



**NOTICE OF MEETING
OF THE
CITY COUNCIL OF
LLANO, TEXAS**

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **Special Called Council Meeting** of the City of Llano, Texas, will be held on **Thursday, July 19, 2012 at 4:30 PM.** in the City Hall Council Chambers at 301 W. Main Street, Llano, Texas 78643, at which time the following subjects will be discussed:

A. CALL TO ORDER

B. PUBLIC COMMENTS-Non Agenda Items

C. WORKSHOP ITEMS

1. Departmental budget presentation hearings.
2. Discussion, review, with direction to Staff regarding budget amendments.

D. ADJOURNMENT

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Governing Body of the City of Llano, was posted on the bulletin board in front of Llano City Hall, 301 W. Main, Llano, Texas, by 4:30 p.m. on July 16, 2012, which is readily accessible to the public at all times. I further certify that the following news media were properly notified of this meeting as stated above: The Llano News, The Llano County Journal, KHLB Radio, and KXAM TV.


Toni Milam, City Secretary, TRMC

7-16-12
Date

City of Llano

FY 2013 Budget

Department Narrative

20-51100 Utility Administration

Utility Administration includes income from late fees/penalties; ABNR Revenue; and Investment Interest. Staff expensed from this Department include the Utility Supervisor, Utility Clerk, Public Works Director for Water and Waste Water; and the Meter Readers.

Revenue Notes

- Overall Revenue is budgeted \$509,343.42 less than projected year end due to the lack of debt proceeds and ABNR.

Expense Notes

- Personal Services is budgeted for a \$20,033.48 increase over projected year end (9.9%) due to salary, health and retirement increases.
- Services are budgeted at \$13,318.00 or \$14,150.00 less than projected year end due to a decrease in grant administration in professional fees.
- Maintenance and Repair also includes the expense for Incode software maintenance and upgrades at \$28,600.00.
- Sundry Charges includes expense related to administrative overhead transfers and fee in lieu of tax.

City of Llano
 2012-2013 Budget
 Department by Major Account
 20-Utility Fund, 100 Utility Administration

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
<i>Income</i>				
4106 Admin Rev.	\$105,239.06	\$100,000.00	\$107,000.00	\$105,000.00
4107 Misc Rev	\$3,838.28	\$20,298.00	\$13,800.08	\$4,000.00
4111 ABNR	\$98,788.26	\$61,366.74	\$101,632.00	\$0.00
4501 Debt Proceeds	\$0.00	\$395,000.00	\$395,000.00	\$0.00
4701 Invst. Int.	\$7,180.37	\$5,000.00	\$3,911.34	\$3,000.00
<i>Total Income</i>	\$215,045.97	\$581,664.74	\$621,343.42	\$112,000.00
<i>Expense</i>				
100 Personal Services	\$191,123.36	\$193,902.72	\$201,467.91	\$221,501.39
200 Supplies	\$13,851.71	\$16,125.00	\$12,900.00	\$14,900.00
300 Main. & Repairs	\$26,434.47	\$28,750.00	\$28,150.00	\$30,900.00
400 Services	\$13,615.52	\$29,975.00	\$27,468.00	\$13,318.00
500 Sundry Charges	\$1,375,398.74	\$293,392.81	\$294,399.80	\$281,669.13
<i>Total Expense</i>	\$1,620,423.80	\$562,145.53	\$564,385.71	\$562,288.52
Net Surplus/(deficit)	(\$1,405,377.83)	\$19,519.21	\$56,957.71	(\$450,288.52)

City of Llano

2012-2013 Departmental Goals and Strategies

Utility Billing Staff Reporting – Yolanda Jones

Departmental Goals: Operate an efficient billing department maintaining a level of customer service exceeding customer expectations, uniformly apply utility policies, minimize customer accounts receivable, and streamline the generation and distribution of departmental work orders.

Financial Management Strategies: Diligently pursue past due accounts, deposit receipts daily, monitor inactive accounts, and coordinate with crews on new meter installations.

Action Steps: Follow up work orders with customer contact to insure the satisfactory completion of jobs, cooperate with utility personnel to implement the most effective procedures for processing work orders, maintain familiarity of ordinances and policies relating to City utility services, obtain meter readings for inactive accounts quarterly, and investigate joining efforts with CTEC to collect outstanding utility accounts.

Performance Standards:

- Categorize and tally all customer complaints received and report to Finance Director
- List outstanding work orders monthly and review with responsible parties
- Monitor accounts receivable aging report balances monthly

City of Llano

FY 2013 Budget

Department Narrative

10-50100 City Council

The budget for City Council includes expense for stipends, supplies, training and elections.

Expense Notes

- Expense is budgeted flat compared to FY 2012 budget, however is \$5,982.62 (30.7%) more than projected year end due to the cancellation of elections.

City of Llano
 2012-2013 Budget
 Department by Major Account
 10-General Fund, 100 City Council

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
<i>Income</i>				
<i>Total Income</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Expense</i>				
100 Personal Services	\$9,844.80	\$10,335.00	\$10,334.40	\$10,334.40
200 Supplies	\$680.65	\$1,100.00	\$430.00	\$1,100.00
400 Services	\$10,454.57	\$14,000.00	\$8,687.38	\$14,000.00
<i>Total Expense</i>	\$20,980.02	\$25,435.00	\$19,451.78	\$25,434.40
Net Surplus/(deficit)	(\$20,980.02)	(\$25,435.00)	(\$19,451.78)	(\$25,434.40)

City of Llano

FY 2013 Budget

Department Narrative

10-50350 Municipal Court

Municipal Court includes revenue from Fines, Court Technology Fees, and Judicial Efficiency. Staff expended to the Court includes the Judge and Municipal Court Clerk. Budgeted expense for the Municipal Court Clerk has been allocated at 100% of Salary cost for FY 2013.

Revenue Notes

- Fine revenue has increased substantially over the last two years and FY 2013 projections are made based on that trend, however; may be conservative. Fine Revenue has been budgeted at \$60,000.00 compared to year end projection of \$92,000.00 and current year budget of \$45,000.00

Expense Notes

- Personal Services are budgeted \$40,281.11 more than year end projection (99%) due to the re allocation of the Municipal Court Clerk's salary and benefits 100% to the Court.
- A slight increase in training is also budgeted; \$2,000.00 to \$3,000.00 for continuing education and Court training for the City Secretary.

City of Llano
 2012-2013 Budget
 Department by Major Account
 10-General Fund, 350 Municipal Court

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
Income				
4700 Other	\$39,470.94	\$46,300.00	\$94,050.00	\$61,650.00
<i>Total Income</i>	\$39,470.94	\$46,300.00	\$94,050.00	\$61,650.00
Expense				
100 Personal Services	\$40,628.61	\$42,026.34	\$40,709.22	\$80,990.33
200 Supplies	\$497.18	\$500.00	\$561.00	\$750.00
300 Main. & Repairs	\$2,659.48	\$2,000.00	\$2,000.00	\$2,000.00
400 Services	\$4,968.57	\$7,808.28	\$8,307.00	\$10,306.00
<i>Total Expense</i>	\$48,753.84	\$52,334.62	\$51,577.22	\$94,046.33
Net Surplus/(deficit)	(\$9,282.90)	(\$6,034.62)	\$42,472.78	(\$32,396.33)

City of Llano

Department: Llano Municipal Court

2012-2013 Departmental Goals and Strategies

Staff Reporting: Mara Dudley, Court Administrator

Department Goals: Our mission is provide effective and impartial administration of justice in a timely manner with exceptional customer service, building public trust and confidence. Court staff is committed to informing citizens of their options for the administrative processing of cases; however, staff is unable to offer legal advice.

Financial Management Strategies: Weekly monitoring of defendants given time extensions or on payment plans, implementing collection standards when applicable. Weekly submittals of defendants in default/warrant status to Omnibase. Sound money handling practices as prescribed & reviewed by City auditors, including utilizing a checks and balance system of three people touching the history of each deposit. Recycle and repurpose of office supplies and equipment, utilizing the OCA surplus stock program when available. Bargain shopping for supplies.

Action Steps: Effective communication with defendants during all phases of Court contact. Accurate and timely reporting of Court activity to the State Comptroller's Office, Texas Department of Public Safety and Omnibase. Communicating on an as needed basis with Texas Municipal Court Education Center staff and attorneys for any clarification of procedure or law. Continued education to increase knowledge, skill and service base. Make available information from sources of outside services which may benefit the defendant (examples: TxDOT, Highland Lakes Family Crisis Center, local AA meetings, etc). Court services are becoming increasingly available online, by telephone, email, and through the mail which contributes to a customer service and eco-friendly end product. Staff continues to campaign for the implementation of software that provides defendants the option to pay with a credit card both online and in person, thereby vastly improving collections and customer service.

Performance Standards: Where the Court is a justice department and cannot be measured by a financial standard, performance standards are measured through cases that have been properly processed to conclusion with the least amount of complaints by the citizens. If a citizen/defendant expresses a concern/complaint with staff, it is documented in their case file within the software and presented to the Municipal Judge for his review, and if necessary, action. Monthly statistical reporting of court activity is provided for council's review.

City of Llano

Department: Administrative Assistant

Staff Reporting: Mara Dudley

2012-2013 Departmental Goals and Strategies

Department Goals: To execute any and all operations, assigned and yet to be assigned, at an efficient and professional level while maintaining the superior level of customer service our citizens have come to expect from this department. To offer a friendly face and willingness to serve all who visit or call seeking information or assistance.

Financial Management Strategies: Timely and accurate billing and collection of Hotel Occupancy Tax, Alcohol License (Occupation) Tax, Hangar Leases, Sales of Cemetery Lots, Monthly Opening/Closing Billings to Funeral Homes, and LanTex Leasing. Sound money handling practices as prescribed & reviewed by City auditors, including utilizing a checks and balance system of three people touching the history of each deposit. Recycle and repurpose of office supplies and equipment. Bargain shopping for supplies.

Action Steps: Monthly review of Comptroller's website for addition of any new hotels/motels/B&B's. Monthly review of HOT spreadsheets for data entry and accuracy. Monthly review of TABC website for license information and any new license applications. Monthly review of Occupation Tax spreadsheet for data entry and accuracy. Monthly review of hangar leases for payment status and current liability insurance status. Annual review of hangar leases that includes the preparation and offering of a renewal contract if tenant is deemed to not have defaulted during previous lease year. Assisting citizens with the purchase of cemetery lots, including management of time payment plans for same as well as subsequent Deed processing. Assisting with location inquiries (including keeping updated spreadsheets of burials and purchases). Monthly billing to funeral homes per Cemetery Director's accounting for opening/closing charges. Communication with Cemetery Director on a weekly, usually daily, basis. Preparation and follow through of any outside LanTex Leases, not including the Heart of Texas lease for the Opry. Communication and action with Utility Director and his staff with regard to TCEQ, TWDB and Texas Tier II reporting and requirements. LEDC recording secretary, includes attendance at all meetings, packet preparation, minutes, posting of agendas, etc., and retention of the official records of the Board. Posting of information to the City's Facebook page, LanTex Facebook page, as well as being cross-trained to post on the City's website. Advertising media for LanTex. City's point of contact for Christmas Lighting/Rock'n Riverfest Committee and Lighted Christmas Parade.

Performance Standards: Quarterly reporting of H.O.T. to Finance Director. Monthly statistical reporting of activity picture for airport/hangars and cemetery actions for council's review. Personal performance reviewed by supervisor on an annual basis, or as needed.

City of Llano

FY 2013 Budget

Department Narrative

20-51200 CCS, Sanitation

The City operates the Citizen Collection Station at North Highway 16. The facility accepts non putrid waste, brush, metal, oil, oil filters, anti freeze, and shingles. Currently the facility charges \$17.00 per yard for disposal for residents, and \$23.00 per yard for non residents. In addition, residents receive a voucher for 6 yards of free disposal per year as part of the City's clean-up efforts. The facility also houses a gun range overseen by the Llano Gun Club.

Revenue Notes

- As a result of a cost study conducted by City Staff in 2009, rates were raised for disposal, however; the cost of disposal continues to outpace revenue received.
- Revenue is budgeted flat compared to projected year end.

Expense Notes

- Personal Services are budgeted to increase \$3,297.98 (9%) due to increases in salaries, health and retirement costs.
- Services/Sundry Charges include primarily cost of disposal, brush chipping and contribution to the Sinking Fund.

City of Llano
 2012-2013 Budget
 Department by Major Account
 20-Utility Fund, 200 Customer Convenience Station

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
<i>Income</i>				
4108 CCS fees	\$49,082.89	\$50,000.00	\$45,080.46	\$45,000.00
4507 Capco/CCS	\$21,775.00	\$0.00	\$0.00	\$0.00
<i>Total Income</i>	\$70,857.89	\$50,000.00	\$45,080.46	\$45,000.00
<i>Expense</i>				
100 Personal Services	\$37,232.02	\$36,830.33	\$36,415.88	\$39,713.86
200 Supplies	\$370.54	\$9,850.00	\$9,825.00	\$9,900.00
300 Main. & Repairs	\$2,769.35	\$2,700.00	\$2,702.00	\$2,700.00
400 Services/Sudry	\$63,622.21	\$76,978.28	\$72,091.00	\$75,076.00
<i>Total Expense</i>	\$103,994.12	\$126,358.61	\$121,033.88	\$127,389.86
Net Surplus/(deficit)	(\$33,136.23)	(\$76,358.61)	(\$75,953.42)	(\$82,389.86)

City of Llano
 2012-2013 Budget
 Department by Major Account
 20-Utility Fund, 200 Sanitation

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
<i>Income</i>				
4104 Sanitation	\$611,772.43	\$619,320.00	\$643,124.96	\$625,000.00
<i>Total Income</i>	\$611,772.43	\$619,320.00	\$643,124.96	\$625,000.00
<i>Expense</i>				
400 Services	\$502,919.12	\$505,500.00	\$524,000.00	\$510,000.00
500 Sundry Charges	\$10,280.99	\$16,595.43	\$16,595.43	\$16,595.43
<i>Total Expense</i>	\$513,200.11	\$522,095.43	\$540,595.43	\$526,595.43
Net Surplus/(deficit)	\$98,572.32	\$97,224.57	\$102,529.53	\$98,404.57

City of Llano

2012—2013 Departmental Goals and Strate-

Department: Sanitation / CCS

Staff Reporting: Long, Eisenberger

Department Goals:

Repair entrance road due to erosion and prevent any possible damage to vehicles or people. Acquire a more extensive recycling program to include shingles and computers. Charge for loader use for loading mulch when available.

Financial Management Strategies (efficiency, cost savings, personnel management):

Re-purpose items people dispose of to use at collection station (tools, cleaners, etc) to keep from having to buy. Repair small equipment instead of replacement if possible. Charge customers appropriately.

Action Steps (objectives to achieve goals):

Bring goals and projects to supervisors to acquire approval to take action steps.

Performance Standards (how we measure success):

Success is measured by being kind and courteous to our customers that has a lot to do with our income, both as the City entity but also as an employee on payroll. Do the best to prevent any situation that might cost the City any monies above and beyond the normal functioning.

City of Llano

FY 2013 Budget

Department Narrative

10-50900 Airport

The City of Llano operates a General Aviation Airport with an approximate 4,200 foot runway, and a grass runway. The City houses approximately 40 airplanes in city and private hangers; and leases a large maintenance hanger for repairs. The Airport has benefitted greatly over the past 4 years through Federal Non Primary Aviation Funds administered by TxDOT for the construction of a game fence, fuel farm, and box hangers. The Airport is staffed by one FTE and one part time employee.

Revenue Notes

- Revenue consists of Fuel Sales (budgeted at \$310,000.00), and Hanger Rent/Lease (budgeted at \$53,500)
- Hanger revenue is budgeted to increase \$18,000.00 (51%) due to the addition of the box hangers.
- Fuel is budgeted flat compared (1.9% decrease) to year end projection.

Expense Notes

- Personal Services are budgeted to increase \$2,428.33 (4.3%) due to increases in salaries, health and retirement costs.
- Supplies are budgeted to decrease \$11,402.00 (3.8%) due to conservative estimates on fuel sales and wholesale buys.
- Overall expense is budgeted to decrease \$10,523.67 (2.7%).

City of Llano
 2012-2013 Budget
 Department by Major Account
 10-General Fund, 900 Airport

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
<i>Income</i>				
4500 Airport	\$329,423.25	\$369,000.00	\$351,500.00	\$363,500.00
<i>Total Income</i>	\$329,423.25	\$369,000.00	\$351,500.00	\$363,500.00
<i>Expense</i>				
100 Personal Services	\$53,912.74	\$56,012.21	\$55,976.69	\$58,405.02
200 Supplies	\$309,144.57	\$313,360.00	\$298,852.00	\$287,450.00
300 Main. & Repairs	\$16,178.31	\$9,000.00	\$11,000.00	\$11,000.00
400 Services	\$11,594.22	\$12,566.00	\$11,902.00	\$11,352.00
500 Sundry Charges	\$2,900.00	\$5,000.00	\$5,000.00	\$4,000.00
<i>Total Expense</i>	\$393,729.84	\$395,938.21	\$382,730.69	\$372,207.02
Net Surplus/(deficit)	(\$64,306.59)	(\$26,938.21)	(\$31,230.69)	(\$8,707.02)

City of Llano

2011—2012 Departmental Goals and Strategies

Department: Airport

Staff Reporting: Long, Cook

Department Goals:

Start Hanger Homes, More Events (Fly ins), Air Races. Stay competitive with fuel pricing. Generate additional revenue for local businesses.

Financial Management Strategies (efficiency, cost savings, personnel management):

Call out fee for Jet fuel, less than 50 gallons after hours.

Action Steps (objectives to achieve goals):

Monitor area fuel prices. Establish 5 and 10 year plans. Assess needs by talking with patrons.

Performance Standards (how we measure success):

Increase fuel sales, particularly in Jet A.

Generate additional overnight stays in area hotels through events.

Maintain Real Estate Information to continue to encourage relocation.

City of Llano

FY 2013 Budget

Department Narrative

10-50601 Swimming Pool

The Swimming Pool is operated during the summer months and is maintained by the Parks Department. Part time temporary employees staff the facility for lessons and guarding.

Revenue Notes

- Revenue (day and season passes) is budgeted \$3,900.00 (28%) more than projected year end.

Expense Notes

- Expense is budgeted \$1,528.82 (4.3%) more than projected year end due to decreases in Maintenance and Repairs (ADA lift), offset by increases in Personal Services.

City of Llano
 2012-2013 Budget
 Department by Major Account
 10-General Fund, 601 Swimming Pool

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
Income				
4500 Swimming Pool	\$15,490.15	\$15,501.00	\$13,901.00	\$17,801.00
<i>Total Income</i>	\$15,490.15	\$15,501.00	\$13,901.00	\$17,801.00
Expense				
100 Personal Services	\$20,468.03	\$17,559.56	\$17,466.56	\$20,495.38
200 Supplies	\$6,897.72	\$7,400.00	\$7,400.00	\$7,400.00
300 Main. & Repairs	\$8,343.01	\$6,000.00	\$8,000.00	\$6,000.00
400 Services	\$2,078.78	\$3,400.00	\$2,900.00	\$3,400.00
<i>Total Expense</i>	\$37,787.54	\$34,359.56	\$35,766.56	\$37,295.38
Net Surplus/(deficit)	(\$22,297.39)	(\$18,858.56)	(\$21,865.56)	(\$19,494.38)

City of Llano

2012—2013 Departmental Goals and Strate-

Department: Swimming Pool

Staff Reporting: Long, Eisenberger

Department Goals:

Provide safe, recreational experience for youth and adults. Provide opportunities for fitness and learn to swim programs.

Financial Management Strategies (efficiency, cost savings, personnel management):

Operate, staff and maintain pool for greatest efficiency. Reduce accidents by conscientious staffing and training.

Action Steps (objectives to achieve goals):

Maintain Pool Operator Certification for Public Works Director and Parks Foreman.

Maintain all required certifications for poolside staff.

Maintain pool tub to reduce leakage and further failure.

Reward staff for longevity

Performance Standards (how we measure success):

Increase in number of children enrolled in swimming lessons.

Increase in number of adults participating in fitness and lap swimming programs.

Decrease in number of accidents over previous year.

Increase in number of residents using pool for recreation.

City of Llano

FY 2013 Budget

Department Narrative

10-50300 Police

The City of Llano Police Department is staffed by the Police Chief, Lieutenant Detective, 6 patrol officers including a K-9 unit, an Animal Control/Code Enforcement Officer, and an Administrative Assistant. The Police Chief also has oversight of the Llano Volunteer Fire Department and the Fire Marshall.

Revenue Notes

- Revenue includes peddler permits and dog tags.

Expense Notes

- Personal Services is budgeted at \$638,221.52 or a 7% increase over projected year end due to increases in salary, health and retirement expense.
- Maintenance and Repairs is budgeted flat compared to year end projection, however; includes repair to the Police Department roof.
- Services is budgeted at a \$26,155.80 increase over projected year end (36%) due to the inclusion of the Cop Sync Program (professional fees), and additional debt for a patrol vehicle.
- Sundry Charges include police insurance.

City of Llano
 2012-2013 Budget
 Department by Major Account
 10-General Fund, 300 Police Department

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
<i>Income</i>				
<i>Total Income</i>	\$2,804.50	\$3,400.00	\$3,335.00	\$3,240.00
<i>Expense</i>				
100 Personal Services	\$592,935.97	\$606,853.40	\$596,005.19	\$638,221.52
200 Supplies	\$36,477.18	\$39,350.00	\$37,300.00	\$37,350.00
300 Main. & Repairs	\$26,156.85	\$24,000.00	\$21,100.00	\$21,500.00
400 Services	\$70,033.37	\$74,855.62	\$72,160.00	\$98,315.80
500 Sundry Charges	\$4,628.00	\$4,650.00	\$4,680.00	\$4,791.46
<i>Total Expense</i>	\$730,231.37	\$749,709.02	\$731,245.19	\$800,178.78
Net Surplus/(deficit)	(\$727,426.87)	(\$746,309.02)	(\$727,910.19)	(\$796,938.78)

City of Llano

Department: Public Safety

2012-2013 Departmental Goals and Strategies

Staff Reporting:

Department Goals:

- *Create and maintain a feeling of security in the community, to include all citizens, businesses, visitors, and those traveling through.
 - *Continually strive to lower the crime rate each year.
 - *Create and maintain a full time narcotics officer position to help in the reduction of illegal narcotic activity in the community, and schools.
-

Financial Management Strategies (efficiency, cost savings, personnel management):

- *Maintain up to date equipment and technology that will allow officers to perform their jobs effectively and efficiently.
 - *Maintain current staffing of experienced, qualified officer, and add a full time narcotics officer to the budget.
-

Action Steps:

- *Encourage policing efforts by all officers, assuring that each officer is doing their part to make the community feel safe.
 - *Use a positive police image, starting at the elementary school level.
 - *Use a proactive approach to crime, and crime problems, focusing on prevention first.
 - *Hire a full-time narcotics officer to combat drugs in Llano.
-

Performance Standards/How We Measure Success:

- *The number of cases solved
- *The number of cases convicted
- *The overall crime rate going down
- *Acknowledgement by the community of a job well done

City of Llano

FY 2013 Budget

Department Narrative

10-50200 General Administration

General Fund Administration includes revenues and expenses for governmental functions and includes Tax Revenue, Franchise fees, Administrative staff expense, insurance expense, technology expense, and transfers from the Utility fund. Staff expensed from this department include the City Manager, City Secretary, Finance Director, Accountant, Public Works Director, and Information Technology staff.

Revenue Notes

- General Revenue (12.6% of City Revenues) includes primarily Ad Valorem, Sales Tax and Hotel/Motel Occupancy Tax. Ad Valorem is budgeted at \$564,896.00 or \$5,344.00 more than year end projection; less than 1% increase due to new valuation. Sales tax is budgeted at \$690,000.00; 1.5% or 10,000.00 more than year end projection.
- Franchise Taxes and Facilities Revenue is budgeted flat compared to projected year end and includes various tower leases, ROW leases, pole attachment fees, and the Park House rent.
- Financial Revenue includes transfers from Utilities, proceeds from grants, and the rural fire district contribution.

Expense Notes

- Personal Services (salaries, taxes and benefits) will be decreased by \$21,926.93 from projected year end due to the allocation of 100% of the Municipal Court Clerk to the Court budget; and the City Secretary's transition and overlap.
- Supplies includes an additional \$15,000.00 budgeted for the Red Top Jail in anticipation of the needed match for structural stabilization.
- Services overall are budgeted 4.3% less (\$5,323.00) than projected year end due to deletion of City safety awards and the payoff of the Ford Street property. Additional training has been budgeted for fiber connection.
- Sundry charges include most of the City's insurance expense and Hotel/Motel Discretionary, and has been budgeted at an \$8,017.00 increase (6.3%).

City of Llano
 2012-2013 Budget
 Department by Major Account
 10-General Fund, 200 Admin; 225 Economic Dev

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
Income				
4100 General Rev	\$1,355,638.22	\$1,317,852.00	\$1,340,852.00	\$1,363,696.00
4200 Franchise Taxes	\$76,583.27	\$72,500.00	\$75,329.92	\$72,500.00
4500 Facilities	\$44,159.12	\$42,340.00	\$42,587.00	\$42,640.00
4600 Financial	\$32,209.52	\$1,385,735.00	\$1,866,501.68	\$1,331,485.00
4700 Other	\$29,564.33	\$19,585.00	\$18,300.00	\$16,000.00
4999 Untitled Trans	\$1,329,619.24	\$0.00	\$0.00	
<i>Total Income</i>	\$2,867,773.70	\$2,838,012.00	\$3,343,570.60	\$2,826,321.00
Expense				
100 Personal Services	\$456,463.48	\$471,424.09	\$485,316.51	\$463,389.58
200 Supplies	\$19,799.37	\$20,350.00	\$23,200.00	\$21,400.00
300 Main. & Repairs	\$37,654.95	\$27,100.00	\$22,531.00	\$40,800.00
400 Services	\$179,826.85	\$117,277.00	\$122,358.00	\$117,035.00
500 Sundry Charges	\$140,831.31	\$131,113.00	\$126,412.00	\$134,429.00
<i>Total Expense</i>	\$834,575.96	\$767,264.09	\$779,817.51	\$777,053.58
Net Surplus/(deficit)	\$2,033,197.74	\$2,070,747.91	\$2,563,753.09	\$2,049,267.42

City of Llano

Finance Department Staff Reporting – Lynda Kuder

2012-2013 Departmental Goals and Strategies

Departmental Goals: Support related and departmental staff regarding financial accountability; provide accurate, timely financial reporting; maximize safety and return on investments; operate an efficient billing department emphasizing customer service and uniform application of policies; perform dependable, streamlined payroll and accounts payable functions.

Financial Management Strategies: monitor departmental purchasing practices, develop and implement policy and procedures related to off-site cash handling, minimize accounts receivable balances, and assure safety of investments.

Action Steps: Distribute monthly financial reports and quarterly departmental revenue vs. expense summaries, participate in a second investment pool, review rates on alternate investment vehicles bimonthly, request proposals for new depository contract, update investment policy, insure procedures are followed to reduce utility billing errors and reduce accounts receivable, engage a new collection agency, enforce purchasing policies, and systematically review activity and cash flow reports for golf course, airport, and CCS\RC.

Performance Standards:

- Present financial reports to City Council in monthly meeting packets
- Document interest rate opportunities
- Facilitate steps to participate in a second investment pool
- Audit utilization of software alerts related to unusual utility consumptions
- Engage a new collection agency
- Affirm employees who voluntarily follow purchasing procedures
- Review periodic reports analyzing performance of off-site revenue centers with City Manager
- Explore collection of outstanding utility accounts in partnership with CTEC
- Present investment policy to City Council

2012-2013 Departmental Goals & Strategies

Department Goals:

Increase transparency and public access to city business through use of A/V and Website. Expand E-Services to include e-government solutions for improving communications with our citizens. Expand and Improve Technology Infrastructure with in the City of Llano. Employ technology to achieve solutions in our business operations. Expand web presence and City communication systems via social media outlets and mobile applications. Establish and implement employee training program to increase employee proficiency with technologies. Implement and follow City of Llano Comprehensive Technology Plan. Maintain and explore possible uses for cloud based systems in the City of Llano. Maintain and expand city of Llano public Wi-Fi network. Procure and implement additional scanners to increase digital archiving. Maintain, update and operate the Emergency Notification System of the City of Llano.

Financial Management Strategies:

Action Steps:

- Deploy additional scanners to city staff for digital archiving.
- Implement City of Llano Employee Training Program
- Train City Employees on Software, Email, and Hardware components to increase proficiency.
- Promote e-government through the use of Social Media, Radio, TV and Newspapers.
- Establish Media Capture Center in the City of Llano Council Chambers.
- Scheduled Testing of the City of Llano Emergency Notification System.
- Updating the Emergency Notification System database.

- Research digital forms of payment for citizens.
- Continue development of mobile applications.
- Replace decaying infrastructure with modern and updated technology systems.
- Fiber Optic – Deployment / Training and expansion in cooperation with Electric Department.

Performance Standards:

- Increase list serve subscribers by 15%
- Implement Training program schedule to increase employee efficiency.
- Expand Wi-Fi coverage from origin.
- Establish real time digital archiving.
- Complete and inform citizens about City Hall Online
- Complete and distribute City of Llano Mobile Applications
- Maintain, update and follow Technology Plan.

- Expand fiber infrastructure
- Increase citizen knowledge about the ENS System

City of Llano

2012-2013 Departmental Goals and Strategies

Department: Administration

Staff Reporting: City Secretary

Department Goals:

City Council

The City Secretary's Office is responsible for the preparation and dissemination of City Council meeting agendas and packets. The City Secretary must attend every meeting of the City Council and keep accurate minutes of the proceedings, engrossing and enrolling all laws, ordinances and resolutions of the City Council. The City Secretary handles all Council meeting preparations, Council correspondence, travel, and expenditures. Coordinates public meetings with the Mayor, Council and City Manager.

Records Management Officer

The Office of the City Secretary is the administrative agency responsible for the care and maintenance of all City of Llano records. This office houses all legal transactions, City Council minutes, agendas, deeds, ordinances, resolutions, contracts and other historical and regulatory information.

The City Secretary has been designated as the City's Records Management Officer. Responsible for developing and administering a records retention and destruction policy, monitoring the records. In addition to these duties, the City Secretary responds to many requests for City records filed each year under the Texas Public Information Act.

Elections

The City Secretary serves as the Chief Election Official for the City of Llano. In coordinating with the Llano County Elections Administrator, the City Secretary provides support during the election processes and prepares submissions to the U.S. Department of Justice for pre-clearance of election issues under the Federal Voting Rights Act.

Boards/Commissions/Committees

The City Secretary's Office coordinates the recruitment, application and appointment process for City Council appointed boards, commissions and committees. This office maintains a listing of appointed officials and volunteers serving on various panels and committees.

Public Information

The City Secretary also strives to provide accurate and timely information to citizens and any other requestor. Serves as the primary contact via telephone, e-mail, and mail between the City Manager, Mayor and Council for all Open Records Request. Works closely with departments to obtain the necessary information as it is requested, or as it becomes available.

Miscellaneous

The City Secretary serves as custodian of the City corporate seal and obtains the Mayor's signature on all official documents; records and files deeds and easements; prepares and coordinates the codification of City ordinances into the City Code of Ordinances; publishes all legal ads and notices for the City; maintains the Planning/Zoning, Historic Preservation Committee, and the Fireman's Pension Board meeting minutes and agendas; posts all legal notices and agendas. The City Secretary's office maintains all personnel files for the City of Llano. Completes and coordinates all Workman Compensation forms with TMLIRP. The City Secretary's office also makes arrangements for recognizing the Employee's Service Awards. Supervises the Court Clerk position. To become more knowledgeable about the Municipal Court processes by attending training.

Financial Management Strategies (efficiency, cost savings, personnel management):

City Council

Council correspondence, travel, and expenditures be kept within budget. Coordinates public meetings with the Mayor, Council and City Manager with efficiency in mind.

Records Management Officer

Responsible for developing and administering a records retention and destruction policy, monitoring the records.

Elections

To keep costs of elections within budget and negotiating with the County to keep expenses at a minimum. Negotiate with the County if needed.

Boards/Commissions/Committees

The City Secretary's Office coordinates the recruitment, application and appointment process for City Council appointed boards, commissions and committees. This office maintains a listing of appointed officials and volunteers serving on various panels and committees. Utilize e-mail blasts for advertising for openings on boards and commissions, or postings on website.

Public Information

The City Secretary also strives to provide accurate and timely information to citizens and any other requestor. Serves as the primary contact via telephone, e-mail, and mail between the City Manager, Mayor and Council for all Open Records Request. Works closely with departments to obtain the necessary information as it is requested, or as it becomes available. In addition to these duties, the City Secretary responds to many requests for City records filed each year under the Texas Public Information Act. To create Ordinance/policy for collecting fees for open records requests on large requests.

Action Steps (objectives to achieve goals):

City Council Meetings

The goals of the City Secretary:

1. It is the objective of the City Secretary's Office to prepare and submit City Council packets to each Council-member four days prior to a scheduled meeting. Occasionally, information for the City Council packet is submitted to the City Secretary's Office less than four days prior to a meeting. A supplement to the packet is required. Analysis would show the number of packets prepared, the percentage submitted within the goal and the percentage of packets that were supplemented.
2. To attend each and every regular or special called scheduled Council meeting 100% of the time.
3. It is the objective of the City Secretary's Office to transcribe the minutes of all City Council meetings within six days and to take accurate minutes, keeping current minutes in the permanent minute books, and keeping the website current with the latest approved minutes prior to the next regularly scheduled Council meeting. To transcribe the minutes of the P/Z, Historic, and Fireman's Pension Board meetings prior to the next called meeting.
4. To ensure that all documents if approved, are signed by the Mayor and/or the City Manager within two days following official Council actions. If necessary, record all legal documents with the County within 4 days following official Council actions. It is the objective of the City Secretary's Office to process all ordinances, resolutions and other Council actions within four working days of passage.

- 5. To send correspondence to vendors, contractors, and other personnel the official actions taken by the Council within 4 days of passage.
- 6. To publish all legal notices as required in the official newspaper of the City within the required time limits prior to the event taking place.
- 7. To post all official Agendas within 72 hours before a regularly scheduled Council meeting.

Records Management Officer

The goals of the City Secretary:

1. To develop and maintain an efficient retrieval operation for both active and inactive records.
2. To maintain security over City Records.
3. To assist other departments in inventorying their records and establishment of suggested schedules.
4. To release needed space and reduce the need for storage and filing equipment by 10%.
5. Establish and maintain a policy for accessibility to confidential records.
6. To reduce the number of duplicate and triplicate files located in mine and other departments by 25%.
7. To work closely with Municode Inc. in the Codification of Ordinances updates every 6 months as per the contract.
8. To assist the Building Official with mapping specifics on the GIS software. i.e. alley and street closures.
9. Have immediately began scanning Ordinances, Resolutions, minutes, agendas, Council packets, open records request, contracts, agreements, and working towards scanning more permanent type documents.

Elections

The goals of the City Secretary:

1. To serve as the Chief Elections Officer of the City.
2. To issue letters of pre-clearance to the Department of Justice in a timely manner, regarding any changes to the election process in any way for a determination that the change does not have the purpose and will not have the effect of denying or abridging the right of any citizen to vote because of race or color or because he is a member of a protected language minority group sixty days prior to the election.
3. To provide support and guidance during the election process to candidates, staff, school, and county personnel.
4. To administer all aspects of the City's election, posting, publishing notices regarding the election within the required time frames set by State law.
5. To work with the County Elections Administrator in procuring the election equipment, preparing a joint election contract with the County and/or Schools.
6. To issue all required ordinances and resolutions calling for and ordering the election as deemed necessary by the Texas Secretary of State's office within the prescribed time period, before, during and after the election.
7. To assist the appointed Election Judge and Alternate Judge on Election Day as needed.
8. To educate the public regarding elections by offering information on the City's website, such as poll worker applications, judge and clerk training, sending press releases to the newspaper.

Board Commissions/Committees

The goals of the City Secretary:

1. To maintain a current contact list for each board/commission.
2. To publish notices of vacancies immediately as they occur within each board/commission.
3. To maintain the letters of interest as they are submitted for Council review.
4. To be responsible for volunteer recognition, including making certificates for Certificates of Appreciation to be presented by the Mayor and Council thanking the member for their service to the Community at the closest regularly scheduled Council meeting following their coming off of the Board.
5. To send correspondence to those board members or commissioners whose terms are expiring, or who have elected not to be re-appointed advising them of the recognition the Mayor and Council wishes to show.

Public Information

The goals of the City Secretary:

1. It is the objective of the City Secretary's Office to respond to all requests for public information in accordance with State law. Section 552.221 of the Government Code states that, "An officer for public information of a governmental body shall promptly produce public information for inspection, duplication or both on application by any person to the officer. Promptly means as soon as possible under the circumstances, that is, within a reasonable time, without delay."
2. To stay current with chapter 552 of the Government Code.
3. To maintain a log of all Open Records Request that come through the office for tracking purposes.
4. To respond as promptly as possible with responsive documents to requestors requests.
5. To communicate with the Department heads whenever a request comes in, asking for all pertinent information to the request.
6. To immediately communicate with the Mayor, Council and City Manager all non-routine requests.
7. To immediately communicate with the Mayor, Council, City Manager, and City Attorney whenever an Attorney General's Opinion is needed.

Miscellaneous

The goals of the City Secretary:

1. To be open to Citizen's needs and respond as soon as practicable.
2. To handle correspondence, travel arrangements, reimbursements for travel for the Mayor and Council.
3. To respond to e-mails within 24 hours with a positive response or positive solution to the issue raised.
4. Also maintain custody of the City Seal.
5. Disseminate all Council and Boards/Commission Agendas to staff, Council, Commissioners, or to all others who have an item of interest on the Agenda.
6. To set up new employee appointments for physicals, drug tests, and paperwork for new hires prior to their start date.

- Maintain personnel files and to keep accurate records on file, maintaining updated personnel policy
8. To begin the process of learning the Municipal Court processes.
 9. To become more proficient in learning the zoning, alley/street closures, looking up information on the GIS system

Performance Standards (how we measure success):

To work on making myself more available to the public on educating people on different aspects of City Government.

To retain the certification for the Texas Municipal Clerks Association by attending at least two seminars each year
Begin the certification process for Deputy Court Clerks by attending two seminars each year.

Moving towards a paperless agenda/packet for Council. This would move the City of Llano into a paperless agenda type Laserfische software; would like to do more discovery for FY13-14; investigate live-streaming Council meetings over the internet using a software called Granicus.

To become more proficient in electronic records management, also look at software for FY13-14

Fully support the Mayor, Council, City Manager, and staff.

Give employees clear-cut directions

Establish clear priorities

Focus on short-range objectives.

Consistency

City of Llano

FY 2013 Budget

Department Narrative

10-50500 Fire Department

The Fire Department Budget includes training and operating expenses for the 30 member Llano Volunteer Fire Department. Other expenses include debt service for the Pierce Engine at \$34,510.00 per year and enrollment in the State Fireman's Retirement System currently budgeted at \$18,000.00 per year.

Expense Notes

- The Fire Department Budget is flat compared to projected year end, however; the Fire Chief and Chief of Police may wish to discuss the shifting of expenses to include additional payment to the Pension, and to increase the amount of Fuel expense.

City of Llano
 2012-2013 Budget
 Department by Major Account
 10-General Fund, 500 Fire Department

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
<i>Income</i>				
<i>Total Income</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Expense</i>				
100 Personal Services	\$5,840.42	\$5,745.90	\$5,003.10	\$5,645.90
200 Supplies	\$2,108.96	\$5,500.00	\$6,900.00	\$5,500.00
300 Main. & Repairs	\$25,182.53	\$20,500.00	\$20,500.00	\$20,500.00
400 Services	\$12,933.84	\$53,310.00	\$52,885.19	\$53,310.00
500 Sundry Charges	\$10,629.48	\$18,000.00	\$18,000.00	\$18,000.00
<i>Total Expense</i>	\$56,695.23	\$103,055.90	\$103,288.29	\$102,955.90
Net Surplus/(deficit)	(\$56,695.23)	(\$103,055.90)	(\$103,288.29)	(\$102,955.90)

City of Llano

2012-2013 Departmental Goals and Strategies

Department _____ Fire Department
Staff Reporting _____ Tim Harden

Department Goals:

-To preserve life and property of the citizens of the City of Llano

Financial Management Strategies (efficiency, cost savings, personnel management):

- Continue routine scheduled and preventative maintenance on equipment in order to meet or increase life expectancy
- Apply for grants and educational assistance programs, as applicable

Action Steps (objectives to achieve goals):

- Training
- Public Education, i.e. schools and daycares
- Coordinate efforts with other city departments
- Train in accordance with City Disaster Preparedness Plan

Performance Standards (how we measure success):

- Response times
- Training hours
- Public Education hours
- Hours spent by volunteer members responding to calls

City of Llano

FY 2013 Budget

Department Narrative

10-50400 Code Enforcement/Building Services

These services have been transitioned due to the loss of the City's Code and Building Official in March. Since that time the City has entered into an agreement with Bureau Veritas for building inspection services, and the Police Department has assumed the responsibility for Ordinance violations related to Property Maintenance Code. It appears the redeployment of staff has worked well with 64 building permits being issued, and 4 instances where residents were stopped from work until a permit was issued. The budget indicates the continuation of this staffing structure.

Revenue Notes

- Revenue includes all building, electrical, plumbing permits; and board petitions. Revenue is budgeted \$5,090.00 (56%) more than year end projection due to increased permits and monitoring of non permit work.

Expense Notes

- Personal Services is budgeted at \$1,177.07 to cover any overtime by non exempt employees who are called for after hour work. All other salary expense for the Public Works Director and Street Superintendent are budgeted in their respective departments.
- Training Expense is increased slightly from projected year end to account for additional training of the employees related to these functions.
- \$20,000.00 has been budgeted in Services, Professional Fees, to account for services from Bureau Veritas.

City of Llano
 2012-2013 Budget
 Department by Major Account
 10-General Fund, 400 Code Enforcement, Building Official

	Previous Year			
	Actual	Current Budget	Projected Y.E.	2013 Proposed
Income				
4400 Lic. & Permits	\$13,491.48	\$11,650.00	\$9,070.00	\$14,160.00
<i>Total Income</i>	\$13,491.48	\$11,650.00	\$9,070.00	\$14,160.00
Expense				
100 Personal Services	\$72,827.52	\$71,127.10	\$44,811.60	\$1,177.07
200 Supplies	\$741.29	\$1,325.00	\$341.00	\$600.00
300 Main. & Repairs	\$443.63	\$1,200.00	\$610.00	\$500.00
400 Services	\$931.29	\$2,758.28	\$1,892.42	\$22,700.00
<i>Total Expense</i>	\$74,943.73	\$76,410.38	\$47,655.02	\$24,977.07
Net Surplus/(deficit)	(\$61,452.25)	(\$64,760.38)	(\$38,585.02)	(\$10,817.07)

Department Goals:

- Residential & Commercial plan review checklist.
- Issue Building Permits as needed to Contractors & Home Owners to insure Proper Setbacks, Rules & Inspections are followed for this City.
- Conduct necessary Inspections on the Buildings & the Work done by Contractors & Home Owners
- Insure all building practices that are conducted are Safe & Meet Current Rules or Codes for this City.
- Provide Good customer service & provide the citizens of Llano with Safe Buildings & Homes

Financial Management Strategies: (efficiency, cost savings, personnel management):

- Enter all permits and files into computer.
- Above will be a more efficient tracking system also.
- Scan all existing permits and files.

Action Steps (objectives to achieve goals):

- Increase public awareness on the importance of safe building practices and permitting.
- Find a permit program that will allow all files to be entered and saved within our network

Performance Standards (how we measure success):

- Having permits issued for all types of construction as needed.
- Having all necessary inspections done and approved by the City.
- Having a permit tracking system that will identify each inspection needed a check off list & necessary notes needed until completion.

City of Llano

FY 2013 Budget

Department Narrative

10-50800 Street Department

The City of Llano Street Department has transitioned its approach to road work this fiscal year due in part to the drought and the purchase of paving equipment. The Street Department will now pave, in house, without some base work. Additional duties include street maintenance, brush removal by request, drainage maintenance and construction, and traffic control.

Expense Notes

- Personal Services are budgeted to increase \$28,466.61 (10.9%) due to salary, health and retirement increases; and the vacancy of one position during the current budget year of approximately 3 months.
- Supplies are budgeted flat compared to projected year end and include fuel, signs, rock, base, emulsion, paint and concrete.
- Maintenance and Repairs is budgeted flat compared to projected year end and includes equipment repair and maintenance, building and grounds and drainage. Two accounts have been reduced in this area from initial budget including maintaining the Drainage account at \$25,000.00 (originally budgeted at \$120,000.00) and repairs to the transmission and drive of the Caterpillar D-8 bull dozer (originally budgeted at \$30,000.00)
- Services have been reduced by \$8,099.94 due to the reduction in debt service.
- Capital Outlay for paving, curbing and gutters is budgeted consistent with previous years and year end projection.

City of Llano
 2012-2013 Budget
 Department by Major Account
 10-General Fund, 800 Street Department

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
<i>Income</i>				
<i>Total Income</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Expense</i>				
100 Personal Services	\$265,499.27	\$251,526.24	\$259,908.24	\$288,374.85
200 Supplies	\$76,559.24	\$81,000.00	\$81,000.00	\$79,000.00
300 Main. & Repairs	\$40,443.46	\$69,000.00	\$74,000.00	\$70,000.00
400 Services	\$78,123.33	\$79,592.00	\$78,087.94	\$69,988.00
600 Capital Outlay	\$128,376.80	\$160,000.00	\$155,000.00	\$160,000.00
<i>Total Expense</i>	\$589,002.10	\$641,118.24	\$647,996.18	\$667,362.85
Net Surplus/(deficit)	(\$589,002.10)	(\$641,118.24)	(\$647,996.18)	(\$667,362.85)

2012-2013 Departmental Goals & Strategies

Department Goals:

- Improve Street Conditions and Drainage
- Clear out water ways/creeks as allowed
- Clear street ROW of overhanging trees limbs
- Increase level of training for crew

Financial Management Strategies: *(efficiency, cost savings, personnel management):*

- Continue upgrading equipment for more efficient operation
- Upgrading expertise of staff through training
- Continue in house service on fleet and equipment
- Spend more man hours on actual Street work

Action Steps *(objectives to achieve goals):*

- Continue to update equipment and training
- Continue with sign change out program
- Continue with patching and street sweeping
- Clean drainage areas, make additional drainage improvements
- Incorporate a tree trimming program for overhanging tree limbs as well as dead trees

Performance Standards *(how we measure success):*

- Maintain personal contact with citizens for all street and roadwork
- Relieve drainage at California and Flag Creek Dr. area
- Improve drainage at Navarro and Birmingham
- Assist to Improve drainage Parkview Acres
- Improve streets (30 blocks per year) through combination of construction techniques
- Provide training as needed

City of Llano

FY 2013 Budget

Department Narrative

10-50600 Parks (602,603, 604, 605, 610)

The Parks narrative includes income and expense for the Parks and Recreation Department including the Badu RV Park, Ray House, Robinson Park RV Park, the Depot, and the Lantex Theater.

Expense Notes

- Personal Services are budgeted \$34,999.65 more than projected year end due to increases in salary, health and retirement expense; and the addition of an FTE due to the cancellation of the mowing contract.
- Maintenance and Repairs is budgeted to increase \$10,325 (36.6%) due to bathroom repairs to the Ray House and concrete pedestrian track crossing at the Depot.
- Services are budgeted to increase \$9,707.00 (25%) due to anticipated increase in electrical costs.
- Capital Outlay is budgeted to increase \$7,973.00 over projected year end (\$0.00) due to debt service related to mower purchase and playground upgrades.

City of Llano
 2012-2013 Budget
 Department by Major Account

10-General Fund, 600 Parks; 602 Badu RV Park; 603 Ray House; 604 Robinson RV Park; 605 Depot; 610 Lantex

	Previous Year			
	Actual	Current Budget	Projected Y.E.	2013 Proposed
Income				
4500 General Parks	\$65,285.28	\$61,700.00	\$54,600.00	\$56,800.00
4500 Lantex	\$2,800.00	\$2,500.00	\$2,850.00	\$2,500.00
<i>Total Income</i>	\$68,085.28	\$64,200.00	\$57,450.00	\$59,300.00
Expense				
100 Personal Services	\$151,149.53	\$188,654.97	\$190,727.63	\$225,727.28
200 Supplies	\$14,395.23	\$18,300.00	\$17,550.00	\$18,250.00
300 Main. & Repairs	\$35,348.91	\$27,750.00	\$28,175.00	\$38,500.00
400 Services	\$48,816.23	\$46,336.40	\$38,768.00	\$48,475.00
600 Capital Outlay	\$0.00	\$0.00	\$0.00	\$7,973.30
<i>Total Expense</i>	\$249,709.90	\$281,041.37	\$275,220.63	\$338,925.58
Net Surplus/(deficit)	(\$181,624.62)	(\$216,841.37)	(\$217,770.63)	(\$279,625.58)

City of Llano

2012-2013 Departmental Goals and Strategies

Department: Parks

Staff Reporting: Long, Eisenberger

Department Goals:

- Provide safe, enjoyable park experience for citizens and guests
- Maintain parks for positive public perception of cleanliness, safety and accessibility

Financial Management Strategies (efficiency, cost savings, personnel management):

- Keep all equipment well maintained for performance and employee safety
- Assess and replace worn or unsafe playground equipment and lighting

Action Steps (objectives to achieve goals):

- Identify and prioritize most worn playground equipment, seek pricing and rehab costs
- Conduct safety training for all employees on specific tools and equipment
- Provide greater level of communication from Department Head to Foreman to Parks employees– increase safety, prioritize projects, provide additional resources from other departments

Performance Standards (how we measure success):

- Rehabilitate 2 playgrounds
- Rehabilitate 2 restrooms in Robinson Park
- Replace 1 mower
- Reduce lost time as a result of injury by 50% over previous year
- Reduce chances of patron injury by regular inspection and correction of deficient areas

City of Llano

FY 2013 Budget

Department Narrative

10-50625 Cemetery

The City of Llano owns and operates the Llano City Cemetery and employees one FTE as Sexton. Additional support is provided as needed from the Parks Department.

Revenue Notes

- Revenue accounts include lot sales, and open and close fees. The current revenue budget is flat compared to year end projection.

Expense Notes

- Personal Services are budgeted flat compared to projected year end and some \$6,093.54 less than the current budget due to the elimination of the P.T. assistant; accounting for increases in salary, health and retirement expense.
- All other expenses are consistent with projected year end.

City of Llano
 2012-2013 Budget
 Department by Major Account
 10-General Fund, 625 Cemetery

	Previous Year			
	Actual	Current Budget	Projected Y.E.	2013 Proposed
Income				
4700 Other Cem.	\$19,901.68	\$28,500.00	\$21,000.00	\$21,000.00
<i>Total Income</i>	\$19,901.68	\$28,500.00	\$21,000.00	\$21,000.00
Expense				
100 Personal Services	\$66,329.76	\$69,767.74	\$64,433.81	\$63,674.20
200 Supplies	\$3,670.29	\$4,375.00	\$4,300.00	\$4,375.00
300 Main. & Repairs	\$7,236.22	\$4,500.00	\$3,100.00	\$4,500.00
400 Services	\$661.24	\$728.28	\$814.00	\$726.00
<i>Total Expense</i>	\$77,897.51	\$79,371.02	\$72,647.81	\$73,275.20
Net Surplus/(deficit)	(\$57,995.83)	(\$50,871.02)	(\$51,647.81)	(\$52,275.20)

City of Llano

FY 2013 Budget

Department Narrative

10-50650 Golf Course

The City of Llano transitioned the management of the Llano River Golf Course during this fiscal year from in house operation to outside management by Two Pro Golf Management Company. The contract was drafted to minimize any unbudgeted expenses, however; due to the lag in financial information, and the decision by Council to extend employment one month for Golf Course employees, expenses for FY 2012 will be more than budgeted.

Revenue Notes

- During the transition period, Two Pro has not felt comfortable assessing the full income potential of the Golf Course, therefore the City has budgeted income flat compared to projected year end.

Expense Notes

- Overall expenses are budgeted \$29,597.88 (6.9%) less than projected year end.
- Personal Services, Supplies, and Maintenance and Repairs are not budgeted due to the conditions of the management contract.
- Services are budgeted at \$397,052.98 for the Management Fee, Debt Service on the irrigation system, and golf cart lease.

City of Llano
 2012-2013 Budget
 Department by Major Account
 10-General Fund, 650 Golf Course

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
<i>Income</i>				
4500 Golf Course	\$244,417.37	\$304,500.00	\$304,500.00	\$304,500.00
<i>Total Income</i>	\$244,417.37	\$304,500.00	\$304,500.00	\$304,500.00
<i>Expense</i>				
100 Personal Services	\$208,127.39	\$216,307.93	\$113,533.83	\$0.00
200 Supplies	\$60,305.20	\$55,400.00	\$20,524.81	\$0.00
300 Main. & Repairs	\$36,129.17	\$43,550.00	\$17,062.24	\$0.00
400 Services	\$75,296.28	\$67,238.00	\$275,529.98	\$397,052.98
<i>Total Expense</i>	\$379,858.04	\$382,495.93	\$426,650.86	\$397,052.98
Net Surplus/(deficit)	(\$135,440.67)	(\$77,995.93)	(\$122,150.86)	(\$92,552.98)

City of Llano

FY 2013 Budget

Department Narrative

20-51400 Electric

The City of Llano owns and operates the Electric Distribution system and maintains 4 FTE's for maintenance, repairs and upgrades. The City has signed a long term wholesale contract with LCRA for electricity that is delivered to the Pittsburgh substation in north Llano. The City is served by 7.2 mw lines in three feeds.

Revenue Notes

- As previously discussed with Council, electric forecasting has been adjusted slightly to account for the trend of additional sales. The City is forecasting the purchase of approximately 48 million wholesale kilowatts and the sale of approximately 41.1 million retail kilowatts. Based on current wholesale pricing the City is budgeting a decrease of \$219,979.00 (4.5%) in revenue compared to projected year end.
- Electric revenue accounts for 42.9% of the total City revenue budget; and electric wholesale costs account for 27.1% of the total City operating expense budget.

Expense Notes

- Personal Services are budgeted flat due to increases in salaries, health and retirement expense; offset by over expenditure in overtime costs in the projected year end numbers. Overtime was overspent due to a number of construction projects that had to be done after hours to limit service disruptions, and the above normal call outs due to lightening, tree trimming and animals.
- Maintenance and Repairs are budgeted \$39,677.00 (37.2%) less than projected year end due to high number of upgrades and new construction in the current fiscal year. As the Mayor Pro Tem noted, the investment in service upgrades and new services should result in increased sales.
- Services reflect primarily the cost of wholesale electricity from LCRA.
- Sundry Charges reflect anticipated transfers to the General Fund and Contribution to the Sinking Fund.
- Capital Outlay is budgeted flat compared to projected year end.

City of Llano
 2012-2013 Budget
 Department by Major Account
 20-Utility Fund, 400 Electric

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
Income				
4101 Electric	\$4,863,088.57	\$4,613,304.00	\$4,835,751.00	\$4,623,202.00
4110 Tap Fees	\$12,600.00	\$10,000.00	\$22,430.00	\$15,000.00
<i>Total Income</i>	\$4,875,688.57	\$4,623,304.00	\$4,858,181.00	\$4,638,202.00
Expense				
100 Personal Services	\$253,847.21	\$257,355.16	\$269,435.21	\$270,755.85
200 Supplies	\$16,787.47	\$16,300.00	\$16,320.00	\$16,600.00
300 Main. & Repairs	\$71,562.38	\$65,800.00	\$106,477.00	\$66,800.00
400 Services	\$3,019,958.09	\$3,072,319.08	\$3,162,687.64	\$3,032,917.00
500 Sundry Charges	\$89,184.42	\$722,219.56	\$785,710.00	\$722,219.56
600 Capital Outlay	(\$20,726.40)	\$60,000.00	\$57,976.00	\$60,000.00
<i>Total Expense</i>	\$3,430,613.17	\$4,193,993.80	\$4,398,605.85	\$4,169,292.41
Net Surplus/(deficit)	\$1,445,075.40	\$429,310.20	\$459,575.15	\$468,909.59

CITY OF LLANO

2012-2013 Budget Goals and Strategies: ELECTRIC

DEPARTMENT GOALS:

- Build and maintain reliable electric service within the City of Llano Service Area.
- Provide quick response and good customer service.
- Continue with the wildlife protection on the system.
- Maintain public perception of professional, well trained and competent electric staff.

FINANCIAL MANAGEMENT STRATEGIES:

- Review and recommend changes to fee structures (tap fees).Cost of materials are rising.
Continue to train the staff with technical expertise and safety procedures.
- Continue improvement to system through investment with inventory and replace aged infrastructure.
- New auger for digger truck.
- Install phone line at substation. This will enable the electric department to look at and operate the reclosers from other areas.
- Have LCRA in and update map of system.

ACTION STEPS:

- Maintain and use the proper P.P.E.
- Budget to invest in system improvements and upgrades.

PERFORMANCE STANDARDS/ HOW WE MEASURE SUCCESS:

- Continue with pole change outs ,replaced wire and upgraded meters and transformers.
Replace 3 more air switches.
- Compliance with all safety regulations and guidelines for electric system.
- Continue to improve with the total line loss and power factor.
- Replace 30 lights this year.

City of Llano

FY 2013 Budget

Department Narrative

10-51300 Water and Waste Water (300, 325, 350, 375)

The Water and Waste Water system includes the Water Plant, Water Distribution, Sewer Plant and Sewer Collection. The Water System include raw water intake for surface water treatment, 3 pressure planes, and 2.3 million gallons of storage. The Waste Water System includes the City's Waste Water Treatment Plant, three storage lagoons, irrigation system, 32 lift stations. All systems are monitored 24 hours per day by the City's SCADA system which can be remotely monitored by Smart Phone.

Revenue Notes

- Revenue is budgeted flat compared to projected year end.
- Due to the influences of weather and conservation measures, water sales forecasting is budgeted conservatively.

Expense Notes

- Personal Services are budgeted \$54,629.04 (18.5%) more than projected year end due to increases in salaries, health and retirement costs, as well as, the vacancy of one FTE for approximately 6 months during the current fiscal year.
- Maintenance and Repairs are budgeted \$38,850.00 (16.7%) less than projected year end due to repairs to the Main Lift Station encountered during the current fiscal year.
- Services are budgeted \$46,444.36 (5.7%) less than projected year end due to elimination of some engineering fees (professional fees), and the cost of rental equipment expensed in the current fiscal year due to the loss of the Main Lift Station. The auger for the Main Lift Station has been budgeted in the debt service account.
- Sundry Charges include transfers to the General Fund and contribution to the Sinking Fund.
- Capital Outlay is budgeted \$21,000.00 (300%) less than projected year end due to expense at the Water Plant for the emergency well this year which is not budgeted for FY 2013.

City of Llano
 2012-2013 Budget
 Department by Major Account
 20-Utility Fund; 300, 325, 350, 375 Water & Sewer

	Previous Year Actual	Current Budget	Projected Y.E.	2013 Proposed
Income				
4102 Water	\$829,596.96	\$914,708.14	\$870,000.00	\$870,000.00
4103 Sewer	\$807,692.51	\$820,000.00	\$813,425.00	\$810,000.00
4120 Water Taps	\$2,100.00	\$3,000.00	\$3,594.54	\$3,000.00
4121 Sewer Taps	\$3,353.73	\$3,000.00	\$3,000.00	\$3,000.00
4505 RD Eng. Reimb.	(\$22,600.00)	\$0.00	\$0.00	\$0.00
<i>Total Income</i>	\$1,620,143.20	\$1,740,708.14	\$1,690,019.54	\$1,686,000.00
Expense				
100 Personal Services	\$318,674.74	\$308,015.69	\$295,263.39	\$349,892.43
200 Supplies	\$100,064.21	\$91,350.00	\$114,315.00	\$113,500.00
300 Main. & Repairs	\$204,093.87	\$229,300.00	\$232,650.00	\$193,800.00
400 Services	\$504,307.53	\$811,910.62	\$807,952.36	\$761,508.00
500 Sundry Charges	\$419,681.92	\$365,531.20	\$351,095.44	\$368,005.38
600 Capital Outlay	\$10,265.33	\$7,000.00	\$28,000.00	\$7,000.00
<i>Total Expense</i>	\$1,557,087.60	\$1,813,107.51	\$1,829,276.19	\$1,793,705.81
Net Surplus/(deficit)	\$63,055.60	(\$72,399.37)	(\$139,256.65)	(\$107,705.81)

City of Llano

2012-2013 Departmental Goals and Strategies

Department: Water/Waste Water

Staff Reporting: Becker

Department Goals:

- Provide safe, compliant water and waste water services to utility customers.
- Maintain Superior Water Rating from TCEQ

Financial Management Strategies (efficiency, cost savings, personnel management):

- Emphasize lift station maintenance and upkeep for more efficient operation
- Fill vacant field position
- Provide cross training opportunities for Plant and field coverage

Action Steps (objectives to achieve goals):

- Assess training goals and licensing needs with all department employees
- Initiate Major Permit Amendment for Waste Water Treatment Plant
- Complete and conduct GUI testing for Emergency Well
- Assess division of duties to more efficiently meet needs of citizens and the system
- Review equipment and apparatus needs; recommend replacement

Performance Standards (how we measure success):

- Respond and repair minor leaks within 72 hours; major leaks within 24 hours
- Replace 5,000 linear feet of distribution/collection line per condition as necessary through repair and new construction.
- Locate remaining 85 manholes for SSO inventory
- Completion of Main Lift Station upgrades
- Assess and implement upgrades to Fargo water lines
- Reduce the number of customer complaints by follow up on work orders by Utility office or Department Head
- Participation in Water Supply recon
- Participation in Waste Water Treatment recommended upgrades