

**2001-02  
APPROVED BUDGET**

**VOLUME IV**

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## **CITY COUNCIL**

Gus Garcia  
*Mayor*

*Mayor Pro Tem*  
Jackie Goodman

*Council Members*  
Danny Thomas  
Daryl Slusher  
Beverly Griffith  
Raul Alvarez  
Will Wynn

Jesus Garza  
*City Manager*



**City of Austin, Texas  
City Council Priorities  
2001–02**

*Youth, Family, and  
Neighborhood Vitality*

*Public Safety*

*Sustainable  
Community*

*Affordability*

# The City of Austin Commitment 2001

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## Vision

We want Austin to be the most livable  
community in the country

## Values

- ✓ Courage
- ✓ Diversity
- ✓ Integrity
- ✓ Open, Honest Communication
- ✓ Respect, Care and Appreciation  
for Family and Environment
- ✓ Teamwork

## Leadership Principle

Provide quality, affordable services  
with a competitive workforce  
accessible and accountable to our community



# Executive Team

## **Jesus Garza** City Manager

Austin Energy  
Chuck Manning, General Manager

## **Joe Canales** Chief of Staff

Government Relations  
John Hrnrcir, Officer

Information Systems Department  
Robert Bowmer, Chief Information  
Officer

Small and Minority  
Business Resources  
Lino Rivera, Director

Human Resources Department  
Juan Garza, Director

Law Department  
Sedora Jefferson, Acting Director

PIO/Customer Service  
Michele Middlebrook-Gonzalez

## **Roger Chan** Assistant City Manager

Aviation  
Jim Smith, Executive Director

Austin Convention Center  
Robert Hodge, Director

Office of Redevelopment Services  
Sue Edwards, Director

Water and Wastewater  
Chris Lippe, Director

## **City Council** Appointments

City Clerk

Municipal Court

City Auditor

## **John Stephens, CPA** Director, Financial and Administrative Services

Financial and  
Administrative Services  
John Stephens, CPA, Director

## **Betty Dunkerley** Assistant City Manager

Health and Human Services  
Department  
David Lurie, Director

Library Department  
Brenda Branch, Director

Neighborhood Housing and  
Community Devel. Office  
Paul Hilgers, Community  
Development Officer

Parks and Recreation Department  
Jesus M. Olivares, Director

Primary Care Department  
Trish Young, Director

## **Toby Futrell** Deputy City Manager

Community Court  
Kitzy Daniels, Acting Officer

Emergency Medical Services  
Richard Herrington, Director

Fire Department  
Gary Warren, Chief

Office of Emergency Management  
Steve Collier, OEM Officer

Police Department  
Stanley L. Knee, Chief

## **Lisa Gordon** Assistant City Manager

Infrastructure Support Services  
Kerry Overton, Director

Neighborhood Planning & Zoning  
Department  
Alice Glasco, Director

Public Works Department  
Peter Rieck, Director

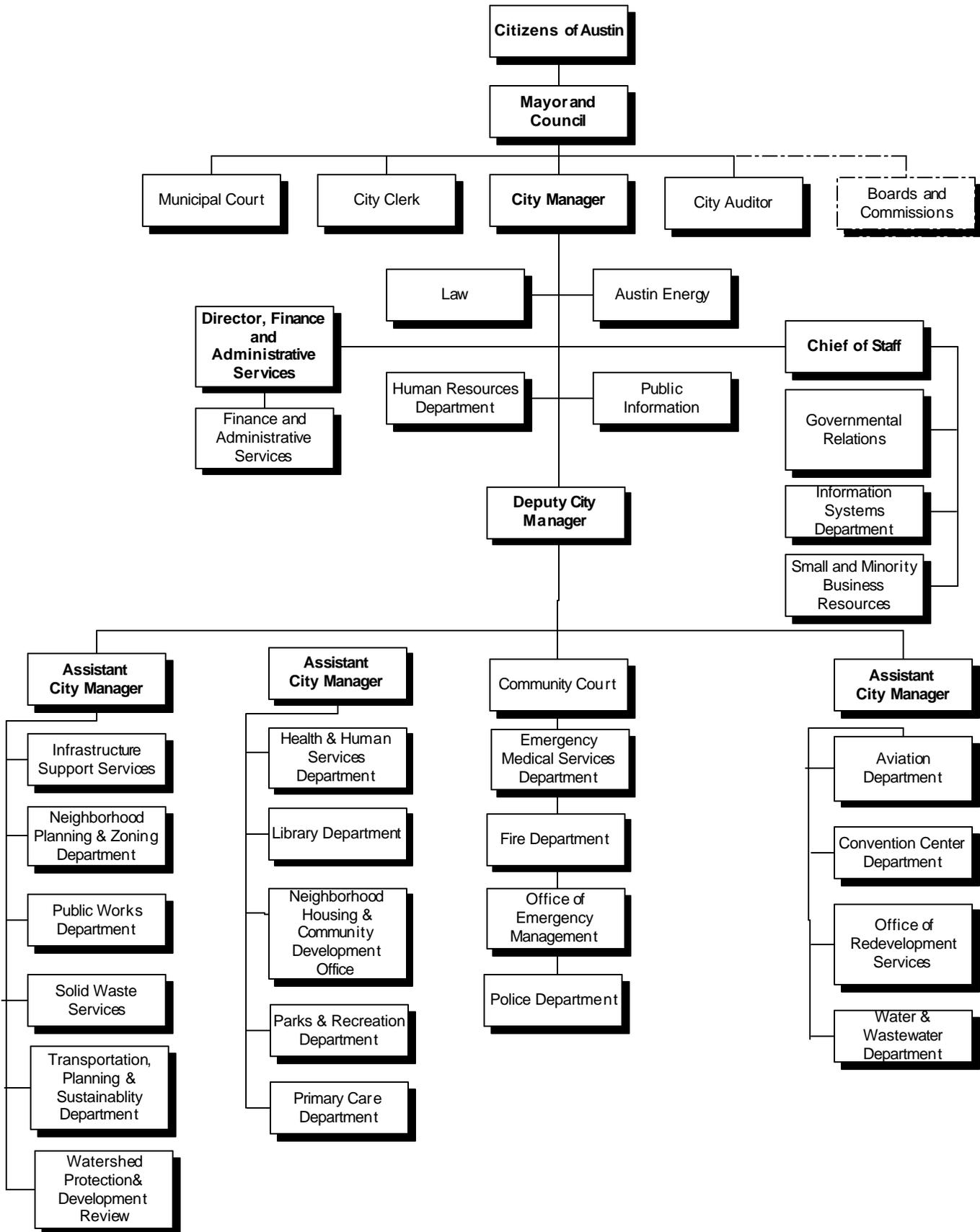
Solid Waste Services Department  
Willie Rhodes, Director

Transportation, Planning &  
Sustainability Department  
Austan Librach, Director

Watershed Protection and  
Development Review Department  
Mike Heitz, Director

# City of Austin, Texas

## ORGANIZATIONAL CHART



## 2001–02 Proposed Operating Budget

### *Acknowledgments*

The Budget Office would like to thank the City Council, management and staff for their assistance in preparing the 2001–02 Proposed Budget. The preparation of this document would not have been possible without the timely cooperation and assistance of each City department.

In addition, employees from many City departments contributed their time and efforts to the business planning process and the preparation and publication of the budget documents. We would particularly like to thank those listed below:

Art Alfaro	Katinya King-Lilly
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Robert Byrne	Leslie O'Shea
Steve Bridges	Kay Owens
Susan Brown	Kimberly Panacci
Greg Canally	Elizabeth Phillips
Paul Cook	Jaycie Prescott, CPA
Marisa Cortinas	Dorinda Pulliam
Charles L. Curry	Joyce Pulich
Betty J. Dunkerley, CPA	Sandra Ramirez
Mike Erwin	William B. Ransom-Nelson
Marti Foster	Rory Roberts
Catherine Gambrel	Robert Rowan
Tino Garcia	Pete Sanders
Melissa Garza	Vicki Schubert, CPA
Rudy Garza	Karen Sharp
Julie German	John Stephens, CPA
Michele Gizelbach	Shannon Szymczak
Evelyn Herron	Dixie Tischler
Lang Hoang	Tanja Valdez
Jill Horton	Dennis Waley
Rosy Jalifi	Van Willey
Bart Jennings	Leyla Yatim
Gail Jemelka	
ElizabethKatz	

# Preface

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The Proposed Budget consists of six volumes:

- **Policy Budget**—Summarizes the City's financial structure, explains where we get our money and what we do with it in a narrative and graphic format. It also includes a financial summary of all City funds and comparative information on revenue, expenditures and fund balance for all budgeted funds. The remainder of the budget volumes are categorized by the services provided.
- **Volume I**—Includes detailed information on the revenue and expenditures of departments in the following categories: Infrastructure and Public Safety.
- **Volume II**—Includes detailed information on the revenue and expenditures of departments in the following categories: Health and Human Services, Recreation and Culture and Housing.
- **Volume III**— Includes detailed information on the revenue and expenditures of departments in the following categories: Support Services and grants and trust.
- **Volume IV**—Includes detailed information on the revenue and expenditures of the City's utilities and major enterprises, other funds, debt service and the capital budget.
- **Supporting Documents**—Contains the Council approved City Financial Policies, a summary schedule of capital outlay, property tax information, a list of fees and charges and the ordinances necessary for adoption and implementation of the budget.

Copies of all budget documents are available at all City libraries and City Hall. The Policy Budget as well as program and activity pages with performance information for all City departments are available on the Internet at <http://www.ci.austin.tx.us/budget/>. Requests for additional information can be made to the Budget Office at 974-2610.

## ***Other References***

In addition to the Proposed Budget, additional information concerning the City's financial plan is contained in the Financial Forecast issued by the Financial and Administrative Services Department during the Spring. This document provides additional information on the local economy as well as projections of future revenue and expenditures. In accordance with the City Charter the Planning Commission, each year compiles a list of recommended capital improvements for the next five years. These recommendations are contained in the Capital Improvement Plan that is adopted by the commission. Funding authorization for the next fiscal year is shown in the Capital Budget, contained in Volume III.

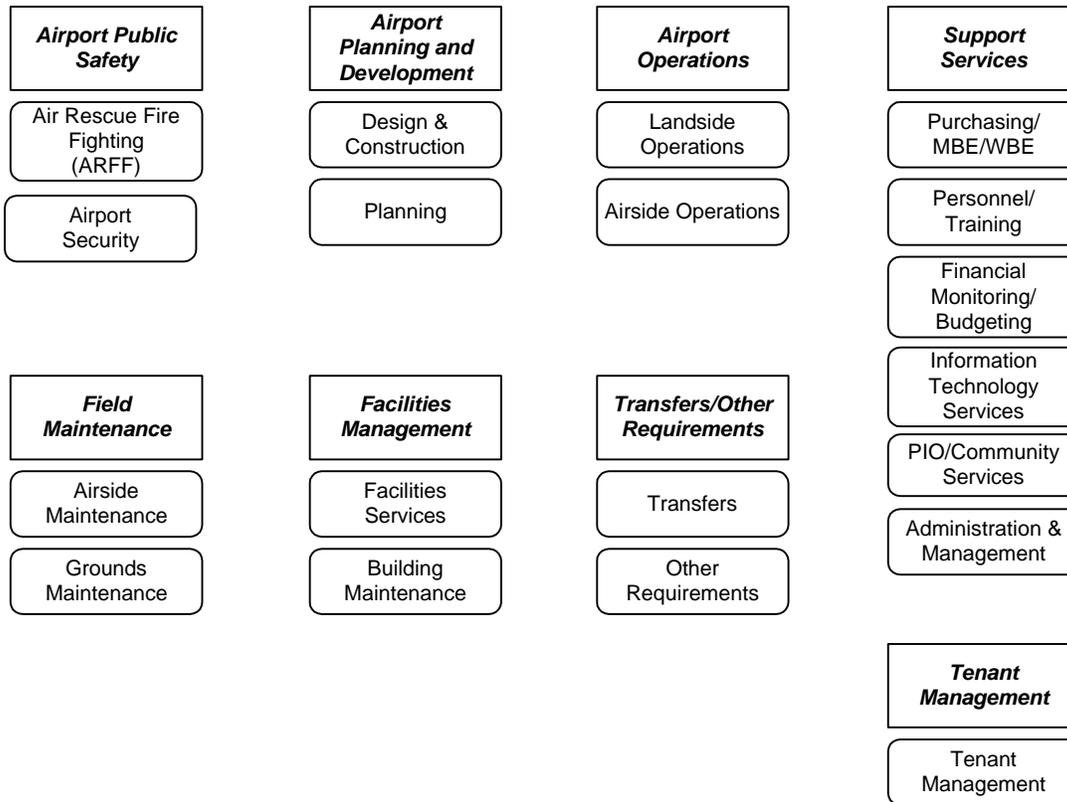
## ***Financial Policies***

The Austin City Council has adopted a comprehensive set of financial policies to govern the financial management of the various City funds. A complete copy of these policies is contained in the Supporting Documents.

## ***Basis of Accounting***

Revenue and expenditures are budgeted in a format that is consistent with the City's financial statement. Financial statements are prepared annually in accordance with generally accepted accounting principles applicable to state and local governments and audited by an independent outside auditor. Governmental funds are accounted for on a modified accrual basis.

# Aviation Department — 2001–2002



**LEGEND=** Programs Activities

Airport Fund	1999-2000 Actual	2000-2001 Amended	2000-2001 Estimated	2001-2002 Proposed	2001-2002 Approved
Revenue	\$64,712,295	\$66,467,000	\$72,754,378	\$76,085,000	\$76,085,000
Transfers In	\$440,563	\$83,363	\$83,363	\$0	\$0
Requirements	\$48,932,191	\$60,228,062	\$58,683,588	\$64,598,464	\$64,598,464
Contribution to Capital Fund	\$13,795,224	\$7,962,745	\$15,794,597	\$11,486,536	\$11,486,536
Full-time Equivalents (FTE's)	330.25	374.25	374.25	386.75	386.75

# Aviation Department — 2001-2002

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## Purpose and Nature of Fund

The Department of Aviation continuously strives to be the best airport in the country by ensuring the safety of the traveling public; minimizing the costs and maximizing the efficiency of operating the airport; ensuring that the airport meets the expectations of the traveling public; and minimizing the environmental impact of the airport.

## Factors Affecting Funding

Revenue from landing fees, terminal rental, and other fees is anticipated to increase \$2.3 million.

Concession revenue, including parking, is projected to increase \$6.5 million due to projected passenger growth.

Other income, rentals, and fee revenue is projected to increase \$0.3 million due to the recovery of capital investment costs.

Interest income is anticipated to increase \$0.5 million due to higher investment balances.

## Factors Affecting Requirements

Total 2001-02 operating requirements for the Department of Aviation are projected to increase \$1.6 million because of higher utility costs, the addition of personnel, and the costs of inflation. It was approved to add twelve and one-half (12.5) positions to provide services in Public Safety, Terminal Maintenance and Administrative Support areas.

The \$0.5 million increase in operational costs is primarily attributable to the costs of operating the parking lots and related required services. Electrical and natural gas costs are expected to rise but not as much as in 2001.

Overall, the cost to maintain facilities for fiscal year 2002 will increase \$0.9 million due to increased personnel and utilities costs. This increase includes the addition of 3.5 Building and Maintenance assistants to help maintain the Terminal Facilities.

Public Safety costs are anticipated to increase \$0.3 million to fund two police officers to protect the safety of the traveling public and one security technician to help maintain airport security records. ARFF costs are due to the meet and confer contract increase.

Planning and Engineering approved the addition of a Planner III position to assist in implementing the Airport Master Plan recommendations and noise abatement programs.

The Support Services Program is requesting five (5) additional positions, two in the human resources area, one in computer support area, one in the administration area and one position in Public Information (Four - 0.25 positions).

Transfers and other requirements are anticipated to increase \$2.4 million primarily due to an increase in debt service requirements and in services provided to the Aviation Department by other city departments .

A \$3.5 million increase in the contribution to the Airport Capital Fund is projected based on the excess of available funds over total requirements in the operating fund.

## AIRPORT FUND SUMMARY

	1999-00 ACTUAL	2000-2001 AMENDED	2000-2001 ESTIMATED	2001-2002 PROPOSED	2001-2002 APPROVED
BEGINNING BALANCE	(100,187)	1,640,444	1,640,444	0	0
AIRLINE REVENUE					
Landing Fees	11,907,116	15,068,000	15,820,000	16,001,000	16,001,000
Terminal Rental & Other Fees	11,712,874	13,542,000	12,836,248	14,897,000	14,897,000
TOTAL AIRLINE REVENUE	23,619,990	28,610,000	28,656,248	30,898,000	30,898,000
NON-AIRLINE REVENUE					
Parking	23,201,007	21,237,800	25,289,070	26,301,000	26,301,000
Other Concessions	10,838,202	10,423,100	11,461,244	11,897,000	11,897,000
Other Rentals and Fees	5,358,302	4,972,600	5,449,424	5,232,000	5,232,000
TOTAL NON-AIRLINE REVENUE	39,397,511	36,633,500	42,199,738	43,430,000	43,430,000
Interest Income	1,694,794	1,223,500	1,898,392	1,757,000	1,757,000
TOTAL REVENUE	64,712,295	66,467,000	72,754,378	76,085,000	76,085,000
TRANSFERS IN					
27th Pay Period	440,563	0	0	0	0
Golf Fund	0	83,363	83,363	0	0
TOTAL TRANSFERS IN	440,563	83,363	83,363	0	0
TOTAL AVAILABLE FUNDS	65,152,858	66,550,363	72,837,741	76,085,000	76,085,000
OPERATING REQUIREMENTS					
Operations	6,764,318	7,862,506	7,766,722	8,336,207	8,376,784
Field Maintenance	1,806,411	3,221,007	3,330,359	3,624,701	3,663,145
Facilities Management	9,548,109	11,882,384	11,757,388	12,416,701	12,524,907
Public Safety	5,636,136	6,375,651	6,262,758	6,680,586	6,747,835
Planning and Development	411,090	890,280	746,639	934,881	949,066
Tenant Management	408,405	398,257	406,029	444,470	453,683
Support Services	5,756,047	7,811,076	7,486,210	7,637,445	7,726,869
TOTAL OPERATING EXPENSES	30,330,516	38,441,161	37,756,105	40,074,991	40,442,289
TRANSFERS OUT					
GO Debt Service Fund	319,091	305,667	302,740	284,627	284,627
Airport Revenue Bond Debt Service	14,903,337	16,847,589	16,413,981	18,334,521	18,334,521
Airport Variable Rate Notes Debt Ser	580,870	1,535,781	1,112,898	1,396,164	1,396,164
Trunked Radio Allocation	0	0	0	32,070	32,070
Austin Energy	121,063	0	0	0	0
DSMBR	0	0	0	133,333	133,333
NCHDO	0	133,333	133,333	0	0
TOTAL TRANSFERS OUT	15,924,361	18,822,370	17,962,952	20,180,715	20,180,715
OTHER REQUIREMENTS					
Workers' Compensation	40,380	92,025	92,025	166,895	166,895
Administrative Support - Support Serv	2,054,772	2,346,560	2,346,560	2,528,745	2,528,745
Administrative Support - ISD	0	415,946	415,946	596,899	596,899
Accrued Payroll	68,160	60,000	60,000	89,000	89,000
Liability Reserve	18,000	50,000	50,000	36,000	36,000
Wage Adjustment	0	0	0	367,298	0
Operating Reserve	0	0	0	557,921	557,921
27th Pay Period	496,002	0	0	0	0

	<u>1999-00 ACTUAL</u>	<u>2000-2001 AMENDED</u>	<u>2000-2001 ESTIMATED</u>	<u>2001-2002 PROPOSED</u>	<u>2001-2002 APPROVED</u>
TOTAL OTHER REQUIREMENTS	<u>2,677,314</u>	<u>2,964,531</u>	<u>2,964,531</u>	<u>4,342,758</u>	<u>3,975,460</u>
TOTAL REQUIREMENTS	<u>48,932,191</u>	<u>60,228,062</u>	<u>58,683,588</u>	<u>64,598,464</u>	<u>64,598,464</u>
EXCESS (DEFICIT) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS	<u>16,220,667</u>	<u>6,322,301</u>	<u>14,154,153</u>	<u>11,486,536</u>	<u>11,486,536</u>
Contribution To Capital Fund (1)	<u>13,795,224</u>	<u>7,962,745</u>	<u>15,794,597</u>	<u>11,486,536</u>	<u>11,486,536</u>
Adjustment to GAAP	<u>(684,812)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>1,640,444</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

(1) The actual 1997-98 ending balance and the beginning balance for 1999-2000 do not include the GASB 31 recognized but unrealized gain on investments in the amount of \$272,270.

(2) As required by the Airport Bond Revenue ordinance, the excess of available funds over total requirements is to be transferred annually to the Airport Capital Fund. Capital Improvement projects may be funded with money available in the Airport Capital Fund.

# Aviation Department—2001-2002

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## Mission

The mission of the Aviation Department is to provide safe and efficient aviation facilities and services.

## Goals

- Ensure the safety of the traveling public
  - Number of aircraft accidents
  - Incidents of crimes on airport property
  - Number of visitor accidents resulting in injury
- Operate the airport by minimizing costs and maximize efficiency
  - Maintaining airline cost per enplaned passenger maximum not to exceed \$8
  - Maintaining competitive concession pricing
  - Maintaining a safety-conscious, well-trained and high performing workforce
- Ensure the airport meets the expectations of the traveling public
  - Percent of positive responses to customer surveys
- Minimize the environmental impact of the airport
  - Percent of implementation of Phase I, Airport Noise Study (FAR Part 150)
  - Number of scheduled delays to airport projects due to environmental issues

To assist the department in measuring how well the goals are being met, key indicators have been developed along with appropriate performance measures. The budget submitted by the Aviation Department supports these goals.

## Key Indicators

The key indicators used by the Aviation Department include:

- Concession revenue per enplaned passenger
- Airline cost per enplaned passenger
- Total number of passengers
- Total cargo tons

## Business Plan

The budget contains a number of performance measures, which support the goals of the department:

### Customer Satisfaction

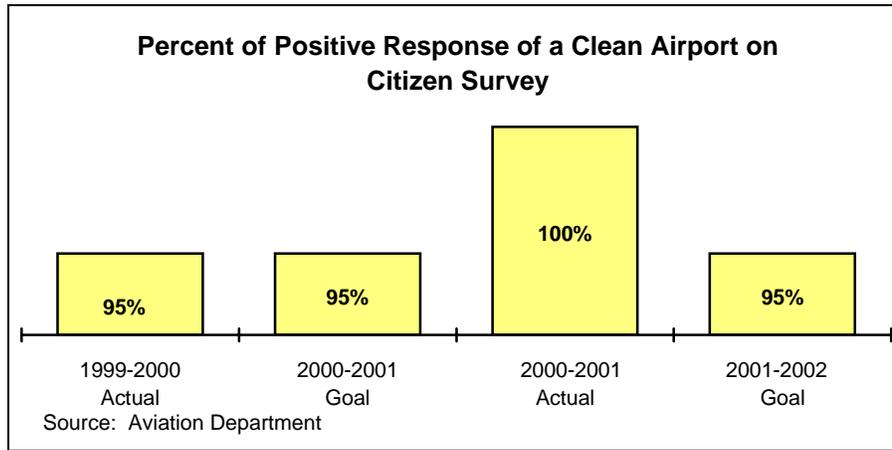
One objective for the Department of Aviation is to maintain the airport facilities for the traveling public and airport tenants so they will have a safe and clean environment. Both building maintenance and facility services directly contribute to the attainment of this objective.

Responses received from surveyed citizens and customers indicate their satisfaction with the airport's cleanliness. The goal for 2000-01 was to receive a 95% positive response of a clean airport on the Citizen Survey. The results of the survey were far in excess of this goal, a 100% satisfaction rating. The goal for 2001-02 remains at 95%.

This budget directly supports the following Department of Aviation goals:

- Ensure the airport meets the expectations of the traveling public
- Ensure the safety of the traveling public

# Aviation Department—2001-2002

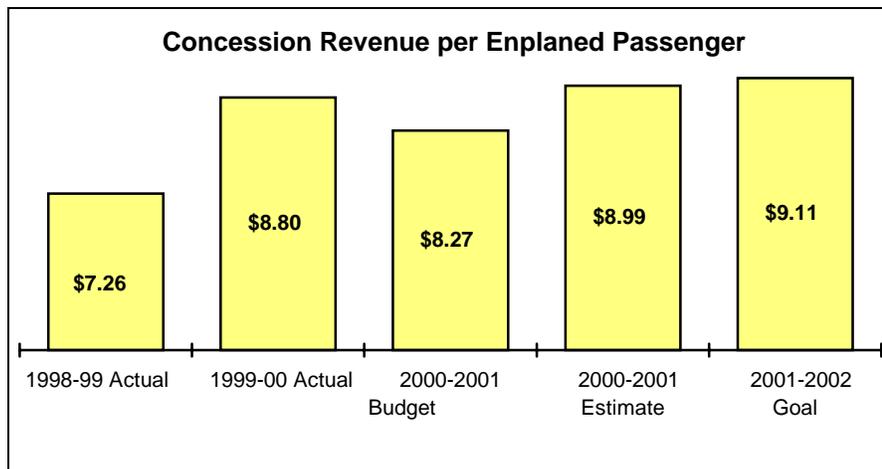


## Concession Revenue

The goal of concession management is to ensure that travelers have a wide array of concessions and leases are negotiated to maximize the amount of revenue received by the Airport Fund. Concession revenue per enplaned passenger is an Airport industry indicator that is a function of concession revenue and enplanement trends. In the 2001-02 budget, concession revenue, including parking, is projected to increase \$6.5 million due to projected passenger growth at Austin–Bergstrom International Airport. Aviation’s goal is to generate at least \$ 9.11 of concession revenue per enplaned passenger in 2001-02.

This budget directly supports the following Department of Aviation goals:

- Operate the Airport by minimizing costs and maximize efficiency
- Ensure the airport meets the expectations of the traveling public



# Aviation Department—2001-2002

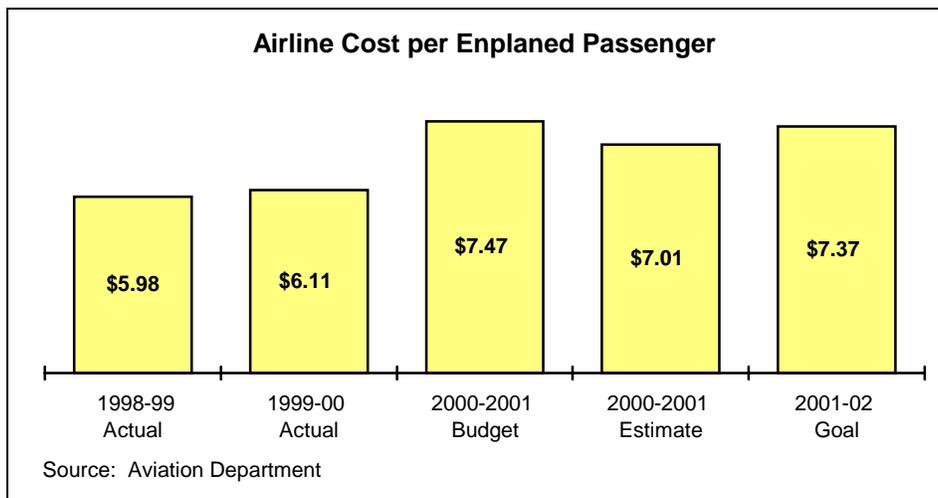
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## Requirements

The airline cost per enplaned passenger is one of the Department of Aviation’s key indicators and a key indicator of the Airport industry. This measure is a function of airport costs and enplanement trends. FY 2001-2002 projected airline costs include \$16.0 million in landing fees and \$14.9 million in terminal rent and other fees. The airlines’ landing fees are based on the estimated landed weight of commercial and cargo carriers and are set to recover the City’s costs for the construction, operation, and maintenance of the airfield. Terminal rents are paid by the airlines and are intended to recover the capital, operating, and maintenance costs associated with the airlines’ use of the terminal.

Overall operating costs and debt service requirements have increased in the 2001-02 budget. The majority of the operating cost increase is in the operations, facilities management and field maintenance areas. The facilities management area includes custodial expenses and the costs associated with maintaining all airport terminal-building systems. The field maintenance area includes the cost of maintaining the runways, taxiways, roadways, and grounds at Austin Bergstrom International Airport. Debt service increased due to the approximate \$2 million decrease in the 95A bond defeasance offset.

The airline cost per enplaned passenger goal for 2001-02 is \$7.37, which reflects the increase in operating costs and debt service requirements. The 2001-02 goal is better than the 2000-01 budget due to the faster growth rate of enplaned passengers. This is reasonable when compared to other recently expanded airports whose airline cost per enplaned passenger ranges from \$8.71 to \$14.46. Providing quality facilities while controlling costs contributes to maintaining a reasonable cost per enplaned passenger.



# Aviation Department—2001-2002

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## FTE and other Personnel Changes

The budget includes the addition of 12.50 new FTEs.

- Three and one half Building and Grounds Assistant positions are approved to provide additional staffing for cleaning the food court restrooms due to heavy demand (\$94,016).
- Two Human Resource Specialists will administer specialized area programs (\$90,576). One Internal Auditor will prepare audit reports and review cash handling and internal control procedures (\$60,226). One Network Administrator B will provide computer support services (\$59,144). Three 0.25 FTEs will convert three thirty hour per week Visitor's Center employees to 40 hour employees (\$16,237). A 0.25 FTE position will convert a current thirty-hour position, Art in Public Places Coordinator, to a 40-hour position (\$11,378).
- Two Airport Police Officers will protect the safety of the traveling public (\$90,576). One Airport Security Technician will conduct safety and security training (\$33,573).
- One Planner III will assist in the implementation of the Airport Master Plan Update recommendations (\$51,711).
- Full year funding for salary increases associated with Pay for Performance is included (\$367,298).
- An additional \$278,795 has been included in the approved budget for anticipated changes in health and retirement contributions.

This budget directly supports the following Department of Aviation goals:

- Ensure the safety of the traveling public
- Ensure the Airport meets the expectations of the traveling public
- Operate the airport by minimizing costs and maximize efficiency

## Contribution to the Airport Capital Fund

The Contribution to the Airport Capital Fund represents the excess of revenue over requirements. Total projected revenue of \$76.1 million is anticipated to provide more than sufficient funding required for total operating and other requirements projected at \$44.4 million and total debt service requirements and other transfers of \$20.2 million.

The Contribution to the Airport Capital Fund is projected at \$11.5 million for 2001-02. The Airport Capital Fund may be used only for lawful purposes related to the Airport System, including expenditures associated with the airport Capital Improvement Program (CIP). A more detailed discussion of this fund can be found by referring to the Airport Capital Fund section of the budget document. This budget directly supports the following Department of Aviation goals:

- Operate the Airport by minimizing costs and maximize efficiency
- Minimize the environmental impact of the airport
- Ensure the safety of the traveling public

# Aviation Department—2001-2002

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## Significant Revenue and Expenditure Changes by Program

<u>Revenue Changes</u>	Dollars	FTEs
1. Concession revenue, including parking, is projected to increase \$6,537,100 due to projected passenger growth at Austin-Bergstrom International Airport.	\$6,537,100	
2. Landing fees and leasing of terminal space revenue is anticipated to increase \$2,288,000 due to higher operating costs which pass through to the users.	\$2,288,000	
3. Other income, rentals, and fee revenue is projected to increase \$259,400 due to the recovery of capital investment costs in the cargo ramp use fee.	\$259,400	
4. Interest income is projected to increase \$533,500 due to higher investment balances.	\$533,500	
5. The 2001-2002 Approved Budget does not include the Golf Transfer funding source of \$83,363.	(\$83,363)	
 <u>Expenditure Changes</u>		
1. <u>City-Wide</u>		
The Approved Budget includes \$367,298 for salary increases associated with Pay for Performance in 2002 and \$182,445 for incremental costs of Pay for Performance in 2001.	\$549,743	
An additional \$237,137 has been included in the Approved Budget for anticipated changes in health contributions and \$41,658 for increases in retirement costs.	\$278,795	
The Approved Budget includes \$215,750 for full year funding for market adjustments implemented in the current year.	\$215,750	
2. <u>Operations</u>		
Costs are projected to increase \$393,731 due to an increase in the AMPCO parking lot management contract for new shuttle vehicles, vehicle maintenance and fuel cost increases.	\$393,731	
The ground transportation fee, paid by the Aviation Department to the Transportation, Planning and Sustainability Department, is projected to decrease \$79,000. The weather observer contract was assumed by the FAA for a savings of \$47,450.	(\$126,450)	
3. <u>Field Maintenance</u>		
Replacement cost of vehicles and other grounds equipment is approved to increase by \$134,000.	\$134,000	

## Aviation Department—2001-2002

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<b>4. <u>Facilities Management</u></b>		
Three and a half Building and Grounds Assistant FTE positions are approved at a cost of \$94,016.	\$94,016	3.50
Approved temporary employee costs are increased by \$212,400 to maintain the level of service during holidays and staffing vacancies.	\$212,400	
Gas and electrical services are projected to increase \$290,000 due to gas and fuel increases. Small tools and equipment increased \$30,000 for additional food court area furniture.	\$320,000	
<b>5. <u>Public Safety</u></b>		
Meet and confer contract increases for fire fighters approved by the City Council in December 1999 have increased ARFF costs by \$158,436.	\$158,436	
A new Airport Security technician is approved at a cost of \$33,573 to increase the security and identification office hours. Two new police officers are also added at a cost of \$90,576.	\$124,149	3.00
<b>6. <u>Planning and Development</u></b>		
A new Planner III is approved at a cost of \$51,711. This position will be responsible for the evaluation and coordination of the airport master plans, environmental and FAR Part 150 planning studies.	\$51,711	1.00
Miscellaneous costs decreased \$10,750.	(\$10,750)	
<b>7. <u>Support Services</u></b>		
The Approved Budget adds an Internal Auditor Senior FTE to perform audits of the Department's concessionaires and to review the internal control procedures at a total cost of \$60,226.	\$60,226	1.00
Additionally, the budget approved a decrease of \$100,000 in interdepartmental auditing services as a result of hiring an Internal Auditor Senior.	(\$100,000)	
The Approved Budget adds a Network Administrator B FTE to support the telecommunications billing system at a cost of \$59,144. Two new Human Resources Specialists are included at a cost of \$90,576 to administer and evaluate the employee benefits program.	\$149,720	3.00
Additionally, the budget approves to convert 3 current 30 hour positions to 40 hour positions, to expand the visitor's center hours at a cost of \$16,237. A 1/4 of FTE is requested to convert a 30 hours Arts and Public Places Coordinator position to 40 hours to manage weekly music performances at a cost of \$11,378.	\$27,615	1.00
Rental Real Estate-Other costs decreased \$435,000 as a result of the airport facilities revenue bond debt reduction for apron expansion in FY01.	(\$435,000)	
Legal services are projected to decrease \$ 120,000.	(\$120,000)	
<b>8. <u>Transfers/Other Requirements</u></b>		
The approved transfer to the Airport Revenue Bond debt service is increased by \$1,486,932. The approved transfer to the Airport Variable Rate Notes debt service is projected to decrease \$139,617.	\$1,347,315	

## **Aviation Department—2001-2002**

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The Trunked Radio transfer is approved in the amount of \$32,070.	\$32,070
The workers' compensation transfer is increased \$74,870, the administrative support transfer is increased \$363,138, and the liability reserve transfer decreased \$14,000. The accrued payroll transfer is projected to increase \$29,000.	\$453,008
The approved transfer to the Operating Reserve fund is increased by \$557,921.	\$557,921
The approved contribution to the Airport Capital Fund is increased by \$3,523,791, which reflects the excess of available funds over total requirements.	\$3,523,791

## Airport Asset Forfeiture — 2001-2002

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The Airport Police Division of the Aviation Department uses the asset forfeiture program as a valuable tool to retrieve monies and property gained through criminal activity. Most seizures are conducted in conjunction with the joint Austin Police/ Airport Police Narcotics Interdiction Unit.

The amount of forfeitures that will be awarded by State and Federal Courts during 2001-02 is uncertain. Projected awards total \$25,000 for 2001-02.

### 2001-02 Budget by Revenue Source and Expenditure Category:

<b>Expenditure Category</b>	<b>State Forfeitures</b>	<b>Federal Forfeitures</b>	<b>Total</b>
Contractual	0	\$52,800	\$52,800
Commodities	0	\$80,000	\$80,000
Capital Outlay	0	\$90,000	\$90,000
<b>Total</b>	<u>0</u>	<u>\$222,800</u>	<u>\$222,800</u>

A conservative approach has been adopted in estimating the amount of funds that will be available in 2001-02 because of the difficulty involved in predicting the amount of future court awards.

## AIRPORT ASSET FORFEITURE FUND SUMMARY

	1999-00 ACTUAL	2000-01 AMENDED	2000-01 ESTIMATED	2001-02 PROPOSED	2001-02 APPROVED
BEGINNING BALANCE (1)	387,919	420,409	437,758	196,058	196,058
REVENUE					
State:					
Interest	3,005	5,000	5,000	5,000	5,000
Forfeited Funds	0	0	0	0	0
TOTAL STATE REVENUE	3,005	5,000	5,000	5,000	5,000
Federal:					
Interest	16,582	12,000	20,000	15,000	15,000
Forfeited Funds	128,766	112,000	60,000	25,000	25,000
TOTAL FEDERAL REVENUE	145,348	124,000	80,000	40,000	40,000
TOTAL REVENUE	148,353	129,000	85,000	45,000	45,000
TOTAL AVAILABLE FUNDS	148,353	129,000	85,000	45,000	45,000
EXPENSES					
Federal:					
Operating Expenses	61,408	128,200	93,200	132,800	132,800
Capital Outlay	39,073	233,500	233,500	90,000	90,000
TOTAL FEDERAL EXPENSES	100,481	361,700	326,700	222,800	222,800
TOTAL REQUIREMENTS	100,481	361,700	326,700	222,800	222,800
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	47,872	(232,700)	(241,700)	(177,800)	(177,800)
ADJUSTMENT TO GAAP	1,967				
ENDING BALANCE (2)	437,758	187,709	196,058	18,258	18,258

(1) Beginning Balance includes both State and Federal Funds as follows:

	State	Federal	Totals
1999-00 Actual	26,881	361,038	387,919
2000-01 Estimated	31,853	405,905	437,758
2000-01 Proposed	36,853	159,205	196,058

(2) Ending Balance includes both State and Federal Funds as follows:

	State	Federal	Totals
1999-00 Actual	31,853	405,905	437,758
2000-01 Estimated	36,853	159,205	196,058
2000-01 Proposed	41,853	(23,595)	18,258

# Airport Capital Fund — 2001-2002

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## Purpose and Nature of Fund

The Airport Capital Fund was established in September 1989 by ordinance authorizing the issuance of \$30 million Airport System Prior Lien Revenue Bonds for new airport development. As specified in the ordinance, the Airport Operating Fund is required to transfer the excess of available funds over total requirements, less a reserve for future operating expenses, to the Airport Capital Fund on an annual basis. These funds may be used only for lawful purposes related to the Airport System, including expenditures associated with the Airport Capital Improvements Program (CIP).

## Factors Affecting Funding

Total available funds of \$18.9 million are projected for fiscal year 2001-02. The major sources of available funds includes a projected transfer of \$11.5 million from the Airport Operating Fund and a \$6.0 million transfer from the New Airport CIP fund. Additionally, a \$0.6 million transfer from the General Fund is anticipated as reimbursement of the City's obligation to pay the Airport for amounts spent on the new State Aircraft Pooling Board facility at Austin-Bergstrom International Airport. Interest income of \$0.9 million is also projected.

## Factors Affecting Requirements

A transfer to Austin-Bergstrom International Airport CIP fund will provide \$13.6 million in funding for capital projects associated with improvements at the new airport.

	<b>1999-2000 Actual</b>	<b>2000-2001 Amended</b>	<b>2000-2001 Estimated</b>	<b>2001-2001 Proposed</b>	<b>2001-2002 Approved</b>
<b>Revenue</b>	\$1,815,809	\$5,400,000	\$920,425	\$879,456	\$879,456
<b>Transfers in</b>	\$13,795,224	\$16,762,745	\$24,144,774	\$18,048,955	\$18,048,955
<b>Requirements</b>	\$11,672,925	\$28,679,970	\$27,443,888	\$13,595,000	\$13,595,000

## AIRPORT CAPITAL FUND SUMMARY

	1999-00 ACTUAL	2000-01 AMENDED	2000-01 ESTIMATED	2001-02 PROPOSED	2001-02 APPROVED
BEGINNING BALANCE	14,047,154	17,519,581	17,985,262	15,606,573	15,606,573
REVENUE					
Sale of Land	1,380,000	0	0	0	0
Interest Earnings	435,809	400,000	920,425	879,456	879,456
State Pooling Board Reimburs.	0	5,000,000	0	0	0
TOTAL REVENUE	<u>1,815,809</u>	<u>5,400,000</u>	<u>920,425</u>	<u>879,456</u>	<u>879,456</u>
TRANSFERS IN					
Transfers from Airport Fund (1)	13,795,224	7,962,745	15,794,597	11,486,536	11,486,536
Transfers from General Fund	0	0	0	562,419	562,419
Transfers from RMMA CIP	0	4,800,000	4,350,177	0	0
Transfers from New Airport CIP Fu	0	4,000,000	4,000,000	6,000,000	6,000,000
TOTAL TRANSFERS IN	<u>13,795,224</u>	<u>16,762,745</u>	<u>24,144,774</u>	<u>18,048,955</u>	<u>18,048,955</u>
TOTAL AVAILABLE FUNDS	<u>15,611,033</u>	<u>22,162,745</u>	<u>25,065,199</u>	<u>18,928,411</u>	<u>18,928,411</u>
TRANSFERS OUT					
Cargo Ramp Bond Retirement	0	7,500,000	7,500,000	0	0
Transfer to CIP - ABIA	8,075,000	15,600,000	15,600,000	13,595,000	13,595,000
Transfer to Disposition Fund	3,597,925	5,484,470	4,194,988	0	0
TOTAL TRANSFERS OUT	<u>11,672,925</u>	<u>28,584,470</u>	<u>27,294,988</u>	<u>13,595,000</u>	<u>13,595,000</u>
OTHER REQUIREMENTS					
Increase in Operating Reserve	0	95,500	148,900	0	0
TOTAL OTHER REQUIREMENTS	<u>0</u>	<u>95,500</u>	<u>148,900</u>	<u>0</u>	<u>0</u>
TOTAL REQUIREMENTS	<u>11,672,925</u>	<u>28,679,970</u>	<u>27,443,888</u>	<u>13,595,000</u>	<u>13,595,000</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS	<u>3,938,108</u>	<u>(6,517,225)</u>	<u>(2,378,689)</u>	<u>5,333,411</u>	<u>5,333,411</u>
ENDING BALANCE	<u>17,985,262</u>	<u>11,002,356</u>	<u>15,606,573</u>	<u>20,939,984</u>	<u>20,939,984</u>
FUND BALANCE					
Reserve for Retirement of Variable Rate Notes (2)	0	0	0	2,225,000	2,225,000
Unreserved	<u>17,985,262</u>	<u>11,002,356</u>	<u>15,606,573</u>	<u>18,714,984</u>	<u>18,714,984</u>
ENDING BALANCE	<u>17,985,262</u>	<u>11,002,356</u>	<u>15,606,573</u>	<u>20,939,984</u>	<u>20,939,984</u>

- (1) As required by the Airport Revenue Bond ordinance, the excess of available funds over total requirements in the Airport Operating Fund is to be transferred annually to the Airport Capital Fund. Capital Improvement projects may be funded with money available in the Airport Capital Fund.
- (2) Represents \$2,225,000 Variable Rate Notes principal amortized in FY 2001. The airlines portion, \$1,019,792, was recaptured in the FY 2001 rates and charges calculation.

## Airport Capital Fund — 2001-2002

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### Significant Revenue and Expenditure Changes

<u>Revenue Changes</u>	Dollars	FTEs
1. Interest earnings are projected to increase \$479,456 due to higher investment balances.	\$479,456	
2. The transfer from the Airport Operating Fund is anticipated to increase \$3,523,971.	\$3,523,791	
3. State Pooling Board Reimbursement for the new State Aircraft Pooling Board facility at Austin-Bergstrom International Airport is projected to decrease \$5,000,000.	(\$5,000,000)	
4. No transfers from RMMA CIP are projected in 2001-2002.	(\$4,800,000)	
5. The excess funding from the New Airport CIP fund is approved at an increased amount of \$2,000,000.	\$2,000,000	
6. Transfer from the General Fund as repayment for the new State Aircraft Pooling Board facility at Austin-Bergstrom International Airport is projected to increase \$562,419.	\$562,419	
 <u>Expenditure Changes</u>		
1. The transfer to the ABIA CIP is projected to decrease \$2,005,000 for the 2001-02 capital improvement plan program.	(\$2,005,000)	
2. The transfer to the Mueller Airport Disposition Fund for the environmental cleanup of RMMA after closure decreased \$5,484,470. The balance required to meet the total commitment of \$8 million in funding was transferred in 2000-2001.	(\$5,484,470)	
3. The cargo ramp bond retirement was completed in 2000-2001.	(\$7,500,000)	
4. Operating reserve requirements are projected to decrease \$95,500 in 2001-2002 due to the transfer of the requirement to the Operating Fund.	(\$95,500)	

## Aviation-2001-02

### Airport Operating Fund

	1999 -00 Actual	1999 -00 FTE	2000 -2001 Amended	2000 -2001 FTE	2000 -2001 Estimate	2000 -2001 FTE	2001 -02 Proposed	2001 -02 FTE
<b>FACILITIES MANAGEMENT</b>								
Building Maintenance	\$5,821,199	31.42	\$7,784,216	37.10	\$7,550,665	36.10	\$8,021,859	37.10
Facility Services	\$3,726,910	95.02	\$4,098,168	102.85	\$4,206,723	99.35	\$4,394,842	102.85
<b>FIELD MAINTENANCE</b>								
Airside Maintenance	\$1,042,168	17.30	\$1,975,356	22.30	\$2,040,873	23.30	\$2,322,358	23.30
Grounds Maintenance	\$764,243	14.30	\$1,245,651	23.30	\$1,289,486	22.30	\$1,302,343	22.30
<b>OPERATIONS</b>								
Airside Operations	\$762,026	11.60	\$696,563	12.60	\$570,261	12.60	\$619,331	12.60
Landside Operations	\$6,002,292	20.65	\$7,165,943	27.40	\$7,196,461	32.40	\$7,716,876	32.40
<b>PLANNING AND DEVELOPMENT</b>								
Design & Construction	\$242,623	2.80	\$459,643	5.30	\$444,973	5.80	\$644,937	5.80
Planning	\$168,467	5.80	\$430,637	4.80	\$301,666	4.80	\$289,944	5.80
<b>PUBLIC SAFETY</b>								
ARFF	\$2,769,382	0.00	\$3,031,116	0.00	\$3,004,789	0.00	\$3,189,552	0.00
Security	\$2,866,754	59.00	\$3,344,535	59.00	\$3,257,969	57.00	\$3,491,034	60.00
<b>SUPPORT SERVICES</b>								
Administration and Management	\$1,732,011	12.75	\$2,128,955	15.55	\$2,107,381	17.55	\$1,593,132	16.60
Financial Monitoring/ Budgeting	\$735,789	11.10	\$1,001,018	12.85	\$969,437	12.35	\$928,509	12.40
Information Technology Services	\$1,591,330	11.11	\$2,436,105	13.05	\$2,300,625	13.05	\$2,636,735	14.05
Personnel/ Training	\$537,289	9.95	\$839,959	10.70	\$755,327	9.70	\$969,724	13.20
PIO/Community Services	\$745,424	10.45	\$845,561	9.95	\$821,480	9.20	\$916,629	9.75
Purchasing/ M/WBE	\$414,204	10.35	\$559,478	11.10	\$531,960	11.60	\$592,716	11.35
<b>TENANT MANAGEMENT</b>								
Tenant Management	\$408,405	6.65	\$398,257	6.40	\$406,029	7.15	\$444,470	7.25
<b>TRANSFERS/OTHER REQUIREMENTS</b>								
Other Requirements	\$2,677,314	0.00	\$2,964,531	0.00	\$2,964,531	0.00	\$4,342,758	0.00

## Aviation-2001-02

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Transfers	\$29,719,585	0.00	\$26,785,115	0.00	\$33,757,549	0.00	\$31,667,251	0.00
<b>Total</b>	\$62,727,415	330.25	\$68,190,807	374.25	\$74,478,185	374.25	\$76,085,000	386.75

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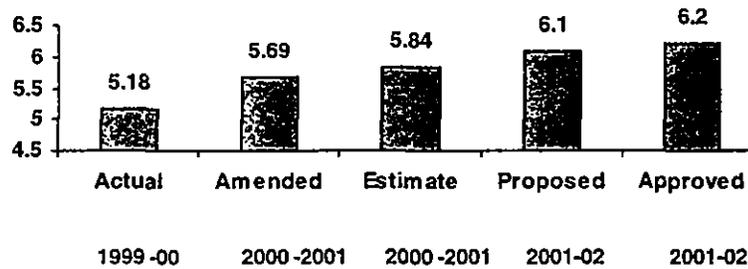
## Aviation-2001-02

### Program: **FACILITIES MANAGEMENT**

**Program Objective:** The purpose of the Facilities Management program is to maintain airport facilities for the traveling public and airport tenants so they will have a safe and clean environment.

**Program Results Measures:**

**Facilities service cost per square foot**



Performance Measures:	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Facilities service cost per square foot	\$5.18	\$5.69	\$5.84	\$6.10	\$6.20

### List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Building Maintenance	\$5,909,220	31.42	\$7,884,216	37.10	\$7,607,665	36.10	\$8,111,859	37.10	\$8,152,300	37.10
Facility Services	\$3,726,910	95.02	\$4,098,168	102.85	\$4,206,723	99.35	\$4,394,842	102.85	\$4,462,607	102.85
<b>Total</b>	<b>\$9,636,130</b>	<b>126.44</b>	<b>\$11,982,384</b>	<b>139.95</b>	<b>\$11,814,388</b>	<b>135.45</b>	<b>12,506,701</b>	<b>139.95</b>	<b>12,614,907</b>	<b>139.95</b>

## Aviation-2001-02

**Activity:** *Building Maintenance*

**Activity Code:** 4BLD

**Program Name:** FACILITIES MANAGEMENT

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$5,821,199	\$7,784,216	\$7,550,665	\$8,021,859	\$8,062,300
Expense Refunds	\$88,021	\$100,000	\$57,000	\$90,000	\$90,000
<b>Total Requirements</b>	<b>\$5,909,220</b>	<b>\$7,884,216</b>	<b>\$7,607,665</b>	<b>\$8,111,859</b>	<b>\$8,152,300</b>
<b>Full-Time Equivalents</b>	<b>31.42</b>	<b>37.10</b>	<b>36.10</b>	<b>37.10</b>	<b>37.10</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Building maintenance cost per square foot	Efficiency	\$1.89	\$2.52	\$2.43	\$2.59	\$2.60
Square feet of buildings maintained	Output	3,130,000	3,130,000	3,130,000	3,130,000	3,130,000
Incidents of noncompliance during federal inspections	Result	1	0	0	0	0
Time required to restore airfield lighting breakdown to operation	Result	1 hour	1 hour	1 hour	1 hour	1 hour

**Activity History and Description:** The Building Maintenance program provides preventative maintenance and repair services for all Department of Aviation operated physical plant facilities, equipment and systems, office space and storage units. This includes all HVAC systems, airfield lighting and controls systems, airport access and security system, baggage conveyor and carousel system, fire alarm and suppression systems, passenger loading bridges, airport paging system and other equipment and systems essential to the operations of the ABIA.

**Activity Objective:** The purpose of the building maintenance activity is to provide maintenance services for users of the airport so they will be in a safe environment.

**Services of the Activity:** Maintain all airport terminal building systems which include plumbing, baggage conveyor, loading bridges, electrical, HVAC, fire protection and suppression, elevator/escalator system. All utilities. Manage the department central warehouse.

**Changes in Requirements and Performance Measures:** The budget approves an increase of \$62,400 for temporary employees to provide support to the general maintenance staff. The gas costs are projected to increase \$175,000 due to the expectation that natural gas rates will continue to rise over the period of the next year, resulting in an increase of building maintenance cost per square foot. The activity increases by \$40,441 over the Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:** George Purnell

512-530-6363

## Aviation-2001-02

**Activity:** Facility Services  
**Activity Code:** 4FAS  
**Program Name:** FACILITIES MANAGEMENT

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$3,726,910	\$4,098,168	\$4,206,723	\$4,394,842	\$4,462,607
<b>Total Requirements</b>	<b>\$3,726,910</b>	<b>\$4,098,168</b>	<b>\$4,206,723</b>	<b>\$4,394,842</b>	<b>\$4,462,607</b>
<b>Full-Time Equivalents</b>	<b>95.02</b>	<b>102.85</b>	<b>99.35</b>	<b>102.85</b>	<b>102.85</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Facilities service cost per square foot	Efficiency	\$5.18	\$5.69	\$5.84	\$6.10	\$6.20
Total square feet of facilities maintained	Output	720,000	720,000	720,000	720,000	720,000
Percent of positive response of a clean airport on the citizen survey	Result	95%	95%	100%	95%	95%

**Activity History and Description:** The Facility Services program is responsible for providing janitorial services to designated tenant leasehold areas and all common areas in the ABIA passenger terminal building. In addition to the passenger terminal building, Facilities Services maintains designated areas in the parking garage and the Department of Aviation office facilities on the campus, which include tenant leasehold buildings. The section employs staff to work three shifts to meet this responsibility.

**Activity Objective:** The purpose of the facility services activity is to provide custodial services to maintain the airport facilities for the traveling public and airport tenants so that they will have a clean and safe environment.

**Services of the Activity:** Clean and maintain terminal building, office buildings and designated parts of the parking garage. Cleaning supplies and custodial equipment. Manage waste disposal and recycling program.

**Changes in Requirements and Performance Measures:** 3.5 FTE's were internally reallocated to Landside Operations in the current fiscal year for a decreased cost of (\$72,141). 3.5 new Building and Ground Assistant positions are added at an increased cost of \$94,016 to replace the FTEs that were reallocated to Landside Operations. Increased costs of \$150,000 for temporary employees are added to help maintain the level of service during holiday and staffing vacancies. Miscellaneous costs increased \$8,000 because of maintenance contract for equipment repair. Household cleaning supply costs increased \$50,000 due to the increase in passenger traffic. The activity increases by \$67,765 over the Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:** George Purnell 512-530-6363

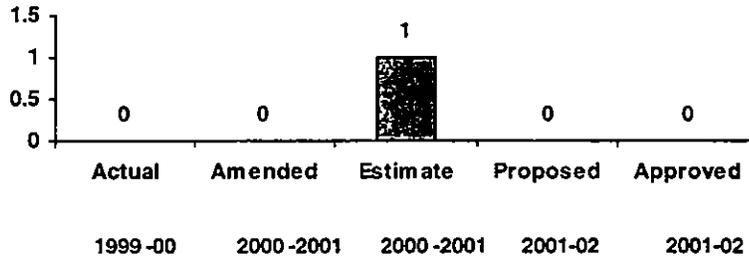
## Aviation-2001-02

**Program: FIELD MAINTENANCE**

**Program Objective:** The purpose of the Field Maintenance program is to maintain areas outside the terminal building so that users of the airport will have a safe environment.

**Program Results Measures:**

**No incidents of noncompliance with part 139 during federal inspections**



**Performance Measures:**

	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
No incidents of noncompliance with part 139 during federal inspections	0	0	1	0	0

**List of Activities (Includes all Funding Sources)**

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Airside Maintenance	\$1,042,267	17.30	\$1,975,356	22.30	\$2,040,873	23.30	\$2,352,358	23.30	\$2,372,104	23.30
Grounds Maintenance	\$764,377	14.30	\$1,245,651	23.30	\$1,289,486	22.30	\$1,302,343	22.30	\$1,321,041	22.30
<b>Total</b>	<b>\$1,806,644</b>	<b>31.60</b>	<b>\$3,221,007</b>	<b>45.60</b>	<b>\$3,330,359</b>	<b>45.60</b>	<b>\$3,654,701</b>	<b>45.60</b>	<b>\$3,693,145</b>	<b>45.60</b>

## Aviation-2001-02

**Activity:** *Airside Maintenance*

**Activity Code:** *3ARR*

**Program Name:** *FIELD MAINTENANCE*

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$1,042,168	\$1,975,356	\$2,040,873	\$2,322,358	\$2,342,104
Expense Refunds	\$99	\$0	\$0	\$30,000	\$30,000
<b>Total Requirements</b>	<b>\$1,042,267</b>	<b>\$1,975,356</b>	<b>\$2,040,873</b>	<b>\$2,352,358</b>	<b>\$2,372,104</b>
<b>Full-Time Equivalents</b>	<b>17.30</b>	<b>22.30</b>	<b>23.30</b>	<b>23.30</b>	<b>23.30</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airside maintenance cost per aircraft operations	Efficiency	\$10.46	\$16.74	\$19.77	\$22.36	\$22.55
Airside maintenance costs per acre maintained	Efficiency	\$613.10	\$1,161.97	\$1,200.51	\$1,383.74	\$1,395.36
Number of acres maintained	Output	1700	1700	1700	n/a	n/a
Number of requests for emergency repair	Output	15	40	23	36	36
Number of workorders requested	Output	no data	no data	no data	2,400	2,400
No incidents of noncompliance with part 139 during federal inspections	Result	0	0	1	0	0
Response time to emergency repairs from call to arrival	Result	1 hour	45 minutes	30 minutes	45 minutes	45 minutes

**Activity History and Description:** The airfield maintenance program provides care of the airside ground areas, the runway/taxiway system, and the surrounding acreage within the boundaries of the airport. This includes all landscaping, mowing, pavement repairs, airfield pavement striping, and snow and ice removal, as needed.

**Activity Objective:** The purpose of the airside maintenance activity is to maintain the airside of the airport for users of the airport so that they will have a clean and safe environment in which to operate.

**Services of the Activity:** Landscaping. Pavement repair. Mowing. Cleaning. Pavement striping, snow and ice removal. Fence repairs. Tree trimming. FAA compliance-Part 139 (Airport Safety). Manage Airside Maintenance Contracts.

**Changes in Requirements and Performance Measures:** The Approved Budget includes an increase of \$104,562 in regular salaries as a result of market adjustments. An increase of 1 FTE is due to an internal reallocation of personnel from Grounds Maintenance. An increase of \$50,000 to Services-Hazardous Materials Disposal is approved to establish a new price agreement for outside services. Fleet Preventative/unscheduled is projected to decrease (\$29,000). Vehicle and ground maintenance equipment (capital items) replacements are needed due to age and high repair costs

## Aviation-2001-02

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**Activity:** *Airside Maintenance*

**Activity Code:** *3ARR*

**Program Name:** *FIELD MAINTENANCE*

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requiring an increase in capital items of \$184,000. Expense refunds increased to \$30,000 for tenant reimbursement for possible spill response expenses initially covered by Aviation Department. The measure, Number of Acres Maintained has been eliminated for FY02 and replaced with a more relevant measure, Number of Workorders Requested. The 4 requests decrease in the number of requests for emergency repair is due to a more efficient tracking system. Airside maintenance averages about 2 to 3 responses per month. The increase of \$233.39 for Airside maintenance cost per acre maintained is related to salary cost increases and the costs associated with the replacement and repair of capital items. An increase of \$5.81 for Airside maintenance cost per aircraft operations is due to the increase in salary costs and the purchase of capital items. The decrease in aircraft operations also contributes to this increase. Decline in aircraft operations is the result of a worldwide trend toward more efficient operations through the use of larger, more fuel-efficient planes. This activity increases by \$19,746 over the Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:**

Patty Edwards

512-530-6366

## Aviation-2001-02

**Activity:** Grounds Maintenance

**Activity Code:** 3GRD

**Program Name:** FIELD MAINTENANCE

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$764,243	\$1,245,651	\$1,289,486	\$1,302,343	\$1,321,041
Expense Refunds	\$134	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$764,377</b>	<b>\$1,245,651</b>	<b>\$1,289,486</b>	<b>\$1,302,343</b>	<b>\$1,321,041</b>
<b>Full-Time Equivalents</b>	<b>14.30</b>	<b>23.30</b>	<b>22.30</b>	<b>22.30</b>	<b>22.30</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Annual grounds maintenance per acre maintained	Efficiency	\$305.75	\$498.26	\$515.79	\$520.94	\$528.42
Grounds maintenance cost per enplanement	Efficiency	\$ .20	\$0.33	\$ .32	\$ .31	\$ .32
Number of Acres maintained	Output	2,500	2,500	2,500	n/a	n/a
Number of work orders requested.	Output	no data	no data	no data	2,400	2,400
Percent of days when maintenance schedule is complete.	Result	no data	no data	no data	90%	90%
Percent of productive work hours accounted for in work order system	Result	no data	no data	no data	80%	80%
Percentage of days when mowing schedule is complete	Result	96%	90%	95%	n/a	n/a
Percentage of unplanned replacements of plants	Result	0%	2%	2%	n/a	n/a

**Activity History and Description:** This activity started in 1998-99. Provides grounds maintenance services at ABIA. Perform maintenance of water quality ponds. Perform all aspects of grounds maintenance including fence and street repairs, signage, landscape, and irrigation maintenance and repairs. Groom and care for landscape, showcasing the entrance to the airport.

**Activity Objective:** The purpose of the grounds maintenance activity is to maintain a visually pleasing airport ground in accordance with generally accepted forestry and landscaping standards so that users of the airport will have a well maintained environment.

**Services of the Activity:** Landscaping. Street signage. Maintenance of water quality ponds. Inspect irrigation system. Agriculture/horticulture supplies. Perform routine and emergency repairs to irrigation system. Contract monitoring. Clothing. Uniforms. Painting of roadways. Pavement maintenance. Tree trimming. Fence repair and installation. Sweeping roadways. Debris pick up. Mowing. Pesticide applications.

## Aviation-2001-02

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**Activity:** *Grounds Maintenance*

**Activity Code:** *3GRD*

**Program Name:** *FIELD MAINTENANCE*

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**Changes in Requirements and Performance Measures:**

The Approved Budget includes an increase of \$111,188 in regular salaries as a result of market adjustments. A decrease of 1 FTE is due to an internal reallocation of personnel to Airside Maintenance. Capital items were transferred to Airside maintenance decreasing costs of \$50,000. Maintenance of ground costs decreased \$13,000 due to work being done in-house. Safety supplies increased by \$7,000 as a result of placing spill response kits on the landside in designated locations, refilling the kits, and purchasing drain cover mats. The activity measures, Number of Acres Maintained and Percentage of Days When Mowing Schedule is Complete, are being eliminated and replaced with Number of Workorders Requested and Percent of Days when Maintenance Schedule is Complete, to provide more meaningful decision-making information. The activity increases by \$18,698 over the Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:**

Patty Edwards

512-530-6366

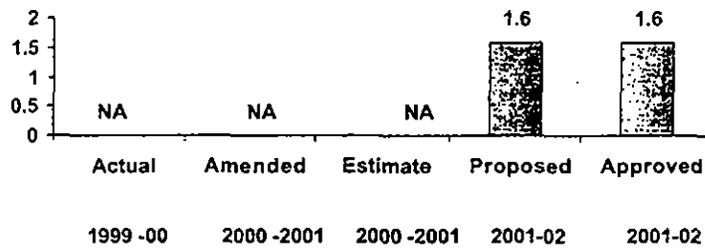
## Aviation-2001-02

**Program: OPERATIONS**

**Program Objective:** The purpose of the Operations program is to ensure the safe and efficient movement and parking of aircraft and motor vehicles, for air carriers and the traveling public so they may benefit from safe and efficient travel.

**Program Results Measures:**

**Parking lot shuttle costs per parking user**



Performance Measures:	1999 -00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Parking lot shuttle costs per parking user	NA	NA	NA	1.60	1.60
Zero findings of noncompliance with part 139 of federal regulations during federal inspections	2	0	0	0	0

### List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amende	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Airside Operations	\$818,966	11.60	\$696,563	12.60	\$570,261	12.60	\$619,331	12.60	\$631,964	12.60
Landside Operations	\$6,002,296	20.65	\$7,165,943	27.40	\$7,196,261	32.40	\$7,716,876	32.40	\$7,744,820	32.40
<b>Total</b>	<b>\$6,821,262</b>	<b>32.25</b>	<b>\$7,862,506</b>	<b>40.00</b>	<b>\$7,766,522</b>	<b>45.00</b>	<b>\$8,336,207</b>	<b>45.00</b>	<b>\$8,376,784</b>	<b>45.00</b>

## Aviation-2001-02

**Activity:** *Airside Operations*

**Activity Code:** 2ARR

**Program Name:** OPERATIONS

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$762,026	\$696,563	\$570,261	\$619,331	\$631,964
Expense Refunds	\$56,940	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$818,966</b>	<b>\$696,563</b>	<b>\$570,261</b>	<b>\$619,331</b>	<b>\$631,964</b>
<b>Full-Time Equivalents</b>	<b>11.60</b>	<b>12.60</b>	<b>12.60</b>	<b>12.60</b>	<b>12.60</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airside operations costs per aircraft operation	Efficiency	\$8.22	\$5.90	\$5.52	\$5.89	\$6.01
Number of aircraft operations	Output	99,631	117,980	103,230	105,191	105,191
Number of aircraft accidents	Result	no data	6 or less	0	0	0
Zero aircraft incidents from Foreign Object Damage(FOD)	Result	0	0	0	0	0
Zero findings of noncompliance with part 139 of federal regulations during federal inspections	Result	2	0	0	0	0

**Activity History and Description:** In June 1997, Austin-Bergstrom International Airport (ABIA) opened with a FAR Part 139 Limited Airport Operating Certificate. In May 1999 ABIA opened with a full FAR Part 139 Airport Operating Certificate. ABIA is a larger facility with two fully instrumented runways capable of allowing for take-offs and landings with runway visual range visibility down to 600 feet. Responsibilities include ensuring that the airport meets federal, state, and local requirements, rules and regulations, to include the safety operations of all airport aeronautical activities. The division is a 24-hour operation that provides immediate response to all airfield emergency incidents or accidents.

**Activity Objective:** The purpose of the airside operations activity is to maintain airside operations for the Department of Aviation to ensure that requirements set out in FAR Part 139 (Airport Certification) are met or exceeded.

**Services of the Activity:** Weather observation service. Manage ramp operations. Provide liaisons between DOA and all agencies dealing with the AOA. Compliance with local, state, and federal rules and regulations. Coordinate all construction activities. Technical support. Leadership and guidance in safety by the safety committee. Respond to all incidents and emergencies. Drive Safety Training.

**Changes in Requirements and Performance Measures:** Salary costs are projected to decrease by \$17,728 due to salary variances of new personnel hires. Temporary costs and overtime are also projected to decrease \$16,550 due to the reduction of temporary employees. Services-Other will decrease \$46,450 because the weather observer contract was

**Aviation-2001-02**

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**Activity:** *Airside Operations*

**Activity Code:** *2ARR*

**Program Name:** *OPERATIONS*

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taken over by the FAA. The number of aircraft operations decreased by 12,789 due to the worldwide trend toward more efficient operations through the use of larger, more fuel-efficient aircraft. In addition, the airport lost 2 commuter airlines this year (American Eagle and Austin Express). The number of aircraft accidents is expected to be zero per increased awareness of necessary safety precautions. The activity increases by \$12,633 over the Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:**

Al Gallardo

512-530-5534

## Aviation-2001-02

**Activity:** *Landside Operations*

**Activity Code:** *2LND*

**Program Name:** *OPERATIONS*

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$6,002,292	\$7,165,943	\$7,196,461	\$7,716,876	\$7,744,820
Expense Refunds	\$4	\$0	(\$200)	\$0	\$0
<b>Total Requirements</b>	<b>\$6,002,296</b>	<b>\$7,165,943</b>	<b>\$7,196,261</b>	<b>\$7,716,876</b>	<b>\$7,744,820</b>
<b>Full-Time Equivalents</b>	<b>20.65</b>	<b>27.40</b>	<b>32.40</b>	<b>32.40</b>	<b>32.40</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Percentage of parking facility usage per total passengers	Demand	no data	26%	28.3%	28.7%	28.7%
Parking lot shuttle costs per enplanement	Efficiency	\$ .80	\$0.90	\$.77	n/a	n/a
Parking lot shuttle costs per parking user	Efficiency	0	0	0	1.60	1.60
Number of vehicles using parking facility	Output	2,009,304	1,992,249	2,252,268	2,342,358	2,342,358
Percent of parking tickets per total passengers	Output	26.7%	n/a	n/a	n/a	n/a
Average transaction time to process a transaction when exiting the parking lot	Result	no data	no more than 1 minute	22.3 seconds	24 seconds	24 seconds
Average wait time to catch the parking lot shuttle	Result	6.1 minutes	< 7 minutes	6.2 minutes	7.5 minutes	7.5 minutes
Average wait to exit the parking lot	Result	23.6 seconds	n/a	n/a	n/a	n/a
Complaints received from ground transportation provider customers per month	Result	2	no more than 8	1	1	1
Number of visitor accidents resulting in injury	Result	no data	120	114	114	114

**Activity History and Description:** Landside Operations is responsible for the oversight of surface parking operations, commercial ground transportation, terminal operations, tenant relations, passenger services, curbside management and the revenue control system management. Coordinate with ground transportation providers to ensure compliance with City and Department rules and regulations.

**Activity Objective:** The purpose of the landside management activity is to manage ground transportation for the traveling public so that they may reach their destination in a safe and timely manner.

Aviation-2001-02

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**Activity:** *Landside Operations*

**Activity Code:** 2LND

**Program Name:** OPERATIONS

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**Services of the Activity:** Monitor rental car operations. Monitor and inspect public parking facilities. Manage ground transportation service. Monitor services delivered by terminal concessionaires. Manage revenue control system. Contract administration of parking management contract. Inspect displays and advertisement. Provide customer service to tenants and traveling public.

**Changes in Requirements and Performance Measures:** Five positions were transferred from Security and Building Maintenance to Landside Operations for the Ground Transportation Management Center for a total cost of \$207,562. The Ground Transportation Management Center will monitor and track shuttle operations, flight status information, parking lot occupancy and ground transportation customer service courtesy telephone. Services-other increased \$192,826 due to a projected increase in the AMPCO parking management contract as the result of adding new shuttle vehicles, vehicle maintenance and fuel cost increases. Transportation fee costs are projected to decrease by \$79,000. Costs associated with the maintenance of the revenue control equipment for the parking lots are projected to increase \$200,905. Regular salaries are projected to increase by \$28,502. Complaints received from ground transportation provider customers per month has decreased from no more than 8 to 1 due to increasing efforts by the city and the aviation department to enforce reliable, timely service through the City Ground Transportation Ordinance. The average transaction time to process a transaction when exiting the parking lot decreased from no more than 1 minute to 24 seconds because of the lower turn over expected for cashiers. The experienced cashiers provide more efficient service, resulting in faster process time. The 2.7% increase in parking facility usage per total passenger and the 350,109 increase in the number of vehicles using parking facilities is due to the anticipated increase in passenger growth. The activity increases by \$27,944 over the Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:**

Jerry Dinse

512-530-6331

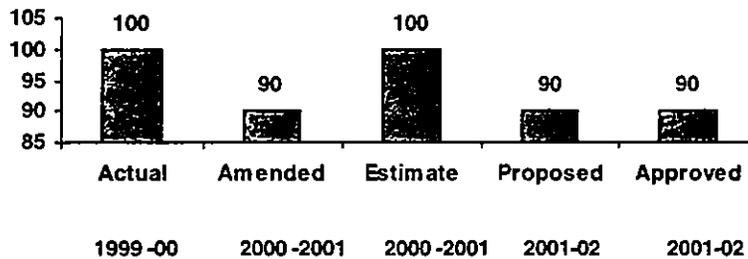
## Aviation-2001-02

### Program: **PLANNING AND DEVELOPMENT**

**Program Objective:** The purpose of the Planning and Development program is to design and construct facilities for users of the airport to ensure a safe and secure environment.

**Program Results Measures:**

**Percent of projects completed on or under budget**



**Performance Measures:**

	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of scheduled delays to airport projects due to environmental issues	0	0	0	0	0
Percent of projects completed on or under budget	100%	90%	100%	90%	90%
Prepare and publish in house planning studies to insure that airport projects are started on time	100%	n/a	n/a	n/a	n/a

### List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Design & Construction	\$242,623	2.80	\$459,643	5.30	\$444,973	5.80	\$644,937	5.80	\$653,088	5.80
Planning	\$168,467	5.80	\$430,637	4.80	\$301,666	4.80	\$289,944	5.80	\$295,978	5.80
<b>Total</b>	<b>\$411,090</b>	<b>8.60</b>	<b>\$890,280</b>	<b>10.10</b>	<b>\$746,639</b>	<b>10.60</b>	<b>\$934,881</b>	<b>11.60</b>	<b>\$949,066</b>	<b>11.60</b>

## Aviation-2001-02

**Activity:** Design & Construction  
**Activity Code:** 6DES  
**Program Name:** PLANNING AND DEVELOPMENT

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$242,623	\$459,643	\$444,973	\$644,937	\$653,088
<b>Total Requirements</b>	<b>\$242,623</b>	<b>\$459,643</b>	<b>\$444,973</b>	<b>\$644,937</b>	<b>\$653,088</b>
<b>Full-Time Equivalents</b>	<b>2.80</b>	<b>5.30</b>	<b>5.80</b>	<b>5.80</b>	<b>5.80</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Design and construction costs per annual CIP expenditures	Efficiency	\$0.01	\$0.03	\$0.02	\$0.02	\$0.02
Number of projects managed	Output	8	10	18	20	20
Change orders amount as a percent of total construction contract	Result	.68%	<10%	3%	<10%	<10%
Percent of CIP contract amount awarded to DBE's	Result	36%	31.0%	27%	31%	31%
Percent of projects completed on or under budget	Result	100%	90%	100%	90%	90%
Percentage of projects completed on time	Result	no data	90%	33%	75%	75%

**Activity History and Description:** Engineering develops and manages, through Public Works, the Capital Improvement Program (CIP) and coordinates third party projects. Ancillary functions include records file management for projects, as-built drawings files, and computer generated documents for consultants, ABIA staff and other City Staff.

**Activity Objective:** The purpose of the design and construction activity is to coordinate design and construction services for the Department of Aviation to ensure a quality project that is cost effective over the life of the asset.

**Services of the Activity:** Manage CIP projects. Contract monitoring of Capital Projects. Monitor DBE activity. Bid processing. Preparing specs. Compliance with FAA regulations (Grants Program). Requests for Qualifications (RFQ's).

**Changes in Requirements and Performance Measures:** Temporary costs increased by \$12,480 to assist the research analyst to complete close-out of new airport contracts. An increase of .5 FTE is due to an internal reallocation of personnel. Contractual Services increased in the amount of \$158,000, as these costs were transferred from Planning. Commodities also increased by \$15,500 and were transferred from Planning as well. The decrease of \$0.01 in design and construction cost per annual CIP expenditures is due to the increase in spending for post-opening airport projects. The increase of 10 in the number of projects managed is due to the continuous improvement and expansion of the airport. The 15% decrease in

## Aviation-2001-02

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**Activity:** *Design & Construction*

**Activity Code:** *6DES*

**Program Name:** *PLANNING AND DEVELOPMENT*

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the number of projects completed on time is necessary for a more accurate estimate in 2001-2002. When completing a project unforeseen events, such as inclement weather, delay in materials delivery, change orders, etc., may impede timely completion. The activity increases by \$8,151 over the Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:**

Charlie Whidden

512-530-6603

## Aviation-2001-02

**Activity:** Planning

**Activity Code:** 6PLN

**Program Name:** PLANNING AND DEVELOPMENT

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$168,467	\$430,637	\$301,666	\$289,944	\$295,978
<b>Total Requirements</b>	<b>\$168,467</b>	<b>\$430,637</b>	<b>\$301,666</b>	<b>\$289,944</b>	<b>\$295,978</b>
<b>Full-Time Equivalents</b>	<b>5.80</b>	<b>4.80</b>	<b>4.80</b>	<b>5.80</b>	<b>5.80</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Planning costs per FTE	Efficiency	\$29,046.34	\$89,716.04	\$62,847.08	\$49,990.34	\$51,030.69
Planning costs per request	Efficiency	\$1,347.74	\$1,565.95	\$2,011.11	\$1,054.34	\$1,076.28
Number of responses to citizens' requests regarding aircraft noise, flight paths, and reviews of height limitations	Output	125	275	150	275	275
Number of scheduled delays to airport projects due to environmental issues	Result	0	0	0	0	0
Percent of Implementation of Phase I of the Part 150 Noise Study	Result	10%	1%	14%	15%	15%
Percentage of airport projects started on time	Result	no data	90%	100%	100%	100%
Prepare and publish in house planning studies to insure that airport projects are started on time	Result	100%	n/a	n/a	n/a	n/a

**Activity History and Description:** In 1999-2000, planning was separated from engineering and construction as a new activity. The main focus of this section is to assist in the planning of airport development, implement through Public Works and third party developers, manage airport master plans, environmental impact/assessments and FAR Part 150 Noise Studies. Prepare and publish in-house reports pertaining to specific airport planning and environmental issues. Maintain the airport layout plan set and perform height and hazard zoning analysis. Monitor compliance with the airport's "Fly Quiet" program, respond to citizen noise complaints, maintain a noise complaint database and publish quarterly noise summary reports. Manage the airport's storm water pollution prevention program, conduct environmental site inspections, respond to spills and obtain necessary permits.

**Activity Objective:** The purpose of the planning activity is to plan for continued development and use of the airport and coordinate environmental efforts so that users of the airport may have timely access to an expanded or renovated airport.

**Services of the Activity:** Assist in the development of technical reports. Provide quality control.

## Aviation-2001-02

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**Activity:** *Planning*

**Activity Code:** *6PLN*

**Program Name:** *PLANNING AND DEVELOPMENT*

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**Changes in Requirements and Performance Measures:**

Operate CADD software. Revise CADD deliverables for conformance with city standards. Assist in the planning and design of engineering projects. Modify CADD information for use in facility management system.

A Planner III position was added at a cost of \$51,711 to review, evaluate and coordinate airport master plans, environmental and FAR Part 150 planning studies. Salary costs are projected to decrease by \$18,643 because of salary variances of new personnel hires. Contractual Services decreased in the amount of \$158,000, as these costs were transferred to Design & Construction. Commodities also decreased by \$15,500 and were transferred to Design & Construction as well. The 10% increase of airport projects started on time is a result of the two projects managed by the planning division starting on time. The 14% increase in the implementation of Phase I of the Part 150 noise study is due to the anticipated completion of the noise and flight track monitory system and the noise mitigation portion of the noise compatibility program. Planning costs per FTE and planning costs per request will decrease \$38,685.35 and \$489.67 respectively due to the transfer of commodities and contractual services to Design & Engineering in the amount of \$173,500. The activity increases by \$6,034 over the Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:**

Tamara Moore

512-530-6625

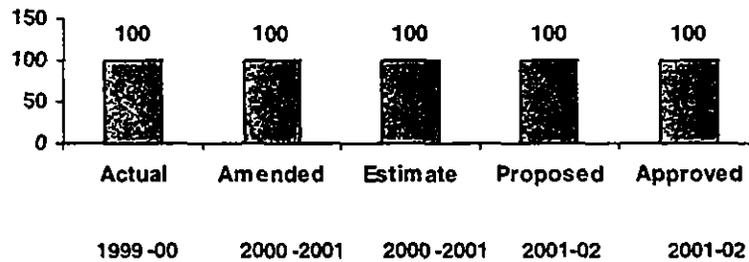
## Aviation-2001-02

### Program: PUBLIC SAFETY

Program Objective: The purpose of the Public Safety program is to provide a safe and secure environment to the users of the airport resulting in preservation of life and property.

#### Program Results Measures:

Percent of ARFF emergency responses that is superior to the FAA standard of 3.0 minute or less



#### Performance Measures:

	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of findings of noncompliance with FAR Part 139 during federal inspections	0	0	0	0	0
Percent of ARFF emergency responses that is superior to the FAA standard of 3.0 minute or less	100%	100%	100%	100%	100%

#### List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
ARFF	\$2,769,382	0.00	\$3,031,116	0.00	\$3,004,789	0.00	\$3,189,552	0.00	\$3,189,552	0.00
Security	\$2,867,212	59.00	\$3,344,535	59.00	\$3,257,969	57.00	\$3,491,034	60.00	\$3,574,283	60.00
<b>Total</b>	<b>\$5,636,594</b>	<b>59.00</b>	<b>\$6,375,651</b>	<b>59.00</b>	<b>\$6,262,758</b>	<b>57.00</b>	<b>\$6,680,586</b>	<b>60.00</b>	<b>\$6,763,835</b>	<b>60.00</b>

## Aviation-2001-02

**Activity:** ARFF  
**Activity Code:** 5ARF  
**Program Name:** PUBLIC SAFETY

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$2,769,382	\$3,031,116	\$3,004,789	\$3,189,552	\$3,189,552
<b>Total Requirements</b>	<b>\$2,769,382</b>	<b>\$3,031,116</b>	<b>\$3,004,789</b>	<b>\$3,189,552</b>	<b>\$3,189,552</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
ARFF costs per aircraft operations	Efficiency	\$27.80	\$25.69	\$29.11	\$30.32	\$30.32
Number of ARFF responses	Output	382	300	450	480	480
Number of findings of noncompliance with FAR Part 139 during federal inspections	Result	0	0	0	0	0
Percent of ARFF emergency responses that is superior to the FAA standard of 3.0 minute or less	Result	100%	100%	100%	100%	100%

**Activity History and Description:** Prior to 1980, the Fire Department provided emergency response to the airport from established structural firefighting stations. By 1980, growth in airport operations had increased significantly, justifying a fire unit at the airport dedicated to air carrier protection and general fire protection and to meet aircraft rescue and firefighting requirements under federal regulations. The ARFF section responds to all aircraft alerts, fuel spills, medical calls, alarm activations, and other emergencies at the airport. The unit also inspects fuel farms, fuel trucks, and commercial sites on the airport. All FTEs are contained in the Fire Department's budget. The Fire Department provides services as mandated under federal regulations at ABIA from the new fire station completed in February 1996.

**Activity Objective:** The purpose of the ARFF activity is to provide firefighting rescue operations and fire prevention services to air travelers and clients of the aviation industry so they can be provided with acceptable emergency responses.

**Services of the Activity:** Emergency assistance. Inspection of fuel farms, fuel trucks and commercial sites. Safety equipment. Compliance with the Texas State Commission on Fire Protection certification. Compliance with the FAA standards on safety, equipment and training. Medical first responder.

**Changes in Requirements and Performance Measures:** Meet and confer contract for firefighters approved by the City Council in December 1999 have increased ARFF costs by \$158,436. ARFF costs per aircraft operations is expected to increase \$4.63 due to increases in salary costs and an expected decrease in the number of aircraft operations in 2001-2002. Number of ARFF responses is expected to increase by 180 responses as a result of the anticipated increase in passenger

— Aviation-2001-02

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— **Activity:** ARFF

— **Activity Code:** 5ARF

— **Program Name:** PUBLIC SAFETY

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— enplanements/deplanements at ABIA.

— **Responsible Employee:**

— Craig Braddock

— 512-385-3532

## Aviation-2001-02

**Activity:** Security  
**Activity Code:** 5SEC  
**Program Name:** PUBLIC SAFETY

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$2,866,754	\$3,344,535	\$3,257,969	\$3,491,034	\$3,558,283
Expense Refunds	\$458	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$16,000
<b>Total Requirements</b>	<b>\$2,867,212</b>	<b>\$3,344,535</b>	<b>\$3,257,969</b>	<b>\$3,491,034</b>	<b>\$3,574,283</b>
<b>Full-Time Equivalents</b>	<b>59.00</b>	<b>59.00</b>	<b>57.00</b>	<b>60.00</b>	<b>60.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport security costs per passenger	Efficiency	\$ .38	\$0.44	\$ .41	\$ .43	\$ .44
Number of responses to screening incidents	Output	2,211	1,450	5,000	5,000	5,000
Incidents of crimes on airport property	Result	1,199	1,400	1,400	1,400	1,400
Number of findings of non-compliance with FAR part 107 during federal inspections	Result	1	2	0	0	0
Number of traffic accidents on airport property	Result	91	100	85	85	85

**Activity History and Description:** In 1972, the federal government began requiring certain airports to assign state-certified law enforcement officers to combat hijackings and other acts of terrorism against civil aviation. Airport police enforce security as mandated under federal regulations and perform all law enforcement duties required at ABIA.

**Activity Objective:** The purpose of the airport security program is to provide a security program that meets or exceeds the requirements set out in FAR Part 107 (Airport Security) for users of the airport so they will be in a safe and secure environment.

**Services of the Activity:** Law enforcement. Emergency Assistance. Traffic control. Coordinate ABIA security plan. Coordinate with other law enforcement agencies. Anti-terrorism/anti-hijacking security program. Enforce security in compliance with FAA standards. Medical first responder.

**Changes in Requirements and Performance Measures:** Two new airport police officer positions were added to replace the FTEs transferred to Landside Operations at no impact to the budget. One airport security technician position is included at a total cost of \$33,573. Regular salaries increased \$83,606 because of market adjustments. Terminal pay decreased by \$40,924 and temporary costs increased by \$10,000.

— Aviation-2001-02

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— **Activity:** Security

— **Activity Code:** 5SEC

— **Program Name:** PUBLIC SAFETY

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— Services—Other increased \$57,000 for two security guard service contracts to expand coverage at the loading dock. The number of traffic accidents on airport property is anticipated to decrease by 15, and the number of findings of noncompliance with FAR Part 107 during federal inspections is expected to be zero due to increased awareness and more preventative measures taken by security staff. The 3,550 increase in responses to screening incidents is due to the expected increase in airport passenger traffic. A \$16,000 grant to provide training for Airport Police officers was approved during budget adoption. This activity increases \$67,249 over the Proposed Budget due to the distribution of Pay for Performance.

— **Responsible Employee:**

Bruce Mills

512-530-7534

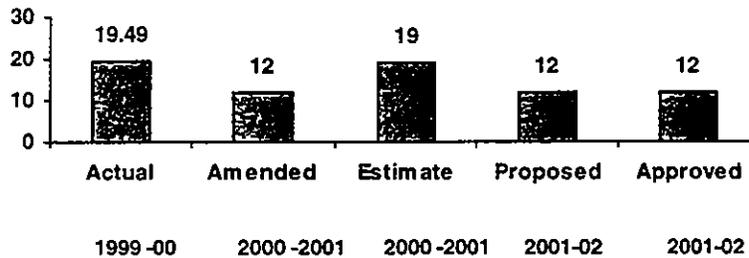
## Aviation-2001-02

### Program: SUPPORT SERVICES

**Program Objective:** The purpose of the Support Services program is to provide operational support to the department so they have the necessary tools to perform their jobs.

#### Program Results Measures:

##### Employee turnover rate



#### Performance Measures:

	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Employee turnover rate	19.49%	12%	19%	12%	12%
Information technology support costs per workstation	\$4,563.52	\$6,726.12	\$5,913.07	\$6,315.23	\$6,351.19
Lost time injury rate per 100 FTE	4.53	5.0	6.6	5.0	5.0
Percent of information technology problems resolved at time of call	88.13%	92.70%	85.14%	92.06%	92.06%
Percent of under \$5,000 competitive procurement awards to certified MWBE vendors	MBE:10.86%; WBE: 11.86%	MBE 25.00% WBE 10.00%	MBE: 8.42%; WBE:12.05%	MBE:25%; WBE: 10%	MBE:25%; WBE: 10%
Percent variance of CYEs to actual expenditures	2.9%	Q1: 2%; Q2: 2%; Q3: 1%			
Percent variance of CYEs to actual revenue	6.7%	Q1: 2%; Q2: 2%; Q3: 1%			
Turnaround time for accounts payable within the deadline	43	30	30	30	30

#### List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Administration and Management	\$1,732,128	12.75	\$2,138,955	15.55	\$2,117,381	17.55	\$1,603,132	16.60	\$1,622,697	16.60

## Aviation-2001-02

<i>Program:</i>	<i>SUPPORT SERVICES</i>									
Financial Monitoring/ Budgeting	\$735,789	11.10	\$1,001,018	12.85	\$969,437	12.35	\$928,509	12.40	\$943,000	12.40
Information Technology Services	\$2,190,491	11.11	\$3,228,537	13.05	\$3,193,057	13.05	\$3,410,222	14.05	\$3,429,642	14.05
Personnel/ Training	\$537,389	9.95	\$839,959	10.70	\$755,327	9.70	\$969,724	13.20	\$985,275	13.20
PIO/Community Services	\$745,644	10.45	\$845,561	9.95	\$821,480	9.20	\$916,629	9.75	\$925,939	9.75
Purchasing/ M/WBE	\$414,204	10.35	\$559,478	11.10	\$531,960	11.60	\$592,716	11.35	\$603,803	11.35
<b>Total</b>	<b>\$6,355,645</b>	<b>65.71</b>	<b>\$8,613,508</b>	<b>73.20</b>	<b>\$8,388,642</b>	<b>73.45</b>	<b>\$8,420,932</b>	<b>77.35</b>	<b>\$8,510,356</b>	<b>77.35</b>

## Aviation-2001-02

**Activity:** Administration and Management

**Activity Code:** 9ADM

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$1,732,011	\$2,128,955	\$2,107,381	\$1,593,132	\$1,612,697
Expense Refunds	\$117	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Requirements</b>	<b>\$1,732,128</b>	<b>\$2,138,955</b>	<b>\$2,117,381</b>	<b>\$1,603,132</b>	<b>\$1,622,697</b>
<b>Full-Time Equivalents</b>	<b>12.75</b>	<b>15.55</b>	<b>17.55</b>	<b>16.60</b>	<b>16.60</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airline cost per enplaned passenger	Efficiency	\$6.11	\$7.47	\$7.01	\$7.37	\$7.37
Cost per total department budget	Efficiency	\$.023	\$.022	\$.021	\$.018	\$.018
Employee turnover rate	Output	19.49%	12%	19%	12%	12%
Number of grievances and appeals per 100 employees	Output	.69	3	.30	.30	.30
Sick leave hours used per 1,000 scheduled hours (does not include termination benefits)	Output	31.90	20	36.64	35	35
Total airline flights	Output	45,028	54,854	44,578	45,425	45,425
Total department budget	Output	\$74,500,821	\$95,592,033	\$102,248,773	\$89,902,800	\$89,902,800
Number of non-stop flights	Result	31	35	36	36	36
Percent of CAFs submitted within deadline	Result	100%	100%	100%	100%	100%

**Activity History and Description:** The Office of the Director is responsible for the overall management of the Austin Airport System. Public safety and public information are under the direct supervision of the Executive Director of Aviation. Financial management, network services and personnel/training are under the supervision of the Director of Finance and Administration. Operations and Maintenance, planning and development are the responsibility of the Director of Facilities and Operations.

**Activity Objective:** The purpose of the Administration and Management is to provide administrative and managerial support to the department in order to produce more effective services.

**Services of the Activity:** Staff meetings. Meeting with Airline Representatives. Council meetings. Coordination with Chamber of Commerce. Board and commission support. Developing business plans and performance measures. Request for information. Federal Aviation Administration - DOT. Subscriptions and memberships. City Manager, Assistant City managers, Department Directors

**Aviation-2001-02**

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**Activity:** Administration and Management

**Activity Code:** 9ADM

**Program Name:** SUPPORT SERVICES

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and associated office expenses.

**Changes in Requirements and Performance Measures:** Rental-Real Estate Other decreased \$435,000 as a result of airport facilities revenue bond payoff in fiscal year 2001. A decline in anticipated use of legal services resulted in cost savings of \$120,000. One new Internal Auditor position was added at a total cost of \$60,226 to perform concessionaire audits and review internal control procedures. An increase of .05 FTE is due to internal reallocation of personnel. Miscellaneous expenses decreased by \$40,153. The \$5,689,233 decrease in total department budget is due to a reduction in Capital Fund Total Requirements. The cost per total department budget is anticipated to decrease \$.004 because of the expected decrease in administration and management expenses. The total of airline flights is predicted to decrease by 9,429 flights primarily because of more efficient operations. Airport customers are beginning to use larger, more fuel-efficient aircraft. The number of grievances and appeals per 100 employees is expected to decrease from 3 to .3. Sick leave hours used per 1,000 scheduled hours will increase from 20 to 35. This activity increases \$19,565 over the Proposed Budget due to distribution of Pay for Performance.

**Responsible Employee:** Jim Smith 512-530-7518

## Aviation-2001-02

**Activity:** Financial Monitoring/ Budgeting

**Activity Code:** 9BUD

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$735,789	\$1,001,018	\$969,437	\$928,509	\$943,000
<b>Total Requirements</b>	<b>\$735,789</b>	<b>\$1,001,018</b>	<b>\$969,437</b>	<b>\$928,509</b>	<b>\$943,000</b>
<b>Full-Time Equivalents</b>	<b>11.10</b>	<b>12.85</b>	<b>12.35</b>	<b>12.40</b>	<b>12.40</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Cost per total department budget.	Efficiency	\$ .010	\$ .010	\$ .009	\$ .010	\$ .010
Total financial monitoring expense	Output	\$735,790	\$1,001,018	\$969,437	\$928,509	\$943,000
Percent of reporting deadlines met	Result	100%	100%	100%	100%	100%
Percent variance of CYEs to actual expenditures	Result	2.9%	Q1: 2%, Q2: 2%; Q3: 1%	Q1: 2%; Q2: 2%; Q3: 1%	Q1: 2%; Q2: 2%; Q3: 1%	Q1: 2%; Q2: 2%; Q3: 1%
Percent variance of CYEs to actual revenue	Result	6.7%	Q1: 2%; Q2: 2%; Q3: 1%			

**Activity History and Description:** Responsible for providing financial services which include daily fiscal management, preparation of the operating and capital budgets, financial reporting, management of Passenger Facility Charges (PFC) and federal grant programs, airport rate setting, and debt management.

**Activity Objective:** The purpose of the Financial Monitoring/Budgeting activity is to produce financial and budgetary information and reports for the department to ensure appropriate allocation, utilization and control of City resources in compliance with City and other financial policies.

**Services of the Activity:** Federal grants management. Developing rates and charges. Bonds proceeds management. PFC program. Auditing petty cash. Developing CIP. Performance reports. Department budgeting- development and monitoring. In-house tracking of revenue and expenditures. Cash handling-petty cash. CYE development. Accounts receivable. Developing 5 year forecast. TB's, RB's, EB's, AA's, JV's and org updates. Monitor performance information. Inventory management.

**Changes in Requirements and Performance Measures:** The budget approves a decrease of (\$100,000) in interdepartmental services for City Auditor services as a result of hiring an internal auditor. Regular salaries increased \$42,635 due to market adjustments for finance personnel. A .50 of FTE (Account Tech Senior) was transferred to Purchasing at a total decreased cost of \$17,353. A .05 FTE increase is due to internal reallocation of personnel. The total department budget per dollar of financial monitoring expense is expected to decrease by \$.003 in 2001-2002 due to the expected decrease in financial monitoring expenses. The total financial monitoring expense is approved to decrease \$58,018 primarily due to the

**Aviation-2001-02**

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**Activity:** *Financial Monitoring/ Budgeting*

**Activity Code:** *9BUD*

**Program Name:** *SUPPORT SERVICES*

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interdepartmental service reduction. This activity increases \$14,491 over the Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:** Barbara Tipple 512-530-6688

## Aviation-2001-02

**Activity:** Information Technology Services

**Activity Code:** 9CPU

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$1,591,330	\$2,436,105	\$2,300,625	\$2,636,735	\$2,656,155
Expense Refunds	\$599,161	\$792,432	\$892,432	\$773,487	\$773,487
<b>Total Requirements</b>	<b>\$2,190,491</b>	<b>\$3,228,537</b>	<b>\$3,193,057</b>	<b>\$3,410,222</b>	<b>\$3,429,642</b>
<b>Full-Time Equivalents</b>	<b>11.11</b>	<b>13.05</b>	<b>13.05</b>	<b>14.05</b>	<b>14.05</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Information technology support costs per workstation	Efficiency	\$4,563.52	\$6,726.12	\$5,913.07	\$6,315.23	\$6,351.19
Total number of workstations supported	Output	480	480	540	540	540
Percent of information technology problems resolved at time of call	Result	88.13%	92.70%	85.14%	92.06%	92.06%

**Activity History and Description:** Responsible for acquisition, installation, and maintenance of hardware and software for approximately 540 computer workstations. Also responsible for acquisition and maintenance of hardware and software for Fifty-eight Virtual Local Area Networks (VLANs). Provide support for Shared Tenant Services at ABIA.

**Activity Objective:** The purpose of Information Technology Support is to provide network interconnectivity, computer hardware and software support, information technology planning and shared tenant services for the department and ABIA to produce and communicate information.

**Services of the Activity:** Repair/maintain/upgrade computers. Computer hardware and software support. Programming. Local Area Network (LAN) maintenance. Software licenses and upgrades. Information systems planning, design, development and implementation. Provide and maintain shared tenants services. Telephone support.

**Changes in Requirements and Performance Measures:** One new Network Administrator B position was added to be responsible for the Telecommunication billing system for the Shared Tenant Service Program for ABIA tenants for a total cost of \$59,144. Overtime increased \$22,112 due to Help Desk on-call status. Maintenance of Computer Hardware costs decreased by \$42,500 due to a citywide negotiated contract. Telephone costs increased by \$131,297 due to projected service expansion at ABIA. An increase of \$33,500 in Computer Software/Hardware was due to higher costs associated with work order system. The number of workstations supported has increased by 60 workstations because of the increase in the number of employee requiring computers, as well as from the implementation of the information systems upgrade plan. This activity increases \$19,420 over the

**Aviation-2001-02**

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**Activity:** *Information Technology Services*

**Activity Code:** *9CPU*

**Program Name:** *SUPPORT SERVICES*

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Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:**

Michelle Moheet

512-530-6336

## Aviation-2001-02

**Activity:** Personnel/ Training

**Activity Code:** 9TRN

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$537,289	\$839,959	\$755,327	\$969,724	\$985,275
Expense Refunds	\$100	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$537,389</b>	<b>\$839,959</b>	<b>\$755,327</b>	<b>\$969,724</b>	<b>\$985,275</b>
<b>Full-Time Equivalents</b>	<b>9.95</b>	<b>10.70</b>	<b>9.70</b>	<b>13.20</b>	<b>13.20</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Personnel cost per FTE	Efficiency	\$1,275.03	\$1,643.01	\$1,390.62	\$1,857.32	\$1,897.53
Training cost per FTE	Efficiency	\$352.18	\$601.37	\$627.62	\$650.05	\$650.05
Total cost of personnel administration	Output	\$421,080	\$614,898	\$520,439	\$718,319	\$733,869
Total training cost	Output	\$116,309	\$225,061	\$234,888	\$251,405	\$251,405
Lost time injury rate per 100 FTE	Result	4.53	5.0	6.6	5.0	5.0
Number of employee injuries	Result	41	35	40	35	35
Payroll error rate	Result	.31%	< 1%	<1%	N/A	N/A
Percent of checks issued as automated checks.	Result	no data	no data	no data	98%	98%
Percent of resignations leaving the City that complete exit interview	Result	38.9%	90%	30%	90%	90%
Personnel Action Form (PAF) error rate	Result	14.21%	15%	8%	15%	15%

**Activity History and Description:** Responsible for compliance and coordination of human resource programs for the airport. These programs include workers compensation, unemployment benefits, employment and compensation, employee relations, regular employment benefits and employee training.

**Activity Objective:** The purpose of the Personnel/Training activity is to provide personnel and safety-related activities and training opportunities for the department to recruit, hire, compensate, train and retain a skilled, diversified and safe workforce in compliance with established policies and procedures.

**Services of the Activity:** Timesheet completion and processing. Hiring and recruiting. Evaluations. Workers comp claims. Employee counseling up to and including termination. Pay check/stub distribution and correction. Benefits administration. Providing training. Outside training and related travel. Evaluating safety conditions. SSPPR's. Secretarial/clerical support. Reception. Mail distribution.



## Aviation-2001-02

**Activity:** *PIO/Community Services*

**Activity Code:** *9SVC*

**Program Name:** *SUPPORT SERVICES*

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$745,424	\$845,561	\$821,480	\$916,629	\$925,939
Expense Refunds	\$220	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$745,644</b>	<b>\$845,561</b>	<b>\$821,480</b>	<b>\$916,629</b>	<b>\$925,939</b>
<b>Full-Time Equivalents</b>	<b>10.45</b>	<b>9.95</b>	<b>9.20</b>	<b>9.75</b>	<b>9.75</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Cost per value of department-initiated media coverage	Efficiency	\$55,396/month	\$37,500/ month	\$84,247/month	N/A	N/A
Value of department-initiated media coverage	Efficiency	no data	no data	no data	\$99,996	\$99,996
Number of media calls per requests responded to	Output	1,416	500	500	500	500
Number of media contacts	Output	1,130	167	3,500	3,500	3,500
Number of people responded to (Visitor's Center)	Output	no data	no data	no data	162,704	162,704
Percent of media calls per request responded to	Result	100%	100%	100%	N/A	N/A
Percent of media calls/requests responded to within 15 minutes	Result	no data	no data	no data	90%	90%

**Activity History and Description:** Responsible for air service development marketing, media relations, tours, public information, the airport's art and music program, advertising in the terminal, and staffing the airport Visitor's Information Center. Several publications and brochures are produced by the staff, as is the on-going daily updates to the popular website.

**Activity Objective:** The purpose of the PIO/Community Service/Marketing activity is to provide written and verbal communication to the public and City employees about department activities and events so that they can be aware, understand and appreciate the services/events offered.

**Services of the Activity:** Press calls/releases. Tours. Community hotlines. Posters/brochures. Speaking engagements. Newsletters. Press conferences. Customer service. Media requests and assistance. News release writing and distribution. Setting up coordinating news conferences. Special events planning. Create/maintain internet/intranet sites. Community meeting coordination. Citizens complaint response.

## Aviation-2001-02

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**Activity:** *PIO/Community Services*

**Activity Code:** *9SVC*

**Program Name:** *SUPPORT SERVICES*

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**Changes in Requirements and Performance Measures:**

Three .25 FTEs were requested to convert three 30 hr. administrative associate positions (for the Visitor's Center) to full time positions at a cost of \$16,237. An increase of .25 FTE was added in the amount of \$11,378 for an Art in Public Places Coordinator position to convert it to a full time position. 1.2 FTEs were transferred to Tenant Management and Personnel activities. Advertising costs are approved to increase \$25,000. The budget approves an increase of \$10,050 in memberships for Mayor's International Infrastructure Task Force membership. Educational and Promotional expenses are projected to increase \$10,000. Miscellaneous Expenses have decreased (\$5,000). The number of media contacts is expected to increase by 3,333 in 2001-2002 due to the implementation of the contract tracking system. A \$(350,004) decrease in the value to Department-initiated media coverage is expected in 2001-2002. Media interest was extraordinarily high after the opening of the new airport because of the aggressive efforts to market the new airport. This activity increases \$9,310 over the Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:**

Jamy Kazanoff

512-530-6681

# Aviation-2001-02

**Activity:** Purchasing/ M/WBE

**Activity Code:** 9PUR

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$414,204	\$559,478	\$531,960	\$592,716	\$603,803
<b>Total Requirements</b>	<b>\$414,204</b>	<b>\$559,478</b>	<b>\$531,960</b>	<b>\$592,716</b>	<b>\$603,803</b>
<b>Full-Time Equivalents</b>	<b>10.35</b>	<b>11.10</b>	<b>11.60</b>	<b>11.35</b>	<b>11.35</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Internal time from purchasing (over \$5,000 purchases)	Efficiency	1.7 days	5 days	2 days	N/A	N/A
Internal time from time of request to time order is placed (under \$5,000 purchases)	Efficiency	1 day	1 day	1 day	N/A	N/A
Purchasing cost per dollar purchased (under \$5,000 only)	Efficiency	\$.35	\$0.70	\$.66	N/A	N/A
Purchasing cost per transaction	Efficiency	\$35.76	\$41.66	\$47.81	\$49.39	\$50.32
Number of transactions	Output	11,583	13,429	11,126	12,000	12,000
Total dollar purchases (under \$5,000 only)	Output	\$1,246,228	N/A	\$1,250,000	\$1,700,000	\$1,700,000
Percent of under \$5,000 competitive procurement awards to certified M/WBE vendors	Result	MBE:10.86%; WBE: 11.86%	MBE 25.00% WBE 10.00%	MBE: 8.42%; WBE:12.05%	MBE:25%; WBE: 10%	MBE:25%; WBE: 10%
Turnaround time for accounts payable within the deadline	Result	43	30	30	30	30

**Activity History and Description:** Responsible for the procurement and payment of goods and services for the Austin airport system.

**Activity Objective:** The purpose of the Purchasing and M/WBE activity is to provide technical and administrative services regarding operational purchasing contracts so the department can have accurate and compliant purchasing contracts.

**Services of the Activity:** Bid processing. Contract monitoring of operations. Checking under \$5,000 guidelines. Technical assistance. Reporting. Accounts Payable processing. Subcontracted Procurement and Management database. Travel processing. Equipment/vehicle purchasing.

**Changes in Requirements and Performance Measures:** Regular salaries increased \$27,170 due to market adjustments. A \$6,586 increase to salaries was due to the internal reallocation of .50 of an FTE (Account Tech Senior) to Purchasing from Finance. A decrease of .25 FTE is due to internal reallocation of personnel. The \$8.66 increase in purchasing cost per transaction is due to the increase in purchasing costs and the decrease in the number of transactions. A 1,429 decrease in number of

— Aviation-2001-02

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— **Activity:** *Purchasing/ M/WBE*

— **Activity Code:** *9PUR*

— **Program Name:** *SUPPORT SERVICES*

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— transactions is a result of the completion of payments for new airport  
— construction. This activity increases \$11,087 over the Proposed Budget due  
— to the distribution of Pay for Performance.

— **Responsible Employee:**

— Brenda Helgren

— 512-530-6691

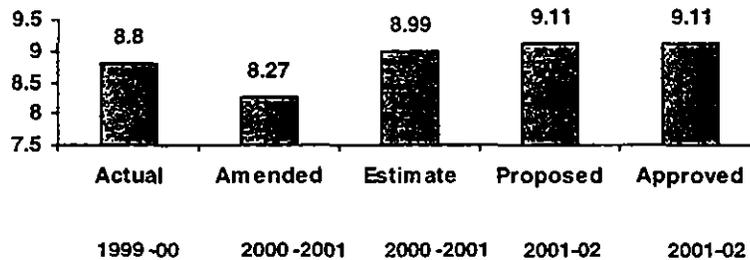
## Aviation-2001-02

**Program:** *TENANT MANAGEMENT*

**Program Objective:** The purpose of the Tenant Management program is to negotiate leases and agreements for the Department of Aviation that maximizes the airport's concession revenues.

**Program Results Measures:**

### Concession revenue per enplaned passenger



Performance Measures:	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Concession revenue per enplaned passenger	\$8.80	\$8.27	\$8.99	\$9.11	\$9.11

### List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Tenant Management	\$408,405	6.65	\$398,257	6.40	\$406,029	7.15	\$444,470	7.25	\$453,683	7.25
<b>Total</b>	\$408,405	6.65	\$398,257	6.40	\$406,029	7.15	\$444,470	7.25	\$453,683	7.25

## Aviation-2001-02

**Activity:** Tenant Management

**Activity Code:** 7TMG

**Program Name:** TENANT MANAGEMENT

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$408,405	\$398,257	\$406,029	\$444,470	\$453,683
<b>Total Requirements</b>	<b>\$408,405</b>	<b>\$398,257</b>	<b>\$406,029</b>	<b>\$444,470</b>	<b>\$453,683</b>
<b>Full-Time Equivalents</b>	<b>6.65</b>	<b>6.40</b>	<b>7.15</b>	<b>7.25</b>	<b>7.25</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of deplaned passengers	Demand	3,653,158	3,817,000	3,868,196	3,968,769	3,968,769
Number of enplaned passengers	Demand	3,866,956	3,829,000	4,086,989	4,193,251	4,193,251
Total cargo tonnage	Demand	167,744	143,099	207,681	216,196	216,196
Concession revenue per enplaned passenger	Efficiency	\$8.80	\$8.27	\$8.99	\$9.11	\$9.11
Tenant management costs per contract managed	Efficiency	\$19,447.86	\$18,102.59	\$19,334.71	\$17,778.80	\$18,147.32
Number of meetings held with each tenant group	Output	4	4	4	6	6
Number of concession contracts managed	Output	21	22	21	25	25
Food/beverage concessions per enplaned passenger	Result	\$ .35	\$0.34	\$ .31	N/A	N/A
News/gifts concessions per enplaned passenger	Result	\$ .26	\$0.26	\$ .23	N/A	N/A
Percent change in concession revenue	Result	45.38%	-2.82%	7.96%	N/A	N/A
Rental car revenue per passenger deplaned	Result	\$1.80	\$1.68	\$1.85	N/A	N/A
Rental car transaction per deplaned passenger	Result	21.07%	24.89%	12.93%	N/A	N/A
Violations of street pricing policies	Result	0	0	0	0	0

**Activity History and Description:** Responsible for managing leases and agreements with a variety of clients to include commercial airlines, air cargo carriers, general aviation sales/services, federal and state agencies, other City departments, commercial real estate developers, and concessions (rental cars, in-terminal concessions, etc.). Each lease category is unique in that requirements must be addressed based on the facilities used and the services provided.

**Activity Objective:** The purpose of the tenant management activity is to negotiate leases and

## Aviation-2001-02

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**Activity:** *Tenant Management*

**Activity Code:** *7TMG*

**Program Name:** *TENANT MANAGEMENT*

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agreements for the Department of Aviation that maximizes the airport's concession revenues.

**Services of the Activity:** Monitor concessions program. Lease contract compliance. Develop facilities. Long and short term leases and agreements. Concession contract administration.

**Changes in Requirements and Performance Measures:** A .85 FTE increase is due to the internal reallocation of personnel for an increased cost of \$59,215. Temporary employee costs decreased by \$18,473. The \$.84 increase in concession revenue per enplaned passenger for 2001-02 is related to the expected increase in revenue realized for the fiscal year, as well as the anticipated increase in the number of passengers at the airport. Number of concession contracts managed in 2001-2002 is predicted to increase by 3 as each year brings additional contracts. The number of meetings that are held with each tenant group is expected to increase by 2 as (emergency) issues that require individual attention arise. The 364,251 increase in number of enplaned passengers for 2002 is due to a higher projected growth rate used than in previous years. The increase in cargo tonnage from 143,099 tons to 216,196 tons for 2001-02 is due to the addition of flights to Mexico (Guadalajara and Monterrey) and Asia (Taiwan). This activity increases \$9,213 over the Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:** Jamy Kazanoff 512-530-6681

**Aviation-2001-02**

**Activity:** Other Requirements  
**Activity Code:** 9REQ  
**Program Name:** TRANSFERS/OTHER REQUIREMENTS

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$2,677,314	\$2,964,531	\$2,964,531	\$4,342,758	\$3,975,460
<b>Total Requirements</b>	<b>\$2,677,314</b>	<b>\$2,964,531</b>	<b>\$2,964,531</b>	<b>\$4,342,758</b>	<b>\$3,975,460</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
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**Activity History and Description:**

**Activity Objective:** To account for other departmental requirements that occur at the fund level including compensation adjustment, administrative support, increase in operating reserve, accrued payroll, parking lot reimbursement, workers' compensation, liability reserve, and the 27th pay period.

**Services of the Activity:**

**Changes in Requirements and Performance Measures:** Workers compensation is projected to increase \$74,870. Administrative Support-Support Services is projected to increase \$182,185 in FY01-02. Administrative Support-ISD is also projected to increase by \$180,953. Accrued payroll is projected to increase \$29,000 and the liability reserve is expected to decrease by \$14,000. Operating reserve increased \$557,921. This activity decreases \$367,298 over the Proposed Budget due to the distribution of Pay for Performance.

**Responsible Employee:** Charles Gates 512-530-7526

## Aviation-2001-02

**Activity:** Transfers

**Activity Code:** 9xfr

**Program Name:** TRANSFERS/OTHER REQUIREMENTS

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Airport Operating Fund	\$29,719,585	\$26,785,115	\$33,757,549	\$31,667,251	\$31,667,251
<b>Total Requirements</b>	<b>\$29,719,585</b>	<b>\$26,785,115</b>	<b>\$33,757,549</b>	<b>\$31,667,251</b>	<b>\$31,667,251</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
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**Activity History and Description:**

**Activity Objective:** To account for transfers made at the fund level and to other funds including the GO Debt Service Fund, the Airport Revenue Bond Debt Service Fund, the Airport Variable Rate Notes Debt Service Fund, and the annual contribution to the Airport Capital Fund for fiscal year 2001-02

**Services of the Activity:**

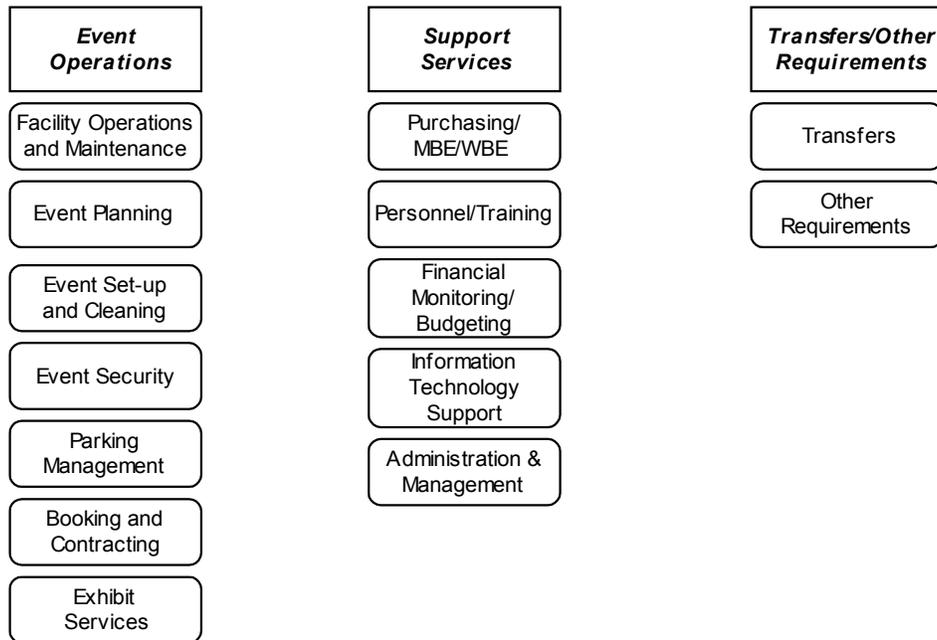
**Changes in Requirements and Performance Measures:** In FY01-02, an increase in transfers in airport Revenue Bond Debt Service is projected at a cost of \$1,486,932. The Airport Variable Notes Debt Service decreased by \$139,617. The contribution to the capital fund will increase \$3,523,791. A decrease of \$21,040 and \$133,333 is proposed for the GO Debt Service Fund and NCHDO respectively. Trunked Radio allocation is projected to increase to \$32,070. DSMBR is projected to increase \$133,333 to fund minority economic development for the Minority Chambers of Commerce.

**Responsible Employee:**

Charles Gates

512-530-7526

# Austin Convention Center Department — 2001–2002



**LEGEND=** Programs Activities

	1999-2000	2000-01	2000-01	2001-02	2001-02
	Actual	Amended	Estimated	Proposed	Approved
<b>Convention Center Combined Funds</b>					
<b>Convention Center Funds</b>					
Revenue	\$26,443,241	\$23,971,721	\$25,706,721	\$27,170,955	\$27,170,955
Requirements	\$22,583,553	\$38,998,352	\$38,479,112	\$33,618,328	\$33,618,328
<b>Venue Project Fund</b>					
Revenue	\$6,520,465	\$6,452,222	\$6,914,445	\$6,934,222	\$6,934,222
Requirements	\$5,910,773	\$7,497,633	\$7,494,621	\$7,511,800	\$7,511,800
<b>Community Events Center Combined Funds</b>					
Revenue	\$5,475,207	\$4,691,250	\$5,841,250	\$6,472,372	\$6,472,372
Requirements	\$1,711,113	\$10,710,206	\$10,709,960	\$5,822,949	\$5,822,949
<b>Full-time Equivalents (FTE's)-Cnv. Cntr.</b>	127.00	154.00	154.00	177.50	177.50
<b>Full-time Equivalents (FTE's)-CEC</b>					
Operating	0.00	0.00	0.00	40.50	40.50
<b>Full-time Equivalents (FTE's)-CEC</b>					
Garage	0.00	0.00	0.00	10.00	10.00

## CONVENTION CENTER ALL FUNDS COMBINED FUND SUMMARY\*

	1999-2000 <u>ACTUAL</u>	2000-01 <u>AMENDED</u>	2000-01 <u>ESTIMATED</u>	2001-02 <u>PROPOSED</u>	2001-02 <u>APPROVED</u>
<b>BEGINNING BALANCE</b>					
Convention Center Combined Funds	21,818,564	25,810,805	25,943,061	12,480,670	13,170,670
Venue Project Fund	489,821	1,068,941	1,099,513	212,670	519,337
CEC TLP Combined Funds	2,190,371	5,132,199	5,954,465	485,755	1,085,755
<b>REVENUE/TRANSFERS IN</b>					
Hotel/Motel Bed Tax-Convention Cntr.	14,398,555	14,485,357	15,525,357	15,489,500	15,489,500
Hotel/Motel Bed Tax (2.0%)-Venue	6,359,687	6,392,222	6,854,445	6,884,222	6,884,222
Car rental tax revenue-CEC TLP	5,251,470	4,691,250	5,691,250	5,422,181	5,422,181
Garage Parking Revenue-CEC TLP	0	0	0	623,000	623,000
Facility Revenue-Convention Center	4,951,605	4,554,864	4,794,864	4,806,299	4,806,299
Contractor Revenue-Convention Cntr.	5,171,213	4,186,500	4,186,500	5,688,156	5,688,156
Facility Revenue-CEC TLP	0	0	0	166,857	166,857
Contractor Revenue-CEC TLP	0	0	0	180,334	180,334
Interest Earnings-Convention Center	1,748,416	745,000	1,200,000	1,187,000	1,187,000
Interest Earnings-Venue Project Fund	160,778	60,000	60,000	50,000	50,000
Interest Earnings-CEC TLP	223,737	0	150,000	80,000	80,000
Payroll Accrual-Convention Center	173,452	0	0	0	0
<b>TOTAL REVENUE/TRANSFERS IN</b>	<b>38,438,913</b>	<b>35,115,193</b>	<b>38,462,416</b>	<b>40,577,549</b>	<b>40,577,549</b>
<b>EXPENSES</b>					
Event Operations-Convention Center	7,576,336	9,719,852	9,288,217	11,994,889	12,109,107
Contractor Expenses-Convention Cntr.	4,074,689	3,293,937	3,293,937	4,827,889	4,827,889
Support Services-Convention Center	1,189,608	2,370,760	2,283,155	2,908,498	2,933,193
Event Operations-CEC TLP	0	0	0	2,812,469	2,819,102
Contractor Expenses-CEC TLP	0	0	0	183,259	183,259
Support Services-CEC TLP	0	0	0	146,112	146,112
<b>TOTAL OPERATING EXPENSES</b>	<b>12,840,633</b>	<b>15,384,549</b>	<b>14,865,309</b>	<b>22,873,116</b>	<b>23,018,662</b>
<b>TRANSFERS OUT</b>					
CIP-Convention Center	2,000,000	0	0	0	0
CIP-CEC TLP	0	8,300,000	8,300,000	0	0
GO Debt Service-Conv. Cntr.	64,357	77,704	77,704	897,695	897,695
Wireless Communication Fund	0	0	0	23,132	23,132
Public Improvement Dist.-Conv. Cntr.	70,000	70,000	70,000	75,000	75,000
Debt Service-Convention Center	6,797,307	6,817,549	6,817,549	6,826,903	6,826,903
Debt Service-Venue Fund	5,910,773	7,497,633	7,494,621	7,511,800	7,511,800
Debt Service-CEC TLP	1,711,113	2,410,206	2,409,960	2,414,860	2,414,860
<b>TOTAL TRANSFERS OUT</b>	<b>16,553,550</b>	<b>25,173,092</b>	<b>25,169,834</b>	<b>17,749,390</b>	<b>17,749,390</b>

	1999-2000 ACTUAL	2000-01 AMENDED	2000-01 ESTIMATED	2001-02 PROPOSED	2001-02 APPROVED
<b>OTHER REQUIREMENTS</b>					
Hotel-economic development-Conv. Cn	0	15,698,954	15,698,954	0	0
Steam Train-Convention Center	0	82,603	82,603	0	0
Land Purchase	0	0	0	5,000,000	5,000,000
27th Pay Period-Convention Center	201,168	0	0	0	0
Accrued Payroll-Convention Center	23,667	33,600	33,600	48,400	48,400
Accrued Payroll-CEC TLP	0	0	0	13,800	13,800
Admin. Support-Convention Center	541,316	746,684	746,684	817,871	817,871
Administrative Support-CEC TLP	0	0	0	228,991	228,991
Wage Adjustment-Convention Center	0	0	0	138,913	0
Wage Adjustment-CEC TLP	0	0	0	6,633	0
Workers Comp-Convention Center	45,105	77,709	77,709	56,024	56,024
Workers Compensation-CEC TLP	0	0	0	15,939	15,939
Liability Reserve-Convention Center	0	9,000	9,000	3,114	3,114
Liability Reserve-CEC TLP	0	0	0	886	886
<b>TOTAL OTHER REQUIREMENTS</b>	<b>811,256</b>	<b>16,648,550</b>	<b>16,648,550</b>	<b>6,330,571</b>	<b>6,185,025</b>
<b>TOTAL REQUIREMENTS</b>	<b>30,205,439</b>	<b>57,206,191</b>	<b>56,683,693</b>	<b>46,953,077</b>	<b>46,953,077</b>
<b>EXCESS (DEFICIENCY) OF REVENUE/ TRANSFERS IN OVER REQUIREMENT:</b>	<b>8,233,474</b>	<b>(22,090,998)</b>	<b>(18,221,277)</b>	<b>(6,375,529)</b>	<b>(6,375,529)</b>
Adjustment to GAAP	264,809	0	0	0	0
<b>ENDING BALANCE</b>	<b>32,997,039</b>	<b>9,920,947</b>	<b>14,775,762</b>	<b>6,803,567</b>	<b>8,400,234</b>
<b>COMPONENTS OF ENDING BALANCE</b>					
Convention Center	25,943,061	10,639,682	13,170,670	5,668,389	6,665,056
Venue Fund	1,099,513	168,022	519,337	0	0
Community Events Center (TLP)	5,954,465	(886,757)	1,085,755	1,135,178	1,735,178

(\*) Funds are accounted for separately in order to comply with State statutes. Includes: (1) Convention Center Combined Funds, (2) Venue Project Fund (3) Community Events Center (TLP) Combined Funds.

# **Austin Convention Center Department — 2001-2002**

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## **Mission**

The central mission of the Austin Convention Center Department is to provide event facilities and services to our customers so they can have a positive experience.

## **Goals**

The following competitive future goals will focus the Convention Center Department's efforts on achieving its mission:

- Achieve a high level of customer satisfaction by exceeding a rating of 4.2 (5.0 scale)
- Continue the financial success of the department whereby total revenue exceeds requirements
- Meet the needs of our customers for technology
  - Percentage of technology needs met (customer survey)
- Provide staffing for additional facilities as they open
- Continue to add to the local economy through Austin's hospitality industry
  - Bed Tax Collections
- Complete projects based on following timetable:
  - Open Convention Center Expansion by Spring 2002
  - Open the Community Events Center by Summer 2002
  - Open Convention Center Headquarters Hotel by 2004
  - Open Convention Center Garage by End of 2002\*

\*The original projected Convention Center garage opening date was by the end of 2002. However, due to delays in acquiring the land upon which the garage will be built, it is currently scheduled for a summer 2003 completion date.

## **Key Indicators**

To help the department track how well the goals are being met, key indicators have been developed along with appropriate program and activity performance measures. The Convention Center Department has selected the following key indicators to evaluate our overall performance:

- Client Evaluation Ratings
- Percentage of Clients indicating they would schedule another event at the Convention Center
- Exhibition Hall Occupancy
- Hotel Tax Collections
- Combined Fund Balances

## **Business Plan**

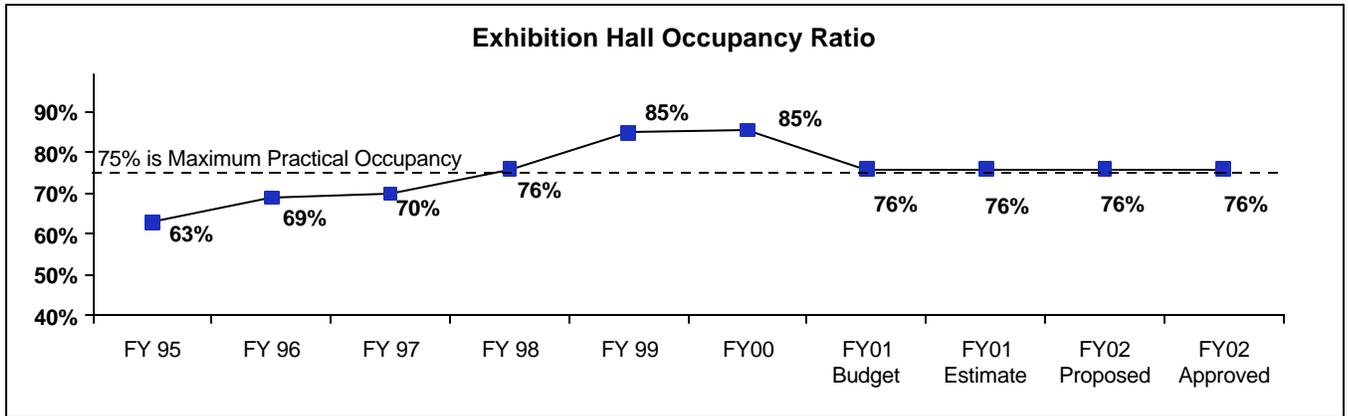
This budget directly supports the following Convention Center Department goals:

### Expansion of the Convention Center

On May 2, 1998, voters approved a 2.0-cent increase to the hotel/motel occupancy tax to fund the Convention Center Expansion/Waller Creek Tunnel Project. Construction on the Convention Center expansion project continues during 2000-01 and 2001-02. The expansion is expected to be connected to the existing facility in September 2001. In addition, the department is proceeding with plans to acquire additional land to be used for the construction of a parking garage to support the expanded facilities.

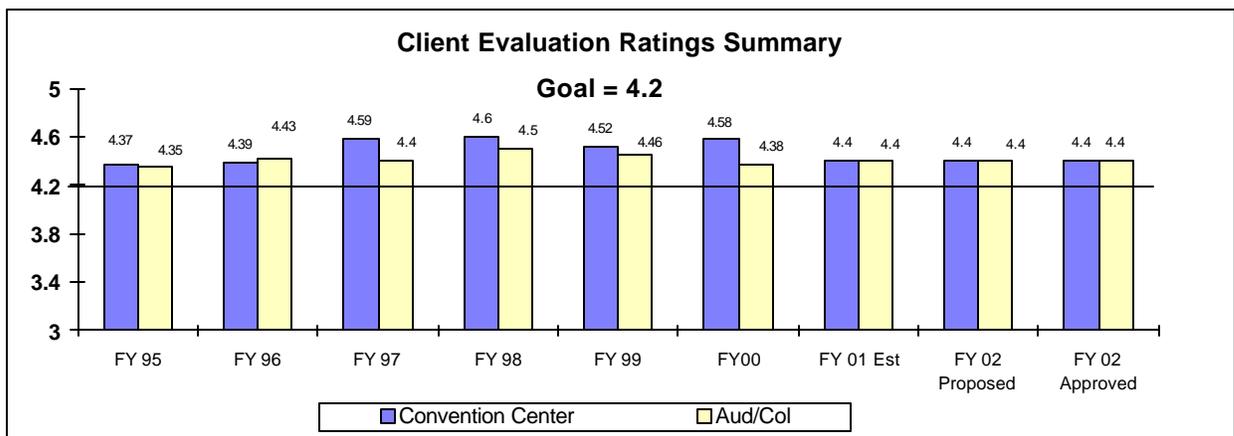
Funding is included in this budget to enable the Convention Center to proceed with the expansion of the facility while continuing to provide the best possible service to customers at the current facilities. A total of 32 new FTEs will be added for the expansion, as discussed in more detail on the following pages.

Expansion of the Convention Center will address several areas of concern. As shown on the chart below, the Department continues to project maximum occupancy in its facilities in 2001-02. Therefore, it is anticipated that the new facility will accommodate the larger conventions and shows that have outgrown the existing space, allowing them to continue holding their events in Austin. It will also permit the holding of multiple smaller events concurrently. This is of particular benefit because it will help alleviate competition for dates during peak demand times of the year.



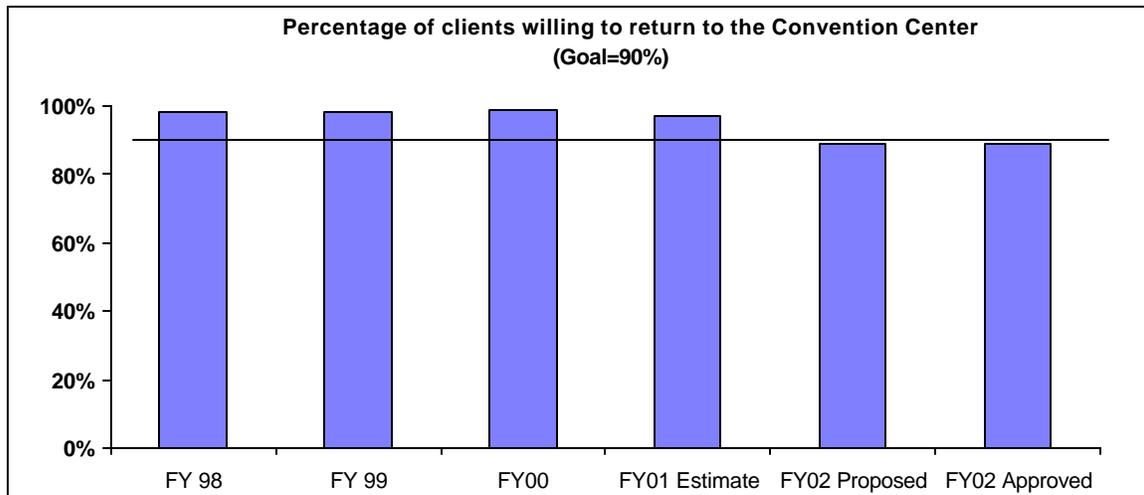
The exhibition hall occupancy ratio indicator measures the number of days an exhibition hall is rented divided by the number of days in the year. Within the industry, maximum occupancy of an exhibition hall is considered to be between 65 to 75 percent. Holidays and gaps between the scheduling of events cause periods in which the exhibition hall cannot be occupied. Occupancy levels above maximum practical occupancy indicate more constant usage of the facilities. The facilities are most successful when increases in occupancy levels result in increases in bed tax collections.

In order to maintain a high level of customer service, surveys of Convention Center clients and users are conducted on a routine basis. The survey results are used to continually monitor the quality of service and ensure that the needs of our customers are being met. The customer satisfaction survey identifies each activity area within the department and asks the customer to rate each activity. As depicted in the following chart the Austin Convention Center Department expects to achieve customer satisfaction ratings above 4.2 (on a 5.0 scale) in each activity area during 2001-02.



## Austin Convention Center Department — 2001-2002

It is not only important that clients are satisfied with the facilities and services they have received but that they also would like to hold future events in Convention Center facilities, thereby contributing to positive revenue growth for the Department. The goal for 2001-02 is for nine of every ten clients to express a willingness to return to the Convention Center facilities.



This budget directly supports the following Convention Center Department goals:

- Achieve a high level of customer satisfaction by exceeding a rating of 4.2 (5.0 scale)
- Continue the financial success of the department whereby total revenue exceeds requirements
- Meet the needs of our customers for technology
- Continue to add to the local economy through Austin's hospitality industry
  - Bed Tax Collections

### Town Lake Park Community Events Center Project

On November 3, 1998, Austin residents voted for a bond proposition authorizing the City of Austin to finance, construct, and develop the Town Lake Park Community Events Center venue project. The project includes building a new Community Events Center, construction of a 1,200 car parking garage and parkland development. The project is financed through a 5.0-cent increase car rental tax. Building construction will continue during the first part of fiscal year 2001-02 with an expected completion date by summer 2002. Upon opening, existing Palmer/Coliseum staff will transfer to the new events center. An additional 42 FTEs were approved primarily to address parking and security needs associated with the new facility and parking garage. Because of the venue project status of this project, state statutes require segregation of funds related to this project. Accordingly, the Community Events Center Revenue Fund, the Community Events Center Operating Fund, and the Community Events Center Garage Fund have been established. The Town Lake Park Venue Project Fund continues to collect vehicle tax and pay debt service on the TLP project.

## **Austin Convention Center Department — 2001-2002**

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This budget proposal directly supports the following Convention Center Department goals:

- Achieve a high level of customer satisfaction by exceeding a rating of 4.2 (on a 5.0 scale)
- Continue the financial success of the department whereby total revenue exceeds requirements
- Meet the needs of our customers for technology
- Complete projects based on the following timetable:
  - Open Community Events Center by Summer 2002

### New FTEs

Funding of \$2.8 million is included in the budget for 74 new full-time positions. Of these new positions, 32 are related to the Convention Center expansion, 32 are required for the support of the new community events center facility and 10 are required to operate the new community events center parking garage. The additional FTEs related to the expansion are required to address the additional demands expected as a result of approximately doubling the size of the existing Convention Center facility. Of the additional FTEs, 7 (6 Maintenance Workers, 1 Maintenance Supervisor) are needed to address the facility operational needs associated with the larger expanded facility. An additional 7 FTEs (6 Public Event Workers and 1 Public Event Supervisor) will provide event set-up and cleaning support. 10 FTEs (1 Facility Services Supervisor, 2 Facility Services Leads, 7 Facility Service Representatives) are required to meet the security needs associated with the larger facility. 2 FTEs (1 Event Coordinator and 1 Administrative Senior) are required to assist in the event planning activity, 1 FTE (1 Administrative Senior) is required to support the booking and contracting activity and 1 FTE (1 Event Utilities Coordinator) will provide exhibit services support. 1 FTE (1 Systems Support Network Supervisor) is needed for the information technology area while 3 FTEs (1 assistant director, and 1 Senior Management Analyst, and 1 Administrative Supervisor) are included to assist in the administration and management area due to increased workloads associated with managing a larger facility.

Of the 32 FTEs for the Community Events Center facilities, 21 FTEs (1 Facility Services Supervisor, 3 Facility Services Leads, 17 Facility Services Representatives) are needed to meet the security needs associated with the new facility. A total of 4 FTEs (1 Administrative Senior, 1 Contracts Administrator, 1 Event Coordinator, and 1 Buyer Associate) will support facility operations and maintenance of the facility. The exhibit services activity requires an additional 3 FTEs (2 Event Utilities Coordinators and 1 Administrative Assistant) and the event set-up/cleaning activity will need an additional 4 FTEs (4 Public Event Workers).

The new community events center parking garage will be supported by 10 FTEs: 1 Public Event Supervisor, 8 Public Event Workers, and 1 Public Event Lead.

In addition to the new FTEs discussed above, 8.5 existing FTEs were transferred from the Convention Center Operating Fund to the Community Events Center (CEC) Operating Fund. These FTEs represent the number of existing Palmer Auditorium staff necessary to operate the CEC for the amount of time that the CEC is operational during 2001-02.

This budget directly supports the following Convention Center Department goals:

- Achieve a high level of customer satisfaction by exceeding a rating of 4.2 (on a 5.0 scale)
- Continue the financial success of the department whereby total revenue exceeds requirements
- Provide staffing for facilities as they open

# Austin Convention Center Department — 2001-2002

## Investment in Technology

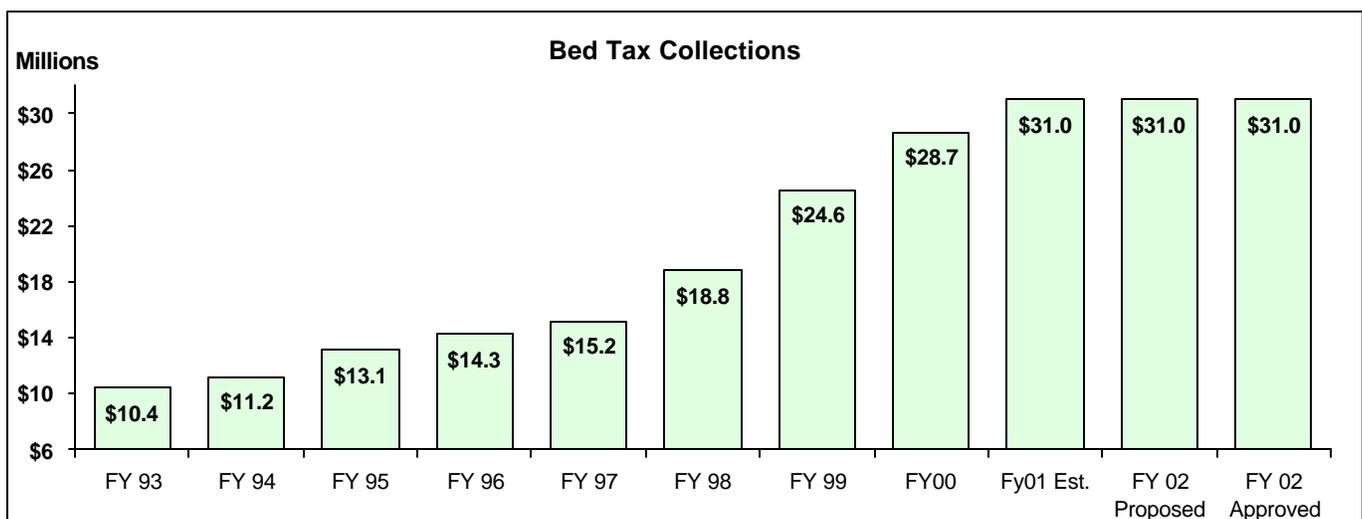
The Convention Center has continually expanded its technology services to meet customer demand. Over 50% of all events at the Convention Center make use of the facility's network capable of handling voice, video, or data from virtually any point in the building. The Convention Center's business plan emphasizes the department's commitment to technology by setting a goal to meet the growing need for technology by its customers. This budget includes \$22,500 for costs associated with the new computerized booking system, and \$50,000 for an on-line ordering system for exhibit services which will streamline the ordering process. The budget also includes \$150,000 for LAN switches at the Convention Center, and \$75,000 for a fiber optic base video distribution network to provide comparable services in the expanded portion of the Convention Center. Another \$50,000 will be utilized for the replacement of servers. The budget also includes \$80,000 for LAN switches for the new Community Events Center facility and \$100,000 to relocate and upgrade a telecommunications switch from Palmer Auditorium to the new Lester E. Palmer Community Events Center to ensure compatibility with telecommunications services available at the expanded Convention Center. Continued investment in technology will further strengthen the Convention Center's competitive position in the tech-intensive convention market.

This budget directly supports the following Convention Center Department goals:

- Achieve a high level of customer satisfaction by exceeding a rating of 4.2 (on a 5.0 scale)
- Meet the needs of our customers for technology

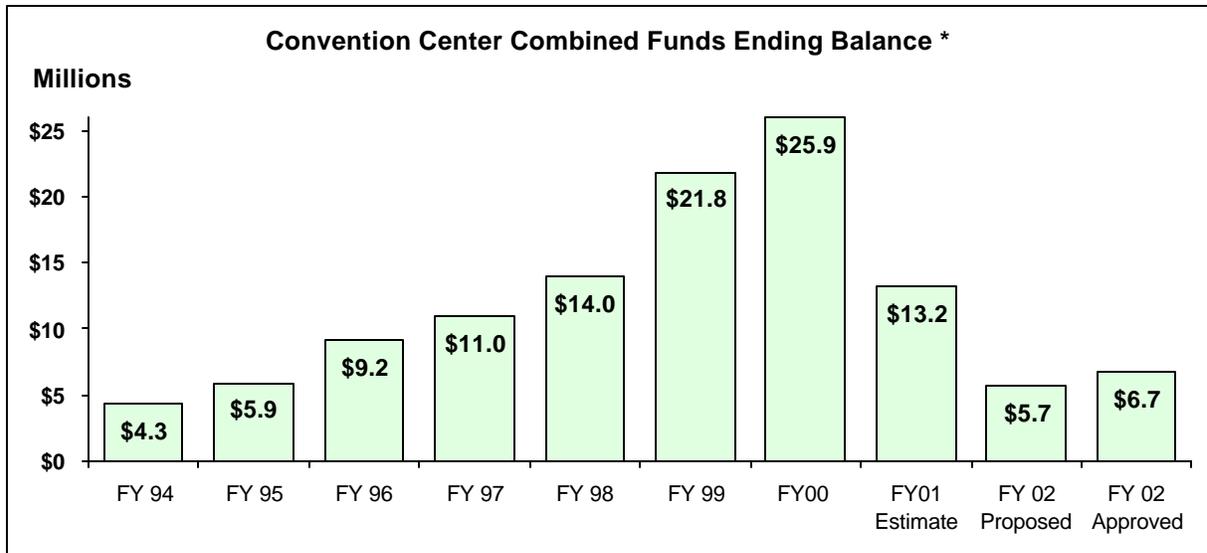
**Revenue Enhancements** – The budget includes a net overall increase in revenue. The increase in revenue is due primarily to continued growth in the hotel/motel bed tax collections and Convention Center facility revenue. Revenue growth will also be impacted by facility rental and parking fee changes approved to bring charges more in line with prevailing market rates. The fee schedule has also been revised to include charges associated with the new facilities and new exhibit halls and meeting rooms within the expanded portion of the Convention Center. Increases in revenue are also expected from food and beverage, audio-visual, and exhibitor services.

Conventions and trade shows held at the Austin Convention Center facilities are a mechanism to attract out-of-town visitors to the City of Austin and to stay in local hotels. The Convention Center's ability to host these types of events directly impacts Austin's economy. The money spent by visitors to Austin translates into increased retail sales for local businesses, which in turn generates additional sales and bed tax revenue for the City of Austin. The significant increase in bed tax collections in 1998-99 is due to a 2.0-cent increase in the hotel occupancy tax rate approved by the voters in May 1998 for the Convention Center Expansion/Waller Creek Tunnel Project.



## Austin Convention Center Department — 2001-2002

The following Combined Funds Ending Balance indicator measures the financial position of the Convention Center Department. It is important that the Convention Center Department maintain an appropriate level of funding to provide for any unexpected financial needs. The 2000-01 estimated ending balance is significantly lower than the 1999-2000 actual ending balance primarily due to a \$15 million expenditure associated with the headquarters hotel. The decrease in the 2000-01 estimated ending balance to the 2001-02 projected ending balance is primarily attributable to land acquisition costs for the construction of a parking garage to support the expanded Convention Center facilities and for anticipated debt service requirements for the Convention Center retrofit project.



\* The Convention Center Combined Funds Ending Balance does not include the Venue Project or the Community Events Center (TLP) Combined funds.

# **Austin Convention Center Funds — 2001-2002**

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## **Purpose and Nature of Fund**

The Convention Center Funds include the Tax Fund, and the Operating Fund. The purpose of the Convention Center Funds is to support and account for the revenue and expenditures of the Convention Center, Palmer Auditorium, and the City Coliseum and to transfer money to the Debt Service Funds for payment of bond debt related to the construction of the Convention Center.

The Convention Center Combined Funds also includes the Venue Project Fund. On May 2, 1998, the voters authorized City Council to: (1) plan, acquire, develop, construct, and finance the Convention Center/Waller Creek Project, a Venue Project of the type described in Section 334.001(4)(B) of Chapter 334, Local Government Code; and (2) secure payment of \$135,000,000 of revenue bonds of the City issued to pay the costs of the project by imposing a hotel occupancy tax rate at a rate not to exceed 2.0% of the price of the room. The Venue Project Fund was created to collect the additional two percent hotel occupancy tax increase to assist in the debt service payment of the revenue bonds for the Convention Center expansion.

The Convention Center Combined Funds for 2000-01 also included the Town Lake Park Venue Project Fund. The Lester E. Palmer Community Events Center will become operational in 2001-02 and several new funds have been created in accordance with bond covenants. The Town Lake Park Venue Project Fund is included with those new funds on the Community Events Center Combined Fund summary, which is discussed in a separate section.

The Convention Center Combined Funds, Venue Project Fund, and the Community Events Center funds are accounted for separately in compliance with State statutes.

## **Factors Affecting Funding**

Convention Center Department operations are funded by Hotel/Motel Bed Tax Revenue, operating revenue and investment earnings. Currently 6.5 cents of every nine cents collected by the City of Austin in the form of Hotel/Motel Bed Taxes is allocated to the Austin Convention Center Department and is pledged to repay the Hotel Occupancy Tax Revenue Refunding Bonds and the Convention Center Revenue Refunding Bonds. Tax revenue in excess of the debt service requirements can be used to fund operating expenses. On May 2, 1998, voters approved a 20 cent increase in the Bed Tax to fund the Convention Center Expansion/Waller Creek Tunnel Project.

Hotel/Motel Bed Tax revenue is dependent upon the hotel/motel industry performance in the Austin metropolitan area. Factors such as the total number of available rooms in the city, room rates, and occupancy rates of the hotels and motels affect the amount of revenue generated.

Operating revenue is generated by rental of facility floor space and equipment, catering and concessions, event support services, parking fees and novelty charges. Operating revenue is pledged to repay the Convention Center Revenue Refunding Bonds and any surplus not required for debt service can be used to fund operating expenses. The level of usage of the facilities and the types of events held determines the amount of operating revenue received.

The Venue Project Fund receives two cents out of the nine cents hotel occupancy tax. The effective date of the two percent hotel occupancy tax increase was August 1, 1998. Typically, a lag time occurs between the time the tax is collected by hotels to when the City receives the money. Therefore, the hotel occupancy tax received by the City for the first quarter of any fiscal year (October 1 through December 31) are those taxes that were collected by hotels from July 1 through September 30.

## **Austin Convention Center Funds — 2001-2002**

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### **Factors Affecting Requirements**

The requirements of the Convention Center are the result of expenditures made in support of events held at the department facilities and to cover the debt service on existing facilities. Additional FTE and expenditure increases for the Convention Center are discussed in more detail on the following pages.

The Venue Project Fund is projected to transfer \$7.5 million to the Hotel Tax Revenue Bond Redemption Fund in 2001-02. The Hotel Tax Revenue Bond Redemption Fund collects revenue to pay for the debt service requirements of all outstanding bonds and bank charges and other costs and expenses related to the payment. All of the money that is transferred into the Venue Project Fund and transferred out to this bond redemption fund is used to pay the debt service requirement on the \$135,000,000 bond issue related to the Convention Center/Waller Creek Project.

**CONVENTION CENTER COMBINED FUND SUMMARY \***

	1999-2000 ACTUAL	2000-01 AMENDED	2000-01 ESTIMATED	2001-02 PROPOSED	2001-02 APPROVED
<b>BEGINNING BALANCE</b>					
Convention Center Combined Funds	21,818,564	25,810,805	25,943,061	12,480,670	13,170,670
Venue Project Fund	489,821	1,068,941	1,099,513	212,670	519,337
<b>REVENUE/TRANSFERS IN</b>					
Hotel/Motel Bed Tax-Convention Cntr.	14,398,555	14,485,357	15,525,357	15,489,500	15,489,500
Hotel/Motel Bed Tax (2.0%)-Venue	6,359,687	6,392,222	6,854,445	6,884,222	6,884,222
Facility Revenue-Convention Center	4,951,605	4,554,864	4,794,864	4,806,299	4,806,299
Contractor Revenue-Convention Cntr.	5,171,213	4,186,500	4,186,500	5,688,156	5,688,156
Interest Earnings-Convention Center	1,748,416	745,000	1,200,000	1,187,000	1,187,000
Interest Earnings-Venue Project Fund	160,778	60,000	60,000	50,000	50,000
Payroll Accrual-Convention Center	173,452	0	0	0	0
<b>TOTAL REVENUE/TRANSFERS IN</b>	<b>32,963,706</b>	<b>30,423,943</b>	<b>32,621,166</b>	<b>34,105,177</b>	<b>34,105,177</b>
<b>EXPENSES</b>					
Event Operations-Convention Center	7,576,336	9,719,852	9,288,217	11,994,889	12,109,107
Contractor Expenses-Convention Cntr.	4,074,689	3,293,937	3,293,937	4,827,889	4,827,889
Support Services-Convention Center	1,189,608	2,370,760	2,283,155	2,908,498	2,933,193
<b>TOTAL OPERATING EXPENSES</b>	<b>12,840,633</b>	<b>15,384,549</b>	<b>14,865,309</b>	<b>19,731,276</b>	<b>19,870,189</b>
<b>TRANSFERS OUT</b>					
CIP-Convention Center	2,000,000	0	0	0	0
GO Debt Service-Conv. Cntr.	64,357	77,704	77,704	897,695	897,695
Wireless Communication Fund	0	0	0	23,132	23,132
Public Improvement Dist.-Conv. Cntr.	70,000	70,000	70,000	75,000	75,000
Debt Service-Convention Center	6,797,307	6,817,549	6,817,549	6,826,903	6,826,903
Debt Service-Venue Fund	5,910,773	7,497,633	7,494,621	7,511,800	7,511,800
<b>TOTAL TRANSFERS OUT</b>	<b>14,842,437</b>	<b>14,462,886</b>	<b>14,459,874</b>	<b>15,334,530</b>	<b>15,334,530</b>
<b>OTHER REQUIREMENTS</b>					
Hotel-economic development-Conv. Cnt	0	15,698,954	15,698,954	0	0
Steam Train-Convention Center	0	82,603	82,603	0	0
Land Purchase	0	0	0	5,000,000	5,000,000
27th Pay Period-Convention Center	201,168	0	0	0	0
Accrued Payroll-Convention Center	23,667	33,600	33,600	48,400	48,400
Admin. Support-Convention Center	541,316	746,684	746,684	817,871	817,871
Wage Adjustment-Convention Center	0	0	0	138,913	0
Workers Comp-Convention Center	45,105	77,709	77,709	56,024	56,024
Liability Reserve-Convention Center	0	9,000	9,000	3,114	3,114
<b>TOTAL OTHER REQUIREMENTS</b>	<b>811,256</b>	<b>16,648,550</b>	<b>16,648,550</b>	<b>6,064,322</b>	<b>5,925,409</b>
<b>TOTAL REQUIREMENTS</b>	<b>28,494,326</b>	<b>46,495,985</b>	<b>45,973,733</b>	<b>41,130,128</b>	<b>41,130,128</b>

	<u>1999-2000 ACTUAL</u>	<u>2000-01 AMENDED</u>	<u>2000-01 ESTIMATED</u>	<u>2001-02 PROPOSED</u>	<u>2001-02 APPROVED</u>
EXCESS (DEFICIENCY) OF REVENUE/ TRANSFERS IN OVER REQUIREMENTS	<u>4,469,380</u>	<u>(16,072,042)</u>	<u>(13,352,567)</u>	<u>(7,024,951)</u>	<u>(7,024,951)</u>
Adjustment to GAAP	<u>264,809</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>27,042,574</u></u>	<u><u>10,807,704</u></u>	<u><u>13,690,007</u></u>	<u><u>5,668,389</u></u>	<u><u>6,665,056</u></u>
COMPONENTS OF ENDING BALANCE					
Convention Center	25,943,061	10,639,682	13,170,670	5,668,389	6,665,056
Venue Fund	1,099,513	168,022	519,337	0	0

(\*) Funds are accounted for separately in order to comply with State statutes. Includes: (1) Convention Center Combined Funds, (2) Venue Project Fund. The Town Lake Park Venue Project Fund was included in the Convention Center Combined fund summary in 2000-01. In 2001-02 this fund is included on the Community Events Center Combined fund summary.

## CONVENTION CENTER OPERATING FUND SUMMARY

	1999-2000 ACTUAL	2000-01 AMENDED	2000-01 ESTIMATED	2001-02 PROPOSED	2001-02 APPROVED
BEGINNING BALANCE	20,318,469	24,966,075	24,966,075	11,751,922	11,751,922
REVENUE					
Facility Revenue	4,951,605	4,554,864	4,794,864	4,806,299	4,806,299
Contractor Revenue	5,171,213	4,186,500	4,186,500	5,688,156	5,688,156
Payroll Accrual	173,452	0	0	0	0
Interest Earnings	1,152,760	447,000	800,000	612,000	612,000
TOTAL REVENUE	<u>11,449,030</u>	<u>9,188,364</u>	<u>9,781,364</u>	<u>11,106,455</u>	<u>11,106,455</u>
TRANSFERS IN					
Convention Center Tax Fund	8,720,013	8,666,046	8,666,046	9,601,437	10,598,104
TOTAL TRANSFERS IN	<u>8,720,013</u>	<u>8,666,046</u>	<u>8,666,046</u>	<u>9,601,437</u>	<u>10,598,104</u>
TOTAL AVAILABLE FUNDS	<u>20,169,043</u>	<u>17,854,410</u>	<u>18,447,410</u>	<u>20,707,892</u>	<u>21,704,559</u>
EXPENSES					
Event Operations	7,576,336	9,719,852	9,288,217	11,994,889	12,109,107
Contractor Expenses	4,074,689	3,293,937	3,293,937	4,827,889	4,827,889
Support Services	1,189,608	2,370,760	2,283,155	2,908,498	2,933,193
TOTAL OPERATING EXPENSES	<u>12,840,633</u>	<u>15,384,549</u>	<u>14,865,309</u>	<u>19,731,276</u>	<u>19,870,189</u>
TRANSFERS OUT					
Transfer to CIP	2,000,000	0	0	0	0
Transfer to GO Debt Service	64,357	77,704	77,704	897,695	897,695
Transfer to Wireless Communication	0	0	0	23,132	23,132
Transfer to Public Improvement District	70,000	70,000	70,000	75,000	75,000
TOTAL TRANSFERS OUT	<u>2,134,357</u>	<u>147,704</u>	<u>147,704</u>	<u>995,827</u>	<u>995,827</u>
OTHER REQUIREMENTS					
Land Purchase	0	0	0	5,000,000	5,000,000
Hotel- Economic Development	0	15,698,954	15,698,954	0	0
Steam Train	0	82,603	82,603	0	0
27th Pay Period	201,168	0	0	0	0
Accrued Payroll	23,667	33,600	33,600	48,400	48,400
Administrative Support	541,316	746,684	746,684	817,871	817,871
Wage Adjustment	0	0	0	138,913	0
Workers Compensation	45,105	77,709	77,709	56,024	56,024
Liability Reserve	0	9,000	9,000	3,114	3,114
TOTAL OTHER REQUIREMENTS	<u>811,256</u>	<u>16,648,550</u>	<u>16,648,550</u>	<u>6,064,322</u>	<u>5,925,409</u>
TOTAL REQUIREMENTS	<u>15,786,246</u>	<u>32,180,803</u>	<u>31,661,563</u>	<u>26,791,425</u>	<u>26,791,425</u>

	<u>1999-2000 ACTUAL</u>	<u>2000-01 AMENDED</u>	<u>2000-01 ESTIMATED</u>	<u>2001-02 PROPOSED</u>	<u>2001-02 APPROVED</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	<u>4,382,797</u>	<u>(14,326,393)</u>	<u>(13,214,153)</u>	<u>(6,083,533)</u>	<u>(5,086,866)</u>
Adjustment to GAAP	<u>264,809</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>24,966,075</u></u>	<u><u>10,639,682</u></u>	<u><u>11,751,922</u></u>	<u><u>5,668,389</u></u>	<u><u>6,665,056</u></u>

## CONVENTION CENTER TAX FUND SUMMARY

	1999-2000 ACTUAL	2000-01 AMENDED	2000-01 ESTIMATED	2001-02 PROPOSED	2001-02 APPROVED
BEGINNING BALANCE	1,500,095	844,730	976,986	728,748	1,418,748
REVENUE					
Interest Income	595,656	298,000	400,000	575,000	575,000
TOTAL REVENUE	595,656	298,000	400,000	575,000	575,000
TRANSFERS IN					
Hotel/Motel Bed Tax Fund	14,398,555	14,485,357	15,525,357	15,489,500	15,489,500
TOTAL TRANSFERS IN	14,398,555	14,485,357	15,525,357	15,489,500	15,489,500
TOTAL AVAILABLE FUNDS	14,994,211	14,783,357	15,925,357	16,064,500	16,064,500
TRANSFERS OUT					
Series A-Debt Service	3,920,942	5,615,246	5,615,246	5,620,390	5,620,390
Series A-1999 Taxable Bonds	2,876,365	1,202,303	1,202,303	1,206,513	1,206,513
Venue Project Fund	0	144,492	0	364,908	58,241
Operating Fund	8,720,013	8,666,046	8,666,046	9,601,437	10,598,104
TOTAL TRANSFERS OUT	15,517,320	15,628,087	15,483,595	16,793,248	17,483,248
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	(523,109)	(844,730)	441,762	(728,748)	(1,418,748)
ENDING BALANCE	976,986	0	1,418,748	0	0

## VENUE PROJECT FUND SUMMARY

	<u>1999-2000 ACTUAL</u>	<u>2000-01 AMENDED</u>	<u>2000-01 ESTIMATED</u>	<u>2001-02 PROPOSED</u>	<u>2001-02 APPROVED</u>
BEGINNING BALANCE	<u>489,821</u>	<u>1,068,941</u>	<u>1,099,513</u>	<u>212,670</u>	<u>519,337</u>
REVENUE					
Interest	<u>160,778</u>	<u>60,000</u>	<u>60,000</u>	<u>50,000</u>	<u>50,000</u>
TOTAL REVENUE	<u>160,778</u>	<u>60,000</u>	<u>60,000</u>	<u>50,000</u>	<u>50,000</u>
TRANSFERS IN					
Hotel/Motel Bed Tax Fund	<u>6,359,687</u>	<u>6,392,222</u>	<u>6,854,445</u>	<u>6,884,222</u>	<u>6,884,222</u>
Convention Center Tax Fund	<u>0</u>	<u>144,492</u>	<u>0</u>	<u>364,908</u>	<u>58,241</u>
TOTAL TRANSFERS IN	<u>6,359,687</u>	<u>6,536,714</u>	<u>6,854,445</u>	<u>7,249,130</u>	<u>6,942,463</u>
TOTAL AVAILABLE FUNDS	<u>6,520,465</u>	<u>6,596,714</u>	<u>6,914,445</u>	<u>7,299,130</u>	<u>6,992,463</u>
TRANSFERS OUT					
Hotel Tax Revenue Bond Redemption Fund	<u>5,910,773</u>	<u>7,497,633</u>	<u>7,494,621</u>	<u>7,511,800</u>	<u>7,511,800</u>
TOTAL REQUIREMENTS	<u>5,910,773</u>	<u>7,497,633</u>	<u>7,494,621</u>	<u>7,511,800</u>	<u>7,511,800</u>
EXCESS (DEFICIENCY) OF AVAILABLE FUNDS OVER REQUIREMENTS	<u>609,692</u>	<u>(900,919)</u>	<u>(580,176)</u>	<u>(212,670)</u>	<u>(519,337)</u>
ENDING BALANCE	<u>1,099,513</u>	<u>168,022</u>	<u>519,337</u>	<u>0</u>	<u>0</u>

# Austin Convention Center Combined Fund-2001-2002

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## Significant Revenue and Expenditure Changes by Program

### Revenue Changes

	Dollars	FTEs
1. Approved revenue from subcontractors has increased \$1,501,656.	\$1,501,656	
2. The Convention Center's bed tax allocation has increased by \$1,004,143.	\$1,004,143	
3. The Venue Project Fund's bed tax allocation has increased by \$492,000.	\$492,000	
4. Increased facility usage and higher facility rental fees and parking fees at the Convention Center will generate an additional \$495,932.	\$495,932	
5. Facility usage at Palmer Auditorium and City Coliseum will decrease \$244,497 due to these facilities not being operational the entire fiscal year.	(\$244,497)	
6. Interest income for the Convention Center will increase to \$442,000.	\$442,000	
7. Interest income for the Venue Project Fund is approved to decrease \$10,000.	(\$10,000)	

### Expenditure Changes

	Dollars	FTEs
1. <b><u>City-Wide</u></b> The Approved Budget includes \$138,913 for salary increases associated with Pay for Performance in 2002, and \$69,001 for incremental costs of Pay for Performance in 2001.	\$207,914	
An additional \$91,083 has been included in the Approved Budget for anticipated changes in health contributions.	\$91,083	
2. <b><u>Event Operations Program</u></b> Funding of \$997,144 is included for 28 new FTEs. The additional FTEs related to the expansion are required to address the additional demands expected as a result of approximately doubling the size of the existing Convention Center facility.	\$997,144	28.00
Salary and operational costs of \$553,768 and 7 FTEs were transferred to the Community Events Center Operating Fund.	(\$553,768)	(7.00)
The Approved Budget includes an additional \$485,095 for utility cost increases based on anticipated increased usage and higher rates.	\$485,095	
Funding of \$34,906 is included for increased property insurance costs as a result of the expansion.	\$34,906	

# Austin Convention Center Combined Fund-2001-2002

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## Significant Revenue and Expenditure Changes by Program

	Dollars	FTEs
The Approved Budget includes \$50,000 for an on-line ordering system for the exhibit services area and \$22,500 for costs associated with the new computerized booking system.	\$72,500	
The Approved Budget includes \$317,000 for replacement networking switches, a fiber optic based video network distribution system, a replacement server, a LAN switch, and other capital outlay items for the exhibit services activity and \$35,000 for concierge booths, and upgrade to the photo identification system and other computer hardware related to the security services activity.	\$352,000	
Funding of \$500,000 is included for educational/promotional costs to promote the expanded Convention Center.	\$500,000	
Parking garage access control equipment of \$75,000 is included to replace the current system at the Convention Center parking garage.	\$75,000	
Convention Center parking garage upgrades of \$27,000 are included to facilitate more efficient traffic flow patterns.	\$27,000	
The Approved Budget includes \$34,900 for two industrial trucks (tugs) and a forklift.	\$34,900	
Funding of \$62,124 is included for uniforms, safety equipment, radios, small tools, minor hardware and other commodities associated with the new event security FTEs and for costs associated with the operations and maintenance of the Convention Center facilities.	\$62,124	
<b>3. <u>Contractor Expenses</u></b>		
Contractor expenses are projected to increase \$1,533,952.	\$1,533,952	
<b>4. <u>Support Services Program</u></b>		
Funding of \$313,818 is included for 4 new FTEs. 1 FTE (1 Systems Support Network Supervisor) is needed for the information technology area while 3 FTEs (1 assistant director, and 1 Senior Management Analyst, and 1 Administrative Supervisor) are included to assist in the administration and management area due to increased workloads associated with managing a larger facility.	\$313,818	4.00
Support services program costs of \$125,852 and 1.5 FTEs were transferred from the Convention Center for staff time associated with the new events center.	(\$125,852)	(1.50)

# **Austin Convention Center Combined Fund-2001-2002**

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## **Significant Revenue and Expenditure Changes by Program**

	<b>Dollars</b>	<b>FTEs</b>
Computer hardware and software costs are projected to increase by \$102,150.	\$102,150	
Funding of \$50,000 is included for an audit review project.	\$50,000	
Funding of \$200,000 is included for management, marketing and promotional costs associated with the expansion.	\$200,000	
<b>5. <u>Transfers/Other Requirements Program</u></b>		
The Approved Budget includes a net increase of \$906,539 due to changes in accrued payroll, administrative support, workers compensation, liability reserve, the transfer to the PID, GO debt service and a new transfer to the Wireless Communication Fund.	\$906,539	
Debt service related to the Convention Center will increase \$9,354; debt service requirements related to the Venue Project Fund will increase \$14,167.	\$23,521	
The Approved Budget includes a \$82,603 decrease for the steam train.	(\$82,603)	
An increase of \$5,000,000 is anticipated for a land purchase for a parking garage that will service the Convention Center expansion.	\$5,000,000	
The Approved Budget includes a \$15,698,954 decrease for an economic development program to promote local economic development and to stimulate business and commercial activity with respect to the development of a Convention Center hotel.	(\$15,698,954)	

# **Community Events Center Funds — 2001-02**

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## **Purpose and Nature of Fund**

On November 3, 1998, voters approved the Town Lake Park (TLP) Community Events Center Project, to be funded through a tax on motor vehicle rentals in the City. Several funds have been established in accordance with TLP bond covenants. The combined Community Events Center (CEC) funds include the Town Lake Park Venue Project Fund, and the following new funds: the Community Events Center Revenue Fund, the Community Events Center Operating Fund and the Community Events Center Garage Fund. The Town Lake Park Venue Project Fund was previously included on the Convention Center Combined fund summary; beginning in 2001-02 it will be included in the new Community Events Center Combined Fund summary. The Community Events Center funds are accounted for separately in compliance with State statutes.

The purpose of the Community Events Center funds are to support and account for the revenue and expenditures of the Lester E. Palmer Community Events Center and the parking garage. The Town Lake Park Venue Project Fund is a special revenue fund that has been established to deposit revenue received from the rental car tax. Vehicle rental tax receipts are based on a tax rate of 5% of gross vehicle rental receipts. Debt Service payments of bond debt related to the construction of the events center and garage are also funded from this fund.

## **Factors Affecting Funding**

Community events center operations are funded by the vehicle rental tax, operating revenue and investment earnings. Because of the venue project status of these funds, state statutes do not allow co-mingling of other revenue sources. Therefore, revenue from the vehicle rental tax and operating revenue of the events center and the parking garage are the only means of support for these facilities.

Vehicle tax revenue is affected by the level of rental car usage and rates charged for those rentals. Factors such as the state of the economy, and the region's ongoing role as an important center for high-technology manufacturing, education, and government play a role in the level of vehicle rental activity. Vehicle tax revenue is pledged to repay the Town Lake Park Bonds and any surplus not required for debt service can be used to fund operating expenses of the events center or garage.

Operating revenue is generated by rental of facility floor space and equipment, catering and concessions, event support services and parking fees. The level of usage of the facilities and the types of events held determines the amount of operating revenue received.

## **Factors Affecting Requirements**

The Town Lake Park Venue Project Fund is projected to transfer \$2.4 million to the Town Lake Park Revenue Bond Redemption Fund in 2001-02. The Town Lake Park Revenue Bond Redemption Fund collects revenue to pay for the debt service requirements of all outstanding bonds and bank charges and other costs and expenses related to the payment. All of the money that is transferred into the Town Lake Park Venue Project Fund and transferred out to this bond redemption fund is used to pay the debt service requirement on the \$40,000,000 bond issue related to the Town Lake Park Community Events Center.

The requirements of the Town Lake Park Community Events Center and parking garage are the result of expenditures made in support of events held at the facilities and to cover the debt service on existing facilities. Additional FTE and expenditure increases for the Community Events Center funds are discussed in more detail on the following pages.

## COMMUNITY EVENTS CENTER (TLP) COMBINED FUND SUMMARY

	1999-2000 <u>ACTUAL</u>	2000-01 <u>AMENDED</u>	2000-01 <u>ESTIMATED</u>	2001-02 <u>PROPOSED</u>	2001-02 <u>APPROVED</u>
BEGINNING BALANCE	2,190,371	5,132,199	5,954,465	485,755	1,085,755
REVENUE/TRANSFERS IN					
Car rental tax revenue	5,251,470	4,691,250	5,691,250	5,422,181	5,422,181
Garage Parking Revenue	0	0	0	623,000	623,000
Facility Revenue	0	0	0	166,857	166,857
Contractor Revenue	0	0	0	180,334	180,334
Interest Earnings	223,737	0	150,000	80,000	80,000
TOTAL REVENUE/TRANSFERS IN	<u>5,475,207</u>	<u>4,691,250</u>	<u>5,841,250</u>	<u>6,472,372</u>	<u>6,472,372</u>
EXPENSES					
Event Operations	0	0	0	2,812,469	2,819,102
Contractor Expenses	0	0	0	183,259	183,259
Support Services	0	0	0	146,112	146,112
TOTAL OPERATING EXPENSES	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,141,840</u>	<u>3,148,473</u>
TRANSFERS OUT					
CIP	0	8,300,000	8,300,000	0	0
Town Lake Park Venue Project					
Bond Redemption Fund	1,711,113	2,410,206	2,409,960	2,414,860	2,414,860
TOTAL TRANSFERS OUT	<u>1,711,113</u>	<u>10,710,206</u>	<u>10,709,960</u>	<u>2,414,860</u>	<u>2,414,860</u>
OTHER REQUIREMENTS					
Accrued Payroll	0	0	0	13,800	13,800
Administrative Support	0	0	0	228,991	228,991
Wage Adjustment	0	0	0	6,633	0
Workers Compensation	0	0	0	15,939	15,939
Liability Reserve	0	0	0	886	886
TOTAL OTHER REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>266,249</u>	<u>259,616</u>
TOTAL REQUIREMENTS	<u>1,711,113</u>	<u>10,710,206</u>	<u>10,709,960</u>	<u>5,822,949</u>	<u>5,822,949</u>
EXCESS (DEFICIENCY) OF REVENUE/ TRANSFERS IN OVER TOTAL REQUIREMENTS	<u>3,764,094</u>	<u>(6,018,956)</u>	<u>(4,868,710)</u>	<u>649,423</u>	<u>649,423</u>
ENDING BALANCE	<u>5,954,465</u>	<u>(886,757)</u>	<u>1,085,755</u>	<u>1,135,178</u>	<u>1,735,178</u>

## COMMUNITY EVENTS CENTER OPERATING (TLP) FUND SUMMARY

	1999-2000 ACTUAL	2000-01 AMENDED	2000-01 ESTIMATED	2001-02 PROPOSED	2001-02 APPROVED
BEGINNING BALANCE	0	0	0	0	0
REVENUE					
Interest earnings	0	0	0	30,000	30,000
TOTAL REVENUE	0	0	0	30,000	30,000
TRANSFERS IN					
TLP Venue Project Fund	0	0	0	3,543,076	4,143,076
CEC TLP Garage Fund	0	0	0	247,153	247,153
CEC TLP Revenue Fund	0	0	0	163,932	163,932
TOTAL TRANSFERS IN	0	0	0	3,954,161	4,554,161
TOTAL AVAILABLE FUNDS	0	0	0	3,984,161	4,584,161
OPERATING EXPENSES					
Event Operations	0	0	0	2,436,622	2,443,255
Support Services	0	0	0	146,112	146,112
TOTAL OPERATING EXPENSES	0	0	0	2,582,734	2,589,367
OTHER REQUIREMENTS					
Accrued Payroll	0	0	0	13,800	13,800
Administrative Support	0	0	0	228,991	228,991
Wage Adjustment	0	0	0	6,633	0
Workers Compensation	0	0	0	15,939	15,939
Liability Reserve	0	0	0	886	886
TOTAL OTHER REQUIREMENTS	0	0	0	266,249	259,616
TOTAL REQUIREMENTS	0	0	0	2,848,983	2,848,983
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS	0	0	0	1,135,178	1,735,178
ENDING BALANCE	0	0	0	1,135,178	1,735,178

## COMMUNITY EVENTS CENTER REVENUE (TLP) FUND SUMMARY

	1999-2000 ACTUAL	2000-01 AMENDED	2000-01 ESTIMATED	2001-02 PROPOSED	2001-02 APPROVED
BEGINNING BALANCE	0	0	0	0	0
REVENUE					
Facility Revenue	0	0	0	166,857	166,857
Contractor Revenue	0	0	0	180,334	180,334
TOTAL REVENUE	0	0	0	347,191	347,191
OPERATING EXPENSES					
Contractor Expenses	0	0	0	183,259	183,259
TOTAL OPERATING EXPENSES	0	0	0	183,259	183,259
TRANSFERS OUT					
CEC TLP Operating Fund	0	0	0	163,932	163,932
TOTAL TRANSFERS OUT	0	0	0	163,932	163,932
TOTAL REQUIREMENTS	0	0	0	347,191	347,191
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER TOTAL REQUIREMENTS	0	0	0	0	0
ENDING BALANCE	0	0	0	0	0

## COMMUNITY EVENTS CENTER GARAGE (TLP) FUND SUMMARY

	<u>1999-2000 ACTUAL</u>	<u>2000-01 AMENDED</u>	<u>2000-01 ESTIMATED</u>	<u>2001-02 PROPOSED</u>	<u>2001-02 APPROVED</u>
BEGINNING BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
REVENUE					
Parking garage revenue	0	0	0	623,000	623,000
Interest	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	<u>0</u>	<u>0</u>	<u>0</u>	<u>623,000</u>	<u>623,000</u>
OPERATING EXPENSES					
Event Operations	<u>0</u>	<u>0</u>	<u>0</u>	<u>375,847</u>	<u>375,847</u>
TOTAL OPERATING EXPENSES	<u>0</u>	<u>0</u>	<u>0</u>	<u>375,847</u>	<u>375,847</u>
TRANSFERS OUT					
CEC TLP Operating Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>247,153</u>	<u>247,153</u>
TOTAL TRANSFERS OUT	<u>0</u>	<u>0</u>	<u>0</u>	<u>247,153</u>	<u>247,153</u>
TOTAL REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>623,000</u>	<u>623,000</u>
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER TOTAL REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

## TOWN LAKE PARK VENUE PROJECT FUND

	<u>1999-2000 ACTUAL</u>	<u>2000-01 AMENDED</u>	<u>2000-01 ESTIMATED</u>	<u>2001-02 PROPOSED</u>	<u>2001-02 APPROVED</u>
BEGINNING BALANCE	<u>2,190,371</u>	<u>5,132,199</u>	<u>5,954,465</u>	<u>485,755</u>	<u>1,085,755</u>
REVENUE					
Car rental tax	5,251,470	4,691,250	5,691,250	5,422,181	5,422,181
Interest	<u>223,737</u>	<u>0</u>	<u>150,000</u>	<u>50,000</u>	<u>50,000</u>
TOTAL REVENUE	<u>5,475,207</u>	<u>4,691,250</u>	<u>5,841,250</u>	<u>5,472,181</u>	<u>5,472,181</u>
TRANSFERS OUT					
Transfer to CEC TLP Operating Fund Town Lake Park Venue Project	0	0	0	3,543,076	4,143,076
Bond Redemption Fund	1,711,113	2,410,206	2,409,960	2,414,860	2,414,860
CIP	<u>0</u>	<u>8,300,000</u>	<u>8,300,000</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS OUT	<u>1,711,113</u>	<u>10,710,206</u>	<u>10,709,960</u>	<u>5,957,936</u>	<u>6,557,936</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER TOTAL REVENUE	<u>3,764,094</u>	<u>(6,018,956)</u>	<u>(4,868,710)</u>	<u>(485,755)</u>	<u>(1,085,755)</u>
ENDING BALANCE	<u><u>5,954,465</u></u>	<u><u>(886,757)</u></u>	<u><u>1,085,755</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

# Community Events Center (TLP) Operating Fund-2001-2002

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## Significant Revenue and Expenditure Changes by Program

### Revenue Changes

	Dollars	FTEs
1. <b>Approved</b> car tax revenue is projected to increase by \$730,931.	\$730,931	
2. Facility revenue is included at \$166,857.	\$166,857	
3. Contractor revenue is included at \$180,334.	\$180,334	
4. Interest revenue is projected at \$80,000.	\$80,000	

### Expenditure Changes

	Dollars	FTEs
1. <b>City-Wide</b>		
The Approved Budget includes \$3,295 for salary increases associated with Pay for Performance in 2001, and \$6,633 for incremental costs of Pay for Performance in 2002. The total increase for compensation adjustments is \$9,928.	\$9,928	
An additional \$5,321 has been included for anticipated changes in health contributions.	\$5,321	
2. <b>Event Operations Program</b>		
Funding of \$1,164,123 is included for 32 new FTEs to support the functions of the new facility.	\$1,164,123	32.00
Salary and operational costs of \$553,768 and 7 FTEs were transferred from the Convention Center.	\$553,768	7.00
The <i>Approved</i> Budget includes \$15,400 for utility cost increases.	\$15,400	
Funding of \$100,000 is included to relocate and upgrade a telecommunication switch from the Palmer Auditorium to the new events center to ensure compatibility with telecommunication services available to the expanded Convention Center.	\$100,000	
The Approved Budget includes \$83,000 for LAN switches, a router for internet traffic and a server for internet connectivity.	\$83,000	
Funding of \$70,839 is included for uniforms, radios, small tools and other costs associated with new event security FTEs and for supplemental event security costs.	\$70,839	

# Community Events Center (TLP) Operating Fund-2001-2002

## Significant Revenue and Expenditure Changes by Program

	Dollars	FTEs
The Approved Budget includes \$76,650 for temporary employees for traffic control during event move in/out and during other peak periods.	\$76,650	
The Approved Budget includes \$250,000 for promotional costs associated with opening the new facility.	\$250,000	
The Approved Budget includes \$46,800 for telephone costs and equipment as well as \$27,455 for office equipment, UT internet service, hardware and small tools, and other costs associated with the exhibit services activity.	\$74,255	
Funding of \$24,000 is included for a gate house for the service yard and the outside entrance, and for a passenger cart/van to patrol the garage and parking lot.	\$24,000	
Miscellaneous cost increases total \$15,971.	\$15,971	
<b>3. <u>Contractor Expenses</u></b>		
Contractor expenses are included at \$183,259.	\$183,259	
<b>4. <u>Support Services Program</u></b>		
Support services program costs of \$125,852 and 1.5 FTEs were transferred from the Convention Center for staff time associated with the new events center.	\$125,852	1.50
Funding of \$19,000 is included for LAN switches and other hardware and software costs associated with the new facility.	\$19,000	
Miscellaneous cost increases total \$1,260.	\$1,260	
<b>5. <u>Transfers/Other Requirements Program</u></b>		
Transfers to the CIP for the Town Lake Park Project have decreased \$8,300,000.	(\$8,300,000)	
Debt service costs related to the Town Lake Park project have increased \$4,654.	\$4,654	
Accrued payroll, administrative support, workers compensation, and liability reserve costs are included at \$259,616.	\$259,616	

# Convention Center-2001-02

## Convention Center Operating

	1999 -00 Actual	1999 -00 FTE	2000 -2001 Amended	2000 -2001 FTE	2000 -2001 Estimate	2000 -2001 FTE	2001 -02 Proposed	2001 -02 FTE	2001 -02 Approved	2001 -02 FTE
<b>EVENT OPERATIONS</b>										
Booking and Contracting	\$198,040	3.00	\$344,650	5.00	\$331,003	6.00	\$1,117,697	7.00	\$1,124,204	7.00
Event Planning	\$1,063,518	17.90	\$1,208,718	17.90	\$1,138,793	17.00	\$1,039,533	17.50	\$1,060,972	17.50
Event Security	\$981,331	18.00	\$1,118,739	19.00	\$1,055,608	19.00	\$1,530,573	28.50	\$1,547,207	28.50
Event Set-Up/Cleaning	\$1,447,799	40.00	\$1,899,710	43.00	\$1,803,584	43.00	\$1,986,283	47.25	\$2,012,008	47.25
Exhibit Services	\$410,619	6.35	\$940,336	8.50	\$920,028	9.50	\$1,371,423	10.50	\$1,380,968	10.50
Facility Operations & Maintenance	\$7,152,679	26.90	\$6,966,207	29.90	\$6,820,559	28.00	\$9,045,580	32.75	\$9,072,765	32.75
Parking Management	\$397,052	4.00	\$535,429	12.00	\$512,579	13.00	\$731,689	13.00	\$738,872	13.00
<b>SUPPORT SERVICES</b>										
Administration and Management	\$445,623	2.00	\$1,077,962	3.00	\$1,077,962	2.00	\$1,493,807	4.75	\$1,499,014	4.75
Financial Monitoring / Budgeting	\$257,913	4.00	\$502,610	7.00	\$443,883	8.00	\$587,562	7.50	\$597,284	7.50
Information Technology Services	\$317,959	1.65	\$522,178	3.50	\$522,178	3.50	\$537,530	4.25	\$540,677	4.25
Personnel / Training	\$133,049	2.20	\$194,061	3.20	\$165,183	3.00	\$195,108	2.50	\$198,282	2.50
Purchasing / MWBE	\$35,062	1.00	\$73,949	2.00	\$73,949	2.00	\$94,491	2.00	\$97,936	2.00
<b>TRANSFERS &amp; OTHER REQUIREMENTS</b>										
Other Requirements	\$811,256	0.00	\$16,648,550	0.00	\$16,648,550	0.00	\$6,064,322	0.00	\$5,925,409	0.00
Transfers	\$14,842,437	0.00	\$14,462,886	0.00	\$14,459,874	0.00	\$15,334,530	0.00	\$15,334,530	0.00
<b>Total</b>	<b>\$28,494,337</b>	<b>127.00</b>	<b>\$46,495,985</b>	<b>154.00</b>	<b>\$45,973,733</b>	<b>154.00</b>	<b>\$41,130,128</b>	<b>177.50</b>	<b>\$41,130,128</b>	<b>177.50</b>

# Convention Center-2001-02

## Community Events Center Operating Fund

	1999 -00 Actual	1999 -00 FTE	2000 -2001 Amended	2000 -2001 FTE	2000 -2001 Estimate	2000 -2001 FTE	2001 -02 Proposed	2001 -02 FTE	2001 -02 Approved	2001 -02 FTE
<b>EVENT OPERATIONS</b>										
Booking and Contracting	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
Event Planning	\$0	0.00	\$0	0.00	\$0	0.00	\$481,826	4.50	\$483,760	4.50
Event Security	\$0	0.00	\$0	0.00	\$0	0.00	\$1,017,292	21.50	\$1,017,292	21.50
Event Set-Up/Cleaning	\$0	0.00	\$0	0.00	\$0	0.00	\$243,787	6.75	\$245,794	6.75
Exhibit Services	\$0	0.00	\$0	0.00	\$0	0.00	\$391,228	3.00	\$391,228	3.00
Facility Operations & Maintenance	\$0	0.00	\$0	0.00	\$0	0.00	\$485,748	3.25	\$488,440	3.25
<b>SUPPORT SERVICES</b>										
Administration and Management	\$0	0.00	\$0	0.00	\$0	0.00	\$35,768	0.25	\$35,768	0.25
Financial Monitoring / Budgeting	\$0	0.00	\$0	0.00	\$0	0.00	\$31,532	0.50	\$31,532	0.50
Information Technology Services	\$0	0.00	\$0	0.00	\$0	0.00	\$45,848	0.25	\$45,848	0.25
Personnel / Training	\$0	0.00	\$0	0.00	\$0	0.00	\$32,964	0.50	\$32,964	0.50
Purchasing / MWBE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
<b>TRANSFERS &amp; OTHER REQUIREMENTS</b>										
Other Requirements	\$0	0.00	\$0	0.00	\$0	0.00	\$266,249	0.00	\$259,616	0.00
Transfers	\$1,711,113	0.00	\$10,710,206	0.00	\$10,709,960	0.00	\$2,414,860	0.00	\$2,414,860	0.00
<b>Total</b>	\$1,711,113	0.00	\$10,710,206	0.00	\$10,709,960	0.00	\$5,447,102	40.50	\$5,447,102	40.50

# Convention Center-2001-02

## Community Events Center Garage

	1999 -00 Actual	1999 -00 FTE	2000 -2001 Amended	2000 -2001 FTE	2000 -2001 Estimate	2000 -2001 FTE	2001 -02 Proposed	2001 -02 FTE	2001 -02 Approved	2001 -02 FTE
<b>EVENT OPERATIONS</b>										
Parking Management	\$0	0.00	\$0	0.00	\$0	0.00	\$375,847	10.00	\$375,847	10.00
<b>Total</b>	\$0	0.00	\$0	0.00	\$0	0.00	\$375,847	10.00	\$375,847	10.00

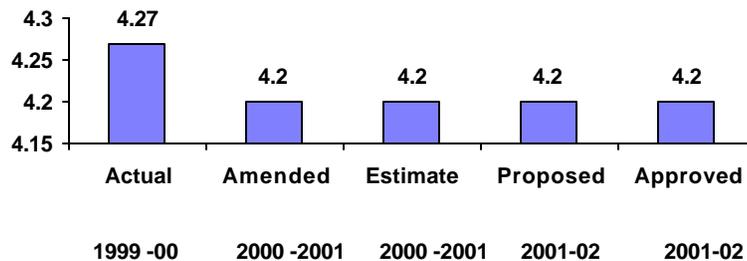
## Convention Center-2001-02

### Program: **EVENT OPERATIONS**

**Program Objective:** The purpose of the Event Operations Program is to provide event services for users of the facility so they can have a successful event.

#### Program Results Measures:

#### Functionality of Facility Satisfaction Rating (1:Poor—5: Excellent)



#### Performance Measures:

	1999 -00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Event Planning Satisfaction Rating (1: Poor—5: Excellent)	4.63	4.2	4.2	4.2	4.2
Functionality of Facility Satisfaction Rating (1:Poor—5: Excellent)	4.27	4.2	4.2	4.2	4.2
Room Set-up and Cleanliness Satisfaction Rating (1:Poor—5: Excellent)	4.5	4.2	4.2	4.2	4.2
Security Incidents in Convention Center Parking Areas per 1,000 Vehicles	0.24	0.46	0.28	0.35	0.35
Security Services Satisfaction Rating (1: Poor—5: Excellent)	4.31	4.2	4.2	4.2	4.2

#### List of Activities (Includes all Funding Sources)

Activity Name	1999 -00 Actual	1999 -00 FTE	2000 -2001 Amende	2000 -2001 FTE	2000 -2001 Estimate	2000 -2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Booking and Contracting	\$198,040	3.00	\$344,650	5.00	\$331,003	6.00	\$1,117,697	7.00	\$1,124,204	7.00
Event Planning	\$1,063,518	17.90	\$1,208,718	17.90	\$1,138,793	17.00	\$1,521,359	22.00	\$1,544,732	22.00
Event Security	\$981,331	18.00	\$1,118,739	19.00	\$1,055,608	19.00	\$2,547,865	50.00	\$2,564,499	50.00

# Convention Center-2001-02

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<b>Program:</b>	<b>EVENT OPERATIONS</b>									
Event Set-Up/Cleaning	\$1,447,799	40.00	\$1,899,710	43.00	\$1,803,584	43.00	\$2,230,070	54.00	\$2,257,802	54.00
Exhibit Services	\$410,619	6.35	\$940,336	8.50	\$920,028	9.50	\$1,762,651	13.50	\$1,772,196	13.50
Facility Operations & Maintenance	\$7,384,175	26.90	\$6,966,207	29.90	\$6,820,559	28.00	\$9,531,328	36.00	\$9,561,205	36.00
Parking Management	\$397,052	4.00	\$535,429	12.00	\$512,579	13.00	\$1,107,536	23.00	\$1,114,719	23.00
<b>Total</b>	<b>\$11,882,534</b>	<b>116.15</b>	<b>\$13,013,789</b>	<b>135.30</b>	<b>\$12,582,154</b>	<b>135.50</b>	<b>19,818,506</b>	<b>205.50</b>	<b>19,939,357</b>	<b>205.50</b>

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# Convention Center-2001-02

**Activity:** *Booking and Contracting*

**Activity Code:** 2BKG

**Program Name:** EVENT OPERATIONS

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Operating Fund	\$0	\$0	\$0	\$0	\$0
Convention Center Operating	\$198,040	\$344,650	\$331,003	\$1,117,697	\$1,124,204
<b>Total Requirements</b>	<b>\$198,040</b>	<b>\$344,650</b>	<b>\$331,003</b>	<b>\$1,117,697</b>	<b>\$1,124,204</b>
<b>Full-Time Equivalents</b>	<b>3.00</b>	<b>5.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Booking and Contracting Costs per Contract	Efficiency	\$1,278	\$1,467	\$1,409	\$4,418	\$4,443
Number of Contracts Executed	Output	155	235	235	253	253
Initial Contract Review Accuracy Ratio	Result	100%	90%	90%	90%	90%
Number of Double Bookings	Result	0	0	0	0	0

**Activity History and Description:** Manage the Austin Convention Center Department facility reservations/booking process and administer facility use contracts.

**Activity Objective:** The purpose of the Booking and Contracting Activity is to provide an accurate contract to the client in order to define the parameters of their event.

**Services of the Activity:**

- Effectively manage master facility reservation book.
- Improve the facility reservation and contracting process by continuing the implementation of an integrated computerized database system.
- Respond to calls from potential clients inquiring about facility availability in an efficient manner.

**Changes in Requirements and Performance Measures:** Funding for one (1) new Administrative Senior due to the Convention Center expansion totals \$32,493. Funding for another FTE being internally reallocated from the Administration and Management activity is included at a cost of \$68,574. Advertising/publishing, educational/promotional and other services were reallocated from the event planning activity at \$137,595. The computerized booking system maintenance agreement and software total \$22,500. Expansion promotional costs amount to \$500,000. The number of contracts executed is projected to increase due to expansion of the Convention Center. This activity increases by \$6,507 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Monica Hammond

512-404-4201

## Convention Center-2001-02

**Activity:** Event Planning

**Activity Code:** 2PLN

**Program Name:** EVENT OPERATIONS

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Operating Fund	\$0	\$0	\$0	\$481,826	\$483,760
Convention Center Operating	\$1,063,518	\$1,208,718	\$1,138,793	\$1,039,533	\$1,060,972
Expense Refunds	\$0	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$1,063,518</b>	<b>\$1,208,718</b>	<b>\$1,138,793</b>	<b>\$1,521,359</b>	<b>\$1,544,732</b>
<b>Full-Time Equivalents</b>	<b>17.90</b>	<b>17.90</b>	<b>17.00</b>	<b>22.00</b>	<b>22.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Facility revenue per dollar of event planning costs	Efficiency	\$4.66	\$3.77	\$4.21	\$3.27	\$3.22
Number of Event Pre-Plans Produced	Output	206	235	235	291	291
Event Planning Satisfaction Rating (1: Poor—5: Excellent)	Result	4.63	4.2	4.2	4.2	4.2

**Activity History and Description:** Event Planning plans and coordinates events for Austin Convention Center Department clients. They also assist the sales and marketing staff at the Austin Convention and Visitors Bureau with developing event bid proposals.

**Activity Objective:** The purpose of the Event Planning Activity is to plan and coordinate event-related services for our facility clients and lessees so they can have a well-planned event.

**Services of the Activity:**

- Provide accurate and timely event pre-plan documents to support services divisions and coordinate the implementation of the plan.
- Facilitate communication between event management staff and all affected work groups in planning events to ensure that all set-ups and requirements are achieved.

**Changes in Requirements and Performance Measures:** Due to the Convention Center Expansion one (1) Administrative Senior and one (1) Event Coordinator are included at \$80,357. Funding for three new FTEs, one (1) Event Coordinator, one (1) Contract Administrator and one (1) Administrative Assistant for the new Community Events Center (CEC) is included at \$137,596. One FTE is being internally reallocated to the Parking Management activity at a reduced cost of \$53,061 to the Event Planning Activity. Promotional costs associated with the CEC are budgeted at \$250,000. Advertising/publishing, educational/promotional, and other services have been reallocated to the Booking and Contracting activity resulting in a

## Convention Center-2001-02

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**Activity:** *Event Planning*

**Activity Code:** *2PLN*

**Program Name:** *EVENT OPERATIONS*

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decrease of \$137,200 to the Planning activity. The number of event pre-plans produced is projected to increase due to expansion of the Convention Center. This activity increases by \$23,373 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Monica Hammond

512-404-4201

## Convention Center-2001-02

**Activity:** *Event Security*

**Activity Code:** 2SEC

**Program Name:** EVENT OPERATIONS

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Operating Fund	\$0	\$0	\$0	\$1,017,292	\$1,017,292
Convention Center Operating	\$981,331	\$1,118,739	\$1,055,608	\$1,530,573	\$1,547,207
Expense Refunds	\$0	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$981,331</b>	<b>\$1,118,739</b>	<b>\$1,055,608</b>	<b>\$2,547,865</b>	<b>\$2,564,499</b>
<b>Full-Time Equivalents</b>	<b>18.00</b>	<b>19.00</b>	<b>19.00</b>	<b>50.00</b>	<b>50.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of Security Responses Expected	Demand	525	423	680	1,100	1,100
Event Security Direct Labor Costs per 100 responses	Efficiency	\$119,523	\$212,249	\$122,747	\$231,624	\$193,065
Number of Security Responses	Output	627	423	680	1,100	1,100
Number of Customer Care Incidents- lost and found	Result	401	271	435	704	704
Number of Customer Care Incidents- medical responses	Result	38	25	41	66	66
Number of Security Incidents- Criminal acts	Result	146	97	156	253	253
Number of Security Incidents-Other incidents	Result	42	30	48	77	77
Security Services Satisfaction Rating (1: Poor—5: Excellent)	Result	4.31	4.2	4.2	4.2	4.2

**Activity History and Description:** Event Security is responsible for the Department's overall security program. This includes 24-hour security, event safety, facility medical services, and assistance with operations. In order to improve the quality and types of security services the Department could provide, these services were brought in-house in 1995-96.

**Activity Objective:** The purpose of the Event Security Activity is to provide facility security, medical services, and event safety/assistance to users of the facility so they can have a safe visit.

**Services of the Activity:**

- Monitor facility security and fire safety systems 24 hours a day.
- Monitor facility physical plant systems (such as boilers and air conditioners)

## Convention Center-2001-02

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**Activity:** *Event Security*

**Activity Code:** 2SEC

**Program Name:** *EVENT OPERATIONS*

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after hours.

- Provide quick and effective response to all emergency situations.
- Provide customer assistance to visitors and event attendees. Assist clients and event coordinators in developing/implementing safety, security, crowd management, and traffic control plans. Procure and manage security officers, peace officers, and emergency medical technicians for events.

**Changes in Requirements and Performance Measures:**

Funding in the amount of \$368,316 is included for one (1) new Facility Services Supervisor, two (2) Facility Services Leads, seven (7) Facility Services Representatives and personnel insurance increases of \$11,894 due to the Convention Center expansion. Shift differential costs are \$14,205. Uniforms for new employees, radio replacement, and small tools/minor hardware is budgeted at an increased cost of \$30,880. The budget includes \$35,000 for concierge booths, and upgrade to the photo identification system and other computer hardware. Supplemental event security and temporary employees for Palmer Auditorium and the Coliseum are budgeted at an increased cost of \$16,301. Cost for new FTE's for the Community Event Center (CEC) which include one (1) Facility Services Supervisor, three (3) Facility Services Leads, and 17 Facility Services Representatives total \$760,335. Costs for shift differential and overtime for CEC personnel total \$42,388. Funding for a supplemental event security contract and temporary employees for traffic control at CEC is budgeted at \$99,175. The number of security and customer care responses are anticipated to increase due to opening of the new facilities and expansion of the Convention Center. This activity increases by \$16,634 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Olan Kelley

512-404-4200

# Convention Center-2001-02

**Activity:** *Event Set-Up/Cleaning*

**Activity Code:** 2CUS

**Program Name:** EVENT OPERATIONS

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Operating Fund	\$0	\$0	\$0	\$243,787	\$245,794
Convention Center Operating	\$1,447,799	\$1,899,710	\$1,803,584	\$1,986,283	\$2,012,008
Expense Refunds	\$0	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$1,447,799</b>	<b>\$1,899,710</b>	<b>\$1,803,584</b>	<b>\$2,230,070</b>	<b>\$2,257,802</b>
<b>Full-Time Equivalents</b>	<b>40.00</b>	<b>43.00</b>	<b>43.00</b>	<b>54.00</b>	<b>54.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Event Set-up and Cleaning Costs per Dollar of Revenue	Efficiency	3.42	\$0.42	\$0.38	\$0.45	\$0.45
Number of Event Pre-Plans Implemented	Output	194	225	225	281	281
Room Set-up and Cleanliness Satisfaction Rating (1:Poor—5:Excellent)	Result	4.5	4.2	4.2	4.2	4.2

**Activity History and Description:** Manage overall facility cleaning programs, plan and implement event equipment set-up/take-down, and provide event support services. Other responsibilities include identifying, purchasing, and maintaining appropriate rental equipment inventories needed to support event requirements.

**Activity Objective:** The purpose of the Custodial/Event Set-up Activity is to prepare the facilities based on event pre-plans for clients, subcontractors, and exhibitors so they can have a well set, clean event.

**Services of the Activity:**

- Obtain and supervise the necessary staff to setup, takedown and clean up each event efficiently and effectively.
- Review event pre-plans and develop effective implementation strategies for each event.
- Maintain an adequate, high quality inventory of rental equipment necessary for supporting events.

**Changes in Requirements and Performance Measures:** Six (6) new Public Event Workers and one (1) Public Event Supervisor added due to Center Expansion at a cost of \$197,228. Personnel insurance expenses increased \$25,197. Garbage collection and pest control costs are projected to increase \$12,650. Capital outlay will decrease \$18,000 due to retirement of a riding sweeper. Four (4) Public Event Workers at new

## Convention Center-2001-02

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**Activity:** *Event Set-Up/Cleaning*

**Activity Code:** *2CUS*

**Program Name:** *EVENT OPERATIONS*

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Community Events Center are added at a cost of \$105,811. The number of pre-plans implemented is projected to increase due to expansion of the Convention Center. This activity increases by \$27,732 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Olan Kelley

512-404-4200

## Convention Center-2001-02

**Activity:** Exhibit Services  
**Activity Code:** 2UTL  
**Program Name:** EVENT OPERATIONS

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Operating Fund	\$0	\$0	\$0	\$391,228	\$391,228
Convention Center Operating	\$410,619	\$940,336	\$920,028	\$1,371,423	\$1,380,968
<b>Total Requirements</b>	<b>\$410,619</b>	<b>\$940,336</b>	<b>\$920,028</b>	<b>\$1,762,651</b>	<b>\$1,772,196</b>
<b>Full-Time Equivalents</b>	<b>6.35</b>	<b>8.50</b>	<b>9.50</b>	<b>13.50</b>	<b>13.50</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Exhibit Service Revenue per Dollar of Cost	Efficiency	\$2.93	\$0.98	\$1.06	\$0.56	\$0.55
Number of Service Order Items Provided	Output	11,294	10,000	10,000	13,750	13,750
Exhibit Services Revenue	Result	\$1,204,515	\$923,748	\$978,948	\$978,948	\$978,948
Exhibit Services Service-Related Refunds as a percent of Revenue	Result	0.0%	0.50%	0.47%	0.50%	0.50%

**Activity History and Description:** Exhibit Services provides technical, telecommunications, and utilities to Convention Center exhibitors and clients.

**Activity Objective:** The purpose of the Exhibit Services Activity is to provide technical, telecommunication, and utility services to users of the facilities so they are able to conduct their business.

**Services of the Activity:**

- Provide Electrical/Power/Equipment Rentals
- Provide phone/voice services to clients
- Provide computer/networking/data/internet services

**Changes in Requirements and Performance Measures:** Funding for one (1) new Utility Coordinator is budgeted at \$43,844. Costs for one (1) FTE being internally reallocated from the Facility Operations & Maintenance activity total \$32,490. Increases in insurance rates totals \$5,321. Purchasing an online order processing system to process orders more efficiently is included at \$50,000. Paint supplies, minor hardware, small tools will increase \$16,800. Replacement switches, fiber optic video network, replacement server, and LAN switch is projected at \$317,000. Funding for two (2) Utility Coordinators and one (1) Administrative Senior at the Community Events Center (CEC) totals \$120,181. Telephone service costs and equipment and office equipment for the CEC totals \$72,050. Computer software and internet service at the CEC totals \$114,000. Other miscellaneous expenses at the CEC total \$42,000. The number of service order items produced is projected to increase due to expansion of the Convention Center. This activity

## Convention Center-2001-02

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**Activity:** *Exhibit Services*

**Activity Code:** 2UTL

**Program Name:** *EVENT OPERATIONS*

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increases by \$9,545 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Olan Kelley

404-4200

## Convention Center-2001-02

**Activity:** Facility Operations & Maintenance

**Activity Code:** 2FAC

**Program Name:** EVENT OPERATIONS

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Operating Fund	\$0	\$0	\$0	\$485,748	\$488,440
Community Events Center revenue	\$0	\$0	\$0	\$0	\$0
Convention Center Operating	\$7,152,679	\$6,966,207	\$6,820,559	\$9,045,580	\$9,072,765
Expense Refunds	\$231,496	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$7,384,175</b>	<b>\$6,966,207</b>	<b>\$6,820,559</b>	<b>\$9,531,328</b>	<b>\$9,561,205</b>
<b>Full-Time Equivalents</b>	<b>26.90</b>	<b>29.90</b>	<b>28.00</b>	<b>36.00</b>	<b>36.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Operations and Maintenance costs per square foot	Efficiency	\$4.47	\$5.33	\$5.12	\$6.57	\$6.61
Number of workorders completed	Output	1777	1950	1,950	2,285	2,285
Functionality of Facility Satisfaction Rating (1:Poor—5: Excellent)	Result	4.27	4.2	4.2	4.2	4.2

**Activity History and Description:** Provide preventive and emergency infrastructure maintenance services for Austin Convention Center facilities.

**Activity Objective:** The purpose of the Facility Operations and Maintenance Activity is to provide preventive/emergency facility infrastructure maintenance and assist in utility service installation for users of our facilities so they can utilize the facilities' functionality.

**Services of the Activity:**

- Review event pre-planning documents and develop implementation plans for providing the most effective service.
- Develop and implement a comprehensive preventive maintenance program for all facilities, systems and associated equipment.
- Develop specifications and bid documents for outsourcing specialty maintenance services and facility repair projects.

**Changes in Requirements and Performance Measures:** Funding in the amount of \$274,906 is included for six (6) new Maintenance Workers and one (1) Maintenance Supervisor due to the Convention Center expansion. The internal reallocation of one FTE to the Purchasing activity resulted in a decrease of \$44,196. One FTE is internally reallocated to the Exhibit Services activity resulting in a decrease of \$32,490 while .10 FTE was reallocated from the Personnel and Training activity. Utilities are projected to

## Convention Center-2001-02

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**Activity:** *Facility Operations & Maintenance*

**Activity Code:** 2FAC

**Program Name:** EVENT OPERATIONS

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increase \$485,095 due to increased coverage areas as a result of the expansion and increased utility rates. Due to Convention Center expansion, funding for two industrial trucks (tugs) and one forklift is included at a cost of \$34,900. One (1) new Buyer Associate for the Community Events Center (CEC) is included at \$40,200. Boom rental and radio shop labor for the CEC are projected at \$19,213. Contractor costs for AVW and Fine Host are projected to increase by a total of \$1,717,211 at all Convention Center facilities. The number of workorders completed is anticipated to increase due to opening of the new facilities and expansion of the Convention Center. This activity increases by \$29,877 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Olan Kelley

512-404-4200

## Convention Center-2001-02

**Activity:** *Parking Management*

**Activity Code:** 2PRK

**Program Name:** EVENT OPERATIONS

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Garage	\$0	\$0	\$0	\$375,847	\$375,847
Convention Center Operating	\$397,052	\$535,429	\$512,579	\$731,689	\$738,872
<b>Total Requirements</b>	<b>\$397,052</b>	<b>\$535,429</b>	<b>\$512,579</b>	<b>\$1,107,536</b>	<b>\$1,114,719</b>
<b>Full-Time Equivalents</b>	<b>4.00</b>	<b>12.00</b>	<b>13.00</b>	<b>23.00</b>	<b>23.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Parking Costs per Vehicle Served	Efficiency	\$2.25	\$7.07	\$2.56	\$3.69	\$3.72
Number of Security Incidents in Convention Center Parking Areas	Output	42	35	56	106	106
Security Incidents in Convention Center Parking Areas per 1,000 Vehicles	Result	0.24	0.46	0.28	0.35	0.35

**Activity History and Description:** Responsible for management of the Austin Convention Center's parking facilities. Parking facilities include an 1,100-car parking garage owned by the Department, a 128-car surface parking lot leased by the Department and a 1200-car parking garage near the Community Events Center. Management of the surface parking lot was brought in-house in 1995-96.

**Activity Objective:** The purpose of the Parking Management Activity is to manage parking resources for event attendees so they can have accessible, clean and safe parking.

**Services of the Activity:**

- Obtain and supervise staff necessary to manage the parking requirements (including security and traffic control plans) for events.
- Develop and implement safe and effective revenue controls for all paid parking operations.
- Provide clean, well-lit and well-maintained facilities.

**Changes in Requirements and Performance Measures:** Funding for increased costs of personnel insurance is projected at \$7,512. Overtime for parking garage traffic control totals \$90,260. Funding for the internal reallocation of one FTE from the Event Planning activity totals \$53,061. The purchase of parking garage access control equipment and relocation of access control gates total \$102,000. The completion of renovations to the existing Convention Center parking garage will decrease costs by \$107,658. The budget also includes funding for one (1) new Public Event Supervisor at \$38,512, one (1) Public Event Leader at \$31,172, and eight (8) Public Event Workers at \$211,621 for the parking garage at the new Community Events Center (CEC). Shift differential at CEC garage totals

## Convention Center-2001-02

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**Activity:** *Parking Management*

**Activity Code:** *2PRK*

**Program Name:** *EVENT OPERATIONS*

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\$7,212. Utilities, ground maintenance, and printing/binding expenses for new CEC garage are projected at \$67,400. Cleaning supplies and uniforms for CEC personnel total \$19,930. The number of vehicles served is projected to increase due to increased business associated with opening of the new facilities and expansion of the Convention Center. This activity increases by \$7,183 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Bill Panick

512-404-4400

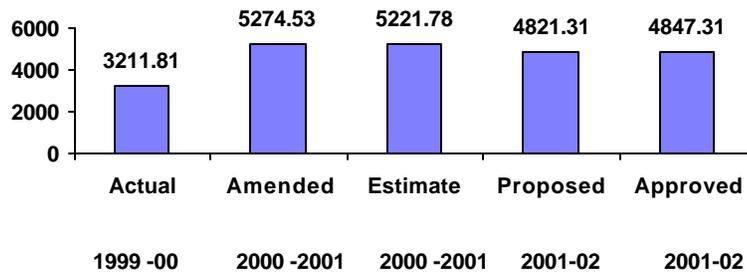
# Convention Center-2001-02

## Program: SUPPORT SERVICES

**Program Objective:** The purpose of the Support Services program is to provide operational support to the department so they have the necessary tools to perform their jobs.

### Program Results Measures:

#### Information technology support costs per workstation



Performance Measures:	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Employee turnover rate	15.66%	8%	8%	8%	8%
Information technology support costs per workstation	\$3,211.81	\$5,274.53	\$5,221.78	\$4,821.31	\$4,847.31
Lost time per 100 injury rate	4.43	1.50	1.50	1.50	1.50
Percent of under \$5,000 competitive procurement awards to certified M/WBE vendors	MBE 34.54% WBE 25.34%	MBE 25% WBE 10%	MBE 25% WBE 10%	MBE 25% WBE 10%	MBE 25% WBE 10%
Percent variance of CYEs to actual expenditures	Q1: 0%; Q2: 12% Q3: 12%	Q1: 2%; Q2: 2% Q3: 1%			
Percent variance of CYEs to actual revenue	Q1: 14%; Q2: 10% Q3: 10%	Q1: 2%; Q2: 2% Q3: 1%			
Turnaround time for accounts payable within the Department	6 days	25 days	10 days	25 days	25 days

### List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amende	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Administration and Management	\$445,623	2.00	\$1,077,962	3.00	\$1,077,962	2.00	\$1,529,575	5.00	\$1,534,782	5.00

# Convention Center-2001-02

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<b>Program:</b>	<b>SUPPORT SERVICES</b>									
Financial Monitoring / Budgeting	\$257,913	4.00	\$502,610	7.00	\$443,883	8.00	\$619,094	8.00	\$628,816	8.00
Information Technology Services	\$317,959	1.65	\$522,178	3.50	\$522,178	3.50	\$583,378	4.50	\$586,525	4.50
Personnel / Training	\$133,049	2.20	\$194,061	3.20	\$165,183	3.00	\$228,072	3.00	\$231,246	3.00
Purchasing / MWBE	\$35,062	1.00	\$73,949	2.00	\$73,949	2.00	\$94,491	2.00	\$97,936	2.00
<b>Total</b>	\$1,189,606	10.85	\$2,370,760	18.70	\$2,283,155	18.50	\$3,054,610	22.50	\$3,079,305	22.50

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## Convention Center-2001-02

**Activity:** Administration and Management

**Activity Code:** 9ADM

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Operating Fund	\$0	\$0	\$0	\$35,768	\$35,768
Convention Center Operating	\$445,623	\$1,077,962	\$1,077,962	\$1,493,807	\$1,499,014
<b>Total Requirements</b>	<b>\$445,623</b>	<b>\$1,077,962</b>	<b>\$1,077,962</b>	<b>\$1,529,575</b>	<b>\$1,534,782</b>
<b>Full-Time Equivalents</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>5.00</b>	<b>5.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Administrative cost as a percentage of total department budget	Efficiency	.0148	.0188	.0190	.0318	.0319
Number of grievances and appeals per 100 employees	Output	0	0	0	0	0
Sick leave hours used per 1,000 hours (does not include termination benefits)	Output	34.3	24	36	34	34
Total department budget	Output	\$30,205,439	\$57,206,191	\$56,683,693	\$46,953,077	\$46,953,077
Employee turnover rate	Result	15.66%	8%	8%	8%	8%
Percent of CAFs submitted within deadline	Result	100%	100%	100%	100%	100%

**Activity History and Description:** None

**Activity Objective:** The purpose of the Administration and Management activity is to provide administrative and managerial support to the Department in order to produce more effective services.

**Services of the Activity:**

- Staff and Council meetings support
- Board and commission support
- Business plans and performance measures development
- Secretarial/clerical support
- Subscriptions and membership processing
- Survey development and response
- Management including costs associated with City Manager, Assistant City Managers, Department Directors and associated office expenses. Reception-related services. Files and records management. Mail distribution.

**Changes in Requirements and Performance Measures:** Funding for new FTEs total \$230,989 for: one (1) Senior Management Analyst, one (1) Assistant Director, and one (1) Administrative Supervisor due to the Convention Center expansion. Advertising and other promotional costs

## Convention Center-2001-02

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**Activity:** *Administration and Management*

**Activity Code:** *9ADM*

**Program Name:** *SUPPORT SERVICES*

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associated with the expansion total \$200,000. Audit costs for a City audit project total \$50,000. Miscellaneous cost increases total \$4,000. The budget also internally reallocates out one (1) FTE to the Booking and Contracting activity at a reduced cost of \$68,574 to the Administration and Management activity. This activity increases by \$5,207 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Robert Hodge

512-404-4040

## Convention Center-2001-02

**Activity:** Financial Monitoring / Budgeting

**Activity Code:** 9BUD

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Operating Fund	\$0	\$0	\$0	\$31,532	\$31,532
Convention Center Operating	\$257,913	\$502,610	\$443,883	\$587,562	\$597,284
Expense Refunds	\$0	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$257,913</b>	<b>\$502,610</b>	<b>\$443,883</b>	<b>\$619,094</b>	<b>\$628,816</b>
<b>Full-Time Equivalents</b>	<b>4.00</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Total department budget per dollar of financial monitoring expense	Efficiency	\$117.96	\$92.53	\$127.70	\$75.84	\$74.67
Total financial monitoring expense	Output	\$257,913	\$502,610	\$443,883	\$619,094	\$628,816
Percent of reporting deadlines met	Result	100%	100%	100%	100%	100%
Percent variance of CYEs to actual expenditures	Result	Q1: 0%; Q2: 12% Q3: 12%	Q1: 2%; Q2: 2% Q3: 1%	Q1: 2%; Q2: 2% Q3: 1%	Q1: 2%; Q2: 2% Q3: 1%	Q1: 2%; Q2: 2% Q3: 1%
Percent variance of CYEs to actual revenue	Result	Q1: 14%; Q2: 10% Q3: 10%	Q1: 2%; Q2: 2% Q3: 1%	Q1: 2%; Q2: 2% Q3: 1%	Q1: 2%; Q2: 2% Q3: 1%	Q1: 2%; Q2: 2% Q3: 1%

### Activity History and Description:

#### Activity Objective:

The purpose of the Financial Monitoring/Budgeting activity is to produce financial and budgetary information and reports for the Department to ensure appropriate allocation, utilization and control of City resources in compliance with City and other financial policies.

#### Services of the Activity:

- Petty cash auditing and handling
- Performance report development and monitoring
- Department budget (operating and CIP) development and monitoring
- Revenue and expenditures tracking
- CYE development
- Accounts receivable
- Five year forecast development. TB, RB, EB, AA, and JV processing. Inventory Management. Travel Processing.

#### Changes in Requirements and Performance Measures:

The budget includes the internal reallocation of one (1) FTE from the Purchasing activity at an increased cost of \$33,876 to the Financial Monitoring and Budgeting activity. Insurance increases total \$4,382. Bad debt expense is projected at \$7,200. The purchase of software, computer hardware and a fax machine total \$16,400. Other expenses are projected to increase \$15,000

## Convention Center-2001-02

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**Activity:** *Financial Monitoring / Budgeting*

**Activity Code:** *9BUD*

**Program Name:** *SUPPORT SERVICES*

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due to the Convention Center expansion. This activity increases by \$9,722 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Larry Anderson

512-404-4055

## Convention Center-2001-02

**Activity:** Information Technology Services

**Activity Code:** 9CPU

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Operating Fund	\$0	\$0	\$0	\$45,848	\$45,848
Convention Center Operating	\$317,959	\$522,178	\$522,178	\$537,530	\$540,677
<b>Total Requirements</b>	<b>\$317,959</b>	<b>\$522,178</b>	<b>\$522,178</b>	<b>\$583,378</b>	<b>\$586,525</b>
<b>Full-Time Equivalents</b>	<b>1.65</b>	<b>3.50</b>	<b>3.50</b>	<b>4.50</b>	<b>4.50</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Information technology support costs per workstation	Efficiency	\$3,211.81	\$5,274.53	\$5,221.78	\$4,821.31	\$4,847.31
Total number of workstations supported	Output	99	99	100	121	121
Percent of information technology problems resolved at time of call	Result	91%	80%	80%	80%	80%

### Activity History and Description:

#### Activity Objective:

The purpose of the Information Technology Support activity is to provide network interconnectivity, computer hardware and software support and information technology planning for the Department to produce and communicate information.

#### Services of the Activity:

- Computers repair, maintenance and upgrade
- Computer hardware and software support
- Programming
- LAN maintenance
- Software licensing and upgrades
- Information systems planning, design, development and implementation
- Telephone support

#### Changes in Requirements and Performance Measures:

Funding for one (1) new System Support Network Supervisor is projected at \$82,837 for the Convention Center expansion. A net decrease in capital outlay and software at the Convention Center is expected at \$44,500. Computer hardware and software costs at the CEC is projected at \$16,000. The number of workstations supported is projected to increase due to additional FTEs associated with the new facilities and expansion of the Convention Center. This activity increases by \$3,147 over the Proposed Budget due to the distribution of pay for performance.

#### Responsible Employee:

Michael Hall

512-404-4035

## Convention Center-2001-02

**Activity:** Personnel / Training

**Activity Code:** 9TRN

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Operating Fund	\$0	\$0	\$0	\$32,964	\$32,964
Convention Center Operating	\$133,049	\$194,061	\$165,183	\$195,108	\$198,282
<b>Total Requirements</b>	<b>\$133,049</b>	<b>\$194,061</b>	<b>\$165,183</b>	<b>\$228,072</b>	<b>\$231,246</b>
<b>Full-Time Equivalents</b>	<b>2.20</b>	<b>3.20</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Personnel cost per FTE	Efficiency	\$607.66	\$730.88	\$622.12	\$580.18	\$588.26
Training cost per FTE	Efficiency	\$440.03	\$529.26	\$450.50	\$420.13	\$425.98
Number of checks issued as automated checks	Output	n/a	n/a	n/a	98%	98%
Number of employee injuries	Output	15	0	12	12	12
Total cost of personnel administration	Output	\$77,172	\$112,555	\$95,806	\$132,282	\$134,123
Total training cost	Output	\$55,884	\$81,506	\$165,183	\$95,790	\$97,123
Lost time per 100 injury rate	Result	4.43	1.50	1.50	1.50	1.50
Payroll error rate	Result	0.13%	<1.0%	<1.0%	n/a	n/a
Percent of resignations leaving the City that complete exit interview	Result	22.2%	90%	5%	10%	10%
Personnel Action Form (PAF) error rate	Result	1.02%	10%	1%	1%	1%

**Activity History and Description:** None

**Activity Objective:** The purpose of the Personnel/Training activity is to provide personnel and safety-related activities and training opportunities for the Department to recruit, hire, compensate, train and retain a skilled, diversified and safe workforce in compliance with established policies and procedures.

**Services of the Activity:**

- Timesheet completion and processing
- Hiring and recruiting
- Workers compensation claim processing
- Grievance-related activities
- Employee counseling up to and including termination
- Pay check/stub distribution and correction

## Convention Center-2001-02

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**Activity:** *Personnel / Training*

**Activity Code:** *9TRN*

**Program Name:** *SUPPORT SERVICES*

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- Benefits administration.

**Changes in Requirements and  
Performance Measures:**

Increased insurance costs are funded at \$1,878. Other staff development cost increases total \$13,915. The number of FTEs is projected to increase by 74 while .20 FTEs is being reallocated out to the Event Planning and Operation and Maintenance activities. 32 FTEs will be needed for the expansion of the Convention Center; 32 will be needed for the new community events center, and 10 are required for the new Community Events Center parking garage. This activity increases by \$3,174 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Monica Ross

512-404-4015

## Convention Center-2001-02

**Activity:** Purchasing / M/WBE

**Activity Code:** 9PUR

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Operating Fund	\$0	\$0	\$0	\$0	\$0
Convention Center Operating	\$35,062	\$73,949	\$73,949	\$94,491	\$97,936
<b>Total Requirements</b>	<b>\$35,062</b>	<b>\$73,949</b>	<b>\$73,949</b>	<b>\$94,491</b>	<b>\$97,936</b>
<b>Full-Time Equivalents</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Cost per transaction	Efficiency	\$6.98	\$12.97	\$12.97	\$15.79	\$15.79
Internal time from purchasing (for over \$5,000 purchases)	Efficiency	n/a	<90 Days	<90 Days	n/a	n/a
Internal time from time of request to time order is placed (under \$5,000 purchases)	Efficiency	n/a	<15 Days	<15 Days	n/a	n/a
Purchasing cost per dollar purchased (under \$5,000 only)	Efficiency	\$0.09	\$0.072	\$0.070	n/a	n/a
Total "under \$5,000" purchases	Efficiency	\$275,153	n/a	\$275,000	\$250,000	\$250,000
Number of specifications issued	Output	47	25	25	n/a	n/a
Number of transactions	Output	5026	5700	5700	5,985	5,985
Percent of under \$5,000 competitive procurement awards to certified M/WBE vendors	Result	MBE 34.54% WBE 25.34%	MBE 25% WBE 10%	MBE 25% WBE 10%	MBE 25% WBE 10%	MBE 25% WBE 10%
Turnaround time for accounts payable within the Department	Result	6 days	25 days	10 days	25 days	25 days

**Activity History and Description:** None.

**Activity Objective:** The purpose of the Purchasing and M/WBE activity is to provide technical and administrative services regarding purchasing contracts so the Department can have accurate and compliant purchasing contracts.

**Services of the Activity:**

- Bid processing (under \$5,000)
- Contract administration, monitoring and compliance
- RCA preparation for contract awards
- Coordinating RFQs
- Checking under \$5,000 guidelines
- Technical assistance

## Convention Center-2001-02

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**Activity:** *Purchasing / M/WBE*

**Activity Code:** *9PUR*

**Program Name:** *SUPPORT SERVICES*

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- Purchase reporting and payment activities
- Payments processing.

**Changes in Requirements and Performance Measures:**

Miscellaneous expense increases at the Convention Center total \$21,515. The number of transactions is projected to increase due to additional items purchased as a result of the expansion of the Convention Center and opening of the new facilities. This activity increases by \$3,445 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Larry Anderson

512-404-4055

# Convention Center-2001-02

**Activity:** Other Requirements

**Activity Code:** 9REQ

**Program Name:** TRANSFERS & OTHER REQUIREMENTS

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Garage	\$0	\$0	\$0	\$0	\$0
Community Events Center Operating Fund	\$0	\$0	\$0	\$266,249	\$259,616
Community Events Center revenue	\$0	\$0	\$0	\$0	\$0
Convention Center Operating	\$811,256	\$16,648,550	\$16,648,550	\$6,064,322	\$5,925,409
Convention Center Revenue Fund	\$0	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$811,256</b>	<b>\$16,648,550</b>	<b>\$16,648,550</b>	<b>\$6,330,571</b>	<b>\$6,185,025</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
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**Activity History and Description:**

**Activity Objective:** To account for other departmental requirements that occur at the fund level including accrued payroll, the 27th pay period, administrative support, wage adjustment, and worker's compensation.

**Services of the Activity:**

**Changes in Requirements and Performance Measures:** Accrued payroll, administration support, workers' compensation and liability reserve is projected to increase a net of \$58,416. A wage adjustment of \$138,913 is included in the various activities. The budget includes a \$15,698,954 decrease for an economic development program to promote local economic development and to stimulate business and commercial activity with respect to the development of a convention center hotel. An increase of \$5,000,000 is anticipated for a land purchase for a parking garage that will service the Convention Center expansion. The budget includes a \$82,603 decrease for the steam train. Accrued payroll, administrative support, workers' compensation and liability reserve for the CEC is expected to be \$266,249. Activity is reduced by \$145,546 from the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Michele Gizelbach

404-4454

# Convention Center-2001-02

**Activity:** Transfers

**Activity Code:** 9XFR

**Program Name:** TRANSFERS & OTHER REQUIREMENTS

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Community Events Center Garage	\$0	\$0	\$0	\$0	\$0
Community Events Center Operating Fund	\$1,711,113	\$10,710,206	\$10,709,960	\$2,414,860	\$2,414,860
Community Events Center revenue	\$0	\$0	\$0	\$0	\$0
Convention Center Operating	\$14,842,437	\$14,462,886	\$14,459,874	\$15,334,530	\$15,334,530
<b>Total Requirements</b>	<b>\$16,553,550</b>	<b>\$25,173,092</b>	<b>\$25,169,834</b>	<b>\$17,749,390</b>	<b>\$17,749,390</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
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**Activity History and Description:**

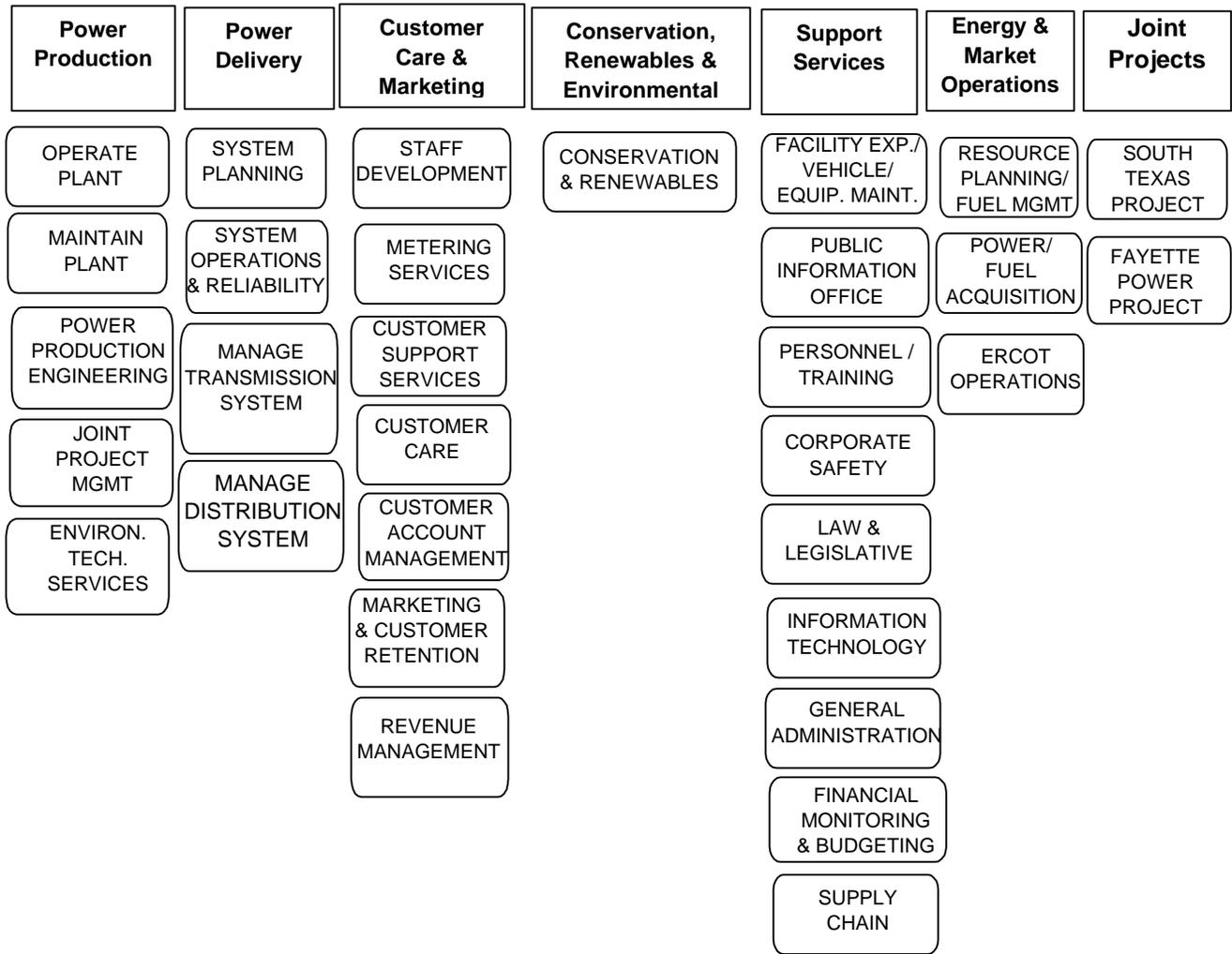
**Activity Objective:** To account for transfers made at the fund level and to other funds including the CIP, Public Improvement District, GO debt service, and other debt service funds.

**Services of the Activity:**

**Changes in Requirements and Performance Measures:** Debt service for the Convention Center will increase \$829,354 primarily due to the retrofit debt service. Debt service for the Venue Project fund will increase \$14,167 and debt service for the TLP Venue Project Fund will increase \$4,654. A transfer to the CIP of \$8,300,000 related to the Town Lake Park Project is not needed in 2001-02. Increases in transfers to the Wireless Communication Fund and Public Improvement District total \$28,132.

**Responsible Employee:** Larry Anderson 404-4055

# Austin Energy — 2001-2002



**LEGEND =** Programs Activities

	1999-2000 Actual	2000-2001 Amended	2000-2001 Estimated	2001-2002 Proposed	2001-2002 Approved
Revenue	\$815,783,616	\$769,853,360	\$833,942,253	\$818,728,835	\$818,728,835
Transfer-In	\$0	\$36,800,212	\$36,800,212	\$15,659,592	\$15,659,592
<b>Expenditures</b>	\$802,404,877	\$808,143,361	\$865,833,793	\$841,268,422	\$844,576,422
<b>Full-time Equivalents (FTE's)</b>	1,315.23	1,360.93	1,360.93	1,435.50	1,435.50

# **Austin Energy — 2001–2002**

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## **Purpose and Nature of Fund**

Austin Energy (AE), the City of Austin's community owned electric utility, has been providing electric power to the Austin area since 1895. The electric utility fund is an enterprise fund. Its operating budget consists of revenue received and appropriated for all operating requirements of the electric utility system and payment of principal and interest of its bond indebtedness. Any net revenue remaining is the result of Austin Energy meeting its revenue bond debt service coverage requirement of 1.5 times established by the City of Austin financial policies. Net revenue resulting from the targeted debt service coverage is used to fund transfers to Austin Energy's Capital Budget, Debt Management Fund as well as the General Fund.

## **Factors Affecting Funding**

Total revenue for Austin Energy is projected to be \$818,728,835 for 2001-2002, compared to the amended 2000-2001 budget of \$769,853,360. This represents an increase of \$48,875,475 or 6.4% due primarily to an increase in service area base sales and an increase in fuel revenues to recover fuel costs.

A transfer of \$15,659,592 from various Electric Capital Improvement Program funds was approved to be deappropriated and the cash for these funds will be used to pay for debt service

No change in base rates was approved for 2001-2002.

New fees were approved for construction/installation services requested by customers and repairs to damaged facilities.

Austin Energy's budgeted beginning balance is the previous year's ending balance carried forward. The budgeted balance is calculated by combining cash, net accounts receivable and unrecovered fuel revenue, then deducting accounts payable, accrued payroll, and encumbrances. The beginning balance does not represent cash.

Total available funds including Revenues and Transfers In amount to \$834,388,427.

## **Factors Affecting Requirements**

Total Approved 2001-2002 requirements for Austin Energy are estimated at \$844,576,422 compared to the 2000-2001 amended budget of \$808,143,361. This represents an increase of \$36,433,061 or 4.5% primarily due to increased fuel costs of \$29.4 million, a net increase of \$21.3 million in operating requirements and transfers, and a net reduction of \$14.3 million in debt service.

# Austin Energy Fund

	<u>ACTUAL</u> <u>1999-2000</u>	<u>AMENDED</u> <u>2000-2001</u>	<u>ESTIMATE</u> <u>2000-2001</u>	<u>PROPOSED</u> <u>2001-2002</u>	<u>APPROVED</u> <u>2001-2002</u>
<b>BEGINNING BALANCE</b>	<b>101,113,243</b>	<b>106,577,203</b>	<b>106,577,203</b>	<b>111,485,875</b>	<b>111,485,875</b>
<b>REVENUE</b>					
Service Area Revenue	723,270,479	680,514,000	750,855,012	726,284,400	726,284,400
Other Revenue	92,513,137	89,339,360	83,087,241	92,444,435	92,444,435
<b>REVENUE TOTAL</b>	<b>815,783,616</b>	<b>769,853,360</b>	<b>833,942,253</b>	<b>818,728,835</b>	<b>818,728,835</b>
<b>TRANSFERS IN</b>					
Utility Debt Management Fund	0	36,800,212	36,800,212	0	0
Electric Capital Improvement Program Fund	0	0	0	15,659,592	15,659,592
<b>TRANSFERS IN TOTAL</b>	<b>0</b>	<b>36,800,212</b>	<b>36,800,212</b>	<b>15,659,592</b>	<b>15,659,592</b>
<b>AVAILABLE FUNDS TOTAL</b>	<b>815,783,616</b>	<b>806,653,572</b>	<b>870,742,465</b>	<b>834,388,427</b>	<b>834,388,427</b>
<b>REQUIREMENTS</b>					
<b>OPERATING REQUIREMENTS</b>					
Operations & Maintenance, including Joint Proj	350,400,461	330,127,822	385,440,549	371,435,796	373,243,796
Conservation-Energy	4,357,183	4,489,272	5,030,014	5,792,329	6,792,329
Conservation-Load Management Program	146,994	3,042,800	4,250,981	4,130,356	4,130,356
Conservation-Rebates & Incentives	7,675,000	7,452,500	7,452,500	7,484,500	7,984,500
Conservation-Chillers	0	930,320	360,216	6,389,866	6,389,866
Other Operating Expenses	42,135,534	37,275,164	41,073,412	41,027,724	41,027,724
<b>OPERATING REQUIREMENTS TOTAL</b>	<b>404,715,172</b>	<b>383,317,878</b>	<b>443,607,672</b>	<b>436,260,571</b>	<b>439,568,571</b>
<b>OTHER REQUIREMENTS</b>					
Workers' Compensation	522,426	792,311	703,449	653,233	653,233
Liability Reserve	600,000	600,000	260,000	300,000	300,000
Administrative Support	6,302,321	6,855,853	6,855,853	7,972,469	7,972,469
Net 27th Pay Period Requirements	207,699	0	0	0	0
Accrued Payroll	324,700	327,000	327,000	289,000	289,000
<b>OTHER REQUIREMENTS TOTAL</b>	<b>7,957,146</b>	<b>8,575,164</b>	<b>8,146,302</b>	<b>9,214,702</b>	<b>9,214,702</b>
<b>SUBTOTAL BEFORE TRANSFERS OUT</b>	<b>412,672,318</b>	<b>391,893,042</b>	<b>451,753,974</b>	<b>445,475,273</b>	<b>448,783,273</b>
<b>TRANSFERS OUT</b>					
General Fund	61,200,000	66,500,000	67,283,000	68,933,000	68,933,000
Debt Management	16,013,612	0	0	7,609,000	7,609,000
Electric Capital Improvement Program	127,504,500	150,215,626	150,215,626	134,266,816	134,266,816
Economic Development Fund	0	4,239,000	4,239,000	3,512,000	3,512,000
Neighborhood Housing & Community Develop.	0	133,333	133,333	0	0
Trunked Radio	0	0	0	93,665	93,665
Support Services ISF	0	0	0	490,333	490,333
General Obligation Debt Service	410,710	458,000	472,090	482,081	482,081
Debt Service (Principal and Interest)	184,603,737	194,704,360	191,736,770	180,406,254	180,406,254
<b>TRANSFERS OUT TOTAL</b>	<b>389,732,559</b>	<b>416,250,319</b>	<b>414,079,819</b>	<b>395,793,149</b>	<b>395,793,149</b>
<b>TOTAL REQUIREMENTS</b>	<b>802,404,877</b>	<b>808,143,361</b>	<b>865,833,793</b>	<b>841,268,422</b>	<b>844,576,422</b>
<b>Excess (Deficiency) of Revenue over Requirements</b>	<b>13,378,739</b>	<b>(1,489,789)</b>	<b>4,908,672</b>	<b>(6,879,995)</b>	<b>(10,187,995)</b>
Adjustment to GAAP	(7,914,779)	0	0	0	0
<b>ENDING BALANCE</b>	<b>106,577,203</b>	<b>105,087,414</b>	<b>111,485,875</b>	<b>104,605,880</b>	<b>101,297,880</b>

# Austin Energy — 2001–2002

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## Mission

Austin Energy provides extraordinary customer service, affordable and reliable energy, environmental leadership and exceptional value for our community.

## Goals

Austin Energy has developed the following department-wide goals for 2002 in order to respond more effectively to the changing electric utility industry.

### **Demonstrate Relentless Commitment to Our Customers**

Austin Energy will be proactive in developing an understanding of our customer base by monitoring indicators and conducting customer surveys.

### **Enhance and Communicate the Value of Austin Energy to our Community**

In response to deregulation, Austin Energy will provide products and services that are comparable to its competitors.

### **Produce Affordable Energy Services**

Austin Energy will prepare its core business processes for competition by selecting candidate processes for major reengineering or continuous improvement efforts.

### **Deliver Reliable Energy Services**

Austin Energy will pursue best operating and maintenance practices for its power plants to ensure unit availability and reliability.

### **Lead Industry in Environmental Stewardship and Conservation Programs**

Austin Energy will develop the maximum amount of renewable resources that are affordable.

### **Invest in Workforce by Enhanced Communication and Training Opportunities**

Austin Energy will prepare all employees to work successfully in a competitive environment by providing the skill development and information necessary to make informed business decisions.

## Key Initiatives

Austin Energy is committed to accomplishing its overall and ongoing strategic priorities:

- Annual competitive pricing rate analysis; review of operations and competitive position.
- Austin Energy will keep base rates the same. Base rates have not been increased since 1994.
- Austin Energy will keep the General Fund Transfer within the range of 6.6% to 9.1%.
- Austin Energy will strategically manage the Debt Management Fund to improve its competitive position.

# Austin Energy — 2001–2002

## Business Plan

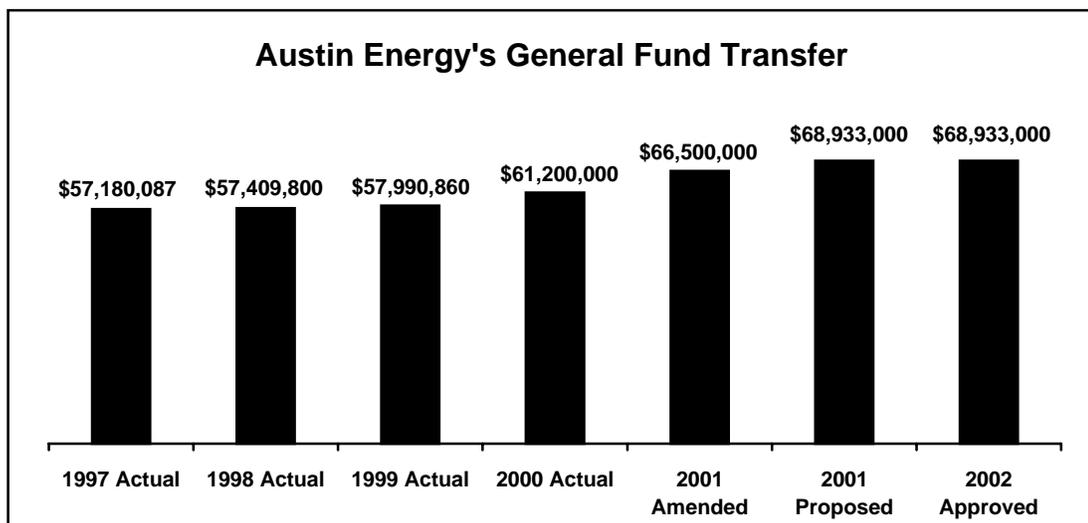
The approved budget contains a number of proposals that support the goals of the department.

### ***Demonstrate relentless commitment to our customers.***

- Continue to emphasize exceptional customer service. Operating costs for the Customer Care and Marketing programs are \$21.0 million.
- The Customer Care area plans to add 62 FTEs to increase the effectiveness of our customer service. Activity in all areas of the Customer Care center has been steadily increasing while the number of FTEs has been constant or even slightly decreased due to high turnover rate. The industry average is approximately 600 customers per FTE; Austin Energy's Customer Care center average is over 1,000 customers per FTE. The strategy of increasing FTEs in the Customer Care center is a move to decrease the customer per FTE ratio, reduce customer waiting time, and improve overall customer service efficiency.
- The capital budget includes \$5.5 million to support customer service related projects such as Customer Care information technology management applications.

### ***Enhance and communicate the value of Austin Energy to our community***

- In 2002, Austin Energy will provide a return to its citizen owners in the form of a Transfer to the General Fund (GFT) amounting to \$68.9 million. This represents a 20% increase over the 1997 amount of \$57.2 million.



*Austin Energy's General Fund Transfer is based on the target established by the City Council in its resolution on competition. The amount is calculated based on the actual revenues for two prior years plus the current year estimate. Actual transfers have increased as a result of revenue increases due to customer and load growth.*

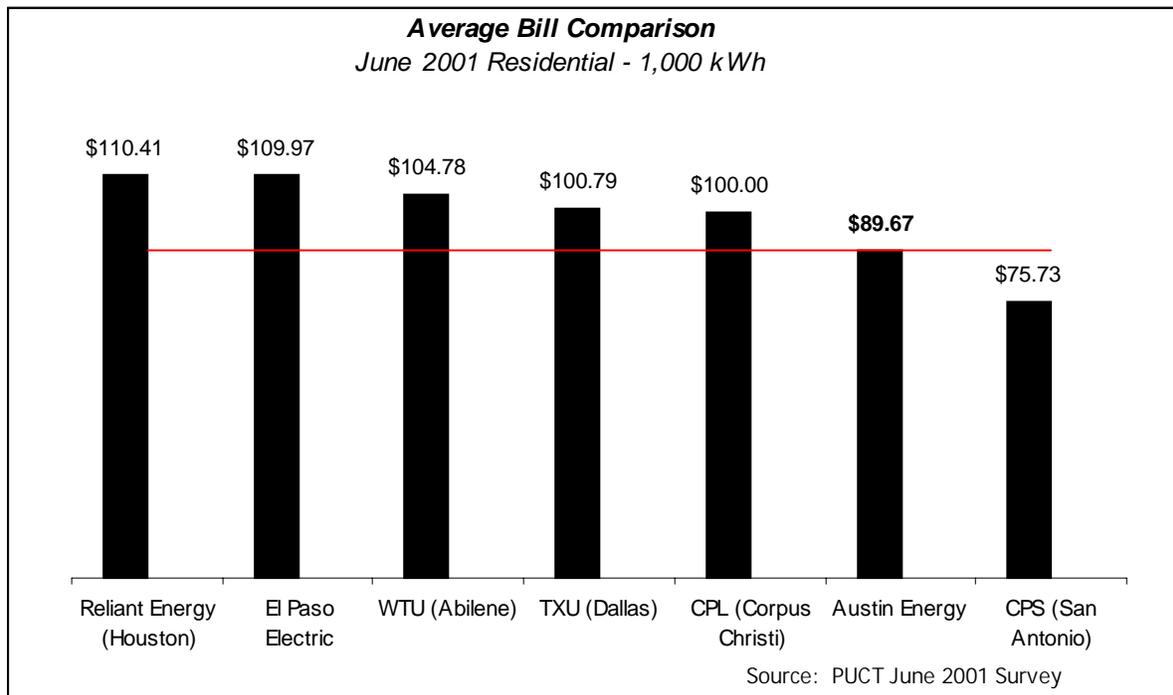
- The operating budget also includes \$2.9 million for Austin Energy's Communications and Corporate Relations program that promotes our community owned utility during this transition into a deregulated industry.
- The capital budget includes \$3.9 million to support community related projects such as the relocation of overhead lines to underground, downtown renovations and streetlights for newly annexed areas.

# Austin Energy — 2001–2002

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## *Provide affordable energy services and deliver reliable energy services*

- No base rate increase for FY2001-2002. There has been no base rate change since 1994.
- Total operations and maintenance requirements for the production and delivery of energy services were approved at \$379.2 million. This amount includes items such as:
  - an additional \$29.4 million for increased fuel costs,
  - an additional \$4.5 million for increased transmission expenses and,
  - \$3.3 million for new mandatory Electric Reliability Council of Texas (ERCOT) fees.
- The capital budget includes \$174.4M to support both goals:
  - \$81.8 million to support projects related to the production of energy services such as the Combined Cycle Plant, and other plant improvements.
  - \$92.6 million to support projects related to the delivery of energy services such as the Northwest Austin Substation.



*Austin Energy enhances its competitive position by ensuring competitive rates and providing reliable electric service.*

## **Austin Energy — 2001–2002**

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### ***Lead industry in environmental stewardship and conservation programs***

- Aggressively pursue conservation programs and emerging technology. Monitor and explore technological developments, such as distributed generation, renewable resources and energy efficiency improvements.
- MW savings for Austin Energy's Conservation Program are estimated to be 40.5MW.
- The operating budget includes a total of \$25.3 million for conservation programs. They are:
  - \$4.1 million for the load management program,
  - \$8.0 million for rebates and incentives,
  - \$6.4 for chilled water operations, which includes a request for 11 new FTEs,
  - \$5.8 million for the management and operations of the conservation programs which includes one new FTE, and
  - \$1.0 million for a Heat Island Mitigation program.
- The capital budget includes \$14.7 million to support environmental related projects such as the chilled water plants, the Town Lake Events Center Photovoltaic system, and NOX reduction projects at the Holly and Decker plants.

### ***Invest in workforce by enhanced communication and training opportunities***

- The operating budget includes \$2.2 million to support workforce programs such as Organizational Development, Corporate Safety and Human Resources.
- Also included in support of the workforce is:
  - \$2.0 million for the continuation of Pay for Performance, and
  - \$7.0 million for employee medical insurance cost, which represents an increase of \$1.2 million over the 2000-2001 budget.

# Austin Energy — 2001-2002

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## Significant Revenue and Expenditure Changes by Program

### Revenue Changes

	Dollars	FTEs
1. Service Area Revenue increased primarily due to load growth and higher fuel revenues to recover fuel costs.	\$45,770,400	
2. Other Revenue also increased.	\$3,105,075	
3. Transfer from the Utility Debt Management Fund will not be utilized in FY2001-02.	(\$36,800,212)	
4. A transfer from various Electric Capital Improvement Program funds will be deappropriated and the cash for these funds will be used to pay for debt service.	\$15,659,592	

### Expenditure Changes

	Dollars	FTEs
<b>1. <u>Operating Requirements</u></b>		
Increased Fuel Expense	\$29,354,000	
Increase in the Conservation Programs, including 11 FTEs for chiller and 1 FTE for energy conservation; a Heat Island Mitigation Program; and full funding for the Advanced Duct Pilot Program.	\$9,300,225	12.00
Increase Operations & Maintenance requirements including joint projects and the conversion of part-time FTEs to full-time FTEs	\$10,524,815	1.57
Increase in Transmission Expense	\$4,508,836	
Continuation of Pay for Performance	\$1,968,101	
Conversion of 45.0 temps to FTEs and the addition of 17.0 FTEs to support increased billing and collection activities.	\$1,432,101	62.00
Transfer 1.0 FTE to Information Systems Department	(\$81,109)	(1.00)
Other Operating Expenses	(\$756,276)	
<b>2. <u>Transfers/Other Requirements</u></b>		
Reduction in Workers' Compensation	(\$139,078)	
Reduction in Liability Reserve	(\$300,000)	
Increase in Administrative Support	\$1,116,616	
Reduction in the 27th Pay Period requirement	(\$38,000)	
Increase in the transfer to the General Fund	\$2,433,000	
Debt Management Fund Transfer	\$7,609,000	

## Austin Energy — 2001-2002

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<u><i>Expenditure Changes continued</i></u>	Dollars	FTEs
Reduction in the transfer to the Electric CIP Fund	(\$15,948,810)	
Reduction in the transfer to the Economic Development Fund	(\$727,000)	
Reduction in the transfer to the Neighborhood Housing & Community Development Office	(\$133,333)	
Trunked Radio Fund Transfer	\$93,665	
Support Services ISF Transfer for minority chambers	\$133,333	
Support Services ISF Transfer for fixed asset system	\$357,000	
Reduction in the transfer to Debt Service	(\$14,274,025)	

# **Debt Management Fund — 2001-2002**

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## **Purpose and Nature of Fund**

Austin Energy directs all excess electric utility cash to a debt management fund. The debt management fund will be used to improve the competitive position of its electric utility including, but not limited to, funding capital needs in lieu of debt issuance, reduction of outstanding debt, improving the debt to capital ratio and other competitive strategies such as rate reductions allocated in a fair and equitable manner across all classes of customers, and new technology.

## **Factors Affecting Revenue**

Sources of revenue include:

- Austin Energy transfers from current revenue
- Interest earnings on the Debt Management Fund

## **Factors Affecting Requirements**

Expenditure requirements in the Debt Management Fund are contingent on competitive initiatives. Such initiatives may include, but are not limited to, funding capital needs in lieu of debt issuance, reduction of outstanding debt, improving the debt to capital ratio and competitive strategies such as rate reductions and new technology.

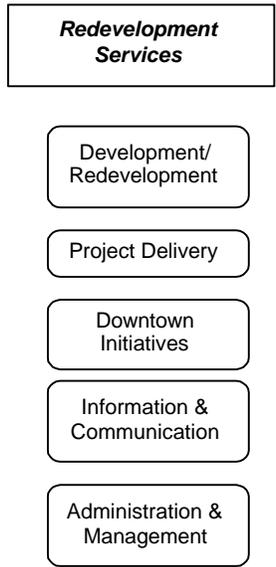
## DEBT MANAGEMENT FUND

(in thousands)

	<u>1999-2000 ACTUAL</u>	<u>2000-2001 AMENDED</u>	<u>2000-2001 ESTIMATE</u>	<u>2001-2002 PROPOSED</u>	<u>2001-2002 APPROVED</u>
BEGINNING BALANCE	<u>205,440</u>	<u>221,449</u>	<u>221,753</u>	<u>184,953</u>	<u>184,953</u>
REVENUE					
Transfers from Utility Funds	16,009	0	0	7,609	7,609
Interest Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	<u>16,009</u>	<u>0</u>	<u>0</u>	<u>7,609</u>	<u>7,609</u>
REQUIREMENTS					
Transfer to Repair and Replacement Fund	<u>0</u>	<u>36,800</u>	<u>36,800</u>	<u>0</u>	<u>10,000</u>
TOTAL REQUIREMENTS	<u>0</u>	<u>36,800</u>	<u>36,800</u>	<u>0</u>	<u>10,000</u>
Excess (Deficiency) of Revenue over Requirements	16,009	(36,800)	(36,800)	7,609	(2,391)
Adjustment to GAAP	<u>304</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>221,753</u></u>	<u><u>184,649</u></u>	<u><u>184,953</u></u>	<u><u>192,562</u></u>	<u><u>182,562</u></u>

# Economic Development Fund — 2001–2002

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LEGEND= **Programs** Activities

	1999-2000	2000-2001	2000-2001	2001-2002	2001-2002
	Actual	Amended	Estimated	Proposed	Approved
Revenue	\$0	\$4,239,000	\$4,309,543	\$3,582,000	\$3,582,000
Requirements	\$0	\$4,239,000	\$2,990,677	\$4,824,151	\$4,824,151
Full-time Equivalents (FTE's)	0.00	12.00	12.00	13.00	13.00

# **Economic Development Fund — 2001-2002**

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## **Purpose and Nature of Fund**

The Economic Development Fund was created to give the City the ability to plan and implement growth and redevelopment strategies on a timely basis. The fund provides redevelopment and project delivery services for the City, corporate clients, and developers to encourage employment opportunities and expansion of primary employers in the Desired Development Zone, as well as the redevelopment and reuse of sites consistent with adopted plans to enhance the economic, social and environmental health of the City.

## **Factors Affecting Revenue**

Austin Energy funds the Economic Development Fund, as it allows Austin Energy to increase the density in growth of the existing infrastructure and shorten the time it takes to bring new customers on line. The total approved 2001-02 revenue total is \$3.6 million. Austin Energy will fund \$3.5 million.

## **Factors Affecting Requirements**

The total approved requirements for 2001-02 are \$4.8 million, an increase of \$585,151 from the current year's amended requirements. This increase is primarily due to increased salary requirements and support services costs. The Approved Budget adds a planner position to assist in the redevelopment of the former Robert Mueller Airport property, and recognizes salary costs for City employees providing project assistance to the Redevelopment Services Office. There is also increased funding for contracted legal, publishing and interdepartmental support services.

## ECONOMIC DEVELOPMENT FUND

	<u>1999-2000 ACTUAL</u>	<u>2000-2001 AMENDED</u>	<u>2000-2001 ESTIMATED</u>	<u>2001-2002 PROPOSED</u>	<u>2001-2002 APPROVED</u>
BEGINNING BALANCE	0	0	0	1,318,866	1,318,866
FUNDING SOURCES					
Interest Income	0	0	70,543	70,000	70,000
Austin Energy	0	4,239,000	4,239,000	3,512,000	3,512,000
TOTAL FUNDING SOURCES	0	4,239,000	4,309,543	3,582,000	3,582,000
OPERATING REQUIREMENTS					
Redevelopment Services	0	2,933,383	2,224,060	3,382,830	3,402,809
TOTAL OPERATING REQUIREMENTS	0	2,933,383	2,224,060	3,382,830	3,402,809
TRANSFERS/OTHER REQUIREMENTS					
Development Incentives for New Customers	0	539,000	0	0	0
Capital Improvement Project	0	0	0	539,000	539,000
Smart Development Review Project	0	62,000	62,000	62,000	62,000
Legal Services	0	704,617	704,617	704,617	704,617
Infrastructure Support Services	0	0	0	96,725	96,725
Compensation Adjustment	0	0	0	19,979	0
Accrued Payroll	0	0	0	19,000	19,000
TOTAL TRANSFERS/OTHER REQUIREMENTS	0	1,305,617	766,617	1,441,321	1,421,342
TOTAL REQUIREMENTS	0	4,239,000	2,990,677	4,824,151	4,824,151
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	0	0	1,318,866	(1,242,151)	(1,242,151)
ENDING BALANCE	0	0	1,318,866	76,715	76,715

# **Economic Development Fund — 2001-2002**

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## **Mission**

The purpose of the Redevelopment Services Office is to promote and facilitate sustainable growth in the Desired Development Zone, in partnership with the community, project developers and the City of Austin organization in order to enhance livability and economic viability in a manner that preserves the character of Austin and its environment.

## **Goals**

- Provide up-to-date information about development in the downtown area.
  - Collect and distribute information about development to stakeholder groups and interested parties in order to promote Smart Growth and sustainability in the Desired Development Zone.
- Increase property tax from relocations/expansions in the Desired Development Zone.
  - Form public/private partnerships with primary employers and key project developers in order to encourage location/expansion in the Desired Development Zone.
- Increase the number of residential units and retail square footage in the downtown area.
  - Provide information to and coordinate projects and studies that encourage a mixed use downtown.
- Complete project deliverables on time.
  - Provide project management and implementation services to project owners and stakeholders in order to successfully complete projects on time.

## **Key Indicators**

The key indicators used by the Redevelopment Services Office to measure the impact of our work include:

- The amount of property tax from relocations/expansions in the Desired Development Zone.
- The number of residential units and retail square footage in the downtown area.

# **Economic Development Fund — 2001-2002**

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## **Business Plan**

The Approved Budget contains the following proposals that support the goals of Redevelopment Services.

### **Robert Mueller Municipal Airport Site Redevelopment**

The Approved Budget includes an additional planner position to assist in the planning and implementation process of the redevelopment of the Robert Mueller Municipal Airport (RMMA) site, as well as provide analysis of proposals that will be submitted next year by qualified developers. The position will also assist in evaluating any budget changes to the RMMA Redevelopment/Reuse Plan. Redevelopment Services will continue to work with consultants and the community on issues related to redeveloping the site consistent with the plan prepared by the ROMA consultant team. The Approved Budget includes funding for various contracted services that will be needed to support this effort.

### **Downtown Development and Redevelopment Services**

The Approved Budget contains resources for the Redevelopment Services Office to continue project management of the New City Hall construction, Second Street Retail Project and CSC related infrastructure improvements, and to continue to assist primary employers and key project developers with the process of locating the Desired Development Zone (DDZ). This assistance includes expediting the development process, serving as a liaison between developers and City staff, and negotiating incentive packages. Salary costs of other City employees assisting in these efforts are recognized in next year's budget. The office will continue to work to attract residential housing to the downtown area and provide development assistance for special projects outside the downtown area.

# Economic Development Fund—2001-2002

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## Significant Revenue and Expenditure Changes by Program

<u>Revenue Changes</u>	Dollars	FTEs
1. The Approved Budget includes a decrease in funding from Austin Energy of \$727,000.	(\$727,000)	
2. Include interest income of \$70,000.	\$70,000	
 <u>Expenditure Changes</u>		
1. <b><u>City-wide</u></b> The Approved Budget includes \$19,979 associated with Pay for Performance in 2002 and \$9,924 for incremental costs of Pay for Performance in 2000-01. The budget also includes an increase for market implementation of \$34,802, for a total compensation adjustment increase of \$64,705. An additional \$7,512 has been included in the Approved Budget for anticipated changes in health benefit contributions.	\$72,217	
2. <b><u>Department-wide</u></b> The Approved Budget reduces one-time capital and commodity costs necessary to create the new Redevelopment Services Office in FY 2001.	(\$87,548)	
3. <b><u>Redevelopment Services</u></b> The Approved Budget includes costs for project assistance from City departments of \$130,000.	\$130,000	
A Principal Planner (1 FTE) is approved to assist with the redevelopment of the former Robert Mueller Municipal Airport site.	\$60,882	1.00
Increase in contractual services, such as legal, publishing, renovations, relocation and interdepartmental support, to provide redevelopment and project delivery services has been included.	\$293,875	
5. <b><u>Transfers/Other Requirements</u></b> Support cost from Infrastructure Support Services fund is approved in the 2001-2002 budget.	\$96,725	
Accrued payroll is included in the Approved Budget.	\$19,000	

# **Repair and Replacement Fund — 2001-2002**

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## **Purpose and Nature of Fund**

The Repair and Replacement Fund shall be used for providing extensions, additions, and improvements to the Electric System. Net revenues available after meeting the General Fund Transfer, capital investment (equity contributions from current revenues) and 45 days of working capital may be deposited in the Repair and Replacement Account.

## **Factors Affecting Revenue**

Sources of revenue include:

- Austin Energy transfers from current revenue
- Austin Energy transfers from other funds

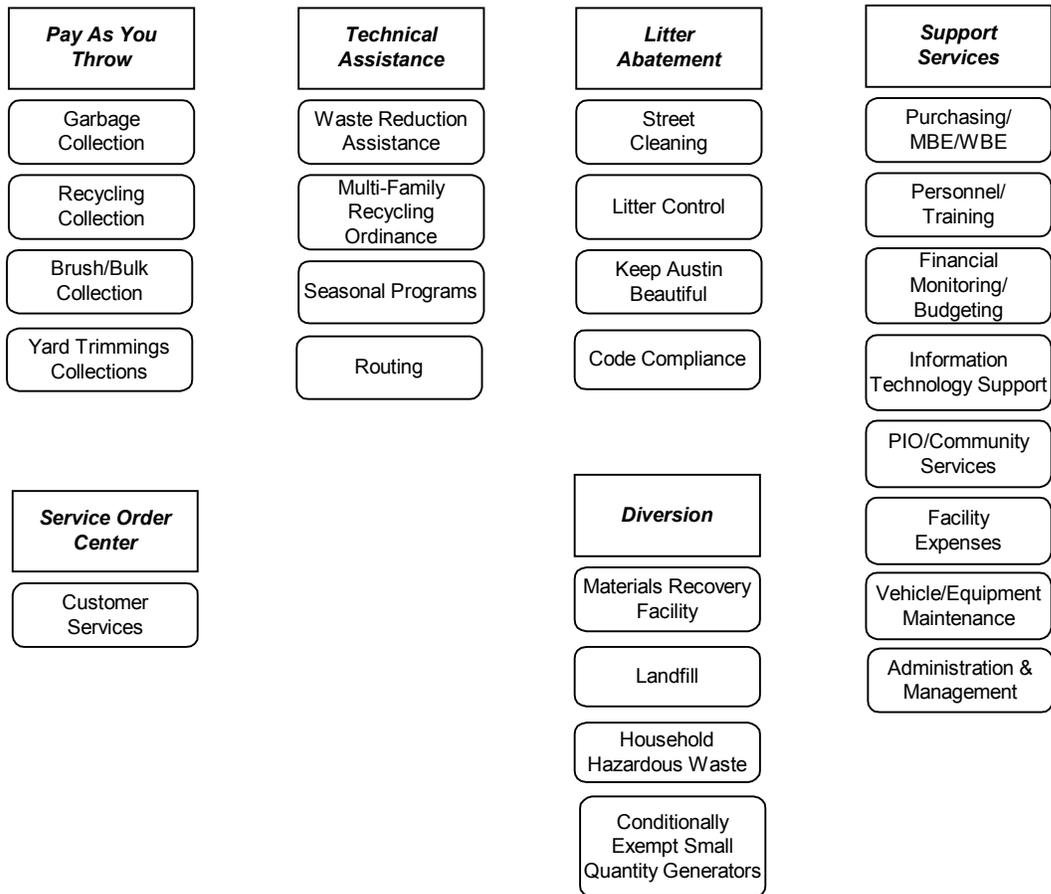
## **Factors Affecting Requirements**

Expenditure requirements in the Repair and Replacement Fund are related to extensions, additions, and improvements to the Electric System.

**REPAIR AND REPLACEMENT FUND**  
(in thousands)

	<u>1999-2000 ACTUAL</u>	<u>2000-2001 AMENDED</u>	<u>2000-2001 ESTIMATE</u>	<u>2001-2002 PROPOSED</u>	<u>2001-2002 APPROVED</u>
BEGINNING BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
REVENUE					
Transfers from Debt Management Fund	0	0	0	0	10,000
Interest Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Excess (Deficiency) of Revenue over Requirements	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
ENDING BALANCE	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>10,000</u></u>

# Solid Waste Services — 2001–2002



**LEGEND=** Programs Activities

	1999-2000 Actual	2000-2001 Amended	2000-2001 Estimated	2001-2002 Proposed	2001-2002 Approved
<b>Revenue</b>	\$37,478,032	\$36,432,435	\$37,732,477	\$39,781,800	\$39,781,800
<b>Transfer In</b>	\$353,020	\$1,131,247	\$1,131,247	\$477,864	\$477,864
<b>Requirements</b>	\$38,710,142	\$43,169,860	\$43,162,429	\$40,483,739	\$40,483,739
<b>Full-time Equivalents (FTE's)</b>	375.50	385.00	385.00	376.00	376.00

# **Solid Waste Services — 2001-2002**

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## **Purpose and Nature of Fund**

The Solid Waste Services Fund is an enterprise fund that accounts for the city's residential and commercial refuse and recyclable materials collection, landfill operation and anti-litter programs. Solid Waste Services is funded by revenue generated by solid waste services fees.

## **Factors Affecting Funding**

Solid Waste Services revenue is generated from residential and commercial waste collection, landfill, anti-litter and other miscellaneous fees. Revenue from residential collection is driven by the number of occupied houses. Residential revenue will depend on customer choices for service levels that they select based on their needs. Commercial revenue is driven by demand as this service competes with private operators in securing accounts from small businesses. Landfill revenue is also reliant on demand, as there are several other area landfills which customers may patronize depending on price and location. Revenue from the sale of recyclable materials is driven by the volume and quality of materials collected and the market price for these recycled materials.

The Anti-Litter/Home Chemical fee supports the street sweeping program, litter control, brush/bulky collection, and the home chemical collection facility. This fee will increase by 18.2%, from \$2.20 per month to \$2.60 per month for residential customers, and from \$3.85 per month to \$4.55 per month for commercial customers. The increase in the Anti-Litter/Home Chemical fee is partially offset by a reduction in the department's transfer from the General Fund as Code Compliance activities will no longer be funded by the General Fund and will instead be supported by the Anti-Litter/Home Chemical fee.

Solid Waste Services will implement a Garbage Service Initiation Fee for FY2001-02 of \$15.00 to help defray some of the costs associated with acquiring garbage carts and recycling bins. This new fee would be charged to all new Pay-As-You-Throw customers at the time they open a new utility account or transfer their utility service from one address to another that is within the Pay-As-You-Throw service area.

## **Factors Affecting Requirements**

Personnel costs have increased due to increases in health benefit contributions and the addition of a second operating shift at the Materials Recovery Facility. Net transfers to the Capital Improvement Program, the Environmental Remediation Fund and Debt Service will to decrease, while transfers for city-wide administrative and information technology support were approved to increase.

## SOLID WASTE SERVICES FUND

	1999-2000 <u>ACTUAL</u>	2000-2001 <u>AMENDED</u>	2000-2001 <u>ESTIMATE</u>	2001-2002 <u>PROPOSED</u>	2001-2002 <u>APPROVED</u>
BEGINNING BALANCE	<u>10,597,350</u>	<u>11,131,452</u>	<u>9,893,207</u>	<u>5,572,682</u>	<u>5,785,269</u>
REVENUE					
Residential	23,896,891	24,203,000	24,272,550	24,905,800	24,905,800
Extra Stickers and Carts	362,372	415,000	415,000	415,000	415,000
Commercial	1,455,473	1,414,000	1,475,000	1,475,000	1,475,000
Landfill	596,866	412,000	500,000	426,400	426,400
Anti-Litter	7,588,382	7,865,400	7,865,400	9,430,800	9,430,800
CESQG	117,943	62,200	85,000	112,800	112,800
Recycling	1,677,960	1,100,000	1,700,000	1,139,000	1,139,000
MRF Processing Revenue	0	0	120,000	456,000	456,000
New Service Fees	0	0	0	300,000	300,000
Other	1,179,490	665,065	830,000	665,000	665,000
Auction Sales	103,392	145,100	89,351	150,000	150,000
Travis County	0	67,900	155,176	81,000	81,000
Code Compliance	0	82,770	225,000	225,000	225,000
Payroll Accrual	499,263	0	0	0	0
TOTAL REVENUE	<u>37,478,032</u>	<u>36,432,435</u>	<u>37,732,477</u>	<u>39,781,800</u>	<u>39,781,800</u>
TRANSFERS IN					
Transfer from Drainage Utility	0	46,893	46,893	0	0
Transfer from General Fund	353,020	1,084,354	1,084,354	477,864	477,864
TOTAL TRANSFERS IN	<u>353,020</u>	<u>1,131,247</u>	<u>1,131,247</u>	<u>477,864</u>	<u>477,864</u>
TOTAL AVAILABLE	<u>37,831,052</u>	<u>37,563,682</u>	<u>38,863,724</u>	<u>40,259,664</u>	<u>40,259,664</u>
EXPENSES					
Pay As You Throw (PAYT)	16,418,759	17,037,367	17,037,367	17,420,545	17,604,262
Technical Assistance	795,008	959,953	959,953	779,776	791,851
Litter Abatement	2,720,016	3,941,944	3,941,944	4,327,387	4,388,507
Diversion	3,177,660	2,430,878	2,430,878	3,069,279	3,101,115
Customer Services	589,098	578,347	578,347	605,387	617,876
Support Services	4,208,749	4,187,801	4,175,801	4,087,293	4,145,938
TOTAL EXPENSES	<u>27,909,290</u>	<u>29,136,290</u>	<u>29,124,290</u>	<u>30,289,667</u>	<u>30,649,549</u>
TRANSFERS OUT					
Transfer to Sustainability Fund	0	363,497	363,497	397,818	397,818
Transfer to GO Debt Service	3,121,306	2,647,269	2,651,838	2,489,535	2,489,535
Transfer to Landfill Closure Fund	0	269,527	269,527	278,960	278,960
Transfer to ISD	196,443	377,366	377,366	930,312	930,312
Transfer to SWS CIP	3,323,800	4,577,300	4,577,300	1,500,000	1,500,000
Transfer to Wireless Communication	0	0	0	32,713	32,713
Environmental Remediation	75,000	1,750,000	1,750,000	241,500	241,500
TOTAL TRANSFERS OUT	<u>6,716,549</u>	<u>9,984,959</u>	<u>9,989,528</u>	<u>5,870,838</u>	<u>5,870,838</u>

	1999-2000 <u>ACTUAL</u>	2000-2001 <u>AMENDED</u>	2000-2001 <u>ESTIMATE</u>	2001-2002 <u>PROPOSED</u>	2001-2002 <u>APPROVED</u>
OTHER REQUIREMENTS					
Workers' Compensation	490,922	643,311	643,311	610,917	610,917
Liability Reserve Fund	174,000	197,000	197,000	222,000	222,000
Administrative Support-City	1,416,926	1,717,852	1,717,852	2,009,639	2,009,639
Accrued Payroll	98,027	64,000	64,000	56,000	56,000
27th Pay Period	600,602	0	0	0	0
UCSO Billing Support	574,829	756,448	756,448	664,796	664,796
Pay for Performance	0	0	0	359,882	0
Bad Debt Expense	728,997	670,000	670,000	400,000	400,000
TOTAL OTHER REQUIREMENTS	<u>4,084,303</u>	<u>4,048,611</u>	<u>4,048,611</u>	<u>4,323,234</u>	<u>3,963,352</u>
TOTAL REQUIREMENTS	<u>38,710,142</u>	<u>43,169,860</u>	<u>43,162,429</u>	<u>40,483,739</u>	<u>40,483,739</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	<u>(879,090)</u>	<u>(5,606,178)</u>	<u>(4,298,705)</u>	<u>(224,076)</u>	<u>(224,076)</u>
Adjustments to GAAP	<u>174,947</u>	<u>0</u>	<u>190,767</u>	<u>0</u>	<u>0</u>
ENDING BALANCE:					
Restricted for SWS Facilities	0	0	0	250,000	250,000
Unrestricted Ending Balance	<u>9,893,207</u>	<u>5,525,274</u>	<u>5,785,269</u>	<u>5,098,606</u>	<u>5,311,193</u>
TOTAL ENDING BALANCE	<u>9,893,207</u>	<u>5,525,274</u>	<u>5,785,269</u>	<u>5,348,606</u>	<u>5,561,193</u>

# **Landfill Closure and Post-Closure Care Fund — 2001-2002**

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## **Purpose and Nature of Fund**

The Landfill Closure and Post-Closure Care Fund is a trust fund that accounts for the closure and post-closure care expenditures for the city's landfill. The fund is supported through transfers from the Solid Waste Services Operating Fund.

## **Factors Affecting Funding**

Solid Waste Services proposed to transfer funds to the Landfill Closure and Post-Closure Care Fund in amounts equal to anticipated closure and post-closure care expenditures that are currently necessary. It is anticipated that future transfers to this fund will fully fund the closure and post-closure requirements while improving the overall efficiency of landfill operations.

## **Factors Affecting Requirements**

Since the City's FM 812 Landfill continues to accept and dispose of waste materials, it is not considered a "Closed Landfill". However, there is a large portion of the landfill that has already been used and requires maintenance of the surface area and significant methane gas and leachate monitoring activities. The Proposed Budget includes the cost of closure and post-closure care expenditures \$278,960 anticipated to be required during the 2001-02 Fiscal Year. Once the Landfill stops accepting waste, more substantial closure expenditures will be required. Additionally, the Landfill must be monitored and maintained for a period of 30 years after it stops accepting waste.

**SOLID WASTE SERVICES  
LANDFILL CLOSURE AND POST-CLOSURE CARE FUND**

	<u>1999-2000 ACTUAL</u>	<u>2000-2001 AMENDED</u>	<u>2000-2001 ESTIMATE</u>	<u>2001-2002 PROPOSED</u>	<u>2001-2002 APPROVED</u>
BEGINNING BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TRANSFERS IN					
Transfer from Solid Waste Services Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>278,960</u>	<u>278,960</u>
TOTAL TRANSFERS IN	<u>0</u>	<u>0</u>	<u>0</u>	<u>278,960</u>	<u>278,960</u>
TOTAL AVAILABLE	<u>0</u>	<u>0</u>	<u>0</u>	<u>278,960</u>	<u>278,960</u>
EXPENSES					
Closure and Post-Closure Care	<u>0</u>	<u>0</u>	<u>0</u>	<u>278,960</u>	<u>278,960</u>
TOTAL EXPENSES	<u>0</u>	<u>0</u>	<u>0</u>	<u>278,960</u>	<u>278,960</u>
TOTAL REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>278,960</u>	<u>278,960</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ENDING BALANCE	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

# Solid Waste Services Department— 2001-2002

## Mission

The mission statement of the Solid Waste Services Department is: *"The purpose of the Solid Waste Services Department is to efficiently provide reliable integrated waste management services in partnership with our customers, to enhance public health, resource conservation and quality of life."* The Department has developed the following goals in order to achieve this mission.

## Goals

### Rate Stability

- Keep our commitment to citizens by maintaining stable Pay-As-You-Throw (PAYT) rates through September 30, 2002.

### Competitiveness

- Increase diversion through PAYT by reducing average weekly household garbage by September 30, 2002 to save landfill space.
  - Reduce garbage from 32 lbs. to 30 lbs.
  - Increase recycling from 9 lbs. to 10 lbs.
  - Decrease yard trimmings from 5.2 lbs. to 5 lbs.

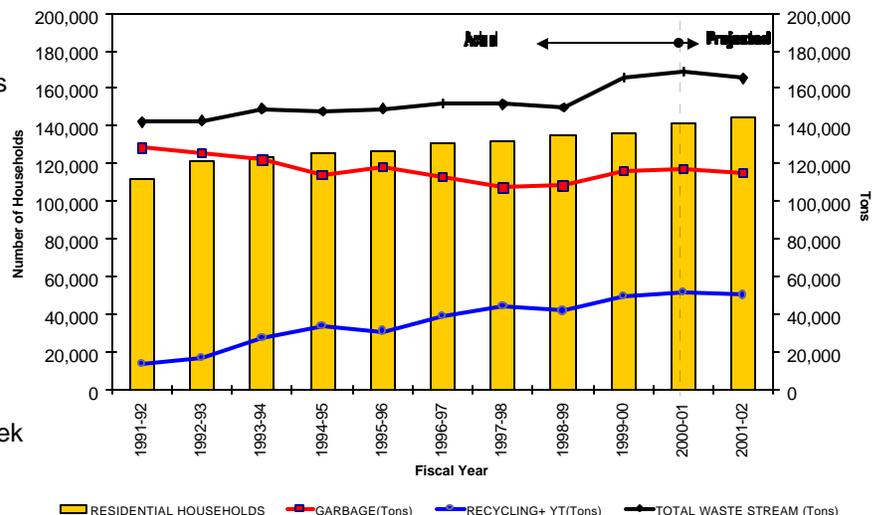
### Customer Satisfaction

- Increase customer satisfaction in Garbage Collection, Recycling Collection and Street Cleaning by September 30, 2003.

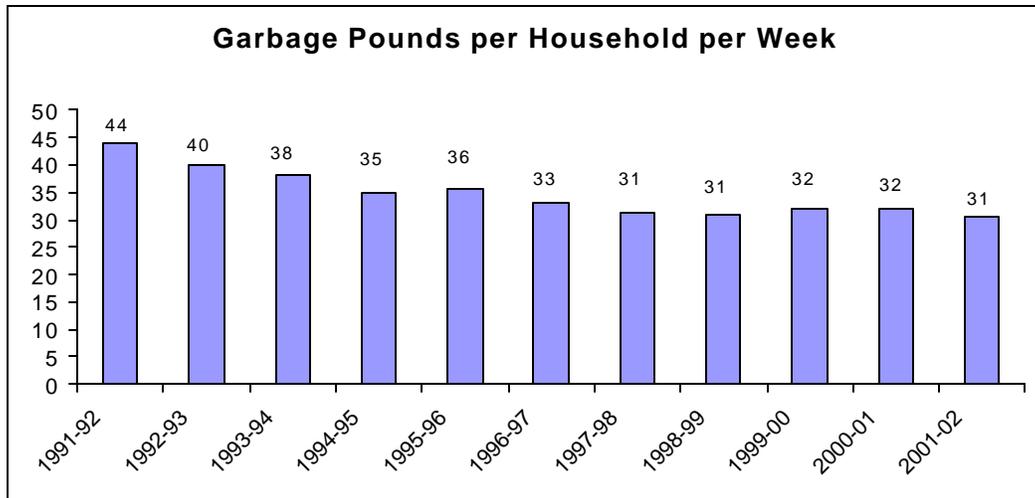
To assist in tracking how well goals are being met, key indicators have been developed along with appropriate performance measures. The key indicators include:

## Key Indicators

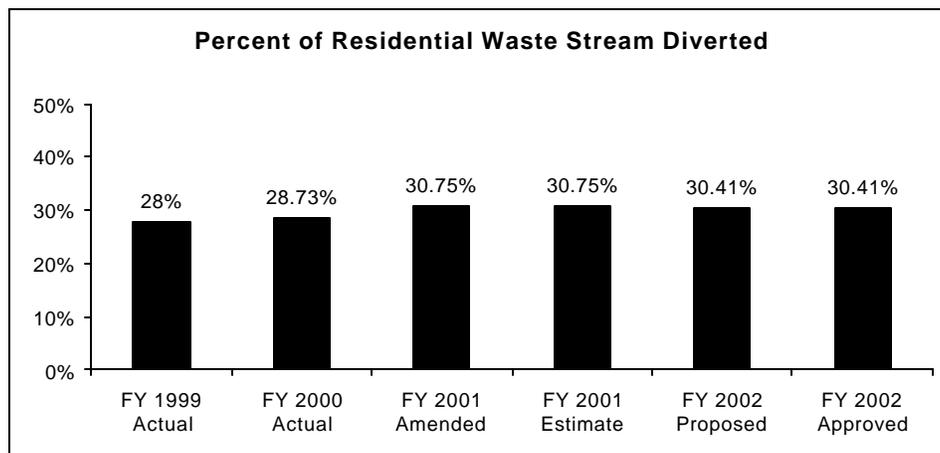
- Percentage of residential waste stream diverted (see chart at right)
- Tons collected (total for PAYT) services
- Number of complaints
- Cost per ton for garbage collection and disposal
- Cost per ton to provide recycling services
- Net revenue per ton for Material Recycling Facility (MRF)
- MRF recovery percentage
- Cost per residential street sweeping cycle
- Garbage pounds per household per week
- Revenue received from the sale of recyclable materials



# Solid Waste Services Department— 2001-2002

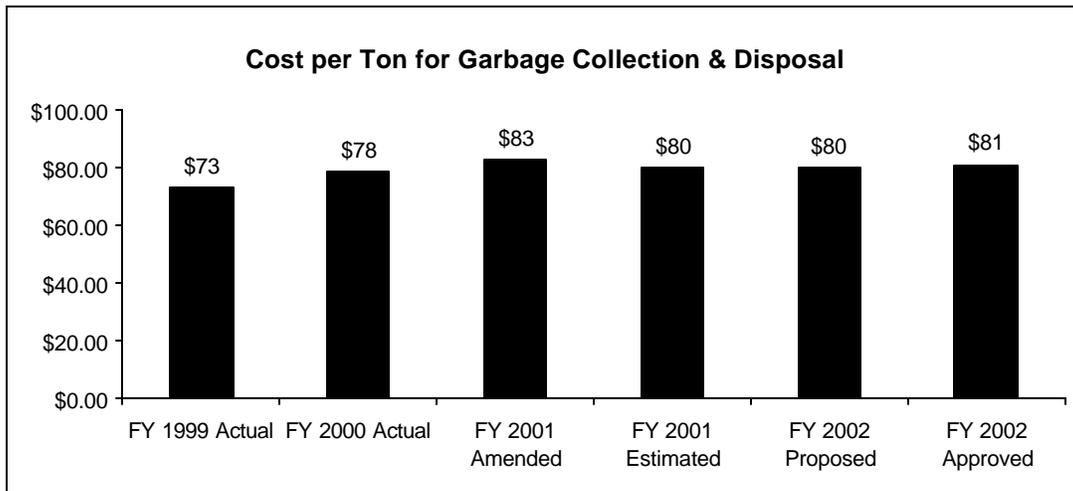


Since the start of the PAYT program in 1991, the pounds of residential garbage collected per week has decreased from 44 pounds to 31 pounds in FY 98-99. However, in FY 99-00 the pounds per household increased to 32 pounds due to internal and external customers not following the extra garbage sticker guidelines. SWS' goal is to reduce the pounds collected per household to 30 pounds by September 2002. The reduction will be accomplished by continuing our customer education program and the use of the \$4.00 excess garbage fee. SWS anticipates that the average weekly garbage collected per household during FY2001-02 will be 31 pounds.

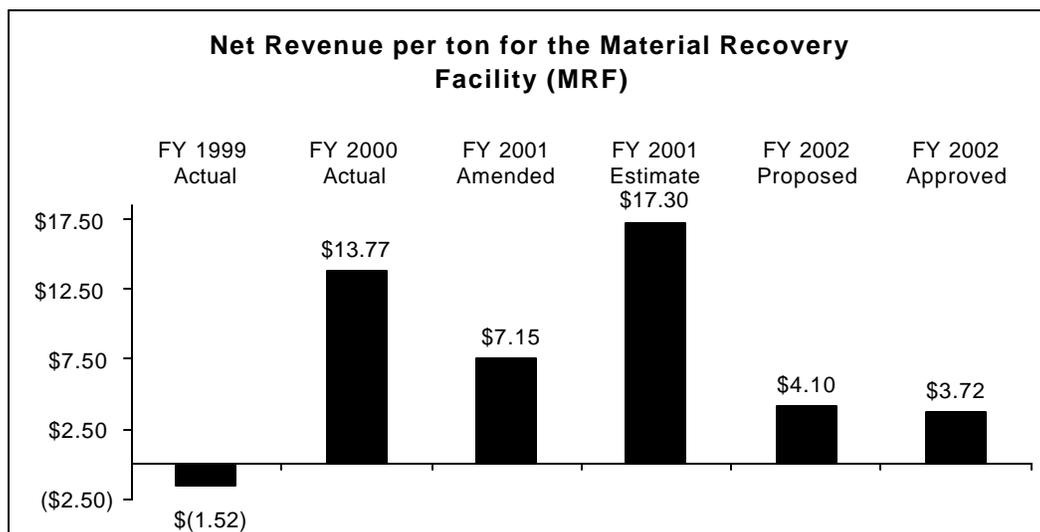


The percentage of the residential waste stream represents the volume of materials sold or composted as a portion of all materials collected through the PAYT program. The majority of the increase in the diversion rate, experienced during FY 2000-01, is due to the new MRF sorting equipment which has increased the volume of recyclable material that is sold. The diversion rate is not expected to change significantly due to the price difference between cart sizes and our goals of reducing the garbage and yard trimming volume.

# Solid Waste Services Department— 2001-2002



The cost per ton for garbage collection and disposal is expected to increase from the FY1999-2000 year-end actual of \$78 per ton to \$81 per ton due mainly to fuel and maintenance and increases in the cost of disposal at private landfills.

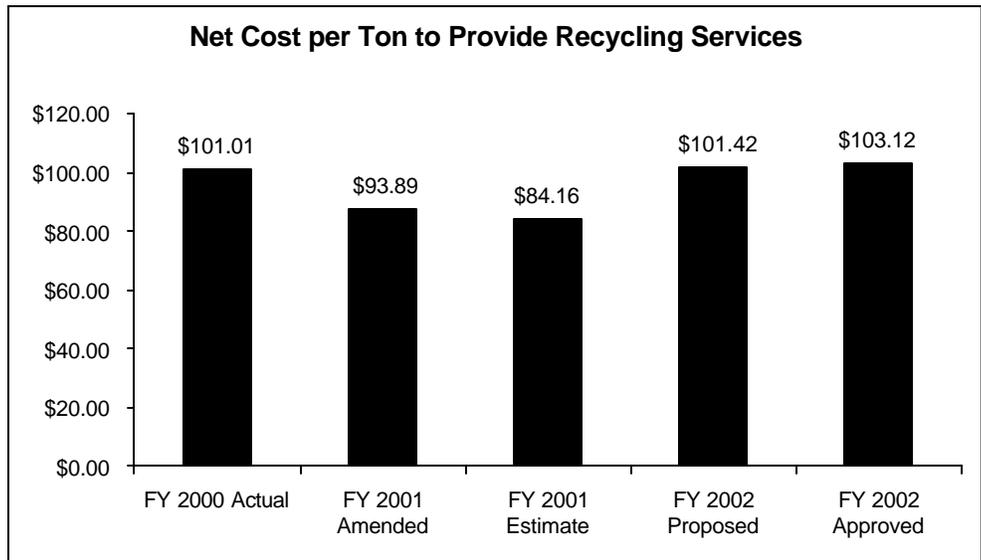


The MRF net revenue collected per ton for the sale of recyclable material is shown above. This amount is calculated by taking the total revenue generated by the MRF and subtracting the total cost of operating the MRF and dividing by the tons of recyclable material sold. SWS has benefited from favorable market conditions throughout FY2000-01 as revenue from the sale of recycled materials has exceeded the amount budgeted. However, there are two factors affecting the current year expenditures. This fiscal year is the first year the Department utilized new MRF sorting equipment. As a result, the Department anticipated the number of staff required to operate the facility to be fewer than the number actually required. The Department also encountered the need for a second shift of processing during the months of February through June for recyclables received from the City of San Antonio that was not budgeted.

## Solid Waste Services Department— 2001-2002

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The Approved Budget for the MRF reflects a 50% increase in expenditures including \$325,000 for a second shift should demand for processing services warrant expanding operating capacity. SWS will increase in the MRF Processing Rates that are charged to outside entities that bring their recyclable materials to the MRF for processing. The rate increase will recover the operational costs associated with processing materials for other entities.



The net cost per ton to provide recycling is shown above. This key indicator is calculated by taking the total MRF revenue less the total MRF expenses less the total recycling expenses, which includes the cost for collecting recycled material at curbside, divided by the gross tonnage of recyclables collected. SWS has benefited from favorable market conditions throughout FY2000-01 as revenue from the sale of recycled materials has exceeded the amount budgeted. The Approved Budget for the MRF reflects a 50% increase in expenditures for processing including \$325,000 for a second shift.

# Solid Waste Services Department— 2001-2002

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## Business Plan

### Conversion to Automated Garbage Collection

To address our goal of rate stability in the Approved Budget, the Department maintains its plan to convert a portion of the city to a fully automated garbage collection system. This system has the advantage of requiring only a single operator on a truck versus a two-person operated truck; thereby reducing the number of employees required to provide garbage collection service. The system uses a mechanical arm to grasp the garbage cart, empty its contents into the garbage truck, and return the cart to the curb without the driver having to leave the vehicle. This results in reduced physical effort and potentially fewer injuries. Some of the FTEs saved from this conversion will be used to staff the recycling, yard trimming, and brush/bulk activities, while the remainder of the positions have either been reclassified for use elsewhere in the department or eliminated. The trucks are being acquired as existing trucks reach their replacement age. With these trucks, the garbage route size is expected to increase from approximately 650 homes to as many as 960 homes.

### Increase in Anti-Litter Fees

The Approved Budget includes an 18.2% increase in the Anti-Litter Fee to fund the Code Compliance activity transferred to Solid Waste Services during FY2000-01, as well as to fund an additional brush collection crew in the Brush/Bulk Collection activity. This additional brush crew will increase the brush collection service frequency from once every ten months to once every six months.

### Garbage Service Initiation Fee

The Pay-As-You-Throw Program requires that customers use garbage carts supplied by the City. As SWS' customer base has grown, so has the demand for new and replacement garbage carts and recycling bins. Solid Waste Services will implement a Garbage Service Initiation Fee for FY2001-02 of \$15.00 to help defray some of the costs associated with acquiring garbage carts and recycling bins. This new fee would be charged to all new Pay-As-You-Throw customers at the time they open a new utility account or transfer their utility service from one address to another that is within the Pay-As-You-Throw service area.

### Material Recovery Facility

In October 2000, Solid Waste Services completed the installation of new sorting equipment at the MRF. During that same month, the City Council amended Solid Waste Services' budget to create new fees for the MRF. The MRF processing fees are used to charge other entities that want SWS to process and market their recycled materials. The fees were developed using a cost of service model that took into account the cost of building the MRF and its anticipated operating costs. During the six months since the MRF began using the new sorting equipment, it has become evident that the operating costs estimates used to calculate the processing rates were much lower than the actual cost of operating the equipment each month. The Department is will increase the MRF processing fees to cover its increased operating costs and eliminate the sliding operating fee based on tonnage, while retaining the sliding scale for revenue sharing.

### Facilities

The Solid Waste Services Department is critically affected by the current location of its service facilities. With the long-term contracts for landfills resolved, the Department will move forward with site selection, acquisition, design and construction of facilities to serve the northern portion of the city. Increased distances as the city grows and increasing traffic congestion makes it inefficient to continue to serve the northern portion of the city from facilities far south of the city. In addition, the Department will need to move forward with the design and construction of administration offices at the Bolm Road/Airport Blvd. site acquired from BFI/ACCO Recycling. Completion of the facilities will contribute to achieving the departments' goal for customer satisfaction and rate stability. SWS will initiate a policy to reserve a portion of its Ending Fund Balance for future facility related expenditures.

## **Solid Waste Services Department— 2001-2002**

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### Landfill Closure

Regulations specify the requirements for closing a landfill and mandate that it must be monitored and maintained for at least 30 years. SWS will continue to transfer funds to the Landfill Closure and Post-closure Care Fund, leaving only costs associated with current operation of the City landfill in the Solid Waste Services Enterprise Fund. Future transfers to this fund will fully fund the closure and post-closure requirements while improving the overall efficiency of landfill operations.

# Solid Waste Services Department - 2001-2002

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## Significant Revenue and Expenditure Changes by Program

<u>Revenue Changes</u>	Dollars	FTEs
1. The Approved Budget includes \$763,800 in increased revenue from Garbage Fees, and \$218,400 from Anti-Litter Fees due to increases in the customer base.	\$982,200	
2. The Approved Budget includes increased Anti-Litter Fee revenue from an 18.2% increase in commercial and residential Anti-litter fees.	\$1,347,000	
3. Increased revenue generated from processing and marketing recyclable materials for other entities at the city's Materials Recovery Facility.	\$456,000	
4. Increased revenue generated from the new SWS' Service Initiation Fee. This fee will serve to offset a portion of the cost of purchasing new and replacement garbage carts.	\$300,000	
5. Decrease in transfers in due to the elimination of the transfer from the Drainage Utility Fund and a portion of the transfer from the General Fund related to the Code Compliance activity which will be funded through the approved increase in Anti-Litter fees.	(\$653,383)	
6. The Approved Budget includes increased Code Compliance revenue generated.	\$142,230	
7. The Approved Budget includes increases in miscellaneous revenue sources.	\$121,935	

<u>Expenditure Changes</u>	Dollars	FTEs
<u>City-Wide</u>		
1. The Approved Budget includes \$359,882 for the salary increases associated with Pay for Performance in 2002, and \$178,761 for incremental costs of Pay for Performance in 2001.	\$538,643	
2. An additional \$241,010 has been included in the Approved Budget for anticipated changes in health contributions.	\$241,010	
3. The Approved Budget includes \$23,422 for full-year funding for market adjustments implemented in the current fiscal year.	\$23,422	
<u>Pay-As-You-Throw</u>		
1. The Approved Budget includes increased expenditures of \$327,795 which is due to increases in salaries of \$184,000, an increase in the amount of fleet maintenance and fuel expenditures allocated to this activity of \$230,000, and the elimination of one-time expenditures of \$87,000.	\$327,795	

## Solid Waste Services Department - 2001-2002

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	Dollars	FTEs
The Approved Budget includes the creation of a brush crew through the reallocation of FTEs within the program. This was achieved due to the conversion of semi-automated to fully automated garbage trucks. Net change to the program and department is zero. With the additional crew, the frequency of brush collection will be increased from once every ten months to once every six months.	\$0	
Additional funding of \$40,000 is included in the Approved Budget for postage due to the increased frequency of brush collection. There is a corresponding increase in frequency of customer mail-outs.	\$40,000	
The Approved Budget includes reductions of (\$53,963) due to the elimination of a vacant management position that was partially allocated to this program.	(\$53,963)	(0.60)
The Approved Budget includes increases of \$21,229 associated with increases in the cost of contracted garbage services.	\$21,229	
<b>2. <u>Technical Assistance</u></b>		
The Approved Budget includes the elimination of a vacant management position for a reduction of \$83,659.	(\$83,659)	(1.00)
<b>3. <u>Diversions</u></b>		
The Approved Budget includes an increase of \$582,260 for temporary staff for a second processing shift.	\$582,260	
The Approved Budget includes \$56,768 for increased fuel cost at the landfill and hazardous chemical disposal charges.	\$56,768	
<b>4. <u>Litter Abatement</u></b>		
Includes \$115,731 in additional funding for Code Compliance activities which includes two FTEs reallocated from Waste Diversion and Pay-As-You-Throw to clean vacant lots. Funding also included for additional postage expenses.	\$115,731	
The Approved Budget includes an increase in funding for increased employee salaries and fuel for street sweeping vehicles.	\$95,143	
The Approved Budget includes the reduction of .40 FTE in the amount of (\$31,867) due to the elimination of a vacant management position.	(\$31,867)	(0.40)
<b>5. <u>Customer Services</u></b>		
The Approved Budget includes \$20,000 related to increased postage charges.	\$20,000	

## Solid Waste Services Department - 2001-2002

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6. <u>Support Services</u>	Dollars	FTEs
The Approved Budget includes reduced expenditures of \$86,872 associated with the elimination of one vacant Computer Support management position. The Approved Budget also includes a reduction of \$234,927 associated with a transfer out of 3 FTEs to the Information Systems Department for computer support.	(\$321,799)	(4.00)
The Approved Budget includes increased expenditures relating to increased requirements for facilities and grounds maintenance.	\$93,761	
The Approved Budget includes \$48,600 to fund .50 FTE for the Law Department to dedicate an attorney to Solid Waste Services' issues.	\$48,600	
The Approved Budget includes a decrease in expenditures of \$78,160 associated with the transfer of the responsibility for the "Quick-Fix" shop to the Fleet Services Department.	(\$78,160)	
The Approved Budget includes reductions of \$59,762 due to the elimination of a vacant supervisory position that was allocated to this program. In addition, there is an elimination of one vacant facilities management FTE in amount of \$72,800.	(\$132,562)	(2.00)
The Approved Budget includes an increase in expenditures of \$82,081 for safety and training.	\$82,081	
The Approved Budget includes decreased expenditures of \$70,852 associated with the transfer of one FTE to the Watershed Protection Department.	(\$70,852)	(1.00)
<b>7. <u>Transfers Out</u></b>		
The Approved Budget includes decreased transfers to Capital Improvement Projects of (\$3,077,300) due to the department's reduced CIP spending plan as expenditures for new facilities are reduced from \$3,358,300 to \$250,000 and expenditures for replacement vehicles are increased from \$1,219,000 to \$1,250,000.	(\$3,077,300)	
The Approved Budget includes a reduction in the transfer to the Environmental Remediation Fund of (\$1,508,500) as the amount of the annual transfer is returned to its original amount after last year's \$1,750,000 transfer to fund expenditures associated with evaluating the level of contamination at Mabel Davis Park.	(\$1,508,500)	

## Solid Waste Services Department - 2001-2002

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	Dollars	FTEs
The Approved Budget also includes reduced Debt Service of (\$157,734) due to the retirement of \$2,535,000 in Contractual Obligations issued in 1995 for garbage carts, offset by increases to Information Systems of \$522,946, Landfill Closure Fund of \$9,433, the Sustainability Fund of \$34,321 and Wireless Communication Fund of \$32,713.	\$441,679	
<b>8. <u>Other Requirements</u></b>		
The Approved Budget includes increased requirements for City-wide administrative support.	\$291,787	
The Approved Budget includes a decrease in projected Bad Debt Expense due to increased collection efforts.	(\$270,000)	
The Approved Budget includes decreased requirements totaling (\$132,046) for Accrued Payroll, Utility Billing Support and the Workers' Compensation Fund, offset by increased requirements for the Liability Reserve Fund of \$25,000.	(\$107,046)	

# Solid Waste Services-2001-02

## Solid Waste Services Fund

	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
<b>CUSTOMER SERVICES</b>										
Service Order Center	\$589,099	13.00	\$578,347	12.00	\$578,347	12.00	\$605,387	12.33	\$617,876	12.33
<b>LITTER ABATEMENT</b>										
Code Compliance	\$0	0.00	\$736,153	15.00	\$736,153	15.00	\$1,057,162	17.20	\$1,076,362	17.20
Keep Austin Beautiful	\$106,226	2.32	\$202,449	3.32	\$202,449	3.32	\$226,426	3.32	\$231,217	3.32
Litter Control	\$1,073,180	19.00	\$1,461,815	17.90	\$1,461,815	17.90	\$1,386,628	18.95	\$1,402,069	18.95
Street Cleaning	\$1,540,613	23.00	\$1,541,527	20.90	\$1,541,527	20.90	\$1,657,171	21.70	\$1,678,859	21.70
<b>PAY AS YOU THROW</b>										
Brush / Bulk Collection	\$1,588,252	26.00	\$1,723,816	26.80	\$1,723,816	26.80	\$1,814,493	28.15	\$1,839,410	28.15
Garbage Collection	\$9,479,456	112.55	\$9,849,671	107.32	\$9,849,671	107.32	\$9,800,253	103.50	\$9,888,141	103.50
Recycling Collection	\$3,672,042	55.10	\$3,431,486	57.00	\$3,431,486	57.00	\$3,744,798	57.10	\$3,790,833	57.10
Yard Trimmings Collection	\$1,679,011	33.50	\$2,032,394	33.40	\$2,032,394	33.40	\$2,061,001	29.90	\$2,085,878	29.90
<b>SUPPORT SERVICES</b>										
Administration and Management	\$1,256,511	14.25	\$684,442	7.00	\$672,442	7.00	\$792,173	6.00	\$804,557	6.00
Facility Expenses	\$614,963	2.68	\$739,606	2.68	\$739,606	2.68	\$846,165	2.68	\$849,474	2.68
Financial Monitoring / Budgeting	\$169,839	4.50	\$283,264	4.00	\$283,264	4.00	\$276,279	4.00	\$282,254	4.00
Information Technology Support	\$366,011	4.00	\$385,713	4.00	\$385,713	4.00	\$61,410	0.00	\$61,410	0.00
Personnel/Training	\$933,695	15.00	\$1,149,884	17.68	\$1,149,884	17.68	\$1,260,656	20.00	\$1,286,215	20.00
PIO/Community Services	\$500,074	3.00	\$536,893	4.00	\$536,893	4.00	\$497,875	3.34	\$501,980	3.34
Purchasing / MWBE Compliance	\$250,122	3.50	\$267,637	5.50	\$267,637	5.50	\$291,059	5.50	\$297,178	5.50
Vehicle/Equipment Maintenance	\$117,539	3.50	\$140,362	1.84	\$140,362	1.84	\$61,676	1.00	\$62,870	1.00
<b>TECHNICAL ASSISTANCE</b>										
Brownfields	\$134,367	1.00	\$95,898	1.34	\$95,898	1.34	\$0	0.00	\$0	0.00
Commercial/Multi-Family Recycling Ordinance	\$195,607	1.20	\$207,528	1.33	\$207,528	1.33	\$222,770	1.33	\$225,060	1.33

## Solid Waste Services-2001-02

Research and Development	\$131,801	2.30	\$207,286	2.33	\$207,286	2.33	\$161,309	2.00	\$163,753	2.00
Routing	\$168,270	3.00	\$256,222	3.66	\$256,222	3.66	\$201,692	3.00	\$205,357	3.00
Waste Reduction Assistance	\$164,963	3.50	\$193,019	3.00	\$193,019	3.00	\$194,005	3.00	\$197,681	3.00
<b>TRANSFERS &amp; OTHER REQUIREMENTS</b>										
Other Requirements	\$4,280,746	0.00	\$4,425,977	0.00	\$4,425,977	0.00	\$5,253,546	0.00	\$4,893,664	0.00
Transfers	\$6,520,106	0.00	\$9,607,593	0.00	\$9,612,162	0.00	\$4,940,526	0.00	\$4,940,526	0.00
<b>WASTE DIVERSION</b>										
Brush Processing Center	\$212,942	4.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
CESQG	\$30,870	0.75	\$70,636	1.00	\$70,636	1.00	\$87,437	1.00	\$89,012	1.00
Household Hazardous Waste	\$621,775	6.25	\$839,486	6.75	\$640,242	6.75	\$861,767	7.00	\$869,354	7.00
Landfill	\$1,015,054	9.50	\$660,048	9.25	\$470,000	9.25	\$677,420	8.50	\$686,128	8.50
Materials Recovery Facility	\$1,297,008	9.10	\$860,708	16.00	\$1,250,000	16.00	\$1,442,655	15.50	\$1,456,621	15.50
<b>Total</b>	<b>\$38,710,142</b>	<b>375.50</b>	<b>\$43,169,860</b>	<b>385.00</b>	<b>\$43,162,429</b>	<b>385.00</b>	<b>\$40,483,739</b>	<b>376.00</b>	<b>\$40,483,739</b>	<b>376.00</b>

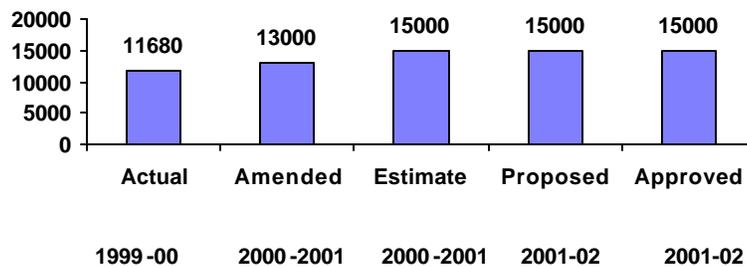
## Solid Waste Services-2001-02

**Program:** *CUSTOMER SERVICES*

**Program Objective:** The purpose of the Customer Service program is to provide services to SWS customers so that they receive accurate billing and a timely response to their requests.

**Program Results Measures:**

**Number of complaints**



Performance Measures:	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of complaints	11,680	13,000	15,000	15,000	15,000

### List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Service Order Center	\$608,911	13.00	\$578,347	12.00	\$578,347	12.00	\$605,387	12.33	\$617,876	12.33
<b>Total</b>	\$608,911	13.00	\$578,347	12.00	\$578,347	12.00	\$605,387	12.33	\$617,876	12.33

## Solid Waste Services-2001-02

**Activity:** Service Order Center

**Activity Code:** 6SVC

**Program Name:** CUSTOMER SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$19,812	\$0	\$0	\$0	\$0
Solid Waste Services Fund	\$589,099	\$578,347	\$578,347	\$605,387	\$617,876
<b>Total Requirements</b>	<b>\$608,911</b>	<b>\$578,347</b>	<b>\$578,347</b>	<b>\$605,387</b>	<b>\$617,876</b>
<b>Full-Time Equivalents</b>	<b>13.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.33</b>	<b>12.33</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Average wait (on-hold) time per service inquiry per complaint call	Efficiency	No Data	1	1	1	1
Program cost per customer per bill	Efficiency	\$0.18	\$0.17	\$0.17	\$0.19	\$0.19
Number of billing service orders	Output	2,701	3,200	1,000	3,200	3,200
Number of service orders received for processing	Output	40,941	25,000	40,000	40,000	40,000
Billing collection rate	Result	No Data	98%	98%	98%	98%
Number of complaints	Result	11,680	13,000	15,000	15,000	15,000
percent of billing adjustments completed prior to next bill cycle	Result	85%	88%	98%	90%	90%
percent of billing service orders accurately completed	Result	95%	95%	98%	95%	95%
percent of new customers billed for 1st month of service	Result	98%	98%	98%	98%	98%
percent of repeat service orders	Result	13%	7%	5%	7%	7%
percent of service orders processed accurately and on time	Result	95%	95%	95%	95%	95%

**Activity History and Description:** The Service Order Center "one-stop shop" concept was initiated in August 1993 with the implementation of the highly anticipated new Customer Information System (CIS). Customers may now call one number for assistance with utility and Solid Waste Services. The SWS Customer Service Division continues to process its customer calls, service orders, billing issues and dispatch duties. The consolidation of the utilities under the "one-stop" concept has yielded an improved level of service to the citizens of Austin.

**Activity Objective:** The purpose of the Service Order Center is to provide services to SWS customers so that they receive accurate billing and timely response to their requests.

## Solid Waste Services-2001-02

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**Activity:** *Service Order Center*

**Activity Code:** 6SVC

**Program Name:** *CUSTOMER SERVICES*

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**Services of the Activity:** Services that comprise the activity are service order center, dispatch and billing.

**Changes in Requirements and Performance Measures:** The Approved Budget includes increased expenditures of \$27,040 related to the reallocation of .33 FTE to the Call Center to handle increases in call volume relating to Code Compliance activities and an increase in proposed postage expenses of \$20,000 to support mailing program information to customers. This activity increases by \$12,489 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Anna Raya

512-974-1988

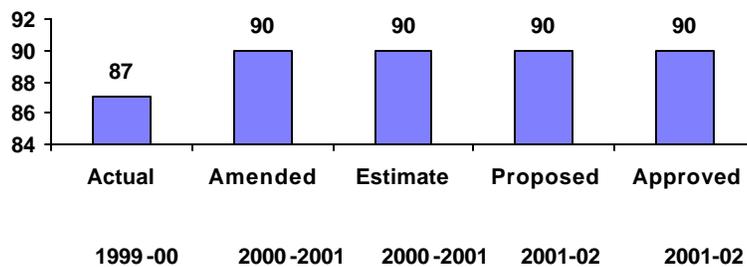
## Solid Waste Services-2001-02

### Program: **LITTER ABATEMENT**

**Program Objective:** The purpose of the Litter Abatement program is to provide a cleaner community for the citizens of Austin so they can enjoy an improved quality of life.

#### Program Results Measures:

##### Customer satisfaction with street cleaning



Performance Measures:	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Customer satisfaction with street cleaning	87%	90%	90%	90%	90%
Percent of dead animals collected within 24 hours of notification	98%	99.5%	99.5%	99.5%	99.5%
Reduction of litter accumulating on streets. (As measured by National Photo Metric Index)	NO DATA	NO DATA	NO DATA	75%	75%

### List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Code Compliance	\$0	0.00	\$799,788	15.00	\$799,788	15.00	\$1,057,162	17.20	\$1,076,362	17.20
Keep Austin Beautiful	\$106,226	2.32	\$202,449	3.32	\$202,449	3.32	\$226,426	3.32	\$231,217	3.32
Litter Control	\$1,073,180	19.00	\$1,461,815	17.90	\$1,461,815	17.90	\$1,386,628	18.95	\$1,402,069	18.95
Street Cleaning	\$1,540,613	23.00	\$1,541,527	20.90	\$1,541,527	20.90	\$1,657,171	21.70	\$1,678,859	21.70
<b>Total</b>	<b>\$2,720,019</b>	<b>44.32</b>	<b>\$4,005,579</b>	<b>57.12</b>	<b>\$4,005,579</b>	<b>57.12</b>	<b>\$4,327,387</b>	<b>61.17</b>	<b>\$4,388,507</b>	<b>61.17</b>

## Solid Waste Services-2001-02

**Activity:** Code Compliance

**Activity Code:** 4CCD

**Program Name:** LITTER ABATEMENT

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$63,635	\$63,635	\$0	\$0
Solid Waste Services Fund	\$0	\$736,153	\$736,153	\$1,057,162	\$1,076,362
<b>Total Requirements</b>	<b>\$0</b>	<b>\$799,788</b>	<b>\$799,788</b>	<b>\$1,057,162</b>	<b>\$1,076,362</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>15.00</b>	<b>15.00</b>	<b>17.20</b>	<b>17.20</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of Code Compliance Compliant/Requests Received	Demand	N/A	N/A	N/A	7,700	7,700
Average Code Compliance Vacant Lot Case Process Time (Days)	Efficiency	N/A	N/A	N/A	30 days	30 days
Cost per Code Compliance Case Processed	Efficiency	N/A	N/A	N/A	\$138.00	\$138.00
Cost per Code Compliance Field Investigation	Efficiency	N/A	N/A	N/A	\$46.00	\$46.00
Number of code Compliance Bills Mailed	Output	N/A	N/A	N/A	800	800
Number of Code Compliance Court Cases Filed	Output	N/A	N/A	N/A	100	100
Number of Code Compliance Field Investigations	Output	N/A	N/A	N/A	23,100	23,100
Number of Code Compliance Liens Filed	Output	N/A	N/A	N/A	560	560
Number of liens released	Output	186	N/A	N/A	N/A	N/A
Number of lots cleaned	Output	1,585	N/A	N/A	N/A	N/A
Number of notices sent	Output	1,159	N/A	N/A	N/A	N/A
Number Code Compliance of Bills Paid	Result	N/A	N/A	N/A	240	240
Number of Code Compliance Cases Abated by Contractor	Result	N/A	N/A	N/A	800	800
Number of Code Compliance Cases Processed	Result	N/A	N/A	N/A	7,770	7,770
Number of Code Compliance Liens Released	Result	N/A	N/A	N/A	200	200

## Solid Waste Services-2001-02

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**Activity:** Code Compliance

**Activity Code:** 4CCD

**Program Name:** LITTER ABATEMENT

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Percent of vacant lots cleaned by owner (FY2001: Number/Percent of vacant lots cleaned by owner)	Result	62%	N/A	N/A	N/A	N/A
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**Activity History and Description:** In FY2000-01, the City Council consolidated the handling of complaints related to high weeds, junk, litter and illegal dumping on vacant and occupied public and private properties within the Solid Waste Services Department to provide citizens with a more direct means of resolving Code Compliance issues.

**Activity Objective:** The purpose of Solid Waste Services Code Compliance is to address complaints/requests from the public and to proactively pursue compliance with City of Austin Codes regarding high weeds, junk and litter and dumping on vacant and occupied public and private properties.

**Services of the Activity:** Perform surveys of targeted neighborhoods, Respond to complaints/requests from citizens, Coordinate with other activities in Solid Waste Services, Coordinate with other agencies in the City and in other organizations.

**Changes in Requirements and Performance Measures:** This activity was transferred during FY 00-01 from the Health and Human Services Department in order to consolidate activities within one department. The Approved Budget includes \$321,000 in additional funding for Code Compliance activities, including two FTEs that have been reallocated from the Garbage Collection and Material Recycling Facility activities. Increased funding for contractals for vacant lot cleaning and additional postage expenses is included. This activity increases by \$19,200 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Steve Miller 512-707-5488

## Solid Waste Services-2001-02

**Activity:** *Keep Austin Beautiful*

**Activity Code:** 4KAB

**Program Name:** LITTER ABATEMENT

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$106,226	\$202,449	\$202,449	\$226,426	\$231,217
<b>Total Requirements</b>	<b>\$106,226</b>	<b>\$202,449</b>	<b>\$202,449</b>	<b>\$226,426</b>	<b>\$231,217</b>
<b>Full-Time Equivalents</b>	<b>2.32</b>	<b>3.32</b>	<b>3.32</b>	<b>3.32</b>	<b>3.32</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
The number of presentations requested	Demand	51	30	60	70	70
The number of requested cleanup events	Demand	400	400	400	420	420
Value per volunteer per hour per event, activity, ed., presentation, outreach, awareness campaign provided by KAB, which results in savings or cost avoidance--Citv	Efficiency	\$13.50	\$13.50	\$13.50	\$15.00	\$15.00
The number of activities, including education programs provided by KAB	Output	51	25	60	70	70
The number of cleanup events provided or supported by KAB	Output	400	400	400	420	420
Volunteer hours contributed to KAB activities	Output	33,000	New	50,000	75,000	75,000
Reduction of litter accumulating on streets. (As measured by National Photo Metric Index)	Result	NO DATA	NO DATA	NO DATA	75%	75%

**Activity History and Description:** Keep Austin Beautiful (KAB) was chartered as a non-profit organization in 1985. The City has funded a position and provided office space in order to support and solicit private sector participation in achieving the goals of the organization. KAB programs have resulted in Austin receiving over \$1 million in highway beautification funds and the donation of litter containers. KAB also coordinates the Clean Builder Program and the annual Austin Clean Sweep and other activities supporting litter reduction. A vigorous education program supports solid waste outreach and education in area schools and throughout the community.

**Activity Objective:** The purpose of the KAB activity is to reduce and prevent litter for the Austin community.

**Services of the Activity:** Services that comprise the activity are recruit and coordinate volunteers for cleanup projects, organize cleanups, develop and deliver communication and

## Solid Waste Services-2001-02

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**Activity:** *Keep Austin Beautiful*

**Activity Code:** *4KAB*

**Program Name:** *LITTER ABATEMENT*

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presentation campaigns, and administer and promote litter container program.

**Changes in Requirements and Performance Measures:**

Substantially the same. This activity increases by \$4,971 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Irene Guzman

512-974-3576

## Solid Waste Services-2001-02

**Activity:** Litter Control

**Activity Code:** 4LTC

**Program Name:** LITTER ABATEMENT

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$1,073,180	\$1,461,815	\$1,461,815	\$1,386,628	\$1,402,069
<b>Total Requirements</b>	<b>\$1,073,180</b>	<b>\$1,461,815</b>	<b>\$1,461,815</b>	<b>\$1,386,628</b>	<b>\$1,402,069</b>
<b>Full-Time Equivalents</b>	<b>19.00</b>	<b>17.90</b>	<b>17.90</b>	<b>18.95</b>	<b>18.95</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Tons of dead animals collected from COA rights-of-way and the animal shelter	Demand	220	220	220	220	220
Tons of litter collected	Demand	350	350	350	350	350
Cost per ton of dead animals collected	Efficiency	\$673	\$1,021	\$1,034	\$1,063	\$1,074
Cost per ton of litter collected	Efficiency	\$2,657	\$3,368	\$3,412	\$3,508	\$3,545
Miles of downtown sidewalks cleaned daily	Output	4.5	4.5	4.5	4.5	4.5
Number of cleanups of illegal dumpsites	Output	900	900	900	900	900
Tons of dead animals collected per FTE	Output	73	73	73	73	73
Tons of litter collected per FTE	Output	29	22	22	22	22
Number of complaints	Result	300	300	300	300	300
Number of justifiable complaints per 1000 households	Result	No Data	1.17%	1.17%	1.17%	1.17%
Percent of dead animals collected within 24 hours of notification	Result	98%	99.5%	99.5%	99.5%	99.5%

**Activity History and Description:** Litter Control is made up of separate but related services. Animal disposal, which is removal of dead animals from City-owned property, right-of-ways, and from the City's animal shelter and transportation to a landfill; nightly cleanup of sidewalks and emptying of public trash receptacles in the downtown district, including flushing streets, which is coordinated with street sweepers; and cleanup of illegal dumps on public right-of-ways, as needed. A fixed amount of funding, \$561,329, was transferred to the Parks and Recreation Department for litter pickup in City parks and greenbelts in 1997-98.

**Activity Objective:** The purpose of the Litter Control activity is to remove litter and dumped

## Solid Waste Services-2001-02

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**Activity:** *Litter Control*

**Activity Code:** *4LTC*

**Program Name:** *LITTER ABATEMENT*

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materials from public property for citizens of Austin so they can have a cleaner city.

**Services of the Activity:**

Services that comprise the activity are dead animal collection, litter collection, illegal dumping clean-up, and downtown litter collection.

**Changes in Requirements and Performance Measures:**

The Approved Budget includes increased personnel expenses of \$57,397 which includes funding for one additional FTE that was reallocated to the activity from the Pay-As-You-Throw program. Overall, the activity's total proposed expenditures are lower due to the elimination of \$135,000 one-time capital expenditures that were included in the FY2000-01 budget. This activity increases by \$15,441 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Melissa Prescott

512-974-1944

## Solid Waste Services-2001-02

**Activity:** Street Cleaning  
**Activity Code:** 4SCL  
**Program Name:** LITTER ABATEMENT

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$1,540,613	\$1,541,527	\$1,541,527	\$1,657,171	\$1,678,859
<b>Total Requirements</b>	<b>\$1,540,613</b>	<b>\$1,541,527</b>	<b>\$1,541,527</b>	<b>\$1,657,171</b>	<b>\$1,678,859</b>
<b>Full-Time Equivalents</b>	<b>23.00</b>	<b>20.90</b>	<b>20.90</b>	<b>21.70</b>	<b>21.70</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of anticipated sweeping cycles of boulevards	Demand	12	12	12	12	12
Number of anticipated sweeping cycles of curbed residential streets	Demand	7	6	6	6	6
Cost per residential curb-mile swept per year	Efficiency	\$40	\$46	\$46	\$50	\$50
Cost per residential street sweeping cycle	Efficiency	\$143,055	\$166,169	\$166,169	\$179,527	\$181,876
Annual frequency of sweeping residential streets	Output	7	6	6	6	6
Tons of material removed from roadways per cycle	Output	968	1400	1400	1500	1500
Customer satisfaction with street cleaning	Result	87%	90%	90%	90%	90%
Number of justifiable complaints per 1000 households	Result	0.93	0.68	0.68	0.68	0.68
Total number of complaints	Result	262	175	175	175	175

**Activity History and Description:** The City's street sweeping program removes debris and contaminants from the downtown district daily, boulevards monthly and residential neighborhoods six times per year. This is accomplished by sweeping the concrete gutters along roadways and transporting the accumulated debris ultimately to a sanitary landfill for disposal. Sweeping streets diverts environmental pollution from creeks and drainage ways. This program is accomplished using skilled operators and specialized heavy equipment.

**Activity Objective:** The purpose of the Street Cleaning activity is to provide street cleaning services to the citizens of Austin so they can enjoy cleaner streets and improved water quality.

**Services of the Activity:** Street sweeping.

**Changes in Requirements and Performance Measures:** The Approved Budget includes personnel expenses of \$50,400, which includes funding an additional 0.80 FTE that was reallocated from the Pay-As-

## Solid Waste Services-2001-02

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**Activity:** *Street Cleaning*

**Activity Code:** 4SCL

**Program Name:** LITTER ABATEMENT

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You-Throw program. This activity increases by \$21,688 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Melissa Prescott

512-974-1944

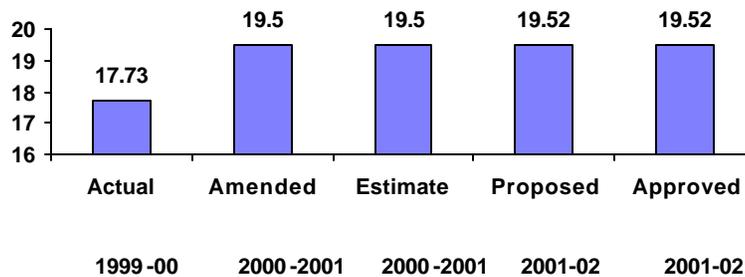
## Solid Waste Services-2001-02

### Program: *PAY AS YOU THROW*

**Program Objective:** The purpose of the Pay-As-You-Throw program is to provide diversion incentives and waste collection services to SWS Customers, so they can have their waste removed and control their expenses.

#### Program Results Measures:

##### Percent of waste stream diverted from the landfill.



Performance Measures:	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of complaints	1,162	1,000	1,000	1,000	1,000
Number of justifiable complaints per 1000 households-residential garbage collection	2.48	2.48	2.48	2.35	2.35
percent of waste stream diverted from landfills	11.00%	11.21%	11.62%	11.78%	11.78%
Percent of waste stream diverted from the landfill.	17.73%	19.5%	19.5%	19.52%	19.52%

### List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Brush / Bulk Collection	\$1,588,252	26.00	\$1,723,816	26.80	\$1,723,816	26.80	\$1,814,493	28.15	\$1,839,410	28.15
Garbage Collection	\$9,479,800	112.55	\$9,849,671	107.32	\$9,849,671	107.32	\$9,800,253	103.50	\$9,888,141	103.50
Recycling Collection	\$3,672,042	55.10	\$3,431,486	57.00	\$3,431,486	57.00	\$3,744,798	57.10	\$3,790,833	57.10
Yard Trimmings Collection	\$1,679,011	33.50	\$2,032,394	33.40	\$2,032,394	33.40	\$2,061,001	29.90	\$2,085,878	29.90
<b>Total</b>	<b>\$16,419,105</b>	<b>227.15</b>	<b>\$17,037,367</b>	<b>224.52</b>	<b>\$17,037,367</b>	<b>224.52</b>	<b>17,420,545</b>	<b>218.65</b>	<b>17,604,262</b>	<b>218.65</b>

## Solid Waste Services-2001-02

**Activity:** *Brush / Bulk Collection*

**Activity Code:** *2BBC*

**Program Name:** *PAY AS YOU THROW*

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$1,588,252	\$1,723,816	\$1,723,816	\$1,814,493	\$1,839,410
<b>Total Requirements</b>	<b>\$1,588,252</b>	<b>\$1,723,816</b>	<b>\$1,723,816</b>	<b>\$1,814,493</b>	<b>\$1,839,410</b>
<b>Full-Time Equivalents</b>	<b>26.00</b>	<b>26.80</b>	<b>26.80</b>	<b>28.15</b>	<b>28.15</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Average cost per brush set out	Efficiency	\$34.08	\$31.05	\$31.05	\$22.49	\$22.82
Average cost per bulk set out	Efficiency	\$25.96	\$32.32	\$32.32	\$25.62	\$25.95
Cost per ton of brush collected	Efficiency	\$319	\$285	\$285	\$258	\$261
Cost per ton of bulk items collected	Efficiency	\$247	\$177	\$177	\$162	\$164
Total tons of brush collected	Output	2081	1,850	1,850	2,600	2,600
Total tons of bulk collected	Output	4472	6,750	6,750	7,050	7050
Number of complaints	Result	1,162	1,000	1,000	1,000	1,000
Number of justifiable complaints per 1000 households	Result	3.33	3.90	3.90	3.90	3.90

**Activity History and Description:** The twice-per-year brush pickup service and twice-per-year bulk pickup service collect brush and large items that are not handled by the normal trash collection for the City's residential customers. These services were introduced in the Pay-As-You-Throw pilot program in 1991 and officially implemented in 1993. These services are now accomplished by using skilled operators and specialized equipment.

**Activity Objective:** The purpose of the Brush and Bulky Collection activity is to provide brush and bulky collection services to Solid Waste Services customers so that they have a convenient and cost effective way to dispose of items too large for garbage and recycling collection.

**Services of the Activity:** Services that comprise the activity are brush collection, bulky collection, and on-call collection.

**Changes in Requirements and Performance Measures:** The Approved Budget includes additional \$102,633 in funding to reallocate 2.0 FTEs from Garbage Collection and 1.0 FTE from the Yard Trimmings activity to create a new brush crew. With the additional crew, the frequency of brush collection will be increased from once every ten months to once each six months. The increase in FTEs for the new brush collection crew is partially offset by the reallocation of 1.75 supervisory FTEs to the Garbage Collection, Litter Control, and Street Cleaning activities. The Approved Budget also

## Solid Waste Services-2001-02

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**Activity:** *Brush / Bulk Collection*

**Activity Code:** *2BBC*

**Program Name:** *PAY AS YOU THROW*

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includes a change in the allocation of an administrative position which will increase the number of FTEs assigned to this activity by 0.10 FTEs.

Overall, the activity's total expenditures will increase by \$90,677, which includes increased personnel expenses of \$42,201, increased printing expenses of \$40,000 to fund the cost of the increased quantity of customer collection schedule notices that will be needed as the collection frequency increases, and \$8,476 in supplies and other consumables for the new brush collection crew. This activity increases by \$24,917 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Melissa Prescott

512-974-1944

## Solid Waste Services-2001-02

**Activity:** Garbage Collection

**Activity Code:** 2GCL

**Program Name:** PAY AS YOU THROW

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$344	\$0	\$0	\$0	\$0
Solid Waste Services Fund	\$9,479,456	\$9,849,671	\$9,849,671	\$9,800,253	\$9,888,141
<b>Total Requirements</b>	<b>\$9,479,800</b>	<b>\$9,849,671</b>	<b>\$9,849,671</b>	<b>\$9,800,253</b>	<b>\$9,888,141</b>
<b>Full-Time Equivalents</b>	<b>112.55</b>	<b>107.32</b>	<b>107.32</b>	<b>103.50</b>	<b>103.50</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Average equivalent garbage FTEs per pay period	Demand	144.89	New	111.13	110.49	110.49
Number of customer requests for waste audits	Demand	No Data	No Data	No Data	5	5
Administrative cost per sticker sold for excess garbage collection	Efficiency	\$0.32	\$0.32	\$0.32	\$0.32	\$0.32
Cost per contracted commercial customer-direct	Efficiency	\$1,058.66	\$1,058.66	\$1,058.66	\$1,058.66	\$1,058.66
Cost per contracted residential customer garbage collection (includes Garbage, Recycling, Yard Trimmings, & Disposal)	Efficiency	\$82.92	\$82.92	\$82.92	\$82.92	\$82.92
Cost per household-direct-residential garbage collection	Efficiency	\$62.27	\$63.18	\$63.44	\$62.02	\$62.61
Cost per ton-commercial-garbage collection	Efficiency	\$109.93	\$112.04	\$112.04	\$131.50	\$131.50
Cost per ton-residential-garbage collection	Efficiency	\$75.27	\$73.27	\$73.27	\$79.15	\$79.69
Pounds of garbage per household per week	Efficiency	32.33	32.50	32.50	31.00	31.00
Tons collected per employee per hour for residential garbage collection	Efficiency	0.69	0.70	0.70	0.85	0.85
Gross revenue collected for un-stickered garbage collection	Output	\$0	\$100,000	\$50,000	\$100,000	\$100,000
Number of cart or bin actions completed	Output	30,541	30,030	30,030	30,000	30,000
Number of City facilities served	Output	60	60	60	60	60
Number of commercial customers	Output	2428	2720	2720	2720	2720

## Solid Waste Services-2001-02

**Activity:** *Garbage Collection*

**Activity Code:** 2GCL

**Program Name:** PAY AS YOU THROW

Number of contracted commercial customers	Output	292	292	292	292	292
Number of contracted residential customers	Output	2155	2,155	2,155	2,155	2,155
Number of residential customers	Output	138,421	141,015	141,015	144,806	144,806
Number of stickers sold to retailers	Output	177650	161,500	161,500	161,500	161,500
Total tons collected	Output	112,738	117,324	117,324	114,977	114,977
Average days outstanding for sticker sales transactions	Result	25	25	25	25	25
Continued availability of stickers according to number of out of stock complaints	Result	8	10	10	10	10
New small commercial customers added per loss for commercial garbage collection	Result	(212)	0	0	0	0
Number of complaints for residential garbage collection	Result	4775	4200	4200	4000	4000
Number of justifiable complaints per 1000 households-residential garbage collection	Result	2.48	2.48	2.48	2.35	2.35
Percent change in revenue	Result	.0004%	2.2%	2.2%	2.6%	2.6%
Percent of carts delivered by 1st service day of work order	Result	99.85%	95%	95%	100%	100%
Percent of grocery store requests for extra garbage stickers met within 2 days	Result	100%	100%	100%	100%	100%

**Activity History and Description:** All residential customers receive garbage collection through a service named Pay-As-You-Throw (PAYT). PAYT maximizes diversion of solid waste by providing once-per-week yard waste, once-per-week recycling, and once-per-week garbage services. The pilot for PAYT was tested from August 1991 to October 1992. Service implementation began with Phase I in August 1993, Phase II in June 1994, Phase III A in November 1995 and Phase III B in June 1996. All customers have converted to PAYT. The City Council adopted residential variable rates in July 1997. Residents now pay fees calculated according to the size and number of carts.

**Activity Objective:** The purpose of the Garbage Collection activity is to provide a system of collecting garbage that utilizes diversion incentives for SWS Customers so that they can have a reliable and efficient system for disposing of their residential waste and diverts.

**Services of the Activity:** Services that comprise the activity are residential garbage collection, commercial garbage collection, in-house garbage collection, cart maintenance, excess garbage collection, and contracted services (disposal, collection).

**Changes in Requirements and Performance Measures:** The Approved Budget includes a reallocation of 3.82 FTEs to the Recycling Collection, Yard Trimmings Collection, and Support Services activities for a reduction of \$194,589. This is partially offset by an increase of \$132,495 in budgeted Holiday Pay. This activity increases by \$84,751 over the Proposed

## Solid Waste Services-2001-02

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**Activity:** *Garbage Collection*

**Activity Code:** *2GCL*

**Program Name:** *PAY AS YOU THROW*

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Budget due to the distribution of pay for performance.

**Responsible Employee:**

Vidal Maldonado

512-462-4312

## Solid Waste Services-2001-02

**Activity:** Recycling Collection

**Activity Code:** 2RCY

**Program Name:** PAY AS YOU THROW

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$3,672,042	\$3,431,486	\$3,431,486	\$3,744,798	\$3,790,833
<b>Total Requirements</b>	<b>\$3,672,042</b>	<b>\$3,431,486</b>	<b>\$3,431,486</b>	<b>\$3,744,798</b>	<b>\$3,790,833</b>
<b>Full-Time Equivalents</b>	<b>55.10</b>	<b>57.00</b>	<b>57.00</b>	<b>57.10</b>	<b>57.10</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Direct cost per household to collect recycling materials	Efficiency	\$25.06	\$23.28	\$23.28	\$24.89	\$25.10
Direct cost per site to collect recycling materials-in house	Efficiency	\$605.57	\$394.03	\$394.03	\$429.69	\$435.65
Direct cost per ton to collect recycling materials	Efficiency	\$104.88	\$96.75	\$96.75	\$101.77	\$102.60
Direct cost per ton to collect recycling materials-in house	Efficiency	\$326.42	\$157.61	\$157.61	\$171.87	\$174.26
Average pounds of recycled materials collected per household per week	Output	8.39	9.40	9.42	9.55	9.55
Gross tonnage of recyclables collected	Output	32547	34,000	34,000	35,420	35,420
Gross tonnage of recyclables collected-in house	Output	792	900	900	900	900
Landfill fees avoided	Output	\$476,621	\$499,460	\$525,926	\$547,894	\$547,894
Number of residential customers served	Output	138,421	141,303	141,015	144,806	144,806
Landfill fees avoided-in house	Result	\$11,652	\$13,221	\$13,922	\$13,922	\$13,922
Number of complaints	Result	3,568	2,906	2,906	2,906	2,906
Number of justifiable complaints per 1000 households	Result	25.01	20.57	20.57	20.57	20.57
Percent of COA offices utilizing recycling services-in house	Result	85%	85%	85%	85%	85%
Percent of waste stream diverted from the landfill.	Result	17.73%	19.5%	19.5%	19.52%	19.52%

**Activity History and Description:** The recycling pilot program began in 1982, which led to the City-wide implementation in 1989. The original materials collected were newspaper, cardboard, tin, aluminum, glass, and magazines were added in the fall of 1993. Plastic milk jugs and soda bottles were added in the winter of 1994.

## Solid Waste Services-2001-02

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**Activity:** *Recycling Collection*

**Activity Code:** 2RCY

**Program Name:** PAY AS YOU THROW

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Additional materials were diverted by increasing the types of materials in the recycling stream. Junk mail and additional plastics were added in 1996. In 1996-97, five FTEs, three from Residential Collection and two from Commercial Collection, were moved to recycling operations to absorb the increase in materials caused by the additional materials and the expansion of recycling to 1,700 commercial customers. In 1997-98, an additional six FTE's, two from Landfill Operations, two from Commercial Collection, and one from Anti-litter were moved to recycling operations. In addition, the program experienced an 11% increase in February of 1997 when the extra garbage stickers were introduced.

**Activity Objective:** The purpose of the Recycling Collection activity is to provide recycling services to the community in order to divert waste from landfills. The State of Texas has adopted a goal of a 50% diversion rate.

**Services of the Activity:** Services that comprise the activity are residential recycling collection, commercial recycling collection, and in-house recycling collection.

**Changes in Requirements and Performance Measures:** The Approved Budget includes increased expenditures of \$313,311 due mainly to increases for fleet maintenance of \$282,834 and funding for 1.1 FTEs reallocated from Garbage Collection- 0.30 FTE, Yard Trimmings Collection-0.55 FTE, and from Support Services-0.25 FTE. This activity increases by \$46,035 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Vidal Maldonado

512-462-4312

## Solid Waste Services-2001-02

**Activity:** Yard Trimmings Collection

**Activity Code:** 2YTC

**Program Name:** PAY AS YOU THROW

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$1,679,011	\$2,032,394	\$2,032,394	\$2,061,001	\$2,085,878
<b>Total Requirements</b>	<b>\$1,679,011</b>	<b>\$2,032,394</b>	<b>\$2,032,394</b>	<b>\$2,061,001</b>	<b>\$2,085,878</b>
<b>Full-Time Equivalents</b>	<b>33.50</b>	<b>33.40</b>	<b>33.40</b>	<b>29.90</b>	<b>29.90</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Average pounds of yard trimmings collected per week per household	Demand	4.64	New	5.18	5.10	5.10
Cost per ton of yard trimmings collected	Efficiency	\$100.21	\$106.97	\$106.97	\$109.47	\$110.27
Direct cost per household to collect yard trimmings	Efficiency	\$12.13	New	\$14.41	\$14.30	\$14.40
Number of customers	Output	138,421	141,015	141,015	144,806	144,806
Total tons of yard trimmings collected	Output	16,686	19,000	19,000	18,916	18,916
Number of complaints	Result	2,563	2,200	2,200	2,200	2,200
Number of justifiable complaints per 1000 households	Result	N/A	16.15	16.15	16.15	16.15
percent of waste stream diverted from landfills	Result	11.00%	11.21%	11.62%	11.78%	11.78%

**Activity History and Description:** This activity was previously a part of the Garbage Collection Activity. During FY 1997-98 the two programs were reorganized into separate units. As a result of this reorganization, the service day for all Yard Trimmings Collection customers was moved from Monday to their regular Garbage and Recycling service day.

**Activity Objective:** The purpose of the Yard Trimmings Collection activity is to provide SWS residential customers a weekly opportunity to dispose of grass clippings, leaves, and small branches from typical residential lawn care, at the curb.

**Services of the Activity:** City Council Comprehensive Recycling Resolution of 1990. The State of Texas has adopted a goal of a 50% diversion rate.

**Changes in Requirements and Performance Measures:** The Approved Budget includes a net reduction of 3.50 FTEs due to the reallocation of 1.0 FTE to the Brush Collection activity, 1.0 FTE to Code Compliance, 0.55 FTEs to the Recycling Collection, 0.5 FTE to the Litter Control activity, 0.5 FTE to the Street Cleaning activity, and the elimination of a 0.20 management position. These reductions in the number of Yard Trimming FTEs are partially offset by the reallocation of a 0.20 FTE from

## Solid Waste Services-2001-02

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**Activity:** *Yard Trimmings Collection*

**Activity Code:** 2YTC

**Program Name:** *PAY AS YOU THROW*

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Garbage Collection and a 0.05 FTE from Support Services. This activity increases by \$24,877 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Vidal Maldonado

512-462-4312

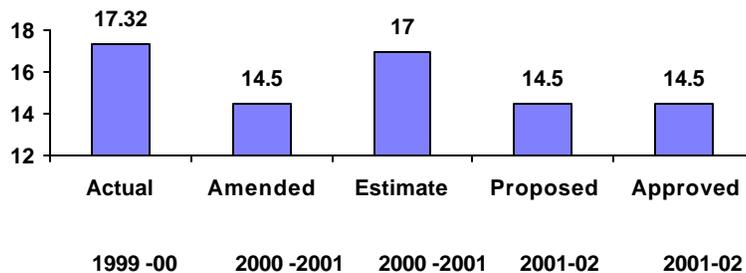
## Solid Waste Services-2001-02

### Program: SUPPORT SERVICES

**Program Objective:** The purpose of the Support Services program is to provide operational support to the department so they have the necessary tools to perform their jobs.

#### Program Results Measures:

##### Employee turnover rate



#### Performance Measures:

	1999 -00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Employee turnover rate	17.32%	14.5%	17%	14.5%	14.5%
Information technology support costs per workstation	\$2,019.49	\$2,142.85	\$2,142.85	N/A	N/A
Lost time injury rate per 100	14.24	12.5	12.5	12.5	12.5
Percent average daily out of service	10.69%	10.90%	10.90%	10.00%	10.00%
Percent of information technology problems resolved at time of call	65%	65%	65%	N/A	N/A
Percent of under \$5,000 competitive procurement awards to certified M/WBE vendors	36.08% MBE, 18.05% WBE	25% MBE10% WBE	29.92% MBE10.62% WBE	25% MBE10% WBE	25% MBE10% WBE
Percent variance of CYEs to actual expenditures	3.4%	2%	Q1:2% Q2:2% Q3:1%	Q1:2% Q2:2% Q3:1%	Q1:2% Q2:2% Q3:1%
Percent variance of CYEs to actual revenue	0.89%	2%	Q1:2% Q2:2% Q3:1%	Q1:2% Q2:2% Q3:1%	Q1:2% Q2:2% Q3:1%
Turnaround time for accounts payable within the Department	38	25	31	25	25

## Solid Waste Services-2001-02

**Program: SUPPORT SERVICES**

### List of Activities (Includes all Funding Sources)

Activity Name	1999 -00 Actual	1999 -00 FTE	2000 -2001 Amende	2000 -2001 FTE	2000 -2001 Estimate	2000 -2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Administration and Management	\$1,256,511	14.25	\$684,442	7.00	\$672,442	7.00	\$792,173	6.00	\$804,557	6.00
Facility Expenses	\$614,963	2.68	\$739,606	2.68	\$739,606	2.68	\$846,165	2.68	\$849,474	2.68
Financial Monitoring / Budgeting	\$169,839	4.50	\$283,264	4.00	\$283,264	4.00	\$276,279	4.00	\$282,254	4.00
Information Technology Support	\$366,011	4.00	\$385,713	4.00	\$385,713	4.00	\$61,410	0.00	\$61,410	0.00
Personnel/Training	\$943,695	15.00	\$1,149,884	17.68	\$1,149,884	17.68	\$1,260,656	20.00	\$1,286,215	20.00
PIO/Community Services	\$500,074	3.00	\$536,893	4.00	\$536,893	4.00	\$497,875	3.34	\$501,980	3.34
Purchasing / M/WBE Compliance	\$250,122	3.50	\$267,637	5.50	\$267,637	5.50	\$291,059	5.50	\$297,178	5.50
Vehicle/Equipment Maintenance	\$117,539	3.50	\$140,362	1.84	\$140,362	1.84	\$61,676	1.00	\$62,870	1.00
<b>Total</b>	\$4,218,754	50.43	\$4,187,801	46.70	\$4,175,801	46.70	\$4,087,293	42.52	\$4,145,938	42.52

## Solid Waste Services-2001-02

**Activity:** Administration and Management

**Activity Code:** 9ADM

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$1,256,511	\$684,442	\$672,442	\$792,173	\$804,557
<b>Total Requirements</b>	<b>\$1,256,511</b>	<b>\$684,442</b>	<b>\$672,442</b>	<b>\$792,173</b>	<b>\$804,557</b>
<b>Full-Time Equivalents</b>	<b>14.25</b>	<b>7.00</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Cost per total department budget	Efficiency	\$0.032	\$0.016	\$0.016	\$0.019	\$0.020
Number of grievances and appeals per 100 employees	Output	.30	1	.27	.27	.27
Sick leave hours used per 1,000 hours (does not include termination benefits)	Output	39.32	37	41.65	37	37
Total department budget	Output	\$38,710,142	\$43,169,860	\$43,162,469	\$40,462,699	\$40,462,699
Employee turnover rate	Result	17.32%	14.5%	17%	14.5%	14.5%
Percent of CAFs submitted within deadline	Result	95.2%	95%	95%	95%	95%

**Activity History and Description:** The General Administration activity will provide the leadership, planning and support necessary to achieve the goals and objectives of the Solid Waste Services Department. This activity tracks the cost of general administrative expenses which do not appropriately belong in any other administration activity or for which costs cannot be accurately distributed.

**Activity Objective:** The purpose of the Administration and Management activity is to provide administrative and managerial support to the department in order to produce more effective services.

**Services of the Activity:** Services that comprise the activity are staff meetings, develop business plans, develop performance measures, secretarial/clerical support, office of director, council meetings, requests for information, managing, policy development, and supervising.

**Changes in Requirements and Performance Measures:** The Approved Budget includes a total of 1.0 FTE reduction due to the reallocation of 1.6 FTEs from the Pay-As-You-Throw program and 0.40 FTEs from the Litter Abatement program, offset by the reallocation of 1.0 FTE to Customer Services, 1.0 FTE to the Keep Austin Beautiful activity, and 1.0 FTE to the Personnel and Training activity.

The Approved Budget includes increased expenditures of \$107,731 of which \$48,600 is to fund 1/2 of a position for the Law Department to dedicate an

## Solid Waste Services-2001-02

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**Activity:** *Administration and Management*

**Activity Code:** 9ADM

**Program Name:** SUPPORT SERVICES

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attorney to SWS issues, \$20,000 to fund a safety incentive program, \$23,505 for increased salaries and benefits associated with previously vacant positions that were filled at salary levels above the entry rates that had been budgeted, and \$32,713 to fund the increased cost of radio communication towers, offset by reductions in travel, training, and interest expense totaling \$17,087. This activity increases by \$12,384 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Georgi Brooks-Newton

512-974-1932

## Solid Waste Services-2001-02

**Activity:** Facility Expenses

**Activity Code:** 9FAC

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$614,963	\$739,606	\$739,606	\$846,165	\$849,474
<b>Total Requirements</b>	<b>\$614,963</b>	<b>\$739,606</b>	<b>\$739,606</b>	<b>\$846,165</b>	<b>\$849,474</b>
<b>Full-Time Equivalents</b>	<b>2.68</b>	<b>2.68</b>	<b>2.68</b>	<b>2.68</b>	<b>2.68</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of calls which are emergency	Demand	n/a	n/a	n/a	2%	2%
Custodial cost per square foot by City personnel	Efficiency	\$1.70	\$1.92	\$1.92	\$2.71	\$2.71
Custodial cost per square foot by contract	Efficiency	\$0	\$0	\$0	\$0	\$0
Facility expense per FTE	Efficiency	\$1,638	\$1,921	\$1,921	\$2,250	\$2,250
Facility expense per square foot (exclude security and custodial)	Efficiency	\$9.02	\$9.05	\$9.05	\$11.03	\$11.03
Number of emergency calls	Output	0	2	2	2	2
Total square feet of facilities	Output	57,252	76,892	76,892	61,552	61,552
Overtime as a percent of total salary costs	Result	0%	0%	1%	1%	1%

**Activity History and Description:** Infrastructure Support Services (ISS) was established to support five city departments: Public Works; Watershed Protection & Development Review; Transportation, Planning, and Sustainability; Redevelopment Services; and Neighborhood Planning and Zoning.

In 1994, at the request of the City Council and neighborhood associations, the administration, recycling and garbage collection services relocated to the site of the new Austin airport (ABIA). Solid Waste Services will lease approximately 34,000 sq. ft. in FY 2000-2001.

**Activity Objective:** The purpose of the Facility Expenses activity is to provide maintenance, custodial and security of all facilities (excluding treatment and generation plants, tennis courts, park shelters/restrooms/parkland, golf courses, swimming pools) for the department to ensure an operational, clean and safe facility.

**Services of the Activity:** Services that comprise the activity are utility and telephone expense, leases, pagers and cellular phones, minor building repairs and maintenance, grounds maintenance, pest control, facility custodial, and security.

## Solid Waste Services-2001-02

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**Activity:** *Facility Expenses*

**Activity Code:** *9FAC*

**Program Name:** *SUPPORT SERVICES*

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**Changes in Requirements and  
Performance Measures:**

The Approved Budget is increased by \$106,559 to fund increased expenditures for utilities, grounds maintenance, and janitorial services. A new service center will be opened at 4108 Todd Lane, and Administration will be moving into the leased space with the Code Compliance activity at 2100 E. St. Elmo. The current Aviation Department lease for administrative space will be discontinued. This activity increases by \$3,309 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Minnette Mascorro

512-397-3618

## Solid Waste Services-2001-02

**Activity:** Financial Monitoring / Budgeting

**Activity Code:** 9BUD

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$169,839	\$283,264	\$283,264	\$276,279	\$282,254
<b>Total Requirements</b>	<b>\$169,839</b>	<b>\$283,264</b>	<b>\$283,264</b>	<b>\$276,279</b>	<b>\$282,254</b>
<b>Full-Time Equivalents</b>	<b>4.50</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Cost per department budget	Efficiency	.004	.007	.007	.007	.007
Total department budget per dollar of financial monitoring expense	Efficiency	\$229.45	\$142.58	\$142.58	n/a	n/a
Total financial monitoring expense	Output	\$169,846	\$275,751	\$275,751	\$276,279	\$276,279
Percent of reporting deadlines met	Result	66%	100%	100%	100%	100%
Percent variance of CYEs to actual expenditures	Result	3.4%	2%	Q1:2% Q2:2% Q3:1%	Q1:2% Q2:2% Q3:1%	Q1:2% Q2:2% Q3:1%
Percent variance of CYEs to actual revenue	Result	0.89%	2%	Q1:2% Q2:2% Q3:1%	Q1:2% Q2:2% Q3:1%	Q1:2% Q2:2% Q3:1%

**Activity History and Description:** Solid Waste Services became an enterprise fund in fiscal year 1980-81 with an operating budget of \$6.5 million and revenues of \$7.0 million. This activity prepares budgets, financial forecasts, including revenue and rate requirements, Capital Improvement Plan documents, debt financing proposals, and monthly and quarterly financial performance reports. This activity also reviews, analyzes, and recommends requests for Council action on budget amendments, grants, and interlocal agreements.

**Activity Objective:** The purpose of the Financial Monitoring/Budgeting activity is to produce financial and budgetary information and reports for the department to ensure appropriate allocation, utilization and control of City resources in compliance with City and other financial policies.

**Services of the Activity:** Services that comprise the activity are general accounting, billing, revenue recovery, internal controls, operating budget development and monitoring, CIP budget and spending plan development, Five-Year forecast, and financial performance reports.

**Changes in Requirements and Performance Measures:** Substantially the same. This activity increases by \$5,975 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Rusty Cobern

512-974-3595



## Solid Waste Services-2001-02

**Activity:** Information Technology Support

**Activity Code:** 9CPU

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$366,011	\$385,713	\$385,713	\$61,410	\$61,410
<b>Total Requirements</b>	<b>\$366,011</b>	<b>\$385,713</b>	<b>\$385,713</b>	<b>\$61,410</b>	<b>\$61,410</b>
<b>Full-Time Equivalents</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Information technology support costs per workstation	Efficiency	\$2,019.49	\$2,142.85	\$2,142.85	N/A	N/A
Total number of workstations supported	Output	175	180	180	180	180
Percent of information technology problems resolved at time of call	Result	65%	65%	65%	N/A	N/A

**Activity History and Description:** Solid Waste Services established the System Services section in FY 1996-1997 in order to provide computer, network and telecommunications resources and services that support the department's business operations. During FY2000-01, SWS transferred its day-to-day management of this activity to the Information Svstems Department.

**Activity Objective:** The purpose of Information Technology Support is to provide network interconnectivity, computer hardware and software support and information technology planning for the department to produce and communicate information.

**Services of the Activity:** Services that comprise the activity are telecommunication infrastructure planning and administration, telecommunication management, computer hardware and software support, and technology planning services to Solid Waste Services employees so that they are equipped with reliable tools which enable them to perform their jobs efficiently and effectively.

**Changes in Requirements and Performance Measures:** The Approved Budget includes reductions to expenditures totaling \$324,303. \$217,275 is due to the transfer of 3.0 FTEs from this activity to the Information Services Department, the elimination of \$24,200 in one-time capital expenditures. and \$82.828 in the elimination of a vacant management position.

**Responsible Employee:** Rusty Cobern 512-974-3595

## Solid Waste Services-2001-02

**Activity:** Personnel/Training

**Activity Code:** 9TRN

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$10,000	\$0	\$0	\$0	\$0
Solid Waste Services Fund	\$933,695	\$1,149,884	\$1,149,884	\$1,260,656	\$1,286,215
<b>Total Requirements</b>	<b>\$943,695</b>	<b>\$1,149,884</b>	<b>\$1,149,884</b>	<b>\$1,260,656</b>	<b>\$1,286,215</b>
<b>Full-Time Equivalents</b>	<b>15.00</b>	<b>17.68</b>	<b>17.68</b>	<b>20.00</b>	<b>20.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Personnel training cost per FTE	Efficiency	\$2,484	\$3,108	\$2,987	\$3,121	\$3,421
Training cost per FTE	Efficiency	\$222	\$257	\$257	\$161	\$176
Number of employee injuries	Output	203	175	175	175	175
Total cost of personnel administration	Output	\$860,282	\$1,051,000	\$1,051,000	\$1,200,423	\$1,286,215
Total training cost	Output	\$83,413	\$98,884	\$98,884	\$60,435	\$60,435
Lost time injury rate per 100	Result	14.24	12.5	12.5	12.5	12.5
Payroll error rate	Result	0.26%	<1%	<1%	<1%	<1%
Percent of checks issued as automated checks	Result	n/a	n/a	n/a	98%	98%
Percent of resignations leaving the City that complete exit interview	Result	36.4%	92%	40%	92%	92%
Personnel Action Form (PAF) error rate	Result	4.86%	8.5%	4%	8.5%	8.5%

**Activity History and Description:** The administration of personnel related issues is conducted by the Human Resources Section of the department. The main focus of the section is to promote continuity and cooperation among the department's divisions and sections. Human Resources is charged with managing, developing and establishing programs and activities such as Americans With Disabilities, Alcohol and Drug Testing, Automation, Equal Opportunity Employment, Affirmative Action, employee relations, employee communications, records management, training and development, appraisals, labor relations, benefits, compensation, workers' compensation, reward and recognition, time keeping procedures, payroll management, and staff support for the management team.

**Activity Objective:** The purpose of the personnel and training activity is to provide administration of pay and benefits, City and Department human resource policies and procedures to SWS employees in order to compensate them accordingly and

## Solid Waste Services-2001-02

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**Activity:** *Personnel/Training*

**Activity Code:** *9TRN*

**Program Name:** *SUPPORT SERVICES*

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provide accurate information regarding human resources services.

**Services of the Activity:**

Services that comprise the activity are benefits, compensation, employee relations, employment services, and organizational development.

**Changes in Requirements and Performance Measures:**

The Approved Budget includes a net increase in funding of \$110,772, of which, \$127,842 is associated with additional personnel expenditures relating to the reallocation of 2.32 FTEs. The net increase in FTEs is the result of the reallocation of 1.0 FTE from General Administration, 0.33 from Routing, 2.0 FTEs from Customer Service, 0.76 FTEs from Pay-As-You-Throw, and 0.17 FTEs from Vehicle/Equipment Maintenance, offset by reallocations of a 0.60 FTE to Litter Abatement and a 0.34 FTE to Facility Maintenance. One vacant supervisory position is also proposed to be eliminated. The increases in funding are partially offset by reductions totalling \$17,070 due to reductions in travel, training, and employee supplies. This activity increases by \$25,559 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Georgi Brooks-Newton

512-974-1932

## Solid Waste Services-2001-02

**Activity:** PIO/Community Services

**Activity Code:** 9SVC

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$500,074	\$536,893	\$536,893	\$497,875	\$501,980
<b>Total Requirements</b>	<b>\$500,074</b>	<b>\$536,893</b>	<b>\$536,893</b>	<b>\$497,875</b>	<b>\$501,980</b>
<b>Full-Time Equivalents</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>3.34</b>	<b>3.34</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of media contacts	Demand	123	110	110	110	110
Cost per value of department-initiated media coverage	Efficiency	\$77,550	\$65,000	\$65,000	\$65,000	\$65,000
Number of media calls per requests responded to	Output	123	110	110	110	110
Percent of media calls per request responded to within 15 minutes	Result	100%	100%	100%	100%	100%

**Activity History and Description:** Solid Waste Services Public Information activity plans, develops and implements strategies designed to inform our customers about our services and to influence these customers to adopt behavior that will meet Solid Waste Services and the City's goals. Community Education accomplishes its goals through outreach activities including exhibits, school programs, and neighborhood meetings; media activities including press releases, press conferences, and media contacts; development of brochures, flyers, and other publications for use in a variety of ways; print, radio, and television advertising; public service announcements; direct mail; and market research including surveys and focus groups. Community Education also maintains specific pages for Solid Waste Services for the City's Internet site and has an active role in internal communications including a quarterly newsletter and assistance with special activities.

**Activity Objective:** The purpose of the PIO/Community Service/Marketing activity is to provide written and verbal communication to the public and City employees about department activities and events so that they can be aware, understand and appreciate the services/events offered.

**Services of the Activity:** Services that comprise the activity are education/outreach, media relations, creative services, advertising, market research, and internal communications.

**Changes in Requirements and Performance Measures:** The Approved Budget includes decreased expenditures of \$39,018 associated with the transfer of one FTE to the Watershed Protection Department offset by the reallocation of 0.34 FTEs representing a portion of a management position that had previously been allocated to the Brownfields activity. This activity increases by \$4,105 over the Proposed Budget due to

## Solid Waste Services-2001-02

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**Activity:** *PIO/Community Services*

**Activity Code:** 9SVC

**Program Name:** *SUPPORT SERVICES*

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the distribution of pay for performance.

**Responsible Employee:**

Gerald Hendrix

512-974-3556

## Solid Waste Services-2001-02

**Activity:** Purchasing / M/WBE Compliance

**Activity Code:** 9PUR

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$250,122	\$267,637	\$267,637	\$291,059	\$297,178
<b>Total Requirements</b>	<b>\$250,122</b>	<b>\$267,637</b>	<b>\$267,637</b>	<b>\$291,059</b>	<b>\$297,178</b>

<b>Full-Time Equivalents</b>	<b>3.50</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>
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### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Internal time from submittal of RX to purchasing (for over \$5,000 purchases)	Efficiency	15 Working Days	15 Working Days	15 Working Days	15 Working Days	15 Working Days
Internal time from time of request to time order is placed (under \$5,000 purchases)	Efficiency	3 Working Days	3 Working Days	3 Working Days	3 Working Days	3 Working Days
Purchasing cost per dollar purchased (under \$5,000 only)	Efficiency	\$ .56	\$0.48	\$0.48	n/a	n/a
Number of specifications issued	Output	30	30	30	30	30
Number of transactions	Output	6,300	6,300	6,300	6,300	6,300
Percent of under \$5,000 competitive procurement awards to certified M/WBE vendors	Result	36.08% MBE, 18.05% WBE	25% MBE 10% WBE	29.92% MBE 10.62% WBE	25% MBE 10% WBE	25% MBE 10% WBE
Total "under \$5,000" purchases	Result	\$448,280	\$557,577	\$557,517	\$619,274	\$619,274
Turnaround time for accounts payable within the Department	Result	38	25	31	25	25

**Activity History and Description:** The purchasing program provides purchasing, accounts payable, contract compliance and administration support for the department. Major additional activities include departmental administration of office supplies and employee reimbursements.

**Activity Objective:** The purpose of the Purchasing and M/WBE activity is to provide technical and administrative services regarding purchasing contracts so the department can have accurate and compliant purchasing contracts.

**Services of the Activity:** Services that comprise the activity are procurement, MBE/WBE compliance, contract compliance, contract administration, warehousing, and inventory management.

## Solid Waste Services-2001-02

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**Activity:** *Purchasing / M/WBE Compliance*

**Activity Code:** *9PUR*

**Program Name:** *SUPPORT SERVICES*

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**Changes in Requirements and Performance Measures:** Substantially the same. This activity increases by \$6,119 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Sue Cooper 512-974-7759

## Solid Waste Services-2001-02

**Activity:** Vehicle/Equipment Maintenance

**Activity Code:** 9VEH

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$117,539	\$140,362	\$140,362	\$61,676	\$62,870
<b>Total Requirements</b>	<b>\$117,539</b>	<b>\$140,362</b>	<b>\$140,362</b>	<b>\$61,676</b>	<b>\$62,870</b>
<b>Full-Time Equivalents</b>	<b>3.50</b>	<b>1.84</b>	<b>1.84</b>	<b>1.00</b>	<b>1.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Total department maintenance cost per piece of equipment (includes charges from inside per outside repair centers)	Efficiency	\$13,819	\$14,867	\$14,867	\$15,362	\$15,362
Total department maintenance cost per radio (includes charges from inside per outside repair centers)	Efficiency	\$176	\$172	\$172	\$152	\$152
Number of pieces of vehicular equipment	Output	238	254	254	248	248
Number of radios	Output	227	233	233	230	230
Percent average daily out of service	Result	10.69%	10.90%	10.90%	10.00%	10.00%
Percent of units scheduled for preventative maintenance delivered to Fleet on schedule (before the service becomes overdue)	Result	72.8%	64%	64%	70%	70%

**Activity History and Description:** This program maintains and repairs two-way radios for the Solid Waste Services' dispatchers and fleet.

**Activity Objective:** The purpose of the Vehicle/Equipment Maintenance activity is to provide maintenance and repair of City vehicles and equipment for the department to foster safe transportation and operations.

**Services of the Activity:** Services that comprise the activity are coordination of fleet services, vehicle maintenance, vehicle enhancements and modifications, and specifications development and acquisitions.

**Changes in Requirements and Performance Measures:** The Approved Budget includes a decrease in expenditures of \$78,686 associated with a .84 FTE reduction in the number of employees due to the reallocation of 0.50 FTEs to Pay-As-You-Throw, 0.17 FTEs to Personnel/Training, and 0.17 FTEs to Facility Maintenance. The department has transferred the responsibility for the "Quick-Fix" shop to the Fleet Services Department. The remaining FTE and associated expenditures are a Fleet Coordinator which will assure compliance with preventive maintenance schedules and assist with the development of specifications for

## Solid Waste Services-2001-02

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**Activity:** *Vehicle/Equipment Maintenance*

**Activity Code:** *9VEH*

**Program Name:** *SUPPORT SERVICES*

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new/replacement vehicles. This activity increases by \$1,194 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Ron Romero

512-462-4353

## Solid Waste Services-2001-02

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**Activity:** Other Requirements

**Activity Code:** 9REQ

**Program Name:** TRANSFERS & OTHER REQUIREMENTS

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Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$4,280,746	\$4,425,977	\$4,425,977	\$5,253,546	\$4,893,664
<b>Total Requirements</b>	<b>\$4,280,746</b>	<b>\$4,425,977</b>	<b>\$4,425,977</b>	<b>\$5,253,546</b>	<b>\$4,893,664</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
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**Activity History and Description:** To account for other departmental requirements.

**Activity Objective:** To account for other departmental requirements that occur at the fund level such as, the Department's proportionate share of funding for Workers' Compensation, the Liability Reserve Fund, Administrative Support and the Utility Customer Service Center.

**Services of the Activity:**

**Changes in Requirements and Performance Measures:** Increases to Liability Reserve Fund, city-wide administrative support, and an increase in wage adjustments.

**Responsible Employee:** Rusty Cobern 512-974-3595

## Solid Waste Services-2001-02

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**Activity:** Transfers

**Activity Code:** 9XFR

**Program Name:** TRANSFERS & OTHER REQUIREMENTS

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Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$6,520,106	\$9,607,593	\$9,612,162	\$4,940,526	\$4,940,526
<b>Total Requirements</b>	<b>\$6,520,106</b>	<b>\$9,607,593</b>	<b>\$9,612,162</b>	<b>\$4,940,526</b>	<b>\$4,940,526</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
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**Activity History and Description:**

**Activity Objective:** This activity accounts for the transfer of SWS funds to other departments.

**Services of the Activity:**

**Changes in Requirements and Performance Measures:** The Approved Budget includes decreased transfers to Capital Improvement Projects of (\$3,077,000), Debt Service of (\$313,000), and the Environmental Remediation Fund of (\$1,508,500), offset by increases to the Landfill Closure Fund of \$9,000 and the Sustainability Fund of \$32,000.

**Responsible Employee:** Rusty Cobern 512-974-3595

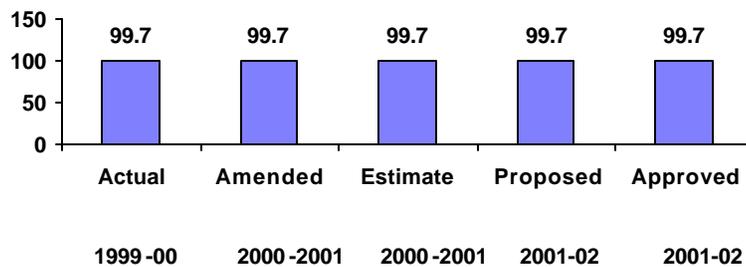
## Solid Waste Services-2001-02

### Program: TECHNICAL ASSISTANCE

**Program Objective:** The purpose of the Technical Assistance program is to provide research and development, and technical assistance to the City of Austin in order to increase waste diversion.

#### Program Results Measures:

#### Percentage of properties in compliance with the Commercial/Multi-Family Recycling Ordinance



Performance Measures:	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Percent of assessments resulting in reduction of waste volume or type	85%	100%	25%	25%	25%
Percent of route adjustment requests completed prior to next service date	84%	85%	85%	85%	85%
Percent of waste diverted from landfill	28.47%	30.75%	30.75%	30.41%	30.41%
Percentage of properties in compliance with the Commercial/Multi-Family Recycling Ordinance	99.70%	99.70%	99.70%	99.70%	99.70%

#### List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Brownfields	\$134,367	1.00	\$95,898	1.34	\$95,898	1.34	\$0	0.00	\$0	0.00
Commercial/Multi-Family Recycling Ordinance	\$195,607	1.20	\$207,528	1.33	\$207,528	1.33	\$222,770	1.33	\$225,060	1.33
Research and Development	\$146,423	2.30	\$207,286	2.33	\$207,286	2.33	\$161,309	2.00	\$163,753	2.00
Routing	\$168,270	3.00	\$256,222	3.66	\$256,222	3.66	\$201,692	3.00	\$205,357	3.00

# Solid Waste Services-2001-02

**Program:** *TECHNICAL ASSISTANCE*

Waste Reduction Assistance	\$164,963	3.50	\$193,019	3.00	\$193,019	3.00	\$194,005	3.00	\$197,681	3.00
<b>Total</b>	\$809,630	11.00	\$959,953	11.66	\$959,953	11.66	\$779,776	9.33	\$791,851	9.33

## Solid Waste Services-2001-02

**Activity:** Brownfields  
**Activity Code:** 3BFR  
**Program Name:** TECHNICAL ASSISTANCE

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$134,367	\$95,898	\$95,898	\$0	\$0
<b>Total Requirements</b>	<b>\$134,367</b>	<b>\$95,898</b>	<b>\$95,898</b>	<b>\$0</b>	<b>\$0</b>
<b>Full-Time Equivalents</b>	<b>1.00</b>	<b>1.34</b>	<b>1.34</b>	<b>0.00</b>	<b>0.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of environmental site assessments (ESA) scheduled	Demand	0	2	2	Deleted	Deleted
Direct activity cost per assessment	Efficiency	\$2,259	\$7,531	\$7,531	Deleted	Deleted
Number of brownfields sites redeveloped	Output	0	0	0	0	0
Number of ESAs conducted	Output	3	2	2	Deleted	Deleted
Increase of assessed value of targeted sites	Result	\$0	\$0	\$0	\$0	\$0

**Activity History and Description:** Due to environmental concerns, the City of Austin conducted a study in 1992 to identify landfills in the Austin area that operated and closed prior to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and Resource Conservation and Recovery Act (RCRA) regulations. The U.S. Environmental Protection Agency (EPA) identifies such properties as "brownfields" and has established funding to assist local, state, and national officials in dealing with brownfields. The City study identified 26 potential sites in the Austin area. In May 1998, the EPA selected Austin to receive a \$200,000 grant for a Brownfields Assessment Demonstration Pilot. The grant will focus various initiatives directed towards the assessment and redevelopment of three privately-owned, abandoned landfills in east Austin.

**Activity Objective:** The purpose of the Brownfields activity is to provide incentives and information to brownfields property owners so they can cleanup and ultimately redevelop their brownfields property.

**Services of the Activity:** Administer EPA Brownfields Pilot Assessment Grant.

**Changes in Requirements and Performance Measures:** The Approved Budget includes the consolidation of this activity into the department's General Administration Activity.

**Responsible Employee:** N/A N/A

## Solid Waste Services-2001-02

**Activity:** Commercial/Multi-Family Recycling Ordinance

**Activity Code:** 3MFR

**Program Name:** TECHNICAL ASSISTANCE

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$195,607	\$207,528	\$207,528	\$222,770	\$225,060
<b>Total Requirements</b>	<b>\$195,607</b>	<b>\$207,528</b>	<b>\$207,528</b>	<b>\$222,770</b>	<b>\$225,060</b>
<b>Full-Time Equivalents</b>	<b>1.20</b>	<b>1.33</b>	<b>1.33</b>	<b>1.33</b>	<b>1.33</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of technical queries and requests expected	Demand	176	100	100	100	100
Program cost per compliant property	Efficiency	\$575.33	\$584.75	\$584.75	\$578.76	\$584.57
Number of outreach presentations	Output	2	3	3	3	3
Number of site assessments provided	Output	82	53	53	53	53
Volume of recycled material reported	Output					
Percentage of properties in compliance with the Commercial/Multi-Family Recycling Ordinance	Result	99.70%	99.70%	99.70%	99.70%	99.70%
Response time to Recycling queries	Result	1 Business days	1 Business days	1 Business days	1 Business days	1 Business days

**Activity History and Description:** The City Council established multi-family recycling in 1998.

**Activity Objective:** The purpose of the Commercial/Multi-Family Recycling activity is to provide information and technical assistance to multi-family property owners/managers with 100 units or more in order to maximize the diversion of recyclable commodities.

**Services of the Activity:** Administer Multi-Family Recycling Ordinance.

**Changes in Requirements and Performance Measures:** Substantially the same. This activity increases by \$2,290 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Melissa Martinez 512-974-1973

## Solid Waste Services-2001-02

**Activity:** *Research and Development*

**Activity Code:** 3SEP

**Program Name:** TECHNICAL ASSISTANCE

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$14,622	\$0	\$0	\$0	\$0
Solid Waste Services Fund	\$131,801	\$207,286	\$207,286	\$161,309	\$163,753
<b>Total Requirements</b>	<b>\$146,423</b>	<b>\$207,286</b>	<b>\$207,286</b>	<b>\$161,309</b>	<b>\$163,753</b>
<b>Full-Time Equivalents</b>	<b>2.30</b>	<b>2.33</b>	<b>2.33</b>	<b>2.00</b>	<b>2.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of informational and technical requests expected	Demand	1,830	1,500	1,500	1,500	1,500
Program cost per ton of material diverted from landfill	Efficiency	\$4.29	\$4.13	\$4.06	\$3.21	\$3.26
Number of Christmas Trees recycled	Output	23,512	24,688	24,688	24,688	24,688
Number of Phone Books recycled	Output	5,489	5,633	5,633	5,633	5,633
Total tons of material recycled	Output	45,137	50,171	51,041	50,249	50,249
Percent of waste diverted from landfill	Result	28.47%	30.75%	30.75%	30.41%	30.41%

**Activity History and Description:** Since the late 1980's, the Department has funded research, pilot and seasonal recycling programs to increase the volume of materials diverted from area landfills.

**Activity Objective:** The purpose of the Seasonal Programs activity is to organize, coordinate and provide research, pilot studies, and information to the department(s) and citizens in order to maximize waste diversion. Within the performance measures for this activity, the tons of material recycled includes materials from the following activities: Recycling Collection, Yard Trimmings Collection, Brush/Bulky Collection, and small seasonal and pilot projects.

**Services of the Activity:** Services that comprise the activity are program and grant development and seasonal and pilot project coordination.

**Changes in Requirements and Performance Measures:** The Approved Budget includes reduced expenditures of \$45,977, due to reduced contractual services of \$10,000 that are no longer needed and a reduction of .33 FTEs associated with the elimination of a vacant management position that was partially allocated to this activity. This activity increases by \$2,444 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Melissa Martinez

512-974-1973



## Solid Waste Services-2001-02

**Activity:** Routing

**Activity Code:** 3RTG

**Program Name:** TECHNICAL ASSISTANCE

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$168,270	\$256,222	\$256,222	\$201,692	\$205,357
<b>Total Requirements</b>	<b>\$168,270</b>	<b>\$256,222</b>	<b>\$256,222</b>	<b>\$201,692</b>	<b>\$205,357</b>
<b>Full-Time Equivalents</b>	<b>3.00</b>	<b>3.66</b>	<b>3.66</b>	<b>3.00</b>	<b>3.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of major re-routing projects	Demand	3	5	5	5	5
Number of route adjustment requests	Demand	457	455	455	455	455
Cost per major re-routing project	Efficiency	\$35,905	\$33,714	\$33,714	\$25,235	\$25,235
Cost per route adjustment	Efficiency	\$259	\$370	\$370	\$277	\$277
Number of major re-routing projects completed	Output	3	5	5	5	5
Number of route adjustments performed	Output	468	455	455	455	455
Percent of major re-routing projects completed within established timeframe	Result	100%	90%	90%	90%	90%
Percent of route adjustment requests completed prior to next service date	Result	84%	85%	85%	85%	85%

**Activity History and Description:** Routing was created to perform benchmarking, analysis and to provide efficient routes for the department's collection services.

**Activity Objective:** The purpose of the Routing activity is to provide route planning to SWS in order to produce efficient routes for collection services.

**Services of the Activity:** Services that comprise the activity are data collection/maintenance and analysis and optimization.

**Changes in Requirements and Performance Measures:** The Approved Budget includes reduced expenditures of \$54,330, due to the elimination of \$12,000 for temporary employees, and a reallocation of a 0.33 FTE to Litter Abatement and a 0.33 FTE to Support Services. This activity increases by \$3,665 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Vidal Maldonado

512-462-4312



## Solid Waste Services-2001-02

**Activity:** Waste Reduction Assistance

**Activity Code:** 3WRA

**Program Name:** TECHNICAL ASSISTANCE

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$164,963	\$193,019	\$193,019	\$194,005	\$197,681
<b>Total Requirements</b>	<b>\$164,963</b>	<b>\$193,019</b>	<b>\$193,019</b>	<b>\$194,005</b>	<b>\$197,681</b>
<b>Full-Time Equivalents</b>	<b>3.50</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Estimated number of businesses requesting service	Demand	600	500	500	500	500
Cost per assisted business	Efficiency	\$532.79	\$367.66	\$367.66	\$370.24	\$377.25
Number of businesses assisted	Output	568	394	394	394	394
Number of requested assessments completed	Output	77	131	131	131	131
Percent increase in expected participation	Result	0.00%	0.00%	0.00%	0.00%	0.00%
Percent of assessments resulting in reduction of waste volume or type	Result	85%	100%	25%	25%	25%

**Activity History and Description:** The City Council established the Waste Reduction Assistance activity in 1994 to help Austin area businesses reduce the quantity and toxicity of their waste.

**Activity Objective:** The purpose of the Waste Reduction Assistance activity is to provide non-regulatory waste reduction technical assistance to Austin-area businesses and City departments so they can make informed decisions on reducing their waste stream.

**Services of the Activity:** Site assessments, technical assistance, and education/outreach.

**Changes in Requirements and Performance Measures:** Substantially the same. This activity increases by \$3,676 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Melissa Martinez

512-974-1973

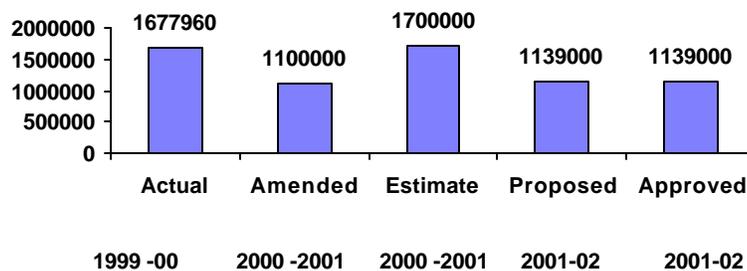
## Solid Waste Services-2001-02

### Program: **WASTE DIVERSION**

**Program Objective:** The purpose of the Waste Diversion program is to provide disposal and waste diversion services to the Austin community in order to ensure that waste materials are disposed of in a manner that protects the environment and conserves resources.

#### Program Results Measures:

##### Revenue received from sale of recyclable materials



Performance Measures:	1999 -00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Net cost/profit per ton of commingled containers delivered to the MRF	(\$51.74)	\$8.69	(\$17.13)	\$1.05	\$1.05
Net cost/profit per ton of paper delivered to the MRF	\$39.23	\$6.26	\$28.78	\$5.63	\$5.51
Net profit/ loss from ongoing landfill operations	(\$418,209)	(\$235,008)	(\$30,000)	(\$251,020)	(\$259,728)
Pounds of hazardous waste diverted, recycled and/or properly disposed	633,861	675,000	675,000	725,000	725,000
Pounds of hazardous waste diverted, recycled and/or properly disposed	117,662	80,000	110,000	90,000	90,000
Revenue received from sale of recyclable materials	\$1,677,960	\$1,100,000	\$1,700,000	\$1,139,000	\$1,139,000
Volume of compostable material diverted from the landfill-Cu.yd.	No Data	No Data	No Data	No Data	No Data

## Solid Waste Services-2001-02

**Program: WASTE DIVERSION**

### List of Activities (Includes all Funding Sources)

Activity Name	1999 -00 Actual	1999 -00 FTE	2000 -2001 Amende	2000 -2001 FTE	2000 -2001 Estimate	2000 -2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Brush Processing Center	\$212,942	4.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
CESQG	\$30,870	0.75	\$70,636	1.00	\$70,636	1.00	\$87,437	1.00	\$89,012	1.00
Household Hazardous Waste	\$621,775	6.25	\$839,486	6.75	\$640,242	6.75	\$861,767	7.00	\$869,354	7.00
Landfill	\$1,015,054	9.50	\$862,902	9.25	\$739,527	9.25	\$956,380	8.50	\$965,088	8.50
Materials Recovery Facility	\$1,297,008	9.10	\$860,708	16.00	\$1,250,000	16.00	\$1,442,655	15.50	\$1,456,621	15.50
<b>Total</b>	<b>\$3,177,649</b>	<b>29.60</b>	<b>\$2,633,732</b>	<b>33.00</b>	<b>\$2,700,405</b>	<b>33.00</b>	<b>\$3,348,239</b>	<b>32.00</b>	<b>\$3,380,075</b>	<b>32.00</b>

## Solid Waste Services-2001-02

**Activity:** Brush Processing Center

**Activity Code:** 5BPC

**Program Name:** WASTE DIVERSION

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$212,942	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$212,942</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Full-Time Equivalents</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Cost per cubic yard processed	Efficiency	No Data	No Data	No Data	No Data	No Data
Net cost of operation as a percent of Result avoided landfill disposal cost (for materials delivered by SWS)		No Data	No Data	No Data	No Data	No Data
Revenue received from processing (grindina) material	Result	No Data	No Data	No Data	No Data	No Data
Volume of compostable material diverted from the landfill-Cu.vd.	Result	No Data	No Data	No Data	No Data	No Data

### Activity History and Description:

#### Activity Objective:

#### Services of the Activity:

**Changes in Requirements and Performance Measures:** This service will now be performed by Texas Disposal Systems as part of the new long-term disposal contract.

#### Responsible Employee:

Richard McHale

512-462-4301

## Solid Waste Services-2001-02

**Activity:** CESQG

**Activity Code:** 5CEQ

**Program Name:** WASTE DIVERSION

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$30,870	\$70,636	\$70,636	\$87,437	\$89,012
<b>Total Requirements</b>	<b>\$30,870</b>	<b>\$70,636</b>	<b>\$70,636</b>	<b>\$87,437</b>	<b>\$89,012</b>
<b>Full-Time Equivalents</b>	<b>0.75</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Cost per pound disposed	Efficiency	\$0.26	\$0.87	\$0.64	\$0.97	\$0.99
Number of businesses utilizing services	Output	173	150	185	160	160
Pounds of hazardous waste diverted, recycled and/or properly disposed	Result	117,662	80,000	110,000	90,000	90,000

**Activity History and Description:** The activity began in May 1996 through a grant-funded pilot program and was conducted within the HHW Program, Activity Code 7612. The Department serviced 25 businesses from June through September 1996, collecting over 9,000 lbs. of hazardous waste (fees to cover disposal costs). From September through March, an additional 65 businesses and agencies were serviced, collecting over 22,000 lbs. of hazardous waste. CESQG's services included eight City departments (15 hazardous waste deliveries/pickups) which collectively saved the City over \$25,000 in outside service costs with contracted company. Since its inception, this program has served over 600 businesses and has disposed of over 60,000 lbs. of hazardous waste.

**Activity Objective:** The purpose of the Conditionally-Exempt Small Quantity Generator (CESQG) Services activity is to provide proper disposal and technical assistance to qualified City of Austin and Travis County businesses and agencies in order to provide environmentally-safe removal of hazardous materials from the waste stream.

**Services of the Activity:** Services that comprise the activity are waste inventories, disposal (transportation and collection). and technical assistance.

**Changes in Requirements and Performance Measures:** Substantially the same. This activity increases by \$1,575 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Bob Fernandez 512-462-4331

## Solid Waste Services-2001-02

**Activity:** Household Hazardous Waste

**Activity Code:** 5HHW

**Program Name:** WASTE DIVERSION

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$621,775	\$839,486	\$640,242	\$861,767	\$869,354
<b>Total Requirements</b>	<b>\$621,775</b>	<b>\$839,486</b>	<b>\$640,242</b>	<b>\$861,767</b>	<b>\$869,354</b>
<b>Full-Time Equivalents</b>	<b>6.25</b>	<b>6.75</b>	<b>6.75</b>	<b>7.00</b>	<b>7.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Cost per customer	Efficiency	\$81.62	\$50.00	\$75.32	\$101.38	\$102.28
Cost per pound disposed	Efficiency	\$0.97	\$1.24	\$0.95	\$1.19	\$1.20
Number of households utilizing services	Output	7,544	9,000	8,500	8,500	8,500
Pounds of hazardous waste diverted, recycled and/or properly disposed	Result	633,861	675,000	675,000	725,000	725,000

**Activity History and Description:** The activity began in 1986 with 1.5 FTEs and an annual collection. In 1992, an increase in FTEs enabled bi-monthly collections. By 1994, the activity had 5.0 FTEs and a weekly collection. In 1998, funding from Travis County increased the FTEs to 6.25. In 2000, the operation converted to a twice-a-week collection.

**Activity Objective:** The purpose of the Household Hazardous Waste Collection activity is to provide proper disposal and technical assistance to City of Austin and Travis County residents in order to provide environmentally safe removal of hazardous materials from the waste stream.

**Services of the Activity:** Services that comprise the activity are collection, disposal, technical assistance, and home pickup for the disabled and elderly.

**Changes in Requirements and Performance Measures:** The Approved Budget includes a reallocation of a 0.25 FTE from the Landfill activity. This activity increases by \$7,587 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Bob Fernandez 512-462-4331

## Solid Waste Services-2001-02

**Activity:** Landfill

**Activity Code:** 5LNF

**Program Name:** WASTE DIVERSION

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$202,854	\$269,527	\$278,960	\$278,960
Solid Waste Services Fund	\$1,015,054	\$660,048	\$470,000	\$677,420	\$686,128
<b>Total Requirements</b>	<b>\$1,015,054</b>	<b>\$862,902</b>	<b>\$739,527</b>	<b>\$956,380</b>	<b>\$965,088</b>
<b>Full-Time Equivalents</b>	<b>9.50</b>	<b>9.25</b>	<b>9.25</b>	<b>8.50</b>	<b>8.50</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Operating cost per ton disposed	Efficiency	\$236.57	\$26.40	\$18.80	\$27.10	\$27.45
Tons of material disposed	Output	8,551	25,000	25,000	25,000	25,000
Net profit/ loss from ongoing landfill operations	Result	(\$418,209)	(\$235,008)	(\$30,000)	(\$251,020)	(\$259,728)

**Activity History and Description:** The purpose of this activity is to provide landfill disposal of demolition and construction materials (Type IV Materials) for the community in order to efficiently utilize the City's available landfill capacity with environmental and economically sound disposal methods.

**Activity Objective:** The FM 812 landfill began operations in the mid 1960's. In 1984, the City obtained a permit as required by the Texas Department of Health regulations and expanded the site to its present size. In 1994, the City obtained a permit modification to allow operation under the new Subtitle D regulations. The landfill currently operates as a Type IV (construction/demolition, special waste, non-putrescible) landfill.

**Services of the Activity:** Landfill operation and diversion center.

**Changes in Requirements and Performance Measures:** The Approved Budget includes a total increase in expenditures of \$93,478 due to increased contractual services of \$132,849 associated with the increased cost of contracts for tire disposal, contract labor, and water & leachate sampling. Expense refunds from the Landfill Closure and Post-closure Care Fund are increased by \$76,106 and reductions in personnel expenditures of \$49,371 due to a reallocation of 0.50 FTE to the Code Compliance activity and a 0.25 FTE to the Household Hazardous Chemical activity. This activity increases by \$8,708 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Bob Fernandez

512-462-4331

## Solid Waste Services-2001-02

**Activity:** Materials Recovery Facility

**Activity Code:** 5MRF

**Program Name:** WASTE DIVERSION

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Solid Waste Services Fund	\$1,297,008	\$860,708	\$1,250,000	\$1,442,655	\$1,456,621
<b>Total Requirements</b>	<b>\$1,297,008</b>	<b>\$860,708</b>	<b>\$1,250,000</b>	<b>\$1,442,655</b>	<b>\$1,456,621</b>
<b>Full-Time Equivalents</b>	<b>9.10</b>	<b>16.00</b>	<b>16.00</b>	<b>15.50</b>	<b>15.50</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Tons of material delivered to the MRF	Demand	32,467	34,000	36,225	40,850	40,850
Processing cost per ton of commingled containers delivered to the MRF	Efficiency	(\$94.39)	(\$54.67)	(\$78.75)	(\$68.10)	(\$68.76)
Tons of materials processed	Output	32,467	34,000	36,225	40,850	40,850
Tons of materials sold	Output	27,470	33,320	32,941	37,175	37,175
Net cost/profit per ton of commingled containers delivered to the MRF	Result	(\$51.74)	\$8.69	(\$17.13)	\$1.05	\$1.05
Net cost/profit per ton of paper delivered to the MRF	Result	\$39.23	\$6.26	\$28.78	\$5.63	\$5.51
Percent of delivered materials recovered	Result	85%	98%	91%	91%	91%
Processing cost per ton of paper delivered to the MRF	Result	(\$12.72)	(\$11.01)	(\$10.78)	(\$12.07)	(\$12.19)
Revenue received from sale of recyclable materials	Result	\$1,677,960	\$1,100,000	\$1,700,000	\$1,139,000	\$1,139,000

**Activity History and Description:** The Materials Recovery Facility (MRF) opened in February 1999 to accept and process recycled materials collected by the department.

**Activity Objective:** The purpose of the MRF activity is to efficiently process recyclables in order to cost effectively recover the highest return (market rate/value for recyclables sold) to the citizens of Austin.

**Services of the Activity:** MRF operation, process and sort recyclables, and material marketing.

**Changes in Requirements and Performance Measures:** The Approved Budget includes an increase of \$324,649 in funding for temporary employees to operate a second processing shift should demand for processing services warrant expanding operating capacity, and an additional \$50,000 in overtime.

The Approved Budget also includes the reallocation of a 0.50 FTE to the

## Solid Waste Services-2001-02

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**Activity:** *Materials Recovery Facility*

**Activity Code:** *5MRF*

**Program Name:** *WASTE DIVERSION*

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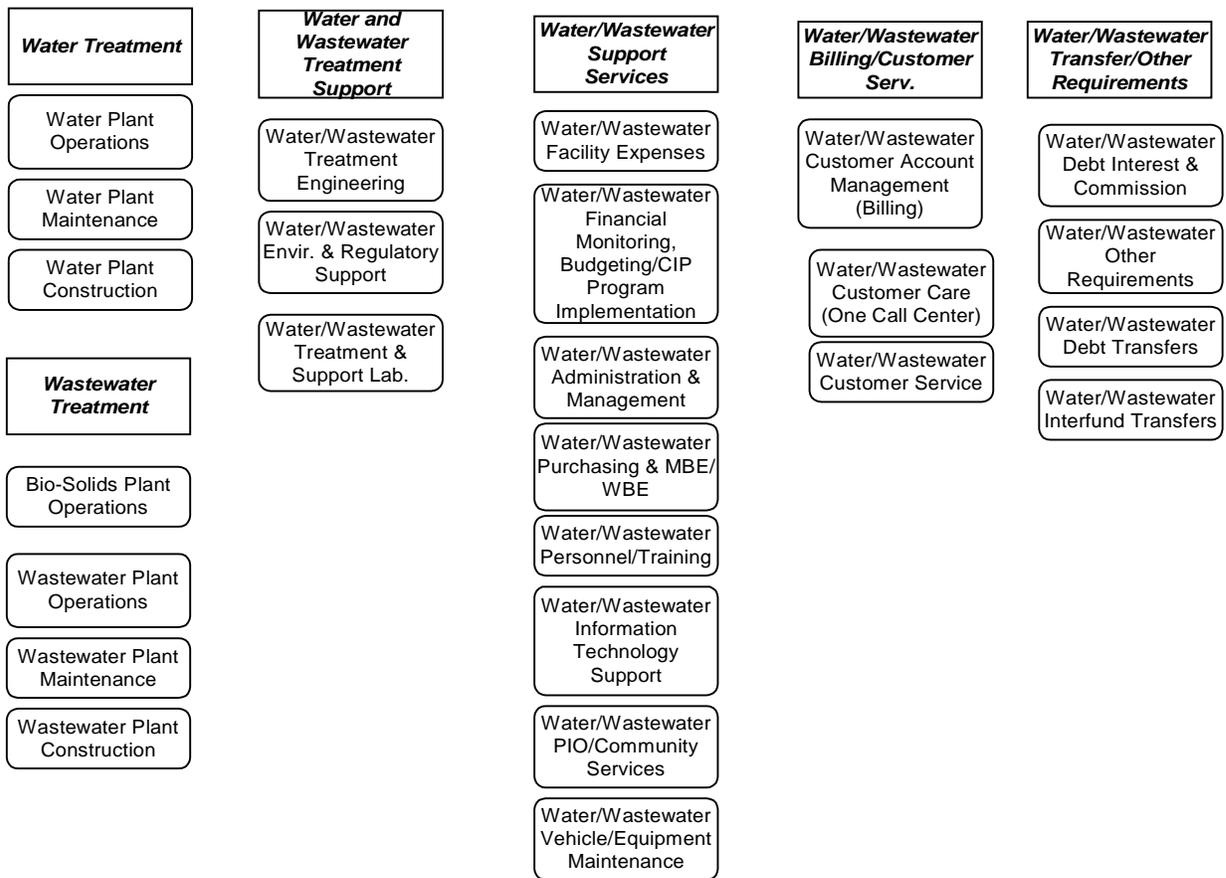
Code Compliance Activity. This activity increases by \$13,966 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Richard McHale

512-462-4301

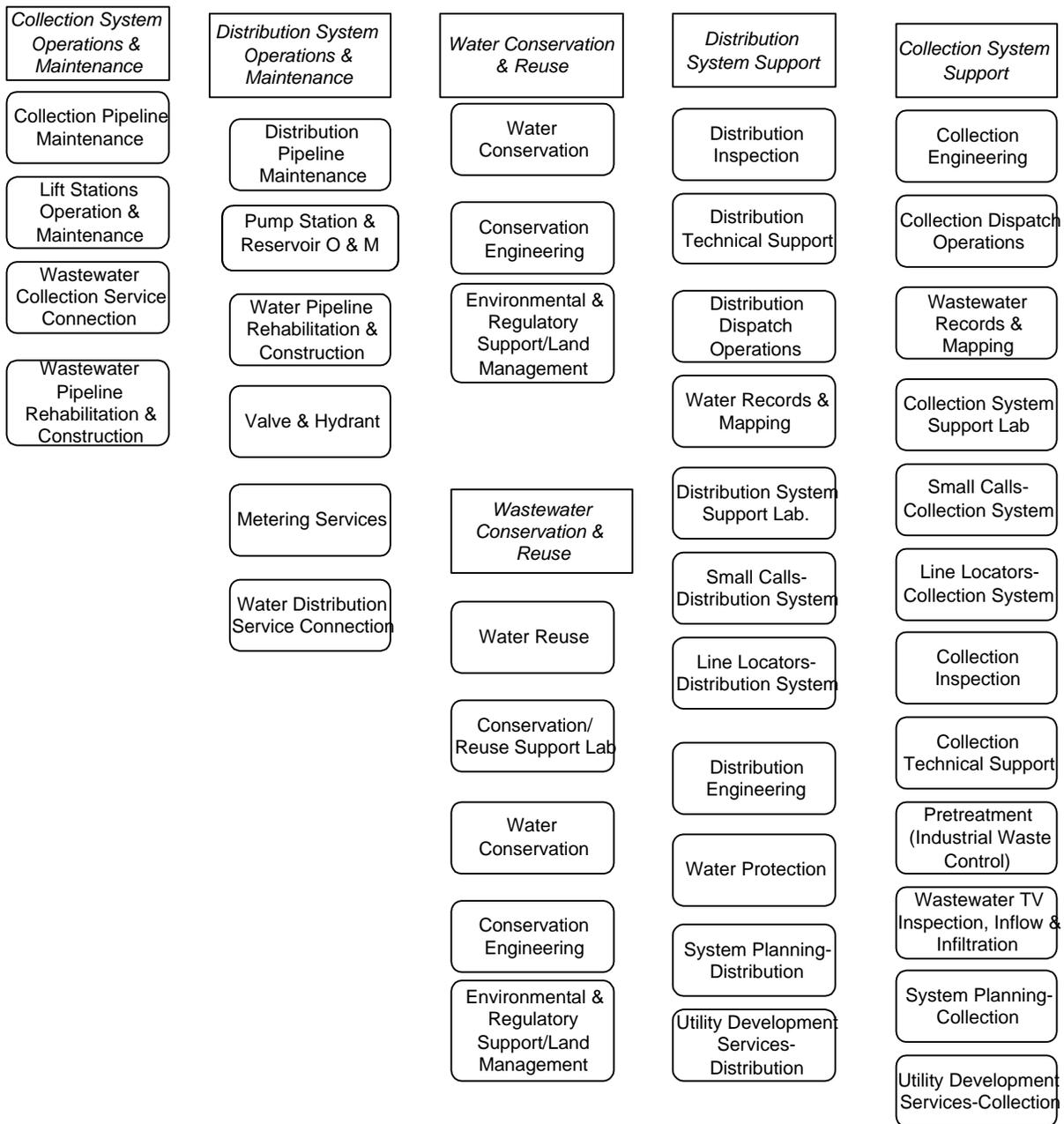
# Water and Wastewater Utility — 2001–2002



LEGEND= Programs Activities

	1999-2000	2000-2001	2000-2001	2001-2002	2001-2002
	Actual	Amended	Estimated	Proposed	Approved
Revenue	\$243,858,408	\$230,202,571	\$233,653,892	\$252,907,062	\$252,907,062
Transfers In	\$1,672,648	\$0	\$0	\$29,476,185	\$29,476,185
Requirements	\$251,221,113	\$245,812,613	\$243,482,138	\$281,554,112	\$281,654,112
Full-time Equivalent (FTEs)	1,045.00	1,032.00	1,032.00	1,034.00	1,034.00

# Water and Wastewater Utility — 2001–2002



LEGEND: Programs Activities

# Water and Wastewater Utility — 2001-2002

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## Purpose and Nature of Fund

The Water and Wastewater Utility Fund is an enterprise fund used to account for revenue, operating expenses, debt service requirements and equity funding of capital outlay of the City's Water and Wastewater Utility.

## Factors Affecting Revenue

Total revenues for the Water and Wastewater Utility are \$252.9 million for 2001-2002 Approved Budget, which is a \$22.7 million increase over the Amended 2000-2001 Budget of \$230.2 million. This represents a 9.9% increase in total revenues due to the approved rate increase, customer growth, and enhancements to the forecast assumptions.

The Water and Wastewater Utility collects revenues from the following sources:

**Service Revenue:** includes fixed monthly customer charges based on meter size, billing and meter reading of customer accounts; and revenues from volumetric rates for water consumption and wastewater flows.

**Miscellaneous Revenue:** includes late payment penalties, new service connection fees, annexed MUD surcharges, septic tank haulers fee, compost sales, reclaimed water sales, and fees and charges for miscellaneous services.

**Interest Income:** interest earned on cash deposits and pooled investments.

Revenue from the sale of water and wastewater service is projected for future years during the budget process. The Utility projects the number of accounts by customer class based upon historical and anticipated growth trends. The average water consumption and wastewater flows per account by customer class are calculated over numerous historical years of wet and dry weather conditions to normalize the impact of weather on the revenue projections. The monthly customer charge revenue is calculated by applying the water and wastewater customer charge rates to the projected number of accounts. The water consumption and wastewater flow revenues are calculated by applying the appropriate customer class rates to the projected demand for service.

Miscellaneous revenue projections are based upon historical trend analysis and anticipated growth. Interest income projections are based upon projected cash balances and pooled investment interest earnings.

## Factors Affecting Requirements

Total Approved 2001-2002 requirements for Water and Wastewater Utility are \$281.6 million, as compared to Amended 2000-2001 budget of \$245.8 million. This represents an increase of \$35.8 million or 14.6%.

Water and Wastewater Utility's 2001-2002 Approved Budget includes funding for the following general categories:

**Operating and Maintenance Expenses** represent the cost of operating personnel expenses, commodities and contractual services. Major areas of operations or programs are:

- Water Treatment and Water Treatment Support
- Wastewater Treatment and Wastewater Treatment Support
- Distribution System and Distribution Support
- Collection System and Collection Support
- Water & Wastewater Business Support Services
- Billing and Customer Services
- Water Conservation
- Transfers & Other Requirements

## **Water and Wastewater Utility — 2001-2002**

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**Debt Services Expenses** represent transfers to the Revenue Bond Redemption Fund and Debt Management Program. Transfers to the Revenue Bond Redemption Program provide for principal and interest payments on outstanding indebtedness. Funds transferred to the Debt Management Program provide for future defeasance of debt or equity funding of capital projects which meets the goal of reducing debt as a percent of equity.

**Transfers** are made from Water and Wastewater to its own Capital Budget, the City's General Fund, and transfers for other requirements. Transfers of current revenue from Water and Wastewater to its Capital Budget provide funding for capital projects, thereby reducing borrowing requirements. Transfers are made from Water and Wastewater to the City of Austin General Fund, in accordance with financial policies adopted by the City Council. Additional transfers are made for other requirements such as the City of Austin's Workers Compensation Fund, Liability Reserve Fund, and Environmental Remediation Funds.

### Water and Wastewater Fund Summary

	1999-2000 <u>ACTUAL</u>	2000-2001 <u>AMENDED</u>	2000-2001 <u>ESTIMATED</u>	2001-2002 <u>PROPOSED</u>	2001-2002 <u>APPROVED</u>
BEGINNING BALANCE:	48,087,564	38,490,880	42,322,323	28,254,212	32,494,077
<b>REVENUE</b>					
Sale of Water	125,745,505	111,684,797	118,143,626	129,187,985	129,187,985
Sale of Wastewater Service	104,235,844	104,674,663	101,637,540	110,584,238	110,584,238
Miscellaneous Revenue	6,564,325	4,936,474	4,390,706	4,646,240	4,646,240
Interest Revenue	7,312,734	8,906,637	9,482,020	8,488,599	8,488,599
<b>TOTAL REVENUE</b>	<u>243,858,408</u>	<u>230,202,571</u>	<u>233,653,892</u>	<u>252,907,062</u>	<u>252,907,062</u>
<b>TRANSFER IN:</b>					
Transfer from Public Works	0	0	0	176,185	176,185
Transfer from CRFs	0	0	0	29,300,000	29,300,000
27th Pay Period Accrual Fund	1,672,648	0	0	0	0
<b>TOTAL TRANSFER IN</b>	<u>1,672,648</u>	<u>0</u>	<u>0</u>	<u>29,476,185</u>	<u>29,476,185</u>
<b>TOTAL AVAILABLE FUNDS</b>	<u>245,531,056</u>	<u>230,202,571</u>	<u>233,653,892</u>	<u>282,383,247</u>	<u>282,383,247</u>
<b>OPERATING REQUIREMENTS:</b>					
Operations and Maintenance					
Water Treatment	15,048,895	14,433,682	15,575,246	16,098,848	16,207,980
Water Treatment Support	902,397	1,491,324	1,641,816	1,652,359	1,689,828
Wastewater Treatment	13,186,338	15,237,504	15,961,639	15,799,278	15,967,108
Wastewater Treatment Support	1,277,880	1,614,508	1,448,647	1,693,636	1,736,902
Distribution System O & M	15,767,178	13,497,261	14,928,992	15,865,813	16,024,806
Distribution System Support	5,080,545	4,411,956	4,474,926	5,252,657	5,335,745
Collection System O & M	6,632,388	7,813,622	8,581,103	8,049,502	8,141,959
Collection System Support	5,941,554	8,287,713	7,646,904	8,754,996	8,964,069
Support Services	7,515,700	8,723,909	8,567,183	9,476,512	9,670,607
Conservation and Reuse	4,515,511	4,493,378	3,961,130	4,242,200	4,263,146
Billing and Customer Service	10,647,199	10,451,914	11,388,351	13,045,313	13,075,918
Other Utility - Wide Requirement	6,393,592	6,668,019	4,559,912	6,960,607	6,960,607
<b>TOTAL OPERATING REQUIREMENTS</b>	<u>92,909,177</u>	<u>97,124,790</u>	<u>98,735,849</u>	<u>106,891,721</u>	<u>108,038,675</u>
<b>OTHER REQUIREMENTS</b>					
Accrued Payroll	204,706	195,000	195,000	184,000	184,000
27th Pay Period	1,713,451	0	0	0	0
Workers Compensation Fund	702,554	1,093,377	1,093,377	1,088,813	1,088,813
Liability Reserve Fund	424,000	745,000	745,000	693,000	693,000
Administrative Support	4,852,459	5,359,265	5,359,265	6,500,131	6,500,131
Wage Adjustment	0	0	0	1,146,954	0
<b>TOTAL OTHER REQUIREMENTS</b>	<u>7,897,170</u>	<u>7,392,642</u>	<u>7,392,642</u>	<u>9,612,898</u>	<u>8,465,944</u>

## Water and Wastewater Fund Summary

	<u>1999-2000 ACTUAL</u>	<u>2000-2001 AMENDED</u>	<u>2000-2001 ESTIMATED</u>	<u>2001-2002 PROPOSED</u>	<u>2001-2002 APPROVED</u>
<b>DEBT SERVICE REQUIREMENTS</b>					
Revenue Bond Debt Service (Net)	65,176,797	70,098,216	66,595,385	80,949,342	80,949,342
Commercial Paper Debt Service	5,940,887	4,233,030	7,704,647	3,905,849	3,905,849
Contract Bond Debt Service (Net)	11,633,468	11,928,215	11,518,281	10,607,534	10,607,534
General Obligation Debt Service	2,454,836	2,365,874	2,622,098	3,052,289	3,052,289
Water District Bonds	3,703,059	3,849,689	3,849,689	2,803,251	2,803,251
Certificates of Participation	1,400,607	1,393,776	1,393,776	1,406,193	1,406,193
<b>TOTAL DEBT SERVICE</b>	<u>90,309,654</u>	<u>93,868,800</u>	<u>93,683,876</u>	<u>102,724,458</u>	<u>102,724,458</u>
<b>TRANSFERS OUT</b>					
Transfer to CIP	42,649,000	26,278,400	22,604,577	40,125,000	40,125,000
Transfer to General Fund	17,151,603	18,541,446	18,541,446	19,240,092	19,340,092
Transfer to Radio Comm. Fund	0	0	0	122,540	122,540
Transfer to Sustainability	0	2,302,026	2,302,026	2,529,070	2,529,070
Public Improvement District Transfers	75,000	75,000	75,000	75,000	75,000
Approach Main/Refund Contract	154,509	154,509	71,722	0	0
Environ. Remediation Fund	75,000	75,000	75,000	100,000	100,000
Transfer to Support Services (SI)	0	0	0	133,333	133,333
<b>TOTAL TRANSFERS OUT</b>	<u>60,105,112</u>	<u>47,426,381</u>	<u>43,669,771</u>	<u>62,325,035</u>	<u>62,425,035</u>
<b>TOTAL REQUIREMENTS:</b>	<u>251,221,113</u>	<u>245,812,613</u>	<u>243,482,138</u>	<u>281,554,112</u>	<u>281,654,112</u>
<b>EXCESS (DEFICIENCY) OF AVAILABLE FUNDS OVER REQUIREMENTS:</b>					
	(5,690,057)	(15,610,042)	(9,828,246)	829,135	729,135
Adjustment to GAAP:	(75,184)	0	0	0	0
<b>ENDING BALANCE:</b>	<u>42,322,323</u>	<u>22,880,838</u>	<u>32,494,077</u>	<u>29,083,347</u>	<u>33,223,212</u>

# Water and Wastewater Utility — 2001-2002

## Mission

The central mission of the Water and Wastewater Utility is to provide effective management of our water resources for the community in order to protect the public health and environment. To help the department achieve its mission the following goals have been developed:

## Goals

### Rate Stability-Debt Management

- Maintain Rate Stability and Ensure Financial Competitiveness

### Water and Wastewater Quality / Financial Competitiveness

- Improve Business Effectiveness through Benchmarking

### Customer Satisfaction

- Strengthen and Maintain Customer Satisfaction

### SMART Growth

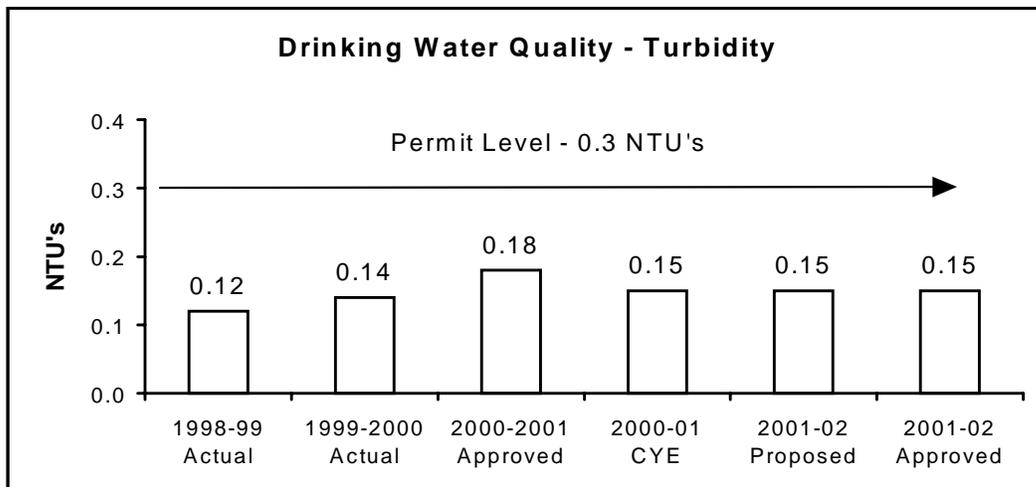
- Implement Strategies that Support Citywide Smart Growth Initiatives

## Key Indicators

The key indicators used by the Water and Wastewater Utility include:

- Percentage of NTU (Nephelometric Turbidity Unit) samples below standard of 0.3 NTU for drinking water quality
- The quality level of treated drinking water as measured by the industry standard for calculating turbidity that compares the actual level of turbidity, in NTUs, found in tested samples compared to the regulated turbidity level, in NTU, as mandated by the EPA and TNRCC
- Percentage that the daily average Biological Oxygen Demand (BOD) is below the 10 mg/l standard for effluent quality
- Percentage that the average Ammonia content is below the 2 mg/l standard for effluent quality
- Total and repeat wastewater overflows per 100 miles of wastewater main
- Value of services for citizens and commercial customers as measured by surveys
- Competitiveness Measure - Reduce power usage as measured by Kilo Watt Hour/Million Gallons treated (KWH/MG)
- Percentage of Capital Spending Plan Achieved
- Percentage of engineering projects that are completed within budget
- Percentage of engineering projects that remain on schedule
- Percentage Water-Loss unaccounted for (system pumpage vs. consumption billed)
- Average water and wastewater monthly bills comparison

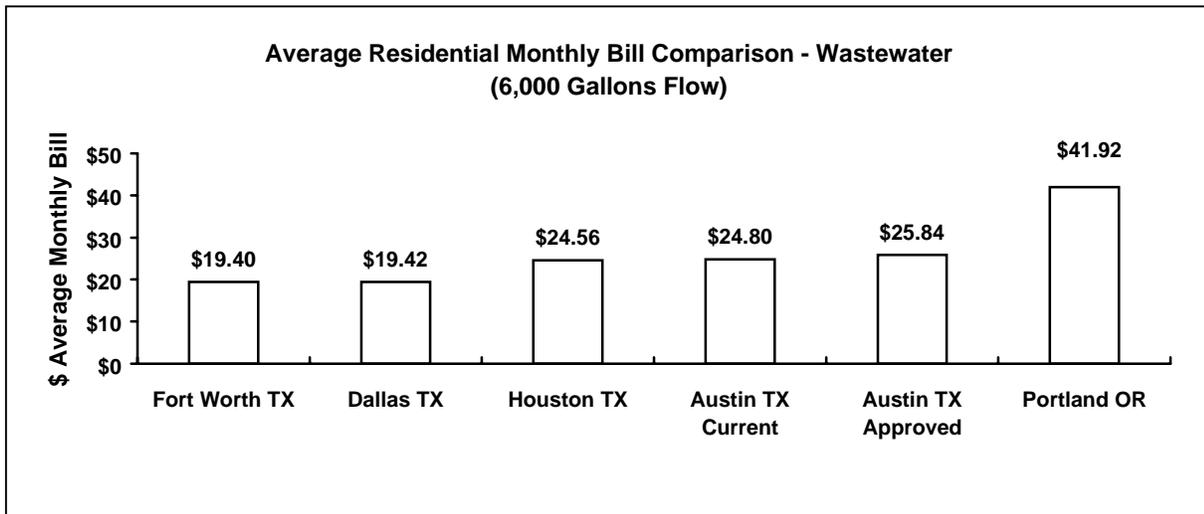
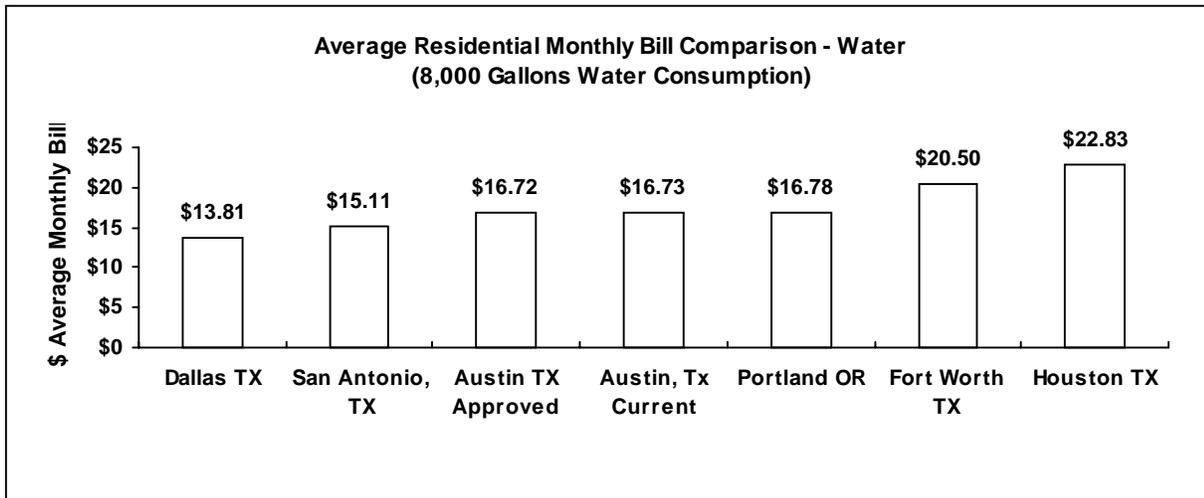
The following graphs indicate the anticipated impacts of the Approved Budget on key indicators.



# Water and Wastewater Utility — 2001-2002

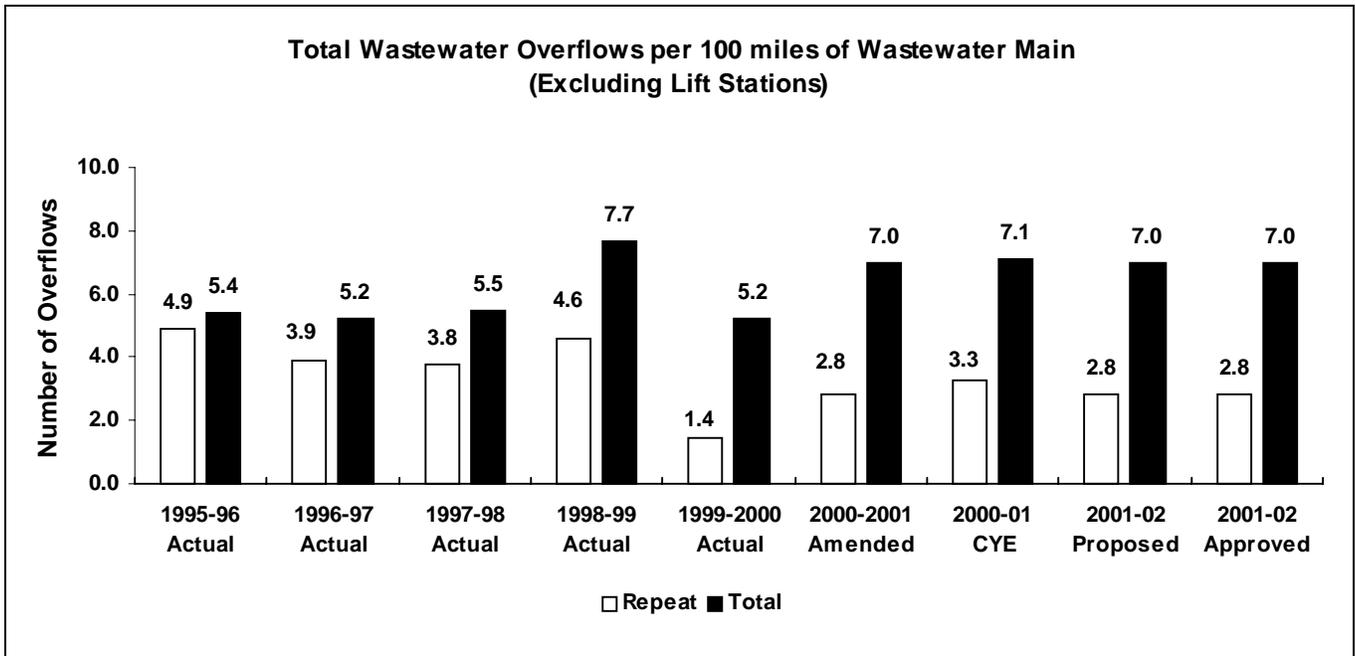
One way of assessing drinking water quality is to examine its turbidity, measured in NTU's. NTU stands for nephelometric turbidity units, which indicate the amount of suspended particles in a water sample. For example, cloudy river water would receive a higher number of NTU's than clear drinking water. NTU's of 1.0 or less generally are not detected by the naked eye.

The permit level for drinking water quality, as monitored by Texas Natural Resource Conservation Commission (TNRCC) is 0.3 NTU's as compared to 0.5 NTU's for FY 2000-2001. Austin's drinking water has maintained well below the permit level.

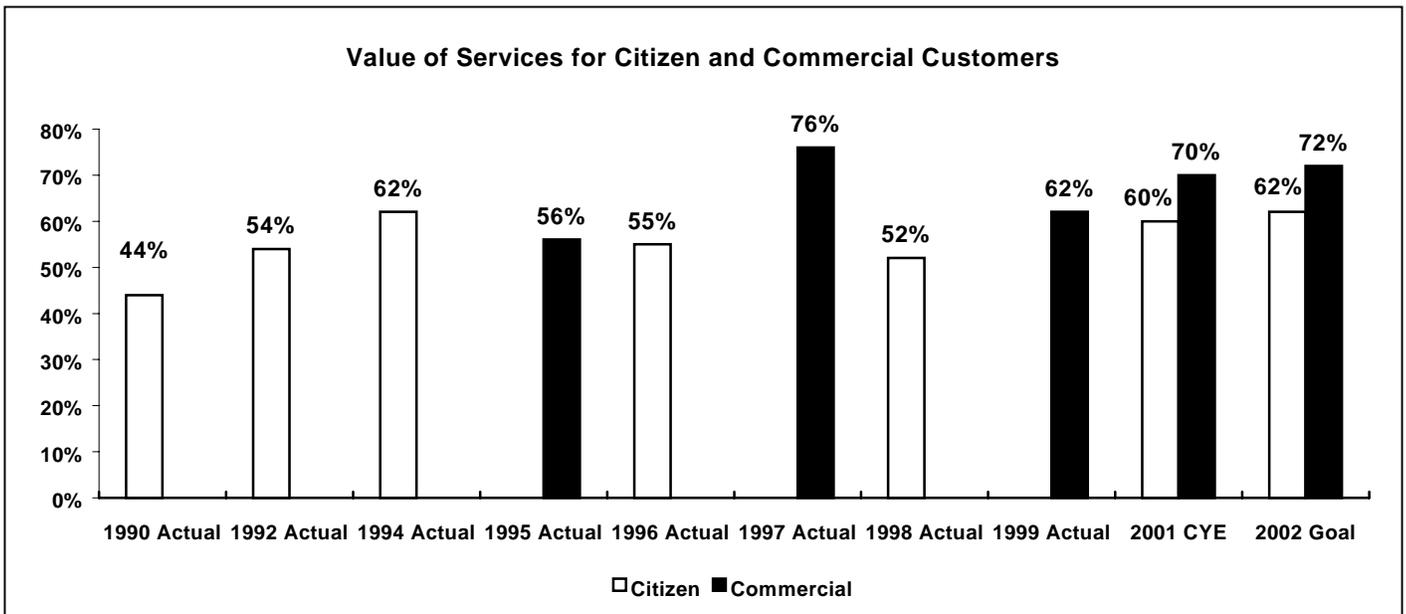


These measures provide a benchmark of the Utility's overall financial competitiveness in comparison to other cities. The measures compare the average water and wastewater bill for the City of Austin residential ratepayers using 8,000 gallons of water per month and discharging 6,000 gallons of wastewater per month to bills from various cities at the same volume level. Many factors should be considered when reviewing rates and/or monthly bill comparisons as shown above. Factors which may explain the difference between utilities include service area, topography, system capacity, age of system facilities, customer growth, customer base, treatment process and level of treatment, process automation, operating policies regarding service extensions, annexations, bond issuance, and other policies mandated by the respective local governments.

# Water and Wastewater Utility — 2001-2002

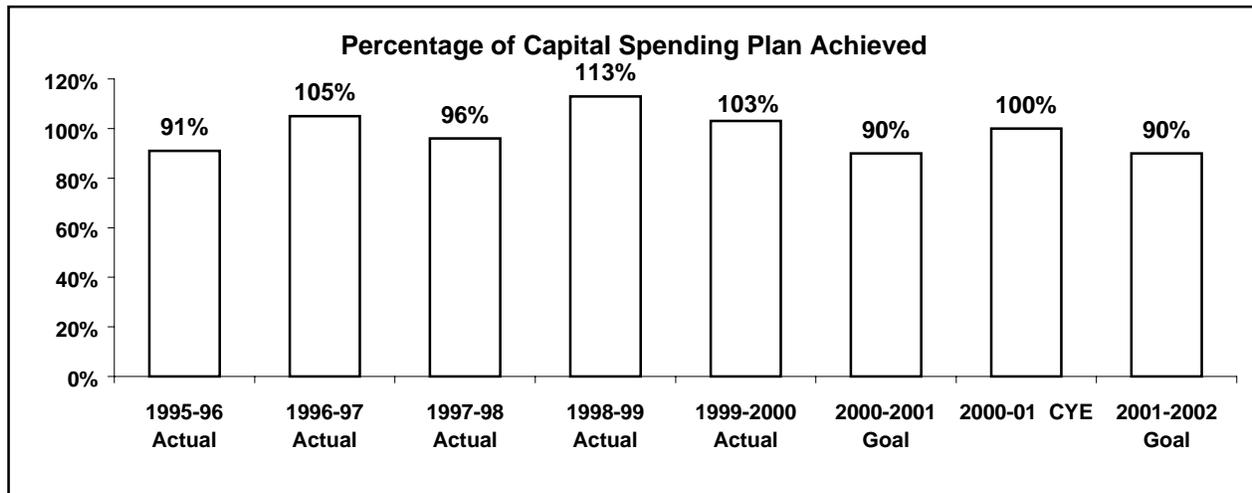


This indicator reflects the relationship between the number of overflows compared to the number of miles of main in the collection system. "Total overflows" are all of the sewer spills that occurred from the sewer collection system operated and maintained by the City of Austin. A "repeat overflow" occurs when a sewer spill occurs at the same location within a 3 year period. The objective is to measure how well the collection system is operating. A lower number indicates better maintenance and condition of the collection system. Total overflows decreased to 1.4 per 100 miles in FY 2000, which represents a 33% decrease from FY 1999. It is anticipated that an increase in both repeat and total overflows will occur in FY 2001.



These components measure the percentage of favorable responses received on questions regarding the relationship between the amount paid and overall services received. This survey was conducted in Spring 2001. The approved goal for FY 2002 is for an increase in satisfaction of 2%.

## Water and Wastewater Utility — 2001-2002



The purpose of this measure is to track the ability to project expenditure requirements. The goal is to achieve a minimum of 90% of the spending plan on a consistent basis. Spending less than the plan can result in charging customers for requirements that did not materialize.

### Business Plan

The Approved Budget contains a number of proposals that support the goals of the department.

#### **RATE STABILITY-DEBT MANAGEMENT**

- Maintain rate stability and manage debt goals over the next five years by:
  - Having no more than an average billing rate fluctuation of 3% per year for water and wastewater services for next 5 years.
  - Continue to defease outstanding debt through 2005-2006
  - Maintain 25% equity or above on system assets
  - Maintain debt service coverage of 1.5 times or higher
  - CIP Optimization:
    - Review CIP project management processes and systems
    - Contribute current revenues and Capital Recovery Fees to supplement CIP funding

#### **WATER AND WASTEWATER QUALITY / FINANCIAL COMPETITIVENESS**

- Ensuring that the Utility Performance Targets are consistently within the range of Benchmarked Water industry Metrics by 2002:
  - Drinking water quality measures per regulation standards are within the first quartile of utilities benchmarked.
  - Wastewater effluent quality measures per regulation standards are within the first quartile of utilities benchmarked.
  - Total treatment costs per million gallons of drinking water treated are within the third quartile of utilities benchmarked.
  - Total treatment costs per million gallons of wastewater treated are within the third quartile of utilities benchmarked.

# Water and Wastewater Utility — 2001-2002

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## **CUSTOMER SATISFACTION**

- Maintaining at current values above 80% for the level of reported Citizen Satisfaction for Tap Water Quality, Emergency Repairs Response, and Water Pressure.
- Achieving values above 70% for the level of reported Citizen Satisfaction with the Value of Services provided by the Utility by 2006.
- Maintaining at current values above 75% for the level of reported Commercial Customer Satisfaction for Tap Water Quality, Emergency Repairs Response, and Water Pressure.
- Achieving values above 80% for the level of reported Commercial Customer Satisfaction with the Value of Services provided by the Utility by 2005.

## **SMART GROWTH**

- Support City-wide Smart Growth initiatives by:
  - Preserving the availability of future water resources by increasing the percentage of treated wastewater beneficially reused.
  - Increasing the ratio of lots approved for water service extension in the Desired Development Zone as compared to the Drinking Water Protection Zone.
  - Increasing the ratio of lots approved for wastewater service extension in the Desired Development Zone as compared to the Drinking Water Protection Zone.
  - Increasing the acreage of land acquired for watershed protection.

# Water and Wastewater Utility — 2001-2002

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## Significant Revenue and Expenditure Changes by Program

<u>Revenue Changes</u>	Dollars	FTEs
1. Water and Wastewater service revenue is increasing by \$23,412,763 due to the approved rate increases, growth in customers and enhancements to forecast assumptions.	\$23,412,763	
2. Transfers in from Capital Recovery Fee fund balances of \$29,300,000 to be used for equity financing of Capital Improvement Program projects.	\$29,300,000	
3. Interest income is decreasing by (\$418,038) due to anticipated decreases in cash balances and pooled investments.	(\$418,038)	
4. Decrease of (\$290,234) is due to reductions in revenue from one-time miscellaneous fees and charges.	(\$290,234)	
5. Transfers in from Public Works in the amount of \$176,185 for their share of the new North Service Center costs.	\$176,185	
 <u>Expenditure Changes</u>		
1. <b><u>City Wide</u></b>		
The Approved Budget includes \$1,146,954 for the salary increases associated with Pay for Performance in 2002, and \$567,188 for incremental costs of Pay for Performance in 2001.	\$1,714,142	
The Approved Budget includes \$700,000 for full year funding for market adjustments implemented in the current fiscal year.	\$700,000	
An additional increase of \$655,410 has been included in the Approved Budget for anticipated changes in health contributions.	\$655,410	
2. <b><u>Water Treatment</u></b>		
The Approved Budget includes a decrease of (\$52,649) for the transfer of one (1) vacant position to the City's Management Services Department. There are increases of \$1,368,171 for electrical services due to higher pumpage and an increase in the electrical fuel rate, and an increase of \$87,225 in chemicals also due to higher pumpage estimates.	\$1,402,747	(1.00)
3. <b><u>Water Treatment Support</u></b>		
The Approved Budget includes a decrease of (\$37,925) in non-CIP capital for one time purchases done in FY 2000-2001.	(\$37,925)	

# Water and Wastewater Utility — 2001-2002

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<u>Expenditure Changes continued</u>		Dollars	FTEs
<b>4. <u>Distribution System Operations and Maintenance</u></b>			
	The Approved Budget includes \$364,720 for increased Utility Cut paving costs, \$573,375 for increases in electrical services mainly at the Distribution Pumping stations, \$258,800 for increases in pipes and fittings due to the aging of the infrastructure and need to do more replacements of these items, and \$108,275 for increases in Fleet fuel costs for Utility vehicles.	\$1,305,170	
<b>5. <u>Distribution System Support</u></b>			
	The Approved Budget includes an increase of \$35,949 for additional leased computers for maintenance of the Hansen system, a time and materials database used by pipeline field staff.	\$35,949	
<b>6. <u>Wastewater Treatment</u></b>			
	The Approved Budget for Wastewater Treatment includes a increase of \$765,864 for electrical services, and decreases of (\$297,000) for a one-time land application contract and (\$157,680) for chemicals due to efficiencies and price reductions.	\$311,184	
<b>7. <u>Wastewater Treatment Support</u></b>			
	The Approved Budget includes a decrease of (\$15,000) in non-CIP capital due to one time purchases in FY 2000-2001.	(\$15,000)	
<b>8. <u>Collection System Operations and Maintenance</u></b>			
	The Approved Budget includes an increase of \$429,327 for operation of the Brushy Creek WWTP which was previously budgeted in Other Requirements, and increases of \$221,520 for higher Utility Cut paving costs and \$60,835 for increased fuel costs for Utility vehicles due to higher gasoline and diesel prices.	\$711,682	
<b>9. <u>Collection System Support</u></b>			
	The Approved Budget includes \$119,251 in increases for non-CIP capital mainly for enhanced laboratory testing equipment and an increase of \$184,665 for the transfer of 3 positions from the Health Department for on-site sewage inspection.	\$303,916	3.00
<b>10. <u>Support Services</u></b>			
	The 2001-02 Approved Budget includes \$250,000 for consulting services for a Geographical Information System and \$50,000 for increases in computer software maintenance and computer leasing.	\$300,000	
<b>11. <u>Conservation and Reuse</u></b>			
	The Approved Budget includes a transfer of \$200,000 for Water Conservation for swimming pool repairs in FY 2001-02, which is an overall program decrease of \$100,000 from FY 2000-2001.	(\$100,000)	

# Water and Wastewater Utility — 2001-2002

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<u>Expenditure Changes continued</u>	Dollars	FTEs
<b>12. <u>Billing/Customer Service</u></b>		
The net increase includes an additional \$1,275,098 for Utility Customer Service Office transfer, and an increase in bad debt expenses of \$1,300,936.	\$2,576,034	
<b>13. <u>Transfers/Other Requirements</u></b>		
The Approved Budget includes decreases of \$4,564 for Worker's Compensation, \$52,000 for the Liability Reserve Fund, \$154,509 for Refund Contracts, and increases in the Administrative Support Transfer of \$872,866, the transfer to Information Systems of \$1,172,909 and the Environmental Remediation Fund of \$25,000. There is also a reappropriation of \$268,000 for the Utility's portion of the City-wide fixed asset system.	\$2,127,702	
Debt Service requirements are expected to increase by \$8,855,658 due to increases in scheduled payments for Revenue, Contract and Water District bonds.	\$8,855,658	
The Utility transfer to the General Fund is expected to increase by \$698,646 due to an increase in service revenues in FY 1998-99, FY 1999-2000 and estimates for FY 2000-2001.	\$698,646	
The Utility transfer to CIP is increasing by \$13,846,600 due to the net effect of the increased transfer of \$29,300,000 of Capital Recovery Fees to CIP and the decreased transfer of \$15,453,400 from the operating fund.	\$13,846,600	
The transfer to the Sustainability Fund is equal to 1% of revenues. This results in a transfer of \$2,529,070 or an increase of \$227,044 from FY 2000-01 Approved Budget.	\$227,044	
The Approved Budget includes a transfer of \$122,540 for Water and Wastewater's share of the cost of the trunked radio infrastructure.	\$122,540	
The following changes were approved by Council at Budget Adoption.		
<b>14. <u>Transfers/Other Requirements</u></b>		
The Approved Budget increases the transfer to the General Fund by \$100,000 to reflect the Utility's increase in revenue for 2000-2001.	\$100,000	

# Water Wastewater Utility-2001-02

## Water/Wastewater Utility Operating Fund

	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
<b>Billing and Customer Service</b>										
Customer Account Management (Billing)	\$1,818,526	0.00	\$1,089,484	0.00	\$2,175,933	0.00	\$2,390,420	0.00	\$2,390,420	0.00
Customer Care (One Call Center)	\$7,691,425	0.00	\$8,119,568	0.00	\$8,119,568	0.00	\$9,394,666	0.00	\$9,394,666	0.00
Customer Service	\$1,137,248	22.00	\$1,242,862	22.00	\$1,092,850	21.00	\$1,260,227	21.00	\$1,290,832	21.00
<b>Collections System Operations and Maintenance</b>										
Collection Pipeline Maintenance	\$5,125,360	64.00	\$5,228,983	75.06	\$5,486,612	73.93	\$5,459,201	73.93	\$5,516,396	73.93
Lift Stations	\$1,367,466	15.00	\$1,916,726	18.20	\$2,067,746	18.20	\$2,534,671	18.20	\$2,553,075	18.20
Wastewater Collection Service Connection	\$0	3.70	\$173,549	6.42	\$437,329	10.68	\$404,243	10.68	\$411,612	10.68
Wastewater Pipeline Rehabilitation & Construction	\$139,562	31.45	\$494,364	31.45	\$589,416	9.70	(\$348,613)	9.70	(\$339,124)	9.70
<b>Collections System Support</b>										
Collection Dispatch Operations	\$0	7.00	\$272,422	6.50	\$262,093	6.50	\$296,818	6.50	\$302,581	6.50
Collection Engineering	\$1,661,088	14.92	\$1,057,241	18.79	\$950,958	19.29	\$1,133,049	19.29	\$1,170,184	19.29
Collection Inspection	\$423,290	5.20	\$162,238	3.12	\$55,527	4.16	\$191,479	4.16	\$196,310	4.16
Collection System Support Laboratory	\$0	9.03	\$611,076	8.83	\$620,044	9.33	\$760,175	9.33	\$773,839	9.33
Collection Technical Support	\$100	5.20	\$456,065	4.66	\$417,798	4.66	\$541,520	4.66	\$547,820	4.66
Line Locations – Collection System	\$0	5.00	\$297,711	5.32	\$201,716	5.54	\$285,117	5.54	\$290,223	5.54
Pretreatment (Industrial Waste Control)	\$1,064,185	21.00	\$1,086,263	18.00	\$1,004,183	15.00	\$1,154,175	18.00	\$1,172,197	18.00
Small Calls – Collection System	\$0	0.20	\$40,934	0.86	\$28,605	3.48	\$145,223	3.48	\$148,246	3.48
System Planning – Collection	\$0	7.31	\$539,368	7.47	\$383,697	5.06	\$742,232	11.57	\$794,552	11.57
Utility Development Services - Collection	\$0	3.00	\$198,867	3.49	\$178,652	3.45	\$198,378	3.45	\$203,660	3.45

## Water Wastewater Utility-2001-02

Wastewater Records and Mapping	\$368	12.18	\$723,496	12.18	\$687,474	11.92	\$446,105	6.70	\$454,035	6.70
Wastewater TV Inspection, Inflow & Infiltration	\$2,792,523	54.00	\$2,842,032	53.00	\$2,856,157	53.00	\$2,860,725	53.00	\$2,910,422	53.00
<b>Conservation and Reuse</b>										
Conservation and Reuse Support Laboratory	\$1,143,204	7.31	\$494,437	7.84	\$520,985	7.84	\$447,510	7.84	\$457,663	7.84
Conservation Engineering	\$0	0.73	\$34,274	0.60	\$46,363	0.60	\$35,695	0.60	\$37,219	0.60
Environmental & Regulatory Support/Land Management	\$841,903	2.80	\$574,587	7.20	\$373,002	3.66	\$380,335	3.66	\$384,575	3.66
Water Conservation	\$2,530,404	0.00	\$3,258,332	0.00	\$2,897,018	0.00	\$3,158,332	0.00	\$3,158,332	0.00
Water Reuse	\$0	1.70	\$131,748	1.62	\$123,762	2.00	\$220,328	2.00	\$225,357	2.00
<b>Distribution System Operations and Maintenance</b>										
Distribution Pipeline Maintenance	\$5,901,125	88.00	\$5,347,747	79.42	\$5,100,319	71.29	\$5,246,483	71.29	\$5,301,413	71.29
Metering Services	\$1,906,685	22.00	\$1,655,515	22.00	\$1,450,381	22.00	\$1,862,735	22.00	\$1,876,198	22.00
Pump Station and Reservoir Operation & Maintenance	\$3,740,546	35.00	\$3,737,105	35.00	\$4,514,322	35.00	\$4,443,566	35.00	\$4,478,255	35.00
Valve and Hydrant	\$4,218,244	43.20	\$2,546,297	39.10	\$3,119,814	34.98	\$3,164,831	34.98	\$3,193,447	34.98
Water Distribution Service Connection	\$0	3.80	\$130,466	6.10	\$193,903	8.43	\$210,600	8.43	\$216,484	8.43
Water Pipeline Rehab. & Construction Activity	\$578	1.85	\$80,131	1.85	\$550,253	23.70	\$937,598	23.70	\$959,009	23.70
<b>Distribution System Support</b>										
Distribution Dispatch Operations	\$571,356	7.00	\$272,422	6.50	\$277,052	6.50	\$298,669	6.50	\$304,432	6.50
Distribution Engineering	\$729,156	17.50	\$766,505	14.75	\$824,967	16.25	\$946,715	16.25	\$977,764	16.25
Distribution Inspection	\$165	5.20	\$130,440	2.88	\$76,552	3.84	\$173,874	3.84	\$178,333	3.84
Distribution System Support Laboratory	\$223	6.02	\$384,113	6.00	\$395,450	7.00	\$429,187	7.00	\$438,435	7.00
Distribution Technical Support	\$127	5.20	\$242,635	4.34	\$257,201	4.34	\$275,602	4.34	\$281,460	4.34
Line Locations – Distribution System	\$375	5.00	\$239,978	5.65	\$316,711	7.73	\$409,351	7.73	\$416,367	7.73

## Water Wastewater Utility-2001-02

Small Calls – Distribution System	\$375	9.80	\$324,518	8.07	\$442,607	8.94	\$439,706	8.94	\$447,457	8.94
System Planning – Distribution	\$1,228,845	7.99	\$636,637	7.91	\$597,031	8.94	\$1,101,976	15.43	\$1,089,086	15.43
Utility Development Services – Distribution	\$320,826	3.00	\$127,947	2.51	\$133,784	2.55	\$134,861	2.55	\$138,129	2.55
Water Protection	\$576,900	2.50	\$264,289	4.00	\$244,023	7.00	\$431,082	7.00	\$442,096	7.00
Water Records and Mapping	\$1,652,197	16.82	\$1,022,472	16.82	\$909,548	17.08	\$611,634	9.30	\$622,186	9.30
<b>Support Services</b>										
Administration and Management	\$952,322	14.00	\$1,694,095	20.00	\$1,886,997	24.00	\$2,282,643	24.00	\$2,325,182	24.00
Facility Expenses	\$497,594	5.00	\$566,008	4.00	\$547,895	4.00	\$530,220	4.00	\$536,152	4.00
Financial Monitoring / Budgeting	\$1,459,268	28.45	\$1,806,111	33.00	\$1,688,504	32.00	\$1,750,082	32.00	\$1,800,394	32.00
Information Technology Support	\$1,328,664	14.00	\$1,316,070	14.00	\$1,164,638	14.00	\$1,289,597	14.00	\$1,314,922	14.00
Personnel / Training	\$1,623,121	31.00	\$1,668,923	29.00	\$1,522,024	29.00	\$1,665,362	29.00	\$1,699,548	29.00
PIO/Community Services	\$388,407	4.00	\$439,820	5.00	\$456,925	5.00	\$495,286	5.00	\$503,000	5.00
Purchasing, Payment Processing, MBE/WBE	\$308,399	8.00	\$303,436	8.00	\$373,842	11.00	\$511,122	11.00	\$524,997	11.00
Vehicle/ Equipment Maintenance	\$957,925	18.00	\$929,446	14.00	\$926,358	14.00	\$952,200	14.00	\$966,412	14.00
<b>Transfers/ Other Requirements</b>										
Debt Interest and Commission	\$1,614,298	0.00	\$415,494	0.00	\$69,041	0.00	\$114,466	0.00	\$114,466	0.00
Debt Transfers	\$90,309,654	0.00	\$93,868,800	0.00	\$93,683,876	0.00	\$102,724,458	0.00	\$102,724,458	0.00
Interfund Transfers	\$63,149,823	0.00	\$49,459,758	0.00	\$45,703,148	0.00	\$64,290,848	0.00	\$64,390,848	0.00
Other Requirements	\$9,631,753	0.00	\$11,611,790	0.00	\$9,850,136	0.00	\$14,493,226	0.00	\$13,346,272	0.00
<b>Wastewater Treatment</b>										
Biosolids Plant Operations	\$3,358,870	45.00	\$3,467,657	39.00	\$3,447,206	42.00	\$3,549,351	42.00	\$3,589,077	42.00
Wastewater Plant Construction	\$0	1.85	\$80,133	1.85	\$33,000	1.80	\$77,676	1.80	\$79,273	1.80
Wastewater Plant Maintenance	\$3,144,967	76.84	\$4,237,006	74.68	\$4,130,045	71.30	\$4,344,121	71.30	\$4,419,277	71.30
Wastewater Plant Operations	\$6,682,501	50.87	\$7,452,708	48.54	\$8,351,388	44.95	\$7,828,130	44.36	\$7,879,481	44.36

## Water Wastewater Utility-2001-02

### Wastewater Treatment Support

Wastewater Environmental and Regulatory Support	\$75	2.40	\$200,913	2.40	\$212,580	3.68	\$316,795	3.68	\$324,771	3.68
Wastewater Treatment and Support Laboratory	\$676,667	11.18	\$797,710	11.33	\$734,975	10.83	\$736,386	10.83	\$751,199	10.83
Wastewater Treatment Engineering	\$601,138	10.30	\$615,885	9.18	\$501,092	9.18	\$640,455	9.18	\$660,932	9.18

### Water Treatment

Water Plant Construction	\$0	1.85	\$80,132	1.85	\$113,307	1.80	\$76,418	1.80	\$78,015	1.80
Water Plant Maintenance	\$3,507,381	63.16	\$3,668,887	61.12	\$3,198,955	59.50	\$3,840,125	59.50	\$3,900,129	59.50
Water Plant Operations	\$11,541,514	63.13	\$10,684,663	59.46	\$12,262,984	59.05	\$12,182,305	58.64	\$12,229,836	58.64

### Water Treatment Support

Water Environmental and Regulatory Support	\$7,548	2.78	\$194,631	1.40	\$381,851	2.66	\$381,178	2.66	\$384,820	2.66
Water Treatment and Support Laboratory	\$894,849	9.46	\$628,683	9.00	\$581,677	8.00	\$573,374	8.00	\$584,840	8.00
Water Treatment Engineering	\$0	11.12	\$668,010	9.68	\$678,288	9.68	\$697,807	9.68	\$720,168	9.68

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<b>Total</b>	\$251,221,113	1045.00	\$245,812,613	1032.00	\$243,482,138	1032.00	\$281,554,112	1034.00	\$281,654,112	1034.00
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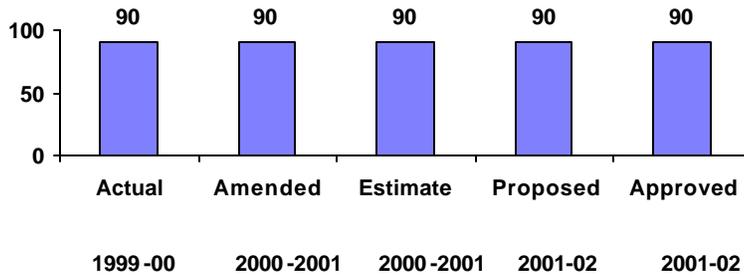
# Water Wastewater Utility-2001-02

**Program:** *Billing and Customer Service*

**Program Objective:** To provide customer service support and management services to the Utility's wastewater business and residential customers

**Program Results Measures:**

**Percentage of consumption billed versus system pumpage**



<b>Performance Measures:</b>	<b>1999-00 Actual</b>	<b>2000 -2001 Amended</b>	<b>2000 -2001 Estimate</b>	<b>2001-02 Proposed</b>	<b>2001-02 Approved</b>
Percentage of consumption billed versus system pumpage	90%	90%	90%	90%	90%
Percentage of favorable responses from a customer satisfaction survey distributed to Utility customers	Provided by Austin Energy	Provided by Austin Energy	Provided by Austin Energy	Provided by Austin Energy	Provided by Austin Energy

## List of Activities (Includes all Funding Sources)

<b>Activity Name</b>	<b>1999-00 Actual</b>	<b>1999-00 FTE</b>	<b>2000-2001 Amended</b>	<b>2000-2001 FTE</b>	<b>2000 -2001 Estimate</b>	<b>2000 -2001 FTE</b>	<b>2001-02 Proposed</b>	<b>2001-02 FTE</b>	<b>2001-02 Approved</b>	<b>2001-02 FTE</b>
Customer Account Management (Billing)	\$1,818,526	0.00	\$1,089,484	0.00	\$2,175,933	0.00	\$2,390,420	0.00	\$2,390,420	0.00
Customer Care (One Call Center)	\$7,691,425	0.00	\$8,119,568	0.00	\$8,119,568	0.00	\$9,394,666	0.00	\$9,394,666	0.00
Customer Service	\$1,137,248	22.00	\$1,242,862	22.00	\$1,092,850	21.00	\$1,260,227	21.00	\$1,290,832	21.00
<b>Total</b>	<b>\$10,647,199</b>	<b>22.00</b>	<b>\$10,451,914</b>	<b>22.00</b>	<b>\$11,388,351</b>	<b>21.00</b>	<b>13,045,313</b>	<b>21.00</b>	<b>13,075,918</b>	<b>21.00</b>

# Water Wastewater Utility-2001-02

**Activity:** Customer Account Management (Billing)

**Activity Code:** 5CAM

**Program Name:** Billing and Customer Service

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$1,818,526	\$1,089,484	\$2,175,933	\$2,390,420	\$2,390,420
<b>Total Requirements</b>	<b>\$1,818,526</b>	<b>\$1,089,484</b>	<b>\$2,175,933</b>	<b>\$2,390,420</b>	<b>\$2,390,420</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of delinquent accounts	Demand	Provided by Austin Energy				
Customer Service Credit Management O&M expense per total short-term revenues collected	Efficiency	Provided by Austin Energy				
Amount of accounts worked	Output	Provided by Austin Energy				
Reduce short-term (30-90 days) account receivables	Result	Provided by Austin Energy				

**Activity History and Description:** The Customer Service Center was established to centralize the meter reading, billing, and collecting of Service Revenue for the Water and Wastewater, and Electric Utilities. This office has expanded its original services to include the Drainage Utility and Solid Waste Services.

**Activity Objective:** To provide payment processing, customer billing, credit management, meter reading and ARCO to Utility customers and customer billings so they can provide accurate bills to Utility customers.

**Services of the Activity:** Credit Management, Payment Processing Office, Customer Billing

**Changes in Requirements and Performance Measures:** Activity increased by 119.41% or \$1,300,936 due to increases in bad debt rate from .05% to 1%.

**Responsible Employee:** Joe Calabrese, Austin Energy 505-3513

# Water Wastewater Utility-2001-02

**Activity:** Customer Care (One Call Center)

**Activity Code:** 5CCO

**Program Name:** Billing and Customer Service

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$7,691,425	\$8,119,568	\$8,119,568	\$9,394,666	\$9,394,666
<b>Total Requirements</b>	<b>\$7,691,425</b>	<b>\$8,119,568</b>	<b>\$8,119,568</b>	<b>\$9,394,666</b>	<b>\$9,394,666</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of calls received	Demand	Provided by Austin Energy				
Customer Service O&M Expenses per call volume	Customer Care Efficiency	Provided by Austin Energy				
Percent of calls answered within 90 seconds	Output	Provided by Austin Energy				
Percentage of favorable responses from a customer satisfaction survey distributed to Utility customers	Result	Provided by Austin Energy				

**Activity History and Description:** The Customer Service Center was established to centralize the meter reading, billing, and collecting of Service Revenue for the Water and Wastewater, and Electric Utilities. The office has expanded its original services to include the Drainage Utility and Solid Waste Services.

**Activity Objective:** To provide call center and consumer services to Utility customers so they can receive accurate and satisfactory solutions to concerns or injuries. (This activity is managed by Austin Energy.)

**Services of the Activity:** Consumer Services, Dispatch, Call Center

**Changes in Requirements and Performance Measures:** Activity increased by 15.70% or \$1,275,098 due to increases in the cost for billing from Austin Energy.

**Responsible Employee:** Joe Calabrese, Austin Energy 505-3513

# Water Wastewater Utility-2001-02

**Activity:** Customer Service  
**Activity Code:** 5CSV  
**Program Name:** Billing and Customer Service

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$1,137,248	\$1,242,862	\$1,092,850	\$1,260,227	\$1,290,832
<b>Total Requirements</b>	<b>\$1,137,248</b>	<b>\$1,242,862</b>	<b>\$1,092,850</b>	<b>\$1,260,227</b>	<b>\$1,290,832</b>
<b>Full-Time Equivalents</b>	<b>22.00</b>	<b>22.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of customers seeking assistance at Taps Sales Office	Demand	Wtr-1,920 WW-2,080	Wtr-1,920 WW-2,080	Wtr-1,840 WW-1,568	Wtr-2,044 WW-1,724	Wtr-2,044 WW-1,724
Average tap sales administrative cost per number of water and wastewater connections sold	Efficiency	N/A	\$72.09	\$72.09	\$72.09	\$72.09
Number of connections to the water/wastewater system sold/issued	Output	Wtr-3,945 WW-4,551	Wtr-4,072 WW-4,973	Wtr-3,192 WW-3,000	Wtr-1,724 WW-2,700	Wtr-1,724 WW-2,700
Percent of customers completing their transactions in the Taps Sales Office within 45 minutes	Result	N/A	100%	100%	100%	100%
Percentage of consumption billed versus system pumpage	Result	90%	90%	90%	90%	90%

**Activity History and Description:** The Retail Customer Service was created in the mid 1980's during a period of multi-year, double digit rate increases. Utility customers needed a specialized group that could take time to review their concerns regarding billing issues, wastewater averaging, or other Utility-related issues.

**Activity Objective:** To provide the public the responsive services/ timely answers they need in order to obtain water/wastewater service or resolve any water or wastewater concerns or problems.

**Services of the Activity:**  
 Tap sales  
 Taps investigation/theft of service/water loss  
 Retail customer service  
 Wholesale and industrial customer service

**Changes in Requirements and Performance Measures:** Reallocation of 1 FTE to Financial Monitoring/Budget activity, otherwise, substantially the same.

**Responsible Employee:** Leandro Garcia 322-2825

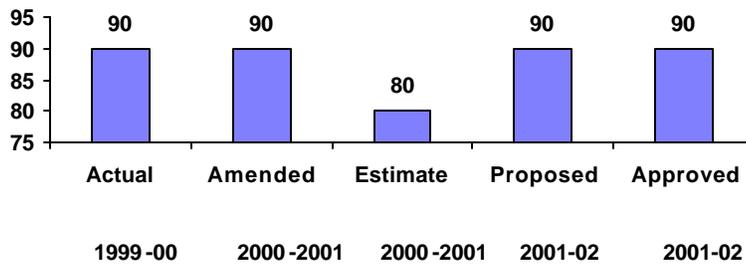
# Water Wastewater Utility-2001-02

**Program: Collections System Operations and Maintenance**

**Program Objective:** To provide operation and maintenance services to the wastewater collection system in order to minimize wastewater overflows and safely deliver wastewater from the customers to the treatment plants.

**Program Results Measures:**

**Percentage of total projects successfully completed on schedule**



**Performance Measures:**

	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Percent of total new service connections ready for installation completed within 15 days	N/A	10%	20%	15%	15%
Percentage of total lift station overflows that are non-power failure related	0%	50%	50%	15%	15%
Percentage of total projects successfully completed on schedule	90%	90%	80%	90%	90%
The percentage of customers satisfied with collection pipeline maintenance and repairs services	N/A	85%	85%	85%	85%

**List of Activities (Includes all Funding Sources)**

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Collection Pipeline Maintenance	\$5,371,557	64.00	\$5,288,983	75.06	\$5,702,010	73.93	\$5,519,201	73.93	\$5,576,396	73.93
Lift Stations	\$1,367,466	15.00	\$1,916,726	18.20	\$2,067,746	18.20	\$2,534,671	18.20	\$2,553,075	18.20
Wastewater Collection Service Connection	\$0	3.70	\$342,809	6.42	\$442,329	10.68	\$573,503	10.68	\$580,872	10.68

# Water Wastewater Utility-2001-02

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**Program:** *Collections System Operations and Maintenance*

Wastewater Pipeline Rehabilitation & Construction	\$2,086,489	31.45	\$2,040,450	31.45	\$985,017	9.70	\$1,197,473	9.70	\$1,206,962	9.70
<b>Total</b>	\$8,825,512	114.15	\$9,588,968	131.13	\$9,197,102	112.51	\$9,824,848	112.51	\$9,917,305	112.51

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# Water Wastewater Utility-2001-02

**Activity:** Collection Pipeline Maintenance

**Activity Code:** 3CPM

**Program Name:** Collections System Operations and Maintenance

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$246,197	\$60,000	\$215,398	\$60,000	\$60,000
Water/Wastewater Utility Operating Fund	\$5,125,360	\$5,228,983	\$5,486,612	\$5,459,201	\$5,516,396
<b>Total Requirements</b>	<b>\$5,371,557</b>	<b>\$5,288,983</b>	<b>\$5,702,010</b>	<b>\$5,519,201</b>	<b>\$5,576,396</b>
<b>Full-Time Equivalents</b>	<b>64.00</b>	<b>75.06</b>	<b>73.93</b>	<b>73.93</b>	<b>73.93</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
The number of feet (miles) of sewer line in the system	Demand	2,186	2,260	2,186	2,186	2,186
Labor costs per mile of collection infrastructure	Efficiency	N/A	\$896.61	\$1,137.35	\$1,137.35	\$1,163.51
Annual Index that is calculated by dividing the square yards of streets cuts by the total lane miles of new streets	Output	N/A	N/A	N/A	To be provided by Public Works	To be provided by Public Works
The number of feet (miles) of sewer line flushed per month	Output	N/A	6.5 miles	6.5 miles	6.5 miles	6.5 miles
The percentage of customers satisfied with collection pipeline maintenance and repairs services	Result	N/A	85%	85%	85%	85%
The percentage of sewer lines flushed per month	Result	N/A	0.29%	0.29%	0.29%	0.29%

**Activity History and Description:** The activity is responsible for making emergency repairs and maintenance of wastewater distribution, and appurtenances of the City of Austin. The wastewater service area is divided into two zones – north and south. Each zone includes wastewater crews, line cleaning and maintenance crews and administrative support.

**Activity Objective:** To provide maintenance and repair services for the wastewater collection system in order to dependably deliver wastewater from the customer to treatment facilities.

**Services of the Activity:** Wastewater collection pipeline maintenance

**Changes in Requirements and Performance Measures:** 1.13 FTEs were reallocated to Wastewater Collection Service Connection, otherwise substantially the same.

**Responsible Employee:** Jesse Alba

912-6201



# Water Wastewater Utility-2001-02

**Activity:** Lift Stations

**Activity Code:** 3LIF

**Program Name:** Collections System Operations and Maintenance

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$1,367,466	\$1,916,726	\$2,067,746	\$2,534,671	\$2,553,075
<b>Total Requirements</b>	<b>\$1,367,466</b>	<b>\$1,916,726</b>	<b>\$2,067,746</b>	<b>\$2,534,671</b>	<b>\$2,553,075</b>
<b>Full-Time Equivalents</b>	<b>15.00</b>	<b>18.20</b>	<b>18.20</b>	<b>18.20</b>	<b>18.20</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Activity cost per million gallons pumped	Efficiency	\$120.78	\$157.40	\$191.40	\$227.08	\$228.73
Labor costs per million gallons pumped	Efficiency	\$59	\$75	\$68	\$69	\$70
Actual millions of gallons of wastewater pumped	Output	11,262	11,262	10,803	11,162	11,162
Number of lift stations maintained	Output	106	106	109	109	109
Percentage of total lift station overflows that are non-power failure related	Result	0%	50%	50%	15%	15%

**Activity History and Description:** Wastewater lift stations have been operated in Austin as long as there have been treatment facilities. The oldest currently operating facility was constructed in 1919. There are at least 20 stations 20 years old or older.

**Activity Objective:** To operate and maintain the wastewater pumping lift stations in the collection system in order to continuously transport wastewater to the treatment plants.

**Services of the Activity:** Wastewater pumping,  
Lift station monitoring, maintenance, and repair,  
Lift station electrical maintenance

**Changes in Requirements and Performance Measures:** Activity increased by 33.20% or \$636,349 due to the addition of costs for operation of the Brushy Creek Wastewater Plant \$429,327 and increases of \$118,330 for additional sludge hauling expenses, \$45,000 for increases in electricity; \$43,692 for wage adjustment/insurance increases.

**Responsible Employee:** Joe Linger 443-1954

# Water Wastewater Utility-2001-02

**Activity:** Wastewater Collection Service Connection

**Activity Code:** 3CSC

**Program Name:** Collections System Operations and Maintenance

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$169,260	\$5,000	\$169,260	\$169,260
Water/Wastewater Utility Operating Fund	\$0	\$173,549	\$437,329	\$404,243	\$411,612
<b>Total Requirements</b>	<b>\$0</b>	<b>\$342,809</b>	<b>\$442,329</b>	<b>\$573,503</b>	<b>\$580,872</b>
<b>Full-Time Equivalents</b>	<b>3.70</b>	<b>6.42</b>	<b>10.68</b>	<b>10.68</b>	<b>10.68</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of new service connections ready for installation	Demand	N/A	300	370	300	300
Labor costs per service connection	Efficiency	N/A	\$325.61	\$536.94	\$536.94	\$561.50
Number of new service connections made	Output	N/A	230	240	230	230
Percent of total new service connections ready for installation completed within 15 days	Result	N/A	10%	20%	15%	15%

**Activity History and Description:** The Service Connection activity was created as a separate section in June 1998 and given additional personnel to service the newly annexed service areas. The primary objective is to provide quality installations in a timely manner.

**Activity Objective:** To provide timely new service connections to the wastewater collection system to collect wastewater from the customer and deliver it to the treatment facility.

**Services of the Activity:** Wastewater collection service connection

**Changes in Requirements and Performance Measures:** Increase of \$238,063 or 69.44% due to the reallocation of 1.13 FTEs from Collection Pipeline Maintenance and 3.13 FTEs from Distribution Pipeline Maintenance.

**Responsible Employee:** Jesse Alba 912-6201

# Water Wastewater Utility-2001-02

**Activity:** *Wastewater Pipeline Rehabilitation & Construction*

**Activity Code:** 3PRC

**Program Name:** *Collections System Operations and Maintenance*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$1,946,927	\$1,546,086	\$395,601	\$1,546,086	\$1,546,086
Water/Wastewater Utility Operating Fund	\$139,562	\$494,364	\$589,416	(\$348,613)	(\$339,124)
<b>Total Requirements</b>	<b>\$2,086,489</b>	<b>\$2,040,450</b>	<b>\$985,017</b>	<b>\$1,197,473</b>	<b>\$1,206,962</b>
<b>Full-Time Equivalents</b>	<b>31.45</b>	<b>31.45</b>	<b>9.70</b>	<b>9.70</b>	<b>9.70</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of projects scheduled	Demand	N/A	40	16	40	40
Labor cost per linear foot of pipe installed	Efficiency	\$18.07	\$18.78	\$85.51	\$21.25	\$21.42
Linear feet of pipe and number of services installed	Output	15,000	18,000	474.5 ft/3 Svc.	18,000	18,000
Percentage of total projects successfully completed on schedule	Result	90%	90%	80%	90%	90%

**Activity History and Description:** The Rehabilitation Construction Services program constructs projects that are of immediate concern due to time constraints, severely deteriorated or inadequate facilities and/or may be too small in size and cost to be effectively put out for contract. These include projects such as, but not limited to, service to annexed areas, main extensions, upgrading mains and services, etc. This group constructs both water and wastewater projects and is equipped to handle large scale projects. The employees are capable and well versed in all aspects of utility construction, concrete (both flat and structural) work, road and drainage construction.

**Activity Objective:** To construct and rehabilitate collection mains, manholes, and services in order to continuously deliver wastewater to the treatment facilities.

**Services of the Activity:** Wastewater mains, manholes, and services construction for new, upgraded infrastructure, and rehabilitating existing infrastructure, Relocating existing mains, manholes and services to clear for future construction, Pot holing to locate existing mains and service lines, Extending mains under the 100-foot rule. Executing and managing the CIP deteriorated facilities funding

**Changes in Requirements and Performance Measures:** Approved decrease of \$833,488 due to the reallocation of 21.75 FTEs to the Water Pipeline & Rehab. Construction activity.

**Responsible Employee:** George Calhoun 927-4379



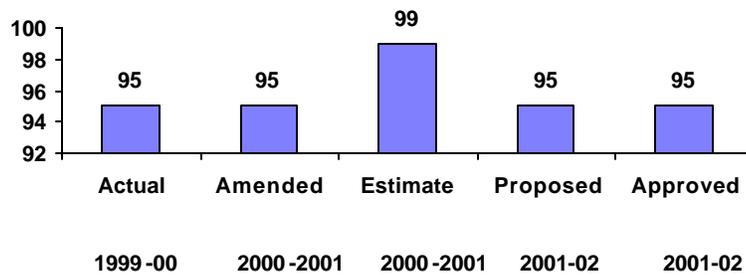
# Water Wastewater Utility-2001-02

## **Program: Collections System Support**

**Program Objective:** To provide engineering, project management, technical, and administrative services to the collection system operations and maintenance program in order to reduce wastewater overflows and safely deliver wastewater from the customers to the treatment plants

### **Program Results Measures:**

#### **Percentage of priority one calls dispatched to field crews within 30 minutes of receipt**



### **Performance Measures:**

	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of wastewater repeat overflows per 100 miles of sewer lines	1.4	2.8	3.3	2.8	2.8
Percent of biomonitoring tests passed	100%	90%	100%	100%	100%
Percent of collection system in the wastewater models modeled.	N/A	20%	15%	50%	50%
Percent of engineering projects for the Collection System requiring change orders exceeding 3% of the project cost	N/A	1%	0%	1%	1%
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	85%	85%	95%	90%	90%
Percentage of Collection System projects added to GIS grid maps within 60 days of receipt informatior	N/A	95%	100%	95%	95%
Percentage of customers satisfied with dispatch staff	98%	98%	98%	98%	98%
Percentage of industrial users with surcharges assessed	N/A	88%	90%	90%	90%

## Water Wastewater Utility-2001-02

### **Program: Collections System Support**

Percentage of priority one calls dispatched to field crews within 30 minutes of receipt	95%	95%	99%	95%	95%
Percentage of tap inspection service requests completed within 7 days	N/A	95%	95%	95%	95%
Percentage of time responded within One Call standard	N/A	50%	40%	50%	50%
Percentage of wastewater service requests responded to within 2 hours of notice	N/A	50%	74%	50%	50%

### List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Collection Dispatch Operations	\$0	7.00	\$272,422	6.50	\$262,093	6.50	\$296,818	6.50	\$302,581	6.50
Collection Engineering	\$2,614,496	14.92	\$1,428,132	18.79	\$1,506,590	19.29	\$1,589,250	19.29	\$1,626,385	19.29
Collection Inspection	\$542,513	5.20	\$273,974	3.12	\$259,241	4.16	\$303,215	4.16	\$308,046	4.16
Collection System Support Laboratory	\$0	9.03	\$611,076	8.83	\$620,044	9.33	\$760,175	9.33	\$773,839	9.33
Collection Technical Support	\$100	5.20	\$456,065	4.66	\$417,798	4.66	\$541,520	4.66	\$547,820	4.66
Line Locations – Collection System	\$0	5.00	\$297,711	5.32	\$201,716	5.54	\$285,117	5.54	\$290,223	5.54
Pretreatment (Industrial Waste Control)	\$1,066,382	21.00	\$1,086,263	18.00	\$1,004,619	15.00	\$1,154,175	18.00	\$1,172,197	18.00
Small Calls – Collection System	\$0	0.20	\$40,934	0.86	\$28,605	3.48	\$145,223	3.48	\$148,246	3.48
System Planning – Collection	\$0	7.31	\$569,360	7.47	\$383,697	5.06	\$772,224	11.57	\$824,544	11.57
Utility Development Services - Collection	\$0	3.00	\$238,604	3.49	\$299,254	3.45	\$238,115	3.45	\$243,397	3.45
Wastewater Records and Mapping	\$368	12.18	\$723,496	12.18	\$687,474	11.92	\$446,105	6.70	\$454,035	6.70
Wastewater TV Inspection, Inflow & Infiltration	\$2,985,015	54.00	\$2,926,445	53.00	\$3,009,613	53.00	\$2,945,138	53.00	\$2,994,835	53.00
<b>Total</b>	<b>\$7,208,874</b>	<b>144.04</b>	<b>\$8,924,482</b>	<b>142.22</b>	<b>\$8,680,744</b>	<b>141.39</b>	<b>\$9,477,075</b>	<b>145.68</b>	<b>\$9,686,148</b>	<b>145.68</b>

## Water Wastewater Utility-2001-02

**Activity:** Collection Dispatch Operations

**Activity Code:** 4DIS

**Program Name:** Collections System Support

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$0	\$272,422	\$262,093	\$296,818	\$302,581
<b>Total Requirements</b>	<b>\$0</b>	<b>\$272,422</b>	<b>\$262,093</b>	<b>\$296,818</b>	<b>\$302,581</b>
<b>Full-Time Equivalents</b>	<b>7.00</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of calls taken through Dispatch Operations	Demand	61,824	60,000	61,500	60,000	60,000
Labor cost per customer call taken in Dispatch Operations	Efficiency	\$4.28	\$4.41	\$4.26	\$4.79	\$4.88
Number of priority one calls dispatched to field crews	Output	5,500	5,000	5,900	5,000	5,000
Number of work orders and component parts (segments) created in database	Output	5,107	5,000	5,900	5,500	5,500
Percentage of customers satisfied with dispatch staff	Result	98%	98%	98%	98%	98%
Percentage of priority one calls dispatched to field crews within 30 minutes of receipt	Result	95%	95%	99%	95%	95%

**Activity History and Description:** The Dispatch Center is manned on a 24 hour basis and has primary responsibility for taking customer requests for service and initiating and dispatching customer request for assistance to Utility work groups. This Center is also responsible for notification of appropriate City and State agencies in the case of emergencies/serious incidents involving personnel, equipment, or problems with the collection system. Administratively, the Center is responsible for research/update of databases, which involves research of information for use when inputting service request, work orders, and line segments. The Center also maintains infrastructure information for use by the various work groups and other customers.

**Activity Objective:** To provide communication and tracking services for customer calls so that the caller information can be relayed to Utility repair crews.

## Water Wastewater Utility-2001-02

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**Activity:** *Collection Dispatch Operations*

**Activity Code:** 4DIS

**Program Name:** *Collections System Support*

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**Services of the Activity:**

Take and log customer calls,  
Assist customers with wastewater related problems,  
Dispatch field crews,  
Record field crew activities in database

**Changes in Requirements and  
Performance Measures:**

Activity increased \$30,159 or 11% due to pay for performance and market adjustments.

**Responsible Employee:**

Glenn Davis

912-6112

## Water Wastewater Utility-2001-02

**Activity:** Collection Engineering

**Activity Code:** 4ENC

**Program Name:** Collections System Support

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$953,408	\$370,891	\$555,632	\$456,201	\$456,201
Water/Wastewater Utility Operating Fund	\$1,661,088	\$1,057,241	\$950,958	\$1,133,049	\$1,170,184
<b>Total Requirements</b>	<b>\$2,614,496</b>	<b>\$1,428,132</b>	<b>\$1,506,590</b>	<b>\$1,589,250</b>	<b>\$1,626,385</b>
<b>Full-Time Equivalents</b>	<b>14.92</b>	<b>18.79</b>	<b>19.29</b>	<b>19.29</b>	<b>19.29</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Annual Index that is calculated by dividing the square yards of streets cuts by the the total lane miles of new streets.	Demand	N/A	N/A	N/A	To be provided by Public Works	To be provided by Public Works
Number of engineering services requested for the Collection System during the fiscal year	Demand	N/A	4	48	25	25
Labor cost for the Collection System engineering services per \$100,000 of completed construction cost during each fiscal year	Efficiency	N/A	\$3,142.67	\$1,400	\$1,400	\$1,400
Number of work hours spent on engineering services for the Collection System during fiscal year	Output	N/A	70	100	70	70
Change order costs as a percentage of total construction costs ( 1. Facility 2). Pipeline)	Result	1) 50%; 2)<4.5%	1). 3%; 2). 5%	1%	3%	3%
Percent of engineering projects for the Collection System requiring change orders exceeding 3% of the project cost	Result	N/A	1%	0%	1%	1%

**Activity History and Description:** The division's primary mission is to provide quality services in the areas of project management, engineering design, technical support, operations and maintenance support, construction services, and act as a customer liaison leading projects, monitoring progress and evaluating results. In FY 2001, the Facility Engineering function and the Pipeline Engineering functions will be reported together as Collection Engineering. The Facility Engineering division includes personnel with a wide range of expertise and capabilities. These capabilities include expertise in process control systems, computer networks, electrical and instrumentation design, process design and optimization, civil and mechanical design, project management, construction management, inspection, treatment operations, environmental monitoring, and regulatory compliance and permitting, engineering functions. The Engineering Design

## Water Wastewater Utility-2001-02

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**Activity:** *Collection Engineering*

**Activity Code:** 4ENC

**Program Name:** *Collections System Support*

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division was established to respond to the growing need of the Utility for Rehabilitation Construction plan design. This division is also responsible for project management, and design of CIP and line maintenance projects. This Engineering Design division consists of plan review, project management section, design section, engineering support, surveying section, and standards product section.

**Activity Objective:**

To provide engineering services to the Collection System Operations and Maintenance Program for them to operate their control systems and Lift Stations to transport raw wastewater safely to the treatment plants

**Services of the Activity:**

Project management for the Collection System, including Lift Stations, engineering consulting, and construction projects,  
Engineering technical services for the Collection System processes, pipelines, Lift Stations and equipment  
SCADA technical/engineering services for the Collection System control systems,  
Design reviews and comments for the Collection System, engineering projects,  
Development and administration of Collection System CIP programs,  
Oversight of design and project management services provided by others for Collection System Projects

**Changes in Requirements and Performance Measures:**

The Approved Budget increased \$198,253 due to health and market adjustments; and pay for performance, otherwise, substantially the same.

**Responsible Employee:**

Suheil Baaklini

322-2966

## Water Wastewater Utility-2001-02

**Activity:** *Collection Inspection*  
**Activity Code:** 4INC  
**Program Name:** *Collections System Support*

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$119,223	\$111,736	\$203,714	\$111,736	\$111,736
Water/Wastewater Utility Operating Fund	\$423,290	\$162,238	\$55,527	\$191,479	\$196,310
<b>Total Requirements</b>	<b>\$542,513</b>	<b>\$273,974</b>	<b>\$259,241</b>	<b>\$303,215</b>	<b>\$308,046</b>
<b>Full-Time Equivalents</b>	<b>5.20</b>	<b>3.12</b>	<b>4.16</b>	<b>4.16</b>	<b>4.16</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
The number of wastewater taps requiring inspection	Demand	N/A	2,500	2,500	2,500	2,500
Labor costs per mile of pipe	Efficiency	N/A	\$39.56	\$20.00	\$20.00	\$21.14
Labor costs per tap inspection	Efficiency	N/A	\$28.00	\$30.82	\$29.40	\$29.88
The number of wastewater tap inspections completed	Output	N/A	2,500	2,500	2,500	2,500
Percentage of tap inspection service requests completed within 7 days	Result	N/A	95%	95%	95%	95%

**Activity History and Description:** This group consists of a team of inspectors who are responsible for short term projects, which include inspection of connections to the existing utility system and installation of new utilities to residential and commercial property.

**Activity Objective:** To provide timely inspection of wastewater service connections and new construction in order to ensure quality control and proper installation of utilities that meet utility design and construction standards.

**Services of the Activity:** Wastewater connection and site inspection, Plan Reviews

**Changes in Requirements and Performance Measures:** Activity increased by \$34,072 or 12.44% due to the reallocation of 1.04 FTEs from the following: 1 FTE from Distribution Pipeline Maintenance activity and .04 FTE from Collection System Planning.

**Responsible Employee:** Glenn Davis 912-6114

# Water Wastewater Utility-2001-02

**Activity:** Collection System Support Laboratory

**Activity Code:** 4LBC

**Program Name:** Collections System Support

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$0	\$611,076	\$620,044	\$760,175	\$773,839
<b>Total Requirements</b>	<b>\$0</b>	<b>\$611,076</b>	<b>\$620,044</b>	<b>\$760,175</b>	<b>\$773,839</b>
<b>Full-Time Equivalents</b>	<b>9.03</b>	<b>8.83</b>	<b>9.33</b>	<b>9.33</b>	<b>9.33</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of tests requested by customers for wastewater specific tests	Demand	16,953	13,143	11,972	11,972	11,972
Activity cost per test	Efficiency	\$20.00	\$20.00	\$14.60	\$17.90	\$18.22
Number of water test results produced	Output	16,593	9,300	42,470	42,470	42,470
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	Result	85%	85%	95%	90%	90%
Percentage of total tests that are completed within requested timeframe	Result	80%	80%	93%	90%	90%

**Activity History and Description:** Wastewater Laboratory Services is responsible for supporting the Water and Wastewater Utility Department in its compliance with the federal mandates.

**Activity Objective:** To produce test results for Collection System Support customers in order to provide them with timely and accurate information to help them make informed decisions about their work.

**Services of the Activity:** Test results

**Changes in Requirements and Performance Measures:** Activity increased by 26.64% or \$162,763 due to one-time capital purchases for laboratory testing equipment of \$105,302; increases for wage adjustments and insurance increases of \$57,461.

**Responsible Employee:** Miriam Mora

927-4010

# Water Wastewater Utility-2001-02

**Activity:** *Collection Technical Support*

**Activity Code:** 4TSC

**Program Name:** *Collections System Support*

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$100	\$456,065	\$417,798	\$541,520	\$547,820
<b>Total Requirements</b>	<b>\$100</b>	<b>\$456,065</b>	<b>\$417,798</b>	<b>\$541,520</b>	<b>\$547,820</b>
<b>Full-Time Equivalents</b>	<b>5.20</b>	<b>4.66</b>	<b>4.66</b>	<b>4.66</b>	<b>4.66</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
The number of customer inquiries (new services)	Demand	N/A	300	315	315	315
Labor costs per customer inquiry (new services)	Efficiency	N/A	\$136.52	\$118.98	\$136.00	\$141.00
Number of wastewater overflows responded to	Output	N/A	120	230	260	260
The number of customer inquiries responded to (new services)	Output	N/A	300	315	315	315
Percentage of customer inquiries responded to within 3 working days	Result	N/A	85%	90%	87%	87%

**Activity History and Description:** This group consists of a team of Engineering Associates and Technicians who provide technical support to various work groups throughout the Utility. This includes response and tracking of wastewater overflows, plan review, and direct engineering support to maintenance crews in the repair and maintenance of the Utility infrastructure.

**Activity Objective:** To provide timely technical support to field crews, customers, and contractors so that new construction and repairs meet Utility design and construction standards.

**Services of the Activity:** Plan reviews  
Engineering technical support

**Changes in Requirements and Performance Measures:** Activity increased by 20.12% or \$91,755 due to projected increases in the cost of chemicals of \$52,000; increases for wage adjustments and insurance of \$39,755.

**Responsible Employee:** Glenn Davis 912-6112

# Water Wastewater Utility-2001-02

**Activity:** *Line Locations – Collection System*

**Activity Code:** 4LLC

**Program Name:** *Collections System Support*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$0	\$297,711	\$201,716	\$285,117	\$290,223
<b>Total Requirements</b>	<b>\$0</b>	<b>\$297,711</b>	<b>\$201,716</b>	<b>\$285,117</b>	<b>\$290,223</b>
<b>Full-Time Equivalents</b>	<b>5.00</b>	<b>5.32</b>	<b>5.54</b>	<b>5.54</b>	<b>5.54</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of wastewater line requests from customers	Demand	N/A	17,500	10,400	17,500	17,500
Labor cost per wastewater line location requests responded to	Efficiency	N/A	\$17.01	\$2.32	\$17.00	\$17.15
Number of wastewater line location requests completed within One Call standard	Output	N/A	14,580	4,200	14,580	14,580
Percent of markings of water lines that are incorrect	Result	N/A	0.002%	0.030%	0.002%	0.002%
Percentage of time responded within One Call standard	Result	N/A	50%	40%	50%	50%

**Activity History and Description:** The Line Locations activity is responsible for researching maps and other records and using electronic equipment to locate and mark the approximate location of underground water and wastewater utilities so that excavators and designers will be aware of them. They also investigate and report on damages to the system by others. They frequently provide assistance and information to other entities related to our utilities and locations. The main function of this activity is damage prevention.

**Activity Objective:** To provide wastewater pipeline location for One Call customers in order to identify Utility infrastructure.

**Services of the Activity:** Locate wastewater lines  
Special billing wastewater investigations

**Changes in Requirements and Performance Measures:** 0.22 FTE reallocated from Valve and Hydrant activity, otherwise substantially the same.

**Responsible Employee:** Jesse Alba 912-6201

## Water Wastewater Utility-2001-02

**Activity:** Pretreatment (Industrial Waste Control)

**Activity Code:** 4PRT

**Program Name:** Collections System Support

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$2,197	\$0	\$436	\$0	\$0
Water/Wastewater Utility Operating Fund	\$1,064,185	\$1,086,263	\$1,004,183	\$1,154,175	\$1,172,197
<b>Total Requirements</b>	<b>\$1,066,382</b>	<b>\$1,086,263</b>	<b>\$1,004,619</b>	<b>\$1,154,175</b>	<b>\$1,172,197</b>
<b>Full-Time Equivalents</b>	<b>21.00</b>	<b>18.00</b>	<b>15.00</b>	<b>18.00</b>	<b>18.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Labor cost per industrial user	Efficiency	\$515.35	\$499.12	\$449.85	\$500.51	\$502.00
Number of IUs permitted	Output	1,867	2,000	1,910	2,000	2,000
Surcharge revenues collected	Output	\$4,000,000	\$4,000,000	\$3,500,000	\$3,500,000	\$3,500,000
Percent of biomonitoring tests passed	Result	100%	90%	100%	100%	100%
Percentage of customers requiring any type of enforcement action	Result	N/A	3.6%	14%	15%	15%
Percentage of industrial users with surcharges assessed	Result	N/A	88%	90%	90%	90%

**Activity History and Description:** The Water and Wastewater Utility became responsible for the pretreatment program in 1974. The current program was first approved by EPA in 1983 and was again approved in 1994.

**Activity Objective:** To control customer pollutant levels being discharged to the wastewater collection system through permits, inspections, sampling, and enforcement activities so that pollutants do not affect worker health and safety, pass through or interfere with the treatment plants, or keep biosolids from beneficial reuse.

**Services of the Activity:** Pretreatment Ordinance enforced,  
Sanitary sewer industrial users regulated and surcharged,  
Site plans and pretreatment design plans and specifications reviewed and processed,  
Pretreatment and interlocal agreements with other political subdivisions (OPS) implemented

**Changes in Requirements and Performance Measures:** 3 FTEs were reallocated to Water Protection activity; 3 new FTEs were transferred in from Health Department; \$18,022 for distribution of pay for performance, otherwise substantially the same.

**Responsible Employee:** Antonio Canales 912-6060



# Water Wastewater Utility-2001-02

**Activity:** *Small Calls – Collection System*

**Activity Code:** 4SCC

**Program Name:** *Collections System Support*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$0	\$40,934	\$28,605	\$145,223	\$148,246
<b>Total Requirements</b>	<b>\$0</b>	<b>\$40,934</b>	<b>\$28,605</b>	<b>\$145,223</b>	<b>\$148,246</b>
<b>Full-Time Equivalents</b>	<b>0.20</b>	<b>0.86</b>	<b>3.48</b>	<b>3.48</b>	<b>3.48</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of wastewater service requests from customers	Demand	N/A	180	230	180	180
Labor cost per wastewater service request response	Efficiency	N/A	\$30.00	\$15.01	\$30.00	\$30.00
Number of wastewater service requests from customers worked	Output	N/A	180	170	180	180
Percentage of wastewater service requests responded to within 2 hours of notice	Result	N/A	50%	74%	50%	50%

**Activity History and Description:** The Small Call activity responds to all types of Distribution System and Collection System customer complaints and calls on a 24-hour schedule. The current program consists of the City being divided into five zones. This enables the day shift employees to respond to customer complaints in a timely manner. Evening and weekend calls are handled by one individual, except in extreme emergencies. This section works with the public on a daily basis, which requires professional advice, counseling and/or assistance.

**Activity Objective:** To provide the timely initial response investigation of customer calls for service in order to correct problems or determine the repairs needed.

**Services of the Activity:** Investigation of wastewater line problems  
 Identification of maintenance and technical assistance required to resolve problems  
 Documentation and reporting of assistance required

**Changes in Requirements and Performance Measures:** Activity increased by 262.16% or \$107,312 due to the reallocation of 2.62 FTEs, 0.95 FTE from Valve and Hydrant activity and 1.67 FTEs from Distribution Pipeline Maintenance.

**Responsible Employee:** Jesse Alba 912-6201

# Water Wastewater Utility-2001-02

**Activity:** System Planning – Collection

**Activity Code:** 4SPC

**Program Name:** Collections System Support

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$29,992	\$0	\$29,992	\$29,992
Water/Wastewater Utility Operating Fund	\$0	\$539,368	\$383,697	\$742,232	\$794,552
<b>Total Requirements</b>	<b>\$0</b>	<b>\$569,360</b>	<b>\$383,697</b>	<b>\$772,224</b>	<b>\$824,544</b>
<b>Full-Time Equivalents</b>	<b>7.31</b>	<b>7.47</b>	<b>5.06</b>	<b>11.57</b>	<b>11.57</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of wastewater hydraulic studies in work plan	Demand	N/A	20	30	25	25
Average wastewater systems planning cost per Utility wastewater account	Efficiency	N/A	\$1.50	\$1.40	\$1.50	\$1.50
Number of times service denied due to lack of capacity in major collection system infrastructure	Output	N/A	10	4	4	4
Number of wastewater hydraulic studies completed	Output	N/A	10	20	20	20
Percent of collection system in the wastewater models modeled.	Output	N/A	20%	15%	50%	50%

**Activity History and Description:** The Systems Planning activity was created in FY 2001 to track costs associated with all system planning and analysis work done for the Utility's wastewater collection system.

**Activity Objective:** To provide analysis of the wastewater collection system for Utility management in order to insure adequate infrastructure capacities are available and to identify areas for system improvement.

**Services of the Activity:** Hydraulic analysis, identification of system deficiencies, Proposals for new facilities  
Long range facility plans and area studies  
Strategies for wastewater system operation  
Land use assumptions and CIP for state impact fee requirements  
Forecasts of demand by small areas  
Geographic Information Systems (GIS) products  
GIS accessibility  
City's decentralized wastewater program

**Changes in Requirements and Performance Measures:** The approved increase of \$255,184 or 44.82% is due to the addition of the GIS (Geographic Information System) function added to this area. 5.48 FTEs were added to this activity from the Collection Records and Mapping activity.

## Water Wastewater Utility-2001-02

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**Activity:** *System Planning – Collection*

**Activity Code:** *4SPC*

**Program Name:** *Collections System Support*

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1.38 FTEs were distributed to the Inspection activities for a total activity change of 4.10 FTEs.

**Responsible Employee:**

Craig Bell

322-3610

# Water Wastewater Utility-2001-02

**Activity:** Utility Development Services - Collection

**Activity Code:** 4UDC

**Program Name:** Collections System Support

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$39,737	\$120,602	\$39,737	\$39,737
Water/Wastewater Utility Operating Fund	\$0	\$198,867	\$178,652	\$198,378	\$203,660
<b>Total Requirements</b>	<b>\$0</b>	<b>\$238,604</b>	<b>\$299,254</b>	<b>\$238,115</b>	<b>\$243,397</b>
<b>Full-Time Equivalents</b>	<b>3.00</b>	<b>3.49</b>	<b>3.45</b>	<b>3.45</b>	<b>3.45</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of development (subdivision, site plan and zoning) projects submitted for Utility review	Demand	1,080	1,180	1,200	1,200	1,200
Activity cost per service extension request approved	Efficiency	N/A	\$1,000	\$2,500	\$2,500	\$2,500
Number of service extension requests approved by zone (DDZ/DWPZ)	Output	35 / 19	35 / 19	35 / 8	35 / 8	35 / 8
Number of new subdivisions that have less than City standard services	Result	N/A	0	75	75	75
Percent of development plans reviewed within established ordinance turn around time	Result	100%	100%	100%	100%	100%

**Activity History and Description:** A Utility Development Services section has existed within the Utility for at least several decades, providing a variety of services including development liaison, and the review, approval and tracking of new development, related service extensions, service commitments, and reimbursements. For years it maintained a staff of 20 to 30 FTEs. Its low staffing levels now are due primarily to technical and process efficiencies and the elimination of selected functions.

**Activity Objective:** To review development proposals and process wastewater service extension requests for developers and individuals in order to provide adequate service and insure that new wastewater lines meet Utility design standards.

**Services of the Activity:** Review comments for subdivision plats, preliminary plans, zoning and site plans  
Completed service extensions and related documentation  
Tracking reports for service extension request and developer reimbursements  
Engineering review of on-site-facilities

**Changes in Requirements and Performance Measures:** Substantially the same.

## Water Wastewater Utility-2001-02

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**Activity:** *Utility Development Services - Collection*

**Activity Code:** *4UDC*

**Program Name:** *Collections System Support*

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**Responsible Employee:** Kathi Flowers

322-2771

# Water Wastewater Utility-2001-02

**Activity:** Wastewater Records and Mapping

**Activity Code:** 4RMS

**Program Name:** Collections System Support

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$368	\$723,496	\$687,474	\$446,105	\$454,035
<b>Total Requirements</b>	<b>\$368</b>	<b>\$723,496</b>	<b>\$687,474</b>	<b>\$446,105</b>	<b>\$454,035</b>
<b>Full-Time Equivalents</b>	<b>12.18</b>	<b>12.18</b>	<b>11.92</b>	<b>6.70</b>	<b>6.70</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of Collection System projects submitted for mapping	Demand	N/A	250 projects	250 projects	250 projects	250 projects
Average staff cost per Collection System grid map maintained	Efficiency	N/A	<= \$2,000/map	\$1,923/map	<= \$2,000/map	<= \$2,000/map
Number of Collection System projects entered into GIS	Output	N/A	250 projects	250 projects	250 projects	250 projects
Percentage of Collection System projects added to GIS grid maps within 60 days of receipt information	Result	N/A	95%	100%	95%	95%

**Activity History and Description:** The Records section was created in the early 1920's to draw and maintain system maps to assist field crews in locating Utility lines, etc. Since then, Records has maintained files consisting of construction related documents upon which the system maps are based. This program is responsible for making this information available to the Utility, other City Departments, and the public in the form of comprehensive maps and other drawings in three media formats (paper, microfilm, and electronic).

**Activity Objective:** To provide maps and geographically referenced data on the Wastewater Collection System for field crews, engineers, and others in order to locate Utility infrastructure in an efficient manner.

**Services of the Activity:** Provision of record information of Collection System to internal and external customers  
Reviews of engineering plans of Collection systems for accuracy and pertinent facility location information

**Changes in Requirements and Performance Measures:** The approved decrease of \$269,461 or 37.24% is mainly due to the reallocation of 5.48 FTEs to the System Planning Collection activity.

**Responsible Employee:** Kathi Flowers 322-2771

## Water Wastewater Utility-2001-02

**Activity:** Wastewater TV Inspection, Inflow & Infiltration

**Activity Code:** 4TVI

**Program Name:** Collections System Support

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$192,492	\$84,413	\$153,456	\$84,413	\$84,413
Water/Wastewater Utility Operating Fund	\$2,792,523	\$2,842,032	\$2,856,157	\$2,860,725	\$2,910,422
<b>Total Requirements</b>	<b>\$2,985,015</b>	<b>\$2,926,445</b>	<b>\$3,009,613</b>	<b>\$2,945,138</b>	<b>\$2,994,835</b>
<b>Full-Time Equivalents</b>	<b>54.00</b>	<b>53.00</b>	<b>53.00</b>	<b>53.00</b>	<b>53.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Linear feet of main scheduled for (1) Demand inspection, (2) cleaning, (3) smoke testing, (4) grouting		N/A	(1) 800,000' (2) 600,000' (3) 404,021' (4) 20,000'	(1) 268,865' (2) 390,477' (3) 4,840' (4) 4,264'	(1) 800,000' (2) 600,000' (3) 404,021' (4) 20,000'	(1) 800,000' (2) 600,000' (3) 404,021' (4) 20,000'
Labor cost per linear foot of main (1) Efficiency TV inspected, (2) Cleaned, (3) Smoke tested, (4) Grouted		N/A	(1) \$0.58 (2) \$1.16 (3) \$0.19 (4) \$4.50	(1) \$0.63 (2) \$0.32 (3) \$0.22 (4) \$3.58	(1) \$0.58 (2) \$1.16 (3) \$0.19 (4) \$4.50	(1) \$0.60 (2) \$1.20 (3) \$0.20 (4) \$4.67
Linear feet of main (1) TV inspected, (2) Cleaned, (3) Smoke tested (4) Grouted	Output	N/A	(1) 800,000' (2) 600,000' (3) 404,021' (4) 20,000'	(1) 600,207' (2) 442,956' (3) 5,959 (4) 5,773	(1) 800,000' (2) 600,000' (3) 404,021' (4) 20,000'	(1) 800,000' (2) 600,000' (3) 404,021' (4) 20,000'
Number of wastewater repeat overflows per 100 miles of sewer lines	Result	1.4	2.8	3.3	2.8	2.8
Percentage of total Collection System (1) TV Inspected, (2) Cleaned, (3) Smoke tested, (4) Grouted	Result	N/A	(1) 6% (2) 4% (3) 2% (4) 1%	(1) 1.98% (2) 1.64% (3) 0.05% (4) 0.04%	(1) 6% (2) 4% (3) 2% (4) 1%	(1) 6% (2) 4% (3) 2% (4) 1%

**Activity History and Description:** Television Inspection currently operates and maintains a fleet of nine (9) TV inspection trucks, six (6) flusher trucks, two (2) all terrain vehicles for inspection in remote and environmentally sensitive areas and two smoke testing crews. The TV trucks are equipped to perform trenchless rehabilitation through grouting. This programs also insets new lines for compliance with City of Austin specifications and one (1) year warranty acceptance. Evaluation of the condition of the wastewater collection system is ongoing. Assist in the investigation of overflows and identification and precise location of needed repairs. Assist with SSES following flow monitoring. The Technical Services Division, a separate program for 1996-97 was combined into the current program including the 12 FTEs. This division provides engineering support to Field Operations. The division also analyzes and assesses the condition of the water distribution and wastewater collection system. With this information cost effective rehabilitation of the system is prioritized and various

## Water Wastewater Utility-2001-02

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**Activity:** *Wastewater TV Inspection, Inflow & Infiltration*

**Activity Code:** 4TVI

**Program Name:** *Collections System Support*

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rehabilitation contracts are initiated and administered. Rehabilitation work for in-house construction crews is also prioritized. Inflow & Infiltration evaluation is conducted both in house and through contracts.

**Activity Objective:** To provide a pro-active and re-active investigation of the Collection System to reduce maintenance and to recommend repairs to the infrastructure.

**Services of the Activity:** Analyze collection system maintenance problems  
TV inspection of Collection System  
Overflow abatement  
Line cleaning  
Executing and managing Collection System lining program  
Installation, operation and maintenance of collection system flow monitors  
Inflow and infiltration studies of collection system

**Changes in Requirements and Performance Measures:** Substantially the same.

**Responsible Employee:** Gopal Guthikonda 927-4371

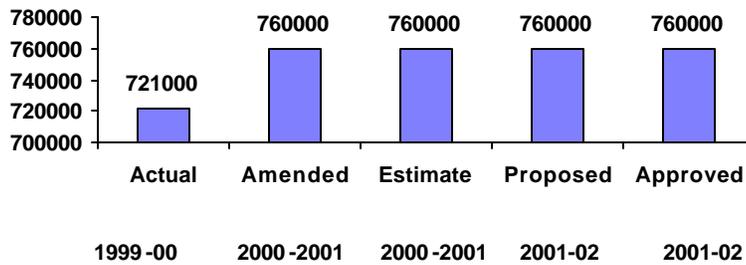
# Water Wastewater Utility-2001-02

**Program: Conservation and Reuse**

**Program Objective:** To provide engineering, environmental, and technical services to the Utility Treatment Programs in order to conserve our water resources to delay building new capital treatment facilities and incurring the related costs.

**Program Results Measures:**

**Number of gallons of water saved annually from peak day from water conservation and reuse programs (TPSD)**



Performance Measures:	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of acres of watershed protected by land management	10,211	10,211	10,254	10,254	10,254
Number of gallons of water saved annually from peak day from water conservation and reuse programs (TPSD)	721,000	760,000	760,000	760,000	760,000
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	85%	85%	87.5%	85.0%	85.0%
Percentage of wastewater treated that is beneficially reused	3%	1.5%	2%	2%	2%

**List of Activities (Includes all Funding Sources)**

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Conservation and Reuse Support Laboratory	\$1,305,396	7.31	\$676,737	7.84	\$659,479	7.84	\$629,810	7.84	\$639,963	7.84
Conservation Engineering	\$0	0.73	\$60,896	0.60	\$86,395	0.60	\$62,317	0.60	\$63,841	0.60
Environmental & Regulatory Support/Land Management	\$841,903	2.80	\$646,187	7.20	\$373,002	3.66	\$380,335	3.66	\$384,575	3.66

# Water Wastewater Utility-2001-02

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<i>Program:</i>	<i>Conservation and Reuse</i>									
Water Conservation	\$2,530,404	0.00	\$3,258,332	0.00	\$2,897,018	0.00	\$3,158,332	0.00	\$3,158,332	0.00
Water Reuse	\$0	1.70	\$131,748	1.62	\$129,762	2.00	\$220,328	2.00	\$225,357	2.00
<b>Total</b>	<b>\$4,677,703</b>	<b>12.54</b>	<b>\$4,773,900</b>	<b>17.26</b>	<b>\$4,145,656</b>	<b>14.10</b>	<b>\$4,451,122</b>	<b>14.10</b>	<b>\$4,472,068</b>	<b>14.10</b>

## Water Wastewater Utility-2001-02

**Activity:** Conservation and Reuse Support Laboratory

**Activity Code:** 6LBR

**Program Name:** Conservation and Reuse

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$162,192	\$182,300	\$138,494	\$182,300	\$182,300
Water/Wastewater Utility Operating Fund	\$1,143,204	\$494,437	\$520,985	\$447,510	\$457,663
<b>Total Requirements</b>	<b>\$1,305,396</b>	<b>\$676,737</b>	<b>\$659,479</b>	<b>\$629,810</b>	<b>\$639,963</b>
<b>Full-Time Equivalents</b>	<b>7.31</b>	<b>7.84</b>	<b>7.84</b>	<b>7.84</b>	<b>7.84</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of tests required by customers for environmental or conservation specific tests	Demand	22,374	18,254	35,402	35,402	35,402
Activity cost per test	Efficiency	\$20	\$27	\$18.54	\$19.34	\$19.65
Number of environmental or conservation test results produced	Output	22,374	18,000	32,572	32,572	32,572
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	Result	85%	85%	87.5%	85.0%	85.0%
Percentage of total test results completed within requested timeframe	Result	80%	80%	95.5%	93.0%	93.0%

**Activity History and Description:** The Water and Wastewater Laboratory Services Division is responsible for supporting the Water and Wastewater Utility Department in its compliance with the federal mandates indicated below. To that end, the Laboratory Services Division collects samples from Lake Travis, Lake Austin and Town Lake; at the water treatment plants; in the water distribution system, at the wastewater treatment plants, and in the Colorado River downstream of the City's wastewater treatment plants. These samples are subsequently tested at the Laboratory Services Division facilities. The results are reported to TNRCC and EPA on a monthly basis. The Laboratory Services Division must collect and analyze the samples as well as report the information using mandated protocols and frequencies. Staff is trained and the division holds two accreditations: One from the state for microbiological testing of drinking water and another for chemical testing of drinking water under the Information Collection Rule.

**Activity Objective:** To produce test results for Conservation Reuse Support customers in order to provide them timely and accurate information to help them make informed decisions about their work

**Services of the Activity:** Sample Collection

## Water Wastewater Utility-2001-02

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**Activity:** *Conservation and Reuse Support Laboratory*

**Activity Code:** *6LBR*

**Program Name:** *Conservation and Reuse*

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Test results  
Complaint research and resolution.

**Changes in Requirements and Performance Measures:** Substantially the same.

**Responsible Employee:** Miriam Mora 927-4010

# Water Wastewater Utility-2001-02

**Activity:** Conservation Engineering

**Activity Code:** 6ENC

**Program Name:** Conservation and Reuse

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$26,622	\$40,032	\$26,622	\$26,622
Water/Wastewater Utility Operating Fund	\$0	\$34,274	\$46,363	\$35,695	\$37,219
<b>Total Requirements</b>	<b>\$0</b>	<b>\$60,896</b>	<b>\$86,395</b>	<b>\$62,317</b>	<b>\$63,841</b>
<b>Full-Time Equivalents</b>	<b>0.73</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of engineering services for the Conservation and Reuse Program during the fiscal year	Demand	N/A	2	1	2	2
Labor cost for the Conservation and Reuse Program engineering services per \$100,000 of completed construction cost during each fiscal year	Efficiency	N/A	\$0.12	\$1,800	\$1,800	\$1,800
Number of work hours spent on engineering services for the Conservation and Reuse Program during fiscal year	Output	N/A	10	5	10	10
Change order costs as a percentage of total construction costs	Result	0.5%	3%	1%	3%	3%
Percent of engineering projects for the Conservation and Reuse Program requiring change orders exceeding 3% of the project cost	Result	N/A	1%	1%	1%	1%

**Activity History and Description:** This activity's primary mission is to provide quality services in the areas of project management, engineering design, technical support, operations and maintenance support, construction services, and act as a customer liaison leading projects, monitoring progress and evaluating results. The division includes personnel with a wide range of expertise and capabilities. These capabilities include expertise in process control systems and computer networks, electrical and instrumentation design, process design and optimization, civil and mechanical design, project management, construction management, inspection, treatment operations, environmental monitoring, and regulatory compliance and permitting engineering functions.

**Activity Objective:** To provide engineering services to the Conservation and Reuse Program in order for them to conserve drinking water by beneficially utilizing reuse effluent.

**Services of the Activity:** Project management for Conservation and Reuse Program engineering,

## Water Wastewater Utility-2001-02

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**Activity:** *Conservation Engineering*

**Activity Code:** 6ENC

**Program Name:** *Conservation and Reuse*

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consulting and construction projects  
Engineering technical services for the Conservation and Reuse processes and equipment  
SCADA technical/engineering services for the Conservation and Reuse control systems  
Design reviews and comments for the Conservation and Reuse engineering projects

**Changes in Requirements and Performance Measures:** Substantially the same.

**Responsible Employee:** Suheil Baaklini 322-2966

# Water Wastewater Utility-2001-02

**Activity:** Environmental & Regulatory Support/Land Management

**Activity Code:** 6ERM

**Program Name:** Conservation and Reuse

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$71,600	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$841,903	\$574,587	\$373,002	\$380,335	\$384,575
<b>Total Requirements</b>	<b>\$841,903</b>	<b>\$646,187</b>	<b>\$373,002</b>	<b>\$380,335</b>	<b>\$384,575</b>
<b>Full-Time Equivalents</b>	<b>2.80</b>	<b>7.20</b>	<b>3.66</b>	<b>3.66</b>	<b>3.66</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of acres of watershed land purchased	Output	2,535	2,300	43	0	0
Number of acres of watershed protected by land management	Result	10,211	10,211	10,254	10,254	10,254

**Activity History and Description:** Created in 1992 to provide emphasis on environmental and regulatory support within the Utility, the division coordinates Utility-wide reviews of new drinking water/wastewater related regulations, regulatory rule changes and proposed legislation and provides comments to Utility management on their potential impact. Division monitors compliance with drinking water and wastewater regulations and prepares documentation for state and federal permits. The division also provides staff liaison with environmental groups, manages special environmental studies, and coordinates research activities associated with the Center for Environmental Research. In 1999, this program became responsible for the management of the Proposition II lands which are environmentally sensitive lands over the Edward Aquifer recharge zone approved for purchase by voters so that no development takes place on these lands.

**Activity Objective:** To provide conservation and preservation services to the land purchased to protect sensitive watersheds in order to protect drinking water supplies.

**Services of the Activity:** Land conservation  
Land preservation and management

**Changes in Requirements and Performance Measures:** Activity decreased by 40.49% or \$261,612 due to reallocation of funds associated with 1.28 FTEs to Wastewater Treatment Support Environmental and Regulatory Support, 1.26 FTEs to Water Treatment Support Environmental Regulatory Support, and transferred 1 FTE back to Biosolids.

**Responsible Employee:** Maureen McReynolds 322-2777

## Water Wastewater Utility-2001-02

**Activity:** Water Conservation

**Activity Code:** 6WAC

**Program Name:** Conservation and Reuse

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$2,530,404	\$3,258,332	\$2,897,018	\$3,158,332	\$3,158,332
<b>Total Requirements</b>	<b>\$2,530,404</b>	<b>\$3,258,332</b>	<b>\$2,897,018</b>	<b>\$3,158,332</b>	<b>\$3,158,332</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Average cost of water conservation activities per peak day gallon saved from conservation (TPSD)	Efficiency	\$3.51	\$4.29	\$3.81	\$4.16	\$4.16
Number of customers participating in water conservation activities	Output	49,400	51,400	51,400	51,400	51,400
Cumulative number of gallons of water saved from peak day since 1993 from conservation and reuse programs (TPSD)	Result	7,798,000	8,558,000	8,558,000	9,318,000	9,318,000
Number of gallons of water saved annually from peak day from water conservation and reuse programs (TPSD)	Result	721,000	760,000	760,000	760,000	760,000
Percentage of customers participating in water conservation activities (TPSD)	Result	19.10%	19.40%	19.40%	19.40%	19.40%

**Activity History and Description:** Water conservation encompasses residential, commercial and municipal water consumption. The first Resolution was in December of 1990, and was aimed at reducing residential customers consumption. The Resolution in December of 1991, included commercial and municipal reductions. The fee for Barton Springs Edward Aquifer Conservation District is also included in this activity.

**Activity Objective:** To reduce water demand by 10% on a peak day and reduce 5% of projected per capita demand by the year 2005 for the water treatment plants in order to conserve our water resources and to control new capital facility expenses.

**Services of the Activity:** Toilet retrofit program, Irrigation audits

**Changes in Requirements and Performance Measures:** Substantially the same.

**Responsible Employee:** Tony Gregg (TPSD) 974-3557

# Water Wastewater Utility-2001-02

**Activity:** Water Reuse  
**Activity Code:** 6WAR  
**Program Name:** Conservation and Reuse

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$6,000	\$0	\$0
Water/Wastewater Utility Operating Fund	\$0	\$131,748	\$123,762	\$220,328	\$225,357
<b>Total Requirements</b>	<b>\$0</b>	<b>\$131,748</b>	<b>\$129,762</b>	<b>\$220,328</b>	<b>\$225,357</b>
<b>Full-Time Equivalents</b>	<b>1.70</b>	<b>1.62</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of gallons of reclaimed wastewater used for beneficial purposes	Demand	550 mg	600 mg	800 mg	1000 mg	1000 mg
Average cost of water reuse program per thousand gallons of reclaimed water used	Efficiency	N/A	\$13	\$0.15	\$0.25	\$0.25
Thousands of feet of reclaimed water main installed	Output	13.4	10	12	5	5
Percentage of wastewater treated that is beneficially reused	Result	3%	1.5%	2%	2%	2%

**Activity History and Description:** Provides analytical and technical support to the Utility, the City, other Governmental agencies, and the citizens of Austin, to assess and report compliance with established environmental regulations and to assist in the Utility's water quality research efforts.

**Activity Objective:** To provide reclaimed water planning, projects, and marketing to the Utility management and selected customers in order to conserve our water resources and to delay new capital facility expenses.

**Services of the Activity:** City's reclaimed water program master plans, Reclaimed water projects, Marketing plan for reclaimed water, Standard criteria/materials for reclaimed water facilities

**Changes in Requirements and Performance Measures:** Activity increased by 71.05% or \$93,609 due to the reallocation of 0.38 FTE from Collection Systems Planning activity, wage adjustments, increases in insurance and terminal pay; and pay for performance.

**Responsible Employee:** Craig Bell 322-3610

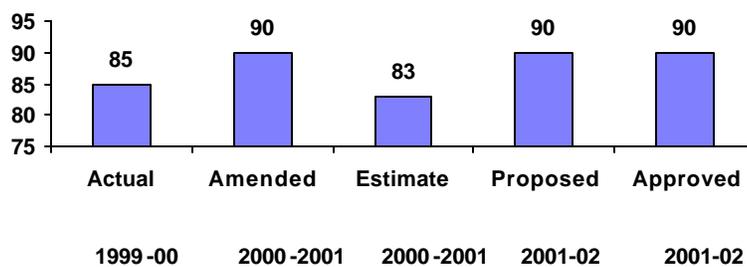
## Water Wastewater Utility-2001-02

### **Program: Distribution System Operations and Maintenance**

**Program Objective:** To provide operations and maintenance services to the water distribution system in order to continuously deliver a safe and adequate supply of drinking water from the treatment plants to the customers.

#### **Program Results Measures:**

#### **Percentage of total water main and service projects successfully completed on schedule**



<b>Performance Measures:</b>	<b>1999-00 Actual</b>	<b>2000-2001 Amended</b>	<b>2000-2001 Estimate</b>	<b>2001-02 Proposed</b>	<b>2001-02 Approved</b>
Number of meters 3 inch & larger replaced in system annually.	N/A	200	90	200	200
Percentage of days that customer demands for water usage is not met due to equipment down time	0%	<1%	<1%	<1%	<1%
Percentage of system-wide fire hydrants out of service more than 20 days	0.025%	0.02%	0.01%	0.02%	0.02%
Percentage of total water main and service projects successfully completed on schedule	85%	90%	83%	90%	90%
The percent of total new service connections ready for installation completed within 15 days	N/A	10%	4.3%	5%	5%

### **List of Activities (Includes all Funding Sources)**

<b>Activity Name</b>	<b>1999-00 Actual</b>	<b>1999-00 FTE</b>	<b>2000-2001 Amended</b>	<b>2000-2001 FTE</b>	<b>2000-2001 Estimate</b>	<b>2000-2001 FTE</b>	<b>2001-02 Proposed</b>	<b>2001-02 FTE</b>	<b>2001-02 Approved</b>	<b>2001-02 FTE</b>
Distribution Pipeline Maintenance	\$6,546,376	88.00	\$5,603,847	79.42	\$6,000,779	71.29	\$5,502,583	71.29	\$5,557,513	71.29
Metering Services	\$1,929,068	22.00	\$1,655,515	22.00	\$1,465,381	22.00	\$1,880,264	22.00	\$1,893,727	22.00

# Water Wastewater Utility-2001-02

<b>Program: Distribution System Operations and Maintenance</b>										
Pump Station and Reservoir Operation & Maintenance	\$3,740,546	35.00	\$3,737,105	35.00	\$4,514,322	35.00	\$4,443,566	35.00	\$4,478,255	35.00
Valve and Hydrant	\$4,283,791	43.20	\$2,608,297	39.10	\$3,235,314	34.98	\$3,164,831	34.98	\$3,193,447	34.98
Water Distribution Service Connection	\$0	3.80	\$364,206	6.10	\$427,643	8.43	\$570,200	8.43	\$576,084	8.43
Water Pipeline Rehab. & Construction Activity	\$578	1.85	\$117,436	1.85	\$1,370,039	23.70	\$974,903	23.70	\$996,314	23.70
<b>Total</b>	<b>\$16,500,359</b>	<b>193.85</b>	<b>\$14,086,406</b>	<b>183.47</b>	<b>\$17,013,478</b>	<b>195.40</b>	<b>16,536,347</b>	<b>195.40</b>	<b>16,695,340</b>	<b>195.40</b>

# Water Wastewater Utility-2001-02

**Activity:** *Distribution Pipeline Maintenance*

**Activity Code:** *3DPM*

**Program Name:** *Distribution System Operations and Maintenance*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$645,251	\$256,100	\$900,460	\$256,100	\$256,100
Water/Wastewater Utility Operating Fund	\$5,901,125	\$5,347,747	\$5,100,319	\$5,246,483	\$5,301,413
<b>Total Requirements</b>	<b>\$6,546,376</b>	<b>\$5,603,847</b>	<b>\$6,000,779</b>	<b>\$5,502,583</b>	<b>\$5,557,513</b>
<b>Full-Time Equivalents</b>	<b>88.00</b>	<b>79.42</b>	<b>71.29</b>	<b>71.29</b>	<b>71.29</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Labor costs per mile of distribution infrastructure	Efficiency	N/A	\$1,044.38	\$987.67	\$987.67	\$1011.46
Annual Index that is calculated by dividing the square yards of streets cuts by the total lane miles of new streets.	Output	N/A	N/A	N/A	To be provided by Public Works	To be provided by Public Works
Number of customer calls for no water	Output	N/A	225	36	44	44
Percentage of customer calls for no water	Result	N/A	5%	0.38%	2.5%	2.5%
The percentage of customers satisfied with distribution pipeline maintenance and repair services	Result	N/A	N/A	N/A	87%	87%

**Activity History and Description:** The activity is responsible for making emergency repairs and maintenance of water distribution, and appurtenances of the City of Austin. The water service area is divided into two zones – north and south. Each zone includes water crews, line cleaning and maintenance crews and administrative support.

**Activity Objective:** To provide maintenance and repair services for the water distribution system in order to continuously deliver water from the treatment facilities to the end user.

**Services of the Activity:** Water distribution pipeline maintenance

**Changes in Requirements and Performance Measures:** Activity changed by \$46,334 and 8.13 FTEs due to the reallocation of 3.13 FTEs to Collection Service Connection, 1 FTE to Collection Inspection, 2.33 FTEs to Distribution Service Connection, 1.67 FTEs to Collection Small Calls.

**Responsible Employee:** Jesse Alba 912-6201

# Water Wastewater Utility-2001-02

**Activity:** Metering Services

**Activity Code:** 3MET

**Program Name:** Distribution System Operations and Maintenance

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$22,383	\$0	\$15,000	\$17,529	\$17,529
Water/Wastewater Utility Operating Fund	\$1,906,685	\$1,655,515	\$1,450,381	\$1,862,735	\$1,876,198
<b>Total Requirements</b>	<b>\$1,929,068</b>	<b>\$1,655,515</b>	<b>\$1,465,381</b>	<b>\$1,880,264</b>	<b>\$1,893,727</b>
<b>Full-Time Equivalents</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of 3 inch and larger meters in system	Demand	N/A	1,800	2,025	2,025	2,025
Average repair/maintenance labor cost per 3 inch and larger meters	Efficiency	N/A	\$186.00	\$150.00	\$150.00	\$156.65
Number of 3 inch and larger meters tested and/or repaired	Output	N/A	1,500	1,100	1,500	1,500
Number of meters 3 inch & larger replaced in system annually.	Output	N/A	200	90	200	200
Number of meters less than 3 inches replaced in the system annually	Output	N/A	3,500	3,100	3,500	3,500
Percent of new meters that failed performance tests prior to field installation	Result	N/A	5%	1%	5%	5%
Percentage of 3 inch and larger meters tested that are found to be accurate within standard specifications during the fiscal year.	Result	N/A	75%	75%	75%	75%

**Activity History and Description:** The Meter Shop provides for the accurate measurement of water usage. Water meters act as the cash register of the Utility. Therefore they must be kept in top operating condition. They must also be kept in a readable condition so that an accurate bill can be produced. This section consists of field personnel and meter shop personnel. Field personnel are responsible for all maintenance performed in the field, reading water meters that Austin Energy meter reading personnel were unable to read, and testing meters for correct operations. The meter shop personnel are responsible for repairing all meters.

**Activity Objective:** To provide meter accuracy to metered water customers in order to ensure accurate registration of water usage.

**Services of the Activity:** Meter repair and testing.  
Meter exchanges.

## Water Wastewater Utility-2001-02

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**Activity:** *Metering Services*

**Activity Code:** *3MET*

**Program Name:** *Distribution System Operations and Maintenance*

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Meter rereads.  
High bill meter accuracy tests.

**Changes in Requirements and Performance Measures:**

Approved expenditures are increasing by \$238,212 due to increases of \$32,996 for replacement meters and meter parts, and an additional \$89,000 in one time capital purchases for new meter test benches. Additional increases of \$116,216 are due to market adjustments and benefits increases.

**Responsible Employee:**

Jesse Alba

912-6201

## Water Wastewater Utility-2001-02

**Activity:** Pump Station and Reservoir Operation & Maintenance

**Activity Code:** 3PSR

**Program Name:** Distribution System Operations and Maintenance

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$3,740,546	\$3,737,105	\$4,514,322	\$4,443,566	\$4,478,255
<b>Total Requirements</b>	<b>\$3,740,546</b>	<b>\$3,737,105</b>	<b>\$4,514,322</b>	<b>\$4,443,566</b>	<b>\$4,478,255</b>
<b>Full-Time Equivalents</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Projected customer usage in millions of gallons	Demand	45,000	47,443	47,443	48,270	48,270
Labor costs per million gallons of water used	Efficiency	\$26.97	\$32.65	\$33.13	\$34.99	\$35.70
Actual customer usage in millions of gallons	Output	49,079	46,412	47,443	48,270	48,270
Number of (1) Pump stations, (2) Pumps, (3) Reservoirs maintained	Output	(1) 29 (2) 92 (3) 34	(1) 29 (2) 92 (3) 34	(1) 30 (2) 96 (3) 37	(1) 32 (2) 103 (3) 37	(1) 32 (2) 103 (3) 37
Percentage of days that customer demands for water usage is not met due to equipment down time	Result	0%	<1%	<1%	<1%	<1%

**Activity History and Description:** The Utility's water distribution began with a single pump at the bank of the Colorado river, delivering water to a number of wooden barrels distributed throughout the downtown region. The pumping system now includes twenty-nine multi-pump water pumping stations and thirty-one concrete and steel storage reservoirs, delivering water from the purification plants through more than 3,100 miles of pipe to system customers. SCADA Operations was created to assure full, 24 hour daily operation of the system.

**Activity Objective:** To operate and maintain the water pumping stations and storage reservoirs for the distribution system in order to continually deliver drinking water for domestic and commercial uses and for fire suppression.

**Services of the Activity:** Pump station and reservoir operation and maintenance, Electrical Maintenance, I & C Maintenance, SCADA

**Changes in Requirements and Performance Measures:** The Approved Budget increased \$741,150 or 19.83% due to projected increases in electrical service cost of 32.9% or \$568,175; increases of \$138,286 in overtime/callback, stability pay, and insurance; and \$34,689 for pay for performance.

**Responsible Employee:** George Greene 322-2841

# Water Wastewater Utility-2001-02

**Activity:** Valve and Hydrant

**Activity Code:** 3VAL

**Program Name:** Distribution System Operations and Maintenance

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$65,547	\$62,000	\$115,500	\$0	\$0
Water/Wastewater Utility Operating Fund	\$4,218,244	\$2,546,297	\$3,119,814	\$3,164,831	\$3,193,447
<b>Total Requirements</b>	<b>\$4,283,791</b>	<b>\$2,608,297</b>	<b>\$3,235,314</b>	<b>\$3,164,831</b>	<b>\$3,193,447</b>
<b>Full-Time Equivalents</b>	<b>43.20</b>	<b>39.10</b>	<b>34.98</b>	<b>34.98</b>	<b>34.98</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Total number of water valves and fire hydrants scheduled to be serviced	Demand	2050 FHYD 600 PBV 688 LV 2300 SV	2050-FH 600-PBV 688-lg valves 2300-small valves	2000 FHYD 600 PBV 688 LV 2300 SV	2000 FHYD 600 PBV 688 LV 2300 SV	2000 FHYD 600 PBV 688 LV 2300 SV
Labor cost per fire hydrant serviced	Efficiency	\$20.00	\$20.00	\$7.13	\$20.00	\$20.00
Labor cost per water valve serviced	Efficiency	\$20<=23 \$35>=24	\$22<= 23 \$35>=24	\$6.34<=23 \$15.95>=24	\$22<=23 \$35>=24	\$22<=23 \$35>=24
Total number of water valves and fire hydrants serviced this year	Output	2050 FHYD 600 PBV 980 LV 2574SV	2000-FH 600-PBV 688-lg valves 2300-small valves	2000 FHYD 600 PBV 688 LV 2300 SV	2000 FHYD 600 PBV 688 LV 2300 SV	2000 FHYD 600 PBV 688 LV 2300 SV
Percent of system wide valves out of service more than 60 days	Result	0.045%	0.04%	0.00%	0.04%	0.04%
Percentage of system-wide fire hydrants out of service more than 20 days	Result	0.025%	0.02%	0.01%	0.02%	0.02%

**Activity History and Description:** Valve Operations was established in June of 1993. This work group is responsible for the Utility's repair, replacement and installation of valves and hydrants; also the valve exercising and distribution system leak detection programs.

**Activity Objective:** To install, operate, repair and replace water valves and fire hydrants in the distribution system in order to allow for the distribution system to function as a conduit to continuously supply water to customers.

**Services of the Activity:** Install, operate, repair, and replace water valves  
Install, operate, repair, and replace fire hydrants  
Leak detection survey

**Changes in Requirements and Performance Measures:** Activity increased by \$585,150 or 22.43% due to increases in hydrant painting and traffic control \$116,000, vehicle fuel \$36,312, utility cut repairs/fees \$163,200, pipes/fittings \$241,022; pay for performance \$28,616. Activity

## Water Wastewater Utility-2001-02

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**Activity:** *Valve and Hydrant*

**Activity Code:** 3VAL

**Program Name:** *Distribution System Operations and Maintenance*

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FTEs changed by 4.12; reallocating 0.22 FTE to Collection Line Locators, 2.08 FTEs to Distribution Line Locators, 0.87 FTE to Distribution Small Calls and 0.95 FTE to Collection Small Calls.

**Responsible Employee:**

Jesse Alba

912-6201

# Water Wastewater Utility-2001-02

**Activity:** Water Distribution Service Connection

**Activity Code:** 3DSC

**Program Name:** Distribution System Operations and Maintenance

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$233,740	\$233,740	\$359,600	\$359,600
Water/Wastewater Utility Operating Fund	\$0	\$130,466	\$193,903	\$210,600	\$216,484
<b>Total Requirements</b>	<b>\$0</b>	<b>\$364,206</b>	<b>\$427,643</b>	<b>\$570,200</b>	<b>\$576,084</b>
<b>Full-Time Equivalents</b>	<b>3.80</b>	<b>6.10</b>	<b>8.43</b>	<b>8.43</b>	<b>8.43</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
The number new service connections ready for installation	Demand	N/A	200	264	200	200
Labor costs per service connection.	Efficiency	N/A	\$1,395.71	\$557.45	\$1,350.17	\$1,379.59
The number new service connections made	Output	N/A	130	240	130	130
The percent of total new service connections ready for installation completed within 15 days	Result	N/A	10%	4.3%	5%	5%

**Activity History and Description:** To provide maintenance and repair services for the water distribution system in order to dependably deliver water from the plants to the customers

**Activity Objective:** To provide new service connections to the water distribution system in order to deliver drinking water to new customers.

**Services of the Activity:** Water distribution service connection

**Changes in Requirements and Performance Measures:** Activity increased by 58.18% or \$211,878 due to an increase of 2.33 FTEs from Distribution Pipeline Maintenance.

**Responsible Employee:** Jesse Alba 912-6201

## Water Wastewater Utility-2001-02

**Activity:** *Water Pipeline Rehab. & Construction Activity*

**Activity Code:** *3RCW*

**Program Name:** *Distribution System Operations and Maintenance*

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$37,305	\$819,786	\$37,305	\$37,305
Water/Wastewater Utility Operating Fund	\$578	\$80,131	\$550,253	\$937,598	\$959,009
<b>Total Requirements</b>	<b>\$578</b>	<b>\$117,436</b>	<b>\$1,370,039</b>	<b>\$974,903</b>	<b>\$996,314</b>
<b>Full-Time Equivalents</b>	<b>1.85</b>	<b>1.85</b>	<b>23.70</b>	<b>23.70</b>	<b>23.70</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of water projects scheduled	Demand	15	35	29	35	35
Labor cost per linear foot of pipe installed for water	Efficiency	\$16.14	\$16.79	\$45.87	\$16.79	\$17.12
Linear feet of water main installed	Output	10,000	15,000	5,825	15,000	15,000
Number of water services installed	Output	35	50	84	200	200
Percentage of total water main and service projects successfully completed on schedule	Result	85%	90%	83%	90%	90%

**Activity History and Description:** The Rehabilitation Construction Services program constructs projects that are of immediate concern due to time constraints, severely deteriorated or inadequate facilities and/or may be too small in size and cost to be effectively put out for contract. These include projects such as, but not limited to, service to annexed areas, main extensions, upgrading mains and services, etc. This group constructs both water and wastewater projects and is equipped to handle large-scale projects. The employees are capable and well versed in all aspects of utility construction, concrete (both flat and structural) work, road and drainage construction.

**Activity Objective:** To construct and rehabilitate water distribution mains, services, and appurtenances in order to continuously deliver safe and adequate supply of drinking water to customers.

**Services of the Activity:** Water main & service construction for upgrading, new, and existing infrastructure  
 Meter vault construction or re-construction  
 Relocation of existing main/service to clear for proposed construction projects  
 Pot holing to locate existing main and service lines  
 Extending mains under the 100 foot rule  
 Executing and managing the CIP Deteriorated Facilities funding

**Changes in Requirements and Performance Measures:** Activity increased by \$878,878 due to the reallocation of 21.85 FTEs from the Wastewater Pipeline Rehabilitation Construction activity.

## Water Wastewater Utility-2001-02

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**Activity:** *Water Pipeline Rehab. & Construction Activity*

**Activity Code:** *3RCW*

**Program Name:** *Distribution System Operations and Maintenance*

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**Responsible Employee:**

George Calhoun

927-4379

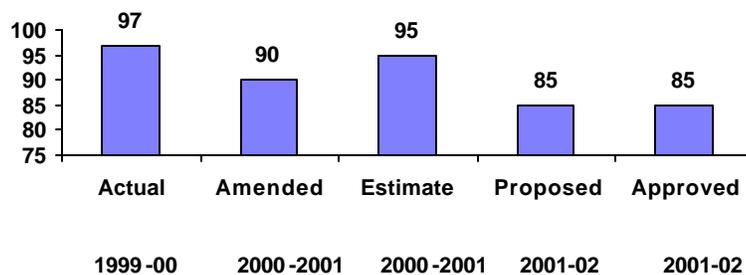
## Water Wastewater Utility-2001-02

### **Program: Distribution System Support**

**Program Objective:** To provide engineering, project management, technical and administrative services to the distribution system operations and maintenance program in order to reduce water leaks and continuously deliver safe and adequate supplies of drinking water from the treatment plant to the customers

#### **Program Results Measures:**

#### **Peak day water usage pumpage as a percentage of water treatment system capacity**



<b>Performance Measures:</b>	<b>1999-00 Actual</b>	<b>2000-2001 Amended</b>	<b>2000-2001 Estimate</b>	<b>2001-02 Proposed</b>	<b>2001-02 Approved</b>
Peak day water usage pumpage as a percentage of water treatment system capacity	97%	90%	95%	85%	85%
Percent of engineering projects for the Distribution System requiring change orders exceeding 3% of the project cost	N/A	1%	0%	1%	1%
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	85%	85%	100%	90%	90%
Percentage of backflow assembly tests completed within ordinance timelines	83%	85%	85%	85%	85%
Percentage of Distribution System projects added to GIS grid maps within 60 days of receipt informatior	N/A	95%	100%	95%	95%
Percentage of inspection service requests completed within 7 days	N/A	95%	98%	95%	95%
Percentage of priority one calls dispatched to field crews within 30 minutes of receipt	95%	95%	99%	95%	95%
Percentage of time responded within One Call standard	N/A	50%	39%	50%	50%



# Water Wastewater Utility-2001-02

**Activity:** *Distribution Dispatch Operations*

**Activity Code:** 4DID

**Program Name:** *Distribution System Support*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$571,356	\$272,422	\$277,052	\$298,669	\$304,432
<b>Total Requirements</b>	<b>\$571,356</b>	<b>\$272,422</b>	<b>\$277,052</b>	<b>\$298,669</b>	<b>\$304,432</b>
<b>Full-Time Equivalents</b>	<b>7.00</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of calls taken through Dispatch Operations	Demand	61,824	60,000	61,500	60,000	60,000
Labor cost per customer call taken in Dispatch Operations	Efficiency	\$4.28	\$4.41	\$4.69	\$4.79	\$4.88
Number of priority one calls dispatched to field crews	Output	5,500	5,000	5,800	5,000	5,000
Number of work orders and component parts (segments) created in database	Output	5,107	5,000	5,900	5,500	5,500
Percentage of customers satisfied with dispatch staff service	Result	98%	98%	98%	98%	98%
Percentage of priority one calls dispatched to field crews within 30 minutes of receipt	Result	95%	95%	99%	95%	95%

**Activity History and Description:** The Dispatch Center is manned on a 24 hour basis and has primary responsibility for taking customer requests for service and initiating and dispatching customer request for assistance to Utility work groups. This Center is also responsible for notification of appropriate City and State agencies in the case of emergencies/serious incidents involving personnel, equipment, or problems with the distribution and collection systems. Administratively, the Center is responsible for research/update of databases, which involves research of information for use when inputting service request, work orders, and line segments. The Center also maintains infrastructure information for use by the various work groups and other customers.

**Activity Objective:** To provide communication and tracking services for customer calls so that the caller information can be relayed to Utility repair crews.

## Water Wastewater Utility-2001-02

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**Activity:** *Distribution Dispatch Operations*

**Activity Code:** 4DID

**Program Name:** *Distribution System Support*

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**Services of the Activity:** Take and log customer calls  
Assist customers with water related problems  
Dispatch field crews  
Record field crew activities in database

**Changes in Requirements and Performance Measures:** Activity increased \$32,010 or 11% due to pay for performance and market adjustments.

**Responsible Employee:** Glenn Davis 912-6112

## Water Wastewater Utility-2001-02

**Activity:** *Distribution Engineering*

**Activity Code:** 4END

**Program Name:** *Distribution System Support*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$443,562	\$435,590	\$501,097	\$398,810	\$398,810
Water/Wastewater Utility Operating Fund	\$729,156	\$766,505	\$824,967	\$946,715	\$977,764
<b>Total Requirements</b>	<b>\$1,172,718</b>	<b>\$1,202,095</b>	<b>\$1,326,064</b>	<b>\$1,345,525</b>	<b>\$1,376,574</b>
<b>Full-Time Equivalents</b>	<b>17.50</b>	<b>14.75</b>	<b>16.25</b>	<b>16.25</b>	<b>16.25</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Annual Index that is calculated by Dividing the Square Yards of street cuts by the total lane miles of new streets.	Demand	N/A	N/A	N/A	To be provided by Public Works	To be provided by Public Works
Number of engineering services requested for the Distribution System during the fiscal year	Demand	N/A	4	26	10	10
Labor cost for the Distribution System engineering services per \$100,000 of completed construction cost during each fiscal year	Efficiency	N/A	\$2,512.83	\$1,400	\$1,400	\$1,400
Number of work hours spent on engineering services for the Distribution System during fiscal year	Output	N/A	70	300	175	175
Change order costs as percentage of total construction costs	Result	3%	4%	1%	3%	3%
Percent of engineering projects for the Distribution System requiring change orders exceeding 3% of the project cost	Result	N/A	1%	0%	1%	1%

**Activity History and Description:** The division's primary mission is to provide quality services in the areas of project management, engineering design, technical support, operations and maintenance support, construction services, and act as a customer liaison leading projects, monitoring progress and evaluating results. In FY 2001, the Facility Engineering function and the Pipeline Engineering functions were reported together as Distribution Engineering. The Facility Engineering division includes personnel with a wide range of expertise and capabilities. These capabilities include expertise in process control systems, computer networks, electrical and instrumentation design, process design and optimization, civil and mechanical design, project management, construction management, inspection, treatment operations, environmental monitoring, and regulatory compliance and permitting, engineering functions. The

## Water Wastewater Utility-2001-02

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**Activity:** *Distribution Engineering*

**Activity Code:** 4END

**Program Name:** *Distribution System Support*

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Engineering Design division was established to respond to the growing need of the Utility for Rehabilitation Construction plan design. This division is also responsible for project management, and design of CIP and line maintenance projects. This Engineering Design division of plan review, project management section, design section, engineering support, surveying section, and standards product section.

**Activity Objective:**

To provide engineering, technical, and project management services to the distribution system operations and maintenance program in order for them to operate the SCADA control systems, pump stations, reservoirs, and pipelines to supply safe water for community consumption and fire suppression needs.

**Services of the Activity:**

Project management for the Distribution system, including Pump Stations/Reservoirs, engineering consulting and construction projects  
Engineering technical services for the Distribution System processes, including Pump Stations/Reservoirs, and equipment systems  
SCADA technical/engineering services for the Distribution System control systems  
Design reviews and comments for the Distribution System engineering projects  
Surveying Services for Distribution System projects  
Development and administration of Distribution System CIP programs  
Oversight of design and project management services provided by others for Distribution System projects

**Changes in Requirements and Performance Measures:**

Activity increased by \$174,479 or 14.51% due to increases in personnel costs for market and insurance increases as well as the addition of 1.5 FTEs reallocated from Distribution Pipeline Maintenance.

**Responsible Employee:**

Suheil Baaklini

322-2966

## Water Wastewater Utility-2001-02

**Activity:** *Distribution Inspection*  
**Activity Code:** *4IND*  
**Program Name:** *Distribution System Support*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$111,732	\$218,593	\$111,732	\$111,732
Water/Wastewater Utility Operating Fund	\$165	\$130,440	\$76,552	\$173,874	\$178,333
<b>Total Requirements</b>	<b>\$165</b>	<b>\$242,172</b>	<b>\$295,145</b>	<b>\$285,606</b>	<b>\$290,065</b>
<b>Full-Time Equivalents</b>	<b>5.20</b>	<b>2.88</b>	<b>3.84</b>	<b>3.84</b>	<b>3.84</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
The number of new connections requiring inspection	Demand	N/A	2,500	2,800	2,800	2,800
Labor costs per inspection	Efficiency	N/A	\$29.20	\$26.07	\$28.00	\$28.80
Labor costs per mile of pipe	Efficiency	N/A	\$39.56	\$20.00	\$20.00	\$20.79
The number of new inspections completed	Output	N/A	2,500	2,800	2,800	2,800
Percentage of inspection service requests completed within 7 days	Result	N/A	95%	98%	95%	95%

**Activity History and Description:** This group consists of a team of Inspectors who are responsible for short form projects, which includes inspection of connections to the existing Utility system and installation of new utilities to residential and commercial property.

**Activity Objective:** To provide timely inspection of water service connections in order to ensure quality control and proper installation of utilities that meet Utility design and construction standards.

**Services of the Activity:** Water connection and new construction inspection  
Plan reviews

**Changes in Requirements and Performance Measures:** Activity increased by \$47,893 or 19.78% due to the reallocation of .96 FTE from Distribution Pipeline Maintenance and increases in insurance and pay for performance.

**Responsible Employee:** Glenn Davis 912-6112

# Water Wastewater Utility-2001-02

**Activity:** *Distribution System Support Laboratory*

**Activity Code:** 4LBD

**Program Name:** *Distribution System Support*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$223	\$384,113	\$395,450	\$429,187	\$438,435
<b>Total Requirements</b>	<b>\$223</b>	<b>\$384,113</b>	<b>\$395,450</b>	<b>\$429,187</b>	<b>\$438,435</b>
<b>Full-Time Equivalents</b>	<b>6.02</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of tests requested by water customers	Demand	19,648	23,160	15,662	20,000	20,000
Activity cost per test	Efficiency	\$20	\$20	\$25.14	\$18.66	\$19.06
Number of water test results produced	Output	19,648	23,000	15,730	23,000	23,000
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	Result	85%	85%	100%	90%	90%
Percentage of total tests completed within requested timeframe	Result	80%	80%	98%	95%	95%

**Activity History and Description:** The Water and Wastewater Laboratory Services Division is responsible for supporting the Water and Wastewater Utility Department in its compliance with the federal mandates indicated below. To that end, the Laboratory Services Division collects samples from Lake Travis, Lake Austin and Town Lake; at the water treatment plants; in the water distribution system, at the wastewater treatment plants, and in the Colorado River downstream of the City's wastewater treatment plants. These samples are subsequently tested at the Laboratory Services Division facilities. The results are reported to TNRCC and EPA on a monthly basis. The Laboratory Services Division must collect and analyze the samples as well report the information using mandated protocols and frequencies. Staff is trained and the division holds two accreditations. One from the state for microbiological testing of drinking water and another for chemical testing of drinking water under the Information Collection Rule.

**Activity Objective:** To produce test results for Distribution System Support customers in order to provide them with timely and accurate information to help them make informed decisions about their work.

**Services of the Activity:** Sample collection  
Test results

## Water Wastewater Utility-2001-02

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**Activity:** *Distribution System Support Laboratory*

**Activity Code:** *4LBD*

**Program Name:** *Distribution System Support*

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Complaint research and resolution.

**Changes in Requirements and Performance Measures:**

Activity increased by 14.14% or \$54,322 due to the reallocation of one FTE from the Water Treatment and Support Laboratory and distribution of pay for performance.

**Responsible Employee:**

Miriam Mora

927-4010

# Water Wastewater Utility-2001-02

**Activity:** *Distribution Technical Support*

**Activity Code:** 4TSD

**Program Name:** *Distribution System Support*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$127	\$242,635	\$257,201	\$275,602	\$281,460
<b>Total Requirements</b>	<b>\$127</b>	<b>\$242,635</b>	<b>\$257,201</b>	<b>\$275,602</b>	<b>\$281,460</b>
<b>Full-Time Equivalents</b>	<b>5.20</b>	<b>4.34</b>	<b>4.34</b>	<b>4.34</b>	<b>4.34</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
The number of customer inquiries (new services)	Demand	N/A	300	315	315	315
Labor costs per customer inquiry (new services)	Efficiency	N/A	\$136.52	\$122.22	\$132.00	\$137.00
The number of customer inquiries responded to (new services)	Output	N/A	300	315	315	315
Percentage of customer inquiries responded to within 3 working days (new services)	Result	N/A	85%	93%	87%	87%

**Activity History and Description:** This group consists of a team of Engineering Associates and Technicians who provide technical support to various work groups throughout the Utility. This includes response and tracking of wastewater overflows, plan review, and direct engineering support to maintenance crews in the repair and maintenance of the Utility infrastructure.

**Activity Objective:** To provide timely technical support to field crews, customers, and contractors so that new construction and repairs meet Utility design and construction standards.

**Services of the Activity:** Plan reviews  
Engineering Technical Support

**Changes in Requirements and Performance Measures:** Activity increased by 16% or \$38,825 due to wage adjustments and increases in insurance.

**Responsible Employee:** Glenn Davis 912-6112

# Water Wastewater Utility-2001-02

**Activity:** *Line Locations – Distribution System*

**Activity Code:** 4LLD

**Program Name:** *Distribution System Support*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$375	\$239,978	\$316,711	\$409,351	\$416,367
<b>Total Requirements</b>	<b>\$375</b>	<b>\$239,978</b>	<b>\$316,711</b>	<b>\$409,351</b>	<b>\$416,367</b>
<b>Full-Time Equivalents</b>	<b>5.00</b>	<b>5.65</b>	<b>7.73</b>	<b>7.73</b>	<b>7.73</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of water line requests from customers	Demand	N/A	17,500	10,900	17,500	17,500
Labor cost per water line location requests responded to	Efficiency	N/A	\$17.00	\$3.16	\$17.00	\$17.15
Number of water line location requests responded to within One Call standard	Output	14,580	14,580	4,300	14,580	14,580
Percent of markings of water lines that are incorrect	Result	0.15%	0.002%	0.070%	0.002%	0.002%
Percentage of time responded within One Call standard	Result	N/A	50%	39%	50%	50%

**Activity History and Description:** There are seven Utility Technicians Seniors, One Utility Technician Supervisor and one administrative support person to receive and dispatch locate requests as well as track and report on activities. Line Locators research maps and other records and use electronic equipment to locate and mark the approximate location of underground water and wastewater utilities so that excavators and designers will be aware of them. They also investigate and report on damages to the system by others. They frequently provide assistance and information to other entities related to our utilities and locations. The main function of this activity is damage prevention.

**Activity Objective:** To provide water pipeline location for One Call customers in order to identify Utility infrastructure.

**Services of the Activity:** Locate water lines  
Special billing water investigations

**Changes in Requirements and Performance Measures:** The increase of \$176,389 is due to the deployment of 2.08 FTEs from Small Calls Distribution and increases in overtime, wage adjustments and distribution of pay for performance.

**Responsible Employee:** Jesse Alba

912-6201



# Water Wastewater Utility-2001-02

**Activity:** *Small Calls – Distribution System*

**Activity Code:** 4SCD

**Program Name:** *Distribution System Support*

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$375	\$324,518	\$442,607	\$439,706	\$447,457
<b>Total Requirements</b>	<b>\$375</b>	<b>\$324,518</b>	<b>\$442,607</b>	<b>\$439,706</b>	<b>\$447,457</b>
<b>Full-Time Equivalents</b>	<b>9.80</b>	<b>8.07</b>	<b>8.94</b>	<b>8.94</b>	<b>8.94</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of water service requests from customers	Demand	8,727	9,000	9,000	9,000	9,000
Labor cost per water service request response	Efficiency	\$17.00	\$17.51	\$10.14	\$17.00	\$17.32
Number of water service requests from customers worked within 2 hours	Output	3,900	3,900	4,900	3,900	3,900
Percentage of water service requests responded to within 2 hours of notice	Result	50%	50%	53%	50%	50%

**Activity History and Description:** The Small Call section responds to all types of Distribution System and Collection System customer complaints and calls on a 24-hour schedule. The current program consists of the City being divided into five zones. This enables the day shift employees to respond to customer complaints in a timely manner. Evening and weekend calls are handled by one individual, except in extreme emergencies. This section works with the public on a daily basis which requires professional advice, counseling and/or assistance.

**Activity Objective:** To provide the timely initial response investigation of customer calls for service in order to correct problems or determine the repairs needed.

**Services of the Activity:** Investigation of water line problems  
 Identification of maintenance and technical assistance required to resolve problems  
 Documentation and reporting of assistance required

**Changes in Requirements and Performance Measures:** Activity increased by 37.88% or \$122,939 due to 0.87 FTE reallocated from Valve and Hydrant activity and increases in overtime, insurance, market adjustments; and distribution of pay for performance.

**Responsible Employee:** Jesse Alba

912-6201

# Water Wastewater Utility-2001-02

**Activity:** System Planning – Distribution

**Activity Code:** 4SPD

**Program Name:** Distribution System Support

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$15,655	\$39,758	\$14,832	\$39,758	\$39,758
Water/Wastewater Utility Operating Fund	\$1,228,845	\$636,637	\$597,031	\$1,101,976	\$1,089,086
<b>Total Requirements</b>	<b>\$1,244,500</b>	<b>\$676,395</b>	<b>\$611,863</b>	<b>\$1,141,734</b>	<b>\$1,128,844</b>
<b>Full-Time Equivalents</b>	<b>7.99</b>	<b>7.91</b>	<b>8.94</b>	<b>15.43</b>	<b>15.43</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of water system hydraulic studies in work plan	Demand	N/A	50	150	100	100
Water system planning activity cost per Utility water account	Efficiency	N/A	\$5.00	\$4.00	\$4.50	\$4.50
Number of water system hydraulic studies completed	Output	N/A	35	120	100	100
Number of times service denied due to lack of capacity in major distribution system infrastructure	Quarterly	N/A	5	5	5	5
Peak day water usage pumpage as a percentage of water treatment system capacity	Result	97%	90%	95%	85%	85%
Percentage of customers satisfied with water pressure	Result	78%	80%	80%	80%	80%

**Activity History and Description:** System Planning Distribution includes Planning Services, System analysis, and Water Resources Initiatives. Planning Services, Systems Analysis, and Water Resources Initiatives staff develop effective management of our water resources, and a better incorporation of integrated resources planning in the core structure and activities of the Utility. This division analyzes demand and conducts performance analysis of pipeline systems.

**Activity Objective:** To provide analysis of the water distribution system to Utility management in order to insure adequate infrastructure capacities are available and to identify areas for system improvement.

**Services of the Activity:** Hydraulic analysis, identification of system deficiencies  
 Proposals for new facilities  
 Long-range facility plans and area studies  
 Strategies for water system operation  
 Land use assumptions and CIP for state impact fee requirements  
 Forecasts of demand by small areas  
 Geographic Information Systems (GIS) products  
 GIS accessibility

## Water Wastewater Utility-2001-02

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**Activity:** *System Planning – Distribution*

**Activity Code:** *4SPD*

**Program Name:** *Distribution System Support*

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**Changes in Requirements and Performance Measures:**

Activity increased by 66.89% or \$452,449 due to the addition of GIS (Geographical Information Systems) work to this activity and in accordance the reallocation of 6.5 FTEs from Water Records and Mapping and 1.02 FTEs from Collection System Planning.

**Responsible Employee:**

Craig Bell

322-3610

# Water Wastewater Utility-2001-02

**Activity:** *Utility Development Services – Distribution*

**Activity Code:** 4UDD

**Program Name:** *Distribution System Support*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$76,272	\$39,736	\$110,530	\$39,736	\$39,736
Water/Wastewater Utility Operating Fund	\$320,826	\$127,947	\$133,784	\$134,861	\$138,129
<b>Total Requirements</b>	<b>\$397,098</b>	<b>\$167,683</b>	<b>\$244,314</b>	<b>\$174,597</b>	<b>\$177,865</b>
<b>Full-Time Equivalents</b>	<b>3.00</b>	<b>2.51</b>	<b>2.55</b>	<b>2.55</b>	<b>2.55</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of development (subdivision, site plan and zoning) projects submitted for Utility review	Demand	1,080	1,180	1,200	1,200	1,200
Activity cost per service extension request approved	Efficiency	N/A	\$1,036	\$2,200	\$2,500	\$2,500
Number of service extension requests approved by zone (DDZ/DWPZ)	Output	26/ 13	26 / 13	30 / 10	30 /10	30 /10
Number of new subdivisions that have less than City standard service	Result	N/A	0	75	75	75
Percent of development plans reviewed within established ordinance turn around time	Result	100%	100%	100%	100%	100%

**Activity History and Description:** A Utility Development Services section has existed within the Utility for at least several decades, providing a variety of services including development liaison, and the review, approval and tracking of new development, related service extensions, service commitments, and reimbursements. For years it maintained a staff of 20 to 30 FTEs. Its low staffing levels now are due primarily to technical and process efficiencies and the elimination of selected functions.

**Activity Objective:** To review and process water service extension requests in a timely manner for developers and individuals in order to provide adequate service and insure that new water lines meet Utility design standards.

**Services of the Activity:** Review comments for subdivision plats, preliminary plans, zoning and site plans  
 Completed service extensions & related documentation  
 Tracking reports for service extension requests and developer reimbursements  
 Engineering review of on-site-facilities

## Water Wastewater Utility-2001-02

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**Activity:** *Utility Development Services – Distribution*

**Activity Code:** *4UDD*

**Program Name:** *Distribution System Support*

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**Changes in Requirements and Performance Measures:** Substantially the same.

**Responsible Employee:** Kathi Flowers 322-2771

## Water Wastewater Utility-2001-02

**Activity:** *Water Protection*  
**Activity Code:** *4PRO*  
**Program Name:** *Distribution System Support*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$517	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$576,900	\$264,289	\$244,023	\$431,082	\$442,096
<b>Total Requirements</b>	<b>\$577,417</b>	<b>\$264,289</b>	<b>\$244,023</b>	<b>\$431,082</b>	<b>\$442,096</b>
<b>Full-Time Equivalents</b>	<b>2.50</b>	<b>4.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of water or wastewater tap sold outside the corporate city limits	Demand	1,574	1,600	1,000	1,000	1,000
Labor cost per water protection survey	Efficiency	\$71.83	\$70.96	\$35.92	\$71.83	\$71.83
Number of High Hazard assembly test and maintenance reports reviewed	Output	2,460	2,460	2,460	2,500	2,500
Number of private fire hydrant reports reviewed	Output	160	160	200	200	200
Number of water protection surveys & investigations conducted	Output	140	140	140	150	150
Number of unprotected cross connections identified for problem resolution	Result	600	600	100	300	300
Percentage of backflow assembly tests completed within ordinance timelines	Result	83%	85%	85%	85%	85%
Percentage of High Hazard assemblies tested YTD	Result	90%	90%	90%	90%	90%

**Activity History and Description:** Backflow protection has been required in the plumbing codes adopted by the City of Austin since 1964. The Texas Department of Health began requiring the water purveyors to implement cross connection programs in their rules adopted in 1988.

When the TNRCC took over all water programs from the Texas Department of Health, it strengthened the backflow protection requirements. In August 1993, the Water and Wastewater Utility took over the existing cross connection control program so as to better protect Austin's potable water.

**Activity Objective:** To provide timely plumbing inspections outside the city limits, water quality surveys/investigations, backflow assembly testing, and private fire hydrant maintenance for water and wastewater customers in order to reduce the probability of a backflow incident.

## Water Wastewater Utility-2001-02

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**Activity:** *Water Protection*

**Activity Code:** *4PRO*

**Program Name:** *Distribution System Support*

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**Services of the Activity:** Pluming inspections for Utility customers outside the city limits  
Water Quality surveys/investigations  
Backflow assembly testing  
Private fire hydrant maintenance

**Changes in Requirements and Performance Measures:** Activity increased by 67.28% or \$177,807 due the reallocation of 3 FTEs from Pretreatment (Industrial Waste Control) and distribution of pay for performance.

**Responsible Employee:** Antonio Canales 912-6060

# Water Wastewater Utility-2001-02

**Activity:** *Water Records and Mapping*

**Activity Code:** *4RMW*

**Program Name:** *Distribution System Support*

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$1,652,197	\$1,022,472	\$909,548	\$611,634	\$622,186
<b>Total Requirements</b>	<b>\$1,652,197</b>	<b>\$1,022,472</b>	<b>\$909,548</b>	<b>\$611,634</b>	<b>\$622,186</b>
<b>Full-Time Equivalents</b>	<b>16.82</b>	<b>16.82</b>	<b>17.08</b>	<b>9.30</b>	<b>9.30</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of Distribution System projects submitted for mapping	Demand	N/A	250 projects	250 projects	250 projects	250 projects
Labor cost per Distribution System grid map maintained	Efficiency	N/A	less than or equal to \$2,000/map	\$1,923	<=\$2,000 per map	<=\$2,000 per map
Number of Distribution System projects entered into GIS	Output	N/A	250 projects	250 projects	250 projects	250 projects
Percentage of Distribution System projects added to GIS grid maps within 60 days of receipt information	Result	N/A	95%	100%	95%	95%

**Activity History and Description:** The Records section was created in the early 1920's to draw and maintain system maps to assist field crews in locating Utility lines, etc. Since then, Records has maintained files consisting of construction related documents upon which the system maps are based. This program is responsible for making this information available to the Utility, other City Departments, and the Public in the form of comprehensive maps and other drawings in three media formats (paper, microfilm, and electronic).

**Activity Objective:** To provide maps and geographically referenced data on the water distribution system for field crews, engineers, and others in order to locate Utility infrastructure in an efficient manner.

**Services of the Activity:** Provision of record information of Distribution System projects to internal and external customers  
 Reviews of engineering plans of Distribution systems for accuracy and pertinent facility location information  
 Data entry of Distribution System physical facility information for maps and records

**Changes in Requirements and Performance Measures:** The activity decreased by \$400,286 due to the reallocation of 7.52 FTEs; 6.5 FTEs to System Planning and 1.02 FTEs to System Planning Collection.

**Responsible Employee:** Kathi Flowers 322-2771



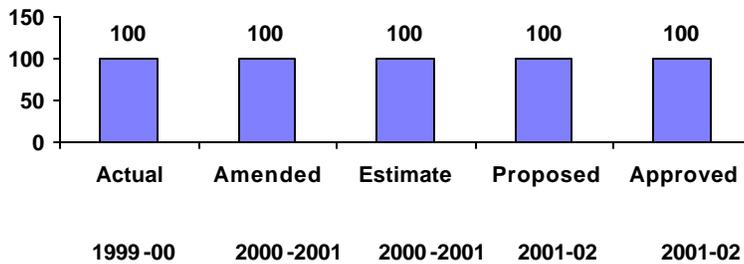
# Water Wastewater Utility-2001-02

**Program:** Support Services

**Program Objective:** To provide administrative, operational, technical, and management-related support to the department management and employees so they have the necessary tools and information to perform their jobs operating and maintaining the Utility.

**Program Results Measures:**

**Percent of CAFs Submitted within Deadline**



Performance Measures:	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Overtime as a percent of total salary costs	1.29%	1.1%	0%-WC 6.09%-SESC 0%-M&R	0%-WC 3.14%-SESC 0%-M&R	0%-WC 3.14%-SESC 0%-M&R
Percent daily out of service	5.0%	2.50%	2.50%	2.50%	2.50%
Percent of CAFs Submitted within Deadline	100%	100%	100%	100%	100%
Percent of information technology problems resolved at time of call	78%	80%	80%	80%	80%
Percent of media calls/requests responded to	100%	100%	100%	100%	100%
Turnaround time for Accounts Payable within the Deadline (in Calendar Days)	30 days	25 days	25 days	25 days	25 days

**List of Activities (Includes all Funding Sources)**

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Administration and Management	\$952,322	14.00	\$1,694,095	20.00	\$1,886,997	24.00	\$2,282,643	24.00	\$2,325,182	24.00
Facility Expenses	\$674,265	5.00	\$716,008	4.00	\$697,895	4.00	\$680,220	4.00	\$686,152	4.00

# Water Wastewater Utility-2001-02

<i>Program:</i>	<i>Support Services</i>									
Financial Monitoring / Budgeting	\$1,649,121	28.45	\$1,921,767	33.00	\$1,880,797	32.00	\$1,925,738	32.00	\$1,976,050	32.00
Information Technology Support	\$1,328,664	14.00	\$1,316,070	14.00	\$1,164,638	14.00	\$1,289,597	14.00	\$1,314,922	14.00
Personnel / Training	\$1,633,036	31.00	\$1,668,923	29.00	\$1,522,024	29.00	\$1,665,362	29.00	\$1,699,548	29.00
PIO/Community Services	\$388,407	4.00	\$439,820	5.00	\$456,925	5.00	\$495,286	5.00	\$503,000	5.00
Purchasing, Payment Processing, MBE/WBE	\$308,399	8.00	\$303,436	8.00	\$373,842	11.00	\$511,122	11.00	\$524,997	11.00
Vehicle/ Equipment Maintenance	\$1,029,256	18.00	\$1,006,171	14.00	\$1,003,083	14.00	\$1,028,925	14.00	\$1,043,137	14.00
<b>Total</b>	<b>\$7,963,470</b>	<b>122.45</b>	<b>\$9,066,290</b>	<b>127.00</b>	<b>\$8,986,201</b>	<b>133.00</b>	<b>\$9,878,893</b>	<b>133.00</b>	<b>10,072,988</b>	<b>133.00</b>

# Water Wastewater Utility-2001-02

**Activity:** Administration and Management

**Activity Code:** 9ADM

**Program Name:** Support Services

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$952,322	\$1,694,095	\$1,886,997	\$2,282,643	\$2,325,182
<b>Total Requirements</b>	<b>\$952,322</b>	<b>\$1,694,095</b>	<b>\$1,886,997</b>	<b>\$2,282,643</b>	<b>\$2,325,182</b>
<b>Full-Time Equivalents</b>	<b>14.00</b>	<b>20.00</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Cost per total department budget	Efficiency	\$0.0038	\$0.0069	\$0.0078	\$0.0081	\$0.0083
Number of grievances and appeals per 100 employees	Output	.33	0	.15	0	0
Sick leave hours used per 1,000 hours	Output	38.87	40.38	40.38	40.38	40.38
Total department budget	Output	\$251,221,113	\$245,812,613	\$243,482,138	\$281,554,112	\$281,654,112
Employee turnover rate	Result	13.92%	11.74%	11.74%	11.74%	11.74%
Percent of CAFs Submitted within Deadline	Result	100%	100%	100%	100%	100%

**Activity History and Description:** The administration office of the Office of the Director handles:  
 (1) The processing of all RCA's for the Water and Wastewater Utility  
 (2) Utility liaison for City Hall - RFAs, other council requests, citizens requests  
 (3) Water and Wastewater Commission -prepare agendas, support for meetings

**Activity Objective:** To provide administrative and managerial support to the department in order to produce more effective services.

**Services of the Activity:** Staff and Council meeting support, Board and commission support, Business plans and performance measures development, Secretarial/clerical support, Subscriptions and membership processing, Survey development and response, Management including costs associated with City Manager, Assistant City Manager, Department Directors and associated office expenses, Reception-related services, Files and records management, Mail distribution, CAF Processing, RCA processing, Business Process Flowcharting, Business Process Mapping, Business Process Improvement and Reengineering

**Changes in Requirements and Performance Measures:** Approved increase of \$631,087 or 37.25% includes the reallocation of 4 FTEs for System Support from Water and Wastewater Treatment activities as well as increases in insurance and wage adjustments for \$356,287. There are also increases of \$250,000 for a new Geographic Information System and \$24,800 for additional computer hardware and software for the Hansen and

## Water Wastewater Utility-2001-02

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**Activity:** *Administration and Management*

**Activity Code:** *9ADM*

**Program Name:** *Support Services*

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MP5 work management systems.

**Responsible Employee:**

Bernadine Davis

322-2952

# Water Wastewater Utility-2001-02

**Activity:** Facility Expenses

**Activity Code:** 9FAC

**Program Name:** Support Services

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$176,671	\$150,000	\$150,000	\$150,000	\$150,000
Water/Wastewater Utility Operating Fund	\$497,594	\$566,008	\$547,895	\$530,220	\$536,152
<b>Total Requirements</b>	<b>\$674,265</b>	<b>\$716,008</b>	<b>\$697,895</b>	<b>\$680,220</b>	<b>\$686,152</b>
<b>Full-Time Equivalents</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Custodial cost per square foot by City personnel	Efficiency	Outsourced	\$0.20	\$0.00-WC \$0.65-SESC \$2.62-M&R	\$0.00-WC \$0.90-SESC \$2.62-M&R	\$0.00-WC \$0.90-SESC \$2.62-M&R
Custodial cost per square foot by contract	Efficiency	\$0.55	\$0.22	\$0.46-WC \$0.00-SESC \$0.00-M&R	\$0.56-WC \$0.17-SESC \$0.00-M&R	\$0.56-WC \$0.17-SESC \$0.00-M&R
Facility Expense per FTE	Efficiency	\$645	\$694	\$676	\$658	\$664
Facility expense per square foot (excluded security and custodial)	Efficiency	\$3.20	\$1.90	\$1.81-WC \$2.60-SESC \$3.49-M&R	\$2.76-WC \$3.14-SESC \$3.81-M&R	\$2.76-WC \$3.14-SESC \$3.81-M&R
Security cost per square foot	Efficiency	\$.43	\$0.25	\$0.75-WC \$0.06-SESC \$0.00-M&R	\$0.75-WC \$0.10-SESC \$0.00-M&R	\$0.75-WC \$0.10-SESC \$0.00-M&R
Number of emergency calls	Output	0	2	0-WC 0-SESC 0-M&R	1-WC 0-SESC 0-M&R	1-WC 0-SESC 0-M&R
Total square feet of facilities	Output	65,000	267,663	130,000-WC 144,414-SESC 10,000-M&R	130,000-WC 144,414-SESC 10,000-M&R	130,000-WC 144,414-SESC 10,000-M&R
Overtime as a percent of total salary costs	Result	1.29%	1.1%	0%-WC 6.09%-SESC 0%-M&R	0%-WC 3.14%-SESC 0%-M&R	0%-WC 3.14%-SESC 0%-M&R
Percent of Total Calls that are Emergency Calls	Result	0%	0%	0%	0%	0%

**Activity History and Description:** This activity is responsible for facility management.

**Activity Objective:** To provide maintenance, custodial and security of all facilities (excluding treatment and generation plants, tennis courts, park shelters/restrooms/parkland, golf courses, swimming pools) for the department to ensure an operational, clean and safe facility

**Services of the Activity:** Minor repairs and remodeling that are not CIP, Minor plumbing, electrical,

## Water Wastewater Utility-2001-02

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**Activity:** *Facility Expenses*

**Activity Code:** 9FAC

**Program Name:** *Support Services*

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HVAC, painting, Pest Control and locksmith services, lease processing, ground maintenance, custodial services, security services, cleaning and security equipment and supplies cost processing, custodial and security monitoring, parking-related services, office space allocation coordination.

**Changes in Requirements and Performance Measures:** Substantially the same.

**Responsible Employee:** Mary Nieves 322-2949

# Water Wastewater Utility-2001-02

**Activity:** Financial Monitoring / Budgeting

**Activity Code:** 9BUD

**Program Name:** Support Services

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$189,853	\$115,656	\$192,293	\$175,656	\$175,656
Water/Wastewater Utility Operating Fund	\$1,459,268	\$1,806,111	\$1,688,504	\$1,750,082	\$1,800,394
<b>Total Requirements</b>	<b>\$1,649,121</b>	<b>\$1,921,767</b>	<b>\$1,880,797</b>	<b>\$1,925,738</b>	<b>\$1,976,050</b>
<b>Full-Time Equivalents</b>	<b>28.45</b>	<b>33.00</b>	<b>32.00</b>	<b>32.00</b>	<b>32.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Cost Per Total Department Budget	Efficiency	\$ .0066	\$ .0078	\$ .0077	\$ .0068	\$ .0070
Dollar amount of CIP funds per project manager	Efficiency	\$8 million	\$4 million	\$17 million	\$7 million	\$7 million
Number of CIP projects per project manager	Output	N/A	2.5	3.5	3.5	3.5
Number of Public Works Service Agreements administered	Output	225	250	200	200	200
Total financial monitoring expense	Output	\$1,649,121	\$1,921,767	\$1,880,797	\$1,925,738	\$1,976,050
Change order costs as percentage of total construction cost	Result	N/A	3%	3%	3%	3%
Percent of engineering projects that (1) remain on schedule and (2) completed within budget	Result	95%	92%	92%	90%	90%
Percent of CIP budgeted dollars spent	Result	95%	90%	88%	90%	90%
Percent of reporting deadlines met	Result	83%	100%	100%	100%	100%
Percent Variance of CYE to actual expenditures	Result	1st qtr.: <2% 2nd qtr.: <2% 3rd qtr.: <1% EOY: 100%	1st qtr.: <2% 2nd qtr.: <2% 3rd qtr.: <1% EOY: 100%	1st qtr.: <2% 2nd qtr.: <2% 3rd qtr.: <1% EOY: 100%	1st qtr.: <2% 2nd qtr.: <2% 3rd qtr.: <1% EOY: 100%	1st qtr.: <2% 2nd qtr.: <2% 3rd qtr.: <1% EOY: 100%
Percent Variance of CYEs to actual revenue	Result	1st qtr.: <2% 2nd qtr.: <2% 3rd qtr.: <1% EOY: 100%	1st qtr.: <2% 2nd qtr.: <2% 3rd qtr.: <1% EOY: 100%	1st qtr.: <2% 2nd qtr.: <2% 3rd qtr.: <1% EOY: 100%	1st qtr.: <2% 2nd qtr.: <2% 3rd qtr.: <1% EOY: 100%	1st qtr.: <2% 2nd qtr.: <2% 3rd qtr.: <1% EOY: 100%

## Activity History and Description:

To provide the staff to assist the Utility with O&M and CIP Budgeting, Revenue and Expenditure Tracking, Service Extension Request, Financial Analysis, Debt Management, Fixed Asset Rate Base Development and other assignments to keep financial integrity.  
The Central Store officially became part of the Utility with the adoption of the FY 1991-92 budget. The Store provides commodity support for all areas of

## Water Wastewater Utility-2001-02

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**Activity:** *Financial Monitoring / Budgeting*

**Activity Code:** 9BUD

**Program Name:** *Support Services*

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the Water and Wastewater Utility. The on hand inventory allows Utility field crews to provide faster Distribution System and Collection system repairs to the citizens of Austin. It is currently the only store open to other City departments.

**Activity Objective:**

To produce financial and budgetary information and reports for the department to ensure appropriate allocation, utilization and control of City resources in compliance with City and other financial policies

**Services of the Activity:**

Petty cash auditing & handling, Performance report development & monitoring Department budget (operating and CIP) development & monitoring, Revenue & expenditures tracking, CYE development, Five year forecast development, TB, RB, AA, and JV processing, Inventory Management, Travel processing, Capital Program Implementation

**Changes in Requirements and Performance Measures:**

One FTE was reallocated to Purchasing activity, otherwise substantially the same.

**Responsible Employee:**

Bernadine Davis

322-2952

# Water Wastewater Utility-2001-02

**Activity:** Information Technology Support

**Activity Code:** 9CPU

**Program Name:** Support Services

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$1,328,664	\$1,316,070	\$1,164,638	\$1,289,597	\$1,314,922
<b>Total Requirements</b>	<b>\$1,328,664</b>	<b>\$1,316,070</b>	<b>\$1,164,638</b>	<b>\$1,289,597</b>	<b>\$1,314,922</b>
<b>Full-Time Equivalents</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Information technology support costs per workstation	Efficiency	\$1,772	\$1,672	\$1,831	\$1,890	\$1,928
Total number of workstations supported	Output	750	787	636	682	682
Percent of information technology problems resolved at time of call	Result	78%	80%	80%	80%	80%

**Activity History and Description:** Information Technology Services was formed in FY 85/86 to manage a large scale Utility automation CIP project. The first major milestone to be accomplished was the implementation of an Office Automation system based on DEC computer systems and software. This application is still in use today. Subsequently, design and development of a laboratory information management system was completed and put into production in 1991. Currently, Information Technology is responsible for the Utility's data communications network infrastructure and the implementation of Utility PC LANs. In addition, the division provides information technology needs analysis, training, and technical consultation to Utility Divisions.

**Activity Objective:** To provide network interconnectivity, computer hardware and software support and information technology planning for the department to produce and communicate information.

**Services of the Activity:** Computer repair, maintenance and upgrade  
 Computer hardware and software support  
 Programming  
 LAN Maintenance  
 Software licensing and upgrades  
 Information systems planning design, development, and implementation  
 Telephone Support  
 Network, system, and application support and trouble-shooting  
 Building infrastructure cabling  
 Information technology master-planning  
 Database management and data coordination  
 IMS (Hansen) and MP% support

## Water Wastewater Utility-2001-02

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**Activity:** *Information Technology Support*

**Activity Code:** *9CPU*

**Program Name:** *Support Services*

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**Changes in Requirements and Performance Measures:** Substantially the same.

**Responsible Employee:** Ed Mattingly 322-2745

# Water Wastewater Utility-2001-02

**Activity:** Personnel / Training

**Activity Code:** 9TRN

**Program Name:** Support Services

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$9,915	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$1,623,121	\$1,668,923	\$1,522,024	\$1,665,362	\$1,699,548
<b>Total Requirements</b>	<b>\$1,633,036</b>	<b>\$1,668,923</b>	<b>\$1,522,024</b>	<b>\$1,665,362</b>	<b>\$1,699,548</b>
<b>Full-Time Equivalents</b>	<b>31.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Personnel cost per FTE	Efficiency	\$668	\$658	\$630	\$602	\$615
Training cost per FTE	Efficiency	\$1,194	\$1,218.15	\$1,005	\$1,304	\$1,324
Number of employee injuries	Output	96	35	120	120	120
Total Cost of personnel administration	Output	\$689,406	\$679,106	\$650,479	\$621,654	\$635,820
Total training cost	Output	\$1,232,853	\$1,257,134	\$1,037,671	\$1,344,527	\$1,369,227
Lost time injury rate per the equivalent of 100 employees	Result	2.39	4.25	4.52	4.52	4.52
PAF error rate	Result	9.977%	10%	7%	10%	10%
Payroll error rate	Result	<1%	< 1%	<1%	N/A	N/A
Percent of Checks Issued as Automated Checks	Result	N/A	N/A	N/A	99%	99%
Percent of resignations leaving the City that complete corporate exit survey	Result	23%	10%	20%	19.4%	19.4%

**Activity History and Description:** The Human Resources program in the Utility has been in existence since the establishment of the Water and Wastewater Utility. Due to the size and complexity of the Utility, the Human Resources/Personnel program provides employment, employee relations/counseling, Human Resources Information System, compensation, workers compensation, time sheet completion/processing, success strategy monitoring, pay check/stub/collateral distribution and records management services for Utility employees.

**Activity Objective:** To provide personnel and safety-related activities and training opportunities for the department to recruit, hire, compensate, train and retain a skilled, diversified and safe workforce in compliance with established policies and procedures.

**Services of the Activity:** Timesheet completion and processing

## Water Wastewater Utility-2001-02

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**Activity:** *Personnel / Training*

**Activity Code:** *9TRN*

**Program Name:** *Support Services*

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Hiring and recruiting  
Worker's compensation claim processing  
Grievance-related activities  
Employee counseling up to and including termination  
Pay check/stub distribution  
Benefits administration  
PAF processing  
Providing training and facilitation  
Attending outside training and related travel (training)  
Safety evaluation  
SSPR-related activities  
Conducting exit interviews

**Changes in Requirements and Performance Measures:**

Substantially the same.

**Responsible Employee:**

Fred Torres

322-3639

# Water Wastewater Utility-2001-02

**Activity:** PIO/Community Services

**Activity Code:** 9SVC

**Program Name:** Support Services

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$10,549	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$388,407	\$439,820	\$456,925	\$495,286	\$503,000
<b>Total Requirements</b>	<b>\$398,956</b>	<b>\$439,820</b>	<b>\$456,925</b>	<b>\$495,286</b>	<b>\$503,000</b>
<b>Full-Time Equivalents</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Cost per value of department-initiated media coverage	Efficiency	\$5,750	\$11,500	\$7,350	N/A	N/A
Value of Department-Initiated Media Coverage	Efficiency	N/A	N/A	N/A	\$7,350	\$7,350
Number of media calls/requests responded to	Output	137.5	237.5	120	N/A	N/A
Number of media contacts	Output	137.5	237.5	320	320	320
Percent of Media Calls Responded to Within 15 Minutes	Result	N/A	N/A	N/A	95%	95%
Percent of media calls/requests responded to	Result	100%	100%	100%	100%	100%

**Activity History and Description:** Created as a separate division in FY92/93 to provide community, schools, media and customers with a variety of information on water and wastewater quality, bio-solids, issues and policies that impact customers, emergency procedures, how to protect property during adverse weather, and promote practices to increase customer access to decision making processes.

**Activity Objective:** To provide written and verbal communication to the public and City employees about department activities and events so that they can be aware, understand and appreciate the services/events offered.

**Services of the Activity:**

- Solicit news coverage through media contacts and news releases
- Answer media requests and assistance
- News release writing and distribution
- Poster, brochure and newsletter production
- News conference planning and coordination
- Press conferences, other speaking engagements
- Citizen complaint response
- Special events planning
- Coordination speaking engagements
- Maintaining Internet/Intranet sites
- Community meeting coordination

## Water Wastewater Utility-2001-02

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**Activity:** *PIO/Community Services*

**Activity Code:** 9SVC

**Program Name:** *Support Services*

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Community hotline support

**Changes in Requirements and Performance Measures:**

Approved increase of \$63,180 or 14.36% includes \$15,785 for additional funding for the annual customer survey, \$10,000 for additional consulting work for the Utility and \$37,395 for increases in personnel due to pay adjustments and insurance increases.

**Responsible Employee:**

Laurie Lentz

322-3647

## Water Wastewater Utility-2001-02

**Activity:** Purchasing, Payment Processing, MBE/WBE

**Activity Code:** 9PUR

**Program Name:** Support Services

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$308,399	\$303,436	\$373,842	\$511,122	\$524,997
<b>Total Requirements</b>	<b>\$308,399</b>	<b>\$303,436</b>	<b>\$373,842</b>	<b>\$511,122</b>	<b>\$524,997</b>
<b>Full-Time Equivalents</b>	<b>8.00</b>	<b>8.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Cost per Total Dollar Purchased	Efficiency	\$3.77	\$4.68	\$.01	N/A	N/A
Cost per Transaction	Efficiency	\$10.00	\$94.12	\$11.33	\$15.49	\$15.91
Internal time from time of request to submittal of RX to Purchasing	Efficiency	< 3 days	< 3 days	< 3 days	N/A	N/A
Number of solicitations	Output	78	78	78	N/A	N/A
Number of transactions	Output	30,852	3,224	33,000	33,000	33,000
Total Dollar Purchases (Under \$5,000 Only)	Output	\$2,719,927	N/A	\$2,500,000	\$2,500,000	\$2,500,000
Percent of under \$5,000 competitive procurement awards to certified M/WBE vendors	Result	MBE:27.55% WBE:30.95%	MBE:25% WBE:10%	MBE:25% WBE:10%	MBE:25% WBE:10%	MBE:25% WBE:10%
Turnaround time for Accounts Payable within the Deadline (in Calendar Days)	Result	30 days	25 days	25 days	25 days	25 days

**Activity History and Description:** This area was created to provide the Water and Wastewater Utility with support in coordinating the purchase and payment of all contractual services, commodities, vehicles, and equipment in accordance with all City and State purchasing policies and procedures. This activity is also responsible for the Utility's MBE/WBE compliance monitoring. In 1992, the Austin City Code Chapter 507 was amended to establish a Minority-and Women owned business enterprise (MBE/WBE) procurement program. The aim of this program is to promote MBE and WBE participation in all areas of the City's procurement, through its prime contract awards and subcontracts, and to afford MBEs and WBEs and equal opportunity to compete for all City contracts.

**Activity Objective:** To provide technical and administrative services regarding purchasing contracts so the department can have accurate and compliant.

**Services of the Activity:** Bid processing (under \$5,000)  
Contract administration, monitoring and compliance

## Water Wastewater Utility-2001-02

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**Activity:** *Purchasing, Payment Processing, MBE/WBE*

**Activity Code:** *9PUR*

**Program Name:** *Support Services*

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RCA preparation for contract awards  
Coordinating RFQs  
Checking under \$5,000 guidelines  
Technical assistance  
Purchase reporting and payment activities  
Payments processing

**Changes in Requirements and Performance Measures:**

Approved increase of \$221,561 or 73.02% includes the reallocation of 3 FTEs from the Financial Monitoring/Budget activity.

**Responsible Employee:**

Bernadine Davis

322-2952

# Water Wastewater Utility-2001-02

**Activity:** Vehicle/ Equipment Maintenance

**Activity Code:** 9VEH

**Program Name:** Support Services

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$71,331	\$76,725	\$76,725	\$76,725	\$76,725
Water/Wastewater Utility Operating Fund	\$957,925	\$929,446	\$926,358	\$952,200	\$966,412
<b>Total Requirements</b>	<b>\$1,029,256</b>	<b>\$1,006,171</b>	<b>\$1,003,083</b>	<b>\$1,028,925</b>	<b>\$1,043,137</b>
<b>Full-Time Equivalents</b>	<b>18.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Total departmental maintenance cost per piece of equipment (includes charges from inside/outside repair centers) (FSD-Fleet)	Efficiency	\$2,543	\$2,645	\$2,699	\$2,804	\$2,804
Total departmental maintenance cost per radio (includes charges from inside/outside repair centers) (FSD-Fleet)	Efficiency	\$199	\$186	\$186	\$172	\$172
AFV's (Alternative Fuel Vehicles) as Output a percent of total Units Operated		N/A	N/A	N/A	10%	10%
Number of radios	Output	698	732	732	770	770
Number of Vehicles/Equipment	Output	726	754	754	782	782
Percent daily out of service	Result	5.0%	2.50%	2.50%	2.50%	2.50%
Percent of units scheduled for preventive maintenance delivered to Fleet on schedule	Result	95%	100%	100%	100%	100%

**Activity History and Description:** Fleet and equipment repairs provides centralized services for the Utility which includes: coordination of vehicle repairs, repair of power tools and equipment, welding, carpentry, vehicle and equipment pool and skilled heavy equipment operators.

**Activity Objective:** To provide maintenance and repair of City vehicle and equipment for the department to foster safe transportation and operations.

**Services of the Activity:** In-house equipment repairs, Outsourced vehicle maintenance and repair, Vehicle maintenance and repair, vehicle maintenance scheduling and monitoring

**Changes in Requirements and Performance Measures:** Substantially the same.

**Responsible Employee:** George Calhoun 927-4379



# Water Wastewater Utility-2001-02

**Activity:** Debt Interest and Commission

**Activity Code:** 9DBT

**Program Name:** Transfers/ Other Requirements

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$1,614,298	\$415,494	\$69,041	\$114,466	\$114,466
<b>Total Requirements</b>	<b>\$1,614,298</b>	<b>\$415,494</b>	<b>\$69,041</b>	<b>\$114,466</b>	<b>\$114,466</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Activity Performance Measures:**

Performance Measures: Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Not applicable	N/A	N/A	N/A	N/A	N/A

**Activity History and Description:** To provide accounting for Debt interest and commission expense associated with Debt

**Activity Objective:** This activity includes miscellaneous expenses.

**Services of the Activity:** General Interest Accruals, Commission on Debt, Commission on Water District Bonds, Commercial Paper Administrative Costs, Revenue Bond Commissions, Arbitrage Administrative Expense

**Changes in Requirements and Performance Measures:** Reduction in commission on debt of \$301,028 due to cost being paid out of CIP.

**Responsible Employee:** David Anders 322-2950

# Water Wastewater Utility-2001-02

**Activity:** Debt Transfers

**Activity Code:** 9XDT

**Program Name:** Transfers/ Other Requirements

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$90,309,654	\$93,868,800	\$93,683,876	\$102,724,458	\$102,724,458
<b>Total Requirements</b>	<b>\$90,309,654</b>	<b>\$93,868,800</b>	<b>\$93,683,876</b>	<b>\$102,724,458</b>	<b>\$102,724,458</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Activity Performance Measures:**

Performance Measures: Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Not applicable	N/A	N/A	N/A	N/A	N/A

**Activity History and Description:** To provide accounting for the transfer of Administrative support from the General Fund, Information Services, jobbing and contracting and other special services.

**Activity Objective:** This activity provides financial transfers for debt payments in accordance with the financial policies adopted by the City Council.

**Services of the Activity:** Revenue Bond  
Redemption Fund  
Debt Management Fund  
Commercial Paper  
General Obligation Debt

**Changes in Requirements and Performance Measures:** Increase in scheduled debt payments \$8,988,991.

**Responsible Employee:** David Anders 322-2950

## Water Wastewater Utility-2001-02

**Activity:** Interfund Transfers

**Activity Code:** 9XFR

**Program Name:** Transfers/ Other Requirements

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$63,149,823	\$49,459,758	\$45,703,148	\$64,290,848	\$64,390,848
<b>Total Requirements</b>	<b>\$63,149,823</b>	<b>\$49,459,758</b>	<b>\$45,703,148</b>	<b>\$64,290,848</b>	<b>\$64,390,848</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Activity Performance Measures:**

Performance Measures: Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Not Applicable	N/A	N/A	N/A	N/A	N/A

**Activity History and Description:** To provide accounting for the transfer of Administrative support from the General Fund, Information Services, jobbing and contracting and other special services.

**Activity Objective:** This activity provides financial transfers in accordance with the financial policies adopted by the City Council.

**Services of the Activity:** General Fund transfer  
Water and Wastewater's Capital Improvement Program transfer  
Worker's Compensation transfer  
Liability Reserve transfer  
Public Improvement District Transfer  
Environmental Remediation fund transfer

**Changes in Requirements and Performance Measures:** This activity is approved to increase \$14,931,090 due primarily due to an increase in transfer to CIP of \$13,846,600; \$798,646 for the General Fund transfer and increases in other transfers of \$285,844.

**Responsible Employee:** Perwez Moheet 322-2945

## Water Wastewater Utility-2001-02

**Activity:** Other Requirements

**Activity Code:** 9REQ

**Program Name:** Transfers/ Other Requirements

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$128,001	\$150,000	\$283,162	\$150,000	\$150,000
Water/Wastewater Utility Operating Fund	\$9,631,753	\$11,611,790	\$9,850,136	\$14,493,226	\$13,346,272
<b>Total Requirements</b>	<b>\$9,759,754</b>	<b>\$11,761,790</b>	<b>\$10,133,298</b>	<b>\$14,643,226</b>	<b>\$13,496,272</b>
<b>Full-Time Equivalents</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Not Applicable		N/A	N/A	N/A	N/A	N/A

**Activity History and Description:** To provide accounting for the transfer of Administrative support from the General Fund, Information Services, jobbing and contracting and other special services.

**Activity Objective:** This activity includes miscellaneous expenses.

**Services of the Activity:** Bad debt expenses  
Special support  
Jobbing and Contract

**Changes in Requirements and Performance Measures:** Increase of \$1,734,482 or 14.7% includes an increase of \$1,140,866 for Citywide Administrative Support, \$1,172,909 increase in the Information Systems transfer. There was a decrease of \$350,000 for the Brushy Creek WWTP, which is now in the Lift Station Activity; and a decrease of \$229,293 in other contractual costs is approved.

**Responsible Employee:** Perwez Moheet 322-2945

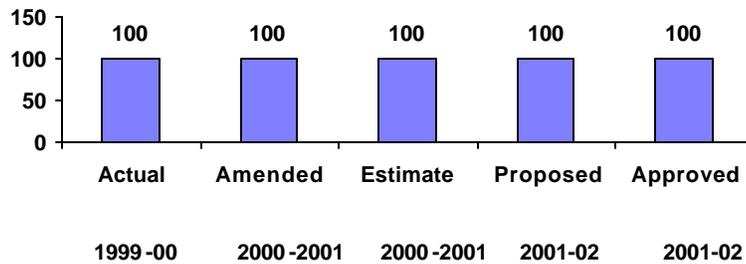
# Water Wastewater Utility-2001-02

## Program: *Wastewater Treatment*

**Program Objective:** To provide operations and maintenance services to the wastewater treatment plant system in order to produce treated effluent and biosolids products that protect the public's health and the environment for our customers and downstream users.

### Program Results Measures:

#### Percentage of total projects successfully completed on schedule



Performance Measures:	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Percent of digester effluent biosolids reused as compost or is land land applied	26%	40%	40%	42%	42%
Percentage of days major regulatory permit parameters for treated effluent are not met due to equipment down time	0%	0%	0%	0%	0%
Percentage of preventive maintenance to total maintenance for process related equipment	75%	75%	50%	50%	50%
Percentage of total projects successfully completed on schedule	100%	100%	100%	100%	100%
Percentage that the average Ammonia content is below the 2 mg/l standard for effluent quality [W)-Walnut WWTP, S)-South Austin Regional Plant, G)-Govalle WWTP]	W) 87% S) 100% G) 90%	W) 80% S) 100% G) >89%	W) 85% S) 70% G) 95%	W) 87% S) 95% G) 95%	W) 87% S) 95% G) 95%
Percentage that the daily average BOD is below the 10 mg/l standard for effluent quality [W)-Walnut WWTP, S)-South Austin Regional Plant, G)-Govalle WWTP]	W) 89% S) 100% G) 85%	W) 80% S) 100% G) >77%	W) 80% S) 70% G) 95%	W) 85% S) >85% G) 95%	W) 85% S) >85% G) 95%

# Water Wastewater Utility-2001-02

**Program:** *Wastewater Treatment*

## List of Activities (Includes all Funding Sources)

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Biosolids Plant Operations	\$3,359,189	45.00	\$3,467,657	39.00	\$3,448,206	42.00	\$3,549,351	42.00	\$3,589,077	42.00
Wastewater Plant Construction	\$0	1.85	\$117,437	1.85	\$33,000	1.80	\$114,980	1.80	\$116,577	1.80
Wastewater Plant Maintenance	\$3,144,967	76.84	\$4,305,206	74.68	\$4,187,328	71.30	\$4,513,916	71.30	\$4,589,072	71.30
Wastewater Plant Operations	\$6,682,743	50.87	\$7,452,708	48.54	\$8,351,388	44.95	\$7,828,130	44.36	\$7,879,481	44.36
<b>Total</b>	<b>\$13,186,899</b>	<b>174.56</b>	<b>\$15,343,008</b>	<b>164.07</b>	<b>\$16,019,922</b>	<b>160.05</b>	<b>16,006,377</b>	<b>159.46</b>	<b>16,174,207</b>	<b>159.46</b>

# Water Wastewater Utility-2001-02

**Activity:** Biosolids Plant Operations

**Activity Code:** 1BIO

**Program Name:** Wastewater Treatment

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$319	\$0	\$1,000	\$0	\$0
Water/Wastewater Utility Operating Fund	\$3,358,870	\$3,467,657	\$3,447,206	\$3,549,351	\$3,589,077
<b>Total Requirements</b>	<b>\$3,359,189</b>	<b>\$3,467,657</b>	<b>\$3,448,206</b>	<b>\$3,549,351</b>	<b>\$3,589,077</b>
<b>Full-Time Equivalents</b>	<b>45.00</b>	<b>39.00</b>	<b>42.00</b>	<b>42.00</b>	<b>42.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Dry tons of wastewater biosolids received from the three wastewater treatment plants	Demand	25,000	25,625	26,500	27,500	27,500
Cost per dry ton of biosolids treated and reused	Efficiency	\$132	\$135	\$130	\$129	\$131
Dry tons of biosolids processed	Output	25,500	25,625	26,500	27,500	27,500
Percent of digester effluent biosolids reused as compost or is land applied	Result	26%	40%	40%	42%	42%

**Activity History and Description:** The Hornsby Bend Biosolids Management treatment facility receives all biosolids from the three other WW treatment plants and processes the biosolids for beneficial use.

**Activity Objective:** To provide treatment for the biosolids generated from the wastewater treatment plant processes in order to beneficially reuse the biosolids.

**Services of the Activity:** Treated wastewater biosolids  
Process biosolids for reuse

**Changes in Requirements and Performance Measures:** 3 FTEs were added, one from Environmental & Regulatory Support/ Land Mgmt. and 2 FTEs from Wastewater Plant Operations, otherwise substantially the same.

**Responsible Employee:** Bill Sellstrom 929-1002

# Water Wastewater Utility-2001-02

**Activity:** Wastewater Plant Construction

**Activity Code:** 1SPC

**Program Name:** Wastewater Treatment

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$37,304	\$0	\$37,304	\$37,304
Water/Wastewater Utility Operating Fund	\$0	\$80,133	\$33,000	\$77,676	\$79,273
<b>Total Requirements</b>	<b>\$0</b>	<b>\$117,437</b>	<b>\$33,000</b>	<b>\$114,980</b>	<b>\$116,577</b>
<b>Full-Time Equivalents</b>	<b>1.85</b>	<b>1.85</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Feet of pipe scheduled for installation	Demand	N/A	300	0	300	300
Labor cost per foot of pipe installed	Efficiency	N/A	\$5.75	\$0.00	\$5.75	\$5.75
Feet of pipe installed	Output	N/A	300	0	300	300
Percentage of total projects successfully completed on schedule	Result	100%	100%	100%	100%	100%

**Activity History and Description:** The City of Austin Water & Wastewater Utility owns one of the oldest continuously operating wastewater treatment plants in the State in the Govalle treatment facility. The Utility treats appropriately 93 million gallons per day and takes pride in its high-level quality discharge. The Utility currently is operating 3 plants to serve the City of Austin's needs, Govalle, Walnut Creek and South Austin Regional.

**Activity Objective:** To provide construction services to the Utility's treatment plant facilities in order to meet their operations and maintenance needs.

**Services of the Activity:**  
 Installing wastewater lines within the plants  
 Installing pressure taps  
 Installing conduit  
 Building manholes and vaults  
 Preparing subgrade and placing concrete structures  
 Installation of experimental alternative wastewater treatment facilities

**Changes in Requirements and Performance Measures:** Substantially the same.

**Responsible Employee:** George Calhoun 927-4379

## Water Wastewater Utility-2001-02

**Activity:** Wastewater Plant Maintenance

**Activity Code:** 1SPM

**Program Name:** Wastewater Treatment

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$68,200	\$57,283	\$169,795	\$169,795
Water/Wastewater Utility Operating Fund	\$3,144,967	\$4,237,006	\$4,130,045	\$4,344,121	\$4,419,277
<b>Total Requirements</b>	<b>\$3,144,967</b>	<b>\$4,305,206</b>	<b>\$4,187,328</b>	<b>\$4,513,916</b>	<b>\$4,589,072</b>
<b>Full-Time Equivalents</b>	<b>76.84</b>	<b>74.68</b>	<b>71.30</b>	<b>71.30</b>	<b>71.30</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of work orders created	Demand	N/A	4,570	4,570	4,570	4,570
Maintenance cost per million gallons of wastewater treated	Efficiency	\$136	\$125	\$90	\$95	\$98.65
Number of work orders closed	Output	N/A	4,570	4,570	4,570	4,570
Percentage of days major regulatory permit parameters for treated effluent are not met due to equipment down time	Result	0%	0%	0%	0%	0%
Percentage of preventive maintenance to total maintenance for process related equipment	Result	75%	75%	50%	50%	50%

**Activity History and Description:** The primary responsibility of Wastewater Plant Maintenance is to provide equipment maintenance for the Water Plants. In FY 2001 the Electric/Instrument & Control Maintenance function was combined with the plant maintenance in order to account for all plant maintenance costs in a single reporting activity.

**Activity Objective:** To provide equipment maintenance for the wastewater treatment plants in order to produce effluent that protects the public's health and the environment.

**Services of the Activity:** Mechanical maintenance  
Electrical maintenance  
Instrumentation & Control Maintenance

**Changes in Requirements and Performance Measures:** 3.38 FTEs were reallocated to Admin. & Mgmt activity, otherwise substantially the same.

**Responsible Employee:** Bill Sellstrom 929-1002

## Water Wastewater Utility-2001-02

**Activity:** Wastewater Plant Operations

**Activity Code:** 1SPO

**Program Name:** Wastewater Treatment

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$242	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$6,682,501	\$7,452,708	\$8,351,388	\$7,828,130	\$7,879,481
<b>Total Requirements</b>	<b>\$6,682,743</b>	<b>\$7,452,708</b>	<b>\$8,351,388</b>	<b>\$7,828,130</b>	<b>\$7,879,481</b>
<b>Full-Time Equivalents</b>	<b>50.87</b>	<b>48.54</b>	<b>44.95</b>	<b>44.36</b>	<b>44.36</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Projected million gallons of wastewater treated	Demand	32,070	33,051	33,051	33,470	33,470
Operating cost per million gallons of wastewater treated	Efficiency	\$345	\$384	\$234	\$234	\$235
Actual million gallons of wastewater treated	Output	19,323	19,389	35,720	33,470	33,470
Percentage that the average Ammonia content is below the 2 mg/l standard for effluent quality [W)-Walnut WWTP, S)-South Austin Regional Plant, G)-Govalle WWTP]	Result	W) 87% S) 100% G) 90%	W) 80% S) 100% G) >89%	W) 85% S) 70% G) 95%	W) 87% S) 95% G) 95%	W) 87% S) 95% G) 95%
Percentage that the daily average BOD is below the 10 mg/l standard for effluent quality [W)-Walnut WWTP, S)-South Austin Regional Plant, G)-Govalle WWTP]	Result	W) 89% S) 100% G) 85%	W) 80% S) 100% G) >77%	W) 80% S) 70% G) 95%	W) 85% S) >85% G) 95%	W) 85% S) >85% G) 95%

**Activity History and Description:** The first wastewater facility was built in 1917 on the banks of the Colorado River. In 1937, this facility was replaced with the Govalle Wastewater Treatment Plant. Two additional facilities, Walnut Creek and South Austin Regional WWTP, were brought on line in 1977 and 1987, respectively.

**Activity Objective:** To provide treatment of wastewater for Utility customers in order to produce effluent that protects the public's health and the environment.

**Services of the Activity:** Treatment of Wastewater  
Regulatory documentation

**Changes in Requirements and Performance Measures:** Activity decreased 4.18 FTEs; 2 FTEs were reallocated to BioSolids Plant Operations activity and 2.18 FTEs were reallocated to other activities, otherwise substantially the same.

**Responsible Employee:** Bill Sellstrom

929-1002

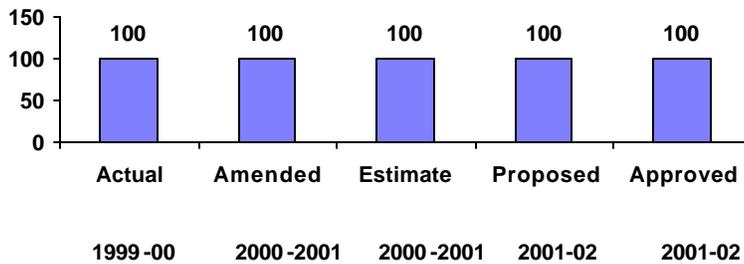
# Water Wastewater Utility-2001-02

**Program: Wastewater Treatment Support**

**Program Objective:** To provide the necessary engineering, project management, information, and technical services for the Utility's wastewater and biosolids management plants in order to meet community needs and regulatory requirements for safe wastewater effluent.

**Program Results Measures:**

**Percentage compliance with regulatory reporting requirements**



**Performance Measures:**

	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Percentage compliance with regulatory reporting requirements	100%	100%	100%	100%	100%
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	85%	85%	100%	90%	90%
Percentage of wastewater regulatory reports completed on time	100%	100%	100%	100%	100%

**List of Activities (Includes all Funding Sources)**

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Wastewater Environmental and Regulatory Support	\$75	2.40	\$200,913	2.40	\$262,580	3.68	\$316,795	3.68	\$324,771	3.68
Wastewater Treatment and Support Laboratory	\$676,667	11.18	\$797,710	11.33	\$734,975	10.83	\$736,386	10.83	\$751,199	10.83
Wastewater Treatment Engineering	\$614,894	10.30	\$775,839	9.18	\$681,296	9.18	\$800,409	9.18	\$820,886	9.18
<b>Total</b>	<b>\$1,291,636</b>	<b>23.88</b>	<b>\$1,774,462</b>	<b>22.91</b>	<b>\$1,678,851</b>	<b>23.69</b>	<b>\$1,853,590</b>	<b>23.69</b>	<b>\$1,896,856</b>	<b>23.69</b>

# Water Wastewater Utility-2001-02

**Activity:** Wastewater Environmental and Regulatory Support

**Activity Code:** 2ERW

**Program Name:** Wastewater Treatment Support

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$50,000	\$0	\$0
Water/Wastewater Utility Operating Fund	\$75	\$200,913	\$212,580	\$316,795	\$324,771
<b>Total Requirements</b>	<b>\$75</b>	<b>\$200,913</b>	<b>\$262,580</b>	<b>\$316,795</b>	<b>\$324,771</b>
<b>Full-Time Equivalents</b>	<b>2.40</b>	<b>2.40</b>	<b>3.68</b>	<b>3.68</b>	<b>3.68</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Labor costs for wastewater environmental support	Efficiency	\$158,485	\$172,932	\$50,000	\$50,000	\$50,000
Number of research studies conducted	Output	5	2	12	3	3
Number of State and Federal rules and regulations that impact the Utility that are monitored, commented on, and reported on	Output	8	10	6	4	4
Percentage of wastewater regulatory reports completed on time	Result	100%	100%	100%	100%	100%

**Activity History and Description:** Created in 1992 to provide emphasis on environmental and regulatory support within the Utility, the division coordinates Utility-wide reviews of new drinking water/wastewater related regulations, regulatory rule changes and proposed legislation.

**Activity Objective:** To track proposed and enacted rules and regulations and provide information to Utility management in order to allow the Utility to be proactive in its regulatory compliance.

**Services of the Activity:** Liaison with State and Federal regulators, Monitor State wastewater legislation, Research wastewater treatment alternatives and methods, Compliance reporting

**Changes in Requirements and Performance Measures:** Activity increased by 61.65% or \$123,858 due to the reallocation of 1.28 FTEs from the Conservation and Reuse Environmental/Regulatory Support/Land Management activity.

**Responsible Employee:** Maureen Mc Reynolds 322-2777

# Water Wastewater Utility-2001-02

**Activity:** Wastewater Treatment and Support Laboratory

**Activity Code:** 2LBS

**Program Name:** Wastewater Treatment Support

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$676,667	\$797,710	\$734,975	\$736,386	\$751,199
<b>Total Requirements</b>	<b>\$676,667</b>	<b>\$797,710</b>	<b>\$734,975</b>	<b>\$736,386</b>	<b>\$751,199</b>
<b>Full-Time Equivalents</b>	<b>11.18</b>	<b>11.33</b>	<b>10.83</b>	<b>10.83</b>	<b>10.83</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of tests requested by customers for wastewater specific tests	Demand	112,249	119,373	90,374	90,374	90,374
Activity cost per test	Efficiency	\$20	\$20	\$8.39	\$8.41	\$8.57
Number of wastewater test results produced	Output	112,249	119,000	87,588	87,588	87,588
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	Result	85%	85%	100%	90%	90%
Percentage of total tests completed within requested timeframe	Result	80%	80%	92.5%	90.0%	90.0%

**Activity History and Description:** The Water and Wastewater Laboratory Services Division is responsible for supporting the Water and Wastewater Utility Department in its compliance with the federal mandates indicated below. To that end, the Laboratory Services Division collects samples from Lake Travis, Lake Austin and Town Lake; at the water treatment plants; in the water distribution system, at the wastewater treatment plants, and in the Colorado River downstream of the City's wastewater treatment plants. These samples are subsequently tested at the Laboratory Services Division facilities. The results are reported to TNRCC and EPA on a monthly basis. The Laboratory Services Division must collect and analyze the samples as well report the information using mandated protocols and frequencies. Staff is trained and the division holds two accreditations. One from the state for microbiological testing of drinking water and another for chemical testing of drinking water under the Information Collection Rule.

**Activity Objective:** To produce test results for Wastewater Treatment Support customers in order to provide them with timely and accurate information to help them make

## Water Wastewater Utility-2001-02

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**Activity:** *Wastewater Treatment and Support Laboratory*

**Activity Code:** *2LBS*

**Program Name:** *Wastewater Treatment Support*

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informed decisions about their work.

**Services of the Activity:** Test Results

**Changes in Requirements and Performance Measures:** Substantially the same.

**Responsible Employee:** Miriam Mora 927-4010

## Water Wastewater Utility-2001-02

**Activity:** Wastewater Treatment Engineering

**Activity Code:** 2ENS

**Program Name:** Wastewater Treatment Support

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$13,756	\$159,954	\$180,204	\$159,954	\$159,954
Water/Wastewater Utility Operating Fund	\$601,138	\$615,885	\$501,092	\$640,455	\$660,932
<b>Total Requirements</b>	<b>\$614,894</b>	<b>\$775,839</b>	<b>\$681,296</b>	<b>\$800,409</b>	<b>\$820,886</b>
<b>Full-Time Equivalents</b>	<b>10.30</b>	<b>9.18</b>	<b>9.18</b>	<b>9.18</b>	<b>9.18</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of dry tons of biosolids generated	Demand	N/A	1,300	1,344	1,395	1,395
Number of engineering services requested for wastewater treatment plants during the fiscal year	Demand	N/A	6	40	25	25
Labor cost for wastewater treatment plants engineering services per \$100,000 of completed construction cost during each fiscal year	Efficiency	N/A	\$1,822.08	\$1,822.08	\$1,822.08	\$1,822.08
Labor costs per cubic yard of Dillo Dirt compost sold	Efficiency	\$1.74	\$1.38	\$1.70	\$1.70	\$1.75
Number of dry tons of biosolids beneficially reused	Output	N/A	833	833	833	833
Number of work hours spent on engineering services for the wastewater treatment plants during the fiscal year	Output	N/A	120	400	250	250
Change order costs as percentage of total construction costs	Result	0.50%	3%	1%	3%	3%
Percentage compliance with regulatory reporting requirements	Result	100%	100%	100%	100%	100%
Percentage of engineering projects for wastewater treatment plants requiring change orders exceeding 3% of the project cost	Result	N/A	1%	0%	1%	1%

**Activity History and Description:** The division's primary mission is to provide quality services in the areas of project management, engineering design, technical support, operations and maintenance support, construction services, and act as a customer liaison leading projects, monitoring progress and evaluating results. The division includes personnel with a wide range of expertise and capabilities. These capabilities include expertise in process control systems and computer networks, electrical and instrumentation design, process design and

## Water Wastewater Utility-2001-02

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**Activity:** *Wastewater Treatment Engineering*

**Activity Code:** 2ENS

**Program Name:** *Wastewater Treatment Support*

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optimization, civil and mechanical design, project management, construction management, inspection, treatment operations, environmental monitoring, and regulatory compliance and permitting engineering functions.

**Activity Objective:**

To provide engineering, technical, and project management services to the wastewater treatment and biosolids management plants in order for them to operate plant control systems to treat wastewater, manage biosolids, and safely discharge the effluent.

**Services of the Activity:**

Project management and coordination for wastewater treatment plant engineering consulting and construction projects. Engineering technical services for wastewater treatment plant processes and equipment systems. SCADA technical/engineering services for wastewater treatment plant control systems. Design reviews and comments for wastewater treatment plant engineering projects. Process trouble shooting. Investigative research. Reporting. Dillo Dirt Outlet

**Changes in Requirements and Performance Measures:**

Substantially the same.

**Responsible Employee:**

Suheil Baaklini

322-2966

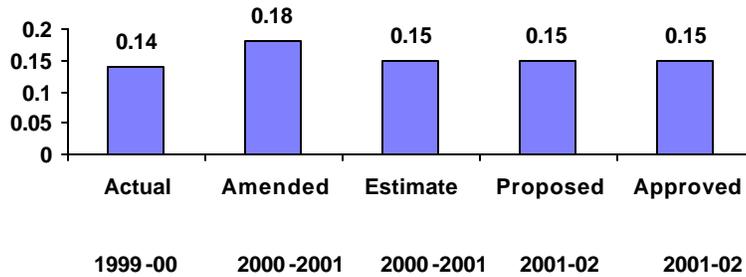
# Water Wastewater Utility-2001-02

**Program: Water Treatment**

**Program Objective:** To provide operations and maintenance services to the water treatment plant system in order to produce safe, dependable, and affordable drinking water for our customers.

**Program Results Measures:**

**The quality level of treated drinking water as measured by actual NTU compared to maximum allowed by regulators**



**Performance Measures:**

	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Peak day water usage as a percentage of water treatment system capacity	97%	91%	91%	94%	94%
Percentage of actual water usage versus projected pumpage	109%	100%	100%	100%	100%
Percentage of days that process related equipment does not meet the demand for water due to equipment down time.	0%	0%	0%	0%	0%
Percentage of NTU samples below standard of 0.3 NTU for drinking water quality	100%	100%	100%	N/A Replaced	N/A Replaced
Percentage of total projects successfully completed on schedule	N/A	100%	100%	100%	100%
The quality level of treated drinking water as measured by actual NTU compared to maximum allowed by regulators	0.14	0.18	0.15	0.15	0.15

**List of Activities (Includes all Funding Sources)**

Activity Name	1999-00 Actual	1999-00 FTE	2000-2001 Amended	2000-2001 FTE	2000-2001 Estimate	2000-2001 FTE	2001-02 Proposed	2001-02 FTE	2001-02 Approved	2001-02 FTE
Water Plant Construction	\$0	1.85	\$117,439	1.85	\$126,596	1.80	\$113,725	1.80	\$115,322	1.80

# Water Wastewater Utility-2001-02

<i>Program:</i>	<i>Water Treatment</i>									
Water Plant Maintenance	\$3,768,625	63.16	\$3,737,087	61.12	\$3,333,851	59.50	\$3,965,712	59.50	\$4,025,716	59.50
Water Plant Operations	\$11,737,078	63.13	\$10,699,663	59.46	\$12,502,075	59.05	\$12,197,305	58.64	\$12,244,836	58.64
<b>Total</b>	\$15,505,703	128.14	\$14,554,189	122.43	\$15,962,522	120.35	16,276,742	119.94	16,385,874	119.94

# Water Wastewater Utility-2001-02

**Activity:** Water Plant Construction

**Activity Code:** 1WPC

**Program Name:** Water Treatment

Requirements and FTE	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$37,307	\$13,289	\$37,307	\$37,307
Water/Wastewater Utility Operating Fund	\$0	\$80,132	\$113,307	\$76,418	\$78,015
<b>Total Requirements</b>	<b>\$0</b>	<b>\$117,439</b>	<b>\$126,596</b>	<b>\$113,725</b>	<b>\$115,322</b>
<b>Full-Time Equivalents</b>	<b>1.85</b>	<b>1.85</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Feet of pipe scheduled for installation	Demand	N/A	200 ft.	200 ft.	200 ft.	200 ft.
Labor cost per foot of pipe installed	Efficiency	N/A	\$4.63	\$4.50	\$4.50	\$4.68
Feet of pipe installed	Output	N/A	200 ft.	200 ft.	200 ft.	200 ft.
Percentage of total projects successfully completed on schedule	Result	N/A	100%	100%	100%	100%

**Activity History and Description:** The Water Utility was established in May of 1893, with a facility on the newly constructed Austin Dam. This facility was replaced in 1925 by the Thomas C. Green Water Treatment Plant.

**Activity Objective:** To provide construction services to the Utility's treatment plant facilities in order to meet their operations and maintenance needs.

**Services of the Activity:** Installing valves, water lines and services  
Installing conduit  
Constructing valve vaults  
Excavating, preparing subgrade and placing concrete  
Excavating and installing Gabion baskets

**Changes in Requirements and Performance Measures:** Substantially the same.

**Responsible Employee:** George Calhoun 927-4379

# Water Wastewater Utility-2001-02

**Activity:** Water Plant Maintenance

**Activity Code:** 1WPM

**Program Name:** Water Treatment

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$261,244	\$68,200	\$134,896	\$125,587	\$125,587
Water/Wastewater Utility Operating Fund	\$3,507,381	\$3,668,887	\$3,198,955	\$3,840,125	\$3,900,129
<b>Total Requirements</b>	<b>\$3,768,625</b>	<b>\$3,737,087</b>	<b>\$3,333,851</b>	<b>\$3,965,712</b>	<b>\$4,025,716</b>
<b>Full-Time Equivalents</b>	<b>63.16</b>	<b>61.12</b>	<b>59.50</b>	<b>59.50</b>	<b>59.50</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Projected water pumpage in million gallons	Demand	45,000	47,443	47,443	48,270	48,270
Maintenance activity cost per million gallons of water pumped	Efficiency	\$43.54	\$50.78	\$47.50	\$50.00	\$51.25
Plant water pumping capacity available in million gallons	Output	227	250	250	250	250
Percentage of days that process related equipment does not meet the demand for water due to equipment down time.	Result	0%	0%	0%	0%	0%
Percentage of preventive maintenance to total maintenance for process related equipment	Result	50%	50%	70%	70%	70%

**Activity History and Description:** The primary responsibility of Water Plant Maintenance is to provide equipment maintenance for the Water Plants. In FY 2001 the electric/instrument & control maintenance function is being combined with the plant maintenance in order to account for all plant maintenance costs in a single reporting activity.

**Activity Objective:** To provide equipment maintenance for the water plants in order to ensure that plant pumping capacity is available when needed to meet community demand.

**Services of the Activity:** Mechanical maintenance  
Electrical maintenance  
Instrumentation & Control Maintenance

**Changes in Requirements and Performance Measures:** This activity decreased by 1.62 FTEs; 0.62 FTE was transferred to Mgmt Services Dept., 1 FTE was reallocated to Water Environmental and Regulatory Support, otherwise substantially the same.

**Responsible Employee:** Jean Schulze 330-3131

## Water Wastewater Utility-2001-02

**Activity:** Water Plant Operations

**Activity Code:** 1WPO

**Program Name:** Water Treatment

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$195,564	\$15,000	\$239,091	\$15,000	\$15,000
Water/Wastewater Utility Operating Fund	\$11,541,514	\$10,684,663	\$12,262,984	\$12,182,305	\$12,229,836
<b>Total Requirements</b>	<b>\$11,737,078</b>	<b>\$10,699,663</b>	<b>\$12,502,075</b>	<b>\$12,197,305</b>	<b>\$12,244,836</b>
<b>Full-Time Equivalents</b>	<b>63.13</b>	<b>59.46</b>	<b>59.05</b>	<b>58.64</b>	<b>58.64</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Projected water pumpage in million gallons	Demand	45,000	47,443	47,443	48,270	48,270
Operating activity cost per million gallons of water pumped	Efficiency	\$208.05	\$222.00	\$220.00	\$225.00	\$253.00
Actual water pumpage in million gallons	Output	49,079	47,443	47,443	48,270	48,270
Peak day water usage as a percentage of water treatment system capacity	Result	97%	91%	91%	94%	94%
Percentage of actual water usage versus projected pumpage	Result	109%	100%	100%	100%	100%
Percentage of NTU samples below standard of 0.3 NTU for drinking water quality	Result	100%	100%	100%	N/A Replaced	N/A Replaced
The quality level of treated drinking water as measured by actual NTU compared to maximum allowed by regulators	Result	0.14	0.18	0.15	0.15	0.15

**Activity History and Description:** The Water Utility was established in May of 1893, with a facility on the newly constructed Austin Dam. This facility was replaced in 1925 by the Thomas C. Green Water Treatment Plant. Davis was constructed in 1954 and Ullrich in 1969.

**Activity Objective:** To provide an adequate supply of safe drinking water to Utility customers in order to meet consumption, fire suppression, and other community needs.

**Services of the Activity:** Treated water  
Sludge disposal  
Process control  
Regulatory documentation

**Changes in Requirements and Performance Measures:** This activity includes an increase of \$1,545,173; \$1,368,171 in electrical services for projected pumpage and increase in fuel costs; \$47,531 for pay for

## Water Wastewater Utility-2001-02

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**Activity:** *Water Plant Operations*

**Activity Code:** *1WPO*

**Program Name:** *Water Treatment*

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performance; and other increases totaling \$129,471 were mainly for increased chemical costs and market adjustments; and transferred 0.82 FTE to Mgmt Services Dept.

**Responsible Employee:**

Jean Schulze

330-3131

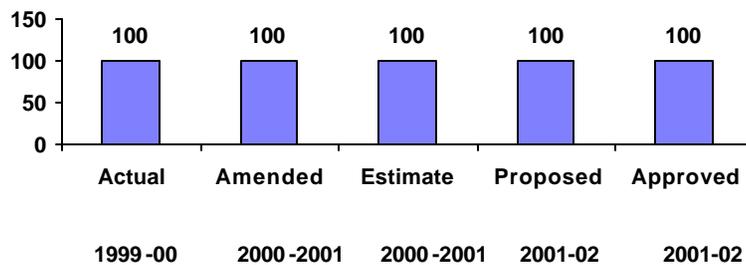
## Water Wastewater Utility-2001-02

### **Program:** *Water Treatment Support*

**Program Objective:** To provide the necessary engineering, project management information, and technical support services for the Utility's water treatment plants in order to meet community needs and regulatory requirements for drinking water.

#### **Program Results Measures:**

#### **Percentage compliance with water regulatory reporting requirements**



<b>Performance Measures:</b>	<b>1999-00 Actual</b>	<b>2000-2001 Amended</b>	<b>2000-2001 Estimate</b>	<b>2001-02 Proposed</b>	<b>2001-02 Approved</b>
Percentage compliance with water regulatory reporting requirements	100%	100%	100%	100%	100%
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	85%	85%	100%	90%	90%
Percentage of water regulatory reports completed on time	100%	100%	100%	100%	100%

### **List of Activities (Includes all Funding Sources)**

<b>Activity Name</b>	<b>1999-00 Actual</b>	<b>1999-00 FTE</b>	<b>2000-2001 Amended</b>	<b>2000-2001 FTE</b>	<b>2000-2001 Estimate</b>	<b>2000-2001 FTE</b>	<b>2001-02 Proposed</b>	<b>2001-02 FTE</b>	<b>2001-02 Approved</b>	<b>2001-02 FTE</b>
Water Environmental and Regulatory Support	\$7,548	2.78	\$194,631	1.40	\$381,851	2.66	\$381,178	2.66	\$384,820	2.66
Water Treatment and Support Laboratory	\$894,849	9.46	\$628,683	9.00	\$581,677	8.00	\$573,374	8.00	\$584,840	8.00
Water Treatment Engineering	\$0	11.12	\$848,884	9.68	\$933,908	9.68	\$878,681	9.68	\$901,042	9.68
<b>Total</b>	<b>\$902,397</b>	<b>23.36</b>	<b>\$1,672,198</b>	<b>20.08</b>	<b>\$1,897,436</b>	<b>20.34</b>	<b>\$1,833,233</b>	<b>20.34</b>	<b>\$1,870,702</b>	<b>20.34</b>

# Water Wastewater Utility-2001-02

**Activity:** *Water Environmental and Regulatory Support*

**Activity Code:** *2WER*

**Program Name:** *Water Treatment Support*

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Water/Wastewater Utility Operating Fund	\$7,548	\$194,631	\$381,851	\$381,178	\$384,820
<b>Total Requirements</b>	<b>\$7,548</b>	<b>\$194,631</b>	<b>\$381,851</b>	<b>\$381,178</b>	<b>\$384,820</b>
<b>Full-Time Equivalents</b>	<b>2.78</b>	<b>1.40</b>	<b>2.66</b>	<b>2.66</b>	<b>2.66</b>

**Activity Performance Measures:**

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Labor cost for water environmental support	Efficiency	N/A	\$103,506	\$4,618	\$4,000	\$4,000
Number of research studies conducted	Output	2	2	2	2	2
Number of State and Federal rules and regulations that impact the Utility that are monitored, commented on, and reported on	Output	20	10	10	8	8
Percentage of water regulatory reports completed on time	Result	100%	100%	100%	100%	100%

**Activity History and Description:** Created in 1992 to provide emphasis on environmental and regulatory support within the Utility, the division coordinates Utility-wide reviews of new drinking water/wastewater related regulations, regulatory rule changes and proposed legislation and provides comments to Utility management on their potential impact . Division monitors compliance with drinking water and wastewater regulations and prepares documentation for state and federal permits. The division also provides staff liaison with environmental groups, manages special environmental studies, and coordinates research activities associated with the Center for Environmental Research.

**Activity Objective:** To track proposed and enacted rules and regulations and provide information to Utility management in order to allow the Utility to be proactive in its regulatory compliance.

**Services of the Activity:**  
 Liaison with State and Federal regulators  
 Monitor State legislation  
 Research water treatment alternatives and methods  
 Land management of identified watershed areas  
 Compliance reporting

## Water Wastewater Utility-2001-02

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**Activity:** *Water Environmental and Regulatory Support*

**Activity Code:** *2WER*

**Program Name:** *Water Treatment Support*

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**Changes in Requirements and  
Performance Measures:**

The activity approved budget increased \$190,189; \$114,947 was due to a reallocation of 1.26 FTEs from the Conservation and Reuse Environmental and Regulatory-Water activity; \$71,600 for a grant that will not be renewed; and \$3,642 for pay for performance.

**Responsible Employee:**

Maureen McReynolds

322-2777

# Water Wastewater Utility-2001-02

**Activity:** Water Treatment and Support Laboratory

**Activity Code:** 2LBW

**Program Name:** Water Treatment Support

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water/Wastewater Utility Operating Fund	\$894,849	\$628,683	\$581,677	\$573,374	\$584,840
<b>Total Requirements</b>	<b>\$894,849</b>	<b>\$628,683</b>	<b>\$581,677</b>	<b>\$573,374</b>	<b>\$584,840</b>
<b>Full-Time Equivalents</b>	<b>9.46</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of tests required by customers for water specific tests	Demand	51,497	60,266	44,522	44,522	44,522
Activity cost per test	Efficiency	\$20	\$20	\$14.30	\$14.09	\$14.38
Number of water test results produced	Output	51,497	60,000	40,680	40,680	40,680
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	Result	85%	85%	100%	90%	90%
Percentage of total tests completed within requested timeframe	Result	80%	80%	99.5%	95.0%	95.0%

**Activity History and Description:** The Water and Wastewater Laboratory Services Division is responsible for supporting the Water and Wastewater Utility Department in its compliance with the federal mandates indicated below. To that end, the Laboratory Services Division collects samples from Lake Travis, Lake Austin and Town Lake; at the water treatment plants; in the water distribution system, at the wastewater treatment plants, and in the Colorado River downstream of the City's wastewater treatment plants. These samples are subsequently tested at the Laboratory Services Division facilities. The results are reported to TNRCC and EPA on a monthly basis. The Laboratory Services Division must collect and analyze the samples as well report the information using mandated protocols and frequencies. Staff is trained and the division holds two accreditations. One from the state for microbiological testing of drinking water and another for chemical testing of drinking water under the Information Collection Rule.

**Activity Objective:** To produce test results for Water Treatment Support customers in order to provide them with timely and accurate information to help them make informed decisions about their work.

**Services of the Activity:** Sample Collection  
Test results

## Water Wastewater Utility-2001-02

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**Activity:** *Water Treatment and Support Laboratory*

**Activity Code:** *2LBW*

**Program Name:** *Water Treatment Support*

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Complaint research and resolution.

**Changes in Requirements and Performance Measures:**

Substantially the same. 1 FTE was reallocated to Distribution System Support Laboratory.

**Responsible Employee:**

Miriam Mora

927-4010

## Water Wastewater Utility-2001-02

**Activity:** Water Treatment Engineering

**Activity Code:** 2ENW

**Program Name:** Water Treatment Support

Requirements and FTE	1999 -00 Actual	2000-2001 Amended	2000-2001 Estimate	2001-02 Proposed	2001-02 Approved
Expense Refunds	\$0	\$180,874	\$255,620	\$180,874	\$180,874
Water/Wastewater Utility Operating Fund	\$0	\$668,010	\$678,288	\$697,807	\$720,168
<b>Total Requirements</b>	<b>\$0</b>	<b>\$848,884</b>	<b>\$933,908</b>	<b>\$878,681</b>	<b>\$901,042</b>
<b>Full-Time Equivalents</b>	<b>11.12</b>	<b>9.68</b>	<b>9.68</b>	<b>9.68</b>	<b>9.68</b>

### Activity Performance Measures:

Performance Measures:	Type	1999-00 Actual	2000 -2001 Amended	2000 -2001 Estimate	2001-02 Proposed	2001-02 Approved
Number of engineering services requested for water treatment plants during the fiscal year	Demand	N/A	4	55	25	25
Number of process assistance requests	Demand	N/A	12	12	12	12
Labor cost for water treatment plants engineering services per \$100,000 of completed construction cost during each fiscal year	Efficiency	N/A	\$1,900.82	\$1,900.82	\$2,000.00	\$2,000.00
Labor cost per Million Gallons (MG) treated for process support	Efficiency	N/A	\$6.71	\$7.65	\$6.97	\$7.23
Number of investigative studies completed	Output	N/A	4	7	4	4
Number of work hours spent on engineering services for the water treatment plants during the fiscal year	Output	N/A	90	210	175	175
Change order costs as percentage of total construction costs	Result	.06%	3%	2%	3%	3%
Percentage compliance with water regulatory reporting requirements	Result	100%	100%	100%	100%	100%
Percentage of engineering projects for water treatment plants requiring change orders exceeding 3% of the project cost	Result	N/A	1%	0%	1%	1%

**Activity History and Description:** The division's primary mission is to provide quality services in the areas of project management, engineering design, technical support, operations and maintenance support, construction services, and act as a customer liaison leading projects, monitoring progress and evaluating results. The division includes personnel with a wide range of expertise and capabilities. These capabilities include expertise in process control systems and computer networks, electrical and instrumentation design, process design and

## Water Wastewater Utility-2001-02

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**Activity:** *Water Treatment Engineering*

**Activity Code:** *2ENW*

**Program Name:** *Water Treatment Support*

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optimization, civil and mechanical design, project management, construction management, inspection, treatment operations, environmental monitoring, and regulatory compliance and permitting engineering functions.

**Activity Objective:**

To provide engineering, technical, and project management services to the water treatment plants in order for them to operate plant control systems to supply safe drinking water and fire suppression to the community.

**Services of the Activity:**

Project management and coordination for water treatment plant  
Engineering technical services for water treatment plant processes and equipment systems  
SCADA technical/ engineering services for water treatment plant control systems  
Design Reviews and comments for water treatment plant engineering projects  
Process trouble shooting  
Investigative research  
Reporting

**Changes in Requirements and Performance Measures:**

Substantially the same.

**Responsible Employee:**

Suheil Baaklini

322-2966

## **Hotel/Motel Bed Tax Fund — 2001-02**

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### **Purpose and Nature of Fund**

The Hotel/Motel Bed Tax Fund is a special revenue fund established to deposit receipts due to the city from the Hotel Occupancy Tax and distribute those proceeds according to City Ordinance 900830-L. The city collects nine cents per dollar of room occupancy fees. This rate increased in 1998 from seven cents per dollar to nine cents.

### **Factors Affecting Funding**

Projections for the Hotel/Motel Bed Tax receipts are based on analyzing the Hotel/Motel industry performance for the Austin metropolitan area and comparing actual results to the market analysis reports produced for the hotel industry. Bed tax revenue for 2001-02 of \$31.0 million is 7.2% higher than the 2000-01 Amended Budget of \$28.9 million and the same as the 2000-01 estimated revenue of \$31.0 million.

Actual Hotel/Motel Bed Tax revenue is affected by a combination of hotel occupancy rates and average room rate charges. The 2000-01 estimated revenue is greater than budget primarily due to higher than anticipated occupancy rates and room charges. It is anticipated that occupancy rates and room charges will continue to increase in 2001-02.

### **Factors Affecting Requirements**

The city receives nine cents on each dollar of qualified room occupancy rents. The budgeted 2001-02 Hotel/Motel Bed Tax Fund allocates 4.5 cents of the nine cents of bed tax revenue collections to debt service related to the Convention Center. The Venue Project Fund, which is used to pay debt service on bonds issued to pay for the expansion of the Convention Center and the Waller Creek Tunnel Project, receives two cents of out of the nine cents received by the City. The Tourism and Promotion Fund receives 1.45 cents of total bed tax revenue. The revenue distribution to the Cultural Arts Fund is 1.05 cents of every nine cents of bed tax receipts.

## HOTEL/MOTEL FUND SUMMARY

	<u>1999-2000 ACTUAL</u>	<u>2000-01 AMENDED</u>	<u>2000-01 ESTIMATED</u>	<u>2001-02 PROPOSED</u>	<u>2001-02 APPROVED</u>
BEGINNING BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
REVENUE					
Penalties & Interest	26,375	50,000	25,000	25,000	25,000
Hotel/Motel Taxes	22,377,728	22,482,778	24,131,111	24,075,334	24,075,334
Hotel/Motel Taxes-2 cent increase	6,353,826	6,392,222	6,848,889	6,878,666	6,878,666
TOTAL REVENUE	<u>28,757,929</u>	<u>28,925,000</u>	<u>31,005,000</u>	<u>30,979,000</u>	<u>30,979,000</u>
TRANSFERS OUT					
Tourism and Promotion Fund	4,640,111	4,667,504	4,941,282	4,991,061	4,991,061
Convention Center Tax Fund	14,398,555	14,485,357	15,525,357	15,489,500	15,489,500
Cultural Arts Fund	3,359,576	3,379,917	3,683,916	3,614,217	3,614,217
Venue Project Fund	6,359,687	6,392,222	6,854,445	6,884,222	6,884,222
TOTAL REQUIREMENTS	<u>28,757,929</u>	<u>28,925,000</u>	<u>31,005,000</u>	<u>30,979,000</u>	<u>30,979,000</u>
EXCESS (DEFICIENCY) OF REVENUE OVER TOTAL REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

# **Tourism and Promotion Fund — 2001-2002**

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## **Purpose and Nature of Fund**

The Tourism and Promotion Fund is a special revenue fund that receives 1.45 cents of the 9.0 cents Hotel Occupancy Tax to promote conventions and tourism for Austin. Of the 1.45 cents up to .25 cent must be used for heritage tourism as mandated by City Ordinance.

## **Factors Affecting Funding**

The approved allocation of bed tax receipts to the Tourism and Promotion Fund for 2001-2002 is \$5.0 million. This funding is 6.9% higher than the 2000-2001 Amended Budget and 4.4% greater than estimated receipts for 2000-2001. The increase is based on higher hotel occupancy rates and average room rate charges. Additional revenue sources for the Tourism and Promotion Fund include interest earnings, budgeted at \$65,000 and a transfer of \$125,382 from the General Fund for the music liaison and film development functions.

## **Factors Affecting Requirements**

Total requirements are \$5.3 million, which is 1.8%, lower than the 2000-2001 Amended and Estimated Budget.

## TOURISM AND PROMOTION FUND SUMMARY

	1999-2000 <u>ACTUAL</u>	2000-2001 <u>AMENDED</u>	2000-2001 <u>ESTIMATED</u>	2001-2002 <u>PROPOSED</u>	2001-2002 <u>APPROVED</u>
BEGINNING BALANCE	<u>1,651,582</u>	<u>1,376,020</u>	<u>1,374,314</u>	<u>990,201</u>	<u>1,151,201</u>
REVENUE					
Interest on Investments	<u>90,972</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
TOTAL REVENUE	<u>90,972</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
TRANSFERS IN					
Hotel/Motel Bed Tax Revenue	4,640,111	4,667,504	4,941,282	4,991,061	4,991,061
General Fund	<u>125,382</u>	<u>125,382</u>	<u>125,382</u>	<u>125,382</u>	<u>125,382</u>
TOTAL TRANSFERS IN	<u>4,765,493</u>	<u>4,792,886</u>	<u>5,066,664</u>	<u>5,116,443</u>	<u>5,116,443</u>
TOTAL AVAILABLE FUNDS	<u>4,856,465</u>	<u>4,857,886</u>	<u>5,131,664</u>	<u>5,181,443</u>	<u>5,181,443</u>
EXPENSES					
Tourism and Promotion Contracts	5,133,733	5,187,380	5,187,380	5,260,159	5,260,159
Steam Train	<u>0</u>	<u>167,397</u>	<u>167,397</u>	<u>0</u>	<u>0</u>
TOTAL OPERATING EXPENSES	<u>5,133,733</u>	<u>5,354,777</u>	<u>5,354,777</u>	<u>5,260,159</u>	<u>5,260,159</u>
TOTAL REQUIREMENTS	<u>5,133,733</u>	<u>5,354,777</u>	<u>5,354,777</u>	<u>5,260,159</u>	<u>5,260,159</u>
EXCESS (DEFICIENCY) OF AVAILABLE FUNDS OVER REQUIREMENTS	<u>(277,268)</u>	<u>(496,891)</u>	<u>(223,113)</u>	<u>(78,716)</u>	<u>(78,716)</u>
ENDING BALANCE	<u><u>1,374,314</u></u>	<u><u>879,129</u></u>	<u><u>1,151,201</u></u>	<u><u>911,485</u></u>	<u><u>1,072,485</u></u>
COMPONENTS OF ENDING BALANCE					
Contingency Reserve	464,011	466,750	494,128	499,106	499,106
Unreserved Ending Balance	497,924	0	244,694	0	161,000
Working Capital Reserve	412,379	412,379	412,379	412,379	412,379

# Mueller Airport Disposition Fund — 2001-2002

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## Purpose and Nature of Fund

The Mueller Airport Disposition Fund was established by the ordinance authorizing the issuance of \$30 million Airport System Prior Lien Revenue Bonds for new airport development in September 1989. As specified by the ordinance, net proceeds received by the City from the sale, lease, or other disposition of the land and improvements constituting Mueller Airport shall be deposited into the Mueller Airport Disposition Fund. These funds may be used for any lawful purposes after the payment of all costs and expenses incurred by the City incident to the closing of Mueller Airport for aviation purposes. In 1997-98, the City requested, and the Federal Aviation Administration approved, an agreement under which Mueller land and facilities will be exchanged for Bergstrom land and facilities. As additional consideration for the exchange, the Aviation Department committed to pay the amount of \$8 million for the costs of environmental cleanup of Mueller after closure and the first two years of operations and maintenance expenses incurred to maintain and preserve the closed facility. Operations and maintenance expenses were limited to \$1.5 million per year for the first two years after the date of beneficial occupancy of ABIA. The two-year period ended May 2001; only environmental clean-up costs remain. Any additional costs required to maintain or dispose of Mueller will be paid by the City's General Fund and will not be charged to Bergstrom users.

## Factors Affecting Funding

Total committed funds of \$8 million were transferred in 2000-2001. The sole source of available funds was a transfer from the Airport Capital Fund. Interest earnings will be deposited in the Mueller Disposition Fund.

## Factors Affecting Requirements

Total requirements during 2001-02 are projected to be \$1,986,569 for environmental mitigation of Robert Mueller Municipal Airport after closure.

	<b>1999-2000 Actual</b>	<b>2000-2001 Amended</b>	<b>2000-2001 Estimated</b>	<b>2001-2002 Proposed</b>	<b>2001-2002 Approved</b>
<b>Transfers in</b>	\$3,597,925	\$5,484,470	\$4,194,988	\$0	\$0
<b>Requirements</b>	\$1,856,264	\$5,484,470	\$4,076,700	\$1,986,569	\$1,986,569

## MUELLER AIRPORT DISPOSITION FUND SUMMARY

	<u>1999-2000 ACTUAL</u>	<u>2000-2001 AMENDED</u>	<u>2000-2001 ESTIMATED</u>	<u>2001-2002 PROPOSED</u>	<u>2001-2002 APPROVED</u>
BEGINNING BALANCE	<u>(4,572,435)</u>	<u>(4,572,435)</u>	<u>1,671,892</u>	<u>1,790,880</u>	<u>1,790,880</u>
TRANSFERS IN					
Transfers from Airport Capital Fund	<u>3,597,925</u>	<u>5,484,470</u>	<u>4,194,988</u>	<u>0</u>	<u>0</u>
TOTAL AVAILABLE FUNDS	<u>3,597,925</u>	<u>5,484,470</u>	<u>4,194,988</u>	<u>0</u>	<u>0</u>
EXPENSES					
Operating Expenses	<u>1,856,264</u>	<u>5,484,470</u>	<u>4,076,000</u>	<u>1,986,569</u>	<u>1,986,569</u>
TOTAL EXPENSES	<u>1,856,264</u>	<u>5,484,470</u>	<u>4,076,000</u>	<u>1,986,569</u>	<u>1,986,569</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER TOTAL EXPENSES	<u>1,741,661</u>	<u>0</u>	<u>118,988</u>	<u>(1,986,569)</u>	<u>(1,986,569)</u>
Adjustment to GAAP	<u>109,343</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>(2,721,431)</u></u>	<u><u>(4,572,435)</u></u>	<u><u>1,790,880</u></u>	<u><u>(195,689)</u></u>	<u><u>(195,689)</u></u>

# Mueller Airport Disposition Fund — 2001-2002

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## Significant Revenue and Expenditure Changes

### Revenue Changes

**Dollars**      **FTEs**

1. The transfer from the Airport Capital Fund decreased \$5,484,470. In 2000-2001 Aviation Department completed the transfer of funds to the Mueller Disposition funds. The City, the Airlines and the Federal Aviation Administration approved the \$8 million transfer from the Airport Capital Fund to the Mueller Disposition Fund.

(\$5,484,470)

### Expenditure Changes

1. Operating expenses are projected to decrease \$3,497,901 primarily due to a decrease in environmental remediation costs. The operational costs required to maintain or dispose of Mueller will be paid by the City's General fund.

(\$3,497,901)

## **One Texas Center – 2001-2002**

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### **Purpose and Nature of Fund**

The One Texas Center Fund is a special revenue fund that accounts for revenue and debt service requirements for One Texas Center, a multi-story office building located on Barton Springs Road. This fund receives income from the building's operations.

### **Factors Affecting Revenue**

In 2000, Motorola, the largest building tenant, vacated several floors to allow City employees and departments from the now-demolished Municipal Annex to relocate to One Texas Center. Tenants pay rent to help cover building operating costs. Net income from operations is projected to be \$1,868,945 in 2001-02.

### **Factors Affecting Requirements**

The 1997, taxable notes were issued to acquire One Texas Center. While City departments pay rent to cover One Texas Center's operating costs, net income is not always sufficient to service the building's debt service. Debt service requirements for 2001-02 total \$1,866,850. The fund is expected to end 2001-02 with a negative fund balance of \$656,628.

The debt issued to purchase One Texas Center called for seven years of loan servicing with a \$12,000,000 balloon payment due in March 2004. The City anticipates refinancing the notes in 2002.

## ONE TEXAS CENTER

	<u>1999-2000 ACTUAL</u>	<u>2000-2001 AMENDED</u>	<u>2000-2001 ESTIMATED</u>	<u>2001-2002 PROPOSED</u>	<u>2001-2002 APPROVED</u>
BEGINNING BALANCE	<u>4</u>	<u>(290,092)</u>	<u>(361,776)</u>	<u>(658,723)</u>	<u>(658,723)</u>
REVENUE					
Operating Income	<u>1,840,195</u>	<u>2,237,021</u>	<u>2,119,591</u>	<u>1,868,945</u>	<u>1,868,945</u>
TOTAL REVENUE	<u>1,840,195</u>	<u>2,237,021</u>	<u>2,119,591</u>	<u>1,868,945</u>	<u>1,868,945</u>
REQUIREMENTS					
Transfer to GO Debt Service	<u>2,201,975</u>	<u>2,416,538</u>	<u>2,416,538</u>	<u>1,866,850</u>	<u>1,866,850</u>
TOTAL REQUIREMENTS	<u>2,201,975</u>	<u>2,416,538</u>	<u>2,416,538</u>	<u>1,866,850</u>	<u>1,866,850</u>
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	<u>(361,780)</u>	<u>(179,517)</u>	<u>(296,947)</u>	<u>2,095</u>	<u>2,095</u>
ADJUSTMENT TO GAAP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>(361,776)</u></u>	<u><u>(469,609)</u></u>	<u><u>(658,723)</u></u>	<u><u>(656,628)</u></u>	<u><u>(656,628)</u></u>

## **Sustainability Fund – 2001-2002**

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### **Purpose and Nature of Fund**

The Sustainability Fund was created in FY 2000-01 to provide resources for projects that will help the City of Austin build a sustainable economic, environmental, and equitable infrastructure.

### **Factors Affecting Revenue**

Approved Sustainability Fund revenue of \$12.2 million is comprised of transfers from the General Fund and the City's major enterprise operating funds. The Approved Budget includes a General Fund transfer of \$8.8 million and transfers of one percent of total anticipated FY 2001-02 revenue from the Solid Waste Services, Transportation, Drainage Utility, and Water and Wastewater funds.

### **Factors Affecting Requirements**

The Sustainability Fund's Approved Budget of \$12.2 million will be used for initiatives to achieve a sustainable economic, environmental, and equitable infrastructure. Funds of \$3.9 million for workforce development and child care initiatives will increase access to the workplace for Austin's citizens. Included in this amount is a \$270,000 social service contract to the Capital Area Training Foundation for the telecommunity initiative. A transfer of \$1.0 million to the Housing Trust Fund will continue to support affordable housing programs. The Approved Budget also transfers \$3.0 million to the Neighborhood Housing Capital Budget to provide funding to purchase land and construct affordable housing units. Other CIP initiatives include \$1.1 million for Triangle Square roadway projects, \$0.2 million for South Austin Health Center renovations, \$0.5 million for parks improvements, \$0.8 million for parks Americans with Disabilities Act (ADA) improvements, and \$1.7 million for a Shoal Creek levee in Northwest Park. All of the initiatives support the purpose of the Sustainability Fund.

## SUSTAINABILITY FUND

	1999-2000 ACTUAL	2000-01 AMENDED	2000-01 ESTIMATED	2001-02 PROPOSED	2001-02 APPROVED
BEGINNING BALANCE	0	0	0	0	0
FUNDING SOURCES					
General Fund	0	14,748,738	14,307,479	8,811,798	8,811,798
Solid Waste Services	0	363,497	363,497	397,818	397,818
Transportation Fund	0	183,364	183,364	205,711	205,711
Watershed Protection Drainage Utility	0	267,801	267,801	279,029	279,029
Water and Wastewater Utility	0	2,302,026	2,302,026	2,529,070	2,529,070
TOTAL FUNDING SOURCES	0	17,865,426	17,424,167	12,223,426	12,223,426
OPERATING REQUIREMENTS					
Workforce Development	0	2,083,131	1,899,156	2,349,076	2,349,076
Child Care Initiative	0	1,547,295	1,290,011	1,551,350	1,551,350
TOTAL OPERATING REQUIREMENTS	0	3,630,426	3,189,167	3,900,426	3,900,426
TRANSFERS OUT					
Public Works Capital Budget	0	13,081,000	13,081,000	1,083,000	1,083,000
Watershed Protection Capital Budget	0	154,000	154,000	1,700,000	1,700,000
Parks and Recreation Capital Budget	0	0	0	1,320,000	1,320,000
Health & Human Svcs. Capital Budget	0	0	0	220,000	220,000
Neighborhood Housing Capital Budget	0	0	0	3,000,000	3,000,000
Housing Trust Fund	0	1,000,000	1,000,000	1,000,000	1,000,000
TOTAL TRANSFERS OUT	0	14,235,000	14,235,000	8,323,000	8,323,000
TOTAL REQUIREMENTS	0	17,865,426	17,424,167	12,223,426	12,223,426
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	0	0	0	0	0
ENDING BALANCE	0	0	0	0	0

# **General Obligation Debt Service Fund — 2001-2002**

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## **Purpose and Nature of the Fund**

The General Obligation Debt Service Fund pays the principal and interest associated with general obligation bonds which the City sells to finance Capital Improvements Projects. The fund currently supports debt service on \$699 million of outstanding City of Austin General Obligation (G.O.) bonds. G.O. bonds pledge the full faith and credit of the City and are payable from property tax revenue.

## **Factors Affecting Revenue**

The main source of revenue for the Debt Service Fund is property tax paid by property owners. The amount of debt issued by the City, the City's assessed property valuation, and the tax collection rate determine the tax rate necessary to raise the required amount of revenue. The 2001-02 estimated assessed valuation increased approximately 13.5% over 2000-2001. Total property tax revenue is budgeted at \$73.2 million for 2001-02. Additionally, \$13.7 million will be transferred into the G.O. Debt Service Fund from the various Enterprise Funds and General Government Departments which have issued G.O. debt. The Capital Metropolitan Transit Authority will provide \$2.5 million for debt service on transportation-related bonds.

Interest earned on the Debt Service Fund and a portion of the interest earned on the Capital Improvements Construction Fund balance comprise an additional revenue source for the fund. This revenue supplements the taxes necessary to pay debt service. Interest revenue is budgeted at \$2.0 million and the contribution from interest earned on the Capital Improvements Construction Fund is budgeted at \$650,000 for fiscal year 2001-02.

## **Factors Affecting Requirements**

The requirements for the Debt Service Fund are based on the amount of outstanding general obligation bonds and their related debt service costs. Bonds are sold as the funds are needed to complete Capital Improvements Program projects.

## GENERAL OBLIGATION DEBT SERVICE FUND SUMMARY

	1999-2000 <u>ACTUAL</u>	2000-2001 <u>AMENDED</u>	2000-2001 <u>ESTIMATE</u>	2001-2002 <u>PROPOSED</u>	2001-2002 <u>APPROVED</u>
BEGINNING BALANCE	7,869,714	9,350,509	9,756,458	9,333,197	9,333,197
REVENUE					
Property Tax Revenue					
Current	63,928,940	67,635,476	67,735,476	72,320,239	72,320,239
Delinquent	593,376	445,000	445,000	467,000	467,000
Penalty and Interest	438,197	435,000	435,000	440,000	440,000
Property Tax Requirement	<u>64,960,513</u>	<u>68,515,476</u>	<u>68,615,476</u>	<u>73,227,239</u>	<u>73,227,239</u>
Other Revenue					
CMTA Mobility	0	0	0	2,500,000	2,500,000
Municipal Court	37,958	0	0	0	0
Other Revenue	<u>37,958</u>	<u>0</u>	<u>0</u>	<u>2,500,000</u>	<u>2,500,000</u>
Interest on Investments	2,545,511	2,056,232	2,140,904	2,045,291	2,045,291
TOTAL REVENUE	<u>67,543,982</u>	<u>70,571,708</u>	<u>70,756,380</u>	<u>77,772,530</u>	<u>77,772,530</u>
TRANSFERS IN					
Austin Energy	352,554	425,673	425,673	433,941	433,941
Aviation	319,091	305,667	302,740	284,627	284,627
BCCP	13,228	0	0	0	0
Capital Projects (Interest)	840,000	840,000	840,000	650,000	650,000
Convention Center	64,357	77,704	77,704	897,695	897,695
Fleet	376,044	231,290	231,799	457,936	457,936
FQHC	52,419	0	0	0	0
Golf	886,808	895,857	895,796	917,830	917,830
MUD Surcharge	137,072	138,000	179,412	138,000	138,000
One Texas Center	2,201,975	2,416,538	2,416,538	1,866,850	1,866,850
PARD CIP	0	69,938	0	0	0
Solid Waste Services	3,121,306	2,647,269	2,651,838	2,489,535	2,489,535
Support Services	142,051	140,992	141,037	1,766,578	1,766,578
Information Systems	1,487,587	1,157,027	1,157,027	920,990	920,990
Transportation	134,531	134,875	134,875	135,273	135,273
Utility Customer Service Office	35,923	43,374	43,374	44,216	44,216
Water and Wastewater	2,454,838	2,365,874	2,622,098	3,052,289	3,052,289
Watershed Protection	144,117	150,022	168,225	310,792	310,792
TOTAL TRANSFERS IN	<u>12,763,901</u>	<u>12,040,100</u>	<u>12,288,136</u>	<u>14,366,552</u>	<u>14,366,552</u>
TOTAL REVENUE & TRANSFERS IN	<u>80,307,883</u>	<u>82,611,808</u>	<u>83,044,516</u>	<u>92,139,082</u>	<u>92,139,082</u>
REQUIREMENTS					
Principal	33,255,625	47,643,885	50,333,885	52,308,565	52,308,565
Interest Expense	45,155,409	35,948,222	33,120,692	39,919,515	39,919,515
Other	10,105	10,000	13,200	13,200	13,200
TOTAL REQUIREMENTS	<u>78,421,139</u>	<u>83,602,107</u>	<u>83,467,777</u>	<u>92,241,280</u>	<u>92,241,280</u>
EXCESS/(DEFICIENCY) OF REVENUE AND TRANSFERS OVER REQUIREMENT	<u>1,886,744</u>	<u>(990,299)</u>	<u>(423,261)</u>	<u>(102,198)</u>	<u>(102,198)</u>
ENDING BALANCE	<u>9,756,458</u>	<u>8,360,210</u>	<u>9,333,197</u>	<u>9,230,999</u>	<u>9,230,999</u>

# **Combined Utility Revenue Bond Redemption Fund — 2001-2002**

## **Purpose and Nature of Fund**

The Utility Revenue Bond Redemption Fund is used to make the principal and interest payments on debt issued for the City's Electric, Water and Wastewater Utilities. The ordinance authorizing these bonds requires the net revenue, after operation and maintenance expenses, be pledged to repay the debt before revenue is used for any other purpose. The debt requirements are transferred to the Utility Revenue Bond Redemption Fund, and that fund makes debt service payments when they are due on November 15 and May 15 of each year.

## **Factors Affecting Revenue**

The sources of revenue to the fund are transfers from the current revenue of the utility systems, interest earnings in each utility's respective Revenue Bond Debt Service Fund and the Utility Revenue Bond Debt Service Reserve Fund. Debt service payments are made twice each year, the obligation, however, is accrued on a monthly basis for the entire fiscal period. Total revenue in the 2001-02 approved budget decreased by \$30.6 million compared to the 2000-2001 approved budget.

## **Factors Affecting Requirements**

The expenditure requirements of the Utility Revenue Bond Redemption Fund are the debt service requirements of the outstanding bonds and miscellaneous fees associated with issuance costs. Debt service consists of the principal and interest on outstanding and anticipated bond issues, and is scheduled for semi-annual payment. Therefore, the fund requirements are predictable since once a bond sale is closed, the requirements can only be altered by a bond sale for new money, or a refunding.

The 2001-02 approved budget includes a decrease in total funding requirements of \$483,260 which represents a 1.9% decrease as compared to the 2000-2001 approved budget.

## **Other**

Utility System revenue and interest income are transferred into the Utility Revenue Bond Redemption Fund monthly, but debt service payments are made twice each year, on November 15 and May 15. As a result of these factors, the beginning and ending balances of this fund fluctuate, depending on the size of the ensuing debt service payment, on November 15 of the next fiscal year.

## COMBINED UTILITY REVENUE BOND REDEMPTION FUND SUMMARY

	1999-2000 ACTUAL	2000-2001 AMENDED	2000-2001 ESTIMATE	2001-2002 PROPOSED	2001-2002 APPROVED
BEGINNING BALANCE	100,882,224	100,354,589	103,732,247	115,284,745	115,284,745
REVENUE					
Transfers from Utility Funds	224,621,000	261,612,189	232,503,907	237,038,780	237,038,780
Interest Income	13,847,512	15,330,536	14,389,158	9,255,904	9,255,904
TOTAL REVENUE	<u>238,468,512</u>	<u>276,942,725</u>	<u>246,893,065</u>	<u>246,294,684</u>	<u>246,294,684</u>
TOTAL REVENUE AND TRANSFERS IN	<u>238,468,512</u>	<u>276,942,725</u>	<u>246,893,065</u>	<u>246,294,684</u>	<u>246,294,684</u>
REQUIREMENTS					
Principal	97,677,458	101,357,366	101,357,366	98,875,662	98,875,662
Interest Expense	137,941,031	155,095,287	133,983,201	157,093,732	157,093,732
TOTAL REQUIREMENTS	<u>235,618,489</u>	<u>256,452,653</u>	<u>235,340,567</u>	<u>255,969,393</u>	<u>255,969,393</u>
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	<u>2,850,023</u>	<u>20,490,072</u>	<u>11,552,498</u>	<u>(9,674,709)</u>	<u>(9,674,709)</u>
ENDING BALANCE	<u>103,732,247</u>	<u>120,844,661</u>	<u>115,284,745</u>	<u>105,610,036</u>	<u>105,610,036</u>

# **Airport Revenue Bond Redemption Fund — 2001-2002**

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## **Purpose and Nature of Fund**

The Airport Revenue Bond Redemption Fund pays the principal and interest payments on debt issued for the City's Airport System. The ordinance authorizing the bonds requires that revenue, after operation and maintenance expenses, of the Airport System be pledged to repay the debt before revenue is used for any other purpose. The fund will make debt service payments when they are due on November 15 and May 15 of each year.

## **Factors Affecting Revenue**

The source of revenue to the fund for 2001-02 consists of transfers from the Airport Fund and the PFC Fund. Total estimated revenue in the 2001-02 approved budget is \$27,971,971 in addition to the beginning balance of \$11,391,230.

## **Factors Affecting Requirements**

The expenditure requirements of the Airport Revenue Bond Redemption Fund are the debt service requirements of the outstanding bonds and the associated paying agent/registrar fees. Debt service includes the principal and interest on outstanding and anticipated bond issues, and is scheduled for semi-annual payment. Fund requirements are predictable since repayment schedules are a part of the bond closing package. Requirements are altered only by a subsequent bond sale.

## AIRPORT REVENUE BOND REDEMPTION FUND SUMMARY

	<u>1999-2000 ACTUAL</u>	<u>2000-2001 AMENDED</u>	<u>2000-2001 ESTIMATED</u>	<u>2001-2002 PROPOSED</u>	<u>2001-2002 APPROVED</u>
BEGINNING BALANCE	<u>8,977,815</u>	<u>8,977,543</u>	<u>8,977,073</u>	<u>11,391,230</u>	<u>11,391,230</u>
REVENUE					
Capitalized Interest	0	0	0	0	0
Passenger Facility Charge	<u>9,035,663</u>	<u>8,698,190</u>	<u>8,781,406</u>	<u>9,637,450</u>	<u>9,637,450</u>
TOTAL REVENUE	<u>9,035,663</u>	<u>8,698,190</u>	<u>8,781,406</u>	<u>9,637,450</u>	<u>9,637,450</u>
TRANSFERS IN					
Airport Fund	<u>14,903,337</u>	<u>16,847,589</u>	<u>16,413,981</u>	<u>18,334,521</u>	<u>18,334,521</u>
TOTAL TRANSFERS IN	<u>14,903,337</u>	<u>16,847,589</u>	<u>16,413,981</u>	<u>18,334,521</u>	<u>18,334,521</u>
TOTAL REVENUE AND TRANSFERS	<u>23,939,000</u>	<u>25,545,779</u>	<u>25,195,387</u>	<u>27,971,971</u>	<u>27,971,971</u>
REQUIREMENTS					
Principal	0	0	0	3,255,000	3,255,000
Interest Expense	<u>23,939,370</u>	<u>23,417,846</u>	<u>22,780,870</u>	<u>22,699,496</u>	<u>22,699,496</u>
Accrued Interest from Bond Sale	0	0	0	0	0
Contribution to Bond Sale	0	0	0	0	0
Other	<u>372</u>	<u>380</u>	<u>361</u>	<u>380</u>	<u>380</u>
TOTAL REQUIREMENTS	<u>23,939,742</u>	<u>23,418,226</u>	<u>22,781,231</u>	<u>25,954,876</u>	<u>25,954,876</u>
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	<u>(742)</u>	<u>2,127,553</u>	<u>2,414,157</u>	<u>2,017,095</u>	<u>2,017,095</u>
ENDING BALANCE	8,977,073	11,105,096	11,391,230	13,408,324	13,408,324

# **Airport Variable Rate Revenue Notes Fund — 2001-2002**

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## **Purpose and Nature of Fund**

The Airport Variable Rate Revenue Notes Debt Service Fund pays the principal and interest payments on variable rate debt issued for the City's Airport System. The Series A Notes are "Revenue Bonds" as defined in the ordinance and are secured by a lien on the net revenues that is junior and subordinate to the lien on net revenues securing the prior lien bonds. On or before the last Business Day of each month so long as any Revenue Bonds remain outstanding, after making all required payments to the Prior Lien Debt Service Fund and Prior Lien Debt Service Reserve Fund, there shall be transferred into the Debt Service Fund from the Revenue Fund the following; (i) such amounts as shall be necessary so that the balance in the Debt Service Fund shall be sufficient to pay the principal of and interest on all Revenue Bonds, plus all Reimbursement Obligations, accrued to the end of the current month; plus (ii) an amount equal to 30 days interest calculated at the Maximum Rate on the aggregate principal amount of Series A Notes then Outstanding; plus (iii) such amounts as shall be necessary to enable the City to pay when due all expenses of providing for the full and timely payment of the principal of, premium, if any, and interest on the Revenue Bonds in accordance with their terms, including without limitation, all fees charged or incurred in connection with paying agent/registrar, trustee, remarketing agent, tender agent, or credit bank services incurred in connection with Revenue Bonds and all Reimbursement Obligations. The fund will make debt service payments when they are due on the first Wednesday of every month with final maturity of November 15, 2017.

## **Factors Affecting Revenue**

The source of revenue to the fund for 2001-02 consists of transfers from the Airport Fund. Total estimated revenue in the 2001-02 approved budget is \$1,396,164.

## **Factors Affecting Requirements**

The expenditure requirements of the Airport Variable Rate Revenue Notes Fund are the debt service requirements of the outstanding notes and the associated paying agent/registrar fees. Debt service includes the principal and interest on outstanding and anticipated note issues, and is scheduled for monthly payment. Fund requirements are estimated since repayment is based on a floating rate reset weekly.

## AIRPORT VARIABLE RATE REVENUE NOTES FUND SUMMARY

	<u>1999-2000 ACTUAL</u>	<u>2000-2001 AMENDED</u>	<u>2000-2001 ESTIMATED</u>	<u>2001-2002 PROPOSED</u>	<u>2001-2002 APPROVED</u>
BEGINNING BALANCE	<u>439,715</u>	<u>557,852</u>	<u>441,867</u>	<u>452,602</u>	<u>452,602</u>
REVENUE					
Airport Fund	580,870	1,535,781	1,112,898	1,396,164	1,396,164
Capitalized Interest	<u>547,621</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	<u>1,128,491</u>	<u>1,535,781</u>	<u>1,112,898</u>	<u>1,396,164</u>	<u>1,396,164</u>
TOTAL REVENUE AND TRANSFERS IN	<u>1,128,491</u>	<u>1,535,781</u>	<u>1,112,898</u>	<u>1,396,164</u>	<u>1,396,164</u>
REQUIREMENTS					
Principal	0	0	0	0	0
Interest Expense	1,126,339	1,535,781	1,102,163	1,396,164	1,396,164
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REQUIREMENTS	<u>1,126,339</u>	<u>1,535,781</u>	<u>1,102,163</u>	<u>1,396,164</u>	<u>1,396,164</u>
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	<u>2,152</u>	<u>0</u>	<u>10,735</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u>441,867</u>	<u>557,852</u>	<u>452,602</u>	<u>452,602</u>	<u>452,602</u>

# **Hotel Occupancy Tax Redemption Fund — 2001-2002**

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## **Purpose and Nature of Fund**

The Hotel Occupancy Tax Redemption Fund pays the principal and interest payments on bonds issued for the City's Convention Center. The Hotel Occupancy Tax Revenue Bonds are special obligations of the City and are payable and secured by the Pledged Hotel Occupancy Tax Revenue (Pledged Revenue). The fund will make debt service payments when they are due on November 15 and May 15 of each year.

On May 2, 1998, a proposition increasing the Hotel Occupancy Tax by two percent (2%) to pay for bonds for the expansion of the Austin Convention Center and construction of related infrastructure on nearby Waller Creek to enhance flood and erosion control was approved by Austin voters. On July 1, 1999, the City sold \$25,000,000 for the Waller Creek portion of the project and \$6,445,000 in taxable bonds to refund the existing \$6,170,000 Convention Center, Series 1993B bonds. On August 26, 1999, the City sold \$110,000,000 refunding bonds for the expansion portion of the Convention Center. The \$110,000,000 refunding bonds are payable and secured by a subordinate lien on the Pledged Revenue.

## **Factors Affecting Revenue**

The source of revenue to the fund is pledged hotel/motel occupancy taxes. The transfers to the fund for 2001-02 consist of transfers from the Convention Center Tax Fund and Venue Tax Fund. The total revenue and transfers in contained in the 2001-02 approved budget is \$14,376,624.

## **Factors Affecting Requirements**

The expenditures of the Hotel Occupancy Tax Redemption Fund are debt service requirements of the outstanding bonds and all bank charges and other costs and expenses relating to the payment. Debt service includes the principal, interest and redemption premiums on the outstanding bond issues, and is scheduled for semi-annual payment. Fund requirements are predictable since repayment schedules are part of the bond closing package. Requirements are altered only by a subsequent bond sale.

## HOTEL TAX REVENUE BOND REDEMPTION FUND SUMMARY

	<u>1999-2000 ACTUAL</u>	<u>2000-2001 AMENDED</u>	<u>2000-2001 ESTIMATED</u>	<u>2001-2002 PROPOSED</u>	<u>2001-2002 APPROVED</u>
BEGINNING BALANCE	<u>4,320,240</u>	<u>5,064,265</u>	<u>5,066,652</u>	<u>5,136,597</u>	<u>5,136,597</u>
REVENUE					
Convention Center Tax Fund	6,797,307	6,817,549	6,817,549	6,826,903	6,826,903
Venue Fund	5,910,773	7,497,633	7,494,621	7,511,800	7,511,800
Interest Income	81,646	52,491	50,713	37,921	37,921
TOTAL REVENUE	<u>12,789,726</u>	<u>14,367,673</u>	<u>14,362,883</u>	<u>14,376,624</u>	<u>14,376,624</u>
TOTAL REVENUE AND TRANSFERS IN	<u>12,789,726</u>	<u>14,367,673</u>	<u>14,362,883</u>	<u>14,376,624</u>	<u>14,376,624</u>
REQUIREMENTS					
Principal	2,670,000	2,945,000	2,945,000	3,090,000	3,090,000
Interest Expense	8,922,718	11,346,301	11,346,303	11,198,765	11,198,765
Other	186	3,050	1,635	2,450	2,450
TOTAL REQUIREMENTS	<u>11,592,904</u>	<u>14,294,351</u>	<u>14,292,938</u>	<u>14,291,215</u>	<u>14,291,215</u>
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	<u>1,196,822</u>	<u>73,322</u>	<u>69,945</u>	<u>85,409</u>	<u>85,409</u>
ADJUSTMENT TO GAAP	<u>450,410</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>5,066,652</u></u>	<u><u>5,137,587</u></u>	<u><u>5,136,597</u></u>	<u><u>5,222,006</u></u>	<u><u>5,222,006</u></u>

# **Town Lake Park Venue Project Debt Service Fund — 2001-2002**

## **Purpose and Nature of Fund**

The Town Lake Park Venue Project Debt Service Fund pays the principal and interest payments on bonds issued for the construction and development of the Town Lake Park Community Events Center Project, which includes parkland development and the construction of parking facilities. The Town Lake Park Venue Project Bonds are a special obligation of the City and are payable and secured by a five percent (5%) tax on motor vehicle rentals. The fund will make debt service payments when they are due on November 15 and May 15 of each year.

## **Factors Affecting Revenue**

The source of revenue to the fund is pledged motor vehicle rental taxes. The total revenue and transfers in contained in the 2001-02 approved budget is \$2,427,053 in addition to the beginning balance of \$606,701.

## **Factors Affecting Requirements**

The expenditures of the Town Lake Park Venue Project Fund are debt service requirements of the outstanding bonds and all bank charges and other costs and expenses relating to the payment. Debt service includes the principal, interest and redemption premiums on the outstanding bond issues, and is scheduled for semi-annual payment. Fund requirements are predictable since repayment schedules are part of the bond closing package. Requirements are altered only by a subsequent bond sale.

## TOWN LAKE PARK VENUE PROJECT DEBT SERVICE FUND SUMMARY

	<u>1999-2000 ACTUAL</u>	<u>2000-2001 AMENDED</u>	<u>2000-2001 ESTIMATED</u>	<u>2001-2002 PROPOSED</u>	<u>2001-2002 APPROVED</u>
BEGINNING BALANCE	<u>0</u>	<u>606,701</u>	<u>607,501</u>	<u>606,701</u>	<u>606,701</u>
REVENUE					
Town Lake Park Venue Project Fur	1,711,113	2,410,206	2,409,960	2,414,860	2,414,860
Interest Income	16,409	16,847	16,273	12,193	12,193
Accrued Interest Received	93,380	0	0	0	0
TOTAL REVENUE	<u>1,820,902</u>	<u>2,427,053</u>	<u>2,426,233</u>	<u>2,427,053</u>	<u>2,427,053</u>
TOTAL REVENUE AND TRANSFERS IN	<u>1,820,902</u>	<u>2,427,053</u>	<u>2,426,233</u>	<u>2,427,053</u>	<u>2,427,053</u>
REQUIREMENTS					
Principal	0	0	0	0	0
Interest Expense	1,213,401	2,426,803	2,426,803	2,426,803	2,426,803
Other	0	250	230	250	250
TOTAL REQUIREMENTS	<u>1,213,401</u>	<u>2,427,053</u>	<u>2,427,033</u>	<u>2,427,053</u>	<u>2,427,053</u>
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	<u>607,501</u>	<u>0</u>	<u>(800)</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u>607,501</u>	<u>606,701</u>	<u>606,701</u>	<u>606,701</u>	<u>606,701</u>

# **HUD Section 108 Loan Debt Service Fund — 2001-2002**

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## **Purpose and Nature of Fund**

The HUD Section 108 Loan Debt Service Fund pays the principal and interest payments on bonds issued for the Millennium Youth Entertainment Complex and the East 11th and 12th Street Redevelopment Program. The Bonds are payable from CDBG Funds, although a portion of the debt service will be paid from the general fund.

## **Factors Affecting Revenue**

The sources of revenue to the HUD Section 108 Loan Debt Service Fund are Community Development Block Grants and the General Fund. Total revenue approved in the 2001-02 budget is \$1,272,793.

## **Factors Affecting Requirements**

The expenditures of the HUD Section 108 Loan Debt Service Fund are debt service requirements of the outstanding bonds and all bank charges and other costs and expenses relating to the payment. Debt service includes the principal, interest and redemption premiums on the outstanding and anticipated bond issues, and is scheduled for semi-annual payment.

## HUD SECTION 108 DEBT SERVICE FUND SUMMARY

	1999-2000 <u>ACTUAL</u>	2000-2001 <u>AMENDED</u>	2000-2001 <u>ESTIMATED</u>	2001-2002 <u>PROPOSED</u>	2001-2002 <u>APPROVED</u>
BEGINNING BALANCE	<u>0</u>	<u>0</u>	<u>246</u>	<u>0</u>	<u>0</u>
REVENUE					
CDBG	333,604	838,614	583,688	907,109	907,109
NHCDO	<u>333,604</u>	<u>362,464</u>	<u>363,236</u>	<u>365,684</u>	<u>365,684</u>
TOTAL REVENUE	<u>667,208</u>	<u>1,201,078</u>	<u>946,924</u>	<u>1,272,793</u>	<u>1,272,793</u>
TOTAL REVENUE AND TRANSFERS I	<u>667,208</u>	<u>1,201,078</u>	<u>946,924</u>	<u>1,272,793</u>	<u>1,272,793</u>
REQUIREMENTS					
Principal	300,000	480,000	480,000	515,000	515,000
Interest Expense	366,962	721,078	450,625	748,748	748,748
Other	<u>0</u>	<u>0</u>	<u>16,545</u>	<u>9,045</u>	<u>9,045</u>
TOTAL REQUIREMENTS	<u>666,962</u>	<u>1,201,078</u>	<u>947,170</u>	<u>1,272,793</u>	<u>1,272,793</u>
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	<u>246</u>	<u>0</u>	<u>(246)</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>246</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

# Capital Budget — 2001-2002

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## The Capital Improvements Program Plan and Capital Budget

### The Capital Improvements Program (CIP) Plan

The Austin City Charter requires that the Planning Commission recommend a five-year program of capital improvements and a spending plan for financing these improvements to the City Manager. This list is compiled as the Five-Year Capital Improvement Program (CIP) Plan. The Plan shows the anticipated spending plan for projects in the upcoming year as well as for future years. The Planning Commission reviews the Plan each year and recommends specific projects to be included in the Capital Budget for the next fiscal year. Detailed are:

- all active projects contained in prior Capital Budgets;
- additional appropriations for previously approved projects;
- additional appropriations for new projects;
- estimated expenditures for each project; and
- projected methods of financing.

The Plan is developed through public input and department prioritization of needs. The process includes:

- departmental information gathering through neighborhood meetings;
- department requests;
- Budget Office assessment of requested projects;
- input from the Planning Commission's CIP Subcommittee, CIP Coordinating Committee, Bond Oversight Committee and other Boards and Commissions; and
- Planning Commission public hearing(s).

The CIP Plan is a recommendation from the Planning Commission, and is available at all 23 library locations.

### The Capital Budget

The Capital Budget as adopted by City Council includes appropriation (the legal authority to spend funds) to support the approved capital projects and reflects the input received from citizens, staff, the Planning Commission and the Bond Oversight Committee. It contains requested appropriations for new projects, additional appropriations for previously approved projects, and any requests to revise prior year appropriations. Unlike the Operating Budget, which authorizes expenditures for only one fiscal year, Capital Budget appropriations are multi-year - they last until the project is complete or until changed by Council. This is why the Capital Budget is used for construction projects and major expenditures that may require longer than a twelve-month period to complete.

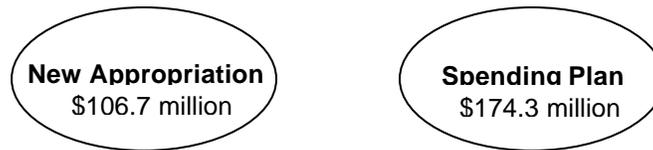
# Capital Budget — 2001-2002

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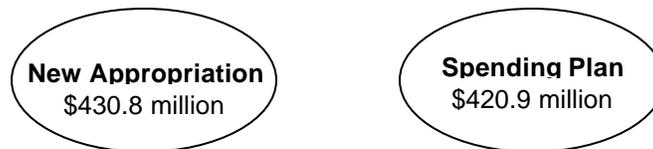
## Appropriations and Spending Plan for the 2001-2002 Capital Budget

As mentioned previously, the Operating Budget is a single-year authorization; all of the funds to be expended must be appropriated each year and, therefore, there is no difference between appropriation and spending plan. However, the Capital Budget is a multi-year spending authorization. There is a distinction between what the City plans to spend in the next fiscal year and the new appropriations required to be approved in the budget. The following illustration summarizes the Capital Budget appropriation versus the anticipated spending plan for 2001-2002:

### General Government



### Enterprise Funds



In order to finance capital expenditures, various City funds transfer current revenue to the Capital Budget. The City also issues debt to finance projects. Public Improvement Bonds are long-term debt instruments that allow the cost of capital investments to be repaid over the life of the project, much like financing the construction or purchase of a new home. Other debt instruments, including Certificates of Obligation and Contractual Obligations, are paid off over a shorter period and therefore have lower borrowing costs. To avoid incurring debt and borrowing costs until cash is actually needed, cities can now begin the preliminary phases of a project and reimburse the costs incurred with the sale of bonds at a later date through the use of a Reimbursement Resolution. To save issuance costs the City of Austin's annual debt issuance is normally sold once each year. Of the \$85.4 million in proposed New Appropriations funded by tax supported Public Improvement Bonds, \$64.8 million is supported by Reimbursement Resolution.

Additional information on the City's debt and how the decisions are made to borrow money can be found in the Debt Service section of the Policy Budget document. Schedules of the City's outstanding debt are found in the Supporting Documents volume of the 2001-2002 budget.

In addition to new appropriations, deappropriation requests are also included in the Capital Budget for projects that are either complete or canceled and whose funding source is no longer available. The following departments are requesting deappropriations in the 2001-2002 budget: Parks and Recreation, Transportation, Planning & Sustainability, Austin Energy, Aviation, and Solid Waste Services.

# Capital Budget — 2001-2002

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## 2001-2002 General Government New Appropriations

Emergency Medical Services	\$2,700,000
Fire	\$80,000
Fleet Services	\$300,000
General Government	\$5,988,949
Health and Human Services	\$354,000
Information Systems	\$7,242,856
Library	\$4,065,000
Neighborhood Housing & Community Development	\$3,100,000
Parks and Recreation	\$37,990,085
Police	\$100,000
Public Works	\$15,915,000
Redevelopment Services	\$539,000
Transportation, Planning & Sustainability	\$28,301,982
<b>Total New Appropriation</b>	<b>\$106,676,872</b>

# Capital Budget — 2001-2002

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## Emergency Medical Services

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8931 937 5101	EMS Station - Far Southeast <i>Reimbursement Resolution</i>	\$2,700,000	<i>1998 GO Bonds P3</i>
Total New Appropriation		\$2,700,000	

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## Capital Budget — 2001-2002

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### Fire

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8940 837 0401	Fire/EMS Station - Circle C	\$80,000	FY02 General Fund
Total New Appropriation		\$80,000	
<b>Reallocations:</b>			
8560 497 0100	Neighborhood Enhancements	(\$220,000)	Reallocation
8940 837 0304	Fire Station #40 - Spicewood Springs	(\$2,100,000)	Reallocation
8940 837 0401	Fire/EMS Station - Circle C	\$2,320,000	Reallocation
Net Reallocations		\$0	

# Capital Budget — 2001-2002

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## Fleet Services

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8870 787 0256	Automation of Fuel Sites	\$261,690	FY02 Fleet Services Fund
8560 747 0011	Fuel Tanks Management Plan	\$38,310	FY02 Fleet Services Fund
Total New Appropriation		\$300,000	
<b>Reallocations:</b>			
8870 787 0251	Fleet Fuel Site Improvements and Equipment	(\$95,000)	Reallocation
8870 787 0256	Automation of Fuel Sites	\$95,000	Reallocation
Net Reallocations		\$0	

# Capital Budget — 2001-2002

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## General Government

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8560 747 0005	CIP Contingency	\$3,600,015	CIP Interest
8560 747 0008	Building Maintenance	\$300,000	CIP Interest
8560 747 0510	Financial Systems Automation	\$1,067,700	FY02 Support Services Fund
		\$50,000	Airport Capital Fund
		<u>\$1,117,700</u>	
8560 747 0090	Renovations & Relocations	\$971,234	FY02 General Fund
	<b>Total New Appropriation</b>	<b>\$5,988,949</b>	
<b>Reallocations:</b>			
8640 747 5100	Computer Upgrades	(\$160,000)	Reallocation
8560 747 0500	Year 2000	(\$60,000)	Reallocation
8560 747 0510	Financial Systems Automation	\$220,000	Reallocation
	<b>Net Reallocations</b>	<b>\$0</b>	

# Capital Budget — 2001-2002

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## Health and Human Services

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8570 917 0979	South Austin Center Renovations	\$220,000	FY02 Sustainability Fund
8570 917 0980	South Austin Center Creek Bed Repairs	\$134,000	CIP Interest
Total New Appropriation		\$354,000	

## Capital Budget — 2001-2002

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### Information Systems

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8640 567 0001	Agenda Automation	\$513,000	FY02 General Fund
8931 747 6100	Combined Emergency Center <i>Reimbursement Resolution</i>	\$5,640,000	1998 GO Bonds P3
8640 567 0002	New City Hall Network Equipment	\$300,000	CIP Interest
8700 747 5002	Trunked Radio	\$789,856	Other Gov't Entities
Total New Appropriation		\$7,242,856	

## Capital Budget — 2001-2002

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### Library

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8410 857 0037	ADA Compliant Furniture	\$200,000	CIP Interest
8410 857 0038	Austin History Center Reroof	\$460,000	FY02 General Fund
8101 857 6000	1998/P4 Library Facilities Parent <i>Reimbursement Resolution</i>	\$3,405,000	<i>1998 GO Bonds P4</i>
Total New Appropriation		\$4,065,000	

# Capital Budget — 2001-2002

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## Neighborhood Housing & Community Development

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8151 727 0100	Housing Acquisitions & Development	\$100,000	FY02 General Fund
		<u>\$3,000,000</u>	FY02 Sustainability Fund
		\$3,100,000	
Total New Appropriation		\$3,100,000	

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# Capital Budget — 2001-2002

## Parks and Recreation

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8740 867 3500	ADA - PARD	\$800,000	FY02 Sustainability Fund
8740 867 0055	Boggy Creek Improvements	\$350,000	FY02 Sustainability Fund
8101 867 0048	Carver Museum <i>Reimbursement Resolution</i>	\$8,140,000	1998 GO Bonds P4
8921 867 0130	Colorado River Park <i>Reimbursement Resolution</i>	\$500,000	1998 GO Bonds P2
8740 867 0056	Davis Hill Park	\$20,000	FY02 Sustainability Fund
8921 867 0120	Destination Parks <i>Reimbursement Resolution</i>	\$3,500,000	1998 GO Bonds P2
8921 867 0110	Greenways <i>Reimbursement Resolution</i>	\$2,560,000	1998 GO Bonds P2
8551 867 0121	Land Acquisition - Open Spaces	\$5,985,000	2000 GO Bonds P2
8740 867 0088	Mabel Davis Skate Park	\$150,000	FY02 Sustainability Fund
8101 867 0036	Mexican American Culutral Center <i>Reimbursement Resolution</i>	\$9,180,000	1998 GO Bonds P4
8720 Fund	Parkland Dedication Projects	\$1,465,085	PLD Ordinance Fund
8740 867 3100	Playground Renovations	\$70,000	FY02 General Fund
		\$295,000	CIP Interest
		<u>\$365,000</u>	
8921 867 3700	Playground Renovations <i>Reimbursement Resolution</i>	\$200,000	1998 GO Bonds P2
8921 867 0092	Gus Garicia Recreation Center (Rundberg) <i>Reimbursement Resolution</i>	\$830,000	1998 GO Bonds P2
8921 867 0039	Shoal & Walnut Creek Trails <i>Reimbursement Resolution</i>	\$500,000	1998 GO Bonds P2
8740 867 0057	Springdale Park	\$50,000	PARD Special Revenue

## Capital Budget — 2001-2002

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### Parks and Recreation (con't)

8921 867 0053	South Soccer Complex <i>Reimbursement Resolution</i>	\$475,000	1998 GO Bonds P2
8921 867 0051	Tennis Center Improvements <i>Reimbursement Resolution</i>	\$1,120,000	1998 GO Bonds P2
4980 867 6100	Town Lake Park	\$1,800,000	TLVF
Total New Appropriation		\$37,990,085	

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### Reallocations:

8740 867 0047	West Bouldin Creek Park	(\$250,000)	Reallocation
8740 867 7000	Building Maintenance	\$250,000	Reallocation
8520 867 0174	Dove Springs Recreation Center	(\$2,000)	Reallocation
8520 867 0176	Govalle Ballfields	(\$218)	Reallocation
8520 867 0181	Waller Creek	(\$89)	Reallocation
8520 867 0183	Zilker Hillside	(\$783)	Reallocation
8520 867 0189	Zilker Playscape	(\$45)	Reallocation
8520 867 0187	Neighborhood Capital	\$3,135	Reallocation
8740 867 0029	Northwest Recreation Center Expansion	(\$75,000)	Reallocation
8740 867 0058	Walnut Creek Metro Park	\$75,000	Reallocation
Net Reallocations		\$0	

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### Deappropriations:

8340 867 0600	Austin Museum of Art	(\$6,195,647)	1985 GO Bonds P2
Total Deappropriations		(\$6,195,647)	

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# Capital Budget — 2001-2002

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## Police

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8180 877 0009	Headquarter Renovations	\$100,000	CIP Interest
Total New Appropriation		\$100,000	

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# Capital Budget — 2001-2002

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## Public Works

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8480 607 3600	Asbestos Management Program <i>Reimbursement Resolution</i>	\$1,070,000	1992 GO Bonds P4
8400 607 8080	Street Resurfacing	\$300,000	Street Damage Recovery Fee
8780 607 1800	Street Reconstruction <i>Reimbursement Resolution</i>	\$14,545,000	1998 GO Bonds P1
Total New Appropriation		\$15,915,000	

# Capital Budget — 2001-2002

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## Redevelopment Services

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8201 557 0100	Developer Incentives for New Customers	\$539,000	FY02 Economic Development Fund
Total New Appropriation		\$539,000	

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# Capital Budget — 2001-2002

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## Transportation, Planning & Sustainability

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8400 257 0100	ADA - Ramps and Sidewalks	\$600,000	CIP Interest
8780 607 2140	Bikeway Improvements <i>Reimbursement Resolution</i>	\$630,000	1998 GO Bonds P1
8580 607 6000	Build Austin Program - Parent	\$108,400	CMTA
8780 607 2105	Congress Ave Improvements <i>Reimbursement Resolution</i>	\$400,000	1998 GO Bonds P1
8780 607 2103	Dittmar Rd Improvements <i>Reimbursement Resolution</i>	\$5,045,000	1998 GO Bonds P1
8400 607 8022	Escarpment Blvd Improvements	\$750,000	FY02 General Fund
8400 257 1000	Freidrich Lane Improvements	\$232,047	Developer Participation
8780 607 2107	Great Streets <i>Reimbursement Resolution</i>	\$1,723,000	1998 GO Bonds P1
8950 257 1150	Pleasant Valley Rd Bikeway Improvements	\$293,535	STP 4C ISTEA
8780 607 2129	Sidewalk Improvements <i>Reimbursement Resolution</i>	\$280,000	1998 GO Bonds P1
8780 607 2116	Transportation Matches <i>Reimbursement Resolution</i>	\$740,000	1998 GO Bonds P1
8071 257 9000	ROW Acquisition & Utility Relocation	\$15,000,000	2000 GO Bonds P1
8400 257 1100	Traffic Calming	\$400,000	CIP Interest
8780 607 2150	Traffic Signals <i>Reimbursement Resolution</i>	\$2,100,000	1998 GO Bonds P1
Total New Appropriation		\$28,301,982	

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## Capital Budget — 2001-2002

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### Transportation, Planning & Sustainability (con't)

#### Reallocations:

8250 607 2016	CDD 43	(\$22,009)	Reallocation
8250 607 2087	Grove Blvd Improvements	(\$163,204)	Reallocation
8250 607 2007	Bikeway and Related Facilities	\$185,213	Reallocation
8780 607 2102	CDD 43	(\$544,327)	Reallocation
8780 607 2103	Dittmar Rd Improvements	\$113,000	Reallocation
8780 607 2112	S 1st St Improvements	\$431,327	Reallocation
8780 607 2104	Manchaca St Improvements	(\$963,966)	Reallocation
8780 607 2150	Traffic Signals	\$963,966	Reallocation
8581 257 9140	Sidewalks (CMTA Funding)	(\$400,000)	Reallocation
8581 257 9150	ADA - Ramps & Sidewalks (CMTA Funding)	\$400,000	Reallocation
Net Reallocations		\$0	

#### Deappropriations:

8950 607 1588	Bicycle Parking	(\$16,964)	STP 4C ISTE A
8950 607 1593	ISTEA - Bikeway/Pedestrian	(\$34,852)	STP 4C ISTE A
8950 607 1595	ISTEA - Traffic Signals #3	(\$51)	STP 4C ISTE A
8950 607 1680	Cross Town Bikeway	(\$100)	STP 4C ISTE A
8580 607 7213	Pleasant Valley & 5th St Flashing Lights	(\$15,000)	CMTA
8950 607 1598	Urban Streets - MLK	(\$720)	STP 4C ISTE A
Total Deappropriations		(\$67,687)	

## Capital Budget — 2001-2002

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### 2001-2002 Enterprise New Appropriations

Austin Energy	\$210,390,000
Aviation	\$31,570,000
Convention Center	\$14,600,000
Golf	\$400,000
Solid Waste Services	\$3,470,000
Water & Wastewater	\$164,553,000
Watershed Protection	\$5,784,449
<b>Total New Appropriation</b>	<b>\$430,767,449</b>

## Capital Budget — 2001-2002

### Austin Energy

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
3260 117 5080	Customer Services, Billing & Metering	\$7,567,000	Current Revenue
		<u>\$1,584,000</u>	Commercial Paper
		\$9,151,000	
3250 117 3101	Distribution	\$10,548,842	Current Revenue
		<u>\$34,725,158</u>	Commercial Paper
		\$45,274,000	
3240 117 4000	Distribution Substatiion	\$12,186,200	Current Revenue
		<u>\$6,561,800</u>	Commerical Paper
		\$18,748,000	
3060 117 0100	Non-Electric Plant Assets	\$30,087,000	Current Revenue
3220 117 5101	Power Production	\$73,842,000	Current Revenue
3290 117 5101	Support Services	\$13,936,000	Current Revenue
3230 117 2900	Transmission	\$12,578,800	Current Revenue
		<u>\$6,773,200</u>	Commercial Paper
		\$19,352,000	
<b>Total New Appropriation</b>		<b>\$210,390,000</b>	

### Reallocations:

3270 117 5060	Billing	(\$1,508,559)	Reallocation
3280 117 5000	Customer Services	(\$19,806)	Reallocation
3260 117 5080	Customer Services, Billing & Metering	\$1,528,365	Reallocation
3250 117 3100	Distribution	(\$240,000)	Reallocation
3260 117 5081	Automated Meter Reading	\$240,000	Reallocation
3170 117 5600	Service Center Additions	(\$5,000,000)	Reallocation
3170 117 3101	FY2000 Distribution / Streetlighting	(\$3,000,000)	Reallocation
3170 117 2115	Distribution / Streetlighting	(\$3,000,000)	Reallocation

### Austin Energy (con't)

## Capital Budget — 2001-2002

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### Reallocations (con't):

3230 117 2900	Transmission	\$11,000,000	Reallocation
Net Reallocations		\$0	

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### Deappropriations:

3000 117 1000	Gas Turbines	(\$48,000)	Deappropriate
3010 117 1001	Western Coal Generation Plant	(\$18,861,980)	Deappropriate
3100 117 1135	System Improvments	(\$412,074)	Deappropriate
3110 117 1136	Street Lights / Alt Power	(\$292,978)	Deappropriate
3120 117 1171	Hydro Plant	(\$7,365,769)	Deappropriate
3130 117 0010	Trans Facilities	(\$1,282,613)	Deappropriate
3150 117 1413	Trans / Substation	(\$355,013)	Deappropriate
3160 117 2995	Misc Gen / Lights	(\$480,279)	Deappropriate
3180 117 1012	Electric Interim Plan	(\$1,872,299)	Deappropriate
Total Deappropriations		(\$30,971,005)	

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# Capital Budget — 2001-2002

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## Aviation

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
4910 817 3050	ABIA Improvements	\$13,545,000	Airport Capital Fund
		\$14,107,000	Grants
		<u>\$3,368,000</u>	1993 Revenue Bonds P3
		\$31,020,000	
4910 817 3028	Aircraft Rescue & Fire Fighting	\$412,000	Grants
		<u>\$138,000</u>	1993 Revenue Bonds P3
		\$550,000	
Total New Appropriation		\$31,570,000	
<b>Deappropriations:</b>			
4880 817 0920	Management Reserve	(\$6,000,000)	Deappropriate
Total Deappropriations		(\$6,000,000)	

# Capital Budget — 2001-2002

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## Convention Center

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8900 807 4100	Convention Center Expansion - Parking Garage & Central Chilling Plant	\$14,600,000	Revenue Bonds
Total New Appropriation		\$14,600,000	

# Capital Budget — 2001-2002

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## Golf

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
4750 897 1006	Jackrabbit Run Golf Course <i>Reimbursement Resolution</i>	\$250,000	<i>FY03 Certificates Obligation</i>
8760 897 0800	Minor Course Improvements	\$150,000	FY02 Golf Surcharge Fund
Total New Appropriation		\$400,000	

# Capital Budget — 2001-2002

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## Solid Waste Services

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
4800 157 0100	Capital Equipment Additions	\$1,250,000	FY02 SWS Fund
4800 157 0150	Closed Landfill Assessments	\$1,970,000	FY02 Environmental Remediation Fund
4800 157 0200	Solid Waste Facilities	\$250,000	FY02 SWS Fund
Total New Appropriation		\$3,470,000	
<b>Reallocations:</b>			
4800 497 0705	Brush Processing Facility	(\$250,000)	Reallocation
4800 157 0100	Capital Equipment Additions	\$250,000	Reallocation
Net Reallocations		\$0	
<b>Deappropriations:</b>			
4800 497 0705	Brush Processing Facility	(\$380,000)	FY99 Certificates Obligation
Total Deappropriations		(\$380,000)	

# Capital Budget — 2001-2002

## Water & Wastewater

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
<b><u>Water</u></b>			
4180 227 8004	Capital Equipment - Vehicles	\$250,000	FY03 Contractual Obligation
3920 227 1016	Water Improvements City-Wide	\$2,399,000	Current Revenue
4240 227 7160	Water Improvements City-Wide	\$18,000,000	Current Revenue (CRF)
3940 227 5010	Water Subdivision Eng & Inspection	\$700,000	Fees
3940 227 5011	Water Service and Meters	\$1,000,000	Fees
3960 227 1019	Water Unfunded Future Projects	\$36,580,000	Commercial Paper
4200 227 7006	1998 Water Improvement Prop. 6	\$1,150,000	1998 Utility Revenue Bonds P6
4210 227 7007	1998 Water Improvement Prop. 7	\$500,000	1998 Utility Revenue Bonds P7
<b><u>Wastewater</u></b>			
4680 237 8004	Capital Equipment - Vehicles	\$250,000	FY03 Contractual Obligation
4510 237 5011	House Connection 2001-2002	\$305,000	Fees
4480 237 2016	Wastewater Improvements City-Wide	\$5,325,000	Current Revenue
4590 237 8161	Wastewater Improvements City-Wide	\$10,000,000	Current Revenue (CRF)
4590 237 8840	Wastewater Improvements City-Wide	\$1,300,000	Current Revenue (CRF)
4510 237 5010	Wastewater Subdivision Eng & Inspection	\$700,000	Fees
4570 237 2017	Wastewater Unfunded Future Projects	\$67,914,000	Commercial Paper
4530 237 8009	1998 Wastewater Improvements Prop. 9	\$18,180,000	1998 Utility Revenue Bonds P9
<b>Total New Appropriation</b>		<b>\$164,553,000</b>	

# Capital Budget — 2001-2002

## Watershed Protection

Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
<b><u>General Government</u></b>			
8960 617 9350	Developer Reimbursements	\$500,000	FY02 Certificates Obligation
8960 617 8050	Shoal Creek - NW Park	\$1,700,000	FY02 Sustainability Fund
<b><u>Enterprise</u></b>			
4850 617 2000	Drainage Master Plan	\$400,000	FY02 Drainage Utility Fund
		\$2,340	Plans & Spec Revenue
		\$402,340	
4850 617 7003	Equipment Replacement	\$857,000	FY02 Drainage Utility Fund
4850 617 6400	Flood Control Improvement Projects	\$100,000	FY02 Drainage Utility Fund
		\$70,109	Grant
		\$170,109	
4860 617 Fund	Regional Stormwater Management Projects	\$905,000	FY02 RSMP
4850 617 4100	Stormsewer Improvements	\$800,000	FY02 Drainage Utility Fund
4850 617 9000	Water Quality Protection Projects	\$200,000	FY02 Drainage Utility Fund
4850 617 6000	Water Quality Ponds - Urban Watersheds	\$250,000	UWO Structural Control Fund
Total New Appropriation		\$5,784,449	
<b>Reallocations:</b>			
4850 617 9001	Drainage Master Plan - Non-Urban	(\$2,901)	Reallocation
4850 617 2000	Drainage Master Plan	\$2,901	Reallocation
4850 617 8001	Lower Shoal Erosion Control	(\$1,673)	Reallocation
4850 617 8000	City-Wide Erosion Control	\$1,673	Reallocation
8240 607 1903	Detention Ponds at Various Locations	(\$1,368)	Reallocation
8240 607 1921	Tannehill Branch	(\$13,824)	Reallocation
8240 607 1920	Detention Ponds - Parcticipation w/ Developers	\$15,192	Reallocation
Net Reallocations		\$0	