

## FACILITIES MAINTENANCE FUND

The Facilities Maintenance Fund provides janitorial services, light maintenance, equipment repair and replacement (generators, HVAC, operations, etc.), landscape maintenance, building repair and replacement (roofs, painting, carpet, etc.) on an established schedule for all City buildings. Charges for services to each department are made based on predetermined lease fees, using square footage occupied and cost of services as the basis.

### FISCAL YEAR 2021

*Total revenues* are projected to be \$3.75 million, which is consistent with the FY2021 budget.

*Total expenditures* are projected to be \$4.36 million, which is 3.67% less than FY2021 budget, reflecting savings in utilities and maintenance of various equipment. The Facilities Fund had a mid-year amendment to cover the overtime and operations costs related to the February Winter Storm Uri. The mid-year amendment also included electrostatic fogging expense due to COVID, remodeling for the Library Café to attract a new tenant, and mold remediation at the Recreation Center indoor pool.

*Total fund balance* is projected to be \$2.27 million as of September 30, 2021. The Facilities Fund includes a contingency reserve of \$473,982 and a capital reserve of \$1.33 million.

### FISCAL YEAR 2022

*Budgeted revenues* are estimated to be \$4.67 million, which represents a 24.52% increase from FY2021 projection. This adjustment is due to a full year of the new city center buildings, as well as a full year of operations of two new fire stations. Most of the increase is from General Fund, to pay for projects Facilities is managing for Parks, Library, and Public Safety buildings.

*Budgeted expenditures* are budgeted to be \$5.19 million, an increase of 19.10% from the FY2021 projection. This increase in base is due to the increased technology allocation, increases to remodeling services, landscaping and security services. The proposed changes are detailed below.

- ***New HVAC System:*** Replacement of six air conditioning units at the Recreation Center that are in very poor condition with either coils (condenser, reheat, and evaporator) that have significant deterioration and/or bad compressors. The cost of repairs exceeds half the cost of new units and the newer more energy efficient units will save on-going utility costs.
  - Proposed Ongoing: \$0
  - Proposed One-time: \$400,000
  - Proposed Total Cost: \$400,000
- ***Building Maintenance Technician:*** As the City of Georgetown continues to build new facilities there is a need for an additional building maintenance technician. Facilities Maintenance Department currently maintains over 575,000 square feet with three maintenance technicians and one foreman. The square footage has increased by approximately 25,000 with the opening of Fire Station 6 and 7.
  - Proposed Ongoing: \$66,731
  - Proposed One-time: \$50,000
  - Proposed Total Cost: \$116,731
- ***Georgetown Municipal Complex Gate Security:*** Currently the drive thru GMC gate and utility bay overhead doors are not on the City's access control system. The gate is secured by a chain and combination lock which,

when removed, does not always get reinstalled. This is an access concern and a safety concern for staff working on site during overnight hours. Adding the gate and overhead doors to access control will increase the level of security to the site.

- Proposed Ongoing: \$0
- Proposed One-time: \$82,000
- Proposed Total Cost: \$82,000

*Total fund balance* is budgeted to be \$1.75 million as of September 30, 2022. The fund will hold a 90-day contingency for personnel and operations per the adopted Fiscal and Budgetary Policy. In FY2022, this amount totals \$281,055. The target for capital asset replacement reserve is \$2.3 million. In the FY2022 budget, this reserve amount totals \$1.47 million. The facilities fund will need to increase allocation revenues in the future to build this reserve to compliance.

## FUND SCHEDULE

### Facilities Maintenance Fund

	FY2020	FY2021		FY2022		
	Actuals	Amended Budget	Projected	Base Budget	Changes	Proposed Budget
<b>Beginning Fund Balance</b>	<b>2,197,104</b>	<b>2,878,469</b>	<b>2,878,468</b>	<b>2,271,982</b>		<b>2,271,982</b>

### Revenue

<b>42001:Interest Income</b>	32,507	6,500	8,722	6,500	-	6,500
<b>43004:Administrative</b>	3,505,776	3,733,880	3,733,880	4,664,244	-	4,664,244
<b>44001:Grant Revenue</b>	57,339	-	-	-	-	-
<b>45001:Misc Revenue</b>	8,164	-	7,916	2,000	-	2,000
<b>45002:Insurance Proceeds</b>	-	-	2,974	1,000	-	1,000
<b>Revenue Total</b>	<b>3,603,786</b>	<b>3,740,380</b>	<b>3,753,491</b>	<b>4,673,744</b>	<b>-</b>	<b>4,673,744</b>

### Expense

<b>Personnel</b>	478,708	638,926	606,717	658,827	60,506	719,333
<b>Operations</b>	2,170,652	3,353,747	3,227,401	3,525,940	88,076	3,614,016
<b>Operating Capital</b>	263,011	533,461	525,860	409,261	400,000	809,261
<b>Transfers</b>	-	-	-	-	50,000	50,000
<b>Expense Total</b>	<b>2,912,372</b>	<b>4,526,134</b>	<b>4,359,978</b>	<b>4,594,028</b>	<b>598,582</b>	<b>5,192,610</b>

<b>Ending Fund Balance</b>	<b>2,888,518</b>	<b>2,092,716</b>	<b>2,271,982</b>	<b>2,351,697</b>	<b>(598,582)</b>	<b>1,753,115</b>
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### Reserves

<b>AFR Adjustment</b>	(10,050)	-	-	-	-	-
<b>Contingency</b>	184,934	473,982	473,982	281,055	-	281,055
<b>Capital Reserve</b>	1,464,435	1,332,299	1,332,299	1,452,452	-	1,452,452
<b>Market</b>	-	-	-	19,608		19,608
<b>Reserves Total</b>	<b>1,659,419</b>	<b>1,806,281</b>	<b>1,806,281</b>	<b>1,753,115</b>	<b>-</b>	<b>1,753,115</b>

<b>Available Fund Balance</b>	<b>1,229,099</b>	<b>286,435</b>	<b>465,701</b>	<b>598,582</b>	<b>(598,582)</b>	<b>-</b>
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**Facilities Maintenance Fund: City of Georgetown**

	FY2019	FY2020	FY2021			FY2022			
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED	BASE BUDGET	CHANGES	PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
<b>REVENUE</b>									
42001:Interest Income	43,364	32,507	6,500	8,722	-73.17%	6,500	-	6,500	-25.48%
43004:Administrative Charges	3,470,515	3,505,776	3,733,880	3,733,880	6.51%	4,664,244	-	4,664,244	24.92%
44001:Grant Revenue	-	57,339	-	-	-100.00%	-	-	-	0.00%
45001:Misc Revenue	7,463	8,164	-	7,916	-3.04%	2,000	-	2,000	-74.73%
45002:Insurance Proceeds	-	-	-	2,974	0.00%	1,000	-	1,000	-66.38%
45005:Gain/Loss on Sale of Assets	(33,219)	-	-	-	0.00%	-	-	-	0.00%
<b>REVENUE TOTAL</b>	<b>3,488,123</b>	<b>3,603,786</b>	<b>3,740,380</b>	<b>3,753,491</b>	<b>4.15%</b>	<b>4,673,744</b>	<b>-</b>	<b>4,673,744</b>	<b>24.52%</b>

**Facilities Maintenance Fund: CC0001 Non-Departmental**

	FY2019	FY2020	FY2021			FY2022			
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED	BASE BUDGET	CHANGES	PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
<b>PERSONNEL</b>									
<b>OPERATIONS</b>									
52501:Office Supplies	-	1,945	-	-	-100.00%	-	-	-	0.00%
<b>OPERATIONS TOTAL</b>	-	<b>1,945</b>	-	-	<b>-100.00%</b>	-	-	-	<b>0.00%</b>
<b>OPERATING CAPITAL</b>									
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
80001:Transfers Out	-	-	-	-	0.00%	-	50,000	50,000	0.00%
<b>TRANSFERS TOTAL</b>	-	-	-	-	<b>0.00%</b>	-	<b>50,000</b>	<b>50,000</b>	<b>0.00%</b>
<b>CC0001 Non-Departmental Total</b>	-	<b>1,945</b>	-	-	<b>-100.00%</b>	-	<b>50,000</b>	<b>50,000</b>	<b>0.00%</b>

**Facilities Maintenance Fund: CC0319 Facilities**

	FY2019	FY2020	FY2021			FY2022			
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED	BASE BUDGET	CHANGES	PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
<b>PERSONNEL</b>									
50100:Salaries	316,803	312,083	453,203	424,462	36.01%	454,199	41,260	495,458	16.73%
50200:Payroll Tax Expense	22,393	22,852	31,425	30,104	31.73%	34,895	2,893	37,788	25.53%
50201:Worker's Compensation	1,906	3,135	4,384	4,152	32.42%	4,843	42	4,885	17.67%
50202:TWC Expense	54	1,141	1,071	1,014	-11.10%	720	90	810	-20.14%
50300:Benefits	77,339	81,761	98,378	96,155	17.61%	109,079	11,489	120,568	25.39%
50301:TMRS Expense	39,378	39,631	50,465	50,830	28.26%	55,091	4,727	59,818	17.68%
<b>PERSONNEL TOTAL</b>	<b>457,873</b>	<b>460,603</b>	<b>638,926</b>	<b>606,717</b>	<b>31.72%</b>	<b>658,827</b>	<b>60,500</b>	<b>719,327</b>	<b>18.56%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	126,742	112,000	159,256	159,256	42.19%	185,464	6,076	191,540	20.27%
51003:Marketing & Promotional	-	4,040	-	500	-87.62%	-	-	-	-100.00%
51004:Contractual Services	856,034	1,008,984	1,722,358	1,599,569	58.53%	1,794,342	-	1,794,342	12.18%
51005:Professional Services	-	170	-	-	-100.00%	-	-	-	0.00%
51006:Subscriptions	365	582	650	650	11.68%	650	-	650	0.00%
51007:Contracts & Leases	535,833	438,623	575	272,376	-37.90%	282,701	-	282,701	3.79%
51008:Utilities	29,775	22,537	85,000	40,000	77.49%	50,000	-	50,000	25.00%
51009:Telephone	5,126	3,857	5,000	6,910	79.16%	5,000	-	5,000	-27.64%
52501:Office Supplies	2,141	2,440	2,500	2,000	-18.03%	2,500	-	2,500	25.00%
52506:Operational Supplies	422	41,856	11,742	14,432	-65.52%	6,700	-	6,700	-53.58%
52507:Janitorial Supplies	77,381	57,939	-	28,120	-51.47%	78,576	-	78,576	179.44%
52509:Maintenance Expense	806,657	466,174	1,350,738	1,099,090	135.77%	1,103,807	82,000	1,185,807	7.89%
53002:Postage & Freight	-	8	20	-	-100.00%	-	-	-	0.00%
53003:Food	-	-	8	8	0.00%	-	-	-	-100.00%
53004:Insurance Expense	-	-	-	(31)	0.00%	-	-	-	-100.00%
53010:Uniform Expense	3,856	4,123	4,000	4,522	9.68%	4,500	-	4,500	-0.49%
53013:Depreciation	103,752	-	-	-	0.00%	-	-	-	0.00%
53016:Travel Expense	8,073	5,245	11,900	-	-100.00%	11,700	-	11,700	0.00%
53018:One Time Expenses	26,872	-	-	-	0.00%	-	-	-	0.00%
53017:Training Expense	-	129	-	-	-100.00%	-	-	-	0.00%
<b>OPERATIONS TOTAL</b>	<b>2,583,027</b>	<b>2,168,707</b>	<b>3,353,747</b>	<b>3,227,401</b>	<b>48.82%</b>	<b>3,525,940</b>	<b>88,076</b>	<b>3,614,016</b>	<b>11.98%</b>
<b>OPERATING CAPITAL</b>									
60004:Capital Outlay - Equipment	308,213	263,011	328,711	321,110	22.09%	409,261	400,000	809,261	152.02%
60010:Capital Outlay	-	-	204,750	204,750	0.00%	-	-	-	-100.00%
<b>OPERATING CAPITAL TOTAL</b>	<b>308,213</b>	<b>263,011</b>	<b>533,461</b>	<b>525,860</b>	<b>99.94%</b>	<b>409,261</b>	<b>400,000</b>	<b>809,261</b>	<b>53.89%</b>
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0319 Facilities Total</b>	<b>3,349,114</b>	<b>2,892,320</b>	<b>4,526,134</b>	<b>4,359,978</b>	<b>50.74%</b>	<b>4,594,028</b>	<b>548,576</b>	<b>5,142,605</b>	<b>17.95%</b>

Levels	Reporting - SLR Name	<u>Proposed - Operations</u>	<u>Proposed - Personnel</u>	<u>Not Proposed - Operations</u>	<u>Not Proposed - Personnel</u>
<b>CC0319 Facilities</b>	<b>SLR-1: Building Maintenance Technician</b>	6,076	60,500	0	0
	<b>SLR-2: HVAC Replacements Rec Center</b>	400,000	0	0	0
	<b>SLR-3: Security GMC</b>	82,000	0	0	0
	<b>Subtotal</b>	<b>488,076</b>	<b>60,500</b>	<b>0</b>	<b>0</b>
<b>CC0001 Non-Departmental</b>	<b>SLR-1: Building Maintenance Technician</b>	50,000	0	0	0
	<b>Subtotal</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

## FLEET SERVICES FUND

The Fleet Services Fund finances repair and replacement for City vehicles and equipment. Charges for service are based on annualized replacement and maintenance costs of each vehicle.

### **FISCAL YEAR 2021**

*Total revenues* are projected to be \$8.49 million, which represents an increase of approximately 1% relative to the FY2021 budget. The slight increase is due to insurance proceeds from a hail storm event. Most revenues in this fund are based on the replacement and maintenance schedules of all vehicles in the City.

*Total expenditures* are projected to be \$8.74 million, coming in under the 2021 budget. The Fleet Department saw savings in vehicle body repairs during fiscal year 2021. The FY2020 AFR Adjustment resulted in a higher 2021 beginning fund balance due to prior year adjustments between when vehicles were ordered and when they were received. January and June budget amendments added 3 vehicles for new positions associated with development services.

*Total fund balance* is projected to be \$5.13 million at the end of September 30, 2021. A 90-day contingency operational reserve of \$519,976 is included, as well as a reserve for future capital equipment replacement of \$1.86 million.

### **FISCAL YEAR 2022**

*Budgeted revenues* total \$8.96 million, which represents an increase of 6%. Revenues in this fund are based on the replacement schedules of all vehicles in the City as well as new vehicles and equipment to meet service demands in the community.

*Budgeted expenditures* total \$9.05 million. A list of new and replacement vehicles is available in the reference section. Base increases include the replacements for \$2.86 million of public safety vehicles funded through short term debt financing, \$586K for Electric vehicles and equipment funded through short term debt financing, and \$1.3 million for allocation-funded vehicles for other departments.

*Proposed enhancements* in this fund include vehicles for new staff positions in other funds.

*Total fund balance* is projected to be \$5.04 million at the end of September 30, 2022. A 90-day contingency operational reserve of \$549,558 is included, as well as a reserve for future capital equipment replacement of \$1.42 million. It is anticipated Fleet's additional available fund balance could be used to help with costs of expansion or relocation of the Fleet shop to meet the City's growing needs. This balance could offset part of the debt-financing for a new facility. There is also \$493,000 reserved for fire vehicle purchases; a contribution from the ESD 8 interlocal agreement in FY2021 January budget amendment.



## FUND SCHEDULE

<i>Fleet Services Fund</i>						
	FY2020	FY2021		FY2022		
	Actuals	Amended Budget	Projected	Base Budget	Changes	Proposed Budget
<b>Beginning Fund Balance</b>	<b>4,286,069</b>	<b>5,382,062</b>	<b>5,382,062</b>	<b>5,134,768</b>	<b>-</b>	<b>5,134,768</b>
<b>Revenue</b>						
42001:Interest Income	53,776	25,000	25,000	25,000	-	25,000
43004:Administrative Charges	3,035,144	3,290,358	3,290,358	3,387,608	190,490	3,578,098
45001:Misc Revenue	-	-	1,996	-	-	-
45002:Insurance Proceeds	539,749	128,602	222,021	327,241	-	327,241
45004:Sale of Property	193,714	-	-	-	-	-
70001:Transfers In	3,582,200	4,955,366	4,949,566	3,451,500	1,577,500	5,029,000
<b>Revenue Total</b>	<b>7,404,583</b>	<b>8,399,326</b>	<b>8,488,941</b>	<b>7,191,349</b>	<b>1,767,990</b>	<b>8,959,339</b>
<b>Expense</b>						
Personnel	811,653	851,903	826,147	887,832	-	887,832
Operations	1,175,058	1,796,993	1,494,331	1,806,040	62,010	1,868,050
Operating Capital	4,318,878	3,027,995	6,415,758	1,268,500	882,500	2,151,000
Capital	-	3,644,500	-	3,451,500	695,000	4,146,500
Transfers	562,000	-	-	-	-	-
<b>Expense Total</b>	<b>6,867,590</b>	<b>9,321,391</b>	<b>8,736,236</b>	<b>7,413,871</b>	<b>1,639,510</b>	<b>9,053,381</b>
<b>Ending Fund Balance</b>	<b>4,823,062</b>	<b>4,459,998</b>	<b>5,134,768</b>	<b>4,912,245</b>	<b>128,480</b>	<b>5,040,725</b>
<b>Reserves</b>						
AFR Adjustment	559,000	-	-	-	-	-
Contingency	491,595	519,976	519,976	549,558	-	549,558
Fire Vehicle Reserve	-	-	-	493,000	-	493,000
Capital Reserve	1,197,760	1,864,191	1,864,191	1,418,240	-	1,418,240
Market	-	-	-	18,895	-	18,895
<b>Reserves Total</b>	<b>1,130,355</b>	<b>2,384,167</b>	<b>2,384,167</b>	<b>2,479,693</b>	<b>-</b>	<b>2,479,693</b>
<b>Available Fund Balance</b>	<b>3,692,707</b>	<b>2,075,831</b>	<b>2,750,601</b>	<b>2,432,553</b>	<b>128,480</b>	<b>2,561,033</b>

**Fleet Services Fund: City of Georgetown**

	FY2019	FY2020	FY2021			FY2022			
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED	BASE BUDGET	CHANGES	PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
<b>REVENUE</b>									
42001:Interest Income	121,726	53,776	25,000	25,000	-53.51%	25,000	-	25,000	0.00%
43004:Administrative Charges	3,391,199	3,035,144	3,290,358	3,290,358	8.41%	3,387,608	190,490	3,578,098	8.74%
45001:Misc Revenue	-	-	-	1,996	0.00%	-	-	-	-100.00%
45002:Insurance Proceeds	86,409	539,749	128,602	222,021	-58.87%	327,241	-	327,241	47.39%
45004:Sale of Property	52,126	193,714	-	-	-100.00%	-	-	-	0.00%
70001:Transfers In	2,875,300	3,582,200	4,955,366	4,949,566	38.17%	3,451,500	1,577,500	5,029,000	1.60%
<b>REVENUE TOTAL</b>	<b>6,526,760</b>	<b>7,404,583</b>	<b>8,399,326</b>	<b>8,488,941</b>	<b>14.64%</b>	<b>7,191,349</b>	<b>1,767,990</b>	<b>8,959,339</b>	<b>5.54%</b>

**Fleet Services Fund: CC0001 Non-Departmental**

	FY2019	FY2020	FY2021			FY2022			
				% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET	
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	PROJECTED	BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
<b>OPERATIONS</b>									
52501:Office Supplies	-	1,945	-	-	-100.00%	-	-	-	0.00%
<b>OPERATIONS TOTAL</b>	-	1,945	-	-	-100.00%	-	-	-	0.00%
<b>OPERATING CAPITAL</b>									
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
80001:Transfers Out	3,000	562,000	-	-	-100.00%	-	-	-	0.00%
<b>TRANSFERS TOTAL</b>	3,000	562,000	-	-	-100.00%	-	-	-	0.00%
<b>CC0001 Non-Departmental Total</b>	3,000	563,945	-	-	-100.00%	-	-	-	0.00%

**Fleet Services Fund: CC0320 Fleet**

	FY2019	FY2020	FY2021			FY2022			
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED	BASE BUDGET	CHANGES	PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
<b>PERSONNEL</b>									
50100:Salaries	557,126	556,769	627,774	604,621	8.59%	630,074	-	630,074	4.21%
50200:Payroll Tax Expense	40,334	42,033	43,030	43,518	3.53%	48,224	-	48,224	10.81%
50201:Worker's Compensation	4,466	7,687	9,308	8,811	14.62%	11,074	-	11,074	25.69%
50202:TWC Expense	257	1,872	1,530	1,436	-23.25%	900	-	900	-37.35%
50300:Benefits	110,353	102,910	101,157	95,680	-7.03%	121,373	-	121,373	26.85%
50301:TMRS Expense	68,295	69,819	69,104	72,080	3.24%	76,181	-	76,181	5.69%
<b>PERSONNEL TOTAL</b>	<b>780,830</b>	<b>781,090</b>	<b>851,903</b>	<b>826,147</b>	<b>5.77%</b>	<b>887,826</b>	<b>-</b>	<b>887,826</b>	<b>7.47%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	103,276	105,057	124,276	122,476	16.58%	130,932	-	130,932	6.90%
51004:Contractual Services	14,449	-	400	400	0.00%	400	-	400	0.00%
51006:Subscriptions	2,168	233,018	278,400	278,400	19.48%	262,000	-	262,000	-5.89%
51007:Contracts & Leases	202,831	-	-	-	0.00%	-	-	-	0.00%
51008:Utilities	20,110	17,811	39,796	39,796	123.43%	39,796	-	39,796	0.00%
51009:Telephone	3,484	2,508	3,140	3,840	53.13%	3,140	-	3,140	-18.23%
52501:Office Supplies	544	1,539	1,700	1,700	10.45%	1,700	-	1,700	-0.01%
52502:Educational Supplies	-	173	300	300	73.09%	300	-	300	0.00%
52506:Operational Supplies	15,433	20,376	29,027	30,170	48.07%	29,500	-	29,500	-2.22%
52507:Janitorial Supplies	197	98	-	-	-100.00%	-	-	-	0.00%
52509:Maintenance Expense	554,120	528,065	1,040,214	754,075	42.80%	1,041,437	62,010	1,103,447	46.33%
53002:Postage & Freight	9	404	100	116	-71.26%	100	-	100	-13.79%
53003:Food	158	403	700	700	73.63%	700	-	700	0.00%
53004:Insurance Expense	220,218	252,536	252,000	251,963	-0.23%	269,640	-	269,640	7.02%
53010:Uniform Expense	5,386	4,528	5,850	5,850	29.19%	5,850	-	5,850	0.00%
53013:Depreciation	2,348,503	-	-	-	0.00%	-	-	-	0.00%
53016:Travel Expense	22,805	6,297	11,090	2,545	-59.58%	10,545	-	10,545	314.34%
53017:Training Expense	-	299	10,000	2,000	568.90%	10,000	-	10,000	400.00%
<b>OPERATIONS TOTAL</b>	<b>3,513,690</b>	<b>1,173,113</b>	<b>1,796,993</b>	<b>1,494,331</b>	<b>27.38%</b>	<b>1,806,040</b>	<b>62,010</b>	<b>1,868,050</b>	<b>25.01%</b>
<b>OPERATING CAPITAL</b>									
60004:Capital Outlay - Equipment	-	50,470	-	266	-99.47%	-	44,000	44,000	16450.06%
60005:Capital Outlay - Vehicles	148,982	4,268,408	3,027,995	6,415,492	50.30%	1,268,500	838,500	2,107,000	-67.16%
<b>OPERATING CAPITAL TOTAL</b>	<b>148,982</b>	<b>4,318,878</b>	<b>3,027,995</b>	<b>6,415,758</b>	<b>48.55%</b>	<b>1,268,500</b>	<b>882,500</b>	<b>2,151,000</b>	<b>-66.47%</b>
<b>CIP EXPENSE</b>									
62001:CIP Expense	-	-	3,644,500	-	0.00%	3,451,500	695,000	4,146,500	0.00%
<b>CIP EXPENSE TOTAL</b>	<b>-</b>	<b>-</b>	<b>3,644,500</b>	<b>-</b>	<b>0.00%</b>	<b>3,451,500</b>	<b>695,000</b>	<b>4,146,500</b>	<b>0.00%</b>
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0320 Fleet Total</b>	<b>4,443,503</b>	<b>6,273,082</b>	<b>9,321,391</b>	<b>8,736,236</b>	<b>39.27%</b>	<b>7,413,866</b>	<b>1,639,510</b>	<b>9,053,376</b>	<b>3.63%</b>

## INFORMATION TECHNOLOGY FUND

The Information Technology Fund provides computer hardware, software, training, and staff support to all City departments. The allocation methodology was reviewed and adjusted in 2017 to adhere to best practices for municipal cost recovery for Georgetown's size. Cost allocations are based upon the usage of the City-wide systems, the Departments' specific business systems, and capital replacement. In 2019, the IT Fund began to purchase the City's fiber infrastructure asset from the Electric Fund, since the system serves the whole City. It will take several years to complete the full purchase of the asset.

### FISCAL YEAR 2021

**Total revenues** are projected to end the year just below the budgeted \$9.7 million. Revenues in this fund are based on the replacement schedules of IT equipment, the implementation of new systems, and the cost of IT operations.

**Total expenditures** are projected to be \$10 million, which is less than the budget of \$10.15 million. Savings in IT Infrastructure cost center is due to savings in supplies, personnel, and computer hardware. January and June budget amendments included equipment for new personnel in other funds, a small facility remodel, and an increase to the ongoing expense of relocating fiber that was previously budgeted in the Electric Fund.

**Total fund balance** is projected to be \$1.7 million as of September 30, 2021. After accounting for the contingency policy requirement of \$1.1 million, and the fund is able to contribute \$674,969 to the 5-year capital reserve. This reserve has been drawn down as the fund has purchased the fiber asset from Electric. Future revenue allocations will need to increase to rebuild the 5-year capital reserve.

### FISCAL YEAR 2022

**Budgeted revenues** total \$11.9 million, a 22% increase from the 2021 projection. This increase in budget is primarily due to the allocated costs for the City's Fiber network. The third year of a four-year plan includes a \$666,000 installment. The fourth and final installment in FY2023 is for \$725,000. The IT Allocation will need to spread the impact to other funds over multiple years. The revenue increase is also to cover the proposed changes noted below.

**Budgeted expenditures** total \$11.8 million, which represents a 18% increase from the 2021 projection. The increase in the base includes the \$666,000 fiber asset purchase from the Electric Fund. Other increases in expenditures will invest in system security and resiliency.

### *Proposed Enhancements:*

- **IT Management: Zerto Disaster Recovery (DR) Software:** Zerto was implemented in FY 21 to streamline management of the disaster recovery datacenter and improve cyber resiliency. The software has performed extraordinarily well in cutting the time costs of managing DR. We would like to move all City servers into the Zerto tool. Currently, we only use Zerto for mission critical servers to improve recovery times.
  - Ongoing Cost: \$0
  - One-Time Cost: \$100,000
  - Total Cost: \$100,000
- **IT Infrastructure: Security Information and Event Software (SIEM):** This proposed software is a core security system that was strongly recommended to be implemented by external security auditors. It collects cybersecurity information from other systems, uses artificial intelligence to analyze the information, and guides IT staff on actions to take to mitigate risks.
  - Ongoing Cost: \$0
  - One-Time Cost: \$50,000
  - Total Cost: \$50,000

- **IT Applications: Lead System Analyst:** The IT workload associated with maintaining the integrations and functions for the UMAX utility customer management system has increased. A supervisor and one dedicated System Analyst are not adequate for this type of system. We are currently unable to sufficiently cross train. This position was recommended as part of the Gartner utility technology study, conducted last year to help identify strategies to ensure efficiency and effectiveness of existing and future systems.
  - Ongoing Cost: \$111,127
  - One-Time Cost: \$3,000
  - Total Cost: \$114,127
- **IT Infrastructure: Cloud Phone Answering System:** Implementation of a Cloud phone answering system is the first step in creating some form of 311 system. The Cloud system will allow the City to handle an extraordinary number of citizen phone calls during an emergency event such as a utility outage. The initial upgrade costs are included in the Customer Care cost center in the Joint Services Fund.
  - Ongoing Cost: \$24,000
  - One-Time Cost: \$0
  - Total Cost: \$24,000
- **IT Infrastructure: Third Party Business Process Analyst Support:** IT received the most demerits from cybersecurity auditors for not having our cybersecurity policies and practices well documented. City staff agrees with that finding. Over the past year, IT has made an extraordinary effort to successfully document multiple policies and processes. However, city staff found that the logistics of doing such a large amount processes overwhelms staff and management and distracts from key objectives. We would like to pilot the use of third-party business process analysts to reduce these time costs.
  - Ongoing Cost: \$0
  - One-Time Cost: \$20,000
  - Total Cost: \$20,000
- **IT Fiber: Vehicle for New Fiber Employee:** IT added a second employee in FY 2021 for fiber management. This person is a field employee and will need an all-terrain, all weather vehicle to perform field work and carry tools to fiber line locations.
  - Ongoing Cost: \$5,700
  - One-Time Cost: \$35,000
  - Total Cost: \$40,700

**Total fund balance** is projected to be \$1.86 million as of September 30, 2022. This includes a 90-day contingency of \$1.2 million plus a reserve for capital of \$686,910. Future revenue allocations will need to increase to rebuild the 5-year capital reserve.

FUND SCHEDULE

**Information Technology Fund**

	FY2020	FY2021		FY2022		
	Actuals	Amended Budget	Projected	Base Budget	Changes	Proposed Budget
<b>Beginning Fund Balance</b>	<b>2,452,003</b>	<b>1,981,749</b>	<b>1,981,749</b>	<b>1,728,418</b>	<b>-</b>	<b>1,728,418</b>

**Revenue**

<b>42001:Interest Income</b>	21,005	8,000	4,070	8,000	-	8,000
<b>43004:Administrative</b>	7,644,778	9,614,591	9,614,591	11,766,494	-	11,766,494
<b>44001:Grant Revenue</b>	180	-	-	-	-	-
<b>45001:Misc Revenue</b>	1,531	-	52	-	-	-
<b>70001:Transfers In</b>	53,860	96,000	96,000	-	119,000	119,000
<b>Revenue Total</b>	<b>7,721,354</b>	<b>9,718,591</b>	<b>9,714,712</b>	<b>11,774,494</b>	<b>119,000</b>	<b>11,893,494</b>

**Expense**

<b>City of Georgetown (Only)</b>	99,121	-	-	-	-	-
<b>CC0001 Non-Departmental</b>	588,274	-	-	-	35,000	35,000
<b>CC0648 IT Fiber</b>	-	365,910	316,823	338,126	11,700	349,826
<b>CC0649 IT Applications</b>	-	1,350,327	1,377,695	1,396,422	114,106	1,510,528
<b>CC0650 IT Public Safety</b>	-	432,973	447,254	473,833	7,500	481,333
<b>CC0651 IT Infrastructure</b>	7,144	2,277,864	2,127,191	2,504,510	150,000	2,654,510
<b>CC0652 IT Management</b>	6,696,738	5,726,996	5,699,080	6,485,061	245,500	6,730,561
<b>Expense Total</b>	<b>7,391,278</b>	<b>10,154,069</b>	<b>9,968,043</b>	<b>11,197,951</b>	<b>563,806</b>	<b>11,761,757</b>

<b>Ending Fund Balance</b>	<b>2,782,080</b>	<b>1,546,271</b>	<b>1,728,418</b>	<b>2,304,962</b>	<b>(444,806)</b>	<b>1,860,156</b>
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**Reserves**

<b>AFR Adjustment</b>	(800,331)	-	-	-	-	-
<b>Contingency</b>	651,790	1,053,449	1,053,449	1,173,234	-	1,173,234
<b>Reserve for Capital Market</b>	915,742	335,263	674,969	614,546	-	614,546
				72,376		72,376
<b>Reserves Total</b>	<b>767,201</b>	<b>1,388,712</b>	<b>1,728,418</b>	<b>1,860,156</b>	<b>-</b>	<b>1,860,156</b>

<b>Available Fund Balance</b>	<b>414,217</b>	<b>157,559</b>	<b>0</b>	<b>444,806</b>	<b>(444,806)</b>	<b>(0)</b>
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**Information Technology Fund: City of Georgetown**

	FY2019	FY2020	FY2021			FY2022			
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED	BASE BUDGET	CHANGES	PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
<b>REVENUE</b>									
42001:Interest Income	51,582	21,005	8,000	4,070	-80.62%	8,000	-	8,000	96.57%
43004:Administrative Charges	6,845,996	7,644,778	9,614,591	9,614,591	25.77%	11,766,494	-	11,766,494	22.38%
44001:Grant Revenue	-	180	-	-	-100.00%	-	-	-	0.00%
45001:Misc Revenue	-	1,531	-	52	-96.63%	-	-	-	-100.00%
70001:Transfers In	115,000	53,860	96,000	96,000	78.24%	-	119,000	119,000	23.96%
<b>REVENUE TOTAL</b>	<b>7,012,578</b>	<b>7,721,354</b>	<b>9,718,591</b>	<b>9,714,712</b>	<b>25.82%</b>	<b>11,774,494</b>	<b>119,000</b>	<b>11,893,494</b>	<b>22.43%</b>



**Information Technology Fund: CC0001 Non-Departmental**

	FY2019	FY2020	FY2021			FY2022			
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED	BASE BUDGET	CHANGES	PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
<b>PERSONNEL</b>									
<b>OPERATIONS</b>									
52501:Office Supplies	-	1,945	-	-	-100.00%	-	-	-	0.00%
<b>OPERATIONS TOTAL</b>	-	1,945	-	-	-100.00%	-	-	-	0.00%
<b>OPERATING CAPITAL</b>									
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
80001:Transfers Out	376,500	586,329	-	-	-100.00%	-	35,000	35,000	0.00%
<b>TRANSFERS TOTAL</b>	376,500	586,329	-	-	-100.00%	-	35,000	35,000	0.00%
<b>CC0001 Non-Departmental Total</b>	376,500	588,274	-	-	-100.00%	-	35,000	35,000	0.00%

**Information Technology Fund: CC0648 IT Fiber**

	FY2019	FY2020	FY2021			FY2022			
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED	BASE BUDGET	CHANGES	PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
<b>PERSONNEL</b>									
50100:Salaries	-	-	155,988	119,495	0.00%	162,977	-	162,977	36.39%
50200:Payroll Tax Expense	-	-	11,745	9,008	0.00%	12,491	-	12,491	38.67%
50201:Worker's Compensation	-	-	842	417	0.00%	685	-	685	64.43%
50202:TWC Expense	-	-	306	146	0.00%	180	-	180	23.46%
50300:Benefits	-	-	23,375	18,389	0.00%	26,005	-	26,005	41.41%
50301:TMRS Expense	-	-	19,038	14,759	0.00%	20,439	-	20,439	38.48%
<b>PERSONNEL TOTAL</b>	-	-	<b>211,294</b>	<b>162,214</b>	<b>0.00%</b>	<b>222,776</b>	-	<b>222,776</b>	<b>37.34%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	-	-	4,020	4,020	0.00%	4,760	5,700	10,460	160.20%
51006:Subscriptions	-	-	145,000	145,000	0.00%	105,000	-	105,000	-27.59%
52501:Office Supplies	-	-	1,000	1,000	0.00%	1,000	-	1,000	0.00%
52506:Operational Supplies	-	-	1,000	1,000	0.00%	1,000	-	1,000	0.00%
53002:Postage & Freight	-	-	50	50	0.00%	50	-	50	0.00%
53004:Insurance Expense	-	-	-	(6)	0.00%	-	-	-	-100.00%
53016:Travel Expense	-	-	1,418	1,418	0.00%	1,418	-	1,418	0.00%
53017:Training Expense	-	-	2,128	2,128	0.00%	2,128	-	2,128	0.00%
<b>OPERATIONS TOTAL</b>	-	-	<b>154,616</b>	<b>154,610</b>	<b>0.00%</b>	<b>115,356</b>	<b>5,700</b>	<b>121,056</b>	<b>-21.70%</b>
<b>OPERATING CAPITAL</b>									
60004:Capital Outlay - Equipment	-	-	-	-	0.00%	-	6,000	6,000	0.00%
<b>OPERATING CAPITAL TOTAL</b>	-	-	-	-	<b>0.00%</b>	-	<b>6,000</b>	<b>6,000</b>	<b>0.00%</b>
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0648 IT Fiber Total</b>	-	-	<b>365,910</b>	<b>316,823</b>	<b>0.00%</b>	<b>338,132</b>	<b>11,700</b>	<b>349,832</b>	<b>10.42%</b>

Information Technology Fund: CC0649 IT Applications

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED		BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	-	-	978,980	1,000,686	0.00%	1,005,483	82,576	1,088,059	8.73%
50200:Payroll Tax Expense	-	-	69,463	74,386	0.00%	77,101	6,317	83,418	12.14%
50201:Worker's Compensation	-	-	1,232	1,006	0.00%	1,112	92	1,204	19.76%
50202:TWC Expense	-	-	1,989	1,885	0.00%	1,170	90	1,260	-33.14%
50300:Benefits	-	-	148,179	137,547	0.00%	147,286	10,715	158,001	14.87%
50301:TMRS Expense	-	-	111,687	123,451	0.00%	125,529	10,322	135,851	10.04%
<b>PERSONNEL TOTAL</b>	-	-	<b>1,311,529</b>	<b>1,338,961</b>	<b>0.00%</b>	<b>1,357,682</b>	<b>110,112</b>	<b>1,467,793</b>	<b>9.62%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	-	-	5,387	5,387	0.00%	5,473	-	5,473	1.60%
51009:Telephone	-	-	-	-	0.00%	-	-	-	0.00%
52501:Office Supplies	-	-	9,512	10,000	0.00%	10,000	-	10,000	0.00%
52506:Operational Supplies	-	-	559	1,000	0.00%	1,000	-	1,000	0.00%
53002:Postage & Freight	-	-	50	50	0.00%	50	-	50	0.00%
53003:Food	-	-	-	(20)	0.00%	-	-	-	-100.00%
53004:Insurance Expense	-	-	-	(58)	0.00%	-	-	-	-100.00%
53010:Uniform Expense	-	-	144	-	0.00%	-	-	-	0.00%
53016:Travel Expense	-	-	9,717	9,374	0.00%	9,217	-	9,217	-1.67%
53017:Training Expense	-	-	13,000	13,000	0.00%	13,000	1,000	14,000	7.69%
<b>OPERATIONS TOTAL</b>	-	-	<b>38,369</b>	<b>38,733</b>	<b>0.00%</b>	<b>38,740</b>	<b>1,000</b>	<b>39,740</b>	<b>2.60%</b>
<b>OPERATING CAPITAL</b>									
60004:Capital Outlay - Equipment	-	-	429	-	0.00%	-	3,000	3,000	0.00%
<b>OPERATING CAPITAL TOTAL</b>	-	-	<b>429</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>0.00%</b>
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0649 IT Applications Total</b>	-	-	<b>1,350,327</b>	<b>1,377,695</b>	<b>0.00%</b>	<b>1,396,422</b>	<b>114,112</b>	<b>1,510,533</b>	<b>9.64%</b>

Information Technology Fund: CC0650 IT Public Safety

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED		BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	-	-	306,671	313,070	0.00%	329,443	-	329,443	5.23%
50200:Payroll Tax Expense	-	-	22,747	23,539	0.00%	25,349	-	25,349	7.69%
50201:Worker's Compensation	-	-	330	316	0.00%	370	-	370	16.99%
50202:TWC Expense	-	-	612	580	0.00%	360	-	360	-37.89%
50300:Benefits	-	-	52,647	56,982	0.00%	63,139	-	63,139	10.80%
50301:TMRS Expense	-	-	36,530	39,221	0.00%	41,735	-	41,735	6.41%
<b>PERSONNEL TOTAL</b>	-	-	<b>419,537</b>	<b>433,708</b>	<b>0.00%</b>	<b>460,397</b>	-	<b>460,397</b>	<b>6.15%</b>
<b>OPERATIONS</b>									
51006:Subscriptions	-	-	-	-	0.00%	-	7,500	7,500	0.00%
52501:Office Supplies	-	-	1,000	1,000	0.00%	1,000	-	1,000	0.00%
52506:Operational Supplies	-	-	4,394	5,500	0.00%	5,500	-	5,500	0.00%
53002:Postage & Freight	-	-	100	100	0.00%	100	-	100	0.00%
53004:Insurance Expense	-	-	-	(22)	0.00%	-	-	-	-100.00%
53016:Travel Expense	-	-	2,836	2,836	0.00%	2,836	-	2,836	0.00%
53017:Training Expense	-	-	4,000	4,000	0.00%	4,000	-	4,000	0.00%
<b>OPERATIONS TOTAL</b>	-	-	<b>12,330</b>	<b>13,414</b>	<b>0.00%</b>	<b>13,436</b>	<b>7,500</b>	<b>20,936</b>	<b>56.08%</b>
<b>OPERATING CAPITAL</b>									
60004:Capital Outlay - Equipment	-	-	1,106	132	0.00%	-	-	-	-100.00%
<b>OPERATING CAPITAL TOTAL</b>	-	-	<b>1,106</b>	<b>132</b>	<b>0.00%</b>	-	-	-	<b>-100.00%</b>
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0650 IT Public Safety Total</b>	-	-	<b>432,973</b>	<b>447,254</b>	<b>0.00%</b>	<b>473,833</b>	<b>7,500</b>	<b>481,333</b>	<b>7.62%</b>

Information Technology Fund: CC0651 IT Infrastructure

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED		BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	-	5,958	937,840	810,100	13497.65%	859,624	-	859,624	6.11%
50200:Payroll Tax Expense	-	456	64,630	60,718	13222.26%	65,887	-	65,887	8.51%
50201:Worker's Compensation	-	-	943	802	0.00%	953	-	953	18.85%
50202:TWC Expense	-	-	1,683	1,449	0.00%	900	-	900	-37.89%
50300:Benefits	-	-	121,566	110,254	0.00%	122,285	-	122,285	10.91%
50301:TMRS Expense	-	730	103,788	99,957	13585.04%	107,546	-	107,546	7.59%
<b>PERSONNEL TOTAL</b>	-	<b>7,144</b>	<b>1,230,450</b>	<b>1,083,279</b>	<b>15063.87%</b>	<b>1,157,196</b>	-	<b>1,157,196</b>	<b>6.82%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	-	-	94,761	94,761	0.00%	117,333	-	117,333	23.82%
51006:Subscriptions	-	-	20,479	-	0.00%	-	100,000	100,000	0.00%
52501:Office Supplies	-	-	500	500	0.00%	500	-	500	0.00%
52506:Operational Supplies	-	-	58,158	93,805	0.00%	82,250	50,000	132,250	40.98%
53002:Postage & Freight	-	-	190	100	0.00%	100	-	100	0.00%
53004:Insurance Expense	-	-	-	(57)	0.00%	-	-	-	-100.00%
53016:Travel Expense	-	-	5,713	5,713	0.00%	5,713	-	5,713	0.00%
53017:Training Expense	-	-	6,048	6,048	0.00%	6,048	-	6,048	0.00%
<b>OPERATIONS TOTAL</b>	-	-	<b>185,849</b>	<b>200,870</b>	<b>0.00%</b>	<b>211,944</b>	<b>150,000</b>	<b>361,944</b>	<b>80.19%</b>
<b>OPERATING CAPITAL</b>									
60004:Capital Outlay - Equipment	-	-	861,565	843,042	0.00%	1,135,370	-	1,135,370	34.68%
<b>OPERATING CAPITAL TOTAL</b>	-	-	<b>861,565</b>	<b>843,042</b>	<b>0.00%</b>	<b>1,135,370</b>	-	<b>1,135,370</b>	<b>34.68%</b>
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0651 IT Infrastructure Total</b>	-	<b>7,144</b>	<b>2,277,864</b>	<b>2,127,191</b>	<b>29676.67%</b>	<b>2,504,510</b>	<b>150,000</b>	<b>2,654,510</b>	<b>24.79%</b>

Information Technology Fund: CC0652 IT Management

	FY2019	FY2020	FY2021			FY2022			
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED	BASE BUDGET	CHANGES	PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
<b>PERSONNEL</b>									
50100:Salaries	1,840,681	1,870,212	747,392	712,993	-61.88%	802,055	-	802,055	12.49%
50200:Payroll Tax Expense	134,818	141,198	52,091	53,018	-62.45%	60,669	-	60,669	14.43%
50201:Worker's Compensation	789	1,587	767	703	-55.73%	897	-	897	27.65%
50202:TWC Expense	334	4,121	1,224	1,198	-70.92%	810	-	810	-32.40%
50300:Benefits	268,770	234,400	70,837	73,199	-68.77%	89,187	-	89,187	21.84%
50301:TMRS Expense	227,379	235,043	84,382	88,767	-62.23%	101,216	-	101,216	14.02%
<b>PERSONNEL TOTAL</b>	<b>2,472,771</b>	<b>2,486,560</b>	<b>956,693</b>	<b>929,877</b>	<b>-62.60%</b>	<b>1,054,834</b>	<b>-</b>	<b>1,054,834</b>	<b>13.44%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	99,647	78,641	-	-	-100.00%	-	-	-	0.00%
51003:Marketing & Promotional	-	1,500	-	-	-100.00%	-	-	-	0.00%
51004:Contractual Services	2,709,565	56,648	20,057	-	-100.00%	-	-	-	0.00%
51006:Subscriptions	5,542	3,204,048	4,503,798	4,523,855	41.19%	4,574,675	119,000	4,693,675	3.75%
51007:Contracts & Leases	-	7	-	-	-100.00%	-	-	-	0.00%
51008:Utilities	58,207	66,105	130,250	103,250	56.19%	130,250	-	130,250	26.15%
51009:Telephone	29,539	36,041	25,872	25,872	-28.21%	25,872	-	25,872	0.00%
51340:Employee Recognition	-	-	-	-	0.00%	-	-	-	0.00%
52501:Office Supplies	3,537	42,310	5,200	20,376	-51.84%	5,200	-	5,200	-74.48%
52506:Operational Supplies	64,437	35,142	500	1,710	-95.13%	500	7,500	8,000	367.84%
52509:Maintenance Expense	-	450	-	4,462	891.56%	-	-	-	-100.00%
53002:Postage & Freight	155	83	100	100	20.69%	100	-	100	0.00%
53003:Food	2,124	2,147	3,200	3,200	49.03%	3,200	-	3,200	0.00%
53004:Insurance Expense	-	-	-	(46)	0.00%	-	-	-	-100.00%
53010:Uniform Expense	-	-	3,056	3,200	0.00%	3,200	-	3,200	0.00%
53013:Depreciation	516,882	-	-	-	0.00%	-	-	-	0.00%
53016:Travel Expense	17,052	16,756	5,672	5,672	-66.15%	5,672	-	5,672	0.00%
53018:One Time Expenses	(32,587)	-	-	-	0.00%	-	-	-	0.00%
53017:Training Expense	8,926	(2,500)	10,718	10,718	-528.72%	10,718	-	10,718	0.00%
<b>OPERATIONS TOTAL</b>	<b>3,483,025</b>	<b>3,537,380</b>	<b>4,708,423</b>	<b>4,702,369</b>	<b>32.93%</b>	<b>4,759,387</b>	<b>126,500</b>	<b>4,885,887</b>	<b>3.90%</b>
<b>OPERATING CAPITAL</b>									
60004:Capital Outlay - Equipment	512,149	672,798	5,000	9,954	-98.52%	5,000	119,000	124,000	1145.74%
60009:Capital Outlay - Improvements	-	-	56,880	56,880	0.00%	-	-	-	-100.00%
60007:Capital Outlay - Distribution Systems (Infrastructure)	-	-	-	-	0.00%	665,840	-	665,840	0.00%
<b>OPERATING CAPITAL TOTAL</b>	<b>512,149</b>	<b>672,798</b>	<b>61,880</b>	<b>66,834</b>	<b>-90.07%</b>	<b>670,840</b>	<b>119,000</b>	<b>789,840</b>	<b>1081.79%</b>
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0652 IT Management Total</b>	<b>6,467,944</b>	<b>6,696,738</b>	<b>5,726,996</b>	<b>5,699,080</b>	<b>-14.90%</b>	<b>6,485,061</b>	<b>245,500</b>	<b>6,730,561</b>	<b>18.10%</b>

Levels	Reporting - SLR Name	Proposed - Operations	Proposed - Personnel	Not Proposed - Operations	Not Proposed - Personnel
CC0648 IT Fiber	SLR-1: Vehicle for New Fiber employee	5,700	0	0	0
	SLR-2: OTDR tool for new Fiber employee	6,000	0	0	0
	Subtotal	11,700	0	0	0
CC0649 IT Applications	SLR-3: Lead Systems Analyst For Utility Applications	4,000	110,106	0	0
	Subtotal	4,000	110,106	0	0
CC0650 IT Public Safety	SLR-5: Data conversion for legacy bodycam system.	7,500	0	0	0
	Subtotal	7,500	0	0	0
CC0651 IT Infrastructure	SLR-4: Add licenses to Zerto disaster recovery software.	100,000	0	0	0
	SLR-8: Security Information and Event Software (SIEM) for Cybersecurity	50,000	0	0	0
	Subtotal	150,000	0	0	0
CC0652 IT Management	SLR-1: Assistant City Attorney	3,000	0	0	0
	SLR-1: Assistant City Manager (Reclass of Analyst Position)	3,000	0	0	0
	SLR-1: Assistant Director of Public Works	3,000	0	0	0
	SLR-1: Business Analyst	3,000	0	0	0
	SLR-1: Metering Service Supervisor	3,000	0	0	0
	SLR-1: Open Records Coordinator	3,000	0	0	0
	SLR-1: Parks & Recreation Manager	3,000	0	0	0
	SLR-1: Stormwater Inspector	3,000	0	0	0
	SLR-1: Utility Operational Technology Manager	3,000	0	0	0
	SLR-1: Utility Systems Locator	3,000	0	0	0
	SLR-1: Water Services Technician	12,000	0	0	0
	SLR-2: Inspection Supervisor	6,000	0	0	0
	SLR-2: Metering Technician, Trainee	3,000	0	0	0
	SLR-2: Network Administrator (SCADA)	3,000	0	0	0
	SLR-2: Payroll Specialist	3,000	0	0	0
	SLR-3: Electrical Engineering Analyst	3,000	0	0	0
	SLR-3: Utilities Scheduler Planner	3,000	0	0	0
	SLR-4: Police Records Specialist	3,000	0	0	0
	SLR-4: Utility Coordinator	3,000	0	0	0
	SLR-4: Water Services Technician	18,000	0	0	0
	SLR-4: Website content specialist	3,000	0	0	0
	SLR-5: Logistics Coordinator	3,000	0	0	0
	SLR-6: Addl. licensing for integration software	7,500	0	0	0
	SLR-6: Fire and Life Safety Specialist	3,000	0	0	0

	SLR-7: Third party support from Cloud Architect - UMAX	0	0	50,000	0
	SLR-9: Administrative Assistant	3,000	0	0	0
	SLR-9: Pilot - third party Business Process Analyst Support	20,000	0	0	0
	SLR-9: Social Media and Marketing Coordinator for Conservation	3,000	0	0	0
	SLR-10: Cloud strategy and infrastructure optimization plan.	75,000	0	0	0
	SLR-10: Criminal Investigations Detective	5,000	0	0	0
	SLR-10: Principal Planner and Engineering Tech	6,000	0	0	0
	SLR-11: Assistant Water Utilities Director	3,000	0	0	0
	SLR-11: Cloud Phone Answering System	24,000	0	0	0
	SLR-12: Code Compliance Officer	3,000	0	0	0
	Subtotal	245,500	0	50,000	0
CC0001 Non-Departmental	SLR-1: Vehicle for New Fiber employee	35,000	0	0	0
	Subtotal	35,000	0	0	0



## JOINT SERVICE FUND

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

### *Joint Service Allocation Methodology*

The Joint Service Fund is funded by other operating funds like the General, Electric, and Water funds. Each of these funds are charged for services provided by the departments in the Joint Service Fund. For each department in the Joint Service Fund, there is an allocation method to charge the other operating funds depending upon workload. For example, services provided by Human Resources are allocated based on the number of employees in the various funds.

### **FISCAL YEAR 2021**

*Total revenues* are projected to be \$18.1 million, which is on budget.

*Total expenditures* are projected to be \$18.3 million, which represents a decrease of 2.13% relative to budget. During the fiscal year, city management maintained a budget contingency plan outlined in the fiscal and budgetary policy in response to the COVID19 pandemic. Salary savings for open positions account for most of the savings. The non-departmental cost center projections are higher than budget because vacancy savings are budgeted here for the entire fund, while actual personnel savings are realized in each department. Also, originally the Finance Administration department budgeted a cost allocation study in 2021. Unfortunately, due to the demands of Winter Storm recovery, the department will move this study to fiscal year 2022.

The Joint Services Fund was amended in January for salary market increases, bill print expenses, to add resources to Customer Care from the Gartner Study recommendations, and to complete the Transportation Impact Fee study. The Fund was amended in June to account for increases in credit card fee expenses. During the pandemic, many customers across the City switched to paying online with a credit card for their utility bill, permitting fees, and other charges. The City expects this trend to continue after the pandemic recedes, and is planning to increase revenues to offset the expenses. The June budget amendment also included adding an Accounting Specialist and a Human Resources Generalist to assist both departments with high growth in workload demands. Positions from Conservation and Customer Care were also re-organized to other departments that more closely align with their job functions.

*Ending fund balance* is projected to be just below \$2 million as of September 30, 2021. This is \$1.6 million below the 90 day contingency reserve policy of \$3.6 million.

### **FISCAL YEAR 2022**

*Total revenues* are budgeted to be \$21.7 million, which represents an increase of 19.97% relative to the FY2021 projection. Departments in the fund saw increased expenses overall as the number of city staff and the size of departments continue to grow significantly in reflection of the city population growth and demand for services.

The largest drivers of costs are technology related expenses in Customer Care, engineering and development related expenses in Systems Engineering, and credit card fees across the organization.

*Total expenditures* are budgeted to be \$21.2 million, an increase of 15.76% from FY2021 projections. Several large increases are included in the base budget. These include the credit card fee expense increase of \$350K over the 2020 original budget as customers changed to online payments during the pandemic. Fees will be increased to the customer to recover the City's cost. Other base increases include merit and market increases for personnel, technology allocation increases for the utility billing system, and the full-year cost of 2 positions added to the fund in

the 2021 mid-year budget amendment referenced above. The Citywide Human Resources cost center base budget is increasing for recruitment expenses for Fire and Police, and property and casualty insurance cost increases.

With the voters' approval of the 2021 mobility bond, acceleration of water infrastructure improvements and continued growth, staff proposes to transition the oversight of development engineering review from Systems Engineering to the planning department. This will provide more capacity for the staff in System Engineering to deliver infrastructure, as well as more consistency in the new development process review. The proposed date is to transition this on January 1, and staff is working through a plan to ensure a seamless transition for customers.

Below are highlights of the proposed service level enhancements represented in the Changes column in the Joint Service Fund. A full list is available in the reference section of this book.

### *Proposed Enhancements:*

- **Accounting:**
  - **Payroll Specialist:** Since the implementation of the new payroll software in 2019, the special projects and testing requirements have been non-stop. With only one payroll specialist and one supervisor for review each pay period, any testing and special projects have to be managed during non-payroll weeks. Special projects in the last year were the ESick configuration citywide for COVID, payroll commitments for budget, new benefits deductions for HR, and dispatch/control center time keeping. Having a second payroll specialist will provide additional resources for testing and special projects while still being able to maintain two employees working on payroll every two weeks.
    - Proposed Ongoing: \$55,025
    - Proposed One-time: \$8,000
    - Proposed Total Cost: \$63,031
  - **Temporary Personnel for GASB 87 Implementation:** The Governmental Accounting Standards Board pronouncement 87 on lease accounting is required to be implemented for the FY2022 audit. Reviewing the pronouncement, gathering lease information citywide, and creating a tracking process will require a part-time temporary position during FY2022.
    - Proposed Ongoing: \$0
    - Proposed One-time: \$30,000
    - Proposed Total Cost: \$30,000
- **Purchasing:**
  - **Warehouse Vehicle and Equipment:** Half-ton extended cab pickup for warehouse deliveries to customers that do not require the existing box truck and a stretch wrap machine for efficient application of inventory wrap.
    - Proposed Ongoing: \$5,700
    - Proposed One-time: \$36,500
    - Proposed Total Cost: \$42,200
- **Customer Care:**
  - **Cloud Contact Center:** Expand functionality of existing phone system to increase call capacity and to provide a message to customers when the max number of calls are received. The service also adds email

and chatbot capability for self service, and allows staff to work onsite or remotely during emergency events.

- Proposed Ongoing: \$38,000
- Proposed One-time: \$75,000
- Proposed Total Cost: \$113,000

- **Lockbox Services:** This service will help efficiently process mail payments that currently make up 15% of the customer base and take up to 4 hours per day to process by staff.

- Proposed Ongoing: \$75,000
- Proposed One-time: \$0
- Proposed Total Cost: \$75,000

- **System Engineering:**

- **Utility Coordinator:** The city continues to see significant growth thus there is an increase in new utility extensions across the city. The department is requesting this position to serve as the single point of contact for franchise utilities, TxDOT, Wilco as well as other jurisdictions. This position will assist with TxDOT utility relocations, Western District utility relocations, and reimbursements for various utility relocations. They will work on interlocal agreements, utility relocation agreements, and utility Advanced Funding Agreements.

- Proposed Ongoing: \$83,870
- Proposed One-time: \$41,000
- Proposed Total Cost: \$124,870

- **Inspection Supervisor:** The city is seeing substantial development growth. The city had 59 active projects as of March 2020, and in March 2021 the city was handling 94 active projects. This position will relieve workload, providing preliminary walks, final walks, engineering calls, and provide guidance on City CIP projects. This will also provide succession planning for the team.

- Proposed Ongoing: \$105,775
- Proposed One-time: \$44,000
- Proposed Total Cost: \$149,775

- **New Development Consultant Support:** New Development Consultant Support includes \$125,000 Plan Review, \$125,000 Utility Evaluation, \$200,000 Traffic Impact Analysis. Increase from \$121,000 PR + \$150,000 TIA in current year.

- Proposed Ongoing: \$179,000
- Proposed One-time: \$0
- Proposed Total Cost: \$179,000

- **Human Resources:**

- **Development of Supervisors:** These funds will provide HR staff with training on how to administer 360 degree performance reviews for supervisors and mid-level managers. This initiative is part of feedback from a prior employee satisfaction survey, but has been postponed several years due to higher priorities.

- Proposed Ongoing: \$0

- Proposed One-time: \$25,000
- Proposed Total Cost: \$25,000

- **Legal Services:**

- **Assistant City Attorney:** Assistant City Attorney position has not been added to the department since 2014. Given the City's growth, a fourth attorney is needed to meet demand for contracting and other legal services.

- Proposed Ongoing: \$107,951
- Proposed One-time: \$3,000
- Proposed Total Cost: \$110,951

**Ending fund balance** is projected to be \$2.5 million as of September 30, 2022, which is applied to contingency in this fund. It is staff's goal to build the contingency amount over the next few years to cover a 90-day operational contingency in the Joint Service fund. A fully funded reserve would be \$3.6 million.

FUND SCHEDULE

<b>Joint Services</b>						
<b>7/15/21 3:19 PM</b>	<b>FY2020</b>	<b>FY2021</b>		<b>FY2022</b>		
	<b>Actuals</b>	<b>Amended Budget</b>	<b>Projected</b>	<b>Base Budget</b>	<b>Changes</b>	<b>Proposed Budget</b>
<b>Beginning Fund Balance</b>	<b>1,415,206</b>	<b>2,157,365</b>	<b>2,157,365</b>	<b>1,974,965</b>	<b>-</b>	<b>1,974,965</b>
<b>Revenue</b>						
41002:Penalties	20,152	-	25,000	-	-	-
42001:Interest Income	20,038	6,250	6,250	6,250	-	6,250
43001:Fees	15,965	173,600	14,000	11,600	-	11,600
43003:Permits	415,975	-	-	-	-	-
43004:Administrative Charges	17,275,170	17,912,066	17,912,066	21,575,774	-	21,575,774
43005:Rental Revenue	-	-	100	-	-	-
44001:Grant Revenue	1,114	-	-	-	-	-
45001:Misc Revenue	5,175	-	431	-	-	-
45002:Insurance Proceeds	97,865	-	70,000	-	-	-
45003:Misc Reimbursements	127,236	83,000	91,356	120,000	-	120,000
70001:Transfers In	313,405	-	-	25,000	-	25,000
<b>Revenue Total</b>	<b>18,292,095</b>	<b>18,174,916</b>	<b>18,119,203</b>	<b>21,738,624</b>	<b>-</b>	<b>21,738,624</b>
<b>Expense</b>						
City of Georgetown (Only)	385,272	-	-	-	-	-
CC0001 Non-Departmental	1,564,778	965,999	1,246,402	800,000	123,500	923,500
CC0302 Finance Administration	920,758	1,222,909	1,025,554	1,209,861	11,000	1,220,861
CC0315 Accounting	1,060,292	1,302,383	1,358,423	1,495,350	94,291	1,589,641
CC0317 Purchasing	849,795	996,521	937,558	1,054,021	9,700	1,063,721
CC0321 Customer Care	4,944,285	5,955,711	5,867,947	6,785,199	188,000	6,973,199
CC0503 Organizational and Operational Excellence	276,233	342,009	323,516	355,325	14,640	369,965
CC0526 Systems Engineering	2,215,851	2,757,957	2,755,159	2,945,849	368,645	3,314,494
CC0534 Conservation	576,512	779,365	565,331	608,300	38,500	646,800
CC0547 Business System Services	1,013,281	-	-	-	-	-
CC0637 Economic Development	550,462	593,007	575,708	650,626	-	650,626
CC0639 Human Resources	1,269,411	1,507,953	1,481,634	1,709,382	(0)	1,709,382
CC0640 Citywide Human Resources	1,008,990	1,219,444	1,127,024	1,329,125	25,000	1,354,125
CC0654 Legal	1,001,715	1,055,716	1,037,349	1,256,180	107,951	1,364,132
<b>Expense Total</b>	<b>17,637,635</b>	<b>18,698,974</b>	<b>18,301,604</b>	<b>20,199,219</b>	<b>981,228</b>	<b>21,180,447</b>
<b>Ending Fund Balance</b>	<b>2,069,666</b>	<b>1,633,307</b>	<b>1,974,965</b>	<b>3,514,370</b>	<b>(981,228)</b>	<b>2,533,142</b>
<b>Reserves</b>						
AFR Adjustment	87,699	-	-	-	-	-
Contingency Reserve	1,070,215	1,633,307	1,633,307	2,474,215	-	2,474,215
Market	-	-	-	58,927	-	58,927
<b>Reserves Total</b>	<b>1,157,914</b>	<b>1,633,307</b>	<b>1,633,307</b>	<b>2,533,142</b>	<b>-</b>	<b>2,533,142</b>
<b>Available Fund Balance</b>	<b>1,087,150</b>	<b>(0)</b>	<b>341,658</b>	<b>981,228</b>	<b>(981,228)</b>	<b>-</b>

**Joint Services: City of Georgetown**

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	PROJECTED	BASE BUDGET	CHANGES		
<b>REVENUE</b>									
41002:Penalties	13,920	20,152	-	25,000	24.05%	-	-	-	-100.00%
42001:Interest Income	21,881	20,038	6,250	6,250	-68.81%	6,250	-	6,250	0.00%
43001:Fees	28,890	15,965	173,600	14,000	-12.31%	11,600	-	11,600	-17.14%
43003:Permits	-	415,975	-	-	-100.00%	-	-	-	0.00%
43004:Administrative Charges	17,731,222	17,275,170	17,912,066	17,912,066	3.69%	21,575,774	-	21,575,774	20.45%
43005:Rental Revenue	-	-	-	100	0.00%	-	-	-	-100.00%
44001:Grant Revenue	-	1,114	-	-	-100.00%	-	-	-	0.00%
45001:Misc Revenue	23,550	5,175	-	431	-91.67%	-	-	-	-100.00%
45002:Insurance Proceeds	10,876	97,865	-	70,000	-28.47%	-	-	-	-100.00%
45003:Misc Reimbursements	89,683	127,236	83,000	91,356	-28.20%	120,000	-	120,000	31.35%
70001:Transfers In	-	313,405	-	-	-100.00%	25,000	-	25,000	0.00%
<b>REVENUE TOTAL</b>	<b>17,920,021</b>	<b>18,292,095</b>	<b>18,174,916</b>	<b>18,119,203</b>	<b>-0.95%</b>	<b>21,738,624</b>	<b>-</b>	<b>21,738,624</b>	<b>19.98%</b>

**Joint Services: CC0001 Non-Departmental**

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	PROJECTED	BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	-	-	(500,000)	(150,000)	0.00%	(500,000)	-	(500,000)	233.33%
<b>PERSONNEL TOTAL</b>	-	-	(500,000)	(150,000)	0.00%	(500,000)	-	(500,000)	233.33%
<b>OPERATIONS</b>									
52501:Office Supplies	-	(53,857)	-	-	-100.00%	-	-	-	0.00%
52506:Operational Supplies	-	134	-	-	-100.00%	-	-	-	0.00%
52510:Bad Debt Expense	-	-	-	(3,598)	0.00%	-	-	-	-100.00%
53002:Postage & Freight	-	26	-	-	-100.00%	-	-	-	0.00%
53015:Other Miscellaneous Expense	1,111	1,489,304	1,300,000	1,350,000	-9.35%	1,300,000	-	1,300,000	-3.70%
<b>OPERATIONS TOTAL</b>	<b>1,111</b>	<b>1,435,607</b>	<b>1,300,000</b>	<b>1,346,402</b>	<b>-6.21%</b>	<b>1,300,000</b>	<b>-</b>	<b>1,300,000</b>	<b>-3.45%</b>
<b>OPERATING CAPITAL</b>									
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
80001:Transfers Out	157,000	129,171	165,999	50,000	-61.29%	-	123,500	123,500	147.00%
<b>TRANSFERS TOTAL</b>	<b>157,000</b>	<b>129,171</b>	<b>165,999</b>	<b>50,000</b>	<b>-61.29%</b>	<b>-</b>	<b>123,500</b>	<b>123,500</b>	<b>147.00%</b>
<b>CC0001 Non-Departmental Total</b>	<b>158,111</b>	<b>1,564,778</b>	<b>965,999</b>	<b>1,246,402</b>	<b>-20.35%</b>	<b>800,000</b>	<b>123,500</b>	<b>923,500</b>	<b>-25.91%</b>

Joint Services: CC0302 Finance Administration

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	PROJECTED	BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	474,737	441,616	531,439	522,676	18.36%	556,064	10,000	566,064	8.30%
50200:Payroll Tax Expense	34,375	32,668	39,139	36,451	11.58%	42,416	-	42,416	16.37%
50201:Worker's Compensation	247	364	549	515	41.48%	611	-	611	18.59%
50202:TWC Expense	159	1,258	918	1,072	-14.83%	540	-	540	-49.62%
50300:Benefits	74,451	72,472	74,692	64,166	-11.46%	69,183	-	69,183	7.82%
50301:TMRS Expense	57,967	54,133	61,218	59,830	10.52%	70,175	-	70,175	17.29%
<b>PERSONNEL TOTAL</b>	<b>641,935</b>	<b>602,512</b>	<b>707,955</b>	<b>684,710</b>	<b>13.64%</b>	<b>738,989</b>	<b>10,000</b>	<b>748,989</b>	<b>9.39%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	47,888	40,842	50,970	50,970	24.80%	60,502	-	60,502	18.70%
51002:Publishing & Printing	3,600	3,729	3,000	330	-91.15%	3,000	-	3,000	809.09%
51004:Contractual Services	-	2,374	-	-	-100.00%	-	-	-	0.00%
51005:Professional Services	36,350	42,500	226,588	64,956	52.84%	139,238	-	139,238	114.36%
51006:Subscriptions	2,466	2,287	2,055	2,056	-10.12%	2,600	-	2,600	26.49%
51007:Contracts & Leases	228,785	206,812	212,901	213,596	3.28%	245,207	-	245,207	14.80%
51008:Utilities	6,783	-	-	-	0.00%	-	-	-	0.00%
51009:Telephone	2,286	1,298	300	-	-100.00%	-	-	-	0.00%
51340:Employee Recognition	-	-	-	-	0.00%	500	-	500	0.00%
52501:Office Supplies	17,973	3,956	8,440	2,000	-49.45%	8,000	-	8,000	300.06%
52506:Operational Supplies	-	-	100	74	0.00%	-	-	-	-100.00%
52507:Janitorial Supplies	-	-	100	38	0.00%	75	-	75	95.06%
53001:Public Notices & Recording Fees	518	471	900	500	6.19%	500	-	500	0.03%
53002:Postage & Freight	11	218	350	162	-25.54%	200	-	200	23.16%
53003:Food	2,366	1,331	1,000	200	-84.99%	1,000	-	1,000	400.33%
53004:Insurance Expense	-	-	-	(38)	0.00%	-	-	-	-100.00%
53013:Depreciation	15,655	-	-	-	0.00%	-	-	-	0.00%
53015:Other Miscellaneous Expense	1,261,093	6,785	-	-	-100.00%	-	-	-	0.00%
53016:Travel Expense	5,495	6,066	350	-	-100.00%	3,450	-	3,450	0.00%
53017:Training Expense	-	(420)	7,900	6,000	-1528.57%	6,600	1,000	7,600	26.67%
<b>OPERATIONS TOTAL</b>	<b>1,631,268</b>	<b>318,247</b>	<b>514,954</b>	<b>340,844</b>	<b>7.10%</b>	<b>470,872</b>	<b>1,000</b>	<b>471,872</b>	<b>38.44%</b>
<b>OPERATING CAPITAL</b>									
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0302 Finance Administration Total</b>	<b>2,273,203</b>	<b>920,758</b>	<b>1,222,909</b>	<b>1,025,554</b>	<b>11.38%</b>	<b>1,209,861</b>	<b>11,000</b>	<b>1,220,861</b>	<b>19.04%</b>



Joint Services: CC0315 Accounting

	FY2019	FY2020	FY2021			FY2022			
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED	BASE BUDGET	CHANGES	PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
<b>PERSONNEL</b>									
50100:Salaries	664,902	669,933	860,600	874,384	30.52%	939,238	72,283	1,011,521	15.68%
50200:Payroll Tax Expense	49,417	50,674	59,548	61,236	20.84%	70,143	2,908	73,051	19.29%
50201:Worker's Compensation	282	577	798	830	43.97%	985	42	1,028	23.79%
50202:TWC Expense	443	2,388	1,683	2,393	0.20%	1,170	90	1,260	-47.34%
50300:Benefits	109,388	108,328	103,458	138,738	28.07%	161,220	8,215	169,435	22.13%
50301:TMRS Expense	80,500	79,256	92,412	99,006	24.92%	115,202	4,752	119,954	21.16%
<b>PERSONNEL TOTAL</b>	<b>904,931</b>	<b>911,154</b>	<b>1,118,499</b>	<b>1,176,586</b>	<b>29.13%</b>	<b>1,287,957</b>	<b>88,291</b>	<b>1,376,248</b>	<b>16.97%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	34,117	66,609	75,120	75,120	12.78%	92,529	-	92,529	23.17%
51002:Publishing & Printing	-	-	550	54	0.00%	100	-	100	84.06%
51005:Professional Services	76,385	65,455	80,725	82,000	25.28%	81,000	-	81,000	-1.22%
51006:Subscriptions	2,053	2,266	3,310	3,000	32.39%	3,310	-	3,310	10.33%
51007:Contracts & Leases	950	-	-	-	0.00%	-	-	-	0.00%
51009:Telephone	1,746	500	724	455	-9.02%	455	-	455	0.00%
52501:Office Supplies	11,073	8,791	6,500	8,600	-2.17%	7,269	-	7,269	-15.48%
52502:Educational Supplies	-	-	50	-	0.00%	-	-	-	0.00%
52506:Operational Supplies	-	-	530	355	0.00%	355	-	355	0.00%
52507:Janitorial Supplies	-	46	200	134	192.18%	100	-	100	-25.26%
53001:Public Notices & Recording Fees	542	-	675	675	0.00%	675	-	675	0.00%
53002:Postage & Freight	4,309	4,591	4,500	5,000	8.91%	4,500	-	4,500	-10.00%
53003:Food	-	24	500	500	2024.55%	500	-	500	-0.02%
53004:Insurance Expense	-	-	-	(58)	0.00%	-	-	-	-100.00%
53016:Travel Expense	5,372	457	1,500	-	-100.00%	1,500	-	1,500	0.00%
53017:Training Expense	-	399	9,000	6,000	1403.76%	15,100	1,000	16,100	168.33%
<b>OPERATIONS TOTAL</b>	<b>136,547</b>	<b>149,138</b>	<b>183,884</b>	<b>181,836</b>	<b>21.93%</b>	<b>207,393</b>	<b>1,000</b>	<b>208,393</b>	<b>14.60%</b>
<b>OPERATING CAPITAL</b>									
60004:Capital Outlay - Equipment	-	-	-	-	0.00%	-	5,000	5,000	0.00%
<b>OPERATING CAPITAL TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00%</b>
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0315 Accounting Total</b>	<b>1,041,479</b>	<b>1,060,292</b>	<b>1,302,383</b>	<b>1,358,423</b>	<b>28.12%</b>	<b>1,495,350</b>	<b>94,291</b>	<b>1,589,641</b>	<b>17.02%</b>

Joint Services: CC0317 Purchasing

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	PROJECTED	BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	439,850	476,410	524,269	502,194	5.41%	566,615	-	566,615	12.83%
50200:Payroll Tax Expense	32,019	36,191	42,954	34,871	-3.65%	43,455	-	43,455	24.62%
50201:Worker's Compensation	1,902	2,330	3,727	2,688	15.40%	3,193	-	3,193	18.78%
50202:TWC Expense	315	2,057	1,377	1,160	-43.61%	810	-	810	-30.18%
50300:Benefits	72,744	95,842	75,432	70,933	-25.99%	82,954	-	82,954	16.95%
50301:TMRS Expense	49,958	56,000	62,879	58,086	3.72%	71,418	-	71,418	22.95%
<b>PERSONNEL TOTAL</b>	<b>596,788</b>	<b>668,829</b>	<b>710,638</b>	<b>669,932</b>	<b>0.16%</b>	<b>768,445</b>	<b>-</b>	<b>768,445</b>	<b>14.70%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	141,198	148,542	167,135	167,134	12.52%	197,834	5,700	203,534	21.78%
51004:Contractual Services	-	161	32,150	7,554	4599.74%	4,884	-	4,884	-35.34%
51006:Subscriptions	1,097	980	4,800	4,800	389.80%	5,300	-	5,300	10.42%
51008:Utilities	-	-	34,554	34,554	0.00%	34,554	-	34,554	0.00%
51009:Telephone	2,706	1,954	1,444	1,444	-26.14%	2,600	-	2,600	80.11%
51340:Employee Recognition	-	-	-	-	0.00%	-	-	-	0.00%
52501:Office Supplies	4,381	5,283	3,650	3,650	-30.92%	4,000	-	4,000	9.60%
52506:Operational Supplies	767	257	2,450	1,745	578.59%	2,710	-	2,710	55.28%
52507:Janitorial Supplies	-	11	7	7	-37.12%	-	-	-	-100.00%
52509:Maintenance Expense	1,394	646	19,900	26,882	4061.05%	9,000	4,000	13,000	-51.64%
53001:Public Notices & Recording Fees	1,668	1,227	1,500	1,500	22.26%	1,500	-	1,500	0.02%
53002:Postage & Freight	72	3	100	101	3920.00%	100	-	100	-0.50%
53003:Food	1,637	505	693	2,493	393.86%	2,500	-	2,500	0.28%
53004:Insurance Expense	-	-	-	(35)	0.00%	-	-	-	-100.00%
53010:Uniform Expense	1,432	1,402	4,000	2,300	64.07%	3,600	-	3,600	56.51%
53015:Other Miscellaneous Expense	(4,305)	16,363	-	-	-100.00%	-	-	-	0.00%
53016:Travel Expense	14,590	2,327	3,000	3,000	28.90%	5,000	-	5,000	66.67%
53017:Training Expense	-	1,305	10,500	10,500	704.60%	12,000	-	12,000	14.29%
<b>OPERATIONS TOTAL</b>	<b>166,636</b>	<b>180,965</b>	<b>285,883</b>	<b>267,626</b>	<b>47.89%</b>	<b>285,582</b>	<b>9,700</b>	<b>295,282</b>	<b>10.33%</b>
<b>OPERATING CAPITAL</b>									
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0317 Purchasing Total</b>	<b>763,425</b>	<b>849,795</b>	<b>996,521</b>	<b>937,558</b>	<b>10.33%</b>	<b>1,054,026</b>	<b>9,700</b>	<b>1,063,726</b>	<b>13.46%</b>

Joint Services: CC0321 Customer Care

	FY2019	FY2020	FY2021			FY2022			
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED	BASE BUDGET	CHANGES	PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
<b>PERSONNEL</b>									
50100:Salaries	1,263,673	1,305,618	1,512,493	1,430,305	9.55%	1,558,853	-	1,558,853	8.99%
50200:Payroll Tax Expense	91,633	98,891	105,913	99,507	0.62%	119,584	-	119,584	20.18%
50201:Worker's Compensation	618	1,098	1,712	1,411	28.51%	1,728	-	1,728	22.45%
50202:TWC Expense	302	5,003	3,825	3,508	-29.89%	2,340	-	2,340	-33.29%
50300:Benefits	252,241	264,710	256,878	245,411	-7.29%	284,354	-	284,354	15.87%
50301:TMRS Expense	156,754	164,471	166,389	164,309	-0.10%	195,807	-	195,807	19.17%
<b>PERSONNEL TOTAL</b>	<b>1,765,220</b>	<b>1,839,793</b>	<b>2,047,210</b>	<b>1,944,451</b>	<b>5.69%</b>	<b>2,162,666</b>	<b>-</b>	<b>2,162,666</b>	<b>11.22%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	2,067,399	2,710,186	3,342,916	3,342,916	23.35%	4,110,063	-	4,110,063	22.95%
51002:Publishing & Printing	-	155,910	-	-	-100.00%	-	-	-	0.00%
51003:Marketing & Promotional	-	247	-	-	-100.00%	-	-	-	0.00%
51004:Contractual Services	510,768	14,976	405,900	434,400	2800.60%	410,900	-	410,900	-5.41%
51005:Professional Services	-	176,200	73,992	65,000	-63.11%	15,000	75,000	90,000	38.46%
51006:Subscriptions	4,427	5,514	5,000	5,000	-9.32%	5,000	-	5,000	0.01%
51007:Contracts & Leases	307,810	48	-	-	-100.00%	-	-	-	0.00%
51008:Utilities	-	-	22,593	22,593	0.00%	22,593	-	22,593	0.00%
51009:Telephone	19,319	13,394	13,500	13,500	0.79%	13,500	113,000	126,500	837.05%
52501:Office Supplies	16,574	13,065	17,000	19,500	49.25%	20,500	-	20,500	5.13%
52502:Educational Supplies	500	-	-	-	0.00%	-	-	-	0.00%
52506:Operational Supplies	(4,276)	-	-	-	0.00%	-	-	-	0.00%
52507:Janitorial Supplies	-	-	500	10	0.00%	-	-	-	-100.00%
52509:Maintenance Expense	1,018	301	3,000	2,980	890.06%	-	-	-	-100.00%
53001:Public Notices & Recording Fees	135	-	500	500	0.00%	500	-	500	0.00%
53002:Postage & Freight	4,913	1,031	1,000	1,000	-2.99%	1,000	-	1,000	0.02%
53003:Food	721	1,650	1,100	1,100	-33.33%	2,000	-	2,000	81.79%
53004:Insurance Expense	-	-	-	(102)	0.00%	-	-	-	-100.00%
53010:Uniform Expense	824	1,000	1,000	1,000	0.00%	1,000	-	1,000	0.00%
53015:Other Miscellaneous Expense	5,634	3,209	2,500	2,500	-22.10%	2,500	-	2,500	0.01%
53016:Travel Expense	14,079	7,466	11,000	4,300	-42.40%	10,000	-	10,000	132.56%
53017:Training Expense	-	295	7,000	7,300	2374.58%	8,000	-	8,000	9.59%
<b>OPERATIONS TOTAL</b>	<b>2,949,845</b>	<b>3,104,492</b>	<b>3,908,501</b>	<b>3,923,496</b>	<b>26.38%</b>	<b>4,622,556</b>	<b>188,000</b>	<b>4,810,556</b>	<b>22.61%</b>
<b>OPERATING CAPITAL</b>									
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0321 Customer Care Total</b>	<b>4,715,065</b>	<b>4,944,285</b>	<b>5,955,711</b>	<b>5,867,947</b>	<b>18.68%</b>	<b>6,785,223</b>	<b>188,000</b>	<b>6,973,223</b>	<b>18.84%</b>

**Joint Services: CC0503 Organizational and Operational Excellence**

	FY2019	FY2020	FY2021			FY2022			
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED	BASE BUDGET	CHANGES	PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
<b>PERSONNEL</b>									
50100:Salaries	75,320	193,220	228,962	226,417	17.18%	240,020	-	240,020	6.01%
50200:Payroll Tax Expense	5,624	14,735	16,929	17,281	17.28%	18,414	-	18,414	6.56%
50201:Worker's Compensation	31	161	247	229	42.64%	269	-	269	17.16%
50202:TWC Expense	9	298	459	435	45.64%	270	-	270	-37.89%
50300:Benefits	16,684	27,936	16,389	17,962	-35.70%	18,466	-	18,466	2.81%
50301:TMRS Expense	9,400	23,998	27,186	28,332	18.06%	30,318	-	30,318	7.01%
<b>PERSONNEL TOTAL</b>	<b>107,069</b>	<b>260,348</b>	<b>290,172</b>	<b>290,656</b>	<b>11.64%</b>	<b>307,756</b>	<b>-</b>	<b>307,756</b>	<b>5.88%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	-	-	2,877	2,877	0.00%	2,170	-	2,170	-24.59%
51006:Subscriptions	622	957	9,800	2,000	108.98%	4,000	-	4,000	100.00%
51009:Telephone	600	300	1,760	-	-100.00%	-	-	-	0.00%
52501:Office Supplies	2,298	6,102	2,000	2,000	-67.22%	8,000	-	8,000	300.00%
52506:Operational Supplies	-	-	-	5,000	0.00%	-	14,640	14,640	192.80%
53003:Food	29	112	4,500	2,000	1689.39%	5,000	-	5,000	150.00%
53004:Insurance Expense	-	-	-	(17)	0.00%	-	-	-	-100.00%
53016:Travel Expense	21,879	8,414	11,050	1,000	-88.12%	9,400	-	9,400	840.00%
53017:Training Expense	-	-	19,850	18,000	0.00%	19,000	-	19,000	5.56%
<b>OPERATIONS TOTAL</b>	<b>25,429</b>	<b>15,885</b>	<b>51,837</b>	<b>32,860</b>	<b>106.87%</b>	<b>47,570</b>	<b>14,640</b>	<b>62,210</b>	<b>89.32%</b>
<b>OPERATING CAPITAL</b>									
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0503 Organizational and Operational Excellence Total</b>	<b>132,497</b>	<b>276,233</b>	<b>342,009</b>	<b>323,516</b>	<b>17.12%</b>	<b>355,325</b>	<b>14,640</b>	<b>369,965</b>	<b>14.36%</b>

Joint Services: CC0526 Systems Engineering

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED		BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	1,335,877	1,372,840	1,651,998	1,574,353	14.68%	1,734,763	127,499	1,862,262	18.29%
50200:Payroll Tax Expense	98,657	105,303	116,751	106,751	1.38%	133,198	9,754	142,951	33.91%
50201:Worker's Compensation	1,274	2,127	3,378	2,713	27.53%	3,447	142	3,589	32.33%
50202:TWC Expense	433	3,150	2,907	2,611	-17.12%	1,980	180	2,160	-17.27%
50300:Benefits	206,985	219,225	251,818	243,606	11.12%	296,042	20,299	316,341	29.86%
50301:TMRS Expense	167,463	177,552	188,150	177,301	-0.14%	219,125	15,937	235,063	32.58%
<b>PERSONNEL TOTAL</b>	<b>1,810,689</b>	<b>1,880,197</b>	<b>2,215,003</b>	<b>2,107,334</b>	<b>12.08%</b>	<b>2,388,555</b>	<b>173,811</b>	<b>2,562,367</b>	<b>21.59%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	132,752	119,423	152,938	152,938	28.06%	179,823	12,844	192,667	25.98%
51004:Contractual Services	26,888	-	150,000	-	0.00%	-	-	-	0.00%
51005:Professional Services	81,319	137,578	146,000	400,000	190.74%	271,000	179,000	450,000	12.50%
51006:Subscriptions	1,562	2,580	6,000	3,165	22.69%	4,500	-	4,500	42.18%
51007:Contracts & Leases	94,998	2,800	-	-	-100.00%	-	-	-	0.00%
51008:Utilities	-	-	7,989	7,989	0.00%	7,989	-	7,989	0.00%
51009:Telephone	22,640	14,404	10,027	24,000	66.62%	24,000	-	24,000	0.00%
52501:Office Supplies	7,068	5,433	5,001	5,000	-7.97%	7,500	-	7,500	50.00%
52506:Operational Supplies	1,033	24,632	17,751	16,505	-32.99%	18,500	-	18,500	12.09%
52507:Janitorial Supplies	-	-	-	-	0.00%	-	-	-	0.00%
52509:Maintenance Expense	-	-	-	2,040	0.00%	-	-	-	-100.00%
53001:Public Notices & Recording Fees	1,470	1,664	2,000	2,035	22.27%	2,000	-	2,000	-1.72%
53002:Postage & Freight	29	99	-	45	-54.67%	-	-	-	-100.00%
53003:Food	2,044	1,443	-	1,053	-27.03%	1,000	-	1,000	-5.03%
53004:Insurance Expense	-	-	-	(103)	0.00%	-	-	-	-100.00%
53010:Uniform Expense	3,289	3,522	5,000	5,000	41.98%	5,000	-	5,000	0.00%
53015:Other Miscellaneous Expense	-	-	-	409	0.00%	-	-	-	-100.00%
53016:Travel Expense	27,208	21,480	10,000	5,500	-74.40%	8,000	-	8,000	45.45%
53017:Training Expense	-	575	28,000	15,000	2508.70%	28,000	3,000	31,000	106.67%
<b>OPERATIONS TOTAL</b>	<b>402,300</b>	<b>335,633</b>	<b>540,705</b>	<b>640,576</b>	<b>90.86%</b>	<b>557,312</b>	<b>194,844</b>	<b>752,156</b>	<b>17.42%</b>
<b>OPERATING CAPITAL</b>									
60004:Capital Outlay - Equipment	-	21	2,249	2,249	10796.32%	-	-	-	-100.00%
60001:Capital Outlay - Land	-	-	-	5,000	0.00%	-	-	-	-100.00%
<b>OPERATING CAPITAL TOTAL</b>	<b>-</b>	<b>21</b>	<b>2,249</b>	<b>7,249</b>	<b>35021.12%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-100.00%</b>
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0526 Systems Engineering Total</b>	<b>2,212,989</b>	<b>2,215,851</b>	<b>2,757,957</b>	<b>2,755,159</b>	<b>24.34%</b>	<b>2,945,867</b>	<b>368,655</b>	<b>3,314,522</b>	<b>20.30%</b>

Joint Services: CC0534 Conservation

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	PROJECTED	BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	255,466	231,317	194,840	118,893	-48.60%	76,413	-	76,413	-35.73%
50200:Payroll Tax Expense	19,253	18,130	13,849	8,882	-51.01%	6,229	-	6,229	-29.87%
50201:Worker's Compensation	121	252	227	114	-54.88%	80	-	80	-30.00%
50202:TWC Expense	36	701	459	289	-58.76%	90	-	90	-68.85%
50300:Benefits	19,605	20,381	9,127	5,305	-73.97%	-	-	-	-100.00%
50301:TMRS Expense	32,238	29,737	22,229	14,915	-49.84%	8,995	-	8,995	-39.70%
<b>PERSONNEL TOTAL</b>	<b>326,718</b>	<b>300,519</b>	<b>240,730</b>	<b>148,397</b>	<b>-50.62%</b>	<b>91,806</b>	<b>-</b>	<b>91,806</b>	<b>-38.14%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	21,770	21,300	26,495	18,040	-15.30%	10,594	-	10,594	-41.28%
51002:Publishing & Printing	-	1,500	-	-	-100.00%	-	-	-	0.00%
51003:Marketing & Promotional	17,907	6,571	10,736	10,500	59.79%	10,500	-	10,500	0.00%
51004:Contractual Services	-	789	150,000	69,403	8694.92%	150,000	38,500	188,500	171.60%
51006:Subscriptions	2,668	922	2,500	-	-100.00%	2,500	-	2,500	0.00%
51007:Contracts & Leases	20,000	-	-	-	0.00%	-	-	-	0.00%
51008:Utilities	7,218	1,718	8,240	1,500	-12.68%	2,000	-	2,000	33.33%
51009:Telephone	1,762	1,101	500	500	-54.59%	500	-	500	0.00%
52501:Office Supplies	514	3,515	1,000	1,000	-71.55%	1,000	-	1,000	0.00%
52502:Educational Supplies	19,968	4,549	9,764	10,000	119.81%	10,000	-	10,000	0.00%
52506:Operational Supplies	62	1,070	400	2,000	86.94%	400	-	400	-80.00%
53002:Postage & Freight	16,943	347	15,000	1,000	188.27%	15,000	-	15,000	1400.00%
53003:Food	359	248	1,000	-	-100.00%	1,000	-	1,000	0.00%
53004:Insurance Expense	-	-	-	(9)	0.00%	-	-	-	-100.00%
53010:Uniform Expense	-	669	500	-	-100.00%	500	-	500	0.00%
53015:Other Miscellaneous Expense	200,277	229,608	300,000	300,000	30.66%	300,000	-	300,000	0.00%
53016:Travel Expense	4,233	2,086	3,500	1,000	-52.06%	3,500	-	3,500	250.00%
53018:One Time Expenses	5,000	-	-	-	0.00%	-	-	-	0.00%
53017:Training Expense	-	-	9,000	2,000	0.00%	9,000	-	9,000	350.00%
<b>OPERATIONS TOTAL</b>	<b>318,682</b>	<b>275,993</b>	<b>538,635</b>	<b>416,934</b>	<b>51.07%</b>	<b>516,494</b>	<b>38,500</b>	<b>554,994</b>	<b>33.11%</b>
<b>OPERATING CAPITAL</b>									
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0534 Conservation Total</b>	<b>645,400</b>	<b>576,512</b>	<b>779,365</b>	<b>565,331</b>	<b>-1.94%</b>	<b>608,300</b>	<b>38,500</b>	<b>646,800</b>	<b>14.41%</b>

**Joint Services: CC0547 Business System Services**

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	PROJECTED	BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	623,064	615,187	-	-	-100.00%	-	-	-	0.00%
50200:Payroll Tax Expense	46,435	48,265	-	-	-100.00%	-	-	-	0.00%
50201:Worker's Compensation	443	635	-	-	-100.00%	-	-	-	0.00%
50202:TWC Expense	91	1,795	-	-	-100.00%	-	-	-	0.00%
50300:Benefits	88,752	85,688	-	-	-100.00%	-	-	-	0.00%
50301:TMRS Expense	76,938	80,210	-	-	-100.00%	-	-	-	0.00%
<b>PERSONNEL TOTAL</b>	<b>835,723</b>	<b>831,780</b>	-	-	<b>-100.00%</b>	-	-	-	<b>0.00%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	61,895	62,691	-	-	-100.00%	-	-	-	0.00%
51004:Contractual Services	43,243	15,162	-	-	-100.00%	-	-	-	0.00%
51006:Subscriptions	704	6,691	-	-	-100.00%	-	-	-	0.00%
51007:Contracts & Leases	86,493	74,245	-	-	-100.00%	-	-	-	0.00%
51009:Telephone	5,291	6,678	-	-	-100.00%	-	-	-	0.00%
52501:Office Supplies	9,782	5,195	-	-	-100.00%	-	-	-	0.00%
52506:Operational Supplies	-	2,074	-	-	-100.00%	-	-	-	0.00%
53003:Food	570	819	-	-	-100.00%	-	-	-	0.00%
53010:Uniform Expense	922	-	-	-	0.00%	-	-	-	0.00%
53016:Travel Expense	24,654	6,590	-	-	-100.00%	-	-	-	0.00%
53018:One Time Expenses	33,364	-	-	-	0.00%	-	-	-	0.00%
53017:Training Expense	-	(2,790)	-	-	-100.00%	-	-	-	0.00%
<b>OPERATIONS TOTAL</b>	<b>266,919</b>	<b>177,355</b>	-	-	<b>-100.00%</b>	-	-	-	<b>0.00%</b>
<b>OPERATING CAPITAL</b>									
60004:Capital Outlay - Equipment	-	4,146	-	-	-100.00%	-	-	-	0.00%
<b>OPERATING CAPITAL TOTAL</b>	<b>-</b>	<b>4,146</b>	-	-	<b>-100.00%</b>	-	-	-	<b>0.00%</b>
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0547 Business System Services Total</b>	<b>1,102,642</b>	<b>1,013,281</b>	-	-	<b>-100.00%</b>	-	-	-	<b>0.00%</b>

Joint Services: CC0637 Economic Development

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	PROJECTED	BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	328,393	334,285	361,075	358,982	7.39%	382,857	-	382,857	6.65%
50200:Payroll Tax Expense	24,050	25,176	26,294	26,897	6.84%	28,879	-	28,879	7.37%
50201:Worker's Compensation	137	285	387	363	27.06%	428	-	428	17.91%
50202:TWC Expense	44	622	612	580	-6.78%	360	-	360	-37.89%
50300:Benefits	44,836	48,054	49,976	50,481	5.05%	56,016	-	56,016	10.96%
50301:TMRS Expense	41,270	42,098	42,598	44,625	6.00%	48,263	-	48,263	8.15%
<b>PERSONNEL TOTAL</b>	<b>438,729</b>	<b>450,519</b>	<b>480,942</b>	<b>481,927</b>	<b>6.97%</b>	<b>516,802</b>	<b>-</b>	<b>516,802</b>	<b>7.24%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	30,600	25,563	26,542	26,542	3.83%	30,824	-	30,824	16.13%
51003:Marketing & Promotional	47,437	43,134	19,789	17,000	-60.59%	52,250	-	52,250	207.35%
51004:Contractual Services	281	500	-	-	-100.00%	6,500	-	6,500	0.00%
51006:Subscriptions	10,688	9,091	5,000	2,500	-72.50%	6,000	-	6,000	140.00%
51008:Utilities	103	103	20,706	1,500	1356.66%	1,500	-	1,500	0.01%
51009:Telephone	2,171	1,681	-	-	-100.00%	-	-	-	0.00%
52501:Office Supplies	3,280	1,761	13,357	24,500	1291.30%	3,000	-	3,000	-87.76%
53001:Public Notices & Recording Fees	-	45	-	55	22.22%	17,600	-	17,600	31900.00%
53002:Postage & Freight	7	7	-	10	51.52%	50	-	50	400.00%
53003:Food	506	12	9,171	-	-100.00%	-	-	-	0.00%
53004:Insurance Expense	-	-	-	(26)	0.00%	-	-	-	-100.00%
53009:Strategic Partnership	-	3,505	-	16,200	362.14%	-	-	-	-100.00%
53011:Economic Development Agreements	15,671	9,775	11,000	500	-94.88%	-	-	-	-100.00%
53016:Travel Expense	15,580	4,811	-	-	-100.00%	-	-	-	0.00%
53017:Training Expense	-	(46)	6,500	5,000	-10969.57%	16,100	-	16,100	222.00%
<b>OPERATIONS TOTAL</b>	<b>126,324</b>	<b>99,942</b>	<b>112,065</b>	<b>93,781</b>	<b>-6.17%</b>	<b>133,824</b>	<b>-</b>	<b>133,824</b>	<b>42.70%</b>
<b>OPERATING CAPITAL</b>									
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0637 Economic Development Total</b>	<b>565,053</b>	<b>550,462</b>	<b>593,007</b>	<b>575,708</b>	<b>4.59%</b>	<b>650,626</b>	<b>-</b>	<b>650,626</b>	<b>13.01%</b>



Joint Services: CC0639 Human Resources

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	PROJECTED	BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	636,360	819,396	975,889	954,462	16.48%	1,084,337	-	1,084,337	13.61%
50200:Payroll Tax Expense	46,810	62,739	70,317	71,304	13.65%	82,286	(0)	82,286	15.40%
50201:Worker's Compensation	274	817	1,037	960	17.60%	1,211	-	1,211	26.13%
50202:TWC Expense	135	1,988	1,836	1,667	-16.11%	1,170	-	1,170	-29.83%
50300:Benefits	94,628	143,459	112,554	120,431	-16.05%	139,831	-	139,831	16.11%
50301:TMRS Expense	75,885	103,372	113,953	119,023	15.14%	136,822	-	136,822	14.95%
<b>PERSONNEL TOTAL</b>	<b>854,092</b>	<b>1,131,771</b>	<b>1,275,585</b>	<b>1,267,847</b>	<b>12.02%</b>	<b>1,445,657</b>	<b>(0)</b>	<b>1,445,657</b>	<b>14.02%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	97,302	117,401	191,433	191,433	63.06%	226,202	-	226,202	18.16%
51002:Publishing & Printing	275	314	600	100	-68.15%	100	-	100	0.00%
51004:Contractual Services	-	240	-	-	-100.00%	-	-	-	0.00%
51006:Subscriptions	1,820	2,187	3,560	3,000	37.21%	3,300	-	3,300	10.00%
51007:Contracts & Leases	-	3	-	-	-100.00%	-	-	-	0.00%
51009:Telephone	2,498	1,804	600	100	-94.46%	100	-	100	0.00%
51342:Tuition Assistance Program	-	(5,302)	-	-	-100.00%	-	-	-	0.00%
52501:Office Supplies	9,556	11,041	7,500	5,000	-54.71%	5,000	-	5,000	0.00%
52502:Educational Supplies	-	64	-	-	-100.00%	-	-	-	0.00%
52506:Operational Supplies	-	858	-	-	-100.00%	-	-	-	0.00%
52507:Janitorial Supplies	-	-	-	13	0.00%	-	-	-	-100.00%
53002:Postage & Freight	112	47	125	100	111.42%	100	-	100	0.00%
53003:Food	1,165	499	800	950	90.27%	1,000	-	1,000	5.26%
53004:Insurance Expense	-	-	-	(67)	0.00%	-	-	-	-100.00%
53014:Recruitment Expense	145	-	-	158	0.00%	-	-	-	-100.00%
53016:Travel Expense	16,819	7,367	10,750	5,000	-32.13%	11,000	-	11,000	120.00%
53017:Training Expense	-	1,116	11,600	8,000	616.67%	16,935	-	16,935	111.69%
<b>OPERATIONS TOTAL</b>	<b>129,691</b>	<b>137,640</b>	<b>226,968</b>	<b>213,787</b>	<b>55.32%</b>	<b>263,737</b>	<b>-</b>	<b>263,737</b>	<b>23.36%</b>
<b>OPERATING CAPITAL</b>									
60004:Capital Outlay - Equipment	-	-	5,400	-	0.00%	-	-	-	0.00%
<b>OPERATING CAPITAL TOTAL</b>	<b>-</b>	<b>-</b>	<b>5,400</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0639 Human Resources Total</b>	<b>983,783</b>	<b>1,269,411</b>	<b>1,507,953</b>	<b>1,481,634</b>	<b>16.72%</b>	<b>1,709,394</b>	<b>(0)</b>	<b>1,709,394</b>	<b>15.37%</b>

Joint Services: CC0640 Citywide Human Resources

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	PROJECTED	BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	-	-	62,000	-	0.00%	62,000	-	62,000	0.00%
50200:Payroll Tax Expense	-	1,102	-	232	-78.96%	-	-	-	-100.00%
50201:Worker's Compensation	-	168	-	6	-96.19%	-	-	-	-100.00%
50202:TWC Expense	-	-	-	12	0.00%	-	-	-	-100.00%
50300:Benefits	-	851	-	596	-29.98%	-	-	-	-100.00%
50301:TMRS Expense	-	1,824	-	408	-77.63%	-	-	-	-100.00%
<b>PERSONNEL TOTAL</b>	-	<b>3,945</b>	<b>62,000</b>	<b>1,254</b>	<b>-68.20%</b>	<b>62,000</b>	-	<b>62,000</b>	<b>4842.60%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	-	5,821	2,644	2,644	-54.58%	2,075	-	2,075	-21.53%
51004:Contractual Services	-	20,704	63,000	25,800	24.61%	25,800	25,000	50,800	96.90%
51007:Contracts & Leases	48,285	-	-	-	0.00%	-	-	-	0.00%
51009:Telephone	-	0	-	-	-100.00%	-	-	-	0.00%
51010:Legal Services	295	4,478	5,000	3,000	-33.01%	5,000	-	5,000	66.67%
51340:Employee Recognition	50,391	35,349	47,000	47,000	32.96%	47,000	-	47,000	0.00%
51341:Wellness Program Expenses	20,200	22,486	34,000	32,450	44.31%	49,000	-	49,000	51.00%
51342:Tuition Assistance Program	51,085	49,203	60,000	57,187	16.23%	60,000	-	60,000	4.92%
52501:Office Supplies	-	4,635	-	180	-96.12%	-	-	-	-100.00%
52502:Educational Supplies	9,550	28,085	50,000	47,000	67.35%	50,000	-	50,000	6.38%
52506:Operational Supplies	-	22,000	-	-	-100.00%	-	-	-	0.00%
53003:Food	112	(30)	5,250	5,240	-17572.49%	5,250	-	5,250	0.19%
53004:Insurance Expense	648,082	722,220	725,000	725,000	0.38%	785,000	-	785,000	8.28%
53010:Uniform Expense	-	150	-	-	-100.00%	-	-	-	0.00%
53014:Recruitment Expense	115,128	75,434	110,000	125,450	66.30%	125,000	-	125,000	-0.36%
53016:Travel Expense	45,021	8,386	-	-	-100.00%	-	-	-	0.00%
53017:Training Expense	-	6,124	55,550	54,818	795.15%	113,000	-	113,000	106.14%
<b>OPERATIONS TOTAL</b>	<b>988,149</b>	<b>1,005,045</b>	<b>1,157,444</b>	<b>1,125,769</b>	<b>12.01%</b>	<b>1,267,125</b>	<b>25,000</b>	<b>1,292,125</b>	<b>14.78%</b>
<b>OPERATING CAPITAL</b>									
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0640 Citywide Human Resources Total</b>	<b>988,149</b>	<b>1,008,990</b>	<b>1,219,444</b>	<b>1,127,024</b>	<b>11.70%</b>	<b>1,329,125</b>	<b>25,000</b>	<b>1,354,125</b>	<b>20.15%</b>

Joint Services: CC0654 Legal

	FY2019	FY2020	FY2021			FY2022			
					% VARIANCE: FY2020 ACTUALS TO FY2021 PROJECTED			PROPOSED BUDGET	% VARIANCE: FY2021 PROJECTED TO FY2022 BUDGET
	ACTUALS	ACTUALS	AMENDED BUDGET	PROJECTED	PROJECTED	BASE BUDGET	CHANGES		
<b>PERSONNEL</b>									
50100:Salaries	548,667	526,940	492,965	485,239	-7.91%	579,987	79,045	659,033	35.82%
50200:Payroll Tax Expense	38,058	37,226	35,668	34,642	-6.94%	40,379	6,047	46,426	34.01%
50201:Worker's Compensation	277	437	615	493	12.68%	649	88	737	49.48%
50202:TWC Expense	45	703	765	663	-5.76%	450	90	540	-18.51%
50300:Benefits	52,063	64,595	62,154	59,885	-7.29%	68,031	8,805	76,836	28.31%
50301:TMRS Expense	68,944	66,657	62,503	60,416	-9.36%	73,209	9,881	83,089	37.53%
<b>PERSONNEL TOTAL</b>	<b>708,054</b>	<b>696,559</b>	<b>654,670</b>	<b>641,338</b>	<b>-7.93%</b>	<b>762,705</b>	<b>103,956</b>	<b>866,661</b>	<b>35.13%</b>
<b>OPERATIONS</b>									
51001:Administrative Expense	63,911	22,932	41,816	41,816	82.35%	50,498	-	50,498	20.76%
51004:Contractual Services	-	57	1,000	500	779.66%	1,000	100	1,100	120.00%
51006:Subscriptions	8,495	7,087	10,000	7,000	-1.23%	7,000	1,000	8,000	14.29%
51007:Contracts & Leases	51,000	-	-	-	0.00%	-	-	-	0.00%
51008:Utilities	1,728	-	1,030	1,030	0.00%	1,030	-	1,030	0.00%
51009:Telephone	2,782	1,770	500	500	-71.75%	500	-	500	0.00%
51010:Legal Services	217,951	267,190	335,000	335,000	25.38%	405,000	-	405,000	20.90%
52501:Office Supplies	3,311	2,398	1,256	3,129	30.49%	5,000	1,000	6,000	91.77%
52503:Books and Periodicals	-	-	-	-	0.00%	1,000	200	1,200	0.00%
52509:Maintenance Expense	-	420	-	-	-100.00%	-	-	-	0.00%
53001:Public Notices & Recording Fees	1,326	1,504	-	-	-100.00%	500	-	500	0.00%
53002:Postage & Freight	1,125	1,798	1,000	1,000	-44.41%	1,000	-	1,000	0.04%
53003:Food	353	-	200	200	0.00%	600	100	700	250.00%
53004:Insurance Expense	-	-	-	(27)	0.00%	-	-	-	-100.00%
53016:Travel Expense	7,467	-	3,500	-	0.00%	6,500	600	7,100	0.00%
53018:One Time Expenses	30,681	-	-	-	0.00%	-	-	-	0.00%
53017:Training Expense	-	-	4,000	4,120	0.00%	4,000	1,000	5,000	21.36%
<b>OPERATIONS TOTAL</b>	<b>390,132</b>	<b>305,156</b>	<b>399,302</b>	<b>394,267</b>	<b>29.20%</b>	<b>483,628</b>	<b>4,000</b>	<b>487,628</b>	<b>23.68%</b>
<b>OPERATING CAPITAL</b>									
60004:Capital Outlay - Equipment	-	-	1,744	1,744	0.00%	9,853	-	9,853	464.97%
<b>OPERATING CAPITAL TOTAL</b>	<b>-</b>	<b>-</b>	<b>1,744</b>	<b>1,744</b>	<b>0.00%</b>	<b>9,853</b>	<b>-</b>	<b>9,853</b>	<b>464.97%</b>
<b>CIP EXPENSE</b>									
<b>DEBT SERVICE</b>									
<b>TRANSFERS</b>									
<b>CC0654 Legal Total</b>	<b>1,098,186</b>	<b>1,001,715</b>	<b>1,055,716</b>	<b>1,037,349</b>	<b>3.56%</b>	<b>1,256,186</b>	<b>107,956</b>	<b>1,364,142</b>	<b>31.50%</b>

Levels	Reporting - SLR Name	Proposed - Operations	Proposed - Personnel	Not Proposed - Operations	Not Proposed - Personnel
<b>CC0503 Organizational and Operational Excellence</b>	<b>SLR-1: Project Manager</b>	0	0	10,500	8,357
	<b>SLR-2: Power BI Licensing</b>	14,640	0	0	0
	<b>Subtotal</b>	<b>14,640</b>	<b>0</b>	<b>10,500</b>	<b>8,357</b>
<b>CC0639 Human Resources</b>					
<b>CC0640 Citywide Human Resources</b>	<b>SLR-4: 360 Supervisor Training</b>	25,000	0	0	0
	<b>Subtotal</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CC0526 Systems Engineering</b>	<b>SLR-1: Engineering Technician</b>	0	0	48,422	0
	<b>SLR-2: Inspection Supervisor</b>	8,422	97,353	0	0
	<b>SLR-3: Real Estate Technician</b>	0	0	4,000	0
	<b>SLR-4: Utility Coordinator</b>	7,422	76,448	0	0
	<b>SLR-5: Real Estate Services Coordinator</b>	0	0	4,000	0
	<b>SLR-6: Assistant Director of Engineering</b>	0	0	6,000	0
	<b>SLR-7: New Development Consultant Support</b>	179,000	0	0	0
	<b>Subtotal</b>	<b>194,844</b>	<b>173,801</b>	<b>62,422</b>	<b>0</b>
<b>CC0321 Customer Care</b>	<b>SLR-1: Cisco Phone Cloud Contact Center</b>	113,000	0	0	0
	<b>SLR-2: Lockbox Service</b>	75,000	0	0	0
	<b>Subtotal</b>	<b>188,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CC0534 Conservation</b>	<b>SLR-1: UMAX Support Extension</b>	0	0	424,500	0
	<b>SLR-2: UMAX Support Contract - Regression Testing</b>	38,500	0	0	0
	<b>SLR-3: D365 UMAX Upgrade</b>	0	0	5,088,000	0
	<b>Subtotal</b>	<b>38,500</b>	<b>0</b>	<b>5,512,500</b>	<b>0</b>
<b>CC0302 Finance Administration</b>	<b>SLR-6: Increase Intern Budget</b>	10,000	0	0	0
	<b>Subtotal</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CC0315 Accounting</b>	<b>SLR-2: Payroll Specialist</b>	6,000	54,025	0	0
	<b>SLR-3: Accounting Specialist Supervisor</b>	0	0	9,000	69,717
	<b>SLR-4: Reclass Associated with New Positions Requests</b>	4,266	0	0	0
	<b>SLR-6: GASB 87 Lease Accounting Support</b>	30,000	0	0	0
	<b>Subtotal</b>	<b>40,266</b>	<b>54,025</b>	<b>9,000</b>	<b>69,717</b>
<b>CC0317 Purchasing</b>	<b>SLR-1: Warehouse Worker</b>	0	0	4,000	28,518
	<b>SLR-2: Buyer</b>	0	0	4,000	56,614
	<b>SLR-3: Municipal Intern</b>	0	0	29,912	0

	SLR-4: Half Ton Extended Cab Pickup	5,700	0	0	0
	SLR-6: Machine Type Stretch Wrap Turntable	4,000	0	0	0
	<b>Subtotal</b>	<b>9,700</b>	<b>0</b>	<b>37,912</b>	<b>85,132</b>
<b>CC0001 Non-Departmental</b>	SLR-1: Assistant City Attorney	3,000	0	0	0
	SLR-2: Inspection Supervisor	44,000	0	0	0
	SLR-2: Payroll Specialist	3,000	0	0	0
	SLR-4: Half Ton Extended Cab Pickup	32,500	0	0	0
	SLR-4: Utility Coordinator	41,000	0	0	0
	<b>Subtotal</b>	<b>123,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CC0654 Legal</b>	SLR-1: Assistant City Attorney	4,000	103,951	0	0
	<b>Subtotal</b>	<b>4,000</b>	<b>103,951</b>	<b>0</b>	<b>0</b>
<b>CC0637 Economic Development</b>	SLR-1: Administrative Assistant	0	0	4,000	63,279
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>63,279</b>

## SELF-INSURANCE FUND

The Self-Insurance Fund accounts for the revenues and expenses related to employee health benefits. The City provides competitive health and dental benefits for full-time employees. The City transitioned to a self-funded medical plan from the traditional fully insured model in FY2014 to help lower costs and maintain stability in premiums. The same change was made to the dental plan in FY2017.

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 fitness classes, lunch & learns, flu shots, running groups, and bio-metric screenings free of charge to employees.



*City Wellness 5K*

Staff worked with benefits consultants, as well as the City's General Government and Finance Advisory Board (GGAF), to establish two additional reserves within the fund. The "Incurred But Not Reported Reserve" (IBNR) provides an estimate of claims in process but not accounted for due to timing, and the "Rate Stabilization" protects the City against higher than expected claims in the current fiscal year and large increases in rates for catastrophic events from year to year.

### **FISCAL YEAR 2021**

**Total revenues** are projected to be \$10.6 million, which is 16% over budget. This is largely attributed to stop-loss insurance proceeds which are driven by medical claims.

**Total expenditures** are projected to be \$10.7 million, which is 13% over budget. The City has incurred higher than anticipated medical and pharmacy claims in FY2021.

**Total ending fund balance** is projected to be \$4.9 million as of September 30, 2021.



*Memorial Murph 2021*

### **FISCAL YEAR 2022**

**Total revenues** are budgeted to be \$11.3 million, which is with a 7% increase over FY2021 projections. Revenue projections assume stop-loss proceeds will decrease, that medical premiums will increase by 10% in January for both employees and employer, and that dental premiums will increase by 3% in January for both employee and employer. There were no premium increases during 2021 and expenses increased necessitate these increases. A premium credit incentivizing employee annual physicals is also built into the budget. This incentive would allow for premium reductions if employees complete an annual physical. This is a strategic tool to improve employee health and, over time, bend the cost curve.

**Total expenses** are budgeted to be \$12.3 million. Medical and pharmacy claims are budgeted at 16% higher than the FY2021 projection. Stop loss is also budgeted conservatively at 11% higher than the FY2021 projection.

**Fund balance** on September 30, 2022 is projected to be \$3.84 million, with both the IBNR and Rate Stabilization reserves fully funded at \$1,096,923 and \$1,575,000 respectively.

FUND SCHEDULE

**Self Insurance Fund**

	FY2020	FY2021		FY2022		
	Actuals	Amended Budget	Projected	Base Budget	Changes	Proposed Budget
<b>Beginning Fund Balance</b>	<b>3,916,290</b>	<b>4,395,560</b>	<b>5,083,507</b>	<b>4,889,648</b>	<b>-</b>	<b>4,889,648</b>

**Revenue**

<b>42001:Interest Income</b>	57,580	20,000	20,000	20,000	-	20,000
<b>44501:Contribution</b>	9,136,855	8,675,000	9,026,451	10,257,909	-	10,257,909
<b>45001:Misc Revenue</b>	46,101	-	104,226	114,684	-	114,684
<b>45002:Insurance</b>	867,868	400,000	1,403,979	900,000	-	900,000
<b>Revenue Total</b>	<b>10,108,405</b>	<b>9,095,000</b>	<b>10,554,657</b>	<b>11,292,593</b>	<b>-</b>	<b>11,292,593</b>

**Expense**

<b>51001:Administrative</b>	972,268	1,050,740	1,001,230	1,063,366	-	1,063,366
<b>51004:Contractual</b>	-	-	108,205	114,684	-	114,684
<b>53004:Insurance Expense</b>	442,157	435,470	322,345	344,000	-	344,000
<b>53014:Recruitment</b>	124,114	144,500	164,500	164,500	-	164,500
<b>53021:Claims Expense</b>	7,402,649	7,880,000	9,152,236	10,650,843	-	10,650,843
<b>Operations Total</b>	<b>8,941,188</b>	<b>9,510,710</b>	<b>10,748,516</b>	<b>12,337,393</b>	<b>-</b>	<b>12,337,393</b>

<b>Ending Fund Balance</b>	<b>5,083,507</b>	<b>3,979,850</b>	<b>4,889,648</b>	<b>3,844,848</b>	<b>-</b>	<b>3,844,848</b>
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**Reserves**

<b>Rate Stabilization</b>	1,532,000	1,575,000	1,575,000	1,575,000	-	1,575,000
<b>IBNR</b>	650,000	675,000	675,000	1,096,923	-	1,096,923
<b>Reserves Total</b>	<b>2,182,000</b>	<b>2,250,000</b>	<b>2,250,000</b>	<b>2,671,923</b>	<b>-</b>	<b>2,671,923</b>

<b>Available Fund Balance</b>	<b>2,901,507</b>	<b>1,729,850</b>	<b>2,639,648</b>	<b>1,172,925</b>	<b>-</b>	<b>1,172,925</b>
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