

CITY OF FRIENDSWOOD, TEXAS



ADOPTED BUDGET





CITY OF FRIENDSWOOD, TEXAS

ADOPTED ANNUAL BUDGET

October 1, 2011 - September 30, 2012

Mayor

David J. H. Smith

Mayor Pro-Tem

Jim Hill

Council Members

- Michael E. Barker Position 1
- Billy Enochs Position 2
- Patrick J. M^cGinnis, M.D..... Position 4
- John Scott Position 5
- Deirdre Carey Brown..... Position 6

Budget Team

- Roger C. Roecker City Manager
- Cindy S. Edge Director of Administrative Services
- Terry Byrd Fire Marshal
- Karen Capps..... Economic Development Coordinator
- Nick Haby Assistant to the City Manager
- Kazem Hamidian..... Public Works Director
- Katina R. Hampton..... Deputy Director of Administrative Services
- Morad Kabiri..... Community Development Director
- Melinda Welsh City Secretary
- Mary Perroni Library Director
- James Toney Community Services Director
- Jennifer Walker..... Budget Manager
- Robert B. Wieners..... Police Chief

The following notice is required by Texas House Bill (H.B.) 3195:

This adopted budget will raise more total property taxes than last year's budget by an estimated \$278,586 or 2%, and of that amount \$281,652 is tax revenue to be raised from estimated new property added to the roll this year.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Friendswood

Texas

For the Fiscal Year Beginning

October 1, 2010

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **City of Friendswood, Texas** for its annual budget for the fiscal year beginning **October 1, 2010**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

Guide to Use of the Budget

The primary purpose of this document is to plan both the operating and capital improvement expenditures in accordance with the policies of the City of Friendswood. By adoption of this budget, the City Council establishes the level of services to be provided, the amount of taxes and utility rates to be charged and the various programs and activities to be provided.

The **Introduction section** includes the City Manager's budget message with revenue and fund balance trend charts and graphs; City Council mission statement and strategic goals; budget calendar; information on the City of Friendswood; fiscal year fact sheet; and the City's organizational chart.

The **Summary section** includes summary schedules of all funds formatted to include FY10 actual; FY11 original budget; FY11 amended budget; year to date 6/30/11 actual expenditures; year-end estimate for FY11; and FY12 budget data. This section includes budgeted revenues and expenditures, designed to provide readers with a broad overview of the City's budget. Pie charts and a budget summary schedule lead off this section and depict all revenues by classification and expenditures by functions, including governmental and business related activities. Governmental activities include most of the City's basic services (general government, public safety, community development, public works and community services). Business-type activities include the City's water and sewer system. An overview of revenues and expenditures by fund is included. Additional schedules presented in this section are estimated tax valuations, tax levy and tax rate, including graphs; sales tax revenue comparison; tax and revenue debt service summary schedules; governmental grants and service fees schedule; and inter-fund transfers schedule.

The **Fund Schedule section** provides the revenues, expenditures and proposed ending fund balance for the City's six governmental funds as well as enterprise funds. Governmental funds include General Fund, Police Investigation Fund, Fire/EMS Donation Fund, TDRA Disaster Recovery Grant Fund, Park Land Dedication Fund, Tax Debt Service Fund and General Obligation Bond Construction Funds. Enterprise funds include Water and Sewer Operation Fund, Water and Sewer CIP/Impact Fee Funds, and Water and Sewer Revenue Debt Service Fund. Additional funds are Vehicle Replacement Fund, 1776 Park Trust Fund, Economic Development Administration Grant Fund, Court Technology/Security Fund, and Sidewalk Installation Fund. A description of each fund precedes the fund schedules and includes the basis of budgeting.

The next section is entitled **Departmental Budgets**. Each department includes: (1) department narrative, goals, objectives and measures; (2) department summary with department totals across all funds and an organizational chart depicting the department structure. The general ledger account number segment for fund, department and division accounts are included for cross-reference to the detail division budgets.

The next section is reserved for the **Capital Improvement Program**. Currently, the City's Capital Improvement Plan is being reviewed by the Community Development Department and City departmental Directors. The adopted budget document includes available information for fiscal year 2011-12 by fund and project as well as detail by object account. Also included in the section are the proposed projects for years 2012 through 2016. In some instances, major maintenance and repair items are included as projects.

The tax and revenue **Debt Service** section contains summary schedules and payment schedules for each bond issue of the City.

The **Appendices** contains several schedules. These include the Ordinances and Policies, departmental decision package recommendations, personnel schedule, detail revenue schedules by fund and account element/object and glossary of budget terminology and acronyms.

Table of Contents

INTRODUCTION

City Manager’s Adopted Budget Message	8
Changes to the FY12 Proposed Budget	10
Specific Uses of Fund Balance in FY12 Budget	12
City Manager’s Proposed Budget Message	13
Vision & Mission Statement and Strategic Goals	26
Budget Calendar	28
Information on the City of Friendswood	29
Fiscal Year Fact Sheet	34
Organization Chart	35

SUMMARY SCHEDULES

Revenue and Expenditure Graphs	36
Budget Summary	37
Revenues and Expenditures by Fund	38
Estimated Ad Valorem Tax Collections - Current Roll	39
Tax Rate Comparison	40
Tax Debt Service to Maturity	41
Revenue Debt Service to Maturity	42
Sales Tax Revenue Comparison	43

FUND SCHEDULES

Fund Schedules	44
Fund Flowchart	46
General Fund	47
Special Revenue Funds	49
Police Investigation Fund	50
Fire/EMS Donation Fund	51
Economic Development Administration Grant Fund	52
TDRA Disaster Recovery Grant Fund	53
Court Security/Technology Fund	54
Sidewalk Installation Fund	55
Park Land Dedication Fund	56
Tax Debt Service Fund	57
Capital Project Funds	59
General Obligation Construction Funds	60
1776 Park Trust Fund	63
Enterprise Funds	65
Water and Sewer Operation Fund	66
2006 Water and Sewer Bond Construction Fund	67
2009 Water and Sewer Bond Construction Fund	68
Water and Sewer CIP/Impact Fee Funds	69
Water CIP/Impact Fee Fund	70
Sewer CIP/Impact Fee Fund	71
Water and Sewer Revenue Debt Service Fund	72
Vehicle Replacement Fund	74

DEPARTMENTAL BUDGETS

Mayor and Council	76
City Secretary	80
City Manager	91
Administrative Services	100
Police	123
Friendswood Volunteer Fire Department	139

Table of Contents

Fire Marshal	145
Community Development	154
Public Works	170
Library Services.....	184
Community Services	192
CAPITAL IMPROVEMENT PROGRAM	
Capital Improvements Program (CIP Summary)	216
Capital Improvement Program Focus.....	218
Proposed CIP Funding Uses Chart	219
Capital Improvement Program Impact on Operating Budget.....	219
Capital Improvement Program Funding	220
Proposed CIP Funding Sources Chart.....	221
Significant Routine & Non-Routine Capital Expenditures.....	221
Project Budget Summary by Fund.....	223
General Fund Projects Schedule.....	224
G.O. Bonds Projects Schedule	226
EDA Grant Fund Projects Schedule.....	228
TDRA Grant Fund Projects Schedule.....	229
Park Land Dedication Fund Projects Schedule.....	230
Water and Sewer Operation Fund Projects Schedule.....	231
Water and Sewer Bond Projects Schedule	233
Excerpts from the Proposed 2012-2016 Capital Improvement Plan	
General Obligation Projects Description.....	236
Utility Services Projects Description.....	239
General Obligation Projects beyond Five Year Plan.....	248
Water & Sewer Revenue Projects beyond Five Year Plan.....	249
Completed CIP Projects Listing.....	250
DEBT SERVICE	
Summary of Debt Service Funds.....	252
Tax Debt Service Fund	253
Summary Schedule of Tax Debt Service to Maturity	255
2003 Permanent Improvement Bonds	255
2005 General Obligation Bonds	256
2010 General Obligation Bonds	256
Capital Leases	257
Water and Sewer Debt Service Fund	258
Summary Schedule of Water and Sewer Revenue Debt Service to Maturity....	260
2001 W/S Revenue Bonds (Refinanced as 2010B G.O. Bonds)	260
2006 W/S Revenue Bonds	261
2006 W/S Refund Bonds	261
2009 W/S Revenue Bonds	262
APPENDICES	
Appendix A: Budget Ordinance and Tax Ordinance	264
Appendix B: Personnel Schedule	271
Appendix C: Decision Packages and Forces at Work	273
Appendix D: Revenue Schedules by Fund	278
Appendix E: General and Administrative Transfers	289
Appendix F: Charter Budget Provisions	292
Appendix G: Financial Management Policy	296
Appendix H: Glossary.....	306



CITY OF FRIENDSWOOD

November 21, 2011

Honorable Mayor and City Council:

We hereby submit the adopted budget for Fiscal Year 2011-2012 in accordance with City Charter requirements. Attached is a schedule of the changes to the proposed budget document submitted to you on August 1, 2011.

The most significant changes in the proposed budget came from Council and the budget team's combined efforts in reducing the City's operational budget by \$164,738. Included in this revision are changes made by Mayor and Council that reduced their operating budget accounts in special events, contract services, travel reimbursements, and operating services totaling \$76,790. Budget team contributions reduced departmental expenditures for a combined total of \$87,948. Some of the changes were derived from reducing the budget for contract services in the City Secretary Municipal Clerk division, the City Manager Administration and Economic Development divisions, and the Community Development's Engineering division. The Staff's ongoing efforts to search out areas in which efficiencies and collaboration with other entities can reduce costs resulted in a \$50,000 reduction to the fuel budget decision package. This was done by negotiating a contract with the school districts to utilize their fueling stations and cooperative purchasing agreements. The Police Department reduced personnel costs in the Patrol division by \$8,600. Also, the Public Works Department reduced their operating services account in the Street and Sidewalk operations and the Drainage operations divisions by \$2,579. Despite these reductions in the operating budget, current service levels to the citizens will be maintained.

Other changes included in the adopted budget are: the addition of employee merit of \$135,000 in the General Fund and \$15,748 in the Water and Sewer Fund; \$125,000 for street maintenance; and \$50,464 was added to the Mayor and Council's operating budget for legal services.

Building permit fees were increased and are estimated to generate an additional \$40,000 in revenue. The change in fees will partially offset existing personnel costs for services already being rendered. Additional revenue in the amount of \$23,476 will come by the internal transfer from the Water and Sewer Fund to the General Fund. Each fund is budgeted to operate independently; however there are shared costs for administration and operating services. These services were reviewed and revised to better reflect the shared costs between funds and the inter-fund transfer was adjusted accordingly.

The adopted budget includes a reduction in property tax revenue of \$2,479. This reflects the difference between the adoption of the actual effective tax rate of \$0.5902 versus the \$0.5913 as estimated by

staff in the proposed budget. The revenues included in the budget are based on the staff's best estimate. If unanticipated revenue sources become available during the fiscal year, staff will propose appropriation through the budget amendment process.

Another change is in the Police Investigation Fund. In the proposed budget, the lease payment of \$33,242 for the OSSI system was not included. Also, estimated revenue of \$5,640 is expected to come from seized property in cases currently pending at the state and federal level. The adopted budget reflects these changes using fund balance along with corresponding revenues for the OSSI lease payment in FY12.

This final document reflects the changes made during the budget process and is offered for your reference throughout the year.

In closing, this letter would not be complete without acknowledging the contributions by the Mayor and Council and the Staff budget team to this year's budget. Council's guidance and commitment to the City of Friendswood and its citizens allowed us to develop a budget to continue to provide for the high level of services delivered here in Friendswood.

Respectfully,

A handwritten signature in cursive script that reads "Roger C. Roecker".

Roger C. Roecker
City Manager

Changes to the FY12 Proposed Budget

Original Proposed FY12 Revenue Estimate (General Fund)	\$21,401,023
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Changes to Revenue:

Tax Levy Reduction (Effective Tax Rate Estimate 0.5913 to 0.5902)	(\$2,479)
Additional Revenue from new Building Permit Fees	40,000
Additional Internal Transfer from Water and Sewer Fund	23,476

Total Changes to Funding Available	\$60,997
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Adopted Proposed FY12 Revenue Estimate	\$21,462,020
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Original Proposed FY12 Expenditure Estimate (General Fund)	\$21,316,294
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Changes to Expenditures:

Employee Merit	\$135,000
Mayor & Council increase for Legal Services	50,464
Street Maintenance	125,000
M&CC - Special events	(6,000)
M&CC - Contract Services	(65,000)
M&CC - Travel Reimbursements	(3,349)
M&CC - Operating Services	(2,441)
CSO - Contract Services	(12,000)
CMO - Contract Services	(5,500)
CMO/ED - Contract Services	(6,460)
Police Administration Salary savings	(8,600)
CDD - Contract Services	(500)
Public Works - Operating Services	(2,579)
Reduced Fuel Decision Package	(50,000)
Departmental base budget corrections	(2,309)

Total Changes to Expenditures	\$145,726
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Adopted Proposed FY12 Expenditure Estimates	\$21,462,020
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Use of Fund Balance (General Fund)	\$0
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Total Use of Fund Balance (General Fund)	\$0
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Changes to the FY12 Proposed Budget

Water and Sewer Fund

Changes to Expenditures:

Employee Merit	\$15,748
Additional Internal Transfer to General Fund	23,476

Total Changes to Water and Sewer Fund Budget	39,224
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Police Investigation Fund

Changes to Revenue:

Increase in Federal Government Revenue	\$5,640
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Changes to Expenditures:

OSSI Public Safety Software Lease (Year 4)	33,242
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Total Changes to Police Investigation Fund Budget	\$27,602
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With the specific uses of fund balance in fiscal year 2011-2012, the adopted budget is balanced.

	2011-12 ADOPTED BUDGET
REVENUES	
Taxes	\$19,578,498
Charges for Services	9,691,516
Permits and Licenses	633,519
Fines	988,020
Intergovernmental Revenues	220,430
Interest	159,912
Vehicle Lease Reimbursements	318,767
Miscellaneous Receipts	771,990
TOTAL REVENUES	\$32,362,652
Fund Balance Used or (Carried Forward)	
General Fund	0
Police Investigation Fund	27,452
Court Security/Technology Fund	(29,102)
Parkland Dedication Fund	(16,200)
Tax Debt Service Fund	90,697
2010 GO Bond Fund	3,146,785
1776 Park Trust Fund	(150)
Water & Sewer Operations Fund	927,886
2009 Water and Sewer Bond Fund	1,554,900
Water Impact Fees	(59,533)
Sewer Impact Fees	43,100
Water and Sewer Revenue Debt Service	(3,500)
Vehicle Replacement Plan Fund	(119,756)
	\$5,562,579
Total Resources Available	\$37,925,231
EXPENDITURES	
General Government	5,004,762
Public Safety	10,153,625
Community Development	1,501,228
Public Works	6,968,993
Community Services	3,638,258
Vehicle Replacement Fund	200,361
Capital Improvements	5,133,047
Debt Service	5,324,957
TOTAL EXPENDITURES	\$37,925,231
REVENUES OVER (UNDER) EXPENDITURES	0
BEGINNING FUND BALANCE	\$24,693,787
ENDING FUND BALANCE	\$19,131,208



CITY OF FRIENDSWOOD

August 1, 2011

Honorable Mayor and City Council:

We hereby submit the proposed budget for Fiscal Year 2011 – 2012 in accordance with City Charter requirements.

When the Fiscal Year 2010-11 budget was presented to City Council exactly one year ago, we could not have predicted the extremely positive local and national recognition that we received during that budget cycle. Friendswood was named number five on the top ten list of best towns for families by *Family Circle* magazine. The publication cited our low crime rate, affordable homes, quality schools, financial stability, access to health care, green space, and volunteerism. In addition, for the second straight year, we received the State Comptroller's Gold Leadership Circle Award, recognizing the City for implementing financial transparency and providing clear, consistent pictures of our expenditures.

These are the latest in a series of recognitions that Friendswood has received in the last few years, including *Business Week* Magazine's "Best Affordable Suburb in Texas" in 2009 and one of *CNN/Money* Magazine's Best Places to live in the Country in 2007 and 2009. We are confident that this next fiscal year will bring more welcome surprises to our community as well.

As in prior years and as is also mandated by City Charter, a balanced budget is delivered to the Mayor and City Council based on Staff's projections of the revenue and expenditures needed to meet existing and anticipated service level requirements. City Staff has spent several months in the preparation of the proposed budget and we look forward to discussions with Council during upcoming budget work sessions on the information presented within this document.

At the Special Council Session held on June 20, the Multi-Year Financial Plan was presented and its relationship to the annual budget was explained. In upcoming budget work sessions, Staff will provide greater detail on the key components of the proposed budget, including revenue and expenditure budget "drivers" and departmental decision packages. We appreciate the time Council has already spent with Staff discussing the MYFP and the next budget. We believe that this investment in time helps us incorporate both perspectives into a budget that best meets the City's needs.

The last few years have been economically challenging to both public and private organizations alike. Friendswood has not escaped those difficulties. And while Friendswood has not been as negatively impacted financially as many other cities and businesses across the country, we have had to work around many fiscal challenges to make sure that we continue to provide the level of services and programs Friendswood residents and businesses have come to expect. This year's proposed budget does not eliminate or reduce any specific program or service.

This document is intended to provide a budgetary overview of the City's operations and offer recommended action plans and options. The proposed operating budget is compliant with the City Charter, as it directs the City Manager to:

"Keep the Council advised of the financial condition and future needs of the City and make such recommendations as may seem to him advisable."

Our budget process consists of senior Staff working together, collaboratively, to take a city-wide view of the needs and available resources. With this as their purpose, a prioritization method is used by the team to allocate financial resources throughout the City. The process requires cooperation, respect and trust from all members. Again this year, our budget team has proven its capabilities and professionalism in the process.

As previously discussed with Council, Staff developed the proposed budget based on the projected effective tax rate. The Mayor and Council are provided options in the form of operational decision packages. Provided the budget remains balanced, the Mayor and Council may add or remove decision package items at their discretion.

Council approved a set of financial policies for the City a number of years ago. This decision and continued adherence to the policies have contributed favorably to the City's bond rating. Upon issuing the 2009 water and sewer revenue bonds, the City's bond rating from Standard & Poor's was upgraded from A+ to AA-. This rating upgrade is testimony to the City's financial stewardship and will result in interest savings over the life of these bonds.

As a result of the 2010 Federal Census, Friendswood's population has been adjusted down by approximately 1,065; from estimates of 37,980 in June 2010 to 36,915 in June 2011. Additional growth is still expected this year and Staff is hopeful that development in several new subdivisions will continue and accelerate this year and beyond. As City revenue sources hold at current levels or show signs of possible decline, demands on City services will continue to rise as population growth occurs. The need to identify alternative revenue sources, particularly in the General Fund, is becoming more important.

Capital Improvements, many of which have been grant funded, are occurring in nearly every corner of the city at historic levels. These Capital Improvements are designed to maintain our quality of life, minimize fiscal impacts for residents, and protect our community for years to come. Improvements that will continue through Fiscal Year 2012 include our new Animal Control facility, rehabilitation at Water Plant Number Five and Surface Water Plant Number Two, the new grant-funded water and sewer utilities in the City's "panhandle" area, 34 grant-funded generators at our critical facilities, City/grant-funded improvements to Fire Station Number Three, and the Galveston County Bond-funded Sunnyview, Skyview and Melody Lane road improvements. In addition, grant-funded HVAC improvements are currently being installed in City Hall and the Public Library.

Key Budget Objectives

- Deliver existing public services at the service level mandated by City Council
- Protect and promote the City's human infrastructure in the delivery of City services with competitive pay and benefits
- Maximize alternative revenue streams to supplement property tax revenue
- Keep the cost for the delivery of public services as competitive, effective and efficient as possible

The charts on the following pages compare the adopted budgets for fiscal years 2008 – 2011 to the proposed budget.

Property Taxes

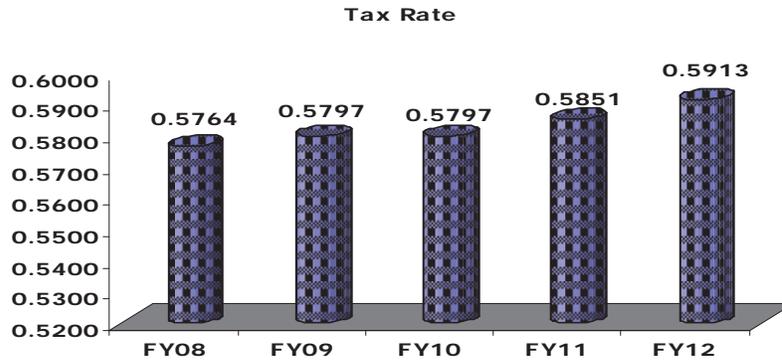
The City's largest single revenue source continues to be property taxes. Utilizing the effective tax rate in the development of this budget was a key decision point discussed with Council at one of the earlier budget workshops. The effective tax rate provides the City with approximately the same amount of revenue it had the year before from properties taxed in both years. The rate is calculated based on the collective change in the valuation of these properties. For example, if property values go up, the effective tax rate goes down. Conversely, as is the case in our City this year, if property values decrease, the effective rate increases.

We have received the certified values for Galveston County. Of the certified Galveston County values, \$63 million are still with the Appraisal Review Board (ARB). This is about \$30 million more than last year at certification. We will likely not receive certified values from Harris County until late in our budget process. The Harris County values account for approximately 20 percent of our total valuation. In both Galveston and Harris Counties, we have an estimated net decrease in value of almost \$35 million:

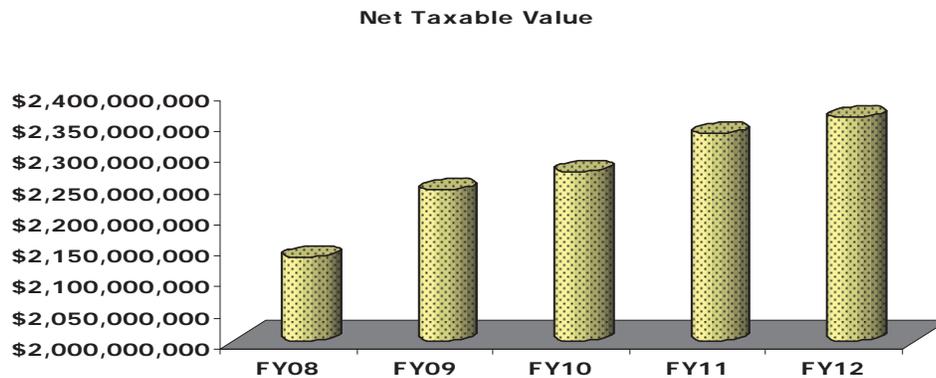
Galveston County:	\$(13,555,163)
Harris County:	\$(21,397,465)
Net Decrease:	\$(34,952,628)

As a result, when comparing the 2010 property values with projected 2011 values, to maintain a flat (or level) revenue stream from last year to this year during a time when property values are declining, the effective tax rate will need to increase.

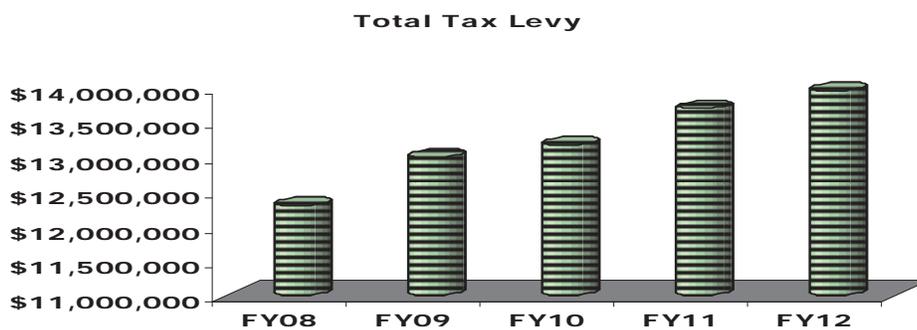
We are proposing an estimated effective rate of \$0.5913. No new revenues are generated by this rate overall for existing properties. However, Staff projects that about \$44 million in new construction added to the 2011 tax roll will result in additional revenue of approximately \$260,000.



In tax year 2010 (2010-11 fiscal year), based on preliminary estimates, we projected our value at \$2.332billion. The actual values for tax year 2010 are \$2.365billion. This has resulted in tax levy that is greater than we budgeted. This amount equates to approximately \$170,677 in revenue above what we originally projected. The proposed budget for fiscal year 2011-12 (tax year 2011) is based on projected values of \$2.359billion. While this is an increase from our 2010 budgeted property value estimate, it is a decrease of \$6 million from 2010 certified property values.



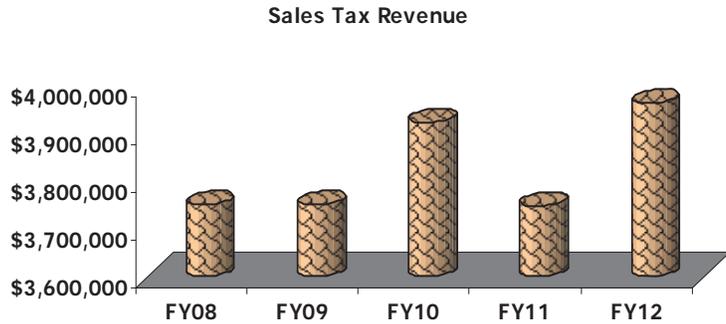
The tax levy is the net taxable value multiplied by the tax rate. The levy becomes our revenue projection. For the 2011 tax year, we project revenues of \$13.9 million. This is approximately \$281,065 more than budgeted in 2010-11. Of this, new improvements in 2011 account for \$260,655.



General Fund

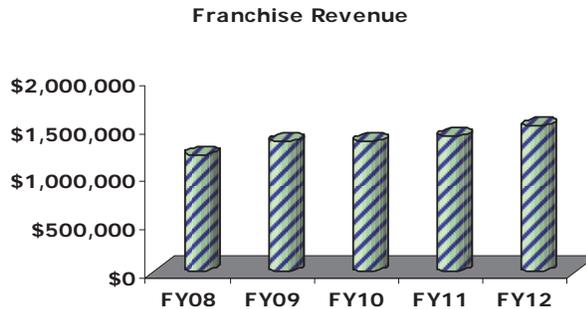
Following property tax is the second largest revenue source in the General Fund; Sales Tax. We have a history of moderate annual growth in this revenue source. Sales tax revenue is more volatile revenue due to frequent changes in the economic environment. Failing to acknowledge the volatility inherent in sales tax revenue has caused many cities tremendous budget difficulties. With this in mind, next year's budget projection is estimated to be \$3,965,020 based on the estimated revenue for the current year.

Year	Sales Tax
FY08	\$3,750,000
FY09	\$3,750,000
FY10	\$3,923,944
FY11	\$3,748,428
FY12	\$3,965,020



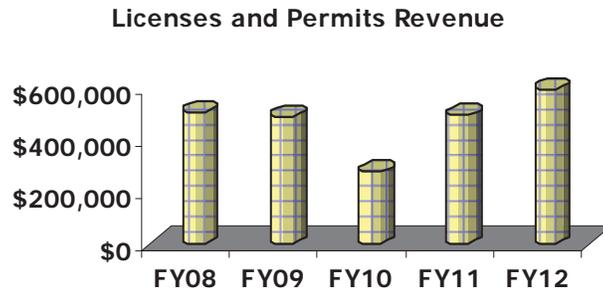
Franchise Fee and Right-of-Way Access revenue is forecasted to exceed 2010-11 budget estimates by approximately \$180,998. Conservatively, projections for 2011-12 are estimated at \$1,511,334, which is 7.6 percent above the 2010-11 budget.

Year	Franchise
FY08	\$1,211,000
FY09	\$1,345,700
FY10	\$1,350,440
FY11	\$1,404,742
FY12	\$1,511,334



Revenue from Building Licenses, Permits, and Plan Check Fees is largely based on residential building permits. Due to the economy and home building market, our estimates for fiscal 2010-11 represented very conservative building starts. Actual experience proved better than anticipated. This trend is expected to continue modestly in 2011-12, therefore, projected revenue in this year's budget is \$593,519; up almost 20 percent from the current year's budget.

Year	Revenues
FY08	\$507,539
FY09	\$488,343
FY10	\$276,506
FY11	\$496,222
FY12	\$593,519

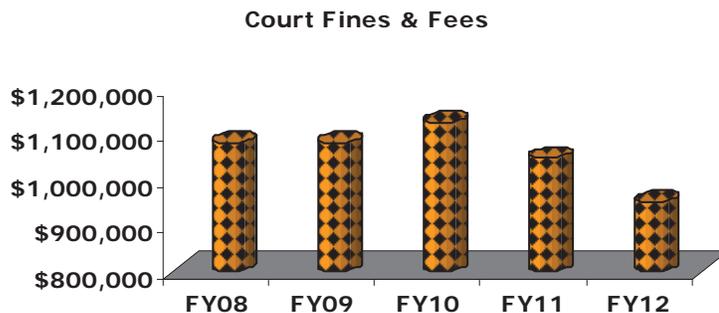


Municipal Court fines and forfeitures are another significant general fund revenue source. Fiscal year 2010-11 revenue is expected to be approximately \$966,586 which is \$80,626 less than what we projected in the current budget. During the budget process, we will explain the impacts on the revenues and subsequent collection rates.

Since April of 2008, efforts by the City’s contracted collection agency have proven valuable in recovering delinquent balances. In addition, the City participated in the state-wide warrant round-up again in March of 2011 to increase its efforts to collect outstanding balances.

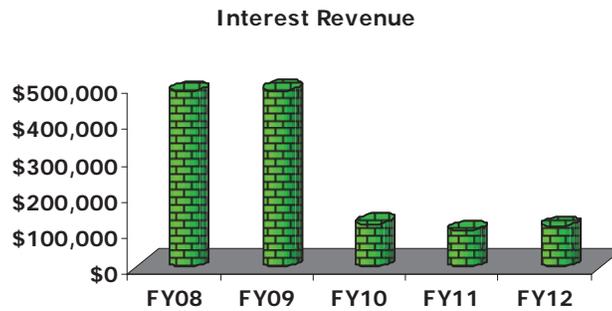
The Proposed Budget for 2011-12 also includes the Court Technology/Court Security Fund accounts for revenue derived from the court security and court technology fees. These funds can only be used for specific projects related to court security and technology. We are budgeting to utilize \$6,898 from this revenue source in the proposed budget for Court building security expenses.

Year	Revenues
FY08	\$1,078,700
FY09	\$1,080,000
FY10	\$1,125,051
FY11	\$1,047,212
FY12	\$952,020



Prior to fiscal year 2007-08, interest income was a significant general fund revenue source. Since that time, changes in the economy and interest rates have caused investment earnings to drastically decline by more than 75percent. Being mindful of this continuing trend, we are projecting interest revenue of \$111,212 in fiscal year 2011-12. This is an increase of about \$11,000 over the budget for 2010-11, and slightly less than 2010-11 year end revenue estimate of \$112,336. Investments are managed according to the City’s Investment Policy with the oversight of the City’s Investment Committee.

Year	Revenues
FY08	\$483,871
FY09	\$484,045
FY10	\$119,150
FY11	\$100,000
FY12	\$111,212

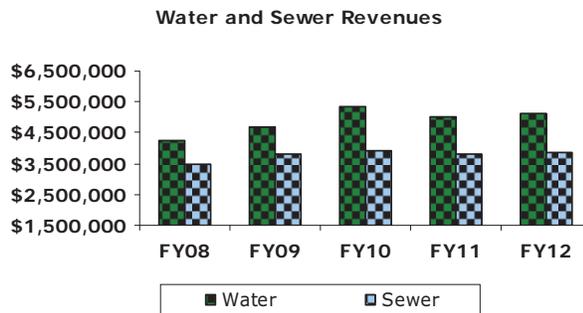


Water and Sewer Fund

Compared to the two previous years, extreme drought conditions this year have led to more water consumption. As a result, water and sewer revenue estimates for fiscal year 2010-11 are expected to exceed budget projections.

Water revenue included in the proposed budget is \$5,120,000; an increase of \$105,000 or 2.1 percent from fiscal year 2010-11 budget. Sewer revenue is proposed at \$3,840,000 or 0.65 percent more than the budget for 2010-11. The water and sewer funds' rate structure, billing methodology, and projected future rates will be discussed with the Council at a future budget work session.

Year	Water	Sewer
FY08	\$4,238,169	\$3,461,956
FY09	\$4,711,712	\$3,832,042
FY10	\$5,365,040	\$3,937,341
FY11	\$5,015,000	\$3,815,000
FY12	\$5,120,000	\$3,840,000



Expenditures

As in the past few years, City Staff began planning for Fiscal Year 2012 by recognizing the challenges facing our local, regional, and national economies. Across the state and nation, cities are struggling to maintain aging infrastructure, keep an adequate workforce, and provide the same level of expected service during a time when revenues are declining sharply. This year, keeping in mind our own fiscal challenges and those of our surrounding communities, City Staff is presenting a budget that we believe will maintain service levels currently provided without significantly increasing our operating budget. This year's proposed expenditure budget reflects an increase of approximately 2percentfrom the adopted budget in 2010-11. We present this budget knowing that Friendswood must remain efficient, competitive and appealing in an environment where residents and businesses have a choice on where to live, work and spend their money. As a team, City Staff continues to provide services that help make Friendswood a great place for people to "live, work, play and worship."

Infrastructure is one of the most important assets to maintain in a community. Infrastructure not only includes the physical streets, drainage, parks, facilities, and water and sewer improvements, it also encompasses the City's "human infrastructure" – its employees. With resources perhaps more limited than ever, continuing to support our service providers is an ongoing challenge. While City Council and Staff recognize the need to maintain our pay plan structure and compensate the employees who strive daily to provide the City services expected by our citizens, this year's budget estimate is very lean. Therefore, the proposed budget, as in previous years, does not include cost of living adjustments (COLA) or "across the board" pay increases. In addition, funding for merit increases for Staff is not built into this proposed budget. This comes after two straight years of ratcheting down the City's merit increases to lower percentages than provided in previous years. Instead we have allocated a portion of our limited resources to partially restoring TMRS benefits. This will be discussed in greater detail below. The pay plan management issue remains an item of concern to be discussed with Council in an upcoming workshop.

City and Volunteer Fire Department Retirement Benefits

A major decision point for Staff was addressing the changes in the City's Texas Municipal Retirement System (TMRS) retirement benefit contribution rate. In 2007, the State's actuarial experience indicated that contributions to the retirement plan were not fully funding the plan. The plan was restructured and Cities were allowed to "phase-in" the fully-funded rate over an eight-year period. During last year's budget process, the decision was made to reduce the annual annuity increase for current and future retirees from 70 to 30 percent. The percent of increase is based on the Consumer Price Index (CPI). Since CPI was very low at the time, it had a nominal impact on our retirees, and this reduction was presented to Staff and Council as a one year reduction. The decision to reduce our phase-in rate was made in anticipation of restructuring legislation that was presented in the 2011 legislative session, and eventually approved by the legislature. This was good news for our plan, because our "phase-in" rate was then eliminated. Our contribution rate became 13.60 percent compared to last year's rate of 15.74 percent and the projected fully-funded rate of 19.14 percent. After the changes, Staff reviewed the issue this year and collectively agreed that the City's cost to return to the 70 percent of CPI rate was not attainable given current budget constraints. However, Staff felt it was important to make some progress and move back to the 50 percent level. This results in an additional budgetary impact of \$169,500. Next year, Staff will once again evaluate the City's ability to possibly fund a 70 percent of CPI COLA for our retirees.

A related issue was the pension increase requested by the Friendswood Volunteer Fire Department. For the past several years, decision packages have been presented, but not funded for the pension increase. The proposed budget includes \$14,400 for the pension cost increase, which was the FVFD's highest rated request.

Health Insurance

Prior to requesting proposals for employee healthcare coverage, the City's Interlocal partnership with the cities of Webster and Dickinson received an estimated 19 percent rate increase. Bidding the cooperative's insurance coverage and subsequent negotiations resulted in the Cities changing insurance providers. The good news is there will be no increase in the cost of our employee group health insurance coverage, while the level of benefits remains comparable to the current plans. The

proposed budget has been prepared using existing plan options and current 2011 healthcare premium rates.

Workers Compensation

One of the most important ways that our employees can help save taxpayer dollars is by performing their jobs safely. We have many employees who work “out in the field” and encounter potential dangers on a daily basis. The City’s participation in the TML-Intergovernmental Risk Pool and the employees’ ongoing emphasis on safety in the workplace continues to pay off. Our history of work-related injuries remains low resulting in a very favorable experience modifier. The Pool’s experience has also been good. The combination of both has resulted in the City’s workers’ compensation rate remaining low. You may recall that over the past 15 years we have received a total of \$337,675 in equity returns (premium refunds) from the TML-IRP as a result of both ours and the pools good experience.

No New Staff Positions

No new full-time or part-time positions are included in the budget. One of the most important emphases that we continue to place on ourselves as a staff is the need to find ways to create efficiencies in the way we conduct our day to day operations. Staff members are taking on more responsibilities as new mandates, projects and requests are brought our way, and we feel that we are meeting the physical, technical and financial needs of our community without increasing the numbers of our workforce at this time. This has been one of our greatest accomplishments and continues to be one of the greatest challenges facing our Staff as Friendswood grows.

Street Improvements

Again this year, a conscientious approach has been taken with other expenditures included in this year’s proposed budget.

Street improvements: Due to funding limitations and competing demands for 2011-12 resources, no additional funding for major street improvements is included in the proposed budget. Street improvements continue to be an area of importance, as this decision package was the highest rated by Staff, following those identified as “forces at work.” However, the funding available was relatively insignificant and would have made little impact in actual street improvements. This same difficulty occurred last year when the current budget was being deliberated. Council discussed the possibility of appropriating funds from General Fund Balance that is available for capital improvements. We are suggesting that this issue be seriously revisited during our budget work sessions, and a decision regarding this funding source for street improvements be made and, if approved, included in the 2011-12 budget. On a larger scale, we believe we need to revisit the City’s Street Pavement Master Plan and discuss funding options, including the possibility of a future bond election for street improvements. The last available General Obligation bonds were issued in 2010 to reconstruct a major portion of Blackhawk Boulevard. This project is currently being designed.

Forces at Work

The proposed budget includes the following expenditure increases for Forces at Work.

- Fuel (in impacted departments)-\$102,728 (General Fund). We are trying to mitigate this impact by researching other alternatives to our current fuel suppliers. We will report our progress in upcoming budget workshops.
- Electricity (in impacted departments)-\$6,308 (General Fund) and \$49,388 (W/S Fund)
- Operating services and supplies for the new Animal Control facility, such as electricity, telephone, janitorial, natural gas, pest control, landscaping maintenance, etc. – \$26,100
- Galveston County - Radio Service fees (Police Department & Fire Marshal) - \$3,744
- Blackhawk WWTP operational costs increase - \$128,575 (W/S Fund)
- City of Houston – Purchased Water rate increase - \$123,092 (W/S Fund)
- Water Analysis (TCEQ Mandated) - \$18,439 (W/S Fund)

Other Decision Packages

Community Services programs enhance the quality of life of our citizens. Included in the budget for 2011-12 are funds for the following Community Services programs:

- Adult sports programs (Offset by an associated fee increase) - \$ 2,000
- New Zumba program (Offset with an associated fee increase) - \$10,600
- Concerts in the Park - \$1,209
- Resurfacing of the of the tennis and basketball courts at Stevenson Park (Park Land Dedication Fund) - \$35,000

The proposed budget includes several items in the Administrative Services Department. Many of these items will be utilized by other departments throughout the city and will benefit both the City's internal and external customers.

- Warrant Round-up (Overtime and program costs) - \$9,000
- Teen Court overtime (Court Clerks & Security Personnel) - \$4,537 (General Fund) and \$2,174 (Court Security/Technology Fund)
- Municipal Court Prosecutors(Additional Hours) - \$5,000
- Multi-function copier (Animal Control Facility) - \$7,500
- Utility bill printing service - \$13,872 (W/S Fund)
- Utility payment processing equipment & software - \$15,975 (W/S Fund)

Other items included in the proposed budget include:

- Phase-in of expected loss of Emergency Management Planning Grant funds used to operate the Fire Marshal/Emergency Management department-\$18,000
- Extended maintenance agreement for digital in-car video/ALPR (Police) - \$8,600
- Mowing tractor (Public Works) - \$35,000
- Replacement backhoe (Public Works) - \$65,000 (W/S Fund)
- Air compressor (Public Works) - \$15,000 (W/S Fund)
- Portable sewer camera (Public Works) - \$10,000 (W/S Fund)

Friendswood Volunteer Fire Department

We are moving into our eighth contract year with the Friendswood Volunteer Fire Department (FVFD) to provide fire and emergency management services to the City. Included in this budget is an increase to the FVFD contract adding \$14,400 to fund the department's request for an increase to their pension. As a part of the contract, the City continues to pay a fee of \$10 per run to the FVFD Equipment Replacement Fund (the same fund used to collect the voluntary donations from City utility bills) to assist in the replacement of capital equipment. This fee is projected to be approximately \$28,000 for 2010-11 and is expected to be \$30,000 in 2011-12.

The proposed budget includes Fire/EMS donations revenue of \$241,000. The following items are included in the budget for the FVFD using this funding source.

- Annual debt service for a fire truck purchased in 2008-09 - \$61,901.
- The following equipment purchases are proposed to be funded by a combination of 2011-12 projected donations, run fees described above and other FVFD resources.
 - Fire Engine 22 – estimated at \$67,000 (first year payment of 8-year financing). The total estimated cost is \$464,270.
 - Brush Truck and Squad Truck at Station Number Two – estimated at \$120,000.

Vehicle Replacement Plan

Since establishing the Vehicle Replacement Plan in 1999, the City's fleet has been greatly improved and assists City Staff in performing efficiently. We are now entering the 13th year of our Vehicle Replacement Fund (VRF). This fund allows us to "finance" our vehicle purchases internally. The VRF purchases all City vehicles that cost less than \$50,000 and "leases" them to the City departments. These "lease" payments allow the VRF to purchase replacements for the departments' vehicles according to the Vehicle Replacement Plan schedule. The current plan calls for four Police Department units, one Community Services truck, and two Community Development trucks to be replaced in 2011-2012.

The Vehicle Replacement Fund has been an excellent method to fund our future City vehicles and has proven to be beneficial in several ways.

- The City fleet is refreshed as needed to provide proper employee resources.
- It allows the City to "finance" its fleet purchases internally, thus saving the cost of borrowing externally.
- It ensures adequate funding is available for fleet replacement.
- The annual budgetary impact is stabilized. A more consistent funding requirement is established, eliminating the extreme highs and lows from one budget to the next.

Fund Balance

The City has made tremendous progress in developing healthy financial reserves. As a result of conservative budgeting and responsible stewardship on the part of the Staff and City Council, it is projected that the General Fund balance will approach \$5.7 million by the end of the current fiscal year. According to the financial policies, "additional undesignated funds in excess of the 90-day emergency reserve will be allowed to accumulate in a fund designated for future General Fund capital improvements." Based on the budget for 2011-12, we expect to fully fund the emergency reserve amount of \$5.2 million with approximately \$475,000 remaining for capital improvements.

The City's discipline and adherence to our financial policies has allowed the City to commit additional undesignated funds to a number of projects. (Do we need the following detail? If so, disregard the deletion.) In addition to the adopted projects in the 2010-11 budget, funds were available for Council to approve several other expenditures throughout the year. These included \$150,000 for the rehabilitation of Fire Station Number Three, \$24,300 for the City Hall Access Control System and \$13,695 for blood pressure monitors. Also, Council's commitments of \$52,220 allowed the City to receive grant funds for several capital projects and equipment. These include the City Hall protective window coverings, Senior Program bus, and City Hall and Library emergency generators. Use of these matching funds allowed the City to multiply the \$52,000 more than 4.25 times and receive almost \$225,000 from sources outside of the City.

The Water and Sewer and General Funds are each budgeted to operate independently. Water and Sewer Fund retained earnings are estimated to reach \$10.1 million at year end 2010-11. The City's 90-day emergency reserve balance will be fully funded at \$2.1 million. When water and sewer rates were reduced in October 2009, a periodic draw down of the retained earnings (working capital) balance was incorporated in the rate structure. Therefore, a portion of the undesignated \$8.0 million is already being used to provide lower rates to the City's utility customers. The remaining working capital funds above the 90-day emergency reserve are available for future Water and Sewer capital improvements.

Conclusion

As economic challenges continue to emerge for our nation and City, greater strain is placed on our current resources. The City's employees are being asked to do more while also finding innovative ways to deliver service more efficiently. Balancing the needs of our employees, while continuing to seek innovative ways to provide the excellent service our citizens expect is an ongoing exercise. That said this Staff takes great pride in being part of an organization dedicated to serving the citizens of Friendswood. We make decisions and work daily to accomplish our goals by embracing our motto, "**F**riendswood on **T**RAQ", which is an acronym for the City Staff's core values: **T**rust, **R**espect, **A**ccountability and **Q**uality.

As previously mentioned in this letter, our budget process is a cooperative one that requires teamwork by our Staff. The efforts of the entire budget team are greatly appreciated; however, we especially want to thank the Administrative Services Staff, led by Department Director, Cindy Edge, and supported by Katina Hampton and Jennifer Walker, for their many hours of hard work.

The budget is designed to serve as a policy document, financial plan, operational guide and a communications device. Continual improvements to our budget document resulted in the City earning its eighth consecutive Government Finance Officers Association Distinguished Budget Presentation Award in fiscal year 2010-11. We will continue to improve the budget document and strive to attain this recognition, meeting the highest principles of government budgeting.

It is our pleasure to present this budget to Council and we are prepared to discuss its details with you. We also look forward to its adoption and implementation in the upcoming year.

Respectfully,

A handwritten signature in cursive script that reads "Roger C. Roecker". The signature is written in black ink and is positioned above the printed name and title.

Roger C. Roecker
City Manager

Vision & Mission Statements, Guiding Principles, Council Philosophy, and Strategic Goals

Adopted by Resolution

Vision Statement

Together we build our future in a friendly place to live, work, play, learn and worship.

City of Friendswood Mission Statement

It is the mission of the Council and staff of the City of Friendswood to provide the highest level of service to our citizens at the greatest value.

Guiding Principles

- We Believe That Visionary Planning is Essential.
- We Believe That Proactive, Responsive, Effective Leadership is Essential.
- We Believe That Ongoing Interactive Communication is Essential.

Council Philosophy

- To act in the best interest of the citizens
- To consistently demonstrate respect to the staff
- To invest our resources effectively for our future
- To handle our disagreements/conflicts in a respectful manner that keeps our image positive with the public and each other

Strategic Goals

1. Communication

- Build and expand external partnerships
- Better educate and inform our citizens to increase ownership and involvement in city government
- Utilize conflict/issue resolution processes

2. Economic Development

- Build and expand external partnerships
- Expand existing vision
- Systemize regional detention
- Educate and inform citizens to increase ownership in Economic Development.
- Research economic viability before and after 2020

3. Preservation

- Build and expand external partnerships
- Shape future growth to preserve Friendswood's distinctiveness and quality of life
- Preserve and maintain infrastructure

4. Partnerships

- Build and expand external partnerships
- Remove any distinction of citizenship based upon county location

5. Public Safety

- Build and expand external partnerships
- Ensure a safe environment

6. Organizational Development

- Leadership
 - Communicate clear messages to citizens and employees about our values and why we are doing what we are doing
 - Build team identity with boards, employees, council, and volunteers
- Values
 - Communicate TRAQ as the core values to volunteers, citizens, council and all employees
 - Continue to focus on issues—not people
- Personnel
 - Develop a plan for staffing levels that result in quality city services and the accomplishment of our mission statement
 - Provide training and development for City employees to meet current and future staff leadership needs
- Process and Planning
 - Continue strategic planning process to meet future needs
 - Continue to develop plans to increase community involvement throughout the City

Strategic Goal Matrix

Departmental mission and goals which correlate with a City goal are indicated below in blue.

	Mayor & Council	City Secretary's Office	City Manager's Office	Administrative Services Office	Police Dept.	Friendswood Volunteer Fire Dept.	Fire Marshal's Office	Community Development Dept.	Public Works	Community Services	
	■	■	■	■	■	■	■	■	■	■	1) Communication
	■	■	■	■	■	■	■	■	■	■	2) Economic Dev.
	■	■	■	■	■	■	■	■	■	■	3) Preservation
	■	■	■	■	■	■	■	■	■	■	4) Partnerships
	■	■	■	■	■	■	■	■	■	■	5) Public Safety
	■	■	■	■	■	■	■	■	■	■	6) Organizational Dev.

Budget Calendar

Month	Activity	Responsible Party
January 2011	Review Multi-Year Financial Plan	City Mgr. & Dept. Directors
	Review Non-property tax revenue & rate structure	Admin Services
February	Budget Kickoff - Update Departmental Narratives, Goals, & Org Charts	Dept. Directors or Designee
February 7 & 8	Training in H.T.E. Payroll budget module	Admin Services
March 1 & 2	Training in H.T.E. GMBA budget module	Admin Services
March 14	Departmental budget training in H.T.E. GMBA budget module	Dept. Directors, Director's Designee, Budget Manager
	Distributed budget instructions & materials to Department Directors	Budget Manager
April	Budget Team meetings begin	Budget Team*
April 29	Departmental Narratives, Goals, & Org Charts due to Budget Office	Budget Team*
May	"Forces at Work" decision packages are reviewed & submitted	Admin Services
May 31	Departmental base budgets & decision packages submitted to Budget Office	Dept. Directors or Designee
June	Review Decision packages & align with Proposed Budget	Admin Services
June 30	Review of revenue projections & preliminary budget priorities	Admin Services & Budget Team*
July 1	Preparation of Proposed Budget begins	Admin Services
July 11	Discuss budget process with Council Identify budget priorities & decision packages	City Council & Budget Team*
July	Receive Certified Property Tax values from Galveston Central Appraisal District. Proposed Property Tax Rate is adjusted	Galveston Central Appraisal District Admin Services
	Proposed budget is delivered to Council	Admin Services
August 1	Receive Certified Property Tax values from Harris County Appraisal District. Proposed Property Tax Rate is adjusted.	Harris County Appraisal District Admin Services
Aug 8, 15, & 22	City Council work session on budget	City Council & Budget Team*
August 31	Publication of public hearing on budget	Admin Services/Muni Clerk
September 12	Public hearing held on budget. City Council work session on proposed budget	City Council & Budget Team*
October 3	First & Final reading of ordinances adopting budget & effective tax rate	City Council & Budget Team*

*Refer to page 2 for list of the Budget Team Members

Information on the City of Friendswood, Texas

Form of Government

The City of Friendswood, Texas was incorporated on October 15, 1960. The charter provided for a Mayor-Council form of city government. The charter was amended on October 16, 1971 to provide for a City Council-City Manager form of city government.

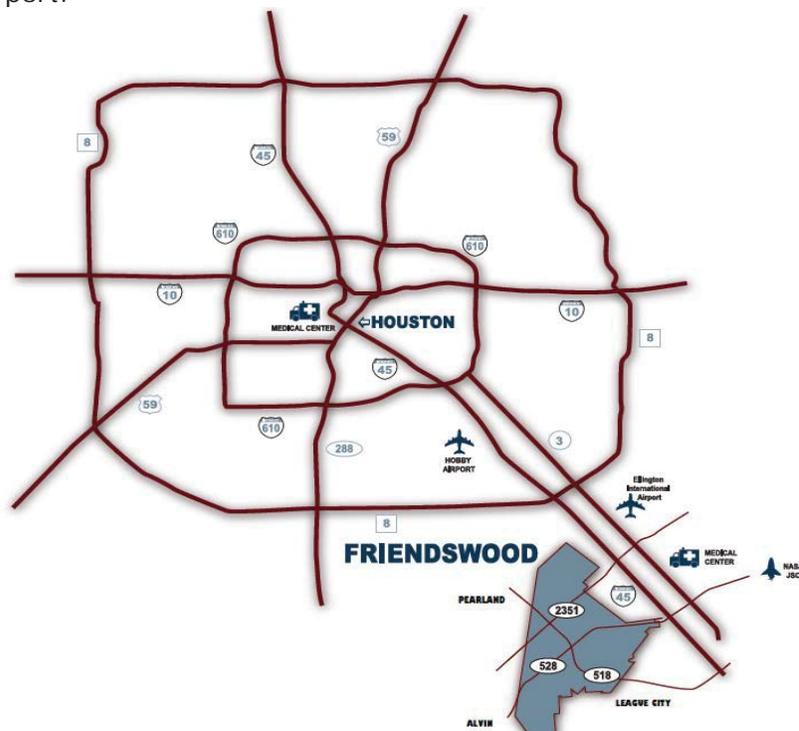
The Mayor and six Council members are elected from the City at large to serve three-year terms. A charter amendment was approved May 4, 1992, to extend terms to three years from two years to be phased in over a three-year period beginning in 1993. A three-term limitation was also approved in 1992.

The City Council is the principal legislative body of the City. The City Manager is appointed by a majority vote of the City Council and is responsible to the Council for the administration of all the affairs of the City including the appointment and removal of department directors and employees, supervision and control of all City departments and preparation of the annual budget. The Mayor presides at meetings of the City Council.

Location

Friendswood is conveniently located between Houston and Galveston, just 20 miles southeast of Houston - the nation's fourth largest city in southern Harris and northern Galveston Counties. The city is in the middle of the Houston bio-corridor, including the world-renowned Texas Medical Center in Houston and the University of Texas Medical Branch in Galveston.

The City covers 21 square miles and shares boundaries with Pearland, Alvin and League City. Three State farm-to-market roads give Friendswood easy access to the surrounding areas: FM 518 winds north to south from Pearland to League City; FM 2351 west from I-45 to the Brazoria/Galveston county line; and FM 528 west from I-45 to Alvin. Friendswood enjoys easy air transportation access to Hobby Airport, George Bush Intercontinental Airport, Ellington Field, and Pearland Regional Airport.



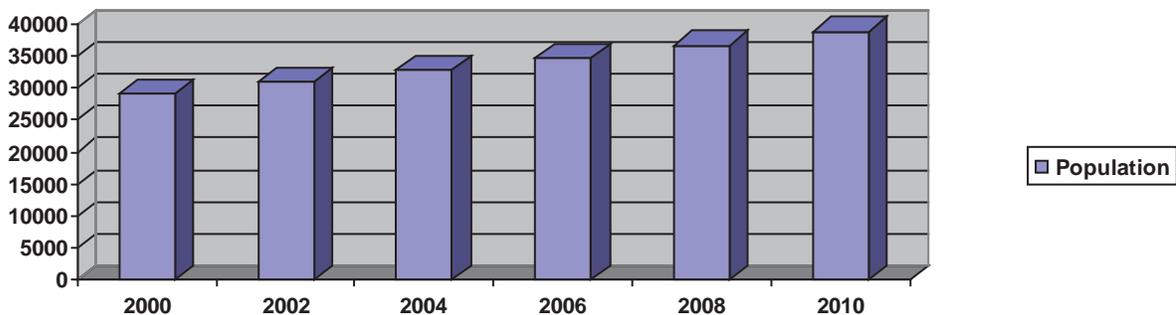
Friendswood was named #5 on the list of 10 best towns for families in the United States, in the August 2011 edition of Family Circle Magazine. Friendswood is the only town in Texas to receive this designation.



In 2007 and 2009, Money Magazine named Friendswood one of the Top 100 Best Places to Live in the United States. Also in 2009, Friendswood was recognized as one of BusinessWeek Magazines' Best Affordable Suburbs in the U.S. Cities making the list have the best combination of economic opportunity, quality schools, public safety, leisure activities, diversity, and health care options. Friendswood continues to be noticed as a great place to live.

Demographics

The City's 2000 census was 29,037. As of June 2011, the population is estimated to be 36,915. Friendswood is known for its highly educated workforce with more than 48 percent of residents employed in executive, professional, and managerial positions and a total civilian labor force of over 18,000. The average household income is estimated to surpass \$100,000. Income levels mirror educational attainment and Friendswood residents reflect an educationally accomplished profile with 92 percent of adult residents that possess a high school diploma and 52 percent earned college degrees from bachelor's to professional and doctoral levels. Businesses and residents are drawn to Friendswood's extraordinary demographics, superior quality of life, and its luscious natural green environment.



City services are provided by a staff of 214.07 full-time equivalent employees. The City's police protection is provided by 58 sworn officers. The City's fire protection is contracted with the Friendswood Volunteer Fire Department with a volunteer staff of 104 and 40 part-time paid staff working from four City-owned and equipped fire stations. The City's Public Works department maintains 156 miles of paved streets, 1.168 miles of unpaved streets, 95.5 miles of storm sewer and 166 miles of water lines and sewer mains with 38 employees. The City has eight parks, one swimming pool, and four tennis courts on 200 acres. The Friendswood Public Library is a premier library in the area servicing an average of over 585 patrons per day with a circulation of 356,767 in 2010 and over 21,164 youth and young adult attended programs during 2010. The City is served by two school districts; Friendswood Independent School District and Clear Creek Independent School District.

Economic Outlook

The Friendswood/Bay Area Houston's upscale suburban landscape includes thirteen cities: Friendswood, Clear Lakes Shores, Dickinson, El Lago, Houston, Kemah, La Porte, League City, Nassau Bay, Pasadena, Seabrook, Taylor Lake Village, and Webster. The estimated population for the area exceeds 452,000 with a strong work force of 224,000.

The Friendswood/Bay Area regional economy is home to more than 14,200 business establishments. The area's anchor industries are aerospace and specialty chemicals, each with an annual economic impact of \$1 billion. The third industry combines a diverse set of high technology clusters including: bio-pharmaceutical, bio-technology, integrated computer systems, software development, and technical services. The fourth industry recreation and tourism, combines cruise lines and boating, which draws much of its patronage from outside the area.

Aerospace

The Friendswood/Bay Area Houston region is home to NASA – Johnson Space Center and over 55 aerospace contractors and subcontractors. NASA-JSC employs approximately 3,000 federal employees and more than 12,000 contractors, about 8 percent of the region's work force. The end of the NASA space shuttle program will have a likely; but currently undetermined impact on this segment of the area's workforce.



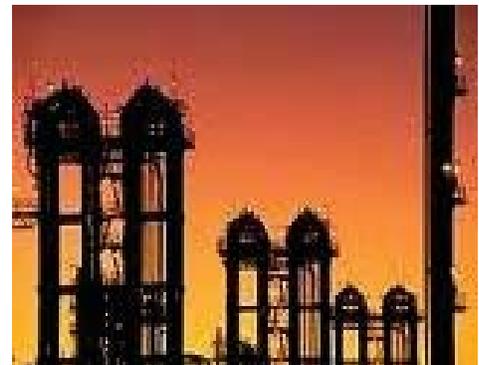
High Technology Clusters

Technology sub-industries like bio-pharmaceuticals, bio-technology, computing hardware and software, information storage and retrieval, measurement and controlling devices command a significant and growing presence in Bay Area Houston with more than two times the national average activity. There are approximately 2,900 people employed in Bay Area Houston's bio sector.



Specialty Chemical Products

Another large and relatively stable business cluster is the petrochemical refining and specialty chemical industry. One of the nation's largest privately developed industrial facilities, Bayport, is home to approximately 65 operating specialty chemical plants employing 9,000 to 10,000 workers. Expansions at the Port of Houston, Bayport Industrial District, and widening of the Panama Canal will help support the long term economic growth of this sector.



Recreation and Tourism

The fourth economic sector combines boating, recreation, and tourism on Texas' Gulf Coast. About 24 marinas provide 8,000 boat slips of all sizes and dockage facilities for the power and sail boating enthusiast. The area offers amusement parks, like Space Center Houston, and the Kemah Boardwalk, as well as ecotourism, upscale shopping and fine dining and regional sports. Each year, four million tourists from all 50 U.S. states and many foreign countries visit Bay Area Houston.



Issues Impacting the City

During fiscal year 2010 – 2011, several street and utilities capital improvement projects have been completed or are in progress. Currently underway are the street reconstruction of Melody Lane, Sunnyview and Skyview projects, FM 2351/Beamer Road utility improvements, the Second Take Point Phase II (water storage facility) and the construction of the new Animal Control Facility to replace the City's existing one. All projects are expected to be completed by the end the first quarter of fiscal year 2011 – 2012. Completed projects include the FM 518 drainage improvements and the rehabilitation of Water Plant #2.

Friendswood, like other municipalities, continues to experience the effects of the country's economic downturn. This has affected the City's budget development process again this year. The City has maintained its current levels of service although some revenue streams, such as intergovernmental resources, have dropped. The City's largest revenue resource, property taxes, is monitored carefully to detect significant changes. Preliminary property valuations are showing a greater decline than seen in 2010; however, property tax revenue from new construction in the City helps to soften the impact of declining values this year.

Over the last year, fuel cost has greatly impacted several departmental budgets; mainly those that operate 24 hours per day. In fiscal year 2011 - 2012, fuel budgets have been increased in the departments most heavily impacted. The City currently utilizes a fuel card program that provides discounted prices at commercial fueling stations. Alternative fuel source options, such as cost sharing partnerships or a fuel purchase agreement between the City and other local entities, are being explored at this time.

Additionally, reinstating the City's Texas Municipal Retirement System (TMRS) annual annuity increase for retirees (from 30% to 50% of CPI change) will impact the budget by increasing the City's TMRS contribution rate by almost 2% this year. The Municipal Retirement System's retirement funds underwent a restructuring as a result of Texas Senate Bill 350, which helped to lessen the impact of this change.

Although health care cost are rising and the effects of the federal healthcare reform is yet to be determined, negotiations during this year's health insurance RFP (request for proposal) by the interlocal partnership with Friendswood, Webster and Dickinson proved beneficial; resulting in no significant changes to health care plan options or premium costs for to the City or its employees.

Due to the volatility of some its revenue sources, the City has and continues to apply for federal and state grant funding for various projects and operational costs. Information on the results of these efforts will be monitored closely in fiscal year 2011-2012.

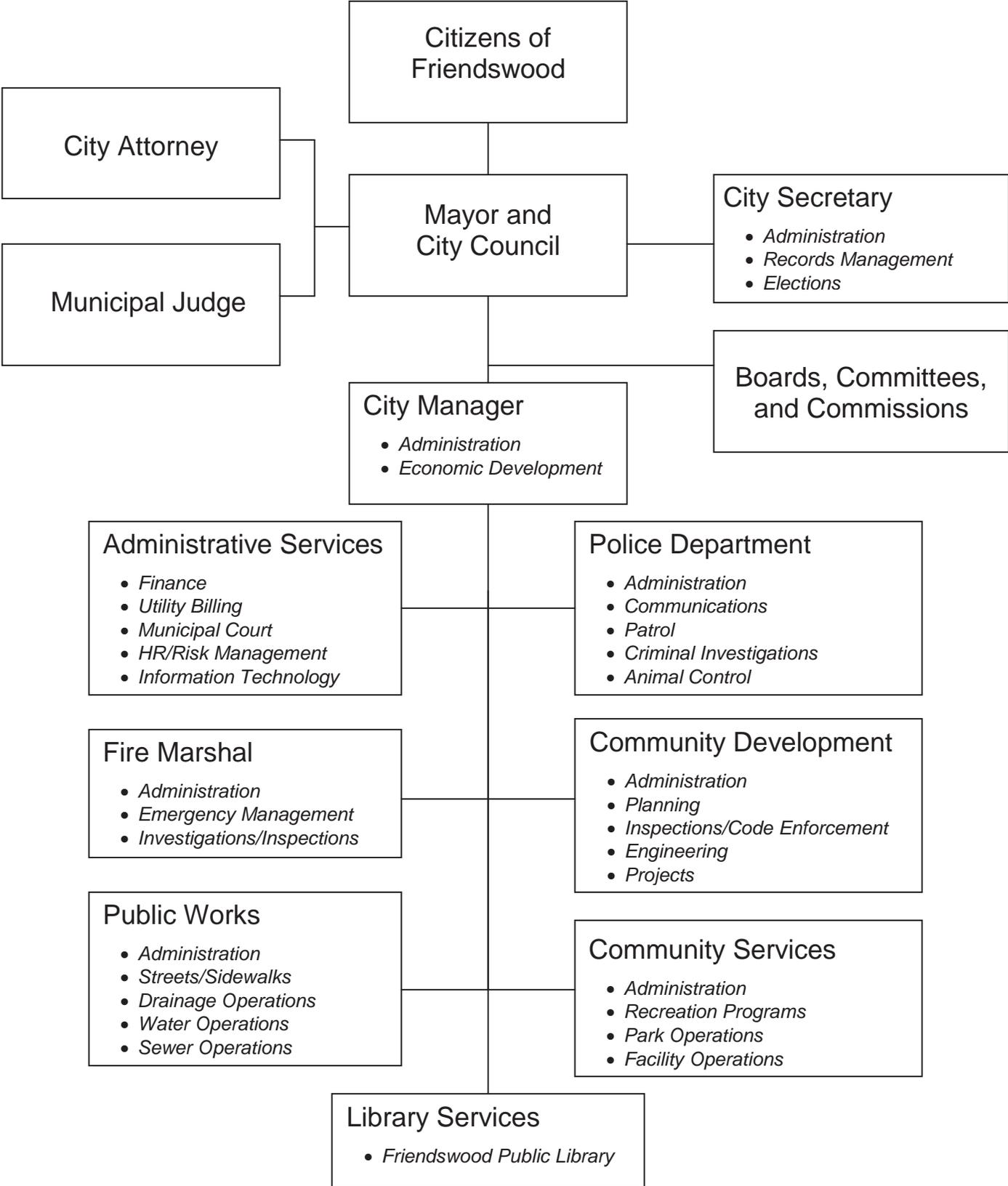
Planning for the Future

In 1998, the City achieved a significant goal with the development of Vision 2020, the community's strategic initiative for Friendswood to the year 2020. This plan, developed with active citizen input, has been the foundation for our goals, Comprehensive Plan, Capital Improvement Plan and annual budget. Since its development, City Council and staff has worked to keep the plan updated to consider the City's ever changing needs. By working together to implement these plans, the City Council and staff will ensure the citizens' vision for 2020 can, in fact, become reality.

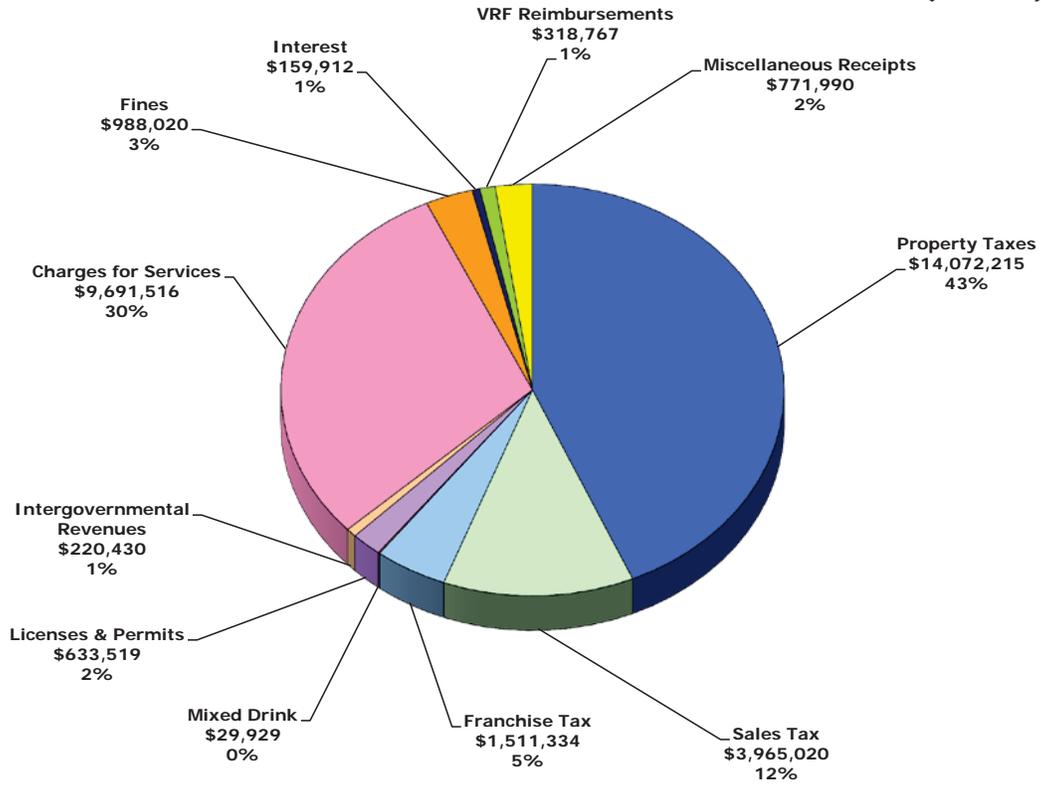
The City also uses other Master Plans, such as the Parks and Open Spaces Master Plan, the Pavement Master Plan, Utilities Master Plan and the Multi Year Financial Plan to aid Council, Committees, Boards and Staff with outlining the City's future development and financial needs.



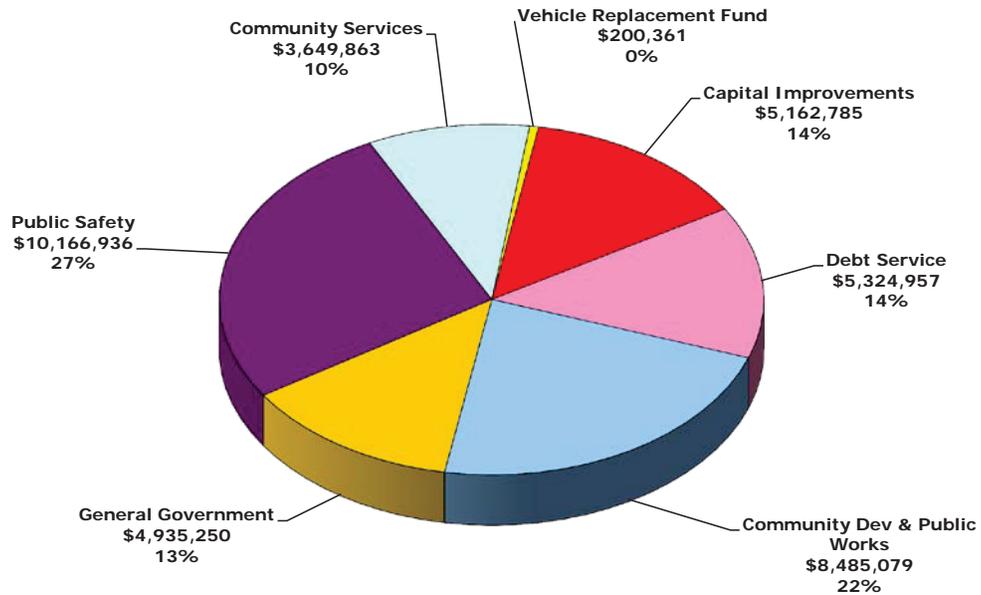
CITY OF FRIENDSWOOD, TEXAS
Organization Chart
2011-12



**FY12 Adopted Budget Revenue
(all funds)**



**FY12 Adopted Budget Expenditures
(all funds)**



* Fund balance and retained earnings used in several funds for operational expenses in FY12.

**Budget Summary
Fund Summary
(All Funds)**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
REVENUES						
Taxes	\$19,104,627	\$18,975,668	\$18,973,771	\$16,760,937	\$19,348,987	\$19,578,498
Permits and Licenses	512,010	496,222	496,222	457,980	618,956	633,519
Intergovernmental Revenues	2,558,691	1,872,148	1,952,893	929,777	3,555,373	220,430
Charges for Services	9,801,116	9,509,102	9,514,457	7,227,747	11,405,535	9,691,516
Fines	1,056,902	1,086,212	1,086,212	752,510	1,006,411	988,020
Interest	180,074	165,094	165,094	110,957	172,689	159,912
VRP Reimbursements	314,966	318,825	318,825	239,139	318,825	318,767
Miscellaneous Receipts	1,030,899	815,729	1,281,304	4,360,816	4,517,797	771,990
Total Revenues	\$34,559,285	\$33,239,000	\$33,788,778	\$30,839,863	\$40,944,573	\$32,362,652
EXPENDITURES						
General Government	\$4,522,384	\$4,824,810	\$4,910,901	\$3,298,089	\$4,783,711	\$4,935,250
Public Safety	10,266,351	9,955,413	10,162,638	7,130,586	10,358,240	10,166,936
Community Development and Public Works	7,378,197	7,994,707	8,059,777	5,239,783	8,029,708	8,485,079
Community Services	3,529,025	3,588,302	3,781,378	2,444,607	3,749,601	3,649,863
Vehicle Replacement Fund	361,871	308,820	596,052	333,334	596,052	200,361
Capital Improvements	5,331,211	5,823,364	15,179,575	3,363,566	14,116,594	5,162,785
Debt Service	5,547,027	5,113,201	5,489,586	3,872,820	10,889,586	5,324,957
Total Expenditures	\$36,936,066	\$37,608,617	\$48,179,907	\$25,682,785	\$52,523,492	\$37,925,231

Totals exclude fund balance, reserves and interfund transfers.

** Amended budget includes prior year encumbrances.

*** Net income reflects use of fund balance or retained earnings for operational expenditures in the following funds:
Tax Debt Service Fund, Water & Sewer Operation Fund, Sewer CIP/Impact Fee Fund
and 2009 Water & Sewer Bonds Construction Funds

**** Year end expenditure estimate reflects the depletion of several capital improvement funds and debt service payments related to the refinancing of 2001 Water/Sewer Revenue bonds.

Revenues and Expenditures by Fund

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
REVENUES						
General Fund	\$21,492,540	\$19,623,529	\$19,767,878	\$17,227,061	\$21,887,393	\$20,310,355
Police Investigation Fund	100,982	47,641	47,641	31,322	33,331	5,790
Fire/EMS Donation Fund	239,806	251,309	251,309	188,089	251,300	241,000
EDA Grant Fund	221,464	1,736,226	1,736,226	664,489	1,736,673	0
TDRA Grant Fund	210,795	0	0	0	0	0
Court Security/Technology Fund	38,439	39,000	39,000	29,869	39,825	36,000
Sidewalk Installation Fund	0	0	0	6,758	6,761	0
Park Land Dedication Fund	40,822	50,000	50,000	38,065	50,753	51,200
Tax Debt Service Fund	1,890,119	1,557,532	1,526,635	1,528,892	1,529,772	1,646,607
GO Bond Construction Funds	50,948	0	430,476	3,581,245	3,581,245	0
Vehicle Replacement Fund	328,019	320,658	320,658	261,347	341,351	320,117
Water & Sewer Fund	9,406,660	9,114,000	9,119,850	6,833,995	10,990,043	9,230,400
2006 Water & Sewer Bond Construction Fund	18,052	7,000	7,000	2,840	3,787	0
2009 Water & Sewer Bond Construction Fund	16,922	16,500	16,500	8,764	11,685	1,100
Water & Sewer CIP/Impact Fee Funds	500,071	474,430	474,430	436,067	479,240	516,433
Water & Sewer Revenue Debt Service Fund	3,433	1,000	1,000	965	1,287	3,500
1776 Park Trust Fund	213	175	175	95	127	150
Total Revenues	\$34,559,285	\$33,239,000	\$33,788,778	\$30,839,863	\$40,944,573	\$32,362,652
EXPENDITURES						
General Fund	\$23,747,249	\$20,967,181	\$23,851,333	\$15,145,740	\$23,811,054	\$21,462,020
Police Investigation Fund	90,687	47,641	47,641	38,641	38,641	33,242
Fire/EMS Donation Fund	230,871	251,309	251,309	152,031	251,300	241,000
EDA Grant Fund	284,636	2,514,000	2,579,825	822,706	2,528,451	0
TDRA Grant Fund	210,795	0	1,495,557	0	1,495,557	0
Court Security/Technology Fund	61,966	5,400	6,200	4,732	5,915	6,898
Sidewalk Installation Fund	0	0	0	0	0	0
Park Land Dedication Fund	0	0	7,000	7,000	7,000	0
Tax Debt Service Fund	2,278,253	1,533,111	1,909,496	1,534,946	1,909,496	1,737,304
GO Bond Construction Funds	0	0	338,215	227,517	338,215	3,146,785
Vehicle Replacement Fund	361,871	308,820	596,052	333,334	596,052	200,361
Water & Sewer Fund	5,126,502	5,798,602	6,088,513	3,535,217	6,113,322	6,252,781
2006 Water & Sewer Bond Construction Fund	1,111,847	1,794,364	1,798,298	0	1,896,593	0
2009 Water & Sewer Bond Construction Fund	329,620	1,040,000	5,862,279	1,604,948	4,783,707	1,556,000
Water and Sewer CIP/Impact Fee Funds	0	0	0	0	0	0
Water & Sewer Revenue Debt Service Fund	3,101,769	3,348,189	3,348,189	2,275,973	8,748,189	3,288,840
Total Expenditures	\$36,936,066	\$37,608,617	\$48,179,907	\$25,682,785	\$52,523,492	\$37,925,231

Totals exclude fund balance, reserves and interfund transfers.

** Amended budget includes prior year encumbrances.

*** Net income reflects use of fund balance or retained earnings for operational expenditures in the following funds:
 Tax Debt Service Fund, Water & Sewer Operation Fund, Sewer CIP/Impact Fee Fund
 and 2009 Water & Sewer Bonds Construction Funds

**** Year end expenditure estimate reflects the depletion of several capital improvement funds and debt service payments related to the refinancing of 2001 Water/Sewer Revenue bonds.

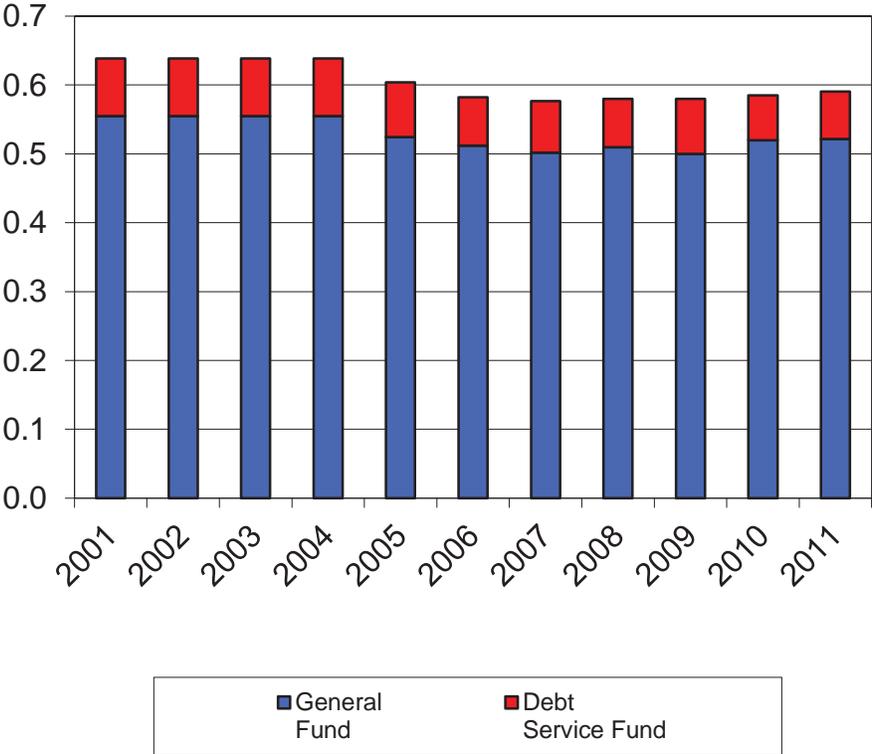
ESTIMATED AD VALOREM TAX COLLECTIONS - CURRENT ROLL

Net Assessed Value, estimated as of September 12, 2011	\$2,362,929,430
Divided by 100	100
Rate Base	\$23,629,294
Tax Rate	0.5902
Estimated Total Tax Levy	\$13,947,215
Estimated Collection Rate	100%
Adjusted Tax Collections, 2011-12	\$13,947,215

TAXABLE VALUE AND LEVY COMPARISON

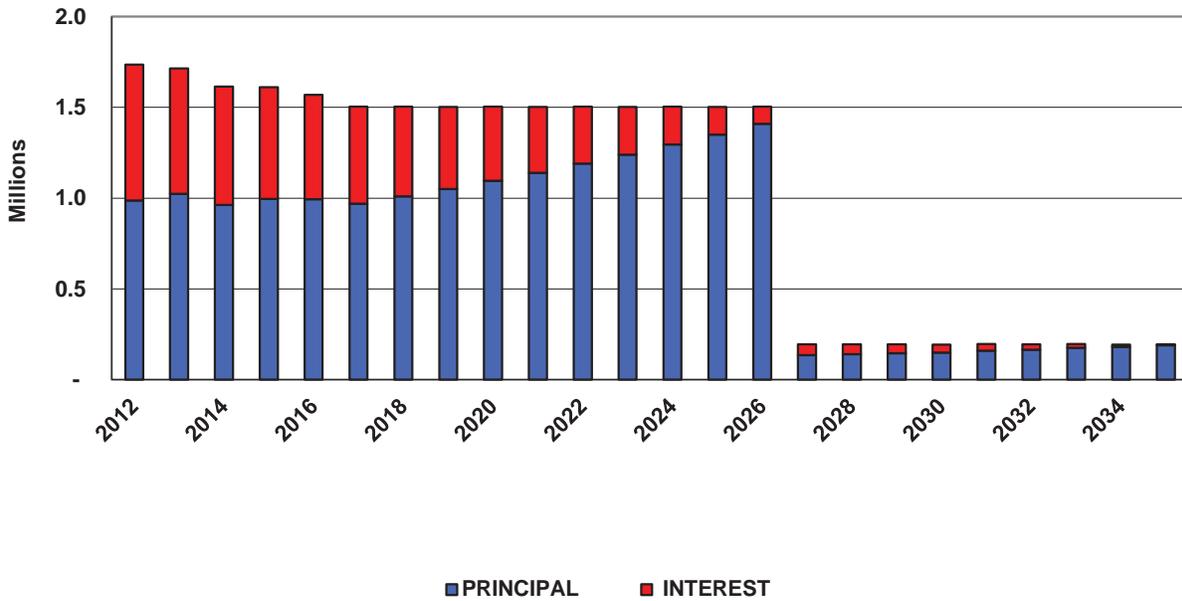
Fiscal Year Ending	Tax Year	Total Taxable Assessed Value	Homestead Exemption	Tax Rate	Total Tax Levy	Percent Increase Over Prior Year
2001-02	2001	\$1,388,238,684	20%	\$0.6385	\$8,863,904	12.1%
2002-03	2002	\$1,510,166,528	20%	\$0.6385	\$9,642,413	8.8%
2003-04	2003	\$1,689,163,292	20%	\$0.6385	\$10,785,308	11.9%
2004-05	2004	\$1,757,469,314	20%	\$0.6385	\$11,221,442	4.0%
2005-06	2005	\$1,840,094,487	20%	\$0.6040	\$11,114,170	-1.0%
2006-07	2006	\$2,011,630,820	20%	\$0.5821	\$11,708,758	5.3%
2007-08	2007	\$2,134,576,240	20%	\$0.5764	\$12,303,697	5.1%
2008-09	2008	\$2,242,178,295	20%	\$0.5797	\$12,998,473	5.6%
2009-10	2009	\$2,271,459,062	20%	\$0.5797	\$13,167,648	1.3%
2010-11	2010	\$2,336,118,472	20%	\$0.5851	\$13,668,629	3.8%
2011-12	2011	\$2,362,929,430	20%	\$0.5902	\$13,947,215	2.0%

Tax Rate Comparison



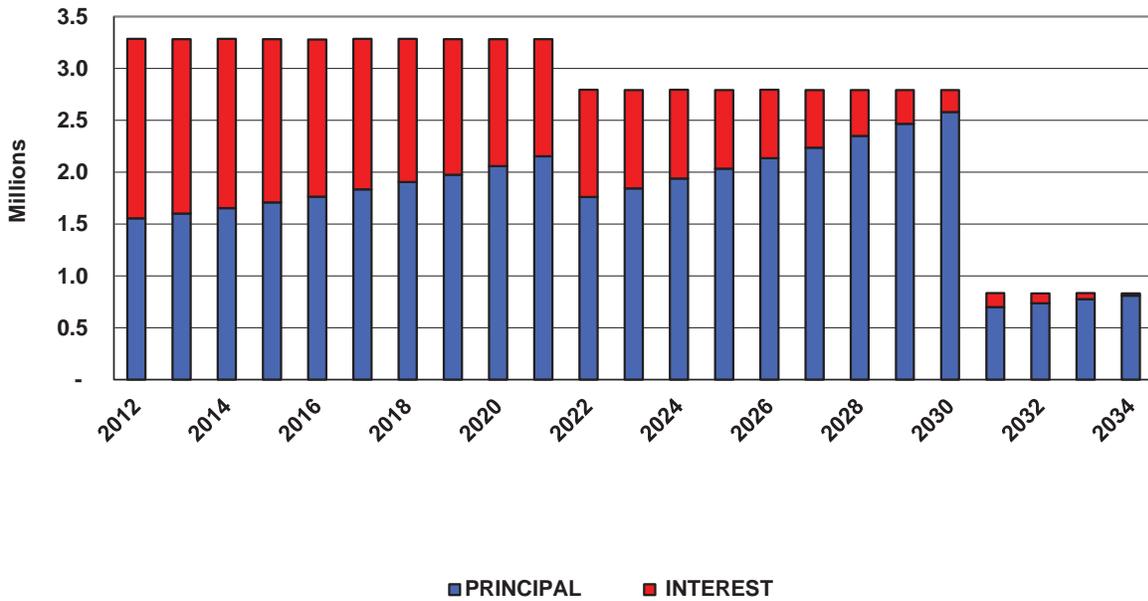
Fiscal Year	Tax Year	General Fund	Debt Service Fund	Total Tax Rate
2001-02	2001	\$0.5547	\$0.0838	\$0.6385
2002-03	2002	\$0.5547	\$0.0838	\$0.6385
2003-04	2003	\$0.5547	\$0.0838	\$0.6385
2004-05	2004	\$0.5547	\$0.0838	\$0.6385
2005-06	2005	\$0.5243	\$0.0797	\$0.6040
2006-07	2006	\$0.5120	\$0.0701	\$0.5821
2007-08	2007	\$0.5016	\$0.0748	\$0.5764
2008-09	2008	\$0.5097	\$0.0700	\$0.5797
2009-10	2009	\$0.4997	\$0.0800	\$0.5797
2010-11	2010	\$0.5198	\$0.0653	\$0.5851
2011-12	2011	\$0.5218	\$0.0684	\$0.5902

Tax Debt Service To Maturity



YEAR	PRINCIPAL	INTEREST	TOTAL
2012	987,667	748,535	1,736,202
2013	1,022,987	691,721	1,714,708
2014	961,663	652,588	1,614,251
2015	996,456	614,434	1,610,890
2016	993,751	574,434	1,568,185
2017	970,000	533,784	1,503,784
2018	1,010,000	493,587	1,503,587
2019	1,050,000	452,149	1,502,149
2020	1,095,000	408,654	1,503,654
2021	1,140,000	362,154	1,502,154
2022	1,190,000	313,371	1,503,371
2023	1,240,000	262,224	1,502,224
2024	1,295,000	208,540	1,503,540
2025	1,350,000	152,227	1,502,227
2026	1,410,000	93,162	1,503,162
2027	135,000	60,226	195,226
2028	140,000	54,726	194,726
2029	145,000	49,026	194,026
2030	150,000	43,126	193,126
2031	160,000	36,926	196,926
2032	165,000	29,807	194,807
2033	175,000	21,732	196,732
2034	180,000	13,301	193,301
2035	190,000	4,513	194,513
Total	18,152,524	6,874,945	25,027,469

Revenue Debt Service To Maturity



YEAR	PRINCIPAL	INTEREST	TOTAL
2012	1,555,000	1,731,490	3,286,490
2013	1,600,000	1,683,104	3,283,104
2014	1,655,000	1,629,106	3,284,106
2015	1,710,000	1,572,921	3,282,921
2016	1,765,000	1,514,584	3,279,584
2017	1,835,000	1,450,071	3,285,071
2018	1,905,000	1,379,706	3,284,706
2019	1,975,000	1,305,959	3,280,959
2020	2,060,000	1,221,485	3,281,485
2021	2,155,000	1,125,736	3,280,736
2022	1,760,000	1,034,102	2,794,102
2023	1,845,000	946,809	2,791,809
2024	1,940,000	854,831	2,794,831
2025	2,035,000	757,836	2,792,836
2026	2,135,000	659,651	2,794,651
2027	2,235,000	556,123	2,791,123
2028	2,350,000	442,855	2,792,855
2029	2,465,000	327,625	2,792,625
2030	2,580,000	210,763	2,790,763
2031	700,000	133,500	833,500
2032	735,000	97,625	832,625
2033	775,000	59,875	834,875
2034	810,000	20,250	830,250
Total	40,580,000	20,716,005	61,296,005

**Sales Tax Revenue Comparison
FY08 through FY12**

Month of Receipt	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Estimate	FY12 Adopted Budget
December	250,722	298,303	260,495	261,569	281,120
January	264,013	255,853	234,223	254,265	271,604
February	439,442	464,418	410,108	465,012	456,374
March	252,870	286,124	263,868	255,448	281,120
April	245,673	252,281	238,361	298,845	281,913
May	370,119	395,728	421,258	422,741	400,864
June	279,300	282,894	283,722	263,388	287,067
July	264,371	255,228	273,342	273,342	298,170
August	406,077	425,494	447,238	447,238	420,292
September	311,949	283,275	285,931	285,931	267,242
October	248,913	258,538	436,917	436,917	289,050
November	434,077	413,858	300,322	300,322	430,204
Total	\$3,904,403	\$3,767,526	\$3,855,785	\$3,965,018	\$3,965,020

Fund Schedules

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used by state and local governments to control and manage money for particular purposes and to ensure finance-related legal requirements. The City uses two fund types – governmental and proprietary. The City's audited financial statements include all funds noted in the budget document and classify them by major and non-major funds.

Governmental Funds

The City maintains several governmental funds. All governmental funds are budgeted and are presented separately. Each fund schedule includes revenues and expenditures for FY10 actual; FY11 Original and Amended budgets as well as year-to-date actual through June; and the FY12 Adopted Budget. The General Fund and Capital Projects Fund are considered to be major funds. The other funds are non-major funds. The funds and a short description are listed below. Additional detail information about each fund is presented prior to each fund schedule.

General Fund

The General Fund is a governmental fund used to account for the resources used to finance the fundamental operations of the City. It is the basic fund of the City and covers all activities for which a separate fund has not been established. Governmental activities include most of the City's basic services, (general government, public safety, community development and public works and community services.)

Special Revenue Funds

Special Revenue Funds are governmental funds used to account for the proceeds of specific revenue sources that are legally restricted to financing specific purposes. There are six Special Revenue Funds.

- Police Investigation Fund
- Fire/EMS Donation Fund
- Economic Development Administration Grant Fund
- TDRA Disaster Recovery Fund
- Court Security/Technology Fund
- Sidewalk Installation Fund
- Park Land Dedication Fund

Tax Debt Service Fund

The Tax Debt Service Fund is a governmental fund used to account for property taxes levied for payment of principal and interest on general long-term debt of the City.

Capital Project Funds

The Capital Project Funds are governmental funds used to account for proceeds of the sale of Permanent Improvement Bonds.

1776 Park Trust Fund

This fund was established in fiscal year 1979-80 to account for 1776 Park assets held by the City in a trustee capacity. The 1776 Park land was donated to the City, along with \$10,000. The funds are invested and the interest earned is used to maintain and/or make improvements to the park.

Proprietary Funds

The City maintains two types of proprietary funds. The City uses the Enterprise fund for water and sewer operations. The enterprise fund reports the same functions presented as business-type activities. The second proprietary fund is the Internal Service Fund. This fund is used to account for fleet management services. The funds and a short description are listed below. Additional detail information about each fund is presented prior to each fund schedule.

Enterprise Fund

The Enterprise Fund is used to budget for the acquisition, operation and maintenance of governmental facilities and services that are entirely or predominantly self-supporting by user charges. The business-type activities of the Enterprise Fund include the City's water and sewer system. The Enterprise Fund is maintained in seven separate funds in the City's accounting system, but presented as one Enterprise Fund in the Comprehensive Annual Financial Report. However, the City budgets each of the seven components as separate Water and Sewer funds. The budgeted Water and Sewer Funds include:

- Water and Sewer Operation Fund
- 2006 Water and Sewer Bond Construction Fund
- 2009 Water and Sewer Bond Construction Fund
- Water CIP/Impact Fee Fund
- Sewer CIP/Impact Fee Fund
- Water and Sewer Revenue Debt Service Fund

Internal Service Fund

This internal service fund was established in fiscal year 2001-02 and is used to account for acquisition and replacement of City vehicles costing less than \$50,000. The budgeted Internal Service fund includes:

- Vehicle Replacement Fund

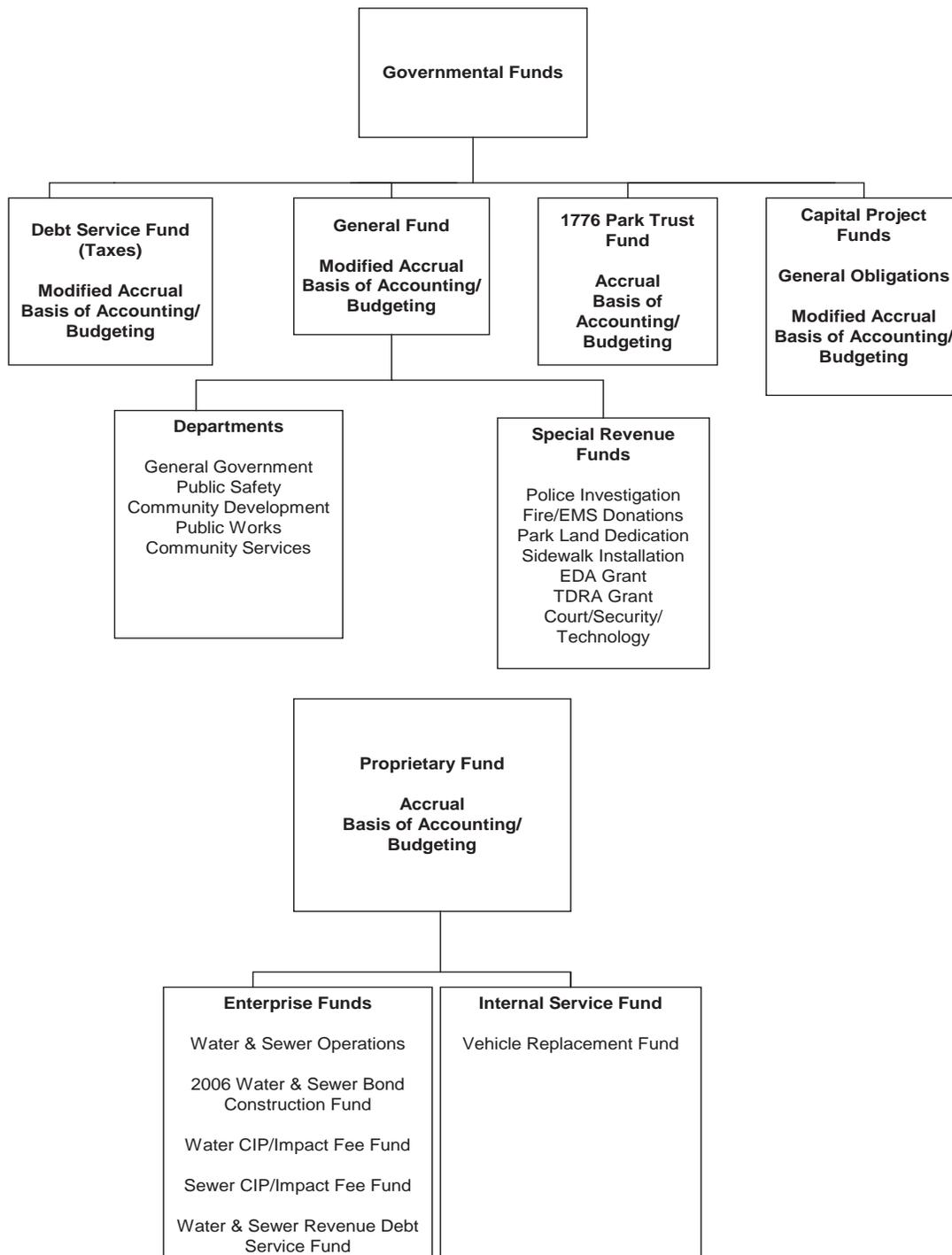
The following table correlates the City's fund uses by functioning unit.

FUND	DEPARTMENT									
	M/CC	CSO	CMO	ASO	PD	FVFD	FMO	CDD	PW	CS
General Operating										
Police Investigation										
Fire/EMS Donations										
Park Land Dedication										
Economic Development										
TX Dept. Rural Affairs										
Court Security/Technology										
Sidewalk Installation										
Tax Debt Service										
1776 Park Trust										
Water & Sewer Operating										
Water & Sewer Bonds										
Water CIP/Impact Fees										
Sewer CIP/Impact Fees										
Water & Sewer Tax Debt										
Vehicle Replacement										

M/CC – Mayor and City Council
 CSO – City Secretary's Office
 CMO – City Manager's Office
 ASO – Administrative Services Office
 PD – Police Department

FVFD – Friendswood Volunteer Fire Dept.
 FMO – Fire Marshal's Office
 CDD – Community Development Dept.
 PW – Public Works
 CS – Community Services

Fund Flowchart



General Fund

The General Fund accounts for the resources used to finance the fundamental operations of the City. It is the basic fund of the City and covers all activities for which a separate fund has not been established. The basis of budgeting for the General Fund is modified accrual and is the same as the basis of accounting used in the Comprehensive Annual Financial Report. The principal sources of revenue of the General Fund include property taxes, sales and use taxes, franchise taxes, fines and forfeitures, permits and fees, and charges for services. Expenditures include general government, public safety, community development, public works and community services.

**General Fund (001)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
REVENUES						
Property Tax	\$11,829,725	\$12,242,920	\$12,242,920	\$12,152,894	\$12,242,920	\$12,432,608
Sales Tax	3,855,785	3,748,428	3,748,428	2,223,341	3,965,018	3,965,020
Franchise	1,510,794	1,404,742	1,433,742	837,450	1,585,740	1,511,334
Mixed Drink	26,235	28,859	28,859	21,001	29,058	29,929
Licenses and Permits	512,010	496,222	496,222	457,980	618,956	633,519
Intergovernmental Revenue	2,126,432	135,922	216,667	265,735	1,819,147	220,430
Charges for Services	206,636	205,672	211,027	181,743	221,757	216,333
Fines and Forfeitures	1,018,463	1,047,212	1,047,212	722,641	966,586	952,020
Interest Earned	78,588	100,000	100,000	63,914	112,336	111,212
Other	304,532	213,552	242,801	298,049	323,562	237,950
Asset Disposition	23,340	0	0	2,313	2,313	0
Total Revenues	\$21,492,540	\$19,623,529	\$19,767,878	\$17,227,061	\$21,887,393	\$20,310,355
EXPENDITURES						
Mayor & Council	\$306,009	\$294,428	\$299,928	\$151,568	\$293,280	\$268,102
City Secretary	413,736	423,216	423,216	274,504	409,242	427,943
City Manager	776,820	844,127	895,915	585,785	830,208	856,426
Administrative Services	2,664,277	2,885,194	2,913,997	2,016,396	2,874,614	2,973,391
Police	7,882,207	7,857,463	7,880,577	5,507,560	8,089,723	8,103,478
Friendswood Volunteer Fire Dept	1,217,979	1,218,047	1,233,314	925,229	1,232,315	1,222,458
Fire Marshal	844,542	637,454	805,498	564,294	802,247	688,673
Community Development	1,208,897	1,311,851	1,329,351	906,881	1,297,268	1,348,491
Public Works	1,732,315	1,732,099	1,732,225	1,154,180	1,707,952	1,763,195
Library Services	979,084	969,426	987,221	676,827	983,070	1,026,063
Community Services	2,549,941	2,618,876	2,794,157	1,767,780	2,766,531	2,623,800
Interest and fiscal charges	105,104	0	0	0	0	0
Total Operations	\$20,680,911	\$20,792,181	\$21,295,399	\$14,531,004	\$21,286,450	\$21,302,020
Streets	\$326,319	\$100,000	\$370,367	\$236,367	\$370,367	\$125,000
Drainage	2,551,035	0	269,478	137,383	269,478	0
Parks	0	50,000	65,053	0	50,000	35,000
Facility	188,984	25,000	1,851,036	240,986	1,834,759	0
Total Improvements	\$3,066,338	\$175,000	\$2,555,934	\$614,736	\$2,524,604	\$160,000
Total Expenditures	\$23,747,249	\$20,967,181	\$23,851,333	\$15,145,740	\$23,811,054	\$21,462,020
Operating Transfers In	\$1,512,987	\$1,143,631	\$1,143,631	\$820,223	\$1,143,631	\$1,151,665
Operating Transfers Out	\$0	\$0	(\$1,496,385)	\$0	(\$1,496,385)	\$0
Use of Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0
Increase (Decrease) in Fund Balance	(\$741,722)	(\$200,021)	(\$4,436,209)	\$2,901,544	(\$2,276,415)	\$0
Beginning Fund Balance	\$9,871,994	\$7,055,190	\$9,130,272	\$9,130,272	\$9,130,272	\$6,853,857
Ending Fund Balance	\$9,130,272	\$6,855,169	\$4,694,063	\$12,031,816	\$6,853,857	\$6,853,857

** Projected fund balance at September 30, 2011 is \$6.9 million. \$206,096 is designated and reserved. Undesignated fund balance is \$6.7 million, which includes a 90-day operating reserve of \$5.2 million, as set forth in the City's financial policies. The reserve is designed "to protect the City's creditworthiness as well as its financial position from unforeseeable emergencies."

The policies state that "additional undesignated funds will be allowed to accumulate in a fund designated for future General Fund capital improvements."

Special Revenue Funds

These funds are used to account for the proceeds of specific revenue sources that are legally restricted to financing specific purposes. The basis of budgeting for all Special Revenue Funds is the modified accrual method and is the same as the basis of accounting used in the Comprehensive Annual Financial Report. The following describes the various types of Special Revenue Funds used by the City:

Police Investigation Fund

This fund is used to account for revenues that are restricted to police investigation expenditures.

Fire/EMS Donation Fund

This fund is used to account for revenues that are restricted for Fire/EMS capital outlays and debt repayments. The principal sources of revenues are donations received from residents and proceeds from the sale of capital equipment. The revenues are used to purchase fire trucks, ambulances and other capital equipment for four fire stations and Friendswood volunteer fire fighting and emergency medical services personnel.

Economic Development Administration

This fund is used to account for receipts from the U.S. Department of Commerce EDA Grant to support the FM 2351/Beamer Road utility improvements project. The City received a \$2 million grant in fiscal year 2008-2009 for the project. As expenditures are incurred, the City will submit reimbursement requests to the U.S. Department of Commerce. The fund will be closed out at the completion of the project.

TDRA Disaster Recovery Fund

This fund is used to account for receipts from the Texas Department of Rural Affairs to provide backup emergency power to a number of critical city facilities and for partial funding of fire station renovations. Grant funds will be used to purchase natural gas generators to 30+ utility facilities (lift stations, water plants, etc.) and two fire stations. Grant funding will also be used to partially fund renovations at Fire Station #3 which was heavily damaged during Hurricane Ike. The City received a \$2.55 million grant in fiscal year 2009-2010 for the projects. The fund will be closed out at the completion of the projects.

Court Security/Technology Fund

In 1999, the State Legislature authorized a Court Technology and Court Security Fee for Municipal Court fines. Those who pay citations at the Friendswood Municipal Court contribute to these fees. The fees can be used to fund court related security and technology projects.

Park Land Dedication Fund

This fund is used to account for receipts from developers to build or enhance neighborhood and community parks. The receipts remain in the fund until such time as the Community Services department submits a decision package during the budget preparation process to use the funds for specific park projects or submits a request to the City Manager and City Council for a supplemental appropriation.

Sidewalk Installation Fund

This fund is used to account for receipts from developers to install sidewalks in neighborhood developments. The fund will be closed out at the completion of the project(s).

**Police Investigation Funds (101 & 102)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
REVENUES						
Federal Government	\$84,562	\$42,231	\$42,231	\$5,906	\$7,875	\$5,640
State Government	8,784	5,260	5,260	25,294	25,294	0
Miscellaneous Receipts	7,369	0	0	0	0	0
Interest	267	150	150	122	163	150
Total Revenues	\$100,982	\$47,641	\$47,641	\$31,322	\$33,331	\$5,790
EXPENDITURES						
Public Safety						
Police						
Criminal Investigations	\$90,687	\$47,641	\$47,641	\$38,641	\$38,641	\$33,242
Total Expenditures	\$90,687	\$47,641	\$47,641	\$38,641	\$38,641	\$33,242
Increase (Decrease) in Fund Balance	\$10,295	\$0	\$0	(\$7,319)	(\$5,310)	(\$27,452)
Beginning Fund Balance	\$22,467	\$32,762	\$32,762	\$32,762	\$32,762	\$27,452
Ending Fund Balance	\$32,762	\$32,762	\$32,762	\$25,443	\$27,452	\$0

* Fund balance uses in FY 12 includes the fourth of five Sungard-OSSI Public Safety software lease payments.

**Fire/EMS Donation Fund (131)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
REVENUES						
Donations	\$239,638	\$251,209	\$251,209	\$188,021	\$251,209	\$241,000
Interest	168	100	100	68	91	0
Reimbursements	0	0	0	0	0	0
Asset Disposition	0	0	0	0	0	0
Total Revenues	\$239,806	\$251,309	\$251,309	\$188,089	\$251,300	\$241,000
EXPENDITURES						
Public Safety	\$168,970	\$189,408	\$189,408	\$90,130	\$189,399	\$112,187
Debt Service	61,901	61,901	61,901	61,901	61,901	128,813
Total Expenditures	\$230,871	\$251,309	\$251,309	\$152,031	\$251,300	\$241,000
Increase (Decrease) in Fund Balance	\$8,935	\$0	\$0	\$36,058	(\$0)	\$0
Beginning Fund Balance	\$43,866	\$52,801	\$52,801	\$52,801	\$52,801	\$52,801
Ending Fund Balance	\$52,801	\$52,801	\$52,801	\$88,859	\$52,801	\$52,801

* Donated funds are disbursed to the Friendswood Volunteer Fire Department on a quarterly basis. Funds are used to purchase capital equipment; primarily fleet.

**Economic Development Administration Grant Fund (140)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
REVENUES						
Grant Revenue	\$221,464	\$1,736,226	\$1,736,226	\$664,042	\$1,736,226	\$0
Interest Earned	0	0	0	447	447	0
Total Revenues	\$221,464	\$1,736,226	\$1,736,226	\$664,489	\$1,736,673	\$0
Other Financing Sources						
Transfers In or Out	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue & Financing Sources	\$221,464	\$1,736,226	\$1,736,226	\$664,489	\$1,736,673	\$0
EXPENDITURES						
Capital Improvements						
Public Works						
Water & Sewer	\$284,636	\$2,514,000	\$2,579,825	\$822,706	\$2,528,451	\$0
Total Expenditures	\$284,636	\$2,514,000	\$2,579,825	\$822,706	\$2,528,451	\$0
Increase (Decrease) in Fund Balance	(\$63,172)	(\$777,774)	(\$843,599)	(\$158,217)	(\$791,778)	\$0
Beginning Fund Balance	\$854,950	\$791,778	\$791,778	\$791,778	\$791,778	\$0
Ending Fund Balance	\$791,778	\$14,004	(\$51,821)	\$633,561	\$0	\$0

* Fund created in FY09 to record revenue and expenditures related to the Economic Development Administration grant received by the City for the FM 2351/Beamer Road utility improvements project.

The fund will be closed out at completion of the project.

**TDRA Disaster Recovery Grant (142)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
REVENUES						
Grant Revenue	\$210,795	\$0	\$0	\$0	\$0	\$0
Interest Earned	0	0	0	0	0	0
Total Revenues	\$210,795	\$0	\$0	\$0	\$0	\$0
Other Financing Sources						
Transfers In or Out	\$0	\$0	\$1,495,557	\$0	\$1,495,557	\$0
Total Other Financing Sources	\$0	\$0	\$1,495,557	\$0	\$1,495,557	\$0
Total Revenue & Financing Sources	\$210,795	\$0	\$1,495,557	\$0	\$1,495,557	\$0
EXPENDITURES						
Capital Improvements						
Public Safety						
Emergency Management	\$210,795	\$0	\$1,495,557	\$0	\$1,495,557	\$0
Total Expenditures	\$210,795	\$0	\$1,495,557	\$0	\$1,495,557	\$0
Increase (Decrease) in Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0

* Fund created in FY10 to record revenue and expenditures related to the TDRA Disaster Recovery Grant, received by the City for back-up generators installed at several City facilities and Fire Station #3 renovations.

The fund will be closed out at completion of the projects.

**Court Security/Technology Fund (150)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
REVENUES						
Court Technology Fee	\$24,203	\$25,000	\$25,000	\$18,016	\$24,021	\$22,000
Court Security Fees	14,236	14,000	14,000	11,853	15,804	14,000
Total Revenues	\$38,439	\$39,000	\$39,000	\$29,869	\$39,825	\$36,000
EXPENDITURES						
Court Technology Projects	\$56,520	\$0	\$1,250	\$1,182	\$1,182	\$0
Court Security Projects	5,446	5,400	4,950	3,550	4,733	6,898
Total Expenditures	\$61,966	\$5,400	\$6,200	\$4,732	\$5,915	\$6,898
Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
Increase (Decrease) in Fund Balance	(\$23,527)	\$33,600	\$32,800	\$25,137	\$33,910	\$29,102
Beginning Fund Balance	\$254,139	\$230,612	\$230,612	\$230,612	\$230,612	\$264,522
Ending Fund Balance	\$230,612	\$264,212	\$263,412	\$255,749	\$264,522	\$293,624

*

* The 11% increase in fund balance in the Court/Technology Fund is due to the following:
Minimal court security expenses anticipated for FY12 and no equipment purchases
scheduled for FY12

As of 7/19/11, the fund balance equity share of the Court Security/Court Technology Fund is approximately:
Court Security is 59.8%
Court Technology is 40.2%

**Sidewalk Installation Fund (160)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
REVENUES						
Revenue	\$0	\$0	\$0	\$6,750	\$6,750	\$0
Interest Earned	0	0	0	8	11	0
Total Revenues	\$0	\$0	\$0	\$6,758	\$6,761	\$0
Other Financing Sources						
Transfers In or Out	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue & Financing Sources	\$0	\$0	\$0	\$6,758	\$6,761	\$0
EXPENDITURES						
Capital Improvements						
		\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Increase (Decrease) in Fund Balance	\$0	\$0	\$0	\$6,758	\$6,761	\$0
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	\$6,761
Ending Fund Balance	\$0	\$0	\$0	\$6,758	\$6,761	\$6,761

*

* Fund created in FY11 to record revenue and expenditures related to the sidewalk development in Friendswood subdivisions.

The fund will be closed out at completion of the project.

**Park Land Dedication Fund (164)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
REVENUES						
Neighborhood Parks Fees	\$0	\$0	\$0	\$1,104	\$1,472	\$5,000
Community Parks Fees	38,700	48,477	48,477	36,000	48,000	45,000
Other Program Fees	0	0	0	0	0	0
Interest Earned	2,122	1,523	1,523	961	1,281	1,200
Total Revenues	\$40,822	\$50,000	\$50,000	\$38,065	\$50,753	\$51,200
EXPENDITURES						
Operating Transfers Out	50,000	50,000	50,000	0	50,000	35,000
Capital Improvements	0	0	7,000	7,000	7,000	0
Total Expenditures	\$50,000	\$50,000	\$57,000	\$7,000	\$57,000	\$35,000
Increase (Decrease) in Fund Balance	(\$9,178)	\$0	(\$7,000)	\$31,065	(\$6,247)	\$16,200
Beginning Fund Balance	\$302,630	\$293,452	\$293,452	\$293,452	\$293,452	\$287,205
Ending Fund Balance	\$293,452	\$293,452	\$286,452	\$324,517	\$287,205	\$303,405

*

* The Park Land Dedication Fund balance uses for FY12 capital improvement projects include the following:
Operating Transfer from Park Land Dedication Fund to the General Fund for
Stevenson Park Basketball and Tennis Court resurfacing project.

As of 7/18/11, the fund balance equity share of the Park Land Dedication Fund is approximately:
Community Parks - 32.4%
Neighborhood Parks - 67.6%

Tax Debt Service Fund

The Tax Debt Service Fund is used to account for property taxes levied for payment of principal and interest on all general long-term debt of the City. The basis of budgeting for the Tax Debt Service Fund is the modified accrual method and is the same as the basis of accounting reported in the Comprehensive Annual Financial Report.

Debt Limits

The City and various other political subdivisions of government which overlap all or a portion of the City are empowered to incur debt to be paid from revenues raised or to be raised by taxation against all or a portion of property within the City. Article XI, Section 5 of the Texas Constitution, provides for an overall limitation for Home Rule Cities of \$2.50 per \$100 assessed valuation.

The Attorney General of Texas follows a policy, with respect to Home Rule Cities which have a \$2.50 limitation of approving ad valorem tax bonds only to the extent that all of such city's ad valorem tax debt can be serviced by a debt service tax rate of \$1.50 at 90% collection, or \$1.35 per \$100 of net assessed value at 100% collection rate.

This year's adopted budget reflects a debt service rate of \$0.0684 per \$100 of net assessed value at 100% collection; which will yield approximately \$1,614,607; on an estimated net assessed tax based of \$2,362,929,430.

The total estimated general obligation tax debt presented in this year's budget is \$25,027,469. This amount is less than the debt limit of \$31,899,548 stipulated by the Texas Attorney General's Office and the Home Rule Cities debt limit of \$59,078,237 based on the City's estimated net assessed tax base.

**Tax Debt Service Fund (201)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
REVENUES						
Ad Valorem Taxes	\$1,841,089	\$1,525,719	\$1,494,822	\$1,526,251	\$1,501,251	\$1,614,607
Delinquent Property Taxes	40,999	25,000	25,000	0	25,000	25,000
Interest	8,031	6,813	6,813	2,641	3,521	7,000
Total Revenues	\$1,890,119	\$1,557,532	\$1,526,635	\$1,528,892	\$1,529,772	\$1,646,607
EXPENDITURES						
Debt Service						
Principal	\$1,601,469	\$884,599	\$928,764	\$918,602	\$928,764	\$1,412,018
Interest	676,184	647,912	752,622	413,767	752,622	931,111
Fiscal Agent Fees	600	600	2,650	2,350	2,650	2,650
Bond Issuance Costs	0	0	225,460	200,227	225,460	0
Total Expenditures	\$2,278,253	\$1,533,111	\$1,909,496	\$1,534,946	\$1,909,496	\$2,345,779
OTHER FINANCING SOURCES (USES)						
Bond Proceeds	\$0	\$0	\$265,192	\$5,660,191	\$5,660,191	0
Operating Transfers	0	0	92,261	92,261	(5,307,739)	608,475 **
Payments to Escrow Agent	0	0	129,943	129,943	129,943	0
Total Other Financing Sources (Uses)	\$0	\$0	\$487,396	\$5,882,395	\$482,395	\$608,475
Increase (Decrease) in Fund Balance	(\$388,134)	\$24,421	\$104,535	\$5,876,341	\$102,671	(\$90,697)
Beginning Fund Balance	\$982,556	\$594,422	\$594,422	\$594,422	\$594,422	\$697,093
Ending Fund Balance	\$594,422	\$618,843	\$698,957	\$6,470,763	\$697,093	\$606,396

*

* Tax debt service fund balance is estimated to decrease by 13.0% in FY12. Due to the debt service payments listed below. Debt service payment in this fund include:
 -Ongoing General Obligation Bonds and tax debt supported capital expenditures purchased FY09 (Public Works gradall and FVFD fire truck)
 -FY11 Computer network refresh project
 -Principal & interest payments on General Obligation Bonds issued in 2010 for \$3.485 million

** Transfer to Tax Debt Service fund to pay principal, interest and fiscal agent fees on 2010 refinancing of 2001 Water & Sewer Revenue Bonds as General Obligation Bonds. Debt Service payments of the refinanced bonds are funded by water and sewer revenue.

Capital Project Fund

The Capital Project Fund is used to account for proceeds on the sale of Permanent Improvement Bonds. The bonds, in the amount of \$20,085,000, were approved by voter election on February 1, 2003 to fund improvements for:

Public Safety Facilities	\$ 7,380,000
Drainage	5,575,000
Streets and Thoroughfares	4,055,000
<u>Centennial Park</u>	<u>3,075,000</u>
Total	\$20,085,000

The basis of budgeting for the Capital Projects Fund is the modified accrual method and is the same as the basis of accounting used in the Comprehensive Annual Financial Report.

**2003 General Obligation Funds (250)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
Revenues						
Interest Earned	\$0	\$0	\$0	\$0	\$0	\$0
Bond Proceeds	0	0	0	0	0	0
Total Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Sources						
Transfers In or Out	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue & Finance Sources	\$0	\$0	\$0	\$0	\$0	\$0
Expenditures						
Capital Improvements						
Public Works						
Streets & Drainage	\$0	\$0	\$0	\$0	\$0	\$0
Parks						
Centennial Park	0	0	0	0	0	0
Facilities						
New Fire Station #4	0	0	0	0	0	0
Public Safety Facilities	0	0	0	0	0	0
Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0

**2005 General Obligation Funds (251)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
Revenues						
Interest Earned	\$948	\$0	\$0	\$0	\$0	\$0
Bond Proceeds	0	0	0	0	0	0
Other	50,000	0	0	0	0	0
Total Revenues	\$50,948	\$0	\$0	\$0	\$0	\$0
Other Financing Sources						
Transfers In or Out	(\$377,548)	\$0	\$0	\$0	\$0	\$0
Total Other Financing Sources	(\$377,548)	\$0	\$0	\$0	\$0	\$0
Total Revenue & Finance Sources	(\$326,600)	\$0	\$0	\$0	\$0	\$0
Expenditures						
Capital Improvements						
Public Works						
Streets & Drainage	\$0	\$0	\$0	\$0	\$0	\$0
Parks						
Centennial Park	0	0	0	0	0	0
Facilities						
New Fire Station #4	0	0	0	0	0	0
Public Safety Facilities	0	0	0	0	0	0
Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0

**2010 General Obligation Funds (252)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
Revenues						
Interest Earned	\$0	\$0	\$0	\$3,984	\$3,984	\$0
Bond Proceeds	0	0	430,476	3,577,261	3,577,261	0
Other	0	0	0	0	0	0
Total Revenues	\$0	\$0	\$430,476	\$3,581,245	\$3,581,245	\$0
Other Financing Sources						
Transfers out	\$0	\$0	(\$92,261)	(\$92,261)	(\$92,261)	\$0
Total Other Financing Sources	\$0	\$0	(\$92,261)	(\$92,261)	(\$92,261)	\$0
Total Revenue & Finance Sources	\$0	\$0	\$338,215	\$3,488,984	\$3,488,984	\$0
Expenditures						
Capital Improvements						
Public Works						
Streets & Drainage	\$0	\$0	\$338,215	\$227,517	\$338,215	\$3,146,785
Parks						
Centennial Park	0	0	0	0	0	0
Facilities						
New Fire Station #4	0	0	0	0	0	0
Public Safety Facilities	0	0	0	0	0	0
Total Expenditures	\$0	\$0	\$338,215	\$227,517	\$338,215	\$3,146,785

1776 Park Trust Fund

This fund was established in fiscal year 1979-80 to account for 1776 Park assets held by the City in a trustee capacity. The 1776 Park land was donated to the City, along with \$10,000. The funds are invested and the interest earned is used to maintain the park.

The 1776 Park Trust Fund basis of accounting is accrual. The basis of budgeting is accrual with the following exceptions:

- Capital equipment and improvements are budgeted as an expense and reclassified for reporting purposes.
- Depreciation is not budgeted.

**1776 Park Trust Fund (701)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
OTHER FINANCING SOURCES						
Interest Earned	\$213	\$175	\$175	\$95	\$127	\$150
Total Other Financing Sources	\$213	\$175	\$175	\$95	\$127	\$150
NON-OPERATING EXPENSES						
1776 Park Improvements	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Increase (Decrease) in Fund Balance	\$213	\$175	\$175	\$95	\$127	\$150
Beginning Fund Balance	\$30,507	\$30,720	\$30,720	\$30,720	\$30,720	\$30,847
Ending Fund Balance	\$30,720	\$30,895	\$30,895	\$30,815	\$30,847	\$30,997

Enterprise Funds

The Enterprise Funds are used to budget for the acquisition, operation and maintenance of governmental facilities and services that are entirely or predominantly self-supporting by user charges. The operations of the water and sewer system are budgeted in several funds but are accounted for in one Enterprise Fund in the Comprehensive Annual Financial Report to reflect the results of operations similar to private enterprise.

The accrual basis of accounting is used for reporting purposes in the Comprehensive Annual Financial Report, whereby revenues are recognized in the period in which they are earned and expenses are recognized in the period in which they are incurred. The basis of budgeting also uses the accrual basis with the following exceptions:

- Capital equipment and improvements are budgeted as an expense and reclassified for reporting purposes.
- Depreciation is not budgeted
- Debt Principal payments are budgeted as an expense and reclassified for reporting purposes
- Bond issuance costs are budgeted for the full amount in the year of the bond sale and reclassified for reporting purposes
- Interfund transfers between the Enterprise Funds are budgeted as income and expense and reclassified for reporting purposes

The budgeted Enterprise Funds include:

Water and Sewer Operation Fund
Water CIP/Impact Fee Fund
Sewer CIP/Impact Fee Fund
Water and Sewer Revenue Debt Service Fund

Water and Sewer Operation Fund

The Water and Sewer Operation Fund is used to budget income and expenses directly related to operations of the water and sewer system. The basis of budgeting is the accrual basis with the following exceptions:

- Capital equipment and improvements are budgeted as an expense and reclassified for reporting purposes
- Depreciation is not budgeted
- Interfund transfers between the Enterprise Funds are budgeted as income and expense and reclassified for reporting purposes

Water and Sewer Bond Construction Funds

The Water and Sewer Bond Construction Funds are used to account for proceeds on the sale of water and sewer revenue bonds for system improvements. The basis of budgeting uses the accrual basis with the following exceptions:

- Capital equipment and improvements are budgeted as an expense and reclassified for reporting purposes.
- Depreciation is not budgeted.
- Interfund transfers between the Enterprise Funds are budgeted as income and expense and reclassified for reporting purposes.

**Water and Sewer Operation Fund (401)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
OPERATING REVENUES						
Water Revenues	\$5,157,831	\$5,015,000	\$5,015,000	\$3,774,408	\$6,154,442	\$5,120,000
Sewer Revenues	3,939,526	3,815,000	3,815,000	2,837,699	4,552,990	3,840,000
Administrative Fees	213,076	216,500	216,500	152,745	212,961	207,400
Sale of Water Meters	32,630	35,000	35,000	29,790	30,000	30,000
Miscellaneous Receipts	2,587	3,500	3,500	6,486	0	0
Total Revenues	\$9,345,650	\$9,085,000	\$9,085,000	\$6,801,128	\$10,950,393	\$9,197,400
OPERATING EXPENSES						
Administrative Services	361,542	377,845	377,845	269,836	376,367	\$409,388
Community Development	134,755	160,045	160,045	102,999	158,394	\$163,884
Public Works						
Public Works Administration	60,390	62,915	62,915	47,562	64,298	66,693
Water Operations	1,754,690	2,153,885	2,240,685	1,406,052	2,316,259	2,570,847
Sewer Operations	2,333,777	2,410,414	2,371,058	1,512,821	2,328,779	2,413,836
Utility Customer Service	153,373	163,498	163,498	109,288	156,758	158,133
Public Works - Total	4,302,230	4,790,712	4,838,156	3,075,723	4,866,094	5,209,509
Total Expenditures	\$4,798,527	\$5,328,602	\$5,376,046	\$3,448,558	\$5,400,855	\$5,782,781
Operating Income	4,547,123	3,756,398	3,708,954	3,352,570	5,549,538	3,414,619
NON-OPERATING REVENUES (EXPENSES)						
Interest Earned	\$57,010	\$29,000	\$29,000	\$27,017	\$33,800	\$33,000
Gain on sale of capital assets	4,000	0	0	0	0	0
Rental Revenue	0	0	0	0	0	0
Insurance Reimbursement	0	0	5,850	5,850	5,850	0
Capital Improvements	(327,975)	(300,000)	(542,467)	(86,659)	(542,467)	(300,000)
Operating Transfers In/(Out)	(3,426,212)	(3,761,820)	(3,761,820)	(2,821,365)	(3,761,820)	(3,905,505)
Reserves (Phase In)	0	(170,000)	(170,000)	0	(170,000)	(170,000)
Total Non Operating	(\$3,693,177)	(\$4,202,820)	(\$4,439,437)	(\$2,875,157)	(\$4,434,637)	(\$4,342,505)
Net Income	853,946	(446,422)	(730,483)	477,413	1,114,901	(927,886)
Beginning Retained Earnings	\$8,001,296	\$8,855,242	\$8,855,242	\$8,855,242	\$8,855,242	\$9,970,143
Ending Retained Earnings	\$8,855,242	\$8,408,820	\$8,124,759	\$9,332,655	\$9,970,143	\$9,042,257

* The projected retained earnings at September 30, 2011 is \$10.0 million. Changes in the amount of debt borrowed and cash reserve requirements phase in has resulted in retained earnings balance that is greater than anticipated. The balance includes a 90-day operating reserve of \$2.1 million, as set forth in the City's financial policies. The reserve is designed "to protect the City utility fund's creditworthiness as well as its financial position from unforeseeable emergencies." The policies state "additional undesignated funds will be allowed to accumulate in a fund designated for future utility/operating capital improvements."

Compared to the two previous years, extreme draught conditions this year have led to more water consumption. As a result, water and sewer revenue estimates for fiscal year 2010-2011 are expected to exceed budget projections. Budget estimates for 2011-12 reflect this increased consumption projection and are based on current year end estimates. The water and sewer funds' rate structure, billing methodology, and projected future rates will be discussed with the

**2006 Water and Sewer Bond Construction Fund (418)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
NON-OPERATING REVENUES						
Interest Earned	\$6,743	\$7,000	\$7,000	\$2,840	\$3,787	\$0
Tranfers from WS Rev Debt	0	0	0	0	0	0
Miscellaneous	11,309	0	0	0	0	0
Total Revenues	\$18,052	\$7,000	\$7,000	\$2,840	\$3,787	\$0
CAPITAL FINANCING ACTIVITIES						
Capital Improvements						
Public Works	\$0	\$0	\$0	\$0	\$0	\$0
Distribution System Imprv	71,699	1,594,364	1,594,364	0	1,692,659	0
Collection System Imprv	1,040,148	200,000	203,934	0	203,934	0
Total Expenditures	\$1,111,847	\$1,794,364	\$1,798,298	\$0	\$1,896,593	\$0
NON-OPERATING EXPENSES						
Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
Total Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Net Income	(\$1,093,795)	(\$1,787,364)	(\$1,791,298)	\$2,840	(\$1,892,806)	\$0
Beginning Retained Earnings	\$2,986,601	\$1,892,806	\$1,892,806	\$1,892,806	\$1,892,806	(\$0)
Ending Retained Earnings	\$1,892,806	\$105,442	\$101,508	\$1,895,646	(\$0)	(\$0)

*

* Water & Sewer Bond Construction Fund retained earnings depleted in FY11 to complete water and sewer capital improvement projects funded by the 2006 water & sewer revenue bond issuance.

**2009 Water and Sewer Bond Construction Fund (419)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
NON-OPERATING REVENUES						
Interest Earned	\$16,922	\$16,500	\$16,500	\$8,764	\$11,685	\$1,100
Transfers from WS Rev Debt	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Total Revenues	\$16,922	\$16,500	\$16,500	\$8,764	\$11,685	\$1,100
CAPITAL FINANCING ACTIVITIES						
Capital Improvements						
Public Works	\$0	\$0	\$0	\$0	\$0	\$0
Distribution System Imprv	329,620	1,040,000	5,862,279	1,604,948	4,783,707	1,556,000
Collection System Imprv	0	0	0	0	0	0
Total Expenditures	\$329,620	\$1,040,000	\$5,862,279	\$1,604,948	\$4,783,707	\$1,556,000
NON-OPERATING EXPENSES						
Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
Total Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Net Income	(\$312,698)	(\$1,023,500)	(\$5,845,779)	(\$1,596,184)	(\$4,772,022)	(\$1,554,900)
Beginning Retained Earnings	\$6,639,620	\$6,326,922	\$6,326,922	\$6,326,922	\$6,326,922	\$1,554,900
Ending Retained Earnings	\$6,326,922	\$5,303,422	\$481,143	\$4,730,738	\$1,554,900	\$0

*

* 2009 Water & Sewer Bond Construction Fund retained earnings expected to be depleted in FY12 due to anticipated completion of the water and sewer capital improvement projects funded by the 2009 water & sewer revenue bond issue.

Water and Sewer CIP/Impact Fee Funds

The Water and Sewer CIP/Impact Fee Funds are used to account for impact fees assessed and collected on new development. The impact fees are transferred to the Water and Sewer Revenue Debt Service Fund to make principal and interest payments on the water and sewer revenue debt issued to construct new water system improvements. The basis of budgeting also uses the accrual basis with the following exceptions:

- Interfund transfers between the Enterprise Funds are budgeted as income and expense and reclassified for reporting purposes

Water CIP/Impact Fee Fund

The Water CIP/Impact Fee Fund is used to account for impact fees assessed and collected on new development. The impact fees are transferred to the Water and Sewer Revenue Debt Service Fund to make principal and interest payments on the Water Revenue Debt issued to construct new water system improvements.

Sewer CIP/Impact Fee Fund

The Sewer CIP/Impact Fee Fund is used to account for impact fees assessed and collected on new development. The impact fees are transferred to the Water and Sewer Revenue Debt Service Fund to make principal and interest payments on the Sewer Revenue Debt issued to construct new sewer system improvements.

**Water CIP/Impact Fee Fund (480)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
NON-OPERATING REVENUES						
Impact Fees	\$295,883	\$277,350	\$277,350	\$261,037	\$277,678	\$308,783
Interest	1,736	500	500	1,340	1,787	750
Miscellaneous	0	0	0	0		0
Total Non-Operating Revenues	\$297,619	\$277,850	\$277,850	\$262,377	\$279,465	\$309,533
NON-OPERATING EXPENSES						
Operating Transfers Out	\$0	\$200,000	\$200,000	\$150,000	\$200,000	\$250,000
Total Non-Operating Expenses	\$0	\$200,000	\$200,000	\$150,000	\$200,000	\$250,000
 Net Income	 \$297,619	 \$77,850	 \$77,850	 \$112,377	 \$79,465	 \$59,533
Beginning Retained Earnings	\$53,603	\$351,222	\$351,222	\$351,222	\$351,222	\$430,687
Ending Retained Earnings	\$351,222	\$429,072	\$429,072	\$463,599	\$430,687	\$490,220

* Expected increase of 13.8% to Retained Earnings due to increased impact fee revenue.
Increase in transfer to water and sewer revenue debt service fund FY12 to support
2009 revenue bonds issued.

**Sewer CIP/Impact Fee Fund (580)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
NON-OPERATING REVENUES						
Impact Fees	\$201,240	\$196,080	\$196,080	\$172,860	\$198,668	\$206,400
Interest	1,212	500	500	830	1,107	500
Miscellaneous	0	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0
Total Revenues	\$202,452	\$196,580	\$196,580	\$173,690	\$199,775	\$206,900
NON-OPERATING EXPENSES						
Operating Transfers Out	\$0	\$200,000	\$200,000	\$150,000	\$200,000	\$250,000
Total Expenditures	\$0	\$200,000	\$200,000	\$150,000	\$200,000	\$250,000
Net Income	\$202,452	(\$3,420)	(\$3,420)	\$23,690	(\$225)	(\$43,100)
Beginning Retained Earnings	\$39,924	\$242,376	\$242,376	\$242,376	\$242,376	\$242,151
Ending Retained Earnings	\$242,376	\$238,956	\$238,956	\$266,066	\$242,151	\$199,051

*

* Expected decrease of 17.8% to Retained Earnings due to:
Increase in transfer to water and sewer revenue debt service fund FY12 to support
2009 revenue bonds issued.

Water and Sewer Revenue Debt Service Fund

The Water and Sewer Revenue Debt Service Fund is used to account for payment of principal and interest on all enterprise fund long-term debt of the City. The basis of budgeting uses the accrual basis with the following exceptions:

- Debt Principal payments are budgeted as an expense and reclassified for reporting purposes
- Bond issuance costs are budgeted for the full amount in the year of the bond sale and reclassified for reporting purposes
- Interfund transfers between the Enterprise Funds are budgeted as income and expense and reclassified for reporting purposes

**Water and Sewer Revenue Debt Service Fund (490)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
NON-OPERATING REVENUES						
Interest	\$3,433	\$1,000	\$1,000	\$965	\$1,287	\$3,500
Operating Transfers In	3,257,936	3,068,189	3,068,189	7,701,142	8,468,189	3,288,840
Total Revenues	\$3,261,369	\$3,069,189	\$3,069,189	\$7,702,107	\$8,469,476	\$3,292,340
NON-OPERATING EXPENSES						
Debt Service						
Principal	\$1,080,000	\$1,440,000	\$1,440,000	\$1,440,000	\$6,840,000	\$1,090,000
Interest	2,019,969	1,904,689	1,904,689	835,673	1,904,689	1,589,565
Fiscal Agent Fees	1,800	3,500	3,500	300	3,500	800
Issuance Costs	0	0	0	0	0	0
Operating Transfer Out	0	0	0	0	0	608,475 **
Total Expenditures	\$3,101,769	\$3,348,189	\$3,348,189	\$2,275,973	\$8,748,189	\$3,288,840
Net Income	\$159,600	(\$279,000)	(\$279,000)	\$5,426,134	(\$278,713)	\$3,500
Beginning Retained Earnings	\$412,637	\$572,237	\$572,237	\$572,237	\$572,237	\$293,524
Ending Retained Earnings	\$572,237 ***	\$293,237	\$293,237	\$5,998,371	\$293,524	\$297,024 *

* Retained earnings in the Water and Sewer Debt Service Fund expected to increase by 0.07% due to interest earnings.

** Transfer to Tax Debt Service fund to pay principal, interest and fiscal agent fees on 2010 refinancing of 2001 Water & Sewer Revenue Bonds as General Obligation Bonds. Debt Service payments of the refinanced bonds are being funded by water and sewer revenue.

Vehicle Replacement Fund

This internal service fund was established in fiscal year 2001-02 with startup funds, in the amount of \$120,188, from the General Fund which were repaid in fiscal years 2002-03 and 2003-04. Ownership of all City vehicles was transferred from the departments to the Vehicle Replacement Fund with the following exclusions:

1. Vehicles purchased for use by the Friendswood Volunteer Fire Department
2. Vehicles costing in excess of \$50,000.

Criteria used to determine the replacement schedule is vehicle type, usage type, average annual mileage and maintenance costs. Replacement schedule is as follows:

Life (Years)	Vehicle Types
3 - 4	Police Patrol Vehicles
8	Police Non-Patrol
10	Cars, Light Trucks, SUVs
15	Heavy Duty Trucks, Vans, Coaches

The Vehicle Replacement Fund basis of budgeting is accrual basis with the following exceptions:

- Capital equipment and improvements are budgeted as an expense and reclassified for reporting purposes.
- Depreciation is not budgeted
- Interfund transfers between the Enterprise Funds are budgeted as income and expense and reclassified for reporting purposes

**Vehicle Replacement Fund (301)
Fund Summary**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
OPERATING REVENUES						
Department Lease Revenues	\$314,966	\$318,825	\$318,825	\$239,139	\$318,825	\$318,767
Transfers from other funds	0	0	828	0	828	0
Asset Disposition	10,372	0	0	21,255	21,255	0
Insurance Reimbursements	0	0	0	0	0	0
Interest	2,681	1,833	1,833	953	1,271	1,350
Total Revenues	\$328,019	\$320,658	\$321,486	\$261,347	\$342,179	\$320,117
OPERATING EXPENSES						
Vehicle Replacement Plan						
Vehicle Equipment	\$361,871	\$308,820	\$596,052	\$333,334	\$596,052	\$200,361
Total Expenditures	\$361,871	\$308,820	\$596,052	\$333,334	\$596,052	\$200,361
Operating Income	(\$33,852)	\$11,838	(\$274,566)	(\$71,987)	(\$253,873)	\$119,756
Beginning Retained Earnings	\$1,116,987	\$1,083,135	\$1,083,135	\$1,083,135	\$1,083,135	\$829,262
Ending Retained Earnings	\$1,083,135	\$1,094,973	\$808,569	\$1,011,148	\$829,262	\$949,018

* VRP fund balance is being increased by 14.4% in FY12.

* The net value of the assets included in the retaining earnings balance is about \$725,108.

* This year's proposed budget includes the following vehicle replacements:

4 Police Department vehicles, 1 Community Service truck and 2 Community Development trucks

* This year's adopted VRF budget is expected to be increased due to unencumber capital carryforward for vehicles scheduled but not replaced in FY11 (3 Patrol vehicles).

Mayor and Council

Mission Statement

It is the mission of the Council and staff of the City of Friendswood to provide the highest level of service to our citizens at the greatest value.

Current Operations

The Mayor and City Councilmembers serve as the elected representatives of the citizens of Friendswood. The Council establishes programs, policies and priorities for safe, efficient and equitable operation of the City. The most significant programs are set during the annual budget review process.

The Mayor and Councilmembers are volunteers who serve without compensation. Principal budget appropriations in this portion of the budget are associated with education and efforts to promote Friendswood interests. The city's legal services are expensed through the Mayor and Council operating budget.

Highlights of the Budget

Decision Packages (Funded)

Legal Services	Ongoing Cost	\$50,464
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Departmental Goals and Measures

Goal 1 (correlates with City Goal: 1-Communication)

The goal of Mayor and Council is to conduct meetings according to State law, to discuss and make decisions regarding the operation of the City.

Objective A:

Council Meetings

Measure	FY09 Actual	FY10 Actual	FY 11 Projection	FY12 Forecast
Meetings Held	38	30	33	33
Action Items	113	115	118	118
Consent Items	77	63	70	70
Executive Sessions Items	52	14	25	25
Public Hearings Items	36	23	30	30

**MAYOR AND COUNCIL
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
MAYOR AND COUNCIL	\$306,009	\$294,428	\$299,928	\$151,568	\$293,280	\$268,102	-8.9%
DEPARTMENT TOTAL	\$306,009	\$294,428	\$299,928	\$151,568	\$293,280	\$268,102	-8.9%

EXPENDITURE BY CLASSIFICATION

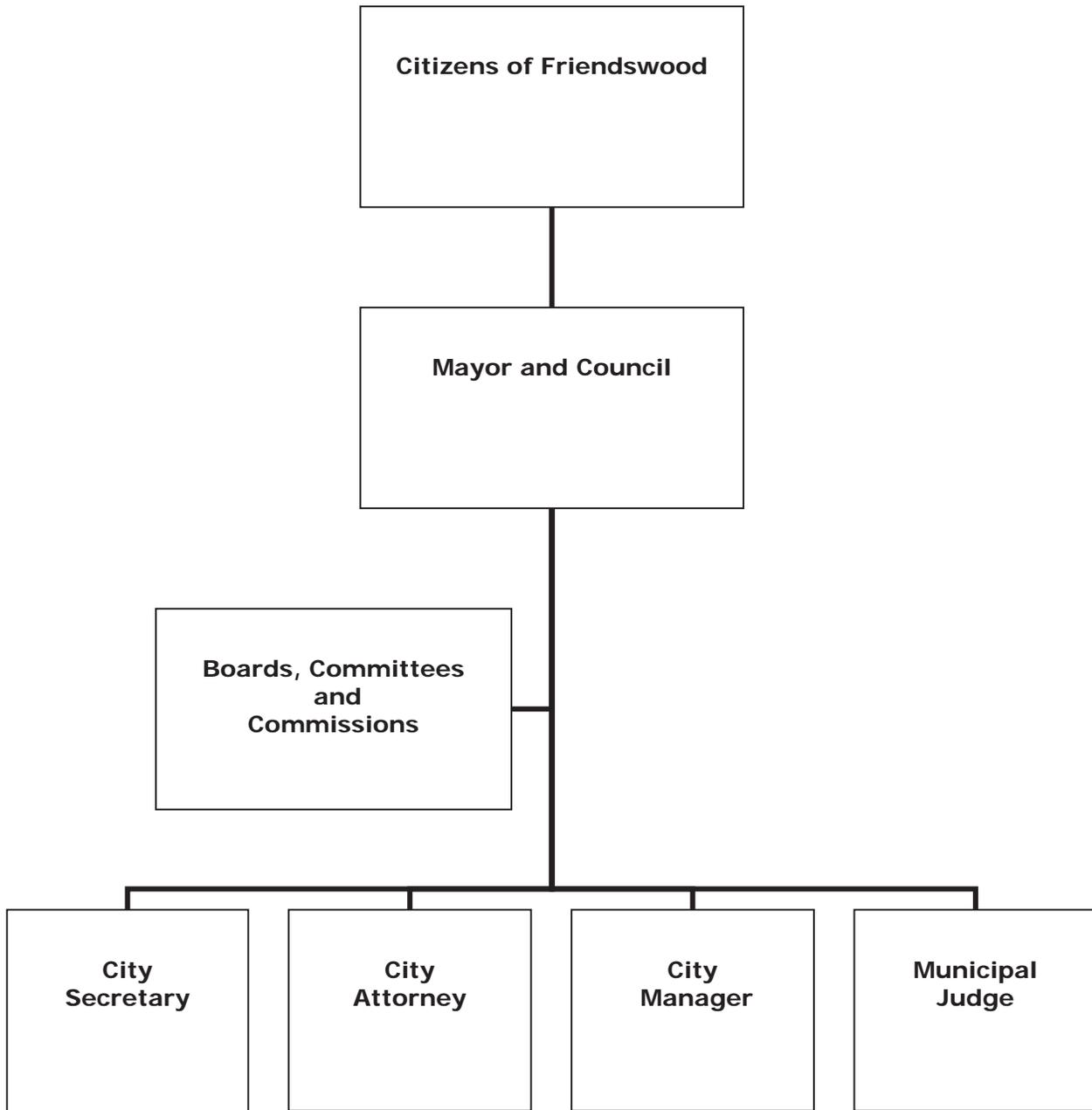
CLASSIFICATION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
SALARIES AND BENEFITS	\$0	\$299	\$299	\$0	\$299	\$299	0.0%
SUPPLIES	3,293	3,421	3,321	2,064	2,853	3,421	0.0%
MAINTENANCE	0	0	0	0	0	0	0.0%
SERVICES*	302,716	290,708	296,308	149,504	290,128	264,382	-9.1%
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL	\$306,009	\$294,428	\$299,928	\$151,568	\$293,280	\$268,102	-9.1%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
MAYOR AND COUNCIL	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
DEPARTMENT TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0%

* Legal services base budget is \$188,542.

Mayor and Council



**MAYOR AND COUNCIL
GOVERNING BODY
001-0101-411**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
48-40 WORKERS COMP INSURANCE	\$0	\$299	\$299	\$0	\$299	\$299
* PERSONNEL	\$0	\$299	\$299	\$0	\$299	\$299
51-00 OFFICE SUPPLIES	711	735	735	187	350	735
54-00 OPERATING SUPPLIES	2,582	2,686	2,586	1,877	2,503	2,686
58-00 OPERATING EQUIPMENT<\$5000	0	0	0	0	0	0
* SUPPLIES	\$3,293	\$3,421	\$3,321	\$2,064	\$2,853	\$3,421
71-10 LEGAL SERVICES	\$176,012	\$188,542	\$173,544	\$86,447	\$188,542	\$239,006
71-19 OTHER LEGAL SERVICES	22,853	0	14,998	12,997	17,329	0
71-90 OTHER PROFESSIONAL SERVICES	65,000	65,000	65,000	37,500	65,000	0
74-00 OPERATING SERVICES	979	4,441	5,165	1,047	1,396	2,000
74-01 POSTAL / COURIER SERVICES	0	0	0	0	0	0
75-10 TRAINING	17,506	1,818	6,594	4,016	5,354	1,818
75-20 TRAVEL REIMBURSEMENTS	3,313	6,662	6,662	1,215	1,620	3,313
75-30 MEMBERSHIPS	7,873	7,774	7,874	4,022	7,874	7,774
75-40 PUBLICATIONS	0	0	0	0	0	0
78-00 CONTRACT SERVICES	5,000	0	5,417	0	0	0
79-10 COMMUNITY EVENTS/PROGRAMS	4,180	16,471	11,054	2,260	3,013	10,471
* SERVICES	\$302,716	\$290,708	\$296,308	\$149,504	\$290,128	\$264,382
88-00 CAPITAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
* CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
** MAYOR AND COUNCIL	\$306,009	\$294,428	\$299,928	\$151,568	\$293,280	\$268,102

City Secretary

Mission Statement

The City Secretary's office provides a conduit of information regarding the operation of the City of Friendswood to the citizens of Friendswood, elected officials, City Staff, and other interested parties in accordance with State law, the charter of the City of Friendswood and other rules and regulations as adopted.

Current Operations

Municipal Clerk

The department of the **City Secretary** is staffed by five employees. The City Secretary reports directly to the Mayor and City Council.

Services provided by the City Secretary's office focus on administrative, public relations, records (internal and external), elections and providing information to the citizens of Friendswood, elected officials and City Staff. The City Secretary's office provides information, as requested, regarding operation of the City to the community as a whole, including the Mayor, Councilmembers, City Staff, citizens and interested parties; maintains custody of all municipal records; administers the Records Management Program; and, recommends rules and regulations to be adopted by ordinance to protect the safety and security of the municipal records. Additionally, the City Secretary's office attends and records the minutes of all official meetings of Council, attests to all instruments requiring execution, conducts and coordinates the City election, and provides election services to other entities. These activities also include coordinating the appointments of boards, committees and commissions, providing staff support for certain committees and related Council activities, publishing official notices of the City, issuing certain licenses and permits, coordinating updates to the Friendswood Code of Ordinances, and performing other duties and responsibilities that may be required.

Election Services

The City Secretary's office conducts all City elections as called for in accordance with Texas Municipal Laws and Charter provisions of the City of Friendswood, in addition to conducting a joint election with Galveston County Consolidated Drainage District and providing for election services to Friendswood Independent School District on a contractual basis.

Records Management Program

According to Chapter 1248, Acts of the 71st Legislature, a Records Management Program is required. This program provides for an efficient, economical and effective control over the creation, distribution, organization, maintenance, use, and disposition of all City records through a comprehensive system of integrated procedures for the management of records or their ultimate disposition in accordance with State law.

A centralized Records Storage Center has been established and a Records Management Program has been developed and implemented. Accordingly, records from all departments, allowed by law to be destroyed, are reviewed annually or bi-annually, as needed, and scheduled for destruction. This process provides record storage space for ongoing implementation of the retention schedule.

A systematic computerized scanning and indexing of all records of City Council meetings and other records is ongoing and provides for efficient retrieval and search capabilities that provides information to the Mayor and Council, all departments, and all citizens on an as-needed basis and is available on the City's website for round-the-clock access. This provides for a searchable index of the official City records and City minutes in hard copy and/or in electronic format. This needed information is easily accessible to City Officials, City Staff and citizens.

Highlights of the Budget

Election Services

The City Secretary's office conducts all City elections as called for in accordance with Texas Municipal Laws and Charter provisions of the City of Friendswood, in addition to conducting a joint election with Galveston County Consolidated Drainage District (GCCDD) and providing for election services to Friendswood Independent School District (FISD) on a contractual basis. This budget year we anticipate conducting a general election for the City and Galveston County Consolidated Drainage District.

Records Management Program

A records storage area is part of the Public Safety Building that houses Police, Municipal Court and Fire Marshal/Emergency Operations Center records. Discussions have been ongoing regarding projecting and planning for a second records storage center to replace the existing records storage center for the City Manager's office, Administrative Services, Community Services, Public Works, Community Development, Library, and City Secretary's office. An architectural study was conducted in FY 2006-07 for building a new records management facility. This study provided the needed information to move this process into the CIP for future consideration regarding building a facility to house records from all departments. Discussion has been ongoing by Council to determine funding options for a records center facility. Most of the City's records are stored at an off-site storage facility that is climate controlled and is built to withstand 120 MPH winds.

In addition to managing the records manually, the City Secretary's office uses the Laserfiche Records Management Module to enhance the Records Management Program electronically. With the Records Management Edition, records policies are enforced regardless of records' format, location or content. It also automates life cycle management from document creation to final disposition, runs reports detailing where records are in their life cycle and which records are eligible for transfer, accession or destruction, logs all system activity, providing an audit trail that can be used to prove adherence to the Records Management Plan and compliance regulations, ensures the future accessibility of archived records with storage, safeguards records with comprehensive access controls, supports compliance with the Texas State Library Retention Schedule, regulations, and also reduces litigation risks associated with expired and outdated records.

In a past year's budget, Council approved the Freedom of Information Act (FOIA) Systems software to assist with implementing the Texas Public Information Act. With the volume of open records requests the City receives, this system manages the process by handling and automating all aspects of the open records process, saving valuable Staff time with improved oversight and reporting. This web based system has streamlined the open

records process by coordinating, with the City Secretary’s Records Division oversight and management, with all City departments throughout the life of a request from start to finish. The goal to make requests for public information an automated, streamlined process for both citizens and staff is now achieved through the implementation of the FOIA system. A current objective is to connect the City Secretary’s office information to the City Attorney’s office through FOIA in order to further streamline the process and to reduce response time.

Records and Laserfiche Program

This ongoing program will continue the scanning of all records of City Council meetings and other documents as well as to continue the program for citywide access to all permanent documents (i.e. minutes, ordinances, resolutions, contracts, deeds, easements, and vehicle titles). This program allows additional electronic capability for all departments to search, access and retrieve all permanent records and to continue to scan all documents as approved by Council and make available to City Staff for search, retrieval and printing capabilities. This process eliminates the need for hard copies to be produced and stored by numerous departments. The Laserfiche program will continue as a permanent service of the City Secretary’s office, with the expansion of records provided as technology allows.

In 2009, the City Secretary’s office implemented Laserfiche Weblink so citizens and the general public would be able to access the City’s records from the City’s website. Laserfiche Weblink publishes select documents in a Laserfiche repository to the Internet in read-only format. This project has been very successful and continues to provide easy access for the public to review the City’s documents that are commonly requested through the Public Information Act.

Departmental Goals and Measures

Goal 1 (correlates with City Goal: 1-Communication)

Provide accurate and impartial general and special elections to the voters of the City of Friendswood for the City and the Galveston County Consolidated Drainage District. Also, provide staff support and election services to the Friendswood Independent School District for general and special elections.

Objective A:
Election Services

Measure	FY09 Actual	FY10 Actual	FY 11 Projection	FY12 Forecast
Elections Held	2	2	2	2

Trend: All elections were achieved without challenges. No irregularities were determined at any election. The electronic election equipment has increased the efficiency of the election process.

Goal 2 (correlates with City Goal: 1-Communication)

This program will provide for an efficient, economical and effective control over the creation, distribution, organization, maintenance, use, and disposition of all City records through a comprehensive system of integrated procedures for the management of records and/or ultimate disposition in accordance with State law.

Objective A:

Records Management Program - Provides City information to requestors timely, efficiently and according to State law.

Measure	FY09	FY10	FY11 Projection	FY12 Forecast
Open Records Requests	1,700	1,390	1,400	1,400
Pages Provided to Public	10,000	8,736	9,000	9,000
Attorney General Opinions	40	34	34	38

Trend: Measures of a successful Records Management Program were achieved. Records Coordinators are trained in use of the policies of the program with updated training as necessary. The program consists of managing the Records Centers, the records retention program, the open records program and coordination with all departments on all aspects of records management.

Goal 3 (correlates with City Goal: 6-Organizational Development)

Continue the ongoing Laserfiche scanning program of all minutes and approved documents of the City. Continue enhancement of programs for citywide access to minutes, ordinances, resolutions, contracts, deeds, easements, vehicle titles, and all permanent documents, etc. Continue providing electronic capability for search, access and retrieval of all permanent records for use by department users, and provide continued Laserfiche training as needed for those users.

Objective A:

The Laserfiche program has provided invaluable research on many levels and has saved many hours of research and retrieval time. It is extremely important to preserve City data in a systematic computerized manner in order that we do not lose these historical records of action taken by City Council.

Measure	FY09 Actual	FY10 Actual	FY 11 Projection	FY12 Forecast
Scanning & Laserfiche Documents	Yes	Yes	Yes	Yes

Trend: The project has been achieved in a comprehensive subject matter in folders in electronic format. This project will continue to be an ongoing process to provide information sharing.

Goal 4 (correlates with City Goal: 1-Communication)

To provide information electronically to the elected officials, citizens of Friendswood and City Staff.

Objective A:

Posting all agenda and minutes of City Council Meetings and Commission, Committee and Board Meetings on the City’s website, open records requests form available on the website, voting and election information and results on the website, volunteer committee forms and paperless agenda packets.

Measure	FY09 Actual	FY10 Actual	FY 11 Projection	FY12 Forecast
Continued development of use of electronic media	Yes	Yes	Yes	Yes

Trend: Effectively utilize the electronic opportunities to provide for greater communication with the public, elected officials, City Staff and City Attorney.

Goal 5 (correlates with City Goal: 6-Organizational Development)

To provide for the processing of various documents as administered by the City Secretary’s office.

Objective A:

Processing documents.

Measure	FY09 Actual	FY10 Actual	FY 11 Projection	FY12 Forecast
Alcohol permits	34	35	35	39
Bids Administered	17	12	20	20
Contracts	112	72	65	70
Copies made	99,500	107,413	110,500	110,500
Liens-filed/released	4	2	3	2
Notices posted-Council/Committees/Boards/Commissions	118	135	138	138
Indexes of Records	40	41	41	41
Ordinances Prepared	28	45	40	40
Ordinances, Bids, Notices published	82	88	90	90
Resolutions Prepared	71	45	30	30

Trend: Achieved the administration of all documents as required by Council action, ordinance, and resolution or as administratively necessary.

Goal 6 (correlates with City Goal: 1-Communication)

To provide Council meeting notices for all meetings held. To provide the public with information regarding the administration of the City that will be discussed.

Objective A:

Provide support and information to Council and citizens in preparing and attending Council meetings.

Measure	FY09 Actual	FY10 Actual	FY 11 Projection	FY12 Forecast
Executive Sessions	52	14	25	25
Public Hearings	36	23	30	30
Regular Meetings	22	23	23	23
Special Meetings	16	7	10	10
Pages of minutes	199	210	215	215
Special Sessions/Work Sessions	51	36	40	40

Trend: All meetings held by Council have met the Open Meetings Act requirements. All meetings, as per the Open Meetings Act, are open to the public, except when there is a necessity to meet in Executive Session (closed to the public) under the provisions of Section 551, Texas Government Code, to discuss only very specific topics as allowed by law.

**CITY SECRETARY'S OFFICE
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
MUNICIPAL CLERK	\$279,395	\$281,058	\$281,058	\$190,847	\$281,905	\$283,133	0.7%
ELECTION SERVICES	33,466	16,517	16,517	6,916	7,036	19,782	19.8%
RECORDS MANAGEMENT	100,875	125,641	125,641	76,743	120,301	125,028	-0.5%
DEPARTMENT TOTAL	\$413,736	\$423,216	\$423,216	\$274,506	\$409,242	\$427,943	1.1%

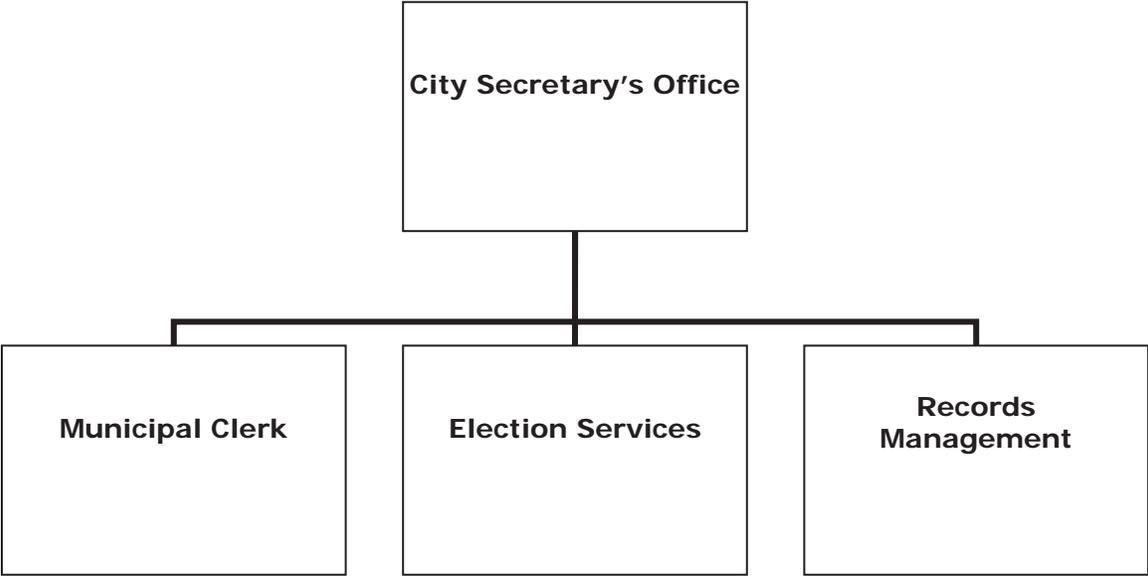
EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
SALARIES AND BENEFITS	\$355,038	\$349,977	\$349,977	\$245,787	\$354,401	\$366,704	4.8%
SUPPLIES	25,838	12,826	12,826	4,151	6,511	12,826	0.0%
MAINTENANCE	0	140	140	0	0	140	0.0%
SERVICES	32,860	60,273	60,273	24,568	48,330	48,273	-19.9%
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL	\$413,736	\$423,216	\$423,216	\$274,506	\$409,242	\$427,943	1.1%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
MUNICIPAL CLERK	3.0	3.0	3.0	3.0	3.0	3.0	0.0%
ELECTION SERVICES	0.2	0.2	0.2	0.2	0.2	0.2	0.0%
RECORDS MANAGEMENT	2.0	2.0	2.0	2.0	2.0	2.0	0.0%
DEPARTMENT TOTAL	5.2	5.2	5.2	5.2	5.2	5.2	0.0%

City Secretary's Office



**CITY SECRETARY
MUNICIPAL CLERK
001-0201-411**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$158,922	\$167,962	\$167,957	\$116,465	\$169,417	\$177,321
41-30 OVERTIME PAY	9,957	5,559	5,559	4,370	5,827	5,559
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-42 STAFF MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	2,515	1,110	1,115	1,115	1,115	1,290
41-44 VEHICLE ALLOWANCE	4,748	5,400	5,400	3,836	5,400	5,400
41-45 INCENTIVE-CERTIFICATE PAY	1,860	1,200	1,200	1,075	1,450	1,980
41-49 CELL PHONE ALLOWANCE	1,670	1,440	1,440	1,650	2,265	2,460
41-90 ACCRUED PAYROLL	13,659	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	14,324	13,983	13,983	9,427	13,837	14,662
47-20 TMRS RETIREMENT	28,686	28,511	28,511	19,996	28,511	30,289
48-10 HEALTH/DENTAL INSURANCE	13,208	17,585	17,585	13,279	17,705	17,705
48-20 LIFE INSURANCE	441	382	382	352	469	483
48-30 DISABILITY INSURANCE	823	482	482	362	483	505
48-40 WORKERS COMP INSURANCE	254	180	180	139	186	200
48-50 EAP SERVICES	158	162	162	131	175	175
48-90 FLEX PLAN ADMINISTRATION	152	123	123	96	129	125
* PERSONNEL	\$251,377	\$244,079	\$244,079	\$172,293	\$246,969	\$258,154
51-00 OFFICE SUPPLIES	\$4,145	\$4,528	\$4,528	\$2,120	\$4,025	\$4,528
54-00 OPERATING SUPPLIES	335	550	550	71	370	550
58-00 OPERATING EQUIPMENT<\$5000	0	345	345	0	0	345
* SUPPLIES	\$4,480	\$5,423	\$5,423	\$2,191	\$4,395	\$5,423
68-00 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
* MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
73-50 SURETY BONDS	\$0	\$75	\$75	\$71	\$71	\$75
74-00 OPERATING SERVICES	232	4,765	4,681	215	3,287	4,765
74-01 POSTAL / COURIER SERVICES	1,321	2,120	2,120	536	1,214	2,120
74-11 PROFESSIONAL/CODE SERVICE	0	12,000	0	0	0	0
74-91 ADVERTISING/PUBLIC NOTICE	3,842	2,822	2,822	1,936	3,322	2,822
74-97 RECRUITMENT ADVERTISING	360	0	0	0	0	0
75-10 TRAINING	2,064	4,204	4,204	3,012	4,204	4,204
75-20 TRAVEL REIMBURSEMENTS	3,273	4,479	4,479	2,151	3,268	4,479
75-30 MEMBERSHIPS	968	1,091	1,091	358	1,091	1,091
75-40 PUBLICATIONS	0	0	0	0	0	0
78-00 CONTRACT SERVICES	11,478	0	12,084	8,084	14,084	0
78-30 RENTAL	0	0	0	0	0	0
* SERVICES	\$23,538	\$31,556	\$31,556	\$16,363	\$30,541	\$19,556
88-00 CAPITAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
* CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
** MUNICIPAL CLERK	\$279,395	\$281,058	\$281,058	\$190,847	\$281,905	\$283,133

**CITY SECRETARY
ELECTION SERVICES
001-0202-414**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$2,109	\$0	\$0	\$1,276	\$1,296	\$0
41-30 OVERTIME PAY	411	1,184	1,184	0	0	1,184
42-20 PART-TIME WAGES (TMRS EXEMPT)	7,675	1,996	1,996	2,985	2,985	5,000
47-10 SOCIAL SECURITY/MEDICARE	306	274	274	94	126	473
47-20 TMRS RETIREMENT	381	453	453	205	273	184
48-40 WORKERS COMP INSURANCE	1	2	2	1	1	8
48-50 EAP SERVICES	0	0	0	0	0	325
* PERSONNEL	\$10,883	\$3,909	\$3,909	\$4,561	\$4,681	\$7,174
54-00 OPERATING SUPPLIES	\$7,861	\$6,355	\$6,355	\$1,957	\$1,957	\$6,355
58-00 OPERATING EQUIPMENT<\$5000	13,142	122	122	0	0	122
* SUPPLIES	\$21,003	\$6,477	\$6,477	\$1,957	\$1,957	\$6,477
67-00 COMPUTER EQUIP MAINT	\$0	\$140	\$140	\$0	\$0	\$140
* MAINTENANCE	\$0	\$140	\$140	\$0	\$0	\$140
74-00 OPERATING SERVICES	\$0	\$0	\$0	\$0	\$0	\$0
74-01 POSTAL / COURIER SERVICES	119	100	100	90	90	100
74-91 ADVERTISING/PUBLIC NOTICE	96	212	212	81	81	212
75-10 TRAINING	0	116	200	200	200	116
75-20 TRAVEL REIMBURSEMENTS	0	222	138	27	27	222
75-30 MEMBERSHIPS	0	0	0	0	0	0
75-40 PUBLICATIONS	0	0	0	0	0	0
78-00 CONTRACT SERVICES	1,365	3,527	3,527	0	0	3,527
78-30 RENTAL	0	1,814	1,814	0	0	1,814
* SERVICES	\$1,580	\$5,991	\$5,991	\$398	\$398	\$5,991
** ELECTION SERVICES	\$33,466	\$16,517	\$16,517	\$6,916	\$7,036	\$19,782

**CITY SECRETARY
RECORDS MANAGEMENT
001-0203-419**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$65,371	\$66,003	\$66,003	\$45,095	\$66,111	\$67,467
41-30 OVERTIME PAY	2,384	4,440	4,440	1,544	3,958	4,440
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	360	140	140	0	0	165
41-45 INCENTIVE-CERTIFICATE PAY	1,850	1,500	1,500	900	1,500	1,200
41-90 ACCRUED PAYROLL	540	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	4,748	5,523	5,523	3,292	5,523	5,605
47-20 TMRS RETIREMENT	10,495	11,250	11,250	7,399	11,388	11,439
48-10 HEALTH/DENTAL INSURANCE	6,188	12,506	12,506	10,220	13,627	10,400
48-20 LIFE INSURANCE	193	151	151	139	185	188
48-30 DISABILITY INSURANCE	352	191	191	141	188	195
48-40 WORKERS COMP INSURANCE	93	73	73	52	69	78
48-50 EAP SERVICES	124	108	108	87	117	117
48-90 FLEX PLAN ADMINISTRATION	80	104	104	64	85	82
* PERSONNEL	\$92,778	\$101,989	\$101,989	\$68,933	\$102,751	\$101,376
51-00 OFFICE SUPPLIES	\$331	\$329	\$329	\$3	\$4	\$329
54-00 OPERATING SUPPLIES	24	109	109	0	50	109
58-00 OPERATING EQUIPMENT<\$5000	0	488	488	0	105	488
* SUPPLIES	\$355	\$926	\$926	\$3	\$159	\$926
74-00 OPERATING SERVICES	\$0	\$9,027	\$9,027	\$0	\$3,500	\$9,027
74-01 POSTAL / COURIER SERVICES	0	0	0	0	0	0
74-11 PROFESSIONAL/CODE SERVICE	3,552	8,641	8,641	3,852	8,962	8,641
75-10 TRAINING	60	74	120	120	120	74
75-20 TRAVEL REIMBURSEMENTS	530	631	585	91	530	631
75-30 MEMBERSHIPS	0	74	74	0	0	74
75-40 PUBLICATIONS	0	0	0	0	0	0
78-00 CONTRACT SERVICES	3,600	4,279	4,279	3,744	4,279	4,279
* SERVICES	\$7,742	\$22,726	\$22,726	\$7,807	\$17,391	\$22,726
** RECORDS MANAGEMENT	\$100,875	\$125,641	\$125,641	\$76,743	\$120,301	\$125,028

City Manager

Mission Statement

The City Manager provides for the general administration of the City carrying out the City Council's policies and objectives. All City programs, services, and operations are directed and coordinated by the City Manager. The City Manager's Office is represented by two divisions: Administration and Economic Development. There are five full-time employees and one part-time employee in the department.

Current Operations

Administration – This division encompasses the City Manager's core administrative and oversight functions; as well as communication management and organizational development and planning. Division staff provides wide-ranging administrative support activities for the City Manager including: policy research, program analysis, Council agenda development, departmental records coordination, project administration, general public information, and management of citizen requests for service.

Economic Development – In order to provide Friendswood a more stable economic future by expanding the city's commercial tax base, this division is responsible for developing and administering programs to retain and attract businesses that are compatible with our community's vision and values.

The Economic Development Coordinator administers programs to assist with business prospect recruitment, marketing and retention. The Coordinator also serves as liaison between City staff, business leaders, and economic development organizations.

Staff support for the City's Community and Economic Development Committee (CEDC) is also provided by this division.

Highlights of the Budget

The FY 2011-12 Budget continues to fund important citywide communications programs, including the Focus on Friendswood newsletter as well as the City's Public-Educational-Governmental (PEG) access channel. The Focus on Friendswood newsletter contains valuable City news, events, and announcements that is mailed to residents quarterly. This year will mark the sixth year that the City's PEG channel is utilized, and FY 2012 will be the fifth full year that City Council and Board, Commission and Committee meetings will be televised on the channel. It will also mark the fourth year that the City's upgraded multi-camera system is operational in the City Council chamber and the third year that an upgraded audio system is also utilized in the City Council chamber. This is the first year that new strategically placed televisions will be broadcasting the PEG channel in public areas within City Hall, thereby increasing our communication infrastructure with the community. The goal of the PEG channel is to communicate with residents about City related programs, meetings, services, events, job postings, and emergency information.

In correlation with each department, the City Manager's Office's activities are intended to achieve the City's overall strategic goals. Fiscal Year 2010 achievements are mentioned within each department's section.

In addition, the City has a history of placing an emphasis on developing and mentoring our most important piece of infrastructure – our Staff. The City Manager’s Office places great importance in the growth, development and leadership skills of our employees, and to that end, this is the fifth straight year that we have budgeted funds for Staff development services.

The City’s Economic Development office generates news releases, media information and contacts, printed materials, direct mail campaigns, and a special electronic newsletter. The Economic Development Office also sponsors an annual broker/developer workshop focused on the benefits of doing business in Friendswood. This event is attended by approximately 50 Houston area real estate brokers, developers, and bank representatives. The Economic Development Coordinator participates in regional, state, and national site visits, tradeshow, and conferences to promote commercial development to the city.

To maximize our resources, the City continues to participate in regional economic development partnerships that advocate and pursue issues that are important for retaining and strengthening the economic base and business climate of our area. These partnerships include membership in the Friendswood Chamber of Commerce, Galveston County Economic Alliance and the Bay Area Houston Economic Partnership.

Decision Packages (Unfunded)

Assistant City Manager	On-going Cost	
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Departmental Goals and Measures

Goal 1 (correlates with City Goals: 1-Communication & 6-Organizational Development)

Provide professional management and leadership that support the success of the organization.

Objective A:

Conduct strategic planning activities.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Long-Range Planning Sessions Conducted with City Council ¹	4	2	2	1
Long-Range Planning Projects by Staff	Not Tracked	2	2	2
Senior Staff development initiatives	Not Tracked	1	2	2

1-Meetings based on Council requests

Objective B:

Ensure that departmental work plans are supportive of City Council goals.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Departmental work plans that include elements which directly or indirectly support Council goals	6	6	7	7

Goal 2 (correlates with City Goals: 1-Communication & 4-Partnerships)

Deliver responsive, quality customer service to the City Council, citizens, and other agencies.

Objective A:

Provide information, assistance, and project support to the Mayor and City Council members.

Measure	FY09 Actual	FY10 Actual	FY 11 Projection	FY12 Forecast
Agenda Preparation (# of City Council agenda items)	505	381	450	450
Council meetings attended	38	30	33	33

Objective B:

Prepare information on City services, events, and policies for outside agencies as requested.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Number of information requests completed for other agencies	12	12	20	20

Goal 3 (correlates with City Goal: 1-Communication)

Support vital community connections with our citizens, neighborhood and civic associations, and news media.

Objective A:

Promote interaction and collaboration with Friendswood citizens and civic associations.

City Manager

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Association meetings attended by Staff	10	12	12	15
Notices, bulletins, or other informational media provided to Associations	18	18	18	18
Specific citizen inquiries/complaints addressed (<i>walk-ins, phone calls, email</i>)	190	200	1,728 ¹	1,750

1-FY 2009 and FY 2010 were estimates. FY 2011 projection is based on actual counts taken at mid-year.

Objective B:

Enhance communication with local news media by proactively sharing timely, accurate information about City services, initiatives, and issues.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Releases, advisories, or tip sheets prepared	197	170	178	175
City-related news articles written ¹	607	575	616	600
Annual page views on the City's website	238,423	698,240	660,000	680,000

1-New measure added for FY 2011

Trend: Top pages visited for FY 2009 were job listings and employment information. Top pages visited for FY 2010 were job listings and Community Service events.

Objective C:

Actively distribute information and gather feedback about City policies, services, and events.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Focus on Friendswood quarterly newsletter editions mailed ¹	69,300	69,400	69,500	69,600
City Meetings Broadcast on PEG channel	49	38	37	40
Community videos produced ²	--	--	2	10

1-Prior budgets reported number of quarterly newsletters produced

2-New measure added for FY 2012

Trend: Focus on Friendswood newsletter mailings have consistently increased annually. In FY 2011, a new agreement with a video production company has created the new Community video measure.

Goal 4 (correlates with City Goals: 2-Economic Development & 4-Partnerships)

To advance an economic development program that upholds community values, builds on investments made in the community, and supports the expectations of the City's level of service.

Objective A:

Identify and recruit businesses interested in relocating to, expanding in, or starting a new business in the City of Friendswood by continuing to strengthen and build relationships with brokers, developers, site selection consultants, and the regional economic development network.

Measure	FY 09 Actual	FY 10 Actual	FY 11 Projection	FY 12 Forecast
Chamber & Regional Partnership meetings attended	28	39	40	40
Trade Shows attended	3	3	4	5
Quarterly Electronic Newsletter distribution to potential business prospects, developers, and brokers	1,005	1,022	1,025	1,025
Annual page views on City's website of the Business Section	9,540	16,290	16,750	17,000
Attendees at Annual Broker & Developer Day event hosted by CEDC	52	49	50	50

Objective B:

Provide support and information to the CEDC in preparing and attending committee meetings and carrying out their initiatives.

Measure	FY 09 Actual	FY 10 Actual	FY 11 Projection	FY 12 Forecast
CEDC meetings attended	12	11	15	14
Number of Discussion Items	41	46	55	50

**CITY MANAGER'S OFFICE
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION	\$552,203	\$586,100	\$619,191	\$420,414	\$610,545	\$603,089	2.9%
ECONOMIC DEVELOPMENT	224,617	258,027	276,724	165,371	219,663	253,337	-1.8%
DEPARTMENT TOTAL	\$776,820	\$844,127	\$895,915	\$585,785	\$830,208	\$856,426	1.5%

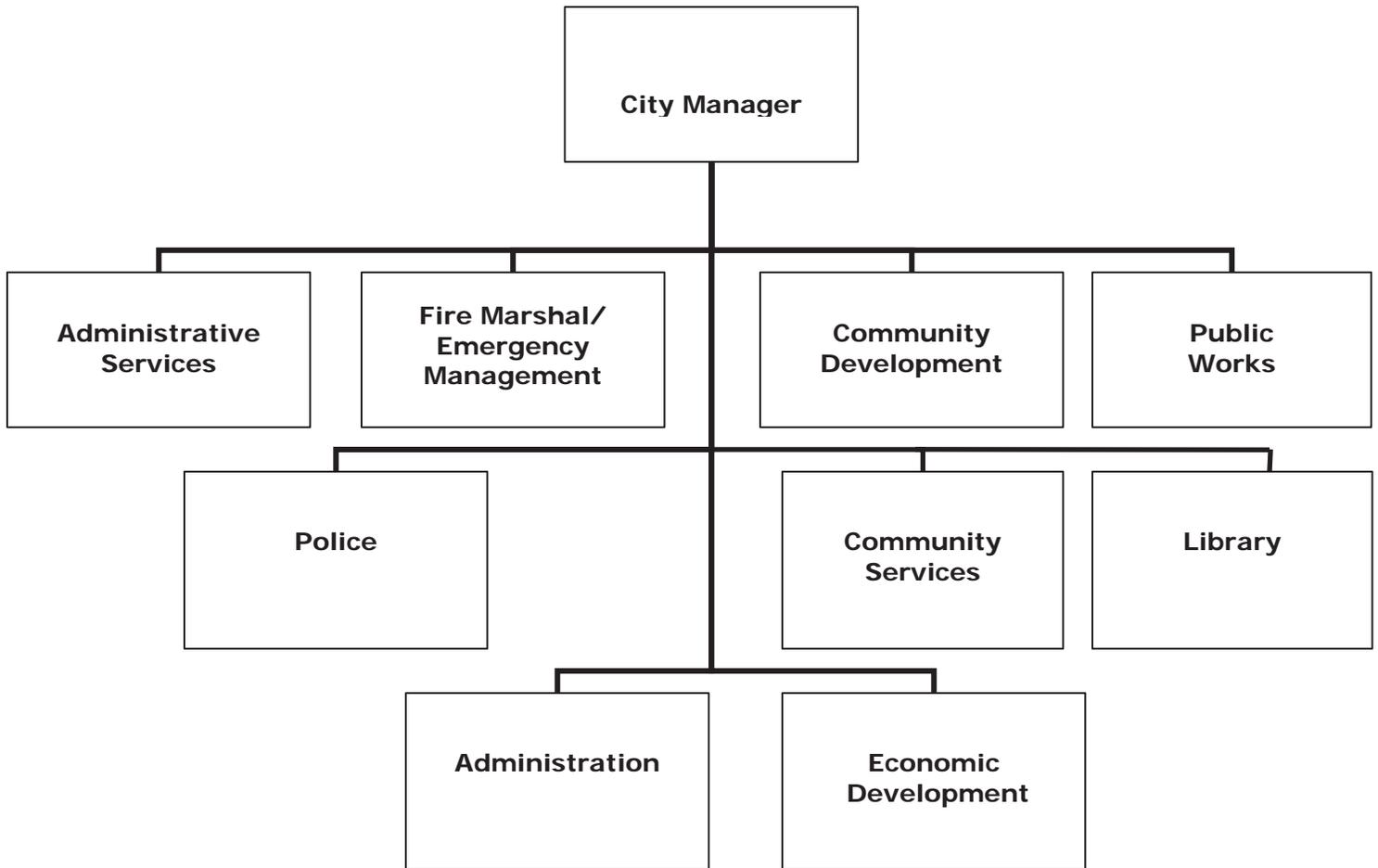
EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
SALARIES AND BENEFITS	\$604,373	\$619,652	\$621,112	\$441,526	\$622,253	\$643,911	3.9%
SUPPLIES	14,586	25,623	41,212	19,444	28,561	19,494	-23.9%
MAINTENANCE	0	0	0	0	0	0	0.0%
SERVICES	157,861	198,852	233,591	124,815	179,394	193,021	-2.9%
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL	\$776,820	\$844,127	\$895,915	\$585,785	\$830,208	\$856,426	1.5%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION	4.5	4.5	4.5	4.5	4.5	4.5	0.0%
ECONOMIC DEVELOPMENT	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
DEPARTMENT TOTAL	5.5	5.5	5.5	5.5	5.5	5.5	0.0%

City Manager's Office



**CITY MANAGER
ADMINISTRATION
001-0301-413**

ACCOUNT DESCRIPTION	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original Budget	Amended Budget	YTD 6/30/2011	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$320,386	\$326,358	\$326,358	\$227,882	\$326,843	\$337,788
41-30 OVERTIME PAY	4,651	4,938	4,938	3,380	4,938	4,938
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	2,690	2,950	2,950	2,930	2,930	3,190
41-44 VEHICLE ALLOWANCE	10,845	10,800	10,800	7,673	10,800	10,800
41-45 INCENTIVE-CERTIFICATE PAY	6,525	6,000	6,000	4,725	6,300	6,600
41-49 CELL PHONE ALLOWANCE	2,481	2,460	2,460	1,650	2,460	2,460
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
42-20 PART-TIME WAGES (TMRS EXEMPT)	10,788	13,987	13,987	10,702	14,270	14,165
42-41 MERIT PAY	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	23,318	27,985	27,985	16,378	21,838	24,338
47-20 TMRS RETIREMENT	51,943	54,895	54,895	38,795	53,727	57,106
48-10 HEALTH/DENTAL INSURANCE	31,125	29,732	29,732	27,555	36,740	39,422
48-20 LIFE INSURANCE	877	734	734	677	903	919
48-21 TERM LIFE INSURANCE	1,308	0	1,460	1,095	1,460	1,460
48-30 DISABILITY INSURANCE	1,505	925	925	697	929	960
48-40 WORKERS COMP INSURANCE	477	340	340	284	379	391
48-50 EAP SERVICES	265	271	271	219	292	292
48-90 FLEX PLAN ADMINISTRATION	285	293	293	256	342	329
* PERSONNEL	\$469,469	\$482,668	\$484,128	\$344,898	\$485,151	\$505,158
51-00 OFFICE SUPPLIES	\$2,130	\$4,803	\$4,708	\$1,554	\$4,708	\$4,802
54-00 OPERATING SUPPLIES	1,142	1,367	1,767	1,103	1,471	1,367
58-00 OPERATING EQUIPMENT<\$5000	3,878	0	13,000	10,651	13,000	0
* SUPPLIES	\$7,150	\$6,170	\$19,475	\$13,308	\$19,179	\$6,169
73-50 SURETY BONDS	\$150	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	269	2,650	18,650	2,331	13,669	2,650
74-01 POSTAL / COURIER SERVICES	418	1,000	1,000	489	651	1,000
74-21 FRIENDSWOOD NEWSLETTER	36,306	40,000	38,540	26,294	38,540	40,000
74-92 SPECIAL EVENTS	505	1,089	1,089	22	322	1,089
75-10 TRAINING	19,371	4,039	8,131	6,238	8,317	4,039
75-20 TRAVEL REIMBURSEMENTS	4,852	7,738	7,338	1,763	4,351	7,738
75-30 MEMBERSHIPS	1,653	2,862	2,862	1,672	2,229	2,862
75-40 PUBLICATIONS	126	300	394	393	524	300
76-12 TELEPHONE/COMMUNICATIONS	84	84	84	84	112	84
78-00 CONTRACT SERVICES	11,850	37,500	37,500	22,922	37,500	32,000
* SERVICES	\$75,584	\$97,262	\$115,588	\$62,208	\$106,215	\$91,762
86-00 FURNITURE AND FIXTURES	\$0	\$0	\$0	\$0	\$0	\$0
88-00 CAPITAL EQUIPMENT	0	0	0	0	0	0
* CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
** ADMINISTRATION	\$552,203	\$586,100	\$619,191	\$420,414	\$610,545	\$603,089

**CITY MANAGER
ECONOMIC DEVELOPMENT
001-0303-419**

ACCOUNT DESCRIPTION	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original Budget	Amended Budget	YTD 6/30/2011	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$94,986	\$96,096	\$96,096	\$67,065	\$96,096	\$98,048
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	620	685	685	680	680	745
41-44 VEHICLE ALLOWANCE	5,423	5,400	5,400	3,836	5,400	5,400
41-45 INCENTIVE-CERTIFICATE PAY	1,800	1,800	1,800	1,350	1,800	1,800
41-49 CELL PHONE ALLOWANCE	1,029	1,140	1,140	684	1,140	1,020
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	7,728	7,848	7,848	5,467	7,848	6,891
47-20 TMRS RETIREMENT	15,469	16,013	16,013	11,453	16,013	16,707
48-10 HEALTH/DENTAL INSURANCE	6,847	7,347	7,347	5,548	7,398	7,398
48-20 LIFE INSURANCE	258	214	214	199	265	270
48-30 DISABILITY INSURANCE	524	270	270	205	274	283
48-40 WORKERS COMP INSURANCE	139	98	98	81	108	111
48-50 EAP SERVICES	60	54	54	44	58	58
48-90 FLEX PLAN ADMINISTRATION	21	19	19	16	22	22
* PERSONNEL	\$134,904	\$136,984	\$136,984	\$96,628	\$137,102	\$138,753
51-00 OFFICE SUPPLIES	\$0	\$0	\$5,000	\$315	\$620	\$4,000
54-00 OPERATING SUPPLIES	7,436	19,453	16,737	5,821	8,762	9,325
* SUPPLIES	\$7,436	\$19,453	\$21,737	\$6,136	\$9,382	\$13,325
74-00 OPERATING SERVICES	\$578	\$4,742	\$4,742	\$45	\$60	\$11,800
74-01 POSTAL / COURIER SERVICES	607	530	530	86	114	1,000
74-91 ADVERTISING/PUBLIC NOTICE	4,111	8,480	8,480	4,350	7,300	8,450
75-10 TRAINING	1,258	2,771	2,771	1,880	2,507	2,090
75-20 TRAVEL REIMBURSEMENTS	1,889	5,621	5,621	1,484	1,978	3,599
75-30 MEMBERSHIPS	1,765	1,814	2,030	1,820	2,030	1,720
78-00 CONTRACT SERVICES	42,069	77,632	77,632	36,745	42,993	72,600
79-21 PRGM 380 ECON DEV GRANTS	30,000	0	16,197	16,197	16,197	0
* SERVICES	\$82,277	\$101,590	\$118,003	\$62,607	\$73,179	\$101,259
88-00 CAPITAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
** ECONOMIC DEVELOPMENT	\$224,617	\$258,027	\$276,724	\$165,371	\$219,663	\$253,337

Administrative Services

Mission Statement

The Administrative Services Department is responsible for providing superior administrative and financial support services to our citizens and City employees. Customer service to both our external and internal customers is emphasized and provided through a very diverse set of programs: Finance, Utility Billing/Customer Service, Human Resources/Risk Management, Municipal Court Administration, and Information Technology Services.

Current Operations

Finance, comprised of the Accounting and Fiscal Operations divisions, is responsible for the day to day operations of all financial activities including accounts payable, payroll, revenue collection, debt management, purchasing, financial and grant reporting and adherence to accounting standards, Charter requirements and State law.

With oversight from the City's Investment Committee and in accordance with the City's Investment Policy, the Director of Administrative Services invests the City's financial resources.

Finance staff prepares the City's annual budget and working with external auditors, performs the annual audit and prepares the Comprehensive Annual Financial Report.

Through collaborative efforts between Accounting, Utility Billing, and emergency response personnel, Administrative Services is responsible for the Alarm Permit/Fines Program initiated in fiscal year 2009-10.

Utility Billing/Customer Service personnel provide billing, collection, and customer information services for 12,475 accounts. This includes processing approximately 74,000 bills and payments annually, as well as handling an average of 25,500 phone calls and walk-in customers annually. This area faces daily challenges as its 3 staff members apply the City's ordinance and/or resolution billing and collection policies while meeting customer expectations. Our goal in the Utility Billing Office is to apply equitable and quality service to all City utility customers.

Municipal Court's function is to bring a fair and impartial conclusion to all misdemeanor cases filed in the City. The Court Office is responsible for maintaining accurate records of all court cases filed and disposed of in the City, as well as processing payments and serving warrants. The Municipal Court is currently staffed by 11, including the Presiding Judge, the Associate Judge, and 2 Prosecutors. With the exception of holidays, the Municipal Court holds court each Wednesday at 6:30 p.m. and at 8:30 a.m. on the second and last Wednesday of the month at the City's Public Safety Building. Current activity level indicates we will process approximately 8,500 Class C Misdemeanors during 2011-12. Semi-monthly daytime court settings, in addition to the weekly evening court setting, help minimize the delay in setting court dates.

The goal for the Municipal Court is to handle violations in accordance with State Law, City Ordinance and policies set by the municipal judge and to see that every person is treated fairly and equally, and to manage court operations efficiently.

The **Human Resources/Risk Management** division is responsible for all human resource and risk management functions, which includes but not limited to personnel recruitment and retention, compensation, EEO compliance, employee benefits, training and development, new employee orientation, employee safety, unemployment claims, liability and property insurance claims, personnel policy interpretation and updates. The City's proactive stance on work related injuries has resulted in not only the reduction of work related injuries but

Administrative Services

also the severity of the injuries. The training provided by the Safety Officer and the support received from the City Administration, heightens the employee safety awareness. The results also carry over to safety awareness away from work resulting in few sick days being used and increasing productivity. Human Resources implemented the mandated changes to the federal regulations for ADA, COBRA FMLA and health care which includes informing employees of the changes.

The mission of the **Information Technology** (IT) division is to provide reliable computer systems and timely and efficient systems support to all departments by maximizing all technology related resources, maintaining a current standard of hardware and software, and provide technical guidance and planning for future systems direction and support.

IT Services operates and maintains the City's computer hardware and software, and assists staff in hardware and software usage and training. The computer systems include two IBM iSeries systems. One is located in City Hall and processes the software for finance, accounting, land management, building permits, utility billing, work orders, fleet management, and Municipal Court. The second is located at the Public Safety Building and hosts the Police Department's former Crimes and Computer Aided Dispatch software. The Public Safety iSeries is no longer active and currently serves to host historical data until a total data conversion is completed.

The City network includes fiber optic cable and data communications equipment connecting all City buildings to servers, a firewall, and a Storage Area Network (SAN) located at City Hall, a server at the Public Safety Building, a server at Public Works, and two servers at the Library. These servers provide for e-mail, file storage, on-line services, and various other applications. The 3 member IT staff supports over 40 different applications and software interfaces, a standard set of desktop office applications, and all new technology items installed in the Public Safety Building. IT provides support for the operation of the City's cable TV channel and the on-demand web streaming of City Council meetings. The City's web site is also managed by the IT Staff. IT currently supports E-Gov applications for Utility Bill inquiry and payment, Court case inquiry and payment, Building Permit inquiry and inspection scheduling.

In fiscal year 2007-08, the IT department implemented an upgrade to the software utilized by the Police Department and Friendswood Volunteer Fire Department by migrating to the OSSI software. The system interconnects with surrounding agencies and allows our citizens access to open records information, online availability of accident reports and names of jail occupants. The most significant feature of this system is the increased information and capabilities available to the officer in the field.

Administrative Services

Fiscal Year 2010 – 11 Accomplishments

Finance

Government Finance Officers Association Excellence in Financial Reporting Award: The City received the award for the 22nd consecutive year.

Government Finance Officers Association Distinguished Budget Presentation Award: The City received the award for the 7th consecutive year. Once adopted, the fiscal year 2011 – 12 budget document will be submitted for consideration.

Municipal Court

Warrant Round-up: The Municipal Court, Police Department, and Fire Marshal's Office participated in the state-wide warrant clearing program. During this year's round-up, Municipal Court staff cleared 309 warrants with face value of \$120,581.48.

Teen Court: The Municipal Court operates the program which allows juvenile offenders to assume responsibility for their actions through involvement in the judicial process.

Interactive Voice Response System: The Municipal Court, with assistance from the City's Information Technology staff, began implementation of IVR to its telephone system. The electronic feature will provide defendants with 24 hour access to their citation information and Municipal Court location and business hours.

Questys Imaging System: The imaging equipment and software system allows Court Clerks to scan all case related documents for permanent electronic record of case files.

Information Technology

New Website: In fiscal year 2010-2011, the City's website was redesigned and moved to an off-site host server. Besides providing an updated look and feel, the new host provides a more redundant and resilient service. In an emergency situation where the City could lose Internet service, this site will stay operational allowing continued communications and alerts to be posted. The off-site hosting has the added benefit of allowing updates from any location with Internet access.

Technology Refresh: The Desktop computers and software used by City Staff were refreshed in the 2010-2011. The desktop hardware was upgraded to current "environmentally green" technology with a five year onsite warranty. All new hardware is Energy Star qualified, new PCs are EPEAT Gold level compliant, and new LED monitors are EPEAT Silver level compliant. Software was upgraded to current versions to better facilitate the exchange of information with external organizations.

PEG Channel Equipment and Service Upgrades: Last year the PEG Channel media player was upgraded to add the ability to stream content to AT&T U-verse customers in addition to the existing feed to Comcast customers. This year the system was configured and a link established with AT&T U-verse to begin transmitting content via their channel 99 PEG menu.

Working with the City Manager's Office, new equipment was also purchased and installed to show the PEG channel on multiple displays in City Hall during normal business hours. The equipment will later be set up to show City Council meeting live in City Hall and broadcast live to Cable/U-verse customers.

Live with new Firewall and new VPN: Last year a new firewall was purchased to support and protect the City's access to the Internet. This year, the configuration and

Administrative Services

implementation of the new firewall was completed. The new firewall includes extended protection from Web based threats and the ability to perform advanced content filtering.

Access Control System: IT assisted with installation and conversion of one of the City's Access Control Systems to updated equipment and software. This will enable facilities staff to better manage and control access to certain City facilities.

Upgraded SAN: The Storage Area Network (SAN) was upgraded to improve performance and increase redundancy. The increase in performance directly improved the quality and reliability of the system's periodic backups and helped decrease the time window required to perform backup jobs. This also removed the largest single point of (potential) failure in the system.

Highlights of Budget

Decision Packages (Funded)

Court – Fuel	Ongoing Cost	\$183
Court – Warrant Round-up	Ongoing Cost	\$9,000
Court – Teen Court (Clerk overtime)	Ongoing Cost	\$4,537
Court - Teen Court (Officer overtime) (Court Security & Tech Fund Supported)	Ongoing Cost	\$2,174
Court – Prosecutor Pool	Ongoing Cost	\$5,000
IT – Multi-function copier for Animal Control Facility	One-time Cost	\$5,500
	Ongoing Cost	\$2,000
Utility Bill Print Service (Water and Sewer Fund Supported)	Ongoing Cost	\$10,372
UB Payment Processing Equipment and Software (Water and Sewer Fund Supported)	One-time Cost	\$13,195
	Ongoing Cost	\$2,780

Departmental Goals and Measures

Goal 1 (correlates with City Goals: 1-Communication & 6-Organizational Development)

Provide accurate and timely financial information to the Council, City Manager, Staff, Citizens of Friendswood and others interested in the City's finances.

Objective A:

Prepare and release financial statements to the Council, City Manager, and Staff on a monthly basis.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Release monthly financial statement by the 15 th of the following month.	90%	100%	100%	100%

Trend: The process of preparing and distributing the report continues to be fine-tuned. Statements from the investment pools and bank are obtained electronically to reduce the delay in receiving the information necessary to complete cash reconciliation. Monthly financial reports are also being distributed electronically; eliminating the need to make manual copies and time spent in delivering the documents.

Administrative Services

Objective B:

Prepare timely and accurate annual financial report after audit is complete.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Annual financial report meets criteria established by the Government Finance Officers Association and receives GFOA award for excellence in financial reporting.	Yes	Yes	Yes	Yes

Trend: This certification was achieved for the 22nd consecutive year with the 2009-10 CAFR document and staff intends to continue this tradition.

Goal 2 (correlates with City Goal: 2-Economic Development)

The City shall maintain the fund balance and retained earnings of the various operating funds at levels sufficient to protect the City's creditworthiness, as well as its financial position from unforeseeable emergencies.

Objective A:

The City shall strive to maintain the General Fund undesignated fund balance at a minimum of 90 days of current year budgeted expenditures. Any undesignated funds after the fiscal year-end audit will be allowed to accumulate to build this 90-day reserve. City financial policies state that fund balance in excess of 25% (90 days) will be reserved for future capital improvements.

Measure (Days)	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Fund balance will cover at least 25% (90 days) of current year budgeted expenditures.	130 days	140 days	155 days	105 days

Trend: The estimated fund balance for 2010-11 is \$6.9 million. The 90-day operating reserve target is \$5.2 million. Other designations total \$206,096; leaving \$1.5 million available for future projects.

Goal 3 (Correlates with City Goals: 1-Communication, 2-Economic Development & 6-Organizational Development)

Objective A: Effective Budget Administration

As prescribed by City Charter, 100% delivery of the proposed budget by August 1st and adoption of the annual budget by September 15th (or as soon thereafter as possible)

Measure	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Forecast
Delivery of Proposed Budget per City Charter requirements	100% (07/31/08)	100% (07/31/09)	100% (07/30/10)	100% (08/01/11)
Adopt annual budget by Sept. 15 th (or as soon thereafter as possible)	93% (09/22/08)	80% (10/05/09)*	81% (10/04/10)*	89% (09/25/11)

**October budget adoption occurred to coincide with the City's property tax rates adoption.*

Administrative Services

Objective B:

Accurate forecasting of General Fund revenue estimates and expenditure budget

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
General Fund amended budget revenue projections met or exceeded	111.7%* Bgt: \$19.5M Act: \$23.4M	126.2%* Bgt: \$20.6M Act: \$27.5M	102.7% Bgt: \$22.4M Act: \$23.0M	100.0% Bgt: \$21.5M Act: \$21.5M
100% of General Fund departments at or below amended budget estimates	60%**	50%**	70%	90%

*FEMA reimbursements for Hurricane Ike included in FY09 actual amounts.
Revenue budgets in those years were not adjusted accordingly.
** Hurricane Ike related expenditures included in FY09.*

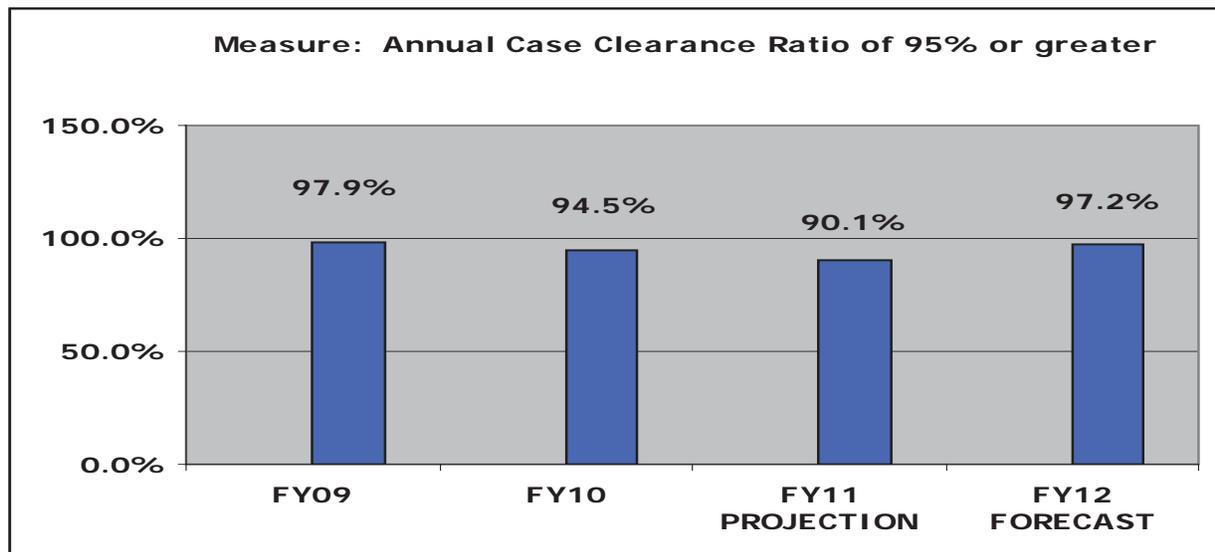
Goal 4 (correlates with City Goals: 5-Public Safety & 6-Organizational Development)

Municipal Court's main goal is to handle violations in accordance with State Law, City Ordinance and policies set by the municipal judge, to see that every person is treated fairly and equally, and to manage court operations efficiently.

Objective A:

Monitor Municipal Court clearance ratios to ensure efficiency of staff in timely disposition of incoming caseload and to prevent case backlogs.

Case Clearance Ratio = # of outgoing cases / # of incoming cases

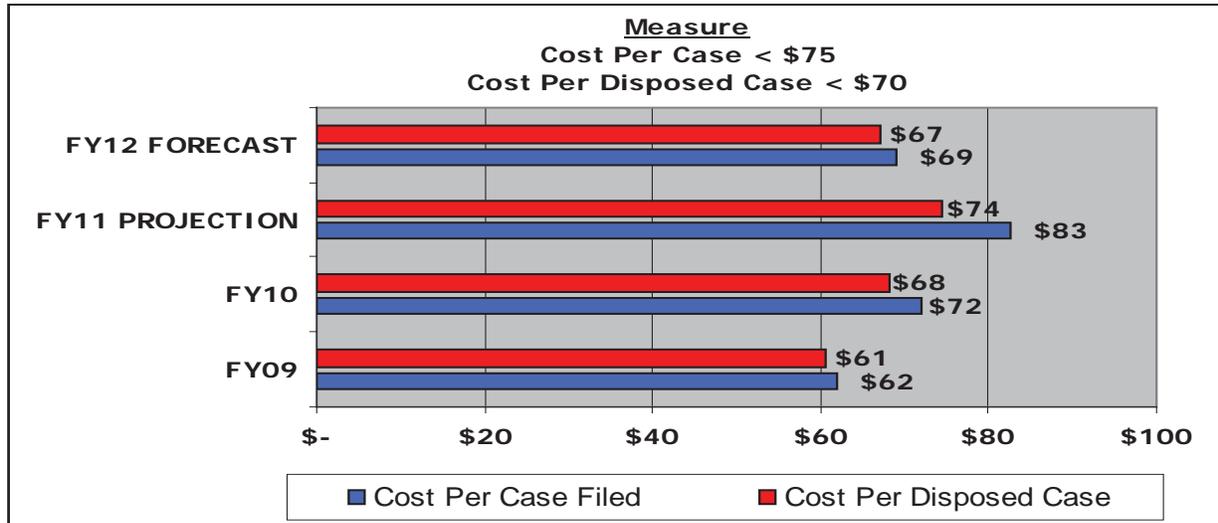


Trend: For the past two years, the established measure of annual case clearance ratio has been met. However, fiscal year 2010-11 clearance ratio dipped due to a shift in the types of violations occurring in Friendswood with more cases being processed at the county court level. While these types of violations are likely to continue in fiscal year 2011-12, the case clearance ratio is expected to increase with more concentrated efforts to issue and process City Ordinance Class C Misdemeanor citations. Timely filing of Fail to Appear or Violate Promise to Appear charges and adding warrants into SETCIC will continue to help Municipal Court meet its case clearance ratio benchmark.

Administrative Services

Objective B:

Monitor the average cost per case and cost per disposed case to improve court operations. This measure forges a direct connection between how budgeted dollars are spent and divisional accomplishments.



Trend: This performance measure has been enhanced to reflect the Municipal Court’s cost per case filed as well as its cost per disposed case. Both have trended upward over the past two years; growing by an average of 12% and 17%, respectively. The increase in fiscal year 2010-11 is linked to increase in Municipal Court costs and the types of violations occurring in Friendswood resulting in the cases being tried in the county court systems. While these types of violations are likely to continue in the future, it is expected that some efforts will be concentrated on issuing and processing City Ordinance Class C misdemeanor citations in fiscal year 2011-12.

Timely filing of Fail to Appear or Violate Promise to Appear charges and adding warrants into SETCIC will continue to help Municipal Court meet its cost per case and cost per disposed case target.

Objective C:

To increase the number of warrants cleared by 100% or more annually. Collection of outstanding court fines and fees ensures compliance with court orders and judgments.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
To clear a minimum of 100% of all outstanding warrants annually.	103% *	102% *	109% *	105% *

**Amounts higher than 100% represent cleared warrants older than the current year measured*

Trend: Since tracking this measure commenced in fiscal year 2006-07, the Municipal Court has exceeded 100% clearance of warrants issued.

Annual participation in the state-wide warrant round-up has proven successful and is likely to increase the results of this performance measure. Two Court Clerks are designated to assist the court’s Warrant Officer in processing warrants. Municipal Court staff issues a list of outstanding warrants to Police Department Dispatchers for data entry into SETCIC. Once a warrant is in SETCIC, a defendant with outstanding Friendswood warrants is subject to arrest by agencies in the surrounding area. These cases are also entered into OMNIBASE, the Failure to Appear Program for the State of

Administrative Services

Texas. In addition to Municipal Court staff pursuing outstanding warrants, cases are also submitted to the City's contracted collections agency, Perdue, Brandon, Fielder, Collins, and Mott to further pursue outstanding warrants.

Goal 5 (correlates with City Goals: 1-Communication & 6-Organizational Development)

Provide efficient and reliable services to the users of the City's Information Technology systems.

Objective A:

Provide reliable computer systems for the users by reducing unscheduled down time and minimizing scheduled down time.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Maximize system, network, and server availability during normal business hours	99%	99%	99.9%	99.9%
Maximize all systems availability 24/7 (new metric – no historical data)	-N/A-	-N/A-	Est. 95%	96%

Trend: During regular business hours the AS/400 up-time was 100%; File & Print servers' up-time was 99.9%; E-mail up-time was 99.9%; Internet up-time was 99.9%.

Objective B:

Provide prompt response to computer system problems.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Response time to priority 1 call for service - during normal business hours	Avg. < 30 Minutes			
Resolve priority 1 problems or enlist contract assistance promptly - during normal business hours	Avg. < 1 Hour			
Response time to priority 1 calls for service - after normal business hours (new metric – no historical data)			Avg. < 1 Hour	Avg. < 1 Hour
Resolve priority 1 problems or enlist outside assistance - after normal business hours (new metric – no historical data)			Avg. < 3 Hours	Avg. < 3 Hours

- Calls are rated Priority 1 when the user needs immediate attention and cannot perform normal duties. Examples include the user's computer being inoperable, user being unable to print to any printer or not being able to access the network or certain network resources. Users will communicate directly with IT staff via telephone, cell phone or in person.
- Priority 2 problems are those that do not require immediate attention. Users will communicate these problems to the IT staff via E-mail or voice mail. The response time will be estimated and communicated back to the user.

Administrative Services

Priority 3 issues will be new initiatives, such as software installations. Users will communicate their needs to the IT division via E-mail. Requests will then be approved, scheduled and a response communicated back to the user.

Goal 6 (correlates with City Goals: 5-Public Safety & 6-Organizational Development)

The City's employees are its greatest resource and as such, it is imperative that we provide them a safe workplace.

Objective A:

Provide training and safety programs annually, to educate the City's workforce in best practices to reduce or avoid workplace injuries and illnesses.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Provide safety meetings to CDD/PW and Community Services employees.	15	15	17	17
Provide safety programs to other employees	10	11	10	12

The Safety and Training program has developed into an effective program and has gained acceptance and the respect of the City's employees. We plan to continue development by maintaining an interactive safety and training program that allows all employees to request relevant training. If a requested training subject is deemed necessary and practical, the Safety and Training Coordinator will develop the program or seek external training resources. The Safety and Training Coordinator will investigate injuries and accidents to determine what action can be taken to prevent future injuries.

Objective B:

Conduct routine safety inspections on city facilities to determine safety risk and make recommendations for elimination of identified risk.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Inspect all city facilities (per year)	1	1	1	1
Observe safety habits of work crews	Weekly	Weekly	Weekly	Weekly
Meet with maintenance personnel (per year)	12 Meetings	12 Meetings	12 Meetings	12 Meetings
Assist with emergency management & fire drills in city facilities (per year)	1	1	1	1

The Safety & Training Coordinator conducts annual inspections of all facilities and job sites to detect unsafe acts or unsafe work conditions. Corrective action(s) will be initiated as needed. In addition, work sites will be checked each week or more often to ensure proper safety precautions are being utilized.

Administrative Services

Objective C:

Establish and maintain an effective safety and health program to reduce the number and severity of work-related injuries and illnesses.

Measure (due to injuries or illness)	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Number of lost workdays	30	0	0	0
Number of work-related reportable incidents	7	4	7	5

Trend: In FY 2009, the city experienced **1** work injuries that resulted in **30** days of lost time. In FY 2010 we have had **4** reportable injuries and **0** lost work days. Each injury accident is investigated and whenever possible corrective action is taken to minimize the factors that contributed to the accident/injuries.

Goal 7 (correlates with City Goal: 6-Organizational Development)

Provide support to the City’s staff and employees through the efficient administration of the human resources program.

Objective A:

Develop clear procedures to assist staff in recruiting and hiring new employees. Improve the new employee orientation process as recommended by the employee focus teams formed during the citywide Organizational Needs Inventory process.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Number of New Employee Orientation sessions conducted	12	12	10	11

The procedures for the HR staff to follow when hiring new employees continue to be reviewed and refined from recruitment advertising through the New Employee Orientation. The Employee Orientation Program covers the required new hire documentation and introduces the new employee to the City. The program has been designed to make new employees aware of the available benefits and the city’s expectations of them.

Objective B:

The purpose of employment application activity is to provide an applicant selection and hiring process to city management. This activity provides critical indirect support to all core services and is administratively necessary for maintaining a city workforce.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Job applications processed manually	853	874	600	500
Jobs posted on the City’s official web site	27	21	20	20
Ads placed in the City’s official newspaper	60	11	10	10
Ads placed with other sources (TML, Colleges, Professional Publications, etc.)	12	13	15	15

Trend: The number of applications received in response to job ads has been very strong. The City has expanded its recruitment efforts to include job ads being placed

Administrative Services

on the City's web site and TV channel. Job ads are also placed on Group Builder. We have expanded our web ad presents by placing positions on the Texas Municipal Human Resource Association, Strategic Government Resources and other appropriate web sites.

Goal 8 (correlates with City Goal: 6-Organizational Development)

Maintain the total compensation program to provide the City's management with market sensitive pay and benefits packages which will attract, retain, and motivate employees.

Objective A:

The purpose is to provide equitable salary structure and classify positions to enable city management to make pay decisions.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Number of positions reviewed for classification	All Full-Time Positions	All Full-Time Positions	40%	40%
Number of Specific position salary surveys conducted	10	12	15	15
City salary surveys completed by July 30 of each year	100%	100%	100%	100%

With its compensation strategy, the City seeks to attract and retain competent employees. A major component of that strategy is to measure the comparable wages of similar jobs through salary surveys. To judge the market demand an annual salary survey is conducted to measure wage growth compared to benchmark positions within the City pay plan. In addition to the annual City salary survey, Human Resources conduct a number of salary surveys for individual positions. These individual position salary surveys are conducted on positions that demonstrate unique market forces that may influence wages.

**ADMINISTRATIVE SERVICES
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
FINANCE	\$710,456	\$750,966	\$750,968	\$508,243	\$751,956	\$771,988	2.8%
OTHER FUNCTIONS	170,591	214,478	214,478	152,443	214,478	214,478	0.0%
MUNICIPAL COURT	560,854	582,891	582,891	405,115	581,938	624,632	7.2%
HUMAN RESOURCES	362,157	394,326	395,394	240,255	380,068	394,757	0.1%
INSURANCE (GF)	130,704	134,100	134,100	118,217	134,100	134,100	0.0%
RISK MANAGEMENT (GF)	94,024	111,138	112,547	70,382	109,053	117,270	5.5%
INFORMATION TECHNOLOGY	635,491	697,295	723,619	521,741	703,021	716,166	2.7%
UTILITY BILLING (W/S)	266,812	270,790	270,790	180,743	274,262	302,333	11.6%
INSURANCE (W/S)	90,437	91,800	91,800	78,804	86,235	91,800	0.0%
RISK MANAGEMENT (W/S)	4,294	15,255	15,255	10,289	15,870	15,255	0.0%
DEPARTMENT TOTAL	\$3,025,820	\$3,263,039	\$3,291,842	\$2,286,232	\$3,250,981	\$3,382,779	3.7%

EXPENDITURE BY CLASSIFICATION

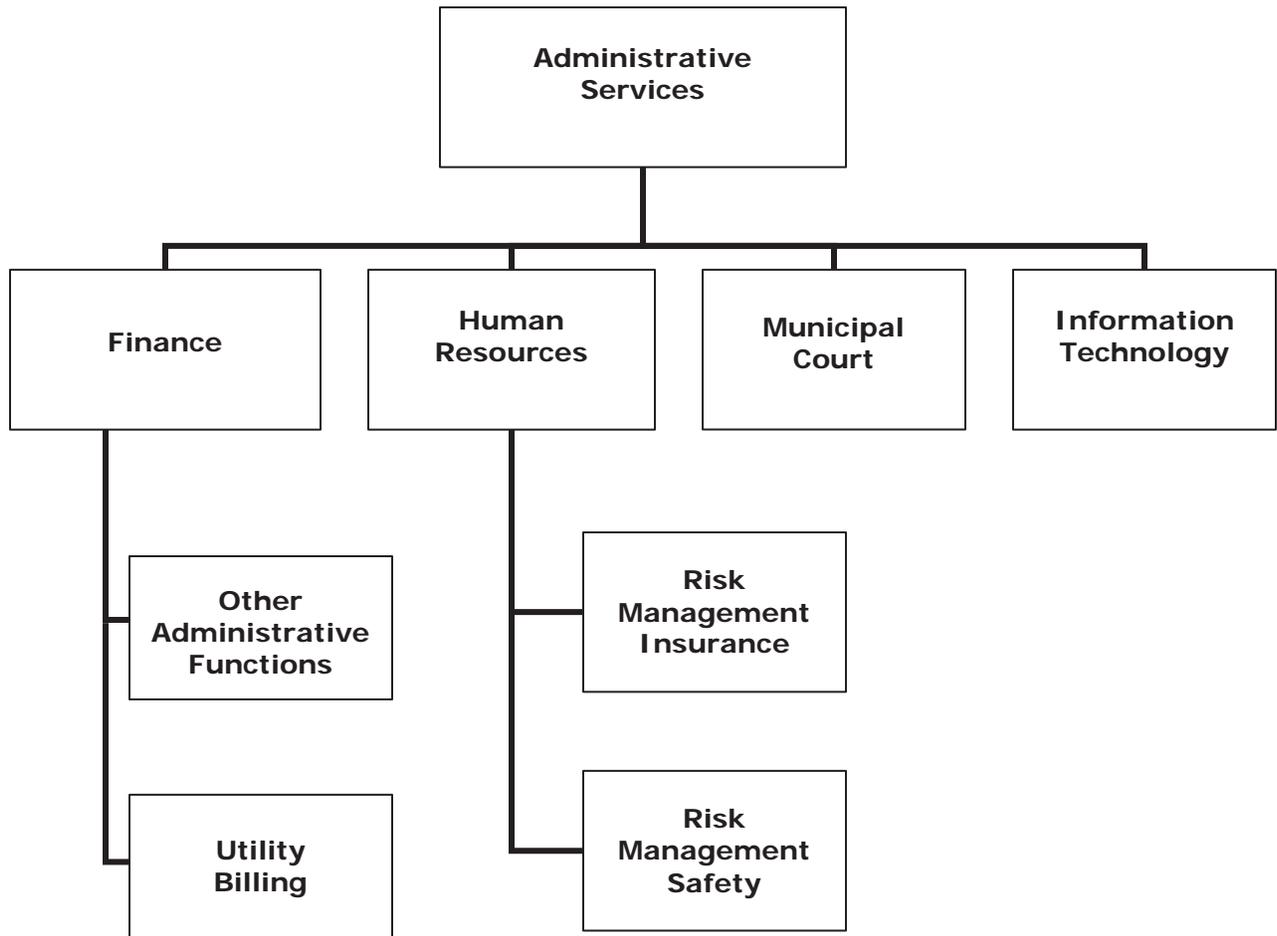
CLASSIFICATION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
SALARIES AND BENEFITS	\$1,969,696	\$2,045,507	\$2,043,307	\$1,416,696	\$2,049,277	\$2,129,002	4.1%
SUPPLIES	51,693	77,458	85,380	31,490	65,173	79,156	2.2%
MAINTENANCE	63,456	73,462	73,851	46,870	73,593	70,967	-3.4%
SERVICES	905,292	1,037,730	1,060,422	790,615	1,034,056	1,059,272	2.1%
CAPITAL OUTLAY	13,495	0	0	0	0	21,500	100.0%
OTHER	22,188	28,882	28,882	561	28,882	22,882	-20.8%
DEPARTMENT TOTAL	\$3,025,820	\$3,263,039	\$3,291,842	\$2,286,232	\$3,250,981	\$3,382,779	3.7%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
FINANCE	8.5	8.5	8.5	8.5	8.5	8.5	0.0%
MUNICIPAL COURT	7.7	7.7	7.7	7.7	7.7	7.7	0.0%
HUMAN RESOURCES	4.0	4.0	4.0	4.0	4.0	4.0	0.0%
RISK MANAGEMENT (GF)	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
INFORMATION TECHNOLOGY	3.0	3.0	3.0	3.0	3.0	3.0	0.0%
UTILITY BILLING (W/S)	3.0	3.0	3.0	3.0	3.0	3.0	0.0%
RISK MANAGEMENT (W/S)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
DEPARTMENT TOTAL	27.2	27.2	27.2	27.2	27.2	27.2	0.0%

GF-General , W/S-Water and Sewer Fund

Administrative Services



**ADMINISTRATIVE SERVICES
FINANCE
001-0401-415**

ACCOUNT DESCRIPTION	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original Budget	Amended Budget	Actual 6/30/2011	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$471,573	\$491,910	\$489,794	\$328,921	\$489,794	\$503,938
41-20 PART-TIME WAGES	5,712	13,364	13,364	10,567	14,089	13,640
41-30 OVERTIME PAY	1,975	1,317	1,317	886	1,781	1,317
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	3,096	3,380	3,380	3,235	3,235	3,485
41-44 VEHICLE ALLOWANCE	0	0	0	0	0	0
41-45 INCENTIVE-CERTIFICATE PAY	8,750	9,600	10,400	7,300	10,400	11,400
41-49 CELL PHONE ALLOWANCE	1,150	1,140	1,140	765	1,140	1,140
41-90 ACCRUED PAYROLL	783	0	2,116	2,115	2,115	0
47-10 SOCIAL SECURITY/MEDICARE	36,807	39,745	39,745	26,005	38,673	39,158
47-20 TMRS RETIREMENT	72,946	78,984	78,984	55,032	78,984	83,514
48-10 HEALTH/DENTAL INSURANCE	33,111	37,282	37,282	25,975	37,633	39,713
48-20 LIFE INSURANCE	1,285	1,113	1,113	978	1,305	1,383
48-30 DISABILITY INSURANCE	2,521	1,403	1,403	1,008	1,403	1,442
48-40 WORKERS COMP INSURANCE	655	509	509	389	509	553
48-50 EAP SERVICES	476	486	486	369	486	525
48-90 FLEX PLAN ADMINISTRATION	292	370	370	330	370	415
* PERSONNEL	\$641,132	\$680,603	\$681,403	\$463,875	\$681,917	\$701,623
51-00 OFFICE SUPPLIES	\$3,042	\$4,118	\$4,120	\$1,961	\$4,120	\$4,120
54-00 OPERATING SUPPLIES	1,764	1,957	1,957	1,921	2,562	1,957
58-00 OPERATING EQUIPMENT<\$5000	0	515	515	0	0	515
* SUPPLIES	\$4,806	\$6,590	\$6,592	\$3,882	\$6,682	\$6,592
68-00 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
* MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
71-20 AUDIT SERVICES	\$23,002	\$29,096	\$29,096	\$24,680	\$29,096	\$29,096
71-40 CONSULTING SERVICES	17,616	15,770	15,770	5,300	15,770	15,770
74-00 OPERATING SERVICES	6,178	4,006	4,006	1,711	4,006	4,006
74-01 POSTAL / COURIER SERVICES	2,999	2,850	2,850	2,197	2,929	2,850
74-91 ADVERTISING/PUBLIC NOTICE	0	0	0	0	0	0
74-97 RECRUITMENT ADVERTISING	345	500	500	0	0	500
75-10 TRAINING	5,488	4,923	5,923	5,135	6,847	4,923
75-20 TRAVEL REIMBURSEMENTS	3,716	4,980	3,180	729	3,180	4,980
75-30 MEMBERSHIPS	920	1,030	1,030	385	1,030	1,030
78-00 CONTRACT SERVICES	470	618	618	450	600	618
98-30 PROVISION FOR UNCOLL A/R	3,784	0	0	-101	-101	0
* SERVICES	\$64,518	\$63,773	\$62,973	\$40,486	\$63,357	\$63,773
** FINANCE	\$710,456	\$750,966	\$750,968	\$508,243	\$751,956	\$771,988

**ADMINISTRATIVE SERVICES
OTHER ADMINISTRATIVE FUNCTIONS
001-0406-415**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
74-31 TAX APPRAISAL SERVICES	\$105,767	\$143,728	\$143,328	\$106,413	\$143,328	\$143,328
74-32 TAX COLLECTION SERVICES	7,208	7,725	7,725	3,632	7,725	7,725
74-33 PROPERTY TAX REFUND	52,816	58,025	58,025	39,790	58,025	58,025
74-35 COUNTY TAX OFFICE IN CH	4,800	5,000	5,000	2,208	5,000	5,000
74-91 ADVERTISING/PUBLIC NOTICE	0	0	400	400	400	400
* SERVICES	\$170,591	\$214,478	\$214,478	\$152,443	\$214,478	\$214,478
98-71 PROPERTY TAX REFUNDS	\$0	\$0	\$0	\$0	\$0	\$0
* OTHER FINANCING USES	\$0	\$0	\$0	\$0	\$0	\$0
** OTHER ADMIN FUNCTIONS	\$170,591	\$214,478	\$214,478	\$152,443	\$214,478	\$214,478

**ADMINISTRATIVE SERVICES
MUNICIPAL COURT
001-0409-415**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$268,455	\$271,533	\$271,533	\$191,148	\$271,864	\$279,637
41-20 PART-TIME WAGES	0	0	0	184	246	0
41-30 OVERTIME PAY	9,364	10,002	10,002	7,545	10,060	19,002
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	2,810	3,265	3,265	3,225	3,745	3,685
41-45 INCENTIVE-CERTIFICATE PAY	9,765	10,200	10,200	7,985	10,200	11,640
41-49 CELL PHONE ALLOWANCE	424	420	420	287	420	420
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
42-20 PART-TIME WAGES	112,637	103,581	103,581	77,358	103,144	113,380
47-10 SOCIAL SECURITY/MEDICARE	29,901	29,304	29,304	21,193	30,257	31,822
47-20 TMRS RETIREMENT	43,296	45,474	45,474	32,755	46,174	47,993
48-10 HEALTH/DENTAL INSURANCE	37,161	39,918	39,918	33,918	45,225	45,277
48-20 LIFE INSURANCE	740	613	613	579	772	781
48-30 DISABILITY INSURANCE	1,538	773	773	592	790	814
48-40 WORKERS COMP INSURANCE	1,253	800	800	723	965	959
48-50 EAP SERVICES	518	702	702	492	656	642
48-90 FLEX PLAN ADMINISTRATION	145	251	251	115	158	151
* PERSONNEL	\$518,007	\$516,836	\$516,836	\$378,099	\$524,676	\$556,203
51-00 OFFICE SUPPLIES	\$6,390	\$10,034	\$10,034	\$4,534	\$9,046	\$9,910
52-00 PERSONNEL SUPPLIES	72	506	506	0	506	1,120
53-00 VEHICLE SUPPLIES	0	170	170	120	170	170
53-01 FUEL	1,094	1,056	1,056	495	1,056	3,633
54-00 OPERATING SUPPLIES	1,728	10,607	10,607	1,690	7,253	6,400
58-00 OPERATING EQUIPMENT<\$5000	3,284	1,556	1,556	0	1,500	2,800
* SUPPLIES	\$12,568	\$23,929	\$23,929	\$6,839	\$19,531	\$24,033
63-00 VEHICLE MAINTENANCE	\$0	\$1,480	\$1,480	\$848	\$1,480	\$1,480
68-00 EQUIPMENT MAINTENANCE	0	0	0	0	0	0
* MAINTENANCE	\$0	\$1,480	\$1,480	\$848	\$1,480	\$1,480
73-11 VEHICLE INSURANCE	\$479	\$805	\$805	\$279	\$573	\$805
73-22 LAW ENFORCEMENT	573	1,152	1,152	573	1,152	1,152
73-50 SURETY BONDS	71	150	150	0	150	355
74-00 OPERATING SERVICES	3,990	6,785	6,785	361	4,281	4,500
74-01 POSTAL / COURIER SERVICES	3,289	6,027	6,027	2,616	4,488	5,727
74-97 RECRUITMENT ADVERTISING	0	109	109	0	0	109
75-10 TRAINING	1,220	1,965	1,965	1,221	1,965	2,150
75-20 TRAVEL REIMBURSEMENTS	3,195	4,735	4,735	2,191	4,735	5,900
75-30 MEMBERSHIPS	240	253	253	240	320	240
75-40 PUBLICATIONS	36	36	36	36	48	36
76-12 TELEPHONE/COMMUNICATIONS	84	284	284	84	284	84
78-00 CONTRACT SERVICES	17,052	18,255	18,255	11,728	18,255	21,768
78-30 RENTAL	50	90	90	0	0	90
78-31 VEHICLE LEASE-INTERNAL	0	0	0	0	0	0
* SERVICES	\$30,279	\$40,646	\$40,646	\$19,329	\$36,251	\$42,916
86-00 FURNITURE AND FIXTURES	\$0	\$0	\$0	\$0	\$0	\$0
88-00 CAPITAL EQUIPMENT	0	0	0	0	0	0
* CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
** MUNICIPAL COURT	\$560,854	\$582,891	\$582,891	\$405,115	\$581,938	\$624,632

**ADMINISTRATIVE SERVICES
HUMAN RESOURCES
001-0410-415**

ACCOUNT DESCRIPTION	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original Budget	Amended Budget	Actual 6/30/2011	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$189,036	\$205,648	\$205,648	\$139,873	\$203,997	\$207,897
41-30 OVERTIME PAY	2,559	2,573	2,573	769	1,073	2,573
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	1,475	1,340	1,340	1,295	1,295	1,580
41-45 INCENTIVE-CERTIFICATE PAY	2,700	2,400	2,400	1,800	2,400	3,000
41-48 PAY PLAN ADJUSTMENTS	0	0	0	0	0	0
41-49 CELL PHONE ALLOWANCE	1,150	1,140	1,140	765	1,140	1,140
41-90 ACCRUED PAYROLL	543	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	14,356	16,117	16,117	10,292	15,593	15,680
47-20 TMRS RETIREMENT	29,374	32,864	32,864	22,486	33,575	33,751
48-10 HEALTH/DENTAL INSURANCE	24,762	33,132	33,132	22,299	29,732	29,732
48-20 LIFE INSURANCE	524	460	460	422	563	577
48-30 DISABILITY INSURANCE	1,063	580	580	435	580	600
48-40 WORKERS COMP INSURANCE	262	212	212	159	212	225
48-50 EAP SERVICES	224	216	216	175	233	233
48-80 UNEMPLOYMENT COMPENSATION	28,760	25,000	22,000	2,074	22,850	25,000
48-90 FLEX PLAN ADMINISTRATION	267	143	143	208	278	268
* PERSONNEL	\$297,055	\$321,825	\$318,825	\$203,052	\$313,521	\$322,256
51-00 OFFICE SUPPLIES	\$1,813	\$3,605	\$3,605	\$789	\$1,052	\$3,000
52-00 PERSONNEL SUPPLIES	366	1,597	1,597	654	872	1,500
52-21 5 STAR FUNCTION SUPPLIES	2,116	2,121	2,121	568	2,121	1,250
52-23 STAFF DEV PROG SUPPLIES	106	2,545	2,545	0	500	500
54-00 OPERATING SUPPLIES	3,164	4,242	4,242	1,766	4,155	2,500
58-00 OPERATING EQUIPMENT<\$5000	65	955	955	0	0	4,805
* SUPPLIES	\$7,630	\$15,065	\$15,065	\$3,777	\$8,700	\$13,555
71-40 CONSULTING SERVICES	\$0	\$2,651	\$2,651	\$0	\$2,651	\$2,500
71-90 OTHER PROFESSIONAL SERVCS	0	0	0	0	0	0
72-12 MEDICAL EXAMINATIONS	5,902	6,802	6,802	4,556	6,074	6,500
72-20 PERSONNEL EVENTS/PROGRAMS	6,191	9,015	9,015	3,880	6,873	7,136
72-21 5 STAR FUNCTION/SERVICES	9,227	9,227	9,227	7,941	10,588	9,100
72-23 STAFF DEV PROG SERVICES	7,930	3,199	7,099	6,202	8,269	7,000
74-00 OPERATING SERVICES	4,442	7,241	7,241	1,327	7,241	12,110
74-01 POSTAL / COURIER SERVICES	130	371	371	157	371	375
74-91 ADVERTISING/PUBLIC NOTICE	0	265	265	0	0	275
74-96 CRIMINAL HISTORY SERVICES	1,217	4,226	2,226	672	2,226	2,000
74-97 RECRUITMENT ADVERTISING	871	3,182	3,182	250	500	500
75-10 TRAINING	2,204	2,863	2,863	622	1,729	2,000
75-20 TRAVEL REIMBURSEMENTS	3,515	2,651	2,651	592	1,689	3,500
75-30 MEMBERSHIPS	580	743	743	530	707	700
76-12 TELEPHONE/COMMUNICATIONS	168	0	168	168	224	250
78-00 CONTRACT SERVICES	15,095	5,000	7,000	6,529	8,705	5,000
* SERVICES	\$57,472	\$57,436	\$61,504	\$33,426	\$57,847	\$58,946
** HUMAN RESOURCES	\$362,157	\$394,326	\$395,394	\$240,255	\$380,068	\$394,757

**ADMINISTRATIVE SERVICES
INSURANCE
001-0411-415**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
73-13 MOBILE EQUIPMENT	\$2,210	\$2,300	\$2,300	\$2,030	\$2,300	\$2,300
73-21 GENERAL LIABILITY	8,813	13,000	11,212	7,514	11,212	12,000
73-23 PUBLIC OFFICIAL	15,521	16,000	16,000	13,858	16,000	15,000
73-24 CRIME & ACCIDENT COVERAGE	2,012	2,000	2,022	1,813	2,022	2,200
73-31 WINDSTORM	67,127	65,000	63,278	54,349	63,278	64,000
73-32 REAL & PERSONAL PROPERTY	27,295	30,000	31,766	31,251	31,766	32,000
73-33 FLOOD	687	700	581	461	581	600
73-50 SURETY BONDS	889	900	1,019	1,019	1,019	1,100
73-80 PRIOR YEAR INSURANCE	6,150	1,200	5,922	5,922	5,922	4,900
73-90 INSURANCE ADMINISTRATION	0	3,000	0	0	0	0
* SERVICES	\$130,704	\$134,100	\$134,100	\$118,217	\$134,100	\$134,100
** INSURANCE	\$130,704	\$134,100	\$134,100	\$118,217	\$134,100	\$134,100

**ADMINISTRATIVE SERVICES
RISK MANAGEMENT
001-0412-415**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$56,877	\$56,946	\$56,946	\$39,670	\$56,946	\$60,013
41-30 OVERTIME PAY	83	2,573	2,552	83	2,552	2,573
41-31 HOLIDAY HRS WORKED	0	0	21	21	28	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	460	525	525	520	520	585
41-44 VEHICLE ALLOWANCE	5,423	5,400	5,400	3,836	5,400	5,400
41-45 INCENTIVE-CERTIFICATE PAY	2,100	2,100	2,100	1,575	2,100	3,900
41-49 CELL PHONE ALLOWANCE	1,150	1,140	1,140	765	1,140	1,140
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	4,684	5,263	5,263	3,470	5,263	5,634
47-20 TMRS RETIREMENT	9,844	10,719	10,719	7,233	10,719	11,492
48-10 HEALTH/DENTAL INSURANCE	0	0	0	0	0	0
48-20 LIFE INSURANCE	158	129	129	120	160	166
48-30 DISABILITY INSURANCE	327	163	163	124	166	172
48-40 WORKERS COMP INSURANCE	88	62	62	51	68	76
48-50 EAP SERVICES	60	54	54	44	58	58
48-80 UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0
48-90 FLEX PLAN ADMINISTRATION	88	85	85	64	85	82
* PERSONNEL	\$81,342	\$85,159	\$85,159	\$57,576	\$85,205	\$91,291
51-00 OFFICE SUPPLIES	\$52	\$557	\$557	\$0	\$300	\$300
54-00 OPERATING SUPPLIES	4,335	7,438	9,915	5,930	9,915	5,750
58-00 OPERATING EQUIPMENT<\$5000	185	1,443	1,443	0	0	5,829
* SUPPLIES	\$4,572	\$9,438	\$11,915	\$5,930	\$10,215	\$11,879
68-00 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
* MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
72-20 PERSONNEL EVENTS/PROGRAMS	\$7,182	\$7,423	\$7,423	\$6,302	\$8,402	\$4,500
74-00 OPERATING SERVICES	133	7,210	6,142	111	3,148	2,500
74-94 PERMITS & INSPECTION FEES	57	159	159	0	159	200
75-10 TRAINING	445	1,007	1,007	150	1,007	3,500
75-20 TRAVEL REIMBURSEMENTS	55	424	424	313	517	3,000
75-30 MEMBERSHIPS	238	318	318	0	400	400
* SERVICES	\$8,110	\$16,541	\$15,473	\$6,876	\$13,633	\$14,100
** RISK MANAGEMENT	\$94,024	\$111,138	\$112,547	\$70,382	\$109,053	\$117,270

**ADMINISTRATIVE SERVICES
INFORMATION TECHNOLOGY
001-0416-419**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$208,940	\$210,079	\$210,079	\$147,146	\$210,079	\$217,786
41-30 OVERTIME PAY	4,084	4,545	4,305	5,369	7,159	4,545
41-31 HOLIDAY HRS WORKED	0	0	240	240	420	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	1,810	2,005	2,005	1,990	1,990	2,185
41-45 INCENTIVE-CERTIFICATE PAY	2,100	2,100	2,100	1,575	2,100	2,100
41-49 CELL PHONE ALLOWANCE	2,094	1,980	1,980	1,981	2,776	3,180
47-10 SOCIAL SECURITY/MEDICARE	16,222	16,696	16,696	11,705	16,696	16,785
47-20 TMRS RETIREMENT	32,618	34,045	34,045	24,633	34,045	35,876
48-10 HEALTH/DENTAL INSURANCE	20,548	22,110	22,110	16,701	22,110	22,268
48-20 LIFE INSURANCE	571	472	472	441	588	599
48-30 DISABILITY INSURANCE	1,177	595	595	453	605	625
48-40 WORKERS COMP INSURANCE	528	395	395	314	419	429
48-50 EAP SERVICES	180	162	162	131	175	175
48-90 FLEX PLAN ADMINISTRATION	130	123	123	96	129	125
* PERSONNEL	\$291,002	\$295,307	\$295,307	\$212,775	\$299,291	\$306,678
54-00 OPERATING SUPPLIES	\$1,335	\$1,700	\$1,700	\$395	\$1,327	\$1,150
57-00 COMPUTER SUPPLIES	2,715	9,811	9,811	393	2,525	2,630
58-00 OPERATING EQUIPMENT<\$5000	11,913	4,120	7,715	4,033	7,715	5,450
* SUPPLIES	\$15,963	\$15,631	\$19,226	\$4,821	\$11,567	\$9,230
67-00 COMPUTER EQUIP MAINT	\$63,456	\$71,724	\$72,113	\$46,022	\$72,113	\$68,830
* MAINTENANCE	\$63,456	\$71,724	\$72,113	\$46,022	\$72,113	\$68,830
74-00 OPERATING SERVICES	\$249	\$0	\$500	\$500	\$500	\$0
74-01 POSTAL / COURIER SERVICES	0	0	0	44	59	0
75-10 TRAINING	4,890	9,311	9,311	9,285	12,379	8,595
75-20 TRAVEL REIMBURSEMENTS	0	3,100	3,100	53	771	930
75-30 MEMBERSHIPS	195	0	0	0	0	0
77-10 SOFTWARE LICENSE FEES	1,500	0	0	0	0	0
77-20 SOFTWARE SUPPORT SRV	192,297	206,071	206,071	204,310	206,071	222,025
77-23 SOFTWARE SUBSCRIPTION SRV	0	309	309	0	0	0
77-30 INTERNET SERVICES	30,748	30,105	30,105	22,635	32,680	33,078
77-50 COMPUTER HARDWARE SUPPORT	420	860	860	0	0	0
78-00 CONTRACT SERVICES	2,961	25,750	47,590	21,296	47,590	23,400
78-30 RENTAL	18,315	39,127	39,127	0	20,000	21,900
* SERVICES	\$251,575	\$314,633	\$336,973	\$258,123	\$320,050	\$309,928
88-00 CAPITAL EQUIPMENT	\$13,495	\$0	\$0	\$0	\$0	\$21,500
* CAPITAL	\$13,495	\$0	\$0	\$0	\$0	\$21,500
** INFORMATION TECHNOLOGY	\$635,491	\$697,295	\$723,619	\$521,741	\$703,021	\$716,166

**ADMINISTRATIVE SERVICES
UTILITY BILLING
401-0401-415**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$103,664	\$105,286	\$105,286	\$73,577	\$104,903	\$108,996
41-30 OVERTIME PAY	521	3,072	3,072	918	2,500	3,072
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	935	1,130	1,130	1,115	1,115	1,310
41-45 INCENTIVE-CERTIFICATE PAY	900	900	900	675	675	900
41-90 ACCRUED PAYROLL	1,813	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	7,811	8,380	8,380	5,612	8,380	8,742
47-20 TMRS RETIREMENT	15,787	17,085	17,085	11,870	17,085	17,841
48-10 HEALTH/DENTAL INSURANCE	8,463	9,058	9,058	6,839	9,058	9,119
48-20 LIFE INSURANCE	286	237	237	222	296	301
48-30 DISABILITY INSURANCE	594	298	298	228	304	312
48-40 WORKERS COMP INSURANCE	142	111	111	83	111	118
48-50 EAP SERVICES	180	162	162	131	175	175
48-90 FLEX PLAN ADMINISTRATION	62	58	58	49	65	65
* PERSONNEL	\$141,158	\$145,777	\$145,777	\$101,319	\$144,667	\$150,951
51-00 OFFICE SUPPLIES	\$1,076	\$1,236	\$1,236	\$758	\$1,011	\$1,100
54-00 OPERATING SUPPLIES	4,632	4,378	5,378	4,575	5,378	5,301
58-00 OPERATING EQUIPMENT<\$5000	381	103	103	0	0	3,598
* SUPPLIES	\$6,089	\$5,717	\$6,717	\$5,333	\$6,389	\$9,999
68-00 EQUIPMENT MAINTENANCE	\$0	\$258	\$258	\$0	\$0	\$657
* MAINTENANCE	\$0	\$258	\$258	\$0	\$0	\$657
71-20 AUDIT SERVICES	\$20,498	\$20,498	\$20,498	\$17,150	\$20,498	\$20,498
74-00 OPERATING SERVICES	8,940	13,287	12,287	590	6,872	7,287
74-01 POSTAL / COURIER SERVICES	35,690	34,760	34,760	27,360	36,480	35,274
75-10 TRAINING	220	412	412	30	40	412
75-20 TRAVEL REIMBURSEMENTS	204	221	221	103	137	221
77-10 SOFTWARE LICENSE FEE	0	0	0	0	0	9,560
78-00 CONTRACT SERVICES	31,825	20,978	20,978	28,297	30,297	44,592
* SERVICES	\$97,377	\$90,156	\$89,156	\$73,530	\$94,324	\$117,844
98-10 DEPRECIATION EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0
98-30 PROVISION FOR UNCOLL A/R	22,188	28,882	28,882	561	28,882	22,882
* OTHER FINANCING USES	\$22,188	\$28,882	\$28,882	\$561	\$28,882	\$22,882
** UTILITY BILLING	\$266,812	\$270,790	\$270,790	\$180,743	\$274,262	\$302,333

**ADMINISTRATIVE SERVICES
INSURANCE (WATER AND SEWER FUND)
401-0411-415**

ACCOUNT DESCRIPTION	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original Budget	Amended Budget	Actual 6/30/2011	Year End Estimate	Adopted Budget
73-13 MOBILE EQUIPMENT	\$1,474	\$1,500	\$1,500	\$1,353	\$1,500	\$4,000
73-21 GENERAL LIABILITY	5,875	7,500	7,500	5,010	7,500	11,000
73-23 PUBLIC OFFICIAL	10,347	11,000	11,000	9,238	11,000	11,000
73-24 CRIME & ACCIDENT COVERAGE	1,226	1,500	1,500	1,092	1,500	1,500
73-31 WINDSTORM	43,682	33,300	33,300	36,235	36,235	35,800
73-32 REAL & PERSONAL PROPERTY	27,833	28,000	28,000	25,569	28,000	28,000
73-33 FLOOD	0	9,000	9,000	307	500	500
* SERVICES	\$90,437	\$91,800	\$91,800	\$78,804	\$86,235	\$91,800
** INSURANCE	\$90,437	\$91,800	\$91,800	\$78,804	\$86,235	\$91,800

ADMINISTRATIVE SERVICES
RISK MANAGEMENT (WATER AND SEWER FUND)
401-0412-415

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
51-00 OFFICE SUPPLIES	\$0	\$341	\$341	\$0	\$341	\$500
52-00 PERSONNEL SUPPLIES	0	0	0	0	0	250
54-00 OPERATING SUPPLIES	65	129	977	848	1,130	500
58-00 OPERATING EQUIPMENT<\$5000	0	618	618	60	618	2,618
* SUPPLIES	\$65	\$1,088	\$1,936	\$908	\$2,089	\$3,868
72-20 PERSONNEL EVENTS/PROGRAMS	\$3,234	\$4,120	\$4,120	\$2,879	\$4,120	\$3,000
74-00 OPERATING SERVICES	0	6,180	5,332	4,784	6,379	4,029
75-10 TRAINING	582	1,858	1,858	650	1,858	1,850
75-20 TRAVEL REIMBURSEMENTS	0	1,545	1,545	848	1,131	2,156
75-30 MEMBERSHIPS	413	464	464	220	293	352
* SERVICES	\$4,229	\$14,167	\$13,319	\$9,381	\$13,781	\$11,387
** RISK MANAGEMENT	\$4,294	\$15,255	\$15,255	\$10,289	\$15,870	\$15,255

Mission Statement

The Friendswood Police Department is organized, equipped, and trained to provide responsive service in a community-police partnership. The Department focuses all available resources to promote community safety, suppress crime, ensure the safe, orderly movement of traffic, and protect the constitutional rights of all persons.

Fiscal Year 2010 – 11 Accomplishments

- In-car digital video cameras installed in all marked patrol cars in the fleet. They replaced the VHS cameras that have become obsolete. Additionally, all officers assigned to the patrol division are now equipped with digital pocket recorders. The recorders along with the PUMA management system provide a streamlined user interface for downloading, searching, and retrieving recordings. The server for the digital in-car cameras was funded by the Edward Byrne Memorial Justice Assistance Grant (JAG) program. The in-car cameras and digital voice recorders were funded through the American Recovery and Reinvestment Act grant.
- An Automated License Plate Recognition system was installed and deployed on one of the marked patrol cars. This equipment was funded through a 2009 emergency management grant.
- Progress was made toward the building of a new Animal Control Shelter. A site was selected and a preliminary design developed. The newly created Animal Control Advisory Committee is overseeing the project, providing citizen input into the design of the facility.
- Achieved full implementation of Computer Aided Dispatching with installation of Mobile Data Terminals in Animal Control vehicles.

Current Operations

The purpose of intelligence-led community policing is to provide rapid police services, criminal investigations, and collaborative problem solving initiatives for the community.

- First Response-This activity is mandated by Art. 2.13, Code of Criminal Procedure. Provides emergency response to 9-1-1 calls, enforce traffic and criminal laws and address problems related to order maintenance and quality of life. Provide preventative patrol and police services designed to respond to calls for service and to suppress criminal activity.
- Traffic Enforcement-Mandated by Ch. 543 of the Transportation Code. The purpose is to investigate accidents, analyze collisions, target enforcement efforts and coordinate multiple agencies to facilitate traffic management in order to improve traffic safety. Included in this category is the Commercial Vehicle Inspection program.
- Detain and House Prisoners-Detain prisoners in locked cells while awaiting a magistrate or transfer to another jail facility. Fingerprint and photograph prisoners. Inventory, secure and store prisoners' personal property until release or transfer. Document activities including monitoring meals, intake and release of prisoners, secure all fines and bonds collected from prisoners and deposit to Municipal Court.

- Animal Control-Mandated by Ch 10, Friendswood Code of Ordinances. The primary function and intent of the animal control division is protection of the health, safety and welfare of the citizens of the City by controlling the animal population and establishing uniform rules and regulations for the control and eradication of rabies.
- Organized Crime-This activity is mandated by Art. 2.13, CCP; Ch. 481, Health and Safety Code; Ch. 61, CCP. This functional area investigates the possession, manufacture, and illegal sale of controlled substances, gang related crime and gathers and disseminates information regarding criminal activity to the patrol division. Work with other law enforcement in an undercover capacity, working in a multi-agency task force setting.

Criminal Investigations

The purpose of investigations is to provide investigative support that requires a particularly high level of expertise. This service is provided to police officers, victims, external members of the criminal justice agencies, and the public, in order to protect victims and the public.

- Centralized Investigations-This is a core activity mandated by Art. 2.13, CCP. The Department has pooled its investigative resources into one division that conducts criminal investigations (homicide, robbery, child abuse, family violence, deviant crimes, forgery and other financial crimes, juvenile investigations and auto theft); sex offender registration and recovery of stolen property.
- Forensic Services-These services are critical to the police investigator and to the successful prosecution of criminal cases. It includes fingerprint identification, crime laboratory, evidence control, crime scene investigation, and photography and evidence collection.
- Victim Services-This activity is mandated by Ch. 56, CCP. Provide for assistance to crime victims and provide community education and referral programs related to crime victim issues.

Operations Support

Operations support provides intake and processing of police calls for service. It provides fleet, equipment and facility maintenance services so that police services can be delivered effectively. Also provided are information resources, as well as administrative and fiscal support to police department employees so they can perform their jobs safely and efficiently. In addition, ethical, professional direction and training is provided to employees so that they can perform their duties according to guiding principles. Specialized critical incident management is also included in this functional area.

- Communications-Mandated by Ch. 77, Health and Safety Code. Serve as primary call taker for all emergency calls for Police, Fire, and EMS. Take call information and dispatch units to calls for service. Input information into the computer aided dispatch system. Receive and send information such as driver license checks, vehicle registrations, and officer location to the field units as necessary.
- Emergency Services-Includes the specially trained and equipped teams of officers for tactical and hostage negotiations support. These highly trained officers are responsible for formulating and executing action plans to manage critical incidents.

- Community Partnerships-Assist in crime prevention and problem solving, work with residents and businesses to solve problems that lead to crime, community liaison to improve communication and understanding of police operations. Programs in the category include the school resource officers and Drug Abuse Resistance Education.
- Administration-Manage all police programs to optimize efficiency and provide effective delivery of services. Manage budget for the department, ensuring that the department is fiscally responsible. Maintain open communication with other department and governmental agencies. Coordinate investigation of internal and external complaints of alleged police personnel misconduct of both sworn offices and civilians. Manage records and provide reports of misconduct and ensuing investigations, as well as City administrative issues. Coordinate special projects and plan for the future growth of department in size and service. Coordinate, manage, and research all existing and new grants available for the department. Prepare and submit grant preapproval requests to City Council prior to applying for grants.
- Recruitment and Training – Program seeks qualified police officer applicants, conducts initial screening interviews to determine if basic requirements are satisfied, tests applicants for basic skills, compatible behavior traits and conducts background investigations. Trains and monitors employees so that the department has highly qualified and competent staff members to meet the expectations of the public.
- Internal Affairs-Activity is mandated by Sec. 143.312, Local Government Code. Includes investigation of potential policy violations in a timely manner and provides information to the public so they will have trust and confidence in internal affairs investigations.
- Public Information-Coordinate and provide departmental information to the public including press releases, releases of suspect descriptions, crime alerts, and interact with the public at community events. Provide copies of recorded events in response to public information or court requests.
- Vehicle and Equipment Maintenance-Provide maintenance and support of City vehicles and equipment for the department to ensure dependable transportation and operations. Manage fleet and all equipment used for police services on a 24 hour, seven day a week schedule.
- Field Support Unit – Identify and target organized criminal activity and groups committing offenses that display specific patterns. Use a flexible operating schedule to adapt to the needs of the department and the community in response to known or suspected criminal activity. Provide targeted enforcement in neighborhoods and other areas affected by crime to suppress criminal activity and improve safety for residents. Use specialized investigative techniques and equipment to address known or suspected criminal activity.

Highlights of the Budget

Continuation of Mandated Services and Commitment to Public Safety

The Fiscal Year 2011-2012 budget for the FPD includes requirements to maintain current operations without additional positions. An officer was approved in the 2010-2011 budget bring the full authorized sworn strength to 58 officers. The Crime Victim Liaison position has been partially funded by a federal Victims of Crime Act grant managed by the Governor's office for the past 11 years. An application for continuation funding for another year had been requested. If the grant is awarded, total funding will be \$50,400.

Capital Replacement

The budget contains critical equipment (both capital and non-capital items). The budget includes funding for replacement vehicles from the Vehicle Replacement Fund. Based on annual mileage of 25,000 per vehicle, there will be a need to replace three marked patrol vehicles and one investigative staff vehicles; at time of replacement each vehicle will have over 100,000 miles. As part of the Vehicle Replacement Fund, the department replaces emergency light and sound equipment, speed measuring devices, in-car video cameras and mobile data terminals in marked patrol cars every six to eight years; making this equipment last through two vehicle lifecycles.

With Ford's decision to discontinue making the Crown Victoria Police Interceptor, a Department focus group studied the alternatives and decided upon the Chevrolet Tahoe. The K-9 and DOT program already use Chevrolet Tahoe. The Department now has a fleet of seven. So far, the Tahoe has proven to be a suitable replacement for the Ford Police Interceptors.

Alternative Revenue Streams

The Friendswood Police Department actively seeks grant funding to maintain and improve service levels to the Friendswood community. Grant funding enables the Police Department to finance programs and services that benefit the Friendswood community. Current programs and partnerships include the Victims of Crime Act Grant, LEOSE Training Allocation, Department of Justice Bulletproof Vest Partnership Act, Texas Comptroller Tobacco grant, sub grantee for the Harris County Medical Examiner's Cold Case DNA grant, 50/50 cost sharing with Clear Creek Independent School District for five school crossing guards, the Texas Department of Public Safety Commercial Vehicle Inspection program, and partnership with the FBI Safe Streets Task Force. The Department has recently joined with the Houston area High Intensity Drug Trafficking Area task force and will continue partnership with the Friendswood Independent School District for a school resource officer and school zone coverage and security fees. To what extent the partnership with school districts will be is still dependent upon struggling budgets and priorities.

Decision Packages (Funded)

Communications – Electricity Increase	Ongoing Cost	\$268
Galveston County Monthly Radio Airtime Service Fee Increase	Ongoing Cost	\$3,408
Admin – Fuel Increase	Ongoing Cost	\$1,687
Patrol – Fuel Increase	Ongoing Cost	\$36,433
Patrol DOT – Fuel Increase	Ongoing Cost	\$1,608
CID – Fuel Increase	Ongoing Cost	\$7,373
Animal Control – Fuel Increase	Ongoing Cost	\$1,923
Extended Maintenance Agreement for Digital In-Car Video/ALPR/PUMA database and client software	Ongoing Cost	\$8,600

Departmental Goals and Measures

Goal 1 (correlates with City Goals: 5-Public Safety & 6-Organizational Development)

Use Intelligence-Led Policing to increase efficiency in service delivery

Objectives:

- Reduce the average response time to emergency and urgent calls by 15 seconds
- Increase the percent of crimes cleared by 2%
- Reduce the Part II crime rate by 1%. Part II crimes include the following crime categories: simple assault, curfew offenses and loitering, embezzlement, forgery and counterfeiting, disorderly conduct, driving under the influence, drug offenses, fraud, gambling, liquor offenses, offenses against the family, prostitution, public drunkenness, runaways, sex offenses, stolen property, vandalism, vagrancy and weapons offenses.

Measures	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Crime – Rate/1,000 population	13.38	11.4	11.63	11.86
Part II crime rate/1,000 population	35.88	35.41	34.41	34.41
Total number of arrests	1,794	2,002	2,042	2,083
Number of narcotic arrests	319	400	408	416
No. cases investigated by detectives	820	855	872	890
Average detective caseload	75	71	72	74
Department clearance rate	61.15%	59.05%	61%	61%
Number of police calls for service	16,210	14,475	14,765	15,060
Average Response Time (min:sec)	0:08:03	0:08:26	0:08:11	0:08:09
Number of minutes from request to arrival at crime scene – Priority 1	0:03:26	0:04:12	0:03:57	0:03:55

Trend: Area economic stability, proposed site development and thoroughfare concerns will influence response times and crime. Friendswood continues to enjoy a low overall crime rate especially in comparison to adjacent communities. The impact of the Department's work is visible in the increased number of narcotic-related arrests.

Goal 2 (correlates with City Goals: 5-Public Safety & 6-Organizational Development)

Provide quality police services to our community.

Objectives:

- Maintain ratio of 1.5 officers per 1,000 residents
- Continue to recruit and train quality personnel at all levels.
- Respond proactively to community concerns.
- Seek programs to maintain or improve current service levels

Measures	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Sworn officers to residents ratio*	57 / 36,338	57 / 36,770	58 / 36,915	58 / 37,400
No. citizen complaints investigated	40	37	38	38
Percentage of citizen complaints exonerated or unfounded	90%	84%	90%	92%
No. of victims served	716	527	553	564
Estimated funding saved through grant-funded programs	\$56,504	\$242,665	\$100,885	\$100,000

** The city's population numbers were adjusted after the results of the 2010 Census*

Trend: The commitment to full staffing has assisted in the reduction of violent and property crime rates and is a contributing factor in the fulfillment of the city's vision to maintain one of the lowest crime rates in Texas. Recruitment activities, the personnel function and professional standards are monitored to ensure alignment with organizational values. The department seeks grant-funded programs to continue mandated services such as the Victim Assistance Program and to update equipment and outfit officers with the technological tools necessary to combat crime.

Goal 3 (correlates with City Goal: 5-Public Safety)

Improve traffic safety.

Objectives:

- Continue to use traffic accident statistics to analyze hazardous intersections and roadways in order to direct enforcement action.
- Analyze statistical data gathered on types of traffic infractions issued and locations to direct future enforcement actions and programs.

Police

Measures	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Traffic fatalities	3	1	1	1
Injury accidents	105	113	115	118
Non-injury accidents	351	308	302	296
Percent increase/decrease in auto accidents from previous year	-5%	-8%	-2%	-2%
Speed-related accidents	109	127	130	132
Alcohol/Drug-related accidents	12	15	15	16
Number of DWI arrests	264	279	285	290
Number of Citations Issued for Speeding	2,311	1,965	2,000	2,013
Number of Commercial Motor Vehicle citations	186	178	183	192

Trend: The most frequently identified traffic safety concerns are speed over the posted limits, speeding trucks, and risks to children playing. The department uses radar traffic enforcement, a citizen radar loan program, and a commercial vehicle roadside inspection program to address traffic safety issues. Problem-oriented patrols are deployed using citizen input of trouble locations.

Goal 4 (correlates with City Goals: 5-Public Safety & 6-Organizational Development)

Actively involve residents and the business community in crime prevention and promoting community safety awareness.

Objectives:

- Continue the effective use of volunteers to enhance service to the community.
- Involve members of the public to aid the police department in its crime fighting efforts.
- Record, disseminate, and preserve all offense, accident and arrest reports generated by the police department.
- Coordinate the recordkeeping archives of the police department and work with the city secretary's office in records management of police records so that information is provided to the public and the media that is accurate, relevant, and informative.

Measures	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Police Volunteers (includes Animal Shelter volunteers)	5	10	11	12
Media information provided	141	147	150	153
Number of open records requests processed	756	556	567	578
Number of incident reports	2,086	2,235	2,280	2,325

Trend: The Department has implemented strategies and outreach efforts to educate members of the community about their role in public safety while continually evaluating personnel and programs for their effectiveness in meeting community expectations and demand for services. Communication is vital to achieving quality public safety and the department utilizes appropriate venues to inform citizens of crime trends and news as well as getting citizens involved in department projects through programs such as animal control volunteers and victim advocate volunteers.

Goal 5 (correlates with City Goals: 5-Public Safety & 6-Organizational Development)

Improve the quality of Animal Control services

Objectives:

- Identify and solve humane problems, using authority, experience and knowledge to focus on problem resolution
- Proper and timely reporting, investigation, quarantine and testing of animals

Measures	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Number of animals impounded	962	915	933	952
Number of Animal Control calls for service	2259	1877	1915	1953

Trend: The Department has implemented strategies and outreach efforts to educate members of the community about their role as responsible pet owners. Plans to build and upgrade to a new animal shelter are underway with a project completion date late in FY 2011. The new shelter will be able to house a greater number of animals, provide areas for the animal shelter volunteers, and broaden the adoption program.

**POLICE
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION	\$695,144	\$720,286	\$721,640	\$504,957	\$762,241	\$722,860	0.4%
COMMUNICATIONS	941,360	933,233	933,732	681,804	961,206	948,614	1.6%
PATROL	4,609,448	4,536,246	4,532,241	3,141,170	4,653,803	4,721,310	4.1%
PATROL DOT	111,941	99,864	101,464	68,401	100,400	105,034	5.2%
CRIMINAL INVESTIGATIONS	1,327,736	1,292,757	1,304,715	953,464	1,332,438	1,333,491	3.2%
ANIMAL CONTROL	196,578	275,077	286,785	157,764	279,635	272,187	-1.1%
DEPARTMENT TOTAL	\$7,882,207	\$7,857,463	\$7,880,577	\$5,507,560	\$8,089,723	\$8,103,496	3.1%

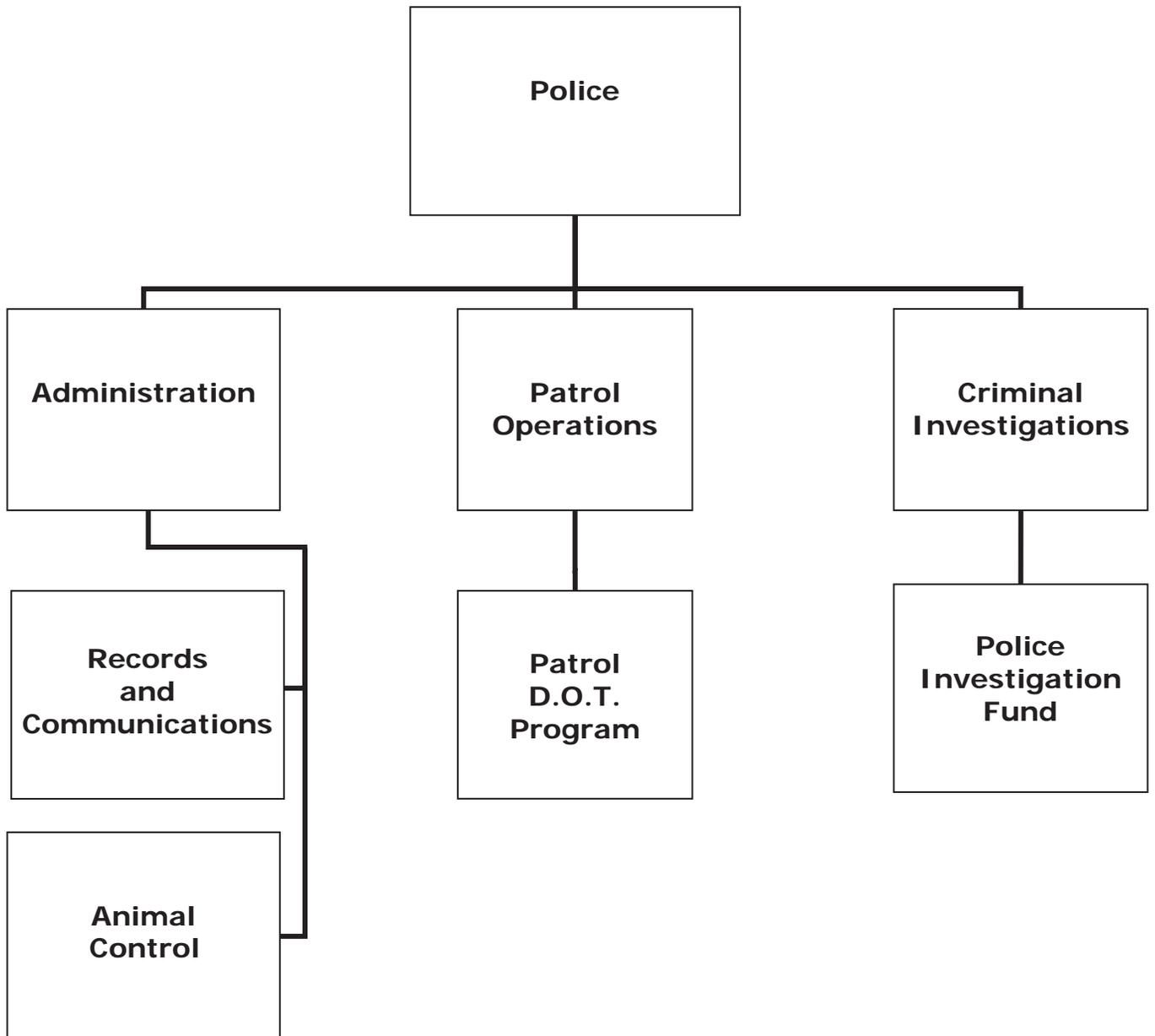
EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
SALARIES AND BENEFITS	\$6,798,099	\$6,907,596	\$6,918,206	\$4,897,683	\$7,099,537	\$7,088,254	2.6%
SUPPLIES	337,705	341,531	335,151	196,812	428,170	381,972	11.8%
MAINTENANCE	154,136	137,766	148,979	99,333	143,560	155,104	12.6%
SERVICES	417,475	429,158	436,437	313,255	417,820	446,695	4.1%
CAPITAL OUTLAY	174,792	41,412	41,804	477	636	31,471	-24.0%
DEPARTMENT TOTAL	\$7,882,207	\$7,857,463	\$7,880,577	\$5,507,560	\$8,089,723	\$8,103,496	3.1%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION	5.0	5.0	5.0	5.0	5.0	5.0	0.0%
COMMUNICATIONS	13.6	13.6	13.6	13.6	13.6	13.6	0.0%
PATROL	43.8	44.8	44.8	44.8	44.8	44.8	0.0%
PATROL DOT	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
CRIMINAL INVESTIGATIONS	12.0	12.0	12.0	12.0	12.0	12.0	0.0%
ANIMAL CONTROL	4.0	4.0	4.0	4.0	4.0	4.0	0.0%
DEPARTMENT TOTAL	79.4	80.4	80.4	80.4	80.4	80.4	0.0%

Police



**POLICE
ADMINISTRATION
001-2101-421**

ACCOUNT DESCRIPTION	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original Budget	Amended Budget	YTD 6/30/2011	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$463,686	\$469,219	\$469,219	\$331,414	\$469,219	\$482,775
41-30 OVERTIME PAY	8,082	4,771	4,771	8,442	10,256	4,771
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	6,050	6,440	6,440	6,345	6,345	4,545
41-45 INCENTIVE-CERTIFICATE PAY	11,850	10,500	10,500	9,225	12,300	8,700
41-49 CELL PHONE ALLOWANCE	2,844	2,820	2,820	1,922	2,820	2,400
41-90 ACCRUED PAYROLL	0	0	0	0	42,985	0
47-10 SOCIAL SECURITY/MEDICARE	35,892	37,397	37,397	25,767	34,356	33,410
47-20 TMRS RETIREMENT	73,280	76,278	76,278	55,591	74,121	78,560
48-10 HEALTH/DENTAL INSURANCE	25,486	27,335	27,335	20,645	27,526	27,526
48-20 LIFE INSURANCE	1,277	1,059	1,059	980	1,307	1,325
48-30 DISABILITY INSURANCE	2,458	1,335	1,335	1,012	1,349	1,386
48-40 WORKERS COMP INSURANCE	5,695	4,006	4,006	3,166	4,221	4,261
48-50 EAP SERVICES	301	270	270	219	292	292
48-90 FLEX PLAN ADMINISTRATION	171	162	162	129	172	169
* PERSONNEL	\$637,072	\$641,592	\$641,592	\$464,857	\$687,269	\$650,120
51-00 OFFICE SUPPLIES	\$14,007	\$18,683	\$18,683	\$7,892	\$13,526	\$18,683
52-00 PERSONNEL SUPPLIES	543	5,094	3,626	829	3,105	5,094
53-00 VEHICLE SUPPLIES	0	944	944	3	944	944
53-01 FUEL	7,718	5,531	5,531	3,788	8,031	7,218
54-00 OPERATING SUPPLIES	3,299	5,375	5,375	486	5,375	5,375
58-00 OPERATING EQUIPMENT<\$5000	4,495	5,686	5,186	723	5,186	5,686
* SUPPLIES	\$30,062	\$41,313	\$39,345	\$13,721	\$36,167	\$43,000
63-00 VEHICLE MAINTENANCE	\$4,502	\$3,591	\$3,591	\$894	\$4,391	\$3,591
66-00 FACILITY MAINTENANCE	1,286	1,286	1,286	265	1,286	1,286
68-00 EQUIPMENT MAINTENANCE	421	849	849	119	849	849
* MAINTENANCE	\$6,209	\$5,726	\$5,726	\$1,278	\$6,526	\$5,726
71-40 CONSULTING SERVICES	\$0	\$2,378	\$6,200	\$6,100	\$6,100	\$2,178
73-11 VEHICLE INSURANCE	2,168	850	850	1,211	1,615	850
73-22 LAW ENFORCEMENT	1,718	3,620	3,620	1,718	2,290	3,620
74-00 OPERATING SERVICES	2,858	2,316	2,316	1,104	2,316	2,316
74-01 POSTAL / COURIER SERVICES	1,181	1,188	1,188	755	1,007	1,188
75-10 TRAINING	183	2,223	1,723	576	768	2,223
75-20 TRAVEL REIMBURSEMENTS	85	1,510	1,510	293	391	1,510
75-30 MEMBERSHIPS	875	1,030	1,030	420	560	1,030
78-30 RENTAL	83	2,442	2,442	2,349	3,132	2,442
78-31 VEHICLE LEASE-INTERNAL	12,650	14,098	14,098	10,575	14,100	6,657
* SERVICES	\$21,801	\$31,655	\$34,977	\$25,101	\$32,279	\$24,014
** ADMINISTRATION	\$695,144	\$720,286	\$721,640	\$504,957	\$762,241	\$722,860

**POLICE
COMMUNICATIONS
001-2110-421**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$565,676	\$576,963	\$576,963	\$396,944	\$576,963	\$586,361
41-30 OVERTIME PAY	64,493	44,003	44,003	49,917	66,556	44,003
41-31 HOLIDAY HRS WORKED	17,498	0	0	15,792	21,057	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	7,361	8,200	8,200	7,944	7,944	7,840
41-45 INCENTIVE-CERTIFICATE PAY	22,180	23,700	23,700	16,450	23,700	23,220
41-49 CELL PHONE ALLOWANCE	1,997	1,980	1,980	1,188	1,980	1,560
41-90 ACCRUED PAYROLL	2,982	0	0	1,966	1,966	0
42-20 PART-TIME WAGES (TMRS EXEMPT)	13,935	23,333	23,333	7,455	13,935	22,995
47-10 SOCIAL SECURITY/MEDICARE	51,931	50,612	50,612	36,785	50,612	52,482
47-20 TMRS RETIREMENT	101,386	101,933	101,933	76,234	101,933	103,534
48-10 HEALTH/DENTAL INSURANCE	52,132	56,442	56,442	44,096	58,795	59,252
48-20 LIFE INSURANCE	1,572	1,301	1,301	1,184	1,301	1,609
48-30 DISABILITY INSURANCE	3,240	1,641	1,641	1,221	1,628	1,688
48-40 WORKERS COMP INSURANCE	867	627	627	509	678	1,130
48-50 EAP SERVICES	906	864	864	632	842	875
48-90 FLEX PLAN ADMINISTRATION	334	421	421	448	597	584
* PERSONNEL	\$908,490	\$892,020	\$892,020	\$658,765	\$930,487	\$907,133
51-00 OFFICE SUPPLIES	\$25	\$0	\$0	\$0	\$0	\$0
52-00 PERSONNEL SUPPLIES	2,787	2,700	2,700	233	311	2,700
53-01 FUEL	0	0	0	7	9	0
54-00 OPERATING SUPPLIES	779	1,746	1,746	1,256	1,674	1,319
58-00 OPERATING EQUIPMENT<\$5000	655	1,703	1,703	0	0	1,703
* SUPPLIES	\$4,246	\$6,149	\$6,149	\$1,496	\$1,994	\$5,722
63-00 VEHICLE MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
68-00 EQUIPMENT MAINTENANCE	13,554	17,764	18,263	9,653	12,870	17,764
* MAINTENANCE	\$13,554	\$17,764	\$18,263	\$9,653	\$12,870	\$17,764
73-50 SURETY BONDS	\$213	\$350	\$350	\$0	\$0	\$350
74-00 OPERATING SERVICES	296	448	448	398	531	875
74-01 POSTAL / COURIER SERVICES	66	303	303	22	30	303
74-97 RECRUITMENT ADVERTISING	0	528	528	0	0	528
75-10 TRAINING	4,567	4,638	4,638	3,293	4,391	4,638
75-20 TRAVEL REIMBURSEMENTS	3,120	3,327	3,327	2,055	2,741	3,327
75-30 MEMBERSHIPS	546	698	698	559	745	698
75-40 PUBLICATIONS	24	25	25	0	0	25
76-11 ELECTRICITY	1,810	1,688	1,688	1,449	1,932	1,956
76-12 TELEPHONE/COMMUNICATIONS	4,146	4,200	4,200	3,988	5,317	4,200
78-00 CONTRACT SERVICES	282	623	623	126	168	623
78-30 RENTAL	0	472	472	0	0	472
* SERVICES	\$15,070	\$17,300	\$17,300	\$11,890	\$15,855	\$17,995
** COMMUNICATIONS	\$941,360	\$933,233	\$933,732	\$681,804	\$961,206	\$948,614

**POLICE
PATROL
001-2120-421**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$2,181,275	\$2,243,436	\$2,243,436	\$1,526,344	\$2,243,436	\$2,305,696
41-20 PART-TIME WAGES	26,725	57,905	57,905	16,772	30,363	57,905
41-30 OVERTIME PAY	379,291	402,439	402,439	255,550	420,733	402,439
41-31 HOLIDAY HRS WORKED	80,708	0	0	73,937	98,583	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	16,492	17,455	17,455	17,002	17,002	19,475
41-45 INCENTIVE-CERTIFICATE PAY	69,275	69,600	69,600	54,200	54,200	79,800
41-49 CELL PHONE ALLOWANCE	4,914	5,460	5,460	3,157	5,460	4,620
41-90 ACCRUED PAYROLL	2,031	0	0	2,304	3,072	0
42-20 PART-TIME WAGES (TMRS EXEMPT)	61,815	51,969	51,969	49,691	59,969	63,377
47-10 SOCIAL SECURITY/MEDICARE	206,146	215,209	215,209	144,958	215,209	224,638
47-20 TMRS RETIREMENT	410,416	421,895	421,895	303,173	421,895	449,495
48-10 HEALTH/DENTAL INSURANCE	302,848	350,876	350,876	250,512	350,876	352,066
48-20 LIFE INSURANCE	6,094	5,066	5,066	4,646	6,195	6,425
48-30 DISABILITY INSURANCE	12,510	6,426	6,426	4,778	6,371	6,684
48-40 WORKERS COMP INSURANCE	34,779	25,544	25,544	19,097	25,462	28,730
48-50 EAP SERVICES	2,846	2,730	2,730	2,094	2,793	2,974
48-90 FLEX PLAN ADMINISTRATION	1,116	1,192	1,192	917	1,222	1,232
* PERSONNEL	\$3,799,281	\$3,877,202	\$3,877,202	\$2,729,132	\$3,962,841	\$4,005,556
51-00 OFFICE SUPPLIES	\$57	\$365	\$365	\$25	\$365	\$365
52-00 PERSONNEL SUPPLIES	27,526	38,896	33,374	6,335	33,374	36,896
53-00 VEHICLE SUPPLIES	1,427	4,608	4,008	144	4,008	2,508
53-01 FUEL	130,939	119,456	119,456	80,215	219,456	155,889
54-00 OPERATING SUPPLIES	31,333	37,522	37,597	20,878	27,837	37,522
58-00 OPERATING EQUIPMENT<\$5000	33,428	34,396	33,840	13,563	18,084	30,340
* SUPPLIES	\$224,710	\$235,243	\$228,640	\$121,160	\$303,124	\$263,520
63-00 VEHICLE MAINTENANCE	\$94,528	\$74,412	\$77,748	\$55,422	\$73,897	\$81,000
64-00 OPERATING MAINTENANCE	875	2,120	2,120	298	397	2,120
68-00 EQUIPMENT MAINTENANCE	20,510	21,424	21,424	20,843	27,791	30,024
* MAINTENANCE	\$115,913	\$97,956	\$101,292	\$76,563	\$102,085	\$113,144
72-12 MEDICAL EXAMINATIONS	\$0	\$800	\$800	\$0	\$0	\$400
73-11 VEHICLE INSURANCE	15,273	10,576	10,576	8,201	10,935	10,576
73-22 LAW ENFORCEMENT	17,750	18,214	18,214	17,389	23,185	18,214
73-40 ANIMAL MORTALITY INS	650	690	690	650	867	690
74-00 OPERATING SERVICES	7,039	5,812	7,397	5,026	6,701	7,397
74-01 POSTAL / COURIER SERVICES	951	1,115	1,115	752	1,002	1,115
74-97 RECRUITMENT ADVERTISING	0	1,011	1,011	0	0	511
74-98 JUDGMENTS & DAMAGE CLAIM	1,000	1,000	1,000	1,000	1,333	1,000
75-10 TRAINING	16,136	15,537	15,037	7,312	9,750	15,037
75-20 TRAVEL REIMBURSEMENTS	6,531	6,166	6,166	1,572	2,096	6,166
75-30 MEMBERSHIPS	427	802	802	385	513	802
76-12 TELEPHONE/COMMUNICATIONS	28,540	28,157	30,213	25,634	34,179	33,621
78-30 RENTAL	732	0	0	0	0	0
78-31 VEHICLE LEASE-INTERNAL	199,723	194,553	194,553	145,917	194,556	212,090
* SERVICES	\$294,752	\$284,433	\$287,574	\$213,838	\$285,117	\$307,619
83-00 VEHICLES	\$19,848	\$12,860	\$13,252	\$477	\$636	\$10,000
88-00 CAPITAL EQUIPMENT	154,944	28,552	24,281	0	0	21,471
* CAPITAL	\$174,792	\$41,412	\$37,533	\$477	\$636	\$31,471
** PATROL	\$4,609,448	\$4,536,246	\$4,532,241	\$3,141,170	\$4,653,803	\$4,721,310

**POLICE
PATROL DOT
001-2125-421**

ACCOUNT DESCRIPTION	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original Budget	Amended Budget	Actual 6/30/2011	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$51,199	\$52,393	\$52,393	\$36,405	\$52,393	\$53,447
41-30 OVERTIME PAY	2,536	4,177	4,177	2,158	2,878	4,177
41-31 HOLIDAY HRS WORKED	1,822	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	380	445	445	440	440	505
41-45 INCENTIVE-CERTIFICATE PAY	1,200	1,200	1,200	900	1,200	1,200
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	3,991	4,324	4,324	2,675	3,567	4,538
47-20 TMRS RETIREMENT	8,469	8,806	8,806	6,200	8,266	9,263
48-10 HEALTH/DENTAL INSURANCE	10,530	12,506	12,506	8,923	11,897	12,593
48-20 LIFE INSURANCE	128	117	117	104	138	149
48-30 DISABILITY INSURANCE	259	147	147	106	141	154
48-40 WORKERS COMP INSURANCE	720	537	537	395	526	581
48-50 EAP SERVICES	54	54	54	41	55	58
48-90 FLEX PLAN ADMINISTRATION	19	19	19	15	20	22
* PERSONNEL	\$81,307	\$84,725	\$84,725	\$58,362	\$81,521	\$86,687
51-00 OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0
52-00 PERSONNEL SUPPLIES	40	495	295	0	0	295
53-00 VEHICLE SUPPLIES	29	515	215	62	82	215
53-01 FUEL	4,483	5,271	5,271	3,645	7,860	6,879
54-00 OPERATING SUPPLIES	25	103	103	69	93	103
58-00 OPERATING EQUIPMENT<\$5000	20,568	515	1,015	531	1,015	1,015
* SUPPLIES	\$25,145	\$6,899	\$6,899	\$4,307	\$9,050	\$8,507
63-00 VEHICLE MAINTENANCE	\$518	\$904	\$2,004	\$535	\$2,004	\$2,004
68-00 EQUIPMENT MAINTENANCE	458	0	0	0	0	0
* MAINTENANCE	\$976	\$904	\$2,004	\$535	\$2,004	\$2,004
73-11 VEHICLE INSURANCE	\$580	\$627	\$627	\$338	\$627	\$627
74-00 OPERATING SERVICES	0	345	345	0	345	345
75-10 TRAINING	74	206	706	500	706	706
75-20 TRAVEL REIMBURSEMENTS	51	515	515	135	515	515
76-12 TELEPHONE/COMMUNICATIONS	559	565	565	417	556	565
78-31 VEHICLE LEASE-INTERNAL	3,249	5,078	5,078	3,807	5,076	5,078
* SERVICES	\$4,513	\$7,336	\$7,836	\$5,197	\$7,825	\$7,836
** PATROL-DOT PROGRAM	\$111,941	\$99,864	\$101,464	\$68,401	\$100,400	\$105,034

**POLICE
CRIMINAL INVESTIGATIONS
001-2130-421**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$737,293	\$753,975	\$753,975	\$525,819	\$753,975	\$773,794
41-30 OVERTIME PAY	101,884	52,028	62,638	57,704	76,939	52,028
41-31 HOLIDAY HRS WORKED	1,721	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	5,835	6,680	6,680	6,550	8,733	7,340
41-45 INCENTIVE-CERTIFICATE PAY	30,375	31,200	31,200	23,225	31,200	31,800
41-49 CELL PHONE ALLOWANCE	5,687	5,640	5,640	3,849	5,640	5,640
41-50 CLOTHING ALLOWANCE	9,430	9,200	9,200	5,045	6,727	9,200
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	64,971	65,218	65,218	45,087	65,218	66,682
47-20 TMRS RETIREMENT	132,783	133,041	133,041	96,788	133,041	137,356
48-10 HEALTH/DENTAL INSURANCE	98,063	101,511	101,511	80,405	107,206	108,783
48-20 LIFE INSURANCE	2,037	1,702	1,702	1,566	2,087	2,125
48-30 DISABILITY INSURANCE	4,210	2,146	2,146	1,614	2,152	2,212
48-40 WORKERS COMP INSURANCE	10,666	7,375	7,375	5,818	7,757	8,098
48-50 EAP SERVICES	721	648	648	525	700	700
48-90 FLEX PLAN ADMINISTRATION	227	232	232	178	238	238
* PERSONNEL	\$1,205,903	\$1,170,596	\$1,181,206	\$854,173	\$1,201,613	\$1,205,996
51-00 OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0
52-00 PERSONNEL SUPPLIES	585	1,311	1,311	1,095	1,460	1,311
53-00 VEHICLE SUPPLIES	0	80	80	15	20	80
53-01 FUEL	31,184	24,174	24,174	34,982	46,642	31,547
54-00 OPERATING SUPPLIES	4,762	4,992	4,992	3,813	5,083	4,992
58-00 OPERATING EQUIPMENT<\$5000	2,987	4,787	4,787	1,950	2,600	4,787
* SUPPLIES	\$39,518	\$35,344	\$35,344	\$41,855	\$55,805	\$42,717
63-00 VEHICLE MAINTENANCE	\$16,207	\$11,441	\$14,041	\$9,662	\$12,883	\$12,491
64-00 OPERATING MAINTENANCE	65	783	783	106	141	783
68-00 EQUIPMENT MAINTENANCE	424	819	819	750	1,000	819
* MAINTENANCE	\$16,696	\$13,043	\$15,643	\$10,518	\$14,024	\$14,093
73-11 VEHICLE INSURANCE	\$8,080	\$7,320	\$7,320	\$4,150	\$5,533	\$7,320
73-22 LAW ENFORCEMENT	6,298	6,737	6,737	6,298	6,737	6,737
73-50 SURETY BONDS	71	71	71	0	0	71
74-00 OPERATING SERVICES	13,343	14,543	15,547	11,265	15,021	14,199
74-01 POSTAL / COURIER SERVICES	761	968	968	465	620	968
74-50 GRANT MATCHING	0	1,050	550	0	0	0
74-98 JUDGMENTS & DAMAGE CLAIM	0	0	500	500	667	0
75-10 TRAINING	7,753	7,779	6,779	2,333	3,110	7,779
75-20 TRAVEL REIMBURSEMENTS	4,142	5,714	4,114	423	564	5,714
75-30 MEMBERSHIPS	970	1,105	1,105	640	853	1,105
76-12 TELEPHONE/COMMUNICATIONS	2,656	1,971	2,315	1,779	2,371	2,315
77-30 INTERNET SERVICES-AIR CARDS	1,083	1,200	1,200	75	200	1,200
78-30 RENTAL	264	0	0	0	0	0
78-31 VEHICLE LEASE-INTERNAL	20,198	25,316	25,316	18,990	25,320	23,277
* SERVICES	\$65,619	\$73,774	\$72,522	\$46,918	\$60,996	\$70,685
** CRIMINAL INVESTIGATIONS	\$1,327,736	\$1,292,757	\$1,304,715	\$953,464	\$1,332,438	\$1,333,491

**POLICE
ANIMAL CONTROL
001-2150-441**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$98,428	\$154,014	\$154,014	\$76,481	\$149,014	\$154,479
41-30 OVERTIME PAY	17,361	5,052	5,052	11,412	16,716	5,052
41-31 HOLIDAY HRS WORKED	2,033	0	0	1,654	2,206	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	671	730	730	715	715	910
41-45 INCENTIVE-CERTIFICATE PAY	1,260	960	960	1,695	1,695	3,060
41-49 CELL PHONE ALLOWANCE	424	420	420	282	420	420
41-90 ACCRUED PAYROLL	501	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	8,634	12,199	12,199	6,440	8,587	12,541
47-20 TMRS RETIREMENT	17,915	24,872	24,872	14,369	22,658	25,592
48-10 HEALTH/DENTAL INSURANCE	16,625	40,601	40,601	17,830	31,773	27,949
48-20 LIFE INSURANCE	273	350	350	228	304	417
48-30 DISABILITY INSURANCE	571	441	441	241	322	443
48-40 WORKERS COMP INSURANCE	1,096	1,463	1,463	839	1,119	1,519
48-50 EAP SERVICES	139	216	216	117	156	233
48-90 FLEX PLAN ADMINISTRATION	115	143	143	91	121	147
* PERSONNEL	\$166,046	\$241,461	\$241,461	\$132,394	\$235,806	\$232,762
51-00 OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0
52-00 PERSONNEL SUPPLIES	0	830	1,298	791	1,055	830
53-00 VEHICLE SUPPLIES	0	104	104	3	3	104
53-01 FUEL	5,288	6,306	6,306	4,067	7,422	8,229
54-00 OPERATING SUPPLIES	6,444	6,624	7,464	6,046	8,061	6,624
54-95 CHEMICALS	429	429	429	364	486	429
58-00 OPERATING EQUIPMENT<\$5000	1,863	2,290	3,173	3,002	5,003	2,290
* SUPPLIES	\$14,024	\$16,583	\$18,774	\$14,273	\$22,030	\$18,506
63-00 VEHICLE MAINTENANCE	\$788	\$2,373	\$6,051	\$786	\$6,051	\$2,373
68-00 EQUIPMENT MAINTENANCE	0	0	0	0	0	0
* MAINTENANCE	\$788	\$2,373	\$6,051	\$786	\$6,051	\$2,373
72-12 MEDICAL EXAMINATIONS	\$0	\$0	\$200	\$200	\$267	\$200
73-11 VEHICLE INSURANCE	1,099	1,315	1,315	467	1,315	1,315
74-00 OPERATING SERVICES	1,270	1,593	3,250	1,998	3,250	2,550
74-97 RECRUITMENT ADVERTISING	150	300	100	0	0	300
74-98 JUDGMENTS & DAMAGE CLAIM	404	0	0	0	0	0
75-10 TRAINING	375	1,166	1,466	890	1,187	1,466
75-20 TRAVEL REIMBURSEMENTS	547	985	985	695	926	985
75-30 MEMBERSHIPS	100	139	150	150	150	150
76-12 TELEPHONE/COMMUNICATIONS	2,379	2,833	2,833	1,546	2,833	2,833
76-13 NATURAL GAS	406	450	50	0	0	450
78-00 CONTRACT SERVICES	0	65	65	0	0	65
78-30 RENTAL	132	0	0	0	0	0
78-31 VEHICLE LEASE-INTERNAL	8,858	5,814	5,814	4,365	5,820	8,232
* SERVICES	\$15,720	\$14,660	\$16,228	\$10,311	\$15,748	\$18,546
83-00 VEHICLES	\$0	\$0	\$0	\$0	\$0	\$0
88-00 CAPITAL EQUIPMENT	0	0	4,271	0	0	0
* CAPITAL	\$0	\$0	\$4,271	\$0	\$0	\$0
** ANIMAL CONTROL	\$196,578	\$275,077	\$286,785	\$157,764	\$279,635	\$272,187

Volunteer Fire Department



Mission Statement

It is the mission of the Friendswood Volunteer Fire Department to:

- Provide efficient and effective emergency fire & rescue services
- Provide efficient and effective advanced emergency medical care
- Provide education in all areas of life safety including but not limited to fire prevention, injury prevention, child safety & CPR training

To meet this mission the Friendswood Volunteer Fire Department shall:

- Provide its members with up to date equipment
- Provide its members with the necessary training in order to be able to provide professional service in a safe and effective manner
- Provide significant monetary savings to the city and citizens of Friendswood through the use of highly skilled and dedicated volunteers

We live by our Slogan of: **Neighbors Serving Neighbors**

And we are happy to be: **Celebrating over 60 Years of Service**

Current Operations

The Friendswood Volunteer Fire Department, Inc. (FVFD) is a 501(c) (3) non-profit corporation that was created in 1951 and is dedicated to the protection of life and property by providing fire suppression, rescue, EMS services, hazardous material response, and public education on fire and injury prevention to the citizens of Friendswood. The 104 dedicated volunteers of the FVFD provide organization, administration, public education, and maintenance, training, and volunteer manpower. These volunteers are supplemented by a small staff of part-time paid personnel who help provide services during the normal workdays. The City provides the Fire Department with Fire and EMS vehicles and other required capital equipment, four fire stations, dispatch services and an operating budget that provides the necessary funds for management and operation of the Department. The City and the FVFD signed a contract for services which was effective beginning October 1, 2004. Operations and management of the part-time crew and full-time employees successfully transitioned to the FVFD in October of 2004. The FVFD will be responsible for administering one full-time paid fire captain, one full time paramedic, one full time clerk and one part-time clerk and a pool of part-time firefighters, paramedics, and emergency medical technicians. This contract also establishes performance standards and reporting requirements for the services we provide to the city.

The use of volunteers saves the City an estimated \$5.5 million dollars (\$5,500,000) annually in salaries over what it would cost to provide a city of this size with a minimal level

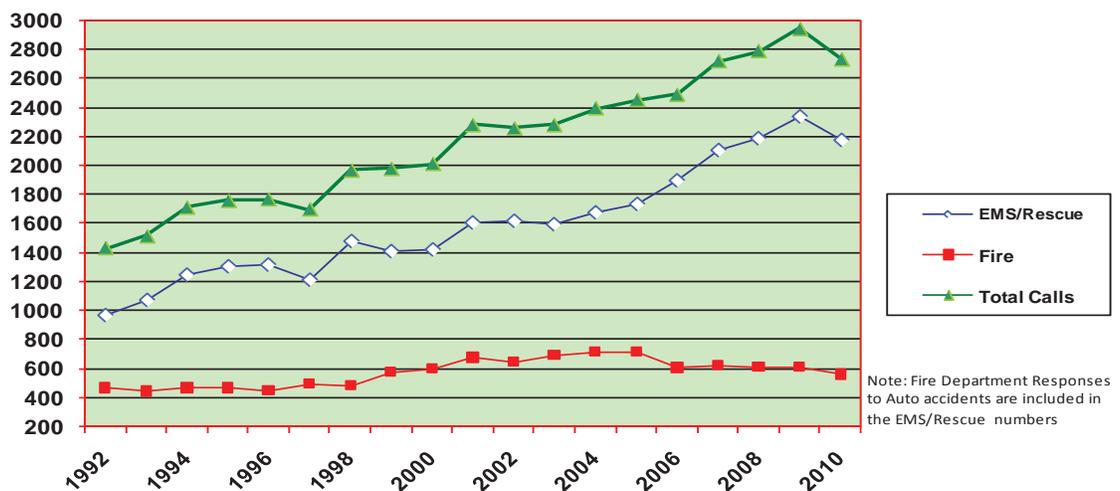
Volunteer Fire Department

of services with a full paid department. Approximately 50,000 man-hours are provided by volunteers performing fire suppression, rescue, EMS services, administration and management, and providing public education to the citizens of Friendswood. This is not taking into account the countless hours spent standing-by on-call in town ready to respond to an emergency.

The FVFD has two operational divisions, the Fire and EMS Divisions. A third division, the **Administrative Division** manages the administrative affairs of the department primarily related to financial matters and payroll, personnel management, recruitment issues, and facilities management. The Administrative Division is also responsible for public relations, which are beneficial to the fund raising and public awareness efforts of the department.

The **Fire Division** consists of 57 members who provide emergency fire suppression services and rescue services as well as related non-emergency functions such as public education of fire prevention, personnel training and equipment maintenance. These volunteers respond from three stations within the city. Fire service personnel participate in the "State Fireman's & Fire Marshal's Association" and/or the "Texas Commission on Fire Protection" certification programs. The FVFD also has contracts to provide fire and rescue service to portions of both un-incorporated Harris and Galveston counties. The Fire Division has been very successful in acquiring several grants this past year that will enhance the programs offered by the Division and improve firefighter safety. With the addition of the new Fire Station #4 the Fire Division has seen a substantial growth in the membership number to provide staffing for the new station. During the past year the Fire Division has provided over 8,000 hours of training to their volunteer membership.

Total Emergency Calls for Service



Volunteer Fire Department

The **EMS Division** consists of 46 volunteers providing emergency medical care and transport to the residents of the City. These members staff three Advanced Life Support ambulances and four first responder vehicles as well as a supervisor's vehicle. All EMS services are provided in accordance with Texas Department of Health (TDH) requirements for emergency medical providers. All personnel are certified through the TDH, which requires a minimum 160 hours training for an EMT and up to 1,204 hours of training for a Paramedic, followed by required continuing education.

In addition to the training and emergency medical care, these volunteers are also very active in providing equipment maintenance and preparedness as well as public education on injury prevention and basic first aid. The EMS Division also has several unique and award winning programs in place that are supported by this budget as well as grants and donations. These programs include our Kid Care Program, the Children's Immunization Program, and the FVFD Safety Clown Troupe. The EMS Division was awarded the State of Texas's top honor being named the Outstanding Volunteer EMS Provider of the Year in 2001 in recognition of the high standards of the program and services provided to the citizens of Friendswood. The EMS Division was again awarded this recognition in 2007, becoming one of the few EMS Providers in the State to have won more than once.

In November of 2003, Lisa Camp, our EMS Chief was awarded the State of Texas Outstanding EMS Administrators' Award. In 2005-06, Lisa Camp was selected as a "Hometown Hero" and was asked to throw out the first pitch at a Houston Astros' game. The Friendswood VFD EMS was also recognized by the Greater Houston EMS Council as the Outstanding Public Education Provider for EMS in 2006-07. Assistant Chief Kris Kern was recognized as the Houston area's "EMS Educator of the Year" in 2007. In early 2011, Friendswood EMS was awarded the U.S. Congressional Fire Service Institute and Medic-Alert Foundation's "National Excellence in Fire-Service Based EMS for 2010". EMS Chief Lisa Camp was presented the award on behalf of the Department in Washington, D.C in April of 2011. A local presentation was made in Friendswood this past May, 2011.

Highlights of the Budget

Decision Package Operational Requests / Forces at work

Additional funding is requested to cover the following decision package requests. These requests include forces-at-work (FAW), Capital Funding from City Capital Funds, and supplemental funding requests (those capital requests funded by the Fire/EMS Water Donation Fund are listed separately below). These requests are submitted in a priority order as ranked by the FVFD and approved by the FVFD membership:

Decision Packages (Funded)

Increased contribution to Volunteer Fireman's State Pension Fund	Ongoing Cost	\$14,400
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Volunteer Fire Department

Decision Packages (Unfunded)

Increase cost of Medical Supplies	Ongoing Cost	\$25,000
800 MHz Annual Rate Increase –Galveston 911	Ongoing Costs	\$4,000
Fire Vehicle Maintenance Cost Increase	Ongoing Cost	\$10,000
Communication Access Costs – Cell Phone Data Cards	Ongoing Costs	\$3,000
Replacement Fire Bunker Gear	Ongoing Costs	\$10,000
Increase Training Funds for Fire Division	Ongoing Cost	\$8,000
Building Maintenance Increase	Ongoing Costs	\$8,000
Fuel Cost Increases	Ongoing Costs	\$9,500
Replace Carpet Fire Station #1	One-Time Cost	\$9,000

Capital Equipment:

In our 15-year capital equipment plan which was presented to Council in FY 09, we have the following capital equipment and vehicles identified for purchase this fiscal year using funding provided through the **Fire /EMS Fund Water Bill Donation Fund** account managed by the FVFD. A copy of the 15 year plan is available by request from FVFD.

Replace Brush Truck 22	One-Time Cost	\$120,000
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Capital Improvement Plan:

In the Capital Improvement Plan we have the following items identified:

Add Temporary Modular Office Building at Station #1	One-Time Cost	\$95,000
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New Headquarters Fire Station:

New 17,500 sq foot Headquarters Fire Station (# 5) to replace Fire Station #1, Design Engineering	One-Time Cost	\$300,000
New 17,500 sq foot Headquarters Fire Station (# 5) to replace Station #1, Construction Funds	One-Time Cost	\$3,500,000
Total Request for the City's CIP Plan	One-Time Cost	\$3,895,000

**FRIENDSWOOD VOLUNTEER FIRE DEPARTMENT
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
FVFD	\$1,217,979	\$1,218,047	\$1,233,314	\$925,229	\$1,232,315	\$1,222,458	0.4%
DEPARTMENT TOTAL	\$1,217,979	\$1,218,047	\$1,233,314	\$925,229	\$1,232,315	\$1,222,458	0.4%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
SALARIES AND BENEFITS	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
SUPPLIES	0	0	13,695	13,695	13,695	0	0.0%
MAINTENANCE	0	0	0	0	0	0	0.0%
SERVICES	1,217,979	1,218,047	1,206,048	911,534	1,206,048	1,222,458	0.4%
CAPITAL OUTLAY	0	0	13,571	0	12,572	0	0.0%
DEPARTMENT TOTAL	\$1,217,979	\$1,218,047	\$1,233,314	\$925,229	\$1,232,315	\$1,222,458	0.4%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
FVFD	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
DEPARTMENT TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0%

**FRIENDSWOOD VOLUNTEER FIRE DEPARTMENT
ADMINISTRATION
001-2201-422**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
58-00 OPERATING EQUIPMENT <\$5000	\$0	\$0	\$13,695	\$13,695	\$13,695	\$0
* SUPPLIES	\$0	\$0	\$13,695	\$13,695	\$13,695	\$0
74-00 OPERATING SERVICES	\$0	\$0	\$0	\$0	\$0	\$0
74-98 JUDGMENTS & DAMAGE CLAIM	0	0	0	0	0	0
76-12 TELEPHONE/COMMUNICATIONS	205	0	0	0	0	0
78-61 FIRE/EMS SERVICES	1,188,654	1,178,058	1,178,058	883,544	1,178,058	1,192,458
78-62 FIRE/EMS SERVICE RUNS	29,120	27,800	27,990	27,990	27,990	30,000
79-10 COMMUNITY EVENTS/PROGRAMS	0	0	0	0	0	0
79-80 GRANT MATCH - OPERATIONS	0	12,189	0	0	0	0
* SERVICES	\$1,217,979	\$1,218,047	\$1,206,048	\$911,534	\$1,206,048	\$1,222,458
88-00 CAPITAL EQUIPMENT	\$0	\$0	\$13,571	\$0	\$12,572	\$0
* CAPITAL	\$0	\$0	\$13,571	\$0	\$12,572	\$0
** FIRE ADMINISTRATION-FVFD	\$1,217,979	\$1,218,047	\$1,233,314	\$925,229	\$1,232,315	\$1,222,458

Fire Marshal

Mission Statement

It is the mission of the Friendswood Fire Marshal's Office and the Office of Emergency Management to provide the highest quality of services to the people who live, work and visit the City of Friendswood.

Fiscal Year 2010 – 11 Accomplishments

- Inspected all commercial businesses, institutions, foster homes, nursing homes, and apartment complexes within the city to ensure compliance with fire and life safety codes, for a total of 1,445 inspections.
- Adoption of the 2009 International Fire Code (IFC) and 2009 National Fire Protection Association (NFPA) 2009 Life Safety 101 were accomplished with Resolution R2010-13 (April 19, 2010).
- Maintained the City of Friendswood Emergency Management plans at the highest level (Advanced) recognized by the State of Texas.
- Obtained grant funding for the conversion of the Police Department Mobile Communications Trailer. Additional grant projects include an Automated License Plate Recognition system for the Police Department, the installation of a back-up generator at City Hall, and to update computers and audio/video components in the Emergency Operations Center (EOC) for improved interoperability.
- Worked in conjunction with H-GAC and Galveston County to negotiate an allocation of \$2.55 million dollars in grant funding for capital projects (generators for water / lift stations / Fire Stations #1, #2, #3, and repairs to Fire Station #3).

Current Operations

Fire Marshal's Office

The Fire Marshal's Office has the primary responsibility of responding to fires, hazardous materials incidents, and environmental incidents. The Fire Marshal's Office investigates fires for origin and cause. The Fire Marshal's Office is responsible for filing the appropriate criminal charges that may arise from an investigation. Fire prevention activities provided by the Fire Marshal's Office include business/commercial inspections, review of new building plans, and design approval of fire alarm and sprinkler systems. Fire safety public education programs are presented year-around by request from the public. The Fire Marshal's Office also monitors fire lane violations, illegal use of fireworks, life safety violations, and issues citations as warranted. The Fire Marshal's Office coordinates with pipeline companies to maintain current mapping of pipeline locations and company contact information.

The Fire Marshal, Deputy Director, and two (2) Assistant Fire Marshals are state certified peace officers, arson investigators, fire inspectors, and instructors. The part-time inspectors are state certified fire inspectors.

Fire Marshal

Office of Emergency Management

The Office of Emergency Management (OEM) is responsible for the emergency preparedness program of the city. The Fire Marshal is the Emergency Management Coordinator. The Office of Emergency Management is responsible for maintaining and implementing the city's Emergency Operation Plan (EOP). The EOP and 22 supplemental Annexes, including all additional planning documents, meet all State and Federal requirements.

The OEM coordinated the review and mandatory 5-year update of the FEMA approved City of Friendswood Hazard Analysis and Mitigation Plan (Local Mitigation Plan–LMP). The emergency management program addresses citizen and business preparedness through public education outreach programs. The OEM ensures city staff members are trained in emergency management operations and response procedures. Utilizing an all hazards approach, the OEM strives to improve the city's public safety response capabilities through planning efforts and coordination with Harris and Galveston Counties. The Fire Marshal's Office maintains the Emergency Operations Center (EOC) to enable quick activation to support any emergency or non-emergency operation.

Highlights of the Budget

In the past, both the Fire Marshal and Emergency Management's base budgets were supplemented by the Emergency Management Performance Grant (EMPG). Partial advanced funding for FY12 has been requested since the EMPG funding for FY11 has been delayed due to a failure to pass the federal budget. The EMPG award totaled \$51,423 for the past four years and we anticipate an allocation of this amount again this year. This funding assists with operational costs.

Decision Packages (Funded)

Emergency Management Performance Grant	Ongoing cost	\$18,000
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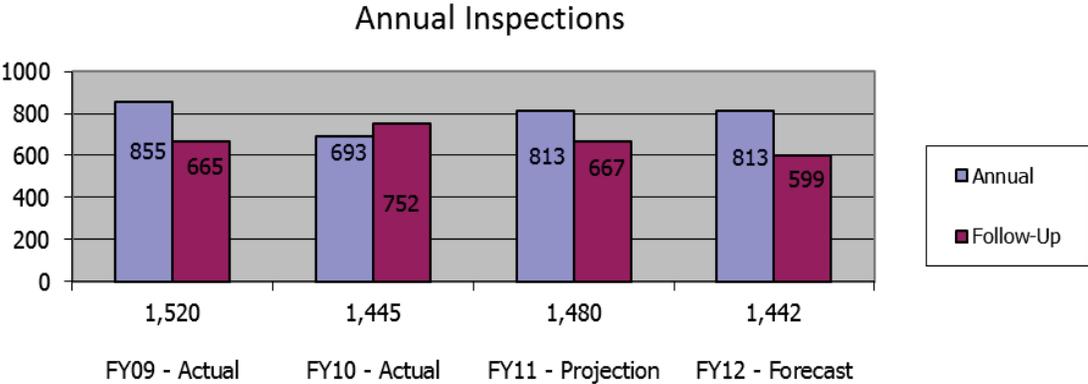
Departmental Goals and Measures

Goal 1 (correlates with City Goals: 1-Communication, 4-Partnerships, 5-Public Safety, & 6-Organizational Development)

Promote Public Safety and the well being of the citizens, business community and institutions in the City of Friendswood. Statistically, fire prevention and fire inspection programs significantly minimize fire losses within a community.

Objective A:

Conduct thorough annual fire prevention inspections in all facilities (commercial businesses, apartment complexes, schools, city facilities, day care facilities, foster homes, and nursing homes) within the city to reduce the number of fire code violations, life safety hazards, and the number of fires.



Trend: There are approximately 800 businesses/facilities that need to be inspected per year. Fluctuations reflected in the total numbers are dependent upon the number of business/facility openings and/or closings during each fiscal year. Additional inspections or follow-ups are required to ensure compliance with the fire and life safety codes.

Objective B:

Instruct, educate, and inform the public in aspects of fire safety and prevention, along with emergency preparedness training through awareness and educational programs.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY 12 Forecast
Total presentations conducted	28	22	25	25
Number of attendees	1,282	1,291	500	1,200
Total staff hours	40	37	50	40

Trend: Public outreach programs in fire prevention are presented by the Fire Marshal’s Office to citizens, business community, school district staff, and city employees. Educational and training programs have been shown to lead to fewer structure fires. The Insurance Services Office (ISO) considers the number of programs presented as part of their rating system.

Public outreach programs in emergency preparedness assist residents and facility owners/operators to prepare themselves and their properties to alleviate major damages and loss of life as a result of an emergency and/or disaster situation.

Fire Marshal

Objective C:

Review or update all required and mandated emergency operations plans and annexes, and all additional planning documents.

The EOP and 22 Supplemental Annexes are reviewed and updated within a five-year cycle per FEMA and Texas Department of Emergency Management guidelines. The city is currently rated at the "Advanced" level of "Assessment of Planning Preparedness", a status which has been maintained since first utilized by the Texas Department of Emergency Management in 2001.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
EOP and Supplemental Annexes Reviews Conducted and Submitted	10	4	6	5

Trend: The city's emergency management plans and the planning process improve the city's readiness for, response to, and recovery from emergencies or disasters. The emergency planning program enhances the city's response capabilities to protect citizens and preserve our critical infrastructure. This allowed the city to qualify for federal reimbursement of expenditures during the response to and recovery from Hurricane Ike.

The review and update of the City's Hazard Analysis and Mitigation Plan (Local Mitigation Plan-LMP) was completed, with FEMA approval received in October 2009. The City Council adopted the Local Mitigation Plan (LMP) November 2, 2009, with Resolution R2009-61. The development and maintenance of this plan is coordinated through a committee comprised of city staff members from the City Manager's Office, Community Development, Community Services, Public Works, Fire Marshal's Office, Emergency Management, Mayor, and community stakeholders. The adoption of the LMP is mandatory to obtain reimbursement for emergency and/or disaster recovery assistance through FEMA, and to pursue grant funding for mitigation programs to enhance protection efforts for city facilities and critical infrastructure.

Goal 2 (correlates with City Goals: 1-Communication, 4-Partnerships, 5-Public Safety, & 6-Organizational Development)

Facilitate a more productive partnership with developers, contractors and new businesses to support successful development for the citizens and the city.

Objective A:

Provide continuing contribution for the Design Criteria Manual as well as participation in Design Review Committee meetings to address developer and contractor questions during the conceptual stages of the development process.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Annual total of DRC meetings attended.	47	35	40	45

Fire Marshal

Trend: The Fire Marshal's Office and other departments meet with potential builders/developers to address issues regarding their projects that are important for a successful project. The process of site plan reviews has been reduced with the introduction of group site plan reviews. Developers and contractors who participate in the Design Review Committee (DRC) process require fewer follow-up inspections in order to complete new construction and remodeling projects.

Objective B:

Conduct and complete submitted plan reviews as received from Community Development. The Fire Marshal's Office strives to ensure that commercial buildings are constructed to meet the requirements of the city's fire and life safety codes. The review process is also an aspect to maintain and/or improve the ISO fire insurance rating.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Annual total of Commercial Plans reviewed.	172	150	140	150

Goal 3 (correlates with City Goal: 6-Organizational Development)

To ensure the Fire Marshal's Office provides essential training for its employees.

Objective A:

Meet and maintain state and federal mandated continuing education training requirements.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Annual total hours of staff training attended	260	391	204	230

Trend: Mandatory training requirements vary by course length, by established training cycles (i.e.: 1 year, 2 year, 4 year), new requirements, unfunded mandates, and availability.

Employees of the Fire Marshal's Office and the Office of Emergency Management continue to attend training sessions, seminars, and symposiums to meet standards and maintain certifications as set forth by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), Texas Commission on Fire Protection, Insurance Services Office (ISO), Texas Governor's Division of Emergency Management (TDEM), the Federal Emergency Management Agency (FEMA), and the Department of Homeland Security.

**FIRE MARSHAL
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION	\$501,165	\$506,234	\$509,110	\$352,517	\$509,010	\$551,191	8.9%
EMERGENCY MANAGEMENT	343,377	131,220	296,388	211,777	293,237	137,482	4.8%
DEPARTMENT TOTAL	\$844,542	\$637,454	\$805,498	\$564,294	\$802,247	\$688,673	8.0%

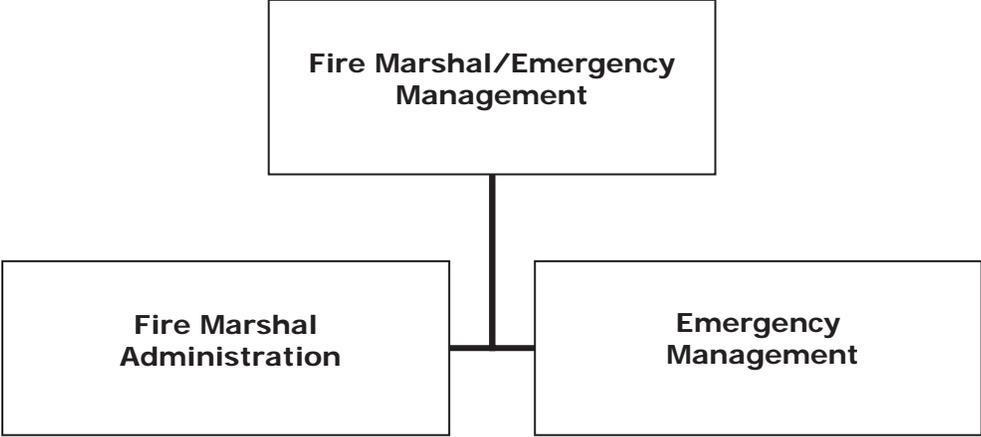
EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
SALARIES AND BENEFITS	\$537,179	\$528,781	\$528,781	\$375,020	\$542,547	\$562,375	6.4%
SUPPLIES	81,316	34,288	32,513	6,648	11,380	38,782	13.1%
MAINTENANCE	2,524	4,957	5,457	2,831	5,309	6,694	35.0%
SERVICES	43,447	69,428	72,404	37,219	52,910	80,822	16.4%
CAPITAL OUTLAY	180,076	0	166,343	142,576	190,101	0	0.0%
DEPARTMENT TOTAL	\$844,542	\$637,454	\$805,498	\$564,294	\$802,247	\$688,673	8.0%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION	4.8	4.8	4.8	4.8	4.8	4.8	0.0%
EMERGENCY MANAGEMENT	1.3	1.3	1.3	1.3	1.3	1.3	0.0%
DEPARTMENT TOTAL	6.1	6.1	6.1	6.1	6.1	6.1	0.0%

Fire Marshal's Office



**FIRE MARSHAL'S OFFICE
ADMINISTRATION
001-2501-422**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$302,472	\$307,361	\$307,361	\$210,683	\$307,910	\$314,693
41-30 OVERTIME PAY	14,831	15,310	15,310	8,187	14,687	16,310
41-31 HOLIDAY HRS WORKED	437	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	1,845	2,105	2,105	2,085	2,085	2,345
41-44 VEHICLE ALLOWANCE	5,423	5,400	5,400	3,836	5,400	5,400
41-45 INCENTIVE-CERTIFICATE PAY	9,000	9,000	9,000	6,750	9,000	9,000
41-49 CELL PHONE ALLOWANCE	4,840	4,800	4,800	3,220	4,800	4,260
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
42-20 PART-TIME WAGES (TMRS EXEMPT)	25,727	11,869	11,869	15,658	20,878	26,503
47-10 SOCIAL SECURITY/MEDICARE	26,291	27,174	27,174	17,751	27,174	27,691
47-20 TMRS RETIREMENT	50,434	53,579	53,579	36,474	53,579	54,878
48-10 HEALTH/DENTAL INSURANCE	25,365	27,320	27,320	20,235	27,320	27,347
48-20 LIFE INSURANCE	834	698	698	629	838	864
48-30 DISABILITY INSURANCE	1,655	880	880	649	866	901
48-40 WORKERS COMP INSURANCE	4,027	2,628	2,628	2,438	3,251	3,499
48-50 EAP SERVICES	514	540	540	381	508	579
48-90 FLEX PLAN ADMINISTRATION	218	324	324	159	212	208
* PERSONNEL	\$473,913	\$468,988	\$468,988	\$329,135	\$478,508	\$494,478
51-00 OFFICE SUPPLIES	\$1,110	\$1,268	\$1,268	\$621	\$826	\$1,268
52-00 PERSONNEL SUPPLIES	4,241	2,571	2,571	0	0	2,571
53-00 VEHICLE SUPPLIES	332	512	512	0	0	506
53-01 FUEL	5,364	4,880	4,880	2,718	4,380	5,080
54-00 OPERATING SUPPLIES	3,179	3,269	3,269	937	1,250	3,769
58-00 OPERATING EQUIPMENT < \$5000	0	0	0	0	0	4,300
* SUPPLIES	\$14,226	\$12,500	\$12,500	\$4,276	\$6,456	\$17,494
63-00 VEHICLE MAINTENANCE	\$1,138	\$2,009	\$2,009	\$1,474	\$1,965	\$2,346
68-00 EQUIPMENT MAINTENANCE	109	464	964	645	860	964
* MAINTENANCE	\$1,247	\$2,473	\$2,973	\$2,119	\$2,825	\$3,310
73-11 VEHICLE INSURANCE	\$519	\$2,296	\$2,296	\$202	\$269	\$2,296
73-22 LAW ENFORCEMENT	2,290	2,438	2,438	2,290	2,438	2,438
73-50 SURETY BONDS	0	0	75	0	0	0
74-00 OPERATING SERVICES	395	440	440	145	193	2,840
74-01 POSTAL/COURIER SERVICES	159	264	264	50	66	264
74-94 PERMITS/INSPECTION/TESTNG	235	264	264	210	280	770
74-97 RECRUITMENT ADVERTISING	0	84	84	0	0	84
75-10 TRAINING	842	453	2,754	2,582	2,754	3,254
75-20 TRAVEL REIMBURSEMENTS	1,426	2,051	2,051	1,679	2,239	3,551
75-30 MEMBERSHIPS	580	737	737	370	370	465
76-12 TELEPHONE/COMMUNICATIONS	0	0	0	0	0	1,400
78-00 CONTRACT SERVICES	0	0	0	0	0	3,500
78-30 RENTAL	66	637	637	0	0	150
78-31 VEHICLE LEASE-INTERNAL	5,267	12,609	12,609	9,459	12,612	14,897
* SERVICES	\$11,779	\$22,273	\$24,649	\$16,987	\$21,221	\$35,909
83-00 VEHICLE EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
* CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
** ADMINISTRATION	\$501,165	\$506,234	\$509,110	\$352,517	\$509,010	\$551,191

**FIRE MARSHAL'S OFFICE
EMERGENCY MANAGEMENT
001-2510-422**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$34,399	\$34,162	\$34,162	\$24,117	\$34,156	\$35,798
41-30 OVERTIME PAY	789	817	817	919	1,226	1,442
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	505	575	575	565	565	635
41-45 INCENTIVE-CERTIFICATE PAY	2,100	2,100	2,100	1,575	2,100	2,100
41-49 CELL PHONE ALLOWANCE	424	420	420	282	420	540
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
42-20 PART-TIME WAGES (TMRS EXEMPT)	14,799	11,558	11,558	10,927	15,569	16,417
47-10 SOCIAL SECURITY/MEDICARE	4,056	3,822	3,822	2,936	3,915	4,307
47-20 TMRS RETIREMENT	5,688	5,978	5,978	4,272	5,696	6,251
48-10 HEALTH/DENTAL INSURANCE	0	0	0	0	0	0
48-20 LIFE INSURANCE	97	78	78	72	97	99
48-30 DISABILITY INSURANCE	198	99	99	75	100	103
48-40 WORKERS COMP INSURANCE	70	37	37	42	56	66
48-50 EAP SERVICES	120	108	108	87	117	117
48-90 FLEX PLAN ADMINISTRATION	21	39	39	16	22	22
* PERSONNEL	\$63,266	\$59,793	\$59,793	\$45,885	\$64,039	\$67,897
51-00 OFFICE SUPPLIES	\$437	\$1,053	\$1,053	\$401	\$535	\$1,053
52-00 PERSONNEL SUPPLIES	3,258	0	0	0	0	2,500
53-00 VEHICLE SUPPLIES	0	464	464	0	0	364
53-01 FUEL	2,530	3,814	3,814	0	0	3,814
54-00 OPERATING SUPPLIES	7,042	2,981	2,981	915	2,981	5,681
58-00 OPERATING EQUIPMENT<\$5000	53,823	13,476	11,701	1,056	1,408	7,876
* SUPPLIES	\$67,090	\$21,788	\$20,013	\$2,372	\$4,924	\$21,288
63-00 VEHICLE MAINTENANCE	\$824	\$1,659	\$1,659	\$188	\$1,659	\$1,659
68-00 EQUIPMENT MAINTENANCE	453	825	825	524	825	1,725
* MAINTENANCE	\$1,277	\$2,484	\$2,484	\$712	\$2,484	\$3,384
73-11 VEHICLE INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	19,222	24,980	24,980	12,951	21,980	20,723
75-10 TRAINING	1,506	1,102	1,102	538	717	1,102
75-20 TRAVEL REIMBURSEMENTS	3,235	4,186	2,628	2,003	2,671	1,819
75-30 MEMBERSHIPS	493	637	637	218	291	518
76-12 TELEPHONE/COMMUNICATIONS	1,712	1,828	2,053	1,822	2,430	3,746
78-00 CONTRACT SERVICES	4,300	5,300	7,000	1,700	2,267	6,300
78-30 RENTAL	1,200	822	1,280	1,000	1,333	2,630
78-41 ENVIRONMENTAL CLEAN UP	0	8,300	8,075	0	0	8,075
* SERVICES	\$31,668	\$47,155	\$47,755	\$20,232	\$31,689	\$44,913
84-00 CAPITAL OPERATING EQUIP	\$168,289	\$0	\$166,343	\$142,576	\$190,101	\$0
88-00 CAPITAL EQUIPMENT	11,787	0	0	0	0	0
* CAPITAL	\$180,076	\$0	\$166,343	\$142,576	\$190,101	\$0
** EMERGENCY MANAGEMENT	\$343,377	\$131,220	\$296,388	\$211,777	\$293,237	\$137,482

Community Development

Mission Statement

Community Development consists of several divisions including Building Permits and Inspections; Code Enforcement; Planning and Zoning; Capital Projects; Engineering; and Storm Water Management. Together, the department strives to ensure that all developers, builders and residents within the City comply with city ordinances, as well as any State requirements, in order to maintain the safety and quality of life that so many Friendswood citizens value and appreciate. Our staff provides advanced planning and outstanding services in order to help improve mobility, drainage and utility systems, safe buildings and a clean environment.

Fiscal Year 2010-11 Accomplishments

- CDD staff members received Quarterly Five Star Spirit Awards for three consecutive quarters
- Planning Division hosted a tour for the P&Z Commissioners to familiarize them with the City facilities and operations
- Capital Projects managed approximately \$10 million of new utility infrastructure installation
- A brochure was created for the Storm Water Coordinator to distribute which helps explain the storm water program and the responsibilities of contractors doing construction
- Code Enforcement improved communication with Home Owners Associations by conducting a presentation regarding rules of compliance for Code Enforcement
- Engineering completed the first in-house design and construction plan for the parking project on Stadium Lane and improvements to the Library parking lot

Current Operations

Building Permits & Inspections

The building division is responsible for reviewing plans and issuing permits for building, electrical, plumbing and mechanical work and inspecting the work as it is completed. Inspectors take on a great responsibility in enforcing building code standards adopted by City Council and those set forth by the State.

Code Enforcement & Storm Water Management

Code Enforcement personnel investigates complaints concerning the possibility of unlawful work done without proper permits, licenses, occupancy, land use violations, substandard and dangerous buildings complaints, sign violations and high grass and weed complaints. Storm water management is a program designed to reduce the amount of pollutants discharged from cities and urbanized areas into creeks and streams. The City of Friendswood's program has been developed in accordance with the guidelines set forth by Texas Commission on Environmental Quality.

Community Development

Planning & Zoning

The Planning & Zoning division ensures that the Subdivision Ordinance and Zoning Ordinance adopted by the City are enforced. Development Review Committee meetings hosted by the department provide owners and developers with valuable information regarding the steps to develop or build on their properties. This division also works with the Planning and Zoning Commission and oversees the platting and zone change processes.

Capital Projects & Engineering

Capital Projects staff oversees the construction of many projects throughout the City. The projects are either city sponsored or privately sponsored. Most projects require inspections by project managers on a regular basis to confirm that new construction of public infrastructure within City rights-of-way is compliant with the ordinances and policies.

Engineering staff oversees the review of drainage and underground utility plans, as well as maintaining a close working relationship with Galveston County Consolidated Drainage District to improve storm water drainage throughout the City.

Decision Packages (Funded)

Code Enforcement – Fuel Increase	Ongoing Cost	\$1,148
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Department Goals and Measures

Goal 1 (correlates to City Goals: 1-Communication, 2-Economic Development, 3-Preservation, 4-Partnerships, 5- Public Safety, & 6- Organizational Development)

The Planning & Zoning division schedules and facilitates Development Review Committee (DRC) meetings to achieve this goal. Representatives from the following City departments attend DRC meetings: Planning, Engineering, Building, Community Services, Economic Development, Fire Marshal’s Office, and the Police Department. Outside agency representatives from Galveston County Consolidated Drainage District and Galveston County Health District also attend.

Objective A:

Build and maintain working relationships with developers and builders, as well as provide thorough information to individuals building a single development.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
DRC Meetings Scheduled	72	64	65	67

Trend: The number of DRC meetings is dictated solely by the economy and building activity taking place throughout the City. It is helpful to have these meetings before a development ever begins both for the property owner and for the City. The property owner is made aware of the processes they are

Community Development

going to be required to go through (zone change, platting, etc.), and City staff is made aware of upcoming projects. Staff provides a great deal of information to the citizen/developer at these meetings, which is intended to cut down on review times and a citizen/developer having to contact each department individually.

Goal 2 (correlates with City Goals: 1-Communication & 6-Organizational Development)

Improve communication to citizens and developers by providing and distributing information in as many formats as possible.

- Community Development News – a quarterly departmental newsletter that highlights current topics, permits issued reports, updates on CIP projects, ordinance changes/updates and pictures of current development; currently emailed to 1193 recipients four times per year
- Meeting with Home Owners Associations – the City's Code Enforcement Officer conducted a presentation regarding rules of compliance for code enforcement
- Pre-Construction Meetings – required prior to any contractor starting construction on a job site for a new commercial building; the general contractor and all subcontractors are required to attend
- Regular Updates to Web Site – Capital Projects posts regular updates regarding road closures and traffic concerns on the City's web site in order to keep citizens informed
- P&Z Agenda Packets – on the day of a P&Z meeting, similar to City Council's agenda packets, the P&Z Agenda Packets are now made available on the City's web site
- Notification Policy – citizens will have the option to sign up and receive e-mail notifications regarding changes to Permitted Use Table (located in Appendix C, Zoning Ordinance) and other development related issues; staff will also provide an informational flyer to include in Utility Billing's new customer packets and to distribute as a one-time mail out to all citizens

Trend: The quarterly newsletter has been underway since January 2009 and has received positive feedback. The Notification Policy was just approved by City Council in May 2011 and is still being initiated.

Community Development

Goal 3 (correlates with City Goal: 6-Organizational Development)

Educated and informed employees have a broader knowledge base and with the wide variety of certifications, staff becomes more versatile and better able to assist citizens and perform their job duties.

Objective A:

Continue employees' education and obtain certifications and licenses through professional development.

Measure	FY09 Actual	FY10 Actual	FY 11 Estimate	FY12 Forecast
State Plumbing Inspector	3	3	4	4
Plumbing Inspector	3	3	4	4
Commercial Plumbing Inspector	1	1	1	1
IECC Certified	1	1	1	1
Building/Plumbing Combination Inspector	2	2	2	2
Commercial Building Inspector	1	1	1	1
Electrical Inspector	2	2	2	2
Building Inspector	4	4	4	4
Mechanical Inspector	2	2	2	2
Certified Floodplain Manager (CFM)	3	3	4	5
Code Enforcement	4	5	5	6
Advanced Code Enforcement	1	1	1	1
Engineer in Training (EIT)	1	1	1	1
Certified Permit Technician	2	2	1	2
American Institute of Certified Planners (AICP)	1	1	1	3
Professional Engineer (PE)	1	1	1	1
Leadership in Energy and Environmental Design Accredited Professional (LEED AP)	0	1	1	2
Certified Secretary	0	1	1	1
Construction Safety Certification	1	1	1	1
Excavation & Shoring Certification	1	1	1	1

Trend: Several employees are currently working toward additional certifications. Changes in staff may affect these numbers for next year.

Community Development

Goal 4 (correlates with City Goals: 1-Communication, 2-Economic Development, 3-Preservation, 5-Public Safety, & 6-Organizational Development)

It is a goal of the Community Development Department to process applications for all types of work which requires inspections and to ensure that citizens abide by the building codes and ordinances adopted by City Council or as required by the State of Texas or any other agency.

Objective A: Building Permits & Inspections

Number of inspections performed by building inspectors, as well as the number of permits issued.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Total Inspections	8,744	8,747	7,656	7,300
New Residential Permits Issued	211	92	151	175
New Commercial Permits Issued	8	19	4	10
Commercial Addition/Alteration Permits Issued	44	34	25	30

Trend: Due to the downturn in the economy, the number of inspections and commercial permits are lower for 2011.

Objective B: Planning and Zoning

Number of Plats, Commercial Site Plans and Zone Changes processed by the Planning and Zoning Division.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Preliminary Plats	6	13	2	5
Final Plats	13	16	11	10
Commercial Site Plans	8	11	4	5
Zone Changes	11	7	7	7

Trend: When existing lots are required to be platted due to being subdivided, they may qualify for the Short Form Final plat process, which explains why there are only 2 preliminary plats versus 11 final plats. Also, the Planning and Zoning Commission and City Council approved the Certificate of Platting Exemption ordinance in 2008, which does not require a property to be platted if it meets certain criteria, which may explain the decrease in the number of final plats.

Objective C: Engineering

Below is a table detailing the applications processed by the Engineering Division. Development Permits are typically issued to property owners clearing undeveloped land, ROW permits are for work taking place in any City Right-of-Ways and an Attachment #4 is a drainage calculation usually for homeowners with existing homes adding impervious cover to their property. These also go to GCCDD for final approval.

Community Development

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Construction Plan Review	n/a	94*	52	50
Development Permits; ROW Permits & Attachment #4s	89	36	58	50

**partial year – March to September*

Trend: The number of these reviews and permits will vary greatly. There is no concrete basis to justify why one year is more or less.

Goal 5 (correlates to Ciy Goals: 1-Communication, 2-Economic Development, 3-Preservation, 4-Partnerships, 5- Public Safety, & 6- Organizational Development)

Continue to oversee the 5-year Capital Improvements Program and monitor infrastructure projects that are currently in process.

Capital Improvement Projects in Process			
City Animal Control Facility		TDRA Natural Gas Emergency Generators <i>(pictured left)</i>	Melody Lane Reconstruction
Sunnyview Ave/ Skyview Terrace Rehabilitation	Utility Service to FM 2351/Beamer Rd.	Surface Water Plant #2 Phase 2, System Upgrades	Water Plant #6 Rehabilitation
Water Plant #5 Replacement	Surface Water Plant #2 Phase 1, Ground Storage Tank Addition <i>(pictured right)</i>		Fire Station #3 Renovations

Trend: The Projects Division keeps citizens updated on these projects by periodically posting updates on the City’s web site. These new projects will help support new development in Friendswood, and in the case of the Utility Service extension taking place along FM 2351 to Beamer Road, will hopefully spur new development in the panhandle area. The Melody Lane Reconstruction project is a partnership in that it is being funded by Galveston County and the City is helping with the project management.

**COMMUNITY DEVELOPMENT
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION	\$340,697	\$353,593	\$353,593	\$245,032	\$351,435	\$358,523	1.4%
PLANNING AND ZONING	141,308	145,441	162,941	117,531	160,441	161,760	11.2%
INSPECTION	376,665	392,077	392,077	261,073	380,369	397,921	1.5%
CODE ENFORCEMENT	60,775	79,089	75,763	43,660	63,784	83,671	5.8%
ENGINEERING (GF)	54,065	72,169	73,189	48,711	70,539	73,403	1.7%
CAPITAL PROJECTS (GF)	235,387	269,482	271,788	190,874	270,700	273,213	1.4%
ENGINEERING (W/S)	55,473	76,603	76,603	44,398	75,551	77,644	1.4%
CAPITAL PROJECTS (W/S)	82,581	83,442	83,442	58,599	82,843	86,240	3.4%
DEPARTMENT TOTAL	\$1,346,951	\$1,471,896	\$1,489,396	\$1,009,878	\$1,455,662	\$1,512,375	2.8%

EXPENDITURE BY CLASSIFICATION

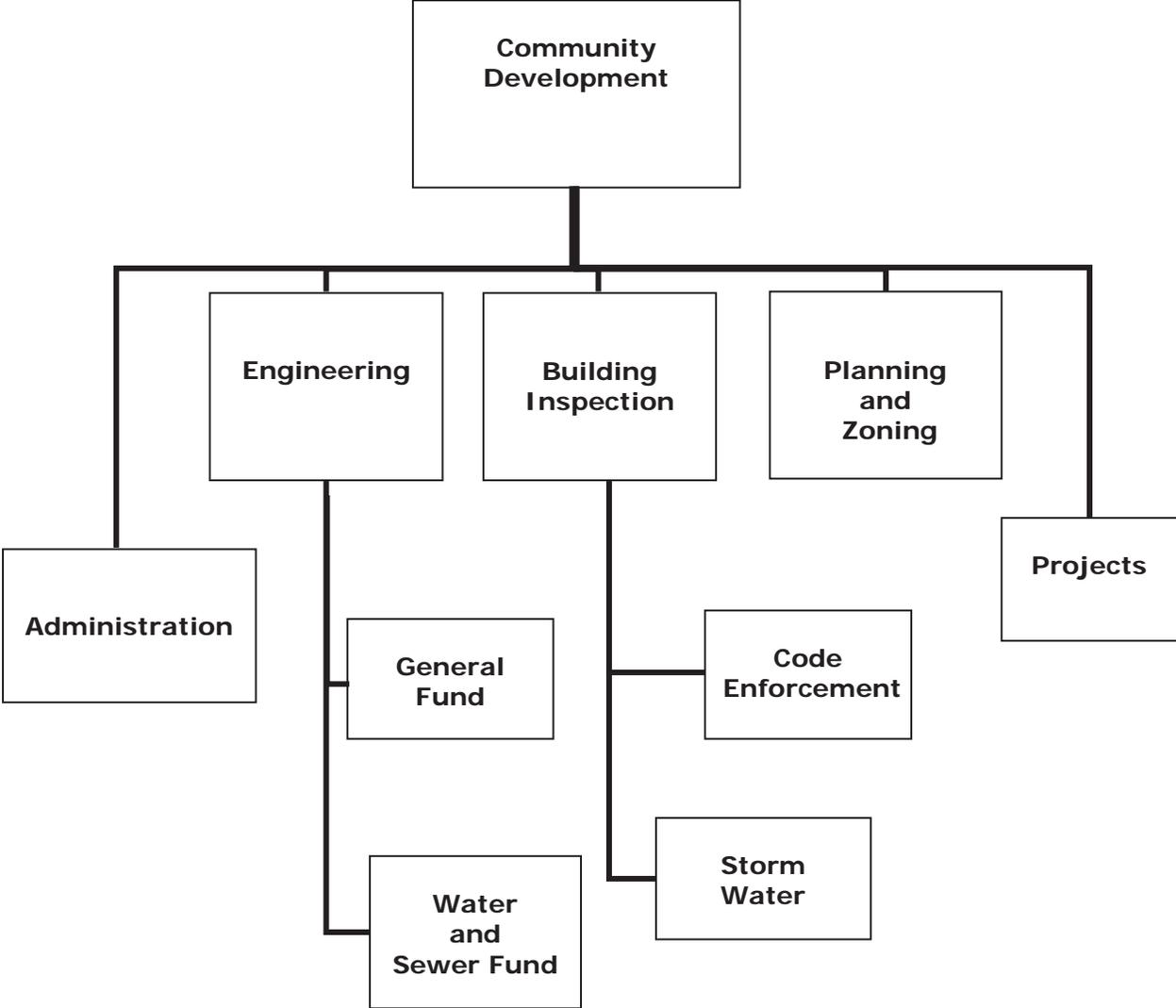
CLASSIFICATION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
SALARIES AND BENEFITS	\$1,261,341	\$1,331,570	\$1,336,044	\$939,004	\$1,329,998	\$1,374,017	3.2%
SUPPLIES	20,632	25,742	26,239	14,947	29,865	28,409	10.4%
MAINTENANCE	1,021	2,546	2,546	1,271	2,546	2,546	0.0%
SERVICES	63,957	112,038	124,567	54,656	93,253	107,403	-4.1%
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL	\$1,346,951	\$1,471,896	\$1,489,396	\$1,009,878	\$1,455,662	\$1,512,375	2.8%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION	3.0	3.0	3.0	3.0	3.0	3.0	0.0%
PLANNING AND ZONING	2.0	2.0	2.0	2.0	2.0	2.0	0.0%
INSPECTION	5.7	5.7	5.7	5.7	5.7	5.7	0.0%
CODE ENFORCEMENT	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
ENGINEERING (GF)	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
CAPITAL PROJECTS (GF)	2.0	2.0	2.0	2.0	2.0	2.0	0.0%
ENGINEERING (W/S)	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
CAPITAL PROJECTS (W/S)	2.0	2.0	2.0	2.0	2.0	2.0	0.0%
DEPARTMENT TOTAL	17.7	17.7	17.7	17.7	17.7	17.7	0.0%

GF-General , W/S-Water and Sewer Fund

Community Development



**COMMUNITY DEVELOPMENT
ADMINISTRATION
001-3501-419**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$233,642	\$234,496	\$234,496	\$165,562	\$234,496	\$241,989
41-30 OVERTIME PAY	330	500	500	511	682	500
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	1,085	1,280	1,280	1,265	1,265	1,460
41-44 VEHICLE ALLOWANCE	10,845	10,800	10,800	7,673	10,800	10,800
41-45 INCENTIVE-CERTIFICATE PAY	2,250	3,300	3,300	1,125	3,300	1,500
41-49 CELL PHONE ALLOWANCE	2,481	2,460	2,460	1,650	2,460	2,460
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	18,001	19,170	19,170	12,446	19,170	16,752
47-20 TMRS RETIREMENT	37,319	39,113	39,113	27,668	39,113	40,157
48-10 HEALTH/DENTAL INSURANCE	24,278	26,087	26,087	19,703	26,270	26,270
48-20 LIFE INSURANCE	640	531	531	489	653	671
48-30 DISABILITY INSURANCE	1,259	669	669	504	673	698
48-40 WORKERS COMP INSURANCE	474	321	321	279	372	385
48-50 EAP SERVICES	180	162	162	131	175	175
48-90 FLEX PLAN ADMINISTRATION	130	123	123	96	129	125
* PERSONNEL	\$332,914	\$339,012	\$339,012	\$239,102	\$339,558	\$343,942
51-00 OFFICE SUPPLIES	\$4,291	\$6,000	\$6,000	\$3,099	\$6,000	\$6,000
54-00 OPERATING SUPPLIES	150	318	318	158	318	318
* SUPPLIES	\$4,441	\$6,318	\$6,318	\$3,257	\$6,318	\$6,318
74-00 OPERATING SERVICES	\$349	\$530	\$530	\$334	\$530	\$530
74-01 POSTAL / COURIER SERVICES	1,231	1,500	1,500	191	1,500	1,500
74-97 RECRUITMENT ADVERTISING	520	0	0	0	0	0
75-10 TRAINING	350	1,589	1,589	451	1,589	1,589
75-20 TRAVEL REIMBURSEMENTS	0	1,061	1,061	818	1,061	1,061
75-30 MEMBERSHIPS	892	933	933	879	879	933
78-00 CONTRACT SERVICES	0	2,650	2,650	0	0	2,650
* SERVICES	\$3,342	\$8,263	\$8,263	\$2,673	\$5,559	\$8,263
** COMMUNITY DEV ADMIN	\$340,697	\$353,593	\$353,593	\$245,032	\$351,435	\$358,523

**COMMUNITY DEVELOPMENT
PLANNING AND ZONING
001-3502-419**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$99,901	\$96,730	\$96,730	\$71,879	\$100,030	\$106,114
41-30 OVERTIME PAY	0	1,500	1,500	0	0	1,500
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	345	475	475	465	465	595
41-45 INCENTIVE-CERTIFICATE PAY	3,125	3,300	3,300	2,250	3,300	6,900
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	7,778	7,809	7,809	5,616	7,809	8,807
47-20 TMRS RETIREMENT	15,396	15,921	15,921	11,605	15,921	17,971
48-10 HEALTH/DENTAL INSURANCE	5,732	6,102	6,102	4,603	6,137	6,137
48-20 LIFE INSURANCE	279	220	220	216	288	293
48-30 DISABILITY INSURANCE	571	277	277	221	295	304
48-40 WORKERS COMP INSURANCE	138	102	102	82	109	120
48-50 EAP SERVICES	120	108	108	87	117	117
48-90 FLEX PLAN ADMINISTRATION	41	38	38	32	43	43
* PERSONNEL	\$133,426	\$132,582	\$132,582	\$97,056	\$134,514	\$148,901
54-00 OPERATING SUPPLIES	\$691	\$1,585	\$1,585	\$308	\$1,585	\$1,585
* SUPPLIES	\$691	\$1,585	\$1,585	\$308	\$1,585	\$1,585
74-00 OPERATING SERVICES	\$22	\$312	\$17,812	\$12,418	\$14,512	\$312
74-98 JUDGMENTS & DAMAGE CLAIM	1,000	1,000	1,000	0	0	1,000
75-10 TRAINING	2,566	5,300	5,267	3,187	5,267	5,300
75-20 TRAVEL REIMBURSEMENTS	2,892	3,985	4,018	4,017	4,018	3,985
75-30 MEMBERSHIPS	711	677	677	545	545	677
* SERVICES	\$7,191	\$11,274	\$28,774	\$20,167	\$24,342	\$11,274
** PLANNING AND ZONING	\$141,308	\$145,441	\$162,941	\$117,531	\$160,441	\$161,760

**COMMUNITY DEVELOPMENT
INSPECTION
001-3528-424**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$243,380	\$251,792	\$251,792	\$166,735	\$240,735	\$246,827
41-30 OVERTIME PAY	3,308	3,830	3,830	1,707	2,276	3,830
41-31 HOLIDAY HRS WORKED	390	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	1,228	1,618	1,618	1,095	1,095	1,175
41-45 INCENTIVE-CERTIFICATE PAY	5,610	5,610	5,610	3,933	5,610	5,010
41-49 CELL PHONE ALLOWANCE	1,972	1,620	1,620	1,338	1,620	1,998
41-90 ACCRUED PAYROLL	0	0	0	765	1,020	0
47-10 SOCIAL SECURITY/MEDICARE	18,375	20,025	20,025	12,497	20,025	21,519
47-20 TMRS RETIREMENT	38,104	39,221	39,221	27,392	39,221	38,256
48-10 HEALTH/DENTAL INSURANCE	32,497	33,689	33,689	28,303	38,689	44,498
48-20 LIFE INSURANCE	687	567	567	494	659	667
48-30 DISABILITY INSURANCE	1,413	685	685	518	691	709
48-40 WORKERS COMP INSURANCE	697	510	510	379	505	533
48-50 EAP SERVICES	343	308	308	235	313	332
48-90 FLEX PLAN ADMINISTRATION	118	110	110	129	172	184
* PERSONNEL	\$348,122	\$359,585	\$359,585	\$245,520	\$352,631	\$365,538
52-00 PERSONNEL SUPPLIES	\$253	\$593	\$593	\$447	\$597	\$1,000
53-00 VEHICLE SUPPLIES	128	264	264	135	264	264
53-01 FUEL	8,302	7,524	7,524	4,177	7,524	7,524
54-00 OPERATING SUPPLIES	900	1,080	1,080	1,020	1,361	1,080
58-00 OPERATING EQUIPMENT<\$5000	480	582	582	0	582	582
* SUPPLIES	\$10,063	\$10,043	\$10,043	\$5,779	\$10,328	\$10,450
63-00 VEHICLE MAINTENANCE	\$737	\$1,167	\$1,167	\$847	\$1,167	\$1,167
* MAINTENANCE	\$737	\$1,167	\$1,167	\$847	\$1,167	\$1,167
73-11 VEHICLE INSURANCE	\$1,784	\$1,573	\$1,573	\$1,041	\$1,573	\$1,573
74-00 OPERATING SERVICES	260	1,589	1,589	0	1,589	1,589
74-97 RECRUITMENT ADVERTISING	150	0	0	0	0	0
75-10 TRAINING	1,411	2,650	2,650	960	2,650	2,650
75-20 TRAVEL REIMBURSEMENTS	710	2,689	2,689	957	2,689	2,689
75-30 MEMBERSHIPS	526	693	693	650	650	693
77-10 SOFTWARE LICENSE FEES	8,630	0	0	0	0	0
78-00 CONTRACT SERVICES	0	5,000	5,000	0	0	4,593
78-31 VEHICLE LEASE-INTERNAL	4,272	7,088	7,088	5,319	7,092	6,979
* SERVICES	\$17,743	\$21,282	\$21,282	\$8,927	\$16,243	\$20,766
** INSPECTION	\$376,665	\$392,077	\$392,077	\$261,073	\$380,369	\$397,921

**COMMUNITY DEVELOPMENT
CODE ENFORCEMENT
001-3528-429**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$38,555	\$38,845	\$38,845	\$27,748	\$38,845	\$40,776
41-30 OVERTIME PAY	956	500	500	542	722	500
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	0	95	95	90	90	155
41-45 INCENTIVE-CERTIFICATE PAY	175	300	300	225	300	300
41-49 CELL PHONE ALLOWANCE	545	540	540	362	540	540
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	2,794	3,087	3,087	1,992	3,087	3,233
47-20 TMRS RETIREMENT	5,992	6,302	6,302	4,507	6,302	6,599
48-10 HEALTH/DENTAL INSURANCE	6,493	6,993	6,993	5,283	7,044	7,044
48-20 LIFE INSURANCE	108	89	89	83	110	113
48-30 DISABILITY INSURANCE	223	112	112	85	113	117
48-40 WORKERS COMP INSURANCE	130	94	94	73	97	101
48-50 EAP SERVICES	60	54	54	44	58	58
48-90 FLEX PLAN ADMINISTRATION	26	19	19	16	22	22
* PERSONNEL	\$56,057	\$57,030	\$57,030	\$41,050	\$57,330	\$59,558
52-00 PERSONNEL SUPPLIES	\$0	\$0	\$200	\$200	\$267	\$200
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	388	0	694	1,122	3,196	2,254
54-00 OPERATING SUPPLIES	137	222	222	0	222	222
58-00 OPERATING EQUIPMENT<\$5000	0	0	0	0	0	0
* SUPPLIES	\$525	\$222	\$1,116	\$1,322	\$3,685	\$2,676
73-11 VEHICLE INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	106	1,052	1,052	0	1,052	1,052
74-41 CODE ENFORCEMENT SERVICES	106	4,238	4,138	0	0	4,138
75-10 TRAINING	0	0	0	0	0	0
75-20 TRAVEL REIMBURSEMENTS	0	0	0	0	0	0
78-31 VEHICLE LEASE-INTERNAL	1,786	1,547	1,547	1,161	1,548	1,347
78-42 STORM WATER MANAGEMENT	2,195	15,000	10,880	127	169	14,900
* SERVICES	\$4,193	\$21,837	\$17,617	\$1,288	\$2,769	\$21,437
** CODE ENFORCEMENT	\$60,775	\$79,089	\$75,763	\$43,660	\$63,784	\$83,671

**COMMUNITY DEVELOPMENT
ENGINEERING (GENERAL FUND)
001-3531-431**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$32,975	\$44,726	\$44,726	\$30,877	\$44,726	\$45,819
41-30 OVERTIME PAY	0	500	500	0	0	500
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	239	55	55	0	0	115
41-45 INCENTIVE-CERTIFICATE PAY	475	0	600	450	600	900
41-49 CELL PHONE ALLOWANCE	348	0	420	282	420	420
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	2,544	3,469	3,469	2,382	3,469	3,653
47-20 TMRS RETIREMENT	5,172	7,083	7,083	4,920	7,083	7,454
48-10 HEALTH/DENTAL INSURANCE	4,264	5,044	5,044	3,653	5,044	4,438
48-20 LIFE INSURANCE	113	101	101	93	125	127
48-30 DISABILITY INSURANCE	193	128	128	96	128	131
48-40 WORKERS COMP INSURANCE	85	88	88	65	87	93
48-50 EAP SERVICES	55	54	54	44	58	58
48-90 FLEX PLAN ADMINISTRATION	19	19	19	16	22	22
* PERSONNEL	\$46,482	\$61,267	\$62,287	\$42,878	\$61,762	\$63,730
52-00 PERSONNEL SUPPLIES	\$245	\$318	\$318	\$0	\$318	\$318
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	0	0	0	0	0	0
54-00 OPERATING SUPPLIES	369	637	1,137	917	1,137	1,137
58-00 OPERATING EQUIPMENT<\$5000	854	212	212	0	212	212
* SUPPLIES	\$1,468	\$1,167	\$1,667	\$917	\$1,667	\$1,667
63-00 VEHICLE MAINTENANCE	\$40	\$530	\$530	\$90	\$530	\$530
* MAINTENANCE	\$40	\$530	\$530	\$90	\$530	\$530
73-11 VEHICLE INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	623	849	849	527	849	849
74-97 RECRUITMENT ADVERTISING	650	0	0	0	0	0
75-10 TRAINING	420	1,273	1,273	384	512	1,000
75-20 TRAVEL REIMBURSEMENTS	0	530	530	25	33	530
75-30 MEMBERSHIPS	229	318	318	184	245	750
78-00 CONTRACT SERVICES	2,545	4,688	4,188	2,545	3,393	3,000
78-31 VEHICLE LEASE-INTERNAL	1,608	1,547	1,547	1,161	1,548	1,347
* SERVICES	\$6,075	\$9,205	\$8,705	\$4,826	\$6,580	\$7,476
** ENGINEERING	\$54,065	\$72,169	\$73,189	\$48,711	\$70,539	\$73,403

**COMMUNITY DEVELOPMENT
CAPITAL PROJECTS (GENERAL FUND)
001-3770-431**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$150,856	\$168,936	\$168,936	\$119,052	\$168,936	\$172,893
41-30 OVERTIME PAY	3,212	0	3,000	1,794	2,392	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	635	815	815	755	755	995
41-44 VEHICLE ALLOWANCE	5,389	5,400	5,400	3,836	5,400	5,400
41-45 INCENTIVE-CERTIFICATE PAY	4,800	5,400	5,400	4,050	5,400	6,000
41-49 CELL PHONE ALLOWANCE	2,347	2,520	2,520	1,691	2,520	2,520
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	11,743	14,010	14,010	9,125	14,010	14,372
47-20 TMRS RETIREMENT	25,014	28,585	28,585	20,413	28,585	29,321
48-10 HEALTH/DENTAL INSURANCE	25,736	32,769	32,769	24,753	33,005	33,005
48-20 LIFE INSURANCE	415	382	382	350	467	472
48-30 DISABILITY INSURANCE	837	481	481	361	481	493
48-40 WORKERS COMP INSURANCE	540	400	400	328	437	444
48-50 EAP SERVICES	161	162	162	131	175	175
48-90 FLEX PLAN ADMINISTRATION	41	58	58	32	43	43
* PERSONNEL	\$231,726	\$259,918	\$262,918	\$186,671	\$262,606	\$266,133
52-00 PERSONNEL SUPPLIES	\$134	\$354	\$354	\$297	\$396	\$354
53-00 VEHICLE SUPPLIES	0	122	122	0	122	122
53-01 FUEL	0	1,848	1,154	0	1,154	1,154
54-00 OPERATING SUPPLIES	318	468	468	364	485	468
58-00 OPERATING EQUIPMENT <\$5000	0	205	205	0	205	205
* SUPPLIES	\$452	\$2,997	\$2,303	\$661	\$2,362	\$2,303
63-00 VEHICLE MAINTENANCE	\$244	\$637	\$637	\$334	\$637	\$637
* MAINTENANCE	\$244	\$637	\$637	\$334	\$637	\$637
73-11 VEHICLE INSURANCE	\$0	\$510	\$510	\$40	\$53	\$510
74-00 OPERATING SERVICES	0	53	53	0	0	53
74-97 RECRUITMENT ADVERTISING	325	325	325	0	0	325
75-10 TRAINING	675	1,086	1,086	747	1,086	1,086
75-20 TRAVEL REIMBURSEMENTS	0	387	387	0	387	387
75-30 MEMBERSHIPS	111	133	133	0	133	250
78-00 CONTRACT SERVICES	0	212	212	0	212	212
78-31 VEHICLE LEASE-INTERNAL	1,854	3,224	3,224	2,421	3,224	1,317
* SERVICES	\$2,965	\$5,930	\$5,930	\$3,208	\$5,095	\$4,140
** CIP ADMINISTRATION	\$235,387	\$269,482	\$271,788	\$190,874	\$270,700	\$273,213

**COMMUNITY DEVELOPMENT
ENGINEERING (W/S)
401-3531-434**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$24,035	\$32,026	\$32,026	\$22,108	\$31,026	\$32,645
41-30 OVERTIME PAY	307	0	146	289	385	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	0	70	175	175	175	240
41-45 INCENTIVE-CERTIFICATE PAY	450	600	600	450	600	600
41-49 CELL PHONE ALLOWANCE	348	420	420	282	420	420
41-90 ACCRUED PAYROLL	1,407	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	1,891	2,533	2,533	1,744	2,326	2,593
47-20 TMRS RETIREMENT	3,824	5,169	5,169	3,627	5,036	5,294
48-10 HEALTH/DENTAL INSURANCE	3,523	5,045	5,045	3,810	5,080	5,080
48-20 LIFE INSURANCE	66	72	72	67	90	91
48-30 DISABILITY INSURANCE	137	91	91	68	91	93
48-40 WORKERS COMP INSURANCE	62	62	62	48	64	66
48-50 EAP SERVICES	46	54	54	44	58	58
48-90 FLEX PLAN ADMINISTRATION	16	19	19	16	22	22
* PERSONNEL	\$36,112	\$46,161	\$46,412	\$32,728	\$45,373	\$47,202
51-00 OFFICE SUPPLIES	\$42	\$42	\$42	\$0	\$42	\$42
* SUPPLIES	\$42	\$42	\$42	\$0	\$42	\$42
63-00 VEHICLE MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
64-00 OPERATING MAINTENANCE	0	0	0	0	0	0
68-00 EQUIPMENT MAINTENANCE	0	0	0	0	0	0
* MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
71-30 ENGINEERING SERVICES	\$19,319	\$30,136	\$30,136	\$11,670	\$30,136	\$30,136
75-10 TRAINING	0	0	0	0	0	0
75-20 TRAVEL REIMBURSEMENTS	0	264	13	0	0	264
75-30 MEMBERSHIPS	0	0	0	0	0	0
* SERVICES	\$19,319	\$30,400	\$30,149	\$11,670	\$30,136	\$30,400
** ENGINEERING	\$55,473	\$76,603	\$76,603	\$44,398	\$75,551	\$77,644

**COMMUNITY DEVELOPMENT
CIP ADMINISTRATION
401-3770-434**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$53,899	\$54,521	\$54,521	\$38,551	\$54,521	\$56,694
41-30 OVERTIME PAY	3,075	3,500	3,500	2,438	3,500	3,500
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	220	285	285	280	280	345
41-44 VEHICLE ALLOWANCE	0	0	0	0	0	0
41-45 INCENTIVE-CERTIFICATE PAY	2,400	2,400	2,400	1,800	2,400	2,400
41-49 CELL PHONE ALLOWANCE	545	540	540	362	540	540
41-90 ACCRUED PAYROLL	1,891	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	4,576	4,691	4,691	3,262	4,691	4,872
47-20 TMRS RETIREMENT	8,961	9,559	9,559	6,757	9,559	9,910
48-10 HEALTH/DENTAL INSURANCE	203	0	203	152	203	203
48-20 LIFE INSURANCE	149	124	124	114	151	155
48-30 DISABILITY INSURANCE	312	156	156	117	157	162
48-40 WORKERS COMP INSURANCE	190	166	166	106	142	152
48-50 EAP SERVICES	60	54	54	44	58	58
48-90 FLEX PLAN ADMINISTRATION	21	19	19	16	22	22
* PERSONNEL	\$76,502	\$76,015	\$76,218	\$53,999	\$76,224	\$79,013
52-00 PERSONNEL SUPPLIES	\$0	\$122	\$122	\$0	\$0	\$122
53-00 VEHICLE SUPPLIES	0	212	212	0	0	212
53-01 FUEL	2,950	2,558	2,558	2,703	3,605	2,558
54-00 OPERATING SUPPLIES	0	476	273	0	273	476
* SUPPLIES	\$2,950	\$3,368	\$3,165	\$2,703	\$3,878	\$3,368
63-00 VEHICLE MAINTENANCE	\$0	\$212	\$212	\$0	\$212	\$212
* MAINTENANCE	\$0	\$212	\$212	\$0	\$212	\$212
73-11 VEHICLE INSURANCE	\$1,308	\$849	\$849	\$763	\$1,017	\$849
74-00 OPERATING SERVICES	0	794	794	0	0	794
74-01 POSTAL / COURIER SERVICES	0	30	30	0	0	30
75-10 TRAINING	0	264	264	0	0	264
75-20 TRAVEL REIMBURSEMENTS	0	264	264	0	0	264
75-30 MEMBERSHIPS	69	129	129	0	0	129
78-31 VEHICLE LEASE-INTERNAL	1,752	1,517	1,517	1,134	1,512	1,317
* SERVICES	\$3,129	\$3,847	\$3,847	\$1,897	\$2,529	\$3,647
** CIP ADMINISTRATION	\$82,581	\$83,442	\$83,442	\$58,599	\$82,843	\$86,240

Mission Statement

The Public Works Department makes every effort to improve the quality of life by providing advance planning and outstanding services that improve drainage and utility systems for all citizens, businesses, and visitors.

Fiscal Year 2010 – 11 Accomplishments

The following streets were overlaid by our contractor:

- Deepwood Drive
- Shadwell
- Colt Drive
- W. Shadowbend
- E. Viejo

The following were accomplished by our staff:

- 161,500 street joints and cracks in streets were sealed
- 6,836 linear feet of sidewalks were raised
- 440 linear feet of sidewalks were removed and replaced
- 513 linear feet of curb replacement
- 81,898 square feet of streets were raised
- 309 signs installed
- 25 street banners were hung
- 218 fire hydrants painted
- 283 water meters changed out
- 448 bacteriological samples were collected

The following were completed through the Sewer Rehab Project:

- 6,547 linear feet of cleaning and TV inspection of sanitary sewer lines
- 6,889 linear feet of Cured in Place Pipe, CIPP Liner for sanitary sewer lines

Current Operations

Current operations emphasize long-range planning practices and programs that cover a variety of activities within the Department, such as:

- Concrete Street Repair and Asphalt Overlay Programs
- Sanitary Sewer Rehabilitation Program

Highlights of the Budget

Street Maintenance Program

This is the seventh year of this program. This program is intended to be an on-going maintenance project to repair and reconstruct existing concrete streets, sidewalks, curbs, sealing and asphalt overlays.

Sanitary Sewer Rehabilitation Program

This program will begin its tenth year and is the City's primary effort to reduce the amount of infiltration and inflow (I&I) into the collection system. Through this program, a portion of the entire wastewater collection system is cleaned and inspected by camera. Damaged sections are

Public Works

located and a suitable method is selected for the repair. Included in this year's budget is \$300,000 for this program.

Mowing Tractor

The public works is responsible for the maintenance and the upkeep of the roadside ditches and drainage easements. These areas are mowed monthly for six cycles. The City uses a slope mower that was purchased three years ago and a new tractor in fiscal year 2009. Public Works is requesting another mowing tractor to be added to its fleet this budget year.

Meter Change out Program

This program is to replace the old and the dead meters. New meters provide accurate reading that will account correct water usage. It reduces the loss of revenue and the unaccounted water. This program will also assist in complying with the water conservation plan.

Water Wise Program

Water Wise Program is to educate students about water conservation. The City of Friendswood through an inter-local agreement with Harris-Galveston Coastal Subsidence District sponsors a water conservation program known as "Learning to Be Water Wise & Energy Efficient". The City has sponsored the Bales Intermediate and Windsong Intermediate and will continue to do so.

Decision Packages (Funded)

General Fund:		
Mowing Tractor	One-Time Cost	\$35,000
Street Maintenance	One-Time Cost	\$125,000
Electricity Increase for Streets division	Ongoing Cost	\$3,000

Water and Sewer Fund:		
City of Houston Restated & Amended Cost Sharing Agreement		
Blackhawk Wastewater Treatment Plant Operations	Ongoing Cost	\$128,575
Purchased Water (Rate Increase)	Ongoing Cost	\$123,092
Water Analysis TCEQ Mandated	Ongoing Cost	\$18,439
Increase in Electricity Water Operations	Ongoing Cost	\$49,388
Replace existing 1992 Ford Backhoe	One-Time Cost	\$65,000
Air Compressor	One-Time Cost	\$15,000
Portable Sewer Camera	One-Time Cost	\$10,000

Departmental Goals and Measures

Goal 1 (correlates with City Goal: 6-Organizational Development)

A goal of the Department is to improve customer satisfaction within the Public Works divisions. To accomplish this goal, the Department implements a number of maintenance programs along with a set of proactive performance measures that establish better accountability to the stakeholders serviced by the Department.

Objective A:

Complete Water & Sewer work orders within an average of 2 working days or less, and achieve this objective at least 90% of the time.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Number of Water & Sewer Work Orders	2,287	2,376	2,150	2,200
Average Time to Complete Water & Sewer Work Orders (days)	1.06	1.05	1.05	1.05
Percentage of Water & Sewer Work Orders Completed Within 2 Working Days	99%	99%	99%	99%

Trends: The Public Works Department begins its seventh year of implementing several long-range maintenance programs. The success of these programs is testimony to the hard work of the employees of the division and to the success of the performance measures detailed above. All measures were completed within the targets for each.

Goal 2 (correlates with City Goals: 1-Communication & 3-Preservation)

Another goal of the department is to improve the average response time to complete street and drainage work orders. To accomplish this goal, the Department is implementing a number of maintenance programs along with a set of proactive performance measures that establish better accountability to the stakeholders serviced by the Department.

Objective A:

Complete Street & Drainage work orders within an average of 10 working days or less, and achieve this objective at least 80% of the time.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Number of work orders	707	594	610	650
Average number of days work orders completed	5.0	4.3	5.0	5.0
Percentage of work orders completed	89%	89%	90%	90%

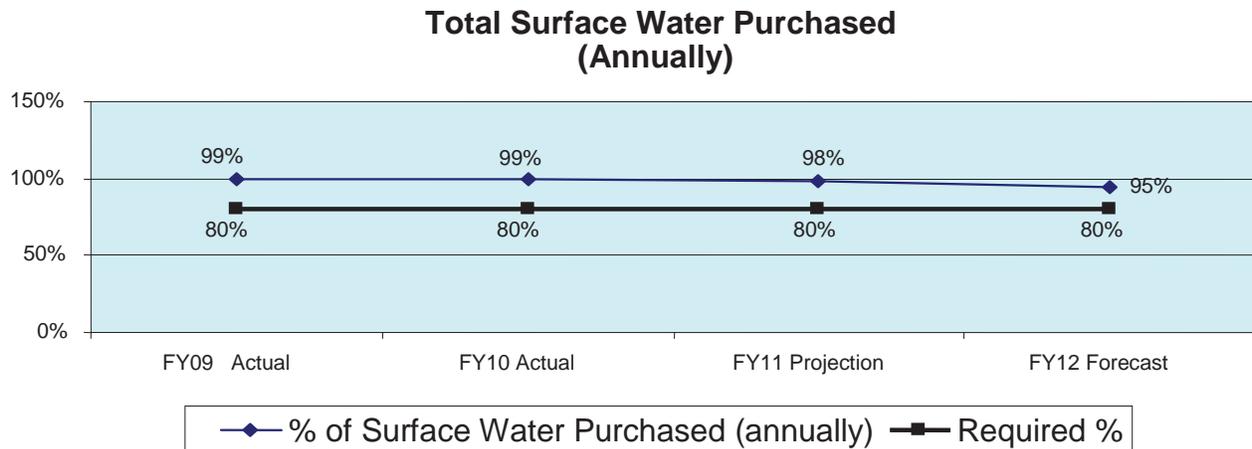
Trends: The Public Works Department begins its eighth year of implementing several long-range maintenance programs. The success of these programs is testimony to the hard work of the employees of the division and to the success of the performance measures detailed above. Closer scrutiny of the last 8 years indicates that the average time to respond to a Streets and Drainage work order has been reduced considerably. The systematic, proactive maintenance program for the City's infrastructure has led to this success.

Goal 3 (correlates with City Goals: 1-Communication, 3-Preservation, & 6-Organizational Development)

Another goal of the Department is to assure the water demands are met according to the Subsidence District mandates.

Objective A:

Manage and operate the water facilities in a manner that meets the 80-20 % rule.



Trends: Harris-Galveston coastal Subsidence District requires 80% of the City's total water usage is purchased surface water. The City has managed to meet this requirement since its conception in 2001. It has been and will be a goal to meet it again this year and years to come. Prior to this mandate the City experienced ranges between 60-70%. As the population continues to grow, the need for water will grow as well. The City has purchased additional surface water in order to meet future demands.

**PUBLIC WORKS
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION (GF)	\$214,073	\$215,555	\$215,555	\$152,608	\$215,074	\$222,858	3.4%
STREETS/SIDEWALK OPERATIONS	1,142,039	1,153,898	1,154,024	767,515	1,127,490	1,129,303	-2.1%
DRAINAGE OPERATIONS	364,956	351,346	348,446	226,955	351,188	396,834	12.9%
SANITATION (GF)	11,250	11,300	14,200	7,100	14,200	14,200	25.7%
ADMINISTRATION (W/S)	60,506	62,915	62,915	47,562	64,298	66,693	6.0%
WATER OPERATIONS (W&S)	1,858,318	2,153,886	2,315,685	1,406,051	2,316,259	2,570,847	19.4%
SEWER OPERATIONS (W/S)	2,335,146	2,410,413	2,296,058	1,512,824	2,328,779	2,413,836	0.1%
CUSTOMER SERVICE (W/S)	152,953	163,498	163,498	109,287	156,758	158,133	-3.3%
DEPARTMENT TOTAL	\$6,139,241	\$6,522,811	\$6,570,381	\$4,229,902	\$6,574,046	\$6,972,704	6.9%

EXPENDITURE BY CLASSIFICATION

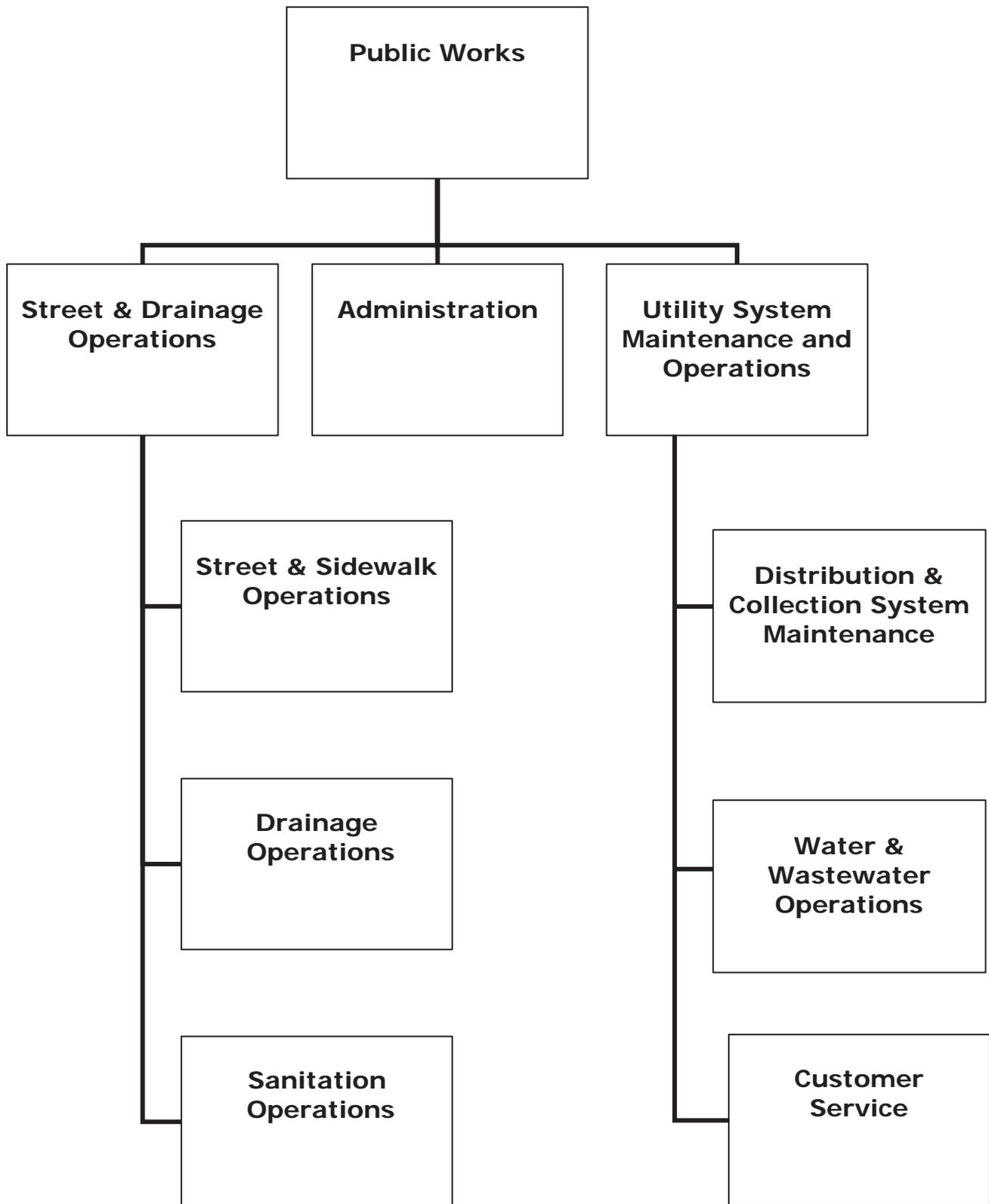
CLASSIFICATION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
SALARIES AND BENEFITS	\$2,196,475	\$2,272,423	\$2,272,423	\$1,611,181	\$2,316,435	\$2,273,197	0.0%
SUPPLIES	211,417	305,528	294,377	156,374	244,804	313,058	2.5%
MAINTENANCE	292,061	469,439	508,605	246,491	518,843	468,729	-0.2%
SERVICES	3,315,762	3,383,426	3,371,606	2,123,012	3,371,919	3,700,725	9.4%
CAPITAL OUTLAY	30,534	0	31,375	31,352	31,352	125,000	0.0%
OTHER	92,992	91,995	91,995	61,492	90,693	91,995	0.0%
DEPARTMENT TOTAL	\$6,139,241	\$6,522,811	\$6,570,381	\$4,229,902	\$6,574,046	\$6,972,704	6.9%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION (GF)	2.0	2.0	2.0	2.0	2.0	2.0	0.0%
STREETS/SIDEWALK OPERATIONS	8.0	8.0	8.0	8.0	8.0	8.0	0.0%
DRAINAGE OPERATIONS	7.0	7.0	7.0	7.0	7.0	7.0	0.0%
ADMINISTRATION (W/S)	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
WATER OPERATIONS (W&S)	10.3	10.3	10.3	10.3	10.3	10.3	0.0%
SEWER OPERATIONS (W/S)	8.0	8.0	8.0	8.0	8.0	8.0	0.0%
CUSTOMER SERVICE (W/S)	2.0	2.0	2.0	2.0	2.0	2.0	0.0%
DEPARTMENT TOTAL	38.3	38.3	38.3	38.3	38.3	38.3	0.0%

GF-General , W/S-Water and Sewer Fund

Public Works



**PUBLIC WORKS
ADMINISTRATION (GENERAL FUND)
001-3401-431**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$151,990	\$150,122	\$150,122	\$106,870	\$150,122	\$157,617
41-30 OVERTIME PAY	809	1,000	1,000	599	798	1,000
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	1,985	2,120	2,120	2,105	2,105	2,245
41-44 VEHICLE ALLOWANCE	5,423	5,400	5,400	3,836	5,400	5,400
41-45 INCENTIVE-CERTIFICATE PAY	300	300	300	225	300	300
41-49 CELL PHONE ALLOWANCE	1,331	1,320	1,320	886	1,320	1,320
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	10,894	12,266	12,266	7,447	12,266	10,527
47-20 TMRS RETIREMENT	24,086	25,013	25,013	17,814	25,013	26,210
48-10 HEALTH/DENTAL INSURANCE	12,456	13,322	13,322	10,057	13,322	13,409
48-20 LIFE INSURANCE	417	342	342	319	426	433
48-30 DISABILITY INSURANCE	800	431	431	329	438	453
48-40 WORKERS COMP INSURANCE	215	157	157	126	168	173
48-50 EAP SERVICES	120	108	108	87	117	117
48-90 FLEX PLAN ADMINISTRATION	109	104	104	80	107	104
* PERSONNEL	\$210,935	\$212,005	\$212,005	\$150,780	\$211,902	\$219,308
51-00 OFFICE SUPPLIES	\$844	\$1,273	\$1,273	\$413	\$551	\$1,273
52-00 PERSONNEL SUPPLIES	31	210	210	0	210	210
54-00 OPERATING SUPPLIES	133	318	138	44	138	138
58-00 OPERATING EQUIPMENT < \$5000	0	0	0	0	0	0
* SUPPLIES	\$1,008	\$1,801	\$1,621	\$457	\$899	\$1,621
68-00 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
* MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	249	249	100	0	100	100
74-01 POSTAL / COURIER SERVICES	267	79	228	96	228	228
75-10 TRAINING	514	597	562	238	562	562
75-20 TRAVEL REIMBURSEMENTS	388	230	410	408	544	410
75-30 MEMBERSHIPS	712	594	629	629	839	629
* SERVICES	\$2,130	\$1,749	\$1,929	\$1,371	\$2,273	\$1,929
** ADMINISTRATION	\$214,073	\$215,555	\$215,555	\$152,608	\$215,074	\$222,858

**PUBLIC WORKS
STREETS/SIDEWALK OPERATIONS
001-3610-431**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$328,631	\$346,935	\$346,926	\$231,654	\$320,926	\$326,177
41-30 OVERTIME PAY	8,921	10,179	10,179	9,675	12,899	10,179
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	6,895	7,595	7,595	7,545	7,545	7,835
41-45 INCENTIVE-CERTIFICATE PAY	300	300	300	225	300	300
41-49 CELL PHONE ALLOWANCE	1,392	1,380	1,380	926	1,380	1,380
41-90 ACCRUED PAYROLL	0	0	9	9	12	0
47-10 SOCIAL SECURITY/MEDICARE	25,166	27,667	27,667	18,234	26,667	26,464
47-20 TMRS RETIREMENT	51,536	56,434	56,434	38,795	56,434	53,998
48-10 HEALTH/DENTAL INSURANCE	52,714	64,091	64,091	39,458	52,610	51,045
48-20 LIFE INSURANCE	916	779	779	700	933	903
48-30 DISABILITY INSURANCE	1,723	982	982	718	957	936
48-40 WORKERS COMP INSURANCE	10,464	8,131	8,131	5,700	7,601	7,570
48-50 EAP SERVICES	577	540	540	423	564	525
48-90 FLEX PLAN ADMINISTRATION	266	259	259	204	273	255
* PERSONNEL	\$489,501	\$525,272	\$525,272	\$354,266	\$489,101	\$487,567
51-00 OFFICE SUPPLIES	\$106	\$264	\$264	\$199	\$265	\$264
52-00 PERSONNEL SUPPLIES	6,595	7,348	7,348	5,382	7,177	7,348
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	22,790	21,920	21,920	21,154	28,205	21,920
54-00 OPERATING SUPPLIES	3,416	2,703	2,703	2,347	3,129	2,703
54-74 SIGN MATERIALS	28,714	31,178	31,304	23,351	31,134	31,178
56-00 FACILITY SUPPLIES	204	361	361	138	184	361
58-00 OPERATING EQUIPMENT<\$5000	5,451	6,206	6,206	3,199	4,266	6,206
* SUPPLIES	\$67,276	\$69,980	\$70,106	\$55,770	\$74,360	\$69,980
63-00 VEHICLE MAINTENANCE	\$7,300	\$13,654	\$13,654	\$6,264	\$13,654	\$13,654
65-10 STREET MAINTENANCE	68,228	71,505	71,505	39,971	71,505	71,505
65-15 BRIDGE MAINTENANCE	901	2,561	2,561	735	2,561	2,561
65-17 TRAFFIC LIGHT MAINTENANCE	203	318	318	0	0	318
65-20 SIDEWALK MAINTENANCE	3,105	9,050	9,050	4,185	9,050	9,050
68-00 EQUIPMENT MAINTENANCE	12,300	19,081	19,081	7,573	19,081	19,081
68-71 CONSTRUCTION EQUIP MAINT	1,257	3,181	3,181	3,051	4,068	3,181
* MAINTENANCE	\$93,294	\$119,350	\$119,350	\$61,779	\$119,919	\$119,350
73-11 VEHICLE INSURANCE	\$4,688	\$4,987	\$4,987	\$2,686	\$3,581	\$4,987
74-00 OPERATING SERVICES	107	1,908	1,908	91	1,908	500
74-97 RECRUITMENT ADVERTISING	0	318	318	0	0	318
75-10 TRAINING	41	297	297	0	0	297
75-20 TRAVEL REIMBURSEMENTS	18	111	111	9	12	111
75-30 MEMBERSHIPS	126	232	232	119	159	232
76-11 ELECTRICITY	475,676	420,204	420,204	285,110	428,204	437,600
76-25 SAFETY SERVICES	354	356	356	267	356	356
78-00 CONTRACT SERVICES	885	1,216	1,216	458	610	1,216
78-30 RENTAL	0	767	767	282	376	767
78-31 VEHICLE LEASE-INTERNAL	10,073	8,900	8,900	6,678	8,904	6,022
* SERVICES	\$491,968	\$439,296	\$439,296	\$295,700	\$444,110	\$452,406
** STREET/SIDEWALK OPERATION	\$1,142,039	\$1,153,898	\$1,154,024	\$767,515	\$1,127,490	\$1,129,303

**PUBLIC WORKS
DRAINAGE OPERATIONS
001-3620-431**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$188,709	\$193,000	\$193,000	\$133,144	\$193,000	\$197,795
41-30 OVERTIME PAY	8,086	6,138	6,138	8,031	10,708	6,138
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	5,365	5,710	5,710	5,665	5,665	5,990
41-45 INCENTIVE-CERTIFICATE PAY	1,200	1,200	1,200	900	1,200	1,200
41-49 CELL PHONE ALLOWANCE	545	540	540	362	540	540
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	14,952	15,810	15,810	10,643	15,810	16,192
47-20 TMRS RETIREMENT	30,349	32,243	32,243	23,035	32,243	33,045
48-10 HEALTH/DENTAL INSURANCE	29,596	32,247	32,247	29,330	32,247	39,107
48-20 LIFE INSURANCE	526	437	437	403	537	544
48-30 DISABILITY INSURANCE	1,085	551	551	413	551	564
48-40 WORKERS COMP INSURANCE	5,065	3,761	3,761	2,815	3,954	4,005
48-50 EAP SERVICES	300	270	270	219	292	292
48-90 FLEX PLAN ADMINISTRATION	103	97	97	81	108	108
* PERSONNEL	\$285,881	\$292,004	\$292,004	\$215,041	\$296,855	\$305,520
52-00 PERSONNEL SUPPLIES	\$3,142	\$3,811	\$3,811	\$2,610	\$3,811	\$3,811
53-01 FUEL	0	0	0	0	0	0
54-00 OPERATING SUPPLIES	27	794	794	416	794	794
58-00 OPERATING EQUIPMENT<\$5000	1,875	2,120	4,830	2,875	3,833	4,830
* SUPPLIES	\$5,044	\$6,725	\$9,435	\$5,901	\$8,438	\$9,435
65-30 DRAINAGE MAINTENANCE	\$39,016	\$46,639	\$41,029	\$3,526	\$41,029	\$41,029
* MAINTENANCE	\$39,016	\$46,639	\$41,029	\$3,526	\$41,029	\$41,029
73-11 VEHICLE INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	91	1,671	1,671	91	1,671	500
74-98 JUDGMENTS & DAMAGE CLAIM	352	352	352	0	0	352
75-30 MEMBERSHIPS	126	126	126	119	159	126
78-30 RENTAL	0	794	794	0	0	794
78-31 VEHICLE LEASE-INTERNAL	3,912	3,035	3,035	2,277	3,036	4,078
* SERVICES	\$4,481	\$5,978	\$5,978	\$2,487	\$4,866	\$5,850
84-00 CAPITAL OPERATING EQUIP	\$28,920	\$0	\$0	\$0	\$0	\$35,000
88-00 CAPITAL EQUIPMENT	1,614	0	0	0	0	0
* CAPITAL	\$30,534	\$0	\$0	\$0	\$0	\$35,000
** DRAINAGE OPERATIONS	\$364,956	\$351,346	\$348,446	\$226,955	\$351,188	\$396,834

**PUBLIC WORKS
SANITATION (GENERAL FUND)
001-3630-432**

<u>ACCOUNT DESCRIPTION</u>	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
78-43 HHW AGREEMENT W PEARLAND	\$11,250	\$11,300	\$14,200	\$7,100	\$14,200	\$14,200
* SERVICES	\$11,250	\$11,300	\$14,200	\$7,100	\$14,200	\$14,200
** SANITATION OPERATIONS	\$11,250	\$11,300	\$14,200	\$7,100	\$14,200	\$14,200

**PUBLIC WORKS
ADMINISTRATION (WATER AND SEWER)
401-3601-434**

ACCOUNT DESCRIPTION	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original Budget	Amended Budget	Actual 6/30/2011	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$35,653	\$36,393	\$36,393	\$25,243	\$36,393	\$37,365
41-30 OVERTIME PAY	290	1,000	1,000	345	461	1,000
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	405	475	475	465	465	535
41-45 INCENTIVE-CERTIFICATE PAY	1,500	1,200	1,200	1,125	1,200	1,500
41-90 ACCRUED PAYROLL	116	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	2,848	2,998	2,998	1,918	2,998	3,090
47-20 TMRS RETIREMENT	5,635	6,098	6,098	4,229	6,098	6,307
48-10 HEALTH/DENTAL INSURANCE	4,697	5,044	5,044	5,367	7,157	7,157
48-20 LIFE INSURANCE	98	82	82	76	101	102
48-30 DISABILITY INSURANCE	206	104	104	78	104	107
48-40 WORKERS COMP INSURANCE	50	39	39	30	40	41
48-50 EAP SERVICES	60	54	54	44	58	58
48-90 FLEX PLAN ADMINISTRATION	21	19	19	16	22	22
* PERSONNEL	\$51,579	\$53,506	\$53,506	\$38,936	\$55,097	\$57,284
51-00 OFFICE SUPPLIES	\$192	\$558	\$558	\$150	\$558	\$558
52-00 PERSONNEL SUPPLIES	0	24	24	0	24	24
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	0	0	0	0	0	0
54-00 OPERATING SUPPLIES	109	143	143	0	143	143
54-77 WATER CONSERVE LITERATURE	1,529	1,589	1,589	1,529	1,529	1,589
* SUPPLIES	\$1,830	\$2,314	\$2,314	\$1,679	\$2,254	\$2,314
63-00 VEHICLE MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
* MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
73-11 VEHICLE INSURANCE	\$798	\$500	\$500	\$466	\$466	\$500
74-22 CONSUMER CONFIDENCE RPT	6,224	6,595	6,595	6,481	6,481	6,595
75-10 TRAINING	55	0	0	0	0	0
75-20 TRAVEL REIMBURSEMENTS	20	0	0	0	0	0
* SERVICES	\$7,097	\$7,095	\$7,095	\$6,947	\$6,947	\$7,095
** PUBLIC WORKS ADMIN	\$60,506	\$62,915	\$62,915	\$47,562	\$64,298	\$66,693

PUBLIC WORKS
WATER OPERATIONS (WATER AND SEWER FUND)
401-3642-434

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$316,694	\$319,525	\$352,964	\$238,117	\$352,964	\$382,847
41-30 OVERTIME PAY	38,855	45,858	45,784	48,130	59,173	45,858
41-31 HOLIDAY HRS WORKED	290	0	74	746	995	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	5,647	5,867	6,342	5,705	6,342	6,315
41-45 INCENTIVE-CERTIFICATE PAY	1,990	1,890	2,190	2,543	3,390	3,390
41-49 CELL PHONE ALLOWANCE	708	540	960	671	960	1,302
41-90 ACCRUED PAYROLL	3,260	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	25,979	28,519	31,169	20,989	38,169	33,642
47-20 TMRS RETIREMENT	54,145	60,617	66,282	46,067	71,282	70,803
48-10 HEALTH/DENTAL INSURANCE	56,429	64,143	71,137	49,679	71,137	79,914
48-20 LIFE INSURANCE	890	722	799	680	907	1,057
48-30 DISABILITY INSURANCE	1,825	1,349	1,500	771	1,500	1,094
48-40 WORKERS COMP INSURANCE	4,922	3,982	4,328	2,885	4,328	4,389
48-50 EAP SERVICES	513	448	502	397	529	601
48-90 FLEX PLAN ADMINISTRATION	305	226	245	243	324	344
* PERSONNEL	\$512,452	\$533,686	\$584,276	\$417,623	\$612,000	\$631,556
51-00 OFFICE SUPPLIES	\$253	\$264	\$264	\$74	\$99	\$264
52-00 PERSONNEL SUPPLIES	5,084	6,829	6,829	3,771	5,028	6,829
53-00 VEHICLE SUPPLIES	0	750	750	0	0	750
53-01 FUEL	24,324	48,991	48,991	23,155	38,873	48,991
54-00 OPERATING SUPPLIES	7,171	10,568	10,568	4,543	10,568	10,568
54-75 WATER METERS & BOXES	27,754	50,545	50,907	28,227	37,635	50,545
54-76 WATER METERS-REPL PROGRAM	18,126	30,000	15,831	831	1,107	30,000
54-95 CHEMICALS	3,037	15,476	15,476	1,364	15,476	15,476
56-00 FACILITY SUPPLIES	282	1,112	1,112	0	500	1,112
58-00 OPERATING EQUIPMENT<\$5000	8,872	5,300	5,300	1,427	5,300	10,300
* SUPPLIES	\$94,903	\$169,835	\$156,028	\$63,392	\$114,586	\$174,835
63-00 VEHICLE MAINTENANCE	\$4,210	\$9,406	\$9,406	\$5,073	\$9,406	\$9,406
65-41 DISTRIBUTION LINE MAINT	47,352	105,189	150,930	73,044	170,738	105,189
65-42 WATER WELL MAINTENANCE	12	78	78	87	116	78
65-43 WATER PLANT MAINTENANCE	31,752	38,824	41,724	34,438	45,918	43,824
65-46 FIRE HYDRANT MAINTENANCE	3,504	38,820	23,820	8,079	13,772	38,820
65-47 WATER METER MAINTENANCE	2,102	6,784	6,784	1,881	6,784	6,784
68-00 EQUIPMENT MAINTENANCE	4,048	3,126	3,126	1,947	3,126	3,126
68-71 CONSTRUCTION EQUIP MAINT	1,831	5,937	5,937	4,130	5,937	5,937
* MAINTENANCE	\$94,811	\$208,164	\$241,805	\$128,679	\$255,797	\$213,164
71-40 CONSULTING SERVICES	\$32,387	\$60,000	\$45,000	\$18,629	\$45,000	\$45,000
73-11 VEHICLE INSURANCE	1,672	1,065	1,065	1,038	1,065	1,065
74-00 OPERATING SERVICES	15,810	30,791	30,791	15,713	30,791	49,230
74-71 PURCHASED WATER	802,772	924,908	924,908	500,914	924,908	1,048,000
74-94 PERMITS & INSPECTION FEES	30,978	31,678	31,678	31,296	31,678	36,678
74-97 RECRUITMENT ADVERTISING	0	200	200	0	0	200
74-98 JUDGMENTS & DAMAGE CLAIM	519	519	519	0	0	519
75-10 TRAINING	2,945	4,398	4,398	1,878	2,504	4,398
75-20 TRAVEL REIMBURSEMENTS	420	925	925	759	1,012	925
75-30 MEMBERSHIPS	1,068	1,488	1,488	916	1,488	1,488
76-11 ELECTRICITY	161,749	67,328	142,328	114,387	152,516	168,000
76-12 TELEPHONE/COMMUNICATIONS	851	1,481	1,481	572	763	1,481
76-13 NATURAL GAS	826	2,066	2,066	0	0	2,066
76-25 SAFETY SERVICES	117	117	117	88	117	117
78-30 RENTAL	136	1,204	1,204	325	433	1,204
78-31 VEHICLE LEASE-INTERNAL	7,955	16,708	16,708	12,528	13,596	13,596
78-40 POLLUTION CONTROL & ABATE	17,750	19,132	19,132	13,845	18,460	19,132
* SERVICES	\$1,077,955	\$1,164,008	\$1,224,008	\$712,888	\$1,224,331	\$1,393,099
84-00 CAPITAL OPERATING EQUIP	\$0	\$0	\$31,375	\$31,352	\$31,352	\$80,000
* CAPITAL	\$0	\$0	\$31,375	\$31,352	\$31,352	\$80,000
93-42 95 CITY OF HOUSTON BONDS	\$78,197	\$78,193	\$78,193	\$52,117	\$78,193	\$78,193
* OTHER FINANCING USES	\$78,197	\$78,193	\$78,193	\$52,117	\$78,193	\$78,193
** WATER OPERATIONS	\$1,858,318	\$2,153,886	\$2,315,685	\$1,406,051	\$2,316,259	\$2,570,847

**PUBLIC WORKS
SEWER OPERATION (WATER AND SEWER FUND)
401-3647-433**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$342,837	\$355,437	\$321,998	\$219,156	\$321,998	\$299,600
41-30 OVERTIME PAY	42,595	30,843	29,253	30,556	60,741	30,843
41-31 HOLIDAY HRS WORKED	2,355	0	1,590	1,667	2,223	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	4,695	5,210	4,735	4,645	4,645	5,095
41-45 INCENTIVE-CERTIFICATE PAY	3,300	3,300	3,000	2,250	3,300	3,000
41-49 CELL PHONE ALLOWANCE	545	1,380	960	362	960	540
41-90 ACCRUED PAYROLL	1,398	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	28,747	30,029	27,379	18,710	30,379	25,947
47-20 TMRS RETIREMENT	58,968	63,997	58,332	40,231	60,332	52,853
48-10 HEALTH/DENTAL INSURANCE	61,790	62,873	55,879	45,858	61,144	56,414
48-20 LIFE INSURANCE	957	802	725	705	940	831
48-30 DISABILITY INSURANCE	1,950	1,535	1,384	649	865	860
48-40 WORKERS COMP INSURANCE	5,188	4,267	3,921	2,624	3,498	3,453
48-50 EAP SERVICES	592	540	486	394	525	467
48-90 FLEX PLAN ADMINISTRATION	203	193	174	146	194	173
* PERSONNEL	\$556,120	\$560,406	\$509,816	\$367,953	\$551,744	\$480,076
52-00 PERSONNEL SUPPLIES	\$6,521	\$7,330	\$7,330	\$5,435	\$7,247	\$7,330
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	27,663	39,284	39,284	20,340	32,120	39,284
54-00 OPERATING SUPPLIES	3,196	3,086	3,086	1,270	1,693	3,086
56-00 FACILITY SUPPLIES	19	368	368	0	368	368
58-00 OPERATING EQUIPMENT<\$5000	2,013	2,120	2,120	467	622	2,120
* SUPPLIES	\$39,412	\$52,188	\$52,188	\$27,512	\$42,050	\$52,188
62-40 FENCE MAINTENANCE	\$0	\$1,061	\$1,061	\$0	\$0	\$1,061
63-00 VEHICLE MAINTENANCE	2,261	4,770	4,770	357	2,475	4,770
65-51 COLLECTION LINE MAINTAINED	12,579	26,182	26,082	7,117	26,082	26,082
65-52 LIFT STATION MAINTENANCE	46,605	52,689	63,924	41,194	63,924	52,689
68-00 EQUIPMENT MAINTENANCE	3,260	7,897	7,897	2,549	7,897	7,897
68-71 CONSTRUCTION EQUIP MAINT	4	1,167	1,167	180	240	1,167
* MAINTENANCE	\$64,709	\$93,766	\$104,901	\$51,397	\$100,618	\$93,666
73-11 VEHICLE INSURANCE	\$2,624	\$3,037	\$3,037	\$1,440	\$1,440	\$3,037
74-00 OPERATING SERVICES	271	488	588	565	753	588
74-73 BLACKHAWK WW OPERATIONS	1,500,029	1,467,425	1,467,425	949,871	1,467,425	1,596,000
74-98 JUDGMENTS & DAMAGE CLAIM	500	0	0	0	0	0
75-10 TRAINING	1,804	3,393	3,393	1,677	2,236	3,393
75-20 TRAVEL REIMBURSEMENTS	847	790	790	600	800	790
75-30 MEMBERSHIPS	324	746	746	386	515	746
76-11 ELECTRICITY	137,608	202,284	127,284	94,715	141,287	151,000
76-12 TELEPHONE/COMMUNICATIONS	235	388	388	144	193	388
76-25 SAFETY SERVICES	117	117	117	88	117	117
78-30 RENTAL	0	2,120	2,120	0	0	2,120
78-31 VEHICLE LEASE-INTERNAL	15,751	9,463	9,463	7,101	7,101	5,925
* SERVICES	\$1,660,110	\$1,690,251	\$1,615,351	\$1,056,587	\$1,621,867	\$1,764,104
84-00 CAPITAL OPERATING EQUIP	\$0	\$0	\$0	\$0	\$0	\$10,000
* CAPITAL	\$0	\$0	\$0	\$0	\$0	\$10,000
90-61 BLACKHAWK WWTP OPER RESRV	\$14,795	\$13,802	\$13,802	\$9,375	\$12,500	\$13,802
* OTHER FINANCING USES	\$14,795	\$13,802	\$13,802	\$9,375	\$12,500	\$13,802
** SEWER OPERATIONS	\$2,335,146	\$2,410,413	\$2,296,058	\$1,512,824	\$2,328,779	\$2,413,836

**PUBLIC WORKS
CUSTOMER SERVICE (WATER AND SEWER FUND)
401-3648-434**

ACCOUNT DESCRIPTION	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original Budget	Amended Budget	Actual 6/30/2011	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$60,338	\$61,539	\$61,539	\$42,517	\$61,539	\$62,865
41-30 OVERTIME PAY	1,886	2,000	2,000	4,169	5,559	2,000
41-31 HOLIDAY HRS WORKED	0	0	0	72	96	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	1,325	1,455	1,455	1,445	1,445	1,575
41-45 INCENTIVE-CERTIFICATE PAY	300	300	300	225	300	300
41-49 CELL PHONE ALLOWANCE	847	840	840	564	840	840
41-90 ACCRUED PAYROLL	-418	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	4,575	5,064	5,064	3,528	5,564	5,169
47-20 TMRS RETIREMENT	9,627	10,322	10,322	7,624	10,322	10,551
48-10 HEALTH/DENTAL INSURANCE	9,956	12,506	12,506	5,548	12,506	7,398
48-20 LIFE INSURANCE	168	139	139	129	172	174
48-30 DISABILITY INSURANCE	346	175	175	132	176	179
48-40 WORKERS COMP INSURANCE	896	1,057	1,057	510	1,057	675
48-50 EAP SERVICES	120	108	108	87	117	117
48-90 FLEX PLAN ADMINISTRATION	41	39	39	32	43	43
* PERSONNEL	\$90,007	\$95,544	\$95,544	\$66,582	\$99,736	\$91,886
51-00 OFFICE SUPPLIES	\$0	\$286	\$286	\$0	\$0	\$286
52-00 PERSONNEL SUPPLIES	1,037	1,273	1,273	988	1,317	1,273
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	0	0	0	0	0	0
54-00 OPERATING SUPPLIES	716	744	744	490	653	744
54-75 WATER METERS & BOXES	0	0	0	0	0	0
58-00 OPERATING EQUIPMENT<\$5000	191	382	382	185	247	382
* SUPPLIES	\$1,944	\$2,685	\$2,685	\$1,663	\$2,217	\$2,685
63-00 VEHICLE MAINTENANCE	\$231	\$1,520	\$1,520	\$1,110	\$1,480	\$1,520
* MAINTENANCE	\$231	\$1,520	\$1,520	\$1,110	\$1,480	\$1,520
73-11 VEHICLE INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	183	1,315	1,315	193	257	1,315
75-10 TRAINING	0	264	264	250	333	264
75-20 TRAVEL REIMBURSEMENTS	0	84	84	0	84	84
78-00 CONTRACT SERVICES	56,651	60,379	60,379	38,211	50,947	60,379
78-31 VEHICLE LEASE-INTERNAL	3,937	1,707	1,707	1,278	1,704	0
* SERVICES	\$60,771	\$63,749	\$63,749	\$39,932	\$53,325	\$62,042
** UTILITY CUSTOMER SERVICE	\$152,953	\$163,498	\$163,498	\$109,287	\$156,758	\$158,133

Library Services

Mission Statement

The mission of the Friendswood Public Library is to provide all persons in the community confidential access to materials that can improve their minds, and also to provide an environment in which individuals may freely pursue intellectual, educational, and recreational interests through diverse services and resources in a variety of formats.

Fiscal year 2010 – 11 Accomplishments

- The Library received grant funding from Lone Star for the tenth consecutive year.
- The Library began offering the Overdrive service to the community which allows downloading of audiobooks and e-books from remote locations.

Current Operations

The Friendswood Public Library serves as an informational, educational, and recreational resource to all citizens of Friendswood. Currently the library collection consists of over 95,000 items and 132 magazine and newspaper subscriptions. The collection also includes popular and educational videos, compact discs, audiobooks and electronic resources.

Adult services staff serve the community through reference services online, by email, in-person and by phone. The Library also provides internet computers, access to word processing and spreadsheet software, and a fee based printing service. Classes are offered in basic computer skills, basic word processing and use of electronic resources. Electronic resources include full text articles from over 1,200 periodicals and reference works, an auto repair database, online foreign language courses, and an online guide to fiction and nonfiction literature. Adult educational and cultural programs are provided throughout the year. Beginning in 2010 the library began offering a service allowing citizens to download best selling audiobooks, eBooks, and videos 24/7 to their PC, tablet, or smart phone at home, in the office or from anywhere in the world.

Children's services include toddler and preschool ages. Story times are offered three times per week and outreach story times are provided at area preschool and child care facilities. Special programs for children and young adults are offered throughout the year with a special emphasis on summer reading for children of all ages. After school programs are offered biweekly during the school year for upper elementary and junior high age children and a Saturday family story time is offered monthly.

The library's major purpose is to encourage a love of reading, to promote lifelong learning and to provide a community space for the exchange of ideas and access to information.

Highlights of Budget

The library staff in conjunction with the Library Board updated the library's long-range plan in fiscal year 2007. The library's goals and objectives are an extension of that plan. The long range plan is currently being rewritten with input from the community.

Library Services

Departmental Goals and Measures

Goal 1 (correlates with City Goals: 1-Communication, 3-Preservation, 4-Partnerships, & 6-Organizational Development)

Provide quality materials and programs to all library users.

Objective A:

Provide quality materials and programs to children of all ages.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Check out of Juvenile Materials (all formats)	116,762	117,516	120,000	125,000
Attendance at Library Juvenile and Young Adult Programs*	19,781	21,164	22,000	22,500
Number of Juvenile and Young Adult Programs*	631	617	625	625
Number Joined Reading Clubs	2,209	2,134	2,300	2,350

**Annual reporting to the State revised the age ranges. Young adults are now included.
FY 09 actual was revised from previous numbers reported.*

Objective B:

Provide broad resources including new books, audio books, other electronic media, Internet access, and educational and cultural programs to all residents of Friendswood.

Measure	FY 09 Actual	FY 10 Actual	FY 11 Projection	FY 12 Forecast
Residents Visiting the Library	175,714	173,110	175,000	176,000
Daily Average	596	585	600	625
Check out of Materials	350,892	356,787	360,000	370,000
Patrons using electronic resources/yearly	83,480	77,307	80,000	85,000
Number of Items Added to Collection	9,517	9,152	9,000	9,000
Number of Adult Programs/Attendance*	85/1,695	98/1,817	100/2,000	110/2,100

**Annual reporting to the State revised the age ranges. Young adults are now included.
FY 09 actual was revised from previous numbers reported.*

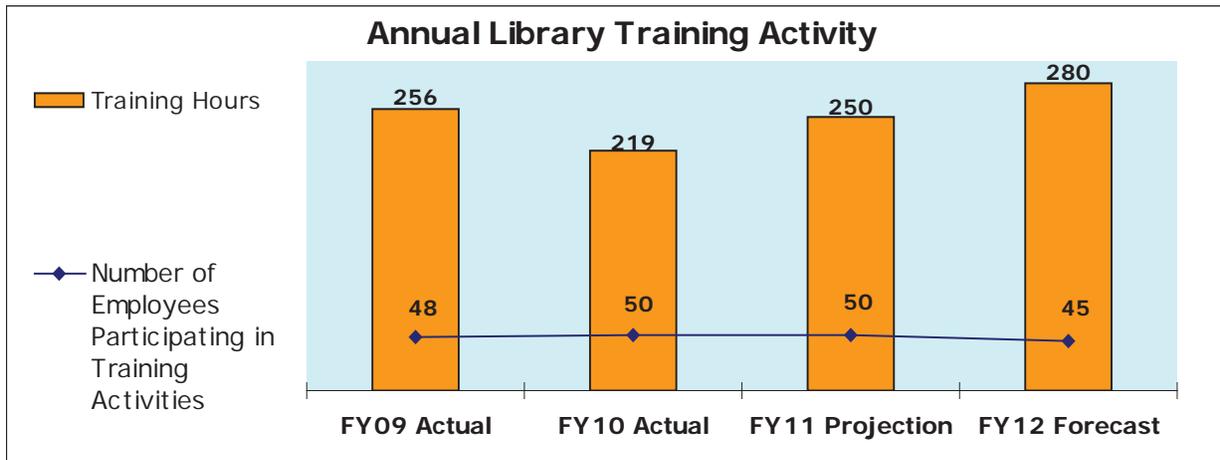
Trend: Following current trends, the library is in the process of reallocating materials funds to obtain additional items in electronic formats.

Goal 2 (correlates with City Goals: 1-Communication & 6-Organizational Development)

Continue to maintain a professional, well-trained staff.

Objective A:

Ensure that all library staff members receive training in customer service, technology, and library-related skills.



Trend: The Houston Area Library System, the Galveston County Library System, the Texas Library Association, and the Texas State Library offer various libraries related training at minimal or no cost. Library employees are encouraged to participate in these trainings based on required job skills. Library employees are also encouraged to participate in State and Local library professional organizations in order to keep abreast of "best practices" and technological advances in library service.

Since many training activities are now being offered as webinars and online training, beginning in FY 11 all library employees are required to complete at least one training exercise per year.

Library Services

Goal 3 (correlates with City Goals: 1-Communication, 4-Preservation, & 6-Organizational Development)

Inform the public about the library's programs and services.

Objective A:

Provide a monthly newsletter to all library patrons detailing library programs and services. Publicize library activities through local newspapers, library web page, handouts at local schools and daycares, monthly newspaper column, brochures, booklists, onsite banners, City newsletters, social media resources and City reader board.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Communication to Public Using Basic Public Relations and Marketing Tools	Yes	Yes	Yes	Yes

Trend: The library staff is always looking for additional ways to publicize library services to the citizens of Friendswood using various public relations and marketing tools. The library publishes a monthly newsletter available in-house and on-line. The library has also added a link on the library's website to the newsletter.

The library has also implemented NextReads Reader's Advisory service which sends out monthly newsletters on various genres and subjects. This year the library monthly newsletter was added as an available subscription and also the library "Hot List" of upcoming titles. In addition, the library has utilized the City's Group Builder and Calendar software to publicize and highlight various library programs, materials and activities.

The library will continue to provide information to area schools and educators through participation in the new teacher's luncheon and fliers distributed to students and teachers. The library published an annual report for fiscal year 2009-10 which was distributed to the public. In FY 09 the library set up a Twitter account and is now "tweeting" library events, programs, services, etc. The library will also "claim" the library's Facebook Place page for use in teaching classes in the use of Facebook.

**LIBRARY SERVICES
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION	\$947,832	\$926,047	\$940,808	\$666,001	\$939,950	\$982,684	6.1%
LIBRARY BOARD	31,254	43,379	46,413	10,826	43,120	43,379	0.0%
DEPARTMENT TOTAL	\$979,086	\$969,426	\$987,221	\$676,827	\$983,070	\$1,026,063	5.8%

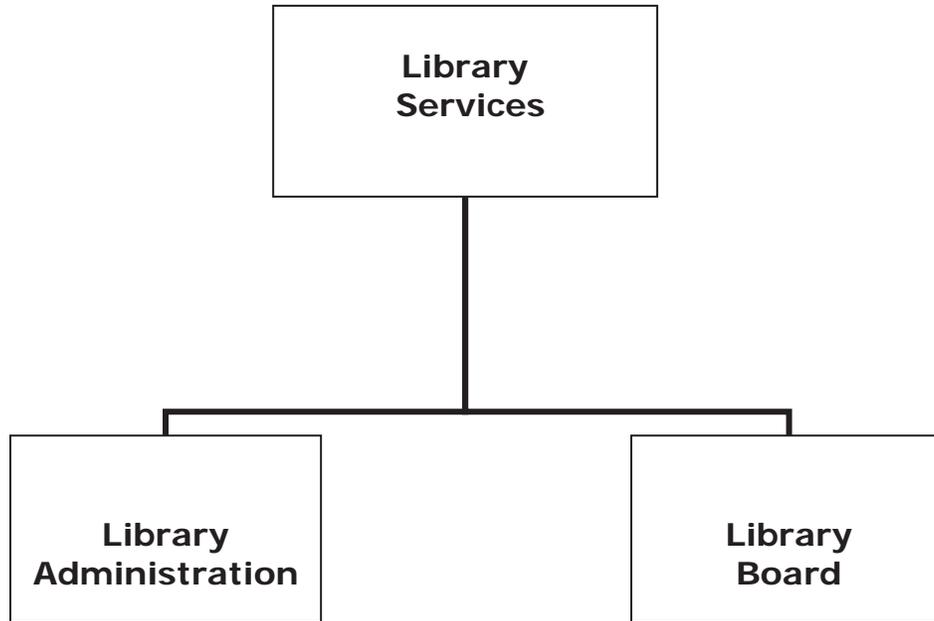
EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
SALARIES AND BENEFITS	\$793,386	\$784,733	\$784,733	\$574,343	\$803,850	\$841,370	7.2%
SUPPLIES	167,373	156,761	169,743	92,409	150,936	156,261	-0.3%
MAINTENANCE	290	2,575	2,575	290	290	2,575	0.0%
SERVICES	18,037	25,357	30,170	9,785	27,994	25,857	2.0%
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL	\$979,086	\$969,426	\$987,221	\$676,827	\$983,070	\$1,026,063	5.8%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION	14.7	14.7	14.7	14.7	14.7	14.7	0.0%
LIBRARY BOARD	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
DEPARTMENT TOTAL	14.7	14.7	14.7	14.7	14.7	14.7	0.0%

Library Services



**LIBRARY SERVICES
ADMINISTRATION
001-6310-459**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$436,671	\$443,738	\$443,738	\$331,220	\$474,738	\$489,502
41-20 PART-TIME WAGES (TMRS)	60,467	103,054	103,054	53,882	83,054	90,153
41-30 OVERTIME PAY	3,021	855	733	1,945	2,593	855
41-31 HOLIDAY HRS WORKED	164	0	122	228	304	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	5,320	7,325	7,325	5,920	5,920	6,585
41-45 INCENTIVE-CERTIFICATE PAY	9,000	9,900	9,900	7,425	9,900	9,900
41-49 CELL PHONE ALLOWANCE	605	600	600	403	600	600
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
42-20 PART-TIME WAGES (TMRS EXEMPT)	81,087	31,488	31,488	20,550	22,121	23,629
47-10 SOCIAL SECURITY/MEDICARE	44,139	45,660	45,660	30,822	45,660	47,319
47-20 TMRS RETIREMENT	84,046	79,332	79,332	62,396	85,194	93,319
48-10 HEALTH/DENTAL INSURANCE	62,243	58,642	58,642	55,710	68,642	74,280
48-20 LIFE INSURANCE	1,479	1,002	1,002	1,131	1,508	1,543
48-30 DISABILITY INSURANCE	3,092	1,263	1,263	1,166	1,555	1,605
48-40 WORKERS COMP INSURANCE	775	447	447	452	603	628
48-50 EAP SERVICES	939	975	975	787	1,050	1,050
48-90 FLEX PLAN ADMINISTRATION	338	452	452	306	408	402
* PERSONNEL	\$793,386	\$784,733	\$784,733	\$574,343	\$803,850	\$841,370
51-00 OFFICE SUPPLIES	\$2,798	\$2,950	\$2,950	\$1,106	\$2,950	\$2,950
54-00 OPERATING SUPPLIES	12,932	13,414	13,414	6,738	13,064	13,414
54-82 BOOKS	93,729	86,920	95,986	56,349	79,986	88,585
54-83 PERIODICALS	1,843	2,565	2,565	761	2,065	900
54-84 VIDEOS	6,538	4,336	8,996	5,046	8,996	6,336
54-85 AUDIO BOOKS	17,566	15,115	16,150	10,618	14,150	13,115
54-87 CD	483	515	515	0	515	515
54-88 ELECTRONIC RESOURCES	5,360	5,686	5,686	4,512	5,686	5,686
58-00 OPERATING EQUIPMENT<\$5000	4,438	618	618	15	618	618
* SUPPLIES	\$145,687	\$132,119	\$146,880	\$85,145	\$128,030	\$132,119
64-00 OPERATING MAINTENANCE	\$290	\$412	\$412	\$290	\$290	\$412
68-00 EQUIPMENT MAINTENANCE	0	206	206	0	0	206
* MAINTENANCE	\$290	\$618	\$618	\$290	\$290	\$618
74-00 OPERATING SERVICES	\$0	\$72	\$72	\$65	\$72	\$72
74-01 POSTAL / COURIER SERVICES	2,490	2,060	2,060	1,625	2,060	2,060
74-97 RECRUITMENT ADVERTISING	0	515	515	0	0	515
75-10 TRAINING	1,153	1,566	1,400	1,340	1,340	1,501
75-20 TRAVEL REIMBURSEMENTS	1,894	1,514	1,514	1,432	1,432	1,514
75-30 MEMBERSHIPS	1,140	1,045	1,211	1,110	1,110	1,110
79-10 COMMUNITY EVENTS/PROGRAMS	1,792	1,805	1,805	651	1,766	1,805
* SERVICES	\$8,469	\$8,577	\$8,577	\$6,223	\$7,780	\$8,577
87-20 PERSONAL COMPUTERS	\$0	\$0	\$0	\$0	\$0	\$0
88-00 CAPITAL EQUIPMENT	0	0	0	0	0	0
* CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
** LIBRARY ADMINISTRATION	\$947,832	\$926,047	\$940,808	\$666,001	\$939,950	\$982,684

**LIBRARY SERVICES
LIBRARY BOARD
001-6319-459**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
51-00 OFFICE SUPPLIES	\$32	\$515	\$515	\$0	\$515	\$515
51-10 COPY MACHINE SUPPLIES	0	1,545	1,545	0	0	545
54-00 OPERATING SUPPLIES	553	206	206	0	206	206
54-82 BOOKS	2,007	6,102	7,788	1,685	7,788	6,102
54-84 VIDEOS	2,958	2,575	2,690	2,459	3,778	3,075
54-85 AUDIO BOOKS	2,939	3,090	3,228	138	3,228	3,090
54-87 CD	0	515	515	0	515	515
54-88 ELECTRONIC RESOURCES	2,387	4,120	4,120	1,800	4,620	4,120
58-00 OPERATING EQUIPMENT < \$5000	10,810	5,974	2,256	1,182	2,256	5,974
* SUPPLIES	\$21,686	\$24,642	\$22,863	\$7,264	\$22,906	\$24,142
64-00 OPERATING MAINTENANCE	\$0	\$206	\$206	\$0	\$0	\$206
68-00 EQUIPMENT MAINTENANCE	0	1,236	1,236	0	0	1,236
68-10 COPY MACHINE MAINTENANCE	0	515	515	0	0	515
* MAINTENANCE	\$0	\$1,957	\$1,957	\$0	\$0	\$1,957
71-40 CONSULTING SERVICES	\$799	\$5,150	\$0	\$0	\$0	\$5,150
74-00 OPERATING SERVICES	0	515	515	129	515	515
75-10 TRAINING	0	1,087	1,087	0	0	500
75-20 TRAVEL REIMBURSEMENTS	2,154	1,607	1,607	1,315	1,315	2,194
78-00 CONTRACT SERVICES	360	5,331	5,331	0	5,331	5,331
79-10 COMMUNITY EVENTS/PROGRAMS	6,255	3,090	13,053	2,118	13,053	3,590
* SERVICES	\$9,568	\$16,780	\$21,593	\$3,562	\$20,214	\$17,280
** LIBRARY BOARD	\$31,254	\$43,379	\$46,413	\$10,826	\$43,120	\$43,379

Community Services

Mission Statement

The mission of the Community Services Department is to provide the highest level of services and programs to the citizens at the greatest value, in a manner that warrants the highest degree of public confidence in our integrity and efficiency.

Fiscal Year 2010-11 Accomplishments

- Installed phase 4 of the fully accessible playground at Stevenson Park
- Increase overall participation by 10% involving adult and youth special events and programs
- Worked with the local Boys Scout Troops as they completed several Eagle Scout Beautification Projects which helped benefit the parks and city facilities
- Introduced the new recreational program Zumba

Current Operations

The Community Services Department is comprised of Park Operations, Building Operations, Senior Activity Program, Recreation Programs, and Special Events. Community Services Department's goal is to provide quality programs and facilities that the entire family can enjoy and utilize.

Park Operations

The City of Friendswood currently maintains approximately 200 acres of parkland throughout the City. Parks Operations maintains Centennial Park, Friendswood Sportspark, Leavesley Park, Old City Park, Renwick Park, Stevenson Park Multi-purpose Complex and 1776 Park.

The maintenance schedule provides for mowing of Renwick Park, Old City Park, Moore Road and 1776 Park on a biweekly basis. Stevenson Park is mowed on a weekly basis. All parks are cleaned by staff on Friday, Saturday, Sunday and Monday while Renwick Park is cleaned 6 days per week and Centennial Park 6 days per week by contracted Janitorial services. Parks staff maintains all irrigation systems in parks, around city buildings and the medians on Friendswood Drive. Maintenance items such as plumbing repairs, electrical repairs, landscape maintenance, field layout and striping, tree trimming and removal, fence and gate repairs, field lighting maintenance and repairs and softball infield maintenance are some of the major tasks also preformed by the Parks staff.

The set up and daily labor for special events such as The 4th of July Celebration, Memorial Day Celebration, Spring Sparkle, Fall Haul, Youth Sports Day, Kid Fish, Concerts in the Park, Movie in the Park and many other special events are also part of the Parks Operations schedule.

Community Services

Facility Operations

The Community Services Department is responsible for the maintenance and upkeep of the City Hall building, the Public Safety building, Friendswood Public Library, the Activities building, the Public Works building, and Fire Stations 1, 2, 3, and 4. Maintenance and upkeep of all City facilities are done on a scheduled basis. Special projects and other maintenance requests are performed on a work order priority system. Janitorial services are accomplished through contract services.

Building Operations shares the same staff as Parks Operations. All work order requests for anything from moving boxes, to setting up chairs and tables, to major HVAC repairs are handled by this same staff. As the City grows and more facilities are built, the amount of work order requests steadily increases. The staff is being cross trained to handle a wide variety of tasks.

Recreation Programs

The goal is to provide fun and safe recreational programs/events for citizens of all ages. The objective is to focus on recreational activities that impact both need and interest of the community. Recreational programs include the Senior Activity Program, Summer Day Camp, Sesquicentennial Swimming Pool, Adult Sport Leagues, Youth Events and Fitness Classes.

The Community Services Department does not plan or organize youth sports programs; however, the department does serve as a liaison between the citizens of Friendswood and the Friendswood Area Swim Team, Friendswood Mustangs, Friendswood Colts, Friendswood Broncos, Friendswood Girls Softball Association, Friendswood Little League, Friendswood Youth Lacrosse and the Space City Soccer Club.

Highlights of the Budget

Centennial Park

All facilities and services are open and available to the public. New amenities for public use include the lighting of one existing soccer field, a new all weather surfacing four lane track for walking/jogging and four tennis courts. Existing facilities include a half-mile jogging trail, the Evelyn B. Newman Amphitheatre, two restroom/concession/picnic pavilions, playground, two international size soccer fields, two lighted multipurpose fields and one lighted football field.

Recreation Programs

- Continue Concert-In-The Park Series with 8 concerts from May through June
- Continue Movies –In-The Park Series with 6 movies from July through August
- Plan and Program the 117th Annual Fourth of July Celebration
- Plan and Program the Ninth Annual Kidfish competition
- Plan and Program the 4th Annual Santa in the Park
- Plan and Program the youth competition events, such as MLB Pitch, Hit & Run, NFL Punt, Pass & Kick, and Hershey Track and Field Event
- Plan and Program the Holiday Hustle Fun Run and Walk
- Plan and program a variety of recreational programs for adults and senior citizens

Community Services

Decision Packages (Funded)

1776 Park Electricity Increase	Ongoing Cost	\$872
Facility Operations at Stations Electricity Increase	Ongoing Cost	\$2,168
Increase Animal Control Facility Building Operating expenses	Ongoing Cost	\$26,100
Fuel increase for Park Operations	Ongoing Cost	\$2,372
Adult Sports	Ongoing Cost	\$2,000
Zumba program	Ongoing Cost	\$10,600
Concert in the Park Events cost increase	Ongoing Cost	\$1,209
Resurface Tennis and Basketball Courts (Park Land Dedication Fund Supported)	One-time Cost	\$35,000

Decision Packages (Unfunded)

Increase for Fun Run Event Expenditures	Ongoing Cost	\$8,000
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Departmental Goals and Measures

Goal 1 (correlates with City Goals: 3-Preservation, 5-Public Safety, & 6-Organizational Development)

Create a Master Project Schedule outlining all Parks and Building Maintenance special projects including detailed cost estimates and target timelines.

Objective A:

Provide a systematic schedule for all Parks and Building Maintenance Projects that outlines a specific time table, and costs associated with each project.

Measure	FY 09 Actual	FY 10 Actual	FY 11 Projection	FY 12 Forecast
Special Projects requested	8	9	10	10

Trend: Special Projects are requested on a regular basis without funding appropriations and without advanced planning. A special projects schedule will allow the Community Services Department to plan, program, fund and complete special projects thus ultimately eliminating the need for Special Projects.

Community Services

Goal 2 (correlates with City Goals: 1-Communication, 3-Preservation, 5-Public Safety, & 6-Organizational Development)

Complete all Parks and Building Maintenance work orders with a two-day turn-around time so that citizens, departments and employees will come to expect a normal amount of time for a work order to be completed.

Objective A:

Complete all routine Parks Maintenance Work orders with a two-day turn-a-round.

Measure	FY09 Actual	FY10 Actual	FY11 Projection	FY12 Forecast
Parks Maintenance Work Orders	120	130	150	170

Trend: Parks Maintenance work orders have increased slightly since FY 2007-08 and will continue to increase in FY11-12. From FY09 to FY10, the number of parks maintenance work orders completed in a 2-day turn-around will increase by 15%.

Objective B:

Complete all routine Building Maintenance work orders with a two-day turn-a-round.

Measure	FY 09 Actual	FY 10 Actual	FY 11 Projection	FY 12 Forecast
Building Maintenance Work Orders	375	380	425	450

Trend: The number of Building Maintenance work orders has increased yearly since 04-05; however, the time to complete the tasks has been reduced with a maximum of two days completion time for routine work order. With the completion of the new Public Safety Building and the New Fire Station shortly after, work orders will increase for the first few years of operation.

Goal 3 (correlates with City Goal: 3-Preservation)

Fund and implement a comprehensive turf management plan for all athletic fields and park turf areas.

Objective A:

Fertilize all athletic fields 4 times per year, slice cut and top dress once per year, aerify monthly, and apply herbicides and insecticides one per year. Other park turf and building lawn areas to be fertilized 2 times each year aerified annually and apply herbicide and insecticide once per year. All irrigated turf will be watered and mowed on a weekly schedule.

Community Services

Measure	FY 09 Actual	FY 10 Actual	FY 11 Projection	FY 12 Forecast
Number of times fields are fertilized	2	2	3	4
Number of times fields are aerified and top dressed	2	2	4	6
Number of times building lawns are fertilized	2	1	1	2
Number of times herbicides and insecticides are applied	2	2	2	2

Goal 4 (correlates with City Goals: 1-Communication, 3-Preservation, 4-Partnerships, 5-Public Safety, & 6-Organizational Development)

Provide fun and safe recreational programs/events for citizens of all ages.

Objective A:

Continue to offer the existing programs and events while developing new programs as the demand or interest increases.

Measure (per year)	FY 09 Actual	FY 10 Actual	FY 11 Projection	FY 12 Forecast
Number of program activities offered through the Recreation Division	80	86	90	95

Trend: The above numbers show a steady increase in the number of activities offered by the Recreation Division per year. These programs are provided to meet the needs of the community and its citizens. The Recreation Division has been able to increase the adult programs by adding Adult Soccer and Zumba fitness classes.

Objective B:

Continue to upgrade current technology (Rec Trac) and offer program registration payments through the internet (Web Trac) to provide better customer service to recreation program participants.

Measure	FY 09 Actual	FY 10 Actual	FY 11 Projection	FY 12 Forecast
Percentage of programs within the Recreation Division using Web Trac for registration purposes	10%	14%	17%	25%

Trend: Utilizing Rec Trac software for the activity/program registration process has enabled the department to save time and money. The process has enabled the division to offer departmental receipts thus shorting the wait time for participants when they sign-up. With a new website layout to be developed by the IT department in 2011, we hope to give citizens more of an ease to find our online based registration.

Community Services

Goal 5 (correlates with City Goals: 1-Communication, 3-Preservation, 4-Partnerships, & 6-Organizational Development)

Present a fun, safe environment that provides senior citizens with unique activities that offer wellness for the mind and body.

Objective A:

Increase enrollment by providing fun, innovative activities that appeals to senior citizens regardless of age, background, or income. Average monthly attendance to the Senior Activity Center programs will increase by 10% from FY11 to FY12.

Measure	FY 09 Actual	FY 10 Actual	FY 11 Projection	FY 12 Forecast
Senior Citizen Program Attendance (Monthly Average)	1,416	1,301	1,359	1,495

Trend: The program has seen a slight decrease in the number of participants since 2009 due to the addition of the Non-Friendswood Resident fee for participants living outside the city limits of Friendswood. We plan to increase the program's monthly attendance by adding fresh, first-rate activities to the senior citizen program. We provide them with informative speakers, educational seminars, volunteer instructors, and a variety of options.

Objective B:

Increase the amount of activities, programs, and events offered to the senior citizen population.

Measure	FY 09 Actual	FY 10 Actual	FY 11 Projection	FY 12 Forecast
Number of Programs, Activities and Events offered by the Friendswood Senior Citizen Program (Yearly Average)	81	105	120	135

Goal 6 (correlates with City Goals: 3-Preservation, 4-Partnerships, 5-Public Safety, & 6-Organizational Development)

Maintain existing programs and services at the Friendswood City Pool.

Objective A:

Increase attendance at the city pool by providing clean, safe, and fun interactive equipment for all users.

Measure	FY 09 Actual	FY 10 Actual	FY 11 Projection	FY 12 Forecast
Number of yearly visits to the Sesquicentennial Swimming Pool	9,874	10,518	9,000	9,000

Community Services

Trend: The aquatic environment is continually changing and the city pool is in need of several additions to keep up with current trends. The Community Services Department is looking into the cost to purchase an interactive water playground as well as a new pool design. The traditional square pool is no longer attracting the crowds as it has in the past and changes are needed to the existing facility to keep up with current trends. The addition of the Friendswood High School Natatorium will decrease our forecast for FY 2011 and 2012 with the pool being closed from October through April.

**COMMUNITY SERVICES
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION	\$255,410	\$263,512	\$264,300	\$194,607	\$270,274	\$275,117	4.4%
RECREATION PROGRAMS	591,677	554,927	697,137	332,721	665,903	606,117	9.2%
PARKS OPERATIONS	927,693	1,032,721	1,021,224	723,137	1,013,422	1,031,142	-0.2%
FACILITY OPERATIONS	775,166	767,715	811,496	517,313	791,932	711,424	-7.3%
DEPARTMENT TOTAL	\$2,549,946	\$2,618,875	\$2,794,157	\$1,767,778	\$2,741,531	\$2,623,800	0.2%

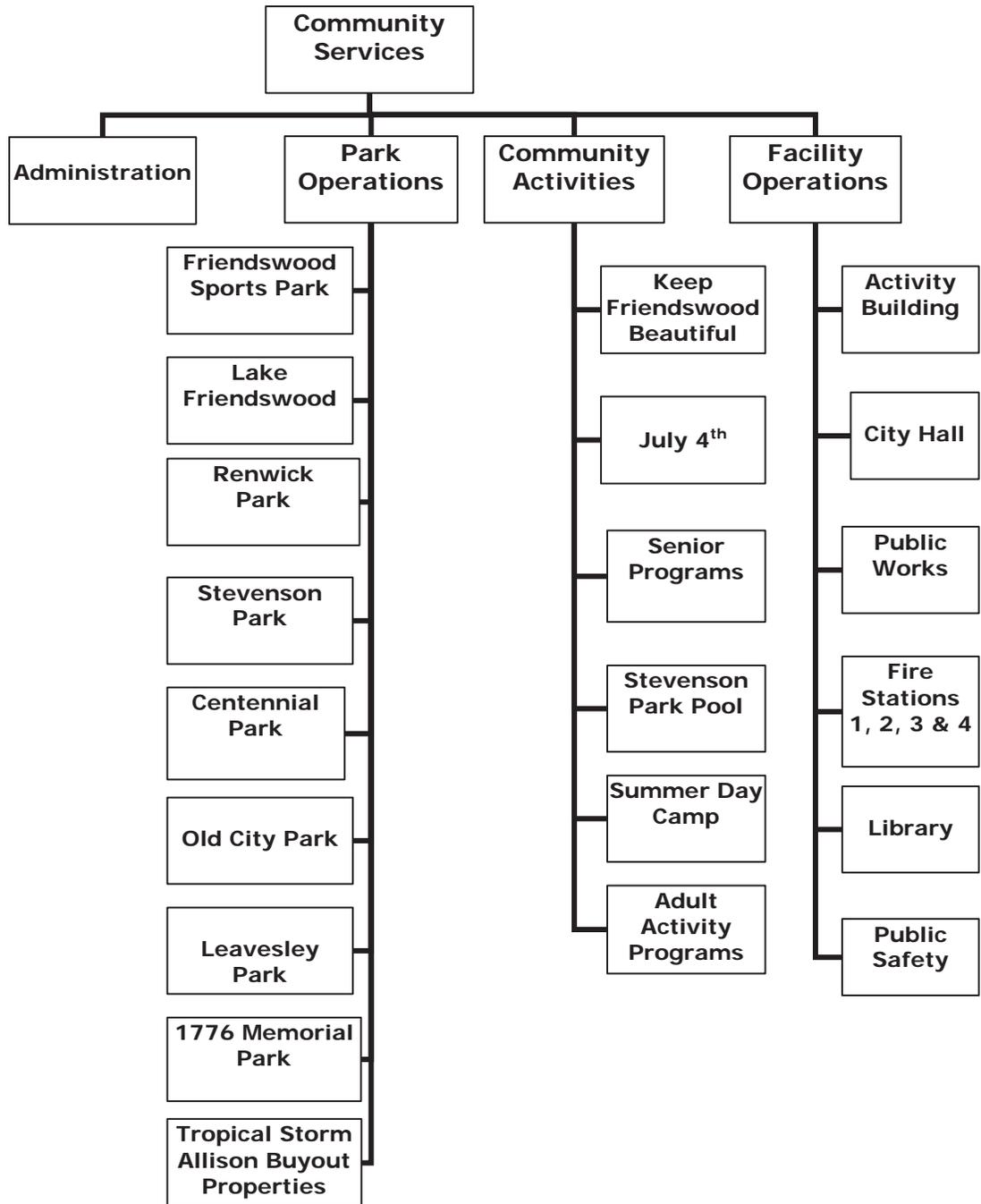
EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
SALARIES AND BENEFITS	\$930,639	\$961,805	\$963,338	\$610,271	\$961,228	\$1,012,761	5.3%
SUPPLIES	146,297	157,840	155,046	89,141	142,789	156,000	-1.2%
MAINTENANCE	252,151	297,942	352,902	221,778	347,292	237,449	-20.3%
SERVICES	1,129,334	1,195,288	1,171,242	802,430	1,138,593	1,217,590	1.9%
CAPITAL OUTLAY	91,525	6,000	151,629	44,158	151,629	0	-100.0%
DEPARTMENT TOTAL	\$2,549,946	\$2,618,875	\$2,794,157	\$1,767,778	\$2,741,531	\$2,623,800	0.2%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget	% Change in Budget from FY11 to FY12
ADMINISTRATION	3.0	3.0	3.0	3.0	3.0	3.0	0.0%
RECREATION PROGRAMS	7.9	7.9	7.9	7.9	7.9	7.9	0.0%
PARKS OPERATIONS	8.0	8.0	8.0	8.0	8.0	8.0	0.0%
FACILITY OPERATIONS	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
DEPARTMENT TOTAL	18.9	18.9	18.9	18.9	18.9	18.9	0.0%

Community Services



**COMMUNITY SERVICES
ADMINISTRATION
001-6401-451**

ACCOUNT DESCRIPTION	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original Budget	Amended Budget	YTD 6/30/2011	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$163,571	\$168,505	\$168,505	\$118,447	\$168,505	\$176,137
41-30 OVERTIME PAY	3,299	1,238	1,238	3,146	4,194	1,238
41-31 HOLIDAY HRS WORKED	0	0	28	109	146	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	660	855	827	780	780	1,035
41-44 VEHICLE ALLOWANCE	5,423	5,400	5,400	3,836	5,400	5,400
41-49 CELL PHONE ALLOWANCE	1,150	1,140	1,140	765	1,140	1,140
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	12,662	13,556	13,556	9,218	13,556	12,770
47-20 TMRS RETIREMENT	25,810	27,647	27,647	19,779	27,647	28,874
48-10 HEALTH/DENTAL INSURANCE	12,803	15,884	15,884	12,439	16,586	15,164
48-20 LIFE INSURANCE	450	383	383	356	474	483
48-30 DISABILITY INSURANCE	895	482	482	366	488	504
48-40 WORKERS COMP INSURANCE	229	1,327	1,327	138	184	192
48-50 EAP SERVICES	171	162	162	131	175	175
48-90 FLEX PLAN ADMINISTRATION	115	123	123	96	129	125
* PERSONNEL	\$227,238	\$236,702	\$236,702	\$169,606	\$239,404	\$243,237
51-00 OFFICE SUPPLIES	\$2,570	\$2,732	\$2,732	\$1,609	\$2,732	\$4,155
54-00 OPERATING SUPPLIES	818	1,057	2,076	1,061	2,487	1,620
* SUPPLIES	\$3,388	\$3,789	\$4,808	\$2,670	\$5,219	\$5,775
74-00 OPERATING SERVICES	\$0	\$1,063	\$908	\$148	\$908	\$500
74-01 POSTAL / COURIER SERVICES	2,414	0	500	2,522	3,362	0
74-97 RECRUITMENT ADVERTISING	325	0	0	0	0	0
75-10 TRAINING	569	642	1,019	1,018	1,018	1,641
75-20 TRAVEL REIMBURSEMENTS	1,455	1,399	1,810	1,688	1,810	3,245
75-30 MEMBERSHIPS	448	363	518	518	518	1,165
78-00 CONTRACT SERVICES	19,573	19,554	18,035	16,437	18,035	19,554
* SERVICES	\$24,784	\$23,021	\$22,790	\$22,331	\$25,651	\$26,105
86-00 FURNITURE AND FIXTURES	\$0	\$0	\$0	\$0	\$0	\$0
88-00 CAPITAL EQUIPMENT	0	0	0	0	0	0
* CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
** COMM SERVICES ADMIN	\$255,410	\$263,512	\$264,300	\$194,607	\$270,274	\$275,117

**COMMUNITY SERVICES
RECREATION PROGRAMS ADMINISTRATION
001-6420-452**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 YTD Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$51,632	\$52,618	\$52,618	\$37,045	\$52,618	\$54,112
41-31 HOLIDAY HRS WORKED	36	0	0	113	151	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	150	215	215	210	210	275
41-44 VEHICLE ALLOWANCE	5,423	5,400	5,400	3,836	5,400	5,400
41-45 INCENTIVE-CERTIFICATE PAY	600	600	600	450	600	600
41-49 CELL PHONE ALLOWANCE	1,150	1,140	1,140	765	1,140	1,140
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
42-20 PART-TIME WAGES (TMRS EXEMPT)	4,667	4,307	4,307	3,230	4,307	4,430
47-10 SOCIAL SECURITY/MEDICARE	4,608	5,002	5,002	3,218	5,002	5,046
47-20 TMRS RETIREMENT	8,784	9,609	9,609	6,536	9,609	9,606
48-10 HEALTH/DENTAL INSURANCE	7,942	8,537	8,537	7,674	10,782	12,275
48-20 LIFE INSURANCE	143	120	120	110	147	149
48-30 DISABILITY INSURANCE	285	151	151	112	150	156
48-40 WORKERS COMP INSURANCE	137	55	55	81	107	107
48-50 EAP SERVICES	60	270	270	44	58	58
48-90 FLEX PLAN ADMINISTRATION	21	97	97	16	22	22
* PERSONNEL	\$85,638	\$88,121	\$88,121	\$63,440	\$90,303	\$93,376
51-00 OFFICE SUPPLIES	\$167	\$185	\$185	\$112	\$185	\$0
54-00 OPERATING SUPPLIES	4,101	4,234	14,778	7,528	14,778	17,778
* SUPPLIES	\$4,268	\$4,419	\$14,963	\$7,640	\$14,963	\$17,778
68-00 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
* MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	5,727	7,950	7,950	7,709	7,950	7,950
74-01 POSTAL / COURIER SERVICES	0	0	2,000	1,602	2,000	0
75-10 TRAINING	455	637	293	273	273	0
75-20 TRAVEL REIMBURSEMENTS	701	1,002	558	485	485	0
75-30 MEMBERSHIPS	330	531	531	0	0	0
78-00 CONTRACT SERVICES	0	0	2,880	2,410	2,880	11,400
79-10 COMMUNITY EVENTS/PROGRAMS	25,299	15,792	23,792	21,488	23,792	25,001
* SERVICES	\$32,512	\$25,912	\$38,004	\$33,967	\$37,380	\$44,351
84-00 CAPITAL OPERATING EQUIP	\$0	\$0	\$0	\$0	\$0	\$0
* CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
** RECREATION PROGRAM ADMIN	\$122,418	\$118,452	\$141,088	\$105,047	\$142,646	\$155,505

COMMUNITY SERVICES
JULY 4th
001-6422-452

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
41-30 OVERTIME PAY	\$15,179	\$12,375	\$12,375	\$0	\$13,840	\$12,375
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	1,120	953	953	0	1,006	947
47-20 TMRS RETIREMENT	2,241	1,931	1,931	0	2,142	1,932
48-20 LIFE INSURANCE	0	0	0	0	55	0
48-30 DISABILITY INSURANCE	0	0	0	0	58	0
48-40 WORKERS COMP INSURANCE	0	123	123	0	0	144
* PERSONNEL	\$18,540	\$15,382	\$15,382	\$0	\$17,101	\$15,398
51-00 OFFICE SUPPLIES	\$197	\$329	\$329	\$137	\$266	\$329
52-00 PERSONNEL SUPPLIES	49	133	0	0	0	0
53-00 VEHICLE SUPPLIES	0	79	0	0	0	0
54-00 OPERATING SUPPLIES	3,085	3,181	3,806	726	2,619	3,181
* SUPPLIES	\$3,331	\$3,722	\$4,135	\$863	\$2,885	\$3,510
74-81 TRANSPORTATION SERVICES	\$4,908	\$6,890	\$5,429	\$0	\$4,548	\$5,809
78-00 CONTRACT SERVICES	2,645	2,650	2,930	2,680	2,930	1,500
78-30 RENTAL	10,703	11,757	12,260	12,260	12,260	12,260
79-10 COMMUNITY EVENTS/PROGRAMS	31,950	22,260	24,200	24,200	24,000	24,200
* SERVICES	\$50,206	\$43,557	\$44,819	\$39,140	\$43,738	\$43,769
** JULY 4TH PROGRAM	\$72,077	\$62,661	\$64,336	\$40,003	\$63,724	\$62,677

**COMMUNITY SERVICES
SUMMER DAY CAMP
001-6423-452**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
42-22 SEASONAL WAGES	\$49,373	\$50,336	\$50,336	\$8,248	\$42,336	\$50,336
47-10 SOCIAL SECURITY/MEDICARE	3,777	4,134	4,134	631	4,134	3,851
48-40 WORKERS COMP INSURANCE	617	705	705	82	705	502
48-50 EAP SERVICES	0	0	0	0	0	58
* PERSONNEL	\$53,767	\$55,175	\$55,175	\$8,961	\$47,175	\$54,747
52-00 PERSONNEL SUPPLIES	\$1,908	\$1,908	\$2,168	\$2,168	\$2,891	\$2,208
54-00 OPERATING SUPPLIES	4,270	7,510	7,250	1,727	5,200	7,010
* SUPPLIES	\$6,178	\$9,418	\$9,418	\$3,895	\$8,091	\$9,218
74-00 OPERATING SERVICES	\$342	\$489	\$489	\$0	\$489	\$489
74-81 TRANSPORTATION SERVICES	5,833	6,180	6,180	1,001	6,180	6,180
74-97 RECRUITMENT ADVERTISING	300	338	338	0	0	338
75-20 TRAVEL REIMBURSEMENTS	0	414	414	218	414	414
76-12 TELEPHONE/COMMUNICATIONS	0	0	0	0	0	200
79-10 COMMUNITY EVENTS/PROGRAMS	8,353	12,516	12,516	5,167	12,516	12,516
* SERVICES	\$14,828	\$19,937	\$19,937	\$6,386	\$19,599	\$20,137
** SUMMER DAY CAMP PROGRAM	\$74,773	\$84,530	\$84,530	\$19,242	\$74,865	\$84,102

**COMMUNITY SERVICES
KEEP FRIENDSWOOD BEAUTIFUL
001-6424-458**

ACCOUNT DESCRIPTION	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
51-00 OFFICE SUPPLIES	\$40	\$111	\$111	\$28	\$37	\$50
52-00 PERSONNEL SUPPLIES	158	849	637	53	637	637
54-00 OPERATING SUPPLIES	6,515	8,071	8,357	8,064	8,357	4,680
* SUPPLIES	\$6,713	\$9,031	\$9,105	\$8,145	\$9,031	\$5,367
62-10 LANDSCAPING	\$5,673	\$12,774	\$13,995	\$13,478	\$13,995	\$13,995
* MAINTENANCE	\$5,673	\$12,774	\$13,995	\$13,478	\$13,995	\$13,995
74-00 OPERATING SERVICES	3,187	3,862	3,962	2,767	3,962	3,962
74-01 POSTAL / COURIER SERVICES	54	0	0	0	0	0
75-10 TRAINING	425	293	505	505	505	505
75-20 TRAVEL REIMBURSEMENTS	634	468	668	0	668	668
75-30 MEMBERSHIPS	90	159	159	90	159	90
79-22 KFB BEAUTIFICATION GRANTS	2,000	0	0	0	0	2,000
* SERVICES	\$6,390	\$4,782	\$5,294	\$3,362	\$5,294	\$7,225
84-00 CAPITAL OPERATING EQUIP	\$34,998	\$0	\$14,111	\$13,440	\$14,111	\$0
* CAPITAL	\$34,998	\$0	\$14,111	\$13,440	\$14,111	\$0
** KEEP FRWD BEAUTIFUL	\$53,774	\$26,587	\$42,505	\$38,425	\$42,431	\$26,587

**COMMUNITY SERVICES
STEVENSON PARK POOL
001-6428-452**

	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original	Amended	YTD	Year End	Adopted
		Budget	Budget	6/30/2011	Estimate	Budget
41-31 HOLIDAY HRS WORKED	\$268	\$0	\$7	\$7	\$9	\$0
42-22 SEASONAL WAGES	49,222	63,427	60,146	9,913	50,146	60,528
42-41 MERIT PAY	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	3,786	5,816	5,816	759	5,816	4,631
48-40 WORKERS COMP INSURANCE	617	492	492	99	492	605
48-50 EAP SERVICES	0	0	0	0	0	0
* PERSONNEL	\$53,893	\$69,735	\$66,461	\$10,778	\$56,463	\$65,764
51-00 OFFICE SUPPLIES	\$139	\$244	\$244	\$19	\$25	\$244
52-00 PERSONNEL SUPPLIES	1,002	1,061	1,325	1,321	1,761	1,311
54-00 OPERATING SUPPLIES	1,921	2,247	2,247	1,743	2,324	2,247
54-95 CHEMICALS	6,608	7,262	7,262	4,661	7,262	7,262
56-00 FACILITY SUPPLIES	0	170	170	0	170	170
56-20 JANITORIAL SUPPLIES	269	504	504	0	504	504
58-00 OPERATING EQUIPMENT<\$5000	99	3,711	2,947	485	2,947	3,461
* SUPPLIES	\$10,038	\$15,199	\$14,699	\$8,229	\$14,993	\$15,199
62-10 LANDSCAPING	\$116	\$129	\$129	\$0	\$0	\$129
65-61 SWIMMING POOL MAINTENANCE	1,385	6,593	6,593	1,679	6,593	6,593
66-00 FACILITY MAINTENANCE	2,147	5,250	4,675	1,028	4,675	5,250
68-00 EQUIPMENT MAINTENANCE	27	0	0	0	0	0
* MAINTENANCE	\$3,675	\$11,972	\$11,397	\$2,707	\$11,268	\$11,972
74-00 OPERATING SERVICES	\$50	\$0	\$575	\$0	\$519	\$0
74-97 RECRUITMENT ADVERTISING	300	338	338	0	0	338
76-11 ELECTRICITY	17,872	14,491	14,491	13,131	17,509	19,517
76-12 TELEPHONE/COMMUNICATIONS	386	712	712	0	0	712
76-13 NATURAL GAS	16,743	7,346	2,870	482	792	2,870
76-20 JANITORIAL SERVICES	0	1,500	0	0	0	1,500
78-00 CONTRACT SERVICES	9,740	1,740	6,216	4,661	6,215	6,216
* SERVICES	\$45,091	\$26,127	\$25,202	\$18,274	\$25,035	\$31,153
84-00 CAPITAL OPERATING EQUIP	\$0	\$0	\$0	\$0	\$0	\$0
* CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
** STEVENSON PARK POOL	\$112,697	\$123,033	\$117,759	\$39,988	\$107,759	\$124,088

**COMMUNITY SERVICES
SENIOR PROGRAMS
001-6429-452**

	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original Budget	Amended Budget	YTD 6/30/2011	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$67,990	\$73,248	\$70,933	\$43,800	\$63,933	\$79,591
41-20 PART-TIME WAGES	17,890	15,097	0	0	0	0
41-30 OVERTIME PAY	2,091	872	872	2,177	2,177	872
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	385	515	515	511	511	510
41-90 ACCRUED PAYROLL	0	0	625	624	624	0
42-20 PART-TIME WAGES (TMRS EXEMPT)	0	0	19,597	14,431	19,241	12,072
47-10 SOCIAL SECURITY/MEDICARE	6,629	6,879	7,060	4,572	7,060	7,117
47-20 TMRS RETIREMENT	10,532	11,604	11,729	7,260	11,729	12,682
48-10 HEALTH/DENTAL INSURANCE	8,498	9,976	10,011	6,365	9,888	16,947
48-20 LIFE INSURANCE	194	167	178	135	180	224
48-30 DISABILITY INSURANCE	368	210	292	138	184	230
48-40 WORKERS COMP INSURANCE	1,201	730	758	767	1,023	988
48-50 EAP SERVICES	140	162	162	117	156	175
48-90 FLEX PLAN ADMINISTRATION	40	58	60	27	36	104
* PERSONNEL	\$115,958	\$119,518	\$122,792	\$80,924	\$116,742	\$131,512
51-00 OFFICE SUPPLIES	\$988	\$1,118	\$1,618	\$924	\$1,618	\$2,618
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	2,741	3,200	3,200	1,511	3,200	3,200
54-00 OPERATING SUPPLIES	3,139	6,828	6,271	3,366	6,271	6,828
58-00 OPERATING EQUIPMENT <\$5000	9,715	212	513	512	512	611
* SUPPLIES	\$16,583	\$11,358	\$11,602	\$6,313	\$11,601	\$13,257
63-00 VEHICLE MAINTENANCE	\$2,641	\$4,518	\$1,317	\$896	\$1,317	\$2,418
* MAINTENANCE	\$2,641	\$4,518	\$1,317	\$896	\$1,317	\$2,418
73-11 VEHICLE INSURANCE	527	778	778	461	615	778
74-00 OPERATING SERVICES	0	0	0	0	0	0
74-01 POSTAL / COURIER SERVICES	0	0	4,000	0	0	0
74-92 SPECIAL EVENTS	288	0	0	0	0	0
74-97 RECRUITMENT ADVERTISING	350	0	0	0	0	0
74-98 JUDGMENTS & DAMAGE CLAIM	1,000	0	0	0	0	0
75-10 TRAINING	736	2,345	1,345	0	0	2,345
75-20 TRAVEL REIMBURSEMENTS	610	509	509	0	0	509
75-30 MEMBERSHIPS	0	81	81	80	80	81
76-12 TELEPHONE/COMMUNICATIONS	100	372	372	0	0	372
78-00 CONTRACT SERVICES	6,220	185	443	443	443	386
79-10 COMMUNITY EVENTS/PROGRAMS	10,925	0	3,932	899	3,932	1,500
* SERVICES	\$20,756	\$4,270	\$11,460	\$1,883	\$5,070	\$5,971
84-00 CAPITAL OPERATING EQUIP	\$0	\$0	\$99,748	\$0	\$99,748	\$0
* CAPITAL	\$0	\$0	\$99,748	\$0	\$99,748	\$0
** SENIOR ACTIVITY CENTER	\$155,938	\$139,664	\$246,919	\$90,016	\$234,478	\$153,158

**COMMUNITY SERVICES
PARKS ADMINISTRATION
001-6430-456**

	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original Budget	Amended Budget	YTD 6/30/2011	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$241,803	\$257,745	\$257,745	\$175,769	\$257,745	\$268,315
41-30 OVERTIME PAY	14,458	7,734	7,734	5,998	9,997	7,734
41-31 HOLIDAY HRS WORKED	857	0	0	238	317	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	855	1,470	1,803	1,803	1,878	1,930
41-45 INCENTIVE-CERTIFICATE PAY	300	300	1,500	1,125	1,125	1,500
41-49 CELL PHONE ALLOWANCE	1,770	2,520	2,520	1,409	2,520	2,100
41-90 ACCRUED PAYROLL	1,690	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	18,805	20,517	20,517	13,015	20,517	21,544
47-20 TMRS RETIREMENT	39,021	41,848	41,848	28,984	41,848	43,960
48-10 HEALTH/DENTAL INSURANCE	50,147	40,884	40,884	44,756	53,473	56,717
48-20 LIFE INSURANCE	679	585	585	533	711	740
48-30 DISABILITY INSURANCE	1,385	738	738	545	726	771
48-40 WORKERS COMP INSURANCE	3,201	2,245	2,245	1,921	2,561	2,776
48-50 EAP SERVICES	472	432	432	340	454	467
48-90 FLEX PLAN ADMINISTRATION	162	154	154	126	168	173
* PERSONNEL	\$375,605	\$377,172	\$378,705	\$276,562	\$394,040	\$408,727
51-00 OFFICE SUPPLIES	\$236	\$237	\$237	\$157	\$209	\$0
52-00 PERSONNEL SUPPLIES	5,206	5,277	5,577	4,258	5,677	6,277
53-00 VEHICLE SUPPLIES	106	106	106	24	32	106
53-01 FUEL	9,619	8,564	8,564	6,689	9,564	10,936
54-00 OPERATING SUPPLIES	2,529	2,642	2,642	1,396	2,642	4,642
54-95 CHEMICALS	3,103	4,950	3,117	0	0	3,000
56-20 JANITORIAL SUPPLIES	6,197	6,261	6,261	5,644	6,261	8,380
58-00 OPERATING EQUIPMENT < \$5000	4,312	4,455	7,626	1,281	7,626	4,455
* SUPPLIES	\$31,308	\$32,492	\$34,130	\$19,449	\$32,011	\$37,796
63-00 VEHICLE MAINTENANCE	\$3,253	\$3,560	\$3,560	\$1,519	\$3,560	\$3,560
66-00 FACILITY MAINTENANCE	194	0	0	0	0	0
68-00 EQUIPMENT MAINTENANCE	3,900	4,532	4,532	1,256	4,532	4,532
* MAINTENANCE	\$7,347	\$8,092	\$8,092	\$2,775	\$8,092	\$8,092
73-11 VEHICLE INSURANCE	\$1,952	\$2,286	\$2,286	\$1,005	\$1,340	\$2,286
74-00 OPERATING SERVICES	1,325	4,500	4,500	0	0	4,500
75-10 TRAINING	503	362	362	305	362	0
75-20 TRAVEL REIMBURSEMENTS	828	844	844	516	516	0
75-30 MEMBERSHIPS	258	165	165	110	165	0
76-25 SAFETY SERVICES	592	0	0	0	0	650
76-80 MOWING SERVICES	112,051	123,000	110,125	82,721	110,295	130,000
78-30 RENTAL	2,040	2,385	2,385	1,700	2,267	1,000
78-31 VEHICLE LEASE-INTERNAL	12,121	6,621	6,621	4,968	6,624	6,608
* SERVICES	\$131,670	\$140,163	\$127,288	\$91,325	\$121,569	\$145,044
83-00 VEHICLE EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
84-00 CAPITAL OPERATING EQUIP	0	6,000	8,470	8,470	8,470	0
88-00 CAPITAL EQUIPMENT	8,165	0	0	0	0	0
* CAPITAL	\$8,165	\$6,000	\$8,470	\$8,470	\$8,470	\$0
** PARKS ADMINISTRATION	\$554,095	\$563,919	\$556,685	\$398,581	\$564,182	\$599,659

**COMMUNITY SERVICES
STEVENSON PARK
001-6431-456**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
54-00 OPERATING SUPPLIES	\$163	\$46	\$46	\$30	\$141	\$46
56-00 FACILITY SUPPLIES	2,844	2,817	2,817	45	2,817	2,817
58-00 OPERATING EQUIPMENT<\$5000	211	0	4,260	4,260	4,260	0
* SUPPLIES	\$3,218	\$2,863	\$7,123	\$4,335	\$7,218	\$2,863
62-10 LANDSCAPING	\$8,268	\$8,258	\$6,649	\$6,162	\$6,649	\$8,682
66-00 FACILITY MAINTENANCE	4,866	5,036	5,036	1,722	5,036	5,036
68-00 EQUIPMENT MAINTENANCE	380	530	370	16	370	530
* MAINTENANCE	\$13,514	\$13,824	\$12,055	\$7,900	\$12,055	\$14,248
76-11 ELECTRICITY	\$6,201	\$10,090	\$10,090	\$4,710	\$6,810	\$7,000
78-30 RENTAL	0	424	424	0	0	0
* SERVICES	\$6,201	\$10,514	\$10,514	\$4,710	\$6,810	\$7,000
** STEVENSON PARK	\$22,933	\$27,201	\$29,692	\$16,945	\$26,083	\$24,111

**COMMUNITY SERVICES
1776 PARK
001-6432-456**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
62-10 LANDSCAPING	\$233	\$318	\$318	\$0	\$0	\$318
62-40 FENCE MAINTENANCE	0	0	0	0	0	0
* MAINTENANCE	\$233	\$318	\$318	\$0	\$0	\$318
76-11 ELECTRICITY	\$816	\$128	\$128	\$661	\$1,081	\$1,672
* SERVICES	\$816	\$128	\$128	\$661	\$1,081	\$1,672
** 1776 MEMORIAL PARK	\$1,049	\$446	\$446	\$661	\$1,081	\$1,990

**COMMUNITY SERVICES
RENWICK PARK
001-6433-453**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
54-00 OPERATING SUPPLIES	\$9	\$0	\$0	\$0	\$0	\$0
* SUPPLIES	\$9	\$0	\$0	\$0	\$0	\$0
62-10 LANDSCAPING	971	1,273	1,273	409	1,273	1,273
62-20 LIGHTING MAINTENANCE	9,167	11,448	10,478	3,124	10,478	8,978
62-40 FENCE MAINTENANCE	0	1,187	1,187	0	0	1,187
66-00 FACILITY MAINTENANCE	433	6,361	4,373	2,377	6,361	6,589
* MAINTENANCE	\$10,571	\$20,269	\$17,311	\$5,910	\$18,112	\$18,027
76-11 ELECTRICITY	\$14,075	\$37,201	\$32,201	\$11,038	\$15,717	\$16,000
76-20 JANITORIAL SERVICES	0	0	7,140	5,950	7,140	7,140
78-00 CONTRACT SERVICES	6,455	13,886	4,914	0	0	5,000
* SERVICES	\$20,530	\$51,087	\$44,255	\$16,988	\$22,857	\$28,140
** RENWICK PARK	\$31,110	\$71,356	\$61,566	\$22,898	\$40,969	\$46,167

**COMMUNITY SERVICES
LEAVESLEY PARK
001-6434-455**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
54-00 OPERATING SUPPLIES	\$115	\$106	\$106	\$63	\$84	\$0
58-00 OPERATING EQUIPMENT < \$5000	435	1,273	1,273	247	329	409
* SUPPLIES	\$550	\$1,379	\$1,379	\$310	\$413	\$409
62-10 LANDSCAPING	\$47	\$398	\$398	\$392	\$398	\$450
62-20 LIGHTING MAINTENANCE	0	424	424	207	424	241
66-00 FACILITY MAINTENANCE	3,994	4,452	4,452	538	3,717	4,558
* MAINTENANCE	\$4,041	\$5,274	\$5,274	\$1,137	\$4,539	\$5,249
76-11 ELECTRICITY	\$10,780	\$9,370	\$9,370	\$7,307	\$11,743	\$11,500
76-12 TELEPHONE/COMMUNICATIONS	0	688	688	0	0	0
76-20 JANITORIAL SERVICES	4,872	5,390	5,390	4,080	5,390	4,950
76-25 SAFETY SERVICES	1,703	0	2,332	1,355	2,332	2,332
76-30 PEST CONTROL SERVICES	200	318	318	155	318	215
78-00 CONTRACT SERVICES	0	106	106	0	0	0
* SERVICES	\$17,555	\$15,872	\$18,204	\$12,897	\$19,783	\$18,997
88-00 CAPITAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
* CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
** LEAVESLEY PARK	\$22,146	\$22,525	\$24,857	\$14,344	\$24,735	\$24,655

**COMMUNITY SERVICES
OLD CITY PARK
001-6435-456**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
54-00 OPERATING SUPPLIES	\$6	\$106	\$106	\$0	\$0	\$106
56-00 FACILITY SUPPLIES	0	106	106	0	0	106
* SUPPLIES	\$6	\$212	\$212	\$0	\$0	\$212
62-10 LANDSCAPING	\$75	\$637	\$637	\$0	\$0	\$100
62-20 LIGHTING MAINTENANCE	0	1,167	1,167	0	0	200
62-40 FENCE MAINTENANCE	0	106	106	0	0	106
64-00 OPERATING MAINTENANCE	0	264	264	0	0	264
66-00 FACILITY MAINTENANCE	433	2,650	2,650	452	603	600
* MAINTENANCE	\$508	\$4,824	\$4,824	\$452	\$603	\$1,270
76-11 ELECTRICITY	\$5,235	\$7,533	\$7,533	\$4,065	\$7,533	\$6,000
* SERVICES	\$5,235	\$7,533	\$7,533	\$4,065	\$7,533	\$6,000
** OLD CITY PARK	\$5,749	\$12,569	\$12,569	\$4,517	\$8,136	\$7,482

**COMMUNITY SERVICES
CENTENNIAL PARK
001-6436-453**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
54-00 OPERATING SUPPLIES	\$8,625	\$10,175	\$3,322	\$1,545	\$3,322	\$7,175
54-95 CHEMICALS	5,011	17,458	6,558	3,536	5,214	6,658
56-20 JANITORIAL SUPPLIES	0	424	381	150	200	0
* SUPPLIES	\$13,636	\$28,057	\$10,261	\$5,231	\$8,736	\$13,833
62-10 LANDSCAPING	\$2,964	\$3,711	\$7,907	\$7,907	\$7,907	\$4,711
62-20 LIGHTING MAINTENANCE	355	370	22,270	21,804	21,804	5,370
64-00 OPERATING MAINTENANCE	5,222	5,300	8,900	8,466	8,900	7,300
66-00 FACILITY MAINTENANCE	4,087	4,589	17,199	15,445	17,199	7,589
* MAINTENANCE	\$12,628	\$13,970	\$56,276	\$53,622	\$55,810	\$24,970
76-11 ELECTRICITY	\$55,590	\$46,830	\$46,830	\$46,036	\$61,381	\$65,000
76-20 JANITORIAL SERVICES	0	0	7,140	5,950	7,140	7,140
76-80 MOWING SERVICES	60,974	66,886	62,986	45,730	62,986	63,286
78-00 CONTRACT SERVICES	3,259	0	0	0	0	0
* SERVICES	\$119,823	\$113,716	\$116,956	\$97,716	\$131,507	\$135,426
** CENTENNIAL PARK	\$146,087	\$155,743	\$183,493	\$156,569	\$196,053	\$174,229

**COMMUNITY SERVICES
LAKE FRIENDSWOOD
001-6437-454**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
76-80 MOWING SERVICES	\$585	\$637	\$637	\$0	\$0	\$637
* SERVICES	\$585	\$637	\$637	\$0	\$0	\$637
** LAKE FRIENDSWOOD	\$585	\$637	\$637	\$0	\$0	\$637

**COMMUNITY SERVICES
FRIENDSWOOD SPORTS PARK
001-6438-453**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
54-00 OPERATING SUPPLIES	\$15,097	\$15,388	\$3,844	\$3,755	\$3,844	\$5,844
54-95 PESTICIDES/CHEMICALS	465	530	530	0	0	530
* SUPPLIES	\$15,562	\$15,918	\$4,374	\$3,755	\$3,844	\$6,374
62-10 LANDSCAPING	\$2,600	\$2,650	\$2,980	\$2,980	\$2,980	\$2,650
62-20 LIGHTING MAINTENANCE	1,922	2,239	739	0	0	2,239
64-00 OPERATING MAINTENANCE	4,637	6,539	5,899	5,095	6,794	6,539
66-00 FACILITY MAINTENANCE	6,310	6,361	13,733	13,729	16,305	6,920
* MAINTENANCE	\$15,469	\$17,789	\$23,351	\$21,804	\$26,079	\$18,348
74-01 POSTAL / COURIER SERVICES	\$10	\$0	\$0	\$0	\$0	\$0
76-11 ELECTRICITY	37,072	42,456	42,456	29,977	42,456	42,456
76-12 TELEPHONE/COMMUNICATIONS	0	849	0	0	0	0
76-13 NATURAL GAS	313	530	530	316	421	530
76-20 JANITORIAL SERVICES	0	6,300	7,140	5,950	7,140	7,140
76-80 MOWING SERVICES	12,600	18,020	14,020	9,935	14,020	14,000
78-00 CONTRACT SERVICES	15,700	8,539	559	160	213	5,440
* SERVICES	\$65,695	\$76,694	\$64,705	\$46,338	\$64,250	\$69,566
88-00 CAPITAL EQUIPMENT	\$6,148	\$0	\$5,000	\$5,000	\$5,000	\$0
* CAPITAL	\$6,148	\$0	\$5,000	\$5,000	\$5,000	\$0
** FRIENDSWOOD SPORTS PARK	\$102,874	\$110,401	\$97,430	\$76,897	\$99,173	\$94,288

**COMMUNITY SERVICES
ALLISON BUYOUTS
001-6440-456**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
76-80 MOWING SERVICES	\$39,715	\$63,685	\$49,610	\$29,175	\$49,610	\$53,685
76-90 HOA MAINTENANCE FEES	1,350	4,239	4,239	2,550	3,400	4,239
* SERVICES	\$41,065	\$67,924	\$53,849	\$31,725	\$53,010	\$57,924
** ALLISON BUY OUT PROPERTIES	\$41,065	\$67,924	\$53,849	\$31,725	\$53,010	\$57,924

**COMMUNITY SERVICES
FACILITY OPERATIONS (GENERAL GOVERNMENT)
001-6460-419**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/2011	FY11 Year End Estimate	FY12 Adopted Budget
51-00 OFFICE SUPPLIES	\$608	\$2,650	\$1,640	\$679	\$906	\$1,000
54-00 OPERATING SUPPLIES	13,519	2,968	6,198	4,910	6,546	8,089
56-00 FACILITY SUPPLIES	3,333	5,513	5,513	2,212	2,949	5,513
56-20 JANITORIAL SUPPLIES	1,491	1,695	1,695	1,024	1,695	0
58-00 OPERATING EQUIPMENT<\$5000	1,780	1,061	6,314	5,253	6,314	1,061
* SUPPLIES	\$20,731	\$13,887	\$21,360	\$14,078	\$18,410	\$15,663
62-10 LANDSCAPING	\$2,007	\$2,019	\$2,019	\$2,002	\$2,019	\$2,500
62-20 LIGHTING MAINTENANCE	419	424	424	72	96	0
62-30 PARKING LOT MAINTENANCE	5,885	0	17,736	9,053	12,070	0
65-12 PARKING LOT MAINT	8,439	0	0	0	0	0
66-00 FACILITY MAINTENANCE	105,234	57,610	51,883	35,825	51,883	59,034
66-10 BUILDING RENOVATIONS	0	72,200	75,211	37,421	75,211	0
68-00 EQUIPMENT MAINTENANCE	7,114	8,635	8,635	5,666	8,635	8,635
* MAINTENANCE	\$129,098	\$140,888	\$155,908	\$90,039	\$149,914	\$70,169
74-00 OPERATING SERVICES	\$950	\$488	\$488	\$450	\$488	\$0
76-11 ELECTRICITY	132,606	163,028	163,028	77,619	153,028	140,000
76-12 TELEPHONE/COMMUNICATIONS	113,622	112,271	112,271	91,473	113,271	112,271
76-13 NATURAL GAS	1,908	2,014	2,014	1,202	2,014	2,014
76-20 JANITORIAL SERVICES	50,944	72,080	56,459	40,667	56,459	62,000
76-25 SAFETY SERVICES	1,689	0	3,158	1,261	3,158	3,300
76-30 PEST CONTROL SERVICES	1,200	1,377	1,377	945	1,377	1,400
78-00 CONTRACT SERVICES	30,690	31,818	31,818	19,432	31,818	33,000
78-30 RENTAL	4,020	2,214	4,020	3,015	4,020	4,020
* SERVICES	\$337,629	\$385,290	\$374,633	\$236,064	\$365,633	\$358,005
84-00 CAPITAL OPERATING EQUIP	\$9,775	\$0	\$24,300	\$17,248	\$24,300	\$0
88-00 CAPITAL EQUIPMENT	32,439	0	0	0	0	0
* CAPITAL	\$42,214	\$0	\$24,300	\$17,248	\$24,300	\$0
** FACILITY OPERATIONS	\$529,672	\$540,065	\$576,201	\$357,429	\$558,257	\$443,837

**COMMUNITY SERVICES
FACILITY OPERATIONS (PUBLIC SAFETY BUILDING)
001-6460-421**

	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original	Amended	YTD	Year End	Adopted
		Budget	Budget	6/30/2011	Estimate	Budget
54-00 OPERATING SUPPLIES	\$6,066	\$2,120	\$3,720	\$3,007	\$3,720	\$3,120
56-00 FACILITY SUPPLIES	2,306	3,181	2,962	1,213	1,618	3,181
58-00 OPERATING EQUIPMENT<\$5000	2,394	0	0	0	0	0
* SUPPLIES	\$10,766	\$5,301	\$6,682	\$4,220	\$5,338	\$6,301
62-10 LANDSCAPING	\$6,703	\$530	\$530	\$270	\$360	\$530
66-00 FACILITY MAINTENANCE	26,316	25,276	23,882	15,688	26,882	24,276
68-00 EQUIPMENT MAINTENANCE	2,990	3,610	5,449	2,032	5,449	3,154
* MAINTENANCE	\$36,009	\$29,416	\$29,861	\$17,990	\$32,691	\$27,960
76-11 ELECTRICITY	\$86,511	\$86,973	\$86,973	\$61,055	\$86,973	\$91,500
76-12 TELEPHONE/COMMUNICATIONS	16,440	4,770	4,770	10,614	14,652	10,770
76-20 JANITORIAL SERVICES	29,181	30,381	30,381	23,950	28,740	29,740
76-25 SAFETY SERVICES	3,291	0	3,405	2,344	3,405	3,300
76-30 PEST CONTROL SERVICES	5,650	1,273	1,273	725	967	853
76-80 MOWING SERVICES	0	7,000	7,000	0	0	7,000
78-00 CONTRACT SERVICES	4,882	0	1,494	0	0	0
78-30 RENTAL	1,104	1,695	1,695	828	1,104	1,695
* SERVICES	\$147,059	\$132,092	\$136,991	\$99,516	\$135,841	\$144,858
** FACILITY OPERATIONS (PSB)	\$193,834	\$166,809	\$173,534	\$121,726	\$173,870	\$179,119

**COMMUNITY SERVICES
FACILITY OPERATIONS (FIRE STATIONS)
001-6460-422**

	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original	Amended	YTD	Year End	Adopted
		Budget	Budget	6/30/2011	Estimate	Budget
66-00 FACILITY MAINTENANCE	\$2,817	\$1,801	\$1,801	\$953	\$1,801	\$1,801
68-00 EQUIPMENT MAINTENANCE	1,291	3,000	3,000	1,291	3,000	3,000
* MAINTENANCE	\$4,108	\$4,801	\$4,801	\$2,244	\$4,801	\$4,801
76-11 ELECTRICITY	\$34,850	\$36,204	\$36,204	\$29,977	\$36,204	\$41,640
76-12 TELEPHONE/COMMUNICATIONS	1,682	3,200	3,200	2,732	3,200	3,200
76-13 NATURAL GAS SERVICES	2,557	1,407	1,407	1,048	1,407	1,407
76-30 PEST CONTROL SERVICES	1,120	1,313	1,313	785	1,313	1,313
* SERVICES	\$40,209	\$42,124	\$42,124	\$34,542	\$42,124	\$47,560
** FACILITY OPERATIONS (FS)	\$44,317	\$46,925	\$46,925	\$36,786	\$46,925	\$52,361

**COMMUNITY SERVICES
FACILITY OPERATIONS (ANIMAL CONTROL)
001-6460-441**

	FY10	FY11	FY11	FY11	FY11	FY12
	Actual	Original	Amended	YTD	Year End	Adopted
		Budget	Budget	6/30/2011	Estimate	Budget
54-00 OPERATING SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$800
56-00 FACILITY SUPPLIES	12	795	795	8	36	1,245
56-20 JANITORIAL SUPPLIES	0	0	0	0	0	400
* SUPPLIES	\$12	\$795	\$795	\$8	\$36	\$2,445
62-10 LANDSCAPING	\$0	\$106	\$106	\$0	\$0	\$1,300
66-00 FACILITY MAINTENANCE	6,636	9,107	8,016	824	8,016	13,812
68-00 EQUIPMENT MAINTENANCE	0	0	0	0	0	500
* MAINTENANCE	\$6,636	\$9,213	\$8,122	\$824	\$8,016	\$15,612
76-11 ELECTRICITY	\$0	\$3,908	\$3,908	\$0	\$3,908	\$5,000
76-12 TELEPHONE/COMMUNICATIONS	0	0	0	0	0	5,400
76-13 NATURAL GAS	0	0	0	0	0	400
76-20 JANITORIAL SERVICES	0	0	0	0	0	6,000
76-25 SAFETY SERVICES	695	0	920	540	920	800
76-30 PEST CONTROL SERVICES	0	0	0	0	0	450
78-00 CONTRACT SERVICES	0	0	1,091	0	0	0
* SERVICES	\$695	\$3,908	\$5,919	\$540	\$4,828	\$18,050
** FACILITY OPERATIONS (AC)	\$7,343	\$13,916	\$14,836	\$1,372	\$12,880	\$36,107



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Capital Improvement Program

Capital Improvements Program (CIP) Summary

The Capital Improvements Program (CIP) is a five-year planning tool used to identify the City of Friendswood's capital expenditure needs. The plan outlines capital improvements costs and potential funding sources. In addition to information taken from the City's CIP plan, this section of the budget document, will provide estimates for future operating expenses (if any) related to each capital improvement project identified.

The City's capital improvements program consists of a capital budget which includes projected expenditures for the current fiscal year. Capital expenditures, tangible assets or projects with estimated cost of at least \$5,000 with a useful life of at least five (5) years, are part of the capital budget. The second part of the City's CIP is the capital program which consists of anticipated capital expenditures to be purchased or projects to be completed in the future; beyond the current fiscal year. The CIP categorizes and accounts for key capital requirements related to expenditures excluded from the capital outlay of the departmental operating budgets. Our City's CIP includes significantly costly, non-routine projects with multiple year life expectancies. These tangible items or projects become fixed assets for the City. Examples include:

- Building construction, additions or renovations (Ex. – Public Safety Building)
- Park Improvements (Ex. - hiking/biking trails, lighting)
- Major repairs or construction of streets (Ex. – Friendswood Link extension)
- Water and sewer improvements (Ex. - Water Plant #2 Rehabilitation)
- Drainage improvements (Ex. – Mud Gulley detention & conveyance)
- Major equipment replacements/purchases (Ex. – Fire trucks, Computer Refresh)

Upon approval by City Council and funding source confirmation, the projects proposed in the CIP for the current fiscal year will commence. The remaining unfunded projects in the future years of the plan will be included in the operating budget, annually, as City Council determines continued relevance of the projects and approves funding sources. The City utilizes General Obligation Bonds, Revenue Bonds and undesignated fund balance reserves to support its Capital Improvements Program. The proposed projects included in this section of the operating budget document are grouped by funding source and sorted by estimated year of the project's completion.

The CIP plan, a document published separately of the City's operating budget, is currently waiting City Council review and approval. Therefore, the information presented in this section of our budget document is in draft format. It reflects the capital improvements identified, to date, for inclusion in the City's future capital budget and the capital program.



Capital Improvement Program

Developing the Capital Improvements Program (CIP)

The goals and objectives of City Council and the City's financial policies set the framework for building the annual capital improvement plan. Additionally, the following factors are considered in our CIP development and implementation:

- Financial debt capacity (How much can the City borrow for improvements?)
- Community development opportunities (Is new residential/commercial building expected in the City?)
- Land availability (Is the City nearing its build-out capacity?)
- Staffing resources (Can existing staff levels accommodate the CIP projects?)
- Stakeholder Input (Staff, Citizens, Committees, Boards and Commissions)
- Direction from City Council

The capital improvements proposed in the CIP directly impact the City's other strategic and long-term planning tools. Our Multi Year Financial Plan (MYFP) is a five year projection of operational expenses, property values, tax rate estimates, outstanding debt and anticipated new one-time or ongoing programs. CIP capital improvements cost estimates are noted in the MYFP's anticipated new one-time or on-going programs.

The City's Master Plans, such as the Parks and Open Space Master Plan, Streets Master Plan and Utility Drainage Master Plan also help to determine capital improvement needs and priorities. Take the Parks and Open Space Master Plan for example. The plan's timeframe is one to ten years and provides guidelines for Parks and Facility improvements as our City's population grows. Based on National Recreation and Parks Association Standards, our Plan recommends 100 acres of park land space per 1,000 residents. The City currently has 200 acres park land. At build-out population is estimated to be 57,400. To meet the Parks and Open Space Master Plan standard, 574 acres of park land will be needed. As our population grows toward build-out, park land acquisition will become more of a priority in the City's CIP. The City also has a Pavement Master Plan that determines street construction and major repair projects for inclusion in the CIP. Population growth and life cycles of existing streets are driving factors in the prioritizing Pavement Master Plan capital improvements.

During the ongoing development of the CIP, stakeholders examine the relationship between the capital improvements identified and goals outlined in City's Vision 2020 plan. This plan was implemented in 1997 with foresight of the City's build-out projected for the year 2020. Vision 2020 calls for:

- Developing Tax Base (improve tax base mix)
- Improved Infrastructure (water, sewer)
- Retaining Values (quality of life)
- Maintaining Quality of Schools
- Improved Drainage
- Maintaining High Level of Public Service
- Being a Whole Life Community (homes, jobs, amenities)
- Incorporating Vision 2020 in the Master Plan
- Attracting a College/University
- Development of a City Civic Center
- Maintaining Visual Image (prevent undesirable land uses)
- Transportation Improvement
- Additional Parks and Recreational Development
- Being Sensitive to the Environment

Capital Improvement Program

In stakeholder discussions this year, City Council recommended the tentative calendar below for addressing the needs identified in the CIP.

FY11-12 Timeframe	Phase	Activity
July August	Public Education	<ul style="list-style-type: none"> ➤ Proposed CIP project listing, details posted on City's PEG channel & Website ➤ Funding Options detailed on the City's PEG channel & Website
September October	Town Hall Meetings	<ul style="list-style-type: none"> ➤ Residents, Council appointed Boards, Committees, Commissions provide input on proposed CIP projects
November December	City Council Meetings/Workshops	<ul style="list-style-type: none"> ➤ City Council discussions/feedback on input received at Town Hall Meetings
January February March April	CIP Approval	<ul style="list-style-type: none"> ➤ City Council approval of CIP project prioritization ➤ City Council direction on funding sources to pursue

Capital Improvement Program Focus

The main goal of City's Capital Improvement Program is to preserve the existing quality of life for Friendswood citizens as the community develops by proactively approaching anticipated needs of the City, forecasting improvement projects and securing financial resources. According to the proposed plan, "the program is also intended to depict financial challenges of the City's growth and maintenance of infrastructure that characterize the City's future and the associated funding requirements to meet these objectives."

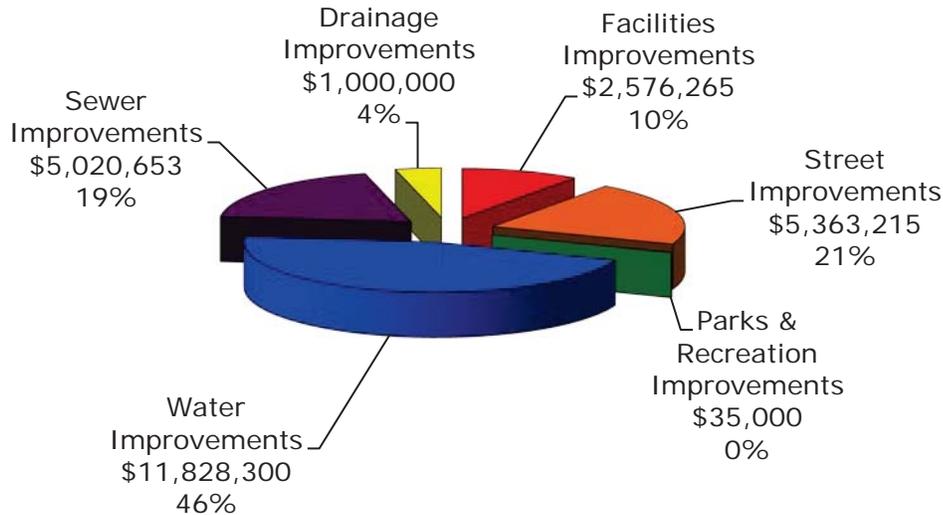
As previously stated, population growth is a major driver for our CIP development and implementation. The 2000 census, reported Friendswood's population at 29,037. Projected population for fiscal year 2011 – 2012 is 37,400; a 28.8% increase in 12 years. By our community's complete build-out in 10 to 20 years, the population is expected to be at approximately 57,400.

As a result of this anticipated growth and its subsequent impact, the CIP focuses on utility infrastructure improvements for the next five years. Immediate need and disaster recovery grant funding awarded to the City by the Texas Department of Rural Affairs have allowed for facilities improvements in this year's capital budget (year one of the CIP). These improvements include renovations to our Fire Station #3 and installation of natural gas generators at 37 of the City's facilities (lift stations, water plants and fire stations).

As will be shown in further portions of this document, 69% of the CIP funding uses are proposed drainage and utility improvement projects. Proposed streets improvements make up 21% of the program and facilities improvements total 10%. Minimal parks improvements are included in the 5 year window of the plan. Beyond the next five years, the proposed CIP's focus will shift from utility infrastructure improvements to streets and facilities improvements when the composition of the plan will be 36% and 64%, respectively.

Proposed CIP Funding Uses Fiscal Years 2012 - 2016

\$25,823,443



CIP Impact on the Operating Budget

The Capital Improvement Program has a direct effect on the City's operating budget. During the annual budget process, ongoing costs for repairs, maintenance, operational expenditures and in some cases, new personnel cost resulting from capital improvements are addressed. Also addressed by City Council and staff throughout each fiscal year, is the impact on the operating budget resulting from matching grants portions of capital projects, capital lease purchases of equipment and undesignated fund balance appropriations for capital improvements.

For example, the following estimated maintenance and operating costs for capital improvements are included in the proposed operating budget for fiscal year 2011 – 2012.

- Operational supplies cost – approximately \$0.33 to \$0.97 per sq. ft.
- Facilities electricity cost – approximately \$3.19 to \$3.24 per sq. ft.
- Building maintenance cost – approximately \$0.97 to \$1.00 per sq. ft.
- Janitorial services cost – approximately \$0.95 to \$1.09 per sq. ft.
- Water, sewer & storm water line cleaning/maintenance – approximately \$1,646 per mile
- Wastewater Treatment – approximately \$1.14 per 1,000 gallons

Capital Improvement Program

Due to the nature of some of the projects in the CIP and the timeframe in which capital improvements will be completed or acquired, quantifying or estimating this impact is challenging. As explained in the City's CIP, costs of the projects included in the plan are determined at current dollars. Then, an inflationary factor is added to surmise future project cost for the planned date of completion. The inflationary factor is supported by the Houston Chapter of Associated General Contractors, the U.S. Department of Labor and Engineering News Report.

The overall impact of the facility, street, drainage, water and sewer Capital Improvements Program projects will be positive for the City upon completion because upgraded or new infrastructure results in lower on-going maintenance costs for the City. However, useful life cycles of infrastructure will remain a factor. Therefore, replacement needs are continuous and often offset the maintenance savings from new infrastructure.

Staff takes special care in timing CIP projects that may require debt service support to maintain the City's property tax rate at a level that will not burden its citizens. As a result, the City's capital improvement program includes proposed unfunded projects totaling \$84.9 million; \$54.2 is general obligation funds supported and \$30.7 million supported by service revenue. As previously stated, projects will be included in the capital budget, annually, as their continued relevance and funding sources are approved by City Council. Debt level limits and revenue projections are critical in this process because CIP projects funded by property tax supported debt have an indirect impact on the operating budget through resulting principal and interest payment requirements.

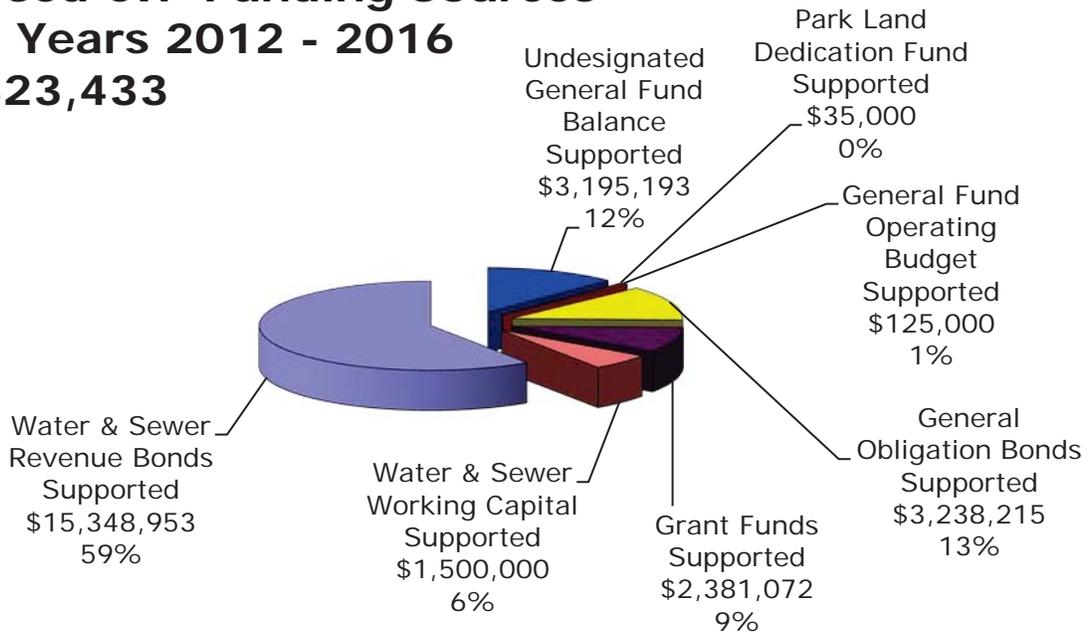
Capital Improvements Program Funding

The CIP sights funding as the greatest challenge for the plan due to the aggressive nature of our City's plan and increasing construction costs partly resulting from recent hurricanes affecting the Gulf Coast. This challenge means the City has to utilize a variety of sources for funding capital expenditures. In the past, the City has issued General Obligation Bonds, Certificates of Obligation and Revenue Bonds to support the Capital Improvements Plan. The proposed CIP plan includes \$3,485,000 in General Obligations Bonds funding issued in 2005 for street improvement projects slated for completion in the next 3 years.

Other funding sources such as state and federal grants, donations, inter-local agreements, capital leases and undesignated fund balance reserves have been utilized to pay for capital expenditures. The City anticipates continuing the use of these funding sources to support the capital improvements program in the future.

In fiscal year 2009, the City issued water and sewer revenue bonds totaling \$12.1 million to complete water and sewer capital improvements. This year's CIP includes two of those projects totaling \$4.9 million.

**Proposed CIP Funding Sources
Fiscal Years 2012 - 2016
\$25,823,433**



Significant Routine and Significant Non-Routine Capital Expenditures

The Water and Sewer Fund capital improvements program includes one significant routine capital expenditure which is the annual sewer line maintenance and cleaning. The adopted budget allots \$300,000 for this ongoing expense. The City’s capital improvements program includes one general fund significant routine capital expenditure which is asphalt and concrete streets improvements program. The amount has varied from year to year dependent upon general operating funding availability. The adopted budget for fiscal year 2011 – 2012, includes \$125,000 for this capital expenditure. The CIP proposes \$500,000 for each fiscal year 2013 through 2016.

The City’s recommended significant non-routine capital expenditures for the next five years of the CIP plan, totaling \$110.7 million, will be detailed in further parts of this section of the budget document. The following tables summarize the CIP plan expenditures by project year and category. Schedules follow which provide proposed project names, accounting project identification numbers (if assigned), budget estimates and operating budget impact (if any).

Capital Improvement Program

Proposed General Obligations Funds	2012	2013	2014	2015	2016	Total 5 Year Plan
Drainage						
Estimated Cost	\$ 0	\$ 0	\$ 0	\$ 1,000,000	\$ 0	\$ 1,000,000
Authorized Funds	\$ 0	\$ 0	\$ 0	\$ 1,000,000	\$ 0	\$ 1,000,000
Supplemental Funding	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Facilities						
Estimated Cost	\$ 2,576,265	\$ 0	\$ 0	\$ 0	\$ 0	\$ 2,576,265
Authorized Funds	\$ 2,576,265	\$ 0	\$ 0	\$ 0	\$ 0	\$ 2,576,265
Supplemental Funding	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Parks						
Estimated Cost	\$ 35,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Authorized Funds	\$ 35,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Supplemental Funding	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Streets						
Estimated Cost	\$ 3,271,785	\$ 500,000	\$ 500,000	\$ 591,430	\$ 500,000	\$ 5,363,215
Authorized Funds	\$ 3,271,785	\$ 0	\$ 0	\$ 91,430	\$ 0	\$ 3,363,215
Supplemental Funding	\$ 0	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,000,000
Total G.O. Funds						
Estimated Cost	\$ 5,883,050	\$ 500,000	\$ 500,000	\$ 1,591,430	\$ 500,000	\$ 8,974,480
Authorized Funds	\$ 5,883,050	\$ 0	\$ 0	\$ 1,091,430	\$ 0	\$ 6,974,480
Supplemental Funding	\$ 0	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,000,000

Proposed Utility Funds	2012	2013	2014	2015	2016	Total 5 Year Plan
Sewer Improvements						
Estimated Cost	\$ 3,820,653	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 5,020,653
Authorized Funds	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Supplemental Funding	\$ 3,520,653	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,520,653
Water Improvements						
Estimated Cost	\$ 7,337,300	\$ 0	\$ 372,000	\$ 4,119,000	\$ 0	\$11,828,300
Authorized Funds	\$ 5,574,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,574,000
Supplemental Funding	\$ 1,763,300	\$ 0	\$ 372,000	\$ 4,119,000	\$ 0	\$ 6,254,300
Total Utility Funds						
Estimated Cost	\$ 11,157,953	\$ 300,000	\$ 672,000	\$ 4,419,000	\$ 300,000	\$16,848,953
Authorized Funds	\$ 5,874,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 7,074,000
Supplemental Funding	\$ 5,283,953	\$ 0	\$ 372,000	\$ 4,119,000	\$ 0	\$ 9,774,953

**Capital Projects
Project Summary by Fund**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
General Fund	\$3,066,338	\$175,000	\$2,555,934	\$614,736	\$2,524,604	\$160,000
Economic Development Administration Grant Fund	284,636	2,514,000	2,579,825	822,707	2,579,825	0
Texas Department of Rural Affairs Grant Fund	210,796	0	1,495,557	0	1,495,557	502,703
Park Land Dedication Fund	0	0	7,000	7,000	7,000	0
General Obligation Construction Funds	0	0	338,215	227,517	338,215	3,146,785
Water and Sewer Fund	300,000	300,000	542,467	86,659	542,467	300,000
2006 Water and Sewer Construction Fund	1,111,847	1,794,364	1,798,298	0	1,896,593	0
2009 Water and Sewer Construction Fund	329,620	1,040,000	5,862,279	1,604,948	4,783,707	1,556,000
Water and Sewer Funding to be Determined	0	0	0	0	0	4,936,093
	\$5,303,237	\$5,823,364	\$15,179,575	\$3,363,567	\$14,167,968	\$10,601,581

**Capital Improvement Plan
FY11-12 Budget
General Fund**

Project Name	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget	FY13 Proposed Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget
Asphalt Overlay Program	\$254,694	\$50,000	\$83,355	\$0	\$83,355	\$62,500	\$250,000	\$250,000	\$250,000	\$250,000
Concrete Repairs	0	50,000	50,000	0	50,000	62,500	250,000	250,000	250,000	250,000
Friendswood Link Road	27,523	0	0	0	0	0	0	0	0	0
Stadium Lane Parking	42,601	0	237,012	236,367	237,012	0	0	0	0	0
STREET PROJECTS	\$324,818	\$100,000	\$370,367	\$236,367	\$370,367	\$125,000	\$500,000	\$500,000	\$500,000	\$500,000
Cowards Creek Drainage	\$0	\$0	\$58,150	\$58,150	\$58,150	\$0	\$0	\$0	\$0	\$0
Prairie Wilde Drainage	0	0	0	0	0	0	0	0	0	0
Dickinson Bayou Drainage	0	0	13,945	0	13,945	0	0	0	0	0
Mud Gully Detention & Conveyance	0	0	0	0	0	0	0	0	1,000,000	0
FM 518 (Downtown) Drainage	2,552,538	0	197,383	79,233	197,383	0	0	0	0	0
DRAINAGE PROJECTS	\$2,552,538	\$0	\$269,478	\$137,383	\$269,478	\$0	\$0	\$0	\$1,000,000	\$0
Centennial Park Ph II & III	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Centennial Park Field Lighting	97,953	0	10,052	0	0	0	0	0	0	0
Stevenson Park Playground Renovation	44,999	50,000	55,001	0	50,000	0	0	0	0	0
Stevenson Park Tennis&Basketball Courts	0	0	0	0	0	35,000	0	0	0	0
Renwick Lighting	0	0	0	0	0	0	0	0	0	0
PARKS PROJECTS	\$142,952	\$50,000	\$65,053	\$0	\$50,000	\$35,000	\$0	\$0	\$0	\$0
Animal Control Facility	\$34,025	\$0	\$965,975	\$218,058	\$965,975	\$0	\$0	\$0	\$0	\$0
Fire Station #4	0	0	16,277	0	0	0	0	0	0	0
Property Exchange FS #3 & HOA	0	0	0	0	0	0	0	0	0	0
Fire Truck Equipment	0	0	464,270	0	464,270	0	0	0	0	0
Library Parking Lot Improvements	0	25,000	54,703	0	54,703	0	0	0	0	0
Fire Station #3 Modification	12,005	0	349,811	22,928	349,811	0	0	0	0	0
FACILITY PROJECTS	\$46,030	\$25,000	\$1,851,036	\$240,986	\$1,834,759	\$0	\$0	\$0	\$0	\$0
GENERAL FUND PROJECTS	\$3,066,338	\$175,000	\$2,555,934	\$614,736	\$2,524,604	\$160,000	\$500,000	\$500,000	\$1,500,000	\$500,000

**General Fund (001)
Capital Improvement Projects
Account Listing**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
81-20 Buildings	\$0	\$0	\$0	\$0	\$0	\$0
81-40 Building Renovations	0	0	0	0	0	0
82-30 Parking/Driveways	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
General Government Total	\$0	\$0	\$0	\$0	\$0	\$0
58-00 Operating Equipment <\$5000	\$0	\$0	\$0	\$0	\$0	\$0
66-00 Facility Maintenance	0	0	0	0	0	0
74-00 Operating Services	0	0	0	0	0	0
78-00 Contract Services	0	0	0	0	0	0
81-10 Land	0	0	0	0	0	0
81-11 Easements And Row	0	0	0	0	0	0
81-20 Buildings	0	0	877,581	152,200	877,581	0
85-81 Preliminary Study	34,025	0	83,955	64,898	83,955	0
85-82 Design Engineering	12,005	0	27,795	22,928	27,795	0
85-83 Architectural Services	0	0	0	0	0	0
85-91 Construction Contracted	0	0	322,016	0	322,016	0
85-97 Soil/Concrete Testing	0	0	4,439	960	4,439	0
88-00 Capital Equipment	0	0	480,547	0	464,270	0
Public Safety Total	\$46,030	\$0	\$1,796,333	\$240,986	\$1,780,056	\$0
65-10 Street Maintenance	\$254,694	\$50,000	\$50,000	\$0	\$50,000	\$62,500
71-30 Engineering Services	0	0	0	0	0	0
81-11 Easements And Row	16,500	0	0	0	0	0
85-10 Street & Sidewalk Improv	0	0	0	0	0	0
85-11 Concrete Streets	0	0	0	0	0	0
85-12 Asphalt Streets	0	50,000	83,355	0	83,355	62,500
85-19 Other Street Improvements	172	0	0	0	0	0
85-30 Drainage Improvements	2,394,184	0	197,952	67,857	197,952	0
85-81 Preliminary Engineering	12,523	0	2,000	0	2,000	0
85-82 Design Engineering	156,854	0	11,376	11,376	11,376	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	42,237	0	231,204	231,434	231,434	0
85-96 Surveying	0	0	0	0	0	0
85-97 Construction Testing	192	0	5,808	4,933	5,578	0
85-98 Misc Construction Costs	0	0	58,150	58,150	58,150	0
85-99 Geotechnical Services	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Public Works Total	\$2,877,356	\$100,000	\$639,845	\$373,750	\$639,845	\$125,000
58-00 Operating Equipment < \$5000	\$0	\$0	\$0	\$0	\$0	\$0
82-20 Lighting	97,953	0	10,052	0	0	0
82-30 Other Property Imprvmnts/Parking	0	25,000	54,703	0	54,703	0
85-60 Parks Improvements	0	0	0	0	0	35,000
85-83 Architectural Services	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
82-40 Fence	0	0	0	0	0	0
85-85 Construction Inspection	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
88-00 Capital Equipment	44,999	50,000	55,001	0	50,000	0
Culture & Recreation Total	\$142,952	\$75,000	\$119,756	\$0	\$104,703	\$35,000
81-10 Land	\$0	\$0	\$0	\$0	\$0	\$0
81-12 Environmental Assess	0	0	0	0	0	0
81-13 Appraisals	0	0	0	0	0	0
81-15 Storm Water Detention	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
Financial Admin Total	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL FUND PROJECTS	\$3,066,338	\$175,000	\$2,555,934	\$614,736	\$2,524,604	\$160,000

Capital Improvement Plan
FY11-12 Budget
Proposed General Obligation Projects

Project Name	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget	FY13 Proposed Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget
Projects to be determined (FY12)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Shadowbend: Woodlawn to Sunset	0	0	0	0	0	0	0	0	0	0
Brittany Bay Blvd.	0	0	0	0	0	0	0	0	0	0
Friendswood Link Road	0	0	0	0	0	0	0	0	0	0
Melody Lane	0	0	0	0	0	0	0	0	0	0
Shadowbend: Woodlawn to Sunset	0	0	0	0	0	0	0	0	0	0
West Winding Way	0	0	0	0	0	0	0	0	0	0
West Spreading Oaks	0	0	0	0	0	0	0	0	0	0
Skyview Avenue	0	0	0	0	0	0	0	0	0	0
Sunnyview Avenue	0	0	0	0	0	0	0	0	0	0
Pavement Master Plan Phase I	0	0	338,215	227,517	338,215	0	0	0	0	0
Blackhawk Boulevard	0	0	0	0	0	2,407,406	0	0	0	0
Oak Vista Drive	0	0	0	0	0	557,814	0	0	0	0
Wandering Trail	0	0	0	0	0	181,565	0	0	82,663	0
Other Street Improvements (as needed)	0	0	0	0	0	0	0	0	8,767	0
STREET PROJECTS	\$0	\$0	\$338,215	\$227,517	\$338,215	\$3,146,785	\$0	\$0	\$91,430	\$0
Annalea Whitehall Drain Phase II - IV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Clover Acres Drainage	0	0	0	0	0	0	0	0	0	0
Coward Creek Watershed	0	0	0	0	0	0	0	0	0	0
Glennshannon Drainage	0	0	0	0	0	0	0	0	0	0
Mission Estates Outfall	0	0	0	0	0	0	0	0	0	0
Praire Wilde Drainage	0	0	0	0	0	0	0	0	0	0
Sun Meadow Drainage Phase II - V	0	0	0	0	0	0	0	0	0	0
West Edgewood Drainage Outfall	0	0	0	0	0	0	0	0	0	0
Woodlawn Drainage	0	0	0	0	0	0	0	0	0	0
Library Expansion Project-Drawings	0	0	0	0	0	0	0	0	0	0
Baker Road Detention	0	0	0	0	0	0	0	0	0	0
Shadowbend Drainage Phase II	0	0	0	0	0	0	0	0	0	0
Shadowbend Drainage Phase III	0	0	0	0	0	0	0	0	0	0
Melody Lane Drainage	0	0	0	0	0	0	0	0	0	0
FM 518 Drainage Improvements	0	0	0	0	0	0	0	0	0	0
Mud Gully Detention & Conveyance	0	0	0	0	0	0	0	0	0	0
Southern Panhandle Reg. Detention	0	0	0	0	0	0	0	0	0	0
Northern Panhandle Reg. Detention	0	0	0	0	0	0	0	0	0	0
DRAINAGE PROJECTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Centennial Park Ph II & III	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Friendswood Sports Park Land Acq.	0	0	0	0	0	0	0	0	0	0
PARKS PROJECTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Station #4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Safety Bldg Ph I	0	0	0	0	0	0	0	0	0	0
Animal Control Building	0	0	0	0	0	0	0	0	0	0
Library Expansion	0	0	0	0	0	0	0	0	0	0
City Hall Parking Lot Expansion	0	0	0	0	0	0	0	0	0	0
Civic Center	0	0	0	0	0	0	0	0	0	0
Records Retention Center	0	0	0	0	0	0	0	0	0	0
FACILITY PROJECTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL OBLIGATION FUND PROJECTS	\$0	\$0	\$338,215	\$227,517	\$338,215	\$3,146,785	\$0	\$0	\$91,430	\$0

Source for Future Years: Proposed Draft of the Capital Improvement Program Manual

**General Obligation Bonds Fund (250 - 252)
Capital Improvement Projects
Account Listing**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
58-00 Operating Equipment <\$5000	\$0	\$0	\$0	\$0	\$0	\$0
66-00 Facility Maintenance	0	0	0	0	0	0
74-00 Operating Services	0	0	0	0	0	0
78-00 Contract Services	0	0	0	0	0	0
81-10 Land	0	0	0	0	0	0
81-11 Easements And Row	0	0	0	0	0	0
81-20 Buildings	0	0	0	0	0	0
85-81 Preliminary Study	0	0	0	0	0	0
85-82 Design Engineering	0	0	0	0	0	0
85-83 Architectural Services	0	0	0	0	0	0
85-91 Construction Contracted	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Public Safety Total	\$0	\$0	\$0	\$0	\$0	\$0
65-10 Street Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
71-30 Engineering Services	0	0	0	0	0	0
81-11 Easements And Row	0	0	0	0	0	0
85-10 Street & Sidewalk Improv	0	0	0	0	0	0
85-11 Concrete Streets	0	0	0	0	0	0
85-12 Asphalt Streets	0	0	0	0	0	0
85-19 Other Street Improvements	0	0	0	0	0	0
85-30 Drainage Improvements	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	338,215	227,517	338,215	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	3,146,785
85-96 Surveying	0	0	0	0	0	0
85-97 Construction Testing	0	0	0	0	0	0
85-98 Misc Construction Costs	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Public Works Total	\$0	\$0	\$338,215	\$227,517	\$338,215	\$3,146,785
58-00 Operating Equipment < \$5000	\$0	\$0	\$0	\$0	\$0	\$0
82-20 Lighting	0	0	0	0	0	0
82-30 Other Property Imprvmnts/Parking	0	0	0	0	0	0
85-60 Parks Improvements	0	0	0	0	0	0
85-83 Architectural Services	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
82-40 Fence	0	0	0	0	0	0
85-85 Construction Inspection	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Culture & Recreation Total	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL OBLIGATION FUND PROJECTS	\$0	\$0	\$338,215	\$227,517	\$338,215	\$3,146,785

**Capital Improvement Plan
FY11-12 Budget
Economic Development Administration Grant Fund
Fund 140**

Project Name	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget	FY13 Proposed Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget
FM 2351/Beamer Rd. Water Imprvmnts	\$142,319	\$1,257,000	\$1,289,913	\$411,354	\$1,289,913	\$0	\$0	\$0	\$0	\$0
DISTRIBUTION PROJECTS	\$142,319	\$1,257,000	\$1,289,913	\$411,354	\$1,289,913	\$0	\$0	\$0	\$0	\$0
FM 2351/Beamer Rd. Sewer Imprvmnts	142,319	1,257,000	1,289,913	411,354	1,289,913	0	0	0	0	0
COLLECTION PROJECTS	\$142,319	\$1,257,000	\$1,289,913	\$411,354	\$1,289,913	\$0	\$0	\$0	\$0	\$0
EDA GRANT FUND PROJECTS	\$284,637	\$2,514,000	\$2,579,825	\$822,707	\$2,579,825	\$0	\$0	\$0	\$0	\$0

**Economic Development Grant Fund (140)
Capital Improvement Projects
Account Listing**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
81-11 Easements And Row	\$0	\$0	\$0	\$0	\$0	\$0
85-10 Street & Sidewalk Improv	0	0	0	0	0	0
85-11 Concrete Streets	0	0	0	0	0	0
85-12 Asphalt Streets	0	0	0	0	0	0
85-19 Other Street Improvements	0	0	0	0	0	0
85-30 Drainage Improvements	0	0	0	0	0	0
85-81 Preliminary Engineering	192,125	0	35,775	21,080	35,775	0
85-82 Design Engineering	0	0	0	0	0	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	0	2,514,000	2,514,000	800,038	2,514,000	0
85-96 Surveying	83,380	0	120	120	120	0
85-97 Soil/Concrete Testing	1,561	0	29,500	1,469	29,500	0
85-98 Misc Construction Costs	0	0	0	0	0	0
85-99 Geotechnical Services	7,570	0	430	0	430	0
88-00 Capital Equipment	0	0	0	0	0	0
PUBLIC WORKS IMPROVEMENTS	\$284,636	\$2,514,000	\$2,579,825	\$822,707	\$2,579,825	\$0
EDA GRANT FUND PROJECTS	\$284,636	\$2,514,000	\$2,579,825	\$822,707	\$2,579,825	\$0

Capital Improvement Plan
 FY11-12 Budget
 Texas Department of Rural Affairs Grant Fund
 Fund 142

Project Name	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget	FY13 Proposed Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget
Fire Station #3 Renovations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Natural Gas Emergency Generators	210,796	0	1,495,557	0	1,495,557	502,703	0	0	0	0
FACILITIES PROJECTS	\$210,796	\$0	\$1,495,557	\$0	\$1,495,557	\$502,703	\$0	\$0	\$0	\$0
TDRA GRANT FUND PROJECTS	\$210,796	\$0	\$1,495,557	\$0	\$1,495,557	\$502,703	\$0	\$0	\$0	\$0

Texas Department of Rural Affairs Grant Fund (142)
Capital Improvement Projects
Account Listing

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
78-00 Contract Services	\$49,500	\$0	\$0	\$0	\$0	\$0
84-00 Capital Operating Equipment	0	0	1,495,557	0	1,495,557	502,703
81-11 Easements And Row	0	0	0	0	0	0
85-10 Street & Sidewalk Improv	0	0	0	0	0	0
85-11 Concrete Streets	0	0	0	0	0	0
85-12 Asphalt Streets	0	0	0	0	0	0
85-19 Other Street Improvements	0	0	0	0	0	0
85-30 Drainage Improvements	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	161,296	0	0	0	0	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
85-98 Misc Construction Costs	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Public Works Total	\$210,796	\$0	\$1,495,557	\$0	\$1,495,557	\$502,703
TDRA GRANT FUND PROJECTS	\$210,796	\$0	\$1,495,557	\$0	\$1,495,557	\$502,703

Capital Improvement Plan
 FY11-12 Budget
 Park Land Dedication Fund
 Fund 164

Project Name	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget	FY13 Proposed Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget
Centennial Park Improvements	\$0	\$0	\$7,000	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$0
Stevenson Park Improvements	0	0	0	0	0	0	0	0	0	0
PARKS & RECREATION PROJECTS	\$0	\$0	\$7,000	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$0
PARK LAND DEDICATION FUND PROJECTS	\$0	\$0	\$7,000	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$0

Park Land Dedication Fund (164)
Capital Improvement Projects
Account Listing

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
82-20 Lighting	\$0	\$0	\$0	\$0	\$0	\$0
82-40 Fencing	0	0	7,000	7,000	7,000	0
81-11 Easements And Row	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	0	0	0	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
85-98 Misc Construction Costs	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Parks & Recreation Total	\$0	\$0	\$7,000	\$7,000	\$7,000	\$0
PARK LAND DEDICATION FUND PROJECTS	\$0	\$0	\$7,000	\$7,000	\$7,000	\$0

Capital Improvement Plan
 FY11-12 Budget
 Water and Sewer Fund
 Fund 401

Project Name	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget	FY13 Proposed Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget
Fire Hydrant Spacing Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Neighborhood Waterline Replacement	0	0	0	0	0	0	0	0	0	0
Water Meter Change Out Program	0	0	0	0	0	0	0	0	0	0
Water Plant #5 Rehab	0	0	0	0	0	0	0	0	0	0
Water Plant #6 Rehab	0	0	0	0	0	0	0	0	0	0
Mandale Rd. Waterline Extension	0	0	0	0	0	0	0	0	0	0
Surface Water Purchase (COH)	0	0	0	0	0	0	0	0	0	0
DISTRIBUTION PROJECTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Line Maint & Cleaning	300,000	300,000	300,000	54,052	300,000	300,000	300,000	300,000	300,000	300,000
Sewer Line PSB	0	0	0	0	0	0	0	0	0	0
Utility Master Plan	0	0	0	0	0	0	0	0	0	0
Software Support Services (GIS)	0	0	0	0	0	0	0	0	0	0
Blackhawk WWTP Rehab	0	0	209,860	0	209,860	0	0	0	0	0
Stadium Lane Parking Sewer Line	0	0	32,607	32,607	32,607	0	0	0	0	0
Eagle Lake Lift Station Improvement	0	0	0	0	0	0	0	0	0	0
San Joaquin Lift Station Improvements	0	0	0	0	0	0	0	0	0	0
COLLECTION PROJECTS	\$300,000	\$300,000	\$542,467	\$86,659	\$542,467	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
WATER & SEWER FUND PROJECTS	\$300,000	\$300,000	\$542,467	\$86,659	\$542,467	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000

**Water and Sewer Fund (401)
Capital Improvement Projects
Account Listing**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
54-76 Water Meters-Repl Program	\$0	\$0	\$0	\$0	\$0	\$0
54-78 Fire Hydrant Program	0	0	0	0	0	0
85-41 Distribution Lines	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	0	0	0	0
85-85 Construction Inspection	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
Water (Distribution System)	\$0	\$0	\$0	\$0	\$0	\$0
65-51 Collection Line Maintenance	\$300,000	\$300,000	\$300,000	\$54,052	\$300,000	\$300,000
71-30 Engineering Services	0	0	0	0	0	0
65-52 Lift Station Maintenance	0	0	0	0	0	0
77-20 Software Support Services	0	0	0	0	0	0
85-51 Collection Lines	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	209,860	0	209,860	0
85-91 Construction (Contracted)	0	0	32,607	32,607	32,607	0
Sewer (Collection System)	\$300,000	\$300,000	\$542,467	\$86,659	\$542,467	\$300,000
WATER & SEWER PROJECTS	\$300,000	\$300,000	\$542,467	\$86,659	\$542,467	\$300,000

**Capital Improvement Plan
FY11-12 Budget
Proposed Water and Sewer Bond Projects**

Project Name	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget	FY13 Proposed Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget
Bay Area Blvd Waterline	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Blackhawk Waterline	0	0	0	0	0	0	0	0	0	0
16" Waterline Sunset to Sun Meadow	71,699	0	0	0	0	0	0	0	0	0
Water Plant #2 Rehabilitation	0	1,040,000	1,500,482	715,969	1,500,482	0	0	0	0	0
Water Plant #5 Rehabilitation	329,620	1,040,000	4,374,152	96,327	3,393,875	0	0	0	0	0
Water Plant #6 Rehabilitation	0	554,364	1,582,009	792,652	1,582,009	0	0	0	0	0
Water Plant #7 Rehabilitation	0	0	0	0	0	0	0	0	0	0
Deepwood Force Main	0	0	0	0	0	0	0	0	0	0
Beamer Road Water Line	0	0	0	0	0	0	0	0	0	0
42" Water Main Replacement	0	0	0	0	0	0	0	0	0	0
COH Raw Water System Buy-In	0	0	0	0	0	0	0	0	0	0
Second Take Point Phase II	0	0	0	0	0	1,556,000	0	0	0	0
Water Plant #2 Rehabilitation	0	0	0	0	0	0	0	0	0	0
East FM 528 Water Line	0	0	0	0	0	0	0	0	0	0
Surface Water Station #2	0	0	0	0	0	0	0	0	0	0
Viejo Drive (E & W) Water Line Loop	0	0	0	0	0	0	0	0	0	0
Water Distribution Replacement & Upgrades	0	0	0	0	0	0	0	0	0	0
Second Elevated Water Storage Tank Rehab	0	0	0	0	0	0	0	0	0	0
Water Plant #3 Rehabilitation	0	0	0	0	0	0	0	0	0	0
Water Plant #4 Rehabilitation	0	0	0	0	0	0	0	0	0	0
Water Plant #1 Rehabilitation	0	0	0	0	0	0	0	0	0	0
DISTRIBUTION PROJECTS	\$401,319	\$2,634,364	\$7,456,643	\$1,604,948	\$6,476,366	\$1,556,000	\$0	\$0	\$0	\$0
Deepwood Force Main	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deepwood LS Expansion	1,040,148	200,000	203,934	0	203,934	0	0	0	0	0
Sunmeadow LS #8 Replacement	0	0	0	0	0	0	0	0	0	0
South Friendswood Force Main Div	0	0	0	0	0	0	0	0	0	0
Beamer Road Sanitary Sewer	0	0	0	0	0	0	0	0	0	0
El Dorado/Lundy Lane Sanitary Sewer	0	0	0	0	0	0	0	0	0	0
Blackhawk WWTP Rehab	0	0	0	0	0	0	0	0	0	0
Lift Station #3 Replacement	0	0	0	0	0	0	0	0	0	0
Lift Station #6 Replacement	0	0	0	0	0	0	0	0	0	0
COLLECTION SYSTEM PROJECTS	\$1,040,148	\$200,000	\$203,934	\$0	\$203,934	\$0	\$0	\$0	\$0	\$0
WATER & SEWER FUND PROJECTS	\$1,441,467	\$2,834,364	\$7,660,577	\$1,604,948	\$6,680,300	\$1,556,000	\$0	\$0	\$0	\$0

Source for Future Years: Proposed Draft of the Capital Improvement Program Manual

Some projects may be funded from Water & Sewer Fund working capital.

**2006 Water and Sewer Bond Construction Fund (418)
Capital Improvement Projects
Account Listing**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
81-11 Water Rights	\$0	\$0	\$0	\$0	\$0	\$0
81-13 Appraisals	0	0	0	0	0	0
85-41 Distribution Lines	0	0	0	0	0	0
85-43 Water Purification Plants	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	0	0	0	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	71,699	1,594,364	1,594,364	0	1,692,659	0
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
Water (Distribution System)	\$71,699	\$1,594,364	\$1,594,364	\$0	\$1,692,659	\$0
81-11 Easements And Row	\$0	\$0	\$0	\$0	\$0	\$0
81-13 Appraisals	0	0	0	0	0	0
85-51 Collection Lines	0	0	0	0	0	0
85-52 Lift Station Improvemt	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	3,922	0	3,922	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	1,040,148	200,000	200,000	0	200,000	0
85-96 Surveying	0	0	12	0	12	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
Sewer (Collection System)	\$1,040,148	\$200,000	\$203,934	\$0	\$203,934	\$0
2006 W/S BOND PROJECTS	\$1,111,847	\$1,794,364	\$1,798,298	\$0	\$1,896,593	\$0

**2009 Water and Sewer Bond Construction Fund (419)
Capital Improvement Projects
Account Listing**

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
81-11 Water Rights	\$0	\$0	\$0	\$0	\$0	\$0
81-13 Appraisals	0	0	0	0	0	0
85-41 Distribution Lines	0	0	0	0	0	0
85-43 Water Purification Plants	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	139,870	40,928	139,870	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	329,620	1,040,000	5,658,034	1,543,957	4,579,462	1,556,000
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	63,275	19,006	63,275	0
85-99 Geotechnical Services	0	0	1,100	1,057	1,100	0
WATER (DISTRIBUTION SYSTEM)	\$329,620	\$1,040,000	\$5,862,279	\$1,604,948	\$4,783,707	\$1,556,000
81-11 Easements And Row	\$0	\$0	\$0	\$0	\$0	\$0
81-13 Appraisals	0	0	0	0	0	0
85-51 Collection Lines	0	0	0	0	0	0
85-52 Lift Station Improvemt	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	0	0	0	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
SEWER (COLLECTION SYSTEM)	\$0	\$0	\$0	\$0	\$0	\$0
2009 W/S BOND PROJECTS	\$329,620	\$1,040,000	\$5,862,279	\$1,604,948	\$4,783,707	\$1,556,000

**Capital Improvement Plan
FY11-12 Budget
Water and Sewer Fund
(Funding to be Determined)**

Project Name	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget	FY13 Proposed Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget
42" Water Main Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,291,000	\$0
Water Plant #7 Rehabilitation	0	0	0	0	0	1,625,300	0	0	0	0
Second Elevated Water Storage Tank Rehab	0	0	0	0	0	0	0	372,000	0	0
East FM 528 Water Line	0	0	0	0	0	0	0	0	1,828,000	0
Water Plant #6 Rehab	0	0	0	0	0	0	0	0	0	0
Mandale Rd. Waterline Extension	0	0	0	0	0	0	0	0	0	0
Surface Water Purchase (COH)	0	0	0	0	0	0	0	0	0	0
DISTRIBUTION PROJECTS	\$0	\$0	\$0	\$0	\$0	\$1,625,300	\$0	\$372,000	\$4,119,000	\$0
Lift Station #3 Replacement	0	0	0	0	0	735,000	0	0	0	0
Lift Station #6 Replacement	0	0	0	0	0	356,000	0	0	0	0
Blackhawk WWTP Rehab	0	0	0	0	0	2,219,793	0	0	0	0
Software Support Services (GIS)	0	0	0	0	0	0	0	0	0	0
Stadium Lane Parking Sewer Line	0	0	0	0	0	0	0	0	0	0
Eagle Lake Lift Station Improvement	0	0	0	0	0	0	0	0	0	0
San Joaquin Lift Station Improvements	0	0	0	0	0	0	0	0	0	0
COLLECTION PROJECTS	\$0	\$0	\$0	\$0	\$0	\$3,310,793	\$0	\$0	\$0	\$0
WATER & SEWER PROJECTS (FUNDING TBD)	\$0	\$0	\$0	\$0	\$0	\$4,936,093	\$0	\$372,000	\$4,119,000	\$0

Capital Improvement Program

GENERAL OBLIGATION PROJECTS

(Planned for FY12 – FY16)

Capital Improvement Program

UTILITY SERVICES PROJECTS

(Planned for FY12 – FY16)

Capital Improvement Program

Project Name: Water Plant #5 Replacement

Project Information

Project Type: Utility Year Planned: 2012
Subtype: Water Distribution Improvements

Budget: \$3,277,000

Funding Source: 2009 Water & Sewer Revenue Bonds

Description:

This rehabilitation will include the replacement of control room, chemical room, conversion of pumps, and ground storage tank as necessary. Replacement of the elevated storage tank will be necessary. Additionally, the project scope will include the replacing of all valves and piping as necessary. The existing cyclone fence will be replaced with 8 feet cedar wood. The existing ground storage tank is made of steel with a capacity of 210,000 gallons. The ground storage tank should be replaced with a 500,000-gallon capacity unit. The control room is in need of modification to eliminate water damage due to rainfall intrusion.

Justification:

This site contains the one million gallon elevated storage tank. The existing ground storage tank leaks from the bottom plates and requires extensive repairs. The ground storage tank is 32 years old and is in need of replacement, possibly with a new 500,000-gallon unit. The existing control room facility is extremely small and floods easily. Existing controls are aging to the point of needing total replacement. Correcting this will require modification of this building and the surrounding area. The vertical turbine pumps should also be replaced within this project with horizontal units to improve operation efficiency.

Operating Cost:

No additional maintenance and operational cost are associated with this capital improvement as it is a replacement for an existing water plant.

Capital Improvement Program

Project Name: Lift Station #3 Replacement

Project Information

Project Type: Utility Year Planned: 2012
Subtype: Lift Station Improvements
Budget: \$735,000
Funding Source: Not yet identified

Description:

This project would replace the existing lift station that serves the Annalea-Kingspark-Whitehall area. A new wet well would be poured, new pumps and controls for the lift station would be installed and new fencing will be erected.

Justification:

The existing lift station at Annalea/Kingspark/Whitehall has reached the end of its useful life span and is in need of replacement. Current estimates indicate that this system will be severely taxed and incapable of handling even normal combined flows in the next few years.

Operating Cost:

No additional maintenance and operational cost are associated with this capital improvement as it is a replacement for an existing lift station.

Project Name: Lift Station #6 Replacement

Project Information

Project Type: Utility Year Planned: 2012
Subtype: Lift Station Improvements
Budget: \$356,000
Funding Source: Not yet identified

Description:

This project would replace the existing lift station that serves the Regency Estates area. A new wet well would be poured, new pumps and controls for the lift station would be installed, and new fencing erected.

Justification:

The existing lift station at Regency Estates has reached the end of its useful life span and is in need of replacement. Current estimates indicate that this system will be severely taxed and incapable of handling even normal combined flows in the next few years.

Operating Cost:

No additional maintenance and operational cost are associated with this capital improvement as it is a replacement for an existing lift station.

Capital Improvement Program

Project Name: Water Plant #7 Replacement

Project Information

Project Type: Utility Year Planned: 2012
Subtype: Water Distribution Improvements
Budget: \$1,625,300
Funding Source: Not yet identified

Description:

The rehabilitation will include the replacement of control room, chemical room, conversion of pumps, and ground storage tank as necessary. Replace all valves and piping as necessary. The existing cyclone fence will be replaced with 8 feet cedar wood. The existing tanks are made of galvanized steel with a capacity of 210,000 gallons and 63,000 respectively and may require replacement with one half-million gallon tank. Final recommendation for project will come out of a Preliminary Engineering Report. Recondition existing generator set.

Justification:

This well site is in need of a new control room. The existing room is too small for safety when performing electrical repair work and no longer meets National Electric Codes (NEC). The existing switchgear is at the end of its usable life. The room also floods when there is any rainfall. A new control room/chemical room will eliminate this situation. A replacement of the existing vertical turbine pumps with horizontal units would provide a more efficient operation. The ground storage tanks should be replaced as necessary with half million gallon ground storage as dictated by the last ground storage tank inspection. At this time the replacement of all needed piping and accessories should be done. The existing automatic transfer switch at the site was hit by lightening and partially destroyed. A new switch would enable this site to automatically transfer power when needed. Reconditioning the existing generator set including increasing the diesel tank capacity would make this emergency power system more reliable.

Operating Cost:

No additional maintenance and operational cost are associated with this capital improvement as it is a replacement for an existing water plant.

Capital Improvement Program

Project Name: Water Plant #2 Replacement

Project Information

Project Type: Utility Year Planned: 2012
Subtype: Water Distribution Improvements

Budget: \$879,000

Funding Source: Not yet identified

Description:

The rehabilitation of Plant #2 will include the replacement of control room, chemical room, conversion of pumps and the probable replacement of the ground storage tank as necessary and replacement of all valves and piping as necessary. The existing cyclone fence will be replaced with an 8 foot cedar wood fence.

Justification:

This well site is in need of a new control room. The existing controls are located outside and are showing the effects of that environment. The tank is 41 years old and made from galvanized steel with a capacity of only 210,000 gallons and is in need of total rehabilitation. The vertical turbine pumps will be replaced with horizontal units to provide more efficient operation.

Operating Cost:

No additional maintenance and operational cost are associated with this capital improvement as it is a replacement for an existing water plant.

Capital Improvement Program

Project Name: Blackhawk Wastewater Treatment Plant Rehab

Project Information

Project Type: Utility Year Planned: 2012
Subtype: Wastewater Treatment Improvements

Budget: \$2,429,653

Funding Source: Not yet identified

Description:

This project consists of the rehabilitation of (1) the head works structure; (2) mechanical bar screens; (3) aeration blowers, piping and valves; (4) fine bubble diffusers; (5) media filters; and (6) UV disinfectant system.

Justification:

The Blackhawk Wastewater Treatment Facility is a facility owned and operated by the Gulf Coast Waste Disposal Authority. In 2010, the GCWDA commissioned an assessment of the facility and identified areas needing repair. Friendswood is the majority capacity owner within the plant.

Operating Cost:

Current operational cost No additional maintenance and operational cost are anticipated with this capital improvement. Minimal short-term savings may occur.

Project Name: Second Elevated Water Storage Tank Rehabilitation

Project Information

Project Type: Utility Year Planned: 2014
Subtype: Water Plant Improvements

Budget: \$372,000

Funding Source: Not yet identified

Description:

The rehabilitation of the existing elevated storage tank will include the sand blasting and painting of the storage tank and some minor repairs to pumping equipment.

Justification:

A preventive maintenance program would prolong the life of the facilities. The ground storage needs to be painted every 10 to 12 years to assure its integrity and usefulness.

Operating Cost:

No additional maintenance and operational cost are associated with this capital improvement as it is a rehab to an existing water storage tank. Approximate future cost of repeating this rehab in 10 to 12 years is \$484K.

Capital Improvement Program

Project Name: 42 Inch Water Main Replacement

Project Information

Project Type: Utility Year Planned: 2015
Subtype: Water Distribution Improvements
Budget: \$2,291,000
Funding Source: Not yet identified

Description:

This is a co-participation project with the City of Houston and other participants in the upgrade of the main north / south surface water transmission pipeline from the Southeast Water Purification Plant along State Highway 3. Texas Department of Transportation plans to widen State Highway 3 and it will be necessary to remove the existing pipeline from the State right-of-way in preparation for that project. This presents an opportunity to up-size this transmission line when it is removed from the easement. The removal / construction project will be managed by the City of Houston and Participant's cost share will be based on a pro-rata use according to their distribution allocation. Friendswood's distribution allocation from this line is balanced by its distribution allocation from the 36-inch line on Beamer. Replacement and movement of the 42-inch line to a location outside of the Highway 3 ROW is planned for completion by 2015 in order for Texas Department of Transportation (TxDOT) project to proceed on schedule.

Justification:

The City of Friendswood is a participant in the operation and maintenance of the 42 inch Water Line. That pro-rata participation is reduced by its participation in the Beamer Road 36 inch transmission line. The City is dependent on these as the source of surface water required to meet the Ground Water Reduction Plan as established in 2001, and to meet growing population requirements through build-out.

Operating Cost:

The City is currently charged \$0.64 per gallon for surface water received through this waterline. Completion of this capital improvement project will not result in any additional water to the City; therefore no additional operating costs are expected.

Capital Improvement Program

Capital Improvements Program - General Government Projects Beyond 5-Year CIP

PROJECT	Estimated Cost	Other Funds	Other Funding Source
Library*	\$5,571,000	\$0	
Records Retention Center	\$465,000	\$0	
Civic Center*	\$435,000	\$0	
Imperial Estates Park	\$200,000	\$0	
Lake Friendswood	\$611,514	\$305,757	Possible Grant Funding
Pavement Management Master Plan - Future Phases	\$6,000,000	\$0	
Brittany Bay Blvd Phase 1 (East of FM 528)	\$4,970,000	\$4,970,000	Development Contribution
Friendswood Link Rd Phase 2	\$4,634,252	\$0	
FM 518 Drainage Improvements Phase 2	\$2,747,000	\$0	
New Fire Station	\$2,500,000	\$0	
Old City Park	\$598,000	\$0	
Annalea/Whitehall Drainage Improvements	\$862,000	\$0	
Friendswood Sportspark Phase 2	\$750,000	\$0	
Parkland Acquisition	\$3,000,000	\$0	
Brittany Bay Blvd Phase 2 (West of FM 528)	\$7,000,000	\$0	
Shadowbend Drainage Improvements Ph. II	\$416,000	\$0	
Sunmeadow Drainage Improvements	\$3,140,000	\$0	
W. Edgewood (FM 2351) Drainage Outfall - - Wegner Ditch	\$3,600,000	\$0	
Public Safety Building Phase 2	\$2,982,000	\$0	
Public Works Building Renovation	\$1,362,000	\$0	
San Joaquin Pkwy Reconstruction	\$565,000	\$0	
Fire Dept Training Field Upgrades	\$784,000	\$0	
Parks Maintenance Building Phase 1	\$250,000	\$0	
Parks Maintenance Building Phase 2	\$750,000	\$0	
Total Estimates	\$54,192,766	\$5,275,757	

*Cost estimate varies if build new Library/convert old to Civic Center

Capital Improvement Program

Capital Improvements Program – Water & Sewer Projects Beyond 5-Year CIP

PROJECT	Estimated Cost	Other Funds	Other Funding Source
Automated Meter Reading System	\$3,000,000	\$0	
Beamer Road Sanitary Sewer Future Phases	\$3,049,000	\$0	
Beamer Road Water Line Future Phases	\$1,483,000	\$0	
Blackhawk Treatment Plant Capacity	\$8,395,000	\$0	
El Dorado - Lundy Lane Sanitary Sewer	\$2,837,000	\$0	
FM 528 - Falcon Ridge to Windsong Sanitary Sewer	\$706,000	\$0	
FM 528 - Lundy Lane to Tower Estates Sanitary Sewer	\$1,109,000	\$0	
San Joaquin Estates Water Line Replacement	\$1,423,000	\$0	
SCADA System Upgrade	\$200,000	\$0	
South Friendswood Service Area Water Loop	\$715,000	\$0	
Water Distribution Replacement and Upgrades	\$5,000,000	\$0	
Water Plant #1 Rehabilitation	\$299,000	\$0	
Water Plant #3 Rehabilitation	\$154,000	\$0	
Water Plant #4 Rehabilitation	\$154,000	\$0	
Windsong Sanitary Sewer	\$2,152,000	\$0	
Total Estimates	\$30,676,000	\$0	

Completed CIP Projects since CIP Program Inception

Water and Sewer Utilities

Blackhawk FM 2351 Waterline
E. Heritage 8" Sanitary Sewer
16" Waterline (Melody to Sunset)
Autumn Creek Sewer Line
Additional Water Purchase
2nd Surface Water Take Point & System Loop
Moore/Mandale Waterline Loop
Bay Area Blvd Waterline
WWTP Waterline Loop 8"
Longwood Park Water & Sewer
Water Plant #3 Rehab
Water Plant #4 Rehab
Water Plant #1 Rehab
San Joaquin Estates Sewer
Second Elevated Tank
Sun Meadow Lift Station
South Friendswood Force Main
Blackhawk Waterline
16" Transmission Waterline (Sunset to WW#4)

Street & Parking Lot Paving

Sunset Drive
Friendswood Link Road Extension
Additional City Hall Parking
Activity Building Parking

Storm Drainage

Sunmeadow Drainage
Annalea/Whitehall/Kings Park Drainage
Clover Acres Drainage
Glenshannon Drainage
Woodlawn Streets and Drainage

City Facilities

Public Safety Building
Fire Station #4
Public Works Security Gate
Public Works Wash Bay
Library Land Acquisition
Public Works Vehicle Storage Building
Municipal Court Renovations

City Parks & Recreation

Centennial Park Phase I & II
Friendswood Sports Park
Jogging Trail Stevenson Park



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Summary of Debt Service Funds

	FY 10 Actual	FY 11 Original Budget	FY 11 Amended Budget	FY 11 YTD 6/30/11	FY 11 Year End Estimate	FY 12 Adopted Budget
General Obligation Bonds	\$2,168,608	\$1,282,406	\$1,689,688	\$1,340,299	\$1,689,688	\$1,517,494
Certificates of Obligations	\$0	\$0	\$0	\$0	\$0	\$0
Refunding Bonds	\$426,987	\$1,040,597	\$1,175,846	\$1,132,291	\$1,420,303	\$1,661,825
Revenue Bonds	\$1,802,928	\$2,307,593	\$2,307,593	\$1,385,485	\$2,041,640	\$1,627,015
Other Tax Debt	\$109,645	\$250,705	\$219,808	\$194,647	\$219,808	\$219,810
Total	\$4,508,168	\$4,881,301	\$5,392,935	\$4,052,722	\$5,371,439	\$5,026,144

Debt Service Funds Overview

The Tax Debt Service Fund is used to account for property taxes levied for payment of principal and interest on all general long-term debt of the City. The basis of budgeting for the Tax Debt Service Fund is the modified accrual method and is the same as the basis of accounting reported in the Comprehensive Annual Financial Report.

In FY 2010-11, the City refinanced its 2001 Series Water & Sewer Revenue Bonds as Series 2010B General Obligation Bonds. Debt service payments on the Series 2010B Bonds will be supported by the Water & Sewer Fund through annual transfers to the Tax Debt Service Fund over the entire life of the bonds. This refinancing strategy did not alter the maturity date of the outstanding debt and resulted in a significant rate difference that will lower the interest amount due over the life of the bonds.

Debt Limits

The City and various other political subdivisions of government which overlap all or a portion of the City are empowered to incur debt to be paid from revenues raised or to be raised by taxation against all or a portion of property within the City. Article XI, Section 5 of the Texas Constitution, provides for an overall limitation for Home Rule Cities of \$2.50 per \$100 assessed valuation.

The Attorney General of Texas follows a policy, with respect to Home Rule Cities which have a \$2.50 limitation of approving ad valorem tax bonds only to the extent that all of such city's ad valorem tax debt can be serviced by a debt service tax rate of \$1.50 at 90% collection, or \$1.35 per \$100 of net assessed value at 100% collection rate.

This year's proposed budget reflects an estimated debt service rate of \$0.0684 per \$100 of net assessed value at 100% collection; which will yield approximately \$1,614,607; on an estimated net assessed tax based of \$2,362,929,430.

The total estimated general obligation tax debt presented in this year's proposed budget is \$25,027,469. This amount is less than the debt limit of \$31,899,548 stipulated by the Texas Attorney General's Office and the Home Rule Cities debt limit of \$59,073,237 based on the City's estimated net assessed tax base.

Tax Debt Service Fund

	FY 10 Actual	FY 11 Original Budget	FY 11 Amended Budget	FY 11 YTD 6/30/11	FY 11 Year End Estimate	FY 12 Adopted Budget
General Obligation Bonds						
Principal	\$1,510,000	\$675,000	\$750,000	\$750,000	\$750,000	\$800,000
Interest	658,008	606,806	711,577	387,722	711,577	716,394
Issuance Cost	0	0	225,461	200,227	225,461	0
Paying Agent Fees	600	600	2,650	2,350	2,650	1,100
Total	\$2,168,608	\$1,282,406	\$1,689,688	\$1,340,299	\$1,689,688	\$1,517,494
Revenue Bonds						
Principal	\$0	\$0	\$0	\$0	\$0	\$0
Interest	0	0	0	0	0	0
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0
Refunding Bonds						
Principal	\$0	\$0	\$0	\$0	\$0	\$0
Interest	0	0	0	0	0	0
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0
Other Tax Debt						
Principal	\$91,468	\$205,454	\$178,764	\$168,602	\$178,764	\$187,668
Interest	18,177	45,251	41,044	26,045	41,044	32,142
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	0	0	0	0	0	0
Total	\$109,645	\$250,705	\$219,808	\$194,647	\$219,808	\$219,810
Certificates of Obligation						
Principal	\$0	\$0	\$0	\$0	\$0	\$0
Interest	0	0	0	0	0	0
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0
Total Tax Debt Service Fund	\$2,278,253	\$1,533,111	\$1,909,496	\$1,534,946	\$1,909,496	\$1,737,304

**Debt Service
Tax Debt Service Fund
Account Listing**

	FY 10 Actual	FY 11 Original Budget	FY 11 Amended Budget	FY 11 YTD 6/30/11	FY 11 Year End Estimate	FY 12 Adopted Budget
93-11 PRINCIPAL - 2003 GO BONDS	\$295,000	\$310,000	\$310,000	\$310,000	\$310,000	\$330,000
93-12 PRINCIPAL - 2005 GO BONDS	350,000	365,000	365,000	365,000	365,000	375,000
93-13 PRINCIPAL - 2010 GO BONDS	0	0	75,000	75,000	75,000	95,000
BOND AND GO PRINCIPAL	\$645,000	\$675,000	\$750,000	\$750,000	\$750,000	\$800,000
93-70 PRINCIPAL - 10 COMPUTER REFRESH	\$0	\$95,163	\$95,163	\$0	\$95,163	\$99,921
93-71 PRINCIPAL - 10 SENIOR PROGRAM BUS	0	26,690	0	0	0	\$0
93-96 PRINCIPAL - 08 FIRE TRUCK	55,260	50,051	50,051	50,051	50,051	52,532
93-97 PRINCIPAL - 09 GRADALL	36,208	33,550	33,550	33,551	33,550	35,215
OTHER DEBT PRINCIPAL	\$91,468	\$205,454	\$178,764	\$83,602	\$178,764	\$187,668
93-11 INTEREST - 2003 GO BONDS	\$330,495	\$313,858	\$313,858	\$161,191	\$313,858	\$299,558
93-12 INTEREST - 2005 GO BONDS	308,589	292,948	292,948	150,466	292,948	276,761
93-13 INTEREST - 2010 GO BONDS	0	0	104,771	36,100	104,771	140,075
BOND AND GO INTEREST	\$639,084	\$606,806	\$711,577	\$347,757	\$711,577	\$716,394
93-70 INTEREST - 10 COMPUTER REFRESH	\$0	\$15,000	\$15,000	\$0	\$15,000	\$10,242
93-71 INTEREST - 10 SENIOR PROGRAM BUS	0	4,207	0	0	0	0
93-96 INTEREST - 08 FIRE TRUCK	11,651	16,860	16,860	16,861	16,861	14,380
93-97 INTEREST - 09 GRADALL	6,526	9,184	9,184	9,184	9,184	7,520
OTHER DEBT INTEREST	\$18,177	\$45,251	\$41,044	\$26,045	\$41,045	\$32,142
93-11 FISCAL FEES - 03 GO BONDS	\$300	\$300	\$300	\$0	\$300	\$300
93-12 FISCAL FEES - 05 GO BONDS	300	300	300	300	300	300
93-13 FISCAL FEES - 10 GO BONDS	0	0	0	500	500	500
FISCAL AGENT FEES	\$600	\$600	\$600	\$800	\$1,100	\$1,100
93-13 ISSUE COSTS - 10 GO BONDS	\$0	\$0	\$91,761	\$84,939	\$91,761	\$0
95-10 ISSUE COSTS - OTHER FINANCING USES	0	0	129,943	129,943	129,943	0
ISSUE COSTS	\$0	\$0	\$221,704	\$214,882	\$221,704	\$0
Total for TAX DEBT SERVICE FUND	\$1,394,329	\$1,533,111	\$1,903,689	\$1,423,086	\$1,904,190	\$1,737,304

Tax Debt Service Fund
Summary Schedule of Tax Debt Service to Maturity

YEAR	PRINCIPAL	INTEREST	TOTAL
2012	987,667	748,535	1,736,202
2013	1,022,987	691,721	1,714,708
2014	961,663	652,588	1,614,251
2015	996,456	614,434	1,610,890
2016	993,751	574,434	1,568,185
2017	970,000	533,784	1,503,784
2018	1,010,000	493,587	1,503,587
2019	1,050,000	452,149	1,502,149
2020	1,095,000	408,654	1,503,654
2021	1,140,000	362,154	1,502,154
2022	1,190,000	313,371	1,503,371
2023	1,240,000	262,224	1,502,224
2024	1,295,000	208,540	1,503,540
2025	1,350,000	152,227	1,502,227
2026	1,410,000	93,162	1,503,162
2027	135,000	60,226	195,226
2028	140,000	54,726	194,726
2029	145,000	49,026	194,026
2030	150,000	43,126	193,126
2031	160,000	36,926	196,926
2032	165,000	29,807	194,807
2033	175,000	21,732	196,732
2034	180,000	13,301	193,301
2035	190,000	4,513	194,513
TOTAL	18,152,524	6,874,945	25,027,469

Schedule of 2003 Permanent Improvement Bonds

YEAR	PRINCIPAL	INTEREST	TOTAL
2012	330,000	299,558	629,558
2013	345,000	287,745	632,745
2014	365,000	275,046	640,046
2015	385,000	261,166	646,166
2016	410,000	246,055	656,055
2017	430,000	229,563	659,563
2018	455,000	211,635	666,635
2019	480,000	192,228	672,228
2020	510,000	171,183	681,183
2021	535,000	148,715	683,715
2022	565,000	125,065	690,065
2023	600,000	100,018	700,018
2024	635,000	73,465	708,465
2025	670,000	45,240	715,240
2026	705,000	15,334	720,334
TOTAL	\$7,420,000	\$2,682,014	\$10,102,014

Tax Debt Service Fund
Schedule of 2005 General Obligation Bonds
By Maturity Date

YEAR	PRINCIPAL	INTEREST	TOTAL
2012	375,000	276,761	651,761
2013	385,000	260,136	645,136
2014	390,000	243,183	633,183
2015	400,000	225,901	625,901
2016	405,000	208,292	613,292
2017	420,000	190,245	610,245
2018	430,000	171,651	601,651
2019	440,000	153,445	593,445
2020	450,000	135,645	585,645
2021	465,000	117,113	582,113
2022	480,000	97,680	577,680
2023	500,000	77,280	577,280
2024	505,000	56,049	561,049
2025	525,000	34,161	559,161
2026	535,000	11,503	546,503
TOTAL	\$6,705,000	\$2,259,043	\$8,964,043

Schedule of 2010 General Obligation Bonds
By Maturity Date

YEAR	PRINCIPAL	INTEREST	TOTAL
2012	95,000	140,075	235,075
2013	100,000	123,476	223,476
2014	110,000	121,376	231,376
2015	110,000	119,176	229,176
2016	115,000	116,926	231,926
2017	120,000	113,976	233,976
2018	125,000	110,301	235,301
2019	130,000	106,476	236,476
2020	135,000	101,826	236,826
2021	140,000	96,326	236,326
2022	145,000	90,626	235,626
2023	140,000	84,926	224,926
2024	155,000	79,026	234,026
2025	155,000	72,826	227,826
2026	170,000	66,326	236,326
2027	135,000	60,226	195,226
2028	140,000	54,726	194,726
2029	145,000	49,026	194,026
2030	150,000	43,126	193,126
2031	160,000	36,926	196,926
2032	165,000	29,807	194,807
2033	175,000	21,732	196,732
2034	180,000	13,301	193,301
2035	190,000	4,513	194,513
TOTAL	3,385,000	1,857,047	5,242,047

Tax Debt Service Fund

Estimated Obligations Under Capital Leases

YEAR	PRINCIPAL	INTEREST	TOTAL
2012	187,667	32,142	219,809
2013	192,987	20,364	213,351
2014	96,663	12,983	109,646
2015	101,456	8,191	109,646
2016	63,751	3,161	66,912
TOTAL	\$642,524	\$76,841	\$719,365

Water and Sewer Debt Service Fund

	FY 10 Actual	FY 11 Original Budget	FY 11 Amended Budget	FY 11 YTD 6/30/11	FY 11 Year End Estimate	FY 12 Adopted Budget
Revenue Bonds						
Principal	\$110,000	\$705,000	\$705,000	\$705,000	\$705,000	\$310,000
Interest	1,691,128	1,600,093	1,600,093	680,185	1,335,840	1,316,215
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	1,800	2,500	2,500	300	800	800
Total	\$1,802,928	\$2,307,593	\$2,307,593	\$1,385,485	\$2,041,640	\$1,627,015
Refunding Bonds						
Principal	\$105,000	\$735,000	\$735,000	\$820,000	\$820,000	\$1,245,000
Interest	321,987	304,597	304,597	195,453	465,054	415,275
Issuance Cost	0	0	133,699	115,288	133,699	0
Paying Agent Fees	0	1,000	2,550	1,550	1,550	1,550
Total	\$426,987	\$1,040,597	\$1,175,846	\$1,132,291	\$1,420,303	\$1,661,825
Other Tax Debt						
Principal	\$0	\$0	\$0	\$0	\$0	\$0
Interest	0	0	0	0	0	0
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0
Certificates of Obligation						
Principal	\$0	\$0	\$0	\$0	\$0	\$0
Interest	0	0	0	0	0	0
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0
Total Water and Sewer Debt Service Fund	\$2,229,915	\$3,348,190	\$3,483,439	\$2,517,776	\$3,461,943	\$3,288,840

**Debt Service
Water and Sewer Fund
Account Listing**

	FY 10 Actual	FY 11 Original Budget	FY 11 Amended Budget	FY 11 YTD 6/30/11	FY 11 Year End Estimate	FY 12 Adopted Budget
93-14 PRINCIPAL - 10 REFUND GO BONDS (W/S)	\$0	\$0	\$0	\$85,000	\$85,000	\$465,000
93-43 PRINCIPAL - 99 W/S BONDS	0	0	0	0	0	0
93-44 PRINCIPAL - 00 W/S BONDS	60,000	0	0	0	0	0
93-45 PRINCIPAL - 01 W/S BONDS	50,000	400,000	400,000	400,000	400,000	0
93-53 PRINCIPAL - 09 W/S BONDS	0	305,000	305,000	305,000	305,000	310,000
93-66 PRINCIPAL - 06 REFUND BONDS	105,000	735,000	735,000	735,000	735,000	780,000
BOND PRINCIPAL	\$215,000	\$1,440,000	\$1,440,000	\$1,525,000	\$1,525,000	\$1,555,000
93-14 INTEREST - 10 REFUND GO BONDS (W/S)	\$0	\$0	\$0	\$39,965	\$160,457	\$141,925
93-43 INTEREST - 99 W/S BONDS	17,830	0	0	0	0	0
93-44 INTEREST - 00 W/S BONDS	21,246	0	0	0	0	0
93-45 INTEREST - 01 W/S BONDS	293,907	276,953	276,953	12,700	12,700	0
93-49 INTEREST - 06 W/S BONDS	799,813	790,875	790,875	399,827	790,875	790,875
93-50 INTEREST - 05 W/S BONDS	15,853	0	0	0	0	0
93-53 INTEREST - 09 W/S BONDS	542,479	532,265	532,265	267,658	532,265	525,340
93-66 INTEREST - 06 REFUND BONDS	321,987	304,597	304,597	155,488	304,597	273,350
BOND INTEREST	\$2,013,115	\$1,904,690	\$1,904,690	\$875,638	\$1,800,894	\$1,731,490
93-14 FISCAL FEES - 10 REFUND GO BONDS (W/S)	\$0	\$0	\$1,550	\$1,550	\$1,550	\$1,550
93-44 FISCAL FEES - 00 W/S BONDS	0	1,000	1,000	0	0	0
93-45 FISCAL FEES - 01 W/S BONDS	1,000	1,000	1,000	0	0	0
93-49 FISCAL FEES - 06 W/S BONDS	300	500	500	300	300	300
93-53 FISCAL FEES - 09 W/S BONDS	500	0	0	0	500	500
93-64 FISCAL FEES - 06 W/S REFUND	0	1,000	1,000	0	0	0
FISCAL AGENT FEES	\$1,800	\$3,500	\$5,050	\$1,850	\$2,350	\$2,350
93-14 ISSUE COSTS - 10 REFUND GO BONDS (W/S)	\$0	\$0	\$133,699	\$115,288	\$133,699	\$0
95-10 ISSUE COSTS - OTHER FINANCING USES	0	0	0	0	0	0
ISSUE COSTS	\$0	\$0	\$133,699	\$115,288	\$133,699	\$0
Total for W/S DEBT FUND	\$2,229,915	\$3,348,190	\$3,483,439	\$2,517,776	\$3,461,943	\$3,288,840

WATER AND WASTEWATER REVENUE DEBT SERVICE

SUMMARY SCHEDULE OF REVENUE DEBT SERVICE TO MATURITY

YEAR	WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
2012	1,391,200	163,800	1,378,687	352,804	2,769,887	516,604	3,286,490
2013	1,432,000	168,000	1,337,143	345,960	2,769,143	513,960	3,283,104
2014	1,479,650	175,350	1,290,227	338,879	2,769,877	514,229	3,284,106
2015	1,529,400	180,600	1,241,271	331,650	2,770,671	512,250	3,282,921
2016	1,579,150	185,850	1,190,263	324,321	2,769,413	510,171	3,279,584
2017	1,640,750	194,250	1,133,449	316,622	2,774,199	510,872	3,285,071
2018	1,702,350	202,650	1,071,246	308,460	2,773,596	511,110	3,284,706
2019	1,766,050	208,950	1,006,119	299,840	2,772,169	508,790	3,280,959
2020	1,670,000	390,000	935,835	285,650	2,605,835	675,650	3,281,485
2021	1,745,000	410,000	860,086	265,650	2,605,086	675,650	3,280,736
2022	1,280,000	480,000	790,702	243,400	2,070,702	723,400	2,794,102
2023	1,340,000	505,000	728,034	218,775	2,068,034	723,775	2,791,809
2024	1,410,000	530,000	661,931	192,900	2,071,931	722,900	2,794,831
2025	1,475,000	560,000	592,186	165,650	2,067,186	725,650	2,792,836
2026	1,550,000	585,000	521,163	138,488	2,071,163	723,488	2,794,651
2027	1,620,000	615,000	446,173	109,950	2,066,173	724,950	2,791,123
2028	1,705,000	645,000	364,405	78,450	2,069,405	723,450	2,792,855
2029	1,790,000	675,000	280,488	47,138	2,070,488	722,138	2,792,625
2030	1,870,000	710,000	194,788	15,975	2,064,788	725,975	2,790,763
2031	700,000	-	133,500	-	833,500	-	833,500
2032	735,000	-	97,625	-	832,625	-	832,625
2033	775,000	-	59,875	-	834,875	-	834,875
2034	810,000	-	20,250	-	830,250	-	830,250
TOTAL	\$ 32,995,550	\$ 7,584,450	\$ 16,335,445	\$ 4,380,560	\$ 49,330,995	\$ 11,965,010	\$ 61,296,005

**SCHEDULE OF 2001 WATERWORKS AND WASTEWATER SYSTEM
(REFINANCED AS SERIES 2010B GENERAL OBLIGATION BONDS)
DEBT SUPPORTED BY WATERWORKS AND SEWER SYSTEM
REVENUE BONDS BY MATURITY DATE**

YEAR	100% WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
2012	465,000	-	141,925	-	606,925	-	606,925
2013	480,000	-	134,800	-	614,800	-	614,800
2014	490,000	-	125,100	-	615,100	-	615,100
2015	505,000	-	115,150	-	620,150	-	620,150
2016	525,000	-	104,850	-	629,850	-	629,850
2017	540,000	-	91,500	-	631,500	-	631,500
2018	560,000	-	75,000	-	635,000	-	635,000
2019	580,000	-	57,900	-	637,900	-	637,900
2020	605,000	-	37,100	-	642,100	-	642,100
2021	625,000	-	12,500	-	637,500	-	637,500
TOTAL	\$ 5,375,000	\$ -	\$ 895,825	\$ -	\$ 6,270,825	\$ -	\$ 6,270,825

WATER AND WASTEWATER REVENUE DEBT SERVICE

SCHEDULE OF 2006 WATER & WASTEWATER BONDS BY MATURITY DATE

YEAR	WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
2012	-	-	495,475	295,400	495,475	295,400	790,875
2013	-	-	495,475	295,400	495,475	295,400	790,875
2014	-	-	495,475	295,400	495,475	295,400	790,875
2015	-	-	495,475	295,400	495,475	295,400	790,875
2016	-	-	495,475	295,400	495,475	295,400	790,875
2017	-	-	495,475	295,400	495,475	295,400	790,875
2018	-	-	495,475	295,400	495,475	295,400	790,875
2019	-	-	495,475	295,400	495,475	295,400	790,875
2020	655,000	390,000	479,100	285,650	1,134,100	675,650	1,809,750
2021	685,000	410,000	445,600	265,650	1,130,600	675,650	1,806,250
2022	805,000	480,000	408,350	243,400	1,213,350	723,400	1,936,750
2023	850,000	505,000	366,975	218,775	1,216,975	723,775	1,940,750
2024	890,000	530,000	323,475	192,900	1,213,475	722,900	1,936,375
2025	935,000	560,000	277,850	165,650	1,212,850	725,650	1,938,500
2026	985,000	585,000	232,313	138,488	1,217,313	723,488	1,940,800
2027	1,030,000	615,000	184,400	109,950	1,214,400	724,950	1,939,350
2028	1,085,000	645,000	131,525	78,450	1,216,525	723,450	1,939,975
2029	1,135,000	675,000	78,863	47,138	1,213,863	722,138	1,936,000
2030	1,185,000	710,000	26,663	15,975	1,211,663	725,975	1,937,638
TOTAL	\$ 10,240,000	\$ 6,105,000	\$ 6,918,913	\$ 4,125,225	\$ 17,158,913	\$ 10,230,225	\$ 27,389,138

SCHEDULE OF 2006 REFUND BONDS BY MATURITY DATE

YEAR	79% WATER PRINCIPAL	21% WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
2012	616,200	163,800	215,947	57,404	832,147	221,204	1,053,350
2013	632,000	168,000	190,202	50,560	822,202	218,560	1,040,763
2014	659,650	175,350	163,562	43,479	823,212	218,829	1,042,041
2015	679,400	180,600	136,369	36,250	815,769	216,850	1,032,619
2016	699,150	185,850	108,798	28,921	807,948	214,771	1,022,719
2017	730,750	194,250	79,834	21,222	810,584	215,472	1,026,056
2018	762,350	202,650	49,131	13,060	811,481	215,710	1,027,191
2019	786,050	208,950	16,704	4,440	802,754	213,390	1,016,144
TOTAL	\$ 5,565,550	\$ 1,479,450	\$ 960,546	\$ 255,335	\$ 6,526,096	\$ 1,734,785	\$ 8,260,881

WATER AND WASTEWATER REVENUE DEBT SERVICE

SCHEDULE OF 2009 WATERWORKS & WASTEWATER BONDS

YEAR	WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
2012	310,000	-	525,340	-	835,340	-	835,340
2013	320,000	-	516,666	-	836,666	-	836,666
2014	330,000	-	506,090	-	836,090	-	836,090
2015	345,000	-	494,278	-	839,278	-	839,278
2016	355,000	-	481,140	-	836,140	-	836,140
2017	370,000	-	466,640	-	836,640	-	836,640
2018	380,000	-	451,640	-	831,640	-	831,640
2019	400,000	-	436,040	-	836,040	-	836,040
2020	410,000	-	419,635	-	829,635	-	829,635
2021	435,000	-	401,986	-	836,986	-	836,986
2022	475,000	-	382,352	-	857,352	-	857,352
2023	490,000	-	361,059	-	851,059	-	851,059
2024	520,000	-	338,456	-	858,456	-	858,456
2025	540,000	-	314,336	-	854,336	-	854,336
2026	565,000	-	288,851	-	853,851	-	853,851
2027	590,000	-	261,773	-	851,773	-	851,773
2028	620,000	-	232,880	-	852,880	-	852,880
2029	655,000	-	201,625	-	856,625	-	856,625
2030	685,000	-	168,125	-	853,125	-	853,125
2031	700,000	-	133,500	-	833,500	-	833,500
2032	735,000	-	97,625	-	832,625	-	832,625
2033	775,000	-	59,875	-	834,875	-	834,875
2034	810,000	-	20,250	-	830,250	-	830,250
TOTAL	\$ 11,815,000	\$ -	\$ 7,560,161	\$ -	\$ 19,375,161	\$ -	\$ 19,375,161



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Appendix A
Budget and Tax Ordinances

(Title: An ordinance adopting the City of Friendswood, Texas, General Budget for the Fiscal Year 2011/2012.)

ORDINANCE NO. 2011-31

AN ORDINANCE APPROVING AND ADOPTING THE CITY OF FRIENDSWOOD, TEXAS, GENERAL BUDGET FOR THE FISCAL YEAR 2011/2012; MAKING APPROPRIATIONS FOR THE CITY FOR SUCH FISCAL YEAR AS REFLECTED IN SAID BUDGET, AND MAKING CERTAIN FINDINGS AND CONTAINING CERTAIN PROVISIONS RELATING TO THE SUBJECT.

* * * * *

WHEREAS, on August 1, 2011, the City Manager presented to the City Council a proposed Budget of the expenditures of the City of Friendswood for the fiscal year 2011/2012, a summary copy of which is attached hereto as Exhibit "A" and is made a part hereof; and

WHEREAS, pursuant to notice as required by law, public hearings on such Budget were held in the Council Chambers in the City Hall, at which hearings all citizens and taxpayers of the City had the right to be present and to be heard and those who requested to be heard were heard; and

WHEREAS, the City Council has considered the proposed budget and has made such changes therein as in the City Council's judgment were warranted by law and were in the best interests of the citizens and taxpayers of the City; and

WHEREAS, a copy of the Budget has been filed with the City Secretary and the City Council desires to adopt the same; and

WHEREAS, in accordance with Section 8.03 (a) of the City Charter, the City Council has reviewed estimates of revenue to be derived by the City during the 2011/2012 fiscal year, and has determined that the proposed budgeted expenditures will not exceed total estimated income; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE OF TEXAS:

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. In accordance with Section 8.03 (e) of the City Charter, the City Council hereby approves and adopts the Budget described above, the same being on file with the City Secretary. The City Secretary is hereby directed to place on said budget and to sign an endorsement reading as follows: “The Original General Budget of the City of Friendswood, Texas, for the fiscal year 2011/2012,” and to keep such Budget on file in the City Secretary’s Office as a public record.

Section 3. In support of said Budget and by virtue of the adoption thereof, there are hereby appropriated out of available cash funds and out of the general and special revenues of the City that will be received in the treasury during the fiscal year 2011/2012, the amounts set forth in said approved Budget for the various purposes stated therein. The total amounts now thus appropriated and the funds from which the same are derived are as follows;

Beginning Fund Balance, 10/01/2011	\$24,693,787
Total Revenues	<u>\$32,362,652</u>
Total Resources Available for Appropriation	\$57,056,439
Total Expenditures and Other Financing Uses	<u>\$37,924,483</u>
Ending Fund Balance, 9/30/2012	<u>\$19,131,956</u>

PASSED, APPROVED, AND ADOPTED on first and final reading this 3rd day of October, 2011



David J. H. Smith
Mayor

ATTEST:



Melinda Welsh, TRMC
City Secretary



(Title: An ordinance providing for the levy and collection of ad valorem taxes of the City of Friendswood, Texas, for the year 2011.)

ORDINANCE NO. 2011-32

AN ORDINANCE PROVIDING FOR THE LEVY AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF FRIENDSWOOD, TEXAS, FOR THE YEAR 2011; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; PROVIDING FOR SEVERABILITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH.

* * * * *

WHEREAS, Section 26.05 of the Texas Property Tax Code provides that before the latter of September 30th or the 60th day after the date the City receives the certified appraisal roll the City Council shall adopt a tax rate for the current tax year; and

WHEREAS, such Section further provides that where the tax rate consists of two components (one which will impose the amount of taxes needed to pay the City's debt service and the other which will impose the amount of taxes needed to fund maintenance and operation expenditures for the next year), each of such two components must be approved separately; and

WHEREAS, the proposed tax rate for the current tax year of the City of Friendswood, Texas, consists of two such components, a tax rate of \$.0684 for debt service and a tax rate of \$.5218 to fund maintenance and operation expenditures; and

WHEREAS, by separate motions heretofore adopted by the City Council of the City of Friendswood, Texas, at a regular meeting of City Council held on this 3rd day of October, 2011, said City Council has approved separately the tax rate heretofore specified for each of said components; and

WHEREAS, all notices and hearings required by law as a prerequisite to the passage, approval, and adoption of this Ordinance have been timely and property given and held; now, therefore

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE OF TEXAS:

Section 1. The facts and matters set forth in the preamble of this Ordinance are found to be true and correct and are hereby adopted, ratified, and confirmed.

Section 2. There is hereby levied, for the tax year 2011, to fund the City's fiscal year 2011-2012 municipal budget, an ad valorem tax at the total rate of \$.5902 on each One Hundred Dollars (\$100) of assessed valuation on all property, real, personal, and mixed, within the corporate limits of the City, upon which an ad valorem tax is authorized by law to be levied by the City of Friendswood, Texas. All such taxes shall be assessed and collected in current money of the United States of America.

Section 3. Of the total tax levied in Section 2 hereof, \$.5218 is levied to fund maintenance and operation expenditures of the City for the fiscal year 2011-2012. **THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

Section 4. Of the total tax levied in Section 2 hereof, \$.0684 is levied for the purpose of paying the interest on bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City of Friendswood, Texas, including the various installments of principal due on the serial bonds, warrants, certificates of obligation, or other

lawfully authorized evidence of indebtedness issued by the City, as such installments shall respectively mature in the fiscal year 2011-2011.

Section 5. All ad valorem taxes levied hereby, in the total amount of \$.5902 on each One Hundred Dollars (\$100.00) of assessed valuation, as reflected by Sections 2, 3, and 4 hereof, shall be due and payable on or before January 31, 2012. All ad valorem taxes due the City of Friendswood, Texas, and not paid on or before January 31st following the year for which they were levied, shall bear penalty and interest as prescribed in the Texas Tax Code.

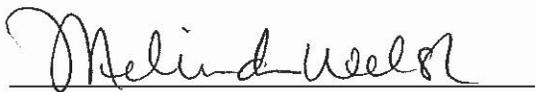
Section 6. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Friendswood, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 7. All ordinances and parts of ordinance in conflict herewith are, to the extent of such conflict, hereby repealed.

PASSED, APPROVED, AND ADOPTED on first and final reading this 3rd day of October, 2011.


David J. H. Smith
Mayor

ATTEST:


Melinda Welsh, TRMC
City Secretary



Appendix B
Personnel Schedule

**Personnel By Department
Three Year Comparison**

	FY10 Budget	FY11 Budget	FY12 Base Budget	FY12 FAW/DP	FY12 Adopted Budget
Municipal Clerk	3.20	3.20	3.20	0.00	3.20
Records Management	2.00	2.00	2.00	0.00	2.00
Total City Secretary	5.20	5.20	5.20	0.00	5.20
Administration	4.50	4.50	4.50	0.00	4.50
Economic Development	1.00	1.00	1.00	0.00	1.00
Total City Manager	5.50	5.50	5.50	0.00	5.50
Finance - General Fund	8.50	8.50	8.50	0.00	8.50
Finance - Water and Sewer Fund	3.00	3.00	3.00	0.00	3.00
Municipal Court	7.70	7.70	7.70	0.00	7.70
Human Resources	4.00	4.00	4.00	0.00	4.00
Risk Management - General Fund	1.00	1.00	1.00	0.00	1.00
Risk Management - Water and Sewer Fund	0.00	0.00	0.00	0.00	0.00
Information Technology	3.00	3.00	3.00	0.00	3.00
Total Administrative Services	27.20	27.20	27.20	0.00	27.20
Administration	5.00	5.00	5.00	0.00	5.00
Communications	13.60	13.60	13.60	0.00	13.60
Patrol	43.80	44.80	44.80	0.00	44.80
DOT Patrol	1.00	1.00	1.00	0.00	1.00
Criminal Investigations	12.00	12.00	12.00	0.00	12.00
Animal Control	4.00	4.00	4.00	0.00	4.00
Total Police	79.40	80.40	80.40	0.00	80.40
Fire City Administration	0.00	0.00	0.00	0.00	0.00
Total FVFD	0.00	0.00	0.00	0.00	0.00
Administration	4.80	4.80	4.80	0.00	4.80
Emergency Management	1.30	1.30	1.30	0.00	1.30
Total Fire Marshal	6.10	6.10	6.10	0.00	6.10
Administration	3.00	3.00	3.00	0.00	3.00
Planning and Zoning	2.00	2.00	2.00	0.00	2.00
Engineering - General Fund	1.00	1.00	1.00	0.00	1.00
Engineering - Water and Sewer Funds	1.00	1.00	1.00	0.00	1.00
Inspection	5.70	5.70	5.70	0.00	5.70
Code Enforcement	1.00	1.00	1.00	0.00	1.00
Projects - General Fund	2.00	2.00	2.00	0.00	2.00
Projects - Water and Sewer Funds	2.00	2.00	2.00	0.00	2.00
Total Community Development	17.70	17.70	17.70	0.00	17.70
Administration - General Fund	2.00	2.00	2.00	0.00	2.00
Administration - Water and Sewer Fund	1.00	1.00	1.00	0.00	1.00
Street Operations	8.00	8.00	8.00	0.00	8.00
Drainage Operations	6.00	6.00	6.00	0.00	6.00
Water Operations	10.30	10.30	10.30	0.00	10.30
Sewer Operations	9.00	9.00	9.00	0.00	9.00
Utility Customer Service	2.00	2.00	2.00	0.00	2.00
Total Public Works	38.30	38.30	38.30	0.00	38.30
Administration	14.72	14.72	14.72	0.00	14.72
Total Library	14.72	14.72	14.72	0.00	14.72
Administration	3.00	3.00	3.00	0.00	3.00
Parks Operations	8.00	8.00	8.00	0.00	8.00
Recreation Programs	7.95	7.95	7.95	0.00	7.95
Facility Operations	0.00	0.00	0.00	0.00	0.00
Total Community Services	18.95	18.95	18.95	0.00	18.95
Total Personnel	213.07	214.07	214.07	0.00	214.07

Appendix C
Decision Packages and Forces at Work

Decision Packages Included in the FY12
Adopted Budget

FY 2011-12 DECISION PACKAGES
(included in the Adopted Budget)

GENERAL FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
PD-Communications	Electricity	\$0	\$268	\$268	\$0	\$268
PW-Streets	Electricity	\$0	\$3,000	\$3,000	\$0	\$3,000
CS-1776 Park	Electricity	\$0	\$872	\$872	\$0	\$872
CS-Facility Ops (Stations)	Electricity	\$0	\$2,168	\$2,168	\$0	\$2,168
PD-Patrol	Galveston County Radio Service	\$0	\$3,408	\$3,408	\$0	\$3,408
FM-Emergency Mgmt	Galveston County Radio Service	\$0	\$336	\$336	\$0	\$336
PD-Animal Control	Operating Expense Increase for New Facility	\$0	\$26,100	\$26,100	\$0	\$26,100
ASO-Court	Fuel	\$0	\$183	\$183	\$0	\$183
PD-Admin	Fuel	\$0	\$1,687	\$1,687	\$0	\$1,687
PD-Patrol	Fuel	\$0	\$36,433	\$36,433	\$0	\$36,433
PD-Patrol DOT	Fuel	\$0	\$1,608	\$1,608	\$0	\$1,608
PD-CID	Fuel	\$0	\$7,373	\$7,373	\$0	\$7,373
PD-Animal Control	Fuel	\$0	\$1,923	\$1,923	\$0	\$1,923
CDD-Code Enforcement	Fuel	\$0	\$1,148	\$1,148	\$0	\$1,148
CS-Parks Ops	Fuel	\$0	\$2,372	\$2,372	\$0	\$2,372
M&CC	Legal Services	\$0	\$50,464	\$50,464	\$0	\$50,464
Forces at Work Total		\$0	\$139,343	\$139,343	\$0	\$139,343
CS-Recreation Prgm	Adult Sports	\$0	\$2,000	\$2,000	\$2,000	\$0
CS-Recreation Prgm	Zumba Program	\$0	\$10,600	\$10,600	\$10,600	\$0
Grant/Other Source Funding Total		\$0	\$12,600	\$12,600	\$12,600	\$0
FM-Admin & Emer Mgmt	Operating Expenses	\$0	\$18,000	\$18,000	\$0	\$18,000
PW-Drainage Ops	Mowing Tractor	\$35,000	\$0	\$35,000	\$0	\$35,000
PD-Patrol	Extended Maintance Agreement	\$0	\$8,600	\$8,600	\$0	\$8,600
ASO-Court	Warrant Round-up	\$0	\$9,000	\$9,000	\$0	\$9,000
CS-Recreation Prgm	Concert in the Park	\$0	\$1,209	\$1,209	\$0	\$1,209
ASO-Court	Teen Court Overtime (Clerk)	\$0	\$4,537	\$4,537	\$0	\$4,537
ASO-Court	Prosecutor Pool	\$0	\$5,000	\$5,000	\$0	\$5,000
ASO-IT	Multi-function Copier for Animal Control	\$5,500	\$2,000	\$7,500	\$0	\$7,500
FVFD	Volunteers Fireman's Pension Increase	\$0	\$14,400	\$14,400	\$0	\$14,400
PW-Streets	Street Maintenance	\$125,000	\$0	\$125,000	\$0	\$125,000
City Wide	Employee Merit	\$0	\$135,000	\$135,000	\$0	\$135,000
Decision Package Total		\$165,500	\$197,746	\$363,246	\$0	\$363,246
GENERAL FUND TOTAL		\$165,500	\$349,689	\$515,189	\$12,600	\$502,589

COURT SECURITY / TECHNOLOGY FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
ASO-Court	Teen Court Overtime	\$0	\$2,174	\$2,174	\$0	\$2,174
COURT SECURITY / TECHNOLOGY FUND TOTAL		\$0	\$2,174	\$2,174	\$0	\$2,174

PARK LAND DEDICATION FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
CS-Stevenson Park	Resurface Tennis & Basketball Courts	\$35,000	\$0	\$35,000	\$0	\$35,000
PARK LAND DEDICATION FUND TOTAL		\$35,000	\$0	\$35,000	\$0	\$35,000

WATER & SEWER FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
PW-	City of Houston Restated & Amended Cost Sharing Agrmt	\$0	\$0	\$0	\$0	\$0
PW-Sewer Ops	Blackhawk WWTP Operational Costs Increase	\$0	\$128,575	\$128,575	\$0	\$128,575
PW-Water Ops	Purchased Water (Rate Increase)	\$0	\$123,092	\$123,092	\$0	\$123,092
PW-Water Ops	Water Analysis TCEQ Mandated	\$0	\$18,439	\$18,439	\$0	\$18,439
PW-Water Ops	Electricity (Water/Sewer Fund)	\$0	\$49,388	\$49,388	\$0	\$49,388
Forces at Work Total		\$0	\$319,494	\$319,494	\$0	\$319,494
PW-Water Ops	Replace existing 1992 Ford Backhoe	\$65,000	\$0	\$65,000	\$0	\$65,000
PW-Water Ops	Air Compressor	\$15,000	\$0	\$15,000	\$0	\$15,000
PW-Sewer Ops	Portable Sewer Camera	\$10,000	\$0	\$10,000	\$0	\$10,000
ASO-Utility Billing	Utility Bill Printing Service	\$0	\$13,872	\$13,872	\$3,500	\$10,372
ASO-Utility Billing	UB Payment Processing Equipment & Software	\$13,195	\$2,780	\$15,975	\$0	\$15,975
Citywide	Employee Merit	\$0	\$15,000	\$15,000	\$0	\$15,000
Decision Package Total		\$103,195	\$31,652	\$134,847	\$3,500	\$131,347
WATER & SEWER FUND TOTAL		\$103,195	\$351,146	\$454,341	\$3,500	\$450,841

Decision Packages Not Included in the FY12
Adopted Budget

**FY 2011-12 DECISION PACKAGES
(not included in the Adopted Budget)**

GENERAL FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
CS-Recreation Prg	Fun Run Event Expenses	\$0	\$8,000	\$8,000	\$0	\$8,000
CMO-Admin	Assistant City Manager				\$0	
FVFD	Medical Supplies & Drugs Costs Increase	\$0	\$25,000	\$25,000	\$0	\$25,000
FVFD	Galveston County Radio Service Fee Increase	\$0	\$4,000	\$4,000	\$0	\$4,000
FVFD	Vehicle Maintenance Costs Increase	\$0	\$10,000	\$10,000	\$0	\$10,000
FVFD	Cell Service for MDT's Cardiac Monitors Costs Increase	\$0	\$3,000	\$3,000	\$0	\$3,000
FVFD	Replace Fire Bunker Gear	\$0	\$10,000	\$10,000	\$0	\$10,000
FVFD	Training Costs Increase	\$0	\$8,000	\$8,000	\$0	\$8,000
FVFD	Station #4 Building Maintenance Costs Increase	\$0	\$8,000	\$8,000	\$0	\$8,000
FVFD	Fuel Increase	\$0	\$9,500	\$9,500	\$0	\$9,500
FVFD	Carpet Replacement at Station #1	\$0	\$9,000	\$9,000	\$0	\$9,000
FVFD	New Fire Station Headquarter	\$300,000	\$0	\$300,000	\$0	\$300,000
FVFD	New Fire Station (Construction)	\$3,500,000	\$0	\$3,500,000	\$0	\$3,500,000
FVFD	Modular Building for Storage at Fire Station # 1	\$95,000	\$0	\$95,000	\$0	\$95,000
UNFUNDED DECISION PACKAGES TOTAL (General Fund)		\$3,895,000	\$94,500	\$3,989,500	\$0	\$3,989,500

Appendix D
Revenue Schedule

**Revenue Schedule
General Fund (001)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 06/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Current Property Taxes	\$11,554,454	\$12,142,920	\$12,142,920	\$12,152,894	\$12,142,920	\$12,332,608
Delinquent Property Taxes	\$141,068	\$100,000	\$100,000	\$0	\$100,000	\$100,000
P & I - Property Taxes	134,204	0	0	0	0	0
Sales Tax	3,855,785	3,748,428	3,748,428	2,223,341	3,965,018	3,965,020
TNMPCO Franchise	488,830	480,583	480,583	199,298	489,671	497,016
Centerpoint (HL&P) Franchise	145,299	144,457	144,457	64,110	142,698	144,838
Municipal Row Access Fees	178,405	187,970	187,970	103,642	181,000	183,715
Entex Franchise	116,011	116,011	116,011	148,307	148,307	150,532
TCI/AOL Franchise	299,467	296,562	296,562	147,506	299,632	304,126
Video Service Franchise	165,673	133,821	133,821	94,005	183,928	186,687
Peg Channel Franchise Fees	70,829	0	29,000	48,303	96,740	0
IESI Franchise	46,280	45,338	45,338	32,279	43,764	44,420
Mixed Drink Tax	26,235	28,859	28,859	21,001	29,058	29,929
Taxes	\$17,222,540	\$17,424,949	\$17,453,949	\$15,234,686	\$17,822,736	\$17,938,891
Wrecker Permits	\$90	\$0	\$0	\$0	\$0	\$0
Alcoholic Beverage Permit	4,857	4,385	4,385	5,817	6,727	6,727
Noise Ordinance Permit	130	135	135	140	140	135
Animal Establishment Permit	10	15	15	10	15	15
Pipeline Permits	900	450	450	300	450	450
Well Drill Permit	0	0	0	500	500	0
Building Permits	244,730	227,932	227,932	223,147	306,363	316,068
Electric Permits	29,232	34,134	34,134	25,688	36,594	37,652
Plumbing Permits	24,453	27,454	27,454	21,466	30,611	31,020
Air Conditioning Permits	16,997	18,032	18,032	13,847	21,278	21,213
Plan Inspection Fees	117,174	137,622	137,622	106,764	146,683	150,725
Re Inspection Fees	625	473	473	200	782	701
Sign Permits	2,380	2,310	2,310	1,525	2,205	2,205
Alarm Permits	61,038	36,720	36,720	37,445	45,665	45,665
Banner Permit Fee	625	750	750	475	713	713
Animal Licenses	2,216	2,247	2,247	1,823	2,397	2,397
Electrical Licenses	220	330	330	0	0	0
Contractor's Licenses	3,100	0	0	15,600	14,600	14,600
Metricom Agreement	3,233	3,233	3,233	3,233	3,233	3,233
Licences and Permits	\$512,010	\$496,222	\$496,222	\$457,980	\$618,956	\$633,519
Federal Government	\$2,623	\$0	\$0	\$0	\$0	\$0
FBI Grants	11,244	5,100	10,564	7,485	11,350	0
Bureau Of Justice Grants	31,481	15,768	15,768	695	695	0
FEMA Grants	0	0	7,623	10,641	10,641	0
Homeland Security Grants	122,225	0	0	0	0	0
State Government	1,285	0	0	0	1,496,385	0
Tx State Library Grants	17,095	0	14,097	14,097	14,097	0
Criminal Justice Division	203,307	42,500	42,500	26,557	42,500	50,400
Law Enforcement Training	5,226	3,829	3,829	5,108	5,108	4,252
Emergency Mgmt Division	51,423	0	0	0	0	0
TXDOT Grants	34,014	0	0	0	0	0
Hazard Mitigation Grant	49,737	0	46,843	46,843	46,843	0
Local Governments	2,000	12,000	12,000	0	0	12,000
Local Government - Harris Co.	7,500	0	0	87	87	0
Houston HIDTA Task Force	0	0	5,146	6,748	9,675	0
Local Governments - Galveston Co.	1,474,430	0	0	25,569	25,569	0
FVFD	0	0	1,572	1,573	1,573	0
Bayou Vista	1,553	0	0	1,555	1,555	0
Friendswood ISD	95,633	44,056	44,056	102,873	137,164	137,873
Clear Creek ISD	15,657	12,669	12,669	15,905	15,905	15,905
Intergovernmental Revenue	\$2,126,432	\$135,922	\$216,667	\$265,736	\$1,819,147	\$220,430
Platt Fees	\$21,300	\$21,003	\$21,003	\$5,200	\$6,900	\$6,900
Rezoning Fees	1,200	450	450	900	1,350	1,350
Board Of Adjustment Fees	100	150	150	100	150	150
Zoning Compliance Cert	5,688	3,395	3,395	2,110	3,090	3,090
Bid Spec Documents	3,000	120	120	4,015	5,468	5,468
Animal Cntrl/Shelter Fees	6,991	7,444	7,444	6,590	8,255	8,255
Swimming Pool Fees	10,261	18,530	18,530	3,978	12,000	12,000
Sports Complex Fees	22,836	16,670	16,670	14,555	15,700	15,800
Old City Park Fees	550	510	510	450	560	570
Pavilion Fees	4,176	3,320	3,320	2,500	4,000	4,200

**Revenue Schedule
General Fund (001)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 06/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Gazebo Fees	\$875	\$1,040	\$1,040	\$1,185	\$1,185	\$1,000
Leavesley Park Fees	19,791	19,060	19,060	17,522	19,000	19,250
Activity Building Fees	0	1,350	1,350	0	0	0
Non-Res Activity Bldg Fees	1,575	0	1,475	1,475	1,475	1,500
League Fees-Adult Softball	26,815	19,270	19,270	27,160	27,160	24,000
Summer Day Camp	58,471	71,870	71,870	48,621	69,500	69,500
Aerobic Class Fees	3,594	2,120	6,000	23,312	23,312	21,000
Other Program Fees	5,572	3,660	3,660	3,218	3,800	4,000
July 4th Booth Fees	2,460	2,330	2,330	2,694	2,694	1,500
Fun Run Receipts/Donation	11,382	10,380	10,380	16,158	16,158	16,300
July 4th Sponsorship Fee	0	3,000	3,000	0	0	500
Charges for Services	\$206,636	\$205,672	\$211,027	\$181,743	\$221,757	\$216,333
Court Fines And Fees	\$732,432	\$742,285	\$742,285	\$527,130	\$697,991	\$687,521
Court Adm Fee (DDC)	11,966	12,166	12,166	8,814	11,825	11,647
Warrantless Arrest (AF)	25,817	25,471	25,471	19,425	25,776	25,389
Court Warrantless Arrest Fee (CAP)	85,928	92,947	92,947	59,267	83,673	82,418
Child Safety Fee (CS)	8,561	10,574	10,574	3,887	4,920	4,846
Court Traffic Fee (TFC)	10,333	10,419	10,419	7,778	10,359	10,204
Harris Co. Child Safety	8,735	8,581	8,581	6,992	8,921	8,787
Court Administrative Fees	2,634	2,890	2,890	1,679	2,333	2,298
Court 10% TP	4,004	4,310	4,310	2,588	3,564	3,511
Court 40% TP	16,004	17,200	17,200	10,369	14,280	14,066
Jury Fee \$3	3	4	4	0	0	3
State Traffic	5,117	5,219	5,219	3,708	4,889	4,815
City's 10% CJF	18	15	15	18	24	24
Cons Court Cost	37,665	40,862	40,862	25,281	37,992	37,353
State DOT Court Fine	11,128	10,676	10,676	8,828	11,292	11,123
Court Collection Receipts	0	12,093	12,093	0	0	0
Expunge Case Revenue	30	44	44	30	45	44
City's Fee	0	0	0	300	315	310
Teen Court Program	0	0	0	300	315	310
Library	44,313	42,662	42,662	30,597	40,722	40,111
False Alarms	13,775	8,794	8,794	5,650	7,350	7,240
Fines	\$1,018,463	\$1,047,212	\$1,047,212	\$722,641	\$966,586	\$952,020
Investments	\$47,752	\$27,066	\$27,066	\$26,112	\$50,350	\$49,846
Texpool	3,784	3,493	3,493	1,528	2,125	2,104
Lone Star Investment Pool	4,583	4,136	4,136	2,419	3,263	3,230
MBIA	5,071	5,056	5,056	2,548	3,066	3,035
Checking Accounts	14,104	16,854	16,854	4,053	5,709	5,652
Liens	255	367	367	0	0	0
Marking Investment To Market	3,040	0	0	0	0	0
Interest Revenues	\$78,589	\$56,972	\$56,972	\$36,660	\$64,513	\$63,867
Miscellaneous Receipts	\$8,365	\$0	\$3,114	\$4,510	\$6,767	\$6,767
Administrative Fees	817	0	0	525	686	686
Refuse Administrative Fee	150,946	133,700	133,700	118,366	133,700	156,768
Miscellaneous Receipts	1,091	2,461	2,461	246	369	369
False Alarm Appeals	50	0	0	0	0	0
Late Fee-Alarm Permit	70	0	0	40	40	40
Return Check Fee	280	500	500	335	428	428
Reimbursements	2,183	0	1,348	5,109	5,109	4,614
Insurance	6,335	0	8,327	8,327	8,327	7,919
PY Insurance Reimbursements	36,875	39,632	39,632	37,007	37,007	17,473
Prior Period Expenditures	0	0	0	89,931	89,931	0
Documents	2,277	3,185	3,185	1,260	1,260	2,318
Vending Proceeds	2,567	3,819	3,819	1,015	1,637	1,667
Concession Stand Agreeemnt	901	255	255	470	570	570
Donations	40,585	30,000	46,460	30,607	37,431	37,431
A/C Shelter Construction	0	0	0	300	300	900
Mowing Vacant Lots	215	0	0	0	0	0
Tower Rental Fee	50,973	43,028	43,028	27,254	47,823	47,345
Miscellaneous Receipts	\$304,530	\$256,580	\$285,829	\$325,302	\$371,385	\$285,295

**Revenue Schedule
General Fund (001)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 Actual 06/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Transfer from Police Investigation Fund	\$33,241	\$0	\$0	\$0	\$0	\$0
Transfer from Court Security Fund	0	0	0	0	0	0
Transfer from Park Dedication Fund	50,000	50,000	50,000	0	50,000	35,000
Transfer from Hazard Mitigation Fund	0	0	0	0	0	0
Transfer from Tax Debt Service Fund	0	0	0	0	0	0
Transfer from Playground Fund	0	0	0	0	0	0
Transfer from Capital Projects Fund	377,548	0	0	0	0	0
Transfer from W/S Operations Fund	1,052,198	1,093,631	1,093,631	820,223	1,093,631	1,116,665
Sale of Fixed Assets	23,340	0	0	2,313	2,313	0
Sale of City Property	0	0	0	0	0	0
Capital Leases	0	0	0	0	0	0
Use of Fund Balance	0	0	0	0	0	0
Other Financing Sources	\$1,536,327	\$1,143,631	\$1,143,631	\$822,536	\$1,145,944	\$1,151,665
GENERAL FUND TOTAL	\$23,005,527	\$20,767,160	\$20,911,509	\$18,047,284	\$23,031,024	\$21,462,020

**Revenue Schedule
Police Investigation Fund (Federal - 101)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Seized Revenues-Federal	\$84,563	\$42,231	\$42,231	\$5,907	\$7,875	\$5,640
Seized Revenues-County	0	0	0	0	0	0
Insurance	7,369	0	0	0	0	0
Intergovernmental Revenue	\$91,932	\$42,231	\$42,231	\$5,907	\$7,875	\$5,640
Investments	\$57	\$12	\$12	\$0	\$0	\$0
Texpool	3	1	1	0	0	0
Lone Star Investment Pool	6	3	3	0	0	0
MBIA	4	3	3	0	0	0
Checking Accounts	13	7	7	0	0	0
Interest Revenues	\$83	\$26	\$26	\$0	\$0	\$0
Police Investigation Fund (Federal)	\$92,015	\$42,257	\$42,257	\$5,907	\$7,875	\$5,640

**Revenue Schedule
Police Investigation Fund (State - 102)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Seized Revenues-State	\$0	\$0	\$0	\$9,238	\$9,238	\$0
Seized Revenues-County	8,784	5,260	5,260	16,056	16,056	0
Intergovernmental Revenues	\$8,784	\$5,260	\$5,260	\$25,294	\$25,294	\$0
Investments	\$118	\$59	\$59	\$84	\$113	\$85
Texpool	\$9	\$8	\$8	\$5	\$7	\$8
Lone Star Investment Pool	12	9	9	9	11	9
MBIA	12	12	12	9	12	12
Checking Accounts	33	36	36	14	19	36
Interest Revenues	\$184	\$124	\$124	\$121	\$162	\$150
Police Investigation Fund (State)	\$8,968	\$5,384	\$5,384	\$25,415	\$25,456	\$150

**Revenue Schedule
Fire / EMS Donation Fund (131)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Investments	\$121	\$40	\$40	\$51	\$68	\$0
Texpool	8	15	15	2	3	0
Lone Star Investment Pool	10	15	15	4	6	0
MBIA	10	15	15	6	7	0
Checking Accounts	19	15	15	5	7	0
Interest Revenues	\$168	\$100	\$100	\$68	\$91	\$0
Donations	\$239,638	\$251,209	\$251,209	\$188,021	\$251,209	\$241,000
Miscellaneous Receipts	\$239,638	\$251,209	\$251,209	\$188,021	\$251,209	\$241,000
Sales of Fixed Assets	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0
FIRE/EMS Donation Fund	\$239,806	\$251,309	\$251,309	\$188,089	\$251,300	\$241,000

**Revenue Schedule
Economic Development Administration Grant Fund (140)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Investments	\$0	\$0	\$0	\$364	\$364	\$0
Texpool	0	0	0	10	10	0
Lone Star Investment Pool	0	0	0	22	22	0
MBIA	0	0	0	28	28	0
Checking Accounts	0	0	0	23	23	0
Interest Revenues	\$0	\$0	\$0	\$447	\$447	\$0
EDA Grant	\$221,464	\$1,736,226	\$1,736,226	\$664,042	\$1,736,226	\$0
Transfer from W/S Working Capital	0	0	0	0	0	0
Miscellaneous Receipts	\$221,464	\$1,736,226	\$1,736,226	\$664,042	\$1,736,226	\$0
EDA Grant Fund	\$221,464	\$1,736,226	\$1,736,226	\$664,489	\$1,736,673	\$0

**Revenue Schedule
TDRA Disaster Recovery Grant (142)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
TDRA Grant Revenue	\$210,795	\$0	\$0	\$0	\$0	\$0
Transfer from General Fund	0	0	1,495,557	0	1,495,557	0
Miscellaneous Receipts	\$210,795	\$0	\$1,495,557	\$0	\$1,495,557	\$0
TDRA Disaster Recovery Grant	\$210,795	\$0	\$1,495,557	\$0	\$1,495,557	\$0

**Revenue Schedule
Court Technology / Court Security Fund (150)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Technology Fees	\$24,203	\$25,000	\$25,000	\$18,016	\$24,021	\$22,000
Court Technology Fees	\$24,203	\$25,000	\$25,000	\$18,016	\$24,021	\$22,000
Bldg Security Fees	\$14,236	\$14,000	\$14,000	\$11,853	\$15,804	\$14,000
Court Security Fees	\$14,236	\$14,000	\$14,000	\$11,853	\$15,804	\$14,000
Court Technology / Security Fees Fund	\$38,439	\$39,000	\$39,000	\$29,869	\$39,825	\$36,000

**Revenue Schedule
Sidewalk Install Fund (160)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Investments	\$0	\$0	\$0	\$8	\$11	\$0
Interest Revenues	\$0	\$0	\$0	\$8	\$11	\$0
Sidewalk Installation Fees	\$0	\$0	\$0	\$6,750	\$6,750	\$0
Sidewalk Installation Fees	\$0	\$0	\$0	\$6,750	\$6,750	\$0
Sidewalk Installation Fund	\$0	\$0	\$0	\$6,758	\$6,761	\$0

**Revenue Schedule
Park Land Dedication Fund (164)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Neighborhood Parks	\$0	\$0	\$0	\$1,104	\$1,472	\$5,000
Community Parks	38,700	48,477	48,477	36,000	48,000	45,000
Miscellaneous Receipts	\$38,700	\$48,477	\$48,477	\$37,104	\$49,472	\$50,000
Investments	\$1,338	\$688	\$688	\$672	\$896	\$800
Texpool	110	104	104	43	58	105
Lone Star Investment Pool	134	123	123	67	89	125
MBIA	146	147	147	68	91	100
Checking Accounts	394	461	461	111	147	70
Interest Revenues	\$2,122	\$1,523	\$1,523	\$961	\$1,281	\$1,200
Park Land Dedication Fund	\$40,822	\$50,000	\$50,000	\$38,065	\$50,753	\$51,200

**Revenue Schedule
Tax Service Debt Fund (201)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Current Property Taxes	\$1,841,089	\$1,525,719	\$1,494,822	\$1,526,251	\$1,501,251	\$1,614,607
Delinquent Property Taxes	20,945	25,000	25,000	0	25,000	25,000
P & I - Property Taxes	20,053	0	0	0	0	0
Taxes	\$1,882,087	\$1,550,719	\$1,519,822	\$1,526,251	\$1,526,251	\$1,639,607
Investments	\$4,236	\$2,519	\$2,519	\$1,769	\$2,358	\$2,500
Texpool	413	449	449	115	153	500
Lone Star Investment Pool	499	535	535	178	237	600
MBIA	607	696	696	188	251	700
Checking Accounts	1,972	2,614	2,614	391	522	2,700
Marking Investment To Market	304	0	0	0	0	0
Interest Revenues	\$8,031	\$6,813	\$6,813	\$2,641	\$3,521	\$7,000
Transfers from W/S Debt Service Fund	\$0	\$0	\$0	\$0	\$0	\$608,475
Transfers from Capital Projects Fund	0	0	92,261	92,261	92,261	0
Bond Proceeds	0	0	265,192	5,460,000	5,460,000	0
Premium	0	0	0	200,191	200,191	0
Other Financing Sources	\$0	\$0	\$357,453	\$5,752,452	\$5,752,452	\$608,475
Tax Debt Service Fund	\$1,890,118	\$1,557,532	\$1,884,088	\$7,281,344	\$7,282,224	\$2,255,082

**Revenue Schedule
2005 G.O. Bond Construction Fund (251)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
MBIA 2005 Bond Fund Int	\$948	\$0	\$0	\$0	\$0	\$0
Interest Revenues	\$948	\$0	\$0	\$0	\$0	\$0
Miscellaneous Receipts	\$50,000	\$0	\$0	\$0	\$0	\$0
Miscellaneous Receipts	\$50,000	\$0	\$0	\$0	\$0	\$0
2005 G.O. Bonds Fund	\$50,948	\$0	\$0	\$0	\$0	\$0

**Revenue Schedule
2010 G.O. Bonds Fund (252)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
MBIA	\$0	\$0	\$0	\$3,984	\$3,984	\$0
Interest Revenues	\$0	\$0	\$0	\$3,984	\$3,984	\$0
Bond Proceeds	\$0	\$0	\$430,476	\$3,460,000	\$3,460,000	\$0
Premium	0	0	0	117,261	117,261	0
Other Financing Sources	\$0	\$0	\$430,476	\$3,577,261	\$3,577,261	\$0
2010 G.O. Bonds Fund	\$0	\$0	\$430,476	\$3,581,245	\$3,581,245	\$0

**Revenue Schedule
1776 Park Trust Fund (701)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Investments	\$136	\$94	\$94	\$66	\$88	\$90
TexPool	11	9	9	4	6	10
Lone Star Investment Pool	13	12	12	7	9	10
MBIA	14	15	15	7	9	10
Checking Accounts	39	45	45	11	15	30
Interest Revenues	\$213	\$175	\$175	\$95	\$127	\$150
1776 Park Trust Fund	\$213	\$175	\$175	\$95	\$127	\$150

**Revenue Schedule
Water and Sewer Fund (401)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Single Family Res	\$4,082,019	\$4,000,000	\$4,000,000	\$3,073,347	\$4,943,015	\$4,100,000
Single Commercial	204,150	200,000	200,000	131,604	215,502	200,000
Multi Family Res	355,752	350,000	350,000	222,016	358,007	350,000
Multi Commercial	75,574	70,000	70,000	51,961	77,718	70,000
Sprinkler Only	395,265	350,000	350,000	243,268	489,480	350,000
Other	45,072	45,000	45,000	52,212	70,720	50,000
Single Family Res	3,389,983	3,275,000	3,275,000	2,482,686	3,993,955	3,300,000
Single Commercial	141,310	135,000	135,000	89,530	141,663	135,000
Multi Family Res	308,778	310,000	310,000	194,863	312,986	310,000
Multi Commercial	62,706	60,000	60,000	42,622	63,949	60,000
Other	36,750	35,000	35,000	27,998	40,437	35,000
Charges for Services	\$9,097,359	\$8,830,000	\$8,830,000	\$6,612,107	\$10,707,432	\$8,960,000
Investments	\$33,964	\$20,000	\$20,000	\$18,813	\$24,000	\$24,000
Texpool	2,849	3,000	3,000	1,232	1,500	1,500
Lone Star Investment Pool	3,493	3,000	3,000	1,904	2,500	2,500
MBIA	3,754	3,000	3,000	1,916	2,500	2,500
Checking Accounts	10,215	0	0	3,152	3,300	2,500
Marking Investment To Market	2,735	0	0	0	0	0
Interest Revenues	\$57,010	\$29,000	\$29,000	\$27,017	\$33,800	\$33,000
Miscellaneous Receipts	\$2,585	\$0	\$0	\$0	\$0	\$0
Disconnect/Reconnect Fee	\$188,685	\$200,000	\$200,000	\$140,505	\$190,000	\$190,000
Disconnect/Reconnect Fee	18,290	16,000	16,000	11,950	16,000	16,000
Tampering Fee	440	500	500	290	400	400
Miscellaneous Receipts	4,136	2,000	2,000	5,561	5,561	0
Return Check Fee	1,525	1,500	1,500	925	1,000	1,000
Insurance	0	0	5,850	5,850	5,850	0
Water Meters	32,630	35,000	35,000	29,790	30,000	30,000
Sale of City Property	4,000	0	0	0	0	0
Working Capital	0	0	0	0	0	0
Miscellaneous Receipts	\$252,291	\$255,000	\$260,850	\$194,871	\$248,811	\$237,400
Water and Sewer Fund	\$9,406,660	\$9,114,000	\$9,119,850	\$6,833,995	\$10,990,043	\$9,230,400

**Revenue Schedule
2006 W/S Bond Construction Fund (418)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Texpool	\$0	\$0	\$0	\$0	\$0	\$0
Lone Star Investment Pool	0	0	0	0	0	0
2006 MBIA W/S Rev Bonds	6,743	7,000	7,000	2,840	3,787	0
Marking Investment To Market	0	0	0	0	0	0
Interest Revenues	\$6,743	\$7,000	\$7,000	\$2,840	\$3,787	\$0
Miscellaneous Receipts	\$11,309	\$0	\$0	\$0	\$0	\$0
Miscellaneous Receipts	\$11,309	\$0	\$0	\$0	\$0	\$0
2006 W/S Bond Construction Fund	\$18,052	\$7,000	\$7,000	\$2,840	\$3,787	\$0

**Revenue Schedule
2009 W/S Bond Construction Fund (419)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Texpool	\$0	\$0	\$0	\$0	\$0	\$0
Lone Star Investment Pool	0	0	0	0	0	0
2009 MBIA W/S Rev Bonds	16,922	16,500	16,500	8,764	11,685	1,100
Marking Investment To Market	0	0	0	0	0	0
Interest Revenues	\$16,922	\$16,500	\$16,500	\$8,764	\$11,685	\$1,100
Miscellaneous Receipts	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Receipts	\$0	\$0	\$0	\$0	\$0	\$0
2009 W/S Bond Construction Fund	\$16,922	\$16,500	\$16,500	\$8,764	\$11,685	\$1,100

**Revenue Schedule
Water CIP/Impact Fee Fund (480)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
CW Water Impact Fees-2003	\$5,676	\$0	\$0	\$0	\$0	\$0
Bay Area Blvd-2000 Fees	0	0	0	328	328	0
CW Impact Fees-2008	290,207	277,350	277,350	260,709	277,350	308,783
Charges for Services	\$295,883	\$277,350	\$277,350	\$261,037	\$277,678	\$308,783
Investments	\$1,228	\$100	\$100	\$944	\$1,259	\$150
Texpool	78	100	100	59	80	150
Lone Star Invest Pool	96	100	100	93	123	150
MBIA	99	100	100	95	126	150
Checking Accounts	236	100	100	149	199	150
Interest Revenues	\$1,737	\$500	\$500	\$1,340	\$1,787	\$750
Water CIP/Impact Fee Fund	\$297,620	\$277,850	\$277,850	\$262,377	\$279,465	\$309,533

**Revenue Schedule
Sewer CIP/Impact Fee Fund (580)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
CW Impact Fees-2008	\$201,240	\$196,080	\$196,080	\$172,860	\$198,668	\$206,400
Charges for Services	\$201,240	\$196,080	\$196,080	\$172,860	\$198,668	\$206,400
Investments	\$855	\$100	\$100	\$579	\$772	\$100
Texpool	55	100	100	38	50	100
Lone Star Invest Pool	67	100	100	58	78	100
MBIA	69	100	100	59	79	100
Checking Accounts	166	100	100	\$96	128	100
Interest Revenues	\$1,212	\$500	\$500	\$830	\$1,107	\$500
Sewer CIP/Impact Fee Fund	\$202,452	\$196,580	\$196,580	\$173,690	\$199,775	\$206,900

**Revenue Schedule
W/S Revenue Debt Fund (490)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Investments	\$2,622	\$600	\$600	\$519	\$693	\$3,100
Texpool	111	100	100	50	67	100
Lone Star Invest Pool	127	100	100	70	94	100
MBIA	157	100	100	76	100	100
Checking Accounts	416	100	100	250	333	100
Interest Revenues	\$3,433	\$1,000	\$1,000	\$965	\$1,287	\$3,500
Trans From W/S Oper Fund	\$2,374,014	\$2,668,189	\$2,668,189	\$2,001,142	\$2,668,189	\$2,788,840
Water Cip/Impact Fee Fund	0	200,000	200,000	150,000	200,000	250,000
Tax Debt Service	883,922	0	0	5,400,000	5,400,000	0
Sewer Cip/Impact Fee Fund	0	200,000	200,000	150,000	200,000	250,000
Other Financing Sources	\$3,257,936	\$3,068,189	\$3,068,189	\$7,701,142	\$8,468,189	\$3,288,840
W/S Revenue Debt Fund	\$3,261,369	\$3,069,189	\$3,069,189	\$7,702,107	\$8,469,476	\$3,292,340

**Revenue Schedule
Vehicle Replacement Fund (301)**

Account Description	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Proposed Budget
Investments	\$1,921	\$965	\$965	\$764	\$1,019	\$850
Texpool	165	160	160	53	70	100
Checking Accounts	595	708	708	136	182	400
Interest Revenues	\$2,681	\$1,833	\$1,833	\$953	\$1,271	\$1,350
Lease Revenue	\$314,966	\$318,825	\$318,825	\$239,139	\$318,825	\$318,767
Lease Revenues	\$314,966	\$318,825	\$318,825	\$239,139	\$318,825	\$318,767
Transfer From General Fund	\$0	\$0	\$828	\$0	\$828	\$0
Transfer From W/S Operating Fund	0	0	0	0	0	0
Sale Of Fixed Assets	10,372	0	0	21,255	21,255	0
Other Financing Sources	\$10,372	\$0	\$828	\$21,255	\$22,083	\$0
Vehicle Replacement Plan Fund	\$328,019	\$320,658	\$321,486	\$261,347	\$342,179	\$320,117

Appendix E
General and Administrative Transfers

Transfers to Other Funds

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
GENERAL FUND						
TDRA GRANT FUND	\$0	\$0	\$1,495,557	\$0	\$1,495,557	\$0
VEHICLE REPLACEMENT FUND	0	0	828	0	828	0
WATER/SEWER OPERATION FUND	0	0	0	0	0	0
TOTAL	\$0	\$0	\$1,496,385	\$0	\$1,496,385	\$0
POLICE INVESTIGATION FUND						
GENERAL FUND	\$33,241	\$0	\$0	\$0	\$0	\$0
COURT BLD'G SECURITY/TECHNOLOGY FUND						
GENERAL FUND	\$0	\$0	\$0	\$0	\$0	\$0
PARK DEDICATION FUND						
GENERAL FUND	\$50,000	\$50,000	\$50,000	\$0	\$50,000	\$35,000
TAX DEBT SERVICE FUND						
WATER/SEWER REVENUE DEBT SERVICE FUND	\$883,922	\$0	\$0	\$5,400,000	\$5,400,000	\$0
2005 G.O. BOND FUND						
GENERAL FUND	\$377,548	\$0	\$0	\$0	\$0	\$0
2010 G.O. BOND FUND						
TAX DEBT SERVICE FUND	\$0	\$0	\$92,261	\$92,261	\$92,261	\$0
WATER AND SEWER OPERATION FUND						
GENERAL FUND	\$1,052,198	\$1,093,631	\$1,093,631	\$820,223	\$1,093,631	\$1,116,665
EDA GRANT FUND	0	0	0	0	0	0
VEHICLE REPLACEMENT FUND	0	0	0	0	0	0
2006 WATER/SEWER BOND FUND	0	0	0	0	0	0
WATER/SEWER REVENUE DEBT SERVICE FUND	2,374,014	2,668,189	2,668,189	2,001,142	2,668,189	2,788,840
TOTAL	\$ 3,426,212	\$ 3,761,820	\$ 3,761,820	\$ 2,821,365	\$ 3,761,820	\$ 3,905,505
WATER AND SEWER REVENUE DEBT FUNDS						
TAX DEBT SERVICE FUND	\$0	\$0	\$0	\$0	\$0	\$608,475
2006 WATER/SEWER BOND FUND	0	0	0	0	0	0
2009 WATER/SEWER BOND FUND	0	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$608,475
WATER CIP/IMPACT FEE FUND						
WATER/SEWER REVENUE DEBT SERVICE FUND	\$0	\$200,000	\$200,000	\$150,000	\$200,000	\$250,000
SEWER CIP/IMPACT FEE FUND						
WATER/SEWER REVENUE DEBT SERVICE FUND	\$0	\$200,000	\$200,000	\$150,000	\$200,000	\$250,000
WATER AND SEWER BOND FUNDS						
2006 WATER/SEWER BOND FUND	\$0	\$0	\$0	\$0	\$0	\$0
2009 WATER/SEWER BOND FUND	0	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL TRANSFERS TO OTHER FUNDS	\$4,770,923	\$4,211,820	\$5,800,466	\$8,613,626	\$11,200,466	\$5,048,980

Transfers from Other Funds

	FY10 Actual	FY11 Original Budget	FY11 Amended Budget	FY11 YTD 6/30/11	FY11 Year End Estimate	FY12 Adopted Budget
GENERAL FUND						
PARK LAND DEDICATION FUND	\$50,000	\$50,000	\$50,000	\$0	\$50,000	\$35,000
POLICE INVESTIGATION FUND	33,241	0	0	0	0	0
COURT BLD'G SECURITY/TECHNOLOGY FUND	0	0	0	0	0	0
2005 G.O. BOND FUND	377,548	0	0	0	0	0
WATER/SEWER OPERATION FUND	1,052,198	1,093,631	1,093,631	820,223	1,093,631	1,116,665
TOTAL	\$1,512,987	\$1,143,631	\$1,143,631	\$820,223	\$1,143,631	\$1,151,665
EDA GRANT FUND						
WATER/SEWER OPERATION FUND	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0
TDRA GRANT FUND						
GENERAL FUND	\$0	\$0	\$1,495,557	\$0	\$1,495,557	\$0
TOTAL	\$0	\$0	\$1,495,557	\$0	\$1,495,557	\$0
TAX DEBT SERVICE FUND						
2010 G.O. BOND FUND	\$0	\$0	\$92,261	\$92,261	\$92,261	\$0
WATER/SEWER REVENUE DEBT SERVICE FUND	0	0	0	0	0	608,475
TOTAL	\$0	\$0	\$92,261	\$92,261	\$92,261	\$608,475
VEHICLE REPLACEMENT FUND						
GENERAL FUND	\$0	\$0	\$828	\$0	\$828	\$0
WATER/SEWER OPERATION FUND	0	0	0	0	0	0
TOTAL	\$0	\$0	\$828	\$0	\$828	\$0
WATER/SEWER REVENUE DEBT SERVICE FUND						
WATER/SEWER OPERATION FUND	\$2,374,014	\$2,668,189	\$2,668,189	\$2,001,142	\$2,668,189	\$2,788,840
WATER CIP/IMPACT FEE FUND	0	200,000	200,000	150,000	200,000	250,000
SEWER CIP/IMPACT FEE FUND	0	200,000	200,000	150,000	200,000	250,000
TAX DEBT SERVICE FUND	883,922	0	0	5,400,000	5,400,000	0
2006 WATER/SEWER BOND FUND	0	0	0	0	0	0
2009 WATER/SEWER BOND FUND	0	0	0	0	0	0
TOTAL	\$3,257,936	\$3,068,189	\$3,068,189	\$7,701,142	\$8,468,189	\$3,288,840
WATER AND SEWER BOND FUNDS						
WATER/SEWER OPERATION FUND	\$0	\$0	\$0	\$0	\$0	\$0
WATER/SEWER REVENUE DEBT SERVICE FUND	0	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL TRANSFERS FROM OTHER FUNDS	\$4,770,923	\$4,211,820	\$5,800,466	\$8,613,626	\$11,200,466	\$5,048,980

Appendix F
Charter Budget Provisions

Charter Budget Provisions

Section 8.03 Annual Budget

(A) **Content:** The budget shall provide a complete financial plan of all city funds and activities and, except as required by law or this Charter, shall be in such form as the manager deems desirable or the council may require. A budget message explaining the budget both in fiscal terms and in terms of the work programs shall be submitted with the budget. It shall outline the proposed financial policies of the city for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues, with reasons for such changes. It shall also summarize the city's debt position and include such other material as the manager deems desirable. The budget shall begin with a clear general summary of its contents; shall show in detail all estimated income, the proposed property tax levy, and all proposed expenditures, for the ensuing fiscal year including debt service, and an itemized estimate of the expense of conducting each department of the city. The proposed budget expenditures shall not exceed the total of estimated income. The budget shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year, compared to the estimate for the budgeted year. It shall include in separate sections:

- (1) Tax levies, rates, and collections for the proceeding five years.
- (2) The amount required for interest on the city's debts, for sinking fund and for maturing serial bonds.
- (3) The total amount of outstanding city debts, with a schedule of maturities on bond issues.

(4) Anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the city and the proposed method of its disposition, subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget.

(5) A capital program, which may be revised and extended each year to indicate capital improvements pending or in process of construction or acquisition, and shall include the following items which shall be attached as appendices to the budget:

- (a) A summary of proposed programs;
- (b) A list of all capital improvements which are proposed to be undertaken during five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
- (c) Cost estimates, method of financing and recommended time schedules for each such improvement; and
- (d) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

(6) Such other information as may be required by the council.

(b) Submission: On or before the first day of August of each year, the manager

Charter Budget Provisions

shall submit to the council a proposed budget and an accompanying message. The council shall review the proposed budget and revise as deemed appropriate prior to general circulation for public hearing.

(c) Public notice and hearing: The council shall post in the city hall and publish in the official newspaper a general summary of their (its) proposed budget and a notice stating:

(1) The times and places where copies of the message and budget are available for inspection by the public; and

(2) The time and place, not less than ten nor more than 30 days after such publication, for a public hearing on the budget.

(d) Amendment before adoption: After the public hearing, the council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt services or for estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated income plus funds available from prior years.

(e) Adoption: The council shall adopt its annual budget by ordinance, on one reading, by the 15th day of September or as soon thereafter as practical. If the council fails to adopt an annual budget before the start of the fiscal year to which it applies, appropriations of the last budget adopted shall be considered as adopted for the current fiscal year on a month to month, pro rata basis, until the annual budget is adopted. Adoption of the budget shall require an affirmative vote of at least a majority of all members of the council. Adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated.

(Res. No. R88-15, & 3, 5-9-1988; Res. No. R2002, & 7, 2-18-2002, election 5-4-2002)

State law reference – Budgets, V.T.C.A., Local Government Code & 102.001 et.seq

Sec.8.04. Amendments after adoption.

(a) Supplemental appropriations: If during the fiscal year the manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the council by ordinance may make supplemental appropriation for the year up to the amount of such excess.

(b) Emergency appropriations: To meet a public emergency created by a natural disaster or manmade calamity affecting life, health, property, or the public peace, the council may make emergency appropriations, not to exceed ten percent of the current fiscal year's budgeted receipts. Such appropriations may be made by emergency ordinance in accordance with the provisions of this Charter. To the extent that there are no available unappropriated revenues to meet such appropriations, the council may by such emergency ordinance authorize the issuance of emergency notes, which may be renewed from time to time.

(c) Reduction of appropriations: If at any time during the fiscal year it appears probable to the manager that the revenues available will be insufficient to meet the amount

Charter Budget Provisions

appropriated, he/she shall report to the council without delay, indicating the estimated amount of the deficit, any remedial action taken by him and his recommendations as to any other steps to be taken. The council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one or more appropriations.

(d) Transfer of appropriations: At any time during the fiscal year the manager may transfer part or all of any unencumbered appropriation balance among programs within a department, division, or office and, upon written request by the manager, the council may ordinance transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.

(e) Limitations: No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof.

(f) Effective date: The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be effective immediately upon adoption of the ordinance.

(Res. No. R88-15, & 3, 5-9-1988)

State law reference-Budgets, V.T.C.A., Local Government Code § 102.001 et seq

Appendix G
Financial Management Policy
(With Adopted Revisions)

Introduction. The City of Friendswood assumes an important responsibility to its citizens and customers to carefully account for public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public.

The main goal of this Policy is to help the City achieve a long-term, stable and positive, financial condition. The City's financial management, as directed by this Policy, is based on the foundation of integrity, prudent stewardship, planning, accountability and full disclosure.

The purpose of the Policy is to provide guidance for planning and directing the City's daily financial affairs. This Policy provides a framework in pursuit of the following objectives.

Financial Objectives

Revenues

- Design and administer a revenue system that will assure a reliable, equitable and sufficient revenue stream to support desired City services.

Expenditures

- Identify priority services, establish and define appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of these services.

Fund Balance/Retained Earnings

- Maintain the fund balance and retained earnings of the various operating funds at levels sufficient to protect the City's credit worthiness, as well as its financial position, during times of emergency.

Capital Expenditures and Improvements

- Annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources.

Debt Management

- Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements, while minimizing the impact of debt payments on current and future revenues.

Investments

- Invest the City's operating cash to ensure its safety, provide necessary liquidity and maximize yield. Return on investment is of least importance compared to the safety and liquidity objectives.

Intergovernmental Relations

- Coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support appropriate favorable legislation at the state and federal levels.

Grants

- Aggressively investigate, pursue and effectively administer federal, state and foundation grants-in-aid, which address the City's current priorities and policy objectives.

Economic Development

- Initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

Fiscal Monitoring

- Analyze financial data and prepare reports that reflect the City's financial performance and economic condition.

Accounting, Auditing and Financial Reporting

- Comply with prevailing federal, state and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA).

Internal Control

- Maintain an environment to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition.

Risk Management

- Prevent and/or reduce financial impact to the City of claims and losses through prevention and transfer of liability.

Budget

- Develop and maintain a balanced budget (*defined as a term signifying budgeted expenditures being offset by budgeted revenues*), which presents a clear understanding of goals, service levels and performance standards. The document shall, to the extent possible, be "user-friendly" for citizens.

I. Revenues

The City shall use the following guidelines to design and administer a revenue system that will assure a reliable, equitable and sufficient revenue stream to support desired City services.

Balance and Diversification in Revenue Sources

- The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in economic conditions, which adversely impact that source.

User Fees

- For services that benefit specific users, where possible, the City shall establish and collect fees to recover the full direct and indirect cost of those services. City staff shall review user fees on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure and to recommend adjustments where necessary.

Property Tax Revenues/Tax Rate

- The City shall endeavor to reduce its reliance on property tax revenues by revenue diversification, implementation and continued use of user fees and economic development. The City shall also strive to stabilize its tax rate and minimize tax rate increases.

Utility/Enterprise Funds User Fees

- Utility rates and enterprise funds user fees shall be set at levels sufficient to cover operating expenditures, meet debt obligations, provide additional funding for capital improvements and provide adequate levels of working capital.

Administrative Services Charges

- The City shall prepare a cost allocation plan annually to determine the administrative services charges due the General Fund from enterprise funds for overhead and staff support. Where appropriate, the enterprise funds shall pay the General Fund for direct services rendered.

Revenue Estimates for Budgeting

- In order to maintain a stable level of services, the City shall use a conservative, objective and analytical approach when preparing revenue estimates. The process shall include analysis of probable economic changes and their impacts on revenues, historical collection rates and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year, which otherwise could result in mid-year service reductions.

Revenue Collection and Administration

- The City shall maintain high collection rates for all revenues by keeping the revenue system as simple as possible to facilitate payment. In addition, since a revenue source should exceed the cost of producing it, the City shall strive to control and reduce administrative costs. The City shall pursue to the full extent allowed by state law all delinquent taxpayers and others overdue in payments to the City.

II. Expenditures

The City shall use the following guidelines to identify necessary services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

Current Funding Basis

- The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues.

Avoidance of Operating Deficits

- The City shall take immediate corrective action, if at any time during the fiscal year, expenditure and revenue estimates are such that an operating deficit is projected at year-end.

Maintenance of Capital Assets

- Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs and to continue acceptable service levels.

Periodic Program Reviews

- Periodic program review for efficiency and effectiveness shall be performed. Programs not meeting efficiency or effectiveness objectives shall be brought up to required standards, or be subject to reduction or elimination.

Purchasing

- The City shall make every effort to maximize any discounts offered by creditors/vendors. The City will follow state law and the City of Friendswood Purchasing Manual concerning formal bidding procedures and approval by the City Council. For purchases where competitive bidding is not required, the City shall obtain the most favorable terms and pricing possible.
- The City Manager, or his designee, shall have the authority to approve and sign contracts and/or purchases for budgeted goods or services that do not exceed the state law bid limitation of \$50,000. Contracts or purchases for items in excess of the state law bid limit shall be placed on a Council agenda for action authorizing the Mayor, or his designee's, signature.

III. Fund Balance/Working Capital/Net Assets

The City shall use the following guidelines to maintain the fund balance and retained earnings of the various operating funds at levels sufficient to protect the City's creditworthiness as well as its financial position from unforeseeable emergencies.

General Fund Unassigned Fund Balance

- The City shall strive to maintain the General Fund unassigned fund balance at a minimum of 90 days of prior year audited operating expenditures.
- Any unassigned funds after the fiscal year-end audit will be allowed to accumulate to build this 90-day reserve.
- After the General Fund has gathered sufficient resources, additional unassigned funds will be allowed to accumulate for future General Fund capital improvements.

Unrestricted Net Assets of Other Operating Funds; Water and Sewer Working Capital

- In other operating funds, the City shall strive to maintain a positive unrestricted net position to provide sufficient reserves for emergencies and revenue shortfalls. The minimum working capital in the Water and Sewer Fund shall be 90 days of prior year audited operating expenses.
- Any unrestricted funds after the fiscal year-end audit will be allowed to accumulate to build this 90-day reserve.
- After these funds have gathered sufficient resources, additional unrestricted funds will be allowed to accumulate in working capital for future utility/operating fund capital improvements.

Use of Fund Balance/ Working Capital

- Fund Balance/ Working Capital may be used in one or a combination of the following ways:
 - Emergencies,
 - One-time expenditures that do not increase recurring operating costs;
 - Major capital purchases; and
 - Start-up expenditures for new programs undertaken at mid-year, provided such action is considered in the context of multiyear projections of program revenues and expenditures.
- Should such use reduce the balance below the appropriate level set as the objective for that fund, the City shall take action necessary to restore the unassigned fund balance or working capital to acceptable levels within three years.

IV. Capital Expenditures and Improvements

The City shall annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources.

Capital Improvements Planning Program

- The City shall annually review the Capital Improvements Planning Program (CIP), the current status of the City's infrastructure, replacement and renovation needs and potential new projects and update the program as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every project, all operation, maintenance and replacement costs shall be fully costed. The CIP shall also present the City's long-term borrowing plan, debt payment schedules and other debt outstanding or planned, including general obligation bonds, revenue bonds and certificates of obligation.

Replacement of City Vehicles

- The City shall annually prepare a schedule for the replacement of its vehicles. Within the resources available each fiscal year, the City shall replace these assets according to this schedule.
- The Vehicle Replacement Fund will purchase all City vehicles that cost less than \$50,000. Departments will then make annual contributions to this fund, based on the life expectancy of their equipment, to replace the funds used to purchase vehicles.
- Vehicles and heavy equipment that cost more than \$50,000 may be funded by one of the capital expenditure financing methods discussed below.

Capital Expenditures Financing

- The City recognizes that there are several methods of financing capital items. It can budget the funds from current revenues; take the funds from fund balance/working capital, as allowed by the Fund Balance/working capital Policy; utilize funds from grants; or it can borrow the money through some form of debt instrument. Debt financing includes general obligation bonds, revenue bonds, certificates of obligation and capital lease agreements.

Capitalization Threshold for Tangible Capital Assets

The Government Finance Officers Association (GFOA) recommends that "best practice" guidelines be followed in establishing capitalization thresholds for tangible capital-type items. Accordingly, the following criteria shall be established with the adoption of this policy.

- Individual items costing \$5,000 or more will be capitalized and depreciated according to Governmental Accounting Standards Board rules. This amount will be adjusted as changes are recommended in GFOA's "best practices" guidelines.
- Tangible capital-type items will only be capitalized if they have any estimated useful life of at least five years following the date of acquisition.
- Capitalization thresholds will be applied to individual items rather than to groups of similar items (e.g., desks and tables).
- Adequate control procedures at the department level will be established to ensure adequate control over noncapitalized tangible items.

V. Debt Management

The City shall use the following guidelines for debt financing used to provide needed capital equipment and infrastructure improvements, while minimizing the impact of debt payments on current and future revenues.

Use of Debt Financing

- Debt financing, to include general obligation bonds, revenue bonds, certificates of obligation and capital lease agreements, shall only be used to acquire capital assets.

Amortization of Debt

- Amortization of debt shall be structured in accordance with a multi-year capital improvement plan. The term of a debt issue will never exceed the useful life of the capital asset being financed.

Affordability Targets

- The City shall use an objective, analytical approach to determine whether it can afford to assume new debt beyond the amount it retires each year. This process shall compare generally accepted standards of affordability to the current values for the City. These standards shall include debt per capita, debt as a percent of taxable value and debt service payments as a percent of current revenues and current expenditures. The process shall also examine the direct costs and benefits of the proposed expenditures as determined in the City's annual update of the Capital Improvements Planning Program. The decision on whether or not to assume new debt shall be based on these costs and benefits and on the City's ability to afford new debt as determined by the aforementioned standards.

Sale Process

- The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated bid.

Rating Agencies Presentation

- Full disclosure of operations and open lines of communication shall be made available to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.

Continuing Disclosure

- The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding issues.

Debt Refunding

- City staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. A proposed refunding of debt, for interest cost savings, should provide a present value benefit as a percent of refunded principal of at least 3%.

VI. Investments

The City's cash shall be invested in such a manner so as to ensure the absolute safety of principal and interest, to meet the liquidity needs of the City and to achieve the highest possible yield in

accordance with the City's Investment Policy. Interest earned from investment shall be distributed to the City's funds from which the money was provided.

VII. Intergovernmental Relations

The City shall coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing government services on an equitable basis and support appropriate favorable legislation at the state and federal levels.

Interlocal Cooperation in Delivery of Services

- In order to promote the effective and efficient delivery of services, the City shall work with other local jurisdictions to share on an equitable basis the costs of services, to share facilities and to develop joint programs to improve service to its citizens.

Legislative Program

- The City shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that mandates additional City programs or services and does not provide the funding necessary for implementation.

VIII. Grants

The City shall seek to obtain and effectively administer federal, state and foundation grants-in-aid that address the City's current and future priorities and policy objectives.

Grant Guidelines

- The City shall seek to obtain those grants that are consistent with priority needs and objectives identified by Council.

Indirect Costs

- The City shall recover indirect costs to the maximum amount allowed by the funding source. The City may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.

Grant Review

- The City shall review all grant submittals requiring an in-kind match requirement to determine their potential impact on the operating budget, and the extent to which they meet the City's policy objectives. If there is a cash match requirement, the source of funding shall be identified and approved prior to application.
- Prior to submission, all grant requests will be reviewed by Administrative Services to ensure the benefits to the City exceed the administrative costs incurred throughout the life of the grant.

Grant Program Termination

- The City shall terminate grant-funded programs and associated positions as directed by the City Council when grant funds are no longer available, unless alternate funding is identified.

IX. Economic Development

The City shall initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

Commitment to Expansion and Diversification

- The City shall encourage and participate in economic development efforts to expand Friendswood's economy and tax base, to increase local employment and to invest when there is a defined, specific long-term return. These efforts shall not only focus on new areas, but on established sections of the City where development can generate additional jobs and other economic benefits.

Tax Abatements

- The City of Friendswood is committed to the promotion of quality development in all parts of the City. On a case-by-case basis, the City will give consideration to providing tax abatement on the increment in value added to a particular property by a specific development proposal, which meets the economic goals and objectives of the City.
- The tax abatement shall not apply to any portion of the inventory or land value of the project.
- Tax abatement may be offered on improvements to real property owned by the applicant and/or on new personal property brought to the site by the applicant.
- Tax abatement will not be ordinarily considered for projects which would be developed without such incentives unless it can be demonstrated that higher development standards or other development and community goals will be achieved through the use of the abatement.

Increase Non-Residential Share of Tax Base

- The City's economic development program shall seek to expand the non-residential share of the tax base to decrease the tax burden on residential homeowners.

Coordinate Efforts With Other Jurisdictions

- The City's economic development program shall encourage close cooperation with other local jurisdictions to promote the economic well being of this area.

X. Fiscal Monitoring

Reports shall be prepared and presented on a regular basis that analyze, evaluate and forecast the City's financial performance and economic condition.

Financial Status and Performance Reports

- Monthly reports shall be prepared comparing expenditures and revenues to original and amended budgets, for the month and fiscal year-to-date. Explanatory notes will be included, as needed.

XI. Accounting, Auditing and Financial Reporting

The City shall comply with prevailing local, state and federal regulations. Its accounting practices and financial reporting shall conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA). The City Council shall select an independent firm of certified public accountants to perform an annual audit of its accounting and financial reporting practices.

XII. Internal Control

The Director of Administrative Services is responsible for developing citywide, written guidelines on accounting, handling of cash and other financial matters. The Director of Administrative Services will assist Department Directors as needed, in tailoring these guidelines into detailed written procedures to fit each department's specific requirements.

Each Department Director is responsible to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented and that all independent auditor internal control recommendations are addressed.

XIII. Risk Management

The City will utilize a safety program, an employee health program and a risk management program to prevent and/or reduce the financial impact to the City due to claims and losses. Transfer of liability for claims through transfer to other entities through insurance and/or by contract will be utilized where appropriate. Prevention of loss through the safety program and the employee health program will be employed.

XIV. Operating Budget

The City shall establish an operating budget that shall link revenues and expenditures to City Council goals, service and performance standards.

Any transfer of intradepartmental appropriations shall be authorized, in writing, by the City manager. No transfer more than \$50,000 shall be authorized by the City Manager without prior approval of the City Council. Written justification shall be attached to each request to the City Manager for a transfer of appropriation and, if authorized, the written justification shall be attached to the City Manager's written authorization. All applicable bidding and purchasing laws shall be followed. New capital projects or projects not otherwise provided for in the budget shall not be funded through transfers.

Appendix H
Glossary
Abbreviations/Acronyms

Glossary

ACCRUAL BASIS

The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

ACTIVITY

A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible. (e.g., police is an activity within the public safety function).

AD VALOREM TAX

A tax based on value (e.g., a property tax).

AGENCY FUND

A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds. The agency fund also is used to report the assets and liabilities of Internal Revenue Service Code, Section 457, deferred compensation plans.

APPROPRIATION

A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

ASSESSED VALUATION

A valuation set upon real estate or other property by a government as a basis for levying taxes.

BALANCED BUDGET

A budgeting term used to signify budgeted expenditures are offset by budgeted revenues. In some instances reserves set aside for a specific use could be included to offset budgeted expenditures; i.e. election equipment reserves set aside in previous fiscal years to replace outdated equipment in a future fiscal year.

BASIS OF ACCOUNTING

A term used to refer to when revenues, expenditures, expenses, and transfers-and the related assets and liabilities-are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

CAPITAL EXPENDITURES

Expenditures resulting in the acquisition of or addition to the government's general fixed assets

CAPITAL IMPROVEMENT PROGRAM

(CIP) A term used to refer to a group of related infrastructure improvements planned for the future. Can be either a five or ten year plan.

CAPITAL LEASE

An agreement that conveys the right to use property, plant or equipment, usually for a stated

period of time, that meets one or more of the criteria set forth in SFAS No. 13 for lease capitalization.

CAPITAL PROJECTS FUND

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

CASH BASIS

A basis of accounting under which transactions are recognized only when cash is received or disbursed

DEBT SERVICE FUND

A fund established to account for the accumulation of resources for and the payment of general long-term debt principal and interest (sometimes referred to as a SINKING FUND)

DEBT SERVICE FUND REQUIREMENTS

The resources which must be provided for a debt service fund so that all principal and interest payments can be made in full and on schedule.

DEBT SERVICE REQUIREMENTS

The amount of money required to pay interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

DEFERRED REVENUE

Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are an example of deferred revenue.

DELINQUENT TAXES

Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

ENTERPRISE FUND

(1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water, gas and electric utilities; airports; parking garages; or transit systems). In this case, the governing body intends that costs (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or purposes.

EXPENDITURES

Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

FISCAL YEAR

A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City's fiscal year is October thru September.

FORCES AT WORK

(FAW) A budget term used to describe supplemental department expenditures as a result of federal and/or state unfunded mandates or local governmental laws or actions or market impacts.

FRANCHISE

A special privilege granted by a government, permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

FUND

A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE

The difference between fund assets and fund liabilities of governmental and similar trust funds

FUND BALANCE-RESERVED FOR DEBT SERVICE

An account used to segregate a portion of fund balance for resources legally restricted to the payment of general long-term debt principal and interest maturing in future years.

FUND BALANCE-RESERVE FOR ENCUMBRANCES

An account used to segregate a portion of fund balance for expenditures upon vendor performance.

FUND BALANCE-RESERVE FOR PREPAID ITEMS

An account used to segregate a portion of fund balance to indicate that prepaid items do not represent expendable available financial resources even though they are a component of net current assets.

FUND TYPE

Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GENERAL FUND

(GF) The fund used to account for all financial resources, except those required to be accounted for in another fund.

GENERAL LONG-TERM DEBT

Long-term debt expected to be repaid from governmental funds.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the GASB.

GOVERNMENTAL FUND TYPES

Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities-except those accounted for in proprietary funds and fiduciary

funds. In essence, the funds are accounting segregation of financial resources. Expendable assets are assigned to the particular fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, used and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

IMPACT FEES

Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development.

INTERFUND TRANSFERS

All inter-fund transactions except loans, quasi-external transactions and reimbursements.

INTERGOVERNMENTAL REVENUES

Revenues from other governments in the forms of grants, entitlements, shared revenues or payment in lieu of taxes

INTERNAL SERVICE FUND

A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

LEVY

(1) (Verb) to impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) the total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES

Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer or provide services to other entities in the future as a result of past transactions or events.

MAINTENANCE

The act of keeping capital assets in a state of good repair. It includes preventative maintenance, normal periodic repairs; replacement of parts, structural components and so forth and other activities needed to maintain the asset so that it continues to provide normal services and achieves its optimum life.

MODIFIED ACCRUAL BASIS

The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resources increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual that is when they become both "measurable" and "available to finance expenditures of the current." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditure either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis accounting.

OBJECT

As used in expenditure classification, applies to the article purchased or the service obtained, rather than to the purpose for which the article or service was purchased or obtained (e.g., personal services, contractual services, materials and supplies).

ORDINANCE

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

ORGANIZATIONAL-UNIT CLASSIFICATION

(ORG UNIT) Expenditure classification according to responsibility centers within a government's organizational structure. Classification of expenditures by organizational unit is essential to fulfilling stewardship responsibility for individual government resources.

PROPRIETARY FUND TYPES

Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

RESERVED

An element of the equity section of the governmental fund balance sheet comprised of three major fund balance elements: reserved; unreserved, designated; and unreserved, undesignated. When used in association with the governmental funds, the term "reserved" should be limited to describing the portion of fund balance that is (1) not available for appropriation or expenditure and/or (2) is segregated legally for a specific future use. A common example of the first type of reservation within the governmental funds is "reserved for inventories." Another example, "reserved for loans receivable," represents amounts expected to be collected in the future. Therefore, this receivable is not available for expenditure or appropriation at the balance sheet date. In this instance, the loans receivable amount is not associated with revenue recognition. However, if outstanding receivables (e.g., property taxes) are related to revenue that is not available, deferred revenue should be reported, *not* a reservation of fund balance. "Reserved for Encumbrances" is a common example of the second reserve type. This type of reserve is legally earmarked for a specific purpose. Generally, the reservations are based on third-party restrictions (e.g., contract with vendor).

RETAINED EARNINGS

An equity account reflecting the accumulated earnings of an enterprise or internal service fund

REVENUES

(1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers are classified as "other financing sources" rather than as revenues.

(2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

SPECIAL REVENUE FUND

A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only requires the use of special revenue funds when legally mandated.

TAX RATE

The amount of tax stated in terms of a unit of the tax base (e.g., 25 mills per dollar of assessed valuation of taxable property.)

TAX ROLL

The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

TRUST FUNDS

Funds used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (a) expendable trust funds, (b) nonexpendable trust funds, (c) pension trust funds, and (d) agency funds.

UNRESERVED

The equity section of the governmental fund balance sheet is comprised of three major fund balance elements: reserved; unreserved, designated; and unreserved, undesignated. (Also reference Unreserved, Designated and Unreserved, Undesignated.)

UNRESERVED, DESIGNATED

A designation of unreserved fund balance established by a government to indicate tentative plans for the use of current financial resources in the future. Examples of designations include equipment replacement and contingencies. These designations should not cause the government to report a deficit unreserved, undesignated fund balance. In addition, a government should not report a deficit unreserved, designated fund balance. In effect, a government cannot designate resources that are not available for expenditure.

UNRESERVED, UNDESIGNATED

An "unreserved, undesignated fund balance" represents financial resources available to finance expenditures other than those tentatively planned by the government.

VEHICLE REPLACEMENT PLAN

(VRP) A term used to refer to a plan of vehicle fleet replacements over the next ten years.

(Source: *1988 Governmental Accounting, Auditing and Financial Reporting* and other City Budgeting Terms)

ABBREVIATIONS AND ACRONYMS

AED	Automated External Defibrillator
AICPA	American Institute of Certified Public Accountants
ASO	Administrative Services Office
CAFR	Comprehensive Annual Financial Report
CCISD	Clear Creek Independent School District
CDD	Community Development Department
CEDC	Community and Economic Development Committee
CIP	Capital Improvement Plan
CS	Community Services
CSO	City Secretary's Office
EEO	Equal Employment Opportunity
EMPG	Emergency Management Planning Grant
EMS	Emergency Management Service
FEMA	Federal Emergency Management Agency
FISD	Friendswood Independent School District
FMO	Fire Marshal's Office
FSU	Field Service Unit
FTE	Full Time Equivalent
FVFD	Friendswood Volunteer Fire Department
GASB	Governmental Accounting Standards Board
GCCDD	Galveston County Consolidated Drainage District
GF	General Fund
GFOA	Governmental Finance Officers Association
GIS	Geographic Information System
GPM	Gallons Per Minute
I&I	Interest Infiltration and inflow
I&S	Interest and Sinking (tax rate used for debt retirement)
LEOSE	Law Enforcement Officer Standards and Education
M&CC	Mayor and City Council
M&O	Maintenance and Operations (tax rate used for general operations)
PD	Police Department
PEG	Public Educational Governmental
PSB	Public Safety Building
PW	Public Works
SAN	Storage Area Network
SETCIC	Southwest Texas Crime Information Center
VOCA	Victims of Crimes Act
VRP	Vehicle Replacement Fund
VRP	Vehicle Replacement Plan
W&S	Water and Sewer
ZZB	Zero Based Budgeting (revenues & expenses net to zero)