

F.. CAL YEAR

# 2017 BUDGET

AND FIVE-YEAR CAPITAL IMPROVEMENT PLAN



In accordance with the passage of S.B. No 656, Local Government Code, Sec. 102.007, was amended to require that an adopted municipal budget must contain a cover page that includes the following information:

This budget will raise more revenue from property taxes than last year's budget by an amount of **\$2,233,320**, which is a **9.62%** increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is **\$817,580**.

The Georgetown City Council adopted this budget during its regularly scheduled Council meeting on **September 13, 2016**. The record vote by each councilmember for the FY2017 Adopted Budget went as follows:

**For:**

District 1: Councilmember Eby	District 2: Councilmember Brainard
District 3: Councilmember Hesser	District 4: Councilmember Fought
District 6: Councilmember Jonrowe	District 7: Councilmember Gonzalez

**Against:** None

**Present and not voting:** None

**Absent:** District 5: Councilmember Gipson

**Tax Rate Comparison for the municipal property tax rates for the  
City of Georgetown are as follows:**

	<u>FY2016</u>	<u>FY2017</u>
Property Tax Rate:	\$0.43400	<b>\$0.42400</b>
Effective Tax Rate:	\$0.41715	<b>\$0.39412</b>
Effective Maintenance & Operations Tax Rate:	\$0.23108	<b>\$0.21804</b>
Rollback Tax Rate:	\$.44222	<b>\$.42841</b>
Debt Rate:	\$.22684	<b>\$.22734</b>

The total amount of municipal debt obligation for the City of Georgetown secured by property taxes: **\$162,129,330**.

## MISSION STATEMENT, CITY COUNCIL PRIORITIES & CITY LEADERSHIP

### PURSUE OUR MISSION

To preserve and enhance the quality of life and unique character of Georgetown by:

- Preserving the rich heritage and natural resources;
- Promoting well-planned development, cost-effective professional management and competent, friendly services;
- Protecting its citizens, the environment and all other assets.



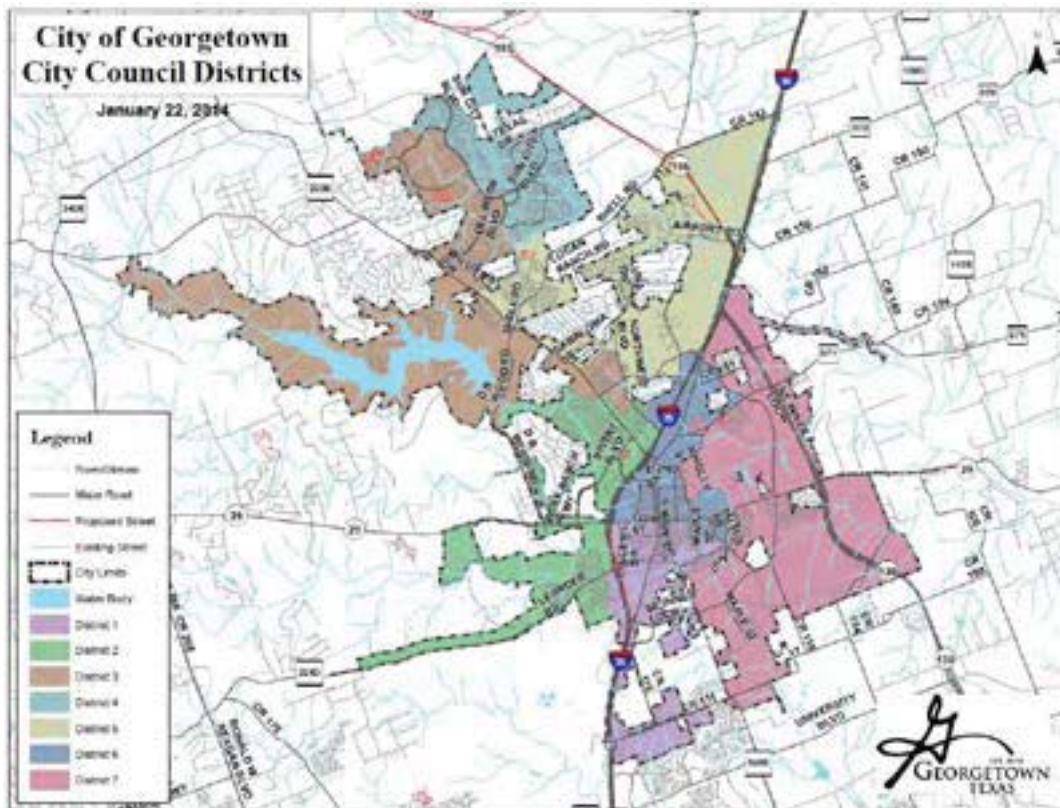
### CITY COUNCIL FOCUS AREAS

|Promote a Culture of Inclusion | Attract and Retain Quality Employees| Improve Internal Processes| Provide Financial Stewardship and Transparency| Create a Customer Service Organization

### CITY LEADERSHIP

**City Manager:** David Morgan | **Assistant City Manager:** Laurie Brewer  
**Assistant City Manager/Manager of Utilities:** Jim Briggs | **Assistant City Manager:** Wayne Reed

## CITY COUNCIL



**Mayor**  
Dale Ross



**Mayor Pro Tem**  
District 4  
Steve Fought



**District 1**  
Anna Eby



**District 2**  
Keith Brainard



**District 3**  
John Hesser



**District 5**  
Ty Gipson



**District 6**  
Rachael Jonrowe



**District 7**  
Tommy Gonzalez

## BUDGET AWARD



The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Georgetown for its annual budget for the fiscal year beginning October 1, 2015.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications medium.

The award is valid for a period of one year only. The City of Georgetown has received the *Distinguished Budget Presentation Award* for the last twenty-seven consecutive years. We believe our current Annual Budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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## USERS GUIDE TO THE BUDGET DOCUMENT

The primary purpose of this document is to develop both the operating and capital improvement plans in accordance with the policies of the City of Georgetown. By adopting this budget, the City Council establishes the level of services to be provided, the amount of taxes and utility rates to be charged, and various programs and activities to be undertaken.

The **OVERVIEW** section includes the City Manager’s budget message with an overview of the previous year, as well as, program and financial information about the Annual Budget. This section also includes in-depth Community Profile.

The **STRATEGIC VISION** section gives an overview of the City’s long range strategic plan by presenting City Council Strategic Goals and Focus Areas as well as our Budget Adoption and Management process and calendar. As the reader proceeds through the document, these Focus Areas will be evident as they are indicated throughout the document through the use of icons. This section includes information about organizational structure as well as financial information as it relates to the functional divisions and departments of our city.

The **CITY SUMMARY** provides the operational structure of the City’s divisions and departments and their funding sources.

The **FINANCIAL SUMMARY** provides revenue and expense information in both summary and detail format. This includes variance analysis and a summary analysis of the City’s major funds presented by fund. Department detail provides the accomplishments, goals, and strategies.

The City’s budgeted governmental funds include the **GENERAL FUND** which accounts for all financial resources except those required to be accounted for in another fund, and include basic governmental services, such as Police, Fire, and Parks functions among others; **UTILITY SERVICE FUNDS** which account for the Electric, Water, Wastewater and Irrigation utilities; **OTHER ENTERPRISE FUNDS** used to account for the City’s “business like” activities including all the utility funds, the airport, and stormwater; **SPECIAL REVENUE FUNDS** (SRF) account for specific revenues that are legally restricted for specified purposes; **CAPITAL PROJECT FUNDS** used to account for the acquisition or construction of major capital facilities other than those financed by enterprise activities, and the **DEBT SERVICE FUND** to account for the payment of general long-term debt principal and interest, and various. In addition, the City budgets for proprietary funds including **INTERNAL SERVICE FUNDS** and the **JOINT SERVICES FUND** to account for goods or services provided by one internal department to another.

A summary of “Uses and Expenses” is included for each Fund. The Fund Summary is followed by individual department narrative pages outlining the goals and strategies for each department within the fund for the coming year, and includes performance measurement information and the departmental budget.

The **CAPITAL IMPROVEMENT PROJECTS** section provides information about the upcoming capital improvement program (CIP), including five year capital improvement plans for all utility and general capital improvements, as well as, anticipated funding requirements and operating budget impacts.

The **DEBT** section provides summary schedules for each of the City’s bond types, such as tax supported and self-supporting certificates of obligation, and utility revenue bonds. The City’s debt management policy and an overall outstanding debt summary are also included.

The **STATISTICAL** section includes various miscellaneous data, as well as, graphs illustrating the historical property tax revenue and related information. This section also includes the City’s key indicators data and peer benchmarking information.

The **REFERENCE** section includes the City’s Fiscal and Budgetary Policy, which guides not only the development of the City’s annual budget, but also much of the City’s financial operations. This policy is updated annually as part of the budget process. Personnel summaries are included along with program summaries and contingency reserve calculations. This section also includes utility rate schedules and copies of the ordinances adopting both the budget and tax rate. The City also includes budgets for both of its component units within this section.

An **ACRONYMS/GLOSSARY/INDEX** section is included to provide definitions of budget terminology along with a listing of acronyms used throughout the budget, as well as, an alphabetical listing of topics and related page numbers.

## OVERVIEW



Ceramic Red Poppies on Courthouse Lawn 2016

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October, 1, 2016

To the Honorable Mayor Ross, Members of the City Council, and Citizens of Georgetown:

I am pleased to present the City of Georgetown Annual Budget and Five Year Capital Improvement Plan for Fiscal Year 2017. The Annual Budget outlines the programs and services provided to our citizens. This document details the City's plans relating to ongoing population growth, maintaining high quality City services, and implementing the City Council's goals. Furthermore, the Annual Budget process builds upon the foundation of enhancing the City's vision for the future as outlined by the Georgetown 2030 Plan.

## **FY2016 YEAR IN REVIEW**

### ***Economic Activity & Growth***

U.S. census data indicated Georgetown was the fastest-growing city in the nation with a population above 50,000 residents. It is estimated Georgetown's population increased by 7.8 percent. On average in 2016, 13 people a day moved to the City to make Georgetown their home.

This growth continues a four-year trend which has seen Georgetown transform from a small town on the outskirts of the Austin MSA to the fastest growing city in one of the fastest growing counties in America.

With growth comes the reality of increased demands for fundamental City services like public safety, transportation, and utilities. Throughout the budget process, it was our goal to respond to growth through sound financial investments in key service areas and infrastructure. We also created programs to help implement the goals developed by Council in the Fall of 2015.

## **FY2016 ACCOMPLISHMENTS**

### ***Public Safety***

**EMS Rollout:** In March of 2015, the City Council unanimously voted to provide comprehensive Emergency Medical Services functions within the City limits, as well as Emergency Services District #8. The new program started on October 1, 2015. The decision to implement a city-based EMS service was based on trend analysis showing that 75 percent of all 911 calls are calls for medical assistance, and that over one-third of our citizens are over the age of 65. Since the City was already providing a First Response Program to support a county-run EMS system, the new program sought to align our existing fire resources with the needs of our unique community. To better serve our citizens with care that is seamless from arrival, to stabilization, to hospital delivery, the City has implemented a holistic approach in which Firefighters are cross-trained as Paramedics, Paramedics are cross-trained as Firefighters, and fire engines are outfitted with advanced lifesaving equipment. By the end of FY2016, it is estimated the new program will answer 7,500 911 calls and provide 4,500 lifesaving transports to hospitals.



*Currently the City has 4 ambulances in active service*

### *Transportation, Infrastructure, and Utilities*

**Southwest Bypass Construction:** The signature project of the 2015 Road Bond is the Southwest Bypass, a new arterial that will connect State Highway 29 with Leander Road. Construction of the \$20 million project began in FY2016 and is scheduled to be completed in FY2018. The bypass is designed to increase mobility to the west and south sides of the City. Another segment of the road will be built by Williamson County to connect Leander Road to I-35. This is the largest transportation project in the City's history, both in scope and cost.



*Construction of the Southwest Bypass*

**CTSUD Consolidation Approved by PUC:** Customers of the Chisholm Trail Special Utility District, including more than 8,700 households, officially joined Georgetown Utility Systems in January. The board of the Public Utility Commission of Texas voted unanimously ruling on December 17, 2015 to approve the transfer of the service area of the Chisholm Trail district to the City of Georgetown. The transfer of the certificate of convenience and necessity (CCN) to the City of Georgetown means that Georgetown Utility Systems now has the authority and obligation to serve water customers in the former Chisholm Trail SUD service area. This consolidation allows the City to ensure future water supply and infrastructure to guide and manage quality development in a fast-growing area to the northwest.

**Complete In-House Operations of Water and Wastewater:** In the FY2016 budget, funds were appropriated to bring water and wastewater plant operations in-house. Prior to this move, water and wastewater plant operations were serviced through a contract operator. By bringing plant operations in-house, staff anticipates saving over \$5 million over the next five years. Additionally, this will ensure the City will continue to comply with all state and federal regulations relating to water quality and safety. In the fourth quarter of FY2016, a total of 15 new employees were hired and began servicing the water and wastewater plants as City of Georgetown employees beginning Oct 1, 2016.

**City Begins Wind Farm Operations:** In September of 2015, the Spinning Spur Wind Farm commenced operations. The 144MW Wind Farm located near Adrian, Texas, is a major component in the City's vision to provide costs effective, renewable, 100% green energy to our citizens over the next two decades. In FY2016 alone, the wind farm produced over 575,000 mWhs of electricity.

**FM1460 Construction:** Construction on the Farm to Market 1460 project continued in FY2016. The two-year project by the Texas Department of Transportation involves building a four-lane road in the 3.5 mile segment from Quail Valley Drive to University Boulevard. FM 1460 is a key north-south arterial between Georgetown and Round Rock. Currently FM 1460 is a two-lane road with no shoulders. The new four-lane road with turn lanes will provide increased safety and mobility between the hospitals and higher education facilities in Round Rock and residential and employment areas in Georgetown. The new four lane highway also will provide a north-south alternate and reliever to Interstate 35. When it is completed, FM 1460 will be a four-lane road from Austin Avenue in Georgetown to U.S. 79 in Round Rock where continues as the four-lane A.W. Grimes Boulevard to the 45 Toll Road.

**Mays Street:** Work continued on the Mays Street Project. This project will extend Mays Street northward from Teravista Parkway to the existing intersection with Westinghouse Road. The goal of the project is to provide an important parallel linkage to FM 1460/A. W. Grimes and alleviating congestion on IH-35. The widening along Westinghouse Road and Rabbit Hill Road is included in the design for additional turning lanes to/from Westinghouse Road.

### *Parks and Recreation*

The City of Georgetown works continuously to develop itself as a signature destination and to make our home a special place to live. That idea is clearly demonstrated with two major projects in the Parks and Recreation Department: Improvements at San Gabriel Park and the construction of Garey Park.

**San Gabriel Park Master Plan:** In FY2016, Council reviewed schematic plans for phases 1 and 2 of the San Gabriel Park renovation, as well as appropriated funds for phase 1 construction. This action by Council allows staff to move forward with the San Gabriel Projects identified in the Master Plan. It is anticipated construction of these projects will begin in the spring of 2017.

**Garey Park MOU:** The Council approved an amended memorandum of understanding (MOU) in FY2016 for the developments of Garey Park. The original MOU contemplated park development in the 525 acre ranch, previously donated by Jack and Cammy Garey, to begin construction posthumously. Mr. Garey subsequently requested that the park begin construction during his lifetime, so the amended MOU anticipates groundbreaking of the 525 acre park on the west side of town in FY2017. The park will feature an event center, trails, equestrian center, playground, as well as a dog park, and is anticipated to be a regional attraction.

### *Economic and Community Development*

**Wolf Ranch Hillwood Groundbreaking:** A new master-planned residential development in Georgetown started in December 2015. The 755-acre Wolf Ranch by Dallas-based developer Hillwood Communities will include 1,600 single-family homes, 900 multifamily units, neighborhood retail, and 140 acres of green space with parks and trails. Site work has begun for phase 1 of the project that includes 80 acres and 214 home sites along Wolf Ranch Parkway. Residents are expected to move into the first homes in 2017. Future phases of the Wolf Ranch community include areas west of Wolf Ranch Parkway and areas south of University Avenue to the east and to the west of D.B. Wood Road. The Wolf Ranch Hillwood development has been annexed into Georgetown city limits and the infrastructure for the project will be funded in part through a municipal utility district (MUD) located within the city limits.

**The Summit at Rivery and the Sheraton Hotel Opening:** In July of 2016, the Georgetown Sheraton was officially open for business. The 222-room full-service hotel and conference center is at the Summit at Rivery Park development on Interstate 35. The hotel includes 30,000 square feet of meeting space with a 16,000-square-foot ballroom, four breakout rooms, and a state-of-the-art boardroom. Other features of the hotel include a heated outdoor pool, a fitness center, the Lobby Lounge for casual dining, and the Brix and Ale, a restaurant offering classic comfort cuisine and drinks. Paintings and sculptures from local artists are displayed throughout the hotel and conference center.

The Starwood hotel project by Novak Brothers and Hines was a public-private partnership including the City of Georgetown, Williamson County, and private investors.



*Sheraton Hotel overlooking Rivery Park*

The Summit at Rivery Park project also includes 223 apartment residences and 114 single-family brownstones. Other restaurants and shops are under construction at the mixed-use project.

**Downtown West Public Input Process and Schematic Design:** The City of Georgetown held public meetings to gather input for the reuse of three City buildings along Martin Luther King Jr Street. The Downtown West Project originally defined in the Facilities Master Plan, involves renovating the vacant 1987 former public library building at 808 Martin Luther King, Jr. Street for City Hall. The Georgetown Communication and Technology Building at 510 W. 9<sup>th</sup> Street will

be renovated to house Municipal Court, Accounting, and Council Chambers. Options for a proposed green space on existing City property between the public library and 9<sup>th</sup> Street are also being considered. Construction is expected to begin in mid FY2017. This project will provide a campus for City services that is expected to help enhance efficiency and effectiveness by consolidating City offices currently housed in various locations. The plan would also convert buildings on the Downtown Square to commercial use, thus increasing the property tax base.

**Downtown Square, Tourism, and Public Outreach:** FY2016 was a great year for Downtown projects and promotion of the City. First, capital improvements for the historic Downtown included rehabilitating 8<sup>th</sup> and 9<sup>th</sup> Streets, a new 140 space parking lot, and a comprehensive Downtown parking study. The goal of the study was to bring back recommendations to ensure the Square remains an effective and relevant economic touchstone in Georgetown.

On the public outreach front, our Downtown was recognized for having the Best Marketing Campaign and Best Public Improvement by the Texas Downtown Association for the Most Beautiful Town Square in Texas campaign and the completion of the Georgetown Art Center. Finally, the Public Communications Department won the award from Government Finance Officers Association (GFOA) for the Popular Annual Financial Report.

### FY2017 Budget Development

The FY2017 Budget is developed around three core ideas. First, we wanted to develop a budget that addresses the *issues of growth*. Over the past three years, it is estimated the City population has grown by nearly 20 percent, putting stresses on our basic core services. Therefore, it was necessary to develop a budget that addresses our short-term issues and lays the foundation for long-term success.

Second, we sought to craft a budget which *continued initiatives and investments* the City already embarked upon. In FY2016 alone, the City launch EMS, issued the first \$20 million of the 2015 Transportation Bond, moved forward with the design of Garey Park and San Gabriel Park, and brought water plant operations in house. This budget seeks to ensure these initiatives are continued and their full impact realized.



Lastly, this Budget is based on the *Council's Focus Areas*. In the winter of 2015, the Council developed policy vision goals and strategic initiatives that would guide this organization over the next several years. Those Council Focus Areas provide a foundation for the development of this budget.

It is the culmination of these three ideas from which the \$325 million FY2017 Budget is developed.

### Property Tax Rate Impact

The adopted budget includes a property tax rate of 42.4 cents per \$100 valuation, which is 1 cent lower than the previous year's rate. The City of Georgetown's property tax rate is the **lowest** of all cities in the Austin MSA with a population greater than 20,000.

In the last three years, the assessed property value in the City has increased from \$4.8 billion to over \$6.4 billion. The growth in assessed value has allowed the City to fund major capital improvements as well as expand the workforce to meet the service level demands, all while still lowering the tax rate.

The average home in Georgetown has increased in market value by nearly 6 percent, up from \$250,928 in FY2016 to \$253,320 in FY2017. Due to higher assessed values, it is anticipated the average home in Georgetown will pay \$56 more in property tax in the upcoming year.

## Budget Highlights

### General Capital Projects

**Garey Park:** Construction starts in 2017 on Garey Park, a 525-acre ranch on west Leander Road that is set to open next year. Features of this park will include hiking trails, an equestrian center, and an event center. The budget includes \$5.5 million for this new park, authorized by voters in 2008. The remaining funds to construct the park as well as the land the park will be built upon will be donated to the City by Jack and Cammy Garey.

**San Gabriel Park:** The first phase of renovations to San Gabriel Park, a project approved by voters in 2008, is funded at \$1 million in the current budget. Phase 1 includes new pavilions and playgrounds along the San Gabriel River.

**Sidewalks:** The budget includes \$2.2 million in sidewalks and ADA ramps at intersections to increase pedestrian mobility and safety. This is the first of a multi-year program approved by voters in the 2015 Transportation Bond.

### General Fund

The major change in the General Fund for FY2017 relates to growth related impacts. Eleven new full time positions and two part time positions are added to support the community. Other projects include one-time expenses for a comprehensive plan update, records preservation, branding guidelines, and fire equipment replacement. Ongoing operating expenses increased for library book funding and park maintenance and operations.

**Public Safety:** Responding to growth in calls for service, public safety positions will increase with the addition of three Firefighter-Paramedics and two Emergency Communication Operators. In partnership with Georgetown ISD, a School Resource Officer will also be added to provide an officer at each middle school.

**Street Maintenance:** Projects include segments of 6th, 7th, 10th, 11th, and 17th streets for rehabilitation, as well as sealant and asphalt overlay on many neighborhood streets. The total budget is \$3.8 million for 2017, funded by the street maintenance sales tax and General Fund revenues.

### Utility Funds

**Water Utility:** Capital projects funded by water utility revenue include \$5.0 million for the Lake Water Treatment Plant expansion, \$2.1 million for the West Loop water main, and \$4.5 million for the Domel Pump Station. County Road 255 water main replacement and an elevated storage tank in Sun City are also programmed in the budget. Additionally, \$1.0 million is appropriated for site development work for a new water treatment plant on the south shore of Lake Georgetown.

**Waste Water Utility:** New capital projects funded by waste water utility revenue include the Berry Creek interceptor for \$12 million, Pecan Branch Waste Water Treatment Plant expansion for \$7.9 million, and San Gabriel Waste Water Treatment Plant equipment for \$2.2 million.



There is a \$1.40 per month increase in the residential waste water rate to fund these system improvements. A wastewater rate increase has not occurred since 2007. Georgetown continues to have the lowest waste water rates in the region.

**Electric Utility:** Electric fund enhancements in FY2017 include a new Utilities Analyst to provide additional support for power supply planning and a Fiber Infrastructure Tech to support the City's growing fiber network that connects its facilities. Additional enhancements include upgraded radio equipment, communications systems, and a hydro-excavator. Capital projects in the Electric fund include \$200,000 for system rehabilitation on 7<sup>th</sup> street, \$500,000 in Downtown projects, and \$1.2 million for projects related to new development.

### *Employee Compensation and Benefits*

The FY2017 budget includes a compensation and benefits package that will allow the City to recruit and retain quality employees, one of the major goals of the City Council. The budget includes a merit based increase in salaries averaging 2 percent for non-civil service employees as well as funds to adjust positions found to be trailing market. There is no increase in health care premiums for either the employee or City in this year's budget. The City's Self Insurance Fund has a healthy balance of \$2,334,507 and includes two fund balance reserves.



*Spinning Spur 3 Wind Farm*

Competitive pay schedules were agreed upon as part of meet and confer agreements signed with both the Police and Fire associations representing civil service employees. Those schedules take effect in October of 2016.

New for FY2017 is the development of a tuition reimbursement program. In an effort to develop and retain quality employees, this new program will provide some reimbursement to employees who pursue their college or graduate level degrees.

### *Conclusion*

The FY2017 Budget includes funding to continue to Georgetown's unique culture while still innovatively planning for continued growth. The commitment to sound financial management and investment in key capital projects and service areas will help to address issues of growth both today and in the future. Through the visionary leadership of the City Council, and a staff dedicated to the implementation of Council's direction, this document builds upon the solid foundation already established in Georgetown, and works to execute the City's vision for the future as articulated in the 2030 Plan.

Sincerely,

David Morgan  
 City Manager

## COMMUNITY PROFILE

### **OVERVIEW**

Founded in 1848, Georgetown, the county seat for Williamson County, was originally the agricultural trade center for the area. After the Civil War, reconstruction brought prosperity to Georgetown through four main industries -- cattle, cotton, the railroad, and the University.

Georgetown has enjoyed consistent growth and development through the years. Over the last few years Georgetown's population has grown by over 40%. The City has developed from a small suburb of Austin into a premier community. For our residents, Georgetown provides high-quality City services and features an electric utility system that will be 100% renewable by FY2018. For our guests, the City features the **Most Beautiful Downtown Square in Texas** as well as tourist accommodations like the Hampton Inn and the new the Sheraton Hotel and Conference Center. The City of Georgetown's estimated FY2016 population is 61,915 within the city limits. Georgetown is a Home Rule Charter City and operates under the Council-Manager form of government. The Mayor and seven Councilmembers are elected from single-member districts, with elections held the first Saturday in May.

### Historic Downtown

There are four National Register Historic Districts in Georgetown. The Williamson County Courthouse Historic District serves as the public square. It has been the commercial and cultural heart of the city since the original 52-blocks were marked off and offered for sale on July 4, 1848. The initial 173-acre town site has grown in all directions since then, yet the downtown business district retains its vitality, its architectural charm, and its symbolic significance. Georgetown's Square represents one of the finest collections of Victorian commercial architecture found in the state today. The other three districts are primarily residential and include the Belford Historic District, University Avenue/Elm Street Historic District, and Olive Street Historic District.



The Georgetown Main Street Program is part of the Texas Historical Commission's Main Street Program. Georgetown became an official Texas Main Street City in 1982 and is affiliated with the National Trust Main Street Center. The Main Street Program uses a multifaceted approach emphasizing historic preservation and economic development to keep commercial storefronts aesthetically appealing in order to attract customers. The Main Street Façade & Sign Reimbursement Grant Program incentivizes and reviews proposed exterior work on storefronts, as well as roof and foundation work on commercial buildings located in the Downtown. The façade and sign grants are an economic incentive used to enhance the unique character of the Downtown. Recognizing that the Georgetown square is a touchstone in the local economy, in 2004 the City Council created a Tax Increment Reinvestment Zone (TIRZ) in the historic Downtown. The value of the zone in 2004 was \$37 million. In 2016, the TIRZ was valued at \$88 million. The TIRZ is expected to be valued at over \$125,000,000 by 2024. Even with continual growth and change, Downtown Georgetown has remained steadfast in its commitment to historic preservation of the Victorian Square while providing for a reuse of buildings for retail, dining, and entertainment.

### Parks and Recreation

Georgetown offers a wealth of recreation opportunities through its award winning Parks and Recreation program. In Georgetown, there are currently 34 city parks, comprising 1,007 total developed acres.

In 2004, the City of Georgetown received the largest gift in its history when Jack and Cammy Garey announced that they will be donating their ranch to the City. Design work will start in FY2016 for **Garey Park**. The Gareys bequeathed their 525-acre ranch to the City of Georgetown with the agreement that it will be developed as a public City park. The ranch is west of the City, features scenic hill country terrain, and borders the San Gabriel

River. In addition to their ranch, the Gareys' gift includes their estate home and a \$5 million cash donation, which will be matched by the City for the development of the park.

The Georgetown Parks and Recreation Department has nearly 9 miles of **hike and bike trails** along the North and South San Gabriel Rivers. There is a 1.6 mile granite trail that loops around San Gabriel Park. The City of Georgetown's San Gabriel River Trail was designated a National Recreation Trail by the U.S. Department of the Interior in 2006.

Georgetown recently rehabilitated a historic Fire Station into an Art Center. Part of the project, a pocket park with a splash pad, seating, and two trees was created adjacent to the new Art Center. The two shade trees were planted in the first **Silva Cell** system in Central Texas, putting Georgetown on the cutting edge of tree technology and forward thinking about its urban forest. The Silva Cell layout was done in a continuous manner so that the two trees can both share the ample soil volume and prevents root growth from damaging the sidewalks. A drip irrigation system was added below the surface pavers on top of the Silva Cell decks.

The City's **Challenge Course** program is an experiential approach to team-building that involves a series of physical, mental, and emotional challenges that require a combination of teamwork skills and individual commitment. The experiential approach is based on the idea that change and growth take place when people are active physically, socially, intellectually, and emotionally and are involved in their learning rather than just being receivers of information. Our facilitators engage their groups in activities that give the participants opportunities to take ownership of their learning. We create situations that allow participants to actively explore and practice concepts they are learning and facilitate the practice of reflection on how these lessons relate to the participant's current and future real-life situations.



The Georgetown **Creative Playscape** was rebuilt in 2014 to incorporate new accessibility standards and safety regulations. The original construction was conceived, designed, funded, and built by community volunteers in 1993. The Creative Playscape hosts thousands of visitors each year and will remain as a "Signature Destination" for the next generation of Georgetown families.

The Georgetown **Public Library** is a 55,000 square foot facility which allows for the expansion of book collections and other materials, and includes a reference area and computer work stations, as well as, children's areas with a performance stage and seating area. Two large community rooms are located on the second floor. The Library also houses the Red Poppy Coffee Company, a locally owned coffee house. In collaboration with the Friends of the Georgetown Library, the WOWmobile (Words on Wheels) began operation in early 2012. It operates year around and delivers library materials to residents of Georgetown who find it difficult or impossible to come to the library, targeting three distinct population categories: seniors, residents with limited mobility, and low income children.

### Education and Arts & Culture

Georgetown is the home of **Southwestern University**. Southwestern University is an independent, selective four-year undergraduate college, offering traditional liberal arts and sciences education, with a student population of approximately 1,500. It was the first institution of higher learning in Texas, chartered by the Republic of Texas in 1840, and has received national recognition for its academic program and cost-effectiveness. The 2010 Fiske Guide to Colleges lists Southwestern University as among the top 25 small colleges and universities strong in art or design and among the top 37 small colleges and universities strong in business.



Georgetown **Independent School District** (GISD) is a Texas Education Agency *Recognized* school district, and serves a diverse population of Williamson County students from pre-K to 12<sup>th</sup> grade. Georgetown ISD serves 10,400+ students at ten elementary schools, three middle schools, three high schools, and two alternative campuses.

The Georgetown **cultural district** includes the 40-block area of downtown included in the Downtown Historic Overlay, centered by the Williamson County Courthouse Town Square. Arts and cultural attractions in the district include the Palace Theatre, Williamson Museum, Georgetown Public Library, Grace Heritage Center, Georgetown Art Center, downtown art galleries, and shops with hand-crafted items. Other artistic and cultural elements in the district include the Victorian-era architecture around the Square and outdoor public art. Georgetown's cultural district application earned 930 out of 1,000 possible points from the Texas Commission on the Arts (TCA) evaluation panel. Only one other city—Houston—earned a higher score. Evaluators commented that, "Georgetown's cultural assets are very rich and seem to be growing regularly. The city is building a great public art program, and this will be important in attracting visitors and citizens to the cultural district. The community has a reinvestment zone in place, and this is a key component for development and investment."

The Texas Legislature recognized Georgetown as the **Red Poppy Capital of Texas**. Red poppies have been a part of Georgetown's landscape for over seventy years. During WWI, Henry Purl Compton (aka "Okra") who served in the American Expeditionary Forces, sent seeds from poppies to his mother. She planted the seeds at her home which is now 507 East 7<sup>th</sup> Street. The seeds were then spread (by bees, birds, people, etc.) down the river and over much of Old Town. Red poppies now grow naturally in yards, in vacant lots, and park lands. Georgetown is one of the few locations in the United States where red poppies reseed themselves from year to year. Each April as the poppies bloom, Georgetown celebrates with the annual Red Poppy Festival, held on the beautiful historic downtown Square. Festival activities include live entertainment, arts and crafts, food, a children's center, a car show, and a parade. Over 45,000 people attend the festival over the course of the weekend and the economic impact exceeds \$2 million.

Georgetown is also home to **Inner Space Caverns**. Underneath the rugged hills and flowing rivers found in the Texas Hill Country are incredible living caves and caverns. Discovered during the construction of Interstate 35, Inner Space is a living cave, which means that its formations are continuing to develop and take shape. For over 80,000 years the cavern has been constantly changing, allowing for such spectacular displays as the "Soda Straws" and the "Ivory Falls" formations. Over 130,000 people visit the caverns each year.



Georgetown is the northern most "gateway" to the gently rolling hills of Central Texas. While Georgetown offers the amenities and charm of a small community, it is strategically and centrally located in the middle of the four major metropolitan areas of Texas. Austin is 30 minutes south, Dallas is 3-hours north, Houston is 3-hours southeast, and San Antonio is just one-an-a-half hours south, placing Georgetown in a very unique position for cultural and economic development. Traveling to and from Georgetown is easy along I-35. Additionally, access to Georgetown via the Austin-Bergstrom International Airport was made much easier with the opening of State Highway 130, the toll road from Georgetown to San Antonio that parallels I-35.

## GEORGETOWN: THEN AND NOW

City of Georgetown

# Then & Now

This is a comparison of Georgetown today and as it was a decade ago. Georgetown is the County Seat of the fastest growing county in the Nation, and it is our goal to continue to focus on improving the way of life we have grown to appreciate.

### POPULATION ANNUAL BUDGET & TAX RATE

2007		2017
44,324		61,915
\$154,323,242		\$325,485,272
\$0.36728		\$0.42400

### UTILITY INFORMATION

	Electric Customers	Water Customers	Customer Growth Rate
2007	20,727	19,978	11.3%
2017	26,330	33,426	4.14%

### PUBLIC SAFETY OFFICERS

	GPD	GFD
2007	97.5	64
2017	123	117



### # OF LIBRARY ITEMS IN CIRCULATION



2007	386,948
2017	544,550

### Total # of City Employees



2007	458.25
2017	695.25

### UNEMPLOYMENT RATES



2007	2017
3.90%	3.70%

### STREETS REHAB FUNDING

2007	2017
\$1,615,158	\$2,950,000



### BUILDING PERMITS ISSUED

2007	2017
1,468	1,940

### DEBT SERVICE TAX RATE

2007	2017
\$0.14749	\$0.22734

### AVERAGE HOME VALUE



2007	2017
\$179,064	\$253,320

### ACRES OF PARKLAND

2007	390
2017	1,007

### SQUARE FEET OF FACILITIES MAINTAINED

2007	222,000
2016	492,000

### # of City-owned Vehicles & Equipment

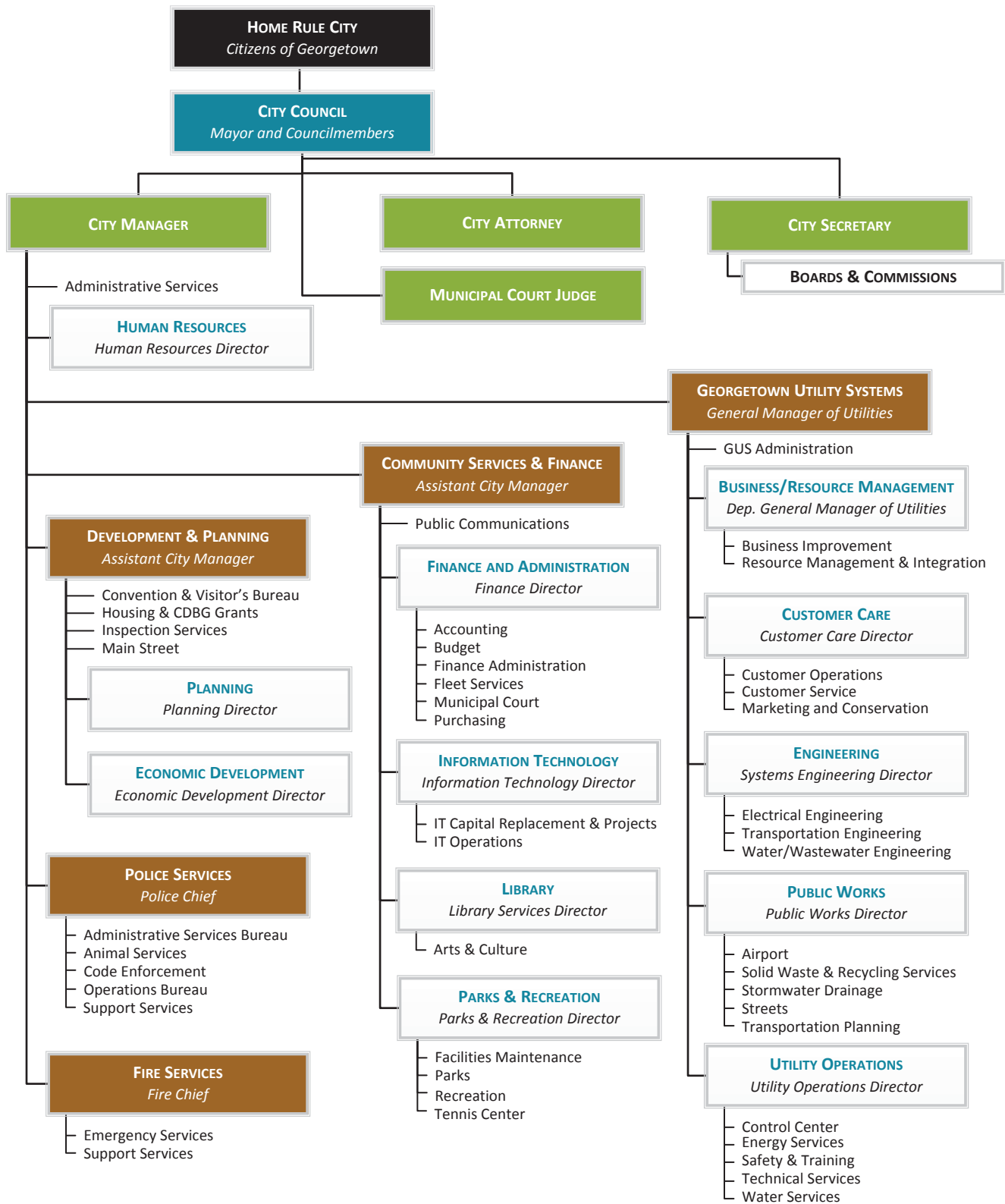
2007	2017
343	543



All 2007 numbers are actual. All 2017 numbers are projected out to 9/30/2017 except Building Permits. Building Permits Issued represents the number of New Residential Single Family permits that were issued in FY2016. Unemployment Rates are actuals for FY2007 and FY2016.

# ORGANIZATIONAL CHART

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## STRATEGIC VISION



Mayor Dale Ross and the Georgetown City Council

### STRATEGIC VISION

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## STRATEGIC VISIONING IN GEORGETOWN

### COMMUNITY VISION AND COMPREHENSIVE PLAN

Section 213.002 of the Texas Local Government Code grants municipalities the authority to “adopt a comprehensive plan for the long-range development of the municipality.” Georgetown has a long and successful history of community involvement in the development of a comprehensive plan to guide growth within the community. As early as 1964, the citizens of Georgetown realized the importance of such a plan in shaping the long-term growth of the City. In 1986, voters approved a City Charter amendment requiring a comprehensive plan. This amendment committed the City to plan as a “continuous and ongoing governmental function,” with the common goal of maintaining and enhancing a high quality of life for the City’s residents. The Charter establishes that the comprehensive plan must contain the “Council’s policies for growth, development, and beautification of the land within the corporate limits and the extraterritorial jurisdiction of the City, or for geographic portions thereof including neighborhood, community or area-wide plans.” The City adopted its first comprehensive plan in 1988 and updated it in 2006.

The first component of the process is the strategic thinking and visioning by the City Council, typically through a visioning and priority-setting workshop. This Council workshop serves an integral role in linking the long-term vision and plans to the ongoing and current needs of the community. Using Council’s priorities, biennial citizen survey feedback and growth assumptions, five-year comprehensive CIP and business plans are prepared. These plans are reviewed and adjusted by staff and Council, and serve as the basis for the annual budget preparation



### GEORGETOWN 2030 PLAN

The comprehensive plan for the City is the Georgetown 2030 Plan. The process to update the City’s comprehensive plan began in 2006 and used a broad cross-section of citizens that provided input and ideas throughout the process. Meetings were held that allowed citizens and stakeholders the opportunity to voice their ideas and concerns about community growth over the next 20 years. The Georgetown 2030 Comprehensive Plan is the product of a careful design process that incrementally built consensus on the desired future of the City and the means to achieve that future. The 2030 Plan was adopted by City Council in 2008. City Staff will update the 2030 plan in FY2018 with a study starting in FY2017.

The 2030 Comprehensive Plan builds on the foundation created by the 1988 Plan and advances the planning for the City’s future by establishing a Vision Statement that reflects the shared values and aspirations of citizens.

### **2030 Vision Statement**

*In 2030, Georgetown is a growing city, recognized throughout the region and the nation as a premier community of choice by virtue of its exceptional livability; proud historic heritage; welcoming, engaging people; safe neighborhoods; variety of well-paying jobs; excellent public schools; vibrant arts and cultural offerings; and well-planned infrastructure, transportation, and public facilities.*

*We have taken advantage of our strategic location by embracing sound, managed growth, and harnessing and guiding it to deliberately shape Georgetown as we choose it to be. In embracing sound growth and encouraging a variety of densities and architectural styles, we have promoted sustainable development patterns that are compatible with our natural resources and historic character. We have encouraged innovation in development practices, raised quality standards for new development, re-invested in downtown and historic neighborhoods, and revitalized areas in transition. We have achieved greater economic autonomy by attracting quality employment and an array of local retail and commercial services to grow our tax base, safeguard our fiscal health and retain our talented youth. All of our neighborhoods are safe and thriving, and offer quality, affordable housing to households of all ages, lifestyles and economic means.*

*We have achieved our Vision by exercising leadership and by mobilizing citizens, civic and neighborhood organizations, local businesses and institutions to work together in partnership with the City of Georgetown, its elected and appointed leaders and staff.*

*We have crafted our Vision to articulate community values and aspirations, structured into the following four major themes:*

### **STRATEGIC GOALS**

To meet the challenges set forth by the 2030 Plan, the City adopted a new process in preparation for the FY2013 annual budget. With guidance from Council, staff developed a framework for a strategic guidance from the Council that directs a more detailed business planning process at the staff level. At the Council level, the focus is strategic thinking and visioning that sets policies and direction for the City Manager and staff.

The 2030 Comprehensive Plan has four major themes listed below that frame the budget process.

- **QUALITY OF LIFE:** Focuses on Community Character, the People, Educational and Cultural Opportunities, and Public Safety.
- **SUSTAINABLE DEVELOPMENT:** Attract a desired balanced development, support homegrown businesses, promote development compatible with safe and efficient traffic movement, prevent incompatible development, and deliver utility services to meet the needs of the community.
- **BALANCED TRANSPORTATION:** Progress towards functional, well-integrated, multi-modal transportation system that implements improvements to the local road and traffic controls and enhance traffic flow & safety.
- **EFFECTIVE GOVERNANCE:** Maintain our City government's reputation for providing a high level of responsiveness to citizens and exercise visionary leadership in planning and investing for the future.

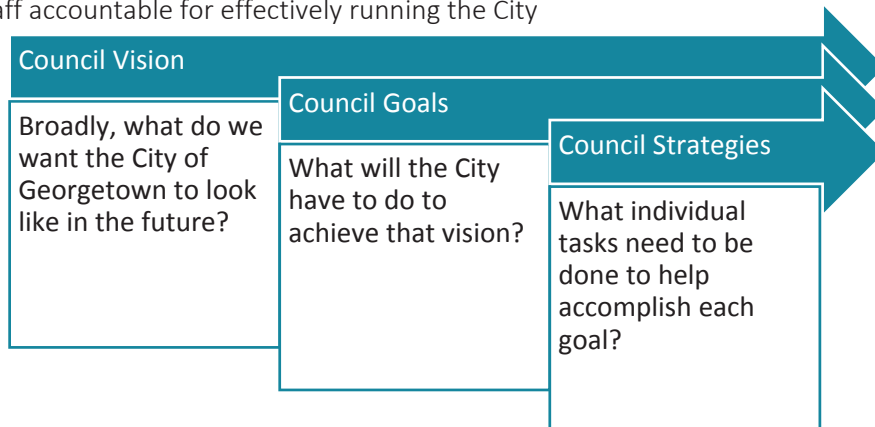
## CITY COUNCIL STRATEGIES

In the fall of 2015, the City Council went through a series of visioning exercises clarify their role as a City Council, develop a vision statement for the City, create a list of goals to help drive policy and decisions towards that vision, and finally, develop a list of strategies to achieve those goals. The alignment between the Council's vision for the City with the goals helps shape policy. The alignment between Council goals and the individual strategies to achieve those goals helps Council give clear and concise direction to staff. Since November, staff has been working to develop and execute implementation plans around each of these strategies. Below is what the City Council developed as their vision, goals, and strategies for the City to accomplish in the coming years.

### Role of Council

As a representative democracy, we provide a voice for each district so that the Council can make decisions that serve the best interests of the City of Georgetown as a whole. To establish a common vision and goals that will protect the past and innovate for the future of our City, we are committed to the following:

- Keep the City physically safe and fiscally sound
- Establish appropriate policies
- Approve effective budgets
- Exercise fiduciary and financial responsibility
- Provide guidance, support, and oversight to the Council's direct reports
- Hold key staff accountable for effectively running the City



### Vision

- Georgetown is a safe, healthy, happy, connected, and truly diverse community where people can live, learn, work, retire, and play in an environment where we have ready access, throughout our lives, to arts, culture, essential services, and the natural environment.
- Our educated and skilled population, fiscally responsible governance, excellent infrastructure, and the beauty of our natural and man-made environments, attract new residents and businesses and enable us to create balanced and diverse employment centers and economic levels. Our strong sense of community connects us regardless of our cultural, age, ethnic, or economic differences.

### City Council Goals

#### Culture

Georgetown is a truly diverse, vibrant, inclusive, and socially dynamic city where everyone has the opportunity to participate in, and benefit from, our economic, political, and social activities

#### Employee

Our outstanding and innovative City Employees work diligently to bring the Vision of Council to life and deliver exceptional services to our customers while exemplifying our Core Values

### Internal Process

Our policies and procedures are easy to understand, and consistently and professionally applied. Our internal processes are effective, efficient, fair, inventive, and transparent, and make us a desired destination for residents and businesses

### Customer

Anyone interacting with the City will have such a positive experience that they will tell everyone about it

### Financial

To maintain a fiscal environment conducive to attaining the goals of the City

### Council Strategies

- Attract, hire, develop, and retain the best people, and compensate them for the value they create
- Create a customer service mindset
- Implement the special event and destination strategy
- Build and maintain an entertainment platform/venues
- Expand and diversify the tax base (increase commercial percentage)
- Accumulate funds to account for unfunded and unanticipated liabilities
- Create a strategy to increase mobility
- Attain and maintain superior public safety and the enhance the perception of safety
- Attract younger workers/young professionals
- Improve communications and advertising
- Create and maintain outstanding aesthetics, and a welcoming appearance and spirit
- Create an asset maintenance and revitalization plan
- Create an annexation strategy
- Monitor, promote, and communicate a long-term water and utilities plan and strategy

City staff has been working to develop and execute implementation plans for each of these 14 strategies. Staff has regular check-ins with the City Manager to provide progress updates. The City Manager, in turn, has been providing updates to the City Council to confirm that the strategy execution is aligned with the Council's goals and vision.

## MASTER PLANS

While the City of Georgetown 2030 Comprehensive Plan is a policy document, the goals and actions identified in it will only become a reality by concerted and consistent implementation efforts. This requires that the City administration, departments, and City Council actively uses the 2030 Comprehensive Plan as a key reference for all decisions and actions. The 2030 Plan identifies elements, or master plans, needed to frame the strategic planning and multi-year budgeting process. These master plans serve as a platform to secure input and consensus regarding strategies to achieve the goals outlined in the 2030 Plan.

The intent is to update master plans decennially, pending Council funding and direction, to provide a sustainable and manageable business planning process update. Detailed Master Plans drive capital infrastructure programs and Departmental strategic plans. Brief descriptions of each of the City's Master Plans are below. Copies of most of these master plans are available on the City's website (<https://files.georgetown.org/category/master-plans/>).

1. **Airport Master Plan:** Provides a long-range plan to guide current and future activity at the Airport.
2. **Arts and Culture Strategic Plan:** Helps guide the City's planning for the cultural district for the next three to five years.
3. **Citizen Participation Plan:** Seeks to establish and coordinate procedures for the City to effectively and efficiently communicate relevant information and its effects to the public. Additionally, this plan seeks to proactively solicit feedback, improve community outreach, and provide opportunities for public participation in the City's decision-making process.
4. **Downtown Master Plan:** Sets the vision for Downtown and guides strategic decisions about future developments and enhancements.
5. **Future Land Use Plan:** Lays out land use throughout the City and ETJ. This plan is intended to convey the direction that the City is seeking in terms of its impact on established growth patterns, transportation, and open space.
6. **Housing Plan:** Guides the City in the development of affordable housing.
7. **Information Technology Master Plan:** Utilized by the IT Steering Committee (ITSC), this plan identifies software projects that may be needed over a five-year horizon. The intent of the plan is to ensure that resources expended on software are invested wisely and that the risks presented by those projects are minimized.
8. **Land Use Plan:** Provides an outline for new and ongoing elements pertaining to growth and development in the City.
9. **Library Strategic Plan:** Helps guide the City's planning for the Library for the next 3 to 5 years.
10. **Parks and Recreation Master Plan:** Provides an assessment of the current system, to allow the citizens the opportunity to voice their desires and concerns, and to provide recommended priorities that will guide staff and elected officials on how to plan for future parks and recreation needs.
11. **Public Safety Plan:** Acts as an outline for four long-term strategic priorities: enhancing public safety, organizing development, advancing teamwork and partnerships, and emergency management.
12. **Sidewalk Master Plan:** Inventories existing pedestrian infrastructure, identifies design deficiencies, evaluates future sidewalk requirements, and develops an implementation plan.
13. **Trails Master Plan:** Identifies key trail corridors and guides the creation of a citywide trail network.
14. **Transportation Master Plan:** Guides future roadway improvements, construction of new facilities, and outlines the City's transportation goals.

**Utility Master Plan:** Oversees the City in planning for long-term expansion and development of the water, wastewater, and electric utilities.

## **FY2017 ANNUAL BUDGET PROCESS**

The Budget process is an essential element of the financial planning, control, and evaluation process of municipal government. The annual budget includes all of the operating departments of the general fund, proprietary funds, debt service funds, special revenue funds, as well as the City's five-year capital improvement plan.

### **COMPREHENSIVE PLAN**

The Georgetown 2030 Plan is the City's comprehensive plan as required by the City of Georgetown Charter (Section 1.08) to preserve, promote, and protect public health and general welfare, prevent overcrowding, ensure adequate transportation, availability of necessary utilities and services, and conserve and protect the City's natural resources. The 2030 Plan is the City's Master Plan. The City's Annual Budget is designed to further implement the 2030 Plan.

### **CITY CHARTER REQUIREMENTS**

The Charter (Section 6.02) requires "a proposed budget prepared by the City Manager and submitted to the City Council at least thirty days prior to the end of the fiscal year. The budget shall be adopted not later than the twenty-seventh day of the last month of the fiscal year. No budget will be adopted or appropriations made unless the total estimated revenues, income and funds available shall be equal to or in excess of such budget or appropriations, except otherwise provided." Therefore, the budget will be presented to the City Council no later than the 1st day of August to provide the City Council time to adopt the budget in the required time frame.

### **PREPARATION**

The City's budget process begins each year with the Capital Improvements Program (CIP) planning process during January and February. CIP budgets are prepared on five-year planning horizons and factor different variables relating to population trends, development patterns, and projected growth. Revenue estimates for utility operations, as well as development impact fees, are also prepared to forecast the ability of the rate base to fund needed capital maintenance, upgrades, and expansions. Five-year pro-forma models for each utility are prepared, as well as a five-year general fund and property tax model, which is prepared to determine the impact of general infrastructure and facilities improvements on future property tax rates.

During the budget process, the City Manager and the Management Team hold budget review meetings to evaluate the one-year annual operating budget needs against the priorities and available resources. The budget is reviewed in public workshops with the City Council in June and July. The City Manager prepares the Proposed Budget, allocating resources to best meet the goals needed to execute the priority areas to further the implementation of the 2030 Vision Statement.

### **PUBLIC PARTICIPATION**

The budget review process includes City Council participation in the development of each segment, while allowing for sufficient time to address policy and fiscal issues. The City Council holds "Budget Workshops" to allow the public to provide comment and feedback on the City Manager's Proposed Budget. A copy of the City Manager's Proposed Budget is filed with the City Secretary and budget information is also posted to the City's website. New to the City this year is the budget highlight video, <https://www.youtube.com/watch?v=gesS0jlrz4U>.



Rendering of Proposed City Council Chambers

### **ADOPTION**

Once budget appropriations are finalized, Council will hold a public hearing, and subsequently adopt, by Ordinance, the final proposed budget as amended. The budget will be effective for the fiscal year beginning October 1st.

## **APPROPRIATIONS**

Budget control is at the department level budget for all funds. The budget is adopted by personnel, operations and capital (POC) totals within departments. Total appropriations are presented by Funds/by Divisions and by Funds/by POC. POC detail by department is also included on each division summary page, as well as, within each department's budget pages. The Charter (Section 6.030.) provides that any transfer of appropriation between funds must be approved by the City Council. The City Manager may transfer, without City Council approval, appropriations between departments within the same operational division and fund. The City Manager may also authorize transfer of salary adjustment monies between funds that are budgeted in a citywide account.

## **BUDGET AMENDMENTS**

The Charter (Section 6.04) provides a method for budget amendments and emergency appropriations. The City Council may authorize with a majority plus one vote, an emergency expenditure as an amendment to the original budget. This may be done in cases of grave public necessity or to meet an unusual and unforeseen condition that was not known at the time the budget was adopted. In practice, this has been interpreted to include revenue-related expenses within the enterprise funds and timing differences on capital improvement projects.

## FY2017 ANNUAL BUDGET CALENDAR OF EVENTS

### JANUARY - FEBRUARY

- Budget process schedule set.
- Capital Improvement Program (CIP) internal department meetings to discuss proposed projects, including 5-year model update.
- City Council reviews Five Focus Areas and recommends priorities for FY2017.
- Internal Service Funds (ISF) meet with each division for FY2017 needs.

### MARCH - APRIL

- FTE counts and initial personnel projections.
- ISF allocations are prepared.
- Preliminary revenue projections: sales tax, utilities, fees for service charges, and development fees.
- FY2017 Base Budgets, Service Level Improvements and new Program Requests are completed.

### MAY

- Five-year General Fund financial model is developed.
- Annual review and update of Fiscal and Budgetary Policy.
- Base Budgets are reviewed by Finance in detail.
- Service Level Improvements and Program Requests are reviewed by the Executive Team.
- Preliminary assessed value and property tax revenue projected.

### JUNE

- Departmental narratives and performance measures are submitted.
- FY2017 CIP presentation to Council and Boards.
- Budget Team assembles a workbook that includes all Service Level Improvement and Program requests for City Manager review. These requests are all linked to long-term goals from the City's comprehensive plan.
- Revenue and expenditure projections are monitored and updated.

### JULY

- Five-year CIP presented to Council.
- FY2017 City Manager's Preliminary Budget is presented to Council.
- Tax roll finalized.
- Property tax rate and revenue projections finalized.

### AUGUST - SEPTEMBER

- Finalize FY2017 New Programs.
- Finalize FY2017 proposed tax rate.
- Certified tax roll is accepted by Council.
- Final recommendations and Budget Summary distributed to Council and public.
- Public hearings on proposed budget and tax rate are held.
- Budget and tax rate ordinances presented to and adopted by Council.

### OCTOBER

- Implement FY2017 Annual Budget.

### BUDGET AMENDMENTS

Budget amendments may be made during the year in accordance with state law and City Charter. See detailed requirement in the Budget and Fiscal Policies included in the Reference Section. Typically, budget amendments are proposed to Council as part of the Mid-Year Annual Budget Review in May of each year and at Fiscal Year-End.

## FINANCIAL SUMMARY



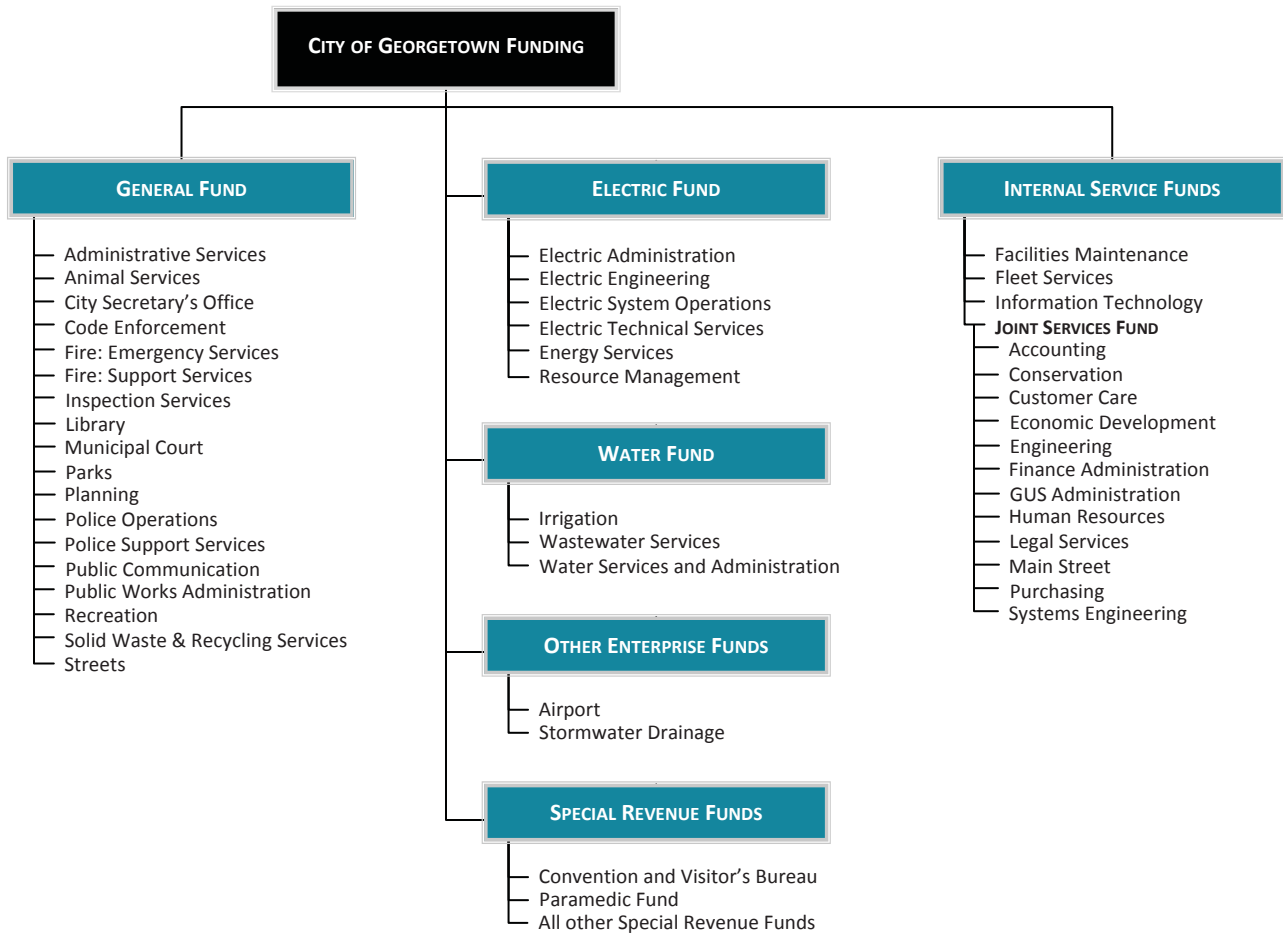
Family picnic at Music on the Square

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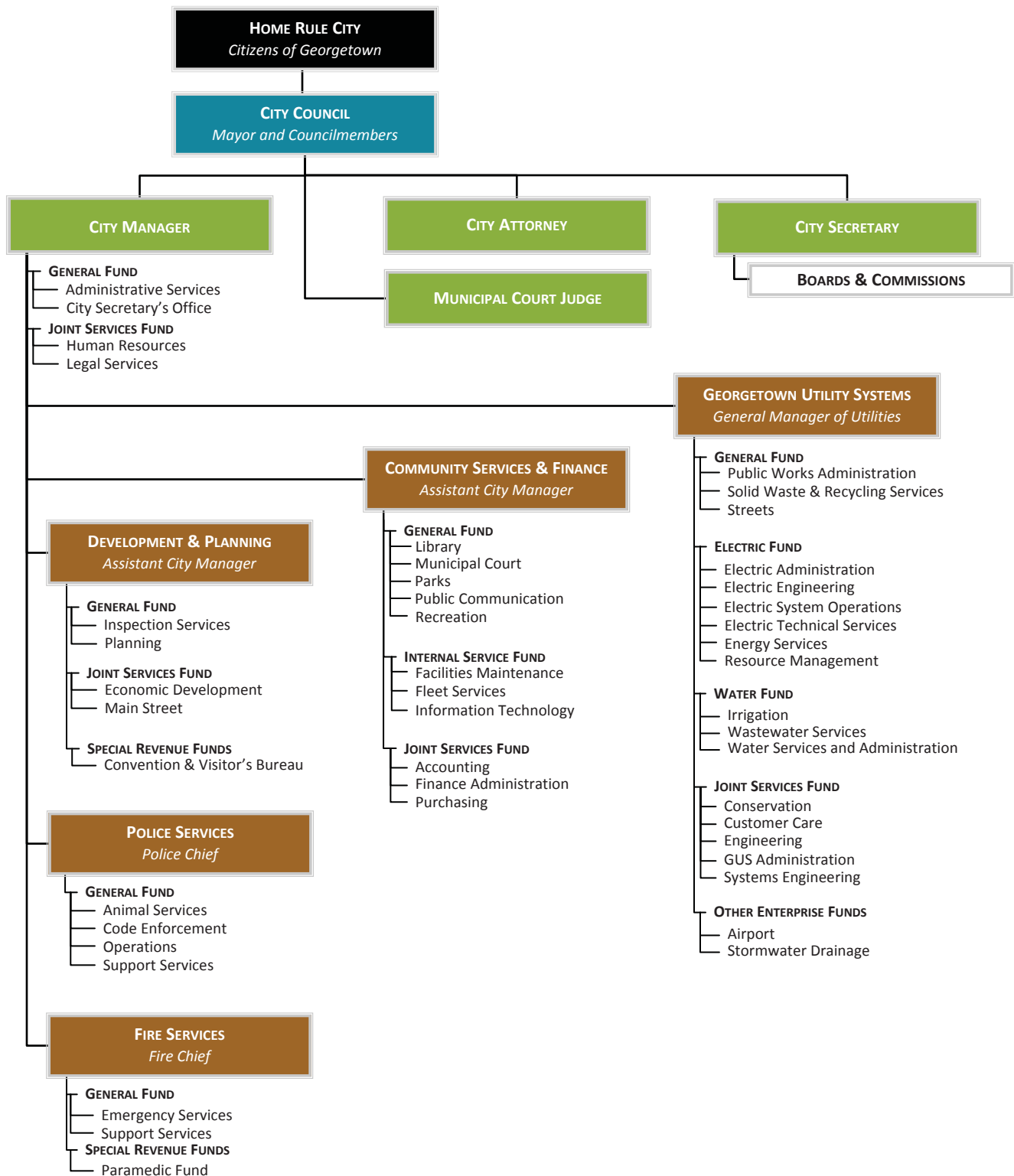
## CITY DEPARTMENTS BY FUND

This page visually represents the Departments of the City listed by their funding source.



## CITY DEPARTMENTS BY DIVISION AND FUND

This page visually represents the Divisions and Departments of our City with their funding sources.



## FINANCIAL SUMMARY

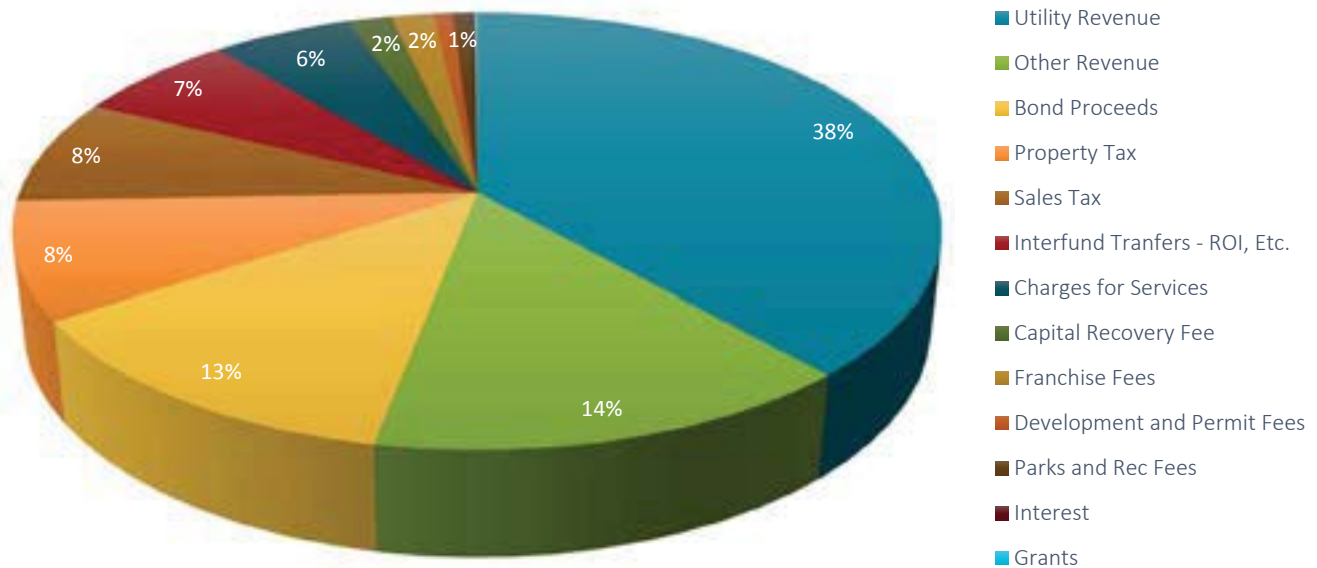
### FY2017 BUDGETED REVENUES

**Budgeted revenues** total \$295.1 million in FY2017. The primary revenue categories consist of property taxes, sales tax, charges for services, utility revenues, and bond proceeds.

Overall, budget revenues are 0.15% lower than FY2016 year-end projections, primarily due to the variance in debt proceeds issued for capital projects. Utility revenue represents 38.4% of all revenue and is budgeted at \$113.3 million in FY2017. Due to population growth and increased valuation of existing property, property tax revenue is budgeted to increase by 8.79% relative to year-end projections. Sales tax revenue is also expected to increase in FY2017. It is anticipated sales tax revenue will exceed \$23 million for the first time in the City's history.

Revenue Type	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Utility Revenue	102,879,942	105,415,442	106,895,018	113,344,441	-	113,344,441
Bond Proceeds	42,164,703	59,207,000	59,862,304	37,660,000	-	37,660,000
Other Revenue	27,236,521	33,193,429	30,013,155	42,929,371	144,506	43,073,877
Interfund Tranfers - ROI, Etc.	23,601,127	21,083,515	21,491,787	18,952,424	715,213	19,667,637
Property Tax	21,129,627	23,208,869	23,384,947	25,442,837	-	25,442,189
Sales Tax	20,477,518	21,005,000	22,201,611	23,099,933	-	23,099,933
Charges for Services	14,229,231	16,178,157	15,069,804	16,940,332	-	16,940,332
Capital Recovery Fee	5,924,452	5,945,574	5,081,780	5,367,300	-	5,367,300
Franchise Fees	4,925,043	5,129,030	4,960,206	5,142,035	-	5,142,035
Development and Permit Fees	2,340,128	2,392,400	2,387,950	2,292,691	-	2,292,691
Parks and Rec Fees	2,108,976	2,112,000	2,099,553	2,171,740	19,006	2,190,746
Grants	838,716	938,304	1,067,471	170,500	63,350	233,850
Special Improvement Fees	705,428	642,373	632,970	205,000	-	205,000
Interest	434,290	280,217	386,769	407,635	-	407,635
<b>Grand Total</b>	<b>268,995,702</b>	<b>296,731,310</b>	<b>295,535,324</b>	<b>294,126,238</b>	<b>942,075</b>	<b>295,067,665</b>

FY2017 Revenues



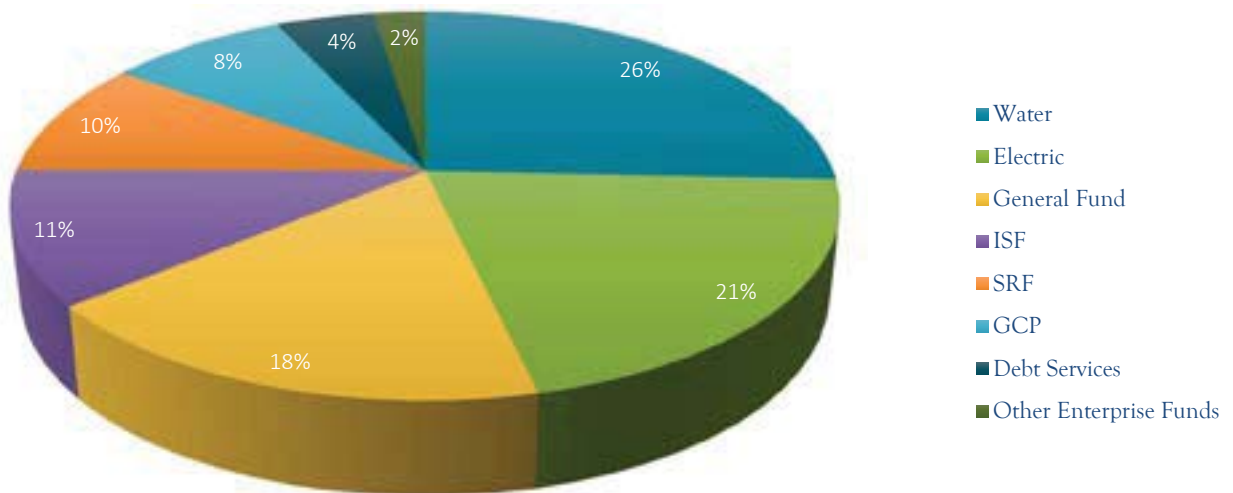
## FY2017 BUDGETED EXPENSES

*Budgeted expenses* total \$325.8 million in FY2017, which represents a decrease of 3.74% relative to FY2016 year-end projections.

Water related expenses are the largest category totaling \$83.6 million and includes capital improvement expenses totaling \$46.7 million. Electric expenses are budgeted to decrease over year-end projections by 2.39% in FY2017. General Fund expenses total \$57.4 million, which represents an increase of 5.41% relative to year-end projections.

Expenses	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Debt Services	16,984,994	12,810,464	20,717,452	14,804,714	-	14,804,714
Electric	68,757,280	70,318,153	68,979,957	66,718,081	613,288	67,331,369
GCP	15,033,479	47,805,549	41,522,414	27,053,883	-	27,053,883
General Fund	51,052,834	54,816,774	54,539,932	55,648,876	1,843,769	57,492,644
ISF	27,379,840	33,596,176	32,238,973	34,465,380	1,641,856	36,107,236
Other Enterprise Funds	6,780,644	8,608,730	7,649,059	7,408,877	453,276	7,862,153
SRF	27,498,109	51,139,995	38,010,525	30,781,053	726,268	31,507,321
Water	45,555,944	77,371,774	74,802,097	81,357,992	2,263,535	83,621,527
<b>Grand Total</b>	<b>259,043,123</b>	<b>356,467,615</b>	<b>338,460,409</b>	<b>318,238,855</b>	<b>7,541,992</b>	<b>325,780,846</b>

### FY2017 Expenses



## MAJOR REVENUE SOURCES

**Property Taxes:** Taxes are levied on January 1 of each year. The Williamson Central Appraisal District determines the value for each property in the city. Property tax rolls are certified in July and the tax rate is adopted in September, along with the budget. The City's tax collector, the Williamson County Tax Collector, sends statements in October to each taxpayer.

Budgeted revenues from ad valorem taxes total \$25.4 million. The adopted property tax rate for FY2017 is \$0.4240 per \$100 valuation. The tax rate is one cent lower than the FY2016 rate and represents the lowest tax rate in the greater Austin MSA. For FY2017, 0.19666 cents per \$100 valuation is allocated for Operations and Maintenance (O&M). The remaining 0.22734 cents per \$100 valuation is allocated for Interest and Sinking (I&S) to retire general debt.

Due to projected population growth and proposed new development in the pipeline, it is anticipated that property tax revenue will continue to grow for the next few years.

Property Tax Rev. by Fund	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
100 - General	10,719,097	11,636,698	11,673,060	12,475,000	-	12,475,000
159 - Debt	9,817,979	10,900,000	10,900,000	12,000,000	-	12,000,000
234 - Village PID	345,340	416,520	416,520	334,713		334,065
293 - Downtown TIRZ	180,485	205,433	202,632	216,100	-	216,100
294 - Rivery TIRZ	39,628	21,063	88,204	249,517	-	249,517
295 - Gateway TIRZ	27,098	29,155	32,843	36,858	-	36,858
296 - South Georgetown TIRZ			71,688	130,649	-	130,649
<b>Grand Total</b>	<b>21,129,627</b>	<b>23,208,869</b>	<b>23,384,947</b>	<b>25,442,837</b>	<b>-</b>	<b>25,442,189</b>

**Sales tax revenue** is budgeted at \$23.1 million. The City's sales tax rate is 8.25% for goods or services sold or delivered within the boundaries of the City. The tax is collected by businesses making the sale and is remitted to the State Comptroller of Public Accounts on a monthly, quarterly, or annual basis.

Of the 8.25% tax, the State retains 6.25% and distributes 2% to the City. The 2% is allocation in the following categories.

- 1.000% is used for general operating purposes.
- 0.500% is used for transportation improvements through the Georgetown Transportation Enhancement Corporation (GTEC), the City's 4B Economic Development Corporation, authorized in May 2001.
- 0.125% is for Georgetown Economic Development Corporation (GEDCO), the City's 4A Economic Development Corporation, approved in May 2005.
- 0.125% is for property tax relief, approved in May 2005.
- 0.250% is used for street maintenance, with a sunset revision approved in November 2010, and the tax reauthorized in November 2014.

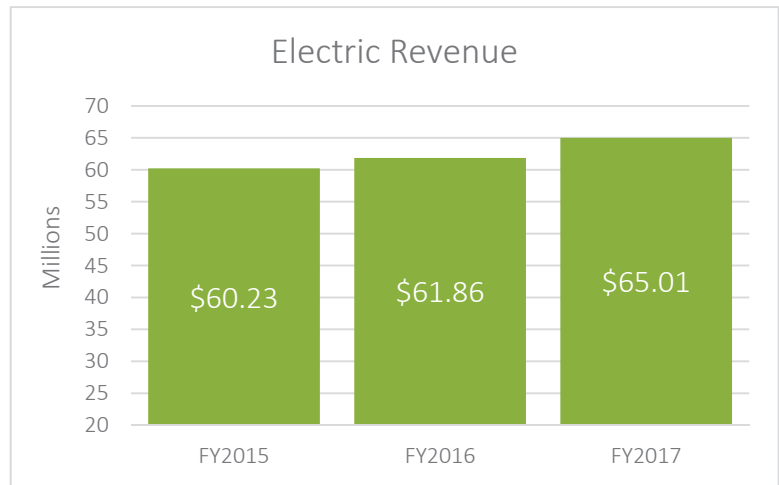
Sales Tax Rev. by Fund	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
100 - General	11,296,645	11,587,812	12,357,361	12,818,683	-	12,818,683
203 - Street Maintenance Tax	2,623,106	2,690,625	2,812,500	2,937,500		2,937,500
400 - GTEC	5,246,213	5,381,250	5,625,000	5,875,000	-	5,875,000
420 - GEDCO	1,311,553	1,345,313	1,406,750	1,468,750	-	1,468,750
<b>Grand Total</b>	<b>20,477,518</b>	<b>21,005,000</b>	<b>22,201,611</b>	<b>23,099,933</b>	<b>-</b>	<b>23,099,933</b>

Overall, the City sales tax revenue has been increasing over the past 18 months. New development coupled with population growth has resulted in the City's sales tax revenue to increase by nearly 10% in FY2016 relative to FY2015.

The City of Georgetown uses detailed, confidential, Georgetown-specific sales tax information from the State, as well as permitting data, and aggregate sales tax information from all Texas cities to produce a sector based, multiple regression predictive model. The model is reviewed, analyzed, and updated monthly.

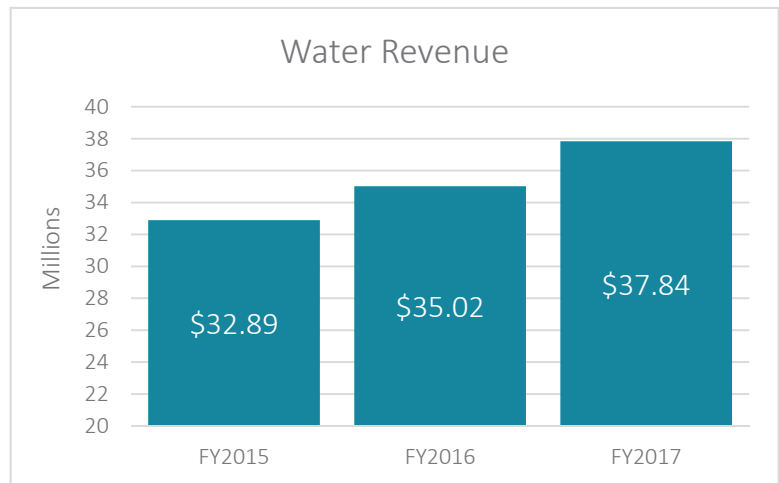
**Utility Revenue** charges for electric, water, and wastewater services are anticipated to generate \$113.3 million in FY2017, which represents an increase of 6.03% relative to year-end projections.

Generally, utility revenue projections are based on five-year forecasting models for each utility. The City prepares a financial model of each utility, forecasting revenues, expected infrastructure needs, and other expected expenses. The models are prepared based upon assumptions regarding customer growth, the City's five year capital improvements plans, forecasted increases in costs, including personnel, and historical data. The models serve as a planning tool to forecast the ability to pay cash for infrastructure, anticipate debt needs for the upcoming five to ten year period, as well as predict rate increases for customers.



#### Electric and Water Revenues:

- Calculated on a five-year rolling average of per capita consumption in order to hedge against variations in weather conditions.
- Growth estimates are based upon building permits, expected build out of subdivisions and other planning and development activity.
- Assumes a 3% peak load growth for Electric through the next five years, as the City's southern electric service area continues to develop.
- Assumes a 1 - 2% customer growth for Water for the next five years.

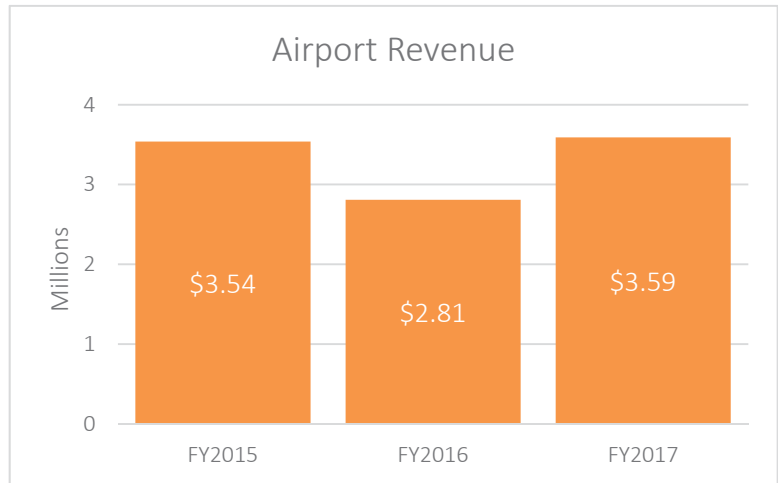


#### Wastewater Revenues:

- Assumes a 1 - 2% customer growth over the next five years.
- Flat rates allocate cost equitably between all system users and eliminating any cross-class subsidies.
- In FY2017, an increase of 4.7% is applied to the wastewater base rate of each customer class. For residential customers, this equates to an increase of \$1.40 per month. The wastewater rate has not changed since 2007.

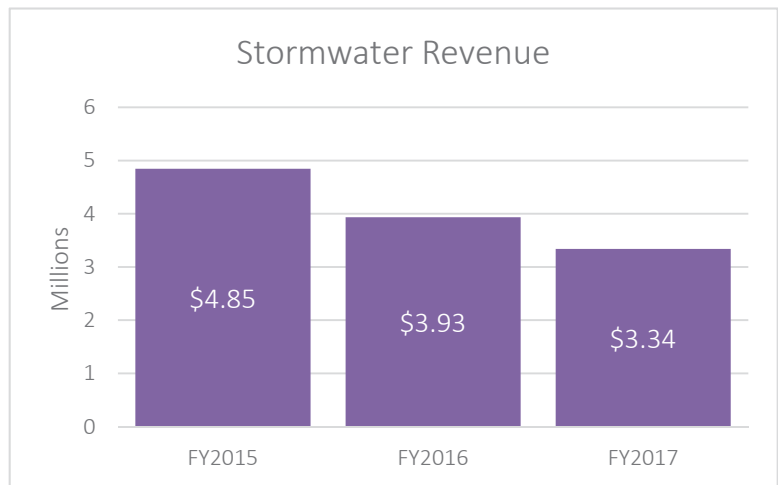
**Airport Revenue** consists primarily of fuel sales, T-hangar rentals, and tie down fees. Throughout FY2015, the City engaged in activities to improve the business model of the Airport, including a third party audit of operations, completing a lease hangar survey, and implementing new fuel rates. All of these moves were designed to restore the Airport fund to self-sufficient status. Entering FY2017, it is projected the fund will have a positive cash flow and will be self-sufficient.

The reduction in revenue from FY2015 to FY2016 is due to less bond proceeds for capital projects in FY2016. Additionally, the cost of fuel was significantly less relative to FY2015, which resulted in the City's retail price for fuel sales to be reduced as well.



**Stormwater Drainage Revenue** is collected on a per unit basis to pay for maintenance of drainage, detention, and filtration infrastructure, and to pay for the debt service on bonds issued for major capital drainage improvements. In FY2016, the rate was adjusted to \$6.50 to help cover the impacts of federally regulated Municipal Separate Storm Sewer System (MS4) requirements.

Overall revenues are budgeted lower in FY2017 relative to the previous years. In FY2015 and FY2016, stormwater capital improvement projects were largely funded by bond proceeds. In FY2017, all capital improvements are funded with a planned drawdown of available fund balance and no bond proceeds will be needed.



**Capital Recovery Fee Revenue** consists of Service Improvement Fees and Impact Fees. Service Improvement fees are collected from several developments, such as Sun City, on a per unit basis to offset costs of infrastructure improvements to serve these developments. The fees, similar to impact fees, are collected for water and wastewater improvements as part of the development agreements. In 1996, the City adopted water and wastewater Impact Fees under Chapter 395 of the Texas Local Government Code. These revenues are used as partial funding for qualifying water and wastewater infrastructure projects for increased system capacity.

**Interfund Transfers** include transfers between funds (e.g. the return on investment or ROI transferred to the general fund from the utility fund each year).

**Miscellaneous Revenues** include interest income, grant revenue, franchise fees, and environmental service revenue, which is associated with pass-through billing for Solid Waste and Recycling services the City contracts with Texas Disposal Systems (TDS).

## ALL FUNDS SUMMARY BY FUND/BY DIVISION

		GOVERNMENTAL FUND TYPES				
	Total Budget	General Fund	Special Revenue Funds	General Capital Projects Funds	General Debt Service Fund	
Beginning Fund Balances / Working Capital	71,170,267	9,956,779	15,130,045	6,143,883	1,543,287	
SOURCES & REVENUES						
Property Tax	25,442,189	12,475,000	967,189	-	12,000,000	
Sales Tax	23,099,933	12,818,683	10,281,250	-	-	
Bond Proceeds	37,960,000	-	1,850,000	12,360,000	-	
Charges for Services	16,940,332	1,886,221	392,410	-	-	
Development and Permit Fees	2,292,691	2,292,691	-	-	-	
Parks and Rec Fees	2,190,746	2,190,746	-	-	-	
Franchise Fees	5,142,035	5,142,035	-	-	-	
Grants	233,850	63,350	135,500	-	-	
Interest	407,635	-	80,610	75,000	2,000	
Utility Revenue	113,344,441	7,181,300	-	-	-	
Capital Recovery Fee	5,367,300	-	-	-	-	
Special Improvement Fee	205,000	-	-	-	-	
Other Revenue	42,773,877	3,508,328	8,038,543	8,475,000	-	
Interfund Transfers - ROI, Etc.	19,667,637	8,505,241	1,763,410	-	2,916,878	
Total Revenues	295,067,665	56,063,595	23,508,912	20,910,000	14,918,878	
USES & EXPENSES						
Community Development	2,435,075	2,350,075	85,000	-	-	
Community Services	14,066,274	9,577,813	943,739	-	-	
Finance & Administration	8,109,651	564,620	65,985	-	-	
Fire	14,685,246	12,465,078	2,220,168	-	-	
Georgetown Utility Systems	53,438,703	-	304,647	-	-	
Purchased Power	38,000,000	-	-	-	-	
CRR Credits	(1,500,000)	-	-	-	-	
Management Services	15,883,407	6,107,302	-	-	-	
Police	14,930,325	14,595,077	335,248	-	-	
Public Works	21,548,420	10,387,963	3,325,000	-	-	
Economic Development	23,085,795	-	22,500,268	-	-	
Information Technology	5,423,802	-	-	-	-	
Capital Improvements	80,281,369	-	824,086	25,065,883	-	
Debt Payments	22,344,457	-	-	-	14,804,714	
Debt Issuance Cost	20,800	-	-	-	-	
Interfund Transfers	13,052,523	1,444,716	903,180	1,988,000	-	
Total Uses & Expenses	325,805,847	57,492,644	31,507,321	27,053,883	14,804,714	
Ending Fund Balance / Working Capital						
	40,432,085	8,527,730	7,131,635	-	1,657,451	
RESERVATIONS						
Arterial Reservation	675,000	-	675,000	-	-	
Contingency	21,871,128	8,000,000	2,035,938	-	1,462,911	
Economic Stability	500,000	500,000	-	-	-	
Maintenance Contingency	25,000	-	25,000	-	-	
Perpetual Reserve	3,250,000	-	3,250,000	-	-	
Rate Stabilization/Credit Reserve						
	5,762,280	-	-	-	-	
IBNR Reserve	631,140	-	-	-	-	
Available Fund Balance / Working Capital						
	7,717,537	27,730	1,145,697	-	194,540	
(1) Includes Airport & Stormwater Drainage						
(2) Includes debt service payments on behalf of GTEC offset by transfer from GTEC						
(3) Includes debt service payments on behalf of GEDCO offset by transfer from GEDCO						

PROPRIETARY FUND TYPES					
	Total Budget	Electric Fund	Water Fund	Other Enterprise Funds	Internal Service Funds
<b>Beginning Fund Balances / Working Capital</b>	<b>71,170,267</b>	<b>6,436,145</b>	<b>24,911,799</b>	<b>1,598,357</b>	<b>5,449,972</b>
<b>SOURCES &amp; REVENUES</b>					
Property Tax	25,442,189	-	-	-	-
Sales Tax	23,099,933	-	-	-	-
Bond Proceeds	37,960,000	3,750,000	20,000,000	-	-
Charges for Services	16,940,332	-	-	-	14,661,701
Development and Permit Fees	2,292,691	-	-	-	-
Parks and Rec Fees	2,190,746	-	-	-	-
Franchise Fees	5,142,035	-	-	-	-
Grants	233,850	-	-	35,000	-
Interest	407,635	18,100	199,975	4,950	27,000
Utility Revenue	113,344,441	65,018,216	37,836,975	3,307,950	-
Capital Recovery Fee	5,367,300	-	5,367,300	-	-
Special Improvement Fee	205,000	-	205,000	-	-
Other Revenue	42,773,877	1,745,000	3,147,088	3,579,993	14,279,925
Interfund Transfers - ROI, Etc.	19,667,637	-	115,839	-	6,366,269
<b>Total Revenues</b>	<b>295,067,665</b>	<b>70,531,316</b>	<b>66,872,177</b>	<b>6,927,893</b>	<b>35,334,895</b>
<b>USES &amp; EXPENSES</b>					
Community Development	2,435,075	-	-	-	-
Community Services	14,066,274	-	-	-	3,544,722
Finance & Administration	8,109,651	-	-	-	7,479,046
Fire	14,685,246	-	-	-	-
Georgetown Utility Systems	53,438,703	16,854,453	29,292,915	-	6,986,688
Purchased Power	38,000,000	38,000,000	-	-	-
CRR Credits	(1,500,000)	(1,500,000)	-	-	-
Management Services	15,883,407	-	-	-	9,776,105
Police	14,930,325	-	-	-	-
Public Works	21,548,420	-	-	5,549,111	2,286,346
Economic Development	23,085,795	-	-	-	585,527
Information Technology	5,423,802	-	-	-	5,423,802
Capital Improvements	80,281,369	5,157,000	48,258,400	976,000	-
Debt Payments	22,344,457	3,462,471	3,351,787	725,485	-
Debt Issuance Cost	20,800	16,800	-	4,000	-
Interfund Transfers	13,052,523	5,365,645	2,718,425	607,557	25,000
<b>Total Uses &amp; Expenses</b>	<b>325,805,847</b>	<b>67,356,369</b>	<b>83,621,527</b>	<b>7,862,153</b>	<b>36,107,236</b>
<b>Ending Fund Balance / Working Capital</b>	<b>40,432,085</b>	<b>9,611,092</b>	<b>8,162,449</b>	<b>664,097</b>	<b>4,677,631</b>
<b>RESERVATIONS</b>					
Arterial Reservation	675,000	-	-	-	-
Contingency	21,871,128	5,000,000	5,000,000	372,279	-
Economic Stability	500,000	-	-	-	-
Maintenance Contingency	25,000	-	-	-	-
Perpetual Reserve	3,250,000	-	-	-	-
Rate Stabilization/Credit Reserve	5,762,280	4,500,000	-	-	1,262,280
IBNR Reserve	631,140	-	-	-	631,140
<b>Available Fund Balance / Working Capital</b>	<b>7,717,537</b>	<b>111,092</b>	<b>3,162,449</b>	<b>291,818</b>	<b>2,784,211</b>

## ALL FUNDS SUMMARY BY FUND/BY PERSONNEL-OPERATING-CAPITAL

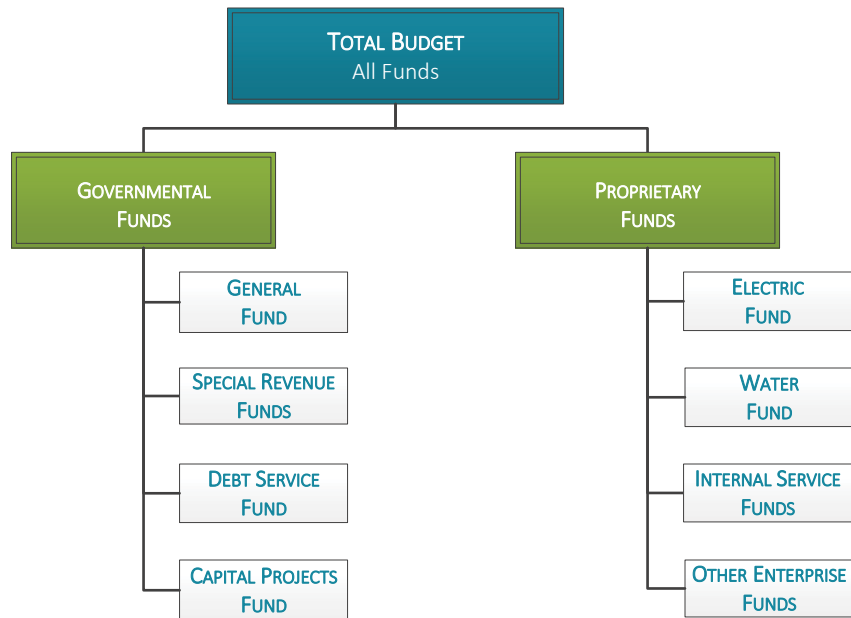
	GOVERNMENTAL FUND TYPES				
	Total Budget	General Fund	Special Revenue Funds	General Capital Projects Funds	General Debt Service Fund
<b>Beginning Fund Balances / Working Capital</b>	<b>71,170,267</b>	<b>9,956,779</b>	<b>15,130,045</b>	<b>6,143,883</b>	<b>1,543,287</b>
<b>SOURCES &amp; REVENUES</b>					
Property Tax	25,442,189	12,475,000	967,189	-	12,000,000
Sales Tax	23,099,933	12,818,683	10,281,250	-	-
Bond Proceeds	37,960,000	-	1,850,000	12,360,000	-
Charges for Services	16,940,332	1,886,221	392,410	-	-
Development and Permit Fees	2,292,691	2,292,691	-	-	-
Parks and Rec Fees	2,190,746	2,190,746	-	-	-
Franchise Fees	5,142,035	5,142,035	-	-	-
Grants	233,850	63,350	135,500	-	-
Interest	407,635	-	80,610	75,000	2,000
Utility Revenue	113,344,441	7,181,300	-	-	-
Capital Recovery Fee	5,367,300	-	-	-	-
Special Improvement Fee	205,000	-	-	-	-
Other Revenue	42,773,877	3,508,328	8,038,543	8,475,000	-
Interfund Transfers - ROI, Etc.	19,667,637	8,505,241	1,763,410	-	2,916,878
<b>Total Revenues</b>	<b>295,067,665</b>	<b>56,063,595</b>	<b>23,508,912</b>	<b>20,910,000</b>	<b>14,918,878</b>
<b>USES &amp; EXPENSES</b>					
Personnel	59,532,173	32,562,365	2,023,027	-	-
Operating	119,183,828	22,048,271	3,947,658	-	-
Capital	106,073,710	1,437,293	20,891,400	25,065,883	-
Debt Payments	27,917,813	-	3,742,056	-	14,804,714
Debt Issuance Costs	20,800	-	-	-	-
Interfund Transfers	13,052,523	1,444,716	903,180	1,988,000	-
<b>Total Uses &amp; Expenses</b>	<b>325,780,846</b>	<b>57,492,644</b>	<b>31,507,321</b>	<b>27,053,883</b>	<b>14,804,714</b>
<b>Ending Fund Balance / Working Capital</b>	<b>40,432,085</b>	<b>8,527,730</b>	<b>7,131,635</b>	<b>-</b>	<b>1,657,451</b>
<b>RESERVATIONS</b>					
Arterial Reservation	675,000	-	675,000	-	-
Contingency	21,871,128	8,000,000	2,035,938	-	1,462,911
Economic Stability	500,000	500,000	-	-	-
Maintenance Contingency	25,000	-	25,000	-	-
Perpetual Reserve	3,250,000	-	3,250,000	-	-
Rate Stabilization/Credit Reserve	5,762,280	-	-	-	-
IBNR Reserve	631,140	-	-	-	-
<b>Available Fund Balance / Working Capital</b>	<b>7,717,537</b>	<b>27,730</b>	<b>1,145,697</b>	<b>-</b>	<b>194,540</b>
<sup>(1)</sup> Includes Airport & Stormwater Drainage					
<sup>(2)</sup> Includes debt service payments on behalf of GTEC offset by transfer from GTEC					
<sup>(3)</sup> Includes debt service payments on behalf of GEDCO offset by transfer from GEDCO					

	PROPRIETARY FUND TYPES				
	Total Budget	Electric Fund	Water Fund	Other Enterprise Funds	Internal Service Funds
<b>Beginning Fund Balances / Working Capital</b>	<b>71,170,267</b>	<b>6,436,145</b>	<b>24,911,799</b>	<b>1,598,357</b>	<b>5,449,972</b>
<b>SOURCES &amp; REVENUES</b>					
Property Tax	25,442,189	-	-	-	-
Sales Tax	23,099,933	-	-	-	-
Bond Proceeds	37,960,000	3,750,000	20,000,000	-	-
Charges for Services	16,940,332	-	-	-	14,661,701
Development and Permit Fees	2,292,691	-	-	-	-
Parks and Rec Fees	2,190,746	-	-	-	-
Franchise Fees	5,142,035	-	-	-	-
Grants	233,850	-	-	35,000	-
Interest	407,635	18,100	199,975	4,950	27,000
Utility Revenue	113,344,441	65,018,216	37,836,975	3,307,950	-
Capital Recovery Fee	5,367,300	-	5,367,300	-	-
Special Improvement Fee	205,000	-	205,000	-	-
Other Revenue	42,773,877	1,745,000	3,147,088	3,579,993	14,279,925
Interfund Transfers - ROI, Etc.	19,667,637	-	115,839	-	6,366,269
<b>Total Revenues</b>	<b>295,067,665</b>	<b>70,531,316</b>	<b>66,872,177</b>	<b>6,927,893</b>	<b>35,334,895</b>
<b>USES &amp; EXPENSES</b>					
Personnel	59,532,173	6,884,498	4,672,141	1,048,120	12,342,023
Operating	119,183,828	46,369,955	22,790,074	4,500,391	19,527,479
Capital	106,073,710	5,232,000	48,258,400	976,000	4,212,734
Debt Payments	27,917,813	3,462,471	5,182,487	726,085	-
Debt Issuance Costs	20,800	16,800	-	4,000	-
Interfund Transfers	13,052,523	5,365,645	2,718,425	607,557	25,000
<b>Total Uses &amp; Expenses</b>	<b>325,780,846</b>	<b>67,331,369</b>	<b>83,621,527</b>	<b>7,862,153</b>	<b>36,107,236</b>
<b>Ending Fund Balance / Working Capital</b>	<b>40,432,085</b>	<b>9,611,092</b>	<b>8,162,449</b>	<b>664,097</b>	<b>4,677,631</b>
<b>RESERVATIONS</b>					
Arterial Reservation	675,000	-	-	-	-
Contingency	21,871,128	5,000,000	5,000,000	372,279	-
Economic Stability	500,000	-	-	-	-
Maintenance Contingency	25,000	-	-	-	-
Perpetual Reserve	3,250,000	-	-	-	-
Rate Stabilization/Credit Reserve	5,762,280	4,500,000	-	-	1,262,280
IBNR Reserve	631,140	-	-	-	631,140
<b>Available Fund Balance / Working Capital</b>	<b>7,717,537</b>	<b>111,092</b>	<b>3,162,449</b>	<b>291,818</b>	<b>2,784,211</b>

## FUND STRUCTURE

The City uses fund accounting, a system in which accounts are organized on the basis of fund and each fund is considered to be a separate accounting entity. All funds, both governmental and proprietary, are subject to appropriation.

**Basis of Accounting:** *Governmental Funds* use the modified accrual basis of accounting. Revenues are recognized when they become available and measurable. Expenditures are recognized in the accounting period in which they are incurred. *Proprietary Funds* use the full-accrual basis of accounting. Revenues are recognized when they are earned and measurable. Expenses are recognized when they are incurred regardless of timing or related cash flows.



## GENERAL FUND



City of Georgetown EMS Technicians

### NEW POSITIONS FY2017

Assistant Building Official.....	1
Community Resources Coordinator .....	1
Emergency Communication Officers .....	2
Firefighters .....	3
Garey Park Marketing Coordinator .....	1
Information Specialist .....	1
Medical Health & Fitness Coordinator .....	0.5
Public Works Director .....	1
School Resource Officer.....	1
Tennis Asst (0.5)/Rec Asst (0.5) .....	1
<b>TOTAL NEW POSITIONS FY2017 .....</b>	<b>12.5</b>

### GENERAL FUND

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## GENERAL FUND SUMMARY

The General Fund is the primary operating fund for the City. This fund is used to account for resources traditionally associated with city government including public safety, parks, streets, and city management.

### FISCAL YEAR 2016

**Total revenues** are projected to be \$54,328,073, or 2.04% higher than the current budget. The increased revenue is primarily the result of higher than expected sales tax revenue. Across the state of Texas, many communities have seen a slowing or even decline of sales tax collections following the crash of the oil market in December 2014. The greater Austin MSA and Georgetown in particular have been insulated from this decline. Year-end projections have the City collecting 6.64% more in sales tax revenue than budgeted in FY2016.

Sanitation revenue is projected to be 4.48% higher than budgeted, which mirrors the City's overall growth trend.

The City's Utility Return on Investment (ROI) revenue is expected to end the year 0.75% higher than budgeted.

Franchise fees are anticipated to finish the year at 3.29% below budget. The decrease is primarily the result of lower than expected ROI revenue in the electric system. Parks and Recreation fees are expected to finish the current year 0.59% below budget.

**Total expenditures** are projected to be \$54,539,932, 0.51% less than the current budget. Lower expenditures are primarily related to salary savings from open positions and savings in health benefits.

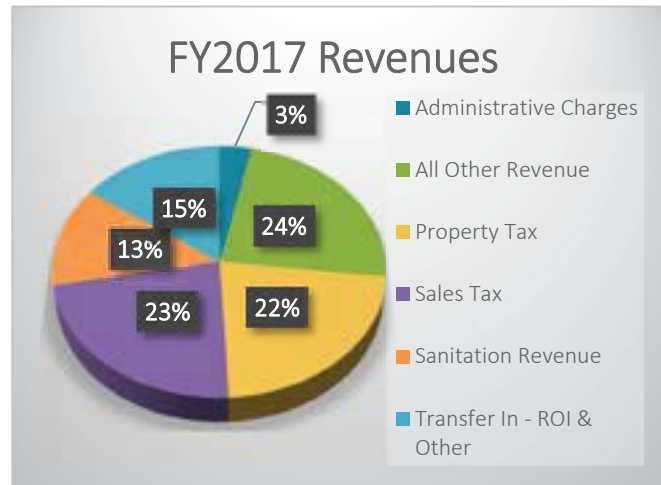
**Total fund balance** is projected to be \$9,956,779 as of September 30, 2016. This is greater than the contingency policy requirement of \$7,925,000. Fund balance over the contingency policy requirement is available to fund non-recurring expenditures in FY2017 per the Council's direction. The projected available fund balance is \$1,531,779 in FY2016.

### FISCAL YEAR 2017

**Budgeted revenues** total \$56,063,595, which represents an increase of 3.19% over FY2016 Projections. The chart to the right identifies General Fund revenues by source.

Property tax revenue is budgeted at \$12,475,000. Due to higher valuation and new development, property tax revenue is budgeted to increase by 6.87% over the previous year.

Sales tax revenue is budgeted at \$12,818,683. Financial modeling indicates a 3.73% growth rate in FY2017. Increases in sales tax revenue are being driven by housing starts and overall retail growth.



Other revenue is expected to remain relatively stable, assuming development related revenues continue to follow current trends, and growth continues within the utility service areas.

Sanitation revenue totals \$7,181,300, an increase of 5.19% over FY2016 projections. Utility ROI revenue is projected to be \$8,505,241.

**Budgeted expenditures** total \$57,492,644 a measure of 5.41% over FY2016 projected. Expenditures include an increase in police and fire compensation due to market adjustments and the adoption of the meet and confer agreements, as well as in salary market adjustments. Employee merit raises are budgeted at 2% per the Fiscal and Budgetary Policy Guidelines. There are no increases in healthcare costs in FY2017.

**Approved enhancements** include the following new positions and one-time expenditures.

- **Planning**

- **Comprehensive Plan Update:** The City's 2030 Comprehensive Plan has been in place since 2008 and requires a 5-year update. This enhancement will include updating statistical data, provide a future Land Use Plan, integrate other elements of the 2030 Plan better through use of publication, style and common themes, prepare an evaluation and appraisal report, link City Council goals, strategies, and actions to 2030 Plan Vision Statements, and create a City Gateway and Annexation plan. Projected cost: \$123,000.
- **Overtime Increase:** Overtime expenses are increased due to the continued administrative support for the City's boards and commissions. Projected cost: \$9,000.
- **Review of the UDC Requirements:** Review and amendment of the Unified Development Code requirements for transportation related development standards. Projected cost: \$5,000.

- **Administrative Services**

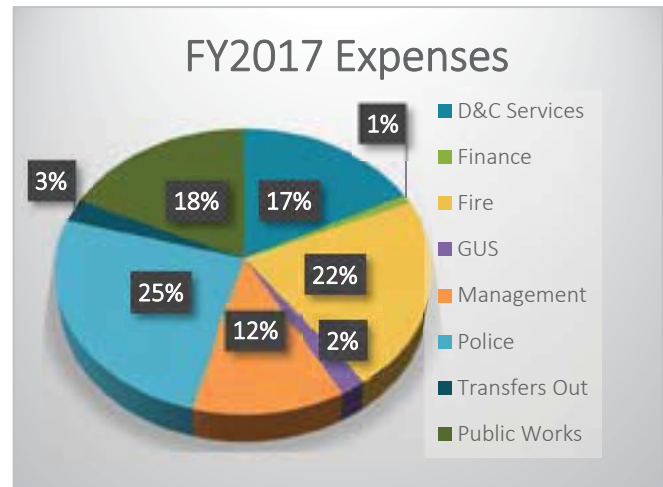
- **Reorganization:** The Administrative and City Management areas have been reorganized to support the ongoing needs of the growing population. Downtown & Community Services and City Manager's Office have been combined for a collaborative approach.

- **Public Works**

- **Director of Public Works:** The City recognizes the need for development and maintenance of current infrastructure. In order to support the ongoing needs of the City, a Public Works Director has been approved as part of the FY2017 budget. Projected cost: \$100,000.

- **Parks, Recreation, and Facilities**

- **Garey Park Operations:** A Marketing position was approved to begin in the spring to begin sales and bookings for the Garey Park facilities, which will open late 2017/ early 2018. As customers begin to book special events, maintenance funds are also included for park operations. Projected Cost: \$73,035.
- **Special Needs Camp Program:** This program was originally funded with \$15,000. The success of the program necessitated a \$5,000 increase in funding in order to expand the program for more participants. The increase in program funding will be offset by the increase in Special Needs Camp revenue. The graph shows the growth of camp participation from FY2012 to FY2016 YTD.
- **Part Time Positions:** Two part-time positions were approved in the FY2017 Budget, one at the Recreation Center and one at the Tennis Center. These additions are to help resolve issues of growth and ensure compliance with TMRS and IRS regulations related to part time employees.



- **Library**

- **Community Resources Coordinator:** This is a Texas State Library Grant funded position that will work with key nonprofit social service providers focused on assisting seniors, residents with disabilities or limited mobility, low-income families, and the homeless. Projected cost: \$72,136.
- **Increase in Book Funding:** An increase of \$20,000 for books and other materials has been approved. Projected Cost: \$20,000.

- **Fire**

- **Three Firefighter Positions:** The Georgetown Fire Department has experienced an increase in overtime in FY2016 due to increased vacancies and required strength of force staffing levels. Analysis shows three additional firefighter float positions will decrease overtime and promote a more balanced workload for the staff. Projected Cost: \$238,087.
- **Paramedic Academy:** The purpose of this program is to allow existing firefighters to advance their pre-hospital medical skills and obtain certification as a paramedic. Projected Cost: \$30,000.
- **Equipment Enhancement:** Approved equipment enhancements in Fire include \$17,100 for Self-Contained Breathing Apparatus maintenance, \$49,000 for Hydraulic Rescue Tool Set Replacement, and \$25,000 for Personal Protective Equipment cleaning and testing.

- **Inspections**

- **Assistant Building Official Position:** This position is needed to relieve the day to day workload of the Chief Building Official and to help focus on strategic department initiatives such as improving the development process and establishing performance measures. This position will also encourage healthy succession planning. The graph shows total growth of inspections from October through May of FY2015 and FY2016. Projected Cost: \$82,180.



- **City Secretary**

- **Records Preservation:** This program is a two year project that will properly preserve all remaining historic records through the Kofile System. Projected Cost: \$55,000 in FY2017 and \$55,000 in year two FY2018.

- **Public Communications**

- **Brand Development and Design Guidelines:** Building on knowledge of our core brand, the next phase of brand development will involve creation of a tagline that embodies our identity and the development of brand design guidelines to be used for a range of publications such as reports, presentations, forms, brochures, and online documents. Projected Cost: \$20,000.
- **Information Specialist:** An information specialist is also included in this Department to help create web and social media content, produce news releases, and assist in media relations.

- **Police**

- **School Resource Officer (S.R.O.):** School safety will be enhanced by the addition of a new school resource officer to Benold Middle School. Currently, there are two S.R.O.s between the three middle schools. An

additional school resource officer will allow all middle schools to have a full-time S.R.O. This position is half funded by the City and half by Georgetown ISD. Projected cost: \$79,902.

- **Two Emergency Communications Operators:** These positions will allow Georgetown's 911 Communications Center to respond to the increase in call volume that has been experienced in the last several years. The graph indicates a growth in call volume. The City has not added new emergency dispatch positions in over five years.



- **Streets**

- **Air Compressor:** This one-time expenditure will help the Streets Department perform driveway, sidewalk, and curb/gutter repairs. Projected Cost: \$24,400.
- **Paving Foreman ¾ Ton Truck:** This one-time expenditure will allow the paving foreman to ensure successful quality operations through the purchase of a vehicle. This request also includes a reclassification of this position to a higher pay grade. Projected Cost: \$39,184.
- **Landscape Maintenance:** This request increases funds to address mowing and landscape maintenance issues along major right-of-ways and gateways through the City.

- **General Governmental Contracts**

- **Fiscal Impact/Cost to Serve Model:** This Department includes a one-time project for a fiscal impact/cost to serve model for \$120,000. This study will help provide financial information on land use decisions.
- Additionally, this Department includes funds for a consultant to assist in the selection of a new financial and human resource information system. The project is budgeted at \$150,000 and will be key in developing the criteria for the new software.
- Lastly, this Department includes \$35,000 for an in-depth analysis to review tools and programs for affordable housing.

#### COUNCIL DISCRETIONARY FUND

A transfer out of the General Fund into the Council Discretionary Fund totaling \$750,000 has been approved for FY2017. These funds can be used for one-time in nature expenses per the direction of the City Council.

**Total fund balance** is projected to be \$8,527,230 as of September 30, 2017. This is greater than the 90-day contingency policy requirement of \$8,000,000. In FY2016, the City Council established an economic uncertainty reserve fund. Currently, that reserve totals \$500,000.

## GENERAL FUND INCOME STATEMENT

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Beginning Fund Balance</b>	<b>10,416,645</b>	<b>9,599,307</b>	<b>10,168,638</b>	<b>9,956,779</b>	<b>-</b>	<b>9,956,779</b>

Revenues	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Property Tax	10,719,097	11,636,698	11,673,060	12,475,000	-	12,475,000
Sales Tax	11,296,645	11,587,812	12,357,361	12,818,683	-	12,818,683
Sanitation Revenue	6,494,836	6,534,000	6,827,000	7,181,300	-	7,181,300
Transfer In - ROI & Other	7,720,944	8,548,263	8,612,503	8,505,241	-	8,505,241
Franchise Fees	4,925,043	5,129,030	4,960,206	5,142,035	-	5,142,035
Development and Permit Fees	2,340,128	2,392,400	2,387,950	2,292,691	-	2,292,691
Parks and Rec Fees	2,108,976	2,112,000	2,099,553	2,171,740	19,006	2,190,746
All Other Revenue	3,258,282	3,200,020	3,308,340	3,428,426	143,252	3,571,678
Administrative Charges	1,696,854	2,102,100	2,102,100	1,886,221	-	1,886,221
<b>Grand Total</b>	<b>50,560,806</b>	<b>53,242,323</b>	<b>54,328,073</b>	<b>55,901,337</b>	<b>162,258</b>	<b>56,063,595</b>

Expenses	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
0000 - Transfer	1,188,673	1,512,955	1,512,955	1,226,870	217,846	1,444,716
0107 - Planning	852,372	938,880	935,677	1,045,736	137,000	1,182,736
0201 - D&CS Admin	602,219	637,790	615,986	-	-	-
0202 - Parks Admin	400,067	392,812	393,028	484,592	-	484,592
0210 - Library	2,029,736	2,172,357	2,172,607	2,307,359	107,270	2,414,629
0211 - Parks	2,074,873	2,287,013	2,248,497	2,251,308	61,051	2,312,359
0212 - Recreation	2,140,920	2,492,049	2,456,004	2,420,287	-	2,420,287
0213 - Tennis Center	439,074	396,954	397,243	416,668	14,744	431,412
0214 - Rec Programs	1,346,042	1,390,554	1,391,378	1,406,399	33,750	1,440,149
0218 - Arts & Culture	78,474	74,771	73,171	74,385	-	74,385
0316 - Municipal Court	689,759	561,439	548,215	564,620	-	564,620
0402 - Fire Support Services	2,167,133	2,236,560	2,177,198	2,418,984	-	2,418,984
0422 - Fire Emergency Services	8,414,994	9,048,486	9,430,234	9,686,908	359,187	10,046,095
0533 - Environmental Services	5,590,845	5,624,432	5,852,605	5,879,717	-	5,879,717
0536 - Inspections	938,182	1,169,797	1,050,110	1,108,159	59,180	1,167,339
0602 - Administrative Services	757,980	896,542	939,796	1,552,320	-	1,552,320
0634 - City Council	119,609	156,641	150,808	156,044	-	156,044
0635 - City Secretary	514,861	545,961	498,753	602,852	55,000	657,852
0638 - General Gov't Contracts	3,621,622	3,414,415	3,030,191	3,038,873	314,880	3,353,753
0655 - Public Communications	325,872	427,117	374,150	298,272	89,061	387,333
0702 - Police Admin	2,332,715	2,823,180	2,824,829	2,102,200	2,856	2,105,056
0742 - Police Operations	9,188,797	9,852,456	9,779,967	10,972,803	203,488	11,176,291
0744 - Animal Services	782,911	913,111	848,932	905,957	-	905,957
0745 - Code Enforcement	348,109	411,753	413,342	401,887	5,886	407,773
0802 - Public Works	735,573	649,026	641,171	559,434	142,314	701,748
0846 - Streets	3,371,423	3,789,723	3,783,085	3,766,242	40,256	3,806,498
<b>Grand Total</b>	<b>51,052,834</b>	<b>54,816,774</b>	<b>54,539,932</b>	<b>55,648,876</b>	<b>1,843,769</b>	<b>57,492,644</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Ending Fund Balance</b>	<b>9,924,617</b>	<b>8,024,856</b>	<b>9,956,779</b>	<b>10,209,241</b>	<b>(1,681,511)</b>	<b>8,527,730</b>
CAFR Adjustment	244,021	-	-	-	-	-
Contingency	7,695,000	7,925,000	7,925,000	8,000,000	-	8,000,000
Economic Stability Reserve	-	-	500,000	500,000	-	500,000
<b>Available Fund Balance</b>	<b>2,473,638</b>	<b>99,856</b>	<b>1,531,779</b>	<b>1,709,241</b>	<b>(1,681,511)</b>	<b>27,730</b>

## ADMINISTRATIVE SERVICES

### DEPARTMENT DESCRIPTION

The Administrative Services Department is responsible for the administration of all City affairs and serves as the liaison between the policymaking and administrative branches of City Government. The City Manager, appointed by City Council, is the chief administrative and executive officer of the City. The Department coordinates activities to effectively accomplish the City Council goals and objectives. Additionally, Administrative Services acts as the City's representative and liaison to local groups, service organizations and businesses in the community, and other governmental agencies.

GENERAL FUND

ADMINISTRATIVE SERVICES

10 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Worked with the City Council to establish clearly defined Strategic Goals to guide city staff to establish strategies and tactics to accomplish the Council's vision
- ✓ Updated the City's organizational structure as a response to the City's rapid growth to help ensure the delivery of quality services to citizens and customers as it relates to development
- ✓ Hired key personnel, including an Assistant City Manager, an Economic Development Director, and a Finance Director
- ✓ Partnered with Texas State University to conduct a citizen survey to assess resident satisfaction on key services and quality of life issues that will help guide future planning goals of the community
- ✓ Continued working to develop multi-year budgets and financial planning as part of the annual budget process to implement the City Council's Strategic Goals
- ✓ Completed city-wide employee survey with an 85% response rate; collected input on how the City can better serve its employees
- ✓ Remphasized City core values with restructured and refocused values events and trainings



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Provide quality services to citizens through effective management and administration in support of the City Council's Strategic Goals and to ensure long-term financial responsibility and future economic viability of the community
- Facilitate partnerships with other local, regional and state agencies, the private sector, and others to ensure quality growth and development
- Improve citizen awareness and understanding of City programs, services and issues and promote a positive public image of the City and organization
- Promote revitalization and future economic growth of the underdeveloped areas within the city
- Continue work associated with employee survey to improve upon Communications, Training & Development, and Performance Management
- Lead the focus on multi-year budgets and financial planning as part of the annual budget process that implements the City Council's Strategic Goals
- Implement key studies to assist in Council in making decisions regarding growth, such as a comprehensive plan update and a cost-to-serve fiscal impact model for land use decisions

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0602 - Administrative Services</b>						
Personnel	603,723	732,930	771,415	1,321,786	-	1,321,786
O&M	154,257	163,612	168,381	230,534	-	230,534
Capital	-	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>757,980</b>	<b>896,542</b>	<b>939,796</b>	<b>1,552,320</b>	<b>-</b>	<b>1,552,320</b>

## BUDGET NOTE

Personnel costs increased from FY2016 to FY2017 because of the reorganization of Downtown and Community Services into Administrative Services. Administrative Services expanded by four employees as a result of this reorganization.

## DEPARTMENTAL PERFORMANCE MEASURES

In the spring of 2016 the City of Georgetown partnered with the Center for Research, Public Policy and Training (CRPPT) at Texas State University to conduct a citizen survey focusing on residents' satisfaction of public services. When asked to rate the overall quality of life in Georgetown, the vast majority of respondents, 97.6% rated the overall quality of life in Georgetown as good or excellent, while 2.4% rated overall quality of life as fair. Resident satisfaction with overall quality of life is indicative that the majority of residents perceive good or excellent quality of life in Georgetown.



## CITY COUNCIL

### DEPARTMENT DESCRIPTION

The City Council is composed of a Mayor elected at large, and seven Councilmembers elected from single-member districts. Georgetown is a Home Rule City, which means that the Council is free to enact legislation, adopt budgets, and determine policies, subject only to the limitations imposed by the Texas Constitution and City Charter. The Council appoints a City Manager, who coordinates and implements activities to effectively accomplish the goals and objectives it establishes. The Council also appoints the City Attorney, the Municipal Court Judge and the City Secretary. In addition, the Council appoints citizens to serve on advisory boards, commissions, and committees.



GENERAL FUND

CITY COUNCIL

1 MAYOR  
7 COUNCILMEMBERS

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Defined the Role of Council and established clear vision for the City of Georgetown that includes goals and strategies that will guide City staff in defining and implementing tactics to accomplish the Council's Vision
- ✓ Hired a new City Attorney and a new City Secretary who directly report to the City Council
- ✓ Approved contracts and a strategy for the City's municipal electric utility to move to 100% renewable energy sources
- ✓ Provided design direction for the Downtown West Project
- ✓ Supported the opening of the Georgetown Sheraton Conference Center through a development project
- ✓ Established the Sidewalk Master Plan
- ✓ Approved the design plans for Garey Park and San Gabriel Park
- ✓ Lowered the FY2016 City of Georgetown tax rate to 42.4 cents, the lowest rate in Central Texas
- ✓ Oversaw the implementation and changes making the Georgetown Airport self-sustaining and profitable
- ✓ Expanded the City-funded EMS program
- ✓ Approved the construction and implementation of the Southwest Bypass Project

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Grow Georgetown into a diverse, vibrant, inclusive, and socially dynamic City where everyone has the opportunity to participate in, and benefit from, our economic, political, and social activities
- Support the outstanding and innovative City employees that work diligently to bring the Vision of Council to life and deliver exceptional services to our customers while exemplifying the Council's Core Values
- Oversee the policies and procedures to ensure they are easily understood and consistently and professionally applied. The Council's internal processes need to be effective, efficient, fair, inventive and transparent, making Georgetown a desired destination for residents and businesses
- Assure that anyone interacting with the City will have such a positive experience that they will tell everyone about it
- Maintain a fiscal environment conducive to attaining the goals of the City

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0634 - City Council</b>						
Personnel	55,248	88,639	88,639	86,873	-	86,873
O&M	64,361	68,002	62,169	69,171	-	69,171
Capital						-
<b>Total Departmental Budget</b>	<b>119,609</b>	<b>156,641</b>	<b>150,808</b>	<b>156,044</b>	<b>-</b>	<b>156,044</b>

## DEPARTMENTAL PERFORMANCE MEASURES

**Overall Value of City Services:** In the spring of 2016 the City of Georgetown partnered with the Center for Research, Public Policy, and Training (CRPPT) at Texas State University to conduct a citizen survey focusing on resident's satisfaction of public services. When asked to rate the overall value of City services, the majority of respondents, 78%, indicated value of City services to be good 53% or excellent 25%. 18.6% of respondents rated the value of City services fair while only 3% of respondents rated as poor. Resident satisfaction with overall value of City services is indicative that the majority of residents perceive good or excellent value for City taxes paid. Good and excellent perceived value is also suggestive that Council is connected with the citizenry and making decisions that are aligned with resident's interests.



**Overall Quality of City Services:** Citizens were also asked about their perception of the overall quality of services from the City of Georgetown. In general, respondents are satisfied with the services provided and produced by the city. As indicated by the graph to the right, 82% of the respondents find City services to be either good or excellent. Accordingly, 15% deem quality of city services as fair, while only 2.4% report that overall quality is poor.



## CITY SECRETARY'S OFFICE

### DEPARTMENT DESCRIPTION

The City Secretary's office oversees the preparation of City Council agenda packets and ensures compliance with the State Open Meetings Act. The City Secretary's office is responsible for maintaining official City records and coordinating the citywide Records Management Program. The Office is required to draft detailed minutes for the governing body of the City of Georgetown. In addition, after City Council passes legislation, the City Secretary's office oversees the codification of ordinances. The City Secretary's office drafts Mayoral proclamations and arranges official appearances of the Mayor at local and regional community events. In addition, this Office also manages City elections and oversees the conduct of all elections by the Williamson County Elections Administrator.



### Notable Budget Item(s)

Records Preservation  
\$55,000

GENERAL FUND

CITY SECRETARY

5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Posted all meeting agendas in compliance with regulations and statutes
- ✓ Introduced a Policy & Procedures Manual for Records Management
- ✓ Conducted a Successful Boards & Commissions Application and Appointment Process
- ✓ Sponsored the Ethics Orientation for all Boards & Commissions Members
- ✓ Provided Boards & Commissions Training and Agenda and Minutes Training for all B&C Liaisons and Board Chairs as well as Records Management Training for all City Departments
- ✓ Assisted with the City Council Goal Setting & Visioning Sessions
- ✓ Administered two Police Elections (Meet & Confer and Alternate Promotional Process Elections) and a May 2016 General Election (District 3 Councilmember)
- ✓ Initiated records inventory at the Dove Springs facility
- ✓ Accomplished the timely destruction of records according to the Texas State Library standards saving the City considerable money by following destruction schedules and no longer paying for unnecessary records storage
- ✓ Continuation of the digital scanning process of all records, providing availability of all records to the general public on the City website

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Maintain provision of excellent assistance and care for the Mayor and City Councilmembers
- Promote development and provision of excellent training to Boards & Commissions members, liaisons and chairs, as well as staff training programs in records management
- Retain the ongoing historic record preservation project
- Pursue implementing the records scanning project, allowing web access of all City records
- Continue administering City elections and Police/Fire elections as needed
- Promote improvement of efficiencies in office processes and procedures
- Display an exhibit of historic documents at the Georgetown Public Library in May 2017 for National Preservation Month
- Complete the List of Mayors from 1848 through the present
- Research and obtain all Articles of Incorporation, City Charters and historic documents substantiating the establishment of the City of Georgetown

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0635 - City Secretary</b>						
Personnel	332,779	350,652	314,944	356,452	-	356,452
O&M	180,119	195,309	183,809	246,400	55,000	301,400
Capital	1,963	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>514,861</b>	<b>545,961</b>	<b>498,753</b>	<b>602,852</b>	<b>55,000</b>	<b>657,852</b>

## DEPARTMENTAL PERFORMANCE MEASURES

Compliance with the [Open Meetings Act](#) is the Department's top priority. State legislation requires meetings of governmental bodies to be open to the public, except for expressly authorized closed sessions, and to be preceded by public notice of the time, place, and subject matter of the meeting.

Public notice of the time, place, and subject matter must be posted no later than 72 hours prior to the start of the meeting. These requirements must be met 100% of the time. The provisions of the Act are mandatory and are to be liberally construed in favor of open government. Public notices are available outside of City Hall and on the City website.



## AWARDS/ACCREDITATIONS

Deputized two staff members who are now authorized to carry out the duties of the City Secretary in her absence, including the public posting of all meetings to comply with state regulations of the Open Meetings Act.

## **FIRE: EMERGENCY AND SUPPORT SERVICES**

### **DEPARTMENT DESCRIPTION**

Fire Support Services ensures that quality service is provided to the community by directing and supporting the entire Fire Department. Direction is provided through an emphasis on open communication and participation in the decision making process from all levels. Efficient and effective administration and support are critical to the success of a fire agency.

Emergency Services provides the firefighting, medical response and treatment, patient transport, rescue, and hazmat services for the City and Emergency Services District (ESD) 8. Firefighters are trained in the latest health and safety issues and receive mandated training by the Texas Commission on Fire Protection and Texas Department of Health.



### **Notable Budget Item(s)**

3 New Firefighter Positions  
Paramedic Academy \$30,000

GENERAL FUND

SUPPORT & EMERGENCY  
SERVICES

101.5 FTEs

### **MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016**

- ✓ Assisted with the completion of the West Side Service Center
- ✓ COG wellness expo; Flu vaccine administration
- ✓ Hosted EMS training; St. David's Round Rock E.D., Precision Bone & Joint, S&W Interventional Cardiology, Philips Healthcare
- ✓ Hosted Georgetown Pipe and Drum Clinic in November with around 60 students in attendance from around the state
- ✓ Purchased new Personal Protective Equipment (PPE) that is dual certified for both Wildfire and technical rescue
- ✓ Hired new Emergency Management Coordinator
- ✓ Trained over 20 personnel to be certified as Swiftwater Techs and Swiftwater Boat Operations
- ✓ Added 4 additional divers to the Georgetown Search and Rescue (GSAR) Team
- ✓ Purchased a Flashover Chamber and trained personnel to be instructors
- ✓ Hosted RnR Rope Rescue Training. GFD had 3 Captains obtained certification as High/Angle and Confined Space Level II Rope Rescue Technicians
- ✓ Obtained approval to function as a Candidate Physical Ability Test (CPAT) site

### **MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017**

- Provide quality maintenance of City public facilities to foster a safe and positive atmosphere for employees and citizens
- Order new Aerial Ladder Truck
- Place into service new Wildland Interface Brush Engine and Water Tender
- Hosting 130/190 class to obtain wildland certification for GFD members
- Implement PowerDMS and Lexipol for Policy, Training, and Accreditation Management
- Certify additional American Heart Association (AHA) CPR/First Aid instructors
- Implement clinical affiliation with Central Texas College for military re-entry class to perform clinical ride-outs
- Send 10 more personnel to Swiftwater Tech training
- Host *Rock N Rescue Rope Rescue Training* in April and September. This will be attended by both GFD members and students from outside agencies
- Train 4 personnel through High-rise Conference

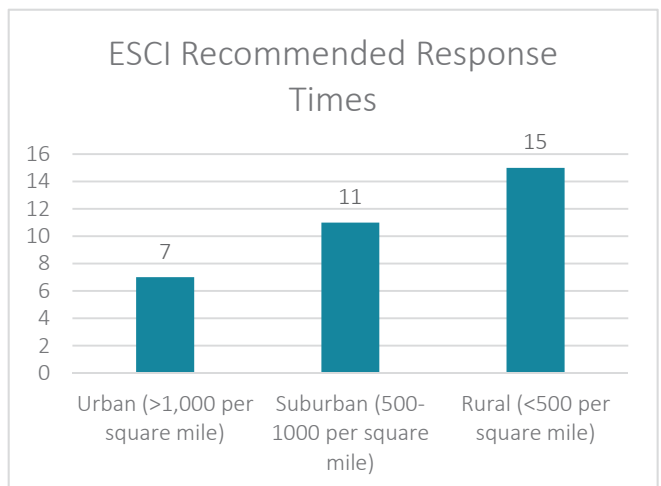
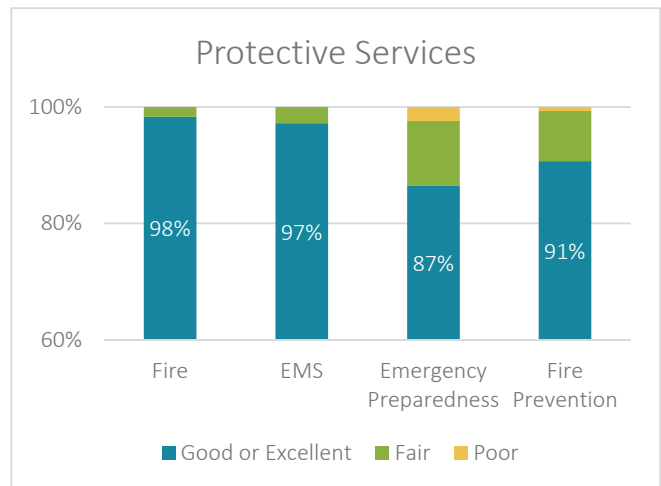
## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0402 - Fire Support Services</b>						
Personnel	1,513,617	1,588,112	1,530,480	1,593,550	-	1,593,550
O&M	653,516	648,448	646,718	825,434	-	825,434
<b>0402 - Fire Support Services Sub-total</b>	<b>2,167,133</b>	<b>2,236,560</b>	<b>2,177,198</b>	<b>2,418,984</b>	<b>-</b>	<b>2,418,984</b>
<b>0422 - Fire Emergency Services</b>						
Personnel	7,324,184	7,694,910	8,048,870	8,349,940	216,787	8,566,727
O&M	1,090,810	1,353,576	1,381,364	1,336,968	93,400	1,430,368
Capital					49,000	49,000
<b>0422 - Fire Emergency Services Sub-total</b>	<b>8,414,994</b>	<b>9,048,486</b>	<b>9,430,234</b>	<b>9,686,908</b>	<b>359,187</b>	<b>10,046,095</b>
<b>Total Departmental Budget</b>	<b>10,582,127</b>	<b>11,285,046</b>	<b>11,607,432</b>	<b>12,105,891</b>	<b>359,187</b>	<b>12,465,078</b>

## DEPARTMENTAL PERFORMANCE MEASURES

**Quality of Protective Services:** In the spring of 2016 the City of Georgetown partnered with the Center for Research, Public Policy, and Training (CRPPT) at Texas State university to conduct a citizen survey focusing on resident's satisfaction of public services. When asked to rate the quality of protective services, the majority of respondents rated the quality of Fire and Emergency Medical Services (EMS) to be good or excellent. Good or Excellent ratings from residents indicate that fire and EMS services meet or exceed expectations within the community.

The Emergency Services Consulting International (ESCI) conducted a detailed analysis of the Georgetown Fire Department (GFD) in 2013 and recommended a **tiered response performance objective**. This methodology effectively segregates GFD's +130 sqmi response area into three distinct zones: urban, suburban, and rural. The suggested response standards are consistent with the 2010 Deployment Study and closely aligns with the National Fire Protection Association (NFPA) 1710 deployment standard. The "first due" response of a single utilizing standard reflex time from dispatch receipt to emergency unit arrival. The standard set forth by ESCI recommends that each area be reached within the recommended time for 90% of all incidents. The City of Georgetown will closely monitor response time performance and will use this information as a tool that will help guide GFD and address future issues of growth.



## GOVERNMENTAL CONTRACTS

### DEPARTMENT DESCRIPTION

Managed through Administrative Services, this Department includes funds for the City's contracted Strategic Partnerships for Community Services grant commitments. Funds for maintenance of four community buildings and utility subsidies for local eligible 501(c) 3 non-profit organizations are also budgeted in this department. This Department also oversees the administrative allocations for services received from other City funds. In addition, this Department manages the City's Agreement to provide funding to the Williamson County and Health District (WCCHD).



GENERAL FUND

GOVERNMENTAL CONTRACTS

0 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Awarded 17 Strategic Partnership for Community Services (SPCS) Grant Contracts including:
  - The Boys and Girls Club of Georgetown
  - Girls Empowerment Network (GEN)
  - Williamson County Crisis Center dba Hope Alliance
  - The Georgetown Project
  - Habitat for Humanity Williamson County
  - Ride on Center for Kids (ROCK)
  - Senior Center at Stonehaven
- ✓ Contracted with the Williamson County and Cities Health District to ensure the health and safety of the citizens of the community
- ✓ Received funding for Community Development Block Grants (CDBG) in the amount of \$87,120 for the construction of the sidewalk from Scenic, to Austin Avenue, along MLK and 3<sup>rd</sup> Streets

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

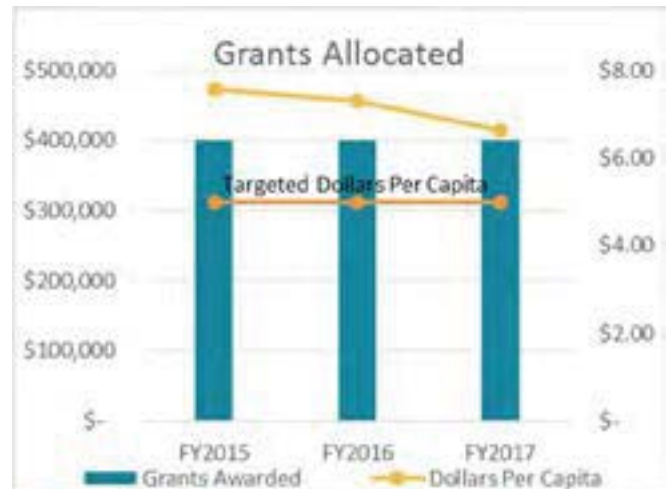
- Ensure all citizens have access to services which enable them to live safe, healthy, and productive lives
- Provide resources necessary for community agencies to operate in Georgetown
- Utilize resources to take advantage of available grant funding sources to offset the cost of the City's expenditures for capital improvements and other projects and ensure the long-term financial viability of Georgetown
- Ensure that the City's Strategic Partners for Community Services providers meet their results-oriented performance objectives and prevention issues, and form service partnerships as appropriate
- Continue to support the Williamson County and Cities Health District to ensure the health and safety of the citizens of the community
- Retain commitment to fund Strategic Partners for Community Services Grants at levels approved in the City Council's Fiscal and Budgetary Policy
- Utilize CDBG grant funding of \$135,500 for engineering and construction of sidewalk on the east side of Scenic from 6<sup>th</sup> to 10<sup>th</sup> Streets, and the south side of 6<sup>th</sup> from Scenic to Martin Luther King Jr. Street

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0638 - General Gov't Contracts</b>						
Personnel	(43,500)	(137,982)	(250,000)	(548,058)	-	(548,058)
O&M	3,665,122	3,552,397	3,280,191	3,586,931	314,880	3,901,811
Capital						-
<b>Total Departmental Budget</b>	<b>3,621,622</b>	<b>3,414,415</b>	<b>3,030,191</b>	<b>3,038,873</b>	<b>314,880</b>	<b>3,353,753</b>

## DEPARTMENTAL PERFORMANCE MEASURES

**Grants Allocated:** The City's Fiscal and Budgetary Policy includes funding eligible local 501(c) 3 non-profits. The total available for grants is targeted at \$5 per capita to be attained through population growth. Measuring the total grants allocated and comparing the total allocation to the funding per capita is a tool to ensure compliance. It also illustrates the Council's continued commitment to support local organizations.



## REGIONAL PARTNERS



## INSPECTION SERVICES

### DEPARTMENT DESCRIPTION

Inspection Services issues building construction permits and performs infrastructure inspections. This Department assists in the coordination between the City and the construction industry with plan review, permitting, and on-site inspections. Inspection Services ensures that the construction phase of the development process meets the expectations of the community for the overall public health, safety, and welfare. The Department is also responsible for floodplain administration and ensuring the City meets regulations established by the Federal Emergency Management Agency.

GENERAL FUND

INSPECTION SERVICES

14 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Continued to encourage energy conservation for building construction through the use of approved materials and methods for all types of structures in coordination with International Building Codes
- ✓ Maintained an acceptable level of service due to workload for turnaround times for plan reviews, permitting, and inspections
- ✓ Provided a permit and inspection plan to meet the landscape and irrigation standards for water conservation
- ✓ Assure that special flood hazard areas are not impacted by development through the use of Floodplain Management
- ✓ Promoted automated technology for permitting and inspection
- ✓ Ensured quality and safe housing through consistent administration of building code requirements
- ✓ Bolstered a cooperative effort with the building community to encourage use of the most current building codes



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Review all workflow processes for improvement and time reduction to reduce the cost to all users
- Provide on-going training and certification programs for all staff to obtain full certifications which will also assist in an improved Insurance Services Offices (ISO) rating for insurance underwriting purposes for taxpayers
- Provide bilingual information for procedure brochures and on the web site
- Initiate a permit fee analysis in comparison with the surrounding communities
- Initiate a review of the 2015 International Building Codes and the 2017 National Electrical Code for the possibility of future adoption and a review
- Promote a cooperative effort with the building community to provide long-lasting, quality structures and encourage the use of the most current building and fire codes for the community in an effort to reduce insurance rates for the public

### Notable Budget Item(s)

Assistant Building Official  
Position

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0536 - Inspections</b>						
Personnel	735,876	979,007	859,320	1,013,546	48,314	1,061,860
O&M	202,306	190,790	190,790	94,613	10,866	105,479
Capital						-
<b>Total Departmental Budget</b>	<b>938,182</b>	<b>1,169,797</b>	<b>1,050,110</b>	<b>1,108,159</b>	<b>59,180</b>	<b>1,167,339</b>

## DEPARTMENTAL PERFORMANCE MEASURES

**Inspections per Inspector per Day:** This metric shows the number of inspections across all disciplines (electric, plumbing, building, and mechanical).

The national standard used in the chart to the right is calculated based on the number of inspection hours required of the Department as published in the Building Department Administration, 4th Edition from the International Code Council in September 2012 and indicates an extremely high work load as compared to national standards.



## LIBRARY

### DEPARTMENT DESCRIPTION

The Georgetown Library houses and administers a collection of more than 113,000 items, including books, magazines, foreign language resources, and reference materials. The Library is part of the TexShare program; under this program, library cardholders may go in person to borrow materials from other participating libraries in Texas, and for the cost of one-way postage, they may use inter-library loan service. The Department hosts weekly story hours, summer reading programs for children and teens, reference services, public access to the Internet and technical assistance without cost to the public.

GENERAL FUND

LIBRARY

23.5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Published first annual Arts and Culture Guide
- ✓ Assisted with the operation of the Georgetown Art Center
- ✓ Coordinated monthly meetings of the Cultural District members
- ✓ Added public art downtown
- ✓ Improved weekend and family programming at the library
- ✓ Increased number of downloadable eBooks and audio books available to library cardholders
- ✓ Extended bookmobile service to senior citizens and children, including summer reading program experiences for the children
- ✓ Maintained an aggressive publicity campaign that is designed to keep the public constantly aware of the services, programs, and activities available at the library
- ✓ Developed new weekly e-newsletter distributed to registered library users
- ✓ Hired Cataloging Librarian



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Hire a Community Resources Coordinator to work with nonprofit organizations and assist residents in need
- Purchase additional library materials and ebooks with additional book funding
- Provide open and equal access to information
- Create opportunities for life-long learning
- Offer cultural enrichment
- Complete Family Place Libraries Initiative training
- Continue strong partnership with Georgetown Art Works to ensure successful operation of the Georgetown Art Center
- Work with other City departments to incorporate an arts component into downtown events
- Implement elements of the Arts and Culture Strategic Plan that dovetail with cultural goals of the Downtown Master Plan
- Utilize bookmobile as a way to publicize the library
- Collaborate with other departments to implement a civic center with public outdoor space in City projects adjacent to the library
- Update Library's Strategic Plan

### Notable Budget Item(s)

Community Resources  
 Coordinator

Increase in Book Funding  
 \$20,000

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0210 - Library</b>						
Personnel	1,255,589	1,345,987	1,347,837	1,434,418	85,920	1,520,338
O&M	644,515	691,577	689,977	736,648	1,350	737,998
Capital	129,632	134,793	134,793	136,293	20,000	156,293
<b>0210 - Library Sub-total</b>	<b>2,029,736</b>	<b>2,172,357</b>	<b>2,172,607</b>	<b>2,307,359</b>	<b>107,270</b>	<b>2,414,629</b>
<b>0218 - Arts &amp; Culture</b>						
Personnel	150	8,550	8,550	8,550	-	8,550
O&M	78,324	66,221	64,621	65,835	-	65,835
Capital						-
<b>0218 - Arts &amp; Culture Sub-total</b>	<b>78,474</b>	<b>74,771</b>	<b>73,171</b>	<b>74,385</b>	<b>-</b>	<b>74,385</b>
<b>Total Departmental Budget</b>	<b>2,108,209</b>	<b>2,247,128</b>	<b>2,245,778</b>	<b>2,381,744</b>	<b>107,270</b>	<b>2,489,014</b>

## DEPARTMENTAL PERFORMANCE MEASURES

**Circulation Data:** The Library measures a number of different statistics throughout the year to determine the success of their work. Of these statistics circulation is one of the most important. Circulation data measures the count of items that are checked out of the library. Therefore, a library with high circulation numbers is a library that is well used by the community.

**Library Quality:** In the spring of 2016 the City of Georgetown partnered with the Center for Research, Public Policy, and Training (CRPPT) at Texas State University to conduct a citizen survey focusing on resident's satisfaction of public services. When asked to rate the quality of the Library, the vast majority of residents rated the quality of the Library as good or excellent. Resident's perceived quality of the library is a good indication that library programs and resources meet or exceed expectation.

## AWARDS/ACCREDITATIONS

**Certified Public Library** by the State of Texas. To be a Certified Public Library in Texas, the library must meet minimum criteria established by the Texas State Library and Archives Commission. Obtaining state certification is crucial in receiving state and federal grants, as library's that are not certified are not eligible to receive funding. The library also held its' 50-year celebration in March, 2016.



## MUNICIPAL COURT

### DEPARTMENT DESCRIPTION

Municipal Court oversees the judicial processing of Class C misdemeanors in the City, as well as cases related to traffic citations, citizen complaints, misdemeanor arrests, and animal violations. The Court adheres to the Texas Code of Criminal Procedure and the Code of Judicial Conduct. The Court prepares dockets, schedules trials, and processes juries. Additionally, the Court records and collects fine payments and issues warrants for Violation of Promise to Appear and Failure to Appear. The Court also processes code and parking violations as part of the citywide code enforcement effort. The Municipal Judge presides over trials and other court proceedings. The Judge also facilitates the Teen Court Program in conjunction with the Georgetown and East View High Schools.



### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Participated in annual statewide warrant round up along with more than 300 jurisdictions
- ✓ Completed warrant reconciliation with Police Department
- ✓ Measured clearance rate of outgoing cases as a percentage of the number of incoming cases to ensure we are keeping up with incoming caseload
- ✓ Implemented the court notification system to provide enhanced customer service opportunities and increase court efficiency
- ✓ Contributed in the design process for the court facility as part of the downtown west project
- ✓ Won first place at state competition as part of Teen Court Program

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Foster a “customer service” philosophy with court defendants, treating all with professional courtesy and respect
- Increase court efficiency through streamlined procedures and automation
- Protect and preserve individual liberties of court defendants
- Monitor timeline for docket processing and increase dockets as needed
- Participate in annual multi-jurisdictional warrant round up
- Implement Legislative changes as they relate to Municipal Court
- Increase the usage of the court notification system to enhance customer service opportunities and increase court efficiency
- Continue to contribute in the design process for the new court facility as part of the downtown west project
- Review internal control practices and revise or update as needed
- Conduct a survey to measure if court participants perceive the court as fair and accessible

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0316 - Municipal Court</b>						
Personnel	436,937	457,818	446,912	458,585	-	458,585
O&M	252,822	103,621	101,303	106,035	-	106,035
Capital						-
<b>Total Departmental Budget</b>	<b>689,759</b>	<b>561,439</b>	<b>548,215</b>	<b>564,620</b>	<b>-</b>	<b>564,620</b>

## DEPARTMENTAL PERFORMANCE MEASURES

**Overall Value of City Services:** In the spring of 2016 the City of Georgetown partnered with the Center for Research, Public Policy and Training (CRPPT) at Texas State University to conduct a citizen survey focusing on resident's satisfaction of public services. When asked to rate the overall value of Municipal Court services, the majority of respondents, 89.8%, indicated Municipal Court services to be good or excellent.

The **citation count** is a metric collected by the Department. Over the last few years, the number of citations has decreased. This trend is pervasive in Texas and across the country and is not just an anomaly occurring in Georgetown. Community policing has become more prevalent and is an alternative to past enforcement.

Quality of Service - Municipal Court



**Clearance rate** measures if the court is keeping up with its incoming caseload. If cases are not disposed of in a timely manner it causes a backlog of cases awaiting disposition. The departmental objective is to dispose of at least as many cases as have been filed, which would be a clearance rate of 100 percent or higher. This measurement is based on best practices from the National Center for State Courts.

Municipal Court continuously monitors the **court dockets** to avoid delay and actively manage the events of cases through timely disposition. Our objective is to schedule cases for an arraignment docket within 60 days and if needed, we increase the dockets.

## PARKS

### DEPARTMENT DESCRIPTION

The Parks Department improves the quality of life for Georgetown citizens by maintaining 34 parks on 1,007 acres, 9.2 miles of Hike/Bike Trails, and three cemeteries. The Department oversees an athletic complex, the Bark Park, five outdoor swimming pools, two downtown pocket parks, and the Tennis Center. The Department maintains and schedules the use of the Community Center and special park areas. The Parks Department also helps with special events such as Cupid's Chase 5K Run/Walk, Haunted Hayride at Halloween, 4<sup>th</sup> of July Celebration, Fishing Derby, Christmas Stroll, Red Poppy Festival, Arbor Day, and Project Graduation. In addition, the Parks Department coordinates Eagle Scout and other service projects as needed.



### Notable Budget Item(s)

Garey Park Marketing  
Coordinator

GENERAL FUND

PARKS

22 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Completed design work for McMasters Park and Village Park and Pool as part of the ADA transition plan
- ✓ Finalized design and detailed business plan for Garey Park in preparation for construction
- ✓ Finished design work for Phase I of San Gabriel Park as part of the San Gabriel Park renovation project
- ✓ Fulfilled bank stabilization project in San Gabriel Park to preserve river bank
- ✓ Received public input and completed design for Founders Park
- ✓ Renovated Williams Drive Pool as part of the Aquatics Master Plan
- ✓ Implemented the use of ATXFloods website to help alert citizens of trail crossing closures
- ✓ Worked with the Friends of Georgetown Parks and Recreation to install an accessible sand table at the Creative Playscape
- ✓ Remodeled Emerald Springs Park as part of the ongoing strategy to improve neighborhood parks
- ✓ Renewed involvement with COGs SafePlace Program
- ✓ Added seven Solar Big Belly litter receptacles to help with litter removal
- ✓ Started construction of VFW Park

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Hire an event coordinator for Garey Park to begin marketing and booking events
- Start construction of Garey Park in preparation for opening in early 2018
- Install new parks rules and park monument signs for consistency in our parks
- Coordinate volunteer efforts with Good Water Master Naturalist's and Eagle Scouts
- Complete:
  - VFW Park renovations to include three softball fields, restroom/concession and parking
  - Construction of Phase I of San Gabriel Park renovations and begin design of Phase 2
  - Founders Park renovations to enhance downtown parks
  - ADA transition work for McMasters Park, Village Park, Booty's Road Park, and Phase I of the San Gabriel Trail

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0202 - Parks Admin</b>						
Personnel	227,808	234,915	235,131	237,653	-	237,653
O&M	172,258	157,897	157,897	246,939	-	246,939
Capital						-
<b>0202 - Parks Admin Sub-total</b>	<b>400,067</b>	<b>392,812</b>	<b>393,028</b>	<b>484,592</b>	<b>-</b>	<b>484,592</b>
	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0211 - Parks</b>						
Personnel	1,093,481	1,301,933	1,263,417	1,253,518	20,335	1,273,853
O&M	981,392	985,080	985,080	997,790	40,716	1,038,506
Capital	-	-	-	-	-	-
<b>0211 - Parks Sub-total</b>	<b>2,074,873</b>	<b>2,287,013</b>	<b>2,248,497</b>	<b>2,251,308</b>	<b>61,051</b>	<b>2,312,359</b>
<b>Total Departmental Budget</b>	<b>2,474,940</b>	<b>2,679,825</b>	<b>2,641,525</b>	<b>2,735,900</b>	<b>61,051</b>	<b>2,796,951</b>

## DEPARTMENTAL PERFORMANCE MEASURES

**Acres of Park Land per 1,000 Residents:** The National Recreation and Park Association (NRPA) Field Report presents a wealth of data and key insights from the more than 950 Parks and Recreation Agencies collected by the Agency Performance Survey. This report provides the most comprehensive Parks and Recreation benchmarks and metrics to date. At present, the NRPA benchmark for acres of park land per 1,000 residents is 9.5 acres. The Parks Department monitors the acres of park land per 1,000 residents to ensure that the City is offering equitable amounts of park land when compared to similar municipalities. With the construction of Garey Park in FY2017, the ratio of park land per 1,000 residents will exceed the NRPA benchmark.



## AWARDS/ACCREDITATIONS

**Gold Level Learn to Swim Provider** – For teaching swim lessons to over 1,000 individuals during the past year.

**National Recreation and Park Association Gold Medal Award** – For excellence in the field of Park and Recreation Management.



## RECREATION

### DEPARTMENT DESCRIPTION

The Recreation Department provides a wide variety of leisure and educational opportunities. Department staff manages the Recreation Center, Teen/Senior Center, Tennis Center, a natatorium, and five outdoor swimming pools. The Department oversees and staffs the Challenge Course and summer camps including; Adaptive Camp, Spring Break Camp, and Teen Adventure Camp. Staff also manages a host of tournaments and leagues from youth soccer to adult kickball, senior fitness to travel, and everything in between. The Department schedules many different types of activities that include aerobics, country dancing, martial arts, and alternative activities for both youth and adults.



### Notable Budget Item(s)

Increase funding for Special Needs Camp  
\$5,000

Part Time Rec Center Employee

Part Time Tennis Center Employee

GENERAL FUND

RECREATION

28.5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Hosted a community youth summit in collaboration with the Youth Advisory Board and the Georgetown Project
- ✓ Completed interlocal agreements with GISD, Meridian, and Gateway to establish continued partnership programming
- ✓ Increased tennis programming with the addition of Benold Middle School tennis, Meridian tennis program, and Zion Lutheran tennis
- ✓ Increased Adventure Program offerings to senior adults due to demand
- ✓ Recorded new participation levels for youth athletics in all areas including soccer, basketball, and volleyball
- ✓ Replaced 21 spin bikes at the recreation center as part of the asset replacement program
- ✓ Selected a parks and recreation registration software solution to replace the existing software that is discontinued
- ✓ Installed people counters for accurate attendance tracking at the recreation center
- ✓ Installed emergency phones at all pools as part of the compliance for municipal swimming pools
- ✓ Developed a partnership program to gain year-round sponsorships for programs and events

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Ensure access to recreation facilities and programs for all Georgetown residents regardless of race, gender, age, income, or physical ability
- Consistently meet or exceed the expectations of our customers through proactive communications and the continuous improvement of our services
- Initiate, cultivate, and maintain effective partnerships with other departments, agencies, organizations, and citizens to provide quality service to the City
- Promote participation in the Youth Advisory Board to increase teen programming
- Implement a new parks and recreation point of sale software solution
- Continue to work with Convention and Visitor's Bureau (CVB) to promote and attract fast pitch softball tournaments to Georgetown
- Establish formal agreements with outside organizations utilizing aquatic facilities
- Develop specific marketing strategies for department areas

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0212 - Recreation</b>						
Personnel	1,180,315	1,304,555	1,268,510	1,324,382	-	1,324,382
O&M	960,605	1,187,494	1,187,494	1,095,905	-	1,095,905
Capital						-
<b>0212 - Recreation Sub-total</b>	<b>2,140,920</b>	<b>2,492,049</b>	<b>2,456,004</b>	<b>2,420,287</b>	<b>-</b>	<b>2,420,287</b>
<b>0213 - Tennis Center</b>						
Personnel	218,092	225,890	226,179	224,959	14,594	239,553
O&M	220,983	171,064	171,064	191,709	150	191,859
Capital	-	-	-	-	-	-
<b>0213 - Tennis Center Sub-total</b>	<b>439,074</b>	<b>396,954</b>	<b>397,243</b>	<b>416,668</b>	<b>14,744</b>	<b>431,412</b>
<b>0214 - Rec Programs</b>						
Personnel	696,187	749,707	750,531	743,855	28,300	772,155
O&M	649,855	640,847	640,847	662,544	5,450	667,994
Capital						-
<b>0214 - Rec Programs Sub-total</b>	<b>1,346,042</b>	<b>1,390,554</b>	<b>1,391,378</b>	<b>1,406,399</b>	<b>33,750</b>	<b>1,440,149</b>
<b>Total Departmental Budget</b>	<b>3,926,036</b>	<b>4,279,557</b>	<b>4,244,625</b>	<b>4,243,354</b>	<b>48,494</b>	<b>4,291,848</b>

## DEPARTMENTAL PERFORMANCE MEASURES

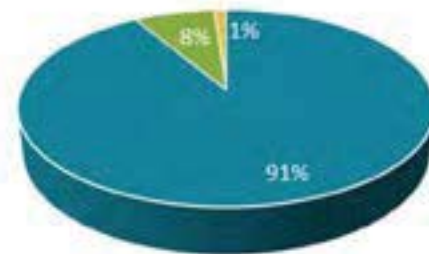
**Quality Recreation Programs:** The recreation department aims to provide fun and cost effective recreation programs to the community. In the spring of 2016 the City partnered with Texas State University to conduct a citizen survey. When asked to rate the quality of the recreation programs, 91% of respondents rated recreation programs as good or excellent.

**Expenses recovered through fees:** In the Fiscal and Budgetary Policy, the overall operation cost recovery is targeted at 55%. Tracking the percentage of expenses recovered through fees insures the City makes every effort to maintain equity in its revenue and recognizes the benefit that City tax payers contribute to City programs and services.

## AWARDS/ACCREDITATIONS

Lifeguards placed 1<sup>st</sup> and 5<sup>th</sup> at the Central Texas. Lifeguard Competition and 6<sup>th</sup> in the State Competition. The event was hosted by the Texas Public Pool Council.

Quality of Recreation Programs



■ Good or Excellent ■ Fair ■ Poor



## PLANNING

### DEPARTMENT DESCRIPTION

The Planning Department coordinates the development review process in accordance with City Council policies adopted through the 2030 Comprehensive Plan and the Unified Development Code (UDC). The Department reviews and develops recommendations on annexations and development applications. Additionally, Planning prepares reports, presents to the City Council, and is the primary support for the Planning and Zoning Commission (P&Z), UDC Advisory Committee and Board of Adjustment. The Department also provides significant program support and staff resources for the Historic and Architectural Review Committee and the City's Housing Program.

GENERAL FUND

PLANNING

10 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Moved Planning Department office to 406 W. 8<sup>th</sup> Street
- ✓ Published 2nd Annual Planning Department Year in Review Report
- ✓ Analyzed and prepared 20 amendments to the Unified Development Code (UDC)
- ✓ Staffed 102 public meetings for City Boards and Commissions
- ✓ Held 280 pre-application meetings
- ✓ Received and reviewed 376 new applications
- ✓ Held first annual Planning 101 workshop for Realtors
- ✓ Began the update to the City's Historic Resource Survey
- ✓ Completed Grace Heritage Historic Structure Assessment
- ✓ Facilitated annual Planning and Zoning Commission training
- ✓ Facilitated negotiations for entitlements of three MUDs: Shadow Canyon, 278 acres; Kasper Development, 207 acres and currently facilitating the negotiation of the Homestead Development, 340 acres
- ✓ Established inter-departmental long-range planning team
- ✓ Presented to City Council on City gateways and long range planning efforts
- ✓ Updated the Department Mission Statement, Values, Goals and Action Plan

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Promote the Comprehensive Plan to achieve the community's long-term vision by updating the future land use plan, gateways plan, 1445 agreement with Williamson County and updating the City's annexation plan
- Support the vision by continuously improving and implementing the UDC by working through the Council adopted 2016/2017 UDC priorities.
- Effectively communicate the work of the Department to the public through updates to the city website, quarterly Department newsletters, establishing efficiency and effective measures of workload and work performance
- Maintain accurate and thorough records by establishing standard operating procedures for all development related Departments utilizing MyPermitNow
- Build effective partnerships within internal and external customers by clearly defining the roles of the development application review team, establishing and monitoring efficiency and effective measures of work performance
- Update the Department's annual work plan, utilizing the strengths of staff where possible and establishing a Department succession plan



### Notable Budget Item(s)

City's 2030 Comprehensive  
Plan Update  
\$123,000

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0107 - Planning</b>						
Personnel	693,711	790,836	793,146	885,340	9,000	894,340
O&M	158,662	148,044	142,531	160,396	128,000	288,396
Capital						-
<b>Total Departmental Budget</b>	<b>852,372</b>	<b>938,880</b>	<b>935,677</b>	<b>1,045,736</b>	<b>137,000</b>	<b>1,182,736</b>

## DEPARTMENTAL PERFORMANCE MEASURES

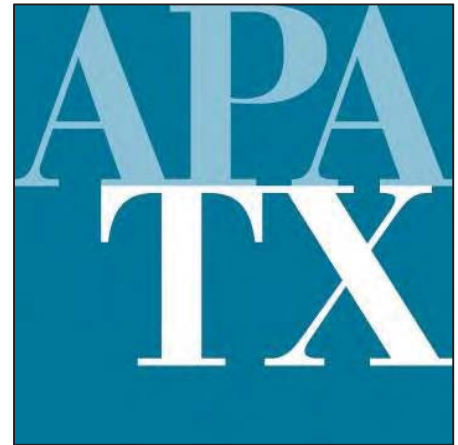
Assisting policymakers, property owners, developers, and citizens in regard to growth and new development while preserving the City's historic heritage and character is a top priority for the Planning Department. Development is guided through the City's Comprehensive Plan and the Unified Development Code (UDC). The Department consistently monitors the UDC to ensure development is aligned with Council Vision and citizen input resulting in quality land development for the growing community.

## AWARDS/ACCREDITATIONS

The American Planning Association is a nonprofit public interest and research organization representing over 40,000 practicing planners, officials, and citizens involved with urban and rural planning issues.

The Mission of the Texas Chapter of the American Planning Association is to advocate the profession of planning, providing expertise and processes that empower citizens to be engaged in the development and sustainability of Great Communities in Texas.

The City of Georgetown's Planning Department earned the *2016 Texas APA Planning Excellence Recognition Award*.



## POLICE: ADMINISTRATION AND OPERATIONS

### DEPARTMENT DESCRIPTION

Police Operations receives and responds to routine and emergency calls for service. Responsibilities include community problem solving, directed patrols, and investigations. Police Operations consists of Patrol, Criminal Investigations, Deployment Unit, the Traffic Enforcement Unit, School Resource Officers, Community Resource Unit, and the Warrants Unit. In addition, Police Operations manages the technology needed to operate and maintain all areas of Police Services, crime trend analysis. It also includes Communications for police, fire, and EMS, Records Management, Victim Services, Code Enforcement, Animal Services, Volunteers in Police, and a Chaplains Program.

GENERAL FUND

POLICE ADMINISTRATION &  
OPERATIONS

109.5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Hosted Regional Police Academy
- ✓ Hosted three Youth Police Academies
- ✓ Initiated Coffee with Captains/Chiefs
- ✓ Procedural Justice Training for Supervisors
- ✓ Participation in White House 21<sup>st</sup> Century Policing Summit
- ✓ Communications implemented EMS EMD Program
- ✓ Calls From Santa
- ✓ Deployment Unit established
- ✓ National Night Out Award
- ✓ Central Texas Explorer Competition: Austin - 1<sup>st</sup> Place Overall (56 Teams)



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Enhance Public Safety
  - Reduce crime & fear of crime
  - Improve traffic safety
- Organizational Development
  - Attain Texas Police Chief Association Accreditation
  - Develop Comprehensive Wellness, Fitness, Resiliency Program
- Community Engagement
  - Develop & Implement a CommUNITY Engagement Project
  - Develop & Implement a Social Media Strategy

### Notable Budget Item(s)

School Resource Officer  
Two Emergency  
Communications Operators

## DEPARTMENTAL BUDGET

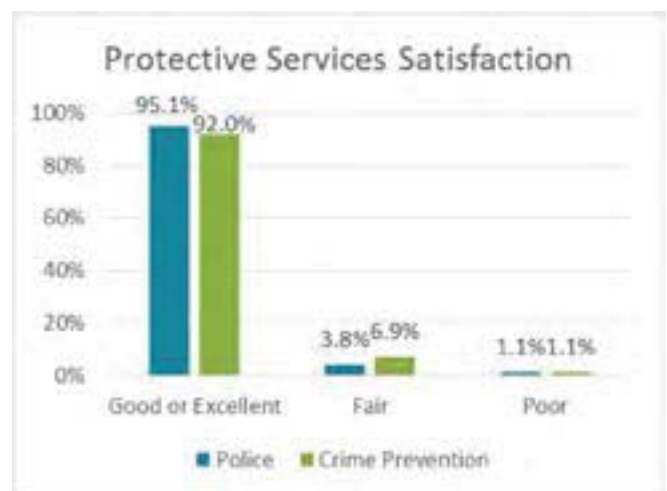
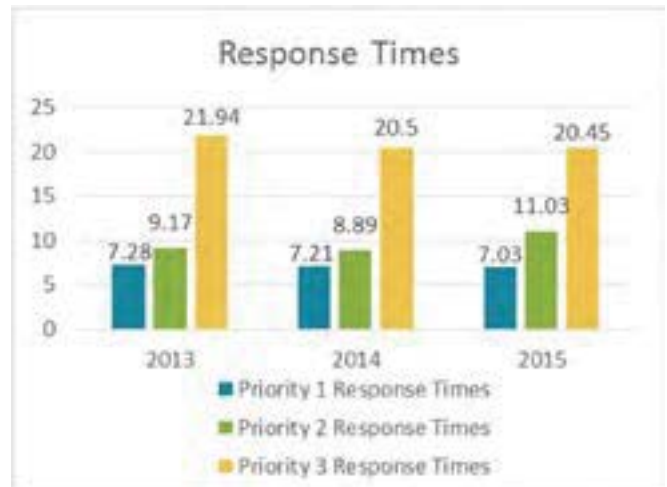
	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0702 - Police Admin</b>						
Personnel	474,426	486,940	488,589	491,038	-	491,038
O&M	1,858,290	2,336,240	2,336,240	1,611,162	2,856	1,614,018
Capital	-	-	-	-	-	-
<b>0702 - Police Admin Sub-total</b>	<b>2,332,715</b>	<b>2,823,180</b>	<b>2,824,829</b>	<b>2,102,200</b>	<b>2,856</b>	<b>2,105,056</b>
<b>0742 - Police Operations</b>						
Personnel	8,656,994	9,313,648	9,194,138	9,720,206	168,800	9,889,006
O&M	531,803	538,808	585,829	1,252,597	34,688	1,287,285
Capital	-	-	-	-	-	-
<b>0742 - Police Operations Sub-total</b>	<b>9,188,797</b>	<b>9,852,456</b>	<b>9,779,967</b>	<b>10,972,803</b>	<b>203,488</b>	<b>11,176,291</b>
<b>Total Departmental Budget</b>	<b>11,521,512</b>	<b>12,675,636</b>	<b>12,604,796</b>	<b>13,075,003</b>	<b>206,344</b>	<b>13,281,347</b>

## DEPARTMENTAL PERFORMANCE MEASURES

**Response Times:** The Police Department is committed to arriving as quickly as possible to help in your time of need. To help ensure this goal is achieved, the department measures response times by all three types of priority calls. Priority 1 calls are emergency based calls.

Between 2014 and 2015 a reclassification of calls for service with the call type of "911 hang-up/abuse" were reclassified from a Priority 1 calls to a Priority 2 call to better reflect their true nature of the emergency.

**Protective Services Satisfaction:** In the spring of 2016 the City of Georgetown partnered with the Center for Research, Public Policy and Training (CRPPT) at Texas State University to conduct a citizen survey focusing on resident's satisfaction of public services. When asked to rate the overall quality of protective services, the majority of respondents rated the Police Department and crime prevention as good or excellent (92% and 95.1% respectively). High ratings of satisfaction with the Police Department and crime prevention indicate the Department is engaging the community and the quality of police-citizen contacts are high.



## POLICE: ANIMAL SERVICES

### DEPARTMENT DESCRIPTION

Animal Services protects the health and safety of the citizens in Georgetown from animal nuisances and dangers while promoting animal welfare in our community. A primary focus of the Department is to protect the community from the threat of rabies. This is accomplished through a public information program as well as the enforcement of ordinances relating to vaccination and "leash laws". Officers proactively enforce City Code relating to animals and respond to a variety of calls for service.

GENERAL FUND

ANIMAL SERVICES

10.5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Achieved "No Kill" status for every month in FY 2016 (3rd year in a row)
- ✓ Maintained our relationship with Austin Pets Alive (APA) and provided them with fully vetted feral cats for their Barn Cat Program, which has virtually eliminated the need to euthanize feral cats
- ✓ Hired Shelter Planners of America to write a Master Plan for the Animal Shelter. This will give staff and Council a vision for the Animal Shelter to expand to match the needs of the growing community
- ✓ Introduced new dog temperament test program "Playing for Life"
- ✓ Redesigned lobby and cat adoption areas to make better use of space
- ✓ Installed new floors and paint to improve appearance and image



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Pursue achievement of "No Kill" Status for 2017 as well as continuing to put safe animals into the community
- Continue to develop community outreach through low cost vaccination clinics and free spay/neuter clinics for cats
- Improve community recognition through positive creative marketing campaigns
- Eliminate threat of human rabies contraction in Georgetown
- Enhance volunteer program through additional training of volunteers

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0744 - Animal Services</b>						
Personnel	599,997	632,215	638,515	659,006	-	659,006
O&M	182,914	280,896	210,417	246,951	-	246,951
Capital						-
<b>Total Departmental Budget</b>	<b>782,911</b>	<b>913,111</b>	<b>848,932</b>	<b>905,957</b>	<b>-</b>	<b>905,957</b>

## DEPARTMENTAL PERFORMANCE MEASURES

With the growth of the community the *number of Impounded Pets* has increased. It is projected the number of impounded animals will reach 1,900 in FY2017. This represents an increase of 14% relative to five years ago. The growth in the impounded pet population is consistent with the City's overall citizen population. In every month of FY2016, the shelter has obtained the status of a *"No Kill" shelter*. To achieve this status, the euthanasia rate must be below 10%. It is the goal of staff to continue this trend in FY2017.



## AWARDS/ACCREDITATIONS

*Best of Georgetown 2nd Best Place to Volunteer:* The Department has 150 active volunteers that feel passionate about the shelter. In turn, these volunteers feel valued and appreciated by our staff because our staff understands that we could never accomplish all that we do without our volunteers.



In October 2016, the Georgetown Animal Shelter opened a newly constructed covered and screened porch for cats...the "Catio". This addition to the shelter allows cats to enjoy time outdoors in a safe environment.



## POLICE: CODE ENFORCEMENT

### DEPARTMENT DESCRIPTION

Code Enforcement monitors existing property for continued compliance with fire, building, nuisance, and development codes and ordinances. Code Enforcement's goal is to protect and maintain the public health, safety and welfare, and to protect and maintain the quality of life within the City.

GENERAL FUND

CODE ENFORCEMENT

5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Realigned geographic reporting areas to better balance workload
- ✓ Purchased Code Enforcement Records Management System (RMS) module to better integrate with departmental record keeping
- ✓ Developed cooperative partnership with Patrol and Citizens On Patrol (COPs) to increase enforcement capabilities
- ✓ Worked collaboratively with Planning and Zoning, Building Inspections, Fire Marshall's Office, and Legal to resolve several significant cross-division complaints
- ✓ Hired two Code Enforcement Officers
- ✓ Conducted nationwide employment search for Chief Code Enforcement Officer



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Hire Chief Code Enforcement Officer
- Complete the integration and full implementation of RMS
- Develop a Code Enforcement working group to review and mitigate major cross-division complaints
- Provide training to Fire Department personnel on Code Enforcement related issues
- Review graffiti reporting and abatement processes to reduce duplicate reporting and more efficient case management
- Research and develop a written process to electronically save original written documents and remove requirements to maintain hard copy files

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0745 - Code Enforcement</b>						
Personnel	273,969	316,574	316,971	327,047	4,386	331,433
O&M	74,140	95,179	96,371	74,840	1,500	76,340
Capital						-
<b>Total Departmental Budget</b>	<b>348,109</b>	<b>411,753</b>	<b>413,342</b>	<b>401,887</b>	<b>5,886</b>	<b>407,773</b>

## DEPARTMENTAL PERFORMANCE MEASURES

Code Enforcement tracks the *number of complaints* filed and *warnings issued* to ensure the staff is proactively responding to the needs of our growing community.

Over the past three years, the number of complaints has increased over 50%, while staffing levels have remained the same.

Additionally, Code Enforcement Staff measures the *closure rate* monthly. This measure is designed to ensure issues are resolved in a timely manner.



**Quality of Code Enforcement:** In the spring of 2016 the City of Georgetown partnered with the Center for Research, Public Policy, and Training (CRPPT) at Texas State University to conduct a citizen survey focusing on residents' satisfaction of public services. When asked to rate the overall quality of Code Enforcement the majority of residents, 76.7% rated the quality of the Code Enforcement Department as good or excellent.



## PUBLIC COMMUNICATIONS

### DEPARTMENT DESCRIPTION

The Public Communications Department informs the public of City activities. The Department provides content and information for City websites, social media sites, YouTube sites, the City Reporter resident newsletter, GTV cable and website broadcasts, e-newsletters, news releases, and other mailings and advertisements. The Department also works with the Information Technology department to support the City's intranet site to enhance communication to City staff.

GENERAL FUND

PUBLIC COMMUNICATIONS

3 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Edited and co-coordinated *The Power of Innovation* annual report for FY2015
- ✓ Transitioned Airport, Economic Development, Fire, Police, Red Poppy, and Visit websites to new template
- ✓ Launched neighborhood notifications on NextDoor.com for City news updates and a GUS-specific platform for utility notices such as electric or water outages
- ✓ Created 2017 budget highlight video as well as other popular videos for GUS 100% renewable, Poppy Fest promo, Animal Shelter, Blue Santa, yard trimmings, Rabbit Hill water tank, and Al Gore visit
- ✓ Worked with Facilities to build TV studio in blue building
- ✓ Collaborated with GUS to develop water conservation ad and social media campaign
- ✓ Edited and designed Airport Citizen FAQ four-page mailer that was sent to more than 13,000 residences
- ✓ Assisted with webpage, e-newsletter, social media, and other public outreach for public involvement process on the Austin Avenue Bridges project

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Coordinate the process and a Citywide effort to create branding guidelines
- Hire Information Specialist to increase social media presence and provide timely information to the public
- Begin developing a Communications Plan for the City as part of the Certified Public Communicator program through Texas Association of Municipal Information Officers (TAMIO) held at Texas Christian University
- Work with cross-departmental team to research and implement an inbound and outbound citywide 311 communications capability, including organizational fit and software assessment, acquisition, and implementation



### Notable Budget Item(s)

Brand Development and  
Design Guidelines \$20,000  
Information Specialist

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0655 - Public Communications</b>						
Personnel	232,986	294,379	280,337	200,985	68,711	269,696
O&M	88,792	132,738	93,313	99,287	20,350	119,637
Capital	4,094	-	500	(2,000)	-	(2,000)
<b>Total Departmental Budget</b>	<b>325,872</b>	<b>427,117</b>	<b>374,150</b>	<b>298,272</b>	<b>89,061</b>	<b>387,333</b>

## DEPARTMENTAL PERFORMANCE MEASURES

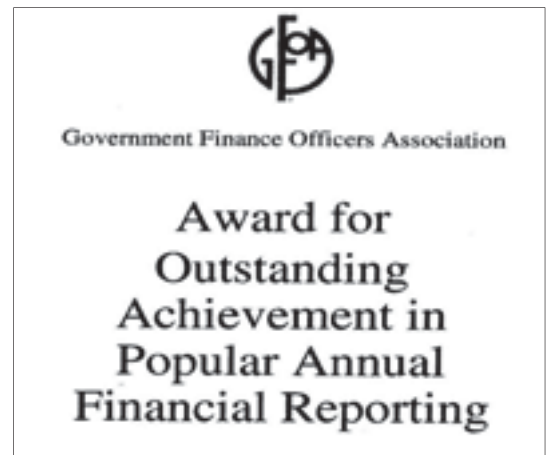
The Public Communications Department seeks to provide relevant content to help keep the community informed across several mediums including the City website, social media platforms such as Facebook and Twitter, the City Reporter resident newsletter and YouTube. The City utilizes social media and the internet to engage the community regarding crime prevention and police assistance, emergency alerts and weather updates, upcoming events, activities and class registrations, and City Council Meetings and Agendas. This year the Department has created YouTube videos for the FY2017 Budget, the results of a Citizen Satisfaction Survey, and an update on the construction of the Southwest Bypass.



## AWARDS/ACCREDITATIONS

Recognition from the *Government Finance Officers Association* for three years in a row for the Popular Annual Financial Report.

Won Excellence Award (second place) at TAMIO conference for special video on 100% renewable energy.



## PUBLIC WORKS ADMINISTRATION

### DEPARTMENT DESCRIPTION

The Public Works Administration Department oversees transportation planning, transit, streets and sidewalk operations and maintenance, stormwater operations and maintenance, airport operations and maintenance and environmental services. This Department interacts with federal, state, and county agencies to meet the current and future transit, mobility, and transportation needs of the community. Additionally, the Public Works Administration Department maintains stormwater infrastructure, oversees municipal solid waste operations, and maintains the closed landfill and transfer stations infrastructure.

GENERAL FUND

PUBLIC WORKS  
ADMINISTRATION

4 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Coordinated with TxDOT, CARTS and Capital Metro to continue planning transit options under Federal 5307 Urban Transit Funding
- ✓ Initiated Project Public Involvement and Environmental Review for the Austin Ave Bridges
- ✓ Incorporated Best Management Practices for chip seal pavement maintenance from the Transportation Research Board
- ✓ Identified, mapped and added to EAM, drainage assets to support MS4
- ✓ Finalized design, bid, award, and began construction for airport parallel taxiway improvements, fuel farm relocation, and airfield improvements
- ✓ Began contract renewal negotiations with TDS for solid waste services
- ✓ Completed:
  - Williams Drive Corridor Study
  - Initial citizen survey of stormwater awareness
  - Initial implementation of Storm Water assets into the Enterprise Asset Management (EAM) and Work Order Management System
  - Bid and vendor selection of Airport Master Plan Update
  - Improvement projects at the City landfill/transfer station

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Provide efficient and effective Public Works that serve the community and reflect its values
- Update and maintain a Comprehensive Transportation Plan
- Implement required aspects of the ongoing Stormwater Maintenance Program that meet federal requirements (Pollution Prevention Plan) and the Regional Stormwater Master Plan (RSMP) by constructing detention ponds and upgrading waterways within the City
- Operate the Airport as a self-supporting enterprise while ensuring the safety of the flying public
- Complete the ADA transition work for the Parks Administration Building, Library, and Recreation Center



### Notable Budget Item(s)

Public Works Director

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0802 - Public Works</b>						
Personnel	355,938	370,525	370,901	334,964	99,814	434,778
O&M	379,635	278,501	270,270	224,470	42,500	266,970
Capital	-	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>735,573</b>	<b>649,026</b>	<b>641,171</b>	<b>559,434</b>	<b>142,314</b>	<b>701,748</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The FY2017 Budget includes a reorganization which led to the creation of the Public Works Department. The City is currently evaluating candidates for the Director position, which is anticipated to be filled in January of 2017. In the coming year the Public Works Director will work with the Finance Department to establish quality performance metrics focused on timely project completion, fiscal transparency, and cost effectiveness of the departments they manage which include; the Airport, Streets, Transportation Planning, Sanitation, and Capital Improvements.



Southwest Bypass project, scheduled to be completed in 2018

## SOLID WASTE AND RECYCLING SERVICES

### DEPARTMENT DESCRIPTION

Environmental Services provides curbside collection and disposal services for solid waste, recycling, and yard trimmings. These services are provided through an outsourced services contract with a third-party provider. Environmental Services administers the contract and oversees daily activities. The Department administers several other programs including disposal programs for household hazardous waste, solid waste, and recycling collection. Additionally, the Department provides free mulch to residents as part of the yard trimmings program. Environmental Services also manages and administers permits and environmental compliance of the City owned decommissioned landfill, the Public Collection Station, and the transfer station.



GENERAL FUND

SOLID WASTE AND  
RECYCLING SERVICES

0 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Amended contracts for solid waste services that transitioned year-around yard trimming service from seasonal service at no additional cost to customers
- ✓ Partnered with the Sun City community who organized and officially formed the Sun City Recycles Club seeking to advance and educate Sun City residents about City recycling and waste diversion programs
- ✓ Implemented a zero-waste program for the Red Poppy Festival
- ✓ Applied for and became the first city awarded a CAPCOG grant to manage public medication disposal via a collection kiosk
- ✓ Implemented an internal multi-department and multi-facility alkaline and rechargeable battery recycling program
- ✓ Initiated a uniform trash and recycling receptacle program for City facilities enabling efficient purchasing practices and effective program participation by users via the utilization of easy-to-identify receptacles
- ✓ Completed multiple site remediation projects at the City transfer station
- ✓ Began contract renewal process for solid waste services

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Maintain the City's statutory compliance with local, state, and federal environmental legislation and regulations
- Increase awareness of sanitation programs and events through proactive communication with citizens
- Provide education and outreach to encourage recycling participation to promote environmental stewardship
- Finish permit modifications for the landfill
- Finalize construction of the transfer station detention pond, and file for SWP3 permit
- Complete new or renewed solid waste services contract maintaining competitive rates and services
- Conduct a citywide electronic recycling take-back day similar to the one event that was held in September of 2015
- Begin the external discussions and initial planning for a modernized transfer station
- Work towards an increased Red Poppy Festival zero-waste program goal of 90% or greater waste diversion by 2021

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0533 - Solid Waste and Recycling Services</b>						
Personnel	73,753	80,846	81,019	-	-	-
O&M	5,517,091	5,538,586	5,770,564	5,879,717	-	5,879,717
Capital	-	5,000	1,022	-	-	-
<b>Total Departmental Budget</b>	<b>5,590,845</b>	<b>5,624,432</b>	<b>5,852,605</b>	<b>5,879,717</b>	<b>-</b>	<b>5,879,717</b>

## DEPARTMENTAL PERFORMANCE MEASURES

### *Total Annual Tonnage of Municipal Solid Waste (MSW):*

This metric reflects the amount of municipal solid waste the City disposes of and allows the Department to track the program's effectiveness.

*Solid Waste Recycled:* The goal for FY2017 is to increase the amount of solid waste recycled by our residents and commercial entities.

*Red Poppy Festival Zero-Waste Program:* Resulted in a 54% diversion of waste from the landfill in its first year.

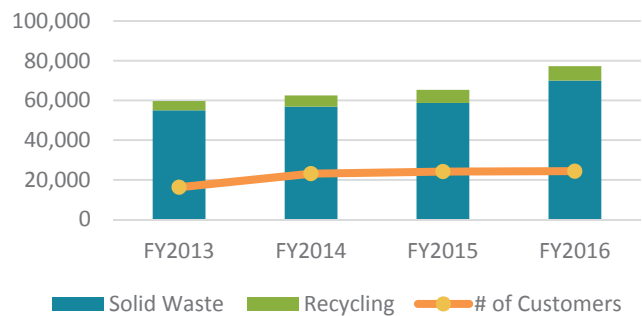
*Rechargeable Battery Recycling Program:* Resulted in over 300 pounds of household batteries diverted for recycling.

*TRG and South University Neighborhood Clean-up:* Removed 67,920 pounds of solid waste, 1,913 pounds of metal, 94 yards of brush, and 106 tires from home owners who voluntarily participated.

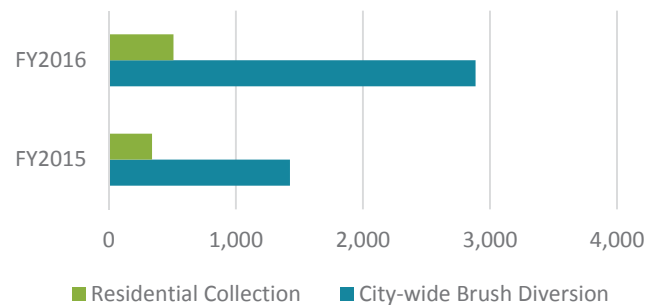
*Citywide Electronic Recycling Take-Back Event:* The 2015 event collected over 15,000 pounds of e-cyclables, diverting them from the landfill. No take-back event was held FY2016.

*Yard Trimming Curbside Collection Program:* Diverted over 2,800 tons of yard trimmings city-wide. Through our contract amendment which enabled year-round curbside service, we increased yard trimming collections by 49.53% versus FY2014/FY2015 netting over 500 tons of yard trimmings from residents.

### Transfer Station Tonnage



### Organics Diversion



## STREETS MAINTENANCE

### DEPARTMENT DESCRIPTION

The Street Department manages, maintains, and repairs City streets and rights-of-way. Responsibilities include traffic control, off State system signalization, emergency response operations, special events, and assistance in code enforcement. The Department monitors roadways for needed signs, pavement repairs, and sight obstructions daily. The Street Department participates with the Safety Committee to provide safety-training workshops. Additionally, the Department also oversees the management of revenues collected through the City's ¼ cent sales tax for street maintenance program.

GENERAL FUND

STREET MAINTENANCE

18.75 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Chip sealed 67.33 lane miles of roadway using both contracted and in-house services including; Sierra Vista subdivision, Old Town (2<sup>nd</sup> to 12<sup>th</sup> Street and College Street to Laurel), portions of Shell Rd and Williams Drive, and Southwestern Boulevard
- ✓ Improved 11.66 lane miles of roadway including streets in River Bend subdivision, Texas Drive and portion of Williams Drive, and Whispering Wind Drive through the Cutler recycle process
- ✓ Rehabilitated 2<sup>nd</sup> Street between Austin Avenue and College Street
- ✓ Incorporated Best Management Practices for chip seal pavement maintenance from the Transportation Research Board



### Notable Budget Item(s)

Air Compressor  
\$24,400

Truck for Paving Foreman  
\$39,184

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Collaborate with other government agencies to update and maintain a Comprehensive Transportation Plan
- Improve aesthetics along major corridors within the City improving landscape maintenance at IH 35 overpasses and along Rivery Boulevard
- Work with a designated pavement maintenance committee to review current street maintenance criteria, practices, and methods while recommending revisions and updates to the road maintenance strategy and program
- Renew current road maintenance strategies with City Council for future direction
- Complete rehabilitation of 10<sup>th</sup> and 11<sup>th</sup> Streets between Rock Street and Main Street
- Finish rehabilitation of sidewalks identified in the Sidewalk Masterplan
- Construct road improvement projects approved in the 2008 and 2015 Road Bonds
- Continue developing Traffic Operations and Management Program Strategy

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0846 - Streets</b>						
Personnel	1,103,523	1,250,980	1,222,099	1,318,587	8,772	1,327,359
O&M	1,227,670	1,295,743	1,291,743	1,213,655	31,484	1,245,139
Capital	1,040,230	1,243,000	1,269,243	1,234,000	-	1,234,000
<b>Total Departmental Budget</b>	<b>3,371,423</b>	<b>3,789,723</b>	<b>3,783,085</b>	<b>3,766,242</b>	<b>40,256</b>	<b>3,806,498</b>

## DEPARTMENTAL PERFORMANCE MEASURES

**Quality of Street Repairs:** In the spring of 2016 the City of Georgetown partnered with the Center for Research, Public Policy, and Training (CRPPT) at Texas State University to conduct a citizen survey focusing on resident's satisfaction of public services. When asked to rate the overall quality of street repairs, 61% of residents rated street repairs as good or excellent and 27.4% as fair. With only 11.6% of respondents rating street repairs as poor, the citizen survey indicates that the majority of residents, 88.4%, believe the services received from street repairs to be fair or better in regards to taxes paid.



## AWARDS/ACCREDITATIONS

Received two awards from the American Planning Association: American Planning Association; State Chapter - **2015 Best Long Range Plan**; and American Planning Association; Central Texas Chapter - **2015 Honorable Mention for Best Long Range Plan**. The American Planning Association is a nonprofit public interest and research organization representing over 40,000 practicing planners, officials, and citizens involved with urban and rural planning issues. The Mission of the Texas Chapter of the American Planning Association is to advocate the profession of planning, providing expertise and processes that empower citizens to be engaged in the development and sustainability of Great Communities in Texas.



## GENERAL FUND FIVE-YEAR PROJECTIONS

- The Five Year Forecast is derived from statistical models relating to property tax and assessed value, sales tax, debt service, and overall growth.
- Revenue projections are conservative in their forecast.
- Expenses are projected using a combination of trend analysis and tentatively planned expansion of services.

### GENERAL FUND

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Beginning Fund Balance</b>	<b>9,956,779</b>	<b>8,527,730</b>	<b>8,751,171</b>	<b>9,246,130</b>	<b>9,637,368</b>
Revenues	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
Sales Tax	12,818,683	13,523,711	13,929,422	14,208,010	14,492,171
Property Tax	12,475,000	13,161,125	13,555,959	13,827,078	14,103,619
Transfer In - ROI & Other	8,505,241	8,845,451	9,022,360	9,112,583	9,203,709
Sanitation Revenue	7,181,300	7,468,552	7,617,923	7,770,282	7,925,687
Franchise Fees	5,142,035	5,244,876	5,349,773	5,456,769	5,565,904
All Other Revenue	3,571,678	3,607,395	3,643,469	3,679,904	3,716,703
Development and Permit Fees	2,292,691	2,321,350	2,344,563	2,346,908	2,370,377
Parks and Rec Fees	2,190,746	2,212,653	2,234,780	2,257,128	2,279,699
Administrative Charges	1,886,221	1,923,945	1,962,424	2,001,673	2,036,702
<b>Total Revenues</b>	<b>56,063,595</b>	<b>58,309,058</b>	<b>59,660,673</b>	<b>60,660,334</b>	<b>61,694,571</b>
Expenses	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
0000 - Transfer	1,444,716	1,331,391	1,344,704	1,358,152	1,371,733
0107 - Planning	1,182,736	1,207,978	1,233,809	1,260,241	1,287,290
0202 - Parks Admin	484,592	493,003	501,587	510,348	519,290
0210 - Library	2,414,629	2,461,581	2,509,572	2,558,627	2,608,772
0211 - Parks	2,312,359	2,354,590	2,397,722	2,441,774	2,486,769
0212 - Recreation	2,420,287	2,464,356	2,509,362	2,555,327	2,602,273
0213 - Tennis Center	431,412	439,320	447,396	455,645	464,071
0214 - Rec Programs	1,440,149	1,466,133	1,492,666	1,519,761	1,547,432
0218 - Arts & Culture	74,385	75,257	76,141	77,037	77,946
0316 - Municipal Court	564,620	577,145	589,967	603,094	616,532
0402 - Fire Support Services	2,418,984	2,467,077	2,516,248	2,566,524	2,617,931
0422 - Fire Emergency Services	10,046,095	10,234,056	10,467,495	10,706,546	10,951,347
0533 - Environmental Services	5,879,717	5,597,134	5,653,106	5,709,637	5,766,733
0536 - Inspections	1,167,339	1,194,940	1,223,216	1,252,182	1,281,857
0602 - Administrative Services	1,552,320	1,688,670	1,725,879	1,763,968	1,802,959
0634 - City Council	156,044	158,908	161,832	164,820	167,871
0635 - City Secretary	657,852	669,777	681,956	694,393	707,094
0638 - General Gov't Contracts	3,353,753	3,379,070	3,404,434	3,429,841	3,455,287
0655 - Public Communications	387,333	395,252	403,351	411,635	420,107
0702 - Police Admin	2,105,056	2,133,472	2,162,357	2,191,719	2,221,568
0742 - Police Operations	11,176,291	11,436,389	11,702,796	11,975,669	12,255,166
0744 - Animal Services	905,957	924,902	944,283	964,111	984,398
0745 - Code Enforcement	407,773	416,822	426,086	435,570	445,280
0802 - Public Works	701,748	653,921	666,225	678,795	691,639
0846 - Streets	3,806,498	3,864,473	3,923,526	3,983,680	4,044,958
<b>Total Expenses</b>	<b>57,492,644</b>	<b>58,085,616</b>	<b>59,165,715</b>	<b>60,269,095</b>	<b>61,396,303</b>
	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Ending Fund Balance</b>	<b>8,527,730</b>	<b>8,751,171</b>	<b>9,246,130</b>	<b>9,637,368</b>	<b>9,935,636</b>
Contingency	8,000,000	8,200,000	8,500,000	8,800,000	9,100,000
Economic Stability Reserve	500,000	500,000	500,000	500,000	500,000
CAFR Adjustment	-	-	-	-	-
<b>Available Fund Balance</b>	<b>27,730</b>	<b>51,171</b>	<b>246,130</b>	<b>337,368</b>	<b>335,636</b>

## ELECTRIC FUND



Spinning Spur Turbines

### NEW POSITIONS FY2017

Fiber Infrastructure Tech.....	1
Utilities Analyst.....	1
<b>TOTAL NEW POSITIONS FY2017.....</b>	<b>2</b>

### ELECTRIC FUND

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## ELECTRIC FUND SUMMARY

The Electric Fund is used to account for the revenues and expenses of the City's electric utility. This includes the Electric Department, purchased power costs, debt payments, and capital projects. The fund also transfers a 7% return on investment (ROI) benefit to the General fund, which represents the community's utility ownership.

By 2017, all of the City's power will be generated by a combination of solar and wind contracts. These contracts make Georgetown one of only a handful of cities in America that provides 100% renewable energy.

### FISCAL YEAR 2016

**Total revenues** are projected to be \$65,174,374, 2.29% lower than the current budget. The lower than expected revenue is primarily the result of lower than projected sales due to the abnormally cool and wet weather during early summer.

**Total expenditures** are projected to be \$68,979,957, 1.90% lower than the current budget, due to the recognition of Congestion Revenue Rights (CRRs) of \$1.39 million. The CRRs allow the City, as a market participant, to reduce cost uncertainties resulting from transmission congestion charges. CRRs also provide the City with a tradable financial instrument for the hedging of transmission congestion charges. Weather and market conditions can significantly impact overall purchased power costs and therefore monitored closely.

**Total fund balance** is projected to be \$6,436,145 as of September 30, 2016, which is equal to 9.83% of operating expenditures.

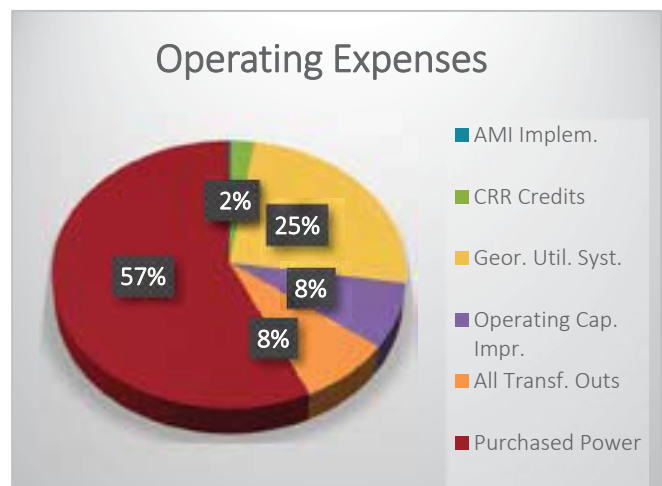
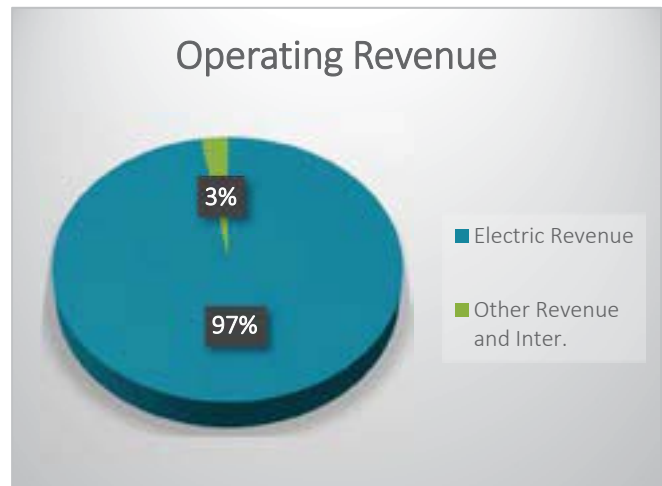
### FISCAL YEAR 2017

**Budgeted revenues** total \$70,531,316. Revenues are projected to increase by 8.22% when compared to the FY2016 projection. Operating revenue is expected to grow by \$3.1M, or about 4.88% due to customer growth. The rest of the increase is due to a variance in bonds issued for Capital Improvement Projects (CIP). The chart to the right gives a breakdown of the fund's revenues by source.

**Budgeted expenses** total \$67,331,369 and are expected to decrease by 2.39% when compared to the FY2016 projection. The decrease in expenses results from variances in CIP expenses in 2017. For a second year, \$60,000 has been budgeted to sponsor the holiday lighting of the Downtown Square.

**Ending fund balance** totals \$9,696,092 and meets fiscal policy reserve and contingency requirements in FY2017.

**Approved enhancements** include two new staff positions to address system growth and operational needs, including a new Utilities Analyst to provide additional support for power supply planning and a Fiber Infrastructure Tech to support the City's growing Fiber Network that connects its facilities. Additional enhancements include upgraded radio equipment, communications systems, and a hydro-excavator. Total enhancements cost \$613,288.



ELECTRIC FUND INCOME STATEMENT

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Beginning Fund Balance</b>	<b>10,584,758</b>	<b>13,415,841</b>	<b>10,241,728</b>	<b>6,436,145</b>	<b>-</b>	<b>6,436,145</b>
	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Operating Revenue</b>						
Electric Revenue	60,870,101	63,400,000	61,863,276	65,018,216		65,018,216
Other Revenue	2,327,688	1,782,350	1,793,500	1,745,000		1,745,000
Interest	19,270	17,425	17,598	18,100		18,100
Interfund Transfers/Shared Svcs	2,287,936	-	-	-		-
<b>Total Operating Revenue</b>	<b>65,504,995</b>	<b>65,199,775</b>	<b>63,674,374</b>	<b>66,781,316</b>		<b>66,781,316</b>
	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Operating Expenditures</b>						
CIS Implementation	30,936	134,000	133,705	134,000		134,000
CRR Credits	(1,712,047)	-	(1,392,875)	(1,500,000)		(1,500,000)
Georgetown Utility Systems	15,519,736	20,002,180	19,127,091	16,453,665	238,788	16,692,453
Operating Capital Improvements	5,797,498	6,859,000	6,808,000	4,857,000	303,000	5,160,000
Purchased Power	40,538,526	34,000,000	35,000,000	38,000,000		38,000,000
Transfer Out - GCP	-	225,000	225,000			-
Transfer Out - General Fund	4,760,899	4,945,813	4,926,876	5,234,145		5,234,145
Other Transfers Out	69,108	353,008	353,008	60,000		60,000
Transfer Out - Compensation	-	-				-
Transfer Out - ISF	188,874	311,845	311,845	-	71,500	71,500
<b>Total Operating Expenditures</b>	<b>65,193,529</b>	<b>66,830,846</b>	<b>65,492,650</b>	<b>63,238,810</b>	<b>613,288</b>	<b>63,852,098</b>
	FY2015 Actual	FY2016 Budget	FY2016 Projection	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Available Operating Fund Balance</b>	<b>10,896,224</b>	<b>11,784,770</b>	<b>8,423,452</b>	<b>9,978,651</b>	<b>(613,288)</b>	<b>9,365,363</b>
	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Non-Operating Revenue</b>						
Bond Proceeds	2,447,844	1,500,000	1,500,000	3,750,000		3,750,000
<b>Total Non-Operating Revenue</b>	<b>2,447,844</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>3,750,000</b>		<b>3,750,000</b>
	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Non-Operating Expenditures</b>						
Debt Issuance Costs	24,198	16,800	16,800	16,800		16,800
Debt Payments	3,539,553	3,470,507	3,470,507	3,462,471		3,462,471
<b>Total Non-Operating Expenditures</b>	<b>3,563,751</b>	<b>3,487,307</b>	<b>3,487,307</b>	<b>3,479,271</b>		<b>3,479,271</b>
	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Ending Fund Balance</b>	<b>9,780,317</b>	<b>9,797,463</b>	<b>6,436,145</b>	<b>10,249,380</b>	<b>(613,288)</b>	<b>9,636,092</b>
CAFR Adjustment	461,411	-	-	-	-	-
Rate Stabilization/Credit Reserve	-	5,000,000	-	4,500,000	-	4,500,000
Contingency	6,215,000	4,775,000	4,775,000	5,000,000	-	5,000,000
<b>Available Fund Balance</b>	<b>4,026,728</b>	<b>22,463</b>	<b>1,661,145</b>	<b>749,380</b>	<b>(613,288)</b>	<b>136,092</b>

**GEORGETOWN GOES GREEN**

The City of Georgetown's electric utility has become one of the first municipally owned electric utilities in the country to provide 100% green energy to its customers.

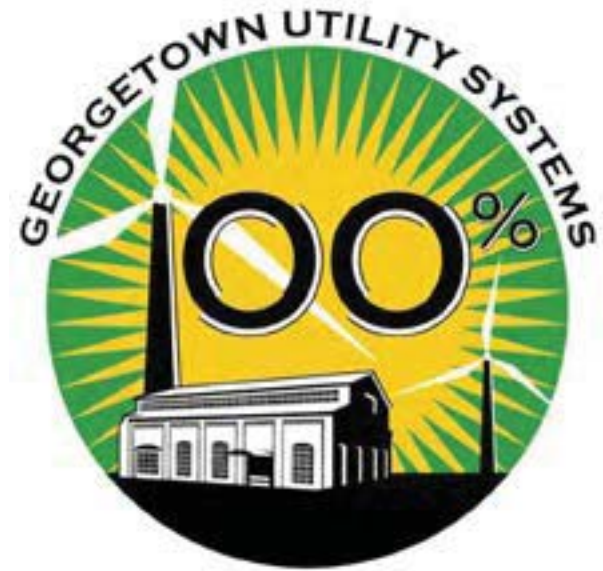
To learn more about the city's green energy efforts, please take a few moments to watch these videos.

**Georgetown moves toward 100% renewable energy**

<http://www.kvue.com/news/local/georgetown-moves-toward-100-renewable-energy/355750931>

**Wind Plant Powering Georgetown**

<https://www.youtube.com/watch?v=DjCLCGyyjic>



## ELECTRIC ADMINISTRATION & ENERGY SERVICES

### DEPARTMENT DESCRIPTION

The Electric Administration & Energy Services Departments operate, maintain, and construct an energy delivery system comprised of overhead and underground feeders and their branch circuits for over 23,000 electric customers. These Departments manage all major assets related to the distribution of electric services. The Public Utility Commission of Texas (PUCT), Energy Reliability Council of Texas (ERCT), and North American Electric Reliability Corporation (NERC) regulate these services.

ELECTRIC FUND

ELECTRIC ADMINISTRATION  
& ENERGY SERVICES

35.5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Complied with Energy Reliability Council of Texas (ERCOT) and Public Utility Commission of Texas (PUCT) standards for Electric service
- ✓ Provided reliable Electric service to 23,000 Georgetown customers encompassing a total population of 57,500 by operating and maintaining the Electric Distribution System in a cost efficient and safe manner
- ✓ Received safety award from APPA due to 75,000 hours worked without incident
- ✓ Participated in industry conferences (APPA, TPPA, TEPC, TLRA)
- ✓ Received the RP3 Platinum award from American Public Power Association for operational and management excellence
- ✓ Added/filled new positions: Electric Operations Supervisor, Electric Crew Lead, 2 Lineman positions and an Electric Scheduler/ Planner
- ✓ Moved appropriate Electric personal into the Westside Service Center to improve response times
- ✓ Developed/refined our scheduling process to gain efficiencies
- ✓ Refined performance metrics to better reflect Department operations
- ✓ Substation Department continued its outstanding performance around both proactive and reactive maintenance
- ✓ Increased the qualification level and/or advanced 7 Linemen in the Occupational Training Program

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Ensure appropriate Energy Reliability Council of Texas (ERCOT) and Public Utility Commission of Texas (PUCT) standards for electric service are met
- Operate and maintain the Electric Distribution System in a cost efficient and safe manner to deliver proper return on investments while offering the lowest possible rates to the community.
- Provide competitive service delivery and rates for customers located within areas serviced by other distribution providers.
- Implement initiatives to meet regulatory and customer demands while improving reliability and quality of service.
- Improve Lineman training and safety program to maintain technical expertise and high safety standards.
- Complete and implement the GUS Emergency Response Center project
- Continue to refine/improve the crew scheduling process to gain further efficiencies
- Develop and implement a process to schedule service order work within perscribed time frames based on customer needs



### Notable Budget Item(s)

Capital Meter Budget  
Increase  
\$75,000

Hydroexcavator  
\$46,500

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0522 - Electric Administration</b>						
Personnel	166,380	283,888	259,484	260,698	-	260,698
Operations	8,281,523	7,805,418	7,401,813	7,047,155	4,500	7,051,655
Capital	-	-	-	-	-	-
<b>0522 - Electric Administration Sub-total</b>	<b>8,447,903</b>	<b>8,089,306</b>	<b>7,661,297</b>	<b>7,307,853</b>	<b>4,500</b>	<b>7,312,353</b>
<b>0525 - T&amp;D Operations</b>						
Personnel	2,407,881	2,756,962	2,532,991	3,156,237	-	3,156,237
Operations	1,153,017	1,201,684	1,201,684	1,320,144	-	1,320,144
Capital	-	43,000	67,327	-	75,000	75,000
<b>0525 - T&amp;D Operations Sub-total</b>	<b>3,560,899</b>	<b>4,001,646</b>	<b>3,802,002</b>	<b>4,476,381</b>	<b>75,000</b>	<b>4,551,381</b>
<b>Total Departmental Budget</b>	<b>12,008,802</b>	<b>12,090,952</b>	<b>11,463,299</b>	<b>11,784,234</b>	<b>79,500</b>	<b>11,863,734</b>

## DEPARTMENTAL PERFORMANCE MEASURES

Energy Services strives to operate at a high level that is both safety oriented and efficient. Key performance indicators (KPIs) are tracked in order to ensure quality service is provided to the citizens of the City of Georgetown. Safety is measured through training and number of incidents with a standard of 95% safety meeting attendance. Energy Services safety KPI currently measures 98% with zero incidents recorded as of July FY2016. The image below is a graphical representation of safety oriented performance measures tracked monthly by the Energy Services Department.



## ELECTRICAL ENGINEERING

### DEPARTMENT DESCRIPTION

The Electric Engineering Department is responsible for overall project coordination, design, and construction of projects for the City's Electric Distribution and Substation Systems, as well as the Fiber Network. The Department is also responsible for inter-departmental coordination of seamless customer service, management, and forecasting of the five-year CIP budget, and system master planning and performance.

ELECTRIC FUND

ELECTRIC ENGINEERING

7 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Updated the Utility Master Plans for the Electric Distribution, Substation Systems, and City Fiber Network
- ✓ Continued the integration of the engineering design software with the material management side of EAM
- ✓ Enhanced design methods to lower City and Utility customers costs
- ✓ Improved the maintenance procedures for unit tables and material information in the engineering design software
- ✓ Refined standardized material listings for the warehouse



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Integrate engineering design software with EAM and Milsoft
- Explore ways to further enhance design methods for lower costs to the City and Utility customers
- Devise standards for the maintenance of the electric assets tracked by EAM
- Provide *Electric Service Guidelines and Specifications* for public use
- Continue revising the *Electric Distribution Construction Standards*
- Develop procedures to utilize INFOR EAM for CIP estimating and tracking
- Establish written procedures and record keeping for department operating consistency

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0557 - Electrical Engineering</b>						
Personnel	617,377	733,951	628,513	736,740	-	736,740
O&M	82,036	108,802	108,802	171,527	-	171,527
Capital	19,930	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>719,343</b>	<b>842,753</b>	<b>737,315</b>	<b>908,267</b>	<b>-</b>	<b>908,267</b>

## DEPARTMENTAL PERFORMANCE MEASURES

Capital Improvement Projects (CIP) and the maintenance of the City's Fiber Network are top priorities for the Electrical Engineering Department. Over the past five years, the Department has completed millions of dollars in improvements within the Transmittal and Fiber Networks to keep pace with the growth the City is experiencing. In the coming year, the Electrical Engineering Department will be working closely with the Finance Department to develop quality performance metrics focused on timely project completion, fiscal transparency, and cost effectiveness of these activities.



## ELECTRIC SYSTEM OPERATIONS

### DEPARTMENT DESCRIPTION

System Operations is the Control Center for the Georgetown Utility Systems (GUS). Using SCADA and specialized programs, this Department monitors and operates the Utility systems on a 24/7 basis. The Department receives all work requests and either dispatches on-call field staff in Electric or Water Operations or passes lower priority work to operations planner/schedulers. After normal business hours, this Department takes on the role of Customer Care to resolve equipment issues reported by customers. In addition, this Department conducts all infrastructure locates required as part of the One-call system.

ELECTRIC FUND

ELECTRIC SYSTEM OPERATIONS

13 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Provided operational control to the Electric, Water, Wastewater, and Irrigation Systems serving over 35,550 customers encompassing a total population of 88,875
- ✓ Developed a progression/training process for the operators in the Control Center
- ✓ Increased communication to both Electric and Water customers regarding outage information
- ✓ Improved Internal communication
- ✓ Maintained zero switching errors
- ✓ Expanded operator and supervisory shift coverage to enhance system operations.
- ✓ Responded to a record number of locate requests



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

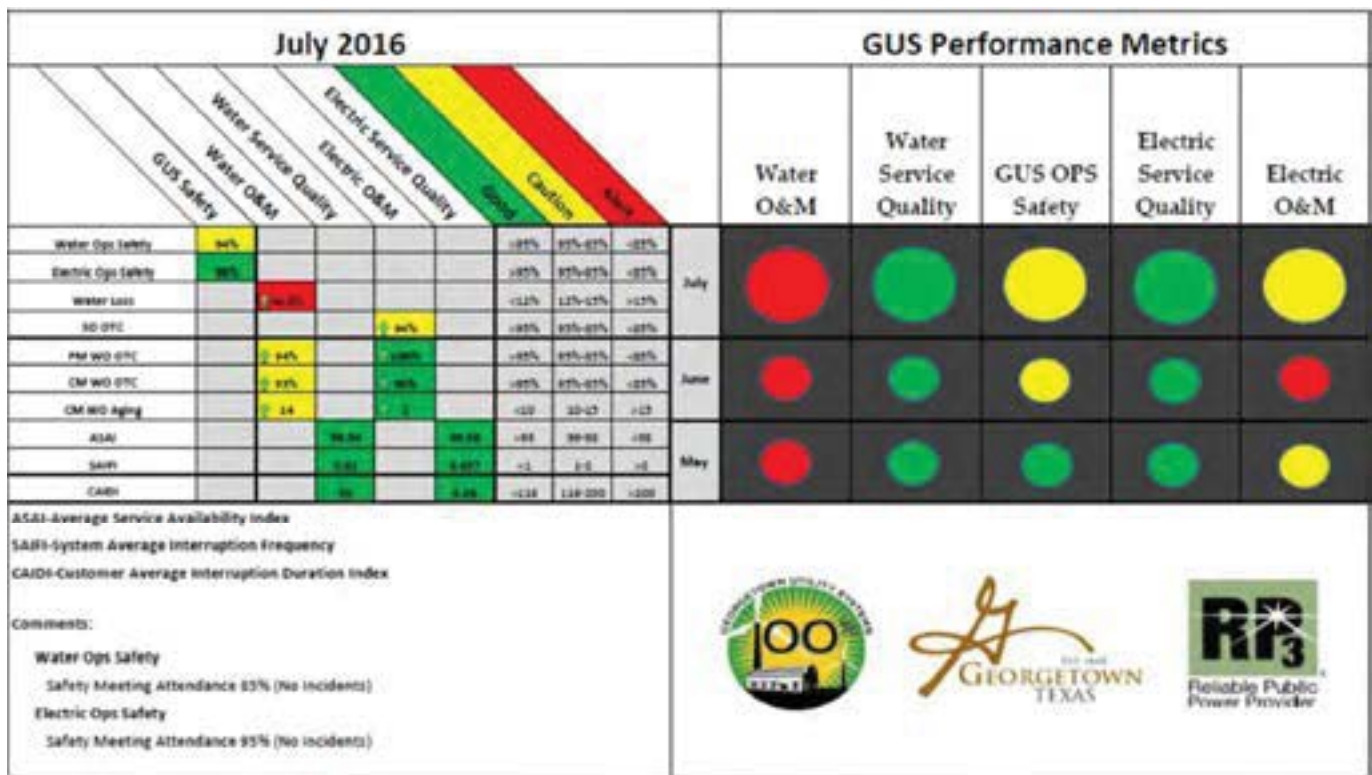
- Provide outstanding Electric and Water reliability to all Georgetown customers
- Continue to maintain zero switching errors
- Improve communication to both Electric and Water customers
- Implement the progression/training process for operators that was developed in late 2016
- Add a second Control Center Supervisor
- Partner with the Water Department to improve switching/valve operations in the field
- Evaluate the Mark and Locate Departments volume of work

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0555 - Systems Operations</b>						
Personnel	754,835	1,093,127	891,658	1,138,367	-	1,138,367
O&M	30,163	61,585	61,585	111,666	-	111,666
Capital	-	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>784,998</b>	<b>1,154,712</b>	<b>953,243</b>	<b>1,250,033</b>	<b>-</b>	<b>1,250,033</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The provision of reliable, safe electrical service to customers while maintaining the electric system in a cost efficient and reliable manner is a top priority for the Department. Performance measures relating to availability, capacity, and reliability have been developed to ensure our citizens are receiving the highest quality service. Specific measures include the Average Service Availability Index (ASAI), the System Average Interruption Frequency Index (SAIFI), and the Customer Average Interruption Duration Index (CAIDI). ASAI is a measure that calculates the ratio of total customer minutes that service was available to the total customer minutes demanded in a time period. SAIFI is defined as the average interruption duration for customers served during a specific time period. This index enables the utility to report how many minutes customers would have been out of service if all customers were out at one time. CAIDI is a measure of the average length of an interruption, weighted by the number of customers affected, for customers interrupted during a specific time period. The index enables the utility to report the average duration of a customer outage for those customers affected. The image below is a graphical representation of the performance metrics monitored by the Electric System Operations Department. Georgetown is exceeding the goals for Availability, Interruption, and Duration.



## ELECTRIC TECHNICAL SERVICES

### DEPARTMENT DESCRIPTION

Electric Technical Services is responsible for efficiently managing the utility's technical systems that support water, wastewater, and electric operations and engineering. Includes maintenance and management of asset management, and maintains specialized operating systems and hardware that comprise the utility SCADA, metering, and fiber systems.

ELECTRIC FUND

ELECTRIC TECHNICAL SERVICES

16 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Supported utility operations through safe and efficient operation and maintenance of the utility's SCADA, fiber, and metering systems
- ✓ Updated, configured, and supported utility information systems to support efficient and safe operation and maintenance of utility systems
- ✓ Expanded the use of Infor Enterprise Asset Management (EAM) to include SCADA and electric system assets
- ✓ Increased the use of Infor EAM to include western district assets
- ✓ Complete inventory of western district water meters for development of metering system upgrade project
- ✓ Developed training and progression program for SCADA/I&C technicians



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Support utility operations through safe and efficient operation and maintenance of the utility's SCADA, fiber, and metering systems
- Update, configure, and support utility information systems to support efficient and safe operation and maintenance of utility systems
- Increase the use of Infor EAM to include metering system assets
- Expand the metering system into the western district to enhance meter data for use by Customer Care
- Increase staffing to support fiber network operations and maintenance
- Develop training and progression program for meter technicians
- Establish and implement Key Performance Indicators (KPIs) for the department

### Notable Budget Item(s)

Upgrade Existing Radio  
Communications  
\$120,000

Fiber Infrastructure Tech  
(1 FTE)

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0521 - SCADA</b>						
Personnel	-	-	-	371,750	-	371,750
Operations	-	-	-	165,160	-	165,160
Capital	-	-	-	25,000	-	25,000
<b>0521 - SCADA Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>561,910</b>	<b>-</b>	<b>561,910</b>
<b>0524 - Technical Services</b>						
Personnel	825,636	1,014,334	1,022,210	813,433	41,912	855,345
Operations	173,458	277,832	284,795	748,923	10,125	759,048
Capital	2,558	108,000	100,000	51,000	300,000	351,000
<b>0524 - Technical Services Sub-total</b>	<b>1,001,652</b>	<b>1,400,166</b>	<b>1,407,005</b>	<b>1,613,356</b>	<b>352,037</b>	<b>1,965,393</b>
<b>Total Departmental Budget</b>	<b>1,001,652</b>	<b>1,400,166</b>	<b>1,407,005</b>	<b>2,175,266</b>	<b>352,037</b>	<b>2,527,303</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The number of *Distributed GIS Layers Maintained* is a measure of the amount of required data maintained for purposes of adequately supporting the key functions of the utility and transportation divisions. As the number of GIS layers grows so does the time required to maintain them.



## RESOURCE MANAGEMENT

### DEPARTMENT DESCRIPTION

Resource Management is responsible for resource planning, procurement, hedging, and settlements for the Electric and Water Utilities. The Department engages in retail electric load and water demand forecasting and commodity market tracking. Additionally, the Department manages the wholesale power and raw water contracts, purchases, hedges, and settlements.

Resource Management also provides support and information to City Council to set utility rates and impact fees.

ELECTRIC FUND

RESOURCE MANAGEMENT

3 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Constructed and began commercial operation of the Spinning Spur 3 wind farm
- ✓ Developed and implemented transmission congestion hedging strategy
- ✓ Completed assignment of JPM energy contracts to Mercuria
- ✓ Finalized comprehensive research, analysis, and market assessment of energy storage and developed grid storage strategies
- ✓ Negotiated and began Alevo Grid Storage Project
- ✓ Issued RFP and negotiated contract for Westside Service Center Solar
- ✓ Began a Rooftop Solar Radiation Potential Project under an American Public Power Association (APPA) Demonstration of Energy and Efficiency Developments (DEED) grant funded Internship
- ✓ Developed an electric demand response (DR) program and services Closed first DR customer contract with Southwestern University
- ✓ Executed a Letter of Intent with Sustainable Holdings for purchase of wholesale distributed renewable energy from a green development



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Develop utility financial and operations reports
- Evaluate impacts of distributed generation and storage and provide information to City Council
- Update and formalize long-term energy and water integrated resource plans and develop a communications plan
- Continue to support 100% renewable electricity by 2018
- Finalize solar radiation map(s)

### Notable Budget Item(s)

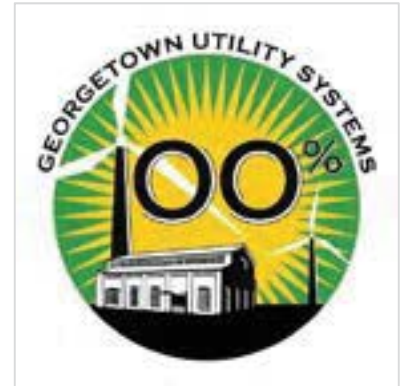
Utilities Analyst

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0537 - Resource Management</b>						
Personnel	250,152	248,487	254,353	260,110	105,251	365,361
O&M	38,963,862	34,066,110	33,669,000	36,651,755	5,000	36,656,755
Capital	-	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>39,214,014</b>	<b>34,314,597</b>	<b>33,923,353</b>	<b>36,911,865</b>	<b>110,251</b>	<b>37,022,116</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The Resource Planning Department has developed performance metrics to track the price of purchased power, as well as monitor financial hedges to guard against the volatility and risk in the electric market. Due to the confidential nature of this information, these performance metrics are not presented to the public. However, this information is analyzed consistently to ensure the City of Georgetown is providing reliable energy in a cost effective manner. This analysis and review ultimately led the City to sign purchased power contracts in effort to achieve 100% renewable energy beginning in 2018.



## AWARDS/ACCREDITATIONS

Project of the year award from Texas Renewable Energy Industries Alliance in recognition of the City's ability to match renewable production against customer load while hedging variability and congestion, and keeping competitive wholesale costs.



Public Service Innovation Team Award from the CenTex Chapter of the American Society of Public Administration in recognition of the City's contracts to move to 100% renewable energy in 2017.



## ELECTRIC FUND FIVE-YEAR PROJECTIONS

### Five-year Electric Fund Assumptions:

- CIP projects of \$5,000,000 annually paid for by bond proceeds
- Purchased Power cost increasing with the growth of the community
- Stability in the CRR market
- ROI transfers to the General Fund mirror overall growth in electric revenue
- Debt issuance and debt service levels over five years

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Beginning Fund Balance</b>	<b>6,436,145</b>	<b>9,636,092</b>	<b>12,629,644</b>	<b>15,113,657</b>	<b>17,244,088</b>

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Operating Revenue</b>					
Electric Revenue	65,018,216	67,685,364	69,377,498	71,111,935	74,711,977
Interest	18,100	18,100	18,100	18,100	18,100
Other Revenue	1,745,000	1,779,900	1,815,498	1,851,808	1,888,844
<b>Total Operating Revenue</b>	<b>66,781,316</b>	<b>69,483,364</b>	<b>71,211,096</b>	<b>72,981,843</b>	<b>76,618,921</b>

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Operating Expenditures</b>					
Purchased Power	38,000,000	39,000,000	40,000,000	41,000,000	42,000,000
Georgetown Utility Systems	16,692,453	18,042,958	19,077,191	20,178,985	21,353,621
Transfer Out - ROI	5,234,145	6,430,110	6,590,862	6,755,634	6,924,525
Operating Capital Improvements	5,160,000	5,000,000	5,000,000	5,000,000	5,000,000
CIS Implementation	134,000	140,700	147,735	155,122	162,878
Other Transfers Out	131,500	71,500	71,500	71,500	71,500
CRR Credits	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
<b>Total Operating Expenditures</b>	<b>63,852,098</b>	<b>67,185,268</b>	<b>69,387,288</b>	<b>71,661,241</b>	<b>74,012,524</b>

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Available Operating Fund Balance</b>	<b>9,365,363</b>	<b>11,934,188</b>	<b>14,453,452</b>	<b>16,434,259</b>	<b>19,850,485</b>

	FY2017 Actual	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Non-Operating Revenue</b>	<b>3,750,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>
<b>Total Non-Operating Revenue</b>	<b>3,750,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Non-Operating Expenditures</b>					
Debt Issuance Costs	16,800	20,000	20,000	20,000	20,000
Debt Payments	3,462,471	4,284,544	4,319,795	4,170,171	4,192,120
<b>Total Non-Operating Expenditures</b>	<b>3,479,271</b>	<b>4,304,544</b>	<b>4,339,795</b>	<b>4,190,171</b>	<b>4,212,120</b>

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Ending Fund Balance</b>	<b>9,636,092</b>	<b>12,629,644</b>	<b>15,113,657</b>	<b>17,244,088</b>	<b>20,638,365</b>
Contingency	5,000,000	5,200,000	5,400,000	5,600,000	5,800,000
Rate Stabilization	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000
<b>Available Fund Balance</b>	<b>136,092</b>	<b>2,929,644</b>	<b>5,213,657</b>	<b>7,144,088</b>	<b>10,338,365</b>

## WATER FUND



San Jose Splash Pad

**WATER FUND**

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## WATER SERVICES FUND SUMMARY

The Water Services Fund is used to account for the revenues generated from operating and maintenance activities related to the Water, Wastewater, and Irrigation utilities. Each of these utility services is tracked separately within this fund to ensure the rate and rate design will fully recover the cost of providing each service. The City operates three water treatment plants and five wastewater treatment plants. The City's water supply is 35% ground water and 65% surface water.

Expenses include debt service payments, capital costs, and transfers out to the General Fund per the City's return on investment (ROI) policy.

### FISCAL YEAR 2016

**Total revenues** are projected to be \$50,573,839, 3.9% higher than the current budget. The higher than expected revenue is primarily the result of higher than expected water and wastewater sales.

**Total expenditures** are projected to be \$74,752,047, 0.26% less than the current budget. Most Departments are expected to finish the current fiscal year within budget.

**Total fund balance** is projected to be \$24,955,155 as of September 30, 2016. Fund balance over the policy required contingency is available to fund non-recurring expenditures and is expected to be used to cash fund CIP projects in FY2017.

### FISCAL YEAR 2017

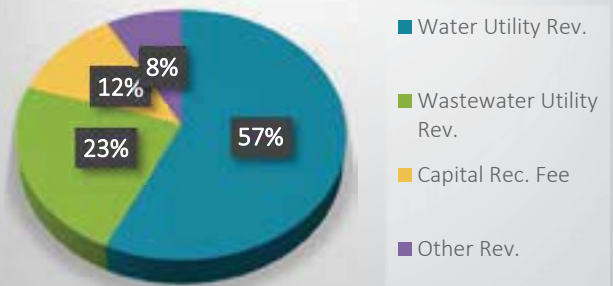
**Budgeted revenues** total \$66,756,338. Overall, revenues are projected to increase by 32% from FY2016. Base revenue growth, of approximately 6%, is still expected as new customers are added. An increase of 4.7% is applied to the wastewater base rate of each customer class, equating to an increase of \$1.40 per month for residential customers. The wastewater rate has not changed since 2007. Bond proceeds for Capital Projects are also increasing. The chart to the right identifies Water Services Fund revenues by source.

**Budgeted expenses** total \$83,240,776, which represents an increase of 11.5% over FY2016 projections. The increase is primarily due to new CIP projects, as well as recommended enhancements for FY2017. The \$46.7 million in capital projects includes replacing mains, reconstructing pump stations, and wastewater treatment plant improvements. Twenty million of the CIP will be funded through bond proceeds, and the remainder will be funded with cash.

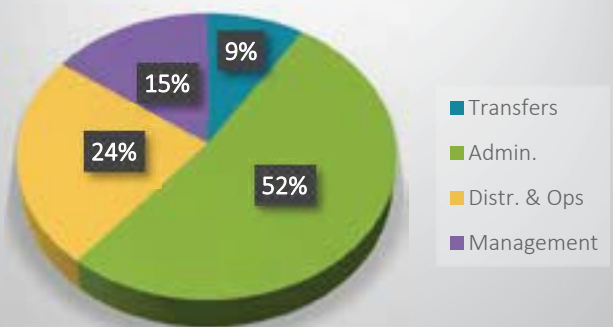
**Approved Enhancements** include \$841,400 for a water purchase contract with Round Rock and \$434,000 for a contract with the Brazos River Authority to provide for additional connections and water services due to growth. These purchases allow the City to defer water treatment plant expansion for up to five years.

New meters, additional wastewater collection odor control, and a vehicle for the West Side Service Center are also included.

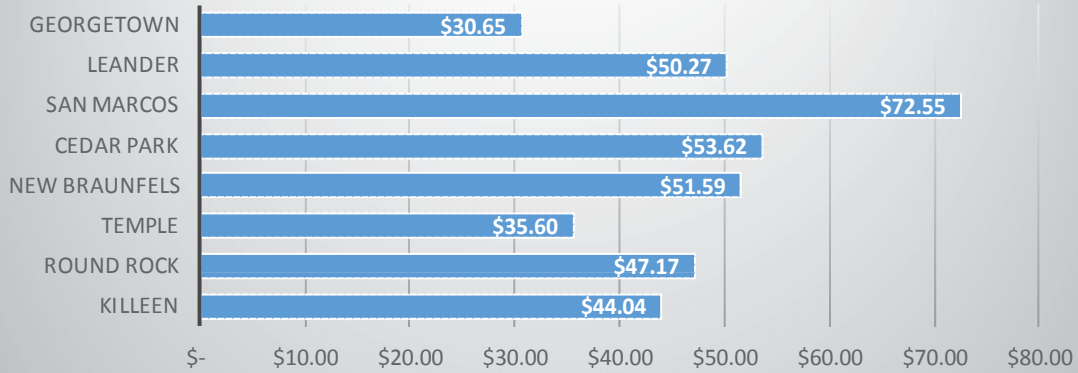
### Operating Revenues



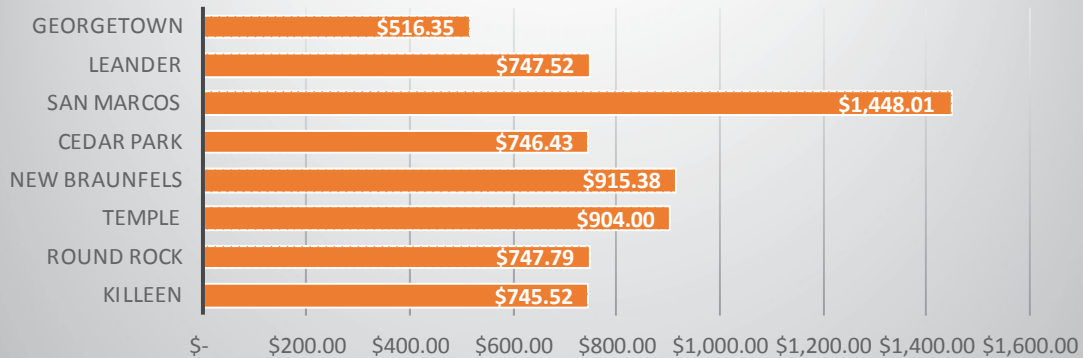
### Operating Expenses



## Wastewater Total Customer Cost: 10,000 Gallons - Residential



## Wastewater Total Customer Cost: 200,000 Gallons - Commercial



## WATER FUND INCOME STATEMENT

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Beginning Fund Balance</b>	<b>37,651,221</b>	<b>49,698,815</b>	<b>49,133,364</b>	<b>24,955,155</b>	<b>-</b>	<b>24,955,155</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Operating Revenue</b>						
Water Utility Revenue	23,223,605	22,500,000	25,100,000	26,700,000	-	26,700,000
Wastewater Utility Revenue	9,244,064	9,399,394	9,525,000	10,733,475	-	10,733,475
Capital Recovery Fee	5,924,452	5,945,574	5,081,780	5,367,300	-	5,367,300
Other Revenue	3,929,232	3,341,051	3,251,103	3,147,088	-	3,147,088
Irrigation Utility Revenue	249,625	204,428	225,000	225,000	-	225,000
Interest	145,889	119,232	194,978	199,975	-	199,975
Raw Water Revenue	175,255	140,000	170,000	178,500	-	178,500
Other	-	-	-	-	-	-
Transfer In, Debt	99,783	100,000	100,000	-	-	-
Transfer	-	-	-	-	-	-
Transfer In, GCP	3,566,436	-	-	-	-	-
Transfer In, Utilities	69,108	293,008	293,008	-	-	-
<b>Total Operating Revenue</b>	<b>46,627,449</b>	<b>42,042,687</b>	<b>43,940,869</b>	<b>46,551,338</b>	<b>-</b>	<b>46,551,338</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Operating Expenditures</b>						
0000 - Transfer	-	66,763	66,763	208,750	82,000	290,750
0000 - Transfer Out, General	275,000	425,000	425,000	-	-	-
0000 - Transfer Out, ISF	313,141	1,100,947	1,100,947	-	-	-
0000 - Transfer Out, ROI	2,487,578	2,420,817	2,451,400	2,648,588	-	2,648,588
0000 - Transfer Out, Utilities	2,279,506	-	-	-	-	-
0302 - Rural Water Customer Care	4,833	-	-	-	-	-
0353 - Rural Water Customer Care	301,884	113,850	104,900	-	-	-
0527 - Water Administration	10,258,388	11,871,918	11,301,682	15,191,220	1,275,400	16,466,620
0528 - Water Distribution	2,271,328	2,267,236	2,764,864	745,846	553,580	1,299,426
0529 - Water Plant Management	2,097,431	2,632,741	2,645,508	2,379,631	-	2,379,631
0530 - Wastewater Distribution	1,621,054	1,891,090	1,887,938	689,590	96,475	786,065
0531 - Wastewater Plant Manager	2,311,689	2,733,106	2,747,161	2,430,507	-	2,430,507
0532 - Irrigation	162,892	308,386	304,375	233,447	-	233,447
0549 - Rural Water Admin	2,591,318	3,922,196	3,553,879	-	-	-
0550 - Rural Water Operations	1,394,717	1,336,848	1,416,690	-	-	-
0551 - Rural Water Technical Service	92,174	158,642	136,125	-	-	-
0552 - Rural Water Systems Engineering	452,347	192,700	308,750	-	-	-
0553 - Water Operations	-	-	-	4,540,175	256,080	4,796,255
<b>Total Operating Expenditures</b>	<b>28,915,280</b>	<b>31,442,240</b>	<b>31,215,981</b>	<b>29,067,754</b>	<b>2,263,535</b>	<b>31,331,289</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projection	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Available Operating Fund Balance</b>	<b>55,363,390</b>	<b>60,299,262</b>	<b>61,858,251</b>	<b>42,438,739</b>	<b>(2,263,535)</b>	<b>40,175,204</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Non-Operating Revenue</b>						
Bond Proceeds	9,217,156	6,000,000	6,000,000	20,000,000	-	20,000,000
Special Improvement Fees	705,428	642,373	632,970	205,000	-	205,000
<b>Grand Total</b>	<b>9,922,584</b>	<b>6,642,373</b>	<b>6,632,970</b>	<b>20,205,000</b>	<b>-</b>	<b>20,205,000</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Non-Operating Expenditures</b>						
CIP 90	11,589,210	41,223,500	39,230,500	46,727,000	-	46,727,000
CIP 91	171,366	71,000	71,000	-	-	-
Debt Service	4,845,575	4,635,034	4,234,566	5,182,487	-	5,182,487
Operations	34,513	-	-	-	-	-
<b>Grand Total</b>	<b>16,640,664</b>	<b>45,929,534</b>	<b>43,536,066</b>	<b>51,909,487</b>	<b>-</b>	<b>51,909,487</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Ending Fund Balance</b>	<b>48,645,311</b>	<b>21,012,101</b>	<b>24,955,155</b>	<b>10,734,252</b>	<b>(2,263,535)</b>	<b>8,470,717</b>
CAFR Adjustment	488,053	-	-	-	-	-
Contingency	7,325,000	4,565,000	4,565,000	5,000,000	-	5,000,000
<b>Available Fund Balance</b>	<b>41,808,364</b>	<b>16,447,101</b>	<b>20,390,155</b>	<b>5,734,252</b>	<b>(2,263,535)</b>	<b>3,470,717</b>

## WATER ADMINISTRATION & WATER SERVICES

### DEPARTMENT DESCRIPTION

The Water Administration and Water Services Departments are responsible for the operation and maintenance of the infrastructure that provides potable water for over 33,000 customers in a 450 square mile area. The water infrastructure includes 3 treatment plants, 10 storage tanks, 13 pumping stations, 888 miles water distribution piping, 7,143 valves, 4,522 fire hydrants, and meters. Department activities are regulated by the Texas Commission on Environmental Quality (TCEQ), Public Utility Commission (PUC), and the Environmental Protection Agency (EPA).

WATER FUND

WATER ADMINISTRATION  
& WATER SERVICES

50.5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Met all regulatory standards for water service (pressure, flow, water quality)
- ✓ Provided reliable and safe drinking water service to 35,550 customers encompassing a total population of 88,875 by operating and maintaining the water system in a cost efficient and safe manner
- ✓ Developed and implemented an improved water measurement process and reporting for the water utility
- ✓ Commenced operation of a new Daniels Mountain storage tank to increase storage for system reliability
- ✓ Completed the planning, preparation, and staffing associated with bringing Water Operations in-house
- ✓ Relocated appropriate staff to the new Westside Service Center to improve operational efficiencies
- ✓ Entered into a service agreement with Round Rock for the treatment and transport of water
- ✓ Developed and refined operational performance metrics to improve Department performance and system reliability
- ✓ Completed 92 miles of system leak detection to reduce water loss

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Meet Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ) standards for water service (pressure, flow, and water quality)
- Provide reliable and safe drinking water service by operating and maintaining the water system in a cost efficient and safe manner
- Commence operation of the Cedar Breaks and Rabbit Hill storage tanks
- Negotiate BRA Alliance Water Contract to acquire water and negotiate water treatment and transport agreement with Leander for future needs
- Continue system leak detection program to further reduce water loss
- Develop Water Treatment Plant Operator Training and Progression Program and performance metrics



### Notable Budget Item(s)

Round Rock Wholesale  
Water Purchase  
\$841,000

Wastewater Distribution  
Budget Increase  
\$125,975

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0527 - Water Administration</b>						
Personnel	86,292	109,655	89,806	91,668	-	91,668
O&M	10,172,095	11,762,263	11,211,876	15,337,039	445,825	15,782,864
Capital	-	-	-	-	841,400	841,400
<b>0527 - Water Administration Sub-total</b>	<b>10,258,388</b>	<b>11,871,918</b>	<b>11,301,682</b>	<b>15,428,707</b>	<b>1,287,225</b>	<b>16,715,932</b>
<b>0528 - Water Distribution</b>						
Personnel	1,386,010	1,414,667	1,432,006	-	-	-
O&M	883,400	780,069	867,858	1,360,000	359,230	1,719,230
Capital	1,918	72,500	465,000	60,000	430,000	490,000
<b>0528 - Water Distribution Sub-total</b>	<b>2,271,328</b>	<b>2,267,236</b>	<b>2,764,864</b>	<b>1,420,000</b>	<b>789,230</b>	<b>2,209,230</b>
<b>0529 - Water Plant Management</b>						
Personnel	-	402,951	44,460	604,858	-	604,858
O&M	2,097,431	2,142,290	2,526,048	1,699,773	-	1,699,773
Capital	-	87,500	75,000	75,000	-	75,000
<b>0529 - Water Plant Management Sub-total</b>	<b>2,097,431</b>	<b>2,632,741</b>	<b>2,645,508</b>	<b>2,379,631</b>	<b>-</b>	<b>2,379,631</b>
<b>0553 - Water Operations</b>						
Personnel	-	-	-	3,425,206	-	3,425,206
O&M	-	-	-	274,193	14,080	288,273
Capital	-	-	-	-	-	-
<b>0553 - Water Operations Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,699,399</b>	<b>14,080</b>	<b>3,713,479</b>
<b>Total Departmental Budget</b>	<b>14,627,147</b>	<b>16,771,895</b>	<b>16,712,054</b>	<b>22,927,737</b>	<b>2,090,535</b>	<b>25,018,272</b>

## DEPARTMENTAL PERFORMANCE MEASURES

Providing safe drinking water service to customers while maintaining the water system in a cost efficient and reliable manner is a top priority for the Department. Several performance measures are in place to ensure these goals are met. Water Service Quality (WSQ) is measured across the Average Service Availability Index (ASAI), System Average Interruption Frequency Index (SAIFI), and the Customer Average Interruption Duration Index (CAIDI). These measures calculate service/demand ratios, interruption frequency, and outage durations. The chart below is a graphical representation of the metrics tracked by the Water Administration and Water Services Departments.



## WASTEWATER SERVICES

### DEPARTMENT DESCRIPTION

The Wastewater Department is responsible for the operation and maintenance of the infrastructure that provides wastewater for over 24,041 customers. The wastewater infrastructure includes 5 treatment plants, 24 pumping stations, 7,076 manholes, and 337 miles of wastewater collection mains. This Department's activities are regulated by the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA).

WATER FUND

WASTEWATER SERVICES

7 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Met all regulatory standards for wastewater service (discharge limits, system integrity)
- ✓ Provided reliable wastewater service to 24,041 customers encompassing a total population of 60,100 by operating and maintaining the wastewater system in a cost efficient and safe manner
- ✓ Completed the planning, preparation, and staffing to affect private to public operation of wastewater plant operations with associated cost savings
- ✓ Participated in industry conferences (AWWA, TMUA)
- ✓ New positions filled: 1 Plant Operations Superintendent, Treatment Plant Supervisor and 7 Plant Operators
- ✓ Identified and located the source of mercury excursions creating non-compliance on the Dove Springs WWTP eliminating future violations and fines
- ✓ Westside Service Center completed and relocated a portion of wastewater staff to provide a more efficient level of service to customers
- ✓ Increased the license level and/or advanced 20 technicians using the occupational training program and progression program

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Meet all regulatory standards for wastewater service (discharge limits, system integrity)
- Provide reliable wastewater service to customers by operating and maintaining the wastewater system in a cost efficient and safe manner.
- Participate in industry conferences for technology advances and changes in operations and maintenance practices
- Implement Industrial Pretreatment Program when required by TCEQ.
- Continue EARZ testing of the collection system to identify flaws in the collection system piping
- Develop plant operator training and progression program
- Develop and implement performance metrics for plant operations to improve compliance and efficiency



### Notable Budget Item(s)

Increase in Operations  
\$91,000

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0530 - Wastewater Operations</b>						
Personnel	1,102,789	1,213,741	1,195,868	-	-	-
O&M	513,765	627,349	642,070	596,700	91,000	687,700
Capital	4,500	50,000	50,000	50,000	-	50,000
<b>0530 - Wastewater Operations Sub-total</b>	<b>1,621,054</b>	<b>1,891,090</b>	<b>1,887,938</b>	<b>646,700</b>	<b>91,000</b>	<b>737,700</b>
<b>0531 - Wastewater Plant Management</b>						
Personnel	-	505,461	44,729	550,409	-	550,409
O&M	2,311,689	2,127,645	2,614,932	1,805,098	-	1,805,098
Capital	-	100,000	87,500	75,000	-	75,000
<b>0531 - Wastewater Plant Management Sub-total</b>	<b>2,311,689</b>	<b>2,733,106</b>	<b>2,747,161</b>	<b>2,430,507</b>	<b>-</b>	<b>2,430,507</b>
<b>Total Departmental Budget</b>	<b>3,932,743</b>	<b>4,624,196</b>	<b>4,635,099</b>	<b>3,077,207</b>	<b>91,000</b>	<b>3,168,207</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The provision of reliable, safe wastewater service to customers while maintaining the system in a cost efficient and reliable manner is a top priority for the Wastewater Services Department. Performance measures are in place to monitor Operations and Maintenance (O&M), Systems, Project, Resource, and Financial metrics. Metrics for O&M include on-time service delivery, safety, training, and productivity. Systems metrics focus on reliability, availability, output, and capacity for service provision. Project metrics are also in place to monitor infrastructure to ensure continued service provision that is on schedule, within budget, and within allotted resources. Resource and Financial metrics focus on pricing and risk management to ensure the Department is capable of providing debt coverage in the form of return on investment. The image below is a graphical representation of monthly performance measures monitored by the Department.



## REUSE IRRIGATION

### DEPARTMENT DESCRIPTION

The Reuse/Irrigation Department is responsible for the operation and maintenance of infrastructure that distributes reuse irrigation water to five major irrigation customers. Reuse Irrigation infrastructure includes 2 storage tanks, 4 pumping stations, piping, and valves. The Department activities are regulated by the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA).

WATER FUND

REUSE IRRIGATION

0 FTE

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Met TCEQ standards for Reuse Irrigation service (water quality)
- ✓ Provided reliable Reuse Irrigation service to customers by operating and maintaining the irrigation system in a cost efficient and safe manner
- ✓ Relocated staff to the Westside Service Center to provide more efficient service to reuse customers
- ✓ Provided 85 million gallons to reuse customers which promotes water conservation



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Meet TCEQ standards for Reuse Irrigation service (water quality)
- Provide reliable Reuse Irrigation service to customers by operating and maintaining the irrigation system in a cost efficient and safe manner
- Pecan Branch WWTP Expansion to increase reuse irrigation capability

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0532 - Irrigation</b>						
Personnel	76,079	74,811	75,875	-	-	-
O&M	86,813	233,575	228,500	205,472	-	205,472
Capital	-	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>162,892</b>	<b>308,386</b>	<b>304,375</b>	<b>205,472</b>	<b>-</b>	<b>205,472</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The City operates a reuse irrigation system that utilizes wastewater effluent to provide water for irrigation. One of the goals for the irrigation department is to maintain Type I effluent water that is safe for public contact 100% of the time. The system currently provides effluent from four of its five wastewater treatment plants to five golf courses in the Georgetown area. Effluent irrigation water is also provided to Southwestern University's athletic fields and the City's parks.



*Reuse irrigation at golf course*



*Southwestern University Athletic Field*

## WATER FUND FIVE-YEAR PROJECTIONS

Five-year Water Fund Assumptions:

- Revenues in Water and Wastewater sales are expected to increase due to growing customer base in the City and Western District
- 5-year CIP project schedule is weighted toward the initial few years to help meet system capacity needs
- Debt service payments are expected to increase over the next five years to pay for capital improvements in the system

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Beginning Fund Balance</b>	<b>24,911,799</b>	<b>8,162,449</b>	<b>17,085,078</b>	<b>15,819,974</b>	<b>22,900,355</b>

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Operating Revenue</b>					
Water Utility Revenue	26,700,000	27,234,000	27,778,680	28,334,254	28,900,939
Wastewater Utility Revenue	10,733,475	10,948,145	11,167,107	11,390,450	11,618,259
Capital Recovery Fee	5,367,300	5,474,646	5,584,139	5,695,822	5,809,738
Other Revenue	3,147,088	3,210,029	3,274,230	3,339,714	3,406,509
Irrigation Utility Revenue	225,000	229,500	234,090	238,772	243,547
Interest	199,975	203,975	208,054	212,215	216,459
Raw Water Revenue	178,500	182,070	185,711	189,426	193,214
Transfer In, Debt	115,839	118,156	120,519	122,929	125,388
<b>Total Operating Revenue</b>	<b>46,667,177</b>	<b>47,600,520</b>	<b>48,552,530</b>	<b>49,523,581</b>	<b>50,514,053</b>

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Operating Expenditures</b>					
0000 - Transfer	290,750	296,565	302,496	308,546	314,717
0000 - Transfer Out, General	425,000	425,000	425,000	425,000	425,000
0000 - Transfer Out, ROI	2,604,339	2,656,426	2,709,554	2,763,745	2,819,020
0527 - Water Administration	16,715,932	17,050,250	17,391,255	17,739,080	18,093,862
0528 - Water Distribution	2,209,230	2,253,415	2,298,483	2,344,453	2,391,342
0529 - Water Plant Management	2,379,631	2,427,223	2,475,768	2,525,283	2,575,789
0530 - Wastewater	737,700	752,454	767,503	782,853	798,510
0531 - Wastewater Plant Management	2,430,507	2,479,117	2,528,700	2,579,274	2,630,859
0532 - Irrigation	205,472	209,581	213,773	218,049	222,410
0553 - Water Operations	3,713,479	3,787,749	3,863,504	3,940,774	4,019,589
<b>Total Operating Expenditures</b>	<b>31,712,040</b>	<b>32,337,781</b>	<b>32,976,036</b>	<b>33,627,057</b>	<b>34,291,098</b>

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Available Operating Fund Balance</b>	<b>39,866,936</b>	<b>23,425,188</b>	<b>32,661,572</b>	<b>31,716,498</b>	<b>39,123,310</b>

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Non-Operating Revenue</b>					
Bond Proceeds	20,000,000	17,000,000	22,000,000	10,500,000	1,800,000
Special Improvement Fees	205,000	100,000	-	-	-
<b>Total Non-Operating Revenue</b>	<b>20,205,000</b>	<b>17,100,000</b>	<b>22,000,000</b>	<b>10,500,000</b>	<b>1,800,000</b>

Row Labels	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Non-Operating Expenditures</b>					
CIP Expense	46,727,000	17,000,000	31,500,000	10,500,000	1,800,000
Debt Service	5,182,487	6,440,110	7,341,598	8,816,143	9,393,286
<b>Total Non-Operating Expenditure</b>	<b>51,909,487</b>	<b>23,440,110</b>	<b>38,841,598</b>	<b>19,316,143</b>	<b>11,193,286</b>

	FY2017 Budget	FY2018 Projected Budget	FY2019 Projected Budget	FY2020 Projected Budget	FY2021 Projected Budget
<b>Ending Fund Balance</b>	<b>8,162,449</b>	<b>17,085,078</b>	<b>15,819,974</b>	<b>22,900,355</b>	<b>29,730,024</b>
Contingency	5,000,000	5,100,000	5,200,000	5,300,000	5,400,000
<b>Available Fund Balance</b>	<b>3,162,449</b>	<b>11,985,078</b>	<b>10,619,974</b>	<b>17,600,355</b>	<b>24,330,024</b>

## OTHER ENTERPRISE FUNDS



P512 at Air Fest

#### NEW POSITIONS FY2017

Airport Maintenance Worker.....	1
<b>TOTAL NEW POSITIONS FY2017 .....</b>	<b>1</b>

#### OTHER ENTERPRISE FUNDS

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## AIRPORT FUND SUMMARY

The Airport Fund is designed to be a self-supporting enterprise funded through user charges. Over the past several years the fund's expenses have outpaced revenues resulting in a drawdown of fund balance.

In order to make this fund self-supporting, airport operations and financial conditions have been carefully evaluated. An operations audit was conducted to determine options to increase revenues. In the past two years, several steps have been taken to find solutions for the fund. These steps have included the evaluation and implementation of new lease rates and the increase of fuel margins.

### FISCAL YEAR 2016

**Total revenues** are projected to be \$2,809,231, 29.07% less than the current budget. Lower than expected revenue is primarily a result of volatility in the fuel market. Non-operating revenue is projected to end the fiscal year at \$50,000.

**Total expenditures** are projected to be \$3,557,700, 18.9% less than the current budget. The decrease in expenses is directly tied to the cost of fuel purchased for resale. Non-operating expenses, including funds for capital construction and debt service payments are projected to end the fiscal year at \$1,007,592.

**Total fund balance** is projected to be \$43,849 as of September 30, 2016. In the current fiscal year the contingency requirements of the fund are being covered by citywide contingency.

### FISCAL YEAR 2017

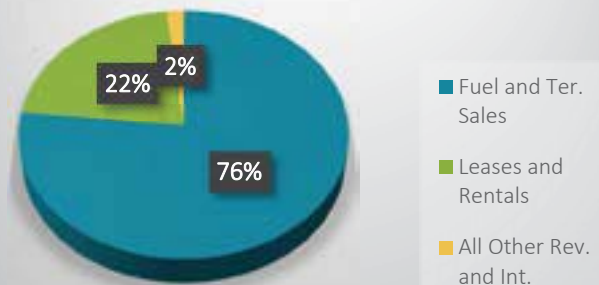
**Budgeted revenues** total \$3,589,993. Overall, revenues are projected to increase by 27.79% relative to the FY2016 projection. This increase in revenue is driven by expected increases in fuel prices and ground lease reversions. The chart to the right identifies operating revenue by source. Non-operating revenues total \$35,000 from a Texas Department of Transportation grant.

**Budgeted expenses** total \$3,511,563, a decrease of 1.3% relative to the FY2016 projection. The decrease in expenses is due to major capital projects in FY2016 totaling \$877,935. There are no major capital projects in FY2017. Fuel expenses are expected to increase by \$600,000 with the recovery of the oil market over the next 18 months. The chart to the right gives a breakdown of operating expenses.

**Approved Enhancements** total \$48,726 for a new Maintenance Worker. This employee will fulfill maintenance and landscaping duties, and will reduce contract expenses for maintenance work.

**Total ending fund balance** is budgeted to be \$122,279 as of September 30, 2017, which will be used as the fund's contingency reserve.

### Operating Revenues



### Operating Expenses



# AIRPORT FUND INCOME STATEMENT

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Beginning Fund Balance</b>	<b>82,210</b>	<b>748,167</b>	<b>792,318</b>	<b>43,849</b>	<b>-</b>	<b>43,849</b>

Revenues	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Operating Revenues</b>						
Fuel and Terminal Sales	1,972,787	2,876,150	1,988,444	2,720,928	-	2,720,928
Leases and Rentals	607,861	657,400	707,049	767,990	-	767,990
All Other Revenue	50,559	67,000	62,188	64,475	-	64,475
Interest	208	400	1,550	1,600	-	1,600
Transfer In	-	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>2,631,415</b>	<b>3,600,950</b>	<b>2,759,231</b>	<b>3,554,993</b>	<b>-</b>	<b>3,554,993</b>

Expenses	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Operating Expenditures</b>						
Fuel	1,652,491	2,448,882	1,549,525	2,296,928	-	2,296,928
Transportation	1,028,435	966,150	985,503	997,141	48,726	1,045,867
Transfer Out	3,463	15,080	15,080	25,000	-	25,000
<b>Total Operating Expenditures</b>	<b>2,684,389</b>	<b>3,430,112</b>	<b>2,550,108</b>	<b>3,319,069</b>	<b>48,726</b>	<b>3,367,795</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Available Fund Balance - Operating</b>	<b>29,235</b>	<b>919,005</b>	<b>1,001,441</b>	<b>279,773</b>	<b>(48,726)</b>	<b>231,047</b>

Revenues	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Non-Operating Revenues</b>						
Bond Proceeds	865,000	-	-	-	-	-
Grants	40,918	25,000	50,000	35,000	-	35,000
<b>Total Non-Operating Revenues</b>	<b>905,918</b>	<b>25,000</b>	<b>50,000</b>	<b>35,000</b>	<b>-</b>	<b>35,000</b>

Expenses	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Non-Operating Expenditures</b>						
Capital Project	12,124	877,935	867,935	-	-	-
Debt Service	172,204	80,222	139,657	143,768	-	143,768
<b>Total Non-Operating Expenditures</b>	<b>184,328</b>	<b>958,157</b>	<b>1,007,592</b>	<b>143,768</b>	<b>-</b>	<b>143,768</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Ending Fund Balance</b>	<b>750,824</b>	<b>(14,152)</b>	<b>43,849</b>	<b>171,005</b>	<b>(48,726)</b>	<b>122,279</b>
CAFR Adjustment	41,494	-	-	-	-	-
Contingency	199,358	-	-	122,279	-	122,279
Restricted Bond Proceeds	852,876	-	-	-	-	-
<b>Available Fund Balance</b>	<b>(259,916)</b>	<b>(14,152)</b>	<b>43,849</b>	<b>48,726</b>	<b>(48,726)</b>	<b>(0)</b>



*Georgetown Municipal Airport Located at: 500 Terminal Dr. Georgetown, Texas 78626*

## AIRPORT

### DEPARTMENT DESCRIPTION

The City of Georgetown Municipal Airport provides general aviation services to the public. The Airport staff is responsible for the day-to-day operations and maintenance, which include the management of fuel sales concessions, leases for City-owned facilities, and ground maintenance. The Airport provides 24-hour operation of a 5,000-foot main runway, related taxiways, ramps, and navigational aids. The City also supports an Air Traffic Control Tower, with staffing provided by the Federal Aviation Administration (FAA). The Airport must always be in compliance with state and federal rules and regulations. In addition, the Airport staff provides support to the Georgetown Transportation Advisory Board and the City Council.



### Notable Budget Item(s)

Airport Maintenance Worker

AIRPORT FUND

AIRPORT

5.5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Increase in operations of 21% over FY2015
- ✓ Gain in fuel sales of 19% over FY2015
- ✓ Pavement crack sealing maintenance on runway 18/36 and 11/29
- ✓ Converted two reverting land leases to City-managed facility leases
- ✓ Electrical upgrades to Central Texas Avionics Hangar
- ✓ Replaced electrical service at ASM Hangar and door weather stripping on Hangars D-1, E, F, and G
- ✓ Demolition of old Civil Air Patrol Facility
- ✓ Upgraded weather broadcasting equipment in control tower
- ✓ Conducted in conjunction with Federal Aviation Administration Airport Security and Safety Orientation Classes for Georgetown Police Dept.
- ✓ Conducted Airport Orientation Classes for Georgetown Fire Dept.
- ✓ Implemented a Quarterly Inspection and Maintenance Program for electronic access gates and runway precession approach path indicator system.
- ✓ Painted Airport terminal, main lobby, conference room, and hallways and stairwells of Air Traffic Control Tower

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

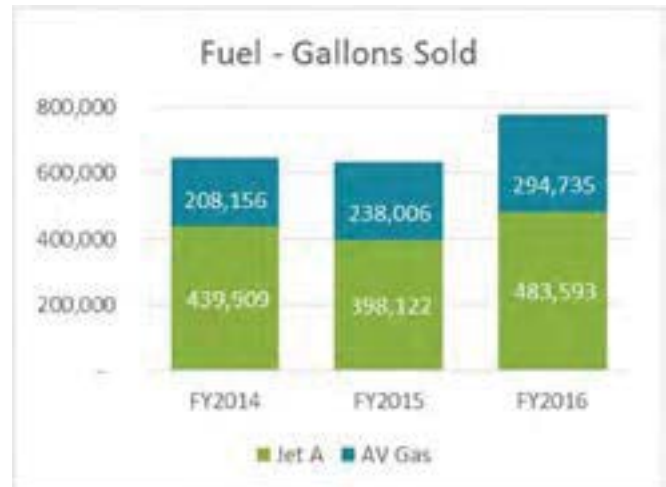
- Construction of \$7.9M Airport Improvement Project
  - New parallel Taxiway A
  - Above ground fuel storage facility
  - Pavement maintenance on existing taxiways and aprons
  - Obstruction clearing at both ends of Runway 11/29
  - Drainage improvements
- Removal of existing underground fuel storage tanks at Airport
- Update to Airport Master Plan
- Update to Airport Rules and Regulations and Minimum Standards
- Roof repairs to City-owned hangar leased to Central Texas Avionics
- Installation of electronic gate opener at City-owned ASM Hangar
- Addition of a full time Airport Maintenance Staff Member
- Electrical upgrade to Hangars I & J

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0636 - Airport</b>						
Personnel	350,099	321,471	317,632	340,055	48,726	388,781
O&M	2,334,290	3,108,641	2,226,396	2,979,014	-	2,979,014
Capital	12,124	877,935	874,015		-	-
Debt Service	172,204	80,222	139,657	143,768	-	143,768
<b>Total Departmental Budget</b>	<b>2,868,718</b>	<b>4,388,269</b>	<b>3,557,700</b>	<b>3,462,837</b>	<b>48,726</b>	<b>3,511,563</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The Airport fund is designed to be a self-supporting enterprise funded by user charges. Presently, fuel sales constitute 75.79% of total revenue making fuel sales a key performance indicator. The Airport sells both Jet A and AV Gas fuel. Since a significant majority of revenue comes from fuel sales, Airport staff along with the Finance Department, monitors fuel prices at surrounding airports to ensure the Georgetown Municipal Airport stays competitive within the region.



## STORMWATER DRAINAGE FUND SUMMARY

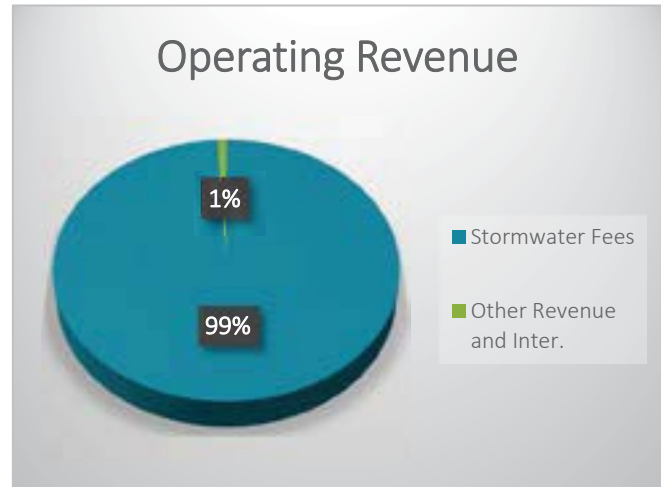
The Stormwater Drainage Fund is used to account for all operating and maintenance activities in the City's drainage system and the debt payments for bonds issued for capital improvement.

### FISCAL YEAR 2016

**Total revenues** are projected to be \$3,933,564, 1.1% less than the current budget. The Stormwater fee is a monthly charge billed based on a calculation of impervious cover of the property and the rate per unit. The current fee is \$6.50 per unit. This fee was adjusted in 2016 to address the Municipal Separate Storm Sewer System (MS4) requirements of the Texas Commission on Environmental Quality (TCEQ).

**Total expenditures** are projected to be \$4,091,886, 3% less than the current budget.

**Total fund balance** is projected to be \$1,553,981 as of September 30, 2016. Included in the balance is a contingency Reserve of \$250,000 and \$500,000 reserved for capital. A remaining fund balance of \$803,981 is available to fund non-recurring expenditures in FY2017.



### FISCAL YEAR 2017

**Budgeted revenues** total \$3,337,900. Overall, revenues are projected to decrease by 15%. The decrease is because the fund is drawing down fund balance and not receiving bond proceeds to fund CIP. The chart to the right identifies Stormwater Drainage revenues by source.

**Budgeted expenses** total \$4,350,590, which represents an increase of 6.5% over FY2016 projection. Capital Improvement Projects total \$976,000 in FY2017.

**Approved Enhancements** total \$404,550, which include a Vac Truck, an increase to maintenance of equipment, and an increase to maintenance of utilities.



## STORMWATER DRAINAGE FUND INCOME STATEMENT

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Beginning Fund Balance	640,026	1,013,361	1,712,303	1,554,508	-	1,554,508

Revenues	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Operating Revenues</b>						
Stormwater Fees	2,622,455	3,237,620	3,184,742	3,307,950	-	3,307,950
Other Revenue	16,490	17,000	25,500	26,600	-	26,600
Interest	2,549	2,000	3,322	3,350	-	3,350
Transfer In	-	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>2,641,494</b>	<b>3,256,620</b>	<b>3,213,564</b>	<b>3,337,900</b>	<b>-</b>	<b>3,337,900</b>

Expenses	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Operating Expenditures</b>						
Personnel	421,832	617,507	557,187	659,339	-	659,339
Operations	1,369,707	1,510,856	1,446,234	1,492,827	53,550	1,546,377
Capital Improvement	-	-	-	-	-	-
Transfer Out	250,013	282,304	278,144	231,557	351,000	582,557
<b>Total Operating Expenditures</b>	<b>2,041,552</b>	<b>2,410,667</b>	<b>2,281,565</b>	<b>2,383,723</b>	<b>404,550</b>	<b>2,788,273</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projection	FY2017 Base	FY2017 Changes	FY2017 Budget
Available Fund Balance - Operating	1,239,968	1,859,314	2,644,302	2,508,685	(404,550)	2,104,135

Revenues	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Non-Operating Revenues</b>						
Bond Proceeds	2,205,000	495,000	495,000	-	-	-
Grant Revenue	-	225,000	225,000	-	-	-
<b>Total Non-Operating Revenues</b>	<b>2,205,000</b>	<b>720,000</b>	<b>720,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

Expenses	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Non-Operating Expenditures</b>						
Bond Issue Cost	31,183	5,500	5,500	5,500	-	5,500
Capital Improvement	1,417,493	1,209,000	1,209,000	976,000	-	976,000
Debt Payment	421,698	595,294	595,294	580,817	-	580,817
Debt Service - New	-	-	-	-	-	-
<b>Total Non-Operating Expenditures</b>	<b>1,870,374</b>	<b>1,809,794</b>	<b>1,809,794</b>	<b>1,562,317</b>	<b>-</b>	<b>1,562,317</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Ending Fund Balance</b>	<b>1,574,594</b>	<b>769,520</b>	<b>1,554,508</b>	<b>946,368</b>	<b>(404,550)</b>	<b>541,818</b>
CAFR Adjustment	137,709	-	-	-	-	-
Contingency	150,000	250,000	250,000	250,000	-	250,000
Reserved for Capital	550,000	500,000	500,000	-	-	-
<b>Available Fund Balance</b>	<b>1,012,303</b>	<b>19,520</b>	<b>804,508</b>	<b>696,368</b>	<b>(404,550)</b>	<b>291,818</b>

## STORMWATER DRAINAGE

### DEPARTMENT DESCRIPTION

The Stormwater Drainage Utility addresses environmental concerns related to in-stream water quality, regulatory demands due to stormwater run-off controls, infrastructure operation and maintenance, and drainage/flood control capital project needs. Other duties include sign marking and signal maintenance for the Street Department and assisting Police and Fire Services on Code Enforcement issues.

STORMWATER FUND

STORMWATER DRAINAGE

9.5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

#### ✓ Completed:

- Brush and vegetation removal from Smith Branch following home buy-outs to further mitigate risk of future flooding
  - Initial implementation of Storm Water assets into the Enterprise Asset Management and Work Order Management System
  - Citizen survey of stormwater awareness for residents living on the San Gabriel Middle Fork
- ✓ Worked to install Best Management Practices at the transfer station and landfill to meet permit compliance
  - ✓ Collaborated with System Engineering to identify and map over 400 drainage assets on the Middle Fork of the Gabriel River
  - ✓ Replaced 3 miles of failing stand-up curbs with curb and gutter
  - ✓ Assisted Parks and Recreation with the design and construction of protective erosion control for the San Gabriel River and Parkland



### Notable Budget Item(s)

Vac Truck  
\$395,550

Increase in Maintenance and  
Operations  
\$9,000

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Enhance public safety by reducing the threat of property damage and personal injury through proper maintenance and operation of the City's drainage system
- Improve the cleanliness and appearance of the community through the sweeping of City streets.
- Implement all required aspects of the ongoing Stormwater Maintenance Program that meet federal requirements (Pollution Prevention Plan)
- Maintain curb and gutter replacement program.
- Incorporate the Regional Stormwater Master Plan (RSMP) by constructing detention ponds and upgrading waterways within the City.
- Continue watershed planning updates utilizing the Texas Water Development Board grant program
- Finalize stormwater education material to be used for MS4 permit requirement
- Install drainage improvements at 20<sup>th</sup> and Church Street and at railroad tracks on College and 19½ Streets
- Improve drainage system to alleviate flooding risk west of Hutto Road between 15<sup>th</sup> Street and 19<sup>th</sup> Street

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0845 - Stormwater</b>						
Personnel	421,832	617,507	557,187	659,339	-	659,339
O&M	1,619,720	1,793,160	1,724,378	1,724,384	404,550	2,128,934
Capital	1,417,493	1,209,000	1,209,000	976,000	-	976,000
Debt Service	452,881	600,794	600,794	586,317	-	586,317
<b>Total Departmental Budget</b>	<b>3,911,926</b>	<b>4,220,461</b>	<b>4,091,359</b>	<b>3,946,040</b>	<b>404,550</b>	<b>4,350,590</b>

## DEPARTMENTAL PERFORMANCE MEASURES

Stormwater runoff occurs when precipitation flows over the land surface. The addition of roads, driveways, parking lots, rooftops, and other surfaces that prevent water from soaking into the ground to the landscape greatly increases the runoff volume created during storms. The runoff is carried into local streams, lakes, and rivers and can cause flooding and erosion. Additionally, stormwater runoff also picks up and carries many different pollutants that are found on paved surfaces. Thus, the Department closely monitors the number of Cubic Yards of Debris prevented from entering the waterways as a way to ensure high water quality. Street sweeping, curb installation, and pond maintenance are all key programs administered by the Stormwater Department to help in this effort. From October 2015 through September 2016, the Stormwater Department has removed 125 tons of debris from City streets through Street Sweeping Operations.



*Stormwater system in the Most Beautiful Town Square in Texas*



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## SPECIAL REVENUE FUNDS



Red Poppy Festival 2016

### NEW POSITIONS FY2017

#### EMS Fund

Medical Health & Fitness Coordinator ..	0.5
Paramedic/Firefighter .....	3

**TOTAL NEW POSITIONS FY2017..... 3.5**

### SPECIAL REVENUE FUNDS

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## SPECIAL REVENUE FUNDS OVERVIEW

A Special Revenue Fund (SRF) is used to account for proceeds of specific revenue sources that are also legally restricted to expenditure for specified purposes. The City of Georgetown utilizes multiple SRF's to provide an extra level of transparency and accountability to the taxpayers.

Special Revenue Funds	Beginning Fund Balance	FY2017 Revenues	FY2017 Expenditures	Ending Fund Balance
201 - CVB & Poppy Fest	578,306	1,394,500	1,071,602	901,204
203 - Street Maintenance Tax	1,657,581	2,947,500	3,325,000	1,280,081
212 - Permitting	59,052	90,060	85,000	64,112
215 - CDBG	-	135,500	135,500	-
225 - Tree Fund	268,178	100,300	250,000	118,478
226 - Main Street	117,879	168,200	253,000	33,079
227 - Library Restricted	102,318	90,200	170,000	22,518
228 - Parks Restricted	162,539	220,200	382,739	-
229 - Parkland Dedication	203,728	69,500	180,000	93,228
231 - Cemetery	399,673	144,000	211,000	332,673
232 - Court Fees	35,868	36,066	1,800	70,134
233 - Juvenile	(17,090)	81,275	64,185	-
234 - Village PID	748,780	335,565	483,997	600,348
235 - Wolf Ranch PID	439	500,000	500,439	-
242 - Fire Billing	58,262	113,100	141,735	29,627
244 - Paramedic	(853,003)	2,205,096	2,078,433	(726,340)
251 - Conservation	390,534	292,000	304,647	377,887
260 - Council Discretionary	185,045	750,000	-	935,045
263 - PEG Fee	175,589	140,000	315,589	-
271 - Police Seizures	84,594	-	83,194	1,400
272 - Police Grant	-	-	-	-
273 - Abandoned Vehicles	37,054	-	37,054	-
277 - Animal Services	169,738	15,000	15,000	169,738
293 - Downtown TIRZ	4,570	216,100	200,000	20,670
294 - Rivery TIRZ	83,250	476,215	341,274	218,191
295 - Gateway TIRZ	127,639	36,858	24,500	139,997
296 - South Georgetown TIRZ	71,688	130,649	51,267	151,070
400 - GTEC	5,262,150	11,233,557	14,564,399	1,931,308
420 - GEDCO	5,015,684	1,587,471	6,235,967	367,188

### 201 - CVB/TOURISM FUND

The Tourism Fund collects a 7% Hotel Occupancy Tax for hotel stays within the City. Eligible expenses are defined by state law and include operating a visitor center, promotion of local cultural sites, and historic preservation.

### 203 - STREETS ¼ CENT SALES TAX

This fund is used to account for the receipt and expenditure of revenues collected from the ¼ cent sales tax approved by the citizens in November 2001 under Texas House Bill 445. The funds are required to be spent on the maintenance of streets that were in existence at the time of adoption of the tax. This tax was reauthorized by voters in November of 2006, 2010, and 2014. Projects for FY2017 are included in the Capital Improvement Project section of this document. The Arterial Reserve is \$675,000 in 2017.



## 212 - PERMITTING FUND

This funding source is for MyPermitNow (MPN) which is a comprehensive electronic permit, inspection, and tracking system for all types of construction projects. This system allows for efficient and improved customer service for both the internal and external customers by providing real time online permit information to customers. This program is funded by the technology fees which are charged to the users.

## 215 - COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The CDBG Fund is financed through the US Department of Housing and Urban Affairs Division. CDBG funds are administered through Williamson County and fund infrastructure improvements, such as sidewalks and wastewater lines in eligible geographic areas.

## 225 - TREE FUND

The Tree Fund is financed by fees assessed when development projects remove trees. These funds are used to plant, prune, irrigate, maintain, and fund other associated tree activities in City parks, or other City-owned property.

## 226 - MAIN STREET FAÇADE FUND

The Main Street Façade accounts for grants distributed by the Main Street Board for the improvement of commercial façades in the Downtown Overlay District. Revenue sources include General Fund contributions and fund raising efforts by the Main Street Board. Georgetown Utility Systems continues to sponsor 100% renewable energy for the Holiday Lights program.



## 227 - LIBRARY FUND

The Library Fund is used to account for the receipt and expenditure of restricted donations such as memorials and gifts for a designated library purchase or program.

## 228 - PARKS RESTRICTED FUND

This fund is used to account for transfers in, donations, and grants. Funds are used for equipment replacement for parks.



## 229 - PARKLAND DEDICATION

The Parkland Dedication SRF was established through the Parkland Dedication Ordinance. When new residential developments are built, the developer is required to dedicate land or pay a fee in lieu of dedication. When a fee is paid, the money is set aside to be used in a restricted zone near the development. The funds must be used for parks and recreation improvements such as new playgrounds, new parks, new trails, or to buy parkland.

### **231 - CEMETERY FUND**

The Cemetery Fund pays for the ongoing maintenance of the City's cemeteries. Revenues are generated from plot sales and maintenance fees. The City Council has also committed to transferring money in from the General Fund to plan for long-term maintenance. In FY2017, the Perpetual Reserve is \$325,000.

### **232 - COURT FUNDS**

The Court Security Fund is used to account for the receipt and expenditure of court costs related to security personnel. The Court Technology Fund is used to finance the purchase or maintenance of technological enhancements for the Municipal Court. Child Safety funds are used to fund school crossing guard programs or other safety activities. All funds are governed by State statute.

### **233 - JUVENILE FUND**

The Juvenile Case Manager Fund is used for the receipt and expenditure of a court fee that is collected for a juvenile case manager. The fund is to finance the salary, benefits, training, travel expenses, office supplies, and other necessary expenses of the juvenile case manager, as outlined by statute.

### **235 - WOLF RANCH PID**

The City entered into a PID Assessment Agreement with Simon in order to provide repayment of debt service incurred by the issuance of \$10.5 million in sales tax revenue bonds to complete the IH 35 frontage in front of the development.

### **242 - FIRE BILLING FUND**

Sources of this fund include billing revenue from inspections and billing insurance carriers for fire protection services. These funds are used to purchase fire equipment, special needs, and public education.



### **244 - EMS PARAMEDIC FUND**

The EMS Paramedic Fund is used to track costs and related revenues associated with the City's operation of the EMS program started October 2015. Projections indicate this service will more fully recover costs as collection practices are refined.

### **251 - CONSERVATION FUND**

The Conservation SRF is a fund dedicated to energy efficiency programs and projects, and is supported solely by the \$1.00 Conservation Fee charged monthly to all City of Georgetown electric customers on their utility bills. This fee is used to maintain compliance with House Bill 3693, which calls for enhancement of existing energy efficiency programs and strengthening of statutory requirements, as well as, to promote more electric demand management by customers. Specific programs supported by the Conservation SRF include Home Energy Audits, Weatherization Programs, and the LED Light Bulb Exchange Program.

### **260 - CITY COUNCIL DISCRETIONARY FUND**

This SRF was created in July of 2015 and includes projected year end General Fund balance not allocated in the budget. These funds will be expended at the direction of the City Council for specific purposes.

### **263 - PEG FEE FUND**

The Public, Education, and Government (PEG) Fund is used to account for the receipt and expenditure of PEG fees collected through cable providers that are legally restricted for capital expenditures related to the City's cable access channel.



### **271 - POLICE SEIZURES FUND**

This fund is used to account for properties and revenues seized by the Georgetown Police Department. Federal and Texas State Law requires the funds only be used for a defined set of law enforcement purposes. Permitted uses of funds include law enforcement training, crime prevention awareness programs, asset accounting and tracking, and witness-related costs. Purchases of police equipment and facilities equipment are also permitted under state law.



### **272 - POLICE GRANTS FUND**

This fund is used to account for any related Police grants that may be authorized and expended during the fiscal year. Currently, the STEP grant is passed through at zero balance.

### **273 - ABANDONED VEHICLE FUND**

This fund is used to track costs and related revenues for vehicles that have been impounded and are later auctioned.

### **277 - ANIMAL SERVICES**

This fund is for donations received from various sources. These funds are utilized for items and projects that are related to the capital and service needs of the animal shelter.

### **293 - DOWNTOWN TIRZ**

This TIRZ was created by Ordinance No. 2004-77 and covers approximately 66(+/-) acres, located entirely in Williamson County and within the corporate limits of the City. This fund is used to account for the development and redevelopment of downtown Georgetown into a mixed use, pedestrian-orientated environment, consistent with the goals of the City's Downtown Master Plan.

### 294 - RIVERY TIRZ

This TIRZ was created by Ordinance No. 2011-91, and the duration is through December 31, 2041. This fund is to help provide a financing vehicle necessary to facilitate a program of public improvements to allow and encourage the development of a hotel and conference center, enhance the overall park experience, the establishment of single and multifamily residential development, and commercial/retail space.



### 295 - GATEWAY TIRZ

This TIRZ was created by Ordinance No. 2006- 204, and the duration is through December 31, 2031. This fund is to help finance a program of public improvements to allow and encourage the development and redevelopment of the Williams Drive Gateway area into a mixed use, pedestrian orientated environment, consistent with the goals of the City's Williams Drive Gateway Redevelopment Plan.

### 296 - SOUTH GEORGETOWN TIRZ

This TIRZ was created by Ordinance No. 2014- 31 and the duration is through December 31, 2044. The fund will be used to account for public infrastructure necessary to encourage high quality commercial/retail development at the intersection of IH35 and Westinghouse Road, which is seen as the next major node as growth continues to move north from Round Rock.

## CONVENTION & VISITORS BUREAU

### DEPARTMENT DESCRIPTION

The Georgetown Convention and Visitors Bureau (CVB) attracts leisure and business travelers to the Georgetown area to experience and enjoy our history, culture, and attractions. This Department also strives to further strengthen our City's image as a Texas tourist destination. The CVB promotes economic diversity and the region's quality of life. The Department manages advertising, promotion, and solicitation efforts to market the City of Georgetown as a place for meetings, group tours, tourists, and day-trip shoppers. The Department provides a positive economic impact on the community by bringing sales tax and hotel occupancy tax (HOT) dollars into the city which increases the total revenue of local businesses and improves the overall economic climate of Georgetown.



### Notable Budget Item(s)

Conference Recruitment  
\$50,000

Economic Impact Study for  
the Arts  
\$25,000

TOURISM FUND

CONVENTION & VISITORS  
BUREAU

4.5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Assisted visitors and potential visitors to the area by offering comprehensive visitor information and promotional services
- ✓ Converted Visitors Center staffing from volunteers to paid staff
- ✓ Developed and implemented strategic Sales Marketing Plan to build awareness of and promote Georgetown as a meeting and conference destination
- ✓ Partnered with hoteliers to host Familiarization (FAM) trips for meeting planners to showcase new lodging and meeting facilities
- ✓ Worked with a Public Relations Professional to promote Georgetown in unique, creative, and authentic ways
- ✓ Collaborated with Environmental Services to implement a zero-waste program for the Red Poppy Festival
- ✓ Coordinated the 17th Annual Red Poppy Festival, Music on the Square Summer Concert Series, Lighting of the Square, and Christmas Stroll Parade
- ✓ Administered Best of Georgetown Awards Contest
- ✓ Continued to assist the Parks & Recreation Department in promoting Georgetown as a venue for sports activities and tournaments and distributing Georgetown promotional items and tourist information at these events

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Redesign VisitGeorgetown.com and RedPoppyFestival.com websites to maintain a unified message promoting Georgetown as a signature destination
- Develop a promotional tourism video to increase the visibility of Georgetown as a tourist and meeting/conference destination
- Continue to work towards an increased Red Poppy Festival zero-waste program goal of 90% or greater waste diversion by 2021
- Expand Visitors Center Gift Shop to include additional Georgetown and Texas Souvenirs and implement new Point of Sale System
- Conceptualize and implement a Hospitality Training Program to ensure any visit to the City, whether for business or pleasure, is a successful and memorable one
- Participate in travel/group business tradeshows to promote Georgetown as a meeting and conference destination
- Host Familiarization (FAM) trips for meeting planners to showcase lodging and meeting facilities

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	Fy2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0208 - CVB</b>						
Personnel	250,363	336,778	336,778	359,570	-	359,570
O&M	636,400	599,347	607,441	501,532	210,500	712,032
Capital	12,500	100,000	25,000	-	-	-
<b>Total Departmental Budget</b>	<b>899,263</b>	<b>1,036,125</b>	<b>969,219</b>	<b>861,102</b>	<b>210,500</b>	<b>1,071,602</b>

## DEPARTMENTAL PERFORMANCE MEASURES

A low *vacancy factor* is an indicator of the effectiveness of our efforts to market Georgetown as a signature destination, and ensure we are netting ample hotel occupancy tax revenues. With the opening of the Sheraton in July 2016, Georgetown hotel inventory increased significantly while maintaining a low vacancy rate. Increasing hotel room inventories and decreasing vacancy factors demonstrates a healthy tourism market.

## AWARDS/ACCREDITATIONS

*Texas Association of Convention & Visitors Bureau Award for Best Mobile Site/App* - Explore Georgetown, Texas mobile app.

*Texas Downtown Association Award for Best Marketing Campaign* - The Most Beautiful Town Square in Texas.



## FIRE PARAMEDICS SPECIAL REVENUE FUND

### DEPARTMENT DESCRIPTION

The EMS Department is focused on providing pre-hospital services that include treatment, transport, and mobile integrated health services. The goal of this program is to improve patient outcomes after acute medical emergencies and reduce preventable diseases through education and outreach. The EMS program began service on Oct 1, 2015.

PARAMEDIC FUND

EMS

18.5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Received Department of State Health Services (DSHS) licensed EMS instructor certifications – 4 members
- ✓ Hired 8 EMS Academy and ALS credentialed Firefighters/Paramedics
- ✓ Implemented Georgetown Fire Department EMS QA review committee
- ✓ Provided dedicated EMS stand by services for GISD/UIL sanctioned events
- ✓ Obtained approval to function as a Candidate Physical Ability Test (CPAT) site
- ✓ Hosted regional EMS training
- ✓ Received certification as Department of State Health Services (DSHS) Continuing Education program



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Begin hybrid EMT-Paramedic course at Central Texas College
- Train new Fire Recruits through EMS academy
- Continue to host regional EMS training & certify American Heart Association (AHA) CPR/First Aid instructors
- Implement clinical affiliation with Central Texas College for military re-entry class and with TEEX EMT-Paramedic course
- Certify additional Department of State Health Services (DSHS) licensed EMS instructors

### Notable Budget Item(s)

EMS Compliance Officer

3 Paramedics/Firefighters

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0448 - Paramedic</b>						
Personnel	389,929	1,138,136	1,242,148	1,268,264	317,590	1,585,854
O&M	739,924	810,044	676,032	468,401	24,178	492,579
Capital	24,970	-	-			-
<b>Total Departmental Budget</b>	<b>1,154,823</b>	<b>1,948,180</b>	<b>1,918,180</b>	<b>1,736,665</b>	<b>341,768</b>	<b>2,078,433</b>

## DEPARTMENTAL PERFORMANCE MEASURES

Every month the department monitors *total calls for service*, *number of transports*, and the *key demographics* of the population served. Key measurements for demographics include age, type of insurance, and level of service.

In emergency medical transports there are two predominant types of service; an advanced life support (ALS) and basic life support (BLS). The Department measures types of service as a tool to forecast revenue projections, ensure effective service levels, and as a guideline for recognizing workload and future growth.

As a new program to the City, a holistic approach is used to measure the performance outcomes and financial metrics of the Paramedic Program. It is the goal of this program to provide exceptional care and service while maintaining a cost effective business model.

**Overall Value of City Services:** In the spring of 2016 the City of Georgetown partnered with the Center for Research, Public Policy and Training (CRPPT) at Texas State University to conduct a citizen survey focusing on resident's satisfaction of public services. When asked to rate the overall value of EMS services, the majority of respondents, 97.2%, indicated EMS services to be good or excellent.



## TAX INCREMENT REINVESTMENT ZONES (TIRZ)

### DOWNTOWN TAX INCREMENT REINVESTMENT ZONE

The Downtown Georgetown Tax Increment Reinvestment Zone (TIRZ) was created by Ordinance No. 2004-77. The TIRZ covers approximately 66 acres, located entirely in Williamson County and within the corporate limits of the City, and is generally located around the courthouse square, south of the South San Gabriel River and north of University Blvd.

The Zone facilitates a program of public improvements to allow and encourage the development and redevelopment of downtown Georgetown into a mixed use, pedestrian-oriented environment, consistent with the goals of the City's Downtown Master Plan.

Public improvements eligible for the Zone include, but are not limited to, the construction of: sidewalks, cross walks and pedestrian crossing systems, storm sewers and drainage ponds, sanitary sewers, landscaping, streetscape, fountains, works of art, street furniture, plazas, squares, pedestrian malls, trails and other public spaces, parking lots and roadways, utility line relocation and installation, water system improvements, parks, and outdoor performance spaces, bicycle routes and facilities, public transportation projects, signage, and other related necessary or convenient public improvements.

### BOARD MEMBERS

Rachael Jonrowe	Councilmember District 6
Rusty Winkstern	Downtown Business Owner
Len Lester	Downtown Business Owner
David Kellerman	Chair of Main Street Advisory Board
Shelly Hargrove	Main Street Manager

MONUMENT  
CAFE

WILLIAMSON COUNTY  
COURTHOUSE



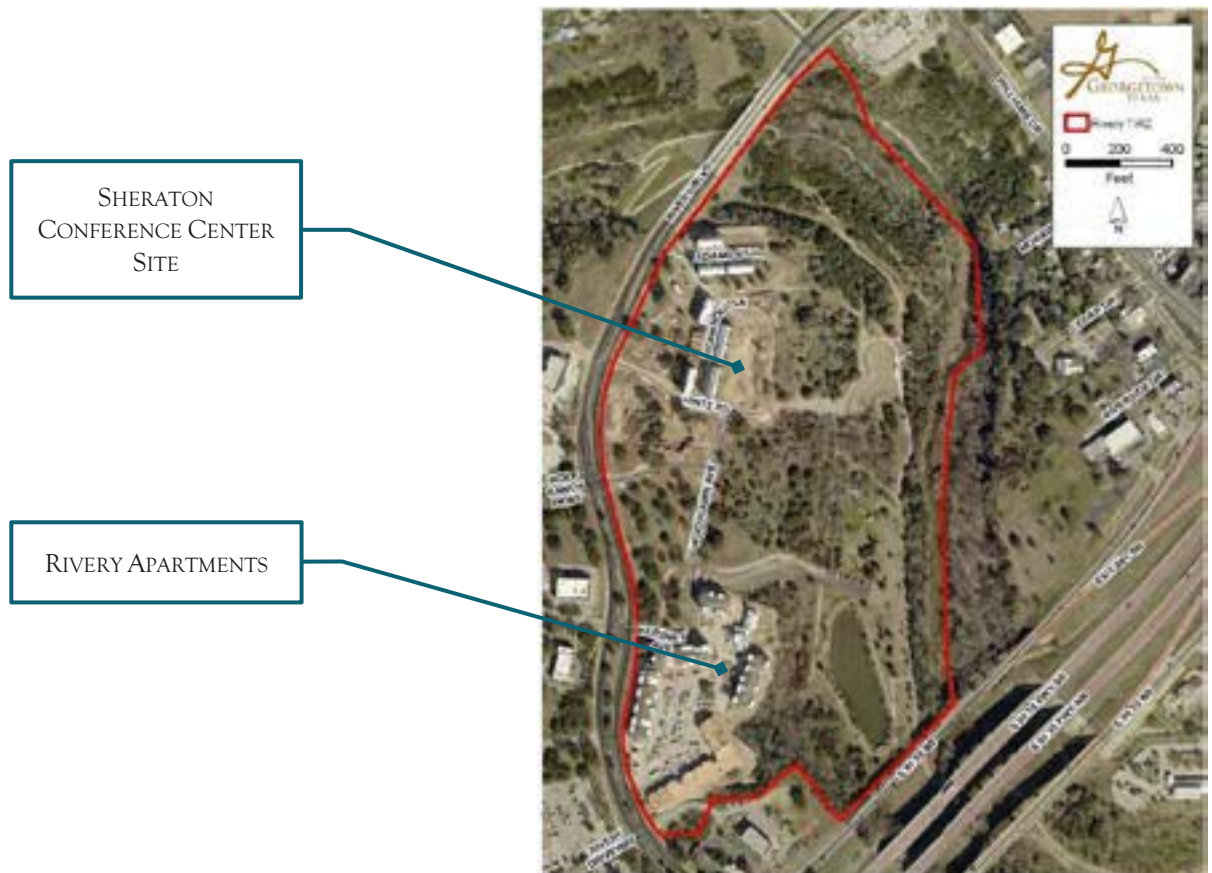
## RIVERY PARK TAX INCREMENT REINVESTMENT ZONE

The Rivery Park Tax Increment Reinvestment Zone (TIRZ) was created by Ordinance #2001-91, and the duration is through December 31, 2041.

The purpose of the TIRZ is to provide a financing vehicle necessary to facilitate a program of public improvements to allow and encourage the development of a 222-room hotel having a AAA 3 Diamond Rating or a 2 Star Forbes Rating, a 16,000 square foot conference center, and a 336 - space public parking garage. Another purpose of the TIRZ is to make necessary improvements to increase accessibility to Rivery Park and construct amenities to enhance the park experience for visitors. Other development within the TIRZ is anticipated to include single and multifamily residential development along with commercial/retail space, as allowed by the PUD Ordinance. The tax increment generated within the TIRZ would be used to finance costs associated with the construction, maintenance, and repair of the Public Parking Garage, improvements in Rivery Park, public utilities within the TIRZ, public roadways (and related improvements) within and outside of the TIRZ boundaries, and other costs that meet the definition of "project costs".

### BOARD MEMBERS

Keith Brainard	Councilmember District 2, Chair
Dale Ross	Mayor
David Morgan	City Manager
Leigh Wallace	Finance Director
Jeff Novak	Business Owner/Brae Development Partners
Ronald Swain	Southwestern University
Valerie Covey	County Commissioner Precinct 3
Marsha Farney	Representative for Texas House District 20
Charles Schwertner	Senator for Texas Senate District 5



## SOUTH GEORGETOWN TAX INCREMENT REINVESTMENT ZONE

The South Georgetown Tax Increment Reinvestment Zone (TIRZ) was created by Ordinance #2014-31 and the duration is through December 31, 2044.

The Zone was created to fund public infrastructure necessary to encourage high-quality commercial/retail development at the intersection of IH35 and Westinghouse Road, which is seen as the next major node as growth continues to move north from Round Rock. The proposed TIRZ is approximately 595 undeveloped acres along Westinghouse Road between IH35 and FM1460, and includes not only the commercial areas directly behind the Bass Pro Shop, but also proposed residential development adjacent to Teravista.

The intersection at Westinghouse and IH35 is proposed to be a major City job center with offices, mixed use retail, and other related services (including residential) in a campus-style development.

In order to accelerate the development of this area, the City moved forward with proactively building the necessary infrastructure improvements thus, encouraging capital investment. The revenues generated within this TIRZ will then reimburse the City's utility for cost of upfront improvements.

The TIRZ is expected to be in place until December 31, 2044, or when all project costs (not to exceed \$50M) have been reimbursed (including any bonds issued to fund these projects). There are currently 37 different parcels with an assessed value (per 2014) of approximately \$18.5M which will become the "floor" value for the TIRZ. At full build out, the assessed valuation is estimated to exceed \$573M. Estimated project costs are \$48.7M and include sewer, water, electric, and road improvements. A feasibility analysis is included with the ordinance. City staff will be working with developers and other entities to further leverage the TIRZ revenues in order to ensure and expedite construction of the improvements.

### BOARD MEMBERS

Dale Ross	Mayor, Chair
David Morgan	City Manager
Glenn Dishong	City Utility Director
Sofia Nelson	City Planning Director
Buddy Yaeger	GUS Advisory Board Chair
Anna Eby	Councilmember District 1
Bill Connor	GTEC President

ANATOLE APARTMENTS



## WILLIAMS DRIVE GATEWAY TAX INCREMENT REINVESTMENT ZONE

Williams Drive Gateway Tax Increment Reinvestment Zone (TIRZ) was created by Ordinance No. 2006-104 and the duration is through December 31, 2031. The TIRZ was created to facilitate a program of public improvements to allow and encourage the development and redevelopment of the Williams Drive Gateway area into a mixed-use, pedestrian oriented environment consistent with the goals of the City's Williams Drive Gateway Redevelopment Plan. Public improvements scheduled for the Zone include, but are not limited to, the construction of: sidewalks, cross walks and pedestrian crossing systems, storm sewers and drainage ponds, sanitary sewers, landscaping, streetscape, fountains, works of art, and street furniture, plazas, squares, pedestrian malls, trails and other public spaces, parking lots and roadways, utility line relocation and installation, water system improvements parks, and outdoor performance spaces, bicycle routes and facilities, public transportation projects, signage, and other related necessary or convenient public improvements.

### BOARD MEMBERS

Dale Ross	Mayor, Chair
David Morgan	City Manager
Steve West	Chief Financial Officer, GISD
Rachael Jonrowe	Councilmember District 6
George Betondo	Property/Restaurant Owner

GISD ADMINISTRATION  
ANNEX BUILDING



## GEORGETOWN ECONOMIC DEVELOPMENT CORPORATION (GEDCO)

### DEPARTMENT DESCRIPTION

The Georgetown Economic Development Corporation considers requests and grants economic development funds as authorized and defined by the Internal Revenue Code of 1986, Section 4A, leading to the creation or retention of primary jobs and/or provision of significant capital investment which benefits the community of Georgetown. Three members are Councilmembers, and four members are citizens at-large.

### MEETING DATE

3<sup>RD</sup> MONDAY OF EACH MONTH AT 3:30PM  
 CITY COUNCIL CHAMBERS, 101 EAST 7<sup>TH</sup> STREET, GEORGETOWN, TEXAS

### BOARD ROSTER

Hugh Brown, President..... term ends 2/2018  
 Jeffrey Parker, Vice President..... term ends 2/2017  
 Kevin Kelly, Secretary..... term ends 2/2018  
 Councilmember Steve Fought ..... term ends 6/2017  
 Councilmember Rachael Jonrowe ..... term ends 6/2017  
 Steve Klein..... term ends 2/2018  
 Bill Mateja ..... term ends 2/2017

### BOARD LIAISON

Tina Dunbar  
 Administrative Assistant to the Economic Development Director  
 Tina.Dunbar@Georgetown.org  
 (512) 930-3546

### WEBSITE(S)

- <https://government.georgetown.org/georgetown-economic-development-corporation-gedco/>
- <https://invest.georgetown.org/>



	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Beginning Fund Balance</b>	4,604,917	5,370,479	5,378,901	5,015,684	-	5,015,684

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Revenues</b>						
Bond Proceeds	-	3,100,000	3,118,747	-	-	-
Interest and Other	67,664	7,500	69,177	70,721	-	70,721
Sales Tax	1,311,553	1,345,313	1,406,750	1,468,750	-	1,468,750
Transfers	-	-	-	-	-	-
Lease Revenue	46,028	48,000	48,000	48,000	-	48,000
<b>Grand Total</b>	<b>1,425,245</b>	<b>4,500,813</b>	<b>4,642,674</b>	<b>1,587,471</b>	<b>-</b>	<b>1,587,471</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Expenses</b>						
Debt Service	-	87,500	18,224	211,463	-	211,463
Operating	285,671	304,000	174,324	298,343	-	298,343
Transfer	99,783	106,694	106,694	115,839	-	115,839
Eco Devo Proj	269,000	9,036,770	4,706,649	5,586,322	24,000	5,610,322
<b>Grand Total</b>	<b>654,454</b>	<b>9,534,964</b>	<b>5,005,891</b>	<b>6,211,967</b>	<b>24,000</b>	<b>6,235,967</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
<b>Ending Fund Balance</b>	<b>5,375,708</b>	<b>336,328</b>	<b>5,015,684</b>	<b>391,188</b>	<b>(24,000)</b>	<b>367,188</b>
Reserved Rivery Project	1,500,000	-	-	-	-	-
CAFR Adjustment	3,193	-	-	-	-	-
Contingency	343,219	336,328	351,688	367,188	-	367,188
<b>Available Fund Balance</b>	<b>3,529,296</b>	<b>-</b>	<b>4,663,996</b>	<b>24,000</b>	<b>(24,000)</b>	<b>-</b>

## GEORGETOWN TRANSPORTATION ENHANCEMENT CORP. (GTEC)

### DEPARTMENT DESCRIPTION

The purpose of this Sales Tax Corporation is to promote economic and community development within the City and the State of Texas through the payment of costs for streets, roads, drainage, and other related transportation system improvements, including the payment of maintenance and operating expenses associated with such authorized projects.

### MEETING DATE

3<sup>RD</sup> WEDNESDAY OF EACH MONTH AT 3:30PM

GEORGETOWN MUNICIPAL COMPLEX, 300-1 INDUSTRIAL AVENUE, GEORGETOWN, TEXAS

### BOARD ROSTER

Tom Crawford, President ..... term ends 2/2017  
 Jay Warren, Vice President ..... term ends 2/2018  
 Joe Pondrom, Secretary ..... term ends 2/2017  
 Councilmember Ty Gipson ..... term ends 6/2017  
 Councilmember John Hesser ..... term ends 6/2017  
 Colin McGahey ..... term ends 2/2018  
 Leo Wood ..... term ends 2/2016

### BOARD LIAISON

Jana Kern  
 Administrative Assistant, Georgetown Utility Systems  
 Jana.Kern@Georgetown.org  
 (512) 931-8473

### WEBSITE

- <https://government.georgetown.org/georgetown-transportation-enhancement-corporation/>



	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Beginning Fund Balance	13,347,960	8,592,116	8,528,267	5,262,150	-	5,262,150

Revenues	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Bond Proceeds	7,755,000	17,500,000	11,659,167	1,850,000	-	1,850,000
Grant Revenue	658,985	450,000	450,000	-	-	-
Interest	52,295	15,000	36,000	50,000	-	50,000
Interlocal Agreement	93,960	-	-	2,905,356	-	2,905,356
Misc Revenue	189,672	-	-	-	-	-
Sales Tax	5,246,213	5,381,250	5,625,000	5,875,000	-	5,875,000
Transfer In, SRF	489,915	500,000	500,000	553,201	-	553,201
<b>Grand Total</b>	<b>14,486,039</b>	<b>23,846,250</b>	<b>18,270,167</b>	<b>11,233,557</b>	<b>-</b>	<b>11,233,557</b>

Expenses	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Admin & Other	343,901	376,132	124,901	330,895	-	330,895
Debt Service	10,305,265	2,572,312	2,638,581	3,414,754	-	3,414,754
New Transportation - Streets	8,656,826	26,333,831	18,772,802	10,818,750	-	10,818,750
<b>Grand Total</b>	<b>19,305,992</b>	<b>29,282,275</b>	<b>21,536,284</b>	<b>14,564,399</b>	<b>-</b>	<b>14,564,399</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Ending Fund Balance	8,528,006	3,156,091	5,262,150	1,931,308	-	1,931,308
CAFR Adjustment	260	-	-	-	-	-
Contingency	1,501,000	1,474,063	1,474,063	1,468,750	-	1,468,750
<b>Available Fund Balance</b>	<b>7,027,267</b>	<b>1,682,028</b>	<b>3,788,087</b>	<b>462,558</b>	<b>-</b>	<b>462,558</b>



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## INTERNAL SERVICE FUNDS



2016 Georgetown Family Fun Run/Walk

### NEW POSITIONS FY2017

#### Information Technology Fund

Analyst.....	2
AV Tech .....	0.5
<b>TOTAL NEW POSITIONS FY2017 .....</b>	<b>2.5</b>

### INTERNAL SERVICE FUNDS

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## INTERNAL SERVICE FUNDS OVERVIEW

### OVERVIEW

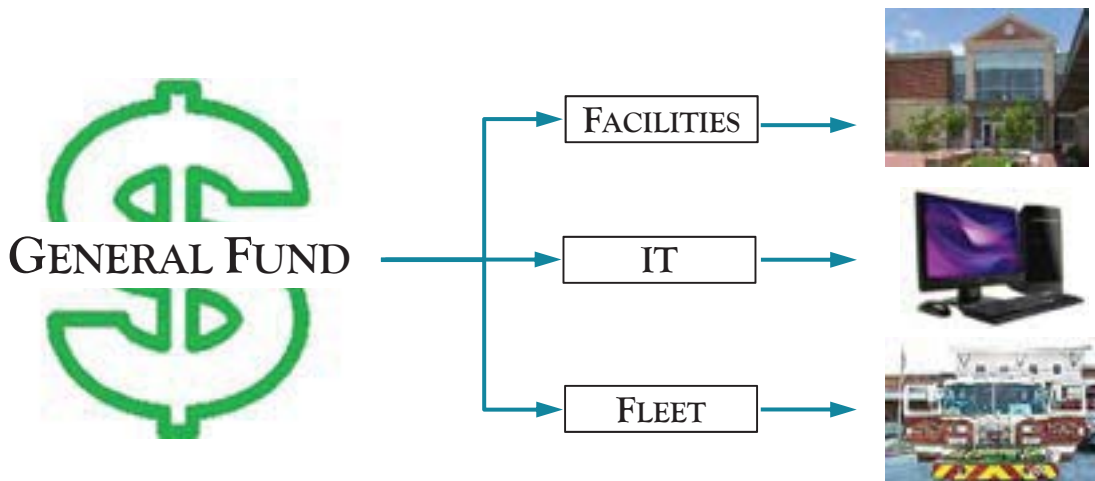
The City of Georgetown utilizes four Internal Service Funds (ISFs). Three of the funds manage the capital replacement and asset management of vehicles, facilities, and technology items. The fourth ISF manages the City's health and wellness benefits program.

The fleet, facilities, and technology funds receive money from the other operating funds, like the General Fund, to purchase necessary equipment like fire trucks or computers. The operating funds pay not only for the capital purchase of the item, but also a portion of its future replacement. This prepaid amount is called the "lease back rate", and is employed to help keep capital replacement costs steady and avoid large swings when expensive equipment is due to be replaced.

The health and wellness fund receives money from both the City as well as the employees to pay for medical and prescription costs.

Internal Service Funds	Beginning Fund Balance	FY2017 Revenues	FY2017 Expenditures	Ending Fund Balance
500 - Facilities	364,386	3,342,172	3,544,722	161,836
520 - Fleet	1,337,221	5,751,941	5,052,488	2,036,674
570 - IT	394,592	5,176,824	5,423,802	147,614
590 - Self Insurance	2,604,407	6,038,500	6,311,400	2,331,507
<b>Grand Total</b>	<b>4,700,606</b>	<b>20,309,437</b>	<b>20,332,412</b>	<b>4,677,631</b>

For example, the General Fund transfers money to the ISF's for goods and services provided by those departments:



## FACILITIES MAINTENANCE

### DEPARTMENT DESCRIPTION

The Facilities maintenance Department provides building maintenance, Heating Ventilating and Air conditioning (HVAC) maintenance, minor renovations, janitorial services, landscape services, equipment replacement and emergency repairs for 33 municipal buildings (507,924 sq. ft.). The Department is responsible for the Facilities Internal Service Fund. The fund provides a repair and replacement schedule for various building maintenance items and equipment, and charges a lease fee to each building occupant to fund the repairs. The department conducts monthly inspections of each facility to identify existing or potential problems and corrects those situations.

FACILITIES MAINTENANCE  
FUND

FACILITIES MAINTENANCE

7 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Assisted with the completion of the West Side Service Center
- ✓ Finalized design work for the Parks Administration Building as part of the ADA transition plan
- ✓ Contributed to the design of Downtown West by providing facility maintenance information
- ✓ Completed year 1 and 2 of interior facility ADA improvements
- ✓ Concluded maintenance improvements to the Historic Light & Water Works building
- ✓ Installed new flooring in the circulation and public computer areas of the Library
- ✓ Finished City-wide roof and HVAC assessments and inventory
- ✓ Installed a cover over the outdoor pool mechanical equipment at the Recreation Center as part of the MS4 requirements
- ✓ Finished improvements at the Shot Gun House



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Sustain quality maintenance of City public facilities to foster a safe and positive atmosphere for employees and citizens
- Complete ADA transition work for the Parks Administration Building, Library and Recreation Center
- Replacement of indoor pool HVAC equipment at the Recreation Center
- Provide preventative maintenance services on all HVAC equipment, elevators, emergency generators, landscaping, copiers, and fire protection systems to ensure optimum operational efficiency and extend the life of capital investments
- Modify and update the internal service fund to ensure a fully financed fund for facility repairs and services
- Assist in the annual update of the Facility Master Plan and in the construction of Downtown West
- Continue proactive maintenance programs to improve efficiency and enhance customer service
- Art Center roof replacement
- Conclude maintenance projects in City Facilities including flooring and painting

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0319 - Facilities Maintenance</b>						
Personnel	436,627	528,506	526,777	555,935	-	555,935
O&M	463,246	320,620	320,620	288,633	-	288,633
Capital	-	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>899,873</b>	<b>849,126</b>	<b>847,397</b>	<b>844,568</b>	<b>-</b>	<b>844,568</b>

## DEPARTMENTAL PERFORMANCE MEASURES

One of the major goals of the Facilities Maintenance Department is to maintain an active assessment of City assets and their functionality, technical maintenance services, and overall building images and aesthetics. Department management measures functionality to ensure the provision of quality maintenance of City public facilities to foster a safe and positive atmosphere for employees and citizens. Additionally, monitoring the comprehensive replacement schedule provides the Department with an accurate evaluation of the condition of City buildings and their major components. Overall Aesthetics and building image are also monitored to ensure that both internal and external finishes of buildings are properly maintained to ensure quality provision of service while protecting the City's investments. Recent additions of the Public Safety Operations and Training Center, located at 3500 DB Wood Road in 2015 and the West Side Service Center at 5511 Williams Drive in 2016 have added over 100,000 square feet of facilities to be maintained by the department.



## FLEET SERVICES

### DEPARTMENT DESCRIPTION

The Fleet Services Department performs preventative maintenance and mechanical repairs on all City equipment and vehicles. The goal of the Department is to ensure safe, efficient operations while minimizing future replacement needs. The department manages the Fleet Services Fund, writes specifications for new vehicle and equipment purchases, and performs new product research.

FLEET SERVICES FUNDS

FLEET SERVICES

9 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Recognized by the National Institute for Automotive Service Excellence Blue Seal of Excellence Program for the 8<sup>th</sup> year in a row
- ✓ Implemented new Infor EAM fleet maintenance software
- ✓ Hired additional technician to maintain customer service level
- ✓ Replacement of:
  - ✓ Three patrol and two undercover Police vehicles, two Fire apparatus
  - ✓ Electric Department bucket truck
  - ✓ Parks Department backhoe, four-door mowing crew truck, and one pickup, Recreation Department 15 passenger van
  - ✓ Two Water Department dump trucks and two pickups, two utility service trucks
  - ✓ One Ford Escape for Public Works Department
  - ✓ Street Department rubber tire loader
- ✓ Purchases of:
  - ✓ New Stormwater street sweeper
  - ✓ One additional utility service truck
  - ✓ Mini-van for CVB
  - ✓ Two additional Ford Escapes
  - ✓ Purchased additional pickup for System Engineering



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Ensure a safe and efficient fleet for City operations
- Preserve mechanical, electrical, and hydraulic integrity of the City's fleet, thus extending the useful life of City assets
- Decrease vehicle down time by increasing efficiency & cost-effectiveness
- Provide outstanding customer service for all customers
- Increase professionalism for mechanics by obtaining additional ASE and EVT Certifications
- Continue to research alternative fuels for use in City fleet, such as exploring propane conversions for vehicles already in fleet
- Improve customer service skills
- Maintain the integrity of the City's fleet through effective management of the Fleet Internal Service Fund
- Purchase the following vehicles: 10 Police patrol cars, 2 undercover and 2 Park Ranger carts; 1 Fire ladder apparatus (Quint); 2 small SUV's; 6 pickups; 1 service truck; 1 backhoe; 1 hydroexcavator; 1 sewer vacuum truck; 2 mowers; 2 tractors and 1 small van

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0320 - Vehicle Services</b>					
Personnel	573,792	678,344	680,393	-	680,393
O&M	636,573	740,401	729,623	26,650	756,273
<b>Total Departmental Budget</b>	<b>1,210,365</b>	<b>1,418,745</b>	<b>1,410,016</b>	<b>26,650</b>	<b>1,436,666</b>

## DEPARTMENTAL PERFORMANCE MEASURES

**Fleet growth** measures the ratio of number of fleet assets to mechanics on staff. Government Fleet Magazine recommends 57.5 vehicles per mechanic. This measurement is important as it can be directly linked to the workload experience by current staff. The recommended average is used as a tool for City staff to make sound decisions when considering additional mechanics for Fleet Services.

The **Number of Work Orders** per year is a measurement of Fleet Services and is one way to show our progress to previous years. This measure is important because it shows the productivity of technicians. It also shows that preventive maintenance and repairs are taking place.

Preventive maintenance is scheduled, routine maintenance to keep vehicles and equipment running as well as prevent downtime, and expensive repair costs. This includes oil/fluid changes, greasing the chassis, and making adjustments for wear. Fleet Services has seen a growth in the number of work orders.



**Percent of Budget Outsourced** is a measure of the amount of maintenance dollars spent with outside vendors as compared to total maintenance dollars spent at Fleet Services. For example, sending fire trucks to a shop that specializes in fire apparatus repair or sending vehicles to a fast lube shop to for oil changes. Many times these outside shops have specialized equipment and technical knowledge that can get the job done faster and have the vehicle back on the road sooner while allowing Fleet Services to focus on other priority repairs. Outsourcing repairs is not a replacement for technicians on staff, it is used to compliment the services performed by Fleet Services in an effort to reduce downtime.

**Certifications Held by Staff** shows the quality of the technicians employed by Fleet Services. ASE and EVT are independent third party certifications that allow us to impartially verify our technicians' knowledge. Fleet Services staff currently holds 93 ASE and EVT certifications.

## AWARDS/ACCREDITATIONS

**ASE Blue Seal recognized** for eight consecutive years. In order to receive this award, a minimum of 75% of our shop's technicians must be ASE certified. The Department currently has five ASE Master Technicians and two Master Fire Apparatus Technicians.



## INFORMATION TECHNOLOGY

### DEPARTMENT DESCRIPTION

The Information Technology (IT) Department provides information and technology management services for the City. The Department provides application support, network infrastructure management, and the telephone system. Additionally, the Department manages the Information Technology Internal Services (ISF) Fund.

INFORMATION TECHNOLOGY  
FUND

INFORMATION TECHNOLOGY

21.5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Completion of CIS selection and Analysis phase
- ✓ Replacement of aging server and network infrastructure in datacenter
- ✓ Utilization of next generation firewall technology and major phone system upgrade
- ✓ Strategic plan for IT governance
- ✓ Reorganization of IT Steering Committee application review process
- ✓ Implementation of best practice methodology for IT cost allocation based on usage
- ✓ Completion of IT infrastructure for Westside service center, the Five-Year IT Asset Plan, and numerous other software implementations
- ✓ Creation of IT support team dedicated to Public Safety support



### Notable Budget Item(s)

Reorganization of the IT staff  
Disaster Recovery Pilot Project  
2 Analyst Positions

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

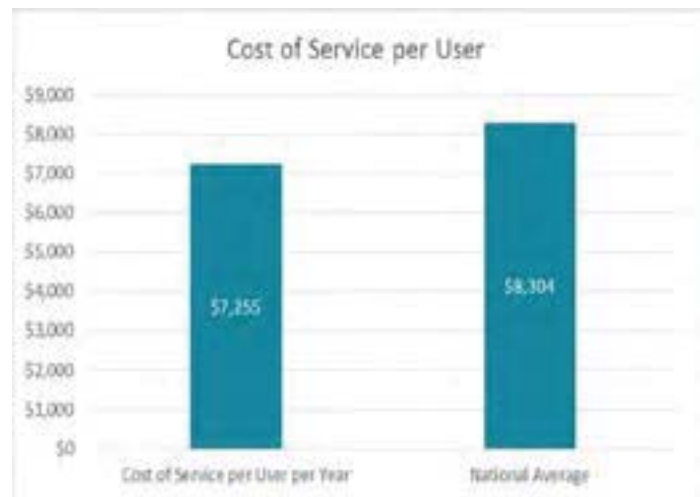
- Complete draft of the IT Strategic Plan
- Ongoing support of CIS project
- Selection of new Financial Information System and HR Information Systems
- Partial replacement of the City's Storage Area Network
- Replacement of obsolete desktop computers
- Implementation of numerous critical software applications including replacement of Parks management system and Legal contract management system
- Test pilot of cloud based disaster recovery
- IT infrastructure implementations in new facilities: Garey Park, New City Hall, Fire Station 6
- Complete implementation of two factor authentication to improve perimeter security
- Plan for addressing increasing printing costs

## DEPARTMENTAL BUDGET

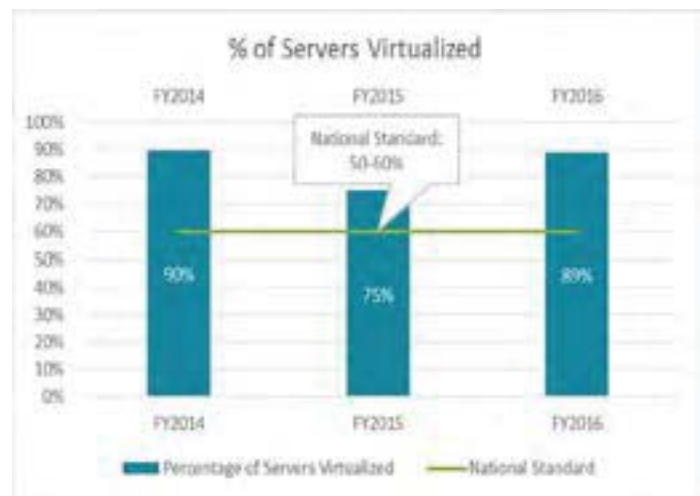
	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0536 - IT</b>						
Personnel	1,514,044	1,547,076	1,575,824	1,696,967	270,436	1,967,403
O&M	1,763,349	2,136,061	2,091,724	2,549,674	55,640	2,605,314
Capital	817,138	1,578,240	1,578,240	851,085	-	851,085
<b>Total Departmental Budget</b>	<b>4,094,531</b>	<b>5,261,377</b>	<b>5,245,788</b>	<b>5,097,726</b>	<b>326,076</b>	<b>5,423,802</b>

## DEPARTMENTAL PERFORMANCE MEASURES

*Cost of service per user/per year* is an important measure because it reflects the growing use of technology by the City's various business units. Software applications in particular are becoming an increasingly important tool for dealing with work demands generated by growth, online services, and the need for rapid access to information. Software purchases, however, generate costs for the IT department in the form of hardware expansion, increased maintenance, and system administration. The cost per user for IT went up to \$7,255, largely due to the implementation of new software packages and more accurate user counts from asset management software. The Number of users increased from 650 to 770, an 18.5% increase from the previous year. The national average cost of service for local government is \$8,304.



*Percent of servers virtualized* is key to measuring the IT Department's work to leverage new technologies that reduce the costs of increased software implementation. Virtualization delivers very high return on investment by minimizing the need to purchase hardware to provision new servers or to expand existing servers. In the future, this measure should include the use of "cloud" based infrastructure.



## SELF-INSURANCE FUND

The Self Insurance Fund accounts for the revenues and expenses related to employee health benefits. The City provides health and dental benefits for full-time employees. The City transitioned to a self-funded medical plan out of the traditional fully insured model in FY2014 to help lower costs and maintain stability in premiums. As part of the overall move to the self-insurance model, increasing access to wellness events was a key strategy for the City. Throughout the year, the City offers wellness events like *Lunch & Learns*, flu shots, running groups, and bio-metric screenings free of charge to employees.

### SELF-INSURANCE INCOME STATEMENT

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Beginning Fund Balance	221,021	756,904	2,129,907	2,604,407	-	2,604,407

Revenues	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
HDHP Contributions	3,062,148	2,746,000	2,658,500	2,658,500	-	2,658,500
Interest	4,560	-	4,000	4,000	-	4,000
Other	160,000	-	-	-	-	-
PPO Contributions	2,867,978	2,608,500	3,376,000	3,376,000	-	3,376,000
Transfers	-	-	-	-	-	-
<b>Grand Total</b>	<b>6,094,686</b>	<b>5,354,500</b>	<b>6,038,500</b>	<b>6,038,500</b>	<b>-</b>	<b>6,038,500</b>

Expenses	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Medical Claims	2,980,758	3,700,000	4,237,000	4,981,400	-	4,981,400
Administrative Fees	280,096	305,760	270,000	270,000	-	270,000
Compass Admin Fees	25,762	35,000	35,000	35,000	-	35,000
Legal Service Fees	36,600	-	-	-	-	-
Special Services	108,558	175,000	200,000	175,000	-	175,000
Stop Loss Fees	754,026	840,000	572,000	590,000	-	590,000
H.S.A. Contributions	-	500,000	250,000	260,000	-	260,000
<b>Grand Total</b>	<b>4,185,800</b>	<b>5,555,760</b>	<b>5,564,000</b>	<b>6,311,400</b>	<b>-</b>	<b>6,311,400</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Ending Fund Balance	2,129,907	555,644	2,604,407	2,331,507	-	2,331,507
Rate Stabilization Reserve	-	-	1,112,800	1,262,280	-	1,262,280
Incurred But Not Reported Reserve	-	-	556,400	631,140	-	631,140
<b>Available Fund Balance</b>	<b>2,129,907</b>	<b>555,644</b>	<b>935,207</b>	<b>438,087</b>	<b>-</b>	<b>438,087</b>



City Running Group in San Gabriel Park



City Dodgeball Tournament to kickoff United Way Campaign

## JOINT SERVICES FUND



Table on Main 2016

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Inspection Supervisor.....	1
<b>TOTAL NEW POSITIONS FY2017 .....</b>	<b>1</b>

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## JOINT SERVICES FUND SUMMARY

The Joint Services Fund is composed of departments providing administrative support to the City. GUS Administration, Systems Engineering and Customer Care provide support to the City's utility funds. Administrative Departments including Accounting, Finance Administration, Human Resources, and Purchasing provide support to all City Funds and Departments.

### JOINT SERVICES INCOME STATEMENT

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Beginning Fund Balance	188,143	804,116	801,019	749,366	-	749,366

Revenues	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Service Fees Water	2,005,111	3,552,247	3,459,324	4,517,867	-	4,517,867
Service Fees Electric	4,076,263	3,495,127	3,406,077	3,782,058	-	3,782,058
Services Fees General	2,937,132	2,727,419	2,690,420	2,988,741	-	2,988,741
Service Fees Wastewater	1,324,757	1,917,237	1,787,248	1,957,252	-	1,957,252
Service Fees Stormwater	819,944	829,574	773,329	838,822	-	838,822
Transfers	-	250,000	250,000	208,750	-	208,750
GEDCO Contract Fee	187,091	305,216	136,611	197,722	-	197,722
GTEC Contract Fee	144,614	132,698	123,701	149,083	-	149,083
Transfers in, Gfund	57,000	-	-	126,507	-	126,507
Service Fees Airport	51,173	119,061	110,989	117,729	-	117,729
Conservation	31,987	66,939	62,401	89,647	-	89,647
Other	30,907	10,500	25,935	42,279	-	42,279
Interest	-	7,500	4,000	9,000	-	9,000
Transfers in, Utilities	187,000	730,763	730,763	-	-	-
Transfers in, Comp Study	205,024	65,194	65,194	-	-	-
Economic Development	476,348	476,039	-	-	-	-
<b>Grand Total</b>	<b>12,534,351</b>	<b>14,685,514</b>	<b>13,625,992</b>	<b>15,025,458</b>	<b>-</b>	<b>15,025,458</b>

Expenses	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Accounting	729,406	843,643	823,236	820,513	-	820,513
City Wide HR	411,925	610,952	477,221	34,456	112,100	146,556
Conservation	546,392	1,185,411	716,042	1,047,322	-	1,047,322
Customer Care	1,495,447	2,400,117	2,242,521	3,544,585	-	3,544,585
Economic Development	435,504	453,252	329,778	427,990	-	427,990
Engineering	1,460,422	1,577,143	1,607,663	1,937,312	111,976	2,049,288
Engineering Support	907,512	1,224,871	1,119,683	1,227,024	12,000	1,239,024
Finance Administration	883,510	813,492	717,044	783,860	85,000	868,860
GUS Administration	1,245,194	1,365,667	1,262,186	1,392,815	-	1,392,815
Human Resources	809,324	801,643	809,878	786,051	-	786,051
Insurance and Legal	491,032	705,000	705,000	705,000	-	705,000
Joint Services Contracts	995,614	935,232	935,232	935,232	-	935,232
Legal	691,626	1,137,345	1,053,196	891,865	-	891,865
Main Street	137,598	161,466	154,437	157,537	-	157,537
Purchasing	663,165	718,203	698,078	737,185	-	737,185
Transfers	26,806	26,450	26,450	-	25,000	25,000
<b>Grand Total</b>	<b>11,930,476</b>	<b>14,959,887</b>	<b>13,677,645</b>	<b>15,428,748</b>	<b>346,076</b>	<b>15,774,824</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base	FY2017 Changes	FY2017 Budget
Ending Fund Balance	792,018	529,743	749,366	346,076	(346,076)	(0)
CAFR Adjustment	9,001	-	-	-	-	-
Contingency	-	-	-	-	-	-
<b>Available Fund Balance</b>	<b>801,019</b>	<b>529,743</b>	<b>749,366</b>	<b>346,076</b>	<b>(346,076)</b>	<b>(0)</b>

## ACCOUNTING

### DEPARTMENT DESCRIPTION

The Accounting Department is responsible for keeping accurate financial records for the City and providing financial and related information to City management and policy makers. The Department oversees and processes accounts payable, electronic payments, and the City's payroll. Additionally, the Department tracks investments and cash for all City funds, maintains the general ledger, and monitors internal controls. The Department actively participates in the budget process, investment reporting, and tracking the City's capital improvements and grant projects.

JOINT SERVICES FUND

ACCOUNTING

10 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Established Budget and Accounting Contacts for all Departments to promote a more collaborative and customer-oriented approach to budget and accounting
- ✓ Received the Certificate of Achievement for Excellence Award for the Comprehensive Annual Financial Report (CAFR) for the year ending September 30, 2015
- ✓ Successfully completed three new bond issues, including the 2016 Certificates of Obligation, the 2016 General Obligation Bonds, and the 2016 Revenue Bonds, with proceeds totaling approximately \$41 million
- ✓ Successfully completed two refunding bond issues, including the 2016 General Obligation Refunding Bonds, which will provide an estimated Net Present Value savings of \$897,000, and the 2016 Utility System Revenue Refunding Bonds, which will provide an estimated Net Present Value of savings of \$1,062,000



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Improve the month-end close process making financial information available in a timely and consistent manner for decision makers
- Update policies and procedures and conduct trainings to convey new updates
- Continue to improve customer-oriented approach toward internal Departments of the City
- Monitor budget revenues and expenses to ensure fiscal accountability and responsible use of City resources
- Deliver financial reporting that conforms with Generally Accepted Accounting Principles (GAAP) and receives the Government Finance Officers Association (GFOA) Certificate of Achievement
- Complete late spring 2017 debt issuance for multiple projects including park improvements, public safety vehicles and equipment, and utility infrastructure. Debt to be issued is approximately \$38 million

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0315 - Accounting</b>						
Personnel	644,155	747,158	731,857	755,143	-	755,143
O&M	85,251	96,485	91,379	65,370	-	65,370
Capital	-	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>729,406</b>	<b>843,643</b>	<b>823,236</b>	<b>820,513</b>	<b>-</b>	<b>820,513</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The Accounting Department is responsible for timely and accurate *processing of vendor and payroll checks*. Over the past few years staffing levels have remained constant although the number of checks processed has increased. Vendor checks have increased by 5% from FY2015 to FY2016 and is projected to increase by 20% in FY2017. As our workforce expands to meet the service level requirements our citizens demand, so too does the number of payroll checks processed by the Department.

## AWARDS/ACCREDITATIONS

CAFR award - The *Certificate of Achievement for Excellence in Financial Reporting* is presented by the Government Finance Officers Association for the Comprehensive Annual Financial Report (CAFR). The City of Georgetown has received this award for 28 consecutive years.

The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves. Reports submitted to the CAFR program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee (SRC), which comprises individuals with expertise in public sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.



## CONSERVATION

### DEPARTMENT DESCRIPTION

The Conservation Services Department provides stewardship and management of our natural resources through the application of environmentally sound practices. The Department seeks the development of a strong foundation of leadership and education by providing opportunities, funding incentives, and assistance to citizens in the management of their own resources. This approach supports both Georgetown Utility Systems and its customers in achieving their energy efficiency and water conservation goals. Conservation Services also provides management oversight of Environmental Services.

JOINT SERVICES FUND

CONSERVATION

5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Collaborated on a multi-departmental team to develop a water loss process and define reporting criteria for regulatory reporting to ensure consistency
- ✓ Provided education and awareness of conservation objectives and goals at various venues including Earth Day Texas and Sun City Town Hall
- ✓ Developed and implemented phase I of a Water Conservation Irrigation Campaign promoting water awareness
- ✓ Implemented an energy assessment audit program to assist customers with high bill resolution
- ✓ Hosted bi-annual Rain Barrel sale to promote water conservation techniques
- ✓ Redesigned Georgetown Utility Systems website to provide a centralized site for customer information
- ✓ Report completed on year-long Drought Survivability Study to identify the water requirements and drought tolerance of 100 species of native and adaptive plants commonly used in Central Texas landscaping
- ✓ Moved Conservation Department into Customer Care Operations and expanded their role to include utility marketing services

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Establish and communicate conservation objectives
- Act as a resource in managing conservation objectives within the customer community
- Review and update Conservation Strategic Plan as needed
- Develop and implement marketing strategies and campaigns to target customer segments to more effectively administer conservation programs
- Implement incentives to promote conservation objectives
- Define processes and guidelines for utilizing various customer communication channels
- Modify Conservation Department website to provide a more streamlined user experience



## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0534 - Conservation</b>						
Personnel	329,632	504,539	307,470	444,215	-	444,215
O&M	159,638	589,422	408,572	603,107	-	603,107
Capital	57,122	91,450	-	-	-	-
<b>Total Departmental Budget</b>	<b>546,392</b>	<b>1,185,411</b>	<b>716,042</b>	<b>1,047,322</b>	<b>-</b>	<b>1,047,322</b>

## DEPARTMENTAL PERFORMANCE MEASURES

*Red Poppy Festival Waste Diversion* is a conservation effort to reduce the amount of festival generated materials sent to the landfill through various upstream waste reductions and proactive materials management and services. Conservation's goal is to educate festival attendees and vendors about the benefits of utilizing consumer materials that generate less waste. Our goal is to be better stewards of our environment's finite resources by encouraging responsible purchasing of consumer products by citizens, visitors, and vendors, thus providing a zero-waste event by the year 2021.



## AWARDS/ACCREDITATIONS

In the spring of 2016 Georgetown Utility Systems was awarded funding to sponsor a student internship through the APPA DEED program. As part of the project the student served as a core team member along with representatives from Resource Management, Conservation, Permitting, Electrical Engineering, and Customer Care. The internship resulted in a methodology to identify potential customers to target for solar initiatives in the future.



## CUSTOMER CARE

### DEPARTMENT DESCRIPTION

The Customer Care Department consists of both office and field personnel. This Department offers customer assistance with utility operations and billing inquiries. The Department communicates and educates the public on Georgetown Utility Systems processes relating to utility and conservation programs. Additionally, the Department guides new development service initiations through City processes, manages the automated meter reading process, and bills & collects for all City utility and airport services.

JOINT SERVICES FUND

CUSTOMER CARE

23 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Acquired a new Customer Information System (CIS) and consulting services to ensure quality of installation
- ✓ Centralized development related telephone calls into the Customer Care Call Center and relocated Customer Care Development Account Staff to permitting area
- ✓ Reengineered Interactive Voice Response (IVR) System to enhance development permitting inquiries and metrics by establishing a queue
- ✓ Reorganized management structure to align functional areas with customer needs and project delivery
- ✓ Incorporated and redesigned customer communications into *City Reporter*
- ✓ Provided targeted communications advising customers of service changes and impacts in their areas
- ✓ Worked with Jonah Special Utility District to combine billing services for water and wastewater to improve customer service
- ✓ Redesigned and included locally relevant customer information within the Texas Commission on Environmental Quality (TCEQ) Consumer Confidence Report providing customers an easy to use tool to gauge the water quality of the local system

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Implement a new Customer Information Software (CIS) System enhancing the customer experience by providing expanded services and options
- Reengineer business processes, including the Interactive Voice Response (IVR) System, to align with the new CIS System
- Continue to build upon behavior based standards fostering an experience that emphasizes customer relationships
- Ensure effective delivery of timely and accurate billing and payment information to customers
- Respond to customer inquiries and issues in a timely manner
- Continue providing proactive communication to customers to increase awareness of utility operations and service impacts
- Increase utilization of electronic billing through increased awareness of the Georgetown Utility Systems E-Bill Program
- Expand hours of operations for the Utility Customer Care Call Center to meet customer needs
- Review existing water service rates



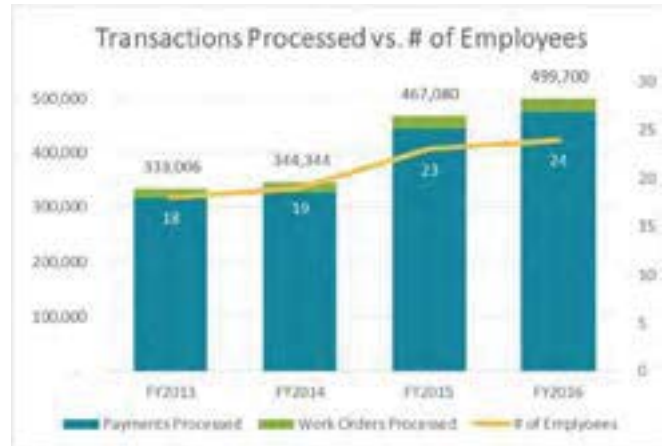
## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0321 - Customer Care</b>						
Personnel	1,171,529	1,619,278	1,487,853	1,631,848	-	1,631,848
O&M	322,376	775,164	748,668	1,906,737	-	1,906,737
Capital	1,542	5,675	6,000	6,000	-	6,000
<b>Total Departmental Budget</b>	<b>1,495,447</b>	<b>2,400,117</b>	<b>2,242,521</b>	<b>3,544,585</b>	<b>-</b>	<b>3,544,585</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The number of *Payments Processed* and number of *Work Orders Processed* are important departmental measures because they show the growth of the Department. These measures are also impacted by the addition of the Western District in FY2015.

The City of Georgetown and Georgetown Utility Systems proudly sponsor the Good Neighbor Fund, a program to assist eligible customers who are having difficulty paying their utility bill. Voluntary contributions from our customers fund this valuable community program. Pledge forms can be found online at [gus.georgetown.org/gnf](http://gus.georgetown.org/gnf). In 2016, 263 families were helped by the Good Neighbor Fund.



## ECONOMIC DEVELOPMENT

### DEPARTMENT DESCRIPTION

The Economic Development Department coordinates and leads the City's economic development efforts. The Department's mission is to create and maintain a balanced and dynamic local economy. The Department markets the community to business prospects, provides economic and demographic information, and encourages partnerships between private and public entities. In addition, the Department represents the community in regional, state, national, and international economic development initiatives and programs.

JOINT SERVICES FUND

ECONOMIC DEVELOPMENT

3 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Recruited and expanded businesses including Texas Speed and Performance and DisperSol Technologies
- ✓ Worked with the Georgetown Chamber of Commerce to broaden the retention/expansion program
- ✓ Increased marketing efforts with individual broker meetings, marketing trips, tradeshow participation, targeted advertising, and social media
- ✓ Expanded community interaction and number of followers in the City's social media programs

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Develop a comprehensive economic development strategy
- Conceptualize and implement an aggressive marketing program
- Continue to develop and maintain positive relationships with private - sector developers, brokers, and site selectors to improve the City's reputation as a place to do business
- Work with regional, state, and federal organizations and allies to develop and implement programs that assist and encourage the success and growth of local business.
- Finalize and begin implementation of the retail market study and conduct a target industry analysis to assist with strategy development
- Utilize the results of the target industry analysis and retail market study to work with other departments to develop an overarching, multi-year economic development strategy
- Hire a consultant to create innovative marketing materials including a community profile



## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0637 - Economic Development</b>						
Personnel	316,193	325,312	211,659	305,309	-	305,309
O&M	119,311	127,940	118,119	122,681	-	122,681
Capital	-	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>435,504</b>	<b>453,252</b>	<b>329,778</b>	<b>427,990</b>	<b>-</b>	<b>427,990</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The Business Retention and Expansion (BRE) program is a resource for local businesses focused on fostering open lines of communication and building relationships with the business community. Through visitation and outreach the Department identifies opportunities, concerns, and barriers in the health and continued growth of local businesses. In the coming year the Economic Development Department will be hosting the inaugural Georgetown Economic Develop Symposium, creating new marketing materials, and implementing an enhanced business/retail recruitment plan. Working with the Finance Department, performance measures will be developed focusing on business retention, targeted industry sector recruitment, and workforce analysis.



## ENGINEERING

### DEPARTMENT DESCRIPTION

Engineering is responsible for the development, coordination, and implementation of the Capital Improvement Plan (CIP). Using consulting and engineering firms and contractors, the Department focuses on delivering high-quality, efficient, customer-oriented real estate services for the acquisition of easements and rights-of-way, providing timely and reliable inspections, and contract management for projects.

JOINT SERVICES FUND

ENGINEERING

17 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Provided support to Operations during peak demand
- ✓ Maintained current Utility Master Plans for Water and Wastewater
- ✓ Continued Edwards Aquifer Recharge Zone (EARZ) sanitary sewer improvements
- ✓ Constructed Snead Drive, Daniels Mountain Storage Tank, and various other streets, drainage, water, and wastewater projects
- ✓ Maintained two week turnaround on development plan review
- ✓ Assisted with due diligence, development and negotiation of various water, wastewater, and municipal utility district agreements
- ✓ Completed:
  - 2016 Street Maintenance work
  - Property acquisition for Daniels Mountain Storage Tank, Cedar Breaks Elevated Storage Tank, Rabbit Hill Elevated Storage Tank, Mays Street, Westinghouse Lift Station, and Second Street
  - Construction of the Westside Service Center



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Develop, coordinate, and maintain current Capital Improvement Plan (CIP) projects for Utilities and Transportation
- Provide quality project management, inspection, and oversight for CIP and development infrastructure construction
- Deliver high-quality, efficient, customer-oriented real estate services
- Acquire cost-effective rights-of-way and easements for CIP projects
- Administer timely, accurate, and complete plan reviews for new development projects
- Support other departments as needed
- Finalize update of City Construction Specifications and Standards
- Encourage and promote professional development throughout the Department
- Maintain our commitment to safety on job sites

### Notable Budget Item(s)

Inspection Supervisor

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0526 - Engineering</b>						
Personnel	1,224,387	1,308,849	1,357,874	1,527,013	100,888	1,627,901
O&M	236,036	268,294	249,789	410,299	11,088	421,387
Capital	-	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>1,460,422</b>	<b>1,577,143</b>	<b>1,607,663</b>	<b>1,937,312</b>	<b>111,976</b>	<b>2,049,288</b>

## DEPARTMENTAL PERFORMANCE MEASURES

In the coming year, the Engineering Department will be working closely with the Finance Department to develop quality performance metrics focused on timely project completion, fiscal transparency, and cost effectiveness of these activities.



Ground breaking of FM1460. Expected completion FY2018.

## ENGINEERING SUPPORT

### DEPARTMENT DESCRIPTION

Engineering Support is responsible for efficiently managing the utility's Geographic Information Systems and its core operating and planning engineering models. The Department manages, maintains, and supports utility asset data, enterprise asset management functions, as well as system models. The Department oversees all of the core functions of GIS computer-aided drafting and global positioning systems services for the utility. Additionally, the Department supports several highly technical utility specific software applications for engineering design, GIS, EAM, pavement management, and electric outage management. The Department is responsible for handling all utility information requests from citizens, utility customers, and the development community.

JOINT SERVICES FUND

ENGINEERING SUPPORT

10 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Managed the initial phase for Spatial Master Data Management Project
- ✓ Worked closely with the Stormwater and Transportation Departments to develop, create, and deliver data, procedures, and systems to meet the requirements for phase two of the Stormwater MS4 Project
- ✓ Expanded the EAM program into the Stormwater and Transportation Departments
- ✓ Converted the existing digital as-built archive database to a system conforming to the City's enterprise records management system
- ✓ Developed essential geospatial services, interfaces, and maps to department citywide that added value to the services they provide to citizens, customers, developers, planners, constructors, etc
- ✓ Worked closely with Conservation Services staff, utilizing advanced geospatial techniques and LiDAR data, to develop a methodology to analyze solar suitability of GUS electric customers
- ✓ Expanded the utilization of EAM in Energy Services to include the following assets; capacitors, switch gears, air break switches, solid blade disconnects, and reclosers
- ✓ Completed the design and build phase in EAM to allow for new and existing meters to be handled as assets
- ✓ Added all of the Western District vertical assets into EAM

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Expand the use of EAM to include SCADA, metering, and Fiber assets
- Complete the conversion of the existing digital as-built archive database to a system conforming to the City's enterprise records management system (Laserfiche)
- Complete the integration effort to sync digital information on assets in Laserfiche with Infor EAM
- Continue building the Spatial Master Data Management inventory data
- Provide staffing support to deliver timely and relevant services for the final phases of the Customer Information System replacement project
- Provide staffing support, geospatial services, and data for initiatives citywide



### Notable Budget Item(s)

Large Format Plotter  
\$12,000

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0547 - Engineering Support</b>						
Personnel	663,672	888,973	768,085	903,415	-	903,415
O&M	243,840	335,898	351,598	323,609	-	323,609
Capital	-	-	-	-	12,000	12,000
<b>Total Departmental Budget</b>	<b>907,512</b>	<b>1,224,871</b>	<b>1,119,683</b>	<b>1,227,024</b>	<b>12,000</b>	<b>1,239,024</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The number of *Distributed GIS Layers Maintained* is a measure of the amount of required data maintained for purposes of adequately supporting the key functions of the Utility and Transportation Divisions. As the number of GIS layers grows so does the time required to maintain them.

The number of *Utility & Transportation Employees Supported* is a measure of the amount of staff supported by this Department. One of the Department missions is to develop, acquire, maintain, and provided the most complete and accurate data sets to City staff, enabling them to perform their work. As City staffing increases so does the demand on our staff.



## FINANCE ADMINISTRATION

### DEPARTMENT DESCRIPTION

Finance Administration plans and directs the City's financial activities providing information and support allowing other City Departments to accomplish their missions. The Department oversees accounting, purchasing, tax collection, financial reporting, debt, and investment management. Finance directs the City's budgeting process, monitors the long-term financial plan, and prepares related policy recommendations. Finance is also the liaison to several boards including the General Government and Finance Advisory Board (GGAF), the Georgetown Economic Development Corporation (GEDCO), and the Georgetown Transportation Enhancement Corporation (GTEC).

JOINT SERVICES FUND

FINANCE ADMINISTRATION

4 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Maintained General Obligation bond rating of AA+ and Utility Revenue bond rating of AA
- ✓ Developed and implemented written Investment Procedures in accordance with Public Funds Investment Act (PFIA) recommendations
- ✓ Revised budget process for easier participation by departments and earlier communications with Council
- ✓ Produced new budget highlights video featuring aerial footage of major projects in Georgetown
- ✓ Worked with Council to establish an Economic Uncertainty Reserve in the General Fund
- ✓ Redesigned the monthly and quarterly reports for consistency and ease of use



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Improve financial transparency to Council, boards, and residents by updating the website to meet the state's Financial Transparency Stars Program standards
- Revise business operational processes by working with a consultant to assess Finance procedures
- Lead the organization toward a modern Financial Information System by partnering with a consultant for software selection
- Establish an annual Internal Audit Plan to strengthen the accountability of the City's resources
- Maintain the public's trust by maximizing the safety, liquidity, and yield of the City's cash investments
- Align the 5-year Capital Improvement Plan and the annual CIP spending plan to manage debt capacity and forecast operational needs
- Develop operational and maintenance impact model based on Capital Improvement Plan

### Notable Budget Item(s)

Audit Plan  
\$75,000

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0302 - Finance Administration</b>						
Personnel	509,152	420,190	335,212	408,193	10,000	418,193
O&M	374,358	393,302	381,832	375,667	75,000	450,667
Capital	-	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>883,510</b>	<b>813,492</b>	<b>717,044</b>	<b>783,860</b>	<b>85,000</b>	<b>868,860</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The Finance Department has a fiduciary responsibility to manage the City's [Annual Investment Portfolio](#). Invested funds are managed conservatively by multiple local government pooled investment firms in order to provide safe, legal, efficient, and liquid investment alternatives to the City. The City's investment policy ensures full compliance of all invested funds per the Texas Public Funds Investment Act.

[Bond Ratings](#) are important in determining the financial strength and stability of a municipality. These ratings determine the ability of an entity to borrow money and clarify for investors the risk associated with investing in the organization. The City has maintained a AA+ bond rating for the past three years.



## AWARDS/ACCREDITATIONS

The GFOA established the [Distinguished Budget Presentation Award Program](#) (Budget Awards Program) in 1984 to encourage and assist state and local governments in preparing high quality budget documents. Guidelines were established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices. Documents submitted to the Budget Awards Program are reviewed by selected members of the GFOA professional staff and by outside reviewers with experience in public-sector budgeting. Finance Administration has submitted and received the Distinguished Budget Presentation Award for 26 consecutive years.



## GEORGETOWN UTILITY SYSTEMS ADMINISTRATION

### DEPARTMENT DESCRIPTION

The Georgetown Utility Systems (GUS) Administration Department manages key business functions of the Division. The Department oversees strategic planning, organizational structure, business systems, resource allocations, and financial management. The Department also provides administrative support, including process planning and implementation, customer relations, reception, record keeping, and secretarial services to all departments within the Georgetown Utility Systems Division. Long-term system planning is coordinated by the Department as is the coordination and operation of all utilities during emergency management situations.

JOINT SERVICES FUND

GUS ADMINISTRATION

9 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Completed multi-year substation transformer acquisition from LCRA
- ✓ Finalized construction and began commercial operation of Spinning Spur 3 wind farm, achieving greater than 90% renewable energy
- ✓ Completed Public Utility Commission process for ownership of CTSUD and Phase I of Records Management Process Project and completed records inventory of consolidated CTSUD records
- ✓ Participated with Brazos River Authority (BRA) and other regional water utilities in addressing the impact of Zebra mussels on water supply
- ✓ Continued to engage in setting regional water planning goals and strategies through membership on BRA Region G Board
- ✓ Reorganization of Customer Care, Conservation, Marketing, Technical Services and Engineering Support
- ✓ Concluded construction, occupied, and began operations of the Westside Service Center (WSC) and associated rooftop solar
- ✓ Initiated contract renewal negotiations with TDS for solid waste services
- ✓ Created a Business Improvement Program to manage cross-functional, cross-departmental Business Process Improvement and Enterprise Application projects and to foster Organizational Development
- ✓ Completed evaluation, planning, preparation, and staffing to affect Water Treatment Plant Operation's transition from private to public in 2017

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Encourage a safe and positive working environment for employees
- Provide and maintain reliable, competitive, cost effective utility and transportation services that reflect community values, and promote well-planned, long-range development
- Ensure excellent customer service to the Georgetown community
- Promote consumer education programs for efficient use of utilities and conservation of natural resources
- Effectively manage energy/water resource deployment
- Regional approach to utility system development and planning by partnering with utility providers, and political subdivisions
- Continue implementation of the Regional Wastewater Master Plan for the San Gabriel Basin
- Share in setting regional water planning goals and strategies through membership on Brazos River Authority Region G Board
- Pursue implementation of renewable energy contracted supplies



## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0502 - GUS Administration</b>						
Personnel	894,596	896,237	897,806	912,110	-	912,110
O&M	350,598	364,430	364,380	480,705	-	480,705
Capital	-	105,000	-	-	-	-
<b>Total Departmental Budget</b>	<b>1,245,194</b>	<b>1,365,667</b>	<b>1,262,186</b>	<b>1,392,815</b>	<b>-</b>	<b>1,392,815</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The provision of safe and reliable services to customers while maintaining utility systems in a cost efficient and reliable manner is a top priority for the Georgetown Utility Systems Administration Department. Performance measures have been created to monitor Operations & Maintenance (O&M), Customer Care, Systems, Projects, Resource, and Financial Metrics across the Georgetown Utility Systems. The evaluation of the aforementioned metrics helps ensure the maximization of customer value and optimized performance of the utility systems.

## AWARDS/ACCREDITATIONS

Recognized and certified by the American Public Power Association (APPA) as a *Reliable Public Power Provider (RP3)* at the Platinum Level. This certification recognizes excellence in Reliability, Safety, Workforce Development, and System Improvement.

In the spring of 2016 Georgetown Utility Systems was awarded funding to sponsor a student internship through the APPA DEED program. As part of the project, the student served as a core team member along with representatives from Resource Management, Conservation, Permitting, Electrical Engineering, and Customer Care. The internship resulted in a methodology to identify potential customers to target for solar initiatives in the future.



Received the APPA *Safety Award of Excellence* for safe operating practices in 2015, due to 75,000 hours worked without incident.

Received two awards from the American Planning Association: American Planning Association; State Chapter - *2015 Best Long Range Plan*; and American Planning Association; Central Texas Chapter - *2015 Honorable Mention for Best Long Range Plan*.

Received *Project of the Year* award from Texas Renewable Energy Industries Alliance (TREIA) in recognition of the City's ability to match renewable production against customer load while hedging variability and congestion, and keeping wholesale costs competitive.

Received the *Public Service Innovation Team Award* from the CenTex Chapter of the American Society of Public Administration (ASPA) in recognition of the City's contracts to move to 100 percent renewable energy in 2017.

## HUMAN RESOURCES

### DEPARTMENT DESCRIPTION

The Human Resources (HR) Department develops and delivers innovative human resource programs and services designed to support the City of Georgetown's mission statement. The Department's core services and competencies include recruitment, staffing, employee relations, organizational development, and employee development. The Department also oversees safety, compensation and benefits, wellness, performance management, and policy interpretation. This is all done with an emphasis on customer service based on respect and integrity.

JOINT SERVICES FUND

HUMAN RESOURCES

7 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Facilitated the first meet and confer negotiations and agreement with associations representing our Police Officers and Firefighters
- ✓ Conducted employee survey with impressive 85% response rate
- ✓ Adjusted employee compensation market approach utilizing management and Council feedback, and conducted market review of 100 benchmark positions
- ✓ Implemented group health administrator and network change January 1, 2016 resulting in fixed cost savings of nearly \$400,000 over prior year
- ✓ Developed self-insurance fund reserve strategy
- ✓ Procured dental coverage for 2017 including change in funding methodology expected to save employees and City 15%
- ✓ Coordinated recruitment and selection of City Attorney, City Secretary, Finance Director, Assistant City Manager, and Economic Development Director
- ✓ Led revitalization of employee core values including roll-out at May 2016 values lunch resulting in 80% of employee survey respondents affirming their understanding of the core values
- ✓ Hired and oriented 90 regular and 86 seasonal/temporary employees



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Communicate and implement employee tuition reimbursement program
- Coordinate employee survey action planning and implementation
- Implement dental plan administrator and funding methodology change
- Collaborate with Finance and IT in identifying HRIS/FIS partner(s) and planning for transition and implementation
- Improve employee understanding of pay and benefits through distribution of total paycheck reflecting City's full investment beyond salary and through proactive information session across organization
- Increase wellness program participation (Currently 15% of employees) through implementation of wellness program tracking portal and program design improvements
- Determine employee clinic need and feasibility through study completion and presentation to staff and City Council
- Complete Safety and Risk Audit, develop first year action plan, and execute plan with involvement from City departments
- Establish first stand-alone employee service awards event in early 2017
- Enhance employee training and development offerings through full deployment of compliance, supervisory, emerging leaders, core values, director, and other training programs

### Notable Budget Item(s)

Tuition Reimbursement  
Program  
\$100,000

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0639 - Human Resources</b>						
Personnel	717,595	708,838	717,969	724,822	-	724,822
O&M	91,729	92,805	91,909	61,229	-	61,229
Capital	-	-	-	-	-	-
<b>0639 - Human Resources Sub-total</b>	<b>809,324</b>	<b>801,643</b>	<b>809,878</b>	<b>786,051</b>	<b>-</b>	<b>786,051</b>
<b>0640 - City Wide HR</b>						
Personnel	99,512	319,752	194,707	(256,744)	8,000	(248,744)
O&M	312,412	291,200	282,514	291,200	104,100	395,300
Capital	-	-	-	-	-	-
<b>0640 - City Wide HR Sub-total</b>	<b>411,925</b>	<b>610,952</b>	<b>477,221</b>	<b>34,456</b>	<b>112,100</b>	<b>146,556</b>
<b>Total Departmental Budget</b>	<b>1,221,248</b>	<b>1,412,595</b>	<b>1,287,099</b>	<b>820,507</b>	<b>112,100</b>	<b>932,607</b>

## HUMAN RESOURCES CITYWIDE SERVICES

This department represents the pooled funds available for the City's one-time performance bonus program, as well as, market adjustments for employees funded through the Joint Services Fund. Training for City-wide issues, such as supervisory training and safety are also included here, as is property and liability insurance for the City.

## DEPARTMENTAL PERFORMANCE MEASURES

**Turnover Rate:** Some turnover is healthy (e.g., retirement), but the turnover rate is a standard measure in which large variations can indicate retention problems and a higher risk to human capital investment. The Human Resources Department continuously monitors turnover rate in order to identify trends that may indicate a systematic issue. Typically, less than **20%** indicates satisfactory retention of employees.

## LEGAL AND INSURANCE

### DEPARTMENT DESCRIPTION

The Legal Department provides in-house legal services for the City Council, Staff, Boards, and Commissions. The Department supervises outside counsel, issues legal opinions on the City Charter, City ordinances, policies and procedures, and represents the City in litigation and administrative matters. The Department also provides advice and training on legal issues to City Staff and provides annual ethics training for the City Council, Boards, and Commissions. The Legal Department coordinates all open record correspondence with the Attorney General and serves as a legal resource to staff regarding standard open records.

JOINT SERVICES FUND

CITY ATTORNEY'S OFFICE

5 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Issued opinions or presentations on various legal issues including Open Meetings Act, Public Information Act, ethics, parliamentary procedure, and conflicts of interest, including additional training for Advisory Board officers
- ✓ Negotiated and drafted agreements, contracts and documents including several Interlocal Agreements
- ✓ Assisted with the negotiation and drafting of amended development agreement packages for significant projects and developments
- ✓ Aided with the negotiation and drafting of real estate transactions
- ✓ Effectively manage and coordinate Contract Attorneys for significant projects



### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Provide legal services in a timely and efficient manner
- Recommend and prepare amendments to City codes and ordinances in accordance with Council direction
- Support Police and Code Enforcement efforts through effective Municipal Court prosecution consistent with Council objectives
- Train and support the City's Boards & Commissions
- Negotiate and provide legal review for development agreements
- Manage web-based City-wide Public Information Request (PIR) System for streamlined and effective PIR management
- Issue opinions or presentations on various legal issues including Open Meetings Act, Public Information Act, ethics, parliamentary procedure, and conflicts of interest, including additional training for Advisory Board officers and members
- Assist in the City's economic development and transportation initiatives through effective negotiation and preparation of economic incentive agreements
- Sustain efforts to standardize City documents
- Work with staff to identify and address Risk Management issues
- Continue systematic review and revision of the Code of Ordinances

## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0654 - Legal</b>						
Personnel	522,225	791,870	707,721	675,388	-	675,388
O&M	169,401	345,475	345,475	216,477	-	216,477
Capital	-	-	-	-	-	-
<b>0654 - Legal Sub-total</b>	<b>691,626</b>	<b>1,137,345</b>	<b>1,053,196</b>	<b>891,865</b>	<b>-</b>	<b>891,865</b>
<b>0638 - Insurance</b>						
Personnel	-	-	-	-	-	-
O&M	491,032	705,000	705,000	705,000	-	705,000
Capital	-	-	-	-	-	-
<b>0638 - Insurance Sub-total</b>	<b>491,032</b>	<b>705,000</b>	<b>705,000</b>	<b>705,000</b>	<b>-</b>	<b>705,000</b>
<b>Total Departmental Budget</b>	<b>1,182,658</b>	<b>1,842,345</b>	<b>1,758,196</b>	<b>1,596,865</b>	<b>-</b>	<b>1,596,865</b>

## DEPARTMENTAL PERFORMANCE MEASURES

The number of Open Records Requests is an important measure that shows the City's commitment and dedication to transparency. The graph to the right shows the total number of public information requests received by the City. Routine requests, like police records or financial reports, are processed by other Departments which oversee those aspects of City business. The City complies with all state law requirements for handling public information requests which generally requires a response with ten business days of receipt.



## MAIN STREET

### DEPARTMENT DESCRIPTION

The Main Street Department focuses on Downtown revitalization within the context of historic preservation to help diversify the economic base of the community. The Main Street Department is a preservation-driven, economic development organization that utilizes diverse community partners to create a destination Downtown for everyone. The overall goal is to help provide opportunities to enhance the Downtown for citizens and tourists.

JOINT SERVICES FUND

MAIN STREET

1 FTE

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Held the 7th Annual Georgetown Swirl, a wine and shopping event fundraiser for the Main Street Façade & Sign Grant Program
- ✓ Visited downtown Fort Worth during Main Street Arts Festival to learn more about using the arts industry as economic development
- ✓ Sold out of the 9th annual Main Street Collectible ornament
- ✓ Awarded the Main Street Star Award to Rusty Winkstern for going above and beyond in promoting downtown Georgetown
- ✓ Invited to participate in an American Express panel discussion at the National Main Street Now Conference in Milwaukee to discuss Shop Small and Small Business Saturday
- ✓ Hosted the 3rd Annual Ladies Nite Out event held the Thursday before Thanksgiving in November with more vendors than ever
- ✓ Partnered with the Georgetown Chamber of Commerce and Downtown Association on the 2nd Shop Small Spree to raise awareness of Small Business Saturday for the holiday season

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Redefine the Downtown Overlay District's niche in the marketplace and sharpen the competitiveness of existing businesses while nurturing new enterprises that respond to consumer needs
- Focus on authentic community assets with high-quality image development campaigns and events that will attract new shoppers, visitors, residents, and investors
- Build a pathway to leadership in local efforts by leading a community-based, volunteer-driven program that helps empower residents and investors to collaborate for sustainable revitalization
- Attract and retain a healthy business mix
- Raise awareness and funding for Georgetown Main Street projects
- Promote Downtown's unique image as a vibrant, diverse and inclusive destination
- Restructure Façade and sign grant program



## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0653 - Main Street</b>						
Personnel	88,237	88,990	89,781	90,592	-	90,592
O&M	49,361	72,476	64,656	66,945	-	66,945
Capital	-	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>137,598</b>	<b>161,466</b>	<b>154,437</b>	<b>157,537</b>	<b>-</b>	<b>157,537</b>

## DEPARTMENTAL PERFORMANCE MEASURES

One of the top priorities of the Main Street Department is to foster preservation-driven economic development creating a destination downtown that is enjoyed by both residents and tourists alike. In the spring of 2016 the city of Georgetown partnered with the Center for Research, Public Policy, and Training (CRPPT) at Texas State University to conduct a citizen survey focusing on resident's satisfaction of public services. In regards to service usage, roughly 97% of respondents indicated they had visited the Downtown Square within the previous year. Of those surveyed, over 44% reported visiting the square more than 12 times. Additionally, when asked to rate the quality of the Downtown square and Downtown activities and events, over 90% of respondents rated the downtown square and activities as good or excellent. Resident usage and quality of the Downtown Square indicate that a vast majority of residents utilize the Downtown Square and are satisfied with the quality of economic development and available activities.



## AWARDS/ACCREDITATIONS

**National Main Street Accreditation:** to obtain this award, a city must meet ten criteria as determined by the Texas Historical Commission. Though these criteria are assessed by a state agency, the award is presented on a National platform



## PURCHASING

### DEPARTMENT DESCRIPTION

The Purchasing Department procures all supplies, equipment, and services for the City. These activities include establishing contracts, blanket purchase orders to reduce cost, and preparing bid specifications. The Department conducts formal bid proceedings for procurements over \$50,000. Purchasing educates City Departments about purchasing procedures and solicits ideas to improve efficiency. Purchasing is responsible for the management of communication devices, as well as assisting the Accounting Department with the management of the Credit Card Program. Additionally, Purchasing oversees the operation of the City's central receiving/distribution warehouses and is responsible for disposing of surplus items.

JOINT SERVICES FUND

PURCHASING

8 FTEs

### MAJOR DEPARTMENT ACCOMPLISHMENTS FOR FY2016

- ✓ Facilitated several major procurements including; replacement of the Customer Information System, chemicals and services associated with in-house wastewater plant operations, EMS billing services, Southwest Bypass extension, aviation fuel, the construction-manager-at-risk for the Downtown West project, and the replacement of Parks and Recreation operating software
- ✓ Improved customer service by assigning each City of Georgetown user department to a specific buyer and increasing familiarity with individual departmental operations to provide personalized service
- ✓ Enhanced efficiency of warehouse operations by implementing changes such as improved delivery tracking and surplus disposal operations
- ✓ Increased organization of contract files to ensure the appropriate COG user department received each file
- ✓ Implemented state required disclosure of interested parties certification process

### MAJOR DEPARTMENT GOALS & STRATEGIES FOR FY2017

- Promote improvements in operations to more efficiently and effectively serve COG user departments
- Increase departmental training efforts including online training where possible
- Plan for upcoming replacement of automated purchasing system
- Further improve internal and external websites to provide additional useful and easily accessible information for COG user departments and vendors wishing to do business with the City
- Support and facilitate major procurements such as the consolidation of landscaping services
- Continue to improve and standardize forms and processes to increase efficiency and improve customer service
- Assist in planning and set up of warehouse section located at Westside Service Center
- Sustain efforts to increase operational efficiencies in the warehouse by improving organization of external storage areas
- Advertise and increase opportunities for local vendor to do business with the City



## DEPARTMENTAL BUDGET

	FY2015 Actual	FY2016 Budget	FY2016 Projected	FY2017 Base Budget	FY2017 Changes	FY2017 Budget
<b>0317 - Purchasing</b>						
Personnel	551,716	585,725	565,597	586,355	-	586,355
O&M	111,450	132,478	132,481	150,830	-	150,830
Capital	-	-	-	-	-	-
<b>Total Departmental Budget</b>	<b>663,165</b>	<b>718,203</b>	<b>698,078</b>	<b>737,185</b>	<b>-</b>	<b>737,185</b>

## DEPARTMENTAL PERFORMANCE MEASURES

**Inventory Accuracy:** One of the major goals for the Purchasing Department is to consistently have appropriate stock available for its internal customers to ensure the provision of timely and uninterrupted services to the community. Maintaining inventory accuracy at or above the industry standard of 95% allows the Department to respond accurately to particular requests, provide excellent customer service, and control expenses.



City of Georgetown Warehouse located at: Georgetown Municipal Complex, 300-1 Industrial Ave, Georgetown, TX 78626



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## CAPITAL PROJECTS



Streets Maintenance – Cutler Project

## CAPITAL PROJECTS

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## CAPITAL PROJECTS SUMMARY

The City of Georgetown annually updates and adopts a five-year Capital Improvement Plan (CIP) as part of the operating budget adoption process. Generally, the City defines high dollar fixed assets to be capital improvements. Ongoing maintenance and major repair costs are included as capital expense within the Departmental operating budgets. Needed capital improvements are identified through system models, repair and maintenance records, and growth.

The CIP is divided into three major categories: the Georgetown Utility System (GUS), Transportation, and General Capital Projects. GUS manages Water/Wastewater Services and Energy Services. Transportation manages Streets, Stormwater Drainage, and the Airport. Finally, General Capital Projects manages Parks, the Downtown Master Plan, Sidewalks, Public Safety, and Facilities. Each of these funds is further dissected in this Capital Projects budget.

The timeline for the CIP planning process is outlined below:



### FISCAL YEAR 2017

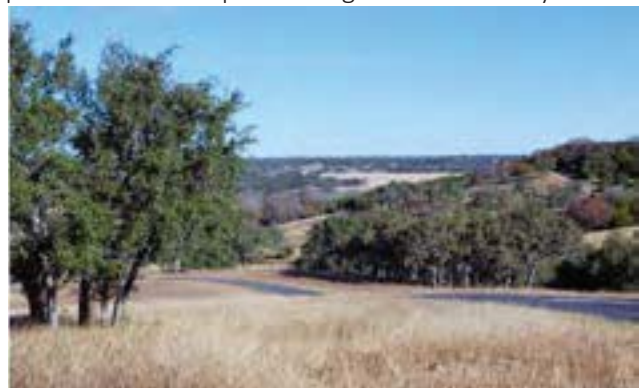
*Budgeted expenses* for FY2017 CIP total \$80,012,883.

General Capital Projects (GCP) total \$24.3 million, and include funds for sidewalk development, San Gabriel Park, and Garey Park.

Water Services CIP totals \$46.7 million. Water related improvements total \$18.4 million, and include upgrades for water mains, pumps, and plant expansions. Wastewater related improvements total \$28.3 million, and include upgrades for interceptors and pumps.

Electric Services CIP totals \$4.7 million, and include system improvements to help address growth in the City.

The sales tax street maintenance projects total \$3.2 million. Rehabilitation projects are scheduled in Sun City, Berry Creek, and Downtown.



Garey Park

## WATER CAPITAL IMPROVEMENT PLAN

Georgetown Utility Systems Water Services Utility maintains a Capital Improvement Program (CIP) to address the community's need for superior water, wastewater, and irrigation service. This CIP is determined by many factors including on-going annexation, service improvement, the rehabilitation of aging water and wastewater infrastructure, and the need to meet changing state and federal requirements.

Overall, water and wastewater capital improvement projects total \$46,727,000.

Water projects total \$18,404,000. The largest project in water is the Domel Project totaling \$4,500,000. This project will take the existing pressure plane from 1178 to 1015 and provide a secondary feed to Sun City. Additional large water projects include \$1,000,000 for the replacement S. Lake 11.4 MGD Water Treatment Plant, \$2,119,000 for West Loop water main, \$3,000,000 for the CR255 pressure main, and \$2,500,000 for the Sequoia ground storage tank.

Wastewater projects total \$28,323,000. The largest project is the Berry Creek Interceptor which totals \$12,000,000. In addition, the FY2017 CIP features \$7,948,000 for the Pecan Branch Plant Expansion, as well as \$3,982,000 for the Park Lift Station and Force Main rehabilitation.

### WATER PROJECTS

	FY2017	FY2018	FY2019	FY2020	FY2021
<b>Water</b>					
<b>Braun EST</b>					
Replace existing .75 million gallon elevated storage tank with 3 million gallon elevated storage tank.	-	250,000	4,500,000	-	-
<b>CR 200 Line Impr (CO-1)</b>					
This project will consist of approximately 15,000 LF of 12-inch main. Potential partnership with County Road expansion project.	-	3,413,800	-	-	-
<b>CR 255 (WD14-2)</b>					
This project will replace a main that has had numerous main brakes. It will consist of approximately 17,840 LF of 16-inch main.	3,000,000	2,877,000	-	-	-
<b>Domel PS Imp.</b>					
This project will take the existing pressure plane from 1178 to 1015 and provide a secondary feed to Sun City, total reconstruction of existing pump station. Additional funds for filtration in 2017	4,500,000	-	-	-	-
<b>Leander Interconnect</b>					
2020 LF of 12-inch water line Control valves, Meter, PRV, and vault.	575,000	-	-	-	-
<b>LWTP Raw Water Intake Rehabilitation</b>					
This project will be for the rehabilitation of the existing raw water intake structure. Intake maintenance 2017. Additional filtration 2019.	600,000	-	11,700,000	-	-
<b>Main Street 2nd to 4th</b>					
Poor pavement condition with cracking and numerous failures at intersections. Replace water main, wastewater main, and services.	-	-	287,500	-	-
<b>Miscellaneous Line Upgrades</b>					
This budget will be for miscellaneous waterline extensions in the Western District to provide regulatory TCEQ compliance.	250,000	250,000	250,000	250,000	250,000
<b>Park WTP Clearwell</b>					
Demo existing Park Water Treatment Plant Clearwell, and remove lime silo.	-	170,000	-	-	-
<b>S. Lake WTP (2018)</b>					
11.4 MGD Water Treatment Plant Expansion, 4400 LF of 30-inch Raw Water line, and a new Raw Water Intake structure. Design and entitlement planned 2017-2020. Construction expected in Future Years. Estimated \$30,000,000	1,000,000	700,000	1,750,000	1,750,000	-
<b>Sequoia GST</b>					
This project will provide a 3-4 million gallon ground storage tank that will function as additional Lake Plant clearwell storage.	2,500,000	-	-	-	-
<b>South West Bypass Water (H24-1)</b>					
10,520 LF of 16-Inch Water Line IH 35 to Leander EST.	-	2,933,720	-	-	-
<b>Sun City EST</b>					
Replace existing 0.4 million gallon elevated storage tank with a 1.5 million gallon elevated storage tank.	3,050,000	-	-	-	-

	FY2017	FY2018	FY2019	FY2020	FY2021
<b>Water</b>					
<b>Tank Rehabilitation</b>					
This project has several water tanks to be rehabilitated. Airport tank, 2016/17 Daniels 1, 2017/18, Sun City EST, 2018/19, Daniels 2, 2019/20.	480,000	300,000	480,000	480,000	-
<b>W 11th Street</b>					
Poor pavement condition with cracking and numerous failures at intersections. Replace water main, services and bore Austin Ave.	330,000	-	-	-	-
<b>West Loop (H-1a)</b>					
3350 Lf of 24-inch water main from Wolf Ranch to DB Wood, 8-inch from DB Wood to Hillwood and replacing the existing 12-inch from DB Wood to pastor Pump Station with a 24-inch.	2,119,000	-	-	-	-
<b>Grand Total</b>	<b>18,404,000</b>	<b>10,894,520</b>	<b>18,967,500</b>	<b>2,480,000</b>	<b>250,000</b>

## WASTEWATER PROJECTS

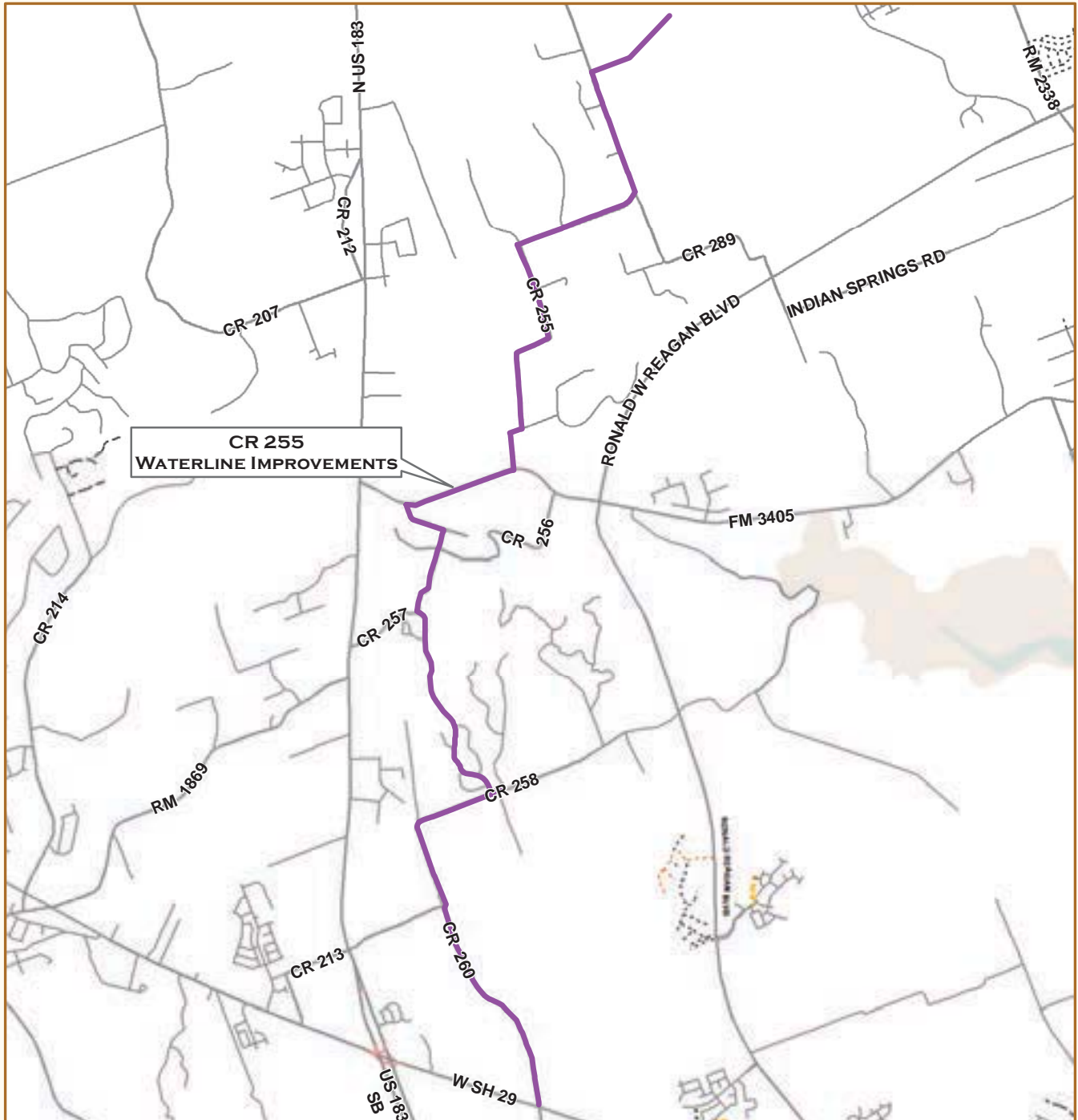
Wastewater projects total \$28,323,000. The largest project is the Berry Creek Interceptor which totals \$12,000,000. In addition, the FY2017 CIP features \$7,948,000 for the Pecan Branch Plant Expansion, as well as \$3,982,000 for the Park Lift Station and Force Main rehabilitation.

	FY2017	FY2018	FY2019	FY2020	FY2021
<b>Wastewater</b>					
<b>Berry Creek inter. (BCI-3)</b>					
Anticipated pro-rata share for line size increase from Berry Creek Lift Station to Pecan Branch Wastewater Treatment Plant	12,000,000	-	-	-	-
<b>EARZ</b>					
Repair of system flaws discovered as a result of EARZ mandated testing.	1,500,000	1,500,000	1,000,000	1,000,000	1,000,000
<b>Lift Station Upgrades</b>					
Lift Station upgrades consisting of decommissioning, electrical upgrade, backup power, structure rehab to fulfill the requirements of the Sanitary Sewer Overflow Initiative with the Texas Commission on Environmental Quality.	550,000	550,000	550,000	550,000	550,000
<b>Northlands WWTP (NLWWTP)</b>					
Construction of a 1.5 MGD average, 4.5 MGD Peak WWTP with discharge to Cowan Creek. Design planned for 2019. Construction planned for Future Years. Estimated Construction \$14,200,000.	-	-	2,131,000	-	-
<b>Park LS &amp; FM</b>					
3750 LF of 27-inch Force Main and 5 MGD Lift Station. Rehabilitation and expansion of existing lift station.	3,982,000	-	-	-	-
<b>Pecan Branch WWTP (PBWWTP2)</b>					
Expansion from 1.5 MGD to approx 4 MGD. Adding a influent bar screen has add \$1.5 to construction.	7,948,000	3,600,000	-	-	-
<b>San Gabriel Belt Press</b>					
Installation of a 2-meter belt press for sludge dewatering.	2,207,000	-	-	-	-
<b>San Gabriel Int. (SGI-2)</b>					
5567 LF of 42-inch line and 3647 LF of line. This project will also include the San Gabriel LS & FM (SGI-LS). 5682 LF of 24-inch Force main and 8.5 MGD Lift Station.	-	-	8,288,563	6,476,000	-
<b>Wastewater - street projects</b>					
Wastewater line to be completed in conjunction with Streets Department improvements to lessen the burden on the public. Streets include but are not limited to: W. 9th St (Scenic Dr to West), W. 14 St (Hart St to West St), Virginia St (E 16th St to E 19th St), Peach Tree Ln ( E University Ave to End)	136,000	-	-	-	-
<b>Grand Total</b>	<b>28,323,000</b>	<b>5,650,000</b>	<b>11,969,563</b>	<b>8,026,000</b>	<b>1,550,000</b>

# CITY OF GEORGETOWN



## CITY OF GEORGETOWN 2016-17 CAPITAL IMPROVEMENT PROJECTS RURAL WATER



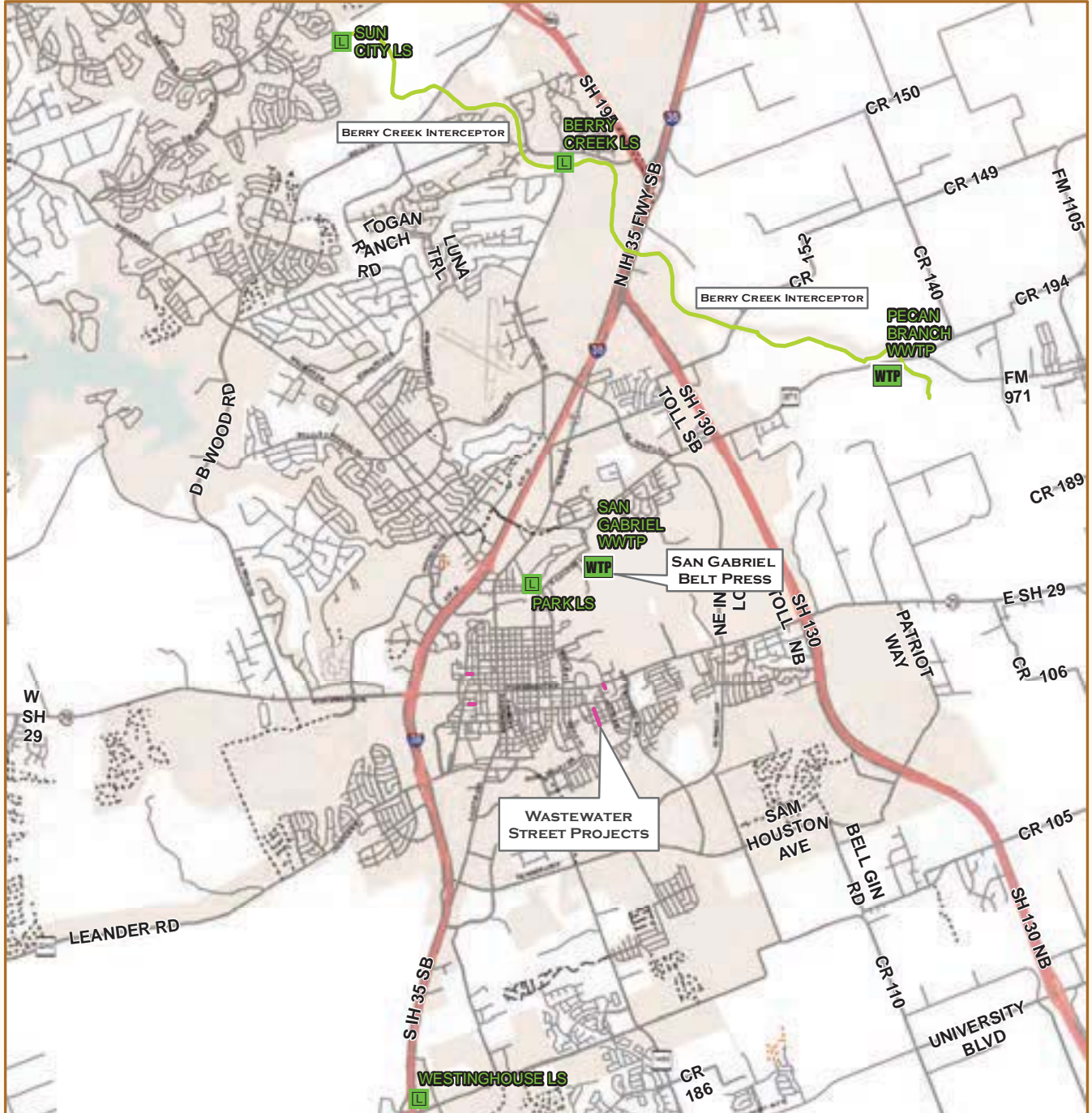
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### LEGEND

— CR 255 Waterline Improvements

CITY OF GEORGETOWN

# 2016-17 CAPITAL IMPROVEMENT PROJECTS WASTEWATER



LEGEND

- Wastewater\_Street\_Projects
- Berry\_Creek\_Interceptor

0 2,500 5,000 10,000  
 FEET



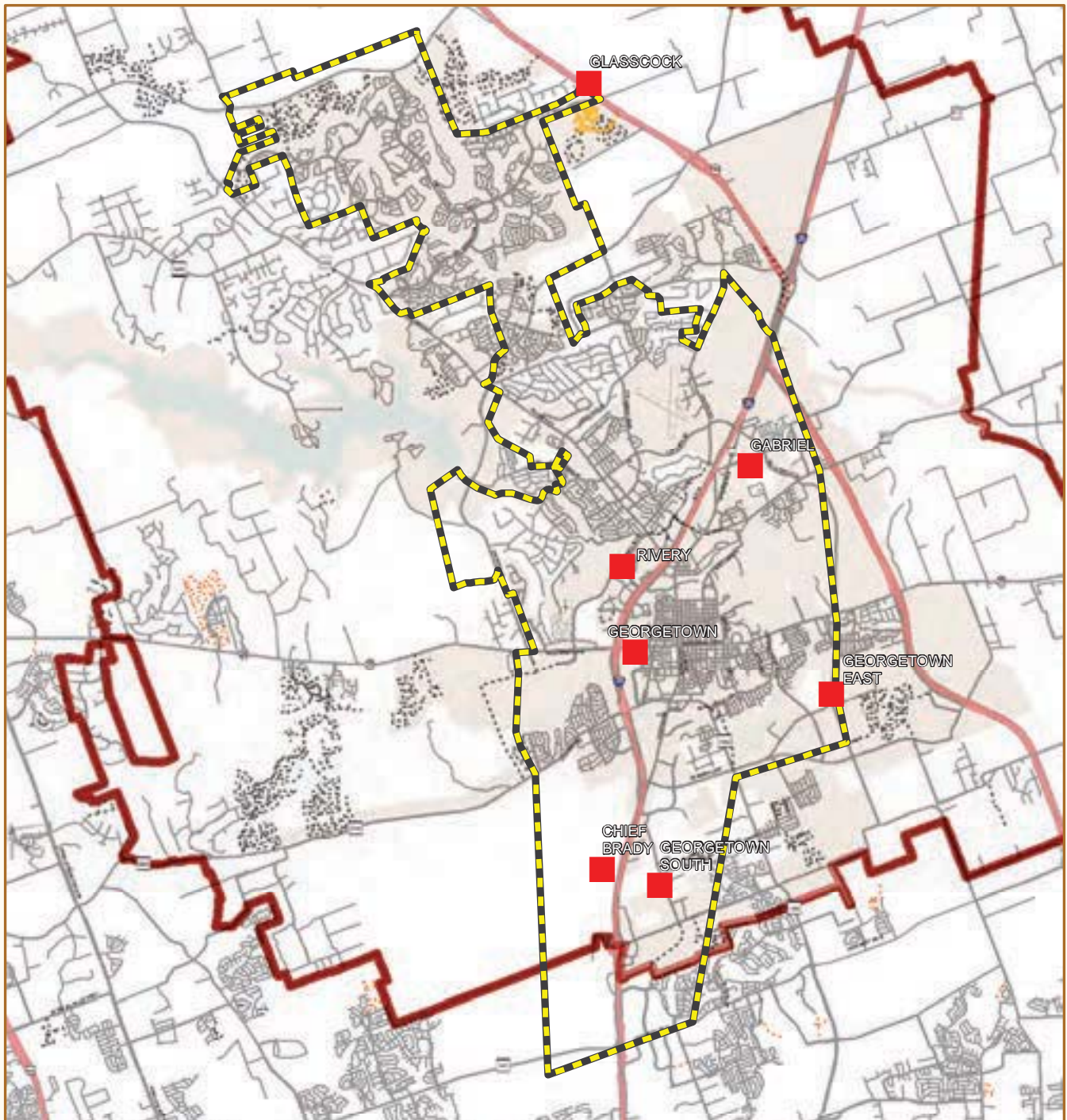
## ELECTRIC CAPITAL IMPROVEMENT PLAN

The Energy Services Utility maintains a Capital Improvement Program (CIP) to address the community's need for superior electric service. The CIP is developed by incorporating several factors including service improvement, increased reliability, equipment aging, and regulatory changes. The City operates and maintains an energy delivery system including seven substations and 394 miles of distribution lines consisting of both 12.5kV and 25kV. FY2017 projects include \$500,000 for replacement of overhead lines in downtown, \$450,000 for improvements on Shell Road, and \$300,000 for improvements associated with the Southwest Bypass. Overall, the Electric CIP totals \$4,781,000.

	FY2017	FY2018	FY2019	FY2020	FY2021
<b>Electric</b>					
<b>17th Street Rehab</b>					
Relocation of poles with road rehabilitation.	50,000	-	-	-	-
<b>7th Street Rehab</b>					
Relocate poles with road rehab. Conduits and conductors will be installed to tie two radial fed underground lines near 7th and Austin Ave.	200,000	-	-	-	-
<b>Consultant Engineer (McCord)</b>					
Task order for general engineering work non-project specific, CIP preparation, joint use studies, strategic planning, and non-specific planning studies as required.	150,000	150,000	150,000	150,000	150,000
<b>Downtown Overhead Rehab</b>					
A 5-year plan to rehab deteriorated downtown overhead facilities	500,000	500,000	500,000	500,000	-
<b>Downtown West</b>					
Conversion of overhead electric and communications along W. 9th St from Rock St to West Street and West Street from W 9th Street to W 8th Street. Also adding additional or replacing street lights and power pedestals as detailed in plans.	970,000	-	-	-	-
<b>Fiber Optic</b>					
Long-term plan to extend fiber optic communications to City facilities.	245,000	245,000	245,000	245,000	245,000
<b>Fiber to Signal Lights</b>					
Long-term plan to extend fiber optic communications to City Signal Lights.	50,000	50,000	50,000	50,000	50,000
<b>Georgetown Substation Transformer Addition</b>					
Addition of a new transformer at Gabriel Substation to replace an LCRA transformer removed in 2016. This is needed due to load growth and to improve system reliability. Transformer will be ordered in 2018 and installed in 2019.	-	950,000	600,000	-	-
<b>Hart Street Rehab</b>					
Relocate poles in conjunction with a transportation roadway improvement project.	-	50,000	-	-	-
<b>IH35 Feeder Tie</b>					
Construct single circuit feeder tie along IH35 frontage road from just south of Hwy 29 to Leander Road.	-	-	250,000	-	-
<b>Katherine Street Rehab</b>					
Relocate poles in conjunction with a transportation roadway improvement project.	-	50,000	-	-	-
<b>Louise Street Rehab</b>					
Relocate poles along Louise, Virginia, and 18th St rehab in conjunction with a transportation roadway improvement projects.	-	-	50,000	-	-
<b>New Development</b>					
Developer revenue projects administered by the Operations Budget	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
<b>Pole Inspections</b>					
Annual pole inspections on 5 year cycle	50,000	50,000	50,000	50,000	50,000
<b>Power Quality Imp</b>					
Capacitor installations and modifications as determined by system loading issues	80,000	80,000	80,000	80,000	80,000
<b>Sectionalization Imp</b>					
Sectionalization equipment including manual and automatic system switching	50,000	50,000	50,000	50,000	50,000
<b>Shell Road Feeders</b>					
Reconductor existing segment of Feeder GB 30 along Esparada Road from #1/0 to #3336 for ties to Sequoia Trail West to Shell Road area feeders in 2017. Right of way acquisition and construction of 2 express feeders from Glasscock Substation for circuit loading relief over a period of 4 years starting in 2018.	450,000	600,000	500,000	750,000	750,000
<b>Sidewalk Pole Relocation</b>					
Pole relocation required by sidewalk CIP plan	50,000	50,000	50,000	50,000	50,000

	FY2017	FY2018	FY2019	FY2020	FY2021
<b>Electric</b>					
<b>Sidewalks Main Street</b>					
Install antique street lighting at \$140k, overhead pole relocations at \$30k, conduit installation for Electric at \$500k, conduit for City fiber at \$50k, and telecom conduits for \$125k along Main Street from 2nd to 6th.	-	845,000	-	-	-
<b>Sidewalks South College</b>					
Relocation of poles as needed for CDGB project	50,000	-	-	-	-
<b>Sidewalks to VFW</b>					
Installation of antique street lighting at \$160k, overhead pole relocations at \$75k along 2nd street from Main to VFW Park.	-	235,000	-	-	-
<b>Somerset Hills Feeder 195</b>					
Addition of second feeder to existing Somerset Hill Feeder from Glasscock along Hwy 195 to tie into second feeder along Ronald Reagan Blvd to provide additional reliability to area.	-	-	-	-	170,000
<b>Somerset Hills Feeder RR</b>					
Addition of second feeder along Ronald Reagan Blvd to existing Somerset Hill Feeder from second feeder at Hwy 195 provide additional reliability to area.	-	-	-	-	270,000
<b>South Lake WTP</b>					
Addition of two new feeds to proposed South Lake WTP.	-	-	-	-	1,000,000
<b>Southwestern University Upgrade</b>					
Begin a three year project for conversion of Overhead to Underground facilities with re-hab of existing deteriorating service facilities throughout the campus	-	-	350,000	600,000	300,000
<b>Streetlights</b>					
Street lighting, security, and traffic signal additions along with energy efficient lighting upgrades.	88,000	88,000	88,000	88,000	88,000
<b>SW Bypass Feeder</b>					
Single circuit feeder from Leander Road to Hwy 29 along SW Bypass in 2017, with Wolf Ranch Pkwy URD tie in 2018. Dual circuit feeder from Chief Brady to Leander Road tying into Leander Road feeder and SW Bypass feeder from Leander Road to Hwy 29 in 2018. Feeder extension along DB Wood to Williams Drive in 2021.	300,000	650,000	-	-	1,500,000
<b>Transformer Addition</b>					
Addition of second transformer due to load growth in the area and to improve reliability	-	-	900,000	1,100,000	-
<b>Underground Feeder Exits Gabriel Sub</b>					
Conversion of existing overhead feeder exits to underground in conjunction with substation project.	-	725,000	-	-	-
<b>West 10th Street Rehab</b>					
Installation of antique street lighting at \$45k, overhead pole relocations at \$18k, and needed overhead to underground conversion from Rock to S Church. Transportation to cover installation of telecom conduits estimated at \$10k.	98,000	-	-	-	-
<b>West 11th Street Rehab</b>					
Installation of antique street lighting at \$50k, overhead pole relocations at \$150k, and needed overhead to underground conversion from Rock to S Church. Transportation to cover installation of telecom conduits estimated at \$30k.	200,000	-	-	-	-
<b>Grand Total</b>	<b>4,781,000</b>	<b>6,568,000</b>	<b>5,113,000</b>	<b>4,913,000</b>	<b>5,953,000</b>

# CITY OF GEORGETOWN 2016-17 CAPITAL IMPROVEMENT PROJECTS ELECTRIC



0 0.5 1 2 MILES

#### LEGEND



Electric Substations



Georgetown Electric CCN



Georgetown City Limits



ETJ

## STORMWATER CAPITAL IMPROVEMENT PLAN

The Stormwater Drainage Utility manages and maintains stormwater infrastructure operations and facilities. The Capital Improvement Plan addresses major capital drainage improvements planned over the next five years.

FY2017 projects total \$975,000 and features \$100,000 of improvements at 18<sup>th</sup> and Hutto, \$500,000 for curb and gutter repair throughout the City, as well as \$200,000 for rehabilitation of ponds and ditches.

	FY2017	FY2018	FY2019	FY2020	FY2021
<b>Stormwater</b>					
<b>18th and Hutto Drainage</b>					
Drainage from Hutto Road and collecting streets has historically flooded yards and homes between 15th and 19th Streets west of Hutto Rd. A study is proposed to identify and design catch basins to alleviate flooding.	100,000	1,000,000	-	-	-
<b>2nd and Rock pond</b>					
The current design of Georgetown's first water quality pond chokes sand easily as the entry point and pond floor consist of dirt and natural uneven limestone. An improved design with concrete entry and floor would allow the pond to be easily maintained, improving water quality while lowering maintenance costs.	50,000	-	250,000	-	-
<b>Airport Road at Pecan Branch</b>					
Design and construct adequate bridge / box culvert design to convey water under Airport road. Construction as part of Airport Lakeway realignment.	-	-	-	-	1,300,000
<b>Curb and Gutter</b>					
Replace squirt top curbing on Cottonwood (C Club to Parker566 lf), Willow (Country Club to Ranch Rd. 1,260 lf), Parker Dr. Circle, (all 2,840 lf), Judy Drive (Mesquite to Ranch Road 1,680 lf) Golden Oaks 9NW Blvd. to city limits (1,555 lf), 16th and 17th Streets (Walnut to RR tracks, 2,000 lf), Holly St. 3rd to 7th St. 1,200 lf, 6th St. (Pine to Walnut 600 lf), Walnut 6th to 7th (500 lf. approximately 10,391 lf of curbs.	500,000	500,000	500,000	500,000	500,000
<b>NW Blvd Drainage</b>					
Identify drainage area, acquire needed easements, and design and construct properly sized drainage conveyance to alleviate the frequent flooding along Northwest Blvd between Washam Drive and IH 35. Potential construction as part of NW Blvd / IH 35 overpass.	-	-	350,000	-	-
<b>Second Street Drainage</b>					
Main street design and construction to accommodate the downtown master plan improvements. (Sidewalks, curbs, planters, etc., the old corrugated metal stormdrain will likely need to be upgraded. Better estimates will be determined after preliminary engineering.	-	-	200,000	500,000	-
<b>Serenada Culvert improvements</b>					
Identify and upsize culvert crossings and ditch cleaning as needed to improve safety at Dry Creek crossing as needed within City limit portions of Serenada. 2017 investigation and design, 2018 improvements.	50,000	200,000	-	-	-
<b>Stormwater Infrastructure</b>					
Rehabilitation of ponds above and beyond monthly mowing and trash or debris removal. Examples may include dredging of ditches, stormwater boxes, or water quality/detention ponds; construction of end treatments, fencing and alterations of existing storm drain features, and removal/replacement of filtration devices. Ponds needing work at this time include Wazel Way, Wolf Ranch, Rivery Pond, 3 ponds on SE Inner Loop, 100 Cooperative Way Pond, College St. VFW pond, 202 Rock Street Pond, 214 Reinhardt Blvd. pond	200,000	200,000	200,000	200,000	200,000
<b>Village PID inlet</b>					
Drainage in the Georgetown Village PID alleys have been determined to be the responsibility of The City of Georgetown. Inadequate design and construction during some of the early sections resulted in failures at and around the inlets. This project will correct the deficiencies and restore drainage and the surrounding driving surface.	75,000	-	-	-	-
<b>Grand Total</b>	<b>975,000</b>	<b>1,900,000</b>	<b>1,500,000</b>	<b>1,200,000</b>	<b>2,000,000</b>