-	-	-
7) Utilities Construction Inspector	-	-	-	-	-	-	-
14, 16) Administrative Assistant	-	0.24	0.24	0.24	0.24	0.24	0.24
19) Associate Engineer	-	-	-	0.40	0.40	0.40	0.40
Total Department	13.00	12.53	12.53	12.93	14.93	14.00	13.86

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 & 15-16
- 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
- 23) Capital Budget Analyst closed FY 16/17
- 24) Sr. PR Specialist/Grantwriter reclassified to Communications Manager FY 16/17

Service Point Expenditures - Purchasing

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	135,149	137,533	128,346	138,703
Supplies and Services	5,635	7,675	6,738	8,326
Sundry	2,518	2,734	2,734	2,930
Utilities	25	150	64	150
Maintenance	14,914	15,440	15,437	15,234
Total Appropriations	158,241	163,532	153,319	165,343

Service Point Expenditures - GIS

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	402,936	415,975	413,377	415,465
Supplies and Services	151,855	171,254	169,934	171,504
Sundry	235,902	221,809	222,239	191,849
Total Appropriations	790,693	809,038	805,550	778,818

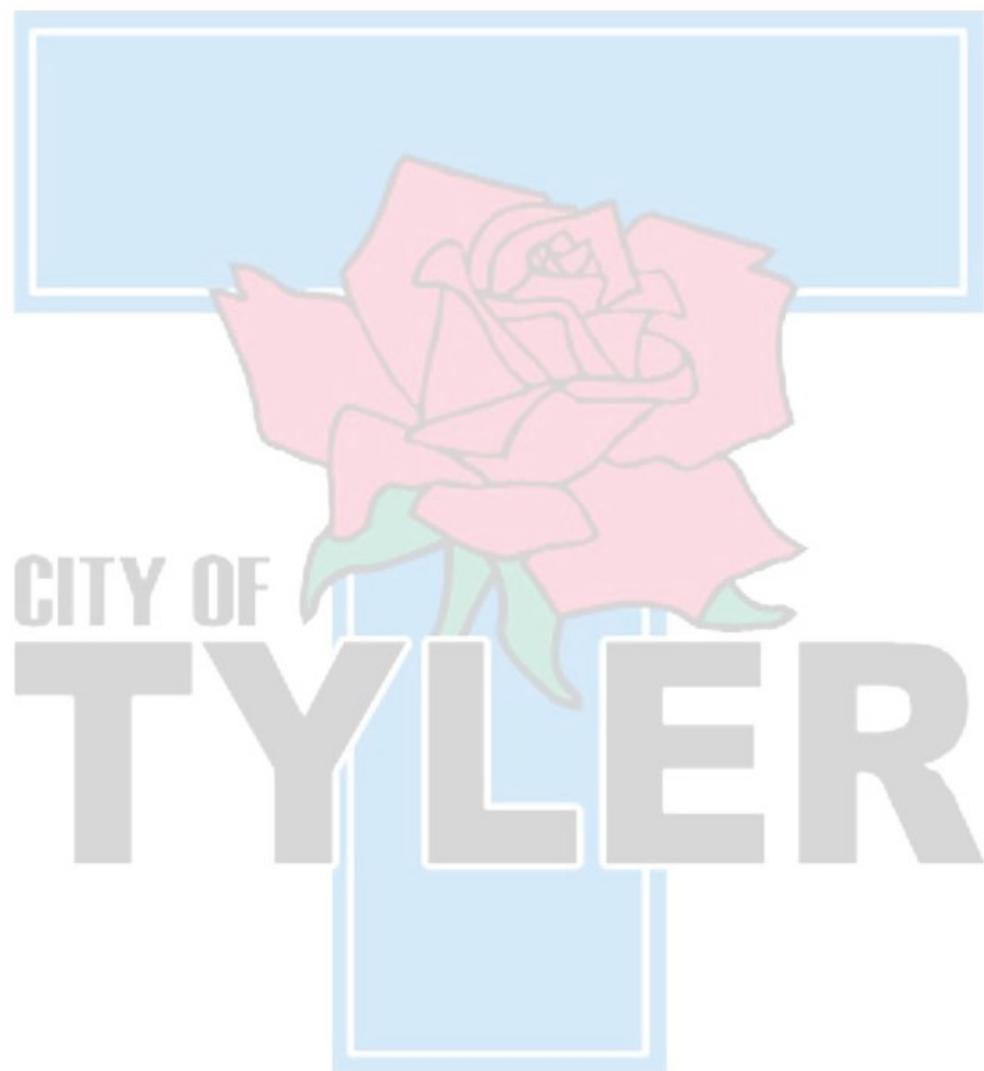
Service Point Employees - GIS

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
1 & 7) GIS Coordinator	1.00	1.00	1.00	-	-	-	-
1) GIS Addressing Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1, 2,) Senior GIS Analyst	0.04	1.00	1.00	1.00	1.00	1.00	1.00
3,5, 6) GIS Developer	-	-	1.00	1.00	1.00	1.00	1.00
4) GIS Technician II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
7) GPA Manager	-	-	-	1.00	1.00	1.00	1.00
8) Informatics Data Analyst	-	-	-	-	-	-	1.00
Total Department	3.04	4.00	5.00	5.00	5.00	5.00	6.00

- 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) GIS Coordinator reclassified to GPA Manager during FY 13-14
- 8) Informatics Data Analyst added but not listed FY 14-15 error located FY 17-18 will not reflect in previous years

Service Point Expenditures - Sludge Disposal

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	156,491	205,172	197,754	206,375
Supplies and Services	473,629	568,044	544,235	491,414
Sundry	150	200	200	200
Utilities	-	-	-	15,600
Maintenance	145,806	176,662	176,095	183,028
Total Appropriations	776,076	950,078	918,284	896,617



A Natural Beauty



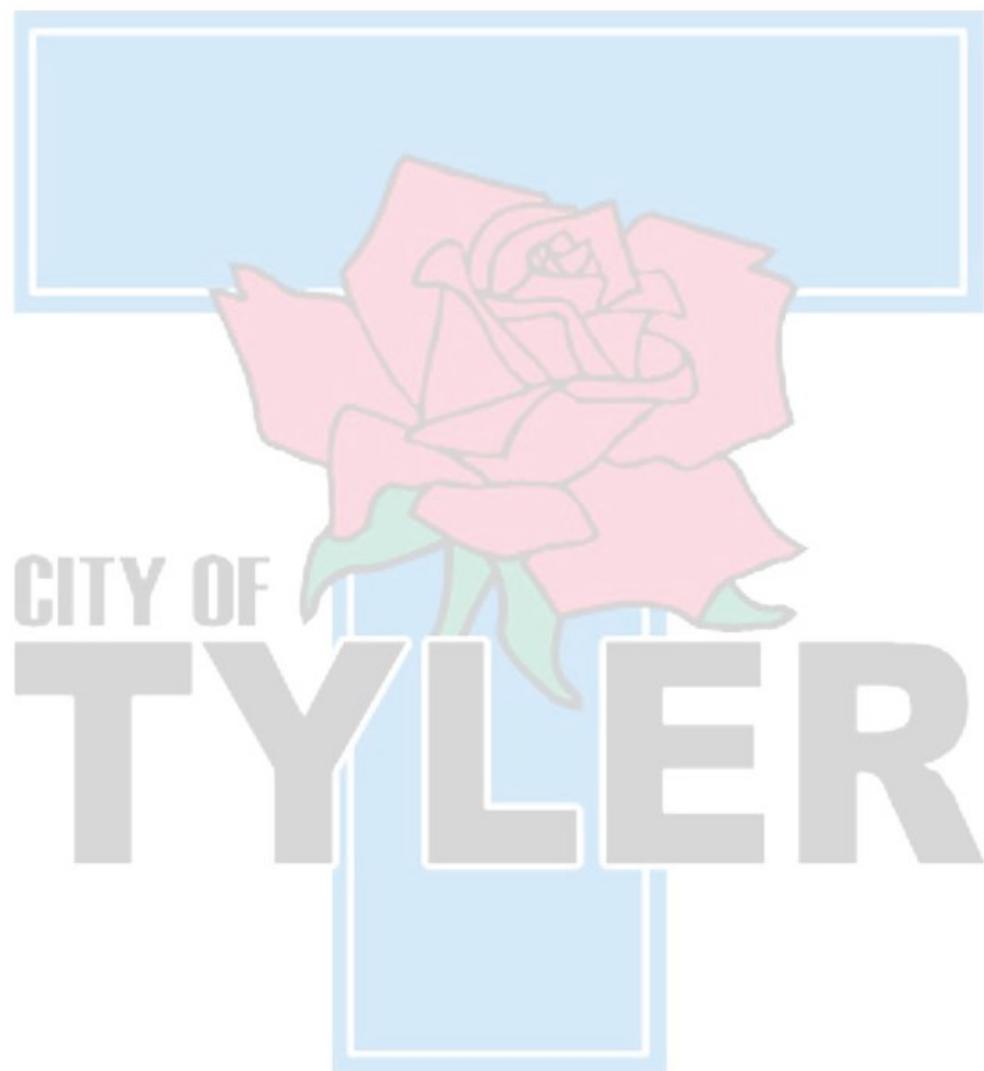
Solid Waste



REVITALIZE.REINVEST.RENEW.

2017-18

ANNUAL BUDGET



A Natural Beauty

SOLID WASTE FUND (560)
REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Operating Reserve	\$ 1,576,548	\$ 1,621,036	\$ 1,621,036	\$ 1,612,237
Unreserved Fund Balance	880,272	1,164,701	1,164,701	1,052,620
Beginning Fund Balance / Working Capital	2,456,820	2,785,737	2,785,737	2,664,857
Revenues				
Interest and Rental Income	18,623	14,700	18,242	21,000
Charges for Residential Serv.	5,621,993	5,600,000	5,700,000	6,677,928
Charges for Commercial Serv.	3,687,770	3,500,000	3,864,226	3,800,000
Recycle Sales	95,987	95,000	98,086	90,000
Roll-Off	1,691,058	1,700,000	1,650,355	1,700,000
Miscellaneous	743,213	575,000	578,565	770,000
Total Revenues	11,858,643	11,484,700	11,909,474	13,058,928
Expenditures				
Administration	1,386,543	1,569,687	1,327,260	1,633,640
Residential Collection	5,568,178	5,574,950	5,568,178	5,800,378
Commercial Collection	3,073,952	3,136,964	3,073,953	3,212,480
Litter Control	164,131	184,776	164,133	328,999
Code Enforcement	614,103	618,857	614,722	621,794
Total Expenditures	10,806,907	11,085,234	10,748,246	11,597,291
Transfer In	-	-	-	-
Fleet Fund (640)	-	-	-	-
(Transfer Out)	(722,819)	(1,282,108)	(1,282,108)	(1,432,108)
Development Services (202)	(25,000)	(25,000)	(25,000)	(25,000)
SW Capital Fund (562)	(200,000)	(550,000)	(550,000)	(1,000,000)
Productivity Fund (639)	(250,000)	(153,856)	(153,856)	(153,856)
Property and Facility Fund (663)	(66,711)	(66,711)	(66,711)	(66,711)
Health Fund (661)	-	(300,000)	(300,000)	-
Technology Fund (671)	(181,108)	(186,541)	(186,541)	(186,541)
Operating Reserve	1,621,036	1,662,785	1,612,237	1,739,594
Unreserved Fund Balance	1,164,701	240,310	1,052,620	954,793
Ending Fund Balance / Working Capital	\$ 2,785,737	\$ 1,903,095	\$ 2,664,857	\$ 2,694,386

SOLID WASTE FUND (560)

DETAIL REVENUE

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Use of Money and Property				
Rent - Miscellaneous	\$13,166	\$11,000	\$11,633	\$11,000
Interest Earnings	5,457	3,700	6,609	10,000
Total Use of Money and Property	18,623	14,700	18,242	21,000
Charges for Current Services				
Residential Sanitation Fees	5,621,993	5,600,000	5,700,000	6,677,928
Commercial Fees	3,687,770	3,500,000	3,864,226	3,800,000
Roll-Off Collection Fees	1,691,058	1,700,000	1,650,355	1,700,000
Total Charges for Current Services	11,000,821	10,800,000	11,214,581	12,177,928
Recycle Sales				
Recycle Sales	95,987	95,000	98,086	90,000
Total Recycle Sales	95,987	95,000	98,086	90,000
Miscellaneous Income				
Landfill Royalty Fee	510,326	555,000	561,550	600,000
Solid Waste Fuel Surcharge	-	-	-	-
Miscellaneous Income	232,887	20,000	17,015	20,000
Landfill Tip Fee	-	-	-	150,000
Total Miscellaneous Income	743,213	575,000	578,565	770,000
Total Revenues	\$ 11,858,643	\$ 11,484,700	\$ 11,909,474	\$ 13,058,928

SOLID WASTE CAPITAL FUND (562)
REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 660,716	\$ 250,933	\$ 250,933	\$ 38,819
REVENUES				
Interest Earnings	2,178	5,000	5,238	5,000
Miscellaneous Income	100,000	-	-	-
TOTAL REVENUES	102,178	5,000	5,238	5,000
EXPENDITURES				
Special Services	48,892	55,000	36,644	-
Sanitation Containers	274,828	275,000	273,837	300,000
Building Improvements	15,294	-	2,145	-
Land/Land Improvements	-	-	-	-
New Residential Trucks	350,234	-	-	-
New Commercial Trucks	-	373,726	373,726	473,408
Litter Control Projects	22,713	-	-	-
Contingency	-	15,000	81,000	75,000
TOTAL EXPENDITURES	711,961	718,726	767,352	848,408
Transfer In	200,000	550,000	550,000	1,000,000
Solid Waste Fund (560)	200,000	550,000	550,000	1,000,000
Transfer Out	-	-	-	-
Ending Fund Balance / Working Capital	\$ 250,933	\$ 87,207	\$ 38,819	\$ 195,411

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, Paint Recycle Day, and Litter Cleanups.

Accomplishments for 2016-2017

Code Enforcement

Accomplishments for 2016-2017

- Voluntary Compliance rate of 94%
- Code Enforcement Field Officer and staff created a Code Enforcement Safety Video.
- Conviction rate of 100% in Municipal Court.
- Code Enforcement, Solid Waste, Keep Tyler Beautiful, and CEAT did an illegal dumping cleanup project at Vine Street.
- TCEQ Funds obtained to pay for illegal dumping cleanup costs.
- Code Enforcement, Streets, and Solid Waste cleaned up two abandoned homeless camps at 527 N Broadway and 3335 WNW Loop 323.
- Code Enforcement created a time-lapse video of a mural painting for the Communications Department.
- Code Enforcement costs per call was reduced by \$24.68 over the previous year.
- Code Enforcement and the CVB hosted the Code Enforcement Association of Texas Annual Conference. There were 198 attendees.

- Continual service excellence to both residential and commercial customers.
- Awarded the “Locals love Us Award.”
- Residential cart budget increased by \$50k.
- Residential rate and other misc. fees increased.
- Ended the holiday pickup pilot project in response to customer dissatisfaction.
- Evaluated and modified residential routes to minimize workload on our drivers.
- Landfill rate changed from cubic yards to tonnage with an additional access fee added.
- Purchased a Labrie Automated Truck for residential operations.

Goals for 2017-2018

- Improve new employee on boarding process.
- Continue to deliver excellent customer service without rate increases.
- Evaluate the benefits of a new tire cutter.
- Evaluate a routing software for recycle collection.
- Review solid waste ordinances and recommend needed changes to collection services.

Goals for 2017-2018

- Reduce illegal dumping.
- Focus on reducing citizen’s top five complaints:
 - High weeds
 - Sign violations
 - Trash complaints
 - Junked Vehicles
 - Unimproved parking surface violations

Service Point Expenditures - Administration

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	735,166	743,035	779,987	1,002,542
Supplies and Services	145,580	141,148	108,645	128,898
Sundry	505,620	685,204	438,268	501,510
Utilities	177	300	360	690
Total Appropriations	1,386,543	1,569,687	1,327,260	1,633,640

Service Point Employees - Administration

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
6 & 7) Director of Solid Waste	1.00	-	1.00	1.00	1.00	1.00	1.00
12)Solid Waste Manager	-	-	-	-	-	0.50	0.50
5) GIS Coordinator	-	-	-	-	-	-	-
2) Supervisor Solid Waste	-	-	-	-	-	-	-
8, 11) Account Specialist	2.00	1.00	1.00	-	-	1.00	1.00
Customer Service Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4) GIS Addressing Technician	-	-	-	-	-	-	-
GIS Planner/Developer	-	-	-	-	-	-	-
GIS Technician	-	-	-	-	-	-	-
MPO Planner	-	-	-	-	-	-	-
1) & 3) Senior GIS Analyst	-	-	-	-	-	-	-
Senior Utilities Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
6 & 8) Account Specialist Auditor*	-	2.00	2.00	2.00	2.00	1.00	1.00
9) Special Projects Coordinator	1.00	1.00	-	-	-	-	-
10) Administrative Secretary	-	-	-	1.00	1.00	1.00	1.00
Total Department	6.00	6.00	6.00	6.00	6.00	6.50	6.50

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

11) One Account Specialist added FY 16-17

12) One Solid Waste Manager position added; reclassified from Fleet Services Coord. FY 16-17

Service Point Expenditures - Residential Collections

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	1,563,408	1,615,604	1,489,776	1,687,575
Supplies and Services	1,815,031	1,710,703	1,697,413	1,714,378
Sundry	46,825	46,825	46,825	99,954
Utilities	2,278	2,845	2,173	3,040
Maintenance	2,140,636	2,198,973	2,331,991	2,295,431
Total Appropriations	5,568,178	5,574,950	5,568,178	5,800,378

Service Point Employees - Residential Collection

<i>Regular Full-time Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
3) Code Enforcement Officer	-	-	-	-	-	-	-
15) Commercial Equipment Operator	2.00	2.00	2.00	2.00	3.00	4.00	4.00
1) Crew Leader	2.00	2.00	2.00	2.00	-	-	-
Driver Trainer	1.00	1.00	1.00	1.00	-	-	-
4, 5, 6) Foreman I	-	-	-	-	-	-	-
2, 4, 7, 8, & 11) Foreman II	2.00	-	-	-	3.00	3.00	3.00
9) Laborer	3.00	3.00	3.00	2.00	2.00	4.00	4.00
6) Recycling Technician	-	-	-	-	-	-	-
13, 14) Residential Equipment Operator	20.00	20.00	20.00	20.00	23.00	22.00	22.00
7) Residential Superintendent	-	1.00	1.00	1.00	1.00	1.00	1.00
Total Regular Full-time	30.00	29.00	29.00	28.00	32.00	34.00	34.00
Temporary Positions							
2) Commercial Sales Representative	-	-	-	-	-	-	-
Total Temporary Part-time	-						
Total Department	30.00	29.00	29.00	28.00	32.00	34.00	34.00
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							
10) Four Residential Equipment Operator positions added FY 2015-2016							
11) One Residential Equipment Operator reclassified to Foreman II FY 2015-2016							
12) One Residential Crew Leader reclassified to Commercial Equipment Operator FY 2015-2016							
13) Four Residential Equip. Operators added FY 15-16							
14) One Residential Equipment Operator reclassified to Vehicle Services Manager FY 16-17							
15) One Commercial Equipment Operator transferred from 753 FY 16-17							

Service Point Expenditures - Commercial Collections

	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
	Actual	Budget	Projected	Budget
	Expenditures	Appropriations	Expenditures	Appropriations
Salaries and Benefits	839,707	903,690	991,728	927,383
Supplies and Services	1,567,895	1,661,064	1,534,940	1,657,982
Sundry	49,002	49,002	49,007	103,910
Utilities	4,035	4,173	4,078	4,170
Maintenance	613,313	519,035	494,200	519,035
Total Appropriations	3,073,952	3,136,964	3,073,953	3,212,480

Service Point Employees - Commercial Collection

<i>Regular Full-time Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
2) Commercial Equipment Operator II	8.00	8.00	8.00	8.00	8.00	7.00	7.00
1) Welder I	-	-	-	-	1.00	1.00	1.00
1) Welder II	-	-	-	-	1.00	2.00	2.00
8) Commercial Superintendent	-	1.00	1.00	1.00	1.00	1.00	1.00
Commercial Sales Representative	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	9.00	10.00	10.00	10.00	12.00	12.00	12.00
1) Two Welder positions I & II added FY 15-16							
2) One Commercial Equipment Operator paid from SW Residential FY 16-17							

Service Point Expenditures - Code Enforcement

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	478,805	477,525	478,369	475,192
Supplies and Services	32,715	40,129	34,117	39,148
Sundry	36,963	37,168	38,572	42,219
Utilities	34	250	104	250
Maintenance	65,586	63,785	63,560	64,985
Total Appropriations	614,103	618,857	614,722	621,794

Service Point Employees - Code Enforcement

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Code Enforcement Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1) Environmental Coordinator	-	-	-	-	-	-	-
8) Chief Code Enforcement Officer	-	-	-	-	-	-	-
8) Field Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
7, 9, 10) Code Enforcement Officer I	3.00	3.00	3.00	3.00	2.00	2.00	2.00
2, 9, 12) Code Services Officer	-	-	-	-	2.00	3.00	3.00
3) Equipment Operator I	-	-	-	-	-	-	-
4) Equipment Operator II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
5) Laborer	-	-	-	-	-	-	-
6 & 11) Senior Clerk	1.00	1.00	1.00	-	-	-	-
11) Administrative Secretary	-	-	-	1.00	1.00	1.00	1.00
Total Department	7.00	7.00	7.00	7.00	8.00	9.00	9.00

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.

12)One Code Services Officer added FY 16-17

Service Point Expenditures - Litter Control

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	41,301	57,676	56,287	57,749
Supplies and Services	122,159	125,800	107,343	119,950
Utilities	671	1,300	503	1,300
Capital Outlay	-	-	-	150,000
Total Appropriations	164,131	184,776	164,133	328,999

Service Point Employees - Litter Control

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
2)Keep Tyler Beautiful Comm. Coord.	-	-	-	-	1.00	1.00	1.00
1) Special Projects Coordinator	-	-	1.00	1.00	-	-	-
Total Department	-	-	1.00	1.00	1.00	1.00	1.00

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

2)Special Projects Coordinator reclassified to Keep Tyler Beautiful Community Coordinator FY 15-16

Service Point Expenditures - Capital Projects Administration

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	48,892	44,000	36,644	-
Sundry	-	15,000	81,000	75,000
Capital Outlay	640,356	-	-	-
Total Appropriations	689,248	59,000	117,644	75,000

Service Point Expenditures - Capital Projects Residential Collection

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Capital Outlay	-	150,000	149,977	200,000
Total Appropriations	-	150,000	149,977	200,000

Service Point Expenditures - Capital Projects Commercial Collections

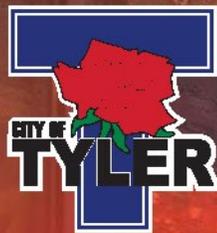
	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Capital Outlay	-	509,726	497,586	573,408
Total Appropriations	-	509,726	497,586	573,408

Service Point Expenditures - Capital Projects Litter Control

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	22,713	-	-	-
Total Appropriations	22,713	-	-	-



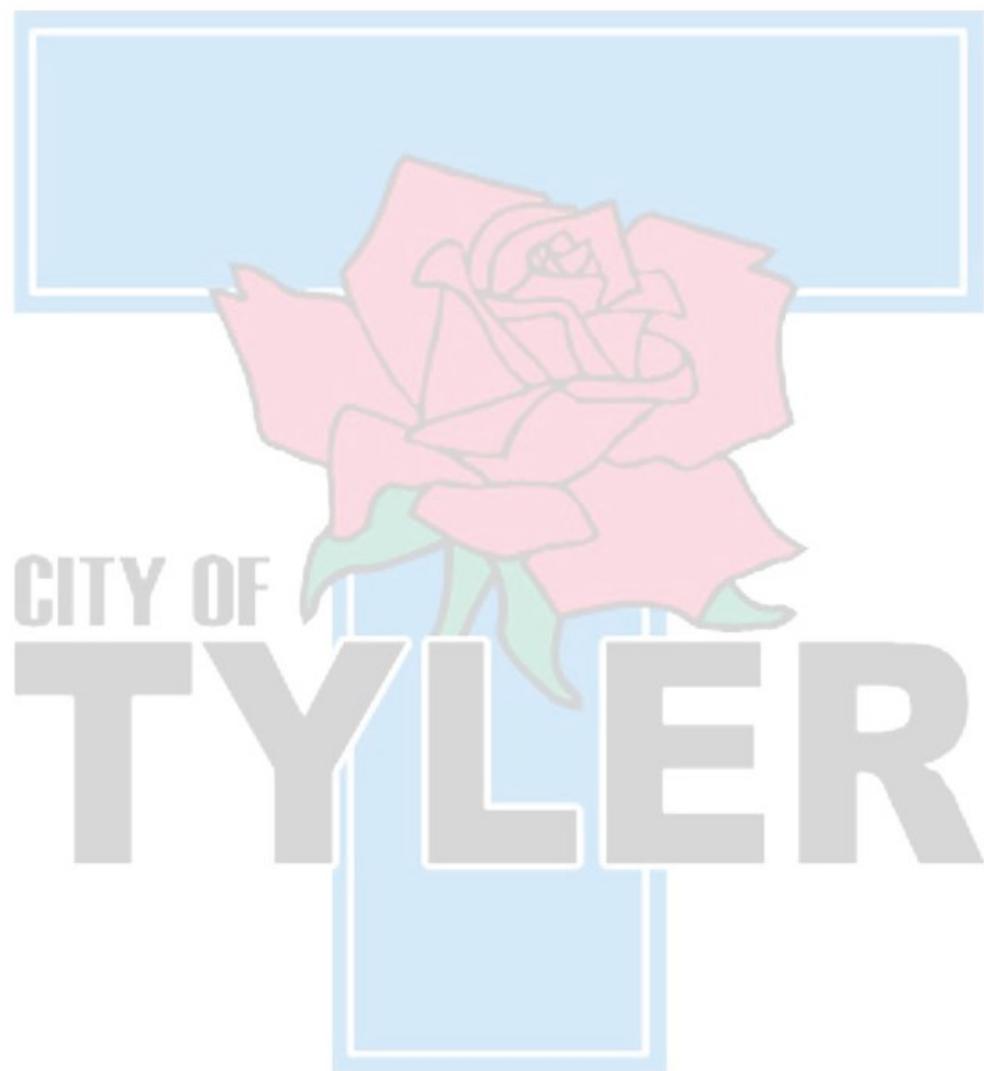
Airport



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2017-18

ANNUAL BUDGET



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 2016/17 Tyler recorded 134 privately owned based aircraft. Presently, one commercial airline services Tyler providing regional jet service to Dallas, 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;
- Airport Landside 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;
- Disadvantaged Business Enterprise Program (DBE) reporting;
- Passenger facility charge program reporting and administration;
- TXDOT Grant acquisition and management;
- Federal Aviation Administration (FAA) grants administration.

Accomplishments for 2016/2017

- Completed the formal amendment of the current Passenger Facility Charge application #5 and completed a new Passenger Facility Charge application #6.
- Applied for and received a new TXDOT RAMP Grant to allow the airport to develop and implement a more comprehensive airfield maintenance program.
- Received FAA Grants totaling approximately \$10,361,858 to continue RW 4/22 Rehabilitation Project.
- Closure of one FAA Grant for Runway 4/22 Projects completed, totaling \$9,434,784.
- Installed all new totally automated parking equip-

ment package in the airport public parking lots.

- Expanded the Airport Auto Wholesale Area Lease increasing the total annual revenue \$9,888.
- Executed a bid and awarded new updated rental car concessions program.
- Assisted in the bid and execution of a new Airport and Parks Grounds Maintenance Agreement.
- Updated and refurbished interiors of the Air Traffic Control Tower.
- Updated and approved the Airport Security Plan per new TSA requirements.
- Achieved successful TSA and FAA compliance audits and annual inspections.
- A total of 41.5 acres of unused Airport property was leased for a duration of five (5) years, for agricultural use.
- Updated airfield guidance signs and markings on runways and taxiways for additional safety.
- Installed new canopies for parking lot attendant's booth and entry lanes.
- Completed the rewiring and updates to the runway lighting system on Runway 13/31.

Major Budget Items for 2017/2018

- Complete Phases 2 and 3 of the rehabilitation of Runway 4/22.
- Begin the relocation of the Instrument Landing System for Runway 4.
- Design and award a new construction contract to rebuild Taxiway Foxtrot.
- Install new security camera equipment and updated access control equipment.
- Initiate new Airport Marketing Plan.
- Bid new landscaping contracts for the Airport to explore more cost efficiency in contract grounds maintenance.
- Replace aging boiler system for airport commercial terminal.

Goals for 2017/2018

- Complete the public education and evaluation for total automation of the airport public parking lots.
- Develop a new business plan to expand the airport advertising concessions program.
- Pursue new air service destinations from Tyler and increase numbers of flights from DFW airport.
- Record a perfect score on the 2018 Airport FAA Part 139 Certification Inspection with no violations or corrections needed.
- Establish a private/public partnership or acquire new grant opportunities to develop the new West Side Airpark.

- Pursue FAA grant funds in the spring of 2018 to relocate the Instrument Landing System and begin design/construction of Taxiway Foxtrot.
- If announcements are made by the U.S. Department of Transportation, begin application for the Small Community Air Service Development Program Grant and receive pledges for local funding from non-aviation sources.
- Redevelop the airport web page for a more cus-

- tomer friendly and informative web site. Include updating the mobile web site.
- Apply for and update the airport's TXDOT RAMP Grant program.
- Refurbish and replace much of the airport landscaping materials.
- Participate in the Arbor Day 2018 program to improve landside appearance and bring more visibility to the airport.

AIRPORT OPERATING FUND (524)

REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Reserve for Construction	300	300	300	300
Reserve For Customer Facility	368,012	426,110	426,110	467,766
Unreserved Working Capital	461,690	403,547	403,547	275,526
Beginning Fund Balance / Working Capital	\$ 830,002	\$ 829,957	\$ 829,957	\$ 743,592
Revenues				
Use of Money and Property	1,191,896	1,227,219	1,141,066	1,218,139
Charges for Current Services -Customer Facility	165,409	168,000	153,941	160,000
Charges for Current Services	79,311	96,000	89,218	93,320
Miscellaneous Income	27,503	37,000	33,158	34,700
Total Revenues	1,464,120	1,528,219	1,417,383	1,506,159
Expenditures				
Airport				
Operations	1,398,189	1,544,391	1,425,469	1,541,555
Capital	1,736	151,000	77,740	62,697
Contingency	-	50,000	39,000	50,000
Airport Total	1,399,925	1,745,391	1,542,209	1,654,252
Customer Facility				
Wash Bay Construction (CFC)	-	-	-	-
Wash Bay Maintenance	2,643	15,000	10,061	10,000
Wash Bay Debt Service (CFC)	104,668	104,180	102,224	104,780
Customer Facility Total	107,311	119,180	112,285	114,780
Total Expenditures	1,507,236	1,864,571	1,654,494	1,769,032
Transfer In	125,000	275,000	184,320	225,900
PFC (234)	125,000	275,000	184,320	225,900
Transfer Out	(81,928)	(33,574)	(33,574)	(33,574)
Airport Grant Fund (525)	(50,000)	-	-	-
Technology Fund (671)	(31,928)	(33,574)	(33,574)	(33,574)
Reserve for Construction	300	300	300	300
Reserve For Customer Facility	426,110	474,930	467,766	512,986
Unreserved Working Capital	403,547	259,801	275,526	159,759
Ending Fund Balance / Working Capital	\$ 829,957	\$ 735,031	\$ 743,592	\$ 673,045

AIRPORT OPERATING FUND (524)

REVENUE DETAIL

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Use of Money and Property				
Airline Facilities Rental	\$ 75,000	\$ 45,000	\$ 45,000	\$ 45,000
Airport Long-Term Parking	527,186	600,000	525,943	550,000
Interest Earnings	4,739	2,500	4,987	3,500
Landing Fees	58,646	45,000	40,352	50,000
Restaurant Concessions	9,832	10,710	8,573	8,500
FAA Building Rental	41,988	42,881	42,099	42,823
Car Leasing Rental	317,085	310,000	301,774	330,161
Agricultural Lease	-	500	500	500
Hanger Land Lease	87,499	92,036	89,359	99,716
HAMM	15,000	15,000	15,000	15,000
Common Use Fee	15,966	16,500	14,921	15,000
Wash Bay Fee	30,894	35,000	34,330	35,000
Non Aviation Land Lease	8,061	12,092	18,228	22,939
Total Use of Money and Property	1,191,896	1,227,219	1,141,066	1,218,139
Charges for Current Services				
Airport Fuel Flowage	52,912	66,000	62,960	63,320
Copying fees	-	-	39	-
Customer Facility Charge	165,409	168,000	153,941	160,000
Advertising Space Fees	26,399	30,000	26,219	30,000
Total Charges for Current Services	244,720	264,000	243,159	253,320
Miscellaneous				
Miscellaneous Income	26,472	34,000	32,523	33,200
Oil Leases and Royalties	1,032	3,000	635	1,500
Sale of Property	-	-	-	-
Total Miscellaneous	27,503	37,000	33,158	34,700
Total Revenues	\$ 1,464,120	\$ 1,528,219	\$ 1,417,383	\$ 1,506,159

Service Point Expenditures - Airport

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	639,299	651,401	602,344	692,325
Supplies and Services	306,772	381,287	346,184	318,661
Sundry	124,640	177,351	166,054	195,329
Utilities	180,311	208,739	182,054	193,630
Maintenance	147,167	175,613	167,833	191,610
Total Appropriations	1,398,189	1,594,391	1,464,469	1,591,555

Service Point Expenditures - Airport Capital

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	1,736	-	-	-
Capital Outlay	-	151,000	77,740	62,697
Total Appropriations	1,736	151,000	77,740	62,697

Service Point Employees - Airport

<i>Regular Full-time Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
6) & 7) Airport Director	-	-	-	-	-	-	-
6) Director of Airport and Transit	-	-	-	-	-	-	-
5) & 7) Airport Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Airport Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	-	-	-	-	-	-
8) Senior Secretary	-	1.00	1.00	1.00	1.00	-	-
8) Airport Projects Coordinator	-	-	-	-	-	1.00	1.00
1) & 4) Airport Technician I	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Airport Technician II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Airport Technician III	2.00	2.00	2.00	2.00	2.00	2.00	2.00
9) Airport Technician IV	1.00	1.00	1.00	2.00	2.00	2.00	2.00
2) Secretary	-	-	-	-	-	-	-
Total Regular Full-time	10.00	10.00	10.00	11.00	11.00	11.00	11.00
Regular Part-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
3) Airport Technician I	-	-	-	-	-	-	-
Total Regular Part-time	-						
Total Department	10.00	10.00	10.00	11.00	11.00	11.00	11.00

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 FYI 2011-2012. Position reclassified to Airport Projects Coordinator

9) Added one Airport Technician IV FY 14-15



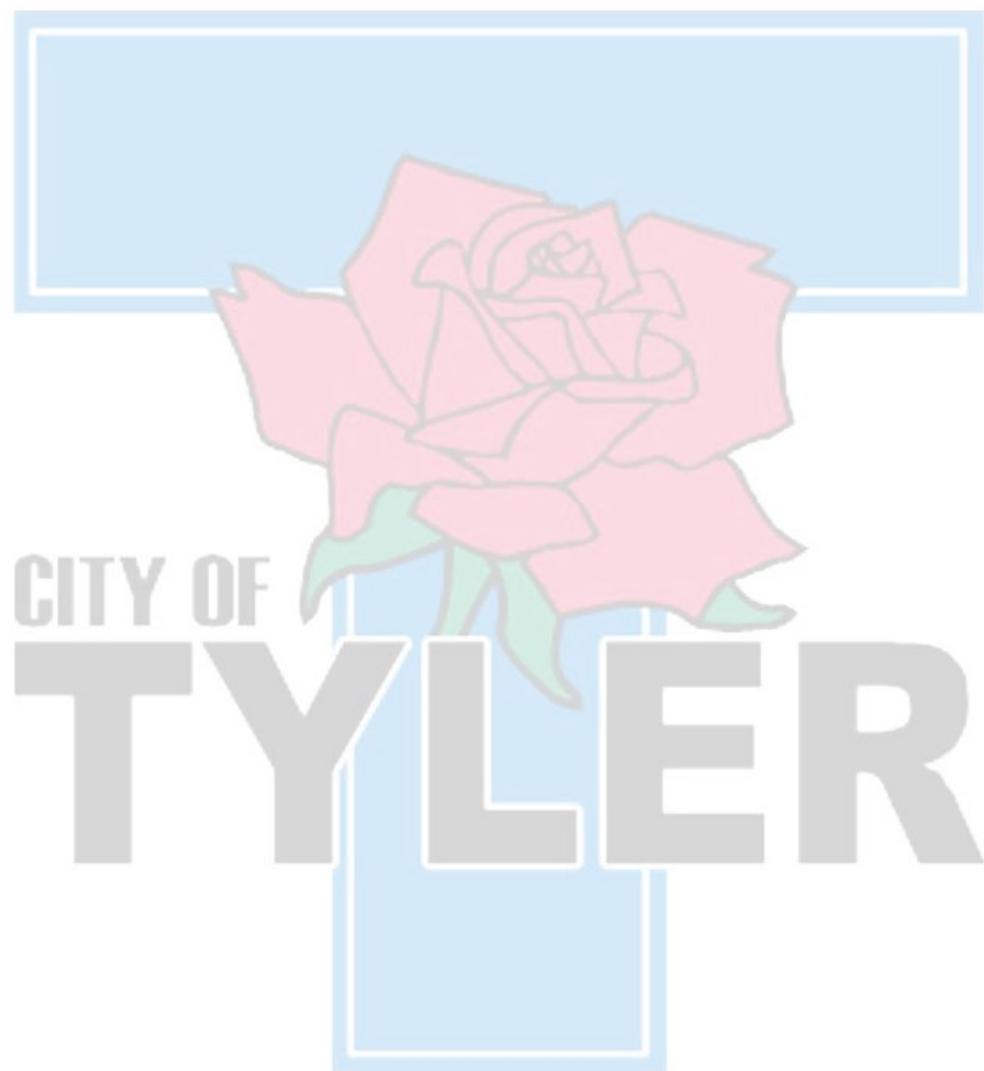
Hotel Taxes



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ANNUAL BUDGET



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HOTEL/MOTEL OCCUPANCY TAX FUND (211)
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Unreserved Fund Balance	1,284,353	1,027,763	1,027,763	1,366,143
Reserve (2% Tax)	2,374,660	3,084,890	3,084,890	2,807,983
Beginning Fund Balance / Working Capital	\$ 3,659,013	\$ 4,112,653	\$ 4,112,653	\$ 4,174,126
Revenues				
7 % Occupancy Tax	2,734,857	2,679,794	2,756,088	2,769,868
2 % Occupancy Tax	781,309	765,549	786,662	790,595
Interest Earnings	21,718	18,192	28,369	28,369
Misc./Audit Collections	-	-	-	-
Donations Liberty Hall	-	10,000	-	-
Total Revenues	3,537,884	3,473,535	3,571,119	3,588,832
Expenditures				
Texas Rose Festival	9,000	9,000	9,000	9,000
Discovery Place	32,400	32,400	32,400	32,400
Symphony	35,000	35,000	35,000	35,000
Museum of Art	35,000	35,000	35,000	35,000
Historical Museum	13,500	13,500	13,500	13,500
Visitors and Convention Bureau	700,000	700,000	700,000	700,000
Tyler Civic Theatre	-	-	-	4,050
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
Texas Hotel & Lodging Dues	16,379	16,379	15,667	16,000
2% Occupancy Tax Study	57,534	160,000	150,000	200,000
2% Convention Center Facility	13,545	940,000	913,569	-
State Tournaments	29,808	25,000	500	-
Sister Cities	2,500	2,500	2,500	-
Credit Card Costs	325	-	-	-
Sport Tyler Award	25,000	25,000	25,000	25,000
Special Services	-	13,500	15,450	13,500
Building Improvements - Depot Bldg.	4,519	19,060	19,060	-
Contingencies	23,734	-	-	150,000
Total Expenditures	1,016,244	2,051,339	1,984,646	1,258,450
Transfers In	-	-	-	-
(Transfers Out)	(2,068,000)	(1,525,000)	(1,525,000)	(1,525,000)
Tourism Fund (219)	(2,043,000)	(1,500,000)	(1,500,000)	(1,500,000)
Property and Facility Management (663) (Roof Replacement Tourism)	(25,000)	(25,000)	(25,000)	(25,000)
Unreserved Fund Balance	1,027,763	1,259,410	1,366,143	1,580,930
Reserve (2% Tax)	3,084,890	2,750,439	2,807,983	3,398,578
Ending Fund Balance / Working Capital	\$ 4,112,653	\$ 4,009,849	\$ 4,174,126	\$ 4,979,508

Service Point Expenditures - 7% Hotel/Motel Occupancy Tax

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	23,533	57,379	34,117	29,500
Sundry	867,900	874,900	867,900	1,028,950
Capital Outlay	53,733	19,060	19,060	-
Total Appropriations	945,166	951,339	921,077	1,058,450

Service Point Expenditures - 2% Hotel/Motel Occupancy Tax

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	57,534	250,000	150,000	200,000
Capital Outlay	13,545	850,000	913,569	-
Total Appropriations	71,079	1,100,000	1,063,569	200,000



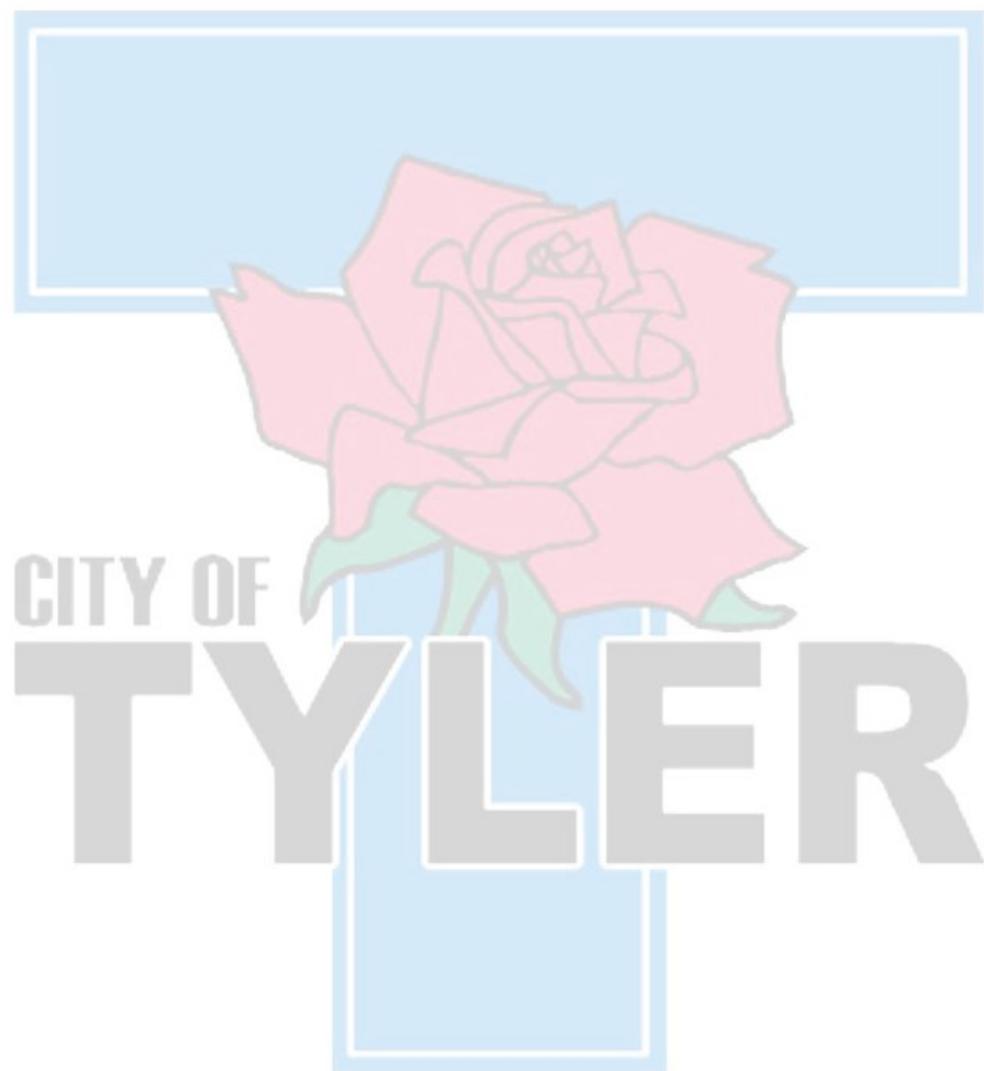
Other



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CEMETERIES OPERATING FUND (204)
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 17,342	\$ 4,111	\$ 4,111	\$ 13,422
Revenues				
Permits	4,100	5,500	5,500	5,500
Interest Earnings	-	150	150	150
Current Service Charges	66,092	142,000	120,000	80,000
Miscellaneous Income	525	-	-	-
Total Revenues	70,717	147,650	125,650	85,650
Expenditures				
Cemetery	301,174	340,310	339,934	326,698
Total Expenditures	301,174	340,310	339,934	326,698
Transfer In	217,226	212,500	223,595	228,932
Cemetery Trust Fund (713)	17,226	12,500	23,595	28,932
General Fund (101)	200,000	200,000	200,000	200,000
Transfer Out	-	-	-	-
Ending Fund Balance / Working Capital	\$ 4,111	\$ 23,951	\$ 13,422	\$ 1,306

Service Point Expenditures

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	142,026	166,228	144,676	178,318
Supplies and Services	62,361	48,806	56,275	30,177
Sundry	9,123	9,566	9,566	8,803
Utilities	39,117	50,600	59,477	59,300
Maintenance	41,047	39,110	43,940	40,100
Capital Outlay	7,500	26,000	26,000	10,000
Total Appropriations	301,174	340,310	339,934	326,698

Service Point Employees - Cemeteries Operating Fund (204)

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Cemeterian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Groundskeeper	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Laborer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	3.00						

POLICE FORFEITURE FUND (205)
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 192,302	\$ 296,224	\$ 296,224	\$ 225,805
Revenues				
Judgement of Forfeitures	232,154	82,000	90,000	41,000
Interest Earnings	2,819	1,500	2,000	2,000
Total Revenues	234,973	83,500	92,000	43,000
Expenditures	131,051	177,119	162,419	77,200
Ending Fund Balance / Working Capital	\$ 296,224	\$ 202,605	\$ 225,805	\$ 191,605

Service Point Expenditures

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	66,732	26,919	24,919	21,700
Sundry	2,165	-	500	-
Capital Outlay	62,154	150,200	137,000	55,500
Total Appropriations	131,051	177,119	162,419	77,200

COURT SPECIAL FEE FUND (207)
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Reserve for Technology	63,241	51,618	51,618	49,097
Reserve for Efficiency	39,594	23,251	23,251	43,203
Reserve for Partners for Youth	91,718	12,127	12,127	1,452
Reserve for Security	62,473	55,778	55,778	19,506
Beginning Fund Balance / Working Capital	257,026	\$ 142,774	\$ 142,774	\$ 113,258
Revenues				
Technology Fees	115,361	120,000	105,528	107,000
Security Fees	106,999	115,000	101,066	102,000
Partners for Youth Fees	113,710	120,000	104,061	105,000
Juvenile Class Fees	88,935	90,000	74,393	75,000
Efficiency Fees	152,721	140,000	138,072	139,000
Partners for Youth Fees	26,622	30,000	24,470	25,000
Interest Earnings	1,876	2,000	-	-
Total Revenues	606,224	617,000	547,590	553,000
Expenditures				
Expenditures for Technology	128,860	112,352	108,049	112,000
Expenditures for Security	113,694	141,748	137,338	120,021
Expenditures for Partners for Youth	282,236	220,370	213,599	199,842
Expenditures for Efficiency	169,064	139,700	118,120	136,120
Total Expenditures	693,854	614,170	577,106	567,983

Transfers In	-	-	-	-
General Fund (101)	-	-	-	-
(Transfers Out)	-	-	-	-
Reserve for Technology	51,618	61,266	49,097	44,097
Reserve for Efficiency	23,251	23,551	43,203	46,083
Reserve for Partners for Youth	12,127	1,757	1,452	6,610
Reserve for Security	55,778	29,030	19,506	1,485
Ending Fund Balance / Working Capital	\$ 142,774	\$ 115,604	\$ 113,258	\$ 98,275

Service Point Expenditures - Court Technology

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	141	-	-	-
Sundry	120,165	60,150	67,209	70,000
Maintenance	8,554	52,202	40,840	42,000
Total Appropriations	128,860	112,352	108,049	112,000

Service Point Expenditures - Municipal Court Security

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	83,841	133,548	105,549	91,221
Supplies and Services	24,999	2,700	27,415	23,300
Maintenance	4,854	5,500	4,374	5,500
Total Appropriations	113,694	141,748	137,338	120,021

Service Point Employees - Municipal Security

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
1, 2, 3, 4) Deputy City Marshal I	3.00	3.00	2.00	2.00	1.00	1.00
2, 3) Deputy Court Clerk	-	-	1.00	-	-	-
4) Deputy Marshal II	-	-	-	1.00	2.00	2.00
Total Department	3.00	3.00	3.00	3.00	3.00	3.00

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 FY1 13-14

5) Deputy City Marshal I reclassified to Deputy City Marshal II FY 2015-2016

Service Point Expenditures - Court Efficiency Fund

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	169,064	139,700	118,120	136,120
Total Appropriations	169,064	139,700	118,120	136,120

Service Point Expenditures - Partners for Youth

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	91,373	178,370	131,186	180,942
Supplies and Services	190,863	42,000	82,413	18,900
Total Appropriations	282,236	220,370	213,599	199,842

Service Point Employees - Partners for Youth

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
1) Deputy Court Clerk	2.00	2.00	2.00	2.00	2.00	2.00
1) Juvenile Case Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
1) Juvenile Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	4.00	4.00	4.00	4.00	4.00	4.00

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 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 2,680	\$ 2,692	\$ 2,692	\$ 2,692
Revenues				
Property Tax	-	-	-	-
Sales Tax	-	-	-	-
Interest Earnings	12	-	-	-
Total Revenues	12	-	-	-
Total Expenditures				
Transfers In	-	-	-	-
(Transfers Out)	-	-	-	-
Ending Fund Balance / Working Capital	\$ 2,692	\$ 2,692	\$ 2,692	\$ 2,692

TIF / TIRZ # 3 FUND (218) REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 129,382	\$ 155,688	\$ 155,688	\$ 221,740
Revenues				
Property Tax	52,423	55,500	77,418	85,000
Interest Earnings	1,017	900	1,634	2,713
Total Revenues	53,440	56,400	79,052	87,713
Total Expenditures				
Transfers In	-	-	-	-
(Transfers Out)	-	-	-	-
Ending Fund Balance / Working Capital	\$ 155,688	\$ 202,088	\$ 221,740	\$ 304,453

Service Point Expenditures - TIF / TIRZ #3

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	27,134	10,000	13,000	5,000
Total Appropriations	27,134	10,000	13,000	5,000

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

FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 1,094,004	\$ 1,657,194	\$ 1,657,194	\$ 834,516
Revenues				
Rose Garden	93,676	98,536	94,536	94,536
Harvey Hall	280,079	262,500	260,000	262,500
Main Street Revenue	80,572	99,750	94,750	94,750
Liberty Hall Revenue	132,458	161,600	133,702	134,600
Interest Earnings	9,744	6,000	12,600	12,500
Total Revenues	596,529	628,386	595,588	598,886
Expenditures				
Rose Garden Center	264,177	428,108	430,623	319,935
Rose Garden Maint.	547,581	1,129,002	1,094,312	543,893
Harvey Hall & Goodman	784,385	871,340	857,995	856,492
Liberty Hall	255,420	312,660	312,822	326,468
Main Street	213,901	233,451	211,174	237,243
Stewart Park	-	367,240	-	-
Contingency	-	42,830	-	-
Total Expenditures	2,065,464	3,384,631	2,906,926	2,284,031
Transfer In	2,043,000	1,500,000	1,500,000	1,500,000
General Fund (101)	-	-	-	-
Hotel Motel (211)	2,043,000	1,500,000	1,500,000	1,500,000
(Transfer Out)	(10,875)	(11,341)	(11,340)	(11,341)
Technology Fund (671)	(10,875)	(11,341)	(11,340)	(11,341)
Ending Fund Balance / Working Capital	\$ 1,657,194	\$ 389,608	\$ 834,516	\$ 638,030

Service Point Expenditures - Rose Garden Center

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	159,726	159,309	172,892	188,736
Supplies and Services	10,903	11,070	11,068	10,647
Sundry	16,060	14,939	15,379	16,427
Utilities	47,037	61,500	50,000	50,000
Maintenance	30,451	31,370	31,366	34,125
Capital Outlay	-	149,920	149,918	20,000
Total Appropriations	264,177	428,108	430,623	319,935

Service Point Expenditures - Rose Garden Maintenance

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	273,730	309,653	280,982	324,730
Supplies and Services	62,065	55,997	60,590	55,634
Sundry	45,746	42,425	42,425	43,333
Utilities	48,888	43,925	43,879	44,700
Maintenance	60,019	81,996	71,431	75,496
Capital Outlay	57,133	595,006	595,005	-
Total Appropriations	547,581	1,129,002	1,094,312	543,893

Service Point Employees - Rose Garden Center

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
2 & 3) Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1) Clerk	-	-	-	-	-	-	-
1 & 3) Visitor Facilities Coordinator	1.00	1.00	1.00	-	-	-	-
Custodian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
2, 4) Visitor Facilities Supervisor	-	-	-	1.00	-	-	-
Reservation Specialist	-	-	-	-	-	-	1.00
5) Receptionist/Greeter	-	-	-	-	-	-	1.00
Manager of Tourism/Community Facilities Beautification	-	-	-	-	-	-	-
Total Department	3.00	3.00	3.00	3.00	2.00	2.00	4.00

Positions moved to Rose Garden Center from Visitor's Facility FY 2011-2012

- 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
- 4) Visitor Facilities Supervisor reclassified to Manager of Tourism and Community Facilities Beautification FY 15/16
- 5) Receptionist/Greeter added FY 15-16 not reflected in report, error located FY 17-18

Service Point Employees - Rose Garden Maintenance

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
3) Rose Garden Supervisor	1.00	1.00	1.00	-	-	-	-
Crew Leader	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Groundskeeper	2.00	2.00	2.00	2.00	2.00	2.00	2.00
1, 2) Laborer	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Pest Control Technician	-	-	-	-	-	-	-
3) Parks Superintendent	-	-	-	1.00	1.00	1.00	1.00
Total Department	7.00						

- 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

Service Point Expenditures - Stewart Park

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Capital Outlay	-	367,240	-	-
Total Appropriations	-	367,240	-	-

Service Point Expenditures - Liberty Hall

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	105,268	141,650	142,542	149,165
Supplies and Services	121,930	132,405	131,450	138,205
Sundry	7,133	7,761	12,761	12,171
Utilities	13,971	22,480	17,705	17,800
Maintenance	7,118	8,364	8,364	9,127
Total Appropriations	255,420	312,660	312,822	326,468

Service Point Expenditures - Visitor Facilities

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	442,882	488,720	445,647	473,873
Supplies and Services	61,213	55,725	59,282	52,563
Sundry	84,700	92,721	92,527	103,856
Utilities	125,953	140,075	126,022	134,075
Maintenance	67,985	77,929	75,517	66,125
Capital Outlay	1,652	59,000	59,000	26,000
Total Appropriations	784,385	914,170	857,995	856,492

Service Point Employees - Visitor Facilities

<i>Regular Full-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
7) Assistant City Manager	-	-	-	-	0.10	-	-
8) Managing Director Culture, Recreation & Tourism	-	-	-	-	-	0.50	0.50
3, 8) Parks and Recreation Director	0.50	0.50	0.50	0.50	0.50	-	-
4) Parks Manager	0.30	0.30	0.30	0.30	0.30	0.30	0.30
Visitor Facilities/Administrative Supervisor	1.00	1.00	1.00	1.00	-	-	-
2, 9) Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00	-
Tourism Facility Custodial Supervisor	-	-	-	-	-	-	1.00
2) Clerk	1.00	1.00	1.00	1.00	-	-	-
2) Custodian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1) Museum Curator	-	1.00	1.00	1.00	1.00	1.00	1.00
10) Manager of Tourism & Community Facilities Beautification	-	-	-	-	1.00	1.00	1.00
Total Regular Full-time	4.80	5.80	5.80	5.80	4.90	4.80	4.80
Regular Part-time Positions							
Custodian	3.00	2.00	2.00	2.00	2.00	2.00	2.00
Facility Attendant	-	-	-	-	-	-	-
1) Museum Curator	1.00	-	-	-	-	-	-
Total Regular Part-time	4.00	2.00	2.00	2.00	2.00	2.00	2.00
Temporary Positions							
Custodian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Temporary Part-time	1.00						
Total Department	9.80	8.80	8.80	8.80	7.90	7.80	7.80

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

8) Parks & Rec Director reclassified to Managing Director of Culture, Recreation and Tourism salary charged to 50% Parks, 50% Parks Visitor Facilities 16/17

9) Building Maintenance Worker reclassified to Tourism Facility Custodial Supervisor FY 17-18

10) Visitor Facilities Supervisor reclassified to Manager of Tourism and Community Facilities Beautification FY 15/16

Service Point Expenditures - Main Street

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	130,558	132,862	132,862	135,805
Supplies and Services	61,864	76,389	56,178	76,389
Sundry	14,809	14,777	14,777	15,216
Utilities	4,620	7,250	5,184	7,250
Maintenance	2,050	2,173	2,173	2,583
Total Appropriations	213,901	233,451	211,174	237,243

Service Point Employees - Main Street

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Main Street Program Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1, 2) Gallery Curator	1.00	1.00	1.00	-	-	-	-
3) Gallery Operations Support	-	-	-	1.00	1.00	-	-
4) Parking Patrol	-	-	-	2.00	-	-	-
Downtown Ambassador	-	-	-	-	2.00	2.00	2.00
Administrative Assistant	-	-	-	-	-	1.00	1.00
Total Department	2.00	2.00	2.00	2.00	4.00	4.00	4.00

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

3) One Gallery Operations Support reclassified to Administrative Assistant FY 16-17

4) Parking Patrol positions transferred from Traffic and reclassified to Downtown Ambassadors FY 15/16

AIRPORT PASSENGER FACILITY FUND (234) REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 115,372	\$ 115,372	\$ 115,372	\$ 115,372
REVENUES				
Passenger Facility Charge	225,390	300,000	183,738	225,000
Interest Earnings	828	900	582	900
TOTAL REVENUES	226,218	300,900	184,320	225,900
EXPENDITURES				
Airport Capital	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
Transfer In	-	-	-	-
(Transfer Out)	(226,218)	(275,000)	(184,320)	(225,900)
Half Cent Sales Tax (Non-Budgetary Fund)	(101,218)	-	-	-
Airport Fund (524)	(125,000)	(275,000)	(184,320)	(225,900)
Ending Fund Balance / Working Capital	\$ 115,372	\$ 141,272	\$ 115,372	\$ 115,372

OIL AND NATURAL GAS FUND (235) REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 2,676,966	\$ 2,753,152	\$ 2,753,152	\$ 3,157,383
Revenues				
Oil Leases and Royalties	138,560	120,000	123,067	123,067
Sale of Property	-	-	499,851	-
Interest Earnings	17,694	13,000	22,466	31,953
Total Revenues	156,254	133,000	645,384	155,020
Expenditures				
Downtown Property Maintenance	-	30,000	-	30,000

Special Services	8,250	10,000	-	10,000
Building Improvements	71,818	248,182	241,153	-
Contingencies	-	100,000	-	100,000
Total Expenditures	80,068	388,182	241,153	140,000
Transfers In	-	-	-	-
(Transfers Out)	-	-	-	(330,000)
Productivity Fund (639)	-	-	-	(330,000)
Ending Fund Balance / Working Capital	\$ 2,753,152	\$ 2,497,970	\$ 3,157,383	\$ 2,842,403

Service Point Expenditures - Oil and Natural Gas Fund

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	8,250	10,000	-	10,000
Sundry	-	100,000	-	100,000
Capital Outlay	71,818	278,182	241,153	30,000
Total Appropriations	80,068	388,182	241,153	140,000

PEG FEE FUND (236) REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 398,405	\$ 585,418	\$ 585,418	\$ 544,678
Revenues				
PEG Fee	264,701	265,000	267,917	267,917
Interest Earnings	2,901	2,000	4,155	5,446
Miscellaneous Income	-	-	-	-
Total Revenues	267,602	267,000	272,072	273,363
Expenditures				
Technology	8,711	8,711	8,711	8,711
Technology Updates	71,878	176,600	176,237	3,100
Studio Renovations	-	180,000	127,864	-
Motor Vehicles	-	-	-	-
Contingency	-	40,000	-	50,000
Total Expenditures	80,589	405,311	312,812	61,811
Ending Fund Balance / Working Capital	\$ 585,418	\$ 447,107	\$ 544,678	\$ 756,230

Service Point Expenditures - PEG Fee

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	62,311	3,100	3,237	3,100
Sundry	8,711	38,711	8,711	58,711
Capital Outlay	9,567	363,500	300,864	-
Total Appropriations	80,589	405,311	312,812	61,811

FAIR PLAZA FUND (240)
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Reserved for Building Improvements	-	-	-	-
Unreserved Fund Balance	150,059	119,976	119,976	84,854
Beginning Fund Balance / Working Capital	\$ 150,059	\$ 119,976	\$ 119,976	\$ 84,854
Revenues				
Building Rental	-	-	-	-
Tenant Parking	22,485	37,248	22,238	2,317
Non Tenant Parking	27,281	28,500	32,641	3,240
Daily Parking	29,020	16,056	19,168	10,000
Monthly Parking	4,448	8,478	3,882	-
Special Events	-	-	-	-
Interest Earnings	709	-	-	-
Misc. Income	-	-	-	-
Total Revenues	83,943	90,282	77,929	15,557
Expenditures				
Parking Garage				
Supplies	3,659	4,610	4,610	5,760
Special Services	78,802	78,900	78,900	2,500
Insurance/Judgments	4,380	5,760	-	5,760
Auto Damage	-	1,150	-	1,150
Credit Card Costs	4,507	5,000	4,912	-
Utilities	15,563	17,200	14,989	16,500
Building Maintenance	7,115	6,000	5,916	11,416
Elevator Maintenance	-	3,600	3,724	3,873
Capital Purchase (Meters)	-	-	-	-
Total Expenditures	114,026	122,220	113,051	46,959
Transfers In	-	-	-	-
(Transfers Out) Trolley Services Fund 286	-	-	-	-
Reserved for Building Improvements	-	-	-	-
Unreserved Fund Balance	119,976	88,038	84,854	53,452
Ending Fund Balance / Working Capital	\$ 119,976	\$ 88,038	\$ 84,854	\$ 53,452

Service Point Expenditures - Parking Garage

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	82,461	83,510	83,510	8,260
Sundry	8,887	11,910	4,912	6,910
Utilities	15,563	17,200	14,989	16,500
Maintenance	7,115	9,600	9,640	15,289
Total Appropriations	114,026	122,220	113,051	46,959

Neighborhood Services

Accomplishments for 2016-2017

- Completed the sale of 3 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 future Gentry Fire Station
- Provided funds for the clearance and demolition of 7 dilapidated/unsafe single-family structures (Board Ordered and Voluntary Demolitions) and an additional 5 owner-initiated /voluntary demolitions;
- Provided Code Enforcement services in low/mod income neighborhoods resulting in the tagging and/ or monitoring for work progress on 54 unoccupied and/or substandard single-family structures;
- Provided public service financial assistance to the Tyler Literacy Council's Adult Literacy Program;
- Partnered with 2 additional housing agencies to offer an East Texas Regional Landlord Workshop;
- Provided public service financial assistance to the North Tyler Day Nursery, Inc. to replace a freezer for use to preserve foods in a healthful way for low income children;
- Provided public service financial assistance to PATH for rehabilitation of affordable rental housing;
- Implemented paperless Housing Choice Voucher file retention;
- Provided housing, rental and utility cost assistance to 1000+ Housing Choice Voucher clients monthly;
- Provided inspection of 1030 rental units to guarantee minimum Housing Quality Standards (HQS);
- Provided Housing Choice Voucher mortgage assistance to 12 Housing Choice Voucher Clients;
- Completed Reconstruction on new Single Family Homes for 4 families;
- Conducted 2 Neighborhood Revitalization Board (NRB) Meetings for structures with code violations;
- Sold vacant lots through the Housing Infill Properties (HIP) program;
- Received a Section 8 Management Assessment Program High Performer Rating from HUD;
- Completed 14 successful job fairs/ seminars to assist all zero-earned income clients with employment opportunities;
- Conduct Housing Quality Standards Inspections for all Housing Choice Voucher Program Participants.
- Housing Choice Voucher Program awarded 7 additional VASH Project-Based Vouchers to assist homeless veterans;
- Housing Choice Voucher Program and Lone Star Legal Aid completed 2 Legal Seminars for voucher participants;
- Housing Choice Voucher Program implementation of biennial Housing Quality Inspections;
- Provided resources to 84 families through the Family Self Sufficiency Program;
- Assisted 28 individuals/ families with credit counseling services through the Family Self Sufficiency Program;
- Graduated 15 individuals from the Family Self-Sufficiency Program

Major Budget Items

- Homebuyer Assistance and Credit Counseling Program;
- First-Time Homebuyer Program;
- Reconstruction projects;
- Public Facilities including Street Infrastructure;
- Housing Choice Voucher Assistance Program; and
- Family Self-Sufficiency Program

Goals for 2017-2018

- Assist 8 homebuyers with CDBG/HOME grant assistance for down payment, closing costs, training and principal reduction in or order to purchase a home;
- Partner with developer in the development and sale of affordable homes;
- Provide Code Enforcement services in low/mod income neighborhoods;
- Provide New Construction of affordable, owner-occupied homes with suitable living environments for 3 eligible families;
- Provide housing and rental assistance to 1006 Housing Choice Vouchers clients;
- Provide Housing Choice Voucher Homeownership Assistance to 6 new families;
- Coordinate the Housing Infill Program;
- Provide resources to clients through the Family Self Sufficiency (FSS) Program;
- Provide Code Enforcement services in low/mod income neighborhoods resulting in the tagging and/ or monitoring for work progress on 145 unoccupied and/or sub-standard single-family structures;
- Provide funds for the clearance and demolition of 25 dilapidated/unsafe single-family structures (Board Ordered and Voluntary Demolitions);
- Acquire property for the development of infrastructure, including streets and drainage for new affordable housing development fronting Britton Street;
- Implement Uniform Physical Condition Standards for all participating units;
- Conduct Housing Quality Standards Inspections for all Housing Choice Voucher Program Participants;
- Provide resources to 80 families through the Family Self Sufficiency Program;
- Conduct 4 Tenant Seminars with various legal topics;
- Apply for 5 additional VASH Vouchers for homeless veterans through the Housing Choice Voucher Program;
- Continue providing homeownership assistance to 12 existing homeowners;
- Collaborate with TWC (Texas Workforce Commission) and Host/Partner 9 successful job fairs/ seminars to assist all zero-earned income clients with employment opportunities;
- Facilitate and offer Budgeting and Credit Counseling through the Family Self Sufficiency Program;
- Conduct in-person, quarterly review of goals and accomplishments of Family Self Sufficiency Program Participants;

HOMEOWNERSHIP/HOUSING FUND (274) REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 55,955	\$ -	\$ -	\$ -
Revenues	323	200	200	400
Expenditures	56,278	200	200	400
Ending Fund Balance / Working Capital	\$ -	\$ -	\$ -	\$ -

HOUSING ASSISTANCE PAYMENTS FUND (276)
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Reserved for Voucher Program	357,198	329,462	329,462	340,825
Reserved for Admin	92,759	175,815	175,815	61,497
Beginning Fund Balance / Working Capital	\$ 449,957	\$ 505,277	\$ 505,277	\$ 402,322
HUD Voucher	6,932,314	6,683,328	7,078,876	7,078,876
HUD Admin	667,731	612,000	612,000	612,000
Portability Voucher	184,885	200,000	200,000	200,000
Portability Admin	11,299	13,000	13,000	7,000
FSS Admin	54,053	58,563	58,563	58,563
Tenant Protection Admin	-	-	-	-
Tenant Protection Voucher	-	-	-	-
VASH Admin	-	-	-	-
Vash Voucher	12,236	-	36,708	-
Unclaimed Property	-	-	7,000	-
Fraud Reimbursement - Voucher	6,232	-	4,363	500
Fraud Reimbursement - Admin	-	-	4,363	500
Interest Earnings	3,308	500	3,700	500
Revenues	7,872,058	7,567,391	8,018,573	7,957,939
HAP Voucher	6,783,240	6,683,328	6,902,409	7,079,876
HAP Admin	591,602	775,646	734,381	612,500
Portability Voucher	200,296	200,000	200,000	200,000
Portability Admin	2,612	26,380	13,000	7,000
FSS Admin	59,121	83,536	58,563	58,563
Tenant Protection Admin	-	7,800	-	-
Tenant Protection Voucher	39,078	-	48,175	-
Vash Admin	-	-	-	-
VASH Voucher	140,789	-	165,000	-
Expenditures	7,816,738	7,776,690	8,121,528	7,957,939
Reserved for Voucher Program	329,462	329,462	340,825	340,325
Reserved for Admin	175,815	(33,484)	61,497	61,997
Ending Fund Balance / Working Capital	\$ 505,277	\$ 295,978	\$ 402,322	\$ 402,322

Service Point Expenditures - Housing Assistance Payment Program

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	436,971	460,197	460,197	486,542
Supplies and Services	17,048	28,652	33,502	20,178
Sundry	6,900,971	6,876,143	7,059,009	7,168,500
Utilities	12,503	19,482	16,582	11,800
Maintenance	7,349	24,500	17,500	5,356
Capital Outlay	-	50,000	50,000	-
Total Appropriations	7,374,842	7,458,974	7,636,790	7,692,376

Service Point Employees - Housing Assistance Payment Program

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
10) Director of Neighborhood Services	-	-	-	-	-	-	-
12) NBS Operations manager	-	-	-	-	0.10	0.10	0.10
10, 11) Neighborhood Services Manager	0.25	0.25	0.25	0.25	0.60	0.10	0.10
Housing Services Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1) Accountant	-	-	-	-	-	-	-
Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
12,14) Code Enforcement/Housing Inspector	2.00	2.00	1.00	1.00	1.00	1.00	1.00
Section 8/Housing Inspector	-	-	-	-	-	1.00	1.00
6) Eligibility Analyst	-	-	-	-	-	-	-
2, 13) Financial Analyst	0.23	-	-	-	-	-	-
8) Rehab/Code Enforcement	-	-	-	-	-	-	-
Senior Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
3) Senior Eligibility Analyst	-	-	-	-	-	-	-
4 & 5) Redevelopment Specialist	-	-	-	-	-	-	-
Housing Eligibility Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
7, 9) Certified Housing Specialist	2.00	2.00	2.00	2.00	2.00	2.00	2.00
15)Senior Certified Housing Specialist	1.00	1.00	1.00	-	-	-	-
Lead Certified Housing Specialist	-	-	-	1.00	1.00	1.00	1.00
Code Enforcement/Housing Inspector Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	10.48	10.25	9.25	9.25	9.70	10.20	10.20

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 7% paid by HOME

3) Position transferred to the City Manager's Office and title changed to Project Manager FY 2008-2009

4) Position transferred from the City Manager's Office during FY 2008-2009

5) Position title change to Housing Eligibility Supervisor FY 2009-2010

6) Title changed to Certified Housing Specialist during FY 2009-2010

7) One Certified Housing Specialist position upgraded to Senior Certified Housing Specialist during FY 2009-2010

8) Position upgrade to Code Enforcement/Housing Inspector Supervisor

9) During FY 2010-2011 Certified Housing Specialist downgraded to Developmental Certified Housing Specialist, then upgraded to

back to Certified Housing Specialist within same year

10) Title change from Director of Neighborhood Services to Neighborhood Services Manager FY 2011-2012

11) One position with 50% paid by Community Development and 25% Home

12) One Code Enforcement/Housing Inspector transferred to Development Services Building Inspector FY 13-14

13) Financial Analyst transferred to Finance FY 12-13

11) One position 30% paid by Community development and 10% by Home FY 15-16

14)One Code Enforcement/Housing Inspector reclassified to Sec 8/Housing Inspector FY 15-16

15)Senior Cert. Housing Spec. reclassified to Lead Certified Housing Spec. FY 14-15

16)Neighborhood services manager changed from 60/30/10 to 70% paid by community development and 20% by Home FY 15-16 and 10% by Housing FY 16/17

Service Point Expenditures - Housing Portability

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	2,612	26,380	13,000	7,000
Sundry	200,296	200,000	200,000	200,000
Total Appropriations	202,908	226,380	213,000	207,000

Service Point Expenditures - FSS Homeownership Program

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	59,121	83,536	58,563	58,563
Total Appropriations	59,121	83,536	58,563	58,563

Service Point Expenditures - Tenant Protection Program

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Sundry	39,078	7,800	48,175	-
Total Appropriations	39,078	7,800	48,175	-

Service Point Expenditures - VASH Program

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Sundry	140,789	-	165,000	-
Total Appropriations	140,789	-	165,000	-

**COMMUNITY DEVELOPMENT GRANT FUNDS (294)
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018**

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 21,400	\$ 22,311	\$ 22,311	\$ 22,311
Total Revenue	693,527	1,138,769	1,113,468	782,065
Expenditures				
Admin Expenditures				
Admin	166,232	126,656	96,656	160,619
Rehab Admin	52,658	60,822	60,822	-
Homebuyers Admin	38,049	39,071	39,071	65,319
Demolition Admin	8,480	29,534	29,534	43,284
Code Enforce. Admin	53,857	98,932	98,932	54,546
Public Facilities Admin	3,000	35,813	35,813	-
Homebuyers Education Admin	-	-	-	-
Total Admin Expenditures	322,276	390,828	360,828	323,768

Project Expenditures				
Admin Projects	29,858	30,000	60,000	-
Rehab Projects	109,813	-	-	-
Homebuyers Projects	16,139	57,517	57,517	66,859
Demolition Projects	65,177	88,602	88,602	129,852
Code Enforcement Projects	561	1,068	1,068	58,586
Public Facilities Projects	133,574	537,724	537,724	200,000
Miscellaneous	15,218	3,000	7,729	3,000
Total Project Expenditures	370,340	717,911	752,640	458,297
Total Expenditures	692,616	1,108,739	1,113,468	782,065
Ending Fund Balance / Working Capital	\$ 22,311	\$ 52,341	\$ 22,311	\$ 22,311

Service Point Employees - Community Block Development Grant

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
7, 8) Neighborhood Services Manager	0.50	0.50	0.50	0.50	0.15	0.70	0.70
7) Director Of Neighborhood Services	-	-	-	-	-	-	-
6, 9) Community Development Manager	0.80	0.80	0.80	0.80	0.70	-	-
NBS Operations Manager	-	-	-	-	-	0.70	0.70
1) Accountant	-	-	-	-	-	-	-
2, 12) Financial Analyst	0.45	-	-	-	-	-	-
3) Homebuyers Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4) Housing Projects Coordinator	-	-	-	-	-	-	-
11) Project Planner	1.00	1.00	-	-	-	-	-
Rehab Project Specialist	-	-	-	-	-	2.00	2.00
5) Rehab Project Specialist/Code Enforcement Officer	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	0.90
Total Department	6.35	5.90	4.90	4.90	4.45	5.30	5.30

- 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

Service Point Expenditures - CDBG Admin

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	126,018	82,279	82,279	123,257
Supplies and Services	11,018	2,546	2,546	11,669
Sundry	17,139	33,491	33,491	17,647
Utilities	6,360	5,640	5,640	5,830
Maintenance	5,697	2,700	2,700	2,216
CDBG Projects	29,858	30,000	30,000	-
Total Appropriations	196,090	156,656	156,656	160,619

Service Point Expenditures - Rehabilitation

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	41,692	49,862	49,862	-
Supplies and Services	4,142	1,924	1,924	-
Sundry	4,812	8,036	8,036	-
Maintenance	2,012	1,000	1,000	-
CDBG Projects	109,813	-	-	-
Total Appropriations	162,471	60,822	60,822	-

Service Point Expenditures - Home Buyers

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	32,465	32,746	32,746	57,000
Supplies and Services	1,334	2,069	2,069	4,069
Sundry	4,250	4,256	4,256	4,250
CDBG Projects	16,139	57,517	57,517	66,859
Total Appropriations	54,188	96,588	96,588	132,178

Service Point Expenditures - Demolition

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	7,402	8,704	8,704	12,949
Supplies and Services	1,078	20,830	20,830	30,335
CDBG Projects	65,177	88,602	88,602	129,852
Total Appropriations	73,657	118,136	118,136	173,136

Service Point Expenditures - Code Enforcement

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	40,049	84,991	84,991	44,861
Supplies and Services	7,496	8,685	8,685	8,685
Sundry	4,812	4,256	4,256	-
Maintenance	1,500	1,000	1,000	1,000
CDBG Projects	561	1,068	1,068	58,586
Total Appropriations	54,418	100,000	100,000	113,132

Service Point Expenditures - Public Facilities

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	3,000	35,813	35,813	-
CDBG Projects	133,574	537,724	537,724	200,000
Total Appropriations	136,574	573,537	573,537	200,000

Service Point Expenditures - Match

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	2,715	-	-	-
Sundry	12,503	3,000	7,729	3,000
Total Appropriations	15,218	3,000	7,729	3,000

HOME GRANT FUNDS (295) REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE FISCAL YEAR 2016-2017

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 39,405	\$ 33,105	\$ 33,105	\$ 33,105
Total Revenues	561,606	955,609	946,608	283,501
Expenditures				
Admin	28,758	28,906	28,906	28,350
Homebuyers	59,743	145,624	145,624	-
CHDO	127,935	61,844	61,844	38,273
New / Reconstruction	331,720	649,984	649,984	216,878
Public Service	-	-	-	-
PATH Home	15,000	25,000	25,000	-
Christian Restoration	4,750	250	250	-
Habitat for Humanity	-	35,000	35,000	-
Total Expenditures	567,906	946,608	946,608	283,501
Ending Fund Balance / Working Capital	\$ 33,105	\$ 42,106	\$ 33,105	\$ 33,105

Service Point Expenditures - HOME

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	28,758	23,220	23,220	18,112
Supplies and Services	-	5,686	5,686	10,238
HOME Projects	539,148	917,702	917,702	255,151
Total Appropriations	567,906	946,608	946,608	283,501

Service Point Employees—HOME

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
6) Director Of Neighborhood Services	-	-	-	-	-	-	-
6, 7) Neighborhood Services Manager	0.25	0.25	0.25	0.25	0.25	0.20	0.20
5, 8) Community Development Manager	0.20	0.20	0.20	0.20	0.20	-	-
NBS Operations Manager	-	-	-	-	-	0.20	0.20
1) Accountant	-	-	-	-	-	-	-
2, 10) Financial Analyst	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	-	-
9) Senior Secretary	0.10	0.10	0.10	0.10	0.10	0.10	0.10

Total Department **0.92 0.85 0.85 0.85 0.85 0.50 0.50**

- 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 70% paid by Community Development and 10% by HOUSING FY 15-16
- 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

MPO

Service Point Focus

The MPO is responsible for the “3-C” planning process (cooperative, continuous, comprehensive) to conduct basic planning activities. Transportation planning is a process of projecting future transportation needs, investigating and evaluating alternative actions for meeting those needs, assessing the financial ability of the community to implement those actions, and recommending reasonable strategies based on needs and available resources. The MPO is also charged with providing professional oversight and support to the Technical Advisory Committee and the Transportation Policy Committee.

The MPO is responsible for:

- developing a Unified Planning Work Program (UPWP);
- developing a Metropolitan Transportation Plan (MTP);
- updating and maintaining the MPO TransCAD traffic

model;

- developing a Transportation Improvement Program (TIP);
- updating the State’s electronic Transportation Improvement Program (eSTIP);
- submitting monthly billings to TxDOT for reimbursement;
- submitting Annual Performance & Expenditure Report (APER) for State and Federal approval;
- submitting Annual Project Listing (APL) for State and Federal approval;
- providing notice and holding open houses to receive input on regional transportation projects in accordance with the Public Participation Plan (Triple P);
- updating Title VI plans and maintaining compliance in accordance with Federal regulations;
- participate in regional and State transportation planning committees and initiatives;

- coordinating special studies as directed by the Transportation Policy Committee.
- Hire consultant to begin the five-year update to the Metropolitan Transportation Plan (MTP).

Accomplishments for 2016-2017

- Collected sidewalk inventory data for the cities within the MPO boundary;
- Approved new Unified Planning Work Program (UPWP);
- Completed fiscal year using new billing process;
- Submitted FY 2016 Annual Performance & Expenditure Report;
- Submitted FY 2016 Annual Project Listing.

Goals for 2017-2018

- Adopt Transportation Improvement Program (TIP) for FY 2018-21;
- Kickoff Active Transportation Plan;
- Kickoff Metropolitan Transportation Plan (MTP) update;
- 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;
- Continue support of Toll 49.

Major Budget Items 2017-2018

- Hire consultant to create Active Transportation Plan for the region;

MPO GRANT (285) REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	-	-	-	-
Revenues	261,500	482,410	264,915	548,304
Expenditures	261,500	482,410	264,915	548,304
Ending Fund Balance / Working Capital	\$ -	\$ -	\$ -	\$ -

Service Point Expenditures - MPO

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	74,011	126,637	84,116	142,602
Supplies and Services	183,793	232,733	177,076	401,910
Sundry	3,670	3,692	3,692	3,692
Utilities	26	100	31	100
Capital Outlay	-	119,248	-	-
Total Appropriations	261,500	482,410	264,915	548,304

Service Point Employees - MPO

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
1) Director of Planning	0.30	-	-	-	-	-	-
2,8, 9) GIS Planner/Developer	-	-	-	-	-	-	-
10)MPO Planner	-	-	-	-	1.00	-	-
3,7) Senior GIS Analyst	0.96	-	-	-	-	-	-
9) GIS Developer	-	1.00	-	-	-	-	-
4) & 5) & 6) Senior Planner	0.15	-	-	-	-	-	-
Total Department	1.41	1.00	-	-	1.00	-	-
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							
10)MPO Planner reclassified to Senior Planner FY 16-17							

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 2016-17

- Contracted with McDonald Transit to manage the Transit Department.

- Acquired two paratransit buses through 5310 with no impact to the general fund.
- Acquired new GFI Fareboxes for fixed route services.
- Completed the Joint Development Project with the Innovation Pipeline.
- Eliminated the use of transfers on fixed route services.
- Implemented Tyler Transit fixed route stops into Google Maps.
- Promoted the use of the Route Shout web portal.
- Continued the use of the overflow contract with NDMJ to provide paratransit service with no service denials to our riders.

Goals for 2017-18

- Bring in additional sources of revenue including advertising and dedicated college income.
- Perform a fixed route evaluation and try to make the system more efficient.
- Replace at least two fixed route buses.
- Procure an Intelligent Information System for the fixed route service.
- Eliminate paper manifest and start using electronic manifest for paratransit.
- Perform a cost evaluation for paratransit and decide whether to outsource or continue to run in house.

TRANSIT SYSTEM FUND (286)
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Working Capital	32,649	89,956	89,956	178,229
Reserve for Capital Purchase	-	-	-	-
Beginning Fund Balance / Working Capital	\$ 32,649	\$ 89,956	\$ 89,956	\$ 178,229
Revenues				
Transit Fees	147,988	155,000	152,475	155,000
Transit Rental	-	-	-	-
Advertising	-	-	-	5,000
Bus Sales and Other Income	17,435	30,200	18,153	30,200
State Grant	281,328	281,329	283,347	281,329
Federal Grant	1,773,575	2,020,904	2,290,993	1,311,163
Total Revenues	2,220,326	2,487,433	2,744,968	1,782,692
Expenditures				
Transit Operations	2,785,406	3,040,863	3,253,129	2,388,432
Trolley Services	-	-	-	-
Total Expenditures	2,785,406	3,040,863	3,253,129	2,388,432
Transfer In	622,387	551,242	596,434	476,242
General Fund (101)	622,387	551,242	596,434	476,242
Fair Plaza Fund (240)	-	-	-	-
(Transfer Out)	-	-	-	-
Working Capital	89,956	87,768	178,229	48,731
Reserve for Capital Purchase	-	-	-	-
Ending Fund Balance / Working Capital	\$ 89,956	\$ 87,768	\$ 178,229	\$ 48,731

Service Point Expenditures - Tyler Transit

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	891,015	813,922	833,532	667,039
Supplies and Services	151,614	193,859	208,417	384,473
Sundry	102,534	96,518	232,374	176,583
Utilities	10,439	14,848	10,752	11,598
Maintenance	594,349	406,700	347,745	376,200
Capital Outlay	-	-	134,480	-
Total Appropriations	1,749,951	1,525,847	1,767,300	1,615,893

Service Point Expenditures - ADA

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	423,736	555,058	393,323	509,382
Supplies and Services	303,029	149,664	370,045	168,157
Maintenance	99,963	95,000	98,541	95,000
Capital Outlay	175,027	-	-	-
Total Appropriations	1,001,755	799,722	861,909	772,539

Service Point Expenditures - ARRA

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Capital Outlay	-	715,294	623,920	-
Total Appropriations	-	715,294	623,920	-

Service Point Expenditures - State of Good Repair

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Capital Outlay	33,700	-	-	-
Total Appropriations	33,700	-	-	-

Service Point Employees - Tyler Transit

<i>Regular Full-time Positions</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
8, 11, & 16) Transit Manager	1.00	-	-	1.00	1.00	1.00	1.00
11 & 17) Executive Director of MPO	-	1.00	1.00	-	-	-	-
1) Transportation Operations Manager	-	-	-	-	-	-	-
Transportation Operations Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
20) Accountant	-	-	-	-	-	-	-
Account Specialist	1.00	1.00	1.00	1.00	-	-	-
6) & 12) Administrative Assistant	-	1.00	1.00	1.00	-	-	-
7) Bus Driver	12.00	12.00	12.00	13.00	16.00	16.00	16.00
10) Custodian	1.00	-	-	-	-	-	-
2) Dispatcher	-	-	-	-	-	-	-
12, 18) Transit Dispatcher/Scheduler	1.00	-	-	1.00	1.00	1.00	1.00
Transit Supervisor	2.00	2.00	2.00	2.00	2.00	3.00	3.00
3, 14) Financial Analyst	0.25	-	-	-	-	-	-
4) Scheduler	-	-	-	-	-	-	-
5) & 8) Senior Clerk	-	-	-	-	-	-	-

21)Senior Bus Driver	5.00	5.00	5.00	5.00	4.00	3.00	3.00
23)Solid Waste Manager	-	-	-	-	-	0.50	0.50
22)Treasury Manager	-	-	-	-	-	0.25	0.25
Total Regular Full-time	24.25	23.00	23.00	25.00	25.00	25.75	25.75
<i>Part-Time Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
10 & 13) Custodian	-	1.00	1.00	1.00	1.00	1.00	1.00
13) Bus Driver	-	1.00	1.00	1.00	1.00	1.00	1.00
Total Part-time	-	2.00	2.00	2.00	2.00	2.00	2.00
<i>Substitute Positions</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>
9,15) Bus Driver	8.00	8.00	8.00	10.00	6.00	6.00	6.00
Total Substitute	8.00	8.00	8.00	10.00	6.00	6.00	6.00
Total Department	32.25	33.00	33.00	37.00	33.00	33.75	33.75

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

7) and 9) Converted six PT SUB bus driver positions to 3 FT bus driver positions during FY 15-16

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 Anaylst 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

21)One Senior Bus Driver reclassified to Transit Supervisor FY 15-16

22)Treasury Manager salary split 75% Finance 25% Transit FY 16-17

23)Solid Waste Manager salary split 50%Transit 50%SW Administration FY 16-17

PRODUCTIVITY IMPROVEMENT FUND (639)
REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Unreserved Fund Balance	\$ 395,791	\$ 148,932	\$ 148,932	\$ 174,650
Revenues	7,651	6,000	1,750	1,750
Expenditures				
Services	-	15,000	3,480	15,000
Sick Leave Buy Back	-	-	-	-
Productivity Pay & Severance	596,516	100,000	-	330,000
Internal Audit and Budget	48,810	110,956	38,190	38,200
Lean Six Sigma/City U	371,510	372,114	386,739	426,866
Grants Coordinator	67,674	71,111	72,103	80,586
Contingency	-	100,000	-	100,000
Total Expenditures	1,084,510	769,181	500,512	990,652
Transfer In	830,000	624,480	524,480	853,480
General Fund (101)	180,000	235,312	135,312	135,312
Oil and Gas Fund (235)	-	-	-	330,000
Utilities Fund (502)	400,000	235,312	235,312	235,312
Solid Waste Fund (560)	250,000	153,856	153,856	152,856
(Transfer Out)	-	-	-	-
Unreserved Fund Balance	\$ 148,932	\$ 10,231	\$ 174,650	\$ 39,228

Service Point Expenditures - Productivity

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	3,793	-	-	-
Supplies and Services	-	15,000	3,480	15,000
Sundry	592,723	200,000	-	430,000
Total Appropriations	596,516	215,000	3,480	445,000

Service Point Expenditures - Internal Audit

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	-	61,456	-	-
Supplies and Services	48,810	49,500	38,190	38,200
Total Appropriations	48,810	110,956	38,190	38,200

Service Point Expenditures - Lean Sigma/City U

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	135,961	130,781	130,781	140,341
Supplies and Services	116,984	109,010	123,875	130,960
Sundry	118,565	132,323	132,083	155,565
Total Appropriations	371,510	372,114	386,739	426,866

Service Point Expenditures - Grant Officer

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	57,105	58,527	59,519	69,080
Supplies and Services	6,853	9,120	9,120	8,120
Sundry	3,716	3,464	3,464	3,386
Total Appropriations	67,674	71,111	72,103	80,586

Service Point Employees - Productivity Improvement Fund

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
1, 3) Clerical Specialist Gap Team Member	-	-	-	-	-	-	-
2, 6) Internal Auditor Innovation Pipeline Manager	1.00	1.00	1.00	1.00	1.00	-	-
5) Lean Sigma Master Black Belt	1.00	1.00	1.00	-	-	-	-
4) Grants Officer	-	-	1.00	-	1.00	1.00	1.00
5) Director for Innovation Manager for Innovation	-	-	-	1.00	1.00	-	-
Total Department	2.00	2.00	3.00	2.00	3.00	3.00	3.00

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

6) Internal Auditor reclassified to Innovation Pipeline Manager FY 15-16

Vehicle Equipment Services

Service Point Focus

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 2016-2017

- Purchased \$1.29M worth of new vehicles and equipment
- Updated parts room SOPs
- Completed a Green Belt Project reorganizing the tire building.

Took registration sticker printing in house.

Goals for 2017-2018

- Get fully staffed to improve operations and revenue
- Install a Fuel Master system on Faulkner Park fuel station.
- Upgrade Parts Issuing system.
- Utilize HTE Naviline's Accident Tracking.
- Improve overall shop efficiency and work quality.
- Update Oakwood Complex security camera system.
- Provide more training for all VES Staff.

Look for additional sources of income.

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

FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Reserve for Vehicle Replacement	5,734,881	3,746,565	3,746,565	5,667,810
Beginning Fund Balance / Working Capital	\$ 5,734,881	\$ 3,746,565	\$ 3,746,565	\$ 5,667,810
Revenues				
Interest Earnings	44,266	30,000	40,000	40,000
Amortization Charges	3,979,751	3,916,686	3,551,173	4,516,983
Service Fees	717,639	702,000	697,247	702,000
Fuel Revenue	1,154,107	1,832,870	1,350,635	1,807,542
Parts Revenue	2,827,243	2,521,940	2,444,487	2,672,875
Compressed Natural Gas	167,294	160,485	163,838	175,000
Miscellaneous Income	2,087	4,000	2,088	4,000
Sale of Equipment	328,176	350,000	272,000	300,000
Sale of Salvage	12,657	20,000	12,658	14,000
Health District	13,862	14,238	11,306	14,238
SECO CNG Grant	-	-	-	-
Total Revenues	9,247,082	9,552,219	8,545,432	10,246,638
Expenditures				
Replacement	4,754,261	2,199,059	1,807,811	4,472,409
Maintenance	1,523,630	1,482,654	1,041,997	1,537,924
Health	14,018	14,238	11,306	14,238
TISD	-	-	-	-
Fuel, Parts and Contractual Services	3,480,145	4,065,028	3,396,150	4,232,101
ETATF	-	-	-	-
Contingency	-	-	-	-
Total Expenditures	9,772,054	7,760,979	6,257,264	10,256,672
Transfer In	-	-	-	-
(Transfer Out)	(1,463,344)	(366,923)	(366,923)	(213,530)
Technology Fund (671)	(63,344)	(66,923)	(66,923)	(63,530)
Health Fund (661)	(1,400,000)	(300,000)	(300,000)	(150,000)
Reserve for Vehicle Replacement	3,746,565	5,170,882	5,667,810	5,444,246
Ending Fund Balance / Working Capital	\$ 3,746,565	\$ 5,170,882	\$ 5,667,810	\$ 5,444,246

Service Point Employees - Vehicle Services

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
11) Vehicle Services Manager	-	-	-	-	-	1.00	1.00
4) Vehicle Equipment Services Manager	1.00	1.00	1.00	1.00	-	-	-
4) Fleet Administrator	-	-	-	-	-	-	-
Mechanic Supervisor	2.00	3.00	3.00	3.00	3.00	3.00	3.00
Auto Parts Inventory Specialist	-	-	-	-	-	-	-
Clerk	-	-	-	-	-	-	-
2) Equipment Maintenance Supervisor	-	-	-	-	-	-	-
9) Equipment Mechanic I	1.00	1.00	1.00	1.00	2.00	2.00	2.00
6, 12) Equipment Mechanic II	4.00	2.00	2.00	2.00	3.00	2.00	2.00
10,11) Fleet Services Coordinator	-	-	-	-	-	-	-
10) Fleet Auditor	1.00	1.00	1.00	1.00	-	-	-
1, 8) Inventory Technician	1.00	1.00	1.00	-	-	-	-
3) Master Mechanic	3.00	3.00	3.00	3.00	3.00	4.00	4.00
Purchasing Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
8) Senior Secretary	1.00	-	-	1.00	1.00	1.00	1.00
7) Purchasing Agent	-	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	15.00	14.00	14.00	14.00	14.00	15.00	15.00

- 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
- 9) Two Equipment Mechanic (I & II) positions added FY 14-15
- 10) Fleet Auditor reclassified to Fleet Services Coordinator FY2011
- 11) 1 Vehicle Services Manager added, reclassified from SW Residential Equip. Op #22 FY 16-17
- 12) One Equipment Mechanic II reclassified to Master Mechanic FY 17/18

Service Point Expenditures - Fleet Operations

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	971,819	1,029,923	872,747	1,058,480
Supplies and Services	225,799	164,223	174,375	159,578
Sundry	142,508	278,358	295,281	348,476
Utilities	4,788,045	2,065,409	1,362,134	4,265,799
Maintenance	149,720	143,800	145,271	148,000
Capital Outlay	-	-	-	30,000
Total Appropriations	6,277,891	3,681,713	2,849,808	6,010,333

Service Point Expenditures - Health District

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	11,780	12,000	9,068	12,000
Sundry	2,238	2,238	2,238	2,238
Total Appropriations	14,018	14,238	11,306	14,238

Service Point Expenditures - Cost of Goods Sold

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Sundry	3,480,145	4,065,028	3,396,150	4,232,101
Total Appropriations	3,480,145	4,065,028	3,396,150	4,232,101

**PROPERTY, LIABILITY, DISABILITY & WORKERS COMPENSATION FUND (650)
REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL
FISCAL YEAR 2017-2018**

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Reserved for Workers Comp.	827,188	658,213	658,213	385,810
Reserved Property/Liability	275,729	219,404	219,404	128,603
Beginning Fund Balance / Working Capital	\$ 1,102,917	\$ 877,617	\$ 877,617	\$ 514,413
Revenues				
Distributed Interest	5,757	2,600	2,600	2,600
Special Event Policy	10,830	9,500	9,500	9,500
Unemployment / Disability Premiums	312,154	310,008	310,008	153,254
Property and Liability Premiums	915,773	596,280	646,280	859,837
Workers Comp Premiums	526,794	515,646	515,646	537,680
Total Revenues	1,771,308	1,434,034	1,484,034	1,562,871
Expenditures				
Employee Cost	264,367	266,180	268,315	286,175
Unemployment / Disability	272,814	244,166	204,280	131,790
Property and Liability	1,091,047	831,000	873,790	832,322
Workers Comp	368,380	513,000	500,853	510,504
Contingency	-	27,143	-	50,000
Total Expenditures	1,996,608	1,881,489	1,847,238	1,810,791
Reserved for Workers Comp.	658,213	322,622	385,810	199,870
Reserved Property/Liability	219,404	107,541	128,603	66,623
Ending Fund Balance / Working Capital	\$ 877,617	\$ 430,162	\$ 514,413	\$ 266,493

Service Point Expenditures

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	264,367	247,009	249,144	266,927
Supplies and Services	1,729,672	1,604,768	1,595,525	1,491,218
Sundry	2,569	29,712	2,569	52,646
Total Appropriations	1,996,608	1,881,489	1,847,238	1,810,791

Service Point Employees

<i>Regular Full-time Positions</i>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
2) & 7) Human Resource Director	0.25	-	-	-	-	-	-	-
7) Managing Director of Administration	-	0.25	0.25	0.25	0.25	0.40	0.40	0.40
6) Assistant City Attorney	1.00	-	-	-	-	-	-	-
3, 4) Risk Analyst	-	-	-	-	-	-	-	-
Risk Tech	-	-	-	-	-	-	1.00	1.00

4) Legal/Risk/City Clerk Sec.	-	-	-	-	-	-	-	-
5) Support Services Tech I	1.00	1.00	1.00	1.00	1.00	1.00	-	-
8) HR/Risk Specialist	-	-	-	-	-	-	-	-
Total Full-Time	2.25	1.25	1.25	1.25	1.25	1.40	1.40	1.40
Regular Part-Time Positions	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017
1) Loss Technician	1.00	1.00	1.00	1.00	1.00	1.00	-	-
9) Risk Manager	-	-	-	-	-	-	1.00	1.00
Total Part-Time	1.00							
Total Department	3.25	2.25	2.25	2.25	2.25	2.40	2.40	2.40

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

7) Managing Director of Administration 60 % paid by HR FY 15-16

8) HR/Risk Specialist transferred to HR/Risk from Finance as Senior Benefit Specialist FY 12-13

9) Risk Analyst PT (Loss Tech) reclassified to Risk Manager FY 14-15

10) Risk Tech added FY 14-15 (position transferred from Library to HR/Risk)

EMPLOYEE BENEFITS FUND (661)

REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL

FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance/Reserved for Commitments	\$ 742,356	\$ 237,845	\$ 237,845	\$ 295,127
Revenues				
Health Benefits	8,222,532	8,970,238	8,874,009	9,776,785
Dental Benefits	420,393	433,942	418,007	430,822
Life Insurance	203,353	207,819	204,162	208,679
Other Benefits	5,382	5,382	5,382	23,230
Interest Earnings	2,167	2,500	2,500	2,500
Total Revenues	8,853,827	9,619,881	9,504,060	10,442,016
Expenditures				
Health Benefits	9,828,475	9,380,680	9,414,200	9,491,160
Dental Benefits	531,520	463,586	475,735	499,308
Life Insurance	210,232	205,288	203,009	205,039
Other Benefits	23,154	21,830	23,205	27,230
Affordable Care Act	53,784	97,418	63,704	14,836
Special Services	42,340	59,500	59,500	59,500
Benefit Analyst	5,170	46,417	7,425	47,606
Tria Health	63,663	-	-	-
Contingency	-	100,000	100,000	-
Total Expenditures	10,758,338	10,374,719	10,346,778	10,344,679
Transfer In	1,400,000	900,000	900,000	-
Fleet Fund (640)	1,400,000	300,000	300,000	-
Water Utility Fund (502)	-	300,000	300,000	-
Solid Waste Fund (640)	-	300,000	300,000	-
(Transfer Out)	-	-	-	-
Ending Fund Balance/ Reserved for Commitments	\$ 237,845	\$ 383,007	\$ 295,127	\$ 392,464

BENEFITS FUND (661)

REVENUE DETAIL

FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Revenues				
Interest Earnings	\$ 2,167	\$ 2,500	\$ 2,500	\$ 2,500
Employee Assistance Program	5,382	5,382	5,382	23,230
Section 125 Forfeiture	41	-	-	-
Health Benefits Paid by City	6,551,795	6,568,908	6,568,908	7,740,950
Health Benefits paid by employee	1,147,744	1,527,634	1,434,102	1,918,232
COBRA Premiums	8,706	21,549	18,852	17,603
Dental Benefits paid by employees	285,457	300,895	284,960	285,052
Dental Benefits paid by City	134,936	133,047	133,047	145,770
Life Insurance Premiums paid by City	26,617	26,494	26,494	27,798
Life Insurance Premiums paid by employees	176,736	181,325	177,668	180,881
Stop loss Reimbursement	514,246	852,147	852,147	100,000
Total Revenues	\$ 8,853,827	\$ 9,619,881	\$ 9,504,060	\$ 10,442,016

BENEFITS FUND (661)

EXPENSE DETAIL

FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Expenditures				
Benefit Analyst	\$ 5,170	\$ 46,417	\$ 7,425	\$ 47,606
Life Insurance Premiums	210,232	205,288	203,009	205,039
Affordable Care Act	53,784	97,418	63,704	14,836
Special Services	42,340	59,500	59,500	59,500
Employee Assistance Program Fees	23,154	21,830	23,205	27,230
Health Claim Payments	6,898,315	6,623,242	6,657,747	6,940,950
Rx Claims	2,423,506	2,142,569	2,150,816	1,918,232
Dental Administrative Fees	18,378	19,968	20,781	21,596
Dental Claim	513,142	443,618	454,954	477,712
Health Admin Fees	210,516	276,490	275,994	275,994
Health Stop loss	296,138	338,379	329,643	355,984
Tria Health	63,663	-	-	-
Contingencies	-	100,000	100,000	-
Total Expenditures	\$ 10,758,338	\$ 10,374,719	\$ 10,346,778	\$ 10,344,679

Service Point Expenditures - Benefits Fund

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	58,946	142,871	70,165	61,478
Supplies and Services	10,439,840	9,926,560	9,973,604	10,078,162
Sundry	259,544	305,288	303,009	205,039
Total Appropriations	10,758,330	10,374,719	10,346,778	10,344,679

Service Point Employees - Benefits Fund

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
1, 2) Senior Benefit Specialist	0.80	-	-	-	-	-	-
3) Civil Service/Employee Relations Officer	-	0.30	0.30	0.30	0.30	-	-
Total Department	0.80	0.30	0.30	0.30	0.30	-	-

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 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance/Reserved for Commitments	\$ 232,899	\$ 179,004	\$ 179,004	\$ 3,578
Revenues				
Health Benefits	4,038,143	4,392,056	4,350,895	3,864,902
Dental Benefits	100,203	100,503	101,879	101,879
Life Insurance	-	-	-	-
Interest Earnings	4,236	4,500	4,500	4,500
Total Revenues	4,142,582	4,497,059	4,457,274	3,971,281
Expenditures				
Health Benefits	3,889,180	4,319,638	4,337,840	3,657,346
Dental Benefits	179,717	169,133	184,390	193,392
Life Insurance	76,789	68,566	68,566	68,566
Special Services	11,329	28,500	28,500	28,500
Benefit Analyst	5,281	19,473	2,762	19,997
Affordable Care Act	22,739	41,749	10,642	3,480
Tria Helath	11,442	-	-	-
Total Expenditures	4,196,477	4,647,059	4,632,700	3,971,281
Transfer In/Contributions from Trust	-	-	-	-
Active Employee Benefits Fund (661)	-	-	-	-
(Transfer Out)/Contributions to Trust	-	-	-	-
OPEB Trust Contribution	-	-	-	-
Ending Fund Balance/Reserved for Commitments	\$ 179,004	\$ 29,004	\$ 3,578	\$ 3,578

Service Point Expenditures - Retiree Benefits

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	28,020	61,222	13,404	23,469
Supplies and Services	4,080,226	4,367,271	4,550,730	3,879,246
Sundry	88,231	68,566	68,566	68,566
Total Appropriations	4,196,477	4,497,059	4,632,700	3,971,281

Service Point Employees - Retiree Benefits

Regular Part-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
1) Staff Services Representative	-	-	-	-	-	-	-
2) Civil Service/Employment Relations Officer	0.20	0.20	0.20	0.20	0.20	-	-
Total Department	0.20	0.20	0.20	0.20	0.20	-	-

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 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Revenues				
Interest Earnings	\$ 4,236	\$ 4,500	\$ 4,500	\$ 4,500
CITY- City Health Prem Retiree	-	-	-	-
RETIREE-Health Premium	291,676	267,447	241,866	241,866
MEDICARE RETIREE - Supplemental Ins Premiums	278,551	263,100	301,898	301,898
CITY- Dental Premium	-	-	-	-
RETIREE- Dental Premium	100,203	100,503	101,879	101,879
CITY- Life Premium	-	-	-	-
MEDICARE RETIREE - Rx Prem	232,258	228,500	234,122	58,570
FEDERAL- RDS CMS Reimbursement	322,507	158,000	158,000	39,500
CITY- Med RX Over 65	-	-	-	-
CITY- Health Prem Over 65(supplemental)	-	-	-	-
PARS- Trust Fund Reimbursement	2,913,151	3,475,009	3,415,009	3,223,068
Total Revenues	\$ 4,142,582	\$ 4,497,059	\$ 4,457,274	\$ 3,971,281

RETIREE BENEFITS FUND (761)

EXPENSE DETAIL

FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Expenditures				
Life Insurance	\$ 76,789	\$ 68,566	\$ 68,566	\$ 68,566
Benefit Analyst	5,281	19,473	2,762	19,997
Special Services	11,329	28,500	28,500	28,500
Medicare Rx	877,195	930,059	906,618	276,748
Medicare Supplement	816,802	811,512	810,245	826,450
Health Claim Payments	1,372,544	1,876,667	1,779,054	1,630,035
Rx Claims	705,188	556,538	701,612	778,797
Dental Administrative Fees	8,274	8,208	9,281	9,527
Dental Claim	171,443	160,925	175,109	183,865
Health Admin Fees	63,756	85,796	77,748	77,748
Health Stop loss	53,695	59,066	62,563	67,568
Affordable Care Act	22,739	41,749	10,642	3,480
Tria Health	11,442	-	-	-
Total Expenditures	\$ 4,196,477	\$ 4,647,059	\$ 4,632,700	\$ 3,971,281

Property and Facilities Management

Provide reliable and cost effective repair and maintenance services to all City Departments as scheduled or requested. Facilities management functions include HVAC (heating, ventilation, and air-conditioning), roof maintenance, and many various repair, maintenance or contract items as required and mail/courier services City Wide. The Property & Facility Supervisor provides oversight for facilities, personnel, vendors, and contractors who provide these services and support for building projects.

Accomplishments for FY 2016-17

- Completion of Innovation Pipeline Project
- Completed Library Power Wash, Tuck and Point and Paver Beautification Project
- Completed Library Coping Cap Paint Project

- Renewed City Wide ADA Door Maintenance Contract
- Successful Annual City Wide HVAC Maintenance Program
- Successful Annual City Wide Roof Maintenance Program
- Renew Downtown Campus Janitorial Contract
- Renew City Wide Pest Control Contract
- Renew City Wide HVAC Closed Loop Water Treatment Contract
- Implement Annual City Wide HVAC Maintenance Program
- Implement Annual City Wide Roof Maintenance Program

Goals for FY 2017-18

PROPERTY AND FACILITIES MANAGEMENT FUND (663) REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Roof Replacement Reserve	63,578	137,940	137,940	88,384
Tourism Roof Replacement/HVAC	417,026	442,026	442,026	467,026
Unreserved Fund Balance	-	-	-	-
Beginning Fund Balance / Working Capital	\$ 480,604	\$ 579,966	\$ 579,966	\$ 555,410
Revenues				
Misc. Rental Income	18,000	18,000	18,000	18,000
Interest Earnings	3,878	3,300	5,000	5,000
Roof Maintenance	51,352	50,835	60,853	62,867
Roof Replacement	125,514	147,604	147,604	154,261
ADA Services	50,000	50,000	50,000	50,000
HVAC Maintenance	181,250	208,714	208,714	250,125
Grant Revenue	-	-	-	-
Sale of Property	-	-	-	-
Total Revenues	429,994	478,453	490,171	540,253
Expenditures				
Employee Costs	161,335	161,930	156,743	172,668
Property and Facility Maintenance	129,866	117,553	200,000	146,932
ADA Sidewalks	-	136,863	136,863	50,000
Health District	5,483	9,200	3,455	9,200
HVAC Maintenance	210,567	222,077	223,539	250,125
HVAC Replacement	32,789	15,000	-	15,000
Roof Maintenance	50,319	62,048	53,854	62,867
Roof Replacement	-	-	-	-
Tourism Roof Replacement/HVAC	-	-	-	-
Total Expenditures	590,359	724,671	774,454	706,792
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
(Transfer Out)	-	-	-	-
Roof Replacement Reserve	137,940	126,449	88,384	156,572
Tourism Roof Replacement/HVAC	442,026	467,026	467,026	492,026
Unreserved Fund Balance	-	-	-	-
Ending Fund Balance / Working Capital	\$ 579,966	\$ 593,475	\$ 555,410	\$ 648,598

Service Point Expenditures - Properties and Facilities Management

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	165,229	161,930	156,743	172,668
Supplies and Services	66,305	71,293	138,690	72,844
Sundry	42,075	13,123	13,123	34,456
Maintenance	316,750	326,462	329,035	361,824
Capital Outlay	-	151,863	136,863	65,000
Total Appropriations	590,359	724,671	774,454	706,792

Service Point Employees - Property and Facilities Management

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
6) City Engineer	-	-	-	-	0.25	0.25	-
Capital Improvement Projects Manager	-	-	-	-	-	-	0.25
4) & 5) A/C Mechanic	-	-	-	-	-	-	-
Building Services Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1) Survey Crew Member	-	-	-	-	-	-	-
2) and 3) City Courier	-	-	-	-	-	-	-
Building Service Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Department	2.00	2.00	2.00	2.00	2.25	2.25	2.25

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

7) City Engineer reclassified to Capital Improvements Project Manager FY 17/18

Information Technology

Accomplishments

- Upgraded two Sirens
- Installed new Siren at UT Northeast
- City Wide 800 MHz radio inventory
- Installed new iseries monitoring system
- Upgraded Acom Forms Software
- Created Fire Pension program for website.
- VMware/Storage upgrades – upgraded our server hosting and storage systems to a modern, reliable, fiber-optic based system. This will simplify operations and improve reliability.
- Reviewed, cleaned up, and optimized configurations on our Firewall and Intrusion Prevention systems. This will improve performance and security, simplify day-to-day operations, and increase stability of the systems
- Configured a new storage server for the Fire Department for their new body camera systems.
- Installed a new 1 Gbps direct link between the City and the 911 District. The new link will improve performance and security.
- Reviewed and cleaned up Active Directory accounts. This will simplify day-to-day operations, increase security, and keep us in regulatory compliance.
- Implemented a cloud-based DVR system for Solid Waste vehicles.
- Rewired and secured all recording equipment in the Council Chamber.
- Enabled directory-based logins to our Cisco network equipment. This will improve security and simplify auditing.
- Resolved a complex issue that was causing network drive mappings to disappear from client PCs.
- Implemented a server-based Training Management system for the Water Service department.
- Upgraded Exchange email servers to the latest update packs releases.
- Upgraded the Cisco phone system to the latest re-

lease version.

- Rebuilt the Police department’s storage system to improve capacity and reduce errors and corruption.
- Replaced all SCADA PC hardware. This will improve performance and reliability.
- Deployed new backup hardware and software to replace an aging legacy system. This will improve backup reliability and reduce the man-hours necessary to maintain it.
- Upgraded all domain controller server hardware.
- Implemented a new electronic travel request form.
- Assisted the police department with a systems trial for two-factor authentication.
- Completed the RFC process for new MFC copy machines and scanning software.
- Deployed CityWorks iPads via a mobile device management system.
- Installed an upgrade to the Police department’s storage hardware to expand capacity for body and dash cam video.
- Upgraded the StatSeeker network monitoring system.
- Upgraded our Web Application Firewall to Sophos UTM.
- Upgraded and rebuilt the GIS server hosting hardware to eliminate design flaws and improve performance.
- Installed a storage upgrade for the GIS server hosting hardware.
- Implemented a new parking management system for the Airport. This included new network installs, fiber optic cable runs, and a new server-based management system.
- Installed new highly-available Cisco wireless controller. This will improve security, reliability, and performance of the wireless network at all sites.
- Installed new servers for the ProjectDox Electronic Plans software.
- Installed/configured network and PC equipment for the new Animal Services building.
- Configured and evaluated Microsoft Application Virtualization.

TECHNOLOGY FUND (671)

REVENUES, EXPENDITURES, CHANGES IN WORKING CAPITAL

FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Capital Reserve	-	-	-	-
Unreserve Working Capital	481,767	383,940	383,940	305,948
Beginning Fund Balance / Working Capital	\$ 481,767	\$ 383,940	\$ 383,940	\$ 305,948
Revenues				
Rent	26,836	25,228	25,228	25,228
Interest Earnings	3,136	1,640	4,200	4,200
Technology Charges	3,705,145	3,537,311	3,537,311	3,851,777
Miscellaneous Income	188	-	-	110,000
Total Revenues	3,735,305	3,564,179	3,566,739	3,991,205
Expenditures				
Administration	1,029,183	1,115,319	1,029,745	1,115,343
Technology Purchases	3,621,586	3,559,673	3,603,962	3,901,777
Contingency	-	50,000	-	-
Total Expenditures	4,650,769	4,724,992	4,633,707	5,017,120
Transfer In	817,637	988,976	988,976	809,943
General Fund (101)	199,991	343,404	343,404	193,404
Utilities Fund (502)	330,181	347,193	347,193	329,588
Solid Waste Fund (560)	181,108	186,541	186,541	180,783
Tourism (219)	10,785	11,341	11,341	10,766
Airport Fund (524)	31,928	33,574	33,574	31,872

Fleet Fund (640)	63,644	66,923	66,923	63,530
(Transfer Out)	-	-	-	-
Capital Reserve	-	-	-	-
Unreserve Working Capital	383,940	212,103	305,948	89,976
Ending Fund Balance / Working Capital	\$ 383,940	\$ 212,103	\$ 305,948	\$ 89,976

Service Point Employees - Information Technology

Regular Full-time Positions	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Chief Information Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4)Administrative Assistant	1.00	1.00	1.00	1.00	-	-	-
IT Specialist I	-	-	-	-	-	-	-
5)IT Specialist II	2.00	2.00	2.00	2.00	1.00	1.00	1.00
7)Advanced IT Specialist II	2.00	2.00	2.00	2.00	2.00	2.00	3.00
IT Specialist III	1.00	-	-	-	-	-	-
IT Support Specialist I	-	-	-	-	1.00	1.00	1.00
1, 2, 3, 6) Advanced IT Specialist III	3.00	2.00	2.00	2.00	3.00	3.00	3.00
2) IT Specialist IV	2.00	2.00	2.00	2.00	2.00	2.00	2.00
3, 6) Advanced IT Specialist III Supervisor*	-	2.00	2.00	2.00	-	-	-
IT Specialist IV Supervisor	-	-	-	-	-	1.00	1.00
Total Department	12.00	12.00	12.00	12.00	10.00	11.00	12.00

*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

4) Administrative Assistant reclassified to IT Support Specialist I FY 15-16

5)IT Specialist II reclassified to IT Specialist IV FY 14-15

6)Advanced IT Specialist III Supervisor reclassified to Advanced IT Specialist III FY 14-15

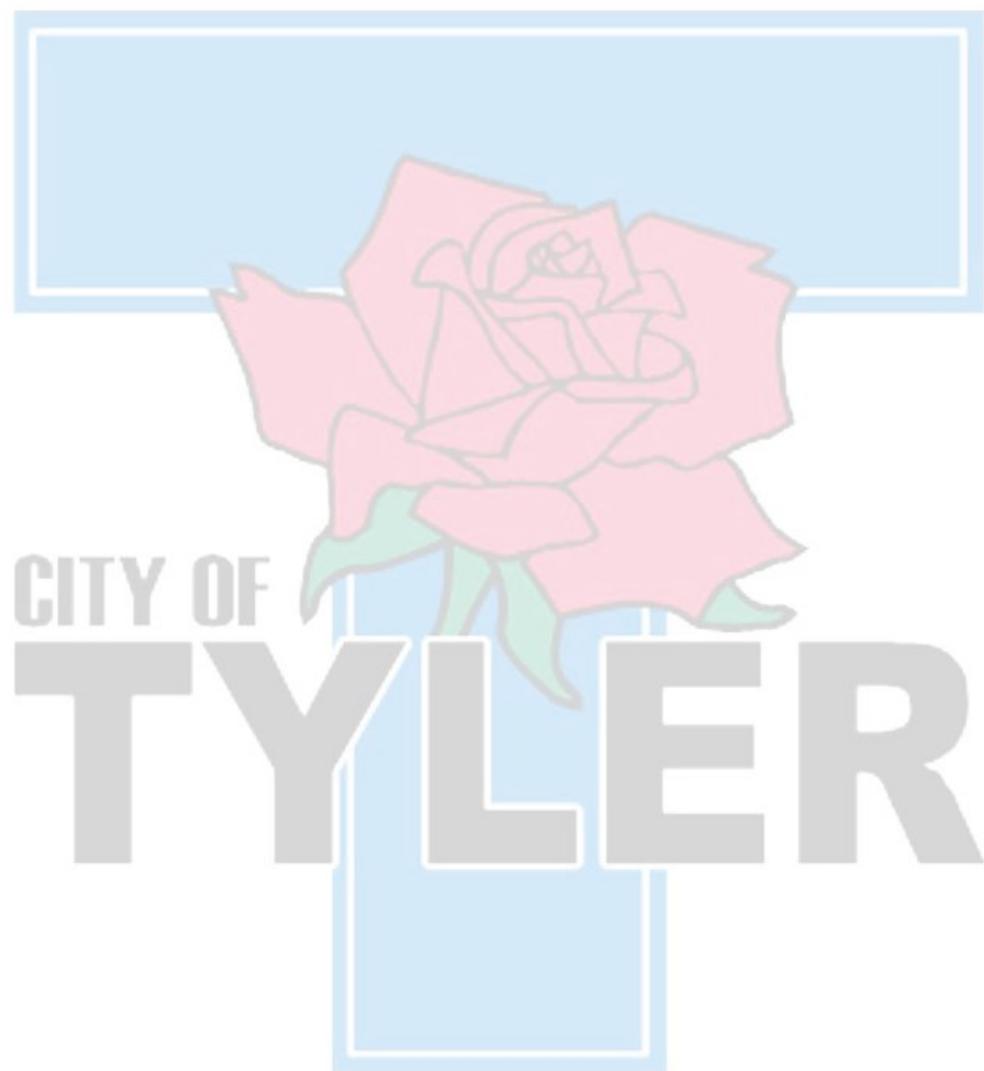
7)One new Advanced IT Specialist II added FY 17/18

Service Point Expenditures - IT Administration

	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Salaries and Benefits	978,868	1,041,892	974,213	1,107,023
Supplies and Services	41,145	65,174	38,217	40,167
Sundry	450	450	450	450
Utilities	162	150	113	150
Maintenance	8,558	7,653	7,643	7,553
Total Appropriations	1,029,183	1,115,319	1,020,636	1,155,343

Service Point Expenditures - IT Technology Costs

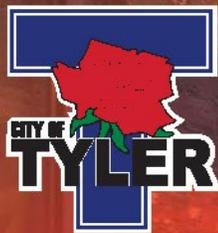
	FY2015-2016 Actual Expenditures	FY2016-2017 Budget Appropriations	FY2016-2017 Projected Expenditures	FY2017-2018 Budget Appropriations
Supplies and Services	785,323	1,151,065	1,131,952	1,501,451
Sundry	1,307,262	50,000	50,000	-
Utilities	192,408	300,049	293,559	300,993
Maintenance	1,336,593	2,108,559	2,128,451	2,099,333
Total Appropriations	3,621,586	3,609,673	3,603,962	3,901,777



A Natural Beauty



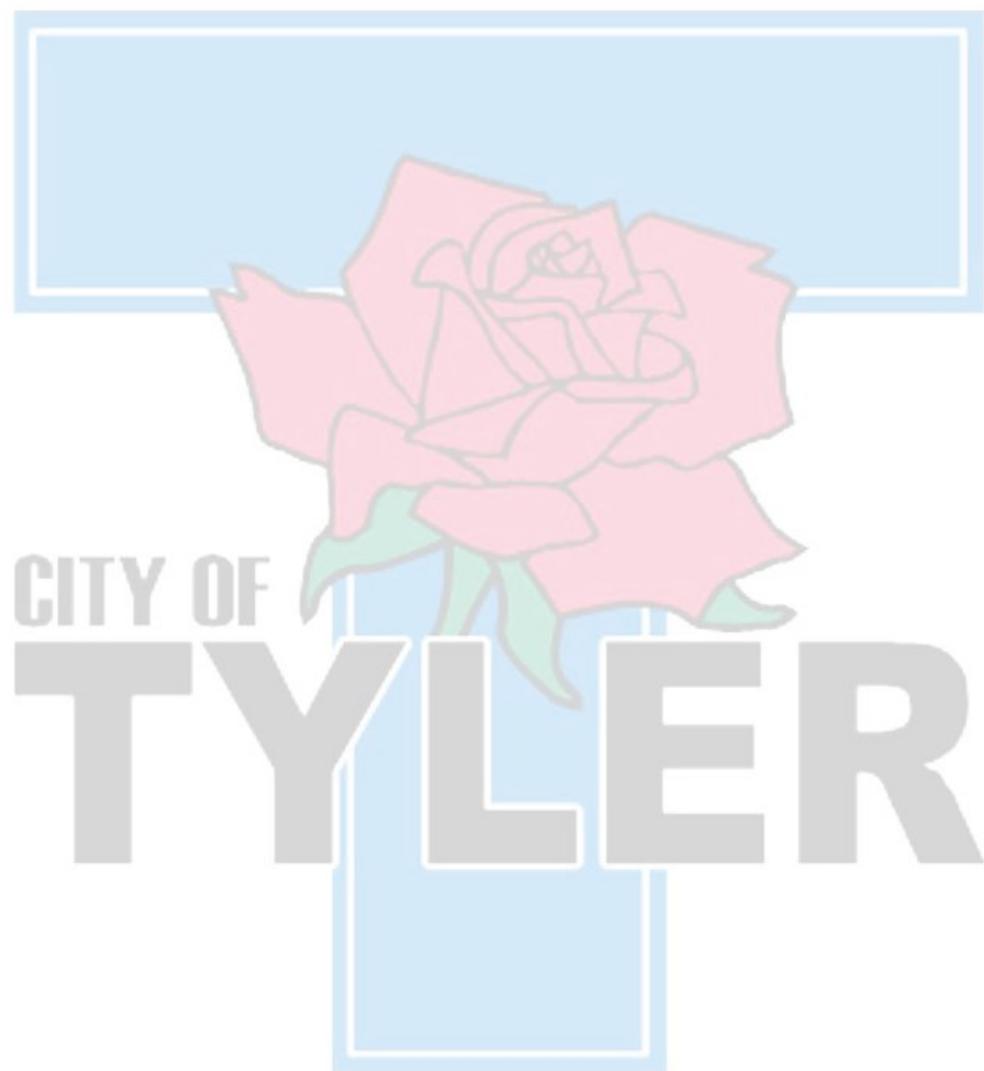
Combined Debt Service



REVITALIZE.REINVEST.RENEW.

2017-18

ANNUAL BUDGET



A Natural Beauty

Combined Debt Service

GO Bond Program Summary

As of Oct. 1, 2017 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, 2017 was:

Total Assessed Value	\$8,117,880,826
Debt Limit	811,788,083
Amount of Debt Applicable to Debt Limit:	
General obligation bonded debt	-
Less: Debt Service Fund Balance	-
Net Bonded Debt	\$-

Bond Rating for Tax Debt

The following is the City's Bond rating for the current tax supported debt.

Moody's	Aa ₂
Standard and Poor's	AAA

Revenue Bond Program Summary

As of Oct. 1, 2017 the City will have \$57,150,000 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 \$925,000 as of October 1, 2017.

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 ₂
Standard and Poor's	AAA
Standard and Poor's (Senior lien debt)	AAA

Customer Facility Charge Revenue Bonds

SERIES 2013

Fiscal Year 2017-2018

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
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	-
TOTAL	\$110,638	\$110,638	\$925,000	\$1,146,276	

Note: Debt Service is part of Fund 524

Interest Rate 3.76%

UTILITIES DEBT SERVICE FUND (504)
REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Beginning Fund Balance / Working Capital	\$ 230,685	\$ 393,012	\$ 393,012	\$ 392,203
Revenues				
Interest Earnings	12,585	10,000	14,000	12,500
Regulatory Compliance Fee	-	-	-	522,240
Total Revenues	12,585	10,000	14,000	534,740
Expenditures				
Series 2005 Interest	-	-	-	-
Series 2005 Principal	-	-	-	-
Series 2008 Interest	192,403	184,403	184,403	-
Series 2008 Principal	200,000	210,000	210,000	-
Series 2009 Interest	880,563	857,000	857,000	444,400
Series 2009 Principal	725,000	750,000	750,000	780,000
Series 2011 Interest	300,275	284,975	284,975	269,375
Series 2011 Principal	510,000	520,000	520,000	540,000
Series 2012 Interest	30,631	29,056	29,056	27,406
Series 2012 Principal	105,000	110,000	110,000	110,000
Series 2015 A Interest	270,073	288,150	288,150	283,850
Series 2015 A Principal	235,000	215,000	215,000	225,000
Series 2015 B Interest	716,313	752,225	752,225	704,625
Series 2015 B Principal	1,225,000	1,190,000	1,190,000	1,240,000
Series 2017A Interest	-	-	-	132,838
Series 2017A Principal	-	-	-	220,000
Series 2017B Interest	-	-	-	238,569
Series 2017B Principal	-	-	-	10,000
Fiscal Agent Fees/Special Services	10,000	15,000	15,000	15,000
Total Expenditures	5,400,258	5,405,809	5,405,809	5,241,063
Transfers In	5,550,000	5,391,000	5,391,000	5,402,010
Fund 502	5,550,000	5,391,000	5,391,000	5,402,010
(Transfers Out)	-	-	-	-
Ending Fund Balance / Working Capital	\$ 393,012	\$ 388,203	\$ 392,203	\$ 1,087,890

UTILITIES DEBT RESERVE FUND (505)
REVENUES, EXPENDITURES, AND CHANGES IN WORKING CAPITAL
FISCAL YEAR 2017-2018

	Actual 2015-2016	Amended Budget 2016-2017	Projected 2016-2017	Budget 2017-2018
Debt Service Reserve	1,492,364	1,492,364	1,492,364	1,492,364
Unreserved Fund Balance	-	-	748	748
Beginning Fund Balance / Working Capital	\$ 1,492,364	\$ 1,492,364	\$ 1,493,112	1,493,112
Revenues				
Interest Earnings	9,749	8,350	13,458	12,000
Bond Proceeds	-	-	-	-
Total Revenues	9,749	8,350	13,458	12,000
Total Expenditures	-	-	-	-
Transfers In				
Fund 503	-	-	-	-
Fund 502	-	-	-	-
(Transfers Out)	(9,001)	(8,350)	(13,458)	(12,000)
Fund 503	-	-	-	-
Fund 502	(9,001)	(8,350)	(13,458)	(12,000)
Debt Service Reserve	1,492,364	1,492,364	1,492,364	1,492,364
Unreserved Fund Balance	748	-	748	748
Ending Fund Balance / Working Capital	\$ 1,493,112	\$ 1,492,364	\$ 1,493,112	1,493,112

WATER AND SEWER REVENUE DEBT RETIREMENT DATA

FY2018 - 2035

ALL SERIES

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2018	1,045,697	1,055,366	3,125,000	5,226,063	53,100,000
2019	1,002,067	1,002,066	3,220,000	5,224,132	49,880,000
2020	960,303	960,303	3,305,000	5,225,606	46,575,000
2021	910,816	910,816	3,405,000	5,226,631	43,170,000
2022	854,716	854,716	3,520,000	5,229,431	39,650,000
2023	788,016	788,016	3,660,000	5,236,031	35,990,000
2024	718,666	718,666	3,790,000	5,227,331	32,200,000
2025	645,991	645,991	3,940,000	5,231,981	28,260,000
2026	557,450	557,450	4,120,000	5,234,900	24,140,000
2027	463,288	463,288	4,300,000	5,226,575	19,840,000
2028	373,256	373,256	4,330,000	5,076,513	15,510,000
2029	276,988	276,988	3,705,000	4,258,975	11,805,000
2030	200,813	200,813	3,900,000	4,301,625	7,905,000
2031	127,525	127,525	1,955,000	2,210,050	5,950,000
2032	96,550	96,550	2,020,000	2,213,100	3,930,000
2033	64,525	64,525	1,745,000	1,874,050	2,185,000
2034	36,550	36,550	1,800,000	1,873,100	385,000
2035	7,700	7,700	385,000	400,400	-
TOTAL	\$ 9,130,914	\$ 9,140,581	\$ 56,225,000	\$ 74,496,495	

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
2018	222,200	222,200	780,000	1,224,400	9,725,000
2019	208,550	208,550	805,000	1,222,100	8,920,000
2020	192,450	192,450	840,000	1,224,900	8,080,000
2021	175,650	175,650	870,000	1,221,300	7,210,000
2022	158,250	158,250	905,000	1,221,500	6,305,000
2023	140,150	140,150	940,000	1,220,300	5,365,000
2024	121,350	121,350	980,000	1,222,700	4,385,000
2025	101,750	101,750	1,020,000	1,223,500	3,365,000
2026	76,250	76,250	1,070,000	1,222,500	2,295,000
2027	49,500	49,500	1,125,000	1,224,000	1,170,000
2028	25,594	25,594	1,170,000	1,221,188	-
TOTAL	\$ 1,471,694	\$ 1,471,694	\$ 10,505,000	\$ 13,448,388	

Interest Rate 4.33%

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
2018	134,688	134,688	540,000	809,375	6,575,000
2019	126,588	126,588	555,000	808,176	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	-
TOTAL	\$ 892,738	\$ 892,738	\$ 7,115,000	\$ 8,900,476	

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
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	1,838	1,838	140,000	143,675	-
TOTAL	\$ 82,337	\$ 82,338	\$ 1,250,000	\$ 1,414,675	

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
2018	141,925	141,925	225,000	508,850	7,530,000
2019	139,675	139,675	225,000	504,350	7,305,000
2020	137,425	137,425	230,000	504,850	7,075,000
2021	135,125	135,125	235,000	505,250	6,840,000
2022	131,600	131,600	245,000	508,200	6,595,000
2023	127,925	127,925	255,000	510,850	6,340,000
2024	124,100	124,100	255,000	503,200	6,085,000
2025	119,638	119,638	265,000	504,275	5,820,000
2026	115,000	115,000	275,000	505,000	5,545,000
2027	110,188	110,188	285,000	505,375	5,260,000
2028	105,200	105,200	295,000	505,400	4,965,000
2029	99,300	99,300	850,000	1,048,600	4,115,000
2030	82,300	82,300	2,325,000	2,489,600	1,790,000
2031	35,800	35,800	330,000	401,600	1,460,000
2032	29,200	29,200	345,000	403,400	1,115,000
2033	22,300	22,300	360,000	404,600	755,000
2034	15,100	15,100	370,000	400,200	385,000
2035	7,700	7,700	385,000	400,400	-
TOTAL	\$ 1,679,500	\$ 1,679,500	\$ 7,755,000	\$ 11,114,000	

Interest Rate 2.93%

WATER AND SEWER REVENUE REFUNDING BONDS

SERIES 2015 B

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2018	352,313	352,313	1,240,000	1,944,625	16,260,000
2019	327,513	327,513	1,290,000	1,945,026	14,970,000
2020	317,025	317,025	1,310,000	1,944,050	13,660,000
2021	300,650	300,650	1,340,000	1,941,300	12,320,000
2022	282,225	282,225	1,380,000	1,944,450	10,940,000
2023	254,625	254,625	1,435,000	1,944,250	9,505,000
2024	225,925	225,925	1,490,000	1,941,850	8,015,000
2025	196,125	196,125	1,555,000	1,947,250	6,460,000
2026	157,250	157,250	1,630,000	1,944,500	4,830,000
2027	116,500	116,500	1,710,000	1,943,000	3,120,000
2028	78,000	78,000	1,790,000	1,946,000	1,330,000
2029	33,250	33,250	1,330,000	1,396,500	-
TOTAL	\$ 2,641,401	\$ 2,641,400	\$ 17,500,000	\$ 22,782,801	

Interest Rate 2.76%

WATER AND SEWER REVENUE BONDS

SERIES 2017A

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2018	67,863	64,975	220,000	352,838	3,920,000
2019	61,675	61,675	230,000	353,350	3,690,000
2020	58,225	58,225	240,000	356,450	3,450,000
2021	54,625	54,625	250,000	359,250	3,200,000
2022	50,875	50,875	255,000	356,750	2,945,000
2023	47,050	47,050	265,000	359,100	2,680,000
2024	43,075	43,075	270,000	356,150	2,410,000
2025	39,025	39,025	275,000	353,050	2,135,000
2026	34,900	34,900	285,000	354,800	1,850,000
2027	29,200	29,200	290,000	348,400	1,560,000
2028	23,400	23,400	295,000	341,800	1,265,000
2029	18,975	18,975	305,000	342,950	960,000
2030	14,400	14,400	310,000	338,800	650,000
2031	9,750	9,750	320,000	339,500	330,000
2032	4,950	4,950	330,000	339,900	-
TOTAL	\$ 557,988	\$ 555,100	\$ 4,140,000	\$ 5,253,088	

Interest Rate 2.27%

WATER AND SEWER REVENUE BONDS

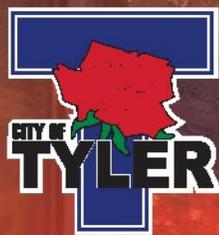
SERIES 2017B

Year Ending Sept. 30	Interest Mar. 1	Interest Sept. 1	Principal Sept. 1	Total Prin.& Int.	Bond Balance
2018	113,006	125,563	10,000	248,569	7,950,000
2019	125,463	125,463	-	250,925	7,950,000
2020	125,463	125,463	-	250,925	7,950,000
2021	125,463	125,463	-	250,925	7,950,000
2022	125,463	125,463	-	250,925	7,950,000
2023	125,463	125,463	-	250,925	7,950,000
2024	125,463	125,463	-	250,925	7,950,000
2025	125,463	125,463	-	250,925	7,950,000
2026	125,463	125,463	-	250,925	7,950,000
2027	125,463	125,463	-	250,925	7,950,000
2028	125,463	125,463	-	250,925	7,950,000
2029	125,463	125,463	1,220,000	1,470,925	6,730,000
2030	104,113	104,113	1,265,000	1,473,225	5,465,000
2031	81,975	81,975	1,305,000	1,468,950	4,160,000
2032	62,400	62,400	1,345,000	1,469,800	2,815,000
2033	42,225	42,225	1,385,000	1,469,450	1,430,000
2034	21,450	21,450	1,430,000	1,472,900	-
TOTAL	\$ 1,805,256	\$ 1,817,813	\$ 7,960,000	\$ 11,583,069	

Interest Rate 2.73%

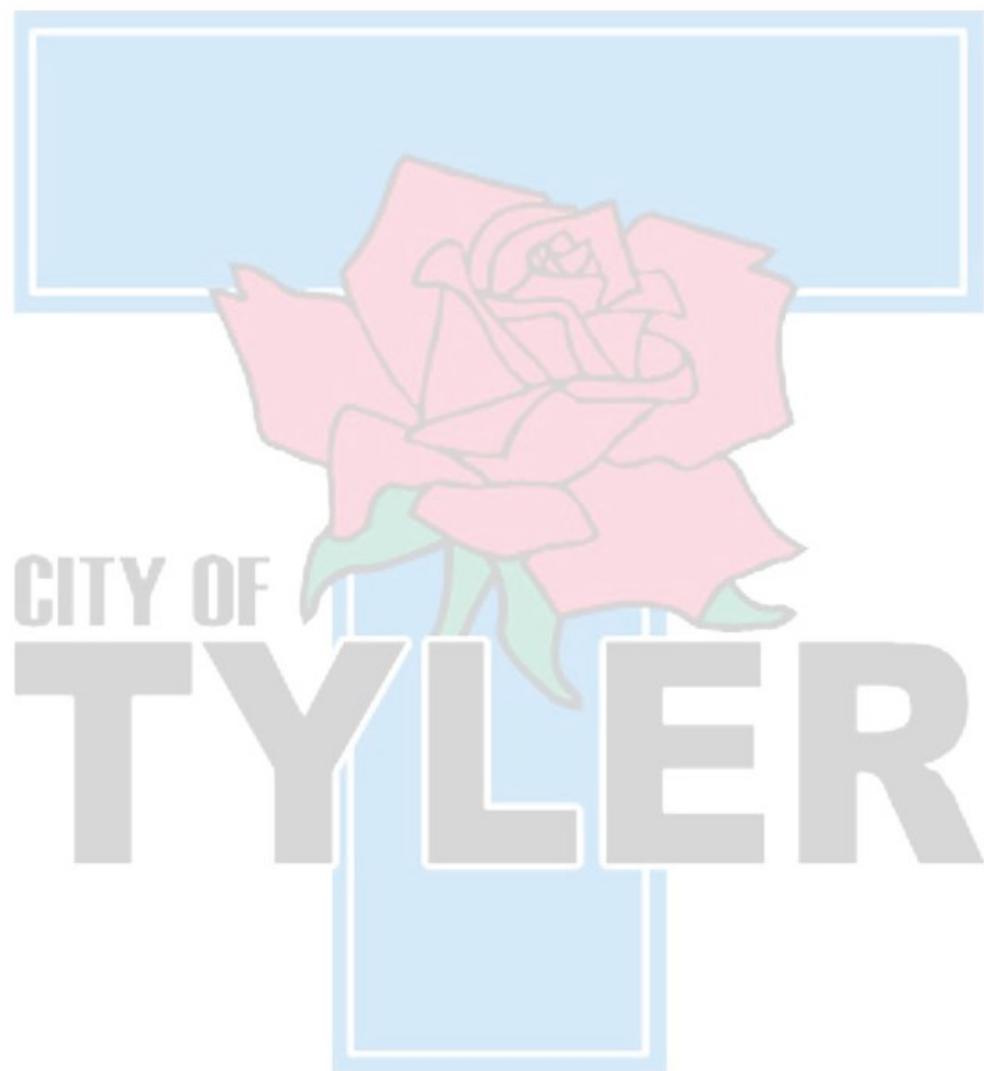


Adopting Documents



REVITALIZE. REINVEST. RENEW.

2017-18 ANNUAL BUDGET



A Natural Beauty

ORDINANCE NO. O-2017-78

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS, ADOPTING THE BUDGET FOR THE CITY OF TYLER, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018; AMENDING THE FISCAL YEAR 2016-2017 BUDGET; AND AUTHORIZING THE CITY MANAGER TO EXECUTE OUTSIDE CONTRACTS FOR FISCAL YEAR 2017-2018; 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, a public hearing was held by the City Council of the City of Tyler, Texas, on said proposed budget and tax rate on August 23 and August 30, 2017 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, 2017 and ending September 30, 2018, 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 2017-2018**

Fund	Opening Balance	Revenues	Expenditures	Transfers In / (Transfers Out)	Closing Balance
101 General	10,220,869	66,110,990	64,200,786	(1,910,204)	10,220,869
102 General Capital Projects	244,495	52,700	391,603	110,000	15,592
103 Street Improvements	-	4,500	698,441	693,941	-
202 Development Services	587,019	1,594,131	1,691,572	75,000	564,578
204 Cemeteries Operating	13,422	85,650	326,698	228,932	1,306
205 Police Forfeitures	225,805	43,000	77,200	-	191,605
207 Court Special Fees	113,258	553,000	567,983	-	98,275
209 TIF/IRZ # 2	2,692	-	-	-	2,692
211 Motel Tax	4,174,126	3,588,832	1,258,450	(1,525,000)	4,979,508
218 TIF/IRZ # 3	221,740	87,713	5,000	-	304,453
219 Tourism and Convention	834,516	598,886	2,284,031	1,488,659	636,030
234 Passenger Facility	115,372	225,900	-	(225,900)	115,372
235 Oil and Natural Gas	3,157,383	155,020	140,000	(330,000)	2,842,403
236 PEG Fee	544,678	273,363	61,811	-	756,230
240 Fair Plaza	84,854	15,557	46,959	-	53,452
274 Homeownership and Housing	-	400	400	-	-
276 Housing Assistance	402,322	7,957,939	7,957,939	-	402,322
285 MPO	-	548,304	548,304	-	-
286 Transit System	178,229	1,782,692	2,388,432	476,242	48,731
294 Community Development Grant	22,311	782,065	782,065	-	22,311
295 Home Grant	33,105	283,501	283,501	-	33,105
502 Utilities Operations	7,806,001	40,170,929	30,118,237	(12,022,222)	5,836,471
503 Utilities Construction	2,081,848	36,000	5,001,228	5,000,000	2,116,620
504 Utilities Debt Service	392,203	534,740	5,241,083	5,402,010	1,087,890
505 Utilities Debt Reserve	1,493,112	12,000	-	(12,000)	1,493,112
524 Airport	743,592	1,506,159	1,769,032	192,326	673,045
560 Solid Waste	2,664,857	13,058,928	11,597,291	(1,432,108)	2,694,386
562 Solid Waste Capital	38,819	5,000	848,408	1,000,000	195,411
575 Storm Water	-	1,883,368	1,777,530	929,496	1,035,334
639 Productivity	174,650	1,750	990,652	853,480	39,228
640 Fleet Maintenance/Replacement	5,687,810	10,246,638	10,256,672	(213,530)	5,444,246
650 Property and Liability	514,413	1,562,871	1,810,791	-	266,493
661 Active Employees Benefits	295,127	10,442,016	10,344,679	-	392,464
663 Facilities Maintenance	555,410	540,253	706,792	259,727	648,598
671 Technology	305,948	3,991,205	5,017,120	809,943	89,976
713 Cemeteries Trust	3,004,046	98,932	-	(28,932)	3,074,046
761 Retired Employees Benefits	3,578	3,971,281	3,971,281	-	3,578

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
101-0112-412-0470	Smith County Juvenile Attention Center	57,500
101-0112-412-0520	East Texas Council of Governments	14,535
101-0112-412-0535	Bethesda Health Clinic	24,000
101-0112-412-0652	Northeast Texas Public Health District (NETPHD)	200,000
101-0112-412-0534	St. Paul's Clinic	24,000
101-0112-412-0537	Center For Healthy Living	66,500
101-0131-414-0463	Smith County Tax Assessor-Collector (estimation)	34,000

101-0131-414-0641	Smith County Appraisal District (estimation)	258,833
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	100,000
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	700,000
211-0180-419-0653	Tyler Civic Theater	4,050
211-0180-419-0668	McClendon House	4,500
211-0180-419-0686	Historic Aviation Museum	13,500

PART 3: That the fiscal year 2016-2017 budgets for General, Solid Waste, Water Utilities, Fleet, Employee Health, Retiree Health funds, Court Special Fee, and Hotel Occupancy funds will be amended to include the following budget changes:

Account Number	Fund	Account Name	Current Budget	Change	Revised Budget
Fund Balance	General	Fund Balance	10,471,269	(250,400)	10,220,869
101-0115-412-8102	General	Trnf to General Capital Projects	-	250,400	250,400
102-0000-399-9101	Gen Cap Projects	Trnf from General Fund	-	250,400	250,400
Fund Balance	Solid Waste	Fund Balance	3,214,857	(250,000)	2,964,857
560-0751-751-8562	Solid Waste	Trnf to Solid Waste Capital	300,000	250,000	550,000
562-0000-399-9560	Solid Waste Capital	Trnf from Solid Waste Fund	300,000	250,000	550,000
562-0753-753-2604	Solid Waste Capital	Motor Vehicle	172,400	201,326	373,726
Fund Balance	Solid Waste	Fund Balance	2,964,857	(300,000)	2,664,857
560-0751-751-8661	Solid Waste	Trnf to Health Fund	-	300,000	300,000
Fund Balance	Water Utilities	Fund Balance	8,106,001	(300,000)	7,806,001

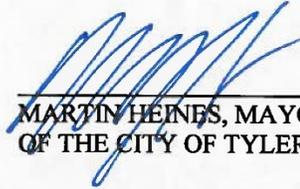
502-0741-741-8661	Water Utilities	Trnf to Health Fund	-	300,000	300,000
Fund Balance	Fleet	Fund Balance	5,967,810	(300,000)	5,667,810
640-0665-645-8661	Fleet	Trnf to Health Fund	-	300,000	300,000
661-0000-399-9560	Active Health	Trnf from Solid Waste	-	300,000	300,000
661-0000-399-9502	Active Health	Trnf from Water Utilities	-	300,000	300,000
661-0000-399-9640	Active Health	Trnf from Fleet Fund	-	300,000	300,000
661-0000-361-5767	Active Health	Stop Loss	-	852,147	852,147
661-0180-419-0440	Active Health	Health Claims Payment	5,323,242	1,300,000	6,623,242
661-0180-419-0441	Active Health	Rx Claims	1,842,569	300,000	2,142,569
661-0180-419-0484	Active Health	Health Admin Fees	246,490	30,000	276,490
661-0180-419-0485	Active Health	Health Stop Loss	288,379	50,000	338,379
761-0000-361-5784	Retiree Health	Trust Reimbursement	2,619,344	855,665	3,475,009
761-0180-419-0440	Retiree Health	Health Claims	1,071,002	855,665	1,876,667
207-0860-471-2627	Special Court Fee Fund	Court Tech Exp.	57,650	(57,650)	-
207-0860-471-0408	Special Court Fee Fund	Special Services	10,000	(10,000)	-
207-0860-471-0411	Special Court Fee Fund	Travel	2,500	(2,500)	-
207-0860-471-0693	Special Court Fee Fund	Credit Card Service Cost	70,000	(9,850)	60,150
207-0861-472-0408	Special Court Fee Fund	Special Services	16,000	(16,000)	-
207-0861-472-0418	Special Court Fee Fund	Applicant Testing	4,600	(4,000)	600
207-0862-473-0470	Special Court Fee Fund	Partners For Youth	134,500	(93,000)	41,500
207-0863-474-0478	Special Court Fee Fund	Efficiency	179,700	(40,000)	139,700
Fund Balance	HOT Fund	Fund Balance	4,324,126	(150,000)	4,174,126
211-0184-419-2402	HOT Fund	Improvement to Land (Convention Center)	790,000	150,000	940,000

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.

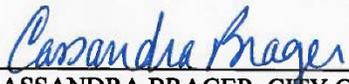
PASSED AND APPROVED this the 13th day of September, A.D., 2017.



MARTIN HINES, MAYOR
OF THE CITY OF TYLER, TEXAS

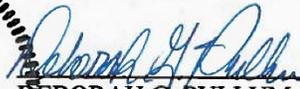
ATTEST:

APPROVED:



CASSANDRA BRAGER, CITY CLERK





DEBORAH G. PULLUM,
CITY ATTORNEY

ORDINANCE NO. O-2017-79

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS, APPROVING THE ASSESSMENT ROLL AND FIXING THE AD VALOREM TAX RATE FOR THE CITY OF TYLER, TEXAS, FOR FISCAL YEAR 2017-2018, AND PROVIDING FOR THE ASSESSMENT AND COLLECTION THEREOF AND FOR A LIEN ON REAL AND PERSONAL PROPERTY TO SECURE PAYMENT OF AD VALOREM TAXES; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS:

PART 1: The assessment roll for 2017 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 \$.230000 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 \$ 0.240000
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 Tyler City 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 notice for the public hearings on the proposed budget, property tax rate, and tax revenue increase, on the 23rd day of August 2017 and on the 30th day of August 2017, were given by publication on the 12th day August, 2017. The notice for vote on the tax rate and tax revenue increase was published on the 26th day of August and the 1st day of September, 2017.

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 5.4 PERCENT AND

WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$12.33.

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: 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 9: This ordinance shall become effective upon its approval.

PASSED AND APPROVED this the 13th day of September, A.D., 2017.



MARTIN HEINES, MAYOR
OF THE CITY OF TYLER, TEXAS

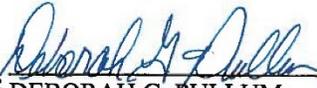
ATTEST:

APPROVED:

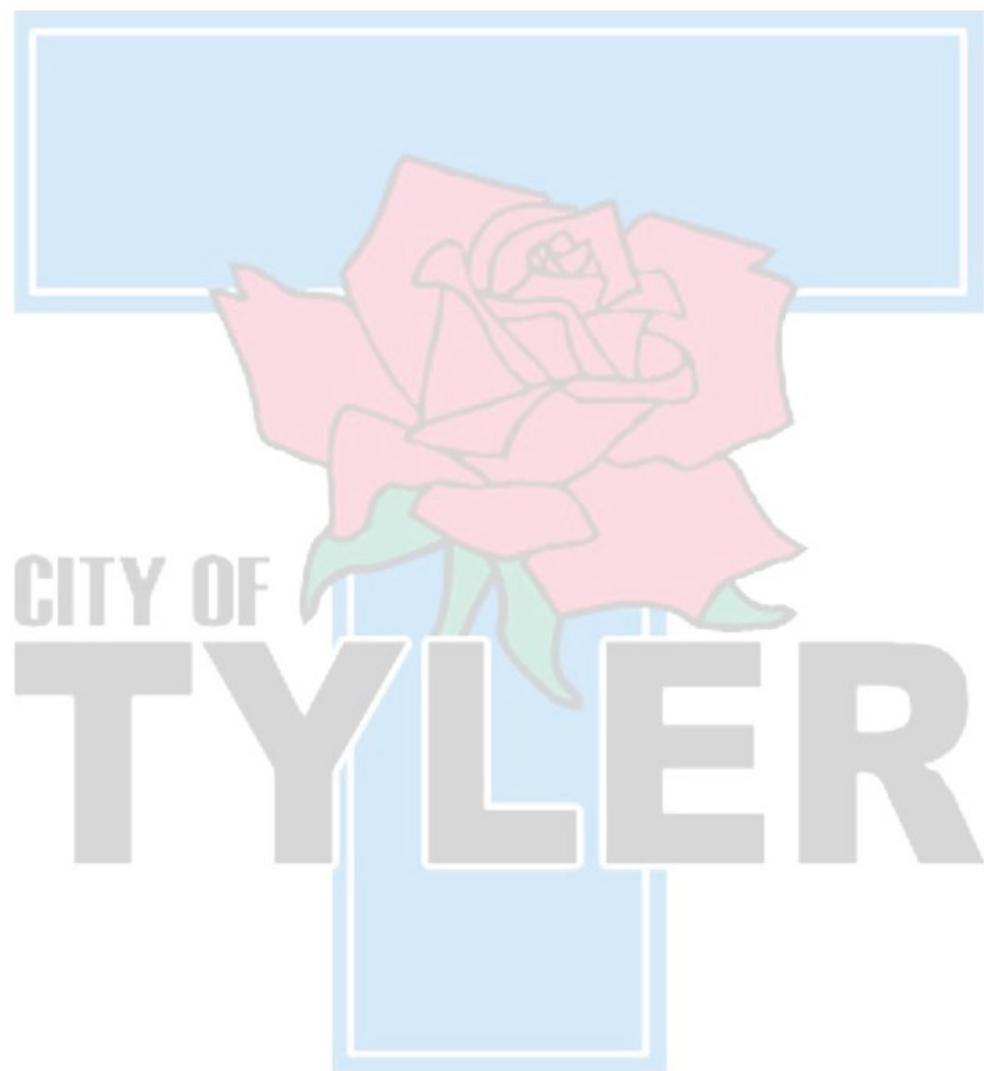


CASSANDRA BRAGER, CITY CLERK





DEBORAH G. PULLUM,
CITY ATTORNEY



A Natural Beauty

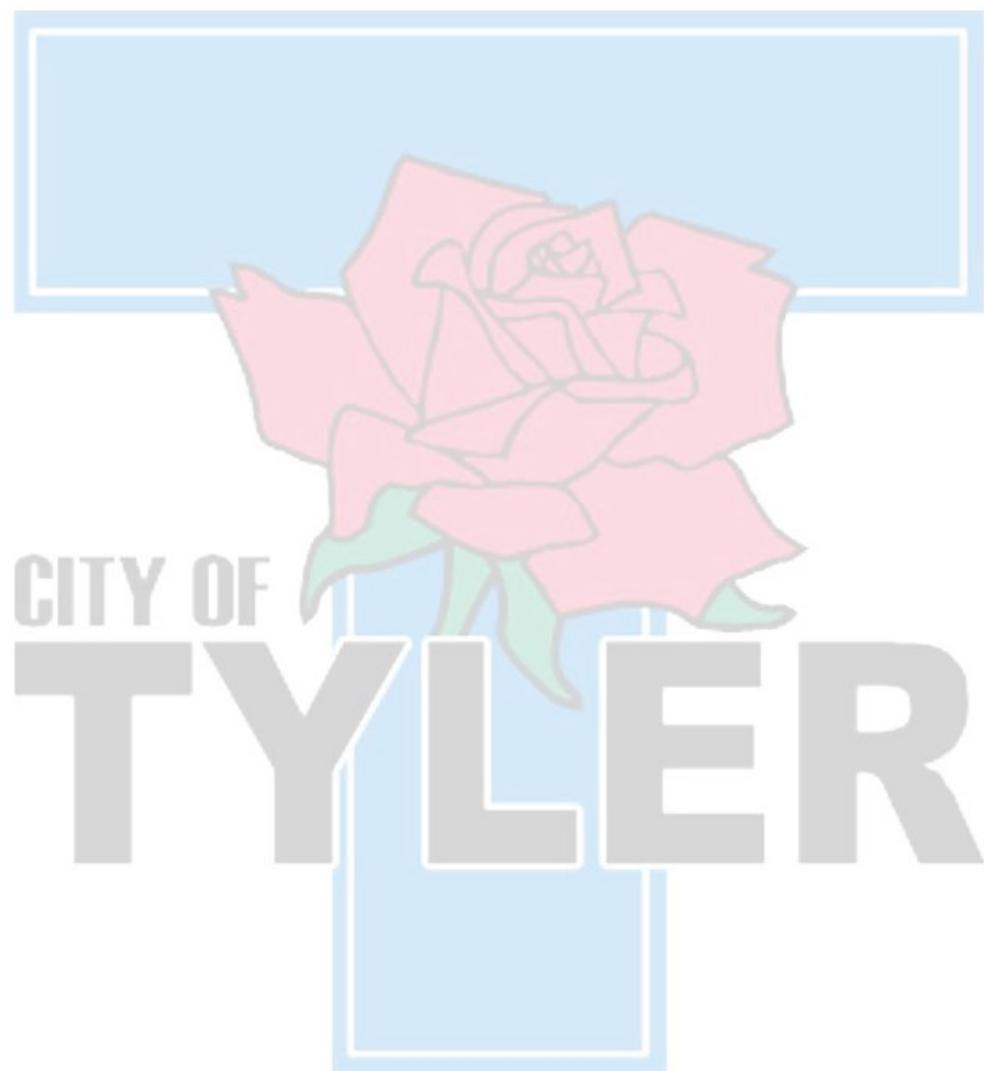


Glossary



REVITALIZE. REINVEST. RENEW.

2017-18 ANNUAL BUDGET



A Natural Beauty

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 re-appropriated 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 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 cannot 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*

H

HIP – *Housing Infill Program*

HAPP – *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*

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.