



2020 Annual Budget & Plan of Municipal Services



Dedicated Service – Everyday, for Everyone!

CITY OF KILLEEN, TEXAS

ANNUAL BUDGET FOR FISCAL YEAR 2020

This budget will raise more revenue from property taxes than last year's budget by an amount of \$4,507,812*, which is a 10.38 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$954,256*.

	<u>Property Value</u>	<u>Tax Levy</u>
Increase in Assessed Value	\$ 627,844,259	\$ 4,707,576
New Taxable Value	127,268,076	954,256
Increase in Tax Exemptions	175,450,400	(1,315,527)
Frozen Tax Levy		<u>161,507</u>
*Property Taxes Raised in Excess of Last Year's Budget		<u>\$ 4,507,812</u>

City Council Vote

These members of the governing body voted on the adoption of the budget as follows:

FOR:	Shirley Fleming Steve Harris Gregory Johnson Jim Kilpatrick, Mayor Pro-Tem	Butch Menking Debbie Nash-King Juan Rivera
AGAINST:	None	
PRESENT and not voting:	Jose Segarra, Mayor	
ABSENT:	None	

These members of the governing body voted on setting of the property tax rate for fiscal year 2020 as follows:

FOR:	Shirley Fleming Steve Harris Gregory Johnson Jim Kilpatrick, Mayor Pro-Tem	Butch Menking Debbie Nash-King Juan Rivera
AGAINST:	None	
PRESENT and not voting:	Jose Segarra, Mayor	
ABSENT:	None	

Tax Rate	Adopted FY 2020	Adopted FY 2019
Property Tax Rate	0.7498	0.7498
Effective Rate	0.6788	0.7449
Effective M&O Tax Rate	0.6215	0.6310
Rollback Tax Rate	0.7588	0.7575
Debt Rate	0.2217	0.2145

The total amount of municipal debt obligation secured by property taxes for the City of Killeen is:

Tax Supported	\$157,420,000
Self Supported	51,990,000
TOTAL	\$209,410,000



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Killeen
Texas**

For the Fiscal Year Beginning

October 1, 2018

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Killeen, Texas for its annual budget for the fiscal year beginning October 1, 2018. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to confirm to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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Dedicated Service – Everyday, for Everyone!

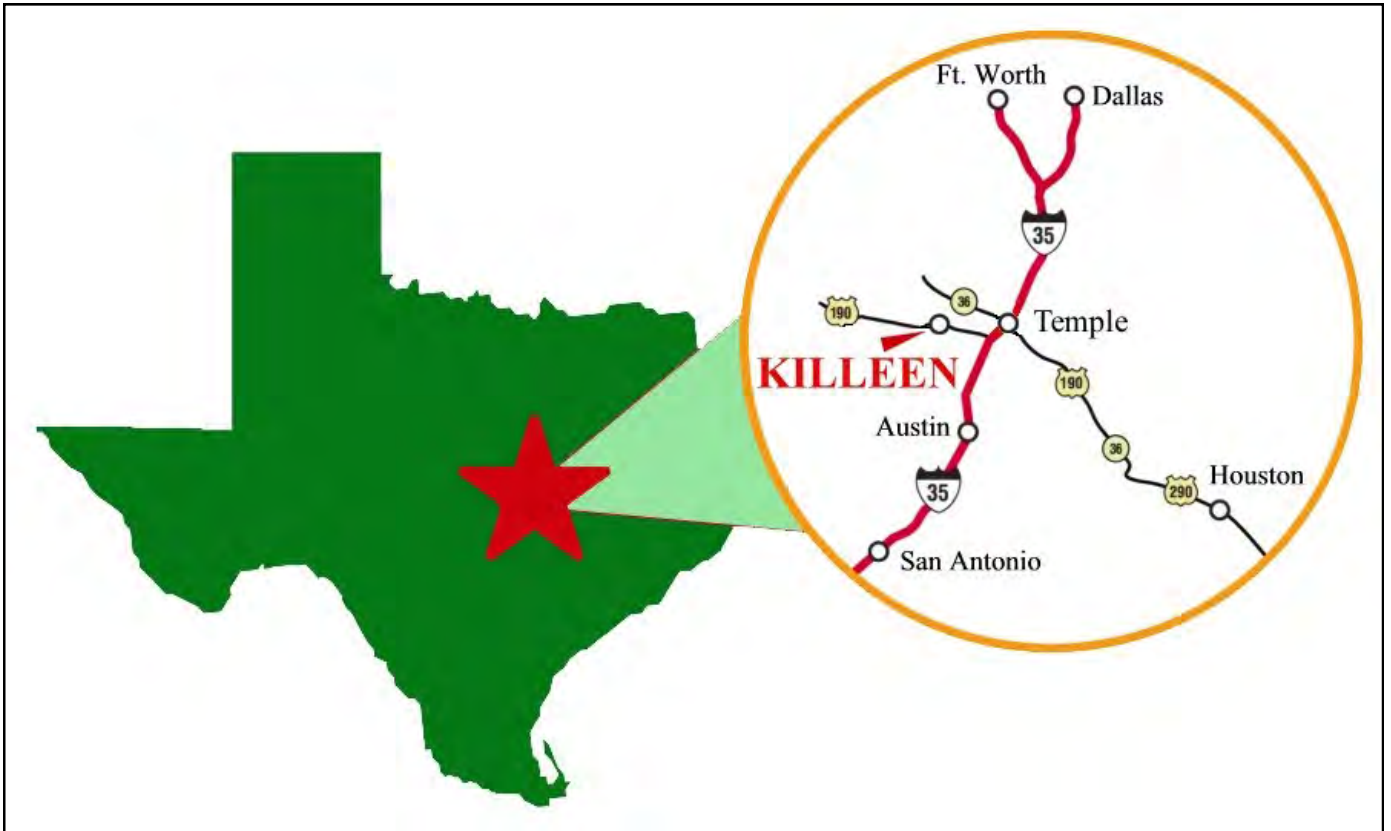


Community Information

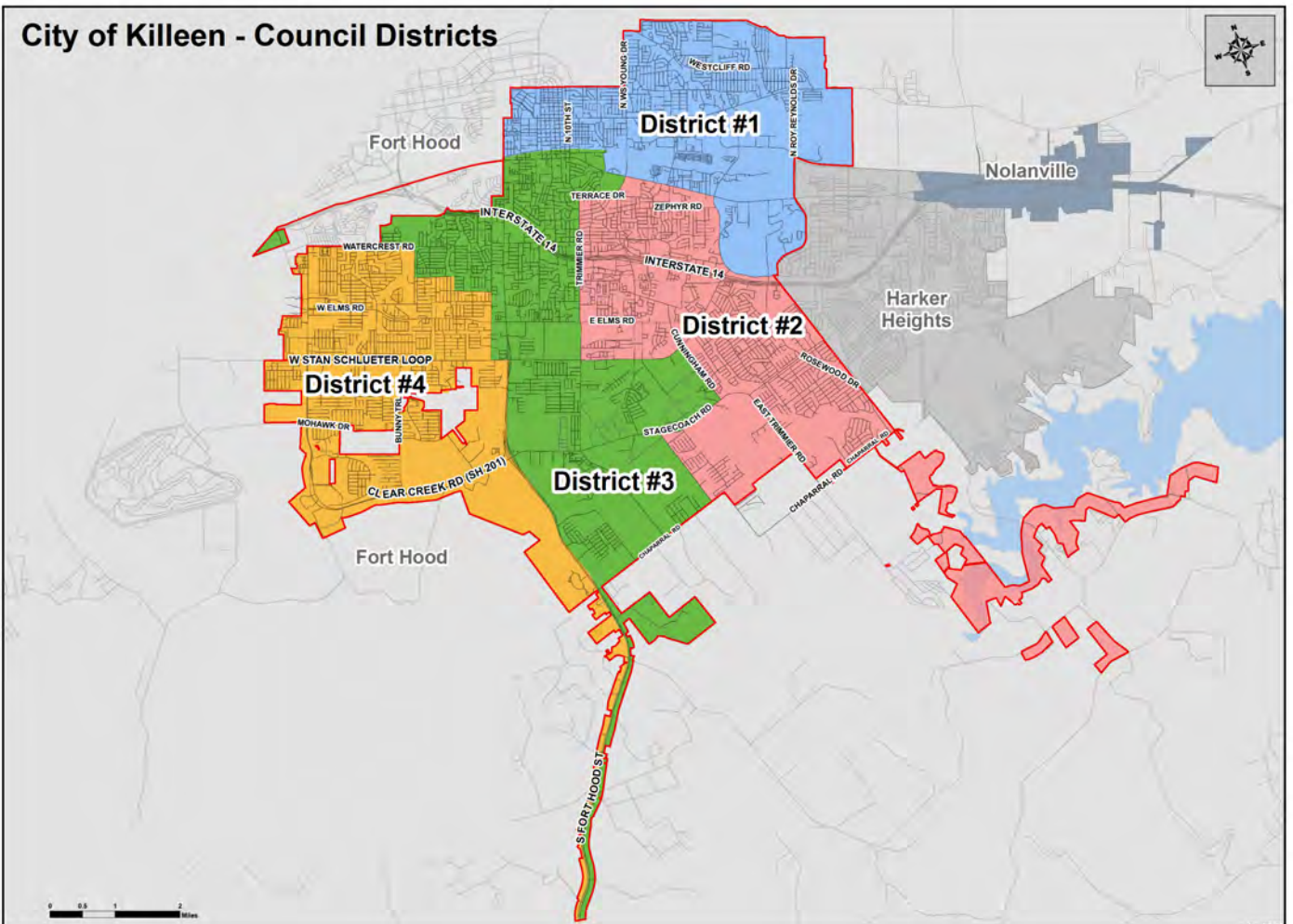


Dedicated Service – Everyday, for Everyone!

Texas Map



City of Killeen - Council Districts



The Mayor and seven Councilmembers serve two-year staggered terms with a three-consecutive-term limitation. The Mayor and three At Large Councilmembers are elected in even-numbered years by all voters in Killeen. The four District Councilmembers are elected in odd-numbered years by voters living in the same geographical districts.



Jose Segarra, Mayor

Phone: 254-290-0548
mayor@killeentexas.gov
Term expires May 2020



Jim Kilpatrick, Mayor Pro-Tem, District 3

Phone: 254-526-2710
jkilpatrick@killeentexas.gov
Term expires May 2021



Gregory Johnson, At Large

Phone: 254-702-5162
gdjohnson@killeentexas.gov
Term expires May 2020



Butch Menking, At Large

Phone: 254-383-2041
bmenking@killeentexas.gov
Term expires May 2020



Juan Rivera, At Large

Phone: 254-251-7149
jrrivera@killeentexas.gov
Term expires May 2020



Shirley Fleming, District 1

Phone: 254-392-2719
sfleming@killeentexas.gov
Term expires May 2021



Debbie Nash-King, District 2

Phone: 254-290-1336
dnash-king@killeentexas.gov
Term expires May 2021



Steve Harris, District 4

Phone: 254-290-0052
stharris@killeentexas.gov
Term expires May 2021



City Staff

City Manager



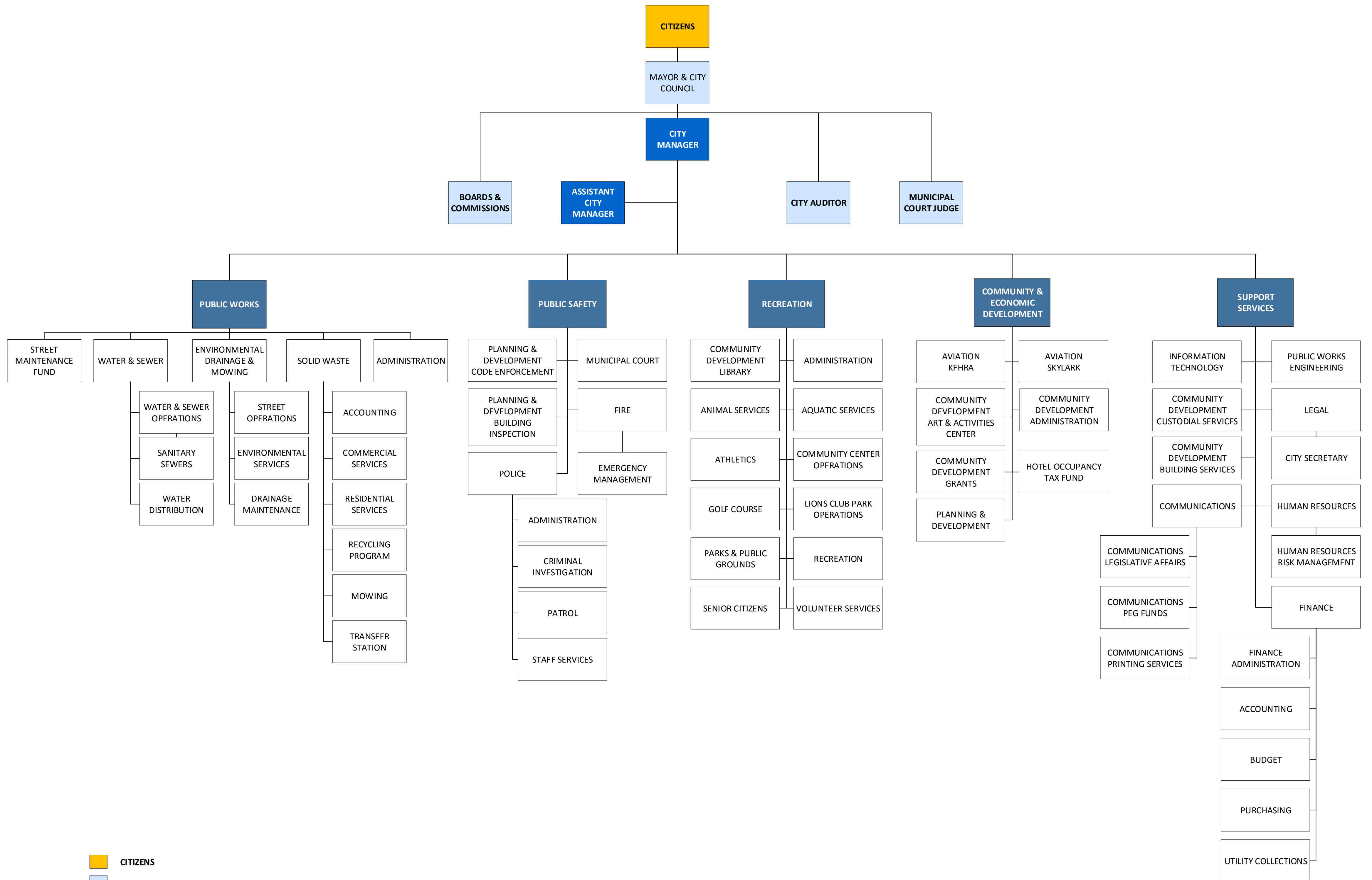
Ronald L. Olson

Department Heads

Municipal Court Judge	Mark Kimball
City Auditor	Matthew Grady, CPA
Communications	Hilary Shine
City Attorney	Kathy Davis
Finance.....	Jonathan Locke, CPA
Human Resources	Eva Bark
Information Technology	Willie Resto
Community Development.....	Leslie Hinkle
Community Services	Joseph Brown
Planning & Development	Ray Shanaa
Police.....	Charles Kimble
Fire	Brian Brank
Public Works.....	Danielle Singh
Aviation.....	Matt Van Valkenburgh A.A.E.
Municipal Court.....	Luevada Posey



CITY OF KILLEEN:



- CITIZENS
- ELECTED OFFICIALS
- CITY MANAGEMENT
- CORE FUNCTIONS
- DEPARTMENT/DIVISION LEVEL

City of Killeen, Texas
Paid Personnel in Full Time Equivalent (FTE)

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget	% Change from FY 2018
General Fund					
City Manager ⁴³					
City Manager ⁹	2.00	2.00	3.00	-	-100.00%
Assistant City Manager	1.00	1.00	1.00	-	-100.00%
Deputy City Manager ^{6, 16}	0.34	-	-	-	-100.00%
Total City Manager	3.34	3.00	4.00	-	-100.00%
City Auditor ⁴³	1.00	1.00	1.00	-	-100.00%
Municipal Court ^{6, 21, 45}	19.68	20.00	20.00	21.00	6.71%
Communications ^{7, 40, 43}					
Communications ²⁵	4.90	4.80	4.80	-	-100.00%
Printing Services	2.00	2.00	2.00	-	-100.00%
Legislative Affairs ⁷	0.10	0.20	0.20	-	-100.00%
Total Communications	7.00	7.00	7.00	-	-100.00%
Legal ^{39, 43}					
City Attorney	7.00	7.00	7.00	-	-100.00%
City Secretary	1.00	1.00	1.00	-	-100.00%
Total Legal	8.00	8.00	8.00	-	-100.00%
Finance ^{6, 43}					
Finance ³¹	13.00	13.00	14.00	-	-100.00%
Purchasing ³⁵	5.00	5.00	5.00	-	-100.00%
Total Finance	18.00	18.00	19.00	-	-100.00%
Human Resources ^{3, 15, 26, 43}	12.00	12.00	12.60	-	-100.00%
Information Technology ^{3, 6}	-	-	-	-	---
Recreation Services					
Animal Services ¹⁰	-	-	-	16.00	---
Administration ^{4, 27, 37}	3.00	3.00	3.00	6.00	100.00%
Volunteer Services ²⁷	3.00	3.00	3.00	2.00	-33.33%
Golf Course ^{6, 13, 22}	16.89	12.97	-	-	-100.00%
Community Center ^{6, 22}	2.00	4.77	4.77	4.77	138.50%
Parks ^{6, 12, 22}	31.99	33.59	33.59	32.59	1.88%
Lions Club Park ^{4, 5, 6, 22}	7.59	8.17	8.17	8.17	7.64%
Family Aquatics Center ^{6, 38}	14.25	14.46	14.46	14.46	1.47%
Recreation ^{5, 37}	3.00	3.00	3.00	1.00	-66.67%
Athletics	3.00	3.00	3.00	3.00	0.00%
Cemetery	4.00	4.00	4.00	4.00	0.00%
Senior Citizens ^{5, 22, 36}	3.50	4.09	4.09	4.00	14.29%
Total Recreation Services	92.22	94.05	81.08	95.99	63.78%
Community Development					
Library ⁶	24.34	24.00	24.00	24.00	-1.40%

City of Killeen, Texas
Paid Personnel in Full Time Equivalent (FTE)

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget	% Change from FY 2018
Arts/Activities Center ⁴¹	6.00	5.25	5.25	5.39	-10.17%
Community Development	0.98	0.94	0.94	0.98	0.00%
Building Services ⁴³	7.00	7.00	7.00	-	-100.00%
Custodial Services ^{6, 43}	16.00	16.00	16.00	-	-100.00%
Total Community Development	54.32	53.19	53.19	30.37	-44.09%
Public Works ⁸					
Public Works	0.13	0.18	0.18	4.00	2976.92%
Street Operations ^{2, 14}	54.00	54.00	-	-	-100.00%
Engineering ^{1, 17, 20, 43}	3.04	2.66	2.66	-	-100.00%
Total Public Works	57.17	56.84	2.84	4.00	-93.00%
Planning & Development					
Planning & Development ²⁴	8.00	8.00	7.00	7.00	-12.50%
Building & Inspections	14.00	14.00	14.00	15.00	7.14%
Code Enforcement ^{6, 44}	14.00	14.00	14.00	14.00	0.00%
Total Planning & Development	36.00	36.00	35.00	36.00	0.00%
Police Department					
Police ^{6, 19, 34, 42}					
Civil Service	260.00	258.00	258.00	258.00	-0.77%
Non-Civil Service	82.00	79.00	78.00	78.00	-4.88%
Animal Services ^{6, 10}	16.00	16.00	16.00	-	-100.00%
Total Police Department	358.00	353.00	352.00	336.00	-6.15%
Fire Department					
Fire					
Civil Service ²⁹	230.00	230.00	230.00	230.00	0.00%
Non-Civil Service	6.00	6.00	6.00	6.00	0.00%
Emergency Management	1.00	1.00	1.00	1.00	0.00%
Total Fire Department	237.00	237.00	237.00	237.00	0.00%
	903.73	899.08	832.71	760.36	-15.86%
Water & Sewer Fund ⁸					
Finance					
Utility Collections ^{32, 43}	39.50	39.50	39.50	-	-100.00%
Total Finance	39.50	39.50	39.50	-	-100.00%
Public Works	1.56	2.17	2.17	-	-100.00%
Water Distribution ⁴⁵	19.00	18.00	18.00	21.00	10.53%
Sanitary Sewers ¹¹	19.00	23.00	20.00	20.00	5.26%
Water & Sewer Operations ³³	28.00	28.00	28.00	28.00	0.00%
Engineering ^{1, 17}	11.68	10.22	10.22	-	-100.00%

City of Killeen, Texas
Paid Personnel in Full Time Equivalent (FTE)

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget	% Change from FY 2018
Environmental Services	0.80	0.80	0.80	-	-100.00%
	119.54	121.69	118.69	69.00	-42.28%
Solid Waste Fund ⁸					
Public Works	1.16	1.44	1.44	-	-100.00%
Accounting ²¹	4.00	5.00	5.00	5.00	25.00%
Residential Services	37.00	37.00	37.00	37.00	0.00%
Commercial Services	23.00	23.00	23.00	23.00	0.00%
Recycling Program	5.18	5.18	5.18	5.18	0.00%
Transfer Station ^{21, 28}	15.50	16.50	16.50	16.50	6.45%
Mowing	16.50	16.50	16.50	16.50	0.00%
	102.34	104.62	104.62	103.18	0.82%
Aviation Funds					
Killeen-Fort Hood Regional Airport ^{6,}	36.34	36.00	37.00	37.00	1.82%
Skylark Field ^{6, 23}	3.34	3.00	3.00	3.00	-10.18%
	39.68	39.00	40.00	40.00	0.81%
Drainage Utility Fund ⁸					
Public Works	0.15	0.21	0.21	-	-100.00%
Engineering ^{1, 17}	1.28	1.12	1.12	-	-100.00%
Street Operations ²	2.00	2.00	2.00	2.00	0.00%
Drainage Maintenance	34.14	34.14	34.14	34.14	0.00%
Environmental Services	5.20	5.20	5.20	5.20	0.00%
Mowing	0.50	0.50	0.50	0.50	0.00%
	43.27	43.17	43.17	41.84	-3.30%
Special Revenue Funds					
Hotel Occupancy Tax Fund					
Killeen Convention & Civic Center					
Conference Center ²¹	11.00	13.63	13.63	13.63	23.91%
Convention & Visitors Bureau	2.50	2.50	2.50	2.50	0.00%
Total Hotel Occupancy Tax Fund	13.50	16.13	16.13	16.13	19.48%

City of Killeen, Texas
Paid Personnel in Full Time Equivalent (FTE)

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget	% Change from FY 2018
<i>Community Development Block Grant Fund</i>					
Community Development ⁴¹					
Housing & Rehabilitation	1.39	1.10	1.10	0.75	-46.04%
CDBG Program	2.14	2.26	2.26	2.34	9.35%
<i>Total CDBG Fund</i>	<u>3.53</u>	<u>3.36</u>	<u>3.36</u>	<u>3.09</u>	<u>-12.46%</u>
<i>Home Program Fund</i>					
Community Development					
HOME Program	0.49	0.45	0.45	0.55	12.24%
<i>Total Home Program Fund</i>	<u>0.49</u>	<u>0.45</u>	<u>0.45</u>	<u>0.55</u>	<u>12.24%</u>
<i>Street Maintenance Fund¹⁴</i>					
Public Works					
Street Operations ^{18, 30}	-	-	53.00	52.00	---
<i>Total Street Maintenance Fund</i>	<u>-</u>	<u>-</u>	<u>53.00</u>	<u>52.00</u>	<u>---</u>
<i>Court Security Fund</i>					
Municipal Court					
Municipal Court Admin	1.00	1.00	1.00	1.00	0.00%
<i>Total Court Security Fund</i>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00%</u>
<i>Juvenile Case Manager Fund</i>					
Municipal Court					
Municipal Court Admin	2.00	2.00	2.00	2.00	0.00%
<i>Total Juvenile Case Manager Fund</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>0.00%</u>
<i>Wellness Non-Assessment Fund¹⁵</i>					
Human Resources					
Human Resources	-	-	0.40	0.40	---
<i>Total Wellness Non-Assessment Fund</i>	<u>-</u>	<u>-</u>	<u>0.40</u>	<u>0.40</u>	<u>---</u>
	<u>20.52</u>	<u>22.94</u>	<u>76.34</u>	<u>75.17</u>	<u>266.33%</u>
Internal Service Funds					
<i>Fleet Service Fund</i>					
Finance					
Fleet Services ²¹	26.00	27.00	27.00	27.00	3.85%
<i>Total Fleet Service Fund</i>	<u>26.00</u>	<u>27.00</u>	<u>27.00</u>	<u>27.00</u>	<u>3.85%</u>
<i>Risk Management Fund³</i>					
Human Resources					
Risk Management	3.00	3.00	3.00	3.00	0.00%
<i>Total Risk Management Fund</i>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>0.00%</u>
<i>Information Technology Fund³</i>					
Information Technology					
Information Technology ^{6, 18, 19, 20}	24.00	24.00	26.00	19.00	-20.83%
<i>Total Information Technology Fund</i>	<u>24.00</u>	<u>24.00</u>	<u>26.00</u>	<u>19.00</u>	<u>-20.83%</u>

City of Killeen, Texas
Paid Personnel in Full Time Equivalent (FTE)

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget	% Change from FY 2018
<i>Support Services Fund</i> ⁴³					
City Manager					
City Manager	-	-	-	3.00	---
Assistant City Manager	-	-	-	1.00	---
Total City Manager	-	-	-	4.00	---
City Auditor	-	-	-	1.00	---
Communications					
Communications	-	-	-	4.80	---
Printing Services	-	-	-	2.00	---
Legislative Affairs	-	-	-	0.20	---
Total Communications	-	-	-	7.00	---
Legal					
City Attorney	-	-	-	7.50	---
City Secretary	-	-	-	1.00	---
Total Legal	-	-	-	8.50	---
Finance					
Finance ⁴⁴	-	-	-	13.00	---
Purchasing	-	-	-	5.00	---
Total Finance	-	-	-	18.00	---
Human Resources ⁴⁵	-	-	-	13.60	---
Community Development					
Building Services	-	-	-	7.00	---
Custodial Services	-	-	-	16.00	---
Total Community Development	-	-	-	23.00	---
Public Works					
Engineering	-	-	-	20.80	---
Total Public Works	-	-	-	20.80	---
Finance					
Utility Collections	-	-	-	39.50	---
Total Finance	-	-	-	39.50	---
Total Support Services	-	-	-	135.40	---
TOTAL ALL FUNDS	53.00 1,282.08	54.00 1,284.50	56.00 1,271.53	184.40 1,273.95	247.92% -0.63%

¹ In FY 2018, changed Transportation to Engineering and when applicable, combined the two divisions.

² In FY 2018, combined Streets and Traffic into Street Operations Division.

³ In FY 2018, Human Resources Risk Management Division and Information Technology Department set up as Internal Service Funds.

⁴ In FY 2018, moved Recreation Services Administration staff from Lions Club Park Operations to a new division.

⁵ In FY 2018, moved Recreation Supervisor position from Lions Club Park Operations to Recreation division; moved part-time Recreation Assistant to Senior Citizens.

⁶ In FY 2018, positions are being eliminated and any filled positions will be funded through 1/31/18.

City of Killeen, Texas
Paid Personnel in Full Time Equivalent (FTE)

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget	% Change from FY 2018
⁷ In FY 2018, Public Information Office renamed to Communications and Legislative Affairs Division created.					
⁸ In FY 2018, Public Works redistributed positions based on work assignments and responsibilities; transferred Contract Specialist from Engineering to Public Works Administration and reclassified to Finance Manager position.					
⁹ In FY 2019, added Special Projects Manager for City Manager.					
¹⁰ In FY 2019, Animal Services division was moved from Police to Recreation Services; reclassified one Animal Control Officer to Program Coordinator.					
¹¹ In FY 2019, City Council initiated Sanitary Sewer Service Maintenance Program including three additional positions.					
¹² In FY 2019, combined Graffiti Removal Specialist and Grounds Maintenance Worker and reclassified to Pool Maintenance Supervisor.					
¹³ In FY 2019, contracted out to third party.					
¹⁴ In FY 2019, created Street Maintenance Special Revenue Fund; moved Street Operations from General Fund.					
¹⁵ In FY 2019, created Wellness Non-Assessment Fund; moved .40 FTE from Human Resources.					
¹⁶ In FY 2019, eliminated Deputy City Manager position.					
¹⁷ In FY 2019, eliminated Project Manager position.					
¹⁸ In FY 2019, moved one Equipment Operator from Street Operations to Information Technology and reclassified position to Help Desk Technician.					
¹⁹ In FY 2019, moved one Public Service Supervisor from Police to Information Technology and reclassified position to Systems Administrator II.					
²⁰ In FY 2019, moved three CAD/GIS Technician, three GIS Analyst positions, and one Senior CAD/GIS Technician to Engineering.					
²¹ In FY 2019, positions added thru decision package approval.					
²² In FY 2019, reallocation of resources in Recreation Services.					
²³ In FY 2019, reclassified Assistant Director of Aviation to Airport Business Manager, Airport Operations Maintenance Crew Leader to Airport Specialist.					
²⁴ In FY 2019, reclassified City Planner to Assistant Director of Planning & Development, Planning Assistant to Assistant Planner, and eliminated Principal Secretary position.					
²⁵ In FY 2019, reclassified Communications Manager to Multimedia Coordinator, Government Channel Producer to Multimedia Manager.					
²⁶ In FY 2019, reclassified Compensation & Benefits to Compensation Manager, Human Resources Specialist and Payroll Specialist to Compensation Specialist, Professional Development Learning to Learning & Development Manager.					
²⁷ In FY 2019, reclassified Director of Volunteer Services to Associate Director of Recreation Services and moved to Administration, reclassified Youth Program Specialist to Recreation Manager-Youth/Facilities.					
²⁸ In FY 2019, reclassified Equipment Operator to Crew Leader.					
²⁹ In FY 2019, reclassified Fire Deputy Chief to Assistant Chief of Fire.					
³⁰ In FY 2019, reclassified Lube Technician to an Equipment Service Technician position and two Truck Driver positions to a Supervisor (Street Maintenance) position.					
³¹ In FY 2019, reclassified Management Accountant to Staff Accountant, Supervisor (Accounting) to Accounting Manager; added Supervisor (Accounting Specialist).					
³² In FY 2019, reclassified Manager (Utility Collections) to Director of Utility Collections.					
³³ In FY 2019, reclassified Manager Water & Sewer to W&S Operations Manager.					
³⁴ In FY 2019, reclassified Police Personnel Equipment Specialist to Police Quartermaster.					
³⁵ In FY 2019, reclassified Procurement Card Admin to Senior Buyer, Purchasing Specialist and Supply Specialist to Buyer, and Senior Purchasing Specialist to Purchasing Manager.					
³⁶ In FY 2019, reclassified Program Coordinator to Senior Center Manager.					
³⁷ In FY 2019, reclassified Recreation Supervisor to Manager Parks & Recreation and moved to Administration.					
³⁸ In FY 2019, reclassified Supervisor (Aquatics) to Aquatics/Recreation Manager; seasonal FTE numbers based on budget dollar amount.					

City of Killeen, Texas
Paid Personnel in Full Time Equivalent (FTE)

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget	% Change from FY 2018

³⁹ In FY 2019, renamed City Attorney department to Legal.

⁴⁰ In FY 2019, transferred 0.10 FTE from Communications to Legislative Affairs Division.

⁴¹ In FY 2019, transferred 0.25 FTE from Community Development to KAAC for facility management.

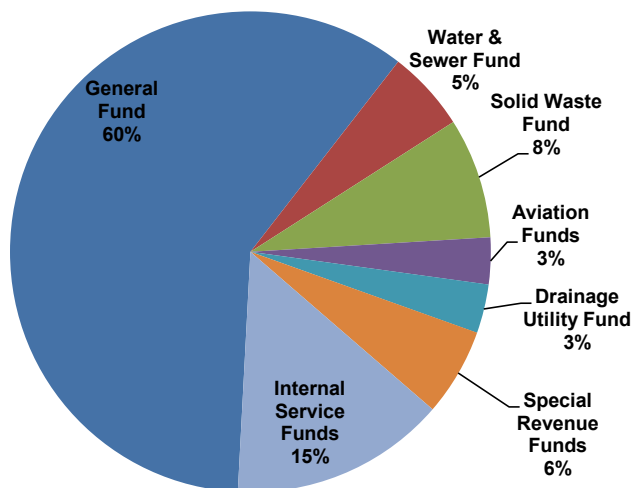
⁴² In FY 2019, unfunded three (3) Communication Specialist positions and two (2) Police Officer positions.

⁴³ In FY 2020, created Support Services Internal Service Fund; moved the following department and/or divisions from General Fund: City Council, City Manager, City Auditor, Communications, Legal, Finance, Human Resources, Building Services, Custodial Services, and Engineering; moved Utility Collections from Water and Sewer Fund.

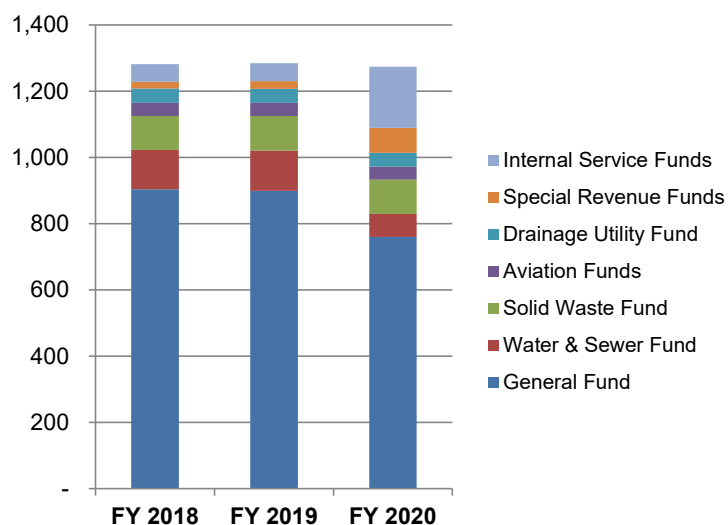
⁴⁴ In FY 2020, moved Lien Collections Specialist from Finance to Code Enforcement.

⁴⁵ In FY 2020, positions added thru decision package approval.

**Personnel by Fund
FY 2020**



Personnel by Fund





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Community Information

The City of Killeen was born May 15, 1882, when the Santa Fe Railroad extended its line westward through central Texas. Killeen, in Bell County, is centrally located in Texas along US Highway 190. Situated 17 miles East of Interstate 35, Killeen is just a short drive to major metropolitan areas like Austin (70 miles), San Antonio (150 miles), Houston (190 miles), and Dallas (160 miles).

Named for Frank P. Killeen, an official of the railroad in Galveston, some believe that Killeen may have been among the railroad dignitaries on the train that arrived to mark the beginning of the town, but it has never been confirmed. The town of about 300 people became a shipping point of the area for agricultural products, cotton in particular.

In the next 60 years, the city prospered and grew to over 1,200 people. In 1942, this small railroad town became home to military post Camp Hood. The military camp's impact was tremendous, more than quintupling Killeen's population in its first few years.

After World War II, the Army was looking for a place to train soldiers in tank destroyer tactics, and Killeen fit the bill. Camp Hood was named for Confederate General John Bell Hood. The initial installation covered 160,000 acres, which encompassed most of Killeen's best farming land, forcing many families from their homesteads. In 1950, the camp was declared a permanent post changing its name to Fort Hood.

Killeen was now a military town, so its goal became to make it the best town for military families to live. Supporting our soldiers and their families is still the top priority today.

The town and the fort grew together. Killeen worked to develop infrastructure that would incorporate the military base and its needs. Immediate needs were water leading to the construction of Belton Lake and later, Stillhouse Hollow Reservoir, the construction of better highways to meet military and civilian travel needs, major construction to provide housing, and an accompanying growth in retail business.

In ensuing years, the city secured facilities like libraries, hotels, shopping centers, an airport, golf course, and more recently, a community theater, top-notch movie theater, restaurants, and a civic and conference center.

This small agriculture, turned railroad, turned military town, now has a population of over 130,000 people. With tremendous growth in retail trade and in dining facilities in the late 90s, Killeen has spread its trade area to cover a 100-mile stretch of Central Texas pulling people in to take advantage of the special services the city offers.

The adoption of the City Charter in 1949 established the Council-Manager form of government that the City of Killeen still operates under today. The mayor is the city's chief elected officer and presides over the city's seven-member City Council, which sets all policy. The City Manager oversees the operations and administration of the city.

The city council has four district members representing specific geographical areas of the city and three at large members representing the city as a whole. Terms for the mayor and all council members are two years, with a three-consecutive-term limitation for each office. The city holds nonpartisan elections each May with the terms staggered so about half the council is elected each year. The mayor and the at-large council members are elected in even-numbered years, while the four district council members are elected in odd-numbered years.

Policy making and legislative authority are vested in the city council, which is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring the city manager.

The city manager is responsible for carrying out the policies and ordinances of the city council, for overseeing the day-to-day operations of the government, and for appointing department heads.

With over 1,300 regular employees, the city is one of the largest employers in the Killeen area. In addition to police and fire forces, the city owns and operates its own emergency medical services, water, sewer, and garbage utilities, two airports, an 18-hole golf course, a public library system with two locations, an Arts and Activities center and numerous parks and recreation facilities, including two public swimming pools and a family aquatics center.

The City of Killeen continues to enjoy a favorable economic environment. The city's economy is primarily military and service-oriented. Fort Hood is the largest armored military installation in the nation. Located adjacent to Killeen, the post covers an area of 340 square miles. Fort Hood is the only post in the United States capable of stationing and training two armored divisions and is the Army's "premier installation to train and deploy heavy forces." Fort Hood is the largest single location employer in the State of Texas with over 33,000 soldiers and more than 13,000 civilians and contractors. Fort Hood's total economic impact is estimated at \$25.3 billion statewide.

Killeen is served by Scott & White Health Care with one hospital, Metroplex Hospital and Pavilion, which offers a full range of medical services with 245 beds on a multi-campus facility, and 9 clinics including an urgent care clinic. They offer referral service to specialists in their regional hospital located 25 miles away in Temple. The military community is served by the 128-bed Carl R. Darnall Army Medical Center and satellite clinics. Construction for the new Carl R. Darnall Army Medical Center began in December 2010 and was completed in April 2016.

Killeen boasts a high quality education for students from kindergarten through graduate school. The Killeen Independent School District is the largest school district between Dallas and Austin and has grown from an enrollment of 20,413 students in 1986-87 to an estimated enrollment of over 44,000 for 2016-17. KISD employs over 6,200 teachers and support personnel to serve over 50 district campuses and is the area's second largest employer. Students attend classes at thirty-two elementary schools (K-

5), eleven middle schools (6-8), four high schools (9-12), two alternative schools, the KISD Career Center and several specialized campuses. KISD is accredited by the Texas Education Agency. Central Texas College is a public, open-admission community college offering associate degrees and certificate programs in various fields. Texas A&M University - Central Texas in Killeen is a unique university, offering upper-level undergraduate and graduate courses toward bachelor's and master's degrees and currently serves over 2,500 students providing a wide range of flexible course schedules. Within a one hour drive of Killeen, there are several major four-year universities including: 1) University of Texas - Austin, Texas, 2) Baylor University - Waco, Texas, 3) Southwestern University - Georgetown, Texas and 4) University of Mary Hardin Baylor - Belton, Texas.

Killeen offers many services of a metropolitan city while maintaining the quality of life of a smaller town. Killeen has a shopping center with a large mall anchored by major department stores and numerous retail shopping centers. The city also has dozens of chain and local restaurants featuring cuisines from all over the world. There is plenty of entertainment including bowling alleys, a stadium, movie theater, community theatre, skating rinks, water park, and much more. Water sports enthusiasts are just a short drive from Belton and Stillhouse Hollow Lakes. Killeen also has over 135 service clubs, associations, and organizations that may be found within the community. The Killeen community has over 100 churches representing most every religious denomination.

Nomination to National Register of Historic Places

The Texas Historical Commission's State Board of Review has approved nine blocks of downtown Killeen for listing on the National Register of Historic Places, a nomination that should secure the area for the federal designation. It will be the first National Register District in the State of Texas that is heavily influenced by mid-century architecture. City staff worked with Preservation Central, Inc. to complete a National Register of Historic Places Nomination form for the Downtown District. The National Register of Historic Places (NRHP) is a federal program that provides national recognition to historically or architecturally significant properties and denotes it is worthy of preservation. A NRHP designation helps to increase awareness, within the community and outside the community of the city's historic resources.





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KILLEEN AT A GLANCE

Form of Government

The City of Killeen is a City Council-City Manager form of government established in March of 1949 by the adoption of a charter.

The charter established a seven member council with three council members that are elected at large in even-numbered years and four district members elected in odd-numbered years. All council members are elected to two-year terms with a maximum of three consecutive terms.

The Mayor is elected separately in even-numbered years and serves as the presiding officer for the City Council business and as the head of the government for ceremonial purposes. The Mayor only votes to break a tie.

The City Manager is appointed by the City Council.

Fiscal year begins October 1st

Number of employees¹ FY 2020 1,273.95
(Full and regular part-time positions approved in budget)

Major Services provided by the City of Killeen¹

Airport Facilities
Building and Housing Inspections
Convention Facilities
Fire and Emergency Medical Service
Municipal Court System
Police Protection
Animal Services
Recreation, Parks, and Golf
Sewer Maintenance
Street Lighting
Traffic Signalization
Waste Collections
Water Supply

Tax Structure²

Property Tax	2.52207
KISD	1.16110
City of Killeen	0.74980
Bell County	0.42080
Central Texas College	0.12790
Bell County Road District	0.02920
WCID #6	0.02970
Clearwater UWCD	0.00357

2019 Property Tax Valuations²

Total Assessed Value	\$8,031,991,548
Exempt Value	\$1,495,394,748
Net Taxable Value	\$6,120,224,947

2019 Ten Largest Taxpayers Taxable Value²

Oncor Electric Delivery	\$58,242,898
Wal-Mart	31,335,382
MFT- Brookside LLC & Bridgemoor LLC	30,319,622
HEB Grocery	27,661,322
Watercrest Place, LP	27,215,442
Credit Suisse First Boston Mortgage Securities	23,943,075
Amber Chase Townhomes LLC & Huntington Apartments	23,712,447
Dorel Killeen Holdings, LLC	17,997,421
Killeen MFD LLC	16,696,000
LHCS LLC	16,662,704

2019 Service Statistics¹

Airport:

Number of airports	2
Number of acres	289
Number of airlines	2*
Passengers enplaning	134,934
Passengers deplaning	134,479

*Delta Airline left in February 2018

Fire Protection:

Number of stations	8
Fire apparatus	31
Number of hydrants	4,931
Number of firefighters	228
Number of fire runs	9,621
Number of paramedic runs	19,239
EMS units	14

Libraries:

Number of libraries	2
Number of visitors	256,475
Number of volumes	151,315
Circulation in volumes	260,290
Library cards in force	86,521
Public Computer Sessions	56,964
Children's program attendance	9,977

Parks and Recreation:

Number of parks	23
Number of playgrounds	28
Municipal Golf Course	1
Disc golf course	1
Number of swimming pools	1
Number of tennis courts	3
Number of Recreation Centers	1
Baseball/softball fields	15
Soccer fields	6
Jogging/walking trails	3
Senior centers	1
Aquatics center	1

KILLEEN AT A GLANCE

Police Protection:

Number of facilities	3
Commissioned police officers	258
Number of employees-other	78

Demographics

Area of City ³ (in square miles)		Population ³	
2011	55.470	2011*	127,921
2012	55.562	2012	130,018
2013	55.564	2013	134,654
2014	55.564	2014	137,147
2015	55.564	2015	140,806
2016	55.564	2016	143,400
2017	53.586	2017	145,482
2018	53.586	2018	149,103
2019	53,586	2019	150,857

*All population numbers are estimates except 2011 which reflects the official U.S. Census completed in 2010

Racial Composition ³	
White	44.4%
Black	37.1%
Hispanic	25.6%
Two or more races	6.5%
Asian	4.0%
Native Hawaiian	1.5%
American Indian	1.1%

Gender Composition³:

Male ♂ 49.1%
Female ♀ 50.9%

Median Household Income³: \$48,898

Number of Households³: 50,089

Median Age of Population³: 28.20

Unemployment Rates⁴ as of August 2019:

(Not seasonally adjusted)

Killeen 4.8
Texas 3.7
United States 3.9

Public Works¹:

City Maintained Paved Streets	575 mi
City Maintained Unpaved Streets	1.0 mi
State Maintained Paved Streets	41 mi
Curb & Gutter	924 mi
Signalized Intersections	96

City of Killeen Wastewater Systems¹:

Sanitary sewer mains	597 mi
Sewer connections	56,654
Number of manholes	8,291
Bell Co. WCID #1 Treatment Plant Average permitted capacity: 38 th St. Plant	18 mgd
Bell Co. WCID #1 Treatment Plant Average permitted capacity: South Plant	6 mgd

City of Killeen Water System¹:

Average daily consumption	15.1 mgd
Rated daily capacity	32 mgd
Water mains	676 mi
Water connections	58,872
Storage capacity	41 mg

City of Killeen Drainage System¹:

Storm water mains	127,677 linear ft
Inlets & outfalls	3,173 structures
Open channels & Bar ditches	144.3 mi
Drainage properties	93 tracts
Right of way mowing	192.1 mil

Elevation¹: 890 feet above sea level

Top 10 Major Employers in Killeen Area⁵:

Fort Hood	50,015
KISD	6,000
Civilian Personnel Office	6,000
Teleperformance	1,800
Central Texas College	1,488
City of Killeen	1,273
Advent Health	1,000
Seton Medical Center Harker Heights	480
Texas A&M Central Texas	305
Blackboard Student Services	238

Area Universities/Colleges (name and location)

Central Texas College, Killeen
Texas A&M University-Central Texas, Killeen
Temple College, Temple
University of Mary Hardin Baylor, Belton
University of Texas, Austin
Baylor University, Waco



FY 2020 Budget & Tax Calendar for City Council

Date	Event
July 25 th	Deadline for Chief Appraiser to deliver Certified Tax Roll
August 6 th	- City Council Workshop & Special City Council Meeting – Present Proposed Budget to Council - Budget Workshop 1 of 4 – Provide overview of FY 2020 Proposed Budget - Council announces public hearing on budget
August 7 th	File Budget with City Secretary
August 13 th	- City Council Meeting and Special City Council Workshop to receive feedback following initial budget presentation - Budget Workshop 2 of 4 – Public Works, Public Safety and Recreation
August 20 th	- Budget Workshop 3 of 4 – Follow-up to Budget Workshop #2; Community & Economic Development and Support Services - Special City Council Meeting – - Set tax rate by taking record vote and scheduling public hearing (set date, time, and place of public hearing)
August 27 th	Special City Council Budget Workshop 4 of 4 – Follow-up to Budget Workshop #3; Community Partners (Bell County Health District, HOP, Bell County Communications Center, Mounted Warfare Museum & KEDC/Chamber). Receive feedback on Community Partners from City Council.
September 3 rd	- Special City Council Meeting – - Budget public hearing 1 of 2 (2, if City Council requests changes) - Tax increase public hearing 1 of 2
September 10 th	- City Council Meeting – - Budget public hearing 2 of 2 (2, if City Council requests changes) - Tax increase public hearing 2 of 2
September 17 th	- Special City Council Meeting – Adoption of: - Budget - Approve employee authorizations - Fee increase approval - Ratify tax revenue increase - Adopt I&S and M&O tax rates - Set tax rate



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City Manager's Message



Dedicated Service – Everyday, for Everyone!

September 18, 2019

Honorable Mayor, City Council Members, and Residents of Killeen:

It is my pleasure to submit the City of Killeen's proposed Fiscal Year 2020 Annual Budget. The budget reflects operating appropriations totaling \$209,423,419, and was prepared based on available resources. The budget document outlines the plan to provide for the delivery of services, facilities, and infrastructure to the citizens of Killeen.

An integral part of our success is to ensure the City remains focused on City Council priorities and mission. The City Council established three priorities to guide staff in the budget process. Those priorities include infrastructure, public safety, and economic development.

Infrastructure is being addressed on multiple fronts. The City Council adopted a Financial Governance Policy and Capital Improvement Policy that addresses capital improvements. The Financial Governance Policy requires operating fund balances in excess of 22% to be transferred to the appropriate capital improvement fund. The Capital Improvement Policy provides City Council with a short and long-term perspective of infrastructure needs and progress.

The City Council also adopted a street maintenance fee that will enable us to address many of our aging streets. The citizens will begin seeing the benefits prior to the beginning of FY 2020. A final example is the creation of an impact fee that is scheduled to be considered by City Council in late October 2019. The impact fee will assist the City in managing our growth in the coming years.

Public safety is being addressed by committing 71% of the City's General Fund budget to Public Safety. It is also being addressed through the compensation equity plan being proposed in this year's budget. Phase two of the plan will adjust the public safety civil service pay plan to make it more competitive with the market. This is anticipated to have a direct impact on turnover being experienced by our public safety workforce which will result in significant cost savings while boosting employee morale and improving retention.

Economic development is being addressed through continued funding for the Killeen Economic Development Corporation at the same levels as recent years. Also, the City Council adopted the Economic Development Policy in January 2019. The policy identifies the areas of development that the City Council deems most important. It also

provides the framework to guide economic development activities in order to maximize economic potential, create and attract competitive wage jobs, and secure and enhance quality of life for our citizens.

Another meaningful stride in the effective management of City operations is the creation of a draft strategic plan. This document includes a draft strategic plan that affirms the City's mission, general long-term goals, and core functions. City operations are comprised of five core functions that contain one or more departments. The core functions include 1) Public Works, 2) Public Safety, 3) Recreation, 4) Community and Economic Development, and 5) Support Services. The strategic plan identifies the mission, provides an environmental scan, long-term goals, and five-year goals/objectives for each core function.

In addition, each department is in the process of finalizing their FY 2020 Business Plan. The business plan defines the department's mission, mission elements, operational targets, and current year goals/objectives. Departmental budgets will also be presented in three formats to provide further insight into operations. Department budgets will be viewable by expenditure category summary, mission element, and line-item detail.

The City Charter requires an explanation for major changes in financial policy. A new fund was created to track the activity of the Support Services core function. Support Services provides direct support to the four-line department core functions. The line department core functions contribute an amount commensurate to the services received to the Support Services Fund.

February, 2019, the City Council adopted the second version of the Financial Governance Policy. This comprehensive set of financial policies provides parameters to be followed in the development of the budget. The proposed budget is being presented in compliance with all of those adopted policies.

The budget was prepared by providing departments with budget targets. The budget targets were calculated based upon the estimated available resources the City will have for each respective fund. Departments submitted budgets that enabled them to best meet their mission. Department heads created decision packages for programs or services that could not be funded within their budget target. The decision packages were evaluated and approved or disapproved based on enterprise-wide priorities and available resources.

Strategic Issues

Four strategic issues were considered in the development of the budget. The strategic issues have been updated to show that street maintenance has been addressed with the passage of the street maintenance fee. Street maintenance was a strategic issue for the past two fiscal years. With the adoption of the street maintenance fee in December 2018, this strategic issue has been addressed.

The revenue from the street maintenance fee will enable the City to adequately maintain our street infrastructure. The fee will be billed monthly commencing with the July 2019 billing cycle. We estimate the fee will generate approximately \$1.6 million annually. These funds will be collected and stored in a special revenue fund that is restricted for street maintenance.

The revised strategic issues include 1) compensation equity, 2) the Texas Municipal Retirement System (TMRS), 3) deferred building maintenance, and 4) evaluate staffing and service levels to achieve our mission. Each of these strategic issues will have a significant service and financial impact on the City of Killeen's future. Below, each are further explained.

1 – Compensation Equity

Fair compensation of employees is one of the most important issues facing the City. The average classified employee is 25.4% below market and as high as 31.1% for specific classes of employees. Civil service employees are 7.5% below market. These numbers are adjusted for the progress made with phase one of the compensation equity plan in FY 2019.

Significant issues are created when compensation is not competitive with the market. Noncompetitive compensation leads to higher rates of turnover, and difficulty attracting and retaining a competent workforce. The City's turnover rate was 17.2% in FY 2018; 22.6% for classified employees, 9.6% and 7.7% for Fire and Police civil service, respectively. The industry standard for turnover is at or below 10.0%.

The direct cost of turnover for the average City employee is \$37,405. The City had 216 employees exit during FY 2018. That means we incurred over \$8.0 million in direct costs related to turnover. Over a third of those employees cited compensation as the primary reason for leaving. We believe that number is understated, and still equates to \$2.7 million in annual turnover costs attributable to compensation.

High turnover also impairs our ability to provide City services in the most efficient manner. It is costly to train employees, and there is a steep learning curve for new employees. Attracting and retaining a competent workforce is vital to our success. Further, we have the ethical obligation to fairly compensate our employees.

To address the inequity present in our compensation plan, the FY 2020 proposed Budget increases salaries citywide by 2.4%, which is the estimated inflation rate for the year. In addition, phase two of the compensation equity plan invests \$4.5 million citywide to bring the classified and civil service pay plans more competitive with market. This will not completely resolve the issue; however, it is a substantial improvement and a big stride towards the fair treatment of our employees.

2 – Texas Municipal Retirement System (TMRS)

The Texas Municipal Retirement System permits municipalities to adopt plan changes on either an ad hoc or annually repeating basis. The ad hoc basis considers a shorter actuarial term for its contribution rate. The ad hoc rate for the City of Killeen is currently 11.81%. It is recalculated and, because by its very nature, retirement is a long-term commitment, it goes up every year.

On the other hand, the annually repeating basis is actuarially long-term. It more accurately reflects the realities of a retirement system. If the City contributed on this basis, the rate would be 21.29%, and in 2038 it would begin to drop until flattening out in

Figure 1: TMRS Contribution Comparison

2043. Figure 1 clearly shows that the lowest long-term cost is to contribute on an annually repeating basis. Over the course of the period shown in Figure 1, the City would contribute approximately \$137 million more under the ad hoc method. However, the cost of switching to annually repeating is initially \$4.5 million per year.

3 – Deferred Building Maintenance

The City operates out of a total of 41 major facilities citywide. Over half of these facilities are 20 years of age or older. Although the City does a good job of custodial and minor maintenance, a total of \$42 million of rehabilitation and/or general maintenance costs have been identified over the next ten years for major maintenance, such as roofs, parking lots, HVAC systems, etc. There is a lack of funding to address the total cost of doing major maintenance to the City's facilities. Deferred building maintenance contributes to the decline of facilities and creates higher costs for future years.

4 – Evaluate Staffing and Service Levels to Achieve Our Mission

We are a people driven service oriented business entity. In fact, personnel costs in FY 2020 are estimated to make up 43% of the total municipal operational budget, and 68% of the General Fund budget. As the City grows, our ability to provide the same level of service to our citizens is diminishing. This is due to a decreasing employee to resident ratio.

In 2009, Killeen had 10.3 employees per 1,000 residents. In FY 2019, the ratio is 8.4, and the estimated ratio for FY 2020 shows a further decline to 8.3. A benchmarking analysis of our twelve peer review City's showed an employee to 1,000 resident ratio between 7.4 and 16.7, with an average of 9.8. At 8.3, Killeen ranks #10 of the 13 cities.

Summary of Revenues and Expenditures

The combined revenue budget for FY 2020 totals \$207.4 million. Budgeted operating revenues are 3.4% higher than the FY 2019 adopted budget. The increase in revenue is mostly attributable to growth in property valuations, sales tax revenue, and utility customers. Another contributing factor is the increase in state reimbursement for local governments that are disproportionately affected by the disabled veteran exemption.

One of the revised provisions in the Financial Governance Policy delegates to the City Manager the setting of certain fees that are not set by the City Council. The fees set by the City Manager must not be higher than the average fee of our peer review cities, and must be published online no later than the end of March. Staff has worked hard to prepare a consolidated fee schedule that accounts for all the fees within the City.

A benchmark analysis was performed to determine the average comparable rate charged among our peer review cities. The fee schedule was published online in March

for a 30-day public comment period. The revised fee schedule was used to build the FY 2020 Budget.

The combined expense budget for FY 2020 totals \$209.4 million. Budgeted operating expenses are 3.4% higher than the FY 2019 adopted budget. The increase in expense is mostly due to a 2.4% increase in operating budgets to keep pace with inflation, and phase two of the compensation equity plan.

Below is a table showing budgeted FY 2020 revenues, expenses, and use of fund balance for each fund. All funds are balanced, and expenses equal current revenues in all of the major operating funds. The only use of fund balance is within select special revenue funds. Nearly all of the fund balance shown in these special revenue funds are to provide a reserve appropriation.

Fund	Revenues FY 2020	Expenses FY 2020	Fund Balance FY 2020
General	\$86,613,600	\$86,613,600	\$0
Water & Sewer	42,756,715	42,756,715	0
Solid Waste	19,329,470	19,329,470	0
Debt Service	15,863,514	15,863,514	0
Internal Service Funds	20,270,204	20,270,204	0
Street Maintenance	6,718,799	6,718,799	0
Special Revenue	5,003,452	7,034,644	(2,031,192)
Drainage	4,468,661	4,468,661	0
Aviation	3,722,500	3,722,500	0
Hotel Occupancy	2,645,312	2,645,312	0
Total	\$207,392,227	\$209,423,419	(\$2,031,192)

General Fund

1. The budget was prepared using the current property tax rate of \$0.7498. The tax rate is comprised of two components, 1) maintenance and operation, and 2) interest and sinking. The maintenance and operation component of the tax rate is \$0.5281, and will generate \$33.1 million in revenue for the General Fund.

The net property tax value will increase 10.4%. This increase includes new growth from properties not on the tax roll last year and increases in existing property values. The increase in value is expected to bring an additional \$2.7 million to the General Fund.

The disabled veteran exemption continues to be an area of concern for the City. We anticipate the property value of properties exempted for disabled veterans to reach \$839 million in FY 2020, an 18.7% increase over the prior year. The estimated revenue loss due to the exemption is \$6.3 million.

The state legislature approved the appropriation of additional funds for local governments that are disproportionately affected by the exemption. We estimate the City will receive nearly \$2.0 million more reimbursement compared to the prior year. These additional funds bring the total state reimbursement to \$3.2 million, which represents approximately 51% of the total revenue loss due to the exemption.

2. Sales tax revenue is estimated to be \$1.0 million more than the budgeted amount at year end. We are projecting a 5% increase over the current year budget for FY 2020. In addition, the sales tax revenue budget is increased \$200,000 to account for remote seller sales tax revenue that becomes effective October 1, 2019. This is in response to the U.S. Supreme Court Wayfair decision.
3. Major operating and capital expenses include implementing phase two of the compensation equity plan, and fleet replacement. The cost of implementing the compensation equity plan for the General Fund is \$2.4 million. The proposed budget also includes \$2.5 million for the purchase of fleet.
4. The ordinance establishing the street maintenance fee intended the fee to fund approximately 26% of annual street maintenance and operational costs. The remaining 74% of street maintenance costs is funded by the General Fund. As such, the General Fund will transfer \$5.0 million to the Street Maintenance Fund for its portion of street maintenance.
5. The fund balance of the General Fund is expected to be at or above 22% of annual appropriations as required by the Financial Governance Policy.

Enterprise Funds

1. The enterprise fund budgets that include Water and Sewer, Solid Waste, Drainage, and Aviation were prepared to meet the requirements set forth in the Financial

Governance Policy. In addition, the enterprise budgets meet applicable requirements in the Capital Improvement Policy, commitments to our bond holders, and regulatory agencies.

2. There were no increases to current residential utility rates in the development of the budget. Projected revenue increases is primarily attributable to expected growth of the City.

As approved by the City Council in July 2019, the methodology to determine drainage rates will be revised to a more widely accepted basis of using impervious cover as opposed to zoning and parcel size. This change in methodology will not impact residential drainage rates. Non-residential users will have the opportunity to reduce rates up to 40% with best management practices. We estimate the change in rate structure to take effect in the Spring of 2020.

3. The cost of implementing phase two of the compensation equity plan across the enterprise funds is \$1.7 million. These costs are estimated to be covered with current fees. Individual fund breakdown is as follows:

Water and Sewer	\$797,887
Solid Waste	528,803
Drainage	216,183
Aviation	167,330

4. The enterprise fund budgets also propose replacing just under \$2.0 million of fleet. Of this amount, Solid Waste will replace \$1.6 million, Water and Sewer \$349,000, and Drainage \$39,000.
5. Monthly rates for the average utility customer will be:

Rate	FY 2019	FY 2020
Wastewater	\$33.96	\$33.96
Water	28.55	28.55
Solid Waste	19.78	19.78
Drainage	6.00	6.00
Street Maintenance	1.70	1.70
Total Monthly Utility Bill	\$89.99	\$89.99

6. With the exception of Aviation, each enterprise fund is expected to be at or above 22% of annual appropriations as required by the Financial Governance Policy. Per the policy, the Aviation Fund is in compliance as long as the fund's financial position shows improvement each fiscal year.

Special Revenue Funds

1. Each special revenue fund maintains funding commitments and its restrictive purpose.
2. This is first full-year of the Street Maintenance Fund. Total appropriations in the fund are \$7.0 million. The primary source of revenues will be a transfer-in from the General Fund of \$5.0 million. The street maintenance fee is expected to generate \$1.6 million in revenue. Total street pavement treatment will be \$1.9 million in FY 2020, up from \$300,000 in the prior year.
3. The cost of implementing phase two of the compensation equity plan across the special revenue funds is \$352,244.

Debt Service Fund

1. The tax supported Debt Service Fund has total appropriations of \$15.8 million. The debt service tax rate will be \$0.2217.
2. The total tax rate is comprised of two components, 1) maintenance and operation, and 2) interest and sinking. The Financial Governance Policy set a target of 25% for the interest and sinking component relative to the total tax rate. For FY 2020, the percentage is 30%. We estimate that the rate will be at 25% in FY 2024. If the FY 2020 rate was adjusted for the disabled veteran reimbursement, the percentage would be 28%.

Internal Service Funds

1. There are four internal service funds with a combined operating budget of \$20.3 million. Internal service funds provide a service to one or more departments. The City has an internal service fund for support services, fleet services, information technology, and risk management.
2. The Support Services Fund is new in FY 2020, and accounts for departments such as Custodial Services, Finance, and Human Resources. As previously mentioned,

Support Services provides direct support to the four-line department core functions. The line departments reimburse Support Services for the support received. Each line department has a Support Services budget that represents the cost of providing support services to the respective line department.

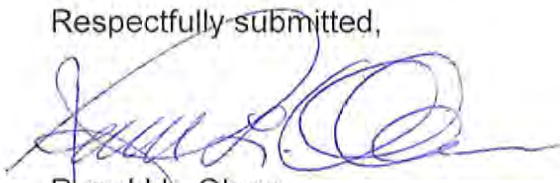
3. The cost of implementing phase two of the compensation equity plan across the internal service funds is \$669,719.

Roadmap for the Future

Anticipating my retirement later this year, I have prepared a white paper containing my evaluation of the City organization and my recommendation for future actions to improve the operations of the City.

In conclusion, the FY 2020 budget provides the citizens of Killeen a sound financial plan. As the City continues to grow, we must focus on our long-range financial planning to ensure the financial health and sustainability of Killeen. I want to thank the City Council, boards and commissions, citizens, and City staff for their time and effort through this point of the budget process and for their continued commitment to the success of our City.

Respectfully submitted,



Ronald L. Olson
City Manager



Strategic Plan



Dedicated Service – Everyday, for Everyone!



STRATEGIC PLAN

City of Killeen, Texas

FY 2020 – FY 2024
XX/XX/2019

Adopted via Resolution XX-XXXX

Vision

Best city in the state of Texas in delivering municipal services.

Mission

To provide municipal services and facilities that meet the vital health, safety and general welfare needs of residents and sustain and improve their quality of life.

City Functions

Community/Economic Development

Public Safety

Public Works

Recreation Services

Support Services

Core Values

Highest ethical behavior

Fiscal discipline and accountability

Continuous improvement

First-rate customer service

Fairness

Citizen engagement

Transparent communications

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Financial Stability & Sustainability

- Maintain an adequate level of highly competent and motivated staff to continue to provide high quality services to Killeen residents and businesses.
- Identify and utilize opportunities for new sources of revenue and maximize existing sources of revenue.
- Ensure effective cost management.
- Develop and/or maintain strategic and financial planning.
- Ensure sound administration and financial management.

Governance Stability & Predictability

- Establish a governance structure for maintaining organizational policies and procedures.
- Protect, promote, and communicate the City's interests with clear goals from City Council.
- Increase community involvement and citizen engagement in City governance.
- Improve decision-making processes and policy directives via technological development.

Departmental Performance

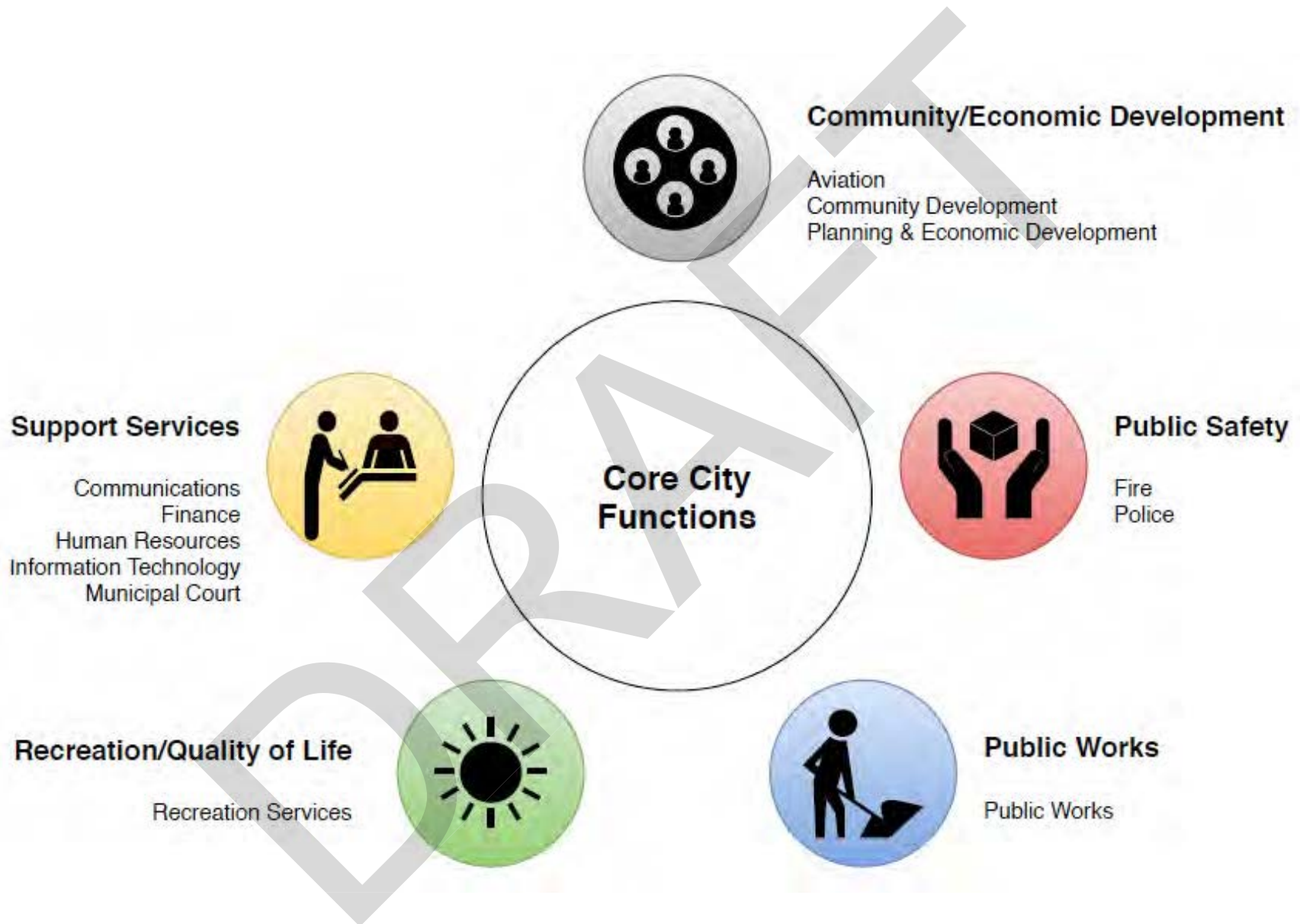
- Develop and implement Department Master Plans, Action Plans and/or Strategic Plans.
- Increase productivity via training opportunities, increased staffing & resources, process improvements, and the implementation of performance measures.
- Establish and implement a policy and procedure framework for all departments/divisions.
- Identify and mitigate key issues that slow productivity.
- Maintain compliance with all laws and regulations.

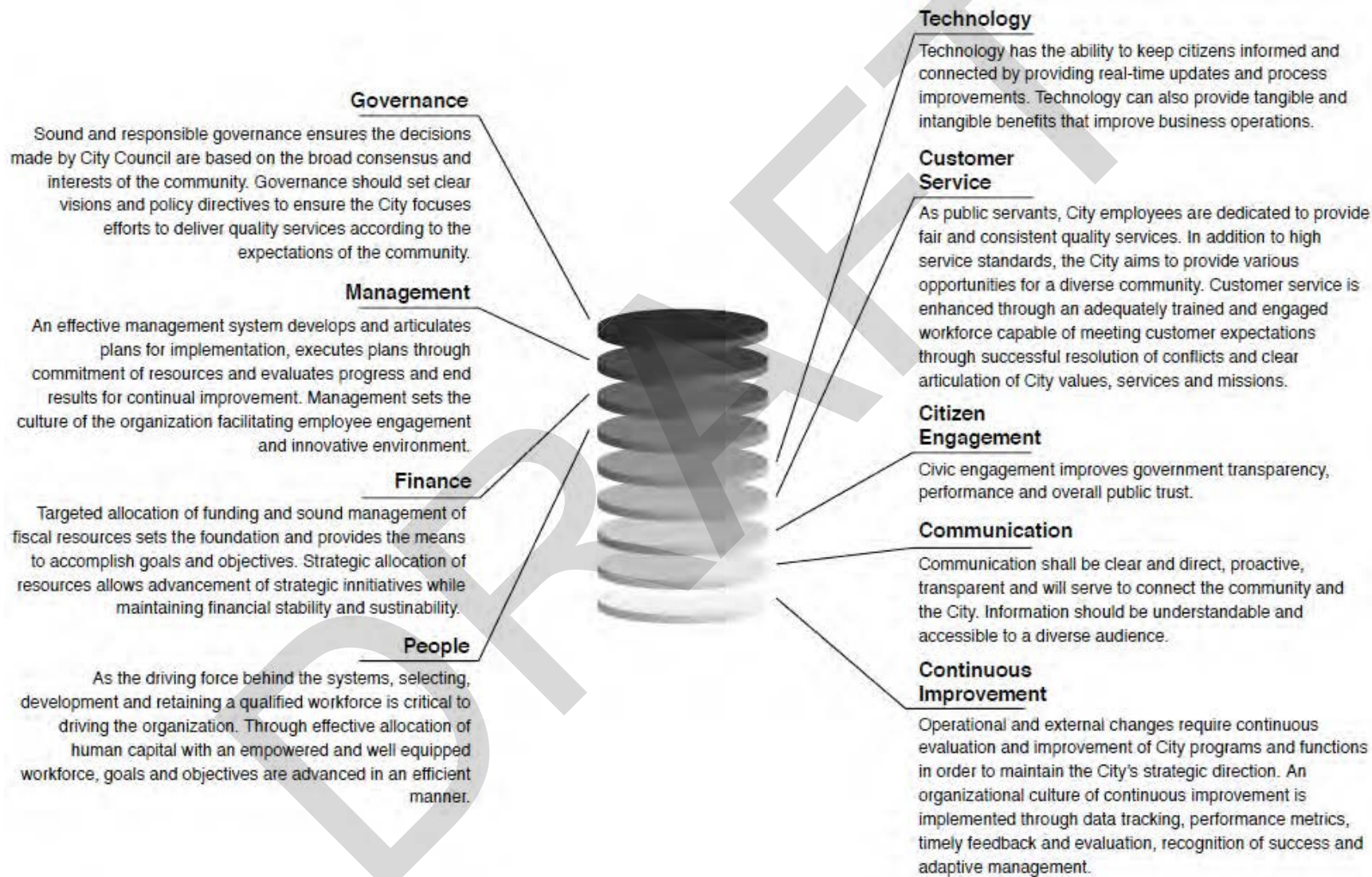
Public Confidence

- Ensure the City has sufficient resources and personnel to meet the needs and desires of the community.
- Improve City maintenance standards.
- Ensure public safety and increase public awareness.
- Offer various opportunities for a diverse community.

- Provide excellent City services in an efficient, effective, and timely manner.

DRAFT





Mission Statement: To provide quality services and programs to the residents and businesses of Killeen by facilitating investment and community and economic development.

Internal Origin	<u>Current Strengths</u> • Tenured, senior staff with institutional knowledge. • Talented and dedicated personnel who genuinely want to do more for the City. • Fair amount of subject matter experts. • Successful efforts reaching out and working collaboratively with internal and external stakeholders. • Community programs offered. • Convenience (access and internally) • Low per passenger costs. • Citizen participation in community development programs. • Knowledge of community needs and federal grant programs. • Divisions that continue to be creative in funding solutions to meet customer needs and experiences. • Dedication of staff members to the internal and external customer.	<u>Current Weaknesses</u> • Following the phrase, “We’ve always done it that way.” • Inability to attract and retain young professionals. • Staff turnover rate. • The Planning Department is lacking a workforce despite the importance of planning for community development. • General funding limitations. • P-card usage strategically allocated would increase overall efficiency. • Maintaining technology as industry standards change. • General office space is maxed out. • Marketing • Lack of direct, non-stop destinations. • Marketing costs prohibitive related to advertising community programs. • Lack of sufficient and energy efficient facilities.
	<u>Current Opportunities</u> • Improve coordination and communication among departments. • Updating development regulations and improving standards with current management and City Council. • Commercial development potential. • Land Acquisition/economic diversification. • Solar initiatives. • Concentrated efforts to revitalize north Killeen. • Large event facilities to attract guests to Killeen. • Improve housing opportunities for low to moderate income persons.	<u>Current Threats</u> • Unfunded mandates that impact the ability to provide services. • Increased staff turnover rates. • Encroachment. • Limited funding. • Austin airport growth. • Military parking exemptions. • Fluctuation in federal grant funding. • Aging facilities and inadequate facilities. • Inadequate security systems for facilities. • Inadequate staffing levels.
External Origin		

Helpful

Harmful

PREDICTED INTERNAL CONDITIONS

- We will be further behind in staffing and productivity if funding remains as is.
- Turnover of staff could increase.
- A paradigm shift in how we operate may be required.
- Lack of sufficient funding to sustain programming for external customers.
- Lack of adequate staffing levels to properly monitor grant programming & develop new programming.
- Lack of proper funding to address facility maintenance.

PREDICTED EXTERNAL CONDITIONS

- Continues growth and development.
- Increased demands on staff.
- Success in partnerships with Fort Hood/RGAFF.
- Continued community partnerships.
- Continued need for grant programs related to community development.
- Continues citizen demands on existing or shrinking financial resources.

TARGET CUSTOMERS

- All residents and potential newcomers.
- Industrial and commercial prospects.
- Internal customers such as other departments, boards and commissions, etc.
- Low to moderate income persons.
- Social service network of agencies.
- Citizens in community.

PINNACLE ISSUES

- Need to update technology in order to be more responsive and efficient.
- Hiring and retaining and excellent and qualified workforce.
- Maintaining adequate levels of funding.
- Gauging evolving community needs and working to meet those needs.
- Funding stability and generation,
- Economic diversification.
- Land acquisition.
- Funding stability and generation.
- Inadequate funding for overall facility maintenance.
- Inadequate public facilities.
- Develop a civic complex in city center and reduce the overall number of stand-alone City facilities.

COMMUNITY/ECONOMIC DEVELOPMENT – OVERALL GOALS

Long-Term Priorities	Long-Term (LT) and 5-Year Community/Economic Development Goals
Financial Stability & Sustainability	LT Goal: Identify opportunities for new sources of revenue and maximize existing sources of revenue. - Develop a longer term public facility and improvement plan for City projects that can be funded in whole or in part with CDBG and HOME program funding. - Generate revenue through increase of room rental rates. - Generate additional revenue from equipment rental in the Performing Arts Theater. - Generate revenue by leasing available space, equipment rentals, catering fees, and mixed beverage service.
	LT Goal: Ensure effective cost management. - Upgrade lighting to save costs. - Consolidate and centralize City facilities to save HVAC, electricity, repair, and maintenance costs.
	LT Goal: Develop and maintain competitive financial planning. - Ensure airport financial self-sustainability. - Review and update current CVB marketing plan.
	LT Goal: Increase economic diversification via commercial development and intergovernmental-governmental support agreements. To provide an increased level of funding to sub-grantees by including an allocation of general fund dollars for eligible public service programs and ensure proper administration is carried out as described in an agreement scope of work.
Governance Stability & Predictability	
Departmental Performance	LT Goal: Develop, update and improve department policies, plans and procedures. - Sustain KFHRA/Skylark Development Plan. - Create an Economic Development program/policy.
	LT Goal: Continuously improve operational efficiency and overall productivity. - Air Service Development. - Improve services productivity. - Increase building space. - Develop and utilize building permit. - Provide an appropriate level of staffing to provide comprehensive cleaning and sanitation of City of Killeen facilities that meet the needs of staff and visitors.

Public Confidence	• Purchase land space for additional parking.
	LT Goal: Stay in tune with state and federal regulations and trends in the industry. • Comply with state requirements to implement specialized inspections. • Target and cite unpermitted work.
	LT Goal: Provide quality services for internal and external customers. • Provide exceptional customer service while maintaining Facility cleanliness. • Provide services to the convention industry and hospitality community. • Provide long-term adequate and appropriate housing solutions that will enhance the lives of Killeen residents and build strong neighborhoods.
	LT Goal: Improve City maintenance standards. • Update land development regulations and improve overall standards. • Implement phase-out R-22 HVAC system at City facilities. • Implement phase-out R-22 HVAC system at the KCCC.
	LT Goal: Provide safe facilities for public use. • Adoption and implementation of new life safety codes. • Establish a secure complex.

COMMUNITY/ECONOMIC DEVELOPMENT – 5 YEAR GOALS AND OBJECTIVES

Community/Economic Development Goals	Timeline	Objectives
Develop a longer term public facility and improvement plan for City projects that can be funded in whole or in part with CDBG and HOME program funding.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	⊕ Have meetings and discussions with city staff to discuss potential projects.
Generate revenue through increase of room rental rates.	2020 Objectives	\$ Increase room and equipment rental fees.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	\$ Increase room and equipment rental fees.
Generate additional revenue from equipment rental in the Performing Arts Theater.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	★ Purchase screen and projector appropriate for size of space.
	Ongoing	-

Community/Economic Development Goals	Timeline	Objectives
Generate revenue by leasing available space, equipment rentals, catering fees, and mixed beverage service.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	\$ Increase room rental rates, equipment rentals and catering fees.
Upgrade lighting to save costs.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	★ Change all lighting fixtures to LED.
	2024 Objectives	-
	Ongoing	-
Consolidate and centralize City facilities to save HVAC, electricity, repair, and maintenance costs.	2020 Objectives	\$ Identify City facilities that have high repair, energy usage and maintenance costs.
	2021 Objectives	\$ Identify City facilities that have high repair, energy usage and maintenance costs.
	2022 Objectives	\$ Identify City facilities that have high repair, energy usage and maintenance costs.
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	★ Repair, conduct preventative, routine and emergency maintenance for all City facility components at major facilities and minor facilities.

Community/Economic Development Goals	Timeline	Objectives
Ensure airport financial self-sustainability.	2020 Objectives	\$ Hangar development per the Airport Master Plan.
	2021 Objectives	\$ Hangar development per the Airport Master Plan.
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	\$ Continue to develop business models to increase revenues.
Review and update current CVB marketing plan.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	\$ Work with Association Sales Manager to update CVB marketing plan.  Utilize the Internet Destination Sale System (IDSS) software to its full potential and report accurate data analysis in the CVB industry.
To provide an increased level of funding to sub-grantees by including an allocation of general fund dollars for eligible public service programs and ensure proper administration is carried out as described in an agreement scope of work.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	\$ Discuss and develop a funding plan for additional public programs funded by the General Fund.

Community/Economic Development Goals	Timeline	Objectives
Sustain KFHRA/Skylark Development Plan.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	⊕ Implement Skylark Airport Master Plan (AMP)
	2023 Objectives	⊕ Implement Skylark Airport Master Plan (AMP)
	2024 Objectives	⊕ Implement Skylark Airport Master Plan (AMP)
	Ongoing	⊕ Maintain/develop Skylark infrastructure. ⊕ Implement Skylark Airport Master Plan (AMP)
Air Service Development.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	★ Sustain and grow existing air service. ★ Attract additional air service to KFHRA.
Improve services productivity.	2020 Objectives	★ Implement a dangerous buildings program. ➤ Educate the public to maintain property.
	2021 Objectives	😊 Add Code Enforcement Officer positions. ★ Implement a dangerous buildings program.
	2022 Objectives	😊 Add Code Enforcement Officer positions. ★ Implement a dangerous buildings program.

Community/Economic Development Goals	Timeline	Objectives
	2023 Objectives	 Add Code Enforcement Officer positions.  Implement a dangerous buildings program.
	2024 Objectives	 Add Code Enforcement Officer positions.  Implement a dangerous buildings program.
	Ongoing	-
Increase building space.	2020 Objectives	 Increase Code Enforcement office space for future growth.
	2021 Objectives	 Increase Code Enforcement office space for future growth.
	2022 Objectives	 Increase Code Enforcement office space for future growth.
	2023 Objectives	 Increase Code Enforcement office space for future growth.
	2024 Objectives	 Increase Code Enforcement office space for future growth.
	Ongoing	-
Develop and utilize building permit.	2020 Objectives	 Commit all development review staff to use existing module.  Obtain new permitting and plan review software to improve development review and create project transparency between staff and applicant.

Community/Economic Development Goals	Timeline	Objectives
	2021 Objectives	 Obtain new permitting and plan review software to improve development review and create project transparency between staff and applicant.
	2022 Objectives	 Obtain new permitting and plan review software to improve development review and create project transparency between staff and applicant.
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Provide an appropriate level of staffing to provide comprehensive cleaning and sanitation of City of Killeen facilities that meet the needs of staff and visitors.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Achieve a staffing level that allows the division to meet generally accepted standards for square footage cleaned per custodian.  Acquire and maintain updated equipment to improve efficiency and achieve the highest level of productivity.
Purchase land space for additional parking.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	 To improve parking availability when facility is at maximum capacity.
	2023 Objectives	-
	2024 Objectives	-

Community/Economic Development Goals	Timeline	Objectives
	Ongoing	-
Comply with state requirements to implement specialized inspections (medical gas, lawn irrigation, accessibility).	2020 Objectives	★ Amend local ordinances to comply with state regulations and train staff accordingly to review and inspect these state required functions.
	2021 Objectives	★ Amend local ordinances to comply with state regulations and train staff accordingly to review and inspect these state required functions.
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Target and cite unpermitted work.	2020 Objectives	★ Reduce the amount of unregulated work.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Create an Economic Development program/policy.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	★ Stimulate the creation and retention of jobs.
Provide exceptional customer service while maintaining Facility cleanliness.	2020 Objectives	-
	2021 Objectives	-

Community/Economic Development Goals	Timeline	Objectives
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	☺ Establish staff positions for future expansion/services.
	Ongoing	-
Provide services to the convention industry and hospitality community.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	🔔 Increase awareness of CVB services. ★ Maintain current staff longevity in the Convention and Visitor Bureau.
Provide long-term adequate and appropriate housing solutions that will enhance the lives of Killeen residents and build strong neighborhoods.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	\$ Provide increased funding to allow for the redevelopment and new development of affordable housing units in Killeen.
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	\$ Provide increased funding to allow for the redevelopment and new development of affordable housing units in Killeen.
Update land development regulations and improve overall standards.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-

Community/Economic Development Goals	Timeline	Objectives
	2024 Objectives	-
	Ongoing	★ Develop a Unified Development Code (UDC)
Implement phase-out R-22 HVAC system at City facilities.	2020 Objectives	 Coordinate with identified City facilities staff on the impending 2020 phase-out of refrigerant R-22.  Create an action plan for roof replacements.
	2021 Objectives	 Coordinate with identified City facilities staff on the impending 2020 phase-out of refrigerant R-22.  Create an action plan for roof replacements.
	2022 Objectives	 Create an action plan for roof replacements.
	2023 Objectives	 Create an action plan for roof replacements.
	2024 Objectives	-
	Ongoing	-
	2020 Objectives	 Coordinate with Building Services staff on the impending 2020 phase-out of refrigerant R-22.  Develop a replacement plan for aging audio visual equipment.
Implement phase-out R-22 HVAC system at the KCCC.	2021 Objectives	 Coordinate with Building Services staff on the impending 2020 phase-out of refrigerant R-22.  Develop a replacement plan for aging audio visual equipment.

Community/Economic Development Goals	Timeline	Objectives
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Adoption and implementation of new life safety codes.	2020 Objectives	-
	2021 Objectives	★ Construction codes as needed.
	2022 Objectives	★ Construction codes as needed.
	2023 Objectives	-
	2024 Objectives	★ Construction codes as needed.
	Ongoing	-
Establish a secure complex.	2020 Objectives	 Install security cameras for interior (civic rooms and entryways) and exterior monitoring.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	★ Continual monitoring and maintenance of security cameras.

Mission Statement: To reduce crime, reduce the fear of crime, enhance public safety and to save lives and property through fire protection, emergency medical services, and rescue services.

Internal Origin	<u>Current Strengths</u> • Talented and dedicated personnel who genuinely want to do more for the City. • Overall high quality of current equipment. • Excellent internal training. • Exceptional Fire based EMS care.	<u>Current Weaknesses</u> • General funding limitations. ◦ External training is unsatisfactory. • Low efficiency of processes due to lack of communication and constantly changing internal finance conditions. ◦ P-card usage strategically allocated would increase efficiency.
External Origin	<u>Current Opportunities</u> • There is a need for more industry in order to bring in more revenue, increase economic growth, and provide a better quality of life for the citizens of Killeen.	<u>Current Threats</u> • Population growth is a threat if there is no revenue strength. • Increase in unfunded state and federal mandates, to include mandatory training. • Decrease in grant funding. • Current grant funding/spending conditions, as outlined by CTCOG³, ◦ Although Killeen has the largest population in this region, the City doesn't have a voice in how grant funding is spent. • Potential reduction of troops at Fort Hood. • Disabled Veteran exemption ◦ Could provide funding for competitive wages
	Helpful	Harmful

³ Central Texas Council of Governments

PREDICTED INTERNAL CONDITIONS

- Without a revenue stream, there will be a degradation of equipment, personnel training, capital items, and morale.
- Generational turnover is extremely high with many senior employees eligible for retirement.

PREDICTED EXTERNAL CONDITIONS

- Texas A&M University – Central Texas is quickly developing and will lead to an increase in Public Safety activity.
- Florence Road and
- Interstate 14 connection should attract more industry

TARGET CUSTOMERS

- The entire population of Killeen.

PINNACLE ISSUES

- Need to update equipment in order to keep up with emerging technology.
- Retaining an excellent and qualified workforce.
- Lack of human capital needed to drastically reduce crime.
- Need for an emergency operations center.

PUBLIC SAFETY – OVERALL GOALS

Long-Term Priorities	Long-Term (LT) and 5-Year Public Safety Goals
Financial Stability & Sustainability	
Governance Stability & Predictability	
Departmental Performance	LT Goal: Invest in training, storage, fleet and staff facilities to meet industry standards and to account for predicted population growth. • Repair, remodel, and rebuild fire department infrastructure • Police Department infrastructure review and assessment • Improve storage capabilities of the KPD in regards to evidence storage, submission and retrieval with an additional focus on evidence processing • To improve the training facilities of the KPD in order to have a better police recruit training and continuous in-service training
Public Confidence	LT Goal: Expand infrastructure to meet City growth for emergency response. • Expand capital fire department infrastructure to meet City growth for emergency response LT Goal: The Police Department should maintain two (2) officers per thousand (1,000) people and the Fire Department should maintain one (1) fire station per ten-thousand (10,000) people/twenty-three (23) full-time fire personnel per station. The Emergency Management Division must obtain two (2) to three (3) additional staff member to account for a growing City population. • Maintain per capita service for the Fire and the EMS • Improve the effectiveness and delivery of police services to the citizens of Killeen in order to reduce crime, the fear of crime, and to enhance public safety

PUBLIC SAFETY – 5 YEAR GOALS AND OBJECTIVES

Public Safety Goals	Timeline	Objectives
Repair, remodel, and rebuild fire department infrastructure.	2020 Objectives	-
	2021 Objectives	★ Relocate and rebuild outdated facilities.
	2022 Objectives	★ Relocate and rebuild outdated facilities.
	2023 Objectives	★ Relocate and rebuild outdated facilities.
	2024 Objectives	-
	Ongoing	 Create an internal assessment of current facilities-needs assessment.  Assessment of current fleet.
Police Department infrastructure review and assessment.	2020 Objectives	 Conduct a needs assessment of current facilities to ascertain the best utilization of the structures and to outline any maintenance, safety concerns and future needs to provide an effective police force.  Conduct an assessment of current fleet.
	2021 Objectives	 Conduct a needs assessment of current facilities to ascertain the best utilization of the structures and to outline any maintenance, safety concerns and future needs to provide an effective police force.  Conduct an assessment of current fleet.
	2022 Objectives	 Conduct a needs assessment of current facilities to ascertain the best utilization of the structures and to outline any maintenance, safety concerns and future needs to provide an effective police force.

Public Safety Goals	Timeline	Objectives
		 Conduct an assessment of current fleet.
	2023 Objectives	 Conduct a needs assessment of current facilities to ascertain the best utilization of the structures and to outline any maintenance, safety concerns and future needs to provide an effective police force.
	2024 Objectives	 Conduct an assessment of current fleet.
	Ongoing	-
Improve storage capabilities of the KPD in regards to evidence storage, submission and retrieval with an additional focus on evidence processing.	2020 Objectives	★ Acquire an additional Storage Facility.  Add Crime Scene Technicians for better evidence and crime scene processing with equipment.
	2021 Objectives	★ Acquire an additional Storage Facility.  Add Crime Scene Technicians for better evidence and crime scene processing with equipment.
	2022 Objectives	★ Acquire an additional Storage Facility.  Add Crime Scene Technicians for better evidence and crime scene processing with equipment.
	2023 Objectives	★ Acquire an additional Storage Facility.

Public Safety Goals	Timeline	Objectives
To improve the training facilities of the KPD in order to have a better police recruit training and continuous in-service training.	2024 Objectives	★ Acquire an additional Storage Facility.
	Ongoing	-
	2020 Objectives	★ Acquire and indoor gym/shoot-house. ★ Improvements at Rifle range #3 – water/sewer/power/building.
	2021 Objectives	★ Acquire and indoor gym/shoot-house. ★ Improvements at Rifle range #3 – water/sewer/power/building.
	2022 Objectives	★ Acquire and indoor gym/shoot-house. ★ Improvements at Rifle range #3 – water/sewer/power/building. ★ Remodel or new construction of training classroom.
	2023 Objectives	★ Acquire and indoor gym/shoot-house. ★ Improvements at Rifle range #3 – water/sewer/power/building. ★ Remodel or new construction of training classroom.
	2024 Objectives	★ Improvements at Rifle range #3 – water/sewer/power/building. ★ Remodel or new construction of training classroom. ★ New Range Tower with control for lighting and targets.
	Ongoing	-
Expand capital fire department infrastructure to meet city growth for emergency response.	2020 Objectives	★ Expand current response fleet to meet emergency events.
	2021 Objectives	★ Purchase land for future fire locations.
	2022 Objectives	★ Expand current response fleet to meet emergency events.

Public Safety Goals	Timeline	Objectives
	2023 Objectives	
	2024 Objectives	★ Design and construct new facilities.
	Ongoing	
Maintain per capita service for the Fire and the EMS.	2020 Objectives	⊕ Establish required organizational structure for future city growth.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	☺ Maintain recruitment and retention.
Improve the effectiveness and delivery of police services to the citizens of Killeen in order to reduce crime, the fear of crime, and to enhance public safety.	2020 Objectives	★ Improve the organizational structure for future and current growth
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	☺ Recruitment and retention

Mission Statement: To provide the citizens of Killeen with innovative and superior utility services, sustainable quality infrastructure, and orderly standards of development to protect their health, safety, and general welfare.

Internal Origin	<u>Current Strengths</u> • Hardworking and flexible employees. • Steady infrastructure growth. • Comparatively (to major cities) no water & sewer capacity issues. • State recognized environmental programs: ◦ Recognized by the state for involvement with Ft. Hood. ◦ TCEQ¹ provides the City as an example for other MS4's². • With so much diversity in the City, there is a high quality of life given to the citizens. • Hike and bike trail partnerships through CTCOG³. • The ability to be self-sufficient due to the utility funds received. • Maintaining the GIS⁴ asset management portion. • Innovative GIS system. • Effective and timely emergency response.	<u>Current Weaknesses</u> • Reaching full capacity limits at landfill. ◦ The need for alternative energy, sustainable practices and recycling dire. • High staff turnover rates. • Minimal data on historic infrastructure due to a young GIS system and a fire that destroyed decades of data. • Strong need for technological advancements so the City does not fall behind, miss opportunities, or face obscurity. • Needed integration of technology. • Asset management for peer cities. • Not focusing on needed progress for air quality. • ADA⁵ compliance. • Need for adequate enterprise funds.
External Origin	<u>Current Opportunities</u> • Active participation with federal, regional and state partnerships. • Consistently growing region. • Partnerships with Fort Hood. • Partnerships with Sister Cities. ◦ Next Gen 911 partner with CTCOG. ◦ Cen-Tex Sustainability Partnership. • Regional plans. ◦ Flood Plans, Hazard Mitigation Plans, partner with other federal/state public entities.	<u>Current Threats</u> • Strong residential dependence, little industry. • Water source supply. ◦ Vertical vs. outward future growth. • Reaching full capacity limits at landfills. ◦ Approximately 10-years' worth of space, increasingly more important than the water issue. • Potential reduction of troops at Fort Hood. • Disabled Veteran exemption. ◦ Potential revenue could provide sustainable infrastructure funding.
	Helpful	Harmful

¹ Texas Commission on Environmental Quality

² Municipal Separate Storm Sewer Systems

³ Central Texas Council of Governments

⁴ Geographic Information Systems

⁵ Americans with Disabilities Act

PREDICTED INTERNAL CONDITIONS

- Obtaining adequate enterprise funds.
- Increase in qualified staff retention due to the standardization of HR practices.
- Standardization of policies and procedures.
- Increased use of asset management practices – to include GIS.
- Due to increased maintenance funding, there should be improved street condition ratings.
- Traffic signals will have the ability to communicate to the traffic management center.

PREDICTED EXTERNAL CONDITIONS

- Increased sustainability practices.
- Increased sustainability requirements for compliance.
- Consolidated citizen interaction program to include outreach and social media applications.
- Increase in citizen participation in regards to water quality testing.
- Continued growth and development.

TARGET CUSTOMERS

- Water, Sewer, Solid Waste, Stormwater, and Streets.
- Residential vs. Industrial:
 - There are different levels of services required for residential customers and industrial customers.

PINNACLE ISSUES

- Water loss.
- Retaining and developing a workforce.
- Land fill:
 - The need for recycling.
- Sustainability:
 - To include transportation and infrastructure sustainability.
- Water quality of creeks, ponds, streams, etc.
- ADA compliance.
- Maintaining adequate levels of funding.

PUBLIC WORKS – OVERALL GOALS

Long-Term Priorities	Long-Term (LT) and 5-Year Public Works Goals
Financial Stability & Sustainability	LT Goal: Develop and retain pay for an efficient staff. Establish a market based pay scale for Grades 52 through 57
	LT Goal: Sufficiently facilitate growth and maintain a high level of infrastructure integrity in a cost effective manner. - Implement stormwater rates - Implement a street user fee
	LT Goal: Develop and sustain smart infrastructure in order to mitigate/manage costs. Reduce water loss
Governance Stability & Predictability	LT Goal: Starting with Council, long-term planning and policies should be implemented and upheld across leadership. Planning and policies should be regularly maintained and on schedule. - Secure \$20M Water & Sewer Bond - Secure a stormwater bond to address immediate drainage system needs
Departmental Performance	LT Goal: Develop and retain pay. Reorganization and staffing
	LT Goal: Standardize, update, and maintain policies, plans and procedures. - Update policies and procedures - Provide and maintain general oversight of plans, submissions, and other documents.
Public Confidence	LT Goal: Ensure PW has sufficient resources and personnel to meet the needs and desires of the community. Establish stormwater facility improvements
	LT Goal: Improve City maintenance standards - Implement regulatory stormwater compliance program - Install and maintain traffic control devices - Maintain pavement markings

PUBLIC WORKS – 5 YEAR GOALS AND OBJECTIVES

Public Works Goals	Timeline	Objectives
Establish a market-based pay scale for Grades 52 through 57.	2020 Objectives	\$ Approval and implementation of market based pay scale.
	2021 Objectives	\$ Approval and implementation of market based pay scale.
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	⊕ Develop a market-based pay scale.
Implement stormwater rates.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	\$ Update the stormwater rates to current industry standards.
	Ongoing	⬢ Implement stormwater rates.
Implement a street user fee.	2020 Objectives	\$ Develop and implement street user fee. ★ Street condition assessment, 5 year maintenance plan CIP road rehabilitation plan.
	2021 Objectives	★ Street condition assessment, 5 year maintenance plan CIP road rehabilitation plan.
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-

Public Works Goals	Timeline	Objectives
Reduce water loss.	2020 Objectives	 Implement a city-wide AMI system.  Complete water loss audit.
	2021 Objectives	 Implement a city-wide AMI system.
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Secure \$20M Water & Sewer Bond.	2020 Objectives	 Adoption of Water & Sewer Master Plan.
	2021 Objectives	 Issue a \$20M Water & Sewer Bond.
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Secure a stormwater bond to address immediate drainage system needs.	2020 Objectives	 Update Master Drainage Plan.  Approve \$8M Stormwater Bond.
	2021 Objectives	 Update Master Drainage Plan.
	2022 Objectives	 Update Master Drainage Plan.
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Reorganization and staffing.	2020 Objectives	★ Implement training plan to cross train staff and provide a road map for staff development.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-

Public Works Goals	Timeline	Objectives
Update policies and procedures.	Ongoing	⊕ Fill critical vacancies.
	2020 Objectives	⊕ Perform update.
	2021 Objectives	⊕ Perform update.
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	⊕ Update policies and procedures. ⊕ Provide general oversight of policies, procedures, and plans.
Establish stormwater facility improvements.	2020 Objectives	★ Identify facility need and potential locations.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	★ Identify facility need and potential locations.
	Ongoing	-
Implement regulatory stormwater compliance program.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	★ Evaluate operational efficiencies and deliverables within the mowing and stormwater programs. ★ Cross train existing staff to assist with regulatory compliance. ⊕ Authorize additional positions.

Public Works Goals	Timeline	Objectives
Install and maintain traffic control devices.	2020 Objectives	\$ Increase funding to install and maintain traffic control devices.  Traffic signal replacement program.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	★ Install and maintain traffic control devices
Maintain pavement markings.	2020 Objectives	\$ Increase funding for the installation and maintenance of pavement markings
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	★ Install and maintain pavement markings

Mission Statement: To enhance the quality of life for all citizens by providing parks, recreation facilities, animal services, and programs.

Internal Origin	<u>Current Strengths</u> • Hardworking and dedicated employees. • Willingness of staff to want to learn and develop Animal Services into a successful animal sheltering environment for animals, staff and community. • Excellent facilities (FRC/KCC/FAC/Athletic Fields). • Diversity of skills and experience. • Funding/stable fiscal structure. • Foundational components exist.	<u>Current Weaknesses</u> • Understaffed. • High demand/high staff turnover on frontline staff. • Historical; data was not documented. • Policies need to be established/re-established. • Staff need training and education. • Department required over-all rebranding. • Marketing (need access to social media, etc.) • Organizational chart • Culture of organization/mindset. • Ability to utilize software. • Low pay for skilled employees. • Inadequate animal services facility and equipment. • Little opportunities for advancement.
	<u>Current Opportunities</u> • Partnerships with stakeholders. • Partnership with Boys and Girls Club, KISD, UMHB, and Ft. Hood. • Re-branding department. • Parkland dedication ordinance. • Fundraising and grants. • Increased field space, all weather turf. • Volunteers. • New hire orientation packets/information. • External communication. • Increase in Animal Services rescue groups. • Increased public education opportunities. • Create and expand foster programs.	<u>Current Threats</u> • City growth and the inability to keep up. • Undeveloped park acreage. • Deferred maintenance within parks and facilities. • Inability to compete with private industry. • Funding (O/M Budget). • Open land space (future parks, cemetery). • Support from community. • Inflation, financial instability, and decreased economy. • Community misconceptions/assumptions. • Not enough Placement Partners or foster homes. • Social media access.
External Origin		Helpful Harmful

PREDICTED INTERNAL CONDITIONS

- Standardization of policies and procedures.
- Increase in training staff and obtaining job related certifications.
- ADA compliance in all of our parks.
- Increasing out procurement process related to programs, events and activities.
- Establishing/managing a parks advisory board.
- Increases in worker's compensation claims and injuries to staff.
- Mitigate issues regarding overall spending for direct animal care and control.

TARGET CUSTOMERS

- Families.
- Youth (children and adults).
- Seniors.
- Animal lovers.
- Military (active duty and veterans).
- Private organizations.
- Adaptive recreation (physical and intellectual disabilities).
- ISD, Ft. Hood, Hospitals.
- Advisory Boards.
- Veterinary and animal health sectors.
- Community interest groups.

PREDICTED EXTERNAL CONDITIONS

- Increase in citizen interaction with emphasis on incorporating their ideas.
- Comprehensive advertising campaign to build attendance and revenue at our athletic fields and pavilions.
- Obtaining or applying for CAPRA accreditation.
- Gaining MOU with keys community partners to bolster quality of life platforms.

PINNACLE ISSUES

- Open land for Park expansion (Parkland dedication ordinance).
- Parking in existing Parks with multiple venues.
- Maintaining adequate levels of funding/lack of funding.
- Retaining and developing staff (succession planning).
- Meeting citizen's expectations under current conditions.
- Operational efficiencies.
- Lack of public awareness.
- High demand for animal services.
- Lack of appropriate housing for number of animals taken in by KAS.

RECREATION SERVICES

RECREATION SERVICES – OVERALL GOALS	
Long-Term Priorities	Long-Term (LT) and 5-Year Recreation Services Goals
Financial Stability & Sustainability	
Governance Stability & Predictability	
Departmental Performance	
Public Confidence	LT Goal: Provide high quality services for the community. • Offer diverse and inclusive programming for residents of Killeen while attracting non-residents to Killeen for recreational purposes. • Provide community services programs/opportunities for a diverse community. • Increase recreational opportunities via facilities within Killeen. • Expand library programming for residents of Killeen while attracting non-residents to Killeen for recreational purposes.
	LT Goal: Improve facility and land use management. • Provide safe parks and recreation amenities for the community. • Ensure the library has sufficient resources and personnel to meet the needs and desires of the community in an efficient and responsible manner. • Expand library facilities to provide appropriate spaces to meet citizens' needs for quiet study areas, larger collections, activity centers and spaces for a variety of programming needs. • Improve and expand public parks and amenities for Killeen residents.

RECREATION SERVICES

RECREATION SERVICES – 5 YEAR GOALS AND OBJECTIVES

Recreation Services Goals	Timeline	Objectives
Offer diverse and inclusive programming for residents of Killeen while attracting non-residents to Killeen for recreational purposes.	2020 Objectives	 Provide structured recreational programming that engages residents and non-residents.
	2021 Objectives	 Provide structured recreational programming that engages residents and non-residents.
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Provide community services programs/opportunities for a diverse community.	2020 Objectives	 Implement a comprehensive community service plan that will serve as the catalyst in motivating members of the community to become engages in various initiatives.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Increase recreational opportunities via facilities within Killeen.	2020 Objectives	★ Develop a network of recreational facilities within Killeen.
	2021 Objectives	★ Develop a network of recreational facilities within Killeen.
	2022 Objectives	★ Develop a network of recreational facilities within Killeen.

RECREATION SERVICES

Recreation Services Goals	Timeline	Objectives
	2023 Objectives	★ Develop a network of recreational facilities within Killeen.
	2024 Objectives	-
	Ongoing	-
Expand library programming for residents of Killeen while attracting non-residents to Killeen for recreational purposes.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	➤ Initiate programs that stimulate early literacy, lifelong learning and community engagement.
Provide safe parks and recreation amenities for the community.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	★ Implement development standards that highlight safety components of parks and recreation facilities.
	2023 Objectives	★ Implement development standards that highlight safety components of parks and recreation facilities.
	2024 Objectives	-
	Ongoing	-
Ensure the library has sufficient resources and personnel to meet the needs and desires of the community in an efficient and responsible manner.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-

RECREATION SERVICES

Recreation Services Goals	Timeline	Objectives
	Ongoing	★ Continue to meet the accreditation standards set by the Library Systems Act and administered Texas State Library and Archives Commission.  To provide computers and internet access that meets the needs of staff and patrons.
Expand library facilities to provide appropriate spaces to meet citizens' needs for quiet study areas, larger collections, activity centers and spaces for a variety of programming needs.	2020 Objectives	 Add bookmobile and mobile computer lab service.
	2021 Objectives	-
	2022 Objectives	★ Open a branch library in southwest Killeen.  Add bookmobile and mobile computer lab service.
	2023 Objectives	 Add bookmobile and mobile computer lab service.
	2024 Objectives	★ Open a branch library in southwest Killeen.
	Ongoing	-
Improve and expand public parks and amenities for Killeen residents.	2020 Objectives	 Establish a plan that provides guidance in the development/renovation of public parkland in Killen, Texas.
	2021 Objectives	 Establish a plan that provides guidance in the development/renovation of public parkland in Killen, Texas.
	2022 Objectives	-
	2023 Objectives	 Establish a plan that provides guidance in the development/renovation of public parkland in Killen, Texas.

RECREATION SERVICES

 Governance
  Management
  Finance
  People
  Technology
  Customer Service
  Citizen Engagement
  Communications
  Continuous Improvement

Recreation Services Goals	Timeline	Objectives
	2024 Objectives	 Establish a plan that provides guidance in the development/renovation of public parkland in Killen, Texas.
	Ongoing	-

DRAFT

Mission Statement: To provide the highest level of internal services to all departments, employees, and external customers.

Internal Origin	<u>Current Strengths</u> • Personnel are very dedicated to the City and its mission • Recognition of the need for customer service approach to providing City services. • Longtime staff members that are expertly trained and help train new staff. • Excellent court case management system. • Ability to increasingly communicate directly to the public. • Mostly centralized communications resources. • Strong relationships with community and legislators. • Diversity in staff. • High quality customer service. • Strong internal controls. • Steady tax base and utility growth. • Cash flow model to maximize investment returns.	<u>Current Weaknesses</u> • Understaffed. • Lack of documented and communicated IT strategic focus and goals. • Inability to retain quality staff. • Several positions classified well below the requirements and duties of the position. • Demand for service greater than ability to provide. • Lack of formalized departmental policies and procedures. • No statistically accurate public opinion data. • Media/citizen's perception of the organization. • Lack of accountability of managers and employees to achieve clear and measurable performance levels. • Organizational culture. • Lack of consistent cross-training/gaps of knowledge across the City. • Decentralization of the procurement process.
	<u>Current Opportunities</u> • Increase participative governance for departments/users of key application (e.g. through Steering Committees). • State grants. • Partnerships with local educational institutions (e.g. CIC,TAMU). • Building public confidence through two-way communication platforms. • Increasing public engagement programs. • Maximize functions of new website. • Become a smart City (safety/technology). • Locate opportunities for free training and legal information. • Increased lobbying efforts to increase state reimbursement of unfunded mandates. • Regional growth and the expansion of I-14. • Deploying recently purchased software to automate processes. • Improve inter-departmental communication.	<u>Current Threats</u> • Changing technologies ability to adapt and leverage emerging technologies. • Reduction in staffing levels over the past three (3) years. • Unfunded legislative mandates and state mandated collection improvement program. • Negative media. • Financial constraints vs. service expectations impacting public confidence. • Governmental entities that offer better compensation, culture, and opportunities for professional development and/or advancement. • Leadership change/turnover. • Learning culture. • Continuous changes to the Public Information Act that make it more difficult to meet the demand for information from the public • Deficient investment in the procurement system will impair ability to move towards centralization.
External Origin		Helpful Harmful

PREDICTED INTERNAL CONDITIONS

- Obtaining adequate technology funding.
- Increase in qualified staff retention and training.
- Fully developed collection program.
- Leadership turnover in 2021.
- Increase in organizational demands of departments.
- Workers Compensation Claims.
- Liability Claims.
- Succession planning.
- Employee Classification and Market Driven Compensation.
- Need for updated technology and increased use of technology to share legal documents and other information.
- Limited resources will impede progress in funding retirement.
- Continued migration towards a centralized procurement system.

TARGET CUSTOMERS

- Departments.
- City Employees.
- City Council & Boards and Commissions.
- Residents, utility customers, and vendors.
- Defendants and general public.
- State and Federal legislators and agencies.
- Surrounding Cities and Counties.
- Killeen Economic Development, Killeen Chamber, Heart of Texas Defense Alliance, Service Organizations, Media.
- Active Duty personnel and families.
- Veterans.
- Other municipalities.

PREDICTED EXTERNAL CONDITIONS

- Increased remote, field technology accessibilities needs.
- Expansion of network connectivity and services to City facilities.
- Adapting to emerging technology trends.
- Increase compliance in court orders.
- Changing communication platforms.
- Continues erosion of local control and creation of unfunded mandates by state government.
- Shift to more paperless processes.
- Increased health care costs.
- Increased citizen interaction and information requests.
- Little to no industrial business growth or living wage job opportunities.
- The US economy shifts from an expansion to a recession phase.

PINNACLE ISSUES

- Implementing enterprise level security strategies and creating awareness of network security vulnerabilities.
- Inability to retain qualified staff.
- Multimedia platforms continue to evolve and require more staff time.
- State of Texas continues to erode local control and create unfunded mandates; Legislative Affairs will need more attention.
- Staffing considerations such as a changing workforce, employee retention, aging workforce, consolidation of functions, employee morale, succession planning, performance management, legal mandates, and changing labor laws.
- Continued provision of high level legal services in conjunction with changing structure of the City of Killeen.
- Adequately fund retirement.
- Automate finance processes.

SUPPORT SERVICES – OVERALL GOALS

Long-Term Priorities	Long-Term (LT) and 5-Year Support Services Goals
Financial Stability & Sustainability	LT Goal: Provide a fair classification and competitive total compensation package to City employees. - Establish a fair classification and compensation plan and a benefits system. - Establish collaborative partnerships with departments to plan, anticipate, and respond in a cost-effective way to changes and priorities in classification, compensation, recruitment and selection, including staffing trends and succession planning efforts.
	LT Goal: Identify opportunities for new sources of revenue and maximize existing sources of revenue. - Automate processes within Superior to include Accounts Receivable, personnel action forms, and purchasing/accounts payable process. - Automate the purchasing process. - Electronic vendor registration. - Implement and manage an effective loss prevention and risk mitigation program. - Implement automated timekeeping software, standardizing pay practices, increasing accountability, and reducing the possibility of fraud. - Implement electronic bidding process. - Make necessary changes to budget document to comply with GFOA requirements and remedy reviewer findings from prior year. - Manage appropriate insurance programs to ensure proper coverage and cost benefits. - Prepare budget calendar according to Financial Governance Policies and follow budget timeline. - Reduce the number of Election Day polling locations.
Governance Stability & Predictability	LT Goal: Represent the City's interests at state and federal levels. - Implement a legislative strategy that protects and promotes the City's interests. - Proactively communicate City of Killeen messages.
	LT Goal: Increase community involvement/awareness and citizen engagement. - Foster community engagement and shape positive opinions - Identify and use a software program that will assist with boards and commissions management and appointment process. - Initiate the use of legistar with all boards and commissions.
Departmental Performance	LT Goal: Develop and maintain plans, policies and procedures for all divisions. Build City Digital Strategic Plan.

	LT Goal: Provide high quality services to all departments and customers. • Deliver high quality IT products and services that are critical for the city staff to fulfill its mission and in support of related administrative and operational needs. • Prepare and review all legal documents. • Provide IT systems and services in an efficient, effective, and timely.
	LT Goal: Promote the need for renovated or newer facilities/equipment/technology. • Average age of fleet reduced. • Build, enhance, and improve upon communications, collaborations, and cooperation between city departments and the prosecutor's office. • Centralized purchasing (by hiring more and expanding resources). • Create and implement a new chart of accounts in order to fully utilize the Superion software designed. • Develop performance tracking system to monitor monthly key performance indicators. • IVR outbound notification system. • Larger facility or expansion of existing facility. • Manage and maintain fleet. • Smart phone meter reading to increase meter reading efficiency and accuracy. • Vehicles must be properly procured and dispose of.
	LT Goal: Manage recruitment, placement, retention, and staff well-being. • Fulfillment of vacant positions. • Increase staffing to increase productivity and to implement process improvements. • Maintain recruitment, placement, retention, and staff wellbeing.
	LT Goal: Conduct internal audit of processes to increase efficiencies and identify improvement opportunities. • Evaluate and update log to track requests for individual attorneys. • Reduce the number of documents that are being stored digitally beyond the required retention periods.
	LT Goal: Provide training opportunities to create a productive and talented workforce while maintaining compliance with laws and regulations. • Establish a career management program, staff development and training, in support of the City's performance management system. • Implement training opportunity for managers to communicate and enforce policies, rules, and practices that are in compliance with employment laws and regulations. • Provide fuel and remain in state compliance.

	LT Goal: Improve interdepartmental communication and teamwork to accomplish city goals. • Develop and implement a centralized communications system.
Public Confidence	LT Goal: Improve transparency through various communication outlets. • Increase public awareness of the judicial system. • Public information requests.
	LT Goal: Provide a safe workplace, complying with all federal and state safety regulations. • Implement and manage an effective safety program.
	LT Goal: Provide citizens with an outstanding customer service experience. • Ensure continued success of the Teen Court Program. • Ensure promptness, efficiency, and access and fairness to court participants and the public.

SUPPORT SERVICES – 5 YEAR GOALS AND OBJECTIVES

Support Services Goals	Timeline	Objectives
Establish collaborative partnerships with departments to plan, anticipate, and respond in a cost-effective way to changes and priorities in classification, compensation, recruitment and selection, including staffing trends and succession planning efforts.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Obtain input from department managers in cost-effective ways to improve the department.
Establish a fair classification and compensation plan and a benefits system.	2020 Objectives	★ Conduct market driven compensation study.
	2021 Objectives	-
	2022 Objectives	★ Conduct market driven compensation study.
		 Implement software that monitors employee enrollment in the healthcare plan.
		 Implement software that monitors employees' dependents enrollment in the healthcare plan.
		 Implement software that monitors employees who opt out of the healthcare plan.
	2023 Objectives	-
	2024 Objectives	★ Conduct market driven compensation study.

Support Services Goals	Timeline	Objectives
	Ongoing	★ Maintain detail and consistency among job descriptions. ⊕ Implement a process that evaluates reclassification. ★ Maintain onsite flu shots to all employees. ⊕ Establish a process that monitors employees who have City gym memberships. 💻 Implement technology that reviews and purges employee files per purging schedule. ⊕ Implement a system that reviews and purges employee application per purging schedule.
Implement automated timekeeping software, standardizing pay practices, increasing accountability, and reducing the possibility of fraud.	2020 Objectives	💻 Systematically add departments to the new automated timekeeping system. 💻 Systematically add public safety departments to the new automated timekeeping system.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Automate processes within Superior to include Accounts Receivable, personnel action forms, and purchasing/accounts payable process.	2020 Objectives	💻 Upgrade Superior to HTML5. 💻 Upgrade Laserfische. 💻 Automate Accounts Receivable utilizing Laserfische process workflows and emailing notices to customers.

Support Services Goals	Timeline	Objectives
		 Automate personnel action forms within Superion.  Automate purchasing accounts payable process.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Prepare budget calendar according to Financial Governance Policies and follow budget timeline.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Stay on target with established budget calendar to ensure compliance.
Make necessary changes to budget document to comply with GFOA requirements and remedy reviewer findings from prior year.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Stay on target to accomplish objective.
Implement and manage an effective loss prevention and risk mitigation program.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-

Support Services Goals	Timeline	Objectives
	Ongoing	⊕ Create, implement, and manage and effective loss prevention and risk mitigation program. ★ Monitoring of preventable injuries. ⊕ Implement loss prevention protocols thru training. ★ Reduce preventable work-related vehicle accidents.
Manage appropriate insurance programs to ensure proper coverage and cost benefits.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	⊕ Create, implement and manage appropriate analysis tool to ensure proper coverage and cost benefits.
Reduce the number of election day polling locations.	2020 Objectives	★ Reduce the number of Election Day polling sites. 🔔 The City would want to be sure to educate the Citizens on the Proposal of the Reduction of Polling Sites.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Implement a legislative strategy that protects and promotes the City's interests.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-

Support Services Goals	Timeline	Objectives
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Establish and promote state and federal legislative principles.
Proactively communicate City of Killeen messages.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Develop new programs that proactively communicate City of Killeen messages.  Evaluate and improve existing communication programs.
Foster community engagement and shape positive opinions.	2020 Objectives	 Actively engage the community to encourage awareness, understanding and trust.
	2021 Objectives	-
	2022 Objectives	 Actively engage the community to encourage awareness, understanding and trust.
	2023 Objectives	-
	2024 Objectives	 Actively engage the community to encourage awareness, understanding and trust.
	Ongoing	 Actively engage the community to encourage awareness, understanding and trust.

Support Services Goals	Timeline	Objectives
Identify and use a software program that will assist with boards and commissions management and appointment process.	2020 Objectives	 Identify an automated way to process and manage the boards and commissions citizen appointments.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Initiate the use of legistar with all boards and commissions.	2020 Objectives	 Use Legistar to build agendas and complete meeting minutes with all boards and commissions.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Build City Digital Strategic Plan.	2020 Objectives	 Develop Data Centric methodology.  Develop Smart Platform methodology.  Develop Citizen Centric methodology.  Develop Security and Privacy methodology.
	2021 Objectives	 Develop Data Centric methodology.  Develop Smart Platform methodology.  Develop Citizen Centric methodology.  Develop Security and Privacy methodology.
	2022 Objectives	 Develop Data Centric methodology.  Develop Smart Platform methodology.  Develop Citizen Centric methodology.

Support Services Goals	Timeline	Objectives
		 Develop Security and Privacy methodology.
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Provide IT systems and services in an efficient, effective, and timely.	2020 Objectives	★ Reduce redundancy and promote consolidation. ★ Improve asset management. \$ Fully leverage consumption-based cost model. ★ Improve process efficiency and effectiveness.  Utilize technology to improve business efficiency.
	2021 Objectives	★ Reduce redundancy and promote consolidation. ★ Improve asset management. \$ Fully leverage consumption-based cost model. ★ Improve process efficiency and effectiveness.  Utilize technology to improve business efficiency.
	2022 Objectives	★ Reduce redundancy and promote consolidation. ★ Improve asset management. \$ Fully leverage consumption-based cost model. ★ Improve process efficiency and effectiveness.

Support Services Goals	Timeline	Objectives
		 Utilize technology to improve business efficiency.
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Deliver high quality IT products and services that are critical for the city staff to fulfill its mission and in support of related administrative and operational needs.	2020 Objectives	 Improve awareness and accountability of services.  Improve delivery of services.
	2021 Objectives	 Improve awareness and accountability of services.  Improve delivery of services.
	2022 Objectives	 Improve awareness and accountability of services.  Improve delivery of services.
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	★ Improve partnerships with departments.
Prepare and review all legal documents.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Draft/revise city ordinances, policies and contracts as necessary to support city goals.
Increase staffing to increase productivity and to implement process improvements.	2020 Objectives	 Increase staffing to increase productivity and implement process improvements.
	2021 Objectives	 Increase staffing to increase productivity and implement process improvements.

Support Services Goals	Timeline	Objectives
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Develop performance tracking system to monitor monthly key performance indicators.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Identify best system to house and track this type of data (e.g. mBudget, Navaline, Excel, or some other system that could be purchased).
Fulfillment of vacant positions.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Gain approval and hire a shop foreman.  Fill vacant technician positions.
Larger facility or expansion of existing facility.	2020 Objectives	 Additional bays would reduce equipment wait time and the need for personnel to work outside.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Average age of fleet reduced.	2020 Objectives	-

Support Services Goals	Timeline	Objectives
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	★ The viability of a leasing program must be determined and acted upon.
Manage and maintain fleet.	2020 Objectives	⊕ A telematics pilot program should be implemented.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	☎ Fleet must complete the anticipated annual work orders.
Vehicles must be procured and disposed of.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	⊕ Manage vehicle procurements.
Centralized purchasing	2020 Objectives	
	2021 Objectives	
	2022 Objectives	
	2023 Objectives	
	2024 Objectives	
	Ongoing	
Maintain recruitment, placement, retention, and staff wellbeing.	2020 Objectives	⊕ Administer entry and promotional level firefighter and police exams.

Support Services Goals	Timeline	Objectives
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Build, enhance, and improve upon communications, collaborations, and cooperation between city departments and the prosecutor's office.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	★ Understand the different departments' strategies, goals and limitations in addressing class C Misdemeanors and Administrative Hearings. ★ Find ways to improve current judicial system at the Killeen Municipal Court of Record and serve a future system by addressing the types of offenses and issues.
Smart phone meter reading to increase meter reading efficiency and accuracy.	2020 Objectives	 Daily billing.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Create and implement a new chart of accounts in order to fully utilize the Superion software designed.	2020 Objectives	\$ Revise the chart of accounts (assets/liabilities) to align with the suggested categories promulgated by the Government Finance Officers

Support Services Goals	Timeline	Objectives
		Association. \$ Revise the chart of accounts (expenses) to align with the suggested categories promulgated by the Government Finance Officers Association.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
IVR outbound notification system.	2020 Objectives	 Implement outbound delinquent notifications using an interactive voice response (IVR) system.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Reduce the number of documents that are being stored digitally beyond the required retention periods.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	★ Reduce the amount of files/documents that are being stored digitally past the required retention period.
Evaluate and update log to track requests for individual attorneys.	2020 Objectives	 Purchase software so staff can individually track use of time.

Support Services Goals	Timeline	Objectives
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Purchase software so staff can individually track use of time.
Implement training opportunity for managers to communicate and enforce policies, rules, and practices that are in compliance with employment laws and regulations.	2020 Objectives	 Review disciplinary action items and review employment policies.
	2021 Objectives	 Review disciplinary action items and review employment policies.
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Fleet services should provide fuel and remain in state compliance.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 100% availability of onsite fuel must be achieved.  100% compliance of monthly SIR report is required.
Establish a career management program, staff development and training, in support of the City's performance management system.	2020 Objectives	 Monitor new employee orientation sessions.  Implement a paperless/online onboarding process.  Establish an online annual training program.

Support Services Goals	Timeline	Objectives
		 Implement online training classes.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	★ Maintain and grow the education assistance program.  Implement a mentorship program.
	Ongoing	★ Maintain bilingual testing. ★ Maintain and enhance the Leadership Academy.
Develop and implement a centralized communications system.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Develop and implement policies and plans to support a centralized communications system.  Create, acquire, and implement technology framework to support communications efforts.
Increase public awareness of the judicial system.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Increase public awareness by building a relationship with other City Departments and non-city entities.

Support Services Goals	Timeline	Objectives
Implement and manage an effective safety program.	2020 Objectives	 Meet with all City departments to identify safety areas that need improvement.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Create, implement and manage an effective safety program.
Public information requests.	2020 Objectives	 Prepare employee manual and provide training for handling PIA requests.  Employ additional Paralegal.
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	-
Ensure continued success of the Teen Court Program.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Maintain qualified student volunteers for the Volunteer Student Attorney Program.
Ensure promptness, efficiency, and access and fairness to court participants and the public.	2020 Objectives	-
	2021 Objectives	-
	2022 Objectives	-

Support Services Goals	Timeline	Objectives
	2023 Objectives	-
	2024 Objectives	-
	Ongoing	 Maintain a qualified staff to ensure the business needs of the department are met.  Request additional staff to ensure the needs of the department are met.

DRAFT

Regular review

- Regular review shall occur annually to determine whether the purpose and goals of the strategic plan are still being met, if changes are required to improve efficiency, accuracy and effectiveness, and to ensure that appropriate monitoring and review is occurring.
- Focused, in-depth reviews shall occur every three (3) years to make major changes or additions.

Evaluation

- Evaluation is intended to review progress towards meeting the strategic aims and objectives, ensure actions are kept within parameters of the agreed strategic goals and objectives, and to ensure that the actions are consistent with the City's vision, mission and values.

Continuous Improvement

- The delivery of the City's goals and objectives are under constant review and evaluation so further improvements can be developed and applied.



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Budget Summary



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Fund Structure

Governmental Fund Types

General Fund	Special Revenue Funds	Capital Project Funds	Debt Service Fund
<i>Community Development:</i>	Animal Control Donations Fund	2012 General Obligation Bonds	Debt Service
Library	Cable System PEG Improvements Fund	2014 Certificate of Obligation	
Arts/Activities Center	Child Safety Fund	2014 General Obligation Bonds	
Community Development	Community Dev. Block Grant Fund	Downtown Improvement Phase II	
	Court Security Fee Fund	Golf Capital Projects	
<i>General Government:</i>	Court Technology Fund	Governmental Capital Projects (non-bonds)	
Planning & Development	Emergency Management Fund	Pass Thru Finance Construction	
	Fire Department Special Revenue Fund		
<i>Public Safety:</i>	HOME Program Fund		
Fire	Hotel Occupancy Tax Fund -		
Municipal Court	Community Development -		
Planning & Development -	Conference Center		
Building & Inspections	Mixed Beverage Operations		
Code Enforcement	Convention & Visitors Bureau		
Police	JLUS Grant Fund		
	Jury Fund		
<i>Public Works:</i>	Juvenile Case Manager Fund		
Administration	Law Enforcement Grant Fund		
	Library Memorial Fund		
<i>Recreation:</i>	Photo Red Light Enforcement Fund		
Administration	Police Department Donation Fund		
Animal Services	Police Federal Seizure Fund		
Aquatics	Police State Seizure Fund		
Athletics	Recreation Donations Fund		
Cemetery	Senior Citizen Assistance Fund		
Community Center	Special Event Center Fountain Fund		
Golf Course	Street Maintenance Fund		
Lions Club Park Ops	Tax Increment Fund		
Parks	Teen Court Program Fund		
Recreation	Wellness Non-Assessment Fund		
Senior Citizens			
Volunteer Services			

Fund Structure (continued)

Proprietary Fund Types

Enterprise Funds	Internal Service Funds	Capital Project Funds
Aviation Funds:	Fleet Services	2013 Water & Sewer Improvement Bonds
Killeen-Fort Hood Regional Airport		Aviation Airport Impr. Program (AIP) Grant
Skylark Field	Information Technology	Aviation Capital Projects Fund
		Aviation Customer Facility Charge (CFC)
Drainage Utility Fund	Risk Management	Aviation DEAAG Grant
		Aviation Passenger Facility Charge (PFC)
Solid Waste Fund	Support Services:	Drainage 2006 Cert. of Obligation Bonds
	City Auditor	Drainage Utility Fund Capital Projects
Water & Sewer Fund	City Council	Solid Waste Capital Projects
	City Manager	Water & Sewer Capital Projects
	Communications	
	<i>Community Dev. -</i>	
	Building Services	
	Custodial Services	
	Finance	
	Human Resources	
	Legal	
	Public Works -	
	Engineering	

I. ANNUAL BUDGET

A. FISCAL YEAR

The fiscal year of the City of Killeen shall begin the 1st day of October and shall end on the last day of September of each calendar year. Such fiscal year shall also constitute the accounting and budget year.

B. BUDGET PROCESS

At the beginning of the budget process each year, the City Council will review the financial policies and have strategic discussions to determine the City Council's priorities. The City Council will provide the City Manager specific direction of their priorities by resolution.

Operating departments shall submit their annual budgets to the City Manager within fiscal parameters provided by the City Manager's Office. Departments will focus on accomplishing their core mission and stay within the budget parameters set by the City Manager. Expenditure requests outside of the parameters must be submitted as separate budget decision packages to the City Manager. The City Manager will determine which decision packages, if any, to include in the proposed budget. The City Manager will balance the operating budget against current revenue prior to submitting it to the City Council.

The City Manager shall prepare and submit to City Council a proposed budget in accordance with the guidelines set forth in the City Charter, Article V and the guidance set forth in the financial policies.

C. BUDGET TIMELINE

Date	Event	Governing Source
January 31 st	Last day for City Council to begin the review of the financial policies.	City of Killeen Financial Policies IV(B) requires review to begin no later than the end of January.
July 25 th	Certified tax roll received from Appraisal District.	Property Tax Code 26.01(a) requires Chief Appraiser to submit certified roll by July 25th.
August 1 st – August 16 th	City Manager submits proposed budget to City Council. City Council sets the time and place of the public hearing on the budget.	- City of Killeen Financial Policies III(C) states City Manager will submit proposed budget after receipt of certified roll. - City Charter V(50) requires budget to be submitted to City Council not less than forty-five days prior to the beginning of fiscal year. - City Charter V(54) requires City Council to fix the time and place of a public hearing on the budget at the meeting it is submitted.
August 7 th	Tax rates (rollback and effective rates) submitted to City Council.	Property Tax Code 26.04(e) states rates must be submitted to City Council by August 7th or as soon thereafter as practicable.
August 7 th – August 31 st	City Council sets preliminary tax rate.	Local Government Code 140.010(f) requires a notice to be published not later than the later of September 1st or the 30th day after the City receives the certified tax roll if the preliminary rate exceeds the lower of the effective or rollback rate.
September 1 st – September 20 th	Budget public hearing(s) held.	- Local Government Code 102.006(b) requires a public hearing to occur after the 15th day the proposed budget is filed with the municipal clerk. - City Charter V(54)&(55) requires a public hearing to be held on the budget. City Council may make changes to the proposed budget after the public hearing. If changes are made to the budget, a 2nd public hearing is required.
September 1 st – September 20 th	Tax rate public hearings held.	Property Tax Code Section 26.05(d) requires two public hearings if tax rate exceeds the lower of the rollback or effective rate.
September 20 th	Adopt the Budget. Set the tax rate.	- City Charter V(59) requires the budget to be adopted by September 20th or the budget as submitted by the City Manager is deemed to be adopted. - City of Killeen Financial Policies III(H)(2) states the City Council will adopt the tax rate by September 20th.

D. BUDGET PRESENTATION

The City Manager shall present the budget in a manner that shows expenditures and revenues for the last completed fiscal year, the estimated amount for the current fiscal year, and the proposed amount for the ensuing fiscal year in accordance with the City Charter, Article V.

The City Manager shall submit the proposed budget after receipt of the certified tax roll, and no later than the forty-fifth (45) day before the start of the new fiscal year in accordance with the City Charter.

E. BUDGET FILING

The budget and all supporting schedules shall be filed with the City Secretary when submitted to the City Council and shall be a public record for inspection by anyone.

Upon final adoption, the budget shall be in effect for the fiscal year. A copy of the budget, as finally adopted, shall be filed with the City Secretary, the Clerk of Bell County, and the State Comptroller of Public Accounts at Austin (Local Government Code §102.009(d)). The final budget will also be posted on the City website (Local Government Code §102.008(2)).

F. PUBLIC HEARINGS

A public hearing shall be conducted by the City Council, allowing interested citizens to express their opinions concerning items of expenditures or revenues. The City Council shall set the hearing for a date occurring no earlier than the 16th day after the date the proposed budget is filed with the City Secretary but before the date the City Council makes its tax levy (Local Government Code §102.006).

The notice of hearing shall be published not less than 10 days nor more than 30 days before the hearing (Local Government Code §102.0065).

After conclusion of such public hearing, the City Council may insert new items or may increase or decrease the items of the Budget, except items in proposed expenditures fixed by law. Before inserting any additional item or increasing any item of appropriation, it must cause to be published a notice setting forth the nature of the proposed increases and fixing a place and time, not less than five days after publication, at which the City Council will hold a public hearing thereon (City Charter, Article V, Section 56).

After such further hearing, the City Council may insert the additional item or items, and make the increase or increases, to the amount in each case indicated by the

published notice, or to a lesser amount, but where it shall increase the total proposed expenditures, it shall also provide for an increase in the total anticipated revenue to at least equal such total proposed expenditures (City Charter, Article V, Section 57).

G. BUDGET ADOPTION

The budget shall be adopted by the favorable vote of a majority of the members of the whole City Council (City Charter, Article V, Section 58). The budget shall be finally adopted not later than the twentieth day of the last month of the fiscal year. Should the City Council take no action on or prior to such day, the budget as submitted by the City Manager shall be deemed to have been finally adopted by the City Council (City Charter, Article V, Section 59). If the City Council does not adopt a tax rate, the tax rate for that year will be the lower of the effective rate or the tax rate adopted the previous year (Texas Property Tax Code §26.05(b)(2)(c)).

From the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes therein named. The City Council may only spend City funds in strict compliance with the budget, except in an emergency (Local Government Code §102.009(b)). This does not prevent the City Council from making changes in the budget for municipal purposes (Local Government Code §102.010).

From the effective date of the budget, the amount stated therein as the amount to be raised by property tax shall constitute a determination of the amount of the levy for the purposes of the City in the corresponding tax year. Upon adoption, the City may only levy taxes in accordance with the budget. (Local Government Code §102.009(a))

The total estimated expenditures of each fund shall not exceed the total estimated resources of the fund (prospective income plus cash on hand). The classification of revenue and expenditure accounts shall conform as nearly as local conditions will permit to the uniform classification as promulgated by the Governmental Accounting Standards Board (GASB).

H. REVENUE PROJECTIONS

When developing the annual budget, the City Manager shall project revenues from each source based on actual collections from the preceding year and estimated collections of the current fiscal year, while considering known circumstances that will impact revenues for the new fiscal year. In order to maintain stability in service delivery, the City shall use a realistic, objective, and analytical approach when preparing revenue estimates. To protect the City

of Killeen's financial integrity, the City will maintain a diversified and stable revenue system to shelter it from fluctuations in any one revenue source. The City of Killeen will consider market rates and charges levied by other public and private organizations for similar services in establishing tax rates, fees and charges.

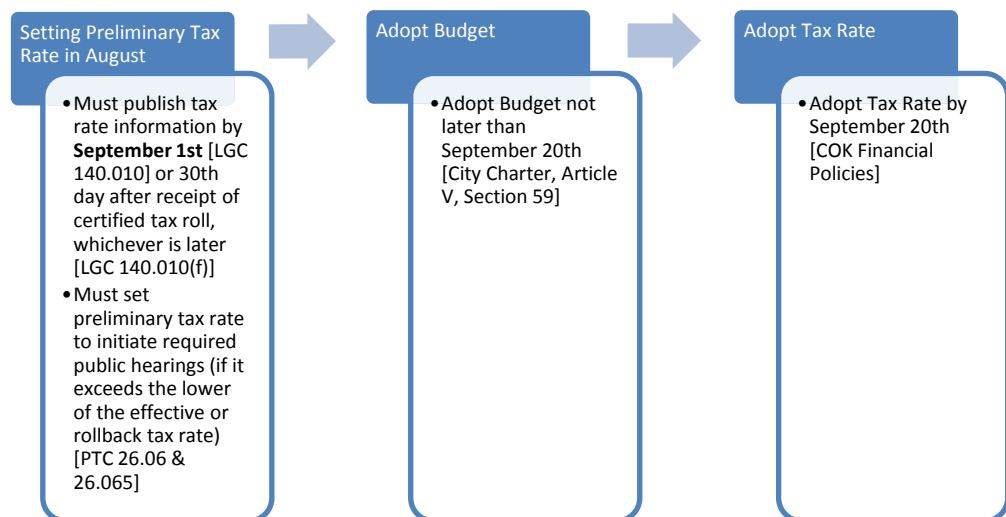
I. PROPERTY TAXES

1. TAX RATE TYPES

For every annual budget, the City of Killeen shall levy two property tax rates: operation/maintenance and interest/sinking. The interest/sinking levy shall be sufficient for meeting all principal and interest payments associated with the City's outstanding general obligation debt for that budget year. The interest/sinking levy and related expenditures shall be accounted for in the Debt Service Fund. The operation/maintenance levy shall have two components. The first for operation/maintenance expenditures that will be accounted for in the General Fund. The second for capital improvement projects that will be accounted for in the capital improvement program fund. The amount for capital improvement projects will be any portion of the tax levy in excess of the rollback rate.

2. SETTING TAX RATE

The City Council shall adopt a tax rate not later than the twentieth day of the last month of the fiscal year. The annual tax rate must be set by ordinance. All actions related to the setting of the tax rate must be in accordance with Texas Property Tax Code and Local Government Code.



3. PROPERTY TAX POLICIES

The City of Killeen will levy the lowest tax rate on the broadest tax base to achieve its mission and goals. Mandated exemptions will be provided to homeowners, senior citizens, and disabled citizens. Minimal additional exemptions will be provided. The City may consider providing tax abatements or other incentives to encourage development.

J. 20 YEAR FORECAST OF REVENUES AND EXPENDITURES

A 20-year forecast of revenues and expenditures, to include a discussion of major trends affecting the City's financial position, shall be prepared in conjunction with the annual budget process. The forecast shall also examine critical issues facing the City, economic conditions, and the outlook for the upcoming budget year.

II. BASIS OF ACCOUNTING AND BUDGETING

A. CONFORMANCE TO ACCOUNTING PRINCIPLES AND RECOMMENDED PRACTICES

The City's accounting practices and financial reporting shall conform to Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

B. ORGANIZATION OF FUNDS AND ACCOUNTS

The financial transactions of the City of Killeen are accounted for and recorded in individual funds and account groups. In general, the City will maintain the minimum number of funds consistent with legal and managerial requirements.

Governmental Fund Types –

Governmental funds are those funds through which most governmental functions of the City are financed.

The acquisition, use and balances of the City's expendable financial resources and the related current liabilities (except those, if any, which should be accounted for in proprietary or fiduciary funds) are accounted for through governmental funds. The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. The following governmental fund types are maintained by the City:

- General Fund – The General Fund is the City’s primary operating fund. It accounts for all financial resources of the general government, except those accounted for in another fund.
- Special Revenue Funds – Special revenue funds are used to account for and report the proceeds of specific revenue sources (other than those listed below) that are legally restricted or committed to expenditures for specified purposes.
- Debt Service Fund – The Debt Service Fund is used to account for the accumulation of revenues that are restricted, committed, or assigned for the payment of principal and interest on long-term obligations of governmental funds.
- Capital Project Funds – Capital project funds account for the acquisition and construction of the City’s major capital facilities, improvements and infrastructure, other than those financed by proprietary funds.

Proprietary Fund Types –

Proprietary funds are used to account for the City’s ongoing organizations and activities, which are similar to those found in the private sector. The proprietary funds are reported using the economic resources measurement focus and the accrual basis of accounting. The following proprietary fund type is maintained by the City:

- Enterprise Fund – Enterprise funds are used to account for the provision of services to the residents of the City. All activities necessary to provide such services are accounted for in these funds including, but not limited to, operations, maintenance, financing, and related debt service, billing, and collection. The City has five (5) enterprise funds, as follows:
 - o Water & Wastewater Fund
 - o Solid Waste Fund
 - o Aviation – Killeen-Fort Hood Regional Airport Fund
 - o Aviation – Skylark Field Fund
 - o Drainage Utility Fund
- Internal Service Funds – Internal service funds account for services provided to other departments or agencies of the government on a cost-reimbursement basis.

C. BUDGET BASIS

Budgets shall be prepared and adopted on a basis consistent with generally accepted accounting principles for all governmental funds and proprietary funds.

D. ENCUMBRANCES

Encumbrance accounting shall be used. Outstanding encumbrances are reported as assignments of fund balances and do not constitute expenditures or liabilities since the amounts will be expended the subsequent fiscal year.

E. GASB STATEMENT 34

The issuance of Statement 34 by GASB has influenced the creation and reporting of individual funds. GASB 34 essentially mandates dual accounting systems: one for government-wide (i.e. the government as a single entity) reporting and another for individual fund reporting. Under GASB 34 for individual funds, the City will continue utilizing the accounting and budgeting processes as described above. However, because GASB 34 mandates the flow of economic resources measurement focus and accrual basis of accounting for the government-wide reporting, extensive reconciliation must be performed to present aggregated fund information in the government-wide reporting model. Therefore, operating funds will be created with the objective of minimizing the reconciliation necessary for government-wide reporting.

III. BUDGET ADMINISTRATION

A. LEVEL OF CONTROL

All expenditures of the City of Killeen shall be made in accordance with the annual budget. The legal level of control (the level at which expenditures may not legally exceed appropriations) is the fund. During the fiscal year, conditions may arise that require modifications to the budget.

B. AMENDING THE BUDGET

Texas law provides for two types of expenditure budget amendments.

1. AMENDMENTS

The City Council may amend or change the budget by ordinance. Ordinances amending the budget must be filed with the City Secretary. The City Secretary will attach the amendment to the original budget (Local Government Code §102.009(c) and Local Government Code §102.010). All approved budget amendments must also be filed with the Clerk of Bell County (Local Government Code §102.009(d)).

2. TRANSFERS

Transfers between expenditure accounts will be approved in accordance with City Charter, Article VII.



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CITY OF KILLEEN
Budget Summary - All Funds
FY 2020

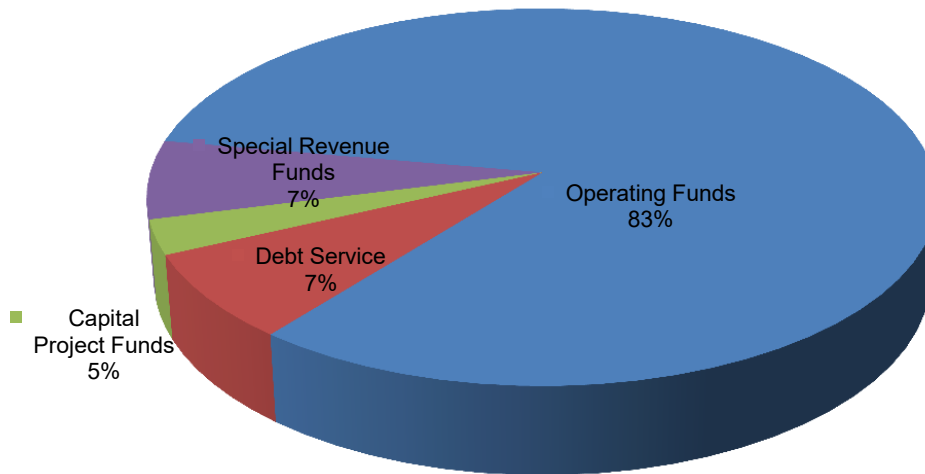
	Projected Beginning Fund Balance	FY 2020 Revenues	FY 2020 Expenditures	Change in Fund Balance	Projected Ending Fund Balance	Fund Balance Reserve
Operating Funds						
General Fund	\$ 20,554,137	\$ 86,613,600	\$ 86,613,600	\$ -	\$ 20,554,137	29.00%
Aviation Funds	729,875	3,722,500	3,722,500	-	729,875	21.17%
Solid Waste Fund	3,720,432	19,329,470	19,329,470	-	3,720,432	23.41%
Water & Sewer Fund	8,503,366	42,756,715	42,756,715	-	8,503,366	27.03%
Drainage Utility Fund	1,113,848	4,468,661	4,468,661	-	1,113,848	33.19%
Internal Service Fund (Fleet Services)	624,889	1,751,724	1,751,724	-	624,889	35.67%
Internal Service Fund (Risk Management)	67,241	1,453,178	1,453,178	-	67,241	4.63%
Internal Service Fund (Information Technology)	51,786	3,451,864	3,451,864	-	51,786	1.50%
Internal Service Fund (Support Services)	4,051,776	13,613,438	13,613,438	-	4,051,776	29.76%
Subtotal Operating Funds	39,417,350	177,161,150	177,161,150	-	39,417,350	22.25%
Debt Service Fund	3,400,834	15,863,514	15,863,514	-	3,400,834	21.44%
Special Revenue Funds						
Law Enforcement Grant	4,328	356,474	356,474	-	4,328	
Police State Seizure	122,769	2,000	119,568	(117,568)	5,201	
Police Federal Seizure	337,843	8,000	294,398	(286,398)	51,445	
Emergency Management Fund	1,784	-	-	-	1,784	
Hotel Occupancy Tax	350,087	2,645,312	2,645,312	-	350,087	
KCCC Fountain	17,936	-	-	-	17,936	
Cablesystem PEG	585,349	249,000	249,000	-	585,349	
Library Memorial Fund	15,955	500	6,000	(5,500)	10,455	
Community Development Block Grant	-	1,875,378	1,875,378	-	-	
Senior Citizen Assistance Program	-	60,000	60,000	-	-	
Community Development - Home Program	126,836	1,264,813	1,264,813	-	126,836	
Street Maintenance Fund	-	6,718,799	6,718,799	-	-	
Tax Increment Fund	974,860	375,897	1,350,757	(974,860)	-	
Parks Donations	45,966	245,000	245,000	-	45,966	
Teen Court	7,316	1,777	2,055	(278)	7,038	
Court Technology Fund	65,766	49,500	67,000	(17,500)	48,266	
Court Security Fee Fund	168,622	44,468	48,372	(3,904)	164,718	
Court Juvenile Case Manager Fund	533,566	68,273	115,102	(46,829)	486,737	
Photo Red Light Enforcement Fund	1,160	20,100	20,100	-	1,160	
Jury Fund	-	800	800	-	-	
Fire Department Special Revenue	1,323	-	-	-	1,323	
Animal Control Donations Fund	98,552	84,000	84,000	-	98,552	
Child Safety Fund	402,713	195,500	545,500	(350,000)	52,713	
Police Department Donations Fund	214,321	61,972	250,358	(188,386)	25,935	
Wellness Non-Assessment	366,335	40,000	79,969	(39,969)	326,366	
Subtotal Special Revenue Funds	4,443,387	14,367,563	16,398,755	(2,031,192)	2,412,195	14.71%
Capital Projects Funds						
PTF 190/2410 Construction Fund	1,386	-	-	-	1,386	
2014 C/O Construction Fund	53,162	-	-	-	53,162	
Governmental Capital Projects	6,865,792	2,500,096	7,059,052	(4,558,956)	2,306,836	
Golf Capital Project Fund	4,897	37,000	37,000	-	4,897	
Aviation AIP Grants	18,134	730,000	600,000	130,000	148,134	
Aviation Customer Facility Charge	767,103	442,600	102,000	340,600	1,107,703	
Passenger Facility Charge Fund	233,926	661,500	593,266	68,234	302,160	
2013 Water & Sewer Improvement Bond	3,108,807	-	900,000	(900,000)	2,208,807	
W/S Capital Projects Fund	6,093,681	349,000	5,127,700	(4,778,700)	1,314,981	
Solid Waste Capital Project Fund	3,307,928	1,579,000	3,570,995	(1,991,995)	1,315,933	
2006 Drainage CO Bonds	874,773	-	640,600	(640,600)	234,173	
Drainage Utility Fund CIP	3,350,118	39,000	1,429,000	(1,390,000)	1,960,118	
Subtotal Capital Projects Funds	24,679,707	6,338,196	20,059,613	(13,721,417)	10,958,290	54.63%
Total All Funds	\$ 71,941,278	\$ 213,730,423	\$ 229,483,032	\$ (15,752,609)	\$ 56,188,669	24.48%

CITY OF KILLEEN
Combined Annual Budget Summary
FY 2020

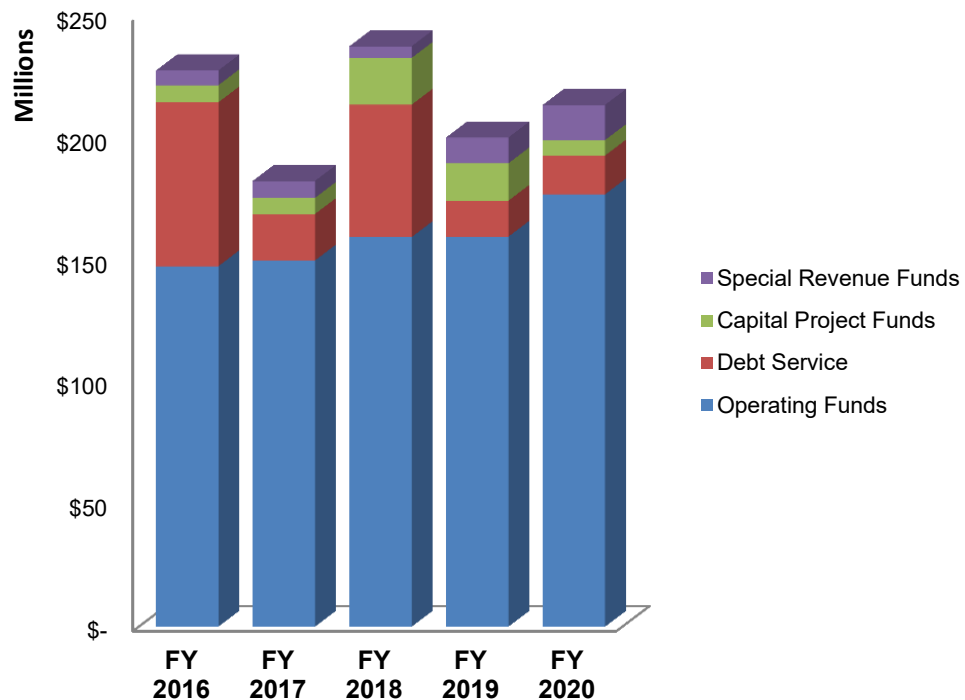
	FY 2018 Actuals	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget
Revenues				
General Fund	\$ 81,668,014	\$ 84,375,230	\$ 85,105,754	\$ 86,613,600
Aviation Funds	3,074,395	3,552,079	3,789,299	3,722,500
Solid Waste Fund	18,831,752	18,768,780	19,022,637	19,329,470
Water & Sewer Fund	40,670,811	41,656,366	41,691,475	42,756,715
Drainage Utility Fund	4,450,533	4,335,691	4,300,747	4,468,661
Internal Service Fund (Fleet Services)	6,896,312	1,604,857	1,654,357	1,751,724
Internal Service Fund (Support Services)	-	-	-	13,613,438
Internal Service Fund (Risk Management)	1,282,193	1,341,084	1,343,564	1,453,178
Internal Service Fund (Information Technology)	2,814,712	2,915,144	2,925,258	3,451,864
Debt Service Fund	54,152,549	14,116,274	14,710,572	15,863,514
Special Revenue Funds	4,738,195	7,708,338	10,547,212	14,367,563
Capital Projects Funds	19,151,424	13,615,757	15,308,009	6,338,196
Total Revenues	\$ 237,730,890	\$ 193,989,600	\$ 200,398,884	\$ 213,730,423
Operating Expenditures				
General Fund	72,590,378	80,752,995	73,416,100	78,003,501
Aviation Funds	3,168,284	3,598,474	3,280,280	3,645,500
Solid Waste Fund	14,676,134	16,472,762	15,823,096	16,887,361
Water & Sewer Fund	29,773,094	32,913,540	31,447,999	34,432,775
Drainage Utility Fund	2,556,521	3,658,600	3,384,908	3,888,711
Internal Service Fund (Fleet Services)	1,374,493	1,604,857	1,467,609	1,751,724
Internal Service Fund (Support Services)	-	-	-	13,530,422
Internal Service Fund (Risk Management)	1,211,299	1,341,084	1,267,140	1,453,178
Internal Service Fund (Information Technology)	2,624,602	2,630,144	3,140,115	3,266,864
Special Revenue Funds	3,140,262	6,477,257	7,810,234	15,243,545
Total Operating Expenditures	131,115,067	149,449,713	141,037,481	172,103,581
Debt Service				
Solid Waste Fund	843,934	759,618	723,718	715,383
Water & Sewer Fund	6,153,043	7,576,729	6,176,729	7,219,659
Drainage Utility Fund	581,340	545,391	546,141	540,950
Debt Service Fund	53,058,576	15,866,274	15,866,274	15,863,514
Special Revenue Funds	716,372	723,410	723,410	725,210
Total Debt Service	61,353,265	25,471,422	24,036,272	25,064,716
Non-Operating Expenditures				
General Fund	8,072,029	3,622,235	8,461,976	8,610,099
Aviation Funds	146,017	142,000	91,840	77,000
Solid Waste Fund	4,015,632	1,536,400	1,723,400	1,726,726
Water & Sewer Fund	6,680,227	1,166,097	1,091,727	1,104,281
Drainage Utility Fund	5,172,343	131,700	131,700	39,000
Internal Service Fund (Fleet Services)	6,000	-	-	-
Internal Service Fund (Support Services)	-	-	-	83,016
Internal Service Fund (Information Technology)	83,271	285,000	185,000	185,000
Special Revenue Funds	134,997	194,000	5,500	430,000
Capital Projects Funds	8,534,105	39,611,333	26,555,177	20,059,613
Total Non-Operating Expenditures	32,844,621	46,688,765	38,246,320	32,314,735
Total Expenditures	225,312,953	221,609,900	203,320,073	229,483,032
Net Change in Fund Balance	\$ 12,417,938	\$ (27,620,300)	\$ (2,921,189)	\$ (15,752,609)
Fund Balance, Beginning				71,941,278
Fund Balance, Ending				\$ 56,188,669

All Funds

-Revenues by Fund FY 2020-

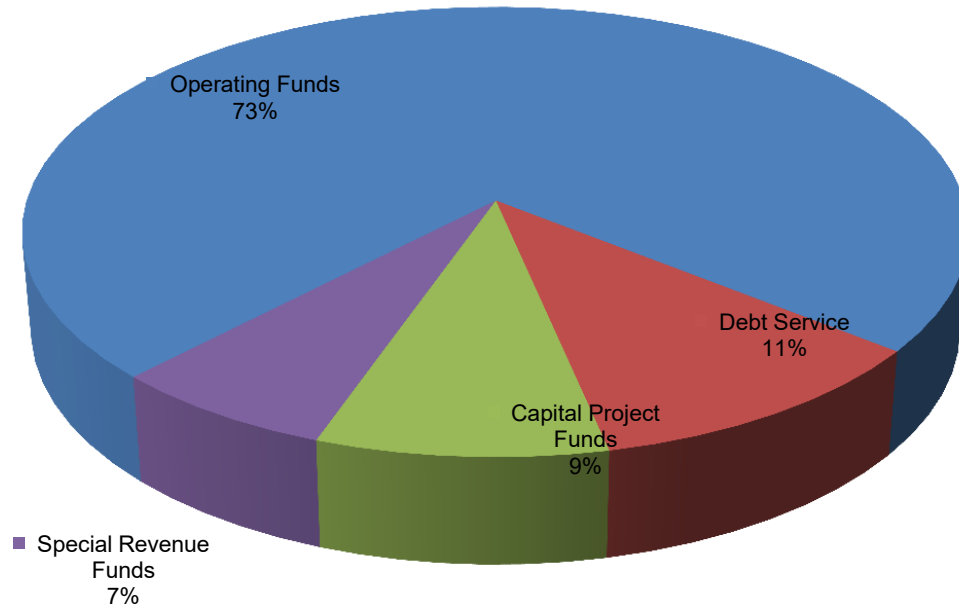


-Revenues by Fund Last Five Years-

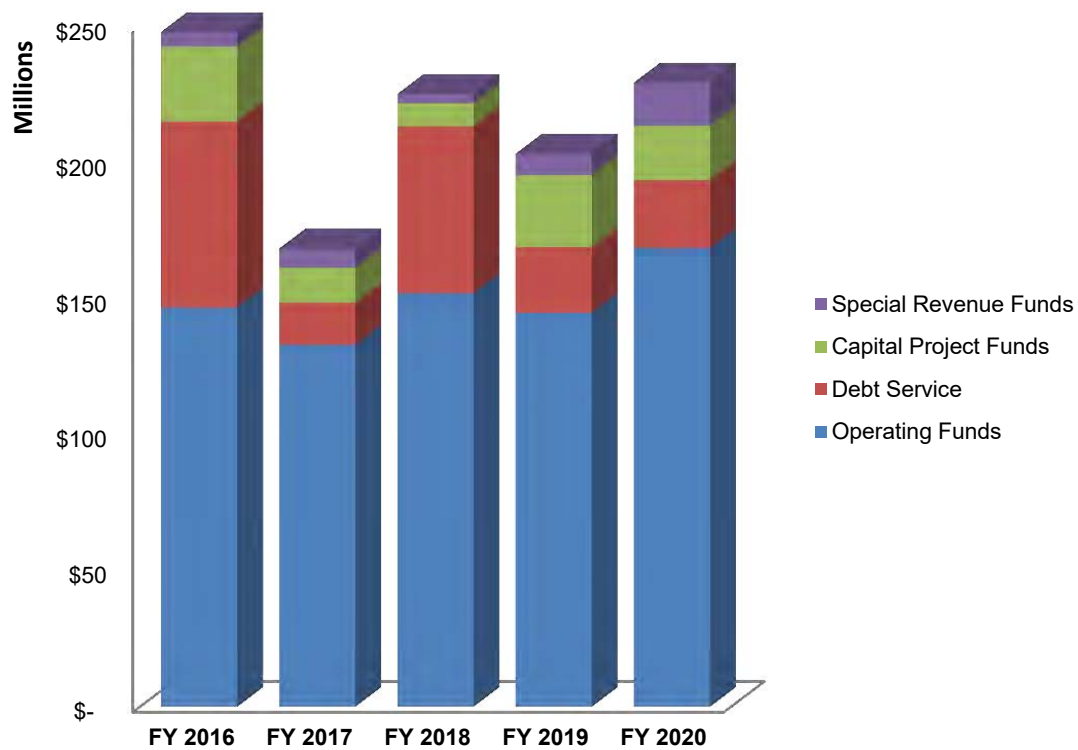


All Funds

-Expenditures by Fund FY 2020-



-Expenditures by Fund Last Five Years-





General Fund



Dedicated Service – Everyday, for Everyone!

GENERAL FUND



The primary operating fund of the City of Killeen is the General Fund. The General Fund is used to account for all financial resources not restricted to special or specific projects and/or funds that are not required to be accounted for in a different fund. The use of this fund is outlined by the *Codification of Governmental Accounting and Financial Reporting Standards*, Section 1300.104. The Governmental Accounting Standards Board *Codification*, Section 1300.106, prohibits the use of more than one general fund.

General Fund is used to account for all the financial resources except for those required to be accounted for in another fund. The General Fund accounts for basic City services such as police, fire, street maintenance, and parks and leisure services. The three primary sources of revenue for this fund are sales tax, property tax, and franchise taxes.



Dedicated Service – Everyday, for Everyone!

**General Fund
Budget Summary
FY 2020**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget	Percent of Budget	% Change from FY 2019 Budget
Revenues						
Taxes						
Property Taxes	\$ 28,019,143	\$ 30,670,082	\$ 30,873,819	\$ 33,382,745	38.54%	8.84%
Sales Taxes	24,131,101	24,383,538	25,811,088	25,786,628	29.77%	5.75%
Franchise Taxes	5,697,983	5,384,768	5,295,197	5,510,172	6.36%	2.33%
Total Taxes	<u>57,848,227</u>	<u>60,438,388</u>	<u>61,980,104</u>	<u>64,679,545</u>	<u>74.68%</u>	<u>7.02%</u>
Charges for Services						
Licenses, Permits and Fees	1,218,306	1,313,100	1,253,230	1,251,704	1.45%	-4.68%
Court Fines and Fees	2,779,939	3,031,380	2,853,153	3,194,932	3.69%	5.40%
Ambulance Service Fees	2,749,130	3,352,560	2,711,512	2,800,000	3.23%	-16.48%
Public Safety Receipts	192,984	164,672	218,705	189,672	0.22%	15.18%
General Government Fees	582,662	595,530	603,359	581,706	0.67%	-2.32%
Recreation Services	2,213,663	2,344,997	2,262,241	2,504,982	2.89%	6.82%
Total Charges for Services	<u>9,736,684</u>	<u>10,802,239</u>	<u>9,902,200</u>	<u>10,522,996</u>	<u>12.15%</u>	<u>-2.59%</u>
Other						
Interest Income and Other	588,517	546,585	781,308	728,401	0.84%	33.26%
Miscellaneous Revenues	128,127	81,940	154,439	86,360	0.10%	5.39%
Intergovernmental Revenues	3,429,865	1,960,893	1,901,944	3,717,964	4.29%	89.61%
Total Other	<u>4,146,508</u>	<u>2,589,418</u>	<u>2,837,691</u>	<u>4,532,725</u>	<u>5.23%</u>	<u>75.05%</u>
Transfers In	<u>9,936,595</u>	<u>10,545,185</u>	<u>10,385,759</u>	<u>6,878,334</u>	<u>7.94%</u>	<u>-34.77%</u>
Total Revenues	<u>\$ 81,668,014</u>	<u>\$ 84,375,230</u>	<u>\$ 85,105,754</u>	<u>\$ 86,613,600</u>	<u>100.00%</u>	<u>2.65%</u>
Operating Expenditures						
General Government						
City Council ¹	<u>\$ 54,837</u>	<u>\$ 70,953</u>	<u>\$ 59,039</u>	<u>\$ -</u>	<u>0.00%</u>	<u>-100.00%</u>
City Manager ¹						
City Manager	424,168	458,431	470,827	-	0.00%	-100.00%
Assistant City Manager	207,057	221,123	208,184	-	0.00%	-100.00%
Deputy City Manager	60,246	-	-	-	0.00%	0.00%
Total City Manager	<u>691,471</u>	<u>679,554</u>	<u>679,011</u>	<u>-</u>	<u>0.00%</u>	<u>-100.00%</u>
City Auditor & Compliance Office ¹	<u>97,135</u>	<u>101,730</u>	<u>101,793</u>	<u>-</u>	<u>0.00%</u>	<u>-100.00%</u>
Communications ¹						
Communications	327,775	415,006	420,130	-	0.00%	-100.00%
Printing Services	173,358	167,527	164,831	-	0.00%	-100.00%
Legislative Affairs	122,438	154,135	147,682	-	0.00%	-100.00%
Total Communications	<u>623,571</u>	<u>736,668</u>	<u>732,643</u>	<u>-</u>	<u>0.00%</u>	<u>-100.00%</u>
Legal ¹						
City Attorney	846,768	893,787	878,092	-	0.00%	-100.00%
City Secretary	142,312	153,624	92,999	-	0.00%	-100.00%
Total Legal	<u>989,080</u>	<u>1,047,411</u>	<u>971,091</u>	<u>-</u>	<u>0.00%</u>	<u>-100.00%</u>
Finance ¹						
Finance	1,192,159	1,330,741	1,356,458	-	0.00%	-100.00%
Purchasing	245,444	316,941	312,826	-	0.00%	-100.00%
Total Finance	<u>1,437,603</u>	<u>1,647,682</u>	<u>1,669,284</u>	<u>-</u>	<u>0.00%</u>	<u>-100.00%</u>
Human Resources ¹	<u>1,019,193</u>	<u>1,086,529</u>	<u>1,030,379</u>	<u>-</u>	<u>0.00%</u>	<u>-100.00%</u>
Planning & Development	<u>637,296</u>	<u>750,282</u>	<u>638,724</u>	<u>865,792</u>	<u>1.00%</u>	<u>15.40%</u>

**General Fund
Budget Summary (continued)
FY 2020**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget	Percent of Budget	% Change from FY 2019 Budget
Non-Departmental						
Consolidated	\$ 1,533,406	\$ 2,704,903	\$ 2,040,978	\$ 2,052,026	2.37%	-24.14%
Municipal Annex	37,463	53,832	38,013	53,832	0.06%	0.00%
City Hall ¹	123,388	40,914	33,242	-	0.00%	-100.00%
Bell County Communication Center	1,469,885	1,478,732	1,478,732	1,536,376	1.77%	3.90%
ISF - Equipment/Vehicles	940,423	718,969	718,969	-	0.00%	-100.00%
ISF - Risk Management	781,808	817,847	817,847	-	0.00%	-100.00%
ISF - Information Technology	1,055,827	1,099,887	956,250	-	0.00%	-100.00%
Total Non-Departmental	5,942,200	6,915,084	6,084,031	3,642,234	4.21%	-47.33%
Total General Government	11,492,386	13,035,893	11,965,995	4,508,026	5.20%	-65.42%
Public Safety						
Building & Inspection	851,770	903,103	869,750	1,214,657	1.40%	34.50%
Code Enforcement	748,869	825,732	762,828	1,154,850	1.33%	39.86%
Municipal Court	866,837	1,040,416	1,003,149	1,485,893	1.72%	42.82%
Police						
Police	25,333,861	28,972,790	-	-	0.00%	-100.00%
Police Administration	-	-	1,646,576	1,980,715	2.29%	0.00%
Criminal Investigations	-	-	6,851,824	7,051,960	8.14%	0.00%
Patrol	-	-	13,798,821	18,612,755	21.49%	0.00%
Staff Services	-	-	5,346,576	6,196,686	7.15%	0.00%
Total Police	25,333,861	28,972,790	27,643,797	33,842,115	39.07%	16.81%
Fire						
Fire	20,169,077	21,238,172	-	-	0.00%	-100.00%
Fire Administration	-	-	349,577	435,470	0.50%	0.00%
Operations	-	-	18,726,438	21,588,546	24.93%	0.00%
Support	-	-	962,461	1,078,145	1.24%	0.00%
Prevention	-	-	645,115	719,017	0.83%	0.00%
Emergency Mgmt / Homeland Security	84,489	133,838	152,873	183,904	0.21%	37.41%
Total Fire	20,253,566	21,372,010	20,836,464	24,005,082	27.72%	12.32%
Total Public Safety	48,054,903	53,114,051	51,115,988	61,702,597	71.24%	16.17%
Public Works						
Public Works	26,723	15,099	24,316	492,412	0.57%	3161.22%
Street Operations ²	3,869,750	4,389,254	-	-	0.00%	-100.00%
Engineering ¹	174,858	200,278	1,171,402	-	0.00%	-100.00%
Total Public Works	4,071,332	4,604,631	1,195,718	492,412	0.57%	-89.31%
Recreation Services						
Administration	214,599	244,599	238,318	560,733	0.65%	129.25%
Animal Services ³	696,287	851,365	780,885	1,289,741	1.49%	51.49%
Community Center Operations	104,748	235,174	148,265	335,564	0.39%	42.69%
Senior Citizens	163,637	228,233	178,538	374,017	0.43%	63.88%
Parks	1,678,281	1,950,464	1,668,519	2,404,512	2.78%	23.28%
Lions Club Park Operations	374,931	547,379	451,378	665,557	0.77%	21.59%
Recreation	168,787	269,235	212,377	219,071	0.25%	-18.63%
Athletics	320,339	345,342	249,847	450,472	0.52%	30.44%
Aquatic Services	420,555	454,826	456,260	631,014	0.73%	38.74%
Golf Course	1,153,920	1,095,319	1,095,319	1,279,612	1.48%	16.83%
Cemetery	152,234	189,962	150,150	248,171	0.29%	30.64%
Volunteer Services	134,644	165,558	170,015	268,434	0.31%	62.14%
Total Recreation Services	5,582,960	6,577,456	5,799,871	8,726,898	10.08%	32.68%

**General Fund
Budget Summary (continued)
FY 2020**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget	Percent of Budget	% Change from FY 2019 Budget
Community Development						
Library	\$ 1,243,447	\$ 1,323,921	\$ 1,265,838	\$ 1,795,269	2.07%	35.60%
Killeen Arts and Activities Center	365,529	444,067	414,905	552,443	0.64%	24.41%
Community Development	144,288	146,490	145,765	225,856	0.26%	54.18%
Building Services ¹	783,108	768,164	742,914	0	0.00%	-100.00%
Custodial Services ¹	650,411	738,322	732,105	0	0.00%	-100.00%
Total Community Development	3,186,784	3,420,964	3,301,527	2,573,568	2.97%	-24.77%
Debt Service						
Principal	169,679	-	37,000	-	0.00%	0.00%
Interest	32,335	-	-	-	0.00%	0.00%
Total Debt Service	202,014	-	37,000	-	0.00%	0.00%
Total Operating Expenditures	72,590,378	80,752,995	73,416,100	78,003,501	90.06%	-3.40%
Non-Operating Expenditures						
Contributions						
KEDC/GKCC	362,527	362,527	362,527	362,527	0.42%	0.00%
Bell County Health District	331,368	331,368	331,368	331,368	0.38%	0.00%
Bell County Help Center Utilities	765	900	564	900	0.00%	0.00%
Elderly Transportation	28,489	50,000	49,350	50,000	0.06%	0.00%
Hill Country Transit (HOP)	120,850	120,850	120,850	222,366	0.26%	84.00%
Killeen Volunteer Inc	100,000	100,000	100,000	-	0.00%	-100.00%
Total Contributions	943,998	965,645	964,659	967,161	1.12%	0.16%
Buildings	162,538	-	-	-	0.00%	0.00%
Motor Vehicles	-	-	-	-	0.00%	0.00%
Machinery & Equipment	158,781	17,002	43,166	-	0.00%	-100.00%
Computer Equipment/Software	31,279	36,500	36,500	6,000	0.01%	-83.56%
Furniture	-	-	-	-	0.00%	0.00%
Book Collections	125,227	161,588	142,585	142,600	0.16%	-11.75%
Lease Assets	483,616	-	-	-	0.00%	0.00%
Sound System	-	-	-	-	0.00%	0.00%
Total Capital Outlay	961,441	215,090	222,251	148,600	0.17%	-30.91%
Transfers Out						
Transfers to Governmental CIP	3,741,468	2,441,500	2,441,500	2,500,096	2.89%	2.40%
Transfers to Street Maintenance Fund	-	-	4,833,566	4,994,242	5.77%	0.00%
Transfers to CDBG Fund	18,837	-	-	-	0.00%	0.00%
Transfers to Photo Red Light Enf Fund	10,625	-	-	-	0.00%	0.00%
Transfers To Fleet Services	2,395,660	-	-	-	0.00%	0.00%
Total Transfers Out	6,166,590	2,441,500	7,275,066	7,494,338	8.65%	206.96%
Total Non-Operating Expenditures	8,072,029	3,622,235	8,461,976	8,610,099	9.94%	137.70%
Total Expenditures	\$ 80,662,407	\$ 84,375,230	\$ 81,878,076	\$ 86,613,600	100.00%	2.65%
Net Change in Fund Balance	\$ 1,005,608	\$ -	\$ 3,227,678	(0)		
Fund Balance, Beginning				20,554,137		
Fund Balance, Ending				\$ 20,554,137		

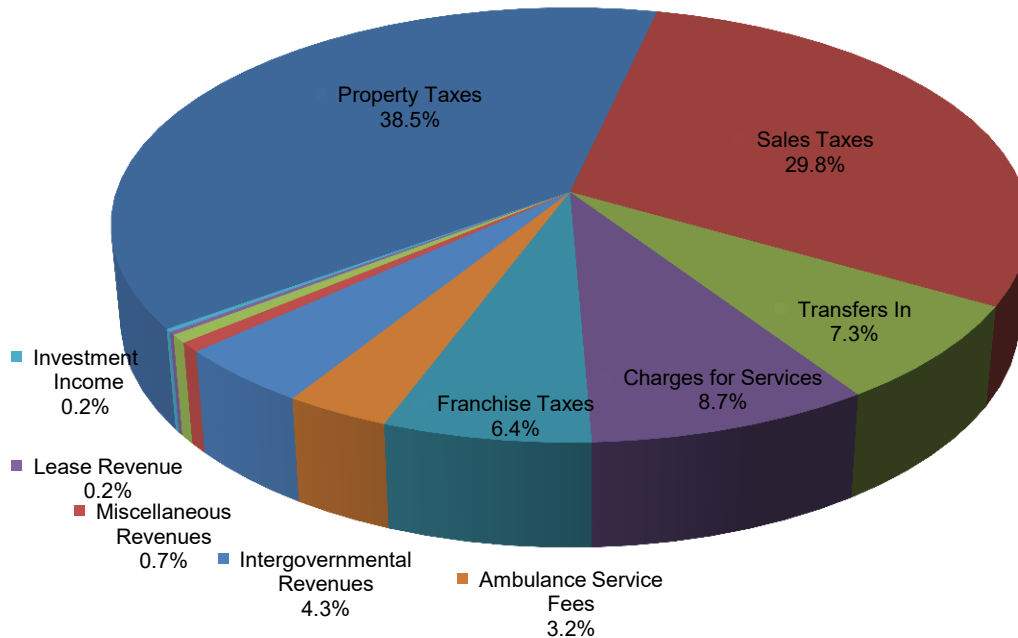
¹ - Divisions moved to Support Services Fund in FY 2020

² - Transferred Street Operations to the Street Maintenance Fund during FY 2019

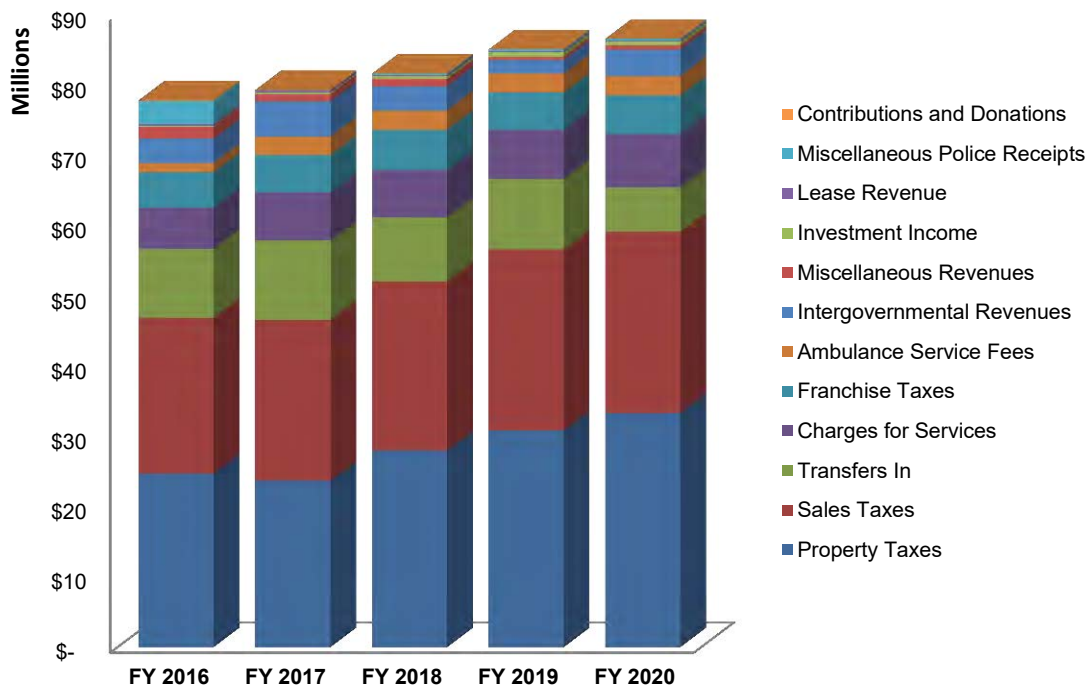
³ - Transferred Animal Services from Police Department to Recreation Services

General Fund

-Revenues by Source FY 2020-

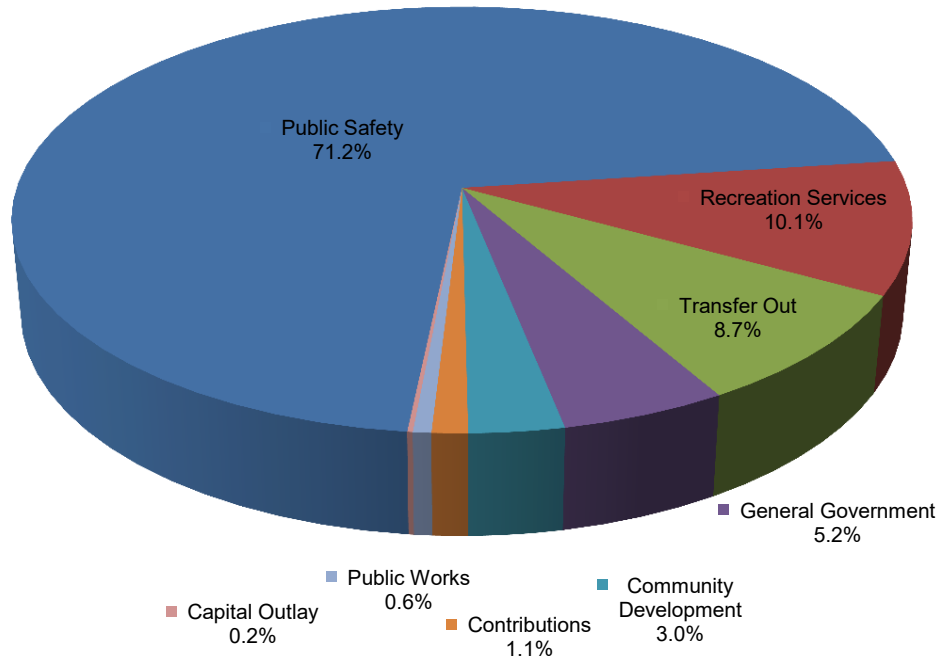


-Revenues by Source Last Five Years-

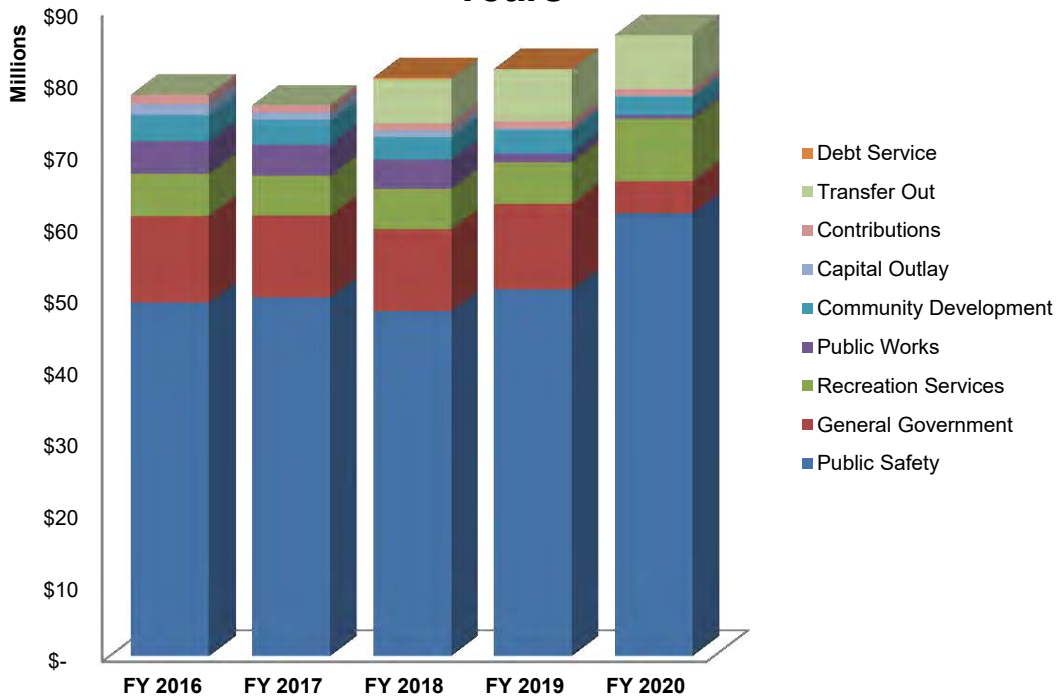


General Fund

-Expenditures by Department FY 2020-



-Expenditures by Department Last Five Years-



**General Fund
Revenues
FY 2020**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget
Revenues				
Taxes				
Property Taxes				
Ad Valorem Taxes	\$ 27,732,624	\$ 30,366,020	\$ 30,504,786	\$ 33,067,525
Delinquent Ad Valorem Taxes	124,579	154,929	182,480	168,712
Delinquent Tax Penalties & Interest	161,940	149,133	186,553	146,508
Total Property Taxes	<u>28,019,143</u>	<u>30,670,082</u>	<u>30,873,819</u>	<u>33,382,745</u>
Sales Taxes				
Sales Tax	23,727,452	23,979,822	25,408,754	25,378,813
Mixed Beverage Tax	257,411	253,716	256,097	255,833
Bingo Tax	146,237	150,000	146,237	151,982
Total Sales Taxes	<u>24,131,101</u>	<u>24,383,538</u>	<u>25,811,088</u>	<u>25,786,628</u>
Franchise Taxes				
Cable Television Franchise Fees	1,198,074	1,149,347	1,198,266	1,170,503
Electric Franchise Fees	3,945,005	3,652,381	3,643,948	3,755,786
Gas Franchise Fees	343,130	339,732	291,117	343,004
Telephone Franchise Fees	209,549	240,347	159,587	240,879
Taxi Franchise	2,225	2,961	2,279	-
Total Franchise Taxes	<u>5,697,983</u>	<u>5,384,768</u>	<u>5,295,197</u>	<u>5,510,172</u>
Total Taxes	<u>57,848,227</u>	<u>60,438,388</u>	<u>61,980,104</u>	<u>64,679,545</u>
Licenses, Permits and Fees				
Alcohol Permits and Licenses	13,920	40,000	40,215	-
Building Permits & Inspections	508,892	551,767	505,763	503,701
Building Plans Review Fees	161,722	135,911	172,984	149,245
Certificates of Occupancy	38,610	37,546	38,430	38,372
Contractor License	81,040	76,694	77,000	75,698
Credit Access Permits	450	850	450	782
Curb and Street Cuts	2,144	1,391	2,188	1,438
Electrical Inspections/Permits	111,414	135,383	117,550	140,534
Food Handlers Permits	25,550	25,673	25,650	25,913
Garage Sale Permits	7,485	7,291	7,120	6,706
Inspection Fees	26,252	23,373	25,077	23,373
Mechanical Inspection Permits	43,252	46,808	46,941	46,831
Node Permits	11,500	-	13,250	-
Noise Waiver	150	-	150	-
Peddlers Permit	275	36,680	1,275	36,680
Planning and Zoning Fees	58,745	47,892	54,195	52,793
Plumbing Inspections/Permits	89,336	109,202	85,100	111,093
Re-Inspection	26,400	24,362	30,135	26,193
Second Hand Dealer Permits	125	175	25	175
Taxi Operators License	1,500	3,520	1,150	3,520
Trailer Court License/Permits	9,545	8,582	8,582	8,657
Total Licenses, Permits and Fees	<u>1,218,306</u>	<u>1,313,100</u>	<u>1,253,230</u>	<u>1,251,704</u>
Fines				
Court Fines	2,541,192	2,850,000	2,684,226	3,018,000
Commercial Motor Vehicles	1,802	-	222	-
Code Violation Fines	174,754	168,380	154,579	163,711
Library Fines	15,546	13,000	14,126	13,221
Flex Spending Account Fines	46,646	-	-	-

**General Fund
Revenues
FY 2020**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget
Total Fines	<u>2,779,939</u>	<u>3,031,380</u>	<u>2,853,153</u>	<u>3,194,932</u>
Charges for Services				
Ambulance Service Fee	<u>\$ 2,749,130</u>	<u>\$ 3,352,560</u>	<u>\$ 2,711,512</u>	<u>\$ 2,800,000</u>
Public Safety Receipts				
Miscellaneous Fire Receipts	167,943	158,034	192,548	158,034
Police - Fingerprints	656	-	5,090	5,000
Police - Background Checks	2,613	5,777	2,601	5,777
Police - False Alarm Fees	-	861	-	861
Police - Police Records	<u>21,772</u>	<u>-</u>	<u>18,466</u>	<u>20,000</u>
Total Public Safety Receipts	<u>192,984</u>	<u>164,672</u>	<u>218,705</u>	<u>189,672</u>
General Government Fees				
Credit Card Processing	545,941	558,824	565,788	580,000
Record Request Fees	2,123	1,706	2,571	1,706
Election Fees	<u>34,598</u>	<u>35,000</u>	<u>35,000</u>	<u>-</u>
Total General Government Fees	<u>582,662</u>	<u>595,530</u>	<u>603,359</u>	<u>581,706</u>
Recreation Services				
Animal Control Fees	63,522	90,651	55,182	73,899
Golf Revenues	1,075,040	1,095,319	1,095,319	1,259,957
Long Branch Pool Revenues	18,857	15,770	18,857	15,770
Family Aquatics Revenues	346,980	412,830	380,000	418,000
Family Recreation Center Revenues	355,564	390,467	350,000	385,000
Recreation Revenues	55,635	30,000	30,000	32,000
Athletic Revenues	148,214	145,000	145,000	155,000
Community Center Revenues	32,720	32,000	45,210	36,000
Cemetery Revenues	37,895	53,824	48,000	53,000
Convention Center Revenues	57,730	59,136	72,636	56,015
Library Revenues	<u>21,506</u>	<u>20,000</u>	<u>22,037</u>	<u>20,341</u>
Total Recreation Services	<u>2,213,663</u>	<u>2,344,997</u>	<u>2,262,241</u>	<u>2,504,982</u>
Total Charges for Services	<u>5,738,438</u>	<u>6,457,759</u>	<u>5,795,817</u>	<u>6,076,360</u>
Interest and Other				
ATM Lease	360	-	3,360	4,320
Headstart and Free Clinic	1,531	-	15,497	12,359
Interest	396,799	355,184	582,049	537,000
Tower Leases	188,911	191,401	179,706	174,722
Vending Machines	<u>917</u>	<u>-</u>	<u>696</u>	<u>-</u>
Total Interest and Other	<u>588,517</u>	<u>546,585</u>	<u>781,308</u>	<u>728,401</u>
Miscellaneous Revenues				
Electronic Payables	32,153	-	32,000	32,000
Cooperative Purchasing	28,184	16,976	32,590	32,500
Purchasing Cards	26,615	52,500	10,252	11,000
Restitution	30,418	284	284	284
Other Miscellaneous Revenue	<u>10,757</u>	<u>12,180</u>	<u>79,313</u>	<u>10,576</u>
Total Miscellaneous Revenues	<u>128,127</u>	<u>81,940</u>	<u>154,439</u>	<u>86,360</u>

**General Fund
Revenues
FY 2020**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget
Intergovernmental Revenue				
USDJ - COPS	\$ 479,132	\$ 589,463	\$ 297,446	\$ 362,762
BJA - Bullet Proof Vest	86	-	4,289	-
TSA- Law Enforcement Officer	103,500	77,555	77,555	77,555
FBI Task Force	9,448	7,664	11,914	2,000
US Marshalls	-	-	7,350	-
FEMA - SAFR	1,456,546	-	-	-
FEMA - EMPG	19,954	45,647	45,647	45,647
Inst. Museum Library Sevs	847	-	-	-
DHS - Emergency Declaration	79,800	-	278	-
CJD - Body Armor	-	-	127,350	-
LEOSE	795	-	-	-
TEEX - Task Force	34,970	-	57,835	-
TXDOT - Traffic Signal Maint.	24,070	24,070	24,070	-
Disabled Veteran Exemption	1,216,494	1,216,494	1,248,210	3,230,000
Central Texas Trauma	2,874	-	-	-
CTRAC	1,350	-	-	-
Total Intergovernmental Revenue	3,429,865	1,960,893	1,901,944	3,717,964
Other Financing Sources				
Transfer From Other Funds	9,063,125	10,020,265	10,020,265	6,353,414
Lease Proceeds	483,616	-	-	-
Sale of Assets	251,302	24,920	29,438	24,920
Insurance Proceeds	138,552	500,000	336,056	500,000
Total Other Financing Sources	9,936,595	10,545,185	10,385,759	6,878,334
Total Revenues	\$ 81,668,014	\$ 84,375,230	\$ 85,105,754	\$ 86,613,600

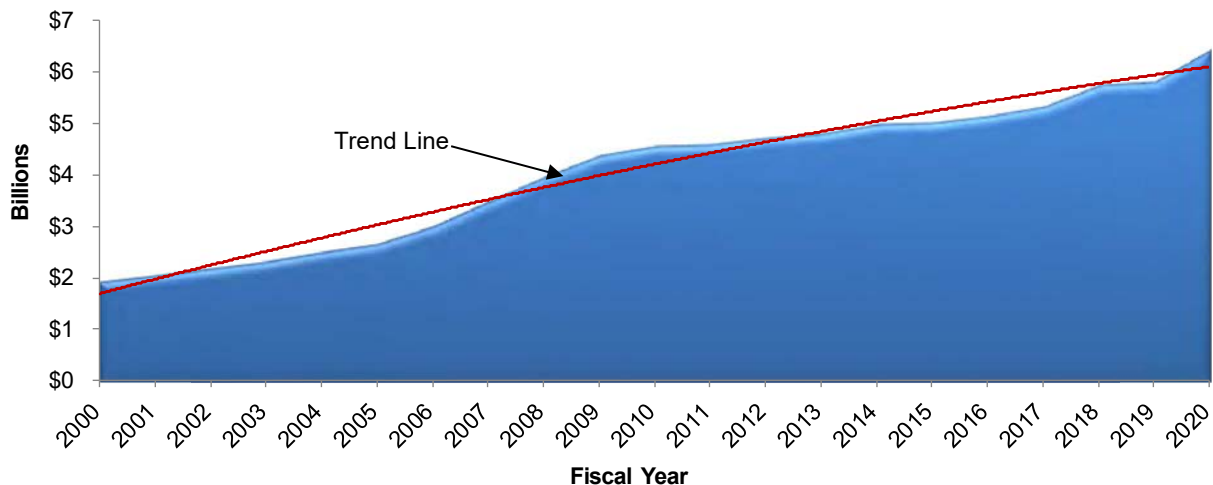
- GENERAL FUND REVENUES - Revenue Assumptions

Current Ad Valorem Taxes	\$33,067,525
Delinquent Ad Valorem Taxes	168,712
Penalty & Interest	146,508

Ad valorem tax revenues are estimated using a multi-step approach. The taxable values for properties within the City of Killeen are obtained from the Tax Appraisal District of Bell County (TADBC). TADBC appraises value for all property located within Bell County. The taxable values are applied to the tax rate set by the City Council to compute the tax levy. Historical collection experience results are applied to the current levy to calculate tax revenues.

The certified 2019 freeze adjusted taxable value less the Tax Increment Reinvestment Zone (TIRZ) value for taxation in FY 2020 per the Appraisal District is \$6,120,224,947, an increase of \$579,661,821 or 10.46% from the 2018 freeze adjusted taxable value (less TIRZ).

Growth in AV Tax Values



Current tax revenue in the General Fund is calculated using the maintenance and operations tax rate of \$0.5281 per \$100 of taxable value and a collection rate of 98%. Delinquent tax revenues, and penalty and interest are calculated as a percentage of the estimated delinquent taxes receivable at the beginning of the fiscal year.

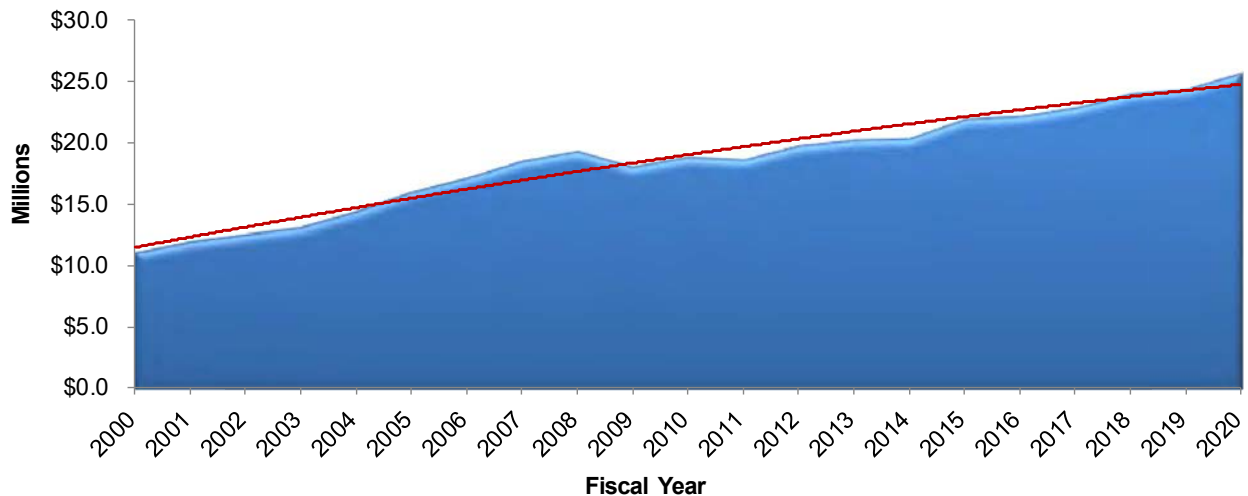
Sales Tax	\$25,378,813
Mixed Beverage Tax	255,833
Bingo Tax	151,982

Sales tax revenues are derived from the local sales tax which is 1.5% of taxable sales within the City. Mixed beverage tax revenue is derived from a state revenue sharing program for city and county mixed beverage tax allocations. State statutes levy a tax of 14% on the gross receipts from the sales of mixed beverages in Texas. Each city is entitled to receive an allocation of 10.7143% of the taxes collected within the city on a

quarterly basis. Bingo tax receipts are derived from a state tax levy of 5% of gross receipts from bingo games within the city. The state rebates 50% of the taxes to the city.

Sales tax revenues are projected using a multi-year trend analysis. Sales tax revenues have increased each year since 1999 with the exception of FY 2009 and FY 2011.

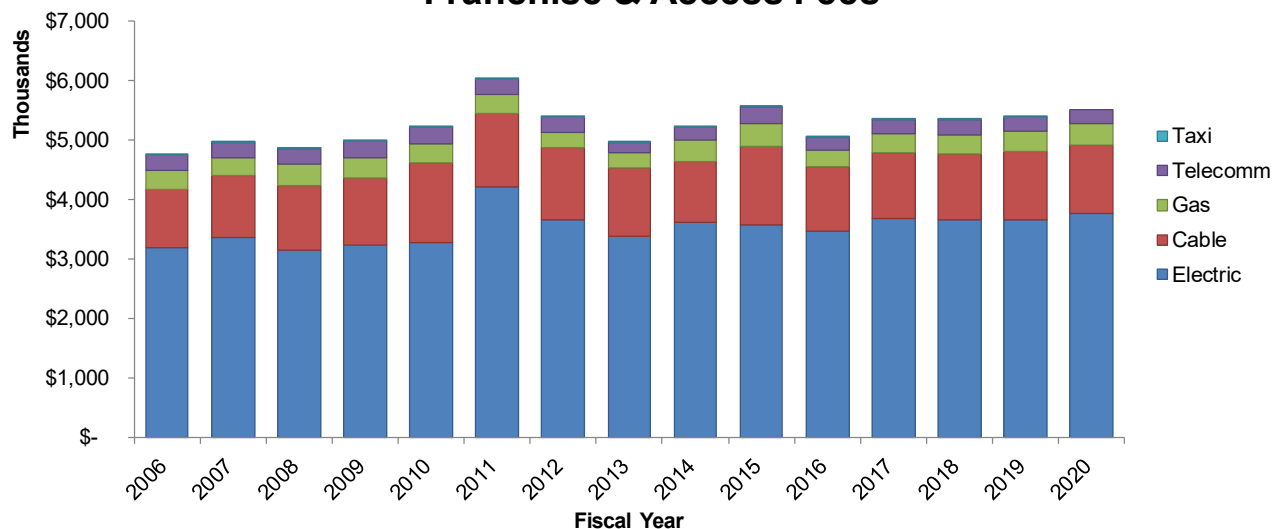
Historical Sales Tax Collections



Electric Franchise	\$3,755,786
Cablevision Franchise	1,170,503
Gas Franchise	343,004
Telecomm Line Access Fees	240,879

Utility companies that use the City's streets and rights-of-way in the course of conducting their business pay fees to the City for that use. Franchise and access fees are paid by these companies as a percentage of gross receipts collected from their customers within the City of Killeen. FY 2020 revenues are projected using FY 2019 receipts as a benchmark.

Franchise & Access Fees



The chart above shows that the bulk of these revenues are generated from electric franchise fees.

Permits	\$973,675
Inspections & Review	175,438
Code Enforcement Abatements	163,711
License	126,342
Animal Control Fees	73,899

Permits, Inspections and License revenue streams are elastic in nature and are directly related to the level of construction activity in the community. The Central Texas area has not experienced housing market difficulties as significantly as other areas of the country. Construction activity has continued, as evidenced by permit numbers and revenues. The FY 2020 budget is projected based on FY 2019 levels.

In FY 2013, the Lien Services Division was created to collect outstanding payments for code enforcement abatements. The revenues exceeded \$200,000 for multiple fiscal years. The Lien Services Division caught up the back log and now the annual revenue for code enforcement abatements is starting to decline.

Animal Control Fees include adoption, redemption and other services. The average collection for the past three (3) years has been \$65,182.

Municipal Court Fines	\$3,018,000

Court fines and fees are levied by the Municipal Judge for violations of State laws and City ordinances. The State also levies fees on municipal fines, which are collected by the City and remitted to the State. The City is allowed to retain 10% of State fees as an administrative fee for collecting and processing the fees.

Court fines and fees are projected using multi-year trend analysis with ticket level and collection activity taken into account. FY 2020 revenues are projected to be 6% increase over FY 2019 budget levels due to the hiring of an additional Collections Specialist.

Ambulance Revenues	\$2,800,000

This revenue is dependent on the number of ambulance runs made each year. Ambulance revenue is projected using a multi-year trend analysis, with consideration given for the level of ambulance runs, collection activity, and rate changes. FY 2020 revenues are projected to be greater than the FY 2019 year-end projected levels.

Inter-fund Transfers	\$6,353,414

Transfers from the Water and Sewer, Solid Waste, and Drainage Funds are for payment of franchise fees. The FY 2020 Budget includes:

- Franchise fee transfers to the General Fund calculated as 9% of budgeted operating revenues. Franchise fees are paid from the Water and Sewer and Solid Waste funds.

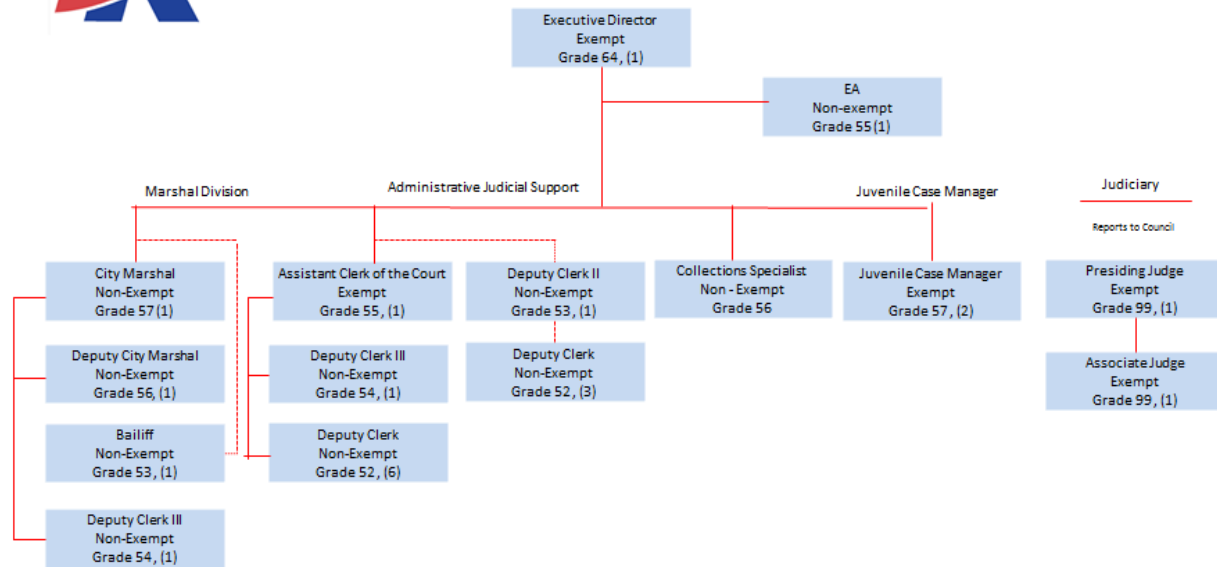
Interest Income	\$537,000

Interest income is projected using a cash flow analysis to estimate investable cash balances. Interest rate trends for the current year are also taken into account in developing the projection. The City will invest all idle cash in order to maximize earnings. All of the City's idle cash funds are invested in the depository bank, TexStar, money market accounts, or certificates of deposit. While investable cash balances are fairly stable from prior years, interest rates declined sharply in 2009; however, rates began to rebound in FY 2017 and are continuing to rise. Another factor taken into consideration for projecting interest income is investible cash balances that have decreased due to the paying down of Capital Improvement Program (CIP) projects.

The projected interest earnings for FY 2019 are \$582,049.



Municipal Court Department



DIVISION MISSION STATEMENT

To provide a neutral, courteous, and fair forum for all class C misdemeanor offenses arising under Texas civil and criminal statutes and city ordinances and providing for the efficient and timely adjudication of court cases.

MISSION ELEMENTS

- Conduct arraignments and trials.
- Collection of fines, fees and court costs.
- File and process citations, complaints, and all court orders.
- Oversee a juvenile program.
- Service and enforcement of court orders, summons, and warrants.

GOALS

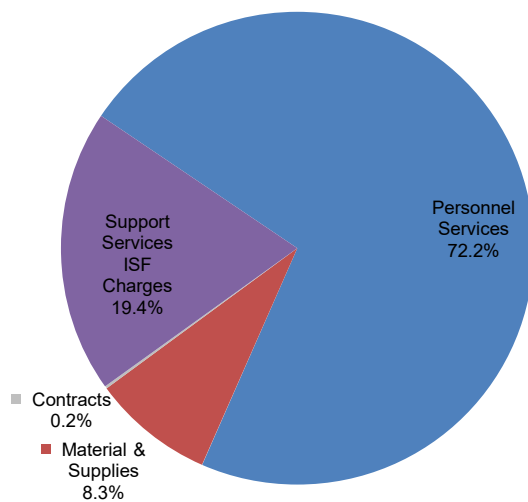
- Develop an aggressive compliance program
- Reduce the number of defendants that fall into a delinquent status.
- Increase compliance with court ordered payment plans.
- Complete scanning of active paper court records.

FINANCIAL INFORMATION

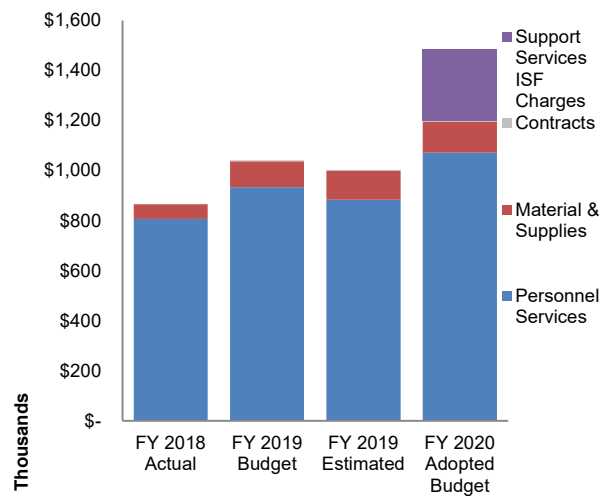
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenues Summary				
Municipal Court Fines	\$ 166,194	\$ 186,390	\$ 175,548	\$ 186,390
Commercial Motor Vehicle Fine	1,802	-	222	-
General Resources	698,840	854,026	827,379	1,299,503
Total	\$ 866,836	\$ 1,040,416	\$ 1,003,149	\$ 1,485,893

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 807,133	\$ 932,942	\$ 883,325	\$ 1,072,088
Material & Supplies	59,043	104,784	117,134	123,496
Contracts	660	2,690	2,690	2,600
Support Services ISF Charges	-	-	-	287,709
Total	\$ 866,836	\$ 1,040,416	\$ 1,003,149	\$ 1,485,893

Department Expenditures

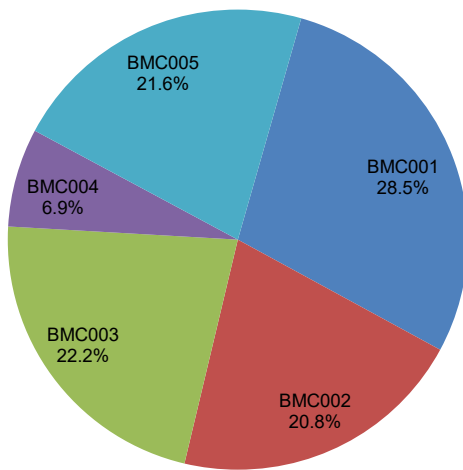


Department Expenditure History

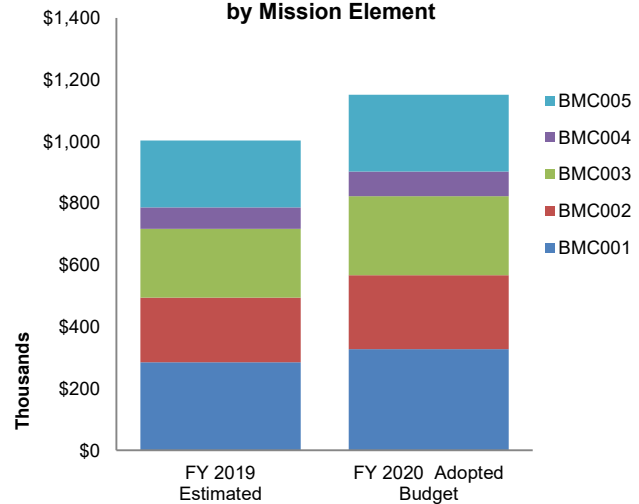


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BMC001	Conduct arraignments and trials.	5.10	10,608.00	\$ 276,170	\$ 329,864
BMC002	Collection of fines, fees and court costs.	4.52	9,401.60	235,047	280,745
BMC003	File and process citations, complaints, and court orders.	5.92	12,313.60	214,626	256,354
BMC004	Oversee a juvenile program.	1.03	2,142.40	67,554	80,688
BMC005	Service and enforcement of court orders, summons, and warrants.	4.43	9,214.40	209,752	250,533
	Support Services ISF Charges	-	-	-	287,709
		21.00	43,680.00	\$ 1,003,149	\$ 1,485,893

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Assistant Clerk of the Court	1.00	1.00	1.00
Associate Municipal Judge	1.00	1.00	1.00
City Marshal	1.00	1.00	1.00
Collections Specialist ³	-	1.00	1.00
Collections Clerk ⁴	-	-	1.00
Compliance/Collections Enf. ¹	1.00	1.00	-
Compliance/Collections Manager ¹	0.34	-	-
Court Administrator ²	1.00	1.00	-
Deputy City Marshal	1.34	1.00	1.00
Deputy Court Clerk ¹	9.00	9.00	-
Deputy Court Clerk I ¹	-	-	9.00
Deputy Court Clerk II ¹	-	-	1.00
Deputy Court Clerk III ¹	-	-	2.00
Executive Assistant	1.00	1.00	1.00
Executive Director of Municipal Court ²	-	-	1.00
Presiding Municipal Judge	1.00	1.00	1.00
Senior Collections Clerk ¹	2.00	2.00	-
Total Staffing	19.68	20.00	21.00

¹ - In FY 2018, position titles changed.

² - In FY 2018, one Court Coordinator position was reclassified to Executive Director of Municipal Court.

³ - In FY 2019, one Collections Specialist position was added as part of an approved decision package.

⁴ - In FY 2020, one Collections Clerk position was added as part of an approved decision package.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Municipal Court					
Personnel Services					
010-5015-417.40-05	FULL-TIME SALARIES	\$ 609,540	\$ 699,218	\$ 669,755	\$ 811,233
010-5015-417.40-15	OVERTIME	-	-	675	-
010-5015-417.40-25	LONGEVITY	3,491	4,561	3,888	5,232
010-5015-417.40-30	INCENTIVE PAY	5,875	5,040	5,760	5,760
010-5015-417.40-37	BILINGUAL PAY	1,250	1,200	1,200	1,200
010-5015-417.40-81	GRIROUP INSURANCE	77,709	-	-	-
010-5015-417.40-82	MEDICAL INSURANCE	-	84,003	71,039	82,468
010-5015-417.40-83	DENTAL INSURANCE	-	4,688	4,102	4,688
010-5015-417.40-84	LIFE INSURANCE	-	360	309	379
010-5015-417.40-85	RETIREMENT - TMRS	61,395	79,169	74,074	97,246
010-5015-417.40-87	SOCIAL SECURITY	45,467	42,331	40,571	49,413
010-5015-417.40-88	MEDICARE	-	9,899	9,488	11,557
010-5015-417.40-89	WORKERS COMPENSATION	2,406	2,473	2,464	2,912
Personnel Services		807,133	932,942	883,325	1,072,088
Supplies					
010-5015-417.41-10	OFFICE	1,143	1,584	1,584	1,600
010-5015-417.41-15	POSTAGE/CARRIER SERVICE	6,759	8,000	8,000	7,000
010-5015-417.41-20	UNIFORMS AND CLOTHING	-	720	720	2,500
010-5015-417.41-25	SUBSCRIPTION/PUBLICATIONS	36	36	36	200
010-5015-417.41-27	PUBLIC OUTREACH	-	-	200	1,000
010-5015-417.41-30	FUEL	1,033	3,894	3,894	3,894
010-5015-417.41-35	PRINT SUPPLIES	1,917	3,500	3,500	2,500
010-5015-417.41-60	FOOD SUPPLIES	316	800	800	500
010-5015-417.41-65	MINOR TOOLS	-	-	-	1,000
010-5015-417.41-70	CLEANING SUPPLIES	47	-	-	200
010-5015-417.41-75	MEDICAL AND CHEMICAL	223	200	200	200
010-5015-417.41-85	MECHANICAL	192	200	-	200
Supplies		11,666	18,934	18,934	20,794
Repair & Maintenance					
010-5015-417.42-10	BUILDING MAINTENANCE	100	100	100	-
010-5015-417.42-43	COMPUTER/SOFTWARE MAINT	900	27,401	19,000	20,000
010-5015-417.43-10	SMALL EQUIP REPAIR	-	100	100	-
010-5015-417.43-15	VEHICLE REPAIR/MAINT	724	1,500	1,000	1,500
Repair & Maintenance		1,724	29,101	20,200	21,500
Support Services					
010-5015-417.44-05	TELEPHONE	2,457	3,219	3,220	3,500
010-5015-417.44-19	MERCHANT FEES	40,982	51,000	51,000	49,000
010-5015-417.44-30	TRAINING AND TRAVEL	850	950	3,100	5,200
010-5015-417.44-70	TROPHIES AND AWARDS	65	-	-	-
010-5015-417.44-75	DUES AND MEMBERSHIPS	80	730	730	1,352
010-5015-417.44-97	JURY FEES	48	700	700	500
Support Services		44,482	56,599	58,750	59,552

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Minor Capital					
010-5015-417.46-05	OFFICE MACHINES AND EQUIP	\$ -	\$ -	\$ -	\$ 4,500
010-5015-417.46-20	BOOKS AND REFRNCE MATERIALS	14	150	150	650
010-5015-417.46-40	COMPUTER EQUIP/SOFTWARE	1,157	-	16,000	14,500
010-5015-417.46-50	FURNITURE AND FIXTURES	-	-	3,100	2,000
	Minor Capital	1,171	150	19,250	21,650
Professional Services					
010-5015-417.47-06	TRANSLATION SERVICES	-	1,000	1,000	1,000
010-5015-417.47-07	TESTING SERVICES	-	200	200	-
010-5015-417.47-11	LEGAL SERVICES	-	500	500	500
010-5015-417.47-99	SPECIAL SERVICES	660	990	990	1,100
	Professional Services	660	2,690	2,690	2,600
Designated Expenses					
010-5015-417.50-10	ISF CHARGES	-	-	-	287,709
	Designated Expenses	-	-	-	287,709
	Municipal Court	\$ 866,836	\$ 1,040,416	\$ 1,003,149	\$ 1,485,893

Mission Element 1: Conduct arraignment and trials**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Administrative assistance for court dockets.	9,000	7,325	N/A	1,205	12,412	7,325	6,593
Conduct arraignments, trials and civil hearings	1,785	5,400	N/A	1,248	7,522	5,400	5,400
Conduct show cause and indigent hearings	290	1,925	N/A	257	4,890	1,925	1,925

Mission Element 2: Provide for the collection of fines, fees and court cost for adjudicated court cases.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process payments for fines, fees, and costs.	2,357	25,140	30,000	27,617	33,215	25,140	31,425
Number of telephone calls placed in an effort to collect	3,142	25,430	N/A	N/A	55,215	25,430	52,000
Delinquent cases processed and forwarded to collections.	1,610	5,777	8,100	26,030	8,379	5,777	8,100
Delinquent notices and documents processed.	2,100	27,140	7,100	22,714	4,248	27,140	8,000
Report/clear delinquent cases to the Department of Public Safety	1,662	9,019	7,100	8,619	4,248	9,019	8,000
Review and evaluate defendant financial information to determine payment plan options	2,654	7,657	8,756	7,563	10,000	7,657	10,000
Forward delinquent cases to Scofflaw to suspend registration	N/A	5,000	N/A	N/A	N/A	N/A	5,000

Mission Element 3: File and process citations, complaints and court orders.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process Code Enforcement violations.	110	818	900	967	923	818	720
Process Animal Services violations.	132	1,318	1,422	1,493	1,236	1,318	990
Process Police Department violations.	1,145	13,742	25,000	15,082	16,177	13,752	12,376
Process TAMU-CT violations.	23	225	75	375	104	225	225
Process Fire Department violations.	18	3	2	1	2	3	2
Process Failure to Appear/Violate Promise to appear violations.	66	394	2,572	1,075	3,032	394	1,970
Process driver's safety processed.	1,320	9,898	11,000	11,861	7,375	9,898	9,500
Process deferred dispositions.	794	4,762	2,670	3,252	6,486	4,762	4,700
Process credit for time served/community service processed.	147	4,420	N/A	5,587	2,436	4,420	4,400
Process compliance dismissals.	18	573	N/A	740	641	537	480

Mission Element 3 (continued): File and process citations, complaints and court orders.

Process mail/email requests from defendants.	1,147	9,833	N/A	N/A	4,000	9,833	8,850
Review court case files for accuracy	3,120	51,065	N/A	91,260	76,000	77,043	82,275

Mission Element 4: Oversee a juvenile program

Operational Targets: Essential department functions within the mission element.

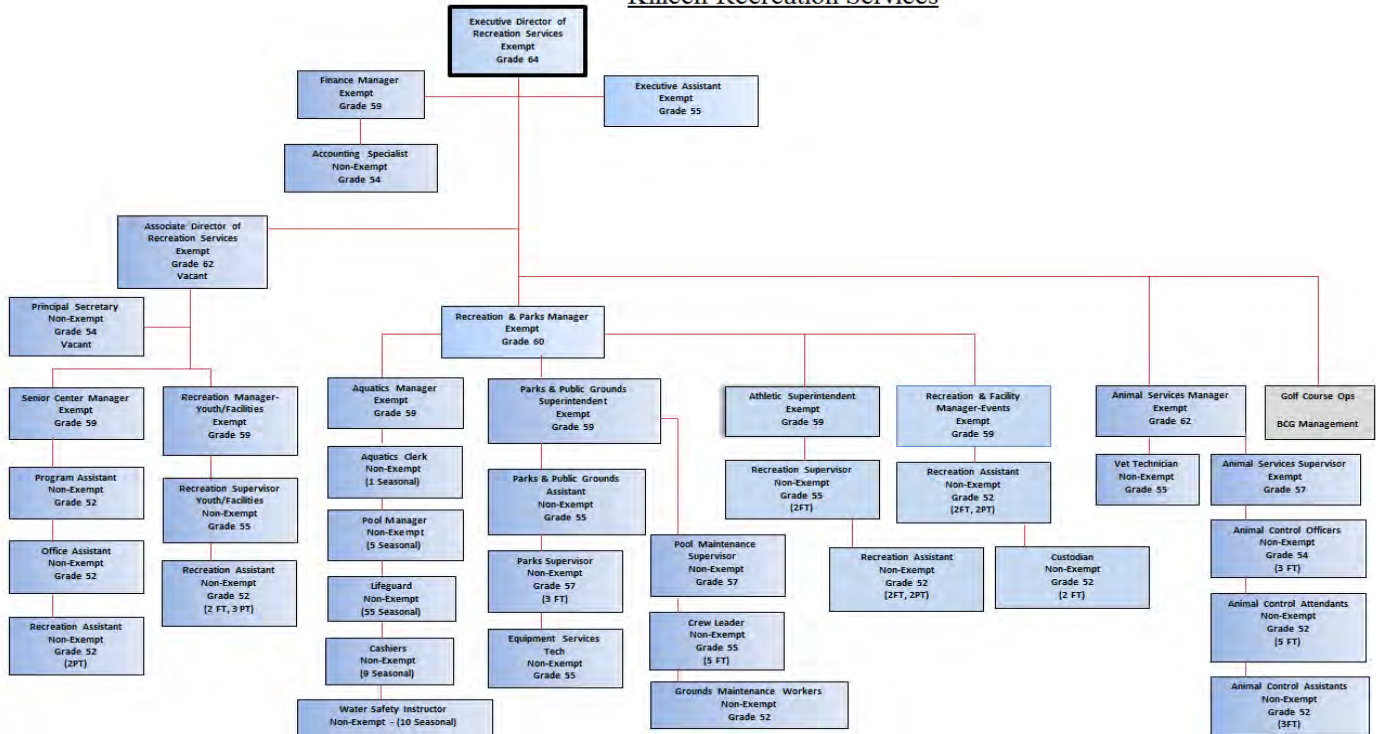
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process juvenile complaints and citations	190	250	400	323	400	250	125
Perform juvenile and parental intake interviews/evaluations	550	250	400	143	350	250	200
Participate in Municipal Court week and other community outreach opportunities.	200	3	1	3	1	3	2
Oversee the Municipal Court Community Garden	850	40	52	44	52	40	52
Pounds of food donated from the community garden	150	1,000	4,312	6,787	4,300	1,000	2,000
Hours of juvenile community service supervised.	700	4,118	4,903	3,441	4,900	4,118	3,700
Recruit volunteer student attorneys	200	4	2	3	2	4	2
Monitor court case for compliance.	493	501	N/A	N/A	N/A	501	450
Prepare cases for show cause.	120	125	N/A	246	400	125	102
Brief and assist the judiciary during juvenile court and teen court sessions.	2,310	41	44	40	44	41	44
Attend mandatory continuing education	168	112	32	32	32	112	112
Conduct traffic safety briefings	24	12	12	6	6	12	12
Evaluate cases to determine pre-trial diversion eligibility.	45	250	N/A	323	360	250	125

Mission Element 5: Service and enforcement of court orders

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process warrants and capias pro fines.	510	2,014	3,937	1,271	3,937	2,014	1,815
Recall warrants and capias pro fines.	620	2,758	2,000	1,737	2,000	2,758	2,482
Number of arrests processed	560	1,202	2,000	758	2,000	1,202	1,200
Administratively process Code Enforcement search warrants.	508	550	500	522	500	550	500
Administratively process felony/misdemeanor warrants.	204	132	100	112	120	132	120
Provide enforcement of court decorum and security in the City Annex building.	4,980	4,980	2,080	4,980	4,980	4,980	4,980
Service of summons and subpoenas.	707	1,094	N/A	1,957	1,200	1,094	984
Process credit for time served requests from jail/prison.	315	896	N/A	771	1,500	896	800
Review and issue search warrants for misdemeanor and felony cases.	209	132	100	112	100	132	118
Hours of TECLOSE training completed	289	129	40	40	40	129	80
Review and issue code enforcement search warrants.	298	550	500	522	400	550	500

Killeen Recreation Services



DIVISION MISSION STATEMENT

The Recreation Services Department's mission is to enhance the quality of life for all citizens by providing parks, recreation facilities and programs.

MISSION ELEMENTS

- Provide aquatics programming.
- Provide recreation programming.
- Maintain parks, grounds, trails and facilities.
- Manage volunteer efforts and support community events.
- Create, develop and manage community quality of life.

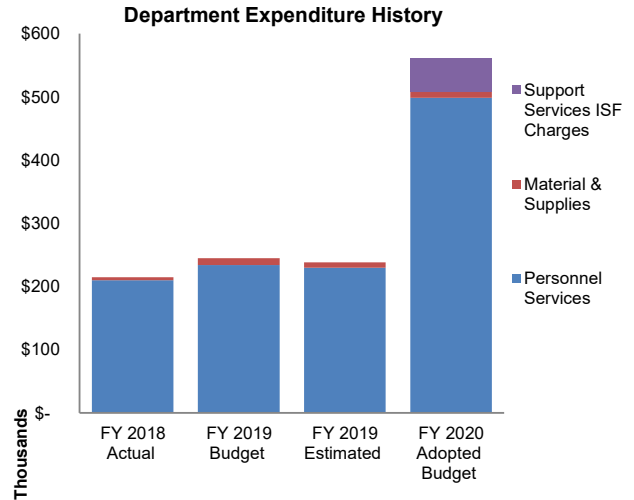
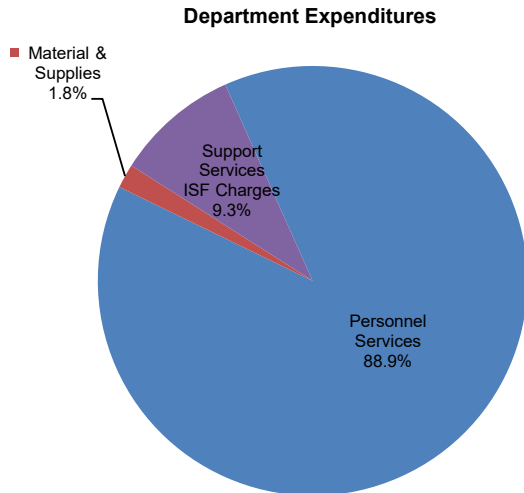
GOALS

- Comprehensive evaluation of fee structures.
- Create, develop and manage a department operational methodology.
- Implement comprehensive marketing strategy to promote programs / activities to the Killeen, Harker Heights, Copperas Cove region.
- Start the process for Recreation Services to become CAPRA Accredited (Commission for Accreditation of Parks and Recreation Agencies).
- Establish relationships with local and national recreational and Parks agencies. i.e. TRAPS and NRPA.
- Re-organization and alignment of recreation services website.

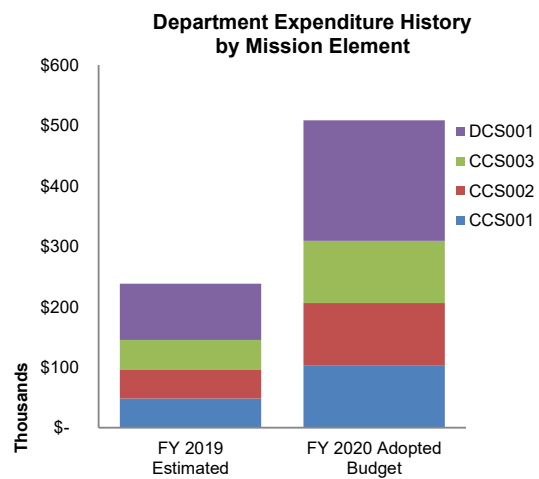
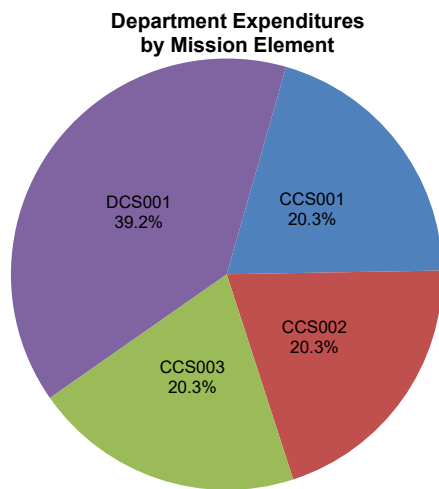
FINANCIAL INFORMATION

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 214,599	\$ 244,599	\$ 238,318	\$ 560,733
Total	<u>\$ 214,599</u>	<u>\$ 244,599</u>	<u>\$ 238,318</u>	<u>\$ 560,733</u>

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 210,012	\$ 233,932	\$ 229,787	\$ 498,260
Material & Supplies	4,586.80	10,667	8,531	10,220
Support Services ISF Charges	-	-	-	52,253
Total	<u>\$ 214,599</u>	<u>\$ 244,599</u>	<u>\$ 238,318</u>	<u>\$ 560,733</u>



Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
CCS001	Provide aquatics programs.	1.25	2,600.00	\$ 48,334	\$ 103,127
CCS002	Provide recreation programs.	1.25	2,600.00	48,334	103,127
CCS003	Maintain parks, grounds, trails, and facilities.	1.25	2,600.00	48,334	103,127
DCS001	Manage volunteer efforts and support community events.	2.25	4,680.00	93,315	199,099
	Support Services ISF Charges	-	-	-	52,253
		<u>6.00</u>	<u>12,480.00</u>	<u>\$ 238,318</u>	<u>\$ 560,733</u>



Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Accounting Specialist	1.00	1.00	1.00
Associate Director of Recreation Services ²	-	-	1.00
Executive Assistant ¹	1.00	-	1.00
Executive Director Community Services	1.00	1.00	1.00
Finance Manager ^{1,2}	-	1.00	1.00
Manager Recreation & Parks ²	-	-	1.00
Total Staffing	<u>3.00</u>	<u>3.00</u>	<u>6.00</u>

¹ - Reclassified Executive Assistant to Finance Manager during FY 2018

² - In FY 2020, transferred two management positions from other divisions and added Executive Assistant position.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Recreation Services Administration					
Personnel Services					
010-3001-425.40-05	FULL-TIME SALARIES	\$ 160,132	\$ 178,538	\$ 182,802	\$ 385,605
010-3001-425.40-15	OVERTIME	3,979	-	1,094	3,000
010-3001-425.40-25	LONGEVITY	993	1,008	921	336
010-3001-425.40-50	CAR ALLOWANCE	3,000	3,000	3,000	3,000
010-3001-425.40-70	VACATION-4TH WEEK BUYBK.	600	1,200	-	-
010-3001-425.40-81	GROUP INSURANCE	11,777	-	-	-
010-3001-425.40-82	MEDICAL INSURANCE	-	14,824	7,988	27,490
010-3001-425.40-83	DENTAL INSURANCE	-	827	448	1,380
010-3001-425.40-84	LIFE INSURANCE	-	54	29	110
010-3001-425.40-85	RETIREMENT - TMRS	16,700	20,488	20,434	46,287
010-3001-425.40-87	SOCIAL SECURITY	12,546	11,074	11,327	23,954
010-3001-425.40-88	MEDICARE	-	2,590	1,425	5,602
010-3001-425.40-89	WORKERS COMPENSATION	286	329	319	1,496
	Personnel Services	210,012	233,932	229,787	498,260
Supplies					
010-3001-425.41-10	OFFICE	408	577	477	800
010-3001-425.41-15	POSTAGE/CARRIER SERVICE	124	124	124	96
010-3001-425.41-20	UNIFORMS AND CLOTHING	212	-	-	480
010-3001-425.41-25	SUBSCRIPTION/PUBLICATIONS	145	-	150	500
010-3001-425.41-35	PRINT SUPPLIES	931.87	1166	1000	1692
010-3001-425.41-40	COMPUTER SUPPLIES	0	100	180	200
	Supplies	1,821	1,967	1,931	3,768
Support Services					
010-3001-425.44-05	TELEPHONE	119	600	450	452
010-3001-425.44-30	TRAINING AND TRAVEL	2,096	8,100	6,000	5,000
010-3001-425.44-75	DUES AND MEMBERSHIPS	150	0	150	1000
	Support Services	2,365	8,700	6,600	6,452
Minor Capital					
010-3001-425.46-50	FURNITURE AND FIXTURES	400	-	-	-
	Minor Capital	400	-	-	-
Designated Expenses					
010-3001-425.50-10	ISF CHARGES	-	-	-	52,253
	Designated Expenses	-	-	-	52,253
	Recreation Services Administration	\$ 214,599	\$ 244,599	\$ 238,318	\$ 560,733

Mission Element: Management oversight of parks/public grounds.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Bi weekly meetings with parks staff.	96	48	24	24	24	48	48

Mission Element: Management oversight of recreation programming.**Operational Targets:** Essential department functions within the mission element.

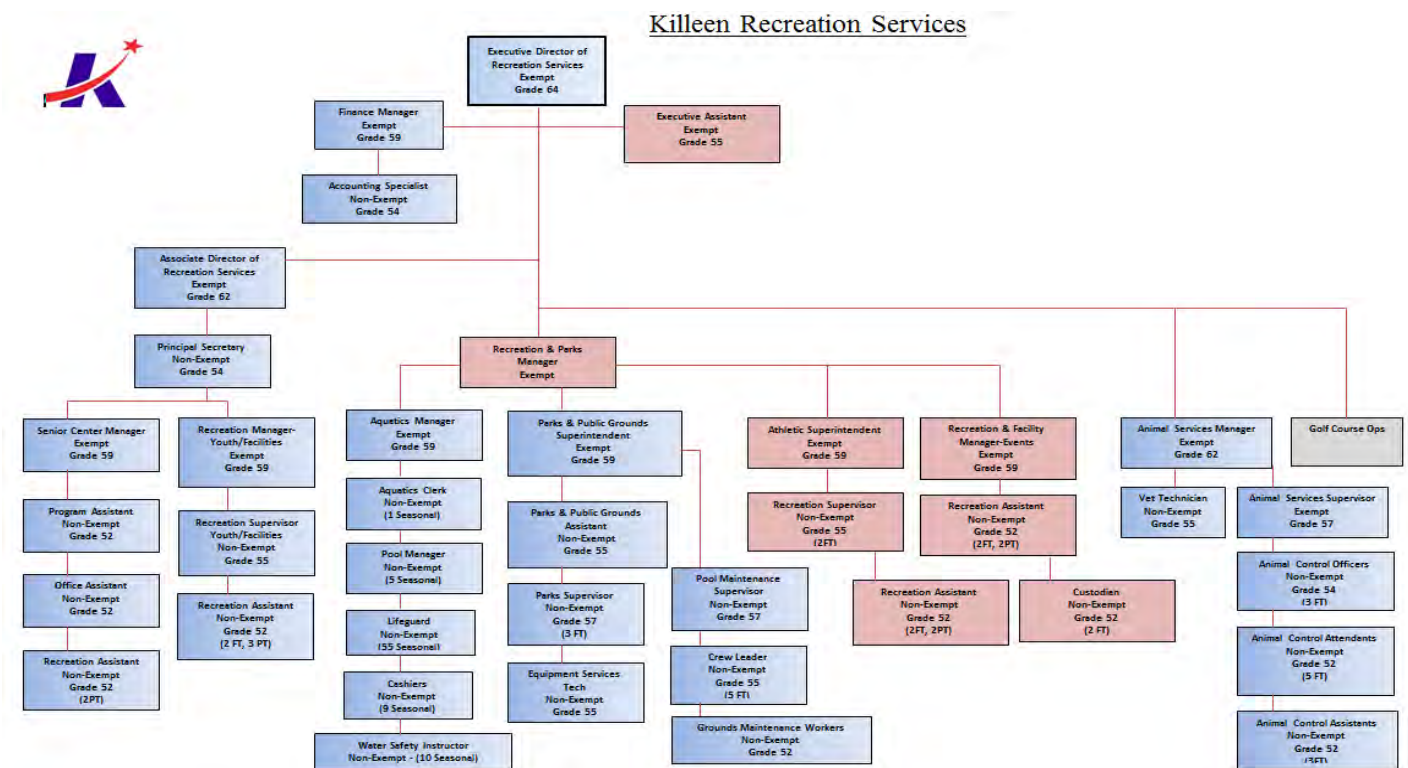
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Bi weekly meetings with parks staff.	288	144	24	24	24	48	48

Mission Element: Management oversight of aquatics programming.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Bi weekly meetings with parks staff.	96	24	24	24	24	48	48

Mission Element: Fiscal Management of Community Services**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Bi weekly meetings with parks staff.	1,560	24	24	24	24	48	48



DIVISION MISSION STATEMENT

The Volunteer Service's mission is to mobilize people and resources to address community needs through volunteerism.

MISSION ELEMENTS

- Manager volunteer efforts and support community events.

GOALS

- Develop and implement a Memorandum of Understanding with Killeen Volunteer Inc. (KVI)
- Increase participation in events via the solicitation of participation of KISD schools, civic clubs, and faith based agencies.
- Review and improve current format of Volunteer Orientation, and implement a computerized system that coordinates placement of volunteers.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 134,644	\$ 165,558	\$ 170,015	\$ 268,434
\$ 134,644	\$ 165,558	\$ 170,015	\$ 268,434

Expenditure Summary

Personnel Services

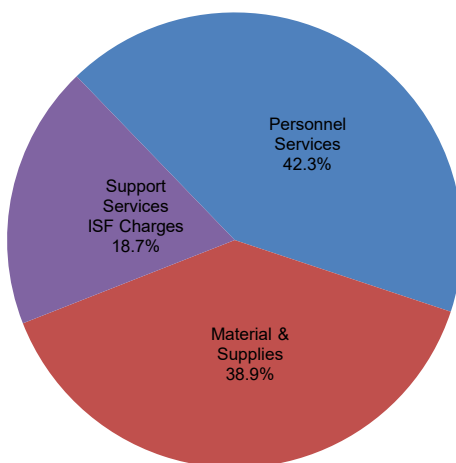
Material & Supplies

Support Services ISF Charges

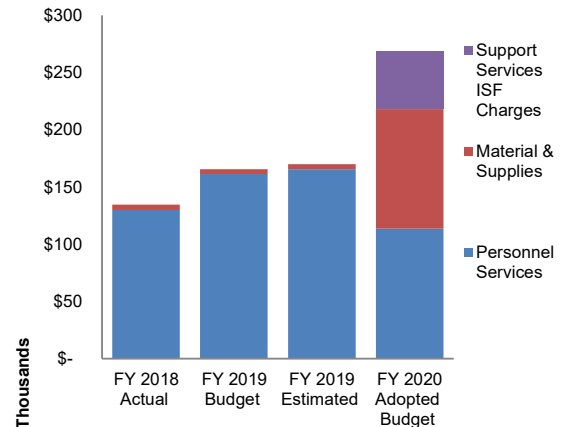
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 129,780	\$ 161,285	\$ 165,652	\$ 113,602
4,864	4,273	4,363	104,535
-	-	-	50,297
\$ 134,644	\$ 165,558	\$ 170,015	\$ 268,434

Department Expenditures



Department Expenditure History

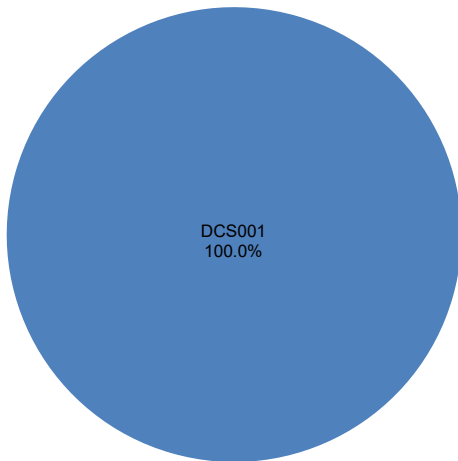


**RECREATION SERVICES
VOLUNTEER SERVICES**

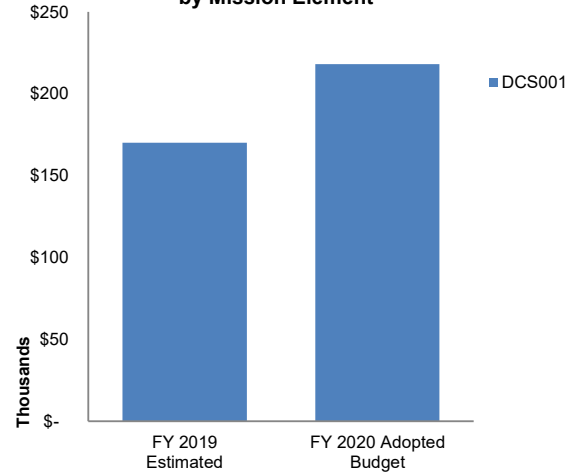
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
DCS001	Manage volunteer efforts and support community events.	2.00	4,160.00	\$ 170,015	\$ 218,137
	Support Services ISF Charges	-	-	-	50,297
		<u>2.00</u>	<u>4,160.00</u>	<u>\$ 170,015</u>	<u>\$ 268,434</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Director of Volunteer Services ¹
Principal Secretary
Recreation Mgr - Youth/Facilities ²
Youth Program Specialist ²

Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Director of Volunteer Services ¹	1.00	1.00	-
Principal Secretary	1.00	1.00	1.00
Recreation Mgr - Youth/Facilities ²	-	-	1.00
Youth Program Specialist ²	1.00	1.00	-
Total Staffing	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>

¹ - In FY 2020, Director of Volunteer Services reclassified to Associate Director of Recreation Services and moved to Administration

² - In FY 2020, Youth Program Specialist reclassified to Recreation Mgr - Youth/Facilities

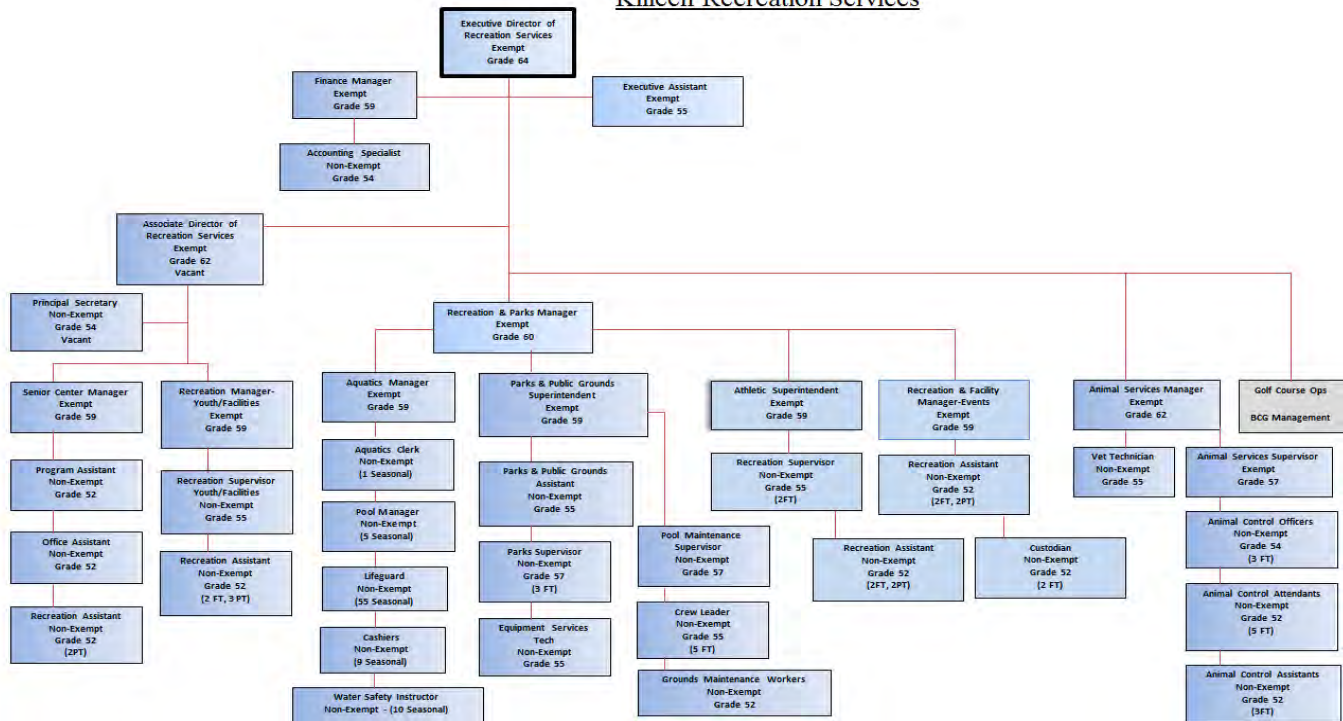
Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Volunteer Services					
Personnel Services					
010-3007-429.40-05	FULL-TIME SALARIES	\$ 98,001	\$ 119,619	\$ 132,598	\$ 83,091
010-3007-429.40-15	OVERTIME	1,343	1,500	1,314	1,500
010-3007-429.40-25	LONGEVITY	1,697	192	124	168
010-3007-429.40-70	VACATION-4TH WEEK BUYBK.	1,162	1,200	-	-
010-3007-429.40-81	GROUP INSURANCE	9,608	-	-	-
010-3007-429.40-82	MEDICAL INSURANCE	-	14,824	6,753	10,996
010-3007-429.40-83	DENTAL INSURANCE	-	827	379	552
010-3007-429.40-84	LIFE INSURANCE	-	54	25	36
010-3007-429.40-85	RETIREMENT - TMRS	10,109	13,660	14,667	10,010
010-3007-429.40-87	SOCIAL SECURITY	7,685	7,457	8,117	5,225
010-3007-429.40-88	MEDICARE	-	1,744	967	1,222
010-3007-429.40-89	WORKERS COMPENSATION	174	208	708	802
Personnel Services		129,780	161,285	165,652	113,602
Supplies					
010-3007-429.41-10	OFFICE	148	190	150	190
010-3007-429.41-15	POSTAGE/CARRIER SERVICE	247	250	50	250
010-3007-429.41-20	UNIFORMS AND CLOTHING	291	300	200	150
010-3007-429.41-25	SUBSCRIPTION/PUBLICATIONS	-	50	60	75
010-3007-429.41-27	PUBLIC OUTREACH	-	-	1,119	101,100
010-3007-429.41-35	PRINT SUPPLIES	1,536	1,349	500	1,000
010-3007-429.41-37	PHONES AND ACCESSORIES	(34)	-	-	-
010-3007-429.41-40	COMPUTER SUPPLIES	-	-	250	250
Supplies		2,187	2,139	2,329	103,015
Support Services					
010-3007-429.44-05	TELEPHONE	855	767	767	800
010-3007-429.44-30	TRAINING AND TRAVEL	1,771	1,200	1,200	500
010-3007-429.44-70	TROPHIES AND AWARDS	-	67	67	70
010-3007-429.44-75	DUES AND MEMBERSHIPS	50	100	-	150
Support Services		2,677	2,134	2,034	1,520
Designated Expenses					
010-3007-429.50-10	ISF CHARGES	-	-	-	50,297
Designated Expenses		-	-	-	50,297
Volunteer Services		\$ 134,644	\$ 165,558	\$ 170,015	\$ 268,434

Mission Element 1: Manager volunteer efforts and support community events

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Number of volunteer recruited	100	5,000				5,000	5,000
Engage volunteer at events	1,120	7,000	7,260	4,792	6,903	7,000	7,000
Offer a quartley volunteer training course	160	4	4	2	4		4
Number of communitty service events hosted	450	150	0	0	0	150	150
Volunteer contribution and service celebrations	10	2	0	0	0	2	2
The number of youth volunteers recognized annually.			1,750	1,750	150	150	150

Killeen Recreation Services



DIVISION MISSION STATEMENT

The Golf Course's mission is to manage and maintain an 18-hole public golf course.

GOALS

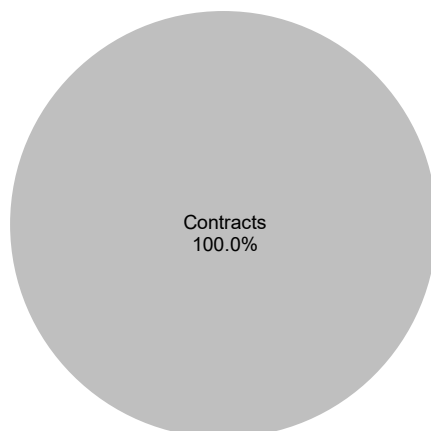
- Create and establish operational efficiencies.
- Create and establish a “youth golf” presence.
- Create and establish new ways to leverage the banquet area(s).
- Leverage the course standards outline as written.
- Create and establish women’s golf.
- Agronomic goals.
- Improve the playability and presentation of Stonetree Golf Club.
- Concert series on the Tee.
- Movies on the Range.

FINANCIAL INFORMATION

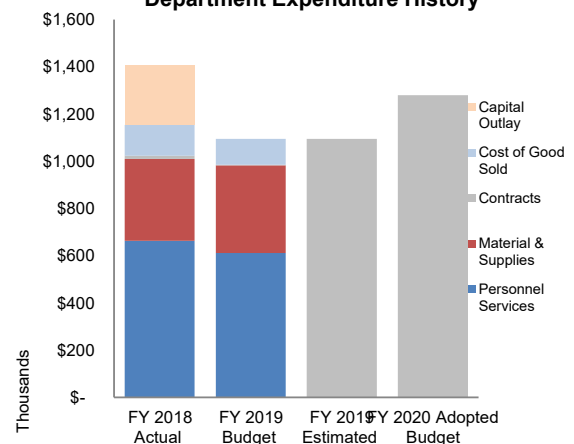
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Trail Fees	\$ 7,380	\$ 9,000	\$ 6,612	\$ -
Green Fees	384,746	410,919	355,560	-
Alcohol Sales	33,263	25,000	31,999	-
Pro Shop	151,418	155,000	140,595	-
Carts	221,822	225,000	211,141	-
Clubs	6,700	6,000	2,569	-
Annual Pass	101,020	90,000	78,387	-
User Fees	30,345	20,000	34,736	-
Snack Bar	7,435	10,000	6,660	-
Golf	-	-	1,095,319	1,259,957
Cart Shed	68,550	70,000	56,175	-
Handicap Fees	640	1,400	640	-
Driving Range	60,023	70,000	56,572	-
Player Development	1,700	3,000	-	-
General Resources	329,201	-	(981,646)	19,655
Total	\$ 1,404,241	\$ 1,095,319	\$ 1,095,319	\$ 1,279,612

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 663,175	\$ 611,043	\$ -	\$ -
Material & Supplies	346,187	371,853	-	-
Contracts	14,059	2,423	1,095,319	1,279,612
Cost of Good Sold	130,499	110,000	-	-
Capital Outlay	250,321	-	-	-
Total	\$ 1,404,241	\$ 1,095,319	\$ 1,095,319	\$ 1,279,612

Department Expenditures



Department Expenditure History

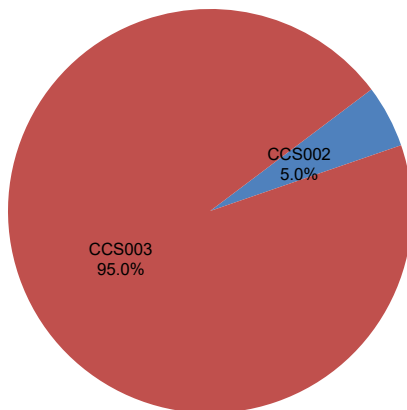


**RECREATION SERVICES
GOLF COURSE**

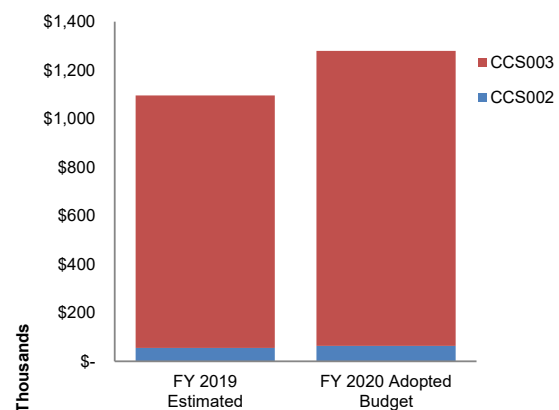
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
CCS002	Provide recreation programs.	-	-	\$ 54,766	\$ 63,981
CCS003	Maintain parks, grounds, trails, and facilities.	-	-	1,040,553	1,215,631
		-	-	<u>\$ 1,095,319</u>	<u>\$ 1,279,612</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Agronomy Supervisor ³	1.00	-	-
Cart Fleet & Range Attendant ¹	2.00	1.00	-
Director of Golf	1.00	1.00	-
Equipment Services Technician	1.00	1.00	-
Golf Course Maintenance Technician ³	1.00	2.00	-
Golf Professional ²	0.34	-	-
Golf Shop Attendant	2.00	2.00	-
Golf Shop Attendant - part-time ¹	0.50	-	-
Golf Shop Manager	1.00	1.00	-
Greenskeeper ¹	6.00	4.00	-
Seasonal Cart/Range Attendant	0.38	0.49	-
Seasonal Greenskeeper ¹	0.67	0.48	-
Total Staffing	<u>16.89</u>	<u>12.97</u>	<u>-</u>

¹ - Recreation Services Reorganization in FY 2019 Budget

² - Positions were unfunded in FY 2018

³ - Position was reclassified from Agronomy Supervisor to Golf Course Maint. Tech. during FY 2018

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Golf Course					
Personnel Services					
010-3020-424.40-05	FULL-TIME SALARIES	\$ 452,210	\$ 424,014	\$ -	\$ -
010-3020-424.40-10	PART-TIME SALARIES	-	10,344	-	-
010-3020-424.40-11	SEASONAL EMPLOYEES	42,375	16,703	-	-
010-3020-424.40-15	OVERTIME	357	1,000	-	-
010-3020-424.40-25	LONGEVITY	4,330	4,512	-	-
010-3020-424.40-30	INCENTIVE PAY	660	660	-	-
010-3020-424.40-37	BILINGUAL PAY	601	600	-	-
010-3020-424.40-50	CAR ALLOWANCE	125	-	-	-
010-3020-424.40-70	VACATION-4TH WEEK BUYBK.	533	1,800	-	-
010-3020-424.40-81	GROUP INSURANCE	70,809	-	-	-
010-3020-424.40-82	MEDICAL INSURANCE	-	59,296	-	-
010-3020-424.40-83	DENTAL INSURANCE	-	3,309	-	-
010-3020-424.40-84	LIFE INSURANCE	-	216	-	-
010-3020-424.40-85	RETIREMENT - TMRS	45,380	48,233	-	-
010-3020-424.40-87	SOCIAL SECURITY	37,030	26,705	-	-
010-3020-424.40-88	MEDICARE	-	6,245	-	-
010-3020-424.40-89	WORKERS COMPENSATION	8,765	7,406	-	-
Personnel Services		663,175	611,043	-	-
Supplies					
010-3020-424.41-10	OFFICE	633	650	-	-
010-3020-424.41-15	POSTAGE/CARRIER SERVICE	484	500	-	-
010-3020-424.41-20	UNIFORMS AND CLOTHING	5,937	7,449	-	-
010-3020-424.41-25	SUBSCRIPTION/PUBLICATIONS	60	600	-	-
010-3020-424.41-30	FUEL	14,484	16,785	-	-
010-3020-424.41-35	PRINT SUPPLIES	1,700	1,900	-	-
010-3020-424.41-65	MINOR TOOLS	513	600	-	-
010-3020-424.41-70	CLEANING SUPPLIES	2,920	3,353	-	-
010-3020-424.41-80	MECHANICAL	1,248	2,000	-	-
010-3020-424.41-90	AGRICULTURAL SUPPLIES	96,018	80,000	-	-
010-3020-424.41-94	GOLF SUPPLIES	3,902	4,100	-	-
Supplies		127,897	117,937	-	-
Repair & Maintenance					
010-3020-424.42-10	BUILDING MAINTENANCE	498	500	-	-
010-3020-424.42-12	ELEVATOR MAINTENANCE	1,385	1,500	-	-
010-3020-424.42-20	WELLS AND PUMPS EQUIPMENT	2,386	6,000	-	-
010-3020-424.42-25	WATER MAIN	3,680	6,000	-	-
010-3020-424.42-30	CART PATH MAINTENANCE	145	500	-	-
010-3020-424.42-43	COMPUTER MAINTENANCE	-	6,300	-	-
010-3020-424.42-90	GROUNDS MAINTENANCE	2,767	2,975	-	-
010-3020-424.43-10	SMALL EQUIP REPAIR	1,103	1,000	-	-
010-3020-424.43-15	VEHICLE REPAIR/MAINT	550	900	-	-
010-3020-424.43-50	MACHINERY	15,364	11,000	-	-
Repair & Maintenance		27,878	36,675	-	-
Support Services					
010-3020-424.44-04	WATER SERVICE	29,235	27,000	-	-
010-3020-424.44-05	TELEPHONE	2,977	1,820	-	-
010-3020-424.44-06	GAS SERVICE	820	1,150	-	-
010-3020-424.44-08	WASTE DISPOSAL	2,888	2,850	-	-

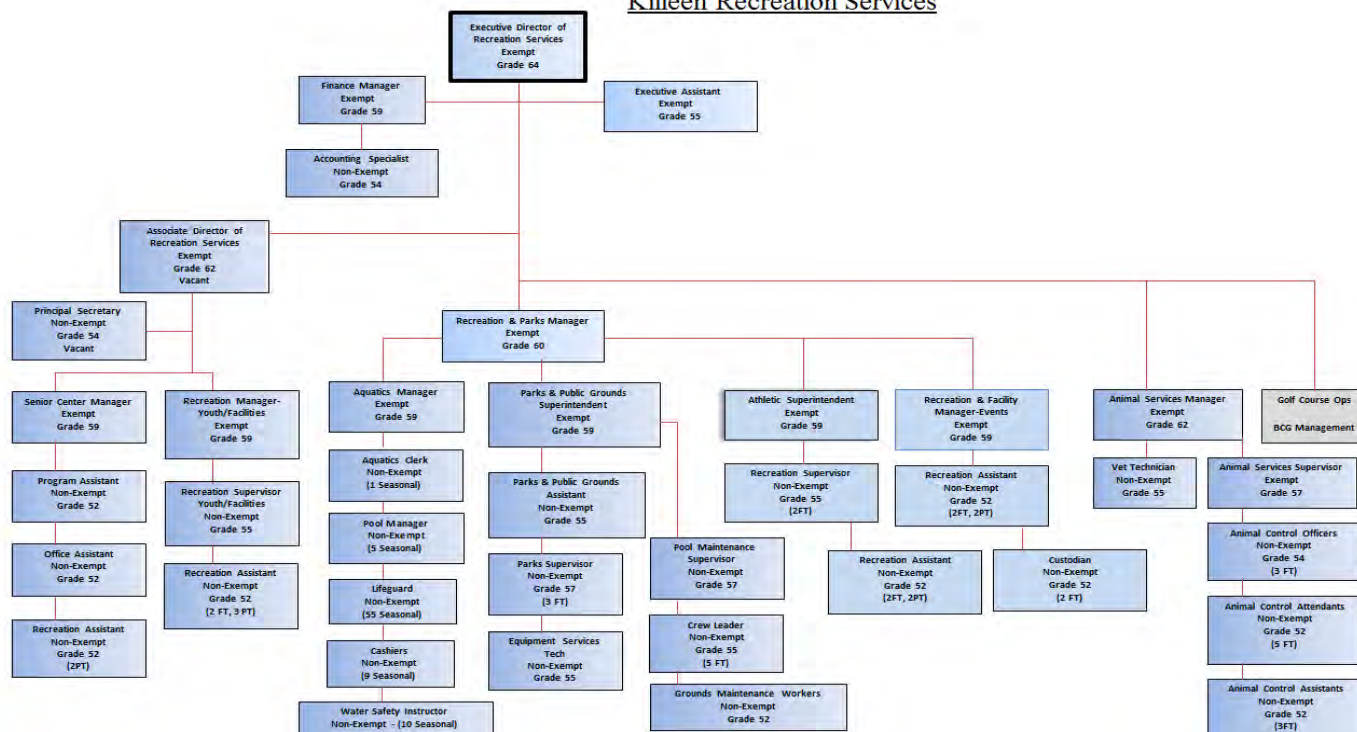
Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
010-3020-424.44-09	INTERNET SERVICE	\$ -	\$ 1,380	\$ -	\$ -
010-3020-424.44-10	EQUIPMENT RENTAL/LEASE	54,836	101,200	-	-
010-3020-424.44-15	INSURANCE	-	102	-	-
010-3020-424.44-19	MERCHANT FEES	16,665	13,750	-	-
010-3020-424.44-25	LEGAL AND PUBLIC NOTICES	89	-	-	-
010-3020-424.44-26	PROMOTION/ADVERTISING	338	-	-	-
010-3020-424.44-30	TRAINING AND TRAVEL	1,371	2,420	-	-
010-3020-424.44-50	ELECTRICITY SERVICES	75,900	57,500	-	-
010-3020-424.44-75	DUES AND MEMBERSHIPS	1,094	1,100	-	-
	Support Services	186,212	210,272	-	-
	Minor Capital				
010-3020-424.46-35	EQUIPMENT AND MACHINERY	2,711	3,350	-	-
010-3020-424.46-40	COMPUTER EQUIP/SOFTWARE	1,489	3,619	-	-
	Minor Capital	4,200	6,969	-	-
	Professional Services				
010-3020-424.47-01	CONSULTING	10,844	-	-	-
010-3020-424.47-09	STONETREE GOLF COURSE	-	-	1,095,319	1,279,612
	Professional Services	10,844	-	1,095,319	1,279,612
	Designated Expenses				
010-3020-424.50-16	COGS-CONCESSIONS	-	11,000	-	-
010-3020-424.50-17	COGS - PRO SHOP	130,499	80,000	-	-
010-3020-424.50-18	COGS - ALCOHOL	-	19,000	-	-
010-3020-424.50-22	GOLF COURSE IMPROVEMENTS	1,627	2,148	-	-
010-3020-424.50-27	RENTAL PURCHASES	3,501	275	-	-
010-3020-424.50-65	CASH OVER/SHORT	(545)	-	-	-
010-3020-424.50-80	INVENTORY OVER/SHORT	(1,368)	-	-	-
	Designated Expenses	133,714	112,423	-	-
	Capital Outlay				
010-3020-424.61-70	LEASE ASSETS	250,321	-	-	-
	Capital Outlay	250,321	-	-	-
	Golf Course	\$ 1,404,241	\$ 1,095,319	\$ 1,095,319	\$ 1,279,612

Mission Element: Manage and maintain the golf course.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Acres of greens mowed.	5,258	1,150	1,150	1,150	1,150		
Acres of tees mowed.	3,140	460	460	460	460		
Acres of fairways mowed.	3,924	2,200	2,200	2,200	2,200		
Acres of rough land mowed annually.	4,922	2,640	2,640	2,640	2,640		
Annual Golf Passes Sold.	1,157	150	150	137	150		
Annual Cart Shed Rentals.	1,500	75	75				
Annual Pro Shop Merchandise Sales	750	\$150,000	\$154,295	\$150,000	\$160,000		
Annual Food and Beverage Sales.	1,976	\$20,000	\$20,000	\$33,000	\$0		
Annual Alcohol Sales.	1,144	\$50,000	\$50,000	\$30,000	\$30,000		
Annual Youth Clinics.	116	30	30	24	30		
Annual Adult Clinics.	4	4	4	0	4		
Annual customer service training for all golf course employees.	240	12	12	0	12		
Annual championship and charity golf tournaments.	1,680	40	40	32	40		
Annual Retail / Member Rounds of Golf Played.	6,240	33,000	33,000	33,000	35,000		
Annual Tournament Rounds of Golf Played.	n/a	3,000	3,000	3,000	3,000		

Killeen Recreation Services



DIVISION MISSION STATEMENT

The Community Center's mission is to enhance the quality of life in Killeen by providing an affordable facility and programs for recreation, special services, education, and public use for citizens of all ages.

MISSION ELEMENTS

- Provide recreation programs.
- Maintain parks, grounds, trails and facilities.

GOALS

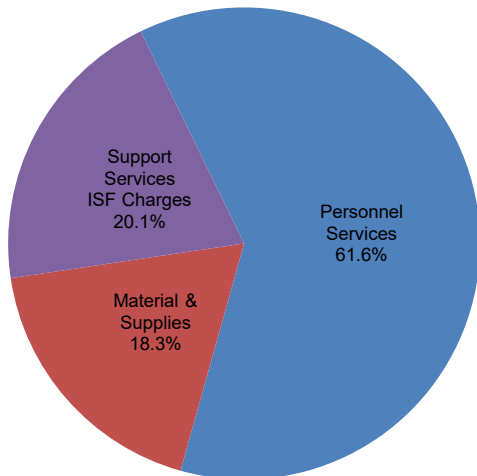
- Build Community Partnerships with local agencies (i.e. Boys and Girls Club).
- Implement comprehensive marketing strategy to promote facility usage to the entire Killeen, Harker Heights, Copperas Cove region.
- Create and develop Personal Service Agreements for facility and increase facility rentals by 25%.

FINANCIAL INFORMATION

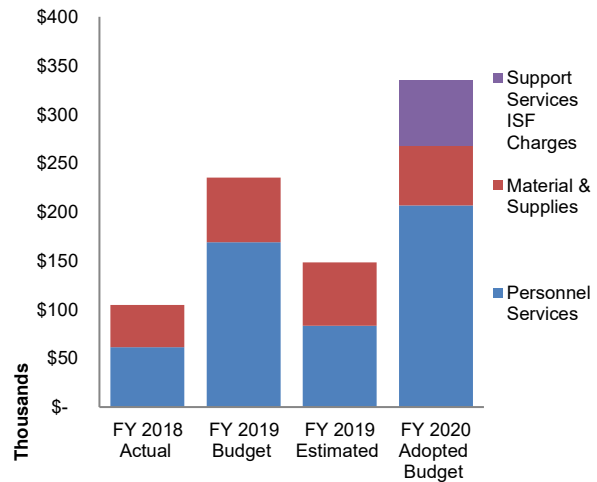
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Facilities Revenue	32,720	32,000	32,000	36,000
General Resources	72,028	203,174	116,265	299,564
Total	\$ 104,748	\$ 235,174	\$ 148,265	\$ 335,564

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 61,257	\$ 168,990	\$ 83,225	\$ 206,594
Material & Supplies	43,491	66,184	65,040	61,424
Support Services ISF Charges	-	-	-	67,546
Total	\$ 104,748	\$ 235,174	\$ 148,265	\$ 335,564

Department Expenditures



Department Expenditure History

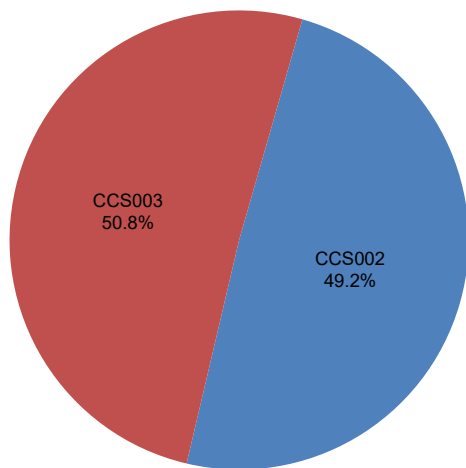


**RECREATION SERVICES
COMMUNITY CENTER**

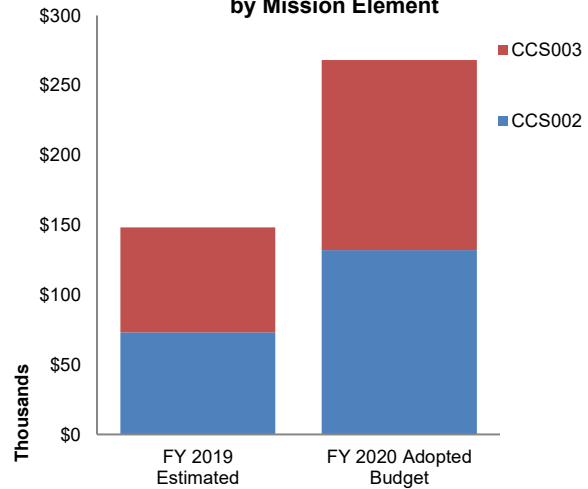
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
CCS002	Provide recreation programs.	2.77	5,761.41	\$ 72,992	\$ 131,947
CCS003	Maintain parks, grounds, trails, and facilities.	2.00	4,160.00	75,273	136,071
	Support Services ISF Charges	-	-	-	67,546
		<u>4.77</u>	<u>9,921.41</u>	<u>\$ 148,265</u>	<u>\$ 335,564</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Recreation Assistant ¹
Supervisor (Community Center) ¹
Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Recreation Assistant ¹	2.00	3.77	3.77
Supervisor (Community Center) ¹	-	1.00	1.00
Total Staffing	<u>2.00</u>	<u>4.77</u>	<u>4.77</u>

¹ - Recreation Services Reorganization in FY 2019 Budget

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Community Center Operations					
Personnel Services					
010-3024-425.40-05	FULL-TIME SALARIES	\$ 41,596	\$ 88,456	\$ 44,785	\$ 107,974
010-3024-425.40-10	PART-TIME SALARIES	-	37,314	21,147	51,561
010-3024-425.40-15	OVERTIME	1,760	2,300	1,284	2,300
010-3024-425.40-25	LONGEVITY	140	288	81	408
010-3024-425.40-81	GROUP INSURANCE	10,083	-	-	-
010-3024-425.40-82	MEDICAL INSURANCE	-	14,824	3,623	10,996
010-3024-425.40-83	DENTAL INSURANCE	-	827	253	828
010-3024-425.40-84	LIFE INSURANCE	-	54	17	54
010-3024-425.40-85	RETIREMENT - TMRS	4,306	14,312	7,324	19,161
010-3024-425.40-87	SOCIAL SECURITY	3,298	7,927	4,125	10,008
010-3024-425.40-88	MEDICARE	-	1,854	463	2,340
010-3024-425.40-89	WORKERS COMPENSATION	73	834	123	964
	Personnel Services	61,257	168,990	83,225	206,594
Supplies					
010-3024-425.41-10	OFFICE	515	1,000	600	2,000
010-3024-425.41-20	UNIFORMS AND CLOTHING	336	1,200	610	1,000
010-3024-425.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	100
010-3024-425.41-27	PUBLIC OUTREACH	-	-	200	500
010-3024-425.41-35	PRINT SUPPLIES	724	790	1,200	1,300
010-3024-425.41-65	MINOR TOOLS	-	-	8	-
010-3024-425.41-70	CLEANING SUPPLIES	1,372	2,050	2,050	2,000
010-3024-425.41-75	MEDICAL AND CHEMICAL	-	100	-	100
	Supplies	2,947	5,140	4,668	7,000
Repair & Maintenance					
010-3024-425.42-10	BUILDING MAINTENANCE	-	-	1,300	1,300
	Repair & Maintenance	-	-	1,300	1,300
Support Services					
010-3024-425.44-04	WATER SERVICE	349	362	360	400
010-3024-425.44-05	TELEPHONE	145	1,190	500	500
010-3024-425.44-07	CABLE SERVICES	-	-	2,020	2,100
010-3024-425.44-08	WASTE DISPOSAL	7,425	7,424	7,424	7,424
010-3024-425.44-10	EQUIPMENT RENTAL/LEASE	710	1,068	2,748	2,700
010-3024-425.44-30	TRAINING AND TRAVEL	0	0	0	2000
010-3024-425.44-50	ELECTRICITY SERVICES	31915.44	42000	39020	38000
	Support Services	40,544	52,044	52,072	53,124
Minor Capital					
010-3024-425.46-50	FURNITURE AND FIXTURES	-	9,000	7,000	-
	Minor Capital	-	9,000	7,000	-
Designated Expenses					
010-3024-425.50-10	ISF CHARGES	-	-	-	67,546
	Designated Expenses	-	-	-	67,546
	Community Center Operations	\$ 104,748	\$ 235,174	\$ 148,265	\$ 335,564

Mission Element 1: Provide recreation programs

Operational Targets: Essential department functions within the mission element.

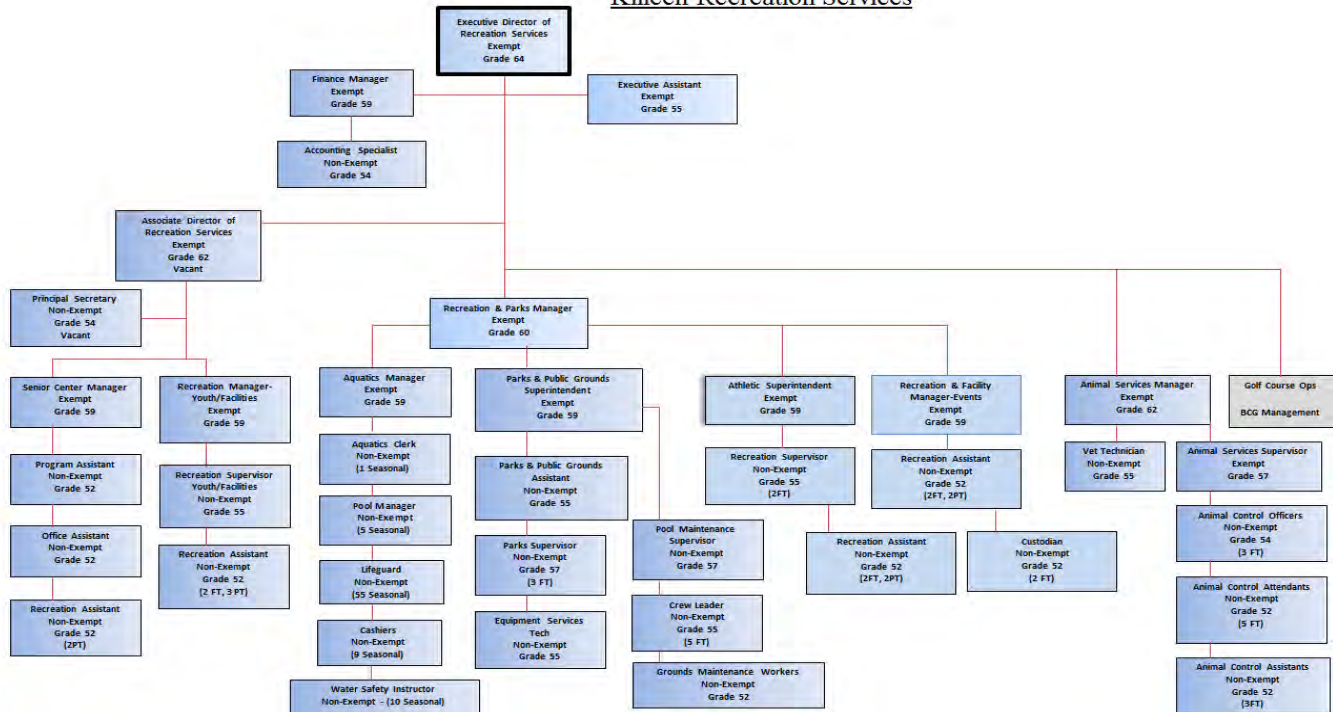
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
'Open gym' hours available annually.	6,804	6,804	1,144	1,144	1,144	3,000	6,804
Annual responses to rental/park inquiries.	378	10,920	10,920	10,920	10,920	7000	7560

Mission Element 2: Maintain parks, grounds, trails, and facilities

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Annual facility inspections.	27	108	1,092	720	720	500	108
Address patrons concerns and corrective action	270	108	0	0	0	200hrs	270hrs
Address employee concerns and corrective action	54		520	360	360	360	162hrs
Conduct employee training/meetings	24	24	320	12	12	12	24
Provide facility support.	270		1,456	1,456	1,456	270hrs	270hrs
System overrides/corrections.	5	50	520	1,400	1,400	50	5hrs
Create and route fitness instructor contracts.	3	3	13	30	30	3	3hrs
Contact and procuring vendors for equipment repairs.	54	24	20	24	24	24	24
Procure supplies for the facility.	6	12	64	806	806	12	12
Record and file facility incident/accident reports.	12	150	50	157	157	150	50

Killeen Recreation Services



DIVISION MISSION STATEMENT

The Parks and Public Grounds mission is to maintain parks, public grounds, and athletics fields to enhance quality of life for our citizens.

MISSION ELEMENTS

- Maintain parks, trails, facilities and cemetery.

GOALS

- Acquire funding for a new playground at Lions Club Park and successfully design and build in FY20.
- Provide significant improvements to lighting at ballfields and hike and bike trails through the CIP process to provide a safe athletic and recreation experience for citizens of Killeen.
- Acquire funding for the addition of a parks crew to provide maintenance at the recently constructed Killeen / Ft. Hood Regional Trail and the future Heritage Oaks Hike and Bike Trail. Current staffing levels are not adequate to maintain these facilities in accordance with the city's tall grass ordinance.
- Install new multi-purpose field and lighting at Condor Park to provide an additional area for citizens to play a variety of sports.
- Level baseball / softball fields to increase drainage during and following rain events to reduce the number of games cancelled due to inadequate drainage of water.
- Evaluate best management practices (BMP) to park maintenance operations and apply when applicable.

FINANCIAL INFORMATION

Revenue Summary

Parks Revenue

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ -	\$ -	\$ 13,210	\$ -
1,743,058	1,950,464	1,655,309	2,404,512
<u>\$ 1,743,058</u>	<u>\$ 1,950,464</u>	<u>\$ 1,655,309</u>	<u>\$ 2,404,512</u>

Expenditure Summary

Personnel Services

Material & Supplies

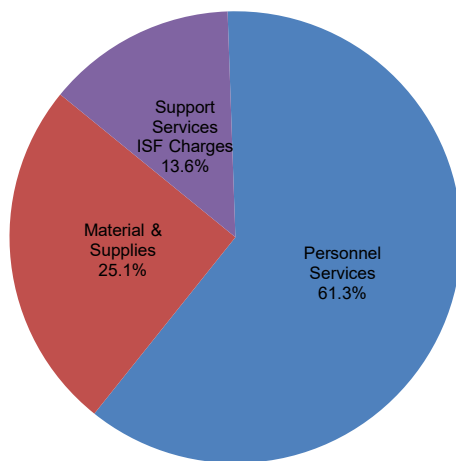
Support Services ISF Charges

Capital Outlay

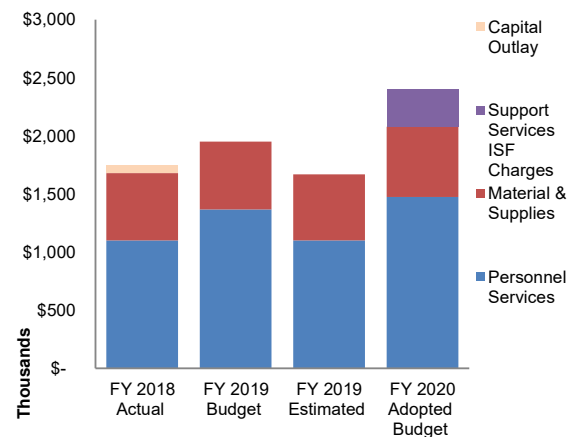
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 1,101,479	\$ 1,366,977	\$ 1,101,535	\$ 1,473,762
576,802	583,487	566,984	604,629
-	-	-	326,121
64,777	-	-	-
<u>\$ 1,743,058</u>	<u>\$ 1,950,464</u>	<u>\$ 1,668,519</u>	<u>\$ 2,404,512</u>

Department Expenditures

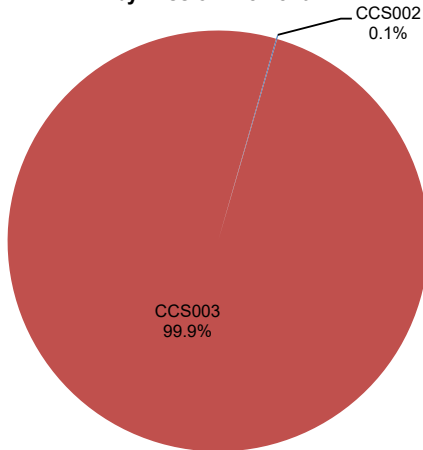


Department Expenditure History

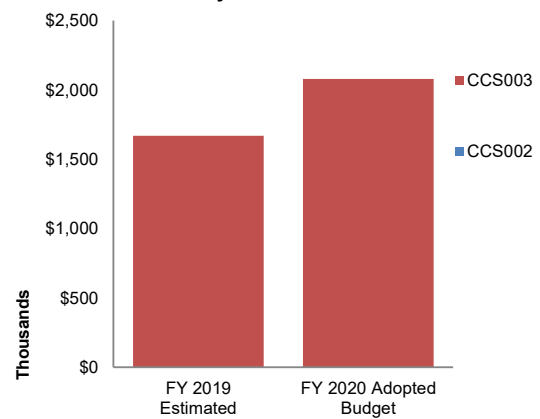


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
CCS002	Provide recreation programs.	0.05	104.00	\$ 1,516	\$ 1,889
CCS003	Maintain parks, grounds, trails, and facilities.	32.54	67,679.04	1,667,003	2,076,502
	Support Services ISF Charges	-	-	-	326,121
		<u>32.59</u>	<u>67,783.04</u>	<u>\$ 1,668,519</u>	<u>\$ 2,404,512</u>

Department Expenditures
by Mission Element



Department Expenditure History
by Mission Element



Staffing

Crew Leader (Parks)	
Equipment Service Technician	
Graffiti Removal Specialist ¹	
Greenskeeper ²	
Grounds Maintenance Workers ¹	
Pool Maintenance Supervisor ¹	
Seasonal Grounds Maintenance Workers	
Superintendent (Parks/Public Grounds)	
Supervisor	
Total Staffing	

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Crew Leader (Parks)	5.00	5.00	5.00
Equipment Service Technician	1.00	1.00	1.00
Graffiti Removal Specialist ¹	1.00	1.00	-
Greenskeeper ²	-	2.00	2.00
Grounds Maintenance Workers ¹	19.00	19.00	18.00
Pool Maintenance Supervisor ¹	-	-	1.00
Seasonal Grounds Maintenance Workers	1.67	1.59	1.59
Superintendent (Parks/Public Grounds)	1.00	1.00	1.00
Supervisor	3.00	3.00	3.00
Total Staffing	<u>31.67</u>	<u>33.59</u>	<u>32.59</u>

¹ - In FY 2020, one Grounds Maintenance Worker and Graffiti Removal Specialist were combined and reclassified to Pool Maintenance Supervisor

² - Recreation Services Reorganization in FY 2019 Budget

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Parks					
Personnel Services					
010-3025-425.40-05	FULL-TIME SALARIES	\$ 760,788	\$ 937,253	\$ 808,452	\$ 1,016,943
010-3025-425.40-11	SEASONAL EMPLOYEES	21,033	30,000	30,000	32,481
010-3025-425.40-15	OVERTIME	28,835	30,000	16,787	20,000
010-3025-425.40-25	LONGEVITY	7,517	9,744	8,500	12,047
010-3025-425.40-30	INCENTIVE PAY	1,666	1,980	1,980	1,980
010-3025-425.40-37	BILINGUAL PAY	-	-	1,000	1,200
010-3025-425.40-70	VACATION-4TH WEEK BUYBK.	2,872	6,600	6,600	6,600
010-3025-425.40-81	GROUP INSURANCE	122,635	-	-	-
010-3025-425.40-82	MEDICAL INSURANCE	-	138,347	60,939	148,444
010-3025-425.40-83	DENTAL INSURANCE	-	8,288	3,593	7,721
010-3025-425.40-84	LIFE INSURANCE	-	576	264	558
010-3025-425.40-85	RETIREMENT - TMRS	80,054	109,891	90,859	125,041
010-3025-425.40-87	SOCIAL SECURITY	61,598	61,667	50,901	66,594
010-3025-425.40-88	MEDICARE	-	14,420	6,492	15,574
010-3025-425.40-89	WORKERS COMPENSATION	14,480	18,211	15,168	18,579
Personnel Services		1,101,479	1,366,977	1,101,535	1,473,762
Supplies					
010-3025-425.41-10	OFFICE	130	250	250	300
010-3025-425.41-15	POSTAGE/CARRIER SERVICE	-	-	-	200
010-3025-425.41-20	UNIFORMS AND CLOTHING	12,479	15,000	20,000	24,542
010-3025-425.41-25	SUBSCRIPTION/PUBLICATIONS	-	30	-	50
010-3025-425.41-30	FUEL	38,034	41,434	41,434	42,000
010-3025-425.41-35	PRINT SUPPLIES	506	-	-	1,000
010-3025-425.41-37	PHONES AND ACCESSORIES	-	-	33	50
010-3025-425.41-40	COMPUTER SUPPLIES	-	-	37	100
010-3025-425.41-65	MINOR TOOLS	247.47	2680	3000	7500
010-3025-425.41-70	CLEANING SUPPLIES	13,554	12,000	12,000	16,000
010-3025-425.41-75	MEDICAL AND CHEMICAL	-	-	55	55
010-3025-425.41-90	AGRICULTURAL SUPPLIES	83,275	78,475	65,000	80,000
Supplies		148,225	149,869	141,809	171,797
Repair & Maintenance					
010-3025-425.42-35	FENCE MAINTENANCE	1,805	2,200	7,500	2,000
010-3025-425.42-90	PARKS MAINTENACE	69,233	95,000	80,000	88,000
010-3025-425.43-05	FURNITURE AND FIXTURES	-	-	120	-
010-3025-425.43-10	SMALL EQUIP REPAIR	10,267	8,000	10,000	13,500
010-3025-425.43-15	VEHICLE REPAIR/MAINT	11,780	15,000	17,000	15,000
010-3025-425.43-50	MACHINERY	13,538	13,000	6,000	8,000
Repair & Maintenance		106,623	133,200	120,620	126,500
Support Services					
010-3025-425.44-04	WATER SERVICE	132,381	89,641	89,000	90,000
010-3025-425.44-05	TELEPHONE	4,246	5,236	3,100	3,500
010-3025-425.44-06	GAS SERVICE	581	600	2,100	4,100
010-3025-425.44-08	WASTE DISPOSAL	23,589	19,200	19,200	19,000
010-3025-425.44-09	INTERNET SERVICE	-	1,207	1,207	1,207
010-3025-425.44-10	EQUIPMENT RENTAL/LEASE	47,458	66,034	66,034	67,000
010-3025-425.44-30	TRAINING AND TRAVEL	-	350	1,800	3,000

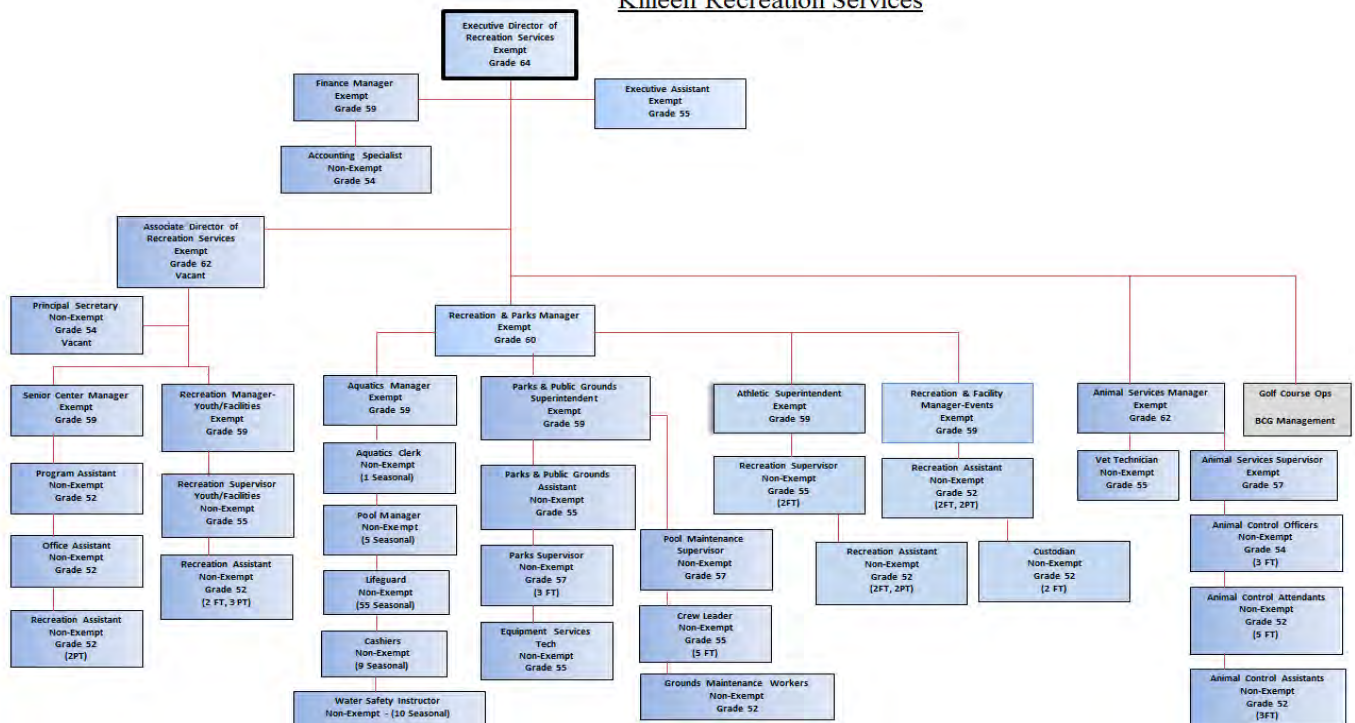
Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
010-3025-425.44-50	ELECTRICITY SERVICES	\$ 109,953	\$ 115,000	\$ 115,000	\$ 115,000
010-3025-425.44-75	DUES AND MEMBERSHIPS	152	150	75	75
	Support Services	318,359	297,418	297,516	302,882
	Minor Capital				
010-3025-425.46-35	EQUIPMENT AND MACHINERY	894	3,000	6,000	2,500
010-3025-425.46-37	TELEPHONE EQUIPMENT	-	-	989	100
010-3025-425.46-40	COMPUTER EQUIP/SOFTWARE	2700	0	50	850
	Minor Capital	3,594	3,000	7,039	3,450
	Designated Expenses				
010-3025-425.50-10	ISF CHARGES	-	-	-	326,121
	Designated Expenses	-	-	-	326,121
	Capital Outlay				
010-3025-425.61-35	EQUIPMENT	20,642	-	-	-
010-3025-425.61-70	LEASE ASSETS	44,135	-	-	-
	Capital Outlay	64,777	-	-	-
	Parks	\$ 1,743,058	\$ 1,950,464	\$ 1,668,519	\$ 2,404,512

Mission Element 1: Maintain parks, grounds, trails, and facilities.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Acreage mowed annually to comply with the City's tall weeds and grass ordinance.	8,320	11,821	11,820	11,821	11,821	11,821	11,821
Weekly playground inspections of 23 parks.	4,160	1,196	1,196	1,196	1,196	1,196	1,196
Annual maintenance inspections of Long Branch Pool.	2,080	260	260	260	260	260	260
Acreage mowed annually to comply with the City's tall weeds and grass ordinance.	10,400	23,329	23,329	23,329	23,329	23,329	23,329
Annual maintenance projects of landscape beds at City facilities.	10,400	3,060	3,060	3,060	3,060	3,060	3,060
Acreage mowed annually to maintain 21 athletic fields.	20,800	819	819	615	819	819	819
Number of times infield dirt is serviced annually at athletic fields.	20,800	280	280	210	280	280	280
Mileage of trails maintained	3120	5.1	5.1	5.1	5.1	5.1	5.1

Killeen Recreation Services



DIVISION MISSION STATEMENT

Lions Club Park Operations' mission is to operate the Family Recreation Center (FRC).

MISSION ELEMENTS

- Provide recreation programs
- Maintain parks, grounds, trails, and facilities.

GOALS

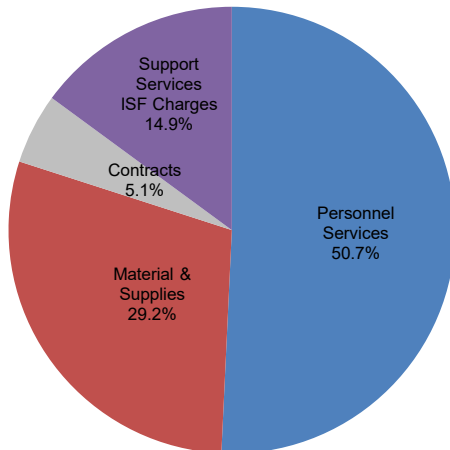
- Provide additional fitness classes to the members of the Family Recreation Center.
- Identify ways to stimulate a wide range of family focused recreation i.e. lessen youth sport programming within the facility.
- Replace cardio fitness equipment.
- Implement comprehensive marketing strategy to promote programs / activities to the entire Killeen, Harker Heights, Copperas Cove region.
- Create, develop and manage a mandatory facility shut down (5 days) for facility maintenance to provide a top notch facility for citizens.
- Create, develop and manage a facility emergency action plan (EAP).
- Create, develop and manage a facility operational standards and policies.
- Re-structure our process for professional service providers i.e. Fitness classes, Sport related training, and 1v1 training and/or classes.

FINANCIAL INFORMATION

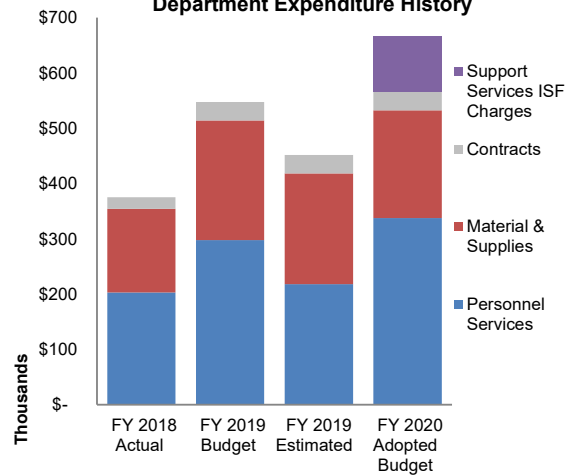
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Recreation Center Memberships	\$ 342,729	\$ 376,800	\$ 337,000	\$ 370,700
Capital Replacement Fee	12,835	13,667	13,000	14,300
General Resources	19,367	156,912	101,378	280,557
Total	\$ 374,931	\$ 547,379	\$ 451,378	\$ 665,557

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 203,176	\$ 297,457	\$ 218,124	\$ 337,751
Material & Supplies	150,900	216,768	200,100	194,500
Contracts	20,854	33,154	33,154	34,000
Support Services ISF Charges	-	-	-	99,306
Total	\$ 374,931	\$ 547,379	\$ 451,378	\$ 665,557

Department Expenditures



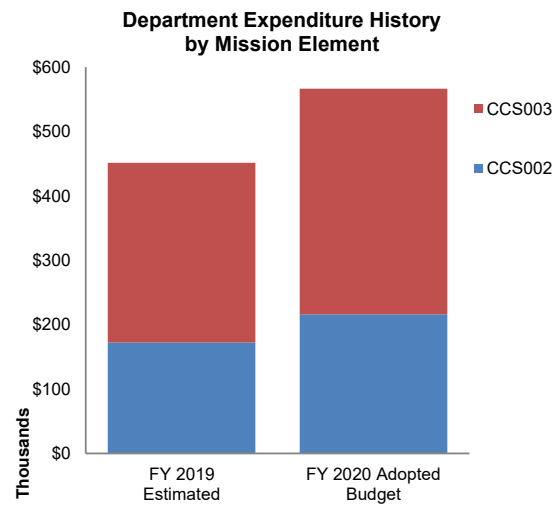
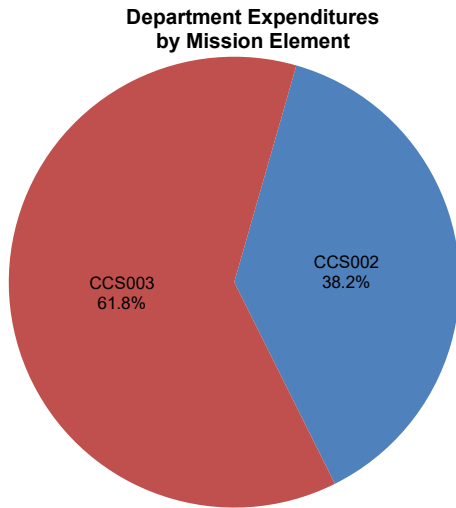
Department Expenditure History



**RECREATION SERVICES
LIONS CLUB PARK OPERATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
CCS002	Provide recreation programs.	6.20	12,896.00	\$ 172,353	\$ 216,216
CCS003	Maintain parks, grounds, trails, and facilities.	2.23	4,648.06	279,025	350,035
	Support Services ISF Charges	-	-	-	99,306
		<u>8.43</u>	<u>17544.06</u>	<u>\$ 451,378</u>	<u>\$ 665,557</u>



	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Staffing			
Custodian	2.00	2.00	2.00
Recreation Assistant	4.00	4.00	4.00
Recreation Assistant - part-time ¹	1.59	2.17	2.17
Total Staffing	<u>7.59</u>	<u>8.17</u>	<u>8.17</u>

¹ - Recreation Services Reorganization in FY 2019 Budget

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Lions Club Park Operations					
Personnel Services					
010-3026-425.40-05	FULL-TIME SALARIES	\$ 124,391	\$ 147,795	\$ 132,132	\$ 174,772
010-3026-425.40-10	PART-TIME SALARIES	16,540	46,542	37,379	75,840
010-3026-425.40-15	OVERTIME	10,730	25,000	3,615	2,300
010-3026-425.40-25	LONGEVITY	995	1,249	1,168	1,872
010-3026-425.40-37	BILINGUAL PAY	600	600	600	1,200
010-3026-425.40-70	VACATION-4TH WEEK BUYBK.	-	1,200	-	1,200
010-3026-425.40-81	GROUP INSURANCE	21,985	-	-	-
010-3026-425.40-82	MEDICAL INSURANCE	-	29,637	10,706	27,490
010-3026-425.40-83	DENTAL INSURANCE	-	1,670	666	1,654
010-3026-425.40-84	LIFE INSURANCE	-	108	56	126
010-3026-425.40-85	RETIREMENT - TMRS	15,162	24,796	18,837	30,374
010-3026-425.40-87	SOCIAL SECURITY	11,569	13,738	10,487	15,656
010-3026-425.40-88	MEDICARE	-	3,212	1,373	3,662
010-3026-425.40-89	WORKERS COMPENSATION	1,206	1,910	1,105	1,605
Personnel Services		203,176	297,457	218,124	337,751
Supplies					
010-3026-425.41-10	OFFICE	1,383	1,813	1,800	2,000
010-3026-425.41-20	UNIFORMS AND CLOTHING	80	2,800	1,800	1,800
010-3026-425.41-27	PUBLIC OUTREACH	-	-	1,000	1,000
010-3026-425.41-30	FUEL	-	960	-	800
010-3026-425.41-35	PRINT SUPPLIES	569	4,510	4,500	4,000
010-3026-425.41-37	PHONES AND ACCESSORIES	-	-	20	-
010-3026-425.41-65	MINOR TOOLS	-	350	200	400
010-3026-425.41-70	CLEANING SUPPLIES	18,241	21,728	21,000	22,000
010-3026-425.41-85	EDUCATIONAL AND RECREATION	3,326	4,500	3,500	3,300
Supplies		23,598	36,661	33,820	35,300
Repair & Maintenance					
010-3026-425.42-10	BUILDING MAINTENANCE	-	-	880	1,000
010-3026-425.42-12	ELEVATOR MAINTENANCE	3,215	3,500	3,500	3,500
010-3026-425.43-10	SMALL EQUIP REPAIR	2,734	4,542	4,000	2,000
010-3026-425.43-15	VEHICLE REPAIR/MAINT	200	500	-	500
010-3026-425.43-65	SOUND SYSTEM REPAIR	-	-	50	-
Repair & Maintenance		6,149	8,542	8,430	7,000
Support Services					
010-3026-425.44-04	WATER SERVICE	10,148	9,152	9,152	10,000
010-3026-425.44-05	TELEPHONE	86	1,500	-	100
010-3026-425.44-08	WASTE DISPOSAL	-	4,943	-	-
010-3026-425.44-10	EQUIPMENT RENTAL/LEASE	4,357	41,524	41,524	45,000
010-3026-425.44-26	PROMOTION AND ADVERTISING	325	-	7,350	-
010-3026-425.44-50	ELECTRICITY SERVICES	102,207	83,587	84,587	84,000
Support Services		117,123	140,706	142,613	139,100

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Minor Capital					
010-3026-425.46-15	BUILDING	\$ -	\$ -	\$ -	\$ 400
010-3026-425.46-35	EQUIPMENT AND MACHINERY	-	22,959	-	3,000
010-3026-425.46-40	COMPUTER EQUIP/SOFTWARE	-	-	7,800	8,700
010-3026-425.46-50	FURNITURE AND FIXTURES	4,030	7,900	7,437	1,000
	Minor Capital	4,030	30,859	15,237	13,100
Professional Services					
010-3026-425.47-99	SPECIAL SERVICES	20,060	33,154	33,154	34,000
	Professional Services	20,060	33,154	33,154	34,000
Designated Expenses					
010-3026-425.50-10	ISF CHARGES	-	-	-	99,306
010-3026-425.50-65	CASH OVER/SHORT	794	-	-	-
	Designated Expenses	794	-	-	99,306
	Lions Club Park Operations	\$ 374,931	\$ 547,379	\$ 451,378	\$ 665,557

Mission Element 1: Provide recreation programs

Operational Targets: Essential department functions within the mission element.

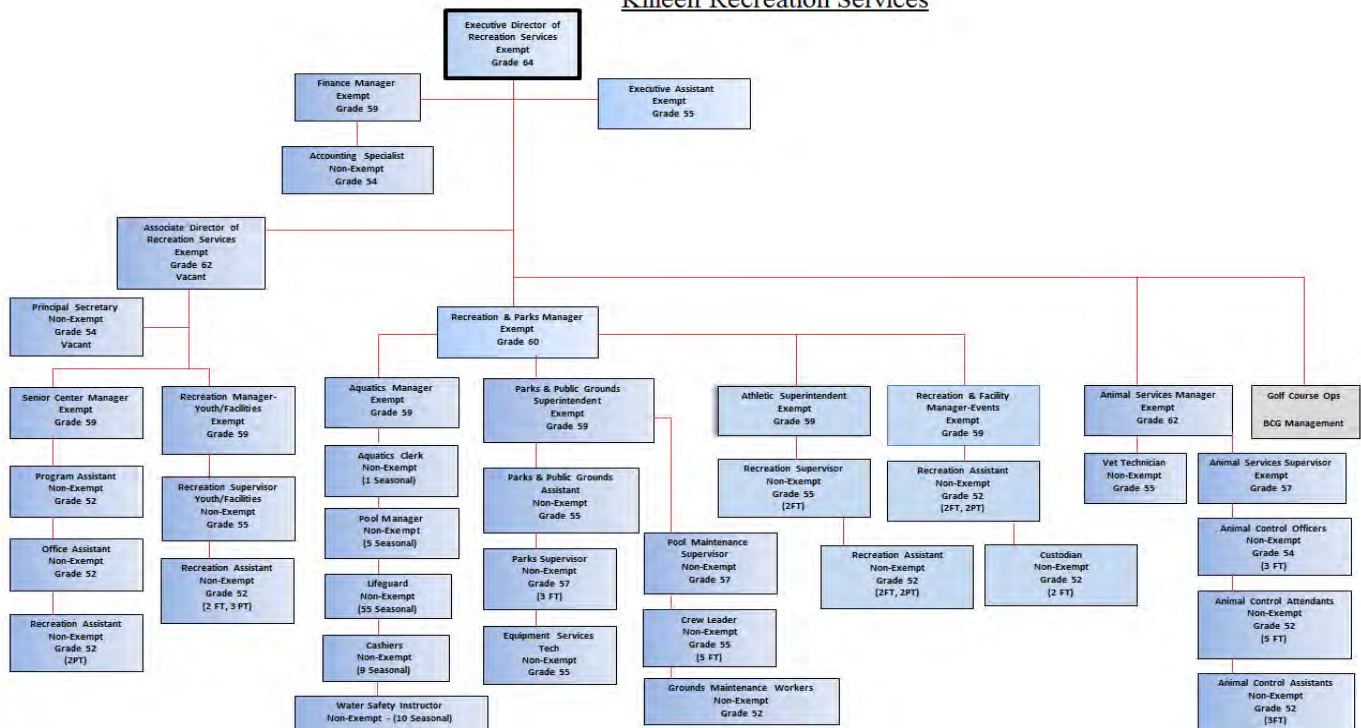
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Annual responses to rental/park inquiries.	1,134	10,920	10,920	10,920	10,920	10000	7560
Process pavilion/field reservations.	378	180 per year	190	180	180	180	756
Annual responses to league inquiries.	756	21,840	21,840	21,840	21,840	1000	756
Process league registrations.	108	2,620	2,620	2,620	2,620	108	108
Annual responses to aquatic inquiries.	756	20,280	20,280	7,020	7,020	3,700	3,780
Process Aquatic facility reservations.	108	136	136	135	136	130	108
Process swim lesson, WSI/LG Trainings.	756	969	969	926	930	800	756
Annual responses to recreation inquiries.	1,134	16,900	16,900	16,900	17,000	17,000	1,134
Annual recreation registrations.	162	1,500	1,500	1,375	1,500	1,500	162
Annual maintenance days of the facility.	40	360	360	360	360	40	40

Mission Element 2: Maintain parks, grounds, trails and facilities

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Annual facility inspections.	27	108	1,092	720	720	108	108
Address patrons concerns and corrective action	270	1,086	0	0	0	270hrs	270hrs
Address employee concerns and corrective action	162		520	360	360	162hrs	162hrs
Conduct employee training/meetings	24	24	320	12	12	24	24
Provide facility support.	270		1,456	1,456	1,456	270hrs	270hrs
System overrides/corrections.	5	5	520	1,400	1,400	5hrs	5hrs
Create and route fitness instructor contracts.	8	8	13	30	30	8	8hrs
Contact and procuring vendors for equipment repairs.	108	24	20	24	24	24	24
Procure supplies for the facility.	6	12	64	806	806	12	12
Record and file facility incident/accident	38	150	50	157	157	150	150

Killeen Recreation Services



DIVISION MISSION STATEMENT

Aquatic Services' mission is to provide aquatic programming for the citizens of Killeen.

MISSION ELEMENTS

- Provide aquatic programming.

GOALS

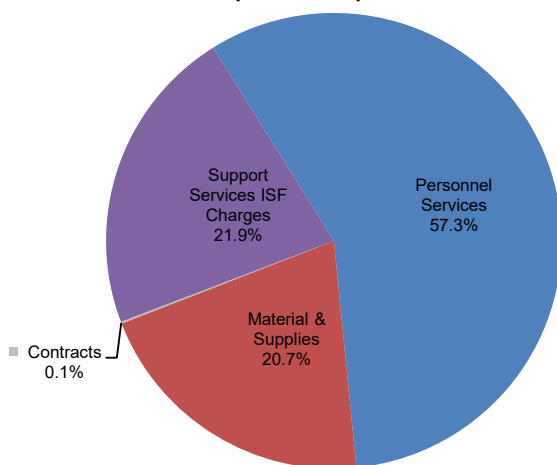
- Implement comprehensive marketing strategy to promote programs / activities to the entire Central Texas region.
- Establish a lap swim program.
- Obtain a contract with American Red Cross to host national level training.
- Provide safe aquatic facilities.
- Leverage the Boys and Girls Joint Use Agreement to provide additional aquatic programs.

FINANCIAL INFORMATION

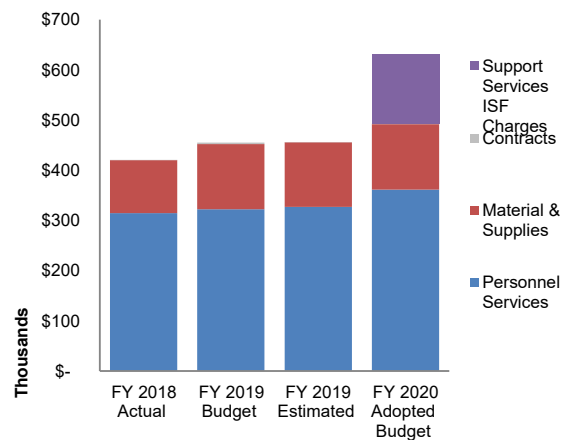
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Lifeguard Instruction Receipts	4,985	4,850	7,000	7,700
Aquatics Swim Lessons	32,585	50,980	32,250	35,475
Aquatics Revenues	275,299	315,000	298,502	322,725
Aquatics Swim Team	-	-	3,000	3,300
Aquatics Center Rentals	47,288	50,600	49,000	54,500
Aquatics Center Season Passes	5,680	7,170	9,105	10,070
General Resources	54,718	26,226	57,403	197,244
Total	\$ 420,555	\$ 454,826	\$ 456,260	\$ 631,014

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 314,794	\$ 322,118	\$ 327,178	\$ 361,640
Material & Supplies	105,085	129,908	128,382	130,400
Contracts	675	2,800	700	800
Support Services ISF Charges	-	-	-	138,174
Total	\$ 420,555	\$ 454,826	\$ 456,260	\$ 631,014

Department Expenditures



Department Expenditure History

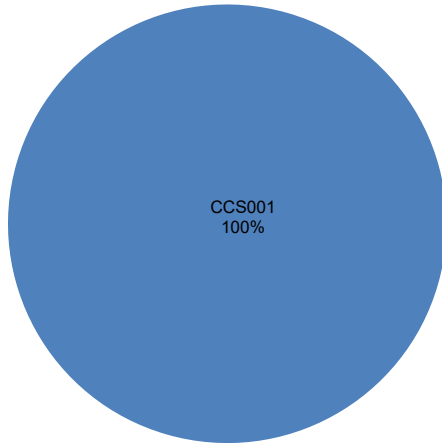


**RECREATION SERVICES
AQUATIC SERVICES**

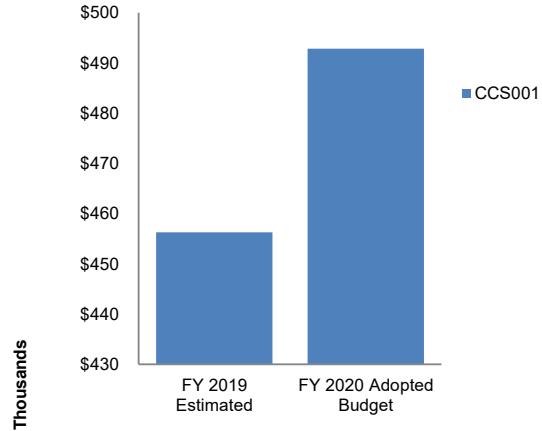
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
CCS001	Provide aquatics programs.	14.46	30,076.80	\$ 456,260	\$ 492,840
	Support Services ISF Charges	-	-	-	138,174
		<u>14.46</u>	<u>30,076.80</u>	<u>\$ 456,260</u>	<u>\$ 631,014</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Aquatics/Recreation Manager ¹
 Seasonal Lifeguard
 Seasonal Pool Cashier
 Seasonal Pool Manager
 Seasonal Water Safety Instructor
 Supervisor (Aquatics) ¹

Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Aquatics/Recreation Manager ¹	-	-	1.00
Seasonal Lifeguard	9.44	9.65	9.65
Seasonal Pool Cashier	1.59	1.59	1.59
Seasonal Pool Manager	1.21	1.21	1.21
Seasonal Water Safety Instructor	1.01	1.01	1.01
Supervisor (Aquatics) ¹	1.00	1.00	-
Total Staffing	<u>14.25</u>	<u>14.46</u>	<u>14.46</u>

¹ - In FY 2020, reclassified Supervisor (Aquatics) to Aquatics/Recreation Manager

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Aquatic Services					
Personnel Services					
010-3027-429.40-05	FULL-TIME SALARIES	\$ 36,745	\$ 38,181	\$ 47,571	\$ 51,543
010-3027-429.40-11	SEASONAL EMPLOYEES	241,974	246,927	246,927	268,018
010-3027-429.40-15	OVERTIME	5,104	5,000	175	500
010-3027-429.40-25	LONGEVITY	19	96	48	144
010-3027-429.40-30	INCENTIVE PAY	-	-	-	180
010-3027-429.40-81	GROUP INSURANCE	776	-	-	-
010-3027-429.40-82	MEDICAL INSURANCE	-	-	-	5,498
010-3027-429.40-83	DENTAL INSURANCE	-	276	-	276
010-3027-429.40-84	LIFE INSURANCE	-	18	10	18
010-3027-429.40-85	RETIREMENT - TMRS	4,042	4,825	5,220	6,185
010-3027-429.40-87	SOCIAL SECURITY	21,715	17,999	18,289	19,871
010-3027-429.40-88	MEDICARE	-	4,207	4,277	4,650
010-3027-429.40-89	WORKERS COMPENSATION	4,419	4,589	4,661	4,757
Personnel Services		314,794	322,118	327,178	361,640
Supplies					
010-3027-429.41-10	OFFICE	123	317	317	300
010-3027-429.41-20	UNIFORMS AND CLOTHING	3,841	4,000	4,000	4,000
010-3027-429.41-27	PUBLIC OUTREACH	213	-	1,012	6,000
010-3027-429.41-35	PRINT SUPPLIES	156	250	200	200
010-3027-429.41-37	PHONES AND ACCESSORIES	32	-	-	-
010-3027-429.41-65	MINOR TOOLS	-	1,039	239	500
010-3027-429.41-70	CLEANING SUPPLIES	2,154	2,700	1,500	2,000
010-3027-429.41-75	MEDICAL AND CHEMICAL	38,617	33,125	42,000	44,000
010-3027-429.41-85	EDUCATIONAL AND RECREATION	3,091	4,326	4,326	-
010-3027-429.41-92	SWIM TEAM	-	-	-	3,000
Supplies		48,227	45,757	53,594	60,000
Repair & Maintenance					
010-3027-429.42-10	BUILDING MAINTENANCE	-	-	300	-
010-3027-429.42-20	WELLS AND PUMPS EQUIPMENT	1,488	2,000	3,000	3,000
010-3027-429.42-37	SIGN MAINTENANCE	1,000	1,600	697	500
010-3027-429.42-80	FILTER	3,575	3,520	2,420	2,400
010-3027-429.42-90	MAINTENANCE	1,862	4,000	4,000	4,000
010-3027-429.43-10	SMALL EQUIP REPAIR	-	3,000	1,000	1,000
Repair & Maintenance		7,926	14,120	11,417	10,900
Support Services					
010-3027-429.44-04	WATER SERVICE	10,711	15,188	14,000	15,000
010-3027-429.44-05	TELEPHONE	1,504	2,018	2,018	2,000
010-3027-429.44-08	WASTE DISPOSAL	-	3,972	-	-
010-3027-429.44-30	TRAINING AND TRAVEL	4,431	4,340	4,340	5,000
010-3027-429.44-50	ELECTRICITY SERVICES	30,974	43,013	43,013	36,000
Support Services		47,620	68,531	63,371	58,000
Minor Capital					
010-3027-429.46-35	EQUIPMENT AND MACHINERY	1,013	-	-	-
010-3027-429.46-50	FURNITURE AND FIXTURES	300	1,500	-	1,500
Minor Capital		1,313	1,500	-	1,500

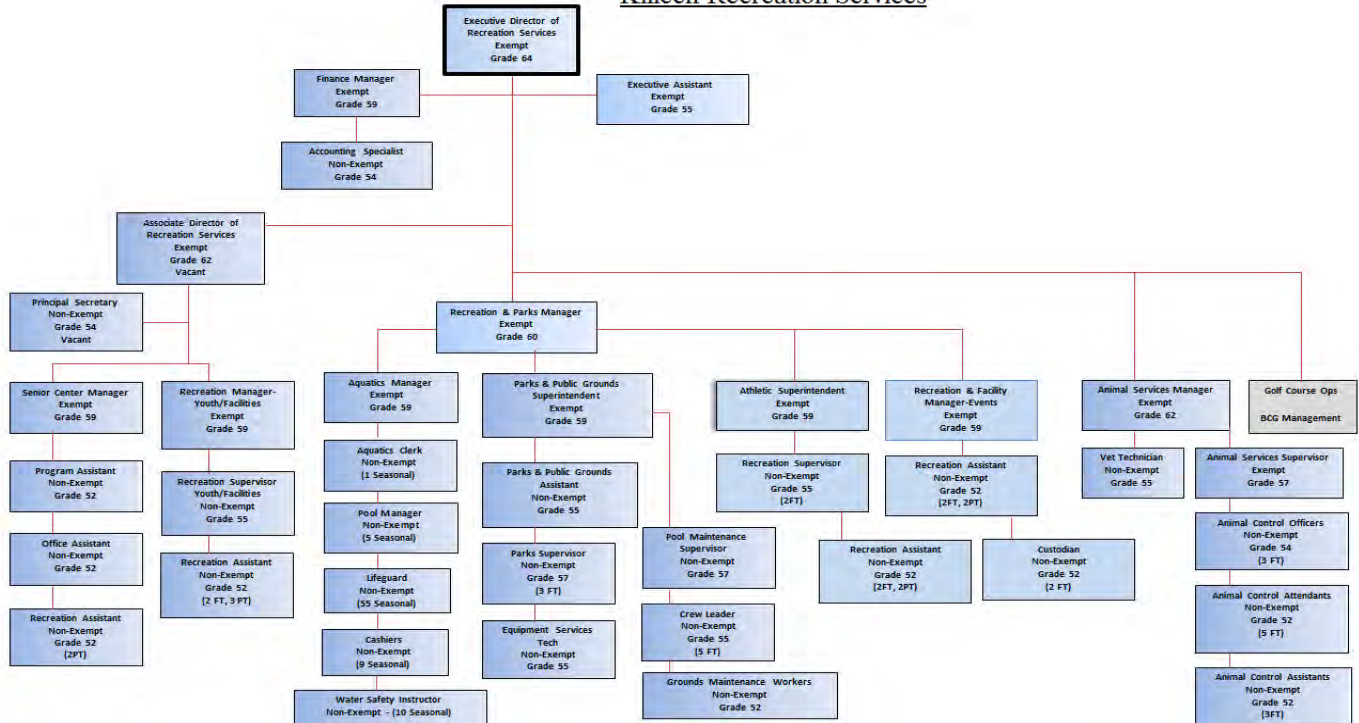
Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Professional Services					
010-3027-429.47-01	CONSULTING	\$ -	\$ 800	\$ -	\$ -
010-3027-429.47-07	TESTING SERVICES	675	2,000	700	800
	Professional Services	<u>675</u>	<u>2,800</u>	<u>700</u>	<u>800</u>
Designated Expenses					
010-3027-429.50-10	ISF CHARGES	-	-	-	138,174
	Designated Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>138,174</u>
	Aquatic Services	<u>\$ 420,555</u>	<u>\$ 454,826</u>	<u>\$ 456,260</u>	<u>\$ 631,014</u>

Mission Element 1: Provide aquatics programs

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide daily maintenance of pump rooms at aquatic facilities.	3,120	365	365	365	365	365	365
Provide public swim at the Family Aquatic Center.	15,312	66	66	60	66	66	85
Maintain water at sanitary levels during swim season.	720	180	180	180	180	180	180
Conduct facility inspections at aquatic facilities.	255	85	317	200	250	250	85
Annual umbrella rentals.	170	44	44	83	85	85	85
Service after hours reservations.	125	33	33	50	50	50	50
Service after hours reservations at LBP.	10	5	0	0	0	0	5
The number of coordinated swim lessons.	120	70	70	70	70	70	70
Coordinate lifeguard certification courses.	245	7	7	7	7	7	7
Provide public access to spray park.	2,436	200	200	200	200	200	200
The number of annual swimmers at Family Aquatic Center		0	0	0	0	60,000	60,000
The number of annual swimmers at Long Branch pool.		5,700	5,800	4,100	4,500	4,500	4,500

Killeen Recreation Services



DIVISION MISSION STATEMENT

Recreation's mission is to provide diverse and inclusive recreational events and programs for the community.

MISSION ELEMENTS

- Provide recreation events.
- Provide recreation programs.
- Supervision of the Family Recreation Center.

GOALS

- Expand and maintain recreational activities and programs via community and corporate partnerships.
- Implement comprehensive marketing strategy to promote programs / activities to the entire Killeen, Harker Heights, Copperas Cove region.

FINANCIAL INFORMATION

Revenue Summary

Recreation Revenue

General Resources

Total

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Recreation Revenue	\$55,635	\$30,000	\$30,000	\$32,000
General Resources	113,152	239,235	182,377	187,071
Total	\$ 168,787	\$ 269,235	\$ 212,377	\$ 219,071

Expenditure Summary

Personnel Services

Material & Supplies

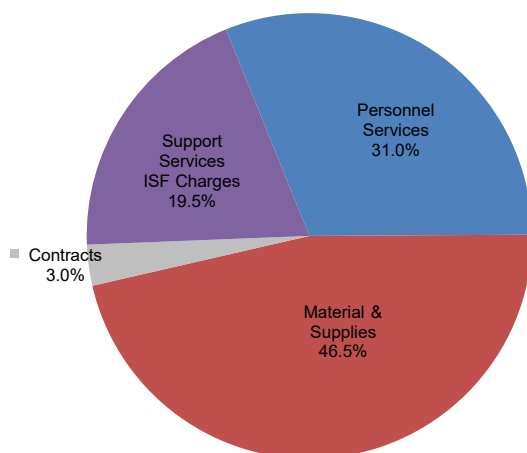
Contracts

Support Services ISF Charges

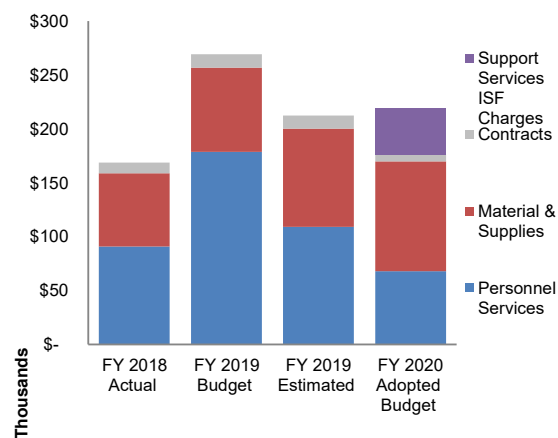
Total

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Personnel Services	\$ 90,835	\$ 178,718	\$ 109,232	\$ 67,965
Material & Supplies	67,865	78,141	90,845	101,850
Contracts	10,087	12,376	12,300	6,500
Support Services ISF Charges	-	-	-	42,756
Total	\$ 168,787	\$ 269,235	\$ 212,377	\$ 219,071

Department Expenditures



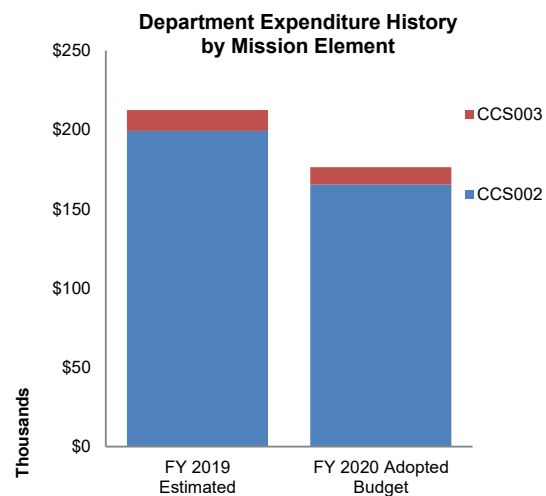
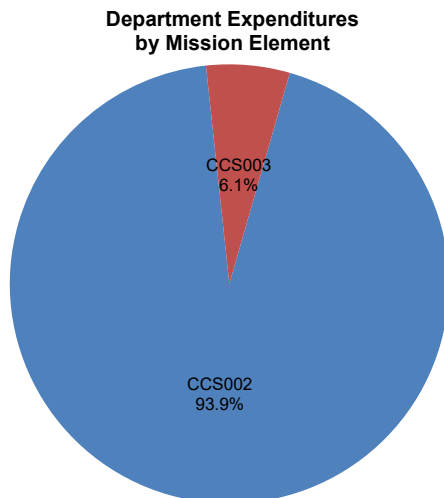
Department Expenditure History



**RECREATION SERVICES
RECREATION**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
CCS002	Provide recreation programs.	-	-	\$ 199,326	\$ 165,480
CCS003	Maintain parks, grounds, trails, and facilities.	1.00	2,080.00	13,051	10,835
	Support Services ISF Charges	-	-	-	42,756
		<u>1.00</u>	<u>2,080.00</u>	<u>\$ 212,377</u>	<u>\$ 219,071</u>



Staffing

Recreation Manager ¹
 Recreation Services Supervisor ²
 Recreation Supervisor ²
Total Staffing

FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
-	1.00	1.00
1.00	1.00	-
2.00	1.00	-
<u>3.00</u>	<u>3.00</u>	<u>1.00</u>

¹ - Reclassified one Recreation Supervisor to Recreation Manager position in FY 2019 as part of Recreation Services Reorganization

² - In FY 2020, reclassified Recreation Services Supervisor to Recreation Services Superintendent and moved to Lions Club Operations; reclassified Recreation Supervisor to Associate Director of Recreation Services and moved to Athletics

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Recreation					
Personnel Services					
010-3030-428.40-05	FULL-TIME SALARIES	\$ 62,202	\$ 127,230	\$ 87,235	\$ 51,543
010-3030-428.40-15	OVERTIME	7,074	8,000	487	-
010-3030-428.40-25	LONGEVITY	264	144	6	48
010-3030-428.40-70	VACATION-4TH WEEK BUYBK.	-	600	-	-
010-3030-428.40-81	GROUP INSURANCE	8,296	-	-	-
010-3030-428.40-82	MEDICAL INSURANCE	-	14,824	3,706	5,498
010-3030-428.40-83	DENTAL INSURANCE	-	827	207	276
010-3030-428.40-84	LIFE INSURANCE	-	54	32	18
010-3030-428.40-85	RETIREMENT - TMRS	6,880	15,161	9,606	6,093
010-3030-428.40-87	SOCIAL SECURITY	5,032	8,422	5,323	3,011
010-3030-428.40-88	MEDICARE	-	1,970	1,245	704
010-3030-428.40-89	WORKERS COMPENSATION	1,087	1,486	1,385	774
Personnel Services		90,835	178,718	109,232	67,965
Supplies					
010-3030-428.41-10	OFFICE	128	300	250	600
010-3030-428.41-15	POSTAGE/CARRIER SERVICE	91	600	50	200
010-3030-428.41-20	UNIFORMS AND CLOTHING	10,197	8,000	11,000	12,000
010-3030-428.41-27	PUBLIC OUTREACH	-	-	1,500	23,000
010-3030-428.41-35	PRINT SUPPLIES	10,585	14,000	11,000	10,000
010-3030-428.41-40	COMPUTER SUPPLIES	-	-	-	250
010-3030-428.41-60	FOOD SUPPLIES	3,786	3,700	7,700	9,700
010-3030-428.41-85	EDUCATIONAL AND RECREATION	6,696	16,586	21,500	10,000
Supplies		31,484	43,186	53,000	65,750
Support Services					
010-3030-428.44-05	TELEPHONE	938	1,300	1,300	1,000
010-3030-428.44-10	EQUIPMENT RENTAL/LEASE	1,668	1,000	1,000	1,200
010-3030-428.44-19	MERCHANT FEES	25,464	27,000	27,000	27,000
010-3030-428.44-26	PROMOTIONS AND ADVERTISING	325	-	-	-
010-3030-428.44-30	TRAINING AND TRAVEL	-	1,000	1,000	1,000
010-3030-428.44-70	TROPHIES AND AWARDS	3,450	4,400	4,400	3,700
010-3030-428.44-75	DUES AND MEMBERSHIPS	209	255	145	2,000
Support Services		32,054	34,955	34,845	35,900
Minor Capital					
010-3030-428.46-40	COMPUTER EQUIP/SOFTWARE	4,328	-	3,000	200
Minor Capital		4,328	-	3,000	200
Professional Services					
010-3030-428.47-02	ENTERTAINMENT SERVICES	10,087	12,376	12,300	6,500
Professional Services		10,087	12,376	12,300	6,500
Designated Expenses					
010-3030-428.50-10	ISF CHARGES	-	-	-	42,756
010-3030-428.50-32	CONTRACT LABOR	-	20,000	20,000	20,000
010-3030-428.50-33	INSTRUCTOR CLASS RECEIPTS	-	(20,000)	(20,000)	(20,000)
Designated Expenses		-	-	-	42,756
Recreation		\$ 168,787	\$ 269,235	\$ 212,377	\$ 219,071

Mission Element 1: Provide Recreation programs

Operational Targets: Essential department functions within the mission element.

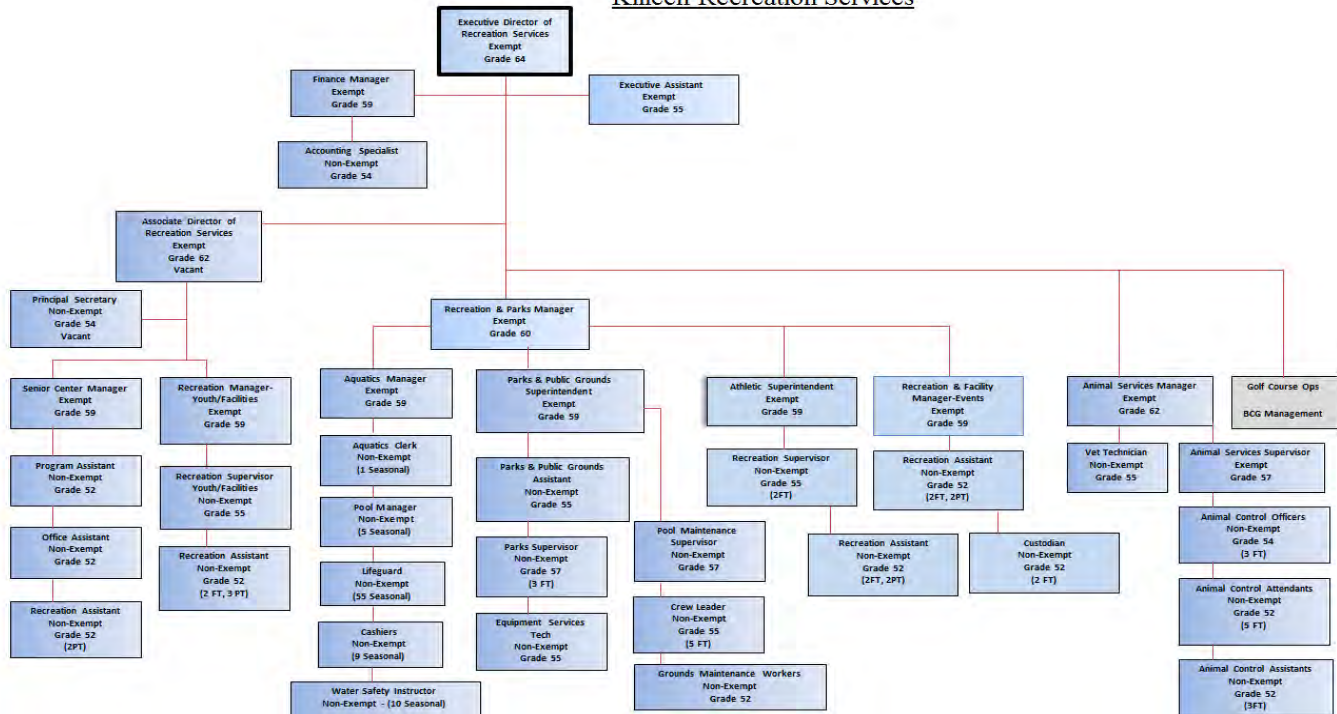
Function	Hours	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Create marketing materials	108	0	0	0	0	108 hrs
Developing policies and procedures for vendors	54	0	0	0	0	54
Recruit vendors	60	0	0	0	0	60
Research and procuring supplies for events	60	0	0	0	0	60
Conducting Recreational events	50	0	0	0	0	50
After action planning for future events	20	0	0	0	0	20

Mission Element 2: Maintain parks, grounds, trails and facilities

Operational Targets: Essential department functions within the mission element.

Function	Hours	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Annual facility inspections.	27	1,092	720	720	720	108
Address patrons concerns and corrective action	270	0	0	0	0	270hrs
Address employee concerns and corrective action	162	520	360	360	360	162hrs
Conduct employee training/meetings	24	320	12	12	12	24
Provide facility support.	270	1,456	1,456	1,456	1,456	270hrs
System overrides/corrections.	5	520	1,400	1,400	1,400	5hrs
Create and route fitness instructor contracts.	8	13	30	30	30	8hrs
Contact and procuring vendors for equipment repairs.	72	20	24	24	24	24
Procure supplies for the facility.	6	64	806	806	806	12
Record and file facility incident/accident reports.	6	50	157	157	157	150

Killeen Recreation Services



DIVISION MISSION STATEMENT

The Athletic Division's mission is to provide athletic programming primarily to youth.

MISSION ELEMENTS

- Provide recreation programs.
- Maintain parks, ground, trails and facilities.

GOALS

- Implement comprehensive marketing strategy to promote programs / activities to the Killeen, Harker Heights, Copperas Cove region.
- Host a State Texas Amateur Athletic Federation baseball and softball tournament.
- Create, develop and administrate athletic policies and procedures.
- Explore adaptive sport program(s).
- Explore new adult leagues using Killeen Community Partnerships.

FINANCIAL INFORMATION

Revenue Summary

Athletic Revenue
General Resources
Total

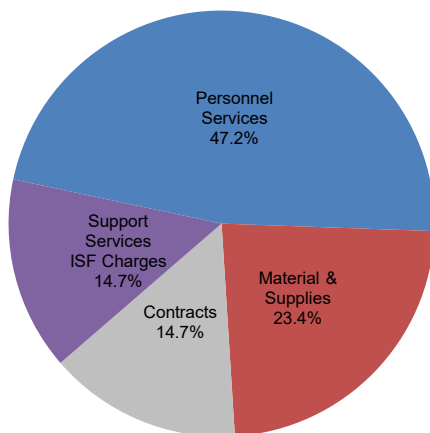
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 148,214	\$ 145,000	\$ 145,000	\$ 155,000
172,124	200,342	104,847	295,472
<u>\$ 320,339</u>	<u>\$ 345,342</u>	<u>\$ 249,847</u>	<u>\$ 450,472</u>

Expenditure Summary

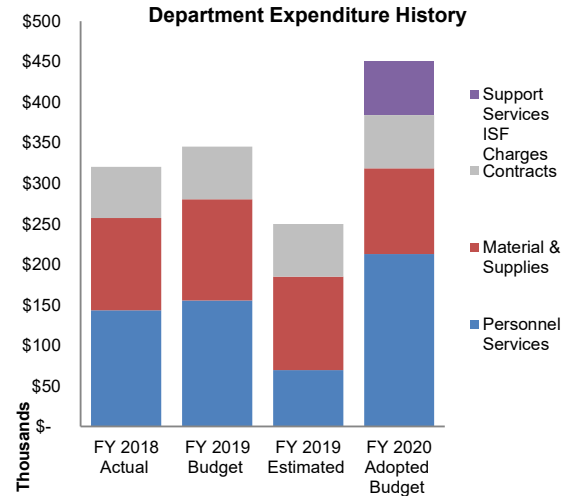
Personnel Services
Material & Supplies
Contracts
Support Services ISF Charges
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 143,315	\$ 155,408	\$ 69,644	\$ 212,738
114,007	124,862	115,203	105,600
63,017	65,072	65,000	66,000
-	-	-	66,134
<u>\$ 320,339</u>	<u>\$ 345,342</u>	<u>\$ 249,847</u>	<u>\$ 450,472</u>

Department Expenditures



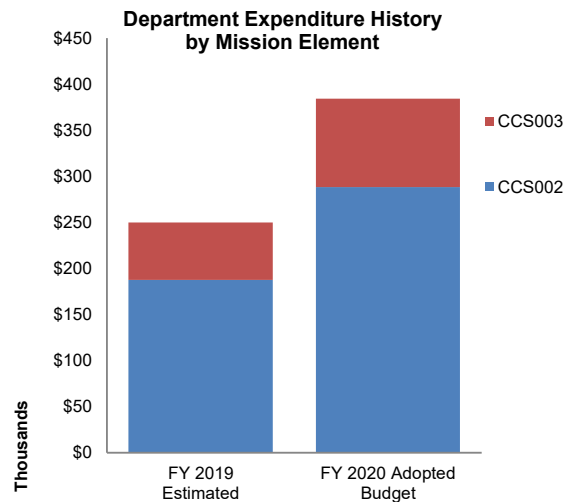
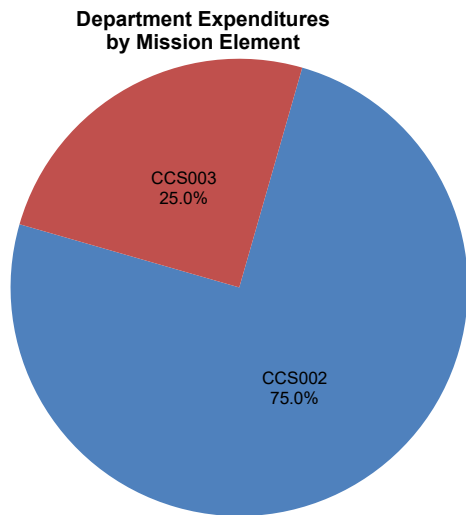
Department Expenditure History



**RECREATION SERVICES
ATHLETICS**

**CITY OF KILLEEN
FY2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
CCS002	Provide recreation programs.	1.50	3,120.00	\$ 187,417	\$ 288,303
CCS003	Maintain parks, grounds, trails, and facilities.	0.50	1,040.00	62,430	96,035
	Support Services ISF Charges	-	-	-	66,134
		<u>2.00</u>	<u>4,160.00</u>	<u>\$ 249,847</u>	<u>\$ 450,472</u>



Staffing

Recreation Supervisor
Superintendent (Athletics)

Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
	2.00	2.00	2.00
	1.00	1.00	1.00
	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Athletics					
Personnel Services					
010-3032-428.40-05	FULL-TIME SALARIES	\$ 107,586	\$ 113,948	\$ 46,849	\$ 156,407
010-3032-428.40-15	OVERTIME	5,935	10,000	4,940	5,000
010-3032-428.40-25	LONGEVITY	428	624	183	288
010-3032-428.40-81	GROUP INSURANCE	7,699	-	-	-
010-3032-428.40-82	MEDICAL INSURANCE	-	4,941	7,206	16,493
010-3032-428.40-83	DENTAL INSURANCE	-	552	368	827
010-3032-428.40-84	LIFE INSURANCE	-	54	26	55
010-3032-428.40-85	RETIREMENT - TMRS	11,280	13,890	5,577	19,096
010-3032-428.40-87	SOCIAL SECURITY	8,598	7,643	2,984	9,844
010-3032-428.40-88	MEDICARE	-	1,788	698	2,303
010-3032-428.40-89	WORKERS COMPENSATION	1,789	1,968	813	2,425
Personnel Services		143,315	155,408	69,644	212,738
Supplies					
010-3032-428.41-10	OFFICE	18	200	200	200
010-3032-428.41-20	UNIFORMS AND CLOTHING	47,564	53,153	53,000	44,000
010-3032-428.41-27	PUBLIC OUTREACH	-	-	600	1,000
010-3032-428.41-35	PRINT SUPPLIES	247	1,000	400	1,000
010-3032-428.41-37	PHONES AND ACCESSORIES	-	-	182	-
010-3032-428.41-60	FOOD SUPPLIES	500	800	-	-
010-3032-428.41-70	CLEANING SUPPLIES	-	1,000	-	200
010-3032-428.41-75	MEDICAL AND CHEMICAL	198	300	-	300
010-3032-428.41-85	EDUCATIONAL AND RECREATION	30,958	23,500	22,000	23,500
Supplies		79,484	79,953	76,382	70,200
Support Services					
010-3032-428.44-05	TELEPHONE	1,794	2,900	2,900	2,900
010-3032-428.44-26	PROMOTIONS AND ADVERTISING	325	-	-	-
010-3032-428.44-30	TRAINING AND TRAVEL	2,371	6,000	621	2,000
010-3032-428.44-45	PUBLIC LIAB INSURANCE	5,212	8,500	8,500	8,500
010-3032-428.44-70	TROPHIES AND AWARDS	15,366	17,645	17,000	17,000
010-3032-428.44-75	DUES AND MEMBERSHIPS	9,454	9,864	9,800	5,000
Support Services		34,522	44,909	38,821	35,400
Professional Services					
010-3032-428.47-99	SPECIAL SERVICES	63,017	65,072	65,000	66,000
Professional Services		63,017	65,072	65,000	66,000
Designated Expenses					
010-3032-428.50-10	ISF CHARGES	-	-	-	66,134
Designated Expenses		-	-	-	66,134
Athletics		\$ 320,339	\$ 345,342	\$ 249,847	\$ 450,472

Mission Element 1: Provide recreation programs

Operational Targets: Essential department functions within the mission element.

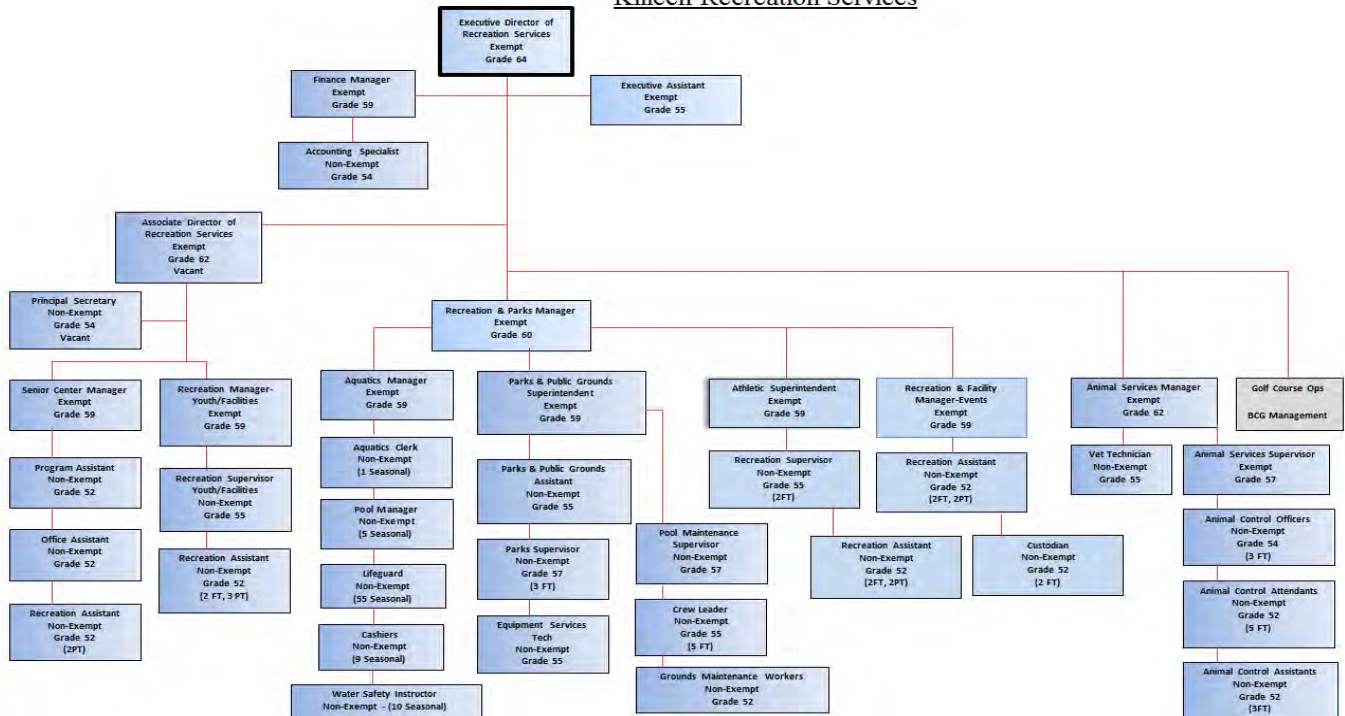
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide supervision for all youth and adult sports game days.	2,340	195	195	195	200	200	200
Conduct operational audit of programs.	40	1	1	1	1	1	1
Administer youth sports to area youth.	1,764	2,200	2,500	2,500	2,500	2,161	2,161
Youth sports games coordinated via Athletics division.	1,764	1,000	1,000	1,000	1,000	1,362	1,362
Adult sports games coordinated via Athletics division.	1,152	300	300	300	300	1,140	1,140

Mission Element 2: Maintain parks, grounds, trails, and facilities

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Annual facility inspections.	27	108	1,092	720	720	108	108
Address patrons concerns and corrective action	270	1,086	0	0	0	270hrs	270hrs
Address employee concerns and corrective action	162		520	360	360	162hrs	162hrs
Conduct employee training/meetings	24	24	320	12	12	24	24
Provide facility support.	270		1,456	1,456	1,456	270hrs	270hrs
System overrides/corrections.	5	5	520	1,400	1,400	5hrs	5hrs
Create and route fitness instructor contract	8	8	13	30	30	8	8hrs
Contact and procuring vendors for equipment repairs.	108	24	20	24	24	24	24
Procure supplies for the facility.	6	12	64	806	806	12	12
Record and file facility incident/accident reports.	38	150	50	157	157	150	150

Killeen Recreation Services



DIVISION MISSION STATEMENT

The Cemetery's mission is to maintain the cemetery.

MISSION ELEMENTS

- Maintain parks, trails, and facilities.

GOALS

- Create an expansion plan for the cemetery.

FINANCIAL INFORMATION

Revenue Summary

Cemetery Revenues

General Resources

Total

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Cemetery Revenues	\$ 37,895	\$ 53,824	\$ 48,000	\$ 53,000
General Resources	128,389	136,138	102,150	195,171
Total	\$ 166,284	\$ 189,962	\$ 150,150	\$ 248,171

Expenditure Summary

Personnel Services

Material & Supplies

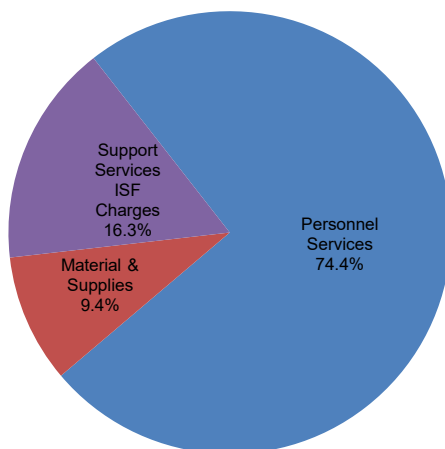
Support Services ISF Charges

Capital Outlay

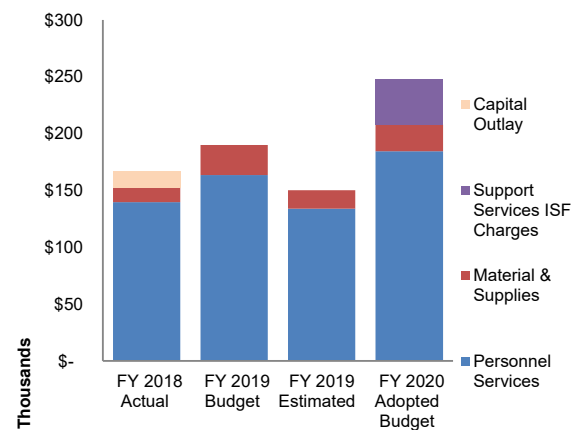
Total

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Personnel Services	\$ 139,788	\$ 163,576	\$ 134,038	\$ 184,541
Material & Supplies	12,446	26,386	16,112	23,300
Support Services ISF Charges	-	-	-	40,330
Capital Outlay	14,050	-	-	-
Total	\$ 166,284	\$ 189,962	\$ 150,150	\$ 248,171

Department Expenditures



Department Expenditure History

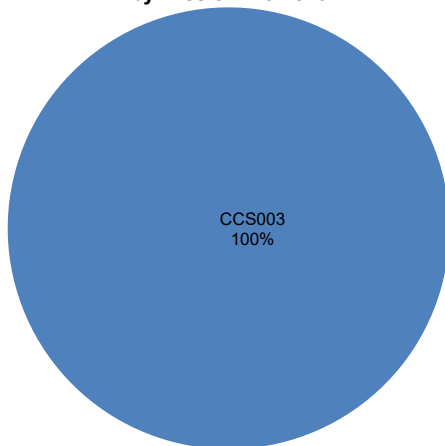


**RECREATION SERVICES
CEMETERY**

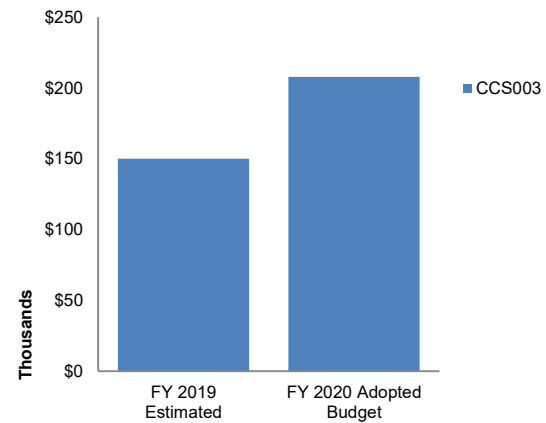
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
CCS003	Maintain parks, grounds, trails, and facilities.	4.00	8,320.00	\$ 150,150	\$ 207,841
	Support Services ISF Charges	-	-	-	40,330
		<u>4.00</u>	<u>8,320.00</u>	<u>\$ 150,150</u>	<u>\$ 248,171</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Crew Leader
Grounds Maintenance Worker
Parks & Public Grounds Assistant
Total Staffing

FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
1.00	1.00	1.00
2.00	2.00	2.00
1.00	1.00	1.00
<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

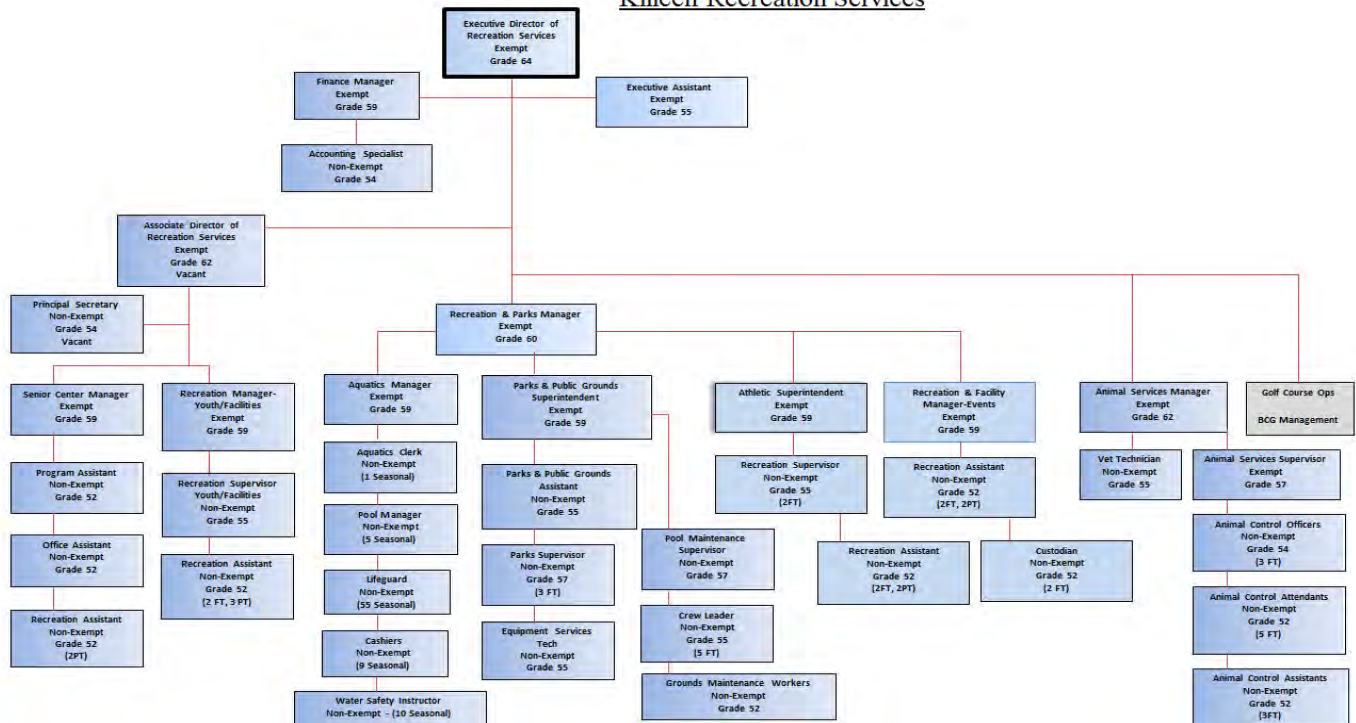
Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Cemetery					
Personnel Services					
010-3035-429.40-05	FULL-TIME SALARIES	\$ 97,362	\$ 112,445	\$ 91,206	\$ 128,560
010-3035-429.40-15	OVERTIME	3,194	3,000	4,270	1,000
010-3035-429.40-25	LONGEVITY	1,300	1,344	1,204	2,064
010-3035-429.40-70	VACATION-4TH WEEK BUYBK.	-	1,200	1,200	1,200
010-3035-429.40-81	GROUP INSURANCE	18,055	-	-	-
010-3035-429.40-82	MEDICAL INSURANCE	-	19,765	15,238	21,992
010-3035-429.40-83	DENTAL INSURANCE	-	1,103	827	1,103
010-3035-429.40-84	LIFE INSURANCE	-	72	54	72
010-3035-429.40-85	RETIREMENT - TMRS	10,078	13,156	10,526	15,687
010-3035-429.40-87	SOCIAL SECURITY	7,738	7,268	5,945	8,176
010-3035-429.40-88	MEDICARE	-	1,700	1,390	1,912
010-3035-429.40-89	WORKERS COMPENSATION	2,061	2,523	2,178	2,775
Personnel Services		139,788	163,576	134,038	184,541
Supplies					
010-3035-429.41-20	UNIFORMS AND CLOTHING	797	2,459	1,000	2,500
010-3035-429.41-30	FUEL	547	4,500	4,000	4,500
010-3035-429.41-65	MINOR TOOLS	-	900	100	900
010-3035-429.41-70	CLEANING SUPPLIES	1,061	1,300	600	800
Supplies		2,404	9,159	5,700	8,700
Repair & Maintenance					
010-3035-429.42-90	MAINTENANCE	841	1,194	500	1,200
010-3035-429.43-10	SMALL EQUIP REPAIR	1,226	1,600	500	1,600
010-3035-429.43-15	VEHICLE REPAIR/MAINT	62	-	-	-
010-3035-429.43-50	MACHINERY	-	3,752	100	2,000
Repair & Maintenance		2,130	6,546	1,100	4,800
Support Services					
010-3035-429.44-04	WATER SERVICE	1,988	2,036	2,000	2,100
010-3035-429.44-05	TELEPHONE	56	206	50	100
010-3035-429.44-06	GAS SERVICE	483	500	500	500
010-3035-429.44-07	CABLE SERVICE	-	-	500	1,000
010-3035-429.44-08	WASTE DISPOSAL	2,182	3,970	2,200	3,000
010-3035-429.44-13	FFP EQUIP/VEHICLE	-	-	62	-
010-3035-429.44-50	ELECTRICITY SERVICES	3,202	3,969	4,000	3,100
Support Services		7,912	10,681	9,312	9,800
Designated Expenses					
010-3035-429.50-10	ISF CHARGES	-	-	-	40,330
Designated Expenses		-	-	-	40,330
Capital Outlay					
010-3035-429.61-35	MACHINERY AND EQUIPMENT	14,050	-	-	-
Capital Outlay		14,050	-	-	-
Cemetery		\$ 166,284	\$ 189,962	\$ 150,150	\$ 248,171

Mission Element 1: Maintain parks, grounds, trails, and facilities.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Acreage mowed annually to comply with the City's tall weeds and grass ordinance.	8,320	44	0	0	0	44	44
Annual maintenance around plots	1,092	10,000	0	0	0	10,000	10,000
Number of plots sold	20	23	0	0	0	23	20
Graves dug and burials	24	30	0	0	0	32	30

Killeen Recreation Services



DIVISION MISSION STATEMENT

The Senior Center's mission is to provide high quality facilities and services that offer wellness, life long learning, and social opportunities to seniors age 55 and over.

MISSION ELEMENTS

- Provide recreation programs to seniors.
- Maintain parks, grounds, trails, and facilities.

GOALS

- Host and implement ideas from community via quarterly town hall meetings.
- Explore modifications to the meal program at both senior centers to ensure they remain viable to seniors.
- Assess current programs and survey members to determine additional programs / activities that are needed to increase
- Establish a more effectual operational system for both senior staff and senior members.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
General Resources	\$ 163,637	\$ 228,233	\$ 178,538	\$ 374,017
Total	\$ 163,637	\$ 228,233	\$ 178,538	\$ 374,017

Expenditure Summary

Personnel Services

Material & Supplies

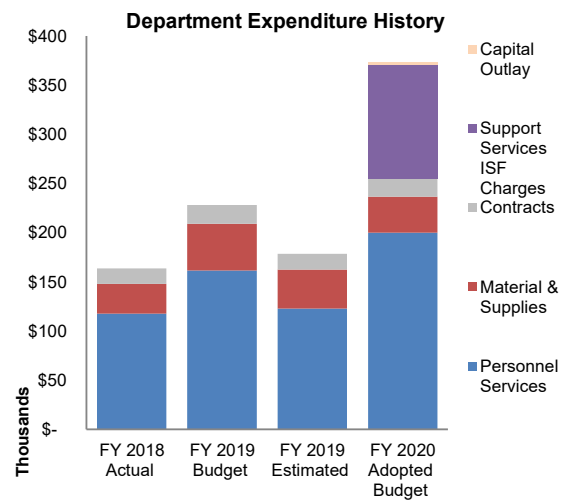
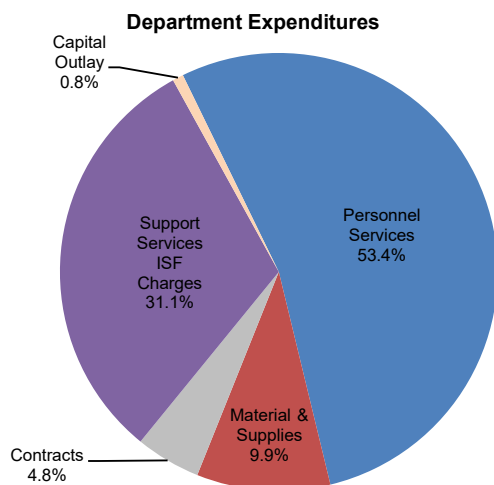
Contracts

Support Services ISF Charges

Capital Outlay

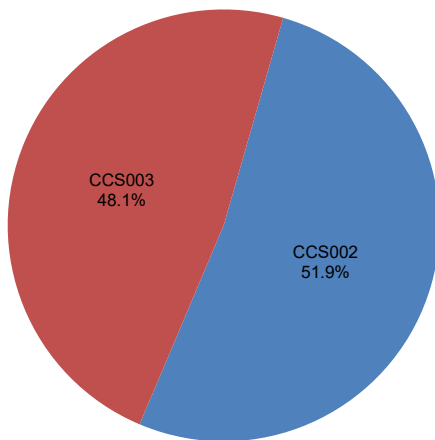
Total

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Personnel Services	\$ 117,730	\$ 161,429	\$ 122,963	\$ 199,846
Material & Supplies	30,110	47,665	39,575	36,900
Contracts	15,798	19,139	16,000	18,000
Support Services ISF Charges	-	-	-	116,271
Capital Outlay	-	-	-	3,000
Total	\$ 163,637	\$ 228,233	\$ 178,538	\$ 374,017

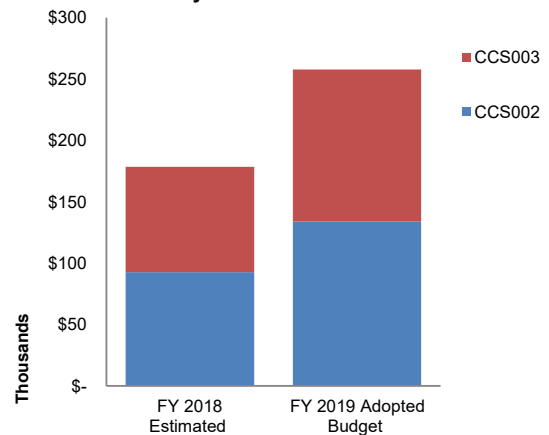


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
CCS002	Provide recreation programs.	2.00	4,160.00	\$ 92,698	\$ 133,823
CCS003	Maintain parks, grounds, trails and facilities.	2.00	4,160.00	85,840	\$ 123,923
	Support Services ISF	-	-	-	\$ 116,271
		<u>4.00</u>	<u>8,320.00</u>	<u>\$ 178,538</u>	<u>\$ 374,017</u>

Department Expenditures
by Mission Element



Department Expenditure History
by Mission Element



Staffing

Office Assistant
Program Assistant
Program Coordinator ¹
Recreation Assistant (PT) ¹
Senior Center Manager ¹
Total Staffing

FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
1.00	1.00	1.00
1.00	1.00	1.00
1.00	-	-
0.50	1.09	1.00
-	1.00	1.00
<u>3.50</u>	<u>4.09</u>	<u>4.00</u>

¹ - Reclassified Program Coordinator to Senior Center Manager and added additional Recreation Assistant part-time as part of the Recreation Services Reorganization in FY 2019 Budget

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Senior Citizens					
Personnel Services					
010-3040-429.40-05	FULL-TIME SALARIES	\$ 75,130	\$ 97,324	\$ 68,720	\$ 120,860
010-3040-429.40-10	PART-TIME SALARIES	12,795	23,050	25,999	29,326
010-3040-429.40-15	OVERTIME	1,531	1,200	804	1,200
010-3040-429.40-25	LONGEVITY	694	528	386	576
010-3040-429.40-70	VACATION-4TH WEEK BUYBK.	-	600	600	600
010-3040-429.40-81	GROUP INSURANCE	11,919	-	-	-
010-3040-429.40-82	MEDICAL INSURANCE	-	14,824	8,073	16,494
010-3040-429.40-83	DENTAL INSURANCE	-	827	425	828
010-3040-429.40-84	LIFE INSURANCE	-	54	28	54
010-3040-429.40-85	RETIREMENT - TMRS	8,923	13,681	10,485	18,018
010-3040-429.40-87	SOCIAL SECURITY	6,584	7,381	5,900	9,406
010-3040-429.40-88	MEDICARE	-	1,726	1,380	2,200
010-3040-429.40-89	WORKERS COMPENSATION	153	234	163	284
Personnel Services		117,730	161,429	122,963	199,846
Supplies					
010-3040-429.41-10	OFFICE	1,156	1,250	250	1,000
010-3040-429.41-15	POSTAGE/CARRIER SERVICE	24	200	-	100
010-3040-429.41-20	UNIFORMS AND CLOTHING	100	200	-	200
010-3040-429.41-25	SUBSCRIPTION/PUBLICATIONS	234	156	-	300
010-3040-429.41-27	PUBLIC OUTREACH	1,526	3,022	6,630	2,000
010-3040-429.41-30	FUEL	727	1,600	1,600	1,800
010-3040-429.41-35	PRINT SUPPLIES	1,482	1,400	2,400	2,700
010-3040-429.41-37	PHONES AND ACCESSORIES	-	-	25	-
010-3040-429.41-60	FOOD SUPPLIES	1,641	5,112	1,200	4,000
010-3040-429.41-70	CLEANING SUPPLIES	2,270	3,500	3,500	1,800
010-3040-429.41-75	MEDICAL AND CHEMICAL	231	200	-	200
010-3040-429.41-85	EDUCATIONAL AND RECREATION	-	5,792	-	4,500
Supplies		9,391	22,432	15,605	18,600
Repair & Maintenance					
010-3040-429.43-05	FURNITURE AND FIXTURES	-	-	1,500	500
010-3040-429.43-10	SMALL EQUIP REPAIR	1,536	2,184	2,300	500
010-3040-429.43-15	VEHICLE REPAIR/MAINT	67	1,000	200	350
Repair & Maintenance		1,603	3,184	4,000	1,350
Support Services					
010-3040-429.44-04	WATER SERVICE	351	800	800	800
010-3040-429.44-05	TELEPHONE	763	2,200	500	100
010-3040-429.44-06	GAS SERVICE	1,388	1,600	1,600	1,800
010-3040-429.44-07	CABLE SERVICES	53	-	170	200
010-3040-429.44-08	WASTE DISPOSAL	2,819	2,400	2,400	2,400
010-3040-429.44-10	EQUIPMENT RENTAL/LEASE	916	950	2,450	2,450
010-3040-429.44-50	ELECTRICITY SERVICES	8,442	10,000	10,000	7,000
010-3040-429.44-70	TROPHIES AND AWARDS	135	-	-	-
010-3040-429.44-75	DUES AND MEMBERSHIPS	623	599	50	200
Support Services		15,491	18,549	17,970	14,950

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Minor Capital					
010-3040-429.46-05	OFFICE MACHINES AND EQUIP	\$ 266	\$ -	\$ -	\$ 1,000
010-3040-429.46-50	FURNITURE AND FIXTURES	3,359	3,500	2,000	1,000
	Minor Capital	3,625	3,500	2,000	2,000
Professional Services					
010-3040-429.47-01	CONSULTING	-	2,300	-	-
010-3040-429.47-02	ENTERTAINMENT SERVICES	350	-	-	1,000
010-3040-429.47-99	SPECIAL SERVICES	15,448	16,839	16,000	17,000
	Professional Services	15,798	19,139	16,000	18,000
Designated Expenses					
010-3040-429.50-10	ISF CHARGES	-	-	-	116,271
	Designated Expenses	-	-	-	116,271
Capital Outlay					
010-3040-429.61-40	COMPUTER EQUIP/SOFTWARE	-	-	-	3,000
	Capital Outlay	-	-	-	3,000
	Senior Citizens	\$ 163,637	\$ 228,233	\$ 178,538	\$ 374,017

Mission Element 1: Provide recreation programs

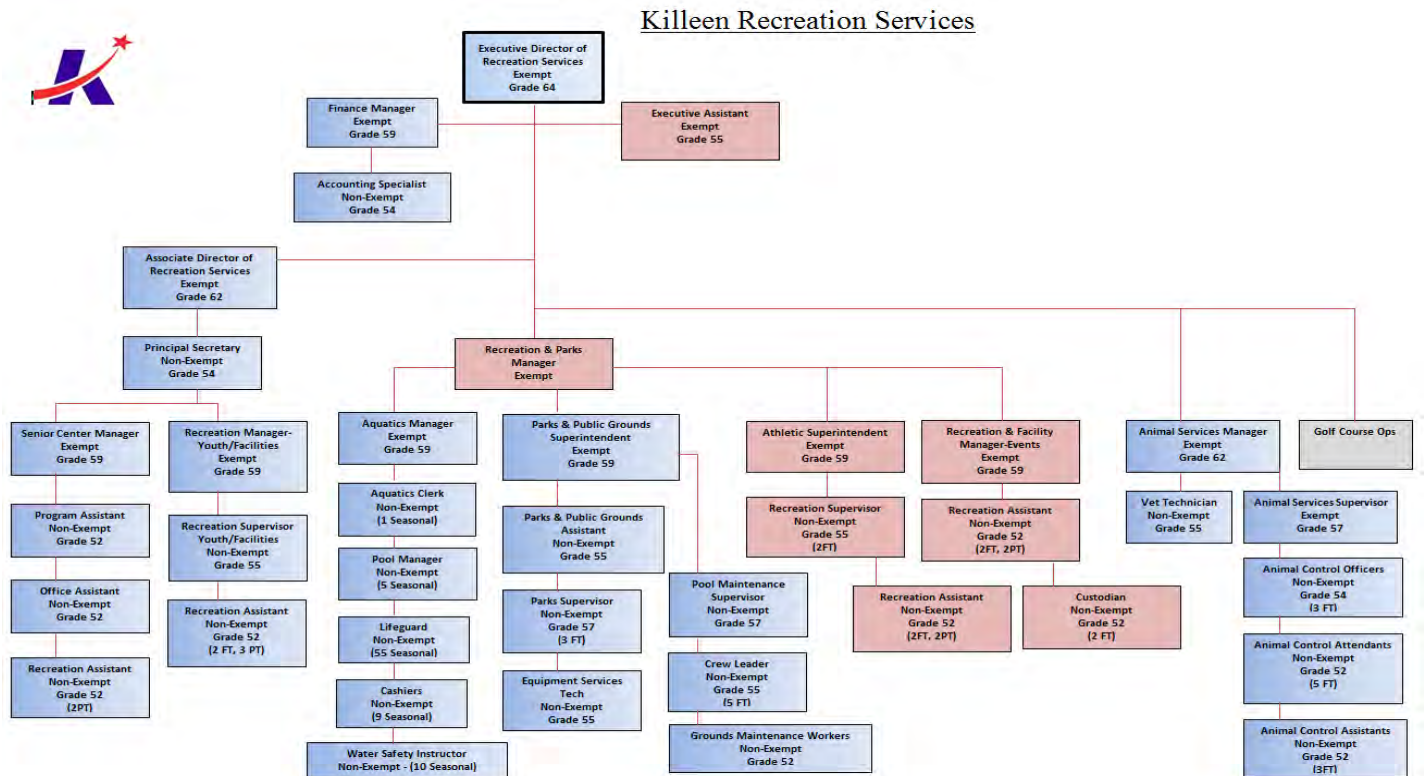
Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Track monthly social programs via ActiveNet software.	410	12	12	0	12	12	12
Social programs coordinated annually.	460	110	115	140	150	65	150
Annual attendees at social programs.	704	22,000	22,000	46,182	22,000	22,000	22,000
Provide a monthly newsletter to highlight programs and services.	36	12	12	8	12	12	12

Mission Element 2: Maintain parks, grounds, trails, and facilities

Operational Targets: Essential department functions within the mission element.

Function	Hours	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Annual facility inspections.	27	0	0	0	0	108
Address patrons concerns and corrective action	270	0	0	0	0	270hrs
Address employee concerns and corrective action	162	0	0	0	0	162hrs
Conduct employee training/meetings	24	0	0	0	0	24
Provide facility support.	270	0	0	0	0	270hrs
System overrides/corrections.	5	0	0	0	0	5hrs
Create and route fitness instructor contracts.	8	0	0	0	0	8hrs
Contact and procuring vendors for equipment repairs.	72	0	0	0	0	24
Procure supplies for the facility.	6	0	0	0	0	12
Record and file facility incident/accident	6	0	0	0	0	150



DIVISION MISSION STATEMENT

The mission of Animal Services is to administer animal regulations and promote responsible pet ownership.

MISSION ELEMENTS

- Shelter operations.
- Providing field enforcement services.
- Promote education, responsible pet ownership, and adoption.

GOALS

- Implement comprehensive marketing strategy to promote programs / activities to the entire Killeen, Harker Heights, Copperas Cove region.
- Develop and implement a Strategic Plan for animal services.
- Develop a long term plan of action for the spay and neuter of adoptable pets.
- Improve the quality of care provided to animals in our shelter.

FINANCIAL INFORMATION

Revenue Summary

Animal Control Fees
General Resources
Total

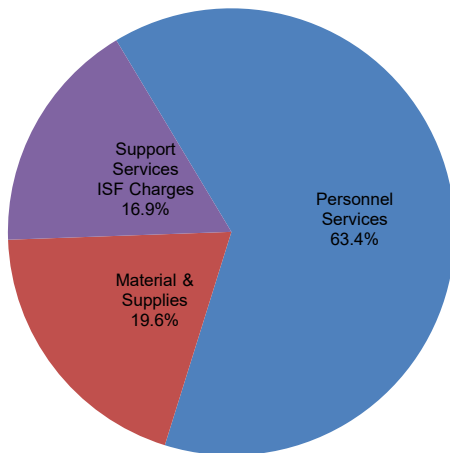
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 218,390	\$ 264,216	\$ 221,875	\$ 247,464
477,897	587,149	559,010	1,042,277
<u>\$ 696,287</u>	<u>\$ 851,365</u>	<u>\$ 780,885</u>	<u>\$ 1,289,741</u>

Expenditure Summary

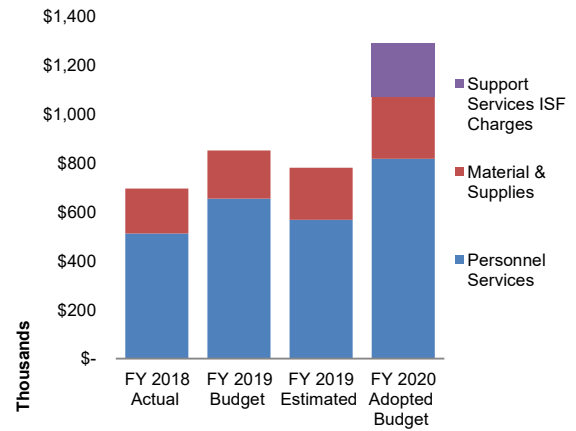
Personnel Services
Material & Supplies
Support Services ISF Charges
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 511,856	\$ 654,503	\$ 568,016	\$ 818,048
184,431	196,862	212,869	253,094
-	-	-	218,599
<u>\$ 696,287</u>	<u>\$ 851,365</u>	<u>\$ 780,885</u>	<u>\$ 1,289,741</u>

Department Expenditures



Department Expenditure History

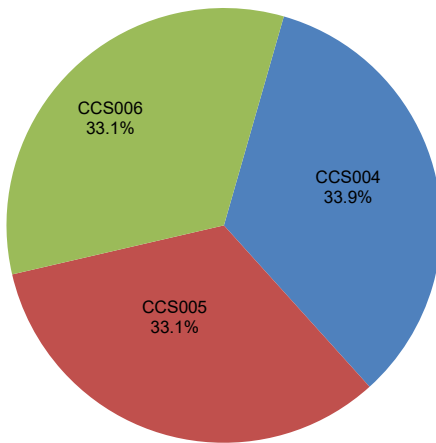


**RECREATION SERVICES
ANIMAL SERVICES**

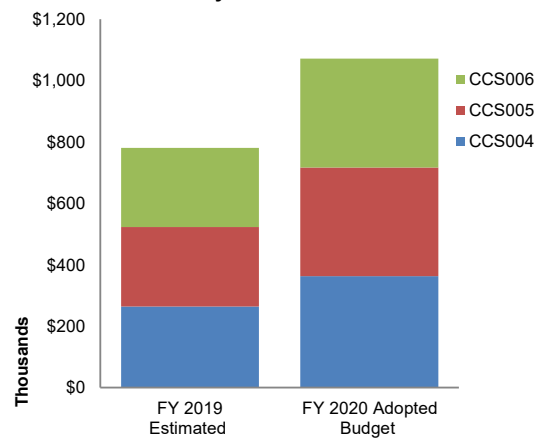
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
CCS004	Provide animal services.	5.44	11,315.20	\$ 264,473	\$ 362,778
CCS005	Provide field enforcement services.	5.28	10,982.37	258,209	354,186
CCS006	Promote education, responsible pet ownership, and adoption.	5.28	10,982.43	258,203	354,178
	Support Services ISF Charges	-	-	-	218,599
		<u>16.00</u>	<u>33,280.00</u>	<u>\$ 780,885</u>	<u>\$ 1,289,741</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Animal Care Technician ¹
 Animal Control Assistant ²
 Animal Control Attendant ¹
 Animal Control Officer ³
 Animal Services Manager
 Animal Services Representative ²
 Animal Services Supervisor
 Program Coordinator ³
 Veterinary Technician

Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Animal Care Technician ¹	-	-	5.00
Animal Control Assistant ²	3.00	3.00	-
Animal Control Attendant ¹	5.00	5.00	-
Animal Control Officer ³	7.00	5.00	4.00
Animal Services Manager	1.00	1.00	1.00
Animal Services Representative ²	-	-	3.00
Animal Services Supervisor	1.00	1.00	1.00
Program Coordinator ³	-	-	1.00
Veterinary Technician	1.00	1.00	1.00
Total Staffing	<u>18.00</u>	<u>16.00</u>	<u>16.00</u>

¹ - In FY 2020, position title changed from Animal Control Attendant to Animal Care Technician

² - In FY 2020, position title changed from Animal Control Assistant to Animal Services Representative

³ - In FY 2020, one Animal Control Officer position reclassified to Program Coordinator

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Animal Services					
Personnel Services					
010-3070-428.40-05	FULL-TIME SALARIES	\$ 335,321	\$ 442,196	\$ 374,807	\$ 575,241
010-3070-428.40-15	OVERTIME	45,769	36,910	50,111	31,000
010-3070-428.40-25	LONGEVITY	1,782	2,544	1,773	2,352
010-3070-428.40-30	INCENTIVE PAY	1,411	1,200	1,250	1,200
010-3070-428.40-37	BILINGUAL PAY	905	900	338	-
010-3070-428.40-55	ON CALL	3,190	3,780	3,920	3,779
010-3070-428.40-70	VACATION-4TH WEEK BUYBK.	-	600	600	600
010-3070-428.40-81	GROUP INSURANCE	47,647	-	-	-
010-3070-428.40-82	MEDICAL INSURANCE	-	59,296	41,748	65,976
010-3070-428.40-83	DENTAL INSURANCE	-	4,412	3,344	3,861
010-3070-428.40-84	LIFE INSURANCE	-	288	251	288
010-3070-428.40-85	RETIREMENT - TMRS	38,443	54,427	46,949	72,533
010-3070-428.40-87	SOCIAL SECURITY	29,180	29,587	26,664	37,918
010-3070-428.40-88	MEDICARE	-	6,918	6,236	8,867
010-3070-428.40-89	WORKERS COMPENSATION	8,210	11,445	10,025	14,433
Personnel Services		511,856	654,503	568,016	818,048
Supplies					
010-3070-428.41-10	OFFICE	1,072	1,937	600	1,900
010-3070-428.41-15	POSTAGE/CARRIER SERVICE	469	650	500	200
010-3070-428.41-20	UNIFORMS AND CLOTHING	6,967	16,570	5,000	6,000
010-3070-428.41-25	SUBSCRIPTION/PUBLICATIONS	32	-	32	-
010-3070-428.41-30	FUEL	14,678	22,372	22,000	18,850
010-3070-428.41-35	PRINT SUPPLIES	400	4,500	4,000	4,500
010-3070-428.41-37	PHONES AND ACCESSORIES	1,395	1,000	-	-
010-3070-428.41-40	COMPUTER SUPPLIES	97	300	300	300
010-3070-428.41-65	MINOR TOOLS	24,887	16,747	8,000	11,000
010-3070-428.41-70	CLEANING SUPPLIES	10,392	11,473	11,000	16,000
010-3070-428.41-75	MEDICAL AND CHEMICAL	32,115	27,731	27,000	28,000
010-3070-428.41-95	ANIMAL SUPPLIES	4,854	-	7,000	46,000
Supplies		97,359	103,280	85,432	132,750
Repair & Maintenance					
010-3070-428.42-10	BUILDING MAINTENANCE	8,354	10,000	10,000	5,000
010-3070-428.42-35	FENCE MAINTENANCE	-	-	10,000	1,000
010-3070-428.42-43	COMPUTER/SOFTWARE MAINT	-	1,000	1,000	1,000
010-3070-428.42-90	MAINTENANCE	247	-	2,027	-
010-3070-428.43-05	FURNITURE AND FIXTURES	-	1,050	1,000	500
010-3070-428.43-10	SMALL EQUIP REPAIR	150	6,000	500	2,000
010-3070-428.43-15	VEHICLE REPAIR/MAINT	4,422	11,000	5,000	2,000
Repair & Maintenance		13,173	29,050	29,527	11,500
Support Services					
010-3070-428.44-04	WATER SERVICE	2,568	3,628	3,000	2,900
010-3070-428.44-05	TELEPHONE	11,631	12,550	12,540	12,600
010-3070-428.44-06	GAS SERVICE	10,016	10,000	11,028	10,000
010-3070-428.44-08	WASTE DISPOSAL	2,819	2,819	2,820	2,860
010-3070-428.44-19	MERCHANT FEES	1,120	1,000	1,000	1,000
010-3070-428.44-26	PROMOTION AND ADVERTISING	-	-	-	1,000
010-3070-428.44-30	TRAINING AND TRAVEL	2,776	20,000	8,000	9,000
010-3070-428.44-50	ELECTRICITY SERVICES	15,769	14,000	14,000	15,000

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
010-3070-428.44-75	DUES AND MEMBERSHIPS	\$ 50	\$ -	\$ -	\$ -
	Support Services	46,749	63,997	52,388	54,360
	Minor Capital				
010-3070-428.46-15	BUILDINGS	2,625	-	2,800	-
010-3070-428.46-20	BOOKS AND REFRNCE MATERIALS	-	400	-	-
010-3070-428.46-30	NEW RADIOS	57	-	-	-
010-3070-428.46-35	EQUIPMENT AND MACHINERY	635	-	1,560	-
010-3070-428.46-40	COMPUTER EQUIP/SOFTWARE	2,700	-	-	-
	Minor Capital	6,017	400	4,360	-
	Professional Services				
010-3070-428.47-04	VETERINARY SERVICES	21,078	-	10,000	52,484
010-3070-428.47-07	TESTING SERVICES	-	-	1,127	2,000
010-3070-428.47-99	SPECIAL SERVICES	55	135	35	-
	Professional Services	21,133	135	11,162	54,484
	Designated Expenses				
010-3070-428.50-10	ISF CHARGES	-	-	-	218,599
010-3070-428.50-32	CONTRACT LABOR	-	-	30,000	-
	Designated Expenses	-	-	30,000	218,599
	Animal Services	\$ 696,287	\$ 851,365	\$ 780,885	\$ 1,289,741

Mission Element 1: Provide Animal Services

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Administer animal code compliance	6,240	4,105	4,105	4,034	4,305	4,300	4,305
Control stray animal population	10,400	8,000	8,248	8,328	8,398	8,398	8,398
Care for in-custody animals	12,480	5,300	6,082	6,599	6,582	6,500	6,500
Promote pet adoption and rescue coordination	2,028	9,175	9,579	10,280	10,179	10,000	10,200
Rabies control	2,080	322	322	334	352	350	350

Mission Element 2: Providing field enforcement services

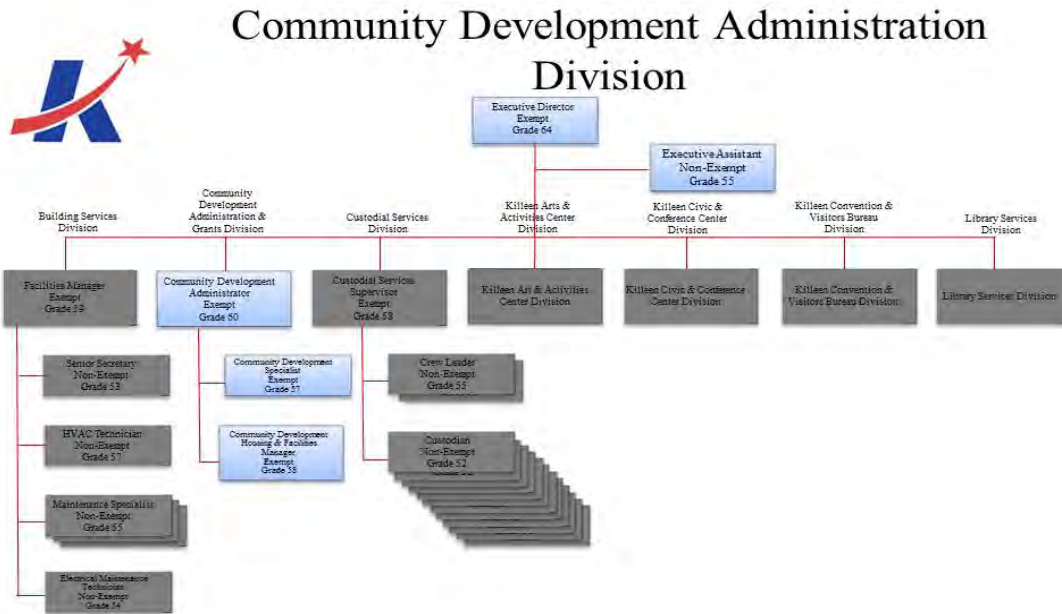
Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Deceased animal pick up	100	216				100	100
Wildlife calls	120	191				120	120
Trapped Animals Calls	48	90				48	50
Ordinance Violation Calls	626	533				626	800
Stray Calls	810	1,134				810	1,000
Investigations	2,294	2,163				2,294	2,500
Administrative Dispatches	136	102				136	100
Animal Cruelty Calls	491	220				491	600
Animal Bite Cases	359	263				359	400
Assist in Shelter Care and Operations	6,000	6,000				6,000	3,000
Field Emergency calls	908	470				908	900

Mission Element 3: Promote education, responsible pet ownership, and adoption

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Shelter care and operations	12,480	5,300				6,500	6,500
Community outreach	1,000	1,000				1,000	1,000
External communications	3,000	3,000				3,000	3,000



DIVISION MISSION STATEMENT

The Community Development Administration Division's mission is to implement the Community Development Block Grant (CDBG) and HOME programs.

MISSION ELEMENTS

- Provide oversight, reporting, and compliance for CDBG & HOME program.
- Administer sub-grant to qualifying entities.
- Conduct compliance monitoring for sub-grantee performance.
- Submit required reports to federal awarding agency.
- Provide oversight, guidance and administrative functions to seven (7) divisions.

GOALS

- Maintain CDBG and HOME Program grant requirements.
- Complete all grant reporting on time.
- Complete program monitoring of all sub-grantees.
- Continue the department's performance by meeting expectations within assigned areas of responsibility.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 144,271	\$ 146,490	\$ 145,765	\$ 225,856
\$ 144,271	\$ 146,490	\$ 145,765	\$ 225,856

Expenditure Summary

Personnel Services

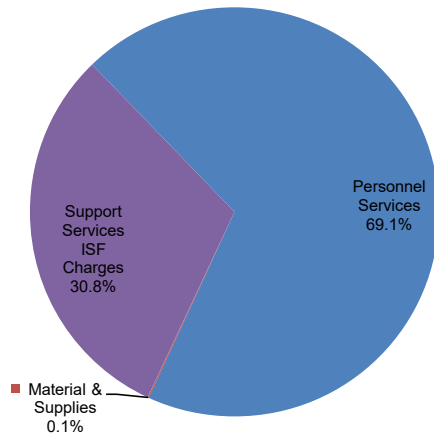
Material & Supplies

Support Services ISF Charges

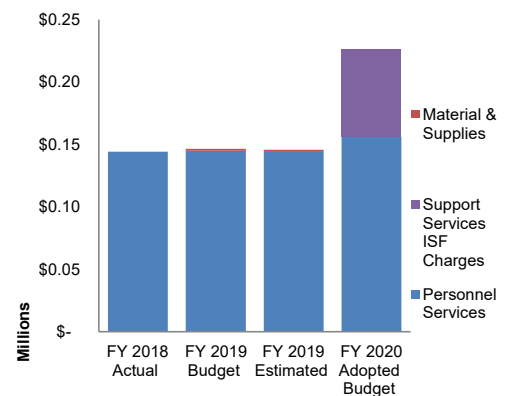
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 144,271	\$ 145,032	\$ 144,587	\$ 156,038
-	1,458	1,178	216
-	-	-	69,602
\$ 144,271	\$ 146,490	\$ 145,765	\$ 225,856

Department Expenditures

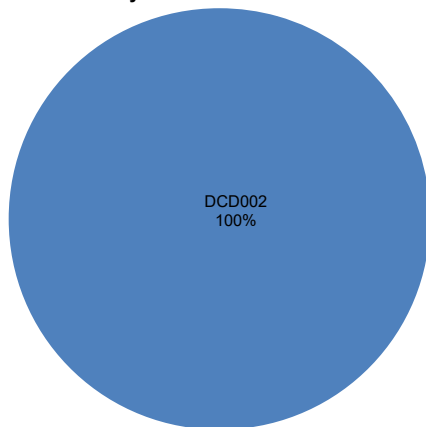


Department Expenditure History

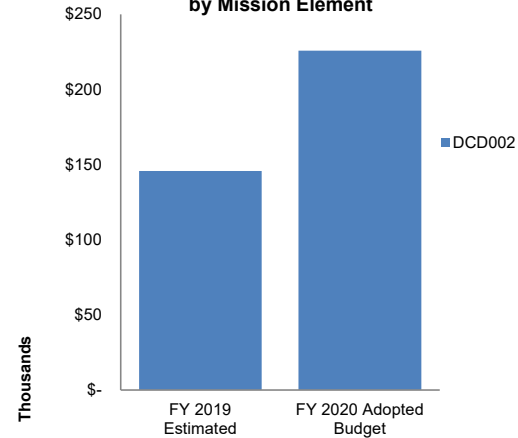


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
DCD002	Provide oversight, guidance and administrative functions to seven (7) divisions within Community Development Department. (Non-grant)	0.98	2,038.40	\$ 145,765	\$ 156,254
	Support Services ISF Charges	-	-	-	69,602
		<u>0.98</u>	<u>2038.40</u>	<u>\$ 145,765</u>	<u>\$ 225,856</u>

Department Expenditures
by Mission Element



Department Expenditure History
by Mission Element



Staffing

Executive Director of Community Development ^{1,2}

Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Executive Director of Community Development ^{1,2}	0.98	0.94	0.98
Total Staffing	<u>0.98</u>	<u>0.94</u>	<u>0.98</u>

¹ - In FY 2020, shifted 0.02 FTE from CDBG to General Fund

² - Position is partially funded by CDBG Grant Fund

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Community Development					
Personnel Services					
010-3250-426.40-05	FULL-TIME SALARIES	\$ 113,672	\$ 113,319	\$ 113,319	\$ 120,977
010-3250-426.40-25	LONGEVITY	1,639	1,692	875	1,835
010-3250-426.40-30	INCENTIVE PAY	-	-	687	-
010-3250-426.40-50	CAR ALLOWANCE	2,940	2,820	2,820	2,940
010-3250-426.40-81	GROUP INSURANCE	5,134	-	-	-
010-3250-426.40-82	MEDICAL INSURANCE	-	4,645	4,645	5,388
010-3250-426.40-83	DENTAL INSURANCE	-	259	259	270
010-3250-426.40-84	LIFE INSURANCE	-	17	17	18
010-3250-426.40-85	RETIREMENT - TMRS	11,708	13,138	12,816	14,851
010-3250-426.40-87	SOCIAL SECURITY	8,977	7,247	7,253	7,736
010-3250-426.40-88	MEDICARE	-	1,695	1,696	1,809
010-3250-426.40-89	WORKERS COMPENSATION	201	200	200	214
	Personnel Services	144,271	145,032	144,587	156,038
Support Services					
010-3250-426.44-05	TELEPHONE	-	276	220	216
010-3250-426.44-30	TRAINING AND TRAVEL	-	1,182	958	-
	Support Services	-	1,458	1,178	216
Designated Expenses					
010-3250-426.50-10	ISF CHARGES	-	-	-	69,602
	Designated Expenses	-	-	-	69,602
	Community Development	\$ 144,271	\$ 146,490	\$ 145,765	\$ 225,856

Mission Element 1: Provide oversight, reporting, and compliance for CDBG & HOME Program.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide integrated orientation and training workshops outlining broad program objectives and methods.	401	33 Workshops	33 Workshops	37 Workshops	38 Workshops	50	44
Provide clear guidance to CDAC committee at meetings.	40	4 Meetings	4 Meetings	4 Meetings	4 Meetings	4	4
Provide oversight and guidance to division staff related to Community Development tasks and programs.	300	Continues meeting and reviews	300	300	300	300	300

Mission Element 2: Administer sub-grants to qualifying entities.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Develop clear scope of work for sub-grantee agreements.	58	13 Agreements	13 Agreements	13 Agreements	13 Agreements	15	16
Execute sub-grantee agreements within 15 days of federal award (or in accordance with federal award).	58	13 Agreements	13 Agreements	13 Agreements	13 Agreements	15	16

Mission Element 3: Conduct compliance monitoring for sub-grantee performance.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Perform sub-grantee monitoring on quarterly basis.	25	1 visit per quarter	52 visits	52 visits	52 visits	52 visits	64 visits
Submit report back to sub-grantee on result of monitoring.	36	1 report per sub-grantee per quarter	52 reports	52 reports	52 reports	52 reports	64 reports

Mission Element 4: Submit required reports to federal awarding agency.

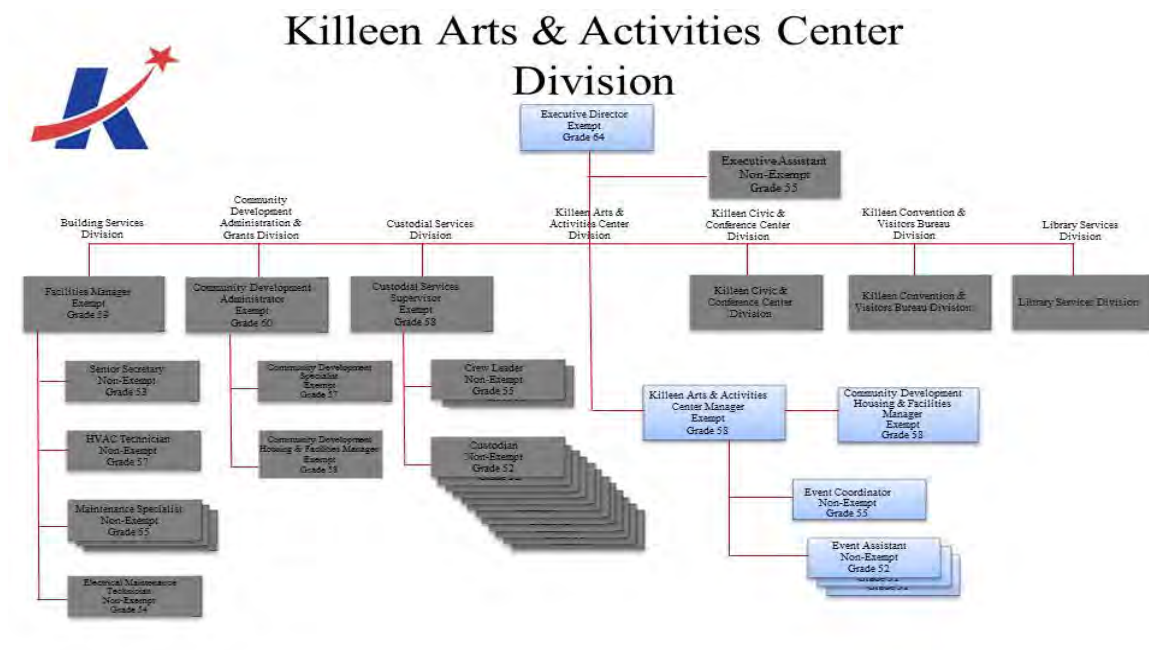
Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Ensure all major reports submitted as required by HUD.	441	13 Reports	13 Reports	13 Reports	13 Reports	13 reports	16 reports
Submit quarterly reports from sub-grantees entered into IDIS on time.	88	32 Reports	32 Reports	32 Reports	48 Reports	52 reports	64 reports

Mission Element 5: Provide oversight, guidance and administrative functions to seven (7) divisions within Community Development Department.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Meet with each division supervisor to discuss division work.	168	7 meetings per month	84	42	84	84	84
Perform employee evaluations for department staff.	18	11 Evaluations	11	11	11	11	11
Provide administrative and oversight to all seven (7) divisions.	636	Daily	636	636	636	636	636



DIVISION MISSION STATEMENT

The mission of the Killeen Arts & Activities Center is to manage and maintain the civic event space and city office space in the KAAC.

MISSION ELEMENTS

- Marketing and promoting the facility to expand the clientele and generate revenues.
- Event planning and coordination with individualized customer care.
- Provide a facility with advance audio-visual equipment , well-maintained furnishings and room setups.
- Maintaining 75,000 square feet, addressing the cleanliness and sanitation of the interior and exterior of the campus.

GOALS

- Review fee schedule to ensure space and services offered are market competitive.
- Promote event space to increase bookings during the weekdays.
- Develop a cost analysis of each city office that is cleaned by the KAAC staff.
- Implement replacement plan for damaged furnishings.

FINANCIAL INFORMATION

Revenue Summary

Event Revenue

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 57,730	\$ 59,136	\$ 72,636	\$ 56,015
307,799	384,931	342,269	496,428
<u>\$ 365,529</u>	<u>\$ 444,067</u>	<u>\$ 414,905</u>	<u>\$ 552,443</u>

Expenditure Summary

Personnel Services

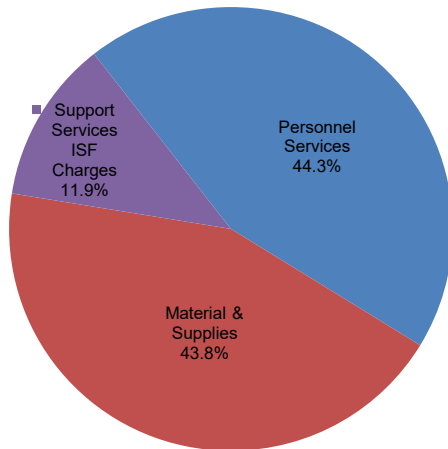
Material & Supplies

Support Services ISF Charges

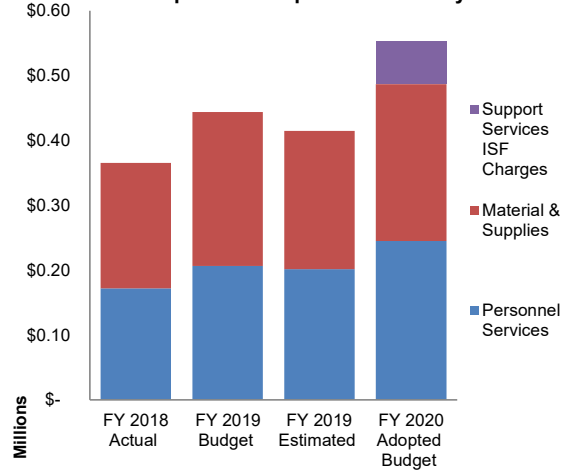
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 172,066	\$ 206,696	\$ 201,487	\$ 244,873
193,464	237,371	213,418	241,872
-	-	-	65,698
<u>\$ 365,529</u>	<u>\$ 444,067</u>	<u>\$ 414,905</u>	<u>\$ 552,443</u>

Department Expenditures



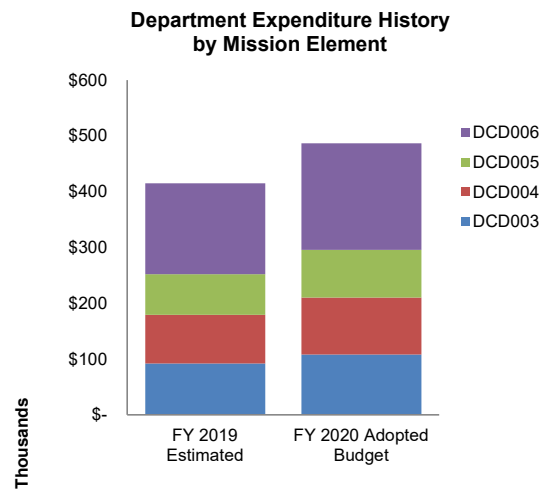
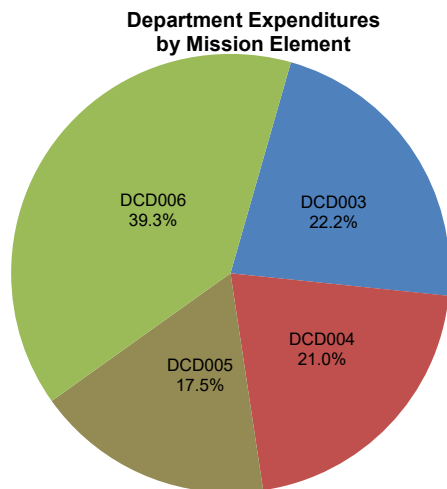
Department Expenditure History



**COMMUNITY & ECONOMIC DEVELOPMENT
KILLEEN ARTS & ACTIVITIES CENTER**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
DCD003	Marketing and promoting the facility to expand clientele and generate revenue.	0.80	1,664.00	\$ 92,137	\$ 108,090
DCD004	Event planning and coordination with individualized customer care.	1.15	2,392.00	86,956	102,012
DCD005	Provide a facility with advanced audio-visual equipment, well-maintained furnishings, and room setups.	0.80	1,664.00	72,645	85,223
DCD006	Maintaining 75,000 square feet addressing the cleanliness and sanitation of the interior and exterior of the campus.	2.64	5,491.20	163,168	191,420
	Support Services ISF Charges	-	-		65,698
		<u>5.39</u>	<u>11,211.20</u>	<u>\$ 414,905</u>	<u>\$ 552,443</u>



	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Staffing			
Community Dev. Housing & Facility Mgr	0.25	0.25	0.39
Event Assistant	3.00	3.00	3.00
Event Coordinator	1.00	1.00	1.00
KAAC Manager	1.00	1.00	1.00
Total Staffing	<u>5.25</u>	<u>5.25</u>	<u>5.39</u>

¹ - In FY 2020, shifted .14 FTE from CDBG Fund to General Fund

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Killeen Arts and Activities Center					
Personnel Services					
010-3229-426.40-05	FULL-TIME SALARIES	\$ 129,204	\$ 153,150	\$ 152,432	\$ 186,093
010-3229-426.40-15	OVERTIME	360	400	1,336	400
010-3229-426.40-25	LONGEVITY	309	624	471	909
010-3229-426.40-30	INCENTIVE PAY	-	300	-	-
010-3229-426.40-81	GROUP INSURANCE	18,696	-	-	-
010-3229-426.40-82	MEDICAL INSURANCE	-	21,001	16,473	18,611
010-3229-426.40-83	DENTAL INSURANCE	-	1,172	1,172	1,209
010-3229-426.40-84	LIFE INSURANCE	-	95	95	96
010-3229-426.40-85	RETIREMENT - TMRS	12,866	17,223	16,788	22,159
010-3229-426.40-87	SOCIAL SECURITY	9,387	9,096	9,006	11,016
010-3229-426.40-88	MEDICARE	-	2,127	2,106	2,576
010-3229-426.40-89	WORKERS COMPENSATION	1,244	1,508	1,608	1,804
Personnel Services		172,066	206,696	201,487	244,873
Supplies					
010-3229-426.41-10	OFFICE	455	800	800	900
010-3229-426.41-15	POSTAGE/CARRIER SERVICE	21	60	20	10
010-3229-426.41-20	UNIFORMS AND CLOTHING	279	597	460	480
010-3229-426.41-30	FUEL	37	200	100	200
010-3229-426.41-35	PRINT SUPPLIES	241	700	500	900
010-3229-426.41-37	PHONES AND ACCESSORIES	33	-	60	-
010-3229-426.41-65	MINOR TOOLS	314	500	400	900
010-3229-426.41-70	CLEANING SUPPLIES	6,818	8,515	8,514	10,000
Supplies		8,199	11,372	10,854	13,390
Repair & Maintenance					
010-3229-426.42-10	BUILDING MAINTENANCE	44,217	60,500	57,919	65,000
010-3229-426.42-11	ELECTRICAL MAINTENANCE	5,827	10,000	10,000	12,248
010-3229-426.42-12	ELEVATOR MAINTENANCE	7,168	7,500	7,500	7,500
010-3229-426.43-10	SMALL EQUIP REPAIR	165	500	500	1,000
010-3229-426.43-20	HEAT AND AIR REPAIR	14,947	30,000	21,000	25,000
Repair & Maintenance		72,324	108,500	96,919	110,748
Support Services					
010-3229-426.44-04	WATER SERVICE	9,106	9,000	9,000	9,500
010-3229-426.44-05	TELEPHONE	599	390	388	390
010-3229-426.44-06	GAS SERVICE	4,103	8,841	5,300	6,000
010-3229-426.44-08	WASTE DISPOSAL	8,010	8,040	8,044	8,281
010-3229-426.44-10	EQUIPMENT RENTAL/LEASE	1,404	1,650	1,628	1,630
010-3229-426.44-19	MERCHANT FEES	982	840	775	900
010-3229-426.44-26	PROMOTION/ADVERTISING	6,429	13,600	13,600	15,010
010-3229-426.44-30	TRAINING AND TRAVEL	847	4,000	4,000	6,000
010-3229-426.44-50	ELECTRICITY SERVICES	63,949	55,000	55,000	56,648
010-3229-426.44-75	DUES AND MEMBERSHIPS	75	75	75	75
Support Services		95,503	101,436	97,810	104,434

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Minor Capital					
010-3229-426.46-25	SOUND SYSTEMS	\$ 99	\$ -	\$ -	\$ -
010-3229-426.46-35	EQUIPMENT AND MACHINERY	1,702	3,000	3,000	5,000
010-3229-426.46-40	COMPUTER EQUIP/SOFTWARE	9,922	-	-	5,000
010-3229-426.46-50	FURNITURE AND FIXTURES	4,219	2,000	1,000	3,000
	Minor Capital	15,943	5,000	4,000	13,000
Professional Services					
010-3229-426.47-25	ARCHITECTURAL	1,496	-	-	-
	Professional Services	1,496	-	-	-
Designated Expenses					
010-3229-426.50-10	ISF CHARGES	-	-	-	65,698
010-3229-426.50-20	DESIGNATED EXPENSES	-	10,763	3,535	-
010-3229-426.50-32	CONTRACT LABOR	-	300	300	300
	Designated Expenses	-	11,063	3,835	65,998
	Killeen Arts and Activities Center	\$ 365,529	\$ 444,067	\$ 414,905	\$ 552,443

Mission Element 1: Marketing and promoting the facility to expand clientele and generate revenue.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Increase website views.	215	25,000 Views	23,157 Views	25,982 Views	28,580 Views	29,571 Views	30,458 Views
Increase website booking request.	45	150 Requests	80 Requests	90 Requests	100 Requests	164 Requests	170 Requests
Increase Facebook views.	45	2,000 Views	1,788 Views	2,150 Views	2,365 Views	2,895 Views	2,981 Views
Increase Facebook posts.	215	52 Posts	52 Posts	110 Posts	156 Posts	80 Posts	156 Posts
Increase events booked.	1,240	200 Events	180 Events	150 Events	180 Events	207 Events	213 Events

Mission Element 2: Event planning and coordination with individualized customer care.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Attract client contacts through increased marketing.	100	1,200 Contacts	1,560 Contacts	1,570 Contacts	1,727 Contacts	1,940 Contacts	2,000 Contacts
Increase number of days booked.	390	353 Days	200 Days	229 Days	275 Days	132 Days	275 Days
Increase number of events booked during weekdays.	150	48 Events	48 Events	37 Events	48 Events	25 Events	48 Events
Room Set Ups.	200	200 Set Ups	180 Set ups	150 Set Ups	180 Set Ups	207 Set Ups	213 Set Ups
Room Break Downs.	200	200 Break Downs	180 Break Downs	150 Break Downs	180 Break Downs	207Break Downs	213 Break Downs

Mission Element 3: Provide a facility with advanced audio-visual equipment, well-maintained furnishings, and room setups.

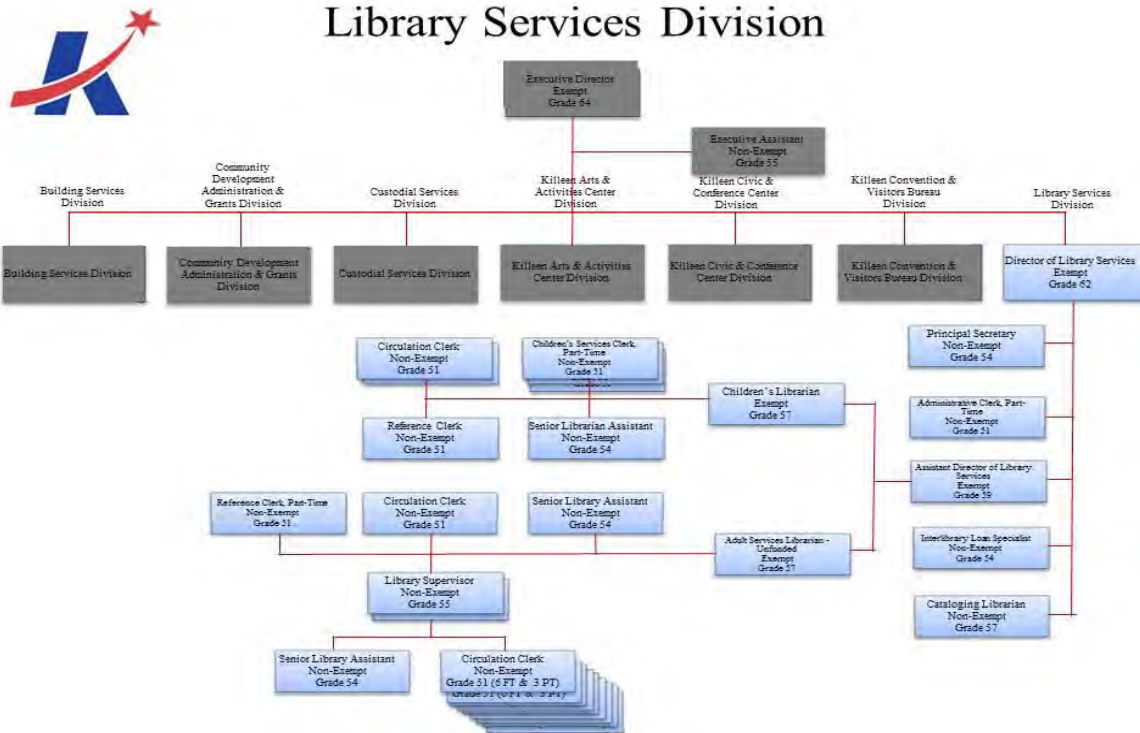
Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide equipment rentals.	780	17 Units	25 Units	17 Units	25 Units	25 Units	35 Units
Twice weekly cleaning of tables (before and after events).	520	110 Tables	110 Tables	110 Tables	110 Tables	110 Tables	120 Tables
Monthly inspection of all furnishings.	48	12 Inspections	12 Inspections	12 Inspections	12 Inspections	12 Inspections	12 Inspection
Monthly deep cleaning of fabric-covered furnishings.	732	2,000 Furnishings	2,000 Furnishings	2,000 Furnishings	2,000 Furnishings	2,000 Furnishings	2,000 Furnishings

Mission Element 4: Maintain 75,000 square feet addressing the cleanliness and sanitation of the interior and exterior of the campus.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Daily cleaning of facilities.	3,622	75,000 sf	75,000 sf	75,000 sf	75,000 sf	75,000 sf	75,00 sf
Weekly vacuuming of carpets.	312	60,000 sf	60,000 sf	60,000 sf	60,000 sf	60,000 sf	60,00 sf
Daily auto-scrubbing and buffing tile floors.	420	15,000 sf	15,000 sf	15,000 sf	15,000 sf	15,000 sf	15,00 sf
Bi-weekly shampooing carpets.	340	26 Cleanings	26 Cleanings	15 Cleanings	26 Cleanings	26 Cleanings	26 cleanings
Bi-weekly maintenance on floor cleaning equipment.	260	26 Servicing's	26 Servicing's	10 Servicing's	26 Servicing's	26 Servicing's	26 servicing's
Bi-weekly power-washing sidewalks and building exterior.	366	26 Cleanings	26 Cleanings	26 Cleanings	26 Cleanings	26 Cleanings	26 cleanings
Daily exterior facility and outdoor venue rental space upkeep.	400	48,861 sf	48,861 sf	48,861 sf	48,861 sf	48,861 sf	48,861 sf



DIVISION MISSION STATEMENT

The mission of the Killeen Public Library System is to enrich lives by fostering literacy and community engagement, supporting reading for pleasure and for research, and connecting people to information and ideas.

MISSION ELEMENTS

- Provide access to print resources for information and personal enrichment.
- Provide online access to materials for general reading and for information needs.
- Provide access to public computers and printers.
- Provide a variety of programs for all ages.

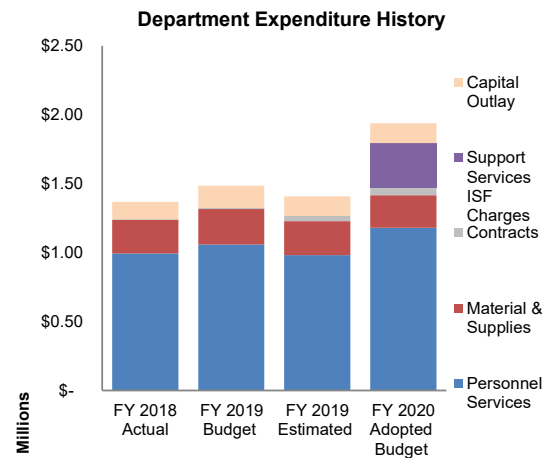
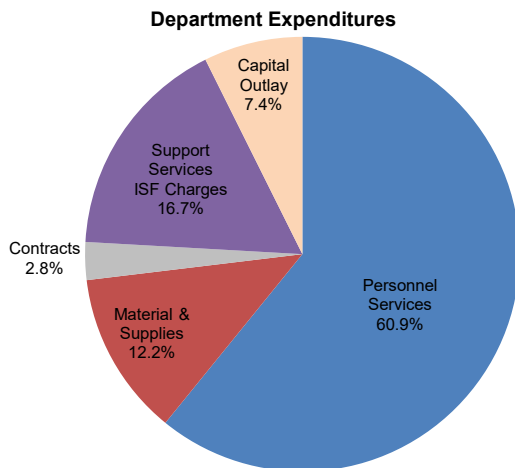
GOALS

- Support expanded programming for all ages to foster lifelong learning and community engagement.
- Continue to increase visibility in the community and market programming more aggressively.
- Provide access to public computers and printers.
- Replace unreliable time and print management system to improve patron experience for computer users.

FINANCIAL INFORMATION

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Library Copier Charges	\$ 21,200	\$ 20,000	\$ 22,037	\$ 20,341
Library Fees & Contributions	16,699	13,000	14,126	13,221
Municipal Court Fine Revenue	2,459	3,705	3,490	3,705
Grants	847	-	-	-
General Resources	1,327,469	1,448,804	1,368,770	1,900,602
Total	\$ 1,368,674	\$ 1,485,509	\$ 1,408,423	\$ 1,937,869

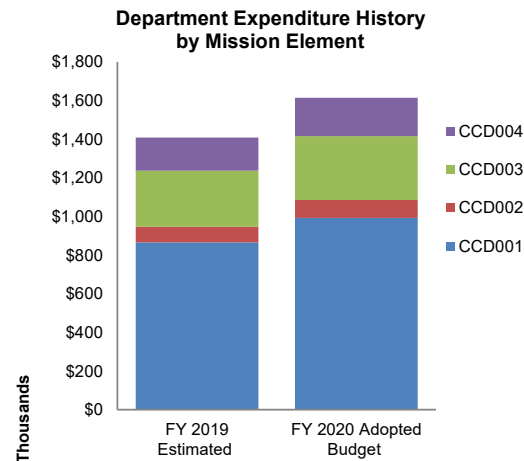
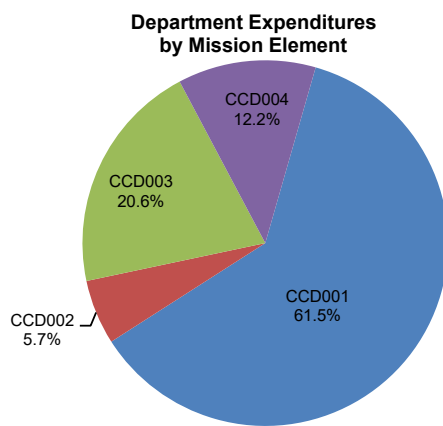
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 993,186	\$ 1,058,359	\$ 981,148	\$ 1,179,303
Material & Supplies	244,768	257,062	246,225	237,057
Contracts	5,493	8,500	38,465	54,400
Support Services ISF Charges	-	-	-	324,509
Capital Outlay	125,227	161,588	142,585	142,600
Total	\$ 1,368,674	\$ 1,485,509	\$ 1,408,423	\$ 1,937,869



**COMMUNITY DEVELOPMENT
LIBRARY SERVICES**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
CCD001	Provide access to print resources for information and personal enrichment.	16.52	34,351.20	\$ 866,106	\$ 992,132
CCD002	Provide online access to materials for general reading and for informational needs.	0.10	208.00	80,781	92,535
CCD003	Provide access to public computers and printers.	5.00	10,389.60	289,683	331,834
CCD004	Provide a variety of programs for all ages.	2.39	4,971.20	171,853	196,859
	Support Services ISF Charges	-	-	-	324,509
		<u>24.00</u>	<u>49,920.00</u>	<u>\$ 1,408,423</u>	<u>\$ 1,937,869</u>



Staffing

Assistant Director of Library Services
Children's Services Assistant ¹
Clerk (Administration) - PT
Clerk (Children's Svc) - PT ¹
Clerk (Circulation)
Clerk (Circulation) - PT ¹
Clerk (Reference)
Clerk (Reference) - PT
Director of Library Services
Inter-Library Loan Librarian
Librarian Cataloguer
Librarian Children's Services
Library Supervisor
Principal Secretary
Manager (Reference)
Senior Library Assistant
Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Assistant Director of Library Services	1.00	1.00	1.00
Children's Services Assistant ¹	0.50	-	-
Clerk (Administration) - PT	0.50	0.50	0.50
Clerk (Children's Svc) - PT ¹	0.50	1.50	1.50
Clerk (Circulation)	7.00	7.00	7.00
Clerk (Circulation) - PT ¹	2.00	1.50	1.50
Clerk (Reference)	1.00	1.00	1.00
Clerk (Reference) - PT	0.50	0.50	0.50
Director of Library Services	1.00	1.00	1.00
Inter-Library Loan Librarian	1.00	1.00	1.00
Librarian Cataloguer	1.00	1.00	1.00
Librarian Children's Services	1.00	1.00	1.00
Library Supervisor	2.00	2.00	2.00
Principal Secretary	1.00	1.00	1.00
Manager (Reference)	0.34	-	-
Senior Library Assistant	4.00	4.00	4.00
Total Staffing	<u>24.34</u>	<u>24.00</u>	<u>24.00</u>

¹ - In FY 2020, positions reclassified

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Library					
Personnel Services					
010-3215-423.40-05	FULL-TIME SALARIES	\$ 674,539	\$ 707,474	\$ 660,835	\$ 773,107
010-3215-423.40-10	PART-TIME SALARIES	72,761	82,843	75,003	104,640
010-3215-423.40-25	LONGEVITY	10,453	11,832	10,519	12,265
010-3215-423.40-37	BILINGUAL PAY	2,950	3,000	2,400	2,400
010-3215-423.40-50	CAR ALLOWANCE	3,000	3,000	3,000	3,000
010-3215-423.40-70	VACATION-4TH WEEK BUYBK.	600	1,129	1,129	1,200
010-3215-423.40-81	GROUP INSURANCE	97,373	-	-	-
010-3215-423.40-82	MEDICAL INSURANCE	-	93,886	85,866	104,460
010-3215-423.40-83	DENTAL INSURANCE	-	5,515	4,952	5,516
010-3215-423.40-84	LIFE INSURANCE	-	360	323	360
010-3215-423.40-85	RETIREMENT - TMRS	75,662	90,238	81,813	105,891
010-3215-423.40-87	SOCIAL SECURITY	54,330	46,523	43,558	52,357
010-3215-423.40-88	MEDICARE	-	10,882	10,187	12,244
010-3215-423.40-89	WORKERS COMPENSATION	1,519	1,677	1,563	1,863
Personnel Services		993,186	1,058,359	981,148	1,179,303
Supplies					
010-3215-423.41-10	OFFICE	9,304	8,500	7,533	7,724
010-3215-423.41-15	POSTAGE/CARRIER SERVICE	6,274	9,250	7,790	8,153
010-3215-423.41-20	UNIFORMS AND CLOTHING	-	-	-	700
010-3215-423.41-25	SUBSCRIPTION/PUBLICATIONS	95,487	88,550	80,750	83,150
010-3215-423.41-27	PUBLIC OUTREACH	5,095	6,200	10,825	6,100
010-3215-423.41-30	FUEL	600	850	580	775
010-3215-423.41-35	PRINT SUPPLIES	9,435	12,600	7,258	8,330
010-3215-423.41-70	CLEANING SUPPLIES	976	1,800	1,300	1,300
010-3215-423.41-75	MEDICAL AND CHEMICAL	-	600	300	600
Supplies		127,170	128,350	116,336	116,832
Repair & Maintenance					
010-3215-423.42-10	BUILDING MAINTENANCE	31,912	15,000	30,394	15,000
010-3215-423.42-43	COMPUTER MAINTENANCE	5,707	28,000	24,854	26,001
010-3215-423.43-05	FURNITURE AND FIXTURES	-	1,500	1,400	500
010-3215-423.43-15	VEHICLE REPAIR/MAINT	47	350	325	350
010-3215-423.43-20	HEAT AND AIR REPAIR	12,875	-	-	-
010-3215-423.43-60	BOOK	-	2,750	2,500	1,250
Repair & Maintenance		50,541	47,600	59,473	43,101
Support Services					
010-3215-423.44-04	WATER SERVICE	3,449	5,500	5,500	5,500
010-3215-423.44-05	TELEPHONE	2,113	3,090	3,083	3,090
010-3215-423.44-06	GAS SERVICE	2,299	2,200	2,125	2,200
010-3215-423.44-08	WASTE DISPOSAL	3,577	3,912	3,577	3,936
010-3215-423.44-10	EQUIPMENT RENTAL/LEASE	5,832	7,200	6,000	6,000
010-3215-423.44-19	MERCHANT FEES	732	2,085	780	900
010-3215-423.44-26	PROMOTION AND ADVERTISING	5,990	6,000	5,965	6,000
010-3215-423.44-30	TRAINING AND TRAVEL	402	1,550	550	725
010-3215-423.44-50	ELECTRICITY SERVICES	26,839	32,000	28,886	31,500
010-3215-423.44-75	DUES AND MEMBERSHIPS	969	1,575	1,450	995
Support Services		52,203	65,112	57,916	60,846

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Minor Capital					
010-3215-423.46-40	COMPUTER EQUIP/SOFTWARE	\$ 5,868	\$ -	\$ -	\$ -
010-3215-423.46-50	FURNITURE AND FIXTURES	8,985	16,000	12,500	16,278
	Minor Capital	14,853	16,000	12,500	16,278
Professional Services					
010-3215-423.47-02	ENTERTAINMENT SERVICES	5,493	8,500	8,465	7,000
	Professional Services	5,493	8,500	8,465	7,000
Designated Expenses					
010-3215-423.50-10	ISF CHARGES	-	-	-	324,509
010-3215-423.50-32	CONTRACT LABOR	-	-	30,000	47,400
	Designated Expenses	-	-	30,000	371,909
Capital Outlay					
010-3215-423.61-20	BOOKS AND REFERENCE MATERIALS	125,227	161,588	142,585	142,600
	Capital Outlay	125,227	161,588	142,585	142,600
	Library	\$ 1,368,674	\$ 1,485,509	\$ 1,408,423	\$ 1,937,869

Mission Element 1: Provide access to print resources for information and personal enrichment.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Continually develop the library's print collections, ensuring time-sensitive areas are updated regularly.	1,872	6,400 Items	5,800 Items	5,910 Items	6,400 Items	5,253 Items	6,435 Items
Circulate library materials.	21,753	240,000 Circulations	230,000 Circulations	243,939 Circulations	250,000 Circulations	254,949 Circulations	242,000 Circulations
Repair damaged items.	1,602	1,300 Items	1,300 Items	1,404 Items	1,300 Items	2,376 Items	2,870 Items
Catalog library materials and prepare them for use.	2,492	6,000 Items	6,000 Items	6,375 Items	6,500 Items	5,829 Items	6,000 Items
Maintain interlibrary loan service.	672	400 Items	480 Items	173 Items	410 Items	322 Items	345 Items
Maintain database of library patrons and materials.	2,532	2,532 Staff Hours	2,500 Staff Hours	2,212 Staff Hours	2,532 Staff Hours	2,401 Staff Hours	2532 Hours
Perform loss-prevention duties related to overdue, lost and damaged library materials.	1,040	8,250 Items	8,250 Items	8,141 Items	8,258 Items	8,237 Items	8,200 Items

Mission Element 2: Provide online access to materials for general reading and for informational needs.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Add downloadable books and audio books for leisure reading and research.	165	1,500 Items	850 Items	773 Items	850 Items	843 Items	850 Items
Make access available to a range of authoritative research databases, with most available through remote access.	43	33 Databases	33 Databases	33 Databases	33 Databases	34 Databases	34 Databases

Mission Element 3: Provide access to public computers and printers.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide and maintain public workstations with word processing, spreadsheet and internet access (split equally between the libraries).	175	28 Public Computers	28 Public Computers	28 Public Computers	28 Public Computers	28 Public Computers	28 Public Computers
Provide public printers for patron needs (split equally between the libraries).	156	2 Printers	2 Printers	2 Printers	2 Printers	2 Printers	2 Printers
Provide photocopiers for patron use (split equally between the libraries)	104	2 Photocopiers	2 Photocopiers	2 Photocopiers	2 Photocopiers	2 Photocopiers	2 Photocopiers
Provide staff support for basic level of assistance for computer users.	10,156	10,156 Hours	N/A	N/A	10,156 Hours	9,994 Hours	10,156 Hours

Mission Element 4: Provide a variety of programs for all ages.

Operational Targets: Essential department functions within the mission element.

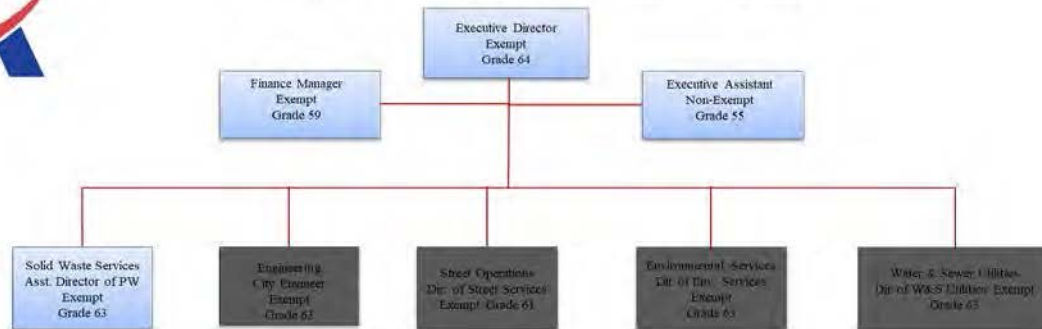
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Hold fall and spring story times for preschool literacy engagement.	2,593	150 Story times	150	150	150	183	180
Hold weekly programs for children that focus on STEAM activities	368	166 Programs	0 Programs	166	166	192	184
Hold summer story times and programs for preschool and elementary-aged children to encourage reading and aid in the retention and improvement of literacy skills.	1,816	100 Programs	100	117	106	116	108
Host summer programs and movies for teens to encourage learning and creativity, giving them something productive to do with their free time.	796	40 Programs	45	48	40	16	16
Host movie days for children, as covered under Library Services' blanket performance licenses, to entertain them and encourage their parents to take advantage of other library services.	280	20 Movie Days	30	20	20	17	20

Mission Element 4: Provide a variety of programs for all ages. (continued)

Host programs for adults to engage them in lifelong learning and spark creativity.	390	25 Programs	25	20	25	32	28
Maintain a presence on social media to keep citizens informed of library services and programs.	1,237	104 Postings	145	159	104	175	150
Offer and/or participate "maker" programs for all ages.	123	4 events	0	1	3	3	4
Offer math and science programming for all ages.	45	2 events	0	0	1	2	2



Public Works Administration



DIVISION MISSION STATEMENT

Public Works Administration's mission is to provide the citizens of Killeen with superior utility services, quality infrastructure, and orderly standards of development to protect their health, safety, and general welfare.

MISSION ELEMENTS

- Divisional Oversight:
 - Plan
 - Execute
 - Evaluate

GOALS

- Complete Improvement plans for Water & Sewer, Street Operations, Environmental Services, and Engineering.
- Reorganize Public Works Department to provide more efficient operations.
- Continue implementation of various master plans.
- Update CIP Plan accordingly.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 314,532	\$ 354,783	\$ 344,163	\$ 492,412
\$ 314,532	\$ 354,783	\$ 344,163	\$ 492,412

Expenses Summary

Personnel Services

Material & Supplies

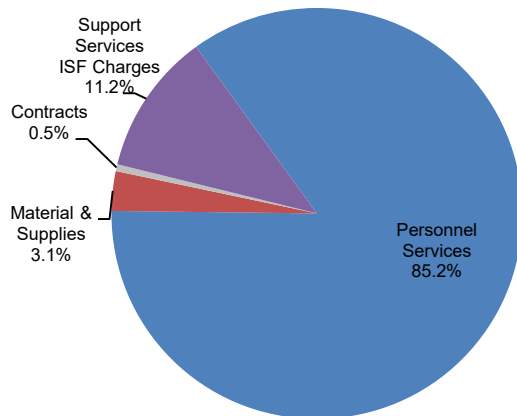
Contracts

Support Services ISF Charges

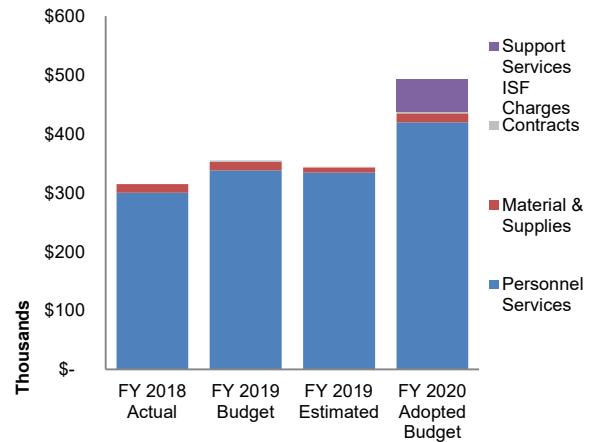
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 300,284	\$ 338,291	\$ 334,608	\$ 419,468
14,248	13,817	8,648	15,392
-	2,675	907	2,625
-	-	-	54,927
\$ 314,532	\$ 354,783	\$ 344,163	\$ 492,412

Department Expenses

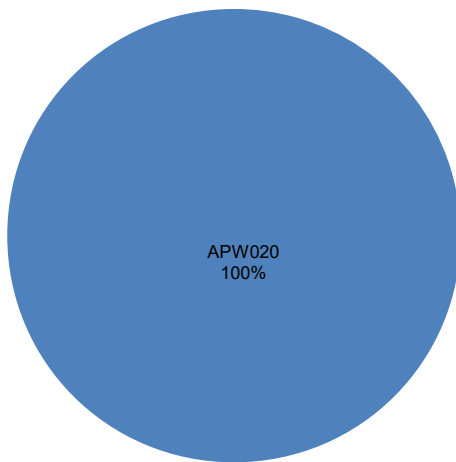


Department Expenses History

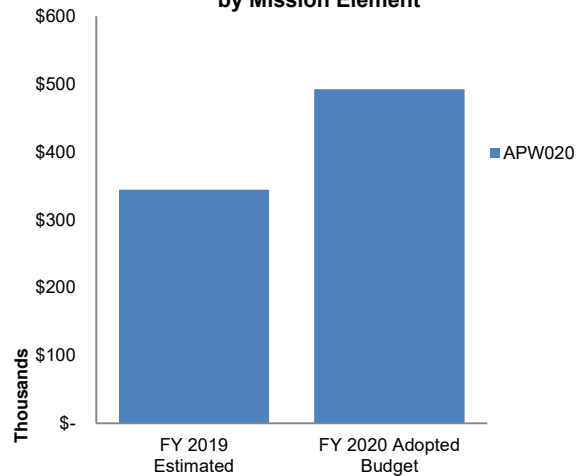


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW020	Provide general oversight to all Public Works divisions	4.00	8,320.00	\$ 344,163	\$ 437,485
	Support Services ISF Charges	-	-	-	54,927
		4.00	8,320.00	\$ 344,163	\$ 492,412

**Department Expenses
by Mission Element**



**Department Expenses History
by Mission Element**



Staffing ²

Assistant Director of Public Works
Executive Director of Public Works
Executive Assistant
Finance Manager ¹

Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Assistant Director of Public Works	1.00	1.00	1.00
Executive Director of Public Works	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Finance Manager ¹	-	1.00	1.00
Total Staffing	3.00	4.00	4.00

¹ - In FY 2019, reclassified Contract Specialist to Finance Manager and transferred from Engineering Division

² - In FY 2020, consolidated division into one fund with transfers in from other supporting funds

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Public Works					
Personnel Services					
010-3430-431.40-05	FULL-TIME SALARIES	\$ 19,726	\$ 12,019	\$ 11,896	\$ 335,293
010-3430-431.40-25	LONGEVITY	126	55	49	1,297
010-3430-431.40-30	INCENTIVE PAY	17	16	16	540
010-3430-431.40-50	CAR ALLOWANCE	150	150	69	3,000
010-3430-431.40-70	VACATION-4TH WEEK BUYBK.	-	30	-	600
010-3430-431.40-81	GROUP INSURANCE	1,505	-	-	-
010-3430-431.40-82	MEDICAL INSURANCE	-	494	515	10,996
010-3430-431.40-83	DENTAL INSURANCE	-	50	49	1,102
010-3430-431.40-84	LIFE INSURANCE	-	3	3	73
010-3430-431.40-85	RETIREMENT - TMRS	1,986	1,368	1,307	40,241
010-3430-431.40-87	SOCIAL SECURITY	1,486	724	719	20,866
010-3430-431.40-88	MEDICARE	-	169	168	4,880
010-3430-431.40-89	WORKERS COMPENSATION	34	21	20	580
540-3430-431.40-05	FULL-TIME SALARIES	83,468	99,862	99,182	-
540-3430-431.40-25	LONGEVITY	188	413	366	-
540-3430-431.40-30	INCENTIVE PAY	324	324	324	-
540-3430-431.40-50	CAR ALLOWANCE	840	840	770	-
540-3430-431.40-70	VACATION-4TH WEEK BUYBK.	-	168	-	-
540-3430-431.40-81	GROUP INSURANCE	2,750	-	-	-
540-3430-431.40-82	MEDICAL INSURANCE	-	2,767	2,883	-
540-3430-431.40-83	DENTAL INSURANCE	-	397	397	-
540-3430-431.40-84	LIFE INSURANCE	-	26	26	-
540-3430-431.40-85	RETIREMENT - TMRS	8,398	11,329	10,897	-
540-3430-431.40-87	SOCIAL SECURITY	6,204	6,045	6,053	-
540-3430-431.40-88	MEDICARE	-	1,414	1,415	-
540-3430-431.40-89	WORKERS COMPENSATION	144	173	172	-
550-3430-431.40-05	FULL-TIME SALARIES	124,035	144,671	143,184	-
550-3430-431.40-25	LONGEVITY	373	667	587	-
550-3430-431.40-30	INCENTIVE PAY	184	184	184	-
550-3430-431.40-50	CAR ALLOWANCE	1,830	1,830	2,516	-
550-3430-431.40-70	VACATION-4TH WEEK BUYBK.	-	366	-	-
550-3430-431.40-81	GROUP INSURANCE	5,672	-	-	-
550-3430-431.40-82	MEDICAL INSURANCE	-	6,028	6,281	-
550-3430-431.40-83	DENTAL INSURANCE	-	598	598	-
550-3430-431.40-84	LIFE INSURANCE	-	39	40	-
550-3430-431.40-85	RETIREMENT - TMRS	12,522	16,470	15,735	-
550-3430-431.40-87	SOCIAL SECURITY	9,170	8,716	8,647	-
550-3430-431.40-88	MEDICARE	-	2,038	2,022	-
550-3430-431.40-89	WORKERS COMPENSATION	215	251	247	-
575-3430-431.40-05	FULL-TIME SALARIES	15,100	13,971	13,827	-
575-3430-431.40-25	LONGEVITY	68	65	57	-
575-3430-431.40-30	INCENTIVE PAY	16	16	16	-
575-3430-431.40-50	CAR ALLOWANCE	180	180	83	-
575-3430-431.40-70	VACATION-4TH WEEK BUYBK.	-	36	36	-
575-3430-431.40-81	GROUP INSURANCE	899	-	-	-
575-3430-431.40-82	MEDICAL INSURANCE	-	593	618	-
575-3430-431.40-83	DENTAL INSURANCE	-	58	58	-
575-3430-431.40-84	LIFE INSURANCE	-	4	3	-
575-3430-431.40-85	RETIREMENT - TMRS	1,523	1,591	1,519	-
575-3430-431.40-87	SOCIAL SECURITY	1,125	841	835	-
575-3430-431.40-88	MEDICARE	-	197	195	-
575-3430-431.40-89	WORKERS COMPENSATION	26	24	24	-
Personnel Services		300,284	338,291	334,608	419,468

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Supplies					
010-3430-431.41-10	OFFICE	\$ -	\$ -	\$ 68	\$ 75
010-3430-431.41-15	POSTAGE/CARRIER SERVICE	-	-	10	28
010-3430-431.41-35	PRINT SUPPLIES	-	-	194	300
540-3430-431.41-10	OFFICE	36	75	-	-
540-3430-431.41-15	POSTAGE/CARRIER SERVICE	7	28	-	-
540-3430-431.41-20	UNIFORMS AND CLOTHING	-	-	50	-
540-3430-431.41-35	PRINT SUPPLIES	107	300	-	-
550-3430-431.41-35	PRINT SUPPLIES	286	-	-	-
550-3430-431.41-40	COMPUTER SUPPLIES	80	-	-	-
575-3430-431.41-10	OFFICE	81	-	-	-
	Supplies	597	403	322	403
Repair & Maintenance					
010-3430-431.42-43	COMPUTER/SOFTWARE MAINT	-	-	900	900
550-3430-431.42-43	COMPUTER/SOFTWARE MAINT	747	-	-	-
	Repair & Maintenance	747	-	900	900
Support Services					
010-3430-431.44-05	TELEPHONE	-	-	405	600
010-3430-431.44-10	EQUIPMENT RENTAL/LEASE	203	-	3,956	3,956
010-3430-431.44-30	TRAINING AND TRAVEL	-	-	200	7,000
010-3430-431.44-70	TROPHIES AND AWARDS	-	-	100	50
010-3430-431.44-75	DUES AND MEMBERSHIPS	-	-	2,483	2,483
540-3430-431.44-10	EQUIPMENT RENTAL/LEASE	2,027	-	-	-
540-3430-431.44-75	DUES AND MEMBERSHIPS	1,466	-	-	-
550-3430-431.44-05	TELEPHONE	694	650	-	-
550-3430-431.44-10	EQUIPMENT RENTAL/LEASE	4,380	3,281	-	-
550-3430-431.44-30	TRAINING AND TRAVEL	-	7,000	-	-
550-3430-431.44-75	DUES AND MEMBERSHIPS	1,760	2,483	-	-
575-3430-431.44-10	EQUIPMENT RENTAL/LEASE	459	-	-	-
575-3430-431.44-30	TRAINING AND TRAVEL	189	-	-	-
575-3430-431.44-75	DUES AND MEMBERSHIPS	233	-	-	-
	Support Services	11,411	13,414	7,144	14,089
Minor Capital					
010-3430-431.46-37	TELEPHONE EQUIPMENT	282	-	282	-
010-3430-431.46-40	COMPUTER EQUIP/SOFTWARE	1,210	-	-	-
	Minor Capital	1,492	-	282	-
Professional Services					
010-3430-431.47-20	ENGINEERING SERVICES	-	-	907	2,625
550-3430-431.47-20	ENGINEERING SERVICES	-	2,675	-	-
	Professional Services	-	2,675	907	2,625
Designated Expenses					
010-3430-431.50-10	ISF CHARGES	-	-	-	54,927
	Designated Expenses	-	-	-	54,927
Public Works		\$ 314,532	\$ 354,783	\$ 344,163	\$ 492,412

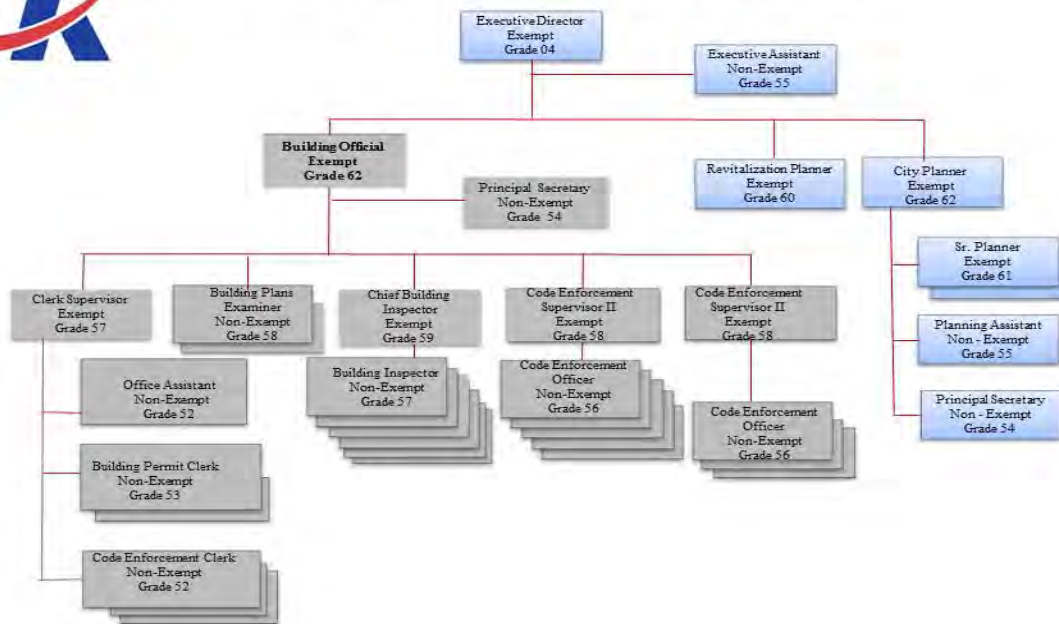
Note: The following Public Works Administration mission elements are divided between General Fund, Water & Sewer Fund, Solid Waste Fund, and Drainage Utility Fund. This data is duplicated in each fund.

Mission Element: Provide general oversight to all Public Works divisions.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Prepare & present City Council action items.	100	30	30	24	30	31	35
Present City Council discussion items.	100	40	40	6	15	19	25
Provide Engineering division oversight.	83	1%	1%	5%	1%	0.1	0.05
Provide Environmental Services division oversight.	416	5%	5%	5%	5%	0.05	0.1
Provide Solid Waste Services division oversight.	3,062	38%	38%	30%	38%	0.35	0.35
Provide Street Operations division oversight.	416	5%	5%	3%	5%	0.05	0.1
Provide Water & Sewer division oversight.	4,143	51%	51%	57%	51%	0.45	0.4

Planning & Economic Development



DIVISION MISSION STATEMENT

The mission of the Planning and Development Services Department is to conduct short and long-term planning, to facilitate orderly development of the City, and to promote the revitalization of Downtown and North Killeen.

MISSION ELEMENTS

- Conduct long-term comprehensive planning.
- Conduct current planning.
- Downtown and North Killeen revitalization.
- Provide support to boards, commissions, and technical committees.

GOALS

- Update development regulations.
- Develop Annexation Plan/Policies.
- Develop Parkland dedication.
- Downtown Zoning.

FINANCIAL INFORMATION

Revenue Summary

Planning & Zoning Fees
General Resources
Total

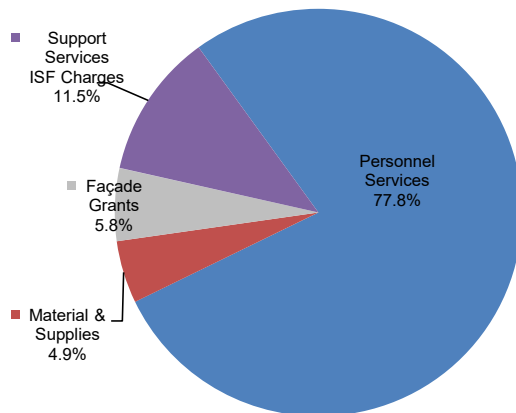
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 58,745	\$ 47,892	\$ 54,195	\$ 52,793
578,551	702,390	584,529	812,999
<u>\$ 637,296</u>	<u>\$ 750,282</u>	<u>\$ 638,724</u>	<u>\$ 865,792</u>

Expenditure Summary

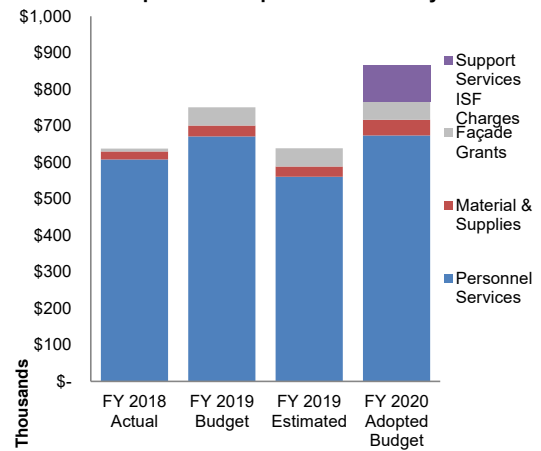
Personnel Services
Material & Supplies
Façade Grants
Support Services ISF Charges
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 607,955	\$ 670,659	\$ 560,571	\$ 673,486
21,704	29,623	28,153	42,854
7,637	50,000	50,000	50,000
-	-	-	99,452
<u>\$ 637,296</u>	<u>\$ 750,282</u>	<u>\$ 638,724</u>	<u>\$ 865,792</u>

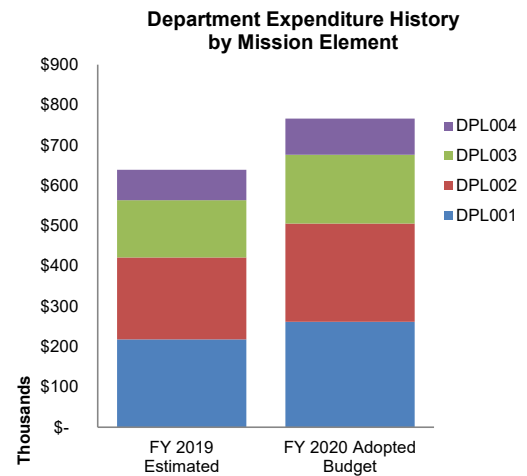
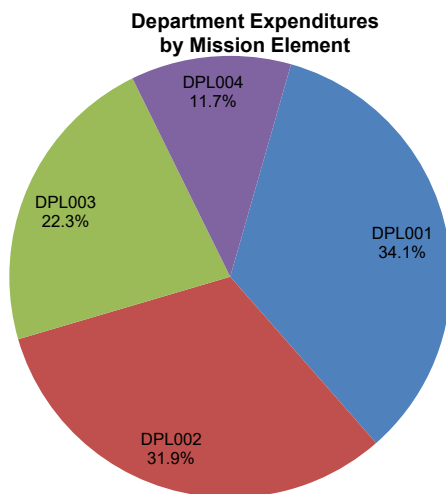
Department Expenditures



Department Expenditures History



Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
DPL001	Conduct long-term comprehensive planning.	1.80	3744.00	\$ 217,726	\$ 261,227
DPL002	Conduct current planning.	2.15	4472.00	203,790	244,507
DPL003	Downtown and North Killeen revitalization.	1.30	2704.00	142,364	170,808
DPL004	Provide support to boards, commissions, and technical committees.	0.75	1560.00	74,844	89,798
	Support Services ISF Charges	-	-	-	99,452
		<u>6.00</u>	<u>12,480.00</u>	<u>\$638,724</u>	<u>\$865,792</u>



Staffing

Assistant Dir of Planning & Development ¹
Assistant Planner ¹
City Planner ¹
Exec Dir of Planning & Development
Executive Assistant
Planning Assistant ¹
Principal Secretary ²
Revitalization Planner
Senior Planner
Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Assistant Dir of Planning & Development ¹	-	-	1.00
Assistant Planner ¹	-	-	1.00
City Planner ¹	1.00	1.00	-
Exec Dir of Planning & Development	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Planning Assistant ¹	1.00	1.00	-
Principal Secretary ²	1.00	1.00	-
Revitalization Planner	1.00	1.00	1.00
Senior Planner	2.00	2.00	2.00
Total Staffing	<u>8.00</u>	<u>8.00</u>	<u>7.00</u>

¹ - In FY 2020, reclassified City Planner to Assistant Dir of Planning & Development and Planning Assistant to Assistant F

² - In FY 2020, eliminated Principal Secretary position

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Planning & Development Services					
Personnel Services					
010-4051-450.40-05	FULL-TIME SALARIES	\$ 477,868	\$ 523,620	\$ 445,065	\$ 530,448
010-4051-450.40-25	LONGEVITY	2,003	2,592	2,208	2,639
010-4051-450.40-30	INCENTIVE PAY	4,645	5,340	1,683	-
010-4051-450.40-37	BILINGUAL PAY	600	600	600	600
010-4051-450.40-50	CAR ALLOWANCE	6,000	6,000	6,000	6,000
010-4051-450.40-81	GROUP INSURANCE	31,008	-	-	-
010-4051-450.40-82	MEDICAL INSURANCE	-	29,648	19,767	27,491
010-4051-450.40-83	DENTAL INSURANCE	-	1,930	1,356	1,655
010-4051-450.40-84	LIFE INSURANCE	-	144	107	126
010-4051-450.40-85	RETIREMENT - TMRS	48,639	60,004	49,525	63,738
010-4051-450.40-87	SOCIAL SECURITY	36,356	32,310	27,138	32,314
010-4051-450.40-88	MEDICARE	-	7,556	6,347	7,558
010-4051-450.40-89	WORKERS COMPENSATION	835	915	775	917
Personnel Services		607,955	670,659	560,571	673,486
Supplies					
010-4051-450.41-10	OFFICE	1,034	900	1,600	1,600
010-4051-450.41-15	POSTAGE/CARRIER SERVICE	800	800	1,300	1,300
010-4051-450.41-35	PRINT SUPPLIES	1,274	3,000	2,600	4,000
010-4051-450.41-37	PHONES AND ACCESSORIES	-	-	50	90
010-4051-450.41-40	COMPUTER SUPPLIES	233	540	490	740
010-4051-450.41-45	MINOR CAPITAL	-	-	-	5,900
Supplies		3,340	5,240	6,040	13,630
Repair & Maintenance					
010-4051-450.42-43	COMPUTER MAINTENANCE	972	996	996	996
Repair & Maintenance		972	996	996	996
Support Services					
010-4051-450.44-05	TELEPHONE	1,132	1,800	1,774	1,800
010-4051-450.44-10	EQUIPMENT RENTAL/LEASE	-	3,281	3,800	4,100
010-4051-450.44-25	LEGAL AND PUBLIC NOTICES	4,302	-	-	-
010-4051-450.44-26	ADVERTISING	295	-	590	590
010-4051-450.44-28	NOTICES REQUIRED BY LAW	-	3,000	3,000	3,000
010-4051-450.44-30	TRAINING AND TRAVEL	5,299	9,971	6,673	8,818
010-4051-450.44-75	DUES AND MEMBERSHIPS	3662.88	3535	3480	3770
Support Services		14,690	21,587	19,317	22,078
Minor Capital					
010-4051-450.46-40	COMPUTER EQUIP/SOFTWARE	302	200	200	550
010-4051-450.46-50	FURNITURE AND FIXTURES	1,048	-	-	800
010-4051-450.46-62	SIGNAGE	1,352	1,600	1,600	4,800
Minor Capital		2,702	1,800	1,800	6,150
Designated Expenses					
010-4051-450.50-10	ISF CHARGES	-	-	-	99,452
010-4051-450.50-75	FACADE GRANTS	7,637	50,000	50,000	50,000
Designated Expenses		7,637	50,000	50,000	149,452
Planning & Development Services		\$ 637,296	\$ 750,282	\$ 638,724	\$ 865,792

Mission Element 1: Conduct long term comprehensive planning.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide updates on City population trends/counts and historic data.	160	2	1	1	2	2	2
Provide updates and evaluations on the Comprehensive Plan.	3,828	-0-	1	1	4	4	3
Hold meetings with P&Z to review and discuss the Comprehensive Plan components.	12	N/A	15	0	12	12	4
Meet with other Departments to work on the Comprehensive Plan.	160	N/A	15	5	15	15	2

Mission Element 2: Conduct current planning.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review plat applications; provide comments to applicants.	1,933	60	60	55	60	60	60
Prepare staff reports and make recommendations to P&Z regarding Final Plats and Replats.	1,289	40	40	40	40	40	40
Review zoning change and FLUM amendment applications, prepare staff reports, and make recommendations to P&Z and City Council.	1,128	35	35	50	35	35	40
Attend meetings with developers in order to ensure a seamless development process.	1,611	50	55	50	50	50	55
Draft ordinance amendments and updates to the Code of Ordinances.	64	2	2	1	1	1	4
Respond to inquiries from the public regarding zoning and platting.	215	1,300	N/A	1,300	1,300	1,300	1,300

Mission Element 3: Downtown and North Killeen revitalization.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
North Killeen/Downtown permits reviewed for revitalization incentives.	416	40	30	19	40	40	40
Meeting/visiting with Downtown property/business owners.	624	300	240	120	300	300	300
Downtown visual surveying/monitoring of buildings, alleys, streetscape, etc.	832	260	220	180	300	300	300
Promote and process (when possible) Façade and Sign grants.	10	208	10	6	10	10	10

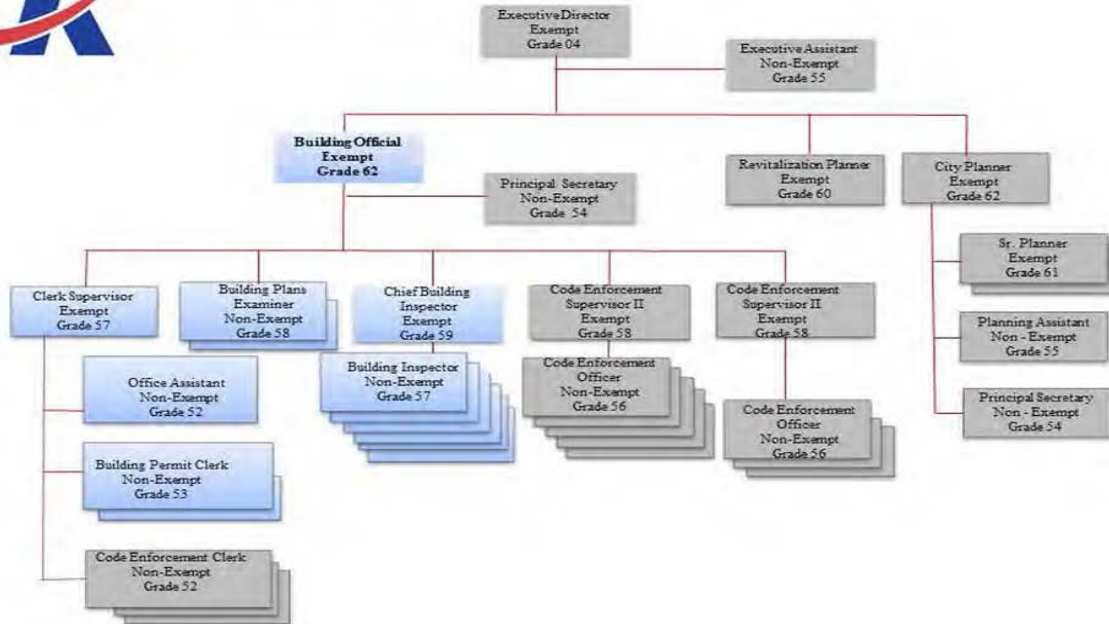
Mission Element 4: Provide support to boards, commissions, and technical committees.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide the required staff support to the Planning and Zoning Commission and the Heritage Preservation Board.	4,160	20	22	17	25	25	25



Building Inspections Division



DIVISION MISSION STATEMENT

The mission of Building Inspections is to administer the development codes, and to promote public safety by enforcing safe building codes.

MISSION ELEMENTS

- Conduct plan review, permitting, and construction inspections.

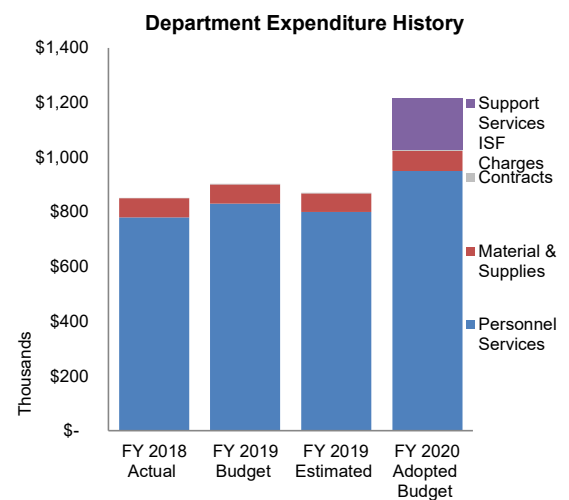
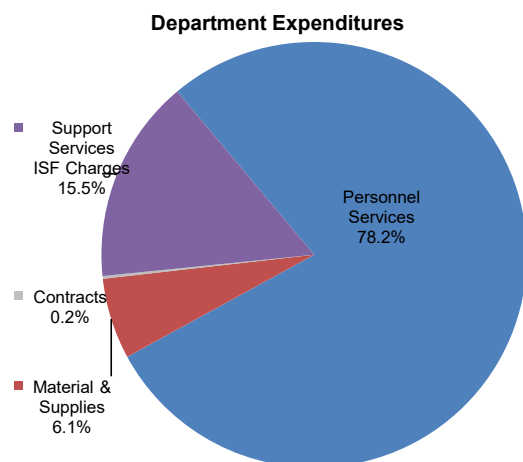
GOALS

- Update development regulations.

FINANCIAL INFORMATION

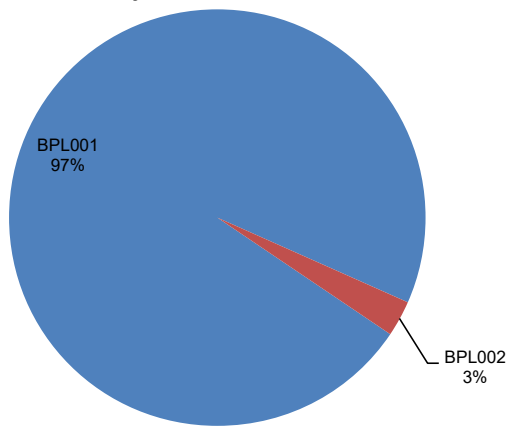
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Food Handlers Permits	\$25,550.00	\$ 25,673	\$ 25,650	\$ 25,913
Credit Access Permit	450	850	450	782
Contractor License	81,040	76,694	77,000	75,698
Certificate of Occupancy	38,610	37,546	38,430	38,372
Trailer Court License & Permits	9,545	8,582	8,582	8,657
Building Permits & Inspections	508,892	551,767	505,763	503,701
Electrical Inspections & Permits	111,414	135,383	117,550	140,534
Mechanical Inspection Permits	43,252	46,808	46,941	46,831
Plumbing Inspections & Permits	89,336	109,202	85,100	111,093
Building Plan Review Fees	161,722	135,911	172,984	149,245
Curb and Street Cuts	2,144	1,391	2,188	1,438
Inspection Fees	26,252	23,373	25,077	23,373
Re-Inspection	26,400	24,362	30,135	26,193
Garage Sale Permits	7,485	7,291	7,120	6,706
Node Permits	11,500	-	13,250	-
General Resources	(291,822)	(281,730)	(286,470)	56,121
Total	\$ 851,770	\$ 903,103	\$ 869,750	\$ 1,214,657

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 780,277	\$ 830,913	\$ 799,970	\$ 949,415
Material & Supplies	69,676	69,550	67,880	74,500
Contracts	1,817	2,640	1,900	2,640
Support Services ISF Charges	-	-	-	188,102
Total	\$ 851,770	\$ 903,103	\$ 869,750	\$ 1,214,657

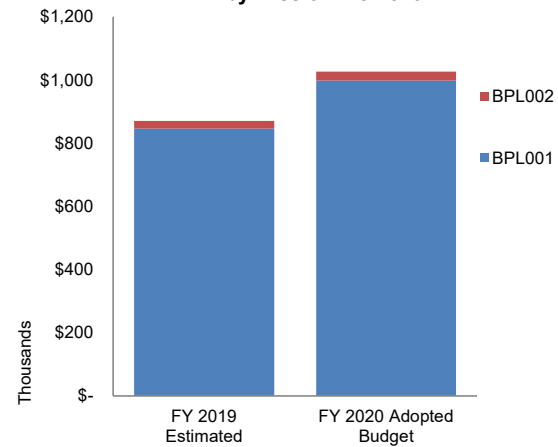


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BPL001	Conduct plan review, permitting, and construction inspections.	14.80	30,784.00	\$ 845,871	\$ 998,003
BPL002	Enforce housing, zoning, nuisance codes, etc.	0.20	416.00	23,879	28,552
	Support Services ISF Charges	-	-	-	188,102
		<u>15.00</u>	<u>31,200.00</u>	<u>\$ 869,750</u>	<u>\$ 1,214,657</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Building Inspector	6.00	6.00	6.00
Building Official	1.00	1.00	1.00
Building Permit Clerk	2.00	2.00	2.00
Building Plans Examiner	2.00	2.00	2.00
Chief Building Inspector	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00
Principal Secretary ¹	-	-	1.00
Supervisor (Clerk)	1.00	1.00	1.00
Total Staffing	<u>14.00</u>	<u>14.00</u>	<u>15.00</u>

¹ - In FY 2020, moved one Principal Secretary position from Code Enforcement to Building Inspections.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Building Inspections					
Personnel Services					
010-4052-450.40-05	FULL-TIME SALARIES	\$ 583,836	\$ 619,566	\$ 592,114	\$ 699,098
010-4052-450.40-15	OVERTIME	4,349	3,600	3,513	3,600
010-4052-450.40-25	LONGEVITY	4,152	4,945	4,442	5,759
010-4052-450.40-30	INCENTIVE PAY	22,555	22,500	24,274	27,060
010-4052-450.40-37	BILINGUAL PAY	200	-	-	600
010-4052-450.40-81	GROUP INSURANCE	57,430	-	-	-
010-4052-450.40-82	MEDICAL INSURANCE	-	54,355	56,210	65,975
010-4052-450.40-83	DENTAL INSURANCE	-	3,585	3,390	3,585
010-4052-450.40-84	LIFE INSURANCE	-	252	239	270
010-4052-450.40-85	RETIREMENT - TMRS	60,920	72,544	67,874	87,021
010-4052-450.40-87	SOCIAL SECURITY	44,708	38,365	37,108	43,768
010-4052-450.40-88	MEDICARE	-	8,973	8,678	10,236
010-4052-450.40-89	WORKERS COMPENSATION	2,126	2,228	2,128	2,443
Personnel Services		780,277	830,913	799,970	949,415
Supplies					
010-4052-450.41-10	OFFICE	1,790	2,000	1,900	2,000
010-4052-450.41-15	POSTAGE/CARRIER SERVICE	825	800	800	800
010-4052-450.41-20	UNIFORMS AND CLOTHING	4,037	3,000	2,900	3,000
010-4052-450.41-30	FUEL	9,651	8,500	8,300	8,500
010-4052-450.41-35	PRINT SUPPLIES	1,031	2,000	2,000	2,000
010-4052-450.41-37	PHONES AND ACCESSORIES	101	100	100	100
010-4052-450.41-65	MINOR TOOLS	294	300	300	300
010-4052-450.41-70	CLEANING SUPPLIES	-	-	-	100
Supplies		17,730	16,700	16,300	16,800
Repair & Maintenance					
010-4052-450.42-10	BUILDING MAINTENANCE	-	-	-	2,100
010-4052-450.43-15	VEHICLE REPAIR/MAINT	5,410	5,500	5,500	6,000
010-4052-450.43-40	COMPUTER HARDWARE REPAIR	260	-	-	-
Repair & Maintenance		5,670	5,500	5,500	8,100
Support Services					
010-4052-450.44-04	WATER SERVICE	-	250	580	600
010-4052-450.44-05	TELEPHONE	3,894	5,000	4,500	5,000
010-4052-450.44-08	WASTE DISPOSAL	-	-	-	900
010-4052-450.44-10	EQUIPMENT RENTAL/LEASE	3,547	3,600	3,600	3,600
010-4052-450.44-19	MERCHANT FEES	14,859	15,000	14,400	15,000
010-4052-450.44-30	TRAINING AND TRAVEL	14,145	15,000	14,700	15,000
010-4052-450.44-75	DUES AND MEMBERSHIPS	2,135	2,200	2,000	2,200
Support Services		38,580	41,050	39,780	42,300
Minor Capital					
010-4052-450.46-20	BOOKS AND REFRNCE MATERIALS	2,299	3,200	3,200	3,200
010-4052-450.46-37	TELEPHONE EQUIPMENT	-	100	-	100
010-4052-450.46-40	COMPUTER EQUIP/SOFTWARE	4,899	2,000	2,000	2,000
010-4052-450.46-50	FURNITURE AND FIXTURES	498	1,000	1,100	2,000
Minor Capital		7,696	6,300	6,300	7,300

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Professional Services					
010-4052-450.47-07	TESTING SERVICES	\$ 1,817	\$ 2,640	\$ 1,900	\$ 2,640
	Professional Services	<u>1,817</u>	<u>2,640</u>	<u>1,900</u>	<u>2,640</u>
Designated Expenses					
010-4052-450.50-10	ISF CHARGES	-	-	-	188,102
	Designated Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>188,102</u>
	Building Inspections	<u>\$ 851,770</u>	<u>\$ 903,103</u>	<u>\$ 869,750</u>	<u>\$ 1,214,657</u>

Mission Element 1: Conduct plan review, permitting and construction inspections.

Operational Targets: Essential department functions within the mission element.

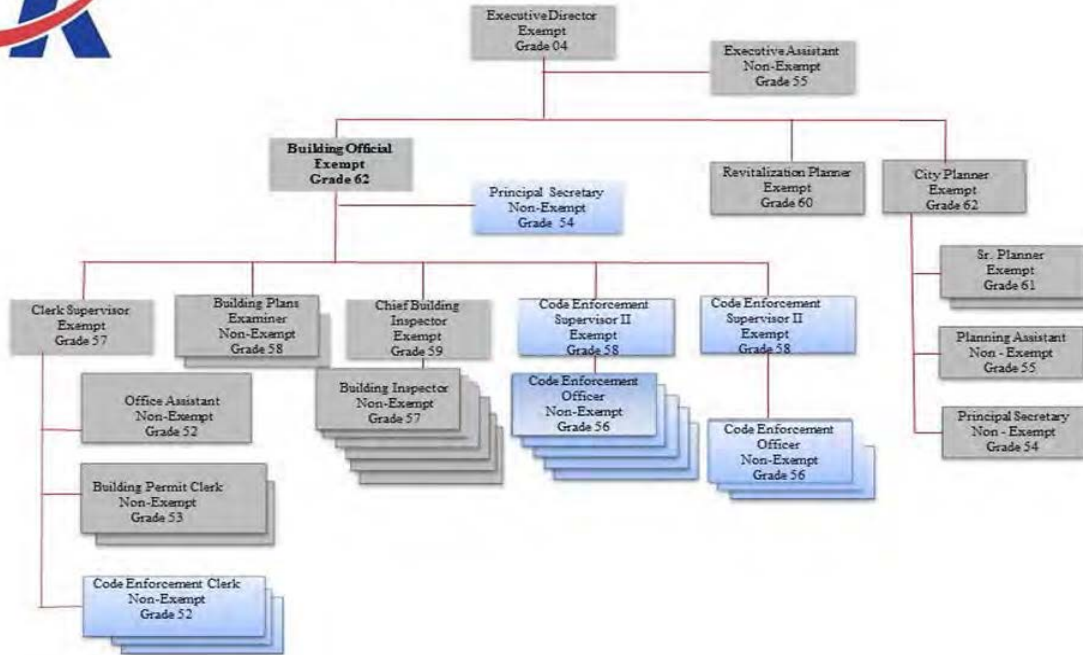
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Number of permits.	6,240	7,000	7,200	7,300	7,300	7,300	7,300
Number of plan reviews.	6,240	3,300	3,300	3,600	3,700	3,700	3,700
Number of inspections.	12,480	22,000	22,000	20,000	22,000	22,000	22,000

Mission Element 2: Provide support to boards, commissions and technical committees.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Construction Board of Appeals.	2,080	12	3	3	2	2	2
Zoning Board of Appeals.	2,080	12	1	1	2	2	2

Code Enforcement Division



DIVISION MISSION STATEMENT

The mission of Code Enforcement is to strengthen the community by protecting property rights and property values in neighborhoods and commercial districts.

MISSION ELEMENTS

- Enforce housing, zoning, nuisance codes, etc.
- Educate the public about property maintenance to keep our community free from public health and safety risks.

GOALS

- Develop education materials for public.
- Create vacant property database.
- Integrate GIS “story maps” into active Code Enforcement cases in North Killeen and Downtown.

FINANCIAL INFORMATION

Revenue Summary

Code Enforcement Abatements
General Resources

Total

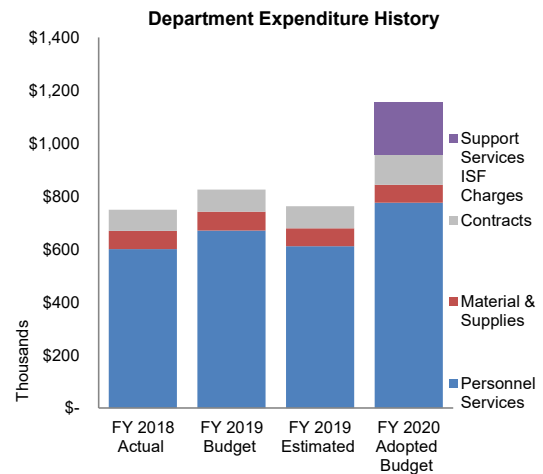
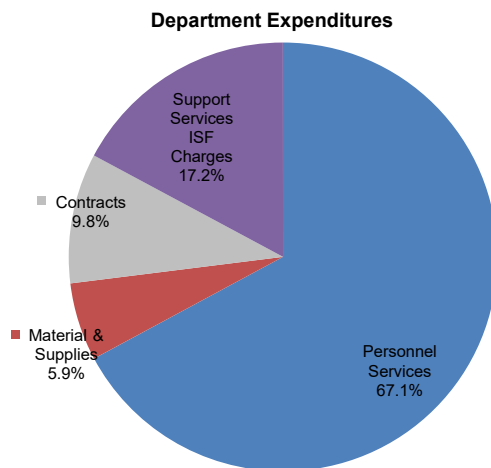
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
	\$ 294,274	\$ 302,330	\$ 280,738	\$ 297,661
	454,595	523,402	482,090	857,189
Total	\$ 748,869	\$ 825,732	\$ 762,828	\$ 1,154,850

Expenditure Summary

Personnel Services
Material & Supplies
Contracts
Support Services ISF Charges

Total

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
	\$ 600,533	\$ 670,838	\$ 610,884	\$ 775,312
	68,970	70,750	67,800	68,100
	79,366	84,144	84,144	113,181
	-	-	-	198,257
Total	\$ 748,869	\$ 825,732	\$ 762,828	\$ 1,154,850

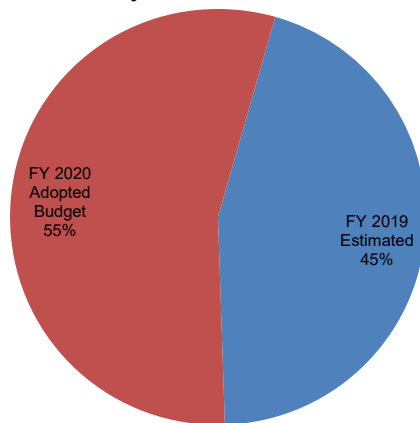


**PUBLIC SAFETY
PLANNING AND DEVELOPMENT
CODE ENFORCEMENT**

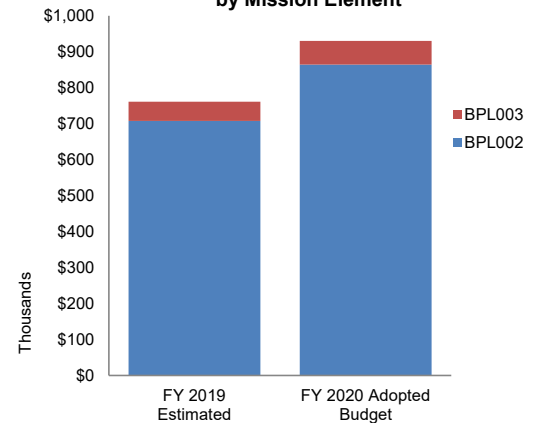
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BPL002	Enforce housing, zoning, nuisance codes, etc.	12.69	26,395.20	\$ 712,028	\$ 891,224
BPL003	Educate the public about property maintenance to keep our community free from public health and safety risks.	1.31	2,724.80	50,800	65,369
	Support Services ISF Charges	-	-	-	198,257
		<u>14.00</u>	<u>29,120.00</u>	<u>\$ 762,828</u>	<u>\$ 1,154,850</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Code Enforcement Clerk
Code Enforcement Officer
Code Enforcement Supervisor
Principal Secretary ¹
Lien Collections Specialist ²
Total Staffing

FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
3.00	3.00	3.00
8.00	8.00	8.00
2.00	2.00	2.00
1.00	1.00	-
-	-	1.00
<u>14.00</u>	<u>14.00</u>	<u>14.00</u>

¹- In FY 2020, transferred one Principal Secretary position from Code Enforcement to Building Inspections.

²- In FY 2020, transferred one Lien Collections Specialist from Finance to Code Enforcement.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Code Enforcement					
Personnel Services					
010-4053-450.40-05	FULL-TIME SALARIES	\$ 452,080	\$ 502,545	\$ 467,467	\$ 587,962
010-4053-450.40-25	LONGEVITY	3,881	4,848	4,101	5,544
010-4053-450.40-30	INCENTIVE PAY	8,165	8,400	9,095	12,480
010-4053-450.40-37	BILINGUAL PAY	2,600	3,000	2,025	1,800
010-4053-450.40-81	GROUP INSURANCE	51,176	-	-	-
010-4053-450.40-82	MEDICAL INSURANCE	-	49,414	34,218	43,984
010-4053-450.40-83	DENTAL INSURANCE	-	3,861	3,470	3,861
010-4053-450.40-84	LIFE INSURANCE	-	252	241	252
010-4053-450.40-85	RETIREMENT - TMRS	46,236	57,846	52,512	71,780
010-4053-450.40-87	SOCIAL SECURITY	34,790	31,552	29,292	36,970
010-4053-450.40-88	MEDICARE	-	7,380	6,850	8,647
010-4053-450.40-89	WORKERS COMPENSATION	1,605	1,740	1,613	2,032
Personnel Services		600,533	670,838	610,884	775,312
Supplies					
010-4053-450.41-10	OFFICE	2,803	2,000	2,000	2,400
010-4053-450.41-15	POSTAGE/CARRIER SERVICE	8,931	8,000	8,000	8,000
010-4053-450.41-20	UNIFORMS AND CLOTHING	6,061	10,000	10,000	10,000
010-4053-450.41-30	FUEL	11,649	9,500	9,500	9,500
010-4053-450.41-35	PRINT SUPPLIES	1,305	3,700	2,200	2,500
010-4053-450.41-37	PHONES AND ACCESSORIES	32	-	100	100
010-4053-450.41-45	MINOR CAPITAL	-	100	-	-
010-4053-450.41-60	FOOD SUPPLIES	24	100	-	-
010-4053-450.41-65	MINOR TOOLS	784	1,300	1,300	1,500
Supplies		31,589	34,700	33,100	34,000
Repair & Maintenance					
010-4053-450.42-10	BUILDING MAINTENANCE	252	2,000	2,000	-
010-4053-450.43-15	VEHICLE REPAIR/MAINT	7,845	7,000	7,000	7,000
010-4053-450.43-40	COMPUTER HARDWARE REPAIR	156	-	-	-
Repair & Maintenance		8,252	9,000	9,000	7,000
Support Services					
010-4053-450.44-04	WATER SERVICE	-	250	-	-
010-4053-450.44-05	TELEPHONE	6,358	6,600	6,600	6,600
010-4053-450.44-08	WASTE DISPOSAL	674	1,800	900	-
010-4053-450.44-10	EQUIPMENT RENTAL/LEASE	6,375	7,200	7,200	7,200
010-4053-450.44-25	LEGAL AND PUBLIC NOTICES	714	500	500	500
010-4053-450.44-28	NOTICES REQUIRED BY LAW	-	300	300	300
010-4053-450.44-30	TRAINING AND TRAVEL	3,900	6,000	7,600	7,600
010-4053-450.44-75	DUES AND MEMBERSHIPS	1,329	700	600	700
Support Services		19,351	23,350	23,700	22,900
Minor Capital					
010-4053-450.46-05	OFFICE MACHINES AND EQUIP	-	500	-	-
010-4053-450.46-20	BOOKS AND REFRNCE MATERIALS	4,063	1,000	1,000	1,000
010-4053-450.46-35	EQUIPMENT AND MACHINERY	532	-	-	-
010-4053-450.46-40	COMPUTER EQUIP/SOFTWARE	4,185	1,200	-	1,200
010-4053-450.46-50	FURNITURE AND FIXTURES	998	1,000	1,000	2,000
Minor Capital		9,777	3,700	2,000	4,200

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Professional Services					
010-4053-450.47-07	TESTING SERVICES	\$ 928	\$ 1,300	\$ 1,300	\$ 1,300
	Professional Services	<u>928</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
Designated Expenses					
010-4053-450.50-10	ISF CHARGES	-	-	-	198,257
010-4053-450.50-32	CONTRACT LABOR	78,438	82,844	82,844	111,881
	Designated Expenses	<u>78,438</u>	<u>82,844</u>	<u>82,844</u>	<u>310,138</u>
	Code Enforcement	<u>\$ 748,869</u>	<u>\$ 825,732</u>	<u>\$ 762,828</u>	<u>\$ 1,154,850</u>

Mission Element 1: Enforce housing, zoning, nuisance codes, etc.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Housing violation cases.	500	250	250	289	300	300	300
Zoning violation cases.	30	15	0	15	15	15	15
High grass violation cases.	8,000	4,000	4,000	4,188	4,200	4,200	4,200
Junked vehicle cases.	400	300	300	329	350	350	350
Care of premises.	4,400	2,000	2,000	2,054	2,100	2,100	2,100
Trash and debris.	800	400	400	407	450	450	450
Other violation cases.	2,570	10,000	10,000	3,266	11,000	11,000	11,000
Total inspections (field time).	8,920	20,000	20,000	20,778	22,000	22,000	22,000
Citations issued and court time.	500	100	100	134	140	140	140

Mission Element 2: Educate the public about property maintenance to keep our community free from public health and safety risks.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Improve informational handouts.	100	900	900	900	900	900	900
Improve City website.	20	2	2	2	2	2	2
Public workshops.	24	3	N/A	2	3	3	3
Direct citizen contact.	2,856	9,000	9,000	9,000	9,000	9,000	9,000



Killeen Police Department



MISSION STATEMENT

The mission of the Police Department is reduce crime, the fear of crime and to enhance public safety

MISSION STATEMENT

- Enforce Traffic Laws.
- Operate Jail.
- Investigate Crime and Maintain Evidence.
- Crime Prevention.
- Patrol and Law Enforcement.

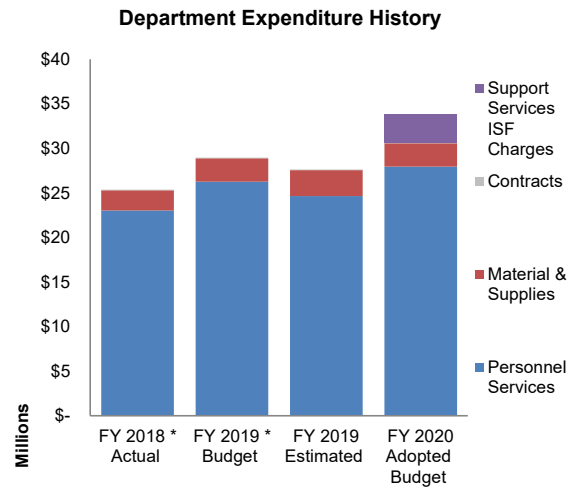
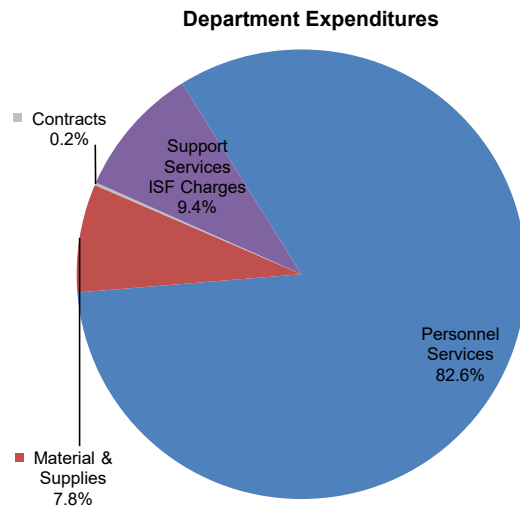
GOALS

- Use DDACTS and other Crime Analysis to focus in on the most violent crimes and offenders.
- Improve Criminal investigations.
- Build relationships with community to fight together to combat crime in the community.

FINANCIAL INFORMATION

	FY 2018 *	FY 2019 *	FY 2019	FY 2020
Revenue Summary	Actual	Budget	Estimated	Adopted Budget
Police Revenues	\$ 2,084,574	\$ 2,314,162	\$ 2,334,142	\$ 2,339,094
Police Grants	592,961	674,682	525,904	442,317
General Resources	22,681,406	25,983,946	24,783,751	31,060,704
Total	\$ 25,358,941	\$ 28,972,790	\$ 27,643,797	\$ 33,842,115

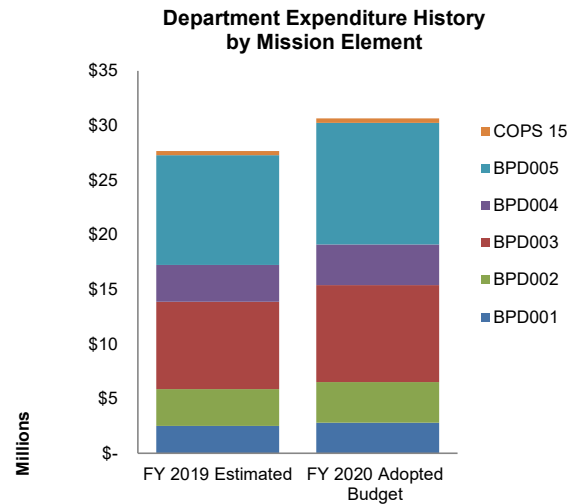
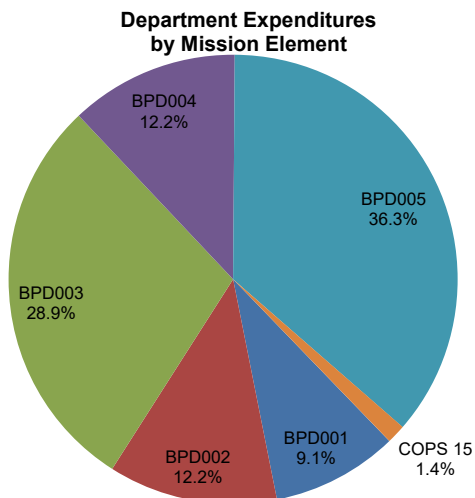
	FY 2018 *	FY 2019 *	FY 2019	FY 2020
Expenditure Summary	Actual	Budget	Estimated	Adopted Budget
Personnel Services	\$ 23,023,549	\$ 26,267,660	\$ 24,648,094	\$ 27,947,005
Material & Supplies	2,284,713	2,631,945	2,917,866	2,635,137
Contracts	50,679	73,185	77,837	69,378
Support Services ISF Charges	-	-	-	3,190,595
Total	\$ 25,358,941	\$ 28,972,790	\$ 27,643,797	\$ 33,842,115



**PUBLIC SAFETY
POLICE DEPARTMENT ***

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BPD001	Enforce Traffic	29.90	62,192.00	\$ 2,514,393	\$ 2,787,967
BPD002	Operate Jail	39.85	82,888.00	3,359,025	3,724,497
BPD003	Investigate Crime	87.53	182,068.64	7,997,871	8,868,062
BPD004	Crime Prevention	37.28	77,548.64	3,361,957	3,727,747
BPD005	Patrol And Law	136.43	283,782.72	10,031,807	11,123,295
COPS 15	For Use With Payroll	5.00	10,400.00	378,744	419,952
	Support Services ISF Charges	-	-	-	3,190,595
		<u>336.00</u>	<u>698,880.00</u>	<u>\$ 27,643,797</u>	<u>\$ 33,842,115</u>



Staffing

Civil Service

Assistant Chief of Police
Chief of Police
Police Captain
Police Lieutenant
Police Officer ²
Police Sergeant

Total Civil Service

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Assistant Chief of Police	1.00	1.00	1.00
Chief of Police	1.00	1.00	1.00
Police Captain	4.00	4.00	4.00
Police Lieutenant	10.00	10.00	10.00
Police Officer ²	220.00	218.00	218.00
Police Sergeant	24.00	24.00	24.00
Total Civil Service	<u>260.00</u>	<u>258.00</u>	<u>258.00</u>

Staffing

Civilian

Accounting Specialist
Child Safety Coordinator
Communications Specialist ¹
Compliance Coordinator
Crime Prevention Coordinator
Crime Statistical Analyst

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Accounting Specialist	2.00	2.00	2.00
Child Safety Coordinator	1.00	1.00	1.00
Communications Specialist ¹	12.00	9.00	9.00
Compliance Coordinator	1.00	1.00	1.00
Crime Prevention Coordinator	1.00	1.00	1.00
Crime Statistical Analyst	2.00	2.00	2.00

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Staffing			
Civilian (continued)			
Crime Victim Liaison	1.00	1.00	1.00
Evidence Manager	1.00	1.00	1.00
Evidence Technician I	2.00	2.00	1.00
Evidence Technician II	1.00	1.00	1.00
Evidence Technician III	-	-	1.00
Executive Assistant	1.00	1.00	1.00
Facility Supervisor	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00
Intelligence Manager	1.00	1.00	1.00
Jailer	24.00	24.00	24.00
Latent Print Technician	1.00	1.00	1.00
Police Clerk	10.00	10.00	10.00
Police Human Resources Manager	1.00	1.00	1.00
Police Quartermaster ⁵	1.00	1.00	1.00
Police Training Administrator	1.00	1.00	1.00
Principal Secretary	1.00	1.00	1.00
Public Service Supervisor ^{3,4}	6.00	5.00	5.00
Records Manager	1.00	1.00	1.00
Sex Offender Coordinator	1.00	1.00	1.00
Special Projects Coordinator	1.00	1.00	1.00
Sr. Secretary	3.00	3.00	3.00
Technology Unit Technician	2.00	2.00	2.00
Video Evidence Technician	1.00	1.00	1.00
Total Civilian	82.00	78.00	78.00
Total Staffing	342.00	336.00	336.00

¹- In FY 2019, unfunded 3 Communication Specialists – vacant more than 13 years.

²- In FY 2019, unfunded 2 Police Officers – vacant more than 2 years.

³- In FY 2019, unfunded 1 Public Service Supervisor.

⁴- In FY 2020, reallocated vacant Public Service Supervisor to another department.

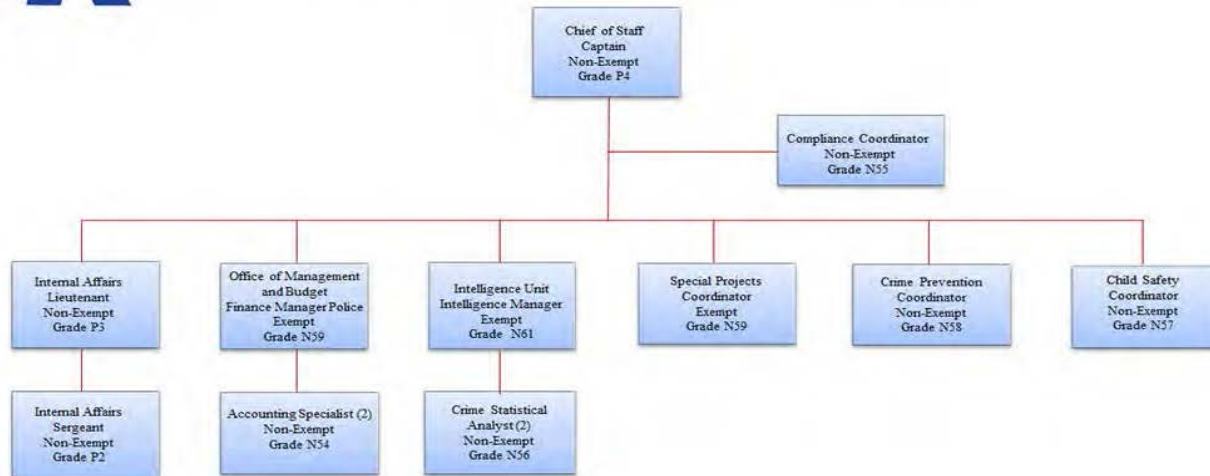
⁵- In FY 2019, reclassified Police Personal Equipment Supervisor to Police Quartermaster.

⁶- In FY 2019, reclassified one Evidence Technician II position to Evidence Technician III.

*- In FY 2019, Police Department split into three divisions. FY 2018 Actual and FY 2019 Budget data collected from department before split.



Administrative Services Division



DIVISION MISSION STATEMENT

The mission of the Police Department is to promote public safety by enforcing the law, reducing crime and the fear of crime.

MISSION ELEMENTS

- Conduct crime prevention activities.
- Investigate crime and enforce the Law.
- Enforce traffic laws.
- Respond to calls for service.

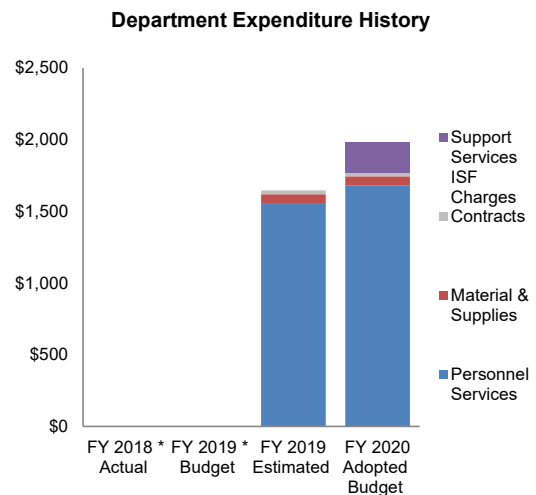
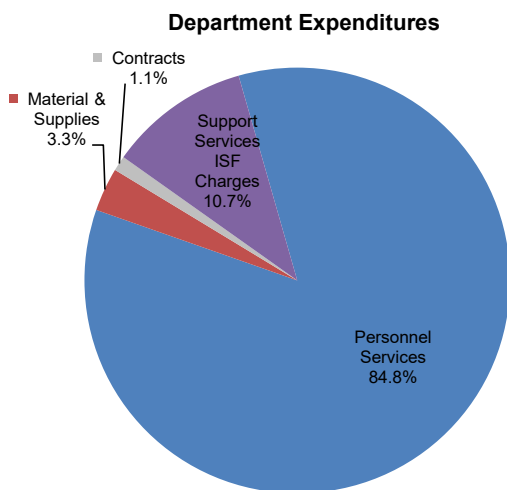
GOALS

- Reduce crime by utilizing crime analysis to have the most impact with limited resources.
- Increase investigative clearance rate.
- Reduce crime through increased public education.

FINANCIAL INFORMATION

	FY 2018 * Actual	FY 2019 * Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Miscellaneous Police Receipts	\$ -	\$ -	\$ 24,156	\$ 25,782
Background Checks	-	-	2,601	5,777
2nd Hand Deal Fees	-	-	25	175
Taxi Operators License	-	-	1,150	3,520
Police Grants	-	-	525,904	442,317
General Resources	-	-	1,092,740	1,503,144
Total	\$ -	\$ -	\$ 1,646,576	\$ 1,980,715

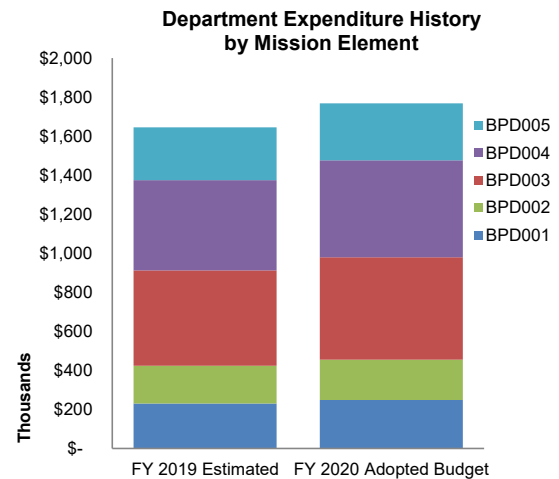
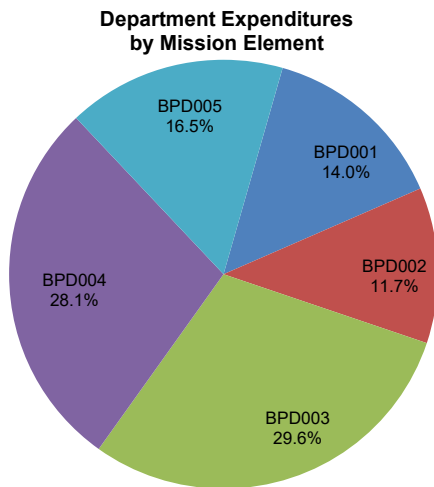
	FY 2018 * Actual	FY 2019 * Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ -	\$ -	\$ 1,553,646	\$ 1,679,832
Material & Supplies	-	-	66,305	65,566
Contracts	-	-	26,625	22,510
Support Services ISF Charges	-	-	-	212,807
Total	\$ -	\$ -	\$ 1,646,576	\$ 1,980,715



**PUBLIC SAFETY
POLICE- ADMINISTRATION**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BPD001	Enforce Traffic	2.80	5,824.00	\$ 230,803	\$ 247,960
BPD002	Operate Jail	2.20	4,576.00	193,198	207,560
BPD003	Investigate Crime	5.03	10,468.64	487,902	524,173
BPD004	Crime Prevention	5.73	11,924.64	462,427	496,804
BPD005	Patrol And Law	3.23	6,726.72	271,246	291,410
	Support Services ISF Charges	-	-	-	212,807
		19.00	39,520.00	\$ 1,645,576	\$ 1,980,715



Staffing

Civil Service

Assistant Chief of Police
Chief of Police
Police Captain
Police Lieutenant
Police Officer
Police Sergeant

Total Civil Service

	FY 2018 * Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Assistant Chief of Police	-	1.00	1.00
Chief of Police	-	1.00	1.00
Police Captain	-	1.00	1.00
Police Lieutenant	-	1.00	1.00
Police Officer	-	2.00	2.00
Police Sergeant	-	1.00	1.00
Total Civil Service	-	7.00	7.00

*- In FY 2019, the Police Department was separated into divisions.

	FY 2018 *	FY 2019	FY 2020
	Actual	Estimated	Adopted Budget
Staffing			
Civilian			
Accounting Specialist	-	2.00	2.00
Child Safety Coordinator	-	1.00	1.00
Compliance Coordinator	-	1.00	1.00
Crime Prevention Coordinator	-	1.00	1.00
Crime Statistical Analyst	-	2.00	2.00
Executive Assistant	-	1.00	1.00
Finance Manager	-	1.00	1.00
Intelligence Manager	-	1.00	1.00
Principal Secretary	-	1.00	1.00
Special Projects Coordinator	-	1.00	1.00
Total Civilian	-	12.00	12.00
Total Staffing	-	19.00	19.00

*- In FY 2019, the Police Department was separated into divisions.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Police - Admin					
Personnel Services					
010-6005-441.40-05	FULL-TIME SALARIES	\$ -	\$ -	\$ 1,126,032	\$ 1,237,417
010-6005-441.40-15	OVERTIME	-	-	73,944	37,390
010-6005-441.40-25	LONGEVITY	-	-	15,190	16,992
010-6005-441.40-30	INCENTIVE PAY	-	-	16,438	16,200
010-6005-441.40-35	ASSIGNMENT PAY	-	-	5,588	5,701
010-6005-441.40-37	BILINGUAL PAY	-	-	2,125	1,500
010-6005-441.40-50	CAR ALLOWANCE	-	-	(438)	-
010-6005-441.40-55	ON CALL	-	-	3,000	8,320
010-6005-441.40-70	VACATION-4TH WEEK BUYBK.	-	-	2,921	3,000
010-6005-441.40-82	MEDICAL INSURANCE	-	-	59,699	76,970
010-6005-441.40-83	DENTAL INSURANCE	-	-	4,597	4,965
010-6005-441.40-84	LIFE INSURANCE	-	-	322	342
010-6005-441.40-85	RETIREMENT - TMRS	-	-	136,042	156,663
010-6005-441.40-87	SOCIAL SECURITY	-	-	76,322	81,207
010-6005-441.40-88	MEDICARE	-	-	17,853	18,992
010-6005-441.40-89	WORKERS COMPENSATION	-	-	14,011	14,173
	Personnel Services	-	-	1,553,646	1,679,832
Supplies					
010-6005-441.41-10	OFFICE	-	-	2,033	2,228
010-6005-441.41-20	UNIFORMS AND CLOTHING	-	-	10,483	9,466
010-6005-441.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	78	80
010-6005-441.41-27	PUBLIC OUTREACH	-	-	9,422	8,530
010-6005-441.41-35	PRINT SUPPLIES	-	-	9,836	9,155
010-6005-441.41-37	PHONES AND ACCESSORIES	-	-	95	-
010-6005-441.41-60	FOOD SUPPLIES	-	-	1,274	1,390
010-6005-441.41-70	CLEANING SUPPLIES	-	-	181	180
	Supplies	-	-	33,402	31,029
Repair & Maintenance					
010-6005-441.42-43	COMPUTER MAINTENANCE	-	-	17,845	11,350
010-6005-441.43-10	SMALL EQUIP REPAIR	-	-	500	100
	Repair & Maintenance	-	-	18,345	11,450
Support Services					
010-6005-441.44-10	EQUIPMENT RENTAL/LEASE	-	-	500	1,000
010-6005-441.44-26	PROMOTIONS ADVERTISING	-	-	1,090	1,000
010-6005-441.44-30	TRAINING AND TRAVEL	-	-	5,942	9,260
010-6005-441.44-70	TROPHIES AND AWARDS	-	-	3,718	3,368
010-6005-441.44-75	DUES AND MEMBERSHIPS	-	-	2,998	3,059
	Support Services	-	-	14,248	17,687
Minor Capital					
010-6005-441.46-20	BOOKS AND REFRNCE MATERIALS	-	-	200	200
010-6005-441.46-40	COMPUTER EQUIP/SOFTWARE	-	-	110	5,200
	Minor Capital	-	-	310	5,400
Professional Services					
010-6005-441.47-10	ARBITRATION SERVICES	-	-	5,000	5,000
010-6005-441.47-99	SPECIAL SERVICES	-	-	21,625	17,510
	Professional Services	-	-	26,625	22,510
Designated Expenses					
010-6005-441.50-10	ISF CHARGES	-	-	-	212,807
	Designated Expenses	-	-	-	212,807
	Police - Admin	\$ -	\$ -	\$ 1,646,576	\$ 1,980,715

ADMINISTRATIVE SERVICES DIVISION:

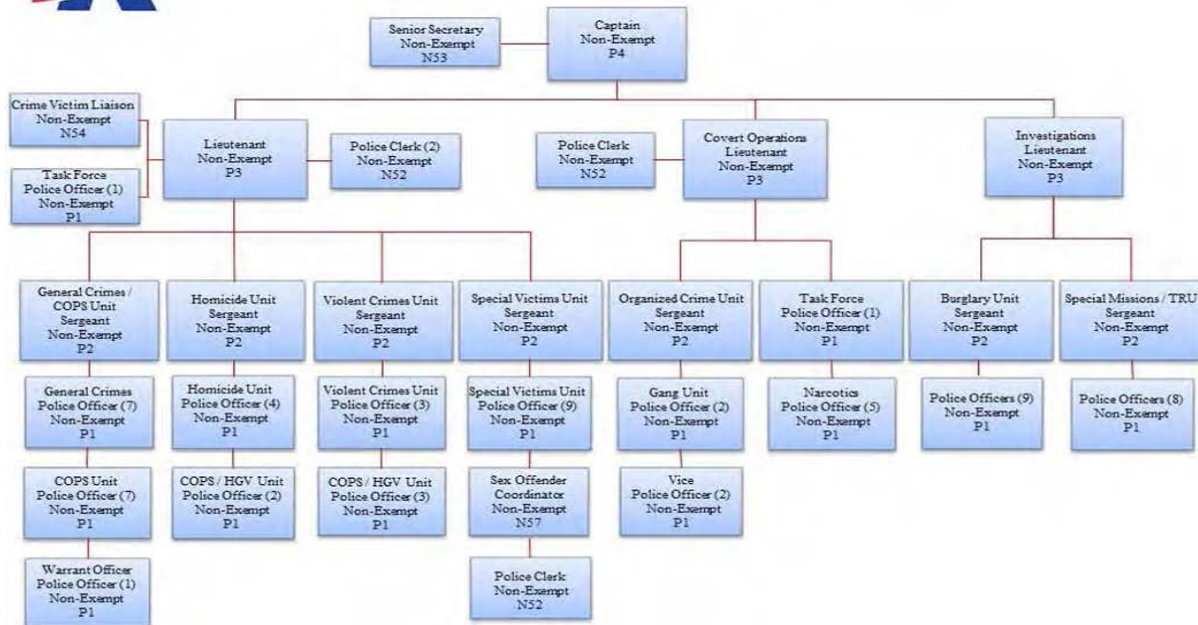
Department Core Mission Element 4: Crime Prevention

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Promote community outreach							
• Social media followers.	6,160	15,500	16,000	21,723	25,000	24,000	25,000
• Interactions with press.		210	220	769	450	393	350
• Safety related community events.		699	770	551	580	306	250
• Neighborhood Watch.		154	160	164	164	168	170
Analyze crime, identify offenders, and recommend solutions							
• Intelligence and analysis produced.	6,320	429	450	489	250	189	125
• Crime Stoppers tips.		1008/14	1010/15	842 (17)	700 (15)	699 (15)	450 (10)



Criminal Investigation Division



DIVISION MISSION STATEMENT

The mission of the Police Department is to promote public safety by enforcing the law, reducing crime and the fear of crime.

MISSION ELEMENTS

- Conduct crime prevention activities.
- Investigate crime and enforce the Law.
- Enforce traffic laws.
- Respond to calls for service.

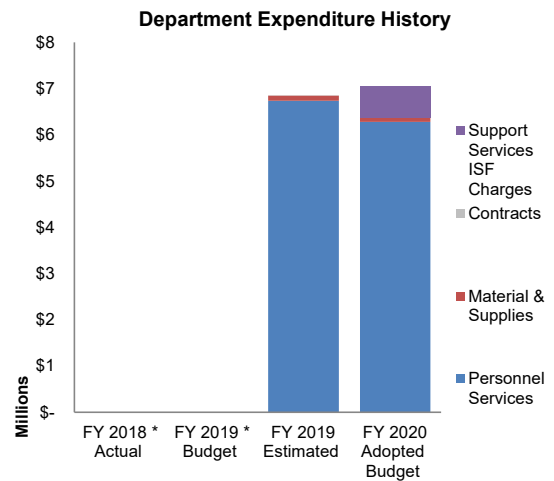
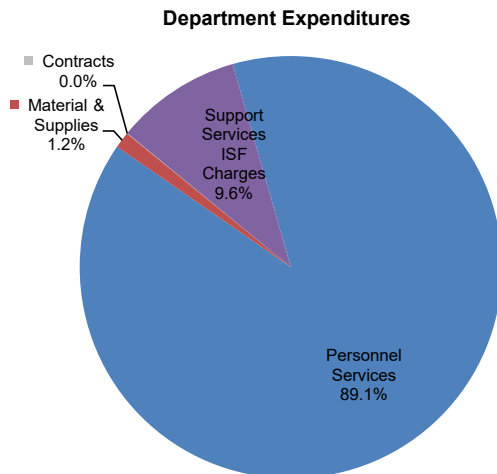
GOALS

- Reduce crime by utilizing crime analysis to have the most impact with limited resources.
- Increase investigative clearance rate.
- Reduce crime through increased public education.

FINANCIAL INFORMATION

	FY 2018 * Actual	FY 2019 * Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	-	-	6,851,824	7,051,960
Total	\$ -	\$ -	\$ 6,851,824	\$ 7,051,960

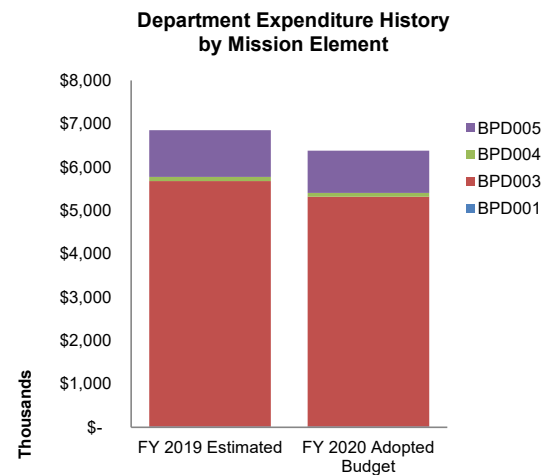
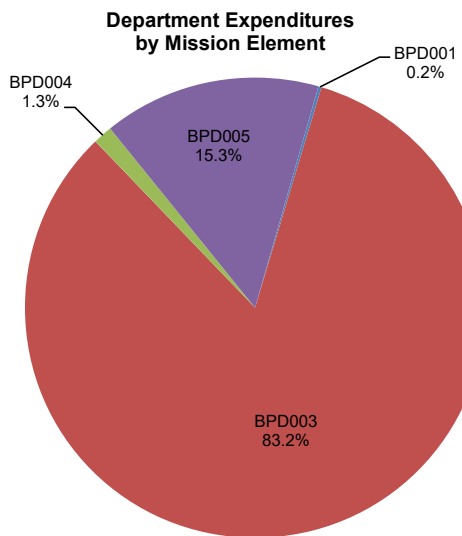
	FY 2018 * Actual	FY 2019 * Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ -	\$ -	\$ 6,738,770	\$ 6,282,839
Material & Supplies	-	-	108,574	87,349
Contracts	-	-	4,480	3,105
Support Services ISF Charges	-	-	-	678,667
Total	\$ -	\$ -	\$ 6,851,824	\$ 7,051,960



**PUBLIC SAFETY
POLICE- CRIMINAL
INVESTIGATION DIVISION**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BPD001	Enforce Traffic	0.10	208.00	\$ 15,322	\$ 13,794
BPD003	Investigate Crime	55.95	116,376.00	5,659,637	5,300,510
BPD004	Crime Prevention	0.60	1,248.00	95,287	85,786
BPD005	Patrol And Law	9.35	19,448.00	1,081,579	973,203
	Support Services ISF Charges	-	-	-	678,667
		<u>66.00</u>	<u>137,280.00</u>	<u>\$ 6,851,824</u>	<u>\$ 7,051,960</u>



	FY 2018 * Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Staffing			
Civil Service			
Police Captain	-	1.00	1.00
Police Lieutenant	-	2.00	2.00
Police Officer	-	51.00	51.00
Police Sergeant	-	6.00	6.00
Total Civil Service	<u>-</u>	<u>60.00</u>	<u>60.00</u>
Civilian			
Crime Victim Liaison	-	1.00	1.00
Police Clerk	-	3.00	3.00
Sex Offender Coordinator	-	1.00	1.00
Sr. Secretary	-	1.00	1.00
Total Civilian	<u>-</u>	<u>6.00</u>	<u>6.00</u>
Total Staffing	<u>-</u>	<u>66.00</u>	<u>66.00</u>

*- In FY 2019, the Police Department was separated into divisions.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Police - Criminal Investigation Division					
Personnel Services					
010-6030-441.40-05	FULL-TIME SALARIES	\$ -	\$ -	\$ 4,353,082	\$ 4,325,720
010-6030-441.40-15	OVERTIME	-	-	759,635	375,336
010-6030-441.40-25	LONGEVITY	-	-	48,002	47,304
010-6030-441.40-30	INCENTIVE PAY	-	-	133,644	128,400
010-6030-441.40-35	ASSIGNMENT PAY	-	-	82,744	67,500
010-6030-441.40-37	BILINGUAL PAY	-	-	1,775	1,800
010-6030-441.40-55	ON CALL	-	-	2,630	8,320
010-6030-441.40-70	VACATION-4TH WEEK BUYBK.	-	-	1,721	1,800
010-6030-441.40-82	MEDICAL INSURANCE	-	-	260,838	274,897
010-6030-441.40-83	DENTAL INSURANCE	-	-	18,522	17,648
010-6030-441.40-84	LIFE INSURANCE	-	-	1,241	1,189
010-6030-441.40-85	RETIREMENT - TMRS	-	-	585,773	585,325
010-6030-441.40-87	SOCIAL SECURITY	-	-	324,675	298,761
010-6030-441.40-88	MEDICARE	-	-	75,932	69,871
010-6030-441.40-89	WORKERS COMPENSATION	-	-	88,556	78,968
	Personnel Services	<u>-</u>	<u>-</u>	<u>6,738,770</u>	<u>6,282,839</u>
Supplies					
010-6030-441.41-10	OFFICE	-	-	2,474	3,419
010-6030-441.41-20	UNIFORMS AND CLOTHING	-	-	12,619	3,458
010-6030-441.41-37	PHONES AND ACCESSORIES	-	-	1,000	720
010-6030-441.41-60	FOOD SUPPLIES	-	-	80	58
010-6030-441.41-63	AMMUNITION	-	-	1,101	101
010-6030-441.41-65	MINOR TOOLS	-	-	4,850	1,450
010-6030-441.41-70	CLEANING SUPPLIES	-	-	150	99
010-6030-441.41-75	MEDICAL AND CHEMICAL	-	-	6,340	5,040
	Supplies	<u>-</u>	<u>-</u>	<u>28,614</u>	<u>14,345</u>
Repair & Maintenance					
010-6030-441.42-10	BUILDING MAINTENANCE	-	-	1,202	1,202
010-6030-441.42-12	ELEVATOR MAINTENANCE	-	-	1,000	1,000
010-6030-441.42-43	COMPUTER MAINTENANCE	-	-	27,167	25,167
010-6030-441.43-10	SMALL EQUIP REPAIR	-	-	3,465	1,466
	Repair & Maintenance	<u>-</u>	<u>-</u>	<u>32,834</u>	<u>28,835</u>
Support Services					
010-6030-441.44-10	EQUIPMENT RENTAL/LEASE	-	-	1,500	1,500
010-6030-441.44-30	TRAINING AND TRAVEL	-	-	3,261	3,761
010-6030-441.44-35	CONFIDENTIAL EXPENSE	-	-	35,000	34,968
010-6030-441.44-75	DUES AND MEMBERSHIPS	-	-	1,690	1,690
	Support Services	<u>-</u>	<u>-</u>	<u>41,451</u>	<u>41,919</u>
Minor Capital					
010-6030-441.46-20	BOOKS AND REFRNCE MATERIALS	-	-	3,500	1,250
010-6030-441.46-40	COMPUTER EQUIP/SOFTWARE	-	-	2,175	1,000
	Minor Capital	<u>-</u>	<u>-</u>	<u>5,675</u>	<u>2,250</u>
Professional Services					
010-6030-441.47-04	VETERINARY SERVICES	\$ -	\$ -	\$ 480	\$ 405
010-6030-441.47-99	SPECIAL SERVICES	-	-	4,000	2,700
	Professional Services	<u>-</u>	<u>-</u>	<u>4,480</u>	<u>3,105</u>
Designated Expenses					
010-6030-441.50-10	ISF CHARGES	-	-	-	678,667
	Designated Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>678,667</u>
	Police - Criminal Investigation Division	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,851,824</u>	<u>\$ 7,051,960</u>

CRIMINAL INVESTIGATION DIVISION:**Department Core Mission Element 4: Crime Prevention****Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide Victim's Assistance Services • Number of crime victims referred.	2080	346	350	369	380	351	400

Department Core Mission Element 3: Investigate Crime and Maintain Evidence**Operational Targets:** Essential department functions within the mission element.

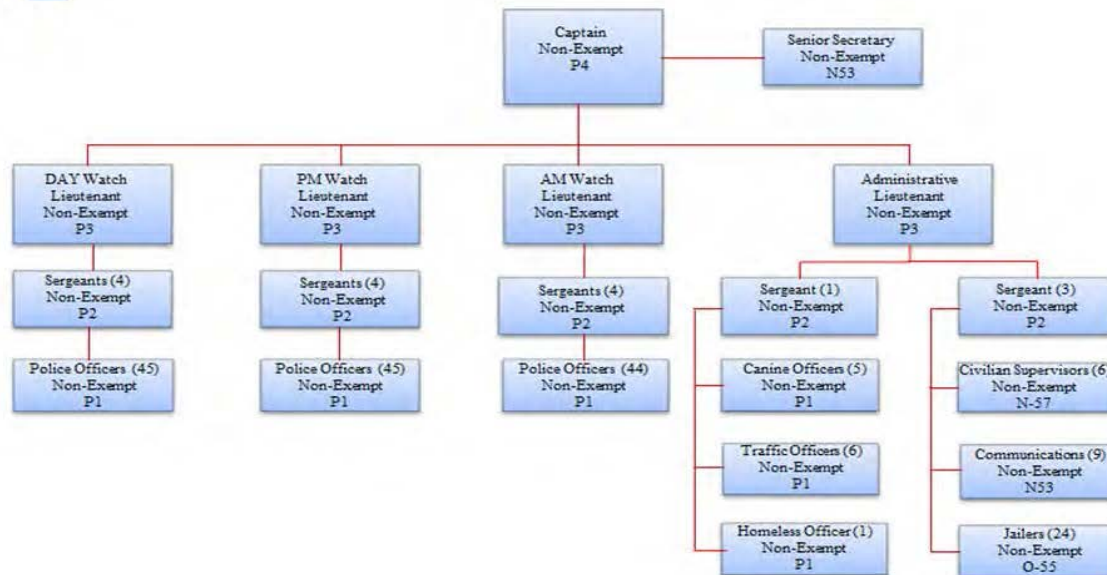
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Assign criminal cases • Number of cases assigned. • Case clearance rate. • Number of investigations resulting in arrest.	101,740	3,923 54% 2,135	3,950 60% 1,538	3,296 64% 2,116	3,400 64% 2,000	3,231 72% 2,316	3,300 65% 1,900
Execute Search Warrants • Number of warrants executed.	2,000	63	80	56	60	54	50

Department Core Mission Element 3: Investigate Crime and Maintain Evidence**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Assist with Adjudicative Process • Number of Cases cleared by arrest or warrant issuance.	16,848	1,170	1,000	1,119	1,100	798	750



Patrol Division



DIVISION MISSION STATEMENT

The mission of the Police Department is to promote public safety by enforcing the law, reducing crime and the fear of crime.

MISSION ELEMENTS

- Conduct crime prevention activities.
- Investigate crime and enforce the Law.
- Enforce traffic laws.
- Respond to calls for service.

GOALS

- Reduce crime by utilizing crime analysis to have the most impact with limited resources.
- Increase investigative clearance rate.
- Reduce crime through increased public education.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018 * Actual	FY 2019 * Budget	FY 2019 Estimated	FY 2020 Adopted Budget
-	-	13,798,821	18,612,755
\$ -	\$ -	\$ 13,798,821	\$ 18,612,755

Expenditure Summary

Personnel Services

Material & Supplies

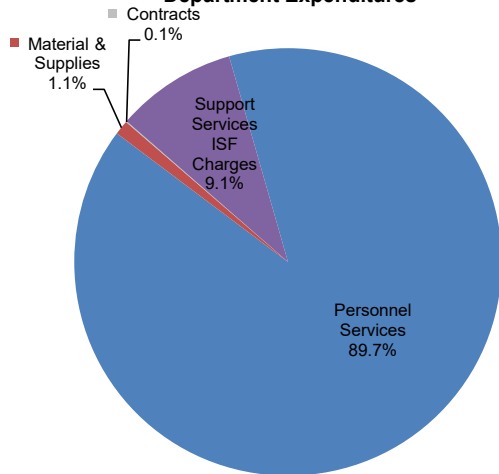
Contracts

Support Services ISF Charges

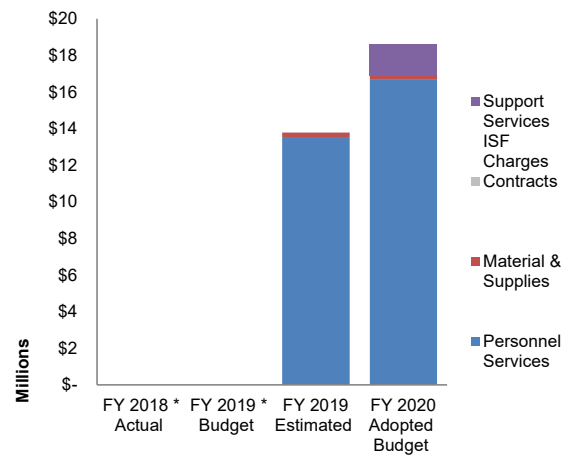
Total

FY 2018 * Actual	FY 2019 * Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ -	\$ -	\$ 13,545,127	\$ 16,694,513
-	-	238,204	202,118
-	-	15,490	15,020
-	-	-	1,701,104
\$ -	\$ -	\$ 13,798,821	\$ 18,612,755

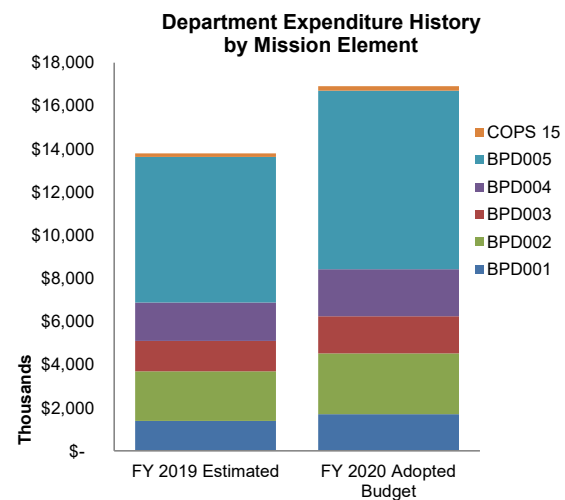
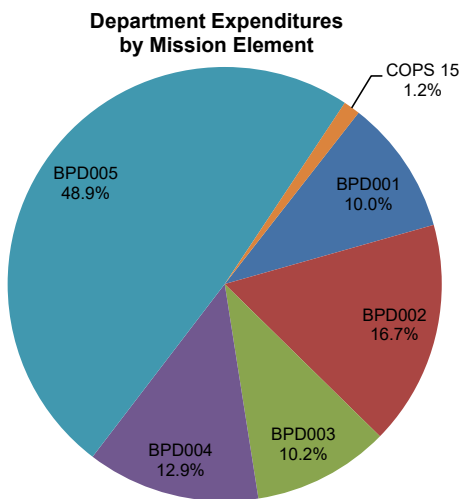
Department Expenditures



Department Expenditure History



Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BPD001	Enforce Traffic	18.40	38,272.00	\$ 1,386,431	\$ 1,699,191
BPD002	Operate Jail	37.10	77,168.00	2,309,180	2,830,100
BPD003	Investigate Crime	19.40	40,352.00	1,403,734	1,720,397
BPD004	Crime Prevention	25.20	52,416.00	1,777,044	2,177,921
BPD005	Patrol And Law	95.90	199,472.00	6,751,106	8,274,065
COPS 15	For Use With Payroll	8.00	16,640.00	171,327	209,976
	Support Services ISF Charges	-	-	-	1,701,104
		<u>204.00</u>	<u>424,320.00</u>	<u>\$ 13,798,821</u>	<u>\$ 18,612,755</u>



	FY 2018 * Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Staffing			
Civil Service			
Police Captain	-	1.00	1.00
Police Lieutenant	-	5.00	5.00
Police Officer	-	142.00	142.00
Police Sergeant	-	17.00	17.00
Total Civil Service	<u>-</u>	<u>165.00</u>	<u>165.00</u>
Civilian			
Communications Specialist	-	9.00	9.00
Jailer	-	24.00	24.00
Public Service Supervisor	-	5.00	5.00
Sr. Secretary	-	1.00	1.00
Total Civilian	<u>-</u>	<u>39.00</u>	<u>39.00</u>
Total Staffing	<u>-</u>	<u>204.00</u>	<u>204.00</u>

*- In FY 2019, the Police Department was separated into divisions.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Police - Patrol					
Personnel Services					
010-6035-441.40-05	FULL-TIME SALARIES	\$ -	\$ -	\$ 9,142,282	\$ 11,925,799
010-6035-441.40-15	OVERTIME	-	-	1,142,514	668,349
010-6035-441.40-25	LONGEVITY	-	-	68,621	88,297
010-6035-441.40-30	INCENTIVE PAY	-	-	210,693	214,920
010-6035-441.40-35	ASSIGNMENT PAY	-	-	187,385	169,866
010-6035-441.40-37	BILINGUAL PAY	-	-	1,200	1,200
010-6035-441.40-70	VACATION-4TH WEEK BUYBK.	-	-	2,321	2,400
010-6035-441.40-82	MEDICAL INSURANCE	-	-	567,511	801,237
010-6035-441.40-83	DENTAL INSURANCE	-	-	40,172	48,810
010-6035-441.40-84	LIFE INSURANCE	-	-	2,946	3,618
010-6035-441.40-85	RETIREMENT - TMRS	-	-	1,182,295	1,563,048
010-6035-441.40-87	SOCIAL SECURITY	-	-	659,567	802,969
010-6035-441.40-88	MEDICARE	-	-	154,254	187,790
010-6035-441.40-89	WORKERS COMPENSATION	-	-	183,366	216,210
	Personnel Services	-	-	13,545,127	16,694,513
Supplies					
010-6035-441.41-10	OFFICE	-	-	2,320	2,320
010-6035-441.41-20	UNIFORMS AND CLOTHING	-	-	38,193	25,919
010-6035-441.41-37	PHONES AND ACCESSORIES	-	-	650	150
010-6035-441.41-60	FOOD SUPPLIES	-	-	140	140
010-6035-441.41-63	AMMUNITION	-	-	72,350	51,624
010-6035-441.41-65	MINOR TOOLS	-	-	26,381	23,829
010-6035-441.41-70	CLEANING SUPPLIES	-	-	630	630
010-6035-441.41-75	MEDICAL AND CHEMICAL	-	-	7,830	7,830
010-6035-441.41-87	EXTINGUISHING CHEMICALS	-	-	969	969
010-6035-441.41-91	EMERGENCY SUPPLIES	-	-	325	200
010-6035-441.41-95	ANIMAL SUPPLIES	-	-	8,400	8,400
	Supplies	-	-	158,188	122,011
Repair & Maintenance					
010-6035-441.42-43	COMPUTER MAINTENANCE	-	-	11,986	11,986
010-6035-441.42-90	EQUIPMENT MAINTENANCE	-	-	380	380
010-6035-441.43-10	SMALL EQUIP REPAIR	-	-	3,440	3,440
	Repair & Maintenance	-	-	15,806	15,806
Support Services					
010-6035-441.44-30	TRAINING AND TRAVEL	-	-	20,757	20,757
010-6035-441.44-40	PRISONER SUPPORT	-	-	36,942	36,942
010-6035-441.44-70	TROPHIES AND AWARDS	-	-	740	740
010-6035-441.44-75	DUES AND MEMBERSHIPS	-	-	1,700	1,700
	Support Services	-	-	60,139	60,139
Minor Capital					
010-6035-441.46-05	OFFICE MACHINES AND EQUIP	-	-	910	1,000
010-6035-441.46-50	FURNITURE AND FIXTURES	-	-	3,162	3,162
	Minor Capital	-	-	4,072	4,162
Professional Services					
010-6035-441.47-04	VETERINARY SERVICES	\$ -	\$ -	\$ 11,520	\$ 11,520
010-6035-441.47-06	TRANSLATION SERVICES	-	-	470	-
010-6035-441.47-99	SPECIAL SERVICES	-	-	3,500	3,500
	Professional Services	-	-	15,490	15,020
Designated Expenses					
010-6035-441.50-10	ISF CHARGES	-	-	-	1,701,104
	Designated Expenses	-	-	-	1,701,104
	Police - Patrol	\$ -	\$ -	\$ 13,798,821	\$ 18,612,755

PATROL DIVISION:**Department Core Mission Element 5: Patrol and Law Enforcement****Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Engage in proactive patrol							
• Number of officers on the street.	80,751	18	18	15	18	19	16
Participate in community outreach							
• Number of events attended.	400	45	45	49	50	17	40

Department Core Mission Element 1: Enforce Traffic Laws**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Take enforcement action							
• Number of citations.	36,002	15,000	15,000	13,582	15,154	14,649	15,000
• Number of arrests resulting from traffic stops.		620	620	1095	700	1182	650
• Number of DWI arrests.		350	350	286	334	507	400
Investigate accidents							
• Number of Crash reports filed.	5,000	2,260	2,260	2,042	2,400	2,361	2,200
• Number of fatality Crash's investigated.		15	15	8	8	3	6

Department Core Mission Element 5: Patrol and Law Enforcement**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Respond to calls							
• Number of calls received.	57,814	164,500	164,500	147,946	160,486	146,748	160,000
• Response Time Priority 1.		8:45	8:45	8:07	9:05	9:07	8:59
• Response Time Priority 2.		13:30	13:30	13:38	13:30	14:05	12:59

Department Core Mission Element 3 Investigate crime and maintain evidence**Operational Targets:** Essential department functions within the mission element.

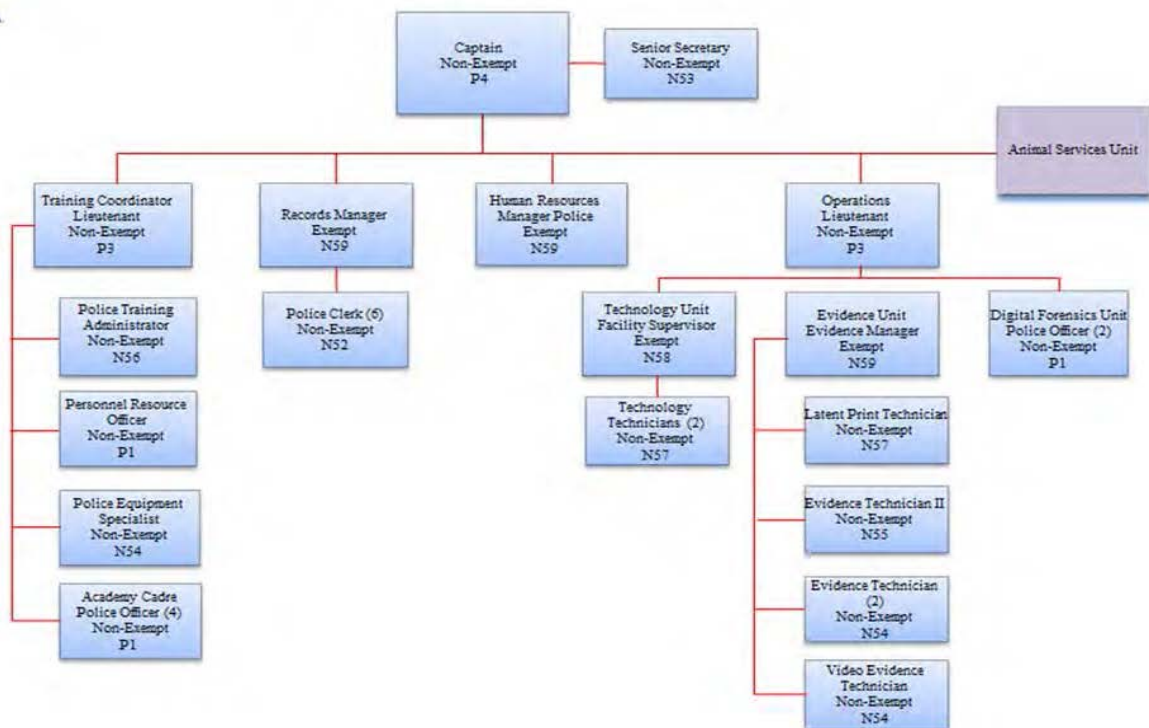
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
File reports for criminal offenses							
• Number of incident reports filed.	167,222	16,000	15,820	13,119	14,198	13,386	13,500

Department Core Mission Element 2: Operate Jail**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Arrest offenders							
• Number of arrests.	76,279	4,000	4,700	4,136	4,582	4,479	4,000



Killeen Police Department Staff Services Division



DIVISION MISSION STATEMENT

To provide training and support services to the Police Department in support of the Department's overall mission.

MISSION ELEMENTS

- Conduct crime prevention activities.
- Investigate crime and enforce the Law.
- Enforce traffic laws.
- Respond to calls for service.

GOALS

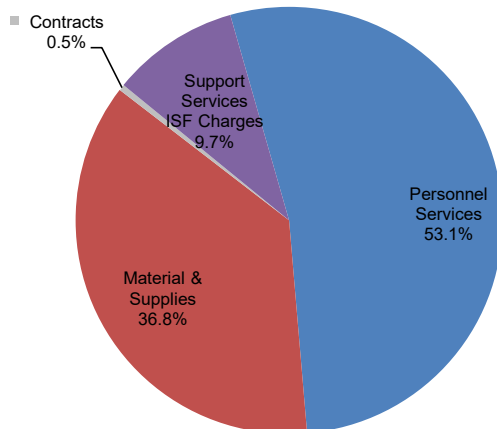
- Reduce crime by utilizing crime analysis to have the most impact with limited resources.
- Increase investigative clearance rate.
- Reduce crime through increased public education.

FINANCIAL INFORMATION

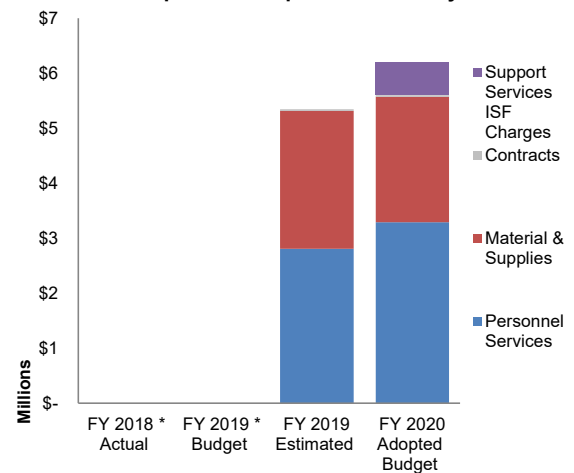
	FY 2018 * Actual	FY 2019 * Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	-	-	5,346,576	6,196,686
Total	\$ -	\$ -	\$ 5,346,576	\$ 6,196,686

	FY 2018 * Actual	FY 2019 * Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ -	\$ -	\$ 2,810,551	\$ 3,289,821
Material & Supplies	-	-	2,504,783	2,280,105
Contracts	-	-	31,242	28,743
Support Services ISF Charges	-	-	-	598,017
Total	\$ -	\$ -	\$ 5,346,576	\$ 6,196,686

Department Expenditures



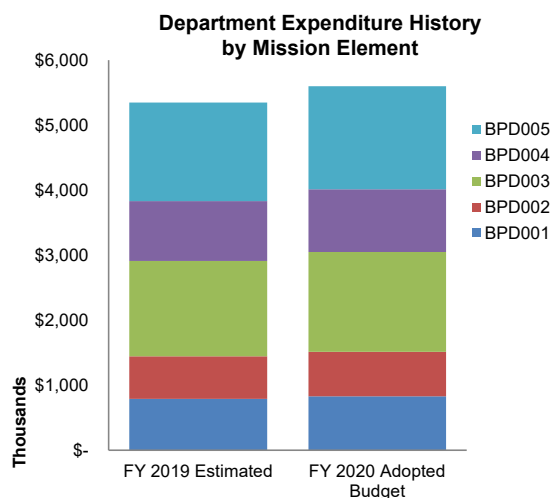
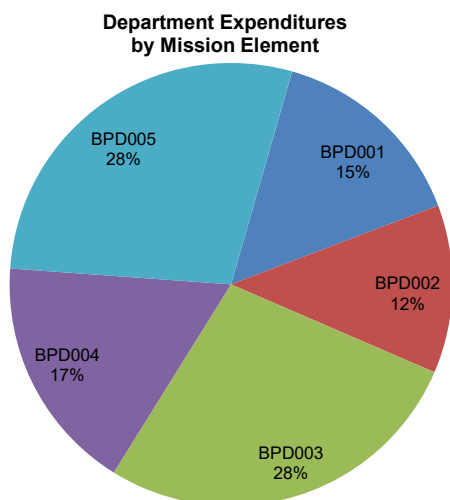
Department Expenditure History



**PUBLIC SAFETY
POLICE- STAFF SERVICES DIVISION**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BPD001	Enforce Traffic	6.40	13,312.00	\$ 789,783	\$ 827,021
BPD002	Operate Jail	6.40	13,312.00	655,910	686,836
BPD003	Investigate Crime	10.60	22,048.00	1,463,933	1,532,958
BPD004	Crime Prevention	6.20	12,896.00	923,684	967,236
BPD005	Patrol And Law	17.40	36,192.00	1,513,266	1,584,617
	Support Services ISF Charges	-	-	-	598,017
		47.00	97,760.00	\$ 5,346,576	\$ 6,196,686



Staffing

Civil Service

Police Captain

Police Lieutenant

Police Officer

Total Civil Service

	FY 2018 * Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Police Captain	-	1.00	1.00
Police Lieutenant	-	2.00	2.00
Police Officer	-	20.00	20.00
Total Civil Service	-	23.00	23.00

Civilian

Evidence Manager

Evidence Technician I

Evidence Technician II

Evidence Technician III

Facility Supervisor

Latent Print Technician

Police Clerk

Police Human Resources Manager

Police Quartermaster

Police Training Administrator

	FY 2018 * Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Evidence Manager	-	1.00	1.00
Evidence Technician I	-	1.00	1.00
Evidence Technician II	-	1.00	1.00
Evidence Technician III	-	1.00	1.00
Facility Supervisor	-	1.00	1.00
Latent Print Technician	-	1.00	1.00
Police Clerk	-	7.00	7.00
Police Human Resources Manager	-	1.00	1.00
Police Quartermaster	-	1.00	1.00
Police Training Administrator	-	1.00	1.00

	FY 2018 *	FY 2019	FY 2020
	Actual	Estimated	Adopted Budget
Staffing			
Civilian (continued)			
Principal Secretary	-	1.00	1.00
Records Manager	-	1.00	1.00
Sex Offender Coordinator	-	1.00	1.00
Special Projects Coordinator	-	1.00	1.00
Sr. Secretary	-	1.00	1.00
Technology Unit Technician	-	2.00	2.00
Video Evidence Technician	-	1.00	1.00
Total Civilian	-	24.00	24.00
Total Staffing	-	47.00	47.00

*- In FY 2019, the Police Department was separated into divisions.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Police - Staff Services Division					
Personnel Services					
010-6050-441.40-05	FULL-TIME SALARIES	\$ -	\$ -	\$ 2,101,499	\$ 2,444,293
010-6050-441.40-15	OVERTIME	-	-	73,317	38,710
010-6050-441.40-25	LONGEVITY	-	-	11,706	14,208
010-6050-441.40-30	INCENTIVE PAY	-	-	16,970	24,120
010-6050-441.40-35	ASSIGNMENT PAY	-	-	6,900	12,900
010-6050-441.40-37	BILINGUAL PAY	-	-	1,725	1,800
010-6050-441.40-70	VACATION-4TH WEEK BUYBK.	-	-	1,121	1,200
010-6050-441.40-82	MEDICAL INSURANCE	-	-	152,308	219,917
010-6050-441.40-83	DENTAL INSURANCE	-	-	10,067	12,132
010-6050-441.40-84	LIFE INSURANCE	-	-	779	848
010-6050-441.40-85	RETIREMENT - TMRS	-	-	239,691	299,648
010-6050-441.40-87	SOCIAL SECURITY	-	-	132,345	153,889
010-6050-441.40-88	MEDICARE	-	-	30,951	35,991
010-6050-441.40-89	WORKERS COMPENSATION	-	-	31,172	30,165
	Personnel Services	-	-	2,810,551	3,289,821
Supplies					
010-6050-441.41-10	OFFICE	-	-	21,352	23,117
010-6050-441.41-15	POSTAGE/CARRIER SERVICE	-	-	14,300	14,300
010-6050-441.41-20	UNIFORMS AND CLOTHING	-	-	268,469	133,679
010-6050-441.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	4,580	4,580
010-6050-441.41-30	FUEL	-	-	458,967	458,967
010-6050-441.41-35	PRINT SUPPLIES	-	-	30,164	30,164
010-6050-441.41-37	PHONES AND ACCESSORIES	-	-	500	500
010-6050-441.41-40	COMPUTER SUPPLIES	-	-	3,150	3,150
010-6050-441.41-60	FOOD SUPPLIES	-	-	1,478	1,660
010-6050-441.41-63	AMMUNITION	-	-	54,010	89,750
010-6050-441.41-65	MINOR TOOLS	-	-	23,614	28,188
010-6050-441.41-70	CLEANING SUPPLIES	-	-	6,280	3,280
010-6050-441.41-75	MEDICAL AND CHEMICAL	-	-	11,229	11,229
	Supplies	-	-	898,093	802,564
Repair & Maintenance					
010-6050-441.42-05	WALKS AND DRIVES	-	-	5,000	5,000
010-6050-441.42-10	BUILDING MAINTENANCE	-	-	74,073	91,014
010-6050-441.42-12	ELEVATOR MAINTENANCE	-	-	19,500	19,500
010-6050-441.42-35	FENCE MAINTENANCE	-	-	539	-
010-6050-441.42-37	SIGN MAINTENANCE	-	-	686	-
010-6050-441.42-43	COMPUTER MAINTENANCE	-	-	97,490	135,495
010-6050-441.42-90	EQUIPMENT MAINTENANCE	-	-	3,000	1,000
010-6050-441.43-05	FURNITURES AND FIXTURES	-	-	12,142	1,000
010-6050-441.43-10	SMALL EQUIP REPAIR	-	-	30,470	37,427
010-6050-441.43-15	VEHICLE REPAIR/MAINT	-	-	550,000	540,315
010-6050-441.43-20	HEAT AND AIR REPAIR	-	-	117,300	60,000
010-6050-441.43-25	RADIO AND COMMUNICATION	-	-	92,550	42,000
010-6050-441.43-40	COMPUTER HARDWARE	-	-	950	-
	Repair & Maintenance	-	-	1,003,700	932,751
Support Services					
010-6050-441.44-04	WATER SERVICE	-	-	13,740	13,740
010-6050-441.44-05	TELEPHONE	-	-	182,465	182,465
010-6050-441.44-06	GAS SERVICE	-	-	3,000	3,000
010-6050-441.44-07	CABLE SERVICES	-	-	7,100	1,750
010-6050-441.44-08	WASTE DISPOSAL	-	-	9,184	9,184
010-6050-441.44-10	EQUIPMENT RENTAL/LEASE	-	-	45,894	57,906
010-6050-441.44-26	PROMOTIONS ADVERTISING	-	-	9,210	8,510

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
010-6050-441.44-30	TRAINING AND TRAVEL	\$ -	\$ -	\$ 56,090	\$ 83,200
010-6050-441.44-50	ELECTRICITY SERVICES	-	-	155,340	90,690
010-6050-441.44-55	FACILITIES RENTAL	-	-	3,405	1,905
010-6050-441.44-70	TROPHIES AND AWARDS	-	-	322	500
010-6050-441.44-75	DUES AND MEMBERSHIPS	-	-	2,540	2,540
	Support Services	<u>-</u>	<u>-</u>	<u>488,290</u>	<u>455,390</u>
	Minor Capital				
010-6050-441.46-20	BOOKS AND REFRNCE MATERIALS	-	-	12,200	900
010-6050-441.46-30	NEW RADIOS	-	-	18,500	18,500
010-6050-441.46-35	EQUIPMENT AND MACHINERY	-	-	70,000	70,000
010-6050-441.46-40	COMPUTER EQUIP/SOFTWARE	-	-	14,000	-
	Minor Capital	<u>-</u>	<u>-</u>	<u>114,700</u>	<u>89,400</u>
	Professional Services				
010-6050-441.47-05	MEDICAL/COUNSELING SERVIC	-	-	17,560	13,560
010-6050-441.47-07	TESTING SERVICES	-	-	6,000	7,500
010-6050-441.47-10	ARBITRATION SERVICES	-	-	6,182	6,183
010-6050-441.47-99	SPECIAL SERVICES	-	-	1,500	1,500
	Professional Services	<u>-</u>	<u>-</u>	<u>31,242</u>	<u>28,743</u>
	Designated Expenses				
010-6050-441.50-10	ISF CHARGES	-	-	-	598,017
	Designated Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>598,017</u>
	Police - Staff Services Division	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,346,576</u>	<u>\$ 6,196,686</u>

STAFF SERVICES DIVISION:**Department Core Mission Element 5: Patrol and Law Enforcement****Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide administrative assistance • Number of services provided to public.	3,640	6,400	6,400	12,007	12,000	16,761	17,000

Department Core Mission Element 3: Investigate Crime and Maintain EvidenceAdjudicative Process.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Preserve Evidence • Pieces of Evidence.	9,360	30,000	30,000	19,936	20,000	25,605	26,000
Incident and arrest reports • Number of reports.	10,920	53,000	53,000	18,778	22000	17952	20000
Process computers and mobile devices • Number of devices analyzed.	2,080	250	250	317	300	204	200

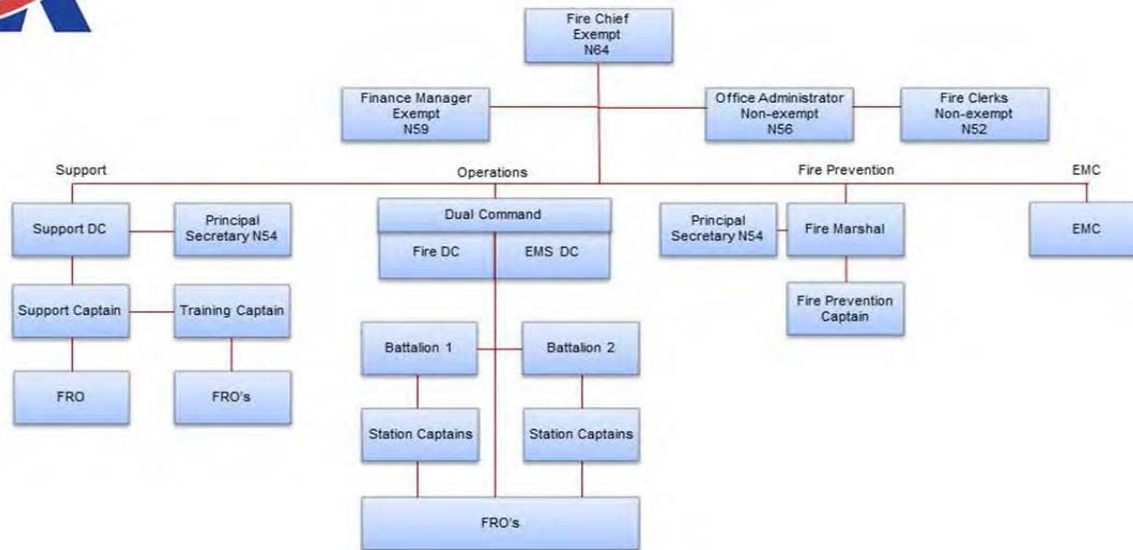
Department Core Mission Element 5: Patrol and Law Enforcement**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Target FY 19	Target FY 19
Reduce number of vacancies • Number of Sworn vacancies. • Number of Civilian vacancies.	5,200	26 25	12 25	10 25	9 20	24 24	10 19
Increase number of hours of training provided • TCOLE training hours.	15,730	28,700	28,700	19,497	25,000	35,000	35,000

* The Academy Training Center will complete only one Basic Peace Officer Course this year. The BPOC accounts for thousands of contact hours. With the Academy returning to the two-BPOC per year cycle, the number of hours will return to normal.



Fire Department



DIVISION MISSION STATEMENT

The Killeen Fire Department's mission is to promote public safety through fire protection, emergency medical and rescue services.

MISSION ELEMENTS

- Respond to Fire, EMS, and calls for service.
- Conduct fire prevention, education, investigations, and inspections.
- Review plans for fire code compliance.
- Conduct emergency management planning, response, mitigation, and recovery.

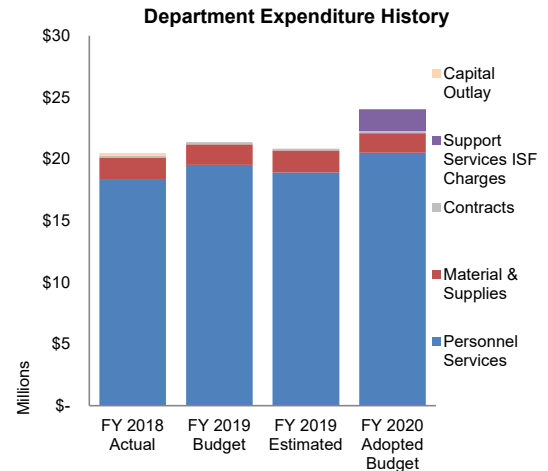
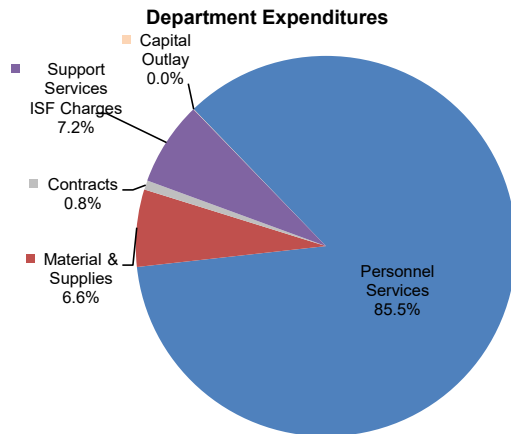
GOALS

- Re-chassis 3 ambulances.
- Replace 5 emergency response staff units.
- Reinstate Assistant Chief position
- Complete an Emergency Services Master Plan.
- Conduct an ISO Study.

FINANCIAL INFORMATION

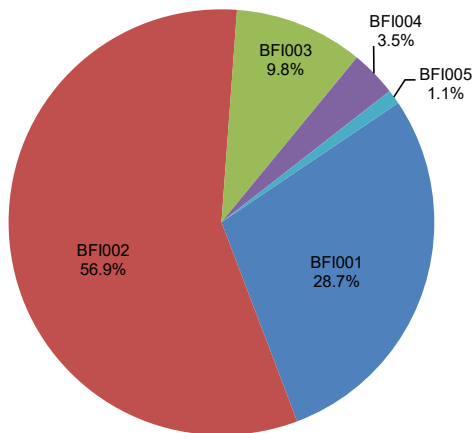
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Fire Revenue	\$ 2,917,072	\$ 3,510,594	\$ 3,192,548	\$ 3,158,034
Fire Grants	1,465,994	7,664	11,914	2,000
General Resources	16,107,250	17,853,752	17,658,167	20,851,048
Total	\$ 20,490,316	\$ 21,372,010	\$ 20,862,629	\$ 24,011,082

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 18,310,315	\$ 19,532,367	\$ 18,918,395	\$ 20,523,535
Material & Supplies	1,820,299	1,652,806	1,775,108	1,574,877
Contracts	122,953	186,837	142,961	187,588
Support Services ISF Charges	-	-	-	1,719,082
Capital Outlay	236,750	-	26,165	6,000
Total	\$ 20,490,316	\$ 21,372,010	\$ 20,862,629	\$ 24,011,082

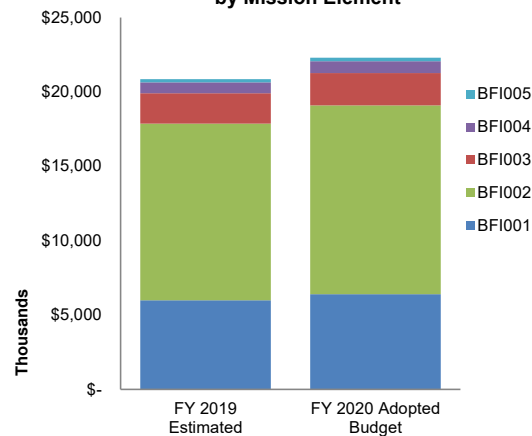


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BFI001	Respond to Fire Calls.	71.65	149,036.16	\$ 5,981,401	\$ 6,391,207
BFI002	Respond to Medical Calls.	132.16	274,896.96	11,878,402	12,692,232
BFI003	Respond to Rescue Calls.	23.87	49,657.92	2,040,926	2,180,757
BFI004	Investigate and Educate.	7.31	15,208.96	733,681	783,948
BFI005	Provide for Emergency Management. Support Services ISF Charges	2.00	4,160.00	228,220	243,856
		-	-	-	1,719,082
		<u>237.00</u>	<u>492,960.00</u>	<u>\$ 20,862,629</u>	<u>\$ 24,011,082</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Civil Service

Battalion Chief	6.00	6.00	6.00
Chief of Fire	1.00	1.00	1.00
Deputy Chief	3.00	3.00	2.00
Assistant Chief of Fire ¹	-	-	1.00
Deputy Chief - Fire Marshal	1.00	1.00	1.00
Fire Captain	36.00	36.00	36.00
Fire Rescue Officer	183.00	183.00	183.00
Total Civil Service	<u>230.00</u>	<u>230.00</u>	<u>230.00</u>

Civilian

Executive Assistant	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00
Fire Clerk	2.00	2.00	2.00
Principal Secretary	2.00	2.00	2.00
Emer Mgt/Homeland Sec Coordinator	1.00	1.00	1.00
Total Civilian	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>

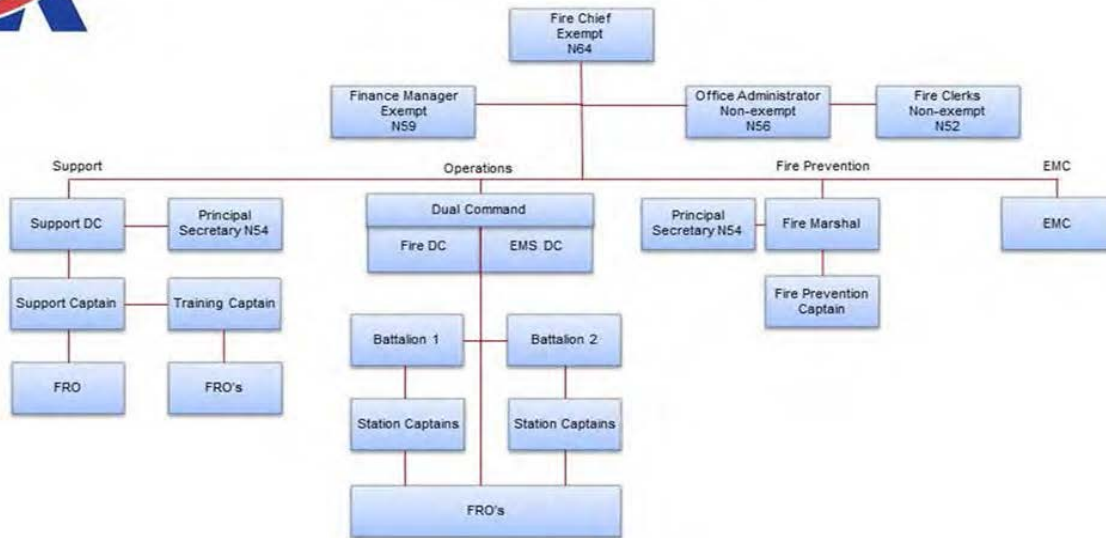
Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Total Staffing	<u>237.00</u>	<u>237.00</u>	<u>237.00</u>

¹- In FY 2020, Reclassified one Deputy Chief to Assistant Chief of Fire



Fire Department



DIVISION MISSION STATEMENT

The Killeen Fire Department's mission is to promote public safety through fire protection, emergency medical and rescue services.

MISSION ELEMENTS

- Respond to Fire, EMS, and calls for service.
- Conduct fire prevention, education, investigations, and inspections.
- Review plans for fire code compliance.
- Conduct emergency management planning, response, mitigation, and recovery.

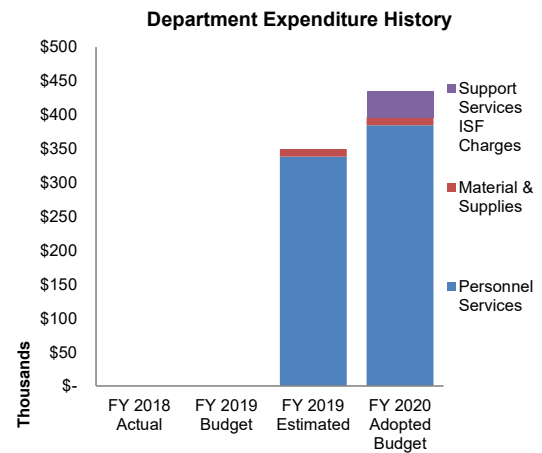
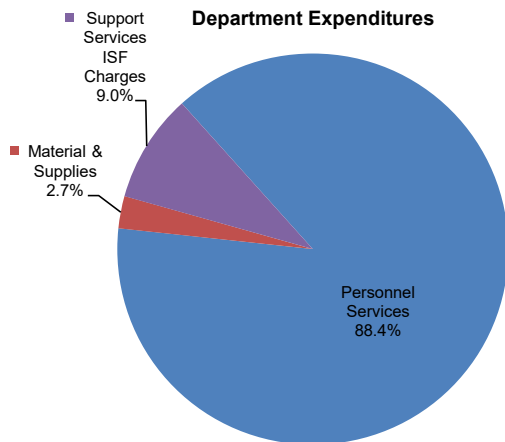
GOALS

- Re-chassis 3 ambulances.
- Replace 5 emergency response staff units.
- Reinstate Assistant Chief position
- Complete an Emergency Services Master Plan.
- Conduct an ISO Study.

FINANCIAL INFORMATION

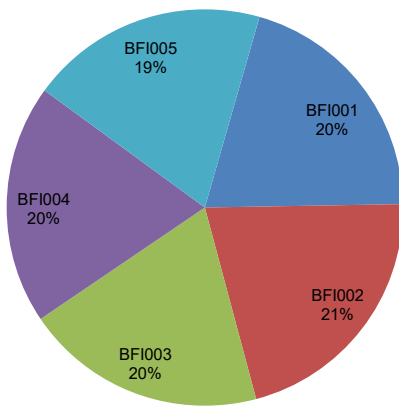
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	-	-	349,577	435,470
Total	\$ -	\$ -	\$ 349,577	\$ 435,470

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ -	\$ -	\$ 338,507	\$ 384,790
Material & Supplies	-	-	11,070	11,587
Support Services ISF Charges	-	-	-	39,093
Total	\$ -	\$ -	\$ 349,577	\$ 435,470

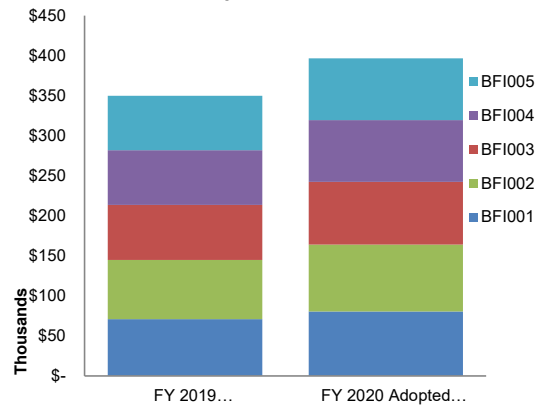


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BFI001	Respond to Fire Calls.	1.00	2,080.00	\$ 70,887	\$ 80,377
BFI002	Respond to Medical Calls.	1.00	2,080.00	73,759	83,634
BFI003	Respond to Rescue Calls.	1.00	2,080.00	68,868	78,088
BFI004	Investigate and Educate.	1.00	2,080.00	68,191	77,320
BFI005	Provide for Emergency Management.	1.00	2,080.00	67,872	76,958
	Support Services ISF Charges	-	-	-	39,093
		<u>5.00</u>	<u>10,400.00</u>	<u>\$ 349,577</u>	<u>\$ 435,470</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Civil Service

Chief of Fire

Total Civil Service

Civilian

Office Administrator

Finance Manager

Fire Clerk

Total Civilian

Total Staffing

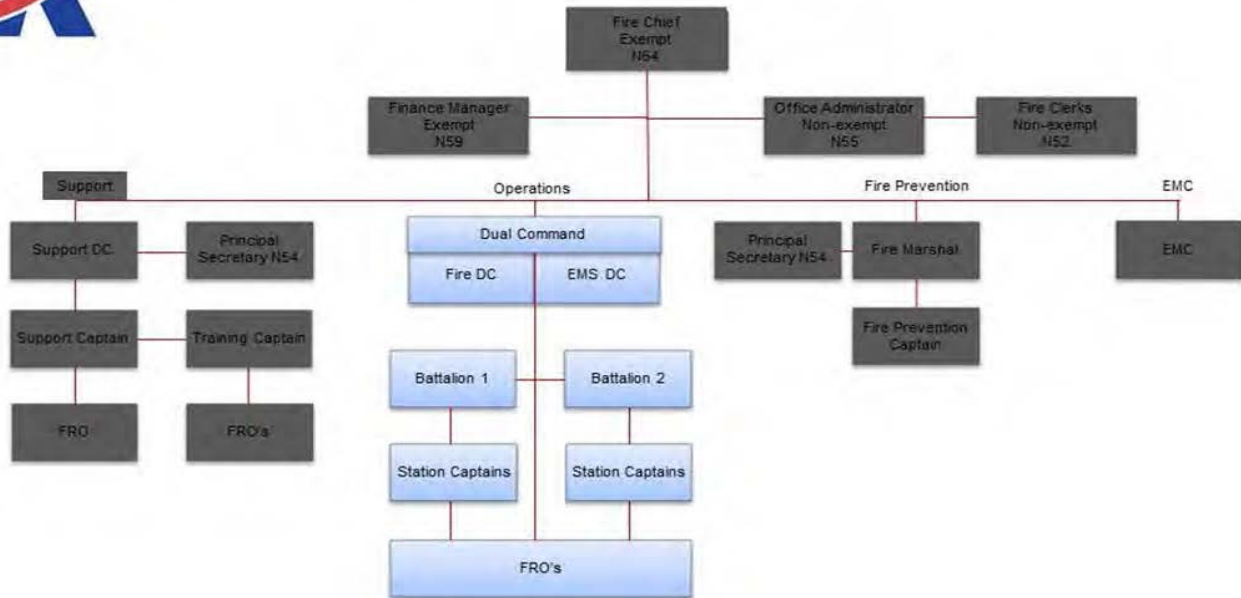
	FY 2018 * Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Chief of Fire	-	1.00	1.00
Total Civil Service	<u>-</u>	<u>1.00</u>	<u>1.00</u>
Office Administrator	-	1.00	1.00
Finance Manager	-	1.00	1.00
Fire Clerk	-	2.00	2.00
Total Civilian	<u>-</u>	<u>4.00</u>	<u>4.00</u>
Total Staffing	<u>-</u>	<u>5.00</u>	<u>5.00</u>

*- In FY 2019, the Fire Department was separated into divisions.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Fire - Administration					
Personnel Services					
010-7001-442.40-05	FULL-TIME SALARIES	\$ -	\$ -	\$ 250,249	\$ 285,735
010-7001-442.40-15	OVERTIME	-	-	77	-
010-7001-442.40-25	LONGEVITY	-	-	3,488	3,890
010-7001-442.40-30	INCENTIVE PAY	-	-	5,700	5,700
010-7001-442.40-37	BILINGUAL PAY	-	-	1,200	1,200
010-7001-442.40-82	MEDICAL INSURANCE	-	-	25,328	27,490
010-7001-442.40-83	DENTAL INSURANCE	-	-	1,367	1,380
010-7001-442.40-84	LIFE INSURANCE	-	-	89	90
010-7001-442.40-85	RETIREMENT - TMRS	-	-	14,062	17,875
010-7001-442.40-86	RETIREMENT - FRANDR	-	-	17,128	18,870
010-7001-442.40-87	SOCIAL SECURITY	-	-	15,701	17,875
010-7001-442.40-88	MEDICARE	-	-	3,672	4,180
010-7001-442.40-89	WORKERS COMPENSATION	-	-	446	505
Personnel Services		<u>-</u>	<u>-</u>	<u>338,507</u>	<u>384,790</u>
Supplies					
010-7001-442.41-10	OFFICE	-	-	1,723	2,410
010-7001-442.41-15	POSTAGE/CARRIER SERVICE	-	-	701	1,000
010-7001-442.41-20	UNIFORMS AND CLOTHING	-	-	126	1,000
010-7001-442.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	4,847	3,346
010-7001-442.41-60	FOOD SUPPLIES	-	-	64	150
Supplies		<u>-</u>	<u>-</u>	<u>7,461</u>	<u>7,906</u>
Repair & Maintenance					
010-7001-442.43-05	FURNITURE AND FIXTURES	-	-	-	541
Repair & Maintenance		<u>-</u>	<u>-</u>	<u>-</u>	<u>541</u>
Support Services					
010-7001-442.44-30	TRAINING AND TRAVEL	-	-	2,683	1,940
010-7001-442.44-70	TROPHIES AND AWARDS	-	-	666	1,000
010-7001-442.44-75	DUES AND MEMBERSHIPS	-	-	260	200
Support Services		<u>-</u>	<u>-</u>	<u>3,609</u>	<u>3,140</u>
Designated Expenses					
010-7001-442.50-10	ISF CHARGES	-	-	-	39,093
Designated Expenses		<u>-</u>	<u>-</u>	<u>-</u>	<u>39,093</u>
Fire - Administration		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 349,577</u>	<u>\$ 435,470</u>



Operations Division



DIVISION MISSION STATEMENT

The Killeen Fire Department's mission is to promote public safety through fire protection, emergency medical and rescue services.

MISSION ELEMENTS

- Respond to Fire, EMS, and calls for service.
- Conduct fire prevention, education, investigations, and inspections.
- Review plans for fire code compliance.
- Conduct emergency management planning, response, mitigation, and recovery.

GOALS

- Re-chassis 3 ambulances.
- Replace 5 emergency response staff units.
- Reinstate Assistant Chief position
- Complete an Emergency Services Master Plan.
- Conduct an ISO Study.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
20,405,827	21,238,172	18,752,603	21,594,546
\$ 20,405,827	\$ 21,238,172	\$ 18,752,603	\$ 21,594,546

Expenditure Summary

Personnel Services

Material & Supplies

Contracts

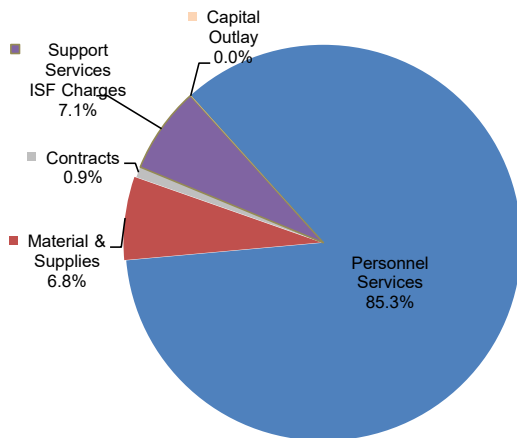
Support Services ISF Charges

Capital Outlay

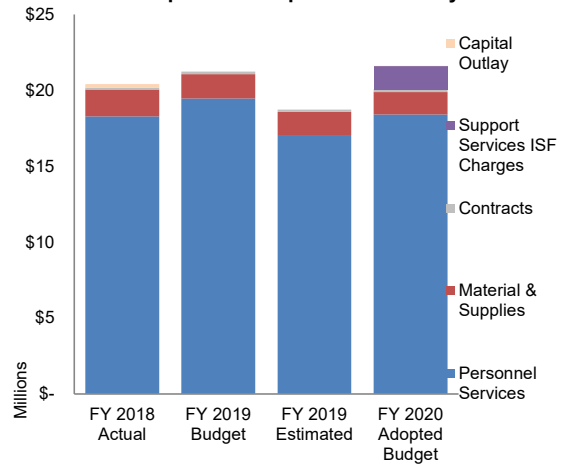
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 18,283,687	\$ 19,457,058	\$ 16,985,737	\$ 18,410,315
1,762,437	1,594,277	1,598,173	1,464,117
122,953	186,837	142,528	187,338
-	-	-	1,526,776
236,750	-	26,165	6,000
\$ 20,405,827	\$ 21,238,172	\$ 18,752,603	\$ 21,594,546

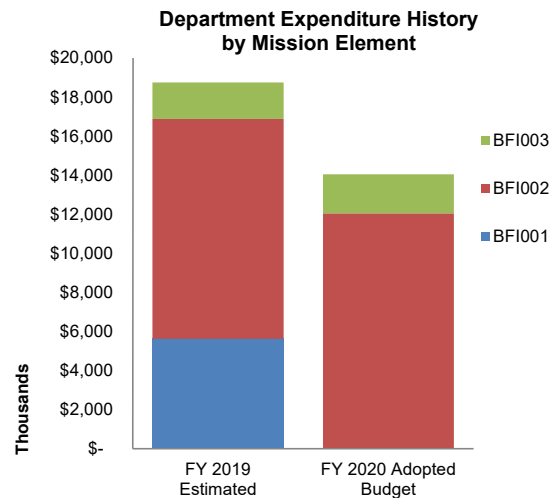
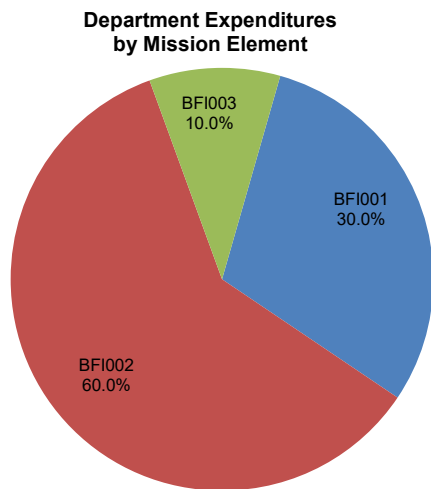
Department Expenditures



Department Expenditure History



Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BFI001	Respond to Fire Calls.	65.70	136,656.00	\$ 5,625,334	\$ 6,019,835
BFI002	Respond to Medical Calls.	123.40	256,672.00	11,252,160	12,041,266
BFI003	Respond to Rescue Calls.	21.90	45,552.00	1,875,109	2,006,609
	Support Services ISF Charges	-	-	-	1,526,836
		<u>211.00</u>	<u>438,880.00</u>	<u>\$ 18,752,603</u>	<u>\$ 21,594,546</u>



Staffing

Civil Service

Battalion Chief

Fire Captain

Deputy Chief

Assistant Chief of Fire ¹

Fire Rescue Officer

Total Civil Service

Total Staffing

	FY 2018 * Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Battalion Chief	-	6.00	6.00
Fire Captain	-	30.00	30.00
Deputy Chief	-	1.00	1.00
Assistant Chief of Fire ¹	-	1.00	1.00
Fire Rescue Officer	-	173.00	173.00
Total Civil Service	<u>-</u>	<u>211.00</u>	<u>211.00</u>
Total Staffing	<u>-</u>	<u>211.00</u>	<u>211.00</u>

¹ - In FY 2020, Reclassified one Deputy Chief to Assistant Chief of Fire

*- In FY 2019, the Fire Department was separated into divisions.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Fire - Operations					
Personnel Services					
010-7070-442.40-05	FULL-TIME SALARIES	\$12,306,442	\$13,352,951	\$11,510,828	\$12,660,048
010-7070-442.40-15	OVERTIME	511,708	206,640	351,165	136,640
010-7070-442.40-25	LONGEVITY	103,202	118,045	92,510	109,750
010-7070-442.40-30	INCENTIVE PAY	991,933	1,140,900	948,105	956,340
010-7070-442.40-35	ASSIGNMENT PAY	237,000	237,600	234,680	233,398
010-7070-442.40-37	BILINGUAL PAY	2,275	1,200	575	600
010-7070-442.40-55	ON CALL	140	-	-	-
010-7070-442.40-70	VACATION-4TH WEEK BUYBK.	2,400	5,000	5,000	5,400
010-7070-442.40-80	OUT OF CAPACITY PAY	-	33,243	-	33,243
010-7070-442.40-81	GROUP INSURANCE	1,059,764	-	-	-
010-7070-442.40-82	MEDICAL INSURANCE	-	1,017,920	910,278	1,050,103
010-7070-442.40-83	DENTAL INSURANCE	-	63,991	54,721	57,634
010-7070-442.40-84	LIFE INSURANCE	-	4,248	3,653	3,852
010-7070-442.40-85	RETIREMENT - TMRS	18,443	25,670	-	22,472
010-7070-442.40-86	RETIREMENT - FRANDR	1,817,845	1,933,274	1,717,682	1,828,691
010-7070-442.40-87	SOCIAL SECURITY	1,050,173	907,386	796,120	860,071
010-7070-442.40-88	MEDICARE	-	212,211	186,189	201,146
010-7070-442.40-89	WORKERS COMPENSATION	182,363	196,779	174,231	250,927
Personnel Services		18,283,687	19,457,058	16,985,737	18,410,315
Supplies					
010-7070-442.41-10	OFFICE	3,893	13,500	2,962	3,000
010-7070-442.41-15	POSTAGE/CARRIER SERVICE	810	1,000	41	60
010-7070-442.41-20	UNIFORMS AND CLOTHING	285,704	275,000	168,490	225,040
010-7070-442.41-25	SUBSCRIPTION/PUBLICATIONS	3,053	3,346	128	-
010-7070-442.41-27	PUBLIC OUTREACH	986	-	-	-
010-7070-442.41-30	FUEL	230,284	215,000	230,376	215,000
010-7070-442.41-35	PRINT SUPPLIES	7,684	9,000	8,569	9,000
010-7070-442.41-37	PHONES AND ACCESSORIES	132	750	449	750
010-7070-442.41-40	COMPUTER SUPPLIES	1,132	750	2,466	750
010-7070-442.41-60	FOOD SUPPLIES	2,933	2,000	2,113	1,500
010-7070-442.41-63	AMMUNITION	170	-	-	-
010-7070-442.41-65	MINOR TOOLS	65,790	68,508	39,825	40,000
010-7070-442.41-70	CLEANING SUPPLIES	22,801	32,000	28,701	30,000
010-7070-442.41-75	MEDICAL AND CHEMICAL	248,196	287,750	221,947	288,819
010-7070-442.41-87	EXTINGUISHING CHEMICALS	10,937	8,000	8,757	8,000
010-7070-442.41-90	AGRICULTURAL SUPPLIES	2,031	3,333	373	3,333
Supplies		886,536	919,937	715,197	825,252
Repair & Maintenance					
010-7070-442.42-05	WALKS AND DRIVES	1,800	4,000	-	-
010-7070-442.42-10	BUILDING MAINTENANCE	45,762	-	29	-
010-7070-442.42-90	MAINTENANCE	9,986	5,420	-	-
010-7070-442.43-05	FURNITURE AND FIXTURES	6,110	6,500	63	1,000
010-7070-442.43-10	SMALL EQUIP REPAIR	15,891	10,000	22,334	11,500
010-7070-442.43-15	VEHICLE REPAIR/MAINT	387,907	254,847	381,314	250,000
010-7070-442.43-20	HEAT AND AIR REPAIR	22,645	-	-	-
010-7070-442.43-25	RADIO AND COMMUNICATION	7,123	15,000	6,922	15,000
010-7070-442.43-50	MACHINERY REPAIR	1,923	-	-	-
010-7070-442.43-55	S.C.B.A.	26,197	25,000	5,094	11,000
Repair & Maintenance		525,344	320,767	415,756	288,500

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Support Services					
010-7070-442.44-04	WATER SERVICE	\$ 9,493	\$ 18,000	\$ 6,112	\$ 18,000
010-7070-442.44-05	TELEPHONE	51,664	42,000	41,570	42,000
010-7070-442.44-06	GAS SERVICE	15,401	16,000	22,164	16,000
010-7070-442.44-07	CABLE SERVICES	4,200	-	13,381	11,960
010-7070-442.44-08	WASTE DISPOSAL	15,524	14,000	15,625	14,000
010-7070-442.44-10	EQUIPMENT RENTAL/LEASE	8,717	62,388	95,739	57,388
010-7070-442.44-30	TRAINING AND TRAVEL	70,894	73,985	90,015	67,517
010-7070-442.44-50	ELECTRICITY SERVICES	81,598	85,000	60,368	85,000
010-7070-442.44-70	TROPHIES AND AWARDS	1,308	3,000	1,113	-
010-7070-442.44-75	DUES AND MEMBERSHIPS	2,009	3,200	4,194	2,500
Support Services		260,807	317,573	350,281	314,365
Minor Capital					
010-7070-442.46-15	BUILDINGS	-	-	3,089	-
010-7070-442.46-30	NEW RADIOS	33,200	-	-	-
010-7070-442.46-35	EQUIPMENT AND MACHINERY	34,393	18,000	63,576	18,000
010-7070-442.46-40	COMPUTER EQUIP/SOFTWARE	10,355	10,000	34,514	10,000
010-7070-442.46-50	FURNITURE AND FIXTURES	11,803	8,000	15,760	8,000
Minor Capital		89,751	36,000	116,939	36,000
Professional Services					
010-7070-442.47-01	CONSULTING	9,995	9,995	-	9,996
010-7070-442.47-02	ENTERTAINMENT SERVICES	1,700	1,700	-	1,700
010-7070-442.47-05	MEDICAL/COUNSELING	59,990	61,000	71,396	63,000
010-7070-442.47-07	TESTING SERVICES	39,989	35,000	51,982	35,000
010-7070-442.47-99	SPECIAL SERVICES	11,279	28,254	18,190	25,154
Professional Services		122,953	135,949	141,568	134,850
Designated Expenses					
010-7070-442.50-10	ISF CHARGES	-	-	-	1,526,776
010-7070-442.50-40	REFUSE DISPOSAL COSTS	-	-	960	1,600
010-7070-442.50-48	CAPITAL LEASE PAYMENTS	-	50,888	-	50,888
Designated Expenses		-	50,888	960	1,579,264
Capital Outlay					
010-7070-442.60-05	BUILDINGS	162,538	-	-	-
010-7070-442.61-35	MACHINERY AND EQUIPMENT	74,212	-	26,165	6,000
Capital Outlay		236,750	-	26,165	6,000
Fire - Operations		\$20,405,827	\$21,238,172	\$18,752,603	\$21,594,546

OPERATIONS DIVISION:

Mission Element 1: Respond to fire calls

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Respond to fire calls with positive mitigation	445,434	8,734	8,734	8,734	9,000	10,318	10,500
Provide best practices through policies	77	51	51	51	51	51	51
Accurate & efficient record keeping	936	All documents	100%	100%	100%	100%	100%
Manage open records requests	130	173	173	222	225	219	225

Mission Element 2: Respond to EMS calls

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Respond to EMS calls with positive mitigation	65,016	18,576	18,576	18,576	20,000	19,206	21,000
Provide best practices through protocols	385	49	49	49	49	49	49
Accurate & efficient record keeping	1,872	All documents	100%	100%	100%	100%	100%
Manage open records requests	194	259	259	294	275	280	275

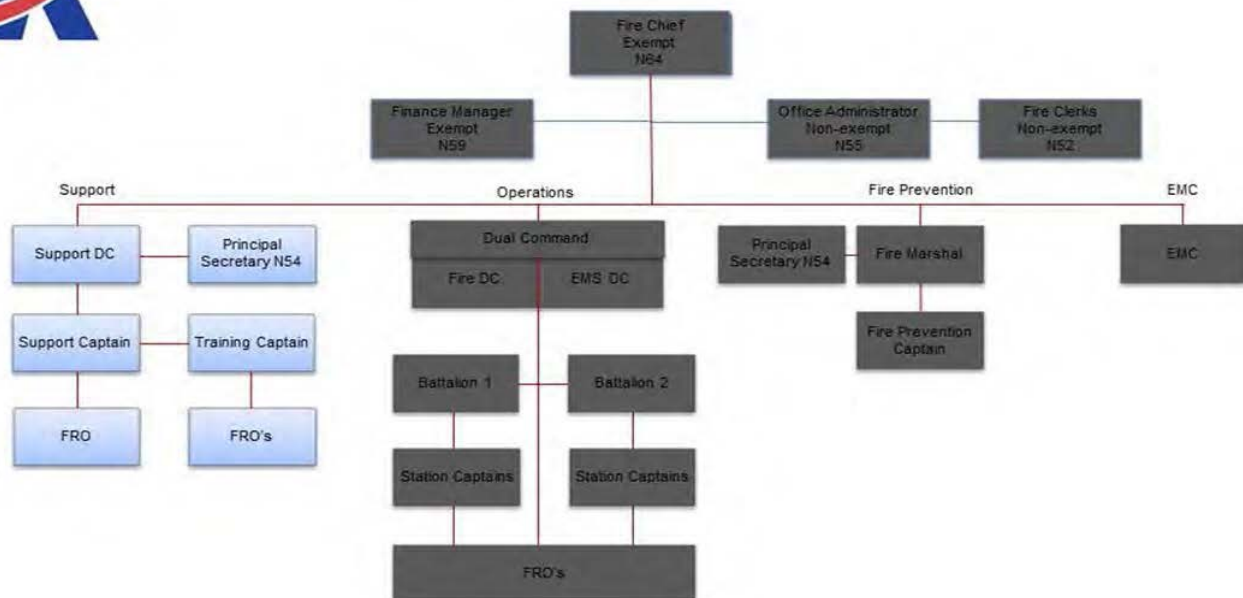
Mission Element 3: Respond to rescue calls

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Respond to rescue calls with positive mitigation	80,871	2731	2731	2731	2900	2952	3150
Provide best practices through policies	77	51	51	51	51	51	51
Accurate and efficient record keeping.	32	All documents	100%	100%	100%	100%	100%



Support Division



DIVISION MISSION STATEMENT

The Killeen Fire Department's mission is to promote public safety through fire protection, emergency medical and rescue services.

MISSION ELEMENTS

- Respond to Fire, EMS, and calls for service.
- Conduct fire prevention, education, investigations, and inspections.
- Review plans for fire code compliance.
- Conduct emergency management planning, response, mitigation, and recovery.

GOALS

- Re-chassis 3 ambulances.
- Replace 5 emergency response staff units.
- Reinstate Assistant Chief position
- Complete an Emergency Services Master Plan.
- Conduct an ISO Study.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
-	-	962,461	1,078,145
\$ -	\$ -	\$ 962,461	\$ 1,078,145

Expenditure Summary

Personnel Services

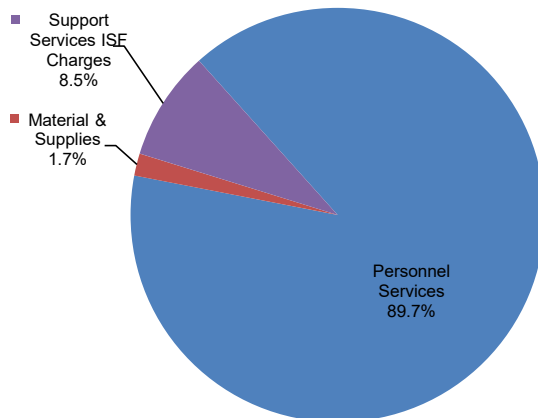
Material & Supplies

Support Services ISF Charges

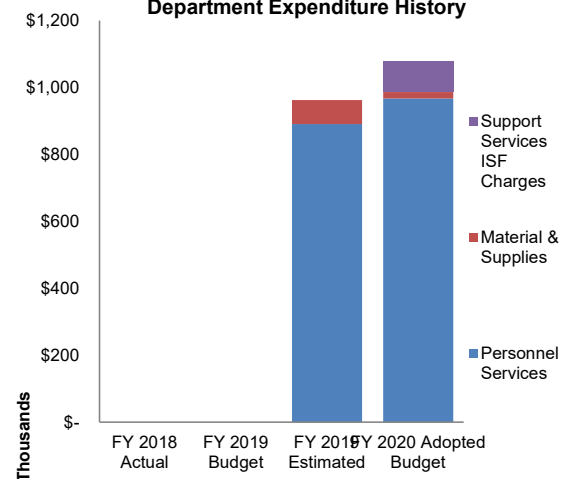
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ -	\$ -	\$ 891,291	\$ 967,271
-	-	71,170	18,799
-	-	-	92,075
\$ -	\$ -	\$ 962,461	\$ 1,078,145

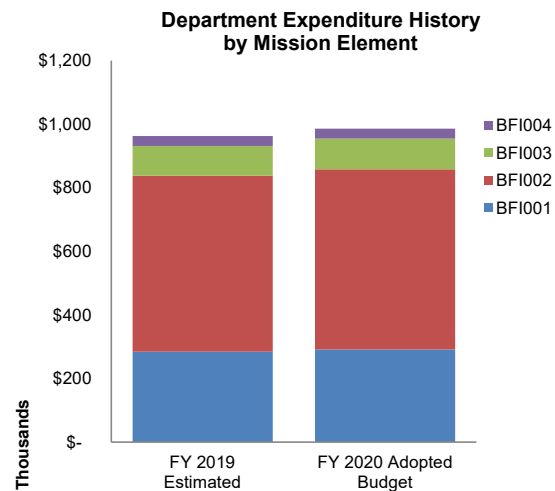
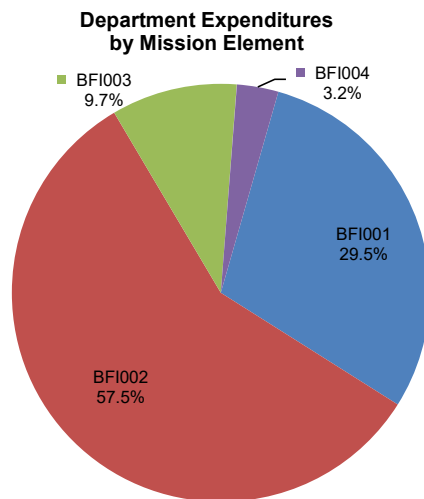
Department Expenditures



Department Expenditure History



Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BFI001	Respond to Fire Calls.	4.95	10,300.16	\$ 284,028	\$ 290,995
BFI002	Respond to Medical Calls.	7.76	16,144.96	553,749	567,332
BFI003	Respond to Rescue Calls.	0.97	2,025.92	93,760	96,060
BFI004	Investigate and Educate.	0.31	648.96	30,924	31,683
	Support Services ISF Charges	-	-	-	92,075
		<u>14.00</u>	<u>29,120.00</u>	<u>\$ 962,461</u>	<u>\$ 1,078,145</u>



Staffing

Civil Service

Fire Captain
Deputy Chief
Fire Rescue Officer

Total Civil Service

Civilian

Principal Secretary

Total Civilian

Total Staffing

	FY 2018 * Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Fire Captain	-	2.00	2.00
Deputy Chief	-	1.00	1.00
Fire Rescue Officer	-	10.00	10.00
Total Civil Service	<u>-</u>	<u>13.00</u>	<u>13.00</u>
Principal Secretary	-	1.00	1.00
Total Civilian	<u>-</u>	<u>1.00</u>	<u>1.00</u>
Total Staffing	<u>-</u>	<u>14.00</u>	<u>14.00</u>

*- In FY 2019, the Fire Department was separated into divisions.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Fire - Support					
Personnel Services					
010-7071-442.40-05	FULL-TIME SALARIES	\$ -	\$ -	\$ 592,746	\$ 649,630
010-7071-442.40-15	OVERTIME	-	-	37,553	35,000
010-7071-442.40-25	LONGEVITY	-	-	7,309	8,808
010-7071-442.40-30	INCENTIVE PAY	-	-	49,358	50,820
010-7071-442.40-35	ASSIGNMENT PAY	-	-	2,400	2,400
010-7071-442.40-70	VACATION-4TH WEEK BUYBK.	-	-	1,200	-
010-7071-442.40-82	MEDICAL INSURANCE	-	-	48,900	54,979
010-7071-442.40-83	DENTAL INSURANCE	-	-	2,706	2,758
010-7071-442.40-84	LIFE INSURANCE	-	-	177	181
010-7071-442.40-85	RETIREMENT - TMRS	-	-	4,300	8,923
010-7071-442.40-86	RETIREMENT - FRANDR	-	-	85,420	87,244
010-7071-442.40-87	SOCIAL SECURITY	-	-	40,919	43,790
010-7071-442.40-88	MEDICARE	-	-	9,570	10,242
010-7071-442.40-89	WORKERS COMPENSATION	-	-	8,733	12,496
Personnel Services		<u>-</u>	<u>-</u>	<u>891,291</u>	<u>967,271</u>
Supplies					
010-7071-442.41-10	OFFICE	-	-	3,323	2,000
010-7071-442.41-20	UNIFORMS AND CLOTHING	-	-	516	500
010-7071-442.41-60	FOOD SUPPLIES	-	-	591	500
010-7071-442.41-65	MINOR TOOLS	-	-	464	999
Supplies		<u>-</u>	<u>-</u>	<u>4,894</u>	<u>3,999</u>
Repair & Maintenance					
010-7071-442.42-43	COMPUTER/SOFTWARE MAINT	-	-	2,995	1,000
010-7071-442.42-90	MAINTENANCE	-	-	-	2,000
010-7071-442.43-05	FURNITURE AND FIXTURES	-	-	1,102	600
010-7071-442.43-10	SMALL EQUIP REPAIR	-	-	26,732	5,000
Repair & Maintenance		<u>-</u>	<u>-</u>	<u>30,829</u>	<u>8,600</u>
Support Services					
010-7071-442.44-10	EQUIPMENT RENTAL/LEASE	-	-	3,870	4,700
010-7071-442.44-30	TRAINING AND TRAVEL	-	-	5,802	1,000
Support Services		<u>-</u>	<u>-</u>	<u>9,672</u>	<u>5,700</u>
Minor Capital					
010-7071-442.46-15	BUILDINGS	-	-	19,065	-
010-7071-442.46-35	EQUIPMENT AND MACHINERY	-	-	2,268	500
010-7071-442.46-50	FURNITURE AND FIXTURES	-	-	4,442	-
Minor Capital		<u>-</u>	<u>-</u>	<u>25,775</u>	<u>500</u>
Designated Expenses					
010-7071-442.50-10	ISF CHARGES	-	-	-	92,075
Designated Expenses		<u>-</u>	<u>-</u>	<u>-</u>	<u>92,075</u>
Fire - Support		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 962,461</u>	<u>\$ 1,078,145</u>

SUPPORT DIVISION:

Mission Element 1: Acquisition and Maintenance of Facilities and Equipment.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Assess equipment needs.	6,926	As Needed	100%	100%	100%	100%	100%
Maintain repair of facilities.	686	As Needed	100%	100%	100%	100%	100%
Maintain equipment to TCFP standards.	4,846	Required	100%	100%	100%	100%	100%

Mission Element 2: Killeen Fire Department Training.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Train New Cadets to TCFP standards.	1,728	52	52	52	52	52	52
Continued educational training to TCFP Standards.	1,560	229	229	229	229	229	229
Continue enhanced technological training.	108	229	229	229	229	229	229

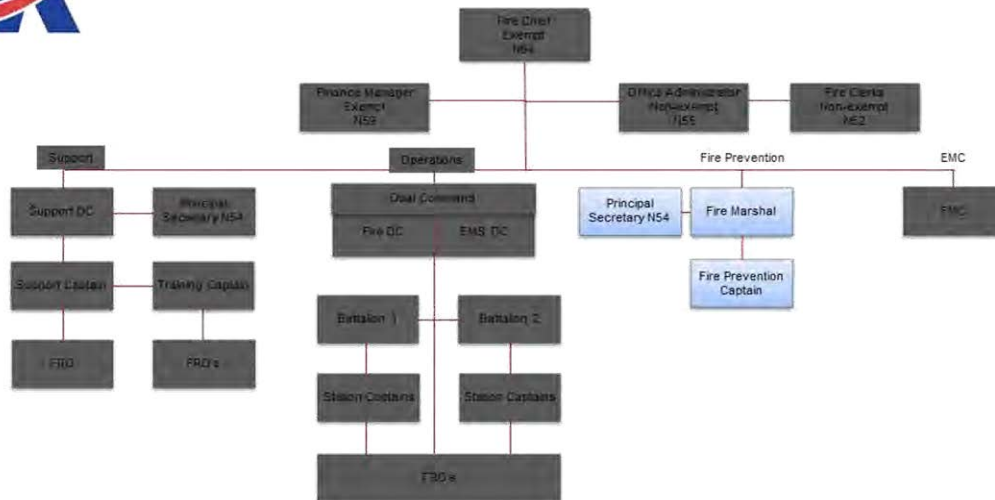
Mission Element 3: Assist with Financial Planning.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Conduct needs assessment for new purchases.	87	100%	100%	100%	100%	100%	100%
Conduct needs assessment for new facilities.	87	100%	100%	100%	100%	100%	100%
Conduct needs assessment for required staffing.	87	100%	100%	100%	100%	100%	100%



Fire Prevention Division



DIVISION MISSION STATEMENT

The Killeen Fire Department's mission is to promote public safety through fire protection, emergency medical and rescue services.

MISSION ELEMENTS

- Respond to Fire, EMS, and calls for service.
- Conduct fire prevention, education, investigations, and inspections.
- Review plans for fire code compliance.
- Conduct emergency management planning, response, mitigation, and recovery.

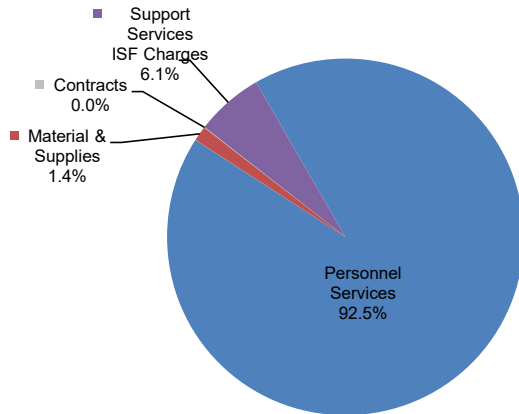
GOALS

- Re-chassis 3 ambulances.
- Replace 5 emergency response staff units.
- Reinstate Assistant Chief position
- Complete an Emergency Services Master Plan.
- Conduct an ISO Study.

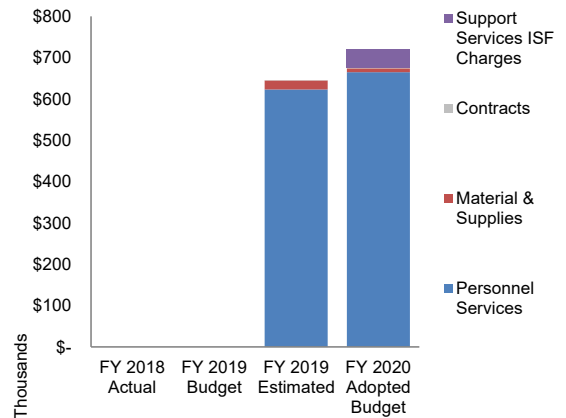
FINANCIAL INFORMATION

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	-	-	645,115	719,017
Total	\$ -	\$ -	\$ 645,115	\$ 719,017
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ -	\$ -	\$ 623,442	\$ 664,894
Material & Supplies	-	-	21,240	9,741
Contracts	-	-	433	250
Support Services ISF Charges	-	-	-	44,132
Total	\$ -	\$ -	\$ 645,115	\$ 719,017

Department Expenditures

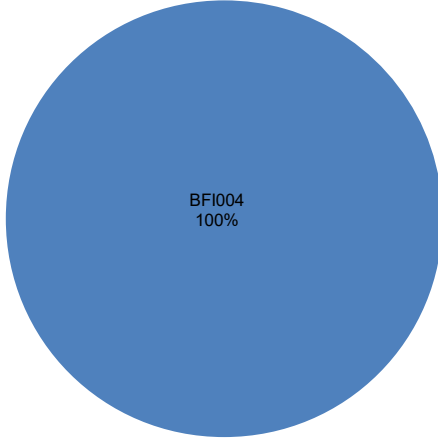


Department Expenditure History

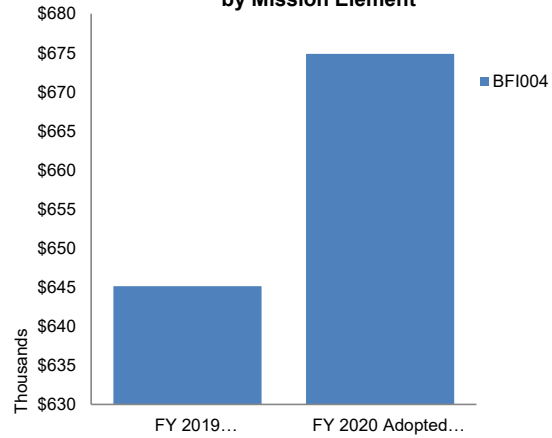


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BFI004	Investigate and Educate.	6.00	12,480.00	\$ 645,115	\$ 674,885
	Support Services ISF Charges	-	-	-	44,132
		<u>6.00</u>	<u>12,480.00</u>	<u>\$ 645,115</u>	<u>\$ 719,017</u>

Department Expenditures
by Mission Element



Department Expenditure History
by Mission Element



Staffing

Civil Service

Fire Captain	-	4.00	4.00
Deputy Chief - Fire Marshal	-	1.00	1.00
Total Civil Service	<u>-</u>	<u>5.00</u>	<u>5.00</u>

Civilian

Principal Secretary	-	1.00	1.00
Total Civilian	<u>-</u>	<u>1.00</u>	<u>1.00</u>
Total Staffing	<u>-</u>	<u>6.00</u>	<u>6.00</u>

*- In FY 2019, the Fire Department was separated into divisions.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Fire - Prevention					
Personnel Services					
010-7072-442.40-05	FULL-TIME SALARIES	\$ -	\$ -	\$ 426,147	\$ 446,051
010-7072-442.40-15	OVERTIME	-	-	20,611	35,000
010-7072-442.40-25	LONGEVITY	-	-	6,970	7,968
010-7072-442.40-30	INCENTIVE PAY	-	-	35,580	29,580
010-7072-442.40-35	ASSIGNMENT PAY	-	-	1,800	1,800
010-7072-442.40-37	BILINGUAL PAY	-	-	600	600
010-7072-442.40-55	ON CALL	-	-	290	-
010-7072-442.40-82	MEDICAL INSURANCE	-	-	25,534	27,490
010-7072-442.40-83	DENTAL INSURANCE	-	-	1,655	1,655
010-7072-442.40-84	LIFE INSURANCE	-	-	108	108
010-7072-442.40-85	RETIREMENT - TMRS	-	-	4,137	8,730
010-7072-442.40-86	RETIREMENT - FRANDR	-	-	58,537	58,900
010-7072-442.40-87	SOCIAL SECURITY	-	-	28751	31,086
010-7072-442.40-88	MEDICARE	-	-	6,724	7,270
010-7072-442.40-89	WORKERS COMPENSATION	-	-	5,998	8,656
	Personnel Services	<u>-</u>	<u>-</u>	<u>623,442</u>	<u>664,894</u>
Supplies					
010-7072-442.41-10	OFFICE	-	-	323	-
010-7072-442.41-20	UNIFORMS AND CLOTHING	-	-	-	3,000
010-7072-442.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	103	150
010-7072-442.41-60	FOOD SUPPLIES	-	-	62	100
	Supplies	<u>-</u>	<u>-</u>	<u>488</u>	<u>3,250</u>
Repair & Maintenance					
010-7072-442.42-10	BUILDING MAINTENANCE	-	-	46	-
010-7072-442.43-05	FURNITURE AND FIXTURES	-	-	-	541
	Repair & Maintenance	<u>-</u>	<u>-</u>	<u>46</u>	<u>541</u>
Support Services					
010-7072-442.44-10	EQUIPMENT RENTAL/LEASE	-	-	2,277	2,500
010-7072-442.44-30	TRAINING AND TRAVEL	-	-	2,429	2,500
010-7072-442.44-75	DUES AND MEMBERSHIPS	-	-	867	950
	Support Services	<u>-</u>	<u>-</u>	<u>5,573</u>	<u>5,950</u>
Minor Capital					
010-7072-442.46-05	OFFICE MACHINES AND EQUIP	-	-	347	-
010-7072-442.46-35	EQUIPMENT AND MACHINERY	-	-	5,754	-
010-7072-442.46-40	COMPUTER EQUIP/SOFTWARE	-	-	5,778	-
010-7072-442.46-50	FURNITURE AND FIXTURES	-	-	3,254	-
	Minor Capital	<u>-</u>	<u>-</u>	<u>15,133</u>	<u>-</u>
Professional Services					
010-7072-442.47-99	SPECIAL SERVICES	-	-	433	250
	Professional Services	<u>-</u>	<u>-</u>	<u>433</u>	<u>250</u>
Designated Expenses					
010-7072-442.50-10	ISF CHARGES	-	-	-	44,132
	Designated Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>44,132</u>
	Fire - Prevention	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 645,115</u>	<u>\$ 719,017</u>

FIRE PREVENTION DIVISION:

Mission Element 1: Plans Review.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Commercial Plan Review.	135	270	100%	100%	270	276	270

Mission Element 2: Fire Inspections.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Fire Inspections.	521	1,041	100%	1,041	1,353	1,470	1,350

Mission Element 3: Investigations.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Fire Investigations.	1,147	122	100%	100%	122	126	122

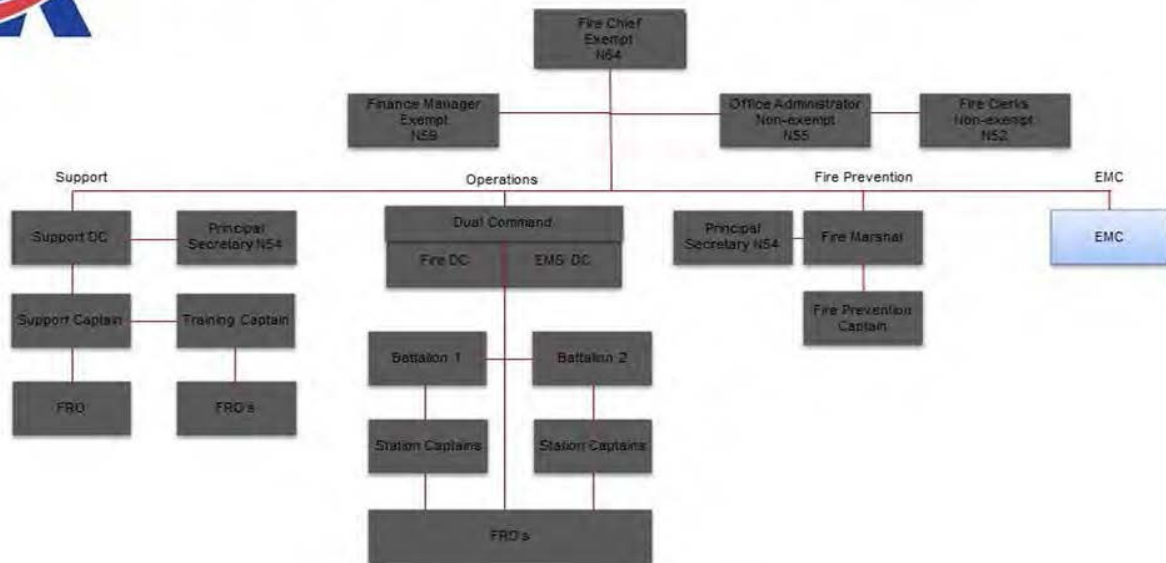
Mission Element 4: Public Fire Education.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Public Education.	244	14,967	100%	100%	15,000	13,153	15,000
Continue enhanced technological training	108	229	229	229	229	229	229



Emergency Management Division



DIVISION MISSION STATEMENT

The Emergency Management Division's mission is to develop and communicate plans of disaster preparedness for natural

MISSION ELEMENTS

- Disaster preparedness.
- Maintain Local, State and Federal Grants.

GOALS

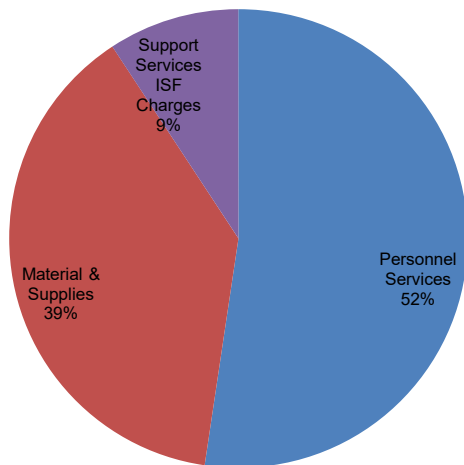
- Develop a functioning Emergency Operation Center.
- Update Essential Support Functions (ESF).
- Coordinate and expand the Citizens Emergency Response Team (CERT).
- Maintain Emergency Management Performance Grant (EMPG).

FINANCIAL INFORMATION

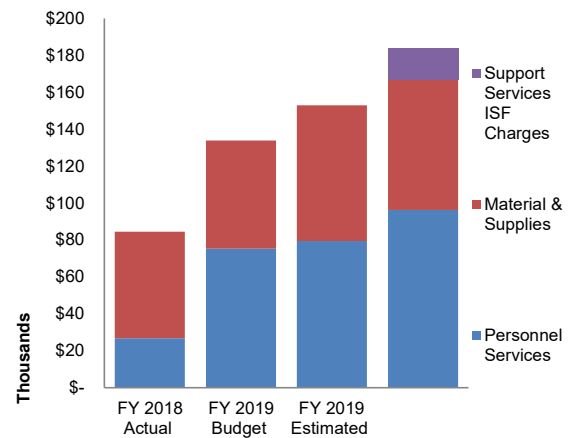
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	84,489	133,838	152,873	183,904
Total	\$ 84,489	\$ 133,838	\$ 152,873	\$ 183,904

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 26,628	\$ 75,309	\$ 79,418	\$ 96,265
Material & Supplies	57,861	58,529	73,455	70,633
Support Services ISF Charges	-	-	-	17,006
Total	\$ 84,489	\$ 133,838	\$ 152,873	\$ 183,904

Department Expenditures

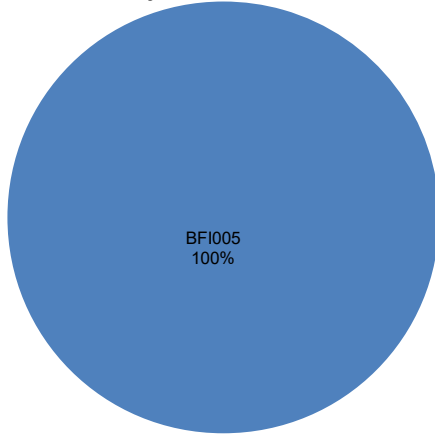


Department Expenditure History

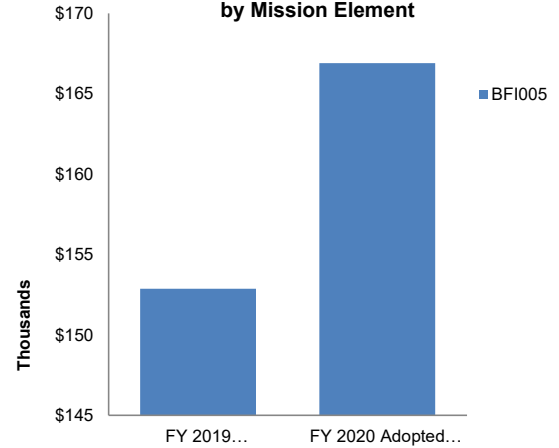


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BFI005	Provide for Emergency Management. Support Services ISF Charges	1.00	2,080.00	\$ 152,873	\$ 166,898
		-	-	-	17,006
		<u>1.00</u>	<u>2,080.00</u>	<u>\$ 152,873</u>	<u>\$ 183,904</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Emer Mgt/Homeland Sec Coordinator

Total Staffing

FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
1.00	1.00	1.00
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Fire - Emergency Management					
Personnel Services					
010-7075-442.40-05	FULL-TIME SALARIES	\$ 21,502	\$ 58,901	\$ 62,506	\$ 75,537
010-7075-442.40-25	LONGEVITY	-	-	-	96
010-7075-442.40-81	GROUP INSURANCE	1,331	-	-	-
010-7075-442.40-82	MEDICAL INSURANCE	-	4,941	4,941	5,498
010-7075-442.40-83	DENTAL INSURANCE	-	276	276	276
010-7075-442.40-84	LIFE INSURANCE	-	18	18	18
010-7075-442.40-85	RETIREMENT - TMRS	2,114	6,567	6,795	8,932
010-7075-442.40-87	SOCIAL SECURITY	1,645	3,652	3,871	4,684
010-7075-442.40-88	MEDICARE	-	854	905	1,095
010-7075-442.40-89	WORKERS COMPENSATION	37	100	106	129
Personnel Services		26,628	75,309	79,418	96,265
Supplies					
010-7075-442.41-10	OFFICE	146	600	514	400
010-7075-442.41-15	POSTAGE/CARRIER SERVICE	-	100	-	50
010-7075-442.41-20	UNIFORMS AND CLOTHING	-	600	-	600
010-7075-442.41-25	SUBSCRIPTION/PUBLICATIONS	40	400	-	200
010-7075-442.41-27	PUBLIC OUTREACH	62	-	-	400
010-7075-442.41-30	FUEL	1,625	5,000	1,175	5,000
010-7075-442.41-35	PRINT SUPPLIES	73	3,000	222	1,000
010-7075-442.41-37	PHONES AND ACCESSORIES	32	-	-	400
010-7075-442.41-60	FOOD SUPPLIES	131	1,500	126	1,085
010-7075-442.41-65	MINOR TOOLS	72.08	400	0	200
Supplies		2,182	11,600	2,037	9,335
Repair & Maintenance					
010-7075-442.42-10	BUILDING MAINTENANCE	-	-	3,139	2,200
010-7075-442.42-43	COMPUTER MAINTENANCE	-	-	-	18,000
010-7075-442.42-90	MAINTENANCE	38,535	12,957	-	13,000
010-7075-442.43-15	VEHICLE REPAIR/MAINT	2548.19	4000	4000	4000
Repair & Maintenance		41,083	16,957	7,139	37,200
Support Services					
010-7075-442.44-05	TELEPHONE	897	1,598	910	1,598
010-7075-442.44-30	TRAINING AND TRAVEL	4,086	7,000	7,616	5,000
010-7075-442.44-50	ELECTRICITY SERVICES	3,251	3,000	2,790	3,000
010-7075-442.44-75	DUES AND MEMBERSHIPS	175	18,374	30,444	1,500
Support Services		8,408	29,972	41,760	11,098
Minor Capital					
010-7075-442.46-30	NEW RADIOS	3,766	-	-	-
010-7075-442.46-40	COMPUTER EQUIP/SOFTWARE	732	-	22,019	10,000
010-7075-442.46-50	FURNITURE AND FIXTURES	1,690	-	500	3,000
Minor Capital		6,188	-	22,519	13,000
Designated Expenses					
010-7075-442.50-10	ISF CHARGES	-	-	-	17,006
Designated Expenses		-	-	-	17,006
Fire - Emergency Management		\$ 84,489	\$ 133,838	\$ 152,873	\$ 183,904

Emergency Management / Homeland Security Division

Mission Element 5: Provide for Emergency Management

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Disaster preparedness							
Review Basic Emergency Operations Plan	15	1	1	1	1	1	1
Develop Emergency Operations Center Training	25	2	2	2	2	0	4
Maintain Emergency Notification System	20	2	2	1	2	2	2
Review Emergency Annex Plans	15	4	3	22	3	3	4
Develop MOUs with Partner Agencies	10	1	1	1	1	2	1
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain Local, State, and Federal Grants							
Apply for EMPG annually	20	1	1	1	1	1	1
Submit EMPG reports quarterly	20	4	4	4	4	4	4
Conduct Exercises annually	100	3	3	3	3	3	3
Conduct a Training & Exercise Planning Workshop	100	1	1	0	1	1	1
Attend Emergency Management Trainings	16	1	1	1	1	4	1
Conduct Community Outreach/Education	50	50%+	50%+	50%	50%+	55%	50%+
Conduct Staff Emergency Management Trainings	10	4	4	4	4	4	4

**GENERAL FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

CONSOLIDATED

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 1,870,102	\$ 3,037,430	\$ 2,373,505	\$ 2,374,553
Total	\$ 1,870,102	\$ 3,037,430	\$ 2,373,505	\$ 2,374,553
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ 769,290	\$ 1,000,000	\$ 1,169,958	\$ 642,889
Support Services	483,615	862,527	437,527	862,527
Professional Services	129,039	228,420	228,418	69,830
Designated Expenses	488,158	946,483	537,602	799,307
Total	\$ 1,870,102	\$ 3,037,430	\$ 2,373,505	\$ 2,374,553

AVENUE D BUILDING - MUNICIPAL ANNEX

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 37,463	\$ 53,832	\$ 38,013	\$ 53,832
Total	\$ 37,463	\$ 53,832	\$ 38,013	\$ 53,832
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Supplies	\$ -	\$ 1,231	\$ 400	\$ 1,231
Support Services	37,463	52,601	37,613	52,601
Total	\$ 37,463	\$ 53,832	\$ 38,013	\$ 53,832

**GENERAL FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

PUBLIC SERVICES

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 581,471	\$ 603,118	\$ 602,132	\$ 604,634
Total	\$ 581,471	\$ 603,118	\$ 602,132	\$ 604,634
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Bell County Health District	\$ 331,368	\$ 331,368	\$ 331,368	\$ 331,368
Help Center - Utilities	765	900	564	900
Elderly Transportation	28,489	49,350	49,350	49,350
Hill Country Transit District (HOP)	120,850	120,850	120,850	222,366
Killeen Volunteer, Inc. (KVI)	100,000	100,000	100,000	-
Notices Required by Law	-	650	-	650
Total	\$ 581,471	\$ 603,118	\$ 602,132	\$ 604,634

CITY HALL

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 123,388	\$ 40,914	\$ 33,242	\$ -
Total	\$ 123,388	\$ 40,914	\$ 33,242	\$ -
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Support Services	\$ 123,388	\$ 40,914	\$ 33,242	\$ -
Total	\$ 123,388	\$ 40,914	\$ 33,242	\$ -

BELL COUNTY COMMUNICATION CENTER

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 1,469,885	\$ 1,478,732	\$ 1,478,732	\$ 1,536,376
Total	\$ 1,469,885	\$ 1,478,732	\$ 1,478,732	\$ 1,536,376
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Professional Services	\$ 1,469,885	\$ 1,478,732	\$ 1,478,732	\$ 1,536,376
Total	\$ 1,469,885	\$ 1,478,732	\$ 1,478,732	\$ 1,536,376

**GENERAL FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

DESIGNATED FUNDS

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 8,976,189	\$ 5,108,203	\$ 9,798,132	\$ 7,534,338
Total	\$ 8,976,189	\$ 5,108,203	\$ 9,798,132	\$ 7,534,338
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Transfer to Fleet Services ISF	\$ 3,336,083	\$ 718,969	\$ 718,969	\$ -
Transfer to Risk Management ISF	781,808	817,847	817,847	-
Transfer to Information Technology ISF	1,055,827	1,099,887	956,250	-
Direct Cost	-	-	-	10,000
Designated Expenses	31,541	30,000	30,000	30,000
Transfers	29,462	-	-	-
Transfer to Street Maintenance Fund	-	-	4,833,566	4,994,242
Transfer to General Fund-CIP	3,741,468	2,441,500	2,441,500	2,500,096
Total	\$ 8,976,189	\$ 5,108,203	\$ 9,798,132	\$ 7,534,338
Total Revenues	\$ 13,058,497	\$ 10,322,229	\$ 14,323,756	\$ 12,103,733
Total Expenses	\$ 13,058,497	\$ 10,322,229	\$ 14,323,756	\$ 12,103,733

Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Consolidated					
Personnel Services					
010-9501-491.40-24	SEPARATION PAY	\$ 659,920	\$ 834,167	\$ 989,460	\$ 524,579
010-9501-491.40-85	RETIREMENT - TMRS	51,245	93,010	94,167	66,571
010-9501-491.40-87	SOCIAL SECURITY	50,484	51,719	60,719	34,948
010-9501-491.40-88	MEDICARE	-	12,095	14,200	9,623
010-9501-491.40-89	WORKERS COMPENSATION	7,640	9,009	11,412	7,168
	Personnel Services	769,290	1,000,000	1,169,958	642,889
Support Services					
010-9501-491.44-85	CLAIMS AND DAMAGES	121,088	500,000	75,000	500,000
010-9501-491.44-92	INDUSTRIAL DEVELOPMENT	362,527	362,527	362,527	362,527
	Support Services	483,615	862,527	437,527	862,527
Professional Services					
010-9501-491.47-01	CONSULTING	22,500	150,000	150,000	-
010-9501-491.47-30	ACCOUNTING SERVICES	106,539	78,420	78,418	69,830
	Professional Services	129,039	228,420	228,418	69,830
Designated Expenses					
010-9501-491.50-15	CONTINGENCY	25,791	86,783	73,279	50,000
010-9501-491.50-20	RESERVE APPROPRIATION	-	341,422	-	235,577
010-9501-491.50-60	TAX APPRAISAL DISTRICT	460,040	510,278	460,040	505,730
010-9501-492.50-65	CASH SHORT/OVER	3,511	3,000	1,259	3,000
010-9501-491.50-80	INVENTORY OVER/SHORT	(1,185)	5,000	3,024	5,000
	Designated Expenses	488,158	946,483	537,602	799,307
	Consolidated	\$ 1,870,102	\$ 3,037,430	\$ 2,373,505	\$ 2,374,553
Avenue D Building - Municipal Annex					
Supplies					
010-9502-491.41-35	PRINT SUPPLIES	\$ -	\$ 1,231	\$ 400	\$ 1,231
	Supplies	-	1,231	400	1,231
Support Services					
010-9502-491.44-04	WATER SERVICE	1,285	2,265	1,492	2,265
010-9502-491.44-06	GAS SERVICE	1,326	1,693	1,615	1,693
010-9502-491.44-08	WASTE DISPOSAL	-	1,183	384	1,183
010-9502-491.44-10	EQUIPMENT RENTAL/LEASE	3,795	4,682	3,598	4,682
010-9502-491.44-50	ELECTRICITY SERVICES	31,058	42,778	30,524	42,778
	Support Services	37,463	52,601	37,613	52,601
	Avenue D Building - Municipal Annex	\$ 37,463	\$ 53,832	\$ 38,013	\$ 53,832
Public Services					
Support Services					
010-9503-491.44-28	NOTICES REQUIRED BY LAW	\$ -	\$ 650	\$ -	\$ 650
010-9503-491.44-62	BELL HEALTH DEPARTMENT	331,368	331,368	331,368	331,368
010-9503-491.44-63	HELP CENTER - UTILITIES	765	900	564	900
010-9503-491.44-66	ELDERLY TRANSPORTATION	28,489	49,350	49,350	49,350
010-9503-491.44-67	GRANT TO NON-PROFIT CORP	220,850	220,850	220,850	222,366
	Support Services	581,471	603,118	602,132	604,634
	Public Services	\$ 581,471	\$ 603,118	\$ 602,132	\$ 604,634

Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
City Hall					
Support Services					
010-9505-491.44-04	WATER SERVICE	\$ 482	\$ 847	\$ 550	\$ -
010-9505-491.44-05	TELEPHONE	90,600	-	-	-
010-9505-491.44-06	GAS SERVICE	4,287	3,950	3,800	-
010-9505-491.44-08	WASTE DISPOSAL	2,584	2,892	2,892	-
010-9505-491.44-50	ELECTRICITY SERVICES	25,434	33,225	26,000	-
	Support Services	123,388	40,914	33,242	-
	City Hall	\$ 123,388	\$ 40,914	\$ 33,242	\$ -
Bell County Communication Center					
Professional Services					
010-9509-491.47-01	CONSULTING	\$ 1,469,885	\$ 1,478,732	\$ 1,478,732	\$ 1,536,376
	Professional Services	1,469,885	1,478,732	1,478,732	1,536,376
	Bell County Communication Center	\$ 1,469,885	\$ 1,478,732	\$ 1,478,732	\$ 1,536,376
Designated Funds					
Support Services					
010-9595-492.44-13	ISF EQUIPMENT/VEHICLES	\$ 3,336,083	\$ 718,969	\$ 718,969	\$ -
010-9595-492.44-16	ISF RISK MANAGEMENT	781,808	817,847	817,847	-
010-9595-492.44-18	ISF INFO TECHNOLOGY SVC	1,055,827	1,099,887	956,250	-
010-9595-492.44-68	DIRECT COST	-	-	-	10,000
	Support Services	5,173,718	2,636,703	2,493,066	10,000
Designated Expenses					
010-9595-492.50-90	BAD DEBTS	31,541	30,000	30,000	30,000
	Designated Expenses	31,541	30,000	30,000	30,000
Transfers					
010-9595-492.92-28	TRANSFER TO CDBG	18,837	-	-	-
010-9595-492.92-34	TRANSFER TO FUND 234	-	-	4,833,566	4,994,242
010-9595-492.92-43	TRANSFER TO FUND 243	10,625	-	-	-
010-9595-492.93-49	TRANSFER TO GEN FUND CIP	3,741,468	2,441,500	2,441,500	2,500,096
	Transfers	3,770,930	2,441,500	7,275,066	7,494,338
	Designated Funds	\$ 8,976,189	\$ 5,108,203	\$ 9,798,132	\$ 7,534,338



Dedicated Service – Everyday, for Everyone!



Water and Sewer Fund



Dedicated Service – Everyday, for Everyone!

WATER & SEWER FUND



The Water & Sewer Fund is one of the five enterprise funds that the City of Killeen maintains. The Governmental Accounting Standards Board Codification, Section 1300.104, states that "the enterprise fund type may be used: to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination or revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance public policy, management control, accountability, or other purposes." These funds are not required by GASB, but are permitted.

Water and Sewer Fund – Accounts for the provision of water and sewer services to the residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to administration, operations, maintenance, billing, and collection.



Dedicated Service – Everyday, for Everyone!

**Water & Sewer Fund
Budget Summary
FY 2020**

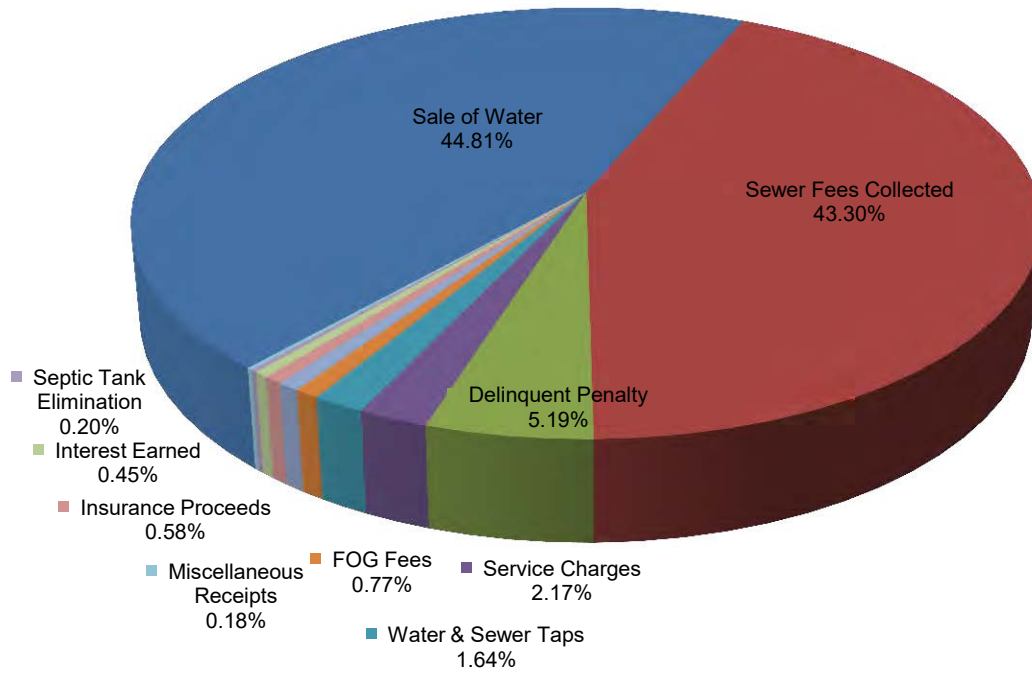
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimate	FY 2020 Budget	Percent of Budget	% Change from FY 2019 Budget
Revenues						
Sale of Water	\$ 18,430,615	\$ 18,781,527	\$ 19,044,479	\$ 19,157,158	44.81%	2.00%
Sewer Fees Collected	17,679,551	18,151,249	17,902,120	18,514,274	43.30%	2.00%
Delinquent Penalty	2,279,160	2,177,284	2,209,275	2,220,830	5.19%	2.00%
Service Charges	758,987	910,670	761,917	928,883	2.17%	2.00%
Water & Sewer Taps	793,212	714,794	733,360	700,778	1.64%	-1.96%
FOG Fees	288,223	321,821	290,427	328,257	0.77%	2.00%
Warranty Service	-	-	125,000	300,000	0.70%	0.00%
Insurance Proceeds	72,918	250,000	250,000	250,000	0.58%	0.00%
Investment Revenue	234,614	51,125	254,018	194,425	0.45%	280.29%
Septic Tank Elimination	12,237	85,402	96,025	87,110	0.20%	2.00%
Miscellaneous Receipts	2,845	75,000	7,555	75,000	0.18%	0.00%
Sale of Assets	117,013	-	17,299	-	0.00%	0.00%
DHS - Emergency Declaration	1,436	-	-	-	0.00%	0.00%
Transfers In	-	137,494	-	-	0.00%	-100.00%
Total Revenues	\$ 40,670,811	\$ 41,656,366	\$ 41,691,475	\$ 42,756,715	100.00%	2.64%
Operating Expenses						
Water & Sewer Contracts	\$ 14,052,374	\$ 15,019,370	\$ 15,019,370	\$ 17,670,558	41.33%	17.65%
Support Services ISF Charges ¹	-	-	-	6,392,156	14.95%	0.00%
Water and Sewer Operations	2,643,893	2,851,515	2,505,042	3,030,845	7.09%	6.29%
Franchise Fee	3,630,243	3,702,847	3,702,847	3,801,356	8.89%	2.66%
Sanitary Sewers	892,791	1,286,560	1,152,526	1,551,283	3.63%	20.58%
Water Distribution	791,567	1,073,951	938,292	1,312,926	3.07%	22.25%
Non-Departmental	370,454	581,939	350,411	583,286	1.36%	0.23%
Building Services	14,540	75,728	75,728	77,846	0.18%	2.80%
Human Resources	12,519	12,519	12,519	12,519	0.03%	0.00%
Indirect Cost Allocation ¹	2,503,524	2,738,499	2,738,499	-	0.00%	-100.00%
Utility Collections	2,510,007	2,701,767	2,608,243	-	0.00%	-100.00%
ISF - Information Technology ²	1,158,196	1,188,475	1,188,475	-	0.00%	-100.00%
Water and Sewer Engineering	777,226	1,214,770	708,353	-	0.00%	-100.00%
Public Works	161,949	197,947	180,041	-	0.00%	-100.00%
ISF - Risk Management ²	158,723	166,040	166,040	-	0.00%	-100.00%
ISF - Fleet Services ²	95,087	101,613	101,613	-	0.00%	-100.00%
Total Operating Expenses	\$ 29,773,094	\$ 32,913,540	\$ 31,447,999	\$ 34,432,775	80.53%	4.62%
Debt Service	6,153,043	7,576,729	6,176,729	7,219,659	16.89%	-4.71%
Non-Operating Expenses						
Capital Projects						
Motor Vehicles	33,820	-	-	-	0.00%	0.00%
Computer Equipment/Software	-	48,500	45,500	-	0.00%	-100.00%
Customer Services	89,880	75,000	60,000	45,000	0.11%	-40.00%
Fire Hydrants	12,832	25,000	30,000	35,000	0.08%	40.00%
Customer Meters	54,049	151,370	90,000	50,000	0.12%	-66.97%
Fleet Replacement Program	1,009,500	-	-	-	0.00%	0.00%
Total Capital Projects	1,200,081	299,870	225,500	130,000	0.30%	-56.65%
Other						
Contributions - KEDC/GKCC	362,527	362,527	362,527	362,527	0.85%	0.00%
Transfer to General Fund	-	-	-	262,754	0.61%	0.00%
Transfer to W&S CIP	5,117,619	503,700	503,700	349,000	0.82%	-30.71%
Total Other	5,480,146	866,227	866,227	974,281	2.28%	12.47%
Total Non-Operating Expenses	6,680,227	1,166,097	1,091,727	1,104,281	2.58%	-5.30%
Total Expenses	\$ 42,606,364	\$ 41,656,366	\$ 38,716,455	\$ 42,756,715	100.00%	2.64%
Net Change In Working Capital	\$ (1,935,553)	\$ -	\$ 2,975,020	\$ -		
Working Capital Balance, Beginning				8,503,366		
Working Capital Balance, Ending				\$ 8,503,366		

¹ - Indirect Cost Allocation is now accounted for in the Support Services ISF Charges beginning FY 2020

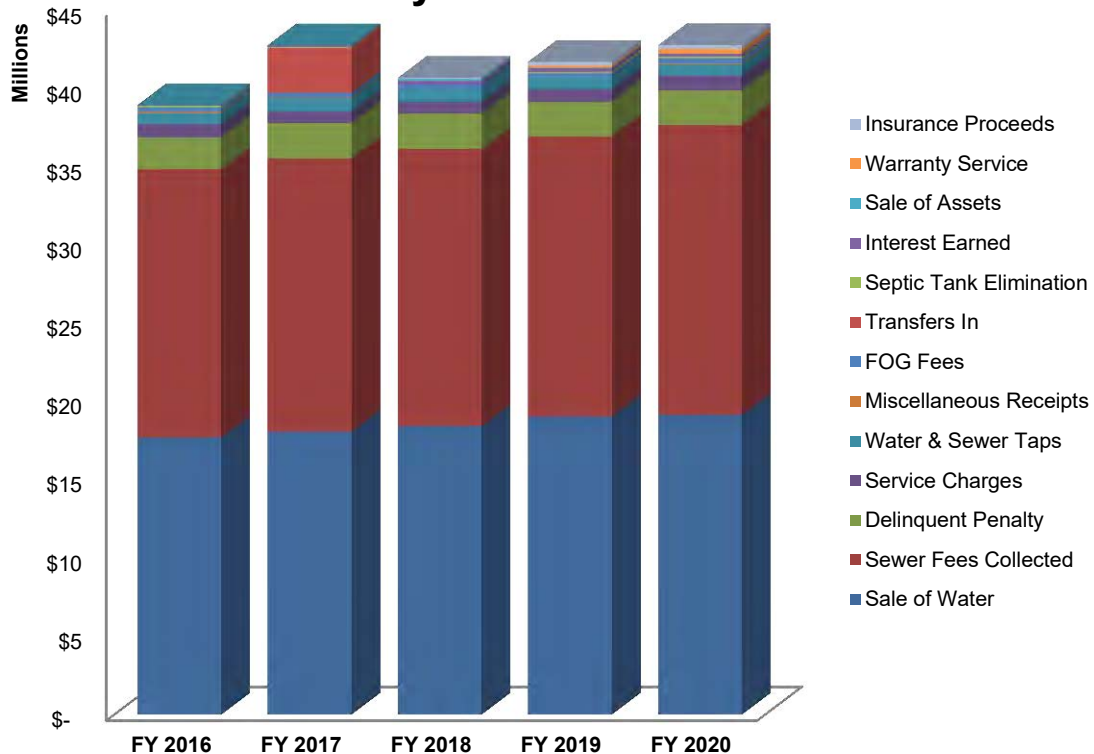
² - ISF - Fleet Services, Information Technology, and Risk Management allocations are part of the Support Services ISF Charges

Water & Sewer Fund

-Revenues by Source FY 2020-

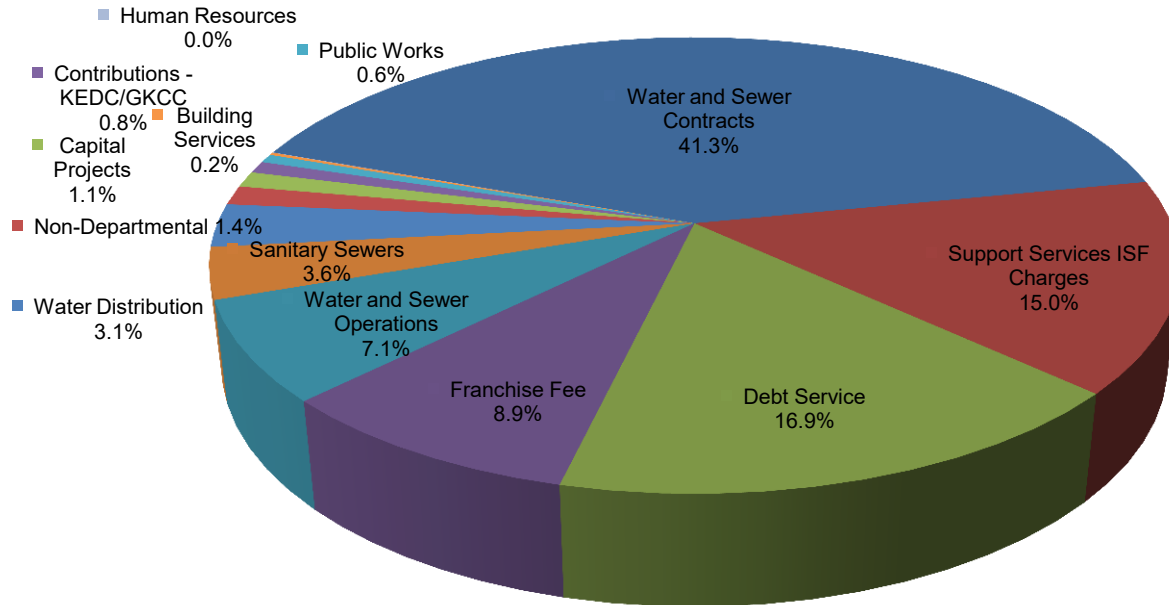


-Revenues by Source Last Five Years-

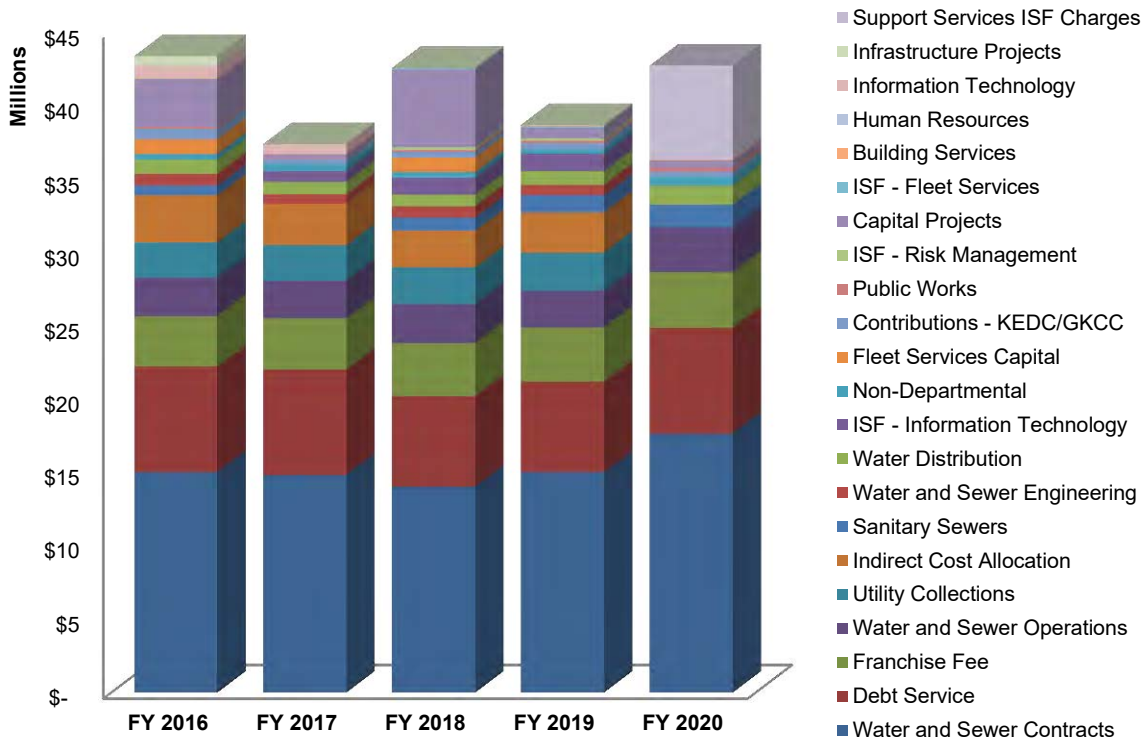


Water & Sewer Fund

-Expenses by Type FY 2020-



-Expenses by Type Last Five Years-



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Water & Sewer Fund Revenues					
Charges for Services					
550-0000-343.01-01	WATER REVENUE	\$ 18,430,615	\$ 18,781,527	\$ 19,044,479	\$ 19,157,158
550-0000-343.01-02	SEWER REVENUE	17,679,551	18,151,249	17,902,120	18,514,274
550-0000-343.02-01	FATS OILS GREASE FEES	288,223	321,821	290,427	328,257
550-0000-343.02-02	TAP FEES	793,212	714,794	733,360	700,778
550-0000-343.02-03	SERVICE CHARGES	758,987	910,670	761,917	928,883
550-0000-343.02-04	SEPTIC TANK ELIMINATION	12,237	85,402	96,025	87,110
550-0000-343.02-05	PENALTIES	2,279,160	2,177,284	2,209,275	2,220,830
550-0000-343.02-06	WARRANTY SERVICE	-	-	125,000	300,000
Charges for Services		40,241,985	41,142,747	41,162,603	42,237,290
Intergovernmental Revenue					
550-0000-333.02-03	DHS-EMERGENCY DECLARATION	1,436	-	-	-
Intergovernmental Revenue		1,436	-	-	-
Investment Income					
550-0000-361.05-00	INTEREST EARNED	242,675	56,591	260,550	200,000
550-0000-361.05-10	INVESTMENT EXPENSE	(8,060)	(5,466)	(6,532)	(5,575)
Investment Income		234,614	51,125	254,018	194,425
Miscellaneous Income					
550-0000-371.10-02	PURCHASING CARDS	2,530	-	1,272	-
550-0000-372.10-01	RESTITUTION	315	-	-	-
550-0000-379.99-99	OTHER INCOME	-	75,000	6,283	75,000
Miscellaneous Income		2,845	75,000	7,555	75,000
Other Financing Sources					
550-0000-391.03-87	TRANSFER IN FROM FUND 387	-	137,494	-	-
550-0000-392.01-01	SALE OF ASSETS	117,013	-	17,299	-
550-0000-392.02-01	INSURANCE PROCEEDS	72,918	250,000	250,000	250,000
Other Financing Sources		189,931	387,494	267,299	250,000
Water & Sewer Fund Revenues		\$ 40,670,811	\$ 41,656,366	\$ 41,691,475	\$ 42,756,715

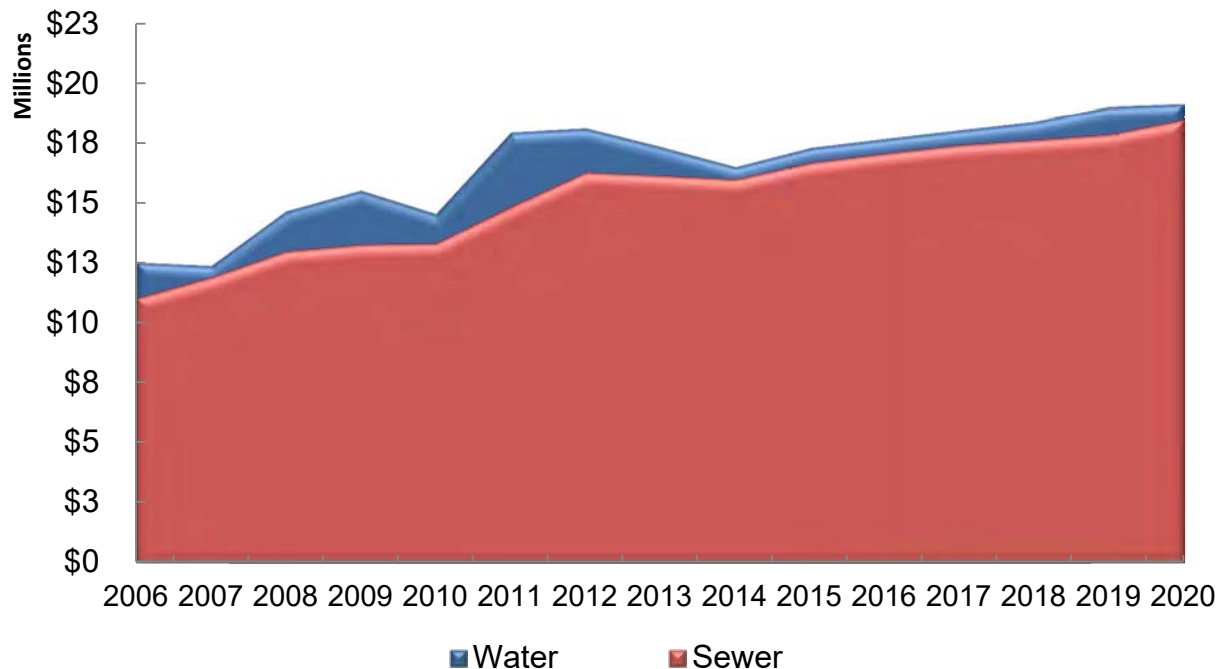
- WATER AND SEWER REVENUES – Revenue Assumptions

Water Revenue	\$19,157,158
Sewer Revenue	\$18,514,274

In FY 2009, the City contracted with an outside firm to perform a water and sewer rate study, using information from Killeen's water and sewer customer base. The City implemented the proposed rate increases in FY 2011 and FY 2012. The City chose to defer utility rate increases scheduled for FY 2013 and FY 2014. A 3% rate increase was implemented in FY 2015, and a 2.5% water only rate increase was implemented in FY 2016. Water and sewer rates appear in the reference section of this document.

Water sales hit record highs in FY 2012, due to extremely hot and dry conditions. Conditions were more temperate in FY 2014 resulting in lower water sales.

Water & Sewer Revenues



The above chart shows the elasticity of **water revenues** which are highly dependent on the weather – the hotter and dryer the weather, the more water is consumed. The chart shows a flatter trend for **sewer revenues**, because not all sewer charges are billed on total water consumption. Residential customers are billed for sewer based on their water consumption, but the maximum sewer consumption is capped at 10,000 gallons per month. Non-residential customers are billed for sewer service based on 100% of their water consumption. The general upward trend of this graph also illustrates growth in the number of customers, as well as rate increases over the years.

Delinquent Penalties	\$2,220,830

This revenue is generated by a \$10 late penalty assessed on past due utility payments and a \$25 delinquent account fee assessed prior to disconnection for non-payment. FY 2020 budget projections are based on current average monthly late fees at budget development.

Water Services and Charges	\$ 928,883

These revenue sources are generated from the connection and transfer of utility accounts, after hours service fees, and meter checks. The amount of revenue generated by these fees normally remains stable. FY 2020 revenues are budgeted at a slight increase from the FY 2019 budget, based on year-end projected levels.

Tap Fees	\$700,778

Tap fees are charged to new customers who "tap" into the City's water and sewer systems. This revenue is highly dependent on building and construction activity within the City that is difficult to forecast. The revenue projection is based on trend analysis, taking into account predicted construction levels. FY 2020 revenues are budgeted at a slight decrease from the FY 2019 budget, in anticipation of a leveling of housing activity.

Interest Income	\$194,425

Interest income is projected using a cash flow analysis to estimate investable cash balances. Interest rate trends for the current year are also taken into account in developing the projection. The City will invest all idle cash in order to maximize earnings. All of the city's idle cash funds are invested in the depository bank, TexStar, money market accounts, or certificates of deposit.

The projected interest earnings for FY 2020 are \$194,425.

DIVISION MISSION STATEMENT

The Water and Sewer Division's mission is to deliver reliable and safe water supplies to customers, and efficiently collect and dispose of wastewater.

MISSION ELEMENTS

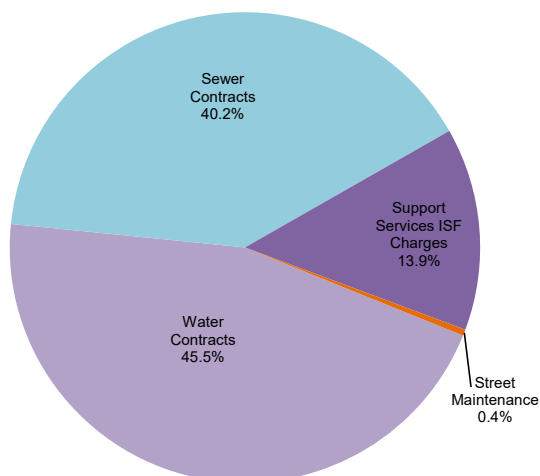
- Water and sewer administration
- Water distribution.
- Sewer collection.

FINANCIAL INFORMATION

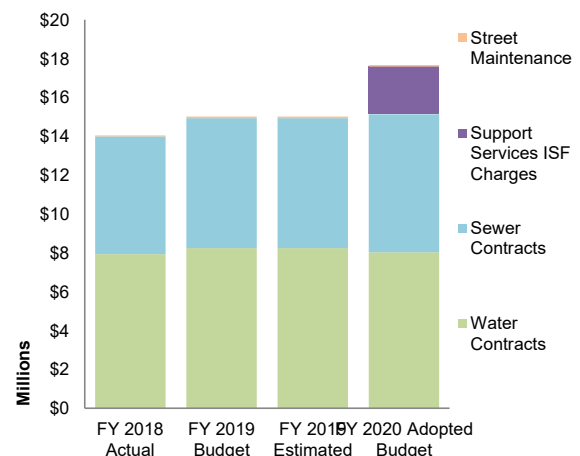
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Sale of Water	\$ 18,430,615	\$ 18,781,527	\$ 19,044,479	\$ 19,157,158
Tap Fees	793,212	714,794	733,360	700,778
Septic Tank Elimination	12,237	85,402	96,025	87,110
Sewer Fees	17,679,551	18,151,249	17,902,120	18,514,274
Water Services & Charges	1,047,210	1,232,491	1,177,344	1,557,140
Delinquent Penalties	2,279,160	2,177,284	2,209,275	2,220,830
Miscellaneous Income	427,390	513,619	528,872	519,425
Grants	1,436	-	-	-
General Resources	(26,618,437)	(26,636,996)	(26,672,105)	(25,086,157)
Total	\$ 14,052,374	\$ 15,019,370	\$ 15,019,370	\$ 17,670,558

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenses Summary				
Water Contracts	7,938,535	8,243,930	8,243,930	8,036,884
Sewer Contracts	6,053,339	6,700,440	6,700,440	7,096,345
Support Services ISF Charges	-	-	-	2,462,329
Street Maintenance	\$ 60,501	\$ 75,000	\$ 75,000	\$ 75,000
Total	\$ 14,052,374	\$ 15,019,370	\$ 15,019,370	\$ 17,670,558

Department Expenses



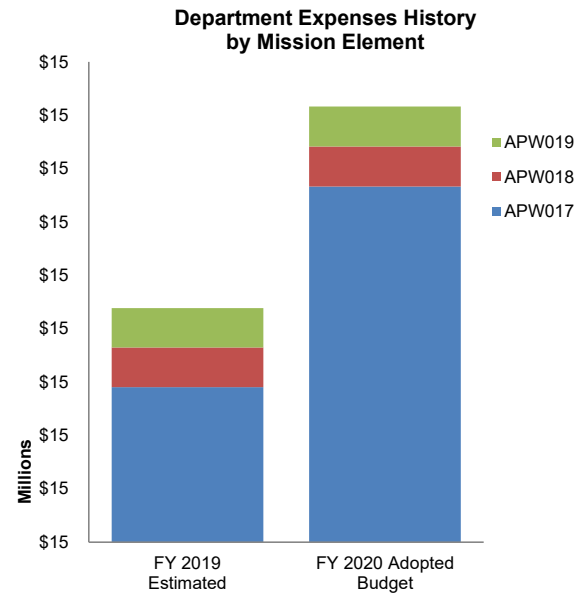
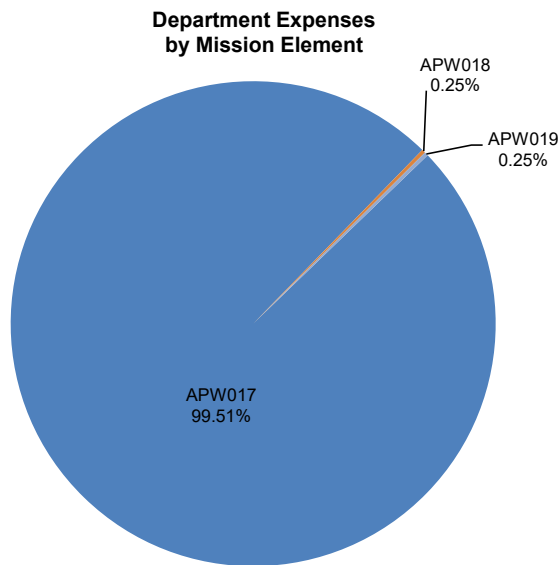
Department Expense History



**PUBLIC WORKS
ADMINISTRATION
CONTRACTS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW017	Water and sewer administration.	-	-	\$ 14,945,301	\$ 15,133,229
APW018	Water distribution.	-	-	37,034	37,500
APW019	Sewer collection.	-	-	37,034	37,500
	Support Services ISF Charges	-	-	-	2,462,329
		-	-	<u>\$ 15,019,370</u>	<u>\$ 17,670,558</u>



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Water and Sewer Contracts					
Repair & Maintenance					
550-3405-435.42-65	STREET MAINTENANCE	\$ 60,501	\$ 75,000	\$ 75,000	\$ 75,000
	Repair & Maintenance	60,501	75,000	75,000	75,000
Designated Expenses					
550-3405-435.50-10	ISF CHARGES	-	-	-	2,462,329
	Designated Expenses	-	-	-	2,462,329
Sewer Contracts					
550-3405-435.55-01	FIXED CHARGE SEWER	2,890,188	2,872,800	2,872,800	2,882,400
550-3405-435.55-02	SEWAGE TREATMENT	3,163,151	3,827,640	3,827,640	4,213,945
	Sewer Contracts	6,053,339	6,700,440	6,700,440	7,096,345
Water Contracts					
550-3405-435.56-01	FIXED CHARGES FOR WATER	2,940,792	2,952,876	2,952,876	2,967,096
550-3405-435.56-02	WATER PURCHASE	3,574,870	3,827,641	3,827,641	3,605,853
550-3405-435.56-03	OPTION WATER PURCHASE	657,873	693,413	693,413	673,935
550-3405-435.56-04	SYSTEM RATE WATER CONTRCT	765,000	770,000	770,000	790,000
	Water Contracts	7,938,535	8,243,930	8,243,930	8,036,884
	Water and Sewer Contracts	\$ 14,052,374	\$ 15,019,370	\$ 15,019,370	\$ 17,670,558

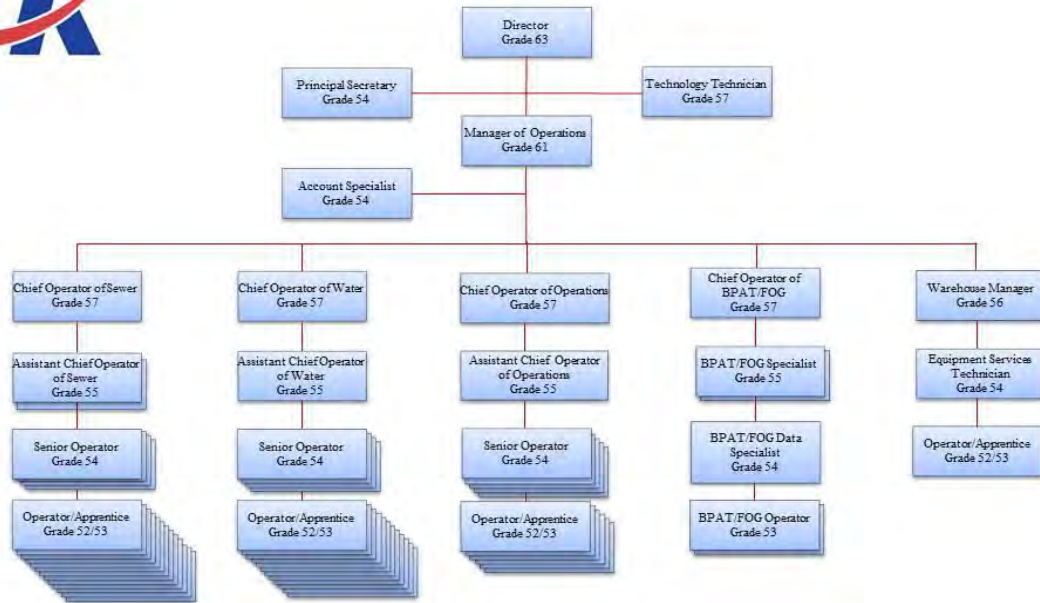
Mission Element 1: Provide general oversight to all Public Works divisions.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Prepare & present City Council action items.	100	30	30	24	30	31	35
Present City Council discussion items.	100	40	40	6	15	19	25
Provide Engineering division oversight.	83	1%	1%	5%	1%	10%	5%
Provide Environmental Services division oversight.	416	5%	5%	5%	5%	5%	10%
Provide Solid Waste Services division oversight.	3,062	38%	38%	30%	38%	35%	35%
Provide Street Operations division oversight.	416	5%	5%	3%	5%	5%	10%
Provide Water & Sewer division oversight.	4,143	51%	51%	57%	51%	45%	40%



Water and Sewer



DIVISION MISSION STATEMENT

The Water and Sewer Division's mission is to deliver reliable and safe water supplies to customers and efficiently collect and dispose of wastewater.

MISSION ELEMENTS

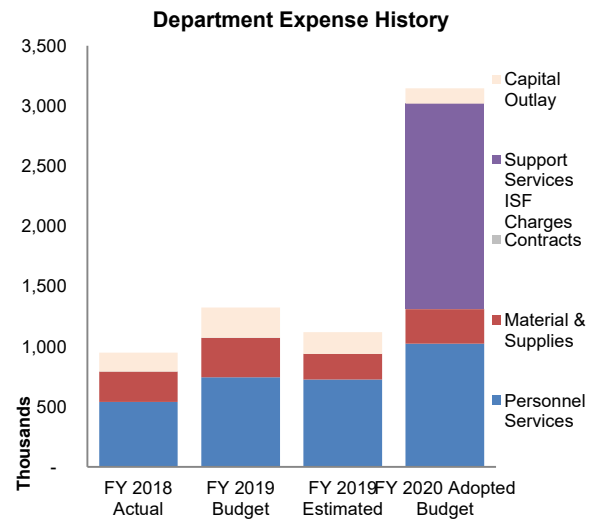
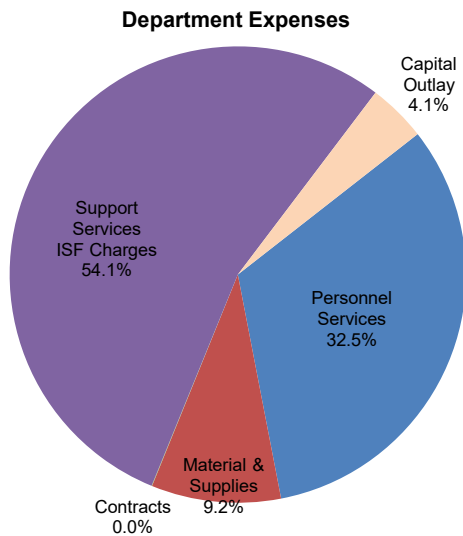
- Water distribution.

GOALS

- Reduce total water loss from 18% to 17%
- Complete the Water Line Rehabilitation Phase 3 Project.
- Flow test and maintain 100% of the fire hydrants.
- Flush dead-end water mains per TCEQ regulations.
- Complete service taps and meter sets within 3 weeks of posting.
- Replace 20% of meters that have registered over 1 million gallons.

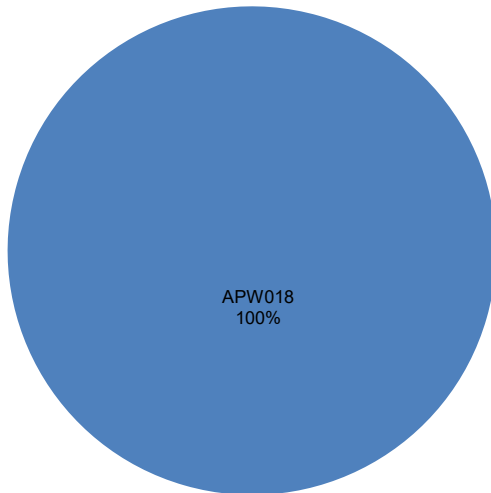
FINANCIAL INFORMATION

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 948,330	\$ 1,325,321	\$ 1,118,292	\$ 3,146,596
Total	<u>\$ 948,330</u>	<u>\$ 1,325,321</u>	<u>\$ 1,118,292</u>	<u>\$ 3,146,596</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenses Summary				
Personnel Services	\$ 539,009	\$ 745,323	\$ 724,766	\$ 1,023,115
Material & Supplies	252,419	326,628	212,526	288,811
Contracts	141	2,000	1,000	1,000
Support Services ISF Charges	-	-	-	1,703,670
Capital Outlay	156,761	251,370	180,000	130,000
Total	<u>\$ 948,330</u>	<u>\$ 1,325,321</u>	<u>\$ 1,118,292</u>	<u>\$ 3,146,596</u>

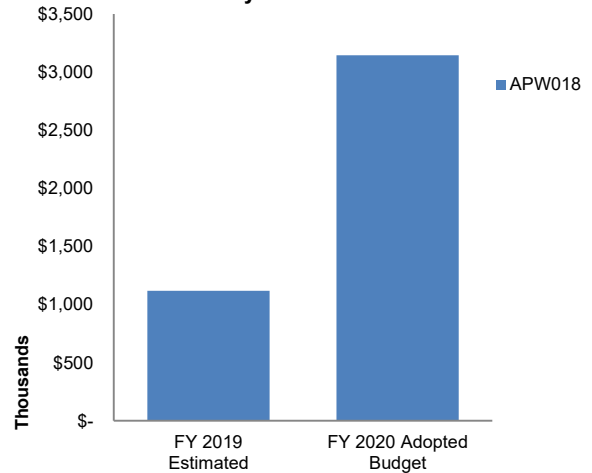


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW018	Water Distribution.	21.00	43,680.00	\$ 1,118,292	\$ 1,442,926
	Support Services ISF Charges	-	-	-	1,703,670
		<u>21.00</u>	<u>43,680.00</u>	<u>\$ 1,118,292</u>	<u>\$ 3,146,596</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Asst. Chief Operator of Water ¹
 Chief Operator of Water ¹
 Operator (Water/Wastewater) ^{1,2}
 Operator I ¹
 Operator II ¹
 Operator III ¹
 Operator/Apprentice ¹
 Sr. Operator ^{1,2}
 Water Loss/Conservation Tech ²
Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Asst. Chief Operator of Water ¹	-	1.00	1.00
Chief Operator of Water ¹	-	1.00	1.00
Operator (Water/Wastewater) ^{1,2}	-	12.00	13.00
Operator I ¹	5.00	-	-
Operator II ¹	1.00	-	-
Operator III ¹	1.00	-	-
Operator/Apprentice ¹	12.00	-	-
Sr. Operator ^{1,2}	-	4.00	5.00
Water Loss/Conservation Tech ²	-	-	1.00
Total Staffing	<u>19.00</u>	<u>18.00</u>	<u>21.00</u>

¹ - In FY 2018, position title changes

² - In FY 2020, positions added per City Manager Decision Package approval

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Water Distribution					
Personnel Services					
550-3410-436.40-05	FULL-TIME SALARIES	\$ 337,572	\$ 477,061	\$ 464,435	\$ 685,319
550-3410-436.40-15	OVERTIME	46,343	40,000	41,174	40,000
550-3410-436.40-25	LONGEVITY	1,372	2,208	1,174	2,352
550-3410-436.40-30	INCENTIVE PAY	14,079	18,480	17,638	18,120
550-3410-436.40-37	BILINGUAL PAY	263	600	1,075	1,200
550-3410-436.40-55	ON CALL	3,340	3,780	3,630	3,780
550-3410-436.40-70	VACATION-4TH WEEK BUYBK.	600	1,800	1,800	1,800
550-3410-436.40-81	GROUP INSURANCE	57,368	-	-	-
550-3410-436.40-82	MEDICAL INSURANCE	-	84,003	73,675	104,460
550-3410-436.40-83	DENTAL INSURANCE	-	4,688	4,303	5,515
550-3410-436.40-84	LIFE INSURANCE	-	324	299	378
550-3410-436.40-85	RETIREMENT - TMRS	39,955	60,648	61,439	88,878
550-3410-436.40-87	SOCIAL SECURITY	29,701	32,492	34,361	46,025
550-3410-436.40-88	MEDICARE	-	7,597	8,036	10,763
550-3410-436.40-89	WORKERS COMPENSATION	8,416	11,642	11,727	14,525
	Personnel Services	539,009	745,323	724,766	1,023,115
Supplies					
550-3410-436.41-20	UNIFORMS AND CLOTHING	13,097	15,000	12,567	18,000
550-3410-436.41-30	FUEL	28,207	27,000	27,890	30,000
550-3410-436.41-65	MINOR TOOLS	6,886	6,500	7,500	8,500
	Supplies	48,190	48,500	47,957	56,500
Repair & Maintenance					
550-3410-436.42-25	WATER MAIN MAINTENANCE	93,216	174,628	50,000	112,811
550-3410-436.42-55	CUSTOMER SVCS MAINTENANCE	34,555	27,000	20,000	20,000
550-3410-436.42-60	CUSTOMER METER MAINTENANC	7,766	8,000	3,000	10,000
550-3410-436.42-65	FIRE HYDRANTS	1,279	6,000	12,000	16,000
550-3410-436.43-10	SMALL EQUIP REPAIR	1,133	4,000	1,000	2,500
550-3410-436.43-15	VEHICLE REPAIR/MAINT	23,525	25,000	38,241	32,000
550-3410-436.43-50	MACHINERY	16,662	15,000	7,500	15,000
	Repair & Maintenance	178,136	259,628	131,741	208,311
Support Services					
550-3410-436.44-05	TELEPHONE	2,809	2,500	2,563	4,000
550-3410-436.44-10	EQUIPMENT RENTAL/LEASE	220	1,000	377	1,000
550-3410-436.44-30	TRAINING AND TRAVEL	4,673	4,000	10,322	8,000
550-3410-436.44-75	DUES AND MEMBERSHIPS	2,713	4,000	2,566	4,000
	Support Services	10,415	11,500	15,828	17,000
Minor Capital					
550-3410-436.46-30	NEW RADIOS	12,731	-	-	-
550-3410-436.46-35	EQUIPMENT AND MACHINERY	2,947	7,000	17,000	7,000
	Minor Capital	15,678	7,000	17,000	7,000
Professional Services					
550-3410-436.47-07	TESTING SERVICES	141	2,000	1,000	1,000
	Professional Services	141	2,000	1,000	1,000
Designated Expenses					
550-3410-436.50-10	ISF CHARGES	-	-	-	1,703,670
	Designated Expenses	-	-	-	1,703,670

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Capital Outlay					
550-3410-436.60-65	NEW CUSTOMER SERVICES	\$ 89,880	\$ 75,000	\$ 60,000	\$ 45,000
550-3410-436.60-70	NEW FIRE HYDRANTS	12,832	25,000	30,000	35,000
550-3410-436.60-75	NEW CUSTOMER METERS	54,049	151,370	90,000	50,000
	Capital Outlay	156,761	251,370	180,000	130,000
	Water Distribution	\$ 948,330	\$ 1,325,321	\$ 1,118,292	\$ 3,146,596

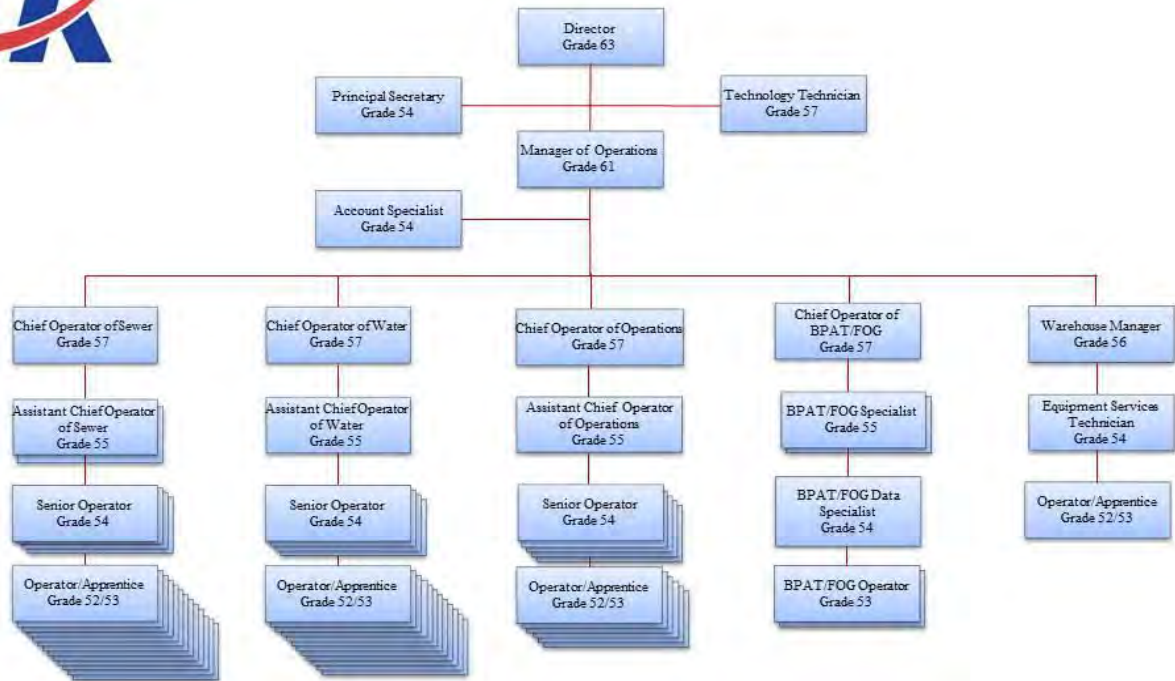
Mission Element: Water Distribution.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Install water taps.	9,360	800	850	920	850	435	450
Set water meters.	3,744	800	850	935	850	667	700
Replace water meters.	3,744	5,900	5,900	27	5,900	38	3,500
Repair water mains.	11,232	120	220	114	120	77	100
Repair water service lines.	3,744	230	135	216	230	196	210
Repair/Replace fire hydrants and valves.	2,995	35	44	37	44	55	110
Locate lines for dig.	2,621	700	700	899	900	1,164	1,100



Water and Sewer



DIVISION MISSION STATEMENT

The Water and Sewer Division's mission is to deliver reliable and safe water supplies to customers and efficiently collect and dispose of wastewater.

MISSION ELEMENTS

- Sewer collection.

GOALS

- Maintain SSOs below 4.0 per 100 miles of sewer main.
- Evaluate 10% and clean 20% of sewer main.
- Complete Sewer Line Rehab Ph. 5 Project.
- Complete Septic Tank Elimination Program (STEP) XI Project.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
General Resources	\$ 892,791	\$ 1,286,560	\$ 1,152,526	\$ 3,380,640
Total	\$ 892,791	\$ 1,286,560	\$ 1,152,526	\$ 3,380,640

Expenses Summary

Personnel Services

Material & Supplies

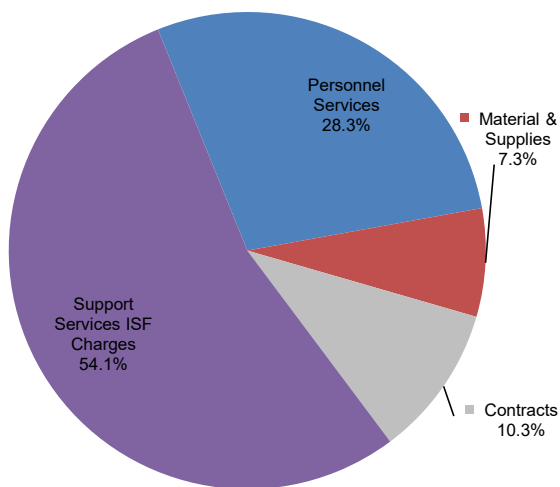
Contracts

Support Services ISF Charges

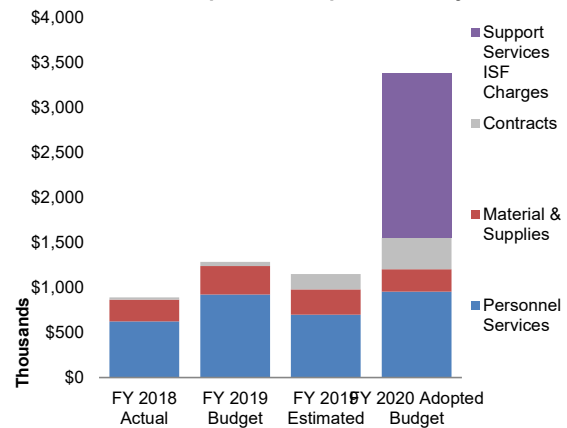
Total

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Personnel Services	\$ 623,644	\$ 923,028	\$ 698,826	\$ 955,339
Material & Supplies	241,849	315,632	282,500	247,944
Contracts	27,299	47,900	171,200	348,000
Support Services ISF Charges	-	-	-	1,829,357
Total	\$ 892,791	\$ 1,286,560	\$ 1,152,526	\$ 3,380,640

Department Expenses



Department Expense History

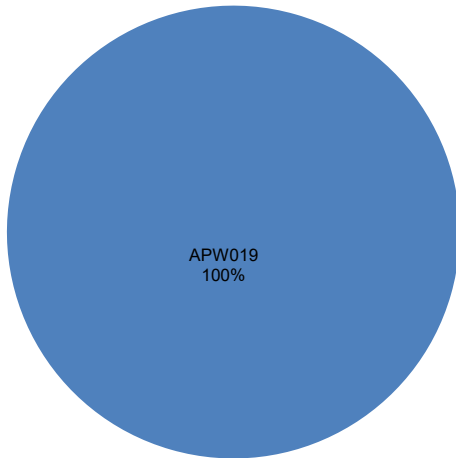


**PUBLIC WORKS
SANITARY SEWERS**

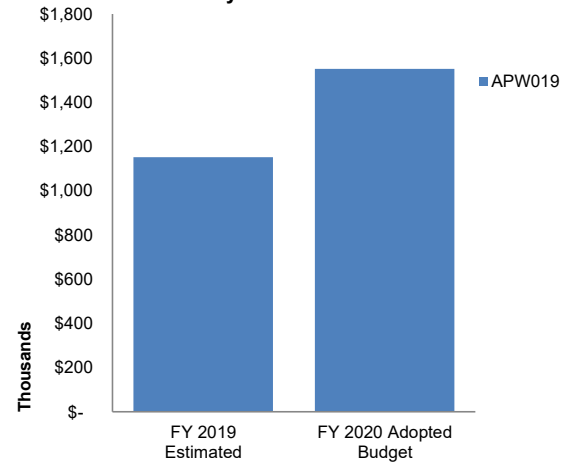
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW019	Sewer Collection.	20.00	41,600.00	\$ 1,152,526	\$ 1,551,283
	Support Services ISF Charges	-	-	-	1,829,357
		<u>20.00</u>	<u>41,600.00</u>	<u>\$ 1,152,526</u>	<u>\$ 3,380,640</u>

**Department Expenses
by Mission Element**



**Department Expenses History
by Mission Element**



Staffing

Asst. Chief Operator of Sewer ¹
 Chief Operator of Sewer ¹
 Operator (Water/Wastewater) ¹
 Operator I ¹
 Operator II ¹
 Operator III ¹
 Operator/Apprentice ¹
 Sr. Operator ¹
Total Staffing

FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
-	2.00	2.00
-	1.00	1.00
-	13.00	13.00
4.00	-	-
1.00	-	-
1.00	-	-
13.00	-	-
-	4.00	4.00
<u>19.00</u>	<u>20.00</u>	<u>20.00</u>

¹ - In FY 2018, position title changes

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Sanitary Sewers					
Personnel Services					
550-3415-437.40-05	FULL-TIME SALARIES	\$ 401,183	\$ 618,656	\$ 458,616	\$ 660,284
550-3415-437.40-15	OVERTIME	37,495	29,000	39,392	29,000
550-3415-437.40-25	LONGEVITY	1,514	2,496	1,159	2,304
550-3415-437.40-30	INCENTIVE PAY	24,622	30,780	25,675	26,220
550-3415-437.40-37	BILINGUAL PAY	-	-	1,100	1,500
550-3415-437.40-55	ON CALL	3,460	3,780	2,985	3,780
550-3415-437.40-70	VACATION-4TH WEEK BUYBK.	-	1,200	-	1,200
550-3415-437.40-81	GROUP INSURANCE	63,908	-	-	-
550-3415-437.40-82	MEDICAL INSURANCE	-	88,933	59,516	71,473
550-3415-437.40-83	DENTAL INSURANCE	-	5,515	3,700	4,964
550-3415-437.40-84	LIFE INSURANCE	-	414	290	360
550-3415-437.40-85	RETIREMENT - TMRS	46,364	76,445	56,288	85,538
550-3415-437.40-87	SOCIAL SECURITY	35,282	42,158	31,737	44,525
550-3415-437.40-88	MEDICARE	-	9,858	7,421	10,413
550-3415-437.40-89	WORKERS COMPENSATION	9,816	13,793	10,947	13,778
Personnel Services		623,644	923,028	698,826	955,339
Supplies					
550-3415-437.41-20	UNIFORMS AND CLOTHING	11,413	15,000	11,459	15,000
550-3415-437.41-30	FUEL	43,151	53,000	33,484	50,000
550-3415-437.41-65	MINOR TOOLS	7,652	5,000	5,000	5,000
Supplies		62,216	73,000	49,943	70,000
Repair & Maintenance					
550-3415-437.42-35	TELEPHONE	-	2,000	1,000	1,000
550-3415-437.42-50	FFP EQUIP/VEHICLE	69,096	155,632	120,000	81,944
550-3415-437.43-10	FINES/FEES	1,678	2,000	-	2,000
550-3415-437.43-15	TRAINING AND TRAVEL	52,919	48,000	48,000	48,000
550-3415-437.43-50	DUES AND MEMBERSHIPS	33,901	22,000	15,000	19,000
Repair & Maintenance		157,594	229,632	184,000	151,944
Support Services					
550-3415-437.44-05	TELEPHONE	2,189	2,000	3,437	5,000
550-3415-437.44-24	FINES/FEES	7,500	-	-	-
550-3415-437.44-30	TRAINING AND TRAVEL	9,053	5,000	24,120	10,000
550-3415-437.44-75	DUES AND MEMBERSHIPS	3297	4000	4000	4000
Support Services		22,039	11,000	31,557	19,000
Minor Capital					
550-3415-437.46-35	EQUIPMENT AND MACHINERY	-	2,000	17,000	7,000
Minor Capital		-	2,000	17,000	7,000
Designated Expenses					
550-3415-437.50-10	ISF CHARGES	-	-	-	1,829,357
Designated Expenses		-	-	-	1,829,357
Professional Services					
550-3415-437.47-07	TESTING SERVICES	524	2,000	1,200	2,000
550-3415-437.47-13	SEWER LINE WARRANTY	-	-	125,000	300,000
550-3415-437.47-99	SPECIAL SERVICES	26775	45900	45000	46000
Professional Services		27,299	47,900	171,200	348,000
Sanitary Sewers		\$ 892,791	\$ 1,286,560	\$ 1,152,526	\$ 3,380,640

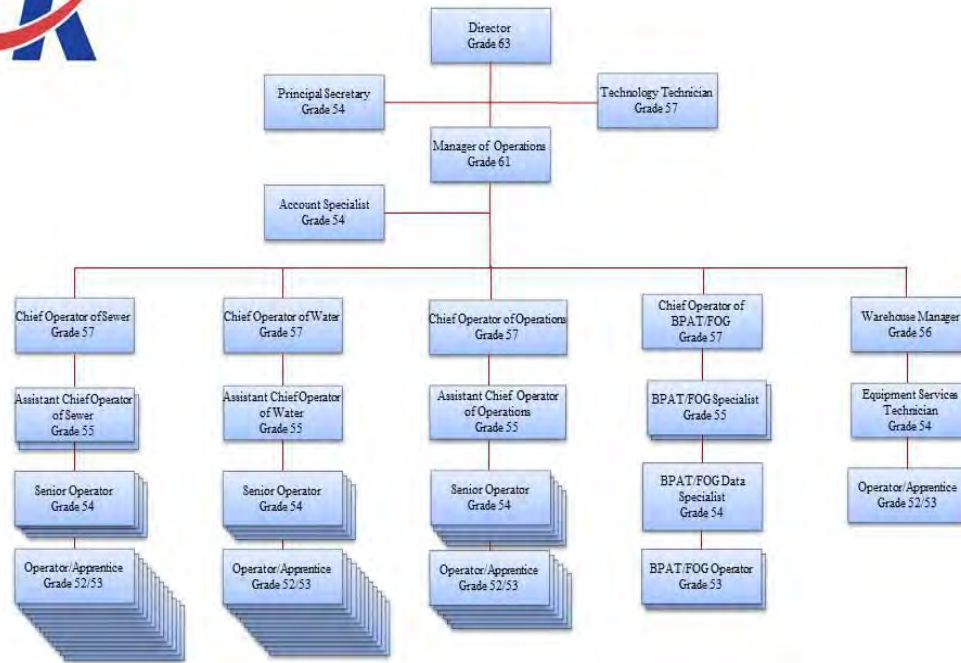
Mission Element: Sewer Collection.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Clean sewer main (feet).	16,640	314,160	1,300,000	810,000	1,000,000	959,000	900,000
Respond to sanitary sewer overflows.	2,080	24	24	18	24	12	24
Repair sewer main (point repairs).	6,240	75	110	78	100	84	90
Evaluate sewer main by camera (feet).		120,000	350,000	235,000	310,000	150,000	250,000
Inspect sewer main (SL- Rat) (feet).	4,160	200,000	300,000	120,000	200,000	180,000	200,000
Service manhole level alarms.	2,080	84	100	60	84	58	70



Water and Sewer



DIVISION MISSION STATEMENT

The Water and Sewer Division's mission is to deliver reliable and safe water supplies to customers and efficiently collect and dispose of wastewater.

MISSION ELEMENTS

- Water and sewer administration.

GOALS

- Develop and implement an employee training and development plan to allow internal advancement opportunities.
- Update W&S Master Plan and obtain new W&S bond.
- Reclassify W&S positions to reflect other Public Works divisions.
- Zero time-loss accidents and Notice of Violations from TCEQ.

FINANCIAL INFORMATION

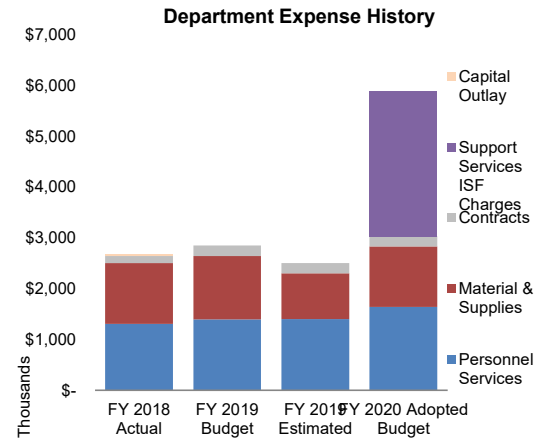
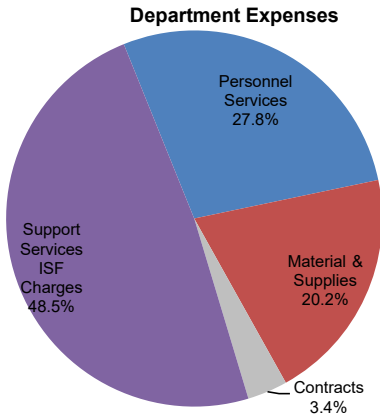
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 2,677,713	\$ 2,851,515	\$ 2,505,042	\$ 5,889,974
Total	\$ 2,677,713	\$ 2,851,515	\$ 2,505,042	\$ 5,889,974
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenses Summary				
Personnel Services	\$ 1,304,450	\$ 1,393,108	\$ 1,397,934	\$ 1,638,695
Material & Supplies	1,200,435	1,251,407	905,108	1,189,150
Contracts	139,008	207,000	202,000	203,000
Support Services ISF Charges	-	-	-	2,859,129
Capital Outlay	33,820	-	-	-

**PUBLIC WORKS
WATER AND SEWER OPERATIONS**

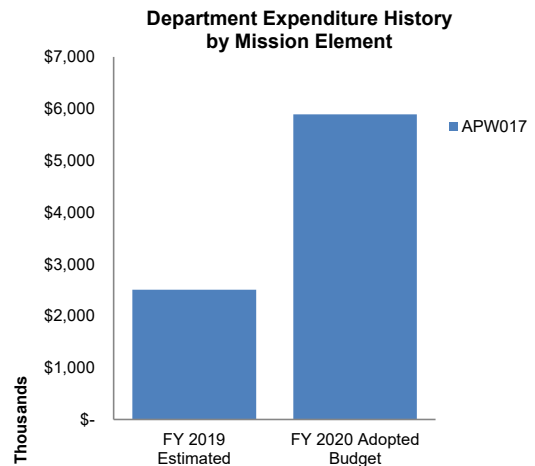
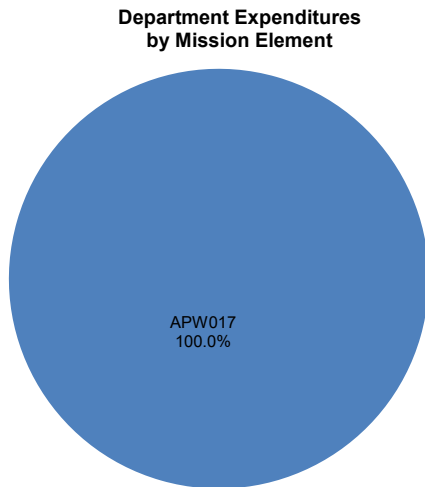
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Total

\$ 2,677,713	\$ 2,851,515	\$ 2,505,042	\$ 5,889,974



Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW017	Water and Sewer Administration.	28.00	58,240.00	\$ 2,505,042	\$ 3,030,845
	Support Services ISF Charges	-	-	-	2,859,129
		28.00	58,240.00	\$ 2,505,042	\$ 5,889,974



Staffing

Accounting Specialist
Asst. Chief Operator of Operations ¹
BPAT/FOG Data Specialist ¹
BPAT/FOG Specialist ¹
Chief Operator ¹
Chief Operator of BPAT/FOG ¹
Chief Operator of Operations ¹
Director of Water & Sewer ¹

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Accounting Specialist	1.00	1.00	1.00
Asst. Chief Operator of Operations ¹	-	1.00	1.00
BPAT/FOG Data Specialist ¹	-	1.00	1.00
BPAT/FOG Specialist ¹	-	2.00	2.00
Chief Operator ¹	1.00	-	-
Chief Operator of BPAT/FOG ¹	-	1.00	1.00
Chief Operator of Operations ¹	-	1.00	1.00
Director of Water & Sewer ¹	-	1.00	1.00

**PUBLIC WORKS
WATER AND SEWER OPERATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Director of Water & Sewer Services ¹	1.00	-	-
Director of Water & Sewer Utilities ¹	1.00	-	-
Equipment Services Tech ¹	-	1.00	1.00
FOG Enforcement PGM Spec ¹	-	1.00	1.00
FOG Enforcement Specialist ¹	2.00	-	-
Water & Sewer Operations Manager ²	-	-	1.00
Manager Water & Sewer ^{1,2}	-	1.00	-
Operator (Water/Wastewater) ¹	-	9.00	9.00
Operator Apprentice (Water & Sewer) ¹	2.00	-	-
Operator I ¹	4.00	-	-
Operator II (Backflow Prevention Assembly) ¹	3.00	-	-
Operator II ¹	1.00	-	-
Operator III (BPAT) ¹	1.00	-	-
Principal Secretary	1.00	1.00	1.00
Secretary (BPAT/FOG) ¹	1.00	-	-
Sr. Operator ¹	-	5.00	5.00
Technology Technician	1.00	1.00	1.00
Water & Sewer Materials Manager	1.00	1.00	1.00
Water & Sewer Service Worker (Opr/Appr) ¹	7.00	-	-
Total Staffing	28.00	28.00	28.00

¹ - In FY 2018, position title changes

² - In FY 2019, reclassified Manager Water & Sewer to Water & Sewer Operations Manager

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Water and Sewer Operations					
Personnel Services					
550-3420-438.40-05	FULL-TIME SALARIES	\$ 898,159	\$ 964,260	\$ 952,808	\$ 1,139,428
550-3420-438.40-15	OVERTIME	41,393	41,000	51,481	41,000
550-3420-438.40-25	LONGEVITY	6,322	7,728	6,530	9,601
550-3420-438.40-30	INCENTIVE PAY	55,844	50,100	56,520	57,900
550-3420-438.40-55	ON CALL	4,470	3,780	4,540	3,780
550-3420-438.40-70	VACATION-4TH WEEK BUYBK.	1,200	3,000	3,000	3,000
550-3420-438.40-81	GROUP INSURANCE	105,909	-	-	-
550-3420-438.40-82	MEDICAL INSURANCE	-	98,827	103,614	115,456
550-3420-438.40-83	DENTAL INSURANCE	-	7,170	7,227	7,446
550-3420-438.40-84	LIFE INSURANCE	-	504	494	504
550-3420-438.40-85	RETIREMENT - TMRs	99,821	119,291	115,378	148,180
550-3420-438.40-87	SOCIAL SECURITY	74,775	64,545	63,660	75,445
550-3420-438.40-88	MEDICARE	-	15,095	14,888	17,645
550-3420-438.40-89	WORKERS COMPENSATION	16,556	17,808	17,794	19,310
Personnel Services		1,304,450	1,393,108	1,397,934	1,638,695
Supplies					
550-3420-438.41-10	OFFICE	1,476	3,000	3,000	3,000
550-3420-438.41-15	POSTAGE/CARRIER SERVICE	17,364	25,000	25,000	22,000
550-3420-438.41-20	UNIFORMS AND CLOTHING	15,450	20,000	14,705	20,000
550-3420-438.41-25	SUBSCRIPTION/PUBLICATIONS	-	200	115	200
550-3420-438.41-27	PUBLIC OUTREACH	-	-	547	1,000
550-3420-438.41-30	FUEL	30,685	35,000	32,000	35,000
550-3420-438.41-35	PRINT SUPPLIES	3,026	3,200	4,543	3,800
550-3420-438.41-37	PHONES AND ACCESSORIES	341	1,500	500	1,000
550-3420-438.41-40	COMPUTER SUPPLIES	188	1,500	1,104	1,500
550-3420-438.41-60	FOOD SUPPLIES	2,437	4,000	4,000	4,000
550-3420-438.41-65	MINOR TOOLS	7,153	4,000	5,500	4,000
550-3420-438.41-70	CLEANING SUPPLIES	7,726	8,000	6,868	8,000
550-3420-438.41-75	MEDICAL AND CHEMICAL	25,060	25,000	30,000	30,000
550-3420-438.41-90	AGRICULTURAL SUPPLIES	673	-	5,000	3,000
Supplies		111,579	130,400	132,882	136,500
Repair & Maintenance					
550-3420-438.42-20	WELLS AND PUMPS EQUIPMENT	235,541	232,407	140,000	219,050
550-3420-438.42-35	FENCE MAINTENANCE	532	1,000	1,000	1,000
550-3420-438.42-40	TANKS, TOWERS, RESVR.	4,020	6,000	11,000	7,000
550-3420-438.42-43	COMPUTER/SOFTWARE MAINT	800	-	-	1,500
550-3420-438.43-10	SMALL EQUIP REPAIR	420	1,000	1,000	1,000
550-3420-438.43-15	VEHICLE REPAIR/MAINT	30,594	20,000	12,000	20,000
550-3420-438.43-50	MACHINERY	1,981	2,000	7,462	3,000
Repair & Maintenance		273,889	262,407	172,462	252,550
Support Services					
550-3420-438.44-04	WATER SERVICE	\$ 2,607	\$ 4,000	\$ 2,626	\$ 4,000
550-3420-438.44-05	TELEPHONE	14,484	15,000	8,656	12,000
550-3420-438.44-06	GAS SERVICE	1,272	1,500	1,073	1,500
550-3420-438.44-08	WASTE DISPOSAL	1,773	2,000	6,000	7,000
550-3420-438.44-10	EQUIPMENT RENTAL/LEASE	6,016	7,000	15,000	15,000
550-3420-438.44-21	LAB TESTING SERVICES	51,624	-	-	-

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
550-3420-438.44-28	NOTICES REQUIRED BY LAW	-	500	1,000	2,000
550-3420-438.44-30	TRAINING AND TRAVEL	17,314	10,500	15,000	15,500
550-3420-438.44-50	ELECTRICITY SERVICES	678,256	780,000	523,004	710,000
550-3420-438.44-70	TROPHIES AND AWARDS	93	100	100	100
550-3420-438.44-75	DUES AND MEMBERSHIPS	4,876	5,000	6,000	5,000
	Support Services	778,314	825,600	578,459	772,100
	Minor Capital				
550-3420-438.46-05	OFFICE MACHINERY AND EQUIP	-	2,000	1,198	2,000
550-3420-438.46-25	SOUND SYSTEMS	-	-	250	-
550-3420-438.46-35	EQUIPMENT AND MACHINERY	6,175	5,000	14,000	10,000
550-3420-438.46-40	COMPUTER EQUIP/SOFTWARE	29,667	25,000	5,000	15,000
550-3420-438.46-50	FURNITURE AND FIXTURES	810	1,000	857	1,000
	Minor Capital	36,652	33,000	21,305	28,000
	Professional Services				
550-3420-438.47-07	TESTING SERVICES	672	47,000	2,000	3,000
550-3420-438.47-99	SPECIAL SERVICES	138,336	160,000	200,000	200,000
	Professional Services	139,008	207,000	202,000	203,000
	Designated Expenses				
550-3420-438.50-10	ISF CHARGES	-	-	-	2,859,129
	Designated Expenses	-	-	-	2,859,129
	Capital Outlay				
550-3420-438.61-10	MOTOR VEHICLES	33,820	-	-	-
	Capital Outlay	33,820	-	-	-
	Water and Sewer Operations	\$ 2,677,713	\$ 2,851,515	\$ 2,505,042	\$ 5,889,974

Water & Sewer Mission Element 3: Water and Sewer Administration.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Monitor SCADA control room (hours).	11,648	11,648	8,760	11,648	11,648	11,648	11,648
Inspect water and sewer facilities.	8,736	13,000	13,700	13,602	13,700	13,740	13,700
Repair/Service pump station pumps.	2,912	21	30	47	40	17	21
Repair/Service lift station pumps.	4,659	30	40	53	45	56	45
Collect water samples.	4,077	20,000	21,000	18,600	20,000	20,338	20,000
Respond to customer service calls.	5,824	1,500	1,900	2,270	2,100	838	1,500
Repair/Service auto- flushers.	2,912	400	500	677	600	743	600
Input work orders.	1,165	1,700	1,750	1,100	1,700	2,114	1,800
Enter BPAT/FOG/CSI reports.	2,912	15,000	18,000	16,134	16,000	14,508	15,000
Perform BPAT/FOG/CSI inspections.	5,824	800	950	1,250	1,100	838	800
Mail BPAT letters.	1,747	19,000	21,000	19,785	20,000	21,146	20,000
Turn off water service.	1,165	450	485	552	500	535	500
Process pump manifests.	1,747	1,300	2,200	1,550	1,600	1,293	1,300
Review plans.	1,165	150	220	180	200	228	200
Set fire hydrant meters.	1,747	100	110	105	110	77	100

**WATER & SEWER FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

DEBT SERVICE

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 6,153,043	\$ 7,576,729	\$ 6,176,729	\$ 7,219,659
Total	\$ 6,153,043	\$ 7,576,729	\$ 6,176,729	\$ 7,219,659

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Bond Principal Payment	\$ 4,335,000	\$ 5,880,000	\$ 4,480,000	\$ 5,685,000
Bond Interest	1,813,343	1,690,689	1,690,689	1,528,159
Arbitrage Calculation Fees	2,200	5,040	5,040	5,500
Paying Agent Fees	2,500	1,000	1,000	1,000
Total	\$ 6,153,043	\$ 7,576,729	\$ 6,176,729	\$ 7,219,659

NON-DEPARTMENTAL

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 14,432,932	\$ 9,433,887	\$ 9,202,359	\$ 5,449,288
Total	\$ 14,432,932	\$ 9,433,887	\$ 9,202,359	\$ 5,449,288

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ 23,797	\$ 30,848	\$ 29,550	\$ 31,794
Direct Cost Allocation	27,059	88,247	88,247	90,365
Franchise Fees	6,133,767	6,441,346	6,441,346	4,064,110
Support Services	7,479	250,000	20,000	250,000
Professional Services	30,331	22,500	22,270	25,808
Industrial Development	362,527	362,527	362,527	362,527
Designated Expenses	308,847	278,591	278,591	275,684
Transfer to Fleet Services ISF	1,104,587	101,613	101,613	-
Transfer to Risk Management ISF	158,723	166,040	166,040	-
Transfer to Water & Sewer Fund-CIP	5,117,619	503,700	503,700	349,000
Transfer to Information Technology ISF	1,158,196	1,188,475	1,188,475	-
Total	\$ 14,432,932	\$ 9,433,887	\$ 9,202,359	\$ 5,449,288

TOTAL OTHER APPROPRIATIONS REVENUES	\$ 20,585,975	\$ 17,010,616	\$ 15,379,088	\$ 12,668,947

TOTAL OTHER APPROPRIATIONS EXPENSES	\$ 20,585,975	\$ 17,010,616	\$ 15,379,088	\$ 12,668,947

Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Debt Service					
Principal					
550-9000-489.71-10	BOND PRINCIPAL PAYMENTS	\$ 4,335,000	\$ 5,880,000	\$ 4,480,000	\$ 5,685,000
	Principal	4,335,000	5,880,000	4,480,000	5,685,000
Interest and Fiscal Charges					
550-9000-489.72-10	BOND INTEREST	1,813,343	1,690,689	1,690,689	1,528,159
550-9000-489.72-11	ARBITRAGE CALCULATION FEE	2,200	5,040	5,040	5,500
550-9000-489.72-12	PAYING AGENT FEES	2,500	1,000	1,000	1,000
	Interest and Fiscal Charges	1,818,043	1696729	1696729	1534659
	Debt Service	\$ 6,153,043	\$ 7,576,729	\$ 6,176,729	\$ 7,219,659
Non-Departmental					
Personnel Services					
550-9501-491.40-24	SEPARATION PAY	\$ 20,010	\$ 25,732	\$ 24,716	\$ 26,350
550-9501-491.40-85	RETIREMENT - TMRS	1,983	2,869	2,644	3,112
550-9501-491.40-87	SOCIAL SECURITY	1,528	1,596	1,532	1,634
550-9501-491.40-88	MEDICARE	-	373	358	382
550-9501-491.40-89	WORKERS COMPENSATION	277	278	300	316
	Personnel Services	23,797	30,848	29,550	31,794
Support Services					
550-9595-492.44-13	ISF EQUIPMENT/VEHICLES	1,104,587	101,613	101,613	-
550-9595-492.44-16	ISF RISK MANAGEMENT	158,723	166,040	166,040	-
550-9595-492.44-18	ISF INFO TECHNOLOGY SVC	1,158,196	1,188,475	1,188,475	-
550-9595-492.44-68	DIRECT COST	27,059	88,247	88,247	90,365
550-9595-492.44-85	CLAIMS AND DAMAGES	7,479	250,000	20,000	250,000
550-9595-492.44-92	INDUSTRIAL DEVELOPMENT	362,527	362,527	362,527	362,527
	Support Services	2,818,571	2,156,902	1,926,902	702,892
Professional Services					
550-9595-492.47-30	ACCOUNTING SERVICES	30,331	22,500	22,270	25,808
	Professional Services	30,331	22,500	22,270	25,808
Designated Expenses					
550-9595-492.50-65	CASH SHORT/OVER	\$ (276)	\$ 2,000	\$ 2,000	\$ 2,000
550-9595-492.50-80	INVENTORY SHORTAGE	6,308	2,000	2,000	2,000
550-9595-492.50-90	BAD DEBTS	302,815	274,591	274,591	271,684
	Designated Expenses	308,847	278,591	278,591	275,684
Transfers					
550-9595-492.90-10	TRANSFER TO GENERAL FUND	6,133,767	6,441,346	6,441,346	4,064,110
550-9595-492.93-87	TRANSFER TO FUND 387	5,117,619	503,700	503,700	349,000
	Transfers	11,251,386	6,945,046	6,945,046	4,413,110
	Non-Departmental	\$ 14,432,932	\$ 9,433,887	\$ 9,202,359	\$ 5,449,288



Solid Waste Fund



Dedicated Service – Everyday, for Everyone!

SOLID WASTE FUND



The Solid Waste Fund is one of the five enterprise funds that the City of Killeen maintains. The Governmental Accounting Standards Board Codification, Section 1300.104, states that "the enterprise fund type may be used: to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination or revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance public policy, management control, accountability, or other purposes." These funds are not required by GASB, but are permitted.

Solid Waste Fund – Accounts for the provision of solid waste collection and disposal services to customers who are billed monthly at a rate sufficient to cover the cost of providing the service.



Dedicated Service – Everyday, for Everyone!

**Solid Waste Fund
Budget Summary
FY 2020**

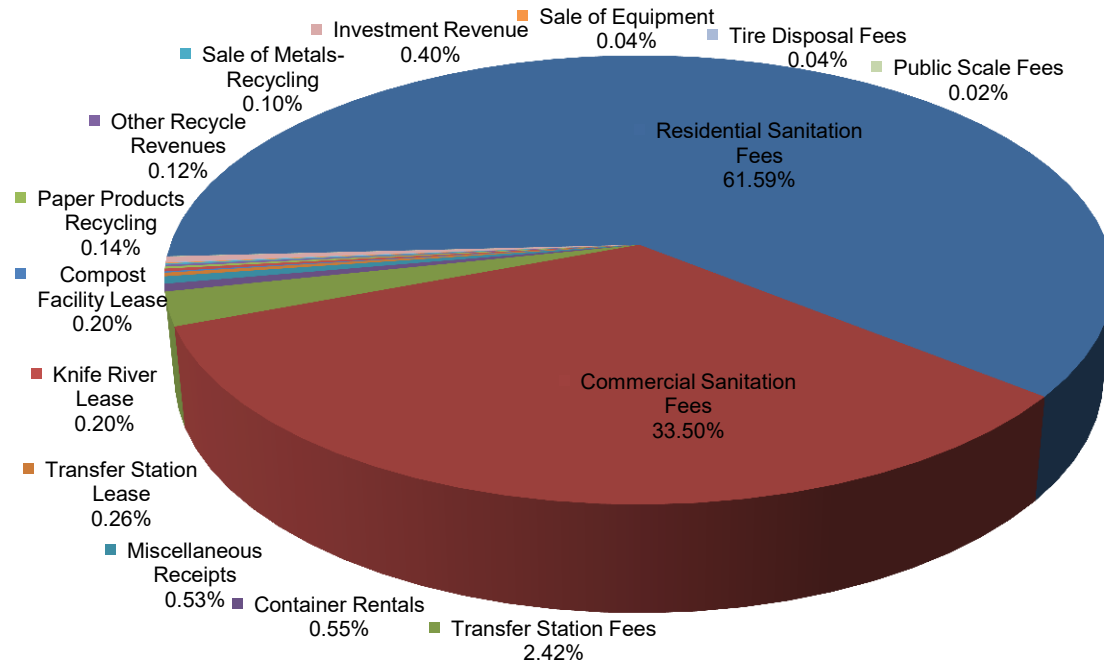
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimate	FY 2020 Budget	Percent of Budget	% Change from FY 2019 Budget
Revenues						
Charges for Services						
Residential Services	\$ 11,484,076	\$ 11,588,459	\$ 11,635,257	\$ 11,905,982	61.59%	2.74%
Commercial Services	6,262,083	6,302,411	6,307,487	6,475,097	33.50%	2.74%
Drop Off Fees	467,042	455,205	526,109	467,678	2.42%	2.74%
Container Rentals	114,238	102,624	119,700	105,435	0.55%	2.74%
Customer Recycling Fees	(543)	-	41	-	0.00%	0.00%
Paper Products Recycling	39,463	26,854	34,962	27,590	0.14%	2.74%
Other Recycling	29,979	23,450	8,062	24,093	0.12%	2.74%
Sale of Metals-Recycling	34,485	19,070	33,032	19,593	0.10%	2.74%
Scale Fees	5,552	3,463	4,372	3,558	0.02%	2.74%
Tire Disposal Fees	10,763	7,840	11,746	8,054	0.04%	2.73%
Total Charges for Services	18,447,138	18,529,376	18,680,768	19,037,080	98.49%	2.74%
Other						
Investment Revenue	79,395	7,775	88,496	78,200	0.40%	905.79%
Compost Facility Lease	18,000	38,000	30,667	18,000	0.09%	-52.63%
Knife River Lease	36,000	37,472	36,000	38,498	0.20%	2.74%
Transfer Station Lease	48,000	48,000	49,080	49,315	0.26%	2.74%
Miscellaneous Receipts	10,184	100,111	110,185	100,111	0.52%	0.00%
DHS - Emergency Declaration	4,562	-	-	-	0.00%	0.00%
Sale of Equipment	-	8,046	27,441	8,266	0.04%	2.73%
Capital Leases	188,474	-	-	-	0.00%	0.00%
Transfers In	-	-	-	-	0.00%	0.00%
Total Other	384,615	239,404	341,869	292,390	1.51%	22.13%
Total Revenues	18,831,752	18,768,780	19,022,637	19,329,470	100.00%	2.99%
Operating Expenses						
Transfer Station	4,971,803	5,375,596	5,377,160	5,583,525	28.89%	3.87%
Residential Operations	2,513,843	2,889,547	2,754,613	3,216,501	16.64%	11.32%
Commercial Operations	1,775,133	1,821,362	1,855,700	1,971,912	10.20%	8.27%
Franchise Fee	1,616,789	1,667,644	1,667,644	1,713,337	8.86%	2.74%
Indirect Cost Allocation ¹	1,066,917	1,238,814	1,238,814	-	0.00%	-100.00%
Mowing	644,634	789,628	740,751	849,962	4.40%	7.64%
Recycling Program	346,958	372,286	336,413	416,784	2.16%	11.95%
Accounting	190,209	243,146	243,230	258,836	1.34%	6.45%
Public Works	105,960	124,161	122,535	-	0.00%	-100.00%
ISF - Fleet Services ²	709,785	758,493	758,493	-	0.00%	-100.00%
ISF - Information Technology ²	270,409	290,600	290,600	-	0.00%	-100.00%
ISF - Risk Management ²	196,129	205,169	205,169	-	0.00%	-100.00%
Support Services ISF Charges ¹	-	-	-	2,490,968	12.89%	0.00%
Building Services	4,140	21,875	21,535	25,634	0.13%	17.18%
Human Resources	1,177	13,981	13,981	14,960	0.08%	7.00%
Non-Departmental	262,248	660,460	196,458	344,942	1.78%	-47.77%
Total Operating Expenses	14,676,134	16,472,762	15,823,096	16,887,361	87.37%	2.52%
Debt Service	843,934	759,618	723,718	715,383	3.70%	-5.82%
Non-Operating Expenses						
Capital Outlay						
Building Improvements	120,520	-	-	-	0.00%	0.00%
Lease Assets	188,474	-	-	-	0.00%	0.00%
Machinery & Equipment	-	-	187,000	-	0.00%	0.00%
Fleet Replacement Program	1,500,420	-	-	-	0.00%	0.00%
Solid Waste CIP	2,206,218	1,536,400	1,536,400	1,579,000	8.17%	-30.36%
Total Capital Outlay	4,015,632	1,536,400	1,723,400	1,579,000	8.17%	-57.08%
Other						
Transfer to General Fund	-	-	-	147,726	0.76%	0.00%
Total Other	-	-	-	147,726	0.76%	0.00%
Total Non-Operating Expenses	4,015,632	1,536,400	1,723,400	1,726,726	8.93%	-57.08%
Total Expenses	\$ 19,535,700	\$ 18,768,780	\$ 18,270,214	\$ 19,329,470	100.00%	2.99%
Net Change In Working Capital	\$ (703,948)	\$ -	\$ 752,423	\$ -		
Working Capital Balance, Beginning				3,720,432		
Working Capital Balance, Ending				\$ 3,720,432		

¹ - Indirect Cost Allocation is now accounted for in the Support Services ISF Charges beginning FY 2020

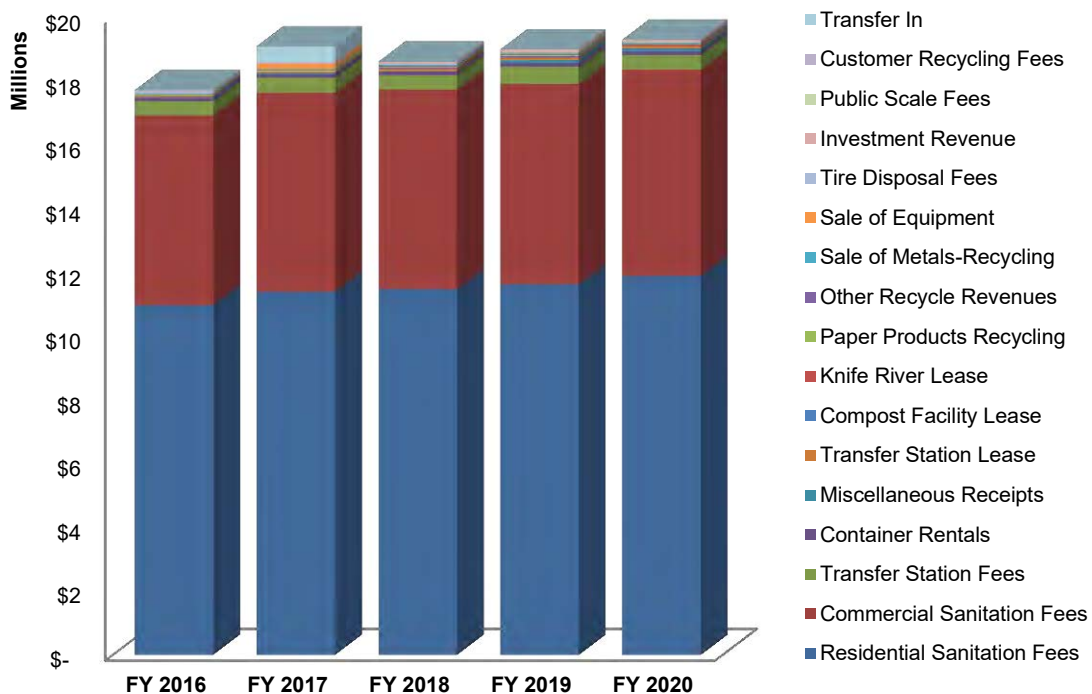
² - ISF - Fleet Services, Information Technology, and Risk Management allocations are part of the Support Services ISF

Solid Waste Fund

-Revenues by Source FY 2020-

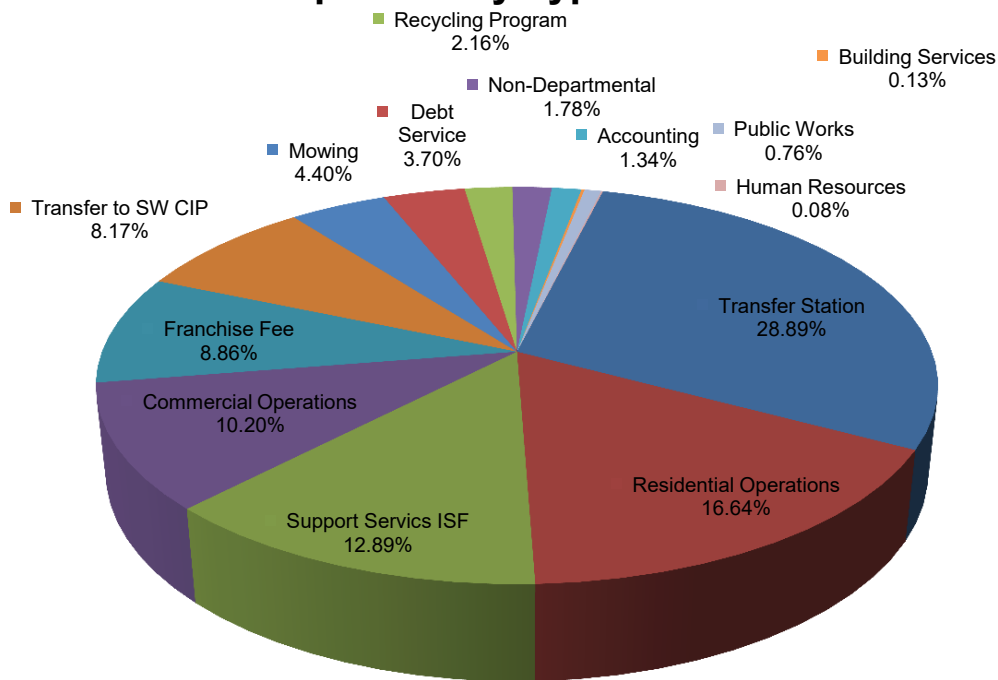


-Revenues by Source Last Five Years-

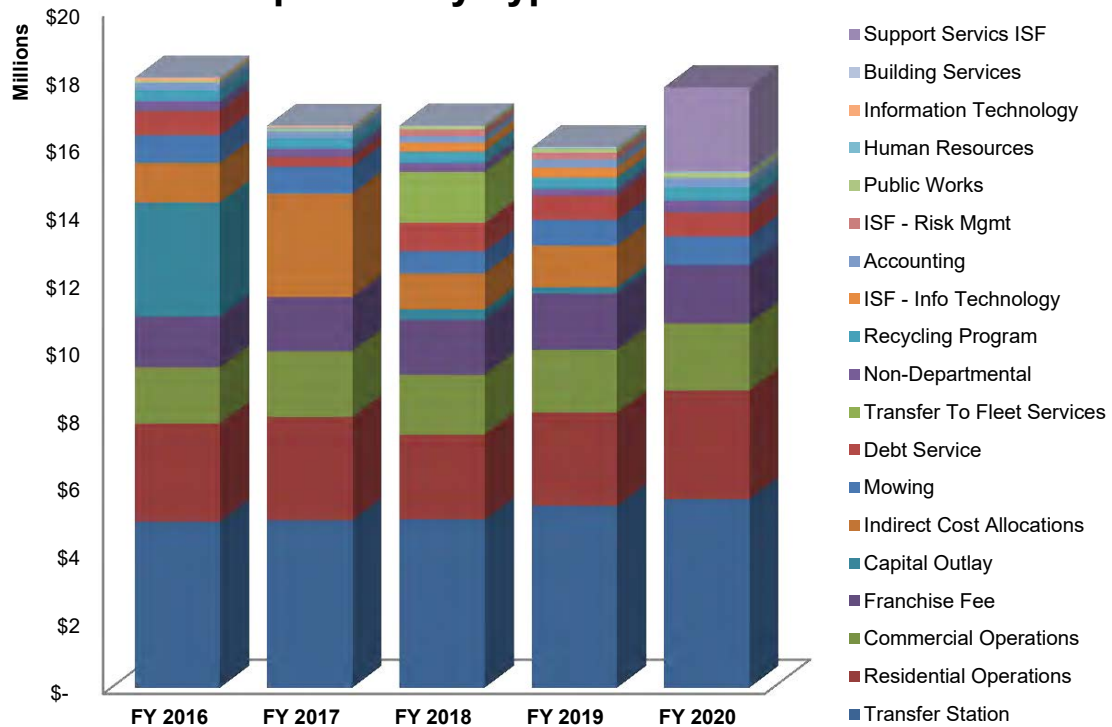


Solid Waste Fund

-Expenses by Type FY 2020-



-Expenses by Type Last Five Years-



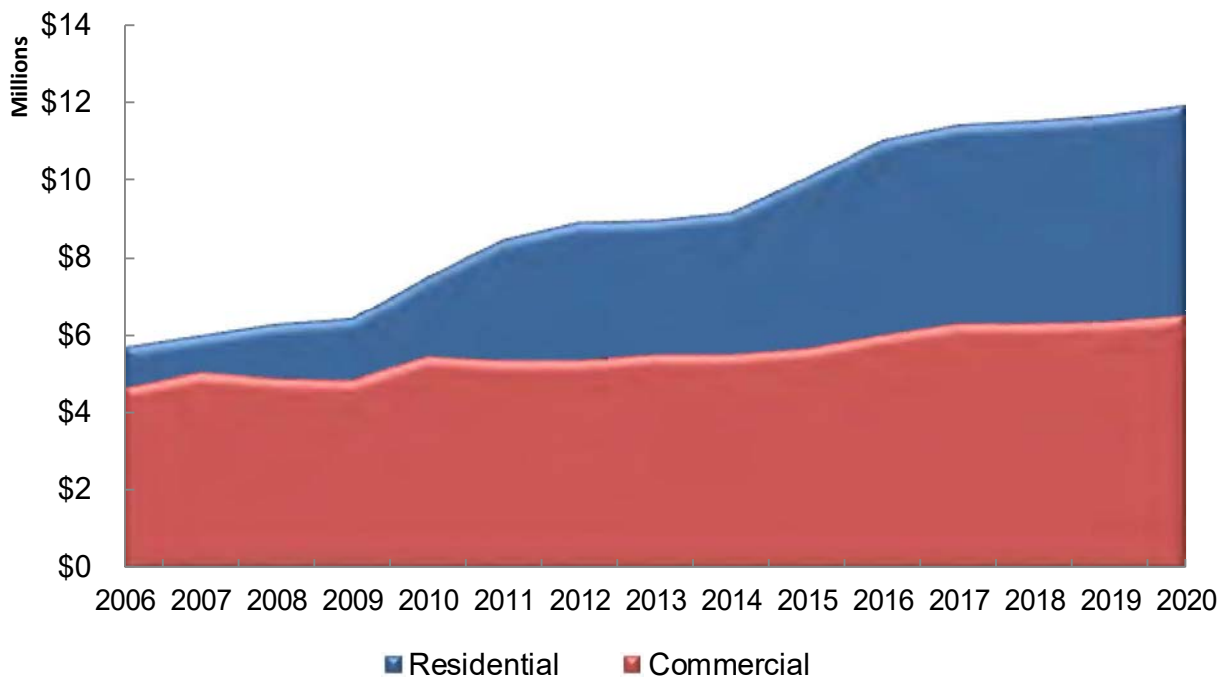
Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Solid Waste Fund Revenues					
Charges for Services					
540-0000-343.03-01	RESIDENTIAL SERVICES	\$ 11,484,076	\$ 11,588,459	\$ 11,635,257	\$ 11,905,982
540-0000-343.03-02	COMMERCIAL SERVICES	6,262,083	6,302,411	6,307,487	6,475,097
540-0000-343.03-03	CONTAINER RENTALS	114,238	102,624	119,700	105,435
540-0000-343.04-01	DROP OFF FEES	467,042	455,205	526,109	467,678
540-0000-343.04-02	SCALE FEES	5,552	3,463	4,372	3,558
540-0000-343.04-03	TIRE DISPOSAL FEES	10,763	7,840	11,746	8,054
540-0000-343.05-01	METAL RECYCLING	34,485	19,070	33,032	19,593
540-0000-343.05-02	PAPER RECYCLING	39,463	26,854	34,962	27,590
540-0000-343.05-03	OTHER RECYCLING	29,979	23,450	8,062	24,093
540-0000-343.05-04	CUSTOMER RECYCLING FEES	(543)	-	41	-
	Charges for Services	18,447,138	18,529,376	18,680,768	19,037,080
Intergovernmental Revenue					
540-0000-333.02-03	DHS-EMERGENCY DECLARATION	4,562	-	-	-
	Intergovernmental Revenue	4,562	-	-	-
Investments Income					
540-0000-361.05-00	INTEREST EARNED	81,255	8,325	90,132	80,000
540-0000-361.05-10	INVESTMENT EXPENSE	(1,860)	(550)	(1,636)	(1,800)
540-0000-362.01-05	COMPOST FACILITY	18,000	38,000	30,667	18,000
540-0000-362.01-06	KNIFE RIVER	36,000	37,472	36,000	38,498
540-0000-362.01-07	TRANSFER STATION	48,000	48,000	49,080	49,315
	Investments Income	181,395	131,247	204,243	184,013
Miscellaneous Income					
540-0000-371.10-02	PURCHASING CARDS	1,390	-	772	-
540-0000-379.99-99	OTHER INCOME	35	111	9,413	111
	Miscellaneous Income	1,425	111	10,185	111
Other Financing Sources					
540-0000-392.01-01	SALE OF ASSETS	-	8,046	27,441	8,266
540-0000-392.02-01	INSURANCE PROCEEDS	8,759	100,000	100,000	100,000
540-0000-393.07-01	LEASE PROCEEDS	188,474	-	-	-
	Other Financing Sources	197,233	108,046	127,441	108,266
	Solid Waste Fund Revenues	\$ 18,831,752	\$ 18,768,780	\$ 19,022,637	\$ 19,329,470

- SOLID WASTE REVENUES - Revenue Assumptions

Residential Sanitation Revenue	\$11,905,982
Commercial Sanitation Revenue	\$6,475,097

In FY 2015, the City contracted with an outside firm to perform a solid waste rate study, using information from Killeen's customer base. The City implemented the proposed rate increases in FY 2015. The City chose to defer utility rate increases scheduled for FY 2016, 2017, 2018, 2019 and 2020.

Solid Waste Revenues



The general upward trend of the chart above illustrates growth in the number of customers, as well as rate increases over the years.

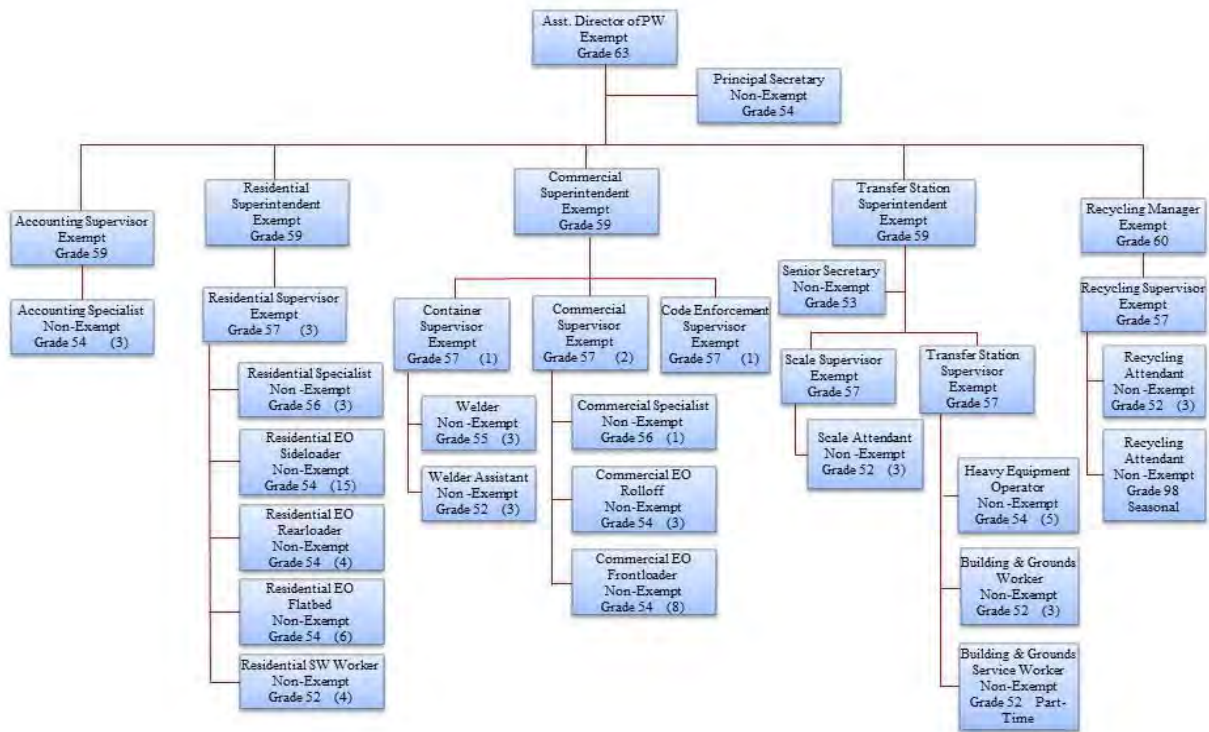
Transfer Station Revenue	\$467,678

Revenues are generated at the Transfer Station from tipping fees for the disposal of waste materials. Tipping fees are applied at the current rate of \$61.64 per ton or \$3.08 per 100lbs for customers that use the facility.

Interest Income**\$80,000**

Interest income is projected using a cash flow analysis to estimate investable cash balances. Interest rate trends for the current year are also taken into account in developing the projection. The City will invest all idle cash in order to maximize earnings. All of the City's idle cash funds are invested in the depository bank, TexStar, money market accounts, or certificates of deposit. While investable cash balances are fairly stable from prior years, interest rates declined sharply in 2009; however, rates began to rebound in FY 2017 and are continuing to rise.

The projected interest earnings for FY 2020 are \$80,000.



DIVISION MISSION STATEMENT

The Solid Waste Division's mission is to ensure service that is "second to none" by providing waste management services in an environmentally sound, cost-effective and safe manner, while preserving our community for future generations.

MISSION ELEMENTS

- Maintain accounting records for receipts, disbursements, and inventories.

GOALS

- Revise and implement policies and procedures for Solid Waste Operations.
- Conduct two (2) Citizen engagement events at Solid Waste
- Update Solid Waste Division Master Plan and Rate Study

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 190,209	\$ 243,146	\$ 243,230	\$ 345,693
\$ 190,209	\$ 243,146	\$ 243,230	\$ 345,693

Expenses Summary

Personnel Services

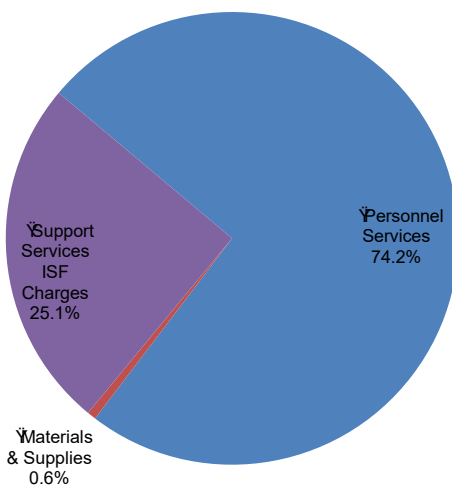
Materials & Supplies

Support Services ISF Charges

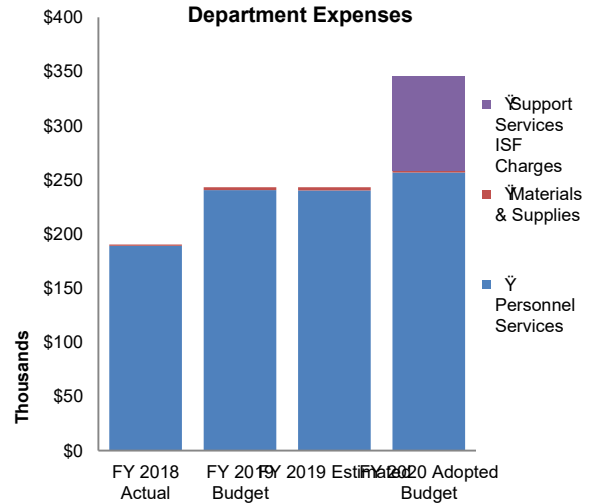
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 188,985	\$ 240,486	\$ 240,345	\$ 256,651
1,224	2,660	2,885	2,185
-	-	-	86,857
\$ 190,209	\$ 243,146	\$ 243,230	\$ 345,693

Department Expenses

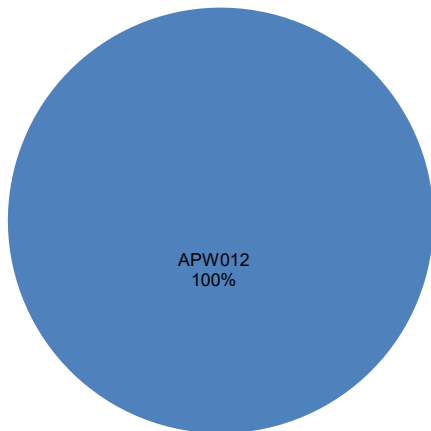


Department Expenses

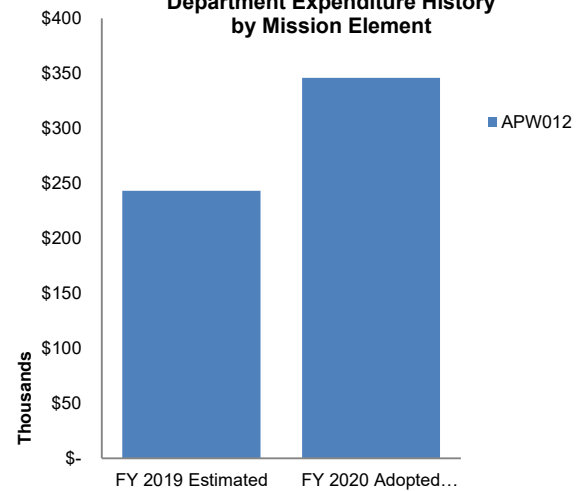


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW012	Maintain accounting records for receipts, disbursements, and inventories. Support Services ISF Charges	5.00	10,400	\$ 243,230	\$ 258,836
		-	-	-	86,857
		5.00	10,400	\$ 243,230	\$ 345,693

Department Expenditures
by Mission Element



Department Expenditure History
by Mission Element



Staffing

Accounting Specialist ¹
Supervisor (Accounting)

Total Staffing

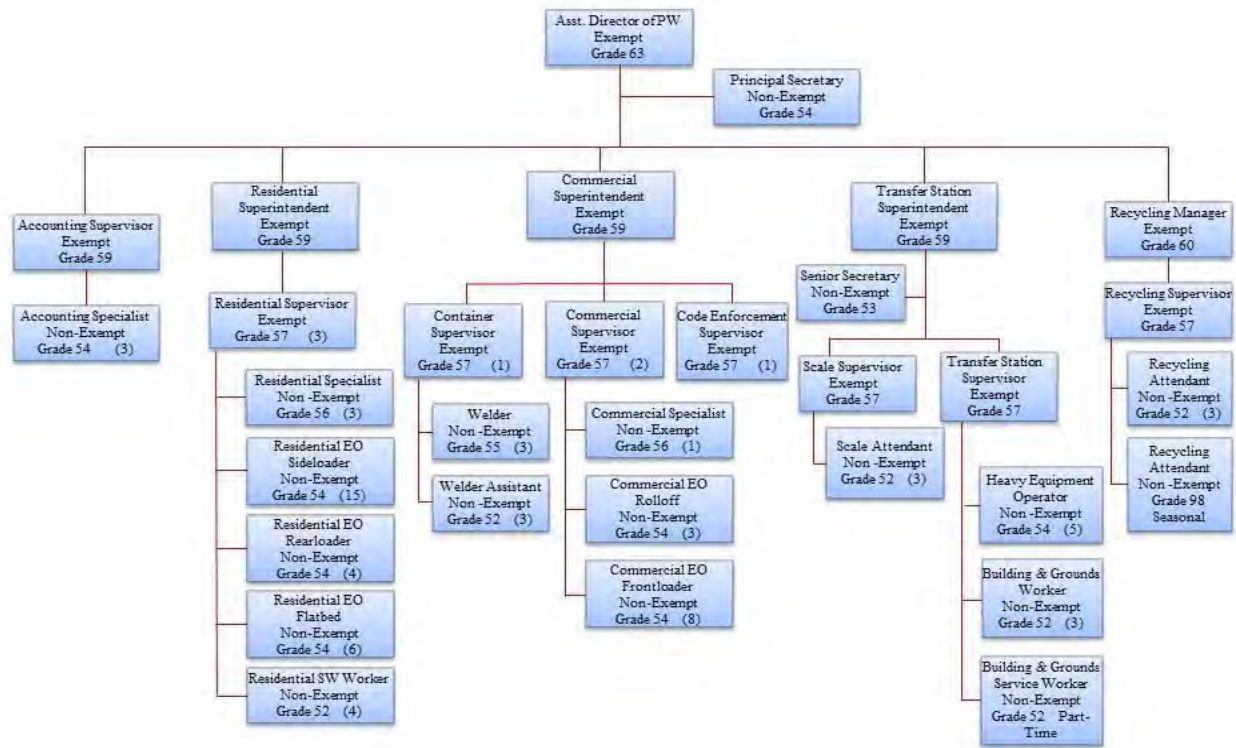
FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
3.00	4.00	4.00
1.00	1.00	1.00
4.00	5.00	5.00

¹ - In FY 2019, added Accounting Specialist

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Accounting					
Personnel Services					
540-3455-439.40-05	FULL-TIME SALARIES	\$ 142,767	\$ 180,179	\$ 178,169	\$ 185,995
540-3455-439.40-15	OVERTIME	820	1,045	-	1,045
540-3455-439.40-25	LONGEVITY	1,601	1,536	1,468	1,776
540-3455-439.40-37	BILINGUAL PAY	150	-	-	-
540-3455-439.40-70	VACATION-4TH WEEK BUYBK.	-	1,800	1,800	1,800
540-3455-439.40-81	GROUP INSURANCE	18,183	-	-	-
540-3455-439.40-82	MEDICAL INSURANCE	-	19,765	24,132	27,490
540-3455-439.40-83	DENTAL INSURANCE	-	1,379	1,321	1,379
540-3455-439.40-84	LIFE INSURANCE	-	90	86	90
540-3455-439.40-85	RETIREMENT - TMRS	14,385	20,579	19,560	22,512
540-3455-439.40-87	SOCIAL SECURITY	10,833	11,185	10,943	11,541
540-3455-439.40-88	MEDICARE	-	2,615	2,559	2,699
540-3455-439.40-89	WORKERS COMPENSATION	247	313	307	324
Personnel Services		188,985	240,486	240,345	256,651
Materials & Supplies					
540-3455-439.41-10	OFFICE	209	400	400	400
540-3455-439.41-15	POSTAGE/CARRIER SERVICE	10	100	100	100
540-3455-439.41-20	UNIFORMS AND CLOTHING	180	450	450	450
540-3455-439.41-35	SUBSCRIPTION/PUBLICATIONS	388	400	400	400
540-3455-439.41-75	FUEL	-	50	50	50
		787	1,400	1,400	1,400
Support Services					
540-3455-439.44-05	PRINT SUPPLIES	69	60	60	60
540-3455-439.44-70	PHONES AND ACCESSORIES	188	200	200	200
Support Services		257	260	260	260
Minor Capital					
540-3455-439.46-37	MINOR CAPITAL	-	-	225	225
540-3455-439.46-50	MINOR TOOLS	180	1,000	1,000	300
Minor Capital		180	1,000	1,225	525
Designated Expenses					
540-3455-439.50-10	ISF CHARGES	-	-	-	86,857
Designated Expenses		-	-	-	86,857
Accounting		\$ 190,209	\$ 243,146	\$ 243,230	\$ 345,693

Solid Waste Mission Element 1: Maintain accounting records for receipts, disbursements, and inventories.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Customer Contacts (calls, visitors, written).	7,280	105,700	117,000	105,700	105,088	106,970	105,919
Residents assisted via email.	520	3,950	1,820	3,950	4,211	1,323	3,161
Businesses assisted via email.	520	1,999	1,365	1,999	2,334	1,070	1,801
Residential and commercial accounts updated.	208	601	275	601	455	917	658
Residential work orders entered and processed.	312	5,888	7,320	5,888	5,823	6,194	5,968
Commercial work orders entered and processed.	312	650	750	650	607	605	621
Requisitions/P-cards processed.	208	1,492	1,469	1,492	1,500	1,551	1,514
Special Collections Charges processed.	1,040	39,206	51,950	39,206	48,060	50,541	46,893



DIVISION MISSION STATEMENT

The Solid Waste Division's mission is to ensure service that is "second to none" by providing waste management services in an environmentally sound, cost-effective and safe manner, while preserving our community for future generations.

MISSION ELEMENTS

- Collect and dispose of residential trash.

GOALS

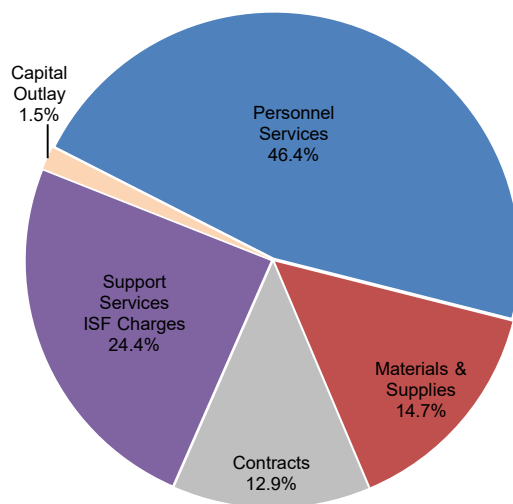
- Improve division's fleet by replacing six aging vehicles with newer more environmentally friendly vehicles.
- Evaluate residential and commercial customer base to determine staffing and route realignments for future growth.
- Revise and implement policies and procedures for Solid Waste Operations.
- Conduct two (2) Citizen engagement events at Solid Waste
- Update Solid Waste Division Master Plan and Rate Study

FINANCIAL INFORMATION

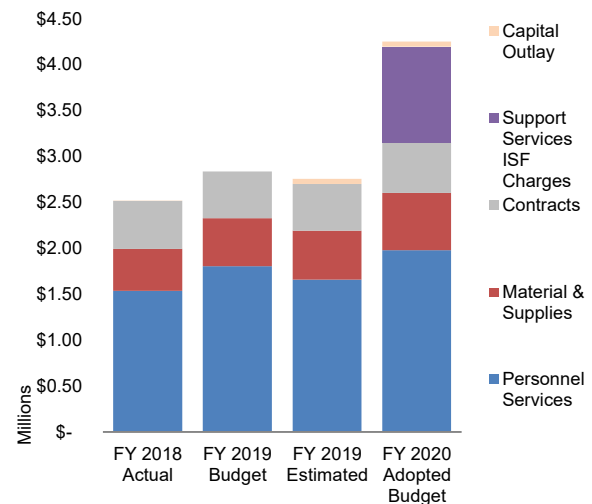
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Residential Sanitation Fee	\$ 11,484,076	\$ 11,588,459	\$ 11,635,257	\$ 11,905,982
General Resources	(8,970,233)	(8,698,912)	(8,880,644)	(7,649,483)
Total	\$ 2,513,843	\$ 2,889,547	\$ 2,754,613	\$ 4,256,499

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenses Summary				
Personnel Services	\$ 1,536,867	\$ 1,803,413	\$ 1,657,843	\$ 1,976,774
Materials & Supplies	455,583	523,635	533,848	625,441
Contracts	520,627	508,486	507,848	550,786
Support Services ISF Charges	-	-	-	1,039,998
Capital Outlay	765	54,013	55,074	63,500
Total	\$ 2,513,843	\$ 2,889,547	\$ 2,754,613	\$ 4,256,499

Department Expenses



Department Expense History

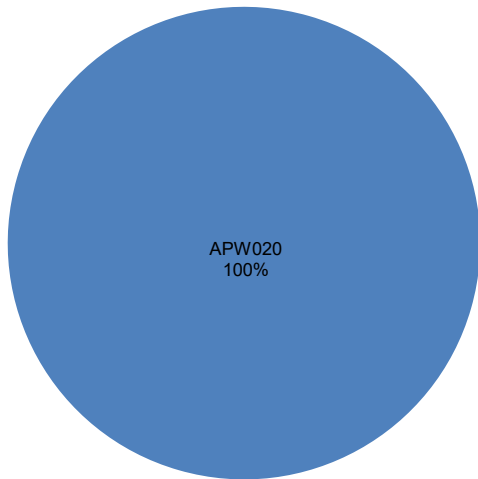


**PUBLIC WORKS
RESIDENTIAL OPERATIONS**

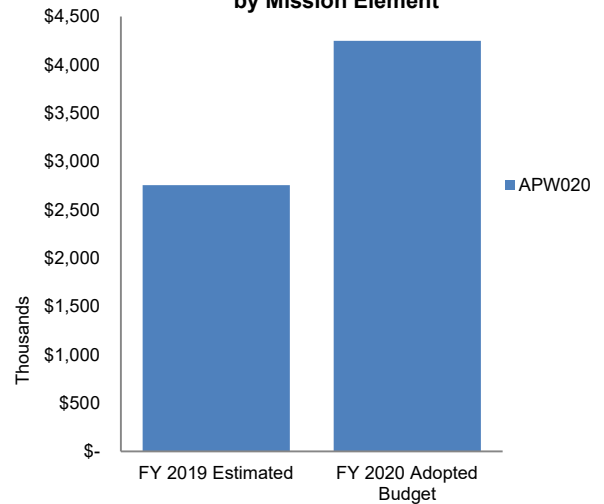
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW013	Collect and dispose of residential trash.	37.00	76,960.00	\$ 2,754,613	\$ 3,216,501
	Support Services ISF Charges	-	-	-	1,039,998
		37.00	76,960.00	\$ 2,754,613	\$ 4,256,499

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Principal Secretary
Residential Equipment Operator
Solid Waste Specialist
Solid Waste Worker
Superintendent (Residential)
Supervisor (Residential)

Total Staffing

FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
1.00	1.00	1.00
25.00	25.00	25.00
3.00	3.00	3.00
4.00	4.00	4.00
1.00	1.00	1.00
3.00	3.00	3.00
37.00	37.00	37.00

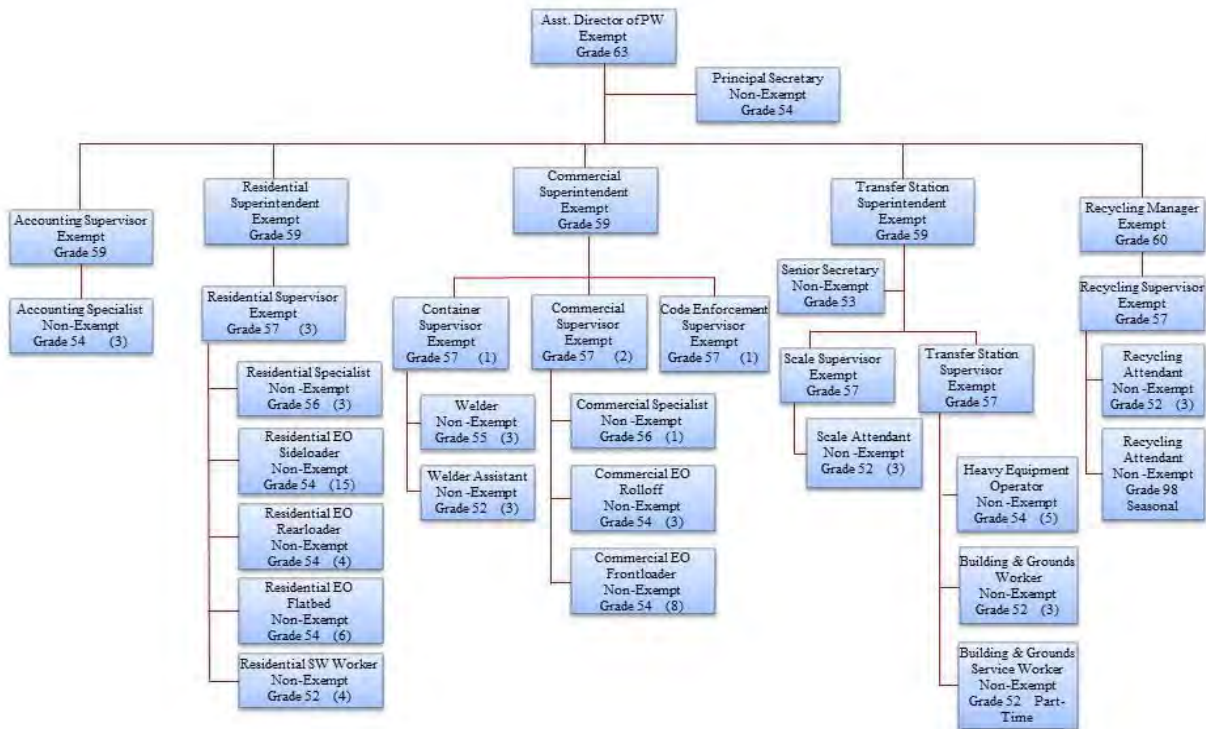
Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Residential Operations					
Personnel Services					
540-3460-439.40-05	FULL-TIME SALARIES	\$ 1,079,072	\$ 1,237,003	\$ 1,094,217	\$ 1,384,672
540-3460-439.40-15	OVERTIME	58,040	95,000	158,856	95,000
540-3460-439.40-25	LONGEVITY	9,263	11,736	8,566	9,697
540-3460-439.40-30	INCENTIVE PAY	19,673	20,160	18,810	18,900
540-3460-439.40-70	VACATION-4TH WEEK BUYBK.	1,200	5,400	5,400	5,400
540-3460-439.40-81	GROUP INSURANCE	141,128	-	-	-
540-3460-439.40-82	MEDICAL INSURANCE	-	138,347	110,739	126,452
540-3460-439.40-83	DENTAL INSURANCE	-	9,376	7,220	7,721
540-3460-439.40-84	LIFE INSURANCE	-	648	564	594
540-3460-439.40-85	RETIREMENT - TMRS	115,527	152,679	133,104	178,766
540-3460-439.40-87	SOCIAL SECURITY	86,341	81,472	74,095	92,032
540-3460-439.40-88	MEDICARE	-	19,051	17,331	21,523
540-3460-439.40-89	WORKERS COMPENSATION	26,625	32,541	28,941	36,017
Personnel Services		1,536,867	1,803,413	1,657,843	1,976,774
Materials &Supplies					
540-3460-439.41-10	OFFICE	1,479	2,815	2,731	2,800
540-3460-439.41-15	POSTAGE/CARRIER SERVICE	11,644	400	388	400
540-3460-439.41-20	UNIFORMS AND CLOTHING	20,531	25,308	25,308	28,308
540-3460-439.41-27	PUBLIC OUTREACH	-	-	1,000	1,000
540-3460-439.41-30	FUEL	321,347	364,228	364,228	373,000
540-3460-439.41-35	PRINT SUPPLIES	7,165	6,860	6,860	8,000
540-3460-439.41-37	PHONES AND ACCESSORIES	62	400	388	200
540-3460-439.41-40	COMPUTER SUPPLIES	8	25	25	25
540-3460-439.41-60	FOOD SUPPLIES	1,011	-	750	1,500
540-3460-439.41-65	MINOR TOOLS	611	1,208	4,508	5,508
540-3460-439.41-66	DUMPSTERS/CARTS	90,750	118,091	123,491	200,000
540-3460-439.41-70	CLEANING SUPPLIES	849	3,000	2,910	3,500
540-3460-439.41-75	MEDICAL AND CHEMICAL	126	600	582	500
540-3460-439.41-87	EXTINGUISHING CHEMICALS	-	700	679	700
Materials &Supplies		455,583	523,635	533,848	625,441
Repair & Maintenance					
540-3460-439.42-43	COMPUTER MAINTENANCE	49,128	48,000	48,000	55,000
540-3460-439.43-10	SMALL EQUIP REPAIR	169	4,000	3,880	3,500
540-3460-439.43-15	VEHICLE REPAIR/MAINT	427,686	410,500	410,500	440,000
540-3460-439.43-25	RADIO AND COMMUNICATION	-	1,200	1,165	3,500
540-3460-439.43-75	CARTS/DUMPSTERS REPAIR	4,857	6,000	6,000	8,000
Repair & Maintenance		481,840	469,700	469,545	510,000
Support Services					
540-3460-439.44-04	WATER SERVICE	413	3,000	3,000	3,000
540-3460-439.44-05	TELEPHONE	20,082	17,500	17,500	17,500
540-3460-439.44-07	CABLE SERVICES	195	500	500	500
540-3460-439.44-10	EQUIPMENT RENTAL/LEASE	1,202	1,500	1,500	1,500
540-3460-439.44-25	LEGAL AND PUBLIC NOTICES	891	200	195	100
540-3460-439.44-28	NOTICES REQUIRED BY LAW	-	1,300	1,265	1,200
540-3460-439.44-30	TRAINING AND TRAVEL	3,404	4,000	3,880	4,000
540-3460-439.44-50	ELECTRICITY SERVICES	11,494	9,000	8,730	11,000
540-3460-439.44-70	TROPHIES AND AWARDS	412	500	485	700
540-3460-439.44-75	DUES AND MEMBERSHIPS	694	1,286	1,248	1,286
Support Services		38,787	38,786	38,303	40,786

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Minor Capital					
540-3460-439.46-35	EQUIPMENT AND MACHINERY	\$ -	\$ 53,013	\$ 53,013	\$ 57,000
540-3460-439.46-40	COMPUTER EQUIP/SOFTWARE	765	1,000	970	1,500
540-3460-439.46-50	FURNITURE AND FIXTURES	-	-	1,091	5,000
	Minor Capital	765	54,013	55,074	63,500
Designated Expenses					
540-3460-439.50-10	ISF CHARGES	-	-	-	1,039,998
	Designated Expenses	-	-	-	1,039,998
	Residential Operations	\$ 2,513,843	\$ 2,889,547	\$ 2,754,613	\$ 4,256,499

Solid Waste Mission Element 2: Collect and dispose of residential trash.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Service residential customers.	60,029	47,033	47,000	47,033	51,000	49,030	46,979
Service disabled customers.	615	400	179	400	195	282	223
Special collections/reloads.	15,392	38,781	56,400	38,781	43,417	44,246	46,979
Collect brush and bulky waste.	Included in special collections	As needed	N/A	N/A	N/A	N/A	N/A
Garbage Collected (Tons).	Included in service	56,770	59,091	56,770	57,856	58,209	58,928
Biweekly Safety Meetings (26)/Quarterly Meetings (4)	924	30	30	30	30	30	30



DIVISION MISSION STATEMENT

The Solid Waste Division's mission is to ensure service that is "second to none" by providing waste management services in an environmentally sound, cost-effective and safe manner, while preserving our community for future generations.

MISSION ELEMENT

- Collect and dispose of commercial trash.

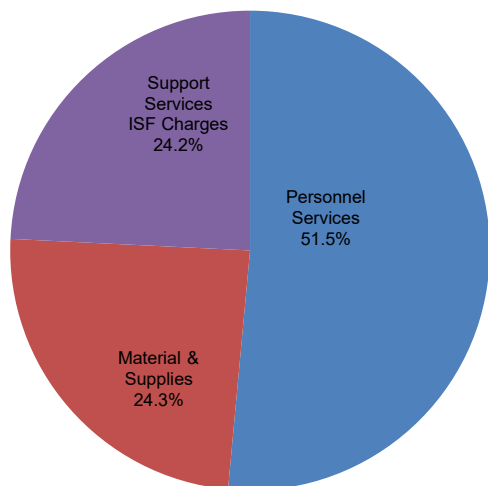
GOALS

- Improve division's fleet by replacing six aging vehicles with newer more environmentally friendly vehicles.
- Evaluate residential and commercial customer base to determine staffing and route realignments for future growth.
- Revise and implement policies and procedures for Solid Waste Operations.
- Conduct two (2) Citizen engagement events at Solid Waste
- Update Solid Waste Division Master Plan and Rate Study

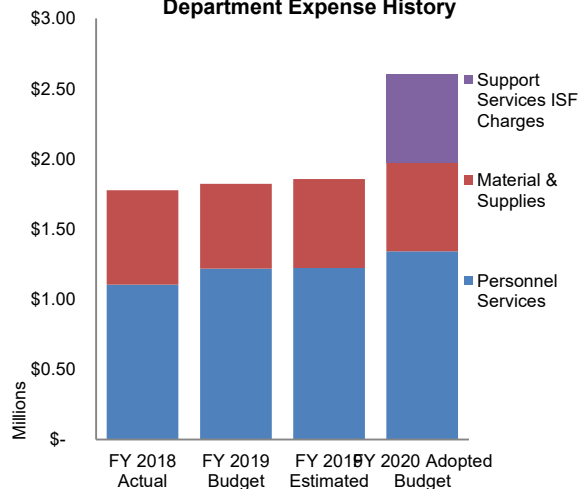
FINANCIAL INFORMATION

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Commercial Sanitation Fee	\$ 6,262,083	\$ 6,302,411	\$ 6,307,487	\$ 6,475,097
Container Rentals	114,238	102,624	119,700	105,435
General Resources	(4,601,188)	(4,583,673)	(4,571,487)	(3,978,071)
Total	\$ 1,775,133	\$ 1,821,362	\$ 1,855,700	\$ 2,602,461
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenses Summary				
Personnel Services	\$ 1,103,223	\$ 1,217,268	\$ 1,221,842	\$ 1,339,355
Material & Supplies	671,910	604,094	633,858	632,557
Support Services ISF Charges	-	-	-	630,549
Capital Outlay	-	-	-	-
Total	\$ 1,775,133	\$ 1,821,362	\$ 1,855,700	\$ 2,602,461

Department Expenses



Department Expense History

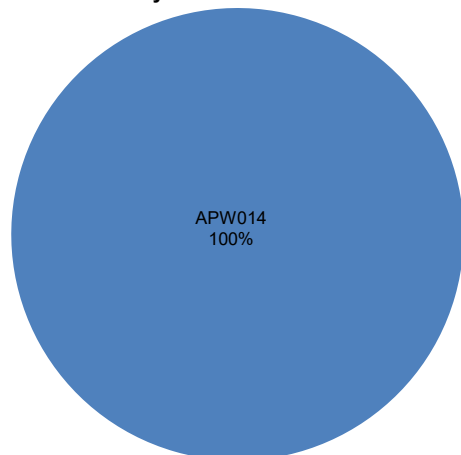


**PUBLIC WORKS
COMMERCIAL OPERATIONS**

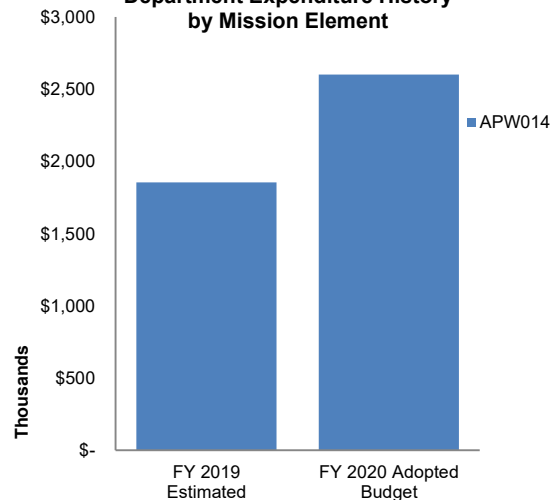
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW014	Collect and dispose of commercial trash.	23.00	47,840	\$ 1,855,700	\$ 1,971,912
	Support Services ISF Charges	-	-	-	630,549
		23.00	47,840	\$ 1,855,700	\$ 2,602,461

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Code Enforcement Supervisor
Equipment Operator (Commercial)
Solid Waste Specialist
Superintendent (Commercial)
Supervisor (Commercial)
Supervisor (Container Ops)
Welder Solid Waste
Welder's Assistant

Total Staffing

FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
1.00	1.00	1.00
11.00	11.00	11.00
1.00	1.00	1.00
1.00	1.00	1.00
2.00	2.00	2.00
1.00	1.00	1.00
3.00	3.00	3.00
3.00	3.00	3.00
23.00	23.00	23.00

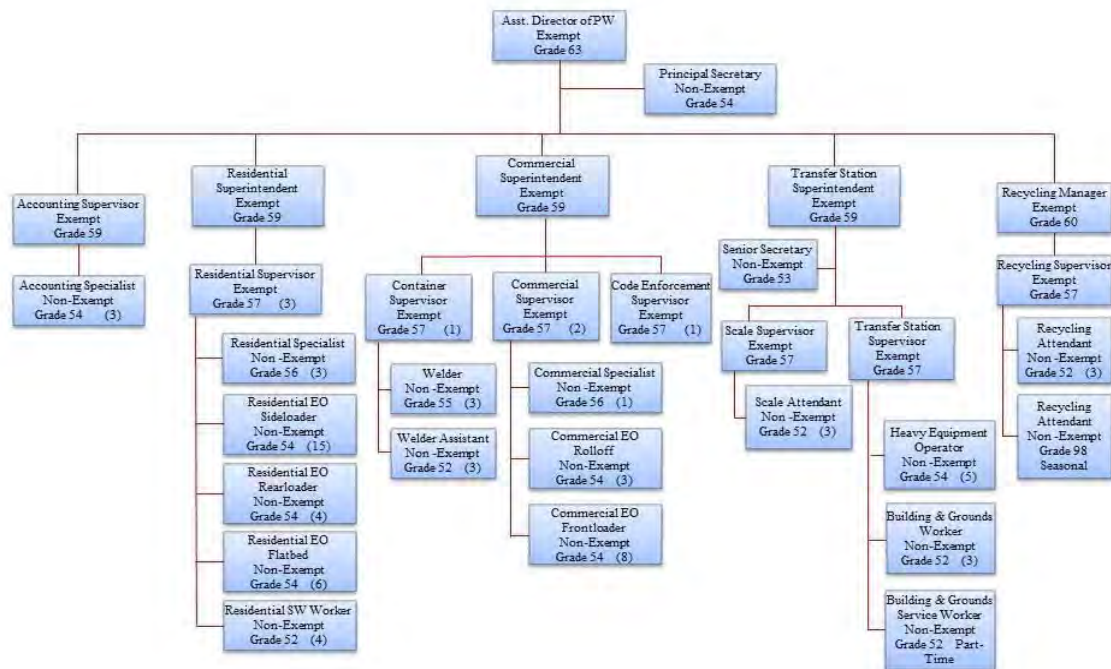
Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Commercial Operations					
Personnel Services					
540-3465-439.40-05	FULL-TIME SALARIES	\$ 772,480	\$ 844,330	\$ 839,271	\$ 931,704
540-3465-439.40-15	OVERTIME	60,625	61,200	80,929	61,200
540-3465-439.40-25	LONGEVITY	10,306	11,663	10,986	13,200
540-3465-439.40-30	INCENTIVE PAY	17,899	19,320	19,308	18,780
540-3465-439.40-70	VACATION-4TH WEEK BUYBK.	-	6,600	6,600	6,600
540-3465-439.40-81	GROUP INSURANCE	71,513	-	-	-
540-3465-439.40-82	MEDICAL INSURANCE	-	69,179	67,745	76,971
540-3465-439.40-83	DENTAL INSURANCE	-	5,239	5,756	5,791
540-3465-439.40-84	LIFE INSURANCE	-	414	412	414
540-3465-439.40-85	RETIREMENT - TMRS	85,274	105,158	99,736	121,819
540-3465-439.40-87	SOCIAL SECURITY	64,314	57,120	55,525	62,525
540-3465-439.40-88	MEDICARE	-	13,359	12,986	14,623
540-3465-439.40-89	WORKERS COMPENSATION	20,812	23,686	22,588	25,728
Personnel Services		1,103,223	1,217,268	1,221,842	1,339,355
Supplies					
540-3465-439.41-10	OFFICE	613	900	873	775
540-3465-439.41-15	POSTAGE/CARRIER SERVICE	118	140	136	200
540-3465-439.41-20	UNIFORMS AND CLOTHING	11,728	11,002	11,002	12,002
540-3465-439.41-30	FUEL	175,998	191,000	191,000	191,000
540-3465-439.41-34	NATURAL GAS AND ACCELERANTS	-	-	-	5,500
540-3465-439.41-35	PRINT SUPPLIES	664	700	679	700
540-3465-439.41-37	PHONES AND ACCESSORIES	24	100	97	100
540-3465-439.41-65	MINOR TOOLS	642	400	388	1,200
540-3465-439.41-70	CLEANING SUPPLIES	1,018	1,000	970	1,400
540-3465-439.41-75	MEDICAL AND CHEMICAL	357	370	359	370
540-3465-439.41-80	MECHANICAL	95	900	875	200
540-3465-439.41-85	EDUCATIONAL AND RECREATION	-	200	-	-
540-3465-439.41-87	EXTINGUISHING CHEMICALS	-	600	585	500
Supplies		191,256	207,312	206,964	213,947
Repair & Maintenance					
540-3465-439.42-20	WELLS AND PUMPS EQUIPMENT	3,297	4,603	4,603	5,264
540-3465-439.42-43	COMPUTER MAINTENANCE	25,408	27,026	27,026	25,000
540-3465-439.43-10	SMALL EQUIP REPAIR	27	150	146	150
540-3465-439.43-15	VEHICLE REPAIR/MAINT	324,640	260,100	260,100	269,411
540-3465-439.43-25	RADIO AND COMMUNICATION	725	1,000	970	600
540-3465-439.43-50	MACHINERY	-	250	250	250
540-3465-439.43-73	REPLACEMENT CARTS/DUMPSTE	63,432	50,000	66,237	60,000
540-3465-439.43-75	CARTS/DUMPSTERS REPAIR	36,880	27,500	41,263	30,000
Repair & Maintenance		454,409	370,629	400,595	390,675

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Support Services					
540-3465-439.44-04	WATER SERVICE	\$ 1,435	\$ 2,601	\$ 2,601	\$ 2,500
540-3465-439.44-05	TELEPHONE	10,655	4,250	4,250	7,300
540-3465-439.44-06	GAS SERVICE	1,070	1,300	1,300	1,300
540-3465-439.44-07	CABLE SERVICES	195	500	500	500
540-3465-439.44-10	EQUIPMENT RENTAL/LEASE	1,203	1,500	1,500	1,500
540-3465-439.44-25	LEGAL AND PUBLIC NOTICES	94	-	-	-
540-3465-439.44-28	NOTICES REQUIRED BY LAW	-	500	485	250
540-3465-439.44-30	TRAINING AND TRAVEL	2,175	2,665	2,665	2,600
540-3465-439.44-50	ELECTRICITY SERVICES	7,663	11,037	11,037	11,000
540-3465-439.44-70	TROPHIES AND AWARDS	149	150	350	350
540-3465-439.44-75	DUES AND MEMBERSHIPS	-	335	335	335
Support Services		24,638	24,838	25,023	27,635
Minor Capital					
540-3465-439.46-35	EQUIPMENT AND MACHINERY	1,179	1,000	970	-
540-3465-439.46-40	COMPUTER EQUIP/SOFTWARE	-	315	306	300
540-3465-439.46-50	FURNITURE AND FIXTURES	428	-	-	-
Minor Capital		1,607	1,315	1,276	300
Designated Expenses					
540-3465-439.50-10	ISF CHARGES	-	-	-	630,549
Designated Expenses		-	-	-	630,549
Commercial Operations		\$ 1,775,133	\$ 1,821,362	\$ 1,855,700	\$ 2,602,461

Mission Element: Collect and dispose of commercial trash.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Roll Off Services.	14,352	2,221	3,069	2,221	2,565	3,043	2,714
Dumpster Services.	28,704	160,295	163,526	160,295	163,733	160,627	160,948
Special Collections.	957	603	891	603	630	453	576
Illegal Dumps	598	21	180	21	180	151	117
Roll off support to recycling.	2,631	167	144	167	172	166	159
Biweekly Safety Meetings (26)/Quarterly Meetings (4)	598	30	30	30	30	30	30



DIVISION MISSION STATEMENT

The Solid Waste Division's mission is to ensure service that is "second to none" by providing waste management services in an environmentally sound, cost-effective and safe manner, while preserving our community for future generations.

MISSION ELEMENTS

- Properly process and dispose of recyclables.

GOALS

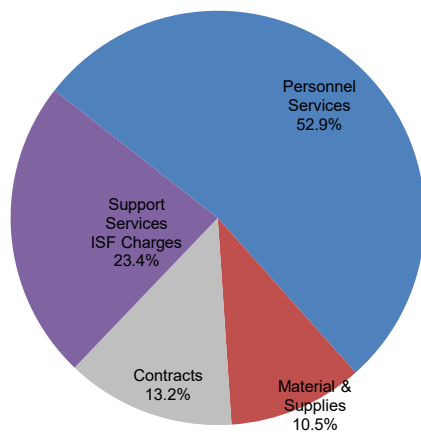
- Expand recycling program and education outreach.
- Revise and implement policies and procedures for Solid Waste Operations.
- Conduct two (2) Citizen engagement events at Solid Waste

FINANCIAL INFORMATION

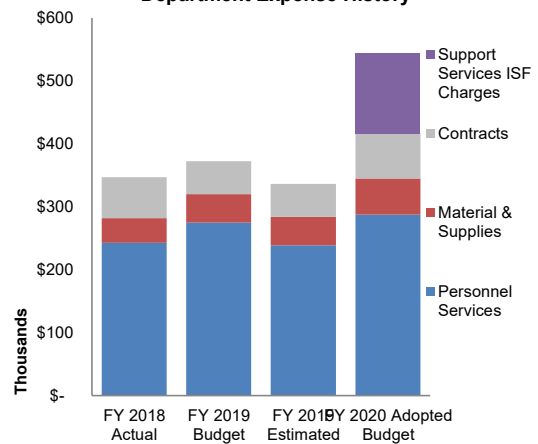
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Tire Disposal Fees	\$ 10,763	\$ 7,840	\$ 11,746	\$ 8,054
Sale of Metals - Recycling	34,485	19,070	33,032	19,593
Paper Products Recycling	39,463	26,854	34,962	27,590
Public Scale Fees	5,552	3,463	4,372	3,558
Other Recycle Revenues	29,979	23,450	8,062	24,093
Customer Recycling Fees	(543)	-	41	-
General Resources	227,259	291,609	244,198	461,305
Total	\$ 346,958	\$ 372,286	\$ 336,413	\$ 544,193

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenses Summary				
Personnel Services	\$ 242,991	\$ 274,963	\$ 238,653	\$ 287,646
Material & Supplies	39,099	44,923	45,390	57,288
Contracts	64,868	52,400	52,370	71,850
Support Services ISF Charges	-	-	-	127,409
Capital Outlay	-	-	-	-
Total	\$ 346,958	\$ 372,286	\$ 336,413	\$ 544,193

Department Expenses



Department Expense History

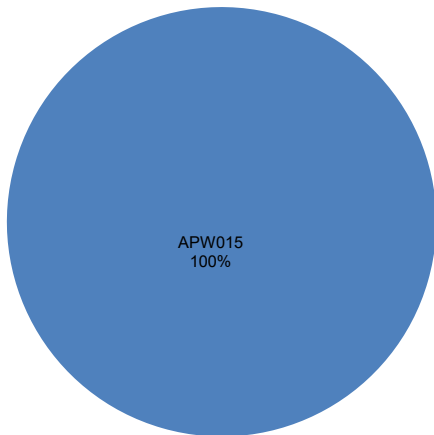


**PUBLIC WORKS
RECYCLING**

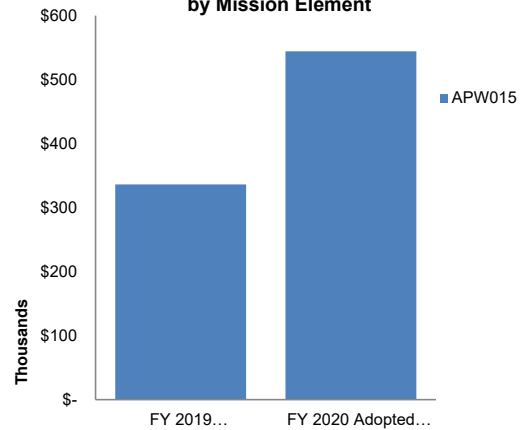
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW015	Properly process and dispose of recyclables.	5.18	10,774.40	\$ 336,413	\$ 416,784
	Support Services ISF Charges	-	-	-	127,409
		5.18	10,774.40	\$ 336,413	\$ 544,193

Department Expenses by Mission Element



**Department Expenses History
by Mission Element**



Staffing

Manager (Recycling)
Recycling Attendant
Seasonal-Recycling Attendant
Supervisor (Recycling Ops)

Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Manager (Recycling)	1.00	1.00	1.00
Recycling Attendant	3.00	3.00	3.00
Seasonal-Recycling Attendant	0.18	0.18	0.18
Supervisor (Recycling Ops)	1.00	1.00	1.00
Total Staffing	5.18	5.18	5.18

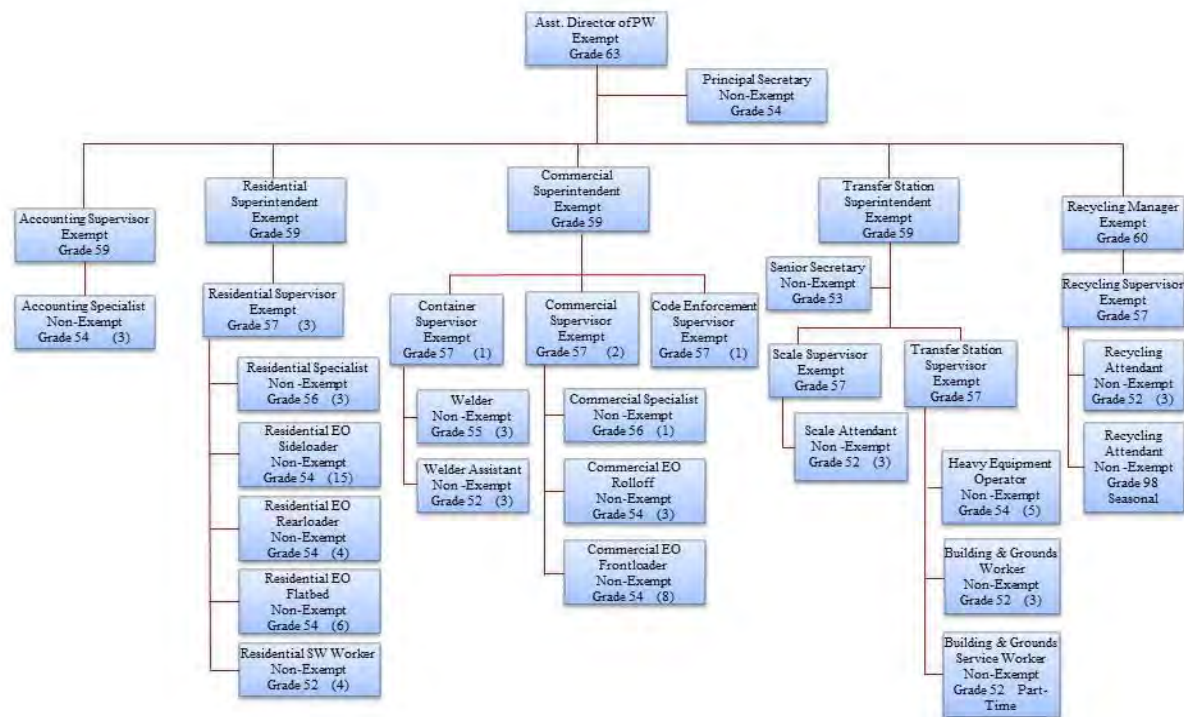
Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Recycling Program					
Personnel Services					
540-3470-439.40-05	FULL-TIME SALARIES	\$ 181,294	\$ 204,999	\$ 171,910	\$ 209,825
540-3470-439.40-11	SEASONAL EMPLOYEES	2,352	3,697	3,697	3,786
540-3470-439.40-15	OVERTIME	6,222	5,800	9,102	5,800
540-3470-439.40-25	LONGEVITY	2,948	3,696	1,916	2,208
540-3470-439.40-30	INCENTIVE PAY	450	540	1,080	1,080
540-3470-439.40-70	VACATION-4TH WEEK BUYBK.	1,160	1,800	1,800	1,800
540-3470-439.40-81	GROUP INSURANCE	8,296	-	-	-
540-3470-439.40-82	MEDICAL INSURANCE	-	4,941	8,073	10,996
540-3470-439.40-83	DENTAL INSURANCE	-	1,103	1,252	1,379
540-3470-439.40-84	LIFE INSURANCE	-	90	83	90
540-3470-439.40-85	RETIREMENT - TMRS	19,009	24,177	19,830	26,066
540-3470-439.40-87	SOCIAL SECURITY	14,589	13,401	11,068	13,691
540-3470-439.40-88	MEDICARE	-	3,133	2,592	3,202
540-3470-439.40-89	WORKERS COMPENSATION	6,671	7,586	6,250	7,723
	Personnel Services	242,991	274,963	238,653	287,646
Supplies					
540-3470-439.41-10	OFFICE	196	190	185	500
540-3470-439.41-15	POSTAGE/CARRIER SERVICE	-	40	40	40
540-3470-439.41-20	UNIFORMS AND CLOTHING	2,006	2,208	2,208	5,000
540-3470-439.41-25	SUBSCRIPTION/PUBLICATIONS	-	80	580	600
540-3470-439.41-27	PUBLIC OUTREACH	-	-	200	5,000
540-3470-439.41-30	FUEL	6,459	7,480	8,180	9,580
540-3470-439.41-35	PRINT SUPPLIES	273	650	650	1,500
540-3470-439.41-37	PHONES AND ACCESSORIES	-	1,200	1,200	600
540-3470-439.41-60	FOOD SUPPLIES	225	450	450	300
540-3470-439.41-65	MINOR TOOLS	300	1,950	1,950	1,950
540-3470-439.41-70	CLEANING SUPPLIES	188	200	200	200
540-3470-439.41-75	MEDICAL AND CHEMICAL	-	20	20	20
540-3470-439.41-80	MECHANICAL	2,028	2,100	2,100	1,200
540-3470-439.41-85	EDUCATIONAL AND RECREATION	-	200	-	-
540-3470-439.41-90	AGRICULTURAL SUPPLIES	-	100	97	-
	Supplies	11,674	16,868	18,060	26,490
Repair & Maintenance					
540-3470-439.42-10	BUILDING MAINTENANCE	1,448	-	-	1,500
540-3470-439.43-10	SMALL EQUIP REPAIR	-	100	97	100
540-3470-439.43-15	VEHICLE REPAIR/MAINT	2,309	5,000	5,000	6,000
540-3470-439.43-25	RADIO AND COMMUNICATION	-	200	195	-
540-3470-439.43-50	MACHINERY	11,318	5,000	5,000	2,500
	Repair & Maintenance	15,075	10,300	10,292	10,100

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Support Services					
540-3470-439.44-04	WATER SERVICE	\$ 158	\$ 213	\$ 213	\$ 225
540-3470-439.44-05	TELEPHONE	1,390	1,207	1,207	1,300
540-3470-439.44-06	GAS SERVICE	-	700	-	-
540-3470-439.44-08	WASTE DISPOSAL	-	2,400	2,400	-
540-3470-439.44-25	LEGAL AND PUBLIC NOTICES	5,914	-	-	-
540-3470-439.44-28	NOTICES REQUIRED BY LAW	-	7,830	7,830	8,830
540-3470-439.44-30	TRAINING AND TRAVEL	484	1,450	1,450	1,450
540-3470-439.44-50	ELECTRICITY SERVICES	2,473	2,445	2,445	2,500
540-3470-439.44-70	TROPHIES AND AWARDS	149	150	145	250
540-3470-439.44-75	DUES AND MEMBERSHIPS	510	960	960	1,050
	Support Services	11,078	17,355	16,650	15,605
Minor Capital					
540-3470-439.46-05	OFFICE MACHINES AND EQUIP	602	-	-	400
540-3470-439.46-15	BUILDINGS	-	-	-	4,093
540-3470-439.46-50	FURNITURE AND FIXTURES	670	400	388	600
	Minor Capital	1,272	400	388	5,093
Professional Services					
540-3470-439.47-07	TESTING SERVICES	1,146	1,000	970	1,150
	Professional Services	1,146	1,000	970	1,150
Designated Expenses					
540-3470-439.50-10	ISF CHARGES	-	-	-	127,409
540-3470-439.50-32	CONTRACT LABOR	-	1,400	1,400	700
540-3470-439.50-40	REFUSE DISPOSAL COSTS	63,722	50,000	50,000	70,000
	Designated Expenses	63,722	51,400	51,400	198,109
	Recycling Program	\$ 346,958	\$ 372,286	\$ 336,413	\$ 544,193

Element: Properly process and dispose of recyclables.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Metal recycled (Tons).	119	266	260	266	351	309	278
Glass recycled (Tons).	215	58	60	58	77	62	63
Paper products recycled (Tons).	7,003	456	500	456	499	516	490
Plastic containers recycled (Tons).	970	52	60	52	60	44	54
Automotive oil recycled (Gallons).	162	4,893	4,000	4,893	5,398	6,926	5,273
Antifreeze recycled (Gallons).	108	430	500	430	499	849	593
Lead-acid batteries recycled (Each).	108	219	300	219	300	0	173
Appliances w/Freon recycled (Each).	1	184	300	184	93	108	197
Number of Citizens at the public scales each month.	2,089	253	350	253	350	141	247



DIVISION MISSION STATEMENT

The Solid Waste Division's mission is to ensure service that is "second to none" by providing waste management services in an environmentally sound, cost-effective and safe manner, while preserving our community for future generations.

MISSION ELEMENTS

- Transfer of solid waste to landfill.

GOALS

- Revise and implement policies and procedures for Solid Waste Operations.
- Conduct two (2) Citizen engagement events at Solid Waste

FINANCIAL INFORMATION

Revenue Summary

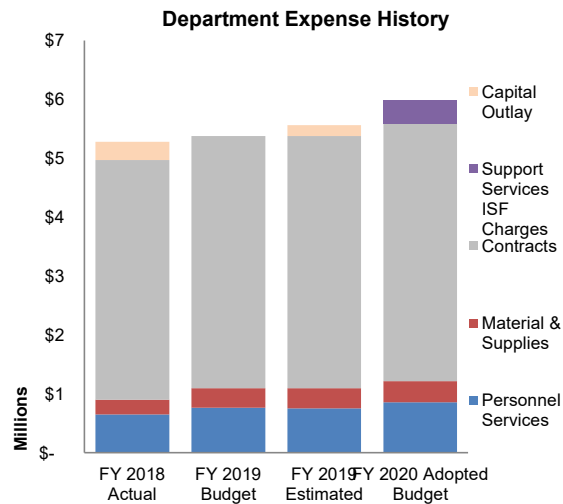
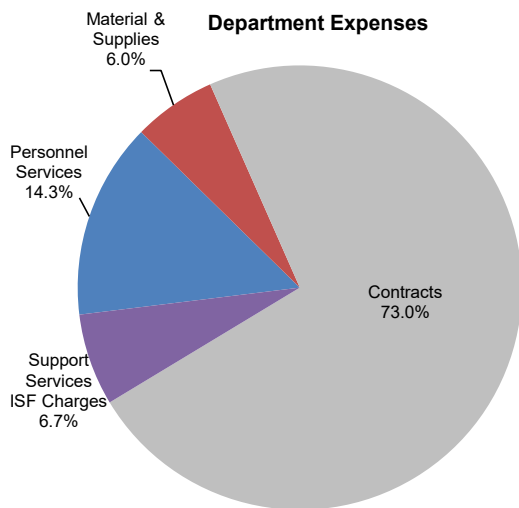
Transfer Station Fees
General Resources
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 48,000	\$ 48,000	\$ 49,080	\$ 49,315
5,232,797	5,327,596	5,515,080	5,935,221
\$ 5,280,797	\$ 5,375,596	\$ 5,564,160	\$ 5,984,536

Expenses Summary

Personnel Services
Material & Supplies
Contracts
Support Services ISF Charges
Capital Outlay
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 650,700	\$ 762,857	\$ 755,036	\$ 854,912
247,460	332,104	341,489	361,640
4,073,643	4,280,635	4,280,635	4,366,973
-	-	-	401,011
308,994	-	187,000	-
\$ 5,280,797	\$ 5,375,596	\$ 5,564,160	\$ 5,984,536

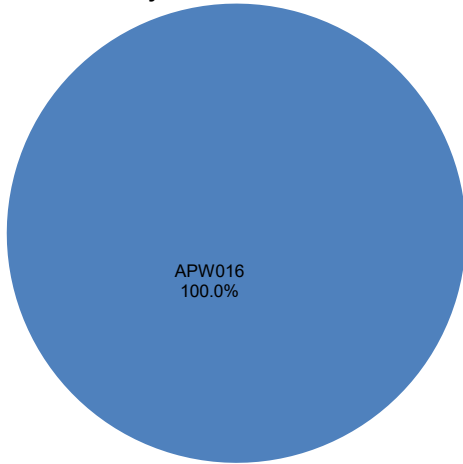


**PUBLIC WORKS
TRANSFER STATION**

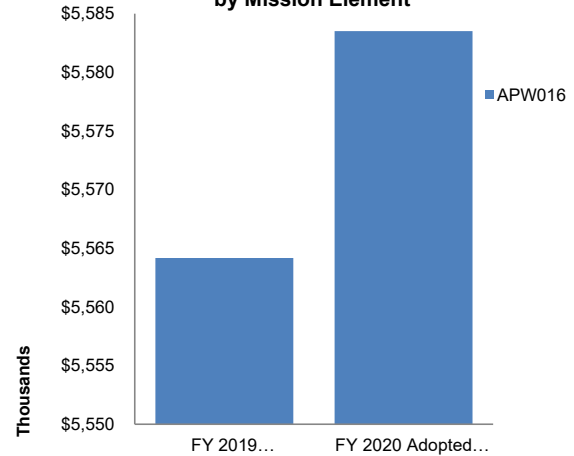
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW016	Transfer of solid waste to landfill	16.50	34,320.00	\$ 5,564,160	\$ 5,583,525
	Support Services ISF Charges	-	-	-	401,011
		<u>16.50</u>	<u>34,320.00</u>	<u>\$ 5,564,160</u>	<u>\$ 5,984,536</u>

**Department Expenditures
by Mission Element**



**Department Expenses History
by Mission Element**



Staffing

Equipment Operator ¹	
Manager of Solid Waste Operations ²	
Scale Attendant	
Senior Secretary	
Service Worker (Building & Grounds)	
Service Worker (Building & Grounds)-PT	
Superintendent (Transfer Station) ²	
Supervisor (Scale Operation)	
Supervisor (Transfer Station)	
Total	

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Equipment Operator ¹	5.00	6.00	6.00
Manager of Solid Waste Operations ²	-	1.00	1.00
Scale Attendant	3.00	3.00	3.00
Senior Secretary	1.00	1.00	1.00
Service Worker (Building & Grounds)	3.00	3.00	3.00
Service Worker (Building & Grounds)-PT	0.50	0.50	0.50
Superintendent (Transfer Station) ²	1.00	-	-
Supervisor (Scale Operation)	1.00	1.00	1.00
Supervisor (Transfer Station)	1.00	1.00	1.00
Total	<u>15.50</u>	<u>16.50</u>	<u>16.50</u>

¹ - Added additional position in FY 2019

² - Reclassified Superintendent to Manager of Solid Waste Operations in FY 2019

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Transfer Station					
Personnel Services					
540-3475-439.40-05	FULL-TIME SALARIES	\$ 453,685	\$ 527,330	\$ 514,693	\$ 588,638
540-3475-439.40-10	PART-TIME SALARIES	10,343	10,832	11,053	12,886
540-3475-439.40-15	OVERTIME	19,301	24,815	27,541	24,815
540-3475-439.40-25	LONGEVITY	5,289	6,528	5,520	7,152
540-3475-439.40-30	INCENTIVE PAY	4,493	5,040	4,635	5,040
540-3475-439.40-70	VACATION-4TH WEEK BUYBK.	600	3,600	3,600	3,600
540-3475-439.40-81	GROUP INSURANCE	59,497	-	-	-
540-3475-439.40-82	MEDICAL INSURANCE	-	59,296	67,633	70,081
540-3475-439.40-83	DENTAL INSURANCE	-	3,861	3,723	3,861
540-3475-439.40-84	LIFE INSURANCE	-	288	279	288
540-3475-439.40-85	RETIREMENT - TMRs	47,856	63,247	60,571	75,835
540-3475-439.40-87	SOCIAL SECURITY	35,565	33,943	33,170	37,996
540-3475-439.40-88	MEDICARE	-	7,938	7,757	8,887
540-3475-439.40-89	WORKERS COMPENSATION	14,070	16,139	14,861	15,833
Personnel Services		650,700	762,857	755,036	854,912
Supplies					
540-3475-439.41-10	OFFICE	998	1,500	1,455	1,500
540-3475-439.41-15	POSTAGE/CARRIER SERVICE	2	200	195	50
540-3475-439.41-20	UNIFORMS AND CLOTHING	8,123	8,882	10,882	13,000
540-3475-439.41-30	FUEL	34,481	29,862	29,862	45,000
540-3475-439.41-35	PRINT SUPPLIES	474	600	585	700
540-3475-439.41-37	PHONES AND ACCESSORIES	39	250	250	200
540-3475-439.41-60	FOOD SUPPLIES	-	-	200	400
540-3475-439.41-65	MINOR TOOLS	911	1,500	1,500	1,100
540-3475-439.41-70	CLEANING SUPPLIES	1,385	1,600	1,600	1,500
540-3475-439.41-75	MEDICAL AND CHEMICAL	359	575	575	500
540-3475-439.41-80	MECHANICAL	-	500	500	500
540-3475-439.41-90	AGRICULTURAL SUPPLIES	2,011	2,600	2,600	2,400
Supplies		48,782	48,069	50,204	66,850
Repair & Maintenance					
540-3475-439.42-10	BUILDING MAINTENANCE	14,959	15,000	15,000	17,000
540-3475-439.42-20	WELLS AND PUMPS EQUIPMENT	953	1,200	1,200	1,200
540-3475-439.42-35	FENCE MAINTENANCE	-	1,000	970	1,000
540-3475-439.42-37	SIGN MAINTENANCE	350	350	350	350
540-3475-439.42-45	LANDFILL MAINTENANCE	19,293	20,000	20,000	25,000
540-3475-439.42-65	STREET MAINTENANCE	-	1,500	1,500	1,000
540-3475-439.43-10	SMALL EQUIP REPAIR	25	500	500	400
540-3475-439.43-15	VEHICLE REPAIR/MAINT	4,632	6,000	6,000	5,500
540-3475-439.43-25	RADIO AND COMMUNICATION	-	-	200	200
540-3475-439.43-50	MACHINERY	82,741	83,000	83,000	83,000
Repair & Maintenance		122,954	128,550	128,720	134,650

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Support Services					
540-3475-439.44-04	WATER SERVICE	\$ 10,509	\$ 16,000	\$ 16,000	\$ 16,000
540-3475-439.44-05	TELEPHONE	3,089	3,376	3,376	3,500
540-3475-439.44-10	EQUIPMENT RENTAL/LEASE	7,575	72,000	72,000	72,000
540-3475-439.44-19	MERCHANT FEES	9,382	7,487	7,487	7,500
540-3475-439.44-22	BANK SERVICES	-	-	2,569	2,600
540-3475-439.44-30	TRAINING AND TRAVEL	4,800	7,000	7,000	7,000
540-3475-439.44-50	ELECTRICITY SERVICES	33,291	46,282	46,282	46,000
540-3475-439.44-70	TROPHIES AND AWARDS	379	350	350	450
540-3475-439.44-75	DUES AND MEMBERSHIPS	818	1,090	1,090	1,090
Support Services		69,843	153,585	156,154	156,140
Minor Capital					
540-3475-439.46-30	RADIOS	1,686	1,000	1,400	1,400
540-3475-439.46-35	EQUIPMENT AND MACHINERY	300	-	-	-
540-3475-439.46-40	COMPUTER EQUIP/SOFTWARE	-	-	4,111	1,700
540-3475-439.46-50	FURNITURE AND FIXTURES	3,895	900	900	900
Minor Capital		5,881	1,900	6,411	4,000
Professional Services					
540-3475-439.47-07	TESTING SERVICES	900	1,200	1,200	1,500
540-3475-439.47-20	ENGINEERING SERVICES	1,125	14,000	14,000	12,000
Professional Services		2,025	15,200	15,200	13,500
Designated Expenses					
540-3475-439.50-10	ISF CHARGES	-	-	-	401,011
540-3475-439.50-35	REFUSE TRANSPORT COSTS	1,386,804	1,552,453	1,552,453	1,450,670
540-3475-439.50-40	REFUSE DISPOSAL COSTS	2,684,814	2,712,982	2,712,982	2,902,803
Designated Expenses		4,071,618	4,265,435	4,265,435	4,754,484
Capital Outlay					
540-3475-439.60-07	BUILDING IMPROVEMENTS	120,520	-	-	-
540-3475-439.61-35	MACHINERY AND EQUIPMENT	-	-	187,000	-
540-3475-439.61-70	LEASE ASSETS	188,474	-	-	-
Capital Outlay		308,994	-	187,000	-
Transfer Station		\$ 5,280,797	\$ 5,375,596	\$ 5,564,160	\$ 5,984,536

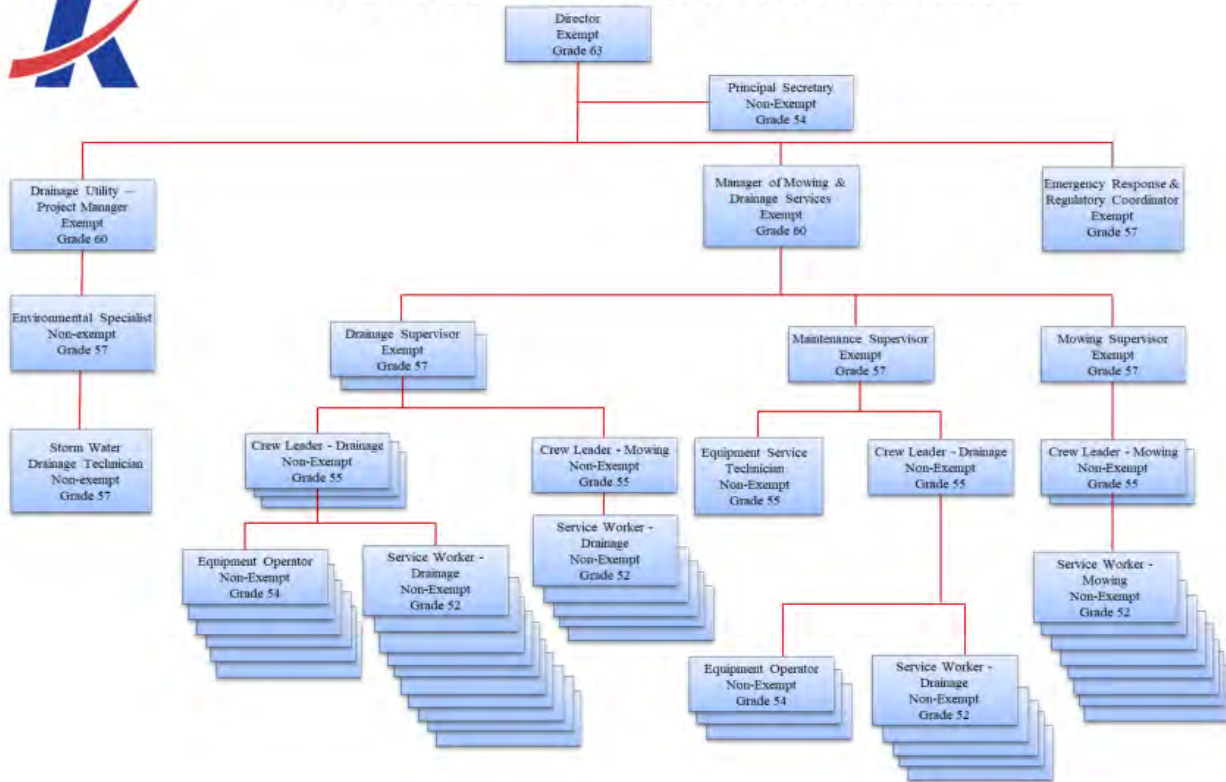
Mission Element: Properly process and dispose of recyclables.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Incoming Tonnage.	13,728	105,929	108,500	105,929	108,160	113,041	108,874
Incoming Vehicles Serviced.	6,864	50,677	51,084	50,677	50,873	50,187	50,390
Incoming Brush.	2,746	5,429	4,526	5,429	5,402	5,298	5,278
Incoming Bulk Tonnage.	2,746	2,225	2,591	2,225	2,586	3,370	2,721
Outgoing Metal.	1,373	164	167	164	166	232	186
Outgoing Plastic Tonnage.	412	19	10	19	20	7	12
Comal's Trailer Outgoing.	5,834	104,641	107,614	104,641	107,103	109,070	106,714
Weekly Safety Meetings (52)/Quarterly Meetings (4)	618	56	56	56	56	56	56



Environmental Services Division



DIVISION MISSION STATEMENT

The Environmental Services Division's mission is to manage and maintain the storm water drainage system.

MISSION ELEMENTS

- Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.

GOALS

- Meet all of the Mission Elements and Performance Indicators.
- Update the Drainage Master Plan and Rate Model.
- Update Drainage Design Manual and Infrastructure Design and Development Standards Manual.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 644,634	\$ 789,628	\$ 740,751	\$ 1,055,106
\$ 644,634	\$ 789,628	\$ 740,751	\$ 1,055,106

Expenses Summary

Personnel Services

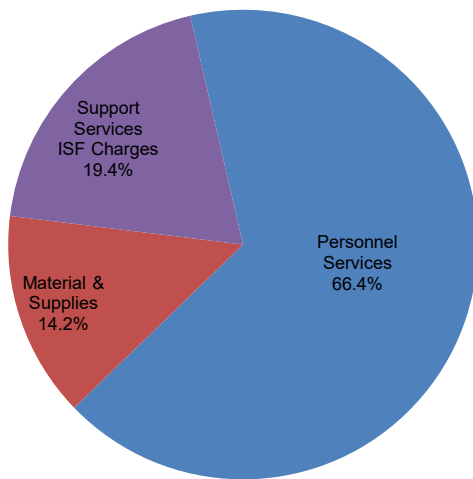
Material & Supplies

Support Services ISF Charges

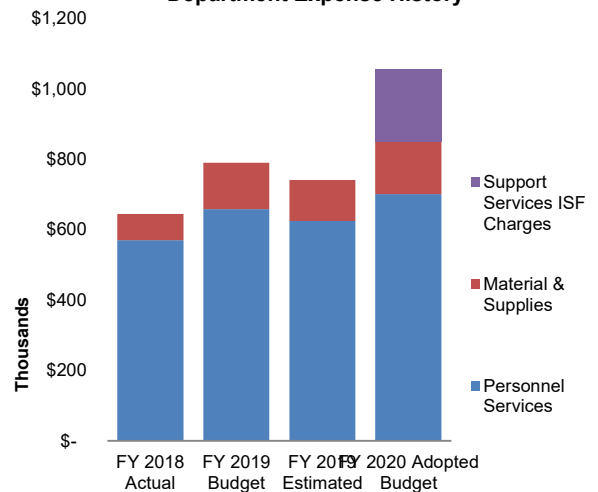
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 569,959	\$ 657,838	\$ 624,065	\$ 700,376
74,675	131,790	116,686	149,586
-	-	-	205,144
\$ 644,634	\$ 789,628	\$ 740,751	\$ 1,055,106

Department Expenses



Department Expense History

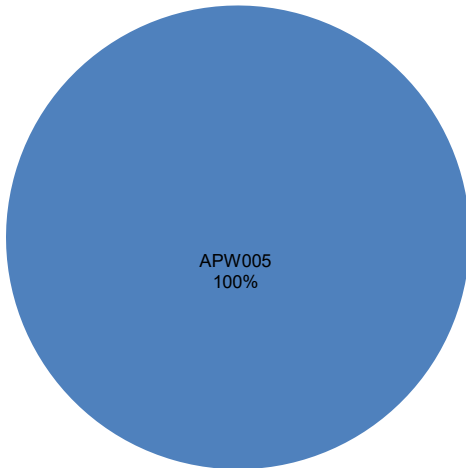


**PUBLIC WORKS
MOWING**

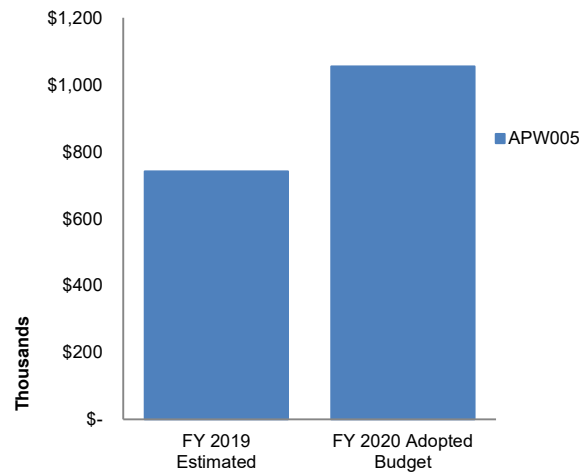
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW005	Mow & maintain the vegetative portions of the City's public right of ways.	16.50	34,320.00	\$ 740,751	\$ 849,962
	Support Services ISF Charges	-	-	-	205,144
		<u>16.50</u>	<u>34,320.00</u>	<u>\$ 740,751</u>	<u>\$ 1,055,106</u>

**Department Expenses
by Mission Element**



**Department Expenses History
by Mission Element**



Staffing

Equipment Services Technician
Crew Leader (Mowing)
Service Worker (Mowing)
Supervisor (Mowing)

Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Equipment Services Technician	0.50	0.50	0.50
Crew Leader (Mowing)	3.00	3.00	3.00
Service Worker (Mowing)	12.00	12.00	12.00
Supervisor (Mowing)	1.00	1.00	1.00
Total Staffing	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>

1 - Equipment Services Technician position is split between Drainage Maintenance and Mowing

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Mowing					
Personnel Services					
540-3478-439.40-05	FULL-TIME SALARIES	\$ 397,434	\$ 456,067	\$ 428,229	\$ 486,314
540-3478-439.40-15	OVERTIME	6,809	7,780	10,635	7,780
540-3478-439.40-25	LONGEVITY	3,489	4,440	3,882	4,945
540-3478-439.40-30	INCENTIVE PAY	2,565	2,160	2,940	2,520
540-3478-439.40-37	BILINGUAL PAY	50	600	-	-
540-3478-439.40-55	ON CALL	6,030	6,500	6,592	6,500
540-3478-439.40-70	VACATION-4TH WEEK BUYBK.	900	3,101	3,100	3,000
540-3478-439.40-81	GROUP INSURANCE	70,400	-	-	-
540-3478-439.40-82	MEDICAL INSURANCE	-	71,650	68,500	74,222
540-3478-439.40-83	DENTAL INSURANCE	-	4,550	4,263	4,274
540-3478-439.40-84	LIFE INSURANCE	-	297	278	279
540-3478-439.40-85	RETIREMENT - TMRS	41,317	53,592	50,259	60,356
540-3478-439.40-87	SOCIAL SECURITY	31,472	29,296	28,257	31,230
540-3478-439.40-88	MEDICARE	-	6,850	6,608	7,304
540-3478-439.40-89	WORKERS COMPENSATION	9,494	10,955	10,522	11,652
Personnel Services		569,959	657,838	624,065	700,376
Supplies					
540-3478-439.41-10	OFFICE	250	300	300	300
540-3478-439.41-20	UNIFORMS AND CLOTHING	3,303	4,500	5,000	15,720
540-3478-439.41-30	FUEL	25,271	35,000	35,000	30,000
540-3478-439.41-35	PRINT SUPPLIES	-	100	64	100
540-3478-439.41-37	PHONES AND ACCESSORIES	-	-	65	-
540-3478-439.41-65	MINOR TOOLS	1,804	2,500	2,500	2,500
540-3478-439.41-70	CLEANING SUPPLIES	1,387	2,500	2,500	2,200
540-3478-439.41-75	MEDICAL AND CHEMICAL	357	1,200	1,200	1,200
540-3478-439.41-90	AGRICULTURAL SUPPLIES	1,713	4,000	4,000	4,000
Supplies		34,085	50,100	50,629	56,020
Repair & Maintenance					
540-3478-439.42-35	FENCE MAINTENANCE	-	250	200	250
540-3478-439.42-37	SIGN MAINTENANCE	221	300	221	300
540-3478-439.43-10	SMALL EQUIP REPAIR	6,012	12,500	12,500	12,500
540-3478-439.43-15	VEHICLE REPAIR/MAINT	14,176	30,000	15,000	46,165
540-3478-439.43-50	MACHINERY	6,265	14,000	14,000	10,000
Repair & Maintenance		26,673	57,050	41,921	69,215
Support Services					
540-3478-439.44-04	WATER SERVICE	582	-	946	-
540-3478-439.44-05	TELEPHONE	1,699	2,200	2,198	1,800
540-3478-439.44-10	EQUIPMENT RENTAL/LEASE	1,133	11,620	10,278	11,620
540-3478-439.44-30	TRAINING AND TRAVEL	2,283	3,849	3,800	3,960
540-3478-439.44-50	ELECTRICITY SERVICES	4,872	-	-	-
540-3478-439.44-75	DUES AND MEMBERSHIPS	914	971	914	971
Support Services		11,482	18,640	18,136	18,351
Minor Capital					
540-3478-439.46-35	EQUIPMENT AND MACHINERY	-	6,000	6,000	6,000
540-3478-439.46-50	FURNITURE AND FIXTURES	214	-	-	-
Minor Capital		214	6,000	6,000	6,000

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Designated Expenses					
540-3478-439.50-10	ISF CHARGES	\$ -	\$ -	\$ -	\$ 205,144
540-3478-439.50-32	CONTRACT LABOR	2,220	-	-	-
	Designated Expenses	<u>2,220</u>	<u>-</u>	<u>-</u>	<u>205,144</u>
	Mowing	<u>\$ 644,634</u>	<u>\$ 789,628</u>	<u>\$ 740,751</u>	<u>\$ 1,055,106</u>

Note: Drainage Maintenance, Environmental Services, and Mowing Divisions are combined. This data is duplicated in each division.

Mission Element 1: Manage the City's Storm Water Management Plan and Industrial Storm Water permits.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Complete multi-year deliverables for MS4 permit.	624	19%	19%	19%	19%	19%	19%
Host/Attend watershed events.	70	22	22	24	22	40	22
Host/Attend regional events.	70	22	22	18	22	31	22
Attend school events.	384	12	12	12	12	19	12
Perform illicit discharge inspections.	168	50	48	56	48	53	48
Perform dry weather inspections & testing.	400	200	200	200	200	236	200
Perform post construction BMP inspections.	136	30	17	17	17	145	17
Conduct annual employee storm water training class.	20	12	12	12	12	41	12
Inspect City facilities.	367	147	147	147	147	361	147
Perform water quality testing (point source).	50	10	10	30	10	35	10
Inspect City storm water permitted facilities.	80	20	16	16	16	16	16
Provide emergency response.	5,610	30	0	66	0	106	0

Mission Element 2: Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain drainage channel (miles).	24,480	140	132	147	132	125	132
Maintain storm drain infrastructure (feet).	1,632	50,000	36,000	23,540	36,000	27,635	36,000
Maintain storm drain inlets.	1,632	500	250	176	250	348	250
Complete general maintenance work orders.	1,152	350	350	390	350	398	350
Complete in-house repair projects.	11,424	40	40	50	40	39	40
Manage CSCD participants.	260	250	225	265	225	248	225

Mission Element 3: Implement the City's Drainage Capital Improvement Program and Master Plans.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Manage professional service contracts.	448	5	5	5	4	2	2
Manage environmental services contracts.	32	1	1	1	1	1	1
Manage grant contracts.	88	1	1	1	1	1	1
Monitor and submit regulatory permitting.	203	5	5	5	5	14	5
Monitor other permitting.	40	1	1	1	1	1	1

Mission Element 4: Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review zoning cases.	15	30	30	22	30	15	6
Review plat cases.	100	50	50	105	50	24	6
Review subdivision plans.	72	6	6	28	6	10	6
Review commercial construction plans.	450	40	75	151	75	28	6
Review land/site disturbance permits.	120	40	30	57	30	31	6
Review storm water management site plans.	120	40	40	34	40	19	6
Perform field inspections.	350	100	100	187	100	305	200
Perform environmental construction inspections.	150	50	50	94	50	45	12
Perform C/O inspections.	360	50	60	40	60	85	12
Issue environmental code citations and violations.	76	15	0	30	0	22	0
Issue environmental warnings.	125	50	0	61	0	124	0

Mission Element 5: Mow & maintain the vegetative portions of the City's public right of ways.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Mow rights-of-way (acres).	21,600	8,500	8,500	7,633	7,600	9,064	8,500
Complete mowing rotations.	3,323	12	7	12	11	13	11
Complete mowing work orders.	672	900	100	952	900	1,673	900
Complete tree trimming work orders.	7,200	12	12	12	12	22	12
Complete city facility work orders.	2,016	35	35	43	35	45	35
Manage CSCD participants.	260	225	225	292	225	308	225

**SOLID WASTE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

DEBT SERVICE

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 843,934	\$ 759,618	\$ 723,718	\$ 715,383
Total	<u>\$ 843,934</u>	<u>\$ 759,618</u>	<u>\$ 723,718</u>	<u>\$ 715,383</u>

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Bond Principal Payment	\$ 529,379	\$ 435,000	\$ 435,000	\$ 440,000
Bond Interest	314,117	323,798	287,898	274,563
Arbitrage Calculation Fees	238	320	320	320
Paying Agent Fees	200	500	500	500
Total	<u>\$ 843,934</u>	<u>\$ 759,618</u>	<u>\$ 723,718</u>	<u>\$ 715,383</u>

NON-DEPARTMENTAL

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 7,834,232	\$ 6,393,436	\$ 5,929,094	\$ 3,825,599
Total	<u>\$ 7,834,232</u>	<u>\$ 6,393,436</u>	<u>\$ 5,929,094</u>	<u>\$ 3,825,599</u>

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ 133,671	\$ 100,000	\$ 87,772	\$ 102,813
Direct Cost Allocation	5,317	35,856	35,516	40,594
Franchise Fees	2,683,706	2,906,458	2,906,458	1,861,063
Support Services	193	100,000	1,000	100,000
Professional Services	12,719	10,000	7,686	11,352
Designated Expenses	115,666	450,460	100,000	130,777
Transfer to Fleet Services ISF	2,210,205	758,493	758,493	-
Transfer to Risk Management ISF	196,129	205,169	205,169	-
Transfer to Information Technology ISF	270,409	290,600	290,600	-
Transfer to Solid Waste Fund-CIP	2,206,218	1,536,400	1,536,400	1,579,000
Total	<u>\$ 7,834,232</u>	<u>\$ 6,393,436</u>	<u>\$ 5,929,094</u>	<u>\$ 3,825,599</u>

TOTAL OTHER APPROPRIATIONS	\$ 8,678,167	\$ 7,153,054	\$ 6,652,812	\$ 4,540,982
TOTAL OTHER APPROPRIATIONS	\$ 8,678,167	\$ 7,153,054	\$ 6,652,812	\$ 4,540,982

Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Debt Service				
Principal				
540-9000-489.71-10 BOND PRINCIPAL PAYMENTS	\$ 415,000	\$ 435,000	\$ 435,000	\$ 440,000
540-9000-489.71-12 CAPITAL LEASE PRINCIPAL	114,379	-	-	-
540-9000-489.72-10 BOND INTEREST	301,171	323,798	287,898	274,563
540-9000-489.72-11 ARBITRAGE CALCULATION FEE	238	320	320	320
540-9000-489.72-12 PAYING AGENT FEES	200	500	500	500
540-9000-489.72-13 CAPITAL LEASE INTEREST	12,946	-	-	-
Principal	843,934	759,618	723,718	715,383
Debt Service	\$ 843,934	\$ 759,618	\$ 723,718	\$ 715,383
Non-Departmental				
Personnel Services				
540-9501-491.40-24 SEPARATION PAY	\$ 111,483	\$ 83,417	\$ 72,749	\$ 85,294
540-9501-491.40-85 RETIREMENT - TMRS	11,021	9,301	7,812	10,073
540-9501-491.40-87 SOCIAL SECURITY	8,529	5,172	4,510	5,288
540-9501-491.40-88 MEDICARE	-	1,209	1,055	1,237
540-9501-491.40-89 WORKERS COMPENSATION	2,638	901	1,646	921
Personnel Services	133,671	100,000	87,772	102,813
Support Services				
540-9595-492.44-13 ISF EQUIPMENT/VEHICLES	\$ 2,210,205	\$ 758,493	\$ 758,493	\$ -
540-9595-492.44-16 ISF RISK MANAGEMENT	196,129	205,169	205,169	-
540-9595-492.44-18 ISF INFO TECHNOLOGY SVC	270,409	290,600	290,600	-
540-9595-439.44-68 DIRECT COST	5,317	35,856	35,516	40,594
540-9595-439.44-85 CLAIMS AND DAMAGES	193	100,000	1,000	100,000
Support Services	2,682,253	1,390,118	1,290,778	140,594
Professional Services				
540-9595-439.47-30 ACCOUNTING SERVICES	12,719	10,000	7,686	11,352
Professional Services	12,719	10,000	7,686	11,352
Designated Expenses				
540-9595-439.50-15 CONTINGENCY	-	350,460	-	30,777
540-9595-439.50-65 CASH SHORT/OVER	(4)	-	-	-
540-9595-439.50-90 BAD DEBTS	115,670	100,000	100,000	100,000
Designated Expenses	115,666	450,460	100,000	130,777
Transfers				
540-9595-492.90-10 TRANSFER TO GENERAL FUND	2,683,706	2,906,458	2,906,458	1,861,063
540-9595-492.93-54 TRANSFER TO SW FUND CIP	-	1,536,400	1,536,400	1,579,000
540-9595-492.93-88 TRANSFER TO SW FUND CIP	2,206,218	-	-	-
Transfers	4,889,924	4,442,858	4,442,858	3,440,063
Non-Departmental	\$ 7,834,232	\$ 6,393,436	\$ 5,929,094	\$ 3,825,599



Dedicated Service – Everyday, for Everyone!



Aviation Funds



Dedicated Service – Everyday, for Everyone!

AVIATION FUNDS



The Aviation Funds are two of the five enterprise funds that the City of Killeen maintains. The Governmental Accounting Standards Board Codification, Section 1300.104, states that "the enterprise fund type may be used: to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination or revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance public policy, management control, accountability, or other purposes." These funds are not required by GASB, but are permitted.

Aviation Funds – Accounts for the provision of airport facilities. All activities necessary to provide such services are accounted for in this fund.



Dedicated Service – Everyday, for Everyone!

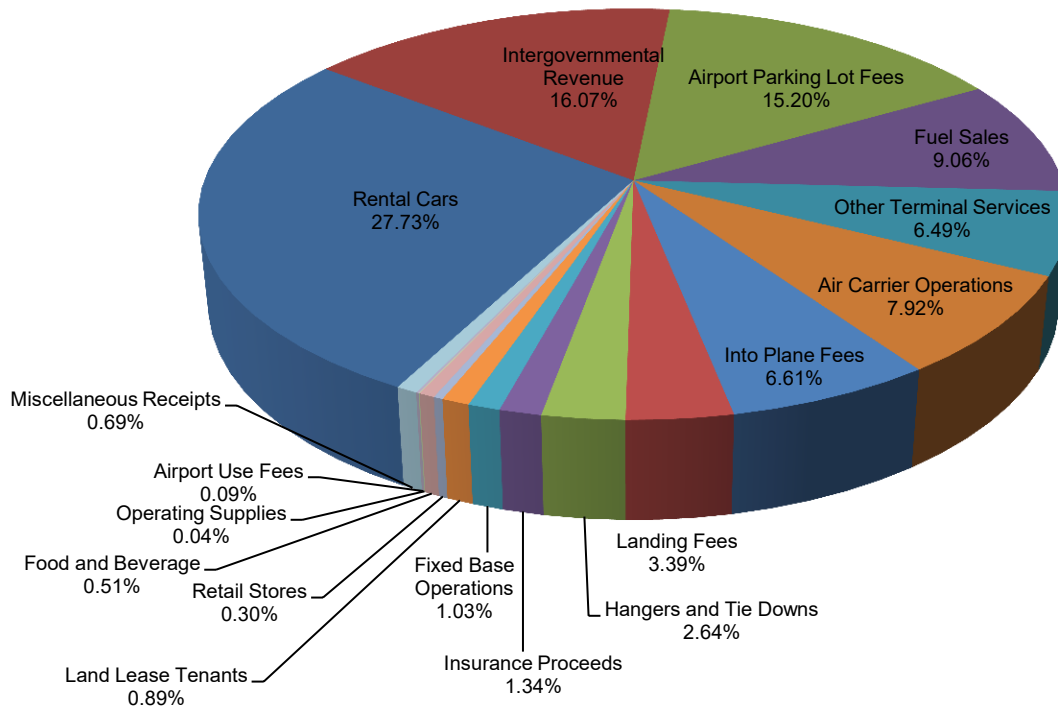
**Aviation Funds
Budget Summary
FY 2020**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimate	FY 2020 Budget	Percent of Budget	% Change from FY 2019 Budget
Revenues						
Rental Cars	\$ 812,337	\$ 859,134	\$ 1,032,144	\$ 1,032,144	27.73%	20.14%
Intergovernmental Revenue	298,041	573,340	698,780	598,107	16.07%	4.32%
Airport Parking Lot Fees	497,503	530,040	588,194	566,000	15.20%	6.78%
Fuel Sales	360,570	339,206	323,259	337,093	9.06%	-0.62%
Other Terminal Services	225,851	248,397	250,866	241,473	6.49%	-2.79%
Air Carrier Operations	322,392	245,789	298,014	295,000	7.92%	20.02%
Into Plane Fees	210,586	228,511	246,150	246,000	6.61%	7.65%
Landing Fees	140,555	133,611	126,289	126,289	3.39%	-5.48%
Hangars and Tiedowns	88,651	95,454	89,853	98,253	2.64%	2.93%
Insurance Proceeds	704	50,000	2,100	50,000	1.34%	0.00%
Fixed Base Operations	38,478	37,800	37,800	38,400	1.03%	1.59%
Land Lease Tenants	38,537	35,837	41,625	33,137	0.89%	-7.53%
Miscellaneous Receipts	13,777	5,732	22,942	25,832	0.69%	350.66%
Food and Beverage	9,941	8,204	14,504	18,840	0.51%	129.64%
Retail Stores	11,361	11,379	12,278	11,287	0.30%	-0.81%
Airport Use Fees	3,282	3,245	3,101	3,245	0.09%	0.00%
Operating Supplies	1,830	1,400	1,400	1,400	0.04%	0.00%
Customer Facility Charges	-	145,000	-	-	0.00%	-100.00%
Total Revenues	3,074,395	3,552,079	3,789,299	3,722,500	100.00%	4.80%
Operating Expenses						
Airport Operations	2,345,504	2,898,401	2,654,474	3,060,544	82.22%	5.59%
Cost of Goods Sold - Motor Gas	278,588	306,460	269,680	300,960	8.08%	-1.79%
Federal Grants	269,717	113,672	113,672	-	0.00%	-100.00%
Human Resources	1,243	3,326	2,000	3,393	0.09%	2.01%
Non-Departmental	65,189	61,276	43,946	82,707	2.22%	34.97%
Support Services ISF Charges	-	-	-	197,896	5.32%	0.00%
ISF - Risk Management ¹	93,893	98,221	82,358	-	0.00%	-100.00%
ISF - Information Technology ¹	114,150	117,118	114,150	-	0.00%	-100.00%
Total Operating Expenses	3,168,284	3,598,474	3,280,280	3,645,500	97.93%	1.31%
Non-Operating Expenses						
Major Capital Outlay	146,017	142,000	91,840	77,000	2.07%	-45.77%
Total Non-Operating Expenses	146,017	142,000	91,840	77,000	2.07%	-45.77%
Total Expenses	\$ 3,314,301	\$ 3,740,474	\$ 3,372,120	\$ 3,722,500	100.00%	-0.48%
Net Change in Working Capital	\$ (239,906)	\$ (188,395)	\$ 417,179	\$ -		
Working Capital Balance, Beginning				729,875		
Working Capital Balance, Ending				\$ 729,875		

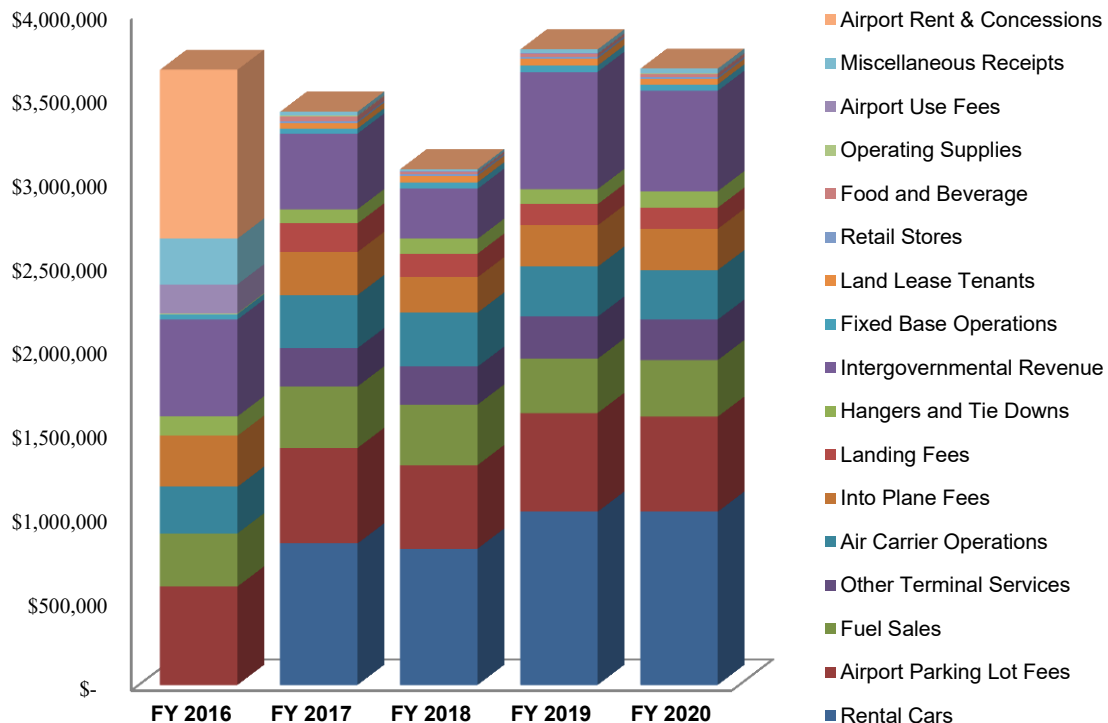
¹ - ISF - Fleet Services, Information Technology, and Risk Management allocations are part of the Support Services ISF Charges

Aviation Funds

-Revenues by Source FY 2020-

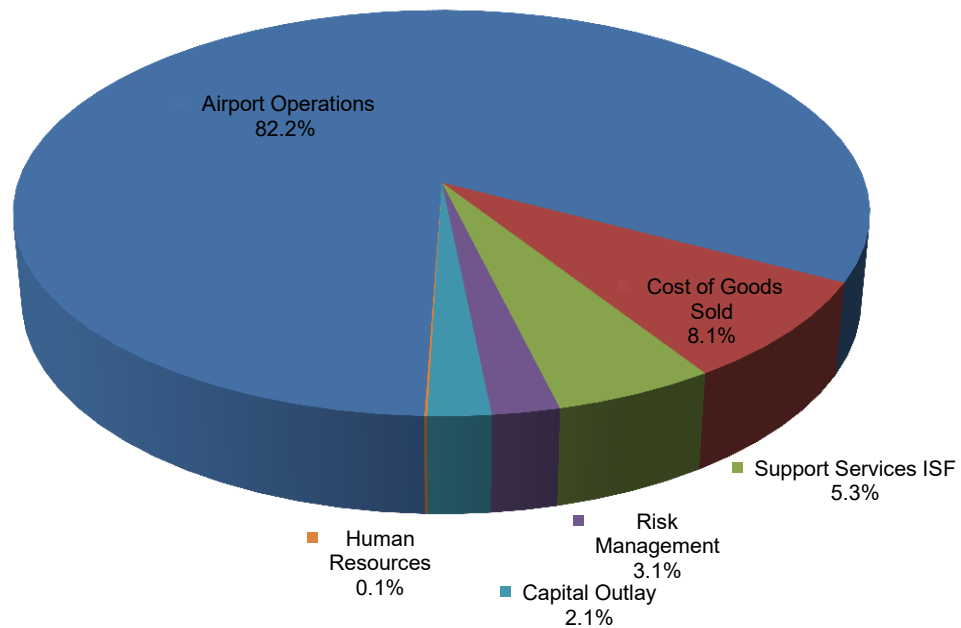


-Revenues by Source Last Five Years-

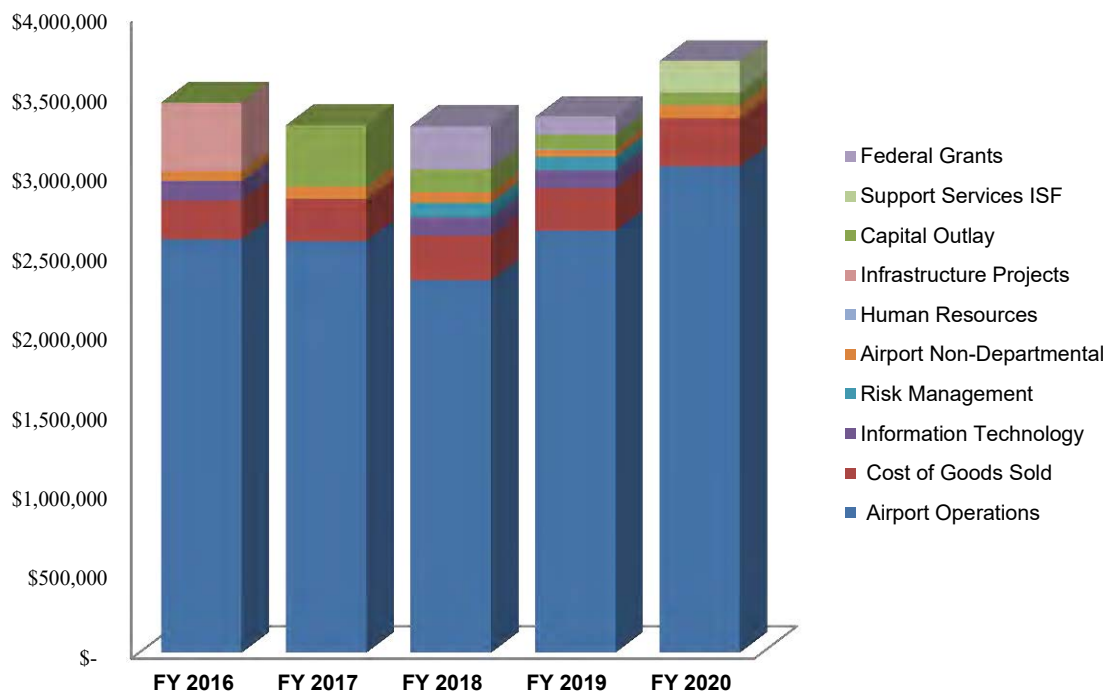


Aviation Funds

-Expenses by Type FY 2020-



-Expenses by Type Last Five Years-



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Killeen Fort Hood Regional Airport Revenues					
Charges for Services					
525-0000-344.01-01	FOOD AND BEVERAGE	\$ 9,941	\$ 8,204	\$ 14,504	\$ 18,840
525-0000-344.01-02	RETAIL STORES	11,361	11,379	12,278	11,287
525-0000-344.01-03	OTHER TERMINAL SERVICES	225,851	248,397	250,866	241,473
525-0000-344.01-04	RENTAL CARS	812,337	859,134	1,032,144	1,032,144
525-0000-344.01-05	CUSTOMER FACILITY CHARGES	-	145,000	-	-
525-0000-344.03-01	AIR CARRIER OPERATIONS	322,392	245,789	298,014	295,000
525-0000-344.04-01	AIRPORT USE FEES	-	-	-	-
525-0000-344.04-02	LANDING FEES	140,555	133,611	126,289	126,289
525-0000-344.04-03	FUEL FLOW FEES	387	132	129	108
525-0000-344.04-04	INTO PLANE FEES	-	228,511	246,150	246,000
525-0000-344.04-05	FLEXIBLE USE FEE	-	-	14,001	14,001
525-0000-344.05-01	PARKING LOT FEES	497,503	530,040	588,194	566,000
525-0000-344.06-01	JET FUEL	28,251	7,770	9,609	10,000
525-0000-344.06-02	MOTOR GAS	115,140	119,856	118,384	119,273
525-0000-344.07-01	OPERATING	-	-	-	-
525-0000-344.07-02	AIRCRAFT	2,330	3,000	-	3,500
	Charges for Services	2,166,047	2,540,823	2,710,562	2,683,915
Intergovernmental Revenue					
525-0000-331.15-01	US DEPT OF DEFENSE	-	-	517,540	528,107
525-0000-332.15-02	USDOT-FAA	269,720	-	113,672	-
525-0000-333.02-03	DHS-EMERGENCY DECLARATION	511	-	511	-
525-0000-334.15-02	TXDOT	21,534	50,000	50,000	50,000
	Intergovernmental Revenue	291,765	50,000	681,723	578,107
Miscellaneous Income					
525-0000-371.10-02	PURCHASING CARDS	844	-	559	560
525-0000-379.99-99	OTHER INCOME	1,770	960	713	713
	Miscellaneous Income	2,614	960	1,272	1,273
Other Financing Sources					
525-0000-392.02-01	INSURANCE PROCEEDS	704	25,000	-	25,000
	Other Financing Sources	704	25,000	-	25,000
Killeen Fort Hood Regional Airport Revenues		\$ 2,461,129	\$ 2,616,783	\$ 3,393,557	\$ 3,288,295

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Skylark Field Revenues					
Charges for Services					
527-0000-344.02-01	FIXED BASE OPERATIONS	\$ 38,478	\$ 37,800	\$ 37,800	\$ 38,400
527-0000-344.02-02	HANGERS AND TIEDOWNS	88,651	95,454	89,853	98,253
527-0000-344.03-01	AIR CARRIER OPERATIONS	-	-	-	-
527-0000-344.04-01	AIRPORT USE FEES	3,282	3,245	3,101	3,245
527-0000-344.04-03	FUEL FLOW FEES	-	-	-	-
527-0000-344.06-01	JET FUEL	65,636	57,420	52,386	57,420
527-0000-344.06-03	100LL	151,543	154,160	142,880	150,400
527-0000-344.07-01	OPERATING	1,831	1,400	1,400	1,400
527-0000-344.07-02	AIRCRAFT	-	-	-	-
527-0000-344.08-01	LAND LEASE TENANTS	38,537	35,837	41,625	33,137
	Charges for Services	387,958	385,316	369,045	382,255
Intergovernmental Revenue					
527-0000-333.02-03	DHS-EMERGENCY DECLARATION	58	-	57	-
527-0000-334.15-02	TXDOT	6,218	5,800	17,000	20,000
	Intergovernmental Revenue	6,276	5,800	17,057	20,000
Investments Income					
527-0000-361.05-00	INTEREST EARNED	9,385	1,625	7,657	6,500
527-0000-361.05-10	INVESTMENT EXPENSE	(1,181)	(135)	(575)	(300)
	Investments Income	8,203	1,490	7,082	6,200
Miscellaneous Income					
527-0000-379.99-99	OTHER INCOME	243	150	458	750
	Miscellaneous Income	243	150	458	750
Other Financing Sources					
527-0000-392.02-01	INSURANCE PROCEEDS	-	25,000	2,100	25,000
	Other Financing Sources	-	25,000	2,100	25,000
	Skylark Field Revenues	\$ 402,680	\$ 417,756	\$ 395,742	\$ 434,205

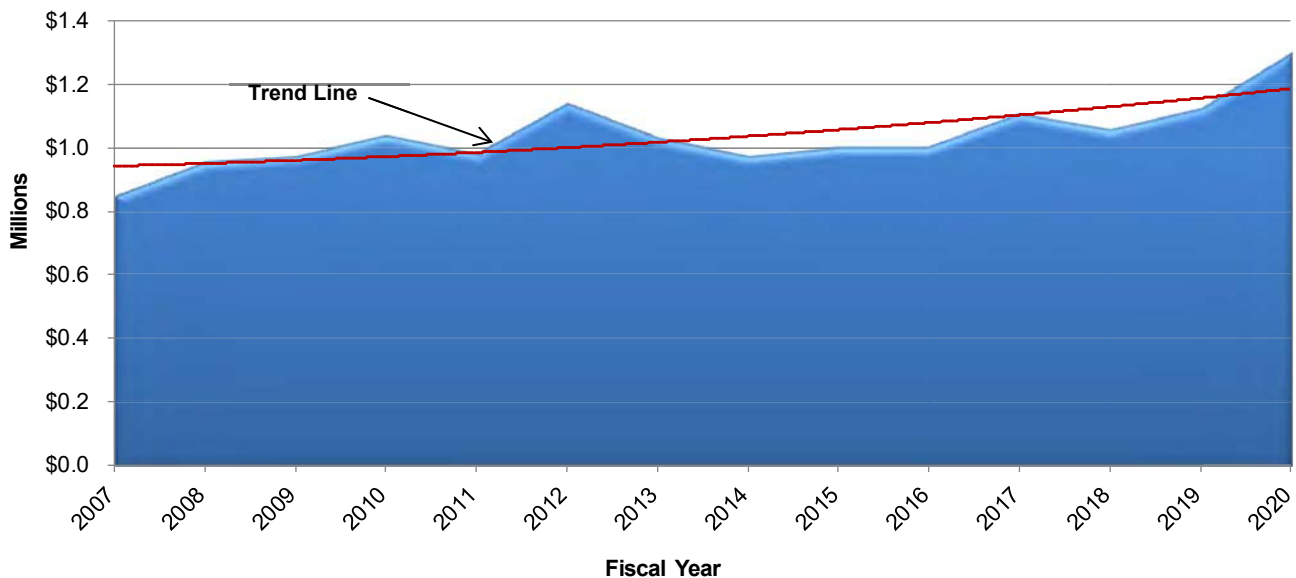
- KILLEEN-FORT HOOD REGIONAL AIRPORT FUND REVENUES – Revenue Assumptions

Rents and Concessions

\$1,303,744

Rents revenue is generated by leasing airport space and concession fees are generated from rental car companies and retail vendors. FY 2020 revenue forecast assumes continued rents and fees from five rental car agencies, a gift shop, restaurant, bar, GSA, advertising, two cellular services, ATM, and others. Rental car revenues are expected to increase by 20% in FY 2020 as compared to FY 2019 budget.

Historical Rents & Concessions



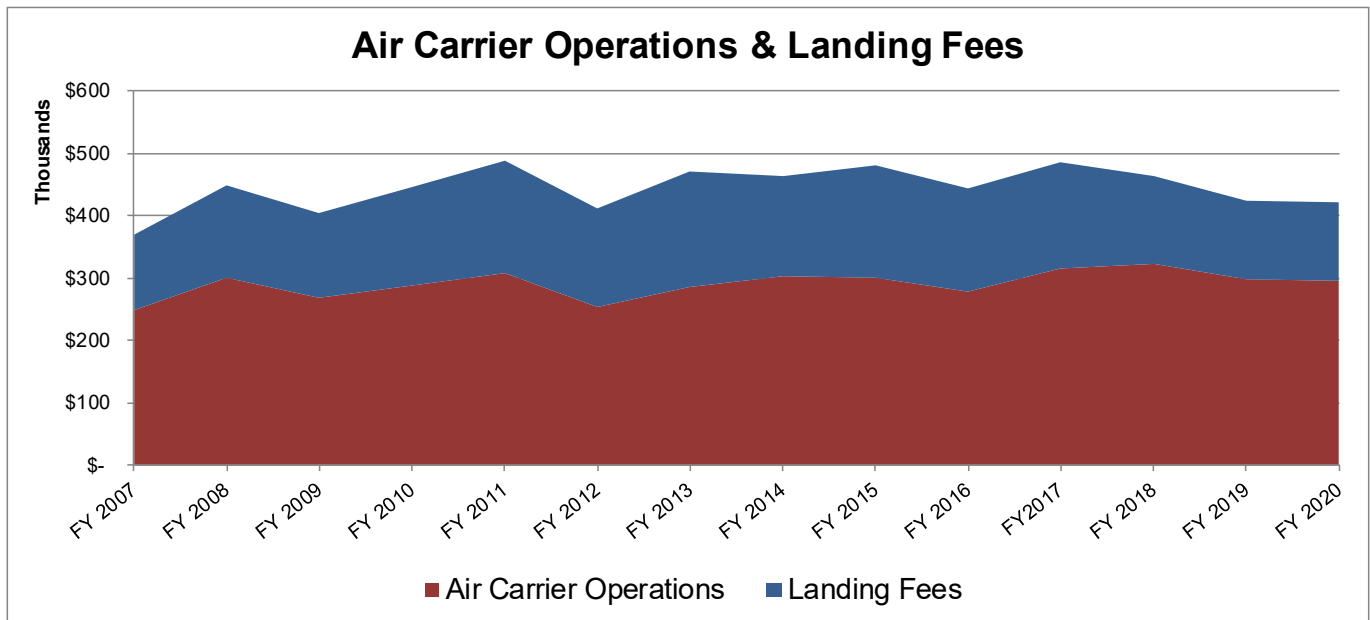
Air Carrier Operations

\$295,000

Air carrier operations revenue is received from the leasing of airport space to airline companies that provide flight services to customers. It includes basic rental rates, passenger holding area rent, baggage claim rent, telephone and information technology service charges, and other sundry charges to the air carriers. A portion of the rental is at a fixed rate and the remainder is activity-level based using enplanements during the month as the measure of activity.

FY 2020 revenue estimates assume the continued presence and activity of the two remaining airline companies. There was an early termination of one airline in January 2018, leaving only two airlines servicing the Killeen-Fort Hood Regional Airport.

The landing fee is based on the anticipated airline activity rate with a landing fee of \$0.84 per 1,000 pounds of the certified landing weights of the signatory airline aircraft landed. No significant change in airline activity is expected in FY 2020. Fuel flow fee rate is set at \$0.055 per gallon. Anticipated sale of Jet fuel for general aviation use is approximately 2,319 gallons.

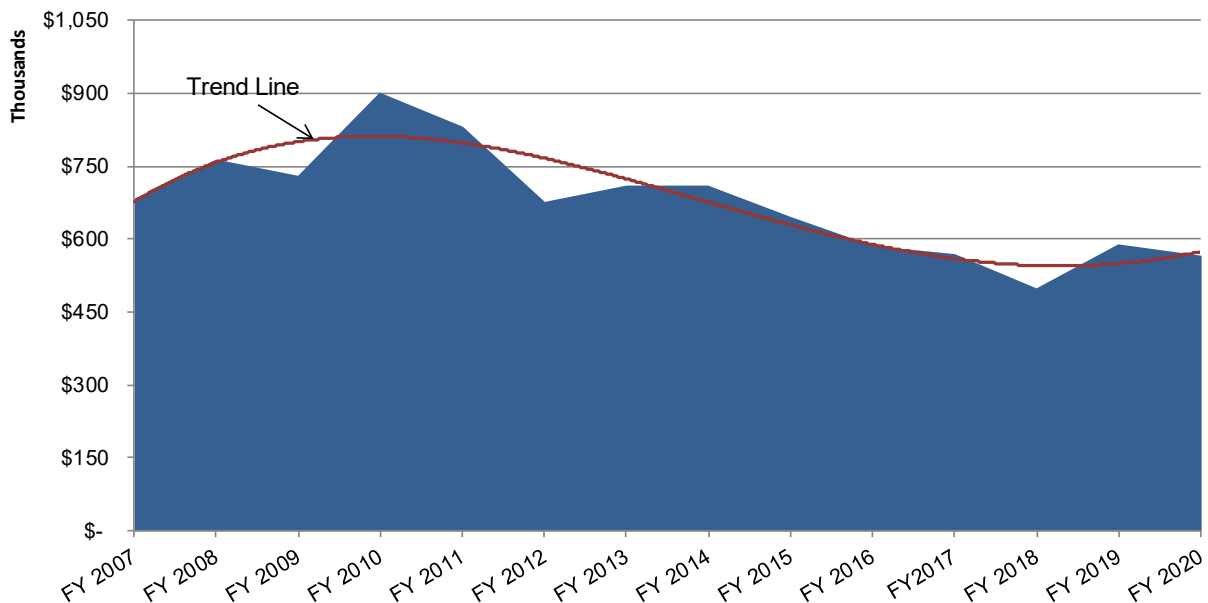


Parking Lot Fees

\$566,000

Parking lot fees are the City's share of parking lot charges collected by the parking lot company for use of the airport parking lot. The City's share of the total gate fees collected are based upon a tiered formula whereby the city receives 74% of the first \$125,000 gross revenue per quarter and 85% of quarterly revenue between \$125,000 and \$250,000, minus contracted deductions for capital escrow, maintenance escrow, and credit card fees. Parking lot fees charged to customers are based on a maximum of \$8.00 per day or \$48.00 per week for long-term parking and \$10.00 a day or \$60.00 per week for short-term parking. Parking lot fees peaked in FY 2010, and have steadily declined in subsequent years. Revenue forecast assumptions contributing to the decline include the airport's corresponding decline in passenger enplanements and the continued increase in parking fee exemptions provided to certain veterans according to the provisions in the City's current code of ordinances. The FY 2020 budget is based upon FY 2019 estimated year end actuals.

Historical Parking Lot Fees

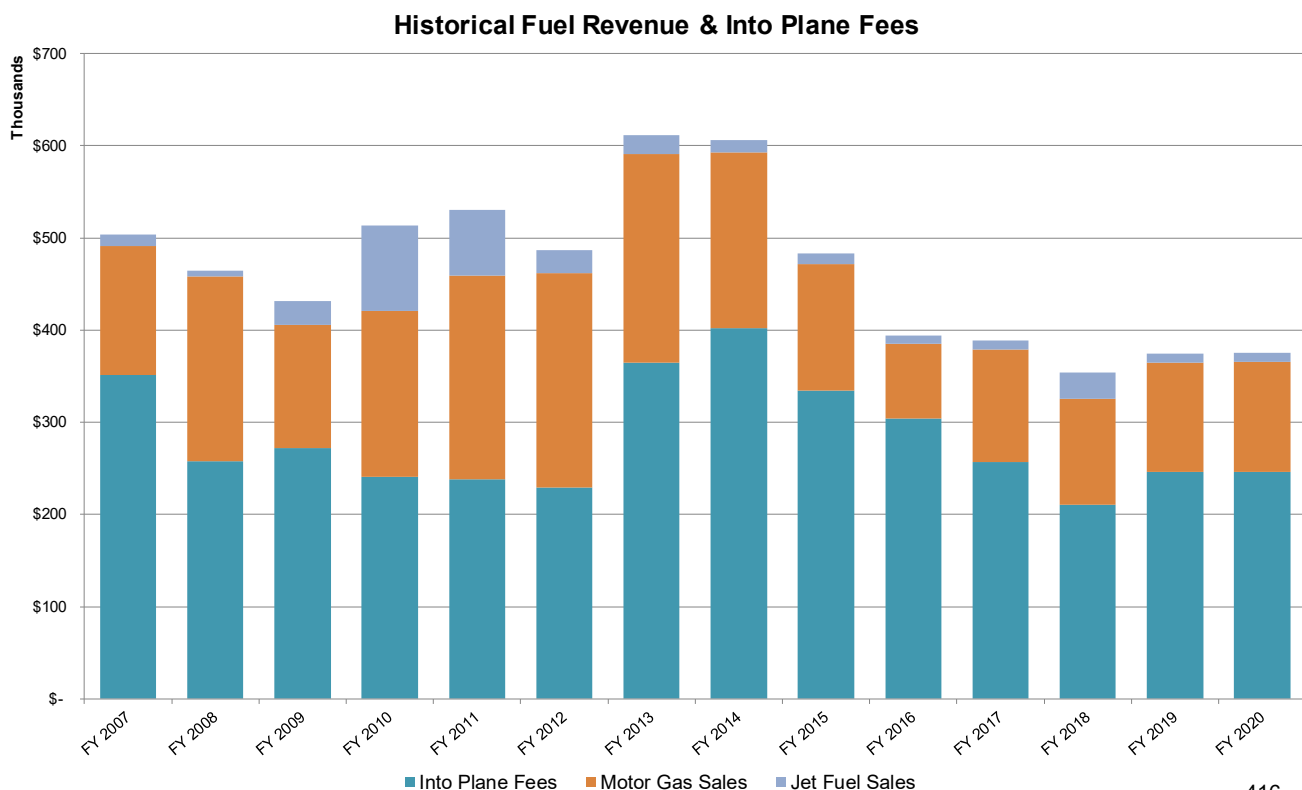


Into Plane Fees	\$246,000
Motor Gas Sales	119,273
Jet Fuel Sales	10,000

Jet fuel sale revenues are fuel sales to corporate aviation customers (non-airline activity). A market based retail price is set based upon obtaining an average gross profit margin of \$0.50 per gallon over cost of goods. Estimating the wholesale price of fuel per gallon (cost of goods) for a full year ahead is extremely difficult given the historical volatility of the fuel market, however for budget purposes the current actual wholesale fuel prices were used to determine the FY 2020 budget. Estimating the quantity of fuel to be sold is also extremely difficult as the history is extremely varied from year to year. For budget purposes the airport used an estimated forecast sale of 2,855 gallons for FY 2020.

Motor fuel sales are the sale of gasoline to rental car agencies and airlines. The selling price is set based upon an approximate \$0.15 mark up from the local market average with the goal of obtaining a gross profit margin of \$0.05 per gallon over cost of goods. Estimating the wholesale price of fuel per gallon (cost of goods) for a full year ahead is extremely difficult given the historical volatility of the fuel market, however for budget purposes the current actual wholesale fuel prices were used to determine the FY 2020 budget. The airport estimated that it will sell approximately 53,322 gallons in FY 2020.

Into plane fees are for the storage and retail delivery of jet fuel to airlines and other commercial customers who hold a fuel purchase contract with the airport's bulk fuel supplier. The rates for this service vary based upon the customer category, but range from \$0.35 per gallon with a minimum of \$35.00 per transaction for airlines to \$0.65 per gallon for corporate aircraft. The revenue assumption for FY 2020 is based upon the continued presence and activity of two airline companies operating at the same level as the previous year for an estimated delivery of 1,290,811 gallons of jet fuel via 3,675 annual transactions.



- SKYLARK AIRPORT FUND REVENUES -

Revenue Assumptions

Fixed Base Operations	\$38,400

Revenue received from fixed base operators. These are commercial companies utilizing airport facilities that provide various aviation business services to the public on a for profit basis. FY 2020 budget was based on a historical trend analysis adjusted to consider expiring lease agreements and anticipated terms of lease extensions or rental to new business tenants.

Hangers and Tie-downs	\$98,253

Hanger and tie-down revenues are received from customers that lease T-hanger units (individual aircraft storage units) and those who utilize ramp space at the airport for parking and tying down their aircraft. The FY 2020 budget was based upon 100% rental of the airport's 48 T-hanger and covered tie-down units and an average of 4 tie downs spaces utilized.

Land Lease	\$33,137

Land lease revenue is generated by renting land to tenants for the purpose of building and operating aviation businesses on the airport. Land leases are based upon a land lease rate of \$0.046 per sq. ft per month. The FY 2020 budget was based upon a long-term land lease agreement for a 60,030 sq. ft. tract. The airport also expects continued revenue through FY 2020 for a small area temporarily leased to a construction company.

Airport Use Fees	\$3,245

Airport Use fees are assessed as a fuel flow fee for each gallon of aviation fuel sold at the rate of \$0.055 per gallon of fuel sold. The FY 2020 budget is based upon the anticipated sale of 59,000 gallons of fuel.

Jet Fuel Sales	\$57,420

Jet Fuel sale revenue is generated by the sale of Jet A fuel to general aviation, corporate, and military customers. Retail price is set based on an average gross profit margin of \$0.65 per gallon over cost of goods. Estimating the wholesale price of fuel per gallon (cost of goods) for a full year ahead is extremely difficult given the historical volatility of the fuel market, however for budget purposes the approximate current wholesale price was used to determine the FY 2020 budget. The airport estimated that it will sell approximately 18,000 gallons for FY 2020.

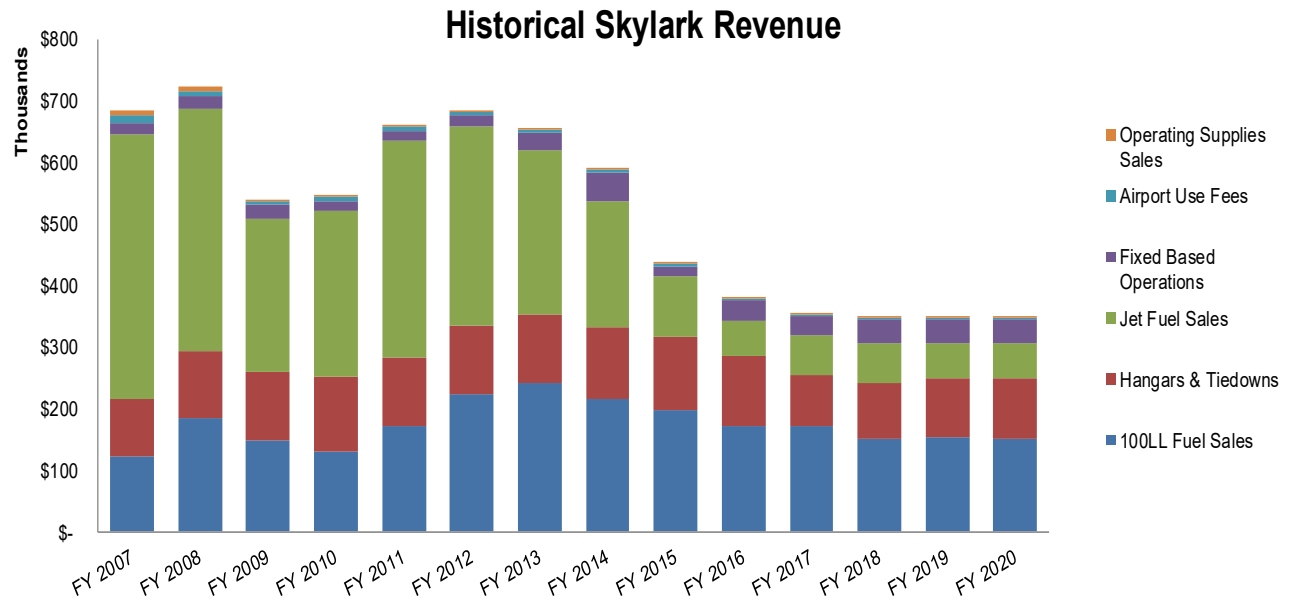
100LL Fuel Sales	\$150,400

100LL fuel sale revenue is generated by the sale of 100LL fuel to general aviation customers. Retail price is set based on an average gross profit margin of \$0.38 per gallon over cost of goods. Estimating the wholesale price of fuel per gallon (cost of goods) for a full year ahead is extremely difficult given the historical volatility of the fuel market, however for budget purposes the approximate current wholesale price was used to determine the FY 2020 budget. Based upon historical demand, the airport estimated that it will sell approximately 40,000 gallons for FY 2020.

Operating Supplies

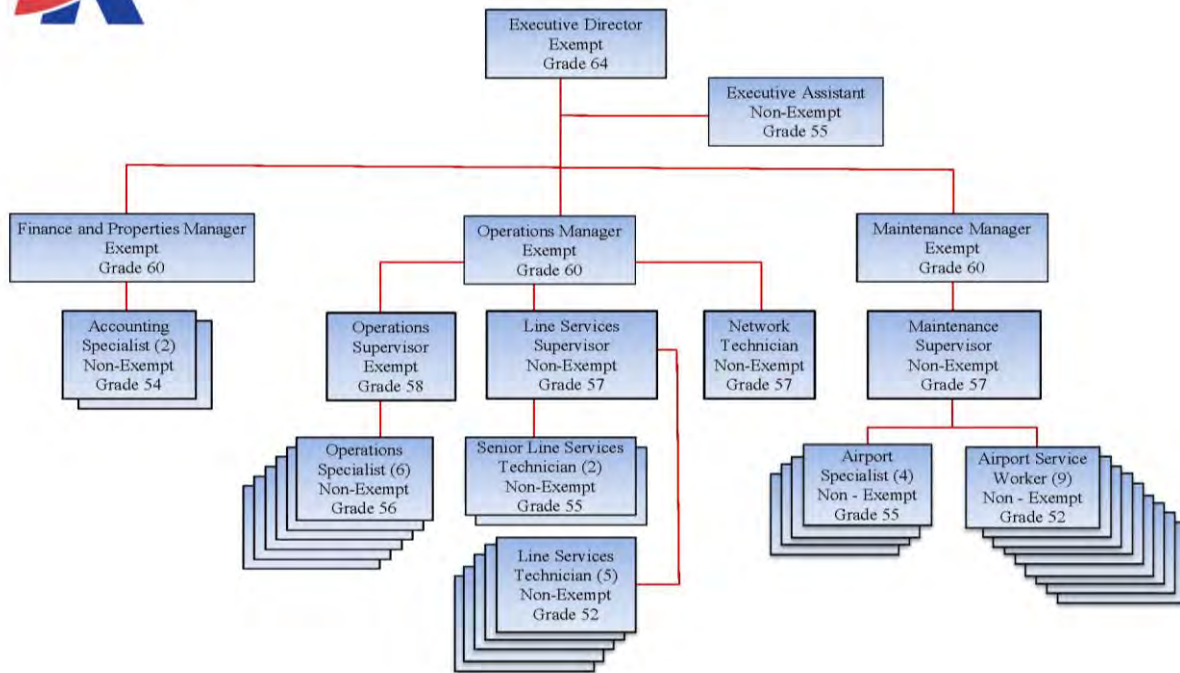
\$1,400

Operating supplies revenue is generated from the sale of aviation oil and miscellaneous pilot supplies. Estimated revenue is based upon an average mark up of approximately 17% over cost of goods. Operating supplies revenue for FY 2020 is based on a multi-year trend analysis.





Killeen Fort Hood Regional Airport Division



DIVISION MISSION STATEMENT

The Killeen-Fort Hood Regional Airport's mission is to provide a safe, reliable, and efficient commercial service airport.

MISSION ELEMENTS

- Maintain airport-owned facilities and equipment.
- Manage airport operations.
- Plan and develop airport.

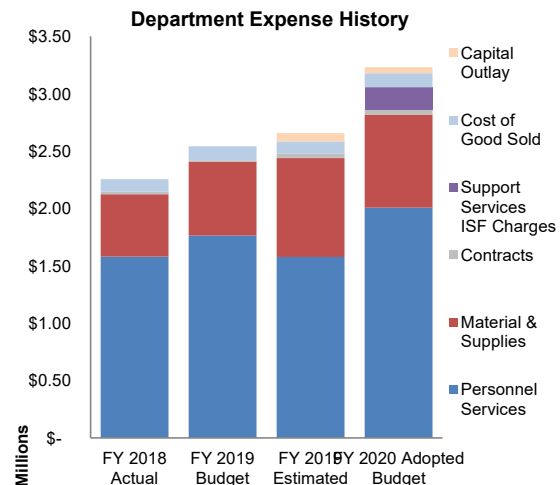
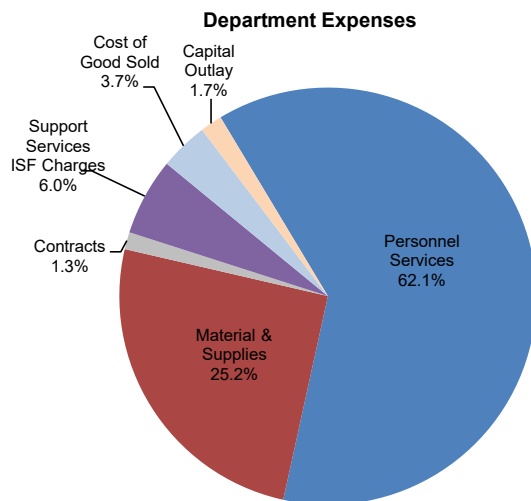
GOALS

- Design of commercial hangar (pending FAA MAP Grant approval).
- Design/initiate construction of terminal equipment upgrade.
- Initiate new IGSA with Fort Hood.

FINANCIAL INFORMATION

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Operations Fees	\$ 2,166,047	\$ 2,540,823	\$ 2,710,562	\$ 2,683,915
Miscellaneous Revenue	3,317	25,960	1,272	26,273
Grants	291,765	50,000	681,723	578,107
General Resources	(206,662)	(74,600)	(737,222)	(55,189)
Total	\$ 2,254,467	\$ 2,542,183	\$ 2,656,335	\$ 3,233,106

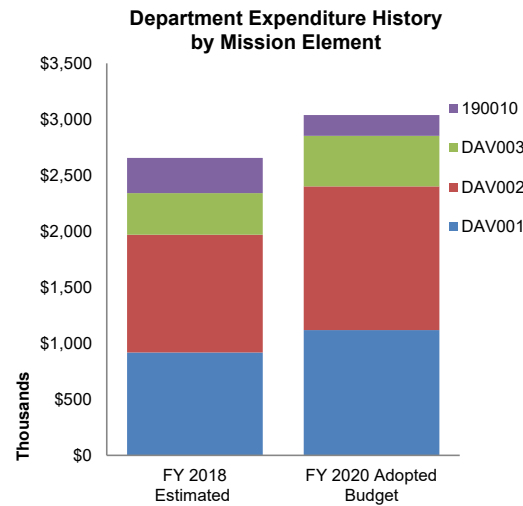
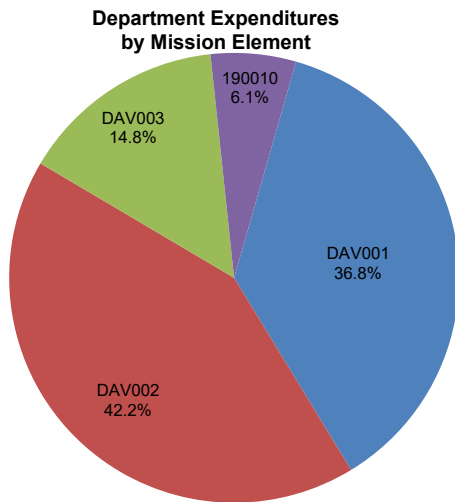
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Personnel Services	\$ 1,581,376	\$ 1,765,377	\$ 1,579,326	\$ 2,006,204
Material & Supplies	543,168	642,984	859,971	814,109
Contracts	23,020	12,862	40,038	42,955
Support Services ISF Charges	-	-	-	193,878
Cost of Good Sold	106,903	120,960	107,000	120,960
Capital Outlay	-	-	70,000	55,000
Total	\$ 2,254,467	\$ 2,542,183	\$ 2,656,335	\$ 3,233,106



**COMMUNITY & ECONOMIC DEVELOPMENT
KILLEEN-FORT HOOD REGIONAL AIRPORT
OPERATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
DAV001	Maintain airport-owned facilities and equipment.	17.50	36,400.00	\$ 918,867	\$ 1,119,828
DAV002	Manage airport operations.	14.10	29,328.00	1,052,467	1,282,647
DAV003	Plan and develop airport.	5.40	11,232.00	369,780	450,653
190010	TXDOT Ramp Grant	-	-	315,220	186,100
	Support Services ISF Charges	-	-	-	193,878
		37.00	76,960.00	\$ 2,656,335	\$ 3,233,106



Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Accounting Specialist	2.00	2.00	2.00
Airport Business Manager ³	-	-	1.00
Airport Maintenance Manager	1.00	1.00	1.00
Airport Maintenance Supervisor	1.00	1.00	1.00
Airport Operations Manager	1.00	1.00	1.00
Airport Specialist ²	4.00	4.00	6.00
Assistant Director of Aviation ³	1.00	1.00	-
Aviation Line Services Supervisor	1.00	1.00	1.00
Aviation Line Services Technician	5.00	4.00	4.00
Executive Assistant	1.00	1.00	1.00
Executive Director of Aviation	1.00	1.00	1.00
Operations Specialist	6.00	6.00	6.00
Operations Supervisor	1.00	1.00	1.00
Senior Line Services Technician	2.00	2.00	2.00
Service Worker (Airport) ¹	9.34	9.00	9.00
Total Staffing	36.34	35.00	37.00

¹ - In FY 2018, one Service Worker (Airport) position unfunded

² - In FY 2019, two Airport Specialist positions added per IGSA agreement

³ - In FY 2020, reclassified Assistant Director of Aviation to Airport Business Manager

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Killeen Fort Hood Regional Airport Operations					
Personnel Services					
525-0505-521.40-05	FULL-TIME SALARIES	\$ 1,225,565	\$ 1,368,157	\$ 1,228,022	\$ 1,541,873
525-0505-521.40-15	OVERTIME	1,794	3,500	1,000	3,500
525-0505-521.40-25	LONGEVITY	11,270	13,513	9,781	12,336
525-0505-521.40-30	INCENTIVE PAY	10,426	10,500	8,970	11,940
525-0505-521.40-55	ON CALL	7,620	7,560	7,430	7,560
525-0505-521.40-70	VACATION-4TH WEEK BUYBK.	600	600	600	600
525-0505-521.40-81	GROUP INSURANCE	95,011	-	-	-
525-0505-521.40-82	MEDICAL INSURANCE	-	79,051	73,716	98,963
525-0505-521.40-83	DENTAL INSURANCE	-	8,288	6,471	8,825
525-0505-521.40-84	LIFE INSURANCE	-	630	594	666
525-0505-521.40-85	RETIREMENT - TMRS	124,468	156,528	136,663	186,339
525-0505-521.40-87	SOCIAL SECURITY	93,555	84,770	76,419	96,263
525-0505-521.40-88	MEDICARE	-	19,824	17,872	22,513
525-0505-521.40-89	WORKERS COMPENSATION	11,068	12,456	11,788	14,826
	Personnel Services	1,581,376	1,765,377	1,579,326	2,006,204
Supplies					
525-0505-521.41-10	OFFICE	2,529	3,000	1,200	2,028
525-0505-521.41-15	POSTAGE/CARRIER SERVICE	173	750	500	600
525-0505-521.41-20	UNIFORMS AND CLOTHING	6,640	8,830	11,030	15,560
525-0505-521.41-25	SUBSCRIPTION/PUBLICATIONS	1,345	1,400	1,400	1,435
525-0505-521.41-30	FUEL	3,792	3,500	4,000	4,500
525-0505-521.41-31	AIRPORT UNLEADED FUEL	417	665	600	665
525-0505-521.41-32	AIRPORT DIESEL FUEL	11,799	17,000	18,000	17,200
525-0505-521.41-34	NATURAL GAS AND ACCELERANTS	-	-	300	300
525-0505-521.41-35	PRINT SUPPLIES	1,849	1,010	700	5,490
525-0505-521.41-37	PHONES AND ACCESSORIES	-	-	300	400
525-0505-521.41-40	COMPUTER SUPPLIES	-	-	2,500	2,500
525-0505-521.41-60	FOOD SUPPLIES	267	100	3,000	2,000
525-0505-521.41-65	MINOR TOOLS	1,063	1,500	2,500	6,500
525-0505-521.41-70	CLEANING SUPPLIES	25,254	22,600	22,600	26,606
525-0505-521.41-75	MEDICAL AND CHEMICAL	67	1,800	1,800	2,500
525-0505-521.41-87	EXTINGUISHING CHEMICALS	1,368	1,000	1,000	1,800
525-0505-521.41-90	AGRICULTURAL SUPPLIES	112	700	500	1,200
	Supplies	56,675	63,855	71,930	91,284
Repair & Maintenance					
525-0505-521.42-10	BUILDING MAINTENANCE	29,677	62,564	53,000	56,435
525-0505-521.42-11	ELECTRICAL MAINTENANCE	798	1,000	1,000	1,000
525-0505-521.42-12	ELEVATOR MAINTENANCE	23,802	26,400	26,000	27,180
525-0505-521.42-35	FENCE MAINTENANCE	358	500	1,600	1,600
525-0505-521.42-37	SIGN MAINTENANCE	964	1,000	1,000	1,000
525-0505-521.42-38	PAVEMENT MARKING	3,322	4,000	160,000	53,000
525-0505-521.42-43	COMPUTER MAINTENANCE	-	-	6,000	18,000
525-0505-521.42-65	STREET MAINTENANCE	541	1,000	500	1,000
525-0505-521.42-70	RWY/TWY MAINTENANCE	4,453	55,000	100,000	60,000
525-0505-521.43-10	SMALL EQUIP REPAIR	1,186	2,000	2,000	7,000
525-0505-521.43-15	VEHICLE REPAIR/MAINT	1,215	2,500	2,500	4,000
525-0505-521.43-20	HEAT AND AIR REPAIR	22,563	19,000	25,000	41,000
525-0505-521.43-25	RADIO AND COMMUNICATION	338	200	600	700
525-0505-521.43-50	MACHINERY	39,228	30,270	30,270	40,000
525-0505-521.43-76	SECURITY SYSTEM	-	1,300	1,720	23,600
	Repair & Maintenance	128,445	206,734	411,190	335,515

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Support Services					
525-0505-521.44-04	WATER SERVICE	\$ 7,770	\$ 8,500	\$ 8,500	\$ 8,500
525-0505-521.44-05	TELEPHONE	23,026	24,100	17,980	17,000
525-0505-521.44-06	GAS SERVICE	9,077	9,000	9,000	9,800
525-0505-521.44-07	CABLE SERVICES	-	-	600	2,000
525-0505-521.44-08	WASTE DISPOSAL	8,724	9,000	8,750	9,000
525-0505-521.44-09	INTERNET SERVICE	-	-	6,116	6,410
525-0505-521.44-10	EQUIPMENT RENTAL/LEASE	3,329	5,610	6,600	6,750
525-0505-521.44-19	MERCHANT FEES	22	135	400	500
525-0505-521.44-23	PERMIT FEES	-	200	200	200
525-0505-521.44-25	LEGAL AND PUBLIC NOTICES	611	-	800	-
525-0505-521.44-28	NOTICES REQUIRED BY LAW	-	600	600	600
525-0505-521.44-30	TRAINING AND TRAVEL	13,728	13,450	13,000	16,450
525-0505-521.44-45	PUBLIC LIAB INSURANCE	-	-	-	-
525-0505-521.44-50	ELECTRICITY SERVICES	290,591	300,000	300,000	300,000
525-0505-521.44-70	TROPHIES AND AWARDS	-	-	-	500
525-0505-521.44-75	DUES AND MEMBERSHIPS	312	1,800	1,600	2,100
	Support Services	357,189	372,395	374,146	379,810
Minor Capital					
525-0505-521.46-30	NEW RADIOS	-	-	2,705	-
525-0505-521.46-35	EQUIPMENT AND MACHINERY	480	-	-	2,000
525-0505-521.46-37	TELEPHONE EQUIPMENT	379	-	-	-
525-0505-521.46-40	COMPUTER EQUIP/SOFTWARE	-	-	-	500
525-0505-521.46-50	FURNITURE AND FIXTURES	-	-	-	5,000
	Minor Capital	859	-	2,705	7,500
Professional Services					
525-0505-521.47-01	CONSULTING	-	-	25,000	13,000
525-0505-521.47-02	ENTERTAINMENT SERVICES	876	880	898	900
525-0505-521.47-07	TESTING SERVICES	1,049	1,500	4,000	4,000
525-0505-521.47-20	ENGINEERING SERVICES	1,275	-	-	12,343
525-0505-521.47-30	ACCOUNTING SERVICES	14,809	10,142	10,140	12,372
525-0505-521.47-99	SPECIAL SERVICES	175	-	-	-
	Professional Services	18,184	12,522	40,038	42,615
Designated Expenses					
525-0505-521.50-10	ISF CHARGES	-	-	-	193,878
525-0505-521.50-17	COST OF GOODS	-	-	-	-
525-0505-521.50-18	COST OF GOODS-JET FUEL	3,321	9,000	5,000	9,000
525-0505-521.50-19	COST OF GOODS-MOTOR GAS	103,582	108,960	102,000	108,960
525-0505-521.50-20	COST OF GOODS-AIRCFT SUPP	-	3,000	-	3,000
525-0505-521.50-40	REFUSE DISPOSAL COSTS	-	340	-	340
525-0505-521.50-90	BAD DEBT EXPENSE	4,837	-	-	-
	Designated Expenses	111,739	121,300	107,000	315,178
Capital Outlay					
525-0505-521.61-35	MACHINERY AND EQUIPMENT	-	-	70,000	55,000
	Capital Outlay	-	-	70,000	55,000
Killeen Fort Hood Regional Airport Operations		\$ 2,254,467	\$ 2,542,183	\$ 2,656,335	\$ 3,233,106

Mission Element 1: Maintain airport-owned facilities and equipment.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Hours to respond to tenant work orders.	720	2	N/A	N/A	2	2	2
Daily terminal equipment inspections.	720	1	N/A	N/A	1	1	1
Daily fueling equipment inspections.	720	1	N/A	N/A	1	1	1
Daily GSE inspections.	720	1	N/A	N/A	1	1	1
Daily major equipment inspection.	2,172	1	N/A	N/A	1	1	1
Weekly duress alarm test.	100	1	N/A	N/A	1	1	1

Mission Element 2: Manage Airport Operations.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Complete number of daily inspections.	5,760	4	4	4	4	4	4
Review / update the Airport Certification Manual.	720	1	N/A	N/A	1	1	1
Review / update the Airport Emergency Plan.	360	1	N/A	N/A	1	1	1
Review / update the Airport Security Plan.	1,080	1	N/A	N/A	1	1	1
Review the Joint Operations Plan with RGAAF Operations.	720	1	N/A	N/A	1	12	4
Ensure safe, regulatory compliant Airport (FAA insp).	2,500	1	N/A	N/A	1	1	1

Mission Element 3: Plan and Develop Airport.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Initiation of projects in annual CIP.	1,560	2	N/A	N/A	2	2	2
Submit annual CIP to FAA.	360	1	N/A	N/A	1	1	1
Design, initiate construction of rental car covered parking.	1,040	1	N/A	N/A	1	0	1
Design, initiate construction of terminal improvements	694	1	N/A	N/A	N/A	N/A	1
Design commercial hangar.	1,040	1	N/A	N/A	1	0	1

**AVIATION FUND
KILLEEN-FORT HOOD REGIONAL AIRPORT
OTHER APPROPRIATIONS**

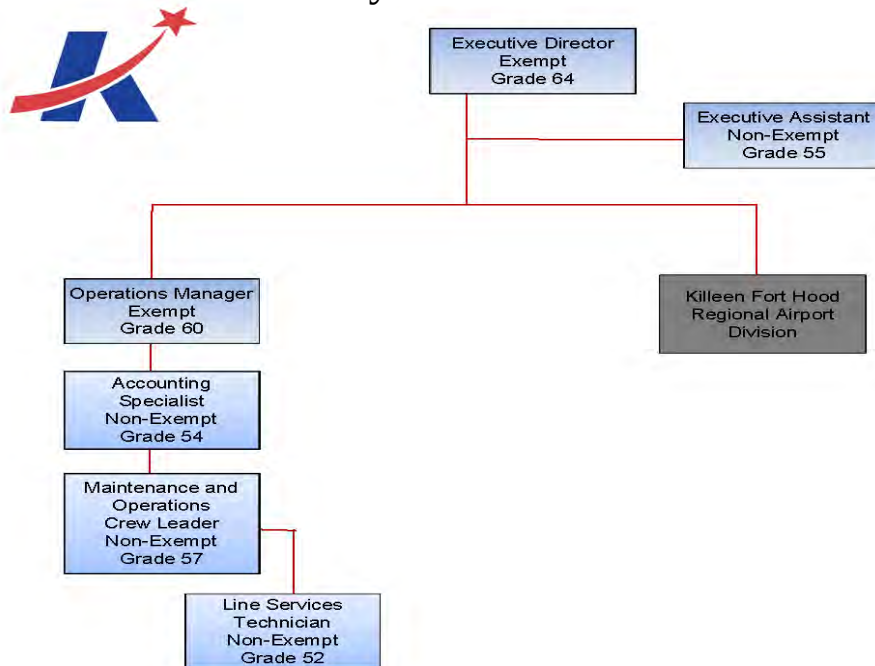
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

NON-DEPARTMENTAL

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 259,367	\$ 237,674	\$ 208,380	\$ 55,189
Total Airport Human Resources Revenue	<u>\$ 259,367</u>	<u>\$ 237,674</u>	<u>\$ 208,380</u>	<u>\$ 55,189</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ 65,189	\$ 9,872	\$ 9,872	\$ 9,927
Direct Cost Allocation [Human Resources]	1,243	3,326	2,000	3,393
Transfer to Risk Management ISF	78,785	82,358	82,358	-
Support Services	-	25,000	-	25,000
Designated Expenses	-	-	-	16,869
Transfer to Information Technology ISF	114,150	117,118	114,150	-
Total Airport Non-Departmental Expense	<u>\$ 259,367</u>	<u>\$ 237,674</u>	<u>\$ 208,380</u>	<u>\$ 55,189</u>
TOTAL OTHER APPROPRIATIONS REVENUE	\$ 259,367	\$ 237,674	\$ 208,380	\$ 55,189
TOTAL OTHER APPROPRIATIONS EXPENSES	\$ 259,367	\$ 237,674	\$ 208,380	\$ 55,189

Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Non-Departmental					
Personnel Services					
525-9501-491.40-24	SEPARATION PAY	\$ 55,283	\$ 8,235	\$ 8,235	\$ 8,235
525-9501-491.40-85	RETIREMENT - TMRS	5,495	918	918	973
525-9501-491.40-87	SOCIAL SECURITY	4,229	511	511	511
525-9501-491.40-88	MEDICARE	-	119	119	119
525-9501-491.40-89	WORKERS COMPENSATION	182	89	89	89
Personnel Services		65,189	9,872	9,872	9,927
Support Services					
525-9501-491.44-85	CLAIMS AND DAMAGES	-	25,000	-	25,000
525-9595-492.44-16	ISF RISK MANAGEMENT	78,785	82,358	82,358	-
525-9595-492.44-18	ISF INFO TECHNOLOGY SVC	114,150	117,118	114,150	-
525-9595-492.44-68	DIRECT COST	1,243	3,326	2,000	3,393
Support Services		194,178	227,802	198,508	28,393
Designated Expenses					
525-9501-491.50-20	RESERVE APPROPRIATION	-	-	-	16,869
Designated Expenses		-	-	-	16,869
Non-Departmental		\$ 259,367	\$ 237,674	\$ 208,380	\$ 55,189

Skylark Field Division



DIVISION MISSION STATEMENT

Skylark Field's mission is to provide a safe, reliable, and efficient General Aviation Airport.

MISSION ELEMENTS

- Maintain airport-owned facilities and equipment.
- Maintain airport operations.
- Manage leased property within the airport.
- Plan and develop airport.

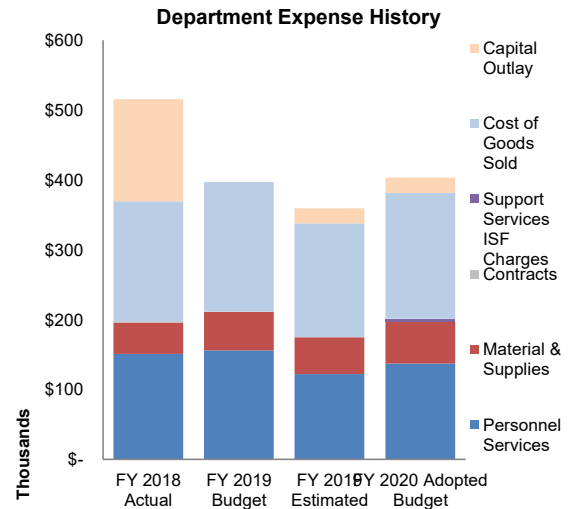
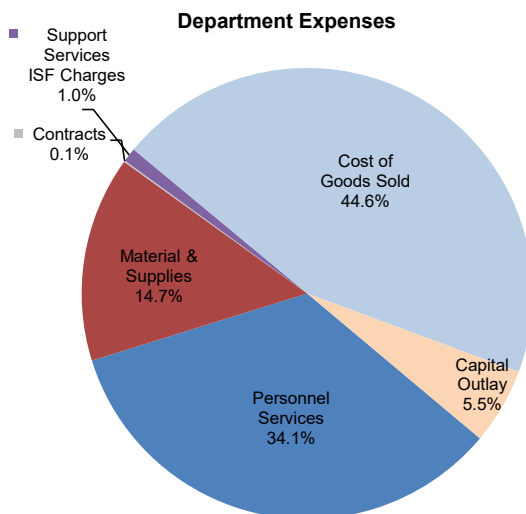
GOALS

- Complete and lease T-hangar facility.
- Market business opportunities.

FINANCIAL INFORMATION

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Operations Fees	\$ 387,958	\$ 385,316	\$ 369,045	\$ 382,255
Miscellaneous Revenue	8,447	26,640	9,640	31,950
Grants	6,276	5,800	17,057	20,000
General Resources	112,961	(20,756)	(36,083)	(30,911)
Total	\$ 515,641	\$ 397,000	\$ 359,659	\$ 403,294

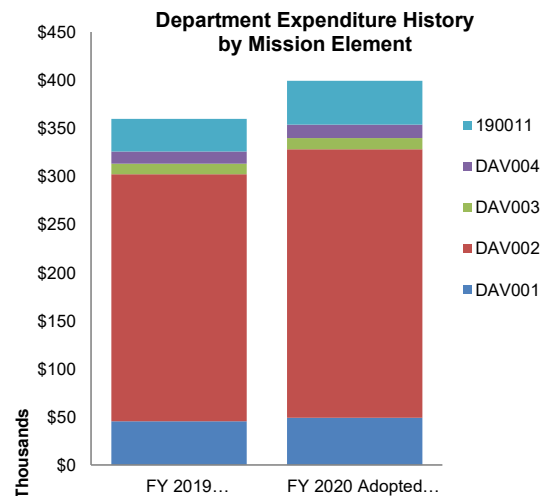
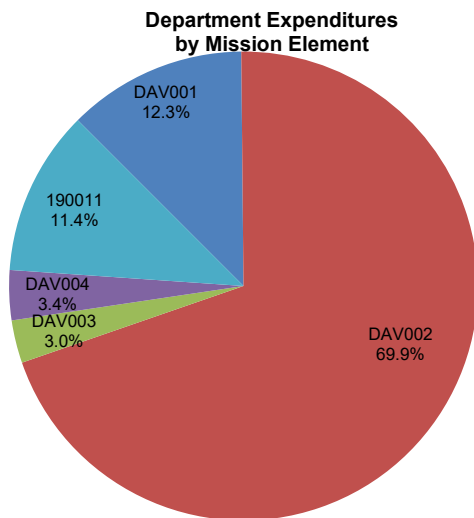
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Personnel Services	\$ 150,820	\$ 156,269	\$ 122,380	\$ 137,439
Material & Supplies	44,996	54,848	52,308	59,415
Contracts	2,124	383	451	422
Support Services ISF Charges	-	-	-	4,018
Cost of Goods Sold	171,685	185,500	162,680	180,000
Capital Outlay	146,017	-	21,840	22,000
Total	\$ 515,641	\$ 397,000	\$ 359,659	\$ 403,294



**COMMUNITY & ECONOMIC DEVELOPMENT
SKYLARK FIELD
OPERATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
DAV001	Maintain airport-owned facilities and equipment.	0.55	1,144.00	\$ 45,424	\$ 49,299
DAV002	Manage airport operations.	2.00	4,160.00	256,971	278,895
DAV003	Plan and develop airport.	0.25	520.00	10,861	11,788
DAV004	Manage leased property within the airport.	0.20	416.00	12,664	13,744
190011	TXDOT Ramp Grant	-	-	33,740	45,550
	Support Services ISF Charges	-	-	-	4,018
		<u>3.00</u>	<u>6,240.00</u>	<u>\$ 359,659</u>	<u>\$ 403,294</u>



Staffing

Accounting Specialist
Airport Specialist ³
Aircraft Fuel Handler ^{1,2}
Airport Operations Maint. Crew Leader ³
Aviation Line Services Technician ²
Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Accounting Specialist	1.00	1.00	1.00
Airport Specialist ³	-	-	1.00
Aircraft Fuel Handler ^{1,2}	1.34	-	-
Airport Operations Maint. Crew Leader ³	1.00	1.00	-
Aviation Line Services Technician ²	-	1.00	1.00
Total Staffing	<u>3.34</u>	<u>3.00</u>	<u>3.00</u>

¹ - In FY 2018, unfunded Aircraft Fuel Handler

² - In FY 2018, reclassified Aircraft Fuel Handler to Aviation Line Services Technician

³ - In FY 2020, reclassified Airport Operations Maint. Crew Leader to Airport Specialist

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Skylark Field Airport Operations					
Personnel Services					
527-0505-521.40-05	FULL-TIME SALARIES	\$ 112,817	\$ 117,615	\$ 89,747	\$ 103,077
527-0505-521.40-15	OVERTIME	103	302	3,246	300
527-0505-521.40-25	LONGEVITY	1,813	2,016	1,276	1,200
527-0505-521.40-30	INCENTIVE PAY	2,378	2,340	1,298	900
527-0505-521.40-55	ON CALL	3,770	3,780	3,510	3,780
527-0505-521.40-81	GROUP INSURANCE	7,768	-	-	-
527-0505-521.40-82	MEDICAL INSURANCE	-	4,941	3,955	5,498
527-0505-521.40-83	DENTAL INSURANCE	-	552	483	552
527-0505-521.40-84	LIFE INSURANCE	-	54	50	54
527-0505-521.40-85	RETIREMENT - TMRS	11,967	14,055	10,669	12,903
527-0505-521.40-87	SOCIAL SECURITY	9,086	7,671	5,937	6,668
527-0505-521.40-88	MEDICARE	-	1,794	1,389	1,560
527-0505-521.40-89	WORKERS COMPENSATION	1,118	1,149	820	947
	Personnel Services	150,820	156,269	122,380	137,439
Supplies					
527-0505-521.41-10	OFFICE	83	100	100	100
527-0505-521.41-15	POSTAGE/CARRIER SERVICE	100	150	150	150
527-0505-521.41-20	UNIFORMS AND CLOTHING	291	600	600	1,657
527-0505-521.41-30	FUEL	1,540	1,500	1,500	1,500
527-0505-521.41-32	AIRPORT DIESEL FUEL	500	650	650	650
527-0505-521.41-33	AIRPORT PROPANE	-	100	100	100
527-0505-521.41-35	PRINT SUPPLIES	3	150	150	150
527-0505-521.41-60	FOOD SUPPLIES	-	-	28	-
527-0505-521.41-70	CLEANING SUPPLIES	216	250	250	250
527-0505-521.41-75	MEDICAL AND CHEMICAL	-	150	150	150
527-0505-521.41-87	EXTINGUISHING CHEMICALS	90	250	250	250
	Supplies	2,823	3,900	3,928	4,957
Repair & Maintenance					
527-0505-521.42-10	BUILDING MAINTENANCE	3,927	5,000	4,100	8,500
527-0505-521.42-11	ELECTRICAL MAINTENANCE	200	500	500	500
527-0505-521.42-35	FENCE MAINTENANCE	740	2,500	2,500	2,500
527-0505-521.42-70	RWY/TWY MAINTENANCE	483	3,500	3,500	3,500
527-0505-521.43-10	SMALL EQUIP REPAIR	-	-	150	500
527-0505-521.43-15	VEHICLE REPAIR/MAINT	1,530	1,000	1,000	1,000
527-0505-521.43-20	HEAT AND AIR REPAIR	554	500	500	1,500
527-0505-521.43-50	MACHINERY	10,014	9,000	9,000	9,000
527-0505-521.43-76	SECURITY SYSTEM	-	2,000	2,000	2,000
	Repair & Maintenance	17,449	24,000	23,250	29,000
Support Services					
527-0505-521.44-04	WATER SERVICE	1,233	2,000	2,000	2,000
527-0505-521.44-05	TELEPHONE	2,826	2,640	2,640	2,900
527-0505-521.44-06	GAS SERVICE	913	900	900	900
527-0505-521.44-08	WASTE DISPOSAL	945	900	900	900
527-0505-521.44-10	EQUIPMENT RENTAL/LEASE	1,895	4,000	2,000	2,000
527-0505-521.44-19	MERCHANT FEES	5,268	4,000	4,000	4,000
527-0505-521.44-24	TCEQ FINES/FEES	-	100	100	100
527-0505-521.44-25	LEGAL AND PUBLIC NOTICES	-	125	125	125
527-0505-521.44-30	TRAINING AND TRAVEL	50	75	75	75

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
527-0505-521.44-50	ELECTRICITY SERVICES	\$ 11,390	\$ 12,000	\$ 12,000	\$ 12,000
527-0505-521.44-75	DUES AND MEMBERSHIPS	205	208	90	208
	Support Services	24,723	26,948	24,830	25,208
	Minor Capital				
527-0505-521.46-35	EQUIPMENT AND MACHINERY	-	-	300	250
	Minor Capital	-	-	300	250
	Professional Services				
527-0505-521.47-07	TESTING SERVICES	-	140	204	140
527-0505-521.47-30	ACCOUNTING SERVICES	340	243	208	242
527-0505-521.47-99	SPECIAL SERVICES	-	-	39	40
	Professional Services	340	383	451	422
	Designated Expenses				
527-0505-521.50-10	ISF CHARGES	-	-	-	4,018
527-0505-521.50-17	COST OF GOODS	172,015	185,500	162,680	180,000
527-0505-521.50-20	COST OF GOODS-AIRCFT SUPP	(330)	-	-	-
527-0505-521.50-90	BAD DEBT EXPENSE	1,784	-	-	-
	Designated Expenses	173,469	185,500	162,680	184,018
	Capital Outlay				
527-0505-521.60-05	MAJOR CAPITAL OUTLAY	146,017	-	-	-
527-0505-521.60-95	AVIATION FUEL FARM	-	-	21,840	-
527-0505-521.61-02	BUILDINGS	-	-	-	22,000
	Capital Outlay	146,017	-	21,840	22,000
	Skylark Field Airport Operations	\$ 515,641	\$ 397,000	\$ 359,659	\$ 403,294

Mission Element 1: Maintain airport-owned facilities and equipment.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Perform daily runway, taxiway, and lighting system safety inspection	720	1	N/A	N/A	1	1	1
Daily fueling equipment inspection.	540	1	N/A	N/A	1	1	1

Mission Element 2: Manage Airport Operations.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Complete number of daily Airport inspections	720	1	N/A	N/A	1	1	1
Perform quarterly inventory / reconciliation of based aircraft	80	1	N/A	N/A	4	4	4

Mission Element 3: Manage leased properties within the Airport.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Hours to respond to tenant work orders	360	8	N/A	N/A	8	8	8
Send monthly tenant invoices by 5 th of each month	1,080	40/month	N/A	N/A	480	480	40/month

Mission Element 4: Plan and Develop Airport.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Design / construction of T-hangar facility	1,080	1	N/A	N/A	1	1	1

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 15,108	\$ 42,267	\$ 34,074	\$ 30,911
Total Non-Departmental Revenue	<u>\$ 15,108</u>	<u>\$ 42,267</u>	<u>\$ 34,074</u>	<u>\$ 30,911</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ -	\$ 1,304	\$ 33,974	\$ 1,311
Support Services	15,108	40,863	-	25,000
Designated Expenses	-	100	100	4,600
Total Non-Departmental Expenses	<u>\$ 15,108</u>	<u>\$ 42,267</u>	<u>\$ 34,074</u>	<u>\$ 30,911</u>

Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Non-Departmental				
Personnel Services				
527-9501-491.40-24 SEPARATION PAY	\$ -	\$ 1,088	\$ 28,300	\$ 1,088
527-9501-491.40-85 RETIREMENT - TMRS	-	121	3,155	128
527-9501-491.40-87 SOCIAL SECURITY	-	67	1,755	67
527-9501-491.40-88 MEDICARE	-	16	410	16
527-9501-491.40-89 WORKERS COMPENSATION	-	12	354	12
Personnel Services	-	1,304	33,974	1,311
Support Services				
527-9501-491.44-85 CLAIMS AND DAMAGES	-	25,000	-	25,000
527-9595-492.44-16 ISF RISK MANAGEMENT	15,108	15,863	-	-
Support Services	15,108	40,863	-	25,000
Designated Expenses				
527-9501-491.50-20 RESERVE APPROPRIATION	-	-	-	4,500
527-9501-521.50-65 CASH SHORT/OVER	-	100	100	100
Designated Expenses	-	100	100	4,600
Non-Departmental	\$ 15,108	\$ 42,267	\$ 34,074	\$ 30,911



Drainage Utility Fund



Dedicated Service – Everyday, for Everyone!

DRAINAGE UTILITY FUND



The Drainage Utility Fund is one of the five enterprise funds that the City of Killeen maintains. The Governmental Accounting Standards Board Codification, Section 1300.104, states that "the enterprise fund type may be used: to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination or revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance public policy, management control, accountability, or other purposes." These funds are not required by GASB, but are permitted.

Drainage Fund – Accounts for operations related to providing storm drainage service to the citizens of Killeen. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, maintenance, billing, and collection.



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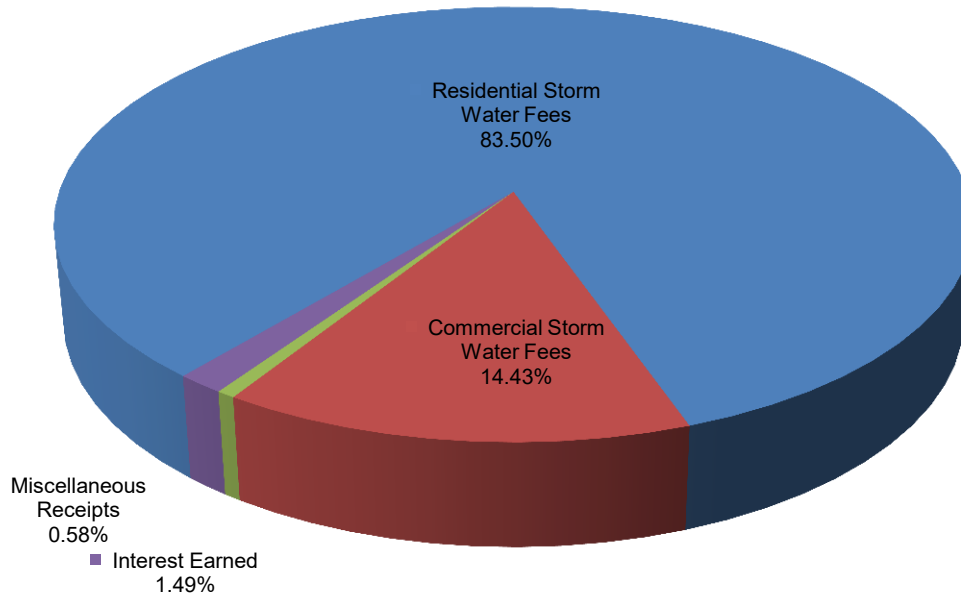
**Drainage Utility Fund
Budget Summary
FY 2020**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget	Percent of Budget	% Change from FY 2019 Budget
Revenues						
Residential Storm Water Fees	\$ 3,556,834	\$ 3,653,637	\$ 3,637,352	\$ 3,731,368	83.50%	2.13%
Commercial Storm Water Fees	611,831	639,842	610,454	644,737	14.43%	0.77%
Interest Earned	73,469	16,212	23,059	66,536	1.49%	310.41%
Insurance Proceeds	-	25,000	25,000	25,000	0.56%	0.00%
Miscellaneous Receipts	1,068	1,000	4,882	1,020	0.02%	2.00%
Lease Proceeds	192,997	-	-	-	0.00%	0.00%
Intergovernmental Revenue	14,333	-	-	-	0.00%	0.00%
Total Revenues	\$ 4,450,533	\$ 4,335,691	\$ 4,300,747	\$ 4,468,661	100.00%	3.07%
Operating Expenses						
Drainage Maintenance	1,497,096	1,829,690	1,655,015	1,977,460	44.25%	8.08%
Support Services ISF Charges ¹	-	-	-	679,997	15.22%	0.00%
Environmental Services	389,272	469,113	432,837	494,746	11.07%	5.46%
Franchise Fee	-	386,413	386,413	393,849	8.81%	1.92%
Streets	93,721	257,582	252,057	205,571	4.60%	-20.19%
Non-Departmental	38,986	86,965	61,934	96,124	2.15%	10.53%
Public Works	19,900	17,576	17,271	34,392	0.77%	95.68%
Human Resources	2,052	6,572	6,572	6,572	0.15%	0.00%
Indirect Cost Allocation ¹	245,652	286,048	286,048	-	0.00%	-100.00%
ISF - Information Technology ¹	168,694	174,754	174,754	-	0.00%	-100.00%
Engineering	54,472	94,630	62,750	-	0.00%	-100.00%
ISF - Risk Management ¹	27,660	28,935	28,935	-	0.00%	-100.00%
ISF - Fleet Services ¹	19,017	20,322	20,322	-	0.00%	-100.00%
Total Operating Expenses	2,556,521	3,658,600	3,384,908	3,888,711	87.02%	6.29%
Debt Service	581,340	545,391	546,141	540,950	12.11%	-0.81%
Non-Operating Expenses						
Capital Projects						
Lease Assets	192,997	-	-	-	0.00%	0.00%
Fleet Replacement Program	175,216	-	-	-	0.00%	0.00%
Transfer To General Fund CIP	750,000	-	-	-	0.00%	0.00%
Transfer To Drainage CIP	4,054,130	131,700	131,700	39,000	0.87%	-70.39%
Total Capital Projects	5,172,343	131,700	131,700	39,000	0.87%	-70.39%
Total Non-Operating Expenses	5,172,343	131,700	131,700	39,000	0.87%	-70.39%
Total Expenses	\$ 8,310,204	\$ 4,335,691	\$ 4,062,749	\$ 4,468,661	100.00%	3.07%
Net Change In Working Capital	\$ (3,859,671)	\$ -	\$ 237,998	-		
Working Capital Balance, Beginning				1,113,848		
Working Capital Balance, Ending				\$ 1,113,848		

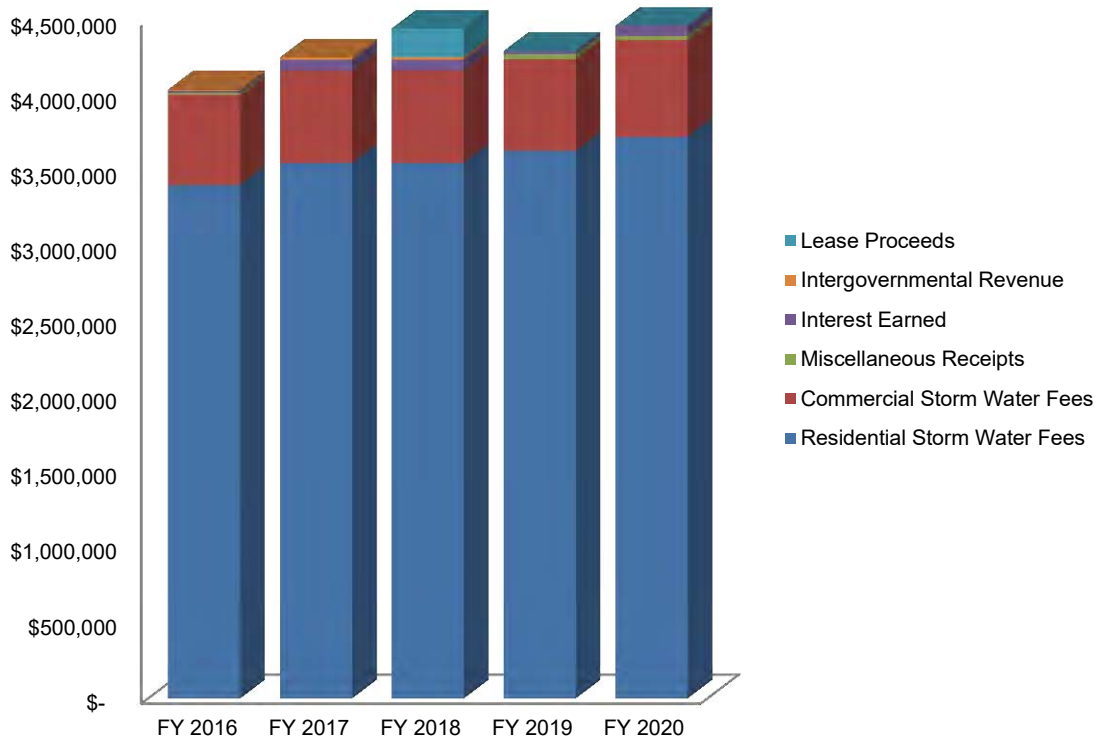
¹ - Indirect Cost Allocation is now accounted for in the Support Services ISF Charges beginning FY 2020

Drainage Utility Fund

-Revenues by Source FY 2020-

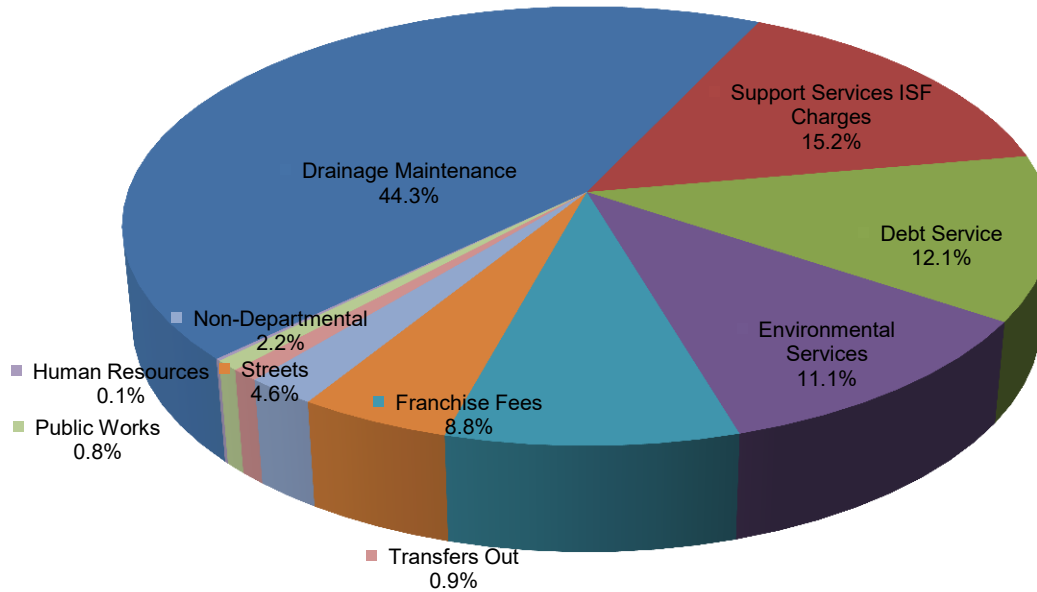


-Revenues by Source Last Five Years-

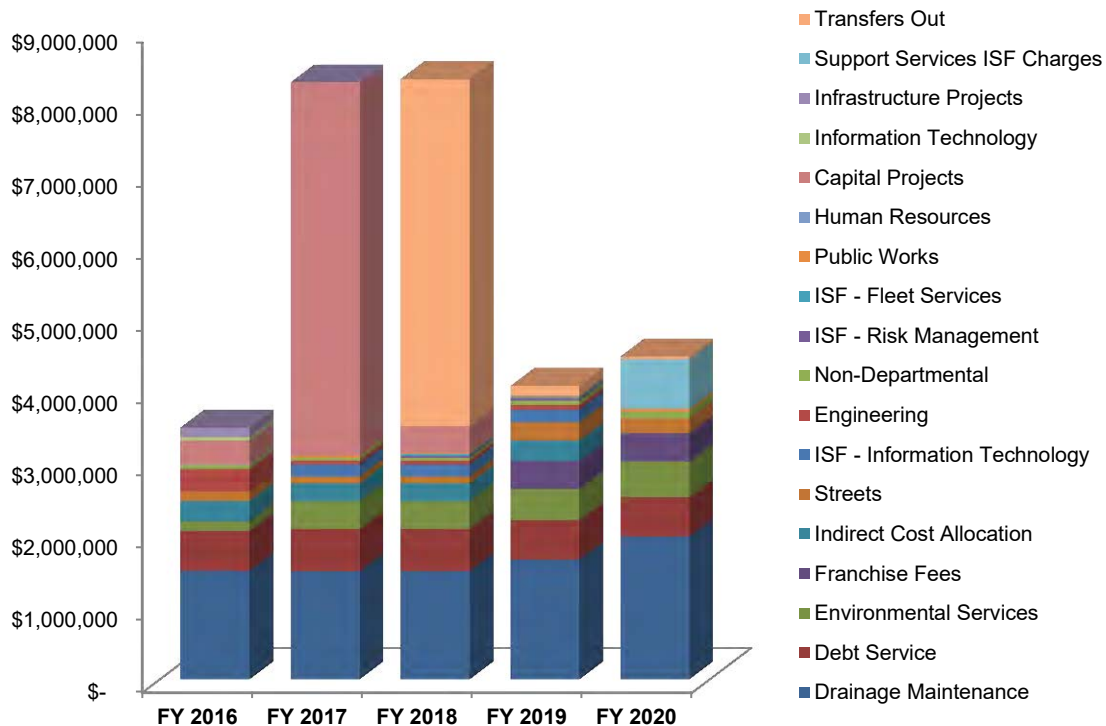


Drainage Utility Fund

-Expenses by Type FY 2020-



-Expenses by Type Last Five Years-



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Drainage Utility Fund Revenues					
Charges for Services					
575-0000-343.06-01	RESIDENTIAL SERVICES	\$ 3,556,834	\$ 3,653,637	\$ 3,637,352	\$ 3,731,368
575-0000-343.06-02	COMMERCIAL SERVICES	611,831	639,842	610,454	644,737
	Charges for Services	4,168,666	4,293,479	4,247,806	4,376,105
Intergovernmental Revenue					
575-0000-333.02-03	DHS-EMERGENCY DECLARATION	14,333	-	-	-
	Intergovernmental Revenue	14,333	-	-	-
Investments Income					
575-0000-361.05-00	INTEREST EARNED	75,317	17,692	24,339	68,046
575-0000-361.05-10	INVESTMENT EXPENSE	(1,848)	(1,480)	(1,280)	(1,510)
	Investments Income	73,469	16,212	23,059	66,536
Miscellaneous Income					
575-0000-371.10-02	PURCHASING CARDS	1,068	-	711	-
575-0000-379.99-99	OTHER INCOME	-	1,000	1,000	1,020
	Miscellaneous Income	1,068	1,000	1,711	1,020
Other Financing Sources					
575-0000-392.01-01	SALE OF ASSETS	-	-	3,171	-
575-0000-392.02-01	INSURANCE PROCEEDS	-	25,000	25,000	25,000
575-0000-393.07-01	LEASE PROCEEDS	192,997	-	-	-
	Other Financing Sources	192,997	25,000	28,171	25,000
	Drainage Utility Fund Revenues	\$ 4,450,533	\$ 4,335,691	\$ 4,300,747	\$ 4,468,661



The Drainage Maintenance Division's mission is to manage and maintain the storm water drainage system.

- Manage the City's Storm Water Management Plan and Industrial Storm Water permits.
- Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.
- Implement the City's Drainage Capital Improvement Program and Master Plans.
- Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.

- Meet all of the Mission Elements and Performance Indicators.
- Update the Drainage Master Plan and Rate Model.
- Update Drainage Design Manual and Infrastructure Design and Development Standards Manual.

FINANCIAL INFORMATION

Revenue Summary

Storm Water Fees - Residential
Storm Water Fees - Commercial
General Resources
Total

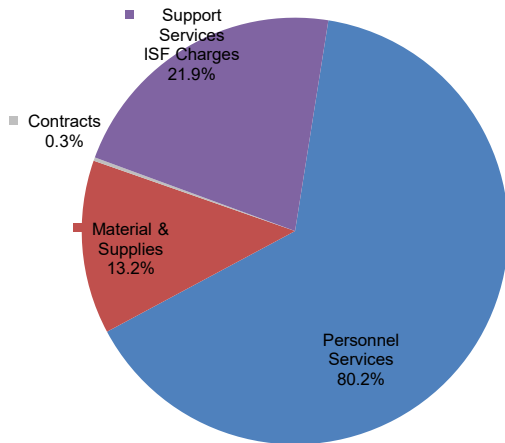
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 3,556,834	\$ 3,653,637	\$ 3,637,352	\$ 3,731,368
611,831	639,842	610,454	644,737
(2,478,572)	(2,463,789)	(2,592,791)	(1,844,389)
<u>\$ 1,690,093</u>	<u>\$ 1,829,690</u>	<u>\$ 1,655,015</u>	<u>\$ 2,531,716</u>

Expenses Summary

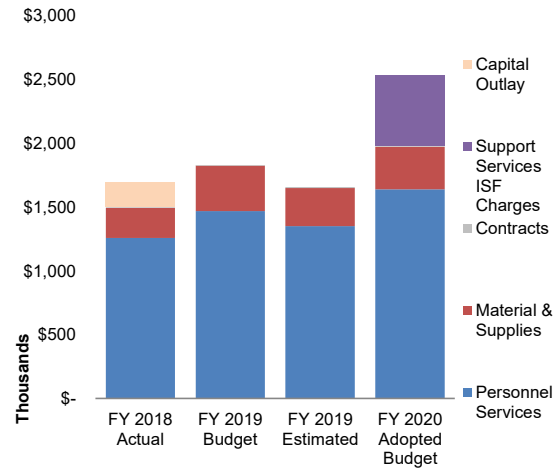
Personnel Services
Material & Supplies
Contracts
Support Services ISF Charges
Capital Outlay
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 1,257,332	\$ 1,468,637	\$ 1,349,957	\$ 1,637,399
236,434	354,453	299,058	333,461
3,330	6,600	6,000	6,600
-	-	-	554,256
192,997	-	-	-
<u>\$ 1,690,093</u>	<u>\$ 1,829,690</u>	<u>\$ 1,655,015</u>	<u>\$ 2,531,716</u>

Department Expenses



Department Expense History

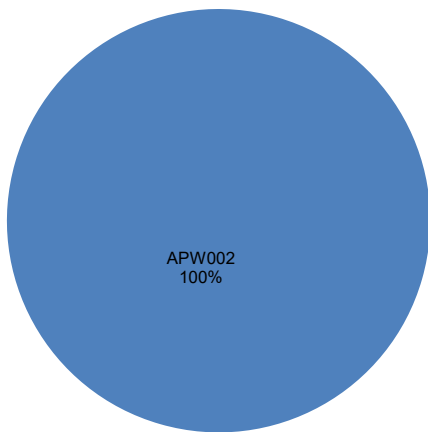


**PUBLIC WORKS
DRAINAGE MAINTENANCE**

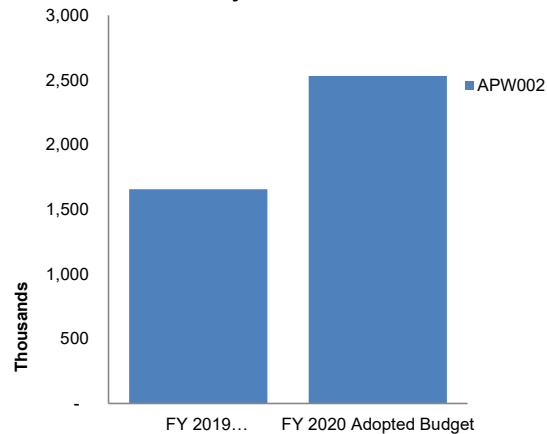
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW002	Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.	34.64	72,051.20	\$ 1,655,015	\$ 1,977,460
	Support Services ISF Charges	-	-	-	554,256
		<u>34.64</u>	<u>72,051.20</u>	<u>\$ 1,655,015</u>	<u>\$ 2,531,716</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Crew Leader (Drainage)
Equipment Operator
Equipment Services Technician ¹
Manager (Mowing & Drainage)
Seasonal Drainage Service Worker
Seasonal Mowing Service Worker
Secretary ²
Service Worker (Drainage)
Supervisor (Drainage Maint.)

Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Crew Leader (Drainage)	4.00	4.00	4.00
Equipment Operator	10.00	10.00	10.00
Equipment Services Technician ¹	0.50	0.50	0.50
Manager (Mowing & Drainage)	1.00	1.00	1.00
Seasonal Drainage Service Worker	1.07	1.07	1.07
Seasonal Mowing Service Worker	1.07	1.07	1.07
Secretary ²	-	-	-
Service Worker (Drainage)	14.00	14.00	14.00
Supervisor (Drainage Maint.)	3.00	3.00	3.00
Total Staffing	<u>34.64</u>	<u>34.64</u>	<u>34.64</u>

¹ - Equipment Services Technician position is split between Drainage Maintenance and Mowing

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Drainage Maintenance					
Personnel Services					
575-3448-434.40-05	FULL-TIME SALARIES	\$ 846,868	\$ 989,274	\$ 917,407	\$ 1,107,096
575-3448-434.40-11	SEASONAL EMPLOYEES	44,039	32,276	32,276	33,050
575-3448-434.40-15	OVERTIME	8,578	23,163	14,661	23,163
575-3448-434.40-25	LONGEVITY	7,617	9,624	8,432	10,656
575-3448-434.40-30	INCENTIVE PAY	9,188	11,880	9,998	12,420
575-3448-434.40-37	BILINGUAL PAY	600	600	600	600
575-3448-434.40-55	ON CALL	17,780	18,500	17,755	18,500
575-3448-434.40-70	VACATION-4TH WEEK BUYBK.	2,700	2,700	2,700	4,200
575-3448-434.40-81	GROUP INSURANCE	139,013	-	-	-
575-3448-434.40-82	MEDICAL INSURANCE	-	145,770	134,257	162,189
575-3448-434.40-83	DENTAL INSURANCE	-	8,977	7,871	8,686
575-3448-434.40-84	LIFE INSURANCE	-	585	530	585
575-3448-434.40-85	RETIREMENT - TMRS	88,433	117,716	106,331	138,960
575-3448-434.40-87	SOCIAL SECURITY	70,942	66,710	59,696	73,943
575-3448-434.40-88	MEDICARE	-	15,599	13,961	17,295
575-3448-434.40-89	WORKERS COMPENSATION	21,574	25,263	23,482	26,056
Personnel Services		1,257,332	1,468,637	1,349,957	1,637,399
Supplies					
575-3448-434.41-10	OFFICE	896	800	796	800
575-3448-434.41-15	POSTAGE/CARRIER SERVICE	-	164	70	164
575-3448-434.41-20	UNIFORMS AND CLOTHING	27,603	34,722	32,136	30,723
575-3448-434.41-30	FUEL	38,072	40,000	38,072	40,000
575-3448-434.41-35	PRINT SUPPLIES	24	300	300	307
575-3448-434.41-65	MINOR TOOLS	3,083	4,000	4,000	4,000
575-3448-434.41-70	CLEANING SUPPLIES	3,298	3,500	3,500	3,500
575-3448-434.41-75	MEDICAL AND CHEMICAL	1,498	1,300	1,300	1,300
575-3448-434.41-90	AGRICULTURAL SUPPLIES	3,234	2,500	2,500	2,500
Supplies		77,707	87,286	82,674	83,294
Repair & Maintenance					
575-3448-434.42-05	WALKS AND DRIVES	48	300	800	300
575-3448-434.42-35	FENCE MAINTENANCE	68	250	250	250
575-3448-434.42-37	SIGN MAINTENANCE	339	300	400	300
575-3448-434.42-95	DRAINAGE	31,015	40,000	38,863	40,000
575-3448-434.43-10	SMALL EQUIP REPAIR	3,468	15,000	15,000	10,000
575-3448-434.43-15	VEHICLE REPAIR/MAINT	25,524	38,000	38,000	30,000
575-3448-434.43-25	RADIO AND COMMUNICATION	152	300	300	300
575-3448-434.43-50	MACHINERY	29,213	35,000	33,000	35,000
Repair & Maintenance		89,827	129,150	126,613	116,150
Support Services					
575-3448-434.44-04	WATER SERVICE	654	2,000	1,000	2,000
575-3448-434.44-05	TELEPHONE	4,670	6,500	4,670	6,500
575-3448-434.44-10	EQUIPMENT RENTAL/LEASE	1,115	79,751	47,000	79,751
575-3448-434.44-30	TRAINING AND TRAVEL	6,852	10,000	9,500	9,000
575-3448-434.44-50	ELECTRICITY SERVICES	-	9,940	4,075	9,940
575-3448-434.44-75	DUES AND MEMBERSHIPS	1,525	1,826	1,826	1,826
Support Services		14,816	110,017	68,071	109,017

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Minor Capital					
575-3448-434.46-30	NEW RADIOS	\$ 47,663	\$ -	\$ -	\$ -
575-3448-434.46-35	EQUIPMENT AND MACHINERY	3,055	25,000	18,700	25,000
575-3448-434.46-40	COMPUTER EQUIP/SOFTWARE	3,121	3,000	3,000	-
575-3448-434.46-50	FURNITURE AND FIXTURES	245	-	-	-
	Minor Capital	54,084	28,000	21,700	25,000
Designated Expenses					
575-3448-434.50-10	ISF CHARGES	-	-	-	554,256
575-3448-434.50-32	CONTRACT LABOR	3,330	6,600	6,000	6,600
	Designated Expenses	3,330	6,600	6,000	560,856
Capital Outlay					
575-3448-434.61-70	LEASE ASSETS	192,997	-	-	-
	Capital Outlay	192,997	-	-	-
	Drainage Maintenance	\$ 1,690,093	\$ 1,829,690	\$ 1,655,015	\$ 2,531,716

Note: Drainage Maintenance, Environmental Services, and Mowing Divisions are combined. This data is duplicated in each division.

Mission Element 1: Manage the City's Storm Water Management Plan and Industrial Storm Water permits.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Complete multi-year deliverables for MS4 permit.	624	19%	19%	19%	19%	19%	19%
Host/Attend watershed events.	70	22	22	24	22	40	22
Host/Attend regional events.	70	22	22	18	22	31	22
Attend school events.	384	12	12	12	12	19	12
Perform illicit discharge inspections.	168	50	48	56	48	53	48
Perform dry weather inspections & testing.	400	200	200	200	200	236	200
Perform post construction BMP inspections.	136	30	17	17	17	145	17
Conduct annual employee storm water training class.	20	12	12	12	12	41	12
Inspect City facilities.	367	147	147	147	147	361	147
Perform water quality testing (point source).	50	10	10	30	10	35	10
Inspect City storm water permitted facilities.	80	20	16	16	16	16	16
Provide emergency response.	5,610	30	0	66	0	106	0

Mission Element 2: Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain drainage channel (miles).	24,480	140	132	147	132	125	132
Maintain storm drain infrastructure (feet).	1,632	50,000	36,000	23,540	36,000	27,635	36,000
Maintain storm drain inlets.	1,632	500	250	176	250	348	250
Complete general maintenance work orders.	1,152	350	350	390	350	398	350
Complete in-house repair projects.	11,424	40	40	50	40	39	40
Manage CSCD participants.	260	250	225	265	225	248	225

Mission Element 3: Implement the City's Drainage Capital Improvement Program and Master Plans.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Manage professional service contracts.	448	5	5	5	4	2	2
Manage environmental services contracts.	32	1	1	1	1	1	1
Manage grant contracts.	88	1	1	1	1	1	1
Monitor and submit regulatory permitting.	203	5	5	5	5	14	5
Monitor other permitting.	40	1	1	1	1	1	1

Mission Element 4: Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review zoning cases.	15	30	30	22	30	15	6
Review plat cases.	100	50	50	105	50	24	6
Review subdivision plans.	72	6	6	28	6	10	6
Review commercial construction plans.	450	40	75	151	75	28	6
Review land/site disturbance permits.	120	40	30	57	30	31	6
Review storm water management site plans.	120	40	40	34	40	19	6
Perform field inspections.	350	100	100	187	100	305	200
Perform environmental construction inspections.	150	50	50	94	50	45	12
Perform C/O inspections.	360	50	60	40	60	85	12
Issue environmental code citations and violations.	76	15	0	30	0	22	0
Issue environmental warnings.	125	50	0	61	0	124	0

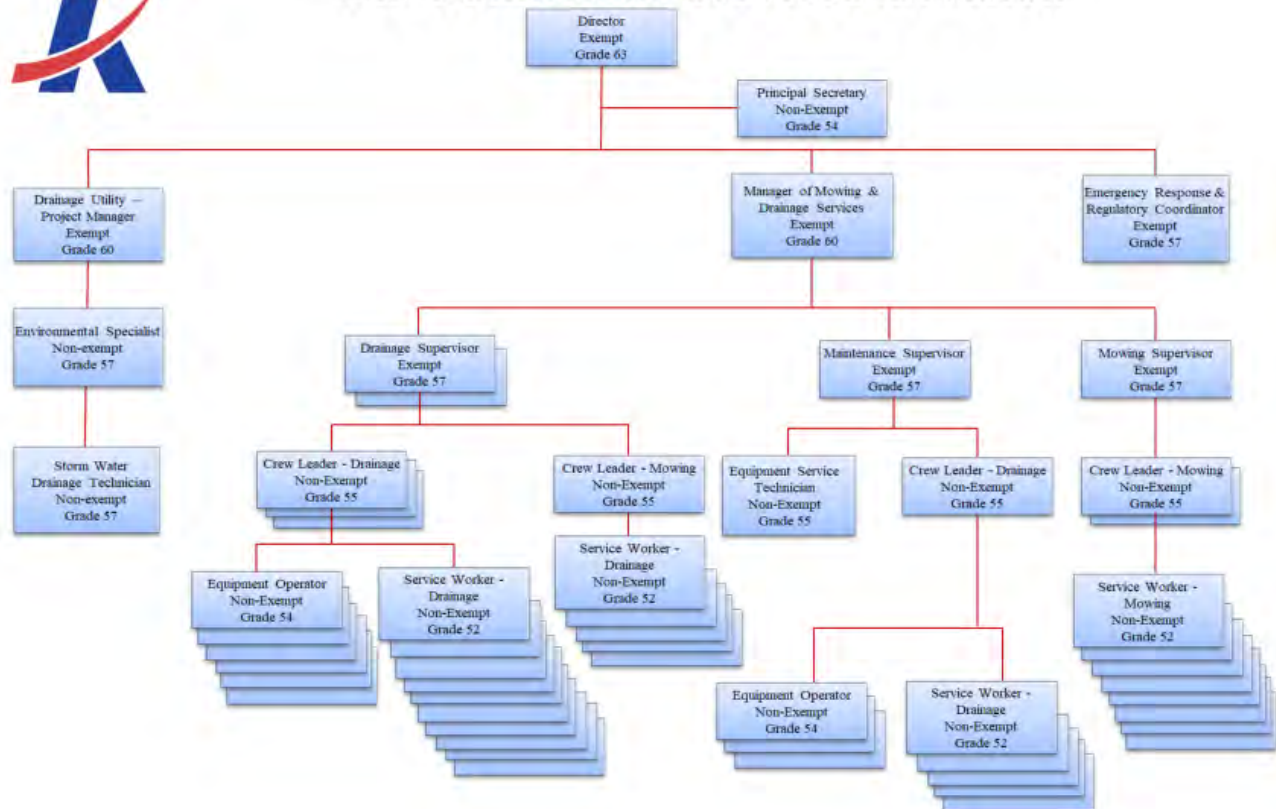
Mission Element 5: Mow & maintain the vegetative portions of the City's public right of ways.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Mow rights-of-way (acres).	21,600	8,500	8,500	7,633	7,600	9,064	8,500
Complete mowing rotations.	3,323	12	7	12	11	13	11
Complete mowing work orders.	672	900	100	952	900	1,673	900
Complete tree trimming work orders.	7,200	12	12	12	12	22	12
Complete city facility work orders.	2,016	35	35	43	35	45	35
Manage CSCD participants.	260	225	225	292	225	308	225



Environmental Services Division



DIVISION MISSION STATEMENT

The Environmental Services Division's mission is to manage and maintain the storm water drainage system.

MISSION ELEMENTS

- Manage the City's Storm Water Management Plan and Industrial Storm Water permits.
- Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.
- Implement the City's Drainage Capital Improvement Program and Master Plans.
- Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.

GOALS

- Meet or exceed all of the mission elements and performance indicators.
- Implement an updated drainage rate methodology.
- Increase efficiencies by merging with the street services division.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 389,272	\$ 469,113	\$ 432,837	\$ 620,487
\$ 389,272	\$ 469,113	\$ 432,837	\$ 620,487

Expenses Summary

Personnel Services

Material & Supplies

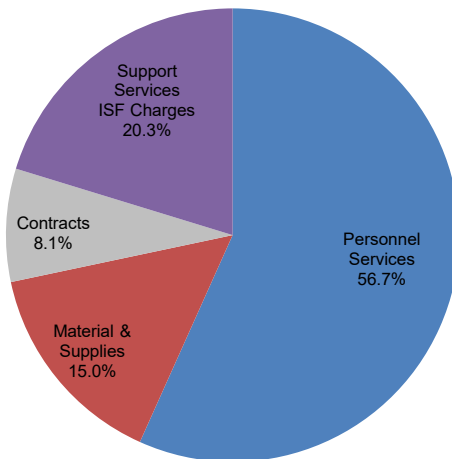
Contracts

Support Services ISF Charges

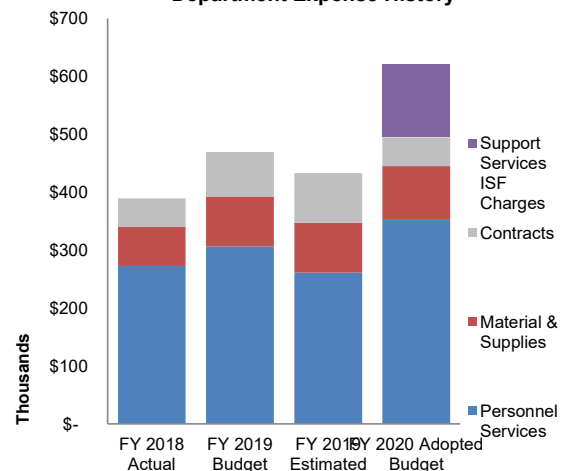
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 272,492	\$ 306,064	\$ 260,881	\$ 351,871
67,829	86,349	86,401	92,875
48,950	76,700	85,555	50,000
-	-	-	125,741
\$ 389,272	\$ 469,113	\$ 432,837	\$ 620,487

Department Expenses



Department Expense History

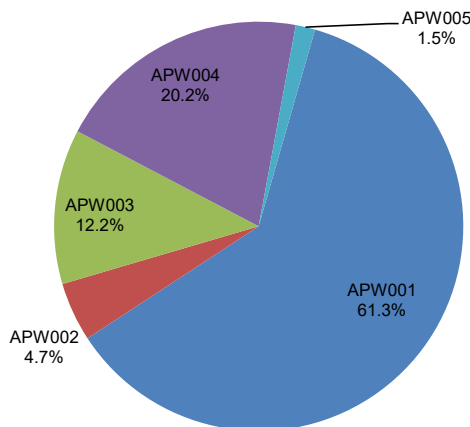


**PUBLIC WORKS
ENVIRONMENTAL SERVICES**

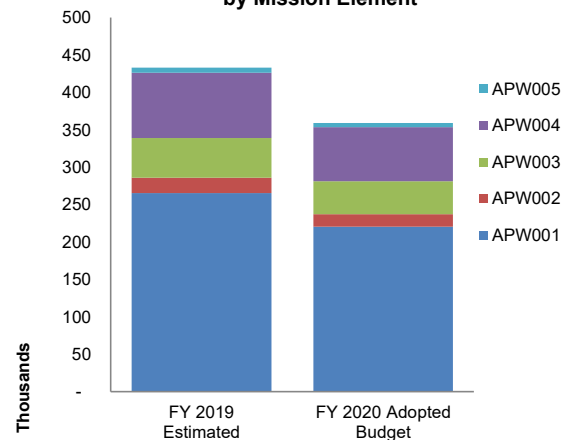
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW001	Manage the City's Storm Water Management Plan and Industrial Storm Water permits.	3.54	7,363.20	\$ 309,028	\$ 353,228
APW002	Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.	0.29	603.20	15,840	18,106
APW003	Implement the City's Drainage Capital Improvement Program and Master Plans.	0.29	603.20	38,921	44,488
APW004	Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.	0.97	2,017.60	63,751	72,869
APW005	Mow & maintain the vegetative portions of the City's public right of ways.	0.11	228.80	5,297	6,055
	Support Services ISF Charges	-	-	-	125,741
		<u>5.20</u>	<u>10,816.00</u>	<u>\$ 432,837</u>	<u>\$ 620,487</u>

Department Expenditures by Mission Element



Department Expenditure History by Mission Element



Staffing

Director of Environmental Services ¹
 Emergency Response & Reg Coordinator
 Environmental Specialist
 Principal Secretary
 Project Manager (Drainage)
 Storm Water Drainage Technician

Total

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Director of Environmental Services ¹	0.20	0.20	0.20
Emergency Response & Reg Coordinator	1.00	1.00	1.00
Environmental Specialist	1.00	1.00	1.00
Principal Secretary	1.00	1.00	1.00
Project Manager (Drainage)	1.00	1.00	1.00
Storm Water Drainage Technician	1.00	1.00	1.00
Total	<u>5.20</u>	<u>5.20</u>	<u>5.20</u>

¹ - Director of Environmental Services position is split between Environmental Services and Water & Sewer Engineering

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Environmental Services					
Personnel Services					
575-3476-432.40-05	FULL-TIME SALARIES	\$ 205,013	\$ 223,894	\$ 201,041	\$ 255,323
575-3476-432.40-15	OVERTIME	350	-	1,983	3,962
575-3476-432.40-25	LONGEVITY	1,565	1,978	1,412	1,748
575-3476-432.40-30	INCENTIVE PAY	3,965	4,500	2,505	3,600
575-3476-432.40-37	BILINGUAL PAY	550	600	275	600
575-3476-432.40-55	ON CALL	1,460	2,000	410	2,000
575-3476-432.40-70	VACATION-4TH WEEK BUYBK.	-	-	600	-
575-3476-432.40-81	GROUP INSURANCE	20,313	-	-	-
575-3476-432.40-82	MEDICAL INSURANCE	-	25,695	12,675	28,589
575-3476-432.40-83	DENTAL INSURANCE	-	1,434	707	1,433
575-3476-432.40-84	LIFE INSURANCE	-	94	46	93
575-3476-432.40-85	RETIREMENT - TMRS	21,087	25,977	22,546	31,560
575-3476-432.40-87	SOCIAL SECURITY	15,791	13,993	12,458	16,126
575-3476-432.40-88	MEDICARE	-	3,273	1,650	3,771
575-3476-432.40-89	WORKERS COMPENSATION	2,399	2,626	2,573	3,066
Personnel Services		272,492	306,064	260,881	351,871
Supplies					
575-3476-432.41-10	OFFICE	680	500	447	500
575-3476-432.41-15	POSTAGE/CARRIER SERVICE	527	800	778	800
575-3476-432.41-20	UNIFORMS AND CLOTHING	1,642	2,000	1,592	1,690
575-3476-432.41-27	PUBLIC OUTREACH	5,776	4,435	7,935	7,935
575-3476-432.41-30	FUEL	1,949	2,000	2,000	3,000
575-3476-432.41-35	PRINT SUPPLIES	18,885	18,000	18,000	20,400
575-3476-432.41-37	PHONES AND ACCESSORIES	-	-	32	41
575-3476-432.41-60	FOOD SUPPLIES	1,362	2,000	2,000	2,000
575-3476-432.41-65	MINOR TOOLS	157	300	200	300
575-3476-432.41-70	CLEANING SUPPLIES	90	100	90	100
575-3476-432.41-75	MEDICAL AND CHEMICAL	9,670	7,500	7,400	7,500
575-3476-432.41-85	EDUCATIONAL AND RECREATION	-	-	-	4,630
Supplies		40,739	37,635	40,474	48,896
Repair & Maintenance					
575-3476-432.43-15	VEHICLE REPAIR/MAINT	3,323	5,000	5,000	5,000
575-3476-432.43-40	COMPUTER REPAIR	476	-	-	-
Repair & Maintenance		3,799	5,000	5,000	5,000
Support Services					
575-3476-432.44-05	TELEPHONE	3,967	4,211	4,451	4,451
575-3476-432.44-23	PERMIT FEES	900	1,000	1,200	1,000
575-3476-432.44-25	LEGAL AND PUBLIC NOTICES	183	-	-	600
575-3476-432.44-28	NOTICES REQUIRED BY LAW	-	300	-	300
575-3476-432.44-30	TRAINING AND TRAVEL	15,669	22,000	22,000	20,000
575-3476-432.44-55	FACILITIES RENTAL	-	-	310	1,000
575-3476-432.44-70	TROPHIES AND AWARDS	233	250	310	310
575-3476-432.44-75	DUES AND MEMBERSHIPS	1,290	2,953	2,368	2,418
Support Services		22,241	30,714	30,639	30,079

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Minor Capital					
575-3476-432.46-35	EQUIPMENT AND MACHINERY	\$ 1,050	\$ 8,000	\$ 5,000	\$ 8,000
575-3476-432.46-40	COMPUTER EQUIP/SOFTWARE	-	5,000	5,000	900
575-3476-432.46-50	FURNITURE AND FIXTURES	-	-	288	-
	Minor Capital	1,050	13,000	10,288	8,900
Professional Services					
575-3476-432.47-07	TESTING SERVICES	7,810	15,000	12,070	25,000
575-3476-432.47-20	ENGINEERING SERVICES	41,140	52,700	69,985	20,000
575-3476-432.47-99	SPECIAL SERVICES	-	9,000	3,500	5,000
	Professional Services	48,950	76,700	85,555	50,000
Designated Expenses					
575-3476-432.50-10	ISF CHARGES	-	-	-	125,741
	Designated Expenses	-	-	-	125,741
	Environmental Services	\$ 389,272	\$ 469,113	\$ 432,837	\$ 620,487

Note: Drainage Maintenance, Environmental Services, and Mowing Divisions are combined. This data is duplicated in each division.

Mission Element 1: Manage the City's Storm Water Management Plan and Industrial Storm Water permits.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Complete multi-year deliverables for MS4 permit.	624	19%	19%	19%	19%	19%	19%
Host/Attend watershed events.	70	22	22	24	22	40	22
Host/Attend regional events.	70	22	22	18	22	31	22
Attend school events.	384	12	12	12	12	19	12
Perform illicit discharge inspections.	168	50	48	56	48	53	48
Perform dry weather inspections & testing.	400	200	200	200	200	236	200
Perform post construction BMP inspections.	136	30	17	17	17	145	17
Conduct annual employee storm water training class.	20	12	12	12	12	41	12
Inspect City facilities.	367	147	147	147	147	361	147
Perform water quality testing (point source).	50	10	10	30	10	35	10
Inspect City storm water permitted facilities.	80	20	16	16	16	16	16
Provide emergency response.	5,610	30	0	66	0	106	0

Mission Element 2: Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain drainage channel (miles).	24,480	140	132	147	132	125	132
Maintain storm drain infrastructure (feet).	1,632	50,000	36,000	23,540	36,000	27,635	36,000
Maintain storm drain inlets.	1,632	500	250	176	250	348	250
Complete general maintenance work orders.	1,152	350	350	390	350	398	350
Complete in-house repair projects.	11,424	40	40	50	40	39	40
Manage CSCD participants.	260	250	225	265	225	248	225

Mission Element 3: Implement the City's Drainage Capital Improvement Program and Master Plans.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Manage professional service contracts.	448	5	5	5	4	2	2
Manage environmental services contracts.	32	1	1	1	1	1	1
Manage grant contracts.	88	1	1	1	1	1	1
Monitor and submit regulatory permitting.	203	5	5	5	5	14	5
Monitor other permitting.	40	1	1	1	1	1	1

Mission Element 4: Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review zoning cases.	15	30	30	22	30	15	6
Review plat cases.	100	50	50	105	50	24	6
Review subdivision plans.	72	6	6	28	6	10	6
Review commercial construction plans.	450	40	75	151	75	28	6
Review land/site disturbance permits.	120	40	30	57	30	31	6
Review storm water management site plans.	120	40	40	34	40	19	6
Perform field inspections.	350	100	100	187	100	305	200
Perform environmental construction inspections.	150	50	50	94	50	45	12
Perform C/O inspections.	360	50	60	40	60	85	12
Issue environmental code citations and violations.	76	15	0	30	0	22	0
Issue environmental warnings.	125	50	0	61	0	124	0

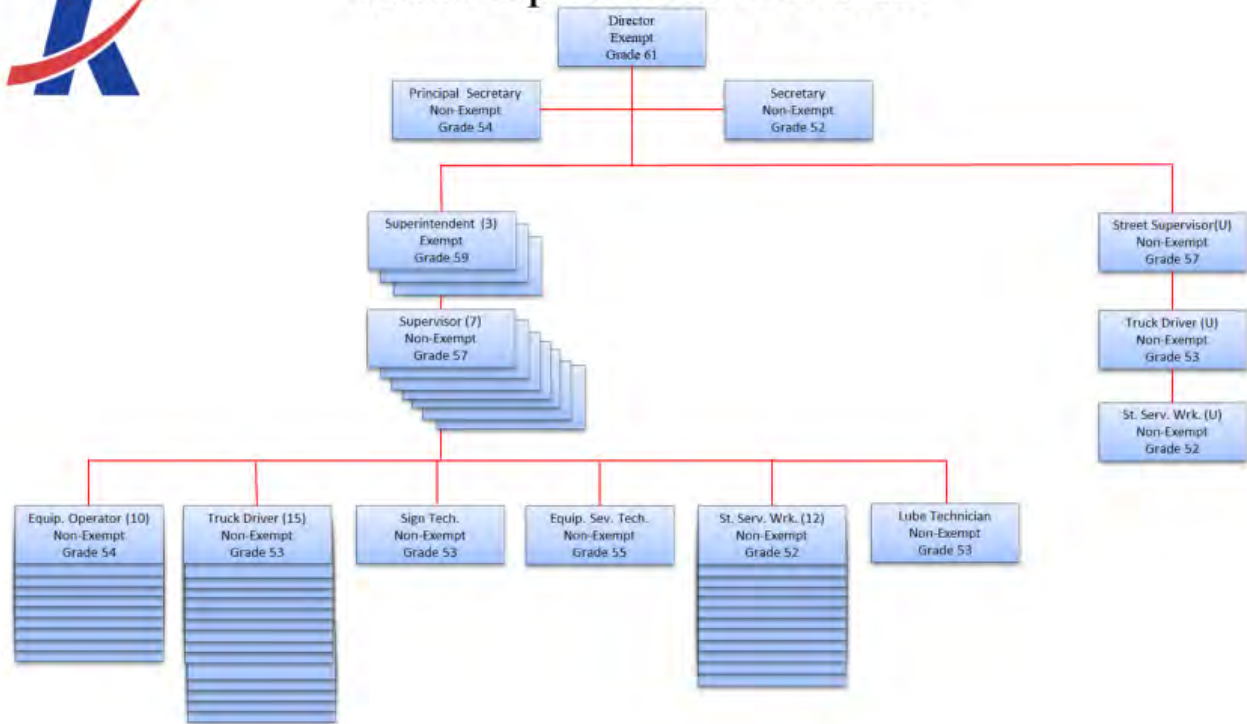
Mission Element 5: Mow & maintain the vegetative portions of the City's public right of ways.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Mow rights-of-way (acres).	21,600	8,500	8,500	7,633	7,600	9,064	8,500
Complete mowing rotations.	3,323	12	7	12	11	13	11
Complete mowing work orders.	672	900	100	952	900	1,673	900
Complete tree trimming work orders.	7,200	12	12	12	12	22	12
Complete city facility work orders.	2,016	35	35	43	35	45	35
Manage CSCD participants.	260	225	225	292	225	308	225



Street Operations Division



DIVISION MISSION STATEMENT

Street Operations Division's mission is to maintain the existing transportation network including streets, sidewalks, drive approaches, trails, curb & gutter, valley gutters, pavement markings, and traffic control devices that provide a safe and functional complete street network.

MISSION ELEMENTS

- Maintain streets
- Maintain concrete infrastructure
- Install and maintain traffic control devices
- Maintain pavement markings
- Emergency response services
- Administrative support

GOALS

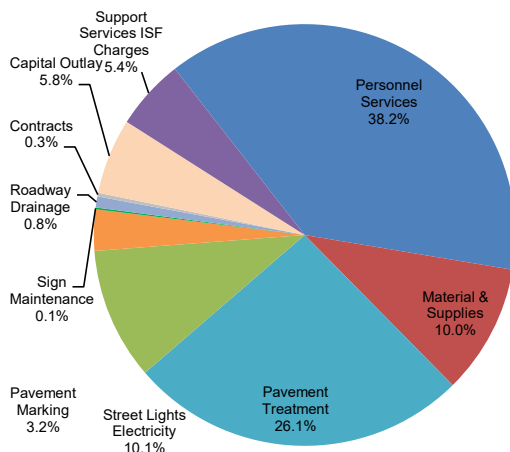
- Apply 89 Lanes Miles of surface treatments.
- Sweep 10,000 curb miles in conjunction with the MS4 Permit.
- Apply pavement markings to 7.5 linear miles of street.
- Finalize upgrade of cabinet components at 25 signalized intersections to allow communication with the Traffic Management Center. Currently 70 of 95 intersections communicate with the Traffic Management Center.
- Finalize the development of an employee performance management system.
- Increase efficiencies by merging with the Environmental Services Division.

FINANCIAL INFORMATION

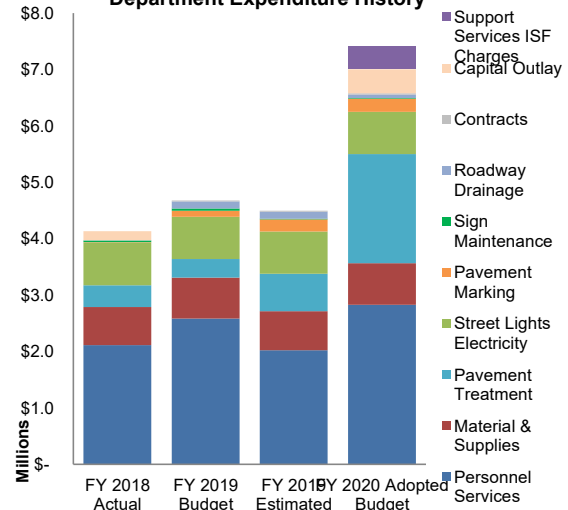
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Operations Fees	\$ 156,629	\$ -	\$ 558,778	\$ 1,783,070
Miscellaneous	42,709	35,000	86,748	136,987
To Street Maintenance Fund		-	-	92,662
Transfer in from Child Safety Fund	10,064	33,500	195,202	195,500
Transfer in from Drainage Fund	93,723	257,582	252,057	205,571
General Resources	3,832,715	4,354,254	3,405,505	4,994,242
Total	\$ 4,135,840	\$ 4,680,336	\$ 4,498,290	\$ 7,408,032

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 2,114,869	\$ 2,583,766	\$ 2,025,847	\$ 2,829,502
Material & Supplies	671,973	725,761	689,020	739,002
Pavement Treatment	388,852	330,000	664,899	1,930,000
Street Lights Electricity	758,917	750,000	750,000	750,000
Pavement Marking	5,653	104,811	213,724	233,975
Sign Maintenance	27,838	40,000	10,000	10,000
Roadway Drainage	-	126,998	126,000	62,635
Contracts	5,435	19,000	18,800	20,600
Capital Outlay	162,302	-	-	430,000
Support Services ISF Charges	-	-	-	402,318
Total	\$ 4,135,839	\$ 4,680,336	\$ 4,498,290	\$ 7,408,032

Department Expenditures



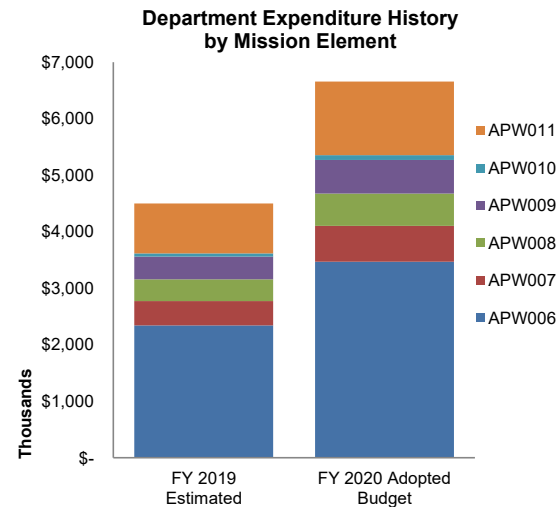
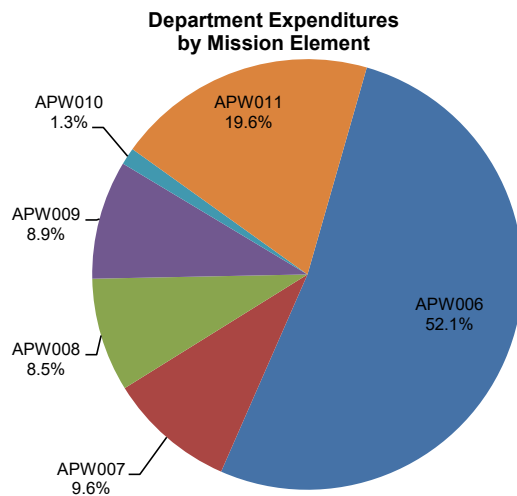
Department Expenditure History



**PUBLIC WORKS
STREET OPERATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW006	Maintain streets.	27.83	57,876.00	\$ 2,344,736	\$ 3,469,295
APW007	Maintain concrete infrastructure.	8.55	17,773.60	430,670	637,224
APW008	Install and maintain traffic control devices.	4.59	9,536.80	384,093	568,308
APW009	Maintain pavement markings.	6.57	13,655.20	401,474	594,025
APW010	Emergency response services.	0.54	1,123.20	57,711	85,389
APW011	Administrative support.	5.94	12,355.20	879,606	1,301,473
200012	Elms and Tailwood Signalization	-	-	-	350,000
	Support Services ISF Charges	-	-	-	402,318
		<u>54.00</u>	<u>112,320.00</u>	<u>\$ 4,498,290</u>	<u>\$ 7,408,032</u>



Staffing

Director of Street Services
Equipment Operator
Equipment Services Technician
Lube Technician
Principal Secretary
Secretary
Senior Traffic Technician
Service Worker (Street)
Sign Technician
Superintendent (Street Services)
Superintendent (Traffic)
Supervisor (Sign & Pavement Marking)
Supervisor (Street Maintenance)
Supervisor (Traffic Signals)
Traffic Technician
Truck Driver
Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Director of Street Services	1.00	1.00	1.00
Equipment Operator	8.00	8.00	8.00
Equipment Services Technician	1.00	1.00	1.00
Lube Technician	1.00	1.00	1.00
Principal Secretary	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Senior Traffic Technician	1.00	1.00	1.00
Service Worker (Street)	12.00	12.00	12.00
Sign Technician	1.00	1.00	1.00
Superintendent (Street Services)	2.00	2.00	2.00
Superintendent (Traffic)	1.00	1.00	1.00
Supervisor (Sign & Pavement Marking)	1.00	1.00	1.00
Supervisor (Street Maintenance)	5.00	5.00	5.00
Supervisor (Traffic Signals)	1.00	1.00	1.00
Traffic Technician	2.00	2.00	2.00
Truck Driver	15.00	15.00	15.00
Total Staffing	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Street Operations					
Personnel Services					
010-3445-434.40-05	FULL-TIME SALARIES	\$ 1,466,843	\$ 1,771,920	\$ -	\$ -
010-3445-434.40-15	OVERTIME	7,813	7,194	-	-
010-3445-434.40-25	LONGEVITY	16,908	19,776	-	-
010-3445-434.40-30	INCENTIVE PAY	29,241	32,880	-	-
010-3445-434.40-55	ON CALL	7,380	11,340	-	-
010-3445-434.40-70	VACATION-4TH WEEK BUYBK.	1,200	3,000	-	-
010-3445-434.40-81	GROUP INSURANCE	205,370	-	-	-
010-3445-434.40-82	MEDICAL INSURANCE	-	237,163	-	-
010-3445-434.40-83	DENTAL INSURANCE	-	14,906	-	-
010-3445-434.40-84	LIFE INSURANCE	-	972	-	-
010-3445-434.40-85	RETIREMENT - TMRS	151,399	205,840	-	-
010-3445-434.40-87	SOCIAL SECURITY	111,137	109,406	-	-
010-3445-434.40-88	MEDICARE	-	25,594	-	-
010-3445-434.40-89	WORKERS COMPENSATION	48,915	60,575	-	-
234-3445-434.40-05	FULL-TIME SALARIES	-	-	1,395,170	1,950,351
234-3445-434.40-15	OVERTIME	-	-	11,417	7,194
234-3445-434.40-25	LONGEVITY	-	-	16,958	20,305
234-3445-434.40-30	INCENTIVE PAY	-	-	23,205	21,540
234-3445-434.40-55	ON CALL	-	-	6,330	7,600
234-3445-434.40-70	VACATION-4TH WEEK BUYBK.	-	-	3,000	1,500
234-3445-434.40-82	MEDICAL INSURANCE	-	-	169,847	263,901
234-3445-434.40-83	DENTAL INSURANCE	-	-	9,777	13,511
234-3445-434.40-84	LIFE INSURANCE	-	-	704	936
234-3445-434.40-85	RETIREMENT - TMRS	-	-	157,986	237,204
234-3445-434.40-87	SOCIAL SECURITY	-	-	86,494	120,637
234-3445-434.40-88	MEDICARE	-	-	20,229	28,214
234-3445-434.40-89	WORKERS COMPENSATION	-	-	45,423	58,023
575-3445-434.40-05	FULL-TIME SALARIES	49,123	59,230	58,365	71,093
575-3445-434.40-15	OVERTIME	588	1,500	757	1,500
575-3445-434.40-25	LONGEVITY	61	240	162	240
575-3445-434.40-30	INCENTIVE PAY	1,710	1,620	1,305	1,080
575-3445-434.40-55	ON CALL	370	950	840	480
575-3445-434.40-81	GROUP INSURANCE	5,674	-	-	-
575-3445-434.40-82	MEDICAL INSURANCE	-	4,941	5,355	10,996
575-3445-434.40-83	DENTAL INSURANCE	-	276	402	552
575-3445-434.40-84	LIFE INSURANCE	-	36	33	36
575-3445-434.40-85	RETIREMENT - TMRS	5,138	7,085	4,942	4,582
575-3445-434.40-87	SOCIAL SECURITY	3,954	3,931	3,798	4,496
575-3445-434.40-88	MEDICARE	-	919	888	1,052
575-3445-434.40-89	WORKERS COMPENSATION	2,046	2,472	2,460	2,479
Personnel Services		2,114,869	2,583,766	2,025,847	2,829,502

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Supplies					
010-3445-434.41-10	OFFICE	\$ 1,979	\$ 1,700	\$ -	\$ -
010-3445-434.41-15	POSTAGE/CARRIER SERVICE	50	25	-	-
010-3445-434.41-20	UNIFORMS AND CLOTHING	29,828	32,200	-	-
010-3445-434.41-30	FUEL	93,980	104,513	-	-
010-3445-434.41-35	PRINT SUPPLIES	1,676	1,450	-	-
010-3445-434.41-37	PHONES AND ACCESSORIES	254	150	-	-
010-3445-434.41-40	COMPUTER SUPPLIES	-	1,500	-	-
010-3445-434.41-60	FOOD SUPPLIES	1,627	1,400	-	-
010-3445-434.41-65	MINOR TOOLS	21,345	22,150	-	-
010-3445-434.41-70	CLEANING SUPPLIES	4,416	3,683	-	-
010-3445-434.41-75	MEDICAL AND CHEMICAL	1,510	125	-	-
010-3445-434.41-87	EXTINGUISHING CHEMICALS	-	1,500	-	-
010-3445-434.41-90	AGRICULTURAL SUPPLIES	-	3,575	-	-
234-3445-434.41-10	OFFICE	-	-	1,650	2,000
234-3445-434.41-15	POSTAGE/CARRIER SERVICE	-	-	25	25
234-3445-434.41-20	UNIFORMS AND CLOTHING	-	-	32,200	40,999
234-3445-434.41-30	FUEL	-	-	96,000	96,831
234-3445-434.41-34	NATURAL GAS AND ACCELERANT	-	-	1,000	1,000
234-3445-434.41-35	PRINT SUPPLIES	-	-	1,000	1,000
234-3445-434.41-37	PHONES AND ACCESSORIES	-	-	150	250
234-3445-434.41-40	COMPUTER SUPPLIES	-	-	300	300
234-3445-434.41-60	FOOD SUPPLIES	-	-	700	1,000
234-3445-434.41-65	MINOR TOOLS	-	-	21,000	22,150
234-3445-434.41-70	CLEANING SUPPLIES	-	-	3,650	3,683
234-3445-434.41-75	MEDICAL AND CHEMICAL	-	-	125	250
234-3445-434.41-87	EXTINGUISHING CHEMICALS	-	-	1,450	1,500
234-3445-434.41-90	AGRICULTURAL SUPPLIES	-	-	1,000	-
575-3445-434.41-20	UNIFORMS AND CLOTHING	-	1,000	950	1,000
575-3445-434.41-30	FUEL	12,865	10,000	10,000	10,000
575-3445-434.41-65	MINOR TOOLS	-	300	200	200
575-3445-434.41-90	AGRICULTURAL SUPPLIES	411	-	-	1,500
Supplies		169,941	185,271	171,400	183,688

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Repair & Maintenance					
010-3445-434.42-05	WALKS AND DRIVES	\$ 29,653	\$ 50,000	\$ -	\$ -
010-3445-434.42-10	BUILDING MAINTENANCE	305	-	-	-
010-3445-434.42-36	TRAFFIC SIGNALS MAINT	2,498	2,500	-	-
010-3445-434.42-37	SIGN MAINTENANCE	27,838	30,000	-	-
010-3445-434.42-38	PAVEMENT MARKING	2,889	92,311	-	-
010-3445-434.42-65	STREET MAINTENANCE	388,852	330,000	-	-
010-3445-434.42-92	ROADWAY DRAINAGE	-	487	-	-
010-3445-434.43-10	SMALL EQUIP REPAIR	2,482	4,500	-	-
010-3445-434.43-15	VEHICLE REPAIR/MAINT	98,483	111,809	-	-
010-3445-434.43-50	MACHINERY	121,545	90,000	-	-
010-3445-434.43-70	SIGNALS AND TRAFFIC LIGHTS	86,861	84,150	-	-
234-3445-434.42-05	WALKS AND DRIVES	-	-	45,000	50,000
234-3445-434.42-35	FENCE MAINTENANCE	-	-	-	10,000
234-3445-434.42-36	TRAFFIC SIGNALS MAINT	-	-	2,500	16,283
234-3445-434.42-37	SIGN MAINTENANCE	-	-	29,500	30,000
234-3445-434.42-38	PAVEMENT MARKING	-	-	201,724	139,475
234-3445-434.42-65	STREET MAINTENANCE	-	-	664,899	1,930,000
234-3445-434.43-10	SMALL EQUIP REPAIR	-	-	2,800	2,800
234-3445-434.43-15	VEHICLE REPAIR/MAINT	-	-	75,000	75,000
234-3445-434.43-50	MACHINERY	-	-	80,000	80,000
234-3445-434.43-70	SIGNALS AND TRAFFIC LIGHTS	-	-	84,000	84,150
248-3445-434.42-37	SIGN MAINTENANCE	-	10,000	10,000	10,000
248-3445-434.42-38	PAVEMENT MARKING	2,764	12,500	12,000	94,500
248-3445-434.43-70	SIGNALS AND TRAFFIC LIGHTS	7,300	11,000	11,000	11,000
575-3445-434.42-75	CURB AND GUTTER	-	19,915	19,000	15,000
575-3445-434.42-92	ROADWAY DRAINAGE	-	126,511	126,000	62,635
575-3445-434.43-15	VEHICLE REPAIR/MAINT	10,895	15,000	15,000	15,000
Repair & Maintenance		782,365	990,683	1,378,423	2,625,843
Support Services					
010-3445-434.44-04	WATER SERVICE	1,946	1,800	-	-
010-3445-434.44-05	TELEPHONE	12,956	5,089	-	-
010-3445-434.44-06	GAS SERVICE	1,628	1,200	-	-
010-3445-434.44-07	CABLE SERVICES	230	711	-	-
010-3445-434.44-08	WASTE DISPOSAL	1,623	2,300	-	-
010-3445-434.44-10	EQUIPMENT RENTAL/LEASE	10,852	55,000	-	-
010-3445-434.44-26	ADVERTISING	747	310	-	-
010-3445-434.44-30	TRAINING AND TRAVEL	2,990	3,250	-	-
010-3445-434.44-49	STREET LIGHTS ELECTRICITY	758,917	750,000	-	-
010-3445-434.44-50	ELECTRICITY SERVICES	82,946	79,000	-	-
010-3445-434.44-75	DUES AND MEMBERSHIPS	1,311	1,300	-	-
234-3445-434.44-04	WATER SERVICE	-	-	1,800	1,800
234-3445-434.44-05	TELEPHONE	-	-	8,500	8,500
234-3445-434.44-06	GAS SERVICE	-	-	1,600	1,600
234-3445-434.44-07	CABLE SERVICES	-	-	810	810
234-3445-434.44-08	WASTE DISPOSAL	-	-	1,700	2,300
234-3445-434.44-10	EQUIPMENT RENTAL/LEASE	-	-	54,000	62,000
234-3445-434.44-26	ADVERTISING	-	-	310	621
234-3445-434.44-30	TRAINING AND TRAVEL	-	-	3,250	6,500
234-3445-434.44-48	TRAFFIC LIGHTS ELECTRICIT	-	-	67,000	67,000
234-3445-434.44-49	STREET LIGHTS ELECTRICITY	-	-	750,000	750,000
234-3445-434.44-50	ELECTRICITY SERVICES	-	-	12,000	12,000
234-3445-434.44-75	DUES AND MEMBERSHIPS	-	-	1,250	1,300

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
575-3445-434.44-04	WATER SERVICE	\$ 794	\$ 1,000	\$ 1,000	\$ 1,000
575-3445-434.44-30	TRAINING AND TRAVEL	-	200	200	200
575-3445-434.44-75	DUES AND MEMBERSHIPS	94	456	400	450
	Support Services	877,033.01	901,616.00	903,820.00	916,081.12
	Minor Capital				
010-3445-434.46-35	EQUIPMENT AND MACHINERY	23,666.10	-	-	-
010-3445-434.46-40	COMPUTER EQUIP/SOFTWARE	227.14	-	-	-
	Minor Capital	23,893.24	-	-	-
	Professional Services				
010-3445-434.47-01	CONSULTING SERVICES	5,435.00	15,000.00	-	-
010-3445-434.47-20	ENGINEERING SERVICES	-	4,000.00	-	-
234-3445-434.47-01	CONSULTING SERVICES	-	-	14,500.00	15,000.00
234-3445-434.47-05	MEDICAL/COUNSELING SERVIC	-	-	300.00	1,600.00
234-3445-434.47-20	ENGINEERING SERVICES	-	-	4,000.00	4,000.00
	Professional Services	5,435.00	19,000.00	18,800.00	20,600.00
	Designated Expenses				
234-3445-434.50-10	ISF CHARGES	-	-	-	402,318.00
243-3445-434.50-55	DESIGNATED EXPENSES	24,741.18	-	-	-
	Designated Expenses	24,741.18	-	-	402,318.00
	Capital Outlay				
010-3445-434.61-35	MACHINERY AND EQUIPMENT	49,876.67	-	-	-
010-3445-434.61-70	LEASE ASSETS	112,425.00	-	-	-
248-3445-434.60-85	TRAFFIC SIGNAL	-	-	-	350,000.00
248-3445-434.61-35	MACHINERY AND EQUIPMENT	-	-	-	80,000.00
	Capital Outlay	162,301.67	-	-	430,000.00
	Street Operations	\$ 4,160,579	\$ 4,680,336	\$ 4,498,290	\$ 7,408,032

Mission Element 1: Maintain streets.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Apply slurry-seal to street surface (lane miles).	0	0	20	0	0	29	87
Apply reclaimite to street surface (lane miles).	16,640	11	0	11	29	0	0
Repair potholes.	4,160	365	400	365	450	300	325
Repair utility cuts.	4,160	125	250	125	175	58	125
Apply crackseal material to street (lane miles).	12,480	125	125	125	150	125	175
Sweep Streets (curb miles).	8,320	12,500	12,500	7,938	10,000	7,430	10,000

Mission Element 2: Maintain concrete infrastructure.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Repair sidewalk work orders.	14,560	155	N/A	155	125	62	100
Repair drive approach work orders.	9,360	14	N/A	14	25	12	25
Repair valley gutter work orders.	3,120	8	15	8	15	14	15
Repair curb & gutter work orders.	6,240	22	15	22	15	25	25

Mission Element 3: Install and maintain traffic control devices.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Inspect signalized intersections.	6,240	1,128	1,128	1,128	1,128	1,128	1,128
Inspect & program school flashers.	1,040	780	780	780	780	780	780
Conduct traffic counts.	3,120	48	48	48	48	54	48
Repair sign work orders.	6,240	1,127	1,500	1,127	1,500	625	1,250

Mission Element 4: Maintain pavement markings.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain crosswalks (KISD campuses).	520	426	426	426	426	426	438
Carry out pavement marking program (linear miles).	6,240	2.5	5	13	9.5	9.5	7.5
Process pavement marking work orders.	1,560	95	135	60	60	35	50

Mission Element 5: Emergency response services.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Respond to emergency events.	1,040	342	N/A	342	350	65	100

Mission Element 6: Administrative support.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Input Cityworks work orders.	1,560	4,600	4,960	4,600	1,440	2,455	2,800
Process AP – P.O. & receiving.	4,160	1,920	1,440	1,920	780	480	525
Process telephone calls.	520	1,200	N/A	N/A	7,680	5,575	6,125
Process payroll.	2,600	26	26	26	26	13	0
Track uniforms for employees.	520	224	224	224	2,688	1,568	2,688
Process new hires.	520	24	N/A	24	20	21	20

**DRAINAGE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

DEBT SERVICE

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 581,340	\$ 545,391	\$ 546,141	\$ 540,950
Total	\$ 581,340	\$ 545,391	\$ 546,141	\$ 540,950
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Bond Principal Payment	\$ 365,000	\$ 380,000	\$ 380,000	\$ 390,000
Capital Lease Principal	37,682	-	-	-
Bond Interest	173,275	164,150	164,150	148,950
Arbitrage Calculation Fees	220	491	1,241	1,250
Paying Agent Fees	48	750	750	750
Capital Lease Interest	5,116	-	-	-
Total	\$ 581,340	\$ 545,391	\$ 546,141	\$ 540,950

NON-DEPARTMENTAL

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 5,481,406	\$ 1,121,709	\$ 1,096,678	\$ 569,937
Total	\$ 5,481,406	\$ 1,121,709	\$ 1,096,678	\$ 569,937
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ 8,010	\$ 8,131	\$ 8,130	\$ 8,370
Support Services	2,052	417,985	392,985	425,421
Indirect Cost Allocation	245,652	286,048	286,048	34,392
Professional Services	3,829	3,300	3,270	3,920
Designated Expenses	27,146	50,534	50,534	58,834
Transfer to General Fund CIP [Rosewood]	750,000	-	-	-
Transfer to Drainage CIP	4,054,130	131,700	131,700	39,000
Transfer to Fleet Services ISF	194,233	20,322	20,322	-
Transfer to Risk Management ISF	27,660	28,935	28,935	-
Transfer to Information Technology ISF	168,694	174,754	174,754	-
Total	\$ 5,481,406	\$ 1,121,709	\$ 1,096,678	\$ 569,937
TOTAL OTHER APPROPRIATIONS REVENUES	\$ 6,062,746	\$ 1,667,100	\$ 1,642,819	\$ 1,110,887
TOTAL OTHER APPROPRIATIONS EXPENSES	\$ 6,062,746	\$ 1,667,100	\$ 1,642,819	\$ 1,110,887

Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Debt Service				
Principal				
575-9000-489.71-10 BOND PRINCIPAL PAYMENTS	\$ 365,000	\$ 380,000	\$ 380,000	\$ 390,000
575-9000-489.71-12 CAPITAL LEASE PRINCIPAL	37,682	-	-	-
575-9000-489.72-10 BOND INTEREST	173,275	164,150	164,150	148,950
575-9000-489.72-11 ARBITRAGE CALCULATION FEE	220	491	1,241	1,250
575-9000-489.72-12 PAYING AGENT FEES	48	750	750	750
575-9000-489.72-13 CAPITAL LEASE INTEREST	5,116	-	-	-
Principal	581,340	545,391	546,141	540,950
Debt Service	\$ 581,340	\$ 545,391	\$ 546,141	\$ 540,950
Non-Departmental				
Personnel Services				
575-9501-491.40-24 SEPARATION PAY	\$ 6,710	\$ 6,782	\$ 6,782	\$ 6,945
575-9501-491.40-85 RETIREMENT - TMRS	666	757	757	820
575-9501-491.40-87 SOCIAL SECURITY	513	421	420	431
575-9501-491.40-88 MEDICARE	-	98	98	101
575-9501-491.40-89 WORKERS COMPENSATION	121	73	73	73
Personnel Services	8,010	8,131	8,130	8,370
Support Services				
575-9595-492.44-13 ISF EQUIPMENT/VEHICLES	194,233	20,322	20,322	-
575-9595-492.44-16 ISF RISK MANAGEMENT	27,660	28,935	28,935	-
575-9595-492.44-18 ISF INFO TECHNOLOGY SVC	168,694	174,754	174,754	-
575-9595-492.44-68 DIRECT COST	2,052	6,572	6,572	6,572
575-9595-492.44-82 GEN FUND FRANCHISE FEE	-	386,413	386,413	393,849
575-9595-492.44-85 CLAIMS AND DAMAGES	-	25,000	-	25,000
Support Services	392,639	641,996	616,996	425,421
Professional Services				
575-9595-492.47-30 ACCOUNTING SERVICES	3,829	3,300	3,270	3,920
Professional Services	3,829	3,300	3,270	3,920
Designated Expenses				
575-9595-492.50-15 CONTINGENCY	\$ -	\$ 10,534	\$ 10,534	\$ 18,834
575-9595-492.50-90 BAD DEBTS	27,146	40,000	40,000	40,000
Designated Expenses	27,146	50,534	50,534	58,834
Transfers				
575-9595-492.90-10 TRANSFER TO GENERAL FUND	245,652	286,048	286,048	34,392
575-9595-492.93-49 TRANSFER TO GEN FUND CIP	750,000	-	-	-
575-9595-492.93-75 TRANSFER TO DRAINAGE CIP	4,054,130	131,700	131,700	39,000
Transfers	5,049,782	417,748	417,748	73,392
Non-Departmental	\$ 5,481,406	\$ 1,121,709	\$ 1,096,678	\$ 569,937



Dedicated Service – Everyday, for Everyone!



Special Revenue Funds



Dedicated Service – Everyday, for Everyone!

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for specific revenue that is legally restricted to expenditure for particular purposes. The City of Killeen has the following Special Revenue Funds:

Law Enforcement Grant Fund: To account for the operation of projects utilizing Law Enforcement Block Grant Funds. These projects are for the purpose of reducing crime and improving public safety.

Police State Seizure Fund: To account for revenues and expenditures that is restricted by state seizure requirements.

Police Federal Seizure Fund: To account for revenues and expenditures that is restricted by federal seizure requirements.

Emergency Management Fund: To account for monetary donations and grant revenues restricted to use for the support of emergency and disaster relief operations.

Hotel Occupancy Tax Fund: To account for the levy and utilization of the local hotel occupancy tax. State law requires that revenue from this tax be used for advertising and promotion of the City.

Special Event Center Fountain Fund: To account for revenues and expenditures related to the Killeen CCC fountain.

Cable System PEG Improvements Fund: To account for resources contributed to the City, the use of which is restricted to the acquisition of appropriate equipment and other expense items for the benefit of the cable franchise system.

Library Memorial Fund: To account for revenue that is restricted to the Killeen Public Library.

Community Development Block Grant Fund: To account for the operations of projects utilizing Community Development Block Grant funds. Such revenues are restricted to expenditures for specified projects by the Department of Housing and Urban Development.

Senior Citizen Assistance Fund: To account for monetary donations and expenditures related to senior citizen assistance with utility bills.

Home Program Fund: To account for program funds received from Housing Urban & Development (HUD). These programs are restricted to expenditures authorized by the Department of Housing and Urban Development.

Street Maintenance Fee Special Revenue: To account for revenue for street maintenance.

Tax Increment Fund: To account for economic development projects in the City's tax increment and reinvestment zone. Financing is provided by certain tax revenues collected within the City's tax increment and reinvestment zone pursuant to state tax code statutes and County contributions.

Recreation Services Donations Fund: To account for monetary donations and expenditures related to community parks.

Teen Court Program: To account for revenues and expenditures related to the court proceedings held by teens.

Court Technology Fund: To account for court technology fees collected in connection with citations issued by the City. State law requires that revenue from these fees be used for technological enhancements of the Municipal Court.

Court Security Fee Fund: To account for court security fees collected in connection with citations issued by the City. State law requires that revenue from these fees be used for security enhancements of the Municipal Court and/or the building that houses the court.

SPECIAL REVENUE FUNDS

Juvenile Case Manager Fund: To account for fees assessed and collected from defendants upon conviction of a fine-only misdemeanor offense. Funds are used for the salary and benefits of the Juvenile Case Manager appointed to assist in administering the Municipal Court juvenile docket and supervising the Court's orders in juvenile court.

Jury Fund: To account for fees assessed and collected from when a jury trial occurs. This fund can only be used to fund juror reimbursements.

Photo Red Light Enforcement Fund: To account for fees received from the photo red light ticket violation enforcement program and applicable authorized expenditures.

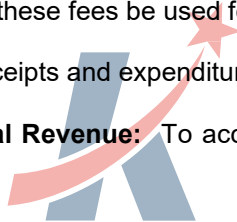
Fire Department Special Revenue: To account for revenue restricted to the Fire Department.

Animal Control Donations Fund: To account for receipts and expenditures related to animal control.

Child Safety Fund: To account for child safety fees collected in connection with citations issued by the City. State law requires that revenue from these fees be used for child safety infrastructure projects.

Police Donation Fund: To account for receipts and expenditures related to police activities.

Wellness Non-Assessment Fund Special Revenue: To account for revenue restricted for health and wellness activities.



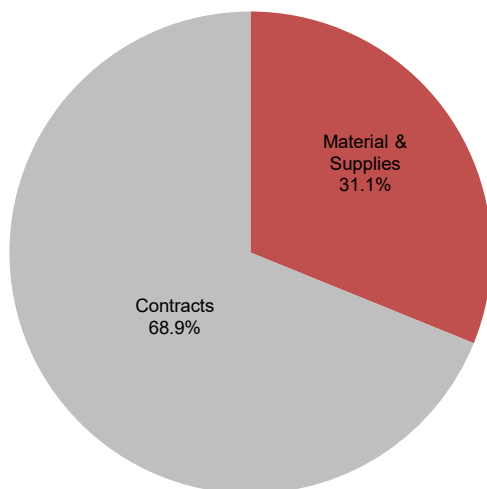
Revenue Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Intergovernmental Revenue	\$ 1,330	\$ 570,051	\$ 67,841	\$ 356,474
Investments Income	621	-	-	-
Other Financing Sources	36,300	-	-	-
General Resources	(36,921)	-	145,199	-
Total	\$ 1,330	\$ 570,051	\$ 213,040	\$ 356,474

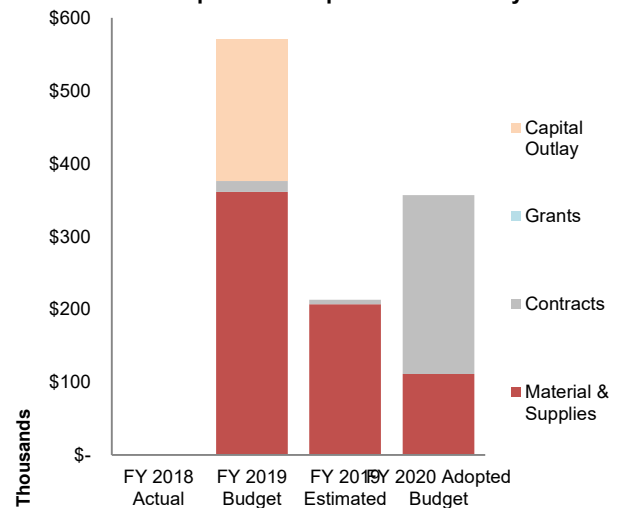
Expenditure Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Material & Supplies	\$ -	\$ 361,051	\$ 206,640	\$ 111,001
Contracts	-	15,000	6,400	245,473
Grants	1,330	-	-	-
Capital Outlay	-	194,000	-	-
Total	\$ 1,330	\$ 570,051	\$ 213,040	\$ 356,474

Department Expenditures



Department Expenditures History



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Law Enforcement Grant Revenues					
Intergovernmental Revenues					
207-0000-332.01-01	USDOJ-JAG	\$ 1,330	\$ 555,051	\$ 52,841	\$ 152,092
207-0000-334.01-02	CJD-CRISIS ASSISTANCE	-	15,000	15,000	104,382
207-0000-334.01-05	CJD-PUBLIC SAFETY	-	-	-	100,000
	Intergovernmental Revenues	1,330	570,051	67,841	356,474
Investments Income					
207-0000-361.05-00	INTEREST EARNED	621	-	-	-
	Investments Income	621	-	-	-
Other Financing Sources					
207-0000-391.02-09	TRANSFER IN FROM FUND 209	36,300	-	-	-
	Other Financing Sources	36,300	-	-	-
	Law Enforcement Grant Revenues	\$ 38,252	\$ 570,051	\$ 67,841	\$ 356,474
Law Enforcement Grant Expenditures					
Supplies					
207-6000-441.41-10	OFFICE	\$ -	\$ -	\$ 1,900	\$ -
207-6000-441.41-35	PRINT SUPPLIES	-	-	2,400	-
207-6000-441.41-99	OTHER	-	180,482	-	-
	Supplies	-	180,482	4,300	-
Support Services					
207-6000-441.44-30	TRAINING AND TRAVEL	-	-	4,300	-
	Support Services	-	-	4,300	-
Minor Capital					
207-6000-441.46-35	EQUIPMENT AND MACHINERY	-	180,569	198,040	111,001
	Minor Capital	-	180,569	198,040	111,001
Professional Services					
207-6000-441.47-05	MEDICAL / COUNSELING	-	15,000	6,400	-
207-6000-441.47-30	ACCOUNTING SERVICES	-	-	-	6,896
	Professional Services	-	15,000	6,400	6,896
Designated Expense					
207-6000-441.50-20	RESERVE APPROPRIATION	-	-	-	238,577
	Designated Expense	-	-	-	238,577
Grants					
207-6000-441.55-43	GRANTS TO OTHER AGENCIES	1,330	-	-	-
	Grants	1,330	-	-	-
Capital Outlay					
207-6000-441.61-40	COMPUTER EQUIP/SOFTWARE	-	194,000	-	-
	Capital Outlay	-	194,000	-	-
	Law Enforcement Grant Expenditures	\$ 1,330	\$ 570,051	\$ 213,040	\$ 356,474

Revenue Summary

Intergovernmental Revenues
Investments Income
Other Financing Sources
General Resources
Total

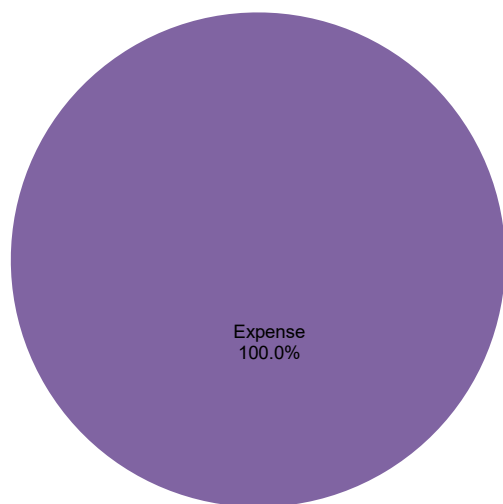
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 31,589	\$ 88,975	\$ 14,757	\$ -
1,432	-	2,537	2,000
-	-	24,922	-
(33,020)	-	(10,977)	117,568
<u>\$ -</u>	<u>\$ 88,975</u>	<u>\$ 31,239</u>	<u>\$ 119,568</u>

Expenditure Summary

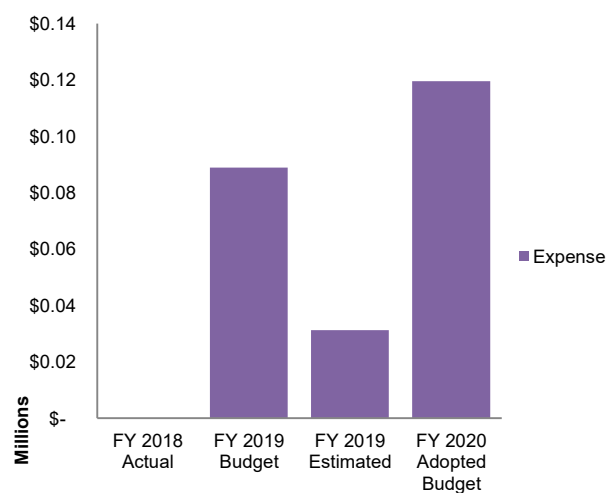
Expense
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ -	\$ 88,975	\$ 31,239	\$ 119,568
<u>\$ -</u>	<u>\$ 88,975</u>	<u>\$ 31,239</u>	<u>\$ 119,568</u>

Department Expenditures



Department Expenditure History



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Police State Seizure Revenues					
Intergovernmental Revenues					
208-0000-336.01-01	SEIZURES	\$ 31,589	\$ 88,975	\$ 14,757	\$ -
	Intergovernmental Revenues	31,589	88,975	14,757	-
Investments Income					
208-0000-361.05-00	INTEREST EARNED	1,432	-	2,537	2,000
	Investments Income	1,432	-	2,537	2,000
Other Financing Sources					
208-0000-392.01-01	0	-	-	24,922	-
	Other Financing Sources	-	-	24,922	-
	Police State Seizure Revenues	\$ 33,020	\$ 88,975	\$ 42,216	\$ 2,000
Police State Seizure Expenditures					
Expense					
208-6000-441.74-00	EXPENSE	\$ -	\$ 88,975	\$ 31,239	\$ 119,568
	Expense	-	88,975	31,239	119,568
	Police State Seizure Expenditures	\$ -	\$ 88,975	\$ 31,239	\$ 119,568

Revenue Summary

Intergovernmental Revenue
Investments Income
General Resources
Total

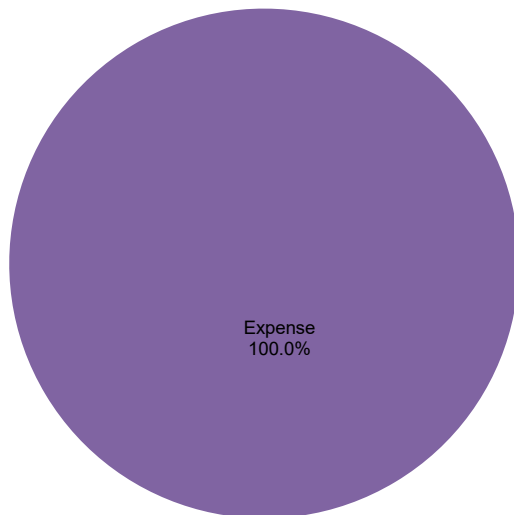
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 18,564	\$ 352,380	\$ 802	\$ -
5,213	-	7,182	8,000
-	-	-	-
\$ 23,777	\$ 352,380	\$ 7,984	\$ 8,000

Expenditure Summary

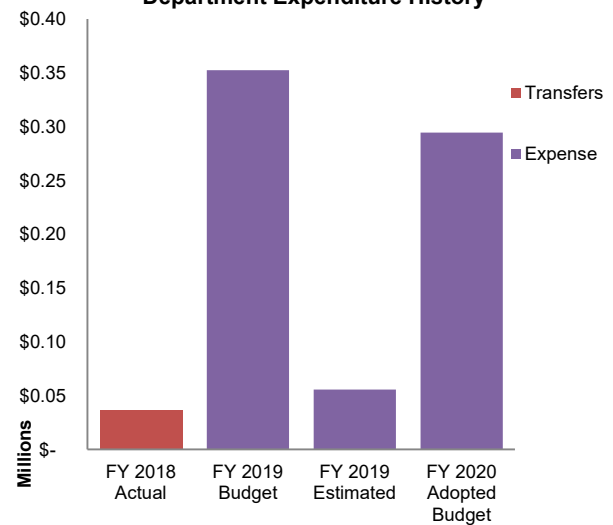
Expense
Transfers
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ -	\$ 352,380	\$ 55,658	\$ 294,398
36,300	-	-	-
\$ 36,300	\$ 352,380	\$ 55,658	\$ 294,398

Department Expenditures



Department Expenditure History



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Police Federal Seizure Revenues					
Intergovernmental Revenues					
209-0000-333.01-01	SEIZURES-FBI	\$ 14,012	\$ 352,380	\$ 802	\$ -
209-0000-333.01-02	SEIZURES-DEA	4,552	-	-	-
	Intergovernmental Revenues	18,564	352,380	802	-
Investments Income					
209-0000-361.05-00	INTEREST EARNED	5,213	-	7,182	8,000
	Investments Income	5,213	-	7,182	8,000
	Police Federal Seizure Revenues	\$ 23,777	\$ 352,380	\$ 7,984	\$ 8,000
Police Federal Seizure Expenditures					
Expense					
209-6000-441.74-00	EXPENSE	\$ -	\$ 352,380	\$ 55,658	\$ 294,398
	Expense	-	352,380	55,658	294,398
Transfers					
209-9595-492.92-07	TRANSFERS TO LAW ENF GRAN	36,300	-	-	-
	Transfers	36,300	-	-	-
	Police Federal Seizure Expenditures	\$ 36,300	\$ 352,380	\$ 55,658	\$ 294,398

**SPECIAL REVENUE FUND
EMERGENCY MANAGEMENT FUND**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Interest Earned	\$ 26	\$ -	\$ -	\$ -
General Resources	(26)	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

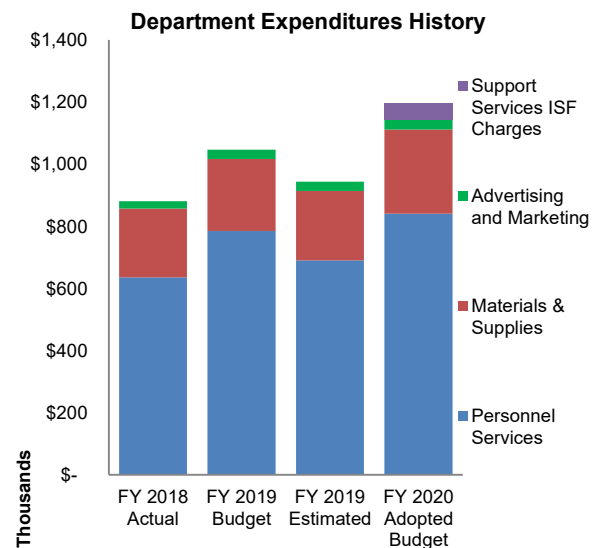
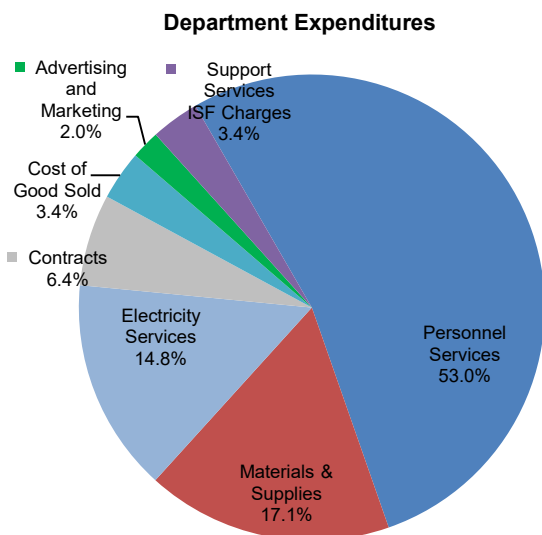
Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Emergency Management Fund Revenues					
Investments Income					
211-0000-361.05-00	INTEREST EARNED	\$ 26	\$ -	\$ -	\$ -
	Investments Income	<u>26</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Emergency Management Fund Revenue	<u>\$ 26</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Emergency Management Fund Expenditures					
	Emergency Management Fund Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FINANCIAL INFORMATION

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenues Summary				
Event Revenue	421,837	415,140	463,853	440,000
Mixed Beverage Receipts	181,971	250,000	223,406	255,000
Catering Revenues	32,643	38,000	34,693	38,760
General Resources	597,295	719,148	600,109	852,614
Total	\$ 1,233,746	\$ 1,422,288	\$ 1,322,061	\$ 1,586,374

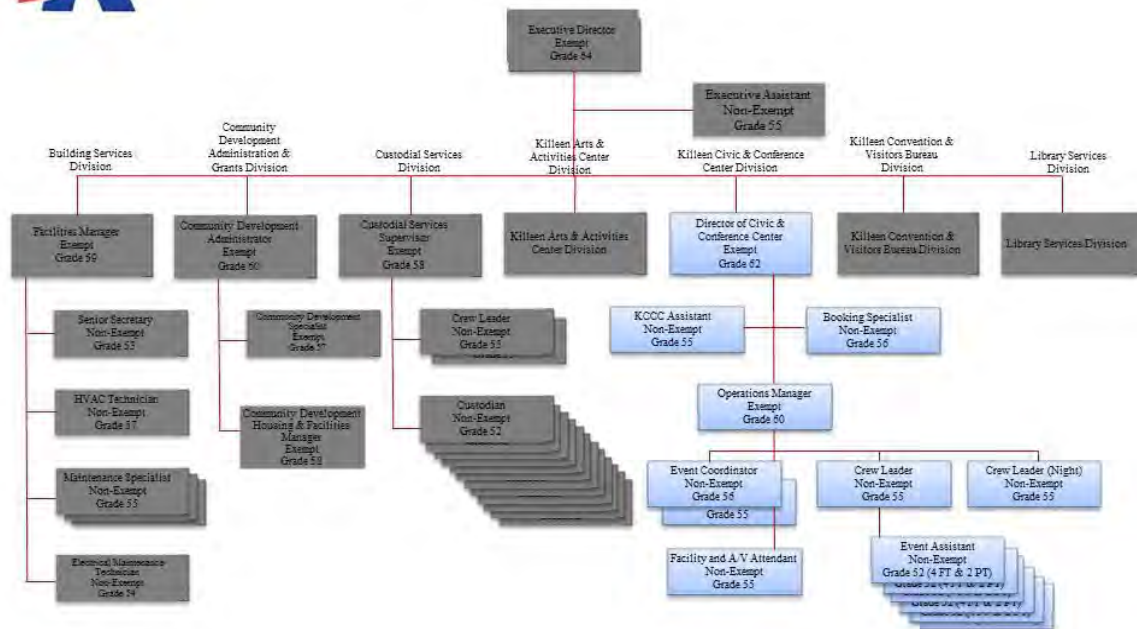
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditures Summary				
Personnel Services	\$ 635,171	\$ 784,342	\$ 690,338	\$ 840,472
Materials & Supplies	222,164	232,130	223,131	270,808
Electricity Services	218,972	228,317	227,817	235,000
Contracts	94,262	96,000	99,775	101,000
Cost of Good Sold	39,944	51,240	51,000	54,379
Advertising and Marketing	23,234	30,259	30,000	31,500
Support Services ISF Charges	-	-	-	53,215
Total	\$ 1,233,746	\$ 1,422,288	\$ 1,322,061	\$ 1,586,374

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Staffing			
Total Staffing	16.13	16.13	16.13





Killeen Civic & Conference Center Division



DIVISION MISSION STATEMENT

To provide superior civic, convention, and exhibition facilities for the City of Killeen.

MISSION ELEMENTS

- Event marketing and booking to maximize revenue opportunities by leasing available space.
- Event planning and coordination.
- Event set-up and support.
- Facility cleaning and maintenance.
- Provide services to the convention industry and hospitality community.

GOALS

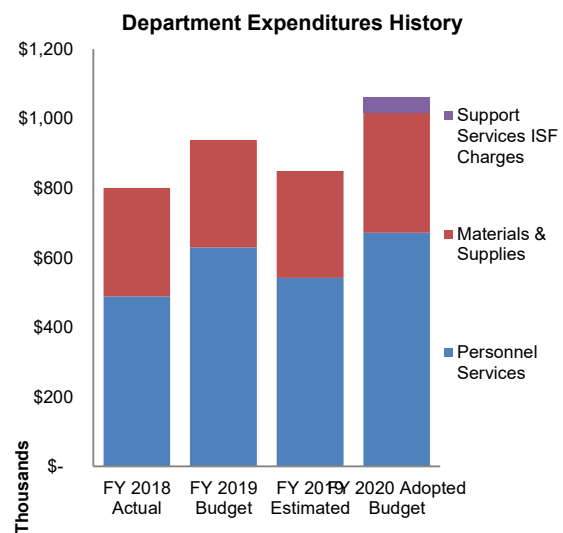
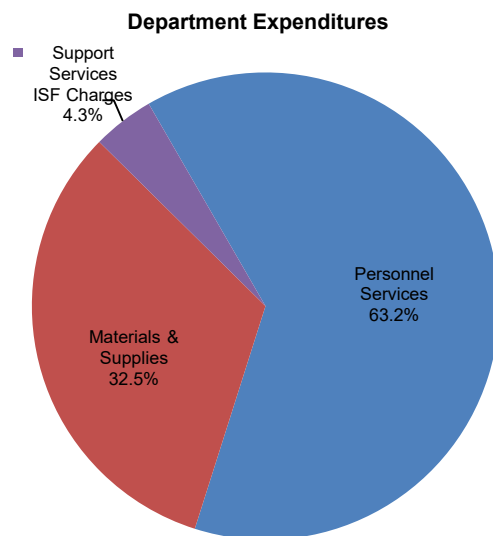
- Continue marketing efforts to promote Killeen through interactive websites and social media outlets.
- Promote Killeen as the premier city for conventions, conferences, reunions, and meetings.
- Create client packages for special holiday to increase rentals.
- Encourage staff to utilize Convention Visitors Bureau services and recruit municipal government
- Market the city as a tourist destination.
- Incorporate educational, and traveling exhibits.
- Upgrade internal tracking system of all inventory and supplies.
- Identify interior and exterior elements of the building structure that need to be repaired or replaced that have aged over time.

FINANCIAL INFORMATION

Expenditures Summary

Personnel Services
Materials & Supplies
Support Services ISF Charges
Total

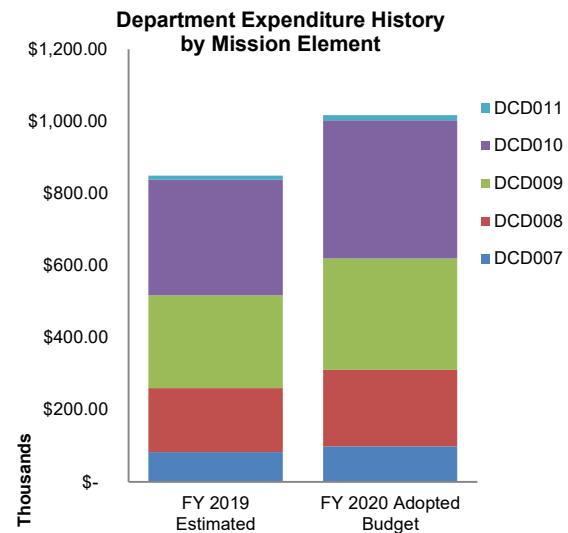
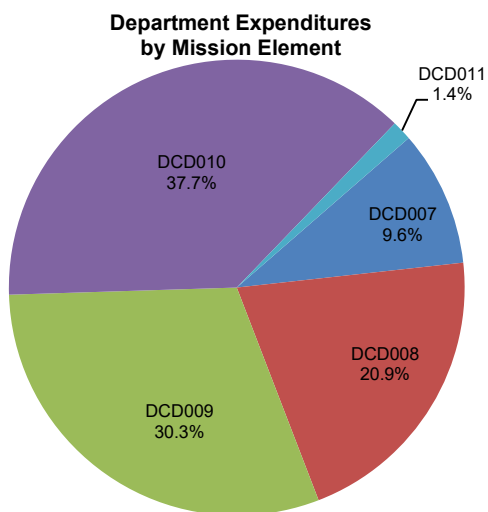
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 488,638	\$ 629,488	\$ 542,332	\$ 671,847
312,509	309,288	307,208	345,461
-	-	-	45,308
<u>\$ 801,147</u>	<u>\$ 938,776</u>	<u>\$ 849,540</u>	<u>\$ 1,062,616</u>



**COMMUNITY & ECONOMIC DEVELOPMENT
HOTEL OCCUPANCY TAX FUND
KILLEEN CONVENTION AND CIVIC CENTER**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
DCD007	Event marketing and booking to maximize revenue opportunities by leasing available space.	1.25	2600.00	\$ 81,923.64	\$ 98,102
DCD008	Event planning and coordination.	3.10	6448.00	177,527	212,585
DCD009	Event set-up and support.	5.63	11710.40	257,835	308,752
DCD010	Facility cleaning and maintenance.	3.50	7280.00	320,263	383,509
DCD011	Provide services to the convention industry and hospitality community.	0.15	312.00	11,992	14,360
	Support Services ISF Charges	-	-	-	45,308
		<u>13.63</u>	<u>28,350.40</u>	<u>\$ 849,540.00</u>	<u>\$ 1,062,616</u>



Staffing

Booking Specialist ¹
Civic & Conf Center Asst. ¹
Crew Leader (Events) ²
Director of Civic & Convention
Event Assistant ^{1, 2}
Event Coordinator II ¹
Event Coordinator ¹
Facility & A/V Attendant ¹
Operations Manager ¹
Principal Secretary ¹

Total Staffing

FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
-	1.00	1.00
-	1.00	1.00
1.00	2.00	2.00
0.50	0.50	0.50
5.50	5.13	5.13
-	2.00	2.00
2.00	-	-
-	1.00	1.00
1.00	1.00	1.00
1.00	-	-
<u>11.00</u>	<u>13.63</u>	<u>13.63</u>

¹ - Positions reclassified in FY 2019

² - Positions added in FY 2019

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Hotel - Conference Center					
Personnel Services					
214-0705-457.40-05	FULL-TIME SALARIES	\$ 361,175	\$ 448,853	\$ 387,927	\$ 472,447
214-0705-457.40-10	PART-TIME SALARIES	7,082	23,878	21,518	28,993
214-0705-457.40-15	OVERTIME	-	-	89	-
214-0705-457.40-25	LONGEVITY	3,512	4,296	3,493	4,320
214-0705-457.40-37	BILINGUAL PAY	200	600	600	600
214-0705-457.40-81	GROUP INSURANCE	48,494	-	-	-
214-0705-457.40-82	MEDICAL INSURANCE	-	54,355	46,576	60,477
214-0705-457.40-83	DENTAL INSURANCE	-	3,033	2,551	3,033
214-0705-457.40-84	LIFE INSURANCE	-	225	196	226
214-0705-457.40-85	RETIREMENT - TMRS	36,826	53,257	43,789	57,893
214-0705-457.40-87	SOCIAL SECURITY	27,570	29,393	24,883	30,396
214-0705-457.40-88	MEDICARE	-	6,873	5,819	7,108
214-0705-457.40-89	WORKERS COMPENSATION	3,780	4,725	4,891	6,354
	Personnel Services	488,638	629,488	542,332	671,847
Supplies					
214-0705-457.41-10	OFFICE	548	1,500	1,500	2,500
214-0705-457.41-15	POSTAGE/CARRIER SERVICE	19	50	50	50
214-0705-457.41-20	UNIFORMS AND CLOTHING	7,494	6,500	6,500	10,000
214-0705-457.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	985
214-0705-457.41-30	FUEL	855	500	500	600
214-0705-457.41-35	PRINT SUPPLIES	-	1,000	950	1,200
214-0705-457.41-37	PHONES AND ACCESSORIES	-	-	-	100
214-0705-457.41-40	COMPUTER SUPPLIES	-	-	-	187
214-0705-457.41-65	MINOR TOOLS	472	500	1,275	2,000
214-0705-457.41-70	CLEANING SUPPLIES	11,985	9,000	9,000	14,000
214-0705-457.41-75	MEDICAL AND CHEMICAL	-	268	268	268
214-0705-457.41-87	EXTINGUISHING CHEMICALS	1,018	888	888	888
	Supplies	22,392	20,206	20,931	32,778
Repair & Maintenance					
214-0705-457.42-10	BUILDING MAINTENANCE	44,029	51,050	51,050	58,000
214-0705-457.43-05	FURNITURE AND FIXTURES	3,380	3,500	3,300	8,483
214-0705-457.43-10	SMALL EQUIPMENT	628	1,000	950	2,000
214-0705-457.43-15	VEHICLE REPAIR/MAINT	558	1,400	1,400	1,500
214-0705-457.43-20	HEAT AND AIR REPAIR	31,512	30,000	30,000	35,000
214-0705-457.43-50	MACHINERY	798	1,200	1,100	1,500
	Repair & Maintenance	80,904	88,150	87,800	106,483
Support Services					
214-0705-457.44-04	WATER SERVICE	7,822	8,000	7,800	9,000
214-0705-457.44-05	TELEPHONE	2,808	4,045	4,045	4,550
214-0705-457.44-06	GAS SERVICE	3,392	3,000	2,800	3,500
214-0705-457.44-08	WASTE DISPOSAL	10,479	11,000	11,000	12,000
214-0705-457.44-10	EQUIPMENT RENTAL/LEASE	4,549	8,820	2,820	3,500
214-0705-457.44-19	MERCHANT FEES	-	600	-	-
214-0705-457.44-30	TRAINING AND TRAVEL	728	1,000	975	1,500
214-0705-457.44-50	ELECTRICITY SERVICES	149,961	148,317	148,317	155,000
214-0705-457.44-75	DUES AND MEMBERSHIPS	75	150	150	150
	Support Services	179,813	184,932	177,907	189,200
Minor Capital					
214-0705-457.46-35	EQUIPMENT AND MACHINERY	4,835	-	795	-
214-0705-457.46-40	COMPUTER EQUIPMENT	2,689	-	-	-
214-0705-457.46-50	FURNITURE AND FIXTURES	5,113	-	-	-
	Minor Capital	12,637	-	795	-

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Designated Expenses					
214-0705-457.50-02	RODEO EVENT	\$ 4,638	\$ 5,000	\$ 3,775	\$ 6,000
214-0705-457.50-10	ISF CHARGES	-	-	-	45,308
214-0705-457.50-32	CONTRACT LABOR	6,805	11,000	10,500	11,000
214-0705-457.50-65	CASH SHORT/OVER	(180)	-	-	-
	Designated Expenses	<u>11,263</u>	<u>16,000</u>	<u>14,275</u>	<u>62,308</u>
Capital Outlay					
214-0705-457.61-35	MACHINERY AND EQUIPMENT	5,500	-	5,500	-
	Capital Outlay	<u>5,500</u>	<u>-</u>	<u>5,500</u>	<u>-</u>
	Hotel - Conference Center	<u>\$ 801,147</u>	<u>\$ 938,776</u>	<u>\$ 849,540</u>	<u>\$ 1,062,616</u>

Mission Element 1: Event marketing and booking to maximize revenue opportunities by leasing available space.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Develop strategies and services annually to promote Killeen as the premier city for all types of events to increase revenue.	3,120	1.5 FTE	2.5 FTE	1.5 FTE	2.5 FTE	2.5 FTE	2.5 FTE
Develop new client rate and facility brochures, biennially.	1,040	.5 FTE	1.5 FTE	.5 FTE	1.5 FTE	1.5 FTE	1.5 FTE
Improve marketing efforts to promote Killeen through interactive websites and social media outlets.	1,560	.75 FTE	1 FTE	.75 FTE	1 FTE	1 FTE	1 FTE

Mission Element 2: Event planning and coordination.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Foster daily communication between the staff and clients to ensure client needs are met for successful events.	2,600	650 Events	750 Events	675 Events	775 Events	800 Events	820 Events
Coordinate with Operations staff twice a week for scheduling support of event room set-ups.	312	104 Meetings	104 Meetings	98 Meetings	104 Meetings	110 Meetings	104 Meetings
Coordination once a week with bar management staff in scheduling bars as requested by clients.	420	140 Meetings	165 Meetings	153 Meetings	165 Meetings	170 Meetings	165 Meetings

Mission Element 3: Event set-up and support.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Conduct meetings with Operations staff twice a week to ensure all event rooms are set up as requested by the clients.	312	104 Meetings	104 Meetings	98 Meetings	104 Meetings	110 Meetings	104 Meetings
Review with Operations staff to ensure clients' audio-visual and equipment requests are met.	312	104 Meetings	104 Meetings	98 Meetings	104 Meetings	110 Meetings	104 Meetings
Meet weekly with Operations staff to determine additional labor needs for large, multi-day events throughout the complex.	156	52 Meetings	52 Meetings	46 Meetings	52 Meetings	58 Meetings	52 Meetings

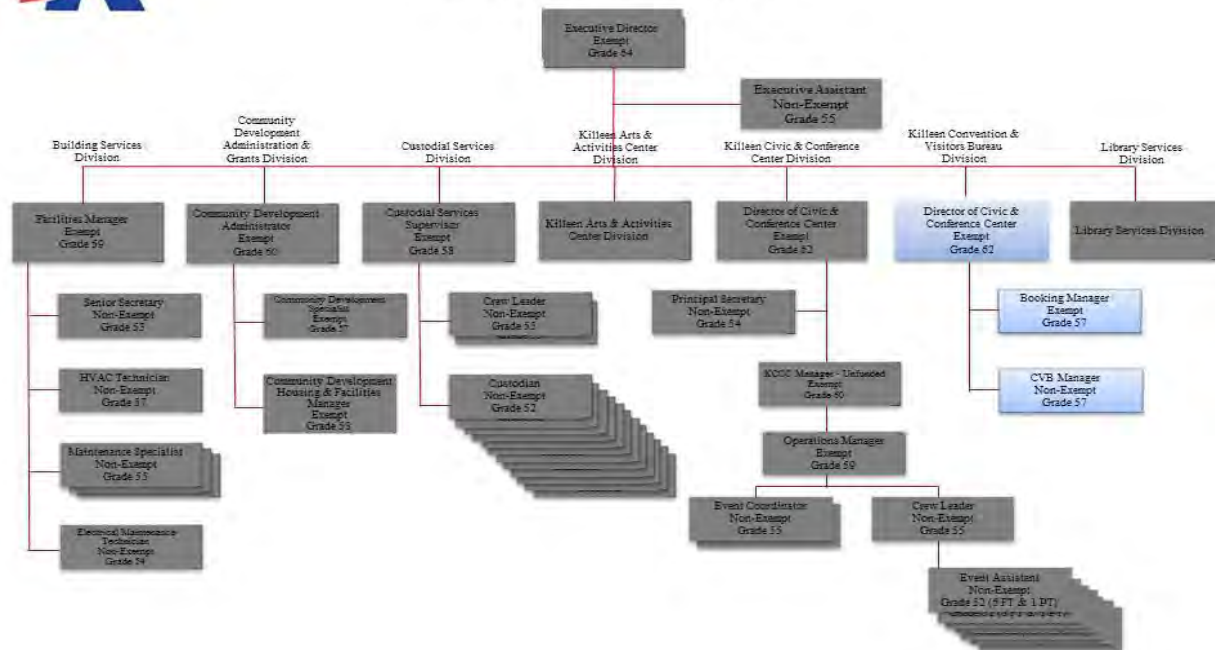
Mission Element 4: Facility cleaning and maintenance.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Quarterly review to ensure all OSHA safety policies are followed by staff.	64	4 Reviews	4 Reviews	0 Reviews	4 Reviews	4 Reviews	4 Reviews
Routinely clean and sanitize restrooms, vacuum, empty trash, sweep and mop.	6,362	155,000 sf	155,000 sf	155,000 sf	155,000 sf	155,000 sf	155,000 sf
Routinely shampoo carpets, clean windows, buff tile flooring.	5,582	63,000 sf	63,000 sf	63,000 sf	63,000 sf	63,000 sf	63,000 sf
Maintain kitchen cleanliness weekly.	1,040	1,700 sf	1,700 sf	1,700 sf	1,700 sf	1,700 sf	1,700 sf



Killeen Convention & Visitors Bureau Division



DIVISION MISSION STATEMENT

To provide superior civic, convention, and exhibition facilities for the City of Killeen.

MISSION ELEMENTS

- Event marketing and booking to maximize revenue opportunities by leasing available space.
- Event planning and coordination.
- Event set-up and support.
- Facility cleaning and maintenance.
- Provide services to the convention industry and hospitality community.

GOALS

- Continue marketing efforts to promote Killeen through interactive websites and social media outlets.
- Promote Killeen as the premier city for conventions, conferences, reunions, and meetings.
- Create client packages for special holiday to increase rentals.
- Encourage staff to utilize Convention Visitors Bureau services and recruit municipal government
- Market the city as a tourist destination.
- Incorporate educational, and traveling exhibits.
- Upgrade internal tracking system of all inventory and supplies.
- Identify interior and exterior elements of the building structure that need to be repaired or replaced that have aged over time.

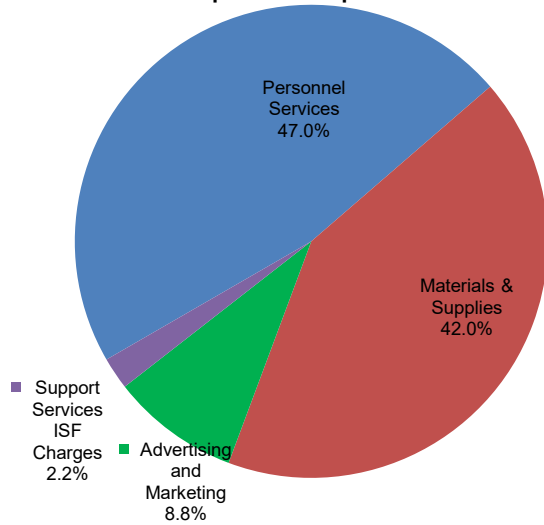
FINANCIAL INFORMATION

Expenditures Summary

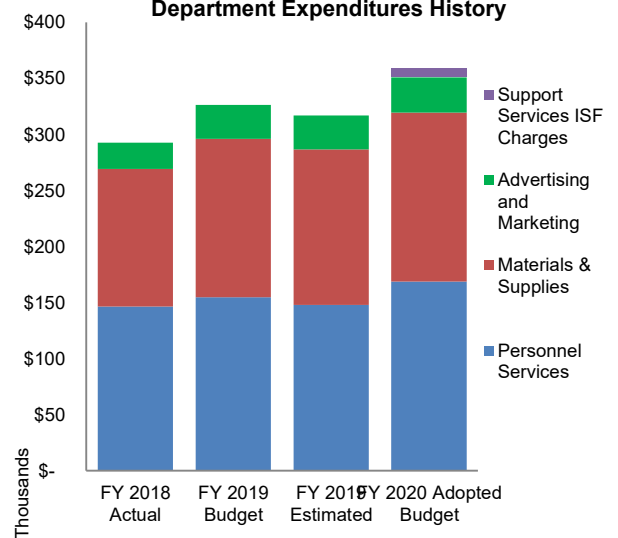
Personnel Services
Materials & Supplies
Advertising and Marketing
Support Services ISF Charges
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 146,533	\$ 154,854	\$ 148,006	\$ 168,625
122,801	141,159	138,765	150,847
23,234	30,259	30,000	31,500
-	-	-	7,907
\$ 292,568	\$ 326,272	\$ 316,771	\$ 358,879

Department Expenditures



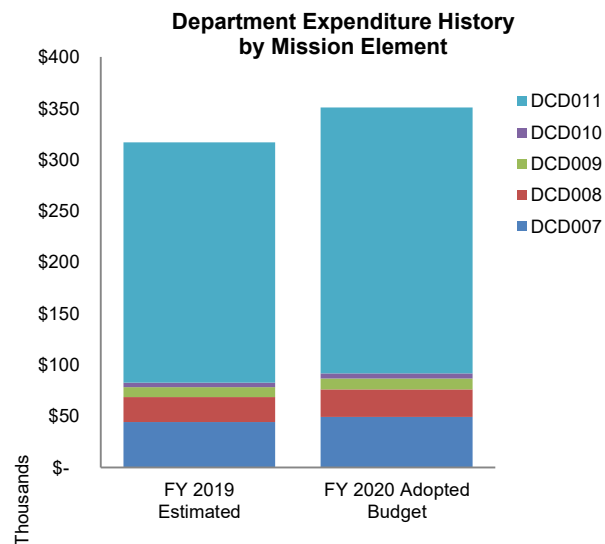
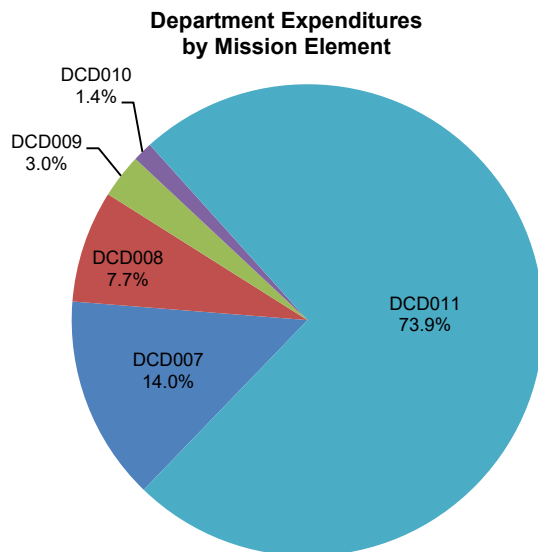
Department Expenditures History



**COMMUNITY & ECONOMIC DEVELOPMENT
HOTEL OCCUPANCY TAX FUND
CONVENTION & VISITOR'S BUREAU**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
DCD007	Event marketing and booking to maximize revenue opportunities by leasing available space.	0.75	1560.00	\$ 44,463	\$ 49,264
DCD008	Event planning and coordination.	0.40	832.00	24,390	27,023
DCD009	Event set-up and support.	0.15	312.00	9,571	10,604
DCD010	Facility cleaning and maintenance.	0.05	104.00	4,320	4,786
DCD011	Provide services to the convention industry and hospitality community.	1.15	2392.00	234,028	259,295
	Support Services ISF Charges	-	-	-	7,907
		<u>2.50</u>	<u>5200.00</u>	<u>\$ 316,771</u>	<u>\$ 358,879</u>



Staffing

Association Sales Manager ¹
 Booking Manager ¹
 Convention & Visitor Bureau Manager ¹
 Director of Civic & Convention
 Manager Convention Services ¹

Total Staffing

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Association Sales Manager ¹	1.00	-	-
Booking Manager ¹	-	1.00	1.00
Convention & Visitor Bureau Manager ¹	-	1.00	1.00
Director of Civic & Convention	0.50	0.50	0.50
Manager Convention Services ¹	1.00	-	-
Total Staffing	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>

¹ - Positions reclassified in FY 2019

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Hotel Convention & Visitors Bureau					
Personnel Services					
214-0710-458.40-05	FULL-TIME SALARIES	\$ 117,561	\$ 124,133	\$ 124,134	\$ 134,332
214-0710-458.40-25	LONGEVITY	1,215	1,416	1,307	1,536
214-0710-458.40-81	GROUP INSURANCE	6,754	-	-	-
214-0710-458.40-82	MEDICAL INSURANCE	-	4,941	4,941	5,498
214-0710-458.40-83	DENTAL INSURANCE	-	552	552	552
214-0710-458.40-84	LIFE INSURANCE	-	45	45	46
214-0710-458.40-85	RETIREMENT - TMRS	11,760	13,999	7,203	16,046
214-0710-458.40-87	SOCIAL SECURITY	9,041	7,743	7,789	8,416
214-0710-458.40-88	MEDICARE	-	1,811	1,822	1,968
214-0710-458.40-89	WORKERS COMPENSATION	202	214	213	231
Personnel Services		146,533	154,854	148,006	168,625
Supplies					
214-0710-458.41-10	OFFICE	876	500	475	550
214-0710-458.41-15	POSTAGE/CARRIER SERVICE	71	750	600	425
214-0710-458.41-20	UNIFORMS AND CLOTHING	-	500	480	500
214-0710-458.41-25	SUBSCRIPTION/PUBLICATIONS	2,700	2,200	2,200	2,200
214-0710-458.41-30	FUEL	-	500	450	500
214-0710-458.41-35	PRINT SUPPLIES	1,167	3,000	2,900	3,000
214-0710-458.41-37	PHONES AND ACCESSORIES	-	-	-	40
214-0710-458.41-60	FOOD SUPPLIES	-	300	300	1,000
214-0710-458.41-70	CLEANING SUPPLIES	-	2,000	1,900	1,000
214-0710-458.41-82	CONV EVENT/REGISTRATION	11,766	12,715	12,500	13,882
Supplies		16,580	22,465	21,805	23,097
Repair & Maintenance					
214-0710-458.42-10	BUILDING MAINTENANCE	-	-	-	2,000
214-0710-458.42-43	COMPUTER/SOFTWARE MAINT	-	6,000	6,000	6,000
214-0710-458.43-05	FURNITURE AND FIXTURES	-	-	-	3,000
214-0710-458.43-20	HEAT AND AIR REPAIR	-	-	-	2,500
Repair & Maintenance		-	6,000	6,000	13,500
Support Services					
214-0710-458.44-04	WATER SERVICE	750	1,500	1,500	1,500
214-0710-458.44-05	TELEPHONE	2,028	1,150	1,150	1,200
214-0710-458.44-08	WASTE DISPOSAL	1,825	1,860	1,860	2,000
214-0710-458.44-26	PROMOTIONS AND ADVERTISING	17,639	17,884	17,000	18,250
214-0710-458.44-30	TRAINING AND TRAVEL	3,446	4,500	4,350	4,500
214-0710-458.44-50	ELECTRICITY SERVICES	69,011	80,000	79,500	80,000
214-0710-458.44-75	DUES AND MEMBERSHIPS	4,023	5,800	5,600	5,800
Support Services		98,722	112,694	110,960	113,250
Minor Capital					
214-0710-458.46-40	COMPUTER EQUIP/SOFTWARE	7,500	-	-	-
Minor Capital		7,500	-	-	-
Designated Expenses					
214-0710-458.50-10	ISF CHARGES	-	-	-	7,907
214-0710-458.50-32	CONTRACT LABOR	-	-	-	1,000
Designated Expenses		-	-	-	8,907
Advertising/Marketing					
214-0710-458.59-05	CONVENTION BIDDING/SALES	23,234	30,259	30,000	31,500
Advertising/Marketing		23,234	30,259	30,000	31,500
Hotel Convention & Visitors Bureau		\$ 292,568	\$ 326,272	\$ 316,771	\$ 358,879

Mission Element 1: Provide services to the convention industry and hospitality community.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Plan marketing efforts to increase KCVB services.	1,350	.87 FTE	.87 FTE	.44 FTE	.87 FTE	0.87	0.87
Contract conventions to increase hotel-motel tax revenue.	2,500	8 Conventions	17 Conventions	12 Conventions	20 Conventions	21	25
Build relationships with local hotel partners to better track economic impact of division's efforts.	1,350	.87 FTE	.87 FTE	.22 FTE	.87 FTE	0.87	0.87

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Mixed Beverage					
Supplies					
214-0706-457.41-10	OFFICE	\$ 529	\$ 1,000	\$ 950	\$ 1,000
214-0706-457.41-99	OTHER	2,586	4,500	4,450	4,500
	Supplies	3,115	5,500	5,400	5,500
Support Services					
214-0706-457.44-15	INSURANCE	5,988	8,500	8,500	8,500
214-0706-457.44-19	MERCHANT FEES	7,497	7,000	6,000	8,500
214-0706-457.44-75	DUES AND MEMBERSHIPS	1,100	5,000	4,850	5,000
	Support Services	14,585	20,500	19,350	22,000
Minor Capital					
214-0706-457.46-05	OFFICE MACHINES AND EQUIP	1,042	-	-	-
214-0706-457.46-35	EQUIPMENT AND MACHINERY	2,913	-	-	-
214-0706-457.46-50	FURNITURE AND FIXTURES	930	-	-	-
	Minor Capital	4,885	-	-	-
Professional Services					
214-0706-457.47-99	SPECIAL SERVICES	69,467	80,000	80,000	83,000
	Professional Services	69,467	80,000	80,000	83,000
Designated Expenses					
214-0706-457.50-17	COST OF GOODS SOLD	39,944	51,240	51,000	54,379
214-0706-457.50-80	INVENTORY OVER/SHORT	8,032	-	-	-
	Designated Expenses	47,976	51,240	51,000	54,379
	Mixed Beverage	\$ 140,028	\$ 157,240	\$ 155,750	\$ 164,879

**HOTEL OCCUPANCY TAX
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

GRANTS TO THE ARTS

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 250,258	\$ 267,737	\$ 267,481	\$ 264,737
Total	\$ 250,258	\$ 267,737	\$ 267,481	\$ 264,737
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Material & Supplies	617	570	340	570
Grants	249,641	267,167	267,141	264,167
Total	\$ 250,258	\$ 267,737	\$ 267,481	\$ 264,737

DEBT SERVICE

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 716,372	\$ 723,410	\$ 723,410	\$ 725,210
Total	\$ 716,372	\$ 723,410	\$ 723,410	\$ 725,210
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Bond Principal Payment	\$ 465,000	\$ 440,000	\$ 440,000	\$ 460,000
Bond Interest	249,833	281,950	281,950	263,750
Arbitrage Calculation Fees	1,011	860	860	860
Paying Agent Fees	527	600	600	600
Total	\$ 716,372	\$ 723,410	\$ 723,410	\$ 725,210

NON-DEPARTMENTAL

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 89,477	\$ 137,317	\$ 114,317	\$ 68,991
Total	\$ 89,477	\$ 137,317	\$ 114,317	\$ 68,991
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ 195	\$ 4,765	\$ 4,765	\$ 4,791
Material & Supplies	66,874	95,142	70,142	25,000
Contracts	11,408	37,410	39,410	39,200
Transfers	11,000	-	-	-
Total	\$ 89,477	\$ 137,317	\$ 114,317	\$ 68,991

**TOTAL OTHER APPROPRIATIONS
REVENUES**

\$	1,056,107	\$	1,128,464	\$	1,105,208	\$	1,058,938

**TOTAL OTHER APPROPRIATIONS
EXPENSES**

\$	1,056,107	\$	1,128,464	\$	1,105,208	\$	1,058,938

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Debt Service					
Principal					
214-9000-489.71-10	BOND PRINCIPAL PAYMENTS	\$ 465,000	\$ 440,000	\$ 440,000	\$ 460,000
	Principal	465,000	440,000	440,000	460,000
Interest & Fiscal Charges					
214-9000-489.72-10	BOND INTEREST	249,833	281,950	281,950	263,750
214-9000-489.72-11	ARBITRAGE CALCULATION FEE	1,011	860	860	860
214-9000-489.72-12	PAYING AGENT FEES	527	600	600	600
	Interest & Fiscal Charges	251,372	283,410	283,410	265,210
	Debt Service	\$ 716,372	\$ 723,410	\$ 723,410	\$ 725,210
Finance Administration					
Supplies					
214-2020-415.41-10	OFFICE	\$ 16	\$ 150	\$ -	\$ 150
214-2020-415.41-15	POSTAGE/CARRIER SERVICE	-	60	-	60
214-2020-415.41-35	PRINT SUPPLIES	123	-	-	-
	Supplies	139	210	-	210
Support Services					
214-2020-415.44-25	LEGAL AND PUBLIC NOTICES	477	360	340	360
	Support Services	477	360	340	360
Grants					
214-2010-415.55-62	GRANTS	-	80,000	76,697	77,000
214-2020-415.55-43	GRANTS TO THE ARTS	249,419	185,167	190,142	185,167
214-2020-415.55-59	KAC ADMINISTRATIVE EXPENS	223	2,000	302	2,000
	Grants	249,641	267,167	267,141	264,167
	Finance Administration	\$ 250,258	\$ 267,737	\$ 267,481	\$ 264,737
Non-Departmental					
Personnel Services					
214-9501-491.40-24	SEPARATION PAY	\$ 163	\$ 3,975	\$ 3,975	\$ 3,975
214-9501-491.40-85	RETIREMENT - TMRS	16	443	443	469
214-9501-491.40-87	SOCIAL SECURITY	12	246	246	246
214-9501-491.40-88	MEDICARE	-	58	58	58
214-9501-491.40-89	WORKERS COMPENSATION	3	43	43	43
	Personnel Services	195	4,765	4,765	4,791
Support Services					
214-9501-491.44-85	CLAIMS AND DAMAGES	-	25,000	-	25,000
214-9595-492.44-13	ISF EQUIPMENT/VEHICLES	898	960	960	-
214-9595-492.44-16	ISF RISK MANAGEMENT	23,776	24,872	24,872	-
214-9595-492.44-18	ISF INFO TECHNOLOGY SVC	42,200	44,310	44,310	-
	Support Services	66,874	95,142	70,142	25,000
Professional Services					
214-9501-457.47-30	ACCOUNTING SERVICES	11,408	21,000	23,000	23,000
	Professional Services	11,408	21,000	23,000	23,000
Designated Expenses					
214-9595-492.50-15	CONTINGENCY	-	16,410	16,410	16,200
	Designated Expenses	-	16,410	16,410	16,200
Transfers					

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
214-9595-492.93-49	TRANSFER TO GENERAL FUND CIP	11,000	-	-	-
	Transfers	<u>11,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Non-Departmental	<u>\$ 89,477</u>	<u>\$ 137,317</u>	<u>\$ 114,317</u>	<u>\$ 68,991</u>

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Interest Earned	260	\$ -	\$ -	\$ -
General Resources	(260)	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Special Event Center Fountain Revenues					
Investments Income					
215-0000-361.05-00	INTEREST EARNED	260	-	-	-
	Investments Income	260	-	-	-
	Special Event Center Fountain Revenues	\$ 260	\$ -	\$ -	\$ -
Special Event Center Fountain Expenditures					
	Special Event Center Fountain Expenditures	\$ -	\$ -	\$ -	\$ -

**SUPPORT SERVICES
CABLE SYSTEM PEG IMPROVEMENTS FUND**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

DIVISION MISSION STATEMENT

The Public Education Government (PEG) channel's mission is to provide access to City government meetings and information by paying for equipment and capital improvements related to cable broadcasting.

MISSION ELEMENTS

- Pay for equipment.
- Pay for capital improvements.

GOALS

- Complete equipping of media studio.
- Complete renovation to Main Conference Room.

FINANCIAL INFORMATION

Revenue Summary

Cable Franchise Fee
Investments Income
Investment Expense
General Resources

Total

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Cable Franchise Fee	\$ 239,615	\$ 75,000	\$ 239,615	\$ 239,000
Investments Income	9,760	1,332	12,596	10,000
Investment Expense	-	-	-	-
General Resources	(210,171)	-	(175,879)	-
Total	\$ 39,203	\$ 76,332	\$ 76,332	\$ 249,000

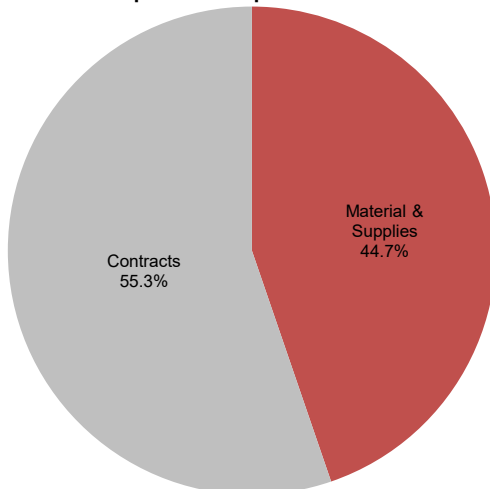
Expenditure Summary

Material & Supplies
Contracts
Capital Outlay

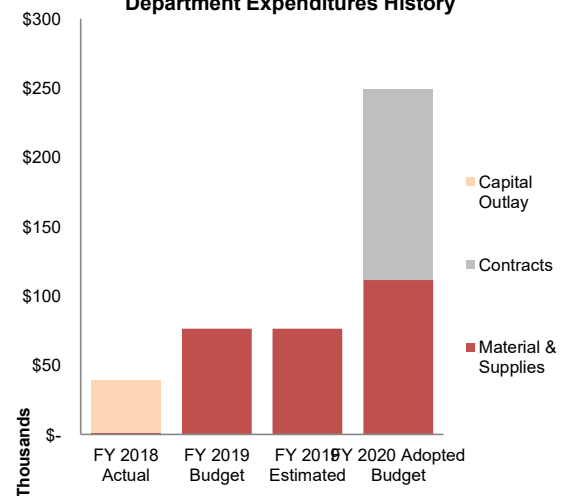
Total

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Material & Supplies	\$ 1,321	\$ 76,332	\$ 76,332	\$ 111,400
Contracts	-	-	-	137,600
Capital Outlay	37,882	-	-	-
Total	\$ 39,203	\$ 76,332	\$ 76,332	\$ 249,000

Department Expenditures



Department Expenditures History

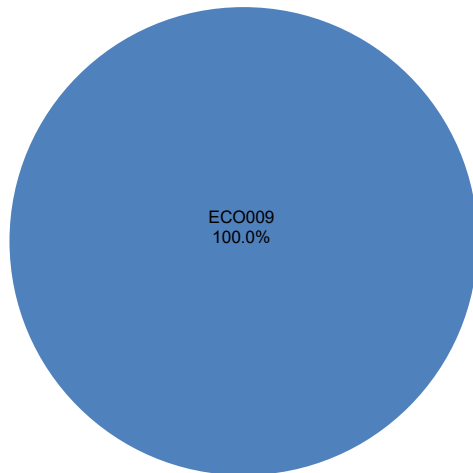


**SUPPORT SERVICES
CABLE SYSTEM PEG IMPROVEMENTS FUND**

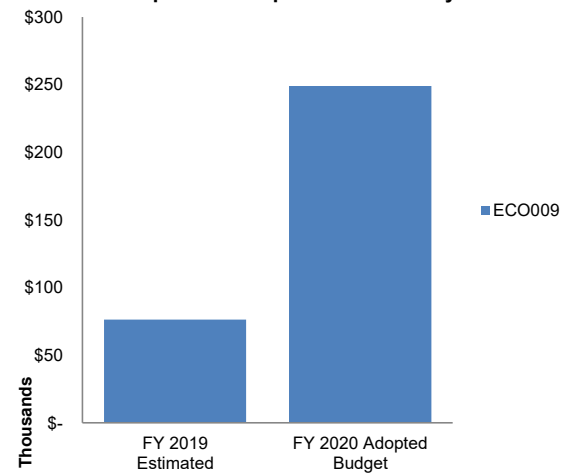
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
ECO009	Pay for equipment	-	-	\$ 76,332	\$ 249,000
ECO010	Pay for capital improvements.	-	-	-	-
		-	-	\$ 76,332	\$ 249,000

Department Expenditures



Department Expenditures History



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Cable System PEG Revenues					
Taxes					
220-0000-318.02-04	CABLE FRANCHISE	\$ 239,615	\$ 75,000	\$ 239,615	\$ 239,000
	Taxes	239,615	75,000	239,615	239,000
Investments Income					
220-0000-361.05-00	INTEREST EARNED	\$9,760	\$1,332	\$12,596	\$10,000
220-0000-361.05-10	INVESTMENT EXPENSE	-	-	-	-
	Investments Income	9,760	1,332	12,596	10,000
	Cable System PEG Revenues	\$ 249,374	\$ 76,332	\$ 252,211	\$ 249,000
Cable System PEG Expenditures					
Support Services					
220-0405-414.44-07	CABLE SERVICES	\$ -	\$ 1,332	\$ 1,400	\$ 1,400
	Support Services	-	1,332	1,400	1,400
Minor Capital					
220-0405-414.44-10	EQUIPMENT AND MACHINERY	1,321	75,000	52,377	60,000
220-0405-414.44-13	COMPUTER EQUIP/SOFTWARE	-	-	-	30,000
220-0405-414.44-30	FURNITURE AND FIXTURES	-	-	22,555	20,000
	Minor Capital	1,321	75,000	74,932	110,000
Designated Expenses					
220-0405-414.44-75	RESERVE APPROPRIATION	-	-	-	137,600
	Designated Expenses	-	-	-	137,600
Capital Outlay					
220-0405-414.46-05	COMPUTER EQUIP/SOFTWARE	37,882	-	-	-
	Capital Outlay	37,882	-	-	-
	Cable System PEG Expenditures	\$ 39,203	\$ 76,332	\$ 76,332	\$ 249,000

Mission Element 1: Pay for equipment.

Operational Targets: Essential department functions within the mission element.

Function	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Procure and install new meeting production and playback system.	1	1	0.5	0.5	0.5	N/A
Procure and install new studio equipment.	1	N/A	N/A	1	1	1

Mission Element 2: Pay for capital improvements.

Operational Targets: Essential department functions within the mission element.

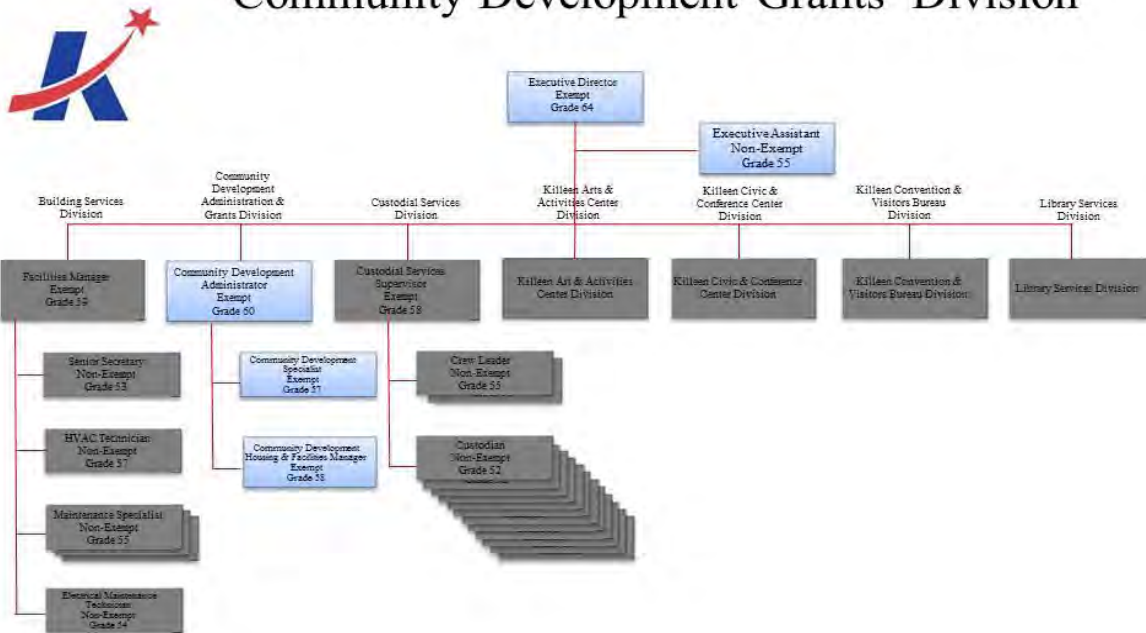
Function	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Complete reconstruction of City Council Chambers.	1	1	0.75	0.25	0.25	N/A
Complete installation of new technology and equipment.	1	1	0.5	0.5	0.5	N/A

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Library Donations	\$ 9,255	\$ 9,500	\$ 500	\$ 500
Investments Income	545	-	-	-
General Resources	18,591	-	9,000	5,500
Total	\$ 28,391	\$ 9,500	\$ 9,500	\$ 6,000

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Material & Supplies	\$ 28,391	\$ 9,500	\$ 9,500	\$ 6,000
Total	\$ 28,391	\$ 9,500	\$ 9,500	\$ 6,000

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Library Memorial Revenues					
Investments Income					
224-0000-361.05-00	INTEREST EARNED	\$ 545	\$ -	\$ -	\$ -
224-0000-361.05-10	INVESTMENT EXPENSE	-	-	-	-
	Investments Income	545	-	-	-
Contribution/Donations					
224-0000-381.08-01	LIBRARY DONATIONS	9,255	9,500	500	500
	Contribution/Donations	9,255	9,500	500	500
	Library Memorial Revenues	\$ 9,800	\$ 9,500	\$ 500	\$ 500
Library Memorial Expenditures					
Repair & Maintenance					
224-3215-423.42-10	BUILDING MAINTENANCE	\$ 21,789	\$ 9,500	\$ 9,500	\$ -
	Repair & Maintenance	21,789	9,500	9,500	-
Minor Capital					
224-3215-423.46-50	FURNITURE AND FIXTURES	6,602	-	-	6,000
	Minor Capital	6,602	-	-	6,000
	Library Memorial Expenditures	\$ 28,391	\$ 9,500	\$ 9,500	\$ 6,000

Community Development Grants Division



DIVISION MISSION STATEMENT

The mission of the Community Development Department is to administer sub-grants to qualifying agencies.

MISSION ELEMENTS

- Provide technical assistance for selecting sub-grantees.
- Compliance monitoring for sub-grantee's performance.
- Required reporting for grantees.

GOALS

- Maintain CDBG and HOME Program grant requirements with reduced staffing levels.
- Provide housing rehabilitation to eligible households.
- Provide first time homebuyer benefits to eligible households.
- Provide elderly transportation services to eligible persons.

FINANCIAL INFORMATION

Revenue Summary

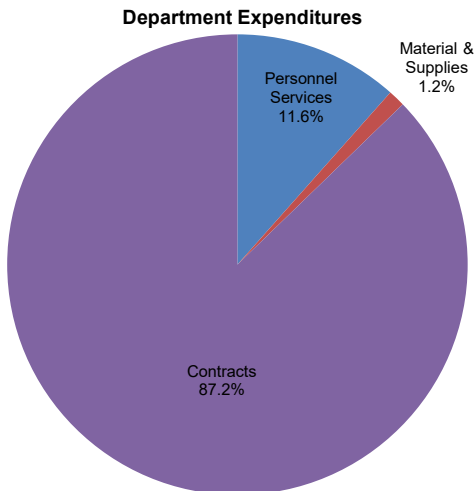
Intergovernmental Revenue
Program Income
Miscellaneous Receipts
General Resources
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 638,003	\$ 1,610,240	\$ 669,855	\$ 1,872,018
8,317	4,236	9,818	3,360
20,153	-	-	-
(11,684)	-	9,614	-
\$ 654,789	\$ 1,614,476	\$ 689,287	\$ 1,875,378

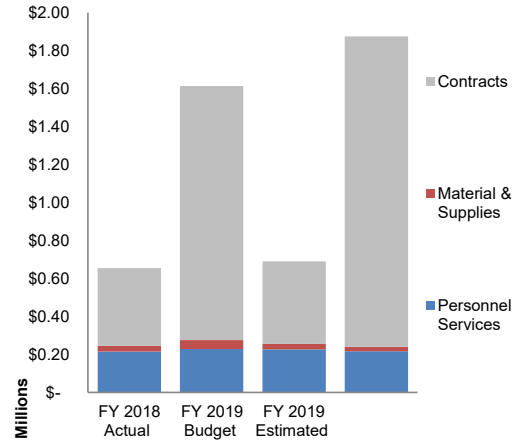
Expenditure Summary

Personnel Services
Material & Supplies
Contracts
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 214,383	\$ 227,338	\$ 227,038	\$ 216,797
30,335	47,797	27,675	22,347
410,071	1,339,341	434,574	1,636,234
\$ 654,789	\$ 1,614,476	\$ 689,287	\$ 1,875,378



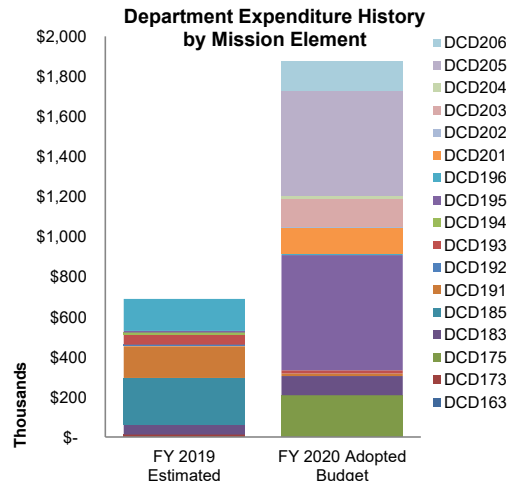
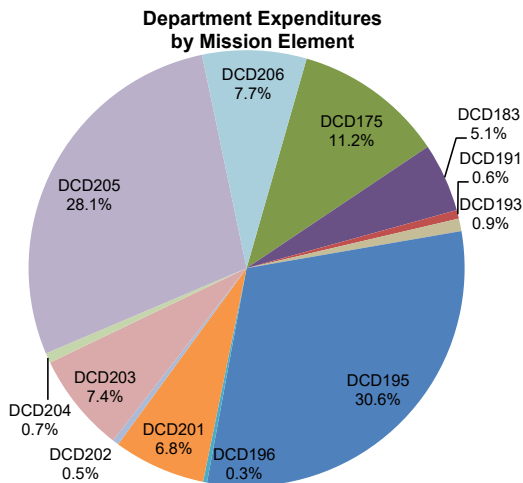
Department Expenditure History



**COMMUNITY & ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
DCD163	Provide housing services to eligible households. FY 2016	-	-	\$ 2	\$ -
DCD173	Provide housing services to eligible households. FY 2017	-	-	12,171	-
DCD175	Provide eligible facility & improvements to eligible projects. FY 2017	-	-	-	209,248
DCD183	Provide housing services to eligible households. FY 2018	-	-	51,901	95,751
DCD185	Provide eligible facility & improvements to eligible projects. FY 2018	-	-	231,376	-
DCD191	Provide oversight, reporting, and compliance for CDBG program. FY 2019	-	-	157,724	11,952
DCD192	Provide ongoing assistance to sub-grantees. FY 2019	-	-	7,603	-
DCD193	Provide housing services to eligible households. FY 2019	-	-	49,468	17,467
DCD194	Provide transportation services to eligible elderly persons. FY 2019	-	-	12,583	-
DCD195	Provide eligible facility & improvements to eligible projects. FY 2019	-	-	7,559	574,448
DCD196	Provide public services to eligible low to moderate income persons. FY 2019	-	-	158,900	5,583
DCD201	Provide oversight, reporting, and compliance for CDBG program. FY 2020	1.42	2,953.60	-	127,987
DCD202	Provide ongoing assistance to sub-grantees. FY 2020	0.10	208.00	-	8,708
DCD203	Provide housing services to eligible households. FY 2020	1.37	2,839.20	-	138,376
DCD204	Provide transportation services to eligible elderly persons. FY 2020	0.20	416.00	-	13,773
DCD205	Provide eligible facility & improvements to eligible projects. FY 2020	-	-	-	527,092
DCD206	Provide public services to eligible low to moderate income persons. FY 2020	-	-	-	144,993
		<u>3.09</u>	<u>6,416.80</u>	<u>\$ 689,287</u>	<u>\$ 1,875,378</u>



	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Staffing			
Community Dev. Housing & Facility Mgr ⁴	-	0.75	0.62
Community Dev. Housing Specialist ⁴	1.00	-	-
Community Dev. Program/Mgr ³	0.90	-	-
Community Dev. Programs Administrator ^{1, 3}	-	0.90	0.70
Community Development Specialist ¹	1.00	1.00	1.00
Executive Assistant ¹	0.61	0.65	0.75
Executive Director of Community Development ²	0.02	0.06	0.02
Total Staffing	3.53	3.36	3.09

1 - Realigned staff to CDBG and HOME Program Grant Fund

2 - Position is partially funded by CDBG Grant Fund and General Fund Community Development

3 - Position was reclassified in FY 2018

4 - Position was reclassified and is partially funded by KAAC in General Fund

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Community Development Block Grant					
Personnel Services					
228-0045-495.40-05	FULL-TIME SALARIES	\$ 49,569	\$ -	\$ -	\$ -
228-0045-495.40-25	LONGEVITY	697	-	-	-
228-0045-495.40-30	INCENTIVE PAY	600	-	-	-
228-0045-495.40-81	GROUP INSURANCE	6,900	-	-	-
228-0045-495.40-85	RETIREMENT - TMRS	5,032	-	-	-
228-0045-495.40-87	SOCIAL SECURITY	3,820	-	-	-
228-0045-495.40-89	WORKERS COMPENSATION	86	-	-	-
228-0068-495.40-05	FULL-TIME SALARIES	116,497	-	-	-
228-0068-495.40-25	LONGEVITY	1,513	-	-	-
228-0068-495.40-37	BILINGUAL PAY	900	-	-	-
228-0068-495.40-50	CAR ALLOWANCE	60	-	-	-
228-0068-495.40-81	GROUP INSURANCE	7,930	-	-	-
228-0068-495.40-85	RETIREMENT - TMRS	11,780	-	-	-
228-0068-495.40-87	SOCIAL SECURITY	8,797	-	-	-
228-0068-495.40-89	WORKERS COMPENSATION	202	-	-	-
228-3245-426.40-05	FULL-TIME SALARIES	-	46,367	46,367	32,732
228-3245-426.40-25	LONGEVITY	-	698	698	1,242
228-3245-426.40-30	INCENTIVE PAY	-	900	600	600
228-3245-426.40-82	MEDICAL INSURANCE	-	5,436	5,436	4,123
228-3245-426.40-83	DENTAL INSURANCE	-	303	303	207
228-3245-426.40-84	LIFE INSURANCE	-	20	20	14
228-3245-426.40-85	RETIREMENT - TMRS	-	5,348	5,348	4,012
228-3245-426.40-87	SOCIAL SECURITY	-	2,930	2,930	2,075
228-3245-426.40-88	MEDICARE	-	685	685	485
228-3245-426.40-89	WORKERS COMPENSATION	-	81	81	58
228-3250-426.40-05	FULL-TIME SALARIES	-	129,013	129,013	132,719
228-3250-426.40-25	LONGEVITY	-	2,311	2,311	1,724
228-3250-426.40-37	BILINGUAL PAY	-	900	900	900
228-3250-426.40-50	CAR ALLOWANCE	-	180	180	60
228-3250-426.40-82	MEDICAL INSURANCE	-	6,720	6,720	8,989
228-3250-426.40-83	DENTAL INSURANCE	-	623	623	645
228-3250-426.40-84	LIFE INSURANCE	-	41	41	43
228-3250-426.40-85	RETIREMENT - TMRS	-	14,763	14,763	15,981
228-3250-426.40-87	SOCIAL SECURITY	-	7,938	7,938	8,070
228-3250-426.40-88	MEDICARE	-	1,856	1,856	1,888
228-3250-426.40-89	WORKERS COMPENSATION	-	225	225	230
Personnel Services		214,383	227,338	227,038	216,797

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Supplies					
228-0045-495.41-10	OFFICE	\$ 120	\$ -	\$ -	\$ -
228-0045-495.41-15	POSTAGE	39	-	-	-
228-0045-495.41-20	UNIFORMS AND CLOTHING	145	-	-	-
228-0045-495.41-25	SUBSCRIPTION/PUBLICATIONS	641	-	-	-
228-0045-495.41-30	FUEL	330	-	-	-
228-0045-495.41-35	PRINT SUPPLIES	184	-	-	-
228-0068-495.41-10	OFFICE	828	-	-	-
228-0068-495.41-15	POSTAGE	434	-	-	-
228-0068-495.41-25	SUBSCRIPTION/PUBLICATIONS	78	-	-	-
228-0068-495.41-30	FUEL	480	-	-	-
228-0068-495.41-35	PRINT SUPPLIES	1,402	-	-	-
228-0068-495.41-60	FOOD SUPPLIES	312	-	-	-
228-0068-495.41-70	CLEANING SUPPLIES	258	-	-	-
228-3245-426.41-10	OFFICE	-	1,000	400	215
228-3245-426.41-15	POSTAGE	-	200	40	200
228-3245-426.41-20	UNIFORMS AND CLOTHING	-	300	375	100
228-3245-426.41-25	SUBSCRIPTION/PUBLICATIONS	-	100	-	-
228-3245-426.41-30	FUEL	-	500	400	250
228-3245-426.41-35	PRINT SUPPLIES	-	900	500	502
228-3245-426.41-37	PHONES AND ACCESSORIES	-	-	33	-
228-3245-426.41-65	MINOR TOOLS	-	200	300	-
228-3250-426.41-10	OFFICE	-	900	600	550
228-3250-426.41-15	POSTAGE	-	500	400	350
228-3250-426.41-25	SUBSCRIPTION/PUBLICATIONS	-	942	942	1,026
228-3250-426.41-30	FUEL	-	507	400	500
228-3250-426.41-35	PRINT SUPPLIES	-	1,800	1,000	800
228-3250-426.41-60	FOOD SUPPLIES	-	500	100	500
228-3250-426.41-70	CLEANING SUPPLIES	-	200	200	300
	Supplies	5,251	8,549	5,690	5,293
Repair and Maintenance					
228-0045-495.42-43	COMPUTER MAINTENANCE	3,174	-	-	-
228-0045-495.43-15	VEHICLE REPAIR/MAINT	139	-	-	-
228-0068-495.43-10	SMALL EQUIP REPAIR	105	-	-	-
228-0068-495.43-15	VEHICLE REPAIR/MAINT	125	-	-	-
228-3245-426.42-43	COMPUTER MAINTENANCE	-	4,000	3,330	1,750
228-3245-426.43-15	VEHICLE REPAIR/MAINT	-	1,910	90	500
228-3250-426.43-10	SMALL EQUIP REPAIR	-	150	-	-
228-3250-426.43-15	VEHICLE REPAIR/MAINT	-	800	150	500
	Repair and Maintenance	3,543	6,860	3,570	2,750

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Support Services					
228-0045-495.44-05	TELEPHONE	\$ 869	\$ -	\$ -	\$ -
228-0045-495.44-10	EQUIPMENT RENTAL/LEASE	834	-	-	-
228-0045-495.44-25	LEGAL AND PUBLIC NOTICES	44	-	-	-
228-0045-495.44-26	PROMOTION AND ADVERTISING	311	-	-	-
228-0045-495.44-30	TRAINING AND TRAVEL	658	-	-	-
228-0045-495.44-75	DUES AND MEMBERSHIPS	610	-	-	-
228-0068-495.44-05	TELEPHONE	264	-	-	-
228-0068-495.44-10	EQUIPMENT RENTAL/LEASE	834	-	-	-
228-0068-495.44-25	LEGAL AND PUBLIC NOTICES	2,940	-	-	-
228-0068-495.44-30	TRAINING AND TRAVEL	3,643	-	-	-
228-0068-495.44-75	DUES AND MEMBERSHIPS	1,720	-	-	-
228-3245-426.44-05	TELEPHONE	-	900	837	475
228-3245-426.44-10	EQUIPMENT RENTAL/LEASE	-	576	576	-
228-3245-426.44-25	LEGAL AND PUBLIC NOTICES	-	300	66	110
228-3245-426.44-26	PROMOTION AND ADVERTISING	-	1,000	-	-
228-3245-426.44-30	TRAINING AND TRAVEL	-	4,000	-	400
228-3245-426.44-75	DUES AND MEMBERSHIPS	-	-	-	325
228-3250-426.44-05	TELEPHONE	-	600	50	675
228-3250-426.44-10	EQUIPMENT RENTAL/LEASE	-	605	976	2,218
228-3250-426.44-28	NOTICES REQUIRED BY LAW	-	3,400	3,400	2,932
228-3250-426.44-30	TRAINING AND TRAVEL	-	5,909	300	272
228-3250-426.44-75	DUES AND MEMBERSHIPS	-	2,000	2,000	-
	Support Services	12,727	19,290	8,205	7,407
Minor Capital					
228-0068-495.46-40	COMPUTER EQUIP/SOFTWARE	485	-	-	-
228-3245-426.46-50	FURNITURE AND FIXTURES	-	-	480	-
228-3250-426.46-40	COMPUTER EQUIP/SOFTWARE	-	-	1,706	-
228-3250-426.46-50	FURNITURE AND FIXTURES	-	-	160	-
	Minor Capital	485	-	2,346	-
Professional Services					
228-0068-495.47-30	ACCOUNTING SERVICES	7,575	-	-	-
228-0068-495.47-99	SPECIAL SERVICES	755	-	-	-
228-3250-426.47-30	ACCOUNTING SERVICES	-	8,300	7,864	6,897
228-3250-426.47-99	SPECIAL SERVICES	-	4,798	-	-
	Professional Services	8,330	13,098	7,864	6,897

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Designated Expenses					
228-0067-495.51-66	BOB GILMORE CENTER	\$ 20,675	\$ -	\$ -	\$ -
228-0067-495.51-88	HOUSING REHAB PROGRAM	109,142	-	-	-
228-0068-495.51-05	FAMILIES IN CRISIS	16,263	-	-	-
228-0068-495.51-07	GREATER KILLEEN FREE CLIN	28,699	-	-	-
228-0068-495.51-39	HILL COUNTRY COMM ACT ASO	9,566	-	-	-
228-0068-495.51-46	HERITAGE HOUSE OF CEN TEX	4,783	-	-	-
228-0068-495.51-52	COK TRANSPORTION PROGRAM	38,265	-	-	-
228-0068-495.51-80	COK PW STREET DEPT	86,346	-	-	-
228-0068-495.51-88	HOUSING REHAB PROGRAM	62,125	-	-	-
228-0068-495.51-90	COMMUNITIES IN SCHOOLS	20,089	-	-	-
228-0068-495.51-97	BRING EVERYONE IN ZONE	12,618	-	-	-
228-0068-495.51-98	AAA TRANSPORTATION PROG	1,500	-	-	-
228-3245-426.51-88	HOUSING REHAB PROGRAM	-	172,937	51,901	162,918
228-3250-426.51-03	COMM DEV ADMINISTRATIVE	-	643	-	11,952
228-3250-426.51-04	CLEMENTS BOYSANDGIRLS CLUB	-	-	-	100,000
228-3250-426.51-05	FAMILIES IN CRISIS	-	22,500	22,500	20,000
228-3250-426.51-07	GREATER KILLEEN FREE CLIN	-	27,000	27,000	23,000
228-3250-426.51-39	HILL CNTY COMM ACT ASSOC	-	9,490	9,490	9,770
228-3250-426.51-46	HERITAGE HOUSE OF CEN TEX	-	5,000	5,000	5,000
228-3250-426.51-52	COK TRANSPORTION PROGRAM	-	50,000	50,000	50,000
228-3250-426.51-57	CENTRAL TEXAS 4C, INC.	-	-	-	100,000
228-3250-426.51-66	BOB GILMORE CENTER	-	753,296	-	935,788
228-3250-426.51-80	COK PW STREET DEPT	-	261,168	231,376	175,000
228-3250-426.51-90	COMMUNITIES IN SCHOOLS	-	21,000	21,000	21,000
228-3250-426.51-97	BRING EVERYONE IN ZONE	-	12,071	12,071	12,863
228-3250-426.51-99	PROGRAM INCOME EXPENSE	-	4,236	4,236	8,943
Designated Expenses		410,071	1,339,341	434,574	1,636,234
Community Development Block Grant		\$ 654,789	\$ 1,614,476	\$ 689,287	\$ 1,875,378

Mission Element 1: Provide oversight, reporting, and compliance for CDBG Program.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Oversight, Reporting, and Compliance associated with receipt and use of HUD Formula Grant Programs- CDBG .	161	17 Reports for Compliance and Oversight	17	17	17	17	18

Mission Element 2: Provide ongoing technical assistance to sub-grantees.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide personalized technical assistance related to grant programs.	308	26	26	26	26	46	54
Hold public meetings for citizen participation.	134	4 Meetings	4 Meetings	4 Meetings	4 Meetings	4 Meetings	13 Meetings

Mission Element 3: Provide housing services to eligible households.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide assistance to eligible households in need of housing repair.	3,215	6 Households	6 Households	5 Households	9 Households	2 Households	2 Households

Mission Element 4: Provide transportation services to eligible elderly persons.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Take in & process applications for persons requesting elderly transportation services.	176	200 Applications	166 Applications	200 Applications	166 Applications	214 Applications	175 Applications
Provide elderly persons with transportation services during program year.	614	166 People	166 People	166 People	166 People	195 People	70 People

Mission Element 5: Provide eligible facilities & improvements for eligible projects.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Public facilities created or improved.	258	2 Public Facilities	1 Public Facilities	0 Public Facilities	1 Public Facilities	0 Public Facilities	3 Public Facilities
Infrastructure improved.	683	2 Infrastructure	1 Infrastructure	0 Infrastructure	0 Infrastructure	1 Infrastructure	1 Infrastructure

Mission Element 6: Provide public services to low and moderate income persons.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Monitor public service sub-grantees on their performance as defined in the scope of work in grant agreement.	144	7	7	7	8	8	7
Persons assisted with CDBG public service funding.	417	3,347 People	3,347 People	3,188 People	2,617 People	3155 People	2,288

**SPECIAL REVENUE FUND
SENIOR CITIZEN ASSISTANCE FUND**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

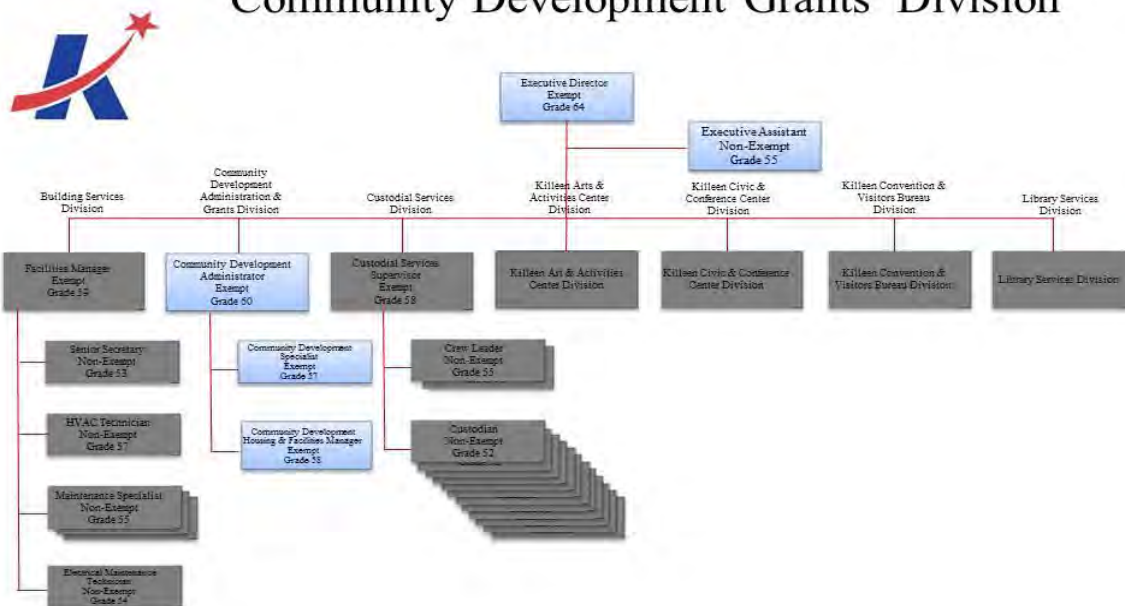
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Contributions & Donations	\$ -	\$ 20,000	\$ 64,000	\$ 60,000
Total	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 64,000</u>	<u>\$ 60,000</u>

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Designated Expenses	\$ -	\$ 20,000	\$ 64,000	\$ 60,000
Total	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 64,000</u>	<u>\$ 60,000</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Senior Citizen Assistance Revenues					
Contribution/Donations					
230-0000-381.10-01	DONATIONS	\$ -	\$ 20,000	\$ 64,000	\$ 60,000
	Contribution/Donations	<u>-</u>	<u>20,000</u>	<u>64,000</u>	<u>60,000</u>
	Senior Citizen Assistance Revenues	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 64,000</u>	<u>\$ 60,000</u>

Senior Citizen Assistance Expenditures					
Designated Expenses					
230-2050-411.50-85	SENIOR CITIZEN ASSISTANCE	\$ -	\$ 20,000	\$ 8,092	\$ 60,000
	Designated Expenses	<u>-</u>	<u>20,000</u>	<u>8,092</u>	<u>60,000</u>
	Senior Citizen Assistance Expenditures	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 8,092</u>	<u>\$ 60,000</u>

Community Development Grants Division



DIVISION MISSION STATEMENT

The mission of the Community Development Department is to administer sub-grants to qualifying agencies.

MISSION ELEMENTS

- Provide technical assistance for selecting sub-grantees.
- Compliance monitoring for sub-grantee's performance.
- Required reporting for grantees.

GOALS

- Maintain CDBG and HOME Program grant requirements with reduced staffing levels.
- Provide housing rehabilitation to eligible households.
- Provide first time homebuyer benefits to eligible households.
- Provide elderly transportation services to eligible persons.

FINANCIAL INFORMATION

Revenue Summary

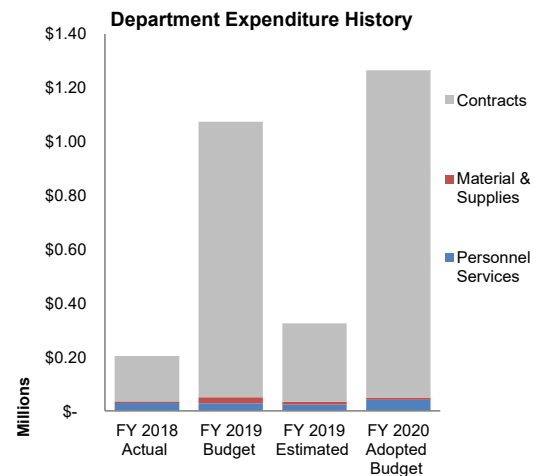
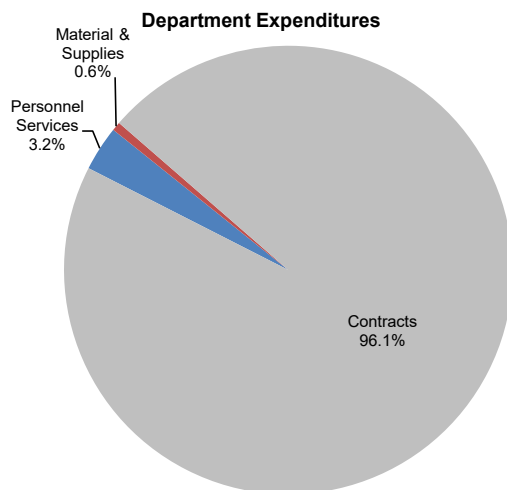
Intergovernmental Revenue
Program Income
Interest Earned
General Resources
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 201,294	\$ 229,552	\$ -	\$ -
49,822	49,822	-	-
157	-	-	-
(46,995)	794,452	325,794	1,264,813
<u>\$ 204,277</u>	<u>\$ 1,073,826</u>	<u>\$ 325,794</u>	<u>\$ 1,264,813</u>

Expenditure Summary

Personnel Services
Material & Supplies
Contracts
Total

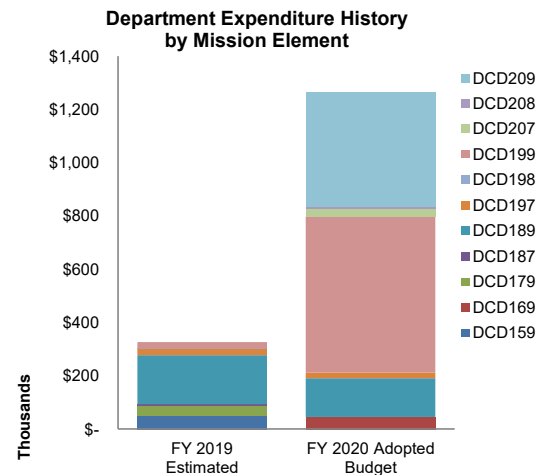
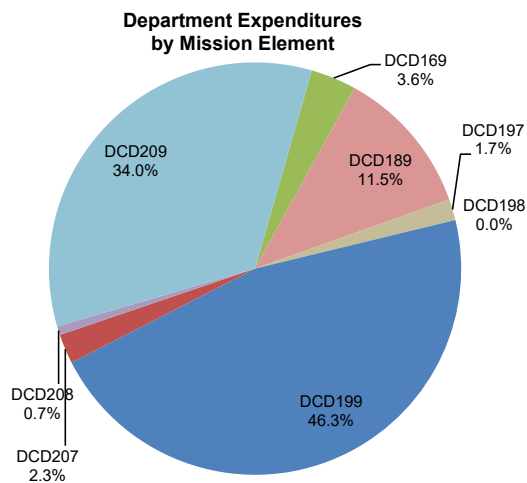
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 29,863	\$ 28,682	\$ 23,699	\$ 41,106
5,857	21,768	10,134	8,031
168,557	1,023,376	291,961	1,215,676
<u>\$ 204,277</u>	<u>\$ 1,073,826</u>	<u>\$ 325,794</u>	<u>\$ 1,264,813</u>



**COMMUNITY & ECONOMIC DEVELOPMENT
HOME PROGRAM**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
DCD159	Provide housing services to eligible households. FY 2015	-	-	\$ 48,940	\$ -
DCD169	Provide housing services to eligible households. FY 2016	-	-	-	45,259
DCD179	Provide housing services to eligible households. FY 2017	-	-	38,437	-
DCD187	Provide oversight, reporting, and compliance for HOME program. FY 2018	-	-	5,670	-
DCD189	Provide housing services to eligible households. FY 2018	-	-	183,601	145,804
DCD197	Provide oversight, reporting, and compliance for HOME program. FY 2019	-	-	24,981	21,018
DCD198	Provide oversight, reporting, and compliance for HOME program. FY 2019	-	-	689	-
DCD199	Provide housing services to eligible households. FY 2019	-	-	23,476	584,980
DCD207	Provide oversight, reporting, and compliance for HOME program. FY 2020	0.20	416.00	-	29,446
DCD208	Provide ongoing assistance to sub-grantees. FY 2020	0.10	208.00	-	8,708
DCD209	Provide housing services to eligible households. FY 2020	0.25	520.00	-	429,598
		<u>0.55</u>	<u>1,144.00</u>	<u>\$ 325,794</u>	<u>\$ 1,264,813</u>



Staffing

Community Dev. Programs Administrator ¹
 Community Development Program/Mgr ¹
 Executive Assistant

Total Staffing

FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
-	0.10	0.30
0.10	-	-
0.39	0.35	0.25
<u>0.49</u>	<u>0.45</u>	<u>0.55</u>

¹ - In FY 2018, Community Development Program/Mgr reclassified to Community Dev. Programs Administrator

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
HOME Program					
Personnel Services					
233-0068-531.40-05	FULL-TIME SALARIES	\$ 22,849	\$ -	\$ -	\$ -
233-0068-531.40-25	LONGEVITY	659	-	-	-
233-0068-531.40-81	GROUP INSURANCE	2,202	-	-	-
233-0068-531.40-85	RETIREMENT - TMRS	2,328	-	-	-
233-0068-531.40-87	SOCIAL SECURITY	1,786	-	-	-
233-0068-531.40-89	WORKERS COMPENSATION	40	-	-	-
233-3250-426.40-05	FULL-TIME SALARIES	-	21,856	16,873	32,228
233-3250-426.40-25	LONGEVITY	-	698	698	867
233-3250-426.40-82	MEDICAL INSURANCE	-	1,729	1,729	1,374
233-3250-426.40-83	DENTAL INSURANCE	-	124	124	152
233-3250-426.40-84	LIFE INSURANCE	-	8	8	11
233-3250-426.40-85	RETIREMENT - TMRS	-	2,515	2,515	3,908
233-3250-426.40-87	SOCIAL SECURITY	-	1,389	1,389	2,034
233-3250-426.40-88	MEDICARE	-	325	325	476
233-3250-426.40-89	WORKERS COMPENSATION	-	38	38	56
Personnel Services		29,863	28,682	23,699	41,106
Supplies					
233-0068-531.41-10	OFFICE	160	-	-	-
233-0068-531.41-15	POSTAGE/CARRIER SERVICE	125	-	-	-
233-0068-531.41-25	SUBSCRIPTIONS/PUBLICATION	148	-	-	-
233-0068-531.41-27	PUBLIC OUTREACH	4,650	-	-	-
233-0068-531.41-35	PRINT SUPPLIES	654	-	-	-
233-3250-426.41-10	OFFICE	-	900	500	169
233-3250-426.41-15	POSTAGE	-	600	100	200
233-3250-426.41-20	UNIFORMS AND CLOTHING	-	-	-	100
233-3250-426.41-25	SUBSCRIPTION/PUBLICATIONS	-	526	526	480
233-3250-426.41-27	PUBLIC OUTREACH	-	7,000	3,000	-
233-3250-426.41-30	FUEL	-	-	-	250
233-3250-426.41-35	PRINT SUPPLIES	-	1,400	800	600
Supplies		5,737	10,426	4,926	1,799
Repair and Maintenance					
233-3250-426.42-43	COMPUTER/SOFTWARE MAINT	-	-	-	1,750
233-3250-426.43-15	VEHICLE REPAIR/MAINT	-	-	-	500
Repair and Maintenance		-	-	-	2,250
Support Services					
233-0068-531.44-10	EQUIPMENT RENTAL/LEASE	42	-	-	-
233-0068-531.44-25	LEGAL AND PUBLIC NOTICES	19	-	-	-
233-0068-531.44-26	PROMOTION/ADVERTISING	4	-	-	-
233-3250-426.44-10	EQUIPMENT RENTAL/LEASE	-	576	576	-
233-3250-426.44-25	LEGAL AND PUBLIC NOTICES	-	138	132	110
233-3250-426.44-26	PROMOTION/ADVERTISING	-	1,494	600	-
233-3250-426.44-28	NOTICES REQUIRED BY LAW	-	1,600	600	184
233-3250-426.44-30	TRAINING AND TRAVEL	-	4,384	-	213
233-3250-426.44-75	DUES AND MEMBERSHIPS	-	150	300	475
Support Services		66	8,342	2,208	982
Professional Services					
233-0068-531.47-99	SPECIAL SERVICES	55	-	-	-
233-3250-426.47-30	ACCOUNTING SERVICES	-	3,000	3,000	3,000
Professional Services		55	3,000	3,000	3,000

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Designated Expenses					
233-0066-531.56-72	FAMILIES IN CRISIS-TEN BA	\$ 4,715	\$ -	\$ -	\$ -
233-0067-531.56-72	FAMILIES IN CRISIS-TEN BA	93,383	-	-	-
233-0067-531.56-93	HAP: ASSISTANCE	45,825	-	-	-
233-0068-531.56-55	FIRST TIME HOMEBUYER'S	24,634	-	-	-
233-3250-426.51-05	FAMILIES IN CRISIS	-	226,702	57,940	171,338
233-3250-426.51-46	HERITAGE HOUSE OF CEN TEX	-	12,500	-	12,500
233-3250-426.51-54	NORTH KILLN HOUSING REDEV	-	216,316	-	347,701
233-3250-426.51-97	BRING EVERYONE IN ZONE	-	22,762	-	45,962
233-3250-426.51-99	PROGRAM INCOME EXPENSE	-	-	88,260	94,662
233-3250-426.56-45	ADMINISTRATION	-	8,824	7,000	25,018
233-3250-426.56-55	FIRST TIME HOMEBUYER'S	-	379,145	138,761	301,173
233-3250-426.56-84	CHDO SET ASIDE	-	157,127	-	217,322
Designated Expenses		168,557	1,023,376	291,961	1,215,676
HOME Program		\$ 204,277	\$ 1,073,826	\$ 325,794	\$ 1,264,813

Mission Element 1: Provide oversight, reporting, and compliance for HOME Program.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Oversight, Reporting, and Compliance associated with receipt and expenditure of HUD Formula Grant Programs - HOME	161	17 Reports for Compliance and Oversight	17	17	17	17	18

Mission Element 2: Provide ongoing technical assistance to sub-grantees.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide personalized technical assistance related to grant programs.	308	26	26	26	26	46	54
Hold public meetings for citizen participation.	134	4 Meetings	4 Meetings	4 Meetings	4 Meetings	4 Meetings	13 Meetings

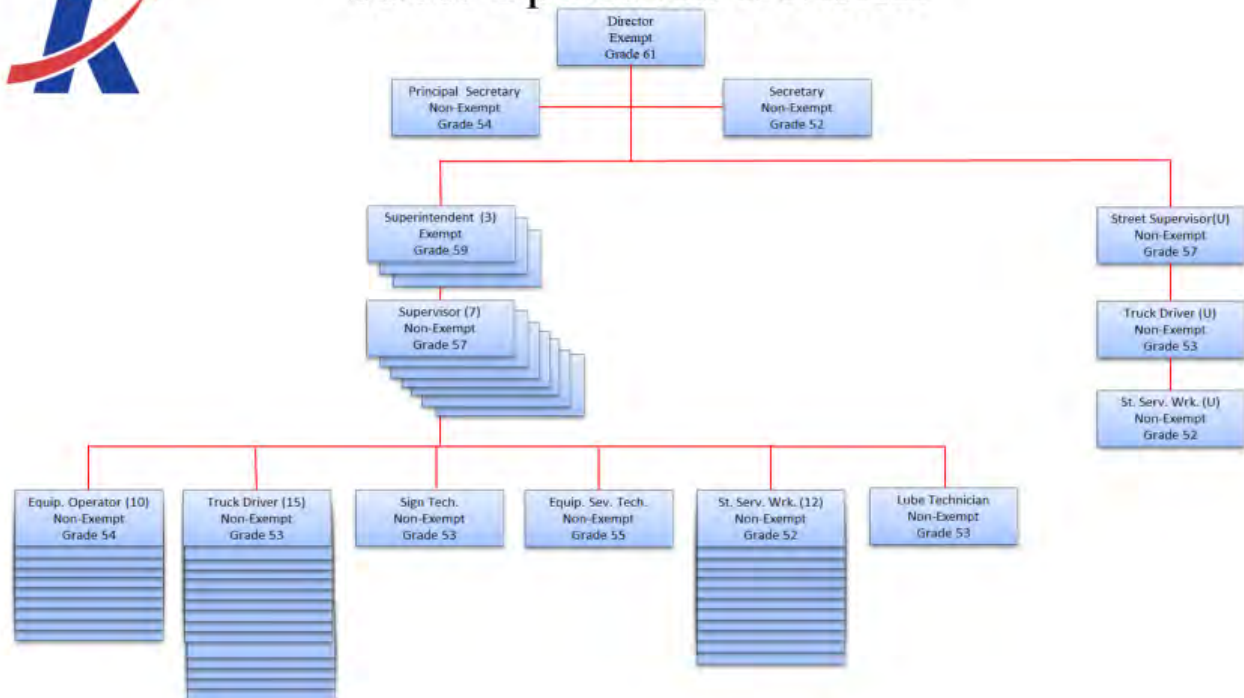
Mission Element 3: Provide housing services to eligible households.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide education and assistance to persons desiring homeownership assistance - First Time Homebuyer Program.	2,111	266 Educated 5 Households Assisted	200 Educated 5 Households Assisted	266 Educated 3 Households Assisted	300 Educated 9 Households Assisted	260 Educated 12 Households Assisted	250 Educated 8 Households Assisted
Provide assistance to eligible households in need of housing repair.	3,215	6 Households	6 Households	5 Households	9 Households	12 Households	12 Households
Provide rental assistance to eligible households in need of Tenant Based Rental Assistance.	390	39 Households	39 Households	39 Households	39 Households	44 Households	30 Households



Street Operations Division



DIVISION MISSION STATEMENT

Street Operations Division's mission is to maintain the existing transportation network including streets, sidewalks, drive approaches, trails, curb & gutter, valley gutters, pavement markings, and traffic control devices that provide a safe and functional complete street network.

MISSION ELEMENTS

- Maintain streets
- Maintain concrete infrastructure
- Install and maintain traffic control devices
- Maintain pavement markings
- Emergency response services
- Administrative support

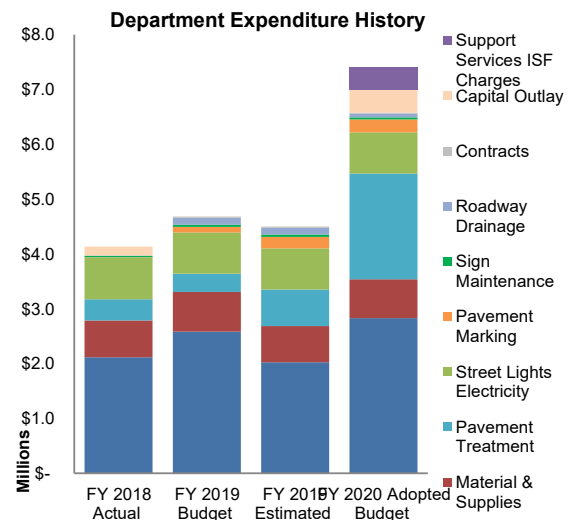
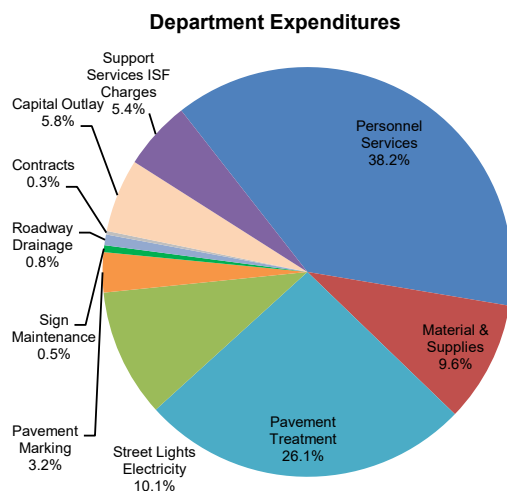
GOALS

- Apply 89 Lanes Miles of surface treatments.
- Sweep 10,000 curb miles in conjunction with the MS4 Permit.
- Apply pavement markings to 7.5 linear miles of street.
- Finalize upgrade of cabinet components at 25 signalized intersections to allow communication with the Traffic Management Center. Currently 70 of 95 intersections communicate with the Traffic Management Center.
- Finalize the development of an employee performance management system.
- Increase efficiencies by merging with the Environmental Services Division.

FINANCIAL INFORMATION

Revenue Summary	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Operations Fees	\$ 24,070	\$ 24,070	\$ 399,999	\$ 1,624,070
Miscellaneous	-	-	50,325	100,487
To Street Maintenance Fund		-	(1,070,657)	(61,838)
Transfer in from Child Safety Fund	10,064	33,500	33,000	545,500
Transfer in from Drainage Fund	93,721	257,582	252,057	205,571
General Resources	4,007,985	4,365,184	4,833,566	4,994,242
Total	\$ 4,135,840	\$ 4,680,336	\$ 4,498,290	\$ 7,408,032

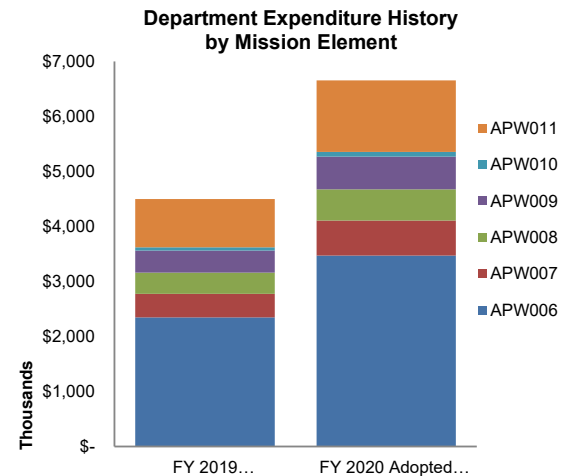
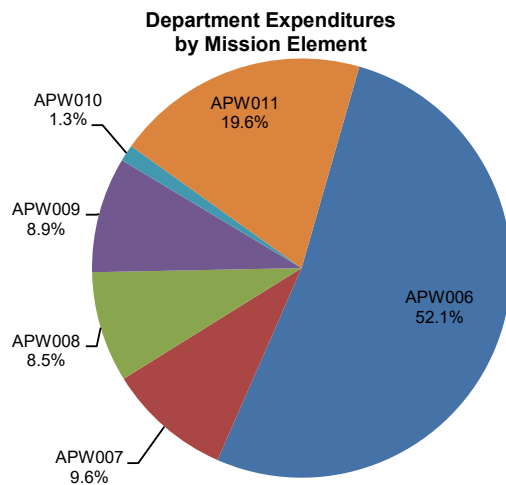
Expenditure Summary	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Personnel Services	\$ 2,114,870	\$ 2,583,766	\$ 2,025,847	\$ 2,829,502
Material & Supplies	671,973	725,761	659,520	709,002
Pavement Treatment	388,852	330,000	664,899	1,930,000
Street Lights Electricity	758,917	750,000	750,000	750,000
Pavement Marking	5,653	104,811	213,724	233,975
Sign Maintenance	27,838	40,000	39,500	40,000
Roadway Drainage	-	126,998	126,000	62,635
Contracts	5,435	19,000	18,800	20,600
Capital Outlay	162,302	-	-	430,000
Support Services ISF Charges	-	-	-	402,318
Total	\$ 4,135,840	\$ 4,680,336	\$ 4,498,290	\$ 7,408,032



**PUBLIC WORKS
STREET OPERATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
APW006	Maintain streets.	27.83	57,876.00	\$ 2,344,736	\$ 3,469,295
APW007	Maintain concrete infrastructure.	8.55	17,773.60	430,670	637,224
APW008	Install and maintain traffic control devices.	4.59	9,536.80	384,093	568,308
APW009	Maintain pavement markings.	6.57	13,655.20	401,474	594,025
APW010	Emergency response services.	0.54	1,123.20	57,711	85,389
APW011	Administrative support.	5.94	12,355.20	879,606	1,301,473
200012	Elms and Tailwood Signalization	-	-	-	350,000
	Support Services ISF Charges	-	-	-	402,318
		<u>54.00</u>	<u>112,320.00</u>	<u>\$ 4,498,290</u>	<u>\$ 7,408,032</u>



Staffing

Director of Street Services			
Equipment Operator			
Equipment Services Technician			
Lube Technician			
Principal Secretary			
Secretary			
Senior Traffic Technician			
Service Worker (Street)			
Sign Technician			
Superintendent (Street Services)			
Superintendent (Traffic)			
Supervisor (Sign & Pavement Marking)			
Supervisor (Street Maintenance)			
Supervisor (Traffic Signals)			
Traffic Technician			
Truck Driver			
Total Staffing			

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
Director of Street Services	1.00	1.00	1.00
Equipment Operator	8.00	8.00	8.00
Equipment Services Technician	1.00	1.00	1.00
Lube Technician	1.00	1.00	1.00
Principal Secretary	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Senior Traffic Technician	1.00	1.00	1.00
Service Worker (Street)	12.00	12.00	12.00
Sign Technician	1.00	1.00	1.00
Superintendent (Street Services)	2.00	2.00	2.00
Superintendent (Traffic)	1.00	1.00	1.00
Supervisor (Sign & Pavement Marking)	1.00	1.00	1.00
Supervisor (Street Maintenance)	5.00	5.00	5.00
Supervisor (Traffic Signals)	1.00	1.00	1.00
Traffic Technician	2.00	2.00	2.00
Truck Driver	15.00	15.00	15.00
Total Staffing	<u>54.00</u>	<u>54.00</u>	<u>54.00</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Street Operations					
Personnel Services					
234-3445-434.40-05	FULL-TIME SALARIES	\$ -	\$ -	\$ 1,395,170	\$ 1,950,351
234-3445-434.40-15	OVERTIME	-	-	11,417	7,194
234-3445-434.40-25	LONGEVITY	-	-	16,958	20,305
234-3445-434.40-30	INCENTIVE PAY	-	-	23,205	21,540
234-3445-434.40-55	ON CALL	-	-	6,330	7,600
234-3445-434.40-70	VACATION-4TH WEEK BUYBK.	-	-	3,000	1,500
234-3445-434.40-82	MEDICAL INSURANCE	-	-	169,847	263,901
234-3445-434.40-83	DENTAL INSURANCE	-	-	9,777	13,511
234-3445-434.40-84	LIFE INSURANCE	-	-	704	936
234-3445-434.40-85	RETIREMENT - TMRS	-	-	157,986	237,204
234-3445-434.40-87	SOCIAL SECURITY	-	-	86,494	120,637
234-3445-434.40-88	MEDICARE	-	-	20,229	28,214
234-3445-434.40-89	WORKERS COMPENSATION	-	-	45,423	58,023
	Personnel Services	-	-	1,946,540	2,730,916
Supplies					
234-3445-434.41-10	OFFICE	-	-	1,650	2,000
234-3445-434.41-15	POSTAGE/CARRIER SERVICE	-	-	25	25
234-3445-434.41-20	UNIFORMS AND CLOTHING	-	-	32,200	40,999
234-3445-434.41-30	FUEL	-	-	96,000	96,831
234-3445-434.41-34	NATURAL GAS AND ACCELERANT	-	-	1,000	1,000
234-3445-434.41-35	PRINT SUPPLIES	-	-	1,000	1,000
234-3445-434.41-37	PHONES AND ACCESSORIES	-	-	150	250
234-3445-434.41-40	COMPUTER SUPPLIES	-	-	300	300
234-3445-434.41-60	FOOD SUPPLIES	-	-	700	1,000
234-3445-434.41-65	MINOR TOOLS	-	-	21,000	22,150
234-3445-434.41-70	CLEANING SUPPLIES	-	-	3,650	3,683
234-3445-434.41-75	MEDICAL AND CHEMICAL	-	-	125	250
234-3445-434.41-87	EXTINGUISHING CHEMICALS	-	-	1,450	1,500
234-3445-434.41-90	AGRICULTURAL SUPPLIES	-	-	1,000	-
	Supplies	-	-	160,250	170,988
Repair & Maintenance					
234-3445-434.42-05	WALKS AND DRIVES	-	-	45,000	50,000
234-3445-434.42-35	FENCE MAINTENANCE	-	-	-	10,000
234-3445-434.42-36	TRAFFIC SIGNALS MAINT	-	-	2,500	16,283
234-3445-434.42-37	SIGN MAINTENANCE	-	-	29,500	30,000
234-3445-434.42-38	PAVEMENT MARKING	-	-	201,724	139,475
234-3445-434.42-65	STREET MAINTENANCE	-	-	664,899	1,930,000
234-3445-434.43-10	SMALL EQUIP REPAIR	-	-	2,800	2,800
234-3445-434.43-15	VEHICLE REPAIR/MAINT	-	-	75,000	75,000
234-3445-434.43-50	MACHINERY	-	-	80,000	80,000
234-3445-434.43-70	SIGNALS AND TRAFFIC LIGHTS	-	-	84,000	84,150
	Repair & Maintenance	-	-	1,185,423	2,417,708

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Support Services					
234-3445-434.44-04	WATER SERVICE	\$ -	\$ -	\$ 1,800	\$ 1,800
234-3445-434.44-05	TELEPHONE	-	-	8,500	8,500
234-3445-434.44-06	GAS SERVICE	-	-	1,600	1,600
234-3445-434.44-07	CABLE SERVICES	-	-	810	810
234-3445-434.44-08	WASTE DISPOSAL	-	-	1,700	2,300
234-3445-434.44-10	EQUIPMENT RENTAL/LEASE	-	-	54,000	62,000
234-3445-434.44-26	ADVERTISING	-	-	310	621
234-3445-434.44-30	TRAINING AND TRAVEL	-	-	3,250	6,500
234-3445-434.44-48	TRAFFIC LIGHTS ELECTRICIT	-	-	67,000	67,000
234-3445-434.44-49	STREET LIGHTS ELECTRICITY	-	-	750,000	750,000
234-3445-434.44-50	ELECTRICITY SERVICES	-	-	12,000	12,000
234-3445-434.44-75	DUES AND MEMBERSHIPS	-	-	1,250	1,300
Support Services		<u>-</u>	<u>-</u>	<u>902,220</u>	<u>914,431</u>
Professional Services					
234-3445-434.47-01	CONSULTING SERVICES	-	-	14,500	15,000
234-3445-434.47-05	MEDICAL/COUNSELING SERVIC	-	-	300	1,600
234-3445-434.47-20	ENGINEERING SERVICES	-	-	4,000	4,000
Professional Services		<u>-</u>	<u>-</u>	<u>18,800</u>	<u>20,600</u>
Designated Expenses					
234-3445-434.50-10	ISF CHARGES	-	-	-	402,318
Designated Expenses		<u>-</u>	<u>-</u>	<u>-</u>	<u>402,318</u>
Street Operations		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,213,233</u>	<u>\$ 6,656,961</u>

Mission Element 1: Maintain streets.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Apply slurry-seal to street surface (lane miles).	0	0	20	0	0	29	87
Apply reclaimite to street surface (lane miles).	16,640	11	0	11	29	0	0
Repair potholes.	4,160	365	400	365	450	300	325
Repair utility cuts.	4,160	125	250	125	175	58	125
Apply crackseal material to street (lane miles).	12,480	125	125	125	150	125	175
Sweep Streets (curb miles).	8,320	12,500	12,500	7,938	10,000	7,430	10,000

Mission Element 2: Maintain concrete infrastructure.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Repair sidewalk work orders.	14,560	155	N/A	155	125	62	100
Repair drive approach work orders.	9,360	14	N/A	14	25	12	25
Repair valley gutter work orders.	3,120	8	15	8	15	14	15
Repair curb & gutter work orders.	6,240	22	15	22	15	25	25

Mission Element 3: Install and maintain traffic control devices.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Inspect signalized intersections.	6,240	1,128	1,128	1,128	1,128	1,128	1,128
Inspect & program school flashers.	1,040	780	780	780	780	780	780
Conduct traffic counts.	3,120	48	48	48	48	54	48
Repair sign work orders.	6,240	1,127	1,500	1,127	1,500	625	1,250

Mission Element 4: Maintain pavement markings.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain crosswalks (KISD campuses).	520	426	426	426	426	426	438
Carry out pavement marking program (linear miles).	6,240	2.5	5	13	9.5	9.5	7.5
Process pavement marking work orders.	1,560	95	135	60	60	35	50

Mission Element 5: Emergency response services.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Respond to emergency events.	1,040	342	N/A	342	350	65	100

Mission Element 6: Administrative support.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Input Cityworks work orders.	1,560	4,600	4,960	4,600	1,440	2,455	2,800
Process AP – P.O. & receiving.	4,160	1,920	1,440	1,920	780	480	525
Process telephone calls.	520	1,200	N/A	N/A	7,680	5,575	6,125
Process payroll.	2,600	26	26	26	26	13	0
Track uniforms for employees.	520	224	224	224	2,688	1,568	2,688
Process new hires.	520	24	N/A	24	20	21	20

**STREET MAINTENANCE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ -	\$ -	\$ -	\$ 61,838
Total Non-Departmental Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 61,838</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ -	\$ -	\$ -	\$ 36,838
Support Services	-	-	-	25,000
Total Non-Departmental Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 61,838</u>
TOTAL OTHER APPROPRIATIONS REV	\$ -	\$ -	\$ -	\$ 61,838
TOTAL OTHER APPROPRIATIONS EXP	\$ -	\$ -	\$ -	\$ 61,838

Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Non-Departmental				
Personnel Services				
234-9501-491.40-24 SEPARATION PAY	\$ -	\$ -	\$ -	\$ 30,000
234-9501-491.40-85 RETIREMENT - TMRS	-	-	-	3,543
234-9501-491.40-87 SOCIAL SECURITY	-	-	-	1,860
234-9501-491.40-88 MEDICARE	-	-	-	435
234-9501-491.40-89 WORKERS COMPENSATION	-	-	-	1,000
Personnel Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>36,838</u>
Support Services				
234-9501-491.44-85 CLAIMS AND DAMAGES	-	-	-	25,000
Support Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,000</u>
Non-Departmental	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 61,838</u>

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Ad Valorem- City of Killeen	\$ 115,022	\$ 132,512	\$ 137,791	\$ 205,121
Ad Valorem- Bell County	64,628	79,723	77,436	123,407
Ad Valorem- Central Texas College	21,473	24,141	25,496	37,369
Interest Earned	9,529	2,200	16,686	10,000
General Resources	(210,652)	(238,576)	(257,409)	974,860
Total	\$ -	\$ -	\$ -	\$ 1,350,757

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Designated Expenses	\$ -	\$ -	\$ -	\$ 1,350,757
Total	\$ -	\$ -	\$ -	\$ 1,350,757

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Tax Increment Fund Revenues					
Taxes					
235-0000-310.05-01	CITY OF KILLEEN	\$ 115,022	\$ 132,512	\$ 137,791	\$ 205,121
235-0000-310.05-02	BELL COUNTY	64,628	79,723	77,436	123,407
235-0000-310.05-03	CENTRAL TEXAS COLLEGE	21,473	24,141	25,496	37,369
	Taxes	201,123	236,376	240,723	365,897
Investments Income					
235-0000-361.05-00	INTEREST EARNED	9,529	2,200	16,686	10,000
235-0000-361.05-10	INVESTMENT EXPENSE	-	(100)	-	-
	Investments Income	9,529	2,100	16,686	10,000
	Tax Increment Fund Revenues	\$ 210,652	\$ 238,476	\$ 257,409	\$ 375,897
Tax Increment Fund Expenditures					
Designated Expenses					
235-9202-415.50-20	RESERVE APPROPRIATION	\$ -	\$ -	\$ -	\$ 1,350,757
	Designated Expenses	-	-	-	1,350,757
	Tax Increment Fund Expenditures	\$ -	\$ -	\$ -	\$ 1,350,757

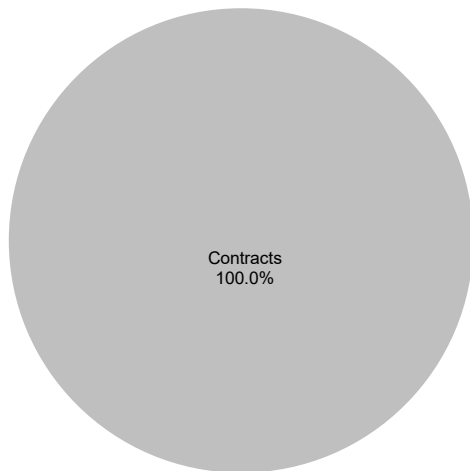
**SPECIAL REVENUE FUND
RECREATION SERVICES DONATIONS FUND**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

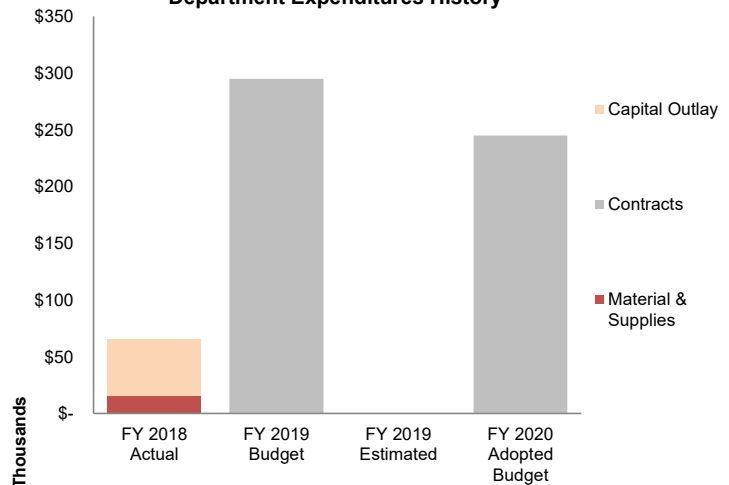
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Recreation Donations	\$ 16,940	\$ 50,000	\$ 75,000	\$ 50,000
Athletic Donations	11,340	45,000	45,000	45,000
TAMUCT Donations	-	50,000	-	-
Golf Donations	1,000	100,000	-	100,000
Senior Citizens Center Donations	-	50,000	100,000	50,000
Disadvantage Youth Donations	198	-	-	-
Investments Income	921	-	-	-
General Resources	35,272	-	(220,000)	-
Total	\$ 65,671	\$ 295,000	\$ -	\$ 245,000

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Material & Supplies	\$ 15,856	\$ -	\$ -	\$ -
Contracts	-	295,000	-	245,000
Capital Outlay	49,815	-	-	-
Total	\$ 65,671	\$ 295,000	\$ -	\$ 245,000

Department Expenditures



Department Expenditures History



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Recreation Services Donations Revenues					
Investments Income					
238-0000-361.05-00	INTEREST EARNED	\$ -	\$ -	\$ -	\$ -
238-0000-361.05-10	INVESTMENT EXPENSE	-	-	-	-
	Investments Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Designated Expenses					
238-0000-381.07-01	RECREATION DONATIONS	-	75,000	75,000	50,000
238-0000-381.07-02	ATHLETIC DONATIONS	-	45,000	45,000	45,000
238-0000-381.07-03	TAMUCT DONATIONS	-	50,000	-	50,000
238-0000-381.07-04	GOLF DONATIONS	-	100,000	100,000	100,000
238-0000-381.07-05	SR CITIZEN CENTER DONATION	-	10,000	100,000	50,000
	Designated Expenses	<u>-</u>	<u>280,000</u>	<u>320,000</u>	<u>295,000</u>
Other Financing Sources					
238-0000-392.02-01	INSURANCE PROCEEDS	-	-	-	-
	Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Recreation Services Donations Revenues	<u>\$ -</u>	<u>\$ 280,000</u>	<u>\$ 320,000</u>	<u>\$ 295,000</u>
Recreation Services Donations Expenditures					
Supplies					
238-3030-531.41-60	FOOD SUPPLIES	\$ 7,589	\$ -	\$ -	\$ -
238-3030-531.41-65	MINOR TOOLS	24	-	-	-
238-3030-531.41-85	EDUCATIONAL AND RECREATION	1,298	-	-	-
	Supplies	<u>8,911</u>	<u>-</u>	<u>-</u>	<u>-</u>
Repair & Maintenance					
238-3025-531.42-90	PARKS MAINTENANCE	1,050	-	-	-
	Repair & Maintenance	<u>1,050</u>	<u>-</u>	<u>-</u>	<u>-</u>
Support Services					
238-3030-531.44-70	TROPHIES AND AWARDS	4,745	-	-	-
	Support Services	<u>4,745</u>	<u>-</u>	<u>-</u>	<u>-</u>
Professional Services					
238-3030-531.47-02	ENTERTAINMENT SERVICES	1,150	-	-	-
	Professional Services	<u>1,150</u>	<u>-</u>	<u>-</u>	<u>-</u>
Designated Expenses					
238-3025-531.50-20	RESERVE APPROPRIATION	-	100,000	-	100,000
238-3026-531.50-20	RESERVE APPROPRIATION	-	50,000	-	50,000
238-3030-531.50-20	RESERVE APPROPRIATION	-	50,000	-	50,000
238-3032-531.50-20	RESERVE APPROPRIATION	-	45,000	-	45,000
238-3020-424.51-20	TAMUCT CONTRIBUTION	-	50,000	-	-
	Designated Expenses	<u>-</u>	<u>295,000</u>	<u>-</u>	<u>245,000</u>
Capital Outlay					
238-3026-531.61-40	COMPUTER EQUIP/SOFTWARE	49,815	-	-	-
	Capital Outlay	<u>49,815</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Recreation Services Donations Expenditures	<u>\$ 65,671</u>	<u>\$ 295,000</u>	<u>\$ -</u>	<u>\$ 245,000</u>

FINANCIAL INFORMATION

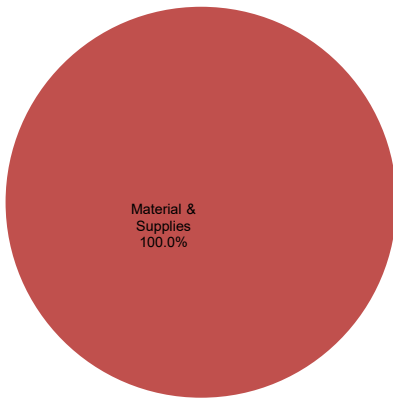
Revenue Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Court Fees	\$ 2,400	\$ 1,777	\$ 1,832	\$ 1,777
Interest Earned	112	-	-	-
General Resources	(2,512)	543	488	278
Total	\$ -	\$ 2,320	\$ 2,320	\$ 2,055

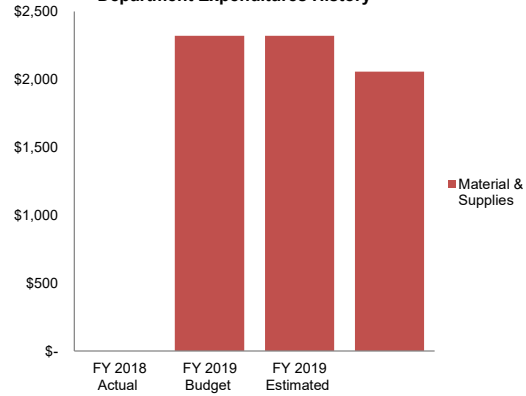
Expenditure Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Material & Supplies	\$ -	\$ 2,320	\$ 2,320	\$ 2,055
Total	\$ -	\$ 2,320	\$ 2,320	\$ 2,055

Department Expenditures

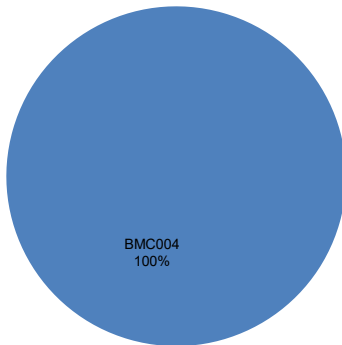


Department Expenditures History

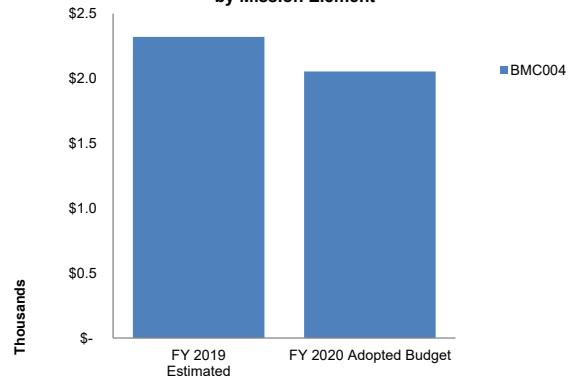


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BMC004	Oversee a juvenile program.	0.00	0.00	\$ 2,320	\$ 2,055
		0.00	0.00	\$ 2,320	\$ 2,055

Department Expenditures
by Mission Element



Department Expenditure History
by Mission Element



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Teen Court Program Revenues					
Fines/Forfeits/Assessment					
239-0000-351.01-01	FINES	\$ 2,400	\$ 1,777	\$ 1,832	\$ 1,777
	Fines/Forfeits/Assessment	2,400	1,777	1,832	1,777
Investments Income					
239-0000-361.05-00	INTEREST EARNED	112	-	-	-
	Investments Income	112	-	-	-
	Teen Court Program Revenues	\$ 2,512	\$ 1,777	\$ 1,832	\$ 1,777

Teen Court Program Expenditures					
Supplies					
239-5015-417.41-10	OFFICE	\$ -	\$ 100	\$ 100	\$ -
239-5015-417.41-35	PRINT SUPPLIES	-	150	150	-
239-5015-417.41-60	FOOD SUPPLIES	-	500	500	-
239-5015-417.41-90	AGRICULTURAL SUPPLIES	-	970	970	1,255
	Supplies	-	1,720	1,720	1,255
Support Services					
239-5015-417.44-04	WATER SERVICE	-	600	600	800
	Support Services	-	600	600	800
	Teen Court Program Expenditures	\$ -	\$ 2,320	\$ 2,320	\$ 2,055

Mission Element 4: Oversee a juvenile program

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process juvenile complaints and citations	190	250	400	323	400	250	125
Perform juvenile and parental intake interviews/evaluations	550	250	400	143	350	250	200
Participate in Municipal Court week and other community outreach opportunities.	200	3	1	3	1	3	2
Oversee the Municipal Court Community Garden	850	40	52	44	52	40	52
Pounds of food donated from the community garden	150	1,000	4,312	6,787	4,300	1,000	2,000
Hours of juvenile community service supervised.	700	4,118	4,903	3,441	4,900	4,118	3,700
Recruit volunteer student attorneys	200	4	2	3	2	4	2
Monitor court case for compliance.	493	501	N/A	N/A	N/A	501	450
Prepare cases for show cause.	120	125	N/A	246	400	125	102
Brief and assist the judiciary during juvenile court and teen court sessions.	2,310	41	44	40	44	41	44
Attend mandatory continuing education	168	112	32	32	32	112	112
Conduct traffic safety briefings	24	12	12	6	6	12	12
Evaluate cases to determine pre-trial diversion eligibility.	45	250	N/A	323	360	250	125

FINANCIAL INFORMATION

Revenue Summary

Technology Fund Receipts
Interest Earned
General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 52,885	\$ 52,023	\$ 49,000	\$ 49,000
1,579	500	1,383	500
21,412	30,484	15,738	17,500
<u>\$ 75,876</u>	<u>\$ 83,007</u>	<u>\$ 66,121</u>	<u>\$ 67,000</u>

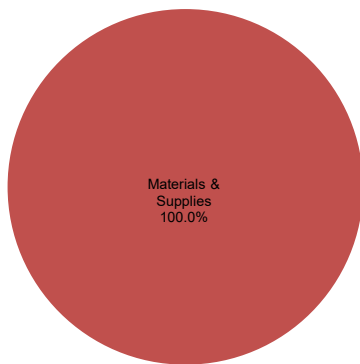
Expenditure Summary

Materials & Supplies

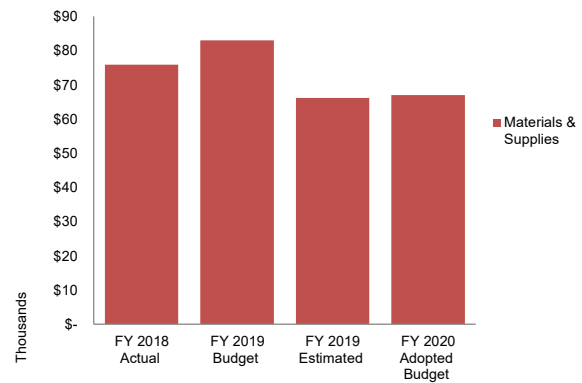
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 75,876	\$ 83,007	\$ 66,121	\$ 67,000
<u>\$ 75,876</u>	<u>\$ 83,007</u>	<u>\$ 66,121</u>	<u>\$ 67,000</u>

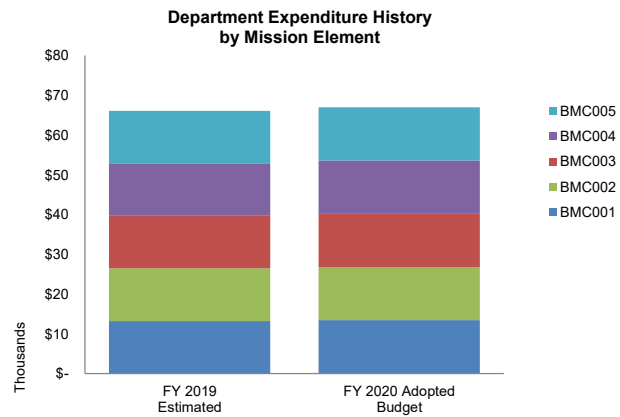
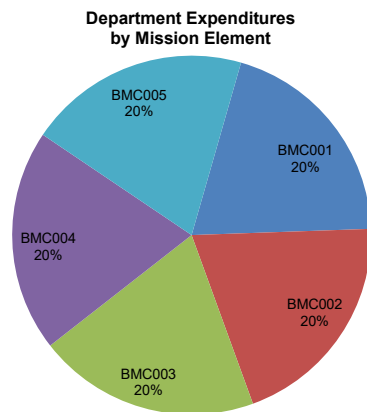
Department Expenditures



Department Expenditures History



Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BMC001	Conduct arraignments and trials.	0.00	0.00	\$ 13,224	\$ 13,400
BMC002	Collection of fines, fees and court costs.	0.00	0.00	13,224	13,400
BMC003	File and process citations, complaints, and court orders.	0.00	0.00	13,224	13,400
BMC004	Oversee a juvenile program.	0.00	0.00	13,224	13,400
BMC005	Service and enforcement of court orders, summons, and warrants.	0.00	0.00	13,224	13,400
		0.00	0.00	\$ 66,121	\$ 67,000



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Court Technology Fund Revenues					
Fines/Forfeits/Assessment					
240-0000-351.01-01	FINES	\$ 52,885	\$ 52,023	\$ 49,000	\$ 49,000
	Fines/Forfeits/Assessment	52,885	52,023	49,000	49,000
Support Services					
240-0000-361.05-00	INTEREST EARNED	1,579	500	1,383	500
	Support Services	1,579	500	1,383	500
	Court Technology Fund Revenues	\$ 54,464	\$ 52,523	\$ 50,383	\$ 49,500
Court Technology Fund Expenditures					
Repair & Maintenance					
240-5015-417.42-43	COMPUTER/SOFTWARE MAINT	\$ 75,876	\$ 83,007	\$ 66,121	\$ 67,000
	Repair & Maintenance	75,876	83,007	66,121	67,000
	Court Technology Fund Expenditures	\$ 75,876	\$ 83,007	\$ 66,121	\$ 67,000

Mission Element 1: Conduct arraignment and trials

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Administrative assistance for court dockets.	9,000	7,325	N/A	1,205	12,412	7,325	6,593
Conduct arraignments, trials and civil hearings	1,785	5,400	N/A	1,248	7,522	5,400	5,400
Conduct show cause and indigent hearings	290	1,925	N/A	257	4,890	1,925	1,925

Mission Element 2: Provide for the collection of fines, fees and court cost for adjudicated court cases.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process payments for fines, fees, and costs.	2,357	25,140	30,000	27,617	33,215	25,140	31,425
Number of telephone calls placed in an effort to collect	3,142	25,430	N/A	N/A	55,215	25,430	52,000
Delinquent cases processed and forwarded to collections.	1,610	5,777	8,100	26,030	8,379	5,777	8,100
Delinquent notices and documents processed.	2,100	27,140	7,100	22,714	4,248	27,140	8,000
Report/clear delinquent cases to the Department of Public Safety	1,662	9,019	7,100	8,619	4,248	9,019	8,000
Review and evaluate defendant financial information to determine payment plan options	2,654	7,657	8,756	7,563	10,000	7,657	10,000
Forward delinquent cases to Scofflaw to suspend registration	N/A	5,000	N/A	N/A	N/A	N/A	5,000

Mission Element 3: File and process citations, complaints and court orders.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process Code Enforcement violations.	110	818	900	967	923	818	720
Process Animal Services violations.	132	1,318	1,422	1,493	1,236	1,318	990
Process Police Department violations.	1,145	13,742	25,000	15,082	16,177	13,752	12,376
Process TAMU-CT violations.	23	225	75	375	104	225	225
Process Fire Department violations.	18	3	2	1	2	3	2
Process Failure to Appear/Violate Promise to appear violations.	66	394	2,572	1,075	3,032	394	1,970
Process driver's safety processed.	1,320	9,898	11,000	11,861	7,375	9,898	9,500
Process deferred dispositions.	794	4,762	2,670	3,252	6,486	4,762	4,700
Process credit for time served/community service processed.	147	4,420	N/A	5,587	2,436	4,420	4,400
Process compliance dismissals.	18	573	N/A	740	641	537	480
Process mail/email requests from defendants.	1,147	9,833	N/A	N/A	4,000	9,833	8,850
Review court case files for accuracy	3,120	51,065	N/A	91,260	76,000	77,043	82,275

Mission Element 4: Oversee a juvenile program

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process juvenile complaints and citations	190	250	400	323	400	250	125
Perform juvenile and parental intake interviews/evaluations	550	250	400	143	350	250	200
Participate in Municipal Court week and other community outreach opportunities.	200	3	1	3	1	3	2
Oversee the Municipal Court Community Garden	850	40	52	44	52	40	52
Pounds of food donated from the community garden	150	1,000	4,312	6,787	4,300	1,000	2,000
Hours of juvenile community service supervised.	700	4,118	4,903	3,441	4,900	4,118	3,700
Recruit volunteer student attorneys	200	4	2	3	2	4	2
Monitor court case for compliance.	493	501	N/A	N/A	N/A	501	450
Prepare cases for show cause.	120	125	N/A	246	400	125	102
Brief and assist the judiciary during juvenile court and teen court sessions.	2,310	41	44	40	44	41	44
Attend mandatory continuing education	168	112	32	32	32	112	112
Conduct traffic safety briefings	24	12	12	6	6	12	12
Evaluate cases to determine pre-trial diversion eligibility.	45	250	N/A	323	360	250	125

Mission Element 5: Service and enforcement of court orders

Operational Targets: Essential department functions within the mission element.

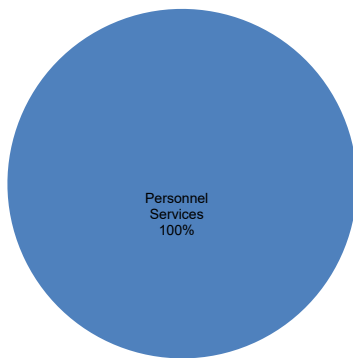
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process warrants and capias pro fines.	510	2,014	3,937	1,271	3,937	2,014	1,815
Recall warrants and capias pro fines.	620	2,758	2,000	1,737	2,000	2,758	2,482
Number of arrests processed	560	1,202	2,000	758	2,000	1,202	1,200
Administratively process Code Enforcement search warrants.	508	550	500	522	500	550	500
Administratively process felony/misdemeanor warrants.	204	132	100	112	120	132	120
Provide enforcement of court decorum and security in the City Annex building.	4,980	4,980	2,080	4,980	4,980	4,980	4,980
Service of summons and subpoenas.	707	1,094	N/A	1,957	1,200	1,094	984
Process credit for time served requests from jail/prison.	315	896	N/A	771	1,500	896	800
Review and issue search warrants for misdemeanor and felony cases.	209	132	100	112	100	132	118
Hours of TECLOSE training completed	289	129	40	40	40	129	80
Review and issue code enforcement search warrants.	298	550	500	522	400	550	500

FINANCIAL INFORMATION

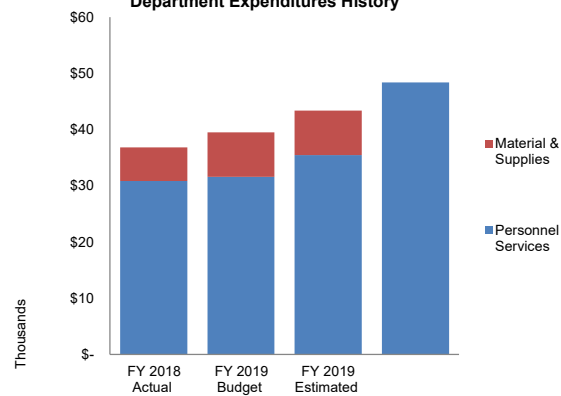
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Court Fees	\$ 39,681	\$ 40,281	\$ 38,000	\$ 41,268
Peace Officer Allocation	-	832	-	-
Interest Earned	2,427	400	3,552	3,200
General Resources	(5,302)	(1,989)	1,817	3,904
Total	\$ 36,806	\$ 39,524	\$ 43,369	\$ 48,372

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 30,876	\$ 31,608	\$ 35,453	\$ 48,372
Material & Supplies	5,930	7,916	7,916	-
Total	\$ 36,806	\$ 39,524	\$ 43,369	\$ 48,372

Department Expenditures



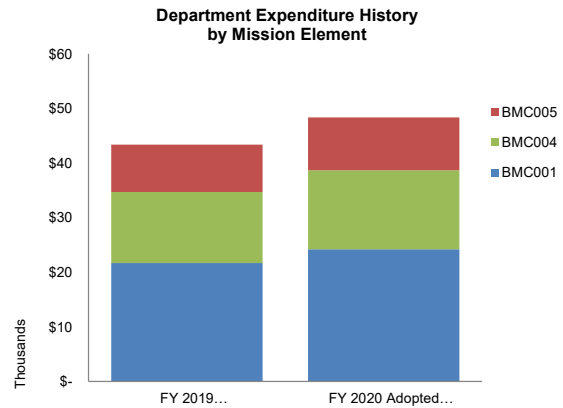
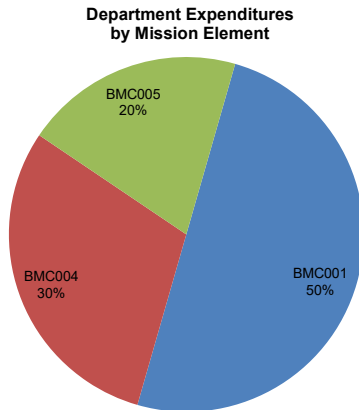
Department Expenditures History



**PUBLIC SAFETY
MUNICIPAL COURT
COURT SECURITY FEE FUND**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BMC001	Conduct arraignments and trials.	0.50	1,040.00	\$ 21,685	\$ 24,186
BMC004	Oversee a juvenile program.	0.30	624.00	13,010	14,511
BMC005	Service and enforcement of court orders, summons, and warrants.	0.20	416.00	8,674	9,675
		<u>1.00</u>	<u>2,080.00</u>	<u>\$ 43,369</u>	<u>\$ 48,372</u>



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Court Security Fee Fund Revenues					
Intergovernmental Revenue					
241-0000-334.01-03	LEOSE	\$ -	\$ 832	\$ -	\$ -
	Intergovernmental Revenue	<u>-</u>	<u>832</u>	<u>-</u>	<u>-</u>
Fines/Forfeits/Assessment					
241-0000-351.01-01	FINES	39,681	40,281	38,000	41,268
	Fines/Forfeits/Assessment	<u>39,681</u>	<u>40,281</u>	<u>38,000</u>	<u>41,268</u>
Investments Income					
241-0000-361.05-00	INTEREST EARNED	2,427	400	3,552	3,200
	Investments Income	<u>2,427</u>	<u>400</u>	<u>3,552</u>	<u>3,200</u>
	Court Security Fee Fund Revenues	<u><u>\$ 42,108</u></u>	<u><u>\$ 41,513</u></u>	<u><u>\$ 41,552</u></u>	<u><u>\$ 44,468</u></u>
Court Security Fee Fund Expenditures					
Personnel Services					
241-5015-417.40-05	FULL-TIME SALARIES	\$ 25,568	\$ 26,265	\$ 27,668	\$ 35,546
241-5015-417.40-25	LONGEVITY	238	288	288	48
241-5015-417.40-81	GROUP INSURANCE	497	-	-	-
241-5015-417.40-82	MEDICAL INSURANCE	-	-	2,058	5,498
241-5015-417.40-83	DENTAL INSURANCE	-	-	116	276
241-5015-417.40-84	LIFE INSURANCE	-	18	18	18
241-5015-417.40-85	RETIREMENT - TMRS	2,555	2,961	3,104	4,204
241-5015-417.40-87	SOCIAL SECURITY	1,974	1,646	1,726	2,206
241-5015-417.40-88	MEDICARE	-	385	428	516
241-5015-417.40-89	WORKERS COMPENSATION	44	45	47	60
	Personnel Services	<u>30,876</u>	<u>31,608</u>	<u>35,453</u>	<u>48,372</u>
Supplies					
241-5015-417.41-20	UNIFORMS AND CLOTHING	1,336	2,600	2,600	-
241-5015-417.41-25	SUBSCRIPTION/PUBLICATIONS	162	200	200	-
241-5015-417.41-65	MINOR TOOLS	261	2,116	2,116	-
	Supplies	<u>1,759</u>	<u>4,916</u>	<u>4,916</u>	<u>-</u>
Repair & Maintenance					
241-5015-417.42-43	COMPUTER/SOFTWARE MAINT	-	500	500	-
	Repair & Maintenance	<u>-</u>	<u>500</u>	<u>500</u>	<u>-</u>
Support Services					
241-5015-417.44-30	TRAINING AND TRAVEL	4,171	2,500	2,500	-
	Support Services	<u>4,171</u>	<u>2,500</u>	<u>2,500</u>	<u>-</u>
	Court Security Fee Fund Expenditures	<u><u>\$ 36,806</u></u>	<u><u>\$ 39,524</u></u>	<u><u>\$ 43,369</u></u>	<u><u>\$ 48,372</u></u>

Mission Element 1: Conduct arraignment and trials

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Administrative assistance for court dockets.	9,000	7,325	N/A	1,205	12,412	7,325	6,593
Conduct arraignments, trials and civil hearings	1,785	5,400	N/A	1,248	7,522	5,400	5,400
Conduct show cause and indigent hearings	290	1,925	N/A	257	4,890	1,925	1,925

Mission Element 4: Oversee a juvenile program

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process juvenile complaints and citations	190	250	400	323	400	250	125
Perform juvenile and parental intake interviews/evaluations	550	250	400	143	350	250	200
Participate in Municipal Court week and other community outreach opportunities.	200	3	1	3	1	3	2
Oversee the Municipal Court Community Garden	850	40	52	44	52	40	52
Pounds of food donated from the community garden	150	1,000	4,312	6,787	4,300	1,000	2,000
Hours of juvenile community service supervised.	700	4,118	4,903	3,441	4,900	4,118	3,700
Recruit volunteer student attorneys	200	4	2	3	2	4	2
Monitor court case for compliance.	493	501	N/A	N/A	N/A	501	450
Prepare cases for show cause.	120	125	N/A	246	400	125	102
Brief and assist the judiciary during juvenile court and teen court sessions.	2,310	41	44	40	44	41	44
Attend mandatory continuing education	168	112	32	32	32	112	112
Conduct traffic safety briefings	24	12	12	6	6	12	12
Evaluate cases to determine pre-trial diversion eligibility.	45	250	N/A	323	360	250	125

Mission Element 5: Service and enforcement of court orders

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process warrants and capias pro fines.	510	2,014	3,937	1,271	3,937	2,014	1,815
Recall warrants and capias pro fines.	620	2,758	2,000	1,737	2,000	2,758	2,482
Number of arrests processed	560	1,202	2,000	758	2,000	1,202	1,200
Administratively process Code Enforcement search warrants.	508	550	500	522	500	550	500
Administratively process felony/misdemeanor warrants.	204	132	100	112	120	132	120
Provide enforcement of court decorum and security in the City Annex building.	4,980	4,980	2,080	4,980	4,980	4,980	4,980
Service of summons and subpoenas.	707	1,094	N/A	1,957	1,200	1,094	984
Process credit for time served requests from jail/prison.	315	896	N/A	771	1,500	896	800
Review and issue search warrants for misdemeanor and felony cases.	209	132	100	112	100	132	118
Hours of TECLOSE training completed	289	129	40	40	40	129	80
Review and issue code enforcement search warrants.	298	550	500	522	400	550	500

FINANCIAL INFORMATION

Revenue Summary

Juvenile Case Manager Receipts
Truancy Prevention
Interest Earned
General Resources
Total

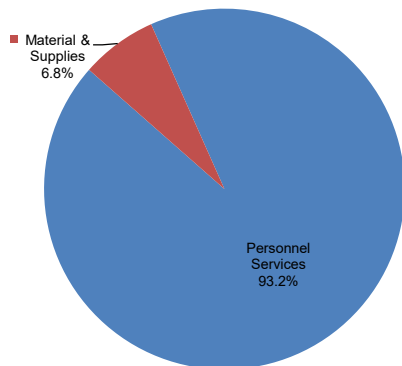
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 66,866	\$ 65,735	\$ 63,773	\$ 63,773
12,267	12,197	11,500	3,000
8,272	1,500	6,622	1,500
7,736	22,357	17,986	46,829
\$ 95,141	\$ 101,789	\$ 99,881	\$ 115,102

Expenditure Summary

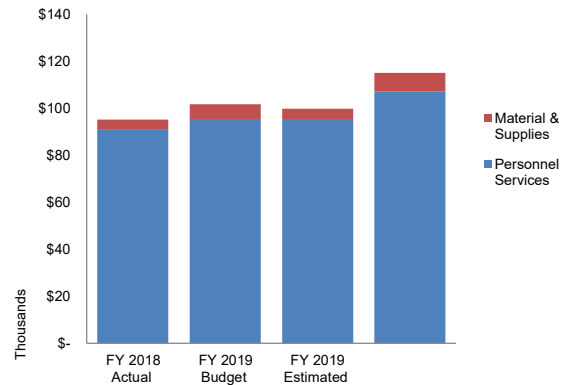
Personnel Services
Material & Supplies
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 90,810	\$ 95,051	\$ 95,051	\$ 107,222
4,331	6,738	4,830	7,880
\$ 95,141	\$ 101,789	\$ 99,881	\$ 115,102

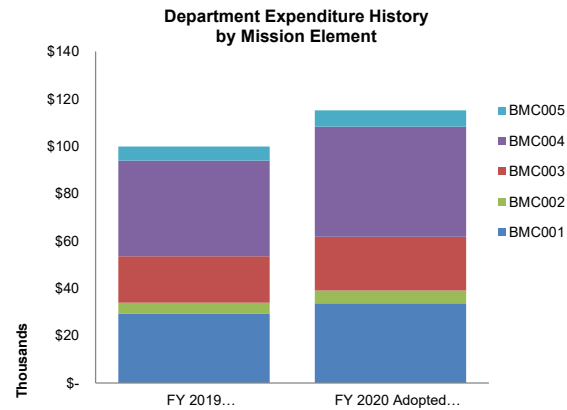
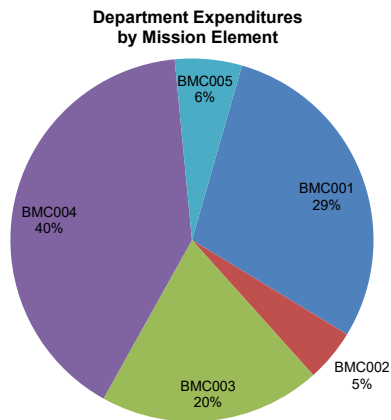
Department Expenditures



Department Expenditures History



Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BMC001	Conduct arraignments and trials.	0.60	1,248.00	\$ 29,218	\$ 33,670
BMC002	Collection of fines, fees and court costs.	0.10	208.00	4,652	5,361
BMC003	File and process citations, complaints, and court orders.	0.40	832.00	19,720	22,725
BMC004	Oversee a juvenile program.	0.80	1,664.00	40,334	46,480
BMC005	Service and enforcement of court orders, summons, and warrants.	0.10	208.00	5,958	6,866
		2.00	4,160.00	\$ 99,881	\$ 115,102



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Juvenile Case Manager Fund Revenues					
Fines/Forfeits/Assessment					
242-0000-351.01-01	FINES	\$ 66,866	\$ 65,735	\$ 63,773	\$ 63,773
242-0000-351.01-04	TRUANCY PREV/DIVERSION	12,267	12,197	11,500	3,000
	Fines/Forfeits/Assessment	79,133	77,932	75,273	66,773
Investments Income					
242-0000-361.05-00	INTEREST EARNED	8,272	1,500	6,622	1,500
242-0000-361.05-10	INVESTMENT EXPENSE	-	-	-	-
	Investments Income	8,272	1,500	6,622	1,500
	Juvenile Case Manager Fund Revenues	\$ 87,405	\$ 79,432	\$ 81,895	\$ 68,273
Juvenile Case Manager Fund Expenditures					
Personnel Services					
242-5015-417.40-05	FULL-TIME SALARIES	\$ 75,348	\$ 77,905	\$ 77,905	\$ 84,424
242-5015-417.40-25	LONGEVITY	899	1,536	1,536	144
242-5015-417.40-81	GROUP INSURANCE	1,096	-	-	-
242-5015-417.40-82	MEDICAL INSURANCE	-	-	-	5,498
242-5015-417.40-83	DENTAL INSURANCE	-	552	552	552
242-5015-417.40-84	LIFE INSURANCE	-	36	36	36
242-5015-417.40-85	RETIREMENT - TMRS	7,549	8,858	8,858	9,986
242-5015-417.40-87	SOCIAL SECURITY	5,788	4,886	4,886	5,218
242-5015-417.40-88	MEDICARE	-	1,143	1,143	1,220
242-5015-417.40-89	WORKERS COMPENSATION	130	135	135	144
	Personnel Services	90,810	95,051	95,051	107,222
Supplies					
242-5015-417.41-10	OFFICE	147	300	150	150
242-5015-417.41-15	POSTAGE/CARRIER SERVICE	131	200	200	200
242-5015-417.41-20	UNIFORMS AND CLOTHING	-	200	200	200
242-5015-417.41-35	PRINT SUPPLIES	340	650	500	500
242-5015-417.41-60	FOOD SUPPLIES	-	-	-	1,500
242-5015-417.41-75	MEDICAL AND CHEMICAL	446	450	450	450
	Supplies	1,064	1,800	1,500	3,000
Repair & Maintenance					
242-5015-417.42-43	COMPUTER/SOFTWARE MAINT	-	858	-	-
	Repair & Maintenance	-	858	-	-
Support Services					
242-5015-417.44-05	TELEPHONE	1,183	1,200	1,200	700
242-5015-417.44-30	TRAINING AND TRAVEL	2,084	2,500	1,750	1,500
242-5015-417.44-70	TROPHIES AND AWARDS	-	200	200	500
242-5015-417.44-75	DUES AND MEMBERSHIPS	-	180	180	180
	Support Services	3,267	4,080	3,330	2,880
Minor Capital					
242-5015-417.46-50	FURNITURE AND FIXTURES	-	-	-	2,000
	Minor Capital	-	-	-	2,000
	Juvenile Case Manager Fund Expenditures	\$ 95,141	\$ 101,789	\$ 99,881	\$ 115,102

Mission Element 1: Conduct arraignment and trials

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Administrative assistance for court dockets.	9,000	7,325	N/A	1,205	12,412	7,325	6,593
Conduct arraignments, trials and civil hearings	1,785	5,400	N/A	1,248	7,522	5,400	5,400
Conduct show cause and indigent hearings	290	1,925	N/A	257	4,890	1,925	1,925

Mission Element 2: Provide for the collection of fines, fees and court cost for adjudicated court cases.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process payments for fines, fees, and costs.	2,357	25,140	30,000	27,617	33,215	25,140	31,425
Number of telephone calls placed in an effort to collect	3,142	25,430	N/A	N/A	55,215	25,430	52,000
Delinquent cases processed and forwarded to collections.	1,610	5,777	8,100	26,030	8,379	5,777	8,100
Delinquent notices and documents processed.	2,100	27,140	7,100	22,714	4,248	27,140	8,000
Report/clear delinquent cases to the Department of Public Safety	1,662	9,019	7,100	8,619	4,248	9,019	8,000
Review and evaluate defendant financial information to determine payment plan options	2,654	7,657	8,756	7,563	10,000	7,657	10,000
Forward delinquent cases to Scofflaw to suspend registration	N/A	5,000	N/A	N/A	N/A	N/A	5,000

Mission Element 3: File and process citations, complaints and court orders.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process Code Enforcement violations.	110	818	900	967	923	818	720
Process Animal Services violations.	132	1,318	1,422	1,493	1,236	1,318	990
Process Police Department violations.	1,145	13,742	25,000	15,082	16,177	13,752	12,376
Process TAMU-CT violations.	23	225	75	375	104	225	225
Process Fire Department violations.	18	3	2	1	2	3	2
Process Failure to Appear/Violate Promise to appear violations.	66	394	2,572	1,075	3,032	394	1,970
Process driver's safety processed.	1,320	9,898	11,000	11,861	7,375	9,898	9,500
Process deferred dispositions.	794	4,762	2,670	3,252	6,486	4,762	4,700
Process credit for time served/community service processed.	147	4,420	N/A	5,587	2,436	4,420	4,400
Process compliance dismissals.	18	573	N/A	740	641	537	480
Process mail/email requests from defendants.	1,147	9,833	N/A	N/A	4,000	9,833	8,850
Review court case files for accuracy	3,120	51,065	N/A	91,260	76,000	77,043	82,275

Mission Element 4: Oversee a juvenile program

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process juvenile complaints and citations	190	250	400	323	400	250	125
Perform juvenile and parental intake interviews/evaluations	550	250	400	143	350	250	200
Participate in Municipal Court week and other community outreach opportunities.	200	3	1	3	1	3	2
Oversee the Municipal Court Community Garden	850	40	52	44	52	40	52
Pounds of food donated from the community garden	150	1,000	4,312	6,787	4,300	1,000	2,000
Hours of juvenile community service supervised.	700	4,118	4,903	3,441	4,900	4,118	3,700
Recruit volunteer student attorneys	200	4	2	3	2	4	2
Monitor court case for compliance.	493	501	N/A	N/A	N/A	501	450
Prepare cases for show cause.	120	125	N/A	246	400	125	102
Brief and assist the judiciary during juvenile court and teen court sessions.	2,310	41	44	40	44	41	44
Attend mandatory continuing education	168	112	32	32	32	112	112
Conduct traffic safety briefings	24	12	12	6	6	12	12
Evaluate cases to determine pre-trial diversion eligibility.	45	250	N/A	323	360	250	125

Mission Element 5: Service and enforcement of court orders

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process warrants and capias pro fines.	510	2,014	3,937	1,271	3,937	2,014	1,815
Recall warrants and capias pro fines.	620	2,758	2,000	1,737	2,000	2,758	2,482
Number of arrests processed	560	1,202	2,000	758	2,000	1,202	1,200
Administratively process Code Enforcement search warrants.	508	550	500	522	500	550	500

Administratively process felony/misdemeanor warrants.	204	132	100	112	120	132	120
Provide enforcement of court decorum and security in the City Annex building.	4,980	4,980	2,080	4,980	4,980	4,980	4,980
Service of summons and subpoenas.	707	1,094	N/A	1,957	1,200	1,094	984
Process credit for time served requests from jail/prison.	315	896	N/A	771	1,500	896	800
Review and issue search warrants for misdemeanor and felony cases.	209	132	100	112	100	132	118
Hours of TECLOSE training completed	289	129	40	40	40	129	80
Review and issue code enforcement search warrants.	298	550	500	522	400	550	500

**SPECIAL REVENUE FUND
PHOTO RED LIGHT ENFORCEMENT FUND**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Photo Red Line Violation	\$ 131,245	\$ -	\$ 20,000	\$ 20,000
Interest Earned	183	-	100	100
Other Financing Sources	10,625	-	-	-
General Resources	(35,549)	-	-	-
Total	\$ 106,504	\$ -	\$ 20,100	\$ 20,100

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Material & Supplies	\$ 81,763	\$ -	\$ 20,100	\$ 20,100
Contracts	24,741	-	-	-
Total	\$ 106,504	\$ -	\$ 20,100	\$ 20,100

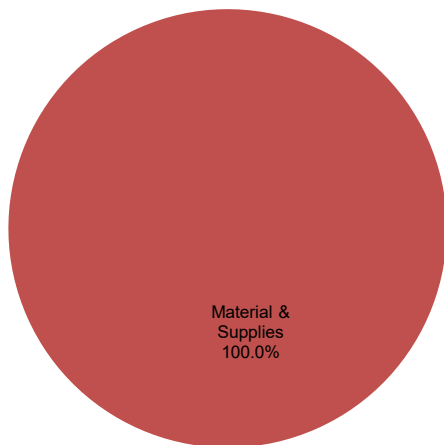
Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Photo Red Light Enforcement Fund Revenues					
Fines/Forfeits/Assessment					
243-0000-351.02-01	PHOTO RED LIGHT FINES	\$ 131,245	\$ -	\$ 20,000	\$ 20,000
	Fines/Forfeits/Assessment	131,245	-	20,000	20,000
Investments Income					
243-0000-361.05-00	INTEREST EARNED	183	-	100	100
243-0000-361.05-10	INVESTMENT EXPENSE	-	-	-	-
	Investments Income	183	-	100	100
Other Financing Sources					
243-0000-391.01-10	TRANSFER IN FROM FUND 010	10,625	-	-	-
	Other Financing Sources	10,625	-	-	-
	Photo Red Light Enforcement Fund Revenues	\$ 142,053	\$ -	\$ 20,100	\$ 20,100
Photo Red Light Enforcement Fund Expenditures					
Support Services					
243-6000-441.44-10	EQUIPMENT RENTAL/LEASE	\$ 81,763	\$ -	\$ 20,100	\$ 20,100
	Support Services	81,763	-	20,100	20,100
Designated Expenses					
243-3445-434.50-55	DESIGNATED EXPENSES	24,741	-	-	-
	Designated Expenses	24,741	-	-	-
	Photo Red Light Enforcement Fund Expenditures	\$ 106,504	\$ -	\$ 20,100	\$ 20,100

FINANCIAL INFORMATION

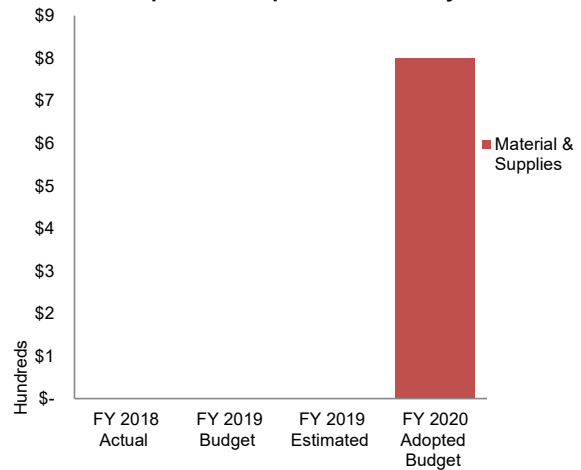
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Fines	\$ -	\$ -	\$ -	\$ 800
Interest Earned	-	-	-	-
General Resources	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 800

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Material & Supplies	-	-	-	800
Total	\$ -	\$ -	\$ -	\$ 800

Department Expenditures

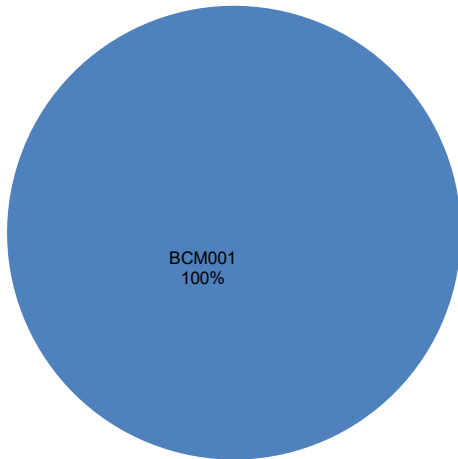


Department Expenditures History

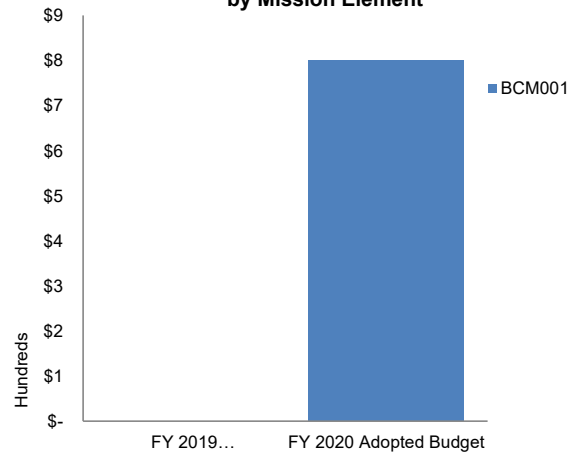


Project Code	Mission Element	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
BCM001	Conduct arraignment and trials	0.00	\$ -	\$ 800
		<u>0.00</u>	<u>\$ -</u>	<u>\$ 800</u>

Department Expenditures
by Mission Element



Department Expenditure History
by Mission Element



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Jury Fund Revenues					
Fines/Forfeits/Assessment					
244-0000-351.01-01	FINES	\$ -	\$ -	\$ -	\$ 800
	Fines/Forfeits/Assessment	-	-	-	800
Investments Income					
244-0000-361.05-00	INTEREST EARNED	-	-	-	-
244-0000-361.05-10	INVESTMENT EXPENSE	-	-	-	-
	Investments Income	-	-	-	-
	Jury Fund Revenues	\$ -	\$ -	\$ -	\$ 800
Jury Fund Expenditures					
Support Services					
244-5015-417.44-05	TELEPHONE	\$ -	\$ -	\$ -	\$ -
244-5015-417.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	-
244-5015-417.44-30	TRAINING AND TRAVEL	-	-	-	-
244-5015-417.44-97	JURY FEES	-	-	-	800
	Support Services	-	-	-	800
	Jury Fund Expenditures	\$ -	\$ -	\$ -	\$ 800

Mission Element: Conduct arraignment and trials

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Administrative assistance for court dockets.	9,000	7,325	N/A	1,205	12,412	7,325	6,593
Conduct arraignments, trials and civil hearings	1,785	5,400	N/A	1,248	7,522	5,400	5,400
Conduct show cause and indigent hearings	290	1,925	N/A	257	4,890	1,925	1,925

**SPECIAL REVENUE FUND
FIRE DEPARTMENT SPECIAL REVENUE**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Intergovernmental Revenue	\$ 911	\$ -	\$ -	\$ -
Miscellaneous Revenue	10	-	-	-
Interest Earned	16	-	-	-
General Resources	(937)	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Support Services	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Fire Dept Special Revenue Fund Revenues					
Intergovernmental Revenue					
246-0000-334.01-03	LEOSE	\$ 911	\$ -	\$ -	\$ -
	Intergovernmental Revenue	911	-	-	-
Investments Income					
246-0000-361.05-00	INTEREST EARNED	16	-	-	-
	Investments Income	16	-	-	-
Contribution/Donations					
246-0000-381.02-01	FIRE DONATIONS	10	-	-	-
	Contribution/Donations	10	-	-	-
Fire Dept Special Revenue Fund Revenues		\$ 937	\$ -	\$ -	\$ -
Fire Dept Special Revenue Fund Expenditures					
Support Services					
246-7070-442.44-30	TRAINING AND TRAVEL	\$ -	\$ -	\$ -	\$ -
	Support Services	-	-	-	-
Fire Dept Special Revenue Fund Expenditures		\$ -	\$ -	\$ -	\$ -

Revenue Summary

Animal Control Donations

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 102,074	\$ 185,122	\$ 255,109	\$ 84,000
(97,369)	14,617	(113,484)	-
\$ 4,705	\$ 199,739	\$ 141,625	\$ 84,000

Expenditure Summary

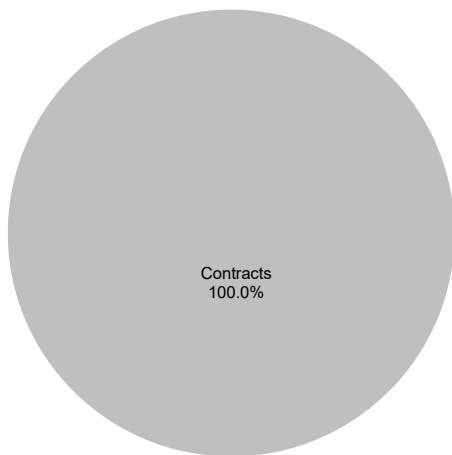
Materials & Supplies

Contracts

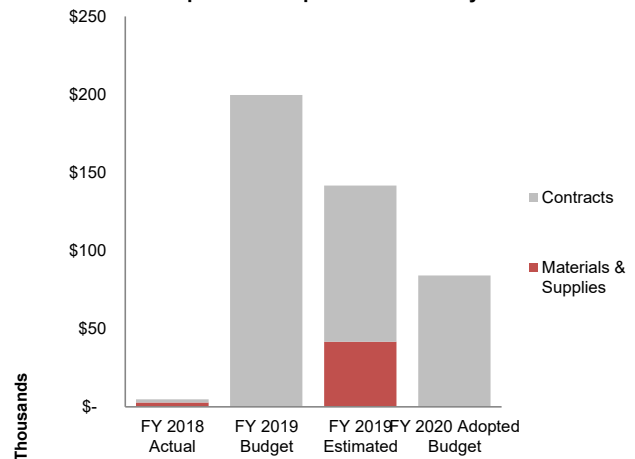
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 2,752	\$ -	\$ 41,625	\$ -
1,953	199,739	100,000	84,000
\$ 4,705	\$ 199,739	\$ 141,625	\$ 84,000

Department Expenditures



Department Expenditures History



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Animal Control Donations Revenues					
Investments Income					
247-0000-361.05-00	INTEREST EARNED	\$ 787	\$ -	\$ -	\$ -
	Investments Income	787	-	-	-
Contribution/Donations					
247-0000-381.01-10	ANIMAL CONTROL DONATIONS	22,074	185,122	255,109	14,000
247-0000-381.01-11	PETCO GRANT	80,000	-	-	70,000
	Contribution/Donations	102,074	185,122	255,109	84,000
Animal Control Donations Revenues		\$ 102,074	\$ 185,122	\$ 255,109	\$ 84,000
Animal Control Donations Expenditures					
Supplies					
247-3070-428.41-75	MEDICAL AND CHEMICAL	\$ 1,002	\$ -	\$ 3,941	\$ -
	Supplies	1,002	-	3,941	-
Repair and Maintenance					
247-3070-428.42-90	MAINTENANCE	-	-	1,885	-
	Repair and Maintenance	-	-	1,885	-
Minor Capital					
247-3070-428.46-35	EQUIPMENT AND MACHINERY	1,750	-	35,799	-
	Minor Capital	1,750	-	35,799	-
Professional Services					
247-3070-428.47-04	VETERINARY SERVICES	1,953	199,739	100,000	-
	Professional Services	1,953	199,739	100,000	-
Designated Expenses					
247-3070-428.50-20	RESERVE APPROPRIATION	-	-	-	84,000
	Designated Expenses	-	-	-	84,000
Animal Control Donations Expenditures		\$ 4,705	\$ 199,739	\$ 141,625	\$ 84,000

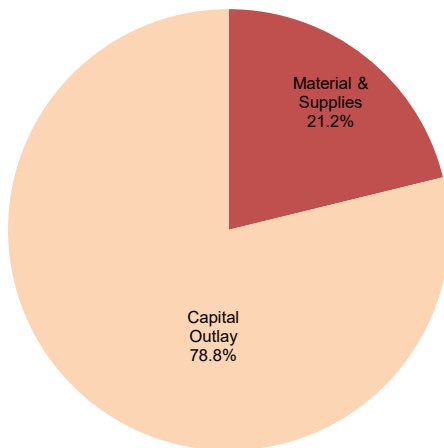
Revenue Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Intergovernmental Revenue	\$ 156,629	\$ -	\$ 158,779	\$ 159,000
Child Safety Fees	39,721	35,000	34,536	33,500
Interest Earned	2,982	-	1,881	3,000
Miscellaneous Receipts	6	-	6	-
General Resources	(189,274)	(1,500)	(162,202)	350,000
Total	\$ 10,064	\$ 33,500	\$ 33,000	\$ 545,500

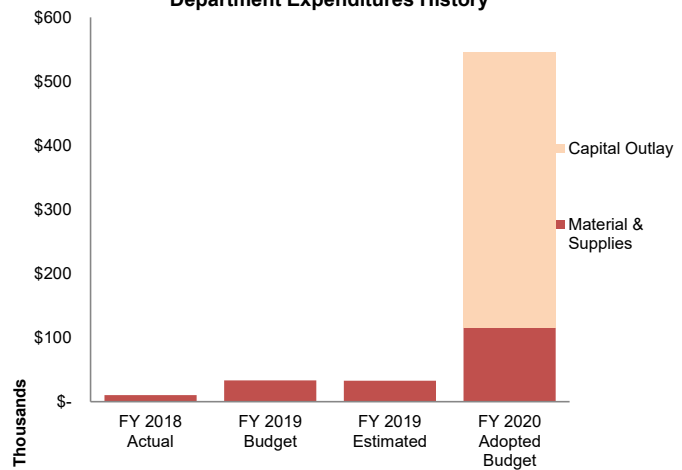
Expenditure Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Material & Supplies	\$ 10,064	\$ 33,500	\$ 33,000	\$ 115,500
Capital Outlay	-	-	-	430,000
Total	\$ 10,064	\$ 33,500	\$ 33,000	\$ 545,500

Department Expenditures



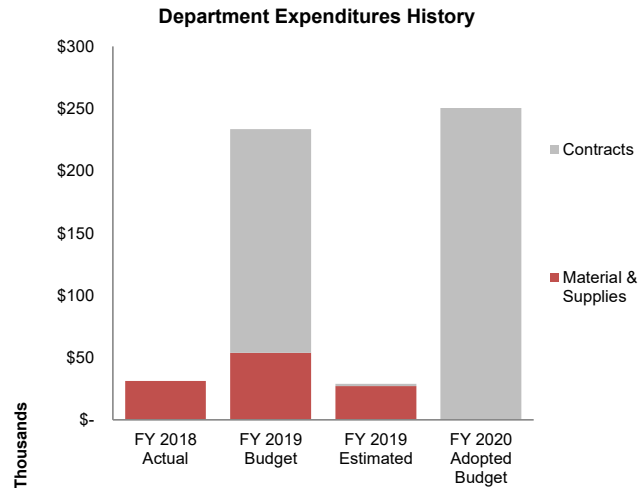
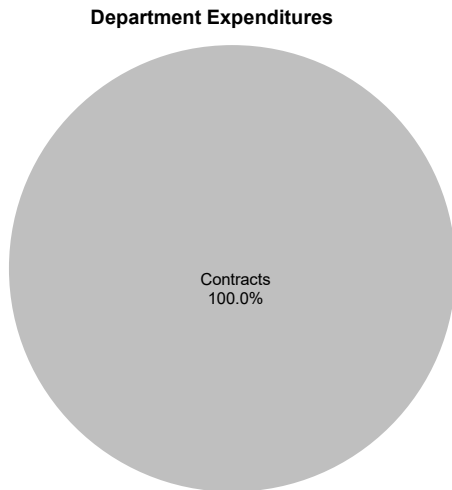
Department Expenditures History



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Child Safety Fund Revenues					
Intergovernmental Revenue					
248-0000-337.04-01	BELL COUNTY	\$ 156,629	\$ -	\$ 158,779	\$ 159,000
	Intergovernmental Revenue	156,629	-	158,779	159,000
Fines/Forfeits/Assessment					
248-0000-351.01-01	FINES	39,721	35,000	34,536	33,500
	Fines/Forfeits/Assessment	39,721	35,000	34,536	33,500
Investments Income					
248-0000-361.05-00	INTEREST EARNED	2,982	-	1,881	3,000
248-0000-361.05-10	INVESTMENT EXPENSE	-	-	-	-
	Investments Income	2,982	-	1,881	3,000
Miscellaneous Income					
248-0000-371.10-02	PURCHASING CARDS	6	-	6	-
	Miscellaneous Income	6	-	6	-
	Child Safety Fund Revenues	\$ 199,338	\$ 35,000	\$ 195,202	\$ 195,500
Child Safety Fund Expenditures					
Repair & Maintenance					
248-3445-434.42-37	SIGN MAINTENANCE	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
248-3445-434.42-38	PAVEMENT MARKING	2,764	12,500	12,000	94,500
248-3445-434.43-70	SIGNALS AND TRAFFIC LIGHTS	7,300	11,000	11,000	11,000
	Repair & Maintenance	10,064	33,500	33,000	115,500
Capital Outlay					
248-3445-434.60-85	TRAFFIC SIGNAL	-	-	-	350,000
248-3445-434.61-35	MACHINERY AND EQUIPMENT	-	-	-	80,000
	Capital Outlay	-	-	-	430,000
	Child Safety Fund Expenditures	\$ 10,064	\$ 33,500	\$ 33,000	\$ 545,500

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Intergovernmental Revenue	\$ 23,110	\$ 17,776	\$ 20,162	\$ 19,892
Charges for Services	13,697	10,252	6,500	9,556
Investments Income	2,959	-	-	-
Contribution/Donations	78,750	6,430	10,344	15,514
Miscellaneous Receipts	31,742	125,222	3,145	17,010
General Resources	(119,056)	73,816	(11,185)	188,386
Total	\$ 31,202	\$ 233,496	\$ 28,966	\$ 250,358

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Material & Supplies	\$ 31,202	\$ 53,766	\$ 27,116	\$ -
Contracts	-	179,730	1,850	250,358
Total	\$ 31,202	\$ 233,496	\$ 28,966	\$ 250,358



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Police Donations Fund Revenues					
Intergovernmental Revenue					
249-0000-334.01-03	LEOSE	\$ 23,110	\$ 17,776	\$ 20,162	\$ 19,892
	Intergovernmental Revenue	23,110	17,776	20,162	19,892
Charges for Services					
249-0000-342.01-05	VEHICLE ABANDONMENT FEES	6,230	-	-	-
249-0000-342.03-01	JAIL PHONE FEES	7,467	10,252	6,500	9,556
	Charges for Services	13,697	10,252	6,500	9,556
Investments Income					
249-0000-361.05-00	INTEREST EARNED	2,959	-	-	-
	Investments Income	2,959	-	-	-
Miscellaneous Income					
249-0000-379.99-01	EVIDENCE CASH	30,576	63,353	-	-
	Miscellaneous Income	30,576	63,353	-	-
Contribution/Donations					
249-0000-381.01-01	NATIONAL NIGHT OUT	2,501	3,253	1,950	2,846
249-0000-381.01-02	POLICE EXPLORERS	6,249	3,177	4,500	3,177
249-0000-381.01-03	POLICE DONATIONS	-	-	-	3,491
249-0000-381.01-04	BLUE SANTA	-	-	650	1,000
249-0000-381.01-05	HOMELESS OUTREACH	-	-	3,244	5,000
249-0000-381.01-11	PETCO GRANT	70,000	-	-	-
	Contribution/Donations	78,750	6,430	10,344	15,514
Other Financing Sources					
249-0000-392.01-01	SALE OF ASSETS	1,166	61,869	3,145	17,010
	Other Financing Sources	1,166	61,869	3,145	17,010
	Police Donations Fund Revenues	\$ 150,258	\$ 159,680	\$ 40,151	\$ 61,972
Police Donations Fund Expenditures					
Supplies					
249-6000-444.41-27	PUBLIC OUTREACH	\$ 2,508	\$ 53,766	\$ 1,636	\$ -
249-6000-445.41-60	FOOD SUPPLIES	457	-	498	-
	Supplies	2,965	53,766	2,134	-
Support Services					
249-6000-443.44-30	TRAINING AND TRAVEL	24,475	-	23,408	-
249-6000-445.44-30	TRAINING AND TRAVEL	2,625	-	1,504	-
249-6000-445.44-70	TROPHIES AND AWARDS	646	-	70	-
249-6000-445.44-75	DUES AND MEMBERSHIPS	491	-	-	-
	Support Services	28,237	-	24,982	-
Designated Expenses					
249-6000-441.50-20	RESERVE APPROPRIATION	-	179,730	-	250,358
249-6000-441.50-71	BLUE SANTA DONATION PROGR	-	-	650	-
249-6000-441.50-72	HOMELESS OUTREACH PROGR	-	-	1,200	-
	Designated Expenses	\$ -	\$ 179,730	\$ 1,850	\$ 250,358
	Police Donations Fund Expenditures	\$ 31,202	\$ 233,496	\$ 28,966	\$ 250,358

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
JLUS Grant		\$ -	\$ -	\$ -
General Resources	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Material Supplies	\$ -	\$ -	\$ -	\$ -
Support Services	-	-	-	-
Project Expense	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
JLUS Grant Fund Revenues					
Intergovernmental Revenue					
250-0000-331.10-01	US DEPT OF DEFENSE	\$ -	\$ -	\$ -	\$ -
	Intergovernmental Revenue	-	-	-	-
	JLUS Grant Fund Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
JLUS Grant Fund Expenditures					
Supplies					
250-2035-415.41-35	PRINT SUPPLIES	-	-	-	-
	Supplies	-	-	-	-
Project Expense					
250-2035-415.90-10	TRANSFERS TO GENERAL FUND	-	-	-	-
250-2035-415.98-13	JLUS	-	-	-	-
	Project Expense	-	-	-	-
	JLUS Grant Fund Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FINANCIAL INFORMATION

Revenue Summary

Wellness Non-Assessment Fee
Investments Income
General Resources
Total

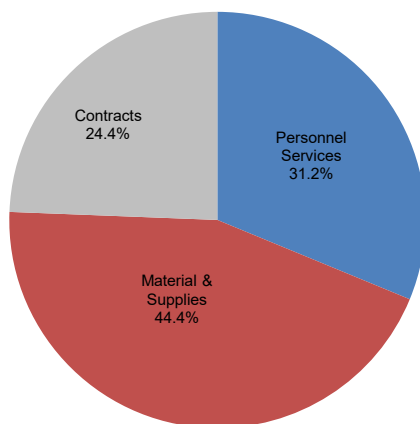
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 59,725	\$ 263,523	\$ 40,000	\$ 40,000
1,957	-	-	-
(43,138)	(213,523)	14,318	39,969
\$ 18,545	\$ 50,000	\$ 54,318	\$ 79,969

Expenditure Summary

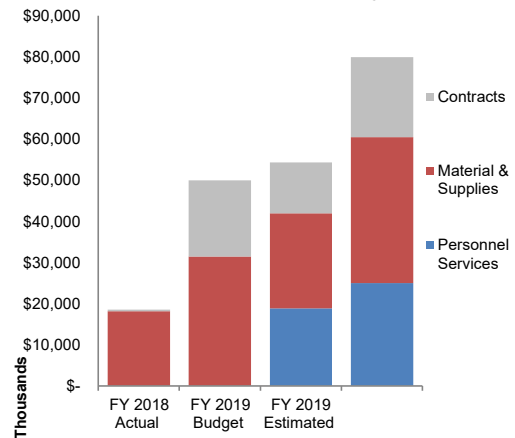
Personnel Services
Material & Supplies
Contracts
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ -	\$ -	\$ 18,852	\$ 24,969
18,145	31,500	23,150	35,500
400	18,500	12,316	19,500
\$ 18,545	\$ 50,000	\$ 54,318	\$ 79,969

Department Expenditures



Department Expense History



**Project
Code**

Mission Element

FTEs

Hours

**FY 2019
Estimated**

**FY 2020
Adopted
Budget**

EHR003 Manage a fair classification and compensation plan, and a benefits system.

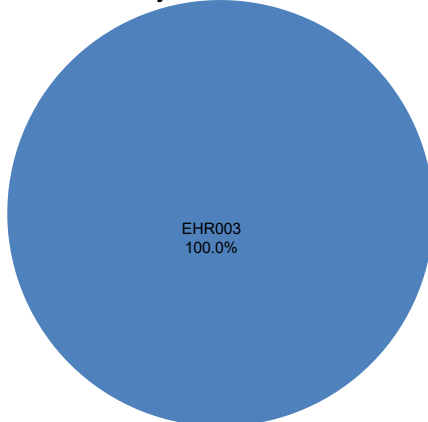
0.40 832.00

\$ 54,318 \$ 79,969

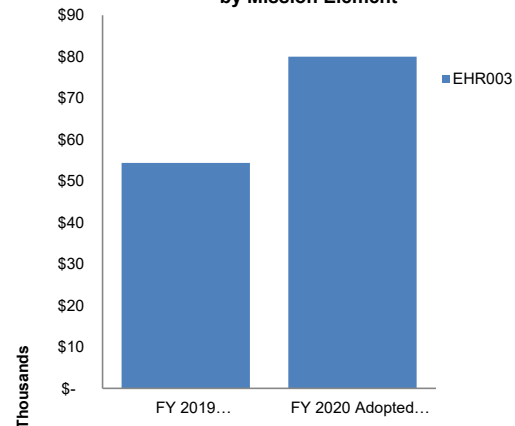
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\$ 54,318 \$ 79,969

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Wellness Non-Assessment Revenues					
Charges for Services					
252-0000-345.04-01	NON-ASSESSMENT FEES	\$ 59,725	\$ 263,523	\$ 40,000	\$ 40,000
	Charges for Services	59,725	263,523	40,000	40,000
Investments Income					
252-0000-361.05-00	INTEREST EARNED	1,957	-	-	-
	Investments Income	1,957	-	-	-
	Wellness Non-Assessment Revenues	\$ 61,682	\$ 263,523	\$ 40,000	\$ 40,000
Wellness Non-Assessment Expenditures					
Personnel Services					
252-2305-418.40-05	FULL-TIME SALARIES	-	-	14,243	18,840
252-2305-418.40-25	LONGEVITY	-	-	65	96
252-2305-418.40-82	MEDICAL INSURANCE	-	-	1,747	2,199
252-2305-418.40-83	DENTAL INSURANCE	-	-	97	110
252-2305-418.40-84	LIFE INSURANCE	-	-	7	7
252-2305-418.40-85	RETIREMENT - TMRS	-	-	1,579	2,236
252-2305-418.40-87	SOCIAL SECURITY	-	-	881	1,174
252-2305-418.40-88	MEDICARE	-	-	208	275
252-2305-418.40-89	WORKERS COMPENSATION	-	-	25	32
	Personnel Services	-	-	18,852	24,969
Supplies					
252-2305-418.41-10	OFFICE	43	-	-	-
252-2305-418.41-20	UNIFORMS AND CLOTHING	5,753	6,000	3,800	6,000
252-2305-418.41-35	PRINT SUPPLIES	-	-	100	500
252-2305-418.41-60	FOOD SUPPLIES	3,731	7,000	5,000	7,000
	Supplies	9,527	13,000	8,900	13,500
Support Services					
252-2305-418.44-27	SPONSORSHIPS	-	-	250	-
252-2305-418.44-33	EMPLOYEE APPRECIATION	579	-	-	-
252-2305-418.44-64	EMPLOYEE ENGAGEMENT PRGMS	1,822	4,500	6,000	6,000
252-2305-418.44-70	TROPHIES AND AWARDS	6,217	14,000	8,000	16,000
	Support Services	8,618	18,500	14,250	22,000
Professional Services					
252-2305-418.47-02	ENTERTAINMENT	400	3,800	2,000	4,400
252-2305-418.47-05	MEDICAL / COUNSELING	-	-	356	400
252-2305-418.47-99	SPECIAL SERVICES	-	14,700	9,960	14,700
	Professional Services	400	18,500	12,316	19,500
	Wellness Non-Assessment Expenditures	\$ 18,545	\$ 50,000	\$ 54,318	\$ 79,969

Mission Element: Manage a fair classification and compensation plan, and a benefits system.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Conduct market driven compensation study.	960	1	1	1	1	1	1
Review job descriptions.	780	150	N/A	N/A	50	383	50
Review reclassifications.	520	10	N/A	39	20	20	20
Monitor employees enrolled in the healthcare plan.		950	N/A	947	960	860	970
Monitor employees' dependents enrollment.		1,400	N/A	1,495	1,500	776	1,500
Monitor employee who opt out of the healthcare plan.		300	N/A	333	300	288	300



Dedicated Service – Everyday, for Everyone!



Internal Service Funds



Dedicated Service – Everyday, for Everyone!

INTERNAL SERVICE FUNDS



Fleet Internal Service Fund is used to account for the acquisition of vehicles/rolling stock and fleet maintenance services provided to other funds on a cost-reimbursement basis.

Risk Management Internal Service Fund is used to account for the liability insurance of the City and provide a loss prevention program to mitigate risk.

Information Technology Internal Service Fund provides for the management of the City's hardware, software and telecommunications equipment and services.

Support Services Internal Service Fund accounts for the activities to support the line departments.



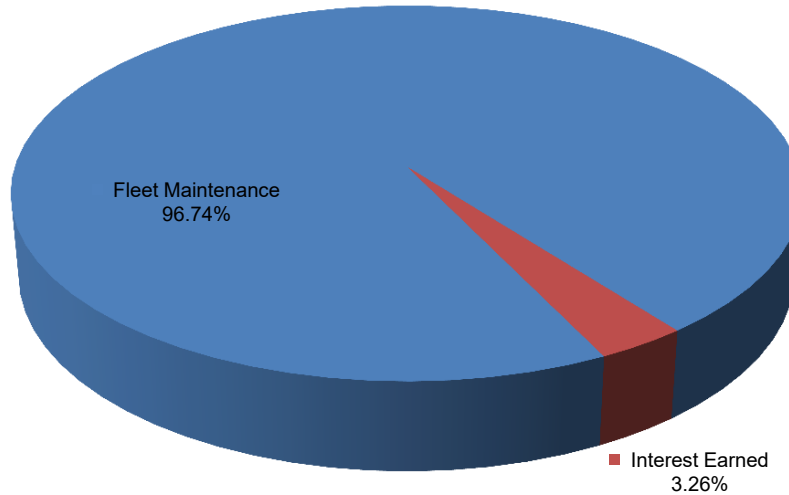
Dedicated Service – Everyday, for Everyone!

Internal Service Fund (Fleet Services)
Budget Summary
FY 2020

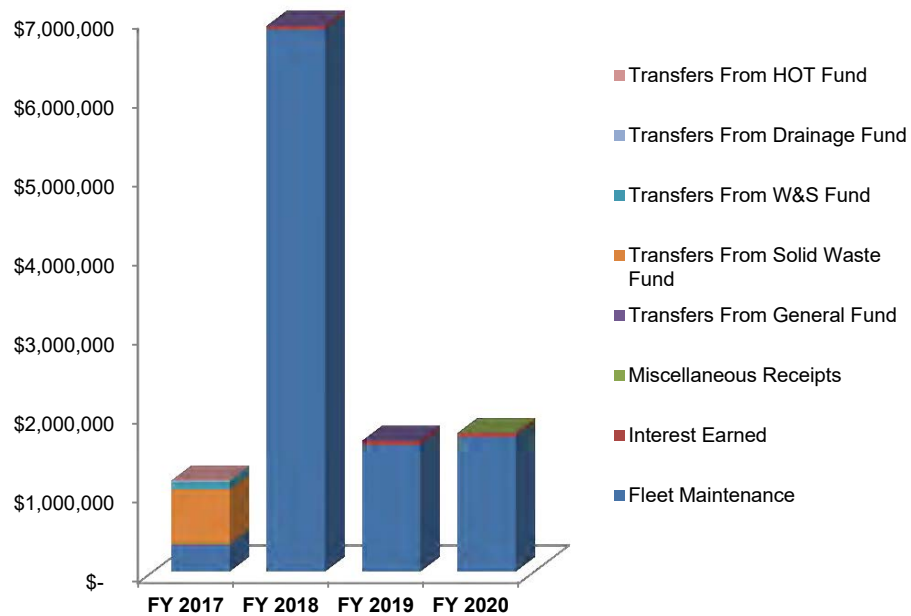
	FY 2018	FY 2019	FY 2019	FY 2020	Percent of	% Change
	Actual	Budget	Estimated	Budget	Budget	from FY 2019
						Budget
Revenues						
Fleet Maintenance	\$ 6,846,006	\$ 1,600,357	\$ 1,600,357	\$ 1,697,744	96.92%	6.09%
Interest Earned	46,581	4,500	54,000	53,980	3.08%	1099.56%
Miscellaneous Receipts	3,633	-	-	-	0.00%	0.00%
Intergovernmental	93	-	-	-	0.00%	0.00%
Total Revenues	\$ 6,896,312	\$ 1,604,857	\$ 1,654,357	\$ 1,751,724	100.00%	9.15%
Operating Expenses						
Fleet Services Operations	\$ 1,373,098	\$ 1,604,857	\$ 1,467,008	\$ 1,713,150	97.80%	6.75%
Non-Departmental	1,395	-	601	38,574	2.20%	0.00%
Total Operating Expenses	1,374,493	1,604,857	1,467,609	1,751,724	100.00%	9.15%
Non-Operating Expenses						
Capital Outlay	6,000	-	-	-	0.00%	0.00%
Transfers Out	-	-	-	-	0.00%	0.00%
Total Non-Operating Expenses	6,000	-	-	-	0.00%	0.00%
Total Expenses	\$ 1,380,493	\$ 1,604,857	\$ 1,467,609	\$ 1,751,724	100.00%	9.15%
Net Change in Working Capital	\$ 5,515,819	\$ -	\$ 186,748	-		
Working Capital Balance, Beginning				624,889		
Working Capital Balance, Ending				\$ 624,889		

Internal Service Fund (Fleet Services)

-Revenues by Source FY 2020-

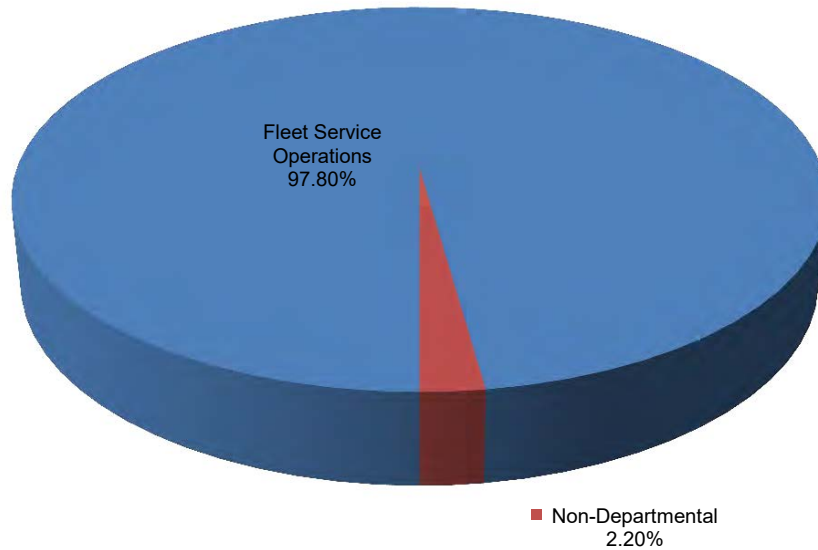


-Revenues by Source Last Four Years-

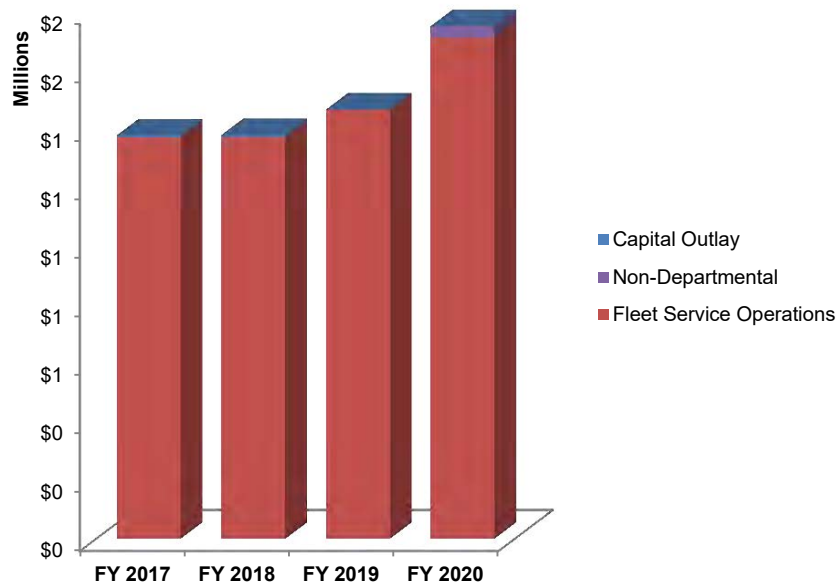


Internal Service Fund (Fleet Services)

-Expenditures by Type FY 2020-



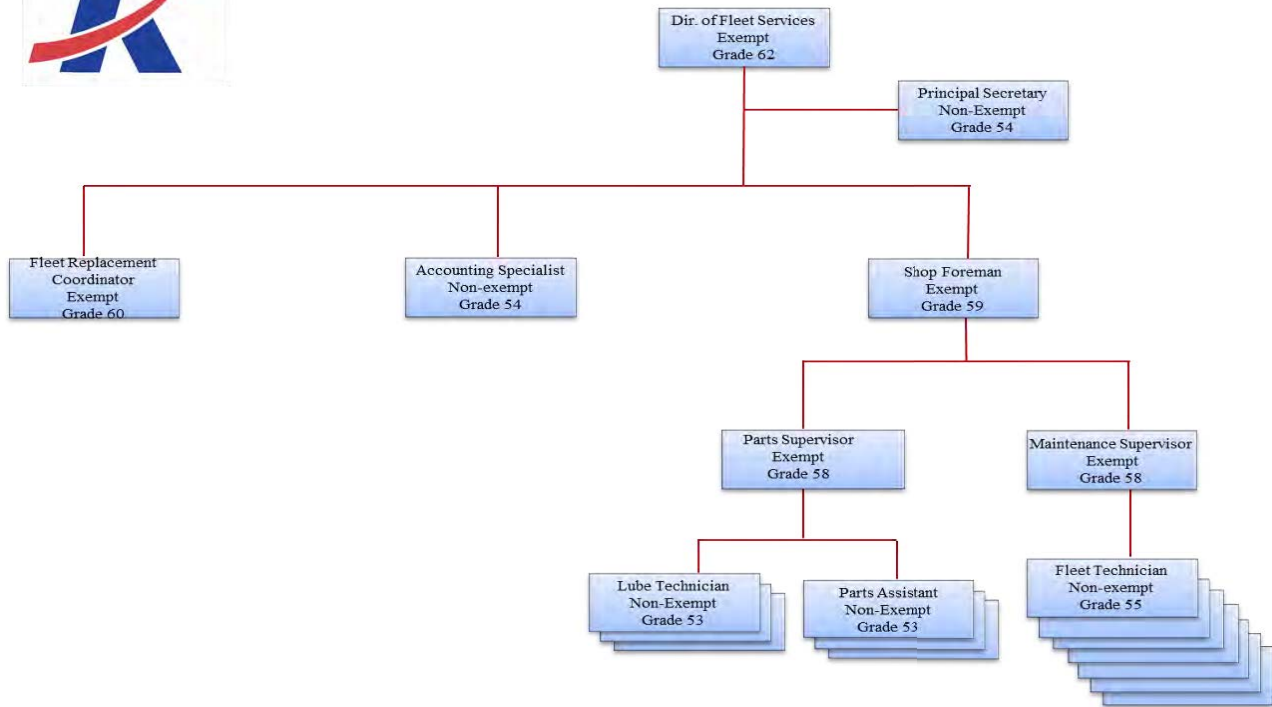
-Expenditures by Source Last Four Years-



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Fleet Services Revenues					
Intergovernmental Revenue					
601-0000-333.02-03	DHS-EMERGENCY DECLARATION	\$ 93	\$ -	\$ -	\$ -
	Intergovernmental Revenue	93	-	-	-
Charges for Services					
601-0000-349.01-10	GENERAL FUND CHARGES	3,336,083	718,969	718,969	698,041
601-0000-349.02-14	HOTELMOTEL FUND CHARGES	898	960	960	2,200
601-0000-349.02-34	STREET MAINT FUND CHARGES	-	-	-	142,014
601-0000-349.05-25	AVIATION FUND CHARGES	-	-	-	-
601-0000-349.05-40	SOLID WASTE FUND CHARGES	2,210,205	758,493	758,493	681,484
601-0000-349.05-50	WATERSEWER FUND CHARGES	1,104,587	101,613	101,613	107,145
601-0000-349.05-75	DRAINAGE FUND CHARGES	194,233	20,322	20,322	66,860
	Charges for Services	6,846,006	1,600,357	1,600,357	1,697,744
Investments Income					
601-0000-361.05-00	INTEREST EARNED	47,525	5,000	55,000	55,000
601-0000-361.05-10	INVESTMENT EXPENSE	(944)	(500)	(1,000)	(1,020)
	Investments Income	46,581	4,500	54,000	53,980
Miscellaneous Income					
601-0000-371.10-02	PURCHASING CARDS	3,633	-	-	-
601-0000-379.99-99	OTHER INCOME	-	-	-	-
	Miscellaneous Income	3,633	-	-	-
Other Financing Sources					
601-0000-392.01-01	SALE OF ASSETS	-	-	-	-
601-0000-392.02-01	INSURANCE PROCEEDS	-	-	-	-
601-0000-393.07-01	LEASE PROCEEDS	-	-	-	-
	Other Financing Sources	-	-	-	-
	Fleet Services Revenues	\$ 6,896,312	\$ 1,604,857	\$ 1,654,357	\$ 1,751,724



Fleet Services Division



DIVISION MISSION STATEMENT

To procure vehicles and equipment; manage and maintain fleet assets; and provide fueling operations.

MISSION ELEMENTS

- Procure and dispose of vehicles and equipment.
- Manage and maintain the fleet.
- Manage fueling operations.

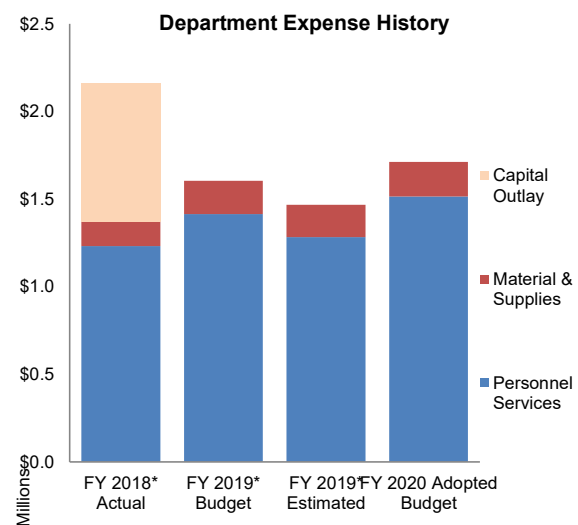
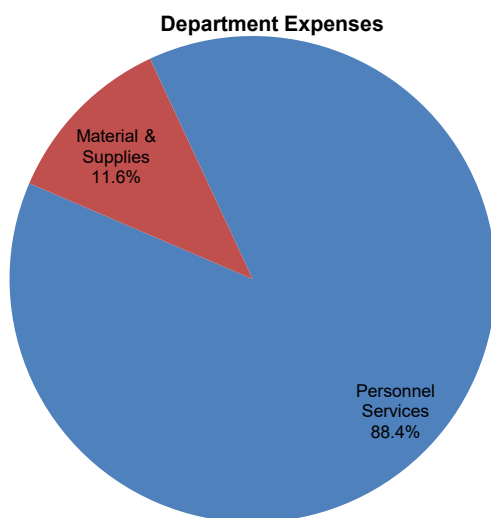
GOALS

- Timely procurement of FY19 vehicles and equipment.
- Initiate new parts and fuel contracts.
- Monitor and limit repair "come-backs" to 0.5% annually = 24.
- Reduce tire damage by maintaining proper inflation and cleanliness of unloading area.
- Initiate GPS/telematics pilot program.
- Initiate a vehicle lease program if feasible.

FINANCIAL INFORMATION

	FY 2018*	FY 2019*	FY 2019*	FY 2020
	Actual	Budget	Estimated	Adopted Budget
Revenue Summary				
Transfer from General Fund	\$ 3,336,083	\$ 718,969	\$ 718,969	\$ 698,041
Transfer from Hotel Occupancy Tax Fund	898	960	960	2,200
Transfer from Street Maintenance Fund	-	-	-	142,014
Transfer from Solid Waste Fund	2,210,205	758,493	758,493	681,484
Transfer from Water & Sewer Fund	1,104,587	101,613	101,613	107,145
Transfer from Drainage Utility Fund	194,233	20,322	20,322	66,860
Interest and Other	50,306	4,500	54,000	53,980
General Resources	(4,733,027)	-	(187,349)	(38,574)
Total	\$ 2,163,285	\$ 1,604,857	\$ 1,467,008	\$ 1,713,150

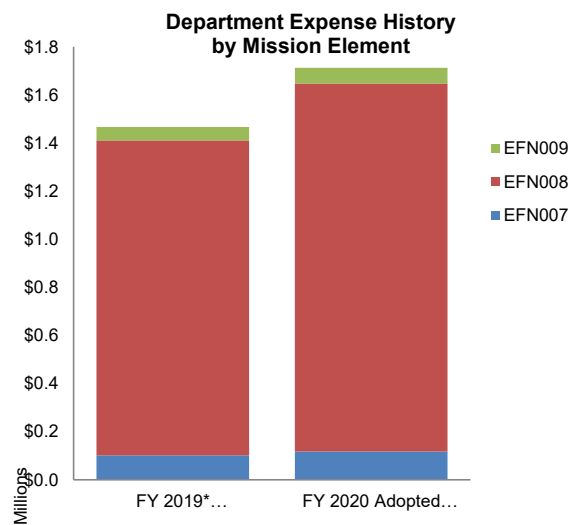
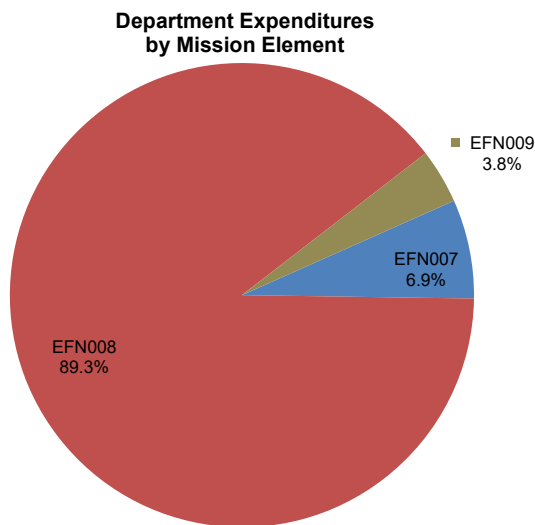
	FY 2018*	FY 2019*	FY 2019*	FY 2020
	Actual	Budget	Estimated	Adopted Budget
Expenses Summary				
Personnel Services	\$ 1,232,565	\$ 1,414,165	\$ 1,282,251	\$ 1,514,275
Material & Supplies	140,533	190,692	184,757	198,875
Capital Outlay	790,187	-	-	-
Total	\$ 2,163,285	\$ 1,604,857	\$ 1,467,008	\$ 1,713,150



**SUPPORT SERVICES
FLEET SERVICES**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
EFN007	Procure and dispose of vehicles and equipment.	1.47	3,057.60	\$ 101,242	\$ 118,229
EFN008	Manage and maintain the fleet.	24.88	51,750.40	1,309,955	1,529,746
EFN009	Fuel the fleet.	0.65	1,352.00	55,811	65,175
		<u>27.00</u>	<u>56,160.00</u>	<u>\$ 1,467,008</u>	<u>\$ 1,713,150</u>



Staffing

Accounting Specialist
 Director of Fleet Services
 Fleet Replacement Coordinator
 Fleet Service Supervisor
 Fleet Services Parts Supervisor
 Fleet Services Shop Foreman ¹
 Fleet Services Technicians
 Lube Technicians
 Parts Assistant
 Principal Secretary

Total Staffing

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
Accounting Specialist	1.00	1.00	1.00
Director of Fleet Services	1.00	1.00	1.00
Fleet Replacement Coordinator	1.00	1.00	1.00
Fleet Service Supervisor	2.00	2.00	2.00
Fleet Services Parts Supervisor	1.00	1.00	1.00
Fleet Services Shop Foreman ¹	-	1.00	1.00
Fleet Services Technicians	13.00	13.00	13.00
Lube Technicians	3.00	3.00	3.00
Parts Assistant	3.00	3.00	3.00
Principal Secretary	1.00	1.00	1.00
Total Staffing	<u>26.00</u>	<u>27.00</u>	<u>27.00</u>

1 - In FY 2019*, added Fleet Services Shop Foreman

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Fleet Services					
Personnel Services					
601-2033-415.40-05	FULL-TIME SALARIES	\$ 944,341	\$ 1,074,432	\$ 987,038	\$ 1,145,497
601-2033-415.40-15	OVERTIME	547	500	6	500
601-2033-415.40-25	LONGEVITY	9,205	10,944	9,436	11,568
601-2033-415.40-30	INCENTIVE PAY	13,283	12,840	14,243	15,060
601-2033-415.40-37	BILINGUAL PAY	1,250	1,200	1,400	1,200
601-2033-415.40-55	ON CALL	9,020	11,340	6,030	11,340
601-2033-415.40-81	GROUP INSURANCE	71,781	-	-	-
601-2033-415.40-82	MEDICAL INSURANCE	-	74,120	57,283	76,971
601-2033-415.40-83	DENTAL INSURANCE	-	6,067	5,649	6,342
601-2033-415.40-84	LIFE INSURANCE	-	486	441	486
601-2033-415.40-85	RETIREMENT - TMRS	96,796	123,905	110,727	139,968
601-2033-415.40-87	SOCIAL SECURITY	72,892	67,216	61,607	72,034
601-2033-415.40-88	MEDICARE	-	15,720	14,408	16,847
601-2033-415.40-89	WORKERS COMPENSATION	13,451	15,395	13,983	16,462
Personnel Services		1,232,565	1,414,165	1,282,251	1,514,275
Supplies					
601-2033-415.41-10	OFFICE	1,050	2,000	1,756	2,000
601-2033-415.41-15	POSTAGE/CARRIER SERVICE	31	175	100	100
601-2033-415.41-20	UNIFORMS AND CLOTHING	14,227	19,514	23,434	20,816
601-2033-415.41-25	SUBSCRIPTION/PUBLICATIONS	-	600	600	36,405
601-2033-415.41-30	FUEL	2,214	3,195	2,868	3,195
601-2033-415.41-35	PRINT SUPPLIES	2,970	3,000	2,401	3,000
601-2033-415.41-40	COMPUTER SUPPLIES	556	250	250	250
601-2033-415.41-60	FOOD SUPPLIES	75	375	375	850
601-2033-415.41-62	SHOP SUPPLIES	2,984	3,000	3,000	3,312
601-2033-415.41-65	MINOR TOOLS	6,157	8,000	8,000	8,000
601-2033-415.41-70	CLEANING SUPPLIES	1,271	2,200	1,900	1,900
601-2033-415.41-75	MEDICAL AND CHEMICAL	-	500	500	1,200
601-2033-415.41-87	EXTINGUISHING CHEMICALS	-	-	660	700
Supplies		31,535	42,809	45,844	81,728
Repair & Maintenance					
601-2033-415.42-10	BUILDING MAINTENANCE	3,866	4,000	4,000	4,000
601-2033-415.42-40	TANKS, TOWERS, RESVR.	7,641	7,500	7,488	8,000
601-2033-415.42-43	COMPUTER MAINTENANCE	34,602	41,105	39,181	7,800
601-2033-415.43-10	SMALL EQUIP REPAIR	4,900	9,660	9,660	9,660
601-2033-415.43-15	VEHICLE REPAIR/MAINT	7,827	7,800	6,800	7,800
601-2033-415.43-20	HEAT AND AIR REPAIR	2,000	4,279	4,279	4,279
601-2033-415.43-25	RADIO AND COMMUNICATION	-	200	200	200
Repair & Maintenance		60,835	74,544	71,608	41,739
Support Services					
601-2033-415.44-04	WATER SERVICE	929	1,000	1,000	1,000
601-2033-415.44-05	TELEPHONE	1,909	2,034	2,034	2,076
601-2033-415.44-06	GAS SERVICE	13,112	15,000	15,000	15,000

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
601-2033-415.44-08	WASTE DISPOSAL	1,367	1,349	1,349	1,349
601-2033-415.44-10	EQUIPMENT RENTAL/LEASE	3,578	3,620	3,620	3,870
601-2033-415.44-25	LEGAL AND PUBLIC NOTICES	473	-	-	-
601-2033-415.44-28	NOTICES REQUIRED BY LAW	-	900	900	900
601-2033-415.44-30	TRAINING AND TRAVEL	\$ 1,460	\$ 4,322	\$ 3,322	\$ 4,322
601-2033-415.44-50	ELECTRICITY SERVICES	18,996	18,000	18,000	18,000
601-2033-415.44-70	TROPHIES AND AWARDS	-	300	300	300
601-2033-415.44-75	DUES AND MEMBERSHIPS	1,158	1,700	1,700	1,700
	Support Services	42,983	48,225	47,225	48,517
	Minor Capital				
601-2033-415.46-35	EQUIPMENT AND MACHINERY	15,562	13,014	8,000	13,000
601-2033-415.46-50	FURNITURE AND FIXTURES	3,832	1,000	1,000	1,000
	Minor Capital	19,394	14,014	9,000	14,000
	Professional Services				
601-2033-415.47-30	ACCOUNTING SERVICES	4,475	2,900	2,880	2,891
	Professional Services	4,475	2,900	2,880	2,891
	Designated Expenses				
601-2033-415.50-40	REFUSE DISPOSAL COSTS	5,569	8,200	8,200	10,000
601-2033-415.50-80	INVENTORY OVER/SHORT	(24,259)	-	-	-
	Designated Expenses	(18,689)	8,200	8,200	10,000
	Capital Outlay				
601-2033-415.61-35	MACHINERY AND EQUIPMENT	6,000	-	-	-
601-3410-436.61-10	MOTOR VEHICLES	125,920	-	-	-
601-3410-436.61-35	MACHINERY AND EQUIPMENT	19,500	-	-	-
601-3415-437.61-10	MOTOR VEHICLES	371,142	-	-	-
601-3445-434.61-35	MACHINERY AND EQUIPMENT	267,625	-	-	-
	Capital Outlay	790,187	-	-	-
	Fleet Services	\$2,163,285	\$ 1,604,857	\$ 1,467,008	\$ 1,713,150

Mission Element 1: Procure and dispose of vehicles and equipment.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Procure and deploy approved fleet units.	1,750	64	58	10	112	119	65
Properly dispose of replaced or released units.	180	85	45	51	85	85	58
Reduce the average age of fleet to industry standard, currently 7.7 years.	150	9.0	9.4	10.0	9.6	9.7	9.5

Mission Element 2: Manage and maintain the fleet.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Initiate new fuel and parts contracts.	36	1	2	2	1	1	2
Reduce Solid Waste tire services expense by 1.0%.	60	\$263,250	\$274,000	\$270,000	\$263,250	\$267,645	\$264,969
Completed work orders.	52,836	4,900	4,900	4,946	4,900	4,733	4,850
Limit equipment repair returns to <0.5% annually.	40	25	24	24	25	24	24
Initiate/implement a pilot program for telematics.	68	1	0	0	1	0	1

Mission Element 3: Fuel the fleet.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain 100% availability of on-site fuel.	9	100%	100%	99%	100%	100%	100%
Ensure 100% compliance of monthly statistical inventory reconciliation reporting for the three in-ground storage tanks.	996	36	36	36	36	36	36
Reduce monthly incorrect odometer entries city-wide by 5% (FY18 average = 77/month).	20	73	69	77	74	70	66
Number of gallons of fuel used annually.	15	743,000	747,042	742,043	743,000	738,000	735,000

**FLEET SERVICES
INTERNAL SERVICE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 1,395	\$ -	\$ 601	\$ 38,574
Total Non-Departmental Revenue	<u>\$ 1,395</u>	<u>\$ -</u>	<u>\$ 601</u>	<u>\$ 38,574</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ 1,395	\$ -	\$ 601	\$ 38,574
Designated Expenses	-	-	-	-
Total Non-Departmental Expenses	<u>\$ 1,395</u>	<u>\$ -</u>	<u>\$ 601</u>	<u>\$ 38,574</u>
TOTAL OTHER APPROPRIATIONS REV	\$ 1,395	\$ -	\$ 601	\$ 38,574
TOTAL OTHER APPROPRIATIONS EXP	\$ 1,395	\$ -	\$ 601	\$ 38,574

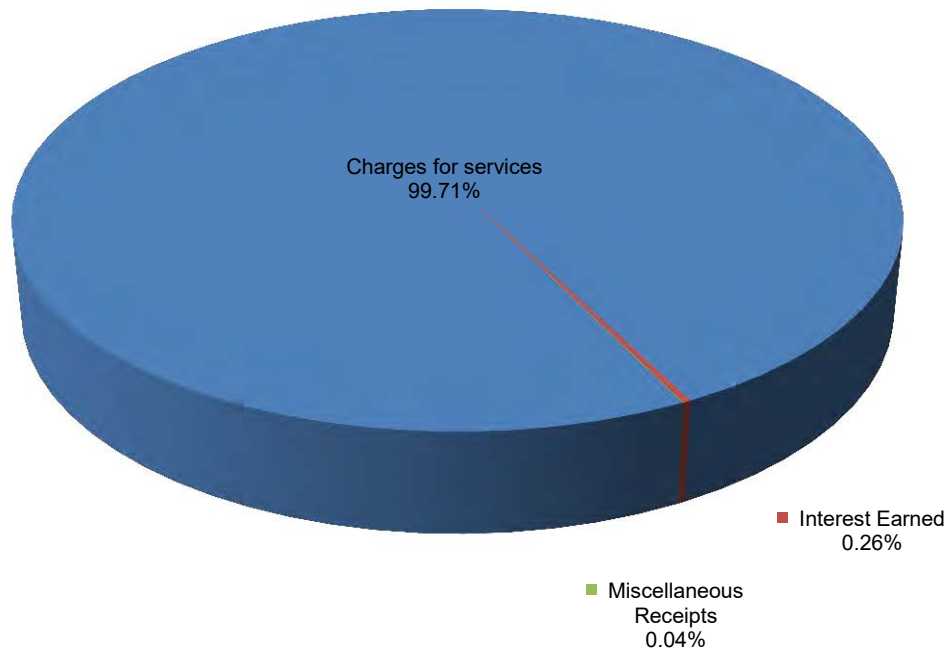
Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Non-Departmental					
Personnel Services					
601-9501-491.40-24	SEPARATION PAY	\$ 1,180	\$ -	\$ 500	\$ 32,000
601-9501-491.40-85	RETIREMENT - TMRS	117	-	56	3,780
601-9501-491.40-87	SOCIAL SECURITY	90	-	31	1,984
601-9501-491.40-88	MEDICARE	-	-	8	464
601-9501-491.40-89	WORKERS COMPENSATION	8	-	6	346
	Personnel Services	1,395	-	601	38,574
Designated Expenses					
234-9501-491.50-15	CONTINGENCY	-	-	-	-
	Designated Expenses	-	-	-	-
	Non-Departmental	\$ 1,395	\$ -	\$ 601	\$ 38,574

Internal Service Fund (Information Technology)
Budget Summary
FY 2020

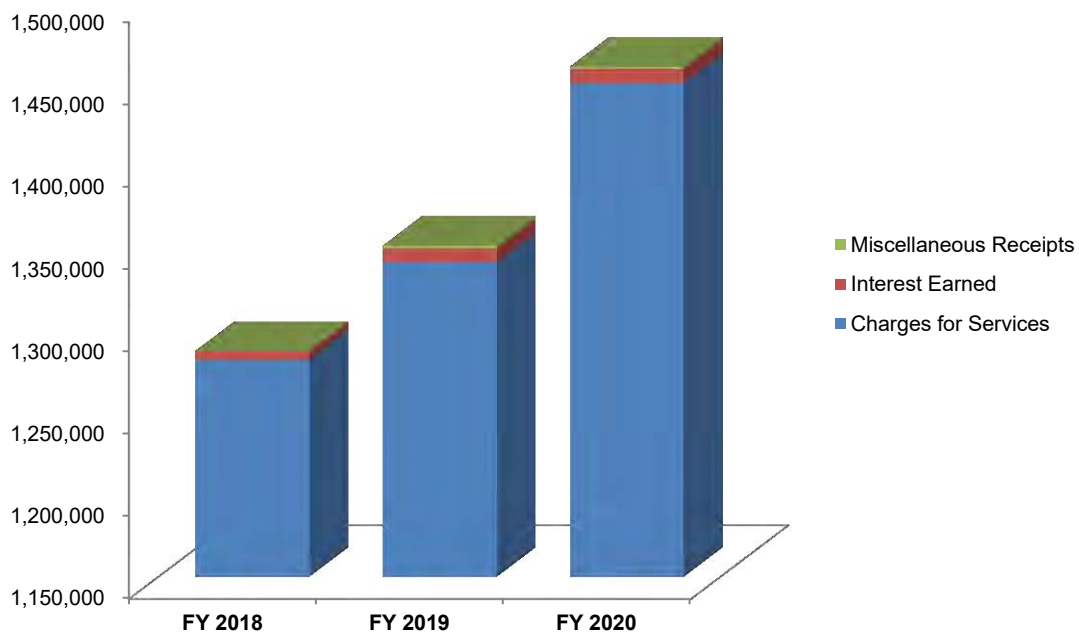
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget	Percent of Budget	% Change from FY 2019 Budget
Revenues						
Charges for Services	\$ 2,809,476	\$ 2,915,144	\$ 2,915,144	\$ 3,441,729	99.71%	18.06%
Interest Earned	4,920	-	8,530	8,900	0.26%	0.00%
Miscellaneous Receipts	316	-	1,584	1,235	0.04%	0.00%
Total Revenues	<u>2,814,712</u>	<u>2,915,144</u>	<u>2,925,258</u>	<u>3,451,864</u>	<u>100.00%</u>	<u>18.41%</u>
Operating Expenses						
Information Technology	2,363,425	2,630,144	3,120,934	3,160,836	91.57%	20.18%
Non-Departmental	1,432	-	19,181	106,028	3.07%	0.00%
	<u>2,364,856</u>	<u>2,630,144</u>	<u>3,140,115</u>	<u>3,266,864</u>	<u>94.64%</u>	<u>24.21%</u>
Debt Service						
Principal	236,085	-	-	-	0.00%	0.00%
Interest	23,661	-	-	-	0.00%	0.00%
Total Debt Service	<u>259,745</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>0.00%</u>
Total Operating Expenses	<u>2,624,602</u>	<u>2,630,144</u>	<u>3,140,115</u>	<u>3,266,864</u>	<u>94.64%</u>	<u>24.21%</u>
Non-Operating Expenses						
Capital Outlay	83,271	285,000	185,000	185,000	5.36%	-35.09%
Transfers Out	-	-	-	-	0.00%	0.00%
Total Non-Operating Expenses	<u>83,271</u>	<u>285,000</u>	<u>185,000</u>	<u>185,000</u>	<u>5.36%</u>	<u>-35.09%</u>
Total Expenses	<u>\$ 2,707,873</u>	<u>\$ 2,915,144</u>	<u>\$ 3,325,115</u>	<u>\$ 3,451,864</u>	<u>100.00%</u>	<u>18.41%</u>
Net Change in Working Capital	<u>\$ 106,839</u>	<u>\$ -</u>	<u>\$ (399,857)</u>	<u>-</u>		
Working Capital Balance, Beginning				51,786		
Working Capital Balance, Ending				<u>\$ 51,786</u>		

Internal Service Fund (Information Technology)

-Revenues by Source FY 2020-

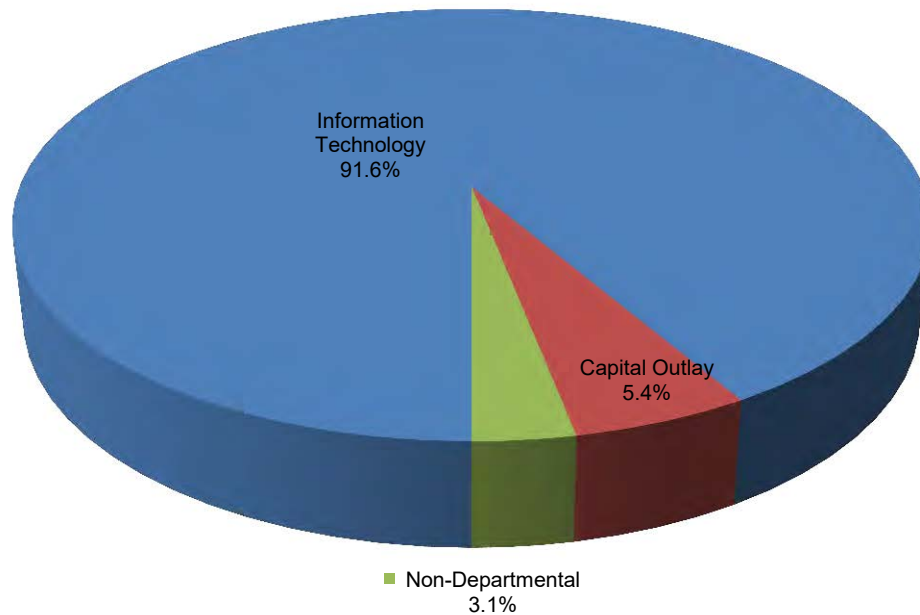


-Revenues by Source Last Three Years-

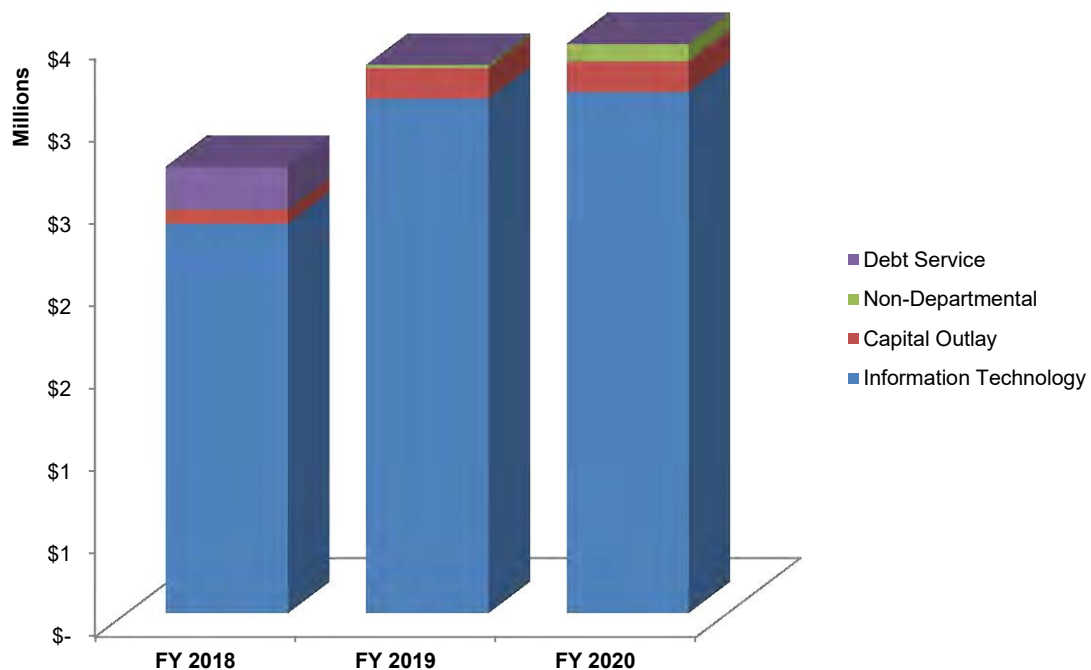


Internal Service Fund (Information Technology)

-Expenditures by Type FY 2020-



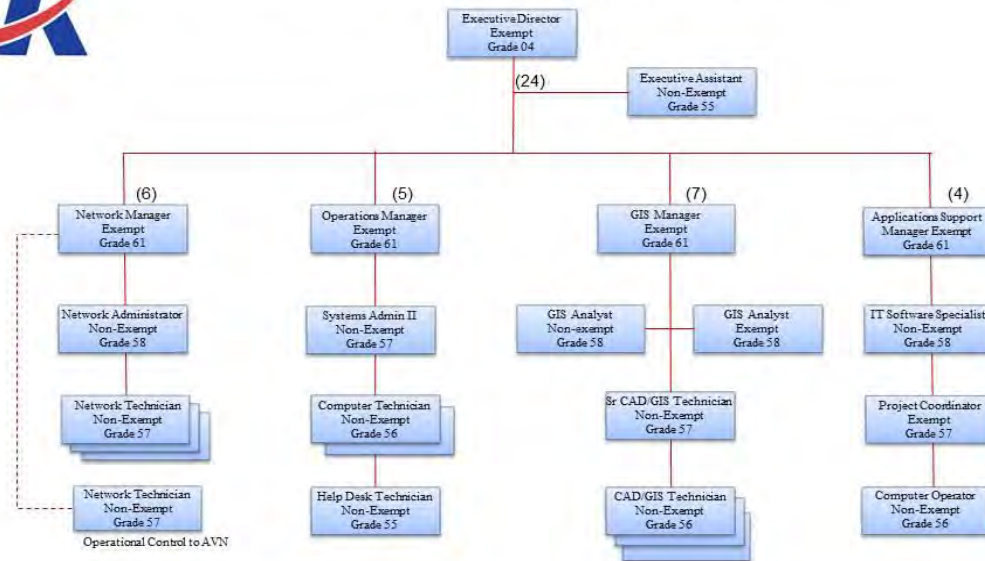
-Expenditures by Source Last Three Years-



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Information Technology Revenues					
Charges for Services					
627-0000-349.01-10	GENERAL FUND CHARGES	\$ 1,055,827	\$ 1,099,887	\$ 1,099,887	\$ 1,785,662
627-0000-349.02-14	HOTELMOTEL FUND CHARGES	42,200	44,310	44,310	37,100
627-0000-349.02-34	STREET MAINT FUND CHARGES	-	-	-	53,178
627-0000-349.05-25	AVIATION FUND CHARGES	114,150	117,118	117,118	100,000
627-0000-349.05-27	AVIATION FUND CHARGES	-	-	-	-
627-0000-349.05-40	SOLID WASTE FUND CHARGES	270,409	290,600	290,600	430,060
627-0000-349.05-50	WATERSEWER FUND CHARGES	1,158,196	1,188,475	1,188,475	938,649
627-0000-349.05-75	DRAINAGE FUND CHARGES	168,694	174,754	174,754	97,080
	Charges for Services	2,809,476	2,915,144	2,915,144	3,441,729
Investments Income					
627-0000-361.05-00	INTEREST EARNED	4,979	-	8,610	9,000
627-0000-361.05-10	INVESTMENT EXPENSE	(59)	-	(80)	(100)
	Investments Income	4,920	-	8,530	8,900
Miscellaneous Income					
627-0000-371.10-02	PURCHASING CARDS	316	-	1,235	1,235
627-0000-379.99-99	OTHER INCOME	-	-	349	-
	Miscellaneous Income	316	-	1,584	1,235
	Information Technology Revenues	\$ 2,814,712	\$ 2,915,144	\$ 2,925,258	\$ 3,451,864



Information Technology Services



DIVISION MISSION STATEMENT

To improve operational efficiencies and employee productivity through the use of technology, innovative solutions, and quality IT services.

MISSION ELEMENTS

- Provide a secure, reliable, and cost-effective network.
- Establish standards for software and hardware support.
- Provide enterprise applications, support, and procurement.

GOALS

- Deploy new features from our telecommunication system.
- Install outdoor Wi-Fi at some public locations.
- Install backup Data Center.
- Upgrade virtualization software.
- Upgrade PC and server operating systems.
- Upgrade network storage capabilities.
- Improve IT relations across the enterprise.

FINANCIAL INFORMATION

Revenue Summary

Transfer from General Fund	
Transfer from Hotel Occupancy Tax Fund	
Transfer from Street Maintenance Fund	
Transfer from KFHRA Fund	
Transfer from Solid Waste Fund	
Transfer from Water & Sewer Fund	
Transfer from Drainage Fund	
Interest and Other	
General Resources	
Total	

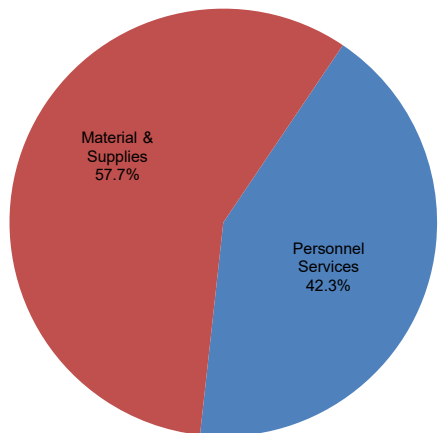
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ -	\$ -	\$ -	\$ 580
1,081,479	1,155,539	1,096,314	1,160,480
1,017	6,000	1,585	6,000
75	300	75	300
189	-	189	-
-	-	2,581	-
-	-	1,500	-
169	600	562	4,061
1,363,767	1,752,705	2,203,128	2,174,415
\$ 2,446,696	\$ 2,915,144	\$ 3,305,934	\$ 3,345,836

Expenditure Summary

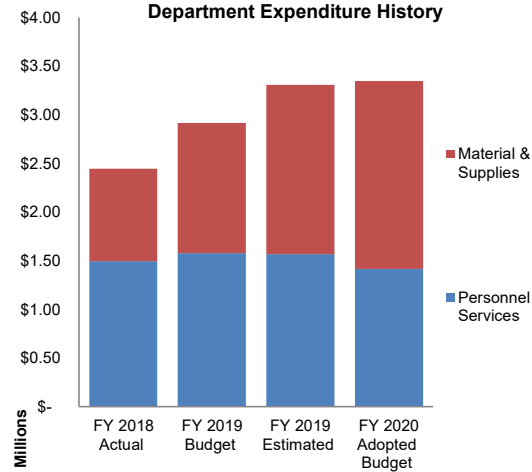
Personnel Services
Material & Supplies
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 1,495,487	\$ 1,578,126	\$ 1,568,376	\$ 1,415,145
951,210	1,337,018	1,737,558	1,930,691
\$ 2,446,696	\$ 2,915,144	\$ 3,305,934	\$ 3,345,836

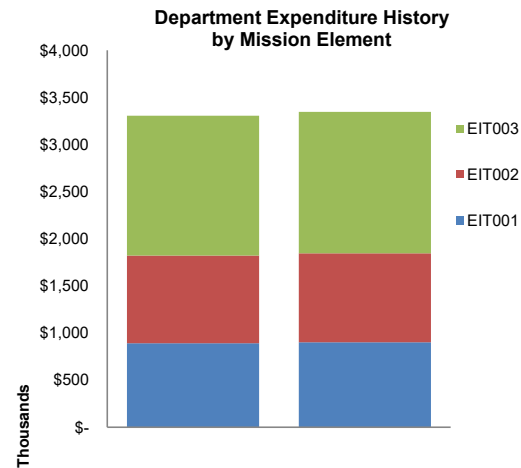
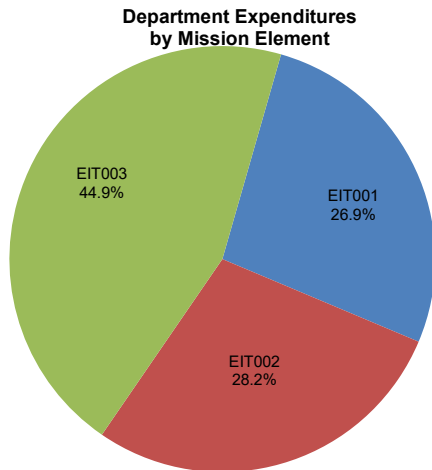
Department Expenditures



Department Expenditure History



Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
EIT001	Provide a secure, reliable, and cost-effective network.	6.64	13,811.20	\$ 889,191	\$ 899,923
EIT002	Provide standard software and hardware support.	7.73	16,078.40	933,202	944,466
EIT003	Provide enterprise applications support.	4.63	9,630.40	1,483,541	1,501,447
		<u>19.00</u>	<u>39,520.00</u>	<u>\$ 3,305,934</u>	<u>\$ 3,345,836</u>



Staffing

Applications Support Manager	
CAD GIS Technician ¹	
Computer Operator	
Computer Technician	
Enterprise Operations Manager	
Executive Assistant	
Executive Director of Information Technology	
GIS Analyst ¹	
GIS Manager ¹	
Help Desk Technician ²	
Network Administrator	
Network Manager	
Network Technician	
Network Technician - Airport	
Project Coordinator	
Senior CAD/GIS Technician ¹	
Software Specialist	
Systems Administrator II	
Total Staffing	

FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
1.00	1.00	1.00
3.00	3.00	-
1.00	1.00	1.00
2.00	2.00	2.00
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.00
2.00	2.00	-
1.00	1.00	-
1.00	1.00	2.00
1.00	1.00	1.00
1.00	1.00	1.00
3.00	3.00	3.00
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	-
1.00	1.00	1.00
1.00	1.00	2.00
<u>24.00</u>	<u>24.00</u>	<u>19.00</u>

¹ - In FY 2020, moved three CAD/GIS Technicians, two GIS Analysts, one GIS Manager and one Senior CAD/GIS Technician from Information Technology to Engineering

² - In FY 2020, added one Help Desk Technician and one Systems Administrator II

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Information Technology Fund					
Personnel Services					
627-2705-419.40-05	FULL-TIME SALARIES	\$ 1,173,219	\$ 1,226,196	\$ 1,226,523	\$ 1,093,754
627-2705-419.40-15	OVERTIME	14	-	531	-
627-2705-419.40-25	LONGEVITY	8,628	10,368	8,857	7,057
627-2705-419.40-37	BILINGUAL PAY	750	600	1,200	600
627-2705-419.40-50	CAR ALLOWANCE	-	-	-	3,000
627-2705-419.40-55	ON CALL	7,370	7,560	4,720	7,560
627-2705-419.40-70	VACATION-4TH WEEK BUYBK.	-	2,400	-	2,400
627-2705-419.40-81	GROUP INSURANCE	95,741	-	-	-
627-2705-419.40-82	MEDICAL INSURANCE	-	88,944	87,760	76,971
627-2705-419.40-83	DENTAL INSURANCE	-	6,342	5,963	5,240
627-2705-419.40-84	LIFE INSURANCE	-	432	422	342
627-2705-419.40-85	RETIREMENT - TMRS	117,818	139,055	135,460	131,607
627-2705-419.40-87	SOCIAL SECURITY	88,936	75,435	76,040	67,503
627-2705-419.40-88	MEDICARE	-	17,643	17,784	15,788
627-2705-419.40-89	WORKERS COMPENSATION	3,010	3,151	3,116	3,323
Personnel Services		1,495,487	1,578,126	1,568,376	1,415,145
Supplies					
627-2705-419.41-10	OFFICE	711	627	1,027	1,000
627-2705-419.41-15	POSTAGE/CARRIER SERVICE	138	100	175	150
627-2705-419.41-20	UNIFORMS AND CLOTHING	629	500	800	500
627-2705-419.41-27	PUBLIC OUTREACH	2,320	7,000	2,556	-
627-2705-419.41-30	FUEL	1,094	1,700	1,265	1,350
627-2705-419.41-35	PRINT SUPPLIES	2,774	3,700	1,800	323
627-2705-419.41-37	PHONES AND ACCESSORIES	679	100	200	374
627-2705-419.41-60	FOOD SUPPLIES	702	705	100	-
627-2705-419.41-65	MINOR TOOLS	1,281	1,500	1,100	1,100
627-2705-419.41-75	MEDICAL AND CHEMICAL	-	50	100	125
627-2705-419.41-87	EXTINGUISHING CHEMICALS	-	-	80	250
Supplies		10,328	15,982	9,203	5,172
Repair & Maintenance					
627-2705-419.42-10	BUILDING MAINTENANCE	7,136	7,500	6,024	5,000
627-2705-419.42-43	COMPUTER MAINTENANCE	664,784	737,000	1,219,438	1,224,438
627-2705-419.43-15	VEHICLE REPAIR/MAINT	648	2,000	1,100	1,300
627-2705-419.43-40	COMPUTER REPAIRS	19,318	20,000	23,000	20,000
Repair & Maintenance		691,886	766,500	1,249,562	1,250,738
Support Services					
627-2705-419.44-04	WATER SERVICE	158	280	158	165
627-2705-419.44-05	TELEPHONE	55,965	29,820	30,000	28,927
627-2705-419.44-08	WASTE DISPOSAL	674	700	675	675
627-2705-419.44-09	INTERNET SERVICE	-	95,760	108,760	116,124
627-2705-419.44-10	EQUIPMENT RENTAL/LEASE	25,417	18,231	17,000	9,799
627-2705-419.44-30	TRAINING AND TRAVEL	12,262	10,000	10,000	10,000
627-2705-419.44-50	ELECTRICITY SERVICES	20,736	17,000	20,500	21,000
627-2705-419.44-75	DUES AND MEMBERSHIPS	175	400	-	-
Support Services		115,386	172,191	187,093	186,690

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Minor Capital					
627-2705-419.46-37	TELEPHONE EQUIPMENT	\$ -	\$ 1,200	\$ 4,208	\$ 1,200
627-2705-419.46-40	COMPUTER EQUIP/SOFTWARE	46,014	73,095	79,474	300,212
627-2705-419.46-50	FURNITURE AND FIXTURES	-	1,500	1,500	-
	Minor Capital	46,014	75,795	85,182	301,412
Professional Services					
627-2705-419.47-01	CONSULTING SERVICES	3,358	20,000	20,000	-
627-2705-419.47-07	TESTING SERVICES	600	300	300	300
627-2705-419.47-30	ACCOUNTING SERVICES	365	1,250	1,218	1,379
	Professional Services	4,323	21,550	21,518	1,679
Capital Outlay					
627-2705-419.61-40	COMPUTER EQUIP/SOFTWARE	83,271	285,000	185,000	185,000
	Capital Outlay	83,271	285,000	185,000	185,000
	Information Technology Fund	\$ 2,446,696	\$ 2,915,144	\$ 3,305,934	\$ 3,345,836

NETWORK DIVISION**Mission Element:** Provide a secure, reliable, and cost-effective network.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Availability of Network resources.	-	99.99%	98.00%	99.00%	99.00%	99.00%	99.00%
Fiber network availability.	1,040	26.57 miles	99.00%	99.00%	99.00%	99.00%	99.00%
Network equipment availability.	6,240	129 devices	98.00%	99.00%	99.00%	99.00%	99.00%
Telephone systems availability.	2,080	99.90%	99.90%	99.90%	99.90%	99.90%	99.90%
Radio network availability.	1,040	14 links	99.00%	98.00%	99.00%	99.00%	99.00%
Active Wi-Fi buildings.	3,120	34	30	34	40	41	42
Availability of mobile devices.	2,080	99.00%	98.00%	98.00%	99.00%	99.00%	99.00%
Availability of video surveillance.	-	99.00%	99.00%	98.00%	99.00%	99.00%	99.00%
Availability of access control systems.	1,040	99.00%	99.00%	99.00%	99.00%	99.00%	99.00%

OPERATIONS DIVISION**Mission Element:** Establish standards for software and hardware support.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
City systems (purchased) active on the network.	3,120	1,265	1,265	1,265	1,265	1,265	1,265
Work orders opened/closed (includes previous year).	5,302	4,500/4,600	4,750 / 4,750	5,302 / 5,288	5,330 / 5,330	5,649/5,649	5,600/5,600
Calls to the help desk.	2,080	13,000	8,400	9,459	9,750	10,077	10,000

APPLICATIONS SUPPORT DIVISION**Mission Element:** Provide enterprise applications, support, and procurement.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Software applications.	2,080	29-Feb	60	60	60	60	60
Servers managed.	2,080	74	70	70	74	74	74
Licenses users supported.	2,080	800	1,265	1,265	1,265	1,265	1,265
Projects completed.	2,080	12	12	22	21	21	21

**INFORMATION TECHNOLOGY
INTERNAL SERVICE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 1,432	\$ -	\$ 19,181	\$ 106,028
Total Non-Departmental Revenue	\$ 1,432	\$ -	\$ 19,181	\$ 106,028
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ 1,432	\$ -	\$ 19,181	\$ 6,028
Designated Expenses	-	-	-	100,000
Total Non-Departmental Expenses	\$ 1,432	\$ -	\$ 19,181	\$ 106,028
TOTAL OTHER APPROPRIATIONS REV	\$ 1,432	\$ -	\$ 19,181	\$ 106,028
TOTAL OTHER APPROPRIATIONS EXP	\$ 1,432	\$ -	\$ 19,181	\$ 106,028

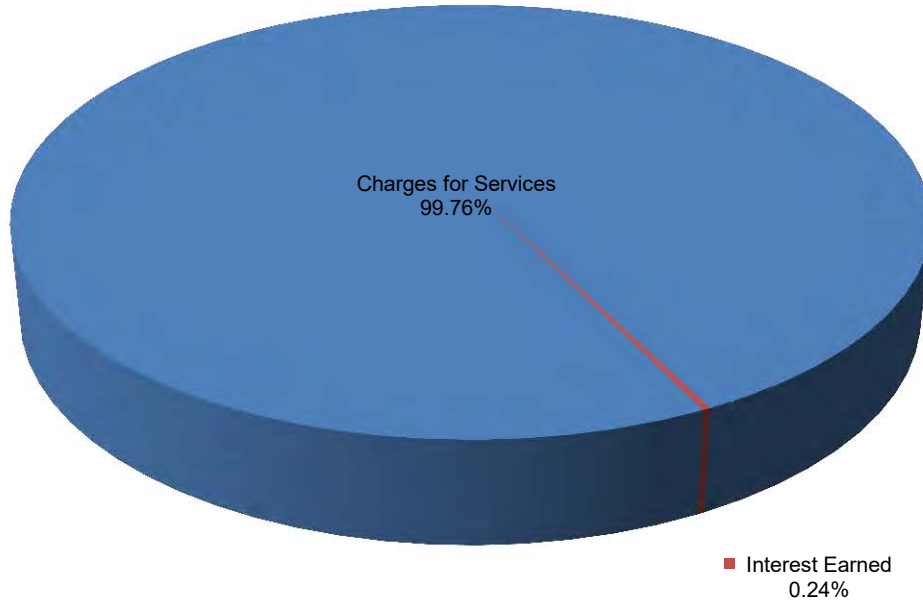
Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Non-Departmental					
Personnel Services					
627-9501-491.40-24	SEPARATION PAY	\$ 1,216	\$ -	\$ 16,000	\$ 5,000
627-9501-491.40-85	RETIREMENT - TMRS	121	-	1,784	591
627-9501-491.40-87	SOCIAL SECURITY	93	-	992	310
627-9501-491.40-88	MEDICARE	-	-	232	73
627-9501-491.40-89	WORKERS COMPENSATION	2	-	173	54
	Personnel Services	1,432	-	19,181	6,028
Designated Expenses					
627-9501-491.50-15	CONTINGENCY	-	-	-	100,000
	Designated Expenses	-	-	-	100,000
	Non-Departmental	\$ 1,432	\$ -	\$ 19,181	\$ 106,028

Internal Service Fund (Risk Management)
Budget Summary
FY 2020

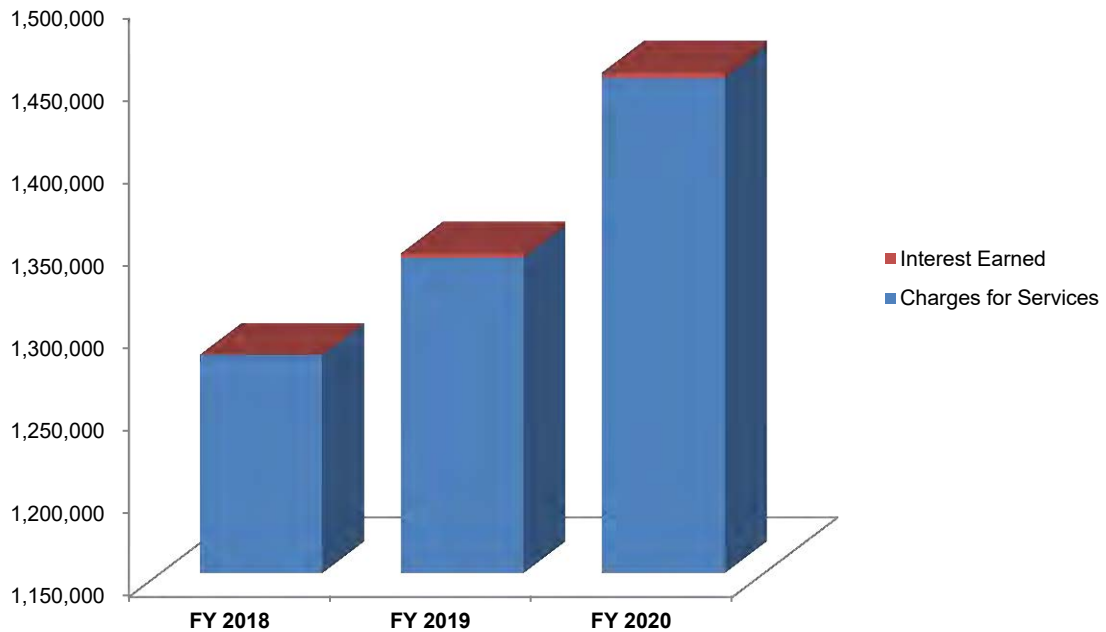
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget	Percent of Budget	% Change from FY 2019 Budget
Revenues						
Charges for Services	\$ 1,281,989	\$ 1,341,084	\$ 1,341,084	\$ 1,449,678	99.76%	8.10%
Interest Earned	204	-	2,480	3,500	0.24%	0.00%
Total Revenues	<u>1,282,193</u>	<u>1,341,084</u>	<u>1,343,564</u>	<u>1,453,178</u>	<u>100.00%</u>	<u>8.36%</u>
Operating Expenses						
Risk Management	\$ 1,211,299	\$ 1,341,084	\$ 1,267,140	\$ 1,369,678	94.25%	2.13%
Non-Departmental	-	-	-	83,500	5.75%	0.00%
Total Operating Expenses	<u>\$ 1,211,299</u>	<u>\$ 1,341,084</u>	<u>\$ 1,267,140</u>	<u>\$ 1,453,178</u>	<u>100.00%</u>	<u>8.36%</u>
Net Change in Working Capital	<u>\$ 70,894</u>	<u>\$ -</u>	<u>\$ 76,424</u>	-		
Working Capital Balance, Beginning				67,241		
Working Capital Balance, Ending				<u>\$ 67,241</u>		

Internal Service Fund (Risk Management)

-Revenues by Source FY 2020-

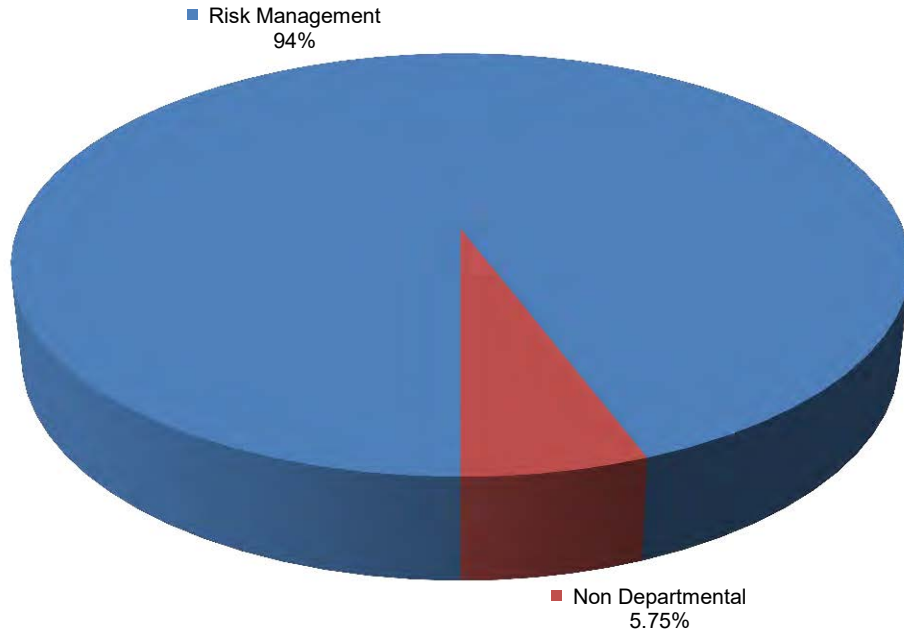


-Revenues by Source Last Three Years-

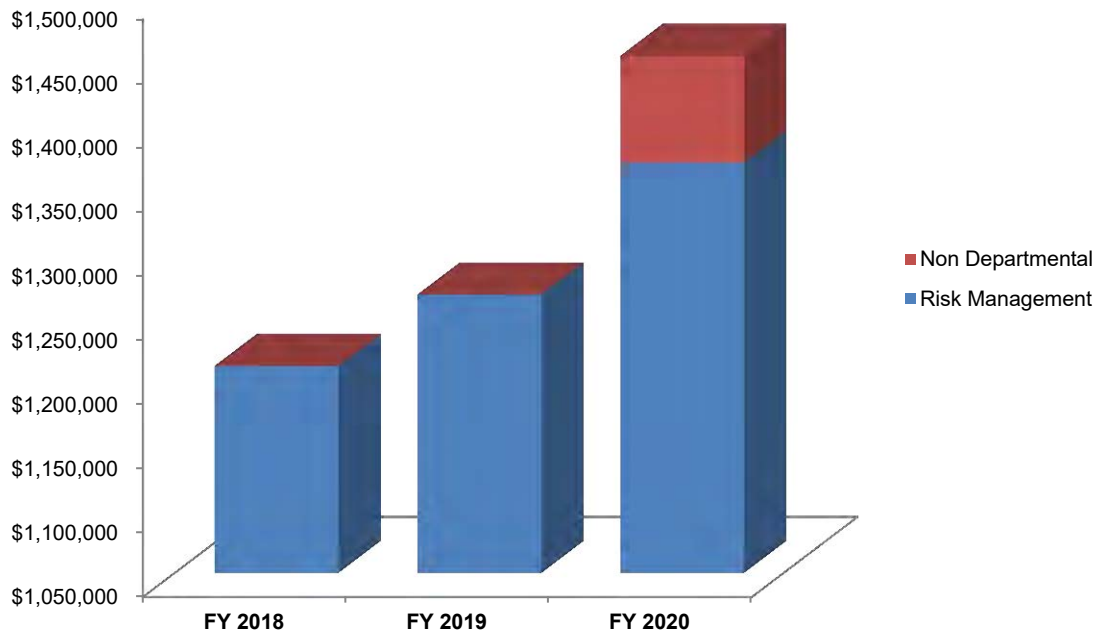


Internal Service Fund (Risk Management)

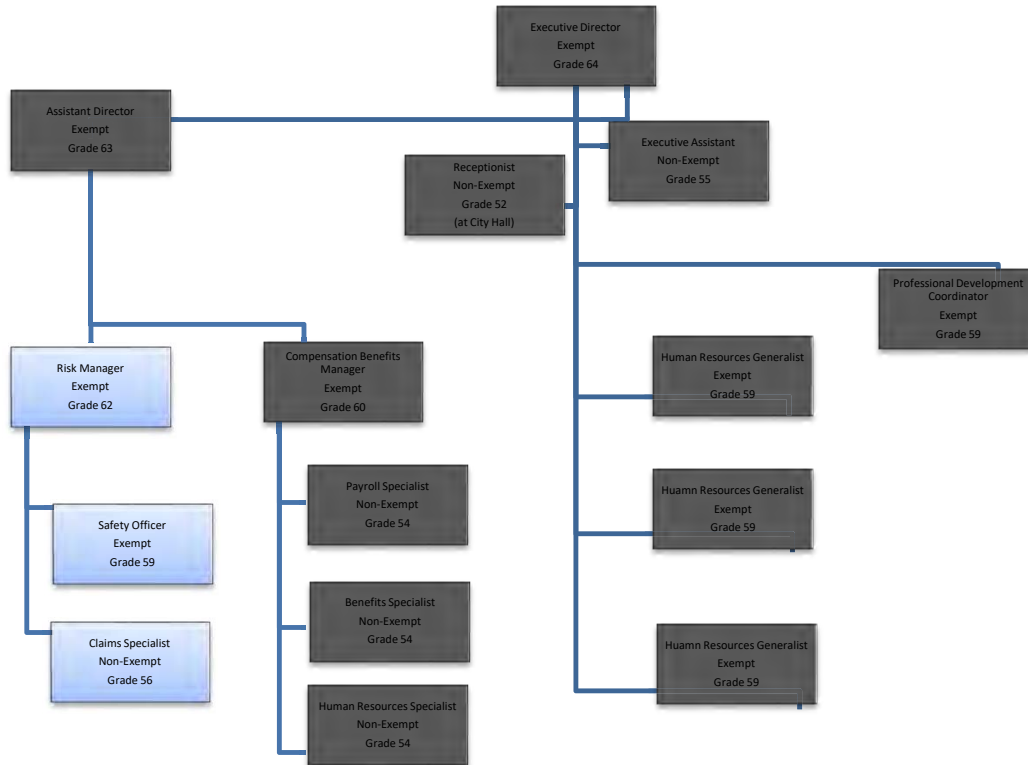
-Expenditures by Type FY 2020-



-Expenditures by Source Last Three Years-



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Risk Management Revenues					
Charges for Services					
623-0000-349.01-10	GENERAL FUND CHARGES	\$ 781,808	\$ 817,847	\$ 817,847	\$ 768,158
623-0000-349.02-14	HOTELMOTEL FUND CHARGES	23,776	24,872	24,872	13,915
623-0000-349.02-34	STREET MAINT FUND CHARGES	-	-	-	19,945
623-0000-349.05-25	AVIATION FUND CHARGES	78,785	82,358	82,358	93,878
623-0000-349.05-27	AVIATION FUND CHARGES	15,108	15,863	15,863	4,018
623-0000-349.05-40	SOLID WASTE FUND CHARGES	196,129	205,169	205,169	161,300
623-0000-349.05-50	WATERSEWER FUND CHARGES	158,723	166,040	166,040	352,053
623-0000-349.05-75	DRAINAGE FUND CHARGES	27,660	28,935	28,935	36,411
Charges for Services		1,281,989	1,341,084	1,341,084	1,449,678
Investments Income					
623-0000-361.05-00	INTEREST EARNED	206	-	2,500	3,600
623-0000-361.05-10	INVESTMENT EXPENSE	(6)	-	(20)	(100)
Investments Income		199	-	2,480	3,500
Miscellaneous Income					
623-0000-371.10-02	PURCHASING CARDS	4	-	-	-
623-0000-379.99-99	OTHER INCOME	-	-	-	-
Miscellaneous Income		4	-	-	-
Risk Management Revenues		\$ 1,282,193	\$ 1,341,084	\$ 1,343,564	\$ 1,453,178



DIVISION MISSION STATEMENT

Risk Management's mission is to establish effective controls to minimize the City's risk while providing optimum services to employees and its citizens through centralized administration of workers compensation, liability claims, property insurance, and other risk management programs.

MISSION ELEMENTS

- Ensure compliance with risk policies and procedures through training.
- Ensure compliance with safety policies and procedures through training.
- Manage workers compensation, liability and property insurance, and associated claims.

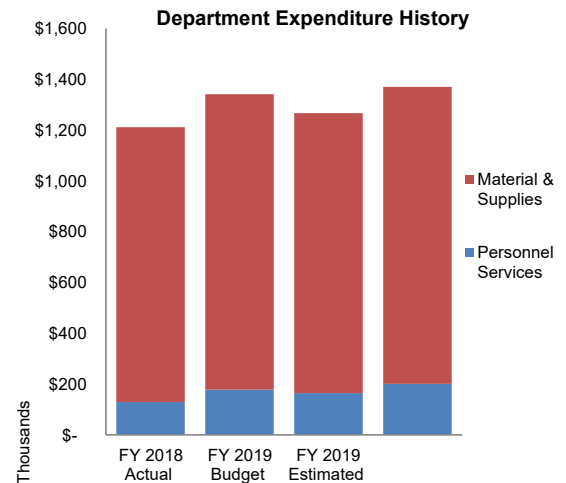
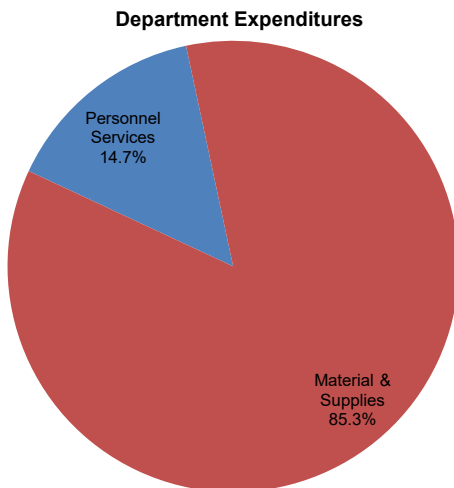
GOALS

- Train departments/divisions on the new Risk Management Policy and Safety Manual.
- Continue to instill safety awareness to City employees with a goal to reduce preventable accidents/incidents.
- Continue to train employees in loss prevention practices, risk mitigation, and proper utilization of workers compensation program.

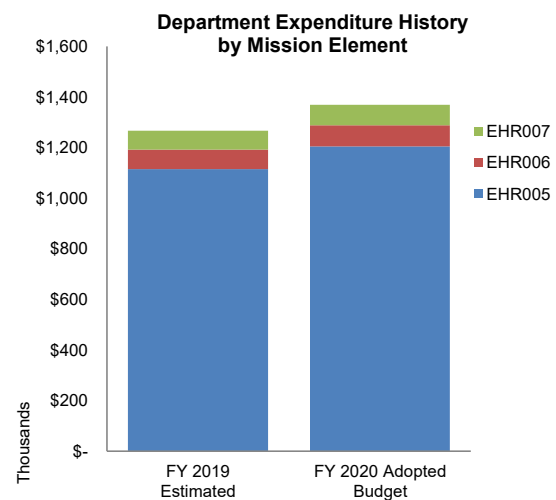
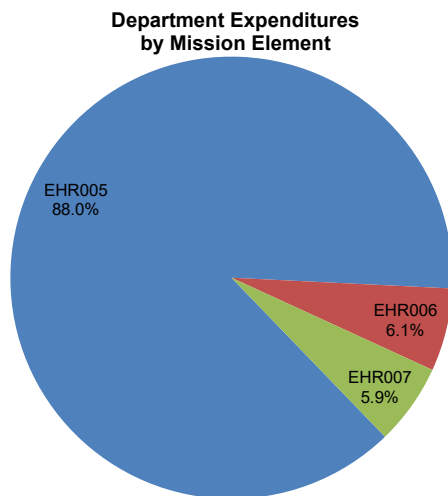
FINANCIAL INFORMATION

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Transfer from General Fund	\$ 781,808	\$ 817,847	\$ 817,847	\$ 768,158
Transfer from Hotel Occupancy Tax Fund	23,776	24,872	24,872	13,915
Transfer from Street Maintenance Fund	-	-	-	19,945
Transfer from KFHRA Fund	78,785	82,358	82,358	93,878
Transfer from Skylark Field Fund	15,108	15,863	15,863	4,018
Transfer from Solid Waste Fund	196,129	205,169	205,169	161,300
Transfer from Water & Sewer Fund	158,723	166,040	166,040	352,053
Transfer from Drainage Fund	27,660	28,935	28,935	36,411
Interest and Other	204	-	2,480	3,500
General Resources	(70,894)	-	(76,424)	(83,500)
Total	\$ 1,211,299	\$ 1,341,084	\$ 1,267,140	\$ 1,369,678

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 128,370	\$ 178,445	\$ 164,323	\$ 201,384
Material & Supplies	1,082,929	1,162,639	1,102,817	1,168,294
Total	\$ 1,211,299	\$ 1,341,084	\$ 1,267,140	\$ 1,369,678



Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
EHR005	Ensure compliance with risk policies and procedures.	0.53	1,102.40	\$ 1,115,064	\$ 1,205,296
EHR006	Ensure compliance with safety policies and procedures.	1.23	2,558.40	76,917	83,141
EHR007	Manage workers compensation, liability and property insurance, and associated claims.	1.24	2,579.20	75,159	81,241
		<u>3.00</u>	<u>6,240.00</u>	<u>\$ 1,267,140</u>	<u>\$ 1,369,678</u>



Staffing

Claims Specialist
Risk Manager
Safety Officer
Total Staffing

FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted Budget
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.00
<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Risk Management Fund					
Personnel Services					
623-2311-418.40-05	FULL-TIME SALARIES	\$ 104,091	\$ 143,884	\$ 132,455	\$ 161,738
623-2311-418.40-25	LONGEVITY	175	384	275	480
623-2311-418.40-37	BILINGUAL PAY	413	900	900	900
623-2311-418.40-81	GROUP INSURANCE	5,152	-	-	-
623-2311-418.40-82	MEDICAL INSURANCE	-	4,941	4,941	5,498
623-2311-418.40-83	DENTAL INSURANCE	-	827	747	827
623-2311-418.40-84	LIFE INSURANCE	-	54	49	54
623-2311-418.40-85	RETIREMENT - TMRS	10,401	16,186	14,614	19,264
623-2311-418.40-87	SOCIAL SECURITY	7,960	8,934	8,198	10,005
623-2311-418.40-88	MEDICARE	-	2,089	1,917	2,340
623-2311-418.40-89	WORKERS COMPENSATION	178	246	227	278
	Personnel Services	128,370	178,445	164,323	201,384
Supplies					
623-2311-418.41-10	OFFICE	-	-	11	100
623-2311-418.41-35	PRINT SUPPLIES	-	200	-	200
	Supplies	-	200	11	300
Support Services					
623-2311-418.44-05	TELEPHONE	-	-	-	580
623-2311-418.44-15	INSURANCE	1,081,479	1,155,539	1,096,314	1,160,480
623-2311-418.44-30	TRAINING AND TRAVEL	1,017	6,000	1,585	6,000
623-2311-418.44-75	DUES AND MEMBERSHIPS	75	300	75	300
	Support Services	1,082,572	1,161,839	1,097,974	1,167,360
Minor Capital					
623-2311-418.46-37	TELEPHONE EQUIPMENT	189	-	189	-
623-2311-418.46-40	COMPUTER EQUIP/SOFTWARE	-	-	2,581	-
623-2311-418.46-50	FURNITURES AND FIXTURES	-	-	1,500	-
	Minor Capital	189	-	4,270	-
Professional Services					
623-2311-418.47-30	ACCOUNTING SERVICES	169	600	562	634
	Professional Services	169	600	562	634
	Risk Management Fund	\$ 1,211,299	\$ 1,341,084	\$ 1,267,140	\$ 1,369,678

Mission Element 1: Implement and manage an effective loss prevention and risk mitigation program.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Finalize, approve and manage an effective risk mitigation program.	37	1	N/A	N/A	1	1	0
Monitoring of preventable injuries.	37	43	N/A	43	41	20	35
Implement loss prevention protocols thru training.	37	1	N/A	N/A	1	1	1
Monitor preventable work-related vehicle accidents.	37	66	N/A	66	62	48	50
Manage a loss prevention protocols thru training.	37	1	N/A	N/A	1	1	1

Mission Element 2: Implement and manage an effective safety program.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Implement and manage an effective safety program.	187	1	N/A	N/A	1	1	0

Mission Element 3: Manage appropriate insurance programs to ensure proper coverage and cost benefits.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Implement and manage appropriate analysis tool to ensure proper coverage and cost benefits.	6,512	1	N/A	N/A	1	1	1

**RISK MANAGEMENT
INTERNAL SERVICE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ -	\$ -	\$ -	\$ 83,500
Total Non-Departmental Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ -	\$ -	\$ -	\$ 3,500
Designated Expenses	-	-	-	80,000
Total Non-Departmental Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>
TOTAL OTHER APPROPRIATIONS REV	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>
TOTAL OTHER APPROPRIATIONS EXP	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ -	\$ -	\$ -	\$ 83,500
Total Non-Departmental Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ -	\$ -	\$ -	\$ 3,500
Designated Expenses	-	-	-	80,000
Total Non-Departmental Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>
TOTAL OTHER APPROPRIATIONS REV	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>
TOTAL OTHER APPROPRIATIONS EXP	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>

**Internal Service Fund (Support Services)
Budget Summary
FY 2020**

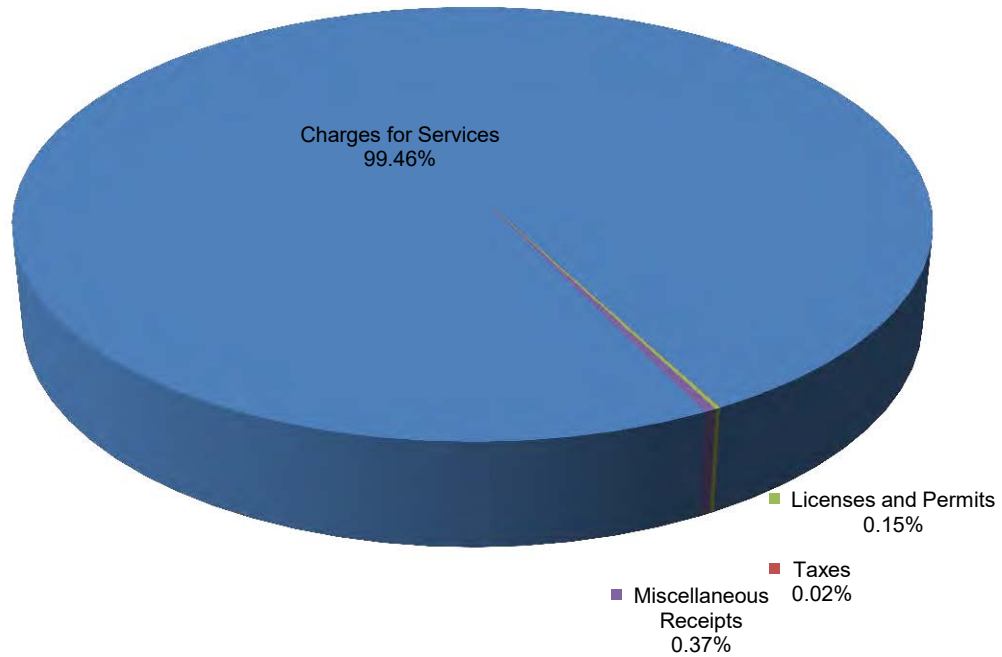
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget	Percent of Budget	% Change from FY 2019 Budget
Revenues						
Charges for Services	\$ -	\$ -	\$ -	\$ 13,540,473	99.46%	0.00%
Taxes	-	-	-	2,965	0.02%	0.00%
Licenses and Permits	-	-	-	20,000	0.15%	0.00%
Interest Earned	-	-	-	-	0.00%	0.00%
Miscellaneous Receipts	-	-	-	50,000	0.37%	0.00%
Total Revenues	-	-	-	13,613,438	100.00%	0.00%
Operating Expenditures						
General Government						
City Council ¹	\$ -	\$ -	\$ -	\$ 70,953	0.52%	0.00%
City Manager ¹						
City Manager	-	-	-	531,063	3.90%	0.00%
Assistant City Manager	-	-	-	200,956	1.48%	0.00%
Deputy City Manager	-	-	-	-	0.00%	0.00%
Total City Manager	-	-	-	732,019	5.38%	0.00%
City Auditor ¹	-	-	-	122,693	0.90%	0.00%
Communications ¹						
Communications	-	-	-	436,612	3.21%	0.00%
Printing Services	-	-	-	172,995	1.27%	0.00%
Legislative Affairs	-	-	-	158,756	1.17%	0.00%
Total Communications	-	-	-	768,363	5.64%	0.00%
Legal ¹						
City Attorney	-	-	-	977,070	7.18%	0.00%
City Secretary	-	-	-	162,354	1.19%	0.00%
Total Legal	-	-	-	1,139,424	8.37%	0.00%
Finance ¹						
Finance Administration	-	-	-	248,197	1.82%	0.00%
Accounting	-	-	-	914,594	6.72%	0.00%
Budget	-	-	-	292,202	2.15%	0.00%
Purchasing	-	-	-	329,142	2.42%	0.00%
Utility Collections	-	-	-	3,064,039	22.51%	0.00%
Total Finance	-	-	-	4,848,174	35.61%	0.00%
Human Resources ¹	-	-	-	1,356,623	9.97%	0.00%
Non-Departmental						
Consolidated	-	-	-	586,783	4.31%	0.00%
City Hall ¹	-	-	-	44,183	0.32%	0.00%
Total Non-Departmental	-	-	-	630,966	4.63%	0.00%
Total General Government	-	-	-	9,669,215	71.03%	0.00%
Public Works						
Engineering ¹	-	-	-	2,267,848	16.66%	0.00%
Total Public Works	-	-	-	2,267,848	16.66%	0.00%

Internal Service Fund (Support Services)
Budget Summary (continued)
FY 2020

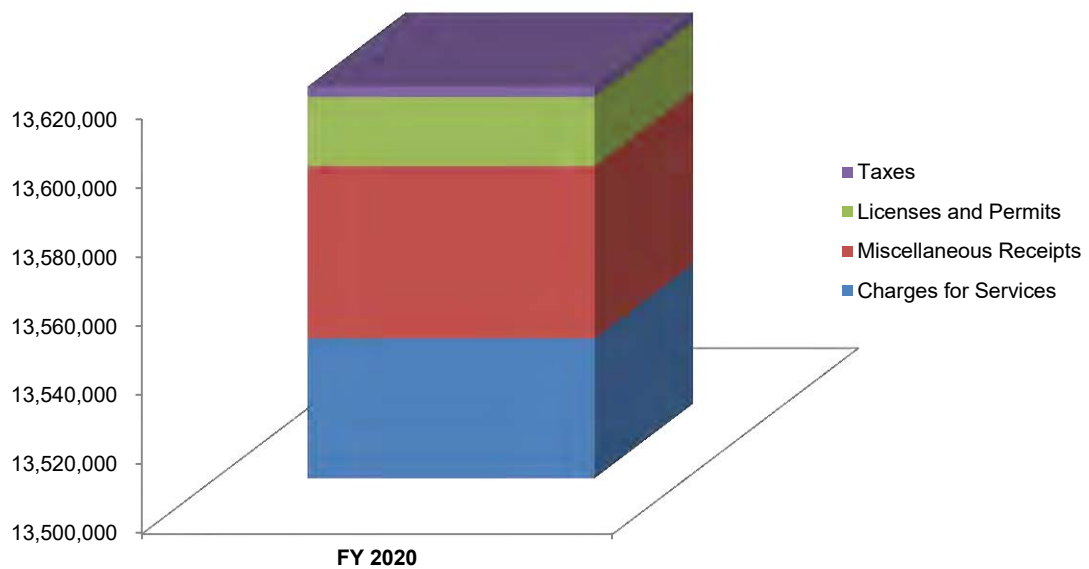
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget	Percent of Budget	% Change from FY 2019 Budget
Community Development						
Building Services ¹	-	-	-	815,483	5.99%	0.00%
Custodial Services ¹	-	-	-	777,876	5.71%	0.00%
Total Community Development	-	-	-	1,593,359	11.70%	0.00%
Total Operating Expenses	-	-	-	13,530,422	99.39%	0.00%
Non-Operating Expenses						
Capital Outlay	-	-	-	83,016	0.61%	0.00%
Transfers Out	-	-	-	-	0.00%	0.00%
Total Non-Operating Expenses	-	-	-	83,016	0.61%	0.00%
Total Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,613,438</u>	<u>100.00%</u>	<u>0.00%</u>
Net Change in Working Capital	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	-		
Working Capital Balance, Beginning				51,786		
Working Capital Balance, Ending				<u>\$ 51,786</u>		

Internal Service Fund (Support Services)

-Revenues by Source FY 2020-

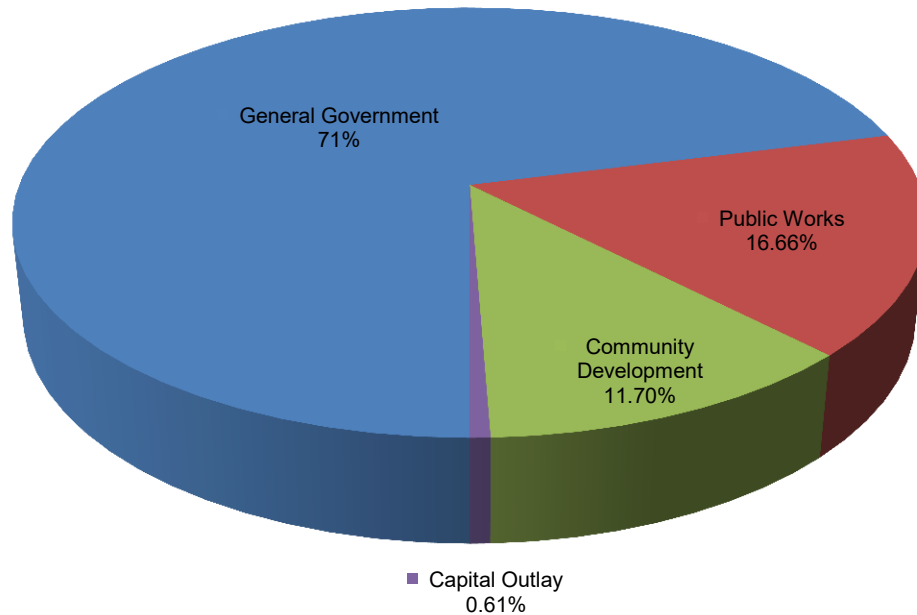


-Revenues by Source One Year-

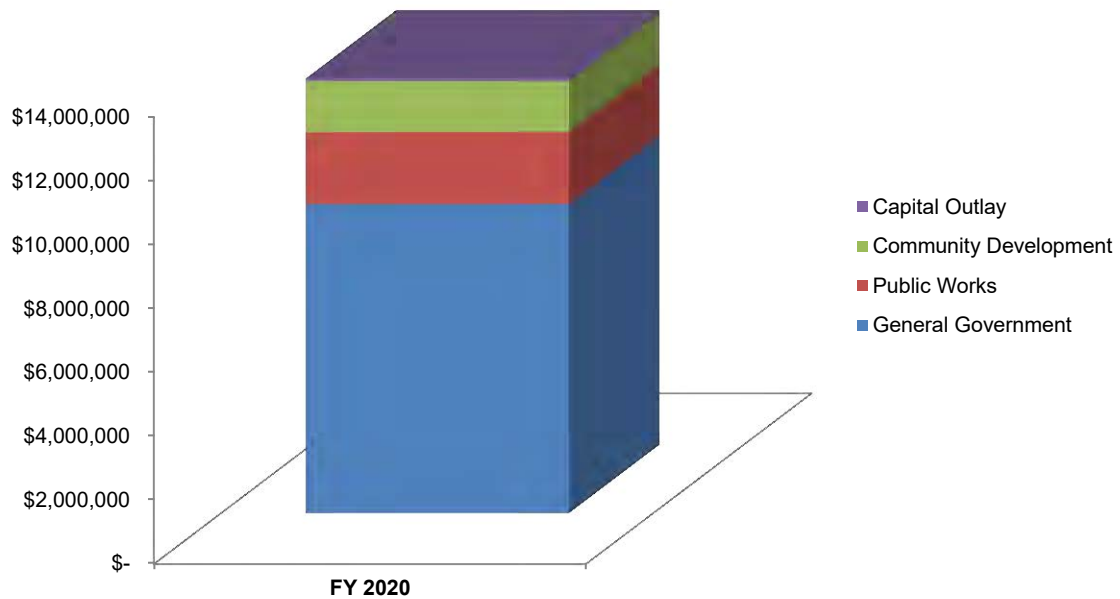


Internal Service Fund (Support Services)

-Expenditures by Department FY 2020-



-Expenditures by Department One Year-

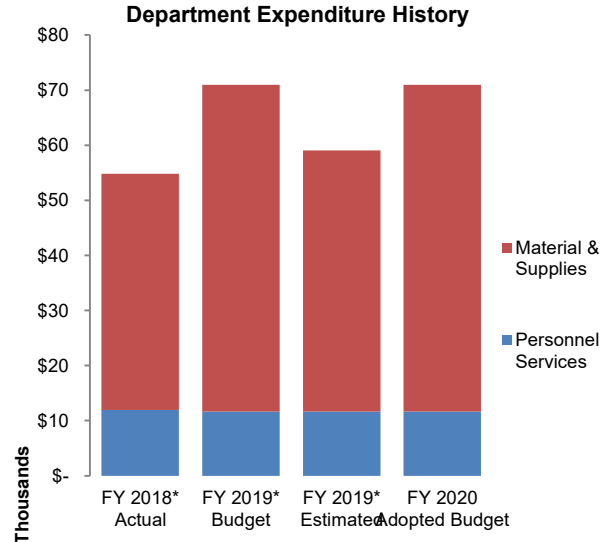
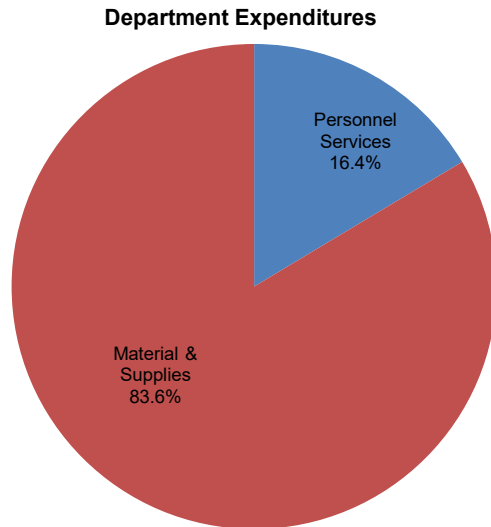


Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Support Services Revenues					
Taxes					
610-0000-318.02-05	TAXI FRANCHISE	\$ -	\$ -	\$ -	\$ 2,965
	Taxes	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,965</u>
Licenses and Permits					
610-0000-321.01-01	ALCOHOL PERMITS	-	-	-	20,000
	Licenses and Permits	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000</u>
Charges for Services					
610-0000-341.05-02	RECORD REQUEST FEES	-	-	-	-
610-0000-341.05-03	ELECTION FEES	-	-	-	35,000
610-0000-349.01-10	GENERAL FUND CHARGES	-	-	-	4,163,861
610-0000-349.02-14	HOTEL/MOTEL FUND CHARGES	-	-	-	-
610-0000-349.02-34	STREET MAINT FUND CHARGES	-	-	-	187,181
610-0000-349.05-25	AVIATION FUND CHARGES	-	-	-	-
610-0000-349.05-40	SOLID WASTE FUND CHARGES	-	-	-	1,218,145
610-0000-349.05-50	WATER/SEWER FUND CHARGES	-	-	-	7,456,639
610-0000-349.05-75	DRAINAGE FUND CHARGES	-	-	-	479,647
	Charges for Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>13,540,473</u>
Investments Income					
610-0000-361.05-00	INTEREST REVENUES	-	-	-	-
610-0000-361.05-10	INVESTMENT EXPENSE	-	-	-	-
	Investments Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous Income					
610-0000-371.10-02	PURCHASING CARDS	-	-	-	-
610-0000-379.99-99	OTHER INCOME	-	-	-	-
	Miscellaneous Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources					
610-0000-392.01-01	SALE OF ASSETS	-	-	-	-
610-0000-392.02-01	INSURANCE PROCEEDS	-	-	-	50,000
610-0000-393.07-01	LEASE PROCEEDS	-	-	-	-
	Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,000</u>
	Support Services Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,613,438</u>

FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 54,837	\$ 70,953	\$ 59,039	\$ 70,953
Total	\$ 54,837	\$ 70,953	\$ 59,039	\$ 70,953

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 11,966	\$ 11,643	\$ 11,643	\$ 11,643
Material & Supplies	42,872	59,310	47,396	59,310
Total Expenditures	\$ 54,837	\$ 70,953	\$ 59,039	\$ 70,953



	FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
Staffing			
Mayor	1.00	1.00	1.00
At Large	3.00	3.00	3.00
District #1	1.00	1.00	1.00
District #2	1.00	1.00	1.00
District #3	1.00	1.00	1.00
District #4	1.00	1.00	1.00
Total Staffing	8.00	8.00	8.00

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
City Council					
Personnel Services					
010-0101-412.40-10	PART-TIME SALARIES	\$ 11,100	\$ 10,800	\$ 10,800	\$ -
010-0101-412.40-87	SOCIAL SECURITY	849	670	670	-
010-0101-412.40-88	MEDICARE	-	157	157	-
010-0101-412.40-89	WORKERS COMPENSATION	17	16	16	-
610-0101-412.40-10	PART-TIME SALARIES	-	-	-	10,800
610-0101-412.40-87	SOCIAL SECURITY	-	-	-	670
610-0101-412.40-88	MEDICARE	-	-	-	157
610-0101-412.40-89	WORKERS COMPENSATION	-	-	-	16
	Personnel Services	11,966	11,643	11,643	11,643
Supplies					
010-0101-412.41-10	OFFICE	144	250	-	-
010-0101-412.41-15	POSTAGE/CARRIER SERVICE	2	10	5	-
010-0101-412.41-35	PRINT SUPPLIES	87	150	60	-
010-0101-412.41-37	PHONES AND ACCESSORIES	(35)	-	-	-
010-0101-412.41-60	FOOD SUPPLIES	2,281	3,000	2,900	-
610-0101-412.41-10	OFFICE	-	-	-	250
610-0101-412.41-15	POSTAGE	-	-	-	10
610-0101-412.41-35	PRINT SUPPLIES	-	-	-	150
610-0101-412.41-60	FOOD SUPPLIES	-	-	-	3,000
	Supplies	2,479	3,410	2,965	3,410
Support Services					
010-0101-412.44-05	TELEPHONE	\$ 5,316	\$ 5,100	\$ 5,100	\$ -
010-0101-412.44-17	OTHER CHARGES	-	900	700	-
010-0101-412.44-31	TRAINING AND TRAVEL-DIST 1	3,544	4,000	4,000	-
010-0101-412.44-32	TRAINING AND TRAVEL-DIST 2	4,016	4,000	3,800	-
010-0101-412.44-33	TRAINING AND TRAVEL-DIST 3	2,658	4,000	4,000	-
010-0101-412.44-34	TRAINING AND TRAVEL-DIST 4	1,538	4,000	2,600	-
010-0101-412.44-35	TRAINING AND TRAVEL-AL 1	3,398	4,000	3,800	-
010-0101-412.44-36	TRAINING AND TRAVEL-AL 2	1,328	4,000	2,400	-
010-0101-412.44-37	TRAINING AND TRAVEL-AL 3	886	4,000	2,400	-
010-0101-412.44-38	TRAINING AND TRAVEL - MAYOR	4,949	7,000	4,600	-
010-0101-412.44-65	DIVERSITY PROGRAM	345	700	350	-
010-0101-412.44-70	TROPHIES AND AWARDS	3,234	5,000	1,500	-
010-0101-412.44-75	DUES AND MEMBERSHIPS	9,181	9,200	9,181	-
610-0101-412.44-05	TELEPHONE	-	-	-	5,100
610-0101-412.44-17	OTHER CHARGES	-	-	-	900
610-0101-412.44-31	TRAINING AND TRAVEL-DIST 1	-	-	-	4,000
610-0101-412.44-32	TRAINING AND TRAVEL-DIST 2	-	-	-	4,000
610-0101-412.44-33	TRAINING AND TRAVEL-DIST 3	-	-	-	4,000
610-0101-412.44-34	TRAINING AND TRAVEL-DIST 4	-	-	-	4,000
610-0101-412.44-35	TRAINING AND TRAVEL-AL 1	-	-	-	4,000
610-0101-412.44-36	TRAINING AND TRAVEL-AL 2	-	-	-	4,000
610-0101-412.44-37	TRAINING AND TRAVEL-AL 3	-	-	-	4,000
610-0101-412.44-38	TRAINING AND TRAVEL - MAYOR	-	-	-	7,000
610-0101-412.44-65	DIVERSITY PROGRAM	-	-	-	700
610-0101-412.44-70	TROPHIES AND AWARDS	-	-	-	5,000
610-0101-412.44-75	DUES AND MEMBERSHIPS	-	-	-	9,200
	Support Services	40,392	55,900	44,431	55,900
	City Council	\$ 54,837	\$ 70,953	\$ 59,039	\$ 70,953

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

DIVISION MISSION STATEMENT

The City Manager's office mission statement is to build a High Performing Organization to support a Highly Effective City Council.

MISSION ELEMENTS

- Provide leadership to the organization.
- Advise the City Council.
- Manage city operations.
- Intergovernmental and community engagement.

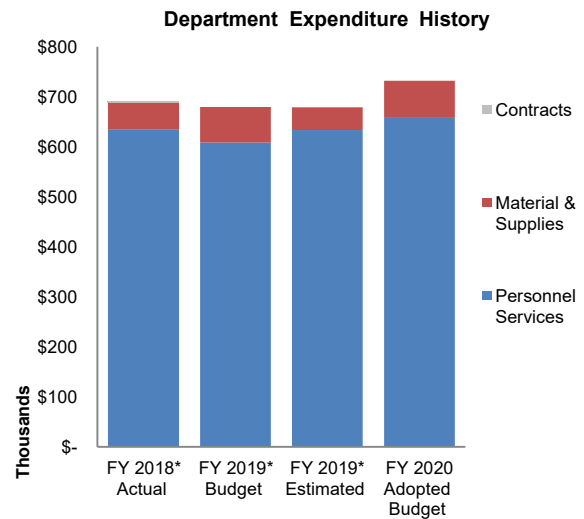
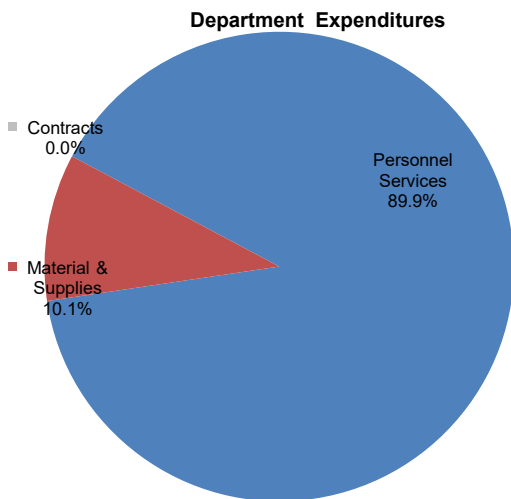
GOALS

- Deliver a balanced FY 2020 budget to City Council.
- Monitor and manage the City's financial condition.
- Advance work on the Planning & Evaluation Model (continued progress on Comprehensive Plan, Strategic Plan, & Business Plans.)
- Monitor effects of Legislative actions and continue priority lobbying efforts.
- Create an Economic Development Policy.
- Work on the major strategic issues:
 - Compensation Equity.
 - Retirement.
 - Deferred Building Maintenance
 - Advance Work on Impact Fees.

FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 691,469	\$ 679,554	\$ 679,011	\$ 732,019
Total	\$ 691,469	\$ 679,554	\$ 679,011	\$ 732,019

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 634,252	\$ 608,429	\$ 633,085	\$ 657,899
Material & Supplies	53,717	71,125	45,926	74,120
Contracts	3,500	-	-	-
Total	\$ 691,469	\$ 679,554	\$ 679,011	\$ 732,019

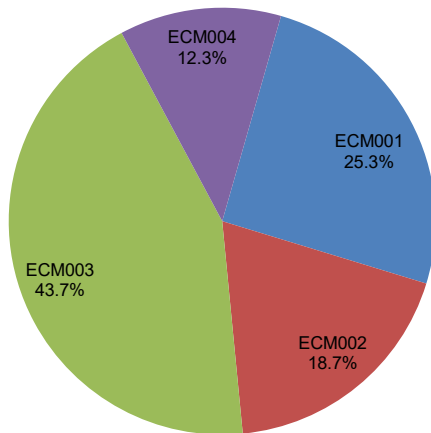


**SUPPORT SERVICES
CITY MANAGER**

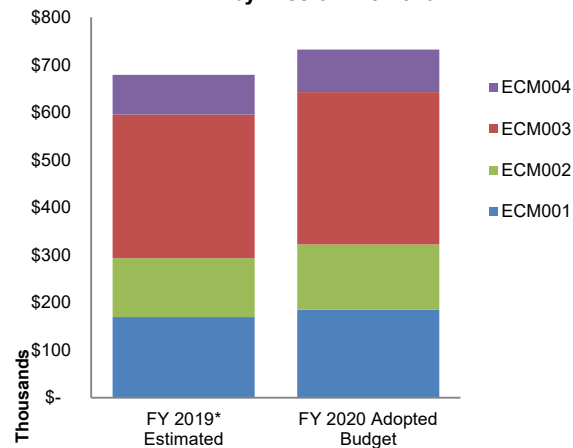
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
ECM001	Provide leadership to the organization.	1.05	2,184.00	\$ 169,163	\$ 185,027
ECM002	Advise the City Council.	0.85	1,768.00	124,412	137,189
ECM003	Manage city operations.	1.85	3,848.00	301,769	320,067
ECM004	Intergovernmental and community engagement.	0.25	520.00	83,667	89,736
		<u>4.00</u>	<u>8,320.00</u>	<u>\$ 679,011</u>	<u>\$ 732,019</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



	FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
Staffing			
Administrative Assistant II	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
City Manager	1.00	1.00	1.00
Deputy City Manager ¹	0.34	-	-
Special Projects Manager for CM ²	-	1.00	1.00
Total Staffing	<u>3.34</u>	<u>4.00</u>	<u>4.00</u>

¹ - In FY 2019, one Deputy City Manager position eliminated

² - In FY 2019, one Special Projects Manager for CM position was added

DIVISION MISSION STATEMENT

The City Manager's office mission statement is to build a High Performing Organization to support a Highly Effective City Council.

MISSION ELEMENTS

- Provide leadership to the organization.
- Advise the City Council.
- Manage city operations.
- Intergovernmental and community engagement.

GOALS

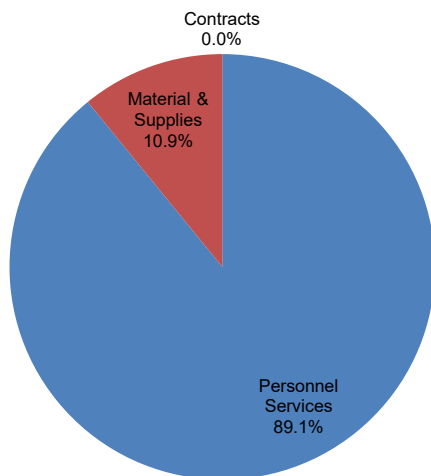
- Deliver a balanced FY 2020 budget to City Council.
- Monitor and manage the City's financial condition.
- Advance work on the Planning & Evaluation Model (continued progress on Comprehensive Plan, Strategic Plan, & Business Plans.)
- Monitor effects of Legislative actions and continue priority lobbying efforts.
- Create an Economic Development Policy.
- Work on the major strategic issues:
 - Compensation Equity.
 - Retirement.
 - Deferred Building Maintenance
 - Advance Work on Impact Fees.

FINANCIAL INFORMATION

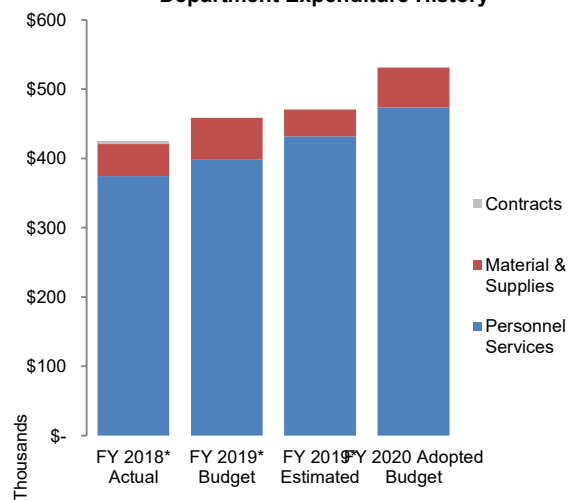
	FY 2018*	FY 2019*	FY 2019*	FY 2020
	Actual	Budget	Estimated	Adopted Budget
Revenue Summary				
General Resources	\$ 424,168	\$ 458,431	\$ 470,827	\$ 531,063
Total	\$ 424,168	\$ 458,431	\$ 470,827	\$ 531,063

	FY 2018*	FY 2019*	FY 2019*	FY 2020
	Actual	Budget	Estimated	Adopted Budget
Expenditure Summary				
Personnel Services	\$ 374,698	\$ 397,986	\$ 431,972	\$ 473,218
Material & Supplies	45,969	60,445	38,855	57,845
Contracts	3,500	-	-	-
Total	\$ 424,168	\$ 458,431	\$ 470,827	\$ 531,063

Department Expenditures



Department Expenditure History



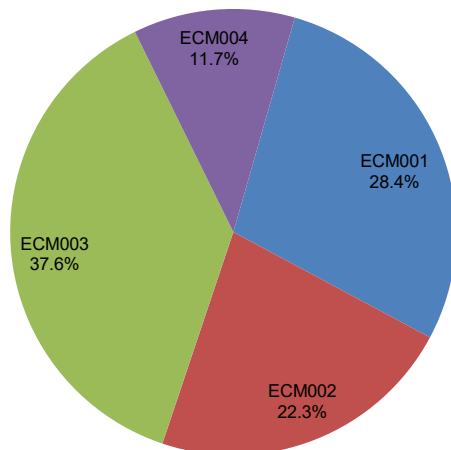
* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

**SUPPORT SERVICES
CITY MANAGER**

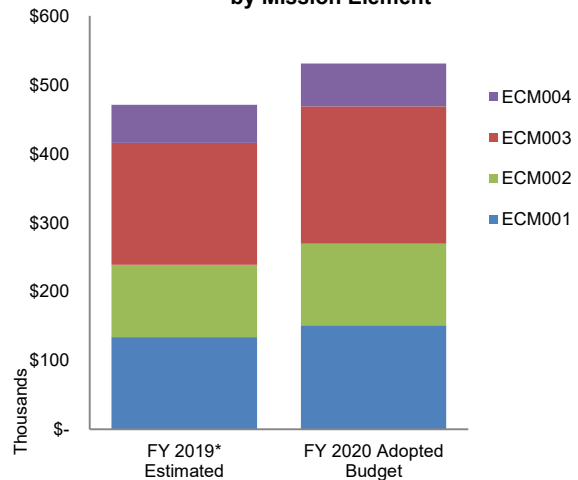
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
ECM001	Provide leadership to the organization.	0.90	1,872.00	\$ 133,639	\$ 150,736
ECM002	Advise the City Council.	0.75	1,560.00	105,107	118,554
ECM003	Manage city operations.	1.20	2,496.00	176,909	199,542
ECM004	Intergovernmental and community engagement.	0.15	312.00	55,172	62,231
		<u>3.00</u>	<u>6,240.00</u>	<u>\$ 470,827</u>	<u>\$ 531,063</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



	FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
Staffing			
Administrative Assistant II	1.00	1.00	1.00
City Manager	1.00	1.00	1.00
Special Projects Manager for CM	-	1.00	1.00
Total Staffing	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>

² - In FY 2019, one Special Projects Manager for CM position was added

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
City Manager					
Personnel Services					
010-0200-413.40-05	FULL-TIME SALARIES	\$ 286,873	\$ 295,664	\$ 320,173	\$ -
010-0200-413.40-10	PART-TIME SALARIES	-	-	8,586	-
010-0200-413.40-15	OVERTIME	70	-	-	-
010-0200-413.40-25	LONGEVITY	1,566	1,752	1,663	-
010-0200-413.40-50	CAR ALLOWANCE	7,200	7,200	7,200	-
010-0200-413.40-81	GROUP INSURANCE	10,601	-	-	-
010-0200-413.40-82	MEDICAL INSURANCE	-	10,003	10,021	-
010-0200-413.40-83	DENTAL INSURANCE	-	552	552	-
010-0200-413.40-84	LIFE INSURANCE	-	36	36	-
010-0200-413.40-85	RETIREMENT - TMRS	31,319	36,418	38,281	-
010-0200-413.40-87	SOCIAL SECURITY	15,917	19,294	17,847	-
010-0200-413.40-88	MEDICARE	-	4,512	5,001	-
010-0200-413.40-89	WORKERS COMPENSATION	538	555	612	-
010-0200-413.40-90	DEFERRED COMPENSATION	20,615	22,000	22,000	-
610-0200-413.40-05	FULL-TIME SALARIES	-	-	-	350,979
610-0200-413.40-25	LONGEVITY	-	-	-	1,873
610-0200-413.40-50	CAR ALLOWANCE	-	-	-	7,200
610-0200-413.40-82	MEDICAL INSURANCE	-	-	-	16,614
610-0200-413.40-83	DENTAL INSURANCE	-	-	-	827
610-0200-413.40-84	LIFE INSURANCE	-	-	-	55
610-0200-413.40-85	RETIREMENT - TMRS	-	-	-	45,120
610-0200-413.40-87	SOCIAL SECURITY	-	-	-	22,613
610-0200-413.40-88	MEDICARE	-	-	-	5,288
610-0200-413.40-89	WORKERS COMPENSATION	-	-	-	649
610-0200-413.40-90	DEFERRED COMPENSATION	-	-	-	22,000
Personnel Services		374,698	397,986	431,972	473,218
Supplies					
010-0200-413.41-10	OFFICE	376	500	450	-
010-0200-413.41-15	POSTAGE/CARRIER SERVICE	168	200	25	-
010-0200-413.41-20	UNIFORMS AND CLOTHING	108	150	100	-
010-0200-413.41-25	SUBSCRIPTION/PUBLICATIONS	304	20	915	-
010-0200-413.41-35	PRINT SUPPLIES	1,755	2,500	2,000	-
010-0200-413.41-60	FOOD SUPPLIES	80	100	70	-
610-0200-413.41-10	OFFICE	-	-	-	500
610-0200-413.41-15	POSTAGE/CARRIER SERVICE	-	-	-	200
610-0200-413.41-20	UNIFORMS AND CLOTHING	-	-	-	150
610-0200-413.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	920
610-0200-413.41-35	PRINT SUPPLIES	-	-	-	2,500
610-0200-413.41-60	FOOD SUPPLIES	-	-	-	100
Supplies		2,791	3,470	3,560	4,370
Repair & Maintenance					
010-0200-413.42-43	COMPUTER MAINTENANCE	747	750	-	-
Repair & Maintenance		747	750	-	-
Support Services					
010-0200-413.44-05	TELEPHONE	765	1,000	1,000	-
010-0200-413.44-10	EQUIPMENT RENTAL/LEASE	3,812	4,000	4,000	-
010-0200-413.44-27	SPONSORSHIPS	5,123	14,700	3,500	-
010-0200-413.44-30	TRAINING AND TRAVEL	10,141	13,075	6,650	-
010-0200-413.44-71	FLOWERS	538	800	600	-
010-0200-413.44-75	DUES AND MEMBERSHIPS	21,493	22,650	19,545	-
610-0200-413.44-05	TELEPHONE	-	-	-	1,000
610-0200-413.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	4,000
610-0200-413.44-27	SPONSORSHIPS	-	-	-	14,700
610-0200-413.44-30	TRAINING AND TRAVEL	-	-	-	12,430
610-0200-413.44-71	FLOWERS	-	-	-	800
610-0200-413.44-75	DUES AND MEMBERSHIPS	-	-	-	20,545
Support Services		41,873	56,225	35,295	53,475

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Minor Capital					
010-0200-413.46-50	FURNITURE AND FIXTURES	\$ 559	\$ -	\$ -	\$ -
	Minor Capital	<u>559</u>	<u>-</u>	<u>-</u>	<u>-</u>
Professional Services					
010-0200-413.47-01	CONSULTING ³	3,500	-	-	-
	Professional Services	<u>3,500</u>	<u>-</u>	<u>-</u>	<u>-</u>
	City Manager	<u>\$ 424,168</u>	<u>\$ 458,431</u>	<u>\$ 470,827</u>	<u>\$ 531,063</u>

³ - Realigned Schlueter Group to Legislative Affairs and Consulting Services to Non-Departmental

DIVISION MISSION STATEMENT

The City Manager's office mission statement is to build a High Performing Organization to support a Highly Effective City Council.

MISSION ELEMENTS

- Provide leadership to the organization.
- Advise the City Council.
- Manage city operations.
- Intergovernmental and community engagement.

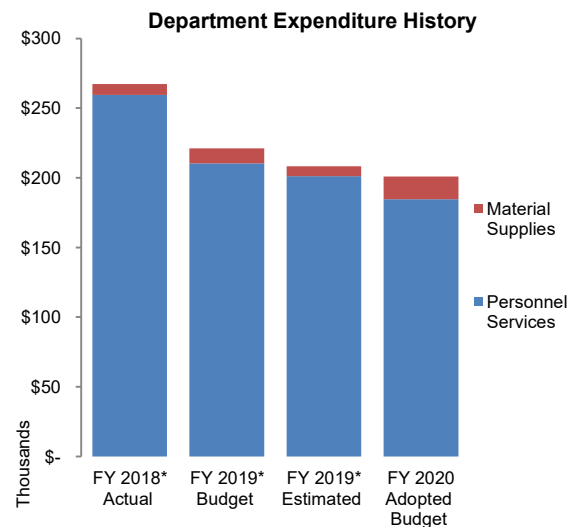
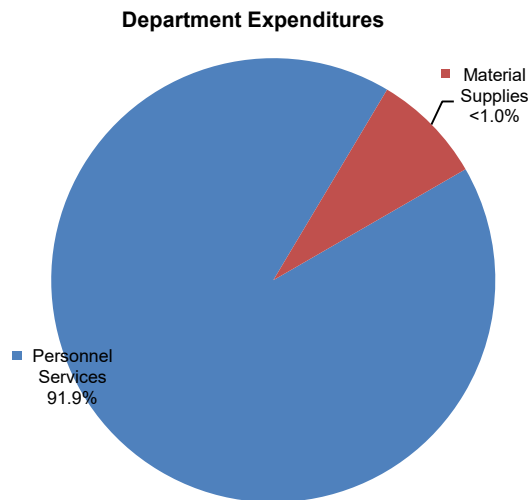
GOALS

- Deliver a balanced FY 2020 budget to City Council.
- Monitor and manage the City's financial condition.
- Advance work on the Planning & Evaluation Model (continued progress on Comprehensive Plan, Strategic Plan, & Business Plans.)
- Monitor effects of Legislative actions and continue priority lobbying efforts.
- Create an Economic Development Policy.
- Work on the major strategic issues:
 - Compensation Equity.
 - Retirement.
 - Deferred Building Maintenance
 - Advance Work on Impact Fees.

FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 267,302	\$ 221,123	\$ 208,184	\$ 200,956
Total	\$ 267,302	\$ 221,123	\$ 208,184	\$ 200,956

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 259,553	\$ 210,443	\$ 201,113	\$ 184,681
Material & Supplies	7,748	10,680	7,071	16,275
Total	\$ 267,302	\$ 221,123	\$ 208,184	\$ 200,956

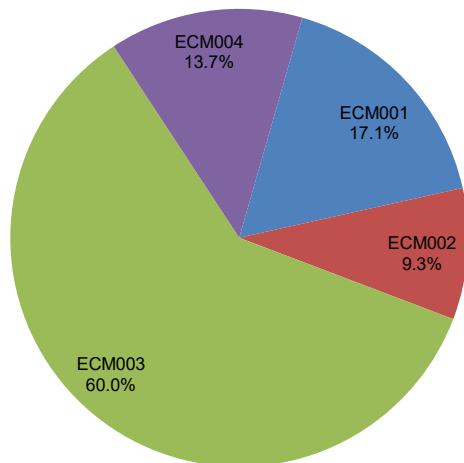


**SUPPORT SERVICES
ASSISTANT CITY MANAGER**

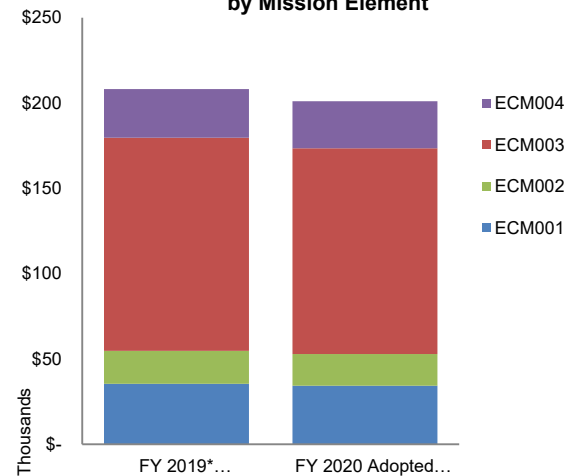
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
ECM001	Provide leadership to the organization.	0.15	312.00	\$ 35,524	\$ 34,291
ECM002	Advise the City Council.	0.10	208.00	19,305	18,635
ECM003	Manage city operations.	0.65	1,352.00	124,860	120,525
ECM004	Intergovernmental and community engagement.	0.10	208.00	28,494	27,505
		<u>1.00</u>	<u>2,080.00</u>	<u>\$ 208,184</u>	<u>\$ 200,956</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Assistant City Manager

FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Assistant City Manager					
Personnel Services					
010-0201-413.40-05	FULL-TIME SALARIES	\$ 162,560	\$ 167,965	\$ 162,526	\$ -
010-0201-413.40-25	LONGEVITY	2,429	2,520	1,047	-
010-0201-413.40-50	CAR ALLOWANCE	3,000	3,000	3,250	-
010-0201-413.40-81	GROUP INSURANCE	5,241	-	-	-
010-0201-413.40-82	MEDICAL INSURANCE	-	4,941	4,735	-
010-0201-413.40-83	DENTAL INSURANCE	-	276	264	-
010-0201-413.40-84	LIFE INSURANCE	-	18	17	-
010-0201-413.40-85	RETIREMENT - TMRS	16,633	19,343	18,131	-
010-0201-413.40-87	SOCIAL SECURITY	10,133	9,794	8,470	-
010-0201-413.40-88	MEDICARE	-	2,291	2,389	-
010-0201-413.40-89	WORKERS COMPENSATION	286	295	284	-
010-0205-413.40-05	FULL-TIME SALARIES	50,160	-	-	-
010-0205-413.40-25	LONGEVITY	68	-	-	-
010-0205-413.40-50	CAR ALLOWANCE	1,000	-	-	-
010-0205-413.40-81	GROUP INSURANCE	450	-	-	-
010-0205-413.40-85	RETIREMENT - TMRS	5,033	-	-	-
010-0205-413.40-87	SOCIAL SECURITY	2,474	-	-	-
010-0205-413.40-89	WORKERS COMPENSATION	87	-	-	-
610-0201-413.40-05	FULL-TIME SALARIES	-	-	-	146,996
610-0201-413.40-25	LONGEVITY	-	-	-	48
610-0201-413.40-50	CAR ALLOWANCE	-	-	-	3,000
610-0201-413.40-82	MEDICAL INSURANCE	-	-	-	5,499
610-0201-413.40-83	DENTAL INSURANCE	-	-	-	276
610-0201-413.40-84	LIFE INSURANCE	-	-	-	19
610-0201-413.40-85	RETIREMENT - TMRS	-	-	-	17,720
610-0201-413.40-87	SOCIAL SECURITY	-	-	-	8,807
610-0201-413.40-88	MEDICARE	-	-	-	2,060
610-0201-413.40-89	WORKERS COMPENSATION	-	-	-	256
Personnel Services		259,553	210,443	201,113	184,681
Supplies					
010-0201-413.41-10	OFFICE	63	50	50	-
010-0201-413.41-37	PHONES AND ACCESSORIES	-	-	39	-
010-0205-413.41-10	OFFICE	97	-	-	-
010-0205-413.41-35	PRINT SUPPLIES	11	-	-	-
610-0201-413.41-10	OFFICE	-	-	-	200
610-0201-413.41-20	UNIFORMS AND CLOTHING	-	-	-	150
610-0201-413.41-35	PRINT SUPPLIES	-	-	-	200
Supplies		171	50	89	550
Support Services					
010-0201-413.44-05	TELEPHONE	432	900	857	-
010-0201-413.44-30	TRAINING AND TRAVEL	207	6,605	3,000	-
010-0201-413.44-75	DUES AND MEMBERSHIPS	2,986	3,125	3,125	-
010-0205-413.44-05	TELEPHONE	15	-	-	-
010-0205-413.44-30	TRAINING AND TRAVEL	427	-	-	-
010-0205-413.44-75	DUES AND MEMBERSHIPS	330	-	-	-
610-0201-413.44-05	TELEPHONE	-	-	-	780
610-0201-413.44-30	TRAINING AND TRAVEL	-	-	-	12,250
610-0201-413.44-75	DUES AND MEMBERSHIPS	-	-	-	2,695
Support Services		4,397	10,630	6,982	15,725
Minor Capital					
010-0201-413.46-50	FURNITURE AND FIXTURES	\$ 3,085	\$ -	\$ -	\$ -
010-0205-413.46-20	BOOKS AND REFERENCE MATERIALS	95	-	-	-
Minor Capital		3,180	-	-	-
Assistant City Manager		\$ 267,302	\$ 221,123	\$ 208,184	\$ 200,956

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

DIVISION MISSION STATEMENT

The City Auditor Department's mission is to provide independent analyses of City programs and activities to ensure a properly functioning system of internal controls, promote efficiency and effectiveness in City operations, and enhance transparency of the City government.

MISSION ELEMENTS

- ✓ Create audit plans.
- ✓ Conduct audits.
- Issue reports.

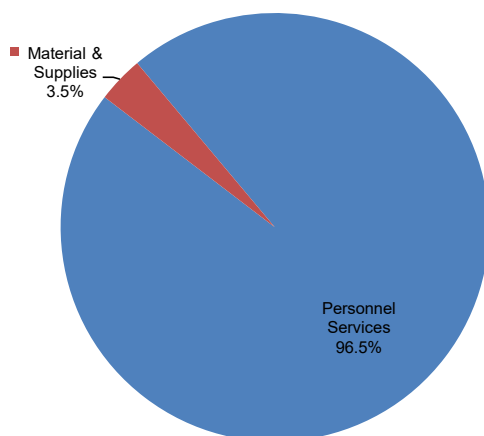
GOALS

- The Audit Plan for Fiscal Year 2020 includes:
- Golf Course: Interim Review of Contractor Performance.
 - Municipal Court: Fine Collections.
 - IT: User Permissions
 - Submit updated Audit Plan to Audit Committee for discussion and approval.

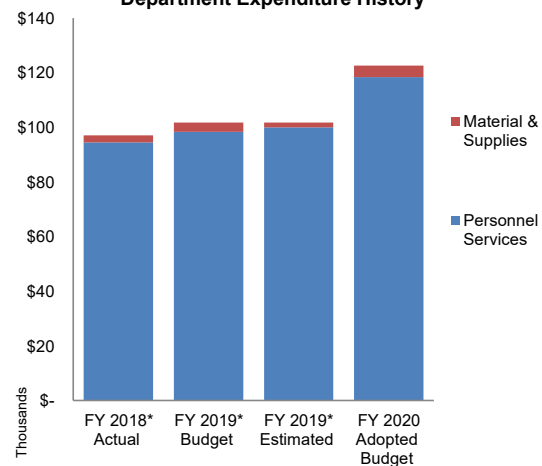
FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 97,135	\$ 101,730	\$ 101,793	\$ 122,693
Total	\$ 97,135	\$ 101,730	\$ 101,793	\$ 122,693
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 94,490	\$ 98,328	\$ 100,067	\$ 118,393
Material & Supplies	2,645	3,402	1,726	4,300
Total	\$ 97,135	\$ 101,730	\$ 101,793	\$ 122,693

Department Expenditures

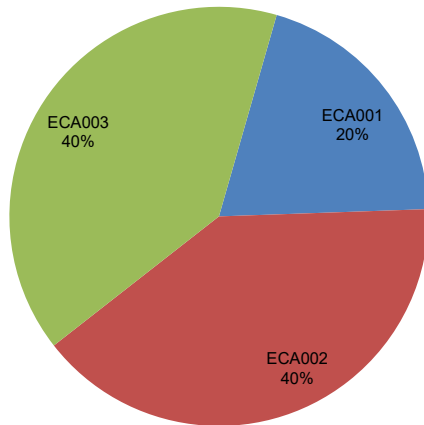


Department Expenditure History

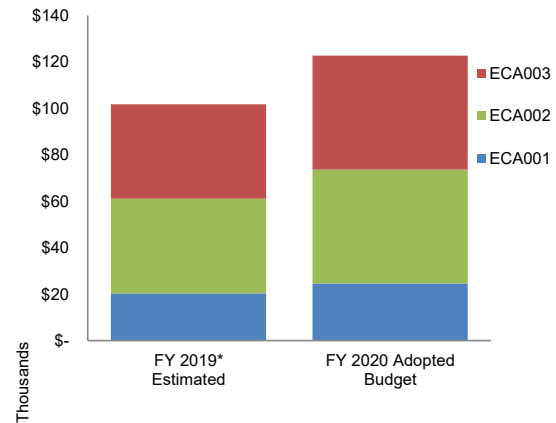


Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
ECA001	Create audit plans.	0.20	416.00	\$ 20,359	\$ 24,539
ECA002	Conduct audits.	0.40	832.00	40,709	49,067
ECA003	Issue reports.	0.40	832.00	40,725	49,087
		<u>1.00</u>	<u>2,080.00</u>	<u>\$ 101,793</u>	<u>\$ 122,693</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing
City Auditor
Total Staffing

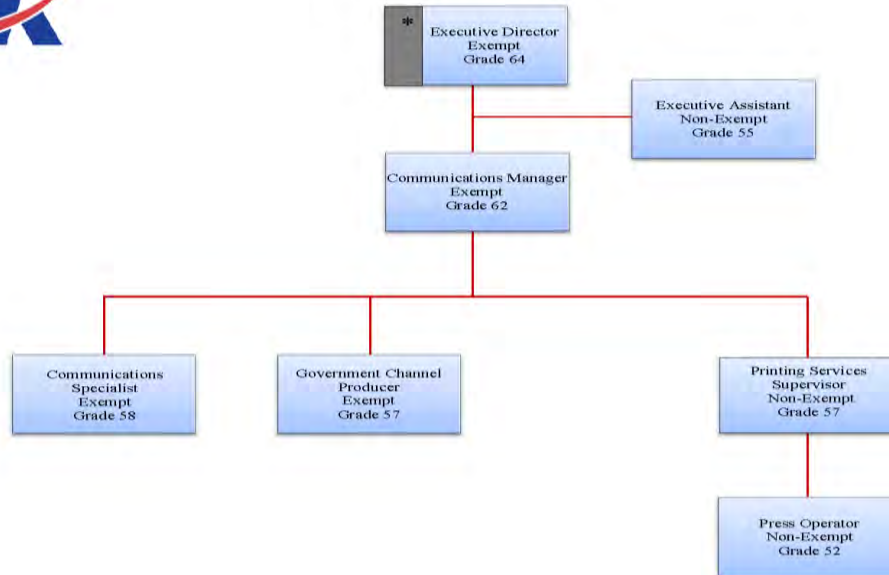
FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
City Auditor					
Personnel Services					
010-0208-413.40-05	FULL-TIME SALARIES	\$ 75,976	\$ 78,407	\$ 79,505	\$ -
010-0208-413.40-25	LONGEVITY	35	96	83	-
010-0208-413.40-81	GROUP INSURANCE	5,280	-	-	-
010-0208-413.40-82	MEDICAL INSURANCE	-	4,941	5,438	-
010-0208-413.40-83	DENTAL INSURANCE	-	276	276	-
010-0208-413.40-84	LIFE INSURANCE	-	18	18	-
010-0208-413.40-85	RETIREMENT - TMRS	7,526	8,753	8,655	-
010-0208-413.40-87	SOCIAL SECURITY	5,543	4,623	4,828	-
010-0208-413.40-88	MEDICARE	-	1,081	1,129	-
010-0208-413.40-89	WORKERS COMPENSATION	129	133	135	-
610-0308-413.40-05	FULL-TIME SALARIES	-	-	-	94,095
610-0308-413.40-25	LONGEVITY	-	-	-	145
610-0308-413.40-82	MEDICAL INSURANCE	-	-	-	5,498
610-0308-413.40-83	DENTAL INSURANCE	-	-	-	275
610-0308-413.40-84	LIFE INSURANCE	-	-	-	18
610-0308-413.40-85	RETIREMENT - TMRS	-	-	-	11,130
610-0308-413.40-87	SOCIAL SECURITY	-	-	-	5,732
610-0308-413.40-88	MEDICARE	-	-	-	1,340
610-0308-413.40-89	WORKERS COMPENSATION	-	-	-	160
	Personnel Services	94,490	98,328	100,067	118,393
Supplies					
010-0208-413.41-10	OFFICE	-	50	35	-
010-0208-413.41-35	PRINT SUPPLIES	99	100	89	-
610-0308-413.41-10	OFFICE	-	-	-	50
610-0308-413.41-35	PRINT SUPPLIES	-	-	-	100
	Supplies	99	150	124	150
Support Services					
010-0208-413.44-05	TELEPHONE	4	15	15	-
010-0208-413.44-30	TRAINING AND TRAVEL	2,332	2,832	1,182	-
010-0208-413.44-75	DUES AND MEMBERSHIPS	210	405	405	-
610-0308-413.44-05	TELEPHONE	-	-	-	25
610-0308-413.44-30	TRAINING AND TRAVEL	-	-	-	3,600
610-0308-413.44-75	DUES AND MEMBERSHIPS	-	-	-	525
	Support Services	2,547	3,252	1,602	4,150
City Auditor		\$ 97,135	\$ 101,730	\$ 101,793	\$ 122,693

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.



Communications

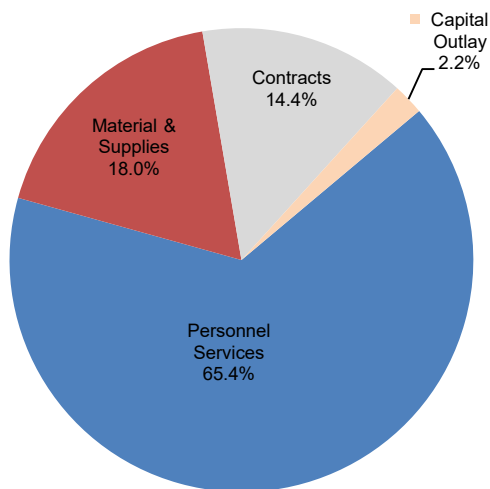


FINANCIAL INFORMATION

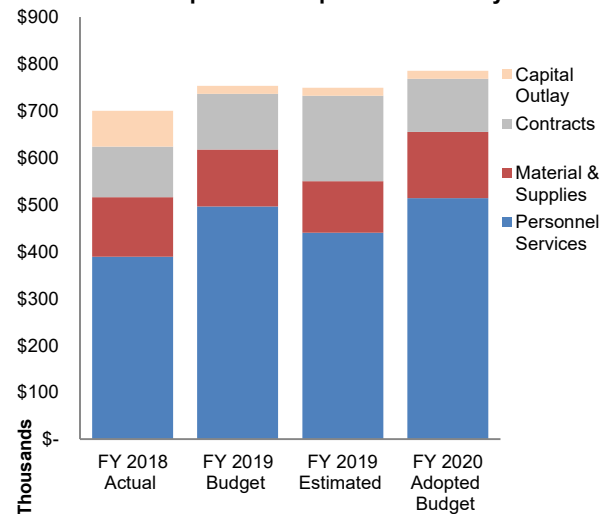
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
Reimbursement	\$ 5,980	\$ 5,980	\$ 5,980	\$ 5,980
General Resources	694,326	747,690	743,664	779,385
Total	\$ 700,306	\$ 753,670	\$ 749,644	\$ 785,365

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 388,631	\$ 495,829	\$ 440,418	\$ 513,880
Material & Supplies	127,363	121,879	109,490	141,213
Contracts	107,577	118,960	182,735	113,270
Capital Outlay	76,735	17,002	17,001	17,002
Total	\$ 700,306	\$ 753,670	\$ 749,644	\$ 785,365

Department Expenditures



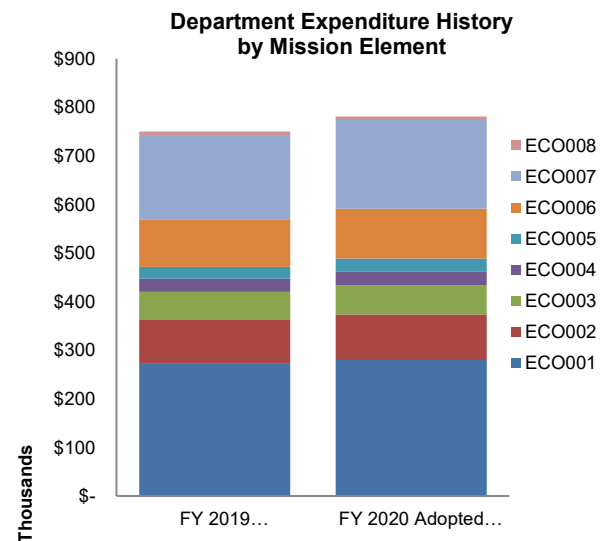
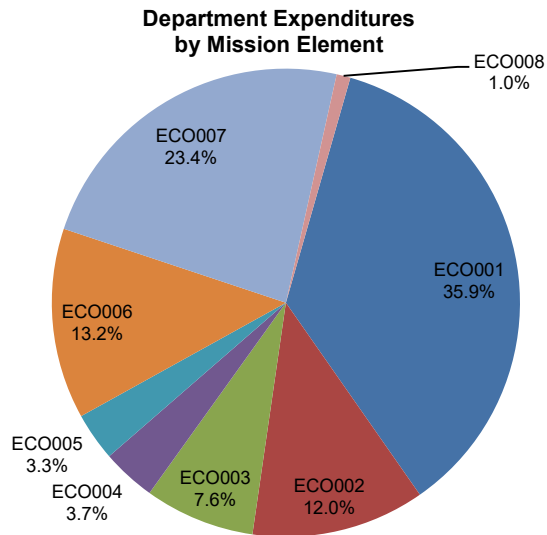
Department Expenditure History

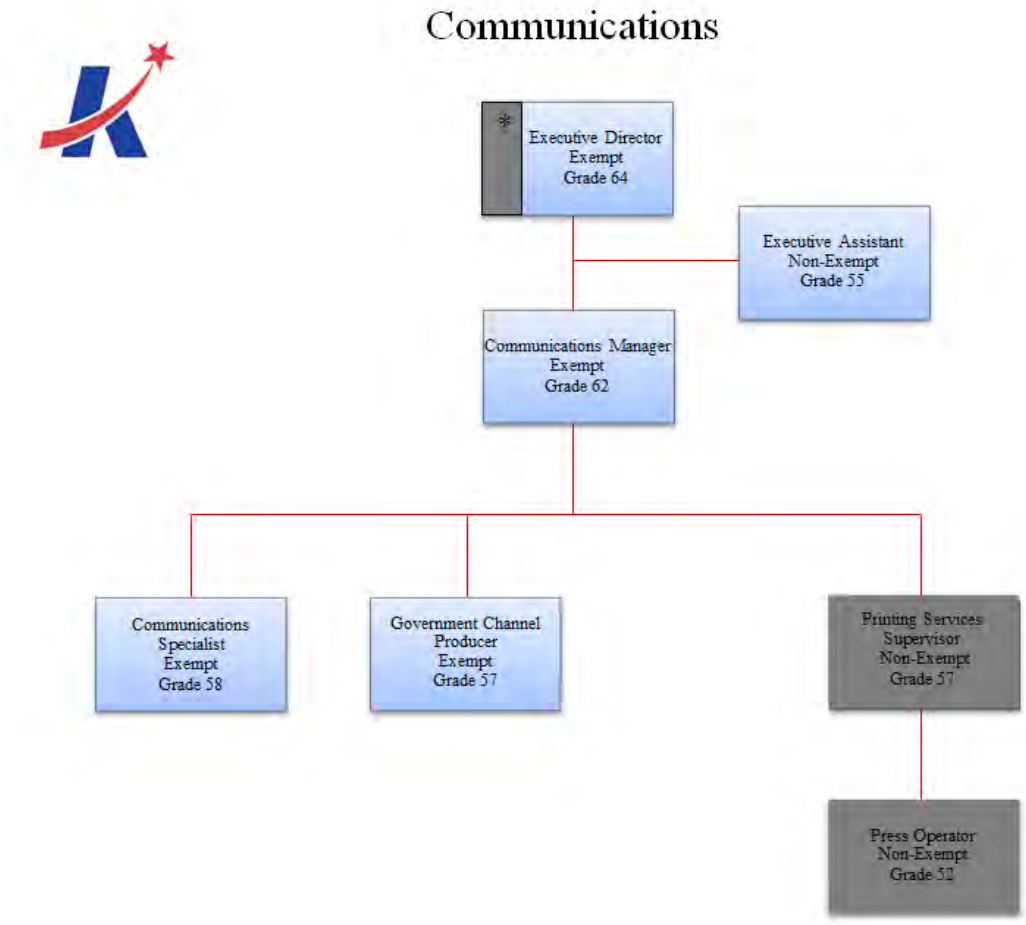


**SUPPORT SERVICES
COMMUNICATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Adopted Budget
ECO001	Disseminate information to external audiences.	3.30	6,864.00	\$ 270,705	\$ 281,325
ECO002	Disseminate information to internal audiences.	1.00	2,080.00	90,918	94,485
ECO003	Support media relations.	0.50	1,040.00	58,507	60,802
ECO004	Assist City Council in developing legislative principles.	0.02	41.60	27,075	29,105
ECO005	Establish and maintain relationships with state and federal elected officials and agencies.	0.06	124.80	24,478	26,314
ECO006	Advocate the City's interests to state and federal legislators and agencies directly and through lobbyists.	0.12	249.60	96,129	103,337
ECO007	Print materials used by City departments.	1.90	3,952.00	174,655	182,498
ECO008	Coordinate and manage contracted printing.	0.10	208.00	7,177	7,499
		7.00	14,560.00	\$ 749,644	\$ 785,365





DIVISION MISSION STATEMENT

The Communications Department's mission is to promote a well-informed public about City issues, programs, and services.

MISSION ELEMENTS

- Disseminate information to external audiences.
- Disseminate information to internal audiences.
- Support media relations.

GOALS

- Advance Strategic Communications Plan to increase departmental support.
- Activate new media studio and add original programs.
- Host Killeen Citizens Academy.
- Host four public engagement events.
- Improve website and social media content.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 327,775	\$ 415,006	\$ 420,130	\$ 436,612
\$ 327,775	\$ 415,006	\$ 420,130	\$ 436,612

Expenditure Summary

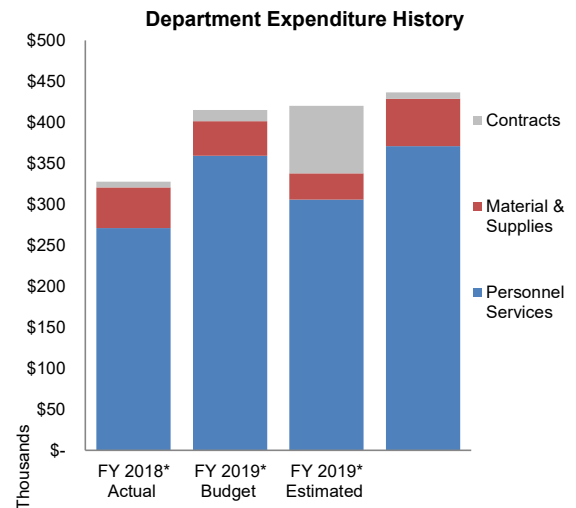
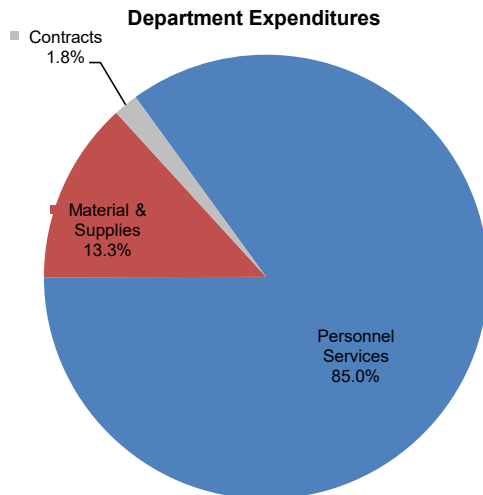
Personnel Services

Material & Supplies

Contracts

Total

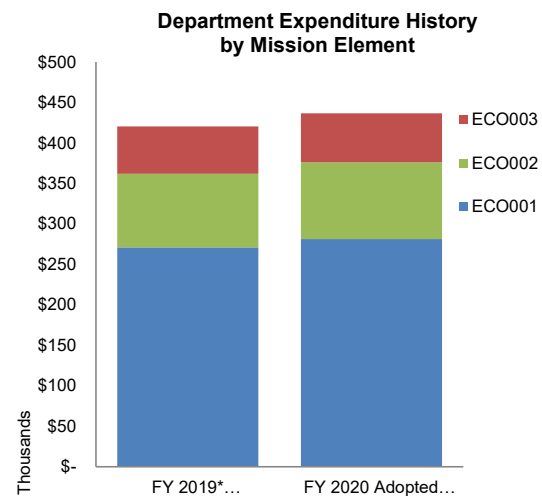
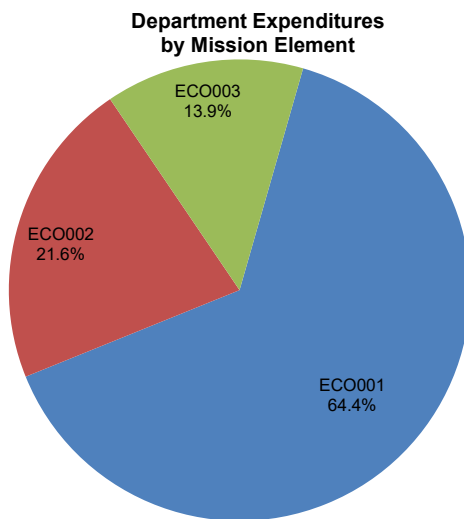
FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 271,246	\$ 359,382	\$ 305,670	\$ 370,954
49,569	42,164	32,225	57,888
6,959	13,460	82,235	7,770
\$ 327,775	\$ 415,006	\$ 420,130	\$ 436,612



**SUPPORT SERVICES
COMMUNICATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
ECO001	Disseminate information to external audiences.	3.30	6,864.00	\$ 270,705	\$ 281,325
ECO002	Disseminate information to internal audiences.	1.00	2,080.00	90,918	\$ 94,485
ECO003	Support media relations.	0.50	1,040.00	58,507	\$ 60,802
		<u>4.80</u>	<u>9,984.00</u>	<u>\$ 420,130</u>	<u>\$ 436,612</u>



	FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
Staffing			
Communications Manager ¹	-	1.00	1.00
Communications Specialist ¹	-	1.00	1.00
Community Engagement Coordinator ¹	1.00	-	-
Executive Assistant	1.00	1.00	1.00
Executive Director of Communications ²	0.90	0.80	0.80
Government Channel Producer	1.00	1.00	1.00
Public Information Officer ¹	1.00	-	-
Total Staffing	<u>4.90</u>	<u>4.80</u>	<u>4.80</u>

¹ - Reclassified positions during FY 2018*

² - Transferred 0.20 of position to Legislative Affairs Division

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Communications					
Personnel Services					
010-0405-414.40-05	FULL-TIME SALARIES	\$ 212,043	\$ 276,644	\$ 232,966	\$ -
010-0405-414.40-15	OVERTIME	-	-	2,500	-
010-0405-414.40-25	LONGEVITY	1,394	1,507	1,406	-
010-0405-414.40-50	CAR ALLOWANCE	2,700	2,400	2,400	-
010-0405-414.40-70	VACATION-4TH WEEK BUYBK.	-	600	600	-
010-0405-414.40-81	GROUP INSURANCE	17,077	-	-	-
010-0405-414.40-82	MEDICAL INSURANCE	-	23,719	20,991	-
010-0405-414.40-83	DENTAL INSURANCE	-	1,324	1,094	-
010-0405-414.40-84	LIFE INSURANCE	-	86	71	-
010-0405-414.40-85	RETIREMENT - TMRS	21,400	31,348	25,640	-
010-0405-414.40-87	SOCIAL SECURITY	16,265	17,243	14,263	-
010-0405-414.40-88	MEDICARE	-	4,033	3,336	-
010-0405-414.40-89	WORKERS COMPENSATION	367	478	403	-
610-0405-414.40-05	FULL-TIME SALARIES	-	-	-	282,290
610-0405-414.40-25	LONGEVITY	-	-	-	1,738
610-0405-414.40-50	CAR ALLOWANCE	-	-	-	2,400
610-0405-414.40-70	VACATION-4TH WEEK BUYBK.	-	-	-	600
610-0405-414.40-82	MEDICAL INSURANCE	-	-	-	26,390
610-0405-414.40-83	DENTAL INSURANCE	-	-	-	1,324
610-0405-414.40-84	LIFE INSURANCE	-	-	-	86
610-0405-414.40-85	RETIREMENT - TMRS	-	-	-	33,898
610-0405-414.40-87	SOCIAL SECURITY	-	-	-	17,619
610-0405-414.40-88	MEDICARE	-	-	-	4,121
610-0405-414.40-89	WORKERS COMPENSATION	-	-	-	488
	Personnel Services	271,246	359,382	305,670	370,954
Supplies					
010-0405-414.41-10	OFFICE	1,207	750	456	-
010-0405-414.41-15	POSTAGE/CARRIER SERVICE	-	50	30	-
010-0405-414.41-25	SUBSCRIPTION/PUBLICATIONS	78	78	78	-
010-0405-414.41-27	PUBLIC OUTREACH	481	6,000	3,811	-
010-0405-414.41-30	FUEL	128	500	211	-
010-0405-414.41-35	PRINT SUPPLIES	9,156	16,000	15,229	-
010-0405-414.41-40	COMPUTER SUPPLIES	36	500	-	-
610-0405-414.41-10	OFFICE	-	-	-	750
610-0405-414.41-15	POSTAGE/CARRIER SERVICE	-	-	-	90
610-0405-414.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	88
610-0405-414.41-27	PUBLIC OUTREACH	-	-	-	10,000
610-0405-414.41-30	FUEL	-	-	-	500
610-0405-414.41-35	PRINT SUPPLIES	-	-	-	20,000
610-0405-414.41-40	COMPUTER SUPPLIES	-	-	-	500
	Supplies	11,085	23,878	19,815	31,928
Repair & Maintenance					
010-0405-414.42-43	COMPUTER/SOFTWARE MAINT	-	-	82	-
010-0405-414.43-15	VEHICLE REPAIR/MAINT	80	1,000	280	-
610-0405-414.43-15	VEHICLE REPAIR/MAINT	-	-	-	1,000
	Repair & Maintenance	80	1,000	362	1,000

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Support Services					
010-0405-414.44-05	TELEPHONE	\$ 1,492	\$ 735	\$ 735	\$ -
010-0405-414.44-07	CABLE SERVICES	449	-	-	-
010-0405-414.44-10	EQUIPMENT RENTAL/LEASE	3,094	3,100	3,094	-
010-0405-414.44-25	LEGAL AND PUBLIC NOTICES	6,914	2,216	1,000	-
010-0405-414.44-30	TRAINING AND TRAVEL	3,453	5,500	4,479	-
010-0405-414.44-33	EMPLOYEE APPRECIATION	2,787	3,500	541	-
010-0405-414.44-75	DUES AND MEMBERSHIPS	2,105	2,235	2,199	-
610-0405-414.44-05	TELEPHONE	-	-	-	735
610-0405-414.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	3,100
610-0405-414.44-25	LEGAL AND PUBLIC NOTICES	-	-	-	4,500
610-0405-414.44-30	TRAINING AND TRAVEL	-	-	-	7,500
610-0405-414.44-33	EMPLOYEE APPRECIATION	-	-	-	7,500
610-0405-414.44-75	DUES AND MEMBERSHIPS	-	-	-	1,625
Support Services		20,293	17,286	12,048	24,960
Minor Capital					
010-0405-414.46-40	COMPUTER EQUIP/SOFTWARE	15,252	-	-	-
010-0405-414.46-50	FURNITURE AND FIXTURES	2,858	-	-	-
Minor Capital		18,110	-	-	-
Professional Services					
010-0405-414.47-01	CONSULTING	6,959	13,460	13,460	-
010-0405-414.47-99	SPECIAL SERVICES	-	-	68,775	-
610-0405-414.47-01	CONSULTING	-	-	-	7,770
Professional Services		6,959	13,460	82,235	7,770
Communications		\$ 327,775	\$ 415,006	\$ 420,130	\$ 436,612

Mission Element 1: Disseminate information to external audiences.**Operational Targets:** Essential department functions within the mission element.

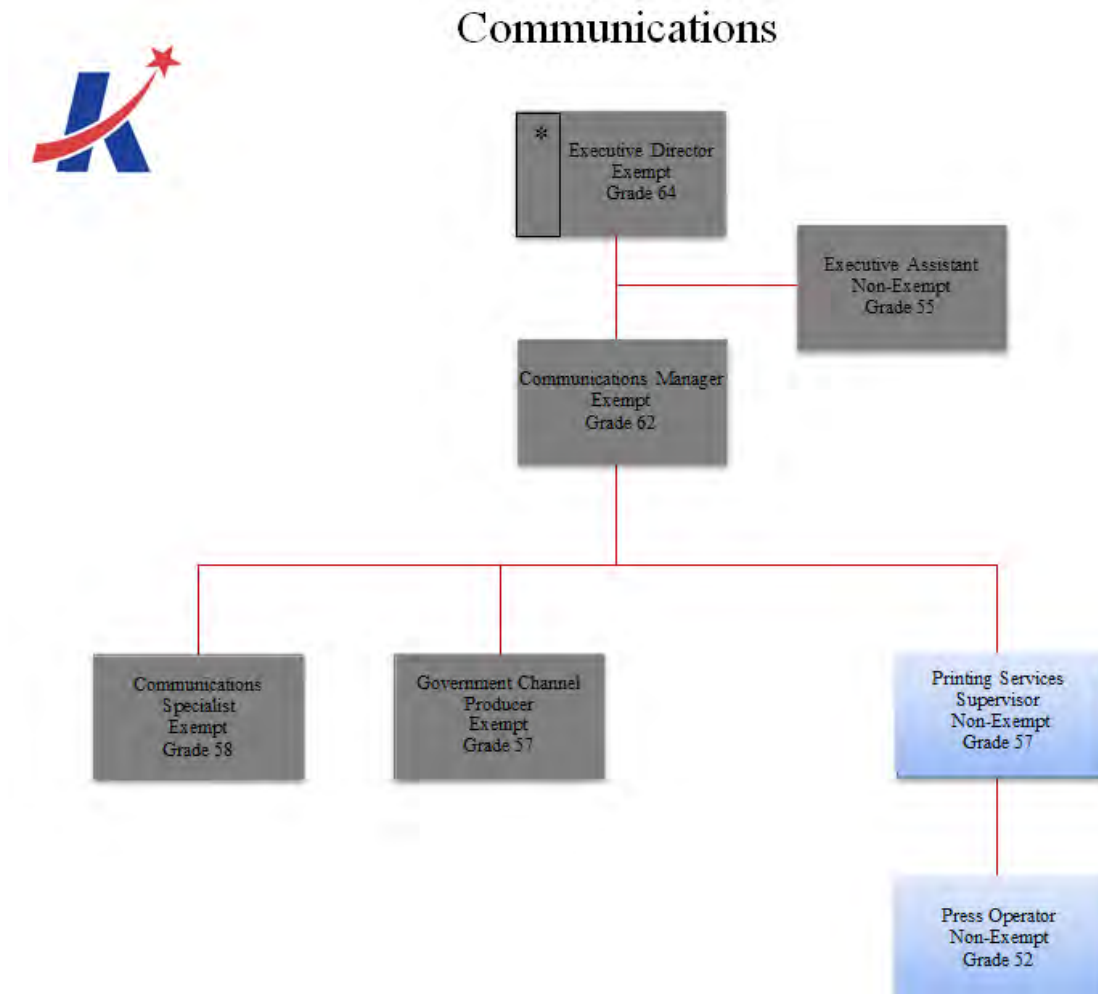
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain website daily.	900	365	N/A	365	365	365	365
Issue news releases.	520	200	200	196	200	238	220
Produce City Insight.	120	3	3	2	3	2	2
Create and distribute annual report.	72	1	1	1	1	1	1
Produce City Council meetings.	536	48	24	33	48	54	48
Attract web hits annually.	N/A	1 million	1 million	881,325	1 million	996,552	1 million
Maintain social media daily.	560	365	365	365	365	365	365
Create Facebook posts.	412	>300	300	312	>250	396	>300
Grow Facebook audience annually.	N/A	>10%	12%	13%	>10%	15%	>10%
Create program videos.	480	>12	>12	14	18	8	24
Produce Good News Killeen.	360	26	26	25	22	22	26
Produce Mayoral correspondence.	248	100	N/A	105	100	81	90
Produce flyers/posters/graphics.	600	>50	>50	122	>50	302	>100
Strategic project support.	870	12	N/A	18	15	18	15
Organizational advancement.	580	12	N/A	18	12	11	10
Administrative tasks.	810	N/A	N/A	N/A	N/A	N/A	N/A
Host Citizens Academy.	240	1	N/A	N/A	1	1	1
Host About Town Events.	80	1	N/A	1	3	3	4

Mission Element 2: Disseminate information to internal audiences.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Produce issues of City Beat.	336	12	12	2	12	12	12
Distribute all employee emails.	72	50	N/A	66	50	80	70
Produce training videos.	0	4	4	4	4	0	4
Employee of the Month Awards.	48	12	12	12	12	12	12
Produce phone guide.	60	1	N/A	1	1	1	1
Provide Communications support to departments.	982	N/A	N/A	N/A	N/A	N/A	N/A

Mission Element 3: Support media relations.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Return of news stories to news releases.	N/A	>1.25	>1.25	1.22	1.25	1.04	1.25
Number of media requests received.	N/A	N/A	N/A	N/A	N/A	228	N/A
Respond to media requests within 24 hours.	1098	90%	N/A	N/A	90%	97%	95%



DIVISION MISSION STATEMENT

The Printing Services Division's mission is to produce high-quality printed materials in support of organizational missions.

MISSION ELEMENTS

- Print materials used by City departments.
- Coordinate and manage contracted printing.

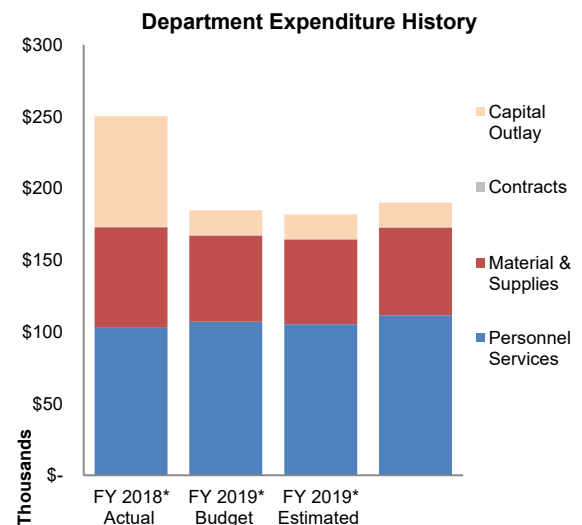
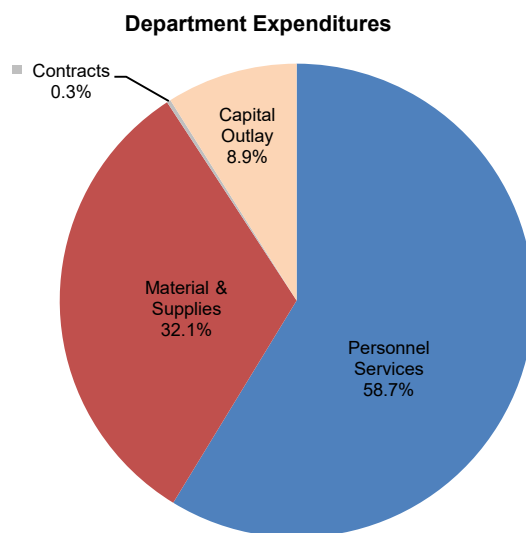
GOALS

- Evaluate pricing structure and propose/implement changes.
- Implement print review process and performance standards.
- Explore additional services to be offered.

FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 250,093	\$ 184,529	\$ 181,832	\$ 189,997
Total	<u>\$ 250,093</u>	<u>\$ 184,529</u>	<u>\$ 181,832</u>	<u>\$ 189,997</u>

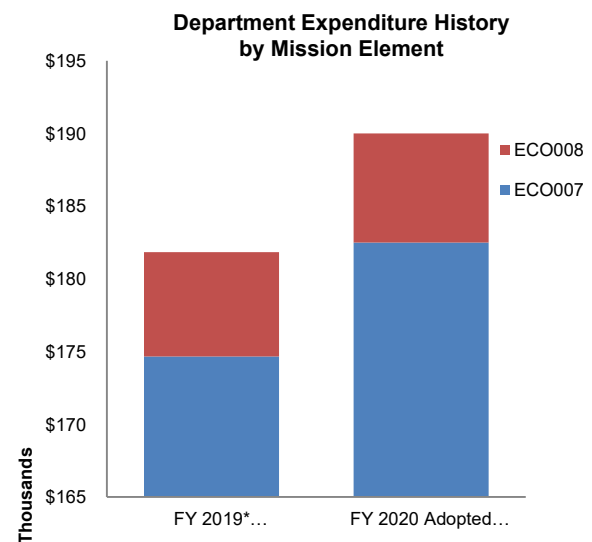
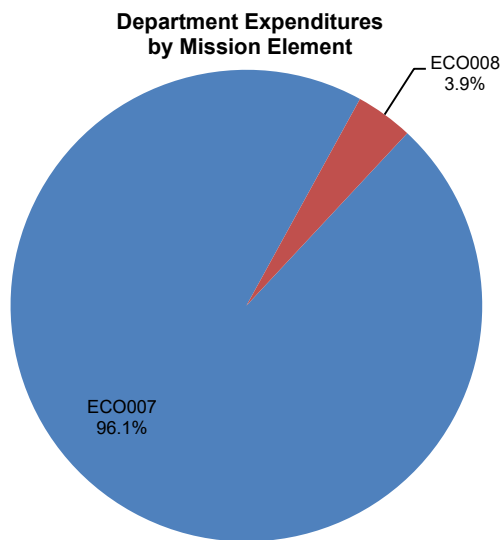
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 103,117	\$ 106,912	\$ 105,289	\$ 111,569
Material & Supplies	69,623	60,115	59,042	60,926
Contracts	618	500	500	500
Capital Outlay	76,735	17,002	17,001	17,002
Total	<u>\$ 250,093</u>	<u>\$ 184,529</u>	<u>\$ 181,832</u>	<u>\$ 189,997</u>



**SUPPORT SERVICES
PRINTING SERVICES**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
ECO007	Print materials used by City departments.	1.90	3,952.00	\$ 174,655	\$ 182,498
ECO008	Coordinate and manage contracted printing.	0.10	208.00	7,177	7,499
		<u>2.00</u>	<u>4,160.00</u>	<u>\$ 181,832</u>	<u>\$ 189,997</u>



Staffing

Press Operator
Supervisor (Print Services)

Total Staffing

FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
1.00	1.00	1.00
1.00	1.00	1.00
<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Printing Services					
Personnel Services					
010-0406-414.40-05	FULL-TIME SALARIES	\$ 79,801	\$ 82,284	\$ 82,236	\$ -
010-0406-414.40-15	OVERTIME	283	-	-	-
010-0406-414.40-25	LONGEVITY	1,169	1,824	1,248	-
010-0406-414.40-70	VACATION-4TH WEEK BUYBK.	-	600	-	-
010-0406-414.40-81	GROUP INSURANCE	6,873	-	-	-
010-0406-414.40-82	MEDICAL INSURANCE	-	4,941	4,941	-
010-0406-414.40-83	DENTAL INSURANCE	-	552	552	-
010-0406-414.40-84	LIFE INSURANCE	-	36	36	-
010-0406-414.40-85	RETIREMENT - TMRS	8,045	9,445	9,075	-
010-0406-414.40-87	SOCIAL SECURITY	6,086	5,136	5,118	-
010-0406-414.40-88	MEDICARE	-	1,201	1,197	-
010-0406-414.40-89	WORKERS COMPENSATION	861	893	886	-
610-0406-414.40-05	FULL-TIME SALARIES	-	-	-	85,047
610-0406-414.40-25	LONGEVITY	-	-	-	1,944
610-0406-414.40-70	VACATION-4TH WEEK BUYBK.	-	-	-	600
610-0406-414.40-82	MEDICAL INSURANCE	-	-	-	5,498
610-0406-414.40-83	DENTAL INSURANCE	-	-	-	552
610-0406-414.40-84	LIFE INSURANCE	-	-	-	36
610-0406-414.40-85	RETIREMENT - TMRS	-	-	-	10,344
610-0406-414.40-87	SOCIAL SECURITY	-	-	-	5,370
610-0406-414.40-88	MEDICARE	-	-	-	1,255
610-0406-414.40-89	WORKERS COMPENSATION	-	-	-	923
Personnel Services		103,117	106,912	105,289	111,569
Supplies					
010-0406-414.41-10	OFFICE	334	300	285	-
010-0406-414.41-20	UNIFORMS AND CLOTHING	627	848	848	-
010-0406-414.41-35	PRINT SUPPLIES	3,576	3,700	3,000	-
010-0406-414.41-65	MINOR TOOLS	-	300	220	-
610-0406-414.41-10	OFFICE	-	-	-	559
610-0406-414.41-20	UNIFORMS AND CLOTHING	-	-	-	1,360
610-0406-414.41-35	PRINT SUPPLIES	-	-	-	4,180
Supplies		4,536	5,148	4,353	6,099
Repair & Maintenance					
010-0406-414.42-10	BUILDING MAINTENANCE	1,225	-	-	-
010-0406-414.43-50	MACHINERY	1,015	2,500	2,500	-
610-0406-414.43-50	MACHINERY	-	-	-	2,500
Repair & Maintenance		2,240	2,500	2,500	2,500
Support Services					
010-0406-414.44-05	TELEPHONE	4	500	15	-
010-0406-414.44-10	EQUIPMENT RENTAL/LEASE	50,667	50,667	50,667	-
010-0406-414.44-28	NOTICES REQUIRED BY LAW	-	-	207	-
610-0406-414.44-05	TELEPHONE	-	-	-	250
610-0406-414.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	50,677
Support Services		50,671	51,167	50,889	50,927

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Minor Capital					
010-0406-414.46-35	EQUIPMENT AND MACHINERY	\$ 7,048	\$ -	\$ -	\$ -
010-0406-414.46-40	COMPUTER EQUIP/SOFTWARE	349	1,300	1,300	-
010-0406-414.46-50	FURNITURE AND FIXTURES	4,779	-	-	-
610-0406-414.46-40	COMPUTER EQUIP/SOFTWARE	-	-	-	1,400
	Minor Capital	12,176	1,300	1,300	1,400
Professional Services					
010-0406-414.47-99	SPECIAL SERVICES	560	-	-	-
	Professional Services	560	-	-	-
Designated Expenses					
010-0406-414.50-40	REFUSE DISPOSAL COSTS	\$ 58	\$ 500	\$ 500	\$ -
610-0406-414.50-40	REFUSE DISPOSAL COSTS	-	-	-	500
	Designated Expenses	58	500	500	500
Capital Outlay					
010-0406-414.61-35	MACHINERY AND EQUIPMENT	-	17,002	17,001	-
010-0406-414.61-70	LEASE ASSETS	76,735	-	-	-
610-0406-414.61-35	MACHINERY AND EQUIPMENT	-	-	-	17,002
	Capital Outlay	76,735	17,002	17,001	17,002
	Printing Services	\$ 250,093	\$ 184,529	\$ 181,832	\$ 189,997

Mission Element 1: Print materials used by City departments.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process work orders.	405	900	900	856	900	890	900
Produce printed materials.	3,447	4,000,000	4,000,000	3,867,657	4,000,000	3,500,000	3,500,000
Work order completion time.	N/A	<10 days	<7 days	<5 days	<7 days	<3 days	<5 days
Customer satisfaction.	204	>95%	>95%	98%	>95%	98%	95%

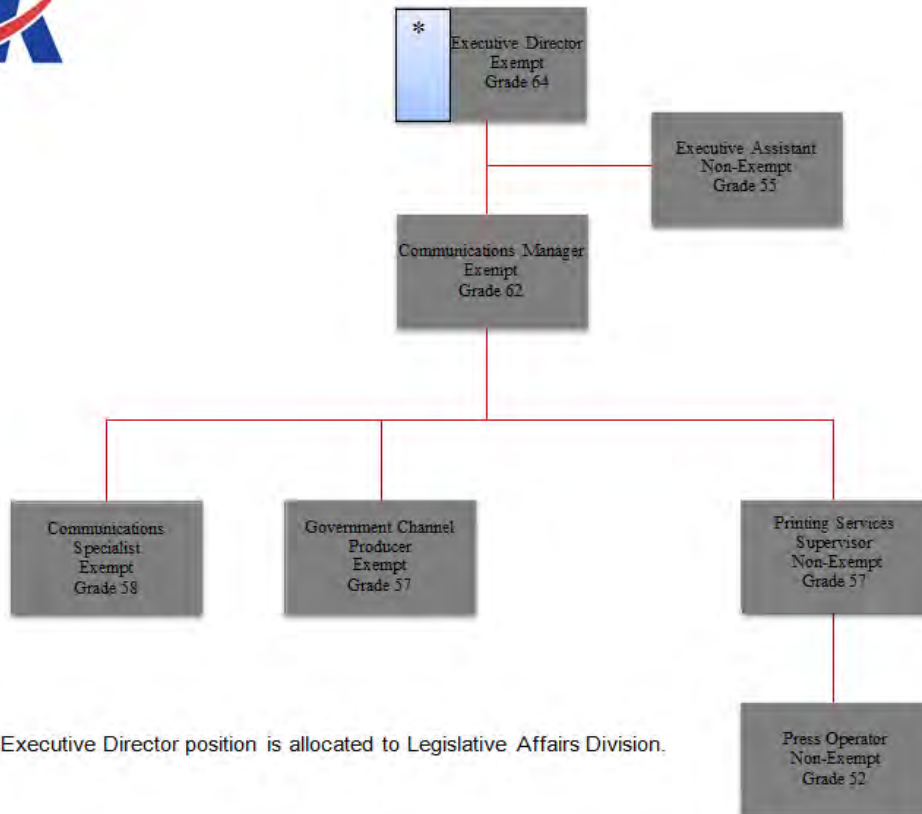
Mission Element 2: Coordinate and manage contracted printing.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Outsource printing jobs.	104	4	5	4	4	4	4



Communications



* 20% Executive Director position is allocated to Legislative Affairs Division.

DIVISION MISSION STATEMENT

Legislative Affairs' mission is to advocate City interests to state and federal legislators and agencies.

MISSION ELEMENTS

- Assist City Council in developing legislative principles.
- Establish and maintain relationships with state and federal elected officials and agencies.
- Advocate the City's interests to state and federal legislators and agencies directly and through lobbyists.

GOALS

- Develop state and federal legislative principles for Council adoption.
- Support interim state legislative efforts.
- Strengthen federal legislative efforts.

FINANCIAL INFORMATION

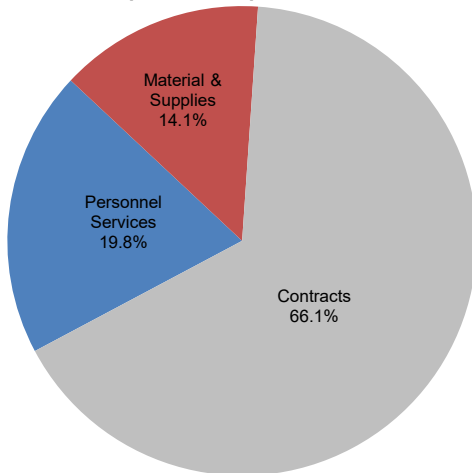
Revenue Summary

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Reimbursement	\$ 5,980	\$ 5,980	\$ 5,980	\$ 5,980
General Resources	116,458	148,155	141,702	152,776
Total	\$ 122,438	\$ 154,135	\$ 147,682	\$ 158,756

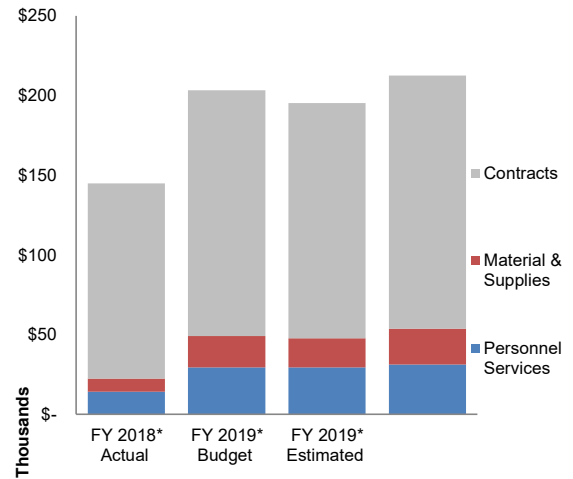
Expenditure Summary

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	Adopted Budget
Personnel Services	\$ 14,268	\$ 29,535	\$ 29,459	\$ 31,357
Material & Supplies	8,170	19,600	18,223	22,399
Contracts	100,000	105,000	100,000	105,000
Total	\$ 122,438	\$ 154,135	\$ 147,682	\$ 158,756

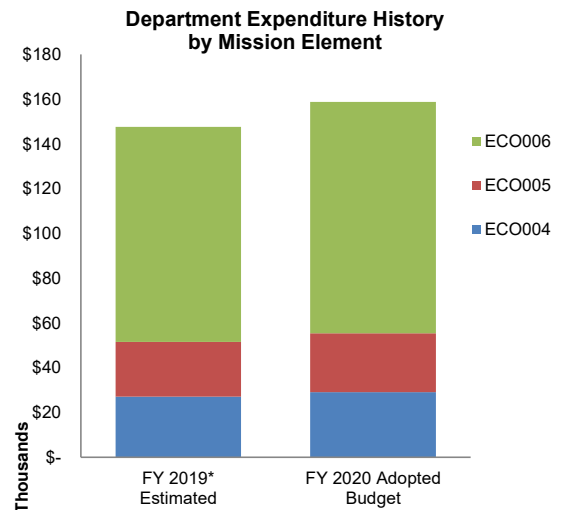
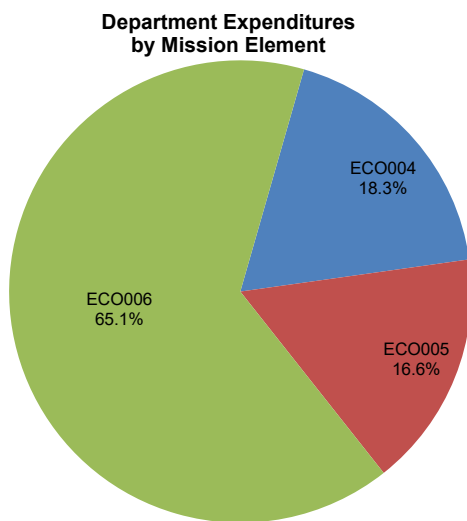
Department Expenditures



Department Expenditure History



Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
ECO004	Assist City Council in developing legislative principles.	0.02	41.60	\$ 27,075	\$ 29,105
ECO005	Establish and maintain relationships with state and federal elected officials and agencies.	0.06	124.80	24,478	26,314
ECO006	Advocate the City's interests to state and federal legislators and agencies directly and through lobbyists.	0.12	249.60	96,129	103,337
		<u>0.20</u>	<u>416.00</u>	<u>\$ 147,682</u>	<u>\$ 158,756</u>



Staffing

Executive Director of Communications ¹

Total Staffing

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
Executive Director of Communications ¹	0.10	0.10	0.20
Total Staffing	<u>0.10</u>	<u>0.10</u>	<u>0.20</u>

¹ - Transferred 0.20 of position from Communications to Legislative Affairs Division

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Legislative Affairs					
Personnel Services					
010-0407-414.40-05	FULL-TIME SALARIES	\$ 11,294	\$ 23,174	\$ 23,174	\$ -
010-0407-414.40-25	LONGEVITY	78	173	163	-
010-0407-414.40-50	CAR ALLOWANCE	300	600	600	-
010-0407-414.40-81	GROUP INSURANCE	528	-	-	-
010-0407-414.40-82	MEDICAL INSURANCE	-	988	988	-
010-0407-414.40-83	DENTAL INSURANCE	-	55	55	-
010-0407-414.40-84	LIFE INSURANCE	-	4	4	-
010-0407-414.40-85	RETIREMENT - TMRS	1,156	2,670	2,605	-
010-0407-414.40-87	SOCIAL SECURITY	892	1,483	1,482	-
010-0407-414.40-88	MEDICARE	-	347	347	-
010-0407-414.40-89	WORKERS COMPENSATION	20	41	41	-
610-0407-414.40-05	FULL-TIME SALARIES	-	-	-	24,464
610-0407-414.40-25	LONGEVITY	-	-	-	182
610-0407-414.40-50	CAR ALLOWANCE	-	-	-	600
610-0407-414.40-82	MEDICAL INSURANCE	-	-	-	1,100
610-0407-414.40-83	DENTAL INSURANCE	-	-	-	56
610-0407-414.40-84	LIFE INSURANCE	-	-	-	3
610-0407-414.40-85	RETIREMENT - TMRS	-	-	-	2,982
610-0407-414.40-87	SOCIAL SECURITY	-	-	-	1,561
610-0407-414.40-88	MEDICARE	-	-	-	366
610-0407-414.40-89	WORKERS COMPENSATION	-	-	-	43
Personnel Services		14,268	29,535	29,459	31,357
Supplies					
010-0407-414.41-10	OFFICE	-	100	40	-
610-0407-414.41-10	OFFICE	-	-	-	199
Supplies		-	100	40	199
Support Services					
010-0407-414.44-30	TRAINING AND TRAVEL	691	7,500	6,225	-
010-0407-414.44-75	DUES AND MEMBERSHIPS	7,479	12,000	10,469	-
610-0407-414.44-30	TRAINING AND TRAVEL	-	-	-	7,500
610-0407-414.44-75	DUES AND MEMBERSHIPS	-	-	-	14,700
Support Services		8,170	19,500	16,694	22,200
Minor Capital					
010-0407-414.46-40	COMPUTER EQUIP/SOFTWARE	-	-	1,489	-
Minor Capital		-	-	1,489	-
Professional Services					
010-0407-414.47-01	CONSULTING ¹	100,000	105,000	100,000	-
610-0407-414.47-01	CONSULTING	-	-	-	105,000
Professional Services		100,000	105,000	100,000	105,000
Legislative Affairs		\$ 122,438	\$ 154,135	\$ 147,682	\$ 158,756

¹ - Realigned Schlueter Group from City Manager and Texas Mayors of Military Cities from City Council

Mission Element 1: Assist City Council in developing legislative principles.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Draft State Legislative Principles.	0	1	1	1	1	1	N/A
Draft Federal Legislative Principles.	24	1	1	1	1	1	1

Mission Element 2: Establish and maintain relationships with state and federal elected officials and agencies.**Operational Targets:** Essential department functions within the mission element.

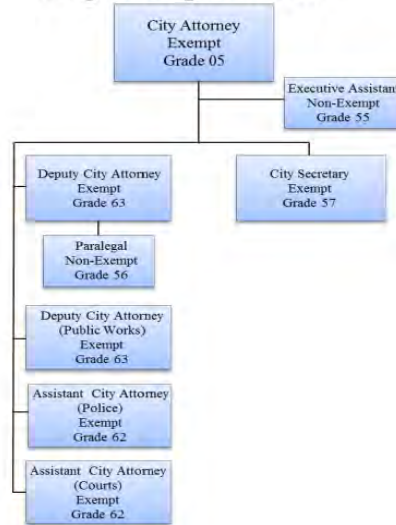
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Update legislator and staff contact list annually.	4	1	1	1	1	1	1
Make annual local/regional offices visits.	30	100%	100%	100%	100%	100%	100%
Visit State Capitol offices as needed.	60	100%	100%	100%	100%	100%	100%
Make contact with all legislative offices at least quarterly.	12	100%	100%	100%	100%	100%	100%

Mission Element 3: Advocate the City's interests to state and federal legislators and agencies directly and through lobbyists.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide legislative principles and supporting documentation to all appropriate legislators.	42	100%	100%	100%	100%	100%	100%
Provide legislative principles and supporting documentation to lobbyist.	0	100%	100%	100%	100%	100%	N/A
Attend Legislative Session/Interim	100	100%	100%	100%	100%	100%	100%
Submit testimony at all applicable Texas interim and session hearings.	60	100%	100%	100%	100%	100%	100%
Submit comments on all applicable bills/issues.	48	100%	100%	100%	100%	100%	100%
Create interim strategies to address priority state issues.	60	100%	N/A	N/A	N/A	N/A	100%



Legal Department



FINANCIAL INFORMATION

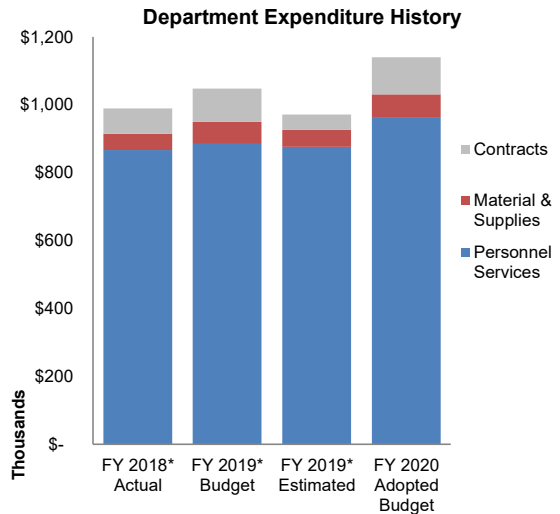
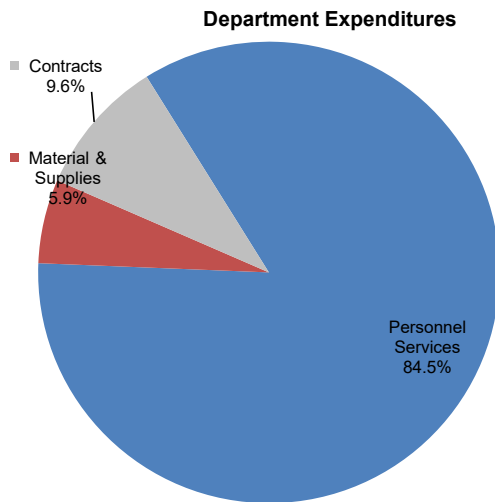
	FY 2018*	FY 2019*	FY 2019*	FY 2020
	Actual	Budget	Estimated	Adopted Budget
Revenue Summary				
Taxi Cab Franchise Fees	\$ 2,225	\$ 2,961	\$ 2,279	\$ 2,965
Alcohol Permits	13,920	40,000	40,215	20,000
Election Fees	34,598	35,000	35,000	35,000
General Resources	938,337	969,450	893,597	1,081,459
Total	\$ 989,080	\$ 1,047,411	\$ 971,091	\$ 1,139,424

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Expenditure Summary

Personnel Services
Material & Supplies
Contracts
Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 866,421	\$ 884,719	\$ 875,733	\$ 963,107
48,391	64,496	50,477	67,088
74,268	98,196	44,881	109,229
\$ 989,080	\$ 1,047,411	\$ 971,091	\$ 1,139,424

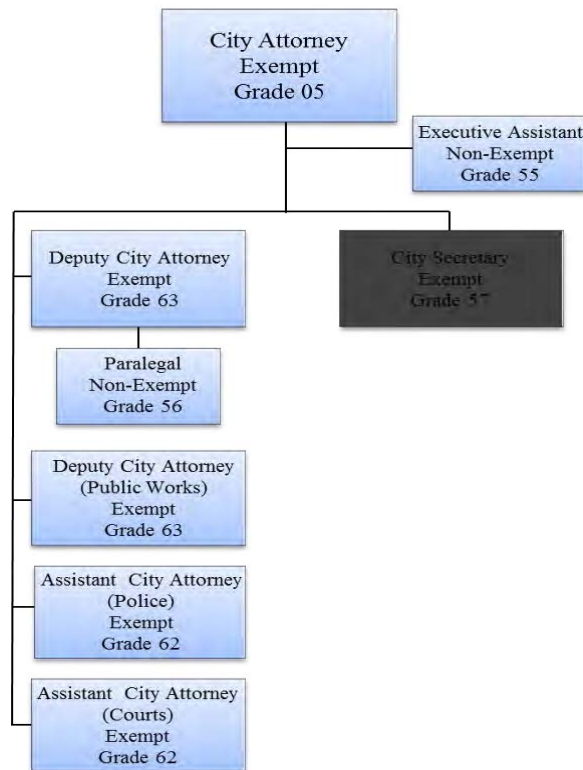


Staffing

Assistant City Attorney (Courts)
Assistant City Attorney (Police)
City Attorney
Deputy City Attorney
Deputy City Attorney (Public Works)
Executive Assistant
Paralegal ¹
City Secretary
Total Staffing

FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.50
1.00	1.00	1.00
8.00	8.00	8.50

¹ - In FY 2020, added part time Paralegal



DIVISION MISSION STATEMENT

The mission of the City Attorney's Office is to advance, support, and defend the city's interest by providing efficient and effective legal services to the City of Killeen.

MISSION ELEMENTS

- Provide ongoing advice to city officials.
- Prepare and review legal documents.
- Process public information requests and appeals to Attorney General.
- Prosecute persons accused of violating state laws and city ordinances.

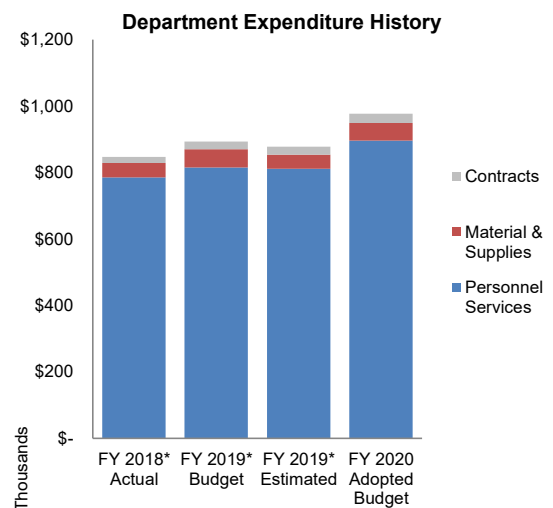
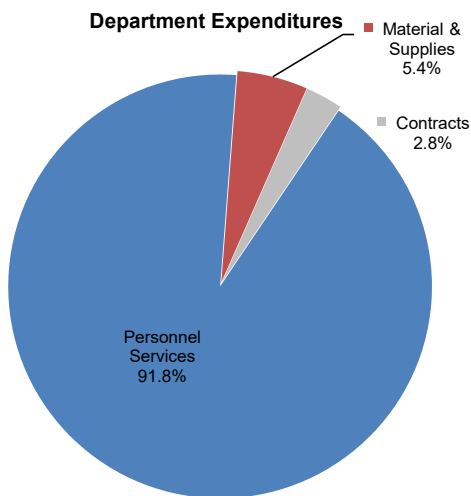
GOALS

- Advise City departments on new legislation and assist with implementation
- Develop Open Records policy and Employee Training
- Revise procedures relating to the processing of bankruptcies filed by those owing money to the city
- Draft/review ordinances updating the City's development codes, to include improved roadway standards, Traffic Impact Analysis requirement, and street connectivity requirements
- Assist with review and update of City smoking policies and ordinance as applies to City employees
- Develop guidelines for handling Errors and Omissions claims
- Assist in revising social media policy for police department
- Review and prosecute misdemeanor offenses filed with the Municipal Court and hold offenders accountable through deferred disposition, convictions, trials, and alternative means (i.e. Teen Court, Pretrial Diversion, Payment of Restitution to City). Attempt to dispose of cases prior to trial

FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 846,768	\$ 893,787	\$ 878,092	\$ 977,070
Total	\$ 846,768	\$ 893,787	\$ 878,092	\$ 977,070

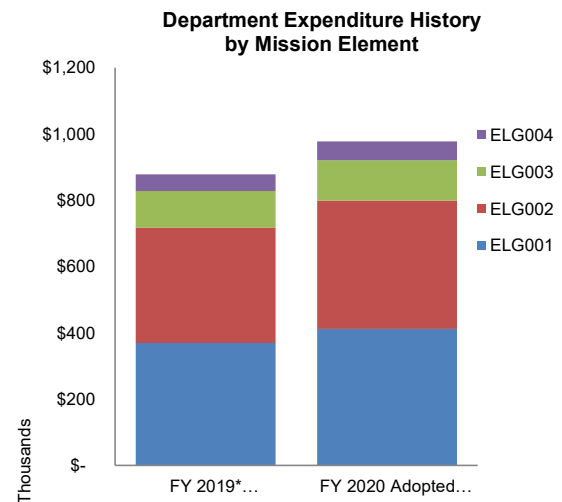
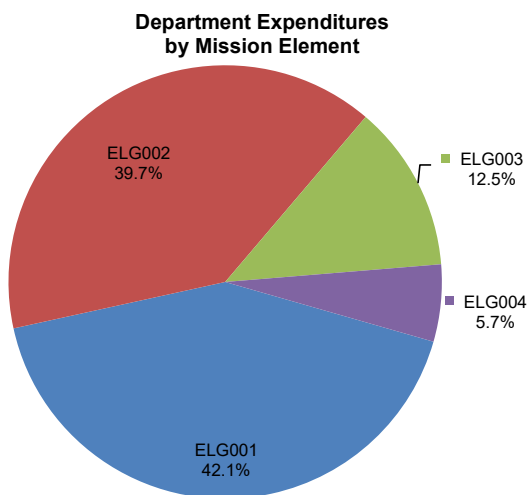
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 785,125	\$ 815,269	\$ 811,488	\$ 896,696
Material & Supplies	43,920	54,822	42,908	52,595
Contracts	17,723	23,696	23,696	27,779
Total	\$ 846,768	\$ 893,787	\$ 878,092	\$ 977,070



**SUPPORT SERVICES
CITY ATTORNEY**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
ELG001	Provide ongoing advice to city officials.	2.42	5,033.60	\$ 369,826	\$ 411,513
ELG002	Prepare and review legal documents.	2.87	5,969.60	348,281	387,539
ELG003	Process public information requests and appeals to Attorney General.	1.75	3,640.00	109,506	121,849
ELG004	Prosecute persons accused of violating state laws and city ordinances.	0.46	956.80	50,479	56,169
		<u>7.50</u>	<u>15,600.00</u>	<u>\$ 878,092</u>	<u>\$ 977,070</u>



	FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
Staffing			
Assistant City Attorney (Courts)	1.00	1.00	1.00
Assistant City Attorney (Police)	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Deputy City Attorney (Public Works)	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Paralegal ¹	1.00	1.00	1.50
Total Staffing	<u>7.00</u>	<u>7.00</u>	<u>7.50</u>

¹ - In FY 2020, added part time Paralegal

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
City Attorney					
Personnel Services					
010-1005-416.40-05	FULL-TIME SALARIES	\$ 636,000	\$ 653,836	\$ 653,761	\$ -
010-1005-416.40-15	OVERTIME	-	-	52	-
010-1005-416.40-25	LONGEVITY	4,890	5,424	5,217	-
010-1005-416.40-70	VACATION-4TH WEEK BUYBK.	600	600	600	-
010-1005-416.40-81	GROUP INSURANCE	33,204	-	-	-
010-1005-416.40-82	MEDICAL INSURANCE	-	29,648	29,648	-
010-1005-416.40-83	DENTAL INSURANCE	-	1,930	1,930	-
010-1005-416.40-84	LIFE INSURANCE	-	126	126	-
010-1005-416.40-85	RETIREMENT - TMRS	63,514	73,574	71,708	-
010-1005-416.40-87	SOCIAL SECURITY	45,826	39,720	38,002	-
010-1005-416.40-88	MEDICARE	-	9,289	9,322	-
010-1005-416.40-89	WORKERS COMPENSATION	1,091	1,122	1,122	-
610-1005-416.40-05	FULL-TIME SALARIES	-	-	-	693,412
610-1005-416.40-10	PART-TIME SALARIES	-	-	-	21,106
610-1005-416.40-25	LONGEVITY	-	-	-	6,264
610-1005-416.40-70	VACATION-4TH WEEK BUYBK.	-	-	-	600
610-1005-416.40-82	MEDICAL INSURANCE	-	-	-	32,988
610-1005-416.40-83	DENTAL INSURANCE	-	-	-	1,930
610-1005-416.40-84	LIFE INSURANCE	-	-	-	127
610-1005-416.40-85	RETIREMENT - TMRS	-	-	-	85,195
610-1005-416.40-87	SOCIAL SECURITY	-	-	-	43,641
610-1005-416.40-88	MEDICARE	-	-	-	10,206
610-1005-416.40-89	WORKERS COMPENSATION	-	-	-	1,227
Personnel Services		785,125	815,269	811,488	896,696
Supplies					
010-1005-416.41-10	OFFICE	504	1,067	900	-
010-1005-416.41-15	POSTAGE/CARRIER SERVICE	214	400	350	-
010-1005-416.41-25	SUBSCRIPTION/PUBLICATIONS	15,863	15,605	6,000	-
010-1005-416.41-35	PRINT SUPPLIES	651	877	850	-
610-1005-416.41-10	OFFICE	-	-	-	1,567
610-1005-416.41-15	POSTAGE/CARRIER SERVICE	-	-	-	400
610-1005-416.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	8,000
610-1005-416.41-35	PRINT SUPPLIES	-	-	-	877
Supplies		17,232	17,949	8,100	10,844
Support Services					
010-1005-416.44-05	TELEPHONE	273	780	400	-
010-1005-416.44-30	TRAINING AND TRAVEL	5,130	7,653	7,000	-
010-1005-416.44-75	DUES AND MEMBERSHIPS	21,223	24,940	22,000	-
610-1005-416.44-05	TELEPHONE	-	-	-	1,105
610-1005-416.44-30	TRAINING AND TRAVEL	-	-	-	9,706
610-1005-416.44-75	DUES AND MEMBERSHIPS	-	-	-	24,940
Support Services		26,625	33,373	29,400	35,751

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Minor Capital					
010-1005-416.46-40	COMPUTER EQUIP/SOFTWARE	\$ -	\$ 3,500	\$ 3,500	\$ -
010-1005-416.46-50	FURNITURE AND FIXTURES	63	-	1,908	-
610-1005-416.46-40	COMPUTER EQUIP/SOFTWARE	-	-	-	3,000
610-1005-416.46-50	FURNITURE AND FIXTURES	-	-	-	3,000
	Minor Capital	63	3,500	5,408	6,000
Professional Services					
010-1005-416.47-07	TESTING SERVICES	350	-	-	-
010-1005-416.47-11	LEGAL SERVICES	16,178	23,696	23,696	-
010-1005-416.47-30	ACCOUNTING SERVICES	1,195	-	-	-
610-1005-416.47-11	LEGAL SERVICES	-	-	-	27,779
	Professional Services	17,723	23,696	23,696	27,779
	City Attorney	\$ 846,768	\$ 893,787	\$ 878,092	\$ 977,070

Mission Element: Provide ongoing advice to city officials.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Legal consultations/opinions given.	1,351	1,925	N/A	2,888	2,888		
Legal research (hours).	275	184 hrs	N/A	275 hrs	275 hrs		
Attend meetings (hours).	698	465 hrs	N/A	698 hrs	698 hrs		
Prepare for meetings (hours).	859	573 hrs	N/A	859 hrs	859 hrs		

Mission Element: Prepare and review legal documents.**Operational Targets:** Essential department functions within the mission element.

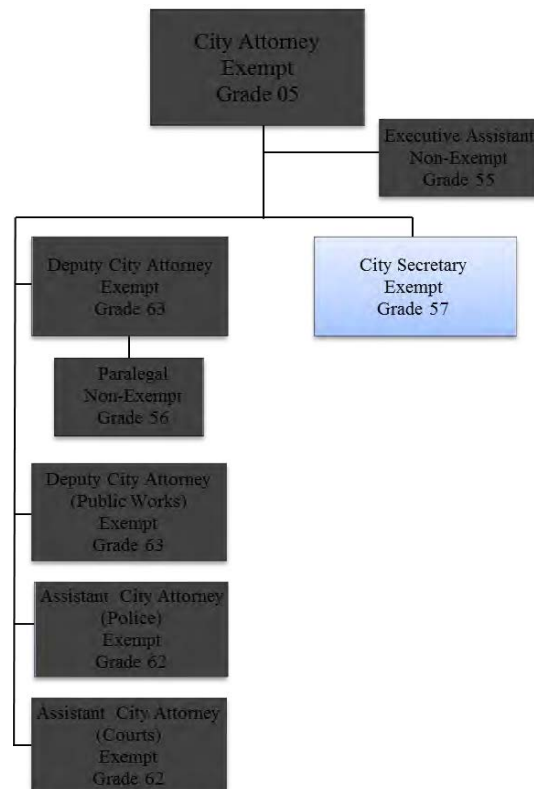
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Documents prepared and reviewed.	947	1,995	N/A	2,993	2,993		
Litigation/discovery preparation (hours).	251	167 hrs	N/A	251 hrs	251 hrs		

Mission Element: Process public information requests and appeals to Attorney General.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Number of PIA requests received.	166	2,035	3,048	3,489	3,489		
Complete responses to PIA requests within 10 business days (%).	1,872	99%	100%	100%	100%		
Opinion Briefs submitted to Attorney General.	42	319	516	547	547		
Opinion Briefs submitted to Attorney General within 15 business days (%).	42	100%	100%	100%	100%		

Mission Element: Prosecute persons accused of violating state laws and city ordinances.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Conduct Pre-trial Hearings to plead out cases before trial.	390	413	N/A	619	624		
Conduct Special Arraignment docket for code violations.	175	1,560	N/A	1,560	2,160		
Conduct Special Arraignment docket for Micro-chip/ Rabies/Sterilization.	100	1,293	N/A	1,293	1,680		
Attorney Pretrial Hearings.	108	248	N/A	372	350		
Animal Administrative Hearings (cruelty/ nuisance/dangerous dog).	144	24	N/A	36	40		
95% trial conviction rate.	54	100%	N/A	100%	100%		
Review complaints.	25	30	45	45	45		



DIVISION MISSION STATEMENT

The Office of the City Secretary supports facilitates and strengthens the city's governmental process by maintaining the integrity of municipal elections, protecting, documenting and preserving official city records, and providing effective support to city staff.

MISSION ELEMENTS

- Research consolidation of election polling locations
- Develop training and standardized rules for boards and commissions
- Utilize Legistar to create boards and commissions agendas

GOALS

- Create and distribute regular training bulletin to Police Department.
- Assist with creation of Open Records page on new city website.
- Employee training on Open Records.
- Research consolidation of election polling locations.

FINANCIAL INFORMATION

Revenue Summary

Taxi Cab Franchise Fees
Alcohol Permits
Election Fees
General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 2,225	\$ 2,961	\$ 2,279	\$ 2,965
13,920	40,000	40,215	20,000
34,598	35,000	35,000	35,000
91,569	75,663	15,505	104,389
\$ 142,312	\$ 153,624	\$ 92,999	\$ 162,354

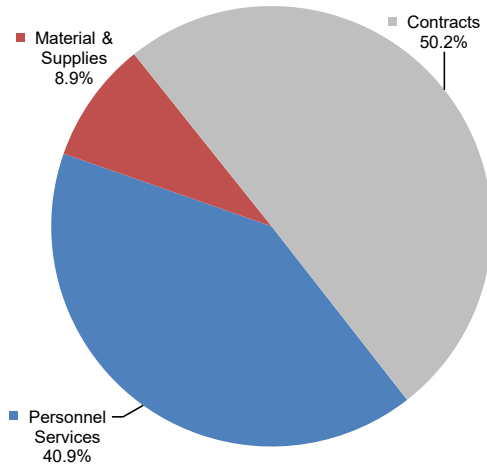
Expenditure Summary

Personnel Services
Material & Supplies
Contracts

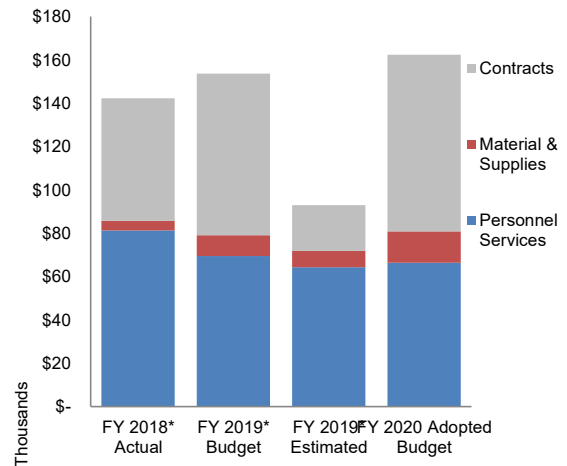
Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 81,296	\$ 69,450	\$ 64,245	\$ 66,411
4,471	9,674	7,569	14,493
56,545	74,500	21,185	81,450
\$ 142,312	\$ 153,624	\$ 92,999	\$ 162,354

Department Expenditures



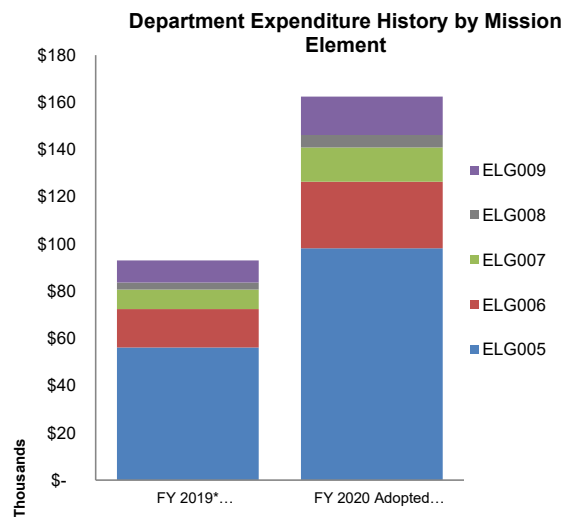
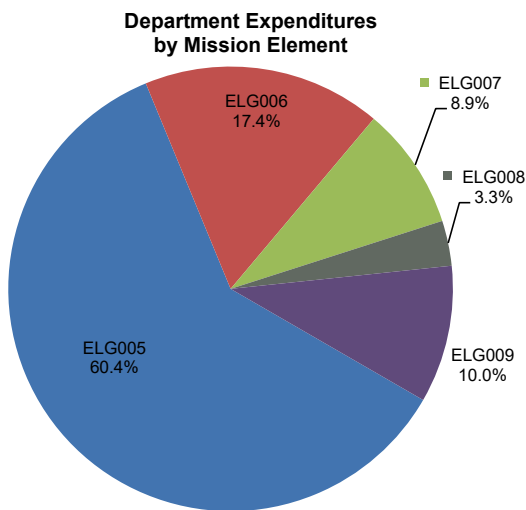
Department Expenditure History



**SUPPORT SERVICES
CITY SECRETARY**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
ELG005	Conduct Election of City Officials.	0.26	540.80	\$ 56,205	\$ 98,120
ELG006	Prepare Council Agendas/Meeting Minutes.	0.34	707.20	16,151	28,196
ELG007	City Records Management.	0.11	228.80	8,295	14,481
ELG008	Manage Appointments to Boards and Commissions.	0.06	124.80	3,054	5,332
ELG009	Process Permits (Alcohol, Assembly, Block Party, Solicitors, Taxi Cab, Police Wrecker Rotation).	0.23	478.40	9,294	16,225
		<u>1.00</u>	<u>2,080.00</u>	<u>\$ 92,999</u>	<u>\$ 162,354</u>



Staffing

City Secretary

Total Staffing

FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
City Secretary					
Personnel Services					
010-1010-416.40-05	FULL-TIME SALARIES	\$ 50,803	\$ 53,936	\$ 53,936	\$ -
010-1010-416.40-10	PART-TIME SALARIES	15,043	-	-	-
010-1010-416.40-15	OVERTIME	2,018	-	-	-
010-1010-416.40-25	LONGEVITY	125	48	-	-
010-1010-416.40-30	INCENTIVE PAY	850	-	-	-
010-1010-416.40-81	GROUP INSURANCE	3,422	-	-	-
010-1010-416.40-82	MEDICAL INSURANCE	-	4,941	-	-
010-1010-416.40-83	DENTAL INSURANCE	-	276	276	-
010-1010-416.40-84	LIFE INSURANCE	-	18	18	-
010-1010-416.40-85	RETIREMENT - TMRS	5,041	6,019	5,863	-
010-1010-416.40-87	SOCIAL SECURITY	3,879	3,339	3,290	-
010-1010-416.40-88	MEDICARE	-	781	770	-
010-1010-416.40-89	WORKERS COMPENSATION	117	92	92	-
610-1010-416.40-05	FULL-TIME SALARIES	-	-	-	55,230
610-1010-416.40-25	LONGEVITY	-	-	-	97
610-1010-416.40-83	DENTAL INSURANCE	-	-	-	276
610-1010-416.40-84	LIFE INSURANCE	-	-	-	18
610-1010-416.40-85	RETIREMENT - TMRS	-	-	-	6,535
610-1010-416.40-87	SOCIAL SECURITY	-	-	-	3,373
610-1010-416.40-88	MEDICARE	-	-	-	788
610-1010-416.40-89	WORKERS COMPENSATION	-	-	-	94
Personnel Services		81,296	69,450	64,245	66,411
Supplies					
010-1010-416.41-10	OFFICE	232	514	170	-
010-1010-416.41-15	POSTAGE/CARRIER SERVICE	730	800	350	-
010-1010-416.41-35	PRINT SUPPLIES	11	57	508	-
610-1010-416.41-10	OFFICE	-	-	-	427
610-1010-416.41-15	POSTAGE/CARRIER SERVICE	-	-	-	1,000
610-1010-416.41-35	PRINT SUPPLIES	-	-	-	285
Supplies		973	1,371	1,028	1,712
Support Services					
010-1010-416.44-05	TELEPHONE	9	116	116	-
010-1010-416.44-25	LEGAL AND PUBLIC NOTICES	2,365	2,000	3,200	-
010-1010-416.44-30	TRAINING AND TRAVEL	1,023	6,012	3,100	-
010-1010-416.44-75	DUES AND MEMBERSHIPS	100	175	125	-
610-1010-416.44-05	TELEPHONE	-	-	-	106
610-1010-416.44-25	LEGAL AND PUBLIC NOTICES	-	-	-	7,000
610-1010-416.44-30	TRAINING AND TRAVEL	-	-	-	5,500
610-1010-416.44-75	DUES AND MEMBERSHIPS	-	-	-	175
Support Services		3,498	8,303	6,541	12,781
Professional Services					
010-1010-416.47-99	SPECIAL SERVICES	2,299	4,000	2,275	-
610-1010-416.47-99	SPECIAL SERVICES	-	-	-	5,950
Professional Services		2,299	4,000	2,275	5,950
Designated Expenses					
010-1010-416.50-45	ELECTION EXPENSE	54,246	70,500	18,910	-
610-1010-416.50-45	ELECTION EXPENSE	-	-	-	75,500
Designated Expenses		54,246	70,500	18,910	75,500
City Secretary		\$ 142,312	\$ 153,624	\$ 92,999	\$ 162,354

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Mission Element: Conduct Election of City Officials.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Prepare Candidate Packets.	50	20	15	20	12		
Process Candidate Applications.	35	17	N/A	17	12		
Secure Election Judges.	35	51	51	51	51		
Secure Polling Locations.	40	17	17	17	17		
Secure Voting Supplies:							
• M100s.	75	19	19	19	19		
• Automarks.		14	13	14	13		
• Election Kits.		17	17	17	17		
Coordinate with KISD for Joint Election.	10	1	1	1	1		
Conduct Election Judge Training.	10	1	1	1	1		
Election Administrative Duties (hours).	295	295	295	295	295		

Mission Element: Prepare Council Agendas/Meeting Minutes.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Monitor and review submitted agenda items for grammar and formatting.	177	79	184	184	184		
Transfer data to Staff Reports/CCMO/CCMR's.	177	79	184	184	184		
Generate Agenda for Posting Hard Copies and Website.	137	37	48	48	48		
Print Council Packets.	101	45	72	72	72		
Prepare Mayor's Script.	29	37	24	24	24		
Attend Council Meetings.	45	14	24	24	24		
Prepare Official Minutes.	53	14	24	24	24		

Mission Element: City Records Management.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Prepare and Route Official Records for Signature.	105	92	233	233	233		
Prepare Documents for Permanent Storage.	105	92	233	233	233		
Maintain Retention Policy.	18	0	1	1	1		
Conduct Annual Training.	4	0	1	1	1		
Conduct Shred Days.	6	1	2	1	1		

Mission Element: Manage Appointments to Boards and Commissions.**Operational Targets:** Essential department functions within the mission element.

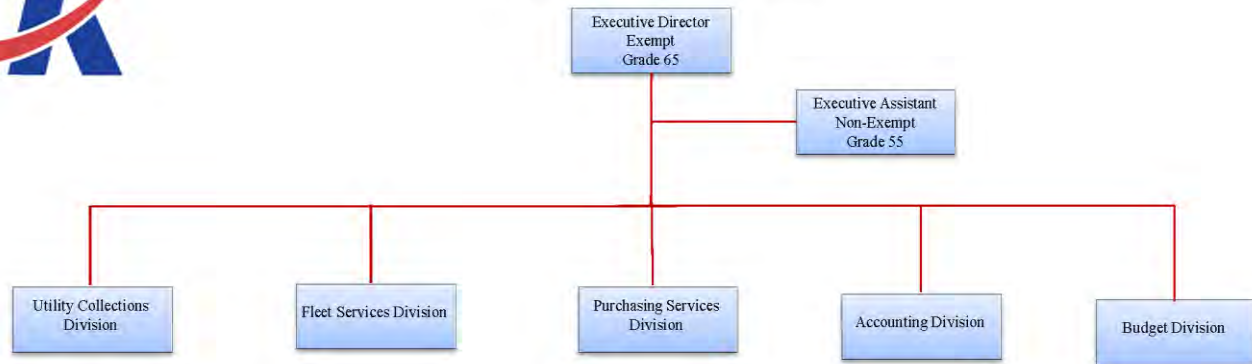
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Solicit Applications.	7	0	1	1	1		
Prepare Council Binders.	16	0	10	10	10		
Verify Applicants' Continued Interest.	45	153	169	169	169		
Prepare Resolution.	9	0	1	1	1		
Prepare welcome, renewal and thank you letters for Mayor.	12	0	59	59	59		
Update Boards & Commissions spreadsheets.	8	12	17	17	17		

Mission Element: Process Permits (Alcohol, Assembly, Block Party, Solicitors, Taxi Cab, Police Wrecker Rotation).**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Receive and Process Applications.	80	122	171	171	171		
Notify Annual Permit Holders of Renewal.	79	133	141	141	141		
Process Payments.	50	151	178	178	178		
Issue Permits.	236	273	349	349	349		
Maintain Logs.	4	4	4	4	4		



Finance Department Organizational Chart



FINANCIAL INFORMATION

Revenue Summary

Procurement Card Rebates
General Resources
Total

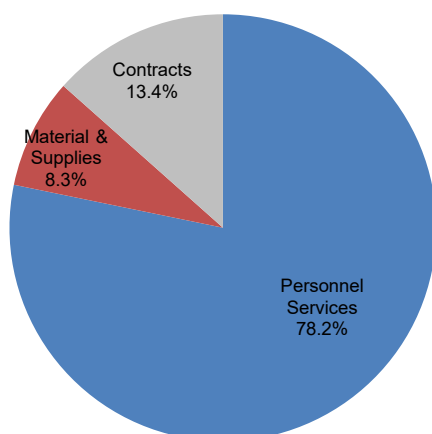
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Procurement Card Rebates	\$ -	\$ -	\$ -	\$ -
General Resources	1,437,603	1,684,182	1,705,784	1,784,135
Total	\$ 1,437,603	\$ 1,684,182	\$ 1,705,784	\$ 1,784,135

Expenditure Summary

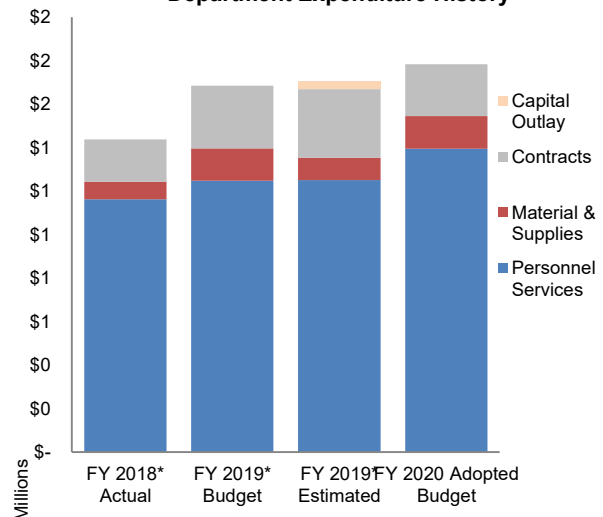
Personnel Services
Material & Supplies
Contracts
Capital Outlay
Total

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Personnel Services	\$ 1,161,879	\$ 1,247,590	\$ 1,251,129	\$ 1,395,622
Material & Supplies	81,541	149,194	102,273	148,815
Contracts	194,183	287,398	315,882	239,698
Capital Outlay	-	-	36,500	-
Total	\$ 1,437,603	\$ 1,684,182	\$ 1,705,784	\$ 1,784,135

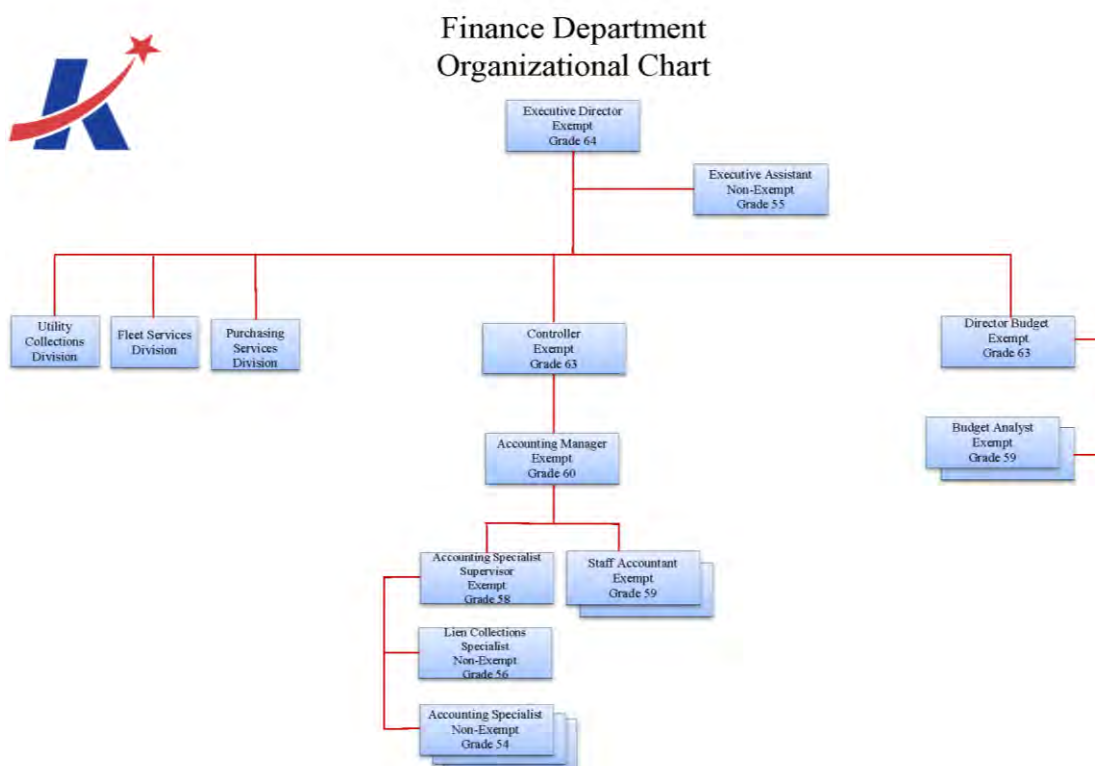
Department Expenditures



Department Expenditure History



*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.



DIVISION MISSION STATEMENT

The Finance Department's mission is to support City departments by providing financial services which maintains the fiscal integrity of the City in a transparent manner.

MISSION ELEMENTS

- Maintain accounting records for receipts, disbursements, and inventories.
- Prepare financial reports.
- Monitor fiscal and performance compliance.
- Administer centralized treasury for debt, cash, and investment management.
- Prepare annual budget.
- Administer the purchasing and procurement system.

GOALS

- Establish internal and external standard operating procedures for Finance processes.
- Provide timely financial reports for departments.
- Develop a comprehensive Equipment Replacement Schedule.
- Automate the purchase order and budget transfer process in conjunction with IT.
- Continue transitioning to a centralized purchasing system.
- Improve the inter-departmental billing process.

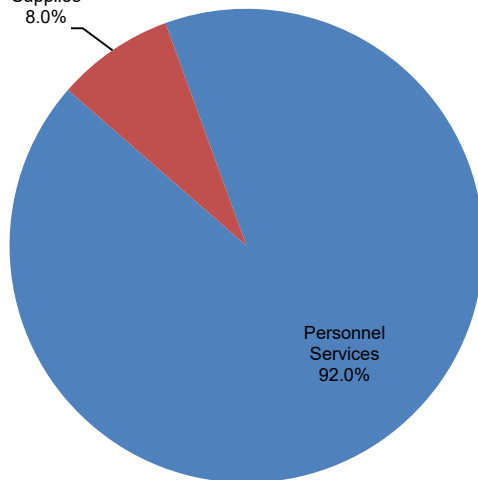
⁵ - Finance Department Reorganized in FY 2019

FINANCIAL INFORMATION

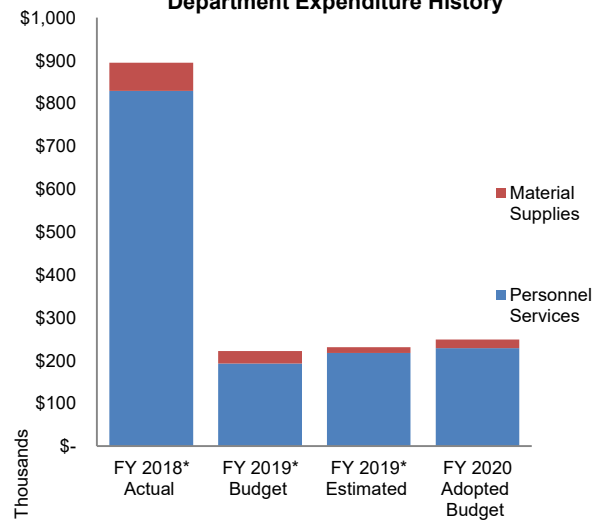
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 1,088,130	\$ 221,349	\$ 410,369	\$ 248,197
Total	<u>\$ 1,088,130</u>	<u>\$ 221,349</u>	<u>\$ 410,369</u>	<u>\$ 248,197</u>

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 829,068	\$ 192,284	\$ 216,754	\$ 228,278
Material & Supplies	65,557	28,965	14,011	19,919
Contracts	193,505	100	143,104	-
Capital Outlay	-	-	36,500	-
Total	<u>\$ 1,088,130</u>	<u>\$ 221,349</u>	<u>\$ 410,369</u>	<u>\$ 248,197</u>

Department Expenditures

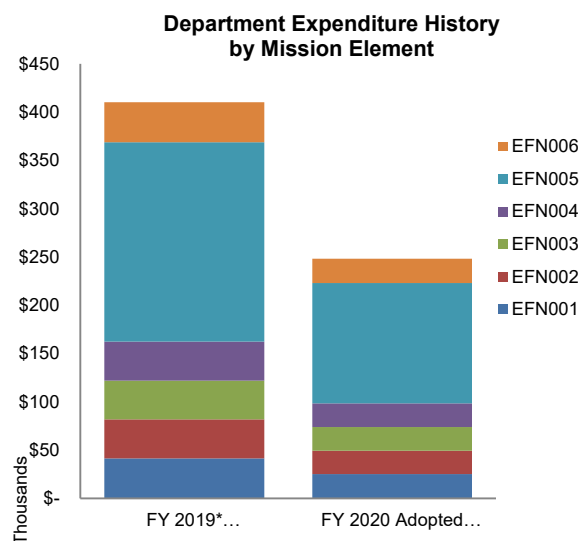
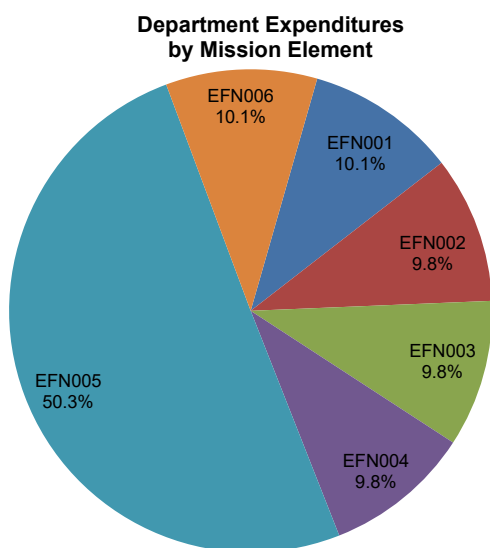


Department Expenditure History



*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
EFN001	Maintain accounting records for receipts, disbursements, and inventories.	0.20	416.00	\$ 41,273.83	\$ 24,963
EFN002	Prepare financial reports.	0.20	416.00	40,383	24,424
EFN003	Monitor fiscal and performance compliance.	0.20	416.00	40,383	24,424
EFN004	Administer centralized treasury for debt, cash, and investment management.	0.20	416.00	40,383	24,424
EFN005	Prepare annual budget.	1.00	2,080.00	206,366	124,813
EFN006	Administer the purchasing and procurement system.	0.20	416.00	41,581	25,149
		<u>2.00</u>	<u>4,160.00</u>	<u>\$ 410,369</u>	<u>\$ 248,197</u>



Staffing

Executive Assistant
 Executive Director of Finance

Total Staffing

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
Executive Assistant	1.00	1.00	1.00
Executive Director of Finance	1.00	1.00	1.00
Total Staffing	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Finance Administration					
Personnel Services					
010-2010-415.40-05	FULL-TIME SALARIES	\$ 647,539	\$ 153,517	\$ 174,132	\$ -
010-2010-415.40-10	PART-TIME SALARIES	20,510	-	-	-
010-2010-415.40-25	LONGEVITY	2,376	768	713	-
010-2010-415.40-50	CAR ALLOWANCE	3,000	3,000	3,000	-
010-2010-415.40-70	VACATION-4TH WEEK BUYBK.	-	600	600	-
010-2010-415.40-81	GROUP INSURANCE	40,291	-	-	-
010-2010-415.40-82	MEDICAL INSURANCE	-	4,941	5,438	-
010-2010-415.40-83	DENTAL INSURANCE	-	552	552	-
010-2010-415.40-84	LIFE INSURANCE	-	36	36	-
010-2010-415.40-85	RETIREMENT - TMRS	64,569	17,604	19,383	-
010-2010-415.40-87	SOCIAL SECURITY	49,641	8,913	10,209	-
010-2010-415.40-88	MEDICARE	-	2,085	2,388	-
010-2010-415.40-89	WORKERS COMPENSATION	1,143	268	303	-
610-2010-415.40-05	FULL-TIME SALARIES	-	-	-	182,150
610-2010-415.40-25	LONGEVITY	-	-	-	862
610-2010-415.40-50	CAR ALLOWANCE	-	-	-	3,000
610-2010-415.40-70	VACATION-4TH WEEK BUYBK.	-	-	-	600
610-2010-415.40-82	MEDICAL INSURANCE	-	-	-	5,499
610-2010-415.40-83	DENTAL INSURANCE	-	-	-	551
610-2010-415.40-84	LIFE INSURANCE	-	-	-	38
610-2010-415.40-85	RETIREMENT - TMRS	-	-	-	22,040
610-2010-415.40-87	SOCIAL SECURITY	-	-	-	10,711
610-2010-415.40-88	MEDICARE	-	-	-	2,508
610-2010-415.40-89	WORKERS COMPENSATION	-	-	-	319
Personnel Services		829,068	192,284	216,754	228,278
Supplies					
010-2010-415.41-10	OFFICE	3,840	1,666	600	-
010-2010-415.41-15	POSTAGE/CARRIER SERVICE	3,646	200	105	-
010-2010-415.41-25	SUBSCRIPTION/PUBLICATIONS	1,479	725	525	-
010-2010-415.41-35	PRINT SUPPLIES	7,945	1,496	600	-
010-2010-415.41-40	COMPUTER SUPPLIES	1,474	476	200	-
010-2010-415.41-60	FOOD SUPPLIES	-	170	-	-
610-2010-415.41-10	OFFICE	-	-	-	1,475
610-2010-415.41-15	POSTAGE/CARRIER SERVICE	-	-	-	150
610-2010-415.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	910
610-2010-415.41-35	PRINT SUPPLIES	-	-	-	1,298
610-2010-415.41-40	COMPUTER SUPPLIES	-	-	-	478
610-2010-415.41-60	FOOD SUPPLIES	-	-	-	170
Supplies		18,384	4,733	2,030	4,481
Repair & Maintenance					
010-2010-415.43-10	SMALL EQUIP REPAIR	51	-	51	-
010-2010-415.43-50	MACHINERY	585	323	-	-
610-2010-415.43-50	MACHINERY	-	-	-	322
Repair & Maintenance		636	323	51	322

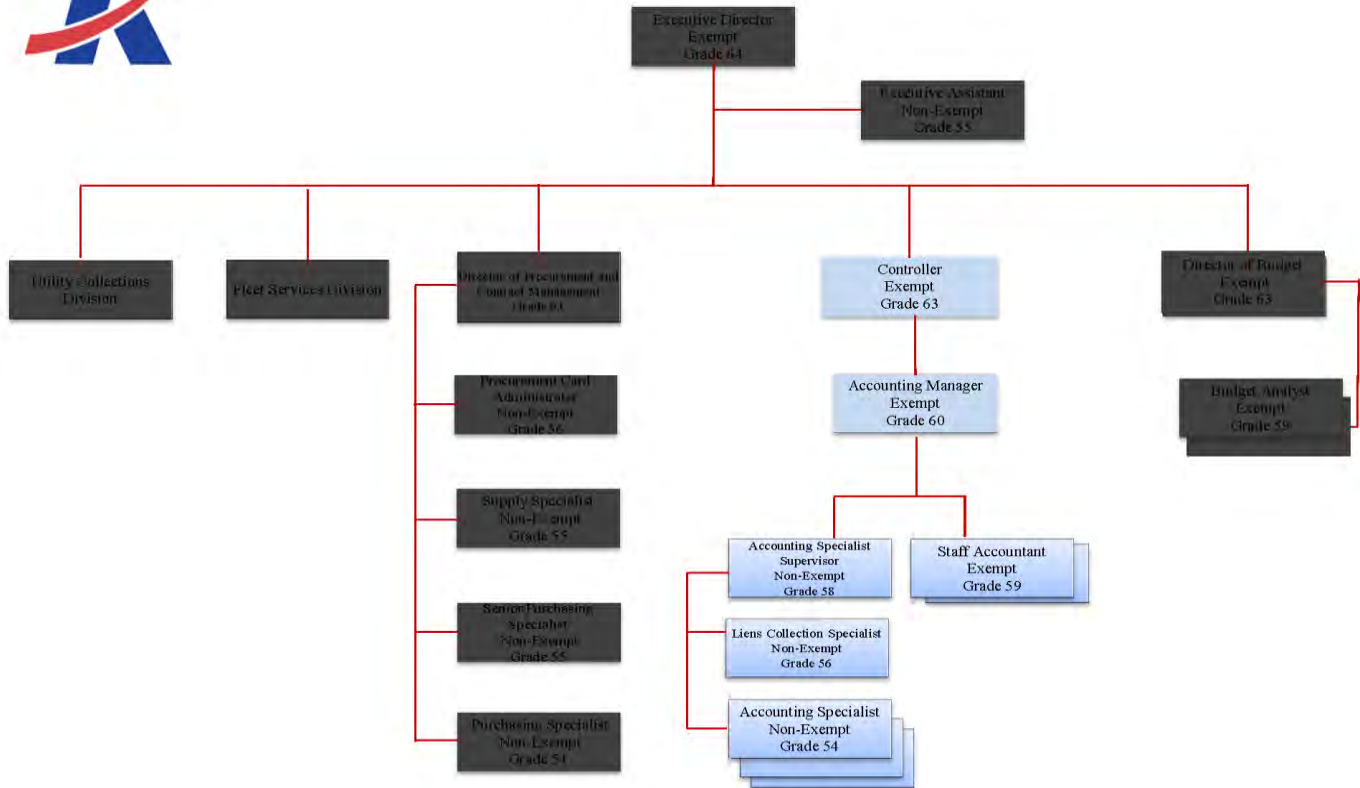
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Support Services					
010-2010-415.44-05	TELEPHONE	\$ 302	\$ 340	\$ 340	\$ -
010-2010-415.44-10	EQUIPMENT RENTAL/LEASE	6,148	1,955	2,215	-
010-2010-415.44-19	MERCHANT FEES	1,744	-	-	-
010-2010-415.44-22	BANK SERVICES	2,515	-	-	-
010-2010-415.44-25	LEGAL AND PUBLIC NOTICES	1,714	-	-	-
010-2010-415.44-30	TRAINING AND TRAVEL	13,065	6,352	3,600	-
010-2010-415.44-75	DUES AND MEMBERSHIPS	2,384	1,185	806	-
610-2010-415.44-05	TELEPHONE	-	-	-	715
610-2010-415.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	2,161
610-2010-415.44-30	TRAINING AND TRAVEL	-	-	-	5,250
610-2010-415.44-75	DUES AND MEMBERSHIPS	-	-	-	1,218
Support Services		27,871	9,832	6,961	9,344
Minor Capital					
010-2010-415.46-40	COMPUTER EQUIP/SOFTWARE	7,941	14,077	4,969	-
010-2010-415.46-50	FURNITURE AND FIXTURES	10,723	-	-	-
610-2010-415.46-40	COMPUTER EQUIP/SOFTWARE	-	-	-	3,772
610-2010-415.46-50	FURNITURE AND FIXTURES	-	-	-	2,000
Minor Capital		18,665	14,077	4,969	5,772
Professional Services					
010-2010-415.47-07	TESTING SERVICES	-	100	-	-
010-2010-415.47-30	ACCOUNTING SERVICES	55,064	-	-	-
Professional Services		55,064	100	-	-
Designated Expenses					
010-2010-415.50-95	COLLECTION EXPENSE	138,441	-	143,104	-
Designated Expenses		138,441	-	143,104	-
Capital Outlay					
010-2010-415.61-40	COMPUTER EQUIP/SOFTWARE	-	-	36,500	-
Capital Outlay		-	-	36,500	-
Finance Administration		\$ 1,088,130	\$ 221,349	\$ 410,369	\$ 248,197

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.



Accounting Division



DIVISION MISSION STATEMENT

The Accounting Division's mission is to support City departments in meeting their finance and accounting requirements, and to support the organization in maintaining the fiscal integrity of the City.

MISSION ELEMENTS

- Maintain accounting records for receipts, disbursements, and inventories.
- Prepare financial reports.
- Monitor fiscal and performance compliance.
- Administer centralized treasury for debt, cash, and investment management.

GOALS

- Establish internal and external standard operating procedures for Finance processes.
- Provide timely financial reports for departments.
- Develop a comprehensive Equipment Replacement Schedule.
- Improve the inter-departmental billing process.

⁵ - Finance Department Reorganized in FY 2019

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 104,029	\$ 901,346	\$ 741,877	\$ 914,594
\$ 104,029	\$ 901,346	\$ 741,877	\$ 914,594

Expenditure Summary

Personnel Services

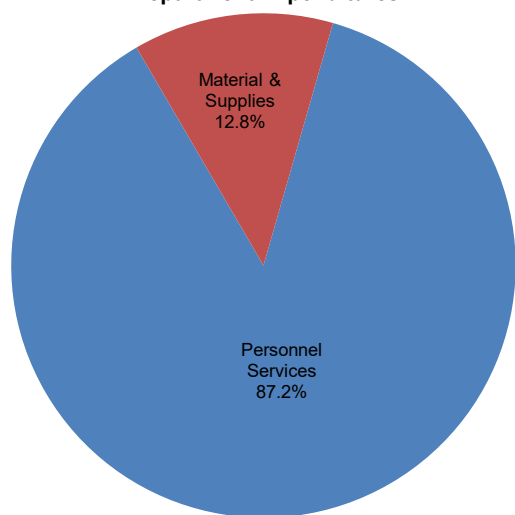
Material & Supplies

Contracts

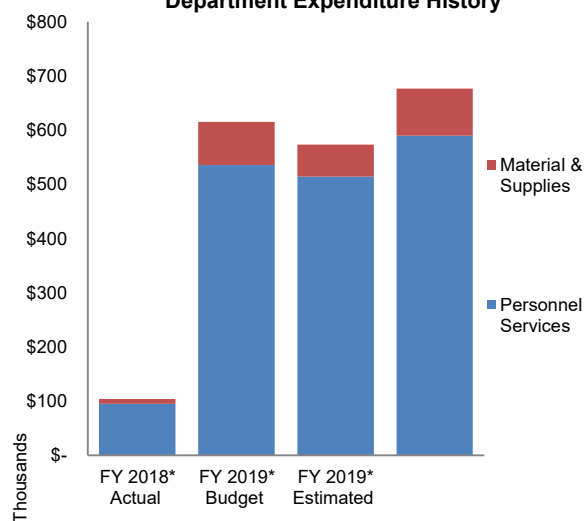
Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 94,591	\$ 535,050	\$ 514,110	\$ 589,688
9,438	80,198	59,217	86,873
-	286,098	168,550	238,033
\$ 104,029	\$ 901,346	\$ 741,877	\$ 914,594

Department Expenditures



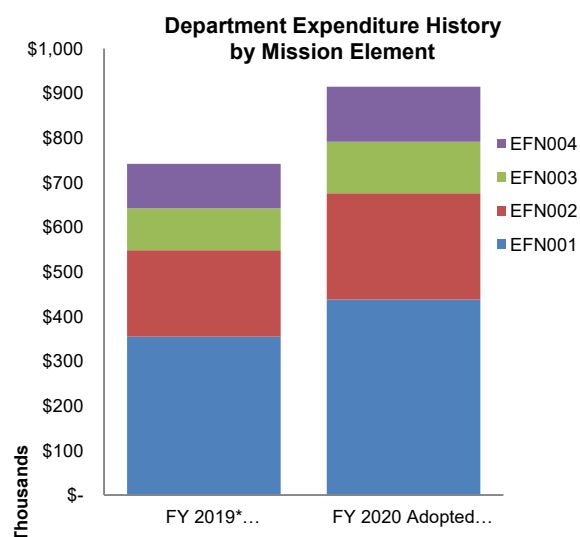
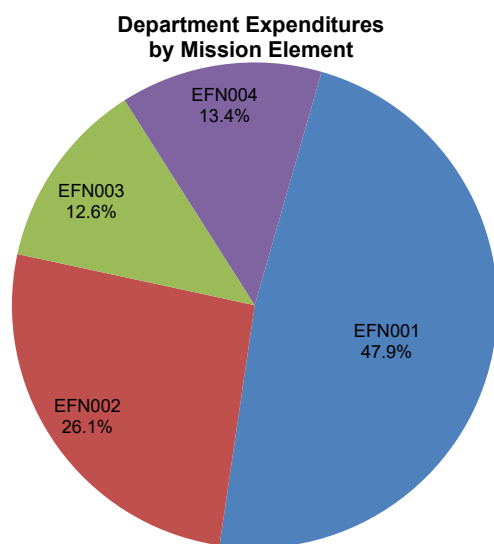
Department Expenditure History



**SUPPORT SERVICES
ACCOUNTING DIVISION ⁵**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
EFN001	Maintain accounting records for receipts, disbursements, and inventories.	4.15	8,632.00	\$ 355,142.08	\$ 437,823
EFN002	Prepare financial reports.	1.25	2,600.00	193,372	238,391
EFN003	Monitor fiscal and performance compliance.	1.25	2,600.00	93,605	115,397
EFN004	Administer centralized treasury for debt, cash, and investment management.	1.35	2,808.00	99,758	122,983
		<u>8.00</u>	<u>16,640.00</u>	<u>\$ 741,877</u>	<u>\$ 914,594</u>



Staffing

Accounting Manager ¹	
Accounting Specialist	
Accounting Specialist Supervisor ²	
Accounting Supervisor ¹	
Controller	
Lien Collections Specialist ³	
Management Accountant ⁴	
Staff Accountant ⁴	
Total Staffing	

FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
-	-	1.00
3.00	3.00	3.00
-	-	1.00
1.00	1.00	-
1.00	1.00	1.00
1.00	1.00	-
1.00	1.00	-
1.00	1.00	2.00
<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

¹ - In FY 2020, reclassified Accounting Supervisor to Accounting Manager

² - In FY 2020, added Accounting Specialist Supervisor

³ - In FY 2020, moved Lien Collections Specialist to Code Enforcement

⁴ - In FY 2019*, reclassified Management Accountant to Staff Accountant

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Accounting					
Personnel Services					
010-2020-415.40-05	FULL-TIME SALARIES	\$ 73,556	\$ 424,198	\$ 402,658	\$ -
010-2020-415.40-15	OVERTIME	4	-	81	-
010-2020-415.40-25	LONGEVITY	1,581	2,928	2,046	-
010-2020-415.40-70	VACATION-4TH WEEK BUYBK.	-	600	600	-
010-2020-415.40-81	GROUP INSURANCE	6,245	-	-	-
010-2020-415.40-82	MEDICAL INSURANCE	-	24,707	32,072	-
010-2020-415.40-83	DENTAL INSURANCE	-	2,206	1,907	-
010-2020-415.40-84	LIFE INSURANCE	-	144	135	-
010-2020-415.40-85	RETIREMENT - TMRS	7,432	47,691	44,014	-
010-2020-415.40-87	SOCIAL SECURITY	5,644	25,813	24,239	-
010-2020-415.40-88	MEDICARE	-	6,037	5,669	-
010-2020-415.40-89	WORKERS COMPENSATION	128	726	689	-
610-2020-415.40-05	FULL-TIME SALARIES	-	-	-	459,131
610-2020-415.40-25	LONGEVITY	-	-	-	2,568
610-2020-415.40-70	VACATION-4TH WEEK BUYBK.	-	-	-	600
610-2020-415.40-82	MEDICAL INSURANCE	-	-	-	35,702
610-2020-415.40-83	DENTAL INSURANCE	-	-	-	1,930
610-2020-415.40-84	LIFE INSURANCE	-	-	-	145
610-2020-415.40-85	RETIREMENT - TMRS	-	-	-	54,597
610-2020-415.40-87	SOCIAL SECURITY	-	-	-	27,742
610-2020-415.40-88	MEDICARE	-	-	-	6,487
610-2020-415.40-89	WORKERS COMPENSATION	-	-	-	786
	Personnel Services	94,591	535,050	514,110	589,688
Supplies					
010-2020-415.41-10	OFFICE	-	2,667	2,673	-
010-2020-415.41-15	POSTAGE	476	4,730	3,861	-
010-2020-415.41-25	SUBSCRIPTION/PUBLICATIONS	119	2,551	1,691	-
010-2020-415.41-35	PRINT SUPPLIES	15	4,047	4,047	-
010-2020-415.41-40	COMPUTER SUPPLIES	-	462	200	-
010-2020-415.41-60	FOOD SUPPLIES	-	165	165	-
610-2020-415.41-10	OFFICE	-	-	-	3,076
610-2020-415.41-15	POSTAGE/CARRIER SERVICE	-	-	-	4,440
610-2020-415.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	2,604
610-2020-415.41-35	PRINT SUPPLIES	-	-	-	4,584
610-2020-415.41-40	COMPUTER SUPPLIES	-	-	-	500
610-2020-415.41-60	FOOD SUPPLIES	-	-	-	200
610-2020-415.41-70	CLEANING SUPPLIES	-	-	-	300
	Supplies	610	14,622	12,637	15,704
Repair & Maintenance					
010-2020-415.42-43	COMPUTER MAINTENANCE	-	3,405	4,921	-
010-2020-415.43-50	MACHINERY	-	1,364	1,033	-
610-2020-415.42-43	COMPUTER/SOFTWARE MAINT	-	-	-	25,750
610-2020-415.43-50	MACHINERY	-	-	-	1,564
	Repair & Maintenance	-	4,769	5,954	27,314

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Support Services					
010-2020-415.44-05	TELEPHONE	\$ -	\$ 330	\$ 40	\$ -
010-2020-415.44-10	EQUIPMENT RENTAL/LEASE	-	1,898	1,900	-
010-2020-415.44-19	MERCHANT FEES	769	13,280	3,000	-
010-2020-415.44-22	BANK SERVICES	-	4,100	3,000	-
010-2020-415.44-25	LEGAL AND PUBLIC NOTICES	8,019	23,575	13,751	-
010-2020-415.44-30	TRAINING AND TRAVEL	40	6,949	6,949	-
010-2020-415.44-75	DUES AND MEMBERSHIPS	-	3,765	3,092	-
610-2020-415.44-05	TELEPHONE	-	-	-	330
610-2020-415.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	2,100
610-2020-415.44-19	MERCHANT FEES	-	-	-	3,750
610-2020-415.44-22	BANK SERVICES	-	-	-	4,100
610-2020-415.44-25	LEGAL AND PUBLIC NOTICES	-	-	-	15,251
610-2020-415.44-30	TRAINING AND TRAVEL	-	-	-	8,377
610-2020-415.44-75	DUES AND MEMBERSHIPS	-	-	-	3,037
Support Services		8,828	53,897	31,732	36,945
Minor Capital					
010-2020-415.46-40	COMPUTER EQUIP/SOFTWARE	-	-	2,500	-
010-2020-415.46-50	FURNITURE AND FIXTURES	-	6,910	6,394	-
610-2020-415.46-50	FURNITURE AND FIXTURES	-	-	-	6,910
Minor Capital		-	6,910	8,894	6,910
Professional Services					
010-2020-415.47-01	CONSULTING	-	500	-	-
010-2020-415.47-07	TESTING SERVICES	-	100	-	-
010-2020-415.47-30	ACCOUNTING SERVICES	-	100,600	23,550	-
610-2020-415.47-01	CONSULTING	-	-	-	500
610-2020-415.47-07	TESTING SERVICES	-	-	-	400
610-2020-415.47-30	ACCOUNTING SERVICES	-	-	-	82,133
Professional Services		-	101,200	23,550	83,033
Designated Expenses					
010-2020-415.50-95	COLLECTION EXPENSE	-	184,898	145,000	-
610-2020-415.50-95	COLLECTION EXPENSE	-	-	-	155,000
Designated Expenses		-	184,898	145,000	155,000
Accounting		\$ 104,029	\$ 901,346	\$ 741,877	\$ 914,594

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Mission Element 1: Maintain accounting records for receipts, disbursements, and inventories.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Close accounting period in a timely manner.	24	20 days	15	20	15	20	15
Pay invoices within 8 days of receipt by Finance.	1,805	100%	100%	95%	100%	100%	100%
Pay invoices within 30 days of receipt by City.	1,805	100%	100%	95%	100%	90%	95%
Reconcile inventories monthly.	96	100%	100%	84%	100%	80%	100%
Reduce the number of Accounts Payable checks issued.	360	5,857	5,271	8,620	8,245	7,860	7,000
Increase the number of electronic funds transfer and virtual card payments.	412	2,939	3,810	2,620	3,998	3,659	4,889
Post entries to the General Ledger	512	18,378	17,830	12,522	13,495	16,770	15,540
Review and recommend payment amounts for Arts Commission grantees.	200	10	10	11	9	14	10

Mission Element 2: Prepare financial reports.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Submit CAFR to GFOA by deadline.	1	1	1	1	1	1	1
Receive Certificate of Achievement for Excellence in Financial Reporting from GFOA.	N/A	1	1	1	1	1	1
Submit draft monthly financial report to City Manager within 5 days.	648	12/year	12	8	12	8	12
Publish monthly financial report to website within 30 days of month end.	1,128	12/year	12	8	12	6	12
Transparency portal updated within 15 days of month-end.	80	12	12	100%	100%	100%	100%
Submit quarterly status report to City Manager within 30 days.	320	4	4	4	4	4	4

Mission Element 3: Monitor fiscal and performance compliance.**Operational Targets:** Essential department functions within the mission element.

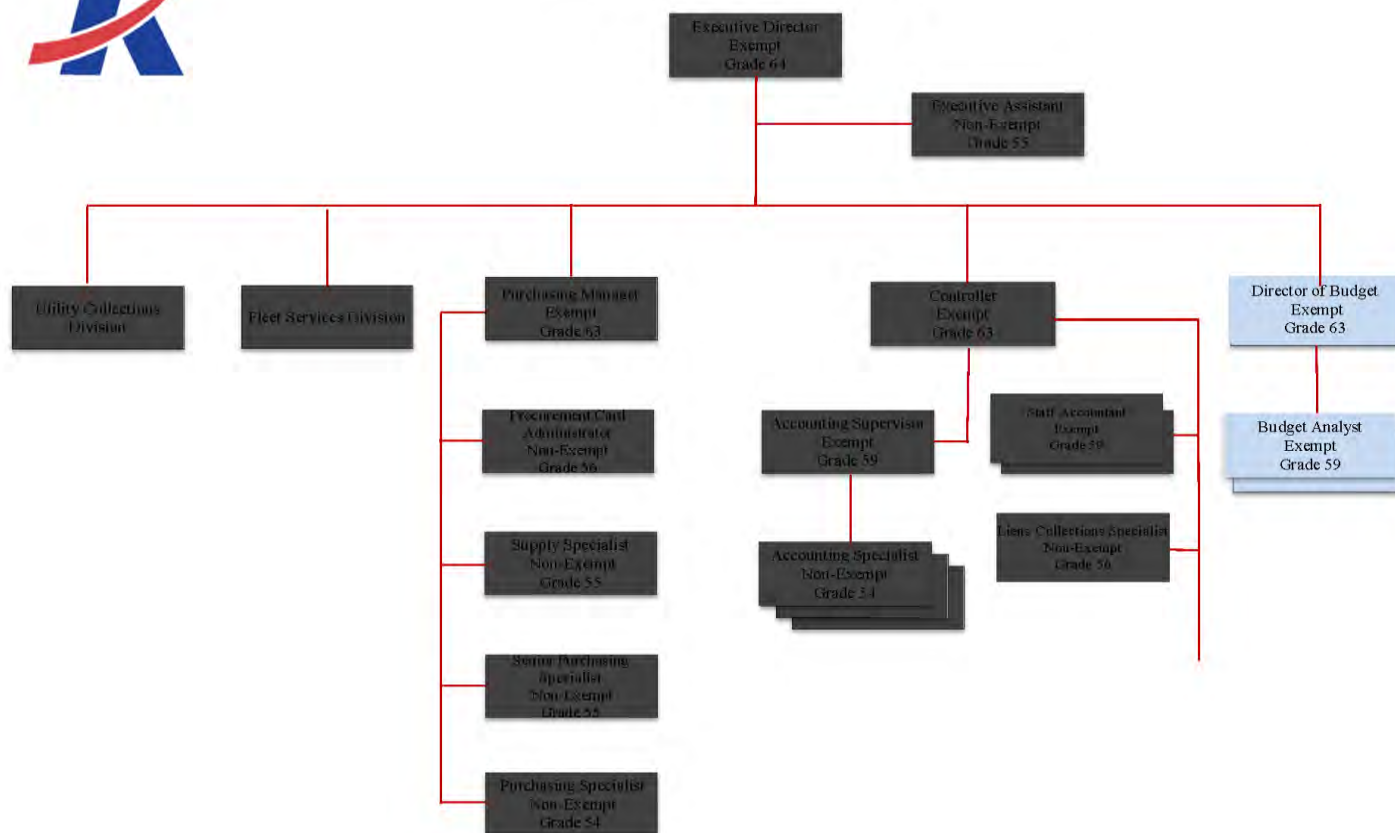
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Implement approved management policies document.	120	1	1	1	1	1	1
Finalize financial standard operating procedures document.	120	1	1	1	0	1	1

Mission Element 4: Administer centralized treasury for debt, cash, and investment management.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Build a certificate of deposit ladder.	6	15	18	16	18	20	20
Maintain money market and investment pool accounts.	230	5	5	5	5	5	5
Reconcile financial accounts monthly.	1,500	10	10	10	10	12	12
Prepare monthly investment reports.	560	24	24	24	24	24	24
Reduce debt rate to 25% of tax rate	N/A	N/A	25%	34%	25%	29%	25%



Budget Division



DIVISION MISSION STATEMENT

The Budget Division's mission is to support City departments in the creation of an annual budget, and to ensure compliance with the adopted budget.

MISSION ELEMENTS

- Prepare annual budget.
- Monitor fiscal and performance compliance.

GOALS

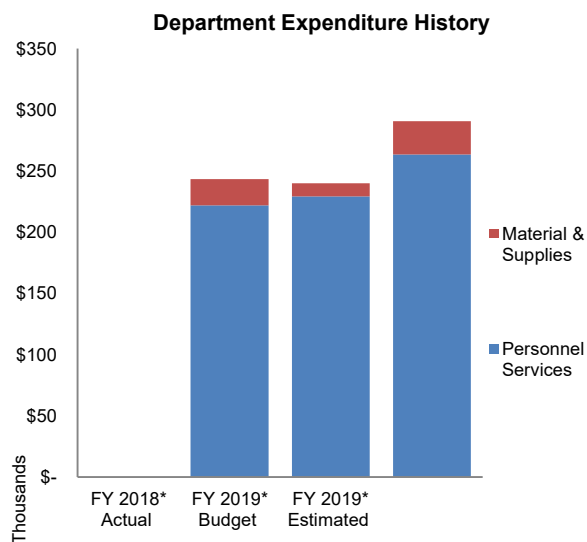
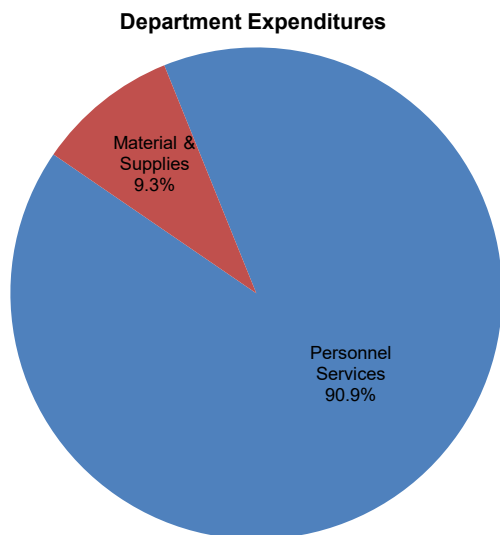
- Establish internal and external standard operating procedures for Finance processes.
- Provide timely financial reports for departments.
- Automate the budget transfer process in conjunction with IT.

⁵ - Finance Department Reorganized in FY 2019

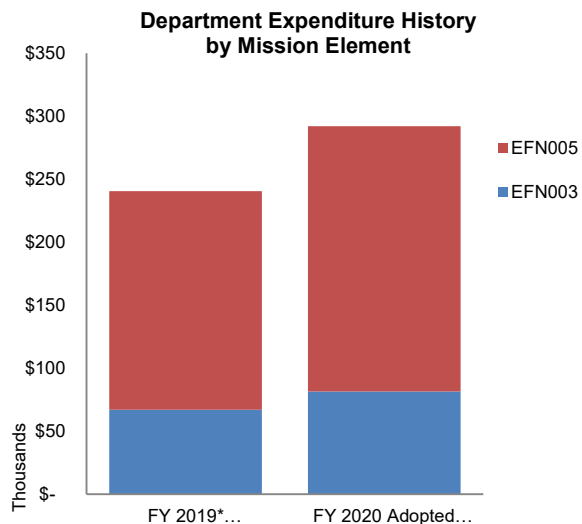
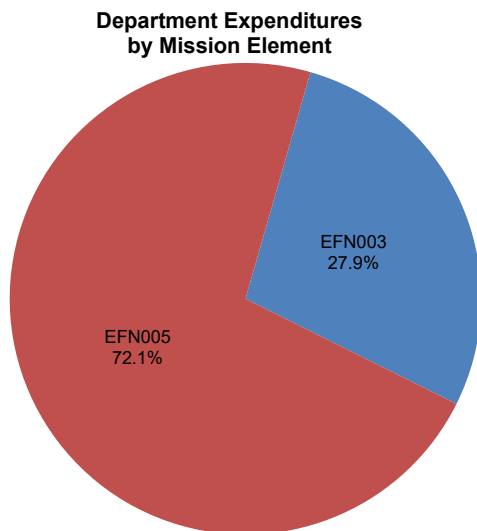
FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ -	\$ 244,546	\$ 240,712	\$ 292,202
Total	\$ -	\$ 244,546	\$ 240,712	\$ 292,202

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ -	\$ 222,019	\$ 229,179	\$ 263,418
Material & Supplies	-	21,327	10,833	27,119
Contracts	-	1,200	700	1,665
Total	\$ -	\$ 244,546	\$ 240,712	\$ 292,202



Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
EFN003	Monitor fiscal and performance compliance.	0.90	1,872.00	\$ 67,190	\$ 81,563
EFN005	Prepare annual budget.	2.10	4,368.00	173,522	210,639
		<u>3.00</u>	<u>6,240.00</u>	<u>\$ 240,712</u>	<u>\$ 292,202</u>



Staffing

Budget Analyst
Director of Budget and Research
Total Staffing

FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
2.00	2.00	2.00
1.00	1.00	1.00
<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Budget					
Personnel Services					
010-2025-415.40-05	FULL-TIME SALARIES	\$ -	\$ 173,264	\$ 181,927	\$ -
010-2025-415.40-25	LONGEVITY	-	288	148	-
010-2025-415.40-82	MEDICAL INSURANCE	-	14,824	13,177	-
010-2025-415.40-83	DENTAL INSURANCE	-	827	735	-
010-2025-415.40-84	LIFE INSURANCE	-	54	48	-
010-2025-415.40-85	RETIREMENT - TMRS	-	19,351	19,852	-
010-2025-415.40-87	SOCIAL SECURITY	-	10,630	10,521	-
010-2025-415.40-88	MEDICARE	-	2,486	2,461	-
010-2025-415.40-89	WORKERS COMPENSATION	-	295	310	-
610-2025-415.40-05	FULL-TIME SALARIES	-	-	-	206,289
610-2025-415.40-25	LONGEVITY	-	-	-	288
610-2025-415.40-82	MEDICAL INSURANCE	-	-	-	16,494
610-2025-415.40-83	DENTAL INSURANCE	-	-	-	827
610-2025-415.40-84	LIFE INSURANCE	-	-	-	54
610-2025-415.40-85	RETIREMENT - TMRS	-	-	-	24,397
610-2025-415.40-87	SOCIAL SECURITY	-	-	-	11,928
610-2025-415.40-88	MEDICARE	-	-	-	2,790
610-2025-415.40-89	WORKERS COMPENSATION	-	-	-	351
	Personnel Services	-	222,019	229,179	263,418
Supplies					
010-2025-415.41-10	OFFICE	-	1,717	250	-
010-2025-415.41-15	POSTAGE/CARRIER SERVICE	-	169	50	-
010-2025-415.41-25	SUBSCRIPTION/PUBLICATIONS	-	711	249	-
010-2025-415.41-35	PRINT SUPPLIES	-	2,752	2,752	-
010-2025-415.41-40	COMPUTER SUPPLIES	-	462	50	-
010-2025-415.41-60	FOOD SUPPLIES	-	165	-	-
610-2025-415.41-10	OFFICE	-	-	-	1,717
610-2025-415.41-15	POSTAGE/CARRIER SERVICE	-	-	-	169
610-2025-415.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	762
610-2025-415.41-35	PRINT SUPPLIES	-	-	-	2,752
610-2025-415.41-40	COMPUTER SUPPLIES	-	-	-	462
610-2025-415.41-60	FOOD SUPPLIES	-	-	-	165
	Supplies	-	5,976	3,351	6,027
Repair & Maintenance					
010-2025-415.43-50	MACHINERY	-	314	314	-
610-2025-415.42-43	COMPUTER/SOFTWARE MAINT	-	-	-	11,250
610-2025-415.43-50	MACHINERY	-	-	-	314
	Repair & Maintenance	-	314	314	11,564
Support Services					
010-2025-415.44-05	TELEPHONE	-	330	70	-
010-2025-415.44-10	EQUIPMENT RENTAL/LEASE	-	1,898	1,898	-
010-2025-415.44-25	LEGAL AND PUBLIC NOTICES	-	2,750	2,750	-
010-2025-415.44-30	TRAINING AND TRAVEL	-	2,699	2,000	-
010-2025-415.44-75	DUES AND MEMBERSHIPS	-	450	450	-
610-2025-415.44-05	TELEPHONE	-	-	-	330
610-2025-415.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	1,898

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
610-2025-415.44-25	LEGAL AND PUBLIC NOTICES	\$ -	\$ -	\$ -	\$ 2,750
610-2025-415.44-30	TRAINING AND TRAVEL	-	-	-	3,100
610-2025-415.44-75	DUES AND MEMBERSHIPS	-	-	-	450
	Support Services	<u>-</u>	<u>8,127</u>	<u>7,168</u>	<u>8,528</u>
	Minor Capital				
010-2025-415.46-50	FURNITURE AND FIXTURES	-	6,910	-	-
610-2025-415.46-50	FURNITURE AND FIXTURES	-	-	-	1,000
	Minor Capital	<u>-</u>	<u>6,910</u>	<u>-</u>	<u>1,000</u>
	Professional Services				
010-2025-415.47-01	CONSULTING	-	500	-	-
010-2025-415.47-07	TESTING SERVICES	-	100	150	-
010-2025-415.47-30	ACCOUNTING SERVICES	-	600	550	-
610-2025-415.47-01	CONSULTING	-	-	-	500
610-2025-415.47-07	TESTING SERVICES	-	-	-	500
610-2025-415.47-30	ACCOUNTING SERVICES	-	-	-	665
	Professional Services	<u>-</u>	<u>1,200</u>	<u>700</u>	<u>1,665</u>
	Budget	<u>\$ -</u>	<u>\$ 244,546</u>	<u>\$ 240,712</u>	<u>\$ 292,202</u>

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Mission Element: Prepare annual budget.**Operational Targets:** Essential department functions within the mission element.

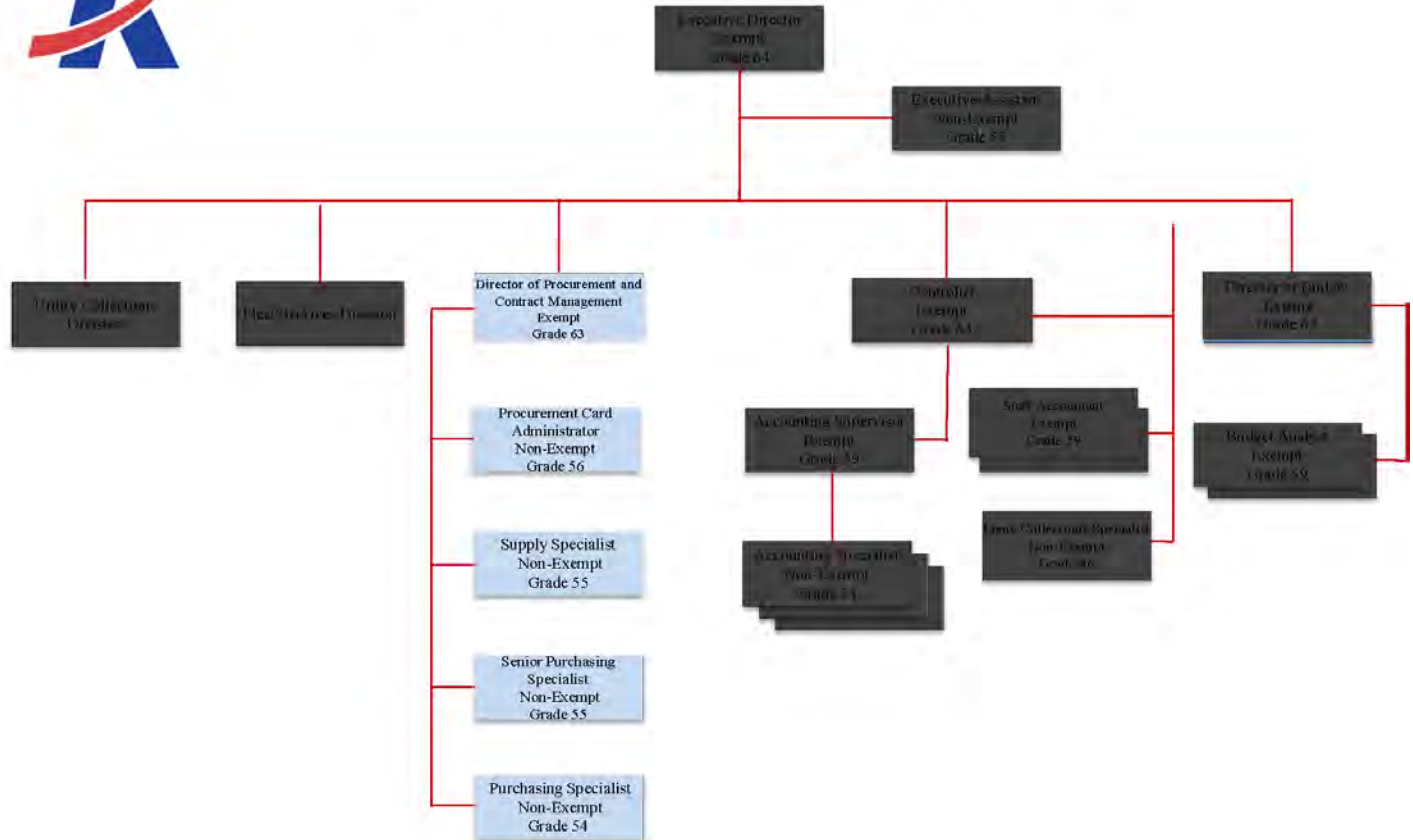
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Deliver budget to City Council on time in accordance with the budget calendar.	5,888	1	1	1	1	1	1
Receive the GFOA Distinguished Budget Presentation award.	500	1	1	1	1	1	1
Create and implement CIP project code reporting.	300	30	30	45	50	50	50

Mission Element: Monitor fiscal and performance compliance.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Create budget standard operating procedures document.	100	1	1	1	1	In progress	1
Deliver department monthly budget reports within 15 days.	100	12	12	2	12	0	12
Update monthly key performance indicators.	100	12	12	12	12	12	12
Process budget transfers (annual number).	225	450	450	575	400	600	500
Process budget amendments (annual number).	300	18	15	15	10	5	10
Review procurement routing slips (annual number).	0	150	150	Moved to Accounting	Moved to Accounting	Moved to Accounting	Moved to Accounting
Review purchase orders over \$25,000 (annual number).	0	150	150	Moved to Accounting	Moved to Accounting	Moved to Accounting	Moved to Accounting
Review Legistar items (annual number).	100	50	50	50	50	80	80



Purchasing Services Division



DIVISION MISSION STATEMENT

The Purchasing Services Division's mission is to support City departments by providing procurement services which ensures the City receives the best value on purchases, while following applicable regulations and policies.

MISSION ELEMENTS

- Administer the purchasing and procurement system.

GOALS

- Establish internal and external standard operating procedures for Finance processes.
- Automate the purchase order process in conjunction with IT.
- Continue transitioning to a centralized purchasing system.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
245,444	316,941	312,826	329,142
\$ 245,444	\$ 316,941	\$ 312,826	\$ 329,142

Expenditure Summary

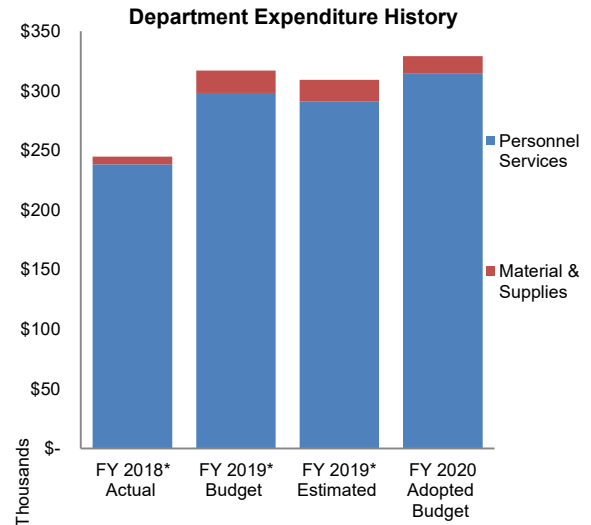
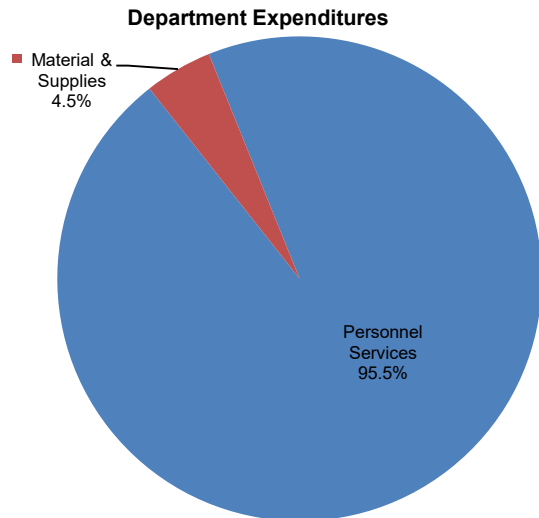
Personnel Services

Material & Supplies

Contracts

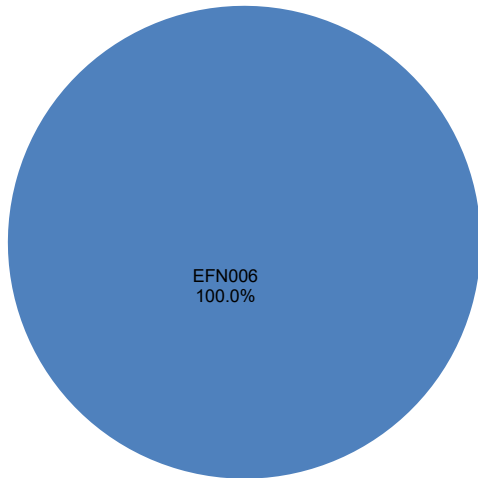
Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 238,220	\$ 298,237	\$ 291,086	\$ 314,238
6,546	18,704	18,212	14,904
679	-	3,528	-
\$ 245,444	\$ 316,941	\$ 312,826	\$ 329,142

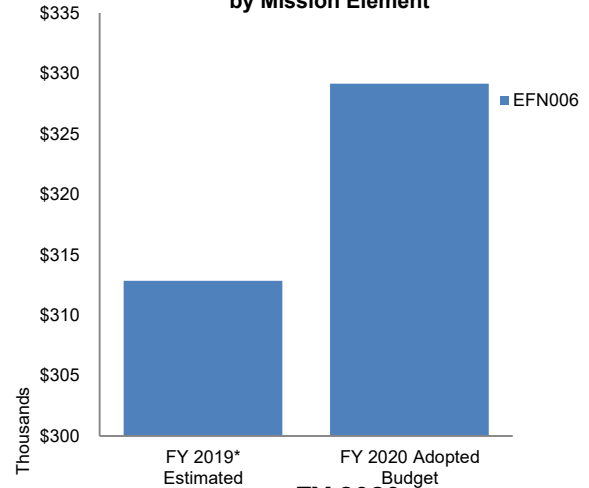


Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
EFN006	Administer the purchasing and procurement system.	5.00	10,400.00	\$ 312,826	\$ 329,142
		<u>5.00</u>	<u>10,400.00</u>	<u>\$ 312,826</u>	<u>\$ 329,142</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
Buyer	-	-	2.00
Director of Purchasing & Contract Mgmt. ¹	-	1.00	1.00
Procurement Card Administrator	1.00	1.00	-
Purchasing Manager ¹	1.00	-	1.00
Purchasing Specialist	1.00	1.00	-
Senior Buyer	-	-	1.00
Senior Purchasing Specialist	1.00	1.00	-
Supply Specialist	1.00	1.00	-
Total	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

¹ - In FY 2018*, reclassified Purchasing Manager to Director of Purchasing & Contract Mgmt.

² - In FY 2020, reclassified Purchasing Specialist and Supply Specialist to Buyers, Procurement Card Admin to Senior Buyer, and Senior Purchasing Specialist to Purchasing Manager

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Purchasing					
Personnel Services					
010-2030-415.40-05	FULL-TIME SALARIES	\$ 186,637	\$ 230,995	\$ 225,916	\$ -
010-2030-415.40-15	OVERTIME	59	-	-	-
010-2030-415.40-25	LONGEVITY	1,723	2,064	1,861	-
010-2030-415.40-81	GROUP INSURANCE	16,690	-	-	-
010-2030-415.40-82	MEDICAL INSURANCE	-	19,765	19,765	-
010-2030-415.40-83	DENTAL INSURANCE	-	1,379	1,379	-
010-2030-415.40-84	LIFE INSURANCE	-	90	90	-
010-2030-415.40-85	RETIREMENT - TMRS	18,650	25,986	24,764	-
010-2030-415.40-87	SOCIAL SECURITY	14,140	14,233	13,714	-
010-2030-415.40-88	MEDICARE	-	3,329	3,207	-
010-2030-415.40-89	WORKERS COMPENSATION	321	396	390	-
610-2030-415.40-05	FULL-TIME SALARIES	-	-	-	241,245
610-2030-415.40-25	LONGEVITY	-	-	-	2,256
610-2030-415.40-82	MEDICAL INSURANCE	-	-	-	21,992
610-2030-415.40-83	DENTAL INSURANCE	-	-	-	1,379
610-2030-415.40-84	LIFE INSURANCE	-	-	-	90
610-2030-415.40-85	RETIREMENT - TMRS	-	-	-	28,758
610-2030-415.40-87	SOCIAL SECURITY	-	-	-	14,673
610-2030-415.40-88	MEDICARE	-	-	-	3,431
610-2030-415.40-89	WORKERS COMPENSATION	-	-	-	414
	Personnel Services	238,220	298,237	291,086	314,238
Supplies					
010-2030-415.41-10	OFFICE	582	2,500	2,400	-
010-2030-415.41-15	POSTAGE/CARRIER SERVICE	21	50	35	-
010-2030-415.41-20	UNIFORMS AND CLOTHING	157	330	330	-
010-2030-415.41-25	SUBSCRIPTION/PUBLICATIONS	146	146	146	-
010-2030-415.41-35	PRINT SUPPLIES	1,036	2,120	1,810	-
010-2030-415.41-40	COMPUTER SUPPLIES	365	367	300	-
010-2030-415.41-60	FOOD SUPPLIES	-	-	98	-
610-2030-415.41-10	OFFICE	-	-	-	2,160
610-2030-415.41-15	POSTAGE/CARRIER SERVICE	-	-	-	50
610-2030-415.41-20	UNIFORMS AND CLOTHING	-	-	-	330
610-2030-415.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	146
610-2030-415.41-35	PRINT SUPPLIES	-	-	-	1,120
610-2030-415.41-40	COMPUTER SUPPLIES	-	-	-	180
610-2030-415.41-60	FOOD SUPPLIES	-	-	-	125
	Supplies	2,308	5,513	5,119	4,111
Repair & Maintenance					
010-2030-415.42-43	COMPUTER MAINTENANCE	-	500	300	-
	Repair & Maintenance	-	500	300	-
Support Services					
010-2030-415.44-05	TELEPHONE	483	725	700	-
010-2030-415.44-10	EQUIPMENT RENTAL/LEASE	2,197	3,100	3,000	-
010-2030-415.44-25	LEGAL AND PUBLIC NOTICES	-	1,000	1,000	-
010-2030-415.44-30	TRAINING AND TRAVEL	-	6,000	6,000	-
010-2030-415.44-75	DUES AND MEMBERSHIPS	1,178	1,866	1,783	-
610-2030-415.44-05	TELEPHONE	-	-	-	600

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
610-2030-415.44-10	EQUIPMENT RENTAL/LEASE	\$ -	\$ -	\$ -	\$ 2,800
610-2030-415.44-25	LEGAL AND PUBLIC NOTICES	-	-	-	500
610-2030-415.44-30	TRAINING AND TRAVEL	-	-	-	5,000
610-2030-415.44-75	DUES AND MEMBERSHIPS	-	-	-	1,893
	Support Services	3,858	12,691	12,483	10,793
	Minor Capital				
010-2030-415.46-50	FURNITURE AND FIXTURES	380	-	310	-
	Minor Capital	380	-	310	-
	Professional Services				
010-2030-415.47-01	CONSULTING	679	-	3,528	-
	Professional Services	679	-	3,528	-
	Purchasing	\$ 245,444	\$ 316,941	\$ 312,826	\$ 329,142

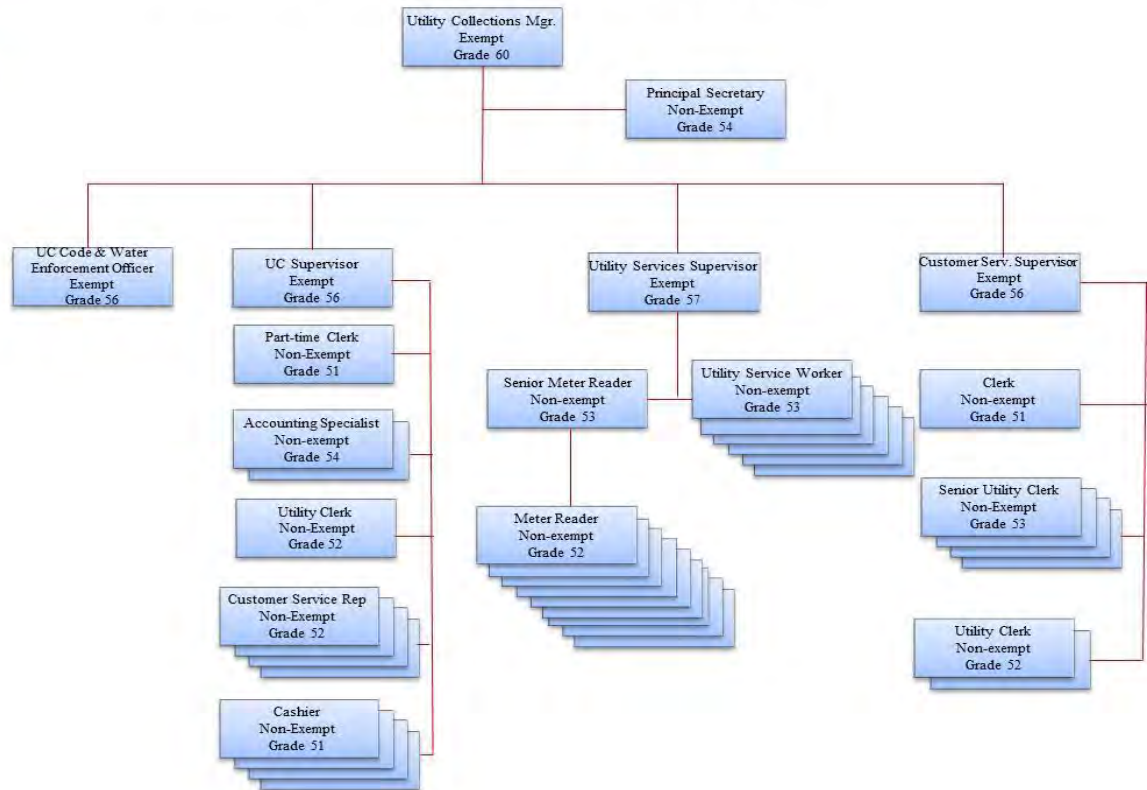
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Mission Element 1: Administer the Purchasing and Procurement System.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Create purchasing standard operating procedures document.	393	1	1	1	1	1	1
Transition departments to centralized purchasing.	180	4	4	4	4	4	8
Process POs > \$3,000.	1,410	2,387	2,500	1,300	1,500	1,450	1,500
Reduce manual POs processed.		295	200	0	0	0	0
Process change orders.	1,710	479	500	500	500	752	525
Facilitate competitive bids.	780	10	12	14	16	15	15
Manage RFPs.	394	0	6	3	3	6	5
Manage RFQs.	694	8	8	3	3	4	3
Issue P-cards.	104	54	20	17	20	20	15
Cancel P-cards.	260	132	60	108	24	17	12
Update/change P-cards.	260	69	30	25	25	13	13
Review department P-card approval lists (annual number).	163	1,639	1,000	1,495	1,500	1,186	1,200
Review P-card transactions (annual number).	1,293	12,647	10,000	6,300	6,500	8,874	8,500
Review contracts (annual number).	656	189	200	140	145	154	150
Review Sole Sourced requests (annual number).	356	38	35	36	38	13	20
Add vendor files (annual number).	1,560	482	400	354	350	525	500
Update vendor files (annual number).	1,560	188	150	410	300	525	500



Utility Collections Division



DIVISION MISSION STATEMENT

The mission of the Utility Collection division is to accurately bill and collect on a timely basis for all City utility services.

MISSION ELEMENTS

- Read meters.
- Bill for service.
- Collect accounts.

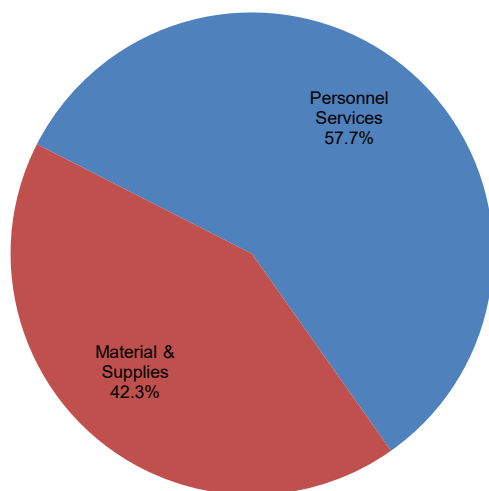
GOALS

- Replace drive through equipment.
- Improve online services offered to customers.
- Purge outdated and unnecessary data from Superion software.

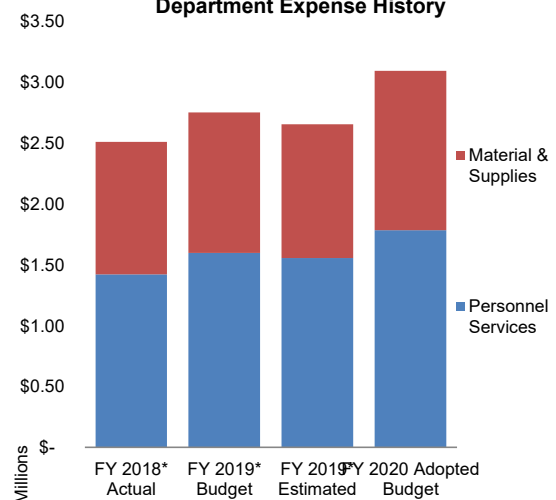
FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 2,510,007	\$ 2,750,267	\$ 2,653,743	\$ 3,093,053
Total	\$ 2,510,007	\$ 2,750,267	\$ 2,653,743	\$ 3,093,053
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Expenses Summary				
Personnel Services	\$ 1,421,917	\$ 1,598,943	\$ 1,554,466	\$ 1,784,992
Material & Supplies	1,088,091	1,151,324	1,099,277	1,308,061
Total	\$ 2,510,007	\$ 2,750,267	\$ 2,653,743	\$ 3,093,053

Department Expenses



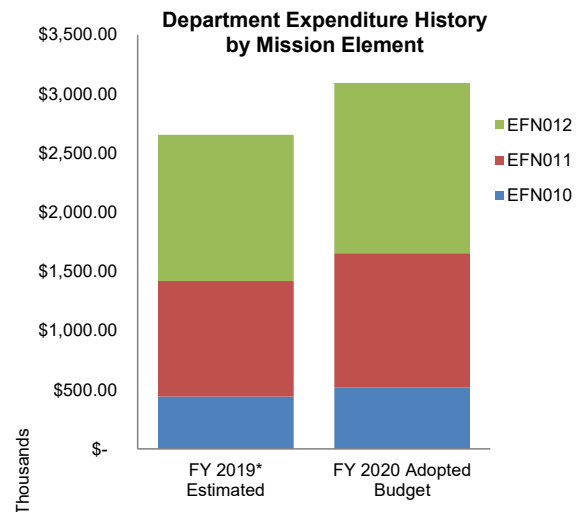
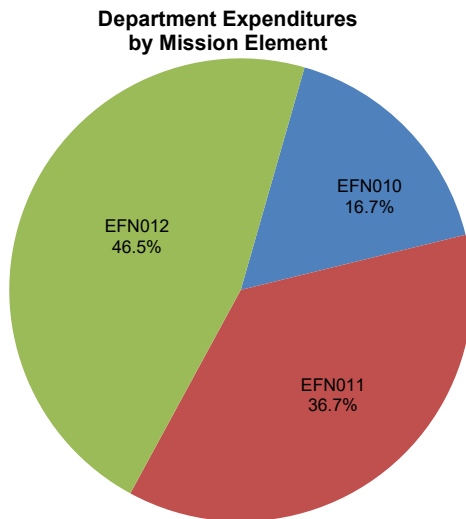
Department Expense History



**SUPPORT SERVICES
UTILITY COLLECTIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
EFN010	Read meters.	10.75	22,360.00	\$ 443,895.90	\$ 517,380
EFN011	Bill for service.	13.80	28,704.00	975,116	1,136,540
EFN012	Collect accounts.	14.95	31,096.00	1,234,731	1,439,133
		<u>39.50</u>	<u>82,160.00</u>	<u>\$ 2,653,743</u>	<u>\$ 3,093,053</u>



	FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
Staffing			
Accounting Specialist	2.00	2.00	2.00
Clerk	1.50	1.50	1.50
Code Enforcement Officer	1.00	1.00	1.00
Customer Service Representative	4.00	4.00	4.00
Customer Service Supervisor	1.00	1.00	1.00
Director of Utility Collections ¹	-	1.00	1.00
Meter Reader	8.00	8.00	8.00
Principal Secretary	1.00	1.00	1.00
Senior Meter Reader	1.00	1.00	1.00
Senior Utility Clerk	4.00	4.00	4.00
Utility Cashier	4.00	4.00	4.00
Utility Clerk	3.00	3.00	3.00
Utility Collections Manager ¹	1.00	-	-
Utility Collections Supervisor	1.00	1.00	1.00
Utility Service Supervisor	1.00	1.00	1.00
Utility Service Worker	6.00	6.00	6.00
Total Staffing	<u>39.50</u>	<u>39.50</u>	<u>39.50</u>

1 - In FY 2019*, reclassified Utility Collections Manager to Director of Utility Collections

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from Water Sewer Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Utility Collections					
Personnel Services					
550-2050-411.40-05	FULL-TIME SALARIES	\$ 994,600	\$ 1,133,187	\$ 1,113,067	\$ -
550-2050-411.40-10	PART-TIME SALARIES	10,121	10,478	11,339	-
550-2050-411.40-15	OVERTIME	47,572	47,200	47,200	-
550-2050-411.40-25	LONGEVITY	12,323	14,975	13,790	-
550-2050-411.40-30	INCENTIVE PAY	7,743	7,620	7,303	-
550-2050-411.40-37	BILINGUAL PAY	2,875	3,000	2,500	-
550-2050-411.40-55	ON CALL	3,840	3,780	3,490	-
550-2050-411.40-81	GROUP INSURANCE	147,326	-	-	-
550-2050-411.40-82	MEDICAL INSURANCE	-	133,417	123,837	-
550-2050-411.40-83	DENTAL INSURANCE	-	8,824	8,196	-
550-2050-411.40-84	LIFE INSURANCE	-	702	654	-
550-2050-411.40-85	RETIREMENT - TMRS	106,837	136,060	124,599	-
550-2050-411.40-87	SOCIAL SECURITY	80,492	73,768	72,566	-
550-2050-411.40-88	MEDICARE	-	17,252	16,966	-
550-2050-411.40-89	WORKERS COMPENSATION	8,187	8,680	8,959	-
610-2050-411.40-05	FULL-TIME SALARIES	-	-	-	1,262,802
610-2050-411.40-10	PART-TIME SALARIES	-	-	-	12,886
610-2050-411.40-15	OVERTIME	-	-	-	47,200
610-2050-411.40-25	LONGEVITY	-	-	-	15,792
610-2050-411.40-30	INCENTIVE PAY	-	-	-	7,620
610-2050-411.40-37	BILINGUAL PAY	-	-	-	2,400
610-2050-411.40-55	ON CALL	-	-	-	3,780
610-2050-411.40-82	MEDICAL INSURANCE	-	-	-	153,941
610-2050-411.40-83	DENTAL INSURANCE	-	-	-	8,548
610-2050-411.40-84	LIFE INSURANCE	-	-	-	702
610-2050-411.40-85	RETIREMENT - TMRS	-	-	-	159,729
610-2050-411.40-87	SOCIAL SECURITY	-	-	-	81,603
610-2050-411.40-88	MEDICARE	-	-	-	19,086
610-2050-411.40-89	WORKERS COMPENSATION	-	-	-	8,903
Personnel Services		1,421,917	1,598,943	1,554,466	1,784,992
Supplies					
550-2050-411.41-10	OFFICE	3,653	6,530	4,675	-
550-2050-411.41-15	POSTAGE/CARRIER SERVICE	259,020	266,604	266,602	-
550-2050-411.41-20	UNIFORMS AND CLOTHING	5,597	12,000	11,703	-
550-2050-411.41-30	FUEL	40,226	40,679	38,662	-
550-2050-411.41-35	PRINT SUPPLIES	32,859	42,479	40,087	-
550-2050-411.41-37	PHONES AND ACCESSORIES	292	350	350	-
550-2050-411.41-40	COMPUTER SUPPLIES	1,363	1,850	1,077	-
550-2050-411.41-65	MINOR TOOLS	5,966	8,031	7,778	-
610-2050-411.41-10	OFFICE	-	-	-	10,000
610-2050-411.41-15	POSTAGE/CARRIER SERVICE	-	-	-	266,604
610-2050-411.41-20	UNIFORMS AND CLOTHING	-	-	-	19,000
610-2050-411.41-30	FUEL	-	-	-	50,679
610-2050-411.41-35	PRINT SUPPLIES	-	-	-	52,479
610-2050-411.41-37	PHONES AND ACCESSORIES	-	-	-	350
610-2050-411.41-40	COMPUTER SUPPLIES	-	-	-	4,850
610-2050-411.41-65	MINOR TOOLS	-	-	-	13,727
Supplies		348,976	378,523	370,934	417,689

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from Water Sewer Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Repair & Maintenance					
550-2050-411.42-43	COMPUTER MAINTENANCE	\$ 47,425	\$ 47,300	\$ 49,060	\$ -
550-2050-411.43-05	FURNITURE AND FIXTURES	3,500	150	150	-
550-2050-411.43-10	SMALL EQUIP REPAIR	577	100	100	-
550-2050-411.43-15	VEHICLE REPAIR/MAINT	30,202	25,855	27,836	-
550-2050-411.43-25	RADIO AND COMMUNICATION	-	200	200	-
550-2050-411.43-40	COMPUTER HARDWARE	61	-	-	-
610-2050-411.42-43	COMPUTER/SOFTWARE MAINT	-	-	-	95,800
610-2050-411.43-05	FURNITURE AND FIXTURES	-	-	-	500
610-2050-411.43-10	SMALL EQUIP REPAIR	-	-	-	500
610-2050-411.43-15	VEHICLE REPAIR/MAINT	-	-	-	43,235
610-2050-411.43-25	RADIO AND COMMUNICATION	-	-	-	17,700
Repair & Maintenance		81,764	73,605	77,346	157,735
Support Services					
550-2050-411.44-04	WATER SERVICE	1,829	-	1,013	-
550-2050-411.44-05	TELEPHONE	2,343	3,131	5,640	-
550-2050-411.44-08	WASTE DISPOSAL	1,773	1,773	1,773	-
550-2050-411.44-10	EQUIPMENT RENTAL/LEASE	27,251	42,394	31,510	-
550-2050-411.44-19	MERCHANT FEES	538,269	530,000	495,587	-
550-2050-411.44-30	TRAINING AND TRAVEL	1,620	3,910	3,909	-
550-2050-411.44-50	ELECTRICITY SERVICES	21,030	22,434	20,871	-
550-2050-411.44-75	DUES AND MEMBERSHIPS	612	800	357	-
610-2050-411.44-04	WATER SERVICE	-	-	-	2,300
610-2050-411.44-05	TELEPHONE	-	-	-	8,531
610-2050-411.44-08	WASTE DISPOSAL	-	-	-	1,773
610-2050-411.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	51,465
610-2050-411.44-19	MERCHANT FEES	-	-	-	542,720
610-2050-411.44-30	TRAINING AND TRAVEL	-	-	-	5,000
610-2050-411.44-50	ELECTRICITY SERVICES	-	-	-	22,434
610-2050-411.44-75	DUES AND MEMBERSHIPS	-	-	-	2,000
Support Services		594,727	604,442	560,660	636,223
Minor Capital					
550-2050-411.46-40	COMPUTER EQUIP/SOFTWARE	21,266	-	3,176	-
550-2050-411.46-50	FURNITURE AND FIXTURES	-	2,654	2,000	-
610-2050-411.46-05	OFFICE MACHINES AND EQUIP	-	-	-	13,000
610-2050-411.46-37	TELEPHONE EQUIPMENT	-	-	-	5,000
610-2050-411.46-50	FURNITURE AND FIXTURES	-	-	-	4,000
Minor Capital		21,266	2,654	5,176	22,000
Professional Services					
550-2050-411.47-99	SPECIAL SERVICES	6,211	6,600	6,562	-
610-2050-411.47-99	SPECIAL SERVICES	-	-	-	8,400
Professional Services		6,211	6,600	6,562	8,400
Designated Expenses					
550-2050-411.50-95	COLLECTION EXPENSE	35,147	37,000	33,099	-
610-2050-411.50-95	COLLECTION EXPENSE	-	-	-	37,000
Designated Expenses		35,147	37,000	33,099	37,000
Capital Outlay					
550-2050-411.61-40	COMPUTER EQUIP/SOFTWARE	-	48,500	45,500	-
610-2050-411.60-07	BUILDING IMPROVEMENTS	-	-	-	29,014
Capital Outlay		-	48,500	45,500	29,014
Utility Collections		\$ 2,510,007	\$ 2,750,267	\$ 2,653,743	\$ 3,093,053

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from Water Sewer Fund.

Mission Element 1: Read meters.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Read water meters in a timely manner.	14,426	625,632	641,268	629,424	635,718	639,289	645,600
Maintain over reads at less than 1%.	14,426	1,584	<6,408	1,176	<6,300	1,362	<6,300
Download addresses to handheld for reading.	102	625,632	641,268	629,424	635,718	639,289	645,600
Upload readings to billing software.	102	625,632	641,268	629,424	635,718	639,289	645,600
Decrease annual water loss.	4,224	N/A	<1.0 billion gallons	N/A	<1.0 billion gallons	964,524,514	<1.0 billion gallons

Mission Element 2: Bill for service.**Operational Targets:** Essential department functions within the mission element.

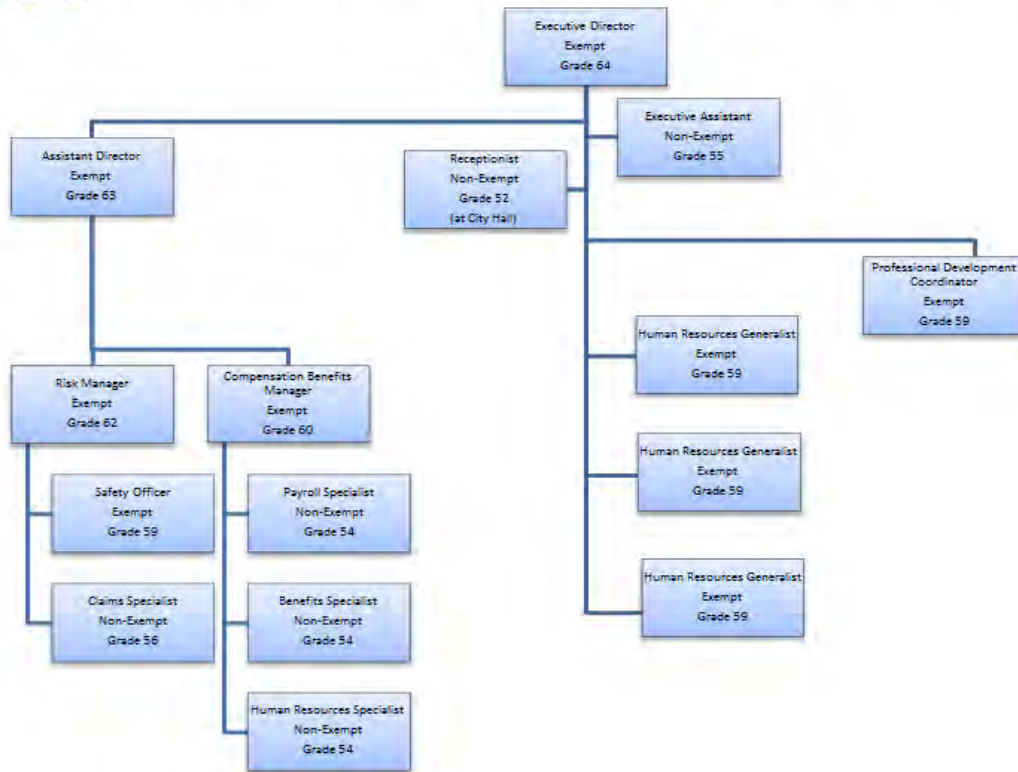
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Mail bills within 10-days of meter read.	8,320	604,932	620,052	608,244	614,326	624,181	630,400

Mission Element 3: Collect accounts.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Increase utility collection rate.	35,856	98%	100%	99%	100%	98%	100%
Process and mail late notices.	960	131,784	135,084	129,600	130,896	129,310	131,000
Process and deliver delinquent tags.	3,774	30,000	30,756	29,400	27,000	29,403	29,800



Human Resources Department



DIVISION MISSION STATEMENT

The Human Resources mission is to recruit, train, engage, and retain a diverse, valuable, and safe workforce in support of public safety, public works, and all city services.

MISSION ELEMENTS

- Manage recruitment, placement, retention and staff well-being.
- Communicate and enforce policies, rules and practices that are in compliance with employment law and regulations.
- Manage a fair classification and compensation plan, and a benefits system.
- Manage career management, staff development and training, in support of the City's performance management initiative.

GOALS

- Implementation of a new compensation system
- Design a new performance appraisal system
- Create an organizational development academy
- Continued focus on wellness to include:
 - Nutrition
 - Smoking cessation
 - Obesity

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 1,019,193	\$ 1,086,529	\$ 1,030,379	\$ 1,356,623
\$ 1,019,193	\$ 1,086,529	\$ 1,030,379	\$ 1,356,623

Expenditure Summary

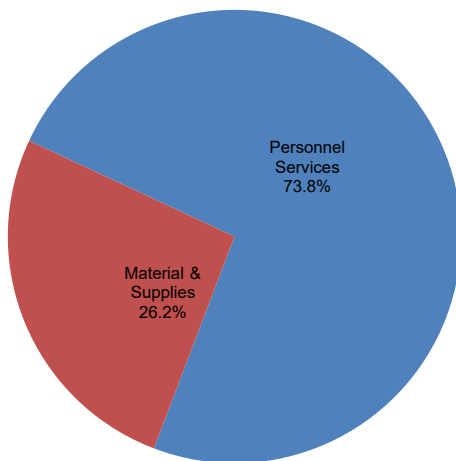
Personnel Services

Material & Supplies

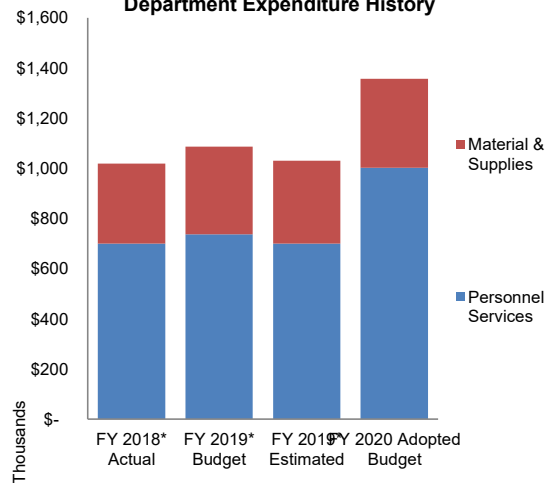
Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 699,986	\$ 736,783	\$ 699,136	\$ 1,001,752
319,207	349,746	331,243	354,871
\$ 1,019,193	\$ 1,086,529	\$ 1,030,379	\$ 1,356,623

Department Expenditures



Department Expenditure History

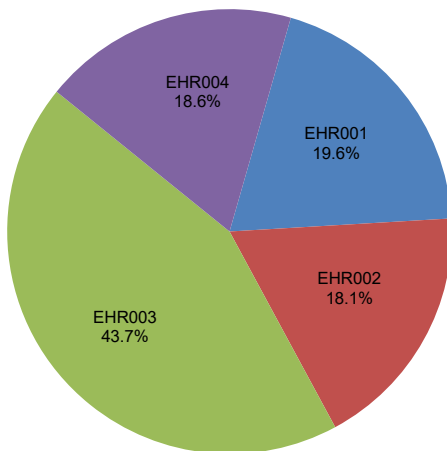


**SUPPORT SERVICES
HUMAN RESOURCES**

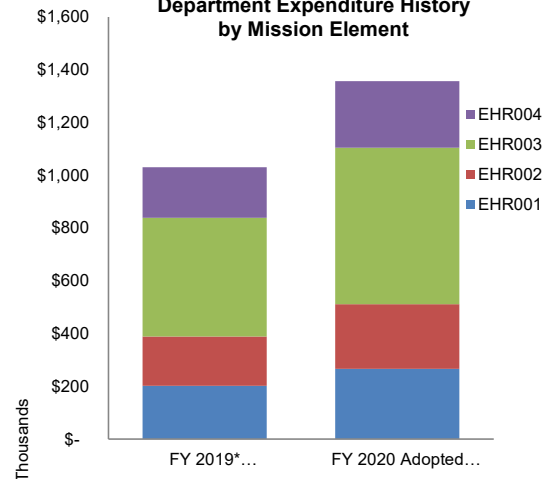
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
EHR001	Manage recruitment, placement, retention, and staff well-being.	2.40	4,992.00	\$ 202,140	\$ 266,143
EHR002	Communicate and enforce policies, rules and practices that are in compliance with employment law and regulations.	2.40	4,992.00	186,046	244,953
EHR003	Manage a fair classification and compensation plan, and a benefits system.	6.30	13,104.00	450,289	592,862
EHR004	Manage career management, staff development and training, in support of the City's performance management.	2.90	6,032.00	191,904	252,665
		<u>14.00</u>	<u>29,120.00</u>	<u>\$ 1,030,379</u>	<u>\$ 1,356,623</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



	FY 2018*	FY 2019*	FY 2020
	Actual	Estimated	Adopted Budget
Staffing			
Assistant Director of Human Resources	1.00	1.00	1.00
Benefits Manager ¹	-	-	1.00
Benefits Specialist	1.00	1.00	1.00
Compensation & Benefits Manager ²	1.00	1.00	-
Compensation Manager ²	-	-	1.00
Compensation Specialist ³	-	-	2.00
Executive Assistant/Wellness Coordinator	1.00	1.00	1.00
Executive Director of Human Resources	1.00	1.00	1.00
Human Resources Assistant ⁴	1.00	-	-
Human Resources Generalist	3.00	3.00	3.00
Human Resources Specialist ³	-	1.00	-
Learning & Development Coordinator ⁵	-	-	1.00
Learning & Development Manager ⁶	-	-	1.00
Payroll Specialist ³	1.00	1.00	-
Professional Development & Training Coordinator ⁶	1.00	1.00	-
Receptionist	1.00	1.00	1.00
Total Staffing	12.00	12.00	14.00

¹ - In FY 2020, added Benefits Manager per decision package approved by City Manager

² - In FY 2020, reclassified Compensation & Benefits Manager to Compensation Manager

³ - In FY 2020, reclassified Human Resources Specialist and Payroll Specialist to Compensation Specialists

⁴ - In FY 2018*, reclassified Human Resources Assistant

⁵ - In FY 2020, added Learning & Development Coordinator

⁶ - In FY 2020, reclassified Professional Development & Training Coordinator to Learning & Development Manager

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Human Resources					
Personnel Services					
010-2305-418.40-05	FULL-TIME SALARIES	\$ 554,457	\$ 584,832	\$ 550,825	\$ -
010-2305-418.40-25	LONGEVITY	1,731	2,544	1,949	-
010-2305-418.40-37	BILINGUAL PAY	2,400	2,400	2,400	-
010-2305-418.40-50	CAR ALLOWANCE	3,000	3,000	3,000	-
010-2305-418.40-81	GROUP INSURANCE	39,609	-	-	-
010-2305-418.40-82	MEDICAL INSURANCE	-	29,648	34,631	-
010-2305-418.40-83	DENTAL INSURANCE	-	2,482	2,661	-
010-2305-418.40-84	LIFE INSURANCE	-	216	192	-
010-2305-418.40-85	RETIREMENT - TMRS	55,608	66,094	60,742	-
010-2305-418.40-87	SOCIAL SECURITY	42,226	36,113	33,867	-
010-2305-418.40-88	MEDICARE	-	8,446	7,920	-
010-2305-418.40-89	WORKERS COMPENSATION	955	1,008	949	-
610-2305-418.40-05	FULL-TIME SALARIES	-	-	-	782,771
610-2305-418.40-25	LONGEVITY	-	-	-	2,784
610-2305-418.40-37	BILINGUAL PAY	-	-	-	2,400
610-2305-418.40-50	CAR ALLOWANCE	-	-	-	3,000
610-2305-418.40-82	MEDICAL INSURANCE	-	-	-	52,780
610-2305-418.40-83	DENTAL INSURANCE	-	-	-	3,475
610-2305-418.40-84	LIFE INSURANCE	-	-	-	244
610-2305-418.40-85	RETIREMENT - TMRS	-	-	-	93,412
610-2305-418.40-87	SOCIAL SECURITY	-	-	-	48,256
610-2305-418.40-88	MEDICARE	-	-	-	11,285
610-2305-418.40-89	WORKERS COMPENSATION	-	-	-	1,345
Personnel Services		699,986	736,783	699,136	1,001,752
Supplies					
010-2305-418.41-10	OFFICE	1,232	2,000	1,547	-
010-2305-418.41-15	POSTAGE/CARRIER SERVICE	1,296	2,000	463	-
010-2305-418.41-20	UNIFORMS AND CLOTHING	104	500	500	-
010-2305-418.41-25	SUBSCRIPTION/PUBLICATIONS	1,285	1,000	1,000	-
010-2305-418.41-35	PRINT SUPPLIES	1,847	5,000	2,218	-
010-2305-418.41-40	COMPUTER SUPPLIES	92	800	554	-
010-2305-418.41-60	FOOD SUPPLIES	498	900	600	-
010-2305-418.41-65	MINOR TOOLS	53	-	-	-
010-2305-418.41-70	CLEANING SUPPLIES	-	-	10	-
610-2305-418.41-10	OFFICE	-	-	-	2,000
610-2305-418.41-15	POSTAGE/CARRIER SERVICE	-	-	-	2,000
610-2305-418.41-20	UNIFORMS AND CLOTHING	-	-	-	500
610-2305-418.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	1,000
610-2305-418.41-35	PRINT SUPPLIES	-	-	-	5,000
610-2305-418.41-40	COMPUTER SUPPLIES	-	-	-	800
610-2305-418.41-60	FOOD SUPPLIES	-	-	-	900
Supplies		6,406	12,200	6,892	12,200
Repair & Maintenance					
010-2305-418.42-43	COMPUTER/SOFTWARE MAINT	479	-	-	-
010-2305-418.43-45	COMPUTER SOFTWARE	146	-	-	-
Repair & Maintenance		626	-	-	-

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Support Services					
010-2305-418.44-04	WATER SERVICE	\$ 125	\$ 240	\$ 225	\$ -
010-2305-418.44-05	TELEPHONE	216	500	500	-
010-2305-418.44-10	EQUIPMENT RENTAL/LEASE	10,222	12,000	12,000	-
010-2305-418.44-25	LEGAL AND PUBLIC NOTICES	409	2,700	957	-
010-2305-418.44-26	PROMOTION AND ADVERTISING	-	-	85	-
010-2305-418.44-28	NOTICES REQUIRED BY LAW	-	300	-	-
010-2305-418.44-30	TRAINING AND TRAVEL	6,812	7,770	7,771	-
010-2305-418.44-32	TUITION REIMBURSEMENT	14,506	20,000	20,000	-
010-2305-418.44-45	PUBLIC LIAB INSURANCE	-	50	50	-
010-2305-418.44-70	TROPHIES AND AWARDS	8,133	10,000	9,000	-
010-2305-418.44-75	DUES AND MEMBERSHIPS	370	500	1,487	-
610-2305-418.44-04	WATER SERVICE	-	-	-	240
610-2305-418.44-05	TELEPHONE	-	-	-	500
610-2305-418.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	8,731
610-2305-418.44-25	LEGAL AND PUBLIC NOTICES	-	-	-	2,700
610-2305-418.44-26	PROMOTION AND ADVERTISING	-	-	-	600
610-2305-418.44-28	NOTICES REQUIRED BY LAW	-	-	-	300
610-2305-418.44-30	TRAINING AND TRAVEL	-	-	-	10,770
610-2305-418.44-32	TUITION REIMBURSEMENT	-	-	-	20,000
610-2305-418.44-45	PUBLIC LIAB INSURANCE	-	-	-	58
610-2305-418.44-70	TROPHIES AND AWARDS	-	-	-	10,000
610-2305-418.44-75	DUES AND MEMBERSHIPS	-	-	-	2,200
	Support Services	40,792	54,060	52,075	56,099
Minor Capital					
010-2305-418.46-05	OFFICE MACHINES AND EQUIP	1,549	-	-	-
010-2305-418.46-20	BOOKS AND REFRNCE MATERIALS	71	150	740	-
610-2305-418.46-20	BOOKS AND REFRNCE MATERIALS	-	-	-	150
610-2305-418.46-50	FURNITURE AND FIXTURES	-	-	-	3,086
	Minor Capital	1,620	150	740	3,236
Professional Services					
010-2305-418.47-01	CONSULTING SERVICES	182,715	174,000	174,000	-
010-2305-418.47-05	MEDICAL / COUNSELING	38,880	40,207	39,207	-
010-2305-418.47-07	TESTING SERVICES	17,649	15,850	15,850	-
010-2305-418.47-10	ARBITRATION SERVICES	550	550	450	-
010-2305-418.47-11	LEGAL SERVICES	330	150	100	-
010-2305-418.47-99	SPECIAL SERVICES	5,953	6,000	5,350	-
610-2305-418.47-01	CONSULTING	-	-	-	174,000
610-2305-418.47-05	MEDICAL/COUNSELING SERVIC	-	-	-	40,207
610-2305-418.47-07	TESTING SERVICES	-	-	-	15,850
610-2305-418.47-10	ARBITRATION SERVICES	-	-	-	550
610-2305-418.47-11	LEGAL SERVICES	-	-	-	150
610-2305-418.47-99	SPECIAL SERVICES	-	-	-	6,000
	Professional Services	246,076	236,757	234,957	236,757
Designated Expenses					
010-2305-418.50-70	UNEMPLOYMENT REIMBURSE	23,686	46,579	36,579	-
610-2305-418.50-70	UNEMPLOYMENT REIMBURSE	-	-	-	46,579
	Designated Expenses	23,686	46,579	36,579	46,579
	Human Resources	\$ 1,019,193	\$ 1,086,529	\$ 1,030,379	\$ 1,356,623

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

EMPLOYMENT SERVICES

Mission Element 1: Manage recruitment, placement, retention, and staff well-being.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Screen applications to seek a talent-based	3,120	18,000	12,800	13,017	15,000	11,820	12,000
Refer applicants.	1,560	6,000	6,500	7,102	7,500	5,434	6,000
Schedule interviews.	780	500	N/A	646	700	1,372	1,200
Hire talent.	780	200	148	204	220	252	220
Attend local job fairs.	16	5	N/A	N/A	5	5	5
Administer entry level firefighters exams.	12	2	2	2	2	2	2
Administer promotional Fire exams.	12	2	2	2	2	1	2
Administer entry level police exams.	12	2	2	2	2	1	1
Administer promotional police exams.	12	2	2	2	2	1	2
Decrease Classified employee turnover.		13%	N/A	18.91%	15%	26%	15%
Decrease Police officer turnover.		10%	N/A	10.75%	9%	11%	9%
Decrease Firefighter turnover.		10%	N/A	11.90%	8%	12%	8%
Average amount of time to fill a position.		3 weeks	N/A	N/A	3 weeks	8 weeks	4 weeks
Coordinate service awards.	480	1	1	1	1	1	1

Mission Element 2: Communicate and enforce policies, rules and practices that are in compliance with employment law and regulations.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review disciplinary action items.	431	20	N/A	N/A	15	18	15
Review employment policies.	431	65	10	10	10	66	10

COMPENSATION AND BENEFITS DIVISION:

Mission Element 1: Manage a fair classification and compensation plan, and a benefits system.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Conduct market driven compensation study.	960	1	1	1	1	1	1
Review job descriptions.	780	150	N/A	N/A	50	383	50
Review reclassifications.	520	10	N/A	39	20	20	20
Monitor employees enrolled in the healthcare plan.		950	N/A	947	960	860	970
Monitor employees' dependents enrollment.		1,400	N/A	1,495	1,500	776	1,500
Monitor employee who opt out of the healthcare plan.		300	N/A	333	300	288	300
Monitor employees who participate in wellness. incentive and wellness assessment.	1,040	947	750	742	780	792	820
Offer onsite flu shots to all employees.	8	80	100	60	100	141	220
Monitor employees who have City gym membership.		130	N/A	631	740	450	740
Review and purge employee files per purging schedule.	1,040	200	N/A	N/A	225	300	250
Review and purge employee applications per purging schedule.	1,040	100	N/A	N/A	100	170	125

LEARNING AND DEVELOPMENT DIVISION:

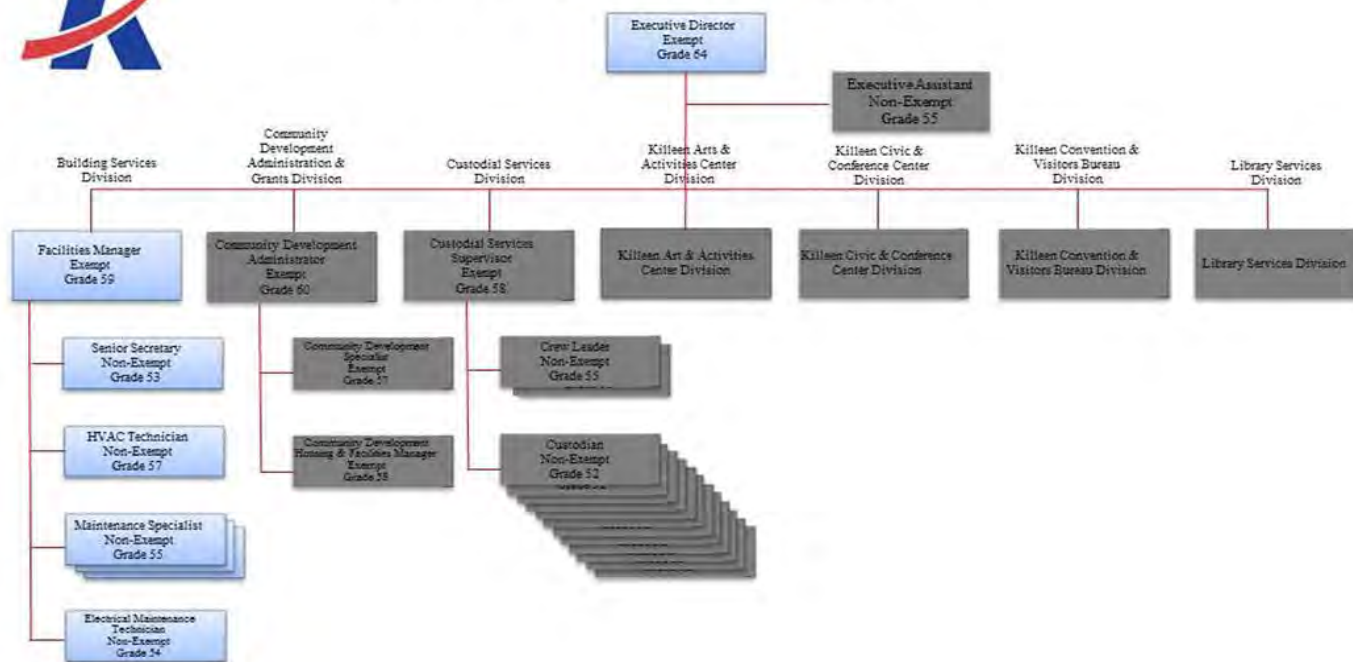
Mission Element 1: Manage career management, staff development and training, in support of the City's performance management.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Monitor new employee orientation sessions.	96	12	N/A	12	12	12	12
Process onboarding.	416	190	N/A	194	200	252	220
Monitor education assistance class enrollment.	260	50	N/A	49	55	29	35
Monitor bilingual testing.	8	10	N/A	4	5	10	5
Provide online annual training.	520	4	N/A	0	3	2	5
Provide online training classes.	520	50	N/A	0	50	2,902	2,000
Provide various training.	520	10	N/A	11	15	556	500
Provide Leadership Academy.	288	2	1	1	2	1	1



Building Services Division



DIVISION MISSION STATEMENT

To provide routine, breakdown, and emergency maintenance for all City-owned buildings with the exception of Aviation and Police Headquarters.

MISSION ELEMENTS

- Repair and maintain facility components consisting of heating, ventilation, air conditioning (HVAC), plumbing, electrical, roofs, windows, doors, overhead commercial doors and related items.
- Service fire safety alarms and equipment.
- Service elevators and ensure annual compliance with regulations.

GOALS

- Implement an HVAC replacement plan with regards to R22 refrigerant phase out.
- Maintain City facilities.
- Respond to work orders in a timely manner to satisfy end-users.
- Maintain elevators, fire alarm systems, and safety equipment.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 783,108	\$ 768,164	\$ 742,914	\$ 815,483
\$ 783,108	\$ 768,164	\$ 742,914	\$ 815,483

Expenditure Summary

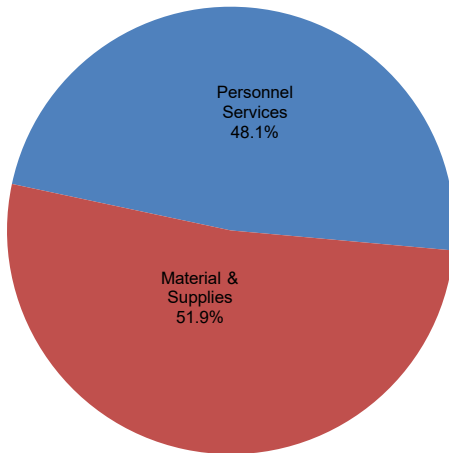
Personnel Services

Material & Supplies

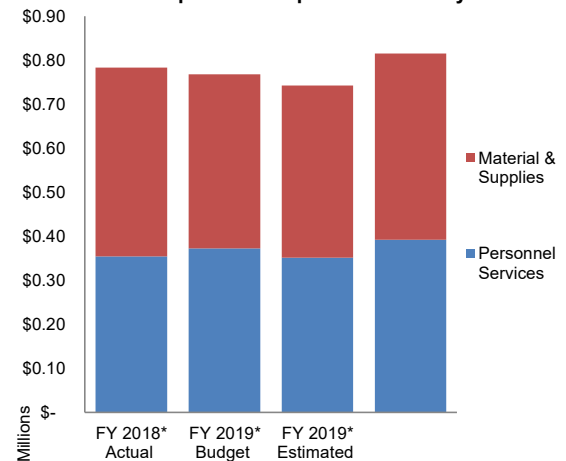
Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 354,850	\$ 372,580	\$ 351,929	\$ 392,212
428,258	395,584	390,985	423,271
\$ 783,108	\$ 768,164	\$ 742,914	\$ 815,483

Department Expenditures



Department Expenditure History



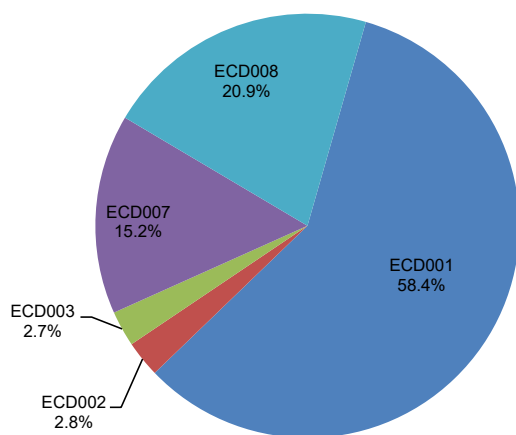
* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

**SUPPORT SERVICES
BUILDING SERVICES**

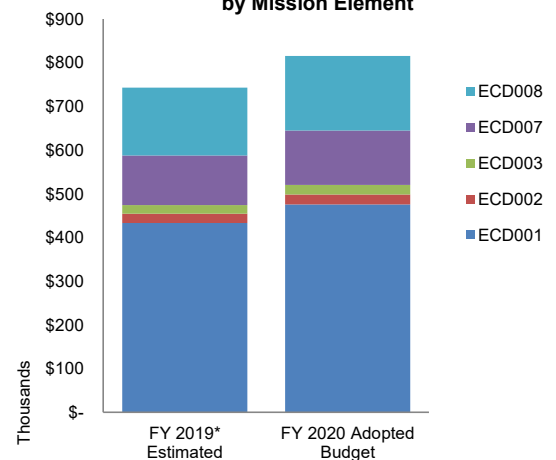
**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
ECD001	Repair and maintain facility components – consisting of plumbing, roofs, windows, doors, overhead commercial doors and related items.	4.30	8,944.00	\$ 433,509	\$ 475,855
ECD002	Service fire safety alarms and equipment.	0.10	208.00	20,590	22,601
ECD003	Service elevators and ensure annual compliance with regulations.	0.10	208.00	20,196	22,169
ECD007	Repair and maintain facility components to electrical items.	1.40	2,912.00	113,123	124,173
ECD008	Repair and maintain facility components – Heating, Ventilation Air Conditioning(HVAC).	1.10	2,288.00	155,496	170,685
		<u>7.00</u>	<u>14,560.00</u>	<u>\$ 742,914</u>	<u>\$ 815,483</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Electrical Maintenance Technician
Facilities Maintenance Specialist
Facilities Manager
HVAC Technician
Senior Secretary
Total Staffing

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
Electrical Maintenance Technician	1.00	1.00	1.00
Facilities Maintenance Specialist	3.00	3.00	3.00
Facilities Manager	1.00	1.00	1.00
HVAC Technician	1.00	1.00	1.00
Senior Secretary	1.00	1.00	1.00
Total Staffing	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Building Services					
Personnel Services					
010-3258-426.40-05	FULL-TIME SALARIES	\$ 255,635	\$ 267,914	\$ 253,757	\$ -
010-3258-426.40-15	OVERTIME	757	550	1,310	-
010-3258-426.40-25	LONGEVITY	2,319	2,832	2,603	-
010-3258-426.40-30	INCENTIVE PAY	3,720	3,720	3,720	-
010-3258-426.40-37	BILINGUAL PAY	600	600	600	-
010-3258-426.40-55	ON CALL	4,170	3,780	2,610	-
010-3258-426.40-81	GROUP INSURANCE	36,891	-	-	-
010-3258-426.40-82	MEDICAL INSURANCE	-	34,590	32,611	-
010-3258-426.40-83	DENTAL INSURANCE	-	1,930	1,772	-
010-3258-426.40-84	LIFE INSURANCE	-	126	116	-
010-3258-426.40-85	RETIREMENT - TMRS	26,452	31,152	28,769	-
010-3258-426.40-87	SOCIAL SECURITY	19,275	16,303	15,484	-
010-3258-426.40-88	MEDICARE	-	3,813	3,621	-
010-3258-426.40-89	WORKERS COMPENSATION	5,031	5,270	4,956	-
610-3258-426.40-05	FULL-TIME SALARIES	-	-	-	279,237
610-3258-426.40-15	OVERTIME	-	-	-	550
610-3258-426.40-25	LONGEVITY	-	-	-	2,879
610-3258-426.40-30	INCENTIVE PAY	-	-	-	3,720
610-3258-426.40-37	BILINGUAL PAY	-	-	-	600
610-3258-426.40-55	ON CALL	-	-	-	3,780
610-3258-426.40-82	MEDICAL INSURANCE	-	-	-	38,486
610-3258-426.40-83	DENTAL INSURANCE	-	-	-	1,931
610-3258-426.40-84	LIFE INSURANCE	-	-	-	126
610-3258-426.40-85	RETIREMENT - TMRS	-	-	-	34,339
610-3258-426.40-87	SOCIAL SECURITY	-	-	-	17,117
610-3258-426.40-88	MEDICARE	-	-	-	4,004
610-3258-426.40-89	WORKERS COMPENSATION	-	-	-	5,443
	Personnel Services	354,850	372,580	351,929	392,212
Supplies					
010-3258-426.41-10	OFFICE	39	100	100	-
010-3258-426.41-20	UNIFORMS AND CLOTHING	2,195	1,600	1,550	-
010-3258-426.41-30	FUEL	7,039	5,400	5,400	-
010-3258-426.41-35	PRINT SUPPLIES	387	500	450	-
010-3258-426.41-65	MINOR TOOLS	2,070	3,000	1,000	-
010-3258-426.41-70	CLEANING SUPPLIES	60	150	150	-
010-3258-426.41-75	MEDICAL AND CHEMICAL	2,557	4,410	-	-
010-3258-426.41-87	EXTINGUISHING CHEMICALS	7,588	4,251	-	-
010-3258-426.41-91	EMERGENCY SUPPLIES	388	-	-	-
610-3258-426.41-10	OFFICE	-	-	-	100
610-3258-426.41-20	UNIFORMS AND CLOTHING	-	-	-	1,600
610-3258-426.41-30	FUEL	-	-	-	10,800
610-3258-426.41-35	PRINT SUPPLIES	-	-	-	600
610-3258-426.41-37	PHONES AND ACCESSORIES	-	-	-	80
610-3258-426.41-65	MINOR TOOLS	-	-	-	2,669
610-3258-426.41-70	CLEANING SUPPLIES	-	-	-	150
	Supplies	22,322	19,411	8,650	15,999

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Repair & Maintenance					
010-3258-426.42-10	BUILDING MAINTENANCE	\$ 201,423	\$ 193,539	\$ 192,500	\$ -
010-3258-426.42-11	ELECTRICAL MAINTENANCE	63,208	46,201	59,184	-
010-3258-426.42-12	ELEVATOR MAINTENANCE	10,047	15,000	15,000	-
010-3258-426.43-10	SMALL EQUIP REPAIR	80	100	100	-
010-3258-426.43-15	VEHICLE REPAIR/MAINT	4,279	8,000	7,000	-
010-3258-426.43-20	HEAT AND AIR REPAIR	117,594	102,343	100,000	-
610-3258-426.42-10	BUILDING MAINTENANCE	-	-	-	195,000
610-3258-426.42-11	ELECTRICAL MAINTENANCE	-	-	-	59,036
610-3258-426.42-12	ELEVATOR MAINTENANCE	-	-	-	15,000
610-3258-426.43-10	SMALL EQUIP REPAIR	-	-	-	100
610-3258-426.43-15	VEHICLE REPAIR/MAINT	-	-	-	8,000
610-3258-426.43-20	HEAT AND AIR REPAIR	-	-	-	105,000
Repair & Maintenance		396,632	365,183	373,784	382,136
Support Services					
010-3258-426.44-04	WATER SERVICE	333	459	459	-
010-3258-426.44-05	TELEPHONE	3,462	4,831	3,545	-
010-3258-426.44-06	GAS SERVICE	753	700	700	-
010-3258-426.44-50	ELECTRICITY SERVICES	3,942	4,000	3,847	-
610-3258-426.44-04	WATER SERVICE	-	-	-	459
610-3258-426.44-05	TELEPHONE	-	-	-	18,977
610-3258-426.44-06	GAS SERVICE	-	-	-	700
610-3258-426.44-50	ELECTRICITY SERVICES	-	-	-	4,000
Support Services		8,490	9,990	8,551	24,136
Minor Capital					
010-3258-426.46-35	EQUIPMENT AND MACHINERY	815	1,000	-	-
610-3258-426.46-35	EQUIPMENT AND MACHINERY	-	-	-	1,000
Minor Capital		815	1,000	-	1,000
Building Services		\$ 783,108	\$ 768,164	\$ 742,914	\$ 815,483

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Mission Element 1: Repair and maintain facility components – plumbing, Heating, Ventilation Air Conditioning(HVAC), roofs, electrical, doors, windows, commercial overhead doors and related items.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain City facilities.	5,483	38 major facilities, 59 minor facilities 1,100,000 sf	1,100,000 sf	1,100,000 sf	1,100,000 sf	1,100,000 sf	1,100,000 sf
Respond to work orders in ten business days to satisfy end-users.	5,483	893 Work Orders	1,050 Work Orders	940 Work Orders	1,200 Work Orders	1,150	1,200
Perform HVAC air filter replacement on all city systems quarterly.	1,040	708 Filters	708 Filters	708 Filters	708 Filters	708 Filters	708 Filters
Respond to roof leaks and roof replacements.	830	97 Roofs	97 Roofs	97 Roofs	97 Roofs	97 Roofs	97 Roofs
Respond to HVAC system requirements.	1,040	346 Units	346 Units	346 Units	346 Units	344 Units	344 Units
Respond to commercial overhead door repairs and adjustments.	148	42 Doors	42 Doors	42 Doors	42 Doors	42 Doors	42 Doors

Mission Element 2: Service fire safety alarms and equipment.**Operational Targets:** Essential department functions within the mission element.

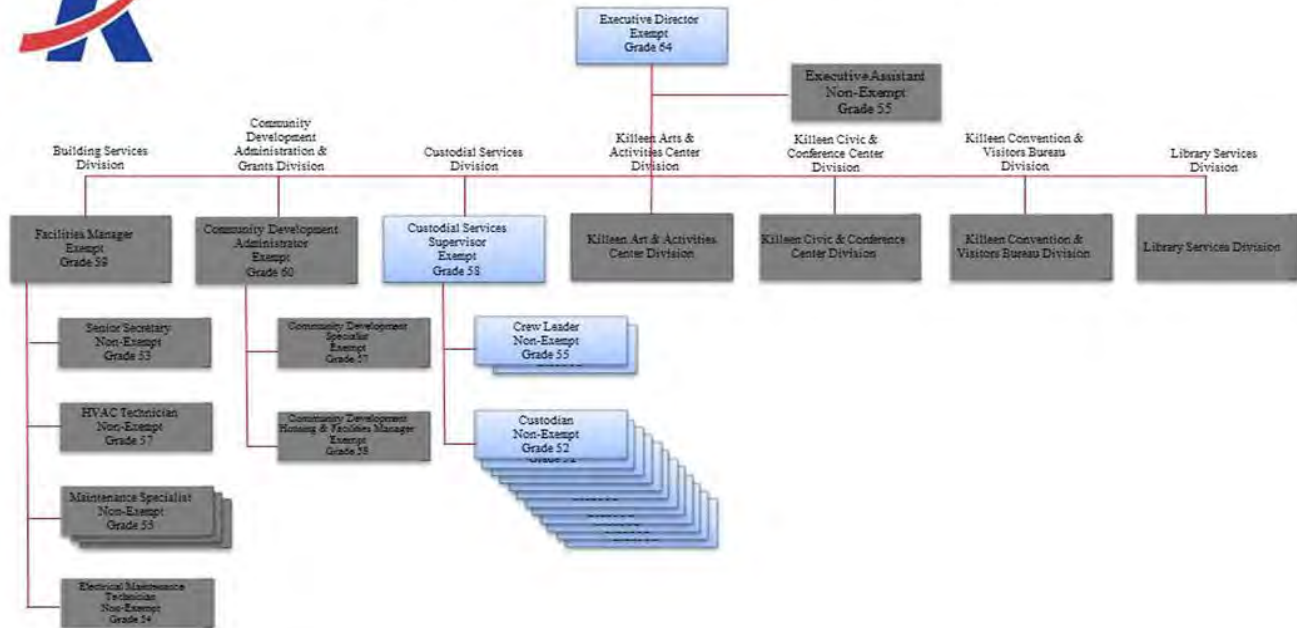
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Respond to and monitor fire alarm systems and failures.	520	11 Fire Alarm Systems	11 Fire Alarm Systems	11 Fire Alarm Systems	11 Fire Alarm Systems	11 Fire Alarm Systems	11 Fire Alarm Systems
Inspect fire safety equipment.	520	450 Extinguishers	0	450 Extinguishers	0 Extinguishers	0 Extinguishers	0 Extinguishers

Mission Element 3: Service elevators and ensure annual compliance with regulations.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Service elevators throughout city facilities.	1,040	8 Elevators	8 Elevators	8 Elevators	8 Elevators	8 Elevators	8 Elevators



Custodial Services Division



DIVISION MISSION STATEMENT

Custodial Services mission is to provide clean, safe, and healthy City facilities for the City employees and Killeen residents.

MISSION ELEMENTS

- Clean designated City facilities.
- Provide and maintain reliable equipment to aid in cleaning.
- Provide a staff well-trained in the proper use of cleaning chemicals, equipment and methods and in issues related to health and safety.

GOALS

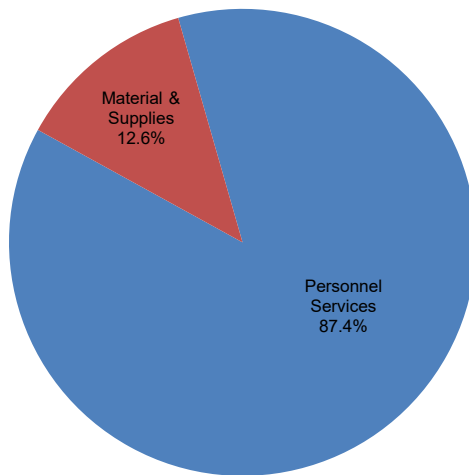
- Implement measures to improve staff communication and teamwork.
- Provide Custodial Services staff with thorough training in HR policies.
- Continue to improve adherence to safety measures.

FINANCIAL INFORMATION

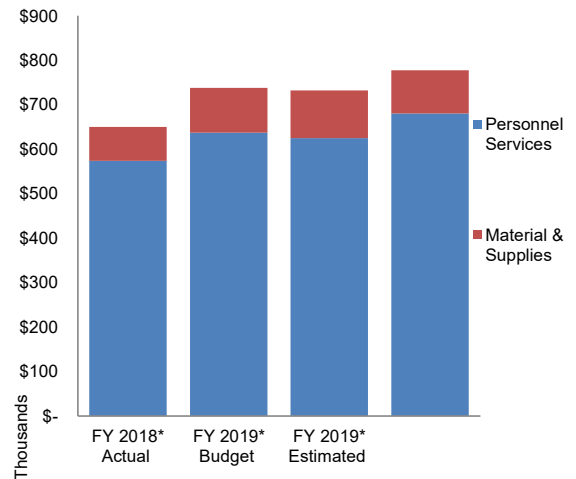
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ 650,411	\$ 738,322	\$ 732,105	\$ 777,876
Total	\$ 650,411	\$ 738,322	\$ 732,105	\$ 777,876

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
Expenditure Summary				
Personnel Services	\$ 574,142	\$ 637,029	\$ 624,731	\$ 680,193
Material & Supplies	76,269	101,293	107,374	97,683
Total	\$ 650,411	\$ 738,322	\$ 732,105	\$ 777,876

Department Expenditures



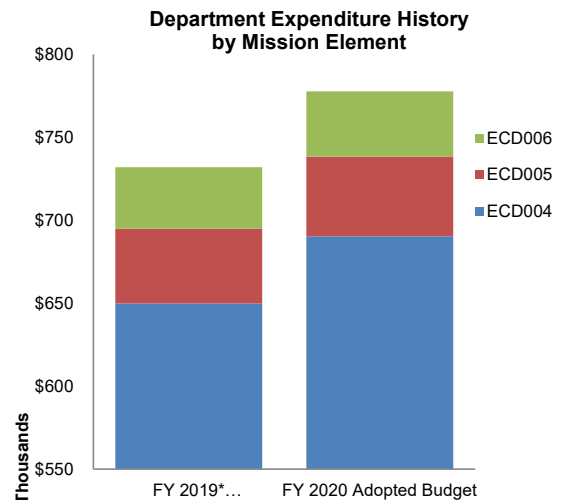
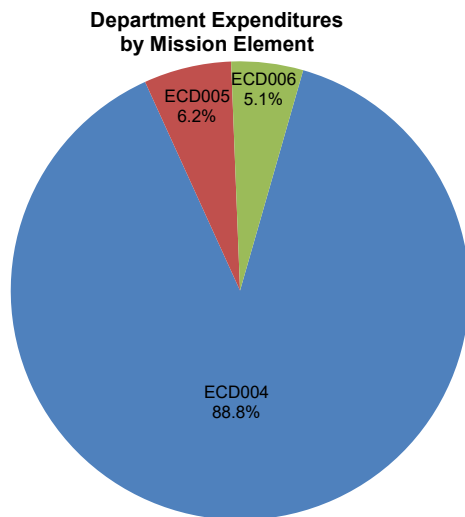
Department Expenditure History



**SUPPORT SERVICES
CUSTODIAL SERVICES**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
ECD004	Clean designated City facilities.	14.78	30,742.40	\$ 649,806	\$ 690,432
ECD005	Provide and maintain reliable equipment to aid in cleaning.	0.52	1,081.60	45,210	48,037
ECD006	Provide a staff well-trained in the proper use of cleaning chemicals, equipment and methods and in issues related to health and safety.	0.70	1,456.00	37,088	39,407
		<u>16.00</u>	<u>33,280.00</u>	<u>\$ 732,105</u>	<u>\$ 777,876</u>



Staffing

Custodial Crew Leader
Custodial Supervisor
Custodian

Total Staffing

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Adopted Budget
Custodial Crew Leader	2.00	2.00	2.00
Custodial Supervisor	1.00	1.00	1.00
Custodian	13.00	13.00	13.00
Total Staffing	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Custodial Services					
Personnel Services					
010-3259-426.40-05	FULL-TIME SALARIES	\$ 411,512	\$ 457,719	\$ 449,530	\$ -
010-3259-426.40-15	OVERTIME	1,213	1,436	1,087	-
010-3259-426.40-25	LONGEVITY	4,556	5,664	5,246	-
010-3259-426.40-37	BILINGUAL PAY	1,200	1,200	1,200	-
010-3259-426.40-81	GROUP INSURANCE	73,716	-	-	-
010-3259-426.40-82	MEDICAL INSURANCE	-	69,179	69,245	-
010-3259-426.40-83	DENTAL INSURANCE	-	4,412	4,319	-
010-3259-426.40-84	LIFE INSURANCE	-	288	282	-
010-3259-426.40-85	RETIREMENT - TMRS	41,433	51,960	49,682	-
010-3259-426.40-87	SOCIAL SECURITY	31,809	28,757	28,081	-
010-3259-426.40-88	MEDICARE	-	6,724	6,567	-
010-3259-426.40-89	WORKERS COMPENSATION	8,704	9,690	9,492	-
610-3259-426.40-05	FULL-TIME SALARIES	-	-	-	483,914
610-3259-426.40-15	OVERTIME	-	-	-	1,436
610-3259-426.40-25	LONGEVITY	-	-	-	6,169
610-3259-426.40-37	BILINGUAL PAY	-	-	-	1,200
610-3259-426.40-82	MEDICAL INSURANCE	-	-	-	76,971
610-3259-426.40-83	DENTAL INSURANCE	-	-	-	4,412
610-3259-426.40-84	LIFE INSURANCE	-	-	-	288
610-3259-426.40-85	RETIREMENT - TMRS	-	-	-	58,191
610-3259-426.40-87	SOCIAL SECURITY	-	-	-	30,282
610-3259-426.40-88	MEDICARE	-	-	-	7,082
610-3259-426.40-89	WORKERS COMPENSATION	-	-	-	10,248
Personnel Services		574,142	637,029	624,731	680,193
Supplies					
010-3259-426.41-10	OFFICE	465	500	495	-
010-3259-426.41-20	UNIFORMS AND CLOTHING	6,097	6,500	9,500	-
010-3259-426.41-30	FUEL	6,199	6,062	12,124	-
010-3259-426.41-35	PRINT SUPPLIES	211	300	277	-
010-3259-426.41-65	MINOR TOOLS	13	100	89	-
010-3259-426.41-70	CLEANING SUPPLIES	48,899	63,847	63,847	-
010-3259-426.41-75	MEDICAL AND CHEMICAL	-	75	75	-
610-3259-426.41-10	OFFICE	-	-	-	500
610-3259-426.41-20	UNIFORMS AND CLOTHING	-	-	-	8,840
610-3259-426.41-30	FUEL	-	-	-	6,062
610-3259-426.41-35	PRINT SUPPLIES	-	-	-	300
610-3259-426.41-65	MINOR TOOLS	-	-	-	100
610-3259-426.41-70	CLEANING SUPPLIES	-	-	-	60,947
610-3259-426.41-75	MEDICAL AND CHEMICAL	-	-	-	75
Supplies		61,884	77,384	86,407	76,824

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Repair & Maintenance					
010-3259-426.43-10	SMALL EQUIP REPAIR	\$ 962	\$ 4,000	\$ 4,000	\$ -
010-3259-426.43-15	VEHICLE REPAIR/MAINT	2,671	7,047	6,950	-
610-3259-426.43-10	SMALL EQUIP REPAIR	-	-	-	4,000
610-3259-426.43-15	VEHICLE REPAIR/MAINT	-	-	-	7,000
	Repair & Maintenance	3,633	11,047	10,950	11,000
Support Services					
010-3259-426.44-04	WATER SERVICE	-	109	109	-
010-3259-426.44-05	TELEPHONE	2,077	2,338	2,305	-
010-3259-426.44-06	GAS SERVICE	483	600	478	-
010-3259-426.44-50	ELECTRICITY SERVICES	1,996	1,915	1,915	-
610-3259-426.44-04	WATER SERVICE	-	-	-	110
610-3259-426.44-05	TELEPHONE	-	-	-	2,300
610-3259-426.44-06	GAS SERVICE	-	-	-	526
610-3259-426.44-50	ELECTRICITY SERVICES	-	-	-	1,931
	Support Services	4,556	4,962	4,807	4,867
Minor Capital					
010-3259-426.46-05	OFFICE MACHINERY AND EQUIP	-	-	89	-
010-3259-426.46-35	EQUIPMENT AND MACHINERY	6,197	7,900	5,121	-
610-3259-426.46-35	EQUIPMENT AND MACHINERY	-	-	-	4,992
	Minor Capital	6,197	7,900	5,210	4,992
	Custodial Services	\$ 650,411	\$ 738,322	\$ 732,105	\$ 777,876

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Mission Element 1: Clean designated City facilities.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Cleaning of City facilities that require daily service.	29,029	64,613,965 annual sf cleaned	64,613,965	64,613,965	64,613,965	62,978,825	60,689,629
Cleaning of City facilities that require cleaning 3 times per week.	208	1,248,000 annual sf cleaned	1,248,000	1,248,000	1,248,000	1,248,000	1,248,000
Cleaning of City buildings that require bi-weekly service.	1,638	1,574,560 annual sf cleaned	1,574,560	1,574,560	1,574,560	1,574,560	1,574,560
Cleaning of City buildings that require weekly service.	1,872	787,020 annual sf cleaned	787,020	787,020	787,020	787,020	787,020

Mission Element 2: Provide and maintain reliable equipment to aid in cleaning.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain service contracts for equipment annually.	104	23 Units	23	9	23	23	23
Clean and inspect vacuum cleaners weekly.	780	15 Vacuums	14	14	14	15	15
Stock and maintain personal protective equipment (PPE's).	208	18 PPE's	18	20	20	20	20

Mission Element 3: Provide a staff well-trained in the proper use of cleaning chemicals, equipment and methods and in issues related to health and safety.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Hold staff meetings at least once per month to discuss safety procedures and concerns.	1,309	12 Meetings	12	12	12	16	16
Hold annual training with external vendors on equipment and new methods.	170	1 Training	2	1	2	2	2
Ensure documentation binders for all chemicals are available in each area where chemicals are stored.	33	33 Binders	33	33	33	33	30
Inspect chemicals at least once per month to ensure that they have not passed the expiration date.	12	12 Inspections	12	12	12	12	12

DIVISION MISSION STATEMENT

The Engineering Division's mission is to plan and develop the transportation network of the City, and to provide construction management and/or inspection for all public infrastructure projects.

MISSION ELEMENTS

- Transportation planning.
- Capital improvement project management.
- Development review: platting and permitting.
- Construction inspection for internal and external projects.
- Provide GIS services to all city departments.

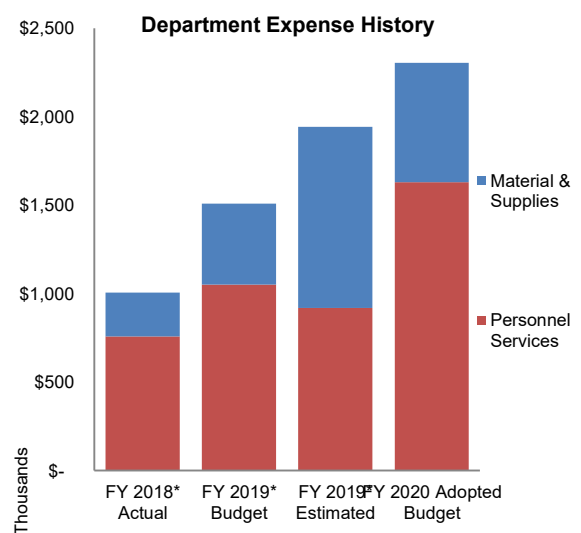
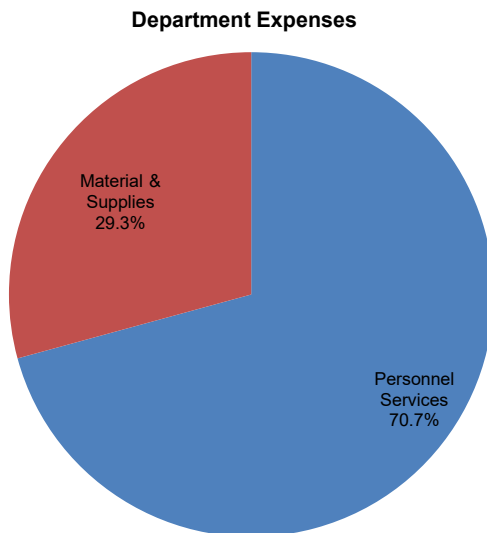
GOALS

- Perform all plan reviews within established timelines.
- Enhance and improve Infrastructure Development and Design Standards Manual.
- Evaluate and propose revisions to ordinances to enhance development standards.
- Develop a plan to cross train inspectors on CIP projects and perform constructability reviews.
- Formalize infrastructure review criteria through checklists.

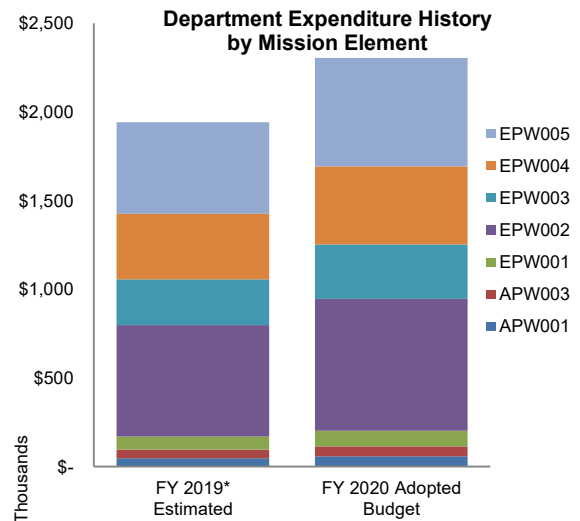
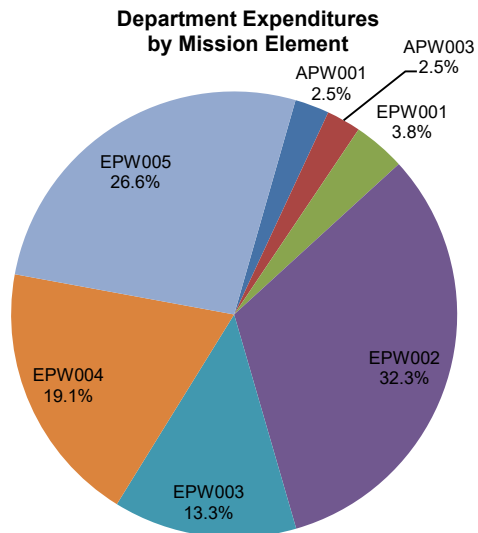
FINANCIAL INFORMATION

	FY 2018*	FY 2019*	FY 2019*	FY 2020
	Actual	Budget	Estimated	Adopted Budget
Revenue Summary				
General Resources	\$ 1,006,556	\$ 1,509,678	\$ 1,942,505	\$ 2,304,848
Total	\$ 1,006,556	\$ 1,509,678	\$ 1,942,505	\$ 2,304,848

	FY 2018*	FY 2019*	FY 2019*	FY 2020
	Actual	Budget	Estimated	Adopted Budget
Expenses Summary				
Personnel Services	\$ 757,921	\$ 1,051,570	\$ 919,292	\$ 1,630,672
Material & Supplies	248,635	458,108	1,023,213	674,176
Total	\$ 1,006,556	\$ 1,509,678	\$ 1,942,505	\$ 2,304,848



Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
APW001	Manage the City's Storm Water Management Plan and Industrial Storm Water permits.	0.40	832.00	\$ 48,375	\$ 57,399
APW003	Implement the City's Drainage Capital Improvement Program and Master Plans.	0.40	832.00	48,375	57,399
EPW001	Transportation planning.	0.55	1,144.00	73,741	87,496
EPW002	CIP Project Management.	5.75	11,960.00	627,149	744,134
EPW003	Development review: platting and permitting.	2.30	4,784.00	258,476	306,690
EPW004	Construction inspection.	4.40	9,152.00	370,566	439,689
EPW005	Provide GIS services to all city departments.	7.00	14,560.00	515,823	612,041
		<u>20.80</u>	<u>43,264.00</u>	<u>\$ 1,942,505</u>	<u>\$ 2,304,848</u>



	FY 2018*	FY 2019*	FY 2020
	Actual	Estimated	Adopted Budget
Staffing ⁵			
CAD GIS Technician ⁴	-	-	3.00
Chief Construction Inspector	1.00	1.00	1.00
City Engineer ²	1.00	1.00	1.00
Construction Inspector	1.00	1.00	1.00
Contract Specialist ¹	1.00	-	-
Director of Environmental Services	0.80	0.80	0.80
Director of Transportation ⁴	1.00	-	-
Engineer-In-Training	1.00	1.00	1.00
GIS Analyst ⁴	-	-	2.00
GIS Manager ⁴	-	-	1.00
Principal Secretary ³	2.00	1.00	1.00
Project Engineer	1.00	1.00	1.00
Project Manager ³	4.00	4.00	3.00
Senior CAD/GIS Technician ⁴	-	-	1.00
Senior Construction Inspector	3.00	3.00	3.00
Senior Project Engineer ²	-	1.00	1.00
Total Staffing	16.80	14.80	20.80

¹ - In FY 2018, reclassified Contract Specialist to Finance Manager and moved to Public Works Admin

² - In FY 2018, combined Director of Transportation with City Engineer and added Senior Project Engineer

³ - In FY 2019, eliminated one Principal Secretary and one Project Manager

⁴ - In FY 2020, moved three CAD/GIS Technicians, two GIS Analysts, one GIS Manager and one Senior CAD/GIS Technician from Information Technology to Engineering

⁵ - In FY 2020, consolidated Engineering from General Fund, Water & Sewer Fund, and Drainage Fund to Support Services Fund; Support Services-Engineering table includes historical data from all funds

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Engineering					
Personnel Services					
010-3435-432.40-05	FULL-TIME SALARIES	\$ 86,560	\$ 132,782	\$ 116,902	\$ -
010-3435-432.40-25	LONGEVITY	958	1,003	1,006	-
010-3435-432.40-30	INCENTIVE PAY	474	365	821	-
010-3435-432.40-70	VACATION-4TH WEEK BUYBK.	-	228	-	-
010-3435-432.40-81	GROUP INSURANCE	6,448	-	-	-
010-3435-432.40-82	MEDICAL INSURANCE	-	9,389	7,982	-
010-3435-432.40-83	DENTAL INSURANCE	-	734	629	-
010-3435-432.40-84	LIFE INSURANCE	-	48	42	-
010-3435-432.40-85	RETIREMENT - TMRS	8,710	14,983	12,402	-
010-3435-432.40-87	SOCIAL SECURITY	6,330	7,994	6,636	-
010-3435-432.40-88	MEDICARE	-	1,870	1,552	-
010-3435-432.40-89	WORKERS COMPENSATION	172	260	217	-
550-3435-432.40-05	FULL-TIME SALARIES	474,037	628,155	548,525	-
550-3435-432.40-25	LONGEVITY	3,885	4,205	4,395	-
550-3435-432.40-30	INCENTIVE PAY	4,412	4,582	5,314	-
550-3435-432.40-70	VACATION-4TH WEEK BUYBK.	-	876	-	-
550-3435-432.40-81	GROUP INSURANCE	35,601	-	-	-
550-3435-432.40-82	MEDICAL INSURANCE	-	49,908	44,338	-
550-3435-432.40-83	DENTAL INSURANCE	-	3,039	2,384	-
550-3435-432.40-84	LIFE INSURANCE	-	198	173	-
550-3435-432.40-85	RETIREMENT - TMRS	47,745	71,117	60,657	-
550-3435-432.40-87	SOCIAL SECURITY	35,275	38,039	33,423	-
550-3435-432.40-88	MEDICARE	-	8,896	7,817	-
550-3435-432.40-89	WORKERS COMPENSATION	1,147	1,469	1,327	-
575-3435-432.40-05	FULL-TIME SALARIES	36,445	55,908	49,222	-
575-3435-432.40-25	LONGEVITY	403	422	424	-
575-3435-432.40-30	INCENTIVE PAY	200	154	345	-
575-3435-432.40-70	VACATION-4TH WEEK BUYBK.	-	96	-	-
575-3435-432.40-81	GROUP INSURANCE	2,714	-	-	-
575-3435-432.40-82	MEDICAL INSURANCE	-	3,953	3,361	-
575-3435-432.40-83	DENTAL INSURANCE	-	309	264	-
575-3435-432.40-84	LIFE INSURANCE	-	20	17	-
575-3435-432.40-85	RETIREMENT - TMRS	3,667	6,309	5,436	-
575-3435-432.40-87	SOCIAL SECURITY	2,666	3,366	2,906	-
575-3435-432.40-88	MEDICARE	-	787	680	-
575-3435-432.40-89	WORKERS COMPENSATION	72	106	95	-
610-3435-432.40-05	FULL-TIME SALARIES	-	-	-	1,265,817
610-3435-432.40-25	LONGEVITY	-	-	-	10,541
610-3435-432.40-30	INCENTIVE PAY	-	-	-	6,480
610-3435-432.40-37	BILINGUAL PAY	-	-	-	600
610-3435-432.40-70	VACATION-4TH WEEK BUYBK.	-	-	-	1,200
610-3435-432.40-82	MEDICAL INSURANCE	-	-	-	90,973
610-3435-432.40-83	DENTAL INSURANCE	-	-	-	4,908
610-3435-432.40-84	LIFE INSURANCE	-	-	-	374
610-3435-432.40-85	RETIREMENT - TMRS	-	-	-	151,715
610-3435-432.40-87	SOCIAL SECURITY	-	-	-	77,287
610-3435-432.40-88	MEDICARE	-	-	-	18,074
610-3435-432.40-89	WORKERS COMPENSATION	-	-	-	2,703
Personnel Services		757,921	1,051,570	919,292	1,630,672

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Supplies					
010-3435-432.41-10	OFFICE	\$ -	\$ -	\$ 751	\$ -
010-3435-432.41-15	POSTAGE/CARRIER SERVICE	-	-	151	-
010-3435-432.41-20	UNIFORMS AND CLOTHING	-	-	8,500	-
010-3435-432.41-30	FUEL	703	2,111	20,000	-
010-3435-432.41-35	PRINT SUPPLIES	-	-	2,000	-
010-3435-432.41-37	PHONES AND ACCESSORIES	-	-	1,000	-
010-3435-432.41-60	FOOD SUPPLIES	-	-	1,000	-
010-3435-432.41-65	MINOR TOOLS	-	-	4,500	-
010-3435-432.41-70	CLEANING SUPPLIES	-	-	900	-
010-3435-432.41-75	MEDICAL AND CHEMICAL	-	-	2,000	-
550-3435-432.41-10	OFFICE	562	1,606	-	-
550-3435-432.41-15	POSTAGE/CARRIER SERVICE	90	225	-	-
550-3435-432.41-20	UNIFORMS AND CLOTHING	2,688	12,300	-	-
550-3435-432.41-30	FUEL	14,090	33,800	-	-
550-3435-432.41-35	PRINT SUPPLIES	456	2,250	-	-
550-3435-432.41-37	PHONES AND ACCESSORIES	284	1,000	-	-
550-3435-432.41-60	FOOD SUPPLIES	-	1,500	-	-
550-3435-432.41-65	MINOR TOOLS	988	5,000	-	-
550-3435-432.41-70	CLEANING SUPPLIES	-	900	-	-
550-3435-432.41-75	MEDICAL AND CHEMICAL	5,114	5,000	-	-
575-3435-432.41-10	OFFICE	89	500	-	-
575-3435-432.41-15	POSTAGE/CARRIER SERVICE	17	125	-	-
575-3435-432.41-20	UNIFORMS AND CLOTHING	36	1,250	-	-
575-3435-432.41-30	FUEL	-	1,000	-	-
575-3435-432.41-35	PRINT SUPPLIES	227	255	-	-
575-3435-432.41-37	PHONES AND ACCESSORIES	65	-	-	-
610-3435-432.41-10	OFFICE	-	-	-	2,407
610-3435-432.41-15	POSTAGE/CARRIER SERVICE	-	-	-	351
610-3435-432.41-20	UNIFORMS AND CLOTHING	-	-	-	14,127
610-3435-432.41-27	PUBLIC OUTREACH	-	-	-	7,000
610-3435-432.41-30	FUEL	-	-	-	37,751
610-3435-432.41-35	PRINT SUPPLIES	-	-	-	5,560
610-3435-432.41-37	PHONES AND ACCESSORIES	-	-	-	1,000
610-3435-432.41-60	FOOD SUPPLIES	-	-	-	2,220
610-3435-432.41-65	MINOR TOOLS	-	-	-	5,120
610-3435-432.41-70	CLEANING SUPPLIES	-	-	-	900
610-3435-432.41-75	MEDICAL AND CHEMICAL	-	-	-	5,120
Supplies		25,407	68,822	40,802	81,556
Repair & Maintenance					
010-3435-432.43-10	SMALL EQUIP REPAIR	-	-	251	-
010-3435-432.43-15	VEHICLE REPAIR/MAINT	-	-	12,000	-
550-3435-432.43-10	SMALL EQUIP REPAIR	-	575	-	-
550-3435-432.43-15	VEHICLE REPAIR/MAINT	7,424	17,500	-	-
550-3435-432.43-25	RADIO AND COMMUNICATION	-	5,000	-	-
575-3435-432.43-15	VEHICLE REPAIR/MAINT	45	5,000	-	-
610-3435-432.43-10	SMALL EQUIP REPAIR	-	-	-	580
610-3435-432.43-15	VEHICLE REPAIR/MAINT	-	-	-	23,000
610-3435-432.43-25	RADIO AND COMMUNICATION	-	-	-	6,550
Repair & Maintenance		7,469	28,075	12,251	30,130

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Adopted Budget
Support Services					
010-3435-432.44-05	TELEPHONE	\$ 958	\$ 3,125	\$ 10,051	\$ -
010-3435-432.44-10	EQUIPMENT RENTAL/LEASE	-	-	3,900	-
010-3435-432.44-30	TRAINING AND TRAVEL	-	1,806	20,000	-
010-3435-432.44-75	DUES AND MEMBERSHIPS	-	-	3,300	-
550-3435-432.44-05	TELEPHONE	6,898	8,000	-	-
550-3435-432.44-30	TRAINING AND TRAVEL	1,018	14,400	-	-
550-3435-432.44-75	DUES AND MEMBERSHIPS	2,214	3,540	-	-
575-3435-432.44-05	TELEPHONE	1,493	600	-	-
575-3435-432.44-10	EQUIPMENT RENTAL/LEASE	3,555	5,000	-	-
575-3435-432.44-30	TRAINING AND TRAVEL	2,758	8,970	-	-
575-3435-432.44-75	DUES AND MEMBERSHIPS	20	500	-	-
610-3435-432.44-05	TELEPHONE	-	-	-	13,800
610-3435-432.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	5,120
610-3435-432.44-30	TRAINING AND TRAVEL	-	-	-	32,800
610-3435-432.44-75	DUES AND MEMBERSHIPS	-	-	-	4,120
Support Services		18,912	45,941	37,251	55,840
Minor Capital					
010-3435-432.46-20	BOOKS AND REFRNCE MATERIALS	-	-	1,000	-
010-3435-432.46-40	COMPUTER EQUIP/SOFTWARE	5,834	-	10,000	-
010-3435-432.46-50	FURNITURE AND FIXTURES	-	-	15,000	-
550-3435-432.46-20	BOOKS AND REFRNCE MATERIALS	-	325	-	-
550-3435-432.46-40	COMPUTER EQUIP/SOFTWARE	36,839	2,500	-	-
550-3435-432.46-50	FURNITURE AND FIXTURES	3,360	25,000	-	-
610-3435-432.46-20	BOOKS AND REFRNCE MATERIALS	-	-	-	340
610-3435-432.46-35	EQUIPMENT AND MACHINERY	-	-	-	2,500
610-3435-432.46-40	COMPUTER EQUIP/SOFTWARE	-	-	-	3,060
610-3435-432.46-50	FURNITURE AND FIXTURES	-	-	-	35,350
Minor Capital		46,033	27,825	26,000	41,250
Professional Services					
010-3435-432.47-01	CONSULTING SERVICES	-	-	101,000	-
010-3435-432.47-07	TESTING SERVICES	-	-	2,000	-
010-3435-432.47-11	LEGAL SERVICES	27,660	-	453,909	-
010-3435-432.47-20	ENGINEERING SERVICES	23,852	23,580	350,000	-
550-3435-432.47-01	CONSULTING SERVICES	4,323	101,000	-	-
550-3435-432.47-07	TESTING SERVICES	840	20,000	-	-
550-3435-432.47-20	ENGINEERING SERVICES	87,940	142,865	-	-
610-3435-432.47-01	CONSULTING	-	-	-	168,520
610-3435-432.47-07	TESTING SERVICES	-	-	-	20,480
610-3435-432.47-20	ENGINEERING SERVICES	-	-	-	239,400
Professional Services		144,615	287,445	906,909	428,400
Capital Outlay					
010-3435-432.61-40	COMPUTER EQUIP/SOFTWARE	6,199	-	-	-
610-3435-432.61-40	COMPUTER EQUIP/SOFTWARE	-	-	-	37,000
Capital Outlay		6,199	-	-	37,000
Engineering		\$ 1,006,556	\$ 1,509,678	\$ 1,942,505	\$ 2,304,848

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Mission Element 1: Transportation planning.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review internal plan sets for compliance with TMP.	600	30	30	2	10	2	5
Review external permit and plan submissions for compliance with TMP.	440	220	220	230	250	98	100
Review and approve traffic control plans for internal and external lane closures.	150	150	150	110	150	42	50
Evaluate and identify opportunities for Federal funding participation in all CIP projects.	300	15	1	0	3	3	3
Submit requests for grants or other funding.	300	15	2	0	5	1	5

Mission Element 2: CIP Project Management.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Assign Project Manager to each CIP project prior to start of project.	4	15	15	1	15	16	15
Review project design in process and provide substantive comments at periodic intervals (30%, 60%, 90%, 95%, & 100%).	300	15	15	2	15	6	15
Inspect project during construction at appropriate intervals (daily, weekly, etc.).	3,000	1,500	1,500	80	1,500	2,624	2,500
Record observations of inspections daily and file timely.	2,080	1,040	98%	80	98%	86%	98%
Close out project when complete within three weeks of completion.	600	15	100%	N/A	100%	100%	100%

Mission Element 3: Development review: platting and permitting.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review plats.	150	50	50	40	150	68	75
Review subdivision construction plans.	35	7	6	8	12	40	20
Review commercial construction plans.	375	75	75	64	75	90	75
Attend pre-development meetings.	150	75	1	75	75	64	75
Evaluate and revise construction standard details.	312	156	20%	1	20%	20%	20%
Issue documentation for final acceptance of public improvements.	7	7	7	4	7	6	7
Review zoning cases.	60	30	30	10	30	10	15
Review street cut permits.	250	250	250	20	250	22	20
Review curb cut permits.	250	250	250	50	250	56	50

Mission Element 4: Construction inspection.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Perform flatwork inspections.	2,000	1,000	1,000	64	1,000	1,078	1,000
Perform subdivision inspections.	7,500	3,000	3,000	1,400	3,000	2,322	3,000
Perform density testing (subdivision).	1,150	750	750	15	750	278	300
Perform density testing (street cuts).	375	250	250	40	250	139	100
Observe geotechnical testing.	30	20	20	3	20	4	20
Inspect water taps.	1,000	500	500		500	84	500
Perform commercial C/O inspections.	120	60	60	41	60	48	60

**SUPPORT SERVICES
INTERNAL SERVICE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY 2020 ADOPTED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Revenue Summary				
General Resources	\$ -	\$ -	\$ -	\$ 630,966
Total Non-Departmental Revenue	\$ -	\$ -	\$ -	\$ 630,966
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Expense Summary				
Separation Pay	\$ -	\$ -	\$ -	\$ 200,000
Support Services	-	-	-	94,183
Professional Services	-	-	-	150,000
Designated Expenses	-	-	-	186,783
Total Non-Departmental Expenses	\$ -	\$ -	\$ -	\$ 630,966
TOTAL OTHER APPROPRIATIONS REV	\$ -	\$ -	\$ -	\$ 630,966
TOTAL OTHER APPROPRIATIONS EXP	\$ -	\$ -	\$ -	\$ 630,966

Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Non-Departmental					
Personnel Services					
610-9501-491.40-24	SEPARATION PAY	\$ -	\$ -	\$ -	\$ 165,920
610-9501-491.40-85	RETIREMENT - TMRS	-	-	-	19,595
610-9501-491.40-87	SOCIAL SECURITY	-	-	-	10,287
610-9501-491.40-88	MEDICARE	-	-	-	2,406
610-9501-491.40-89	WORKERS COMPENSATION	-	-	-	1,792
Personnel Services		<u>-</u>	<u>-</u>	<u>-</u>	<u>200,000</u>
Support Services					
610-9505-491.44-04	WATER SERVICE	-	-	-	847
610-9505-491.44-06	GAS SERVICE	-	-	-	3,950
610-9505-491.44-08	WASTE DISPOSAL	-	-	-	2,892
610-9505-491.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	3,269
610-9505-491.44-50	ELECTRICITY	-	-	-	33,225
610-9501-491.44-85	CLAIMS AND DAMAGES	-	-	-	50,000
Support Services		<u>-</u>	<u>-</u>	<u>-</u>	<u>94,183</u>
Professional Services					
610-9501-491.47-01	CONSULTING	-	-	-	150,000
Professional Services		<u>-</u>	<u>-</u>	<u>-</u>	<u>150,000</u>
Designated Expenses					
610-9501-491.50-15	CONTINGENCY	-	-	-	186,783
Designated Expenses		<u>-</u>	<u>-</u>	<u>-</u>	<u>186,783</u>
Non-Departmental		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 630,966</u>



Debt Service Fund



Dedicated Service – Everyday, for Everyone!

DEBT SERVICE FUND



Debt Service Fund is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest on long-term debt of governmental funds.



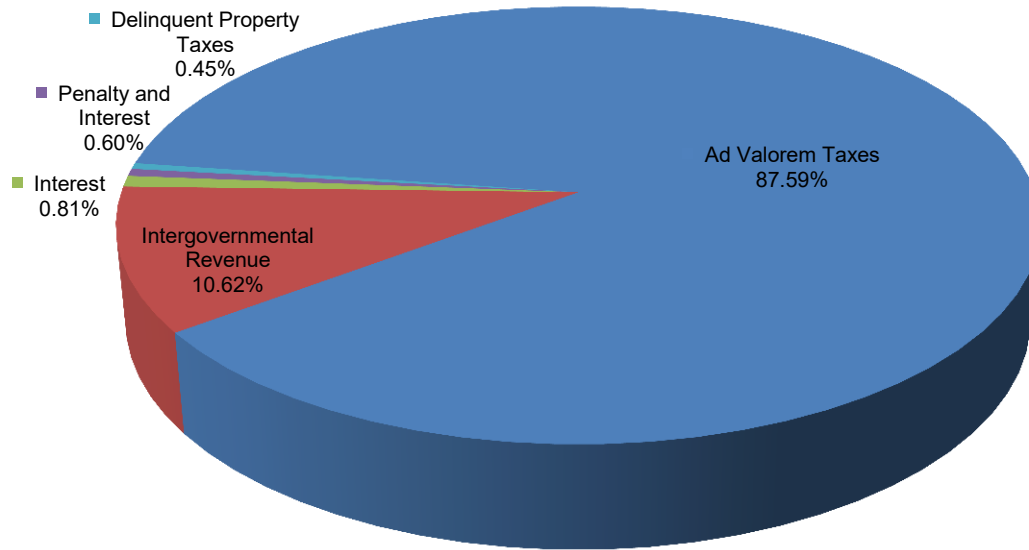
Dedicated Service – Everyday, for Everyone!

**Debt Service Fund
Budget Summary
FY 2020**

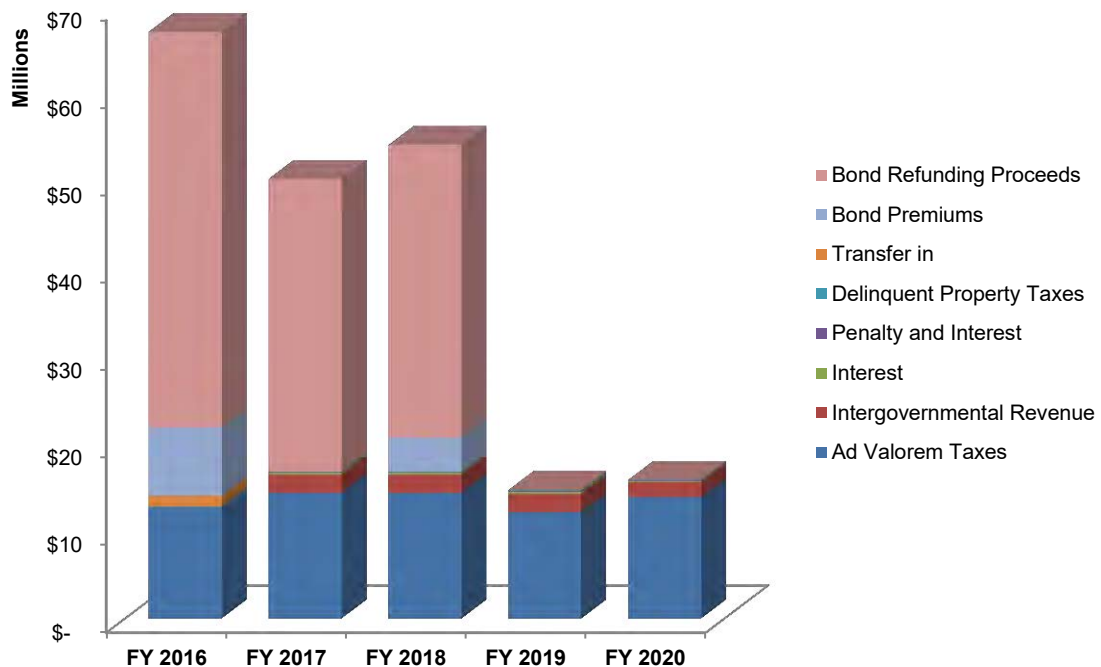
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Budget	Percent of Budget	% Change from FY 2019 Budget
Revenues						
Taxes						
Ad Valorem Taxes	\$ 14,447,126	\$ 12,178,032	\$ 12,178,032	\$ 13,894,183	87.59%	14.09%
Tax Discounts	-	-	-	-	0.00%	0.00%
Delinquent Property Taxes	71,487	62,133	94,625	70,889	0.45%	14.09%
Penalties & Interest	84,705	85,000	86,307	85,000	0.54%	0.00%
Ad Valorem To TIRZ	(39,348)	-	-	-	0.00%	0.00%
Total Taxes	14,563,970	12,325,165	12,358,964	14,050,072	88.57%	14.00%
Interest	168,891	106,734	264,899	129,067	0.81%	20.92%
Intergovernmental Revenue	2,086,709	1,684,375	2,086,709	1,684,375	10.62%	0.00%
Bond Refunding Proceeds	33,455,000	-	-	-	0.00%	0.00%
Premium	3,877,980	-	-	-	0.00%	0.00%
Total Revenues	\$ 54,152,549	\$ 14,116,274	\$ 14,710,572	\$ 15,863,514	100.00%	12.38%
Expenses						
Interest Payments	6,985,379	7,158,274	7,158,274	6,805,514	42.90%	-4.93%
Principal Payments	8,725,000	8,680,000	8,680,000	9,030,000	56.92%	4.03%
Arbitrage Calculation Fees	12,466	20,000	20,000	20,000	0.13%	0.00%
Paying Agent Fees	6,375	8,000	8,000	8,000	0.05%	0.00%
Refunding Costs	391,354	-	-	-	0.00%	0.00%
Payment to Escrow Agent	36,938,001	-	-	-	0.00%	0.00%
Total Expenses	\$ 53,058,576	\$ 15,866,274	\$ 15,866,274	\$ 15,863,514	100.00%	-0.02%
Net Change In Fund Balance	\$ 1,093,974	\$ (1,750,000)	\$ (1,155,702)	-		
Fund Balance, Beginning				3,400,834		
Fund Balance, Ending				\$ 3,400,834		
				21.44%		

Debt Service Fund

-Revenues by Source FY 2020-

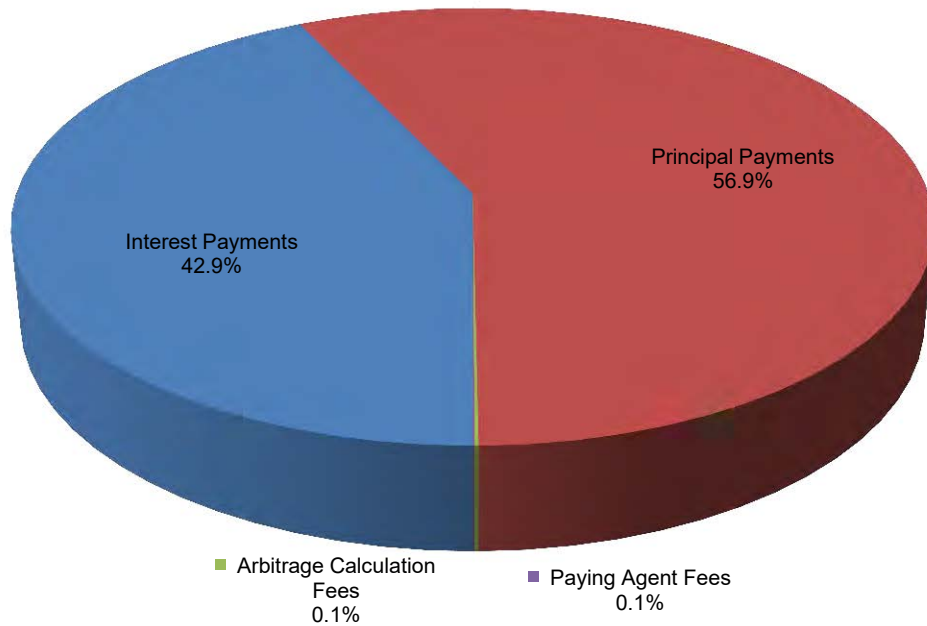


-Revenues by Source Last Five Years-

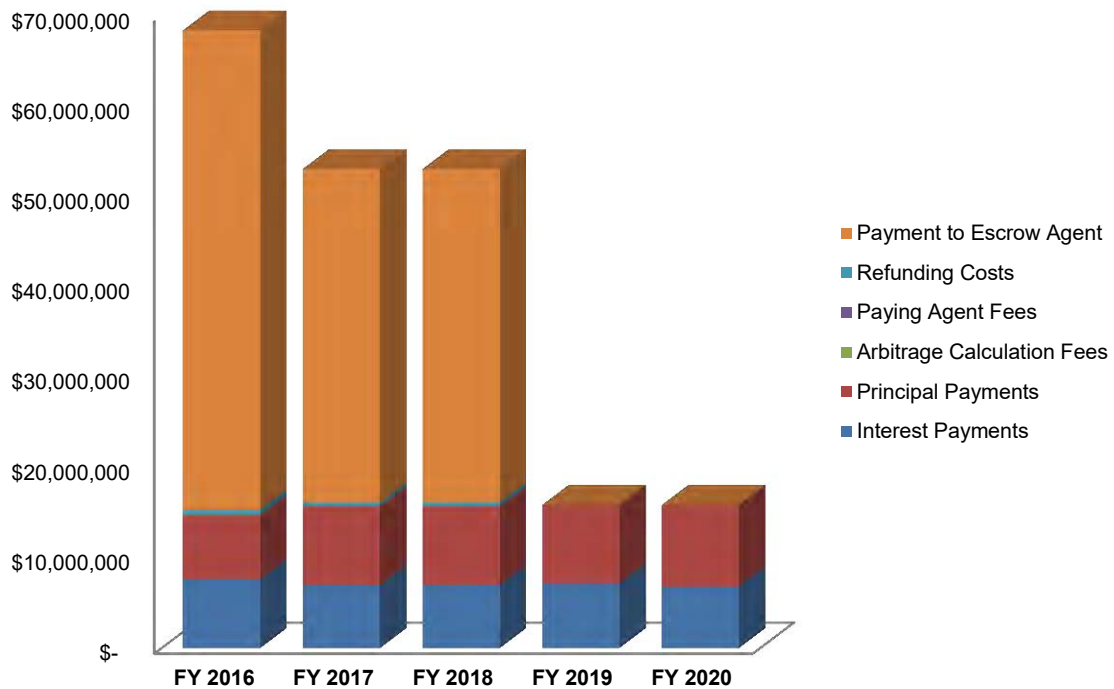


Debt Service Fund

-Expenditures by Type FY 2020-



-Expenditures by Character Last Five Years-



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Adopted Budget
Debt Service Fund Revenues					
Taxes					
400-0000-311.01-00	AD VALOREM TAXES	\$ 14,447,126	\$ 12,178,032	\$ 12,178,032	\$ 13,894,183
400-0000-311.01-01	TAX DISCOUNTS	-	-	-	-
400-0000-311.01-03	PAYMENT TO TIRZ	(39,348)	-	-	-
400-0000-311.02-00	DELINQUENT PROPERTY TAXES	71,487	62,133	94,625	70,889
400-0000-311.03-00	DELINQUENT TAX P AND I	84,705	85,000	86,307	85,000
	Taxes	14,563,970	12,325,165	12,358,964	14,050,072
Intergovernmental Revenue					
400-0000-332.04-01	USDOT-TXDOT	2,086,709	1,684,375	2,086,709	1,684,375
	Intergovernmental Revenue	2,086,709	1,684,375	2,086,709	1,684,375
Investment Income					
400-0000-361.05-00	INTEREST EARNED	172,359	109,234	267,899	132,567
400-0000-361.05-10	INVESTMENT EXPENSE	(3,468)	(2,500)	(3,000)	(3,500)
	Investment Income	168,891	106,734	264,899	129,067
Other Financing Sources					
400-0000-391.03-42	TRANSFER IN FROM FUND 342	-	-	-	-
400-0000-393.01-01	BOND PROCEEDS	33,455,000	-	-	-
400-0000-393.01-06	PREMIUM	3,877,980	-	-	-
	Other Financing Sources	37,332,980	-	-	-
	Debt Service Fund Revenues	\$ 54,152,549	\$ 14,116,274	\$ 14,710,572	\$ 15,863,514
Debt Service Fund Expenditures					
Principal					
400-9000-489.71-10	BOND PRINCIPAL PAYMENTS	\$ 8,725,000	\$ 8,680,000	\$ 8,680,000	\$ 9,030,000
400-9000-489.71-11	PAYMENT TO ESCROW AGENT	36,938,001	-	-	-
	Principal	45,663,001	8,680,000	8,680,000	9,030,000
Interest & Fiscal Charges					
400-9000-489.72-10	BOND INTEREST	6,985,379	7,158,274	7,158,274	6,805,514
400-9000-489.72-11	ARBITRAGE CALCULATION FEE	12,466	20,000	20,000	20,000
400-9000-489.72-12	PAYING AGENT FEES	6,375	8,000	8,000	8,000
	Interest & Fiscal Charges	7,004,221	7,186,274	7,186,274	6,833,514
Amortization & Bond Issue					
400-9000-489.73-11	REFUNDING COSTS	391,354	-	-	-
	Amortization & Bond Issue	391,354	-	-	-
	Debt Service Fund Expenditures	\$ 53,058,576	\$ 15,866,274	\$ 15,866,274	\$ 15,863,514

CITY OF KILLEEN

Annual Budget

FY 2020

- Tax Structure -

		% of Appraised Value	Taxes Lost
Total Appraised Value	\$8,031,991,548		
Less:			
Ag Value Loss	(20,157,040)	0.25%	\$ (151,137)
Cap on Homestead Increases	(54,571,522)	0.68%	(409,177)
Charitable Organizations	(4,701,065)	0.06%	(35,249)
Veterans' Partial Exemptions	(73,623,502)	0.92%	(552,029)
Veterans' 100% HS Exemption	(765,454,190)	9.53%	(5,739,376)
Totally Exempt Property	(566,380,273)	7.05%	(4,246,719)
Armed Services Surviving Spouse	(4,031,354)	0.05%	(30,227)
Pollution Control	(195,390)	0.00%	(1,465)
Freeport Exemption	-	0.00%	-
Over 65 Exemptions	(81,008,974)	1.01%	(607,405)
Total Exemptions	(1,570,123,310)	19.55%	\$ (11,772,785)
Net Taxable Value	<u>\$6,461,868,238</u>	80.45%	
Transfer Adjustment	\$ (67,346)	0.00%	
Freeze Taxable Value	(315,479,700)	3.93%	
Less Tax Increment Finance Zone	<u>(26,096,245)</u>		
Freeze Adjusted Taxable Value (less TIRZ)	<u>\$6,120,224,947</u>	76.20%	
Tax Rate per \$100 Valuation	\$ 0.7498		
Freeze Tax Levy	\$ 2,030,664		
Freeze Adjusted Tax Levy	<u>45,889,447</u>		
Total Estimated Tax Levy	<u>\$ 47,920,111</u>		
Estimated Collections at 98%	<u>\$ 46,961,709</u>		

- Comparison of Taxable Value, Levy, and Rates -

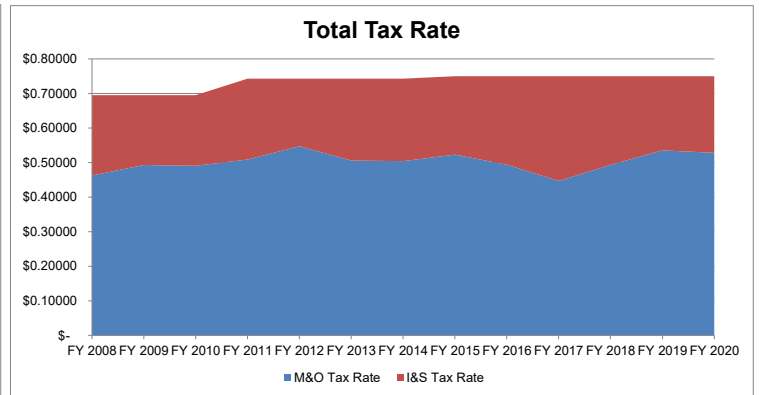
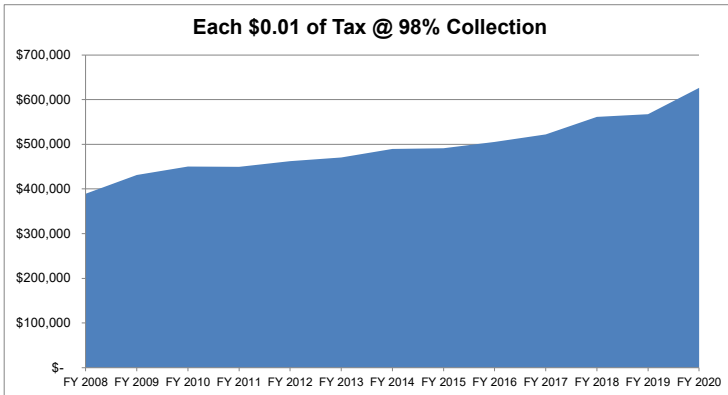
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Freeze Actual Tax	\$ 1,651,063	\$ 1,734,469	\$ 1,873,098	\$ 1,869,156	\$ 2,030,664
Freeze Adjusted Taxable Value	\$ 4,943,248,641	\$ 5,105,756,819	\$ 5,495,220,469	\$ 5,558,236,084	\$ 6,146,321,192
Less TIRZ	<u>(7,446,897)</u>	<u>(8,906,001)</u>	<u>(17,004,375)</u>	<u>(17,672,958)</u>	<u>(26,096,245)</u>
Freeze Adjusted Taxable Value (less TIRZ)	\$ 4,935,801,744	\$ 5,096,850,818	\$ 5,478,216,094	\$ 5,540,563,126	\$ 6,120,224,947
Maintenance & Operations Tax Rate	\$ 0.4938	\$ 0.4467	\$ 0.4933	\$ 0.5353	\$ 0.5281
Debt Service Tax Rate	\$ 0.2560	\$ 0.3031	\$ 0.2565	\$ 0.2145	\$ 0.2217
Total Tax Rate	\$ 0.7498	\$ 0.7498	\$ 0.7498	\$ 0.7498	\$ 0.7498
Tax Levy (excluding TIRZ)	\$ 38,659,704	\$ 39,950,656	\$ 42,948,762	\$ 43,412,298	\$ 47,920,111



Each \$0.01 of tax at 98% collection produces \$ 626,323

CITY OF KILLEEN
Annual Budget
FY 2020
- HISTORICAL TAX DATA -

Fiscal Year	Tax Year	M&O Tax Rate	I&S Tax Rate	Total Tax Rate	Market Value	Net Taxable Value	Freeze Adjusted Taxable Value	Tax Increment Finance Zone	Freeze Tax Levy	Total Tax Levy	Each \$0.01 of tax @ 98% collection	Collections	% Collected
FY 2008	2007	\$0.46256	\$0.23244	\$0.69500	\$ 4,371,198,243	\$ 3,972,782,440	\$ 3,972,782,440	\$ -	\$ -	\$ 27,610,838	\$ 389,333	\$ 27,036,813	97.92%
FY 2009	2008	0.49281	0.20219	0.69500	4,812,023,481	4,400,933,543	4,400,933,543	-	-	30,586,488	431,291	29,877,448	97.68%
FY 2010	2009	0.49057	0.20443	0.69500	5,097,643,434	4,597,388,192	4,393,080,749	456,519	1,402,686	31,931,424	450,256	30,976,529	97.01%
FY 2011	2010	0.50872	0.23408	0.74280	5,153,511,019	4,600,996,317	4,395,993,060	1,550,341	1,433,798	34,075,719	449,572	33,211,844	97.46%
FY 2012	2011	0.54734	0.19546	0.74280	5,304,778,692	4,732,551,512	4,520,459,969	2,075,525	1,477,513	35,040,073	462,295	34,333,324	97.98%
FY 2013	2012	0.50563	0.23717	0.74280	5,440,101,303	4,818,504,794	4,599,097,718	5,433,364	1,541,639	35,663,378	470,518	34,749,940	97.44%
FY 2014	2013	0.50410	0.23870	0.74280	5,691,347,968	5,012,906,385	4,795,024,710	6,914,663	1,544,869	37,110,950	489,617	35,660,835	96.09%
FY 2015	2014	0.52290	0.22690	0.74980	5,801,858,878	5,028,425,890	4,811,164,418	7,427,446	1,560,979	37,579,399	491,168	36,293,382	96.58%
FY 2016	2015	0.49380	0.25600	0.74980	6,036,159,736	5,175,292,421	4,943,248,641	7,446,897	1,651,063	38,659,704	505,288	38,331,888	99.15%
FY 2017	2016	0.44670	0.30310	0.74980	6,323,970,735	5,352,339,761	5,105,756,819	8,906,001	1,734,469	39,950,656	522,161	39,579,653	99.07%
FY 2018	2017	0.49330	0.25650	0.74980	6,918,479,682	5,772,164,539	5,495,220,469	17,004,375	1,873,098	42,948,762	561,347	42,451,488	98.84%
FY 2019	2018	0.53530	0.21450	0.74980	7,177,133,251	5,834,474,313	5,558,236,084	17,672,958	1,869,156	43,412,298	567,405	42,415,199	97.70%
FY 2020	2019	0.52810	0.22170	0.74980	8,031,991,548	6,461,868,238	6,146,321,192	26,096,245	2,030,664	47,920,111	626,323		\$ -



BONDED DEBT

The cost of acquisition for large capital items and the construction of infrastructure sometimes exceed the amount of funding available from operating revenues and resources. When this occurs, the City may issue long-term debt obligations, typically in the form of general obligation bonds, revenue bonds, or certificates of obligation. These issues require greater legal formality than bank loans and may also require voter approval.

TYPES OF DEBT

The City of Killeen has three types of debt outstanding. **General obligation debt** is backed by the full faith and credit of the City; in other words, the debt is guaranteed by a pledge of ad valorem taxes.

Revenue debt is payable from a specific source of revenue and does not affect the ad valorem tax rate. Revenue debt typically has a "coverage" requirement pursuant to the respective debt covenants. Coverage is the ratio of net pledged revenues to related debt service for a specific year.

Combination debt is backed by a cross-pledge of taxes and revenues from a specific source of revenue. The City's combination debt is repaid with a combination of ad valorem taxes, water and sewer revenues, hotel occupancy tax revenues, and sales tax revenues.

A schedule of outstanding debt issues and debt service requirements appears on the immediately following pages.

DEBT POLICY

The City's debt service management policies are designed to comply with the legal provisions of the various bond ordinance and covenants governing the debt issue. City policy is to maintain a fund balance reserve of at least two months of annual appropriated expenditures for debt service and any associated fees.

When the City of Killeen utilizes long-term financing, it will ensure that the debt is soundly financed by:

- Conservatively projecting the revenue sources that will be utilized to pay the debt.
- Financing the improvement over a period not greater than the useful life of the improvement.
- Determining that the cost benefit of the improvement including interest costs is positive.

The City's debt management objective is to maintain level debt service that does not adversely impact tax or utility rates and does not hinder the City's ability to effectively operate the utility systems, street network, or other facilities. The City's debt payments

must stay within provisions of state law, bond covenants, and City Council adopted policies. All of these criteria and objectives are met with the debt financing adopted in this budget.

The most recent debt issuances of the City of Killeen earned ratings as follows:

<u>Bond Type</u>	<u>S&P</u>	<u>Fitch</u>	<u>Moody's</u>
General Obligation	AA	AA	Aa3
Certificates of Obligation	AA	AA	Aa3
Waterworks and Sewer System Revenue Bonds	AA-	AA-	Aa3

DEBT LIMIT

No direct funded debt limitation is imposed on the City under current State law or the City Charter. Article XI, Section 5, of the Texas Constitution is applicable to the City, and limits its maximum ad valorem rate to \$2.50 per \$100 of assessed valuation for all City purposes. The City's FY 2020 tax rate is well below all of the referenced limits.

The following is an analysis of the City of Killeen's total assessed value for the 2019 tax roll, a calculation of the maximum amount the City can designate for debt service requirements, and the actual amount to be expended for tax supported debt service during fiscal year 2020:

2019 Assessed Value	\$7,957,262,986
Maximum Ad Valorem Rate (\$2.50 per \$100)	X 2.5%
Legal Limit for Debt Service	<u>\$ 198,931,575</u>
 FY 2020 Tax Supported Debt Service	 \$ 13,569,868

**City of Killeen
Annual Budget
FY 2020
City Wide Bonded Debt**

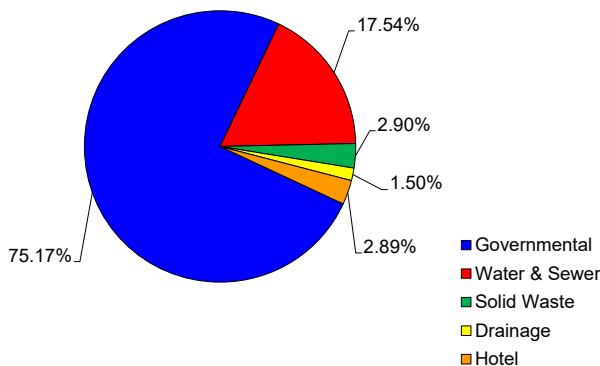
Issue	Proposition	Election Date	Purpose	Authorization Amount	Amount Previously Issued	Amount This Issue	Amount Unissued
2010 GO Refunding Bonds			Refund Outstanding Obligations	\$ 13,330,000	\$ -	\$ 13,330,000	\$ -
2010 Waterworks & Sewer System Revenue Refunding Bonds			Refund Outstanding Obligations	6,870,000	-	6,870,000	-
2011 Combination Tax & Revenue CO's			Renovation	32,040,000	-	32,040,000	-
2011 GO Refunding Bonds			Refund Outstanding Obligations	6,875,000	-	6,875,000	-
2011 Pass-Through Toll Revenue & Limited Tax Bonds			Streets	18,060,000	-	18,060,000	-
2011 Waterworks & Sewer System Revenue Refunding Bonds			Refund Outstanding Obligations	11,135,000	-	11,135,000	-
2011A Pass-Through Toll Revenue & Limited Tax Bonds			Streets	31,400,000	-	31,400,000	-
2012 Combination Tax & Revenue CO's			Streets and Public Safety	6,765,000	-	6,765,000	-
2012 Waterworks & Sewer System Revenue Refunding Bonds			Refund Outstanding Obligations	7,365,000	-	7,365,000	-
2012 GO Improvement & Refunding Bonds	3	11/5/2002	Parks and Recreation	18,040,000	12,175,000	1,265,000	4,600,000
			Refund Outstanding Obligations	24,560,000	-	24,450,000	110,000
2013 GO Refunding Bonds			Refund Outstanding Obligations	41,225,000	-	41,225,000	-
2013 Waterworks & Sewer System Revenue Refunding & Improvement Bonds			Water/Sewer System	18,150,000	-	18,150,000	-
			Refund Outstanding Obligations	10,880,000	-	10,880,000	-
2014 Combination Tax & Revenue CO's			Public Safety, Parks and Recreation, and Streets	13,060,000	-	13,060,000	-
2014 GO Refunding & Improvement Bonds	2	11/5/2002	Public Safety Buildings and Facilities	23,255,000	21,665,000	1,590,000	-
	3	11/5/2002	Parks and Recreation	18,040,000	13,440,000	4,600,000	-
			Refund Outstanding Obligations	5,430,000	-	5,430,000	-
2015 GO Refunding Bonds			Refund Outstanding Obligations	8,940,000	-	8,940,000	-
2016 GO Refunding Bonds			Refund Outstanding Obligations	36,295,000	-	36,295,000	-
2017 GO Refunding Bonds			Refund Outstanding Obligations	33,455,000	-	33,455,000	-

**City of Killeen
Annual Budget
FY 2020
City Wide Bonded Debt**

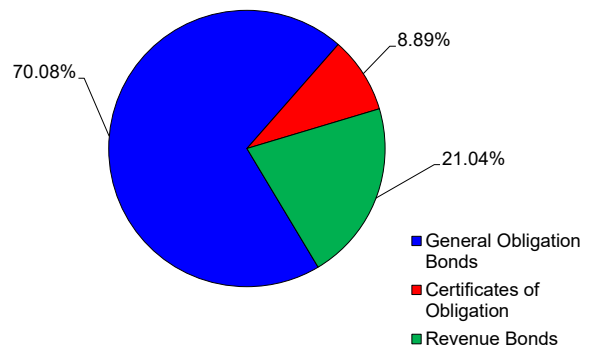
Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding Principal 10/01/19	Outstanding Interest 10/01/19	---Proceeds---	
		Low	High				Expended	Unexpended
Governmental Issues								
2011 GO Refunding Bonds	8/1/2023	2.00%	5.00%	\$ 6,875,000	\$ 2,940,000	\$ 355,900	\$ 6,875,000	\$ -
2011 Pass-Through Toll Revenue & Limited Tax Bonds	8/1/2023	2.00%	5.00%	18,060,000	695,000	34,750	18,060,000	-
2011A Pass-Through Toll Revenue & Limited Tax Bonds	8/1/2035	2.00%	5.00%	31,400,000	6,630,000	712,100	31,289,371	110,629
2012 Combination Tax & Revenue CO's	8/1/2032	2.00%	3.00%	6,765,000	5,370,000	1,167,400	6,765,000	-
2014 Combination Tax & Revenue CO's	8/1/2039	2.00%	5.00%	13,060,000	12,175,000	6,538,300	12,626,045	433,955
2014 GO Refunding & Improvement Bonds	8/1/2034	2.00%	5.00%	10,610,000	5,180,000	2,113,950	10,434,356	175,644
2017 GO Refunding Bonds	8/1/2036	2.00%	5.00%	30,625,000	30,020,000	14,516,000	30,625,000	-
Total Governmental Issues				117,395,000	63,010,000	25,438,400	116,674,772	720,228
Total Debt Per Capita				780	419	169	776	
Combination Governmental/Solid Waste Issues								
2012 GO Improvement & Refunding Bonds	8/1/2032	2.00%	5.00%	25,715,000	19,770,000	5,511,163	25,577,594	137,406
2015 GO Refunding Bonds	8/1/2034	3.00%	4.00%	8,940,000	8,940,000	3,403,650	8,940,000	-
Total Combination Governmental/Solid Waste Issues				34,655,000	28,710,000	8,914,813	34,517,594	137,406
Total Debt Per Capita				230	191	59	229	
Combination Governmental/Drainage Issues								
2013 GO Refunding Bonds	8/1/2032	2.00%	5.00%	41,225,000	36,995,000	11,555,906	41,225,000	-
Total Combination Governmental/Drainage Issues				41,225,000	36,995,000	11,555,906	41,225,000	-
Total Debt Per Capita				274	246	77	274	
Combination Governmental/Hotel Issues								
2010 GO Refunding Bonds	8/1/2030	2.00%	4.00%	13,330,000	3,820,000	712,800	13,330,000	-
2011 Combination Tax & Revenue CO's	8/1/2036	2.00%	5.00%	32,040,000	1,065,000	53,250	31,717,526	322,474
2017 GO Refunding Bonds	8/1/2036	2.00%	5.00%	2,830,000	2,790,000	931,400	2,830,000	-
Total Combination Governmental/Hotel Issues				48,200,000	7,675,000	1,697,450	47,877,526	322,474
Total Debt Per Capita				320	51	11	318	
Combination Governmental/Solid Waste/Hotel Issues								
2016 GO Refunding Bonds	8/1/2034	3.00%	5.00%	36,295,000	36,295,000	13,411,950	36,295,000	-
Total Combination Governmental/Solid Waste/Hotel Issues				36,295,000	36,295,000	13,411,950	36,295,000	-
Total Debt Per Capita				241	241	89	241	
Water & Sewer Issues								
2010 Waterworks & Sewer System Rev Ref Bonds	8/15/2021	2.00%	4.00%	6,870,000	1,280,000	77,400	6,870,000	-
2011 Waterworks & Sewer System Rev Ref Bonds	8/15/2022	2.00%	5.00%	11,135,000	4,635,000	459,450	11,135,000	-
2012 Waterworks & Sewer System Rev Ref Bonds	8/15/2027	2.98%	2.98%	7,365,000	6,990,000	1,136,870	7,365,000	-
2013 Waterworks & Sewer System Rev Ref & Impr Bonds	8/15/2033	2.00%	5.00%	29,030,000	23,820,000	7,554,156	24,896,844	4,133,156
Total Water & Sewer Issues				54,400,000	36,725,000	9,227,876	50,266,844	4,133,156
Total Debt Per Capita				362	244	61	334	
Total				\$ 332,170,000	\$ 209,410,000	\$ 70,246,395	\$ 326,856,736	\$ 5,313,264
Total Debt Per Capita				\$ 2,208	\$ 1,392	\$ 467	\$ 2,173	

By Fund	Last Maturity Date	---Interest Rates---		Original Issues	Outstanding Principal 10/01/19	Outstanding Interest 10/01/19	---Proceeds---	
		Low	High				Expended	Unexpended
Governmental	8/1/2039	2.00%	5.00%	\$ 252,985,000	\$ 157,420,000	\$ 56,951,156	\$ 251,804,892	\$ 1,180,108
Solid Waste	8/1/2030	2.00%	5.00%	7,360,000	6,075,000	1,675,613	7,360,000	-
Water & Sewer	8/15/2033	0.40%	5.00%	54,400,000	36,725,000	9,227,876	50,266,844	4,133,156
Drainage	8/1/2026	2.00%	5.00%	3,935,000	3,135,000	648,450	3,935,000	-
Hotel	8/1/2031	2.00%	5.00%	13,490,000	6,055,000	1,743,300	13,490,000	-
Total				\$ 332,170,000	\$ 209,410,000	\$ 70,246,395	\$ 326,856,736	\$ 5,313,264

**Debt Outstanding
- By Fund -**



**Debt Outstanding
- By Type -**



Fiscal Year	2010 GO Refunding Bonds		2010 Waterworks & Sewer System Revenue Refunding Bonds		2011 Combination Tax & Revenue CO's	
	Principal	Interest	Principal	Interest	Principal	Interest
FY 2020	\$ 715,000	\$ 152,800	\$ 625,000	\$ 51,200	\$ 1,065,000	\$ 53,250
FY 2021	745,000	124,200	655,000	26,200	-	-
FY 2022	285,000	94,400	-	-	-	-
FY 2023	295,000	83,000	-	-	-	-
FY 2024	310,000	71,200	-	-	-	-
FY 2025	325,000	58,800	-	-	-	-
FY 2026	335,000	45,800	-	-	-	-
FY 2027	190,000	32,400	-	-	-	-
FY 2028	200,000	24,800	-	-	-	-
FY 2029	205,000	16,800	-	-	-	-
FY 2030	215,000	8,600	-	-	-	-
FY 2031	-	-	-	-	-	-
FY 2032	-	-	-	-	-	-
FY 2033	-	-	-	-	-	-
FY 2034	-	-	-	-	-	-
FY 2035	-	-	-	-	-	-
FY 2036	-	-	-	-	-	-
FY 2037	-	-	-	-	-	-
FY 2038	-	-	-	-	-	-
FY 2039	-	-	-	-	-	-
Totals	\$ 3,820,000	\$ 712,800	\$ 1,280,000	\$ 77,400	\$ 1,065,000	\$ 53,250

Fiscal Year	2011 Waterworks & Sewer System Revenue Refunding Bonds		2011 Pass-Through Toll Revenue & Limited Tax Bonds	
	Principal	Interest	Principal	Interest
FY 2020	\$ 1,455,000	\$ 217,200	\$ 695,000	\$ 34,750
FY 2021	1,515,000	159,000	-	-
FY 2022	1,665,000	83,250	-	-
FY 2023	-	-	-	-
FY 2024	-	-	-	-
FY 2025	-	-	-	-
FY 2026	-	-	-	-
FY 2027	-	-	-	-
FY 2028	-	-	-	-
FY 2029	-	-	-	-
FY 2030	-	-	-	-
FY 2031	-	-	-	-
FY 2032	-	-	-	-
FY 2033	-	-	-	-
FY 2034	-	-	-	-
FY 2035	-	-	-	-
FY 2036	-	-	-	-
FY 2037	-	-	-	-
FY 2038	-	-	-	-
FY 2039	-	-	-	-
Totals	\$ 4,635,000	\$ 459,450	\$ 695,000	\$ 34,750

Fiscal Year	2011 GO Refunding Bonds		2011A Pass-Through Toll Revenue & Limited Tax Bonds	
	Principal	Interest	Principal	Interest
FY 2020	\$ 680,000	\$ 133,050	\$ 1,215,000	\$ 253,975
FY 2021	715,000	105,850	1,275,000	193,225
FY 2022	750,000	77,250	1,340,000	129,475
FY 2023	795,000	39,750	1,380,000	89,275
FY 2024	-	-	1,420,000	46,150
FY 2025	-	-	-	-
FY 2026	-	-	-	-
FY 2027	-	-	-	-
FY 2028	-	-	-	-
FY 2029	-	-	-	-
FY 2030	-	-	-	-
FY 2031	-	-	-	-
FY 2032	-	-	-	-
FY 2033	-	-	-	-
FY 2034	-	-	-	-
FY 2035	-	-	-	-
FY 2036	-	-	-	-
FY 2037	-	-	-	-
FY 2038	-	-	-	-
FY 2039	-	-	-	-
Totals	\$ 2,940,000	\$ 355,900	\$ 6,630,000	\$ 712,100

Fiscal Year	2012 Combination Tax & Revenue CO's		2012 Waterworks & Sewer System Revenue Refunding Bonds	
	Principal	Interest	Principal	Interest
FY 2020	\$ 340,000	\$ 147,788	\$ 65,000	\$ 208,302
FY 2021	350,000	140,988	65,000	206,365
FY 2022	360,000	133,988	70,000	204,428
FY 2023	375,000	126,788	1,860,000	202,342
FY 2024	385,000	118,350	3,045,000	146,914
FY 2025	395,000	106,800	-	56,173
FY 2026	410,000	94,950	-	56,173
FY 2027	420,000	82,650	1,885,000	56,173
FY 2028	435,000	70,050	-	-
FY 2029	450,000	57,000	-	-
FY 2030	465,000	43,500	-	-
FY 2031	485,000	29,550	-	-
FY 2032	500,000	15,000	-	-
FY 2033	-	-	-	-
FY 2034	-	-	-	-
FY 2035	-	-	-	-
FY 2036	-	-	-	-
FY 2037	-	-	-	-
FY 2038	-	-	-	-
FY 2039	-	-	-	-
Totals	\$ 5,370,000	\$ 1,167,400	\$ 6,990,000	\$ 1,136,870

Fiscal Year	2012 GO Improvement & Refunding Bonds		2013 GO Refunding Bonds	
	Principal	Interest	Principal	Interest
FY 2020	\$ 1,455,000	\$ 920,319	\$ 2,645,000	\$ 1,700,744
FY 2021	1,525,000	847,569	2,730,000	1,621,394
FY 2022	1,605,000	771,319	2,860,000	1,484,894
FY 2023	1,680,000	691,069	3,010,000	1,341,894
FY 2024	1,770,000	607,069	3,155,000	1,191,394
FY 2025	1,855,000	518,569	3,315,000	1,033,644
FY 2026	1,945,000	425,819	3,475,000	867,894
FY 2027	2,050,000	328,569	2,495,000	694,144
FY 2028	2,150,000	226,069	2,620,000	569,394
FY 2029	2,255,000	118,569	2,750,000	438,394
FY 2030	1,315,000	48,100	2,545,000	300,894
FY 2031	80,000	5,363	2,630,000	221,363
FY 2032	85,000	2,763	2,765,000	89,863
FY 2033	-	-	-	-
FY 2034	-	-	-	-
FY 2035	-	-	-	-
FY 2036	-	-	-	-
FY 2037	-	-	-	-
FY 2038	-	-	-	-
FY 2039	-	-	-	-
Totals	\$ 19,770,000	\$ 5,511,163	\$ 36,995,000	\$ 11,555,906

Fiscal Year	System Revenue Refunding & Improvement Bonds		2014 Combination Tax & Revenue CO's	
	Principal	Interest	Principal	Interest
FY 2020	\$ 1,790,000	\$ 1,051,456	\$ 400,000	\$ 534,950
FY 2021	1,890,000	979,856	415,000	522,950
FY 2022	1,940,000	904,256	430,000	506,350
FY 2023	2,020,000	816,956	445,000	489,150
FY 2024	1,040,000	726,056	465,000	471,350
FY 2025	2,785,000	684,456	485,000	452,750
FY 2026	2,880,000	573,056	500,000	433,350
FY 2027	1,185,000	429,056	520,000	413,350
FY 2028	1,245,000	369,806	545,000	392,550
FY 2029	1,305,000	307,556	565,000	370,750
FY 2030	1,345,000	265,144	595,000	342,500
FY 2031	1,395,000	219,750	625,000	312,750
FY 2032	1,465,000	150,000	655,000	281,500
FY 2033	1,535,000	76,750	685,000	248,750
FY 2034	-	-	720,000	214,500
FY 2035	-	-	755,000	178,500
FY 2036	-	-	790,000	145,850
FY 2037	-	-	825,000	111,700
FY 2038	-	-	860,000	76,000
FY 2039	-	-	895,000	38,750
Totals	\$23,820,000	\$ 7,554,156	\$ 12,175,000	\$ 6,538,300

Fiscal Year	2014 GO Refunding & Improvement Bonds		2015 GO Refunding Bonds	
	Principal	Interest	Principal	Interest
FY 2020	\$ 260,000	\$ 231,650	\$ -	\$ 339,600
FY 2021	270,000	221,250	-	339,600
FY 2022	280,000	210,450	-	339,600
FY 2023	290,000	199,250	-	339,600
FY 2024	300,000	187,650	-	339,600
FY 2025	315,000	175,650	1,160,000	339,600
FY 2026	325,000	163,050	1,220,000	293,200
FY 2027	340,000	150,050	905,000	244,400
FY 2028	355,000	136,450	700,000	208,200
FY 2029	370,000	122,250	735,000	180,200
FY 2030	385,000	103,750	770,000	150,800
FY 2031	405,000	84,500	805,000	120,000
FY 2032	425,000	64,250	845,000	87,800
FY 2033	445,000	43,000	885,000	54,000
FY 2034	415,000	20,750	915,000	27,450
FY 2035	-	-	-	-
FY 2036	-	-	-	-
FY 2037	-	-	-	-
FY 2038	-	-	-	-
FY 2039	-	-	-	-
Totals	\$ 5,180,000	\$ 2,113,950	\$ 8,940,000	\$ 3,403,650

Fiscal Year	2016 GO Refunding Bonds		2017 GO Refunding Bonds	
	Principal	Interest	Principal	Interest
FY 2020	\$ 850,000	\$ 1,605,300	\$ -	\$ 1,384,600
FY 2021	890,000	1,579,800	1,825,000	1,384,600
FY 2022	930,000	1,553,100	2,370,000	1,329,850
FY 2023	990,000	1,506,600	2,470,000	1,235,050
FY 2024	3,185,000	1,457,100	425,000	1,136,250
FY 2025	3,685,000	1,297,850	445,000	1,119,250
FY 2026	3,860,000	1,113,600	470,000	1,097,000
FY 2027	4,440,000	920,600	215,000	1,073,500
FY 2028	3,210,000	698,600	1,925,000	1,062,750
FY 2029	3,340,000	570,200	2,025,000	966,500
FY 2030	2,770,000	436,600	2,125,000	865,250
FY 2031	2,885,000	325,800	1,840,000	759,000
FY 2032	3,000,000	210,400	1,935,000	667,000
FY 2033	1,110,000	90,400	4,025,000	1,521,000
FY 2034	1,150,000	46,000	4,180,000	428,600
FY 2035	-	-	4,355,000	261,400
FY 2036	-	-	2,180,000	87,200
FY 2037	-	-	-	-
FY 2038	-	-	-	-
FY 2039	-	-		
Totals	\$ 36,295,000	\$ 13,411,950	\$ 32,810,000	\$ 16,378,800

Fiscal Year	Annual Totals		
	Principal	Interest	Total
FY 2020	\$ 14,255,000	\$ 9,020,933	\$ 23,275,933
FY 2021	14,865,000	8,452,846	23,317,846
FY 2022	14,885,000	7,822,609	22,707,609
FY 2023	15,610,000	7,160,723	22,770,723
FY 2024	15,500,000	6,499,083	21,999,083
FY 2025	14,765,000	5,843,542	20,608,542
FY 2026	15,420,000	5,163,892	20,583,892
FY 2027	14,645,000	4,424,892	19,069,892
FY 2028	13,385,000	3,758,669	17,143,669
FY 2029	14,000,000	3,148,219	17,148,219
FY 2030	12,530,000	2,565,138	15,095,138
FY 2031	11,150,000	2,078,075	13,228,075
FY 2032	11,675,000	1,568,575	13,243,575
FY 2033	8,685,000	2,033,900	10,718,900
FY 2034	7,380,000	737,300	8,117,300
FY 2035	5,110,000	439,900	5,549,900
FY 2036	2,970,000	233,050	3,203,050
FY 2037	825,000	111,700	936,700
FY 2038	860,000	76,000	936,000
FY 2039	895,000	38,750	933,750
Totals	\$ 209,410,000	\$ 71,177,795	\$ 280,587,795

**City of Killeen
Annual Budget
FY 2020
General Obligation Debt
Schedule of Bonded Debt**

Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding Principal 10/01/19	Outstanding Interest 10/01/19	---Proceeds---	
		Low	High				Expended	Unexpended
2010 GO Refunding Bonds	8/1/2026	2.00%	4.00%	\$ 4,830,000	\$ 1,355,000	\$ 182,000	\$ 4,830,000	\$ -
2011 Combination Tax & Revenue CO's	8/1/2036	2.00%	5.00%	30,615,000	1,000,000	50,000	30,292,526	322,474
2011 GO Refunding Bonds	8/1/2023	3.25%	5.00%	6,875,000	2,940,000	355,900	6,875,000	-
2011 Pass-Through Toll Revenue & Limited Tax Bonds	8/1/2023	2.00%	5.00%	18,060,000	695,000	34,750	18,060,000	-
2011A Pass-Through Toll Revenue & Limited Tax Bonds	8/1/2035	2.00%	5.00%	31,400,000	6,630,000	712,100	31,289,371	110,629
2012 Combination Tax & Revenue CO's	8/1/2032	2.00%	3.00%	6,765,000	5,370,000	1,167,400	6,765,000	-
2012 GO Improvement & Refunding Bonds	8/1/2032	2.00%	5.00%	19,500,000	14,840,000	4,122,750	19,362,594	137,406
2013 GO Refunding Bonds	8/1/2032	2.00%	5.00%	37,290,000	33,860,000	10,907,456	37,290,000	-
2014 Combination Tax & Revenue CO's	8/1/2039	2.00%	5.00%	13,060,000	12,175,000	6,538,300	12,626,045	433,955
2014 GO Refunding & Improvement Bonds	8/1/2034	2.00%	5.00%	10,610,000	5,180,000	2,113,950	10,434,356	175,644
2015 GO Refunding Bonds	8/1/2034	3.00%	4.00%	8,640,000	8,640,000	3,322,650	8,640,000	-
2016 GO Refunding Bonds	8/1/2034	2.00%	5.00%	34,715,000	34,715,000	12,927,900	34,715,000	-
2017 GO Refunding Bonds	8/1/2036	2.00%	5.00%	30,625,000	30,020,000	14,516,000	30,625,000	-
Total				\$ 252,985,000	\$ 157,420,000	\$ 56,951,156	\$ 251,804,892	\$ 1,180,108

Fiscal Year	2010 GO Refunding Bonds		2011 Combination Tax & Revenue CO's	
	Principal	Interest	Principal	Interest
FY 2020	\$ 320,000	\$ 54,200	\$ 1,000,000	\$ 50,000
FY 2021	335,000	41,400	-	-
FY 2022	130,000	28,000	-	-
FY 2023	130,000	22,800	-	-
FY 2024	140,000	17,600	-	-
FY 2025	150,000	12,000	-	-
FY 2026	150,000	6,000	-	-
FY 2027	-	-	-	-
FY 2028	-	-	-	-
FY 2029	-	-	-	-
FY 2030	-	-	-	-
FY 2031	-	-	-	-
FY 2032	-	-	-	-
FY 2033	-	-	-	-
FY 2034	-	-	-	-
FY 2035	-	-	-	-
FY 2036	-	-	-	-
FY 2037	-	-	-	-
FY 2038	-	-	-	-
FY 2039	-	-	-	-
Totals	\$ 1,355,000	\$ 182,000	\$ 1,000,000	\$ 50,000

Fiscal Year	2011 GO Refunding Bonds		Revenue & Limited Tax Bonds	
	Principal	Interest	Principal	Interest
FY 2020	\$ 680,000	\$ 133,050	\$ 695,000	\$ 34,750
FY 2021	715,000	105,850	-	-
FY 2022	750,000	77,250	-	-
FY 2023	795,000	39,750	-	-
FY 2024	-	-	-	-
FY 2025	-	-	-	-
FY 2026	-	-	-	-
FY 2027	-	-	-	-
FY 2028	-	-	-	-
FY 2029	-	-	-	-
FY 2030	-	-	-	-
FY 2031	-	-	-	-
FY 2032	-	-	-	-
FY 2033	-	-	-	-
FY 2034	-	-	-	-
FY 2035	-	-	-	-
FY 2036	-	-	-	-
FY 2037	-	-	-	-
FY 2038	-	-	-	-
FY 2039	-	-	-	-
Totals	\$ 2,940,000	\$ 355,900	\$ 695,000	\$ 34,750

Fiscal Year	Revenue & Limited Tax Bonds		2012 Combination Tax & Revenue CO's	
	Principal	Interest	Principal	Interest
FY 2020	\$ 1,215,000	\$ 253,975	\$ 340,000	\$ 147,788
FY 2021	1,275,000	193,225	350,000	140,988
FY 2022	1,340,000	129,475	360,000	133,988
FY 2023	1,380,000	89,275	375,000	126,788
FY 2024	1,420,000	46,150	385,000	118,350
FY 2025	-	-	395,000	106,800
FY 2026	-	-	410,000	94,950
FY 2027	-	-	420,000	82,650
FY 2028	-	-	435,000	70,050
FY 2029	-	-	450,000	57,000
FY 2030	-	-	465,000	43,500
FY 2031	-	-	485,000	29,550
FY 2032	-	-	500,000	15,000
FY 2033	-	-	-	-
FY 2034	-	-	-	-
FY 2035	-	-	-	-
FY 2036	-	-	-	-
FY 2037	-	-	-	-
FY 2038	-	-	-	-
FY 2039	-	-	-	-
Totals	\$ 6,630,000	\$ 712,100	\$ 5,370,000	\$ 1,167,400

Fiscal Year	2012 GO Improvement & Refunding Bonds		2013 GO Refunding Bonds	
	Principal	Interest	Principal	Interest
FY 2020	\$ 1,105,000	\$ 693,656	\$ 2,255,000	\$ 1,551,794
FY 2021	1,160,000	638,406	2,325,000	1,484,144
FY 2022	1,225,000	580,406	2,435,000	1,367,894
FY 2023	1,280,000	519,156	2,565,000	1,246,144
FY 2024	1,345,000	455,156	2,690,000	1,117,894
FY 2025	1,410,000	387,906	2,825,000	983,394
FY 2026	1,480,000	317,406	2,960,000	842,144
FY 2027	1,560,000	243,406	2,495,000	694,144
FY 2028	1,635,000	165,406	2,620,000	569,394
FY 2029	1,715,000	83,656	2,750,000	438,394
FY 2030	760,000	30,063	2,545,000	300,894
FY 2031	80,000	5,363	2,630,000	221,363
FY 2032	85,000	2,763	2,765,000	89,863
FY 2033	-	-	-	-
FY 2034	-	-	-	-
FY 2035	-	-	-	-
FY 2036	-	-	-	-
FY 2037	-	-	-	-
FY 2038	-	-	-	-
FY 2039	-	-	-	-
Totals	\$ 14,840,000	\$ 4,122,750	\$ 33,860,000	\$ 10,907,456

Fiscal Year	2014 Combination Tax & Revenue CO's		2014 GO Refunding & Improvement Bonds	
	Principal	Interest	Principal	Interest
FY 2020	\$ 400,000	\$ 534,950	\$ 260,000	\$ 231,650
FY 2021	415,000	522,950	270,000	221,250
FY 2022	430,000	506,350	280,000	210,450
FY 2023	445,000	489,150	290,000	199,250
FY 2024	465,000	471,350	300,000	187,650
FY 2025	485,000	452,750	315,000	175,650
FY 2026	500,000	433,350	325,000	163,050
FY 2027	520,000	413,350	340,000	150,050
FY 2028	545,000	392,550	355,000	136,450
FY 2029	565,000	370,750	370,000	122,250
FY 2030	595,000	342,500	385,000	103,750
FY 2031	625,000	312,750	405,000	84,500
FY 2032	655,000	281,500	425,000	64,250
FY 2033	685,000	248,750	445,000	43,000
FY 2034	720,000	214,500	415,000	20,750
FY 2035	755,000	178,500	-	-
FY 2036	790,000	145,850	-	-
FY 2037	825,000	111,700	-	-
FY 2038	860,000	76,000	-	-
FY 2039	895,000	38,750	-	-
Totals	\$ 12,175,000	\$ 6,538,300	\$ 5,180,000	\$ 2,113,950

Fiscal Year	2015 GO Refunding Bonds		2016 GO Refunding Bonds	
	Principal	Interest	Principal	Interest
FY 2020	\$ -	\$ 327,600	\$ 760,000	\$ 1,536,600
FY 2021	-	327,600	800,000	1,513,800
FY 2022	-	327,600	830,000	1,489,800
FY 2023	-	327,600	885,000	1,448,300
FY 2024	-	327,600	2,995,000	1,404,050
FY 2025	1,035,000	327,600	3,600,000	1,254,300
FY 2026	1,095,000	286,200	3,775,000	1,074,300
FY 2027	855,000	242,400	4,275,000	885,550
FY 2028	700,000	208,200	2,980,000	671,800
FY 2029	735,000	180,200	3,105,000	552,600
FY 2030	770,000	150,800	2,670,000	428,400
FY 2031	805,000	120,000	2,780,000	321,600
FY 2032	845,000	87,800	3,000,000	210,400
FY 2033	885,000	54,000	1,110,000	90,400
FY 2034	915,000	27,450	1,150,000	46,000
FY 2035	-	-	-	-
FY 2036	-	-	-	-
FY 2037	-	-	-	-
FY 2038	-	-	-	-
FY 2039	-	-	-	-
Totals	\$ 8,640,000	\$ 3,322,650	\$ 34,715,000	\$ 12,927,900

Fiscal Year	2017 GO Refunding Bonds		Annual Totals		
	Principal	Interest	Principal	Interest	Total
FY 2020	\$ -	\$ 1,255,500	\$ 9,030,000	\$ 6,805,513	\$ 15,835,513
FY 2021	1,770,000	1,255,500	9,415,000	6,445,113	15,860,113
FY 2022	2,045,000	1,202,400	9,825,000	6,053,613	15,878,613
FY 2023	2,135,000	1,120,600	10,280,000	5,628,813	15,908,813
FY 2024	155,000	1,035,200	9,895,000	5,181,000	15,076,000
FY 2025	160,000	1,029,000	10,375,000	4,729,400	15,104,400
FY 2026	175,000	1,021,000	10,870,000	4,238,400	15,108,400
FY 2027	-	1,012,250	10,465,000	3,723,800	14,188,800
FY 2028	1,605,000	1,012,250	10,875,000	3,226,100	14,101,100
FY 2029	1,690,000	932,000	11,380,000	2,736,850	14,116,850
FY 2030	1,770,000	847,500	9,960,000	2,247,406	12,207,406
FY 2031	1,840,000	759,000	9,650,000	1,854,125	11,504,125
FY 2032	1,935,000	667,000	10,210,000	1,418,575	11,628,575
FY 2033	4,025,000	589,600	7,150,000	1,025,750	8,175,750
FY 2034	4,180,000	428,600	7,380,000	737,300	8,117,300
FY 2035	4,355,000	261,400	5,110,000	439,900	5,549,900
FY 2036	2,180,000	87,200	2,970,000	233,050	3,203,050
FY 2037	-	-	825,000	111,700	936,700
FY 2038	-	-	860,000	76,000	936,000
FY 2039	-	-	895,000	38,750	933,750
Totals	\$ 30,020,000	\$ 14,516,000	\$ 157,420,000	\$ 56,951,156	\$ 214,371,156

Fiscal Year	Total GO Bonds		Total Tax & Revenue CO's	
	Principal	Interest	Principal	Interest
FY 2020	\$ 5,380,000	\$ 5,784,050	\$ 3,650,000	\$ 1,021,463
FY 2021	7,375,000	5,587,950	2,040,000	857,163
FY 2022	7,695,000	5,283,800	2,130,000	769,813
FY 2023	8,080,000	4,923,600	2,200,000	705,213
FY 2024	7,625,000	4,545,150	2,270,000	635,850
FY 2025	9,495,000	4,169,850	880,000	559,550
FY 2026	9,960,000	3,710,100	910,000	528,300
FY 2027	9,525,000	3,227,800	940,000	496,000
FY 2028	9,895,000	2,763,500	980,000	462,600
FY 2029	10,365,000	2,309,100	1,015,000	427,750
FY 2030	8,900,000	1,861,406	1,060,000	386,000
FY 2031	8,540,000	1,511,825	1,110,000	342,300
FY 2032	9,055,000	1,122,075	1,155,000	296,500
FY 2033	6,465,000	777,000	685,000	248,750
FY 2034	6,660,000	522,800	720,000	214,500
FY 2035	4,355,000	261,400	755,000	178,500
FY 2036	2,180,000	87,200	790,000	145,850
FY 2037	-	-	825,000	111,700
FY 2038	-	-	860,000	76,000
FY 2039	-	-	895,000	38,750
Totals	\$ 131,550,000	\$ 48,448,606	\$ 25,870,000	\$ 8,502,550

**City of Killeen
Annual Budget
FY 2020
Solid Waste Fund Debt
Schedule of Bonded Debt**

Issue	Maturity Date	Interest Rates		Original Issue	Outstanding	Outstanding	---Proceeds---	
		Low	High		Principal 10/01/19	Interest 10/01/19	Expended	Unexpended
2012 GO Improvement & Refunding Bonds	8/1/2030	2.00%	5.00%	\$ 6,215,000	\$ 4,930,000	\$ 1,388,413	\$ 6,215,000	\$ -
2015 GO Refunding Bonds	8/1/2027	3.00%	4.00%	300,000	300,000	81,000	300,000	-
2016 GO Refunding Bonds	8/1/2029	3.00%	5.00%	845,000	845,000	206,200	845,000	-
Total				\$ 7,360,000	\$ 6,075,000	\$ 1,675,613	\$ 7,360,000	\$ -

Fiscal Year	2012 GO Improvement & Refunding Bonds		2015 GO Refunding Bonds		2016 GO Refunding Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
FY 2020	\$ 350,000	\$ 226,663	\$ -	\$ 12,000	\$ 90,000	\$ 35,900
FY 2021	365,000	209,163	-	12,000	90,000	33,200
FY 2022	380,000	190,913	-	12,000	100,000	30,500
FY 2023	400,000	171,913	-	12,000	105,000	25,500
FY 2024	425,000	151,913	-	12,000	110,000	20,250
FY 2025	445,000	130,663	125,000	12,000	-	14,750
FY 2026	465,000	108,413	125,000	7,000	-	14,750
FY 2027	490,000	85,163	50,000	2,000	75,000	14,750
FY 2028	515,000	60,663	-	-	135,000	11,000
FY 2029	540,000	34,913	-	-	140,000	5,600
FY 2030	555,000	18,038	-	-	-	-
Totals	\$ 4,930,000	\$ 1,388,413	\$ 300,000	\$ 81,000	\$ 845,000	\$ 206,200

Fiscal Year	Annual Totals		
	Principal	Interest	Total
FY 2020	\$ 440,000	\$ 274,563	\$ 714,563
FY 2021	455,000	254,363	709,363
FY 2022	480,000	233,413	713,413
FY 2023	505,000	209,413	714,413
FY 2024	535,000	184,163	719,163
FY 2025	570,000	157,413	727,413
FY 2026	590,000	130,163	720,163
FY 2027	615,000	101,913	716,913
FY 2028	650,000	71,663	721,663
FY 2029	680,000	40,513	720,513
FY 2030	555,000	18,038	573,038
Totals	\$ 6,075,000	\$ 1,675,613	\$ 7,750,613

**City of Killeen
Annual Budget
FY 2020
Water & Sewer Debt
Schedule of Bonded Debt**

Issue	Maturity Date	Interest Rates		Original Issue	Outstanding Principal 10/01/19	Outstanding Interest 10/01/19	---Proceeds---	
		Low	High				Expended	Unexpended
2010 Waterworks & Sewer System Refunding Bonds	8/15/2021	2.00%	4.00%	\$ 6,870,000	\$ 1,280,000	\$ 77,400	\$ 6,870,000	\$ -
2011 Waterworks & Sewer System Revenue Refunding Bonds	8/15/2022	3.75%	5.00%	11,135,000	4,635,000	459,450	11,135,000	-
2012 Waterworks & Sewer System Revenue Refunding Bonds	8/15/2027	2.98%	2.98%	7,365,000	6,990,000	1,136,870	7,365,000	-
2013 Waterworks & Sewer System Revenue Refunding & Impr Bonds	8/15/2033	2.00%	5.00%	29,030,000	23,820,000	7,554,156	24,896,844	4,133,156
Total				\$ 54,400,000	\$ 36,725,000	\$ 9,227,876	\$ 50,266,844	\$ 4,133,156

Fiscal Year	2010 Waterworks & Sewer System Revenue Refunding Bonds		2011 Waterworks & Sewer System Revenue Refunding Bonds	
	Principal	Interest	Principal	Interest
FY 2020	\$ 625,000	\$ 51,200	\$ 1,455,000	\$ 217,200
FY 2021	655,000	26,200	1,515,000	159,000
FY 2022	-	-	1,665,000	83,250
FY 2023	-	-	-	-
FY 2024	-	-	-	-
FY 2025	-	-	-	-
FY 2026	-	-	-	-
FY 2027	-	-	-	-
FY 2028	-	-	-	-
FY 2029	-	-	-	-
FY 2030	-	-	-	-
FY 2031	-	-	-	-
FY 2032	-	-	-	-
FY 2033	-	-	-	-
Totals	\$ 1,280,000	\$ 77,400	\$ 4,635,000	\$ 459,450

Fiscal Year	2012 Waterworks & Sewer System Revenue Refunding Bonds		2013 Waterworks & Sewer System Revenue Refunding & Improvement Bonds	
	Principal	Interest	Principal	Interest
FY 2020	\$ 65,000	\$ 208,302	\$ 1,790,000	\$ 1,051,456
FY 2021	65,000	206,365	1,890,000	979,856
FY 2022	70,000	204,428	1,940,000	904,256
FY 2023	1,860,000	202,342	2,020,000	816,956
FY 2024	3,045,000	146,914	1,040,000	726,056
FY 2025	-	56,173	2,785,000	684,456
FY 2026	-	56,173	2,880,000	573,056
FY 2027	1,885,000	56,173	1,185,000	429,056
FY 2028	-	-	1,245,000	369,806
FY 2029	-	-	1,305,000	307,556
FY 2030	-	-	1,345,000	265,144
FY 2031	-	-	1,395,000	219,750
FY 2032	-	-	1,465,000	150,000
FY 2033	-	-	1,535,000	76,750
Totals	\$ 6,990,000	\$ 1,136,870	\$ 23,820,000	\$ 7,554,156

Fiscal Year	Annual Totals		
	Principal	Interest	Total
FY 2020	\$ 3,935,000	\$ 1,528,158	\$ 5,463,158
FY 2021	4,125,000	1,371,421	5,496,421
FY 2022	3,675,000	1,191,934	4,866,934
FY 2023	3,880,000	1,019,298	4,899,298
FY 2024	4,085,000	872,970	4,957,970
FY 2025	2,785,000	740,629	3,525,629
FY 2026	2,880,000	629,229	3,509,229
FY 2027	3,070,000	485,229	3,555,229
FY 2028	1,245,000	369,806	1,614,806
FY 2029	1,305,000	307,556	1,612,556
FY 2030	1,345,000	265,144	1,610,144
FY 2031	1,395,000	219,750	1,614,750
FY 2032	1,465,000	150,000	1,615,000
FY 2033	1,535,000	76,750	1,611,750
Totals	\$ 36,725,000	\$ 9,227,876	\$ 45,952,876

**City of Killeen
Annual Budget
FY 2020
Drainage Debt
Schedule of Bonded Debt**

Issue	Maturity Date	Interest Rates		Original Issue	Outstanding Principal 10/01/19	Outstanding Interest 10/01/19	---Proceeds---		
		Low	High				Expended	Unexpended	
2013 GO Refunding Bonds	8/1/2026	2.00%	5.00%	\$ 3,935,000	\$ 3,135,000	\$ 648,450	\$ 3,935,000	\$	-
Total				\$ 3,935,000	\$ 3,135,000	\$ 648,450	\$ 3,935,000	\$	-

**City of Killeen
Annual Budget
FY 2020
Drainage Debt
Schedule of Requirements**

Fiscal Year	2013 GO Refunding Bonds		Annual Totals		
	Principal	Interest	Principal	Interest	Total
FY 2020	\$ 390,000	\$ 148,950	\$ 390,000	\$ 148,950	\$ 538,950
FY 2021	405,000	137,250	405,000	137,250	542,250
FY 2022	425,000	117,000	425,000	117,000	542,000
FY 2023	445,000	95,750	445,000	95,750	540,750
FY 2024	465,000	73,500	465,000	73,500	538,500
FY 2025	490,000	50,250	490,000	50,250	540,250
FY 2026	515,000	25,750	515,000	25,750	540,750
Totals	\$ 3,135,000	\$ 648,450	\$ 3,135,000	\$ 648,450	\$ 3,783,450

**City of Killeen
Annual Budget
FY 2020
Hotel/Motel Fund Debt
Schedule of Bonded Debt**

Issue	Maturity Date	---Interest Rates---		Original Issue	Outstanding Principal 10/01/19	Outstanding Interest 10/01/19	---Proceeds---		
		Low	High				Expended	Unexpended	
2010 GO Refunding Bonds	8/1/2030	2.00%	4.00%	\$ 8,500,000	\$ 2,465,000	\$ 530,800	\$ 8,500,000	\$	-
2011 Combination Tax & Revenue CO's	8/1/2031	2.00%	5.00%	1,425,000	65,000	3,250	1,425,000		-
2016 GO Refunding Bonds	8/1/2031	4.00%	5.00%	735,000	735,000	277,850	735,000		-
2017 GO Refunding Bonds	8/1/2030	2.00%	5.00%	2,830,000	2,790,000	931,400	2,830,000		-
Total				\$ 13,490,000	\$ 6,055,000	\$ 1,743,300	\$ 13,490,000	\$	-

Fiscal Year	2010 GO Refunding Bonds		2011 Combination Tax & Revenue CO's		2016 GO Refunding Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
FY 2020	\$ 395,000	\$ 98,600	\$ 65,000	\$ 3,250	\$ -	\$ 32,800
FY 2021	410,000	82,800	-	-	-	32,800
FY 2022	155,000	66,400	-	-	-	32,800
FY 2023	165,000	60,200	-	-	-	32,800
FY 2024	170,000	53,600	-	-	80,000	32,800
FY 2025	175,000	46,800	-	-	85,000	28,800
FY 2026	185,000	39,800	-	-	85,000	24,550
FY 2027	190,000	32,400	-	-	90,000	20,300
FY 2028	200,000	24,800	-	-	95,000	15,800
FY 2029	205,000	16,800	-	-	95,000	12,000
FY 2030	215,000	8,600	-	-	100,000	8,200
FY 2031	-	-	-	-	105,000	4,200
Totals	\$ 2,465,000	\$ 530,800	\$ 65,000	\$ 3,250	\$ 735,000	\$ 277,850

Fiscal Year	2017 GO Refunding Bonds		Annual Totals		
	Principal	Interest	Principal	Interest	Total
FY 2020	\$ -	\$ 129,100	\$ 460,000	\$ 263,750	\$ 723,750
FY 2021	55,000	129,100	465,000	244,700	709,700
FY 2022	325,000	127,450	480,000	226,650	706,650
FY 2023	335,000	114,450	500,000	207,450	707,450
FY 2024	270,000	101,050	520,000	187,450	707,450
FY 2025	285,000	90,250	545,000	165,850	710,850
FY 2026	295,000	76,000	565,000	140,350	705,350
FY 2027	215,000	61,250	495,000	113,950	608,950
FY 2028	320,000	50,500	615,000	91,100	706,100
FY 2029	335,000	34,500	635,000	63,300	698,300
FY 2030	355,000	17,750	670,000	34,550	704,550
FY 2031	-	-	105,000	4,200	109,200
Totals	\$ 2,790,000	\$ 931,400	\$ 6,055,000	\$ 1,743,300	\$ 7,798,300

Fiscal Year	Total GO Bonds		Total tax and revenue CO's	
	Principal	Interest	Principal	Interest
FY 2020	\$ 395,000	\$ 260,500	\$ 65,000	\$ 3,250
FY 2021	465,000	244,700	-	-
FY 2022	480,000	226,650	-	-
FY 2023	500,000	207,450	-	-
FY 2024	520,000	187,450	-	-
FY 2025	545,000	165,850	-	-
FY 2026	565,000	140,350	-	-
FY 2027	495,000	113,950	-	-
FY 2028	615,000	91,100	-	-
FY 2029	635,000	63,300	-	-
FY 2030	670,000	34,550	-	-
FY 2031	105,000	4,200	-	-
Totals	\$ 5,990,000	\$ 1,740,050	\$ 65,000	\$ 3,250



Dedicated Service – Everyday, for Everyone!



Capital Improvement Program

CAPITAL IMPROVEMENTS PROGRAM



A Capital Improvement project is a capital expenditure of public funds for the acquisition, construction, or improvement of a physical facility or infrastructure asset. The City of Killeen plans capital expenditures over a five-year period; however, a formal capital improvements budget is adopted by the City Council for the current year only.

Needed capital improvements are identified through city growth, system models, repair and maintenance costs, and various other analyses. Infrastructure outlays are developed using long-range plans for streets, water, sewer, and drainage. Staff, council, and the City's engineers developed these long-range plans. The list of slated infrastructure projects is reviewed and revised each year during the budget process. Some projects must wait until sufficient funding is available. Other projects are of such magnitude that they require a bond issue to provide funding.

The City utilizes capital project funds to account for resources to be used for the acquisition and construction of major capital outlay, or projects that extend over more than one fiscal year. The capital project funds are detailed later in this section.

For FY 2020, the adopted capital expenditures will not require additional manpower or significant operating costs. The larger infrastructure projects are either replacement items with operating costs already built into the operating budget, or new construction not materially affecting operational costs due to their new condition.

CAPITAL IMPROVEMENT PROGRAM

Capital Project Expenditures

Capital projects are defined as non-recurring expenditures for improvements that exceed \$100,000 and have useful lives exceeding one year. Examples include water and wastewater line replacement, street resurfacing, building construction and renovation, major software and hardware projects, and park improvements.

Capital projects will be constructed to:

- Protect, maintain, or improve the community's quality of life and economic vitality,
- Provide significant rehabilitation of City infrastructure for sustained service, and
- Support and service new development.

All projects shall be prioritized based on an analysis of current needs and resource availability. Capital project expenditures will not be authorized by the City Council without identification of an adequate funding source. Potential funding sources include, but are not limited to, reserve funds, debt issuances, matching fund revenues, user fees, grants, or reallocation of existing capital funds with the recognition that construction of previously authorized capital projects may be delayed or postponed.

Capital Improvement Program (CIP)

The City will develop a multi-year plan for capital projects which identifies all projects likely to be constructed within a five year horizon. The multi-year plan will reflect for each project the likely source of funding and attempt to quantify the project's impact to future operating expenditures. Costs incurred for advanced planning of capital projects may be funded from reimbursement of appropriate debt or operating funds via a reimbursement resolution approved by City Council.

Capital improvement planning and programming shall include the following categories for the determination of funding for individual projects: design costs, right-of-way costs, utility construction/adjustment costs, construction costs, appropriate contingency funds, furnishings and equipment, and direct project administration services provided by City employees or contractors.

CAPITAL IMPROVEMENT PROGRAM

Project Manager

Every CIP project will have a qualified project manager who will prepare the project proposal, ensure that required phases are completed on schedule, authorize all project expenditures, ensure that all regulations and laws are observed, and periodically report project status.

Capital Projects Review Committee

A committee will be organized by the City Manager or designee to review project proposals, determine project phasing, recommend project managers, review and evaluate the draft CIP budget document, and report CIP progress on an ongoing basis.

CIP Appropriation

The City's annual CIP appropriation for study, design, acquisition, and/or construction is based on the projects designated by the City Council through adoption of the Annual Budget.

Accordingly, project appropriations are generally made when contracts are awarded. If project costs at the time of bid award are less than the budgeted amount, the balance will be unappropriated and returned to fund balance or allocated to another project. If project costs at the time of bid award are greater than budget amounts, several options are available which may include:

- Eliminate the project.
- Defer the project for consideration.
- Re-scope or change the phasing of the project to meet the existing budget.
- Transfer funding from another specified lower priority project.
- Appropriate additional resources as necessary from fund balance.

CIP Budget Carryover

Appropriations for CIP projects lapse three years after budget adoption due to lack of activity. Projects which lapse from lack of project account appropriations may be resubmitted for inclusion in a subsequent CIP. Project accounts, which have been appropriated, will not lapse until completion of the project.

CAPITAL IMPROVEMENT PROGRAM

Capital Projects Reserve fund

A Capital Projects Reserve Fund shall be established and maintained to accumulate reimbursements from other governmental agencies for the prior purchase of real property assets, proceeds from an occasional sale of surplus real property as approved by City Council, and transfers from the General Fund unassigned fund balance. This fund shall only be used to pay for non-routine and one-time expenditures such as land and building purchases, capital maintenance and repairs, construction projects, feasibility, design, and engineering studies related to such projects, capital equipment and vehicles, and technology improvements. Expenditures from this fund should be aimed at protecting the health and safety of citizens and employees, protecting the existing assets of the City, ensuring public access to City facilities and information, and promoting community-wide economic development.

Utility Capital Expenditures

The City of Killeen uses three funding sources for utility capital expenditures. First, utility rates will be designed to provide sufficient funding for a depreciation reserve which accumulates resources to replace or rehabilitate aging infrastructure. Second, the multi-year financial plan provides debt strategies to finance needed capital items. Third, annual transfers are made to capital rehabilitation and renewal projects from utility operations to maintain adequate funding for capital items.

Financing

The City recognizes that there are three basic methods of financing capital needs. Funding may be budgeted and covered by current revenues, may come from fund balance, or borrowed through the issuance of debt. Debt financing includes general obligation bonds, revenue bonds, certificates of obligation, lease/purchase agreements, certificates of participation, tax notes, and other obligations permitted to be issued or incurred under Texas law. Guidelines for assuming debt are set forth in the Debt Policy Statements.

CAPITAL IMPROVEMENT PROGRAM

Surplus Bond Funds

Surplus project funds may become available after the completion of a specific, authorized bond project or may result when a bond project is modified or eliminated without being simultaneously replaced by another eligible project. Surplus bond funds may be used for projects consistent with the authorized purpose of the bonds per the bond covenant to:

- Finance cost overruns on bond projects within the same bond proposition;
- Fund emergency projects;
- Reduce outstanding debt at the end of the bond program; and
- Fund newly identified projects within the authorized purposes of an approved bond proposition only after all authorized projects/categories within the same proposition are substantially complete. A project would be considered substantially complete when design has been fully completed, construction is substantially underway, and staff has prepared cost projections that include ample contingencies to complete the project in the event unforeseen costs should arise.

CIP Fund Summary

	Amount
Bonds	\$ 2,605,000
Governmental CIP Fund	7,096,052
Solid Waste CIP Fund	3,570,995
Water & Sewer CIP Fund	5,127,700
Aviation CFC/PFC Funds	693,266
Grants	600,000
Drainage CIP Fund	364,000
Total	\$ 20,057,013

General Fund
CIP Fund Summary - FY 2020

CIP FUNDING SOURCE

	<u>CIP</u>	<u>Total</u>
Fleet Replacement Program	\$ 2,526,400	\$ 2,526,400
Chaparral Road Widening	1,800,000	1,800,000
Mohawk Drive	1,500,000	1,500,000
Lion's Club Park Field Lights	540,000	540,000
Bunny Trail & Clear Creek Signalization	350,000	350,000
HVAC Replacement Program	310,500	310,500
Golf Capital Improvement	37,000	37,000
HSIP Sidewalk Improvements	32,152	32,152
Total	<u>\$ 7,096,052</u>	<u>\$ 7,096,052</u>

Account	Project No.	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 PROPOSED Budget
PTF 190/2410 Construction Fund						
Revenues						
341-0000-361.05-00		INTEREST EARNED	\$ 1,617	\$ -	\$ -	\$ -
341-0000-361.05-10		INVESTMENT EXPENSE	-	-	-	-
341-0000-371.10-02		PURCHASING CARDS		-	-	-
		Total Revenues	\$ 1,617	\$ -	\$ -	\$ -
Expenses						
341-3446-434.47-30		ACCOUNTING SERVICES		\$ -	\$ -	\$ -
341-3490-800.58-23		US 190/ROSEWOOD/FM 2410		-	-	-
		Total Expenses	\$ -	\$ -	\$ -	\$ -
PTF 195/201 Construction Fund						
Revenues						
342-0000-361.05-00		INTEREST EARNED		\$ -	\$ -	\$ -
342-0000-361.05-10		INVESTMENT EXPENSE		-	-	-
342-0000-371.10-02		PURCHASING CARDS		-	-	-
		Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenses						
342-3490-470.47-30		ACCOUNTING SERVICES		\$ -	\$ -	\$ -
342-3490-470.94-00		TRANSFER TO FUND 400		-	-	-
342-3490-800.58-34		SH 195/SH 201 INTERCHANGE		-	-	-
		Total Expenses	\$ -	\$ -	\$ -	\$ -
2011 C/O Construction Fund						
Revenues						
343-0000-361.05-00		INTEREST EARNED	\$ 35,519	\$ -	\$ -	\$ -
343-0000-361.05-10		INVESTMENT EXPENSE		-	-	-
		Total Revenues	\$ 35,519	\$ -	\$ -	\$ -
Expenses						
343-3490-492.93-49		TRANSFER TO GEN FUND CIP	\$ -	\$ 317,492	\$ 317,492	\$ -
343-3490-800.58-36		STAGECOACH IMPROVEMENTS	23,611	-	-	-
		Total Expenses	\$ 23,611	\$ 317,492	\$ 317,492	\$ -
2012 G/O Construction Fund						
Revenues						
345-0000-361.05-00		INTEREST EARNED	\$ 2,008	\$ -	\$ -	\$ -
345-0000-361.05-10		INVESTMENT EXPENSE		-	-	-
345-0000-391.03-40		TRANSFER FROM FUND 340		-	-	-
		Total Revenues	\$ 2,008	\$ -	\$ -	\$ -
Expenses						
345-3025-492.93-49		TRANSFER OUT TO FUND 349	\$ -	\$ 137,125	\$ 137,125	\$ -
		Total Expenses	\$ -	\$ 137,125	\$ 137,125	\$ -
Downtown Improvements						
Revenues						
346-0000-361.05-00		INTEREST EARNED	\$ 1,158	\$ -	\$ -	\$ -
346-0000-361.05-10		INVESTMENT EXPENSE		-	-	-
		Total Revenues	\$ 1,158	\$ -	\$ -	\$ -
Expenses						
346-3446-492.93-49		TRANSFER OUT TO FUND 349	\$ -	\$ 79,082	\$ 79,082	\$ -
		Total Expenses	\$ -	\$ 79,082	\$ 79,082	\$ -
2014 C/O Construction Fund						
Revenues						
347-0000-332.04-01		USDOT - TXDOT		\$ -	\$ -	\$ -

Account	Project No.	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 PROPOSED Budget
347-0000-361.05-00		INTEREST EARNED	\$ 9,068	\$ -	\$ -	\$ -
347-0000-361.05-10		INVESTMENT EXPENSE		-	-	-
347-0000-371.10-02		PURCHASING CARDS		-	-	-
		Total Revenues	\$ 9,068	\$ -	\$ -	\$ -
		Expenses				
347-3490-415.47-30		ACCOUNTING SERVICES		\$ -	\$ -	\$ -
347-3490-800.50-63		CITY OWNER AGREEMENTS		-	-	-
347-3490-800.58-76		TRIMMIER	\$ 702,683	\$ 53,162	\$ 53,162	\$ -
347-3490-800.58-78		FIRE STATION # 9		-	-	-
347-3490-800.58-85		MOHAWK DRIVE		-	-	-
347-3490-492.93-49		TRANSFER OUT TO FUND 349	-	379,706	379,706	-
		Total Expenses	\$ 702,683	\$ 432,868	\$ 432,868	\$ -
2014 G/O Construction Fund						
		Revenues				
348-0000-332.04-01		USDOT - TXDOT	\$ 713,828	\$ -	\$ -	\$ -
348-0000-361.05-00		INTEREST EARNED	14,439	-	-	-
348-0000-361.05-10		INVESTMENT EXPENSE	-	-	-	-
348-0000-371.10-02		PURCHASING CARDS	-	-	-	-
348-0000-382.07-01		CONTRIBUTIONS	80,000	-	-	-
		Total Revenues	\$ 808,268	\$ -	\$ -	\$ -
		Expenses				
348-3490-800.58-31		BLACKBURN CABIN RESTORAL	\$ 8,000	\$ -	\$ -	\$ -
348-3490-800.58-80		HERITAGE PARK	957,392	-	-	-
348-3490-800.58-81		WESTSIDE TRAIL	5,267	-	-	-
348-3490-800.58-90		FAMILY AQUATIC CNTR IMPR	264,720	-	-	-
348-3490-800.58-91		LIONS PARK PLAYGROUND	158,583	-	-	-
348-3490-800.69-06		STATE DIRECT COST	59,202	-	-	-
348-3490-492.93-49		TRANSFER OUT TO FUND 349	-	495,364	495,364	-
		Total Expenses	\$ 1,453,164	\$ 495,364	\$ 495,364	\$ -
Governmental Capital Projects						
		Revenues				
349-0000-332.04-01		USDOT - TXDOT	\$ 723,238	\$ 1,499,051	\$ 1,499,051	\$ -
349-0000-361.05-00		INTEREST EARNED	43,181	-	-	-
349-0000-391.01-10		TRANSFER FROM GEN FUND	3,741,468	2,441,500	2,441,500	2,500,096
349-0000-391.02-14		TRANSFER IN FROM 214 FUND	11,000	-	-	-
349-0000-391.02-20		TRANSFERS FROM 220 FUND	470,000	146,590	146,590	-
349-0000-391.03-43		TRANSFER IN FROM FUND 343	-	317,492	317,492	-
349-0000-391.03-45		TRANSFER IN FROM FUND 345	-	137,125	137,125	-
349-0000-391.03-46		TRANSFER IN FROM FUND 346	-	79,082	79,082	-
349-0000-391.03-47		TRANSFER IN FROM FUND 347	-	379,706	379,706	-
349-0000-391.03-48		TRANSFER IN FROM FUND 348	-	495,364	495,364	-
349-0000-391.03-51		TRANSFER IN FROM FUND 351	-	59,025	59,025	-
349-0000-391.05-75		TRANSFER FROM DRNG FUND	750,000	-	-	-
		Total Revenues	\$ 4,988,887	\$ 5,554,935	\$ 5,554,935	\$ 2,500,096
		Expenses				
349-0405-414.61-35		MACHINERY AND EQUIPMENT	\$ 71,911	\$ 169,182	\$ -	\$ -
349-2705-419.61-10		MOTOR VEHICLES	-	-	30,000	37,600
349-2705-419.61-40		COMPUTER EQUIPMENT/SOFTWARE	-	600,000	60,000	-
349-3020-424.61-10		MOTOR VEHICLES	-	-	31,200	-
349-3025-425.60-08		INFRASTRUCTURE IMPROVEMENTS	-	-	-	540,000
	200007	Lion's Club Park Field Lights	540,000			
349-3025-425.61-10		MOTOR VEHICLES	-	67,500	96,250	31,500
349-3025-425.69-05		CONTINGENCY	-	137,125	-	-

Account	Project No.	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 PROPOSED Budget
349-3258-426.43-20		HEAT & AIR REPAIR	10,290	400,000	400,000	310,500
	200005	HVAC Replacement Program, Phase 2	310,500			
349-3258-426.61-02		BUILDINGS	25,342	277,408	277,408	-
349-3258-426.61-10		MOTOR VEHICLES	-	32,500	191,500	-
349-3259-426.61-10		MOTOR VEHICLES	-	30,500	53,500	60,000
349-3435-432.60-85		TRAFFIC SIGNALS	-	-	-	350,000
	200011	Bunny Trail & Clear Creek Signalization	350,000			
349-3435-432.66-02		ENGINEERING	-	-	-	-
349-3435-432.66-09		OTHER PROJECTS RESERVE	-	-	-	-
349-3435-432.69-01		DESIGN/ENGINEERING	104,294	15,000	-	1,800,000
	200014	Chaparral Road Widening	1,800,000			
349-3435-432.69-02		LAND/ROW	-	-	-	-
349-3435-432.69-03		CONSTRUCTION	771,375	5,614,287	-	1,532,152
	200013	HSIP Sidewalk Improvements	32,152			
	200015	Mohawk Drive	1,500,000			
349-3435-432.69-04		FURNITURE & FIXTURES	-	-	-	-
349-3435-432.69-05		CONTINGENCY	-	4,239,495	-	-
349-3435-432.69-06		STATE DIRECT COST	33,390	-	-	-
349-3445-434.61-10		MOTOR VEHICLES	-	449,000	677,000	303,000
349-4052-450.61-10		MOTOR VEHICLES	-	21,000	21,000	24,000
349-4053-450.61-10		MOTOR VEHICLES	-	-	25,500	60,000
349-6000-441.61-10		MOTOR VEHICLES	-	1,074,500	2,119,010	1,402,900
349-6070-441.61-10		MOTOR VEHICLES	-	51,500	79,500	95,400
349-7070-442.61-10		MOTOR VEHICLES	-	715,000	1,512,700	512,000
349-7070-442.69-01		DESIGN/ENGINEERING	15,500	-	-	-
		Total Expenses	\$ 1,032,101	\$ 13,893,997	\$ 5,574,568	\$ 7,059,052
Golf Capital Project Fund						
		Revenues				
350-0000-347.01-04		CAPITAL IMPROVEMENT FEE	\$ 51,330	\$ 67,093	\$ 36,993	\$ 37,000
350-0000-361.05-00		INTEREST EARNED	705	-	-	-
		Total Revenues	\$ 52,035	\$ 67,093	\$ 36,993	\$ 37,000
		Expenses				
350-3490-800.42-10		BUILDING MAINTENANCE	\$ 1,855	\$ -	\$ -	\$ -
350-3490-800.42-90		MAINTENANCE	2,995	-	-	-
350-3490-800.46-35		EQUIPMENT AND MACHINERY	4,500	-	-	-
350-3490-800.46-40		COMPUTER EQUIP/SOFTWARE	950	-	-	-
350-3490-800.54-01		OTHER PROJECTS RESERVE	-	67,093	-	37,000
350-3490-800.61-35		MACHINERY AND EQUIPMENT	16,257	-	-	-
		Total Expenses	\$ 26,556	\$ 67,093	\$ -	\$ 37,000
Rosewood Extension Grant						
		Revenues				
351-0000-361.05-00		INTEREST EARNED	\$ 1,130	\$ -	\$ -	\$ -
		Total Revenues	\$ 1,130	\$ -	\$ -	\$ -
		Expenses				
351-3446-492.93-49		TRANSFER OUT TO FUND 349	\$ -	\$ 59,025	\$ 59,025	\$ -
		Total Expenses	\$ -	\$ 59,025	\$ 59,025	\$ -
Total Revenues			\$ 5,899,689	\$ 5,622,028	\$ 5,591,928	\$ 2,537,096
Total Expenses			\$ 3,238,115	\$ 15,482,046	\$ 7,095,524	\$ 7,096,052

Water & Sewer Fund
CIP Fund Summary - FY 2020

CIP FUNDING SOURCES

	Bonds	CIP	Total
Chaparral Rd Wastewater Improvements	\$ -	\$ 2,000,000	\$ 2,000,000
South Water Supply	-	1,500,000	1,500,000
Septic Tank Elimination, Ph XI	900,000	-	900,000
Water System Improvements	-	-	-
Replacement W&S Parking Lot	-	500,000	500,000
Renovation of W&S Building	-	450,000	450,000
Fleet Replacement Program	-	349,000	349,000
Moving Irrigation at Golf Course	-	130,000	130,000
EPA Regulatory Increases	-	92,000	92,000
Valve & Fire Hydrant Program	-	55,000	55,000
Water Loss/Conservation Program Vehicle	-	26,700	26,700
Equipment & Machinery	-	25,000	25,000
Total	\$ 900,000	\$ 5,127,700	\$ 6,027,700

Account	Project No.	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 PROPOSED Budget
2013 Water & Sewer Improvement Bond						
Revenues						
386-0000-361.05-00		INTEREST EARNED	\$ 106,807	\$ -	\$ -	\$ -
386-0000-361.05-10		INVESTMENT EXPENSE		-	-	-
Total Revenues			\$ 106,807	\$ -	\$ -	\$ -
Expenses						
386-3495-800.44-28		NOTICES REQUIRED BY LAW	\$ -	\$ 1,400	\$ 1,400	\$ -
386-3495-800.54-56		SEPTIC TANK ELIMINATION PH 10	762,271	100,000	100,000	-
386-3495-800.54-57		SEWER LINE REHAB PH 3	755,307	-	-	-
386-3495-800.54-58		SEPTIC TANK ELIMINATION PH 11	-	125,000	125,000	900,000
180042	Septic Tank Elimination Ph 11	900,000				
386-3495-800.54-59		WATER LINE REHAB PH 3	-	150,000	150,000	-
386-3495-800.54-76		LITTLE TRIMMIER CR GRV MN	161,456	-	-	-
386-3495-800.54-81		WATER SYSTEM IMPROVEMENTS	28,815	258,533	258,533	-
386-3495-800.54-83		WATERLINE REHAB PH 1				
386-3495-800.54-84		8" ONION ROAD WATER LINE				
386-3495-800.54-87		WATER LINE REHAB PH 2	1,199,679	-	-	-
386-3495-800.54-99		18" GRAVITY MAIN (11S)	\$0	500,000	500,000	-
386-3495-800.57-79		WASTEWATER METERING		-	-	-
386-3495-800.58-46		SEWER LINE SSES PH 4	42,743	850,000	850,000	-
386-3495-800.58-47		SOUTH WATER SUPPLY PROJECT	125,288	2,100,000	2,100,000	-
386-3495-800.58-48		SEWER LINE SSES PH 5	-	350,000	350,000	-
Total Expenses			\$ 3,075,557	\$ 4,434,933	\$ 4,434,933	\$ 900,000
W/S Capital Projects Fund						
Revenues						
387-0000-361.05-00		INTEREST EARNED	\$ 480	\$ -	\$ -	\$ -
387-0000-391.05-50		TRANSFER FROM FUND 550	5,117,619	503,700	503,700	349,000
Total Revenues			\$ 5,118,099	\$ 503,700	\$ 503,700	\$ 349,000
Expenses						
387-2050-411.61-10		MOTOR VEHICLES	\$ -	\$ 78,000	\$ 176,000	\$ 90,000
387-3258-426.43-20		HEAT AND AIR REPAIR	11,350	-	-	-
387-3410-436.61-10		MOTOR VEHICLES	-	-	65,000	136,700
387-3410-436.61-35		MACHINERY & EQUIPMENT	-	-	-	25,000
387-3410-436.69-03		CONSTRUCTION	-	1,000,000	-	-
387-3415-437.61-10		MOTOR VEHICLES	-	200,000	200,000	111,000
387-3415-437.61-35		MACHINERY & EQUIPMENT	-	368,301	368,301	-
387-3420-438.47-01		CONSULTING	-	-	-	92,000
200019	EPA REGULATORY INCREASES	92,000				
387-3420-438.60-05		BUILDINGS	-	240,600	240,600	500,000
190008	Replacement of W&S Parking Lot	500,000				
387-3420-438.61-10		MOTOR VEHICLES	-	123,700	423,677	55,000
387-3420-438.61-35		MACHINERY & EQUIPMENT	-	35,000	35,000	-
387-3435-432.47-20		ENGINEERING SERVICES	-	150,000	150,000	-
387-3435-432.61-10		MOTOR VEHICLES	-	102,000	136,000	38,000
387-3435-432.69-01		DESIGN/ENGINEERING	-	-	-	30,000
200016	Moving Irrigation Pumps at Golf Course	30,000				
387-3435-432.69-03		CONSTRUCTION	-	-	-	4,050,000
200016	Moving Irrigation Pumps at Golf Course	100,000				
200017	Renovation of W&S Building	450,000				
180014	Chaparral Rd Wastewater Improvements	2,000,000				
180019	South Water Supply Project	1,500,000				
387-3435-432.69-05		CONTINGENCY	-	3,173,724	-	-
387-9595-492.95-50		TRANSFER TO FUND 550	-	137,494	-	-
Total Expenses			\$ 11,350	\$ 5,608,819	\$ 1,794,578	\$ 5,127,700
Total Revenues			\$ 5,224,907	\$ 503,700	\$ 503,700	\$ 349,000
Total Expenses			\$ 3,086,907	\$ 10,043,752	\$ 6,229,511	\$ 6,027,700

Drainage Fund
CIP Fund Summary - FY 2020

CIP FUNDING SOURCES

	Bonds	CIP	Total
Valley Ditch, Phase 2	\$ 675,000	\$ -	\$ 675,000
Valley Ditch	590,000	-	590,000
Greenforest Circle Drainage	390,000	-	390,000
Minor CIPs	-	325,000	325,000
Wolf Ditch	50,000	-	50,000
Fleet Replacement Program	-	39,000	39,000
Total	\$ 1,705,000	\$ 364,000	\$ 2,069,000

Account	Project No.	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 PROPOSED Budget
2006 Drainage CO Bonds						
Revenues						
576-0000-361.05-00		INTEREST EARNED	\$ 17,491	\$ -	\$ -	\$ -
576-0000-361.05-10		INVESTMENT EXPENSE		-	-	-
Total Revenues			\$ 17,491	\$ -	\$ -	\$ -
Expenses						
576-9591-492.44-28		NOTICES REQUIRED BY LAW	\$ -	\$ 600	\$ -	\$ 600
576-9591-495.63-04		SNC AT ODOM	206,126	-	-	-
576-9591-495.63-07		PATRIOTIC DITCH	-	14,576	14,576	-
576-9591-495.63-08		SNC AT DIMPLE ST	-	-	-	-
576-9591-495.63-19		BERMUDA	8,559	225,135	225,135	-
576-9591-495.63-22		VALLEY DITCH	-	59,750	59,750	590,000
180025	Valley Ditch Major CIP	590,000				
576-9591-495.63-26		GREENFOREST CIRCLE CIP	-	-	-	390,000
200010	Greenforest Circle Major CIP	390,000				
576-9591-495.63-27		VALLEY DITCH, PHASE 2	-	-	-	675,000
200008	Valley Ditch Major CIP, Phase 2	675,000				
576-9591-495.63-28		WOLF DITCH DRAINAGE CIP	-	-	-	50,000
200009	Wolf Ditch Drainage CIP	50,000				
Total Expenses			\$ 214,685	\$ 300,061	\$ 299,461	\$ 1,705,600
Drainage CIP						
Revenues						
375-0000-361.05-00		INTEREST EARNED	\$ 3,015	\$ -	\$ -	\$ -
375-0000-391.05-75		TRANSFER FROM FUND 575	4,054,130	131,700	131,700	39,000
Total Revenues			\$ 4,057,145	\$ 131,700	\$ 131,700	\$ 39,000
Expenses						
375-3435-432.61-10		MOTOR VEHICLES	\$ -	\$ 23,700	\$ 23,700	\$ -
375-3448-434.60-31		DRAINAGE PROJECTS	434,552	466,548	466,548	-
375-3448-434.61-10		MOTOR VEHICLES	-	108,000	78,805	39,000
375-3448-434.69-01		DESIGN/ENGINEERING	-	-	-	50,000
	Minor CIP Projects	50,000				
375-3448-434.69-03		CONSTRUCTION	-	-	-	250,000
	Minor CIP Projects	250,000				
375-3448-434.69-05		CONTINGENCY	-	2,859,058	-	25,000
	Minor CIP Projects	25,000				
Total Expenses			\$ 434,552	\$ 3,457,306	\$ 569,053	\$ 364,000
Total Revenues			\$ 4,074,636	\$ 131,700	\$ 131,700	\$ 39,000
Total Expenses			\$ 649,237	\$ 3,757,367	\$ 868,514	\$ 2,069,600

Aviation Funds
CIP Fund Summary - FY 2020

CIP FUNDING SOURCES

	<u>Grants</u>	<u>PFC</u>	<u>CFC</u>	<u>Total</u>
PFC Projects	\$ -	\$ 593,266	\$ -	\$ 593,266
Terminal Apron Rehabilitation	500,000	-	-	500,000
Install Apron Lighting	100,000	-	-	100,000
WiFi Rental Car Lot	-	-	100,000	100,000
Total	<u>\$ 600,000</u>	<u>\$ 593,266</u>	<u>\$ 100,000</u>	<u>\$ 1,293,266</u>

Account	Project No.	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 PROPOSED Budget
AIP Grant Fund						
Revenues						
524-0000-332.15-02		USDOT - FAA	\$ 281,643	\$ 4,988,575	\$ 5,878,194	\$ 540,000
524-0000-391.05-29		TRANSFER IN FROM FUND 529	554,286	-	637,577	190,000
Total Revenues			\$ 835,929	\$ 4,988,575	\$ 6,515,771	\$ 730,000
Expenses						
524-0515-521.47-20		ENGINEERING SERVICES	\$ 281,642	\$ -	\$ 258,359	\$ -
524-0515-521.69-01		DESIGN/ENGINEERING	-	-	701,400	-
524-0515-521.69-03		CONSTRUCTION	-	4,988,575	5,542,861	600,000
200004		TERMINAL APRON REHABILITATION	500,000			
200018		INSTALL APRON LIGHTING	100,000			
Total Expenses			\$ 281,642	\$ 4,988,575	\$ 6,502,620	\$ 600,000
Aviation CFC Fund						
Revenues						
526-0000-324.52-00		CUSTOMER FACILITY CHARGES	\$ 332,446	\$ 163,354	\$ 389,010	\$ 417,600
526-0000-361.05-00		INTEREST EARNED	31,375	8,500	38,000	25,000
Total Revenues			\$ 363,821	\$ 171,854	\$ 427,010	\$ 442,600
Expenses						
526-0512-521.43-50		MACHINERY	\$ 1,372	\$ -	\$ -	\$ -
526-0512-521.44-28		NOTICES REQUIRED BY LAW	-	-	276	2,000
526-0512-521.47-01		CONSULTING	42,812	-	-	-
526-0512-521.67-01		CFC PROJECTS	35,362	1,000,000	1,506,911	100,000
200002		WiFi Rental Car Lot	100,000			
Total Expenses			\$ 79,546	\$ 1,000,000	\$ 1,507,187	\$ 102,000
Aviation PFC Fund						
Revenues						
529-0000-344.01-06		PASSENGER FACILITY CHARGE	\$ 545,006	\$ 660,000	\$ 600,000	\$ 660,000
529-0000-361.05-00		INTEREST EARNED	999	1,500	1,500	1,500
Total Revenues			\$ 546,006	\$ 661,500	\$ 601,500	\$ 661,500
Expenses						
529-0510-521.40-05		FULL-TIME SALARIES	\$ -	\$ -	\$ 1,650	\$ 20,181
529-0510-521.40-82		MEDICAL INSURANCE	-	-	130	1,920
529-0510-521.40-83		DENTAL INSURANCE	-	-	30	40
529-0510-521.40-84		LIFE INSURANCE	-	-	15	40
529-0510-521.40-85		RETIREMENT - TMRS	-	-	190	4,110
529-0510-521.40-87		SOCIAL SECURITY	-	-	170	2,930
529-0510-521.40-88		MEDICARE	-	-	80	945
529-0510-521.40-89		WORKERS COMPENSATION	-	-	15	35
529-0510-521.47-30		ACCOUNTING SERVICES	11,682	12,000	9,107	9,266
529-0510-521.65-41		PFC PROJECTS	607,017	649,500	464,492	363,799
529-0510-521.95-24		TRANSFER TO FUND 524	554,286	-	637,577	190,000
Total Expenses			\$ 1,172,985	\$ 661,500	\$ 1,113,456	\$ 593,266
Total Revenues			\$ 1,745,755	\$ 5,821,929	\$ 7,544,281	\$ 1,834,100
Total Expenses			\$ 1,534,172	\$ 6,650,075	\$ 9,123,263	\$ 1,295,266

Solid Waste Fund
CIP Fund Summary - FY 2020

CIP FUNDING SOURCE

	CIP	Total
Fleet Replacement Program	\$ 1,579,000	\$ 1,579,000
Transfer Station Tipping Floor	1,000,000	1,000,000
Additional Residential Vehicles	915,000	915,000
Machinery & Equipment	76,995	76,995
Total	\$ 3,570,995	\$ 3,570,995

Account	Project No.	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 PROPOSED Budget
Solid Waste Capital Project						
Revenues						
388-0000-361.05-00		INTEREST EARNED	\$ 197	\$ -	\$ -	\$ -
388-0000-391.05-40		TRANSFER FROM FUND 540	2,206,218	1,536,400	1,536,400	1,579,000
Total Revenues			\$ 2,206,415	\$ 1,536,400	\$ 1,536,400	\$ 1,579,000
Expenses						
388-3258-426.43-20		HEAT & AIR REPAIR	\$ 3,320	\$ -	\$ -	\$ -
388-3460-439.61-10		MOTOR VEHICLES	-	715,000	1,687,520	1,984,000
388-3465-439.61-10		MOTOR VEHICLES	-	821,400	1,229,300	452,000
388-3465-439.61-35		MACHINERY & EQUIPMENT	-	-	-	76,995
388-3465-439.69-05		CONTINGENCY	-	1,879,218	-	-
388-3470-439.61-10		MOTOR VEHICLES	-	-	-	29,000
388-3475-439.60-08		INFRASTRUCTURE IMPROVEMENTS	-	75,500	75,500	1,000,000
200006		Transfer Station Tipping Floor	1,000,000			
388-3475-439.61-10		MOTOR VEHICLES	-	-	-	29,000
388-3475-439.61-35		MACHINERY & EQUIPMENT	-	-	-	-
Total Expenses			\$ 3,320	\$ 3,491,118	\$ 2,992,320	\$ 3,570,995
Total Revenues			\$ 2,206,415	\$ 1,536,400	\$ 1,536,400	\$ 1,579,000
Total Expenses			\$ 3,320	\$ 3,491,118	\$ 2,992,320	\$ 3,570,995



Dedicated Service – Everyday, for Everyone!



Five Year Forecast



Dedicated Service – Everyday, for Everyone!

FIVE YEAR FORECASTS

This section presents five year forecasts for the City's major operating funds in an effort to provide a financial tool by which future budgets and actual results of operations can be monitored. A financial forecast provides prospective financial statements that present an entity's expected financial position, results of operations, and cash flows for one or more future periods. This five year forecast attempts to do just that. The scope of this year's five year forecast is limited to revenues and expenditures for the City's major operating funds: General Fund, Aviation Funds, Solid Waste Fund, Water and Sewer Fund, and Drainage Utility Fund.

The City's financial position continues to improve. Revenue streams have been dependable and stable and the city has effectively gained control over expenditures. Revenue growth is keeping pace with inflation and these trends are expected to continue. Fund balances continue to be strong and position the city with the ability to withstand unanticipated emergencies or cyclical economic downturns.

The City utilized an interactive financial modeling tool for the General Fund, Solid Waste Fund, Water and Sewer Fund, and Drainage Utility Fund during the FY 2020 budget process. The models allow scenario planning to evaluate the impact of new programs and services, changes in growth of services, rate adjustments, capital outlay needs, and impacts to the tax rate. The benefit of the models is that management can analyze the multi-year impact to each of the major operating funds. The importance of the forecast lies not in the numbers, but in the discussion it encourages on the policy issues and strategies that can be implemented in the event these scenarios become reality.

A statement of revenues, expenditures, and changes in fund balance has been prepared for each major fund. Revenues are depicted by sources while expenditures, or expenses, are presented by operating division or program area. The projections behind the forecast for each operating division are at the category of expense level. A category of expense is defined as salaries, benefits, supplies, maintenance, repairs, support services, and capital outlay. Each forecast provides a column showing the percentage change between FY 2020 and FY 2024.

Finally, a bar graph is presented after each forecast showing the fund projections over a five year period including a comparison between the revenues, expenditures, ending fund balance and the fund balance requirement, (as required by City ordinance).

The bar graph reflects the application of the most recent five-year historical trend for the specific fund's actual revenue collections and expenditures. Due to the City's conservative budgeting practices, revenues historically exceed budget, while expenditures historically are realized less than budget.

The forecasts attempt to provide the reader, along with City staff, a look into the future as to where the City will be financially. It is important for the user of the forecasts to understand that these estimates are based on various statistical methods and are not representation of fact.



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GENERAL FUND
Five Year Forecast

	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2020-24 % Change
Revenues						
Taxes						
Property Taxes	\$ 33,382,745	\$ 34,781,937	\$ 36,228,618	\$ 37,704,357	\$ 39,964,327	19.72%
Sales Taxes	25,786,628	26,585,010	27,408,293	28,257,254	29,132,697	12.98%
Franchise Taxes	5,510,172	5,641,887	5,777,042	5,915,731	6,058,047	9.94%
Total Taxes	64,679,545	67,008,834	69,413,953	71,877,342	75,155,071	16.20%
Charges for Services						
Ambulance Service Fees	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	0.00%
Court Fines and Fees	3,194,932	3,190,618	3,186,433	3,182,374	3,178,438	(0.52%)
Recreation Services	2,504,982	2,446,745	2,493,285	2,547,280	2,609,568	4.18%
Licenses, Permits and Fees	1,251,704	1,276,759	1,248,095	1,265,592	1,249,180	(0.20%)
General Government Fees	581,706	593,306	605,138	617,207	629,517	8.22%
Public Safety Receipts	189,672	184,672	184,672	184,672	184,672	(2.64%)
Total Charges for Services	10,522,996	10,492,100	10,517,623	10,597,125	10,651,375	1.22%
Other						
Intergovernmental Revenues	3,717,964	4,883,326	4,595,202	4,595,202	4,595,202	23.59%
Miscellaneous Revenues	611,280	603,862	602,652	601,601	600,689	(1.73%)
Investment Income	537,000	555,900	567,018	578,358	589,926	9.86%
Lease Revenue	191,401	191,401	191,401	191,401	191,401	0.00%
Total Other	5,057,645	6,234,489	5,956,273	5,966,562	5,977,218	18.18%
Transfers In						
Transfers In From Water/Sewer	4,064,110	4,153,520	4,249,051	4,334,032	4,429,381	8.99%
Transfers In From Solid Waste	1,861,063	1,902,006	1,945,753	1,984,668	2,028,330	8.99%
Transfers In From Drainage	428,241	437,662	447,729	456,683	466,730	8.99%
Total Transfers In	6,353,414	6,493,188	6,642,533	6,775,383	6,924,441	8.99%
Total Revenues	86,613,600	90,228,611	92,530,382	95,216,412	98,708,105	13.96%
Operating Expenditures						
General Government						
Planning & Development	865,792	889,655	915,072	938,634	964,651	11.42%
Non-Departmental						
Consolidated	1,546,295	1,567,275	1,590,653	1,614,384	1,641,833	6.18%
Bell County Communication Center	1,536,376	1,570,176	1,606,290	1,638,416	1,674,461	8.99%
Bell County Appraisal District	505,730	513,316	521,016	528,831	536,763	6.14%
Municipal Annex	53,832	53,832	53,832	53,832	53,832	0.00%
Total Non-Departmental	3,642,233	3,704,599	3,771,791	3,835,463	3,906,889	7.27%
Total General Government	4,508,025	4,594,254	4,686,863	4,774,097	4,871,540	8.06%
Public Safety						
Building & Inspection	1,214,657	1,248,782	1,285,221	1,319,333	1,356,903	11.71%
Code Enforcement	1,154,850	1,186,174	1,219,550	1,250,515	1,284,718	11.25%
Municipal Court	1,485,893	1,528,037	1,572,947	1,614,931	1,661,218	11.80%
Police						
Police Administration	1,980,715	2,035,907	2,094,671	2,149,418	2,209,760	11.56%
Criminal Investigations	7,051,960	7,254,633	7,470,460	7,671,568	7,893,265	11.93%
Patrol	18,612,755	19,119,773	19,680,178	20,203,652	20,780,134	11.64%
Staff Services	6,196,686	6,359,963	6,534,044	6,694,664	6,872,502	10.91%
Total Police	33,842,116	34,770,276	35,779,353	36,719,302	37,755,661	11.56%
Fire						
Fire Administration	435,470	446,900	457,189	466,733	477,321	9.61%
Operations	21,588,546	21,999,792	22,453,796	22,872,685	23,338,045	8.10%
Support	1,078,145	1,101,581	1,125,668	1,147,878	1,172,556	8.76%
Prevention	719,017	734,158	750,231	764,925	781,290	8.66%
Emergency Mgmt / Homeland Security	183,904	186,808	189,899	192,806	196,002	6.58%
Total Fire	24,005,082	24,469,239	24,976,783	25,445,027	25,965,214	8.17%
Total Public Safety	61,702,598	63,202,508	64,833,854	66,349,108	68,023,714	10.24%
Public Works	492,412	506,039	520,549	533,983	548,814	11.45%

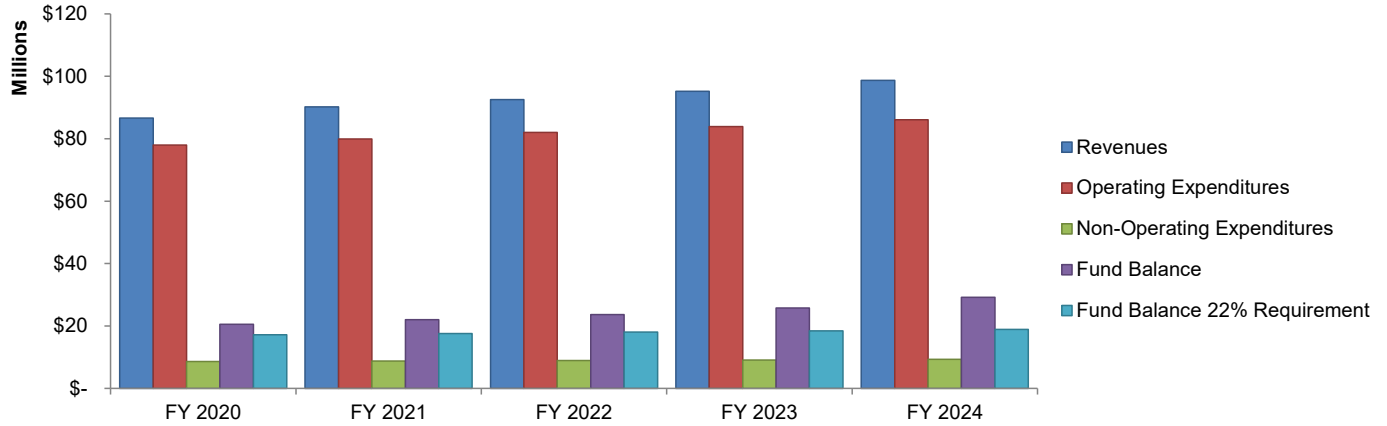
GENERAL FUND
Five Year Forecast

	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2020-24 % Change
Recreation Services						
Administration	560,733	580,889	598,725	615,492	633,957	13.06%
Animal Services	1,289,741	1,325,501	1,363,621	1,399,116	1,438,310	11.52%
Community Center Operations	335,564	344,487	353,998	362,776	372,489	11.00%
Senior Citizens	374,017	384,079	394,809	404,746	415,740	11.16%
Parks	2,404,512	2,475,675	2,547,456	2,614,554	2,688,580	11.81%
Lions Club Park Operations	665,557	683,233	702,082	719,511	738,802	11.01%
Recreation	219,071	224,515	230,325	235,625	241,519	10.25%
Athletics	450,472	462,300	474,915	486,539	499,421	10.87%
Aquatic Services	631,014	679,676	697,802	714,337	732,690	16.11%
Golf Course	1,279,612	1,307,763	1,337,842	1,364,599	1,394,620	8.99%
Cemetery	248,171	255,557	263,431	270,886	279,079	12.45%
Volunteer Services	268,434	275,463	282,962	289,877	297,541	10.84%
Total Recreation Services	8,726,898	8,999,138	9,247,968	9,478,058	9,732,748	11.53%
Community Development						
Library	1,795,269	1,845,641	1,899,333	1,949,511	2,004,854	11.67%
Killeen Arts and Activities Center	552,443	566,767	582,073	596,153	611,764	10.74%
Community Development	225,856	231,828	238,188	244,052	250,537	10.93%
Total Community Development	2,573,568	2,644,236	2,719,594	2,789,716	2,867,155	11.41%
Total Operating Expenditures	78,003,501	79,946,175	82,008,828	83,924,962	86,043,971	10.31%
Non-Operating Expenditures						
Contributions						
KEDC/GKCC	362,527	362,527	362,527	362,527	362,527	0.00%
Bell County Health District	331,368	331,368	331,368	331,368	331,368	0.00%
Hill Country Transit (HOP)	222,366	222,366	222,366	222,366	222,366	0.00%
Elderly Transportation	50,000	50,000	50,000	50,000	50,000	0.00%
Bell County Help Center Utilities	900	900	900	900	900	0.00%
Total Contributions	967,161	967,161	967,161	967,161	967,161	0.00%
Capital Outlay						
Book Collections	142,600	145,737	149,089	152,071	155,416	8.99%
Computer Equipment/Software	6,000	6,000	6,000	6,000	6,000	0.00%
Total Capital Outlay	148,600	151,737	155,089	158,071	161,416	8.62%
Transfers Out						
Transfers to CIP	2,500,096	2,555,098	2,613,865	2,666,143	2,724,798	8.99%
Transfers To Street Maintenance Fund	4,994,242	5,104,115	5,221,510	5,325,940	5,443,111	8.99%
Total Transfers Out	7,494,338	7,659,213	7,835,375	7,992,083	8,167,909	8.99%
Total Non-Operating Expenditures	8,610,099	8,778,111	8,957,625	9,117,315	9,296,486	7.97%
Total Expenditures	86,613,600	88,724,286	90,966,453	93,042,277	95,340,457	10.08%
Net Change in Fund Balance	-	1,504,325	1,563,929	2,174,135	3,367,648	---
Fund Balance, Beginning	20,554,137	20,554,137	22,058,462	23,622,391	25,796,526	25.51%
Fund Balance, Ending	\$ 20,554,137	\$ 22,058,462	\$ 23,622,391	\$ 25,796,526	\$ 29,164,174	41.89%

GENERAL FUND Five Year Forecast

	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2020-24 % Change
Fund Balance Reserve	26.35%	27.59%	28.80%	30.74%	33.89%	
Fund Balance Reserve 22%	\$ 17,160,770	\$ 17,588,159	\$ 18,041,942	\$ 18,463,492	\$ 18,929,674	

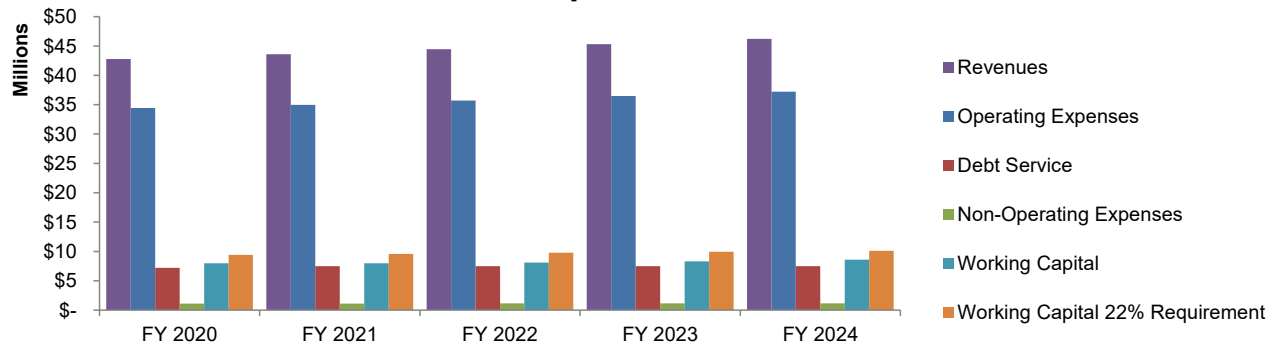
Forecast based upon Historical Trends



WATER & SEWER FUND Five Year Forecast

	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2020-24 % Change
Revenues						
Sale of Water	\$ 19,157,158	\$ 19,540,301	\$ 19,931,107	\$ 20,329,729	\$ 20,736,324	8.24%
Sewer Fees Collected	18,514,274	18,884,559	19,262,251	19,647,496	20,040,446	8.24%
Delinquent Penalty	2,220,830	2,265,247	2,310,552	2,356,763	2,403,898	8.24%
Service Charges	928,883	947,461	966,410	985,738	1,005,453	8.24%
Water & Sewer Taps	700,778	700,778	700,778	700,778	700,778	0.00%
FOG Revenue	328,257	334,822	341,519	348,349	355,316	8.24%
Warranty Service	300,000	306,000	312,120	318,362	324,730	8.24%
Insurance Proceeds	250,000	250,000	250,000	250,000	250,000	0.00%
Investment Revenue	194,425	198,314	202,280	206,325	210,452	8.24%
Septic Tank Elimination	87,110	88,852	90,629	92,442	94,291	8.24%
Miscellaneous Receipts	75,000	75,000	75,000	75,000	75,000	0.00%
Total Revenues	42,756,715	43,591,334	44,442,645	45,310,982	46,196,686	8.05%
Expenses						
Operating Expenses						
Water and Sewer Contracts	17,670,558	17,905,576	18,263,688	18,628,962	19,001,541	7.53%
Water and Sewer Operations	5,889,974	5,995,211	6,133,196	6,270,130	6,413,584	8.89%
Franchise Fee	3,801,356	3,876,122	3,952,383	4,030,169	4,109,511	8.11%
Sanitary Sewers	3,380,640	3,441,714	3,521,543	3,600,748	3,683,776	8.97%
Water Distribution	3,016,596	3,075,411	3,150,214	3,224,291	3,302,323	9.47%
Non-Departmental	673,651	677,787	691,522	705,535	719,833	6.86%
Total Operating Expenses	34,432,775	34,971,821	35,712,546	36,459,835	37,230,568	8.13%
Debt Service						
Debt Service	7,219,659	7,500,000	7,500,000	7,500,000	7,500,000	3.88%
Total Debt Service	7,219,659	7,500,000	7,500,000	7,500,000	7,500,000	3.88%
Non-Operating Expenses						
Capital Outlay						
Fleet Funding Program	349,000	353,642	360,715	367,929	375,287	7.53%
Customer Meters	50,000	51,100	52,275	53,321	54,494	8.99%
Customer Services	45,000	45,990	47,048	47,989	49,044	8.99%
Fire Hydrants	35,000	35,770	36,593	37,325	38,146	8.99%
Total Capital Outlay	479,000	486,502	496,631	506,563	516,971	7.93%
Other						
KEDC/GKCC Contributions	362,527	362,527	362,527	362,527	362,527	0.00%
Public Work Admin Transfer	262,754	268,535	274,711	280,205	286,370	8.99%
Total Other	625,281	631,062	637,238	642,732	648,897	3.78%
Total Non-Operating Expenses	1,104,281	1,117,564	1,133,869	1,149,295	1,165,868	5.58%
Total Expenses	42,756,715	43,589,385	44,346,415	45,109,130	45,896,436	7.34%
Net Change	-	1,949	96,230	201,852	300,250	---
Working Capital, Beginning	7,983,970	7,983,970	7,985,919	8,082,149	8,284,001	3.76%
Working Capital, Ending	\$ 7,983,970	\$ 7,985,919	\$ 8,082,149	\$ 8,284,001	\$ 8,584,251	7.52%
Working Capital Reserve	23.55%	23.12%	23.03%	23.23%	23.68%	
Working Capital Reserve - 22%	\$ 9,406,477	\$ 9,589,665	\$ 9,756,211	\$ 9,924,009	\$ 10,097,216	

Forecast based upon Historical Trends



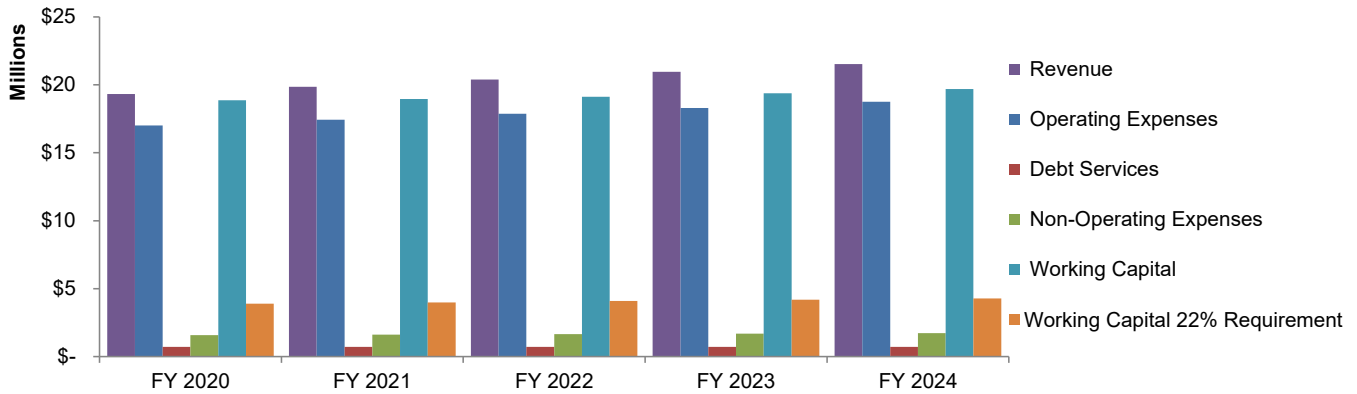
SOLID WASTE FUND
Five Year Forecast

	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2020-24 % Change
Revenues						
Charges for Services						
Residential Services	\$ 11,905,982	\$ 12,232,206	\$ 12,567,368	\$ 12,911,714	\$ 13,265,495	11.42%
Commercial Services	6,475,097	6,652,515	6,834,794	7,022,067	7,214,472	11.42%
Transfer Station Fees	467,678	480,492	493,658	507,184	521,081	11.42%
Container Rentals	105,435	108,324	111,292	114,341	117,474	11.42%
Paper Products - Recycling	27,590	28,346	29,123	29,921	30,740	11.42%
Other Recycling Fees	24,093	24,753	25,431	26,128	26,844	11.42%
Sale of Metals - Recycling	19,593	20,130	20,681	21,248	21,830	11.42%
Tire Disposal Fees	8,054	8,275	8,501	8,734	8,974	11.42%
Public Scale Fees	3,558	3,655	3,756	3,859	3,964	11.41%
Total Charges for Services	19,037,080	19,558,696	20,094,604	20,645,196	21,210,874	11.42%
Other						
Miscellaneous Receipts	100,111	100,111	100,111	100,111	100,111	0.00%
Transfer Station Lease	49,315	50,666	52,054	53,481	54,946	11.42%
Compost Facility Lease	18,000	18,493	19,000	19,521	20,055	11.42%
Knife River Lease	38,498	39,553	40,637	41,750	42,894	11.42%
Sale of Equipment	8,266	8,492	8,725	8,964	9,210	11.42%
Investment Revenue	78,200	80,343	82,544	84,806	87,129	11.42%
Total Other	292,390	297,658	303,071	308,633	314,345	7.51%
Total Revenues	19,329,470	19,856,354	20,397,675	20,953,829	21,525,219	11.36%
Expenses						
Operating Expenses						
Transfer Station	5,984,536	6,123,700	6,272,296	6,406,146	6,555,660	9.54%
Residential Operations	4,256,499	4,365,978	4,482,728	4,589,967	4,708,888	10.63%
Commercial Operations	2,602,461	2,669,710	2,741,404	2,807,363	2,880,448	10.68%
Franchise Fee	1,713,337	1,760,283	1,808,514	1,858,068	1,908,979	11.42%
Transfer to General Fund (Public Works)	147,726	150,976	154,448	157,537	161,003	8.99%
Mowing	1,055,106	1,085,287	1,117,464	1,147,678	1,180,967	11.93%
Non-Departmental	314,165	317,106	320,021	323,122	326,646	3.97%
Recycling Program	544,193	558,609	573,500	587,146	602,281	10.67%
Accounting	345,693	355,929	366,840	377,135	388,459	12.37%
Building Services	25,634	26,198	26,801	27,337	27,938	8.99%
Human Resources	14,960	16,007	17,127	18,326	19,609	31.08%
Total Operating Expenses	17,004,310	17,429,783	17,881,143	18,299,825	18,760,878	10.33%
Debt Service						
Debt Service	715,383	710,183	714,233	715,233	719,983	0.64%
Total Debt Service	715,383	710,183	714,233	715,233	719,983	0.64%
Non-Operating Expenses						
Capital Outlay						
Fleet Funding Program	1,579,000	1,613,738	1,650,854	1,683,871	1,720,916	8.99%
Total Capital Outlay	1,579,000	1,613,738	1,650,854	1,683,871	1,720,916	8.99%
Total Non-Operating Expenses	1,579,000	1,613,738	1,650,854	1,683,871	1,720,916	8.99%
Total Expenses	19,298,693	19,753,704	20,246,230	20,698,929	21,201,777	9.86%

**SOLID WASTE FUND
Five Year Forecast**

Net Change in Working Capital	30,777	102,650	151,445	254,900	323,442	---
Working Capital, Beginning	18,831,752	18,862,529	18,965,179	19,116,624	19,371,524	2.87%
Working Capital, Ending	<u>\$ 18,862,529</u>	<u>\$ 18,965,179</u>	<u>\$ 19,116,624</u>	<u>\$ 19,371,524</u>	<u>\$ 19,694,966</u>	<u>4.41%</u>
Working Capital Reserve	106.45%	104.55%	102.80%	101.87%	101.10%	
Working Capital Reserve 22%	\$ 3,898,332	\$ 3,990,793	\$ 4,090,983	\$ 4,183,313	\$ 4,285,789	

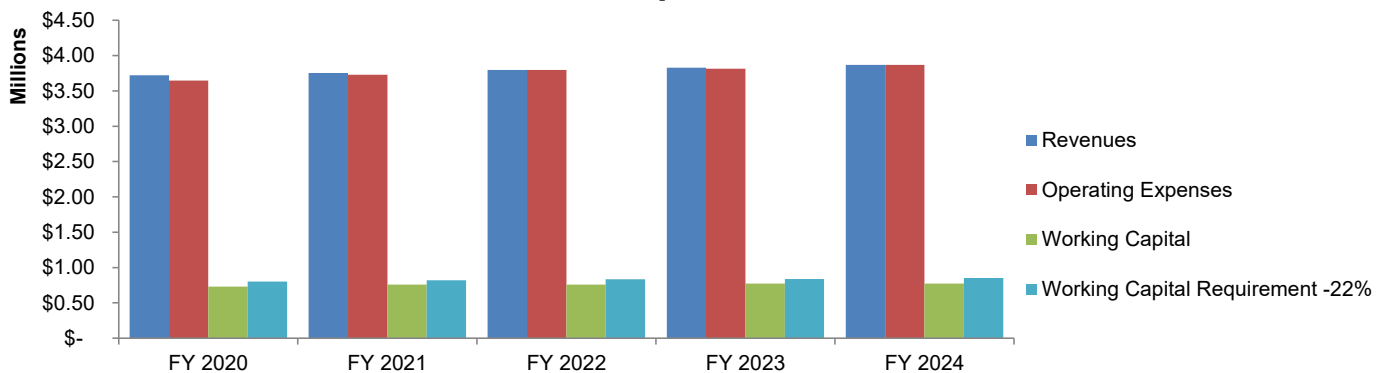
Forecast based upon Historical Trends



AVIATION FUNDS Five Year Forecast

	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2020-24 % Change
Revenues						
Rental Cars	\$1,032,144	\$1,042,465	\$1,052,890	\$1,063,419	\$1,074,053	4.06%
Airport Parking Lot Fees	566,000	580,000	585,800	591,658	597,575	5.58%
Fuel Sales	337,201	337,201	338,495	339,712	341,121	1.16%
Other Terminal Services	241,473	243,888	246,327	248,790	258,483	7.04%
Air Carrier Operations	295,000	295,000	296,475	297,957	299,447	1.51%
Into Plane Fees	246,000	246,000	246,000	246,000	246,000	0.00%
Landing Fees	126,289	126,289	126,289	126,289	126,289	0.00%
Hangars & Tiedowns	98,253	90,752	98,940	98,940	98,940	0.70%
Intergovernmental Revenue	598,107	608,669	619,443	630,431	641,640	7.28%
Insurance Proceeds	50,000	50,000	50,000	50,000	50,000	0.00%
Fixed Base Operations	38,400	38,400	38,400	38,400	38,400	0.00%
Land Lease Tenants	33,137	35,837	36,195	36,557	36,923	11.43%
Retail Stores	11,287	11,287	11,287	11,287	11,287	0.00%
Food and Beverage	18,840	18,840	18,840	18,840	18,840	0.00%
Operating Supplies	4,900	4,900	4,900	4,900	4,900	0.00%
Airport Use Fees	3,245	3,245	3,245	3,245	3,245	0.00%
Miscellaneous Receipts	8,223	8,223	8,223	8,223	8,223	0.00%
Flexible Use Fees	14,001	14,001	14,141	14,282	14,425	3.03%
Total Revenues	3,722,500	3,754,997	3,795,890	3,828,930	3,869,791	3.96%
Expenses						
Airport Operations	3,258,440	3,332,574	3,396,072	3,413,981	3,464,046	6.31%
Cost of Goods Sold - Motor Gas	300,960	306,979	311,584	311,584	314,700	4.57%
Non-Departmental	86,100	87,629	88,918	89,085	90,058	4.60%
Total Operating Expenses	3,645,500	3,727,182	3,796,574	3,814,650	3,868,804	6.13%
Non-Operating Expense						
Capital						
Equipment	77,000	-	-	-	-	(100.00%)
Total Capital	77,000	-	-	-	-	(100.00%)
Total Non-Operating Expenses	77,000	-	-	-	-	(100.00%)
Total Expenses	\$ 3,722,500	\$ 3,727,182	\$ 3,796,574	\$ 3,814,650	\$ 3,868,804	3.93%
Net Change in Working Capital	-	27,815	(684)	14,280	987	---
Working Capital, Beginning	729,875	729,875	757,690	757,006	771,286	5.67%
Working Capital, Ending	\$ 729,875	\$ 757,690	\$ 757,006	\$ 771,286	\$ 772,274	5.81%
Working Capital Reserve	20.02%	20.33%	19.94%	20.22%	19.96%	
Working Capital Reserve - 22%	\$ 802,010	\$ 819,980	\$ 835,246	\$ 839,223	\$ 851,137	

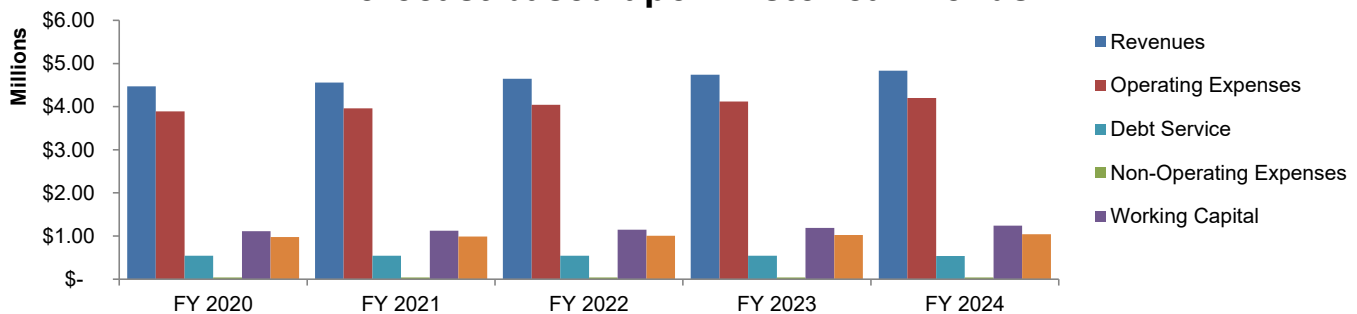
Forecast based upon Historical Trends



DRAINAGE UTILITY FUND
Five Year Forecast

	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2020-24 % Change
Revenues						
Residential Storm Water Fees	\$3,731,368	\$3,813,684	\$3,897,816	\$3,983,804	\$4,071,689	9.12%
Commercial Storm Water Fees	644,737	649,847	654,998	660,190	665,423	3.21%
Miscellaneous Receipts	26,020	26,040	26,061	26,082	26,104	0.32%
Interest Earned	66,536	67,867	69,224	70,609	72,021	8.24%
Total Revenues	4,468,661	4,557,438	4,648,099	4,740,685	4,835,237	8.20%
Operating Expenses						
Drainage Maintenance	2,555,870	2,613,720	2,668,140	2,724,552	2,783,048	8.89%
Environmental Services	615,167	626,175	637,252	648,720	660,594	7.38%
Franchise Fee	393,849	401,718	409,753	417,959	426,340	8.25%
Streets	205,571	213,152	216,562	220,101	223,773	8.85%
Non-Departmental	83,862	73,910	73,957	74,005	74,052	(11.70%)
Transfer to General Fund CIP	34,392	34,392	34,392	34,392	34,392	0.00%
Total Operating Expenses	3,888,711	3,963,067	4,040,056	4,119,729	4,202,199	8.06%
Debt Service	540,950	544,250	544,000	542,750	540,500	(0.08%)
Non-Operating Expenses						
Capital Projects						
Fleet Replacement Program	39,000	39,000	39,000	39,000	39,000	0.00%
Total Capital Projects	39,000	39,000	39,000	39,000	39,000	0.00%
Total Non-Operating Expenses	39,000	39,000	39,000	39,000	39,000	0.00%
Total Expenses	4,468,661	4,546,317	4,623,056	4,701,479	4,781,699	7.01%
Net Change in Working Capital	-	11,121	25,043	39,206	53,538	---
Working Capital, Beginning	1,113,848	1,113,848	1,124,969	1,150,012	1,189,218	6.77%
Working Capital, Ending	\$ 1,113,848	\$ 1,124,969	\$ 1,150,012	\$ 1,189,218	\$ 1,242,757	11.57%
Working Capital Reserve	25.15%	24.96%	25.09%	25.51%	26.20%	
Working Capital Reserve - 22%	\$ 974,525	\$ 991,610	\$ 1,008,492	\$ 1,025,745	\$ 1,043,394	

Forecast based upon Historical Trends





Appendix



Dedicated Service – Everyday, for Everyone!

APPENDIX



Appendix A – Adopted City Ordinances: This appendix provides the Adopted Budget Ordinance and the Property Tax Ordinance approved by City Council.

Appendix B – City of Killeen Position Classification and Pay Plan and Schedule of Incentives: This appendix provides detailed listings and schedules of how the City's pay plan is designed.

Appendix C – Fee Schedule

Appendix D – Glossary & Acronyms: This section provides a listing of terminology and acronyms pertaining to the governmental fund accounting and municipal government.



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APPENDIX A



ADOPTED CITY ORDINANCES



Dedicated Service – Everyday, for Everyone!

ORDINANCE 19-044

AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR OPERATING THE MUNICIPAL GOVERNMENT OF THE CITY OF KILLEEN FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2019 AND ENDING ON SEPTEMBER 30, 2020; APPROPRIATING MONEY FOR THE VARIOUS FUNDS AND PURPOSES OF SUCH BUDGET INCLUDING APPROPRIATIONS OF MONEY TO PAY INTEREST AND PRINCIPAL SINKING FUND REQUIREMENTS ON ALL INDEBTEDNESS; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; REPEALING ALL ORDINANCES AND APPROPRIATIONS IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, a budget for operating the municipal government of the City of Killeen for the fiscal year October 1, 2019 to September 30, 2020 has been prepared by Ronald L. Olson, City Manager, as Budget Officer for the City of Killeen, Texas; and

WHEREAS, said budget has been submitted to the City Council by the City Manager along with his budget message, in accordance with the City Charter; and

WHEREAS, public notice of a public hearing upon this budget has been duly and legally made as required by City Charter and law; and

WHEREAS, a separate record vote of the City Council is required to adopt a budget that will raise more revenue from property taxes than the previous year; and

WHEREAS, the public hearing has been had upon said budget and, after full and final consideration of proposed expenditures, revenues, financial condition, and comparative expenditures as presented, it is the consensus of opinion that the budget as considered and amended at said hearing should be approved and adopted;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KILLEEN:

SECTION I. That the City Council of the City of Killeen ratifies, approves and adopts the budget as finally considered for the fiscal year of October 1, 2019 to September 30, 2020, a copy of which shall be filed with the office of the City Secretary and with the Bell County Clerk and which is incorporated herein for all intents and purposes.

SECTION II. That the appropriations for the 2020 fiscal year for the different administrative units and purposes of the City of Killeen, Texas, be fixed and determined for said fiscal year in accordance with the expenditures shown in said budget, and that the distribution and division of said appropriations be made in accordance with said budget including such amounts shown for providing for sinking funds for the payment of the principal and interest and the retirement of the bonded debt of the City of Killeen.

SECTION III. That pursuant to Section 76 of the City Charter, approval in this budget of items costing up to and including \$50,000 shall constitute the prior approval of said expenditures by City Council, and the City Manager or the Acting City Manager is authorized to advertise for bids for all contracts or purchases involving more than \$50,000 as provided by said Section without further authorization by the City Council.

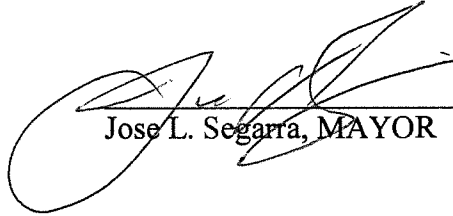
SECTION IV. That should any part, portion, or section of this ordinance be declared invalid, inoperative, or void for any reason by a court of competent jurisdiction, such decision, opinion, or judgment shall in no way affect the remaining portions, parts, or sections or parts of a section of this ordinance, which provisions shall be, remain and continue to be in full force and effect.

SECTION V. That all ordinances and appropriations for which provision has heretofore been made are hereby expressly repealed if in conflict with the provisions of this ordinance.

SECTION VI. That this ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

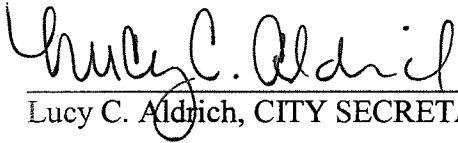
PASSED AND APPROVED at a special meeting of the City Council of the City of Killeen, Texas this 17th day of September 2019, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A. Government Code, §551.001 *et. seq.*

APPROVED



Jose L. Segarra, MAYOR

ATTEST:



Lucy C. Aldrich, CITY SECRETARY

APPROVED AS TO FORM:



Kathy H. Davis, CITY ATTORNEY



CITY SECRETARY DISTRIBUTION:
Executive Director of Finance

CITY COUNCIL MEMORANDUM FOR ORDINANCE

DATE: September 17, 2019
TO: Ronald L. Olson, City Manager
FROM: Jonathan Locke, Executive Director of Finance
SUBJECT: FY 2020 Budget Adoption

BACKGROUND AND FINDINGS:

Article V. of Killeen's City Charter requires the City Manager to submit a proposed budget to City Council that provides a complete financial plan for the upcoming fiscal year. The proposed FY 2020 Annual Budget was submitted to City Council on August 6, 2019. There have been four budget workshops held to provide City Council and citizens a thorough overview of the proposed budget. The budget workshops included a presentation identifying strategic issues the City is facing, fund summaries of the major funds, departmental budget briefings, and presentations from community partners. The City Manager has also provided multiple public and employee briefings on the proposed budget.

State law and the City Charter require a public hearing be held to elicit citizen comment on the proposed budget. The first public hearing was held on September 3, 2019. The City Charter also states that City Council may insert additional items and make increases to the City Manager's proposed budget as long as there is a public hearing held on the changes. If the changes made by City Council increase the total proposed expenditures, City Council must also provide for an increase in the total anticipated revenue to at least equal such total proposed expenditures. A second public hearing was held on September 10, 2019 for changes to the budget submitted by the City Manager.

The City Charter also requires the budget to be adopted by majority vote of the City Council on or before the 20th day of the last month of the fiscal year (September 20th), or the budget as submitted by the City Manager is deemed to have been adopted. The budget is scheduled to be adopted September 17, 2019.

THE ALTERNATIVES CONSIDERED:

- 1) Adopt the budget.
- 2) The City Charter states that should City Council take no action on or prior to September 20th, the budget as submitted by the City Manager shall be deemed to have been finally adopted by City Council.

Which alternative is recommended? Why?

Staff recommendation is to adopt the budget ordinance as presented, which includes two changes from the City Manager's proposed budget. The two changes include an increase to Hill

Country Transit's (the HOP) funding and transferring the budget for Animal Services vehicles to Recreation Services. Hill Country Transit's funding was increased from \$120,850 to \$222,366. This was funded by decreasing decision packages funded for veterinary services from \$65,000 to \$38,484 and dangerous building abatement from \$50,000 to \$25,000. In addition, there was a reduction in contingency from \$100,000 to \$50,000. There is also a transfer of the \$95,400 budget for Animal Services vehicles from the Police Department to Recreation Services in the Governmental CIP Fund.

CONFORMITY TO CITY POLICY:

The attached ordinance conforms with the City Charter and the City's Financial Governance Policies.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

N/A

Is this a one-time or recurring expenditure?

N/A

Is this expenditure budgeted?

N/A

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

N/A

RECOMMENDATION:

Staff recommends City Council approve the ordinance adopting the FY 2020 Annual Budget.

DEPARTMENTAL CLEARANCES:

Finance
City Attorney

ATTACHED SUPPORTING DOCUMENTS:

Ordinance

ORDINANCE 19-045

AN ORDINANCE SETTING THE TAX RATE AND LEVYING A TAX UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CITY LIMITS OF THE CITY OF KILLEEN, TEXAS, FOR THE 2019 TAX YEAR AND FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF KILLEEN FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; APPORTIONING SAID LEVY AMONG THE VARIOUS FUNDS AND ITEMS FOR WHICH REVENUE MUST BE RAISED INCLUDING PROVIDING A SINKING FUND FOR THE RETIREMENT OF THE BONDED DEBT OF THE CITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Chief Appraiser of the Bell County Tax Appraisal District has prepared and certified the appraisal roll for the City of Killeen, Texas, said roll being that portion of the approved appraisal roll of the Bell County Tax Appraisal District which lists property taxable by the City of Killeen, Texas; and

WHEREAS, the Chief Appraiser of the Bell County Tax Appraisal District has performed the statutory calculations required by Section 26.04 of the Texas Property Tax Code, and the City of Killeen has published the effective rate, the rollback tax rate, and an explanation of how they were calculated and has fulfilled all other requirements for publication as contained in Local Government Code Section 140.010, in a manner designated to come to the attention of all residents of said City and has submitted rates to the City Council of said City prior to the City Council meeting of August 20, 2019; and,

WHEREAS, “THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE.” AND “THE TAX RATE WILL EFFECTIVELY BE RAISED BY 10.46 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$71.00.”

WHEREAS, the City Council has complied with all applicable requirements of the Texas Property Tax Code prior to the setting of the tax rate for said City for 2019 tax year;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KILLEEN;

hereby, set at \$0.7498 on each \$100 of the taxable value of real and personal property not exempt from taxation by the constitution and laws of this state within the corporate limits of said City.

SECTION II. That there is hereby levied for the tax year 2019 upon all real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City, and there shall be collected for the use and support of the municipal government of the City of Killeen, Texas, to provide a sinking fund for the retirement of the bonded debt of said City and to provide for permanent improvements in said City, said tax; and said tax, so levied and collected, shall be apportioned to the specific purposes hereinafter set forth; to wit:

- A. For the payment of current expenses and to be deposited in the general fund (for the purposes of maintenance and operations) \$0.5281 on each \$100 of the taxable value; and,
- B. To provide for sinking funds for the payment of the principal and interest and the retirement of bonded debt, \$0.2217 on each \$100 of the taxable value of such property.

SECTION III. That the Chief Appraiser is hereby authorized to assess and collect the taxes of said City employing the above tax rate.

SECTION IV. That the Executive Director of Finance of said City shall keep accurate and complete records of all monies collected under this Ordinance and of the purposes for which same are expended.

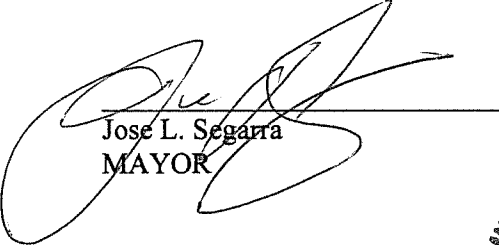
SECTION V. That monies collected pursuant to this Ordinance shall be expended as set forth in the City of Killeen FY 2020 Annual Budget.

SECTION VI. That all monies collected which are not specifically appropriated shall be deposited in the general fund.

SECTION VII. That this ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

PASSED AND APPROVED at a special meeting of the City Council of the City of Killeen, Texas this 17th day of September, 2019, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A. Government Code, Section 551.001 et. seq.

APPROVED

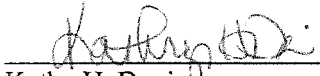

Jose L. Segarra
MAYOR

ATTEST:


Lucy C. Aldrich
CITY SECRETARY



APPROVED AS TO FORM:


Kathy H. Davis
CITY ATTORNEY

CITY COUNCIL MEMORANDUM FOR ORDINANCE

DATE: September 17, 2019
TO: Ronald L. Olson, City Manager
FROM: Jonathan Locke, Executive Director of Finance
SUBJECT: Setting the Tax Rate for Fiscal Year 2020.

BACKGROUND AND FINDINGS:

Chapter 26 of the Texas Tax Code requires taxing units to comply with truth-in-taxation laws when adopting their tax rates. In addition, Local Government Code Section 140.010 requires a municipality to provide notice of the proposed property tax rate. The Local Government Code notice exempts the City from the notice and publication requirements of Sections 26.04(e), 26.052, and 26.06 of the Texas Tax Code. The notice required by Local Government Code Section 140.010(d) was published in the Killeen Daily Herald on August 22, 2019.

The City has complied with all provisions of the truth-in-taxation and Local Government Code laws regarding the adoption of the tax rate.

The City Manager's proposed FY 2020 Budget used the current tax rate of \$0.7498 per \$100 valuation. On August 20, 2019, at a City Council meeting, the Killeen City Council set the preliminary tax rate at the rate of \$0.7498 per \$100 valuation. The preliminary tax rate represents the maximum rate that can be adopted for the FY 2020 Budget. The effective tax rate for FY 2020 (2019 tax year) is \$0.6788. The rollback tax rate adjusted for sales tax for FY 2020 (2019 tax year) is \$0.7588.

Texas Tax Code requires the vote on an ordinance setting a tax rate that exceeds the effective rate to be a record vote and approved by at least sixty (60) percent of the members of the governing body. In order to set the tax rate above the effective rate of \$0.6788, the ordinance must be approved by at least five (5) members of City Council. The effective tax rate (\$0.6788) will generate a tax levy that is \$4,345,360 less than the preliminary tax rate set by City Council (\$0.7498).

THE ALTERNATIVES CONSIDERED:

- 1) Set the tax rate.
- 2) In accordance with Tax Code Section 26.05(c), if the governing body of a taxing unit does not adopt a tax rate before the date required (before the later of September 30 or the 60th day after the date the certified roll is received), the tax rate for the taxing unit for that tax year is the lower of the effective tax rate calculated for that tax year or the tax rate adopted by the taxing unit for the preceding tax year.

Which alternative is recommended? Why?

Staff's recommendation is to set the tax rate at \$0.7498 as presented in the ordinance. The FY 2020 Annual Budget was prepared using \$0.7498.

CONFORMITY TO CITY POLICY:

The ordinance complies with truth-in taxation laws set by the Texas Tax Code and Local Government Code.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

N/A

Is this a one-time or recurring expenditure?

N/A

Is this expenditure budgeted?

N/A

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

N/A

RECOMMENDATION:

Staff recommends City Council approve the ordinance setting the FY 2020 tax rate at \$0.7498 per \$100 valuation.

DEPARTMENTAL CLEARANCES:

Finance
City Attorney

ATTACHED SUPPORTING DOCUMENTS:

Ordinance

Special 09-17-19
Item # OR-19-021
CCM/R 19-100R

CITY COUNCIL MEMORANDUM FOR RESOLUTION

DATE: September 17, 2019
TO: Ronald L. Olson, City Manager
FROM: Jonathan Locke, Executive Director of Finance
SUBJECT: Ratifying the Property Tax Revenue Increase as Required by the Local Government Code.

BACKGROUND AND FINDINGS:

Local Government Code Section 102.007(c) requires the governing body to ratify the property tax revenue increase if the budget will raise more revenue from property taxes than in the previous year. The FY 2020 Annual Budget will raise more revenue from property taxes than last year's budget by an amount of \$4,507,812, which is a 10.38 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$954,256.

The growth in exempted property value offset a large portion of the increase in assessed value and new property value added to the tax roll. A reconciliation is provided below:

	Property Value	Tax Levy
Increase in Assessed Value	\$ 627,844,259	\$ 4,707,576
New Taxable Value	127,268,076	954,256
Increase in Tax Exemptions	175,450,400	(1,315,527)
Frozen Tax Levy		161,507
<i>Property Taxes Raised in Excess of Last Year's Budget</i>	\$	<u>4,507,812</u>

THE ALTERNATIVES CONSIDERED:

Which alternative is recommended? Why?

Staff recommendation is to approve the memorandum/resolution to be in compliance with the requirements set forth in the Local Government Code.

CONFORMITY TO CITY POLICY:

The memorandum/resolution ratifying the tax revenue increase conforms with Local Government Code Section 102.007(c).

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

N/A

Is this a one-time or recurring expenditure?

N/A

Is this expenditure budgeted?

N/A

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

N/A

RECOMMENDATION:

Staff recommendation is to ratify the property tax revenue increase reflected in the Annual Budget for the fiscal year October 1, 2019, through September 30, 2020.

DEPARTMENTAL CLEARANCES:

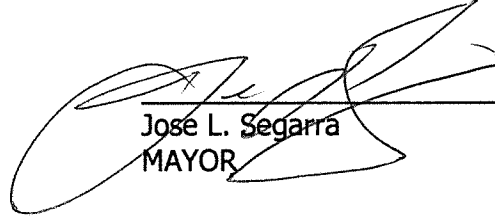
Finance
City Attorney

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KILLEEN:

That the above stated recommendation is hereby approved and authorized.

PASSED AND APPROVED at a special meeting of the City Council of the City of Killeen, Texas, this the 17th day of September, 2019, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, § 551.001 *et seq.*

APPROVED



Jose L. Segarra
MAYOR

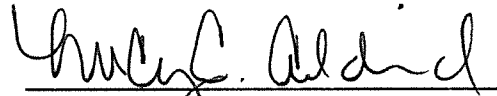


APPROVED AS TO FORM:



Kathryn H. Davis
CITY ATTORNEY

ATTEST:



Lucy C. Aldrich
CITY SECRETARY

Special 09-17-19
Item # OR-19-022A
CCM/R 19-101R

CITY COUNCIL MEMORANDUM FOR RESOLUTION

DATE: September 17, 2019
TO: Ronald L. Olson, City Manager
FROM: Jonathan Locke, Executive Director of Finance
SUBJECT: Approve the maintenance and operation component of the tax rate for Fiscal Year 2020.

BACKGROUND AND FINDINGS:

Section 26.05(a) of the Texas Tax Code requires taxing units to comply with truth-in-taxation laws in adopting their tax rates. The City's proposed tax rate consists of two components, each of which must be approved separately. The two components include 1) maintenance and operation; and 2) interest and sinking.

The total proposed tax rate is \$0.7498 per \$100 valuation. The maintenance and operation component of the tax rate is \$0.5281 per \$100 valuation.

The maintenance and operation component will generate \$33,067,525 at the City's historical collection rate of 98%.

THE ALTERNATIVES CONSIDERED:

Which alternative is recommended? Why?

Staff recommendation is to approve the memorandum/resolution as presented to set the maintenance and operation component of the tax rate.

CONFORMITY TO CITY POLICY:

The memorandum/resolution complies with truth-in taxation laws established by the Texas Tax Code.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

N/A

Is this a one-time or recurring expenditure?

N/A

Is this expenditure budgeted?

N/A

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

N/A

RECOMMENDATION:

Staff recommends City Council approve the maintenance and operation component of the tax rate at \$0.5281 per \$100 valuation.

DEPARTMENTAL CLEARANCES:

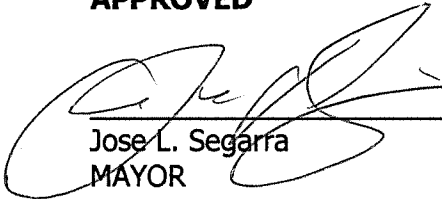
Finance
City Attorney

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KILLEEN:

That the above stated recommendation is hereby approved and authorized.

PASSED AND APPROVED at a special meeting of the City Council of the City of Killeen, Texas, this the 17th day of September, 2019, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, § 551.001 *et seq.*

APPROVED



Jose L. Segarra
MAYOR

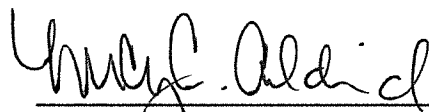


APPROVED AS TO FORM:



Kathryn H. Davis
CITY ATTORNEY

ATTEST:



Lucy C. Aldrich
CITY SECRETARY

Special 09-17-19
Item # OR-19-022B
CCM/R 19-102R

CITY COUNCIL MEMORANDUM FOR RESOLUTION

DATE: September 17, 2019
TO: Ronald L. Olson, City Manager
FROM: Jonathan Locke, Executive Director of Finance
SUBJECT: Approve the interest and sinking component of the tax rate for Fiscal Year 2020.

BACKGROUND AND FINDINGS:

Section 26.05(a) of the Texas Tax Code requires taxing units to comply with truth-in-taxation laws in adopting their tax rates. The City's proposed tax rate consists of two components, each of which must be approved separately. The two components include 1) maintenance and operation; and 2) interest and sinking (debt service).

The total proposed tax rate is \$0.7498 per \$100 valuation. The interest and sinking component of the tax rate is \$0.2217 per \$100 valuation.

The interest and sinking component will generate \$13,894,183 at the City's historical collection rate of 98%.

THE ALTERNATIVES CONSIDERED:

Which alternative is recommended? Why?

Staff's recommendation is to approve the memorandum/resolution as presented to set the interest and sinking component of the tax rate.

CONFORMITY TO CITY POLICY:

The memorandum/resolution complies with truth-in taxation laws established by the Texas Tax Code.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

N/A

Is this a one-time or recurring expenditure?

N/A

Is this expenditure budgeted?

N/A

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

N/A

RECOMMENDATION:

Staff recommends City Council approve the interest and sinking component of the tax rate at \$0.2217 per \$100 valuation.

DEPARTMENTAL CLEARANCES:

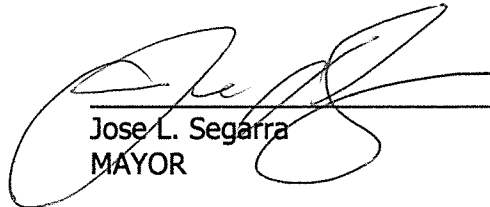
Finance
City Attorney

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KILLEEN:

That the above stated recommendation is hereby approved and authorized.

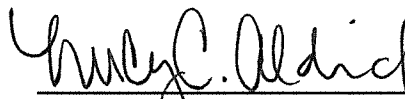
PASSED AND APPROVED at a special meeting of the City Council of the City of Killeen, Texas, this the 17th day of September, 2019, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, § 551.001 *et seq.*

APPROVED



Jose L. Segarra
MAYOR

ATTEST:



Lucy C. Aldrich
CITY SECRETARY



APPROVED AS TO FORM:



Kathryn H. Davis
CITY ATTORNEY



Dedicated Service – Everyday, for Everyone!

APPENDIX B



CITY OF KILLEEN POSITION CLASSIFICATION AND PAY PLAN AND SCHEDULE OF INCENTIVES



Dedicated Service – Everyday, for Everyone!



CITY OF KILLEEN

Classified Pay Plan

Effective: October 1, 2019

Administrative/Business

<u>Level</u>		<u>Entry Level</u>	<u>Advanced</u>	<u>Full Performance</u>
AB1	Annual	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Hourly	\$ 10.0716	\$ 11.2309	\$ 12.3902
AB2	Annual	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Hourly	\$ 11.4610	\$ 12.7801	\$ 14.0992
AB3	Annual	\$ 27,450.38	\$ 30,610.11	\$ 33,769.84
	Hourly	\$ 13.1973	\$ 14.7164	\$ 16.2355
AB4	Annual	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Hourly	\$ 15.2810	\$ 17.0400	\$ 18.7989

Labor/Trades

<u>Level</u>		<u>Entry Level</u>	<u>Advanced</u>	<u>Full Performance</u>
LT1	Annual	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Hourly	\$ 10.0716	\$ 11.2309	\$ 12.3902
LT2	Annual	\$ 23,838.88	\$ 26,582.82	\$ 29,326.75
	Hourly	\$ 11.4610	\$ 12.7802	\$ 14.0994
LT3	Annual	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Hourly	\$ 13.8920	\$ 15.4910	\$ 17.0899
LT4	Annual	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Hourly	\$ 16.4970	\$ 18.3956	\$ 20.2943

Professional/Technical

<u>Level</u>		<u>Entry Level</u>	<u>Advanced</u>	<u>Full Performance</u>
PT1	Annual	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Hourly	\$ 16.4970	\$ 18.3956	\$ 20.2943
PT2	Annual	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Hourly	\$ 18.4068	\$ 20.5255	\$ 22.6442
PT3	Annual	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	Hourly	\$ 21.1851	\$ 23.6237	\$ 26.0622
PT4	Annual	\$ 52,734.24	\$ 58,803.89	\$ 64,873.54
	Hourly	\$ 25.3530	\$ 28.2711	\$ 31.1892



CITY OF KILLEEN

Classified Pay Plan

Effective: October 1, 2019

Supervisor/Manager

<u>Level</u>			<u>Entry Level</u>		<u>Advanced</u>		<u>Full Performance</u>
SM1	Annual	\$	38,286.14	\$	42,693.04	\$	47,099.94
	Hourly	\$	18.4068	\$	20.5255	\$	22.6442
SM2	Annual	\$	41,898.69	\$	46,720.96	\$	51,543.44
	Hourly	\$	20.1436	\$	22.4620	\$	24.7805
SM3	Annual	\$	50,566.67	\$	56,386.93	\$	62,207.39
	Hourly	\$	24.3109	\$	27.1091	\$	29.9074
SM4	Annual	\$	61,402.22	\$	68,470.06	\$	75,537.70
	Hourly	\$	29.5203	\$	32.9183	\$	36.3162

Executive

<u>Level</u>			<u>Minimum</u>		<u>Maximum</u>
EX1	Annual	\$	76,500.11	\$	117,000.00
	Hourly	\$	36.7789	\$	56.2500
EX2	Annual	\$	99,000.30	\$	162,000.18
	Hourly	\$	47.5963	\$	77.8847

CITY OF KILLEEN
POSITION CLASSIFICATION AND PAY PLAN

Effective: October 1, 2019

ADMINISTRATIVE/BUSINESS

Band/Level	Classified Positions	Salary Schedule (Annual)		
		Entry Level	Advanced	Full Performance
<u>AB1</u>	Animal Services Representative	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Clerk	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Clerk (Administration) - PT	\$ 10,474.46	\$ 11,680.13	\$ 12,885.81
	Clerk (Children's Svc) - PT	\$ 10,474.46	\$ 11,680.13	\$ 12,885.81
	Clerk (Circulation)	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Clerk (Circulation) - PT	\$ 10,474.46	\$ 11,680.13	\$ 12,885.81
	Clerk (Reference)	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Clerk (Reference) - PT	\$ 10,474.46	\$ 11,680.13	\$ 12,885.81
	Collections Clerk	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Deputy Court Clerk I	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Secretary	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Utility Cashier	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
<u>AB2</u>	Accounting Specialist (Aviation)	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Accounting Specialist (Fleet Svcs)	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Accounting Specialist (Police)	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Accounting Specialist (SW)	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Accounting Specialist (Recreation Services)	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Accounting Specialist (Utility Coll.)	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Accounting Specialist (W&S)	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Building Permit Clerk	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Code Enforcement Clerk	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Communications Specialist	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Customer Svc Representative	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Deputy Court Clerk II	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Fire Clerk	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Office Assistant	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Police Clerk	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Program Assistant	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Receptionist	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Recreation Assistant	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Recreation Assistant (part-time)	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Senior Secretary	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
	Utility Clerk	\$ 23,838.88	\$ 26,582.61	\$ 29,326.34
<u>AB3</u>	Accounting Specialist - Finance	\$ 27,450.38	\$ 30,610.11	\$ 33,769.84
	Buyer	\$ 27,450.38	\$ 30,610.11	\$ 33,769.84
	Civic & Conf Center Asst.	\$ 27,450.38	\$ 30,610.11	\$ 33,769.84
	Compliance Coordinator	\$ 27,450.38	\$ 30,610.11	\$ 33,769.84
	Deputy Court Clerk III	\$ 27,450.38	\$ 30,610.11	\$ 33,769.84
	Inter-Library Loan Specialist	\$ 27,450.38	\$ 30,610.11	\$ 33,769.84
	Police Training Administrator	\$ 27,450.38	\$ 30,610.11	\$ 33,769.84
	Principal Secretary	\$ 27,450.38	\$ 30,610.11	\$ 33,769.84
	Senior Library Assistant	\$ 27,450.38	\$ 30,610.11	\$ 33,769.84
	Senior Utility Clerk	\$ 27,450.38	\$ 30,610.11	\$ 33,769.84

CITY OF KILLEEN
POSITION CLASSIFICATION AND PAY PLAN

Effective: October 1, 2019

Band/Level	Classified Positions	Salary Schedule (Annual)		
		Entry Level	Advanced	Full Performance
<u>AB4</u>	Assistant Planner	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Benefits Specialist	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Booking Specialist	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Circulation Supervisor	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Claims Specialist	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Collections Specialist	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Compensation Specialist	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Crime Victim Liaison	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Event Coordinator	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Executive Assistant	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Lien Collections Specialist	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Office Administrator	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Police Quartermaster	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71
	Senior Buyer	\$ 31,784.48	\$ 35,443.10	\$ 39,101.71

CITY OF KILLEEN
POSITION CLASSIFICATION AND PAY PLAN

Effective: October 1, 2019

LABOR/TRADES

Band/Level	Classified Positions	Salary Schedule (Annual)		
		Entry Level	Advanced	Full Performance
<u>LT1</u>	Animal Care Technician	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Clerk (Mail) (part-time)	\$ 10,474.46	\$ 11,680.14	\$ 12,885.81
	Custodian	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Electrical Maint Technician	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Event Assistant	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Event Assistant (part-time)	\$ 10,474.46	\$ 11,680.14	\$ 12,885.81
	Greenskeeper	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Grounds Maintenance Worker	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Meter Reader	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Service Worker (Water/Wastewater)	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Parts Assistant	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Press Operator	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Recycling Attendant	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Scale Attendant	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Service Wkr (Bldgs&Grnds)-PT	\$ 10,474.46	\$ 11,680.14	\$ 12,885.81
	Service Worker (Airport)	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Service Worker (Bldgs&Grnds)	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Service Worker (Drainage)	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Service Worker (Mowing)	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Service Worker (Street)	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Service Worker (Water & Sewer)	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Solid Waste Worker	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
	Welder's Assistant SW	\$ 20,948.93	\$ 23,360.27	\$ 25,771.62
<u>LT2</u>	Aviation Line Services Tech	\$ 23,838.88	\$ 26,582.82	\$ 29,326.75
	Equipment Op (Residential)*	\$ 23,838.88	\$ 26,582.82	\$ 29,326.75
	Equipment Operator*	\$ 23,838.88	\$ 26,582.82	\$ 29,326.75
	Equipment Operator (Comm)*	\$ 23,838.88	\$ 26,582.82	\$ 29,326.75
	BPAT/FOG Specialist	\$ 23,838.88	\$ 26,582.82	\$ 29,326.75
	Facility & A/V Attendant	\$ 23,838.88	\$ 26,582.82	\$ 29,326.75
	Lube Technician	\$ 23,838.88	\$ 26,582.82	\$ 29,326.75
	Operator (Warehouse Asst.)	\$ 23,838.88	\$ 26,582.82	\$ 29,326.75
	Senior Meter Reader	\$ 23,838.88	\$ 26,582.82	\$ 29,326.75
	Sign Technician	\$ 23,838.88	\$ 26,582.82	\$ 29,326.75
	Utility Service Worker	\$ 23,838.88	\$ 26,582.82	\$ 29,326.75
<u>LT3</u>	Airport Specialist	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Animal Control Officer	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Bailiff	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Crew Leader	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Crew Leader (Custodian)	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Crew Leader (Drainage)	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Crew Leader (Events)	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Crew Leader (Mowing)	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Crew Leader (Parks)	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99

CITY OF KILLEEN
POSITION CLASSIFICATION AND PAY PLAN

Effective: October 1, 2019

Band/Level	Classified Positions	Salary Schedule (Annual)		
		Entry Level	Advanced	Full Performance
<u>LT3</u>	Crew Leader (Street Maintenance)*	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Crew Leader (Water & Sewer)	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Equipment Services Tech	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Facilities Maintenance Sp	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Fleet Services Technician	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Parks & Public Grounds Asst.	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	SCADA Technician	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Senior Line Services Tech	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Traffic Technician	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
	Welder Solid Waste	\$ 28,895.36	\$ 32,221.28	\$ 35,546.99
<u>LT4</u>	Code Enforcement Officer	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Construction Inspector	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	HVAC Technician	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Operations Specialist	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Solid Waste Specialist	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14

CITY OF KILLEEN
POSITION CLASSIFICATION AND PAY PLAN

Effective: October 1, 2019

PROFESSIONAL/TECHNICAL

Band/Level	Classified Positions	Salary Schedule (Annual)		
		Entry Level	Advanced	Full Performance
<u>PT1</u>	Administrative Assistant II	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Building Inspector	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Building Plans Examiner	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	CAD/GIS Technician	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Evidence Technician I	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Help Desk Technician	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Jailer	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Juvenile Case Manager	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Learning & Dev Coordinator	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Multimedia Coordinator	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Paralegal	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Paralegal (part-time)	\$ 17,156.88	\$ 19,131.42	\$ 21,106.07
	Program Coordinator	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Storm Water Field Tech	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Technology Unit Technician	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Vet Technician	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Video Evidence Technician	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
	Water Loss/Conservation Tech for Water Distr	\$ 34,313.76	\$ 38,262.85	\$ 42,212.14
<u>PT2</u>	CD Housing & Facility Manager	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Code Enforcement Supervisor I	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Communications Coordinator	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Computer Operator	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Computer Technician	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Conv & Visitor Bureau Manager	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Crime Prevention Coordinator	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Crime Statistical Analyst	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Deputy City Marshal	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Emer Resp & Reg Coordinator	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Environmental Specialist I	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Evidence Technician II	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Executive Asst/Wellness Coord.	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	IT Project Coordinator	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Latent Print Technician	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Librarian Cataloguer	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Librarian Children's Services	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Network Technician	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Network Technician (Airport)	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Safety Officer	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94

CITY OF KILLEEN
POSITION CLASSIFICATION AND PAY PLAN

Effective: October 1, 2019

Band/Level	Classified Positions	Salary Schedule (Annual)		
		Entry Level	Advanced	Full Performance
<u>PT2</u>	Senior CAD/GIS Technician	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Senior Construction Inspector	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Senior SCADA Technician	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Senior Traffic Technician	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Sex Offender Coordinator	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Systems Administrator II	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Technology Technician	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
<u>PT3</u>	Budget Analyst	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	Chief Building Inspector	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	Chief Construction Inspector	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	City Secretary	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	Engineer In Training	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	GIS Analyst	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	Human Resources Generalist	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	Human Resources Mgr (Police)	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	IT Software Specialist	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	Network Administrator	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	Revitalization Planner	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	Special Projects Coordinator	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	Special Projects Manager	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
	Staff Accountant	\$ 44,065.01	\$ 49,137.30	\$ 54,209.38
<u>PT4</u>	Project Manager	\$ 52,734.24	\$ 58,803.89	\$ 64,873.54
	Senior Planner	\$ 52,734.24	\$ 58,803.89	\$ 64,873.54

CITY OF KILLEEN
POSITION CLASSIFICATION AND PAY PLAN

Effective: October 1, 2019

SUPERVISOR/MANAGER

Band/Level	Classified Positions	Salary Schedule (Annual)		
		Entry Level	Advanced	Full Performance
<u>SM1</u>	Assistant Clerk of the Court	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Booking Manager	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Customer Svc Supervisor	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Facilities Maintenance Supervisor	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Pool Maintenance Supervisor	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Recreation Supervisor	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Supervisor (Clerk)	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Supervisor (Community Center)	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Supervisor (Parks)	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Supervisor (W&S)	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
	Utility Collections Supervisor	\$ 38,286.14	\$ 42,693.04	\$ 47,099.94
<u>SM2</u>	Airport Maint Supervisor	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Animal Services Supervisor	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Aquatics/Recreation Manager	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Aviation Line Services Supv	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Child Safety Coordinator	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	City Marshal	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Code Enforcement Supervisor II	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Community Dev Administrator	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Community Dev Specialist	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Finance Manager	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Finance Manager (Fire)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Finance Manager (Police)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Fleet Services Parts Supv	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Fleet Services Supervisor	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	KAAC Manager	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Multimedia Manager	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Operations Manager	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Operations Supervisor	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Public Service Supervisor	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Purchasing Manager	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Recreation Manager	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Recreation Mgr - Youth/Facilities	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Senior Center Manager	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Superintendent (Athletics)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Superintendent (Parks/Pub Grds)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Accounting Spec)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Accounting)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Commercial)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Container Ops)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Custodian)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Drainage Maint)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Maintenance)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Mowing)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Print Services)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Recycling Ops)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Residential)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44

CITY OF KILLEEN
POSITION CLASSIFICATION AND PAY PLAN

Effective: October 1, 2019

Band/Level	Classified Positions	Salary Schedule (Annual)		
		Entry Level	Advanced	Full Performance
<u>SM2</u>	Supervisor (Scale Operation)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Sign & Pvmnt)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Street Maint)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Traffic Signals)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Transfer Station)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	Supervisor (Utility Service)	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
	W&S Parts Manager	\$ 41,898.69	\$ 46,720.96	\$ 51,543.44
<u>SM3</u>	Accounting Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Airport Business Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Airport Maint Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Airport Operations Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Animal Services Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Assistant Dir of Library	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Benefits Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Compensation Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Drainage Project Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Evidence Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Facilities Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Fleet Replacement Coord	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Fleet Services Shop Foreman	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Intelligence Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Learning & Dev Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Manager (Mowing & Drainage)	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Manager (Recycling)	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Manager Parks & Recreation	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Records Manager	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Superintendent (Commercial)	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Superintendent (Residential)	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Superintendent (W&S)	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Superintendent (Street Svc)	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Superintendent (Street Svc)	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
	Superintendent (Traffic)	\$ 50,566.67	\$ 56,386.93	\$ 62,207.39
<u>SM4</u>	Applications Support Manager	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Assoc Dir of Recreation	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Building Official	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Dir of Purch & Contract Mgmt	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Director of Civic & Convention	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Director of Environmental Svcs	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Director of Fleet Services	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Director of Library Services	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Director of Street Services	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Director of Utility Collections	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Emerg Mgt/Homeland Sec	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Enterprise Operations Manager	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	GIS Manager	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	IT Network Manager	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Manager of Solid Waste Ops	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Risk Manager	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Project Engineer	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70
	Water & Sewer Ops Manager	\$ 61,402.22	\$ 68,470.06	\$ 75,537.70

**CITY OF KILLEEN
POSITION CLASSIFICATION AND PAY PLAN**

Effective: October 1, 2019

EXECUTIVE			
		Minimum	Maximum
<u>EX1</u>	Assistant City Attorney (Courts)	\$ 76,500.11	\$ 117,000.00
	Assistant City Attorney (Police)	\$ 76,500.11	\$ 117,000.00
	Asst Dir of Human Resources	\$ 76,500.11	\$ 117,000.00
	Asst Dir of Planning & Dev	\$ 76,500.11	\$ 117,000.00
	Asst Dir of Public Works	\$ 76,500.11	\$ 117,000.00
	City Auditor*	\$ 76,500.11	\$ 117,000.00
	City Engineer	\$ 76,500.11	\$ 117,000.00
	Controller	\$ 76,500.11	\$ 117,000.00
	Deputy City Attorney	\$ 76,500.11	\$ 117,000.00
	Deputy City Attorney (PW)	\$ 76,500.11	\$ 117,000.00
	Director of Budget	\$ 76,500.11	\$ 117,000.00
	Director of Water and Sewer	\$ 76,500.11	\$ 117,000.00
	Exec Director of Municipal Court	\$ 76,500.11	\$ 117,000.00
<u>EX2</u>	Assistant City Manager	\$ 99,000.30	\$ 162,000.18
	Chief of Police	\$ 99,000.30	\$ 162,000.18
	City Attorney	\$ 99,000.30	\$ 162,000.18
	Exec Dir of Aviation	\$ 99,000.30	\$ 162,000.18
	Exec Dir of Communications	\$ 99,000.30	\$ 162,000.18
	Exec Dir of Community Dev	\$ 99,000.30	\$ 162,000.18
	Exec Dir of Human Resources	\$ 99,000.30	\$ 162,000.18
	Exec Dir of Information Technology	\$ 99,000.30	\$ 162,000.18
	Exec Dir of Planning & Dev	\$ 99,000.30	\$ 162,000.18
	Exec Dir of Public Works	\$ 99,000.30	\$ 162,000.18
	Exec Dir of Recreation	\$ 99,000.30	\$ 162,000.18
	Exec Director of Finance	\$ 99,000.30	\$ 162,000.18
	Fire Chief	\$ 99,000.30	\$ 162,000.18
<u>Contract</u>	Associate Municipal Judge		DOQ
	City Manager		DOQ
	Presiding Municipal Judge		DOQ



Dedicated Service – Everyday, for Everyone!



CITY OF KILLEEN Police Pay Plan

Revised: January 14, 2020

	<u>Step</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Probationary	Annual	\$ 48,172.80	\$ 52,395.20	\$ 54,100.80	\$ 55,785.60	\$ 57,470.40	\$ 59,155.20
Police Officer*	Hourly	\$ 23.1600	\$ 25.1900	\$ 26.0100	\$ 26.8200	\$ 27.6300	\$ 28.4400
Grade PP0							

	<u>Year</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
	<u>Grade/Step</u>	<u>P01-1</u>	<u>P01-2</u>	<u>P01-3</u>	<u>P01-4</u>	<u>P01-5</u>	<u>P01-6</u>	<u>P01-7</u>	<u>P01-8</u>	<u>P01-9</u>
Police Officer	Annual	\$ 52,414.34	\$ 54,116.82	\$ 55,804.94	\$ 57,492.86	\$ 59,179.33	\$ 60,880.98	\$ 60,880.98	\$ 62,568.90	\$ 62,568.90
Grade P10	Hourly	\$ 25.1992	\$ 26.0177	\$ 26.8293	\$ 27.6408	\$ 28.4516	\$ 29.2697	\$ 29.2697	\$ 30.0812	\$ 30.0812
	<u>Year</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18+</u>
	<u>Grade/Step</u>	<u>P01-10</u>	<u>P01-11</u>	<u>P01-12</u>	<u>P01-13</u>	<u>P01-14</u>	<u>P01-15</u>	<u>P01-16</u>	<u>P01-17</u>	<u>P01-18</u>
	Annual	\$ 64,256.82	\$ 64,256.82	\$ 65,943.49	\$ 65,943.49	\$ 67,645.97	\$ 67,645.97	\$ 69,333.89	\$ 69,333.89	\$ 71,021.81
	Hourly	\$ 30.8927	\$ 30.8927	\$ 31.7036	\$ 31.7036	\$ 32.5221	\$ 32.5221	\$ 33.3336	\$ 33.3336	\$ 34.1451

	<u>Step/Year:</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10+</u>
Police Sergeant	Annual	\$ 74,948.64	\$ 74,948.64	\$ 77,473.14	\$ 77,473.14	\$ 79,979.54	\$ 79,979.54	\$ 79,979.54	\$ 79,979.54	\$ 79,979.54	\$ 82,486.35
Grade P20	Hourly	\$ 36.0330	\$ 36.0330	\$ 37.2467	\$ 37.2467	\$ 38.4517	\$ 38.4517	\$ 38.4517	\$ 38.4517	\$ 38.4517	\$ 39.6569
Police Lieutenant	Annual	\$ 87,087.73	\$ 87,087.73	\$ 89,611.18	\$ 89,611.18	\$ 92,117.79	\$ 92,117.79	\$ 92,117.79	\$ 92,117.79	\$ 92,117.79	\$ 94,640.21
Grade P30	Hourly	\$ 41.8691	\$ 41.8691	\$ 43.0823	\$ 43.0823	\$ 44.2874	\$ 44.2874	\$ 44.2874	\$ 44.2874	\$ 44.2874	\$ 45.5001
Police Captain	Annual	\$ 98,817.89	\$ 98,817.89	\$ 101,341.55	\$ 101,341.55	\$ 103,847.12	\$ 103,847.12	\$ 103,847.12	\$ 103,847.12	\$ 103,847.12	\$ 106,353.73
Grade P40	Hourly	\$ 47.5086	\$ 47.5086	\$ 48.7219	\$ 48.7219	\$ 49.9265	\$ 49.9265	\$ 49.9265	\$ 49.9265	\$ 49.9265	\$ 51.1316
Assistant Chief	Annual	\$ 113,479.81	\$ 113,479.81	\$ 115,986.21	\$ 115,986.21	\$ 118,495.10	\$ 118,495.10	\$ 118,495.10	\$ 118,495.10	\$ 118,495.10	\$ 121,015.44
of Police	Hourly	\$ 54.5576	\$ 54.5576	\$ 55.7626	\$ 55.7626	\$ 56.9688	\$ 56.9688	\$ 56.9688	\$ 56.9688	\$ 56.9688	\$ 58.1805
Grade P50											

Note:
* Probationary Police Officer - Certified Officer / 12 months probation; Non-certified Officer / 18 months probation; Officers hired on Step 1: Pay increases are effective with the completion of the probationary period of 18 months. This is a Non-Civil Service position.



CITY OF KILLEEN
Police Pay Plan

Revised: January 14, 2020

<u>Police Incentive Pay</u>	<u>Monthly</u>
Associate Degree or	\$100
Bachelor Degree or	\$200
Master's Degree	\$300
AND	
Intermediate Certificate or	\$60
Advanced Certificate or	\$75
Master Peace Officer	\$100

<u>Police Assignment Pay</u>	<u>Monthly</u>
Bilingual Certification (Level I)	\$50
Bilingual Certification (Level II)	\$75
Clothing	\$50
Field Training Officer	\$75
Investigator	\$50
HAZMAT Certification	\$100
Permanent Shift Differential	3% of Base Pay
TRU (Tactical Response Unit)	\$75

NOTE: Officers may receive an education incentive in conjunction with Police Officer certification pay.

Hiring Incentive Pay

Individuals with a

- Stage one: \$2,000 paid on the first regular payday after the licensed officer is hired by the department and begins the FTO (field training) program.
- Stage two: \$1,000 paid when the Police department affirms that the Probationary Police Officer has successfully completed the first year of service with the department; payment of this incentive will be made during the last pay period of the first year of service.



8 HOUR SHIFT

	Step	1	2	3	4	5	6
Probationary Fire and Rescue Officer*	Annual \$	45,023.68	\$ 47,457.07	\$ 49,143.95	\$ 50,834.16	\$ 52,521.04	\$ 54,213.12
Grade PF8*	Hourly \$	21.6460	\$ 22.8159	\$ 23.6269	\$ 24.4395	\$ 25.2505	\$ 26.0640

24 HOUR SHIFT

	Step	1	2	3	4	5	6
Probationary Fire and Rescue Officer*	Annual \$	45,023.67	\$ 47,456.94	\$ 49,143.89	\$ 50,834.14	\$ 52,521.09	\$ 54,213.00
Grade PF0*	Hourly \$	16.3366	\$ 17.2195	\$ 17.8316	\$ 18.4449	\$ 19.0570	\$ 19.6709

8 HOUR SHIFT

	Year	1	2	3	4	5	6	7	8	9
Grade/Step		F18-1	F18-2	F18-3	F18-4	F18-5	F18-6	F18-7	F18-8	F18-9
Fire and Rescue Officer	Annual \$	47,480.78	\$ 49,167.46	\$ 50,858.50	\$ 52,546.21	\$ 54,239.33	\$ 55,930.58	\$ 55,930.58	\$ 57,620.37	\$ 57,620.37
	Hourly \$	22.8273	\$ 23.6382	\$ 24.4512	\$ 25.2626	\$ 26.0766	\$ 26.8897	\$ 26.8897	\$ 27.7021	\$ 27.7021
	Year	10	11	12	13	14	15	16	17	18+
Grade/Step		F18-10	F18-11	F18-12	F18-13	F18-14	F18-15	F18-16	F18-17	F18-18
	Annual \$	59,347.81	\$ 59,347.81	\$ 61,127.66	\$ 61,127.66	\$ 62,963.26	\$ 62,963.26	\$ 64,850.45	\$ 64,850.45	\$ 66,795.87
	Hourly \$	28.5326	\$ 28.5326	\$ 29.3883	\$ 29.3883	\$ 30.2708	\$ 30.2708	\$ 31.1781	\$ 31.1781	\$ 32.1134

24 HOUR SHIFT

	Year	1	2	3	4	5	6	7	8	9
Grade/Step		F10-1	F10-2	F10-3	F10-4	F10-5	F10-6	F10-7	F10-8	F10-9
Fire and Rescue Officer	Annual \$	47,480.64	\$ 49,167.32	\$ 50,858.40	\$ 52,546.45	\$ 54,239.46	\$ 55,930.26	\$ 55,930.26	\$ 57,620.24	\$ 57,620.24
	Hourly \$	17.2281	\$ 17.8401	\$ 18.4537	\$ 19.0662	\$ 19.6805	\$ 20.2940	\$ 20.2940	\$ 20.9072	\$ 20.9072
	Year	10	11	12	13	14	15	16	17	18+
Grade/Step		F10-10	F10-11	F10-12	F10-13	F10-14	F10-15	F10-16	F10-17	F10-18
	Annual \$	59,347.98	\$ 59,347.98	\$ 61,127.80	\$ 61,127.80	\$ 62,963.30	\$ 62,963.30	\$ 64,850.61	\$ 64,850.61	\$ 66,795.79
	Hourly \$	21.5341	\$ 21.5341	\$ 22.1799	\$ 22.1799	\$ 22.8459	\$ 22.8459	\$ 23.5307	\$ 23.5307	\$ 24.2363

NOTE:

* Probationary Fire and Rescue Officer - Certified Officer / 12 months probation; Non-certified Officer / 18 months probation; Officers hired on Step 1: Pay increases are effective with the completion of the probationary period of 18 months. This is a Non-Civil Service position.

8 hour schedule works 2080 hours per year. The hourly rate for an 8 hour shift is calculated as [annual pay / 2080 annual hours worked = Hourly Rate]
24 hour schedule works 2756 hours per year. The hourly rate for a 24 hour shift is calculated as [annual pay / 2756 annual hours worked = Hourly Rate]



PROMOTIONAL GRADES - 8 HOUR SHIFT

	<u>Step/Year</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10+</u>
Fire Captain	Annual	\$ 68,673.07	\$ 68,673.07	\$ 71,183.84	\$ 71,183.84	\$ 73,697.94	\$ 73,697.94	\$ 73,697.94	\$ 73,697.94	\$ 73,697.94	\$ 76,209.74
Grade F38	Hourly	\$ 33.0159	\$ 33.0159	\$ 34.2230	\$ 34.2230	\$ 35.4317	\$ 35.4317	\$ 35.4317	\$ 35.4317	\$ 35.4317	\$ 36.6393
Battalion Chief	Annual	\$ 78,721.76	\$ 78,721.76	\$ 81,233.57	\$ 81,233.57	\$ 83,746.62	\$ 83,746.62	\$ 83,746.62	\$ 83,746.62	\$ 83,746.62	\$ 86,258.43
Grade F48	Hourly	\$ 37.8470	\$ 37.8470	\$ 39.0546	\$ 39.0546	\$ 40.2628	\$ 40.2628	\$ 40.2628	\$ 40.2628	\$ 40.2628	\$ 41.4704
Fire Deputy Chief	Annual	\$ 95,469.71	\$ 95,469.71	\$ 98,820.18	\$ 98,820.18	\$ 102,171.68	\$ 102,171.68	\$ 102,171.68	\$ 102,171.68	\$ 102,171.68	\$ 105,521.31
Grade F58	Hourly	\$ 45.8989	\$ 45.8989	\$ 47.5097	\$ 47.5097	\$ 49.1210	\$ 49.1210	\$ 49.1210	\$ 49.1210	\$ 49.1210	\$ 50.7314
Assistant Chief of Fire	Annual	\$ 110,234.80	\$ 110,234.80	\$ 112,990.18	\$ 112,990.18	\$ 115,815.02	\$ 115,815.02	\$ 115,815.02	\$ 115,815.02	\$ 115,815.02	\$ 118,710.59
Grade F68	Hourly	\$ 52.9975	\$ 52.9975	\$ 54.3222	\$ 54.3222	\$ 55.6803	\$ 55.6803	\$ 55.6803	\$ 55.6803	\$ 55.6803	\$ 57.0724

PROMOTIONAL GRADES -24 HOUR SHIFT

	<u>Step/Year</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10+</u>
Fire Captain	Annual	\$ 68,672.91	\$ 68,672.91	\$ 71,183.90	\$ 71,183.90	\$ 73,697.92	\$ 73,697.92	\$ 73,697.92	\$ 73,697.92	\$ 73,697.92	\$ 76,209.74
Grade F30	Hourly	\$ 24.9176	\$ 24.9176	\$ 25.8287	\$ 25.8287	\$ 26.7409	\$ 26.7409	\$ 26.7409	\$ 26.7409	\$ 26.7409	\$ 27.6523
Battalion Chief	Annual	\$ 78,721.56	\$ 78,721.56	\$ 81,233.65	\$ 81,233.65	\$ 83,746.57	\$ 83,746.57	\$ 83,746.57	\$ 83,746.57	\$ 83,746.57	\$ 86,258.39
Grade F40	Hourly	\$ 28.5637	\$ 28.5637	\$ 29.4752	\$ 29.4752	\$ 30.3870	\$ 30.3870	\$ 30.3870	\$ 30.3870	\$ 30.3870	\$ 31.2984
Fire Deputy Chief	Annual	\$ 95,469.49	\$ 95,469.49	\$ 98,820.24	\$ 98,820.24	\$ 102,171.81	\$ 102,171.81	\$ 102,171.81	\$ 102,171.81	\$ 102,171.81	\$ 105,521.45
Grade F50	Hourly	\$ 34.6406	\$ 34.6406	\$ 35.8564	\$ 35.8564	\$ 37.0725	\$ 37.0725	\$ 37.0725	\$ 37.0725	\$ 37.0725	\$ 38.2879



City of Killeen
Fire / EMS Pay Plan

Revised: January 14, 2020

<u>Fire/EMS Incentive Pay</u>	<u>Monthly</u>	<u>Fire/EMS Assignment Pay</u>	<u>Monthly</u>
EMT/Basic or	\$100	Training Officer	\$200
EMT/Intermediate or	\$120	Arson Investigator	\$100
EMT/Paramedic	\$300	Emergency Management Coordinator	\$200
AND		Emergency Medical Services (EMS) Coordinator	\$200
Firefighter/Intermediate or	\$60	Bilingual Certification(Level I) or,	\$50
Firefighter/Advanced or	\$120	Bilingual Certification(Level II)	\$75
Firefighter Master	\$175	only receive Level I or II for each language certified/authorized)	
AND		SWAT	\$75
Apparatus Technician and	\$50	EMS Driver	\$25.00/day
HAZMAT	\$100	Paramedic Attendant	\$50.00/day
ARFF	\$100		

Hiring Incentive:

Individuals with a only a TCFP structural fire certification are offered the incentive in two stages:

Stage one: \$500 paid on the first regular payday after TCFP certified Firefighter is hired by the department and begins the duties of a Probationary Fire Rescue Officer.

Stage two: \$500 paid when the Fire Department affirms that the Probationary Fire Rescue Officer has successfully completed the first year of service with the department; payment of this incentive will be made during the last pay period of the first year of service.

OR

Individuals with only a TDSHS paramedic license or certification are offered the incentive in two stages:

Stage one: \$1,000 paid on the first regular payday after TDSHS certified or licensed Paramedic duties of a Probationary Fire and Rescue Officer with the Killeen Fire Department.

Stage two: \$1,000 paid when the Fire Department affirms that the Probationary Fire Rescue Officer has successfully completed the first year service with the department; payment of this incentive will be made prior to the last pay period of the first year of service.

An alternative incentive pay is offered for individuals with a TCFP structural fire certification which includes a TDSHS emergency medical technician certification (EMT)-basic or intermediate, in two stages:

Stage one: \$1000 paid on the first regular pay day after the certified Firefighter/Emergency Medical Technician is hired by the department and begins the firefighter/EMT duties of a Probationary Fire & Rescue Officer with the Killeen Fire Department.

Stage two: \$1,000 paid when the Fire Department affirms that the Probationary Fire Rescue Officer has successfully completed the first year service with the department; payment of this incentive will be made prior to the last pay period of the first year of service.

An alternative incentive pay is offered for individuals with a TCFP structural fire certification and a TDSHS paramedic license/certification in two stages:

Stage one: \$2000 paid on the first regular payday after the TCFP certified Firefighter is hired by the department and begins the duties of a Probationary Fire Rescue Officer.

Stage two: \$1,000 paid when the Fire Department affirms that the Probationary Fire Rescue Officer has successfully completed the first year of service with the department; payment of this incentive will be made during the last pay period of the first year of service.



Dedicated Service – Everyday, for Everyone!

**City of Killeen
Incentive Pay Schedule
(Non Civil Service)**
Effective October 1, 2019**

Incentive Title	Per Month
Animal Control Administrative	\$40
Animal Control Advanced	\$30
Animal Control Basic	\$20
Applicator License	\$30
Automotive Service Excellence (ASE) Technician - Master	\$60
Backflow Tester-Certified	\$25
Bilingual Certification (Level I)	\$50
Bilingual Certification (Level II)	\$75
Building Code Official	\$25
Building Inspector	\$20
Building Inspector - Commercial	\$10
Building Inspector - Residential	\$10
Building Official- Certified	\$50
Building Plans Examiner	\$20
Construction Inspector-Certified	\$25
Chemical Insecticide	\$15
City Marshal - Associates Degree	\$100
City Marshal - Bachelor's Degree	\$200
City Marshal - Master's Degree	\$300
Code Enforcement Officer State Certified or Code Enforcement Officer I	\$50
Code Enforcement Officer Intermediate or Code Enforcement Officer II	\$50
Code Enforcement Officer - Professional	\$50
Code Professional-Master	\$25
Commercial Driver's License (CDL) Class A License	\$90
Commercial Driver's License (CDL) Class B License - I (Authorized to drive 2 types of collection vehicles)	\$45
Commercial Driver's License (CDL) Class B License - II (Authorized to drive 3 or more types of collection vehicles)	\$95
Commercial Energy Inspector	\$10
Commercial Energy Plans Examiner	\$20
Court Clerk Management Certified	\$50
De-Icer	\$50
Dumpster Operator (Night Shift)	\$100
Electrical Code Official	\$25
Electrical Inspector	\$20
Electrical Inspector - Commercial	\$10
Electrical Inspector - Residential	\$10
Electrical Plans Examiner	\$20
Electrician Journeyman	\$60

**All incentive pays are authorized for payment only if required for the position as per the job description on file in the Human Resources Department.

**City of Killeen
Incentive Pay Schedule
(Non Civil Service)**
Effective October 1, 2019**

Incentive Title	Per Month
Electrician-Master	\$120
Energy Manager	\$300
Erosion Inspector	\$25
Erosion, Sediment, and Storm Water Inspector-Certified or Sediment and Erosion Control Inspector-Certified	\$50
Floodplain Manager-Certified	\$25
General Pesticide	\$15
Herbicide License	\$15
Historical Preservation Officer	\$250
Housing Code Official	\$25
Insecticide General/Basic	\$15
Irrigation License	\$25
Lead Risk Assessor Certification	\$50
Longevity - Less that 20 years of service	\$4 per year of service
Longevity - 20+ years of service	\$6 per year of service
Mechanical Code Official	\$25
Mechanical Inspector	\$20
Mechanical Inspector - Commercial	\$10
Mechanical Inspector - Residential	\$10
Mechanical Plans Examiner	\$20
Municipal Court Clerk Level I Certification	\$25
Municipal Court Clerk Level II Certification	\$35
Municipal Court Clerk Level III Certification	\$45
National Air Transportation Association (NATA) Line Certification	\$75
Night Differential (Public Service Officer)	3% of base pay
On Call - Scheduled/Non-Exempt Only	\$10/per day \$20/per holiday
Peace Officer Advanced Certificate (City Marshal)	\$75
Peace Officer Intermediate Certificate (City Marshal)	\$60
Peace Officer Master Certificate (City Marshal)	\$100
Permit Technician (for permit clerks)	\$15
Pest Control /Weed Control	\$15
Pest Control General/Basic	\$15
Pest Control/Lawn & Ornamental	\$15
Plumber-Journeyman	\$60
Plumber-Master	\$120
Plumbing Code Official	\$25
Plumbing Inspector	\$20
Plumbing Inspector - Commercial	\$10
Plumbing Inspector - Residential	\$10

**All incentive pays are authorized for payment only if required for the position as per the job description on file in the Human Resources Department.

**City of Killeen
Incentive Pay Schedule
(Non Civil Service)**
Effective October 1, 2019**

Incentive Title	Per Month
Plumbing Plans Examiner	\$20
Pool Operator-Certified	\$15
Professional in Erosion and Sediment Control-Certified	\$50
Professional in Storm Water Quality-Certified	\$50
Property Maintenance & Housing Inspector	\$10
Refrigeration and Recovery Recycling License	\$10
Residential Energy Plans Examiner / Inspector	\$15
Sanitary Sewers Type I License	\$25
Sanitary Sewers Type II License	\$35
Signs and Markings Level I	\$50
Signs and Markings Level II	\$70
Signs and Markings Level III	\$90
Solid Waste Class A	\$60
Solid Waste Class B	\$45
Solid Waste Class C	\$32
Solid Waste Class D	\$25
State Code Enforcement Officer-Certified	\$50
State Licensed Plumbing Inspector-Certified	\$50
Storm water Inspector-Certified	\$25
Texas Master Naturalist-Certified	\$25
Texas Motor Vehicle Inspection License	\$15
Traffic Signal Certification Level I	\$50
Traffic Signal Certification Level II	\$70
Traffic Signal Certification Level III	\$90
Utility Class D Water License	\$40
Vacation Buyback - Employees with 10 + years of service	The lesser of \$600 or the equivalent of 40 hours (gross)
Wastewater Collection Grade A or Wastewater Treatment Operator A	\$160
Wastewater Collection Grade B or Wastewater Treatment Operator B	\$120
Wastewater Collections Class I or Wastewater Treatment Operator D	\$40
Wastewater Collections Class II or Wastewater Treatment Operator C	\$80
Wastewater Collections Class III or Wastewater Treatment Operator B	\$120
Water Distribution Grade A or Water Treatment Operator A	\$160
Water Distribution Grade B or Water Treatment Operator B	\$120
Water Distribution Grade C or Water Treatment Operator C	\$80
Water Distribution Grade D or Water Treatment Operator D	\$40
Water Production C License	\$80
Water Production D License	\$40
Zoning Inspector	\$10
Police Incentives	Per Month

**All incentive pays are authorized for payment only if required for the position as per the job description on file in the Human Resources Department.

**City of Killeen
Incentive Pay Schedule
(Civil Service)**
Effective October 1, 2019**

Associate Degree OR	\$100
Bachelor Degree OR	\$200
Master's Degree	\$300

AND

Intermediate Certificate OR	\$60
Advanced Certificate OR	\$75
Master Peace Officer	\$100

NOTE: Officers may receive an education incentive in conjunction with Police Officer certification pay.

Police Assignment Pay

Bilingual Certification (Level I)	\$50
Bilingual Certification (Level II)	\$75
Clothing	\$50
Field Training Officer	\$75
Investigator	\$50
HAZMAT Certification	\$100
Permanent Shift Differential	3% of Base Pay
TRU (Tactical Response Unit)	\$75

Police Hiring Incentive Pay

Individuals with a TCOLE license are offered the incentive in two stages:

<u>Stage one:</u> paid on the first regular payday after the licensed officer is hired by the department and begins the FTO (field training) program.	\$2,000

<u>Stage two:</u> paid when the Police department affirms that the Probationary Police Officer has successfully completed the first year of service with the department; payment of this incentive will be made during the last pay period of the first year of service.	\$1,000

**All incentive pays are authorized for payment only if required for the position as per the job description on file in the Human Resources Department.

**City of Killeen
Incentive Pay Schedule
(Civil Service)**
Effective October 1, 2019**

Fire Incentives	Per Month
EMT/Basic OR	\$100
EMT/Intermediate OR	\$120
EMT/Paramedic	\$300
AND	
Firefighter/Intermediate OR	\$60
Firefighter/Advanced OR	\$120
Firefighter Master	\$175
AND	
Apparatus Technician AND	\$50
HAZMAT	\$100
ARFF	\$100
Fire/EMS Assignment Pay	
Training Officer	\$200
Arson Investigator	\$100
Emergency Management Coordinator	\$200
Emergency Medical Services (EMS) Coordinator	\$200
Bilingual Certification(Level I) or,	\$50
Bilingual Certification(Level II)	\$75
(can only receive Level I or II for each language certified/authorized)	
SWAT	\$75
EMS Driver	\$25.00/day
Paramedic Attendant	\$50.00/day

Fire Hiring Incentive:

Individuals with a only a TCFP structural fire certification are offered the incentive in two stages:

Stage one: paid on the first regular payday after TCFP certified Firefighter is hired by the department and begins the duties of a Probationary Fire Rescue Officer. \$500

Stage two: paid when the Fire Department affirms that the Probationary Fire Rescue Officer has successfully completed the first year of service with the department; payment of this incentive will be made during the last pay period of the first year of service. \$500

**All incentive pays are authorized for payment only if required for the position as per the job description on file in the Human Resources Department.

**City of Killeen
Incentive Pay Schedule
(Civil Service)**
Effective October 1, 2019**

Fire Incentives	Per Month
OR	
Individuals with only a TDSHS paramedic license or certification are offered the incentive in two stages:	
<u>Stage one:</u> paid on the first regular payday after TDSHS certified or licensed Paramedic duties of a Probationary Fire and Rescue Officer with the Killeen Fire Department.	\$1,000
<u>Stage two:</u> paid when the Fire Department affirms that the Probationary Fire Rescue Officer has successfully completed the first year service with the department; payment of this incentive will be made prior to the last pay period of the first year of service.	\$1,000
An alternative incentive pay is offered for individuals with a TCFP structural fire certification which includes a TDSHS emergency medical technician certification (EMT)-basic or intermediate, in two stages:	
<u>Stage one:</u> paid on the first regular pay day after the certified Firefighter/Emergency Medical Technician is hired by the department and begins the firefighter/EMT duties of a Probationary Fire & Rescue Officer with the Killeen Fire Department.	\$1,000
<u>Stage two:</u> paid when the Fire Department affirms that the Probationary Fire Rescue Officer has successfully completed the first year service with the department; payment of this incentive will be made prior to the last pay period of the first year of service.	\$1,000
An alternative incentive pay is offered for individuals with a TCFP structural fire certification and a TDSHS paramedic license/certification in two stages:	
<u>Stage one:</u> paid on the first regular payday after the TCFP certified Firefighter is hired by the department and begins the duties of a Probationary Fire Rescue Officer.	\$2,000
<u>Stage two:</u> paid when the Fire Department affirms that the Probationary Fire Rescue Officer has successfully completed the first year of service with the department; payment of this incentive will be made during the last pay period of the first year of service.	\$1,000

**All incentive pays are authorized for payment only if required for the position as per the job description on file in the Human Resources Department.

APPENDIX C



FEE SCHEDULE



Dedicated Service – Everyday, for Everyone!

Animal Services					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Adoption	Sterilized	Per animal	Per adoption	\$55.00	
Breeder License (2 litters per year, per household)		Per Litter	Up to twice a Year	250.00	
Cremation	0 - 30 lbs	Per animal	Per Occurrence	80.00	
Cremation	31 - 60 lbs	Per animal	Per Occurrence	100.00	
Cremation	61 - 90 lbs	Per animal	Per Occurrence	100.00	
Cremation	91 lbs and over	Per animal	Per Occurrence	140.00	
Live Trap Deposit (refundable upon return of trap)		Per trap	Per Occurrence	25.00	
Microchip		Per animal	Per Occurrence	15.00	
Owner Surrender	Resident	Per surrender	Per Occurrence	35.00	
Quarantine Boarding		Per day	Per Occurrence	15.00	
Redemption	1st Occurrence	Per redemption	Per Occurrence	25.00	
Redemption	2nd Occurrence	Per redemption	Per Occurrence	40.00	
Redemption	3rd+ Occurrence	Per redemption	Per Occurrence	100.00	*
Redemption Boarding Fee		Per day	Per Occurrence	8.00	

Aquatics					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Additional Family Member (in excess of family plan)		Per Family Member	Per Occurrence	\$20.00	*
After hours reservation		Per Reservation	Per Occurrence	625.00	*
FAC Concession Opt Out fee to bring food/drink into facility		Per reservation	Per Occurrence	50.00	*
FAC Daily Adult: Non-resident		Per day for ages 17-54	Daily	8.00	*
FAC Daily Adult: Resident		Per day for ages 17-54	Daily	7.00	*
FAC Daily Senior: Non-Resident		Per day for ages 55+	Daily	5.00	*
FAC Daily Senior	Resident	Per day for ages 55+	Daily	5.00	*
FAC Daily Youth	Non-resident or Resident	Per day for ages 3 and under	Daily	-	
FAC Daily Youth	Non-resident or Resident	Per day for ages 4-16	Daily	6.00	
FAC Entire Park Rental		Per hour	Every 2 hours	625.00	*
FAC Season Pass Adult	Non-resident	Each for ages 17-54	Per Year	150.00	*
FAC Season Pass Adult	Resident	Each for ages 17-54	Per Year	100.00	*
FAC Season Pass Family (includes 2 hour umbrella reservation per visit; 25 admission tickets per year)	Non-resident	Each	Per Year	250.00	*
FAC Season Pass Family (includes 2 hour umbrella reservation per visit; 25 admission tickets per year)	Resident	Each	Per Year	175.00	*
FAC Season Pass Senior	Non-resident	Each for ages 55+	Per Year	100.00	*
FAC Season Pass Senior	Resident	Each for ages 55+	Per Year	75.00	*
FAC Season Pass Youth	Non-resident	Each for ages 3 and under	Per Year	125.00	*
FAC Season Pass Youth	Resident	Each for ages 4-16	Per Year	75.00	*

Aquatics, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
FAC Umbrella Rental (25 admission tickets provided)		Each for ages 4-16	Per Year	\$150.00	*
LGI Certification	Non-employee	Per Course	Per Occurrence	200.00	*
Lifeguard (minimum of two if pool is reserved)		Per Course	Per Occurrence	20.00	*
Lifeguard Training	Non-employee	Per Course	Per Occurrence	150.00	*
Long Branch Park Pool Rental		Per Course	Per Occurrence	250.00	*
Pool Admittance	Adult	Per hour	Every 2 hours	3.00	*
Pool Admittance	Youth (12 and under) and Senior	Daily	Per Occurrence	2.00	*
Pool Pass	Additional Family Member (above six)	Daily	Per Occurrence	10.00	*
Pool Pass	Adult	Each	Per Year	60.00	*
Pool Pass	Family (up to six members)	Each	Per Year	120.00	*
Pool Pass	Youth or Senior	Per Family	Per Year	35.00	*
Pool Reservations		Each	Per Year	100.00	*
Swim Lessons		Per Day	Per Occurrence	50.00	
Water Safety Instructor (WSI)	Non-employee	Per Course	Per Occurrence	200.00	*

¹Resident is defined as anyone residing within the city limits of Killeen, Texas, or anyone with a military identification card. ²Family is defined as a any four persons residing in the same household, with a maximum of two persons ages 19 through 54.

Athletics

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Adult Basketball		Per Team	Per Season	\$275.00	
Adult Football		Per Team	Per Season	275.00	
Adult Kick Ball		Per Team	Per Occurrence	275.00	
Adult Late Registration		Per Team	Per Occurrence	300.00	
Adult Soccer		Per Team	Per Occurrence	350.00	*
Adult Softball		Per Team	Per Season	275.00	
Adult Volleyball		Per Team	Per Season	275.00	
Day Camp		Per Child	Weekly	60.00	*
Youth Baseball/Softball		Per Individual	Per Season	50.00	
Youth Basketball		Per Individual	Per Occurrence	50.00	
Youth Football		Per Individual	Per Season	50.00	
Youth Late Registration		Per Individual	Per Occurrence	6.00	
Youth Volleyball		Per Individual	Per Occurrence	50.00	
Youth Futsal		Per Individual	Per Occurrence	50.00	

Aviation					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Airline/Air Service Fees:					
Aircraft tie-downs (ILE ¹)		Each	Month	\$35.00	
Covered tie-downs (ILE)		Each	Month	85.00	
Badging and ID Fees (GRK¹):					
Badge 1st Issuance (includes initial fingerprinting)					
ID Cards		Each	Per occurrence	20.00	*
Security Identification Display Area (SIDA)		Each	Per occurrence	95.00	*
Badge renewal within 30 days of expiration					
ID Cards		Each	Per occurrence	18.00	
Security Identification Display Area (SIDA)		Each	Per occurrence	54.00	
Badge renewal past expiration date					
ID Cards		Each	Per occurrence	18.00	
Security Identification Display Area (SIDA)		Each	Per occurrence	75.00	*
Badge not returned within ten (10) business days		Each	Per occurrence	75.00	
Change of information resulting in new card issuance		Each	Per occurrence	40.00	
Damaged or destroyed badge (1 free card replacement allowed per card issuance)					
ID Cards		Each	Per occurrence	12.00	
Security Identification Display Area (SIDA)		Each	Per occurrence	30.00	
Digital fingerprint process (if charged separately)		Each	Per occurrence	50.00	
Monthly usage fee:					
Monthly bill		Per card	Per month	7.00	*
6 months paid in full		Per card	Every 6 months	42.00	*
12 months paid in full (first month free)		Per card	Every 12 months	77.00	*
24 months paid in full (first month free)		Per card	Every 24 months	161.00	*
Replace for lost/stolen; Reinstatement for suspended or revoked:					
1st Occurrence					
ID Cards		Each	Per occurrence	35.00	
Security Identification Display Area (SIDA)		Each	Per occurrence	50.00	*
2nd Occurrence					
ID Cards		Each	Per occurrence	30.00	*
Security Identification Display Area (SIDA)		Each	Per occurrence	75.00	*
3rd Occurrence					
ID Cards		Each	Per occurrence	75.00	
Security Identification Display Area (SIDA)		Each	Per occurrence	125.00	
4th Occurrence: Will not be replaced resulting in violating security policies					
Replacement due to theft (police report required)		Each	Per occurrence	30.00	
Flight line services:					
Aircraft De-ice (GRK)- cost of fluid is additional:					
A319/320 Series		Each	Per occurrence	250.00	*
B737 Series		Each	Per occurrence	250.00	*
B757 Series		Each	Per occurrence	300.00	*
B767 Series		Each	Per occurrence	300.00	*
MD80 Series		Each	Per occurrence	250.00	*
Regional Jet (CRJ200/700, ERJ)		Each	Per occurrence	125.00	*
Regional Jet (EMB 175/195, CRJ 900)		Each	Per occurrence	175.00	*

Aviation, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Flight line services [cont'd]:					
Aircraft towing (ILE only)		Each	Per occurrence	\$25.00	*
Fuel Price List:					
After hours call out (GRK and ILE)					
With less than 50 gal fuel purchase		Each	Per occurrence	70.00	
With 50 - 99 gal full service fuel purchase		Each	Per occurrence	50.00	
With 100 gal or more full service fuel purchase		Each	Per occurrence	35.00	
Aviation Fuel Price Listing:					
100 LL Avgas full service (ILE)		Gallon	Per occurrence	Market Rate	*
100 LL Avgas self service (ILE)		Gallon	Per occurrence	Market Rate	
Jet A full service (GRK and ILE)		Gallon	Per occurrence	Market Rate	
Jet A self service (ILE)		Gallon	Per occurrence	Market Rate	
Jet A with additive full service (GRK and ILE)		Gallon	Per occurrence	Market Rate	*
Ground Power Unit		Per Hour	Per occurrence	15.00	*
Ground Power Unit: Start		Each	Per occurrence	15.00	*
Into Plane Rate (GRK):					
Corporate/commercial aircraft rate (GRK and ILE)	0-250 gallons	Per gallon	Per occurrence	0.85	
Corporate/commercial aircraft rate (GRK and ILE)	Over 251 gallons	Per gallon	Per occurrence	0.75	
Corporate/commercial aircraft rate (GRK and ILE)	Other- Prist	Per gallon	Per occurrence	0.05	
Signatory air carrier rate- min. \$75 per delivery (GRK)		Per gallon	Per Flight	0.50	
Diversion air carrier rate- min. \$150 per delivery (GRK)		Per gallon	Per Flight	0.75	
Non-signatory air carrier rate- min. \$150 per delivery (GRK)		Per gallon	Per Flight	0.55	
Oil Price Listing (ILE):					
Aeroshell W 15W-50	Case ³	Per case	Per occurrence	cost + 10%	
Aeroshell W 15W-50	Quart	Per quart	Per occurrence	cost + 10%	
Aeroshell W 100 Plus	Case	Per case	Per occurrence	cost + 10%	
Aeroshell W 100 Plus	Quart	Per quart	Per occurrence	cost + 10%	
Aeroshell W 100	Case	Per case	Per occurrence	cost + 10%	
Aeroshell W 100	Quart	Per quart	Per occurrence	cost + 10%	
Aeroshell W 80	Case	Per case	Per occurrence	cost + 10%	
Aeroshell W 80	Quart	Per quart	Per occurrence	cost + 10%	
Aeroshell 100 (mineral oil)	Case	Per case	Per occurrence	cost + 10%	
Aeroshell 100 (mineral oil)	Quart	Per quart	Per occurrence	cost + 10%	
Aeroshell 80 (mineral oil)	Case	Per case	Per occurrence	cost + 10%	
Aeroshell 80 (mineral oil)	Quart	Per quart	Per occurrence	cost + 10%	
Phillips 66 X/C Aviation Oil 20W-50	Case	Per case	Per occurrence	cost + 10%	
Phillips 66 X/C Aviation Oil 20W-50	Quart	Per quart	Per occurrence	cost + 10%	
Ramp Support Operations (GRK):					
Air stairs		Per event	Per occurrence	50.00	*
Aircraft portable power		Per hour	Per occurrence	35.00	
Aircraft portable power		Per event	Per occurrence	50.00	*
Aircraft pushback/tow		Per event	Per occurrence	60.00	*
Baggage cart and tractor		Per event	Per occurrence	75.00	
Belt loader		Per event	Per occurrence	75.00	
Lavatory service		Per event	Per occurrence	75.00	*
Monthly parking		Each	Month	250.00	*
Ramp support fee		Per turn	Per occurrence	125.00	*

Aviation, [cont'd]					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Short Term Hangar Rental (ILE):					
Helicopter		Per night	Per occurrence	\$40.00	*
Helicopter		Per week	Per occurrence	140.00	
Multi-engine		Per night	Per occurrence	50.00	*
Multi-engine		Per week	Per occurrence	140.00	
Single-engine		Per night	Per occurrence	20.00	
Single-engine		Per week	Per occurrence	105.00	*
Fuel flow fee per FAR ¹ Parts 121 & 135 operations excluded (GRK and ILE)		Gallon	Per occurrence	0.075	
Joint use baggage claim area (GRK):					
Non-signatory: deplaned passenger; \$216 minimum per month per airline		Per deplaned passenger (see mi	Per occurrence	0.20	
Signatory: deplaned passenger; \$168 minimum per month per airline		Per deplaned passenger (see mi	Per occurrence	0.15	
Landing fees:					
Landing fee for air carrier per FAR Part 135 operations ² (ILE)		Per 1,000 lbs. maximum certified landin	Per occurrence	0.75	
Signatory (GRK)		Per 1,000 lbs. maximum certified landin	Per occurrence	0.84	
Non-signatory (GRK)		Per 1,000 lbs. maximum certified landin	Per occurrence	1.30	
Overnight aircraft parking:					
Killeen-Ft. Hood (GRK)					
Single-engine		Per night	Per occurrence	15.00	*
Multi-engine		Per night	Per occurrence	15.00	*
Helicopter		Per night	Per occurrence	15.00	*
Skylark Field (ILE)					
Single-engine		Per night	Per occurrence	5.00	*
Multi-engine		Per night	Per occurrence	7.00	*
Helicopter		Per night	Per occurrence	7.00	*
Unimproved land		Per square foot	Per month	0.046	*
Passenger screening area (GRK):					
Signatory- enplaned passenger; \$1,140 minimum per month per airline		Per enplaned passenger (see mi	Per occurrence	1.02	
Non-signatory- /enplaned passenger; \$1,428 minimum per month per airline		Per enplaned passenger (see mi	Per occurrence	1.25	
Public address system usage (GRK)		Per airline	Per month	50.00	
Customer Fees:					
Airport Authority Permits (GRK):					
Cab/Shuttle decals and permits		Per decal/permit	Per Year	148.13	
Duplicate decals and permits (lost or destroyed)		Each	Per occurrence	10.00	*
Airline or charter counter space (GRK)		Per event	Per occurrence	125.00	
Baggage storage room daily (GRK)		Per day	Per occurrence	150.00	*
Baggage storage room hourly (GRK)		Per hour	Per occurrence	25.00	*
Building services (GRK):					
Internet connections (additional)		Per device	Per month	10.00	*
Janitorial		Per hour	Per occurrence	40.00	*
Labor		Per hour	Per occurrence	55.00	
Port charges		Per device	Per month	1.00	*
Common-use fee (GRK)		Per set	Per departure	5.00	

Aviation, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Conference room rental (GRK):					
Daily:					
Large room (per day)		Each	Per day	\$250.00	*
Small room (per day)		Each	Per day	100.00	*
Training room (per day)		Each	Per day	100.00	*
Hourly:					
Large room (per hour)		Each	Per hour	35.00	*
Small room (per hour)		Each	Per hour	12.50	*
Training room (per hour)		Each	Per hour	15.00	*
Fax service (GRK and ILE):					
Domestic- First page		Per page	Per occurrence	2.00	*
Domestic- Each additional page		Per page	Per occurrence	1.00	*
Overseas- First page		Per page	Per occurrence	7.00	*
Overseas- Each additional page		Per page	Per occurrence	3.00	*
Lockout fee (GRK and ILE):					
Office hours		Each	Per occurrence	25.00	
Non-office hours		Each	Per occurrence	50.00	
Long distance charges (GRK):					
In State		Per minute	Per occurrence	0.10	
International (plus city cost)		Per minute	Per occurrence	0.50	*
Out of State		Per minute	Per occurrence	0.05	
Parking (GRK) ⁴:					
Long term					
31-60 minutes		Each	Per occurrence	1.00	*
Each additional 30 minutes (maximum \$8.00 per 24hr period/\$48.00 7-day period)		Each	Per occurrence; Per 24hr period	1.00	*
Monthly crew pass		Each	Per month	25.00	*
Short term					
31-60 minutes		Each	Per occurrence	1.00	*
Each additional 30 minutes (maximum \$10.00 per 24 hr period, max \$60.00 per 7-day period)		Each	Per occurrence	1.00	*
Photo copies (GRK and ILE)		Per page	Per occurrence	0.12	*
Vendor escort after hours (GRK)		Per hour	Per occurrence	50.00	*
Lease (Contracts and Rentals):					
Airline counter and office space (GRK):					
Signatory		Per square foot	Per month	2.11	
Non-signatory		Per square foot	Per month	3.50	
Building services:					
After hours escort (secure area)		Per hour	Per occurrence	55.00	
Car wash usage		Per minute	Per occurrence	0.25	*
External antenna or dish		Each	Per month	33.00	*
General labor		Per hour	Per occurrence	40.00	
Hourly overtime rate		Per hour	Per occurrence	60.00	
Internet access via T-1		Per connection	Per month	64.00	*
Employee Credentials:					
Replacement of lost cards or keys		Each	Per occurrence	20.00	

Aviation, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Internet connections (additional)		Per device	Per month	\$10.00	*
Janitorial service		Per hour	Per occurrence	35.00	*
Lightbulb replacement		Each	Per occurrence	6.00	*
Telephone:					
Local service		Per line	Per month	33.23	
Maintenance fee		Per line	Per month	15.00	
Phone rental		Per line	Per month	9.80	
Voice mail		Per line	Per month	2.24	
Rental cars (GRK):					
Rental car additional brand name fee		Each	Per Month	1,000.00	*
Rental car concession (\$42,000 min annual guarantee. Plus service area rental)	Set % with annual minimum plus service		Per Year	10% of gross receipts	
Rental car concession- Service area rental		Per Month	Per Year	400.00	*
Rental car customer facility charge		Per transaction	Per Day	3.00	
Rental car add'l ready line parking spaces		Per space	Per Month	150.00	
Rental car overflow parking		Per square foot	Per Month	150.00	
T-Hangars Rental (ILE):					
T Hangar- A		Each	Month	260.00	
T Hangar- B		Each	Month	235.00	
T Hangar- C		Each	Month	210.00	
T Hangar- D		Each	Month	185.00	
T Hangar- E		Each	Month	150.00	
T Hangar- F		Each	Month	280.00	
T Hangar- G		Each	Month	255.00	
T Hangar- H		Each	Month	230.00	
T-Hangar end units:					
T Hangar-A		Each	Month	90.00	
T Hangar-B		Each	Month	65.00	

¹Definitions: ILE refers to Skylark Field and GRK is for the Killeen-Ft. Hood Regional airport. ²FAR stands for Federal Aviation Regulations. Most charter operations run under FAR Part 135 which is titled Operating Requirements: Commuter and On Demand Operations and Rules Governing Persons on board such aircraft. Part 135 is non-scheduled charter and air taxi operations. Basically you call and they show up with an airplane. Part 121 is schedule air carrier operations. This means you have to show up in time to go along on a pre-scheduled flight. 312 quarts equals 1 case. 4Handicapped customers with current TxDOT handicapped credentials on vehicle are charged at the long-term lot rate.

Cemetery

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Burial Spaces:					
Non-resident Adult		Per burial space	Per Occurrence	\$1,635.00	*
Non-resident Infant		Per burial space	Per Occurrence	275.00	
Resident Adult		Per burial space	Per Occurrence	1,000.00	*
Resident Infant		Per burial space	Per Occurrence	200.00	
Cremations:					
Opening/Closing no setup		Per cremation	Per Occurrence	100.00	
Opening/Closing with a chair/carpet setup under pavilion or at gravesite		Per cremation	Per Occurrence	200.00	
Infant Opening/Closing:					
No setup		Per ceremony	Per Occurrence	75.00	*
Opening/Closing with a chair/carpet setup under pavilion or at gravesite		Per ceremony	Per Occurrence	87.50	

Cemetery, [cont'd]					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Other Fees:					
Chair/Carpet Setup: Pavilion or gravesite		Per setup	Per Ceremony	\$37.00	
Infant Disinterment		Per disinterment	Per Occurrence	262.00	
VA Marker Installations:					
Bronze VA Marker Installation with cemetery concrete base		Per marker	Per Occurrence	75.00	
Bronze VA Marker Installation with supplied granite base		Per marker	Per Occurrence	50.00	*
Flat VA Marker Installation		Per marker	Per Occurrence	50.00	*
Upright VA Marker Installation		Per marker	Per Occurrence	100.00	*

City Attorney					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Attorney General Fees:					

FYI: Fees for copies of public information effective 2-22-07 by the Texas Attorney General (Open Records Requests only). Not all AG fees are listed in our Ordinance. No Sales Tax shall be applied to copies of public information.

City Secretary					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Newcomers List - report of new utility connections (requested by businesses wanting to reach out to new residents)		Each	Per request	\$7.50	*
Alcohol Fees ¹		Per permit	Per request	20.00	*
Taxi/Ground Transportation:					
New application fee		Each	One time	300.00	*
Annual vehicle permit renewal		Per vehicle	Annual	50.00	*
Annual vehicle airport permit renewal		Per vehicle	Annual	40.00	*
Replacement permit		Per vehicle	As needed	10.00	*
Noise Waiver		Per event	One time	50.00	*
Police rotation list requested by tow service companies		Per list	Annual	50.00	*

¹ **Permit fees can be as low as \$20, but can be as much as \$2,500 based on the category/type of permit. The Texas Alcoholic Beverage Commission is the basis of the fees determined by City Council.**

Code Enforcement					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Abatement restitution administrative fee		Per event	Per Occurrence	\$120.00	
Mowing Violation		Per violation	Per Occurrence	50.00	

Fire Department					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Ambulance Fees (based on a one-way trip):					
Additional Attendant (if CPR is administered to a patient 300lbs or heavier; the patient is carried up or down a long flight of stairs)		Per service	Per occurrence	\$75.00	
Base Advanced Life Support 1 Inside City Limits		Per service	Per occurrence	700.00	
Base Advanced Life Support 2 Inside City Limits		Per service	Per occurrence	775.00	
Base Basic Life Support Inside City		Per service	Per occurrence	650.00	
Extrication		Per half hour	Per occurrence	100.00	*
Mileage (minimum)		Miles	Per occurrence	13.00	*
No Treatment No Transport (if requested from patient's residence)		Per request	Per occurrence	100.00	*
Non- Emergency Service Call		Per half hour	Per call	300.00	
Outside county limits fee added to base service fees (applicable to emergency pickups outside of county and each transport/transfer outside city limits)		Per service	Per occurrence	350.00	
Oxygen, drugs, medications, miscellaneous bandages and supplies		Per item	Per occurrence	65.00	*
Standing Time		Per half hour	Per occurrence	75.00	
Treatment no transport		Per service	Per occurrence	236.00	*
Adult Fire Academy:					
Blue Academy T-shirts		Per shirt	Per occurrence	15.00	*
CPR Course		Per course	Per occurrence	50.00	*
EMT-B Tuition		Per course	Per semester	550.00	*
Fire Academy Tuition		Per course	Per semester	2,500.00	
Optional Dorm		Per room	Per semester	650.00	*
TCoFP Test Fee		Per exam	Per occurrence	85.00	*
KISD Fire Academy Tuition Fees					
EMT (Senior Year both semesters at KISD Career Center)		Per semester	Per Senior Year	\$6,700.00	*
EMT (Senior Year Spring semester at KFD, max 30 students)		Per semester	Per Senior Year	550.00	*
Firefighter I - Junior Year (both semesters for 1-20 students, max 30)		Per year	Per Junior Year	34,000.00	*
Firefighter I - Junior Year additional students		Per student	Per Junior Year	1,250.00	*
Firefighter II - Senior Year (fall semester for 1-20 students, max 30)		Per semester	Per Senior Year	20,400.00	*
Firefighter II - Senior Year additional students		Per student	Per Senior Year	625.00	*
Fire Marshal Fees:					
Inspections					
Daycare Center		Per Inspection	Per occurrence	75.00	
Foster Home		Per Inspection	Per occurrence	50.00	
Hospitals		Per Inspection	Per occurrence	180.00	*
Nursing Home		Per Inspection	Per occurrence	135.00	*
Other		Per Inspection	Per occurrence	50.00	
Registered Family Home		Per Inspection	Per occurrence	50.00	
Permits					
Commercial Fire Alarm		Per Permit	Per occurrence	75.00	
Health Care Facility (initial permit \$500)		Per Permit	Per occurrence	175.00	
Residential Fire Alarm		Per Permit	Per occurrence	25.00	
Automatic Sprinkler System (2 hour)		Per Test	Per occurrence	125.00	*
Fire Alarm System (1st 30min)		Per Test	Per occurrence	75.00	
Fixed Fire Suppression (Ansul, etc.)		Per Test	Per occurrence	60.00	

Fire Department, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Fuel Line Pressure Test		Per Test	Per occurrence	50.00	*
Fuel Tank Pressure Test (approx. 30min)		Per Test	Per occurrence	50.00	*
Fuel Tank Storage (approx. 30min)		Per Test	Per occurrence	50.00	*
Natural Gas		Per Test	Per occurrence	50.00	*
Other		Per Test	Per occurrence	50.00	*
After-Hours Inspection Fee		Per Inspection	Per occurrence	\$200 (1st hr/ \$100 per hr. thereafter)	
Required Fire Watch		Per Inspection	Per occurrence	\$200 (1st hr/ \$100 per hr. thereafter)	

Golf

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Annual discount pass:					
Additional Family Member Pass ³		Per person	Per Year	\$350.00	*
Individual Annual Pass- Non-resident ³		Per person	Per Year	900.00	*
Individual Annual Pass- Resident ³		Per person	Per Year	800.00	*
Junior Annual 6-month Pass		Per 6-months	Per year	250.00	*
Junior Annual Pass (high school or younger)		Per Year	Per Occurrence	400.00	*
Junior Summer Pass		Per person	Per year	130.00	*
Senior Annual Pass- Non-resident ³		Per Year	Per Occurrence	625.00	*
Senior Annual Pass- Resident ³		Per Year	Per Occurrence	600.00	*
Trail Fees:					
Annual Non-resident		Per Year	Per Occurrence	\$500.00	*
Annual Resident		Per Year	Per Occurrence	425.00	*
Daily plus tax		Per Day	Per Occurrence	15.00	*
Power Carts (one person):					
18 Holes includes tax		Per person	Per Occurrence	16.00	*
9 Holes includes tax		Per person	Per Occurrence	11.00	*
Pull Carts:					
18 Holes plus tax		Per person	Per Occurrence	6.00	*
9 Holes plus tax		Per person	Per Occurrence	2.50	*
Handicap Fee		Per Person	Per year	25.00	*
Green Fees: Weekdays					
Junior (high school student or younger) ²		Per Day	Per Occurrence	14.00	*
Regular ¹		Per Day	Per Occurrence	22.00	*
Senior (60+) ²		Per Day	Per Occurrence	16.00	*
Twilight ²		Per Day	Per Occurrence	14.00	*
Green Fees: Weekends and Holidays					
Junior (high school student or younger) ²		Per Day	Per Occurrence	15.00	*
Junior after 2pm (high school student or younger) ²		Per Day	Per Occurrence	8.00	*
Regular and Seniors ¹		Per Day	Per Occurrence	30.00	*
Twilight ²		Per Day	Per Occurrence	20.00	*
Rentals:					
Board Room Rental		Per Day	Per Occurrence	25.00	*
Bucket of Balls		Per bucket	Per Occurrence	5.00	*
Cart Shed Rental (including trail fees)		Per Rental	Per Year	900.00	*

Golf [cont'd]					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Club rental (18 holes, premium) plus tax		Per club	Per Occurrence	15.00	*
Clubhouse Property- All		Per Day	Per Occurrence	1,200.00	*
Large Room Rental		Per Day	Per Occurrence	100.00	*
Outside Area Rental Fee		Per Day	Per Occurrence	150.00	*

¹\$3.00 of these fees will be used for capital improvements. ²\$2.00 of these fees will be used for capital improvements. ³\$3.00 user fee assessed per round played Monday - Friday; \$7.00 assessed per round played user fee Saturday - Sunday and all Holidays.

Killeen Arts & Activities Center (KAAC)					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Equipment Rental:					
Arch		Per Day	Per occurrence	\$30.00	*
Banquet Hall AV (Projector, Screen, 2 TV's Sound & Wireless Mic)		Per Day	Per occurrence	200.00	
Choir Risers (3 levels per section. Up to 6 sections available)		Per section	Per occurrence	12.50	
Cocktail Table Covers		Each	Per occurrence	5.00	*
Dance floor 12x12		Per day	Per occurrence	200.00	*
Dance floor 15x15		Per day	Per occurrence	250.00	*
Dance floor 18x18		Per day	Per occurrence	300.00	*
Décor Panel		Each	Per occurrence	5.00	*
Décor Panel (set of 12)		Per Set	Per occurrence	\$40.00	*
Dry erase board		Per day	Per occurrence	15.00	*
Easel		Per day	Per occurrence	10.00	*
Extension Cord		Per Day	Per occurrence	20.00	*
Fairy Lights (set of 4)		Per set	Per occurrence	10.00	*
Flag set (American & Texas)		Per set	Per occurrence	20.00	
Flip chart with market set		Per day	Per occurrence	10.00	
Laptop		Per day	Per occurrence	50.00	*
Large Sound System (16 channel mixer, 2 speakers, 4 wired mics, 2 wireless mics, & CD player)		Per day	Per occurrence	225.00	
Pipe and drape		Per section	Per occurrence	30.00	*
Podium with sound/microphone		Per day	Per occurrence	50.00	*
Portable 40" plasma TV (For C114 and G125)		Per day	Per occurrence	50.00	*
Portable 40" plasma TV (Portable for any room)		Per day	Per occurrence	40.00	
Premier Reception Package (Pipe & Drape, Fairy Lights, 2 Cocktail Table Covers, Banquet Hall AV, Uplighting, 12 Décor Panels)		Per day	Per occurrence	210.00	*
Premier Wedding Package (Pipe & Drape, 2 Cocktail Table Cover, Arch, Small Sound System, 12 Décor Panels)		Per Day	Per occurrence	160.00	*
Projector set		Per day	Per occurrence	80.00	*
Reception Package (Pipe & Drape, Fairy Lights, 2 Cocktail Table Covers, Banquet Hall AV, Uplighting)		Per day	Per occurrence	180.00	*
Small Sound System(4 channel mixer, 2 speakers, 1 wired mic, CD player)		Per day	Per occurrence	60.00	
Speaker with Microphone		per day	Per occurrence	30.00	

Killeen Arts & Activities Center (KAAC), [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Equipment Rental [cont'd]:					
Spotlight (For Performing Arts Center use only)		Per day	Per occurrence	20.00	
Uplighting (set of 6)		per set	per occurrence	30.00	*
Wedding Package (Pipe & Drape, 2 Cocktail Table Cover, Arch, Small Sound System)		per day	Per occurrence	130.00	*
Laptop (C114 & G125)		Per day	Per occurrence	30.00	
Room Rentals¹:					
A104 - Performing Arts Auditorium	5,865 sq. ft.	Per day	Per occurrence	625.00	
A104 - Performing Arts Auditorium (Mon - Thurs 8a - 5p)	5,865 sq. ft.	Per day	Per occurrence	315.00	
B102 - Meeting Room	1,075 sq. ft.	Per day	Per occurrence	200.00	*
B102 - Meeting Room (Mon - Thurs 8a - 5p)	1,075 sq. ft.	Per day	Per occurrence	115.00	
B111 - Meeting Room	946 sq. ft.	Per day	Per occurrence	150.00	*
B111 - Meeting Room (Mon - Thurs 8a - 5p)	946 sq. ft.	Per day	Per occurrence	75.00	
C105 - Clements Auditorium	2,222 sq. ft.	Per day	Per occurrence	375.00	
C105 - Clements Auditorium (Mon - Thurs 8a - 5p)	2,222 sq. ft.	Per day	Per occurrence	188.00	
C114 - Board	512 sq. ft.	Per day	Per occurrence	125.00	
C114 - Board (Mon - Thurs 8a - 5p)	512 sq. ft.	Per day	Per occurrence	63.00	
D105 - Homestyle Kitchen	180 sq. ft.	Per day	Per occurrence	50.00	*
G108 - Large Banquet Hall	3,774 sq. ft.	Per day	Per occurrence	500.00	
G108 - Large Banquet Hall (Mon - Thurs 8a - 5p)	3,774 sq. ft.	Per day	Per occurrence	250.00	
G116 - Commercial Kitchen	920 sq. ft.	Per day	Per occurrence	\$200.00	*
G123 - Dressing	285 sq. ft.	Per day	Per occurrence	100.00	*
G124 - Dressing	285 sq. ft.	Per day	Per occurrence	100.00	*
G125 - Meeting Room	541 sq. ft.	Per day	Per occurrence	125.00	
G125 - Meeting Room (Mon - Thurs 8a - 5p)	541 sq. ft.	Per day	Per occurrence	63.00	
G126 - Small Banquet Hall	948 sq. ft.	Per day	Per occurrence	200.00	*
G126 - Small Banquet Hall	948 sq. ft.	Per day	Per occurrence	100.00	
Courtyard	5,247 sq. ft.	Per day	Per occurrence	150.00	*
Green Ave Pavilion - Farmers Market	33,120 sq. ft.	Per day	Per occurrence	150.00	*
Other:					
After hours fee		Per 1/2 hour	Per occurrence	200.00	
Cleaning/Damage Deposit (returned in 10 business days provided there are no damages)				1/2 cost of room	
Dance floor reset fee		Each	Per occurrence	150.00	*
Room reset fee		Each	Per occurrence	50.00	*

¹All reservations are on a first-come, first-serve basis and must be made in person. The rooms are booked in 8-hour time blocks. Exceptions may be granted at the Director's discretion. Event time blocks must fall between 8:00am and midnight on any given day. Clients may incur additional charges for additional time.

Killeen Community Center Operations

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Attendant Fee (outside of normal hours)		Per hour	Per Occurrence	\$25.00	*
Non-Profit Rates:					
Community Room (G500 and G600)		Every 2 hours	Per reservation	20.00	*
Community Room (G500 and G600)		Per day	Per reservation	100.00	*
Gym		Every 1.5 hours	1.5 hours	25.00	*
Gym		Per day	Per reservation	1,200.00	*
Multi-Purpose Room		Every 2 hours	Per reservation	20.00	*
Multi-Purpose Room		Per day	Per reservation	100.00	*
Room 150/W200		Every 2 hours	Per reservation	60.00	*
Room 150/W200		Per day	Per reservation	250.00	*
Non-Resident Rates:					
Community Room (G500 and G600)		Every 2 hours	Per reservation	70.00	*
Community Room (G500 and G600)		Per day	Per reservation	205.00	*
Gym		Every 1.5 hours	1.5 hours	45.00	*
Gym		Per day	Per reservation	1,400.00	*
Multi-Purpose Room		Every 2 hours	Per reservation	70.00	*
Multi-Purpose Room		Per day	Per reservation	205.00	*
Room 150/W200		Every 2 hours	Per reservation	100.00	*
Room 150/W200		Per day	Per reservation	295.00	*
Resident Rates:					
Community Room (G500 and G600)		Per day	Per reservation	150.00	*
Gym		Every 1.5 hours	1.5 hours	35.00	*
Gym		Per day	Per reservation	1,200.00	*
Multi-Purpose Room		Every 2 hours	Per reservation	30.00	*
Multi-Purpose Room		Per day	Per reservation	150.00	*
Room 150/W200		Every 2 hours	Per reservation	75.00	*
Room 150/W200		Per day	Per reservation	265.00	*

Killeen Convention & Civic Center (KCCC)

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Equipment Rental:					
Additional Event Coordinator		Per hour	Per day	\$50.00	*
Bleachers		Per set	Per day	50.00	*
Chairs at KCCC [1st 500 chairs complimentary]		Each add'l 50 chairs	Per day	25.00	*
Chairs at Exhibition Hall		Each	Per day	-	*
Clean up fee		Per day	Per occurrence	350.00	*
Connection fee (into house system)		Each	Per day	25.00	*
Dance floor (12' x 12')		Each	Per day	250.00	*
Dance floor (18' x 18')		Each	Per day	350.00	*
Dance floor (20' x 20')		Each	Per day	375.00	*
Dance floor (24' x 24')		Each	Per day	400.00	*
Digital presenter (portable projector)		Each	Per day	50.00	*
Easel		Each	Per day	10.00	*
Electrical outlets		Each	Per day	15.00	*
Extension cords		Each	Per day	20.00	*
Extra dumpster		Each	Per day	60.00	*
Fish bowl - large		Each	Per day	5.00	*
Fish bowl - small		Each	Per day	3.00	*
Flags (American & Texas)		Each	Per day	30.00	*

Killeen Convention & Civic Center (KCCC), [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Equipment Rental:					
Flags (20 International)		Per set	Per day	100.00	*
Flip chart		Each	Per day	15.00	*
Forklift/man life with operator		Per hour	Per occurrence	75.00	*
Genie Lift		Per hour	Per occurrence	50.00	*
High cocktail table covers		Each	Per occurrence	10.00	*
Hurricane lamps		Each	Per day	5.00	*
Information Technology Technician		Per hour	Per day	50.00	*
Internet service - hub for multiple users		Each	Per day	100.00	*
Internet service - hub for a single user		Each	Per day	25.00	*
Kitchen rental		Each	Per day	300.00	*
Labor		Per hour	Per occurrence	50.00	*
Labor - midnight to 7 am		Per 1/2 hour	Per occurrence	87.00	
Laptop		Each	Per day	50.00	*
Large screen		Each	Per day	23.00	
Marker board		Each	Per day	10.00	*
Mic - hardware/handheld/lapel		Each	Per day	25.00	*
Mirrors - round		Each	Per day	1.00	*
Pipe and drape (5' wide x 10' wide)		Per section	Per day	30.00	*
Plasma screen with VCR and DVD		Each	Per day	75.00	*
Podium w/microphone		Each	Per day	50.00	*
Portable sound system w/additional speakers		Per set	Per day	100.00	*
Portable sound system w/two speakers		Each	Per day	200.00	*
Red carpet runner		Each	Per day	30.00	
Red velvet rope w/stanchion		Each	Per day	25.00	
Reset room fee		Per day	Per occurrence	440.00	
Riser/stage panel		Each	Per day	25.00	*
RV electrical hook-ups		Each	Per day	20.00	*
Stage 16' x 24'		Each	Per day	450.00	
Stage 32' x 40'		Each	Per day	660.00	
Stage backdrop panels		Each	Per day	\$50.00	*
Stage transport to Exhibition Hall plus stage rental		Each	Per day	200.00	*
Stage with runway		Each	Per day	700.00	*
Tables at Exhibition Hall		Each	Per table	4.00	*
Telephones for conference calls (plus long distance)		Per day	Per occurrence	25.00	*
Telephones for events		Each	Per day	25.00	*
Ticket office		Each	Per day	25.00	*
Video projector set-up		Each	Per day	150.00	*
White backdrops w/curtain lights (10' wide)		Each	Per day	50.00	*
Room Rentals*:					
Military and Non-Profit Rates**:					
Ballroom A	3,900 sq. ft.	Per day	Per occurrence	385.00	
Ballroom A & B	7,800 sq. ft.	Per day	Per occurrence	715.00	
Ballroom A, B, C	23,400 sq. ft.	Per day	Per occurrence	1,815.00	
Ballroom B	3,900 sq. ft.	Per day	Per occurrence	385.00	
Ballroom C	15,600 sq. ft.	Per day	Per occurrence	1,100.00	

Killeen Convention & Civic Center (KCCC), [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Building area	63,000 sq. ft.	Per day	Per occurrence	3,916.00	
Parking lot at special events center		Per day	Per occurrence	250.00	*
Special events center	53,000 sq. ft.	Per day	Per occurrence	1,045.00	
Special events room	3,500 sq. ft.	Per day	Per occurrence	594.00	
Standard Rates:					
Ballroom A	3,900 sq. ft.	Per day	Per occurrence	440.00	
Ballroom A & B	7,800 sq. ft.	Per day	Per occurrence	797.50	
Ballroom A, B, C	23,400 sq. ft.	Per day	Per occurrence	2,035.00	
Ballroom B	3,900 sq. ft.	Per day	Per occurrence	440.00	
Ballroom C	15,600 sq. ft.	Per day	Per occurrence	1,232.00	
Board room	650 sq. ft.	Per day	Per occurrence	110.00	
Board room (Mon.-Thurs. 8am-noon or 12pm-4pm)	650 sq. ft.	Per 1/2 day	Per occurrence	55.00	*
Building area	63,000 sq. ft.	Per day	Per occurrence	4,356.00	
Meeting rooms combined: 1&2, 3&4, or 5&6	1,440 sq. ft.	Per day	Per occurrence	231.00	
Meeting rooms combined: 1&2, 3&4, or 5&6 (Mon.-Thurs. 8am-noon or 12pm-4pm)	1,440 sq. ft.	Per 1/2 day	Per occurrence	115.00	*
Meeting rooms separate: 1, 2, 3, 4, 5, or 6	720 sq. ft.	Per day	Per occurrence	132.00	
Meeting rooms separate: 1, 2, 3, 4, 5, or 6 (Mon.-Thurs. 8am-noon or 12pm-4pm)	720 sq. ft.	Per 1/2 day	Per occurrence	65.00	*
Parking lot at special events center		Per day	Per occurrence	250.00	*
Rodeo arena and grounds	8,000 sq. ft.	Per day	Per occurrence	500.00	*
Special events center	53,000 sq. ft.	Per day	Per occurrence	1,155.00	
Special events room	3,500 sq. ft.	Per day	Per occurrence	660.00	
Cash bar minimum			Per occurrence	300.00	*
Hosted bar minimum			Per occurrence	350.00	*

*An additional fee of \$75 (\$100 is the desired rate) for 1/2 hour shall be charged for the rental of the facility between the hours of midnight and 7:00 a.m. In addition, room rentals are for 12-hour period. **Non-profit and military rate receive a 10% discount and applies to events. Monday - Thursday only. Note: Council grants the City Manager the authority to temporarily change rates from time to time for promotional purposes.

Library

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Exam Proctoring:					
Administered by non-professional library staff		Per test	Per occurrence	\$10.00	*
Interlibrary loan postage charges		Each	Per occurrence	3.00	
Library Cards:					
Replacement borrower barcodes		Each	Per occurrence	1.00	
Replacement library cards		Each	Per occurrence	2.25	
Residents of any other Texas county except Bell, Coryell, Lampasas, and Williamson County**		Per card	Per Request	12.50	
Lost and damaged materials:					
Artwork for DVD or CD (in outer sleeve)		Each	Per occurrence	2.00	*
Audiobook cases 1-20 sections		Each	Per occurrence	6.00	*
Audiobook cases 21-30 sections		Each	Per occurrence	18.00	*
Audiobooks covered under vendor replacement guarantee (cost may be less, depends on catalog)		Each	Per occurrence	10.00	*
Barcodes		Each	Per occurrence	1.00	*

Library, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Books (not overdue)		Per book	Per occurrence	Retail cost at time of purchase	
DVD cases, multiple discs		Each	Per occurrence	6.25	
DVD cases, single		Each	Per occurrence	2.00	*
Interlibrary loan items (plus processing fees)		Each	Per occurrence	Amount charged by lending institution	
Processing fee for items more than 6 mths overdue		Each	Per occurrence	20.00	*
Overdue Items:					
Interlibrary loan items (plus any overdue and/or processing fees charged by the lending library)		Per day	Per occurrence	1.00	*
Overdue items (up to the retail cost of the item)		Each	Per day	0.25	*
Overdue items more than 6 months late (does not include retail cost of item)		Per item	Per occurrence	10.00	
Photocopy and printing charges		Per Page	Per occurrence	0.10	*
Requests by correspondence for photocopies (plus actual postage)	per page	Per page	Per occurrence	1.00	

Lions Club Park Operations

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Residents:					
Resident Adult Annual (one payment)		Per Membership	Per Year	160.00	
Resident Adult Monthly (total \$276)		Per Membership	Per Month	15.00	
Resident Adult Quarterly (total \$228)		Per Membership	Per Quarter	42.50	
Resident Day Pass		Per day	Per occurrence	5.00	*
Resident Family Annual (one payment)		Per Family	Per Year	460.00	*
Resident Family Monthly (total \$540)		Per Membership	Per Month	45.00	*
Resident Family Quarterly (total \$500)		Per Membership	Per Quarter	125.00	*
Resident Senior Citizen Annual (one payment)		Per Membership	Per Year	100.00	*
Resident Senior Citizen Monthly (total \$120)		Per Membership	Per Month	10.00	*
Resident Senior Citizen Quarterly (total \$108)		Per Membership	Per Quarter	27.00	*
Resident Youth Annual (one payment)		Per Membership	Per Year	100.00	
Resident Youth Monthly (total \$132)		Per Membership	Per Month	11.00	*
Resident Youth Quarterly (total \$120)		Per Membership	Per Quarter	30.00	*

Parks & Public Grounds

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Amphitheater with admission fee		Per day	Per Occurrence	\$100.00	*
Amphitheater with no admission fee		Per day	Per Occurrence	50.00	*
Conder Park Basketball Court ¹		Per Field	Per Occurrence	75.00	*
Davis Baseball Field ¹		Per Field	Per Occurrence	100.00	
Graffiti Removal Fee- Paint Over		Per additional hour	Per Occurrence	25.00	*
Graffiti Removal Fee- Paint Over		Per hour	Per Occurrence	50.00	*

Parks & Public Grounds [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Graffiti Removal Fee- Power Wash		Per additional hour	Per Occurrence	\$25.00	*
Graffiti Removal Fee- Power Wash		Per initial 2 hours of Labor	Per Occurrence	150.00	*
Killeen Athletic Complex ¹		Per Field	Per Occurrence	100.00	
Lighting for Fields		Per Use	Per Occurrence	65.00	
Lions Club Park Baseball Complex ¹		Per Field	Per Occurrence	100.00	
Lions Club Park Multi-Purpose Fields ¹		Per Field	Per Occurrence	100.00	
Long Branch Park Basketball Court		Per Field	Per Occurrence	75.00	*
Non-resident Fees:					
AA Lane Park Pavilion		Non-resident Fee	Per Occurrence	40.00	*
Andy K. Wells Pavilion		Non-resident Fee	Per Occurrence	40.00	*
Conder Park Pavilion		Non-resident Fee	Per Occurrence	100.00	*
Crawford Drever Pavilion		Non-resident Fee	Per Occurrence	40.00	*
Long Branch Park Pavilion 1 (Oct 2 - Spring Break)		Non-resident Fee	Per Occurrence	100.00	*
Long Branch Park Pavilion 1 (Spring Break - Oct 1)		Non-resident Fee	Per Occurrence	200.00	*
Long Branch Park Pavilion 2		Non-resident Fee	Per Occurrence	100.00	*
Lou Hansen Pavilion		Non-resident Fee	Per Occurrence	200.00	*
Marlboro Park Pavilion		Non-resident Fee	Per Occurrence	40.00	*
Maxdale Park Pavilion		Non-resident Fee	Per Occurrence	40.00	*
Rotary Park Pavilion		Non-resident Fee	Per Occurrence	100.00	*
Timber Ridge Pavilion		Non-resident Fee	Per Occurrence	40.00	*
Resident Fees:					
AA Lane Park Pavilion		Resident Fee	Per Occurrence	20.00	*
Andy K. Wells Pavilion		Resident Fee	Per Occurrence	20.00	*
Conder Park Pavilion		Resident Fee	Per Occurrence	50.00	*
Crawford Drever Pavilion		Resident Fee	Per Occurrence	20.00	*
Long Branch Park Pavilion 1 (Oct 2 - Spring Break)		Resident Fee	Per Occurrence	50.00	*
Long Branch Park Pavilion 1 (Spring Break - Oct 1)		Resident Fee	Per Occurrence	100.00	*
Long Branch Park Pavilion 2		Resident Fee	Per Occurrence	50.00	*
Lou Hansen Pavilion		Resident Fee	Per Occurrence	100.00	*
Marlboro Park Pavilion		Resident Fee	Per Occurrence	20.00	*
Maxdale Park Pavilion		Resident Fee	Per Occurrence	20.00	*
Rotary Park Pavilion		Resident Fee	Per Occurrence	50.00	*
Timber Ridge Pavilion		Resident Fee	Per Occurrence	20.00	*
Skate Parks		Per Rental	Per Occurrence	150.00	*

¹ All deposit changes were made by the Department Head.

Planning and Development

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Abandonment of ROW/Easement		Per event	Per Occurrence	\$415.00	*
Adult Oriented Business Fee		Per application	Per permit	300.00	*
Conditional Use Permit		Per permit	Per Occurrence	500.00	*
Copy Fees					
City Map		Per Copy	Per Occurrence	20.00	*
Master Street List		Per Copy	Per Occurrence	8.00	*
Plat Copy		Per Copy	Per Occurrence	10.00	*
Credit Access Business Registration Annual		Per registration	Per Annum	65.00	

Planning and Development, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Final Plat Application					
1 to 10 acres		Per application	Per Occurrence	\$300.00	*
10 to 50 acres		Per application	Per Occurrence	400.00	*
50 acres and above		Per application	Per Occurrence	500.00	*
Future Land Use Map (FLUM) Amendments		Per amendment	Per Occurrence	100.00	*
Land Disturbance					
1 to 10 acres			Per Occurrence	120.00	*
10 to 50 acres			Per Occurrence	140.00	*
50 acres and above			Per Occurrence	180.00	*
Permit Fees ^{1,2,3} :					
Finishing, Repairs, Maintenance, Other ⁴					
Building	\$0.00 to \$3,000.00	Per permit	Per Occurrence	35.00	*
Building	\$3,000.01 to \$4,000	Per permit	Per Occurrence	43.00	*
Building	\$4,000.01 to \$5,000	Per permit	Per Occurrence	54.00	*
Building	\$5,000.01 to \$6,000	Per permit	Per Occurrence	65.00	*
Building	\$6,000.01 to \$7,000	Per permit	Per Occurrence	76.00	*
Building	\$7,000.01 to \$8,000	Per permit	Per Occurrence	87.00	*
Building	\$8,000.01 to \$9,000	Per permit	Per Occurrence	98.00	*
Building	\$9,000.01 to \$10,000	Per permit	Per Occurrence	109.00	*
Building	\$10,000.01 to \$11,000	Per permit	Per Occurrence	119.00	*
Building	\$11,000.01 to \$12,000	Per permit	Per Occurrence	130.00	*
Building	\$12,000.01 to \$13,000	Per permit	Per Occurrence	141.00	*
Building	\$13,000.01 to \$14,000	Per permit	Per Occurrence	152.00	*
Building	\$14,000.01 to \$15,000	Per permit	Per Occurrence	163.00	*
Building	\$15,000.01 to \$50,000	Per permit	Per Occurrence	163.00	*
Building	Plus per \$1, 000 over \$15,000	Per permit	Per Occurrence	6.00	*
Building	\$50,000.01 to \$100,000	Per permit	Per Occurrence	373.00	*
Building	Plus per \$1, 000 over \$50,000	Per permit	Per Occurrence	5.00	*
Building	\$100,000.01 to \$500,000	Per permit	Per Occurrence	623.00	*
Building	Plus per \$1,000 over \$100,000	Per permit	Per Occurrence	4.00	*
Building	\$500,000.01 to Up	Per permit	Per Occurrence	2,223.00	*
Building	Plus per \$1,000 over \$500,000	Per permit	Per Occurrence	1.00	*
Electrical	\$0.00 to \$3,000.00	Per permit	Per Occurrence	35.00	*
Electrical	\$3,000.01 to \$4,000	Per permit	Per Occurrence	35.00	*
Electrical	\$4,000.01 to \$5,000	Per permit	Per Occurrence	43.00	*
Electrical	\$5,000.01 to \$6,000	Per permit	Per Occurrence	52.00	*
Electrical	\$6,000.01 to \$7,000	Per permit	Per Occurrence	61.00	*
Electrical	\$7,000.01 to \$8,000	Per permit	Per Occurrence	69.00	*
Electrical	\$8,000.01 to \$9,000	Per permit	Per Occurrence	78.00	*
Electrical	\$9,000.01 to \$10,000	Per permit	Per Occurrence	87.00	*
Electrical	\$10,000.01 to \$11,000	Per permit	Per Occurrence	95.00	*
Electrical	\$11,000.01 to \$12,000	Per permit	Per Occurrence	104.00	*
Electrical	\$12,000.01 to \$13,000	Per permit	Per Occurrence	113.00	*
Electrical	\$13,000.01 to \$14,000	Per permit	Per Occurrence	122.00	*
Electrical	\$14,000.01 to \$15,000	Per permit	Per Occurrence	130.00	*
Electrical	\$15,000.01 to \$50,000	Per permit	Per Occurrence	130.00	*

Planning and Development, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Electrical	Plus per \$1, 000 over \$15,000	Per permit	Per Occurrence	\$5.00	*
Electrical	\$50,000.01 to \$100,000	Per permit	Per Occurrence	305.00	*
Electrical	Plus per \$1, 000 over \$50,000	Per permit	Per Occurrence	4.00	*
Electrical	\$100,000.01 to \$500,000	Per permit	Per Occurrence	505.00	*
Electrical	Plus per \$1,000 over \$100,000	Per permit	Per Occurrence	3.00	*
Electrical	\$500,000.01 to Up	Per permit	Per Occurrence	1,705.00	*
Electrical	Plus per \$1,000 over \$500,000	Per permit	Per Occurrence	1.00	*
Mechanical	\$0.00 to \$3,000.00	Per permit	Per Occurrence	35.00	*
Mechanical	\$3,000.01 to \$4,000	Per permit	Per Occurrence	35.00	*
Mechanical	\$4,000.01 to \$5,000	Per permit	Per Occurrence	43.00	*
Mechanical	\$5,000.01 to \$6,000	Per permit	Per Occurrence	52.00	*
Mechanical	\$6,000.01 to \$7,000	Per permit	Per Occurrence	61.00	*
Mechanical	\$7,000.01 to \$8,000	Per permit	Per Occurrence	69.00	*
Mechanical	\$8,000.01 to \$9,000	Per permit	Per Occurrence	78.00	*
Mechanical	\$9,000.01 to \$10,000	Per permit	Per Occurrence	87.00	*
Mechanical	\$10,000.01 to \$11,000	Per permit	Per Occurrence	95.00	*
Mechanical	\$11,000.01 to \$12,000	Per permit	Per Occurrence	104.00	*
Mechanical	\$12,000.01 to \$13,000	Per permit	Per Occurrence	113.00	*
Mechanical	\$13,000.01 to \$14,000	Per permit	Per Occurrence	122.00	*
Mechanical	\$14,000.01 to \$15,000	Per permit	Per Occurrence	130.00	*
Mechanical	\$15,000.01 to \$50,000	Per permit	Per Occurrence	130.00	*
Mechanical	Plus per \$1, 000 over \$15,000	Per permit	Per Occurrence	5.00	*
Mechanical	\$50,000.01 to \$100,000	Per permit	Per Occurrence	305.00	*
Mechanical	Plus per \$1, 000 over \$50,000	Per permit	Per Occurrence	4.00	*
Mechanical	\$100,000.01 to \$500,000	Per permit	Per Occurrence	505.00	*
Mechanical	Plus per \$1,000 over \$100,000	Per permit	Per Occurrence	3.00	*
Mechanical	\$500,000.01 to Up	Per permit	Per Occurrence	1,705.00	*
Mechanical	Plus per \$1,000 over \$500,000	Per permit	Per Occurrence	1.00	*
Plans	\$0.00 to \$3,000.00	Per permit	Per Occurrence	35.00	*
Plans	\$3,000.01 to \$4,000	Per permit	Per Occurrence	35.00	*
Plans	\$4,000.01 to \$5,000	Per permit	Per Occurrence	35.00	*
Plans	\$5,000.01 to \$6,000	Per permit	Per Occurrence	35.00	*
Plans	\$6,000.01 to \$7,000	Per permit	Per Occurrence	38.00	*
Plans	\$7,000.01 to \$8,000	Per permit	Per Occurrence	44.00	*
Plans	\$8,000.01 to \$9,000	Per permit	Per Occurrence	49.00	*
Plans	\$9,000.01 to \$10,000	Per permit	Per Occurrence	55.00	*
Plans	\$10,000.01 to \$11,000	Per permit	Per Occurrence	60.00	*
Plans	\$11,000.01 to \$12,000	Per permit	Per Occurrence	65.00	*
Plans	\$12,000.01 to \$13,000	Per permit	Per Occurrence	71.00	*
Plans	\$13,000.01 to \$14,000	Per permit	Per Occurrence	76.00	*
Plans	\$14,000.01 to \$15,000	Per permit	Per Occurrence	82.00	*
Plans	\$15,000.01 to \$50,000	Per permit	Per Occurrence	82.00	*

Planning and Development, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Plans	Plus per \$1, 000 over \$15,000	Per permit	Per Occurrence	\$4.00	*
Plans	\$50,000.01 to \$100,000	Per permit	Per Occurrence	187.00	*
Plans	Plus per \$1, 000 over \$50,000	Per permit	Per Occurrence	3.00	*
Plans	\$100,000.01 to \$500,000	Per permit	Per Occurrence	312.00	*
Plans	Plus per \$1,000 over \$100,000	Per permit	Per Occurrence	2.00	*
Plans	\$500,000.01 to Up	Per permit	Per Occurrence	1,112.00	*
Plans	Plus per \$1,000 over \$500,000	Per permit	Per Occurrence	1.00	*
Plumbing	\$0.00 to \$3,000.00	Per permit	Per Occurrence	35.00	*
Plumbing	\$3,000.01 to \$4,000	Per permit	Per Occurrence	35.00	*
Plumbing	\$4,000.01 to \$5,000	Per permit	Per Occurrence	43.00	*
Plumbing	\$5,000.01 to \$6,000	Per permit	Per Occurrence	52.00	*
Plumbing	\$6,000.01 to \$7,000	Per permit	Per Occurrence	61.00	*
Plumbing	\$7,000.01 to \$8,000	Per permit	Per Occurrence	69.00	*
Plumbing	\$8,000.01 to \$9,000	Per permit	Per Occurrence	78.00	*
Plumbing	\$9,000.01 to \$10,000	Per permit	Per Occurrence	87.00	*
Plumbing	\$10,000.01 to \$11,000	Per permit	Per Occurrence	95.00	*
Plumbing	\$11,000.01 to \$12,000	Per permit	Per Occurrence	104.00	*
Plumbing	\$12,000.01 to \$13,000	Per permit	Per Occurrence	113.00	*
Plumbing	\$13,000.01 to \$14,000	Per permit	Per Occurrence	122.00	*
Plumbing	\$14,000.01 to \$15,000	Per permit	Per Occurrence	130.00	*
Plumbing	\$15,000.01 to \$50,000	Per permit	Per Occurrence	130.00	*
Plumbing	Plus per \$1, 000 over \$15,000	Per permit	Per Occurrence	5.00	*
Plumbing	\$50,000.01 to \$100,000	Per permit	Per Occurrence	305.00	*
Plumbing	Plus per \$1, 000 over \$50,000	Per permit	Per Occurrence	4.00	*
Plumbing	\$100,000.01 to \$500,000	Per permit	Per Occurrence	505.00	*
Plumbing	Plus per \$1,000 over \$100,000	Per permit	Per Occurrence	3.00	*
Plumbing	\$500,000.01 to Up	Per permit	Per Occurrence	1,705.00	*
Plumbing	Plus per \$1,000 over \$500,000	Per permit	Per Occurrence	1.00	*
Miscellaneous:					
After Hours Inspection		Per hour	First 2 hours	200.00	*
After Hours Inspection - Additional per hour/fraction of hour after 2 hours		Per hour/fraction of hour	Per Inspection	100.00	*
Appeals-					
Construction board of appeals		Per request	Per Occurrence	275.00	*
Zoning board of adjustments and appeals		Per request	Per Occurrence	275.00	*
Certificates of Occupancy-					
Lost or replacement (reprint)		Each	Per Issuance	5.00	*
New		Each	Per Issuance	90.00	*
Partial/Temporary (First 30 Days)		Each	Per Issuance	90.00	*
b. Second Extension of 30 days		Each	Per Issuance	180.00	*
c. Third or more extensions of 30 days (each)		Each	Per Issuance	270.00	*

Planning and Development, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Commercial kitchen hood permits-					
Type I Hood (grease and smoke)		Each	Per Occurrence	\$75.00	*
Type II Hood (smoke and/or steam)		Each	Per Occurrence	35.00	*
Construction registration		Each	Per Year	80.00	*
Right of Way Permit		Per permit	Per Occurrence	50.00	*
Demolition/move structure		Per structure	Per Occurrence	50.00	*
Failed inspection penalty of any kind		Per inspection	Per Occurrence	50.00	*
Flood plain permit (1-2 family lots)		Per permit	Per Occurrence	50.00	
Flood plain permit (Other Lots)		Per permit	Per Occurrence	70.00	*
Food dealer's permit		Per permit	Per year	50.00	*
Landscape permit/R-3 and R-3F (with only one structure on one lot)		Per permit	Per Occurrence	35.00	*
Landscape permit/commercial and R-3A		Per permit	Per Occurrence	50.00	*
Mobile home park licenses-					
1-20 units		Per license	Per Year	175.00	*
21-50 units		Per license	Per Year	275.00	*
51-120 units		Per license	Per Year	450.00	*
121-200 units		Per license	Per Year	690.00	*
201-300 units		Per license	Per Year	1,000.00	*
301 units and above		Per license	Per Year	1,300.00	*
Partial Inspection		Each	Per Inspection	35.00	*
Only Temporary Off Premise Signs-					
Off Premise Temporary Sign Permit		Each	Per Year	25.00	*
Each additional sign tag in same calendar year		Each	Per Year	1.00	*
Temporary electric service pole		Per Pole	Per Occurrence	35.00	*
Temporary final utility service (electric, water, or gas)		Per Service	Per Occurrence	35.00	*
Multi Family Residential & Commercial:					
Building	500 or less	Per Sq. Ft.	Per Occurrence	35.00	*
Building	501 to 1,000	Per Sq. Ft.	Per Occurrence	70.00	*
Building	1,001 to 1,500	Per Sq. Ft.	Per Occurrence	100.00	*
Building	1,501 to 2,000	Per Sq. Ft.	Per Occurrence	130.00	*
Building	2,001 to 2,500	Per Sq. Ft.	Per Occurrence	160.00	*
Building	2,501 to 3,000	Per Sq. Ft.	Per Occurrence	190.00	*
Building	3,001 to 3,500	Per Sq. Ft.	Per Occurrence	220.00	*
Building	3,501 to 4,000	Per Sq. Ft.	Per Occurrence	250.00	*
Building	4,001 to 4,500	Per Sq. Ft.	Per Occurrence	280.00	*
Building	4,501 to 5,000	Per Sq. Ft.	Per Occurrence	310.00	*
Building	5,001 to 5,500	Per Sq. Ft.	Per Occurrence	340.00	*
Building	5,501 to 6,000	Per Sq. Ft.	Per Occurrence	370.00	*
Building	6,001 to 6,500	Per Sq. Ft.	Per Occurrence	400.00	*
Building	6,501 to 7,000	Per Sq. Ft.	Per Occurrence	430.00	*
Building	7,001 to 7,500	Per Sq. Ft.	Per Occurrence	460.00	*
Building	7,501 to 8,000	Per Sq. Ft.	Per Occurrence	490.00	*
Building	8,001 to 8,500	Per Sq. Ft.	Per Occurrence	520.00	*
Building	8,501 to 9,000	Per Sq. Ft.	Per Occurrence	550.00	*
Building	9,001 to 9,500	Per Sq. Ft.	Per Occurrence	580.00	*
Building	9,501 to 10,000	Per Sq. Ft.	Per Occurrence	610.00	*
Building	10,001 to 15,000	Per Sq. Ft.	Per Occurrence	915.00	*
Building	15,001 to 20,000	Per Sq. Ft.	Per Occurrence	1,215.00	*

Planning and Development, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Multi Family Residential & Commercial [cont'd]:					
Building	20,001 to 25,000	Per Sq. Ft.	Per Occurrence	\$1,515.00	*
Building	25,001 to 30,000	Per Sq. Ft.	Per Occurrence	1,815.00	*
Building	30,001 to 35,000	Per Sq. Ft.	Per Occurrence	2,115.00	*
Building	35,001 to 40,000	Per Sq. Ft.	Per Occurrence	2,415.00	*
Building	40,001 to 45,000	Per Sq. Ft.	Per Occurrence	2,715.00	*
Building	45,001 to 50,000	Per Sq. Ft.	Per Occurrence	3,015.00	*
Electrical	500 or less	Per Sq. Ft.	Per Occurrence	35.00	*
Electrical	501 to 1,000	Per Sq. Ft.	Per Occurrence	40.00	*
Electrical	1,001 to 1,500	Per Sq. Ft.	Per Occurrence	40.00	*
Electrical	1,501 to 2,000	Per Sq. Ft.	Per Occurrence	50.00	*
Electrical	2,001 to 2,500	Per Sq. Ft.	Per Occurrence	60.00	*
Electrical	2,501 to 3,000	Per Sq. Ft.	Per Occurrence	70.00	*
Electrical	3,001 to 3,500	Per Sq. Ft.	Per Occurrence	80.00	*
Electrical	3,501 to 4,000	Per Sq. Ft.	Per Occurrence	90.00	*
Electrical	4,001 to 4,500	Per Sq. Ft.	Per Occurrence	100.00	*
Electrical	4,501 to 5,000	Per Sq. Ft.	Per Occurrence	110.00	*
Electrical	5,001 to 5,500	Per Sq. Ft.	Per Occurrence	120.00	*
Electrical	5,501 to 6,000	Per Sq. Ft.	Per Occurrence	130.00	*
Electrical	6,001 to 6,500	Per Sq. Ft.	Per Occurrence	140.00	*
Electrical	6,501 to 7,000	Per Sq. Ft.	Per Occurrence	150.00	*
Electrical	7,001 to 7,500	Per Sq. Ft.	Per Occurrence	160.00	*
Electrical	7,501 to 8,000	Per Sq. Ft.	Per Occurrence	170.00	*
Electrical	8,001 to 8,500	Per Sq. Ft.	Per Occurrence	180.00	*
Electrical	8,501 to 9,000	Per Sq. Ft.	Per Occurrence	190.00	*
Electrical	9,001 to 9,500	Per Sq. Ft.	Per Occurrence	200.00	*
Electrical	9,501 to 10,000	Per Sq. Ft.	Per Occurrence	210.00	*
Electrical	10,001 to 15,000	Per Sq. Ft.	Per Occurrence	315.00	*
Electrical	15,001 to 20,000	Per Sq. Ft.	Per Occurrence	415.00	*
Electrical	20,001 to 25,000	Per Sq. Ft.	Per Occurrence	515.00	*
Electrical	25,001 to 30,000	Per Sq. Ft.	Per Occurrence	615.00	*
Electrical	30,001 to 35,000	Per Sq. Ft.	Per Occurrence	715.00	*
Electrical	35,001 to 40,000	Per Sq. Ft.	Per Occurrence	815.00	*
Electrical	40,001 to 45,000	Per Sq. Ft.	Per Occurrence	915.00	*
Electrical	45,001 to 50,000	Per Sq. Ft.	Per Occurrence	1,015.00	*
Mechanical	500 or less	Per Sq. Ft.	Per Occurrence	35.00	*
Mechanical	501 to 1,000	Per Sq. Ft.	Per Occurrence	40.00	*
Mechanical	1,001 to 1,500	Per Sq. Ft.	Per Occurrence	40.00	*
Mechanical	1,501 to 2,000	Per Sq. Ft.	Per Occurrence	50.00	*
Mechanical	2,001 to 2,500	Per Sq. Ft.	Per Occurrence	60.00	*
Mechanical	2,501 to 3,000	Per Sq. Ft.	Per Occurrence	40.00	*
Mechanical	3,001 to 3,500	Per Sq. Ft.	Per Occurrence	45.00	*
Mechanical	3,501 to 4,000	Per Sq. Ft.	Per Occurrence	50.00	*
Mechanical	4,001 to 4,500	Per Sq. Ft.	Per Occurrence	55.00	*
Mechanical	4,501 to 5,000	Per Sq. Ft.	Per Occurrence	60.00	*
Mechanical	5,001 to 5,500	Per Sq. Ft.	Per Occurrence	65.00	*
Mechanical	5,501 to 6,000	Per Sq. Ft.	Per Occurrence	70.00	*
Mechanical	6,001 to 6,500	Per Sq. Ft.	Per Occurrence	70.00	*
Mechanical	6,501 to 7,000	Per Sq. Ft.	Per Occurrence	80.00	*
Mechanical	7,001 to 7,500	Per Sq. Ft.	Per Occurrence	85.00	*

Planning and Development, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Multi Family Residential & Commercial [cont'd]:					
Mechanical	7,501 to 8,000	Per Sq. Ft.	Per Occurrence	\$90.00	*
Mechanical	8,001 to 8,500	Per Sq. Ft.	Per Occurrence	95.00	*
Mechanical	8,501 to 9,000	Per Sq. Ft.	Per Occurrence	100.00	*
Mechanical	9,001 to 9,500	Per Sq. Ft.	Per Occurrence	105.00	*
Mechanical	9,501 to 10,000	Per Sq. Ft.	Per Occurrence	110.00	*
Mechanical	10,001 to 15,000	Per Sq. Ft.	Per Occurrence	165.00	*
Mechanical	15,001 to 20,000	Per Sq. Ft.	Per Occurrence	215.00	*
Mechanical	20,001 to 25,000	Per Sq. Ft.	Per Occurrence	265.00	*
Mechanical	25,001 to 30,000	Per Sq. Ft.	Per Occurrence	315.00	*
Mechanical	30,001 to 35,000	Per Sq. Ft.	Per Occurrence	365.00	*
Mechanical	35,001 to 40,000	Per Sq. Ft.	Per Occurrence	415.00	*
Mechanical	40,001 to 45,000	Per Sq. Ft.	Per Occurrence	465.00	*
Mechanical	45,001 to 50,000	Per Sq. Ft.	Per Occurrence	515.00	*
Plans	500 or less	Per Sq. Ft.	Per Occurrence	35.00	*
Plans	501 to 1,000	Per Sq. Ft.	Per Occurrence	60.00	*
Plans	1,001 to 1,500	Per Sq. Ft.	Per Occurrence	85.00	*
Plans	1,501 to 2,000	Per Sq. Ft.	Per Occurrence	110.00	*
Plans	2,001 to 2,500	Per Sq. Ft.	Per Occurrence	140.00	*
Plans	2,501 to 3,000	Per Sq. Ft.	Per Occurrence	160.00	*
Plans	3,001 to 3,500	Per Sq. Ft.	Per Occurrence	185.00	*
Plans	3,501 to 4,000	Per Sq. Ft.	Per Occurrence	210.00	*
Plans	4,001 to 4,500	Per Sq. Ft.	Per Occurrence	235.00	*
Plans	4,501 to 5,000	Per Sq. Ft.	Per Occurrence	260.00	*
Plans	5,001 to 5,500	Per Sq. Ft.	Per Occurrence	285.00	*
Plans	5,501 to 6,000	Per Sq. Ft.	Per Occurrence	310.00	*
Plans	6,001 to 6,500	Per Sq. Ft.	Per Occurrence	335.00	*
Plans	6,501 to 7,000	Per Sq. Ft.	Per Occurrence	360.00	*
Plans	7,001 to 7,500	Per Sq. Ft.	Per Occurrence	385.00	*
Plans	7,501 to 8,000	Per Sq. Ft.	Per Occurrence	410.00	*
Plans	8,001 to 8,500	Per Sq. Ft.	Per Occurrence	435.00	*
Plans	8,501 to 9,000	Per Sq. Ft.	Per Occurrence	460.00	*
Plans	9,001 to 9,500	Per Sq. Ft.	Per Occurrence	485.00	*
Plans	9,501 to 10,000	Per Sq. Ft.	Per Occurrence	510.00	*
Plans	10,001 to 15,000	Per Sq. Ft.	Per Occurrence	765.00	*
Plans	15,001 to 20,000	Per Sq. Ft.	Per Occurrence	1,015.00	*
Plans	20,001 to 25,000	Per Sq. Ft.	Per Occurrence	1,265.00	*
Plans	25,001 to 30,000	Per Sq. Ft.	Per Occurrence	1,515.00	*
Plans	30,001 to 35,000	Per Sq. Ft.	Per Occurrence	1,765.00	*
Plans	35,001 to 40,000	Per Sq. Ft.	Per Occurrence	2,015.00	*
Plans	40,001 to 45,000	Per Sq. Ft.	Per Occurrence	2,265.00	*
Plans	45,001 to 50,000	Per Sq. Ft.	Per Occurrence	2,515.00	*
Plumbing	500 or less	Per Sq. Ft.	Per Occurrence	35.00	*
Plumbing	501 to 1,000	Per Sq. Ft.	Per Occurrence	40.00	*
Plumbing	1,001 to 1,500	Per Sq. Ft.	Per Occurrence	40.00	*
Plumbing	1,501 to 2,000	Per Sq. Ft.	Per Occurrence	50.00	*
Plumbing	2,001 to 2,500	Per Sq. Ft.	Per Occurrence	60.00	*
Plumbing	2,501 to 3,000	Per Sq. Ft.	Per Occurrence	70.00	*
Plumbing	3,001 to 3,500	Per Sq. Ft.	Per Occurrence	80.00	*
Plumbing	3,501 to 4,000	Per Sq. Ft.	Per Occurrence	90.00	*

Planning and Development, [cont'd]					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Multi Family Residential & Commercial [cont'd]:					
Plumbing	4,001 to 4,500	Per Sq. Ft.	Per Occurrence	\$100.00	*
Plumbing	4,501 to 5,000	Per Sq. Ft.	Per Occurrence	110.00	*
Plumbing	5,001 to 5,500	Per Sq. Ft.	Per Occurrence	120.00	*
Plumbing	5,501 to 6,000	Per Sq. Ft.	Per Occurrence	130.00	*
Plumbing	6,001 to 6,500	Per Sq. Ft.	Per Occurrence	140.00	*
Plumbing	6,501 to 7,000	Per Sq. Ft.	Per Occurrence	150.00	*
Plumbing	7,001 to 7,500	Per Sq. Ft.	Per Occurrence	160.00	*
Plumbing	7,501 to 8,000	Per Sq. Ft.	Per Occurrence	170.00	*
Plumbing	8,001 to 8,500	Per Sq. Ft.	Per Occurrence	180.00	*
Plumbing	8,501 to 9,000	Per Sq. Ft.	Per Occurrence	190.00	*
Plumbing	9,001 to 9,500	Per Sq. Ft.	Per Occurrence	200.00	*
Plumbing	9,501 to 10,000	Per Sq. Ft.	Per Occurrence	210.00	*
Plumbing	10,001 to 15,000	Per Sq. Ft.	Per Occurrence	315.00	*
Plumbing	15,001 to 20,000	Per Sq. Ft.	Per Occurrence	415.00	*
Plumbing	20,001 to 25,000	Per Sq. Ft.	Per Occurrence	515.00	*
Plumbing	25,001 to 30,000	Per Sq. Ft.	Per Occurrence	615.00	*
Plumbing	30,001 to 35,000	Per Sq. Ft.	Per Occurrence	715.00	*
Plumbing	35,001 to 40,000	Per Sq. Ft.	Per Occurrence	815.00	*
Plumbing	40,001 to 45,000	Per Sq. Ft.	Per Occurrence	915.00	*
Plumbing	45,001 to 50,000	Per Sq. Ft.	Per Occurrence	1,015.00	*
Duplexes, apartments, hotels, & motels (add):					
Building		Per Unit	Per Occurrence	30.00	*
Electrical		Per Unit	Per Occurrence	30.00	*
Fire Sprinkler		Per Unit	Per Occurrence	30.00	*
Mechanical		Per Unit	Per Occurrence	30.00	*
Plumbing		Per Unit	Per Occurrence	30.00	*
New Single Family (add):					
New Single Family Residential		Per Sq. Ft.	Per Occurrence	0.13	*
Preliminary Plat Application					
1 to 10 acres		Per application	Per Occurrence	300.00	*
10 to 50 acres		Per application	Per Occurrence	400.00	*
50 acres and above		Per application	Per Occurrence	500.00	*
Replat Application					
1 to 10 acres		Per application	Per Occurrence	300.00	*
10 to 50 acres		Per application	Per Occurrence	400.00	*
50 acres and above		Per application	Per Occurrence	500.00	*
Site Disturbance					
1 to 10 acres		Per acre	Per Occurrence	160.00	*
10 to 50 acres		Per acre	Per Occurrence	180.00	*
50 acres and above		Per acre	Per Occurrence	200.00	*
Zoning Application		Per application	Per Occurrence	300.00	*

¹ The fee for structures over 50,000 square feet is determined by combining fees to equal the square footage. ²Mechanical- air conditioning, heating, ventilation, exhaust, and refrigeration systems. ³Plumbing- All connections to a water or sewerage system. Fire sprinkler and gas pipe systems are to be permitted separately. The plumbing fee column shall be used for new fire sprinkler and gas piping systems. 3Permit fees are calculated individually by permit type. All plan review fees must be paid at time of application.

Police Department					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Accident Reports		Per report	Per Year	\$6.00	*
Background Checks		Per check	Per Occurrence	5.00	*
Certified Police Copies		Per page	Per Year	2.00	*
Fingerprinting		Per card	Per Occurrence	5.00	*
Jail Phone Fee (local)		Per minute	Per Occurrence	0.50	*
Jail Phone Fee (long distance)		Per minute	Per Occurrence	0.25	*
Open Records Requests (Postage add 'l' if applicable)		Per page	Per Request	0.10	*
Peddler Permit		Per permit	Per Year	25.00	*
Police Reports		Per page	2 hours	0.10	*
Second Hand Dealer Permit		Per permit	Per Year	25.00	*
Taxi Driver Lost Replacement		Per lost permit	Per Occurrence	10.00	*
Taxi Driver Permit		Per permit	Per Year	25.00	*
Public Works					
Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Final Conformance Inspection of Public Infrastructure					
Residential		Per inspection	Per Occurrence	\$25.00	*
Commercial- 1 to 10 acres		Per inspection	Per Occurrence	50.00	*
Commercial- over 10 to 50 acres		Per inspection	Per Occurrence	125.00	*
Commercial- over 50 acres and above		Per inspection	Per Occurrence	200.00	*
Miscellaneous Charges¹					
Broken meter box		Per Meter	Per Occurrence	50.00	*
Broken meter eyelets		Per Meter Eyelet	Per Occurrence	100.00	*
Emergency cutoff		Per Cutoff	Per Occurrence	40.00	*
Fire Hydrant deposit charge		Per Hydrant	Per Occurrence	2,000.00	*
Move a fire hydrant		Per Hydrant	Per Occurrence	25.00	*
Septic System elimination fee - approved by city council		Per Elimination	Per Occurrence	2,150.00	*
Wastewater system use permit application (original, revised or renewal) for significant industrial and categorical users		Per Permit	Per Application	250.00	*
Public Infrastructure Acceptance Re-Inspection		Per inspection	Per Occurrence	50.00	*
Return Flow:					
<i>The return flow in gallons is determined by multiplying the water meter consumption, less three thousand (3,000) gallons minimum, times the return flow factor for each specific classification (i.e., usage 10,000 gallons minus 3,000 gallon minimum = 7,000 gallons; 7,000 gallons x 90% flow factor = 6,300 gallons)</i>					
Apartments, motels, etc.		Per Gallon	Per Occurrence	90%	*
Commercial		Per Gallon	Per Occurrence	90%	*
Industrial		Per Gallon	Per Occurrence	90%	*
Laundries and Car Wash		Per Gallon	Per Occurrence	90%	*
Mobile Home Parks		Per Gallon	Per Occurrence	100%	*
Outside City Commercial		Per Gallon	Per Occurrence	180%	*
Outside City Residential		Per Gallon	Per Occurrence	200%	*
Residential		Per Gallon	Per Occurrence	100%	*
ROW Cuts Inspection		Per inspection	Per Occurrence	\$50.00	*
Sewer Line CCTV re-inspection ²		Per foot	Per Occurrence	1.15	*
Stonetree Golf Course Irrigation					
Meter rates for StoneTree Golf Course reuse irrigation is equal to the amount charged by Bell Co WCID to the City of Killeen.	All Gallons	Per 1,000 Gallons	Per Occurrence	0.29	*
Stormwater Management Site Plan Pre-Acceptance Inspection		Per Inspection	Per Occurrence	50.00	*

Public Works, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Subdivision Construction Plan Review					
1 to 10 acres		Per acre	Per Occurrence	\$250.00	*
10 to 50 acres		Per acre	Per Occurrence	350.00	*
50 acres and above		Per acre	Per Occurrence	500.00	*
Water Meter Tap Fee (Base charge if builder installs tap)					
3/4"		Per Meter	Per Occurrence	200.00	*
1"		Per Meter	Per Occurrence	250.00	*
1-1/2"		Per Meter	Per Occurrence	350.00	*
2"		Per Meter	Per Occurrence	1,400.00	*
Construction tap - actual cost of meter plus minimum rate per month		Per Meter	Per Occurrence	300.00	*
8" - Commercial		Per Meter	Per Occurrence	900.00	*
Water Meter Tap Fee (Tap charge included when city installs water service line, meter, and box in established subdivision)					
3/4" - Short Service		Per Meter	Per Occurrence	500.00	*
1" - Short Service		Per Meter	Per Occurrence	650.00	*
1-1/2" - Short Service		Per Meter	Per Occurrence	1,200.00	*
2" - Short Service		Per Meter	Per Occurrence	2,500.00	*
3/4" - Long Service		Per Meter	Per Occurrence	800.00	*
1" - Long Service		Per Meter	Per Occurrence	950.00	*
1-1/2" - Long Service		Per Meter	Per Occurrence	1,500.00	*
2" - Long Service		Per Meter	Per Occurrence	2,800.00	*
Water Meter Tap Fees		Per Inspection	Per Occurrence	see code	*
Water/Sewer Main Public Infrastructure Tap Inspection		Per Inspection	Per Occurrence	50.00	*

¹FOG (fats, oil & grease)- Pretreatment Program - Users may be assessed a surcharge for discharges that contain concentrations of TSS and or BOD/COD higher than that found in normal domestic wastewater in accordance with this division. The formula used to calculate this surcharge can be found in the Killeen, TX Code of Ordinance Division 4 - Pretreatment Program Sec. 30-79 item (h). ²These costs are added to the public infrastructure acceptance re-inspection fee

Public Works - Solid Waste

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Commercial Rates:					
2 cubic yards Dumpster Container Fees:					
Extra Pickups: Call-in service	2 cu yd	Per Container	Per Occurrence	\$27.65	*
Extra Pickups: Customer reload on-site	2 cu yd	Per Container	Per Occurrence	12.27	*
3 cubic yards Dumpster Container Fees:					
Extra Pickups: Call-in service	3 cu yd	Per Container	Per Occurrence	31.00	*
Extra Pickups: Customer reload on-site	3 cu yd	Per Container	Per Occurrence	15.64	*
4 cubic yards Dumpster Container Fees:					
Extra Pickups: Call-in service	4 cu yd	Per Container	Per Occurrence	34.35	*
Extra Pickups: Customer reload on-site	4 cu yd	Per Container	Per Occurrence	18.97	*
6 cubic yards Dumpster Container Fees:					
Extra Pickups: Call-in service	6 cu yd	Per Container	Per Occurrence	41.04	*
Extra Pickups: Customer reload on-site	6 cu yd	Per Container	Per Occurrence	25.68	*
8 cubic yards Dumpster Container Fees:					
Extra Pickups: Call-in service	8 cu yd	Per Container	Per Occurrence	47.73	*
Extra Pickups: Customer reload on-site	8 cu yd	Per Container	Per Occurrence	32.36	*
After hours special pickup of dumpsters		Less than 2 hours	Per Occurrence	54.44	*
Deposit for recurring use of transfer station		One time Fee	One time Fee	134.75	*
Dumpster Cleaning		Per Container	Per Wash	70.00	*
Dumpster Cleaning and Painting after fire		Per Container	Per Occurrence	248.00	*

Public Works - Solid Waste, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Installation of dumpster		Per dumpster	Per Install	\$54.44	*
Locking bar device installation		Per Device	Per Container	33.83	*
Locking bar device monthly rate		Per Device	Monthly	3.38	*
Manual Collection (weight added; not limited to travel and loading/disposal)		Per Hour	Per Request	149.16	*
Mechanical Assistance for unloading unauthorized items		Per Container	Per Request	54.44	*
Mechanical Assistance: Special	up to 3 cu yd	Minimum	Per Collection	21.00	*
Mechanical Assistance: Special	over 3 cu yd	Per cu yd over 3	Per Collection	7.50	*
Relocation of dumpster		Per Dumpster	Per relocation	54.44	*
Waiting Time (blocked dumpster)		Per Minute	Per Occurrence	2.32	*
Recycling Rates:					
CFC evacuation and disposal of appliance received at the Killeen recycling center		Per appliance	Per delivery	21.00	*
Pickup of appliance containing CFCs at residential curbside, CFC evacuation, and disposal		Per appliance	Per pickup	42.00	*
Public Scale Fee: Copy of Ticket		Per ticket	Per Request	6.50	*
Public Scale Fee: Weight Ticket		Per ticket	Per Request	9.50	*
Roll-off rental for special purposes or events		Per Service	Per Request	68.25	*
Residential Rates:					
Automated container reload for excess garbage in plastic bag not to exceed 2 reloads or \$13.00		Per reload	Scheduled Collection Day	6.50	*
Brush Collection:					
Brush Collection (4 x 4 x 12)	0 to 6 cu yds	Per cu yd	Scheduled Collection Day	-	*
Brush Collection	Over 6 cu yds	Per cu yd	Scheduled Collection Day	7.50	*
Container exchange fee (to a larger container or adding additional container)		Per Upgrade/Addition	One-time	10.50	*
Missed service; Return trip		Per Trip	Per Return	7.50	*
Overloaded Container		Per Container	Scheduled Collection Day	6.50	*
Premium Service:					
Emptying of automated container only		Per Container	Per Occurrence	23.00	*
Other special waste additional fee		Per cu yd	Per Occurrence	7.50	*
Other special waste properly prepared		Service Fee	Per Occurrence	23.00	*
Removal of roll-out residential container from curb		Per Container	Per Occurrence	6.50	*
Replacement cost for lost, stolen, or damaged container/recycling bin due to customer neglect (plus cost to purchase replacement container)		Service Fee	Per Occurrence	20.00	*
Replacement of container lids, wheels, and other hardware due to customer neglect (plus cost to purchase replacement items)		Service Fee	Per Occurrence	20.00	*
Solid Waste Services:					
Special Collection service fee	0 to 3 cu yds	Minimum	Scheduled Collection Day	21.00	*
Special Collection service fee	Over 3 cu yds	Per cu yd	Scheduled Collection Day	7.50	*
Transfer Station Rates:					
Disposal Fee		Per ton	Per occurrence	61.64	*
Disposal Fee: Minimum		Per 100 pounds	Per occurrence	3.08	*
Surcharge for unsecured load		Per load	Per occurrence	26.25	*
Tire disposal fees:					
Commercial tires	< 2" bead	Per tire	Per occurrence	6.50	*
Passenger/light truck tires	0" up to 12"	Per tire	Per occurrence	2.65	*
Passenger/light truck tires	12" up to 22"	Per tire	Per occurrence	3.15	*

Public Works - Utility Collections

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Utility Collections:					
Administrative handling of returned checks		Per Item	Per Occurrence	\$30.00	*
After hours service - unscheduled request received after 5:00pm Monday - Friday; also scheduled and unscheduled request for Saturdays, Sundays and legal holidays.		Per Request	Per Occurrence	40.00	*
Alphabetical listing of accounts		Per Request	Per Occurrence	35.00	*
Annual itemized bill, per account		Per account	Per Occurrence	3.00	*
Broken lock fee - assessed if a customer breaks or damages the meter lock installed by city personnel		Per incident	Per Occurrence	100.00	*
Broken meter box		Per Meter Box	Per Occurrence	50.00	*
Broken meter eyelets		Per Meter Box	Per Occurrence	100.00	*
Collection fee for delinquent accounts where service call is already being made		Per Account	Per Occurrence	5.00	*
Cutting off for repairs and turning back on 8:00am - 5:00pm Monday - Friday		Per Shut-off	Per Occurrence	25.00	*
Delinquent account charge/reconnection fee - assessed if payment is not received by the close of business on the delinquent date, the 22nd day from the billing date or mailing date		Per delinquency	Per Occurrence	25.00	*
Delinquent garbage only late charge - assessed if payment is not received by discontinued the 22nd day from the billing date or mailing date		Per delinquency	Per Occurrence	10.00	*
Deposits for Commercial Meters:					
3/4" and 5/8" meters		Per Meter	Per Occurrence	75.00	*
1" meter		Per Meter	Per Occurrence	150.00	*
1 1/2 meters		Per Meter	Per Occurrence	200.00	*
2" meters		Per Meter	Per Occurrence	300.00	*
3" meters		Per Meter	Per Occurrence	400.00	*
4" meters		Per Meter	Per Occurrence	500.00	*
6" meters		Per Meter	Per Occurrence	700.00	*
8" meters		Per Meter	Per Occurrence	900.00	*
Deposits for Residential Meters:					
3/4" and 5/8" meters		Per Meter	Per Occurrence	60.00	*
1" meters		Per Meter	Per Occurrence	60.00	*
1 1/2 meters		Per Meter	Per Occurrence	150.00	*
2" meters		Per Meter	Per Occurrence	200.00	*
Disconnection of utility services resulting from violation of wastewater system discharge prohibitions/reconnect fee		Per disconnection	Per Occurrence	25.00	*
Emergency cut off		Per Instance	Per Occurrence	40.00	*
Grease trap self cleanser application		Per Application	Per Occurrence	50.00	*
If after a water meter has been pulled, an attempt to obtain water from the city in any manner other than through a meter has been made		Per event	Per Occurrence	100.00	*
Illegal turn on - water is turned on by anyone other than the authorized water department personnel.		Per event	Per Occurrence	75.00	*
Late penalty - assessed if payment is not received by the close of business on the due date, the 15th day from billing date or mailing date.		Per Late Payment	Per Occurrence	10.00	*
Meter check (pull and test), if meter is not faulty		Per instance	Per Occurrence	75.00	*
Meter check (when request made by the account holder and reading is determined to be correct		Per instance	Per Occurrence	25.00	*

Public Works - Utility Collections, [cont'd]

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
New account fee		Per account	Per Occurrence	\$25.00	*
Returned check late charge - assessed if returned check not redeemed by disconnect date the 7th day from the mailing date		Per Returned Check	Per Occurrence	25.00	*
Transferring service		Per transfer	Per Occurrence	25.00	*
Transporter Manifest Book		Per manifest	Per Occurrence	15.00	*
Transporter permit		Per permit	Per Occurrence	100.00	*
Wastewater system use permit application (original, revised or renewal) for significant industrial and categorical users		Per application	Per Occurrence	250.00	*

Recreation

Type	Measurement	Unit	Frequency	Amount	Grandfather Clause
Recreation Lessons/Clinics		20/80 Split with Instructor	Per Occurrence	20%	*
5K Registration		Per registration all ages	Per Occurrence	\$20.00	*
5K Registration- Late		Per late registration all ages	Per Occurrence	25.00	*
Daddy Daughter Dance		Per couple	Per Occurrence	25.00	*
Daddy Daughter Dance- Add		Per additional daughter	Per Occurrence	20.00	*
Mother Daughter Sleepover		Per person	Per Occurrence	25.00	*



Dedicated Service – Everyday, for Everyone!

APPENDIX D



GLOSSARY & ACRONYMS



Dedicated Service – Everyday, for Everyone!

GLOSSARY

Accrual Basis: A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Ad Valorem Taxes: Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate in compliance with the State Property Tax Code.

Appropriation: A legal authorization to incur obligations and to make expenditures for specific purposes.

Appropriation Ordinance: The official enactment by the City Council to establish legal authority for City official to obligate and expend resources.

Assessed Valuation: The valuation set upon real estate and certain personal property by the Assessor as a basis for levying property taxes. (Note: Property values are established by the Bell County Appraisal District.)

Attrition: A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.

Authorized Positions: Employee positions, which are authorized in the adopted budget, to be filled during the year.

Available (Unassigned) Fund Balance: This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balance Sheet: A financial statement that discloses the asset liabilities, reserves and balances of a specific governmental fund as of a specific date.

Balanced Budget: Total estimated expenditures shall not exceed the total estimated resources of each fund.

Base Budget: Cost of continuing the existing levels of service in the current budget year.

Beginning Fund Balance: Cash available in a fund from the prior year after payment of the prior year's expenses and deductions for prior year's encumbrances.

Bond: A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenues bonds. These are most frequently used for construction of large capital projects, such as buildings, streets, and bridges.

Bond Refinancing/Refunding: The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

Budget: A financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services.

Capital Expenditures: Expenditures for fixed assets such as equipment, remodeling, minor building improvements and vehicles that are funded from operating budgets. These items generally have a life expectancy of five years or less.

GLOSSARY

Capital Improvements Program (CIP): A management tool used to assist in the scheduling, planning, and execution of a series of capital improvements over a period of time. The CIP is updated annually. It sets forth the estimated expenditures by year and specifies the resources estimated to be available to finance the project expenditures. Capital improvements refer to additional investment in basic facilities owned by the City with life expectancy greater than five years.

Capital Outlay: Expenditures for fixed assets, such as equipment, remodeling, minor improvements and vehicles that are funded from the operation budget. Since long-term financing is not necessary and expenditures of this type are of such recurring character, these items are not part of the Capital Improvements Program.

Cost Center: An administrative branch of a department.

Debt Service Fund: The Debt Service Fund, also known as Interest and Sinking Fund, was established to account for funds needed to make principal and interest payments on outstanding bonds when due. The fund also reflects paying agent fees and a reserve of not less than 30 days principal and interest obligations for the next fiscal year.

Department: The basic organizational unit of government which is functionally unique in its delivery of services.

Depreciation: The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

Division: A major administrative division of the City which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Efficiency Measure: Performance measure that tracks a ratio of inputs to outputs. The number of units of service delivered (output) per Full Time Equivalent (FTE) or total cost per unit (input).

Effectiveness Measure: Performance measures that tracks the degree to which city services achieve an impact on a problem or need in the city, satisfy service expectations or citizens, or improve the quality of life in the community.

Effective Tax Rate: Enables the public to evaluate the relationship between taxes for the preceding year and for the current year, based on a tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years.

Encumbrance: The commitment of appropriated funds related to unfilled contracts for goods and services including purchase orders. The purpose of encumbrance accounting is to prevent further expenditure of funds in light of obligations and commitments already made.

Enterprise Fund: A governmental accounting fund in which the services provided are financed and operated in the same manner as those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenditures. Enterprise funds are established for services such as water, wastewater, airport, drainage utilities and solid waste.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditure: The outflow of funds paid or to be paid for an asset obtained or goods or services obtained regardless of when the expense is actually paid. This Term applies to all funds. (Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended.)

GLOSSARY

Expense: Charges incurred (whether paid immediately or unpaid for operation, maintenance, interest and other charges).

Fixed Assets: Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

Full Faith and Credit: A pledge of the City's taxing power to repay debt obligations (typically used in reference to General Obligation Bonds or tax supported debt).

Full-Time Equivalent (FTE): A measure of authorized personnel calculated by equating 2,080 hours of work per year with the full-time equivalent of 1 position.

Function: A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

Fund: An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Commonly used funds in public accounting are: General fund, capital projects funds, special revenue funds, debt service funds, and enterprise funds.

Fund Balance: The difference between fund assets and fund liabilities of governmental funds.

GAAP: Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

General Fund: The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund includes most of the basic operating services, such as fire and police protection, finance, sanitation, parks and recreation, libraries, general administration.

General Obligation Bonds: Bonds whose principal and interest is backed by the full faith, credit and taxing powers of the government.

Goal: A goal is a long-term, attainable target for an organization.

Governmental Funds: A classification that refers to all funds other than proprietary and fiduciary funds such as the general fund, special revenue funds, capital projects funds, debt service funds and permanent funds.

Infrastructure: Structures and equipment such as highways, bridges, buildings and public utilities such as water and sewer systems.

Input Measures: Performance measure that tracks resources like Full Time Equivalents (FTEs) and Funding.

Interfund Transfers: The movement of monies between funds of the same governmental entity.

Modified Accrual Basis: The basis of accounting under which expenditures (other than accrued interest on general long-term debt and certain compensated absences) are recorded at the time liabilities are incurred and under which revenues are recorded when measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period.

GLOSSARY

Operating Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term usually indicates a financial plan for a single fiscal year.

Output Measure: Performance measure that tracks the quantity of service(s) delivered, work performed, or the number of clients served

Performance Measure: An identifiable unit of measuring the effectiveness and efficiency of providing services. Data collected to determine how effectively or efficiently a program is achieving its objectives.

Revenue Appropriation: A designated portion of a fund to be allocated and appropriated to the reserve of the fund in order to meet potential liabilities during the fiscal year.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

Risk Management: An organized attempt to protect a government's assets against accidental loss in the most economical method.

Source of Revenue: Revenues are classified according to their source or point of origin.

Special Revenue Funds: Special revenue funds are used to account for resources allocated to specific purposes. A special revenue fund continues in existence as long as governmental resources are allocated to its specific purposes.

Strategy: A strategy is a specific, measurable and observable result of an organization's activity which advances the organization toward its goal.

Target: A performance measure target is the desired level of a service or activity.

Tax Levy: The total amount to be raised by general property taxes for operating and debt service purposes specified in the annual Tax Ordinance.

Tax Rate: The amount of tax levied for each \$100 of assessed valuation.

Trust Fund: The Trust Fund was established to account for all assets received by the City that are in the nature of a trust and not accounted for in other funds. The Trust Fund is accounted for as an expendable trust fund.

ACRONYMS

ADA: American with Disabilities Act	COOP: Continuity of Operations
AED: Automated External Defibrillator	CPR: Cardiopulmonary resuscitation
AG: Attorney General	CSCD: Community Supervision and Corrections Department
ALS: Advanced Life Support	CSS: Community Service Specialist
AMCC: Association of Mayors, Council members & Commissioners	CTC: Central Texas College
AP: Accounts Payable	CTCOG: Central Texas Council of Governments
APA: American Planning Association	CTHRMA: Central Texas Human Resource Management Association
APWA: American Public Works Association	CTLS: Central Texas Library System
ASU: Animal Service Unit	CVB: Convention & Visitors Bureau
AWWA: American Water Works Association	CY: Cubic yard
BCCC: Bell County Communication Center	EMPG: Emergency Management Performance Grant
BCWCID: Bell County Water Control and Improvement District	EMS: Emergency Medical Services
BGC: Bob Gilmore Center	EOC: Emergency Operations Center
BLS: Basic Life Support	EPCR: Electronic Patient Care Reporting
BOAT: Building Official Association of Texas	ERCOT: Electric Reliability Council of Texas
BPAT: Backflow Prevention Assembly Testing	FAA: Federal Aviation Administration
BRA: Brazos River Authority	FEMA: Federal Emergency Management Association
CAFR: Comprehensive Annual Financial Report (audit)	FIC: Family Investment Center
CAPS: Community Awareness Policing Services (grant)	FICA: Federal Insurance Contribution Act (commonly referred to as Social Security)
CDBG: Community Development Block Grant	FLSA: Fair Labor Standards Act
CERT: Community Emergency Response Teams	FLUM: Future Land Use Map
CID: Criminal Investigation Division	FOG: Fats, Oils, and Grease
CIP: Capital Improvement Plan	FRP: Fleet Replacement Program
CISCO: Computer Information System for Center Operations	FSA: Flexible Spending Account
COBRA: Consolidated Omnibus Budget Reconciliation Act	FY: Fiscal Year

ACRONYMS

GAAFR: Governmental Accounting, Auditing, and Financial Reporting

GAAP: Generally Accepted Accounting Principles

GASB: Governmental Accounting Standards Board

GF: General Fund

GFOA: Government Finance Officers Association

GFOAT: Government Finance Officers Association of Texas

GIS: Geographic Information System

GPS: Global Positioning System

HCFA: Health Care Financing Administration

HIPAA: Health Insurance Portability and Accountability Act

HMAC: Hot Mixed Asphalted Concrete

HOME: HOME Investment Partnership Program

HR: Human Resources

HVAC: Heating, Ventilation, and Air Conditioning

ICMA: International City/County Management Association

IEDC: International Economic Development Council

IPMA: International Public Management Association

ISO: International Organization for Standardization

IT: Information Technology

IVR: Interactive Voice Response

JAG: Judge Advocate General

JLUS: Joint Land Used Study

KCCC: Killeen Civic & Conference Center

KEDC: Killeen Economic Development Corporation

KEEPR: Killeen Employee Policies and Rules

KFD: Killeen Fire Department

KFHRA: Killeen-Fort Hood Regional Airport

KISD: Killeen Independent School District

KMUG: Killeen Mac Users Guide

KPR: Killeen Parks and Recreation

KTMPO: Killen-Temple Metropolitan Planning Organization

LCPSC: Lions Club Park Senior Center

LEED: Leadership in Energy & Environmental Design

LETS: Law Enforcement Teaching Students

LF: Linear foot

LMA: Low/Mod Area

MMU: Mobile Medical Unit

MRF: Material Recovery Facility

NAFA: National Association of Fleet Administrators

NAIOP: National Association of Industrial & Office Properties

NEMA: National Emergency Management Association

NFPA: National Fire Protection Association

NLC: National League of Cities

NTCAR: North Texas Commercial Association of Realtors

O&M: Operations and maintenance

OEA: Office of Economic Adjustment

OEM: Office of Emergency Management

P&Z: Planning and Zoning

P/R: Payroll

PC: Personal Computer

ACRONYMS

PSO: Public Service Officer	TCMA: Texas City Managers Association
PTF: Pass-Through Funding	TDPS: Texas Department of Public Safety
PUD: Planned Unit Development	TEDC: Texas Economic Development Council
PW: Public Works	TIAER: Texas Institute for Applied Environmental Research
R&M: Repair and maintenance	TIDC: Texas Industrial Development Council
ROW: Right of way	TIRZ: Tax Increment Reinvestment Zone
RV: Recreational Vehicle	TLETS: Texas Law Enforcement Telecommunications System
SAFER: Staffing for Adequate Fire & Emergency Response	TMCA: Texas Municipal Clerks Association
SBCCI: Southern Building Code Congress International	TMHRA: Texas Municipal Human Resource Association
SCADA: Supervisory Control and Data acquisition	TML: Texas Municipal Leagues
SCBA: Self-Contained Breathing Apparatus	TPMA: Texas Municipal Personnel Association
SHRM: Society for Human Resource Management	TMRS: Texas Municipal Retirement System
SIDC: Southern Industrial Development Council	TPDES: Texas Pollutant Discharge Elimination System
SRT: Special Response Team	TPWA: Texas Public Works Association
STEP: Septic Tank Elimination Program	TSA: Transportation Security Administration
SWMP: Storm Water Management Program	TWUA: Texas Water Utilities Association.
TAAF: Texas Amateur Athletic Federation	TXDOT: Texas Department of Transportation
TABA: Temple Area Builders Association	TXU: Texas Utilities
TAPPS: Texas Association of Parochial and Private Schools	VOIP: Voice over Internet Protocol
TBRA: Tenant-Based Rental Assistance	W&S: Water and Sewer
TBRSS: Temple-Belton Regional Sewerage System	WCID: Water Control Improvement District
TCCA: Texas Court Clerks Association	WOW: Work on Wellness
TCEQ: Texas Commission on Environmental Quality	YAC: Youth Advisory Committee
TCFP: Texas Commission on Fire Protection	
TCLEDDS: Texas Commission on Law Enforcement Data Distributions System	
TCLEOSE: Texas Commission on Law Enforcement Officer Standards & Education	

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