

**2000-01  
APPROVED BUDGET**

**VOLUME IV**

**Table of Contents**

**Utilities/Major Enterprises**

Aviation .....	17
Airport Fund .....	20
Airport Capital Fund .....	32
Airport Asset Forfeiture Fund .....	35
Austin Convention Center .....	87
Convention Center Fund .....	90
Convention Center Operating Fund .....	91
Convention Center Tax Fund .....	93
Convention Center Venue Project Fund .....	94
Town Lake Venue Project Fund .....	96
Austin Energy .....	139
Debt Management Fund .....	147
Economic Development Fund .....	149
Solid Waste Services .....	157
Water and Wastewater Utility .....	229

**Other**

Hotel/Motel Bed Tax Fund .....	400
Tourism and Promotion Fund .....	404
Fee Waiver Fund .....	408
Mueller Airport Disposition Fund .....	412
One Texas Center Fund .....	418
Strategic Planning Investment Fund .....	422
Telecommunity Fund .....	426
Sustainability Fund .....	430

<b>Debt Service .....</b>	<b>432</b>
---------------------------	------------

<b>Capital Budget .....</b>	<b>446</b>
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## **CITY COUNCIL**

Kirk Watson  
*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  
2000–01**

*Youth, Family, and  
Neighborhood Vitality*

*Public Safety*

*Sustainable  
Community*

*Affordability*

# The City of Austin Commitment 2000

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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 Hrcir, Officer

Information Systems Office  
Robert Bowmer, Chief Information  
Officer

Small and Minority  
Business Resources  
Lino Rivera, Director

Human Resources Department  
Ruth Ann Edwards, Director

Law Department  
Andrew Martin, Director

PIO/Customer Service  
Michele Middlebrook-Gonzalez

## **Jim Smith** Assistant City Manager

Aviation  
Charles E. Griffith, Executive  
Director

Austin Convention Center  
Robert Hodge, Director

Planning, Environmental &  
Conservation Services Dept.  
Austin Librach

Economic Development  
Sue Edwards, Director

## **City Council** Appointments

City Clerk

Municipal Court Clerk

City Auditor

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

Financial and  
Administrative Services  
John Stephens, CPA, Director

## **Betty Dunkerley** Interim 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

## **Toby Futrell** Deputy City Manager

Community Court  
Stacey Shorter, Officer

Emergency Medical Services  
Dr. Edward Racht

Fire Department  
Gary Warren, Chief

Office of Emergency Management  
Steve Collier, OEM Officer

Police Department  
Stanley L. Knee, Chief

## **Marcia Conner** Assistant City Manager

Development Review and  
Inspection Department  
Alice Glasco, Director

Infrastructure Support Services  
Cathy Rodgers, Chief  
Administrative Officer  
Vickie Schubert, Chief Financial  
Officer

Public Works and Transportation  
Department  
Peter Rieck, Director

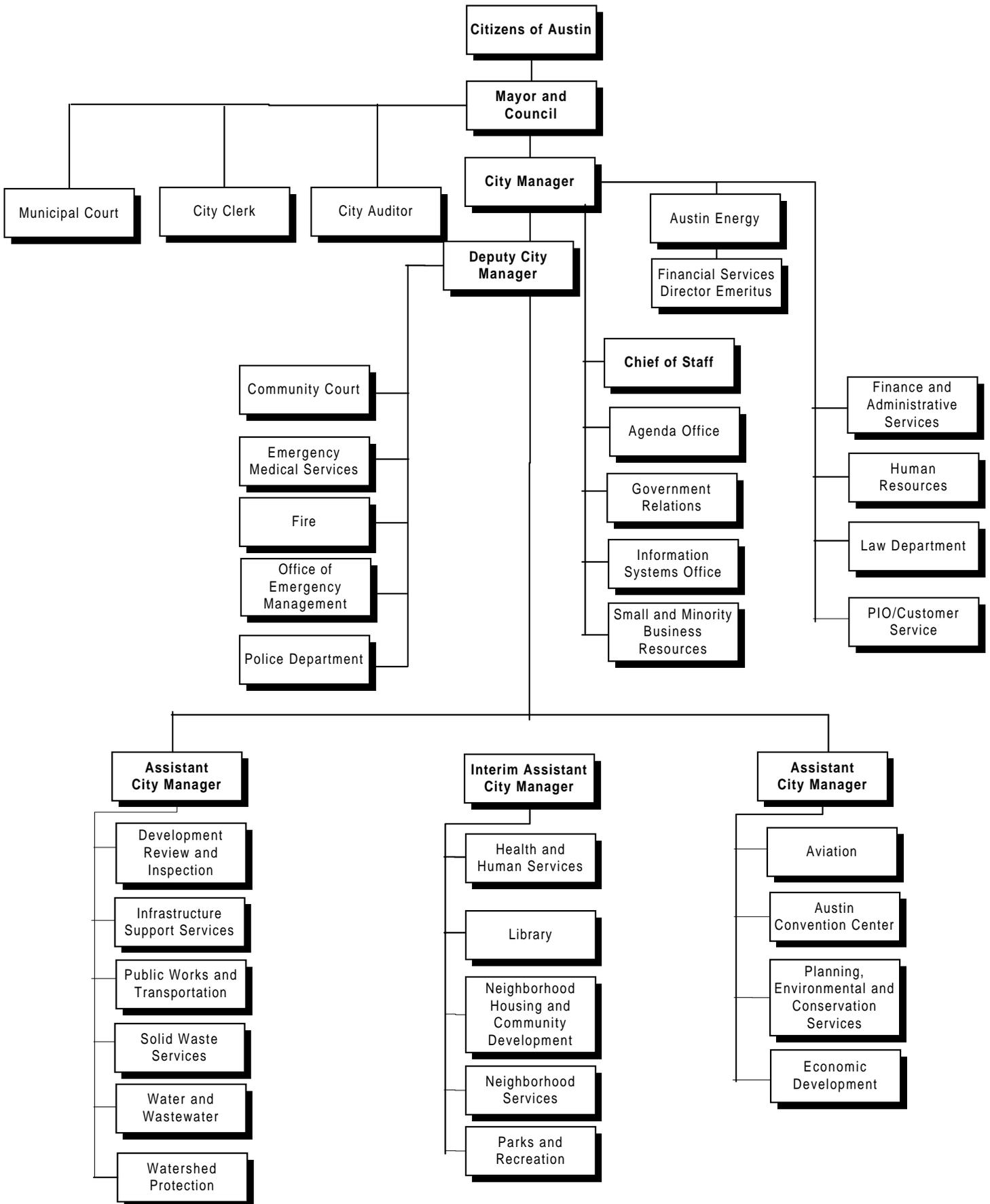
Solid Waste Services Department  
Willie Rhodes, Director

Water & Wastewater Department  
Chris Lippe, Acting Director

Watershed Protection Department  
Mike Heitz, Director

# City of Austin, Texas

## ORGANIZATIONAL CHART



**2000–01  
Approved Operating Budget**

***Acknowledgments***

The Budget Office would like to thank the City Council, management and staff for their assistance in preparing the 2000–01 Approved 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	Elizabeth Katz
Sandra Alvarado	Shelley Kilday
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James Benes	Peggie McLaurin
Rick Blackburn	Michele Middlebrook-Gonzalez
Sue Blankenburg	Melanie Montez
Steve Bridges	Leslie O'Shea
Susan Brown	Kay Owens
Paul Cook	Kimberly Panacci
Marisa Cortinas	Lisa Parnell
Heather Cox	Carla Penny
Charles L. Curry	Elizabeth Phillips
Betty J. Dunkerley, CPA	Jaycie Prescott, CPA
Mike Erwin	Dorinda Pulliam
Marti Foster	William B. Ransom-Nelson
Catherine Gambrel	Robert Rowan
Tino Garcia	Georgia R. Sanchez
Rudy Garza	Karen Sharp
Melissa Garza	Lynn Sissney
Michele A. Gizelbach, CPA	John Stephens, CPA
Ashley Harrison	Shannon Szymczak
Lang Hoang	Dixie Tischler
Rosy Jalifi	Tanja Valdez
Bart Jennings	Dennis Waley
Rhonda Johnson	Van Willey
	Leyla Yatim

# Preface

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The Approved 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 499-2610.

## ***Other References***

In addition to the Approved 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.

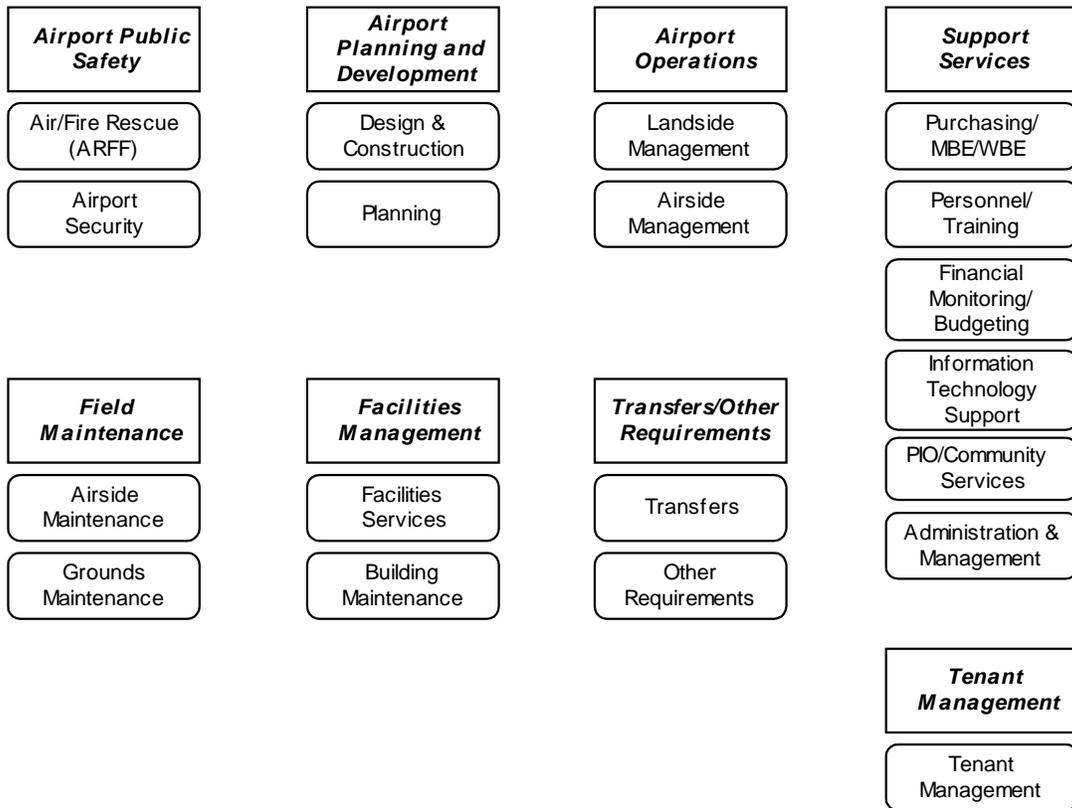
## ***Financial Policies***

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 — 2000-01



**LEGEND=** Programs Activities

Airport Fund	1998-1999 Actual	1999-2000 Amended	1999-2000 Estimated	2000-01 Proposed	2000-01 Approved
Revenue	\$47,080,669	\$56,105,354	\$62,989,883	\$66,467,000	\$66,467,000
Transfers In	\$208,000	\$0	\$0	\$0	\$83,363
Requirements	\$40,003,065	\$52,073,488	\$50,788,030	\$59,195,479	\$59,326,252
Contribution to Capital Fund	\$7,672,730	\$4,031,866	\$12,101,666	\$7,271,521	\$7,224,111
Full-time Equivalents (FTE's)	319.50	330.25	330.25	374.25	374.25

# Aviation Department — 2000-01

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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

The 2000-2001 budget includes:

- The major factor affecting revenue for the 2000-01 at Austin-Bergstrom International Airport is the recovery of operating costs and capital investment through airport rates and charges by setting landing fees and the leasing of terminal space. Revenue from landing fees, terminal rental, and other fees is anticipated to increase \$6.0 million.
- Concession revenue, including parking, is projected to increase \$4.3 million due to projected passenger growth.
- Other income, rentals, and fee revenue is projected to increase \$0.4 million due to the recovery of capital investment costs.
- Interest income is anticipated to increase \$0.1 million due to higher investment balances.
- An increase of \$83,363 was approved during budget adoption for expenses related to the Morris Williams Golf Course land.

## Factors Affecting Requirements

Total 2000-01 operating requirements for the Department of Aviation are projected to increase \$5.7 million from the 1999-2000 Amended Budget. This increase is attributable to the operating division managers gaining an understanding of the requirements of operating the new airport during the first full year of operations. Additional staff is being requested to provide services for landscape areas, concession, and airfield areas.

Operational costs will increase \$1.2 million and is attributable to the cost of parking lot operations and the shuttles to and from the lots. Seven Transportation Controller positions will be converted from temporary to permanent positions to assist with the traveling public and vehicles on the terminal roadways, parking garage, and lots. One additional FTE will assist the travelling public in the terminal building.

Field Maintenance costs are projected to increase \$1.0 million due to the conversion of fourteen FTEs from temporary to permanent positions and due to centralizing of Aviation vehicles (fuel, etc.) in the program.

Facilities Management costs are anticipated to increase \$1.7 million. Eight building and grounds FTEs are proposed to maintain the restrooms and the foodcourt, and five positions are proposed in the building maintenance area to maintain all the various electrical, HVAC, and other systems at ABIA.

Public Safety costs are anticipated to increase \$0.8 million primarily attributable to the meet and confer contract increases approved by the City Council.

Planning and Development costs are projected to increase \$0.4 million due to the request for 3.50 additional FTEs. One FTE, the Noise Abatement Manager, will be responsible for implementing the planning of the Airport's Noise Abatement Program. One vacant position will be eliminated from this program.

## **Aviation Department — 2000-01**

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Tenant Management remains at approximately the same level as the 1999-2000 Amended Budget.

The Support Services Program is requesting seven additional positions, one in the human resources area, two in the finance area, one in the administration and management area, one in the purchasing area, and two in the computer support area. The increase of \$0.7 million in the support services area is also attributable to the replacement of computers and monitors for the Flight Information Display System and the airport operations and administrative support. One half of a vacant FTE is proposed to be eliminated.

Transfers and other requirements are anticipated to increase \$1.6 million primarily due to an increase in debt service attributable to the first principal payment on the Airport Revenue Bonds and an increase in administrative support for services provided to Aviation by other City departments.

A \$3.2 million increase in the contribution to the Airport Capital Fund is projected based on the excess of available funds over total requirements.

## AIRPORT FUND SUMMARY

	1998-99 ACTUAL	1999-2000 AMENDED	1999-2000 ESTIMATED	2000-01 PROPOSED	2000-01 APPROVED
BEGINNING BALANCE (1)	258,109	0	(100,187)	0	0
<b>AIRLINE REVENUE</b>					
Landing Fees	10,576,771	12,247,045	11,493,645	15,068,000	15,068,000
Terminal Rental & Other Fees	8,696,582	10,362,132	11,591,281	13,542,000	13,542,000
<b>TOTAL AIRLINE REVENUE</b>	<u>19,273,353</u>	<u>22,609,177</u>	<u>23,084,926</u>	<u>28,610,000</u>	<u>28,610,000</u>
<b>NON-AIRLINE REVENUE</b>					
Parking	14,809,706	19,191,000	21,939,444	21,237,800	21,237,800
Other Concessions	8,604,985	8,150,019	10,640,075	10,423,100	10,423,100
Other Rentals and Fees	2,980,935	4,564,091	5,348,443	4,972,600	4,972,600
<b>TOTAL NON-AIRLINE REVENUE</b>	<u>26,395,626</u>	<u>31,905,110</u>	<u>37,927,962</u>	<u>36,633,500</u>	<u>36,633,500</u>
Interest Income	1,411,690	1,174,098	1,536,432	1,223,500	1,223,500
Payroll Accrual	0	416,969	440,563	0	0
<b>TOTAL REVENUE</b>	<u>47,080,669</u>	<u>56,105,354</u>	<u>62,989,883</u>	<u>66,467,000</u>	<u>66,467,000</u>
<b>TRANSFERS IN</b>					
Operating Reserve Fund	208,000	0	0	0	0
Golf Fund	0	0	0	0	83,363
<b>TOTAL TRANSFERS IN</b>	<u>208,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>83,363</u>
<b>TOTAL AVAILABLE FUNDS</b>	<u>47,288,669</u>	<u>56,105,354</u>	<u>62,989,883</u>	<u>66,467,000</u>	<u>66,550,363</u>
<b>OPERATING EXPENSES</b>					
Operations	3,623,904	6,836,104	7,011,787	7,945,881	7,992,506
Field Maintenance	1,830,827	2,250,458	2,223,804	3,177,685	3,221,007
Facilities Management	6,922,351	10,144,054	10,108,495	11,612,078	11,807,384
Public Safety	5,838,194	5,603,221	5,829,769	6,299,229	6,385,651
Planning and Development	1,201,513	489,319	496,132	872,689	890,280
Tenant Management	413,757	444,098	383,601	386,371	398,257
Support Services	5,000,889	7,021,135	6,586,864	7,539,628	7,746,076
<b>TOTAL OPERATING EXPENSES</b>	<u>24,831,435</u>	<u>32,788,389</u>	<u>32,640,452</u>	<u>37,833,561</u>	<u>38,441,161</u>
<b>TRANSFERS OUT</b>					
GO Debt Service Fund	320,758	320,029	319,091	305,667	305,667
Airport Revenue Bond Debt Service	12,430,496	15,220,726	14,357,466	15,945,779	15,945,779
Airport Variable Rate Notes Debt Ser	29,504	932,113	645,188	1,535,781	1,535,781
Fleet Fund	8,900	0	0	0	0
Radio Fund	4,300	0	0	0	0
Austin Energy	0	133,333	133,333	0	0
NHCDO	0	0	0	133,333	133,333
<b>TOTAL TRANSFERS OUT</b>	<u>12,793,958</u>	<u>16,606,201</u>	<u>15,455,078</u>	<u>17,920,560</u>	<u>17,920,560</u>

	1998-99 ACTUAL	1999-2000 AMENDED	1999-2000 ESTIMATED	2000-01 PROPOSED	2000-01 APPROVED
OTHER REQUIREMENTS					
Workers' Compensation	26,739	40,380	40,380	92,025	92,025
Administrative Support	1,901,298	2,054,772	2,054,772	2,762,506	2,762,506
Accrued Payroll	116,427	83,346	83,346	60,000	60,000
Liability Reserve	0	18,000	18,000	50,000	50,000
Parking Lot Operator Reimbursemer	333,208	0	0	0	0
Wage Adjustment	0	0	0	476,827	0
27th Pay Period	0	482,400	496,002	0	0
TOTAL OTHER REQUIREMENTS	<u>2,377,672</u>	<u>2,678,898</u>	<u>2,692,500</u>	<u>3,441,358</u>	<u>2,964,531</u>
TOTAL REQUIREMENTS	<u>40,003,065</u>	<u>52,073,488</u>	<u>50,788,030</u>	<u>59,195,479</u>	<u>59,326,252</u>
EXCESS (DEFICIT) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS	<u>7,285,604</u>	<u>4,031,866</u>	<u>12,201,853</u>	<u>7,271,521</u>	<u>7,224,111</u>
Contribution To Capital Fund (2)	<u>7,672,730</u>	<u>4,031,866</u>	<u>12,101,666</u>	<u>7,271,521</u>	<u>7,224,111</u>
Adjustment to GAAP	<u>28,830</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u>(100,187)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</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 Revenue Bond 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—2000-01

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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 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 survey
- 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 help the department track 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

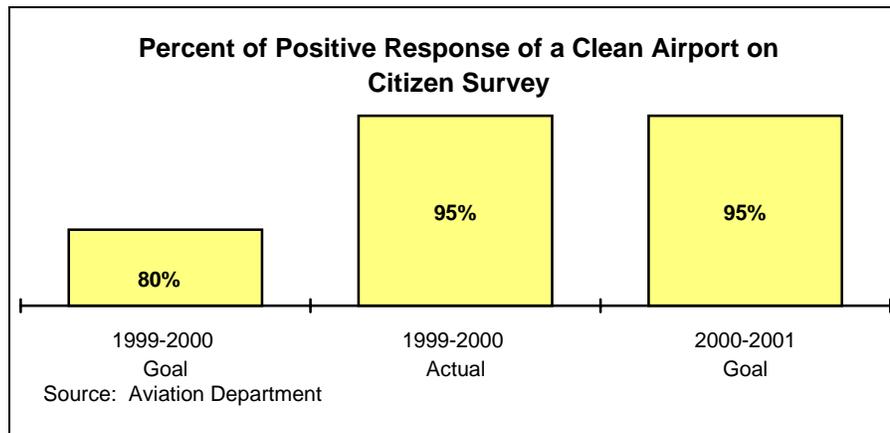
## Business Plan

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

# Aviation Department—2000-01

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## 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 the building maintenance and facility services areas directly contribute to the attainment of this objective.

Responses received from citizens in the form of a Citizen Survey indicate the satisfaction level of the selected households with their impression of the airport's cleanliness. The goal for 1999-2000 was to receive an 80% positive response of a clean airport on the Citizen Survey. The results of the survey were far in excess of this goal, with a 95% satisfaction rating. Based on the 1999-2000 results, the goal for 2000-01 has been set at 95%.

The 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

## Concession Revenue

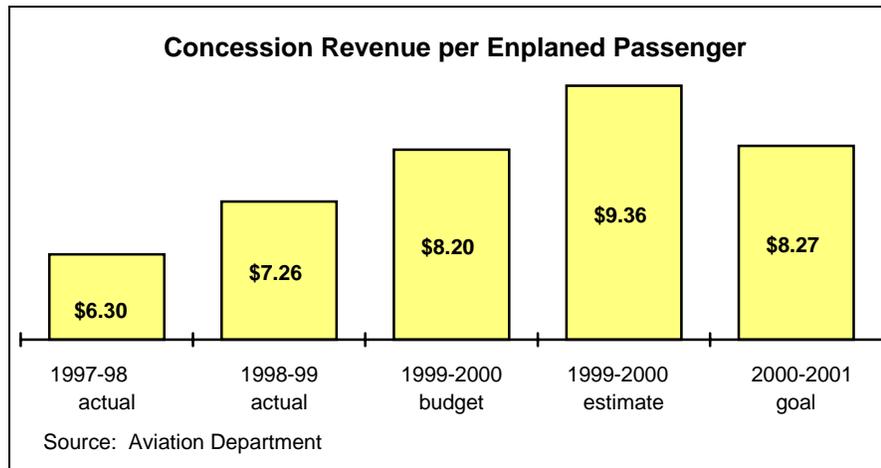
The goal of concession management is to ensure that travelers have a wide array of concessions from which to choose and leases are negotiated to maximize the amount of revenue received by the Airport Fund. Concession revenue per enplaned passenger is an Airport industry indicator that is a function of concession revenue and enplanement trends. In the 2000-01 budget concession revenue, including parking, is projected to increase \$4.3 million due to projected passenger growth at Austin–Bergstrom International Airport. Aviation's goal is to generate at least \$ 8.27 of concession revenue per enplaned passenger in 2000-01.

The 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—2000-01

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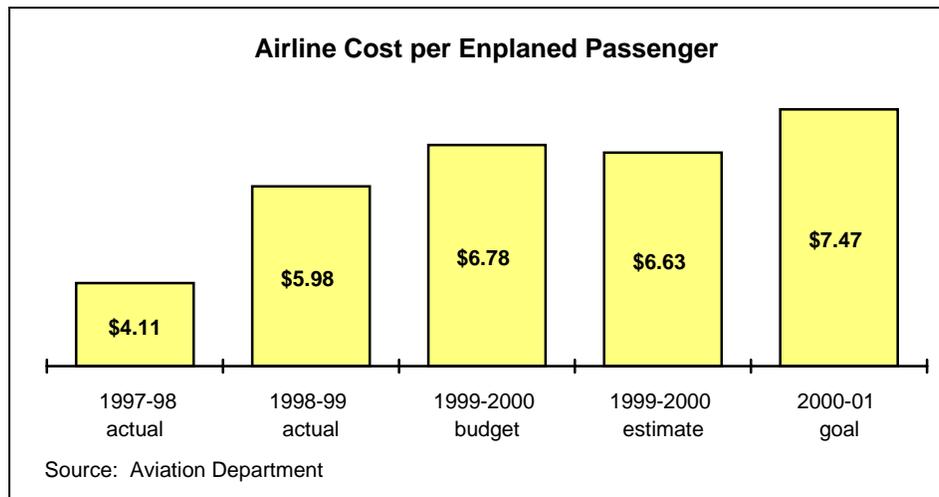
## Requirements

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. Airline costs include landing fees of \$15.1 million and terminal rent and other fees of \$13.5 million paid by the airlines. 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 2000-01 budget. The majority of the cost increase is in the operations, facilities management and support services areas. The facilities management area includes custodial expenses and the costs associated with maintaining all airport terminal building systems. The support services include the telephone systems and costs associated with the computer systems for Austin Bergstrom International Airport facilities. Debt service increased due to the first principal payment on the \$363 million Airport revenue bonds.

The airline cost per enplaned passenger goal for 2000-01 is \$7.47, which reflects the increase in operating costs and debt service requirements. This is reasonable when compared to other recently expanded airports whose airline cost per enplaned passenger ranges from \$8.71 to \$15.00. Providing quality facilities while controlling expenditures contributes to maintaining a reasonable cost per enplaned passenger.

## Aviation Department—2000-01



### FTE and other Personnel Changes

The budget includes the addition of 45.50 new FTEs and the elimination of 1.5 vacant positions, for a net increase of 44 FTEs.

- One Airside Operations Coordinator will assist the traveling public (\$42,410). Seven new Transportation Controller positions will be converted from temporary to permanent positions to assist in traffic control on the terminal roadways (\$198,208).
- Eight Building and Grounds Assistant positions were approved for custodial services to provide additional staffing for the cleaning, stocking and sanitizing of the food court restrooms to address additional demand in that area. (\$187,369). This additional staff will provide custodial services to maintain the terminal building for the traveling public. One Airport Equipment Technician Senior will perform preventative maintenance and repair on the airport baggage conveyor and the passenger loading bridges (\$40,657). One HVAC Technician will perform preventative maintenance and repair on the airport HVAC systems (\$44,229). One Electronic Technician will perform preventative maintenance and repair the electronic components of the airfield lighting, baggage conveyor, loading bridges and other systems (\$41,588). One Airport Electrician will perform preventative maintenance and repair the airfield lighting system and the terminal electrical system (\$45,116). One Administrative Specialist will complete the implementation, upgrade, and operate the maintenance management system (\$37,106).
- One part-time Engineering Associate will be converted from temporary to permanent position primarily to assist with the utility construction on airport property (\$37,462). One Engineering Technician will coordinate airside and landside design and construction projects (\$41,583). Two Project Managers will monitor contracts to ensure compliance with contractual obligations (\$135,914). A vacant CADD engineering FTE position will be eliminated (decreased cost of \$39,329).
- One Human Resources Assistant will staff the employment (\$34,183). One Accountant will supervise the accounts receivable section of the Department of Aviation (\$49,576). One Account Tech Senior will perform parking management functions (\$32,863). One Internal Auditor will review audit reports, cash handling and other control procedures (\$50,507). One Data Administrator and one Network Administrator, converted from temporary to permanent, will provide support functions (\$116,290). One Stores Specialist will be converted from a temporary to a permanent position to perform duties associated with the central stores warehouse (\$30,277). A 0.5 FTE position will be eliminated (decreased cost of \$20,957).

## **Aviation Department—2000-01**

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- Four Street and Drainage Leaders and five Street and Drainage Maintenance Assistant positions will be converted from temporary to permanent positions to allow the grounds maintenance section to provide services 24 hours a day/7 days a week (\$273,142). Three Equipment Operations Specialists, one Equipment Mechanic, and one Equipment Mechanic Helper will be converted from a temporary to a permanent position to perform preventative maintenance, vehicle repairs for the night shift, and maintain inventory supplies (\$155,338). Airside maintenance will provide the maintenance on the vehicles for the entire department.
- Full year funding for salary increases associated with Pay for Performance is included. (\$596,135).
- An additional \$391,202 has been included in the approved budget for anticipated changes in health contributions and \$62,871 for anticipated changes in 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 \$66.4 million is anticipated to provide more than sufficient funding to cover total operating and other requirements anticipated at \$41.4 million and total debt service requirements and other transfers of \$17.9 million.

The Contribution to the Airport Capital Fund is projected at \$7.2 million for 2000-01. 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—2000-2001**

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

<b><u>Revenue Changes</u></b>	<b>Dollars</b>	<b>FTEs</b>
1. Concession revenue, including parking, is projected to increase \$4,319,881 due to projected passenger growth at Austin-Bergstrom International Airport.	\$4,319,881	
2. Landing fees and leasing of terminal space revenue is anticipated to increase \$6,000,823 due to higher operating costs which pass through to the users.	\$6,000,823	
3. Other income, rentals, and fee revenue is projected to increase \$408,509 due to the recovery of capital investment costs in the cargo ramp use fee.	\$408,509	
4. Interest income is projected to increase \$49,402 due to higher investment balances.	\$49,402	
5. The 1999-2000 budget included an expense for the 27th payroll which only occurs every eleven years and is partially funded by accruals from the years with only 26 payrolls. The 2000-01 approved budget does not include this funding source of \$416,969.	(\$416,969)	
The following changes were approved by Council at Budget Adoption:		
6. During budget adoption, a transfer in of \$83,363 from the Golf Enterprise Fund was approved for expenses related to the Morris Williams Golf Course land.	\$83,363	
 <b><u>Expenditure Changes</u></b>		
1. <b><u>City-Wide</u></b> The Approved Budget includes \$343,404 for salary increases associated with Pay for Performance in 2001, and \$100,475 for incremental costs of Pay for Performance in 2000. The proposal also includes an increase for wage compensation of \$104,846. During budget adoption, Council approved an increase in Pay for Performance in 2001 of \$68,681 and a reduction on other compensation adjustments of \$21,271. The total increase for compensation adjustments is \$596,135.	\$596,135	
An additional \$391,202 has been included in the approved budget for anticipated changes in health contributions and \$62,871 for anticipated changes in retirement contributions.	\$454,073	
2. <b><u>Operations</u></b> The budget will convert seven transportation controller positions from temporary to permanent positions at a total cost of \$198,208 to assist in the general ground transportation area in front of the terminal.	\$198,208	7.00
One new Airport Operations Agent was approved at a cost of \$42,410 to assist the traveling public in the terminal.	\$42,410	1.00

## Aviation Department—2000-2001

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	Dollars	FTEs
Overtime costs are increased by \$45,957 to maintain the level of service in the traffic control area during holidays, during delayed flights, and during staffing vacancies. The shift differential costs are increased \$16,790 due to the shift differential increase from \$0.35 to \$0.65 for evening shifts and from \$0.45 to \$0.75 for late night shifts.	\$62,747	
Costs are projected to increase \$692,200 due to an increase in the AMPCO parking lot management contract as the result of adding new shuttle vehicles, vehicle maintenance, insurance and fuel cost increases.	\$692,200	
The transportation fee costs increased by \$112,806.	\$112,806	
<b>3. <u>Field Maintenance</u></b>		
The budget converts three equipment Operations Specialists from temporary to permanent positions at a cost of \$96,640 to perform routine and preventative maintenance.	\$96,640	3.00
One Equipment Mechanic II and one Equipment Mechanic Helper will be converted from temporary to permanent positions at a total cost of \$58,698 to perform preventive maintenance on vehicles.	\$58,698	2.00
Four Street and Drainage Leads and five Street and Drainage Assistant positions are to be converted from temporary to permanent positions at a total cost of \$273,142 to provide services 24 hours a day, 7 days a week.	\$273,142	9.00
Capital items for vehicles, a sweeper, and a bucket truck are included at \$340,000.	\$340,000	
<b>4. <u>Facilities Management</u></b>		
Eight Building and Grounds Assistant positions are included at a total cost of \$187,369 to provide additional staffing for the cleaning, stocking, and sanitizing of the food court restrooms to address additional demand in that area.	\$187,369	8.00
A shift differential cost increase in the amount of \$75,000 is due to the shift differential increases from \$0.35 to \$0.65 for evening shifts and \$0.45 to \$0.75 for late night shifts. Overtime costs are increased by \$30,000 to maintain the level of service during holidays and staffing vacancies.	\$105,000	

## Aviation Department—2000-2001

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	Dollars	FTEs
The budget adds five new FTEs: one Electronic Technician, one Electrician, one Equipment Technician, one Heating and Refrigerator Mechanic, and one Administrative Specialist for a total additional cost of \$208,696.	\$208,696	5.00
Capital items to support the program are included at \$121,000.	\$121,000	
Water service costs are projected to increase \$119,000 due to the cost of irrigating the landscape at the airport.	\$119,000	
Small tools and equipment increased \$44,500 for custodial supplies. Bridges and baggage carousels costs increased \$50,000 to replace system parts after expiration of the warranty.	\$94,500	
Maintenance of software and other equipment are increased by \$203,000 to provide maintenance for critical electronic systems such as the airfield lighting control and monitoring systems, terminal power monitoring system, and the HVAC controls systems.	\$203,000	
Miscellaneous costs have increased \$44,430.	\$44,430	
<b>5. <u>Public Safety</u></b>		
Meet and confer contract increases fire fighters approved by the City Council in December 1999 and have increased ARFF costs by \$376,348.	\$376,348	
Public Safety is projecting an increase in salaries of \$51,262 as part of the career and development program. Shift differential is projected to increase \$21,600 due to the shift differential increase from \$0.35 to \$0.65 for evening shifts and \$0.45 to \$0.75 for late night shifts. Terminal pay is projected to increase \$72,294 due to expected retirements.	\$145,156	
A security guard service contract is included for \$50,800 for coverage in emergency situations.	\$50,800	
<b>6. <u>Planning and Development</u></b>		
A new Project Manager FTE was approved at a cost of \$67,957. This position will be responsible for the ABIA pavement management plan, oversight of the storm drainage and utility master plans, and the review of plans and construction of "non-terminal" related tenant and third party development. A new Project Manager FTE was also approved at a cost of \$67,957 for the Planning section to implement the noise abatement program.	\$135,914	2.00

## Aviation Department—2000-2001

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	Dollars	FTEs
A new Engineering Technician was approved at a cost of \$41,583 to review permits and plans for compliance with DOA regulations. A 0.5 engineering associate FTE is to be converted from temporary to permanent position at a total cost of \$37,462 primarily to review plans submitted by tenants and third parties. A vacant CADD engineering position will be eliminated at a decreased cost of \$39,329.	\$39,716	0.50
Interdepartmental charges for an Administrative Senior are included at a cost of \$37,278 to perform duties associated with the contract compliance activity.	\$37,278	
Consultant costs will increase \$100,000 due to the required annual update of the Stormwater Pollution Prevention Plan (SWPPP) and the quality assurance sampling and testing of Air Force monitoring wells required by the Texas Natural Resource Conservation Commission (TNRCC) regulations.	\$100,000	
Miscellaneous costs increased \$26,099.	\$26,099	
<b>7. Support Services</b>		
The Approved Budget adds an Accountant III FTE to assist in the accounts receivable section at a total cost of \$49,576.	\$49,576	1.00
The Approved Budget adds one Account Tech Senior and one new Internal Auditor position to assist with the new parking management section at a total cost of \$83,370. Additionally, elimination of a 0.5 FTE decreases costs by \$20,957. A new Human Resources Assistant FTE is included at a cost of \$34,183, and one Store Specialist position will be converted from temporary to permanent position to perform duties associated with the central stores warehouse at a cost of \$30,277.	\$168,787	3.50
A new Data Administrator at a cost of \$72,061 to provide support services for the parking management system was approved, as is conversion of a Network System Administrator from temporary to permanent at a cost of \$44,229 to install, configure, and maintain networked personal computers. These FTEs will work in the information support systems activity.	\$116,290	2.00
Costs associated with the music for the terminal increased \$25,000.	\$25,000	
Legal fees was approved at an increased amount of \$235,000 for the Verner Lipfert contract which provides federal agency representation services.	\$235,000	
Miscellaneous costs increased \$40,401.	\$40,401	

## **Aviation Department—2000-2001**

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	<b>Dollars</b>	<b>FTEs</b>
<b>8. <u>Transfers/Other Requirements</u></b>		
The approved transfer to the Airport Revenue Bond debt service is increased by \$725,053. Principal payments on the debt will begin in 2000-01. The transfer to the Airport Variable Rate Notes debt service is increased \$603,668.	\$1,328,721	
The workers' compensation transfer is increased \$51,645, the administrative support transfer is increased \$635,836, and the liability reserve transfer is increased \$32,000.	\$719,481	
The 1999-2000 budget included an expense for the 27th payroll which only occurs every eleven years. The 2000-01 approved budget does not include this expense of \$482,400.	(\$482,400)	
The approved contribution to the Airport Capital Fund is increased by \$3,192,245, which reflects the excess of available funds over total requirements.	\$3,192,245	
The following changes were approved by Council at Budget Adoption:		
An increase of \$83,363 was approved during budget adoption for expenses related to the Morris Williams Golf Course land.	\$83,363	

# Airport Capital Fund — 2000-01

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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 \$21.4 million are projected for fiscal year 2000-01. The major sources of available funds includes a projected transfer of \$7.2 million from the Airport Operating Fund, a \$4.8 million transfer from the Robert Mueller Airport CIP fund, and a \$4.0 million transfer from the New Airport CIP fund. Additionally, a State Pooling Board reimbursement for terminal apron construction of \$5.0 million is projected in 2000-01. Interest income of \$0.4 million is also projected.

## Factors Affecting Requirements

A transfer of \$5.5 million to the Mueller Airport Disposition Fund will provide funding for environmental cleanup and caretaking of RMMA after closure. A transfer to Austin—Bergstrom International Airport CIP fund will provide \$15.6 million in funding for capital projects associated with improvements at the new airport. \$7.5 million is projected for retirement of Cargo Ramp bonds. An increase in operating reserve requirements of \$0.1 million is included so that sufficient reserves are maintained as required by bond covenants and City financial policies.

	<b>1998-1999 Actual</b>	<b>1999-2000 Amended</b>	<b>1999-2000 Estimated</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
<b>Revenue</b>	\$494,517	\$670,000	\$650,000	\$5,400,000	\$5,400,000
<b>Transfers in</b>	\$7,672,730	\$4,031,866	\$12,101,666	\$16,071,521	\$16,024,111
<b>Requirements</b>	\$11,826,770	\$14,871,000	\$9,279,239	\$28,679,970	\$28,679,970

## AIRPORT CAPITAL FUND SUMMARY

	<u>1998-99 ACTUAL</u>	<u>1999-2000 AMENDED</u>	<u>1999-2000 ESTIMATED</u>	<u>2000-01 PROPOSED</u>	<u>2000-01 APPROVED</u>
BEGINNING BALANCE	<u>17,706,677</u>	<u>13,011,091</u>	<u>14,047,154</u>	<u>17,519,581</u>	<u>17,519,581</u>
REVENUE					
Interest Earnings	494,517	670,000	650,000	400,000	400,000
State Pooling Board Reimburs.	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000,000</u>	<u>5,000,000</u>
TOTAL REVENUE	<u>494,517</u>	<u>670,000</u>	<u>650,000</u>	<u>5,400,000</u>	<u>5,400,000</u>
TRANSFERS IN					
Transfers from Airport Fund (1)	7,672,730	4,031,866	12,101,666	7,271,521	7,224,111
Transfers from Mueller PFC Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Transfers from RMMA CIP	0	0	0	4,800,000	4,800,000
Transfers from New Airport CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,000,000</u>	<u>4,000,000</u>
TOTAL TRANSFERS IN	<u>7,672,730</u>	<u>4,031,866</u>	<u>12,101,666</u>	<u>16,071,521</u>	<u>16,024,111</u>
TOTAL AVAILABLE FUNDS	<u>8,167,247</u>	<u>4,701,866</u>	<u>12,751,666</u>	<u>21,471,521</u>	<u>21,424,111</u>
EXPENSES					
Capital Outlay	<u>903,763</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENSES	<u>903,763</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TRANSFERS OUT					
Cargo Ramp Bond Retirement	0	0	0	7,500,000	7,500,000
Transfer to Renewal and Replacement Fund	5,000,000	0	0	0	0
Transfer to CIP - ABIA	5,675,000	8,075,000	8,075,000	15,600,000	15,600,000
Transfer to Disposition Fund	<u>248,007</u>	<u>6,796,000</u>	<u>1,204,239</u>	<u>5,484,470</u>	<u>5,484,470</u>
TOTAL TRANSFERS OUT	<u>10,923,007</u>	<u>14,871,000</u>	<u>9,279,239</u>	<u>28,584,470</u>	<u>28,584,470</u>
OTHER REQUIREMENTS					
Increase in Operating Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>95,500</u>	<u>95,500</u>
TOTAL OTHER REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>95,500</u>	<u>95,500</u>
TOTAL REQUIREMENTS	<u>11,826,770</u>	<u>14,871,000</u>	<u>9,279,239</u>	<u>28,679,970</u>	<u>28,679,970</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS	<u>(3,659,523)</u>	<u>(10,169,134)</u>	<u>3,472,427</u>	<u>(7,208,449)</u>	<u>(7,255,859)</u>
ENDING BALANCE	<u>14,047,154</u>	<u>2,841,957</u>	<u>17,519,581</u>	<u>10,311,132</u>	<u>10,263,722</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.

## Airport Capital Fund — 2000-01

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### Significant Revenue and Expenditure Changes

#### Revenue Changes

	Dollars	FTEs
1. Revenue is projected to increase \$5,000,000 due to the terminal apron construction reimbursement from the State Pooling Board.	\$5,000,000	
2. Interest earnings are projected to decrease \$270,000 due to smaller investment balances.	(\$270,000)	
3. The transfer from the Airport Operating Fund is anticipated to increase \$3,192,245.	\$3,192,245	
4. The remaining balance in the Robert Mueller Airport CIP fund of \$4,800,000 will be transferred to the Airport Capital Fund.	\$4,800,000	
5. Excess funding from the New Airport CIP fund of \$4,000,000 will be transferred to the Airport Capital Fund.	\$4,000,000	

#### Expenditure Changes

1. The transfer to the ABIA CIP is projected to increase \$7,525,000 for the 2000-01 capital improvement plan program.	\$7,525,000	
2. The transfer to the Mueller Airport Disposition Fund decreased \$1,311,530 for the environmental cleanup of RMMA after closure.	(\$1,311,530)	
3. The debt service transfer for the cargo ramp bond retirement will increase \$7,500,000.	\$7,500,000	
4. Operating reserve requirements of \$95,500 is projected in 2000-2001.	\$95,500	

## Airport Asset Forfeiture — 2000-01

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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 2000-01 is uncertain. Projected awards total \$112,000 for 2000-01.

### 2000-01 Budget by Revenue Source and Expenditure Category:

<b>Expenditure Category</b>	<b>State Forfeitures</b>	<b>Federal Forfeitures</b>	<b>Total</b>
Contractual	0	\$75,500	\$75,500
Commodities	0	\$52,700	\$52,700
Capital Outlay	0	\$233,500	\$233,500
<b>Total</b>	<u>0</u>	<u>\$361,700</u>	<u>\$361,700</u>

A conservative approach has been adopted in estimating the amount of funds that will be available in 2000-01 because of the difficulty involved in predicting the amount of future court awards.

## AIRPORT ASSET FORFEITURE FUND SUMMARY

	1998-99 ACTUAL	1999-2000 AMENDED	1999-2000 ESTIMATED	2000-01 PROPOSED	2000-01 APPROVED
BEGINNING BALANCE (1)	<u>182,744</u>	<u>301,344</u>	<u>387,919</u>	<u>327,074</u>	<u>420,409</u>
REVENUE					
State:					
Interest	663	4,500	7,500	5,000	5,000
Forfeited Funds	0	0	0	0	0
TOTAL STATE REVENUE	<u>663</u>	<u>4,500</u>	<u>7,500</u>	<u>5,000</u>	<u>5,000</u>
Federal:					
Interest	14,501	10,000	12,000	12,000	12,000
Forfeited Funds	212,169	30,000	40,000	112,000	112,000
TOTAL FEDERAL REVENUE	<u>226,670</u>	<u>40,000</u>	<u>52,000</u>	<u>124,000</u>	<u>124,000</u>
TOTAL AVAILABLE FUNDS	<u>227,333</u>	<u>44,500</u>	<u>59,500</u>	<u>129,000</u>	<u>129,000</u>
EXPENSES					
Federal:					
Operating Expenses	22,158	91,600	89,300	128,200	128,200
Capital Outlay	0	32,000	31,045	83,500	233,500
TOTAL FEDERAL EXPENSES	<u>22,158</u>	<u>123,600</u>	<u>120,345</u>	<u>211,700</u>	<u>361,700</u>
TOTAL REQUIREMENTS	<u>22,158</u>	<u>123,600</u>	<u>120,345</u>	<u>211,700</u>	<u>361,700</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS	<u>205,175</u>	<u>(79,100)</u>	<u>(60,845)</u>	<u>(82,700)</u>	<u>(232,700)</u>
ENDING BALANCE (2)	<u><u>387,919</u></u>	<u><u>222,244</u></u>	<u><u>327,074</u></u>	<u><u>244,374</u></u>	<u><u>187,709</u></u>

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

	State	Federal	Totals
1998-99 Actual	26,218	156,526	182,744
1998-99 Estimated	26,881	361,038	387,919
1999-2000 Proposed	34,381	292,693	327,074

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

	State	Federal	Totals
1998-99 Actual	26,881	361,038	387,919
1998-99 Estimated	34,381	292,693	327,074
1999-2000 Proposed	39,381	204,993	244,374

# Programs and Activities

# Aviation-2000-01

## Airport Operating Fund

	1998 -99 Actual	1998 -99 FTE	1999 -2000 Amended	1999 -2000 FTE	1999 -2000 Estimate	1999 -2000 FTE	2000 -01 Proposed	2000 -01 FTE	2000 -01 Approved	2000 -01 FTE
<b>FACILITIES MANAGEMENT</b>										
Building Maintenance	\$4,597,885	44.00	\$6,625,161	31.52	\$6,577,818	31.42	\$7,656,913	37.10	\$7,709,216	37.10
Facility Services	\$2,324,466	85.00	\$3,518,893	96.02	\$3,530,677	95.02	\$3,955,165	102.85	\$4,098,168	102.85
<b>FIELD MAINTENANCE</b>										
Airside Maintenance	\$1,285,839	18.00	\$1,310,929	17.30	\$1,246,291	17.30	\$1,953,367	22.30	\$1,975,356	22.30
Grounds Maintenance	\$544,988	15.00	\$939,529	14.30	\$977,513	14.30	\$1,224,318	23.30	\$1,245,651	23.30
<b>OPERATIONS</b>										
Airside Operations	\$849,744	11.00	\$741,864	11.60	\$837,104	11.60	\$808,756	12.60	\$826,563	12.60
Landside Operations	\$2,774,160	22.00	\$6,094,240	20.83	\$6,174,683	20.65	\$7,137,125	27.40	\$7,165,943	27.40
<b>PLANNING AND DEVELOPMENT</b>										
Design & Construction	\$901,135	6.00	\$215,539	1.80	\$271,683	2.80	\$449,805	5.30	\$459,643	5.30
Planning	\$300,378	5.00	\$273,780	4.80	\$224,449	5.80	\$422,884	4.80	\$430,637	4.80
<b>PUBLIC SAFETY</b>										
ARFF	\$2,958,140	0.00	\$2,666,842	0.00	\$2,778,268	0.00	\$3,031,116	0.00	\$3,031,116	0.00
Security	\$2,880,054	63.00	\$2,936,379	59.75	\$3,051,501	59.00	\$3,268,113	59.00	\$3,354,535	59.00
<b>SUPPORT SERVICES</b>										
Administration and Management	\$1,789,452	9.00	\$2,059,285	15.28	\$1,728,863	12.75	\$2,018,476	15.55	\$2,128,955	15.55
Financial Monitoring/ Budgeting	\$828,179	11.00	\$875,761	9.70	\$776,331	11.10	\$980,861	12.85	\$1,001,018	12.85
Information Technology Services	\$1,537,601	10.00	\$2,007,939	10.70	\$2,317,125	11.11	\$2,474,855	13.05	\$2,501,105	13.05
Personnel/ Training	\$173,932	3.00	\$727,719	8.40	\$574,663	9.95	\$820,886	10.70	\$839,959	10.70
PIO/Community Services	\$486,652	7.50	\$735,450	8.95	\$704,201	10.45	\$700,010	9.95	\$715,561	9.95

## Aviation-2000-01

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Purchasing/ M/WBE	\$185,073	4.00	\$614,981	11.25	\$485,681	10.35	\$544,540	11.10	\$559,478	11.10
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### TENANT MANAGEMENT

Tenant Management	\$413,757	6.00	\$444,098	8.05	\$383,601	6.65	\$386,371	6.40	\$398,257	6.40
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### TRANSFERS/OTHER REQUIREMENTS

Other Requirements	\$2,377,672	0.00	\$2,678,898	0.00	\$2,692,500	0.00	\$3,441,358	0.00	\$2,964,531	0.00
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Transfers	\$20,466,688	0.00	\$20,638,067	0.00	\$27,556,744	0.00	\$25,192,081	0.00	\$25,144,671	0.00
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<b>Total</b>	\$47,675,795	319.50	\$56,105,354	330.25	\$62,889,696	330.25	\$66,467,000	374.25	\$66,550,363	374.25
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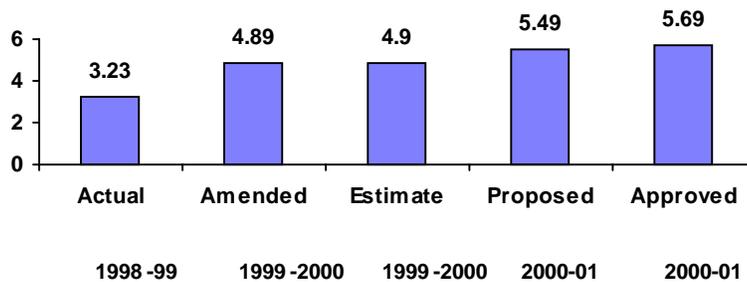
# Aviation-2000-01

**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:	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Facilities service cost per square foot	\$3.23	\$4.89	\$4.90	\$5.49	\$5.69

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

Activity Name	1998-99 Actual	1998-99 FTE	1999-2000 Amended	1999-2000 FTE	1999-2000 Estimate	1999-2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Building Maintenance	\$4,597,885	44.00	\$6,717,161	31.52	\$6,577,818	31.42	\$7,756,913	37.10	\$7,809,216	37.10
Facility Services	\$2,324,466	85.00	\$3,518,893	96.02	\$3,530,677	95.02	\$3,955,165	102.85	\$4,098,168	102.85
<b>Total</b>	<b>\$6,922,351</b>	<b>129.00</b>	<b>\$10,236,054</b>	<b>127.54</b>	<b>\$10,108,495</b>	<b>126.44</b>	<b>11,712,078</b>	<b>139.95</b>	<b>11,907,384</b>	<b>139.95</b>

# Aviation-2000-01

**Activity:** *Building Maintenance*

**Activity Code:** 4BLD

**Program Name:** FACILITIES MANAGEMENT

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$4,597,885	\$6,625,161	\$6,577,818	\$7,656,913	\$7,709,216
Expense Refunds	\$0	\$92,000	\$0	\$100,000	\$100,000
<b>Total Requirements</b>	<b>\$4,597,885</b>	<b>\$6,717,161</b>	<b>\$6,577,818</b>	<b>\$7,756,913</b>	<b>\$7,809,216</b>
<b>Full-Time Equivalents</b>	<b>44.00</b>	<b>31.52</b>	<b>31.42</b>	<b>37.10</b>	<b>37.10</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Building maintenance cost per square foot	Efficiency	\$1.58	\$2.32	\$2.10	\$2.48	\$2.49
Square feet of buildings maintained	Output	2,900,000	2,900,000	3,130,000	3,130,000	3,130,000
Incidents of noncompliance during federal inspections	Result	0	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 airport building maintenance program provides a preventive maintenance and repair program for all physical plant facilities, equipment, office space and storage units. This includes all HVAC equipment, plumbing, electrical equipment, passenger loading bridges, baggage carousals and conveyer systems and the airport paging system.

**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:** Five new FTEs will be added at a total cost of \$208,696 to perform preventative maintenance on airport equipment and systems. A 0.58 FTE increase is due to the internal reallocation of personnel. Increase in insurance costs totals \$39,679. Miscellaneous costs increased \$19,500. The rental of real estate office/Austin Bellyport Development for the department's warehouse is projected to increase \$37,642. The water service costs are projected to increase \$119,000 to account for the cost of irrigation for the airport landscape. Maintenance of software and other equipment increased \$203,000 to provide maintenance for several critical systems such as, the

## Aviation-2000-01

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**Activity:** *Building Maintenance*

**Activity Code:** *4BLD*

**Program Name:** *FACILITIES MANAGEMENT*

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airfield lighting control, airfield lighting monitoring system, terminal building power monitoring system and the HVAC controls systems in the terminal building and outlying buildings. Hardware/building materials and bridges/carousels increased \$30,000 and \$50,000 respectively, to replace the baggage conveyor system parts after the warranty expiration. All departmental office supplies were transferred to this activity at an increased cost of \$199,000. Capital items increased \$110,000 due to the anticipated acquisition of a fork lift, an airfield lighting regulator, lift equipment a power monitor, and a generator tester. An increased expense refund of \$8,000 is projected for cleaning the elevators and the parking garage and reimbursement for any damages made by airlines. The estimated increase of 230,000 square feet of buildings maintained is due to the anticipated acquisition of the Del Valle Schools. The total square feet of buildings maintained are expected to increase by 230,000 square feet or 8%; costs for maintenance is increasing by \$1.0 million or 15% causing the cost of maintenance per square foot to increase from \$2.32 per square foot to \$2.49 per square foot. The activity increases by \$52,303 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

George Purnell

512-530-6363

## Aviation-2000-01

**Activity:** Facility Services

**Activity Code:** 4FAS

**Program Name:** FACILITIES MANAGEMENT

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$2,324,466	\$3,518,893	\$3,530,677	\$3,955,165	\$4,098,168
<b>Total Requirements</b>	<b>\$2,324,466</b>	<b>\$3,518,893</b>	<b>\$3,530,677</b>	<b>\$3,955,165</b>	<b>\$4,098,168</b>
<b>Full-Time Equivalent</b>	<b>85.00</b>	<b>96.02</b>	<b>95.02</b>	<b>102.85</b>	<b>102.85</b>

### Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Facilities service cost per square foot	Efficiency	\$3.23	\$4.89	\$4.90	\$5.49	\$5.69
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	No data	80%	95%	95%	95%

**Activity History and Description:** Facility Services will clean and maintain all common areas in the new terminal building at Austin-Bergstrom International Airport and will be staffed for three shifts. In addition to the terminal, janitorial services will be provided to Department of Aviation reuse facilities as well as specific tenant leasehold buildings.

**Activity Objective:** The purpose of the facility services activity is to provide custodial services to maintain the airport facilities for the travelling 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:** Eight new FTEs are added at a total cost of \$187,369 to provide additional staffing for the cleaning, stocking, and sanitizing of the food court restrooms which have generated heavy traffic. One FTE was transferred to the Design and Construction activity. Trash collection costs for the outlying buildings, warehouse, maintenance shop, Hillcrest school, and the purchase of trash carts to be placed on the apron level for use by airlines have increased \$50,000. Shift differential is projected to increase \$65,000 due to the \$0.30 per hour increase mandated by City Council for second and third shifts. Health insurance is projected to increase by \$108,608. Facilities service cost per square foot is projected to increase \$0.80 in FY 2000-01 primarily due to the addition of eight new FTEs, increases in shift differential, overtime, and health insurance. A 95% satisfaction rating was received on the citizen survey conducted in 1999-2000 on the cleanliness of the airport. Based on these

## Aviation-2000-01

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**Activity:** *Facility Services*

**Activity Code:** *4FAS*

**Program Name:** *FACILITIES MANAGEMENT*

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results, the goal for 2000-01 has been set at 95%. The activity increases by \$143,003 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

George Purnell

512-530-6363

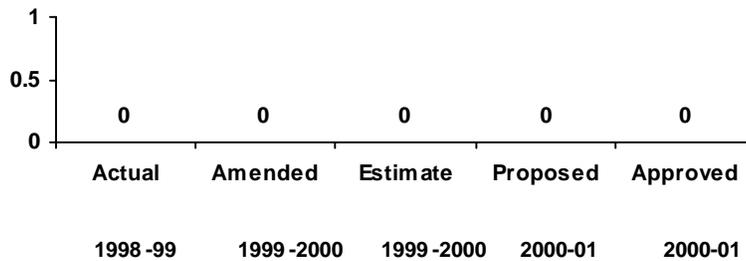
# Aviation-2000-01

**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:**

**Incidents of noncompliance with part 139 during federal inspections**



<b>Performance Measures:</b>	<b>1998-99 Actual</b>	<b>1999-2000 Amended</b>	<b>1999-2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
Incidents of noncompliance with part 139 during federal inspections	0	0	0	0	0

## List of Activities (Includes all Funding Sources)

<b>Activity Name</b>	<b>1998-99 Actual</b>	<b>1998-99 FTE</b>	<b>1999-2000 Amended</b>	<b>1999-2000 FTE</b>	<b>1999-2000 Estimate</b>	<b>1999-2000 FTE</b>	<b>2000-01 Proposed</b>	<b>2000-01 FTE</b>	<b>2000-01 Approved</b>	<b>2000-01 FTE</b>
Airside Maintenance	\$1,285,839	18.00	\$1,310,929	17.30	\$1,246,291	17.30	\$1,953,367	22.30	\$1,975,356	22.30
Grounds Maintenance	\$544,988	15.00	\$939,529	14.30	\$977,513	14.30	\$1,224,318	23.30	\$1,245,651	23.30
<b>Total</b>	<b>\$1,830,827</b>	<b>33.00</b>	<b>\$2,250,458</b>	<b>31.60</b>	<b>\$2,223,804</b>	<b>31.60</b>	<b>\$3,177,685</b>	<b>45.60</b>	<b>\$3,221,007</b>	<b>45.60</b>

# Aviation-2000-01

**Activity:** *Airside Maintenance*

**Activity Code:** *3ARR*

**Program Name:** *FIELD MAINTENANCE*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$1,285,839	\$1,310,929	\$1,246,291	\$1,953,367	\$1,975,356
<b>Total Requirements</b>	<b>\$1,285,839</b>	<b>\$1,310,929</b>	<b>\$1,246,291</b>	<b>\$1,953,367</b>	<b>\$1,975,356</b>

Full-Time Equivalent	18.00	17.30	17.30	22.30	22.30

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airside maintenance cost per aircraft operations	Efficiency	\$12.46	\$11.97	\$10.99	\$16.56	\$16.74
Airside maintenance costs per acre maintained	Efficiency	\$756	\$771	\$733	\$1,149	\$1,162
Number of acres maintained	Output	1700	1700	1700	1700	1700
Number of requests for emergency repair	Output	30	40	33	40	40
Incidents of noncompliance with part 139 during federal inspections	Result	0	0	0	0	0
Response time to emergency repairs from call to arrival	Result	1 hour or less	48 hours	1 hour or less	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:** Five temporary employees will be converted to full-time status at a total cost of \$155,338 to perform routine and preventative maintenance at night. Airside maintenance will be working 18 hours per day, seven days per week. Airside maintenance will be providing maintenance to vehicles for the entire department. All departmental fleet maintenance costs were transferred to Airside Maintenance at an increased cost of \$102,200 in order to efficiently manage the departments' fleet maintenance operations. All departmental

## Aviation-2000-01

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**Activity:** *Airside Maintenance*

**Activity Code:** 3ARR

**Program Name:** FIELD MAINTENANCE

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transportation fuel costs were transferred to Airside Maintenance at an increased cost of \$104,200. All departmental radio communications transferred to Information Technology at a decreased cost of \$52,000. Capital items increased \$340,000 for the planned purchase of sweeper, bucket truck, and the replacement of three vehicles. The performance measure "Airside maintenance cost per acre maintained" will increase \$391 in FY 2000-01 primarily due to the increase in FTE's and the purchase of capital items. Airside Maintenance costs per aircraft operations will increase \$4.59 due to the increase in FTEs and the purchase of capital items. The response time to emergency repairs from call to arrival will decline to 45 minutes with the addition of the new FTEs and the implementation of the 18 hours/day, 7days/week schedule change. The activity increases by \$21,989 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Patty Edwards

512-530-6366

# Aviation-2000-01

**Activity:** Grounds Maintenance

**Activity Code:** 3GRD

**Program Name:** FIELD MAINTENANCE

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$544,988	\$939,529	\$977,513	\$1,224,318	\$1,245,651
<b>Total Requirements</b>	<b>\$544,988</b>	<b>\$939,529</b>	<b>\$977,513</b>	<b>\$1,224,318</b>	<b>\$1,245,651</b>

<b>Full-Time Equivalent</b>	<b>15.00</b>	<b>14.30</b>	<b>14.30</b>	<b>23.30</b>	<b>23.30</b>
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## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Annual maintenance per acre maintained	Efficiency	\$218	\$376	\$391	\$489	\$498
Cost per enplanement	Efficiency	\$0.17	\$0.28	\$0.28	\$0.32	\$0.33
Number of Acres maintained	Output	2,500	2,500	2,500	2,500	2,500
Percentage of days when mowing schedule is complete	Result	80%	80%	85%	90%	90%
Percentage of unplanned replacements of plants	Result	0%	10%	0%	2%	2%

**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.

**Changes in Requirements and Performance Measures:** Nine,(4 - Street & Drainage Crew Leaders and 5 - Street & Drainage Assistants)temporary employees are to be converted to full-time status at a total cost of \$273,142. These nine positions will allow the grounds maintenance section to provide services 24 hours a day, seven days/week. The new FTEs will decrease the need for Maintenance Grounds contracts by

## Aviation-2000-01

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**Activity:** *Grounds Maintenance*

**Activity Code:** *3GRD*

**Program Name:** *FIELD MAINTENANCE*

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\$57,000. The purchase of paint striping equipment to be utilized on roadways, curbs, parking lots, etc. will increase capital items by \$50,000. The increase in projected FTEs is primarily responsible for the \$122 increase in annual grounds maintenance per acre maintained and the \$0.05 increase in ground maintenance costs per enplanements performance measures. The additional FTEs will also enable the percentage of days when mowing is complete to rise to 90% from 80%. The activity increases by \$21,333 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

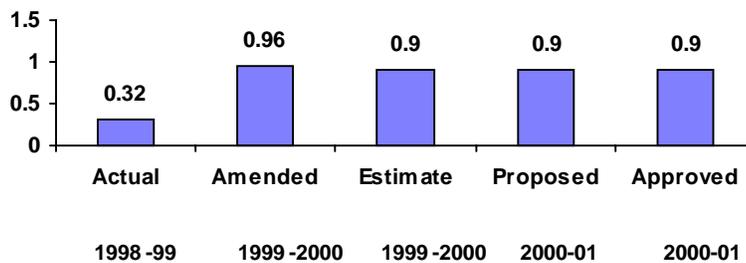
# Aviation-2000-01

**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 enplanement**



Performance Measures:	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Parking lot shuttle costs per enplanement	\$0.32	\$0.96	\$0.90	\$0.90	\$0.90
Zero findings of noncompliance with part 139 of federal regulations during federal inspections	0	0	2	0	0

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

Activity Name	1998-99 Actual	1998-99 FTE	1999-2000 Amended	1999-2000 FTE	1999-2000 Estimate	1999-2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Airside Operations	\$849,744	11.00	\$741,864	11.60	\$837,104	11.60	\$808,756	12.60	\$826,563	12.60
Landside Operations	\$2,774,160	22.00	\$6,094,240	20.83	\$6,174,683	20.65	\$7,137,125	27.40	\$7,165,943	27.40
<b>Total</b>	<b>\$3,623,904</b>	<b>33.00</b>	<b>\$6,836,104</b>	<b>32.43</b>	<b>\$7,011,787</b>	<b>32.25</b>	<b>\$7,945,881</b>	<b>40.00</b>	<b>\$7,992,506</b>	<b>40.00</b>

# Aviation-2000-01

**Activity:** *Airside Operations*

**Activity Code:** 2ARR

**Program Name:** OPERATIONS

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$849,744	\$741,864	\$837,104	\$808,756	\$826,563
<b>Total Requirements</b>	<b>\$849,744</b>	<b>\$741,864</b>	<b>\$837,104</b>	<b>\$808,756</b>	<b>\$826,563</b>
<b>Full-Time Equivalent</b>	<b>11.00</b>	<b>11.60</b>	<b>11.60</b>	<b>12.60</b>	<b>12.60</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airside operations costs per aircraft operation	Efficiency	\$8.24	\$6.78	\$7.38	\$6.86	\$7.01
Number of aircraft accidents	Output	no data	no data	no data	6 or less	6 or less
Number of aircraft operations	Output	103,186	109,500	113,442	117,980	117,980
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	0	0	2	0	0

**Activity History and Description:** In June 1997, Austin-Bergstrom International Airport(ABIA) opened as a FAR Part 139 Limited Certification Cargo Carrier Airport. In May of 1999, ABIA opened with a FAR Part 139 Airport Operation Certificate. ABIA is a larger facility with two air carrier runways. 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.

**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 Safety) 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:** One new FTE (Airside Operations Coordinator) is included at a total cost of \$42,410. The addition of the new position will assist the traveling public in the terminal. FICA/Medicare/Retirement costs are projected to increase \$16,897 for existing FTEs. The activity increases by \$17,807 over the Proposed Budget due to the distribution of pay for performance.

## Aviation-2000-01

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**Activity:** *Airside Operations*

**Activity Code:** *2ARR*

**Program Name:** *OPERATIONS*

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**Responsible Employee:**

Al Gallardo

512-530-5534

# Aviation-2000-01

**Activity:** *Landside Operations*

**Activity Code:** 2LND

**Program Name:** OPERATIONS

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$2,774,160	\$6,094,240	\$6,174,683	\$7,137,125	\$7,165,943
<b>Total Requirements</b>	<b>\$2,774,160</b>	<b>\$6,094,240</b>	<b>\$6,174,683</b>	<b>\$7,137,125</b>	<b>\$7,165,943</b>

<b>Full-Time Equivalent</b>	<b>22.00</b>	<b>20.83</b>	<b>20.65</b>	<b>27.40</b>	<b>27.40</b>
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**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of vehicles using parking facility	Demand	729,290	2,230,650	1,866,592	1,992,249	1,992,249
Parking lot shuttle costs per enplanement	Efficiency	\$0.32	\$0.96	\$0.90	\$0.90	\$0.90
Percent of parking tickets per total passengers	Output	11.3%	34.0%	27.3%	n/a	n/a
Percentage of parking facility usage per total passengers	Output	no data	no data	no data	26%	26%
Average transaction time to process a transaction when exiting the parking lot	Result	no data	no data	no data	no more than 1 minute	no more than 1 minute
Average wait time to catch the parking lot shuttle	Result	5.86 minutes	7 minutes	< 7 minutes	< 7 minutes	< 7 minutes
Average wait to exit the parking lot	Result	No data	15 minutes	< 5 minutes	n/a	n/a
Complaints received from ground transportation provider customers per month	Result	4.25	no more than 8	no more than 8	no more than 8	no more than 8
Number of visitor accidents resulting in injury	Result	122	N/A	108	120	120

**Activity History and Description:** Landside Management staff are responsible for the oversight of surface parking operations, commercial ground transportation, terminal operations, tenant relations, passenger services and the revenue control system management. Coordinate with ground transportation providers to ensure compliance with City and Department rules and regulations. Prepare reports and make recommendations to improve service for the traveling public.

**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-2000-01

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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:** The FY 2000-01 budget adds 7 transportation controllers positions at a total cost of \$198,208 to assist the general transportation area in the terminal. Services - other increased \$692,200 due to a projected increase in the AMPCO parking management contract as the result of adding new shuttle vehicles, vehicle maintenance, insurance, and fuel cost increases. The shift differential costs increased \$14,000 due to the shift differential increase from \$0.35 to \$0.65 per hour for evening shifts and \$0.45 to \$0.75 per hour for late night shifts. Transportation fees increased \$112,806. The activity increases by \$28,818 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Jerry Dinse

512-530-6331

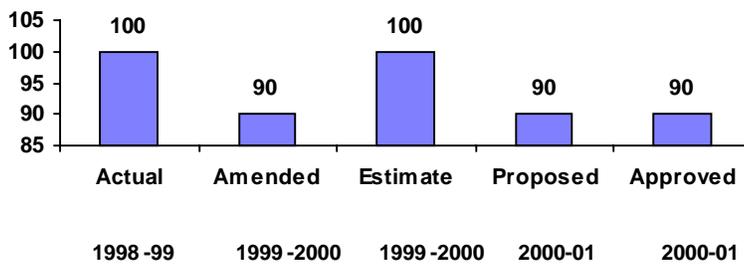
# Aviation-2000-01

**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**



<b>Performance Measures:</b>	<b>1998-99 Actual</b>	<b>1999-2000 Amended</b>	<b>1999-2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
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%	100%	100%	n/a	n/a

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

<b>Activity Name</b>	<b>1998-99 Actual</b>	<b>1998-99 FTE</b>	<b>1999-2000 Amended</b>	<b>1999-2000 FTE</b>	<b>1999-2000 Estimate</b>	<b>1999-2000 FTE</b>	<b>2000-01 Proposed</b>	<b>2000-01 FTE</b>	<b>2000-01 Approved</b>	<b>2000-01 FTE</b>
Design & Construction	\$901,135	6.00	\$215,539	1.80	\$271,683	2.80	\$449,805	5.30	\$459,643	5.30
Planning	\$300,378	5.00	\$273,780	4.80	\$224,449	5.80	\$422,884	4.80	\$430,637	4.80
<b>Total</b>	<b>\$1,201,513</b>	<b>11.00</b>	<b>\$489,319</b>	<b>6.60</b>	<b>\$496,132</b>	<b>8.60</b>	<b>\$872,689</b>	<b>10.10</b>	<b>\$890,280</b>	<b>10.10</b>

# Aviation-2000-01

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

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$901,135	\$215,539	\$271,683	\$449,805	\$459,643
<b>Total Requirements</b>	<b>\$901,135</b>	<b>\$215,539</b>	<b>\$271,683</b>	<b>\$449,805</b>	<b>\$459,643</b>
<b>Full-Time Equivalents</b>	<b>6.00</b>	<b>1.80</b>	<b>2.80</b>	<b>5.30</b>	<b>5.30</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Design and construction costs per annual CIP expenditures	Efficiency	\$0.01	\$0.03	\$0.01	\$0.02	\$0.03
Number of projects managed	Output	16	13	20	10	10
Change orders amount as a percent of total construction contract	Result	No data	< 10%	63.5%	<10%	<10%
Percent of CIP contract amount awarded to DBE's	Result	50.9%	30.0%	32.4%	31.0%	31.0%
Percent of projects completed on or under budget	Result	100%	90%	100%	90%	90%
Percentage of projects completed on time	Result	100%	90%	90%	90%	90%

**Activity History and Description:** Design and Construction will manage and develop the Capital Improvement Program projects for Austin Bergstrom International Airport.

**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:** Two new FTEs and a 0.5 temporary conversion are included in FY 2000-01 at a total cost of \$146,992. The Facilities Engineer (project manager) will be responsible for the ABIA Pavement Management Plan, oversight of the Storm Drainage & Utility Master Plans, and review plans & construction of "non-terminal" related tenant and third-party developments. An Engineering Tech C will be converted to permanent status to assist in the development of technical reports, review permits and plans for compliance with DOA regulations. A part-time Engineering Associate C will review plans submitted by tenants and third parties and function as utility coordinator. A research

## Aviation-2000-01

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**Activity:** *Design & Construction*

**Activity Code:** *6DES*

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

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analyst position was transferred from the facility services activity at an increased cost of \$44,363. The reduction in the number of CIP projects managed in FY 2001 is directly attributable to the completion of the new airport and the decline of necessary CIP projects. Interdepartmental charges for an Administrative Senior are included at a cost of \$37,278 to perform duties associated with contract compliance. The activity increases by \$9,838 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Charlie Whidden

512-530-6603

# Aviation-2000-01

**Activity:** *Planning*

**Activity Code:** *6PLN*

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

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$300,378	\$273,780	\$224,449	\$422,884	\$430,637
<b>Total Requirements</b>	<b>\$300,378</b>	<b>\$273,780</b>	<b>\$224,449</b>	<b>\$422,884</b>	<b>\$430,637</b>
<b>Full-Time Equivalents</b>	<b>5.00</b>	<b>4.80</b>	<b>5.80</b>	<b>4.80</b>	<b>4.80</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Planning costs per FTE	Efficiency	\$60,076	\$57,038	\$38,698	\$88,101	\$89,716
Planning costs per request	Efficiency	\$1,494	\$1,316	\$1,336	\$1,538	\$1,566
Number of responses to citizens' requests regarding aircraft noise, flight paths, and reviews of height limitations	Output	201	208	168	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	No data	15%	0%	1%	1%
Percentage of airport projects started on time	Result	no data	no data	no data	90%	90%
Prepare and publish in house planning studies to insure that airport projects are started on time	Result	100%	100%	100%	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 and design of engineering projects and to operate CADD software.

**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. 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.

**Changes in Requirements and Performance Measures:** One new FTE (Project Manager - Noise abatement) is included in FY 2000-01 to assist in the implementation of the noise abatement program at a cost of

## Aviation-2000-01

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**Activity:** *Planning*

**Activity Code:** *6PLN*

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

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\$67,957. A CADD engineering position will be eliminated at a decreased total cost of \$39,329. Consultant Services-Other is expected to increase \$100,000 for Airport site environmental issues including required annual update of Stormwater Pollution Prevention Plan (SWPPP), quality assurance sampling, and testing of Air Force monitoring wells for Texas Natural Resource Conservation Commission (TNRCC) regulations. Printing, binding and photography costs are projected to increase \$25,000 for the preparation of the SWPPP. The FY 1999-00 15% goal of implementation of Phase I of the Part 150 Noise Study decreased by 14 percentage points in FY 2000-01 due to a delay in approval and funding of the study. Federal approval and funding of the study is now anticipated in FY 2000-01. Subsequently, a consultant will be retained and the goal of one percent completion in FY 2000-01 appears reasonable in light of these circumstances. The \$32,678 increase in "Planning costs per FTE" and the \$250 increase in "Planning costs per request" performance measures is primarily attributable to the addition of the noise abatement project manager and the SWPPP consulting services. The increase of 67 in the "Number of responses to Citizens' requests regarding aircraft noise, flight paths, and reviews" performance measure is expected to increase as the noise study commences and receives widespread publicity. The activity increases by \$7,753 over the Proposed Budget due to the distribution.

**Responsible Employee:**

Tamara Moore

512-530-6625

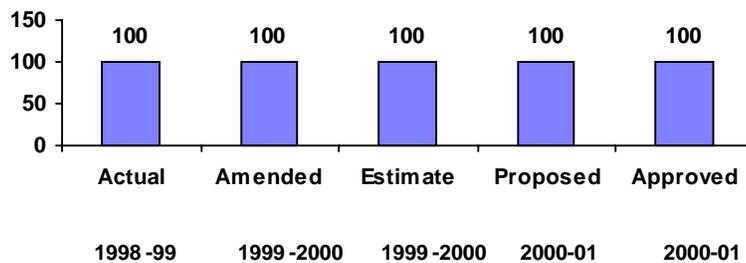
# Aviation-2000-01

**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**



<b>Performance Measures:</b>	<b>1998-99 Actual</b>	<b>1999-2000 Amended</b>	<b>1999-2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
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)

<b>Activity Name</b>	<b>1998-99 Actual</b>	<b>1998-99 FTE</b>	<b>1999-2000 Amended</b>	<b>1999-2000 FTE</b>	<b>1999-2000 Estimate</b>	<b>1999-2000 FTE</b>	<b>2000-01 Proposed</b>	<b>2000-01 FTE</b>	<b>2000-01 Approved</b>	<b>2000-01 FTE</b>
ARFF	\$2,958,140	0.00	\$2,666,842	0.00	\$2,778,268	0.00	\$3,031,116	0.00	\$3,031,116	0.00
Security	\$2,880,054	63.00	\$2,936,379	59.75	\$3,052,471	59.00	\$3,268,113	59.00	\$3,354,535	59.00
<b>Total</b>	<b>\$5,838,194</b>	<b>63.00</b>	<b>\$5,603,221</b>	<b>59.75</b>	<b>\$5,830,739</b>	<b>59.00</b>	<b>\$6,299,229</b>	<b>59.00</b>	<b>\$6,385,651</b>	<b>59.00</b>

# Aviation-2000-01

**Activity:** ARFF

**Activity Code:** 5ARF

**Program Name:** PUBLIC SAFETY

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$2,958,140	\$2,666,842	\$2,778,268	\$3,031,116	\$3,031,116
<b>Total Requirements</b>	<b>\$2,958,140</b>	<b>\$2,666,842</b>	<b>\$2,778,268</b>	<b>\$3,031,116</b>	<b>\$3,031,116</b>

<b>Full-Time Equivalent</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
ARFF costs per aircraft operations	Efficiency	\$28.67	\$24.36	\$24.49	\$25.69	\$25.69
Number of ARFF responses	Output	181	205	324	300	300
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. The unit 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 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 increases approved by Council in December 1999 increased salary requirements by \$347,356, indirect costs increased \$28,992 and other costs decreased \$12,074. The variance of 95 responses between FY00 and FY01 in the performance measure "Number of ARFF Responses" is the result of anticipated increases of incidents due to increased passenger

## Aviation-2000-01

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**Activity:** ARFF

**Activity Code:** 5ARF

**Program Name:** PUBLIC SAFETY

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traffic and increased flights at ABIA.

**Responsible Employee:**

Craig Braddock

512-385-3532

# Aviation-2000-01

**Activity:** Security

**Activity Code:** 5SEC

**Program Name:** PUBLIC SAFETY

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$2,880,054	\$2,936,379	\$3,051,501	\$3,268,113	\$3,354,535
Expense Refunds	\$0	\$0	\$970	\$0	\$0
<b>Total Requirements</b>	<b>\$2,880,054</b>	<b>\$2,936,379</b>	<b>\$3,052,471</b>	<b>\$3,268,113</b>	<b>\$3,354,535</b>
<b>Full-Time Equivalents</b>	<b>63.00</b>	<b>59.75</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport security costs per passenger	Efficiency	\$0.45	\$0.45	\$0.44	\$0.43	\$0.44
Number of responses to screening incidents	Output	107	365	1460	1450	1450
Incidents of crimes on airport property	Result	1287	1700	1320	1400	1400
Number of findings of non-compliance with FAR part 107 during federal inspections	Result	0	0	5	2	2
Number of traffic accidents on airport property	Result	99	175	96	100	100

**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, 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. Security equipment. Coordination with other law enforcement agencies. Anti-terrorism/anti-hijacking security program. Uniform costs. Enforce security in compliance with FAA standards. Medical first responder.

**Changes in Requirements and Performance Measures:** In FY 2000-01, this activity is projecting salary increases of \$51,262, as part of the Career Development Program, which allows airport police to earn up to an 8% annual increase in wages if they participate and meet certain requirements. Holidays worked increased \$10,000 and emergency maintenance system repairs increased \$10,000 in anticipation of security

## Aviation-2000-01

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**Activity:** Security

**Activity Code:** 5SEC

**Program Name:** PUBLIC SAFETY

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system repairs. Shift differential is projected to increase \$21,600 due to the shift differential increase of \$0.30 per hour for second and third shifts. Terminal pay is projected to increase \$72,924 due to expected retirements. Insurance is projected to increase \$67,494 due to the rate increase. FICA, medicare and retirement increases total \$27,537 due to salary increases related to the Career Development Program and an increase in the retirement contribution. Other services will increase \$50,800 to implement a security guard service on demand contract to be utilized if needed in the event of an emergency. The variance in the performance measure, "Incidents of crime on airport property" between FY00 and FY01 is the result of anticipated increases in the number of incidents at the larger airport. The decline in the number of traffic accidents on airport property between FY00 and FY01 is due to an overestimation of accidents in 1999-2000. The increase of 1,085 in the number of responses to screening incidents in FY01 as compared to FY00 is due to the expected increase in passenger traffic at ABIA. The increase of two findings of non-compliance with FAR part 107 during federal inspections in FY 2000-01 is the result of federal implementation of the "Special Assessment" inspections which occur more frequently and are more detailed in nature, with zero tolerance levels. A 0.75 FTE decrease is due to the internal reallocation of personnel. The activity increases by \$86,422 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Kenneth Cox

512-530-7534

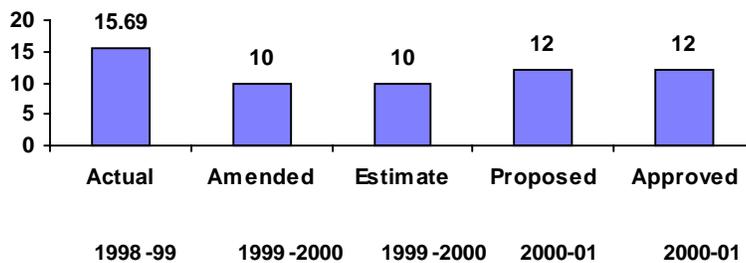
# Aviation-2000-01

**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**



<b>Performance Measures:</b>	<b>1998-99 Actual</b>	<b>1999-2000 Amended</b>	<b>1999-2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
Employee turnover rate	15.69%	10.00%	10.00%	12.00%	12.00%
Information technology support costs per workstation	\$3,417	\$8,582	\$5,793	\$6,807	\$6,862
Lost time rate	3.27%	4.0%	5.0%	5.0%	5.0%
Percent of information technology problems resolved at time of call	41.5%	30.0%	79.0%	92.70%	92.70%
Percent of under \$5,000 competitive procurement awards to certified M/WBE vendors	MBE 7.26% WBE 7.1%	MBE 25% WBE 10%	MBE 11.95% WBE 9.05%	MBE 25.00% WBE 10.00%	MBE 25.00% WBE 10.00%
Percent variance of CYEs to actual expenditures	Q1: 7%; Q2: 0%; Q3: 0%	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	Q1: 1% Q2: 0% Q3: 0%	Q1: 2%; Q2: 2%; Q3: 1%	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	25	30	28	30	30

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

<b>Activity Name</b>	<b>1998-99 Actual</b>	<b>1998-99 FTE</b>	<b>1999-2000 Amended</b>	<b>1999-2000 FTE</b>	<b>1999-2000 Estimate</b>	<b>1999-2000 FTE</b>	<b>2000-01 Proposed</b>	<b>2000-01 FTE</b>	<b>2000-01 Approved</b>	<b>2000-01 FTE</b>
Administration and Management	\$1,789,452	9.00	\$2,069,285	15.28	\$1,738,863	12.75	\$2,028,476	15.55	\$2,138,955	15.55

## Aviation-2000-01

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<i>Program:</i>	<i>SUPPORT SERVICES</i>									
Financial Monitoring/Budgeting	\$828,179	11.00	\$875,761	9.70	\$776,331	11.10	\$980,861	12.85	\$1,001,018	12.85
Information Technology Services	\$1,537,601	10.00	\$2,402,939	10.70	\$2,780,454	11.11	\$3,267,287	13.05	\$3,293,537	13.05
Personnel/Training	\$173,932	3.00	\$727,719	8.40	\$574,663	9.95	\$820,886	10.70	\$839,959	10.70
PIO/Community Services	\$486,652	7.50	\$735,450	8.95	\$704,201	10.45	\$700,010	9.95	\$715,561	9.95
Purchasing/M/WBE	\$185,073	4.00	\$614,981	11.25	\$485,681	10.35	\$544,540	11.10	\$559,478	11.10
<b>Total</b>	<b>\$5,000,889</b>	<b>44.50</b>	<b>\$7,426,135</b>	<b>64.28</b>	<b>\$7,060,193</b>	<b>65.71</b>	<b>\$8,342,060</b>	<b>73.20</b>	<b>\$8,548,508</b>	<b>73.20</b>

# Aviation-2000-01

**Activity:** Administration and Management

**Activity Code:** 9ADM

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$1,789,452	\$2,059,285	\$1,728,863	\$2,018,476	\$2,128,955
Expense Refunds	\$0	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Requirements</b>	<b>\$1,789,452</b>	<b>\$2,069,285</b>	<b>\$1,738,863</b>	<b>\$2,028,476</b>	<b>\$2,138,955</b>
<b>Full-Time Equivalents</b>	<b>9.00</b>	<b>15.28</b>	<b>12.75</b>	<b>15.55</b>	<b>15.55</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
airline cost per enplaned passenger	Efficiency	\$5.98	\$6.78	\$6.63	\$7.47	\$7.47
Cost per total department budget	Efficiency	4.5%	4.0%	3.4%	3.4%	3.6%
Number of grievances and appeals per 100 employees	Output	1	3	3	3	3
Sick leave hours used per 1,000 hours (does not include termination benefits)	Output	No data	20.0	31.43	20	20
Total airline flights	Output	no data	no data	no data	54,854	54,854
Total department budget	Output	\$40,003,065	\$52,073,488	\$50,788,030	\$59,195,479	\$59,326,252
Employee turnover rate	Result	15.69%	10.00%	10.00%	12.00%	12.00%
Number of non-stop flights	Result	29	34	34	35	35
Percent of CAFs submitted within deadline	Result	69.3%	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, tenant management and personnel/training are under the supervision of the Director of Finance and Administration. Operations and Maintenance, network systems, planning and development are the responsibility of the Director of Facilities and Operations.

**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 meetings. Meeting with Airline Representatives. Council meetings. Coordination with Chamber of Commerce. Board and commission support.

## Aviation-2000-01

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**Activity:** *Administration and Management*

**Activity Code:** 9ADM

**Program Name:** SUPPORT SERVICES

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Developing business plans and performance measures. Request for information. Federal Aviation Administration - DOT. Subscriptions and memberships. City Manager, Assistant City managers, Department Directors and associated office expenses.

**Changes in Requirements and Performance Measures:**

Legal services are expected to increase \$235,000 for federal agency representation services. One internal auditor position will assist with the new parking management section at a total cost of \$50,507. One FTE was transferred to the Financial Monitoring and Budgeting activity. The transfer of telephone costs to the Information Technology activity resulted in a decrease of \$200,000. The transfer of office supplies to Building Maintenance results in a decrease of \$134,222. Personnel benefits increased \$12,688. The increased total department budget of \$7.1 million is primarily due to the addition of 44 new positions at \$1.5 million; Services - Other of \$0.8 million; Capital items of \$0.5 million; overtime, shift differential, increase in salaries, terminal pay, holidays worked, and retirement of \$0.4 million; wage adjustment increases of \$0.5 million; increased ARFF costs of \$0.4 million; legal fees of \$0.2 million; software maintenance of \$0.2 million; insurance costs, water service costs, consultant services of \$0.4 million; small tools and carousel and bridges parts of \$0.1 million, increases in transfers out of \$1.3 million and other requirement increases. An expense refund is projected for the safety initiative proposal. The increase in the employee turnover rate of two percentage points is attributable to the increase in personnel. An increase of \$83,363 was approved during budget adoption for expenses related to the Morris Williams Golf Course land. The activity increases by \$110,479 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Chuck Griffith

512-530-7530

# Aviation-2000-01

**Activity:** Financial Monitoring/Budgeting

**Activity Code:** 9BUD

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$828,179	\$875,761	\$776,331	\$980,861	\$1,001,018
<b>Total Requirements</b>	<b>\$828,179</b>	<b>\$875,761</b>	<b>\$776,331</b>	<b>\$980,861</b>	<b>\$1,001,018</b>

<b>Full-Time Equivalent</b>	<b>11.00</b>	<b>9.70</b>	<b>11.10</b>	<b>12.85</b>	<b>12.85</b>
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## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Total department budget per dollar of financial monitoring expense	Efficiency	\$48.30	\$59.46	\$65.42	\$60.35	\$59.27
Total financial monitoring expense	Output	\$828,179	\$875,761	\$776,331	\$980,861	\$1,001,018
Percent of reporting deadlines met	Result	No data	100%	100%	100%	100%
Percent variance of CYEs to actual expenditures	Result	Q1: 7%; Q2: 0%; Q3: 0%	Q1: 2%; Q2: 2%; Q3: 1%			
Percent variance of CYEs to actual revenue	Result	Q1: 1% Q2: 0% Q3: 0%	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:** Two new FTEs (Accountant III and Accounting Technician) are added at an increased cost of \$82,439. The Account Tech will assist with the new parking management system. The Accountant III position will assist in the accounts receivable section. One FTE was transferred from the Administration and Management activity. One half of an FTE was transferred in from the

## Aviation-2000-01

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

**Activity Code:** *9BUD*

**Program Name:** *SUPPORT SERVICES*

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Purchasing/M/WBE activity. Insurance, FICA, Medicare, and retirement will increase \$12,854. The increase in the performance measure "Total financial monitoring expense" of \$125,257 is due primarily to the new FTEs. The activity increases by \$20,157 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Barbara Tipple

512-530-6688

## Aviation-2000-01

**Activity:** Information Technology Services

**Activity Code:** 9CPU

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$1,537,601	\$2,007,939	\$2,317,125	\$2,474,855	\$2,501,105
Expense Refunds	\$0	\$395,000	\$463,329	\$792,432	\$792,432
<b>Total Requirements</b>	<b>\$1,537,601</b>	<b>\$2,402,939</b>	<b>\$2,780,454</b>	<b>\$3,267,287</b>	<b>\$3,293,537</b>
<b>Full-Time Equivalents</b>	<b>10.00</b>	<b>10.70</b>	<b>11.11</b>	<b>13.05</b>	<b>13.05</b>

### Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Information technology support costs per workstation	Efficiency	\$3,417	\$8,582	\$5,793	\$6,807	\$6,862
Total number of workstations supported	Output	450	280	480	480	480
Percent of information technology problems resolved at time of call	Result	41.5%	30.0%	79.0%	92.70%	92.70%

**Activity History and Description:** Responsible for acquisition, installation, and maintenance of hardware and software for about 480 computer workstations. Also responsible for acquisition and maintenance of hardware and software for six Local Area Networks (LANs). Provide support for the shared tenant services (telephone system) at ABIA.

**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:** 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. Telephone support.

**Changes in Requirements and Performance Measures:** Two positions (Data Base Administrator and Network System Administrator) are added at a total cost of \$116,290. The Network Administrator is a temporary employee to be converted to permanent status. Increase in regular salaries totaled \$85,101 as Network Administrators were reclassified to Data Base Administrators. Consultant services increased \$110,000 for technical support to help manage Radio Frequencies at ABIA. Telephone charges increased \$245,360 due to reallocation of all expenses to this activity. Small tools/Minor equipment will decrease \$100,000 due to the reduction in

## Aviation-2000-01

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**Activity:** *Information Technology Services*

**Activity Code:** *9CPU*

**Program Name:** *SUPPORT SERVICES*

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the relocation costs of Aviation employees, Aviation on-sight consultants, and ABIA tenants as the new airport moves away from an under- construction phase and into an operational phase. Expense refunds are projected to increase \$397,432 for reimbursement for the use of phone switches by tenants. The decrease in information technology support costs per workstation in FY 2000-01 is primarily attributable to the addition of 200 workstations. The increase in "percent of information technology problems resolved at time of call" of 62.7 percentage points is due to Information Technology staff becoming more familiar with ABIA technology environment and a change in the methodology for this measure. In FY01, staff will track only major problems and results as opposed to tracking all problem notifications. The activity increases by \$26,250 due to the distribution of pay for performance.

**Responsible Employee:**

Michelle Moheet

512-530-6336

# Aviation-2000-01

**Activity:** Personnel/Training

**Activity Code:** 9TRN

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$173,932	\$727,719	\$574,663	\$820,886	\$839,959
<b>Total Requirements</b>	<b>\$173,932</b>	<b>\$727,719</b>	<b>\$574,663</b>	<b>\$820,886</b>	<b>\$839,959</b>

<b>Full-Time Equivalent</b>	<b>3.00</b>	<b>8.40</b>	<b>9.95</b>	<b>10.70</b>	<b>10.70</b>
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## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Personnel cost per FTE	Efficiency	\$177.94	\$1,769.32	\$1,305.87	\$1,544.50	\$1,580
Training cost per FTE	Efficiency	\$366.45	\$434.22	\$434.22	\$648.91	\$664
Number of employee injuries	Output	33	35	35	35	35
Total cost of personnel administration	Output	\$56,852	\$584,319	\$431,263	\$578,030	\$578,030
Total training cost	Output	\$117,080	\$143,400	\$143,400	\$242,856	\$242,856
Lost time rate	Result	3.27%	4.0%	5.0%	5.0%	5.0%
Payroll error rate	Result	< 1%	< 1%	< 1%	< 1%	< 1%
Percent of resignations leaving the City that complete exit interview	Result	No data	90%	50%	90%	90%
Personnel Action Form (PAF) error rate	Result	No data	10%	15%	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, and regular employment benefits.

**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. SSPR's. Secretarial/clerical support. Reception. Mail distribution.

## Aviation-2000-01

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**Activity:** *Personnel/Training*

**Activity Code:** *9TRN*

**Program Name:** *SUPPORT SERVICES*

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**Changes in Requirements and  
Performance Measures:**

One new FTE (Human Resources Assistant) is added in FY 2000-01 to staff the employment lobby at a total cost of \$34,183. A 1.3 FTE increase is due to the internal reallocation of personnel. The re-classification of an administrative senior to a Health and Safety Coordinator increased salaries \$20,929. Health insurance, FICA/Medicare, and retirement costs increased \$21,158. Educational services and seminar fees increased \$20,650 due to increases in the number of personnel. Miscellaneous cost decreases total \$3,753. The increase in the performance measure training costs per FTE of \$230 is attributable to the \$99,456 increase in training costs in FY 2000-01 due to the inclusion of 100% of the salary of the department's Organization Development and Training Specialist and 60% of the salary of a Programmer Analyst B who is providing software/hardware and computer related training for the department. The activity increases by \$19,073 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Liz Haran

512-530-6390

# Aviation-2000-01

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

**Activity Code:** *9SVC*

**Program Name:** *SUPPORT SERVICES*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$486,652	\$735,450	\$704,201	\$700,010	\$715,561
<b>Total Requirements</b>	<b>\$486,652</b>	<b>\$735,450</b>	<b>\$704,201</b>	<b>\$700,010</b>	<b>\$715,561</b>
<b>Full-Time Equivalent</b>	<b>7.50</b>	<b>8.95</b>	<b>10.45</b>	<b>9.95</b>	<b>9.95</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of media contacts	Demand	No data	624	235	167	167
Cost per value of department-initiated media coverage	Efficiency	No data	55,000/month	58,333/month	\$37,500/ month	\$37,500/ month
Number of media calls per requests responded to	Output	No data	520	700	500	500
Percent of media calls per request responded to	Result	100%	100%	100%	100%	100%

**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.

**Changes in Requirements and Performance Measures:** One-half of an Event Coordinator position (20 hours) will be eliminated at a decreased cost of \$20,957. One and a half FTEs were transferred from the Tenant Management activity. Miscellaneous cost decreases total \$15,636. The decline in the performance measures "Activity cost per value of department initiated media coverage" of \$17,500 and "Number of media contacts" of 457 in FY 2000-01 is due to the decline in media coverage after

## Aviation-2000-01

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

**Activity Code:** *9SVC*

**Program Name:** *SUPPORT SERVICES*

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Y2K and the grand opening ceremonies of ABIA. One and a half FTEs were transferred from the Tenant Management activity. The activity increases by \$15,551 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Jamy Kazanoff

512-530-6681

# Aviation-2000-01

**Activity:** Purchasing/M/WBE

**Activity Code:** 9PUR

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$185,073	\$614,981	\$485,681	\$544,540	\$559,478
<b>Total Requirements</b>	<b>\$185,073</b>	<b>\$614,981</b>	<b>\$485,681</b>	<b>\$544,540</b>	<b>\$559,478</b>
<b>Full-Time Equivalent</b>	<b>4.00</b>	<b>11.25</b>	<b>10.35</b>	<b>11.10</b>	<b>11.10</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Internal time from purchasing (over \$5,000 purchases)	Efficiency	5 days	5 days	2 days	5 days	5 days
Internal time from time of request to time order is placed (under \$5,000 purchases)	Efficiency	No data	2 days	1 day	1 day	1 day
Purchasing cost per dollar purchased (under \$5,000 only)	Efficiency	\$0.24	\$0.84	\$0.59	\$0.68	\$0.70
Purchasing cost per transaction	Efficiency	\$15.69	\$61.50	\$39.78	\$40.55	\$41.66
Number of specifications issued	Output	no data	175	no data	175	175
Number of transactions	Output	11,798	10,000	12,208	13,429	13,429
Percent of under \$5,000 competitive procurement awards to certified M/WBE vendors	Result	MBE 7.26% WBE 7.1%	MBE 25% WBE 10%	MBE 11.95% WBE 9.05%	MBE 25.00% WBE 10.00%	MBE 25.00% WBE 10.00%
Turnaround time for accounts payable within the Department	Result	25	30	28	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 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:** One vacant buyer position is no longer funded by Aviation resulting in a \$48,386 decrease in interdepartmental charges. The decline in the purchasing cost per transaction of \$19.84 in FY 2000-01 as compared to FY

## Aviation-2000-01

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

**Activity Code:** *9PUR*

**Program Name:** *SUPPORT SERVICES*

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1999-00 is due to the \$70,441 decrease in the budget and 3,429 (34%) increase in number of transactions. The increase in transactions in FY 2000-01 of 3,429 indicates significant increases in the activity. The decline in the performance measure "Purchasing costs per dollars purchased (under \$5,000)" in FY 2000-01 from FY 1999-00 is due to the decrease in purchasing costs of \$70,441 and increase in dollars purchased (under \$5,000) in the amount of \$67,880. The projected FY 2000-01 decline of one day in the internal time from time of request to time order is placed (for under \$5,000 purchases) is due to improvements in the way in which the measure is tracked in FY01. The FY 2000-01 budget converts a temporary Store Specialist position to permanent status to perform duties associated with the central stores warehouse operations at a total cost of \$30,277. One half of an FTE (Account Tech Sr.) was transferred to the Financial Monitoring and Budgeting activity at a reduced cost of \$16,208. A 0.25 FTE decrease is due to the internal reallocation of personnel at a reduced cost of \$27,284. A 0.45 FTE decrease is due to the internal reallocation of personnel. The activity increases by \$14,938 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Brenda Helgren

512-530-6691

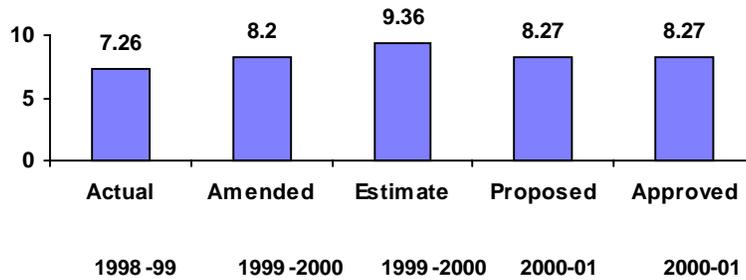
# Aviation-2000-01

**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:	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Concession revenue per enplaned passenger	\$7.26	\$8.20	\$9.36	\$8.27	\$8.27

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

Activity Name	1998-99 Actual	1998-99 FTE	1999-2000 Amended	1999-2000 FTE	1999-2000 Estimate	1999-2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Tenant Management	\$413,757	6.00	\$444,098	8.05	\$383,601	6.65	\$386,371	6.40	\$398,257	6.40
<b>Total</b>	\$413,757	6.00	\$444,098	8.05	\$383,601	6.65	\$386,371	6.40	\$398,257	6.40

## Aviation-2000-01

**Activity:** Tenant Management

**Activity Code:** 7TMG

**Program Name:** TENANT MANAGEMENT

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$413,757	\$444,098	\$383,601	\$386,371	\$398,257
<b>Total Requirements</b>	<b>\$413,757</b>	<b>\$444,098</b>	<b>\$383,601</b>	<b>\$386,371</b>	<b>\$398,257</b>
<b>Full-Time Equivalent</b>	<b>6.00</b>	<b>8.05</b>	<b>6.65</b>	<b>6.40</b>	<b>6.40</b>

### Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of deplaned passengers	Demand	3,213,153	3,243,391	3,470,033	3,817,000	3,817,000
Number of enplaned passengers	Demand	3,223,911	3,334,565	3,482,000	3,829,000	3,829,000
Total cargo tonnage	Demand	133,330	431,828	137,463	143,099	143,099
Concession revenue per enplaned passenger	Efficiency	\$7.26	\$8.20	\$9.36	\$8.27	\$8.27
Tenant management costs per contract managed	Efficiency	\$19,703	\$22,205	\$17,436	\$17,562	\$18,103
Number of meetings held with each tenant group	Output	3	4	4	4	4
Number of concession contracts managed	Output	21	20	22	22	22
Food/beverage concessions per enplaned passenger	Result	\$0.27	\$0.30	\$0.36	\$0.34	\$0.34
News/gifts concessions per enplaned passenger	Result	\$0.23	\$0.21	\$0.28	\$0.26	\$0.26
Percent change in concession revenue	Result	22.69%	26.0%	19.16%	-2.82%	-2.82%
Rental car revenue per passenger deplaned	Result	\$1.80	\$1.62	\$1.92	\$1.68	\$1.68
Rental car transaction per deplaned passenger	Result	No data	48.53%	25.94%	24.89%	24.89%
Violations of street pricing policies	Result	2	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

## Aviation-2000-01

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**Activity:** *Tenant Management*

**Activity Code:** *7TMG*

**Program Name:** *TENANT MANAGEMENT*

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on the facilities used and the services provided.

**Activity Objective:** The purpose of the tenant management activity is to negotiate leases and 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:** One and one-half FTEs (one administrative specialist and 1/2 arts coordinator) were transferred to the PIO activity at a savings of \$60,841. While terminal concessions at ABIA have been very successful, the leveling off of the percent change in projected concession revenue in FY 2000-01 (i.e., -2.82%) reflects the second full year of operations at ABIA (i.e., the 26% increase in concession revenue in FY 1999-00 reflected the first full year of operations at ABIA compared to operations RMMA/ABIA). The projected decline of \$4,102 in the tenant management costs per contract managed in FY 2000-01 as compared to FY 1999-00 is directly attributable to the decreased expenses resulting from the transfer of FTEs to the PIO activity and a slight increase in the number of contracts managed. The rental car transactions per deplaned passenger in FY 2000-01 is projected to decline 23.6 percentage points from FY 1999-00 due to a decrease in the number of rental car transactions. The FY01 percentage is a more realistic goal based on current experiences at the new airport. The projected FY 2000-01 increase of \$0.05 in the news/gifts concessions per enplaned passenger (i.e. \$0.26) over FY 1999-00 is due to the increased revenue expected to be realized in FY 2000-01. The projected FY 2000-01 increase of \$0.04 in the food/beverage concessions per enplaned passenger (i.e. \$0.34) over FY 1999-00 is due to the increased revenue expected to be realized in FY 2000-01. The projected increase in enplanements of 494,435 in FY 2000-01 is due to a higher growth rate projected in FY 2000-01 over the prior year. The projected increase in deplanements of 573,609 in FY 2000-01 is due to a higher growth rate projected in FY 2000-01 over the prior year. In FY 1999-2000, total cargo tonnage was budgeted at 431,828 tons in error. Accordingly, there is a large variance of 288,729 noted when comparing FY 2000-01 to FY 1999-2000 amounts. The activity increases by \$11,886 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Tamy Kazanott

512-530-6681

# Aviation-2000-01

**Activity:** Other Requirements

**Activity Code:** 9REQ

**Program Name:** TRANSFERS/OTHER REQUIREMENTS

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$2,377,672	\$2,678,898	\$2,692,500	\$3,441,358	\$2,964,531
<b>Total Requirements</b>	<b>\$2,377,672</b>	<b>\$2,678,898</b>	<b>\$2,692,500</b>	<b>\$3,441,358</b>	<b>\$2,964,531</b>

Full-Time Equivalent	0.00	0.00	0.00	0.00	0.00
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**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 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 \$51,645. The Approved Budget includes \$491,289 for salary increases associated with Pay for Performance in 2001. The budget also includes an increase for wage compensation of \$104,846. Administrative support is projected to increase \$635,836 in FY 2000-01. The 1999-2000 budget included an expense for the 27th payroll which only occurs every eleven years. The 2000-01 approved budget does not include this expense of \$482,400.

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

# Aviation-2000-01

**Activity:** Transfers

**Activity Code:** 9xfr

**Program Name:** TRANSFERS/OTHER REQUIREMENTS

Requirements and FTE	1998 -99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Airport Operating Fund	\$20,466,688	\$20,638,067	\$27,556,744	\$25,192,081	\$25,144,671
<b>Total Requirements</b>	<b>\$20,466,688</b>	<b>\$20,638,067</b>	<b>\$27,556,744</b>	<b>\$25,192,081</b>	<b>\$25,144,671</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	1998-99 Actual	1999 -2000 Amended	1999 -2000 Estimate	2000-01 Proposed	2000-01 Approved
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**Activity History and Description:**

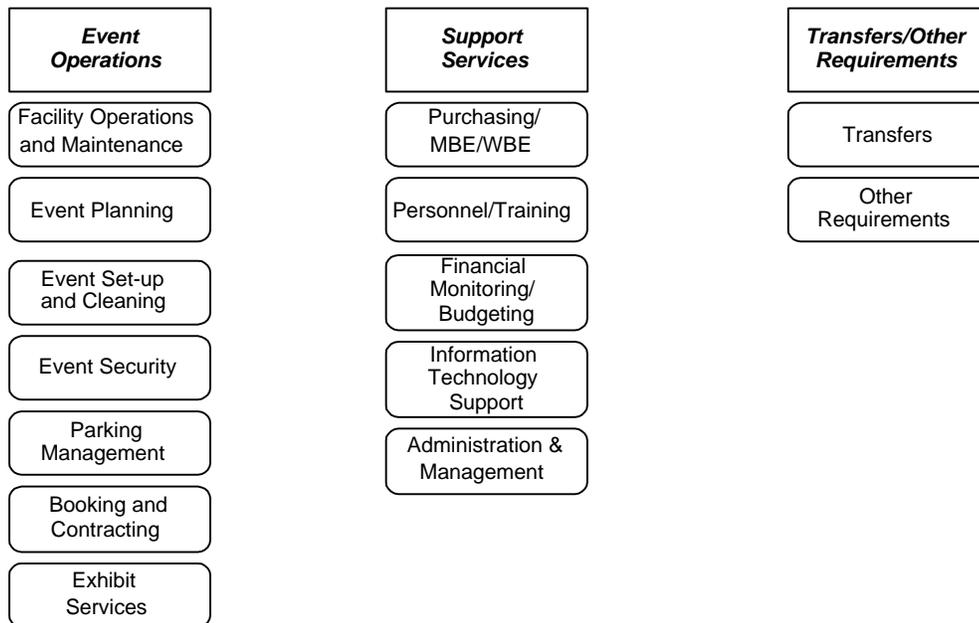
**Activity Objective:** To account for transfers made at the fund level and to other funds including the GO Debt Service Fund, the Airport Revenue Bond Debt Service Fund, the Airport Variable Rate Notes Debt Service Fund, and the annual contribution to the Airport Capital Fund for fiscal year 2000-01

**Services of the Activity:**

**Changes in Requirements and Performance Measures:** In FY 2000-01, an increase in transfers in Airport Revenue Bond Debt Service is projected at a cost of \$725,053. The Airport Variable Notes Debt Service will increase \$603,668. The contribution to the capital fund will increase \$3,239,655. An increased transfer out to the Aviation Capital Fund totalling \$47,410, was approved during budget adoption.

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

# Austin Convention Center Department — 2000–01



LEGEND= Programs Activities

	1998-1999 Actual	1999-2000 Amended	1999-2000 Estimated	2000-01 Proposed	2000-01 Approved
<b>Convention Center Combined Funds</b>					
<b>Convention Center Funds</b>					
Revenue	\$25,475,828	\$22,304,326	\$23,984,488	\$23,971,721	\$23,971,721
Requirements	\$19,354,068	\$32,002,722	\$31,716,550	\$28,200,971	\$28,299,398
<b>Venue Project Fund</b>					
Revenue	\$5,137,836	\$5,852,378	\$6,491,181	\$6,452,222	\$6,452,222
Requirements	\$2,647,197	\$6,325,765	\$5,912,061	\$7,497,633	\$7,497,633
<b>Town Lake Park Venue Project Fund</b>					
Revenue	\$2,190,371	\$3,818,925	\$4,653,150	\$4,691,250	\$4,691,250
Requirements	\$0	\$1,821,183	\$1,711,322	\$10,710,206	\$10,710,206
<b>Full-time Equivalents (FTE's)</b>	118.00	127.00	127.00	154.00	154.00

# **Austin Convention Center Department — 2000-01**

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## **Purpose and Nature of Fund**

The Convention Center Funds include the Tax Fund, and the Operating Fund. Bonds which required a separate Revenue Fund and Operating Reserve Fund have been refunded. Therefore these funds have been omitted in the FY01 Budget; all revenue and requirements which were previously in these funds have been moved to the Operating Fund. The purpose of the remaining 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 and expansion 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.

For fiscal year 2000-01, the Convention Center Combined Funds will also include the Town Lake Park Venue Project Fund. On November 3, 1998, voters approved the Town Lake Park Community Events Center Project, to be funded through a tax on motor vehicle rentals in the City. The Town Lake Park Venue Project Fund is a special revenue fund established to deposit revenue received from the rental car tax. Vehicle rental tax receipts are based on a tax rate of 5% of gross short-term vehicle rental receipts.

The Convention Center Combined Funds, Venue Project Fund, and the Town Lake Park Venue Fund 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 2.0 cent increase in the Bed Tax to fund the Convention Center Expansion/Waller Creek Tunnel Project. On November 3, 1998, voters approved a tax rate of 5% of gross short-term vehicle rental receipts to fund the Town Lake Park Community Events Center 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 Department — 2000-01**

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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. The Convention Center Tax Fund is projected to transfer \$6.8 million to the Hotel Tax Revenue Bond Redemption Fund in 2000-01. 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 2000-01. 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.

The Town Lake Park Venue Project Fund is projected to transfer \$2.4 million to the Town Lake Park Revenue Bond Redemption Fund in 2000-01. 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. Additionally, a transfer of \$8.3 million to the CIP is anticipated in 2000-01 for the Town Lake Park Community Events Center project.

## Convention Center Department Fund Summary \*

	1998-99 <u>ACTUAL</u>	1999-2000 <u>AMENDED</u>	1999-2000 <u>ESTIMATED</u>	2000-01 <u>PROPOSED</u>	2000-01 <u>APPROVED</u>
<b>BEGINNING BALANCE</b>					
Convention Center Combined Funds (1)	13,999,985	19,566,457	21,818,564	13,567,838	13,926,502
Venue Project Fund	24,182	933,793	489,821	900,919	1,068,941
Town Lake Park Venue Project Fund	0	1,826,100	2,190,371	5,132,199	5,132,199
<b>REVENUE/TRANSFERS IN</b>					
Convention Center Hotel/Motel Bed Tax	12,598,455	13,121,115	14,437,616	14,485,357	14,485,357
Venue Fund Hotel/Motel Bed Tax (2.0%)	5,014,509	5,792,378	6,291,181	6,392,222	6,392,222
TLP Venue Project Fund Car Rental Tax	2,159,665	3,818,925	4,553,150	4,691,250	4,691,250
Facility Revenue	4,266,131	3,878,280	3,919,300	4,554,864	4,554,864
Contractor Revenue	5,161,883	3,984,000	4,187,298	4,186,500	4,186,500
Interest Earnings-Convention Center	2,249,359	1,134,322	1,266,822	745,000	745,000
Interest Earnings-Venue Project Fund	123,327	60,000	200,000	60,000	60,000
Interest Earnings-TLP Venue Project Fund	30,706	0	100,000	0	0
Bond Proceeds	1,200,000	0	0	0	0
Payroll Accrual	0	186,609	173,452	0	0
<b>TOTAL REVENUE/TRANSFERS IN</b>	<u>32,804,035</u>	<u>31,975,629</u>	<u>35,128,819</u>	<u>35,115,193</u>	<u>35,115,193</u>
<b>EXPENSES</b>					
Event Operations	7,044,780	8,267,548	7,857,500	9,561,209	9,719,852
Contractor Expenses	3,758,398	2,840,048	3,173,698	3,293,937	3,293,937
Support Services	831,140	1,681,228	1,597,200	2,337,157	2,370,760
<b>TOTAL OPERATING EXPENSES</b>	<u>11,634,318</u>	<u>12,788,824</u>	<u>12,628,398</u>	<u>15,192,303</u>	<u>15,384,549</u>
<b>TRANSFERS OUT</b>					
Transfer to CIP	1,500,000	2,000,000	2,000,000	8,300,000	8,300,000
Transfer to Fleet Maintenance Fund	6,800	0	0	0	0
Transfer to GO Debt Service	40,873	65,239	64,357	77,704	77,704
Transfer to Public Improvement Dist.	50,000	70,000	70,000	70,000	70,000
Transfer to Radio Communication Fund	3,900	0	0	0	0
Debt Service-Convention Center	6,952,195	6,757,840	6,798,090	6,817,549	6,817,549
Debt Service-Venue Fund	1,147,197	6,325,765	5,912,061	7,497,633	7,497,633
Debt Service-TLP Venue Fund	0	1,821,183	1,711,322	2,410,206	2,410,206
<b>TOTAL TRANSFERS OUT</b>	<u>9,700,965</u>	<u>17,040,027</u>	<u>16,555,830</u>	<u>25,173,092</u>	<u>25,173,092</u>
<b>OTHER REQUIREMENTS</b>					
Land Purchase	0	3,660,000	3,660,000	0	0
Hotel-economic development	0	5,833,334	5,833,334	5,000,000	5,000,000
Steam Train	0	0	0	0	82,603
27th Pay Period	0	202,193	201,168	0	0
Accrued Payroll	60,678	34,782	34,782	33,600	33,600
Administrative Support	557,172	541,316	541,316	746,684	746,684
Employee Learning Program	0	4,089	0	0	0
Wage Adjustment	0	0	0	176,422	0
Workers Compensation	48,132	45,105	45,105	77,709	77,709
Liability Reserve	0	0	0	9,000	9,000
<b>TOTAL OTHER REQUIREMENTS</b>	<u>665,982</u>	<u>10,320,819</u>	<u>10,315,705</u>	<u>6,043,415</u>	<u>5,949,596</u>
<b>TOTAL REQUIREMENTS</b>	<u>22,001,265</u>	<u>40,149,670</u>	<u>39,499,933</u>	<u>46,408,810</u>	<u>46,507,237</u>
<b>EXCESS (DEFICIENCY) OF REVENUE/ TRANSFERS IN OVER REQUIREMENTS</b>	<u>10,802,770</u>	<u>(8,174,041)</u>	<u>(4,371,114)</u>	<u>(11,293,617)</u>	<u>(11,392,044)</u>
Adjustment to GAAP	(328,181)	0	0	0	0
<b>ENDING BALANCE</b>	<u>24,498,756</u>	<u>14,152,309</u>	<u>20,127,642</u>	<u>8,307,339</u>	<u>8,735,598</u>

	<u>1998-99</u> <u>ACTUAL</u>	<u>1999-2000</u> <u>AMENDED</u>	<u>1999-2000</u> <u>ESTIMATED</u>	<u>2000-01</u> <u>PROPOSED</u>	<u>2000-01</u> <u>APPROVED</u>
<b>COMPONENTS OF ENDING BALANCE</b>					
Convention Center	21,818,564	9,868,061	13,926,502	9,194,096	9,454,333
Venue Fund	489,821	460,406	1,068,941	0	168,022
Town Lake Park Venue Fund	<u>2,190,371</u>	<u>3,823,842</u>	<u>5,132,199</u>	<u>(886,757)</u>	<u>(886,757)</u>

(\*) Funds are accounted for separately in order to comply with State statutes. Includes: (1) Convention Center Combined Funds, (2) Venue Project Fund and (3) Town Lake Park [TLP] Venue Project Fund.

(1) The actual 1997-98 ending balance and the estimated beginning balance for 1999-2000 do not include the GASB 31 recognized but unrealized gain on investments in the amount of \$83,902.

## CONVENTION CENTER OPERATING FUND SUMMARY

	1998-99 ACTUAL	1999-2000 AMENDED	1999-2000 ESTIMATED	2000-01 PROPOSED	2000-01 APPROVED
BEGINNING BALANCE (1)	12,557,764	19,124,578	20,318,469	12,723,108	13,081,772
REVENUE					
Facility Revenue	4,266,131	3,878,280	3,919,300	4,554,864	4,554,864
Contractor Revenue	5,161,883	3,984,000	4,187,298	4,186,500	4,186,500
Bond Proceeds	1,200,000	0	0	0	0
Payroll Accrual	0	186,609	173,452	0	0
Interest Earnings	840,075	709,200	841,700	447,000	447,000
TOTAL REVENUE	<u>11,468,089</u>	<u>8,758,089</u>	<u>9,121,750</u>	<u>9,188,364</u>	<u>9,188,364</u>
TRANSFERS IN					
Venue Project Fund	2,025,000	0	0	0	0
Convention Center Tax Fund	7,542,998	6,385,546	8,720,013	8,666,046	8,666,046
TOTAL TRANSFERS IN	<u>9,567,998</u>	<u>6,385,546</u>	<u>8,720,013</u>	<u>8,666,046</u>	<u>8,666,046</u>
TOTAL AVAILABLE FUNDS	<u>21,036,087</u>	<u>15,143,635</u>	<u>17,841,763</u>	<u>17,854,410</u>	<u>17,854,410</u>
EXPENSES					
Event Operations	7,044,780	8,267,548	7,857,500	9,561,209	9,719,852
Contractor Expenses	3,758,398	2,840,048	3,173,698	3,293,937	3,293,937
Support Services	831,140	1,681,228	1,597,200	2,337,157	2,370,760
TOTAL OPERATING EXPENSES	<u>11,634,318</u>	<u>12,788,824</u>	<u>12,628,398</u>	<u>15,192,303</u>	<u>15,384,549</u>
TRANSFERS OUT					
Series B Debt Service	545,328	0	0	0	0
Transfer to CIP	0	2,000,000	2,000,000	0	0
Transfer to Fleet Maintenance Fund	6,800	0	0	0	0
Transfer to GO Debt Service	40,873	65,239	64,357	77,704	77,704
Transfer to Public Improvement District	50,000	70,000	70,000	70,000	70,000
Transfer to Radio Communication Fund	3,900	0	0	0	0
TOTAL TRANSFERS OUT	<u>646,901</u>	<u>2,135,239</u>	<u>2,134,357</u>	<u>147,704</u>	<u>147,704</u>
OTHER REQUIREMENTS					
Land Purchase	0	3,660,000	3,660,000	0	0
Hotel- Economic Development	0	5,833,334	5,833,334	5,000,000	5,000,000
Steam Train	0	0	0	0	82,603
27th Pay Period	0	202,193	201,168	0	0
Accrued Payroll	60,678	34,782	34,782	33,600	33,600
Administrative Support	557,172	541,316	541,316	746,684	746,684
Employee Learning Program	0	4,089	0	0	0
Wage Adjustment	0	0	0	176,422	0
Workers Compensation	48,132	45,105	45,105	77,709	77,709
Liability Reserve	0	0	0	9,000	9,000
TOTAL OTHER REQUIREMENTS	<u>665,982</u>	<u>10,320,819</u>	<u>10,315,705</u>	<u>6,043,415</u>	<u>5,949,596</u>
TOTAL REQUIREMENTS	<u>12,947,201</u>	<u>25,244,882</u>	<u>25,078,460</u>	<u>21,383,422</u>	<u>21,481,849</u>

	<u>1998-99 ACTUAL</u>	<u>1999-2000 AMENDED</u>	<u>1999-2000 ESTIMATED</u>	<u>2000-01 PROPOSED</u>	<u>2000-01 APPROVED</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	<u>8,088,886</u>	<u>(10,101,247)</u>	<u>(7,236,697)</u>	<u>(3,529,012)</u>	<u>(3,627,439)</u>
Adjustment to GAAP	<u>(328,181)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>20,318,469</u></u>	<u><u>9,023,331</u></u>	<u><u>13,081,772</u></u>	<u><u>9,194,096</u></u>	<u><u>9,454,333</u></u>

(1) The actual 1997-98 ending balance and the estimated beginning balance for 1999-2000 do not include the GASB 31 recognized but unrealized gain on investments in the amount of \$83,902.

## CONVENTION CENTER TAX FUND SUMMARY

	1998-99 ACTUAL	1999-2000 AMENDED	1999-2000 ESTIMATED	2000-01 PROPOSED	2000-01 APPROVED
BEGINNING BALANCE	1,442,221	441,879	1,500,095	844,730	844,730
REVENUE					
Interest Income	1,409,284	425,122	425,122	298,000	298,000
TOTAL REVENUE	1,409,284	425,122	425,122	298,000	298,000
TRANSFERS IN					
Hotel/Motel Bed Tax Fund	12,598,455	13,121,115	14,437,616	14,485,357	14,485,357
TOTAL TRANSFERS IN	12,598,455	13,121,115	14,437,616	14,485,357	14,485,357
TOTAL AVAILABLE FUNDS	14,007,739	13,546,237	14,862,738	14,783,357	14,783,357
TRANSFERS OUT					
Series A-Debt Service	6,406,867	5,614,200	5,654,450	5,615,246	5,615,246
Series A-1999 Taxable Bonds	0	1,143,640	1,143,640	1,202,303	1,202,303
Venue Project Fund	0	0	0	144,492	144,492
Operating Fund	7,542,998	6,385,546	8,720,013	8,666,046	8,666,046
TOTAL TRANSFERS OUT	13,949,865	13,143,386	15,518,103	15,628,087	15,628,087
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	57,874	402,851	(655,365)	(844,730)	(844,730)
ENDING BALANCE	1,500,095	844,730	844,730	0	0

## VENUE PROJECT FUND SUMMARY

	<u>1998-99 ACTUAL</u>	<u>1999-2000 AMENDED</u>	<u>1999-2000 ESTIMATED</u>	<u>2000-01 PROPOSED</u>	<u>2000-01 APPROVED</u>
BEGINNING BALANCE	<u>24,182</u>	<u>933,793</u>	<u>489,821</u>	<u>900,919</u>	<u>1,068,941</u>
REVENUE					
Interest	<u>123,327</u>	<u>60,000</u>	<u>200,000</u>	<u>60,000</u>	<u>60,000</u>
TOTAL REVENUE	<u>123,327</u>	<u>60,000</u>	<u>200,000</u>	<u>60,000</u>	<u>60,000</u>
TRANSFERS IN					
Hotel/Motel Bed Tax Fund	<u>5,014,509</u>	<u>5,792,378</u>	<u>6,291,181</u>	<u>6,392,222</u>	<u>6,392,222</u>
Convention Center Tax Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>144,492</u>	<u>144,492</u>
TOTAL TRANSFERS IN	<u>5,014,509</u>	<u>5,792,378</u>	<u>6,291,181</u>	<u>6,536,714</u>	<u>6,536,714</u>
TOTAL AVAILABLE FUNDS	<u>5,137,836</u>	<u>5,852,378</u>	<u>6,491,181</u>	<u>6,596,714</u>	<u>6,596,714</u>
TRANSFERS OUT					
Hotel Tax Revenue Bond Redemption Fund	<u>1,147,197</u>	<u>6,325,765</u>	<u>5,912,061</u>	<u>7,497,633</u>	<u>7,497,633</u>
Transfer to CIP	<u>1,500,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Reserve Fund	<u>2,025,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REQUIREMENTS	<u>4,672,197</u>	<u>6,325,765</u>	<u>5,912,061</u>	<u>7,497,633</u>	<u>7,497,633</u>
EXCESS (DEFICIENCY) OF AVAILABLE FUNDS OVER REQUIREMENTS	<u>465,639</u>	<u>(473,387)</u>	<u>579,120</u>	<u>(900,919)</u>	<u>(900,919)</u>
ENDING BALANCE	<u>489,821</u>	<u>460,406</u>	<u>1,068,941</u>	<u>0</u>	<u>168,022</u>

## TOWN LAKE PARK VENUE PROJECT FUND SUMMARY

	<u>1998-99 ACTUAL</u>	<u>1999-2000 AMENDED</u>	<u>1999-2000 ESTIMATED</u>	<u>2000-01 PROPOSED</u>	<u>2000-01 APPROVED</u>
BEGINNING BALANCE	<u>0</u>	<u>1,826,100</u>	<u>2,190,371</u>	<u>5,132,199</u>	<u>5,132,199</u>
REVENUE					
Car rental tax	2,159,665	3,818,925	4,553,150	4,691,250	4,691,250
Interest	30,706	0	100,000	0	0
TOTAL REVENUE	<u>2,190,371</u>	<u>3,818,925</u>	<u>4,653,150</u>	<u>4,691,250</u>	<u>4,691,250</u>
TRANSFERS OUT					
Town Lake Park Debt Service					
Redemption Fund	0	1,821,183	1,711,322	2,410,206	2,410,206
Transfer to CIP	0	0	0	8,300,000	8,300,000
TOTAL REQUIREMENTS	<u>0</u>	<u>1,821,183</u>	<u>1,711,322</u>	<u>10,710,206</u>	<u>10,710,206</u>
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	<u>2,190,371</u>	<u>1,997,742</u>	<u>2,941,828</u>	<u>(6,018,956)</u>	<u>(6,018,956)</u>
ENDING BALANCE	<u>2,190,371</u>	<u>3,823,842</u>	<u>5,132,199</u>	<u>(886,757)</u>	<u>(886,757)</u>

# **Austin Convention Center Department — 2000-01**

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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 (on a 5.0 scale)
- Continue the financial success of the department whereby total revenue exceeds operating requirements.
- Meet the needs of our customers for technology.
- Provide staffing for facilities as they open.
- Continue to add to the local economy through Austin's hospitality industry
- Complete projects based on the following timetable:
  - Open Convention Center Expansion by Spring 2002
  - Open Town Lake Park Community Events Center by Summer 2002

## **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 four key indicators to evaluate our overall performance:

- Client evaluation ratings
- Exhibition hall occupancy
- Hotel tax collections
- Combined fund balances

## **Business Plan**

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

### 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. Work on the Convention Center expansion project is already underway. Architectural design, demolition work and utility relocation on the two-block building site have been completed. In 1999-2000, completion of all earthwork, foundation work, and final building shell design work is expected. Building shell construction and relocation of the 66-inch water main should begin by the end of the fiscal year. Construction is expected to continue throughout fiscal year 2000-01 and the expansion is expected to be connected to the existing facility in September 2001.

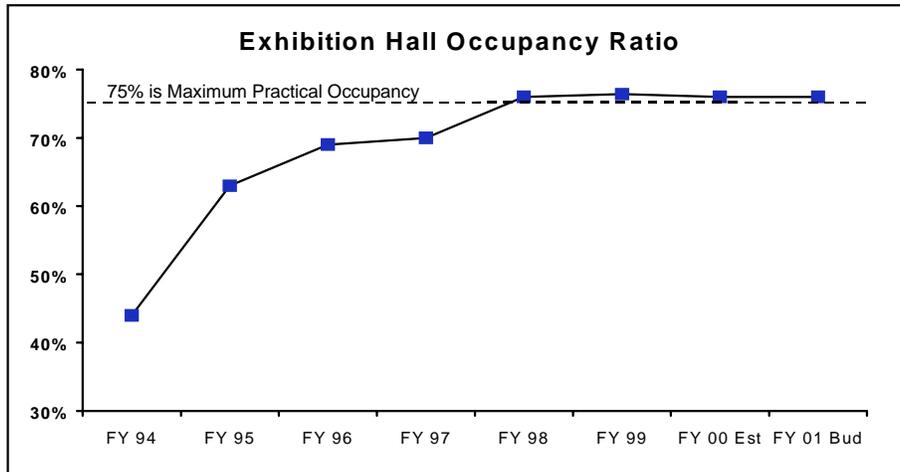
In addition, the department is proceeding with plans to acquire additional land to be used for the construction of a parking garage to support the expanded facilities.

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.

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 2000-01. 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

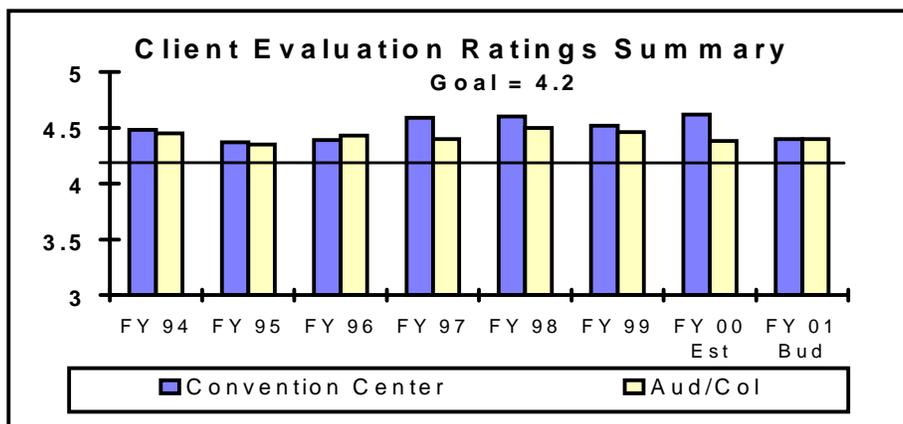
# Austin Convention Center Department — 2000-01

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. Finally, our 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 2000-01.



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)

## **Austin Convention Center Department — 2000-01**

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- Continue the financial success of the department whereby total revenue exceeds operating requirements.
- Meet the needs of our customers for technology.
- Continue to add to the local economy through Austin's hospitality industry
- Complete projects based on the following timetable:
  - Open Convention Center Expansion by Spring 2002

### Convention Center Headquarters Hotel

The City of Austin has established 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. The program will be funded through \$15 million to be paid in three equal annual installments of \$5 million beginning in fiscal year 1999-2000. The 2000-01 operating budget includes a \$5 million installment payment that will be funded from Convention Center gross operating revenue.

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 operating requirements.
- Continue to add to the local economy through Austin's hospitality industry

### Renovations to Existing Convention Center Facilities

In conjunction with the Convention Center Expansion Project, various renovations and improvements will be made to the existing facility. These renovations will ensure consistency in building quality and availability of services. Selection of a project architect is anticipated by the end of the current fiscal year. Upgrades to the Data/Telecommunications building distribution system are expected to be complete by spring 2001. Building and facility upgrades, including security, energy, and utility system improvements are expected to be completed by the end of fiscal year 2000-01.

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)
- Meet the needs of our customers for technology

### 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 in the short-term car rental tax. The design work, demolition, and site/foundation work for the facility should be complete by the end of fiscal year 1999-2000. Building construction should begin in fiscal year 2000-01. The budget includes a \$8.3 million transfer to the CIP to increase the building construction appropriation to \$48.3 million.

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 operating requirements
- Meet the needs of our customers for technology
- Complete projects based on the following timetable:
  - Open Town Lake Park Civic Center by Summer 2002

# **Austin Convention Center Department — 2000-01**

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## New FTEs

Funding of \$1.0 million is included in the budget for 27 new full-time positions. Fifteen positions are being added to convert temporary positions to permanent positions: Four Public Event Workers, three Maintenance Workers, one Facility Services Representatives, one Public Information Specialist, one Systems Support Technician, one Administrative Associate, and four Cashiers. Nine new positions are being added to improve the current level of customer service: One Business Systems Analyst, one Administrative Associate, one System Support Technician, one Information Systems Manager, one Administrative Supervisor, two Cashiers, one Sales Associate, and one Building and Grounds Specialist.

As part of the business planning process, strategic planning sessions were held to identify solutions that address staffing and organizational structure issues brought about by the expansion and new construction. The budget includes three positions required as a result of the expansion. One Human Resources Specialist position will assist with recruiting and hiring and two accounting positions are needed to address the increase in budget and performance reporting requirements.

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 operating requirements
- Provide staffing for facilities as they open

## 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 \$53,000 to improve the broadband service in the facility and \$75,000 to upgrade the video network to a fiber optic-based distribution system. Continued investment in technology will further strengthen the Convention Center's competitive position in the tech-intensive convention market.

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)
- Meet the needs of our customers for technology

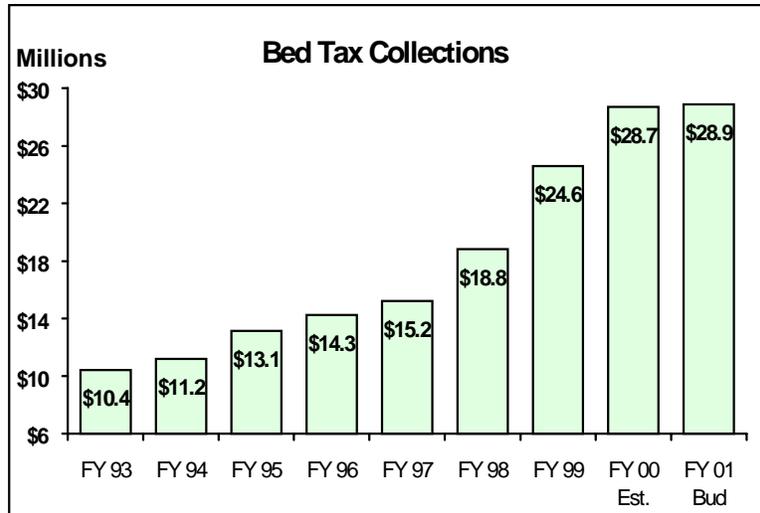
Revenue Enhancements – The budget includes a net overall increase in revenue. The increase in revenue is due primarily to continued growth in the hotel/motel bed tax collections and Convention Center facility revenue. Revenue growth will also be impacted by several rental and parking fee changes being proposed to bring charges more in line with prevailing market rates. Finally, increases in revenue are also expected from food and beverage, audio-visual, and exhibitor services.

It is anticipated that construction over the next several years will have an adverse effect on facility revenue growth. Specifically, Palmer Auditorium and City Coliseum have already experienced the cancellation of some events due to the lack of parking and the disruption caused by the construction. The revenue budgets for these facilities reflect the impact of these cancellations. This short-term reduction in revenue is anticipated to reverse itself with the completion of construction and will eventually lead to strong revenue growth.

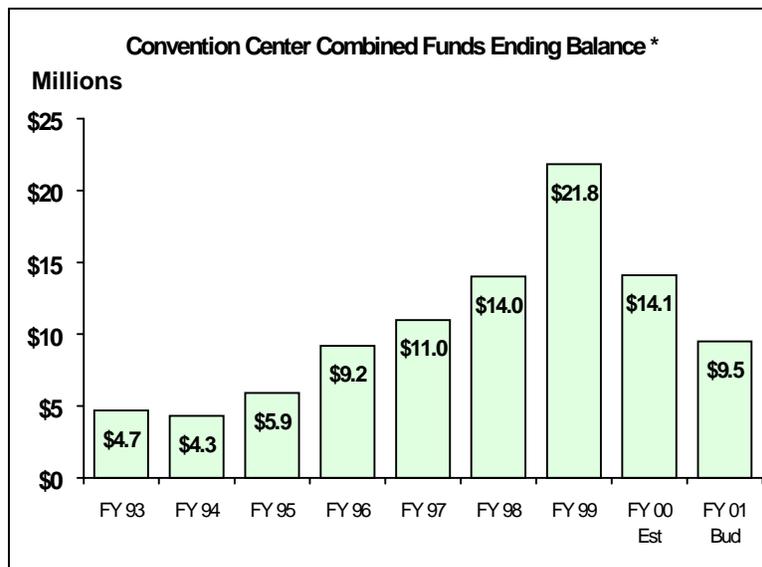
Conventions and trade shows held at the Austin Convention Center facilities are a mechanism to attract out-of-town visitors to the City of Austin and stay in hotels. The Convention Center's ability to host these types of events directly impacts Austin's economy. The money spent by visitors to Austin translates into increased retail sales for local businesses, which in turn generates additional sales and bed tax revenue for the City of Austin. The

# Austin Convention Center Department — 2000-01

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.



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 in the Operating Reserve Fund to provide for any unexpected financial needs. The decrease in the ending balance from 1999-2000 to 2000-01 is primarily due to the transfer of funds to the CIP during construction.



\* The Convention Center Combined Funds Ending Balance does not include the Venue Project or the Town Lake Park Venue Project Funds.

# Austin Convention Center Department—2000-01

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## Significant Revenue and Expenditure Changes by Program

<u>Revenue Changes</u>	Dollars	FTEs
1. Proposed revenue from contractors has increased \$202,500.	\$202,500	
2. The Convention Center's bed tax allocation has increased by \$1,364,242.	\$1,364,242	
3. The Venue Project Fund's bed tax allocation has increased by \$599,844.	\$599,844	
4. Increased facility usage and higher labor services, equipment, service and utility fees at the Convention Center will generate an additional \$1,103,802.	\$1,103,802	
5. Decrease in facility usage at Palmer Auditorium and City Coliseum will result in a decrease in revenue of \$427,218.	(\$427,218)	
6. Interest income for the Convention Center is proposed to decrease \$389,322.	(\$389,322)	
7. The 1999-2000 Budget included an expense for the 27th payroll which only occurs every eleven years and is partially funded by accruals from the years with only 26 payrolls. The 2000-01 Approved Budget does not include this funding source of \$186,609.	(\$186,609)	
8. The Town Lake Park Venue Project Fund car rental tax is projected to increase \$872,325.	\$872,325	

### Expenditure Changes

1. <b>City-Wide</b> An additional \$150,114 has been included in the Approved Budget for anticipated changes in health contributions and \$24,113 for anticipated changes in retirement contributions.	\$174,227	
The Approved Budget includes \$124,440 for salary increases associated with Pay for Performance in 2001, and \$31,745 for incremental costs of Pay for Performance in 2000. The proposal also includes an increase for wage compensation of \$20,237. During budget adoption, council approved an increase in Pay for Performance in 2001 of \$24,888 and a reduction on other compensation adjustments of \$9,064. The total increase for compensation adjustments is \$192,246.	\$192,246	

# Austin Convention Center Department—2000-01

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## Significant Revenue and Expenditure Changes by Program

	Dollars	FTEs
<b>2. <u>Event Operations Program</u></b>		
Funding in the amount of \$601,817 is included for 19.50 Full-Time Equivalents (FTEs). Of these new positions, 14 FTEs including four Public Events Workers, three Maintenance Workers, one Facility Services Representative, one Public Information Specialist, one Administrative Associate, and four Cashiers are temporary positions that are being converted to permanent status. The remaining 5.5 FTEs are new, including one Sales Associate, two Cashiers, one Building and Grounds Specialist, one Administrative Supervisor, and a one-half increase for an Information Systems Manager, to enhance the Booking and Contracting, Parking, and Exhibit Services activities.	\$601,817	19.50
City Marshall costs are projected to increase \$93,585.	\$93,585	
Additional funding of \$298,000 is included for property rental costs associated with the Convention Center expansion project.	\$298,000	
The budget reflects a decrease of \$160,665 in temporary labor costs due to temporary positions that are being converted to permanent status.	(\$160,665)	
The budget includes \$96,400 for replacement of capital outlay items.	\$96,400	
The budget includes \$40,000 for upgrades to parking garage access system.	\$40,000	
The budget includes \$79,250 for broadband service improvements and projected increases in telecommunications costs and \$75,000 to upgrade the Convention Center's video network to a fiber optic-based distribution system.	\$154,250	
<b>3. <u>Contractor Expenses</u></b>		
Contractor expenses are projected to increase \$453,889.	\$453,889	
<b>4. <u>Support Services Program</u></b>		
Funding in the amount of \$408,318 is included for 7.50 Full-Time Equivalents (FTEs). One FTE, a System Support Technician, is a temporary position that is being converted to permanent status. The other 6.5 FTEs that are new include: One System Support Technician, one Business System Analyst, one Accounting Technician, and a one-half increase for an Information Systems Manager will enhance the Information Technology and Purchasing/M/WBE activities. The remaining two Accounting and one Human Resources Specialist FTEs are required as a result of the expansion project.	\$408,318	7.50

# Austin Convention Center Department—2000-01

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## Significant Revenue and Expenditure Changes by Program

	Dollars	FTEs
The budget reflects an increase of \$90,000 due to change in method for computer acquisitions from purchases to operating leases.	\$90,000	
The budget reflects a decrease of \$28,202 in temporary labor costs due to temporary positions that are being converted to permanent status.	(\$28,202)	
Funding of \$47,500 is included for management, marketing, and promotional costs associated with the Convention Center expansion project.	\$47,500	
Funding of \$93,900 is included for consulting and legal costs associated with the Convention Center expansion project.	\$93,900	
<b>5. <u>Transfers and Other Requirements Program</u></b>		
The budget includes a net increase of \$254,166 in administrative support costs, workers' compensation, liability reserve, accrued payroll, and GO debt service and a decrease for the employee learning program.	\$254,166	
The 1999-2000 Budget included an expense for the 27th payroll which only occurs every eleven years. The 2000-01 Approved Budget does not include this expense of \$202,193.	(\$202,193)	
The budget includes a decrease of \$2,000,000 in the transfer to the CIP for renovation and improvements to the Convention Center as part of the expansion project. The budget includes a transfer of \$8,300,000 to the CIP for the Town Lake project.	\$6,300,000	
A decrease of \$3,660,000 will occur due to the completion of a land purchase for a parking garage that will service the Convention Center expansion. A budget amendment approved by Council on September 28, 2000 increased this item by \$160,000.	(\$3,660,000)	
Debt service related to the Convention Center will increase \$59,709; debt service requirements related to the Venue Project Fund will increase \$1,171,868 and debt service requirements related to the Town Lake Park project are anticipated to increase \$589,023.	\$1,820,600	
The budget includes a \$833,334 decrease in the hotel installment payment, funded from Convention Center gross operating revenue, 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.	(\$833,334)	
During budget adoption, Council approved funding of \$82,603 for the Austin Steam Train Association.	\$82,603	

# Programs and Activities

# Convention Center-2000-01

## Convention Center Operating

	1998 -99 Actual	1998 -99 FTE	1999 -2000 Amended	1999 -2000 FTE	1999 -2000 Estimate	1999 -2000 FTE	2000-01 Proposed	2000 -01 FTE	2000-01 Approved	2000 -01 FTE
<b>EVENT OPERATIONS</b>										
Booking and Contracting	\$183,757	3.00	\$236,455	3.00	\$221,475	3.00	\$337,425	5.00	\$344,650	5.00
Event Planning	\$1,081,746	17.90	\$1,174,552	17.90	\$1,050,638	17.90	\$1,180,175	17.90	\$1,208,718	17.90
Event Security	\$608,239	10.00	\$888,395	18.00	\$785,967	18.00	\$1,098,898	19.00	\$1,118,739	19.00
Event Set-Up/Cleaning	\$1,386,005	39.00	\$1,586,080	40.00	\$1,562,031	40.00	\$1,859,144	43.00	\$1,899,710	43.00
Exhibit Services	\$531,504	5.35	\$661,007	6.35	\$477,463	6.35	\$928,929	8.50	\$940,336	8.50
Facility Operations & Maintenance	\$6,620,959	26.90	\$6,153,179	26.90	\$6,520,188	26.90	\$6,926,820	29.90	\$6,966,207	29.90
Parking Management	\$390,968	5.00	\$407,928	4.00	\$413,436	4.00	\$523,755	12.00	\$535,429	12.00
<b>SUPPORT SERVICES</b>										
Administration and Management	\$417,014	2.00	\$829,657	2.00	\$689,044	2.00	\$1,070,571	3.00	\$1,077,962	3.00
Financial Monitoring / Budgeting	\$65,007	4.00	\$279,051	4.00	\$282,001	4.00	\$489,650	7.00	\$502,610	7.00
Information Technology Services	\$195,114	1.65	\$363,809	1.65	\$416,309	1.65	\$515,856	3.50	\$522,178	3.50
Personnel / Training	\$129,222	2.20	\$177,766	2.20	\$178,801	2.20	\$189,090	3.20	\$194,061	3.20
Purchasing / M/WBE	\$24,783	1.00	\$30,945	1.00	\$31,045	1.00	\$71,990	2.00	\$73,949	2.00
<b>TRANSFERS &amp; OTHER REQUIREMENTS</b>										
Other Requirements	\$665,982	0.00	\$10,320,819	0.00	\$10,315,705	0.00	\$6,043,415	0.00	\$5,949,596	0.00
Transfers	\$9,700,965	0.00	\$17,040,027	0.00	\$16,555,830	0.00	\$25,173,092	0.00	\$25,173,092	0.00
<b>Total</b>	<b>\$22,001,265</b>	<b>118.00</b>	<b>\$40,149,670</b>	<b>127.00</b>	<b>\$39,499,933</b>	<b>127.00</b>	<b>\$46,408,810</b>	<b>154.00</b>	<b>\$46,507,237</b>	<b>154.00</b>

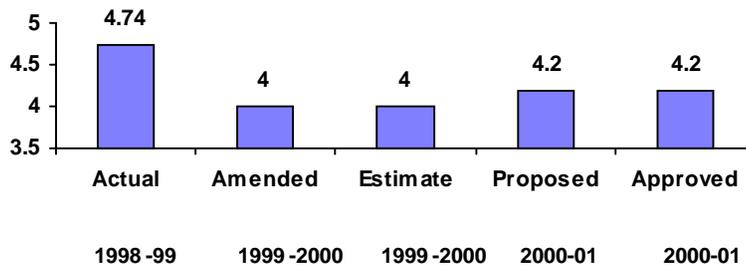
# Convention Center-2000-01

## 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:**

**Event Planning Satisfaction Rating (1: Poor—5: Excellent)**



**Performance Measures:**

	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Event Planning Satisfaction Rating (1: Poor—5: Excellent)	4.74	4	4	4.2	4.2
Functionality of Facility Satisfaction Rating (1: Poor—5: Excellent)	No Data	4	4	4.2	4.2
Room Set-up and Cleanliness Satisfaction Rating (1: Poor—5: Excellent)	No Data	4	4	4.2	4.2
Security Incidents in Convention Center Parking Areas per 1,000 Vehicles	No Data	0.067	0.07	0.07	0.46
Security Services Satisfaction Rating (1: Poor—5: Excellent)	4.14	4	4	4.2	4.2

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

Activity Name	1998-99 Actual	1998-99 FTE	1999-2000 Amended	1999-2000 FTE	1999-2000 Estimate	1999-2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Booking and Contracting	\$183,757	3.00	\$236,455	3.00	\$221,475	3.00	\$337,425	5.00	\$344,650	5.00
Event Planning	\$1,081,746	17.90	\$1,195,157	17.90	\$1,076,689	17.90	\$1,180,175	17.90	\$1,208,718	17.90
Event Security	\$608,239	10.00	\$950,395	18.00	\$847,967	18.00	\$1,098,898	19.00	\$1,118,739	19.00
Event Set-Up/Cleaning	\$1,386,005	39.00	\$1,679,161	40.00	\$1,656,112	40.00	\$1,859,144	43.00	\$1,899,710	43.00

# Convention Center-2000-01

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<b>Program:</b>	<b>EVENT OPERATIONS</b>									
Exhibit Services	\$531,504	5.35	\$661,007	6.35	\$477,463	6.35	\$928,929	8.50	\$940,336	8.50
Facility Operations & Maintenance	\$6,620,959	26.90	\$6,153,179	26.90	\$6,520,188	26.90	\$6,926,820	29.90	\$6,966,207	29.90
Parking Management	\$390,968	5.00	\$407,928	4.00	\$413,436	4.00	\$523,755	12.00	\$535,429	12.00
<b>Total</b>	<b>\$10,803,178</b>	<b>107.15</b>	<b>\$11,283,282</b>	<b>116.15</b>	<b>\$11,213,330</b>	<b>116.15</b>	<b>12,855,146</b>	<b>135.30</b>	<b>13,013,789</b>	<b>135.30</b>

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# Convention Center-2000-01

**Activity:** *Booking and Contracting*

**Activity Code:** 2BKG

**Program Name:** EVENT OPERATIONS

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$183,757	\$236,455	\$221,475	\$337,425	\$344,650
<b>Total Requirements</b>	<b>\$183,757</b>	<b>\$236,455</b>	<b>\$221,475</b>	<b>\$337,425</b>	<b>\$344,650</b>

<b>Full-Time Equivalents</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>5.00</b>	<b>5.00</b>
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**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Booking and Contracting Costs per Contract	Efficiency	\$1,081	\$987	\$942	\$1,436	\$1,467
Number of Contracts Executed	Output	170	235	235	235	235
Initial Contract Review Accuracy Ratio	Result	No Data	90%	90%	90%	90%
Number of Double Bookings	Result	0	0	0	0	0

**Activity History and Description:** Manage the Austin Convention Center 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 in the amount of \$76,270 is included for 2 new FTEs required as part of our continuous improvement of customer service. The approved budget includes \$11,000 for software maintenance agreement on booking and scheduling system. Booking and Contracting costs per number of contracts is projected to increase by 49% due to the addition of two FTEs. The cost per contract should begin to decrease once the expansion is completed.

**Responsible Employee:** Monica Hammond

512-404-4201

# Convention Center-2000-01

**Activity:** *Event Planning*

**Activity Code:** 2PLN

**Program Name:** EVENT OPERATIONS

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$1,081,746	\$1,174,552	\$1,050,638	\$1,180,175	\$1,208,718
Expense Refunds	\$0	\$20,605	\$26,051	\$0	\$0
<b>Total Requirements</b>	<b>\$1,081,746</b>	<b>\$1,195,157</b>	<b>\$1,076,689</b>	<b>\$1,180,175</b>	<b>\$1,208,718</b>
<b>Full-Time Equivalents</b>	<b>17.90</b>	<b>17.90</b>	<b>17.90</b>	<b>17.90</b>	<b>17.90</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Facility revenue per dollar of event planning costs	Efficiency	No Data	\$3.37	\$3.73	\$3.86	\$3.77
Number of Event Pre-Plans Produced	Output	190	235	235	235	235
Event Planning Satisfaction Rating (1: Poor—5: Excellent)	Result	4.74	4	4	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:** The Approved Budget decreased by \$64,338 as a result of an FTE that was transferred to the Administration and Management activity. Funding in the amount of \$47,812 is included for one FTE that is a temporary position being converted to permanent status. The approved budget includes a decrease of \$42,946 in temporary labor costs as a result of this conversion. The approved budget was increased \$20,605 due to a change in accounting for intradepartmental expense refunds. Facility Revenue per Dollar of Event Planning Cost is projected to increase 12%. This is due to a \$635,564, or 16% increase in proposed facility revenue.

## Convention Center-2000-01

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**Activity:** *Event Planning*

**Activity Code:** *2PLN*

**Program Name:** *EVENT OPERATIONS*

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**Responsible Employee:** Monica Hammond

512-404-4201

# Convention Center-2000-01

**Activity:** *Event Security*

**Activity Code:** 2SEC

**Program Name:** *EVENT OPERATIONS*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$608,239	\$888,395	\$785,967	\$1,098,898	\$1,118,739
Expense Refunds	\$0	\$62,000	\$62,000	\$0	\$0
<b>Total Requirements</b>	<b>\$608,239</b>	<b>\$950,395</b>	<b>\$847,967</b>	<b>\$1,098,898</b>	<b>\$1,118,739</b>
<b>Full-Time Equivalents</b>	<b>10.00</b>	<b>18.00</b>	<b>18.00</b>	<b>19.00</b>	<b>19.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of Security Responses Expected	Demand	No Data	525	525	423	423
Event Security Direct Labor Costs per 100 responses	Efficiency	\$229,871	\$145,562	\$145,562	\$207,558	\$212,249
Number of Security Responses	Output	272	525	423	423	423
Security Services Satisfaction Rating (1: Poor—5: Excellent)	Result	4.14	4	4	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) 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 \$32,874 is included for one FTE. This FTE is a temporary position that is being converted to permanent status. The approved budget includes an increase of \$93,585 due to higher projected City marshal costs. Expense refunds were reduced to \$0 due to a change in

## Convention Center-2000-01

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**Activity:** *Event Security*

**Activity Code:** *2SEC*

**Program Name:** *EVENT OPERATIONS*

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accounting for intradepartmental expense refunds. Event Security Direct Labor Costs per 1000 responses are projected to increase \$66,687 or 46% per 1000 responses. This is due to a \$117,000 or 15% increase in proposed direct labor costs and a 19% decrease in the number of responses expected.

**Responsible Employee:**

Olan Kelley

512-404-4200

# Convention Center-2000-01

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

**Activity Code:** 2CUS

**Program Name:** EVENT OPERATIONS

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$1,386,005	\$1,586,080	\$1,562,031	\$1,859,144	\$1,899,710
Expense Refunds	\$0	\$93,081	\$94,081	\$0	\$0
<b>Total Requirements</b>	<b>\$1,386,005</b>	<b>\$1,679,161</b>	<b>\$1,656,112</b>	<b>\$1,859,144</b>	<b>\$1,899,710</b>
<b>Full-Time Equivalents</b>	<b>39.00</b>	<b>40.00</b>	<b>40.00</b>	<b>43.00</b>	<b>43.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Event Set-up and Cleaning Costs per Dollar of Revenue	Efficiency	\$0.32	\$0.39	\$0.40	\$0.41	\$0.42
Number of Event Pre-Plans Implemented	Output	262	225	225	225	225
Room Set-up and Cleanliness Satisfaction Rating (1:Poor—5:Excellent)	Result	No Data	4	4	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:** Funding in the amount of \$97,532 is included for 4 FTEs that are temporary positions being converted to permanent status. In addition, one FTE was internally reallocated to another activity. The approved budget includes a decrease of 47,000 in temporary labor costs as a result of this conversion. The approved budget includes \$83,400 for replacement of motorized floor sweepers and carpet cleaning equipment. In addition, expense refunds were

## Convention Center-2000-01

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

**Activity Code:** *2CUS*

**Program Name:** *EVENT OPERATIONS*

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reduced to \$0 due to a change in accounting for intradepartmental expense refunds. The customer satisfaction survey was redesigned in 1999-2000 to address issues relevant to the business planning process. Budget changes within this activity will not have a significant impact on the performance measures.

**Responsible Employee:**

Olan Kelley

512-404-4200

## Convention Center-2000-01

**Activity:** Exhibit Services

**Activity Code:** 2UTL

**Program Name:** EVENT OPERATIONS

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$531,504	\$661,007	\$477,463	\$928,929	\$940,336
<b>Total Requirements</b>	<b>\$531,504</b>	<b>\$661,007</b>	<b>\$477,463</b>	<b>\$928,929</b>	<b>\$940,336</b>

Full-Time Equivalents	5.35	6.35	6.35	8.50	8.50

### Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Exhibit Service Revenue per Dollar of Cost	Efficiency	No Data	\$0.91	\$1.72	\$0.99	\$0.98
Number of Service Order Items Provided	Output	No Data	7,800	7,800	10,000	10,000
Exhibit Services Revenue	Result	\$976,658	\$594,299	\$820,198	\$923,748	\$923,748
Exhibit Services Service-Related Refunds as a percent of Revenue	Result	No Data	0.50%	0.50%	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 in the amount of \$82,890 is included for 1.5 new FTEs. The new FTEs are required to address the continued growth in technical services required by clients. The approved budget has increased \$50,940 as a result of 0.65 FTEs transferred from the Information Technology activity. In addition, the approved budget includes \$52,800 to improve the broadband service in our facilities. The approved budget includes \$75,000 to upgrade the Convention Center's video network to a fiber optic-based distribution system. The customer satisfaction survey was redesigned in 1999-2000 to address issues relevant to the business planning process. Total Exhibitor Services revenue is projected to increase \$329,449, or 56%. This is due to the continued increase in demand for utility, technical, and telecom services as well as continued increase in facility usage and fee increases. Total number of service order items is projected to increase 28%. This is due to the

## Convention Center-2000-01

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**Activity:** *Exhibit Services*

**Activity Code:** *2UTL*

**Program Name:** *EVENT OPERATIONS*

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continued increase in demand for utility, technical, and telecom services as well as continued increase in facility usage.

**Responsible Employee:**

Olan Kelley

404-4200

# Convention Center-2000-01

**Activity:** Facility Operations & Maintenance

**Activity Code:** 2FAC

**Program Name:** EVENT OPERATIONS

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$6,620,959	\$6,153,179	\$6,520,188	\$6,926,820	\$6,966,207
<b>Total Requirements</b>	<b>\$6,620,959</b>	<b>\$6,153,179</b>	<b>\$6,520,188</b>	<b>\$6,926,820</b>	<b>\$6,966,207</b>

<b>Full-Time Equivalent</b>	<b>26.90</b>	<b>26.90</b>	<b>26.90</b>	<b>29.90</b>	<b>29.90</b>
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## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Operations and Maintenance costs per square foot	Efficiency	\$4.46	\$4.71	\$5.69	\$5.28	\$5.33
Number of workorders completed	Output	No Data	2100	2100	1950	1950
Functionality of Facility Satisfaction Rating (1:Poor—5: Excellent)	Result	No Data	4	4	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 \$111,324 is included for 3 FTEs. These 3 FTEs are temporary positions that are being converted to permanent status. The approved budget includes a decrease of \$37,128 in temporary labor costs as a result of this conversion. The approved budget includes a decrease of \$30,500 due to lower projected vehicle maintenance costs and an increase of \$298,000 for property rental required for the expansion project. Contractor expenses are projected to increase by \$454,000. The customer satisfaction survey was redesigned in 1999-2000 to address issues relevant to the business planning process. Operating and Maintenance Costs per Square Foot are projected to increase \$0.62 per square foot, or 13%. This is due

## Convention Center-2000-01

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

**Activity Code:** 2FAC

**Program Name:** *EVENT OPERATIONS*

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primarily to a \$387,253, or 12% increase in property rental costs associated with the expansion.

**Responsible Employee:**

Olan Kelley

512-404-4200

# Convention Center-2000-01

**Activity:** *Parking Management*

**Activity Code:** *2PRK*

**Program Name:** *EVENT OPERATIONS*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$390,968	\$407,928	\$413,436	\$523,755	\$535,429
<b>Total Requirements</b>	<b>\$390,968</b>	<b>\$407,928</b>	<b>\$413,436</b>	<b>\$523,755</b>	<b>\$535,429</b>
<b>Full-Time Equivalents</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>12.00</b>	<b>12.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Parking Costs per Vehicle Served	Efficiency	\$5.16	\$5.38	\$5.46	\$6.91	\$7.07
Number of Security Incidents in Convention Center Parking Areas	Output	No Data	12	30	35	35
Security Incidents in Convention Center Parking Areas per 1,000 Vehicles	Result	No Data	0.067	0.07	0.07	0.46

**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 and a 128-car surface parking lot leased by the department. 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 in the amount of \$107,000 is included for 5 FTEs that are temporary positions being converted to permanent status. The approved budget includes a decrease of \$24,941 in temporary labor costs as a result of this conversion. Funding in the amount of \$45,639 is included for 2 new FTEs required as part of our continuous improvement of customer service. One FTE was internally reallocated to this activity. The budget reflects a decrease of \$120,000 due to purchase of a surface lot previously leased for parking services. The approved budget includes \$40,000 for upgrades to the parking garage access system. The increase in the Parking Garage Security Incidents is based on the current level of activity. This is a new measure for which historical data was not available in the prior fiscal year. Parking Costs

## Convention Center-2000-01

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**Activity:** *Parking Management*

**Activity Code:** *2PRK*

**Program Name:** *EVENT OPERATIONS*

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per Vehicle Served are projected to increase \$1.69 per vehicle, or 31%. This is due to a \$186,004 or 139% increase in proposed direct labor costs.

**Responsible Employee:**

Bill Panick

512-404-4400

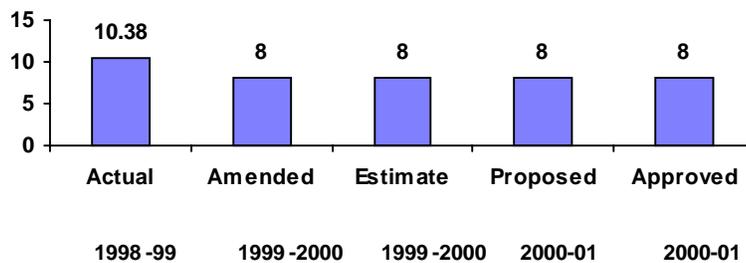
# Convention Center-2000-01

**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:	1998-99	1999-2000	1999-2000	2000-01	2000-01
	Actual	Amended	Estimate	Proposed	Approved
Employee turnover rate	10.38%	8%	8%	8%	8%
Information technology support costs per workstation	\$1,513.00	\$2,756.13	\$4,205.14	\$5,210.67	\$5,274.53
Lost time rate	5.42%	1.50%	1.50%	1.50%	1.50%
Percent of under \$5,000 competitive procurement awards to certified M/WBE vendors	MBE 56.08% WBE 19.38%	MBE 25% WBE 10%	MBE 25% WBE 10%	MBE 25% WBE 10%	MBE 25% WBE 10%
Percent variance of CYEs to actual expenditures	Q1: 6%; Q2: 6%; Q3: 2%	Q1: 2%; Q2: 2%; Q3: 1%			
Percent variance of CYEs to actual revenue	Q1: 17%; Q2: 13%; Q3: 11%	Q1: 2%; Q2: 2%; Q3: 1%			
Turnaround time for accounts payable within the Department	13 Days	25 Days	20 Days	25 Days	25 Days

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

Activity Name	1998-99	1998-99	1999-2000	1999-2000	1999-2000	1999-2000	2000-01	2000-01	2000-01	2000-01
	Actual	FTE	Amended	FTE	Estimate	FTE	Proposed	FTE	Approved	FTE
Administration and Management	\$417,014	2.00	\$829,657	2.00	\$689,044	2.00	\$1,070,571	3.00	\$1,077,962	3.00

## Convention Center-2000-01

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<b>Program:</b>	<b>SUPPORT SERVICES</b>									
Financial Monitoring / Budgeting	\$223,053	4.00	\$279,051	4.00	\$282,001	4.00	\$489,650	7.00	\$502,610	7.00
Information Technology Services	\$195,114	1.65	\$363,809	1.65	\$416,309	1.65	\$515,856	3.50	\$522,178	3.50
Personnel / Training	\$129,222	2.20	\$177,766	2.20	\$178,801	2.20	\$189,090	3.20	\$194,061	3.20
Purchasing / M/WBE	\$24,783	1.00	\$30,945	1.00	\$31,045	1.00	\$71,990	2.00	\$73,949	2.00
<b>Total</b>	<b>\$989,186</b>	<b>10.85</b>	<b>\$1,681,228</b>	<b>10.85</b>	<b>\$1,597,200</b>	<b>10.85</b>	<b>\$2,337,157</b>	<b>18.70</b>	<b>\$2,370,760</b>	<b>18.70</b>

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# Convention Center-2000-01

**Activity:** Administration and Management

**Activity Code:** 9ADM

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$417,014	\$829,657	\$689,044	\$1,070,571	\$1,077,962
<b>Total Requirements</b>	<b>\$417,014</b>	<b>\$829,657</b>	<b>\$689,044</b>	<b>\$1,070,571</b>	<b>\$1,077,962</b>
<b>Full-Time Equivalent</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Administrative cost as a percentage of total department budget	Efficiency	1.9%	2.1%	1.8%	2.3%	2.3%
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	33.34	24	24	24	24
Total department budget	Output	\$22,001,265	\$39,989,670	\$39,339,933	\$46,408,810	\$46,507,237
Employee turnover rate	Result	10.38%	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 in the amount of \$64,338 is included for one FTE transferred in from the Event Planning activity. The approved budget has increased \$47,500 for management, marketing and promotional costs associated with the Convention Center expansion project. The approved budget has increased

## Convention Center-2000-01

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**Activity:** *Administration and Management*

**Activity Code:** *9ADM*

**Program Name:** *SUPPORT SERVICES*

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\$93,900 for legal and consulting costs related to the Convention Center Expansion project. Total Department Budget measure is projected to increase \$6.5 million, or 16%. This is primarily due primarily to a transfer to the CIP for the Town Lake Park project.

**Responsible Employee:**

Robert Hodge

512-404-4040

# Convention Center-2000-01

**Activity:** Financial Monitoring / Budgeting

**Activity Code:** 9BUD

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$65,007	\$279,051	\$282,001	\$489,650	\$502,610
Expense Refunds	\$158,046	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$223,053</b>	<b>\$279,051</b>	<b>\$282,001</b>	<b>\$489,650</b>	<b>\$502,610</b>
<b>Full-Time Equivalents</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>7.00</b>	<b>7.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Total department budget per dollar of financial monitoring expense	Efficiency	\$98.64	\$143.31	\$139.50	\$94.78	\$92.53
Total financial monitoring expense	Output	\$223,053	\$279,051	\$282,001	\$489,650	\$502,610
Percent of reporting deadlines met	Result	100%	100%	100%	100%	100%
Percent variance of CYEs to actual expenditures	Result	Q1: 6%; Q2: 6%; Q3: 2%	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: 17%; Q2: 13%; Q3: 11%	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:** Funding in the amount of \$182,913 is included for 3 new FTEs. The new FTEs are required to address the increase in budget and performance reporting requirements. The budget also includes \$20,000 for a fixed asset tracking system. The Total Department Budget per Dollar of Financial Monitoring Expense is projected to decrease 35%. This is due to an increase

## Convention Center-2000-01

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

**Activity Code:** *9BUD*

**Program Name:** *SUPPORT SERVICES*

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in proposed direct labor costs that is partially offset by a 16% increase in the Department's total budget.

**Responsible Employee:**

Larry Anderson

512-404-4055

# Convention Center-2000-01

**Activity:** Information Technology Services

**Activity Code:** 9CPU

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$195,114	\$363,809	\$416,309	\$515,856	\$522,178
<b>Total Requirements</b>	<b>\$195,114</b>	<b>\$363,809</b>	<b>\$416,309</b>	<b>\$515,856</b>	<b>\$522,178</b>

<b>Full-Time Equivalent</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>3.50</b>	<b>3.50</b>
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## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Information technology support costs per workstation	Efficiency	\$1,513.00	\$2,756.13	\$4,205.14	\$5,210.67	\$5,274.53
Total number of workstations supported	Output	129	132	99	99	99
Percent of information technology problems resolved at time of call	Result	No Data	20%	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 in the amount of \$48,679 is included for one FTE. This FTE is a temporary position that is being converted to permanent status. The approved budget includes a decrease of \$28,202 in temporary labor costs as a result of this conversion. Funding in the amount of \$101,452 is included for 1.5 new FTEs. The new FTEs are required to address the increase in technology support requirements. The approved budget has decreased \$50,940 as a result of 0.65 FTEs transferred to the Exhibit Services activity. The approved budget includes an increase of \$90,000 due to change in method for computer acquisitions from purchases to operating leases. The approved budget includes a net decrease of \$34,000 for replacement/upgrades networking equipment. The approved budget has

## Convention Center-2000-01

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**Activity:** *Information Technology Services*

**Activity Code:** *9CPU*

**Program Name:** *SUPPORT SERVICES*

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increased \$27,000 for software upgrades. IT support costs per workstation are projected to increase \$2,519 per workstation. This is due primarily to the addition of 1.85 FTEs and a 25% decrease in the number of workstations supported. Increase in the Percent of IT Problems Resolved At Time of Call is based on current level of activity. Total Number of Workstations Supported is projected to decrease by 33 Units, or 25%. This is due primarily to the disposal of older equipment no longer capable of meeting user requirements.

**Responsible Employee:**

Michael Hall

512-404-4035

## Convention Center-2000-01

**Activity:** Personnel / Training

**Activity Code:** 9TRN

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$129,222	\$177,766	\$178,801	\$189,090	\$194,061
<b>Total Requirements</b>	<b>\$129,222</b>	<b>\$177,766</b>	<b>\$178,801</b>	<b>\$189,090</b>	<b>\$194,061</b>

Full-Time Equivalent	2.20	2.20	2.20	3.20	3.20

### Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Personnel cost per FTE	Efficiency	\$534.62	\$547.97	\$816.57	\$712.16	\$730.88
Training cost per FTE	Efficiency	\$560.48	\$480.72	\$591.31	\$515.70	\$529.26
Number of employee injuries	Output	N/A	0	0	0	0
Total cost of personnel administration	Output	\$63,085	\$69,592	\$103,705	\$109,673	\$112,555
Total training cost	Output	\$66,137	\$61,052	\$75,096	\$79,417	\$81,506
Lost time rate	Result	5.42%	1.50%	1.50%	1.50%	1.50%
Payroll error rate	Result	N/A	<1.0%	<1.0%	<1.0%	<1.0%
Percent of resignations leaving the City that complete exit interview	Result	N/A	90%	90%	90%	90%
Personnel Action Form (PAF) error rate	Result	N/A	10%	10%	10%	10%

**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
- Benefits administration.

**Changes in Requirements and Performance Measures:** Funding in the amount of \$42,400 is included for one new FTE. The new FTE is required to assist in recruiting and hiring for the Department's expanded

## Convention Center-2000-01

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**Activity:** *Personnel / Training*

**Activity Code:** *9TRN*

**Program Name:** *SUPPORT SERVICES*

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facilities. The approved budget has been decreased by \$44,000 due to an adjustment in other benefit costs. Personnel Costs per FTE are projected to increase \$183, or 33% per FTE. Although the number of FTEs in the department is budgeted to increase 21%, personnel costs in this activity are projected to increase \$42,000, or 61% due to the addition of one FTE. Training Costs per FTE are projected to increase \$48.54, or 10% per FTE. This is due to a \$20,454, or 34% increase in the Training Activity. This increase is partially offset by the 27 FTEs being added by the department.

**Responsible Employee:**

Monica Ross

512-404-4015

# Convention Center-2000-01

**Activity:** Purchasing / M/WBE

**Activity Code:** 9PUR

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$24,783	\$30,945	\$31,045	\$71,990	\$73,949
<b>Total Requirements</b>	<b>\$24,783</b>	<b>\$30,945</b>	<b>\$31,045</b>	<b>\$71,990</b>	<b>\$73,949</b>

<b>Full-Time Equivalent</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>
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## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Internal time from purchasing (for over \$5,000 purchases)	Efficiency	No Data	<90 Days	<90 Days	<90 Days	<90 Days
Internal time from time of request to time order is placed (under \$5,000 purchases)	Efficiency	No Data	<15 Days	<15 Days	<15 Days	<15 Days
Purchasing cost per dollar purchased (under \$5,000 only)	Efficiency	\$0.070	\$0.064	\$0.064	\$0.070	\$0.072
Number of specifications issued	Output	6	25	25	25	25
Number of transactions	Output	5640	5700	5700	5700	5700
Percent of under \$5,000 competitive procurement awards to certified M/WBE vendors	Result	MBE 56.08% WBE 19.38%	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	13 Days	25 Days	20 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
- Purchase reporting and payment activities
- Payments processing.

**Changes in Requirements and Performance Measures:** Funding in the amount of \$32,874 is included for one new FTE. The new FTE is required as part of our continuous improvement of customer service. The

## Convention Center-2000-01

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

**Activity Code:** *9PUR*

**Program Name:** *SUPPORT SERVICES*

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approved budget includes \$7,000 for full-year funding of salary adjustments. Budget changes within this activity will not have a significant impact on the performance measures.

**Responsible Employee:**

Larry Anderson

512-404-4055

# Convention Center-2000-01

**Activity:** Other Requirements

**Activity Code:** 9REQ

**Program Name:** TRANSFERS & OTHER REQUIREMENTS

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$665,982	\$10,320,819	\$10,315,705	\$6,043,415	\$5,949,596
<b>Total Requirements</b>	<b>\$665,982</b>	<b>\$10,320,819</b>	<b>\$10,315,705</b>	<b>\$6,043,415</b>	<b>\$5,949,596</b>
<b>Full-Time Equivalent</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	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 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 payperiod, administrative support, the employee learning program, wage adjustment, and worker's compensation.

**Services of the Activity:**

**Changes in Requirements and Performance Measures:** The approved budget reflects a decrease of \$3,660,000 due to the completion of a land purchase for a parking garage that will service the Convention Center expansion. The Approved Budget also includes a net increase of \$212,198 in administrative support costs, workers' compensation, liability reserve, accrued payroll, and the employee learning program. The Approved Budget includes \$124,440 for salary increases associated with Pay for Performance in 2001, and \$31,745 for incremental costs of Pay for Performance in 2000. The proposal also includes an increase for wage compensation of \$20,237. During budget adoption, council approved an increase in Pay for Performance in 2001 of \$24,888 and a reduction on other compensation adjustments of \$9,064. The total increase for compensation adjustments is \$192,246. In addition, the 1999-2000 Budget included an expense for the 27th payroll which only occurs every eleven years. The 2000-01 Approved Budget does not include this expense of \$202,193. Finally, the budget includes a \$833,334 decrease in the hotel installment payment 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.

**Responsible Employee:**

# Convention Center-2000-01

**Activity:** Transfers

**Activity Code:** 9XFR

**Program Name:** TRANSFERS & OTHER REQUIREMENTS

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Convention Center Operating	\$9,700,965	\$17,040,027	\$16,555,830	\$25,173,092	\$25,173,092
<b>Total Requirements</b>	<b>\$9,700,965</b>	<b>\$17,040,027</b>	<b>\$16,555,830</b>	<b>\$25,173,092</b>	<b>\$25,173,092</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	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 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.

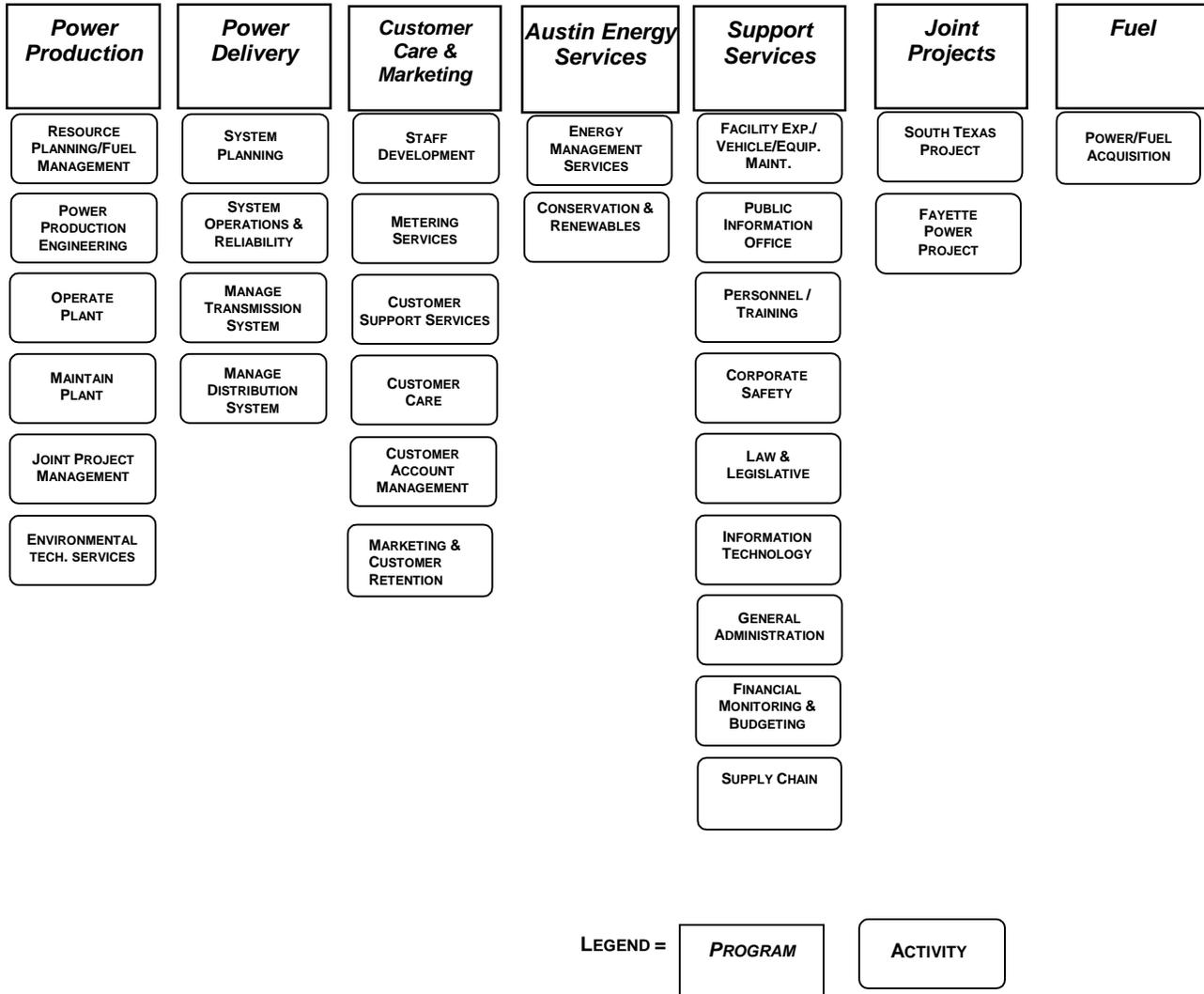
**Services of the Activity:**

**Changes in Requirements and Performance Measures:** The Proposed Budget reflects a \$2,000,000 decrease in the transfer to the CIP for renovation and improvements to the Convention Center as part of the expansion project and a transfer of \$8,300,000 to the CIP for the Town Lake Park Project. Debt service on Series A and Series A-Taxable Bonds will increase \$59,709; debt service requirements related to the Venue Project Fund will increase \$1,171,868 and debt service requirements related to the Town Lake Park project are anticipated to increase \$589,023.

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

# Austin Energy — 2000–2001

## Programs and Activities



	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-2001 Proposed	2000-2001 Approved
Revenue	\$715,230,361	\$727,199,152	\$787,664,807	\$769,853,360	\$769,853,360
Transfer-In	\$0	\$0	\$0	\$36,800,212	\$36,800,212
Requirements	\$698,108,911	\$742,855,593	\$800,324,564	\$805,814,411	\$808,143,561
Full-Time Equivalents (FTEs)	1,325.45	1,315.23	1,315.23	1,360.93	1,360.93

# **Austin Energy — 2000–2001**

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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**

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

Total revenue for Austin Energy is projected to be \$769,853,360 for 2000-2001, compared to the amended 1999-2000 budget of \$727,199,152. This represents an increase of \$42,654,208, or 6% due primarily to a combination of load growth and an increase in fuel revenues to recover fuel costs. No change in base rates was included for 2000-2001. Austin Energy recognizes revenue from Service Area Sales, Other Energy Sales, Miscellaneous Revenue, and Interest Income.

A transfer of \$36,800,212 from the Utility Debt Management Fund was approved for 2000-2001. This transfer will be used to pay for Capital Improvement Projects in lieu of issuing debt. Total available funds including Revenues and Transfers In amount to \$806,653,572.

## **Factors Affecting Requirements**

Total Approved 2000-2001 requirements for Austin Energy are estimated at \$808,143,561, compared to the 1999-2000 amended budget of \$742,855,593. This represents an increase of \$65,287,968, or 9% primarily due to increased fuel costs of \$34 million, an increase of \$23 million in the transfer to the Capital Improvement Program, and a transfer to the City of Austin's Economic Development Fund of \$4.2 million.

# Austin Energy — 2000-2001

	ACTUAL 1998-1999	AMENDED 1999-2000	ESTIMATE 1999-2000	PROPOSED 2000-2001	APPROVED 2000-2001
<b>BEGINNING BALANCE</b>	<b>\$ 79,374,760</b>	<b>\$ 99,640,578</b>	<b>\$ 88,309,915</b>	<b>\$ 75,650,158</b>	<b>\$ 75,650,158</b>
<b>REVENUE</b>					
Service Area Revenue	622,488,907	642,436,452	701,486,452	680,514,000	680,514,000
Other Revenue	92,741,454	84,762,700	86,178,355	89,339,360	89,339,360
<b>REVENUE TOTAL</b>	<b>715,230,361</b>	<b>727,199,152</b>	<b>787,664,807</b>	<b>769,853,360</b>	<b>769,853,360</b>
<b>TRANSFERS IN</b>					
Utility Debt Management Fund	0	0	0	36,800,212	36,800,212
<b>TRANSFERS IN TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,800,212</b>	<b>36,800,212</b>
<b>AVAILABLE FUNDS TOTAL</b>	<b>715,230,361</b>	<b>727,199,152</b>	<b>787,664,807</b>	<b>\$806,653,572</b>	<b>\$806,653,572</b>
<b>REQUIREMENTS</b>					
<b>OPERATING REQUIREMENTS</b>					
Operations and Maintenance, including Joint Projects	287,331,080	291,118,931	352,124,526	330,602,916	331,018,328
Energy Conservation	2,742,152	5,510,348	4,639,033	4,515,548	4,529,286
Load Management Program	0	870,000	870,000	3,042,800	3,042,800
Conservation Rebates & Incentives	9,334,834	7,235,000	7,235,000	7,452,500	7,452,500
Other Operating Expenses	36,885,201	30,695,800	35,939,796	37,275,164	37,275,164
<b>OPERATING REQUIREMENTS TOTAL</b>	<b>336,293,267</b>	<b>335,430,079</b>	<b>400,808,355</b>	<b>382,888,928</b>	<b>383,318,078</b>
<b>OTHER REQUIREMENTS</b>					
Workers' Compensation	461,900	522,426	522,426	792,311	792,311
Liability Reserve	26,000	600,000	600,000	600,000	600,000
Administrative Support	5,888,879	6,252,320	6,252,320	6,855,853	6,855,853
Net 27th Pay Period Requirements	0	238,185	238,185	0	0
Accrued Payroll	243,974	324,700	324,700	327,000	327,000
<b>OTHER REQUIREMENTS TOTAL</b>	<b>6,620,753</b>	<b>7,937,631</b>	<b>7,937,631</b>	<b>8,575,164</b>	<b>8,575,164</b>
<b>SUBTOTAL BEFORE TRANSFERS OUT</b>	<b>342,914,020</b>	<b>343,367,710</b>	<b>408,745,986</b>	<b>391,464,092</b>	<b>391,893,242</b>
<b>TRANSFERS OUT</b>					
General Fund	57,990,860	61,200,000	61,200,000	64,600,000	66,500,000
Debt Management	50,681,223	16,009,183	16,009,183	0	0
Electric Capital Improvement Program	60,458,019	127,504,500	127,504,500	150,215,626	150,215,626
Economic Development Fund	0	0	0	4,239,000	4,239,000
Neighborhood Housing & Community Development Office	0	0	0	133,333	133,333
General Obligation Debt Service	246,720	393,802	438,738	458,000	458,000
Debt Service (Principal and Interest)	185,818,069	194,380,398	186,426,157	194,704,360	194,704,360
<b>TRANSFERS OUT TOTAL</b>	<b>355,194,891</b>	<b>399,487,883</b>	<b>391,578,578</b>	<b>414,350,319</b>	<b>416,250,319</b>
<b>TOTAL REQUIREMENTS</b>	<b>698,108,911</b>	<b>742,855,593</b>	<b>800,324,564</b>	<b>805,814,411</b>	<b>808,143,561</b>
<b>Excess (Deficiency) of Revenue over Requirements</b>	<b>17,121,450</b>	<b>(15,656,441)</b>	<b>(12,659,757)</b>	<b>839,161</b>	<b>(1,489,989)</b>
Adjustment to GAAP	(8,186,295)	0	0	0	0
<b>ENDING BALANCE</b>	<b>\$ 88,309,915</b>	<b>\$ 83,984,137</b>	<b>\$ 75,650,158</b>	<b>\$ 76,489,319</b>	<b>\$ 74,160,169</b>

# Austin Energy — 2000–2001

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## Mission

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

## Goals and Key Initiatives

Austin Energy has developed department-wide goals for 2001 in order to respond more effectively to the changing electric utility industry.

### Create value for our community

- Austin Energy will meet the General Fund Transfer 2001 target.
- Austin Energy will conduct an extensive “grass roots” community value campaign.
- Austin Energy will conduct a consumer education program.
- Austin Energy will contribute to the City of Austin’s Economic Development Fund. This newly created fund will allow Austin Energy to support the City’s Smart Growth initiatives for planning and implementing growth and redevelopment strategies on a timely basis. Austin Energy will benefit from continued economic growth in its service area through the attraction of new business and encouragement of local businesses to expand. In addition, expediting the development process will shorten the time it takes to bring new customers on-line.

### Provide affordable energy services

- Austin Energy will not increase its base rates. Base rates have not increased since 1994.
- Austin Energy will continue to reduce operating expenses as necessary to ensure its continued successful operation.
- Austin Energy will continue to build its GreenChoice program. GreenChoice has the smallest premium—about 12 cents per day for the average residential customer—than any comparable green power program in the nation, according to a U.S. Department of Energy survey.

### Deliver reliable energy services

- Austin Energy will research and purchase a national customer satisfaction survey for benchmarking, develop an index related to meeting customer expectations for reliability, and establish a baseline rating of customer satisfaction with Austin Energy’s reliability.
- Austin Energy will continue to improve its System Average Interruption Frequency Index (SAIFI) and System Average Interruption Duration Index (SAIDI), which are key industry measures of system reliability. SAIFI is defined as the average number of times that a customer’s electricity is interrupted for one minute or more during a specified period of time. SAIDI is the average interruption duration for all customers served during a specified time period.

### Lead industry in environmental stewardship and conservation programs

- Austin Energy will produce no more than 8,646 tons or 2.21 lbs./MWh of NOx and 6,662,122 tons or 1,706 lbs./MWh of CO2 in 2001 from electricity generated from Austin Energy power plants. These targets include avoiding 224,710 tons of CO2 through the use of renewable resources.
- Austin Energy will continue to invite its 350,000 customers to sign up for GreenChoice—a program aimed at providing power generated from wind, sun and biomass by 2005 sufficient to meet at least 5% of the utility’s energy sales.

## **Austin Energy — 2000–2001**

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- Austin Energy and Enron will install four simple-cycle gas peaking units, which will be the first in Texas (second in the United States) to employ Selective Catalytic Reduction pollution control equipment. This technology emits the lowest achievable level of emissions including nitrogen oxides (NOx).

### **Invest In The Workforce**

- Austin Energy employees will receive 30,000 hours or an average of 22 hours per FTE of job skills training.
- Austin Energy will continue its Pay for Performance program. This program links individual performance to AE goals and promotes employee development, communication and performance planning.

### **Provide extraordinary customer service**

- Austin Energy will conduct quarterly quality and service evaluation meetings with large commercial customers.
- Austin Energy will create a quality assurance team for customer response.
- Austin Energy will research and purchase a national customer satisfaction survey and benchmark its performance with competitors and establish a baseline rating of customer satisfaction.

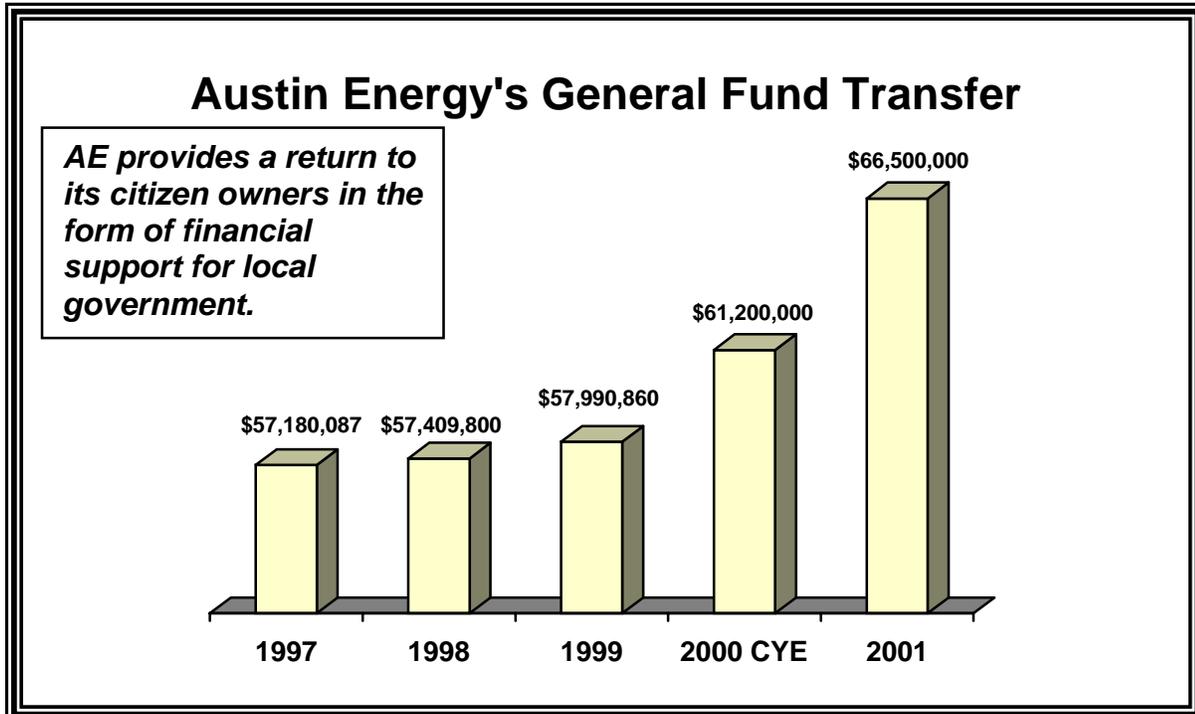
# Austin Energy — 2000–2001

## Budget Highlights

The Austin Energy budget contains a number of programs which support the goals of the department:

### Create value for our community

- Austin Energy will provide a return to its citizen owners in the form of a Transfer to the General Fund (GFT) amounting to \$66.5 million. In 1950, the General Fund Transfer contribution was \$1.5 million. By 1976, the General Fund Transfer contribution had grown to \$13.0 million. From 1976 to 2000, Austin Energy's General Fund Transfer contributions total over \$1.2 billion.



***Austin Energy's General Fund Transfer is based on the target established by 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. Over the five-year period, the percent of revenues transferred declined in the first two years and has been held constant thereafter. Actual transfers have increased as a result of revenue increases due to customer and load growth.***

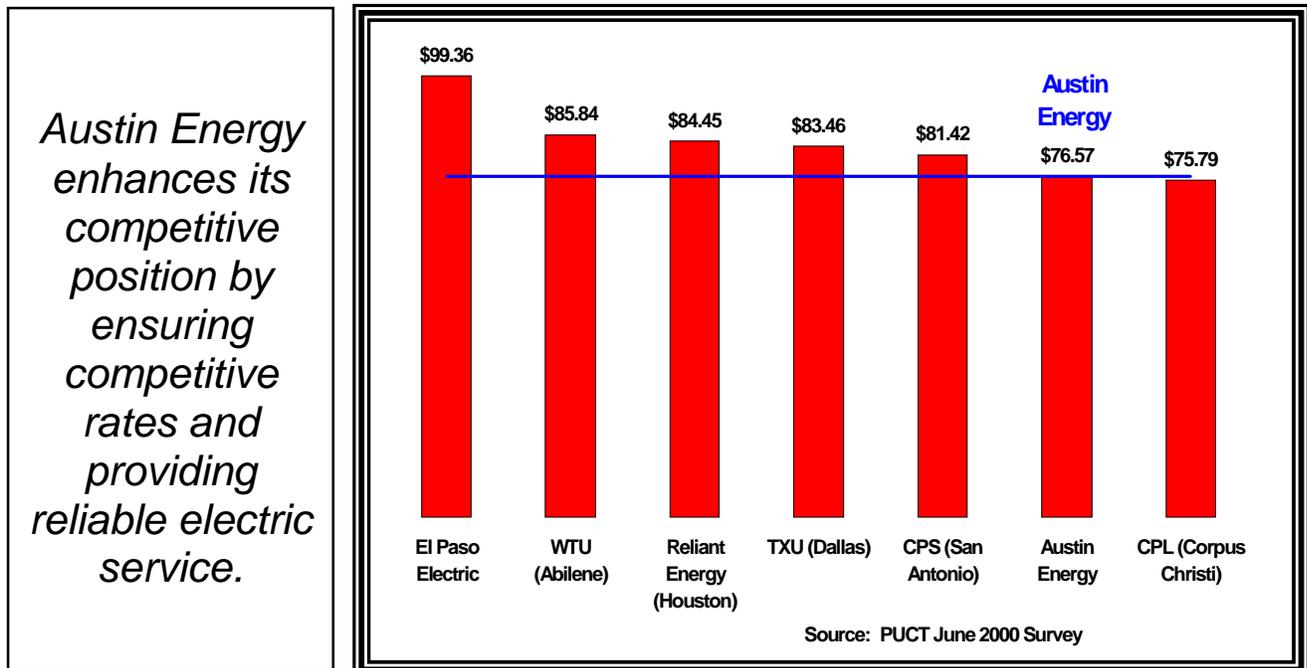
- Austin Energy will contribute \$4.2 million to the City of Austin's Economic Development Fund. This newly created fund will allow Austin Energy to support the City's Smart Growth initiatives for planning and implementing growth and redevelopment strategies on a timely basis. Austin Energy will benefit from continued economic growth in its service area through the attraction of new business and encouragement of local businesses to expand. In addition, expediting the development process will shorten the time it takes to bring new customers on-line.
- Capital Projects related to Community Involvement amount to \$11 million. Examples of these projects are Seaholm Decommissioning, Relocation of Overhead Lines to Underground and Holly Neighborhood Mitigation.
- The capital budget includes \$2 million for Smart Growth (Downtown Renovation) and \$2 million for Annexation projects.

# Austin Energy — 2000–2001

## Provide affordable energy services and Deliver reliable energy services

- At Austin Energy, we continue to balance our commitment of remaining competitive while providing a fair return to our citizen owners. We enhance our competitive position by ensuring competitive rates and providing reliable electric service.

**Average Bill Comparison**  
June 2000 Residential – 1,000 kWh



- Operating and Maintenance programs that support both goals amount to \$325 million.
- The operating budget includes \$34 million in increased fuel expenses due to higher fuel prices in the natural gas market and customer load growth.
- The operating budget funds forty-five new full-time equivalent (FTE) positions which brings the Austin Energy staffing level back to its 1990 level. The additional staff is needed to continue to improve customer service levels and to prepare for deregulation.
- Capital budget includes \$113 million for projects related to increased service and customer growth and \$74 million for system improvement projects.

## Lead industry in environmental stewardship and conservation programs

- The Energy Conservation program in the operating budget amounts to \$15 million. This is a \$1.4 million or a 10% increase over last year's budget. The \$15 million includes \$4.5 million for conservation and renewable energy programs, \$7.5 million for conservation rebates and incentives and \$3 million for residential load management programs.
- Capital projects include \$2 million for Environmental Stewardship Projects for alternative energy, continuous emissions monitoring and asbestos abatement, and \$18 million for Chilled Water Projects.

# Austin Energy — 2000–2001

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## Invest In The Workforce

- Programs included in the operating budget, which support the workforce total \$6 million. Examples include Corporate Safety, Personnel/Training and Communication/Public Information Office.
- The operating budget includes \$2.4 million for the continuation of Pay for Performance; increased employee medical insurance of \$1.3 million; and increased retirement contributions of \$.6 million.
- Capital projects related to investing in the workforce amount to \$3 million. This includes computer hardware and software, motorized equipment, communication, security and parking resources.

## Provide extraordinary customer service

- Operating programs supporting customer service amount to \$20 million.

## Major Program Changes

Revenue Increases / (Decreases)	In \$000	FTEs
1 Service Area Revenue	\$38,077	
2 Other Revenues	\$4,577	
3 Transfer In - Utility Debt Management Fund	<u>\$36,800</u>	
<b>Total Revenue Changes</b>	<u><u>\$79,454</u></u>	
Expenditure Increases / (Decreases)		
1 Operations and Maintenance Expenses	\$39,899	
2 Energy Conservation/Rebates and Incentives	\$1,409	
3 Other Operating Expenses	\$6,579	
4 Other Requirements	\$638	
5 Transfers		
• General Fund Transfer	\$5,300	
• Debt Management	(\$16,009)	
• Capital Improvements Program (CIP)	\$22,711	
• Economic Development Fund	\$4,239	
• Neighborhood Housing & Community Development	\$133	
• Debt Service	<u>\$388</u>	
<b>Total Expenditure Changes</b>	<u><u>\$65,287</u></u>	<u>45.70</u>

# **Debt Management Fund — 2000-01**

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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**

In 1998-1999, sources of revenue included an Austin Energy transfer from current revenue and interest earnings on the Debt Management Fund were retained in the Debt Management Fund. For 1999-2000, sources of revenue included an Austin Energy transfer from current revenue. Interest earnings on the Debt Management Fund were retained in the Austin Energy Operating Fund.

For the 2000-2001 proposed budget, there are no revenues estimated for the Debt Management Fund. Interest earnings on the Debt Management Fund will be retained in the Austin Energy Operating Fund and no transfer of Austin Energy current revenue will be made to 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.

Total requirements are a Transfer To Austin Energy's Operating Fund amounting to \$36.8 million, which will be used to provide additional funding for its capital program.

## DEBT MANAGEMENT FUND

(in thousands)

	<u>1998-1999 ACTUAL</u>	<u>1999-2000 AMENDED</u>	<u>1999-2000 ESTIMATE</u>	<u>2000-01 PROPOSED</u>	<u>2000-01 APPROVED</u>
BEGINNING BALANCE	<u>\$ 156,547</u>	<u>\$ 208,148</u>	<u>\$ 205,440</u>	<u>\$ 221,449</u>	<u>\$ 221,449</u>
REVENUE					
Transfers from Utility Funds	37,951	16,009	16,009	0	0
Interest Income	<u>10,942</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	<u>48,893</u>	<u>16,009</u>	<u>16,009</u>	<u>0</u>	<u>0</u>
REQUIREMENTS					
Transfer to Electric Utility Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>36,800</u>	<u>36,800</u>
TOTAL REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>36,800</u>	<u>36,800</u>
Excess (Deficiency) of Revenue over Requirements	<u>48,893</u>	<u>16,009</u>	<u>16,009</u>	<u>(36,800)</u>	<u>(36,800)</u>
ENDING BALANCE	<u><u>\$ 205,440</u></u>	<u><u>\$ 224,157</u></u>	<u><u>\$ 221,449</u></u>	<u><u>\$ 184,649</u></u>	<u><u>\$ 184,649</u></u>

# Economic Development Fund — 2000–01

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*Redevelopment  
Services*

*Transfers/Other  
Requirements*

LEGEND= *Programs* Activities

	1998-1999	1999-2000	1999-2000	2000-01	2000-01
	Actual	Amended	Estimated	Proposed	Approved
<b>General Fund</b>					
Revenue	\$0	\$0	\$0	\$4,239,000	\$4,239,000
Expenditures	\$0	\$0	\$0	\$4,239,000	\$4,239,000
Full-time Equivalents (FTE's)	0.00	0.00	0.00	12.00	12.00

# **Economic Development Fund – 2000-01**

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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 will provide redevelopment 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 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 provides \$4.2 million in the Approved Budget to support the newly created Economic Development Fund. This fund will allow Austin Energy to increase the density in growth of the existing infrastructure and shorten the time it takes to bring new customers on line.

## **Factors Affecting Requirements**

The Approved Budget creates the Redevelopment Services Office in the Economic Development Fund to work with primary employers that want to relocate to Austin as well as plan for downtown development and the redevelopment of the former Robert Mueller Airport property. Funding will also be provided for legal fees and utility relocations associated with redevelopment projects, as well as a Smart Development Review pilot project. Total approved requirements for the fund are \$4.2 million.

## ECONOMIC DEVELOPMENT FUND

	<u>1998-99</u> <u>ACTUAL</u>	<u>1999-2000</u> <u>AMENDED</u>	<u>1999-2000</u> <u>ESTIMATED</u>	<u>2000-01</u> <u>PROPOSED</u>	<u>2000-01</u> <u>APPROVED</u>
BEGINNING BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FUNDING SOURCES					
Austin Energy	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,239,000</u>	<u>4,239,000</u>
TOTAL FUNDING SOURCES	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,239,000</u>	<u>4,239,000</u>
OPERATING REQUIREMENTS					
Redevelopment Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,903,545</u>	<u>2,933,383</u>
TOTAL OPERATING REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,903,545</u>	<u>2,933,383</u>
TRANSFERS/OTHER REQUIREMENTS					
Utility Relocation costs and other	0	0	0	539,000	539,000
Smart Development Review Pilot Project	0	0	0	62,000	62,000
Legal services	0	0	0	704,617	704,617
Compensation Adjustment	0	0	0	17,715	0
Employee Incentive Package	<u>0</u>	<u>0</u>	<u>0</u>	<u>12,123</u>	<u>0</u>
TOTAL TRANSFERS/OTHER REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,335,455</u>	<u>1,305,617</u>
TOTAL REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,239,000</u>	<u>4,239,000</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER 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>

# Economic Development Fund—2000-01

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## Significant Revenue and Expenditure Changes by Program

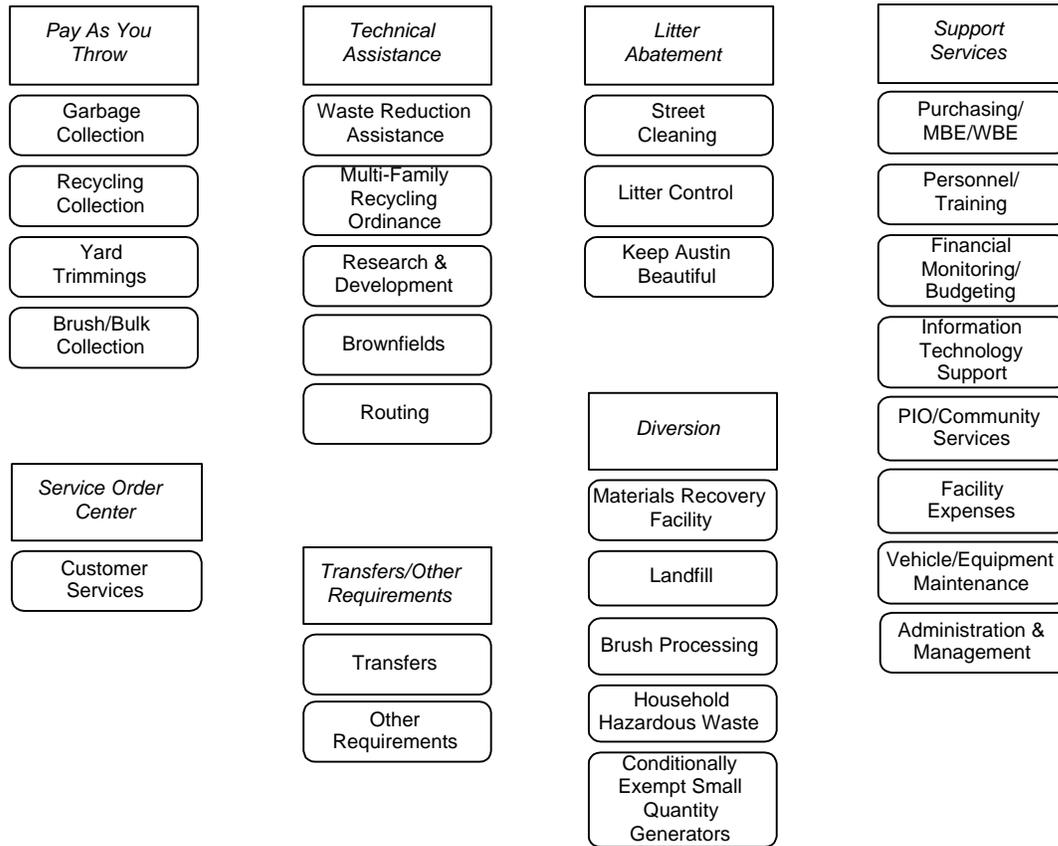
<u>Revenue Changes</u>	Dollars	FTEs
1. Transfer in from Austin Energy to support the newly created Economic Development Fund	\$4,239,000	
<u>Expenditure Changes</u>	Dollars	FTEs
1. <b><u>City-wide</u></b>		
The Approved Budget includes \$17,715 associated with Pay for Performance in 2001 and \$6,403 for incremental costs of Pay for Performance in 1999-2000 for a total compensation adjustment increase of 24,118. An employee incentive package adds \$12,123 to the Approved Budget. An additional \$41,558 has been included in the Approved Budget for anticipated changes in health and retirement benefit contributions.	\$77,799	
2. <b><u>Redevelopment Services</u></b>		
The Approved Budget creates the Redevelopment Services Office of Austin Energy to provide economic development and redevelopment services for the City. To accomplish this, funding for contracted legal, consultant, surveying and development services is included in the approved budget.	\$1,700,000	
Adds supportive equipment costs to establish new office.	\$250,187	
Adds three new positions for work on redevelopment projects.	\$283,193	3.00
Adds two new administrative support positions.	\$67,955	2.00
Adds Financial Analyst and Economic Development Services Coordinator to assist with business development analysis and economic development initiatives.	\$105,085	2.00
Transfers CSC Project Officer from Public Works Capital Projects Management Fund.	\$103,840	1.00
Transfers in Special Projects Director from Development Review and Inspection Department.	\$120,496	1.00
Transfers in two Economic Development positions and one Downtown Projects Officer position and supportive costs from Planning, Environmental and Conservation Services Department.	\$224,828	3.00

## Economic Development Fund—2000-01

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	Dollars	FTEs
3. <u>Transfers/Other Requirements</u>		
The Approved Budget includes \$539,000 to move utility lines on the IBM, Tivoli and Triangle Park redevelopment sites, \$62,000 for a Smart Development Review Pilot Project to encourage expedited project review and \$704,617 for outside counsel on legal issues.	\$1,305,617	

# Solid Waste Services Department — 2000-01



LEGEND= Programs Activities

	1998-1999	1999-2000	1999-2000	2000-2001	2000-2001
	Actual	Amended	Estimated	Proposed	Approved
Revenue	\$36,351,062	\$36,468,484	\$37,243,063	\$36,349,665	\$36,349,665
Transfers In	\$350,100	\$353,020	\$353,020	\$477,864	\$477,864
Requirements	\$33,120,275	\$38,971,781	\$37,061,981	\$42,389,289	\$42,433,707
Full-time Equivalents (FTE's)	372.50	375.50	375.50	370.00	370.00

## SOLID WASTE SERVICES FUND

	1998-99 ACTUAL	1999-2000 AMENDED	1999-2000 ESTIMATED	2000-01 PROPOSED	2000-01 APPROVED
BEGINNING BALANCE	<u>6,877,056</u>	<u>9,067,405</u>	<u>10,597,350</u>	<u>11,131,452</u>	<u>11,131,452</u>
REVENUE					
Residential	23,476,314	23,813,400	23,806,000	24,203,000	24,203,000
Extra Stickers and Carts	326,011	315,000	350,000	415,000	415,000
Commercial	1,121,014	1,245,700	1,500,000	1,414,000	1,414,000
Landfill	505,552	687,000	550,000	412,000	412,000
Brush Processing	0	602,300	0	0	0
Anti-Litter	7,311,877	7,736,100	7,550,000	7,865,400	7,865,400
CESQG	78,167	60,400	120,000	62,200	62,200
Recycling	753,523	750,000	1,500,000	1,100,000	1,100,000
City Facility Recycling	0	3,100	0	0	0
Other	1,123,938	502,210	1,161,000	665,065	665,065
Auction Sales	84,331	140,900	140,900	145,100	145,100
Landfill Closure Reimb.-Aviation	1,500,000	0	0	0	0
Payroll Accrual	0	546,474	499,263	0	0
Travis County	70,335	65,900	65,900	67,900	67,900
TOTAL REVENUE	<u>36,351,062</u>	<u>36,468,484</u>	<u>37,243,063</u>	<u>36,349,665</u>	<u>36,349,665</u>
TRANSFERS IN					
Transfer from General Fund	350,100	353,020	353,020	477,864	477,864
TOTAL TRANSFERS IN	<u>350,100</u>	<u>353,020</u>	<u>353,020</u>	<u>477,864</u>	<u>477,864</u>
TOTAL AVAILABLE	<u>36,701,162</u>	<u>36,821,504</u>	<u>37,596,083</u>	<u>36,827,529</u>	<u>36,827,529</u>
EXPENSES					
Pay As You Throw (PAYT)	13,398,518	15,491,521	15,562,505	16,797,430	17,037,367
Technical Assistance	793,525	902,584	728,195	940,500	959,953
Litter Abatement	2,479,118	3,115,905	2,644,401	3,152,667	3,205,791
Diversion	3,871,241	4,221,123	3,256,937	2,388,267	2,430,878
Customer Services	467,365	584,716	587,733	563,311	578,347
Support Services	3,742,967	4,495,037	4,078,931	4,103,750	4,187,801
TOTAL EXPENSES	<u>24,752,734</u>	<u>28,810,886</u>	<u>26,858,702</u>	<u>27,945,925</u>	<u>28,400,137</u>
TRANSFERS OUT					
Transfer to SWS Debt Service	728,622	0	0	0	0
911/CAD Radio Project	6,700	0	0	0	0
Transfer to GO Debt Service	3,576,179	3,131,712	3,121,306	2,647,269	2,647,269
Transfer to Landfill Closure Fund	0	0	0	269,527	269,527
Transfer to SWS CIP	1,536,500	3,323,800	3,323,800	4,577,300	4,577,300
Transfer to Sustainability Fund	0	0	0	363,497	363,497
Environmental Remediation	75,000	75,000	75,000	1,750,000	1,750,000
TOTAL TRANSFERS OUT	<u>5,923,001</u>	<u>6,530,512</u>	<u>6,520,106</u>	<u>9,607,593</u>	<u>9,607,593</u>

	1998-99 ACTUAL	1999-2000 AMENDED	1999-2000 ESTIMATED	2000-01 PROPOSED	2000-01 APPROVED
OTHER REQUIREMENTS					
Workers' Compensation	498,555	490,922	490,922	643,311	643,311
Liability Reserve Fund	169,000	174,000	174,000	197,000	197,000
Administrative Support-City	1,271,165	1,613,369	1,613,369	2,095,218	2,095,218
Accrued Payroll	12,491	65,400	65,400	64,000	64,000
27th Pay Period	0	547,812	600,602	0	0
UCSO Billing Support	334,023	574,829	574,829	756,448	756,448
Wage Adjustment	0	0	0	409,794	0
Bad Debt Expense	159,306	164,051	164,051	670,000	670,000
TOTAL OTHER REQUIREMENTS	<u>2,444,540</u>	<u>3,630,383</u>	<u>3,683,173</u>	<u>4,835,771</u>	<u>4,425,977</u>
TOTAL REQUIREMENTS	<u>33,120,275</u>	<u>38,971,781</u>	<u>37,061,981</u>	<u>42,389,289</u>	<u>42,433,707</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	<u>3,580,887</u>	<u>(2,150,277)</u>	<u>534,102</u>	<u>(5,561,760)</u>	<u>(5,606,178)</u>
Adjustments to GAAP	<u>139,407</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>10,597,350</u></u>	<u><u>6,917,128</u></u>	<u><u>11,131,452</u></u>	<u><u>5,569,692</u></u>	<u><u>5,525,274</u></u>

# Solid Waste Services Department— 2000-01

## Mission

The mission statement of the Solid Waste Services Department is: “Solid waste management is our business — customer satisfaction is our job.” The Department has developed the following goals in order to achieve this mission.

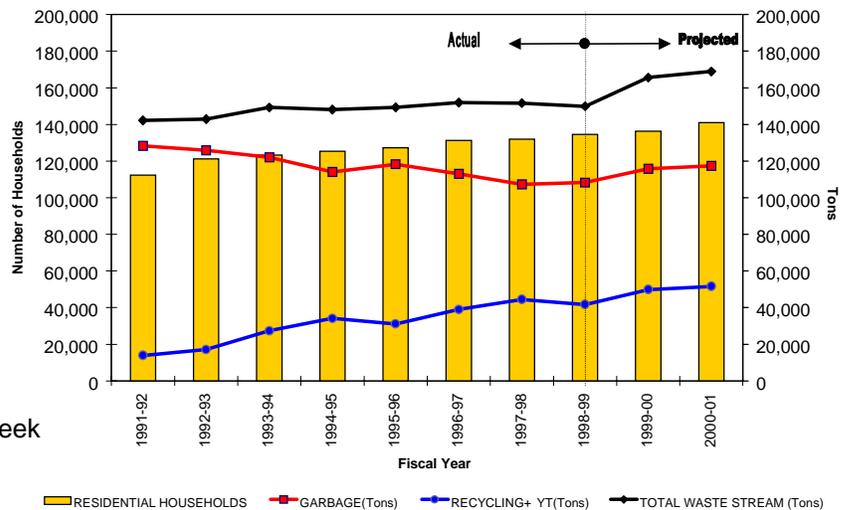
## Goals

- Keep our commitment to citizens by maintaining stable Pay-As-You-Throw (PAYT) rates through September 30, 2002.
- 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.
- Increase customer satisfaction in Garbage Collection, Recycling Collection and Street Cleaning by September 30, 2003.

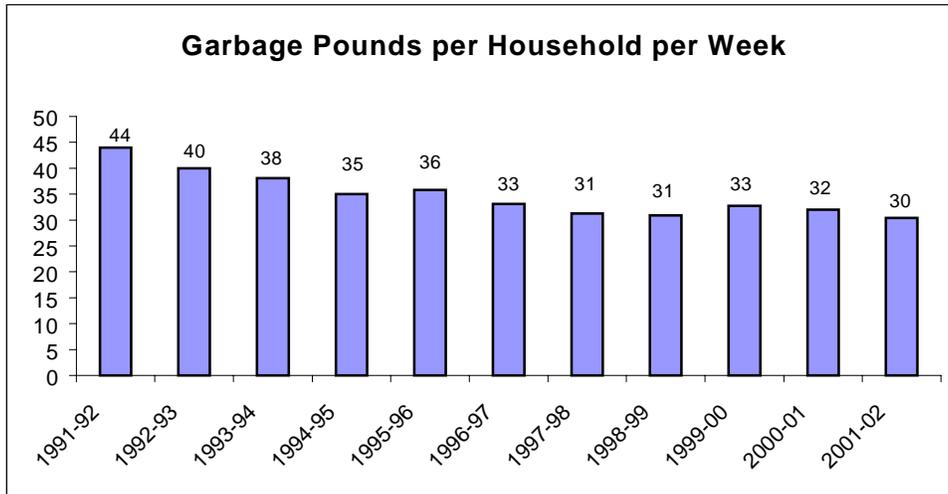
To assist in tracking how well goals are being met, key indicators have been developed along with appropriate performance measures. The key indicators include:

## Key Indicators

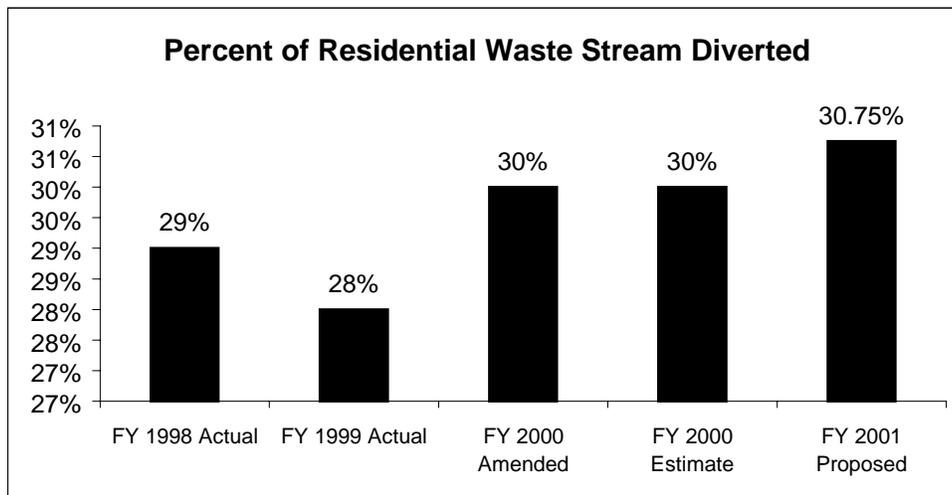
- Residential waste stream diversion (see chart at right)
- Tons collected (total for PAYT)
- Number of complaints
- Cost per ton for garbage collection and disposal
- Cost per ton to provide recycling services
- Net revenue per ton for Material Recycling Facility (MRF)
- MRF recovery percentage
- Cost per residential street sweeping Cycle
- Garbage pounds per household per week



# Solid Waste Services Department— 2000-01



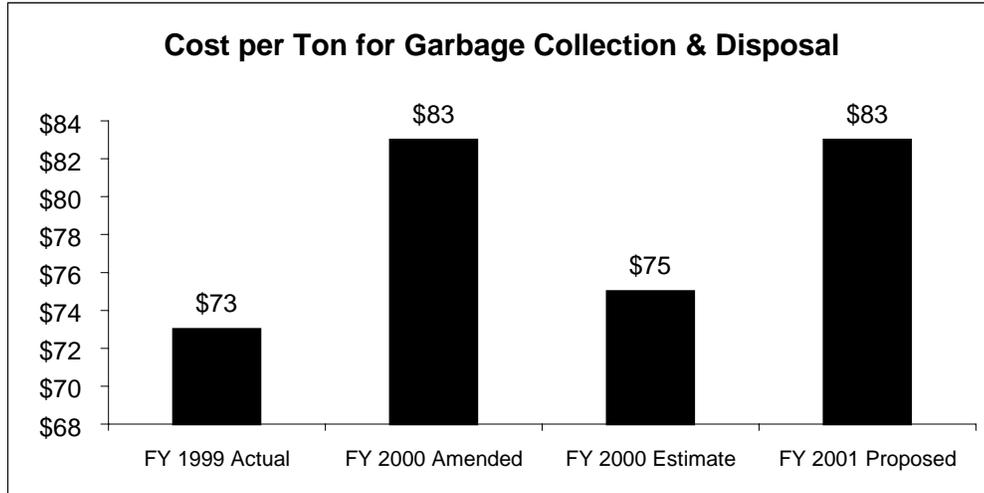
Since the start of the PAYT program in 1991, the pounds of residential garbage collected per week has decreased from 44 pounds to 31 pounds in FY 98-99. However, in FY 99-00 the pounds per household is projected to increase to 33 pounds due to internal and external customers not following the extra garbage sticker guidelines. SWS proposes to reduce the pounds collected per household from 33 to 30 pounds by September 2002. The reduction will be accomplished by improved internal and external customer education and the implementation of a \$4.00 excess garbage fee.



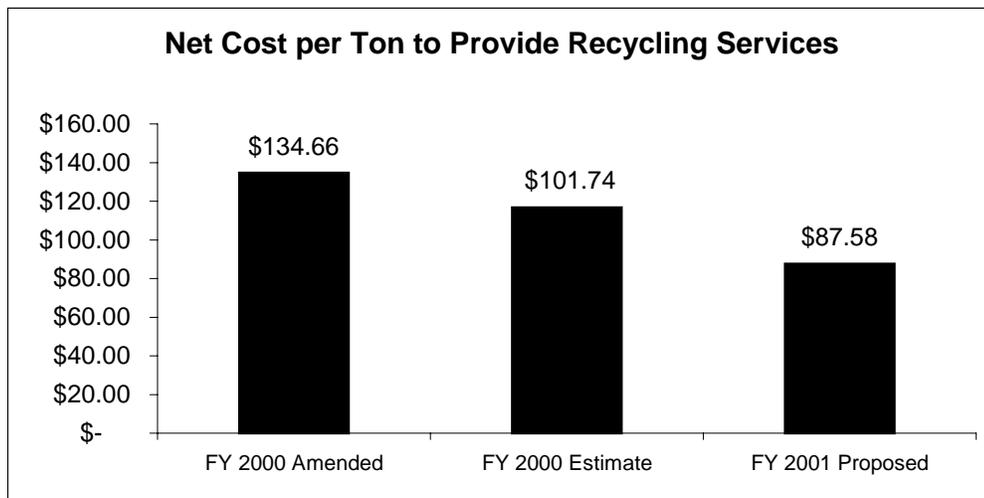
The percentage of the residential waste stream represents the volume of materials sold or composting as a portion of all materials collected through the PAYT program. The majority of the increase in the diversion rate, anticipated from FY 2000-01, is due to the new MRF sorting equipment which recovers broken glass, thus increasing the volume of recyclable material that is sold. The diversion rate is not expected to change significantly provided that the current PAYT rate structure, with its relatively small \$2.75 difference between cart sizes, is maintained.

# Solid Waste Services Department— 2000-01

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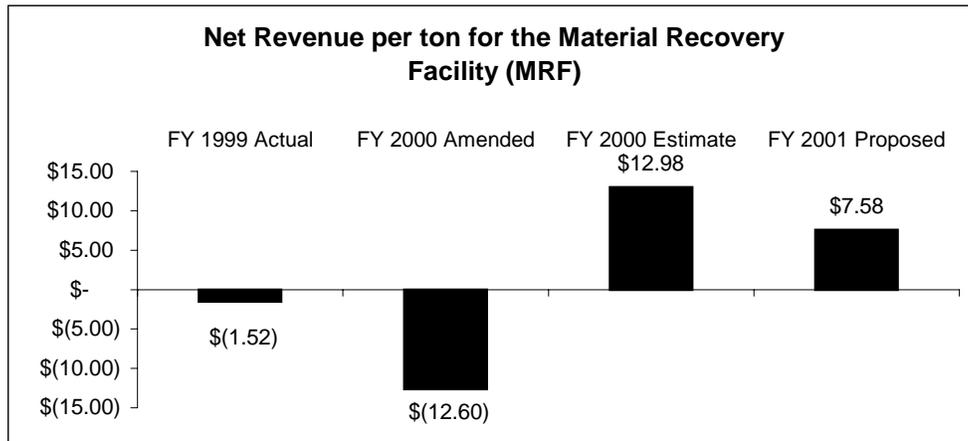
The cost per ton for garbage collection and disposal is expected to increase from the FY1999-2000 year-end estimate of \$75 per ton to \$83 per ton due to increases in the cost of disposal at private landfills, increased salaries, fleet maintenance, and fuel expenditures.



The net cost per ton to provide recycling services, which is calculated by adding the cost per ton to collect recycled materials at curbside to the net cost per ton at the MRF, is expected to decrease to \$87.58 per ton due to efficiency improvements at the MRF. These improvements are expected to substantially lower costs and increase revenue from the sale of recycled materials as more materials are recovered and sold.

# Solid Waste Services Department— 2000-01

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The MRF net revenue collected per ton for the sale of recyclable material is shown above. SWS has benefited from favorable market conditions throughout FY1999-2000 as revenue from the sale of recycled materials has increased 60% over the amount budgeted. This increased revenue has resulted in a projected net revenue per ton for FY1999-2000 of \$12.98/ton. During FY2000-01, the efficiency improvements associated with the new sorting equipment should result in substantially lower operating costs. The approved operating budget for the MRF for FY2000-01 is \$328,000 lower than the amount approved for FY1999-2000, resulting in a net revenue collected per ton of \$7.58 per ton.

# Solid Waste Services Department— 2000-01

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## Business Plan

### Pay-As-You-Throw

#### Conversion to Automated Garbage Collection

To address our goal of rate stability, the Approved Budget continues the Department's 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; 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 his vehicle. This results in reduced physical effort and potentially fewer injuries. The FTEs saved from this conversion will be used to staff the recycling and yard trimming activities and eventually reduce the number of FTEs in the Department. 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.

#### Excess Garbage Fee

The Pay-As-You-Throw Program requires that customers pay according to the amount of garbage that they dispose of. Recent analysis by the City Auditor and the Solid Waste Operations Task Force have indicated that compliance with the requirement for use of extra garbage stickers needs to be improved. Due to deficiencies in this area, the Department is losing revenue, sending an inconsistent message about recycling, and creating inequities among customers. Improving this performance will address our goal of reducing average weekly household garbage from 32 lbs. to 30 lbs.

Enforcement is most effectively achieved when it is accomplished with the existing crews in the field. However, the current system provides little incentive for employees to enforce the rules requiring extra garbage stickers. If unstickered garbage is left uncollected, neighbors often call and complain. The existing City Code gives no quick remedies to the problem of an uncooperative customer, other than leaving the garbage uncollected and pursuing nuisance health violations, which places a larger burden on Health Department inspectors.

In order to address these issues, the Department is preparing amendments to the City Code that will give it the authority to collect unstickered extra garbage, and place charges on the customer's utility bill commensurate with the extra effort required to document and collect the unstickered garbage. This will eliminate the problem that uncollected garbage poses for neighbors of an uncooperative customer, and gives the Department a better enforcement mechanism than to simply leave the garbage uncollected. Solid Waste Services is proposing a fee of \$4.00 for this service.

#### Material Recovery Facility

At the beginning of fiscal year 2001, Solid Waste Services will finalize the installation of sorting equipment to increase the recovery of commingled material. This equipment will allow Solid Waste Services to reduce the number of contracted and temporary employees and not have two shifts at the Material Recovery Facility. The reduction of contracted and temporary employees will be phased to ensure that the Department has the correct number of employees at the facility. The efficient operation of the MRF contributes to the Department goal of keeping rates stable until September 30, 2002.

#### Facilities

## **Solid Waste Services Department— 2000-01**

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The Solid Waste Services Department is critically affected by the current location of its service facilities. With 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 in the far south. In addition, the Department needs to move forward with design and construction of administration offices at the Bolm Road/Airport Blvd. site acquired from BFI/ACCO Recycling. The Department is negotiating to extend its lease on the south side of ABIA for three years to accommodate this project timeline. Completion of these facilities will contribute to achieving the department goals for customer satisfaction and rate stability.

### Landfill Closure

Regulations specify the requirements for closing a landfill and mandate that it must be monitored and maintained for at least 30 years. This budget proposes establishing a separate fund for landfill closure and post-closure requirements, 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 closure and post-closure requirements improving the overall efficiency of landfill operations.

### Consultant Study

In FY1998-99, the City Council's Solid Waste Operations Task Force and the City Auditor made recommendations to improve the efficiency and quality of the Department's services. The Solid Waste Services Department hired SCS Engineers to assist in evaluating those recommendations that should be implemented. It is anticipated that recommendations will be provided to the Solid Waste Advisory Commission and the City Council in July of 2000.

### Sustainability Fund

The City's Approved 2000 - 01 Budget includes the creation of a Sustainability Fund, which will be used to provide resources for one-time projects that will help the City of Austin build a sustainable economic, environmental and equitable infrastructure. The Sustainability Fund will be funded by a transfer of current revenue from the City's major operating funds. The Solid Waste Services Fund Approved Budget includes a transfer of one percent of its revenue, equal to \$363,497, to the Sustainability Fund.

### Environmental Remediation Fund

The Approved Budget incorporates a transfer out of \$1,750,000 to the Environmental Remediation Fund. This increase provides financial support for site assessments, remediation alternative development, design, and construction for closed City landfill sites, specifically for the anticipated costs of the Mabel Davis Park Landfill Site Assessment and Remediation Project.

# Solid Waste Services Department - 2000-01

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## Significant Revenue and Expenditure Changes by Program

<u>Revenue Changes</u>	<i>Dollars</i>	<i>FTEs</i>
1. The Approved Budget includes \$557,355 in increased revenue from Garbage Fees, and \$129,300 from Anit-Litter Fees based on increases in the customer base.	\$692,100	
2. Increase in Excess Garbage Sticker revenue of \$100,000 due to new fee of \$4.00.	\$100,000	
3. Decrease in Landfill revenue of \$275,000 due to landfill designation of Title VI disposal site, resulting in decreased tonnage and customers.	(\$275,000)	
4. Decrease in Brush Processing revenue of \$602,300 due to contracting services with Texas Disposal Systems.	(\$602,300)	
5. Increase in revenue of \$350,000 from sales of recycled materials resulting from market sales of materials and full year of operation of the Material Recovery Facility.	\$350,000	
6. Increase in interest revenue of \$162,855 due to delay in CIP projects.	\$162,855	
7. The 1999-2000 Budget included an expense for a 27th payroll which only occurs every eleven years and is partially funded by accruals from the years with only 26 payrolls. The Approved Budget does not include this funding source.	(\$546,474)	
8. Increased transfers in from the General Fund of \$124,844.	\$124,844	
 <u>Expenditure Changes</u>		
1. <u>City Wide</u> The Approved Budget includes \$338,895 for salary increases associated with Pay for Performance in 2001, and \$162,196 for incremental costs of Pay for Performance in 2000. During budget adoption, Council approved an increase in Pay for Performance in 2001 of \$67,779 and a reduction on other compensation adjustments of \$23,361. The total increase for compensation adjustments is \$545,509.	\$545,509	
 An additional \$420,264 has been included in the Approved Budget for anticipated changes in health/medical premiums.	\$420,264	

## Solid Waste Services Department - 2000-01

	<i>Dollars</i>	<i>FTEs</i>
2. <b><u>Pay-As-You-Throw</u></b> The Approved Budget includes an additional \$1,305,909 for full-year funding for disposal of garbage at private landfills, field employee salary adjustments, fleet services, contracted recycling services, and the replacement of garbage carts and bins.	\$1,305,909	
3. <b><u>Technical Assistance</u></b> The Approved Budget for this program includes increases totaling \$37,916 for promotional initiatives.	\$37,916	
4. <b><u>Diversion</u></b> Decreased expenditures of \$327,588 due to efficiency improvements at the Material Recovery Facility are proposed.	(\$327,588)	
Decreased expenditures of \$1,275,400 from shifting for Landfill Closure to the CIP and the Landfill Closure Fund are included.	(\$1,275,400)	
Decreased expenditures of \$313,412 due to the elimination of the Brush Processing Facility is included. This service will now be performed by Texas Disposal Systems as apart of the new long-term disposal contract.	(\$313,412)	
5. <b><u>Litter Abatement</u></b> Increased expenditures of \$36,762 for field employee salary adjustments and fleet services is included.	\$36,762	
6. <b><u>Customer Services</u></b> Decreased expenditures of \$21,405 due to vacancy savings.	(\$21,405)	
7. <b><u>Support Services</u></b> The elimination of 4.5 FTEs and the transfer out of 1 FTE results in reduced requirements totaling \$237,000.	(\$237,000)	(5.50)
Decreased expenditures of \$391,287 related to reallocation of departmental Goal Based Pay is included.	(\$391,287)	
8. <b><u>Transfers Out</u></b> The Approved Budget includes a transfer of \$363,497 to the Sustainability Fund to provide resources for one-time projects that will help the City of Austin build a sustainable economic, environmental, and equitable infrastructure.	\$363,497	
Increased transfers to the Capital Improvement Program (CIP) of \$1,253,500 and the Landfill Closure Fund of \$269,527 are partially offset by a decrease to G.O. Debt Service of \$484,443.	\$1,038,584	
Transfers out to the Environmental Remediation Fund are increased by \$1,675,000 for a total of \$1,750,000.	\$1,675,000	

## Solid Waste Services Department - 2000-01

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	<i>Dollars</i>	<i>FTEs</i>
9. <b>Other Requirements</b>		
Increased requirements for USCO billing support and City-wide administrative support are proposed.	\$607,197	
The Proposed Budget includes an increase in Bad Debt Expense.	\$505,949	
An increase in the requirements for the Liability Reserve Fund and Worker's Compensation Fund is included.	\$256,654	
The 1999-2000 Budget included an expense for a 27th payroll which only occurs every eleven years and is partially funded by accruals from the years with only 26 payrolls. The Approved Budget does not include this funding source.	(\$547,812)	

# Programs and Activities

# Solid Waste Services-2000-01

## Solid Waste Services Fund

	1998 -99 Actual	1998 -99 FTE	1999 -2000 Amended	1999 -2000 FTE	1999 -2000 Estimate	1999 -2000 FTE	2000-01 Proposed	2000 -01 FTE	2000-01 Approved	2000 -01 FTE
<b>CUSTOMER SERVICES</b>										
Service Order Center	\$467,365	13.00	\$584,716	13.00	\$587,733	13.00	\$563,311	12.00	\$578,347	12.00
<b>LITTER ABATEMENT</b>										
Keep Austin Beautiful	\$83,579	2.32	\$148,336	2.32	\$116,519	2.32	\$216,237	3.32	\$222,449	3.32
Litter Control	\$1,128,239	16.00	\$1,502,326	19.00	\$1,081,162	19.00	\$1,403,312	17.90	\$1,421,815	17.90
Street Cleaning	\$1,267,300	23.00	\$1,465,243	23.00	\$1,446,720	23.00	\$1,533,118	20.90	\$1,561,527	20.90
<b>PAY AS YOU THROW</b>										
Brush / Bulk Collection	\$1,051,887	26.00	\$1,331,454	26.00	\$1,533,433	26.00	\$1,692,100	26.80	\$1,723,816	26.80
Garbage Collection	\$7,670,640	115.05	\$8,799,286	112.55	\$8,724,625	112.55	\$9,732,036	107.32	\$9,849,670	107.32
Recycling Collection	\$3,097,005	52.60	\$3,819,116	55.10	\$3,683,281	55.10	\$3,375,021	57.00	\$3,431,487	57.00
Yard Trimmings Collection	\$1,578,986	33.50	\$1,541,665	33.50	\$1,621,166	33.50	\$1,998,273	33.40	\$2,032,394	33.40
<b>SUPPORT SERVICES</b>										
Administration and Management	\$492,702	14.25	\$1,605,587	14.25	\$1,172,728	14.25	\$669,423	7.00	\$684,442	7.00
Facility Expenses	\$616,300	2.68	\$509,862	2.68	\$597,534	2.68	\$735,727	2.68	\$739,606	2.68
Financial Monitoring / Budgeting	\$150,586	4.50	\$275,818	4.50	\$195,930	4.50	\$275,751	4.00	\$283,264	4.00
Information Technology Support	\$333,163	4.00	\$414,183	4.00	\$342,586	4.00	\$376,466	4.00	\$385,713	4.00
Personnel/Training	\$933,873	15.00	\$823,162	15.00	\$976,685	15.00	\$1,119,692	17.68	\$1,149,884	17.68
PIO/Community Services	\$473,097	3.00	\$512,029	3.00	\$474,550	3.00	\$530,259	4.00	\$536,893	4.00
Purchasing / M/WBE Compliance	\$459,967	3.50	\$152,354	3.50	\$200,000	3.50	\$259,917	5.50	\$267,637	5.50
Vehicle/Equipment Maintenance	\$283,279	3.50	\$202,042	3.50	\$118,918	3.50	\$136,515	1.84	\$140,362	1.84

# Solid Waste Services-2000-01

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## TECHNICAL ASSISTANCE

Brownfields	\$40,875	1.00	\$53,956	1.00	\$41,780	1.00	\$93,054	1.34	\$95,898	1.34
Multi-Family Recycling Ordinance	\$221,919	1.20	\$217,569	1.20	\$136,864	1.20	\$205,402	1.33	\$207,528	1.33
Research and Development	\$336,164	2.30	\$192,422	2.30	\$192,422	2.30	\$203,122	2.33	\$207,286	2.33
Routing	\$95,208	3.00	\$204,329	3.00	\$204,273	3.00	\$250,454	3.66	\$256,222	3.66
Waste Reduction Assistance	\$99,359	3.50	\$234,308	3.50	\$152,856	3.50	\$188,468	3.00	\$193,019	3.00

## TRANSFERS & OTHER REQUIREMENTS

Other Requirements	\$2,444,540	0.00	\$3,630,383	0.00	\$3,683,173	0.00	\$4,835,771	0.00	\$4,425,977	0.00
Transfers	\$5,923,001	0.00	\$6,530,512	0.00	\$6,520,106	0.00	\$9,607,593	0.00	\$9,607,593	0.00

## WASTE DIVERSION

Brush Processing Center	\$50,304	4.00	\$313,412	4.00	\$256,647	4.00	\$0	0.00	\$0	0.00
CESQG	\$43,081	0.75	\$59,316	0.75	\$59,198	0.75	\$69,329	1.00	\$70,636	1.00
Household Hazardous Waste	\$526,816	6.25	\$772,709	6.25	\$677,338	6.25	\$829,511	6.75	\$839,486	6.75
Landfill	\$2,406,150	9.50	\$1,905,679	9.50	\$1,125,331	9.50	\$647,008	9.25	\$660,048	9.25
Materials Recovery Facility	\$844,890	9.10	\$1,170,007	9.10	\$1,138,423	9.10	\$842,419	16.00	\$860,708	16.00

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<b>Total</b>	\$33,120,275	372.50	\$38,971,781	375.50	\$37,061,981	375.50	\$42,389,289	370.00	\$42,433,707	370.00
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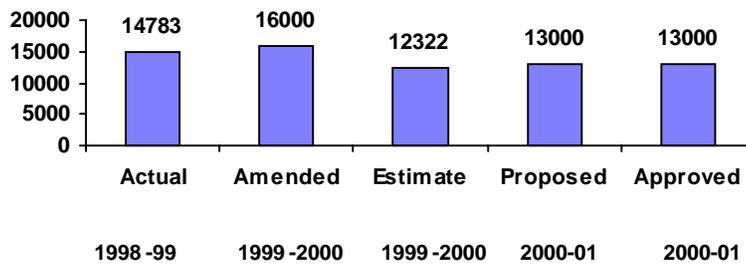
# Solid Waste Services-2000-01

**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**



<b>Performance Measures:</b>	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of complaints	14,783	16,000	12,322	13,000	13,000

## List of Activities (Includes all Funding Sources)

Activity Name	1998-99 Actual	1998-99 FTE	1999-2000 Amended	1999-2000 FTE	1999-2000 Estimate	1999-2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Service Order Center	\$467,365	13.00	\$584,716	13.00	\$587,733	13.00	\$563,311	12.00	\$578,347	12.00
<b>Total</b>	\$467,365	13.00	\$584,716	13.00	\$587,733	13.00	\$563,311	12.00	\$578,347	12.00

## Solid Waste Services-2000-01

**Activity:** Service Order Center

**Activity Code:** 6SVC

**Program Name:** CUSTOMER SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$467,365	\$584,716	\$587,733	\$563,311	\$578,347
<b>Total Requirements</b>	<b>\$467,365</b>	<b>\$584,716</b>	<b>\$587,733</b>	<b>\$563,311</b>	<b>\$578,347</b>

<b>Full-Time Equivalents</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>12.00</b>	<b>12.00</b>
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### Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Average wait (on-hold) time per service inquiry per complaint call	Efficiency	1.1	1.1	1.1	1	1
Program cost per customer per bill	Efficiency	\$0.14	\$0.17	\$0.18	\$0.17	\$0.17
Number of billing service orders	Output	4,219	4,000	2,876	3,200	3,200
Number of service orders received for processing	Output	22,162	39,000	38,468	25,000	25,000
Billing collection rate	Result	No Data	98%	97%	98%	98%
Number of complaints	Result	14,783	16,000	12,322	13,000	13,000
percent of billing adjustments completed prior to next bill cycle	Result	85%	85%	88%	88%	88%
percent of billing service orders accurately completed	Result	No Data	95%	95%	95%	95%
percent of new customers billed for 1st month of service	Result	No Data	98%	98%	98%	98%
percent of repeat service orders	Result	No Data	5%	15%	7%	7%
percent of service orders processed accurately and on time	Result	No Data	95%	90%	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

# Solid Waste Services-2000-01

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**Activity:** *Service Order Center*

**Activity Code:** 6SVC

**Program Name:** *CUSTOMER SERVICES*

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requests.

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

**Changes in Requirements and Performance Measures:** One vacant position was transferred to the Purchasing activity within the department. The activity increases by \$15,306 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Donnetta McCall 512-499-1948

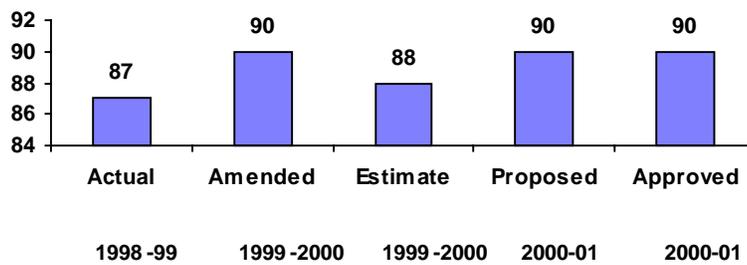
# Solid Waste Services-2000-01

**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:	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Customer satisfaction with street cleaning	87%	90%	88%	90%	90%
Percent of dead animals collected within 24 hours of notification	98%	99.50%	98%	99.5%	99.5%
Reduction of litter accumulating on streets. (As measured by National Photo Metric Index)	74%	73%	72%	NO DATA	NO DATA

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

Activity Name	1998-99 Actual	1998-99 FTE	1999-2000 Amended	1999-2000 FTE	1999-2000 Estimate	1999-2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Keep Austin Beautiful	\$83,579	2.32	\$148,336	2.32	\$116,519	2.32	\$216,237	3.32	\$222,449	3.32
Litter Control	\$1,128,239	16.00	\$1,502,326	19.00	\$1,081,162	19.00	\$1,403,312	17.90	\$1,421,815	17.90
Street Cleaning	\$1,267,300	23.00	\$1,465,243	23.00	\$1,446,720	23.00	\$1,533,118	20.90	\$1,561,527	20.90
<b>Total</b>	<b>\$2,479,118</b>	<b>41.32</b>	<b>\$3,115,905</b>	<b>44.32</b>	<b>\$2,644,401</b>	<b>44.32</b>	<b>\$3,152,667</b>	<b>42.12</b>	<b>\$3,205,791</b>	<b>42.12</b>

# Solid Waste Services-2000-01

**Activity:** *Keep Austin Beautiful*

**Activity Code:** 4KAB

**Program Name:** LITTER ABATEMENT

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$83,579	\$148,336	\$116,519	\$216,237	\$222,449
<b>Total Requirements</b>	<b>\$83,579</b>	<b>\$148,336</b>	<b>\$116,519</b>	<b>\$216,237</b>	<b>\$222,449</b>
<b>Full-Time Equivalents</b>	<b>2.32</b>	<b>2.32</b>	<b>2.32</b>	<b>3.32</b>	<b>3.32</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
The number of presentations requested	Demand	25	22	25	30	30
The number of requested cleanup events	Demand	400	400	400	400	400
Value per volunteer per hour per event, activity, ed., presentation, outreach, awareness campaign provided by KAB, which results in savings or cost avoidance--City	Efficiency	\$13.00	\$13.50	\$13.50	\$13.50	\$13.50
The number of activities, including education programs provided by KAB	Output	25	25	25	25	25
The number of cleanup events provided or supported by KAB	Output	400	400	400	400	400
Reduction of litter accumulating on streets. (As measured by National Photo Metric Index)	Result	74%	73%	72%	NO DATA	NO DATA

**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-2000-01

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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:**

Expenditures are increasing by \$67,901 due to the reallocation of one FTE from Garbage Collection into this activity to assist in volunteer recruitment and coordination. The activity increases by \$6,212 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Terri Smythe

512-499-3576

## Solid Waste Services-2000-01

**Activity:** Litter Control

**Activity Code:** 4LTC

**Program Name:** LITTER ABATEMENT

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$1,128,239	\$1,502,326	\$1,081,162	\$1,403,312	\$1,421,815
<b>Total Requirements</b>	<b>\$1,128,239</b>	<b>\$1,502,326</b>	<b>\$1,081,162</b>	<b>\$1,403,312</b>	<b>\$1,421,815</b>
<b>Full-Time Equivalent</b>	<b>16.00</b>	<b>19.00</b>	<b>19.00</b>	<b>17.90</b>	<b>17.90</b>

### Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Tons of dead animals collected from COA rights-of-way and the animal shelter	Demand	209	238	201	220	220
Tons of litter collected	Demand	293	300	334	350	350
Cost per ton of dead animals collected	Efficiency	\$960	\$989	\$1,196	\$1,021	\$1,021
Cost per ton of litter collected	Efficiency	\$3,597.00	\$3,392.00	\$3,780.00	\$3,368	\$3,368
Miles of downtown sidewalks cleaned daily	Output	4.5	13.5	4.5	4.5	4.5
Number of cleanups of illegal dumpsites	Output	792	900	852	900	900
Tons of dead animals collected per FTE	Output	70	79	67	73	73
Tons of litter collected per FTE	Output	22.5	23	21	22	22
Number of complaints	Result	No Data	300	No Data	300	300
Number of justifiable complaints per 1000 households	Result	No Data	1.17%	No Data	1.17%	1.17%
Percent of dead animals collected within 24 hours of notification	Result	98%	99.50%	98%	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 to the Parks and Recreation Department for litter pickup in City parks and greenbelts in 1997-

## Solid Waste Services-2000-01

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**Activity:** *Litter Control*

**Activity Code:** 4LTC

**Program Name:** *LITTER ABATEMENT*

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**Activity Objective:** The purpose of the Litter Control activity is to remove litter and dumped 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:** One FTE was transferred to the MRF. The activity increases by \$18,503 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Jimmy Huff 512-499-1932

# Solid Waste Services-2000-01

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

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$1,267,300	\$1,465,243	\$1,446,720	\$1,533,118	\$1,561,527
<b>Total Requirements</b>	<b>\$1,267,300</b>	<b>\$1,465,243</b>	<b>\$1,446,720</b>	<b>\$1,533,118</b>	<b>\$1,561,527</b>
<b>Full-Time Equivalent</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	<b>20.90</b>	<b>20.90</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 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	\$31	\$65	\$46	\$46	\$46
Cost per residential street sweeping cycle	Efficiency	\$110,927	\$158,748	\$163,411	\$166,088	\$169,165
Annual frequency of sweeping residential streets	Output	7	6	6	6	6
Tons of material removed from roadways per cycle	Output	892	510	1336	1400	1400
Customer satisfaction with street cleaning	Result	87%	90%	88%	90%	90%
Number of justifiable complaints per 1000 households	Result	No Data	0.3	0.83	0.68	0.68
Total number of complaints	Result	No Data	65	164	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.

## Solid Waste Services-2000-01

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**Activity:** *Street Cleaning*

**Activity Code:** 4SCL

**Program Name:** LITTER ABATEMENT

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

**Changes in Requirements and Performance Measures:** Two FTEs were transferred to the MRF activity. The cost per residential curb mile swept has decreased due to improvements in routing, and this change is expected to increase tonnage collected. CYE analysis for FY 2000 revealed that customer tickets are being more accurately tracked than in previous years. This activity increases by \$28,409 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Jimmy Huff

512-499-1932

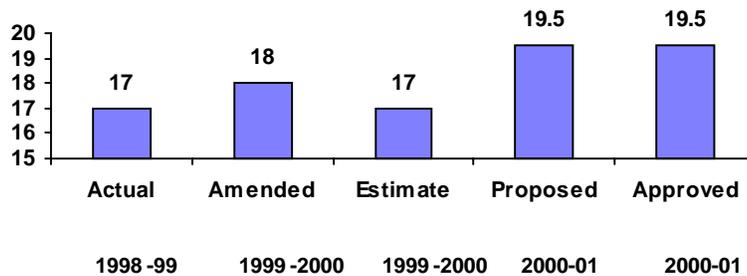
# Solid Waste Services-2000-01

**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:**

	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Percent of customers utilizing recycling service	71%	71%	71%	71%	71%
Number of complaints	No Data	750	1,157	1,000	1,000
Number of justifiable complaints per 1000 households-residential garbage collection	2.65	2.31	2.31	2.48	2.48
percent of waste stream diverted from landfills	10.40%	10.94%	11.16%	12%	12%
Percent of waste stream diverted from the landfill.	17%	18%	17%	19.5%	19.5%

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

Activity Name	1998-99 Actual	1998-99 FTE	1999-2000 Amended	1999-2000 FTE	1999-2000 Estimate	1999-2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Brush / Bulk Collection	\$1,051,887	26.00	\$1,331,454	26.00	\$1,533,433	26.00	\$1,692,100	26.80	\$1,723,816	26.80
Garbage Collection	\$7,670,640	115.05	\$8,799,286	112.55	\$8,724,625	112.55	\$9,732,036	107.32	\$9,849,670	107.32
Recycling Collection	\$3,097,005	52.60	\$3,819,116	55.10	\$3,683,281	55.10	\$3,375,021	57.00	\$3,431,487	57.00
Yard Trimmings Collection	\$1,578,986	33.50	\$1,541,665	33.50	\$1,621,166	33.50	\$1,998,273	33.40	\$2,032,394	33.40

**Solid Waste Services-2000-01**

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**Program:            PAY AS YOU THROW**

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**Total** \$13,398,518    227.15 \$15,491,521    227.15 \$15,562,505    227.15 16,797,430    224.52 17,037,367    224.52

## Solid Waste Services-2000-01

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

**Activity Code:** 2BBC

**Program Name:** PAY AS YOU THROW

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$1,051,887	\$1,331,454	\$1,533,433	\$1,692,100	\$1,723,816
<b>Total Requirements</b>	<b>\$1,051,887</b>	<b>\$1,331,454</b>	<b>\$1,533,433</b>	<b>\$1,692,100</b>	<b>\$1,723,816</b>

<b>Full-Time Equivalent</b>	<b>26.00</b>	<b>26.00</b>	<b>26.00</b>	<b>26.80</b>	<b>26.80</b>
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### Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Average cost per brush set out	Efficiency	\$32.04	\$10.00	\$35.30	\$30.48	\$31.05
Average cost per bulk set out	Efficiency	\$16.22	\$24.00	\$26.67	\$31.73	\$32.32
Cost per ton of brush collected	Efficiency	\$284	\$309	\$333	\$280	\$285
Cost per ton of bulk items collected	Efficiency	\$115	\$97	\$188	\$174	\$177
Number of tons of brush collected	Output	1,815	1,800	1,784	1,850	1,850
Number of tons of bulk collected	Output	6,210	8,000	5,020	6,750	6,750
Number of complaints	Result	No Data	750	1,157	1,000	1,000
Number of justifiable complaints per 1000 households	Result	No Data	3.60	4.18	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:** Landfill costs of \$83,000, fleet maintenance costs of \$145,015, and the automated mail notification project in the amount of \$109,000 increased the Brush/Bulky collection activity for FY 2001. Bulk tonnage for FY 2000 was overstated and adjusted for FY 2001 to more accurately reflect setout trends, which increased the average cost per bulk set out and cost per ton. The

## Solid Waste Services-2000-01

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

**Activity Code:** 2BBC

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

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average cost per brush set out for Amended FY 2000 was incorrectly stated and was adjusted for the FY 1999-2000 Estimate and FY 2000-01. Because of a lack of historical data, the number of complaints was understated in FY 1999-2000 and was increased from 750 to 1,000 in FY 2000-01. The activity increases by \$31,716 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Jimmy Huff

512-499-1932

## Solid Waste Services-2000-01

**Activity:** Garbage Collection

**Activity Code:** 2GCL

**Program Name:** PAY AS YOU THROW

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$7,670,640	\$8,799,286	\$8,724,625	\$9,732,036	\$9,849,670
<b>Total Requirements</b>	<b>\$7,670,640</b>	<b>\$8,799,286</b>	<b>\$8,724,625</b>	<b>\$9,732,036</b>	<b>\$9,849,670</b>

<b>Full-Time Equivalents</b>	<b>115.05</b>	<b>112.55</b>	<b>112.55</b>	<b>107.32</b>	<b>107.32</b>
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### Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Administrative cost per sticker sold for excess garbage collection	Efficiency	N/A	\$0.32	\$0.32	\$0.32	\$0.32
Cost per contracted commercial customer-direct	Efficiency	N/A	\$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	\$48.15	\$60.02	\$58.02	\$62.40	\$63.18
Cost per ton-commercial-garbage collection	Efficiency	\$122.45	\$97.14	\$97.14	\$102.44	\$112.04
Cost per ton-residential-garbage collection	Efficiency	\$73.00	\$83.00	\$75.00	\$75.00	\$73.27
Tons collected per employee per hour for residential garbage collection	Efficiency	0.71	0.70	0.71	0.70	0.70
Number of cart or bin actions completed	Output	17,700	17,700	30,028	30,030	30,030
Number of City facilities served	Output	55	60	60	60	60
Number of commercial customers	Output	2640	2640	2640	2720	2720
Number of contracted commercial customers	Output	291	291	292	292	292
Number of contracted residential customers	Output	2,138	2,500	2,155	2,155	2,155
Number of residential customers	Output	134,643	136,200	136,200	141,015	141,015
Number of stickers sold to retailers	Output	172,600	158,730	161,500	161,500	161,500

## Solid Waste Services-2000-01

**Activity:** *Garbage Collection*

**Activity Code:** 2GCL

**Program Name:** PAY AS YOU THROW

Total tons collected	Output	110,997	106,470	113,550	117,324	117,324
Average days outstanding for sticker sales transactions	Result	N/A	25	25	25	25
Continued availability of stickers according to number of out of stock complaints	Result	N/A	20	10	10	10
New small commercial customers added per loss for commercial garbage collection	Result	N/A	25	0	0	0
Number of complaints for residential garbage collection	Result	No Data	1886	3772	4200	4200
Number of justifiable complaints per 1000 households-residential garbage collection	Result	2.65	2.31	2.31	2.48	2.48
Percent change in revenue	Result	1.6%	1%	0%	2.2%	2.2%
Percent of carts delivered by 1st service day of work order	Result	N/A	90%	99%	95%	95%
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 moves 5.23 FTEs to the Recycling activity as a result of efficiencies gained by automation and includes vacancy savings of \$222,000. The Approved Budget also includes an increase in landfill services at a cost of \$252,580, increased costs of \$339,750 for fleet maintenance and an increase for fuel costs of \$210,343. Due to the transition to automated collection and the service day equalization program, the Department expects complaints to increase from 1,886 to 4,200. In addition, the Approved Budget includes a new \$4.00 fee for an Excess Garbage Sticker which is anticipated to increase revenue by \$100,000. This activity increases by \$117,634 over the Proposed Budget due to the distribution of pay for performance.

## Solid Waste Services-2000-01

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**Activity:** *Garbage Collection*

**Activity Code:** *2GCL*

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

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**Responsible Employee:**

Steve Miller

512-499-1243

## Solid Waste Services-2000-01

**Activity:** Recycling Collection

**Activity Code:** 2RCY

**Program Name:** PAY AS YOU THROW

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$3,097,005	\$3,819,116	\$3,683,281	\$3,375,021	\$3,431,487
<b>Total Requirements</b>	<b>\$3,097,005</b>	<b>\$3,819,116</b>	<b>\$3,683,281</b>	<b>\$3,375,021</b>	<b>\$3,431,487</b>

<b>Full-Time Equivalents</b>	<b>52.60</b>	<b>55.10</b>	<b>55.10</b>	<b>57.00</b>	<b>57.00</b>
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### Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Direct cost per household to collect recycling materials	Efficiency	\$21.95	\$26.31	\$25.22	\$23.90	\$24.28
Direct cost per site to collect recycling materials-in house	Efficiency	\$469.00	\$660.89	\$681.00	\$388.00	\$394.03
Direct cost per ton to collect recycling materials	Efficiency	\$100.91	\$121.32	\$104.35	\$95.16	\$96.75
Direct cost per ton to collect recycling materials-in house	Efficiency	\$191.69	\$320.67	\$281.62	\$157.39	\$157.61
Gross tonnage of recyclables collected	Output	28,889	31,480	32,650	34,000	34,000
Gross tonnage of recyclables collected-in house	Output	893	743	882	900	900
Landfill fees avoided	Output	\$424,379	\$462,566	\$479,629	\$499,460	\$499,460
Number of residential customers served	Output	134,643	136,200	136,200	141,303	141,303
Percent of customers utilizing recycling service	Result	71%	71%	71%	71%	71%
Landfill fees avoided-in house	Result	\$13,118	\$10,659	\$12,957	\$13,221	\$13,221
Number of complaints	Result	3,617	3,000	3,632	2,906	2,906
Number of justifiable complaints per 1000 households	Result	26.90	14.70	26.67	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%	18%	17%	19.5%	19.5%

**Activity History and Description:** The recycling pilot program began in 1982, which lead to the City-wide

## Solid Waste Services-2000-01

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**Activity:** *Recycling Collection*

**Activity Code:** 2RCY

**Program Name:** PAY AS YOU THROW

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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. 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 operating budget for Residential Recycling Collection is decreasing by \$308,260 (8%) due to a decrease in the fleet maintenance funding of \$388,010 and an increase in salary costs of \$104,029. The decrease in fleet maintenance is due the correction of a allocation error that incorrectly distributed to fleet expenses to each activity in FY 1999-2000. The increase in salaries is due to five (5) additional FTEs being transferred from Garbage Collection to Recycling Collection. The Approved Budget includes 2.1 FTEs transferred from this activity to Technical Assistance and Diversion. The decrease in complaints projected will be the result of an increased effort from Recycling Collection Division to monitor and verify complaints to determine the validity and implementing a process that eliminates the possibility of complaints before they occur. This activity increases by \$54,466 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Vidal Maldonado 512-462-4312

# Solid Waste Services-2000-01

**Activity:** Yard Trimmings Collection

**Activity Code:** 2YTC

**Program Name:** PAY AS YOU THROW

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$1,578,986	\$1,541,665	\$1,621,166	\$1,998,273	\$2,032,394
<b>Total Requirements</b>	<b>\$1,578,986</b>	<b>\$1,541,665</b>	<b>\$1,621,166</b>	<b>\$1,998,273</b>	<b>\$2,032,394</b>
<b>Full-Time Equivalents</b>	<b>33.50</b>	<b>33.50</b>	<b>33.50</b>	<b>33.40</b>	<b>33.40</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Cost per ton of yard trimmings collected	Efficiency	\$96.34	\$93.04	\$90.13	\$105.17	\$106.97
Number of customers	Output	134,643	136,200	136,200	141,015	141,015
Total tons of yard trimmings collected	Output	15,593	16,570	17,986	19,000	19,000
Number of complaints	Result	3,093	3,640	2,100	2,200	2,200
Number of justifiable complaints per 1000 households	Result	No Data	17.60	15.92	15.60	15.60
percent of waste stream diverted from landfills	Result	10.40%	10.94%	11.16%	12%	12%

**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:** Increase in budget is primarily due to the increased expense for grinding fees (\$250,000) and vehicle maintenance costs (\$232,000). Approved increase in tonnage is based on FY 2000 CYE participation levels and planned annexations. Proposed decrease in number of complaints is based on improvements initiated in service efficiency. The activity increases by \$34,121 over the Proposed Budget due to the distribution of pay for performance.

## Solid Waste Services-2000-01

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**Activity:** *Yard Trimmings Collection*

**Activity Code:** 2YTC

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

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**Responsible Employee:**

Jimmy Huff

512-499-1932

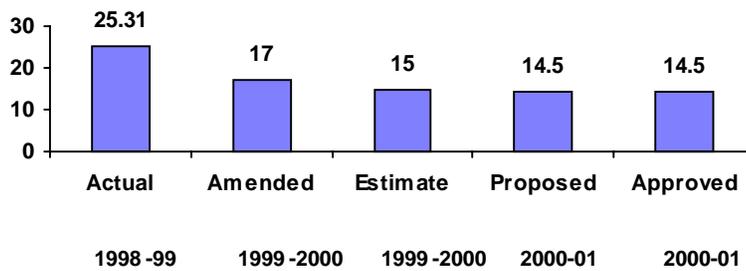
# Solid Waste Services-2000-01

**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:	1998-99	1999-2000	1999-2000	2000-01	2000-01
	Actual	Amended	Estimate	Proposed	Approved
Employee turnover rate	25.31%	17%	15%	14.5%	14.5%
Information technology support costs per workstation	\$1,266.15	\$2,408.05	\$2,096.91	\$2,091.48	\$2,142.85
Lost time rate	12.74	9.7	13	12.5	12.5
Percent average daily out of service	No Data	<2.50%	8.28%	10.90%	10.90%
Percent of information technology problems resolved at time of call	No Data	50%	70%	65%	65%
Percent of under \$5,000 competitive procurement awards to certified M/WBE vendors	36.08%	25%	34%	25%	25%
	MBE 18.05% WBE	MBE 10% WBE	MBE 12% WBE	MBE 10% WBE	MBE 10% WBE
Percent variance of CYEs to actual expenditures	1.30%	2.00%	2.00%	2%	2%
Percent variance of CYEs to actual revenue	2.60%	2.00%	2.00%	2%	2%
Turnaround time for accounts payable within the Department	No Data	25	30	25	25

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

Activity Name	1998-99	1998-99	1999-2000	1999-2000	1999-2000	1999-2000	2000-01	2000-01	2000-01	2000-01
	Actual	FTE	Amended	FTE	Estimate	FTE	Proposed	FTE	Approved	FTE

## Solid Waste Services-2000-01

<i>Program:</i>	<i>SUPPORT SERVICES</i>									
Administration and Management	\$492,702	14.25	\$1,605,587	14.25	\$1,172,728	14.25	\$669,423	7.00	\$684,442	7.00
Facility Expenses	\$616,300	2.68	\$509,862	2.68	\$597,534	2.68	\$735,727	2.68	\$739,606	2.68
Financial Monitoring / Budgeting	\$150,586	4.50	\$275,818	4.50	\$195,930	4.50	\$275,751	4.00	\$283,264	4.00
Information Technology Support	\$333,163	4.00	\$414,183	4.00	\$342,586	4.00	\$376,466	4.00	\$385,713	4.00
Personnel/Training	\$933,873	15.00	\$823,162	15.00	\$976,685	15.00	\$1,119,692	17.68	\$1,149,884	17.68
PIO/Community Services	\$473,097	3.00	\$512,029	3.00	\$474,550	3.00	\$530,259	4.00	\$536,893	4.00
Purchasing / M/WBE Compliance	\$459,967	3.50	\$152,354	3.50	\$200,000	3.50	\$259,917	5.50	\$267,637	5.50
Vehicle/Equipment Maintenance	\$283,279	3.50	\$202,042	3.50	\$118,918	3.50	\$136,515	1.84	\$140,362	1.84
<b>Total</b>	<b>\$3,742,967</b>	<b>50.43</b>	<b>\$4,495,037</b>	<b>50.43</b>	<b>\$4,078,931</b>	<b>50.43</b>	<b>\$4,103,750</b>	<b>46.70</b>	<b>\$4,187,801</b>	<b>46.70</b>

# Solid Waste Services-2000-01

**Activity:** Administration and Management

**Activity Code:** 9ADM

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$492,702	\$1,605,587	\$1,172,728	\$669,423	\$684,442
<b>Total Requirements</b>	<b>\$492,702</b>	<b>\$1,605,587</b>	<b>\$1,172,728</b>	<b>\$669,423</b>	<b>\$684,442</b>
<b>Full-Time Equivalent</b>	<b>14.25</b>	<b>14.25</b>	<b>14.25</b>	<b>7.00</b>	<b>7.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Cost per total department budget	Efficiency	\$0.015	\$0.041	\$0.033	\$0.016	\$0.016
Number of grievances and appeals per 100 employees	Output	0	0	1	1	1
Sick leave hours used per 1,000 hours (does not include termination benefits)	Output	39.4	34.3	37.5	37	37
Total department budget	Output	\$35,448,020	\$38,805,508	\$36,915,228	\$40,386,455	\$40,386,455
Employee turnover rate	Result	25.31%	17%	15%	14.5%	14.5%
Percent of CAFs submitted within deadline	Result	91.2%	100%	94.4%	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:** Expenditures and FTEs are decreasing due to the reallocation of several management positions into the activities that they manage. Also included, is \$556,000 in budgeted vacancy savings to offset the departments Goal Based Pay budget, which would only pay out to employees once the goals are achieved. This activity increases by \$15,019 over the Proposed Budget due to the distribution of pay for performance.

## Solid Waste Services-2000-01

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**Activity:** *Administration and Management*

**Activity Code:** *9ADM*

**Program Name:** *SUPPORT SERVICES*

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**Responsible Employee:**

Catherine Esparza

512-499-1954

# Solid Waste Services-2000-01

**Activity:** Financial Monitoring / Budgeting

**Activity Code:** 9BUD

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998 -99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$150,586	\$275,818	\$195,930	\$275,751	\$283,264
<b>Total Requirements</b>	<b>\$150,586</b>	<b>\$275,818</b>	<b>\$195,930</b>	<b>\$275,751</b>	<b>\$283,264</b>
<b>Full-Time Equivalent</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.00</b>	<b>4.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999 -2000 Amended	1999 -2000 Estimate	2000-01 Proposed	2000-01 Approved
Total department budget per dollar of financial monitoring expense	Efficiency	No Data	\$141	\$188.41	\$146.46	\$142.58
Total financial monitoring expense	Output	No Data	\$275,818	\$195,930	\$275,751	\$275,751
Percent of reporting deadlines met	Result	No Data	100%	90%	100%	100%
Percent variance of CYEs to actual expenditures	Result	1.30%	2.00%	2.00%	2%	2%
Percent variance of CYEs to actual revenue	Result	2.60%	2.00%	2.00%	2%	2%

**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:** This activity increases by \$7,513 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Rusty Cobern 512-499-3595

# Solid Waste Services-2000-01

**Activity:** Facility Expenses

**Activity Code:** 9FAC

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$616,300	\$509,862	\$597,534	\$735,727	\$739,606
<b>Total Requirements</b>	<b>\$616,300</b>	<b>\$509,862</b>	<b>\$597,534</b>	<b>\$735,727</b>	<b>\$739,606</b>
<b>Full-Time Equivalent</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	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Custodial cost per square foot by City personnel	Efficiency	\$1.05	\$2.17	\$1.70	\$1.92	\$1.92
Custodial cost per square foot by contract	Efficiency	\$0	\$0	\$0	\$0	\$0
Facility expense per square foot (exclude security and custodial)	Efficiency	\$10.03	\$9.00	\$9.84	\$9.00	\$9.05
Security cost per square foot	Efficiency	No Data	0	0	0	0
Number of emergency calls	Output	No Data	2	2	2	2
Total square feet of facilities	Output	61,080	57,252	57,252	76,892	76,892
Overtime as a percent of total salary costs	Result	No Data	0%	1.60%	0%	0%

**Activity History and Description:** 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.

**Changes in Requirements and Performance Measures:** The Approved Budget is increased due the correction of an error in the FY1999-2000 Budget which under-funded custodial expenses, and due to changes in the department's lease agreement with ABIA that will require SWS to secure additional rental space. Activity increases by \$3,879 over the

## Solid Waste Services-2000-01

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**Activity:** *Facility Expenses*

**Activity Code:** 9FAC

**Program Name:** SUPPORT SERVICES

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Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Charles Brewer

512-499-3011

# Solid Waste Services-2000-01

**Activity:** Information Technology Support

**Activity Code:** 9CPU

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$333,163	\$414,183	\$342,586	\$376,466	\$385,713
<b>Total Requirements</b>	<b>\$333,163</b>	<b>\$414,183</b>	<b>\$342,586</b>	<b>\$376,466</b>	<b>\$385,713</b>

<b>Full-Time Equivalent</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
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**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Information technology support costs per workstation	Efficiency	\$1,266.15	\$2,408.05	\$2,096.91	\$2,091.48	\$2,142.85
Total number of workstations supported	Output	157	172	175	180	180
Percent of information technology problems resolved at time of call	Result	No Data	50%	70%	65%	65%

**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.

**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 is decreased by \$37,717 due to one-time capital costs associated with Y2K compliance. This activity increases by \$9,247 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Rusty Cobern 512-499-3595

# Solid Waste Services-2000-01

**Activity:** Personnel/Training

**Activity Code:** 9TRN

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$933,873	\$823,162	\$976,685	\$1,119,692	\$1,149,884
<b>Total Requirements</b>	<b>\$933,873</b>	<b>\$823,162</b>	<b>\$976,685</b>	<b>\$1,119,692</b>	<b>\$1,149,884</b>
<b>Full-Time Equivalent</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>17.68</b>	<b>17.68</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Personnel cost per FTE	Efficiency	No Data	\$2,192	\$2,601	\$3,026	\$3,108
Training cost per FTE	Efficiency	No Data	\$200	\$219	\$267	\$267
Number of employee injuries	Output	174	175	175	175	175
Total cost of personnel administration	Output	No Data	\$823,162	\$976,689	\$1,119,692	\$1,119,692
Total training cost	Output	No Data	\$75,010	\$82,209	\$98,884	\$98,884
Lost time rate	Result	12.74	9.7	13	12.5	12.5
Payroll error rate	Result	NO DATA	<1%	<1%	<1%	<1%
Percent of resignations leaving the City that complete exit interview	Result	NO DATA	90%	90%	92%	92%
Personnel Action Form (PAF) error rate	Result	NO DATA	10%	10%	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 provide accurate information regarding human resources services.

## Solid Waste Services-2000-01

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**Activity:** *Personnel/Training*

**Activity Code:** *9TRN*

**Program Name:** *SUPPORT SERVICES*

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**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:** Approved requirements are increased primarily due to an increase in the number of FTEs being transferred in from the Administration and Management activity to organizational development/training and from increases associated with personnel expenditures from field employee salary adjustments. Activity increases by \$30,192 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Catherine Esparza

512-499-1954

# Solid Waste Services-2000-01

**Activity:** PIO/Community Services

**Activity Code:** 9SVC

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$473,097	\$512,029	\$474,550	\$530,259	\$536,893
<b>Total Requirements</b>	<b>\$473,097</b>	<b>\$512,029</b>	<b>\$474,550</b>	<b>\$530,259</b>	<b>\$536,893</b>
<b>Full-Time Equivalent</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of media contacts	Demand	No Data	36	120	110	110
Cost per value of department-initiated media coverage	Efficiency	No Data	\$50,000	\$65,000	\$65,000	\$65,000
Number of media calls per requests responded to	Output	No Data	100	120	110	110
Percent of media calls per request responded to	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:** Substantially the same. One FTE will be transferred in from the Administration and Management activity. This activity increases by \$6,634 over the Proposed

## Solid Waste Services-2000-01

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

**Activity Code:** *9SVC*

**Program Name:** *SUPPORT SERVICES*

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Budget due to the distribution of pay for performance.

**Responsible Employee:**

Lynne Lightsey

512-499-3538

# Solid Waste Services-2000-01

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

**Activity Code:** 9PUR

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$459,967	\$152,354	\$200,000	\$259,917	\$267,637
<b>Total Requirements</b>	<b>\$459,967</b>	<b>\$152,354</b>	<b>\$200,000</b>	<b>\$259,917</b>	<b>\$267,637</b>
<b>Full-Time Equivalent</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>5.50</b>	<b>5.50</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Internal time from submittal of RX to purchasing (for over \$5,000 purchases)	Efficiency	No Data	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	No Data	3 Working Days	3 Working Days	3 Working Days	3 Working Days
Purchasing cost per dollar purchased (under \$5,000 only)	Efficiency	\$0.84	\$0.35	No Data	\$0.47	\$0.48
Number of specifications issued	Output	No Data	30	30	30	30
Number of transactions	Output	No Data	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	34% MBE 12% WBE	25% MBE 10% WBE	25% MBE 10% WBE
Turnaround time for accounts payable within the Department	Result	No Data	25	30	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.

**Changes in Requirements and Performance Measures:** The Approved Budget includes the reassignment of two additional FTEs from the Customer Services and General Administration programs to this activity at a cost of \$107,563 to assist with duties associated the addition of annexed

## Solid Waste Services-2000-01

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

**Activity Code:** *9PUR*

**Program Name:** *SUPPORT SERVICES*

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areas and additional contracts. These positions will help reduce customer complaints and ensure compliance with all Solid Waste Services Contracts. The activity increases by \$7,720 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Rusty Cobern

512-499-3595

# Solid Waste Services-2000-01

**Activity:** Vehicle/Equipment Maintenance

**Activity Code:** 9VEH

**Program Name:** SUPPORT SERVICES

Requirements and FTE	1998 -99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$283,279	\$202,042	\$118,918	\$136,515	\$140,362
<b>Total Requirements</b>	<b>\$283,279</b>	<b>\$202,042</b>	<b>\$118,918</b>	<b>\$136,515</b>	<b>\$140,362</b>
<b>Full-Time Equivalent</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>1.84</b>	<b>1.84</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999 -2000 Amended	1999 -2000 Estimate	2000-01 Proposed	2000-01 Approved
Total department maintenance cost per piece of equipment (includes charges from inside per outside repair centers)	Efficiency	\$14,820	\$16,116	\$13,819	\$14,867.32	\$14,867.32
Total department maintenance cost per radio (includes charges from inside per outside repair centers)	Efficiency	\$157	\$170	\$176	\$171.67	\$171.67
Number of pieces of vehicular equipment	Output	239	240	238	254	254
Number of radios	Output	232	233	227	233	233
Percent average daily out of service	Result	No Data	<2.50%	8.28%	10.90%	10.90%
Percent of units scheduled for preventative maintenance delivered to Fleet on schedule (before the service becomes overdue)	Result	No Data	95%	64%	64%	64%

**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:** Expenditures are decreasing by \$65,527 due to the reduction of employees, the transfer of one vehicle and associated reductions in small tools, minor equipment and uniform costs. Two FTEs, two part-time mechanic assistants and one full-time senior mechanic, were eliminated. One FTE, a Public Service Manager position, was transferred to the Administration and

## Solid Waste Services-2000-01

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

**Activity Code:** *9VEH*

**Program Name:** *SUPPORT SERVICES*

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Management activity. The Approved Budget also includes the inclusion of .17 of the Division Manager's position and .17 of the Administrative Assistant position being added to the activity. These positions were previously budgeted in the Department's administrative activity. The activity increases by \$3,847 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Minnette Mascorro

512-499-1928

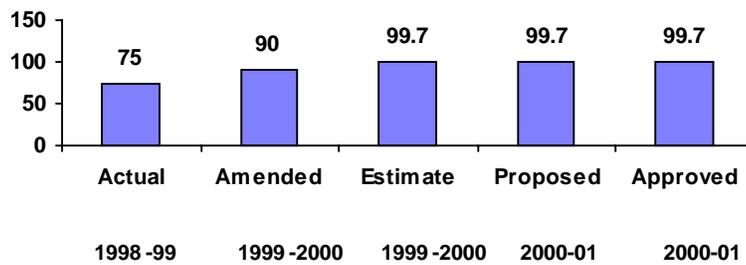
# Solid Waste Services-2000-01

**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 and redevelop Brownfields properties.

**Program Results Measures:**

**Percentage of properties in compliance with the Multi-Family Recycling Ordinance**



<b>Performance Measures:</b>	<b>1998-99 Actual</b>	<b>1999-2000 Amended</b>	<b>1999-2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
Percent of assessments resulting in reduction of waste volume or type	No Data	50.00%	50.00%	100%	100%
Percent of route adjustment requests completed prior to next service date	No Data	85%	88%	85%	85%
Percent of waste diverted from landfill	28%	30%	29.18%	30.75%	30.75%
Percentage of properties in compliance with the Multi-Family Recycling Ordinance	75%	90%	99.70%	99.70%	99.70%

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

<b>Activity Name</b>	<b>1998-99 Actual</b>	<b>1998-99 FTE</b>	<b>1999-2000 Amended</b>	<b>1999-2000 FTE</b>	<b>1999-2000 Estimate</b>	<b>1999-2000 FTE</b>	<b>2000-01 Proposed</b>	<b>2000-01 FTE</b>	<b>2000-01 Approved</b>	<b>2000-01 FTE</b>
Brownfields	\$40,875	1.00	\$53,956	1.00	\$41,780	1.00	\$93,054	1.34	\$95,898	1.34
Multi-Family Recycling Ordinance	\$221,919	1.20	\$217,569	1.20	\$136,864	1.20	\$205,402	1.33	\$207,528	1.33
Research and Development	\$336,164	2.30	\$192,422	2.30	\$192,422	2.30	\$203,122	2.33	\$207,286	2.33
Routing	\$95,208	3.00	\$204,329	3.00	\$204,273	3.00	\$250,454	3.66	\$256,222	3.66

**Solid Waste Services-2000-01**

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**Program:**                    ***TECHNICAL ASSISTANCE***

Waste Reduction Assistance	\$99,359	3.50	\$234,308	3.50	\$152,856	3.50	\$188,468	3.00	\$193,019	3.00
<b>Total</b>	\$793,525	11.00	\$902,584	11.00	\$728,195	11.00	\$940,500	11.66	\$959,953	11.66

# Solid Waste Services-2000-01

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

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$40,875	\$53,956	\$41,780	\$93,054	\$95,898
<b>Total Requirements</b>	<b>\$40,875</b>	<b>\$53,956</b>	<b>\$41,780</b>	<b>\$93,054</b>	<b>\$95,898</b>
<b>Full-Time Equivalent</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.34</b>	<b>1.34</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of environmental site assessments (ESA) scheduled	Demand	0	1	1	2	2
Direct activity cost per assessment	Efficiency	\$6,495	\$5,395	\$4,178	\$7,530	\$7,531
Number of brownfields sites redeveloped	Output	0	0	0	0	0
Number of ESAs conducted	Output	3	3	3	2	2
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 the 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:** FTEs increased by .34 due to the distribution of a portion of the managers' time. The increase of \$51,274 is due to an increase in salaries. The activity increases by \$2,844 over the Proposed Budget due to the distribution of pay for performance.

## Solid Waste Services-2000-01

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**Activity:** *Brownfields*

**Activity Code:** *3BFR*

**Program Name:** *TECHNICAL ASSISTANCE*

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**Responsible Employee:**

Catherine Esparza

512-499-2625

# Solid Waste Services-2000-01

**Activity:** Multi-Family Recycling Ordinance

**Activity Code:** 3MFR

**Program Name:** TECHNICAL ASSISTANCE

Requirements and FTE	1998 -99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$221,919	\$217,569	\$136,864	\$205,402	\$207,528
<b>Total Requirements</b>	<b>\$221,919</b>	<b>\$217,569</b>	<b>\$136,864</b>	<b>\$205,402</b>	<b>\$207,528</b>
<b>Full-Time Equivalent</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.33</b>	<b>1.33</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999 -2000 Amended	1999 -2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of technical queries and requests expected	Demand	N/A	125	150	100	100
Program cost per Multi-Family compliant property	Efficiency	N/A	\$645.61	\$404.92	\$578.76	\$584.75
Number of outreach presentations	Output	5	5	3	3	3
Number of site assessments provided	Output	5	24	50	53	53
Percentage of properties in compliance with the Multi-Family Recycling Ordinance	Result	75%	90%	99.70%	99.70%	99.70%
Response time to Multi-Family Recycling queries	Result	N/A	2 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 Multi-Family (MF) Recycling Ordinance 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:** The activity increases by \$2,126 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Minnette Mascorro 512-499-1928

# Solid Waste Services-2000-01

**Activity:** *Research and Development*

**Activity Code:** 3SEP

**Program Name:** TECHNICAL ASSISTANCE

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$336,164	\$192,422	\$192,422	\$203,122	\$207,286
<b>Total Requirements</b>	<b>\$336,164</b>	<b>\$192,422</b>	<b>\$192,422</b>	<b>\$203,122</b>	<b>\$207,286</b>
<b>Full-Time Equivalent</b>	<b>2.30</b>	<b>2.30</b>	<b>2.30</b>	<b>2.33</b>	<b>2.33</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of informational and technical requests expected	Demand	N/A	500	1500	1500	1500
Program cost per ton of material diverted from landfill	Efficiency	\$4.26	\$3.92	\$3.95	\$4.05	\$4.13
Number of Christmas Trees recycled	Output	23,315	23,000	23,512	24,688	24,688
Number of Phone Books recycled	Output	11,058	11,800	5,365	5,633	5,633
Total tons of material recycled	Output	45,117	49,037	48,770	50,171	50,171
Percent of waste diverted from landfill	Result	28%	30%	29.18%	30.75%	30.75%

**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 activity increases by \$4,164 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Melissa Martinez 512-499-1973

# Solid Waste Services-2000-01

**Activity:** Routing

**Activity Code:** 3RTG

**Program Name:** TECHNICAL ASSISTANCE

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$95,208	\$204,329	\$204,273	\$250,454	\$256,222
<b>Total Requirements</b>	<b>\$95,208</b>	<b>\$204,329</b>	<b>\$204,273</b>	<b>\$250,454</b>	<b>\$256,222</b>

<b>Full-Time Equivalent</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.66</b>	<b>3.66</b>
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## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of major re-routing projects	Demand	No Data	12	3	5	5
Number of route adjustment requests	Demand	457	458	455	455	455
Cost per major re-routing project	Efficiency	No Data	\$9,767	\$12,719	\$32,955	\$33,714
Cost per route adjustment	Efficiency	No Data	\$175	\$252	\$362.14	\$370.48
Number of major re-routing projects completed	Output	No Data	12	3	5	5
Number of route adjustments performed	Output	No Data	458	455	455	455
Percent of major re-routing projects completed within established timeframe	Result	No Data	90%	100%	90%	90%
Percent of route adjustment requests completed prior to next service date	Result	No Data	85%	88%	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 an increase in salaries of \$46,181 due to an internal reallocation of FTEs from the Support Services program. The activity increases by \$5,768 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Minnette Mascorro

512-499-1928

# Solid Waste Services-2000-01

**Activity:** Waste Reduction Assistance

**Activity Code:** 3WRA

**Program Name:** TECHNICAL ASSISTANCE

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$99,359	\$234,308	\$152,856	\$188,468	\$193,019
<b>Total Requirements</b>	<b>\$99,359</b>	<b>\$234,308</b>	<b>\$152,856</b>	<b>\$188,468</b>	<b>\$193,019</b>
<b>Full-Time Equivalent</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.00</b>	<b>3.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Estimated number of businesses requesting service in FY-2000	Demand	No data	600	500	500	500
Cost per assessment	Efficiency	\$350.00	\$335.00	\$335.00	\$358.99	\$367.66
Number of businesses assisted	Output	300	600	500	500	500
Number of requested assessments completed	Output	170	200	125	131	131
Percent increase in expected participation	Result	No Data	0.00%	0.00%	0.00%	0.00%
Percent of assessments resulting in reduction of waste volume or type	Result	No Data	50.00%	50.00%	100%	100%

**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:** An increase of \$35,612 for advertising and publicity. The Approved Budget includes an increase in advertising and publicity which is required due the decrease in the number of businesses requesting assistance. The activity increases by \$4,551 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Melissa Martinez 512-499-1973

# Solid Waste Services-2000-01

**Program:** TRANSFERS & OTHER REQUIREMENTS

Program Objective:

1998 -99      1999 -2000      1999 -2000      2000-01      2000-01

**Performance Measures:**                      1998 -99      1999 -2000      1999 -2000      2000-01      2000-01  
    Actual      Amended      Estimate      Proposed      Approved

## List of Activities (Includes all Funding Sources)

Activity Name	1998 -99 Actual	1998 -99 FTE	1999 -2000 Amended	1999 -2000 FTE	1999 -2000 Estimate	1999 -2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Other Requirements	\$2,444,540	0.00	\$3,630,383	0.00	\$3,683,173	0.00	\$4,835,771	0.00	\$4,425,977	0.00
Transfers	\$5,923,001	0.00	\$6,530,512	0.00	\$6,520,106	0.00	\$9,607,593	0.00	\$9,607,593	0.00
<b>Total</b>	<b>\$8,367,541</b>	<b>0.00</b>	<b>\$10,160,895</b>	<b>0.00</b>	<b>\$10,203,279</b>	<b>0.00</b>	<b>14,443,364</b>	<b>0.00</b>	<b>14,033,570</b>	<b>0.00</b>

# Solid Waste Services-2000-01

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**Activity:** Other Requirements

**Activity Code:** 9REQ

**Program Name:** TRANSFERS & OTHER REQUIREMENTS

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Requirements and FTE	1998 -99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$2,444,540	\$3,630,383	\$3,683,173	\$4,835,771	\$4,425,977
<b>Total Requirements</b>	<b>\$2,444,540</b>	<b>\$3,630,383</b>	<b>\$3,683,173</b>	<b>\$4,835,771</b>	<b>\$4,425,977</b>

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<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>
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**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999 -2000 Amended	1999 -2000 Estimate	2000-01 Proposed	2000-01 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 Workers' Compensation Fund, Liability Reserve Fund, city-wide administrative support, the Utility Customer Service Center, and an increase in wage adjustments. A decrease of \$409,794 has occurred due to the distribution of pay for performance.

**Responsible Employee:** Rusty Cobern 512-499-3595

# Solid Waste Services-2000-01

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**Activity:** Transfers

**Activity Code:** 9XFR

**Program Name:** TRANSFERS & OTHER REQUIREMENTS

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Requirements and FTE	1998 -99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$5,923,001	\$6,530,512	\$6,520,106	\$9,607,593	\$9,607,593
<b>Total Requirements</b>	<b>\$5,923,001</b>	<b>\$6,530,512</b>	<b>\$6,520,106</b>	<b>\$9,607,593</b>	<b>\$9,607,593</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	1998-99 Actual	1999 -2000 Amended	1999 -2000 Estimate	2000-01 Proposed	2000-01 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 a transfer of \$364,000 to the Sustainability Fund to provide resources for one-time projects that will help the City of Austin build a sustainable economic, environmental, and equitable infrastructure. The proposal also includes an increase in transfers to the Capital Improvement Program (CIP) of \$1,253,500 and the Landfill Closure Fund of \$269,527 are partially offset by a decrease to G.O. Debt Service of \$484,443 and transfers out to the Environmental Remediation Fund are increased by \$1,675,000 for a total of \$1,750,000.

**Responsible Employee:** Rusty Cobern 499-3595

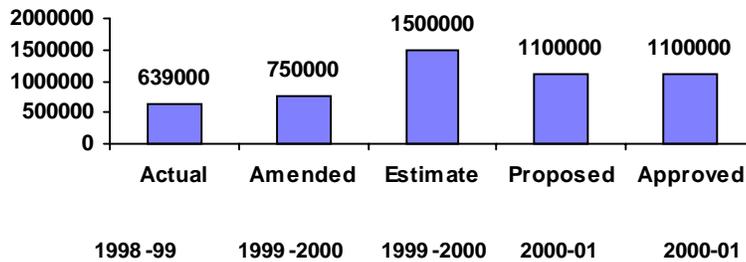
# Solid Waste Services-2000-01

**Program: WASTE DIVERSION**

**Program Objective:** The purpose of 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:**

	1998 -99 Actual	1999 -2000 Amended	1999 -2000 Estimate	2000 -01 Proposed	2000 -01 Approved
Net cost/profit per ton of commingled containers delivered to the MRF	(\$69.99)	(\$50.00)	(\$38.39)	\$9.44	\$9.44
Net cost/profit per ton of paper delivered to the MRF	\$19.90	\$3.59	\$35.79	\$6.70	\$6.70
Net profit/ loss from ongoing landfill operations	N/A	(\$107,681)	(\$575,331)	(\$235,008)	(\$235,008)
Pounds of hazardous waste diverted, recycled and/or properly disposed	89,632	78,000	105,000	80,000	80,000
Pounds of hazardous waste diverted, recycled and/or properly disposed	716,112	587,030	740,000	675,000	675,000
Revenue received from sale of recyclable materials	\$639,000	\$750,000	\$1,500,000	\$1,100,000	\$1,100,000
Volume of compostable material diverted from the landfill-Cu.yd.	No Data	No Data	No Data	No Data	No Data

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

Activity Name	1998 -99 Actual	1998 -99 FTE	1999 -2000 Amended	1999 -2000 FTE	1999 -2000 Estimate	1999 -2000 FTE	2000 -01 Proposed	2000 -01 FTE	2000 -01 Approved	2000 -01 FTE
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## Solid Waste Services-2000-01

<i>Program:</i>	<i>WASTE DIVERSION</i>									
Brush Processing Center	\$50,304	4.00	\$313,412	4.00	\$256,647	4.00	\$0	0.00	\$0	0.00
CESQG	\$43,081	0.75	\$59,316	0.75	\$59,198	0.75	\$69,329	1.00	\$70,636	1.00
Household Hazardous Waste	\$526,816	6.25	\$772,709	6.25	\$677,338	6.25	\$829,511	6.75	\$839,486	6.75
Landfill	\$2,406,150	9.50	\$1,905,679	9.50	\$1,125,331	9.50	\$647,008	9.25	\$660,048	9.25
Materials Recovery Facility	\$844,890	9.10	\$1,170,007	9.10	\$1,138,423	9.10	\$842,419	16.00	\$860,708	16.00
<b>Total</b>	<b>\$3,871,241</b>	<b>29.60</b>	<b>\$4,221,123</b>	<b>29.60</b>	<b>\$3,256,937</b>	<b>29.60</b>	<b>\$2,388,267</b>	<b>33.00</b>	<b>\$2,430,878</b>	<b>33.00</b>

# Solid Waste Services-2000-01

**Activity:** Brush Processing Center

**Activity Code:** 5BPC

**Program Name:** WASTE DIVERSION

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$50,304	\$313,412	\$256,647	\$0	\$0
<b>Total Requirements</b>	<b>\$50,304</b>	<b>\$313,412</b>	<b>\$256,647</b>	<b>\$0</b>	<b>\$0</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	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 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 avoided landfill disposal cost (for materials delivered by SWS)	Result	No Data	No Data	No Data	No Data	No Data
Revenue received from processing (grinding) material	Result	No Data	No Data	No Data	No Data	No Data
Volume of compostable material diverted from the landfill-Cu.yd.	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:

The Approved Budget decreases expenditures by \$313,412 due to the elimination of the Brush Processing Facility. 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-2000-01

**Activity:** CESQG

**Activity Code:** 5CEQ

**Program Name:** WASTE DIVERSION

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$43,081	\$59,316	\$59,198	\$69,329	\$70,636
<b>Total Requirements</b>	<b>\$43,081</b>	<b>\$59,316</b>	<b>\$59,198</b>	<b>\$69,329</b>	<b>\$70,636</b>

<b>Full-Time Equivalents</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>1.00</b>	<b>1.00</b>
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## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Cost per pound disposed	Efficiency	\$0.65	\$0.75	\$0.90	\$0.87	\$0.87
Number of businesses utilizing services	Output	136	150	140	150	150
Pounds of hazardous waste diverted, recycled and/or properly disposed	Result	89,632	78,000	105,000	80,000	80,000

**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:** Budget Requirement totals increased by \$48,871 by position reclassifications effective April 1999 and program re-organization. The change in performance measure for "Pounds of hazardous waste diverted, recycled, and/or properly disposed" is caused by assistance rendered to one City of Austin department with an abnormal waste stream requiring disposal. It is unlikely that this situation will be repeated during Fiscal Year 2000-2001. The Approved 2000-

## Solid Waste Services-2000-01

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**Activity:** CESQG

**Activity Code:** 5CEQ

**Program Name:** WASTE DIVERSION

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2001 performance measure increase is based primarily on an increase demand for this service. The activity increases by \$1,307 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Bob Fernandez

512-462-4331

# Solid Waste Services-2000-01

**Activity:** Household Hazardous Waste

**Activity Code:** 5HHW

**Program Name:** WASTE DIVERSION

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$526,816	\$772,709	\$677,338	\$829,511	\$839,486
<b>Total Requirements</b>	<b>\$526,816</b>	<b>\$772,709</b>	<b>\$677,338</b>	<b>\$829,511</b>	<b>\$839,486</b>
<b>Full-Time Equivalent</b>	<b>6.25</b>	<b>6.25</b>	<b>6.25</b>	<b>6.75</b>	<b>6.75</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Cost per customer	Efficiency	\$73.27	\$69.00	\$81.36	\$50.00	\$50.00
Cost per pound disposed	Efficiency	\$0.78	\$1.32	\$0.95	\$1.23	\$1.24
Number of households utilizing services	Output	7,654	8,500	8,300	9,000	9,000
Pounds of hazardous waste diverted, recycled and/or properly disposed	Result	716,112	587,030	740,000	675,000	675,000

**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 \$108,374 increase, compared to the 1999-2000 Estimate for the cost of hazardous material disposal and a new contract being put into place in August 1999. In addition, \$27,000 is included for position reclassifications. The activity increases by \$9,975 over the Proposed Budget due to the distribution of pay for performance.

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

# Solid Waste Services-2000-01

**Activity:** Landfill  
**Activity Code:** 5LNF  
**Program Name:** WASTE DIVERSION

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$2,406,150	\$1,905,679	\$1,125,331	\$647,008	\$660,048
<b>Total Requirements</b>	<b>\$2,406,150</b>	<b>\$1,905,679</b>	<b>\$1,125,331</b>	<b>\$647,008</b>	<b>\$660,048</b>
<b>Full-Time Equivalents</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.25</b>	<b>9.25</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Operating cost per ton disposed	Efficiency	N/A	\$15.67	\$112.40	\$31.23	\$26.40
Tons of material disposed	Output	N/A	51,000	10,000	25,000	25,000
Net profit/ loss from ongoing landfill operations	Result	N/A	(\$107,681)	(\$575,331)	(\$235,008)	(\$235,008)

**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 reduction in expenditures of \$1,275,400 in the Approved Budget is due to shifting landfill closure and post-closure care costs to the new Landfill Closure and Post-closure Care Fund. Expenditures associated with on-going landfill operations will continue to be budgeted and recorded in this activity. This activity increases by \$13,040 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:** Richard McHale 512-462-4301

## Solid Waste Services-2000-01

**Activity:** *Materials Recovery Facility*

**Activity Code:** *5MRF*

**Program Name:** *WASTE DIVERSION*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Solid Waste Services Fund	\$844,890	\$1,170,007	\$1,138,423	\$842,419	\$860,708
<b>Total Requirements</b>	<b>\$844,890</b>	<b>\$1,170,007</b>	<b>\$1,138,423</b>	<b>\$842,419</b>	<b>\$860,708</b>

<b>Full-Time Equivalents</b>	<b>9.10</b>	<b>9.10</b>	<b>9.10</b>	<b>16.00</b>	<b>16.00</b>
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### Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Tons of material recycled at curbside	Demand	18,428	30,880	32,650	34,000	34,000
Processing cost per ton of commingled containers delivered to the MRF	Efficiency	(\$106.10)	(\$88.56)	(\$83.75)	(\$53.92)	(\$54.67)
Tons of materials processed	Output	18,428	30,880	32,650	34,000	34,000
Tons of materials sold	Output	14,567	27,792	27,860	33,454	33,454
Net cost/profit per ton of commingled containers delivered to the MRF	Result	(\$69.99)	(\$50.00)	(\$38.39)	\$9.44	\$9.44
Net cost/profit per ton of paper delivered to the MRF	Result	\$19.90	\$3.59	\$35.79	\$6.70	\$6.70
Percent of delivered materials recovered (sold)	Result	82%	90%	85%	98%	98%
Processing cost per ton of paper delivered to the MRF	Result	(\$14.01)	(\$13.96)	(\$10.43)	(\$11.01)	(\$11.01)
Revenue received from sale of recyclable materials	Result	\$639,000	\$750,000	\$1,500,000	\$1,100,000	\$1,100,000

**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 a decrease of \$327,588 resulting from efficiency improvements at the Material Recovery Facility. The efficiencies are due to the installation of sorting equipment that will better automate processes at the MRF and reduce reliance on temporary and contracted employees that

## Solid Waste Services-2000-01

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**Activity:** *Materials Recovery Facility*

**Activity Code:** *5MRF*

**Program Name:** *WASTE DIVERSION*

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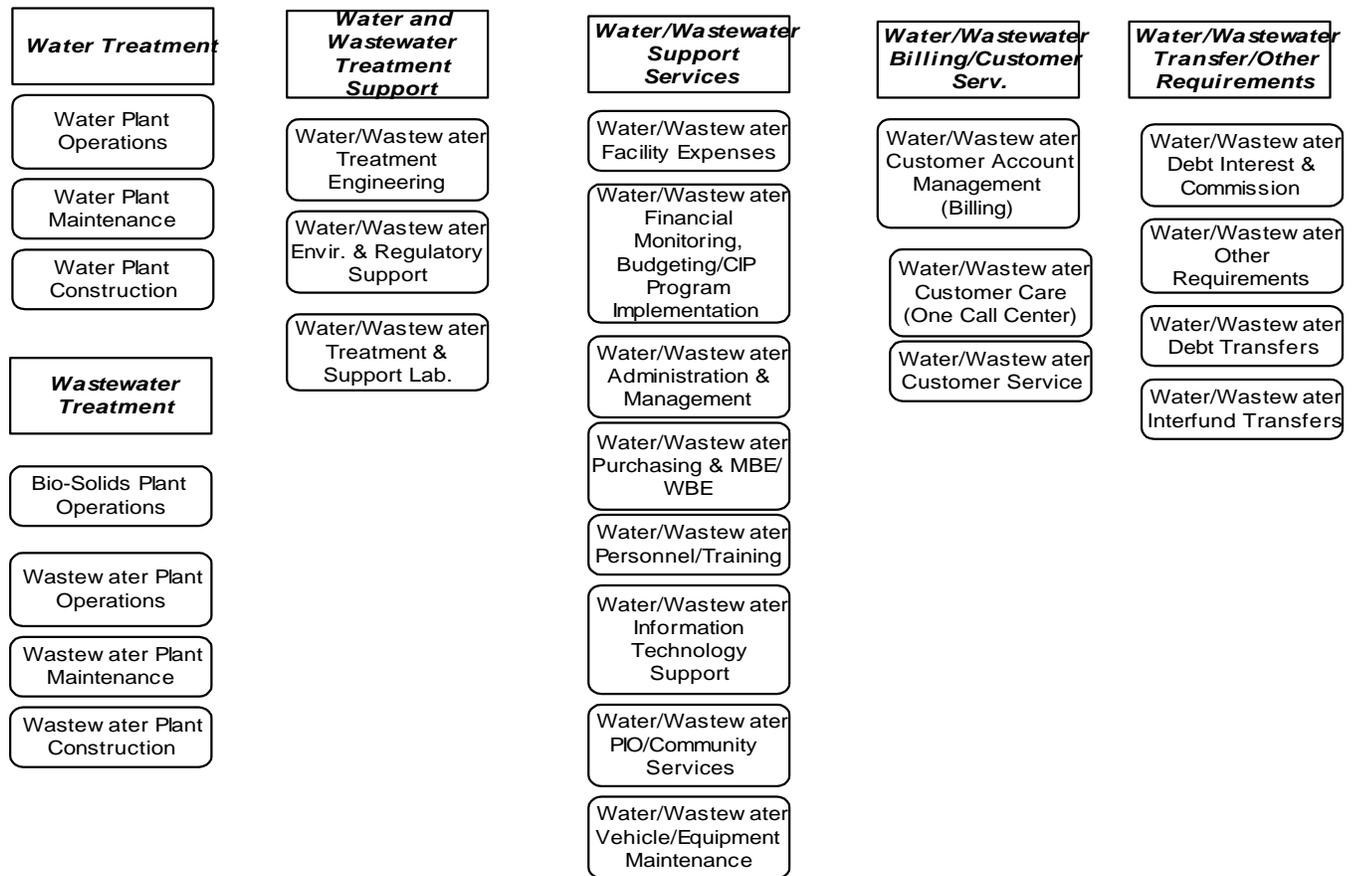
are currently utilized. The Approved Budget also moves 4 FTEs from Brush Processing, 1 FTE from Litter Control and 2 FTEs from Street Sweeping into this activity. The activity increases by \$18,289 over the Proposed Budget due to the distribution of pay for performance.

**Responsible Employee:**

Richard McHale

462-4301

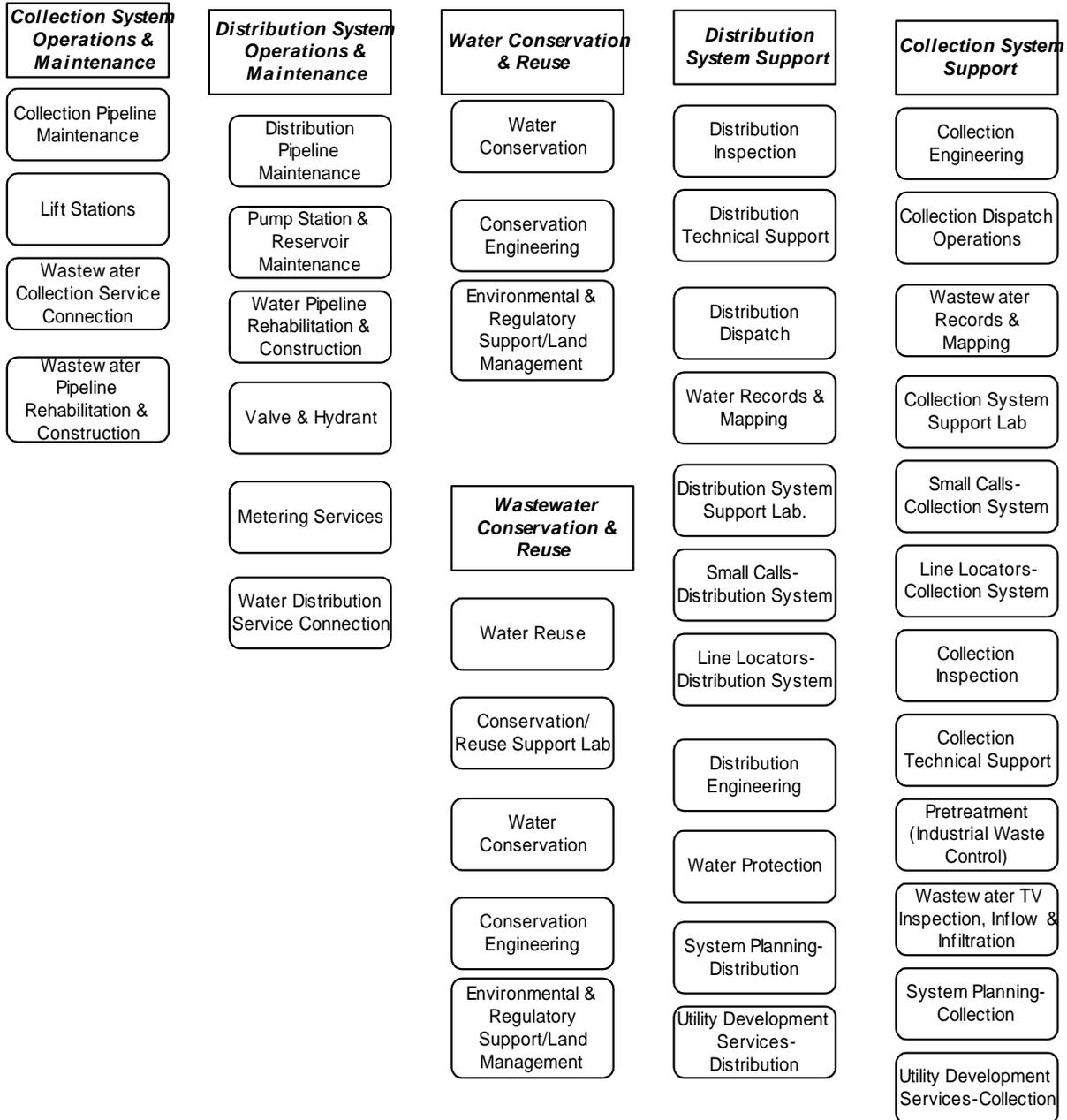
# Water and Wastewater Utility — 2000-01



LEGEND= **Programs**    Activities

	1998-1999 Actual	1999-2000 Amended	1999-2000 Estimated	2000-01 Proposed	2000-01 Approved
Revenue	\$220,334,762	\$226,596,952	\$240,176,557	\$230,202,571	\$230,202,571
Transfers In	\$19,150,656	\$1,606,907	\$1,672,648	\$0	\$0
Requirements	\$234,070,637	\$252,547,219	\$251,445,891	\$244,690,819	\$245,812,613
Full-time Equivalents (FTE's)	1045.00	1045.00	1045.00	1032.00	1032.00

# Water and Wastewater Utility — 2000–01



LEGEND= **Programs**    Activities

# Water and Wastewater Utility — 2000-01

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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 \$230.2 million for 2000-01 Approved Budget, which is a \$2.0 million increase over the Amended 1999-2000 Budget of \$228.2 million. This represents a 0.9% increase in total revenues.

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 are 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 2000-01 requirements for Water and Wastewater Utility are \$245.8 million, as compared to Amended 1999-2000 budget of \$252.5 million. This represents a decrease of \$6.7 million or 2.7%.

Water and Wastewater Utility's 2000-01 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 — 2000-01**

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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

	1998-99 <u>ACTUAL</u>	1999-2000 <u>AMENDED</u>	1999-2000 <u>ESTIMATED</u>	2000-01 <u>PROPOSED</u>	2000-01 <u>APPROVED</u>
BEGINNING BALANCE:	42,213,368	47,752,024	48,087,566	31,473,124	38,490,880
<b>REVENUE</b>					
<b>SERVICE AREA REVENUE</b>					
Sale of Water	106,064,847	106,963,971	122,637,364	111,684,797	111,684,797
Sale of Wastewater Service	<u>98,309,001</u>	<u>101,048,753</u>	<u>105,587,493</u>	<u>104,674,663</u>	<u>104,674,663</u>
TOTAL SERVICE AREA REVENUE	204,373,848	208,012,724	228,224,857	216,359,460	216,359,460
<b>OTHER REVENUE</b>					
Miscellaneous Revenue	6,225,926	10,193,108	4,280,251	4,936,474	4,936,474
Interest Revenue	<u>9,734,988</u>	<u>8,391,120</u>	<u>7,671,449</u>	<u>8,906,637</u>	<u>8,906,637</u>
TOTAL OTHER REVENUE	<u>15,960,914</u>	<u>18,584,228</u>	<u>11,951,700</u>	<u>13,843,111</u>	<u>13,843,111</u>
<b>TRANSFER IN:</b>					
Transfer from CIP	19,150,656	0	0	0	0
27th Pay Period Accrual Fund	0	1,606,907	1,672,648	0	0
TOTAL TRANSFER IN	<u>19,150,656</u>	<u>1,606,907</u>	<u>1,672,648</u>	<u>0</u>	<u>0</u>
<b>TOTAL AVAILABLE FUNDS</b>	<u><u>239,485,418</u></u>	<u><u>228,203,859</u></u>	<u><u>241,849,205</u></u>	<u><u>230,202,571</u></u>	<u><u>230,202,571</u></u>
<b>OPERATING REQUIREMENTS:</b>					
Operations and Maintenance					
Water Treatment	12,730,675	14,046,707	13,557,735	14,260,631	14,433,682
Water Treatment Support	1,465,081	1,576,780	1,657,766	1,442,511	1,491,324
Wastewater Treatment	14,686,580	14,881,044	14,378,099	14,696,259	15,237,504
Wastewater Treatment Support	1,464,023	1,577,204	1,658,167	1,550,911	1,614,508
Distribution System O & M	13,163,443	14,357,264	14,396,298	13,512,177	13,750,604
Distribution System Support	4,096,313	4,565,602	4,733,329	4,252,889	4,411,956
Collection System O & M	6,272,768	6,063,728	5,950,924	7,853,539	8,026,837
Collection System Support	7,223,338	7,847,180	7,549,900	8,008,729	8,287,713
Support Services	7,187,320	8,292,106	8,039,391	8,009,081	8,257,351
Conservation and Reuse	3,524,804	3,471,394	3,799,400	4,054,181	4,493,378
Billing and Customer Service	7,436,330	9,983,191	9,949,816	10,413,668	10,451,914
Other Utility - Wide Requirements	4,798,188	4,459,044	5,052,917	6,624,032	6,668,019
TOTAL OPERATING REQUIREMENTS	<u>84,048,863</u>	<u>91,121,244</u>	<u>90,723,742</u>	<u>94,678,608</u>	<u>97,124,790</u>
<b>OTHER REQUIREMENTS</b>					
Accrued Payroll	278,973	192,800	192,800	195,000	195,000
27th Pay Period	0	1,768,499	1,713,451	0	0
Workers Compensation Fund	558,952	702,554	702,554	1,093,377	1,093,377
Liability Reserve Fund	400,000	424,000	424,000	745,000	745,000
Administrative Support	3,852,269	4,852,459	4,852,459	5,359,265	5,359,265
Wage Adjustment	0	0	0	1,506,640	0
Defeasance Appropriation	<u>16,750,656</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER REQUIREMENTS	<u>21,840,850</u>	<u>7,940,312</u>	<u>7,885,264</u>	<u>8,899,282</u>	<u>7,392,642</u>

## Water and Wastewater Fund Summary

	1998-99 <u>ACTUAL</u>	1999-2000 <u>AMENDED</u>	1999-2000 <u>ESTIMATED</u>	2000-01 <u>PROPOSED</u>	2000-01 <u>APPROVED</u>
<b>DEBT SERVICE REQUIREMENTS</b>					
Revenue Bond Debt Service	60,993,959	66,868,303	66,868,303	70,098,216	70,098,216
Projected Defeasance Savings	0	0	0	0	0
Revenue Bond Debt Service (Net)	<u>60,993,959</u>	<u>66,868,303</u>	<u>66,868,303</u>	<u>70,098,216</u>	<u>70,098,216</u>
Commercial Paper Debt Service	4,110,014	7,375,939	6,655,226	4,233,030	4,233,030
Contract Bond Debt Service (NET)	11,257,020	11,649,738	11,649,738	11,928,215	11,928,215
General Obligation Debt Service	2,541,875	2,452,412	2,454,838	2,365,874	2,365,874
Water District Bonds	3,654,124	3,703,061	3,703,061	3,849,689	3,849,689
Certificates of Participation	1,402,262	1,400,607	1,400,607	1,393,776	1,393,776
<b>TOTAL DEBT SERVICE</b>	<u>83,959,254</u>	<u>93,450,060</u>	<u>92,731,773</u>	<u>93,868,800</u>	<u>93,868,800</u>
<b>TRANSFERS OUT</b>					
Transfer to CIP	27,443,850	42,649,000	42,649,000	26,278,400	26,278,400
Transfer to General Fund	16,213,620	17,151,603	17,151,603	18,359,194	18,541,446
Transfer to Fleet Fund	258,400	0	0	0	0
Transfer to Radio Communications Fund	22,000	0	0	0	0
Transfer to Sustainability	0	0	0	2,302,026	2,302,026
Public Improvement District Transfer	50,000	75,000	75,000	75,000	75,000
Approach Main/Refund Contracts	158,800	85,000	154,509	154,509	154,509
Environmental Remediation Fund	75,000	75,000	75,000	75,000	75,000
<b>TOTAL TRANSFERS OUT</b>	<u>44,221,670</u>	<u>60,035,603</u>	<u>60,105,112</u>	<u>47,244,129</u>	<u>47,426,381</u>
<b>TOTAL REQUIREMENTS:</b>	<u>234,070,637</u>	<u>252,547,219</u>	<u>251,445,891</u>	<u>244,690,819</u>	<u>245,812,613</u>
<b>EXCESS (DEFICIENCY) OF AVAILABLE FUNDS OVER REQUIREMENTS:</b>	5,414,781	(24,343,360)	(9,596,686)	(14,488,248)	(15,610,042)
Adjustment to GAAP:	459,417	0	0	0	0
<b>ENDING BALANCE:</b>	<u>48,087,566</u>	<u>23,408,664</u>	<u>38,490,880</u>	<u>16,984,876</u>	<u>22,880,838</u>

# Water and Wastewater Utility — 2000-01

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## 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 public health and environment. To help the department achieve its mission the following goals have been developed:

## Goals

- ❑ Maintain Rate Stability and Ensure Financial Competitiveness
- ❑ Improve Business Effectiveness through Benchmarking
- ❑ Strengthen and Maintain Customer Satisfaction
- ❑ Implement Strategies that Support Citywide Smart Growth Initiatives

Water and Wastewater Utility will track its performance in achieving these goals through the following key indicators and related performance measures.

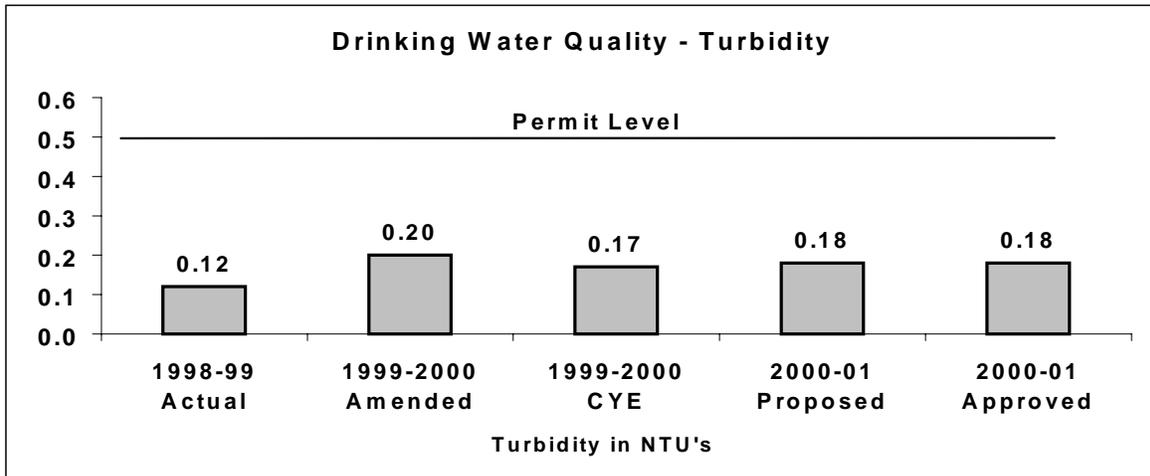
## Key Indicators

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
- ❑ Average water and wastewater monthly bills comparison
- ❑ Total wastewater overflows per 100 miles of wastewater main
- ❑ Value of services perceived by citizens and commercial customers as measured by surveys
- ❑ 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
- ❑ Competitiveness Measure – Reduce power usage as measured by Kilo Watt Hour/Million Gallons treated (KWH/MG)
- ❑ Percentage of Capital Spending Plan Achieved
- ❑ Percent of Capital Improvement Projects that are completed within budget
- ❑ Percent of Capital Improvement Projects that remain on schedule

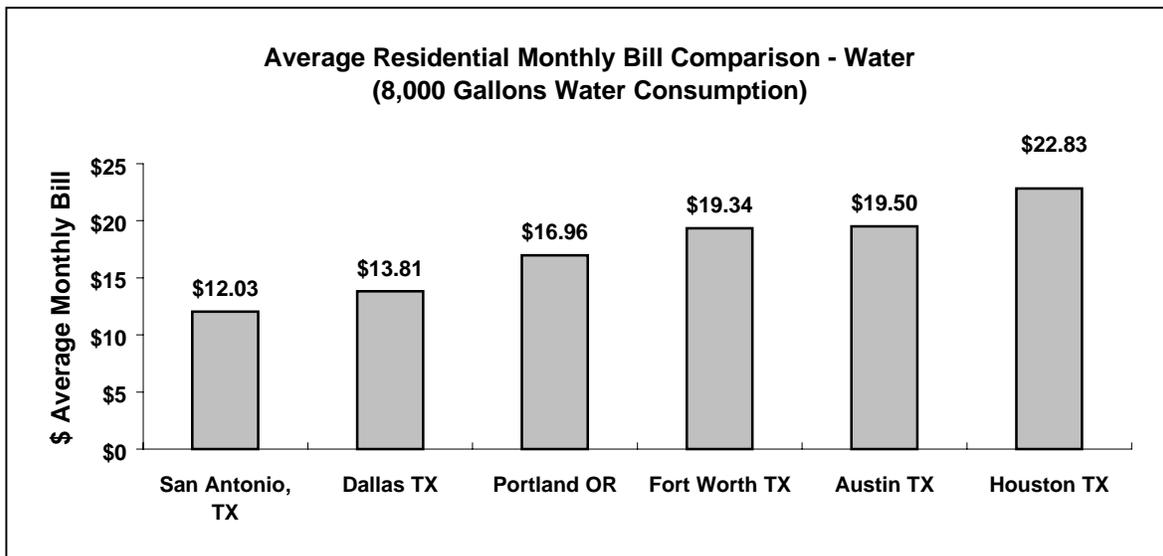
# Water and Wastewater Utility — 2000-01

The following graphs indicate the anticipated impacts of the approved budget on key indicators.

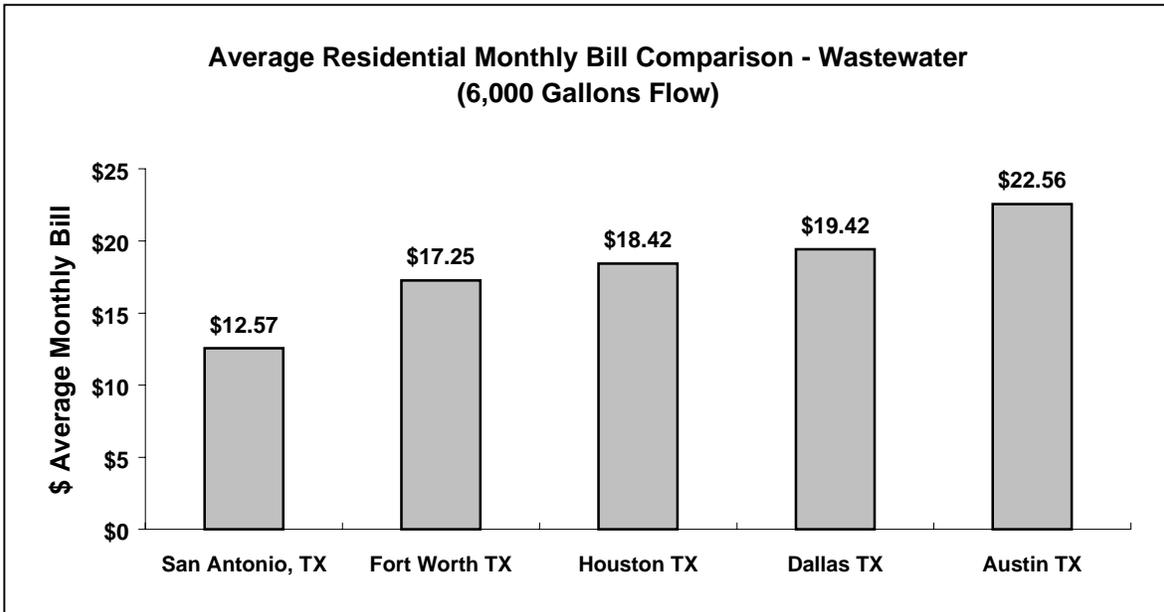


One way of assessing drinking water quality is to examine its turbidity, measured in NTU's. NTU stands for nephelometric turbidity units, which indicate the amount of floating particles in a water sample. For example, cloudy river water would receive a higher number of NTU's than clear drinking water.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

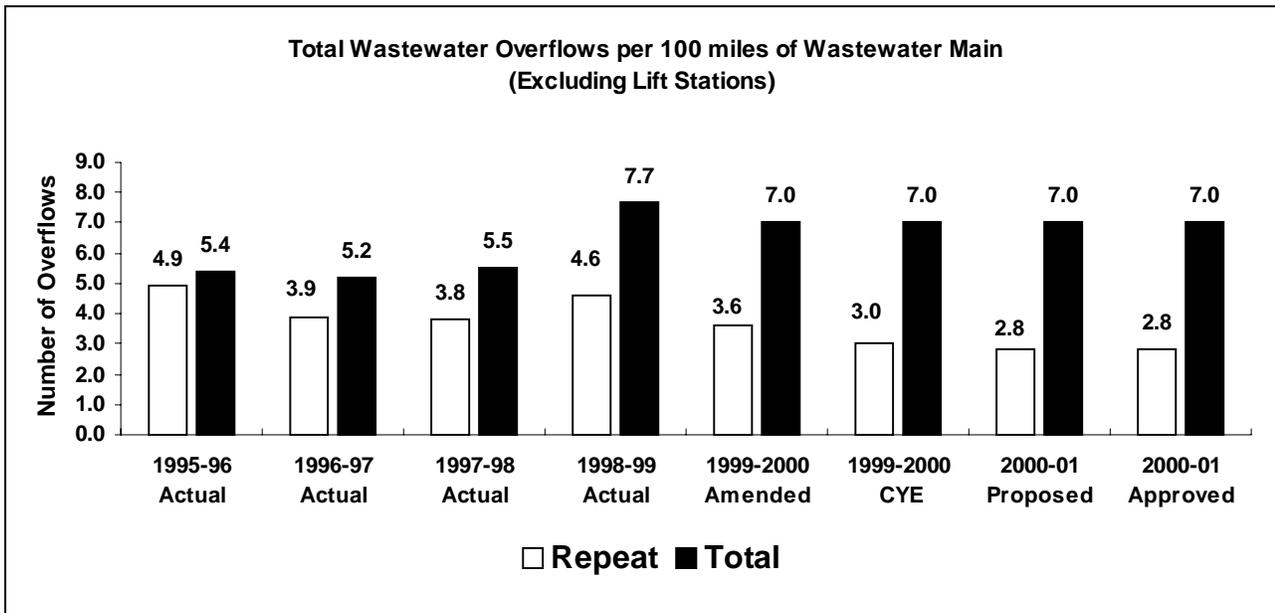
The permit level for drinking water quality, as monitored by Texas Natural Resource Conservation Commission (TNRCC) is 0.5 NTU's. Austin's drinking water has not only maintained well below the permit level but also continued to improve over the past 2 years.



# Water and Wastewater Utility — 2000-01

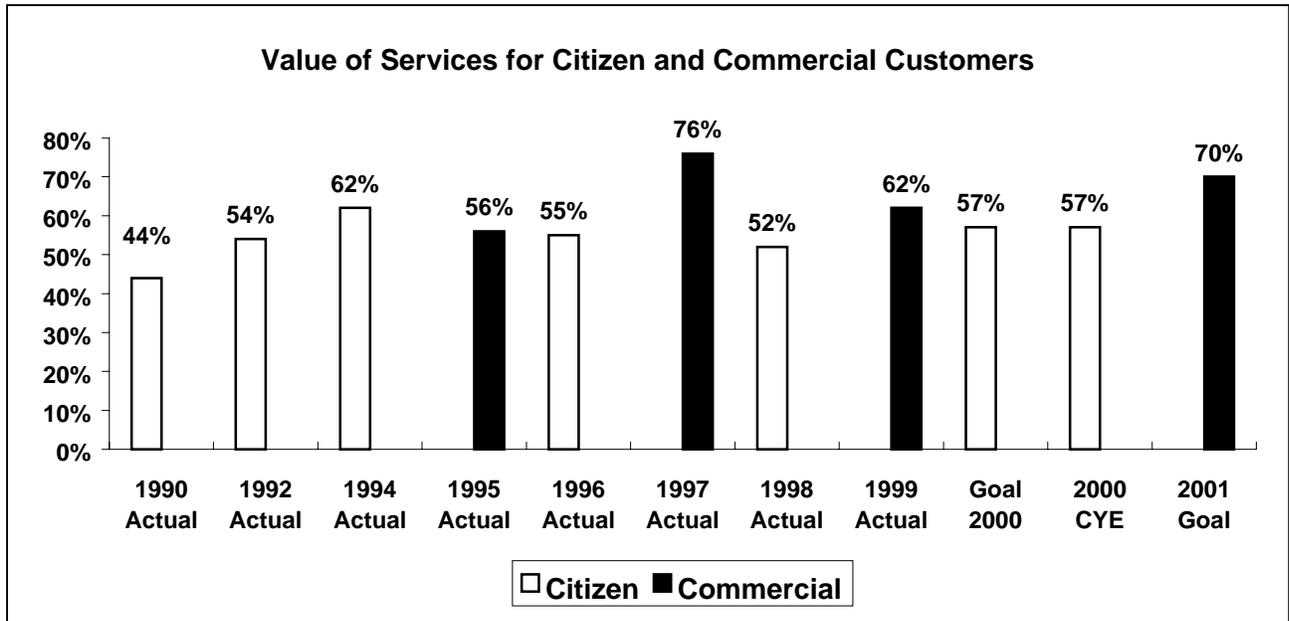


These measures provide a benchmark of the Utility’s overall financial competitiveness in comparison to other cities. The measures compare the average water and wastewater bill for the City of Austin residential ratepayers using 8,000 gallons of water per month and discharging 6,000 gallons of wastewater 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.

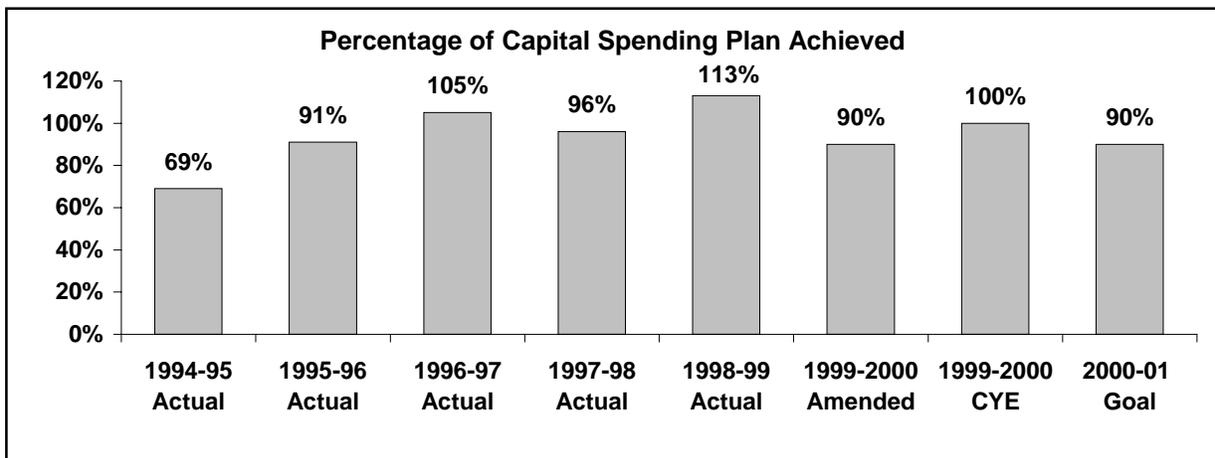


# Water and Wastewater Utility — 2000-01

This key indicator reflects the relationship between the number of overflows compared to the number of miles of main. Total overflows are all the sewer line overflows that occurred from a sewer line operated by the City of Austin. A repeat overflow occurs when a sewer manhole overflows at the same location within a 12-month period. This information is used to measure how well the collection system is doing. A lower number indicates better maintenance and condition of the Utility's system.



These components measure the percentage of favorable responses received on questions regarding the relationship between the amount paid and overall services received. This survey is not conducted until August 2000. The estimate for FY 2000 of satisfaction is 57%.



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.

# Water and Wastewater Utility — 2000-01

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## Business Plan

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

### Maintain Rate Stability and Ensure Financial Competitiveness

The Utility will maintain rate stability and strategically manage debt to improve competitiveness in the future by:

- ❑ Having no more than an average billing rate fluctuation of 3% per year for water and wastewater services for the next 5 years
- ❑ Defeating of \$50.0 million in outstanding debt by FY 2004-05
- ❑ Contributing \$100.0 million in current revenues to supplement CIP funding
- ❑ Maintaining a 25% equity or above on system assets
- ❑ Maintaining a debt service coverage ratio of 1.5 times or higher

### Improve Business Effectiveness through Benchmarking

The Utility will ensure that performance targets meet the targeted Industry quartile of Benchmarked Water Industry Metrics by 2002. This will include ensuring that:

- ❑ Water quality measures per regulation standards are within 1<sup>st</sup> quartile
- ❑ Wastewater effluent quality measures per regulation standards are within 1<sup>st</sup> quartile
- ❑ Total costs per million gallons of drinking water treated are within 3<sup>rd</sup> quartile
- ❑ Total costs per million gallons of wastewater treated are within 3<sup>rd</sup> quartile

### Strengthen and Maintain Customer Satisfaction

The Utility is committed to continuing to improve the value of the service provided to customers by:

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

### Implement Strategies that Support Citywide Smart Growth Initiatives

The Utility will continue to work in partnerships with other Departments to implement smart growth initiatives by:

- ❑ Preserving the availability of future water resources by increasing the percentage of treated wastewater beneficially reused
- ❑ Increasing ratio of lots approved for water service extension in Desired Development Zone as compared to Drinking Water Protection Zone
- ❑ Increasing ratio of lots approved for wastewater service extension in Desired Development Zone as compared to Drinking Water Protection Zone
- ❑ Increasing acreage of land acquired for watershed protection
- ❑ Increasing funding for maintenance of the Proposition II lands
- ❑ Adding funding of \$2.3 million to provide resources for projects that will help the City of Austin build a sustainable economic, environmental and equitable infrastructure

# Water and Wastewater Utility — 2000-01

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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 \$8,346,736 due to growth in customers and annexations.	\$8,346,736	
2. The 1999-2000 Budget included an expense for the 27th payroll which only occurs every eleven years with only 26 payrolls. The 2000-01 Approved Budget does not include this funding source of \$1,606,907.	(\$1,606,907)	
3. Interest income is increasing by \$515,517 due to anticipated increase in cash balances and pooled investments.	\$515,517	
4. Decrease of \$5,256,634 is due to reductions in anticipated revenue from one-time revenue sources from sale of conservation land and miscellaneous fees and charges.	(\$5,256,634)	
 <u>Expenditure Changes</u>		
<b>1. City Wide</b>		
The approved budget includes \$1,297,691 for salary increases associated with Pay for Performance in 2001, and \$555,150 for incremental costs of Pay for Performance in 2000. The budget also includes an increase for wage compensation of \$208,948. During budget adoption, council approved an increase in Pay for Performance in 2001 of \$259,538 and a reduction on other compensation adjustments of \$69,995. The total increase for compensation adjustments is \$2,251,332.	\$2,251,332	
An additional increase of \$1,180,888 has been included in the Approved Budget for anticipated changes in health insurance contributions and \$191,784 for anticipated changes in retirement contributions.	\$1,372,672	
<b>2. Water Treatment</b>		
The net increase includes a decrease of \$152,354 for the elimination of 5 vacant positions at the Water Plants, a decrease of \$37,590 in Non-CIP capital and an increase of \$359,801 in electrical services costs for increased water pumpage at the water plants.	\$169,857	(5.00)
<b>3. Water Treatment Support</b>		
The Approved Budget includes a decrease in contractuals of \$55,150 for consulting and testing services as well as a decrease of \$39,475 in Non-CIP capital.	(\$94,625)	
<b>4. Distribution System Operations and Maintenance</b>		
The net increase includes a decrease of \$56,881 for the elimination of 2 vacant positions in the Pipeline Maintenance area, a decrease of \$208,485 in Non-CIP Capital, and an increase of \$478,161 for overtime and callback based on historical costs and increased workload.	\$212,795	(2.00)

# Water and Wastewater Utility — 2000-01

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<u>Expenditure Changes</u>	Dollars	FTEs
<p><b>5. <u>Distribution System Support</u></b>                      The Approved Budget includes an increase of \$42,100 for additional software and maintenance of the Hansen system, a time and materials database used by pipeline field staff.</p>	\$42,100	
<p><b>6. <u>Wastewater Treatment</u></b>                      The net increase for Wastewater Treatment includes a decrease of \$147,423 for the elimination of 5 vacant positions at the Wastewater Plants and an increase of \$193,511 in electrical services costs based on increased treatment.</p>	\$46,088	(5.00)
<p><b>7. <u>Wastewater Treatment Support</u></b>                      The Approved Budget includes an increase of \$12,736 due to increased costs for government permits and fees at the wastewater plants</p>	\$12,736	
<p><b>8. <u>Collection System Operations and Maintenance</u></b>                      The Approved Budget includes an increase of \$218,472 for overtime and callback based on historical usage and increased workload and a decrease of \$137,500 in Non-CIP capital.</p>	\$80,972	
<p><b>9. <u>Collection System Support</u></b>                      The Approved Budget includes \$59,653 in CIP reimbursable work on the collection system.</p>	\$59,653	
<p><b>10. <u>Support Services</u></b>                      The 2000-01 Approved Budget includes \$45,000 for upgrading security system at Waller Creek Center. One vacant position in the General Administration area and \$30,437 is approved to be eliminated. Also, a decrease in Non-CIP capital of \$246,394 is approved for elimination.</p>	(\$231,831)	(1.00)
<p><b>11. <u>Conservation and Reuse</u></b>                      The Approved Budget includes an additional \$78,000 for Land Management contractual services on Proposition 2 lands and an additional \$268,810 for Water Conservation.</p>	\$346,810	
<p><b>12. <u>Billing/Customer Service</u></b>                      The net increase includes an additional \$428,143 for Utility Customer Service Office transfer, and an increase in bad debt expenses of \$49,420 are approved based on increased service. There is also a decrease of \$32,500 in Non-CIP Capital.</p>	\$445,063	

# Water and Wastewater Utility — 2000-01

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<u>Expenditure Changes</u>	Dollars	FTEs
<b>13. Transfers/Other Requirements</b>		
The 1999-2000 Budget included an expense for the 27th payroll which occurs every eleven years. The 2000-01 Approved Budget does not include this expense of \$1,768,499.	(\$1,768,499)	
The Approved Budget includes increases of \$390,823 for Worker's Compensation and \$321,000 for the Liability Reserve Fund, and increases in the Administrative Support Transfer \$506,806 and the transfer to Information Systems \$393,806.	\$1,612,435	
Debt Service requirements are expected to increase by \$418,740 due to increases in scheduled payments for Revenue, Contract and Water District bonds.	\$418,740	
The Utility transfer to the General Fund is expected to increase by \$1,207,591 due to an increase in service revenues in FY 1997-98, FY 1998-99 and estimates for FY 1999-2000.	\$1,207,591	
The Utility transfer to CIP is expected to decrease by \$16,370,600 due to the reduction in FY 2000-01 transfers for LCRA water supply agreement and major land purchases approved in 1999-2000.	(\$16,370,600)	
The City's 2000-01 Approved Budget includes the creation of a Sustainability Fund, which will be used to provide resources for one-time projects that will help the City of Austin build a sustainable economic, environmental and equitable infrastructure. The Sustainability Fund will be funded by a transfer of current revenues from the City's major operating funds. The Water and Wastewater Utility Fund Approved Budget includes a transfer of 1% of its revenues, equal to \$2,302,026.	\$2,302,026	
The net increase includes an additional \$375,144 for increased fleet maintenance and fuel costs, \$40,484 in additional costs for Auditing services from the City Auditor's office, and a decrease of \$200,000 in Non-CIP Capital.	\$215,628	
The following changes were approved by Council at Budget Adoption.		
<b>14. Transfers/Other Requirements</b>		
The Approved Budget increases the transfer to General Fund by \$182,252 to reflect the Utility's increase in revenue for 1999-2000.	\$182,252	
An additional \$400,000 increase to the Conservation Rebates and Incentives Fund is approved to provide funding for the repair/renovations to City-owned pools.	\$400,000	
A reappropriation of \$50,000 was approved for the bio-solids hauling contract. The total reappropriation was \$350,000.	\$50,000	
<b>15. Wastewater Treatment</b>		
A reappropriation of \$300,000 was approved for the bio-solids hauling contract. The total reappropriation was \$350,000.	\$300,000	

# Programs and Activities

# Water Wastewater Utility-2000-01

## Water & WW Operating Fund

	1998 -99 Actual	1998 -99 FTE	1999 -2000 Amended	1999 -2000 FTE	1999 -2000 Estimate	1999 -2000 FTE	2000-01 Proposed	2000 -01 FTE	2000-01 Approved	2000 -01 FTE
<b>Billing and Customer Service</b>										
Customer Account Management (Billing)	\$1,446,513	0.00	\$1,040,064	0.00	\$1,040,064	0.00	\$1,089,484	0.00	\$1,089,484	0.00
Customer Care (One Call Center)	\$4,944,505	0.00	\$7,691,425	0.00	\$7,691,425	0.00	\$8,119,568	0.00	\$8,119,568	0.00
Customer Service	\$1,045,312	23.00	\$1,251,702	22.00	\$1,218,327	22.00	\$1,204,616	22.00	\$1,242,862	22.00
<b>Collections System Operations and Maintenance</b>										
Collection Pipeline Maintenance	\$3,900,733	65.41	\$3,981,205	64.00	\$4,145,381	62.70	\$5,337,546	78.06	\$5,442,198	78.06
Lift Stations	\$1,859,176	13.00	\$1,332,170	15.00	\$1,406,245	15.00	\$1,890,746	18.20	\$1,916,726	18.20
Wastewater Collection Service Connection	\$109,786	5.50	\$237,294	3.70	\$241,423	3.70	\$166,810	6.42	\$173,549	6.42
Wastewater Pipeline Rehabilitation & Construction	\$403,073	15.91	\$513,059	15.91	\$157,875	15.91	\$458,437	31.45	\$494,364	31.45
<b>Collections System Support</b>										
Collection Dispatch Operations	\$269,953	7.00	\$277,725	7.00	\$272,413	7.00	\$263,827	6.50	\$272,422	6.50
Collection Engineering	\$694,937	14.91	\$777,148	14.90	\$748,496	14.90	\$1,010,337	18.79	\$1,057,241	18.79
Collection Inspection	\$225,195	4.80	\$269,672	5.20	\$252,364	15.60	\$155,932	3.12	\$162,238	3.12
Collection System Support Laboratory	\$553,632	9.03	\$570,931	9.03	\$606,273	9.03	\$592,875	8.83	\$611,076	8.83
Collection Technical Support	\$225,195	4.80	\$269,672	5.20	\$323,172	2.60	\$446,341	4.66	\$456,065	4.66
Line Locations – Collection System	\$185,804	4.50	\$152,647	5.00	\$161,941	5.00	\$290,649	5.32	\$297,711	5.32
Pretreatment (Industrial Waste Control)	\$1,135,265	21.00	\$1,272,891	21.00	\$1,107,134	21.00	\$1,048,362	18.00	\$1,086,263	18.00
Small Calls – Collection System	\$8,115	0.18	\$8,820	0.20	\$9,357	0.20	\$40,058	0.86	\$40,934	0.86

## Water Wastewater Utility-2000-01

System Planning – Collection	\$488,253	7.31	\$500,300	7.31	\$510,062	7.31	\$519,389	7.47	\$539,368	7.47
Utility Development Services - Collection	\$93,594	3.00	\$155,084	3.00	\$125,167	3.00	\$188,064	3.49	\$198,867	3.49
Wastewater Records and Mapping	\$635,358	12.18	\$712,924	12.18	\$695,909	12.18	\$701,118	12.18	\$723,496	12.18
Wastewater TV Inspection, Inflow & Infiltration	\$2,708,037	56.00	\$2,879,366	54.00	\$2,737,612	54.00	\$2,751,777	53.00	\$2,842,032	53.00
<b>Conservation and Reuse</b>										
Conservation and Reuse Support Laboratory	\$448,178	7.31	\$462,182	7.31	\$490,793	7.31	\$478,078	7.84	\$494,437	7.84
Conservation Engineering	\$38,628	0.71	\$37,872	0.73	\$40,510	0.73	\$31,981	0.60	\$34,274	0.60
Environmental & Regulatory Support/Land Management	\$213,047	2.10	\$265,469	2.80	\$284,272	2.80	\$559,716	7.20	\$574,587	7.20
Water Conservation	\$2,711,404	0.00	\$2,589,522	0.00	\$2,865,206	0.00	\$2,858,332	0.00	\$3,258,332	0.00
Water Reuse	\$113,547	1.70	\$116,349	1.70	\$118,619	1.70	\$126,074	1.62	\$131,748	1.62
<b>Distribution System Operations and Maintenance</b>										
Distribution Pipeline Maintenance	\$5,305,563	88.61	\$5,476,560	88.00	\$5,677,377	86.70	\$5,488,116	82.42	\$5,601,090	82.42
Metering Services	\$1,867,496	22.00	\$1,832,887	22.00	\$2,191,136	22.00	\$1,631,070	22.00	\$1,655,515	22.00
Pump Station and Reservoir Maintenance	\$3,259,306	35.00	\$3,581,303	35.00	\$3,423,200	35.00	\$3,687,477	35.00	\$3,737,105	35.00
Valve and Hydrant	\$2,180,724	41.28	\$2,675,724	43.20	\$2,694,698	43.20	\$2,502,950	39.10	\$2,546,297	39.10
Water Distribution Service Connection	\$109,786	5.50	\$230,004	3.80	\$237,326	3.80	\$124,546	6.10	\$130,466	6.10
Water Pipeline Rehab. & Construction Activity	\$440,568	17.39	\$560,786	17.39	\$172,561	17.39	\$78,018	1.85	\$80,131	1.85
<b>Distribution System Support</b>										
Distribution Dispatch Operations	\$269,953	7.00	\$277,725	7.00	\$272,413	7.00	\$263,827	6.50	\$272,422	6.50

## Water Wastewater Utility-2000-01

Distribution Engineering	\$808,719	17.03	\$898,738	17.50	\$855,200	17.50	\$728,421	14.75	\$766,505	14.75
Distribution Inspection	\$225,195	4.80	\$269,672	5.20	\$323,172	2.60	\$124,620	2.88	\$130,440	2.88
Distribution System Support Laboratory	\$369,088	6.02	\$380,621	6.02	\$404,182	6.02	\$371,296	6.00	\$384,113	6.00
Distribution Technical Support	\$225,195	4.80	\$269,672	5.20	\$323,172	2.60	\$233,615	4.34	\$242,635	4.34
Line Locations – Distribution System	\$185,804	4.50	\$152,647	5.00	\$161,941	5.00	\$232,654	5.65	\$239,978	5.65
Small Calls – Distribution System	\$397,641	8.82	\$432,158	9.80	\$458,473	9.80	\$315,794	8.07	\$324,518	8.07
System Planning – Distribution	\$533,672	7.99	\$546,840	7.99	\$557,510	7.99	\$615,059	7.91	\$636,637	7.91
Utility Development Services – Distribution	\$93,594	3.00	\$155,084	3.00	\$125,167	3.00	\$122,114	2.51	\$127,947	2.51
Water Protection	\$110,054	2.50	\$197,932	2.50	\$291,082	2.50	\$253,921	4.00	\$264,289	4.00
Water Records and Mapping	\$877,398	16.82	\$984,513	16.82	\$961,017	16.82	\$991,568	16.82	\$1,022,472	16.82
<b>Support Services</b>										
Administration and Management	\$1,032,894	13.00	\$1,164,880	14.00	\$1,087,690	14.00	\$1,192,693	14.00	\$1,227,537	14.00
Facility Expenses	\$414,002	3.00	\$569,159	5.00	\$554,105	5.00	\$557,092	4.00	\$566,008	4.00
Financial Monitoring / Budgeting	\$1,429,396	31.40	\$1,652,984	28.45	\$1,607,714	31.45	\$1,728,556	33.00	\$1,806,111	33.00
Information Technology Support	\$1,082,240	13.00	\$1,408,992	14.00	\$1,293,296	14.00	\$1,282,813	14.00	\$1,316,070	14.00
Personnel / Training	\$1,656,804	32.00	\$1,677,970	31.00	\$1,701,300	30.00	\$1,614,552	29.00	\$1,668,923	29.00
PIO/Community Services	\$373,460	4.00	\$428,336	4.00	\$441,016	4.00	\$434,266	5.00	\$439,820	5.00
Purchasing, Payment Processing, MBE/WBE	\$282,503	7.00	\$293,347	8.00	\$300,820	8.00	\$291,857	8.00	\$303,436	8.00
Vehicle/ Equipment Maintenance	\$916,021	18.00	\$1,096,438	18.00	\$1,053,450	18.00	\$907,252	14.00	\$929,446	14.00

### Transfers/ Other Requirements

## Water Wastewater Utility-2000-01

Debt Interest and Commission	\$868,595	0.00	\$432,875	0.00	\$437,243	0.00	\$415,494	0.00	\$415,494	0.00
Debt Transfers	\$83,959,254	0.00	\$93,450,060	0.00	\$92,731,773	0.00	\$93,868,800	0.00	\$93,868,800	0.00
Interfund Transfers	\$62,210,251	0.00	\$63,123,456	0.00	\$63,137,917	0.00	\$50,784,146	0.00	\$49,459,758	0.00
Other Requirements	\$7,781,862	0.00	\$8,878,628	0.00	\$9,468,133	0.00	\$11,567,803	0.00	\$11,611,790	0.00
<b>Wastewater Treatment</b>										
Biosolids Plant Operations	\$3,674,202	49.00	\$3,372,007	45.00	\$2,975,905	44.00	\$3,117,281	39.00	\$3,467,657	39.00
Wastewater Plant Construction	\$46,869	1.85	\$59,658	1.85	\$18,358	1.85	\$78,020	1.85	\$80,133	1.85
Wastewater Plant Maintenance	\$3,603,200	74.48	\$4,112,090	76.84	\$3,867,876	76.84	\$4,128,942	74.68	\$4,237,006	74.68
Wastewater Plant Operations	\$7,362,309	53.46	\$7,337,289	50.87	\$7,515,960	49.87	\$7,372,016	48.54	\$7,452,708	48.54
<b>Wastewater Treatment Support</b>										
Wastewater Environmental and Regulatory Support	\$182,612	1.80	\$227,545	2.40	\$243,662	2.40	\$193,498	2.40	\$200,913	2.40
Wastewater Treatment and Support Laboratory	\$685,449	11.18	\$706,867	11.18	\$750,624	11.18	\$770,710	11.33	\$797,710	11.33
Wastewater Treatment Engineering	\$595,962	10.30	\$642,792	10.30	\$663,881	10.30	\$586,703	9.18	\$615,885	9.18
<b>Water Treatment</b>										
Water Plant Construction	\$46,869	1.85	\$59,658	1.85	\$18,358	1.85	\$78,019	1.85	\$80,132	1.85
Water Plant Maintenance	\$2,867,616	61.52	\$3,425,206	63.16	\$3,042,327	63.16	\$3,577,070	61.12	\$3,668,887	61.12
Water Plant Operations	\$9,816,190	63.54	\$10,561,843	63.13	\$10,497,050	63.13	\$10,605,542	59.46	\$10,684,663	59.46
<b>Water Treatment Support</b>										
Water Environmental and Regulatory Support	\$213,047	2.10	\$265,469	2.80	\$284,272	2.80	\$193,453	1.40	\$194,631	1.40
Water Treatment and Support Laboratory	\$579,995	9.46	\$598,118	9.46	\$635,144	9.46	\$612,918	9.00	\$628,683	9.00
Water Treatment Engineering	\$672,039	10.65	\$713,193	11.12	\$738,350	11.12	\$636,140	9.68	\$668,010	9.68

# Water Wastewater Utility-2000-01

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<b>Total</b>	\$234,070,637	1045.00	\$252,547,219	1045.00	\$251,445,891	1045.00	\$244,690,819	1032.00	\$245,812,613	1032.00
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# Water Wastewater Utility-2000-01

**Program:** *Billing and Customer Service*

**Program Objective:** To provide customer service support and management services to the Utility's water business and residential customers

	1998 -99	1999 -2000	1999 -2000	2000-01	2000-01
<b>Performance Measures:</b>	<b>1998 -99 Actual</b>	<b>1999 -2000 Amended</b>	<b>1999 -2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
Customer Satisfactory Rating	N/A	N/A	N/A	To be supplied by Austin Energy	To be supplied by Austin Energy
Percentage of consumption billed versus system pumpage	N/A	N/A	N/A	90%	90%

## List of Activities (Includes all Funding Sources)

Activity Name	1998 -99 Actual	1998 -99 FTE	1999 -2000 Amended	1999 -2000 FTE	1999 -2000 Estimate	1999 -2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Customer Account Management (Billing)	\$1,446,513	0.00	\$1,040,064	0.00	\$1,040,064	0.00	\$1,089,484	0.00	\$1,089,484	0.00
Customer Care (One Call Center)	\$4,944,505	0.00	\$7,691,425	0.00	\$7,691,425	0.00	\$8,119,568	0.00	\$8,119,568	0.00
Customer Service	\$1,114,709	23.00	\$1,251,702	22.00	\$1,218,327	22.00	\$1,204,616	22.00	\$1,242,862	22.00
<b>Total</b>	<b>\$7,505,727</b>	<b>23.00</b>	<b>\$9,983,191</b>	<b>22.00</b>	<b>\$9,949,816</b>	<b>22.00</b>	<b>10,413,668</b>	<b>22.00</b>	<b>10,451,914</b>	<b>22.00</b>

# Water Wastewater Utility-2000-01

**Activity:** Customer Account Management (Billing)

**Activity Code:** 5CAM

**Program Name:** Billing and Customer Service

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$1,446,513	\$1,040,064	\$1,040,064	\$1,089,484	\$1,089,484
<b>Total Requirements</b>	<b>\$1,446,513</b>	<b>\$1,040,064</b>	<b>\$1,040,064</b>	<b>\$1,089,484</b>	<b>\$1,089,484</b>

<b>Full-Time Equivalent</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
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**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 it's 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 increase of \$31,291 due to increased Water Service Revenue projections. Activity increase of \$18,129 due to increased Wastewater Service Revenue projections.

**Responsible Employee:** Joe Calabrese (Austin Energy)

# Water Wastewater Utility-2000-01

**Activity:** Customer Care (One Call Center)

**Activity Code:** 5CCO

**Program Name:** Billing and Customer Service

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$4,944,505	\$7,691,425	\$7,691,425	\$8,119,568	\$8,119,568
<b>Total Requirements</b>	<b>\$4,944,505</b>	<b>\$7,691,425</b>	<b>\$7,691,425</b>	<b>\$8,119,568</b>	<b>\$8,119,568</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>
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**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of calls received	Demand	N/A	N/A	N/A	To be supplied by Austin Energy	To be supplied by Austin Energy
Customer Service O&M Expenses per call volume	Efficiency	N/A	N/A	N/A	To be supplied by Austin Energy	To be supplied by Austin Energy
Percent of calls answered within 90 seconds	Output	N/A	N/A	N/A	To be supplied by Austin Energy	To be supplied by Austin Energy
Customer Satisfactory Rating	Result	N/A	N/A	N/A	To be supplied by Austin Energy	To be supplied 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 it's 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 inquiries. (This activity is managed by Austin Energy)

**Services of the Activity:** Consumer Services  
Dispatch  
Call Center

**Changes in Requirements and Performance Measures:** Increase of \$160,483 due to increased costs from Austin Energy's Call Center.

**Responsible Employee:** Joe Calabrese (Austin Energy)

# Water Wastewater Utility-2000-01

**Activity:** Customer Service  
**Activity Code:** 5CSV  
**Program Name:** Billing and Customer Service

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$69,397	\$0	\$0	\$0	\$0
Water & WW Operating Fund	\$1,045,312	\$1,251,702	\$1,218,327	\$1,204,616	\$1,242,862
<b>Total Requirements</b>	<b>\$1,114,709</b>	<b>\$1,251,702</b>	<b>\$1,218,327</b>	<b>\$1,204,616</b>	<b>\$1,242,862</b>
<b>Full-Time Equivalents</b>	<b>23.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of customers seeking assistance at Taps Sales Office	Demand	1,924	N/A	N/A	2,080	2,080
Average tap sales administrative cost per number of water and wastewater connections sold	Efficiency	\$75.47	N/A	\$76.99	\$72.09	\$72.09
Number of connections to the water/wastewater system sold/issued	Output	4,165	N/A	4,551	4,973	4,973
Percent of customers completing their transactions in the Taps Sales Office within 45 minutes	Result	100%	N/A	N/A	100%	100%
Percentage of consumption billed versus system pumpage	Result	N/A	N/A	N/A	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:** Net decrease of \$47,386 is due to a decrease in one-time capital expenditures and an increase in vacancy savings. Activity increased \$38,246 due to Pay for Performance and wage adjustments.

## Water Wastewater Utility-2000-01

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**Activity:** *Customer Service*

**Activity Code:** *5CSV*

**Program Name:** *Billing and Customer Service*

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**Responsible Employee:**

Betty Segura

322-2825

# Water Wastewater Utility-2000-01

**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.

	1998 -99	1999 -2000	1999 -2000	2000-01	2000-01
<b>Performance Measures:</b>	1998 -99 Actual	1999 -2000 Amended	1999 -2000 Estimate	2000-01 Proposed	2000-01 Approved
Percentage of total lift station overflows that are non-power failure related	N/A	N/A	N/A	35%	35%
Percentage of total projects successfully completed on schedule	N/A	N/A	N/A	90%	90%
The percent of total new service connections ready for installation completed within 15 days	N/A	N/A	N/A	10%	10%
The percentage of customers satisfied with emergency repairs response	N/A	N/A	N/A	85%	85%

## List of Activities (Includes all Funding Sources)

Activity Name	1998 -99 Actual	1998 -99 FTE	1999 -2000 Amended	1999 -2000 FTE	1999 -2000 Estimate	1999 -2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Collection Pipeline Maintenance	\$3,979,147	65.41	\$4,089,110	64.00	\$4,303,862	62.70	\$5,397,546	78.06	\$5,502,198	78.06
Lift Stations	\$1,914,775	13.00	\$1,332,170	15.00	\$1,406,245	15.00	\$1,890,746	18.20	\$1,916,726	18.20
Wastewater Collection Service Connection	\$169,157	5.50	\$240,544	3.70	\$250,923	3.70	\$336,070	6.42	\$342,809	6.42
Wastewater Pipeline Rehabilitation & Construction	\$1,052,031	15.91	\$986,194	15.91	\$1,006,044	15.91	\$2,004,523	31.45	\$2,040,450	31.45

**Water Wastewater Utility-2000-01**

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**Program:**            *Collections System Operations and Maintenance*

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**Total**   \$7,115,110    99.82   \$6,648,018    98.61   \$6,967,074    97.31   \$9,628,885    134.13   \$9,802,183    134.13

# Water Wastewater Utility-2000-01

**Activity:** Collection Pipeline Maintenance

**Activity Code:** 3CPM

**Program Name:** Collections System Operations and Maintenance

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$78,414	\$107,905	\$158,481	\$60,000	\$60,000
Water & WW Operating Fund	\$3,900,733	\$3,981,205	\$4,145,381	\$5,337,546	\$5,442,198
<b>Total Requirements</b>	<b>\$3,979,147</b>	<b>\$4,089,110</b>	<b>\$4,303,862</b>	<b>\$5,397,546</b>	<b>\$5,502,198</b>
<b>Full-Time Equivalents</b>	<b>65.41</b>	<b>64.00</b>	<b>62.70</b>	<b>78.06</b>	<b>78.06</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
The number of feet (miles) of sewer line in the system	Demand	N/A	N/A	N/A	2,260 MILES	2,260 MILES
Labor costs per mile of collection infrastructure	Efficiency	N/A	N/A	N/A	\$896.61	\$896.61
The number of feet (miles) of sewer line flushed per month	Output	N/A	N/A	N/A	6.5 MILES	6.5 MILES
The percentage of customers satisfied with emergency repairs response	Result	N/A	N/A	N/A	85%	85%
The percentage of sewer lines flushed per month	Result	N/A	N/A	N/A	0.29%	0.29%

**Activity History and Description:** Five (5) water crews, four (4) wastewater crews, a heavy maintenance crew, a valve crew, a line cleaning crew and a logistical support team to cover maintenance problems from roughly 38th Street South to the system limits. Five (5) water crews, four (4) wastewater crews, a heavy maintenance crew, a valve crew, a line cleaning and logistical support team to cover maintenance problems from roughly 38th Street North to the system limits. Four (4) water crews, four (4) wastewater crews, a valve crew and a line cleaning crew to cover City-wide maintenance problems from 3:30p.m. to midnight, Monday through Friday, and Saturday and Sunday from 7:00 a.m. to 8:00 p.m.

**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:** The increase of \$1,308,436 in attributed to the deployment of the Systems Support function from Water Protection for \$246,561 including a 1.28 FTE deployment from Distribution Pipeline Maintenance, 4.10 FTE redeployment

## Water Wastewater Utility-2000-01

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**Activity:** *Collection Pipeline Maintenance*

**Activity Code:** *3CPM*

**Program Name:** *Collections System Operations and Maintenance*

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from Valve and Hydrant, a .5 FTE redeployment from Distribution Dispatch, a 2.32 redeployment from Distribution Inspection, a .10 FTE redeployment from Small Calls-Distribution, a .86 FTE redeployment from Distribution Technical Support, 1.82 transfer from Vehicle/Equipment, a .5 FTE redeployment from Collection Dispatch Operations, a 2.08 redeployment from Collection Inspection, a 1.5 FTE redeployment from Pretreatment, a .54 FTE redeployment from Collection Technical Support, a 1.18 FTE redeployment from Vehicle/Equip Maintenance. This activity also deployed 2.72 FTEs to Wastewater The increase of \$1,308,436 in attributed to the deployment of the Systems Support function from Water Protection for \$246,561 including a 1.28 FTE deployment from Distribution Pipeline Maintenance, a 4.10 FTE redeployment from Valve and Hydrant, a .5 FTE redeployment from Distribution Dispatch, a 2.32 redeployment from Distribution Inspection, a .10 FTE redeployment from Small Calls-Distribution, a .86 FTE redeployment from Distribution Technical Support, 1.82 transfer from Vehicle/Equipment, a .5 FTE redeployment from Collection Dispatch Operations, a 2.08 redeployment from Collection Inspection, a 1.5 FTE redeployment from Pretreatment, a .54 FTE redeployment from Collection Technical Support, a 1.18 FTE redeployment from Vehicle/Equip Maintenance. This activity also deployed 2.72 FTEs to Wastewater Collection Service Connection, 1 FTE to Personnel/Training, and transferred in 1 FTE from Environmental and Regulatory Support/Land Management. Activity increased \$104,652 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Glenn Davis

912-6112

# Water Wastewater Utility-2000-01

**Activity:** Lift Stations

**Activity Code:** 3LIF

**Program Name:** Collections System Operations and Maintenance

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$55,599	\$0	\$0	\$0	\$0
Water & WW Operating Fund	\$1,859,176	\$1,332,170	\$1,406,245	\$1,890,746	\$1,916,726
<b>Total Requirements</b>	<b>\$1,914,775</b>	<b>\$1,332,170</b>	<b>\$1,406,245</b>	<b>\$1,890,746</b>	<b>\$1,916,726</b>
<b>Full-Time Equivalents</b>	<b>13.00</b>	<b>15.00</b>	<b>15.00</b>	<b>18.20</b>	<b>18.20</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Activity cost per million gallons pumped	Efficiency	\$174.59	\$118.29	\$124.87	\$167.89	\$167.89
Labor costs per million gallons pumped	Efficiency	\$53	\$62	\$59	\$75	\$75
Actual millions of gallons of wastewater pumped	Output	10,649	11,262	11,262	11,262	11,262
Number of lift stations maintained	Output	106	106	106	106	106
Percentage of total lift station overflows that are non-power failure related	Result	N/A	N/A	N/A	35%	35%

**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:** The Approved Budget includes increased personnel costs of \$153,645 for 3.2 FTEs re-deployed to this activity to help maintain the 106 lift stations operated by the Utility. Additional costs to this activity include increased electrical services of \$136,000, rental costs for the Harris Branch wastewater plant of \$110,400. This activity will report the percentage of total lift station overflows that are non-power failure related. Activity increased \$25,980 due to Pay for Performance and wage adjustments.

## Water Wastewater Utility-2000-01

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**Activity:** *Lift Stations*

**Activity Code:** *3LIF*

**Program Name:** *Collections System Operations and Maintenance*

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**Responsible Employee:**

Joe Linger

443-1954

# Water Wastewater Utility-2000-01

**Activity:** Wastewater Collection Service Connection

**Activity Code:** 3CSC

**Program Name:** Collections System Operations and Maintenance

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$59,371	\$3,250	\$9,500	\$169,260	\$169,260
Water & WW Operating Fund	\$109,786	\$237,294	\$241,423	\$166,810	\$173,549
<b>Total Requirements</b>	<b>\$169,157</b>	<b>\$240,544</b>	<b>\$250,923</b>	<b>\$336,070</b>	<b>\$342,809</b>
<b>Full-Time Equivalents</b>	<b>5.50</b>	<b>3.70</b>	<b>3.70</b>	<b>6.42</b>	<b>6.42</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
The number new service connections ready for installation	Demand	N/A	N/A	N/A	300	300
Labor costs per service connection	Efficiency	N/A	N/A	N/A	\$325.61	\$325.61
The number new service connections made	Output	N/A	N/A	N/A	230	230
The percent of total new service connections ready for installation completed within 15 days	Result	N/A	N/A	N/A	10%	10%

**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:** The increase of \$95,526 in total requirements is due to the re-deployment of 2.72 FTEs from Collection Operations and Maintenance for \$58,745, a \$166,000 increase in expense refunds and a decrease of \$129,219 in contractals which are budgeted in Collection Operations and Maintenance in FY 2001. Activity increased \$6,739 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Glenn Davis 912-6112

# Water Wastewater Utility-2000-01

**Activity:** Wastewater Pipeline Rehabilitation & Construction

**Activity Code:** 3PRC

**Program Name:** Collections System Operations and Maintenance

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$648,958	\$473,135	\$848,169	\$1,546,086	\$1,546,086
Water & WW Operating Fund	\$403,073	\$513,059	\$157,875	\$458,437	\$494,364
<b>Total Requirements</b>	<b>\$1,052,031</b>	<b>\$986,194</b>	<b>\$1,006,044</b>	<b>\$2,004,523</b>	<b>\$2,040,450</b>
<b>Full-Time Equivalents</b>	<b>15.91</b>	<b>15.91</b>	<b>15.91</b>	<b>31.45</b>	<b>31.45</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of projects scheduled	Demand	N/A	N/A	N/A	40	40
Labor cost per linear foot of pipe installed	Efficiency	\$21.07	N/A	\$18.07	\$18.78	\$18.78
Linear feet of pipe and number of services installed	Output	14,249	N/A	15,000	18,000	18,000
Percentage of total projects successfully completed on schedule	Result	N/A	N/A	N/A	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, 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 increase of \$1,018,399 is due to the deployment of 15.54 FTEs from Water Pipeline Rehabilitation and Construction activity. Activity

## Water Wastewater Utility-2000-01

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**Activity:** *Wastewater Pipeline Rehabilitation & Construction*

**Activity Code:** *3PRC*

**Program Name:** *Collections System Operations and Maintenance*

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increased \$35,927 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

George Calhoun

927-4379

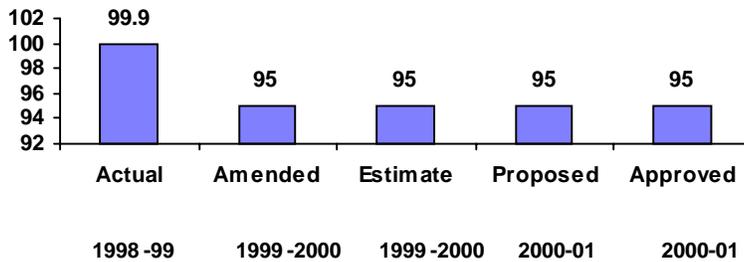
# Water Wastewater Utility-2000-01

**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 calls dispatched to field crews within 30 minutes of receipt**



<b>Performance Measures:</b>	<b>1998-99 Actual</b>	<b>1999-2000 Amended</b>	<b>1999-2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
Number of wastewater repeat overflows per 100 miles of sewer lines	N/A	N/A	N/A	5.75	5.75
Percent of collection system in the wastewater models modeled.	N/A	N/A	N/A	20%	20%
Percent of engineering projects for the Collection System requiring change orders exceeding 3% of the project cost	N/A	N/A	N/A	1%	1%
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	N/A	85%	85%	85%	85%
Percentage of calls dispatched to field crews within 30 minutes of receipt	99.9%	95%	95%	95%	95%
Percentage of Collection System projects added to GIS grid maps within 60 days of receipt information	N/A	N/A	N/A	95%	95%
Percentage of customers satisfied with dispatch staff	99.9%	98%	98%	98%	98%
Percentage of industrial users with surcharges assessed	N/A	N/A	83%	85%	85%

# Water Wastewater Utility-2000-01

## **Program: Collections System Support**

Percentage of tap inspection service requests completed within 7 days	N/A	N/A	N/A	95%	95%
Percentage of time responded with in One Call standard	NA	NA	NA	50%	50%
Percentage of wastewater service requests responded to within 2 hours of notice	N/A	N/A	N/A	50%	50%

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

Activity Name	1998 -99 Actual	1998 -99 FTE	1999 -2000 Amended	1999 -2000 FTE	1999 -2000 Estimate	1999 -2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Collection Dispatch Operations	\$269,953	7.00	\$277,725	7.00	\$272,413	7.00	\$263,827	6.50	\$272,422	6.50
Collection Engineering	\$1,071,200	14.91	\$1,152,250	14.90	\$1,158,690	14.90	\$1,381,228	18.79	\$1,428,132	18.79
Collection Inspection	\$337,132	4.80	\$404,967	5.20	\$599,877	15.60	\$267,668	3.12	\$273,974	3.12
Collection System Support Laboratory	\$579,865	9.03	\$617,421	9.03	\$652,763	9.03	\$592,875	8.83	\$611,076	8.83
Collection Technical Support	\$337,132	4.80	\$404,967	5.20	\$397,265	2.60	\$446,341	4.66	\$456,065	4.66
Line Locations – Collection System	\$191,329	4.50	\$152,647	5.00	\$161,941	5.00	\$290,649	5.32	\$297,711	5.32
Pretreatment (Industrial Waste Control)	\$1,138,572	21.00	\$1,272,891	21.00	\$1,110,434	21.00	\$1,048,362	18.00	\$1,086,263	18.00
Small Calls – Collection System	\$8,121	0.18	\$8,820	0.20	\$9,357	0.20	\$40,058	0.86	\$40,934	0.86
System Planning – Collection	\$488,253	7.31	\$531,157	7.31	\$526,058	7.31	\$549,381	7.47	\$569,360	7.47
Utility Development Services - Collection	\$169,720	3.00	\$193,550	3.00	\$195,167	3.00	\$227,801	3.49	\$238,604	3.49
Wastewater Records and Mapping	\$635,358	12.18	\$712,924	12.18	\$695,909	12.18	\$701,118	12.18	\$723,496	12.18
Wastewater TV Inspection, Inflow & Infiltration	\$2,858,677	56.00	\$2,939,366	54.00	\$2,997,883	54.00	\$2,836,190	53.00	\$2,926,445	53.00
<b>Total</b>	<b>\$8,085,312</b>	<b>144.71</b>	<b>\$8,668,685</b>	<b>144.02</b>	<b>\$8,777,757</b>	<b>151.82</b>	<b>\$8,645,498</b>	<b>142.22</b>	<b>\$8,924,482</b>	<b>142.22</b>

# Water Wastewater Utility-2000-01

**Activity:** Collection Dispatch Operations

**Activity Code:** 4DIS

**Program Name:** Collections System Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$269,953	\$277,725	\$272,413	\$263,827	\$272,422
<b>Total Requirements</b>	<b>\$269,953</b>	<b>\$277,725</b>	<b>\$272,413</b>	<b>\$263,827</b>	<b>\$272,422</b>
<b>Full-Time Equivalent</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>6.50</b>	<b>6.50</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of calls taken through Dispatch Operations	Demand	58,903	40,000	61,824	60,000	60,000
Labor cost per customer call taken in Dispatch Operations	Efficiency	NA	NA	\$0.30	\$0.31	\$0.31
Number of calls dispatched to field crews	Output	5,705	NA	5,500	5,000	5,000
Number of work orders and component parts (segments) created in database	Output	4,128	NA	5,107	5,000	5,000
Percentage of calls dispatched to field crews within 30 minutes of receipt	Result	99.9%	95%	95%	95%	95%
Percentage of customers satisfied with dispatch staff	Result	99.9%	98%	98%	98%	98%

**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.

**Services of the Activity:** Take and log customer calls,  
Assist customers with wastewater related problems,  
Dispatch field crews,

# Water Wastewater Utility-2000-01

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**Activity:** *Collection Dispatch Operations*

**Activity Code:** 4DIS

**Program Name:** *Collections System Support*

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Record field crew activities in database

**Changes in Requirements and Performance Measures:**

The approved decrease of \$13,898 is for the redeployment of .50 FTE to Collection Pipeline Operations activity. Activity increased \$8,595 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Antonio Canales

912-6060

# Water Wastewater Utility-2000-01

**Activity:** Collection Engineering

**Activity Code:** 4ENC

**Program Name:** Collections System Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$376,263	\$375,102	\$410,194	\$370,891	\$370,891
Water & WW Operating Fund	\$694,937	\$777,148	\$748,496	\$1,010,337	\$1,057,241
<b>Total Requirements</b>	<b>\$1,071,200</b>	<b>\$1,152,250</b>	<b>\$1,158,690</b>	<b>\$1,381,228</b>	<b>\$1,428,132</b>
<b>Full-Time Equivalents</b>	<b>14.91</b>	<b>14.90</b>	<b>14.90</b>	<b>18.79</b>	<b>18.79</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of engineering services requested for the Collection System during the fiscal year	Demand	N/A	N/A	N/A	4	4
Labor cost for the Collection System engineering services per \$100,000 of completed construction cost during each fiscal year	Efficiency	N/A	N/A	N/A	\$3,142.67	\$3,142.67
Number of work hours spent on engineering services for the Collection System during fiscal year	Output	N/A	N/A	N/A	70	70
Change order costs as a percentage of total construction costs ( 1). Facility 2). Pipeline)	Result	1).1.40%; 2). 4.26%	1). 3%; 2). 5%	1). .50%; 2). <4.5%	1). 3%; 2). 5%	1). 3%; 2). 5%
Percent of engineering projects for the Collection System requiring change orders exceeding 3% of the project cost	Result	N/A	N/A	N/A	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 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 Engineering Design division was established to respond to the growing need

# Water Wastewater Utility-2000-01

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**Activity:** *Collection Engineering*

**Activity Code:** *4ENC*

**Program Name:** *Collections System Support*

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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 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 increase is due to redeployment of 2.75 FTEs and related contractals, commodities, and expense refunds from Distribution Engineering, and a 1.12 FTE redeployment from Wastewater Treatment Engineering, and a .02 FTE redeployment from Water Treatment Engineering. Activity increased \$46,904 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Suheil Baaklini 322-2966

# Water Wastewater Utility-2000-01

**Activity:** *Collection Inspection*

**Activity Code:** 4INC

**Program Name:** *Collections System Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$111,937	\$135,295	\$347,513	\$111,736	\$111,736
Water & WW Operating Fund	\$225,195	\$269,672	\$252,364	\$155,932	\$162,238
<b>Total Requirements</b>	<b>\$337,132</b>	<b>\$404,967</b>	<b>\$599,877</b>	<b>\$267,668</b>	<b>\$273,974</b>
<b>Full-Time Equivalents</b>	<b>4.80</b>	<b>5.20</b>	<b>15.60</b>	<b>3.12</b>	<b>3.12</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
The number of wastewater taps requiring inspection	Demand	N/A	N/A	N/A	2,500	2,500
Labor costs per mile of pipe	Efficiency	N/A	N/A	N/A	\$39.56	\$39.56
Labor costs per tap inspection	Efficiency	N/A	N/A	N/A	\$28.00	\$28.00
The number of wastewater tap inspections completed	Output	N/A	N/A	N/A	2,500	2,500
Percentage of tap inspection service requests completed within 7 days	Result	N/A	N/A	N/A	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 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:** The Approved Budget includes a decrease of \$137,299 is for the redeployment of 2.08 FTEs and related contractals and commodities and expense refunds to Collection Operations and Maintenance activity. Activity increased \$6,306 due to Pay for Performance and wage adjustments.

**Responsible Employee:** David Rinn 912-6114

# Water Wastewater Utility-2000-01

**Activity:** Collection System Support Laboratory

**Activity Code:** 4LBC

**Program Name:** Collections System Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$26,233	\$46,490	\$46,490	\$0	\$0
Water & WW Operating Fund	\$553,632	\$570,931	\$606,273	\$592,875	\$611,076
<b>Total Requirements</b>	<b>\$579,865</b>	<b>\$617,421</b>	<b>\$652,763</b>	<b>\$592,875</b>	<b>\$611,076</b>
<b>Full-Time Equivalents</b>	<b>9.03</b>	<b>9.03</b>	<b>9.03</b>	<b>8.83</b>	<b>8.83</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of tests requested by customers for wastewater specific tests	Demand	N/A	23,160	23,160	23,160	23,160
Activity cost per test	Efficiency	N/A	\$20	\$20	\$20	\$26.38
Number of water test results produced	Output	N/A	23,160	23,160	23,160	23,160
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	Result	N/A	85%	85%	85%	85%
Percentage of total tests that are completed within requested timeframe	Result	N/A	80%	80%	80%	80%

**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:** Substantially the same. Activity increased \$18,201 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Miriam Mora 927-4010

# Water Wastewater Utility-2000-01

**Activity:** Collection Technical Support

**Activity Code:** 4TSC

**Program Name:** Collections System Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$111,937	\$135,295	\$74,093	\$0	\$0
Water & WW Operating Fund	\$225,195	\$269,672	\$323,172	\$446,341	\$456,065
<b>Total Requirements</b>	<b>\$337,132</b>	<b>\$404,967</b>	<b>\$397,265</b>	<b>\$446,341</b>	<b>\$456,065</b>
<b>Full-Time Equivalents</b>	<b>4.80</b>	<b>5.20</b>	<b>2.60</b>	<b>4.66</b>	<b>4.66</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
The number of customer inquiries (new services)	Demand	N/A	N/A	N/A	300	300
Labor costs per customer inquiry (new services)	Efficiency	N/A	N/A	N/A	\$136.52	\$136.52
Number of wastewater overflows responded to	Output	N/A	N/A	N/A	120	120
The number of customer inquiries responded to (new services)	Output	N/A	N/A	N/A	300	300
Percentage of customer inquiries responded to within 3 working days	Result	N/A	N/A	N/A	85%	85%

**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:** The Approved Budget includes an increase of \$41,374, due to an increase of \$198,000 in chemicals previously budgeted in Collection Pipeline Maintenance and a decrease of \$135,295 in expense refunds and \$21,331 for redeployment of .54 FTE to Collection Pipeline Maintenance. Activity increased \$9,724 due to Pay for Performance and wage adjustments.

## Water Wastewater Utility-2000-01

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**Activity:** *Collection Technical Support*

**Activity Code:** 4TSC

**Program Name:** *Collections System Support*

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**Responsible Employee:**

David Rinn

912-6114

# Water Wastewater Utility-2000-01

**Activity:** *Line Locations – Collection System*

**Activity Code:** 4LLC

**Program Name:** *Collections System Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$5,525	\$0	\$0	\$0	\$0
Water & WW Operating Fund	\$185,804	\$152,647	\$161,941	\$290,649	\$297,711
<b>Total Requirements</b>	<b>\$191,329</b>	<b>\$152,647</b>	<b>\$161,941</b>	<b>\$290,649</b>	<b>\$297,711</b>
<b>Full-Time Equivalents</b>	<b>4.50</b>	<b>5.00</b>	<b>5.00</b>	<b>5.32</b>	<b>5.32</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of wastewater line requests from customers	Demand	NA	NA	NA	17,500	17,500
Labor cost per wastewater line location requests responded to	Efficiency	NA	NA	NA	\$17.00	\$17.01
Number of wastewater line location requests completed within One Call standard	Output	NA	NA	NA	14,580	14,580
Percent of markings of water lines that are incorrect	Result	NA	NA	NA	0.002%	0.002%
Percentage of time responded with in One Call standard	Result	NA	NA	NA	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 program 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:** The increase of \$138,002 is for a .32 deployment from Small Calls Distribution and for an increase in contractual previously budgeted in Valves. Activity increased \$7,062 due to Pay for Performance and wage adjustments.

## Water Wastewater Utility-2000-01

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**Activity:** *Line Locations – Collection System*

**Activity Code:** *4LLC*

**Program Name:** *Collections System Support*

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**Responsible Employee:**

Jesse Alba

912-6201

# Water Wastewater Utility-2000-01

**Activity:** Pretreatment (Industrial Waste Control)

**Activity Code:** 4PRT

**Program Name:** Collections System Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$3,307	\$0	\$3,300	\$0	\$0
Water & WW Operating Fund	\$1,135,265	\$1,272,891	\$1,107,134	\$1,048,362	\$1,086,263
<b>Total Requirements</b>	<b>\$1,138,572</b>	<b>\$1,272,891</b>	<b>\$1,110,434</b>	<b>\$1,048,362</b>	<b>\$1,086,263</b>
<b>Full-Time Equivalents</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>18.00</b>	<b>18.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Labor cost per industrial user	Efficiency	N/A	N/A	\$71.83	\$71.83	\$71.83
Number of IUs permitted	Output	N/A	N/A	1,574	1,600	1,600
Surcharge revenues collected	Output	\$3,910,000	\$3,900,000	\$4,000,000	\$4,000,000	\$4,000,000
Percent of biomonitoring tests passed	Result	N/A	N/A	90%	90%	90%
Percentage of customers requiring any type of enforcement action	Result	N/A	N/A	N/A	3.6%	3.6%
Percentage of industrial users with surcharges assessed	Result	N/A	N/A	83%	85%	85%

**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:** A decrease of \$244,259 is due to the redeployment of 1.5 FTE to Water Protection activity and a 1.5 FTE and the Systems Support function to the Collection Pipeline Operations and Maintenance activity. Activity increased

## Water Wastewater Utility-2000-01

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**Activity:** *Pretreatment (Industrial Waste Control)*

**Activity Code:** *4PRT*

**Program Name:** *Collections System Support*

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\$37,901 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Antonio Canales

912-6062

# Water Wastewater Utility-2000-01

**Activity:** *Small Calls – Collection System*

**Activity Code:** 4SCC

**Program Name:** *Collections System Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$6	\$0	\$0	\$0	\$0
Water & WW Operating Fund	\$8,115	\$8,820	\$9,357	\$40,058	\$40,934
<b>Total Requirements</b>	<b>\$8,121</b>	<b>\$8,820</b>	<b>\$9,357</b>	<b>\$40,058</b>	<b>\$40,934</b>
<b>Full-Time Equivalents</b>	<b>0.18</b>	<b>0.20</b>	<b>0.20</b>	<b>0.86</b>	<b>0.86</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of wastewater service requests from customers	Demand	N/A	N/A	8,727	9,000	9,000
Labor cost per wastewater service request response	Efficiency	N/A	N/A	\$17.00	\$17.00	\$10.46
Number of wastewater service requests from customers worked	Output	N/A	N/A	3,900	3,900	3,900
Percentage of wastewater service requests responded to within 2 hours of notice	Result	N/A	N/A	N/A	50%	50%

**Activity History and Description:** The Small Call section has eight (8) Field Service Technicians who respond 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 profession 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:** The increase of \$31,238 is due to the deployment of .66 FTE from Small Calls Distribution. Activity increased \$876 due to Pay for Performance and wage adjustments.

## Water Wastewater Utility-2000-01

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**Activity:** *Small Calls – Collection System*

**Activity Code:** *4SCC*

**Program Name:** *Collections System Support*

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**Responsible Employee:**

Jesse Alba

912-6201

# Water Wastewater Utility-2000-01

**Activity:** System Planning – Collection

**Activity Code:** 4SPC

**Program Name:** Collections System Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$0	\$30,857	\$15,996	\$29,992	\$29,992
Water & WW Operating Fund	\$488,253	\$500,300	\$510,062	\$519,389	\$539,368
<b>Total Requirements</b>	<b>\$488,253</b>	<b>\$531,157</b>	<b>\$526,058</b>	<b>\$549,381</b>	<b>\$569,360</b>
<b>Full-Time Equivalents</b>	<b>7.31</b>	<b>7.31</b>	<b>7.31</b>	<b>7.47</b>	<b>7.47</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of wastewater hydraulic studies in work plan	Demand	N/A	N/A	N/A	20	20
Average wastewater systems planning cost per Utility wastewater account	Efficiency	N/A	N/A	N/A	\$1.50	\$1.50
Number of times service denied due to lack of capacity in major collection system infrastructure	Output	N/A	N/A	N/A	10	10
Number of wastewater hydraulic studies completed	Output	N/A	N/A	N/A	10	10
Percent of collection system in the wastewater models modeled.	Output	N/A	N/A	N/A	20%	20%

**Activity History and Description:** Integrated Water Resources Planning was created as a new division during the reorganization immediately prior to FY 1996-97. It comprises the full remnant staffs from the previous divisions of Utility Development Services 6 FTEs, Systems Analysis, 7 FTEs, one FTE from the Environmental and Regulatory Support division, and one FTE from Pipeline Engineering. Re-deploying one FTE from Govalle WWTP in FY 1999-2000. Functions were carried over from these programs and additional functions were added. Among these are the pursuit of more effective water resource management, and incorporation of integrated resources planning in the core structure and activities of the Utility.

**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

# Water Wastewater Utility-2000-01

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**Activity:** *System Planning – Collection*

**Activity Code:** 4SPC

**Program Name:** *Collections System Support*

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Strategies for wastewater 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:**

Substantially the same. This activity is receiving a .08 FTE deployment from Water Conservation and Reuse and a .08 FTE deployment from System Planning Distribution. Activity increased \$19,979 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Craig Bell

322-3610

# Water Wastewater Utility-2000-01

**Activity:** Utility Development Services - Collection

**Activity Code:** 4UDC

**Program Name:** Collections System Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$76,126	\$38,466	\$70,000	\$39,737	\$39,737
Water & WW Operating Fund	\$93,594	\$155,084	\$125,167	\$188,064	\$198,867
<b>Total Requirements</b>	<b>\$169,720</b>	<b>\$193,550</b>	<b>\$195,167</b>	<b>\$227,801</b>	<b>\$238,604</b>
<b>Full-Time Equivalent</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.49</b>	<b>3.49</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of development (subdivision, site plan and zoning) projects submitted for Utility review	Demand	983	1,080	1,080	1,180	1,180
Activity cost per service extension request approved	Efficiency	N/A	N/A	N/A	\$1,000	\$1,000
Number of service extension requests approved by zone (DDZ/DWPZ)	Output	35 / 19	35 / 19	35 / 19	35 / 19	35 / 19
Number of new subdivisions that have less than City standard adequate service	Result	N/A	N/A	N/A	0	0
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

# Water Wastewater Utility-2000-01

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**Activity:** *Utility Development Services - Collection*

**Activity Code:** *4UDC*

**Program Name:** *Collections System Support*

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Engineering review of on-site-facilities

**Changes in Requirements and Performance Measures:**

The increase of \$34,251 is due to a deployment of .49 FTE from Utility Development Distribution. Activity increased \$10,803 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Craig Bell

322-3610

# Water Wastewater Utility-2000-01

**Activity:** Wastewater Records and Mapping

**Activity Code:** 4RMS

**Program Name:** Collections System Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$635,358	\$712,924	\$695,909	\$701,118	\$723,496
<b>Total Requirements</b>	<b>\$635,358</b>	<b>\$712,924</b>	<b>\$695,909</b>	<b>\$701,118</b>	<b>\$723,496</b>
<b>Full-Time Equivalent</b>	<b>12.18</b>	<b>12.18</b>	<b>12.18</b>	<b>12.18</b>	<b>12.18</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of Collection System projects submitted for mapping	Demand	N/A	N/A	N/A	250 projects	250 projects
Average staff cost per Collection System grid map maintained	Efficiency	N/A	N/A	N/A	less than or equal to \$2,000/map	less than or equal to \$2,000/map
Number of Collection System projects entered into GIS	Output	N/A	N/A	N/A	250 projects	250 projects
Percentage of Collection System projects added to GIS grid maps within 60 days of receipt information	Result	N/A	N/A	N/A	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 medic 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:** Substantially the same. Activity increased \$22,378 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Kathi Flowers 322-2771

# Water Wastewater Utility-2000-01

**Activity:** Wastewater TV Inspection, Inflow & Infiltration

**Activity Code:** 4TVI

**Program Name:** Collections System Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$150,640	\$60,000	\$260,271	\$84,413	\$84,413
Water & WW Operating Fund	\$2,708,037	\$2,879,366	\$2,737,612	\$2,751,777	\$2,842,032
<b>Total Requirements</b>	<b>\$2,858,677</b>	<b>\$2,939,366</b>	<b>\$2,997,883</b>	<b>\$2,836,190</b>	<b>\$2,926,445</b>
<b>Full-Time Equivalent</b>	<b>56.00</b>	<b>54.00</b>	<b>54.00</b>	<b>53.00</b>	<b>53.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Linear feet of main scheduled for inspection, cleaning, smoke testing, grouting	Demand	N/A	N/A	N/A	800,000' TV; 600,000' Cln; 404,021' Smk; 20000 grt	800,000' TV; 600,000' Cln; 404,021' Smk; 20000 grt
Labor cost per linear foot of main (1) TV inspected, (2) Cleaned, (3) Smoke tested, (4) Grouted	Efficiency	N/A	N/A	N/A	1)\$1.58 TV; 2)\$1.16 Clean; 3)\$1.19 Smk; 4)\$4.50 Grt	1)\$1.58 TV; 2)\$1.16 Clean; 3)\$1.19 Smk; 4)\$4.50 Grt
Linear feet of main (1) TV inspected, (2) Cleaned, (3) Smoke tested (4) Grouted	Output	N/A	N/A	N/A	800,000' TV; 600,000' Cln; 404,021' Smk; 20000 grt	800,000' TV; 600,000' Cln; 404,021' Smk; 20000 grt
Number of wastewater repeat overflows per 100 miles of sewer lines	Result	N/A	N/A	N/A	5.75	5.75
Percentage of total Collection System (1) TV Inspected, (2) Cleaned, (3) Smoke tested, (4) Grouted	Result	N/A	N/A	N/A	1.) 6% TV; 2.) 4% Clean; 3.) 2% Smoke; 4) 1% Grout	1.) 6% TV; 2.) 4% Clean; 3.) 2% Smoke; 4) 1% Grout

**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

# Water Wastewater Utility-2000-01

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**Activity:** *Wastewater TV Inspection, Inflow & Infiltration*

**Activity Code:** 4TVI

**Program Name:** *Collections System Support*

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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 rehabilitation contracts are initiated and administered. Rehabilitation work for in-house construction crews is also prioritize. I & I 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:** Decrease of \$103,176 is due a decrease of \$35,739 for the redeployment of one FTE to Water Treatment Engineering and an increase in vacancy savings of \$67,437. Activity increased \$90,255 due to Pay for Performance and wage adjustments.

**Responsible Employee:** George Calhoun 927-4379

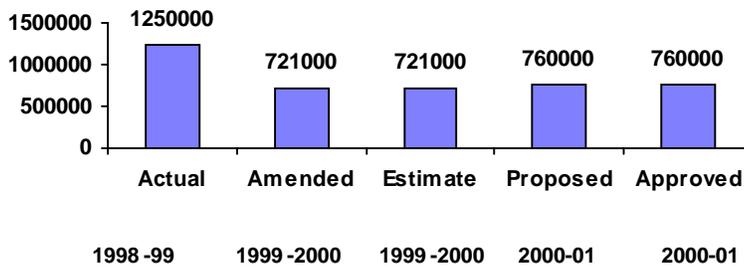
# Water Wastewater Utility-2000-01

## 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 millions of gallons of water saved annually from peak day from water conservation and reuse programs (PESCD)**



### Performance Measures:

	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of acres of watershed protected by land management	N/A	N/A	200	929	929
Number of millions of gallons of water saved annually from peak day from water conservation and reuse programs (PESCD)	1,250,000	721,000	721,000	760,000	760,000
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	85%	85%	85%	85%	85%
Percentage of wastewater treated that is beneficially reused	N/A	N/A	N/A	1.5%	1.5%

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

Activity Name	1998-99 Actual	1998-99 FTE	1999-2000 Amended	1999-2000 FTE	1999-2000 Estimate	1999-2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Conservation and Reuse Support Laboratory	\$469,415	7.31	\$499,817	7.31	\$528,428	7.31	\$660,378	7.84	\$676,737	7.84
Conservation Engineering	\$58,347	0.71	\$61,176	0.73	\$60,693	0.73	\$58,603	0.60	\$60,896	0.60

## Water Wastewater Utility-2000-01

<i><b>Program:</b></i>	<i><b>Conservation and Reuse</b></i>									
Environmental & Regulatory Support/Land Management	\$213,047	2.10	\$265,469	2.80	\$284,272	2.80	\$559,716	7.20	\$574,587	7.20
Water Conservation	\$2,711,404	0.00	\$2,589,522	0.00	\$2,865,206	0.00	\$2,858,332	0.00	\$3,258,332	0.00
Water Reuse	\$113,547	1.70	\$123,525	1.70	\$122,339	1.70	\$126,074	1.62	\$131,748	1.62
<b>Total</b>	<b>\$3,565,760</b>	<b>11.82</b>	<b>\$3,539,509</b>	<b>12.54</b>	<b>\$3,860,938</b>	<b>12.54</b>	<b>\$4,263,103</b>	<b>17.26</b>	<b>\$4,702,300</b>	<b>17.26</b>

# Water Wastewater Utility-2000-01

**Activity:** Conservation and Reuse Support Laboratory

**Activity Code:** 6LBR

**Program Name:** Conservation and Reuse

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$21,237	\$37,635	\$37,635	\$182,300	\$182,300
Water & WW Operating Fund	\$448,178	\$462,182	\$490,793	\$478,078	\$494,437
<b>Total Requirements</b>	<b>\$469,415</b>	<b>\$499,817</b>	<b>\$528,428</b>	<b>\$660,378</b>	<b>\$676,737</b>
<b>Full-Time Equivalents</b>	<b>7.31</b>	<b>7.31</b>	<b>7.31</b>	<b>7.84</b>	<b>7.84</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of tests required by customers for environmental or conservation specific tests	Demand	18,254	18,254	18,254	18,254	18,254
Activity cost per test	Efficiency	\$20	\$20	\$20	\$20	\$27
Number of environmental or conservation test results produced	Output	18,254	18,254	18,254	18,000	18,000
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	Result	85%	85%	85%	85%	85%
Percentage of total test results completed within requested timeframe	Result	80%	80%	80%	80%	80%

**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 Conservation Reuse Support customers in order to

# Water Wastewater Utility-2000-01

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**Activity:** *Conservation and Reuse Support Laboratory*

**Activity Code:** 6LBR

**Program Name:** *Conservation and Reuse*

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provide them timely and accurate information to help them make informed decisions about their work

**Services of the Activity:**

Sample Collection  
Test results  
Complaint research and resolution.

**Changes in Requirements and Performance Measures:**

Increased FTEs by .53 from .02 FTE from Distribution System Lab, .46 FTE from Water Treatment and Support Laboratory, and .05 FTE from Collection System Support Laboratory. Increased total requirements by \$160,561 mainly due to an increase in expense refunds of \$144,665, which was budgeted in a different activity in FY 2000. This activity will continue to keep the cost per lab test at \$20. Activity increased \$16,359 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Miriam Mora

927-4010

# Water Wastewater Utility-2000-01

**Activity:** Conservation Engineering

**Activity Code:** 6ENC

**Program Name:** Conservation and Reuse

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$19,719	\$23,304	\$20,183	\$26,622	\$26,622
Water & WW Operating Fund	\$38,628	\$37,872	\$40,510	\$31,981	\$34,274
<b>Total Requirements</b>	<b>\$58,347</b>	<b>\$61,176</b>	<b>\$60,693</b>	<b>\$58,603</b>	<b>\$60,896</b>
<b>Full-Time Equivalents</b>	<b>0.71</b>	<b>0.73</b>	<b>0.73</b>	<b>0.60</b>	<b>0.60</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of engineering services for the Conservation and Reuse Program during the fiscal year	Demand	N/A	N/A	N/A	4	4
Labor cost for the Conservation and Reuse Program engineering services per \$100,000 of completed construction cost during each fiscal year	Efficiency	N/A	N/A	N/A	\$0.12	\$0.12
Number of work hours spent on engineering services for the Conservation and Reuse Program during fiscal year	Output	N/A	N/A	N/A	20	20
Change order costs as a percentage of total construction costs	Result	1.40%	3%	0.5%	3%	3%
Percent of engineering projects for the Conservation and Reuse Program requiring change orders exceeding 3% of the project cost	Result	N/A	N/A	N/A	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 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

# Water Wastewater Utility-2000-01

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**Activity:** *Conservation Engineering*

**Activity Code:** 6ENC

**Program Name:** *Conservation and Reuse*

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order for them to conserve drinking water by beneficially utilizing reuse effluent.

**Services of the Activity:**

Project management for Conservation and Reuse Program engineering, 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:**

Water Fund is deploying .07 FTEs and the Wastewater Fund is deploying .06 FTEs to the Water Engineering Activity. Substantially the same. Activity increased \$2,293 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Suheil Baaklini

322-2966

# Water Wastewater Utility-2000-01

**Activity:** *Environmental & Regulatory Support/Land Management*

**Activity Code:** *6ERM*

**Program Name:** *Conservation and Reuse*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$0	\$0	\$0	\$0	\$0
Water & WW Operating Fund	\$213,047	\$265,469	\$284,272	\$559,716	\$574,587
<b>Total Requirements</b>	<b>\$213,047</b>	<b>\$265,469</b>	<b>\$284,272</b>	<b>\$559,716</b>	<b>\$574,587</b>
<b>Full-Time Equivalents</b>	<b>2.10</b>	<b>2.80</b>	<b>2.80</b>	<b>7.20</b>	<b>7.20</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Average cost per acre of watershed land management	Efficiency	N/A	N/A	N/A	\$300	\$306
Number of acres of watershed land purchased	Output	5,604	7,149	7,149	2,300	2,300
Number of acres of watershed protected by land management	Result	N/A	N/A	200	929	929

**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:** Water Fund - Transferred .12 positions to this activity from Water Environmental and Regulatory Support. The net decrease of \$22,318 is due to a reduction in one-time capital costs, increases in vacancy savings, and an increase for grant reimbursements. This activity increased the number of

## Water Wastewater Utility-2000-01

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**Activity:** *Environmental & Regulatory Support/Land Management*

**Activity Code:** *6ERM*

**Program Name:** *Conservation and Reuse*

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acres of watershed protected by land management from an estimated 200 acres to 929 acres. Wastewater Fund - Transferred 1.0 position from Bio-Solids Plant Operations, 1.28 positions from Water Environmental and Regulatory Support, 1.0 position from Water Treatment Engineering, 1.0 position from Collection Pipeline Maintenance. These transfers will be used to help manage the Proposition 2 lands transferred .07 positions to Water Treatment Engineering. Additional contractual costs in order to clear and control vegetation on this property as well as maintain the property's existing structures will result in an increase to the activity of \$388,165. As the City continues to purchase land in order to protect environmentally sensitive areas, the Utility will increase its management of these lands from an estimated 200 acres in FY 2000 to 929 acres in FY 2001. Activity increased \$14,871 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Maureen McReynolds

322-2777

# Water Wastewater Utility-2000-01

**Activity:** Water Conservation

**Activity Code:** 6WAC

**Program Name:** Conservation and Reuse

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$2,711,404	\$2,589,522	\$2,865,206	\$2,858,332	\$3,258,332
<b>Total Requirements</b>	<b>\$2,711,404</b>	<b>\$2,589,522</b>	<b>\$2,865,206</b>	<b>\$2,858,332</b>	<b>\$3,258,332</b>

<b>Full-Time Equivalent</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Average cost of water conservation activities per peak day gallon saved from conservation (PESCD)	Efficiency	\$2.17	\$3.59	\$3.97	\$3.76	\$4.29
Number of customers participating in water conservation activities	Output	48,480	47,700	49,400	51,400	51,400
Cumulative number of millions of gallons of water saved from peak day since 1993 from conservation and reuse programs (PECSA)	Result	7,077,000	7,484,000	7,798,000	8,558,000	8,558,000
Number of millions of gallons of water saved annually from peak day from water conservation and reuse programs (PESCD)	Result	1,250,000	721,000	721,000	760,000	760,000
Percentage of customers participating in water conservation activities (PECSA)	Result	N/A	N/A	19.10%	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  
 Commercial water conservation incentives  
 Waterwise landscape rebate  
 Efficient clothes washer rebate

## Water Wastewater Utility-2000-01

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**Activity:** *Water Conservation*

**Activity Code:** 6WAC

**Program Name:** *Conservation and Reuse*

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**Changes in Requirements and  
Performance Measures:**

This activity has increased \$127,507 due to the increase required by the Water Conservation Fund for various wastewater programs. This activity will increase the number of millions of gallons of water saved annually from peak day from water conservation and reuse programs (PECSD) to 760,000 in FY 2001 from 721,000 budgeted in FY 2000. Activity increased the transfer to Conservation Rebates and Incentives Fund by \$400,000 to provide funding for the repairs/renovations to City owned pools.

**Responsible Employee:** Tony Gregg (PECSD)

# Water Wastewater Utility-2000-01

**Activity:** Water Reuse  
**Activity Code:** 6WAR  
**Program Name:** Conservation and Reuse

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$0	\$7,176	\$3,720	\$0	\$0
Water & WW Operating Fund	\$113,547	\$116,349	\$118,619	\$126,074	\$131,748
<b>Total Requirements</b>	<b>\$113,547</b>	<b>\$123,525</b>	<b>\$122,339</b>	<b>\$126,074</b>	<b>\$131,748</b>
<b>Full-Time Equivalent</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>	<b>1.62</b>	<b>1.62</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of gallons of reclaimed wastewater used for beneficial purposes	Demand	N/A	N/A	N/A	10mg	10mg
Average cost of water reuse program per thousand gallons of reclaimed water used	Efficiency	N/A	N/A	N/A	\$20	\$13
Thousands of feet of reclaimed water main installed	Output	N/A	N/A	0	10	10
Percentage of wastewater treated that is beneficially reused	Result	N/A	N/A	N/A	1.5%	1.5%

**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 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:** Substantially the same. There was a redeployment of .08 FTE to System Planning Collection. This activity will report on the average cost of water reuse program per thousand gallons of reclaimed water used to be 20 in FY 2001. Activity increased \$5,674 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Craig Bell 322-3610

# Water Wastewater Utility-2000-01

**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.

	1998 -99	1999 -2000	1999 -2000	2000-01	2000-01
<b>Performance Measures:</b>	<b>1998 -99 Actual</b>	<b>1999 -2000 Amended</b>	<b>1999 -2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
Maintain Customer Satisfaction rating above 80% with emergency repairs	N/A	N/A	N/A	85%	85%
Number of meters 3 inch & larger replaced in system annually.	N/A	N/A	N/A	200	200
Percentage of days that customer demands for water usage is not met due to equipment down time	N/A	N/A	N/A	<1%	<1%
Percentage of system-wide fire hydrants out of service more than 20 days	NA	NA	0.025%	0.02%	0.02%
Percentage of total water main and service projects successfully completed on schedule	N/A	N/A	N/A	90	90
The percent of total new service connections ready for installation completed within 15 days	N/A	N/A	N/A	10%	10%

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

<b>Activity Name</b>	<b>1998 -99 Actual</b>	<b>1998 -99 FTE</b>	<b>1999 -2000 Amended</b>	<b>1999 -2000 FTE</b>	<b>1999 -2000 Estimate</b>	<b>1999 -2000 FTE</b>	<b>2000-01 Proposed</b>	<b>2000-01 FTE</b>	<b>2000-01 Approved</b>	<b>2000-01 FTE</b>
Distribution Pipeline Maintenance	\$5,390,301	88.61	\$5,595,910	88.00	\$5,884,658	86.70	\$5,744,216	82.42	\$5,857,190	82.42
Metering Services	\$1,871,418	22.00	\$1,832,887	22.00	\$2,203,136	22.00	\$1,631,070	22.00	\$1,655,515	22.00

## Water Wastewater Utility-2000-01

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<b>Program:</b>	<b><i>Distribution System Operations and Maintenance</i></b>									
Pump Station and Reservoir Maintenance	\$3,259,306	35.00	\$3,581,303	35.00	\$3,423,200	35.00	\$3,687,477	35.00	\$3,737,105	35.00
Valve and Hydrant	\$2,460,597	41.28	\$3,251,897	43.20	\$2,728,125	43.20	\$2,564,950	39.10	\$2,608,297	39.10
Water Distribution Service Connection	\$169,157	5.50	\$230,331	3.80	\$243,076	3.80	\$358,286	6.10	\$364,206	6.10
Water Pipeline Rehab. & Construction Activity	\$1,149,894	17.39	\$1,077,934	17.39	\$1,099,629	17.39	\$115,323	1.85	\$117,436	1.85
<b>Total</b>	<b>\$14,300,673</b>	<b>209.78</b>	<b>\$15,570,262</b>	<b>209.39</b>	<b>\$15,581,824</b>	<b>208.09</b>	<b>14,101,322</b>	<b>186.47</b>	<b>14,339,749</b>	<b>186.47</b>

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# Water Wastewater Utility-2000-01

**Activity:** *Distribution Pipeline Maintenance*

**Activity Code:** *3DPM*

**Program Name:** *Distribution System Operations and Maintenance*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$84,738	\$119,350	\$207,281	\$256,100	\$256,100
Water & WW Operating Fund	\$5,305,563	\$5,476,560	\$5,677,377	\$5,488,116	\$5,601,090
<b>Total Requirements</b>	<b>\$5,390,301</b>	<b>\$5,595,910</b>	<b>\$5,884,658</b>	<b>\$5,744,216</b>	<b>\$5,857,190</b>
<b>Full-Time Equivalent</b>	<b>88.61</b>	<b>88.00</b>	<b>86.70</b>	<b>82.42</b>	<b>82.42</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Labor costs per mile of distribution infrastructure	Efficiency	N/A	N/A	N/A	\$1,044.38	\$1,044.38
Number of customer calls for no water	Output	N/A	N/A	N/A	225	225
Maintain Customer Satisfaction rating above 80% with emergency repairs	Result	N/A	N/A	N/A	85%	85%
Percentage of customer calls for no water	Result	N/A	N/A	N/A	5%	5%

**Activity History and Description:** Five (5) water crews, four (4) wastewater crews, a heavy maintenance crew, a valve crew, a line cleaning crew and a logistical support team to cover maintenance problems from roughly 38th Street South to the system limits. Five (5) water crews, four (4) wastewater crews, a heavy maintenance crew, a valve crew, a line cleaning and logistical support team to cover maintenance problems from roughly 38th Street North to the system limits. Four (4) water crews, four (4) wastewater crews, a valve crew and a line cleaning crew to cover City-wide maintenance problems from 3:30p.m. to midnight, Monday through Friday, and Saturday and Sunday from 7:00 a.m. to 8:00 p.m.

**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:** The Approved Budget eliminates two vacant FTEs and re-deploys 2.30 FTEs to Water Distribution Service Connection, and 1.28 FTEs to Collection Pipeline Operations and Maintenance. The net impact for this activity was substantially the same. Activity increased \$112,974 due to Pay for Performance and wage adjustments.

## Water Wastewater Utility-2000-01

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**Activity:** *Distribution Pipeline Maintenance*

**Activity Code:** *3DPM*

**Program Name:** *Distribution System Operations and Maintenance*

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**Responsible Employee:**

Glenn Davis

912-6112

# Water Wastewater Utility-2000-01

**Activity:** Metering Services

**Activity Code:** 3MET

**Program Name:** Distribution System Operations and Maintenance

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$3,922	\$0	\$12,000	\$0	\$0
Water & WW Operating Fund	\$1,867,496	\$1,832,887	\$2,191,136	\$1,631,070	\$1,655,515
<b>Total Requirements</b>	<b>\$1,871,418</b>	<b>\$1,832,887</b>	<b>\$2,203,136</b>	<b>\$1,631,070</b>	<b>\$1,655,515</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	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of 3 inch and larger meters in system	Demand	N/A	N/A	N/A	1,800	1,800
Average repair/maintenance labor cost per 3 inch and larger meters	Efficiency	N/A	N/A	N/A	\$186.00	\$186.00
Number of 3 inch and larger meters tested and/or repaired	Output	N/A	N/A	N/A	1,500	1,500
Number of meters 3 inch & larger replaced in system annually.	Output	N/A	N/A	N/A	200	200
Number of meters less than 3 inches replaced in the system annually	Output	N/A	N/A	N/A	3,500	3,500
Percent of new meters that failed performance tests prior to field installation	Result	N/A	N/A	N/A	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	N/A	N/A	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

# Water Wastewater Utility-2000-01

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**Activity:** *Metering Services*

**Activity Code:** *3MET*

**Program Name:** *Distribution System Operations and Maintenance*

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accurate registration of water usage.

**Services of the Activity:**

Meter repair and testing.  
Meter exchanges.  
Meter rereads.  
High bill meter accuracy tests.

**Changes in Requirements and Performance Measures:**

Approved expenditures are reduced by \$201,817 primarily due to a shift to purchasing new meters from CIP funds in FY 2001. This activity will test/repair 1,500 3 inch and larger meters, as well as replace 3,500 meters less than 3 inches in the system. Activity increased \$24,445 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Glen Bell

912-6230

# Water Wastewater Utility-2000-01

**Activity:** Pump Station and Reservoir Maintenance

**Activity Code:** 3PSR

**Program Name:** Distribution System Operations and Maintenance

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$3,259,306	\$3,581,303	\$3,423,200	\$3,687,477	\$3,737,105
<b>Total Requirements</b>	<b>\$3,259,306</b>	<b>\$3,581,303</b>	<b>\$3,423,200</b>	<b>\$3,687,477</b>	<b>\$3,737,105</b>
<b>Full-Time Equivalent</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	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Projected customer usage in millions of gallons	Demand	N/A	45,000	45,000	47,443	47,443
Labor costs per million gallons of water used	Efficiency	\$21.54	\$32.85	\$30.00	\$32.65	\$33.72
Actual customer usage in millions of gallons	Output	46,426	45,000	45,000	46,412	46,412
Number of (1) Pump stations, (2) Pumps, (3) Reservoirs maintained	Output	N/A	1). 29, 2). 92, 3). 34	1). 29, 2). 92, 3). 34	1). 29, 2). 92, 3). 34	1). 29, 2). 92, 3). 34
Percentage of days that customer demands for water usage is not met due to equipment down time	Result	N/A	N/A	N/A	<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

**Changes in Requirements and Performance Measures:** Approved costs for electrical services are increased \$106,174 to keep up with the increased pumpage from 45,000 million gallons in FY 2000 to 47,443 million gallons in FY 2001. Activity increased \$49,628 due to Pay for Performance and wage adjustments.

**Responsible Employee:** George Greene 322-2841

# Water Wastewater Utility-2000-01

**Activity:** Valve and Hydrant

**Activity Code:** 3VAL

**Program Name:** Distribution System Operations and Maintenance

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$279,873	\$576,173	\$33,427	\$62,000	\$62,000
Water & WW Operating Fund	\$2,180,724	\$2,675,724	\$2,694,698	\$2,502,950	\$2,546,297
<b>Total Requirements</b>	<b>\$2,460,597</b>	<b>\$3,251,897</b>	<b>\$2,728,125</b>	<b>\$2,564,950</b>	<b>\$2,608,297</b>
<b>Full-Time Equivalents</b>	<b>41.28</b>	<b>43.20</b>	<b>43.20</b>	<b>39.10</b>	<b>39.10</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Total number of water valves and fire hydrants scheduled to be serviced	Demand	NA	NA	2050-FH, 600-PBV, 688-lg valves, 2300-small valves	2050-FH, 600-PBV, 688-lg valves, 2300-small valves	2050-FH, 600-PBV, 688-lg valves, 2300-small valves
Labor cost per fire hydrant serviced	Efficiency	NA	NA	\$20.00	\$20.00	\$20.00
Labor cost per water valve serviced	Efficiency	NA	NA	\$22.00 <= 23" <= 24"	\$22.00 <= 23" <= 24"	\$22.00 <= 23" <= 24"
Total number of water valves and fire hydrants serviced this year	Output	NA	NA	2050-FH, 600-PBV, 980-lg valves, 2574-small valves	2000-FH, 600-PBV, 688-lg valves, 2300-small valves	2000-FH, 600-PBV, 688-lg valves, 2300-small valves
Percent of system wide valves out of service more than 60 days	Result	NA	NA	0.045%	0.04%	0.04%
Percentage of system-wide fire hydrants out of service more than 20 days	Result	NA	NA	0.025%	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

## Water Wastewater Utility-2000-01

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**Activity:** *Valve and Hydrant*

**Activity Code:** 3VAL

**Program Name:** *Distribution System Operations and Maintenance*

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**Changes in Requirements and  
Performance Measures:**

The approved decrease of \$686,947 is due to \$172,774 for the redeployment of 4.10 FTEs to Collection Pipeline Operations and Maintenance, and a decrease of \$514,173 in expense refunds for which the majority will be budgeted in Water and Wastewater Service Connections. Activity increased \$43,347 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Jesse Alba

912-6201

# Water Wastewater Utility-2000-01

**Activity:** *Water Distribution Service Connection*

**Activity Code:** 3DSC

**Program Name:** *Distribution System Operations and Maintenance*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$59,371	\$327	\$5,750	\$233,740	\$233,740
Water & WW Operating Fund	\$109,786	\$230,004	\$237,326	\$124,546	\$130,466
<b>Total Requirements</b>	<b>\$169,157</b>	<b>\$230,331</b>	<b>\$243,076</b>	<b>\$358,286</b>	<b>\$364,206</b>
<b>Full-Time Equivalents</b>	<b>5.50</b>	<b>3.80</b>	<b>3.80</b>	<b>6.10</b>	<b>6.10</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
The number new service connections ready for installation	Demand	N/A	N/A	N/A	200	200
Labor costs per service connection.	Efficiency	N/A	N/A	N/A	\$1,350.17	\$1,395.71
The number new service connections made	Output	N/A	N/A	N/A	130	130
The percent of total new service connections ready for installation completed within 15 days	Result	N/A	N/A	N/A	10%	10%

**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:** The Approved Budget includes an increase of \$127,955 due to deployment of 2.30 FTE's from Distribution Pipeline Operations and Maintenance and increase in expense refunds. Activity increased \$5,920 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Glenn Davis 912-6112

# Water Wastewater Utility-2000-01

**Activity:** Water Pipeline Rehab. & Construction Activity

**Activity Code:** 3RCW

**Program Name:** Distribution System Operations and Maintenance

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$709,326	\$517,148	\$927,068	\$37,305	\$37,305
Water & WW Operating Fund	\$440,568	\$560,786	\$172,561	\$78,018	\$80,131
<b>Total Requirements</b>	<b>\$1,149,894</b>	<b>\$1,077,934</b>	<b>\$1,099,629</b>	<b>\$115,323</b>	<b>\$117,436</b>
<b>Full-Time Equivalent</b>	<b>17.39</b>	<b>17.39</b>	<b>17.39</b>	<b>1.85</b>	<b>1.85</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of water projects scheduled	Demand	N/A	N/A	N/A	35	35
Labor cost per linear foot of pipe installed for water	Efficiency	\$22.00	UNKNOWN	\$16.14	\$16.79	\$16.79
Linear feet of water main installed	Output	9,993.5	N/A	10,000	15,000	15,000
Number of water services installed	Output	N/A	N/A	35	50	50
Percentage of total water main and service projects successfully completed on schedule	Result	N/A	N/A	N/A	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

## Water Wastewater Utility-2000-01

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**Activity:** *Water Pipeline Rehab. & Construction Activity*

**Activity Code:** *3RCW*

**Program Name:** *Distribution System Operations and Maintenance*

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**Changes in Requirements and Performance Measures:** A decrease of \$962,611 is due to the re-deployment of 15.54 FTEs to Wastewater Pipeline Rehabilitation and Construction. Activity increased \$2,113 due to Pay for Performance and wage adjustments.

**Responsible Employee:** George Calhoun 927-4379

# Water Wastewater Utility-2000-01

**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 plan to the customers

	1998 -99	1999 -2000	1999 -2000	2000-01	2000-01
<b>Performance Measures:</b>	<b>1998 -99 Actual</b>	<b>1999 -2000 Amended</b>	<b>1999 -2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
Peak day water usage pumpage as a percentage of water treatment system capacity	95%	NEW	98%	90%	90%
Percent of engineering projects for the Distribution System requiring change orders exceeding 3% of the project cost	N/A	N/A	N/A	1%	1%
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	N/A	85%	85%	85%	85%
Percentage of backflow assembly tests completed within ordinance timelines	NA	NA	83%	85%	85%
Percentage of calls dispatched to field crews within 30 minutes of receipt	99.9%	95%	95%	95%	95%
Percentage of Distribution System projects added to GIS grid maps within 60 days of receipt information	N/A	N/A	N/A	95%	95%
Percentage of inspection service requests completed within 7 days	N/A	N/A	N/A	95%	95%
Percentage of time responded within One Call standard	NA	NA	NA	50%	50%



# Water Wastewater Utility-2000-01

**Activity:** *Distribution Dispatch Operations*

**Activity Code:** 4DID

**Program Name:** *Distribution System Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$269,953	\$277,725	\$272,413	\$263,827	\$272,422
<b>Total Requirements</b>	<b>\$269,953</b>	<b>\$277,725</b>	<b>\$272,413</b>	<b>\$263,827</b>	<b>\$272,422</b>
<b>Full-Time Equivalent</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>6.50</b>	<b>6.50</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of calls taken through Dispatch Operations	Demand	58,903	40,000	61,824	60,000	60,000
Labor cost per customer call taken in Dispatch Operations	Efficiency	N/A	N/A	\$0.30	\$0.31	\$0.31
Number of calls dispatched to field crews	Output	5,705	N/A	5,500	5,000	5,000
Number of work orders and component parts (segments) created in database	Output	4,128	N/A	5,107	5,000	5,000
Percentage of calls dispatched to field crews within 30 minutes of receipt	Result	99.9%	95%	95%	95%	95%
Percentage of customers satisfied with dispatch staff service and percentage points increase/decrease from prior year	Result	1) 99.9%, 2) 0%	1) 98%, 2) 0%	1) 98%, 2) 0%	1) 98%, 2) 0%	1) 98%, 2) 0%

**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.

**Services of the Activity:** Take and log customer calls

## Water Wastewater Utility-2000-01

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**Activity:** *Distribution Dispatch Operations*

**Activity Code:** 4DID

**Program Name:** *Distribution System Support*

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Assist customers with water related problems  
Dispatch field crews  
Record field crew activities in database

**Changes in Requirements and Performance Measures:**

The approved decrease of \$13,898 is for the redeployment of .50 FTE to Collection Pipeline Operations activity. Activity increased \$8,595 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Tony Canales

912-6060

# Water Wastewater Utility-2000-01

**Activity:** *Distribution Engineering*

**Activity Code:** 4END

**Program Name:** *Distribution System Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$472,774	\$472,310	\$477,557	\$435,590	\$435,590
Water & WW Operating Fund	\$808,719	\$898,738	\$855,200	\$728,421	\$766,505
<b>Total Requirements</b>	<b>\$1,281,493</b>	<b>\$1,371,048</b>	<b>\$1,332,757</b>	<b>\$1,164,011</b>	<b>\$1,202,095</b>
<b>Full-Time Equivalents</b>	<b>17.03</b>	<b>17.50</b>	<b>17.50</b>	<b>14.75</b>	<b>14.75</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of engineering services requested for the Distribution System during the fiscal year	Demand	N/A	N/A	N/A	4	4
Labor cost for the Distribution System engineering services per \$100,000 of completed construction cost during each fiscal year	Efficiency	N/A	N/A	N/A	\$2,512.83	\$2,512.83
Number of work hours spent on engineering services for the Distribution System during fiscal year	Output	N/A	N/A	N/A	70	70
Change order costs as percentage of total construction costs	Result	1). 1.4%; 2).4.26%	1). 3%; 2). 5%	1).06%; 2).<4.5%	1). 3%; 2). 5%	1). 3%; 2). 5%
Percent of engineering projects for the Distribution System requiring change orders exceeding 3% of the project cost	Result	N/A	N/A	N/A	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 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 Engineering Design division was established to respond to the growing need of the Utility for Rehabilitation Construction plan design. This division is also

# Water Wastewater Utility-2000-01

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**Activity:** *Distribution Engineering*

**Activity Code:** 4END

**Program Name:** *Distribution System Support*

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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:**

The approved decrease of \$200,037 is due to the deployment of 2.75 FTEs and related expenditures to Collection Engineering. Activity increased \$38,084 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Suheil Baaklini

322-2966

# Water Wastewater Utility-2000-01

**Activity:** *Distribution Inspection*

**Activity Code:** *4IND*

**Program Name:** *Distribution System Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$111,937	\$135,295	\$74,093	\$111,732	\$111,732
Water & WW Operating Fund	\$225,195	\$269,672	\$323,172	\$124,620	\$130,440
<b>Total Requirements</b>	<b>\$337,132</b>	<b>\$404,967</b>	<b>\$397,265</b>	<b>\$236,352</b>	<b>\$242,172</b>
<b>Full-Time Equivalents</b>	<b>4.80</b>	<b>5.20</b>	<b>2.60</b>	<b>2.88</b>	<b>2.88</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
The number of new connections requiring inspection	Demand	N/A	N/A	N/A	2,500	2,500
Labor costs per inspection	Efficiency	N/A	N/A	N/A	\$28.00	\$29.20
Labor costs per mile of pipe	Efficiency	N/A	N/A	N/A	\$39.56	\$41.25
The number of new inspections completed	Output	N/A	N/A	N/A	2,500	2,500
Percentage of inspection service requests completed within 7 days	Result	N/A	N/A	N/A	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:** The decrease of \$168,615 is for the redeployment of 2.32 FTEs and related contractals and commodities and expense refunds to Collection Operations and Maintenance activity. Activity increased \$5,820 due to Pay for Performance and wage adjustments.

**Responsible Employee:** David Rinn 912-6114

# Water Wastewater Utility-2000-01

**Activity:** *Distribution System Support Laboratory*

**Activity Code:** 4LBD

**Program Name:** *Distribution System Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$17,489	\$30,993	\$30,993	\$0	\$0
Water & WW Operating Fund	\$369,088	\$380,621	\$404,182	\$371,296	\$384,113
<b>Total Requirements</b>	<b>\$386,577</b>	<b>\$411,614</b>	<b>\$435,175</b>	<b>\$371,296</b>	<b>\$384,113</b>
<b>Full-Time Equivalents</b>	<b>6.02</b>	<b>6.02</b>	<b>6.02</b>	<b>6.00</b>	<b>6.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of tests requested by water customers	Demand	N/A	23,160	23,160	23,160	23,160
Activity cost per test	Efficiency	N/A	\$20	\$20	\$20	\$20
Number of water test results produced	Output	N/A	23,160	23,160	23,000	23,000
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	Result	N/A	85%	85%	85%	85%
Percentage of total tests completed within requested timeframe	Result	N/A	80%	80%	80%	80%

**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.

## Water Wastewater Utility-2000-01

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**Activity:** *Distribution System Support Laboratory*

**Activity Code:** *4LBD*

**Program Name:** *Distribution System Support*

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**Services of the Activity:** Sample Collection  
Test results  
Complaint research and resolution.

**Changes in Requirements and Performance Measures:** Substantially the same. Activity increased \$12,817 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Miriam Mora 927-4010

# Water Wastewater Utility-2000-01

**Activity:** *Distribution Technical Support*

**Activity Code:** 4TSD

**Program Name:** *Distribution System Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$111,937	\$135,295	\$74,093	\$0	\$0
Water & WW Operating Fund	\$225,195	\$269,672	\$323,172	\$233,615	\$242,635
<b>Total Requirements</b>	<b>\$337,132</b>	<b>\$404,967</b>	<b>\$397,265</b>	<b>\$233,615</b>	<b>\$242,635</b>
<b>Full-Time Equivalents</b>	<b>4.80</b>	<b>5.20</b>	<b>2.60</b>	<b>4.34</b>	<b>4.34</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
The number of customer inquiries (new services)	Demand	N/A	N/A	N/A	300	300
Labor costs per customer inquiry (new services)	Efficiency	N/A	N/A	N/A	\$136.52	\$142.22
The number of customer inquiries responded to (new services)	Output	N/A	N/A	N/A	300	300
Percentage of customer inquiries responded to within 3 working days (new services)	Result	N/A	N/A	N/A	85%	85%

**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:** Decrease of \$171,352 is due to the redeployment of .86 FTE and to Collection Pipeline Maintenance and a reduction of \$36,057 and a decrease in expense refunds of \$135,295. Activity increased \$9,020 due to Pay for Performance and wage adjustments.

**Responsible Employee:** David Rinn 912-6114

# Water Wastewater Utility-2000-01

**Activity:** *Line Locations – Distribution System*

**Activity Code:** 4LLD

**Program Name:** *Distribution System Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$5,525	\$0	\$0	\$0	\$0
Water & WW Operating Fund	\$185,804	\$152,647	\$161,941	\$232,654	\$239,978
<b>Total Requirements</b>	<b>\$191,329</b>	<b>\$152,647</b>	<b>\$161,941</b>	<b>\$232,654</b>	<b>\$239,978</b>
<b>Full-Time Equivalents</b>	<b>4.50</b>	<b>5.00</b>	<b>5.00</b>	<b>5.65</b>	<b>5.65</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of water line requests from customers	Demand	NA	NA	NA	17,500	17,500
Labor cost per water line location requests responded to	Efficiency	NA	NA	NA	\$17.00	\$17.62
Number of water line location requests responded to within One Call standard	Output	NA	NA	NA	14,580	14,580
Percent of markings of water lines that are incorrect	Result	NA	NA	0.15%	0.002%	0.002%
Percentage of time responded within One Call standard	Result	NA	NA	NA	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 program 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 \$80,007 is due to the deployment of .65 FTE from Small Calls Distribution. Activity increased \$7,324 due to Pay for Performance and wage adjustments.

## Water Wastewater Utility-2000-01

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**Activity:** *Line Locations – Distribution System*

**Activity Code:** *4LLD*

**Program Name:** *Distribution System Support*

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**Responsible Employee:**

Jesse Alba

912-6201

# Water Wastewater Utility-2000-01

**Activity:** *Small Calls – Distribution System*

**Activity Code:** *4SCD*

**Program Name:** *Distribution System Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$292	\$0	\$0	\$0	\$0
Water & WW Operating Fund	\$397,641	\$432,158	\$458,473	\$315,794	\$324,518
<b>Total Requirements</b>	<b>\$397,933</b>	<b>\$432,158</b>	<b>\$458,473</b>	<b>\$315,794</b>	<b>\$324,518</b>
<b>Full-Time Equivalents</b>	<b>8.82</b>	<b>9.80</b>	<b>9.80</b>	<b>8.07</b>	<b>8.07</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of water service requests from customers	Demand	NA	NA	8,727	9,000	9,000
Labor cost per water service request response	Efficiency	NA	NA	\$17.00	\$17.00	\$17.51
Number of water service requests from customers worked within 2 hours	Output	NA	NA	3,900	3,900	3,900
Percentage of water service requests responded to within 2 hours of notice	Result	NA	NA	50%	50%	50%

**Activity History and Description:** The Small Call section has eight (8) Field Service Technicians who respond 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 profession 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:** The decrease of \$116,364 is due to the redeployment of .66 FTE to Small Calls Collection, a .65 FTE to Line Locators Collection and a .32 FTE to Line Locators Distribution, a .10 FTE to Collection Pipeline Operations and Maintenance activity, and an increase in vacancy savings. Activity increased

## Water Wastewater Utility-2000-01

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**Activity:** *Small Calls – Distribution System*

**Activity Code:** *4SCD*

**Program Name:** *Distribution System Support*

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\$8,724 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Jesse Alba

912-6201

# Water Wastewater Utility-2000-01

**Activity:** System Planning – Distribution

**Activity Code:** 4SPD

**Program Name:** Distribution System Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$0	\$33,727	\$17,484	\$39,758	\$39,758
Water & WW Operating Fund	\$533,672	\$546,840	\$557,510	\$615,059	\$636,637
<b>Total Requirements</b>	<b>\$533,672</b>	<b>\$580,567</b>	<b>\$574,994</b>	<b>\$654,817</b>	<b>\$676,395</b>
<b>Full-Time Equivalents</b>	<b>7.99</b>	<b>7.99</b>	<b>7.99</b>	<b>7.91</b>	<b>7.91</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of water system hydraulic studies in work plan	Demand	N/A	N/A	N/A	50	50
Water system planning activity cost per Utility water account	Efficiency	N/A	N/A	N/A	\$5.00	\$5.00
Number of water system hydraulic studies completed	Output	N/A	N/A	N/A	50	50
Number of times service denied due to lack of capacity in major distribution system infrastructure	Quarterly	N/A	N/A	N/A	5	5
Peak day water usage pumpage as a percentage of water treatment system capacity	Result	95%	NEW	98%	90%	90%
Percentage of customers satisfied with water pressure	Result	78%	NEW	78%	80%	80%

**Activity History and Description:** Integrated Water Resources Planning was created as a new division during the reorganization immediately prior to FY 1996-97. It comprises the full remnant staffs from the previous divisions of Utility Development Services 6 FTEs, Systems Analysis, 7 FTEs, one FTE from the Environmental and Regulatory Support division, and one FTE from Pipeline Engineering. Re-deploying one FTE from Govalle WWTP in FY 1999-2000. Functions were carried over from these programs and additional functions were added. Among these are the pursuit of more effective water resource management, and incorporation of integrated resources planning in the core structure and activities of the Utility.

**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.

# Water Wastewater Utility-2000-01

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**Activity:** *System Planning – Distribution*

**Activity Code:** 4SPD

**Program Name:** *Distribution System Support*

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**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

**Changes in Requirements and Performance Measures:** Deployed .08 FTE to Systems Planning Collection activity. The increase of \$74,250 is due to an increase in contractals and salaries, \$55,000 for locating water meters, and \$10,000 for computer software maintenance and the remainder for an increase in insurance. Activity increased \$21,578 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Craig Bell 322-3610

# Water Wastewater Utility-2000-01

**Activity:** *Utility Development Services – Distribution*

**Activity Code:** *4UDD*

**Program Name:** *Distribution System Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$76,126	\$38,466	\$70,000	\$39,736	\$39,736
Water & WW Operating Fund	\$93,594	\$155,084	\$125,167	\$122,114	\$127,947
<b>Total Requirements</b>	<b>\$169,720</b>	<b>\$193,550</b>	<b>\$195,167</b>	<b>\$161,850</b>	<b>\$167,683</b>
<b>Full-Time Equivalents</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>2.51</b>	<b>2.51</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of development (subdivision, site plan and zoning) projects submitted for Utility review	Demand	983	1,080	1,080	1,180	1,180
Activity cost per service extension request approved	Efficiency	N/A	N/A	N/A	\$1,000	\$1,036
Number of service extension requests approved by zone (DDZ/DWPZ)	Output	26 / 13	26 / 13	26 / 13	26 / 13	26 / 13
Number of new subdivisions that have less than City standard adequate service	Result	N/A	N/A	N/A	0	0
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

# Water Wastewater Utility-2000-01

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**Activity:** *Utility Development Services – Distribution*

**Activity Code:** *4UDD*

**Program Name:** *Distribution System Support*

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reimbursements  
Engineering review of on-site-facilities

**Changes in Requirements and Performance Measures:** The decrease of \$31,700 is due to a redeployment of .49 FTE to Utility Development Collection. Activity increased \$5,833 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Craig Bell 322-3610

# Water Wastewater Utility-2000-01

**Activity:** Water Protection

**Activity Code:** 4PRO

**Program Name:** Distribution System Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$28	\$0	\$526	\$0	\$0
Water & WW Operating Fund	\$110,054	\$197,932	\$291,082	\$253,921	\$264,289
<b>Total Requirements</b>	<b>\$110,082</b>	<b>\$197,932</b>	<b>\$291,608</b>	<b>\$253,921</b>	<b>\$264,289</b>
<b>Full-Time Equivalents</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>4.00</b>	<b>4.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of water or wastewater taps sold outside the corporate city limits	Demand	NA	NA	1,574	1,600	1,600
Labor cost per water protection survey	Efficiency	NA	NA	\$71.83	\$71.83	\$70.96
Number of High Hazard assembly test and maintenance reports reviewed	Output	NA	NA	2,460	2,460	2,460
Number of private fire hydrant reports reviewed	Output	NA	NA	160	160	160
Number of water protection surveys & investigations conducted	Output	NA	NA	140	140	140
Number of unprotected cross connections identified for problem resolution	Result	NA	NA	600	600	600
Percentage of backflow assembly tests completed within ordinance timelines	Result	NA	NA	83%	85%	85%
Percentage of High Hazard assemblies tested YTD	Result	NA	NA	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, they 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, and because the TNRCC was a major stakeholder to the Utility as opposed to the

# Water Wastewater Utility-2000-01

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**Activity:** *Water Protection*

**Activity Code:** *4PRO*

**Program Name:** *Distribution System Support*

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**Activity Objective:** City.  
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.

**Services of the Activity:** Plumbing 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:** The \$55,989 increase is due to the deployment of 1.5 FTEs from Pretreatment. Activity increased \$10,368 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Antonio Canales 912-6060

# Water Wastewater Utility-2000-01

**Activity:** *Water Records and Mapping*

**Activity Code:** 4RMW

**Program Name:** *Distribution System Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$877,398	\$984,513	\$961,017	\$991,568	\$1,022,472
<b>Total Requirements</b>	<b>\$877,398</b>	<b>\$984,513</b>	<b>\$961,017</b>	<b>\$991,568</b>	<b>\$1,022,472</b>
<b>Full-Time Equivalent</b>	<b>16.82</b>	<b>16.82</b>	<b>16.82</b>	<b>16.82</b>	<b>16.82</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of Distribution System projects submitted for mapping	Demand	N/A	N/A	N/A	250 projects	250 projects
Labor cost per Distribution System grid map maintained	Efficiency	N/A	N/A	N/A	less than or equal to \$2,000/map	less than or equal to \$2,000/map
Number of Distribution System projects entered into GIS	Output	N/A	N/A	N/A	250 projects	250 projects
Percentage of Distribution System projects added to GIS grid maps within 60 days of receipt information	Result	N/A	N/A	N/A	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:** Substantially the same. Activity increased \$30,904 due to Pay for Performance and wage adjustments.

## Water Wastewater Utility-2000-01

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**Activity:** *Water Records and Mapping*

**Activity Code:** *4RMW*

**Program Name:** *Distribution System Support*

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**Responsible Employee:**

Kathi Flowers

322-2771

# Water Wastewater Utility-2000-01

**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.

	1998 -99	1999 -2000	1999 -2000	2000-01	2000-01
<b>Performance Measures:</b>	<b>1998 -99 Actual</b>	<b>1999 -2000 Amended</b>	<b>1999 -2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
Overtime as a percentage of total salary costs	1.15%	3.37%	1.29%	1.5%	1.1%
Percent average daily out of service (FSD-Fleet)	N/A	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	N/A	N/A	78%	80%	80%
Percent of media calls/requests responded to	100%	100%	100%	100%	100%
Turnover time for accounts payable within the Department	no data	25 days	30 days	25 days	25 days

## List of Activities (Includes all Funding Sources)

Activity Name	1998 -99 Actual	1998 -99 FTE	1999 -2000 Amended	1999 -2000 FTE	1999 -2000 Estimate	1999 -2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Administration and Management	\$1,032,894	13.00	\$1,164,880	14.00	\$1,087,690	14.00	\$1,192,693	14.00	\$1,227,537	14.00
Facility Expenses	\$563,578	3.00	\$764,159	5.00	\$714,105	5.00	\$707,092	4.00	\$716,008	4.00
Financial Monitoring / Budgeting	\$1,595,968	31.40	\$1,769,590	28.45	\$1,738,081	31.45	\$1,844,212	33.00	\$1,921,767	33.00

## Water Wastewater Utility-2000-01

<b>Program:</b>	<b>Support Services</b>									
Information Technology Support	\$1,082,240	13.00	\$1,408,992	14.00	\$1,293,296	14.00	\$1,282,813	14.00	\$1,316,070	14.00
Personnel / Training	\$1,656,804	32.00	\$1,677,970	31.00	\$1,701,300	30.00	\$1,614,552	29.00	\$1,668,923	29.00
PIO/Community Services	\$373,460	4.00	\$428,336	4.00	\$441,016	4.00	\$434,266	5.00	\$439,820	5.00
Purchasing, Payment Processing, MBE/WBE	\$282,577	7.00	\$293,347	8.00	\$300,820	8.00	\$291,857	8.00	\$303,436	8.00
Vehicle/ Equipment Maintenance	\$983,481	18.00	\$1,173,658	18.00	\$1,130,670	18.00	\$983,977	14.00	\$1,006,171	14.00
<b>Total</b>	<b>\$7,571,002</b>	<b>121.40</b>	<b>\$8,680,932</b>	<b>122.45</b>	<b>\$8,406,978</b>	<b>124.45</b>	<b>\$8,351,462</b>	<b>121.00</b>	<b>\$8,599,732</b>	<b>121.00</b>

# Water Wastewater Utility-2000-01

**Activity:** Administration and Management

**Activity Code:** 9ADM

**Program Name:** Support Services

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$1,032,894	\$1,164,880	\$1,087,690	\$1,192,693	\$1,227,537
<b>Total Requirements</b>	<b>\$1,032,894</b>	<b>\$1,164,880</b>	<b>\$1,087,690</b>	<b>\$1,192,693</b>	<b>\$1,227,537</b>

<b>Full-Time Equivalent</b>	<b>13.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>
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## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Cost per total department budget	Efficiency	\$0.00441	\$0.00461	\$0.00432	\$0.00487	\$0.00499
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	40.22	40.38	40.38	40.38	40.38
Total department budget	Output	\$234,070,637	\$252,547,219	\$251,795,891	\$244,798,268	\$245,812,613
Employee turnover rate	Result	12.51	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

# Water Wastewater Utility-2000-01

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**Activity:** *Administration and Management*

**Activity Code:** *9ADM*

**Program Name:** *Support Services*

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CAF Processing

**Changes in Requirements and Performance Measures:**

Activity decreased \$27,813 due to a reduction in temporary services, which was needed in FY 2000 to help with annexation projects. This activity will continue to meet the goal of 100% of CAF's submitted on time in FY 2001. Activity increased \$34,844 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Bernadine Davis

322-2952

# Water Wastewater Utility-2000-01

**Activity:** Facility Expenses

**Activity Code:** 9FAC

**Program Name:** Support Services

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$149,576	\$195,000	\$160,000	\$150,000	\$150,000
Water & WW Operating Fund	\$414,002	\$569,159	\$554,105	\$557,092	\$566,008
<b>Total Requirements</b>	<b>\$563,578</b>	<b>\$764,159</b>	<b>\$714,105</b>	<b>\$707,092</b>	<b>\$716,008</b>
<b>Full-Time Equivalents</b>	<b>3.00</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Custodial cost per square foot by City personnel	Efficiency	Outsourced	Outsourced	Outsourced	\$0.20	\$0.20
Custodial cost per square foot by contract	Efficiency	\$0.48	\$0.55	\$0.55	\$0.22	\$0.22
Facility expense per square foot (excluded security and custodial)	Efficiency	\$2.99	\$3.20	\$3.20	\$1.90	\$1.90
Security cost per square foot	Efficiency	\$0.43	\$0.43	\$0.43	\$0.25	\$0.25
Number of emergency calls	Output	0	0	0	2	2
Total square feet of facilities	Output	130,000	130,000	130,000	267,663	267,663
Overtime as a percentage of total salary costs	Result	1.15%	3.37%	1.29%	1.5%	1.1%

**Activity History and Description:** This program reflects the rent and utilities allocated to the Information Systems Department located in the Waller Creek Center facility.

**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, HVAC, painting
- Pest Control and locksmith services
- Lease processing
- Ground maintenance
- Utilities processing (electrical, gas, etc)
- Building maintenance
- Custodial services
- Security services

# Water Wastewater Utility-2000-01

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**Activity:** *Facility Expenses*

**Activity Code:** 9FAC

**Program Name:** *Support Services*

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Cleaning and security equipment and supplies cost processing  
Custodial and security contract monitoring  
Parking-related services  
Office space allocation coordination

**Changes in Requirements and Performance Measures:**

Eliminated one vacant position for \$30,437. Decrease electrical costs \$35,000 at Waller Creek Center and expense refunds \$45,000 from Information Systems for building use. Increased contractual costs by \$53,370 primarily due to new security systems. This activity decreased the facility cost per square foot from \$3.20 in FY 2000 to \$1.90 in FY 2001. Activity increased \$8,916 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Mary Nieves

322-2949

# Water Wastewater Utility-2000-01

**Activity:** Financial Monitoring / Budgeting

**Activity Code:** 9BUD

**Program Name:** Support Services

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$166,572	\$116,606	\$130,367	\$115,656	\$115,656
Water & WW Operating Fund	\$1,429,396	\$1,652,984	\$1,607,714	\$1,728,556	\$1,806,111
<b>Total Requirements</b>	<b>\$1,595,968</b>	<b>\$1,769,590</b>	<b>\$1,738,081</b>	<b>\$1,844,212</b>	<b>\$1,921,767</b>
<b>Full-Time Equivalents</b>	<b>31.40</b>	<b>28.45</b>	<b>31.45</b>	<b>33.00</b>	<b>33.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Dollar amount of CIP funds per project manager	Efficiency	N/A	N/A	\$8 million	\$4 million	\$4 million
Total department budget per dollar of financial monitoring expense (E)	Efficiency	\$146.66	\$132.27	\$134.67	\$126.92	\$127.90
Number of CIP projects per project manager	Output	119	N/A	225	250	250
Number of Public Works Service Agreements administered	Output	116 projects	N/A	225 projects	250 projects	250 projects
Total financial monitoring expense	Output	\$1,595,968	\$1,769,590	\$1,738,081	\$1,844,212	\$1,921,767
Change order costs as percentage of total construction cost	Result	N/A	N/A	N/A	3%	3%
Percent of engineering projects that (1) remain on schedule and (2) completed within budget	Result	1). 88% 2) N/A	1). N/A, 2). N/A	1). 95% 2.) 95%	1). 90% 2.) 90%	1). 90% 2.) 90%
Percent of CIP budgeted dollars spent	Result	113%	90%	95%	90%	90%
Percent of reporting deadlines met	Result	100%	100%	100%	100%	100%
Variance of CYE to actual expenditures (target: 1st and 2nd qtr. – within 2%; 3rd qtr. – within 1%; EOY – 100%)	Result	1st qtr-N/A; 2nd qtr– 91%; 3rd qtr –90%; EOY–100%	1st & 2nd qtr. <2%; 3rd qtr. <1%; EOY–100%	1st & 2nd qtr. <2%; 3rd qtr. <1%; EOY–100%	1st & 2nd qtr. <2%; 3rd qtr. <1%; EOY–100%	1st & 2nd qtr. <2%; 3rd qtr. <1%; EOY–100%
Variance of CYE to actual revenue (target: 1st and 2nd qtr.– within 2%; 3rd qtr. – within 1%; EOY–100%) (R )	Result	1st-N/A;2nd qtr–99%; 3rd qtr.–99%; EOY–101%	1st & 2nd qtr. <2%; 3rd qtr. <1%; EOY–100%	1st & 2nd qtr. <2%; 3rd qtr. <1%; EOY–100%	1st & 2nd qtr. <2%; 3rd qtr. <1%; EOY–100%	1st & 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

# Water Wastewater Utility-2000-01

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

**Activity Code:** *9BUD*

**Program Name:** *Support Services*

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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 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:** Wastewater fund increased in FTEs of 2.22, contractual costs were lower than FY 2000 for the Cost of Service study \$18,000 and the Fleet Utilization study \$24,000. This activity will continue meeting reporting deadlines 100% of the time. Water fund increased FTEs of 2.33 by re-deploying from within the Utility, contractual costs lower than FY 2000 for the Cost of Service study \$19,500 and the Fleet Utilization study \$26,000. Activity increased \$77,555 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Bernadine Davis 322-2952

# Water Wastewater Utility-2000-01

**Activity:** Information Technology Support

**Activity Code:** 9CPU

**Program Name:** Support Services

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$1,082,240	\$1,408,992	\$1,293,296	\$1,282,813	\$1,316,070
<b>Total Requirements</b>	<b>\$1,082,240</b>	<b>\$1,408,992</b>	<b>\$1,293,296</b>	<b>\$1,282,813</b>	<b>\$1,316,070</b>
<b>Full-Time Equivalent</b>	<b>13.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Information technology support costs per workstation	Efficiency	\$2,542	\$2,842	\$4,545	\$2,157	\$1,120
Total number of workstations supported	Output	569	600	750	787	787
Percent of information technology problems resolved at time of call	Result	N/A	N/A	78%	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 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

## Water Wastewater Utility-2000-01

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**Activity:** *Information Technology Support*

**Activity Code:** *9CPU*

**Program Name:** *Support Services*

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Database management and data coordination  
IMS (Hansen) and MP5 support

**Changes in Requirements and  
Performance Measures:**

FY 2001 approved a decrease \$61,588 in contractual costs for hardware and software maintenance. This activity will decrease the cost per workstation in the Utility from \$1,421 in FY 2000 to \$1,120 in FY 2001. Activity increased \$33,257 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Ed Mattingly

322-2745

# Water Wastewater Utility-2000-01

**Activity:** Personnel / Training

**Activity Code:** 9TRN

**Program Name:** Support Services

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$1,656,804	\$1,677,970	\$1,701,300	\$1,614,552	\$1,668,923
<b>Total Requirements</b>	<b>\$1,656,804</b>	<b>\$1,677,970</b>	<b>\$1,701,300</b>	<b>\$1,614,552</b>	<b>\$1,668,923</b>

<b>Full-Time Equivalent</b>	<b>32.00</b>	<b>31.00</b>	<b>30.00</b>	<b>29.00</b>	<b>29.00</b>
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## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Personnel cost per FTE	Efficiency	\$665	\$629	\$645	\$634	\$658
Training cost per FTE	Efficiency	\$1,180.83	\$1,246.88	\$1,267.21	\$1,218.15	\$1,218.15
Number of injuries	Output	56	35	35	35	35
Total Cost of personnel administration	Output	\$694,587	\$657,477	\$673,565	\$653,864	\$653,864
Total training cost	Output	\$1,233,969	\$1,302,895	\$1,324,238	\$1,257,134	\$1,257,134
Lost time rate	Result	6.15	4.25	4.25	4.25	4.25
PAF error rate	Result	10%	10%	10%	10%	10%
Payroll error rate	Result	< 1%	< 1%	< 1%	< 1%	< 1%
Percent of resignations leaving the City that complete exit interviews	Result	10%	10%	10%	10%	10%

**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  
 Hiring and recruiting  
 Worker's compensation claim processing  
 Grievance-related activities

# Water Wastewater Utility-2000-01

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**Activity:** *Personnel / Training*

**Activity Code:** *9TRN*

**Program Name:** *Support Services*

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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:**

Water Fund-Re-deploying one (1) FTE to Financial Monitoring \$31,640.  
Wastewater Fund-Re-deployed one (1) FTE to Financial Monitoring \$31,778.  
This activity will reduce personnel cost per FTE from \$665 in FY 2000 to \$658 in FY 2001. Activity increased \$54,371 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Vanessa Downey-Little

322-3639

# Water Wastewater Utility-2000-01

**Activity:** PIO/Community Services

**Activity Code:** 9SVC

**Program Name:** Support Services

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$373,460	\$428,336	\$441,016	\$434,266	\$439,820
<b>Total Requirements</b>	<b>\$373,460</b>	<b>\$428,336</b>	<b>\$441,016</b>	<b>\$434,266</b>	<b>\$439,820</b>
<b>Full-Time Equivalent</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of media contacts	Demand	N/A	275	275	474	474
Activity cost per value of corporate-initiated media coverage	Efficiency	N/A	\$11,500	\$11,500	\$11,500	\$11,500
Number of media calls/requests responded to	Output	N/A	275	275	712.5	712.5
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
- Community hotline support

**Changes in Requirements and Performance Measures:** Re-deployed 1 FTE from Vehicle/Equipment Maintenance \$52,648.

## Water Wastewater Utility-2000-01

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

**Activity Code:** *9SVC*

**Program Name:** *Support Services*

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Decreased one-time capital expenditures \$46,718. This activity increased the number of media calls/requests responded to from 275 in FY 2000 to 475 in FY 2001. Activity increased \$5,554 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Cheryl Jefferson

322-3605

# Water Wastewater Utility-2000-01

**Activity:** Purchasing, Payment Processing, MBE/WBE

**Activity Code:** 9PUR

**Program Name:** Support Services

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$74	\$0	\$0	\$0	\$0
Water & WW Operating Fund	\$282,503	\$293,347	\$300,820	\$291,857	\$303,436
<b>Total Requirements</b>	<b>\$282,577</b>	<b>\$293,347</b>	<b>\$300,820</b>	<b>\$291,857</b>	<b>\$303,436</b>
<b>Full-Time Equivalents</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Internal time from time of request to RX	Efficiency	no data	< 3 days	< 3 days	< 3 days	< 3 days
Purchasing cost per dollars purchased (under \$5,000 only)	Efficiency	\$3.90	\$3.77	\$3.77	\$4.68	\$4.68
Number of solicitations prepared	Output	75	78	78	78	78
Number of transactions	Output	3,120	3,120	3,120	3,224	3,224
Percent of under \$5,000 competitive procurement awards to certified M/WBE vendors (targets: MBE-25%;WBE-10%)	Result	MBE:25.06% WBE:36.78%	MBE:25% WBE:10%	MBE:25% WBE:10%	MBE:25% WBE:10%	MBE:25% WBE:10%
Turnover time for accounts payable within the Department	Result	no data	25 days	30 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 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-2000-01

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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:**

Substantially the same. Activity increased \$11,579 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Bernadine Davis

322-2952

# Water Wastewater Utility-2000-01

**Activity:** Vehicle/ Equipment Maintenance

**Activity Code:** 9VEH

**Program Name:** Support Services

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$67,460	\$77,220	\$77,220	\$76,725	\$76,725
Water & WW Operating Fund	\$916,021	\$1,096,438	\$1,053,450	\$907,252	\$929,446
<b>Total Requirements</b>	<b>\$983,481</b>	<b>\$1,173,658</b>	<b>\$1,130,670</b>	<b>\$983,977</b>	<b>\$1,006,171</b>
<b>Full-Time Equivalent</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>14.00</b>	<b>14.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Total departmental maintenance cost per piece of equipment (includes charges from inside/outside repair centers (FSD-Fleet))	Efficiency	\$2,706	\$2,523	\$2,781	\$2,645	\$2,645
Total departmental maintenance cost per radio (includes charges from inside/outside repair centers) (FSD-Fleet)	Efficiency	\$95,477	\$147,100	\$147,250	\$147,224	\$147,224
Number of pieces of vehicular equipment	Output	722	726	726	754	754
Number of radios	Output	667	698	698	732	732
Percent average daily out of service (FSD-Fleet)	Result	N/A	2.50%	2.50%	2.50%	2.50%
Percent of units scheduled for preventive maintenance delivered to Fleet on schedule (before the service becomes overdue)	Result	N/A	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 scheduling and monitoring

# Water Wastewater Utility-2000-01

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

**Activity Code:** *9VEH*

**Program Name:** *Support Services*

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**Changes in Requirements and Performance Measures:**

Water Fund-Decrease of \$107,393 is due to the transfer of 1.82 FTEs to Collection Pipeline Operations and Maintenance Activity and .5 to the Public Information activity as well as a reduction of one time capital purchases in FY 2000. This activity will increase the total departmental maintenance cost per piece of equipment (includes charges from inside/outside repair centers) from \$2,250 in FY 2000 to \$2,630 in FY 2001. Wastewater Fund -Decrease of \$82,288 is due to the transfer of 1.18 FTEs to Collection Pipeline Operations and Maintenance Activity and .5 to the Public Information activity. There was also a reduction of one time capital purchases in FY 2000. This activity will increase the total departmental maintenance cost per piece of equipment (includes charges from inside/outside repair centers) from \$2,250 in FY 2000 to \$2,630 in FY 2001. Activity increased \$22,194 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Glen Bell

912-6230

# Water Wastewater Utility-2000-01

**Program:** *Transfers/ Other Requirements*

**Program Objective:** To provide funding at the corporate level and provide the City of Austin a return to its citizen-owned utility and to provide funding for other requirements such as bad debt expense, special support, interest and commission on debt and jobbing and contracts

1998 -99      1999 -2000      1999 -2000      2000-01      2000-01

**Performance Measures:**                      1998 -99      1999 -2000      1999 -2000      2000-01      2000-01  
    Actual                      Amended                      Estimate                      Proposed                      Approved

## List of Activities (Includes all Funding Sources)

Activity Name	1998 -99 Actual	1998 -99 FTE	1999 -2000 Amended	1999 -2000 FTE	1999 -2000 Estimate	1999 -2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Debt Interest and Commission	\$868,595	0.00	\$432,875	0.00	\$437,243	0.00	\$415,494	0.00	\$415,494	0.00
Debt Transfers	\$83,959,254	0.00	\$93,450,060	0.00	\$92,731,773	0.00	\$93,868,800	0.00	\$93,868,800	0.00
Interfund Transfers	\$62,210,251	0.00	\$63,123,456	0.00	\$63,137,917	0.00	\$50,784,146	0.00	\$49,459,758	0.00
Other Requirements	\$7,781,862	0.00	\$8,878,628	0.00	\$9,468,133	0.00	\$11,567,803	0.00	\$11,611,790	0.00
<b>Total</b>	154,819,962	0.00	165,885,019	0.00	165,775,066	0.00	56,636,243	0.00	55,355,842	0.00

# Water Wastewater Utility-2000-01

**Activity:** Debt Interest and Commission

**Activity Code:** 9DBT

**Program Name:** Transfers/ Other Requirements

Requirements and FTE	1998 -99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$868,595	\$432,875	\$437,243	\$415,494	\$415,494
<b>Total Requirements</b>	<b>\$868,595</b>	<b>\$432,875</b>	<b>\$437,243</b>	<b>\$415,494</b>	<b>\$415,494</b>
<b>Full-Time Equivalent</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	1998-99 Actual	1999 -2000 Amended	1999 -2000 Estimate	2000-01 Proposed	2000-01 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 debt interest and commission due to lower debt payments in Proposed FY 2001.

**Responsible Employee:** David Anders 322-2950

# Water Wastewater Utility-2000-01

**Activity:** Debt Transfers  
**Activity Code:** 9XDT  
**Program Name:** Transfers/ Other Requirements

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$83,959,254	\$93,450,060	\$92,731,773	\$93,868,800	\$93,868,800
<b>Total Requirements</b>	<b>\$83,959,254</b>	<b>\$93,450,060</b>	<b>\$92,731,773</b>	<b>\$93,868,800</b>	<b>\$93,868,800</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	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 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 \$1,500,744.

**Responsible Employee:** David Anders 322-2950

# Water Wastewater Utility-2000-01

**Activity:** *Interfund Transfers*  
**Activity Code:** *9XFR*  
**Program Name:** *Transfers/ Other Requirements*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$62,210,251	\$63,123,456	\$63,137,917	\$50,784,146	\$49,459,758
<b>Total Requirements</b>	<b>\$62,210,251</b>	<b>\$63,123,456</b>	<b>\$63,137,917</b>	<b>\$50,784,146</b>	<b>\$49,459,758</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	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 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 proposing to decrease primarily due to a reduction in the transfers to CIP of \$2,721,600. There is an increase in the transfer to General Fund of \$331,623 and a new transfer to Sustainability of \$1,119,059 in FY 2001. Activity decreased \$1,324,388 due to Pay for Performance and wage adjustment distribution.

**Responsible Employee:** Perwez Moheet 322-2945

# Water Wastewater Utility-2000-01

**Activity:** Other Requirements

**Activity Code:** 9REQ

**Program Name:** Transfers/ Other Requirements

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$7,781,862	\$8,878,628	\$9,468,133	\$11,567,803	\$11,611,790
<b>Total Requirements</b>	<b>\$7,781,862</b>	<b>\$8,878,628</b>	<b>\$9,468,133</b>	<b>\$11,567,803</b>	<b>\$11,611,790</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	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 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 in contractual costs \$2,054,834 primarily due to increases in the transfers to administrative support \$528,448, and Information Systems \$196,903, and increased costs for the City-wide fixed asset system of \$134,000, legal services and fleet maintenance and fuel. Activity increased by \$43,987 due to a reappropriation of \$50,000 for biosolids hauling contract and a reduction of \$6,013 due to Pay for Performance and wage adjustments which was spread throughout activities.

**Responsible Employee:** Perwez Moheet 322-2945

# Water Wastewater Utility-2000-01

## 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.

	1998 -99	1999 -2000	1999 -2000	2000-01	2000-01
<b>Performance Measures:</b>	<b>1998 -99 Actual</b>	<b>1999 -2000 Amended</b>	<b>1999 -2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
Percent of biosolids production reused in composting and land application	NA	30%	26%	40%	40%
Percentage of days major regulatory permit parameters for treated effluent are not met due to equipment down time	1) 100%; 2) 100%, 3) Avg 92%	1) 100%, 2) 100%, 3) >89%	1) 100%, 2) 100%, 3) 90%	1) 100%, 2) 100%, 3) >89%	1) 100%, 2) 100%, 3) >89%
Percentage of preventive maintenance to total maintenance for process related equipment (1.Govalle 2.SAR 3. Walnut)	1) 100%, 2) 100%, 3) Avg 92%	1) 100%, 2) 100%, 3) >89%	1) 100%, 2) 100%, 3) 90%	1) 100%, 2) 100%, 3) >89%	1) 100%, 2) 100%, 3) >89%
Percentage of total projects successfully completed on schedule	N/A	N/A	N/A	100%	100%
Percentage that the average Ammonia content is below the 2 mg/l standard for effluent quality	1) 100%, 2) 100%, 3) Avg 92%	1) 100%, 2) 100%, 3) >89%	1) 100%, 2) 100%, 3) 90%	1) 100%, 2) 100%, 3) >89%	1) 100%, 2) 100%, 3) >89%
Percentage that the daily average BOD is below the 10 mg/l standard for effluent quality	1) 100%, 2) 100%, 3) Avg 88%	1) 100%, 2) 100%, 3) >77%	1) 100%, 2) 100%, 3) 85%	1) 100%, 2) 100%, 3) >77%	1) 100%, 2) 100%, 3) >77%

## List of Activities (Includes all Funding Sources)

Activity Name	1998 -99 Actual	1998 -99 FTE	1999 -2000 Amended	1999 -2000 FTE	1999 -2000 Estimate	1999 -2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
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## Water Wastewater Utility-2000-01

<i><b>Program:</b></i>	<i><b>Wastewater Treatment</b></i>									
Biosolids Plant Operations	\$3,674,572	49.00	\$3,372,007	45.00	\$2,975,905	44.00	\$3,117,281	39.00	\$3,467,657	39.00
Wastewater Plant Construction	\$122,329	1.85	\$114,674	1.85	\$116,982	1.85	\$115,324	1.85	\$117,437	1.85
Wastewater Plant Maintenance	\$3,661,993	74.48	\$4,181,978	76.84	\$3,959,079	76.84	\$4,197,142	74.68	\$4,305,206	74.68
Wastewater Plant Operations	\$7,366,669	53.46	\$7,337,289	50.87	\$7,515,960	49.87	\$7,372,016	48.54	\$7,452,708	48.54
<b>Total</b>	<b>\$14,825,563</b>	<b>178.79</b>	<b>\$15,005,948</b>	<b>174.56</b>	<b>\$14,567,926</b>	<b>172.56</b>	<b>14,801,763</b>	<b>164.07</b>	<b>15,343,008</b>	<b>164.07</b>

# Water Wastewater Utility-2000-01

**Activity:** *Biosolids Plant Operations*

**Activity Code:** 1BIO

**Program Name:** *Wastewater Treatment*

Requirements and FTE	1998 -99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$370	\$0	\$0	\$0	\$0
Water & WW Operating Fund	\$3,674,202	\$3,372,007	\$2,975,905	\$3,117,281	\$3,467,657
<b>Total Requirements</b>	<b>\$3,674,572</b>	<b>\$3,372,007</b>	<b>\$2,975,905</b>	<b>\$3,117,281</b>	<b>\$3,467,657</b>
<b>Full-Time Equivalents</b>	<b>49.00</b>	<b>45.00</b>	<b>44.00</b>	<b>39.00</b>	<b>39.00</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999 -2000 Amended	1999 -2000 Estimate	2000-01 Proposed	2000-01 Approved
Dry tons of wastewater biosolids received from the three wastewater treatment plants	Demand	NA	25,000 DT	25,000 DT	25,625	25,625
Cost per dry ton of biosolids treated and reused	Efficiency	NA	\$140 / DT	\$140 / DT	\$135	\$135
Dry tons of biosolids processed	Output	NA	25,000 DT	25,000 DT	25,625	25,625
Percent of biosolids production reused in composting and land application	Result	NA	30%	26%	40%	40%

**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:** The Approved Budget eliminates two (2) vacant positions and transfers out one (1) position to the Budgeting and Financial Monitoring activity, one (1) position to the Wastewater Plant Operations activity, one (1) position to the Wastewater Plant Maintenance activity, one (1) to the Environmental and Regulatory Support Land Management activity for a net reduction of \$254,726. This activity will decrease the cost per dry ton of biosolids treated and reused from \$140 to \$135. Activity increased by \$350,376 due to a reappropriation of \$300,000 for biosolids hauling contract and \$50,376 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Bill Sellstrom 929-1002

## Water Wastewater Utility-2000-01

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**Activity:** *Biosolids Plant Operations*

**Activity Code:** *1BIO*

**Program Name:** *Wastewater Treatment*

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# Water Wastewater Utility-2000-01

**Activity:** Wastewater Plant Construction

**Activity Code:** 1SPC

**Program Name:** Wastewater Treatment

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$75,460	\$55,016	\$98,624	\$37,304	\$37,304
Water & WW Operating Fund	\$46,869	\$59,658	\$18,358	\$78,020	\$80,133
<b>Total Requirements</b>	<b>\$122,329</b>	<b>\$114,674</b>	<b>\$116,982</b>	<b>\$115,324</b>	<b>\$117,437</b>
<b>Full-Time Equivalents</b>	<b>1.85</b>	<b>1.85</b>	<b>1.85</b>	<b>1.85</b>	<b>1.85</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Feet of pipe scheduled for installation	Demand	N/A	N/A	N/A	300	300
Labor cost per foot of pipe installed	Efficiency	N/A	N/A	N/A	\$5.75	\$5.75
Feet of pipe installed	Output	N/A	N/A	N/A	300	300
Percentage of total projects successfully completed on schedule	Result	N/A	N/A	N/A	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 current 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. This activity will measure the labor cost per foot of pipe installed. Activity increased by \$2,113 due to Pay for Performance and wage adjustments.

**Responsible Employee:** George Calhoun 927-4379

# Water Wastewater Utility-2000-01

**Activity:** Wastewater Plant Maintenance

**Activity Code:** 1SPM

**Program Name:** Wastewater Treatment

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$58,793	\$69,888	\$91,203	\$68,200	\$68,200
Water & WW Operating Fund	\$3,603,200	\$4,112,090	\$3,867,876	\$4,128,942	\$4,237,006
<b>Total Requirements</b>	<b>\$3,661,993</b>	<b>\$4,181,978</b>	<b>\$3,959,079</b>	<b>\$4,197,142</b>	<b>\$4,305,206</b>
<b>Full-Time Equivalents</b>	<b>74.48</b>	<b>76.84</b>	<b>76.84</b>	<b>74.68</b>	<b>74.68</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of work orders created	Demand	N/A	N/A	N/A	4,570	4,570
Maintenance cost per million gallons of wastewater treated	Efficiency	\$185	N/A	\$200	\$213	\$218
Number of work orders closed	Output	N/A	N/A	N/A	4,570	4,570
Percentage of days major regulatory permit parameters for treated effluent are not met due to equipment down time	Result	1) 100%; 2) 100%, 3) Avg 92%	1) 100%, 2) 100%, 3) >89%	1) 100%, 2) 100%, 3) 90%	1) 100%, 2) 100%, 3) >89%	1) 100%, 2) 100%, 3) >89%
Percentage of preventive maintenance to total maintenance for process related equipment (1.Govalle 2.SAR 3. Walnut)	Result	1) 100%, 2) 100%, 3) Avg 92%	1) 100%, 2) 100%, 3) >89%	1) 100%, 2) 100%, 3) 90%	1) 100%, 2) 100%, 3) >89%	1) 100%, 2) 100%, 3) >89%

**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 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 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:** The Approved Budget eliminates three (3) vacant positions and transfers .71 positions to the Water Plant Maintenance activity, one (1) position from the Bio-Solids Plant Operations activity, and .55 positions from the Wastewater Plant Operations activity. Activity increase of \$15,164 primarily due to increased costs for grit removal. Maintenance costs per million gallons of

## Water Wastewater Utility-2000-01

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**Activity:** *Wastewater Plant Maintenance*

**Activity Code:** *1SPM*

**Program Name:** *Wastewater Treatment*

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wastewater treated are approved to increase from an actual of \$185 in FY 1999 to \$213. An additional increase of \$108,064 to this activity is due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Phil Tamez

385-9181

# Water Wastewater Utility-2000-01

**Activity:** Wastewater Plant Operations

**Activity Code:** 1SPO

**Program Name:** Wastewater Treatment

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$4,360	\$0	\$0	\$0	\$0
Water & WW Operating Fund	\$7,362,309	\$7,337,289	\$7,515,960	\$7,372,016	\$7,452,708
<b>Total Requirements</b>	<b>\$7,366,669</b>	<b>\$7,337,289</b>	<b>\$7,515,960</b>	<b>\$7,372,016</b>	<b>\$7,452,708</b>
<b>Full-Time Equivalent</b>	<b>53.46</b>	<b>50.87</b>	<b>49.87</b>	<b>48.54</b>	<b>48.54</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Projected million gallons of wastewater treated	Demand	19,447	N/A	19,323	19,389	19,389
Operating cost per million gallons of wastewater treated	Efficiency	\$379	N/A	\$389	\$380	\$384
Actual million gallons of wastewater treated	Output	19,447	N/A	19,323	19,389	19,389
Percentage that the average Ammonia content is below the 2 mg/l standard for effluent quality	Result	1) 100%, 2) 100%, 3) Avg 92%	1) 100%, 2) 100%, 3) >89%	1) 100%, 2) 100%, 3) 90%	1) 100%, 2) 100%, 3) >89%	1) 100%, 2) 100%, 3) >89%
Percentage that the daily average BOD is below the 10 mg/l standard for effluent quality	Result	1) 100%, 2) 100%, 3) Avg 88%	1) 100%, 2) 100%, 3) >77%	1) 100%, 2) 100%, 3) 85%	1) 100%, 2) 100%, 3) >77%	1) 100%, 2) 100%, 3) >77%

**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:** The Approved Budget transfers in one (1) position from the Bio-Solids Plant Operations activity and 1.42 positions from the Water Plant Maintenance activity. Approved transfers include 3.2 positions to the Lift Stations activity, 1 position to Financial Monitoring, and .55 positions to Wastewater Plant Maintenance. Increased electrical services caused the overall activity to increase \$34,727. This activity will continue to treat wastewater so that the percentage that daily average Biochemical Oxygen Demand (BOD) is below

## Water Wastewater Utility-2000-01

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**Activity:** *Wastewater Plant Operations*

**Activity Code:** *1SPO*

**Program Name:** *Wastewater Treatment*

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the 10mg/l standard. Activity increased \$80,692 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Phil Tamez

385-9181

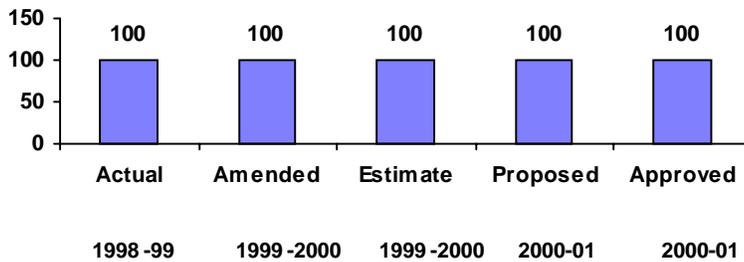
# Water Wastewater Utility-2000-01

**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:**

	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 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%	85%	85%	85%
Percentage of wastewater regulatory reports completed on time	100%	100%	98%	100%	100%

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

Activity Name	1998-99 Actual	1998-99 FTE	1999-2000 Amended	1999-2000 FTE	1999-2000 Estimate	1999-2000 FTE	2000-01 Proposed	2000-01 FTE	2000-01 Approved	2000-01 FTE
Wastewater Environmental and Regulatory Support	\$182,612	1.80	\$227,545	2.40	\$243,662	2.40	\$193,498	2.40	\$200,913	2.40
Wastewater Treatment and Support Laboratory	\$717,928	11.18	\$764,426	11.18	\$808,183	11.18	\$770,710	11.33	\$797,710	11.33
Wastewater Treatment Engineering	\$771,154	10.30	\$847,248	10.30	\$863,629	10.30	\$746,657	9.18	\$775,839	9.18

**Water Wastewater Utility-2000-01**

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**Program:**            *Wastewater Treatment Support*

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<b>Total</b>	\$1,671,694	23.28	\$1,839,219	23.88	\$1,915,474	23.88	\$1,710,865	22.91	\$1,774,462	22.91
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# Water Wastewater Utility-2000-01

**Activity:** Wastewater Environmental and Regulatory Support

**Activity Code:** 2SER

**Program Name:** Wastewater Treatment Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$182,612	\$227,545	\$243,662	\$193,498	\$200,913
<b>Total Requirements</b>	<b>\$182,612</b>	<b>\$227,545</b>	<b>\$243,662</b>	<b>\$193,498</b>	<b>\$200,913</b>
<b>Full-Time Equivalent</b>	<b>1.80</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Labor costs for wastewater environmental support	Efficiency	N/A	N/A	\$158,485	\$165,517	\$172,932
Number of research studies conducted	Output	N/A	N/A	N/A	2	2
Number of State and Federal rules and regulations that impact the Utility that are monitored, commented on, and reported on	Output	N/A	N/A	N/A	10	10
Percentage of wastewater regulatory reports completed on time	Result	100%	100%	98%	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 wastewater legislation  
 Research wastewater treatment alternatives and methods  
 Compliance reporting

**Changes in Requirements and Performance Measures:** Substantially the same. Activity increased \$7,415 due to Pay for Performance and wage adjustments.

## Water Wastewater Utility-2000-01

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**Activity:** *Wastewater Environmental and Regulatory Support*

**Activity Code:** *2SER*

**Program Name:** *Wastewater Treatment Support*

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**Responsible Employee:**

Maureen McReynolds

322-2777

# Water Wastewater Utility-2000-01

**Activity:** Wastewater Treatment and Support Laboratory

**Activity Code:** 2LBS

**Program Name:** Wastewater Treatment Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$32,479	\$57,559	\$57,559	\$0	\$0
Water & WW Operating Fund	\$685,449	\$706,867	\$750,624	\$770,710	\$797,710
<b>Total Requirements</b>	<b>\$717,928</b>	<b>\$764,426</b>	<b>\$808,183</b>	<b>\$770,710</b>	<b>\$797,710</b>
<b>Full-Time Equivalents</b>	<b>11.18</b>	<b>11.18</b>	<b>11.18</b>	<b>11.33</b>	<b>11.33</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of tests requested by customers for wastewater specific tests	Demand	119,373	119,373	119,373	119,373	119,373
Activity cost per test	Efficiency	\$20	\$20	\$20	\$20	\$20
Number of wastewater test results produced	Output	119,373	119,373	119,373	119,000	119,000
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	Result	85%	85%	85%	85%	85%
Percentage of total tests completed within requested timeframe	Result	80%	80%	80%	80%	80%

**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-2000-01

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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. This activity will continue to keep the cost per lab test at \$20. Activity increased \$27,000 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Miriam Mora

927-4010

# Water Wastewater Utility-2000-01

**Activity:** Wastewater Treatment Engineering

**Activity Code:** 2ENS

**Program Name:** Wastewater Treatment Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$175,192	\$204,456	\$199,748	\$159,954	\$159,954
Water & WW Operating Fund	\$595,962	\$642,792	\$663,881	\$586,703	\$615,885
<b>Total Requirements</b>	<b>\$771,154</b>	<b>\$847,248</b>	<b>\$863,629</b>	<b>\$746,657</b>	<b>\$775,839</b>
<b>Full-Time Equivalents</b>	<b>10.30</b>	<b>10.30</b>	<b>10.30</b>	<b>9.18</b>	<b>9.18</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of dry tons of biosolids generated	Demand	N/A	N/A	N/A	1,300	1,300
Number of engineering services requested for wastewater treatment plants during the fiscal year	Demand	N/A	N/A	N/A	6	6
Labor cost for wastewater treatment plants engineering services per \$100,000 of completed construction cost during each fiscal year	Efficiency	N/A	NA	NA	\$1,745.06	\$1,822.08
Labor costs per cubic yard of Dillo Dirt compost sold	Efficiency	N/A	N/A	N/A	\$1.32	\$1.38
Number of dry tons of biosolids beneficially reused	Output	N/A	N/A	N/A	833	833
Number of work hours spent on engineering services for the wastewater treatment plants during the fiscal year	Output	N/A	N/A	N/A	120	120
Change order costs as percentage of total construction costs	Result	1.40%	3%	0.50%	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	N/A	N/A	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

# Water Wastewater Utility-2000-01

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**Activity:** *Wastewater Treatment Engineering*

**Activity Code:** 2ENS

**Program Name:** *Wastewater Treatment Support*

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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, 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 Outlets

**Changes in Requirements and Performance Measures:** The Approved Budget decreases FTEs by 1.12 due to redeployments to the Environmental and Regulatory and Distribution System Support areas for a savings of \$47,086. This activity will track percentage of engineering projects for wastewater treatment plants requiring change orders exceeding 3% of the project cost with a goal of 1%. Activity increased by \$29,182 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Suheil Baaklini 322-2966

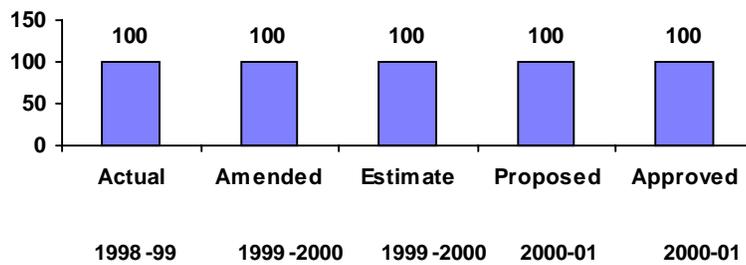
# Water Wastewater Utility-2000-01

**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:**

**Percentage of NTU samples below standard of 0.3 NTU for drinking water quality**



<b>Performance Measures:</b>	<b>1998-99 Actual</b>	<b>1999-2000 Amended</b>	<b>1999-2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
Peak day water pumpage as a percentage of system capacity	93%	95%	95%	79%	79%
Percentage of actual water pumpage versus projected pumpage	100%	100%	109%	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%	100%	100%
Percentage of total projects successfully completed on schedule	N/A	N/A	N/A	100%	100%

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

<b>Activity Name</b>	<b>1998-99 Actual</b>	<b>1998-99 FTE</b>	<b>1999-2000 Amended</b>	<b>1999-2000 FTE</b>	<b>1999-2000 Estimate</b>	<b>1999-2000 FTE</b>	<b>2000-01 Proposed</b>	<b>2000-01 FTE</b>	<b>2000-01 Approved</b>	<b>2000-01 FTE</b>
Water Plant Construction	\$122,329	1.85	\$114,674	1.85	\$116,982	1.85	\$115,326	1.85	\$117,439	1.85
Water Plant Maintenance	\$2,913,810	61.52	\$3,480,118	63.16	\$3,113,986	63.16	\$3,645,270	61.12	\$3,737,087	61.12

# Water Wastewater Utility-2000-01

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<b>Program:</b>	<b>Water Treatment</b>									
Water Plant Operations	\$9,995,183	63.54	\$10,767,531	63.13	\$10,711,936	63.13	\$10,620,542	59.46	\$10,699,663	59.46
<b>Total</b>	<b>\$13,031,322</b>	<b>126.91</b>	<b>\$14,362,323</b>	<b>128.14</b>	<b>\$13,942,904</b>	<b>128.14</b>	<b>14,381,138</b>	<b>122.43</b>	<b>14,554,189</b>	<b>122.43</b>

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# Water Wastewater Utility-2000-01

**Activity:** Water Plant Construction

**Activity Code:** 1WPC

**Program Name:** Water Treatment

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$75,460	\$55,016	\$98,624	\$37,307	\$37,307
Water & WW Operating Fund	\$46,869	\$59,658	\$18,358	\$78,019	\$80,132
<b>Total Requirements</b>	<b>\$122,329</b>	<b>\$114,674</b>	<b>\$116,982</b>	<b>\$115,326</b>	<b>\$117,439</b>
<b>Full-Time Equivalent</b>	<b>1.85</b>	<b>1.85</b>	<b>1.85</b>	<b>1.85</b>	<b>1.85</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Feet of pipe scheduled for installation	Demand	N/A	N/A	N/A	200 ft	200 ft
Labor cost per foot of pipe installed	Efficiency	N/A	N/A	N/A	\$4.50	\$4.63
Feet of pipe installed	Output	N/A	N/A	N/A	200 ft.	200 ft.
Percentage of total projects successfully completed on schedule	Result	N/A	N/A	N/A	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. Activity increased \$2,113 due to Pay for Performance and wage adjustments.

**Responsible Employee:** George Calhoun 927-4379

# Water Wastewater Utility-2000-01

**Activity:** Water Plant Maintenance

**Activity Code:** 1WPM

**Program Name:** Water Treatment

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$46,194	\$54,912	\$71,659	\$68,200	\$68,200
Water & WW Operating Fund	\$2,867,616	\$3,425,206	\$3,042,327	\$3,577,070	\$3,668,887
<b>Total Requirements</b>	<b>\$2,913,810</b>	<b>\$3,480,118</b>	<b>\$3,113,986</b>	<b>\$3,645,270</b>	<b>\$3,737,087</b>
<b>Full-Time Equivalents</b>	<b>61.52</b>	<b>63.16</b>	<b>63.16</b>	<b>61.12</b>	<b>61.12</b>

**Activity Performance Measures:**

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Projected water pumpage in million gallons as provided with the budget	Demand	43,700	45,000	45,000	47,443	47,443
Maintenance activity cost per million gallons of water treated	Efficiency	\$43.67	\$54.62	\$43.54	\$50.78	\$51.92
Plant water pumping capacity available in million gallons	Output	227	227	227	267	267
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	N/A	50%	50%	50%	50%

**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:** The Approved Budget eliminates four (4) vacant positions and transfers out 1.42 positions to the Wastewater Plant Operations activity, 2.67 positions in from the Water Plant Operations activity and .71 positions in from the Wastewater Plant Maintenance activity to work on Electrical and Instrument

## Water Wastewater Utility-2000-01

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**Activity:** *Water Plant Maintenance*

**Activity Code:** *1WPM*

**Program Name:** *Water Treatment*

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Control for a net decrease of 2.04 positions. Non-CIP capital vehicle purchases and small tools increase by \$165,152. This activity will continue to try and lower the maintenance cost per gallon of treated water from \$54.62 to \$50.78. Activity increased \$91,817 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Jane Burazer

495-6970

# Water Wastewater Utility-2000-01

**Activity:** Water Plant Operations

**Activity Code:** 1WPO

**Program Name:** Water Treatment

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$178,993	\$205,688	\$214,886	\$15,000	\$15,000
Water & WW Operating Fund	\$9,816,190	\$10,561,843	\$10,497,050	\$10,605,542	\$10,684,663
<b>Total Requirements</b>	<b>\$9,995,183</b>	<b>\$10,767,531</b>	<b>\$10,711,936</b>	<b>\$10,620,542</b>	<b>\$10,699,663</b>
<b>Full-Time Equivalents</b>	<b>63.54</b>	<b>63.13</b>	<b>63.13</b>	<b>59.46</b>	<b>59.46</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Projected water pumpage in million gallons	Demand	43,700	45,000	45,000	47,443	47,443
Operating activity cost per million gallons of water treated	Efficiency	\$207.26	\$226.06	\$208.05	\$220.08	\$222.00
Actual water pumpage in million gallons	Output	46,412	45,000	49,079	47,443	47,443
Peak day water pumpage as a percentage of system capacity	Result	93%	95%	95%	79%	79%
Percentage of actual water pumpage versus projected pumpage	Result	100%	100%	109%	100%	100%
Percentage of NTU samples below standard of 0.3 NTU for drinking water quality	Result	100%	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. 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:** The Approved Budget eliminates one (1) vacant position and re-deploys 2.67 other positions to the Water Plant Maintenance activity. Expense refunds from Davenport Ranch are reduced due to new water line. Activity expected to increase water pumpage by 2,443 gallons (in millions). Activity increased

## Water Wastewater Utility-2000-01

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**Activity:** *Water Plant Operations*

**Activity Code:** *1WPO*

**Program Name:** *Water Treatment*

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\$79,121 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Jane Burazer

495-6970

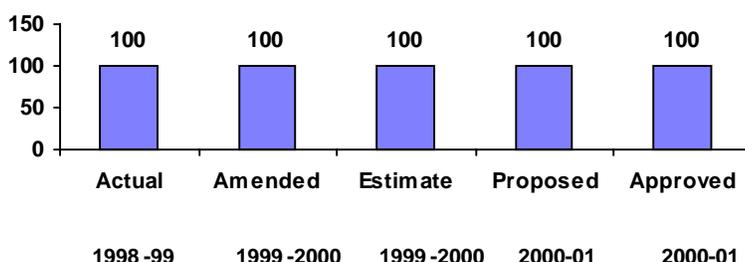
# Water Wastewater Utility-2000-01

**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>1998-99 Actual</b>	<b>1999-2000 Amended</b>	<b>1999-2000 Estimate</b>	<b>2000-01 Proposed</b>	<b>2000-01 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%	85%	85%	85%
Percentage of water regulatory reports completed on time	100%	100%	98%	100%	100%

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

<b>Activity Name</b>	<b>1998-99 Actual</b>	<b>1998-99 FTE</b>	<b>1999-2000 Amended</b>	<b>1999-2000 FTE</b>	<b>1999-2000 Estimate</b>	<b>1999-2000 FTE</b>	<b>2000-01 Proposed</b>	<b>2000-01 FTE</b>	<b>2000-01 Approved</b>	<b>2000-01 FTE</b>
Water Environmental and Regulatory Support	\$213,047	2.10	\$265,469	2.80	\$284,272	2.80	\$193,453	1.40	\$194,631	1.40
Water Treatment and Support Laboratory	\$607,478	9.46	\$646,822	9.46	\$683,848	9.46	\$612,918	9.00	\$628,683	9.00
Water Treatment Engineering	\$867,139	10.65	\$949,847	11.12	\$925,290	11.12	\$817,014	9.68	\$848,884	9.68
<b>Total</b>	<b>\$1,687,664</b>	<b>22.21</b>	<b>\$1,862,138</b>	<b>23.38</b>	<b>\$1,893,410</b>	<b>23.38</b>	<b>\$1,623,385</b>	<b>20.08</b>	<b>\$1,672,198</b>	<b>20.08</b>

# Water Wastewater Utility-2000-01

**Activity:** *Water Environmental and Regulatory Support*

**Activity Code:** *2WER*

**Program Name:** *Water Treatment Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Water & WW Operating Fund	\$213,047	\$265,469	\$284,272	\$193,453	\$194,631
<b>Total Requirements</b>	<b>\$213,047</b>	<b>\$265,469</b>	<b>\$284,272</b>	<b>\$193,453</b>	<b>\$194,631</b>
<b>Full-Time Equivalents</b>	<b>2.10</b>	<b>2.80</b>	<b>2.80</b>	<b>1.40</b>	<b>1.40</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Labor cost for water environmental support	Efficiency	N/A	N/A	N/A	\$102,328	\$103,506
Number of research studies conducted	Output	N/A	N/A	N/A	2	2
Number of State and Federal rules and regulations that impact the Utility that are monitored, commented on, and reported on	Output	N/A	N/A	N/A	10	10
Percentage of water regulatory reports completed on time	Result	100%	100%	98%	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

**Changes in Requirements and Performance Measures:** The Approved Budget re-deploys 1.00 FTE to work on grant related projects related to conservation \$72,016. This activity will report the number of State

## Water Wastewater Utility-2000-01

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**Activity:** *Water Environmental and Regulatory Support*

**Activity Code:** *2WER*

**Program Name:** *Water Treatment Support*

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and Federal rules and regulations that impact the Utility and will monitor, comment on and provide reports for 10 of these in FY 2001. Activity increased \$1,178 due to Pay for Performance and wage adjustments.

**Responsible Employee:**

Maureen McReynolds

322-2777

# Water Wastewater Utility-2000-01

**Activity:** *Water Treatment and Support Laboratory*

**Activity Code:** *2LBW*

**Program Name:** *Water Treatment Support*

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$27,483	\$48,704	\$48,704	\$0	\$0
Water & WW Operating Fund	\$579,995	\$598,118	\$635,144	\$612,918	\$628,683
<b>Total Requirements</b>	<b>\$607,478</b>	<b>\$646,822</b>	<b>\$683,848</b>	<b>\$612,918</b>	<b>\$628,683</b>
<b>Full-Time Equivalents</b>	<b>9.46</b>	<b>9.46</b>	<b>9.46</b>	<b>9.00</b>	<b>9.00</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of tests required by customers for water specific tests	Demand	119,373	119,373	119,373	119,373	119,373
Activity cost per test	Efficiency	\$20	\$20	\$20	\$20	\$20
Number of water test results produced	Output	60,266	60,266	60,266	60,000	60,000
Percentage of analytical results submitted in EPA Performance Evaluation studies that are evaluated as "Acceptable".	Result	85%	85%	85%	85%	85%
Percentage of total tests completed within requested timeframe	Result	80%	80%	80%	80%	80%

**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.

## Water Wastewater Utility-2000-01

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**Activity:** *Water Treatment and Support Laboratory*

**Activity Code:** *2LBW*

**Program Name:** *Water Treatment Support*

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**Services of the Activity:** Sample Collection  
Test results  
Complaint research and resolution.

**Changes in Requirements and Performance Measures:** Substantially the same. This activity will continue to keep the cost per lab test at \$20. Activity increased \$15,765 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Miriam Mora 927-4010

# Water Wastewater Utility-2000-01

**Activity:** Water Treatment Engineering

**Activity Code:** 2ENW

**Program Name:** Water Treatment Support

Requirements and FTE	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Expense Refunds	\$195,100	\$236,654	\$186,940	\$180,874	\$180,874
Water & WW Operating Fund	\$672,039	\$713,193	\$738,350	\$636,140	\$668,010
<b>Total Requirements</b>	<b>\$867,139</b>	<b>\$949,847</b>	<b>\$925,290</b>	<b>\$817,014</b>	<b>\$848,884</b>
<b>Full-Time Equivalents</b>	<b>10.65</b>	<b>11.12</b>	<b>11.12</b>	<b>9.68</b>	<b>9.68</b>

## Activity Performance Measures:

Performance Measures:	Type	1998-99 Actual	1999-2000 Amended	1999-2000 Estimate	2000-01 Proposed	2000-01 Approved
Number of engineering services requested for water treatment plants during the fiscal year	Demand	N/A	N/A	N/A	4	4
Number of process assistance requests	Demand	N/A	N/A	N/A	12	12
Labor cost for water treatment plants engineering services per \$100,000 of completed construction cost during each fiscal year	Efficiency	N/A	N/A	N/A	\$1,906.61	\$1,900.82
Labor cost per Million Gallons (MG) treated for process support	Efficiency	N/A	N/A	N/A	\$6.71	\$6.88
Number of investigative studies completed	Output	N/A	N/A	N/A	4	4
Number of work hours spent on engineering services for the water treatment plants during the fiscal year	Output	N/A	N/A	N/A	90	90
Change order costs as percentage of total construction costs	Result	1.40%	3%	.06%	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	N/A	N/A	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

# Water Wastewater Utility-2000-01

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**Activity:** *Water Treatment Engineering*

**Activity Code:** 2ENW

**Program Name:** *Water Treatment Support*

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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, 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:** The Approved Budget transfers out 1 position to Environmental and Regulatory Support/Land Management, 1.55 positions to Financial Monitoring, and .02 positions to Collection Engineering, transfers in .13 positions from Conservation Engineering and 1 position from Wastewater TV Inspection, Inflow and Infiltration. This activity will begin tracking percentage of engineering projects for wastewater treatment plants requiring change orders exceeding 3% of the project cost with a goal of 1%. Activity increased \$31,870 due to Pay for Performance and wage adjustments.

**Responsible Employee:** Suheil Baaklini 322-2966

# **Hotel/Motel Bed Tax Fund — 2000-01**

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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 2000-01 of \$28.9 million is 10.3% higher than the 1999-2000 Amended Budget of \$26.2 million and 0.5% higher than the 1999-2000 estimated revenue of \$28.7 million.

Actual Hotel/Motel Bed Tax revenue is affected by a combination of hotel occupancy rates and average room rate charges. The 1999-2000 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 2000-01.

## **Factors Affecting Requirements**

The city receives nine cents on each dollar of qualified room occupancy rents. The budgeted 2000-01 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>1998-99 ACTUAL</u>	<u>1999-2000 AMENDED</u>	<u>1999-2000 ESTIMATED</u>	<u>2000-01 PROPOSED</u>	<u>2000-01 APPROVED</u>
BEGINNING BALANCE	<u>0</u>	<u>250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
REVENUE					
Penalties & Interest	25,269	25,000	25,000	50,000	50,000
Hotel/Motel Taxes	19,572,335	20,391,178	22,433,819	22,482,778	22,482,778
Hotel/Motel Taxes-2 cent increase	5,014,509	5,786,822	6,291,181	6,392,222	6,392,222
TOTAL REVENUE	<u>24,612,113</u>	<u>26,203,000</u>	<u>28,750,000</u>	<u>28,925,000</u>	<u>28,925,000</u>
TRANSFERS OUT					
Tourism and Promotion Fund	4,199,494	4,228,895	4,652,790	4,667,504	4,667,504
Convention Center Tax Fund	12,598,455	13,121,115	14,437,616	14,485,357	14,485,357
Cultural Arts Fund	2,799,655	3,060,613	3,368,413	3,379,917	3,379,917
Venue Project Fund	5,014,509	5,792,378	6,291,181	6,392,222	6,392,222
TOTAL REQUIREMENTS	<u>24,612,113</u>	<u>26,203,000</u>	<u>28,750,000</u>	<u>28,925,000</u>	<u>28,925,000</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>250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

# **Tourism and Promotion Fund — 2000-01**

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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 proposed allocation of bed tax receipts to the Tourism and Promotion Fund for 2000-2001 is \$4.7 million. This funding is 10.4% higher than the 1999-2000 Amended Budget and 0.3% greater than estimated receipts for 1999-2000. 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 \$5.4 million, which is 4.3%, above the 1999-2000 Amended and Estimated Budget.

## TOURISM AND PROMOTION FUND SUMMARY

	<u>1998-99 ACTUAL</u>	<u>1999-2000 AMENDED</u>	<u>1999-2000 ESTIMATED</u>	<u>2000-01 PROPOSED</u>	<u>2000-01 APPROVED</u>
BEGINNING BALANCE	<u>1,691,306</u>	<u>1,419,396</u>	<u>1,651,582</u>	<u>1,208,623</u>	<u>1,376,020</u>
REVENUE					
Interest on Investments	<u>130,872</u>	<u>65,000</u>	<u>80,000</u>	<u>65,000</u>	<u>65,000</u>
TOTAL REVENUE	<u>130,872</u>	<u>65,000</u>	<u>80,000</u>	<u>65,000</u>	<u>65,000</u>
TRANSFERS IN					
Hotel/Motel Bed Tax Revenue	4,199,494	4,228,895	4,652,790	4,667,504	4,667,504
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>4,324,876</u>	<u>4,354,277</u>	<u>4,778,172</u>	<u>4,792,886</u>	<u>4,792,886</u>
TOTAL AVAILABLE FUNDS	<u>4,455,748</u>	<u>4,419,277</u>	<u>4,858,172</u>	<u>4,857,886</u>	<u>4,857,886</u>
EXPENSES					
Tourism and Promotion Contracts	4,501,045	5,133,734	5,133,734	5,187,380	5,187,380
Steam Train	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>167,397</u>
TOTAL OPERATING EXPENSES	<u>4,501,045</u>	<u>5,133,734</u>	<u>5,133,734</u>	<u>5,187,380</u>	<u>5,354,777</u>
TOTAL REQUIREMENTS	<u>4,501,045</u>	<u>5,133,734</u>	<u>5,133,734</u>	<u>5,187,380</u>	<u>5,354,777</u>
EXCESS (DEFICIENCY) OF AVAILABLE FUNDS OVER REQUIREMENTS	<u>(45,297)</u>	<u>(714,457)</u>	<u>(275,562)</u>	<u>(329,494)</u>	<u>(496,891)</u>
Adjustment to GAAP	<u>5,573</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>1,651,582</u></u>	<u><u>704,939</u></u>	<u><u>1,376,020</u></u>	<u><u>879,129</u></u>	<u><u>879,129</u></u>
COMPONENTS OF ENDING BALANCE					
Contingency Reserve	419,949	292,560	465,279	466,750	466,750
Unreserved Ending Balance	819,254	0	498,362	0	(0)
Working Capital Reserve	412,379	412,379	412,379	412,379	412,379

## **Fee Waiver Fund — 2000-01**

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### **Purpose and Nature of Fund**

The Fee Waiver Fund was established to allow General Fund departments a refund for revenue waived by Council related to Smart Growth and development in the Desired Development Zone.

### **Factors Affecting Revenue**

The Fee Waiver Fund has received a transfer from the General Fund in prior years. No transfer is approved for FY 2001.

### **Factors Affecting Requirements**

The Fee Waiver Fund was established by Council to reimburse General Fund Departments for revenue foregone due to waivers approved for Smart Growth projects and other projects determined by Council to be in keeping with Council city-wide goals such as economic development, sustainable development, and youth, family and neighborhood vitality.

## FEE WAIVER FUND

	<u>1998-99</u> <u>ACTUAL</u>	<u>1999-2000</u> <u>AMENDED</u>	<u>1999-2000</u> <u>ESTIMATED</u>	<u>2000-01</u> <u>PROPOSED</u>	<u>2000-01</u> <u>APPROVED</u>
BEGINNING BALANCE	<u>7,137</u>	<u>14,587</u>	<u>14,641</u>	<u>22,481</u>	<u>22,481</u>
REVENUE					
Interest Income	<u>504</u>	<u>0</u>	<u>840</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	<u>504</u>	<u>0</u>	<u>840</u>	<u>0</u>	<u>0</u>
TRANSFERS IN					
General Fund	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS IN	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>0</u>
TOTAL AVAILABLE FUNDS	<u>7,504</u>	<u>7,000</u>	<u>7,840</u>	<u>0</u>	<u>0</u>
EXPENDITURES					
Operating Expense	<u>0</u>	<u>21,587</u>	<u>0</u>	<u>22,481</u>	<u>22,481</u>
TOTAL EXPENDITURES	<u>0</u>	<u>21,587</u>	<u>0</u>	<u>22,481</u>	<u>22,481</u>
TOTAL REQUIREMENTS	<u>0</u>	<u>21,587</u>	<u>0</u>	<u>22,481</u>	<u>22,481</u>
EXCESS (DEFICIT) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	<u>7,504</u>	<u>(14,587)</u>	<u>7,840</u>	<u>(22,481)</u>	<u>(22,481)</u>
ENDING BALANCE	<u><u>14,641</u></u>	<u><u>0</u></u>	<u><u>22,481</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

# Mueller Airport Disposition Fund — 2000-01

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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 will pay an amount not to exceed \$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 are limited to \$1.5 million per year for the first two years after the date of beneficial occupancy of ABIA. 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. The airlines serving Austin have agreed to the exchange.

## Factors Affecting Funding

Total available funds of \$5,484,470 are projected for fiscal year 2000-01. The sole source of available funds is a transfer from the Airport Capital Fund of \$5,484,470. Interest earnings will be deposited in the Airport Fund.

## Factors Affecting Requirements

Total requirements during 2000-01 are projected to be \$5,484,470 and include \$5.0 million for environmental mitigation and \$0.5 million for maintenance of Robert Mueller Municipal Airport after closure.

	<b>1998-1999 Actual</b>	<b>1999-2000 Amended</b>	<b>1999-2000 Estimated</b>	<b>2000-01 Proposed</b>	<b>2000-01 Approved</b>
<b>Transfers in</b>	\$248,007	\$6,796,000	\$1,204,239	\$5,484,470	\$5,484,470
<b>Requirements</b>	\$277,156	\$6,796,000	\$1,204,239	\$5,484,470	\$5,484,470

## MUELLER AIRPORT DISPOSITION FUND SUMMARY

	<u>1998-99 ACTUAL</u>	<u>1999-2000 AMENDED</u>	<u>1999-2000 ESTIMATED</u>	<u>2000-01 PROPOSED</u>	<u>2000-01 APPROVED</u>
BEGINNING BALANCE	<u>(3,652,542)</u>	<u>(3,652,542)</u>	<u>(4,572,435)</u>	<u>(4,572,435)</u>	<u>(4,572,435)</u>
TRANSFERS IN					
Transfers from Airport Capital Fund	<u>248,007</u>	<u>6,796,000</u>	<u>1,204,239</u>	<u>5,484,470</u>	<u>5,484,470</u>
TOTAL AVAILABLE FUNDS	<u>248,007</u>	<u>6,796,000</u>	<u>1,204,239</u>	<u>5,484,470</u>	<u>5,484,470</u>
EXPENSES					
Operating Expenses	<u>277,156</u>	<u>6,796,000</u>	<u>1,204,239</u>	<u>5,484,470</u>	<u>5,484,470</u>
TOTAL EXPENSES	<u>277,156</u>	<u>6,796,000</u>	<u>1,204,239</u>	<u>5,484,470</u>	<u>5,484,470</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER TOTAL EXPENSES	<u>(29,149)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Adjustment to GAAP	<u>(890,744)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>(4,572,435)</u></u>	<u><u>(3,652,542)</u></u>	<u><u>(4,572,435)</u></u>	<u><u>(4,572,435)</u></u>	<u><u>(4,572,435)</u></u>

# Mueller Airport Disposition Fund — 2000-01

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## Significant Revenue and Expenditure Changes

### Revenue Changes

	Dollars	FTEs
1. The transfer from the Airport Capital Fund decreased \$1,311,530.	(\$1,311,530)	

### Expenditure Changes

1. Operating expenses are projected to decrease \$1,311,530 primarily due to a decrease in environmental remediation costs.	(\$1,311,530)	
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# **One Texas Center — 2000-01**

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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 the City's One Texas Center site. The One Texas Center Fund receives net operating income from One Texas Center, a multi-story office building purchased in 1997.

## **Factors Affecting Revenue**

During FY 1999-00, most employees from the Municipal Annex relocated to One Texas Center. City departments pay rent to cover One Texas Center's operating and maintenance costs. The FY 2000-01 Approved Budget includes total revenue of \$2,237,021, an increase of \$75,121 over 1999-00.

## **Factors Affecting Requirements**

Taxable notes were issued to acquire One Texas Center. Debt service payments will be made from the proceeds of lease activities. Debt service requirements for FY 2000-01 total \$2,416,538, an increase of \$214,563 over FY1999-00.

## ONE TEXAS CENTER

	<u>1998-99 ACTUAL</u>	<u>1999-2000 AMENDED</u>	<u>1999-2000 ESTIMATED</u>	<u>2000-01 PROPOSED</u>	<u>2000-01 APPROVED</u>
BEGINNING BALANCE	<u>231,121</u>	<u>(33,604)</u>	<u>4</u>	<u>(290,092)</u>	<u>(290,092)</u>
REVENUE					
Operating Income	<u>1,734,608</u>	<u>2,122,979</u>	<u>1,872,949</u>	<u>2,237,021</u>	<u>2,237,021</u>
TOTAL REVENUE	<u>1,734,608</u>	<u>2,122,979</u>	<u>1,872,949</u>	<u>2,237,021</u>	<u>2,237,021</u>
TRANSFERS IN					
Watershed Protection	<u>0</u>	<u>38,930</u>	<u>38,930</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS IN	<u>0</u>	<u>38,930</u>	<u>38,930</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE/TRANSFERS IN	<u>1,734,608</u>	<u>2,161,909</u>	<u>1,911,879</u>	<u>2,237,021</u>	<u>2,237,021</u>
REQUIREMENTS					
Transfer to GO Debt Service	<u>1,965,725</u>	<u>2,201,975</u>	<u>2,201,975</u>	<u>2,416,538</u>	<u>2,416,538</u>
TOTAL REQUIREMENTS	<u>1,965,725</u>	<u>2,201,975</u>	<u>2,201,975</u>	<u>2,416,538</u>	<u>2,416,538</u>
DEFICIENCY OF REVENUE OVER REQUIREMENTS	<u>(231,117)</u>	<u>(40,066)</u>	<u>(290,096)</u>	<u>(179,517)</u>	<u>(179,517)</u>
Adjustment to GAAP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>4</u></u>	<u><u>(73,670)</u></u>	<u><u>(290,092)</u></u>	<u><u>(469,609)</u></u>	<u><u>(469,609)</u></u>

# **Strategic Planning Investment Fund — 2000-01**

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## **Purpose and Nature of Fund**

The Strategic Planning Investment Fund is a special revenue fund established to account for costs related to managing and planning for growth by the City of Austin.

## **Factors Affecting Revenue**

The Strategic Planning Investment Fund received a transfer from the General Fund in 1999-2000. No transfer is proposed from 2000-01. A separate fund is proposed for redevelopment services.

## **Factors Affecting Requirements**

The Strategic Planning Investment Fund paid for costs related to managing and planning for growth. A separate fund was approved for redevelopment services.

## STRATEGIC PLANNING INVESTMENT FUND

	1998-99 ACTUAL	1999-2000 AMENDED	1999-2000 ESTIMATED	2000-01 PROPOSED	2000-01 APPROVED
BEGINNING BALANCE	<u>349,578</u>	<u>949,578</u>	<u>853,261</u>	<u>74</u>	<u>74</u>
REVENUE					
Interest Income	<u>31,433</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	<u>31,433</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TRANSFERS IN					
General Fund	<u>1,100,000</u>	<u>1,504,813</u>	<u>1,504,813</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS IN	<u>1,100,000</u>	<u>1,504,813</u>	<u>1,504,813</u>	<u>0</u>	<u>0</u>
TOTAL AVAILABLE FUNDS	<u>1,131,433</u>	<u>1,504,813</u>	<u>1,504,813</u>	<u>0</u>	<u>0</u>
EXPENDITURES					
Operating Expense	<u>636,305</u>	<u>2,454,391</u>	<u>2,358,000</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>636,305</u>	<u>2,454,391</u>	<u>2,358,000</u>	<u>0</u>	<u>0</u>
TOTAL REQUIREMENTS	<u>636,305</u>	<u>2,454,391</u>	<u>2,358,000</u>	<u>0</u>	<u>0</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	<u>495,128</u>	<u>(949,578)</u>	<u>(853,187)</u>	<u>0</u>	<u>0</u>
ADJUSTMENT TO GAAP	<u>8,555</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u>853,261</u>	<u>0</u>	<u>74</u>	<u>74</u>	<u>74</u>

# **Telecommunity — 2000-01**

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## **Purpose and Nature of Fund**

The Telecommunity Fund was established in 1997-98. The Telecommunications Commission identified a community need to implement a program to help assure that the entire Austin community will benefit from new technology and the new economy that technology brings. The program provided citizens of Austin access to critical tools for success in the global economy of the 21<sup>st</sup> century.: computers, email, Internet access, and technological literacy.

## **Factors Affecting Revenue**

As of 1998-99, funding for this program is provided by the private sector.

## **Factors Affecting Requirements**

As of 1998-99, funding for this program is provided by the private sector.

## TELECOMMUNITY FUND

	1998-99 <u>ACTUAL</u>	1999-2000 <u>AMENDED</u>	1999-2000 <u>ESTIMATED</u>	2000-01 <u>PROPOSED</u>	2000-01 <u>APPROVED</u>
BEGINNING BALANCE	<u>3,452</u>	<u>3,452</u>	<u>10,744</u>	<u>10,744</u>	<u>10,744</u>
REVENUE					
Interest Income	<u>7,292</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	<u>7,292</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXPENSES					
Operating Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENSES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXCESS OF AVAILABLE FUNDS OVER TOTAL REQUIREMENTS	<u>7,292</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Adjustment to GAAP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>10,744</u></u>	<u><u>3,452</u></u>	<u><u>10,744</u></u>	<u><u>10,744</u></u>	<u><u>10,744</u></u>

# **Sustainability Fund — 2000-01**

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## **Purpose and Nature of Fund**

The Sustainability Fund was created to provide resources for one-time projects that will help the City of Austin build a sustainable economic, environmental and equitable infrastructure.

## **Factors Affecting Revenue**

The approved Sustainability Fund revenue of \$17.9 million comes from transfers from the City's major operating funds with the largest transfer coming from the General Fund. The transfer of one percent of current revenue from City enterprise funds: Solid Waste Services, Transportation Fund, Drainage Utility, and Water and Wastewater Utility, provides the remaining source of funds.

## **Factors Affecting Requirements**

The Sustainability Fund Approved Budget of \$17.9 million will be used for initiatives to achieve a sustainable economic, environmental and equitable infrastructure. It will provide resources for one-time construction projects to benefit the environment: Giles Road, South First Street extension, and the Barton Springs Salamander captive breeding structure. The roadway projects will enhance the transportation infrastructure while reducing traffic congestion. Workforce development and childcare initiatives supported by the fund will increase access to the workplace for citizens. The performance information for workforce development and childcare is shown in the Social Services Program, Health and Human Services Department along with grants for this purpose. A transfer to the Housing Trust Fund will support affordable housing programs.

## SUSTAINABILITY FUND

	<u>1998-99</u> <u>ACTUAL</u>	<u>1999-2000</u> <u>AMENDED</u>	<u>1999-2000</u> <u>ESTIMATED</u>	<u>2000-01</u> <u>PROPOSED</u>	<u>2000-01</u> <u>APPROVED</u>
BEGINNING BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FUNDING SOURCES					
General Fund	0	0	0	14,748,738	14,748,738
Solid Waste Services	0	0	0	363,497	363,497
Transportation Fund	0	0	0	183,364	183,364
Watershed Protection	0	0	0	267,801	267,801
Water and Wastewater	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,302,026</u>	<u>2,302,026</u>
TOTAL FUNDING SOURCES	<u>0</u>	<u>0</u>	<u>0</u>	<u>17,865,426</u>	<u>17,865,426</u>
OPERATING REQUIREMENTS					
Workforce Development	0	0	0	2,083,131	2,083,131
Child Care Initiative	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,547,295</u>	<u>1,547,295</u>
TOTAL OPERATING REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,630,426</u>	<u>3,630,426</u>
TRANSFERS OUT					
Transfer to Public Works Capital Budget	0	0	0	13,081,000	13,081,000
Transfer to Watershed Protection Capital Budget	0	0	0	154,000	154,000
Transfer to Housing Trust Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000,000</u>	<u>1,000,000</u>
TOTAL TRANSFERS OUT	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,235,000</u>	<u>14,235,000</u>
TOTAL REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>17,865,426</u>	<u>17,865,426</u>
EXCESS (DEFICIENCY) OF TOTAL AVAILABLE FUNDS OVER REQUIREMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</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>0</u></u>

# **General Obligation Debt Service Fund — 2000-01**

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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 \$606 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 2000-01 estimated assessed valuation increased 15.9% over 1999-2000. Total approved property tax revenue is budgeted at \$68.5 million for 2000-01. Additionally, \$11.1 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.

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 \$2.1 million and a transfer of \$0.840 million of interest earned on construction funds was approved for 2000-01.

## **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 Projects.

## GENERAL OBLIGATION DEBT SERVICE FUND SUMMARY

	ACTUAL 1998-99	AMENDED 1999-2000	ESTIMATE 1999-2000	PROPOSED 2000-01	APPROVED 2000-01
BEGINNING BALANCE	7,269,980	7,659,646	7,869,714	9,350,509	9,350,509
REVENUE					
Property Tax Revenue					
Current	60,235,696	63,550,620	63,910,620	67,635,476	67,635,476
Delinquent	439,578	444,859	464,859	445,000	445,000
Penalty and Interest	435,389	403,149	423,149	435,000	435,000
Property Tax Requirement	<u>61,110,663</u>	<u>64,398,628</u>	<u>64,798,628</u>	<u>68,515,476</u>	<u>68,515,476</u>
General Government Revenue					
Development Review and Inspection	100,849	0	0	0	0
Municipal Court	75,738	37,958	37,958	0	0
General Government Revenue	<u>176,587</u>	<u>37,958</u>	<u>37,958</u>	<u>0</u>	<u>0</u>
Interest on Investments	1,858,358	2,109,215	2,275,412	2,056,232	2,056,232
TOTAL REVENUE	<u>63,145,608</u>	<u>66,545,801</u>	<u>67,111,998</u>	<u>70,571,708</u>	<u>70,571,708</u>
TRANSFERS IN					
Austin Energy	223,905	357,386	352,554	425,673	425,673
Aviation	320,758	320,029	319,091	305,667	305,667
BCCP	26,394	13,228	13,228	0	0
Capital Projects (Interest)	840,000	840,000	840,000	840,000	840,000
Convention Center	40,873	65,239	64,357	77,704	77,704
Fleet	451,778	376,044	376,044	231,290	231,290
FQHC	104,594	52,419	52,419	0	0
Golf	797,415	891,565	886,808	895,857	895,857
MUD Surcharge	243,444	180,000	163,004	138,000	138,000
One Texas Center	1,965,725	2,201,975	2,201,975	2,416,538	2,416,538
PARD CIP	0	0	0	69,938	69,938
Solid Waste Services	3,576,178	3,131,712	3,121,306	2,647,269	2,647,269
Support Services	1,483,519	1,629,637	1,629,637	1,298,019	1,298,019
Transportation	134,544	134,531	134,531	134,875	134,875
Utility Customer Service Office	22,815	36,416	35,923	43,374	43,374
Water and Wastewater	2,527,066	2,452,412	2,454,838	2,365,874	2,365,874
Watershed Protection	126,697	144,117	144,117	150,022	150,022
TOTAL TRANSFERS IN	<u>12,885,705</u>	<u>12,826,710</u>	<u>12,789,832</u>	<u>12,040,100</u>	<u>12,040,100</u>
TOTAL REVENUE & TRANSFERS IN	<u>76,031,313</u>	<u>79,372,511</u>	<u>79,901,830</u>	<u>82,611,808</u>	<u>82,611,808</u>
REQUIREMENTS					
Principal	30,489,613	33,480,625	33,255,626	47,643,885	47,643,885
Interest Expense	44,932,402	45,629,518	45,155,409	35,948,222	35,948,222
Other	9,564	10,000	10,000	10,000	10,000
TOTAL REQUIREMENTS	<u>75,431,579</u>	<u>79,120,143</u>	<u>78,421,035</u>	<u>83,602,107</u>	<u>83,602,107</u>
EXCESS/(DEFICIENCY) OF REVENUE AND TRANSFERS OVER REQUIREMENTS	<u>599,734</u>	<u>252,368</u>	<u>1,480,795</u>	<u>(990,299)</u>	<u>(990,299)</u>
ENDING BALANCE	<u>7,869,714</u>	<u>7,912,014</u>	<u>9,350,509</u>	<u>8,360,210</u>	<u>8,360,210</u>

# **Utility Revenue Bond Redemption Fund — 2000-01**

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## **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 2000-01 approved budget increased by \$16,484,016 compared to the 1999-2000 amended 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 2000-01 approved budget includes an increase in total funding requirements of \$572,659 which represents a 0.22% increase as compared to the 1999-2000 amended 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.

## UTILITY REVENUE BOND REDEMPTION FUND SUMMARY

	ACTUAL 1998-99	AMENDED 1999-2000	ESTIMATE 1999-2000	PROPOSED 2000-01	APPROVED 2000-01
BEGINNING BALANCE	98,521,355	101,464,728	100,882,224	100,354,589	100,354,589
REVENUE					
Interest Income	19,644,807	15,750,000	18,747,050	15,330,536	15,330,536
TOTAL REVENUE	19,644,807	15,750,000	18,747,050	15,330,536	15,330,536
TRANSFERS IN					
Transfers from Utility Funds	219,835,000	244,708,709	217,642,000	261,612,189	261,612,189
TOTAL TRANSFERS IN	219,835,000	244,708,709	217,642,000	261,612,189	261,612,189
TOTAL REVENUE AND TRANSFERS	239,479,807	260,458,709	236,389,050	276,942,725	276,942,725
REQUIREMENTS					
Principal	100,297,300	103,644,996	96,790,312	101,357,366	101,357,366
Interest Expense	136,821,638	152,234,997	140,126,373	155,095,287	155,095,287
TOTAL REQUIREMENTS	237,118,938	255,879,993	236,916,685	256,452,652	256,452,652
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	2,360,869	4,578,716	(527,635)	20,490,073	20,490,073
ENDING BALANCE	100,882,224	106,043,444	100,354,589	120,844,662	120,844,662

# **Airport Revenue Bond Redemption Fund — 2000-01**

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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 2000-01 consists of transfers from the Airport Fund and the PFC Fund. Total estimated revenue in the 2000-01 approved budget is \$25,545,779 in addition to the beginning balance of \$8,977,543.

## **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/registrars 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

	ACTUAL 1998-99	AMENDED 1999-2000	ESTIMATE 1999-2000	PROPOSED 2000-01	APPROVED 2000-01
BEGINNING BALANCE	8,977,256	8,973,277	8,977,815	0	0
REVENUE					
Capitalized Interest	11,480,135	0	0	0	0
Passenger Facility Charge	0	8,719,000	9,582,005	9,600,000	9,600,000
TOTAL REVENUE	<u>11,480,135</u>	<u>8,719,000</u>	<u>9,582,005</u>	<u>9,600,000</u>	<u>9,600,000</u>
TRANSFERS IN					
Airport Fund	12,460,000	15,220,726	5,379,923	15,945,779	15,945,779
TOTAL TRANSFERS IN	<u>12,460,000</u>	<u>15,220,726</u>	<u>5,379,923</u>	<u>15,945,779</u>	<u>15,945,779</u>
TOTAL REVENUE AND TRANSFERS	<u>23,940,135</u>	<u>23,939,726</u>	<u>14,961,928</u>	<u>25,545,779</u>	<u>25,545,779</u>
REQUIREMENTS					
Principal	0	0	0	0	0
Interest Expense	23,939,370	23,939,370	23,939,372	23,417,846	23,417,846
Accrued Interest from Bond Sale	0	0	0	0	0
Contribution to Bond Sale	0	0	0	0	0
Other	206	400	371	380	380
TOTAL REQUIREMENTS	<u>23,939,576</u>	<u>23,939,770</u>	<u>23,939,743</u>	<u>23,418,226</u>	<u>23,418,226</u>
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	<u>559</u>	<u>(44)</u>	<u>(8,977,815)</u>	<u>2,127,553</u>	<u>2,127,553</u>
ENDING BALANCE	<u><u>8,977,815</u></u>	<u><u>8,973,233</u></u>	<u><u>0</u></u>	<u><u>2,127,553</u></u>	<u><u>2,127,553</u></u>

# **Airport Variable Rate Revenue Notes Fund — 2000-01**

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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 2000-01 consists of transfers from the Airport Fund. Total estimated revenue in the 2000-01 approved budget is \$1,535,781.

## **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

	ACTUAL 1998-99	AMENDED 1999-2000	ESTIMATE 1999-2000	PROPOSED 2000-01	APPROVED 2000-01
BEGINNING BALANCE	444,279	475,739	439,715	557,852	557,852
REVENUE					
Capitalized Interest	899,721	433,617	642,130	0	0
TOTAL REVENUE	899,721	433,617	642,130	0	0
TRANSFERS IN					
Airport Fund	0	932,113	645,188	1,535,781	1,535,781
TOTAL TRANSFERS IN	0	932,113	645,188	1,535,781	1,535,781
TOTAL REVENUE AND TRANSFER	899,721	1,365,730	1,287,318	1,535,781	1,535,781
REQUIREMENTS					
Principal	0	0	0	0	0
Interest Expense	904,285	1,351,863	1,169,181	1,535,781	1,535,781
Other	0	0	0	0	0
TOTAL REQUIREMENTS	904,285	1,351,863	1,169,181	1,535,781	1,535,781
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	(4,564)	13,867	118,137	0	0
ENDING BALANCE	439,715	489,606	557,852	557,852	557,852

# **Hotel Occupancy Tax Redemption Fund — 2000-01**

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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 2000-01 consist of transfers from the Convention Center Tax Fund and Venue Tax Fund. The total revenue and transfers in contained in the 2000-01 approved budget is \$14,367,673.

## **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

	ACTUAL 1998-99	AMENDED 1999-2000	ESTIMATE 1999-2000	PROPOSED 2000-01	APPROVED 2000-01
BEGINNING BALANCE	<u>2,381,895</u>	<u>3,917,141</u>	<u>4,322,977</u>	<u>5,064,265</u>	<u>5,064,265</u>
REVENUE					
Interest Income	9,579	0	76,350	52,491	52,491
Closing Cost Refund	0	0	126,045	0	0
Convention Center Revenue Bond					
Redemption Fund excess ending bala	267,940	0		0	0
Accrued Interest Received	450,409	0	0	0	0
TOTAL REVENUE	<u>727,928</u>	<u>0</u>	<u>202,395</u>	<u>52,491</u>	<u>52,491</u>
TRANSFERS IN					
Convention Center Tax Fund	6,406,867	6,757,840	6,798,090	6,817,549	6,817,549
Venue Fund	1,147,197	6,325,765	5,912,061	7,497,633	7,497,633
TOTAL TRANSFERS IN	<u>7,554,064</u>	<u>13,083,605</u>	<u>12,710,151</u>	<u>14,315,182</u>	<u>14,315,182</u>
TOTAL REVENUE AND TRANSFERS IN	<u>8,281,992</u>	<u>13,083,605</u>	<u>12,912,546</u>	<u>14,367,673</u>	<u>14,367,673</u>
REQUIREMENTS					
Principal	1,960,000	2,670,000	2,670,000	2,945,000	2,945,000
Interest Expense	4,377,807	9,441,321	9,499,172	11,346,301	11,346,301
Other	3,103	1,000	2,086	3,050	3,050
TOTAL REQUIREMENTS	<u>6,340,910</u>	<u>12,112,321</u>	<u>12,171,258</u>	<u>14,294,351</u>	<u>14,294,351</u>
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	<u>1,941,082</u>	<u>971,284</u>	<u>741,288</u>	<u>73,322</u>	<u>73,322</u>
ENDING BALANCE	<u>4,322,977</u>	<u>4,888,425</u>	<u>5,064,265</u>	<u>5,137,587</u>	<u>5,137,587</u>

# **Town Lake Park Venue Project Debt Service Fund — 2000-01**

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## **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 short-term 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 short-term motor vehicle rental taxes. The total revenue and transfers in contained in the 2000-01 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

	ACTUAL 1998-99	AMENDED 1999-2000	ESTIMATE 1999-2000	PROPOSED 2000-01	APPROVED 2000-01
BEGINNING BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>606,701</u>	<u>606,701</u>
REVENUE					
Interest Income	0	0	15,650	16,847	16,847
Accrued Interest Received	<u>0</u>	<u>0</u>	<u>93,380</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	<u>0</u>	<u>0</u>	<u>109,030</u>	<u>16,847</u>	<u>16,847</u>
TRANSFERS IN					
Town Lake Park Venue Project Fund	<u>0</u>	<u>1,821,183</u>	<u>1,711,322</u>	<u>2,410,206</u>	<u>2,410,206</u>
TOTAL TRANSFERS IN	<u>0</u>	<u>1,821,183</u>	<u>1,711,322</u>	<u>2,410,206</u>	<u>2,410,206</u>
TOTAL REVENUE AND TRANSFERS	<u>0</u>	<u>1,821,183</u>	<u>1,820,352</u>	<u>2,427,053</u>	<u>2,427,053</u>
REQUIREMENTS					
Principal	0	0	0	0	0
Interest Expense	0	1,245,833	1,213,401	2,426,803	2,426,803
Other	<u>0</u>	<u>350</u>	<u>250</u>	<u>250</u>	<u>250</u>
TOTAL REQUIREMENTS	<u>0</u>	<u>1,246,183</u>	<u>1,213,651</u>	<u>2,427,053</u>	<u>2,427,053</u>
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	<u>0</u>	<u>575,000</u>	<u>606,701</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u><u>0</u></u>	<u><u>575,000</u></u>	<u><u>606,701</u></u>	<u><u>606,701</u></u>	<u><u>606,701</u></u>

# **HUD Section 108 Loan Debt Service Fund — 2000-01**

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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.

## **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 LOANS DEBT SERVICE FUND SUMMARY

	ACTUAL 1998-99	AMENDED 1999-2000	ESTIMATE 1999-2000	PROPOSED 2000-01	APPROVED 2000-01
BEGINNING BALANCE	0	0	1	0	0
REVENUE					
CDBG	187,765	903,760	392,332	838,614	838,614
General Fund	187,764	361,970	361,970	362,464	362,464
TOTAL REVENUE	<u>375,529</u>	<u>1,265,730</u>	<u>754,303</u>	<u>1,201,078</u>	<u>1,201,078</u>
TOTAL REVENUE AND TRANSFERS	<u>375,529</u>	<u>1,265,730</u>	<u>754,303</u>	<u>1,201,078</u>	<u>1,201,078</u>
REQUIREMENTS					
Principal	255,000	811,790	300,000	480,000	480,000
Interest Expense	120,529	453,941	454,303	721,078	721,078
Other	0	0	0	0	0
TOTAL REQUIREMENTS	<u>375,529</u>	<u>1,265,731</u>	<u>754,303</u>	<u>1,201,078</u>	<u>1,201,078</u>
EXCESS (DEFICIENCY) OF REVENUE OVER REQUIREMENTS	<u>1</u>	<u>(1)</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENDING BALANCE	<u>1</u>	<u>(1)</u>	<u>0</u>	<u>0</u>	<u>0</u>

# Capital Budget — 2000-01

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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;
- 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.

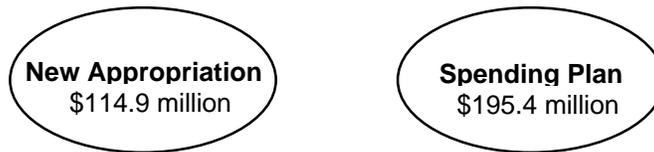
# Capital Budget — 2000-01

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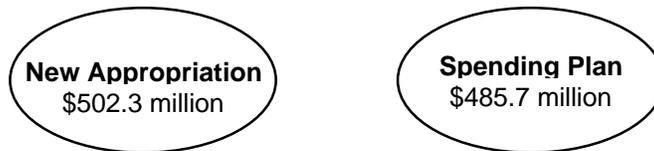
## Appropriations and Spending Plan for the 2000-01 Capital Budget

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 2000-01:

### 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.

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 2000-01 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. Departments with deappropriations include Parks and Recreation, Public Works and Transportation, Watershed Protection General Government, Austin Energy, Aviation, and the Water and Wastewater Utility.

# Capital Budget — 2000-01

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## General Government Capital Projects

The Capital Budget is divided between a general government section, which is primarily tax-supported, and an enterprise section, which is supported by the revenue of the City's enterprise operations. New appropriations for the general government section total \$114.9 million for 2000-01 and assume a \$58.99 million tax-supported debt sale. Combined with appropriations from previous years, the general government funds expect to spend \$195.4 million in 2000-01. Highlighted projects on which these funds will be spent include:

### Traffic Signal System and Intersection Improvements City-wide

#### Street Reconstruction City-wide

#### Sidewalks and Pedestrian Improvements City-wide

#### Street Improvements

Barton Springs Road

Dittmar Road

Giles Road

Escarpment

Loyola Lane

Manchaca Road

Rutherford Lane

South First Street

#### Parks and Libraries

Construction of the Daniel E. Ruiz (Montopolis/Riverside) Branch Library

Design of the Carver Library and Museum Expansion

Design of the Mexican American Cultural Center

Greenways Initiative and Destination Parks Acquisition

Colorado River Park Improvements

Expansions at A.B. Cantu (Pan Am), Parque Zaragoza, Dittmar and Northwest Recreation Centers

Park Improvements at Chestnut, Circle C, Davis Hill, Garrison, Mayfield, Quail Creek and Springdale

Playscape Renovations

#### Public Safety

West Austin EMS Station

Fire Station #40 (Spicewood Springs)

Fire/EMS Stations #42 (Harris Ridge), #43 (Del Valle) and #44 (Circle C)

Police Forensics Facility and Central Substation

Combined Emergency Center and Radio Trunking 9-1-1

#### ADA Buildings, Ramps and Sidewalks

# Capital Budget — 2000-01

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## Enterprise Capital Projects

The City's various enterprise funds contain new capital appropriations of \$502.3 million in 2000-01, including:

Austin Energy	\$268.3 million
Aviation	22.1 million
Convention Center	19.1 million
Golf	0.9 million
Solid Waste Services	5.4 million
Water/Wastewater Utility	179.7 million
Watershed Protection	6.8 million

Combined with appropriations from previous years, enterprise funds expect to spend \$485.7 million in 2000-01. Highlights of the projects scheduled for spending next year include:

### **Austin Energy**

*Create Value for the Community (Seaholm Decommissioning, Relocation of Overhead Lines to Underground, Holly Neighborhood Mitigation, Smart Growth/Downtown Renovation and Annexations)  
Provide Affordable and Deliver Reliable Energy Services (Peaking Capacity Additions, Combined Cycle Plant, Transmission and Distribution Projects)  
Lead Industry in Environmental Stewardship and Conservation Programs (alternative energy, continuous emissions monitoring, asbestos abatement, chilled water and thermal storage projects)*

### **Aviation**

*RON Pad Improvements  
Runway Improvements (Runway 35R Threshold De-icing, Taxiway E4 High Speed Exit, and Runway 17L – 35R Taxiways A & K)  
Noise Mitigation*

### **Convention Center**

*Town Lake Park Events Center and Parking Garage  
Convention Center Retrofits*

### **Golf Enterprise**

*Morris Williams Golf Course Improvements  
New Course Design*

### **Solid Waste Services**

*Mabel Davis Park Landfill Remediation  
Completion of the Todd Lane Service Center in South Austin and Initiation of the North Service Center  
Completion of the Zilker Park Closed Landfill Remediation Project  
Remediation of the former Solid Waste Services Yard at East 12<sup>th</sup> & Hargrave*

### **Watershed Protection Utility**

*Urban and Non-Urban Watersheds and Erosion Control  
Walnut Creek Improvements and East 11<sup>th</sup> and 12<sup>th</sup> Street Improvements  
Drainage Master Plan Implementation*

### **Water and Wastewater Utilities**

*Continuation of the Treatment Plant Capacity Expansion to Meet Increased Demand  
Continued Emphasis on Infrastructure Replacement and Improvements to Meet Regulatory Requirements  
Design and Construction of Facilities to Meet Minimum Water Pressure Standards*

# Capital Budget — 2000-01

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## 2000-01 Capital Improvements Program Debt Instruments

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### G.O. PUBLIC IMPROVEMENT BONDS-TAX SUPPORTED

Streets/Signals	\$26,345,000
Parks and Recreation	\$6,910,000
Public Safety	\$12,930,000
Asbestos	\$1,000,000
Libraries	\$5,745,000

<b>Total Public Improvement Bond Sale</b>	<b>\$52,930,000</b>
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### G.O. CERTIFICATES OF OBLIGATION-TAX SUPPORTED

Developer Reimbursables	\$2,160,000
Conservation Land	\$3,900,000

<b>Total Certificates of Obligation Sale</b>	<b>\$6,060,000</b>
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<b>TOTAL GENERAL OBLIGATION DEBT SALE</b>	<b>\$58,990,000</b>
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# Capital Budget — 2000-01

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## 2000-01 General Government New Appropriations

Emergency Medical Services	\$743,000
Fire	\$7,330,000
Fleet Maintenance	\$4,365,000
General Government	\$5,280,000
Health and Human Services	\$160,000
Library	\$5,499,000
Parks and Recreation Department	\$18,603,000
Planning, Environmental Conservation	\$400,000
Austin Police Department	\$16,980,000
Public Works and Transportation	\$40,897,666
Telecommunications	\$12,200,000
Watershed Protection General Gov't.	\$2,427,000
<b>Total New Appropriation</b>	<b>\$114,884,666</b>
Parks and Recreation	(\$69,758)
Public Works and Transportation	(\$3,781,074)
Watershed Protection General Gov't.	(\$354,532)
<b>Total Deappropriation</b>	<b>(\$4,205,364)</b>

# Capital Budget — 2000-01

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## Emergency Medical Services

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8931 937 5100	West Austin EMS Station	\$743,000	1998 GO Bonds P3
Total New Appropriation		\$743,000	
<b>Reallocations:</b>			
8450 937 0101	EMS Station #10 Expansion	(\$5,680)	Reallocation
8450 937 0102	EMS Station #18	(\$15,083)	Reallocation
8450 937 0103	EMS Station #4 Expansion	(\$26,015)	Reallocation
8450 937 0104	EMS Station #8 Expansion	(\$2,578)	Reallocation
8450 937 0106	RBJ Building Improvements - EMS Floors	\$49,356	Reallocation
Net Reallocations		\$0	

# Capital Budget — 2000-01

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## Fire

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8931 837 0801	Fire/EMS Station #43 - Del Valle	\$3,655,000	1998 GO Bonds P3
8940 837 0401	Fire/EMS Station #44 - Circle C	\$3,000,000	FY01 General Fund
8940 837 0402	Women's Locker Room Additions	\$675,000	FY01 General Fund
Total New Appropriation		\$7,330,000	
<b>Reallocations:</b>			
8940 837 0302	Annexation-Related Stations - Parent	(\$100,000)	Reallocation
8940 837 0403	Fire Opticom Equipment	\$100,000	Reallocation
Net Reallocations		\$0	

# Capital Budget — 2000-01

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## Fleet Maintenance

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<u>Account</u>	<u>Project Name</u>	<u>Amount</u>	<u>Funding Source</u>
<b>New Appropriation:</b>			
8870 787 0254	New North Service Center <i>Reimbursement Resolution</i>	\$220,000	Fleet CIP Interest Income
		<u>\$3,545,000</u>	<i>FY02 Certificates Obligation</i>
		\$3,765,000	
8870 787 0255	Fleet Service Center #3 Refurbishment <i>Reimbursement Resolution</i>	\$600,000	<i>FY02 Certificates Obligation</i>
<hr/> <b>Total New Appropriation</b>		<b>\$4,365,000</b>	

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# Capital Budget — 2000-01

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## General Government

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<u>Account</u>	<u>Project Name</u>	<u>Amount</u>	<u>Funding Source</u>
<b>New Appropriation:</b>			
8560 747 0005	CIP Contingency	\$4,000,000	FY01 CIP Interest
8560 747 0007	1111 Rio Grande	\$80,000	Insurance Proceeds
8560 747 0008	Building Maintenance <i>Reimbursement Resolution</i>	\$1,200,000	<i>FY02 Cash Transfer</i>
Total New Appropriation		\$5,280,000	

## Capital Budget — 2000-01

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### Health and Human Services

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8570 917 3000	Homeless Shelter/Families	\$160,000	FY01 General Fund
Total New Appropriation		\$160,000	

# Capital Budget — 2000-01

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## Library

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8101 857 6000	1998/P4 Library Facilities Parent	\$5,014,000	1998 GO Bonds P4
8410 857 0005	Faulk Central Library Improvements	\$48,000	FY01 General Fund
	<i>Reimbursement Resolution</i>	<u>\$222,000</u>	<i>FY02 Cash Transfer</i>
		\$270,000	
8410 857 0006	St. Johns Branch Library	\$215,000	FY01 CIP Interest
<b>Total New Appropriation</b>		<b>\$5,499,000</b>	

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# Capital Budget — 2000-01

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## Parks and Recreation

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<u>Account</u>	<u>Project Name</u>	<u>Amount</u>	<u>Funding Source</u>
<b>New Appropriation:</b>			
8101 867 0048	Carver Museum Expansion	\$2,300,000	1998 GO Bonds P4
8720 Fund	Parkland Dedication Projects	\$698,000	PLD Ordinance Fund
8740 867 0027	Dittmar Recreation Center Playslab	\$670,000	FY01 General Fund
8740 867 0028	Mayfield Park Improvements	\$180,000	FY01 CIP Interest
8740 867 0029	Northwest Recreation Center Expansion <i>Reimbursement Resolution</i>	\$500,000	<i>FY02 Cash Transfer</i>
8740 867 7000	Building Maintenance	\$500,000	FY01 CIP Interest
8740 867 3500	Accessible Adaptations (PARD) <i>Reimbursement Resolution</i>	\$200,000	<i>FY02 Cash Transfer</i>
8740 867 3600	Circle C Improvements	\$250,000	FY01 General Fund
8740 867 0044	Davis Hill Park <i>Reimbursement Resolution</i>	\$170,000	<i>FY02 Cash Transfer</i>
8740 867 0045	Garrison Park	\$70,000	FY01 General Fund
8740 867 0046	Parque Zaragoza Game Room	\$105,000	FY01 General Fund
8740 867 0047	West Bouldin Creek Park/Trail	\$380,000	FY01 CIP Interest
8740 867 0151	Springdale Park Improvements	\$250,000	FY01 General Fund
8740 867 0152	Colony Park Master Plan	\$100,000	FY01 General Fund
8921 867 0039	Shoal/Walnut Creek Trail <i>Reimbursement Resolution</i>	\$730,000	<i>1998 GO Bonds P2</i>
8921 867 0110	Greenways <i>Reimbursement Resolution</i>	\$2,560,000	<i>1998 GO Bonds P2</i>
8921 867 0120	Destination Parks <i>Reimbursement Resolution</i>	\$500,000 <u>\$4,000,000</u> \$4,500,000	1998 GO Bonds P2 <i>1998 GO Bonds P2</i>
8921 867 0130	Colorado River Park <i>Reimbursement Resolution</i>	\$3,500,000	<i>1998 GO Bonds P2</i>

# Capital Budget — 2000-01

## Parks and Recreation (continued)

<u>Account</u>	<u>Project Name</u>	<u>Amount</u>	<u>Funding Source</u>
<b>New Appropriation:</b>			
8921 867 0049	A.B. Cantu (Pan Am) Improvements <i>Reimbursement Resolution</i>	\$260,000	1998 GO Bonds P2
8921 867 3700	Playscape Renovations <i>Reimbursement Resolution</i>	\$200,000	1998 GO Bonds P2
8921 867 0050	Quail Creek Park Expansion <i>Reimbursement Resolution</i>	\$70,000	1998 GO Bonds P2
8921 867 0051	Caswell Tennis Center	\$310,000	1998 G.O. Bonds Prop. 2
8921 867 0053	South Soccer Complex <i>Reimbursement Resolution</i>	\$100,000	1998 GO Bonds P2
Total New Appropriation		\$18,603,000	

### Deappropriation:

*Please note: Cash balances for the completed projects below will be transferred to the General Obligation Debt Service Fund for the retirement of debt.*

8110 867 0102	Zone 9 Land Acquisition	(\$419)	1982 GO Bonds P13
8110 867 0249	Community Swimming Pool Zone 10	(\$358)	1982 GO Bonds P13
8110 867 0363	Growth Areas Land Acquisition	(\$9,600)	1982 GO Bonds P13
8110 867 0370	Reasearch/Kramer Lane	(\$9,410)	1982 GO Bonds P13
8110 867 0477	Spicewood Springs Park Development	(\$1,172)	1982 GO Bonds P13
8110 867 0483	Hill School Park	(\$809)	1982 GO Bonds P13
8110 867 0555	Williamson Creek Greenbelt	(\$1,680)	1982 GO Bonds P13
8110 867 0683	Alamo Park Recreation Center	(\$1)	1982 GO Bonds P13
8110 867 0706	Gillis Park	(\$7,901)	1982 GO Bonds P13
8110 867 0781	North Acres	(\$1)	1982 GO Bonds P13
8110 867 0784	Oak Springs Detention Pond	(\$121)	1982 GO Bonds P13

# Capital Budget — 2000-01

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## Parks and Recreation (continued)

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<u>Account</u>	<u>Project Name</u>	<u>Amount</u>	<u>Funding Source</u>
<b>Deappropriation:</b>			
<i>Please note: Cash balances for the completed projects below will be transferred to the General Obligation Debt Service Fund for the retirement of debt.</i>			
8110 867 0895	Slaughter Creek District Park	(\$299)	1982 GO Bonds P13
8170 867 0234	Lott Park Improvements	(\$1,312)	1980 GO Bonds P1
8170 867 0334	East Town Lake Area Plan	(\$57)	1980 GO Bonds P1
8170 867 0350	Roof Replacements	(\$1,122)	1980 GO Bonds P1
8170 867 0358	Williamson Creek Greenbelt	(\$1)	1980 GO Bonds P1
8170 867 0456	Givens Recreation Center	(\$1)	1980 GO Bonds P1
8170 867 0545	Barton Creek Greenbelt	(\$191)	1980 GO Bonds P1
8170 867 0645	Minority Recreation Needs	(\$55)	1980 GO Bonds P1
8170 867 0864	Downtown Revitalization 1980	(\$11)	1980 GO Bonds P1
8170 867 0960	Little Walnut Creek Acquisition	(\$13,309)	1980 GO Bonds P1
8210 867 0063	Govalle Pool Renovation	(\$10)	1984 GO Bonds P23
8210 867 0080	Pool Chlorination	(\$4,837)	1984 GO Bonds P23
8220 867 0090	Land Acquisition Zone 2	(\$1,706)	1984 GO Bonds P24
8220 867 0098	Bull Creek Greenbelt	(\$174)	1984 GO Bonds P24
8230 867 0684	Andrews School Park	(\$427)	1984 GO Bonds P25
8230 867 0686	Balcones District Park	(\$21)	1984 GO Bonds P25
8230 867 0696	Comal Park	(\$317)	1984 GO Bonds P25
8230 867 0702	Downtown Revitalization	(\$290)	1984 GO Bonds P25
8230 867 0716	Mabel Davis Park	(\$480)	1984 GO Bonds P25
8230 867 0719	Nature Preserves Management	(\$499)	1984 GO Bonds P25
8230 867 0780	Norman School Park	(\$705)	1984 GO Bonds P25
8230 867 0783	Northwest District Park	(\$88)	1984 GO Bonds P25
8230 867 0787	Onion Creek Park	(\$4)	1984 GO Bonds P25

# Capital Budget — 2000-01

## Parks and Recreation (continued)

Account	Project Name	Amount	Funding Source
<b>Deappropriation:</b>			
<i>Please note: Cash balances for the completed projects below will be transferred to the General Obligation Debt Service Fund for the retirement of debt.</i>			
8230 867 0790	Patterson Park	(\$384)	1984 GO Bonds P25
8230 867 0792	Pillow School Park	(\$1,063)	1984 GO Bonds P25
8230 867 0797	Sanchez School Park	(\$92)	1984 GO Bonds P25
8230 867 0798	Senior Activity Center	(\$251)	1984 GO Bonds P25
8230 867 0898	Cook School Park	(\$10,278)	1984 GO Bonds P25
8230 867 5004	Montopolis Ballfield	(\$1)	Grant
8230 867 5006	Dove Springs	(\$19)	Grant
8230 867 5903	Mabson Downs Field	(\$114)	Grant
8230 867 5910	Montopolis Restroom	(\$168)	Grant
Total Deappropriation		(\$69,758)	
<b>Reallocations:</b>			
8110 867 0363	Growth Areas Land Acquisition	(\$17,784)	Reallocation
8110 867 0365	Land Options	\$17,784	Reallocation
8170 867 0545	Barton Creek Greenbelt	(\$8,229)	Reallocation
8170 867 0107	East Bouldin Creek	\$8,229	Reallocation
8730 867 5102	Deep Eddy Pool	(\$615)	Reallocation
8730 867 6002	Carver Museum	(\$261)	Reallocation
8730 867 6004	Emma Long Septic	(\$866)	Reallocation
8730 867 6006	Roof-Northwest Rec.	(\$105)	Reallocation
8730 867 6007	Roof-Doris Miller	(\$923)	Reallocation
8730 867 0191	Playscape Renovation	\$2,770	Reallocation
Net Reallocations		\$0	

# Capital Budget — 2000-01

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## Planning, Environmental Conservation Services

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8560 497 0100	Neighborhood Enhancements	\$400,000	FY01 General Fund Transfer
Total New Appropriation		\$400,000	

# Capital Budget — 2000-01

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## Police

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8931 877 0008	Central Sub-Station and Forensics <i>Reimbursement Resolution</i>	\$16,980,000	<i>1998 GO Bonds P3</i>
Total New Appropriation		\$16,980,000	

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# Capital Budget — 2000-01

## Public Works and Transportation

Account	Project Name	Amount	Funding Source
<b>Deappropriation:</b>			
8360 607 2301	Jollyville Road Improvements	(\$26,756)	1983 GO Bonds
8370 607 2312	Transit Street Backlog Maintenance	(\$68,412)	CMTA
8370 607 2376	CMTA RR Xings	(\$2,200,000)	CMTA
8400 607 8008	Steam Train (Grant)	(\$25,469)	ISTEA Grant
8580 607 6201	Build Greater Austin	(\$546,000)	CMTA
8950 607 1585	Urban Streets Manor Road (Grant)	(\$23)	Urban Streets Program
8950 607 1596	East Austin Sidewalks (Grant)	(\$223,799)	STP 4C ISTEA
8950 607 1598	Urban Streets MLK Project (Grant)	(\$614,615)	Urban Streets Program
8950 607 1610	Traffic Signal Synchronization #3 (Grant)	(\$76,000)	STP 4C ISTEA
Total Deappropriation		(\$3,781,074)	
<b>New Appropriation:</b>			
8370 607 2370	Street Resurfacing Non-CMTA	\$27,442	Paving Assessments
8400 607 3002	ADA-Buildings	\$100,000	FY01 General Fund
8400 607 3011	ADA-Ramps and Sidewalks	\$1,000,000	FY01 General Fund
		\$1,200	Property Participation
		<u>\$1,001,200</u>	
8400 607 8010	Traffic Calming	\$544,000	FY01 CIP Interest
		\$8,000	Neighborhood Participation
		<u>\$552,000</u>	
8400 607 8070	Traffic Calming-Matches	\$500,000	FY01 CIP Interest
8400 607 8016	South First Street Extension	\$4,670,000	FY01 Sustainability Fund
		\$115,000	AISD Participation
		<u>\$4,785,000</u>	
8400 607 8021	Barton Springs Road	\$2,500,000	FY01 General Fund Transfer
8400 607 8022	Escarpment Street Improvements <i>Reimbursement Resolution</i>	\$750,000	<i>FY02 Cash Transfer</i>
8400 607 8023	Rutherford Lane/IH 35-Cameron	\$106,141	Developer Participation

# Capital Budget — 2000-01

## Public Works and Transportation (continued)

Account	Project Name	Amount	Funding Source
8400 607 8024	Traffic Signals Program	\$180,512	Property Participation
8400 607 8025	Davis Lane	\$142,420	Developer Participation
8400 607 8080	Pavement Life Recovery Fee Street Work	\$125,000	PLRF Transfer
8480 607 3600	Asbestos Management Program <i>Reimbursement Resolution</i>	\$1,000,000	1992 GO Bonds P4
8580 607 6000	Build Austin Program-Parent	\$3,442,970	CMTA
8780 607 1800	Street Reconstruction <i>Reimbursement Resolution</i>	\$9,000,000	1998 GO Bonds P1
8780 607 2101	Loyola Lane/US 183-Decker <i>Reimbursement Resolution</i>	\$2,160,000	1998 GO Bonds P1
8780 607 2103	Dittmar/1st Street-Manchaca <i>Reimbursement Resolution</i>	\$1,200,000	1998 GO Bonds P1
8780 607 2107	Great Streets <i>Reimbursement Resolution</i>	\$200,000	1998 GO Bonds P1
8780 607 2110	Dorsett Road <i>Reimbursement Resolution</i>	\$1,210,000	1998 GO Bonds P1
8780 607 2116	Transportation Projects <i>Reimbursement Resolution</i>	\$285,000	1998 GO Bonds P1
8780 607 2129	Sidewalk Projects <i>Reimbursement Resolution</i>	\$1,000,000	1998 GO Bonds P1
8780 607 2140	Bicycle Projects Parent <i>Reimbursement Resolution</i>	\$1,336,000	1998 GO Bonds P1
8780 607 2150	Traffic Signals Program <i>Reimbursement Resolution</i>	\$1,665,000	1998 GO Bonds P1
8780 607 2180	Intersection Capacity Improvements (TSM) <i>Reimbursement Resolution</i>	\$5,500,000	1998 GO Bonds P1
8950 607 1611	TLS FY2001 Project	\$80,000	STP 4C ISTE A
8950 607 1613	Transportation System Sensors	\$82,400	STP 4C ISTE A
8950 607 1680	Cross-Town Bikeway	\$1,966,581	STP 4B
Total New Appropriation		\$40,897,666	

# Capital Budget — 2000-01

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## Public Works and Transportation (continued)

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<b>Account</b>	<b>Project Name</b>	<b>Amount</b>	<b>Funding Source</b>
<b>Reallocation:</b>			
8250 607 2005	Sidewalk and Sidewalk Improvements	(\$6,008)	Reallocation
8250 607 2086	ADA Sidewalks & Ramps	\$6,008	Reallocation
8250 607 2068	Stassney Lane/Nuckols Xing-Burleson	(\$15,160)	Reallocation
8250 607 2005	Sidewalk and Sidewalk Improvements	\$15,160	Reallocation
8250 607 2042	Duval Rd/US 183-MPRR	(\$14,347)	Reallocation
8250 607 2028	Participation in Bridges & Culverts	\$14,347	Reallocation
8400 607 8020	US 290/SH71-US 183 (ABIA)	(\$1,000,000)	Reallocation
8400 607 8026	US 183 ROW Participation	\$1,000,000	Reallocation
Net Reallocations		\$0	

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# Capital Budget — 2000-01

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## Telecommunications

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
8640 747 New	Greater Austin Area Telecommunications Network (GAATN) <i>Reimbursement Resolution</i>	\$1,000,000	<i>FY02 Cash Transfer</i>
8931 747 6100	Combined Emergency Center <i>Reimbursement Resolution</i>	\$3,700,000 <u>\$7,500,000</u> \$11,200,000	1998 GO Bonds P3 1998 GO Bonds P3
Total New Appropriation		\$12,200,000	
<b>Reallocation:</b>			
8560 747 0500	Year 2000	(\$1,300,000)	Reallocaiton
8640 747 0200	Telecommunications 9-1-1 CAD/MDT	\$1,300,000	Reallocation
Net Reallocations		\$0	

# Capital Budget — 2000-01

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## Watershed Protection

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Account	Project Name	Amount	Funding Source
<b>Deappropriation:</b>			
8960 617 9358	Phoenix Reimbursement	(\$354,532)	Deappropriate
Total Deappropriation		(\$354,532)	
<b>New Appropriation:</b>			
8490 617 4004	Little Walnut and Other Creeks	\$1,927,000	1992 GO Bonds P5
8960 617 9350	Developer Reimbursements	\$250,000	FY01 CIP Interest
		<u>\$250,000</u>	FY01 General Fund
		\$500,000	
Total New Appropriation		\$2,427,000	

# Capital Budget — 2000-01

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## 2000-01 Enterprise New Appropriations

Austin Energy	\$268,295,220
Aviation	\$22,100,000
Convention Center	\$19,100,000
Golf	\$870,000
Solid Waste Services	\$5,445,000
Water and Wastewater Utility	\$179,744,577
Watershed Protection (Drainage Utility)	\$6,773,730
<b>Total New Appropriation</b>	<b>\$502,328,527</b>
Austin Energy	(\$6,545,070)
Aviation	(\$5,415,196)
Water and Wastewater Utility	(\$696,049)
<b>Total Deppropriation</b>	<b>(\$12,656,315)</b>

# Capital Budget — 2000-01

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## Austin Energy

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
3060 117 0100	Austin Energy Services	\$28,928,916	Current Revenue
3270 117 5060	Billing	\$1,508,559	Current Revenue
3280 117 5000	Customer Services	\$39,806	Current Revenue
3250 117 3101	Distribution	\$33,719,079	Current Revenue
		<u>\$19,508,672</u>	Commercial Paper
		\$53,227,751	
3240 117 4000	Distribution Substations	\$25,268,299	Commercial Paper
3260 117 5080	Metering	\$3,079,586	Current Revenue
3220 117 7101	Power Production	\$112,043,485	Current Revenue
3290 117 5101	Support Services	\$14,152,789	Current Revenue
3230 117 2900	Transmission	\$30,046,029	Commercial Paper
	<b>Total New Appropriation</b>	<b>\$268,295,220</b>	
<b>Deappropriation:</b>			
3150 117 1418	Accumulated Balance	(\$1,500,000)	
3170 117 2115	Distribution/Streetlighting	(\$1,000,000)	
3170 117 1975	Transmission/Substation	(\$1,045,070)	
3180 117 1012	Long Range Transmission Planning	(\$3,000,000)	
	<b>Total Deappropriation</b>	<b>(\$6,545,070)</b>	

# Capital Budget — 2000-01

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## Aviation

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
4910 817 3050	ABIA Improvements	\$15,600,000	Airport Capital Transfer
		\$6,500,000	Grants - Discretionary
		<u>\$22,100,000</u>	
Total New Appropriation		\$22,100,000	
<b>Deappropriation:</b>			
4880 817 0920	Management Reserve ABIA	(\$4,302,000)	Deappropriate
8810 817 5500	Robert Mueller Airport Improvements	(\$1,113,196)	Deappropriate
Total Deappropriation		(\$5,415,196)	

# Capital Budget — 2000-01

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## Convention Center

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
4980 827 6000	Town Lake Events Center	\$8,300,000	Town Lake Venue Fund
8900 807 4000	Convention Center Retrofit <i>Reimbursement Resolution</i>	\$10,000,000	<i>FY02 Certificates Obligation</i>
8900 807 4100	Convention Center Parking Garage <i>Reimbursement Resolution</i>	\$800,000	<i>FY02 Certificates Obligation</i>
Total New Appropriation		\$19,100,000	

# Capital Budget — 2000-01

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## Golf

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<b>Account</b>	<b>Project Name</b>	<b>Amount</b>	<b>Funding Source</b>
<b>New Appropriation:</b>			
4750 897 1000	Major Course Improvements <i>Reimbursement Resolution</i>	\$520,000	<i>FY02 Certificates Obligation</i>
8760 897 0800	Minor Course Improvements	\$200,000	Golf Enterprise Fund
		<u>\$150,000</u>	Golf Surcharge Fund
		\$350,000	
<hr/> <b>Total New Appropriation</b>		<b>\$870,000</b>	

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# Capital Budget — 2000-01

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## Solid Waste Services

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<u>Account</u>	<u>Project Name</u>	<u>Amount</u>	<u>Funding Source</u>
<b>New Appropriation:</b>			
4800 497 0502	Solid Waste Support Facilities	\$1,219,000	SWS Fund
4800 497 0505	Capital Equipment Additions	\$3,358,000	SWS Fund
4800 497 0602	Mabel Davis	\$868,000	Environmental Remediation
Total New Appropriation		\$5,445,000	

# Capital Budget — 2000-01

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## Wastewater Utility

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
4480 237 2016	Wastewater Improvements-City-Wide	\$9,292,000	WWW Utility Fund Transfer
4510 237 5007	Wastewater House Connections	\$305,000	Fees
4510 237 5010	Wastewater Subdivision Engineering and Inspection	\$700,000	Fees
4530 237 8009	1998 Wastewater Improvements Prop. 9	\$4,450,000	1998 Revenue Bonds P9
4540 237 8010	1998 Wastewater Improvements Prop. 10	\$79,000,000	1998 Revenue Bonds P10
4570 237 2017	Wastewater Improvements	\$35,500,000	Commercial Paper
4680 237 8001	Capital Equipment <i>Reimbursement Resolution</i>	\$865,000	<i>FY02 Contractual Obligation</i>
Total New Appropriation		\$130,112,000	
<b>Deappropriation:</b>			
4570 237 2017	Wastewater Improvements	(\$468,328)	Commercial Paper
Total Deappropriation		(\$468,328)	

# Capital Budget — 2000-01

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## Water Utility

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
3920 227 1016	Water Improvements City-Wide Parent	\$10,312,577	WWW Utility Fund Transfer
3940 227 5010	Water Subdivision Engineering & Inspection	\$700,000	Fees
3940 227 5011	Water Service and Meters	\$1,420,000	Fees
3960 227 1019	Water Improvements	\$22,300,000	Commercial Paper
4180 227 8001	Capital Equipment <i>Reimbursement Resolution</i>	\$400,000	<i>FY02 Contractual Obligation</i>
4200 227 7006	1998 Water Improvement Prop. 6	\$9,500,000	1998 Revenue Bonds P6
4210-227-7007	1998 Water Improvement Prop. 7	\$2,000,000	1998 Revenue Bonds P7
4220 227 7008	1998 Water Improvements Prop. 8	\$3,000,000	1998 Revenue Bonds P8
Total New Appropriation		\$49,632,577	
<b>Deappropriation:</b>			
3960 227 1019	Water Improvements	(\$227,721)	Commercial Paper
Total Deappropriation		(\$227,721)	

# Capital Budget — 2000-01

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## Watershed Protection Utility

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Account	Project Name	Amount	Funding Source
<b>New Appropriation:</b>			
4850 617 2000	Drainage Master Plan	\$100,000	Drainage Utility Fund
4850 617 7003	Maintenance Equipment Replacement	\$1,014,000	Drainage Utility Fund
4850 617 9000	Non-Urban Watersheds Retrofits	\$110,000	Drainage Utility Fund
4850 617 6400	Flood Control Improvements	\$1,200,000	Drainage Utility Fund
4850 617 6000	BMP Water Quality Ponds Construction Urban Watersheds	\$3,500,000	UWO Structural Control Fund
4850 617 9525	Salamander Captive Breeding	\$154,000	Sustainability Fund
4860 617 3500	Upper Brushy Creek Drainage Improvements	\$8,000	FY01 RSMP
4860 617 5700	USACE Onion Creek and Williamson Creek	\$587,730	FY01 RSMP
4860 617 6500	Shoal Creek Drainage Improvements	\$100,000	FY01 RSMP
Total New Appropriation		\$6,773,730	