

FY 18-19 Budget Questions

6/26/2018 1:30 PM – POST Budget Workshop I (ANSWERS)

CM Ariola

Introduction

1. Breakdown of Utility Bills people receive please.

Utility Bill

Bill based on 5,000 gallon consumption for water and 3,000 gallons for sewer average

<u>Fees:</u>	<i>Combined Increase for Water & Sewer:</i>				
		19%	14.1%	9.9%	3%
	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>Proposed FY 18/19</u>
Water	\$39.57	\$40.18	\$44.59	\$48.17	\$49.62
Sewer	\$21.71	\$36.43	\$42.97	\$48.13	\$49.57
Drainage	\$2.00	\$2.00	\$2.00	\$3.00	\$3.00
Garbage	\$12.04	\$12.04	\$12.04	\$12.04	\$12.04
Fran Fee	\$1.20	\$1.20	\$1.20	\$1.20	\$1.20
Tax	\$0.99	\$0.99	\$0.99	\$0.99	\$0.99
Recycle	\$0.00	\$0.00	\$0.00	\$2.50	\$3.50
Rec Fran Fee	\$0.00	\$0.00	\$0.00	\$0.25	\$0.35
Recycle Tax	\$0.00	\$0.00	\$0.00	\$0.21	\$0.29
TUF	\$0.00	\$0.00	\$8.00	\$8.00	\$8.00
TOTAL	\$77.51	\$92.84	\$111.79	\$124.49	\$128.56

2. Water agreement with Thrall and Noack - How will that effect \$450,000? (Pg. VI)
 - **\$450,000 represents anticipated water revenue collection from the City of Hutto, City of Thrall, and Noack.**
 - **Water agreement with Thrall and Noack will have a minimal effect on water sales.**
3. Have we removed all contractors from landscaping contracts?
 - Yes, but will engage local contractors for lots under the responsibility of Development Services.
4. Why the (\$387,459) on TIF Fund? (Pg. 2)
 - **FY 18-19 - Expenditures exceed revenues due to the following item:**
 - **Heritage Square bond payment (\$347,518)**
5. Authorized positions (Pg. 10)
 - Streets and Grounds - Why no increase in positions?
 - **Unavailable Funding**
 - **Additional funding has been added to Grounds Maintenance.**
 - Same for Firefighters?
 - **Unavailable Funding**
 - **Department analyzing the impact an additional position would have on overtime costs (Regular and Mandatory).**

City Council

6. 100-500-141 Workshop Training (Pg. 23)

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- **Allocated for Council use on the following items:**
 - **Williamson County Growth Summit (Mayor + 1 member)**
 - **TML Registration (2 two new members)**
- 7. 100-500-142 Professional Conferences (Pg. 23)
 - **Allocated for Council use on the following items:**
 - **TML Annual Conference Registration – Ft. Worth (x3)**

City Management

- 8. 100-501-539 Other Contract Services \$11,707 (Pg. 32)
 - **FY 17-18 Budget:**
 - **Expenditure for Assistant City Manager search (contracted Strategic Government Resources)**

Human Resources

- 9. 100-504-519 Other Professional Services \$24,500 (Pg. 45)
 - **Adjustment To Base (ATB) Funded Item - Expenditure for Compensation and Benefit Study.**

Main Street

- 10. 100-524-111 \$8,588 (Pg. 72)
 - **ATB Funded Item - 2% Salary Increase and Compression Pay Increase.**

Public Library

- 11. 100-532-111 \$17,827 (Pg. 79)
 - **ATB Funded Item - 2% Salary Increase and Compression Pay Increase – Full-Time positions.**

Fire Department

- 12. If 2 firemen were added what would be the added Regular and Mandatory OT costs?
 - **Staff is analyzing the information and will provide an answer as soon as possible.**
- 13. How much would it reduce the OT costs?
 - **Staff is analyzing the information and will provide an answer as soon as possible.**
- 14. 100-542-111 \$26,045 was the extra Firefighter? (Pg. 88)
 - **ATB Funded Item - 2% Salary Increase.**
- 15. 100-542-269 \$9,044. What is this for? (Pg. 89)
 - **ATB Funded Item – Color Copier/Printer.**
- 16. 100-542-539 \$6,330? (Pg. 91)
 - **ATB Funded Item – TCFP/NFPA Physicals Upgrade.**
 - **Explanation from Fire Department Budget Worksheet:**
 - **“...Upgrade to the current physical assessment program which will bring us into full compliance with NFPA recommendations. This increase will be offset by no overtime incurred or fuel costs driving to current center where physicals are done (\$4,700) for a total fiscal impact of only \$1,630.”**

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Police Department

17. 100-552-111 \$58,079 why? (Pg. 97)
 - **ATB Funded Item - 2% Salary Increase and Compression Pay Increase - \$54,959.**
 - **ATB Funded Item – Police Detective On-Call Pay (1 Full-Time Employee) - \$3,120.**
18. 100-552-123 \$6,318? (Pg. 97)
 - **Increase in Unemployment Tax (0.1% → 1.8%)**
19. 100-552-141 → 149 Why such a big change in training \$? (Pg. 97)
 - **Department revised budget request to reflect more accurate estimate based on recent historical trends.**
 - **FY 17-18: Workshop Training (100-552-141) \$28,745**
 - **\$22,702 – Victim Services Training**
 - **\$6,043 – Police Officer Training**
20. 100-552-514 → 516 lower why? (Pg. 100)
 - **Department revised projected year-end and budget request to reflect more accurate estimate based on recent historical trends.**

Animal Control

21. 100-558-419 what are rental vehicles? (Pg. 104)
 - **100-558-419 – Replacement Fund Contributions** reflect Animal Control department's annual payment for vehicle purchase.

Street & Ground Main

22. 100-563-262 \$5,004? (Pg. 110)
 - **ATB Funded Item – Radios (Facilitate an additional communication option between department and staff in the field)**
23. 100-563-269 \$9,000? (Pg. 110)
 - **ATB Funded Item - Copier**
24. 100-563-272 \$19,500? (Pg. 110)
 - **ATB Funded Item – Street Saw Cutter**

Parks & Recreation

25. 100-565-111 \$33,214? (Pg. 117)
 - **ATB Funded Item - 2% Salary Increase and Compression Pay Increase - \$16,550.**
 - **ATB Funded Item – On-Call Pay (1 Full-Time Employee) - \$1,664.**
 - **ATB Funded Item – Personnel Reclassification - \$15,000.**
26. 100-565-349 \$ decrease why? (Pg. 119)
 - **FY 17-18 expenditure (\$107,500) included one-time costs for Rotary Ball Field Repairs and Upgrades (\$19,531).**
 - **\$79,500 - Department Budget request for anticipated maintenance and repair expenditures.**
27. 100-565-539 Other Contract services?? \$100,658? (Pg. 120)
 - **Concession Food and Drink contract with Pepsi expires – Department staff recommendation not to seek renewal. Tournament organizers will purchase concession supplies for their own events.**

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Internal Services

28. 100-566-349 almost doubles? (Pg. 125)
- **One-time expenditure of \$55,000 for Office Expansion, furniture, and associated costs in City Hall.**

Engineering & Inspection

29. Where is HDR contract? (Pg. 164 [General Fund], Pg. 185 [Utility])
- **Allocated funds located in 100-573-512 / 340-708-512 for engineering services.**
 - **Additional funding may be required and identified when contract is officially submitted.**
30. Where was Sledge contract? (Pg. 164 [General Fund], Pg. 185 [Utility])
- **Retainer Contract – 100-573-512 / 340-708-512**

Internal SVC

31. 100-575-539? 532? (Pg. 137)
- **100-575-539: IT Consulting as a supplement to in-house staff, Cable (Utilized by the Public Information Office) and Internet Services.**
 - **100-575-532: Software Licenses – Microsoft Office Suite, Adobe Cloud, Watchguard, Anti-Virus software, etc.**

Non-Departmental

32. 100-592-539? (Pg. 139)
- **Groba Demolition - \$74,500 (One-time costs) – 800 W 7th St.**
33. 100-592-814? Why the transfer to CIP? (Pg. 140)
- **\$225,000**
 - **\$125,000 – Robinson Grant Cash-Match.**
 - **\$100,000 – Skate Park – City Contribution.**

TIF Expenses

34. 119-520-539? \$305,038 (Pg. 143)
- **FY 18-19 CIP Project – Gateway / Wayfinding Signage.**
35. 119-520-814? \$170,000? (Pg. 144)
- **FY 17-18 CIP Project – Partial City Contribution for Heritage Square Park.**

Hotel/Motel Tax

36. 120-612-539 \$11,724? (Pg. 146)
- **Taylor Marketing Partnership (TMP) Funding – Marketing the City of Taylor.**

Municipal Drainage

37. 300-750-814 \$675,315? Transfers to CIP (Pg. 161)
- **CIP Project – Edmond St. (Drainage), 8 Municipal Drainage Utility System (MDUS) Projects**

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Public Utilities Fund

- 38. 340-430-331 \$30,000? (Pg. 164)
 - **Projected Interest Income earnings from City Investment Portfolio.**
- 39. 340-450-365 \$19,769? (Pg. 165) ***
 - **Accounting Journal Entry - Water / Sewer Tap Fees Correction – Transferred from Utility Impact Fund.**

Utilities Admin

- 40. 340-701-111 Why \$8K more? (Pg. 169)
 - **Partial redistribution of FY 17-18 Salary Increase from Reserve for Personnel line-item (340-709-835). Remaining funds distributed to 340-706-111 & 340-708-111.**

Public Utility Fund

- 41. 340-708-419 why the significant reduction, why hasn't more funds been used YTD? (Pg. 184)
 - **Allocations made to the Fleet Replacement Fund made in final quarter of fiscal year.**
- 42. 340-708-321 Across many department why a lower costs on Light and Power? (Pg. 184)
 - **Result of lower rate from renewed electrical contract with Reliant Energy**
- 43. 340-709-511 \$8,387? For YTD (Pg. 188)
 - **Legal services rendered for water contract negotiations.**

Utility Impact Fee Fund

- 44. 345-340-323 Increase for Projected FYE \$122,340? (Pg. 191)
 - **Projected increase in revenue (Water & Sewer Impact Fees) from new development within the City.**
- 45. 345-592-815 Increase of \$19,769? (Pg. 192) ***
 - **Accounting Journal Entry - Water / Sewer Tap Fees Correction – Transferred to Utility Fund.**

Airport Fund

- 46. 350-732-111 Increase Projected FYE \$44,158? (Pg. 197)
 - **Result of FY 17-18 salary increase (effective January 2018). Airport Manager position previously far below market value.**
- 47. 350-732-116 Increase Projected FYE \$11,317? (Pg. 197)
 - **Expense for part-time employee moved to correct line-item and reflect proportionate hours worked between Airport and Building Maintenance.**

Cemetery Operating Fund

- 48. 370-460-372 Increase to \$56,700? (Pg. 204)
 - **Projected increase in Cemetery Lot Sales.**
- 49. 370-761-111 Projected FYE \$64,032? (Pg. 205)
 - **Salary increase due to employee reclassification from Cemetery Clerk to Cemetery Coordinator.**

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Sanitation Fund

50. 320-310-136 Projected FYE \$215,722? (Pg. 209)
- **Projected increase in Solid Waste Franchise Fee collections.**

Transportation Fund

51. 210-632-519 Projected FYE \$30,250? (Pg. 212)
- **Sledge Engineering services for street maintenance. Final payment issued 5/17/2018.**
52. 210-632-541 Projected FYE \$400,000? (Pg. 212)
- **Solicit bids in June 2018 for street maintenance – expected roadwork to start in final quarter of current fiscal year.**

Cemetery Permanent Fund

53. 410-460-371 Projected FYE \$5,425 (Pg. 214)
- **Projected increase in Cemetery Lot Sales.**

Miscellaneous

54. Across the budget, why not +/- budget adjustment for 2018/19 so it is easy to see the Delta?
- **Possible to incorporate new budget report to reflect +/- budget adjustments for 2018/19. Pending discussion with INCODE (financial software vendor) to develop report format.**

ADDITIONAL QUESTIONS – Added 6/21/2018

CM Ariola

55. Certification Pay → Listing of certifications and departments involved.
- **See Figure A**
56. Who determines structure of Civil Service Plan? (KIM)
- **Pay rates are approved by City Council as part of the annual budget. The current civil service pay scales were adopted in 2017 based on recommendations from the 2017 Compensation Study. The pay scales comply with Chapter 143.041 of the Local Government Code which states that “all firefighters or police officers in the same classification are entitled to the same base salary”.**
57. Grading system for evaluation?
- **The performance evaluation system has a rating scale of 1 – 5 as follows:**
 - **5 Exceptional Performance**
 - **4 Exceeds Expectations**
 - **3 Fully Meets Expectations**
 - **2 Needs Development**
 - **1 Unsatisfactory Performance**
58. Will this be utilized for Merit Pay as well?
- **Yes, partial modification of the scoring system may occur.**

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59. Tax Rate Reductions → Historical Trend of Taxes

Tax Rate History					
	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>
Tax Rate:	\$ 0.813893	\$ 0.813893	\$ 0.803893	\$ 0.798000	\$ 0.793000
Reduction:	-	-	\$ 0.0100	\$ 0.005893	\$ 0.0050

60. Other Fee Increases?

- Water & Sewer: **FY 18-19: +3%**
- Drainage: **No Increase**
- Sanitation: **Recycling Fee will increase from \$2.50 / month to \$3.25 in March 2019.**
 - **Recycling program was subsidized for a one year period.**

CM Lopez

61. Details of Parks & Recreation personnel reclassification?

- **See Figure B**

BUDGET WORKSHOP I QUESTIONS - Added 6/25/2018

62. Describe all pay and benefits strategies included in the proposed budget.

Proposed Budget Item	Cost
Implement Compensation Study increases: 2% across the board plus progress towards midpoint of pay scale.	\$356,824
On Call Pay for employees	\$ 13,347
Health Insurance Premium increase	\$ 88,020
TMRS increase in contribution from 12.11% to 12.12%	\$ 67,312
Employee Training & Development	\$144,179
Tuition Reimbursement	\$ 20,000
Compensation & Benefits Study	\$ 24,500
Phase in Contribution to TMRS (1.5 to 2.0 match)	\$118,313

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63. Rebate for Ercot?

- **380 Agreement (Property Tax Reimbursement) – 75% of property taxes of total paid until 2021.**

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*** Further Research Required – Collecting Necessary Information ***

ADDITIONAL QUESTIONS – Added 6/21/2018

CM Ariola

1. List of employees (position listing) affected by on-call pay?

CM Lopez

2. Year-to-date grant expenditures for Robinson Park?
 - How much remaining?
 - Remaining expenditures to fulfill grant requirements?
 - Any excess funds available?
 - If so, can it be used for other items?
3. What is the requirement to apply the Hotel/Motel Tax to Taylor Regional Park & Sports Complex?

CM Garcia

4. Cost of the following items for Bull Branch Park:
 - Shade Structures (includes playground and benches)?
 - Parks Master Plan?
 - Lights for Robinson Park basketball Court?
 - Splash Pad 2,000-2,500 sq. ft.?
 - Murphy Pool deck repair?
 - Dog Park (2 acres)?
 - Robinson Park restroom?

BUDGET WORKSHOP I QUESTIONS - Added 6/25/2018

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5. Effect on the budget for recycling pick-up for multifamily residences?
6. Details of Merit Pay structures in relation to Compression Pay?
 - Pay increase primarily based on Merit Pay as opposed to length of service?

CM Lopez

7. How to keep track of people coming into town for the Expo Center?
8. Plans for maintaining TRPSC appearance?
9. Plan for staying up-to-date on Regional Park invoicing?

ALL CM

10. Plan to better communicate with citizens regarding progress on community improvements?
11. Recommendation from HDR regarding Animal Shelter?
12. Cost for using the Williamson County Animal Shelter?
13. Reports from the Animal Shelter volunteers and staff – Request
14. List of Non-profits that serve the shelter, grants, and other support including donations?
15. Updates on grants for Robinson and Doak Parks?

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*** Further Research Required – Collecting Necessary Information ***

16. Final decision regarding Robinson Park swimming pool?

Figure A

FY 2017 – 2018 Approved Certification Pay List

Department	Certification Name	Monthly Certification Pay
Finance	Certified Public Finance Officer	\$ 20
	Fundamental Payroll Certification	\$ 20
	Certified Payroll Professional	\$ 20
	Certified Accounts Payable Associate	\$ 20
	Bilingual Certification-Spanish/ASL	\$ 20
Utility Billing Clerks	Administrative Assistant	\$ 10
	Bookkeeping	\$ 10
	Office Management	\$ 10
	Customer Service Manager Certificate	\$ 10
	Bilingual Certification-Spanish/ASL	\$ 20
Utility Billing Service Technicians	"B" Certification (Surface, Distribution)	\$ 30
	Bilingual Certification-Spanish/ASL	\$ 20
Municipal Court	Level I Certification	\$ 10
	Level II Certification	\$ 20
	Level III Certification	\$ 30
	Bilingual Certification-Spanish/ASL	\$ 20
Human Resources	Certified Benefits Professional (CBP)	\$ 20
	SPHR/PHR	\$ 20
	Bilingual Certification-Spanish/ASL	\$ 20
Development Services	AICP	\$ 20
	CNU-A	\$ 20
	Code Enforcement Level 2 Certification	\$ 20
	Permit Tech Certification	\$ 20
	Certified Building Official	\$ 20
	Property Management	\$ 20
	Bilingual Certification-Spanish/ASL	\$ 20
Building Maintenance	License Electrician	\$ 20
	License Plumber	\$ 20

Figure A

	Bilingual Certification-Spanish/ASL	\$ 20
Fleet	Engine Repair	\$ 10
	Automatic Transmission	\$ 10
	Manual Drive Train & Axle	\$ 10
	Suspension & Steering	\$ 10
	Brakes	\$ 10
	Electrical/Electronic Systems	\$ 10
	Heating & Air Conditioning	\$ 10
	Engine Performance	\$ 10
	Light Vehicle Diesel Engines	\$ 10
	Heavy Duty Truck Prev. Maintenance	\$ 10
	Certified State Inspector	\$ 10
	Bilingual Certification-Spanish/ASL	\$ 20
	Information Technology	Network+
Server+		\$ 10
Bilingual Certification-Spanish/ASL		\$ 20
Public Works - Streets	Construction Inspection related certification(s)	\$ 20
	CDL	\$ 10
	Herbicide	\$ 10
	Bilingual Certification-Spanish/ASL	\$ 20
Parks & Recreation	Certified Parks and Recreation Professional	\$ 20
	Certified Parks and Recreation Executive	\$ 20
	ISA Certified Arborist	\$ 20
	Irrigation License	\$ 20
	Herbicide Applicator License	\$ 10
	CDL	\$ 10
	Certified Playground Safety Inspector	\$ 10
	Bilingual Certification-Spanish/ASL	\$ 20
Utility Maintenance	Water Distribution C	\$ 20
	Water Distribution B	\$ 25
	Water Distribution A	\$ 30
	Wastewater Collection I	\$ 20

Figure A

	Wastewater Collection II	\$ 25
	Wastewater Collection III	\$ 30
	Wastewater Operator C	\$ 20
	Wastewater Operator B	\$ 25
	Wastewater Operator A	\$ 30
	CDL	\$ 10
	Bilingual Certification-Spanish/ASL	\$ 20
Police	Intermediate P.O.	\$ 20
	Advanced P.O.	\$ 25
	Master P.O.	\$ 30
	Intermediate TEL.	\$ 20
	Advanced TEL	\$ 25
	Master TEL	\$ 30
	Bilingual Certification-Spanish/ASL	\$ 20
Fire	Fire Officer I	\$ 10
	Fire Officer II	\$ 20
	Fire Officer III	\$ 30
	Fire Instructor II & III	\$ 20
	Intermediate FF	\$ 20
	Advanced FF	\$ 25
	Master FF	\$ 30
	EMT/Intermediate	\$ 20
	EMT/Paramedic	\$ 30
	Hazmat	\$ 10
	Wildland	\$ 10
	Bilingual Certification-Spanish/ASL	\$ 20
Library	Bilingual Certification-Spanish/ASL	\$ 20
City Management	Bilingual Certification-Spanish/ASL	\$ 20
Public Information Office	Bilingual Certification-Spanish/ASL	\$ 20
Main Street	Bilingual Certification-Spanish/ASL	\$ 20

Figure B

Parks & Recreation Personnel Reclassification

Current			Proposed			Difference		
	Salary	Salary + Benefits		Salary	Salary + Benefits	Salary	Salary + Benefits	
Director	\$ 93,840	\$ 120,962	Director	\$ 93,840	\$ 120,962	\$ -	\$ -	
Crew Leader II -->	\$ 51,926	\$ 70,469	Parks Superintendent	* \$ 62,106	\$ 82,718	\$ 10,180	\$ 12,249	
Athletic Field Tech -->	\$ 32,880	\$ 47,514	Crew Leader I	* \$ 40,034	\$ 56,122	\$ 7,154	\$ 8,608	
Athletic Field Tech	\$ 31,343	\$ 45,664	Athletic Field Tech	\$ 31,343	\$ 45,664	\$ -	\$ -	
Athletic Field Tech	\$ 29,602	\$ 37,628	Athletic Field Tech	\$ 29,602	\$ 37,628	\$ -	\$ -	
Athletic Field Tech	\$ 29,021	\$ 42,870	Athletic Field Tech	\$ 29,021	\$ 42,870	\$ -	\$ -	
TOTAL:	\$ 268,612	\$ 365,107	TOTAL:	\$ 285,946	\$ 385,964	\$ 17,334	\$ 20,857	

* MIN amount on most recent Pay Scale