

FISCAL YEAR

2017 BUDGET

AND FIVE-YEAR CAPITAL IMPROVEMENT PLAN



FY2017 CITY OF GEORGETOWN ANNUAL BUDGET

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 | \$0.42400 |
| Effective Tax Rate: | \$0.41715 | \$0.39412 |
| Effective Maintenance & Operations Tax Rate: | \$0.23108 | \$0.21804 |
| Rollback Tax Rate: | \$.44222 | \$.42841 |
| Debt Rate: | \$.22684 | \$.22734 |

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.



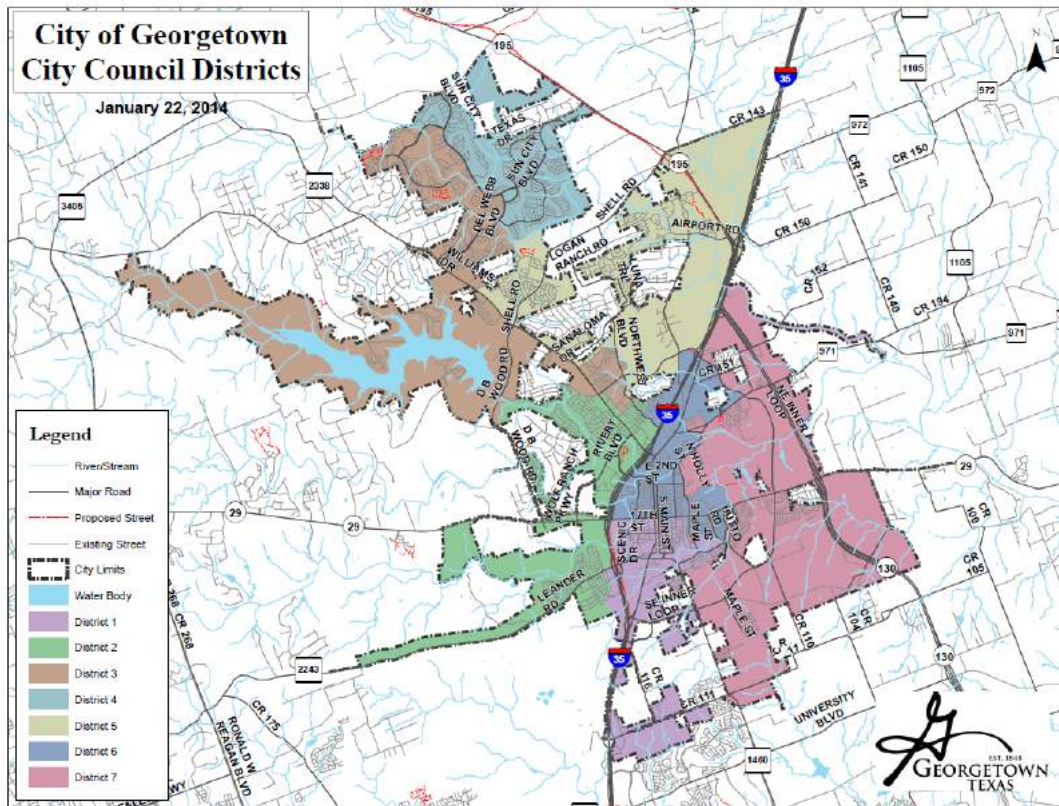
CITY COUNCIL FOCUS AREAS

|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.

TABLE OF CONTENTS

INTRODUCTION

| | |
|---------------------------------|---|
| Mission Statement | 1 |
| City Council..... | 2 |
| Budget Award..... | 3 |
| Table of Contents | 4 |
| User's Guide to the Budget..... | 6 |

OVERVIEW

| | |
|--------------------------------|----|
| Transmittal Letter..... | 9 |
| Community Profile | 15 |
| Georgetown: Then and Now | 18 |
| Organizational Chart | 19 |

STRATEGIC VISION

| | |
|--|----|
| Strategic Visioning in Georgetown..... | 23 |
| City Council Strategies..... | 25 |
| Master Plans..... | 27 |
| Annual Budget Process..... | 28 |
| Annual Budget Calendar | 30 |

FINANCIAL SUMMARY

| | |
|--|----|
| City Departments by Fund | 33 |
| City Operations by Division/Fund | 34 |
| Financial Summary | |
| Budgeted Revenues | 35 |
| Budgeted Expenses | 36 |
| Major Revenue Sources | 37 |
| All Funds Summary by Fund/by Division..... | 40 |
| All Funds Summary by Fund/by POC..... | 42 |
| Fund Structure..... | 44 |

GENERAL FUND

| | |
|----------------------------------|----|
| General Fund Summary..... | 47 |
| Administrative Services | 52 |
| City Council..... | 54 |
| City Secretary's Office | 56 |
| Fire | 58 |
| Governmental Contracts | 60 |
| Inspection Services..... | 62 |
| Library..... | 64 |
| Municipal Court..... | 66 |
| Parks and Recreation | |
| Parks..... | 68 |
| Recreation | 70 |
| Planning..... | 72 |
| Police | |
| Administration & Operations..... | 74 |
| Animal Services | 76 |

| | |
|--|----|
| Code Enforcement | 78 |
| Public Communications | 80 |
| Public Works Administration..... | 82 |
| Solid Waste & Recycling Services | 84 |
| Streets..... | 86 |
| General Fund Five-Year Projections | 88 |

ELECTRIC FUND

| | |
|---|-----|
| Electric Fund Summary..... | 91 |
| Electric Admin & Energy Services..... | 94 |
| Electrical Engineering | 96 |
| Electric System Operations..... | 98 |
| Electric Technical Services..... | 100 |
| Resource Management | 102 |
| Electric Fund Five-Year Projections | 104 |

WATER FUND

| | |
|---------------------------------------|-----|
| Water Services Fund Summary | 107 |
| Water Admin & Water Services | 110 |
| Wastewater Services | 112 |
| Reuse Irrigation..... | 114 |
| Water Fund Five-Year Projections..... | 116 |

OTHER ENTERPRISE FUNDS

| | |
|---------------------------------------|-----|
| Airport Fund Summary | 119 |
| Airport | 122 |
| Stormwater Drainage Fund Summary..... | 124 |
| Stormwater Drainage | 126 |

SPECIAL REVENUE FUNDS

| | |
|---|-----|
| Special Revenue Funds Overview..... | 131 |
| Convention & Visitors Bureau | 136 |
| Fire Paramedics | 138 |
| Tax Increment Reinvestment Zones (TIRZ) | 140 |
| GEDCO Budget..... | 144 |
| GTEC Budget | 146 |

INTERNAL SERVICE FUNDS

| | |
|---------------------------------------|-----|
| Internal Service Funds Overview | 151 |
| Facilities Maintenance..... | 152 |
| Fleet Services..... | 154 |
| Information Technology | 156 |
| Self-Insurance Fund | 158 |

JOINT SERVICES FUND

| | |
|-----------------------------------|-----|
| Joint Services Fund Summary | 161 |
| Accounting | 162 |
| Conservation..... | 164 |

| | |
|--|-----|
| Customer Care | 166 |
| Economic Development | 168 |
| Engineering | 170 |
| Engineering Support | 172 |
| Finance Administration..... | 174 |
| Georgetown Utility Systems Admin | 176 |
| Human Resources | 178 |
| Legal and Insurance | 180 |
| Main Street | 182 |
| Purchasing..... | 184 |

CAPITAL IMPROVEMENT PROJECTS

| | |
|--|-----|
| Capital Projects Summary..... | 189 |
| Water Capital Improvement Plan..... | 190 |
| Water Projects Map | 192 |
| Rural Water Projects Map | 193 |
| Wastewater Projects Map..... | 194 |
| Electric Capital Improvement Plan | 195 |
| Electric Projects Map..... | 197 |
| Stormwater Capital Improvement Plan..... | 198 |
| Stormwater Projects Map | 199 |
| General Capital Improvements | |
| Streets Improvements..... | 200 |
| Sidewalk Improvements | 202 |
| Parks Capital Improvement Plan | 203 |
| Facilities Capital Improvement Plan..... | 204 |
| Transportation Projects Map | 206 |
| Sidewalks Projects Map..... | 207 |
| Parks Projects Map..... | 208 |
| Facilities Projects Map..... | 209 |
| Airport Capital Improvement Plan..... | 210 |
| Operations & Maintenance | 211 |

DEBT

| | |
|--|-----|
| Debt Management Policy | 215 |
| Outstanding Debt Summary..... | 216 |
| Debt Service Charges (Tax-Supported) | 218 |
| Ad Valorem Tax-Supported Debt | 219 |
| Debt Service Charges (Self-Supporting) | 220 |
| Utility Debt | 222 |
| Utility Revenue Bond Coverage..... | 223 |
| Proposed Debt Issues | 224 |
| Authorized General Obligation Debt | 225 |

STATISTICAL

| | |
|---|-----|
| Miscellaneous Statistical Data | 229 |
| Statistical Information | |
| Key Indicator Graphs | 230 |
| Tax Rate | 230 |
| Historical Certified Assessed Value | 231 |

| | |
|--|-----|
| Combined Tax Rate – City of Georgetown | 231 |
| Peer Benchmarking Graphs | 232 |
| City Property Tax Rate Comparison | 233 |
| Population and Georgetown’s Top Ten | 234 |

REFERENCE

| | |
|--|-----|
| Fiscal and Budgetary Policy..... | 237 |
| Detailed Employee Listing | |
| FY2017 Summary of New Positions..... | 264 |
| Detailed Employee Listing by Fund | 265 |
| Contingency Reserve Requirements..... | 274 |
| Approved FY2017 Budget Enhancements | 275 |
| Utility Rates | 280 |
| Annual Budget Adoption Ordinance..... | 284 |
| Annual Tax Rate Ordinance | 287 |
| Administrative Divisions & Departments Ord ... | 289 |
| Boards & Commissions | 292 |

ACRONYMS / GLOSSARY / INDEX

| | |
|-----------------------------|-----|
| Commonly Used Acronyms..... | 297 |
| Glossary | 298 |
| Index..... | 303 |

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.