

# FRIENDSWOOD™



# STRONG

## CITY OF FRIENDSWOOD ANNUAL ADOPTED BUDGET

FISCAL YEAR 2018-2019





**CITY OF FRIENDSWOOD, TEXAS**

**ADOPTED ANNUAL BUDGET**

October 1, 2018 - September 30, 2019

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**Mayor**

Mike Foreman

**Mayor Pro Tem**

John Scott

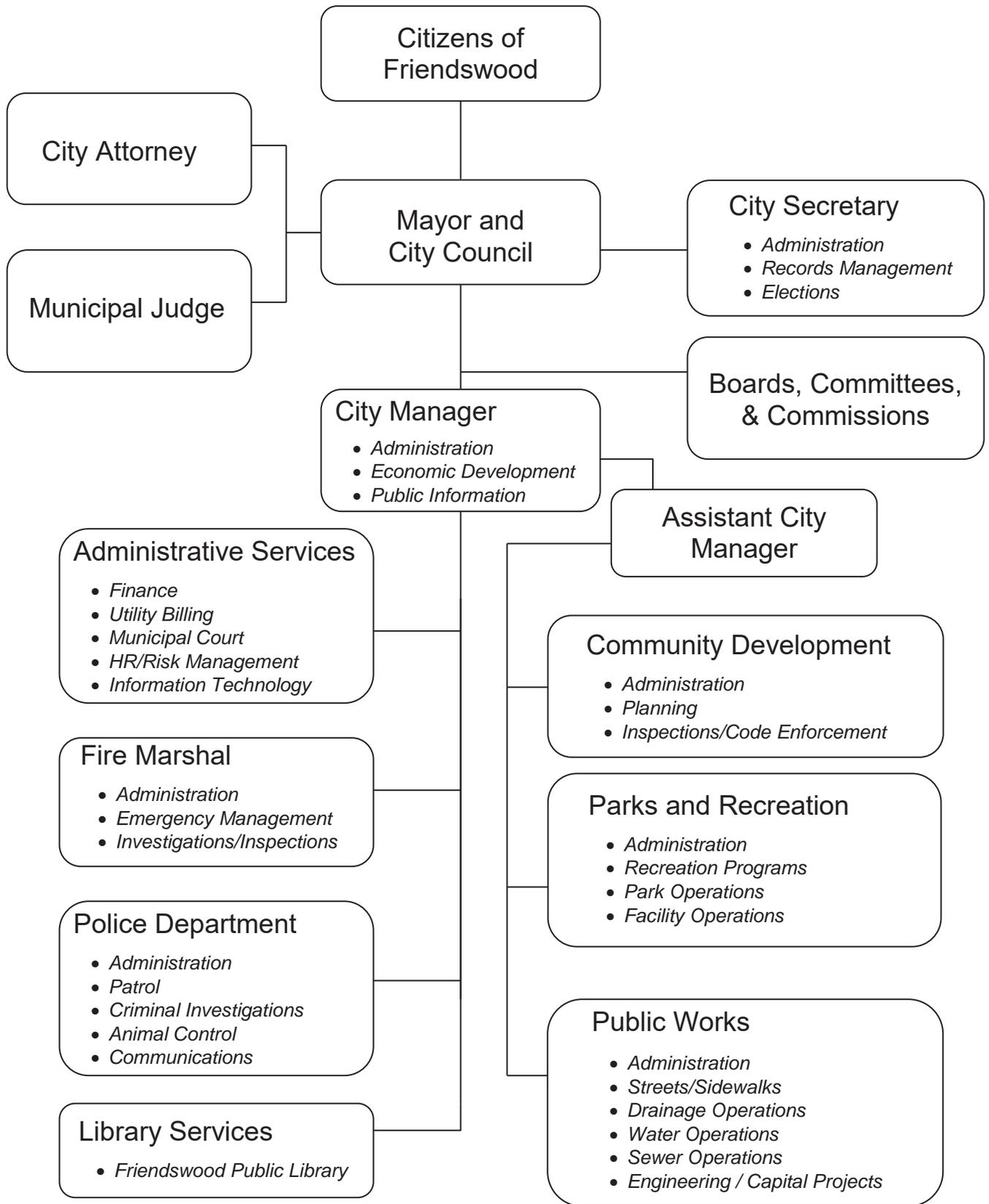
**Council Members**

Steve Rockey ..... Position 1  
Sally Branson..... Position 2  
Trish Hanks ..... Position 3  
Robert J Griffon..... Position 4  
Carl W. Gustafson..... Position 6

**Budget Team**

Morad Kabiri..... City Manager  
Steven Rhea ..... Assistant City Manager  
Terry Byrd ..... Fire Marshal  
Karen Capps..... Economic Development Coordinator  
Patrick Donart ..... Director of Public Works  
Aubrey Harbin ..... Director of Community Development  
Mary Perroni ..... Library Director  
James Toney ..... Parks and Recreation Director  
Melinda Welsh ..... City Secretary  
Robert B. Wieners..... Police Chief  
Katina Hampton..... Director of Administrative Services  
Rhonda Bloskas ..... Deputy Director of Administrative Services  
Jennifer Walker..... Budget Manager  
Emily Peltier ..... Accounting Specialist

# CITY OF FRIENDSWOOD Organization Chart



**In accordance with Texas Senate Bill (S.B.) 656**

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This adopted budget is estimated to raise more total property taxes than last year's tax levy by \$394,303 or 2.2%, and of that amount \$394,303 is estimated tax revenue to be raised from new property added to the tax roll this year.

The City of Friendswood's total tax debt service obligation is \$41,091,389.

Debt service obligations of the City of Friendswood, secured by property taxes, in fiscal year 2018-19: \$3,212,869.

<b>Property Tax Comparison (per \$100 valuation)</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
Adopted Tax Rate	\$0.527349	\$0.532391
Effective Tax Rate	\$0.527391	\$0.532391
Effective Operating Rate	\$0.511023	\$0.509119
Maximum Operating Rate	\$0.551904	\$0.549848
Maximum Debt Tax Rate	\$0.113083	\$0.112491
Rollback Tax Rate	\$0.664987	\$0.662339

Data included in the table is reflective of State Comptroller's Truth-In-Taxation guidelines for informational purposes. FY19 proposed rates are based on GCAD certified and HCAD preliminary property values.

City of Friendswood's 2018 adopted total tax rate is \$0.532391 which includes the maintenance & operations (M&O) rate of \$0.437173 and the debt service (I&S) rate of \$0.095218.

<b>City Council</b>	<b>Position</b>	<b>Vote on Budget</b>	<b>Vote on Tax Rate</b>
Mike Foreman	Mayor	Yes	Yes
John Scott	Mayor Pro-Tem	Yes	Yes
Steve Rockey	Position 1	No	No
Sally Branson	Position 2	Yes	Yes
Trish Hanks	Position 3	Yes	Yes
Robert J. Griffon	Position 4	Yes	Yes
Carl W. Gustafson	Position 6	Yes	No

# ***Distinguished Budget Presentation Award***

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, 2017**.

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.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

## *Distinguished Budget Presentation Award*

PRESENTED TO

**City of Friendswood  
Texas**

For the Fiscal Year Beginning

**October 1, 2017**

*Christopher P. Morrill*

Executive Director

## 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 and Overview section** includes the City Manager's budget message with a "budget-in-brief" summary. Also featured in this section is an Overview of the City; detailing community and population demographics, Fiscal Year Fact Sheet of the City's property tax base, staffing summary, utility customer count and utility rates. This section presents City Council's mission statement and strategic goals and long range planning tools used to guide the City's budget process.

The **Financial Structure, Policy and Process section** begins with flowcharts listing of each of the City's funds. Fund narratives follow providing definitions for each fund utilized by the City and the funds' basis of accounting and budgeting. A matrix correlating the City's fund uses by functioning unit (City department) is incorporated. The City's Financial Management Policy with adopted revisions is included. Budget provisions from the City's Charter are included and details of the budget process and this year's budget calendar close this section.

The **Financial Summaries section** provides the revenues, expenditures and proposed ending fund balance for the City's governmental funds as well as enterprise funds. Governmental funds include General Fund, Police Investigation Fund, Fire/EMS Donation Fund, 1776 Park Trust Fund, TDRA Disaster Recovery Grant Fund, Court Technology/Security Fund, Sidewalk Installation Fund, Park Land Dedication Fund, Streets Maintenance Fund, Tax Debt Service Fund and General Obligation Bond Construction Funds. Enterprise funds include Water and Sewer Operation Fund, Water and Sewer Revenue Bond Construction Funds, Water and Sewer CIP/Impact Fee Funds, Water and Sewer Revenue Debt Service Fund and Vehicle Replacement Fund. A description of each fund precedes the fund schedules and includes the basis of budgeting. The section also includes detailed revenue schedules by fund and account element/object and inter-fund transfer schedules.

The next section is entitled **Departmental Information**. Each department includes: (1) an organizational chart depicting the department structure; (2) department narrative, goals, objectives and performance measures; (3) department summary with department totals across all funds and a departmental staffing table showing the full-time equivalents. The general ledger account number segment for fund, department and division accounts are included for cross-reference to the detail division budgets. The detailed departmental pages are formatted to include FY17 actual; FY18 original budget; FY18 amended budget; year to date 6/30/18 actual expenditures; year-end estimate for FY18; and FY19 adopted budget data.

The next section is reserved for the **Debt & Capital section**. The tax and revenue Debt Service portion of this section contains summary schedules, tax debt service and revenue debt service to maturity charts and payment schedules for each bond issue of the City. 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 from the Capital Improvement Program for the upcoming budget year by fund and project as well as the detail by object account.

The **Supplemental Information section** contains a sales tax revenue comparison schedule, estimated tax valuations, historical tax levy and tax rate comparisons, including graphs, City-wide personnel schedule, departmental decision package recommendations, and glossary of budget terminology and acronyms.

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# CITY OF FRIENDSWOOD

October 1, 2018

Honorable Mayor and City Council:

As Fiscal Year 2017-2018 comes to a close, I would like to take this opportunity to reflect on the milestones achieved this past year as well as present to you an adopted budget for the Fiscal Year 2018-2019. FY18 is one of recovery and resiliency. Recovery; the City is on the heels of one of the greatest natural disasters to impact Southeast Texas. Resiliency; we are also on the precipice of embarking on a number of initiatives and projects to make Friendswood stronger and better prepared for future storms.

This year's adopted budget is similar to prior ones in which Staff undertook a thorough evaluation of each expense and revenue; inclusive of hundreds of hours of careful thought, lively discussion, and focused teamwork. Unlike prior years, this year's budget was completed while:

- Working closely with State and Federal officials to recover from Hurricane Harvey;
- Transitioning to a new Mayor;
- Welcoming two new Councilmembers; and
- Transitioning to a new City Manager.

None of which, hindered the City's ability to simultaneously maintain the high level of City services residents of the City of Friendswood have come to expect.

Some of the milestones achieved this past fiscal year included the:

- Completion of a monumental debris removal campaign;
- Relocation of Public Works and Parks & Recreation staff to the Blackhawk facility;
- Completion of a Pavement Management Survey of all City streets;
- Installation of a third clarifier at the Blackhawk Wastewater Treatment Plant;
- Replacement of the Mandale Bridge;
- Commencement of improvements to Old City Park; and
- Commencement of construction activity to rebuild Blackhawk Blvd;

Also of significance this past fiscal year, the City adopted the lowest tax rate in the last 39 years. Moving forward though, the City of Friendswood will face some challenges. Some of these were brought on by Hurricane Harvey, others were brought on by national events such as the tragedy that took place at Santa Fe High School. This year's budget will focus of resiliency in both regards: (1) an effort to partner with Local, State, and Federal agencies to pursue enhanced drainage infrastructure; and (2) bolster our recruitment and retention efforts within the Police Department.

Just as critical, the upcoming fiscal year will include the pursuit of new multi-year contracts with the Friendswood Volunteer Fire Department for Fire and EMS services, and a major focus on street repairs and improvements.

While property values for those not impacted by Harvey continue to appreciate in Friendswood, the City has also seen an ongoing increase in exemptions and freeze ceilings. This has a significant impact on property tax rates and the General Fund operating budget.

City Council is commended for decades of setting and maintaining standards in financial transparency, public safety, emergency medical services, infrastructure, and recreational facilities development. The City has been repeatedly recognized by numerous organizations, resulting in accolades such as budget presentation and financial reporting recognition, Safest City, "Best Places to Live," and "Best Places for Families" awards. They signify a tangible quality embedded in the City's team approach to not only its budgeting process, but all operations; the City's core values, "TRAQ" which stands for **T**rust, **R**espect, **A**ccountability, and **Q**uality. With these values, City Staff will continue to seek efficiencies in delivering services with limited resources.

On behalf of the City Staff, especially the Budget Team that pours wisdom, time, and energy into the process which creates this plan, I thank the Mayor and City Council for providing guidance to develop the budget. We all look forward to the days ahead and the opportunity to serve Friendswood residents, business owners, and visitors with the service and quality they expect.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Morad Kabiri', with a long horizontal flourish extending to the right.

Morad Kabiri, City Manager

# Budget in Brief

The pages that follow summarize the City of Friendswood's fiscal year 2018-19 adopted budget.

## Revenue

1. This year's adopted total budget appropriates \$58.6 million in revenues, which is an increase of \$2.3 million or 4% more than the fiscal year 2017-18 adopted budget. The adopted budget includes increases in property taxes, sales taxes, intergovernmental revenues, charges for services, fines and fees, interest and licenses and permits more than offset the minimal decline in franchise revenues and miscellaneous receipts. Included in the \$2.3 million increase are planned uses of fund balance, and/or retained earnings in several funds totaling about \$12.8 million to offset adopted operating expenditures. These expenditures include capital improvements projects slated for completion in FY19.
  - Property tax revenue reflects an increase for tax year 2018 of about 0.1% over prior year budget projections related to new construction and debt service obligations related to the general obligations bonds authorized by voters in 2013.
  - Sales tax revenue budget is up approximately 10.3% based on fiscal year 2017-18 budgeted collections and includes revenue from the 1/8 of 1% sales tax for downtown economic development and 3/8 of 1% sales tax for streets maintenance.
  - Intergovernmental revenues are expected to increase 119% from prior year as a result of the new inter-local agreement with FISD for additional school resource officers.
  - Charges for Services budget is expected to increase 7% from prior year adopted budget due to the new charges for EMS services being implemented in the General Fund and an increase in utility fees revenue in the Water and Sewer Fund. The City is currently in the process of conducting a utility cost-of-service and rate study and is anticipating an increase in water and sewer rates to support operations and infrastructure improvement needs.
  - Municipal Court fines and fees in the adopted budget are expected to increase by approximately 5.2% based on an increase in number of traffic tickets processed during FY18.
  - Interest earnings are also expected to increase by about 95.2% from prior year adopted budget based on increased earnings in FY18.
  - Permits revenue is expected to increase an estimated 0.9% from last year's budget based on fiscal year 2017-18 collections and includes the anticipated revenue from slight increase in some existing permit fees and the addition of network nodes and poles permits in FY19.
  - Vehicle Replacement Fund lease payments are expected to increase by 44.7% due to purchases related to Hurricane Harvey and increase inflationary factor to support future replacement costs.
  
2. The FY19 adopted budget was developed using the effective tax rate of \$0.5324 per \$100 valuation. As a result, almost \$394,303 more in property tax revenue is expected to be generated from properties added to the tax roll this year.
  - The adopted maintenance and operations (M&O) rate is \$0.4372 and the interest and sinking or debt service (I&S) rate is projected to be \$0.0952.

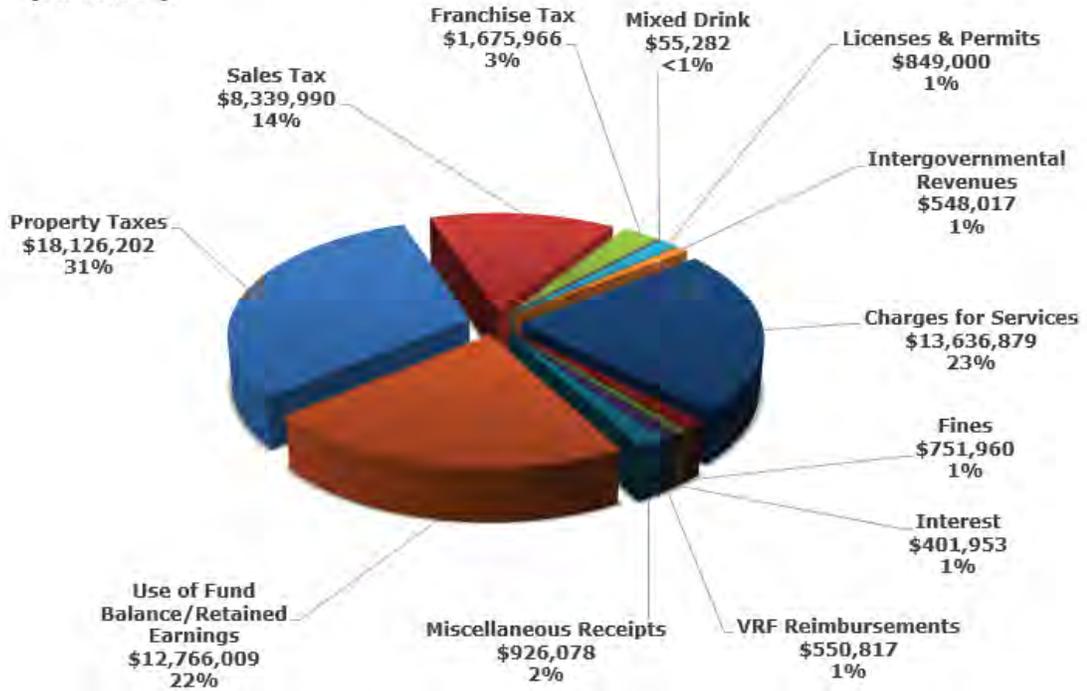
The table below shows a historical tax comparison of the current tax rate, and reflects the continued shift in tax levy from maintenance and operations to debt service.

Historical Tax Rate Comparison								
	Fiscal Year	General Fund	Debt Service Fund	Total Tax Rate*	Debt Service	Debt Service YOY Change	M&O	Total Levy
FY18 Adopted	2017-18	\$0.4323	\$0.0950	\$0.5273	\$3,218,073	\$5,206	\$14,687,990	\$17,906,063
FY19 Adopted	2018-19	\$0.4372	\$0.0952	\$0.5324	\$3,212,867	\$5,206	\$14,751,234	\$17,964,102
* Tax Rate Includes 20% Homestead Exemption								

3. The estimated net taxable value is \$3,374,237,059; a decrease of \$34,146,024 in certified values including supplemental rolls for tax year 2018.

- Certified values from Galveston Central Appraisal District and preliminary information provided Harris County Appraisal District indicate overall growth in property values.
- As stated above, overall values have increased for properties existing in tax years 2017 and 2018. The impact on property owner tax bills vary based on their individual circumstances. If a \$200,000 home's value does not change from year-to-year, it would be taxed on a value of \$160,000 due to the City's 20% homestead exemption. Based on the adopted \$0.5324 tax rate, the 2018 property tax bill would be \$852. This is an increase of \$8.

**FY19 Adopted Budget Revenues**  
**\$58,628,153**  
**(all funds)**



\*Excludes inter-fund transfers. Uses of fund balance and retained earnings in several funds total \$12,766,009; resulting in revenues offsetting budgeted expenditures.

**Historical Revenue Budget (All Funds)**

Revenue Source	FY19		FY18		FY17	
	Adopted	Percent Change PY	Adopted	Percent Change PY	Adopted	Percent Change PY
Property Taxes*	\$18,126,202	0.1	\$18,107,319	1.2	\$17,894,629	5.8
Sales Tax**	\$8,339,990	10.3	\$7,561,857	13.8	\$6,646,057	34.1
Franchise Tax	\$1,675,966	-1.9	\$1,709,283	3.1	\$1,657,672	0.8
Mixed Drink	\$55,282	21.9	\$45,364	9.6	\$41,400	-1.3
Licenses & Permits	\$849,000	0.9	\$841,816	7.9	\$780,324	8.8
Intergovernmental Revenues	\$548,017	118.8	\$250,491	4.6	\$239,401	-75.9
Charges for Services	\$13,636,879	7.0	\$12,749,484	7.7	\$11,841,053	-2.2
Fines	\$751,960	5.2	\$714,605	-8.2	\$778,698	-11.2
Interest	\$401,953	95.2	\$205,942	63.3	\$126,085	-18.9
VRF Reimbursements	\$550,817	44.7	\$380,684	1.3	\$375,718	5.8
Miscellaneous Receipts	\$926,078	-7.3	\$998,926	-85.3	\$6,777,562	-4.8
Fund Balance/Retained Earnings***	\$12,766,009	-0.1	\$12,780,958	148.8	\$5,136,874	679.6
<b>Total</b>	<b>\$58,628,153</b>	<b>4.0</b>	<b>\$56,346,729</b>	<b>3.1</b>	<b>\$52,295,473</b>	<b>12.4</b>

\* Amounts include prior year delinquent property tax collections with penalty and interest.

\*\* Sales tax amount includes revenue resulting from telecommunication sales tax exemption repealed in FY18.

\*\*\* Fund Balance/Retained Earnings used for capital improvements expenses.

## Expenses

1. The adopted budget appropriates approximately \$58.3 million in expenditures, excluding inter-fund transfers. This is an increase of approximately \$1.9 million or 3.5% from the fiscal year 2017-18 adopted budget. The increase in this year's budget is, related to capital improvements and mainly public safety. In addition, capital improvements afforded by the streets and downtown economic development corporation sales tax are included. Public safety expenditures have increased in an effort to recruit, hire and retain police officers, to enhance security at local schools and changes in the contract with FVFD for EMS services. The adopted budget expenses include an increase of approximately \$200,000 related to the recently awarded Emergency Medical Services contract with the FVFD which will commence in FY 19. More details follow of the adopted expenditure budget.
2. Personnel costs make up almost 70% of the City's operational budget. The adopted budget includes staffing of 232.15 full-time equivalents (FTE). The adopted changes in personnel expenditures include:
  - Addition of two full-time peace officers to serve as school resource officers
  - Restoration of one part-time jailer position
  - Addition of one utilities maintenance worker in Public Works
  - The City's TMRS contribution rate decrease from 15.95% to 15.90% on January 1, 2019
  - There is no change in health insurance from prior year
  - Funding for employee merit increases of \$462,243 which equates to an average of 2.75%
    - No across the board pay increases are given
    - Merit is awarded based on individual employee performance
  - Funding for employee pay plan adjustment of \$157,224
3. Maintaining the City's current service levels requires additional funding for non-personnel related operational expenses. The Supplemental Information section of the adopted budget includes a detailed listing of the expenditures.
  - Forces at Work included in the General Fund budget total \$94,501.
  - Forces at Work in the Water and Sewer fund budget total \$15,000 which is offset with an outside revenue source.
  - Decision Packages totaling \$685,838 are included in the Water & Sewer Fund adopted budget.
4. Details for the forces at work and decision packages mentioned in item # 3 above are as follows:
  - General Fund:
    - Election outsourcing with Galveston County (reallocate existing funds) - \$0
    - Media and Lateral Replacement of Pool Filter - \$7,435
    - Replacement of Dual Purpose Patrol & Narcotic K-9 - \$32,700
    - Client analysis Fee - \$24,000
    - Public Works Software Solution - \$16,264
    - Enterprise Discovery System Upgrade (for Library Public Access) - \$14,102
  - Water & Sewer Fund:
    - Mini-Excavator (replacing PW108-not in VRP) - \$51,200
    - Increase in Water Maintenance Account - \$30,000
    - Increase in Lift Station Maintenance Account - \$50,000
    - Increase in (Lift Station Maintenance) Contract Services Account - \$40,000
    - Forklift (for shop-not in VRP) - \$21,100
    - Utilities Maintenance Worker (FTE 1.0) - \$68,852
    - Portable Generator Set (WW#4) - \$151,600
    - Replace 4-inch submersible pump - \$61,000
    - Replace LS#9 & #11 pump and controls - \$27,000

- Trench Safety Equipment - \$15,000
- Mid-Size Mini Excavator & Trailer Package (replacing PW 109-not VRP) - \$101,200

5. In addition to the FY19 forces at work and decision packages, the adopted budget includes the following:

- \$4,593,608 for streets improvements
  - \$500,000 as a current services level priority
  - \$4,093,608 funded by additional 3/8 of 1% sales tax
- \$912,015 for downtown economic development
- \$300,000 for sewer line maintenance in the Water & Sewer Fund
- \$6,367,114 for G.O. Bond projects authorized in 2013 (street and park improvements)

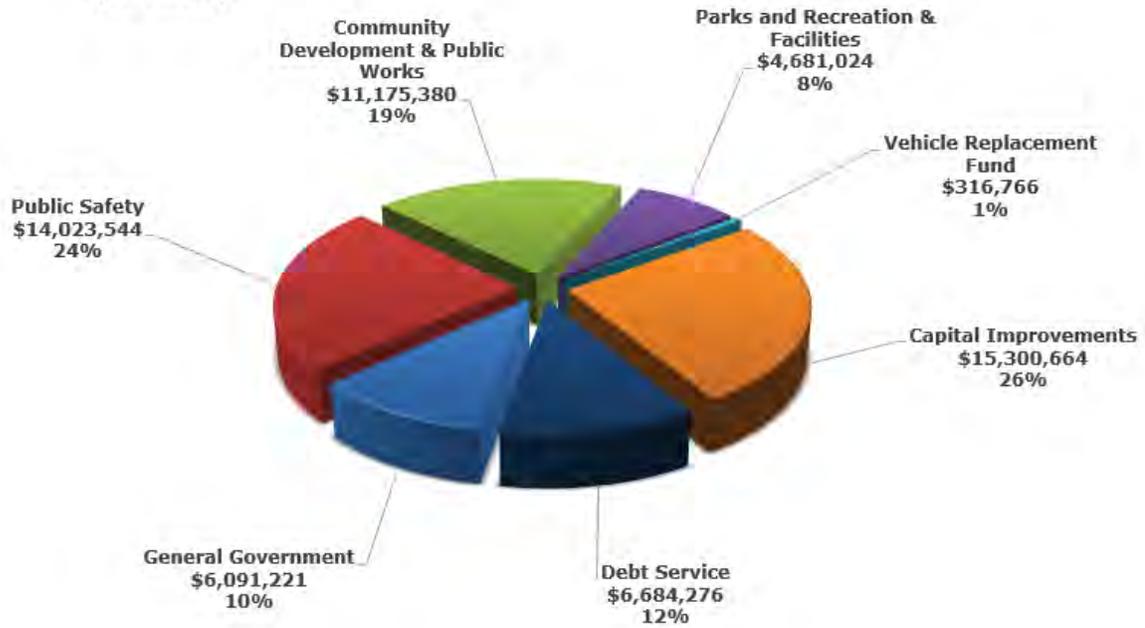
6. Fleet replacements included in the adopted Vehicle Replacement Fund budget total \$316,766:

- Police Department – 2 patrol units and 2 administration vehicles and 2 animal control trucks
- Fire Marshal – 1 emergency management vehicle
- Community Development – 1 code enforcement truck

7. Debt Service payments funded and detailed in the adopted budget are:

- Total Tax Debt Service (including capital leases) - \$41,091,389
  - 2018-19 principal, interest & fiscal agent fee payments – \$3,217,119
- Total Water & Sewer Revenue Debt Service - \$41,048,350
  - 2018-19 principal, interest & fiscal agent fee payments - \$3,332,100
- Total Capital Lease Debt Service for FVFD equipment
  - 2018-19 principal and interest - \$135,057
  - Year 8 of 8-year reimbursement for fire engine purchased in FY11
  - Year 5 of 7-year reimbursement for fire engine purchased in FY15

**FY19 Adopted Budget Expenditures**  
**\$58,272,875\***  
**(all funds)**



\*Excludes inter-fund transfers. Uses of fund balance and retained earnings in several funds total \$12,766,009; resulting in revenues offsetting budgeted expenditures.

\*\*Public Safety includes Police Department, Fire Marshal and Emergency Management, & Friendswood Volunteer Fire Department.

**Historical Expenditure Budget (All Funds)**

Expenditure	FY19		FY18		FY17	
	Adopted	Percent Change PY	Adopted	Percent Change PY	Adopted	Percent Change PY
General Government	\$6,091,221	1.1	\$6,026,860	11.3	\$5,414,602	1.8
Public Safety**	\$14,023,544	9.1	\$12,851,212	6.3	\$12,085,021	6.9
Community Dev. & Public Works	\$11,175,380	5.8	\$10,559,285	5.8	\$9,978,361	6.7
Parks & Recreation	\$4,681,024	1.2	\$4,625,986	10.7	\$4,178,708	3.1
Vehicle Replacement	\$316,766	-16.9	\$381,413	-6.1	\$406,090	0.5
Capital Improvements	\$15,300,664	3.7	\$14,756,720	69.0	\$8,734,160	23.6
Debt Service	\$6,684,276	-5.9	\$7,102,761	24.7	\$5,696,672	10.2
<b>Total</b>	<b>\$58,272,875</b>	<b>3.5</b>	<b>\$56,304,237</b>	<b>21.1</b>	<b>\$46,493,614</b>	<b>9.0</b>

## Changes to the FY19 Proposed Budget

### GENERAL FUND (001)

<b>Original Proposed FY19 Revenue Estimate</b>	<b>\$27,661,318</b>
<b>Changes to Revenue:</b>	
Changes from the proposed tax rate to the adopted tax rate	61,805
<b>Total Changes to Funding Available</b>	<b>\$61,805</b>
<b>Revised FY19 Revenue Estimates</b>	<b>\$27,723,123</b>
<b>Original Proposed FY19 Expenditure Estimate</b>	<b>\$27,661,318</b>
<b>Changes to Expenditures:</b>	
Additional Decision Packages added:	
Merit @ 2.75%	417,716
Pay Plan Adjustment	132,865
<b>Total Changes to Expenditures Estimates</b>	<b>\$550,581</b>
<b>Revised FY19 Expenditure Estimates</b>	<b>\$28,211,899</b>
<b>Original Proposed Use of Fund Balance</b>	<b>\$0</b>
<b>Change in amount to fund balance</b>	<b>(\$488,776)</b>
<b>Increase (Decrease) in Revised Use of Fund Balance in the General Fund</b>	<b>(\$488,776)</b>

### WATER AND SEWER FUND (401)

<b>Original Proposed FY19 Revenue Estimates</b>	<b>\$12,743,968</b>
<b>Changes to Revenue:</b>	
<b>Total Changes to Funding Available</b>	<b>\$0</b>
<b>Adopted FY19 Revenue Estimates</b>	<b>\$12,743,968</b>
<b>Original Proposed FY19 Expenditure Estimates</b>	<b>\$8,110,276</b>
<b>Changes to Expenditures:</b>	
Merit @ 2.75%	44,527
Pay Plan Adjustment	24,359
<b>Total Changes to Water and Sewer Fund</b>	<b>\$68,886</b>
<b>Adopted FY19 Expenditure Estimates</b>	<b>\$8,179,162</b>



# FY 2019 ADOPTED BUDGET

## OPERATING FUNDS



\$58.6 MILLION revenue



\$58.2 MILLION expenditure

## WHERE DOES THE MONEY COME FROM?



**31%**  
PROPERTY TAX



**1%**  
PERMITS & LICENSES



**1%**  
GRANTS & INTERLOCAL



**23%**  
UTILITY SERVICES



**17%**  
OTHER TAX



**1%**  
FINES



**2%**  
COMMUNITY SERVICES



**24%**  
OTHER



### DID YOU KNOW?

Over the last 40 years, the City's total tax rate has decreased by 25 cents



## WHERE DO THE DOLLARS GO?



**11%**  
GENERAL GOVERNMENT



**24%**  
PUBLIC SAFETY



**11%**  
DEBT SERVICE



**1%**  
FLEET REPLACEMENT



**8%**  
PARKS & RECREATION



**26%**  
CAPITAL IMPROVEMENTS



**19%**  
COMMUNITY DEVELOPMENT & PUBLIC WORKS

# City of Friendswood, Texas

## City Overview

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### Community

It's no surprise why Friendswood has been nationally recognized as one of the best places to live in the country. With low tax rates, outstanding public education, and the lowest crime rate in the region, Friendswood is the perfect place to live, work, and play. The city features beautiful parks and lush landscaping, along with a championship golf course. Children academically excel via two superior public school systems – Friendswood ISD and Clear Creek ISD. These attributes perfectly match Friendswood's affluent resident base of well-educated, high-income families. More than 50% of residents work in executive, professional, and managerial positions and generate an average household income of over \$130,000 – one of the highest in the Houston area.

### History

Friendswood was founded as a Quaker colony by Frank J. Brown. Only three Quaker colonies were ever established in Texas with the other two being Estacado, in the Texas Panhandle and View Point in Lipscomb County. After looking at Alvin and Galveston, Brown located a tract of more than 1,500 acres and negotiated with J. C. League for the property in 1895. Brown suggested that they name the community Friendswood, in honor of the Society of Friends which helped establish the city. Friendswood remained predominantly Quaker until 1958, when a local Baptist church was organized. The community incorporated in 1960. With the location of the NASA Johnson Space Center ten miles away in 1962, many community residents began to commute there or to Houston, and Friendswood became a bedroom suburb.

# City Overview

## Today

Now, after 120 plus years, Friendswood has grown to around 40,905. The Quaker values can still be seen through community involvement. Residents participate in city civic and education events and Fourth of July celebrations. As with any city, the goal is planning for continued quality growth to create a well-balanced community. Friendswood offers single-family residential housing in pleasant park-like settings, tucked-away from the busy stream of vehicular traffic. Friendswood is committed to attracting more local enterprises. This will complement and enhance the unique community environment carefully built in Friendswood over the past 100 years; one that is cherished by residents and business owners alike.

## Location

Encompassing 21 square miles, Friendswood is located in southeast Texas near the Texas Gulf Coast, between downtown Houston and Galveston, spanning across two counties – northern Galveston County and southern Harris County. Residents and visitors can access Friendswood through FM 2351, FM 518, and FM 528 (NASA Parkway). Hobby Airport and Ellington Airport are located within a 15 minute drive from Friendswood, and Bush Intercontinental Airport is just 45 minutes away. Major sectors of the area's economic base include aerospace, specialty chemicals, health care, retail, and tourism.



### Education

**Friendswood Independent School District** (FISD) was established on December 21, 1948. FISD district covers 15 square miles and borders the Alvin, Pearland and Clear Creek school districts. FISD is a unique school district. They are located next door to the fourth largest city in the United States and surrounded by large school districts. FISD is in a great location for enrichment learning in Space, Engineering, Medicine, Marine Biology and Petrochemical areas.

**Clear Creek Independent School District** (CCISD) is nestled along the NASA Johnson Space Center in Houston and the boating waters of the Gulf of Mexico, CCISD proudly serves the educational growth of more than 41,000 students. CCISD is the 29th largest school district in Texas, out of 1,031 districts. CCISD district spans 103 square miles, 13 municipalities, and two counties (Harris and Galveston).

### Business

Friendswood is the perfect choice for many types of commercial enterprises. Target markets include professional offices, retail, commercial, and light industrial developments. A key City focus is to encourage redevelopment of the downtown area and development of the City's panhandle area. City leaders have approved special tools and incentives to revitalize downtown to promote mixed-use, multi-story developments with pedestrian streetscapes and other amenities. The City offers competitive business incentives, including a municipal grant program, tax abatement that includes "green" development, freeport tax exemption, and downtown development fee waivers.

### Quality Lifestyle

As with any City, the goal is planning for continued quality growth to create a well-balanced community. Friendswood offers single-family residential housing in pleasant, park-like settings, tucked-away from the busy stream of vehicular traffic. Friendswood is committed to attracting more local enterprises that will complement and enhance the unique community environment that has been carefully built over the past 100 years; one that has come to be cherished by residents and business owners alike.

### Long Term Planning

A Multi-Year Financial Plan (MYFP) was developed in 2006. Originally, staff was directed to develop a plan to forecast the City's financial condition through 2020, the projected build-out date. The first version of this plan was drafted and later reduced in scope to a five year projection. At this time, the MYFP will continue to help plan and forecast in five year increments.

The MYFP is based on the City's strategic planning efforts, including the Comprehensive Land Use Plan, Vision 2020 and the Capital Improvements Plan. The departmental operational plan fund requirements for programs and services are included in the MYFP as well. Funding needs and available resources, both current and alternative revenue enhancements, are identified. Expenditures are projected based on departmental needs assessments and are organized based on "one-time" and "on-going" expenditures. In collaboration with Council, the plan is updated at least annually and serves as the basis of budget development.

# Community Demographics

## Demographics

Land size 21.2 sq. miles  
Friendswood population est. 40,905  
Number of households 14,966  
Population by age  
✓ Under 14 years 19%  
✓ 15-19 years 8%  
✓ 20-44 years 28%  
✓ 45-64 years 31%  
✓ 65 years and over 14%  
Median Age – 41  
Average household size - 2.82  
2017 est. annual household income -  
\$137,732  
98% high school graduation rate  
44% of residents have a bachelor's degree  
16% of residents have a graduate degree  
Houston DMA population- 6,820,783

## Labor Force and Economic Base

Labor Pool: 18-65  
Friendswood: 19,807  
Houston Area: 3,310,294  
Employment by occupation  
✓ 48% Managerial/Professional  
✓ 10% Service Occupations  
✓ 26% Sales and Office  
✓ 8% Construction/Maintenance  
✓ 8% Production/Transportation

## Bay Area Predominant Business Categories

Aerospace and Aviation  
Medical and Life Sciences  
Information Technology  
Specialty Chemicals  
Tourism  
Maritime

## Top Employers

Friendswood ISD  
H.E. Butt Grocery Company  
Kroger Texas, LP  
Clear Creek ISD  
City of Friendswood  
Friendship Haven Healthcare &  
Rehabilitation  
McDonald's (2 locations)  
U.S. Post Office  
Brookdale Senior Living  
UTMB

## Top Non-Residential Taxpayers

Texas-New Mexico Power Co.  
A-S 108 Friendswood Crossing Shopping  
Center  
H.E. Butt Grocery Company  
HCP Friendswood LLC – Brookdale Senior  
Living  
Autumn Creek Dev LTD  
CHP Friendswood SNF, LLC – Friendship  
Haven  
Comcast of Houston LLC  
Frontier Land V P LL  
Friendswood Huntington Woods  
Kroger Texas, LP

## Financial Status

City Bond Rating:  
Standard and Poor's:  
General Obligation "AA+"  
Revenue Bonds "AA-"

Tax Year 2018 Assessed Value:  
4,294,153,750  
Tax Year 2018 Estimated Taxable Value:  
3,374,237,059

Actual FY 2016-17  
Sales tax revenue: \$6,771,869  
Projected FY 2017-18  
Sales tax revenue: \$8,339,990  
Total sales tax rate: 8.25%  
6.25% State  
2.00% City

Adopted Tax Year 2018  
City property tax rate: \$0.5324  
\$0.4372 General Fund  
\$0.0952 Debt Service

# Community Demographics

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## Quality of Life

2017 average homestead value	\$338,087
2017 average taxable home value	\$269,220
2017 average new home value	\$375,142
2018 1st Quarter Cost of Living Index	
✓ Houston	96.9
✓ Atlanta	99.0
✓ Chicago	124.1
✓ Miami	115.2
✓ Los Angeles	147.1
✓ Washington, DC	153.
✓ New York	245.4
2017 Low crime rate per 1,000 population	
Friendswood	8.93
Alvin	20.16
Deer Park	15.79
Galveston	40.12
Houston	52.24
League City	17.23
Pearland	16.48
Sugar Land	15.15
Webster	80.81

## Education

Served by 2 Public School Districts  
(in order by land area served)  
Friendswood ISD  
Web: <https://myfisd.com>  
Clear Creek ISD  
Web: <http://www.ccisd.net>

## Recreation

10 City parks  
2 County parks  
266 acres of green space, nature trails and sports fields  
Adult, Youth, and Senior programs  
Annual special events with 10,000 attendees include July 4 celebration, Memorial Day Celebration, Flap Jack Fun Run, Santa in the Park, Daddy & Daughter Dance, Youth Fishing Derby, Youth Sports Day Program, Movies in the Park, and Concerts in the Park.





**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	Library	Parks and Recreation	
■	■	■	■	■	■	■	■	■	■	■	1) Communication
■	□	■	■	□	□	□	■	□	□	□	2) Economic Dev.
■	□	□	□	□	□	□	■	■	■	■	3) Preservation
■	□	■	■	□	□	■	■	□	■	■	4) Partnerships
■	□	□	■	■	■	■	■	■	□	■	5) Public Safety
■	■	■	■	■	■	■	■	■	■	■	6) Organizational Dev.

## City Planning for the Future

Planning Tool	Purpose	Budgetary Impacts
Comprehensive Plan (2008)	Identifies long-range capital and infrastructure needs in the following: <ul style="list-style-type: none"> <li>• Existing &amp; Future Land Use</li> <li>• Major Thoroughfares</li> <li>• Utility Systems</li> <li>• Community Facilities</li> <li>• Parks and Open Space</li> <li>• Community Facilities and Drainage Element</li> </ul>	The City's operational and capital budgets increase as a result of projects identified in the Comprehensive Plan. <ul style="list-style-type: none"> <li>• Property tax revenue expected to increase as available land is developed.</li> <li>• State funding may be available to the City for major thoroughfare development.</li> <li>• One-time capital expenditures are included in the budget based on streets, facilities, parks and utility infrastructure improvement needs identified in the plan.</li> <li>• Tax rate increases may be needed to support identified projects.</li> </ul>
Master Drainage Plan (1993; updated in 2007)	Identifies long-range improvement needs for City drainage or storm water run-off and water quality	The City's operational and capital budgets increase as a result of projects identified in the Master Drainage Plan. <ul style="list-style-type: none"> <li>• Tax rates may increase or bond issuances may occur to support drainage infrastructure improvements needs.</li> </ul>
Master Streetlight Plan (1994)	Provides an inventory of City owned streetlights with replacement schedule based on expected useful life.	Based on funding availability, the annual capital operating budget may increase due to streetlight replacement needs. <ul style="list-style-type: none"> <li>• General Fund revenue sources could be used to support streetlight replacements.</li> </ul>
Information Technology Master Plan (2000)  Technology Strategic Plan (2011-2012)	Identifies needs and replacement of the City's technology resources (hardware and software)	The City's operational and capital budgets increase as a result of projects identified in the Information Technology Master and/or Strategic Plans. <ul style="list-style-type: none"> <li>• Capital lease financing options, General and Enterprise Fund revenue sources could be used to support for IT capital expenses.</li> </ul>
Ground Water Reduction Plan (2001)	Provides estimated water consumption patterns, recommendations for water conservation methods, water rate structures to support capital improvements needed  Based on the Harris-Galveston Coastal Subsidence District regulations on groundwater withdrawal reduction requirements	As funds are available, the City's enterprise fund operational and capital budgets increase due to improvement projects included in the plan. <ul style="list-style-type: none"> <li>• Capital project funding options could include revenue bond issuances, increase utility user fees.</li> </ul>
Main Street Implementation Plan (2004)	Identifies land development options including land parcels within the City's downtown area  Refines and details a potential conceptual plan for town center development	Funding for the downtown improvements would be funded by business owners/developers in the City's downtown area.  The City's operating budget would have limited impact from projects.
Vision 2020 Plan (2005)	Reflects a 20-year vision for the City's future development Addresses change, growth, lifestyle preservation and service level and favorable property tax rate maintenance	Operational revenue and expenditures, property values and tax rate and debt service obligations projections included in the plan are used as a basis for the City's annual budget.

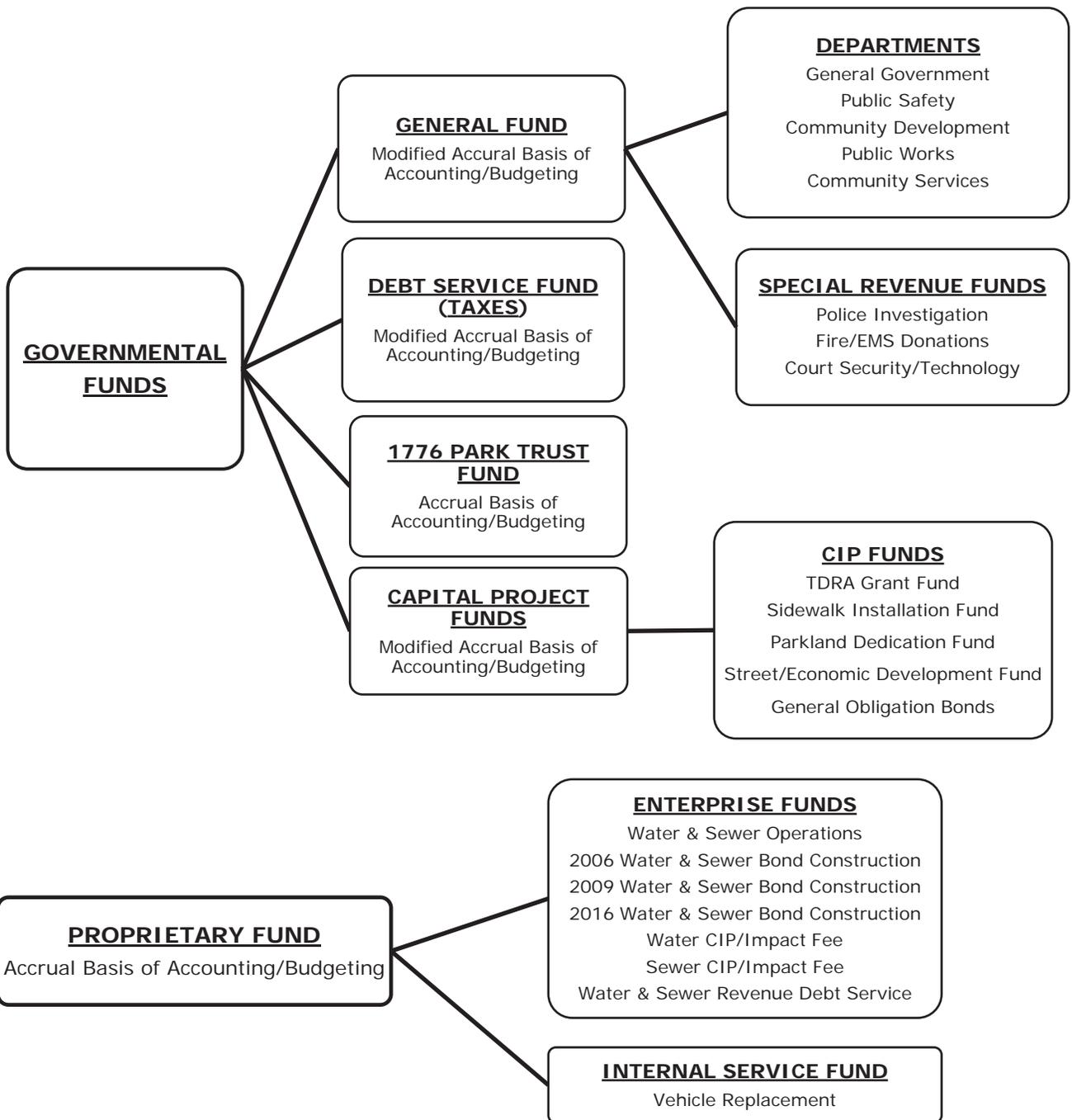
### City Planning for the Future (cont'd)

Planning Tool	Purpose	Budgetary Impacts
Emergency Operations Plan (2016 Update)  Hazard Mitigation Plan (2015 Update)	Details the 4 phases of the City's emergency management program: preparedness, response, recovery and mitigation. Provides a guideline to how the city will respond to all hazards that may affect the city.  Ensures the City's compliance with state and federal requirements on local hazard mitigation plans. Identifies how the city will mitigate hazards that affect the city to create a more resilient community.	The EOP is necessary for the City to qualify for and maintain the Emergency Management Performance Grant (EMPG) and pre-disaster and post-disaster grant funding (ex. – FEMA).  The Hazard Mitigation Plan allows the City to qualify for pre and post disaster mitigation funding.
Utility Master Plan (2008 update)	Provides service maps of the City's existing water and sewer systems  Defines un-served or under-served areas in the City for utility service expansion or upgrades  Includes estimated construction cost associated with potential projects	Based on funding availability and service level needs, utility capital projects are included in the City's operating and capital budget. <ul style="list-style-type: none"> <li>• Water &amp; sewer user fees, utility impact fees, revenue bonds potential funding sources for utility capital projects.</li> </ul>
Pavement Master Plan (2009)	Provides an inventory, evaluation and assessment of the City's roadways  Helps determine the best timing for street rehabilitation or replacement projects to maintain acceptable service levels.	Based on funding availability, street improvement projects identified in the plan are included in the City's annual operating and capital budget. <ul style="list-style-type: none"> <li>• General obligation bond issuance to fund street projects is an option that could impact the City's tax rate.</li> </ul>
Capital Improvements Plan (2017)	Identifies the City's capital expenditure needs, outlines costs and potential funding sources over a 5-year period	Operating and capital budgets would include funding or debt service requirements and operating costs of new projects and infrastructure improvements included in the CIP.
Parks and Open Space Master Plan (2010)	Establishes a 10-year guide for parks and facilities capital improvements  Based on National Recreation and Parks Association (NRPA) standards for cities of Friendswood's size and population	Based on service level expectations and available funds, capital improvements and associated operational costs identified in the Plan are included in the City's operational and capital budgets.
Economic Development Marketing Plan and Strategic Plan (2015)	Targets and encourages business and industries whose creation, expansion or relocation to Friendswood will stimulate the City's economy	Operating budget includes funding for marketing and advertising costs identified in the Plans to meet the City's economic development goals.
Library Long-Range Strategic Plan (2012)	Provides citizen survey results and Library Planning Committee input calling for the expansion or relocation of the City's existing Library facility  Addresses library service recommended to meet the needs of Friendswood's growing population	Additional operational costs and debt service payments will be included in the City's future operating budgets.
Multi-Year Financial Plan (2018)	Projects the City's General Fund operating budget revenues and expenditures over a 5-year period  Forecasts the impact of existing and potential debt service on the City's operating budget	Year 1 of the multi-year financial plan is the basis for the City's annual operating budget  Projections included in the plan are adjusted during annual budget development based on service level expectations and current economic factors
City Operating Budget (2019)	Functions as an annual financial, operations, communications and policy guide for carrying out the City's mission of service to its citizens	Revenue and expenditures required to meet the City's established goals make up the City's annual operating budget

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## Fund Flowchart



The City of Friendswood utilizes the funds shown above to account for revenue and expenditure transactions.

**Basis of Budgeting and Accounting:**

**Accrual basis** – transactions affecting the fund are recorded or recognized when they occur; rather than when the actual cash is received or payment is made

**Modified Accrual basis** – transactions affecting the fund are recorded or recognized when they become “measurable” and “available” to finance expenditures of the current accounting period

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 FY17 actual; FY18 Original and Amended budgets as well as year-to-date actual through June; and the FY19 Adopted Budget. The General Fund and the Bond Construction 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 parks and recreation.)

#### ***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 three Special Revenue Funds.

- Police Investigation Fund
- Fire/EMS Donation Fund
- Municipal Court Building Security/Technology 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***

Capital Project Funds are governmental funds used to account for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds). The Bond Construction Funds are presented as one Capital Projects Fund in the Comprehensive Annual Financial Report. However, the City budgets each of the two components (2010 General Obligation Bonds and 2015-2017 General Obligation Bonds) as a separate Capital Projects Fund. There are seven budgeted capital project funds.

- 2010 General Obligation Bonds Fund
- 2015-2017 General Obligation Bonds Fund
- TDRA Grant Fund
- Sidewalk Installation Fund
- Park Land Dedication Fund
- Streets Maintenance Fund
- Economic Development Fund

#### ***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 follow. 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
- 2016 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. The shaded boxes in blue indicate the departments which utilize the fund identified.

FUND	DEPARTMENT										
	M/CC	CSO	CMO	ASO	PD	FVFD	FMO	CDD	PW	LIB	PR
General Operating											
Police Investigation											
Fire/EMS Donations											
Court Security/Technology											
TX Dept. Rural Affairs											
Park Land Dedication											
Streets Improvement											
Economic Development Improvements											
Tax Debt Service											
1776 Park Trust											
Capital Project Funds											
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
- LIB -Library
- PR -Parks & Recreation

Financial Management Policy  
*(with adopted revisions 10-1-2018)*

## 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 Position 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. 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.
- 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 non-capitalized 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%.

Continuing Compliance with Federal Tax Covenants

▪ **Arbitrage Compliance**

Federal income tax laws generally restrict the ability to earn arbitrage in connection with the Obligations. The Responsible Person (as defined below) will review the Closing Documents periodically (at least once a year) to ascertain if an exception to arbitrage compliance applies.

- Procedures applicable to Obligations issued for construction and acquisition purposes. With respect to the investment and expenditure of the proceeds of the Obligations that are issued to finance public improvements or to acquire land or personal property, the Issuer's City Manager (such officer, together with other employees of the Issuer who report to such officer, is collectively, the "Responsible Person") will:
  - Instruct the appropriate person who is primarily responsible for the construction, renovation or acquisition of the facilities financed with the Obligations (the "Project") that (i) binding contracts for the expenditure of at least 5% of the proceeds of the Obligations are entered into within 6 months of the date of closing of the Obligations (the "Issue Date") and that (ii) the Project must proceed with due diligence;
  - Monitor that at least 85% of the proceeds of the Obligations to be used for the construction, renovation or acquisition of the Project are expended within 3 years of the Issue Date;
  - Monitor the yield on the investments purchased with proceeds of the Obligations and restrict the yield of such investments to the yield on the Obligations after 3 years of the Issue Date;
  - Monitor all amounts deposited into a sinking fund or funds pledged (directly or indirectly) to the payment of the Obligations, such as the Interest and Sinking Fund, to assure that the maximum amount invested within such applicable fund at a yield higher than the yield on the Obligations does not exceed an amount equal to the debt service on the Obligations in the succeeding 12 month period plus a carryover amount equal to one-twelfth of the principal and interest payable on the Obligations for the immediately preceding 12-month period; and
  - Ensure that no more than 50% of the proceeds of the Obligations are invested in an investment with a guaranteed yield for 4 years or more.
- Procedures applicable to Obligations with a debt service reserve fund. In addition to the foregoing, if the Issuer issues Obligations that are secured by a debt service reserve fund, the Responsible Person will:
  - Assure that the maximum amount of any reserve fund for the Obligations invested at a yield higher than the yield on the Obligations will not exceed the lesser of (1) 10% of the principal amount of the Obligations, (2) 125% of the average annual debt service on the Obligations measured as of the Issue Date, or (3) 100% of the maximum annual debt service on the Obligations as of the Issue Date.
- Procedures applicable to Escrow Accounts for Refunding Issues. In addition to the foregoing, if the Issuer issues Obligations and proceeds are deposited to an escrow fund to be administered pursuant to the terms of an escrow agreement, the Responsible Person will:

- Monitor the actions of the escrow agent to ensure compliance with the applicable provisions of the escrow agreement, including with respect to reinvestment of cash balances;
  - Contact the escrow agent on the date of redemption of obligations being refunded to ensure that they were redeemed; and
  - Monitor any unspent proceeds of the refunded obligations to ensure that the yield on any investments applicable to such proceeds are invested at the yield on the applicable obligations or otherwise applied (see Closing Documents).
- Procedures applicable to all Tax-exempt Obligation Issues. For all issuances of Obligations, the Responsible Person will:
    - Maintain any official action of the Issuer (such as a reimbursement resolution) stating the Issuer's intent to reimburse with the proceeds of the Obligations any amount expended prior to the Issue Date for the acquisition, renovation or construction of the facilities;
    - Ensure that the applicable information return (e.g., IRS Form 8038-G, 8038-GC, or any successor forms) is timely filed with the IRS; and
    - Assure that, unless excepted from rebate and yield restriction under section 148(f) of the Code, excess investment earnings are computed and paid to the U.S. government at such time and in such manner as directed by the IRS (i) at least every 5 years after the Issue Date and (ii) within 30 days after the date the Obligations are retired.
  - Private Business Use  
Generally, to be tax-exempt, only an insignificant amount of the proceeds of each issue of Obligations can benefit (directly or indirectly) private businesses. The Responsible Persons will review the Closing Documents periodically (at least once a year) for the purpose of determining that the use of the facilities financed or refinanced with the proceeds of the Obligations (the "Project") do not violate provisions of federal tax law that pertain to private business use. In addition, the Responsible Persons will:
    - Develop procedures or a "tracking system" to identify all property financed with tax-exempt debt;
    - Monitor and record the date on which the Project is substantially complete and available to be used for the purpose intended;
    - Monitor and record whether, at any time the Obligations are outstanding, any person, other than the Issuer, the employees of the Issuer, the agents of the Issuer or members of the general public has any contractual right (such as a lease, purchase, management or other service agreement) with respect to any portion of the facilities;
    - Monitor and record whether, at any time the Obligations are outstanding, any person, other than the Issuer, the employees of the Issuer, the agents of the Issuer or members of the general public has a right to use the output of the facilities (e.g., water, gas, electricity);

- Monitor and record whether, at any time the Obligations are outstanding, any person, other than the Issuer, the employees of the Issuer, the agents of the Issuer or members of the general public has a right to use the facilities to conduct or to direct the conduct of research;
  - Monitor and record whether, at any time the Obligations are outstanding, any person, other than the Issuer, has a naming right for the facilities or any other contractual right granting an intangible benefit;
  - Monitor and record whether, at any time the Obligations are outstanding, the facilities are sold or otherwise disposed of; and
  - Take such action as is necessary to remediate any failure to maintain compliance with the covenants contained in the Order related to the public use of the Project.
- **Record Retention**

The Responsible Person will maintain or cause to be maintained all records relating to the investment and expenditure of the proceeds of the Obligations and the use of the facilities financed or refinanced thereby for a period ending three (3) years after the complete extinguishment of the Obligations. If any portion of the Obligations is refunded with the proceeds of another series of tax-exempt Obligations, such records shall be maintained until the three (3) years after the refunding Obligations are completely extinguished. Such records can be maintained in paper or electronic format.
  - **Responsible Persons**

Each Responsible Person shall receive appropriate training regarding the Issuer's accounting system, contract intake system, facilities management and other systems necessary to track the investment and expenditure of the proceeds and the use of the Project financed or refinanced with the proceeds of the Obligations. The foregoing notwithstanding, each Responsible Person shall report to the Council whenever experienced advisors and agents may be necessary to carry out the purposes of these instructions for the purpose of seeking Council approval to engage or utilize existing advisors and agents for such purposes.

## **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 investments 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. 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. Transfers from personnel expenditure category line items to non-personnel expenditure category line items of the adopted budget are permitted, with City Manager approval, when the expense for which the transfer is made is directly related to personnel. No transfer of 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.

**Charter Budget Provisions**  
(excerpt from City of Friendswood Charter)

## 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 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

## Charter Budget Provisions

(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 15<sup>th</sup> 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.

### Section 8.04. Amendments after adoption

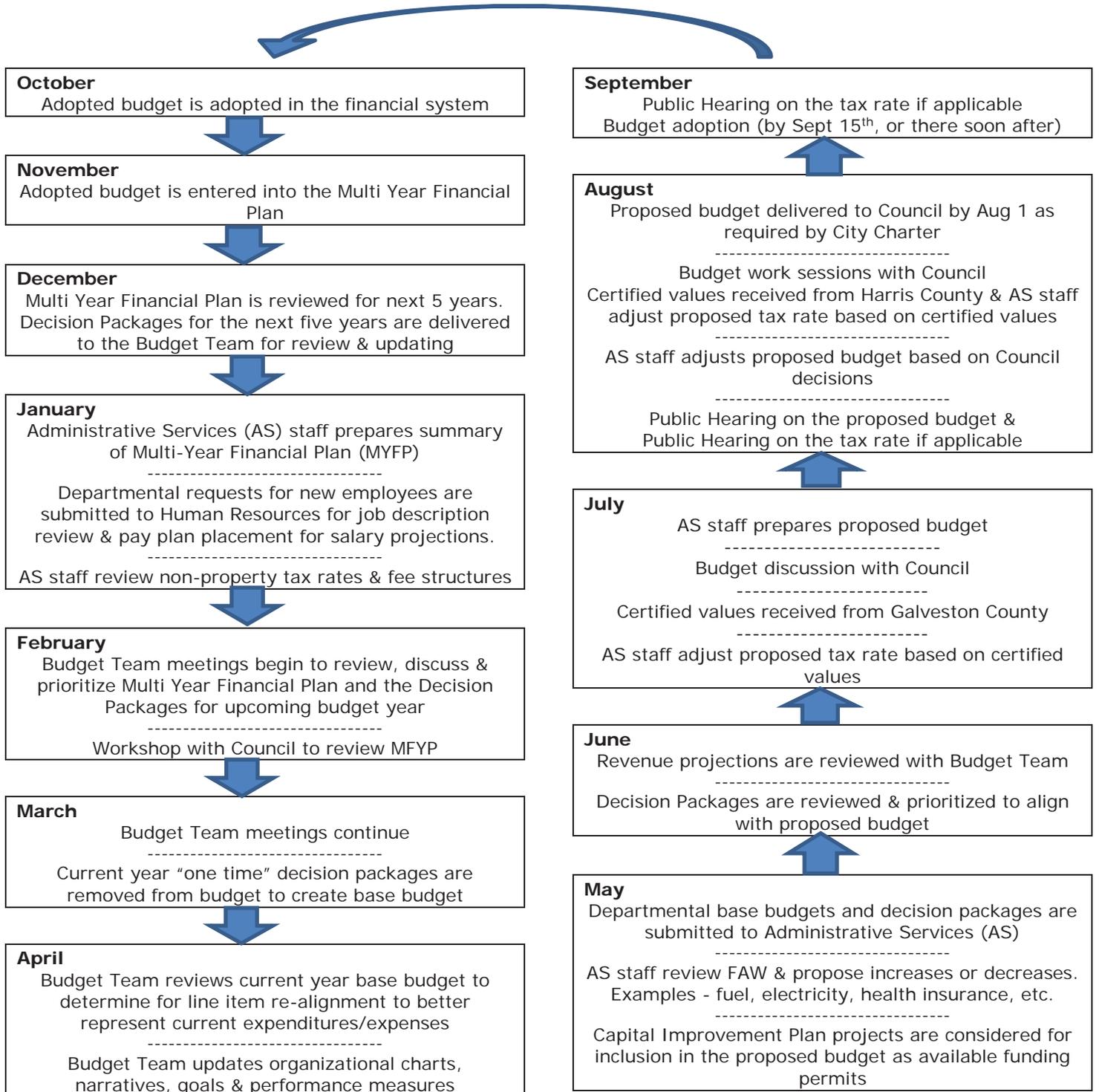
- (a) Supplemental appropriations: If during the fiscal year the manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the council by ordinance may make supplemental appropriation for the year up to the amount of such excess.
- (b) Emergency 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 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 by 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.

## Budget Process

The City of Friendswood's budget process is an integral part of the City's strategic planning. The budget team moves through the process using the City's core values: **Trust**, **Respect**, **Accountability**, and **Quality** or "**TRAQ**" as our guide in decision-making.

The City's Budget and Multi-Year Financial Plan (MYFP) are interrelated. The proposed budget is reflected as year one of the City's 5 year Multi-Year Financial Plan; placing current issues in the forefront of our long-range planning perspective. Annually, during budget development and Multi-Year Financial Plan updating, Department Directors assess the needs of the existing services that City departments provide. Management of the City's budget is a dynamic year-round process which requires reassessment and adjustment based on the needs of our Community.



## Budget Calendar

<b>Month</b>	<b>Activity</b>	<b>Responsible Party</b>
April 27	Departmental base budgets & decision packages submitted to Budget Office	Dept Directors or Designee
May 25	Departmental Narratives, Goals & Org. Charts due to Budget Office	Dept Directors or Designee
June 2	Review Key Budget Drivers at City Council Retreat	City Council, City Mgr. and Asst. City Mgr & Budget Team
June 25	Budget Team Meeting Present Decision Packages and Forces at Work	Dept. Directors or Designee and Budget Team
June 28	Ranking of Decision Packages due to Budget Office	Dept Directors of Designee
June 30	Review Revenue Projections & Preliminary Budget Priorities	Admin. Services and Budget Team*
	Review Decision Packages & align with Proposed Budget	Admin. Services
July 24	Receive certified property values from Galveston Central Appraisal District (GCAD)	GCAD
	Adjust Proposed Tax Rate (if needed)	Admin Services
July 24	Proposed Transmittal Letter and Budget In Brief due from Assistant City Manager to Budget Office	Assistant City Manager
	Deliver Proposed Transmittal Letter and Budget in Brief to City Manager for review	City Manager
July 26	Final Draft of Proposed Transmittal Letter and Budget in Brief due from City Manager to Budget Office	City Manager
August 1	Deliver Proposed Budget to City Council (due date per City Charter is August 1st)	City Mgr. & Admin. Services
August 6	Proposed Budget work session with City Council	City Council, City Mgr. and Budget Team
August 22	Received certified property values	GCAD/HCAD
August 30	Publication of Public Hearing on Proposed Budget	Admin Services and City Secretary's Office
September 1	Adjust Proposed Tax Rate	Admin Services
September 10	Public Hearing on Proposed Budget and Record vote on Tax Rate	City Council, City Mgr. and Budget Team
September 13	1 <sup>st</sup> Publication of Proposed Tax Rate	Admin. Services and City Secretary's Office
October 1	First & Final reading of ordinances adopting Budget & Tax Rate	City Council

**BUDGET SUMMARY  
FUND SUMMARY  
(ALL FUNDS)**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
TAXES	\$25,843,037	\$27,423,823	\$27,423,823	\$23,165,674	\$28,040,101	\$28,197,440
PERMITS AND LICENSES	933,895	841,816	841,816	619,564	886,008	849,000
INTERGOVERNMENTAL REVENUES	1,678,261	250,491	346,286	364,778	476,591	548,017
CHARGES FOR SERVICES	12,307,260	12,749,484	12,761,984	7,364,114	12,342,937	13,636,879
FINES	1,023,556	714,605	714,605	566,586	755,452	751,960
INTEREST EARNED	255,608	205,942	205,942	238,992	304,853	401,953
VRP REIMBURSEMENTS	375,718	380,684	380,684	285,513	380,684	550,817
MISCELLANEOUS RECEIPTS USE OF FUND BALANCE/ RETAINED EARNINGS	7,578,020 3,346,714	998,926 12,780,958	1,643,528 16,217,292	2,113,554 2,747,637	2,399,943 7,308,182	926,078 12,766,009
<b>TOTAL REVENUES</b>	<b>\$53,342,069</b>	<b>\$56,346,729</b>	<b>\$60,535,960</b>	<b>\$37,466,412</b>	<b>\$52,894,751</b>	<b>\$58,628,153</b> ****
<b>EXPENDITURES</b>						
GENERAL GOVERNMENT	\$5,586,654	\$6,026,860	\$6,725,248	\$4,471,138	\$6,559,514	\$6,091,221
PUBLIC SAFETY	14,782,789	12,851,212	17,215,240	13,336,370	17,149,340	14,023,544
COMMUNITY DEVELOPMENT AND PUBLIC WORKS	9,076,037	10,559,285	10,812,916	6,237,782	8,693,928	11,175,380
PARKS AND RECREATION	4,512,109	4,625,986	5,191,423	3,250,059	4,839,669	4,681,024
VEHICLE REPLACEMENT FUND	513,383	381,413	1,315,951	625,371	1,315,951	316,766
CAPITAL IMPROVEMENTS	11,034,501	14,756,720	12,054,480	2,245,110	5,307,018	15,300,664
DEBT SERVICE	6,292,862	7,102,761	7,102,761	5,250,432	6,722,011	6,684,276
<b>TOTAL EXPENDITURES</b>	<b>\$51,798,335</b>	<b>\$56,304,237</b>	<b>\$60,418,019</b> **	<b>\$35,416,262</b>	<b>\$50,587,431</b> ***	<b>\$58,272,875</b> ****

Totals above exclude interfund transfers.

\*\* Amended budget includes prior year encumbrances.

\*\*\* Year end expenditure estimate reflects the depletion of several capital improvement funds at project completion.

\*\*\*\* Net income reflects use of fund balance or retained earnings for operating expenditures.  
FY19 uses totaling \$12,766,009 for operational expenditures in the following funds:

General Fund - \$488,776  
2015/2016/2017 General Obligation Bonds Fund - \$6,280,711  
2016 Water & Sewer Bond Construction Fund - \$2,901,398  
Streets Improvement Fund - \$2,546,868  
Economic Development Improvements Fund - \$415,843  
Park Land Dedication Fund - \$124,587  
Court Security / Technology Fund - \$7,826

REVENUES AND EXPENDITURES BY FUND

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
GENERAL FUND	\$26,348,204	\$24,894,296	\$25,370,181	\$21,750,596	\$26,443,809	\$26,265,433
POLICE INVESTIGATION FUND	73,046	320	320	259,471	259,797	1,307
FIRE/EMS DONATION FUND	232,852	230,225	230,225	177,981	237,308	176,337
COURT SECURITY/TECHNOLOGY FUND	31,521	33,500	33,500	20,564	27,419	29,002
TDRA GRANT FUND	219,892	0	0	0	0	0
SIDEWALK INSTALLATION FUND	5,666	120	120	185	247	245
PARK LAND DEDICATION FUND	122,940	42,620	42,620	38,433	43,244	43,232
STREETS IMPROVEMENT FUND	1,002,151	1,382,692	1,382,692	902,056	1,544,717	1,546,740
ECONOMIC DEVELOPMENT IMPROVEMENTS FUND	333,976	462,025	462,025	301,348	516,143	514,172
TAX DEBT SERVICE FUND	2,787,211	3,248,073	3,248,073	3,141,007	3,248,405	3,243,148
GO BOND CONSTRUCTION FUNDS	6,021,474	0	0	78,680	104,907	86,403
VEHICLE REPLACEMENT FUND	378,592	382,184	659,196	577,967	674,798	557,395
WATER & SEWER FUND	11,708,352	12,276,535	12,276,535	7,026,821	11,894,220	12,743,968
2006 WATER & SEWER BOND CONSTRUCTION FUND	5,549	0	0	946	1,261	0
2009 WATER & SEWER BOND CONSTRUCTION FUND	3,638	0	0	4,213	5,617	0
2016 WATER & SEWER BOND CONSTRUCTION FUND	51,558	22,000	22,000	44,477	59,303	58,710
WATER & SEWER CIP/IMPACT FEE FUNDS	661,698	586,781	586,781	388,273	517,697	588,453
WATER & SEWER REVENUE DEBT SERVICE FUND	6,730	4,200	4,200	5,534	7,379	7,307
1776 PARK TRUST FUND	305	200	200	223	297	292
USE OF FUND BALANCE/RETAINED EARNINGS	3,346,714	12,780,958	16,217,292	2,747,637	7,308,182	12,766,009
<b>TOTAL REVENUES</b>	<b>\$53,342,069</b>	<b>\$56,346,729</b>	<b>\$60,535,960</b>	<b>\$37,466,412</b>	<b>\$52,894,751</b>	<b>\$58,628,153</b>
						****
<b>EXPENDITURES</b>						
GENERAL FUND	\$28,687,214	\$26,797,285	\$34,548,681	\$23,318,528	\$33,155,854	\$28,211,899
POLICE INVESTIGATION FUND	10,886	0	77,606	60,600	60,600	0
FIRE/EMS DONATION FUND	324,445	230,225	230,225	137,048	237,308	176,337
COURT SECURITY/TECHNOLOGY FUND	21,408	34,909	34,909	9,391	34,909	36,828
TDRA GRANT FUND	26,142	0	0	0	0	0
SIDEWALK INSTALLATION FUND	0	0	0	0	0	0
PARK LAND DEDICATION FUND	0	132,443	221,131	33,650	221,131	167,819
STREETS IMPROVEMENT FUND	0	2,322,429	2,322,429	0	0	4,093,608
ECONOMIC DEVELOPMENT IMPROVEMENTS FUND	6,834	736,378	398,317	268,826	396,817	914,015
TAX DEBT SERVICE FUND	2,825,629	3,251,429	3,251,429	2,424,801	3,250,679	3,217,119
GO BOND CONSTRUCTION FUNDS	6,725,391	6,464,476	4,815,165	349,870	477,092	6,367,114
VEHICLE REPLACEMENT FUND	513,383	381,413	1,315,951	625,371	1,315,951	316,766
WATER & SEWER FUND	7,104,265	7,934,481	8,674,209	4,744,256	6,908,204	8,479,162
2006 WATER & SEWER BOND CONSTRUCTION FUND	241,960	0	0	0	43,141	0
2009 WATER & SEWER BOND CONSTRUCTION FUND	0	0	0	0	337,778	0
2016 WATER & SEWER BOND CONSTRUCTION FUND	1,906,603	4,302,494	803,767	681,346	803,767	2,960,108
WATER & SEWER CIP/IMPACT FEE FUNDS	0	0	0	0	0	0
WATER & SEWER REVENUE DEBT SERVICE FUND	3,404,175	3,716,275	3,716,275	2,762,575	3,336,275	3,332,100
1776 PARK TRUST FUND	0	0	7,925	0	7,925	0
<b>TOTAL EXPENDITURES</b>	<b>\$51,798,335</b>	<b>\$56,304,237</b>	<b>\$60,418,019</b>	<b>\$35,416,262</b>	<b>\$50,587,431</b>	<b>\$58,272,875</b>
			**		***	****

Totals above exclude interfund transfers.

\*\* Amended budget includes prior year encumbrances.

\*\*\* Year end expenditure estimate reflects the depletion of several capital improvement funds at project completion.

\*\*\*\* Net income reflects use of fund balance or retained earnings for operating expenditures.

FY19 uses totaling \$12,766,009 for operational expenditures in the following funds:

- General Fund - \$488,776
- 2015/2016/2017 General Obligation Bonds Fund - \$6,280,711
- 2016 Water & Sewer Bond Construction Fund - \$2,901,398
- Streets Improvement Fund - \$2,546,868
- Economic Development Improvements Fund - \$415,843
- Park Land Dedication Fund - \$124,587
- Court Security / Technology Fund - \$7,826

## **GENERAL FUND**

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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**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
PROPERTY TAX	\$14,672,877	\$14,864,246	\$14,864,246	\$14,315,872	\$14,864,246	\$14,888,335
SALES TAX	5,438,761	5,717,840	5,717,840	3,625,728	6,136,496	6,294,492
FRANCHISE	1,661,654	1,709,283	1,709,283	849,754	1,689,145	1,675,966
MIXED DRINKS	43,775	45,364	45,364	40,394	55,282	55,282
LICENSES AND PERMITS	933,895	841,816	841,816	619,564	886,008	849,000
INTERGOVERNMENTAL REVENUES	1,458,453	250,491	346,286	364,778	476,591	548,017
CHARGES FOR SERVICES	326,961	365,007	377,507	272,951	356,496	776,645
FINES AND FORFEITURES	994,051	682,605	682,605	547,537	730,053	724,960
INTEREST EARNED	99,174	88,043	88,043	89,985	119,979	118,783
OTHER	715,846	329,601	695,291	1,018,904	1,124,384	333,953
ASSET DISPOSITION	2,757	0	1,900	5,129	5,129	0
<b>TOTAL REVENUES</b>	<b>\$26,348,204</b>	<b>\$24,894,296</b>	<b>\$25,370,181</b>	<b>\$21,750,596</b>	<b>\$26,443,809</b>	<b>\$26,265,433</b>
<b>EXPENDITURES</b>						
MAYOR & COUNCIL	\$299,541	\$264,995	\$471,369	\$165,037	\$439,472	\$319,784
CITY SECRETARY	442,804	521,776	523,376	365,112	502,931	537,488
CITY MANAGER	976,702	1,040,567	1,312,059	854,801	1,280,128	1,015,737
ADMINISTRATIVE SERVICES	3,235,471	3,662,885	3,881,912	2,660,641	3,771,911	3,642,527
POLICE	9,469,475	10,225,179	10,419,726	7,349,414	10,412,751	11,210,483
FRIENDSWOOD VOLUNTEER FIRE	1,962,734	1,619,298	1,619,298	1,224,214	1,620,288	1,819,298
FIRE MARSHAL	3,056,896	876,658	4,968,533	4,618,759	4,918,541	915,655
COMMUNITY DEVELOPMENT	893,663	1,002,600	1,035,859	708,327	1,003,948	1,135,338
PUBLIC WORKS	2,160,152	2,457,341	2,553,375	1,496,028	2,262,343	2,434,565
LIBRARY SERVICES	1,172,245	1,216,055	1,252,247	849,123	1,223,407	1,239,090
PARKS AND RECREATION	3,339,864	3,409,931	3,939,176	2,400,936	3,616,262	3,441,934
<b>TOTAL OPERATIONS</b>	<b>\$27,009,547</b>	<b>\$26,297,285</b>	<b>\$31,976,930</b>	<b>\$22,692,392</b>	<b>\$31,051,982</b>	<b>\$27,711,899</b>
STREETS	\$991,049	\$500,000	\$996,613	\$523,484	\$528,734	\$500,000
DRAINAGE	0	0	1,000,000	0	1,000,000	0
PARKS	282,730	0	89,833	0	89,833	0
EQUIPMENT	197,805	0	485,305	102,652	485,305	0
FACILITY	206,083	0	0	0	0	0
<b>TOTAL IMPROVEMENTS</b>	<b>\$1,677,667</b>	<b>\$500,000</b>	<b>\$2,571,751</b>	<b>\$626,136</b>	<b>\$2,103,872</b>	<b>\$500,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$28,687,214</b>	<b>\$26,797,285</b>	<b>\$34,548,681</b>	<b>\$23,318,528</b>	<b>\$33,155,854</b>	<b>\$28,211,899</b>
OPERATING TRANSFERS IN	\$1,371,869	\$1,420,489	\$1,611,427	\$1,065,367	\$1,611,427	\$1,457,690
OPERATING TRANSFERS OUT	(5,655)	0	(47,000)	(16,468)	(16,468)	0
CAPITAL LEASE PROCEEDS	756,006	0	0	0	0	0
USE OF FUND BALANCE	0	0	0	0	0	0
INCREASE (DECREASE) IN FUND BALANCE	(\$216,790)	(\$482,500)	(\$7,614,073)	(\$519,033)	(\$5,117,086)	(\$488,776)
<b>BEGINNING FUND BALANCE</b>	<b>\$13,759,547</b>	<b>\$13,542,757</b>	<b>\$13,542,757</b>	<b>\$13,542,757</b>	<b>\$13,542,757</b>	<b>\$8,425,671</b>
<b>ENDING FUND BALANCE</b>	<b>\$13,542,757</b>	<b>\$13,060,257</b>	<b>\$5,928,684</b>	<b>\$13,023,724</b>	<b>\$8,425,671</b>	<b>\$7,936,895</b>

\*\* Projected fund balance at September 30, 2018 is \$7.9 million. Of the \$7.9M, approximately \$1M is considered non-spendable or restricted and another \$1.M has been assigned for future projects leaving a remaining unassigned fund balance of \$5.9M. The City's financial policies, set forth a 90-day reserve based on prior year expenditures. This year that amount is \$6.7M which is underfunded by \$1.1M due to Hurricane Harvey recovery expenditures in fiscal years 2017 and 2018. Anticipated FEMA reimbursements will replenish the City's fund balance.

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**

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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.

### **Court Building 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 this fund. The fees collected can be used to fund court related security and technology projects.

**POLICE INVESTIGATION FUNDS (101, 102 & 103)  
FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
FEDERAL GOVERNMENT	\$67,863	\$0	\$0	\$252,216	\$252,216	\$0
STATE GOVERNMENT	4,725	0	0	733	733	0
INTEREST EARNED	458	320	320	979	1,305	1,307
OTHER	0	0	0	5,543	5,543	0
<b>TOTAL REVENUES</b>	<b>\$73,046</b>	<b>\$320</b>	<b>\$320</b>	<b>\$259,471</b>	<b>\$259,797</b>	<b>\$1,307</b>
<b>EXPENDITURES</b>						
PUBLIC SAFETY						
SPECIAL OPERATIONS	\$10,886	\$0	\$77,606	\$60,600	\$60,600	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$10,886</b>	<b>\$0</b>	<b>\$77,606</b>	<b>\$60,600</b>	<b>\$60,600</b>	<b>\$0</b>
<b>OTHER FINANCING SOURCES</b>						
TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
INCREASE (DECREASE) IN FUND BALANCE	\$62,160	\$320	(\$77,286)	\$198,871	\$199,197	\$1,307
<b>BEGINNING FUND BALANCE</b>	<b>\$43,260</b>	<b>\$105,420</b>	<b>\$105,420</b>	<b>\$105,420</b>	<b>\$105,420</b>	<b>\$304,617</b>
<b>ENDING FUND BALANCE</b>	<b>\$105,420</b>	<b>\$105,740</b>	<b>\$28,134</b>	<b>\$304,291</b>	<b>\$304,617</b>	<b>\$305,924</b>

**FIRE/EMS DONATION FUND (131)**  
**FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
DONATIONS	\$230,780	\$230,000	\$230,000	\$176,971	235,961	\$175,000
INTEREST EARNED	2,072	225	225	1,010	1,347	\$1,337
REIMBURSEMENTS	0	0	0	0	0	0
ASSET DISPOSITION	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$232,852</b>	<b>\$230,225</b>	<b>\$230,225</b>	<b>\$177,981</b>	<b>\$237,308</b>	<b>\$176,337</b>
<b>EXPENDITURES</b>						
PUBLIC SAFETY	\$251,390	\$95,168	\$95,168	\$73,992	\$102,251	\$41,280
DEBT SERVICE	63,055	135,057	135,057	63,056	135,057	135,057
<b>TOTAL EXPENDITURES</b>	<b>\$314,445</b>	<b>\$230,225</b>	<b>\$230,225</b>	<b>\$137,048</b>	<b>\$237,308</b>	<b>\$176,337</b>
<b>OTHER FINANCING SOURCES</b>						
TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
SALE OF CAPITAL ASSETS	10,000	0	0	0	0	\$0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
INCREASE (DECREASE) IN FUND BALANCE	(\$71,593)	\$0	\$0	\$40,933	\$0	\$0
<b>BEGINNING FUND BALANCE</b>	<b>\$143,264</b>	<b>\$71,671</b>	<b>\$71,671</b>	<b>\$71,671</b>	<b>\$71,671</b>	<b>\$71,671</b>
<b>ENDING FUND BALANCE</b>	<b>\$71,671</b>	<b>\$71,671</b>	<b>\$71,671</b>	<b>\$112,604</b>	<b>\$71,671</b>	<b>\$71,671</b>

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

FY19 Debt Service includes the following:  
8th of 8 principal & interest payment for a fire truck purchased in FY11  
5th of 7 principal & interest payment for a fire truck purchased in FY15

**MUNICIPAL COURT BUILDING SECURITY & TECHNOLOGY FUND (150)  
FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
COURT SECURITY FEES	\$12,656	\$15,000	\$15,000	\$8,162	\$10,883	\$12,000
COURT TECHNOLOGY FEES	16,849	17,000	17,000	10,887	14,516	15,000
INTEREST EARNED	2,016	1,500	1,500	1,515	2,020	2,002
<b>TOTAL REVENUES</b>	<b>\$31,521</b>	<b>\$33,500</b>	<b>\$33,500</b>	<b>\$20,564</b>	<b>\$27,419</b>	<b>\$29,002</b>
<b>EXPENDITURES</b>						
COURT SECURITY PROJECTS	\$7,833	\$20,511	\$20,511	\$9,391	\$20,511	\$22,430
COURT TECHNOLOGY PROJECTS	13,575	14,398	14,398	0	14,398	14,398
<b>TOTAL EXPENDITURES</b>	<b>\$21,408</b>	<b>\$34,909</b>	<b>\$34,909</b>	<b>\$9,391</b>	<b>\$34,909</b>	<b>\$36,828</b>
OPERATING TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0	\$0
INCREASE (DECREASE) IN FUND BALANCE	\$10,113	(\$1,409)	(\$1,409)	\$11,173	(\$7,490)	(\$7,826)
<b>BEGINNING FUND BALANCE</b>	<b>\$201,940</b>	<b>\$212,053</b>	<b>\$212,053</b>	<b>\$212,053</b>	<b>\$212,053</b>	<b>\$204,563</b>
<b>ENDING FUND BALANCE</b>	<b>\$212,053</b>	<b>\$210,644</b>	<b>\$210,644</b>	<b>\$223,226</b>	<b>\$204,563</b>	<b>\$196,737</b>

\*

\* The projected 3.83% decrease in fund balance in the Court Security/Technology Fund is due to the following:  
Municipal Court Building Security funds will be utilized to support Municipal Court staff security overtime and training and related travel expenses.

As of 6/30/2018, the fund balance equity share of the Court Security/Court Technology Fund is approximately:  
Court Security is 72.7%  
Court Technology is 27.3%

## TAX DEBT SERVICE FUND

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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

As a City Council-City Manager form of government, the City of Friendswood is not limited by law in the amount of debt it may issue. The City's Charter states: "In keeping with the Constitution of the State of Texas and not contrary thereto, the City of Friendswood shall have the power to borrow money on the credit of the City for any public purpose not now or hereafter prohibited by the Constitution and laws of the State of Texas, and shall have the right to issue all tax bonds, revenue bonds, funding and refunding bonds, time warrants and other evidence of indebtedness as now authorized or as may hereafter be authorized to be issued by cities and towns by the laws of the State of Texas."

Article 11, Section 5 of the State of Texas Constitution states in part: "but no tax for any purpose shall ever be lawful for any one year, which shall exceed two and one-half percent (2.5%) of the taxable property of such city."

This means the City of Friendswood (as a Home-Rule city) cannot adopt a tax rate greater than \$2.50 per \$100 taxable property value.

This year's adopted budget reflects a tax rate of \$0.5324 per \$100 of net assessed value at 100% collection on a projected net assessed tax base of \$3,374,237,059.

Per the City's Financial Advisor, using the Texas Attorney General's guideline for home-rule cities, the City's legal debt margin is based on a tax rate of \$1.35 per \$100 of net assessed property value with a projected 99% collection of the tax levy. For FY19, the City's legal debt margin is \$39,638,869. This means the City could issue debt (bonds) up to an amount that generates a maximum annual debt service requirement of \$39,638,869 or less.

### Legal Debt Margin Calculation

Data needed for the calculation includes the City's estimated net assessed property valuation (\$3,374,237,059), the Texas Constitution home-rule cities maximum debt service requirement amount (\$39,638,869) and the City's maximum annual debt service requirement amount (\$5,913,331).

To determine the City's maximum legal debt service requirement, divide the estimated net assessed value by \$100 and multiply by the Texas Attorney General home-rule maximum tax rate of \$1.35.

$$\mathbf{\$3,374,237,059 / \$100 \times \$1.35 = \$45,552,200}$$

The City's maximum annual G.O. debt service requirement of \$5,913,331 is taken from the debt service to maturity schedules found in the Debt & Capital section of the budget document.

To determine the City's legal debt margin, subtract the City's maximum annual debt service requirement amount from the City's maximum legal debt service requirement amount.

$$\text{Friendswood's Legal Debt Margin} = \$45,552,200 \text{ minus } \$5,913,331 \text{ or } \mathbf{\$39,638,869}$$

According to the City's Financial Advisor, a debt margin of \$39,638,869 translates into additional debt capacity of about \$530 million in bonds (depending on factors such as the number of sales and the interest environment).

**TAX DEBT SERVICE FUND (201)  
FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
AD VALOREM TAXES	\$2,692,862	\$3,218,073	\$3,218,073	\$3,119,227	\$3,218,073	\$3,212,867
DELINQUENT PROPERTY TAXES	0	25,000	25,000	17,781	25,000	25,000
INTEREST EARNED	1,679	5,000	5,000	3,999	5,332	5,281
<b>TOTAL REVENUES</b>	<b>\$2,694,541</b>	<b>\$3,248,073</b>	<b>\$3,248,073</b>	<b>\$3,141,007</b>	<b>\$3,248,405</b>	<b>\$3,243,148</b>
<b>EXPENDITURES</b>						
DEBT SERVICE						
PRINCIPAL	\$1,754,473	\$4,035,051	\$2,100,051	\$1,844,579	\$2,100,051	\$2,107,699
INTEREST	1,071,156	2,137,903	1,146,128	577,472	1,146,128	1,105,170
FISCAL AGENT FEES	0	8,600	4,500	2,750	4,500	4,250
ISSUE COSTS	0	750	750	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,825,629</b>	<b>\$6,182,304</b>	<b>\$3,251,429</b>	<b>\$2,424,801</b>	<b>\$3,250,679</b>	<b>\$3,217,119</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
PREMIUM ON BOND ISSUANCE	\$92,670	\$0	\$0	\$0	\$0	\$0
OPERATING TRANSFERS	0	2,930,875	0	0	0	0
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$92,670</b>	<b>\$2,930,875</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
INCREASE (DECREASE) IN FUND BALANCE	(\$38,418)	(\$3,356)	(\$3,356)	\$716,206	(\$2,274)	\$26,029
<b>BEGINNING FUND BALANCE</b>	<b>\$130,356</b>	<b>\$91,938</b>	<b>\$91,938</b>	<b>\$91,938</b>	<b>\$91,938</b>	<b>\$89,664</b>
<b>ENDING FUND BALANCE</b>	<b>\$91,938</b>	<b>\$88,582</b>	<b>\$88,582</b>	<b>\$808,144</b>	<b>\$89,664</b>	<b>\$115,693</b>

Debt service payments in this fund include:

- Principal & interest payments on General Obligation Bonds issued in 2010 for \$3.485 million
- Principal & interest payments on Refunding General Obligation Bonds issued in 2012 for \$5.460 million
- Principal & interest payments on Refunding General Obligation Bonds issued in 2014 for \$2.8 million
- Principal & interest payments on General Obligation Bonds issued in 2015 for \$9.7 million (round 1 of bonds authorized by voters in 2013)
- Principal & interest payments on General Obligation Bonds issued in 2016 for \$8.6 million (round 2 of bonds authorized by voters in 2013)
- Principal & interest payments on General Obligation Bonds issued in 2017 for \$5.6 million (round 3 of bonds authorized by voters in 2013)

## CAPITAL PROJECT FUNDS

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### 2010 General Obligation Bond Fund

This fund is used to account for proceeds of 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 final portion of the authorized bonds totaling \$3.485 million was issued in 2010 for street reconstruction of Blackhawk Blvd., Wandering Trails and Oak Vista Lane commenced. This will complete all of the projects associated with the bonds authorized by voters in 2003.

### 2015 – 2017 General Obligation Bonds Fund

This fund is used to account for the proceeds of the general obligation bonds in the amount of \$24,085,000 approved by voters on November 5, 2013. These bonds were approved to fund the following improvements:

Public Safety Facilities (Fire Stations)	\$ 6,656,000
Library Expansion	2,525,000
Parks Improvements & Land Acquisition	7,285,000
<u>Streets and Thoroughfares</u>	<u>7,710,000</u>
Total	\$24,085,000

### 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. The grant funds will be used to purchase natural gas generators to 30+ utility facilities (lift stations, water plants, etc.) and three 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. Additional funding awarded to expand Friendswood Link Road and upgrade the Public Works SCADA system. The fund will be closed out at the completion of the projects.

### 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).

### Park Land Dedication Fund

This fund is used to account for receipts from developers to build or enhance City 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. In September 2012, City Council approved the collection of community park fees only; eliminating the collection of neighborhood park fees. Also in September 2012, City Council authorized full use of fund balance of this fund for development/improvements at Lake Friendswood, Centennial Park, Stevenson Park, Imperial Estates and 1776 Park proposed by the Parks Sub-Committee appointed by City Council.

**Streets Maintenance Fund**

This fund is used to account for revenues collected from the optional additional 3/8 of 1% sales tax adopted by voters in May 2016 for maintenance of the City's existing streets.

**Economic Development Fund**

This fund is used to account for revenues collected from the optional additional 1/8 of 1% percent 4B sales tax adopted by voters in May 2016 for improvements in the City's downtown area.

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.

**2010 GENERAL OBLIGATION FUND (252)  
FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
INTEREST EARNED	\$2,746	\$0	\$0	\$564	\$752	\$0
<b>TOTAL REVENUES</b>	<b>\$2,746</b>	<b>\$0</b>	<b>\$0</b>	<b>\$564</b>	<b>\$752</b>	<b>\$0</b>
<b>OTHER FINANCING SOURCES</b>						
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS OUT	0	0	0	0	0	0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REVENUE &amp; FINANCING SOURCES</b>	<b>\$2,746</b>	<b>\$0</b>	<b>\$0</b>	<b>\$564</b>	<b>\$752</b>	<b>\$0</b>
<b>EXPENDITURES</b>						
<b>CAPITAL IMPROVEMENTS</b>						
PUBLIC WORKS						
STREETS & DRAINAGE	\$240,123	\$0	\$25,899	\$25,900	\$27,962	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$240,123</b>	<b>\$0</b>	<b>\$25,899</b>	<b>\$25,900</b>	<b>\$27,962</b>	<b>\$0</b>
INCREASE (DECREASE) IN FUND BALANCE	(\$237,377)	\$0	(\$25,899)	(\$25,336)	(\$27,210)	\$0
<b>BEGINNING FUND BALANCE</b>	<b>\$264,587</b>	<b>\$27,210</b>	<b>\$27,210</b>	<b>\$27,210</b>	<b>\$27,210</b>	<b>\$0</b>
<b>ENDING FUND BALANCE</b>	<b>\$27,210</b>	<b>\$27,210</b>	<b>\$1,311</b>	<b>\$1,874</b>	<b>\$0</b>	<b>\$0</b>

\*

\* This fund is expected to be closed at fiscal year end FY18 with the completion of street projects included in the 2010 General Obligation Bond issuance.

**2015 GENERAL OBLIGATION BOND FUND (253)  
2016 GENERAL OBLIGATION BOND FUND (254)  
2017 GENERAL OBLIGATION BOND FUND (255)**

**FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
INTEREST EARNED	\$71,324	\$0	\$0	\$78,116	\$104,155	\$86,403
<b>TOTAL REVENUES</b>	<b>\$71,324</b>	<b>\$0</b>	<b>\$0</b>	<b>\$78,116</b>	<b>\$104,155</b>	<b>\$86,403</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
BOND PROCEEDS	\$5,605,000	\$0	\$0	\$0	\$0	\$0
PREMIUM ON BOND ISSUANCE	342,404	0	0	0	0	0
BOND ISSUANCE COSTS	(95,404)	0	0	0	0	0
TRANSFERS IN	5,655	0	0	0	0	0
TRANSFERS OUT	0	0	0	0	0	0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$5,857,655</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REVENUE &amp; FINANCING SOURCES</b>	<b>\$5,928,979</b>	<b>\$0</b>	<b>\$0</b>	<b>\$78,116</b>	<b>\$104,155</b>	<b>\$86,403</b>
<b>EXPENDITURES</b>						
<b>CAPITAL IMPROVEMENTS</b>						
PUBLIC WORKS						
STREETS & DRAINAGE	\$1,325,481	\$6,464,476	\$4,539,006	\$198,870	\$198,870	\$5,353,316
PARKS	1,112,473	0	181,272	61,516	181,272	1,013,798
FACILITIES						
NEW FIRE STATION & EXPANSION	3,968,363	0	68,988	63,584	68,988	0
LIBRARY EXPANSION	78,951	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$6,485,268</b>	<b>\$6,464,476</b>	<b>\$4,789,266</b>	<b>\$323,970</b>	<b>\$449,130</b>	<b>\$6,367,114</b>
INCREASE (DECREASE) IN FUND BALANCE	(\$556,289)	(\$6,464,476)	(\$4,789,266)	(\$245,854)	(\$344,975)	(\$6,280,711)
<b>BEGINNING FUND BALANCE</b>	<b>\$7,181,975</b>	<b>\$6,625,686</b>	<b>\$6,625,686</b>	<b>\$6,625,686</b>	<b>\$6,625,686</b>	<b>\$6,280,711</b>
<b>ENDING FUND BALANCE</b>	<b>\$6,625,686</b>	<b>\$161,210</b>	<b>\$1,836,420</b>	<b>\$6,379,832</b>	<b>\$6,280,711</b>	<b>(\$0)</b>

\*

\* This fund is used to record expenditures resulting from the General Obligations Bonds authorized in November 2013.

**TDRA DISASTER RECOVERY GRANT FUND (142)  
FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
GRANT REVENUE	\$219,808	\$0	\$0	\$0	\$0	\$0
INTEREST EARNED	84	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$219,892</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER FINANCING SOURCES</b>						
TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REVENUE &amp; FINANCING SOURCES</b>	<b>\$219,892</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES</b>						
<b>CAPITAL IMPROVEMENTS</b>						
PUBLIC SAFETY						
EMERGENCY MANAGEMENT	\$0	\$0	\$0	\$0	\$0	\$0
PUBLIC WORKS						
EMERGENCY MANAGEMENT	26,142	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$26,142</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
INCREASE (DECREASE) IN FUND BALANCE	\$193,750	\$0	\$0	\$0	\$0	\$0
<b>BEGINNING FUND BALANCE</b>	<b>(\$193,750)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ENDING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\* 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 City was awarded additional TDRA Disaster Recovery Grant funds to complete the expansion of Friendswood Link Road and to upgrade the Public Works Supervisory Control and Data Acquisition (SCADA) system which monitors the day to day health of the City's water/wastewater systems.

The fund was closed at the end of FY17.

**SIDEWALK INSTALLATION FUND (160)**  
**FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
REVENUE	\$5,457	\$0	\$0	\$0	\$0	\$0
INTEREST EARNED	209	120	120	185	247	245
<b>TOTAL REVENUES</b>	<b>\$5,666</b>	<b>\$120</b>	<b>\$120</b>	<b>\$185</b>	<b>\$247</b>	<b>\$245</b>
<b>EXPENDITURES</b>						
OPERATING TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL IMPROVEMENTS	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
INCREASE (DECREASE) IN FUND BALANCE	\$5,666	\$120	\$120	\$185	\$247	\$245
<b>BEGINNING FUND BALANCE</b>	<b>\$20,587</b>	<b>\$26,253</b>	<b>\$26,253</b>	<b>\$26,253</b>	<b>\$26,253</b>	<b>\$26,500</b>
<b>ENDING FUND BALANCE</b>	<b>\$26,253</b>	<b>\$26,373</b>	<b>\$26,373</b>	<b>\$26,438</b>	<b>\$26,500</b>	<b>\$26,745</b>

\*

\*Fund utilized to record revenue collected from developers and expenditures related to sidewalk development in Friendswood.

**PARK LAND DEDICATION FUND (164)  
FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
COMMUNITY PARK FEES	\$121,200	\$42,000	\$42,000	\$37,500	\$42,000	\$42,000
OTHER PROGRAM FEES	0	0	0	0	0	0
INTEREST EARNED	1,740	620	620	933	1,244	1,232
<b>TOTAL REVENUES</b>	<b>\$122,940</b>	<b>\$42,620</b>	<b>\$42,620</b>	<b>\$38,433</b>	<b>\$43,244</b>	<b>\$43,232</b>
<b>EXPENDITURES</b>						
OPERATING TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL IMPROVEMENTS	0	132,443	221,131	33,650	221,131	167,819
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$132,443</b>	<b>\$221,131</b>	<b>\$33,650</b>	<b>\$221,131</b>	<b>\$167,819</b>
INCREASE (DECREASE) IN FUND BALANCE	\$122,940	(\$89,823)	(\$178,511)	\$4,783	(\$177,887)	(\$124,587)
<b>BEGINNING FUND BALANCE</b>	<b>\$179,534</b>	<b>\$302,474</b>	<b>\$302,474</b>	<b>\$302,474</b>	<b>\$302,474</b>	<b>\$124,587</b>
<b>ENDING FUND BALANCE</b>	<b>\$302,474</b>	<b>\$212,651</b>	<b>\$123,963</b>	<b>\$307,257</b>	<b>\$124,587</b>	<b>\$0</b>

\*

\*Fund balance in the Park Land Dedication Fund will be depleted in FY19 for the following uses:  
Community parks improvements

**STREETS IMPROVEMENT FUND (170)  
FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
SALES TAXES	\$999,831	\$1,382,192	\$1,382,192	\$897,687	\$1,538,892	\$1,534,124
OTHER PROGRAM FEES	0	0	0	0	0	0
INTEREST EARNED	2,320	500	500	4,369	5,825	12,616
<b>TOTAL REVENUES</b>	<b>\$1,002,151</b>	<b>\$1,382,692</b>	<b>\$1,382,692</b>	<b>\$902,056</b>	<b>\$1,544,717</b>	<b>\$1,546,740</b>
<b>EXPENDITURES</b>						
OPERATING TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL IMPROVEMENTS	0	2,322,429	2,322,429	0	0	\$4,093,608
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$2,322,429</b>	<b>\$2,322,429</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,093,608</b>
INCREASE (DECREASE) IN FUND BALANCE	\$1,002,151	(\$939,737)	(\$939,737)	\$902,056	\$1,544,717	(\$2,546,868)
<b>BEGINNING FUND BALANCE</b>	<b>\$0</b>	<b>\$1,002,151</b>	<b>\$1,002,151</b>	<b>\$1,002,151</b>	<b>\$1,002,151</b>	<b>\$2,546,868</b>
<b>ENDING FUND BALANCE</b>	<b>\$1,002,151</b>	<b>\$62,414</b>	<b>\$62,414</b>	<b>\$1,904,207</b>	<b>\$2,546,868</b>	<b>\$0</b>

\*

\*Fund established in FY17 to record sales tax revenue collected for City streets maintenance and improvements.

City of Friendswood's sales tax rate increased from 7.75% to 8.25% with voter approval in May 2016. The 1/2 cent sales tax rate increase is distributed in the following manner:

- \$0.00375 for Streets maintenance and improvements
- \$0.00125 for Economic Development improvements in the City's downtown area

**FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT IMPROVEMENT FUND (175)  
FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUES</b>						
SALES TAXES	\$333,277	\$461,825	\$461,825	\$299,231	\$512,967	\$511,374
OTHER PROGRAM FEES	0	0	0	0	0	0
INTEREST EARNED	699	200	200	2,117	3,176	2,798
<b>TOTAL REVENUES</b>	<b>\$333,976</b>	<b>\$462,025</b>	<b>\$462,025</b>	<b>\$301,348</b>	<b>\$516,143</b>	<b>\$514,172</b>
<b>EXPENDITURES</b>						
OPERATING TRANSFERS IN (OUT)	\$13,125	\$17,500	\$17,500	\$13,122	\$17,500	\$16,000
ADMINISTRATIVE EXPENSES	0	1,500	1,500	0	0	2,000
CONTRACT/PLANNING SERVICES	6,834	0	0	0	0	0
CAPITAL IMPROVEMENTS	0	734,878	396,817	268,826	396,817	912,015
<b>TOTAL EXPENDITURES</b>	<b>\$19,959</b>	<b>\$753,878</b>	<b>\$415,817</b>	<b>\$281,948</b>	<b>\$414,317</b>	<b>\$930,015</b>
INCREASE (DECREASE) IN FUND BALANCE	\$314,017	(\$291,853)	\$46,208	\$19,400	\$101,826	(\$415,843)
<b>BEGINNING FUND BALANCE</b>	<b>\$0</b>	<b>\$314,017</b>	<b>\$314,017</b>	<b>\$314,017</b>	<b>\$314,017</b>	<b>\$415,843</b>
<b>ENDING FUND BALANCE</b>	<b>\$314,017</b>	<b>\$22,164</b>	<b>\$360,225</b>	<b>\$333,417</b>	<b>\$415,843</b>	<b>\$0</b>

\*

\*Fund established in FY17 to record sales tax revenue collected for economic development improvements of the City's downtown area.

City of Friendswood's sales tax rate increased from 7.75% to 8.25% with voter approval in May 2016. The 1/2 cent sales tax rate increase is distributed in the following manner:

\$0.00125 for Economic Development improvements in the City's downtown area

\$0.00375 for Streets maintenance and improvements

## **1776 PARK TRUST FUND**

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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**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>OTHER FINANCING SOURCES</b>						
INTEREST EARNED	\$305	\$200	\$200	\$223	\$297	\$292
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$305</b>	<b>\$200</b>	<b>\$200</b>	<b>\$223</b>	<b>\$297</b>	<b>\$292</b>
<b>NON-OPERATING EXPENSES</b>						
1776 PARK IMPROVEMENTS	\$0	\$0	\$7,925	\$0	\$7,925	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,925</b>	<b>\$0</b>	<b>\$7,925</b>	<b>\$0</b>
INCREASE (DECREASE) IN FUND	\$305	\$200	(\$7,725)	\$223	(\$7,628)	\$292
<b>BEGINNING FUND BALANCE</b>	<b>\$31,564</b>	<b>\$31,869</b>	<b>\$31,869</b>	<b>\$31,869</b>	<b>\$31,869</b>	<b>\$24,241</b>
<b>ENDING FUND BALANCE</b>	<b>\$31,869</b>	<b>\$32,069</b>	<b>\$24,144</b>	<b>\$32,092</b>	<b>\$24,241</b>	<b>\$24,533</b>

\*

\* Of the fund balance total, \$10,000 is principal amount donated to the City when this fund was established.

## ENTERPRISE FUNDS

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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
- 2006 Water and Sewer Bond Construction Fund
- 2009 Water and Sewer Bond Construction Fund
- 2016 Water and Sewer Bond Construction 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**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>OPERATING REVENUES</b>						
WATER REVENUES	\$6,392,613	\$6,900,951	\$6,900,951	\$3,661,595	\$6,616,646	\$7,079,811
SEWER REVENUES	4,928,319	4,897,926	4,897,926	3,043,453	4,854,975	5,194,823
ADMINISTRATIVE FEES	270,883	362,325	362,325	204,016	306,597	340,125
SALES OF WATER METERS	42,765	35,000	35,000	25,545	35,000	35,000
MISCELLANEOUS RECEIPTS	1,600	0	0	20,844	0	0
<b>TOTAL REVENUES</b>	<b>\$11,636,180</b>	<b>\$12,196,202</b>	<b>\$12,196,202</b>	<b>\$6,955,453</b>	<b>\$11,813,218</b>	<b>\$12,649,759</b>
<b>OPERATING EXPENSES</b>						
ADMINISTRATIVE SERVICES	632,139	\$535,137	\$535,032	\$425,547	565,072	\$573,685
PUBLIC WORKS ADMINISTRATION	160,417	165,108	167,053	118,652	160,571	179,159
WATER UTILITIES	668,756	762,592	782,135	488,397	709,008	897,072
SEWER UTILITIES	460,427	481,399	483,439	351,423	481,795	642,137
WATER OPERATIONS	2,115,478	2,241,923	2,250,337	1,378,924	1,831,393	2,452,727
SEWER OPERATIONS	2,206,521	3,063,108	3,125,693	1,358,913	1,796,983	3,037,630
UTILITY CUSTOMER SERVICE	229,582	227,989	237,095	155,122	232,006	238,227
STORM	45,012	0	20,705	80,467	80,467	0
ENGINEERING/CAPITAL PROJECTS	136,029	157,225	157,225	101,529	135,414	158,525
TOTAL PUBLIC WORKS	\$6,022,222	\$7,099,344	\$7,223,682	\$4,033,427	\$5,427,637	\$7,605,477
<b>TOTAL EXPENDITURES</b>	<b>6,654,361</b>	<b>\$7,634,481</b>	<b>\$7,758,714</b>	<b>\$4,458,974</b>	<b>\$5,992,709</b>	<b>\$8,179,162</b>
<b>OPERATING INCOME</b>	<b>\$4,981,819</b>	<b>\$4,561,721</b>	<b>\$ 4,437,488</b>	<b>\$ 2,496,479</b>	<b>\$ 5,820,509</b>	<b>\$4,470,597</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>						
INTEREST EARNED	\$72,172	\$80,333	\$80,333	\$71,368	\$81,002	\$94,209
CAPITAL IMPROVEMENTS	(449,904)	(300,000)	(915,495)	(285,282)	(915,495)	(300,000)
TRANSFERS IN (OUT)	(4,262,169)	(4,569,364)	(4,912,162)	(3,578,883)	(4,912,162)	(4,223,790)
<b>TOTAL NON OPERATING</b>	<b>(\$4,639,901)</b>	<b>(\$4,789,031)</b>	<b>(\$5,747,324)</b>	<b>(\$3,792,797)</b>	<b>(\$5,746,655)</b>	<b>(\$4,429,581)</b>
NET INCOME	\$341,918	(\$227,310)	(\$1,309,836)	(\$1,296,318)	\$73,854	\$41,016
<b>BEGINNING FUND BALANCE</b>	<b>\$10,242,846</b>	<b>\$10,584,764</b>	<b>\$10,584,764</b>	<b>\$10,584,764</b>	<b>\$10,584,764</b>	<b>\$10,658,618</b>
<b>ENDING FUND BALANCE</b>	<b>\$10,584,764</b>	<b>\$10,357,454</b>	<b>\$9,274,928</b>	<b>\$9,288,446</b>	<b>\$10,658,618</b>	<b>\$10,699,634</b>

\*

\* The projected retained earnings at September 30, 2018 is \$10.7 million. 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."

Water and Sewer Fund retained earnings designations/commitments are as follows:

City of Houston Raw Water System By-In	\$3,500,000
Blackhawk WWTP Additional Capacity	\$1,199,110
Contingency for Possible Future 36" and 42" Distribution Line Repairs	\$100,000
	<u><u>\$4,799,110</u></u>

**2006 WATER AND SEWER BOND CONSTRUCTION FUND (418)  
FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>NON-OPERATING REVENUES</b>						
INTEREST EARNED	\$5,549	\$0	\$0	\$946	\$1,261	\$0
TRANSFERS FROM W/S OPERATION FUND	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$5,549</b>	<b>\$0</b>	<b>\$0</b>	<b>\$946</b>	<b>\$1,261</b>	<b>\$0</b>
<b>CAPITAL FINANCING ACTIVITIES</b>						
<b>CAPITAL IMPROVEMENTS</b>						
PUBLIC WORKS						
DISTRIBUTION SYSTEM IMPROVEMENTS (WATER)	\$239,057	\$0	\$0	\$0	\$0	\$0
COLLECTION SYSTEM IMPROVEMENTS (SEWER)	2,903	0	0	0	43,141	0
<b>TOTAL EXPENDITURES</b>	<b>\$241,960</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,141</b>	<b>\$0</b>
<b>NON-OPERATING EXPENSES</b>						
TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET INCOME</b>	(\$236,411)	\$0	\$0	\$946	(\$41,880)	\$0
<b>BEGINNING FUND BALANCE</b>	\$278,291	\$41,880	\$41,880	\$41,880	\$41,880	\$0
<b>ENDING FUND BALANCE</b>	<b>\$41,880</b>	<b>\$41,880</b>	<b>\$41,880</b>	<b>\$42,826</b>	<b>\$0</b>	<b>\$0</b>

\* Water & Sewer Bond Construction Fund retained earnings are expected to be depleted in FY18 with completion of 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**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>NON-OPERATING REVENUES</b>						
INTEREST EARNED	\$3,638	\$0	\$0	\$4,213	\$5,617	\$0
TRANSFERS FROM W/S REVENUE DEBT	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$3,638</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,213</b>	<b>\$5,617</b>	<b>\$0</b>
<b>CAPITAL FINANCING ACTIVITIES</b>						
<b>CAPITAL IMPROVEMENTS</b>						
PUBLIC WORKS						
DISTRIBUTION SYSTEM IMPROVEMENTS (WATER)	\$0	\$0	\$0	\$0	\$337,778	\$0
COLLECTION SYSTEM IMPROVEMENTS (SEWER)	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$337,778</b>	<b>\$0</b>
<b>NON-OPERATING EXPENSES</b>						
TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET INCOME</b>	\$3,638	\$0	\$0	\$4,213	(\$332,161)	\$0
<b>BEGINNING FUND BALANCE</b>	\$328,523	\$332,161	\$332,161	\$332,161	\$332,161	\$0
<b>ENDING FUND BALANCE</b>	<b>\$332,161</b>	<b>\$332,161</b>	<b>\$332,161</b>	<b>\$336,374</b>	<b>\$0</b>	<b>\$0</b>

\*

\* 2009 Water & Sewer Bond Construction Fund retained earnings expected to be depleted in FY18 due to anticipated completion of the water and sewer capital improvement projects funded by the 2009 water & sewer revenue bond issue.

**2016 WATER AND SEWER BOND CONSTRUCTION FUND (420)  
FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>NON-OPERATING REVENUES</b>						
INTEREST EARNED	\$51,558	\$22,000	\$22,000	\$44,477	\$59,303	\$58,710
TRANSFERS FROM W/S REVENUE DEBT	0	0	0	0	0	0
BOND PROCEEDS	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$51,558</b>	<b>\$22,000</b>	<b>\$22,000</b>	<b>\$44,477</b>	<b>\$59,303</b>	<b>\$58,710</b>
<b>CAPITAL FINANCING ACTIVITIES</b>						
<b>CAPITAL IMPROVEMENTS</b>						
PUBLIC WORKS						
DISTRIBUTION SYSTEM IMPROVEMENTS (WATER)	\$0	\$0	\$0	\$0	\$0	\$0
COLLECTION SYSTEM IMPROVEMENTS (SEWER)	1,906,603	4,302,494	803,767	681,346	803,767	2,960,108
<b>TOTAL EXPENDITURES</b>	<b>\$1,906,603</b>	<b>\$4,302,494</b>	<b>\$803,767</b>	<b>\$681,346</b>	<b>\$803,767</b>	<b>\$2,960,108</b>
<b>NON-OPERATING EXPENSES</b>						
TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET INCOME</b>	<b>(\$1,855,045)</b>	<b>(\$4,280,494)</b>	<b>(\$781,767)</b>	<b>(\$636,869)</b>	<b>(\$744,464)</b>	<b>(\$2,901,398)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$5,500,907</b>	<b>\$3,645,862</b>	<b>\$3,645,862</b>	<b>\$3,645,862</b>	<b>\$3,645,862</b>	<b>\$2,901,398</b>
<b>ENDING FUND BALANCE</b>	<b>\$3,645,862</b>	<b>(\$634,632)</b>	<b>\$2,864,095</b>	<b>\$3,008,993</b>	<b>\$2,901,398</b>	<b>(\$0)</b>

\*

\* 2016 Water & Sewer Bond Construction Fund established upon the issuance of the 2016 Water & Sewer Revenue bonds to complete the following capital improvements projects:  
 Blackhawk Wastewater Treatment Plant - 3rd Clarifier addition (City's portion of the expenditures) - \$3,999,530  
 Lift Station 23 (Crazy Horse Lift Station) replacement - \$1,620,000

Ending retained earnings expected to decrease in FY19 due to use of funds for planned capital projects.

## **WATER AND SEWER CIP/IMPACT FEE FUNDS**

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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**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>NON-OPERATING REVENUES</b>						
IMPACT FEES	\$471,999	\$417,600	\$417,600	\$277,363	\$369,817	\$417,600
INTEREST EARNED	1,578	820	820	1,302	1,736	1,720
MISCELLANEOUS	0	0	0	0	0	0
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$473,577</b>	<b>\$418,420</b>	<b>\$418,420</b>	<b>\$278,665</b>	<b>\$371,553</b>	<b>\$419,320</b>
<b>NON-OPERATING EXPENSES</b>						
TRANSFERS OUT	\$400,000	\$400,000	\$400,000	\$300,000	\$400,000	\$400,000
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$300,000</b>	<b>\$400,000</b>	<b>\$400,000</b>
<b>NET INCOME</b>	\$73,577	\$18,420	\$18,420	(\$21,335)	(\$28,447)	\$19,320
<b>BEGINNING FUND BALANCE</b>	\$78,965	\$152,542	\$152,542	\$152,542	\$152,542	\$124,095
<b>ENDING FUND BALANCE</b>	<b>\$152,542</b>	<b>\$170,962</b>	<b>\$170,962</b>	<b>\$131,207</b>	<b>\$124,095</b>	<b>\$143,415</b>

\*

\* Expected increase of 15.6% to Retained Earnings in this fund due to:  
Residential development is expected to exceed that of FY18 (200 new residential home starts are projected).

**SEWER CIP/IMPACT FEE FUND (580)  
FUND SUMMARY**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>NON-OPERATING REVENUES</b>						
IMPACT FEES	\$187,368	\$168,000	\$168,000	\$108,752	\$145,003	\$168,000
INTEREST EARNED	753	361	361	856	1,141	1,133
MISCELLANEOUS	0	0	0	0	0	0
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$188,121</b>	<b>\$168,361</b>	<b>\$168,361</b>	<b>\$109,608</b>	<b>\$146,144</b>	<b>\$169,133</b>
<b>NON-OPERATING EXPENSES</b>						
TRANSFERS OUT	\$100,000	\$150,000	\$150,000	\$112,500	\$150,000	\$150,000
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$100,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$112,500</b>	<b>\$150,000</b>	<b>\$150,000</b>
<b>NET INCOME</b>	<b>\$88,121</b>	<b>\$18,361</b>	<b>\$18,361</b>	<b>(\$2,892)</b>	<b>(\$3,856)</b>	<b>\$19,133</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$20,042</b>	<b>\$108,163</b>	<b>\$108,163</b>	<b>\$108,163</b>	<b>\$108,163</b>	<b>\$104,307</b>
<b>ENDING FUND BALANCE</b>	<b>\$108,163</b>	<b>\$126,524</b>	<b>\$126,524</b>	<b>\$105,271</b>	<b>\$104,307</b>	<b>\$123,440</b>

\*

\* Expected increase of 18.3% to Retained Earnings in this fund due to:  
Residential development is expected to exceed that of FY18 (200 new residential home starts are projected).

## **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**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>NON-OPERATING REVENUES</b>						
INTEREST EARNED	\$6,730	\$4,200	\$4,200	\$5,534	\$7,379	\$7,307
TRANSFERS IN	3,403,425	3,716,375	3,716,375	2,787,281	3,716,375	3,332,100
<b>TOTAL REVENUES</b>	<b>\$3,410,155</b>	<b>\$3,720,575</b>	<b>\$3,720,575</b>	<b>\$2,792,815</b>	<b>\$3,723,754</b>	<b>\$3,339,407</b>
<b>NON-OPERATING EXPENSES</b>						
DEBT SERVICE						
PRINCIPAL	\$220,000	\$605,000	\$2,540,000	\$2,160,000	\$2,160,000	\$2,215,000 **
INTEREST	184,100	179,650	1,171,425	600,325	1,171,425	1,112,250
FISCAL AGENT FEES	1,500	750	4,850	2,250	4,850	4,850
ISSUANCE COSTS	0	0	0	0	0	0
TRANSFERS OUT	2,998,575	2,930,875	0	0	0	0 **
<b>TOTAL EXPENDITURES</b>	<b>\$3,404,175</b>	<b>\$3,716,275</b>	<b>\$3,716,275</b>	<b>\$2,762,575</b>	<b>\$3,336,275</b>	<b>\$3,332,100</b>
<b>NET INCOME</b>	<b>\$5,980</b>	<b>\$4,300</b>	<b>\$4,300</b>	<b>\$30,240</b>	<b>\$387,479</b>	<b>\$7,307</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$400,135</b>	<b>\$406,115</b>	<b>\$406,115</b>	<b>\$406,115</b>	<b>\$406,115</b>	<b>\$793,594</b>
<b>ENDING FUND BALANCE</b>	<b>\$406,115</b>	<b>\$410,415</b>	<b>\$410,415</b>	<b>\$436,355</b>	<b>\$793,594</b>	<b>\$800,901</b>

\* Retained earnings in the Water and Sewer Debt Service Fund is expected to increase by .921%.

\*\* In 2017, a transfer to Tax Debt Service fund was made to pay principal, interest and fiscal agent fees on 2010 refinancing of 2001 Water & Sewer Revenue Bonds, 2014 refinancing of a portion of the 2006 Water & Sewer Revenue Bonds as General Obligation Bonds, 2016 refinancing of the remainder of the 2006 Water & Sewer Revenue Bonds as General Obligation Bonds and the 2016A refinancing of a portion of the 2009 Water & Sewer Revenue Bonds as General Obligation Bonds. In future years, all debt service payments of the refinanced bonds that are funded by water and sewer revenue will be budgeted and paid out of the Water and Sewer Revenue Debt Service Fund.

## 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

***Since the plan's inception in 2001-02, vehicle replacement costs have increased with some exceeding the \$50,000 threshold for inclusion in the plan. As a result, the Vehicle Replacement Plan and Vehicle Replacement Fund are under review for necessary revisions.***

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**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>OPERATING REVENUES</b>						
DEPARTMENT LEASE REVENUES	\$375,718	\$380,684	\$380,684	\$285,513	\$380,684	\$550,817
TRANSFER FROM OTHER FUNDS	0	0	168,328	168,328	168,328	0
CAPITAL CONTRIBUTIONS	0	0	0	0	0	0
ASSET DISPOSITION	0	0	0	10,460	10,460	0
INSURANCE REIMBURSEMENTS	0	0	277,012	277,013	277,013	0
INTEREST EARNED	2,874	1,500	1,500	4,981	6,641	6,578
<b>TOTAL REVENUES</b>	<b>\$378,592</b>	<b>\$382,184</b>	<b>\$827,524</b>	<b>\$746,295</b>	<b>\$843,126</b>	<b>\$557,395</b>
<b>OPERATING EXPENSES</b>						
VEHICLE REPLACEMENT PLAN VEHICLES & EQUIPMENT	\$513,383	\$381,413	\$1,315,951	\$625,371	\$1,315,951	\$316,766
<b>TOTAL EXPENDITURES</b>	<b>\$513,383</b>	<b>\$381,413</b>	<b>\$1,315,951</b>	<b>\$625,371</b>	<b>\$1,315,951</b>	<b>\$316,766</b>
<b>OPERATING INCOME</b>	(\$134,791)	\$771	(\$488,427)	\$120,924	(\$472,825)	\$240,629
<b>BEGINNING FUND BALANCE</b>	\$1,339,002	\$1,204,211	\$1,204,211	\$1,204,211	\$1,204,211	\$731,386
<b>ENDING FUND BALANCE</b>	<b>\$1,204,211</b>	<b>\$1,204,982</b>	<b>\$715,784</b>	<b>\$1,325,135</b>	<b>\$731,386</b>	<b>\$972,015</b>

\*

\* The net value of the assets (vehicles & equipment in the fleet) included in the retaining earnings balance is about \$793,510.

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

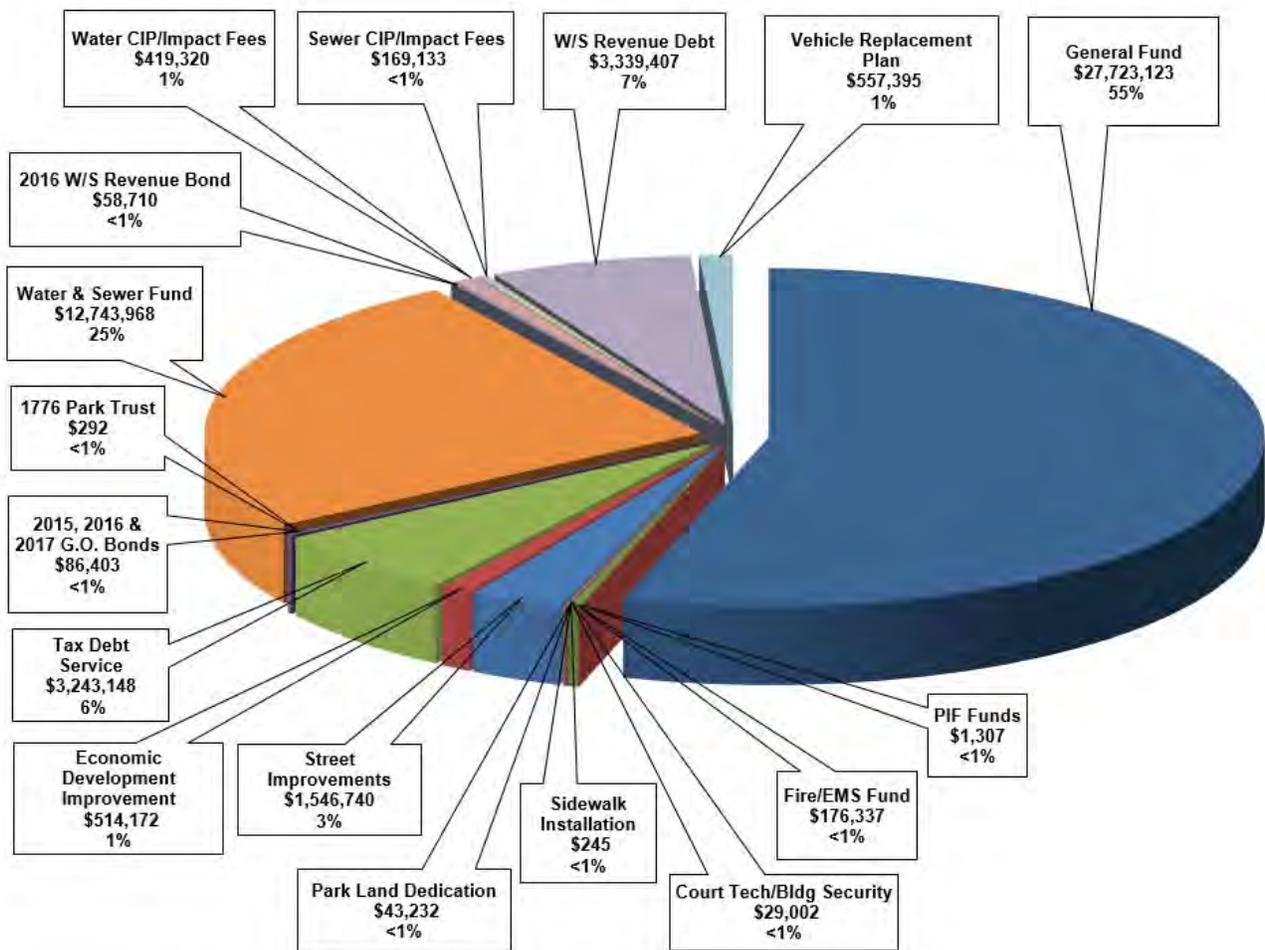
- 6 Police Department vehicles (2 - Administration, 2 - Patrol and 2 - Animal Control)
- 1 Fire Marshal's Office
- 1 Community Development

## Revenue Summary Chart and Schedules by Fund

## REVENUE SUMMARY CHART BY FUND

The adopted revenue budget for fiscal year 2018-19 reflects a conservative approach, using prior year actual estimates as the basis for most revenue sources projections and anticipated impact of utility rate design changes.

### FY19 Adopted Budget Revenues- All Funds \$50,651,934 (Includes inter-fund transfers)



REVENUE SCHEDULES

ACCOUNT DESCRIPTION	FY17	FY18	FY18	FY18	FY18	FY19
	ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/18	YEAR END ESTIMATE	ADOPTED BUDGET
CURRENT PROPERTY TAXES	\$14,282,758	\$14,686,584	\$14,686,584	\$14,195,775	\$14,686,584	\$14,710,673
DELINQUENT PROPERTY TAXES	390,119	177,662	177,662	120,097	177,662	177,662
SALES TAX	5,438,761	5,717,840	5,717,840	3,625,728	6,136,496	6,294,492
TNMPCO FRANCHISE	531,002	543,312	543,312	225,037	535,233	565,000
HL&P FRANCHISE	138,039	139,557	139,557	61,940	139,647	148,000
MUNICIPAL ROW ACCESS FEES	123,812	144,539	144,539	119,762	136,143	155,000
ENTEX FRANCHISE	88,095	88,095	88,095	90,544	90,544	94,544
CABLE FRANCHISE	357,513	434,315	434,315	165,108	342,661	392,661
VIDEO SERVICE FRANCHISE	258,774	292,354	292,354	99,297	281,017	263,017
PEG FEES	123,258	10,600	10,600	52,881	112,156	0
WASTE CONNECTIONS TX FRANCHISE	41,161	56,511	56,511	35,185	51,744	57,744
MIXED DRINK TAX	43,775	45,364	45,364	40,394	55,282	55,282
<b>TAXES</b>	<b>\$21,817,067</b>	<b>\$22,336,733</b>	<b>\$22,336,733</b>	<b>\$18,831,748</b>	<b>\$22,745,169</b>	<b>\$22,914,075</b>
WRECKER PERMITS	\$45	\$20	\$20	\$0	\$0	\$20
ALCOHOLIC BEVERAGE PERMIT	4,375	5,560	5,560	9,690	12,920	10,000
NOISE ORDINANCE PERMIT	190	180	180	180	240	200
ANIMAL ESTABLISHMENT PERMITS	10	0	0	10	10	0
PIPELINE PERMITS	35	0	0	0	0	0
NETWORK NODES AND POLES	0	0	0	0	0	10,000
AFTER HOURS INSPECTION	75	75	75	0	0	75
BUILDING PERMITS	441,812	383,811	383,811	299,934	407,479	397,024
ELECTRIC PERMITS	55,236	49,500	49,500	32,775	52,552	55,205
GAS PERMIT FEE	16,609	0	0	4,472	4,472	0
PLUMBING PERMITS	43,176	59,478	59,478	34,584	63,146	64,525
DEVELOPMENT PERMIT	150	451	451	150	479	475
AIR CONDITIONING PERMITS	21,039	21,390	21,390	15,924	22,709	24,750
PLAN INSPECTION FEES	215,600	179,862	179,862	133,781	190,953	188,055
RE INSPECTION FEES	25	89	89	75	75	90
SIGN PERMITS	2,006	1,741	1,741	1,143	1,524	1,525
ALARM PERMITS	88,029	90,388	90,388	57,159	91,212	91,215
BANNER PERMIT FEE	800	770	770	325	434	500
ANIMAL LICENSES	930	980	980	670	894	900
ELECTRICAL LICENSES	611	513	513	0	0	400
CONTRACTOR LICENSES	39,100	42,967	42,967	24,650	32,867	0
METRICOM INC AGREEMENT	4,042	4,041	4,041	4,042	4,042	4,041
<b>LICENSES AND PERMITS</b>	<b>\$933,895</b>	<b>\$841,816</b>	<b>\$841,816</b>	<b>\$619,564</b>	<b>\$886,008</b>	<b>\$849,000</b>
GRANTS/FBI	\$567	\$0	\$0	\$0	\$0	\$0
BUREAU OF JUSTICE GRANTS	4,002	0	0	3,578	3,578	0
FEMA GRANTS	1,183,533	0	0	126,653	126,653	0
HOMELAND SECURITY GRANTS	5,064	0	91,980	91,980	91,980	0
GRANTS	19,125	0	0	0	0	0
TX STATE LIBRARY GRANTS	2,777	0	3,815	3,816	3,816	0
CRIMINAL JUSTICE DIVISION	48,578	52,000	52,000	45,479	52,000	52,000
LAW ENFORCEMENT TRAINING	5,068	5,068	5,068	5,142	5,142	5,142
EMERGENCY MGMT DIVISION	35,135	38,481	38,481	0	38,480	38,481
LOCAL GOVERNMENTS	9,000	12,000	12,000	10,000	12,000	12,000
HOUSTON HIDTA TASK FORCE	2,965	0	0	0	0	0
BAYOU VISTA	876	730	730	0	730	730
FRIENDSWOOD ISD	112,116	126,012	126,012	78,130	126,012	412,494
CLEAR CREEK ISD	29,647	16,200	16,200	0	16,200	27,170
<b>INTERGOVERNMENTAL REVENUE</b>	<b>\$1,458,453</b>	<b>\$250,491</b>	<b>\$346,286</b>	<b>\$364,778</b>	<b>\$476,591</b>	<b>\$548,017</b>
CREDIT CARD FEES	\$0	\$30,000	\$30,000	\$8,176	\$11,000	\$30,000
EMS BILLING	0	0	0	0	0	405,000
PLATT FEES	8,800	10,000	10,000	5,500	7,335	7,350
COMMERCIAL SITE PLAN	5,000	5,000	5,000	1,000	1,334	5,000
REZONING FEES	2,100	2,000	2,000	600	800	2,000
BOARD OF ADJUSTMENT FEES	100	133	133	500	500	700
VACATION OF EASEMENT/R-O-W	300	400	400	0	0	400
ZONING COMPLIANCE CERT	2,025	2,100	2,100	1,725	2,300	2,100
BID SPEC DOCUMENTS	100	133	133	0	0	100
ANIMAL CNTRL/SHELTER FEES	2,650	5,000	5,000	750	1,000	2,650
ANIMAL ADOPTION FEES	9,150	18,000	18,000	5,162	6,885	12,500
SWIMMING POOL FEES	25,361	26,561	26,561	22,362	29,816	29,000
RECREATION PROGRAM/EVENTS	6,180	6,000	6,000	8,550	11,400	6,000
AMPHITHEATER RENTAL FEES	0	0	0	0	0	0
CONCESSION AGREEMENTS	544	0	0	900	1,200	1,500
LAKE FRIENDSWOOD FEES	0	0	0	1,025	1,375	2,500
SPORTS COMPLEX FEES	2,325	2,955	2,955	675	900	3,000
OLD CITY PARK FEES	550	600	600	25	500	5,000
STEVENSON PARK FEES	(1,965)	1,775	1,775	0	0	2,500
PAVILION FEES	17,550	11,000	11,000	14,230	18,975	14,500
GAZEBO FEES	1,625	1,872	1,872	1,825	2,435	2,500
LEAVESLEY PARK FEES	20,994	21,879	21,879	23,397	31,190	29,000

REVENUE SCHEDULES

ACCOUNT DESCRIPTION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
ACTIVITY USER FEE	4,892	2,000	2,000	3,790	5,055	2,000
NON-RESIDENTAL FEE	1,375	1,500	1,500	800	1,070	1,500
LEAGUE FEES-ADULT SOFTBALL	38,739	37,849	37,849	28,027	37,700	37,000
SUMMER DAY CAMP	98,926	119,450	119,450	87,058	116,070	111,345
AEROBIC CLASS FEES	20,117	25,000	25,000	17,585	23,445	22,000
OTHER CLASS FEES	0	0	0	0	0	0
OTHER PROGRAM FEES	0	1,000	1,000	0	0	1,000
BOOTH FEES	21,086	13,000	13,000	4,875	7,615	13,000
FUN RUN RECEIPTS/DONATIONS	7,902	7,800	7,800	6,596	6,596	6,500
SPONSORSHIP FEES	30,535	12,000	24,500	27,818	30,000	19,000
<b>CHARGES FOR SERVICES</b>	<b>\$326,961</b>	<b>\$365,007</b>	<b>\$377,507</b>	<b>\$272,951</b>	<b>\$356,496</b>	<b>\$776,645</b>
COURT FINES AND FEES	\$825,481	\$529,356	\$529,356	\$437,375	\$583,167	\$581,740
WARRANTLESS ARREST (AF)	20,348	19,370	19,370	13,368	17,825	17,630
WARRANTLESS ARREST (CAPWAR)	48,515	48,654	48,654	31,907	42,545	42,025
CHILD SAFETY (CS)	1,901	1,922	1,922	1,061	1,415	1,400
TRAFFIC FEE (TFC)	5,004	4,710	4,710	2,992	3,990	3,945
HARRIS CO CHILD SAFETY	10,184	9,858	9,858	9,798	13,064	12,935
ADMINISTRATIVE FEE - DPTS	2,666	2,692	2,692	1,427	1,902	1,875
10% TP - COURT ADM (35)	2,735	2,734	2,734	1,633	2,178	2,155
40% TP - CITY FUNDS (35)	10,947	10,942	10,942	6,540	8,720	8,625
JURY FEE \$3	18	18	18	9	12	15
STATE TRAFFIC (5% CITY)	2,502	2,357	2,357	1,497	1,996	1,975
CITY'S 10% CJF	21	20	20	14	18	20
CONS COURT COST-10% ADM	23,993	15,300	15,300	12,887	17,183	17,010
CITY'S FEE	220	264	264	0	0	0
TEEN COURT PROGRAM	220	0	0	0	0	0
LIBRARY FINES	30,600	28,875	28,875	20,294	27,059	28,310
MOWING LIEN REVENUES	1,596	0	0	2,810	3,746	0
FALSE ALARMS	7,100	5,533	5,533	3,925	5,233	5,300
<b>FINES</b>	<b>\$994,051</b>	<b>\$682,605</b>	<b>\$682,605</b>	<b>\$547,537</b>	<b>\$730,053</b>	<b>\$724,960</b>
INVESTMENTS	\$61,579	\$0	\$0	\$34,581	\$46,107	\$45,647
TEXPOOL	9,406	5,387	5,387	16,115	21,486	21,272
TEXAS CLASS	17,311	17,473	17,473	20,992	27,990	27,711
TX CLASS GOVT	12,387	7,812	7,812	16,826	22,434	22,210
CHECKING ACCOUNTS	(1,509)	57,371	57,371	1,471	1,962	1,943
<b>INTEREST REVENUE</b>	<b>\$99,174</b>	<b>\$88,043</b>	<b>\$88,043</b>	<b>\$89,985</b>	<b>\$119,979</b>	<b>\$118,783</b>
TOWER RENTAL FEES	\$132,956	\$92,752	\$92,752	\$33,956	\$45,275	\$95,000
MISCELLANEOUS RECEIPTS	132,935	0	1,600	88,406	117,875	0
ADMINISTRATIVE FEE-CHILD SUPPORT	1,197	1,075	1,075	809	1,079	1,075
REFUSE ADMINISTRATIVE FEE	186,352	218,467	218,467	160,258	218,467	216,675
ADMIN FEES-MISCELLANEOUS RECEIPTS	1,194	642	642	546	727	738
FALSE ALARM APPEALS	0	0	0	25	25	0
LATE FEE-ALARM PERMIT	200	40	40	30	40	40
RETURN CHECK FEES	140	175	175	35	70	175
REIMBURSEMENTS	1,438	4,000	4,000	7,147	7,147	2,800
INSURANCE	25,999	0	6,368	238,017	238,017	0
PY INSURANCE REIMBURSEMENTS	2,300	0	259,237	354,090	354,090	0
PRIOR PERIOD EXPENDITURES	24,237	0	0	0	0	0
PURCHASING REBATES	0	0	0	460	460	0
PRIOR YEAR REVENUE	2,654	0	0	0	0	0
DOCUMENTS	834	1,000	1,000	414	552	1,000
VENDING PROCEEDS	15	700	700	0	0	700
CONCESSION STAND AGREEMENT	11	750	750	0	0	750
DONATIONS	99,368	0	98,485	122,860	124,760	0
A/C-DONATIONS FROM FAA	100	0	0	0	0	0
SR PROGRAM DONATIONS	18,566	10,000	10,000	11,851	15,800	15,000
HURRICAN RELIEF DONATIONS	85,350	0	0	0	0	0
<b>MISCELLANEOUS RECEIPTS</b>	<b>\$715,846</b>	<b>\$329,601</b>	<b>\$695,291</b>	<b>\$1,018,904</b>	<b>\$1,124,384</b>	<b>\$333,953</b>
TRANSFER FROM W/S OPER FUND	\$1,358,744	\$1,402,989	\$1,593,927	\$1,052,242	\$1,593,927	\$1,441,690
TRANSFER FROM FDEDC FUND	13,125	17,500	17,500	13,125	17,500	16,000
SALE OF FIXED ASSETS	0	0	0	1,818	1,818	0
SALE OF CITY PROPERTY	2,757	0	1,900	3,311	3,311	0
CAPITAL LEASES	361,006	0	0	0	0	0
CAPITAL LEASE PROCEEDS	395,000	0	0	0	0	0
<b>OTHER FINANCING SOURCES</b>	<b>\$2,130,632</b>	<b>\$1,420,489</b>	<b>\$1,613,327</b>	<b>\$1,070,496</b>	<b>\$1,616,556</b>	<b>\$1,457,690</b>
<b>GENERAL FUND TOTAL REVENUES</b>	<b>\$28,476,079</b>	<b>\$26,314,785</b>	<b>\$26,981,608</b>	<b>\$22,815,963</b>	<b>\$28,055,236</b>	<b>\$27,723,123</b>

REVENUE SCHEDULES

FUND	ACCOUNT DESCRIPTION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>FUND 101 - POLICE SEIZURE FEDERAL</b>							
	SEIZED REVENUES-FEDERAL	\$67,863	\$0	\$0	\$252,216	\$252,216	\$0
	<b>INTERGOVERNMENTAL REVENUE</b>	<b>\$67,863</b>	<b>\$0</b>	<b>\$0</b>	<b>\$252,216</b>	<b>\$252,216</b>	<b>\$0</b>
	INVESTMENTS	\$188	\$90	\$90	\$353	\$471	\$466
	TEXPOOL	16	0	0	115	153	152
	TEXAS CLASS	29	10	10	150	200	198
	TX CLASS GOVT	21	0	0	123	164	163
	CHECKING ACCOUNTS	0	10	10	0	0	10
	<b>INTEREST REVENUE</b>	<b>\$254</b>	<b>\$110</b>	<b>\$110</b>	<b>\$741</b>	<b>\$988</b>	<b>\$989</b>
<b>FUND 101 - POLICE SEIZURE FEDERAL TOTAL</b>		<b>\$68,117</b>	<b>\$110</b>	<b>\$110</b>	<b>\$252,957</b>	<b>\$253,204</b>	<b>\$989</b>
<b>FUND 102 - POLICE SEIZURE STATE</b>							
	SEIZED REVENUES-STATE	\$4,725	\$0	\$0	\$733	\$977	\$0
	SEIZED REVENUES-COUNTY	0	0	0	5,543	7,391	0
	<b>INTERGOVERNMENTAL REVENUE</b>	<b>\$4,725</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,276</b>	<b>\$8,368</b>	<b>\$0</b>
	INVESTMENTS	\$94	\$150	\$150	\$40	\$53	\$53
	TEXPOOL	9	15	15	12	16	17
	TEXAS CLASS	34	20	20	18	24	24
	TX CLASS GOVT	21	0	0	123	164	163
	CHECKING ACCOUNTS	(8)	25	25	1	1	0
	<b>INTEREST REVENUE</b>	<b>\$150</b>	<b>\$210</b>	<b>\$210</b>	<b>\$194</b>	<b>\$258</b>	<b>\$257</b>
<b>FUND 102 - POLICE SEIZURE STATE TOTAL</b>		<b>\$4,875</b>	<b>\$210</b>	<b>\$210</b>	<b>\$6,470</b>	<b>\$8,626</b>	<b>\$257</b>
<b>FUND 103 - FEDERAL TREASURY FUND</b>							
	INVESTMENTS	\$42	\$0	\$0	\$18	\$25	\$25
	TEXPOOL	4	0	0	8	10	11
	TEXAS CLASS	4	0	0	10	13	14
	TX CLASS GOVT	4	0	0	8	11	11
	CHECKING	0	0	0	0	0	0
	<b>INTEREST REVENUE</b>	<b>\$54</b>	<b>\$0</b>	<b>\$0</b>	<b>\$44</b>	<b>\$59</b>	<b>\$61</b>
<b>FUND 103 - FEDERAL TREASURY FUND TOTAL</b>		<b>\$54</b>	<b>\$0</b>	<b>\$0</b>	<b>\$44</b>	<b>\$59</b>	<b>\$61</b>
<b>FUND 131 - FIRE/EMS DONATION FUND</b>							
	INVESTMENTS	\$1,605	\$0	\$0	\$444	\$592	\$586
	TEXPOOL	142	50	50	168	224	223
	TEXAS CLASS	168	50	50	215	287	285
	TX CLASS GOVT	163	75	75	170	226	225
	CHECKING ACCOUNTS	(6)	50	50	13	18	18
	<b>INTEREST REVENUE</b>	<b>\$2,072</b>	<b>\$225</b>	<b>\$225</b>	<b>\$1,010</b>	<b>\$1,347</b>	<b>\$1,337</b>
	DONATIONS	\$230,780	\$230,000	\$230,000	\$176,971	\$235,961	\$175,000
	SALE OF FIXED ASSETS	10,000	0	0	0	0	0
	<b>MISCELLANEOUS RECEIPTS</b>	<b>\$240,780</b>	<b>\$230,000</b>	<b>\$230,000</b>	<b>\$176,971</b>	<b>\$235,961</b>	<b>\$175,000</b>
<b>FUND 131 - FIRE/EMS DONATION FUND TOTAL</b>		<b>\$242,852</b>	<b>\$230,225</b>	<b>\$230,225</b>	<b>\$177,981</b>	<b>\$237,308</b>	<b>\$176,337</b>
<b>FUND 142 - TDRA DISASTER REC GRANT</b>							
	FEDERAL GOVERNMENT	\$219,808	\$0	\$0	\$0	\$0	\$0
	<b>INTERGOVERNMENTAL REVENUE</b>	<b>\$219,808</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	INVESTMENTS	(\$1,095)	\$0	\$0	\$0	\$0	\$0
	TEXPOOL	317	0	0	0	0	0
	TEXAS CLASS	591	0	0	0	0	0
	TX CLASS GOVT	368	0	0	0	0	0
	CHECKING ACCOUNTS	(97)	0	0	0	0	0
	<b>INTEREST REVENUE</b>	<b>\$84</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FUND 142 - TDRA DISASTER REC GRANT TOTAL</b>		<b>\$219,892</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FUND 150 - COURT TECH/BLDG SECURITY</b>							
	BLDG SECURITY FUND	\$12,656	\$15,000	\$15,000	\$8,162	\$10,883	\$12,000
	TECHNOLOGY FUND	16,849	17,000	17,000	10,887	14,516	15,000
	<b>COURT SECURITY FEES</b>	<b>\$29,505</b>	<b>\$32,000</b>	<b>\$32,000</b>	<b>\$19,049</b>	<b>\$25,399</b>	<b>\$27,000</b>
	INVESTMENTS	\$1,471	\$150	\$150	\$633	\$844	\$836
	TEXPOOL	138	150	150	254	339	336
	TEXAS CLASS	258	200	200	339	452	448
	TX CLASS GOVT	180	500	500	271	361	358
	CHECKING ACCOUNTS	(31)	500	500	18	24	24
	<b>INTEREST REVENUE</b>	<b>\$2,016</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,515</b>	<b>\$2,020</b>	<b>\$2,002</b>
<b>FUND 150 - COURT TECH/BLDG SECURITY TOTAL</b>		<b>\$31,521</b>	<b>\$33,500</b>	<b>\$33,500</b>	<b>\$20,564</b>	<b>\$27,419</b>	<b>\$29,002</b>
<b>FUND 160 - SIDEWALK INSTALLATION FUND</b>							
	SIDEWALK INSTALLATION	\$5,457	\$0	\$0	\$0	\$0	\$0
	<b>MISCELLANEOUS RECEIPTS</b>	<b>\$5,457</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	INVESTMENTS	\$155	\$0	\$0	\$79	\$105	\$105
	TEXPOOL	14	0	0	31	41	41
	LONE STAR INVEST POOL	0	10	10	0	0	0

REVENUE SCHEDULES

FUND	ACCOUNT DESCRIPTION	FY17	FY18	FY18	FY18	FY18	FY19
		ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/18	YEAR END ESTIMATE	ADOPTED BUDGET
	TEXAS CLASS	23	22	22	41	55	55
	TX CLASS GOVT	19	38	38	33	44	44
	CHECKING ACCOUNTS	(2)	50	50	1	2	0
	<b>INTEREST REVENUE</b>	<b>\$209</b>	<b>\$120</b>	<b>\$120</b>	<b>\$185</b>	<b>\$247</b>	<b>\$245</b>
<b>FUND 160 - SIDEWALK INSTALLATION FUND TOTAL</b>		<b>\$5,666</b>	<b>\$120</b>	<b>\$120</b>	<b>\$185</b>	<b>\$247</b>	<b>\$245</b>
<b>FUND 164 - PARK LAND DEDICATION FUND</b>							
	COMMUNITY PARKS	\$121,200	\$42,000	\$42,000	\$37,500	\$50,000	\$42,000
	<b>MISCELLANEOUS RECEIPTS</b>	<b>\$121,200</b>	<b>\$42,000</b>	<b>\$42,000</b>	<b>\$37,500</b>	<b>\$50,000</b>	<b>\$42,000</b>
	INVESTMENTS	\$1,755	\$0	\$0	\$908	\$1,211	\$1,199
	TEXPOOL	0	50	50	0	0	0
	TEXAS CLASS	0	67	67	0	0	0
	TX CLASS GOVT	0	153	153	0	0	0
	CHECKING ACCOUNTS	(15)	350	350	25	33	33
	<b>INTEREST REVENUE</b>	<b>\$1,740</b>	<b>\$620</b>	<b>\$620</b>	<b>\$933</b>	<b>\$1,244</b>	<b>\$1,232</b>
<b>FUND 164 - PARK LAND DEDICATION FUND TOTAL</b>		<b>\$122,940</b>	<b>\$42,620</b>	<b>\$42,620</b>	<b>\$38,433</b>	<b>\$51,244</b>	<b>\$43,232</b>
<b>FUND 170 - STREET IMPROVEMENTS FUND</b>							
	SALES TAX	\$999,831	\$1,382,192	\$1,382,192	\$897,687	\$1,538,892	\$1,534,124
	<b>TAXES</b>	<b>\$999,831</b>	<b>\$1,382,192</b>	<b>\$1,382,192</b>	<b>\$897,687</b>	<b>\$1,538,892</b>	<b>\$1,534,124</b>
	INVESTMENTS	\$1,966	\$0	\$0	\$0	\$0	\$5,767
	TEXPOOL	128	75	75	688	1,508	1,988
	TEXAS CLASS	91	100	100	1,977	2,362	2,611
	TX CLASS GOVT	118	125	125	1,607	1,858	2,122
	CHECKING ACCOUNTS	17	200	200	97	97	128
	<b>INTEREST REVENUE</b>	<b>\$2,320</b>	<b>\$500</b>	<b>\$500</b>	<b>\$4,369</b>	<b>\$5,825</b>	<b>\$12,616</b>
<b>FUND 170 - STREET IMPROVEMENTS FUND TOTAL</b>		<b>\$1,002,151</b>	<b>\$1,382,692</b>	<b>\$1,382,692</b>	<b>\$902,056</b>	<b>\$1,544,717</b>	<b>\$1,546,740</b>
<b>FUND 175 - ECONOMIC DEVELOPMENT IMPROVEMENT FUND</b>							
	SALES TAX	\$333,277	\$461,825	\$461,825	\$299,231	\$512,967	\$511,374
	<b>TAXES</b>	<b>\$333,277</b>	<b>\$461,825</b>	<b>\$461,825</b>	<b>\$299,231</b>	<b>\$512,967</b>	<b>\$511,374</b>
	INVESTMENTS	\$593	\$0	\$0	\$969	\$1,293	\$1,280
	TEXPOOL	38	25	25	326	535	431
	TEXAS CLASS	27	50	50	445	694	588
	TX CLASS GOVT	35	50	50	355	573	469
	CHECKING ACCOUNTS	6	75	75	22	81	30
	<b>INTEREST REVENUE</b>	<b>\$699</b>	<b>\$200</b>	<b>\$200</b>	<b>\$2,117</b>	<b>\$3,176</b>	<b>\$2,798</b>
<b>FUND 175 - ECONOMIC DEVELOPMENT IMPROVEMENT FUND TOTAL</b>		<b>\$333,976</b>	<b>\$462,025</b>	<b>\$462,025</b>	<b>\$301,348</b>	<b>\$516,143</b>	<b>\$514,172</b>
<b>FUND 201 - TAX DEBT SERVICE FUND</b>							
	CURRENT PROPERTY TAXES	\$2,639,661	\$3,218,073	\$3,218,073	\$3,119,227	\$3,218,073	\$3,212,867
	DELINQUENT PROPERTY TAXES	53,201	25,000	25,000	17,781	23,708	25,000
	<b>TAXES</b>	<b>\$2,692,862</b>	<b>\$3,243,073</b>	<b>\$3,243,073</b>	<b>\$3,137,008</b>	<b>\$3,241,781</b>	<b>\$3,237,867</b>
	INVESTMENTS	\$1,725	\$2,200	\$2,200	\$1,677	\$2,236	\$2,214
	TEXPOOL	15	600	600	578	770	763
	TEXAS CLASS	37	700	700	975	1,300	1,288
	TX CLASS GOVT	(73)	700	700	715	953	944
	CHECKING ACCOUNTS	(25)	800	800	54	73	72
	<b>INTEREST REVENUE</b>	<b>\$1,679</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$3,999</b>	<b>\$5,332</b>	<b>\$5,281</b>
	W/S DEBT SERVICE FUND	\$2,998,575	\$2,930,875	\$0	\$0	\$0	\$0
	PREMIUM	92,670	0	0	0	0	0
	<b>OTHER FINANCING SOURCES</b>	<b>\$3,091,245</b>	<b>\$2,930,875</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FUND 201 - TAX DEBT SERVICE FUND TOTAL</b>		<b>\$5,785,786</b>	<b>\$6,178,948</b>	<b>\$3,248,073</b>	<b>\$3,141,007</b>	<b>\$3,247,113</b>	<b>\$3,243,148</b>
<b>FUND 252 - 2010 GO BONDS</b>							
	TEXAS CLASS FUND 252	\$2,746	\$0	\$0	\$564	\$752	\$0
	<b>INTEREST REVENUE</b>	<b>\$2,746</b>	<b>\$0</b>	<b>\$0</b>	<b>\$564</b>	<b>\$752</b>	<b>\$0</b>
<b>FUND 252 - 2010 GO BONDS TOTAL</b>		<b>\$2,746</b>	<b>\$0</b>	<b>\$0</b>	<b>\$564</b>	<b>\$752</b>	<b>\$0</b>
<b>FUND 253 - 2015 G.O. BONDS</b>							
	TEXAS CLASS	\$5,646	\$0	\$0	\$1,361	\$1,815	\$1,797
	<b>INTEREST REVENUE</b>	<b>\$5,646</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,361</b>	<b>\$1,815</b>	<b>\$1,797</b>
	TRANS FROM GENERAL FUND	\$5,655	\$0	\$0	\$0	\$0	\$0
	<b>OTHER FINANCING SOURCES</b>	<b>\$5,655</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FUND 253 - 2015 G.O. BONDS TOTAL</b>		<b>\$11,301</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,361</b>	<b>\$1,815</b>	<b>\$1,797</b>
<b>FUND 254 - 2016 G.O. BONDS (ROUND 2)</b>							
	TEXAS CLASS FUND 254	\$30,484	\$0	\$0	\$13,039	\$17,385	\$500
	<b>INTEREST REVENUE</b>	<b>\$30,484</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,039</b>	<b>\$17,385</b>	<b>\$500</b>
<b>FUND 254 - 2016 G.O. BONDS (ROUND 2) TOTAL</b>		<b>\$30,484</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,039</b>	<b>\$17,385</b>	<b>\$500</b>

REVENUE SCHEDULES

FUND ACCOUNT DESCRIPTION	FY17	FY18	FY18	FY18	FY18	FY19
	ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/18	YEAR END ESTIMATE	ADOPTED BUDGET
<b>FUND 255 - 2017 G.O. BONDS FUND (ROUND 3)</b>						
TEXAS CLASS FUND 255	\$35,194	\$0	\$0	\$63,716	\$84,955	\$84,106
<b>INTEREST REVENUE</b>	<b>\$35,194</b>	<b>\$0</b>	<b>\$0</b>	<b>\$63,716</b>	<b>\$84,955</b>	<b>\$84,106</b>
BOND PROCEEDS	\$5,605,000	\$0	\$0	\$0	\$0	\$0
PREMIUM	342,404	0	0	0	0	0
<b>OTHER FINANCING SOURCES</b>	<b>\$5,947,404</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FUND 255 - 2017 G.O. BONDS FUND (ROUND 3) TOTAL</b>	<b>\$5,982,598</b>	<b>\$0</b>	<b>\$0</b>	<b>\$63,716</b>	<b>\$84,955</b>	<b>\$84,106</b>
<b>FUND 701 - 1776 PARK TRUST FUND</b>						
INVESTMENTS	\$221	\$25	\$25	\$93	\$125	\$123
TEXPOOL	21	25	25	37	50	50
TEXAS CLASS	39	50	50	50	66	66
TX CLASS GOVT	28	50	50	40	53	53
CHECKING ACCOUNTS	(4)	50	50	3	3	0
<b>INTEREST REVENUE</b>	<b>\$305</b>	<b>\$200</b>	<b>\$200</b>	<b>\$223</b>	<b>\$297</b>	<b>\$292</b>
<b>FUND 701 - 1776 PARK TRUST FUND TOTAL</b>	<b>\$305</b>	<b>\$200</b>	<b>\$200</b>	<b>\$223</b>	<b>\$297</b>	<b>\$292</b>
<b>FUND 401 - WATER AND SEWER FUND</b>						
CREDIT CARD FEE	\$0	\$70,000	\$70,000	\$12,074	\$30,185	\$85,000
SINGLE FAMILY RES	4,735,392	5,116,900	5,116,900	2,790,470	5,001,933	5,352,069
SINGLE COMMERCIAL	341,293	327,491	327,491	200,726	344,870	369,011
MULTI FAMILY RES	320,994	323,416	323,416	169,153	292,239	312,696
MULTI COMMERCIAL	47,590	47,169	47,169	31,044	48,258	51,636
SPRINKLER ONLY	854,908	992,854	992,854	414,123	826,229	884,065
OTHER	92,436	93,121	93,121	56,079	103,116	110,334
OTHER BILLED WATER REVENUE	0	0	0	0	0	0
SINGLE FAMILY RES	4,406,419	4,392,353	4,392,353	2,743,143	4,338,572	4,642,272
SINGLE COMMERCIAL	251,603	233,578	233,578	146,479	249,522	266,988
MULTI FAMILY RES	228,395	230,599	230,599	120,423	208,096	222,663
MULTI COMMERCIAL	31,882	31,654	31,654	20,758	32,070	34,315
OTHER	10,020	9,742	9,742	12,650	26,715	28,585
<b>CHARGES FOR SERVICES</b>	<b>\$11,320,932</b>	<b>\$11,868,877</b>	<b>\$11,868,877</b>	<b>\$6,717,122</b>	<b>\$11,501,805</b>	<b>\$12,359,634</b>
INVESTMENTS	\$45,479	\$32,000	\$32,000	\$30,246	\$40,329	\$39,926
TEXPOOL	6,725	400	400	11,829	15,772	15,615
TEXAS CLASS	12,952	15,000	15,000	15,867	23,801	20,946
TX CLASS GOVT	8,963	15,000	15,000	12,580	0	16,606
CHECKING ACCOUNTS	(1,947)	17,933	17,933	846	1,100	1,116
<b>INTEREST REVENUE</b>	<b>\$72,172</b>	<b>\$80,333</b>	<b>\$80,333</b>	<b>\$71,368</b>	<b>\$81,002</b>	<b>\$94,209</b>
MISCELLANEOUS RECEIPTS	\$1,500	\$0	\$0	\$0	\$0	\$0
ADMINISTRATIVE FEE-CHILD SUPPORT	250	0	0	258	343	0
ADMINISTRATIVE FEES	202,740	240,000	240,000	139,735	200,000	200,000
SAME DAY SERVICE FEE	4,800	4,400	4,400	5,400	5,400	5,400
DISCONNECT/RECONNECT FEE	48,500	42,000	42,000	39,400	42,000	42,000
TAMPERING FEE	3,600	3,200	3,200	4,800	5,000	5,000
PULLED METER FEES	200	500	500	0	500	500
BROKEN LOCK FEE	125	25	25	75	25	25
MISCELLANEOUS RECEIPTS	7,798	0	0	0	0	0
RETURN CHECK FEE	2,870	2,200	2,200	2,275	2,300	2,200
PY INSURANCE REIMBURSEMENT	0	0	0	1,023	1,023	0
PRIOR PERIOD EXPENDITURES	100	0	0	19,820	19,822	0
SALE OF WATER METERS	42,765	35,000	35,000	25,545	35,000	35,000
<b>MISCELLANEOUS RECEIPTS</b>	<b>\$315,248</b>	<b>\$327,325</b>	<b>\$327,325</b>	<b>\$238,331</b>	<b>\$311,413</b>	<b>\$290,125</b>
<b>FUND 401 - WATER AND SEWER FUND TOTAL</b>	<b>\$11,708,352</b>	<b>\$12,276,535</b>	<b>\$12,276,535</b>	<b>\$7,026,821</b>	<b>\$11,894,220</b>	<b>\$12,743,968</b>
<b>FUND 418 - 2006 W/S BOND CONSTR FUND</b>						
TEXAS CLASS	\$5,549	\$0	\$0	\$946	\$1,261	\$0
<b>INTEREST REVENUE</b>	<b>\$5,549</b>	<b>\$0</b>	<b>\$0</b>	<b>\$946</b>	<b>\$1,261</b>	<b>\$0</b>
<b>FUND 418 - 2006 W/S BOND CONSTR FUND TOTAL</b>	<b>\$5,549</b>	<b>\$0</b>	<b>\$0</b>	<b>\$946</b>	<b>\$1,261</b>	<b>\$0</b>
<b>FUND 419 - 2009 W/S BOND CONSTR FUND</b>						
TEXAS CLASS FUND 419	\$3,638	\$0	\$0	\$4,213	\$5,617	\$0
<b>INTEREST REVENUE</b>	<b>\$3,638</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,213</b>	<b>\$5,617</b>	<b>\$0</b>
<b>FUND 419 - 2009 W/S BOND CONSTR FUND TOTAL</b>	<b>\$3,638</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,213</b>	<b>\$5,617</b>	<b>\$0</b>
<b>FUND 420 - 2016 W/S REVENUE BONDS</b>						
TEXAS CLASS	\$51,558	\$22,000	\$22,000	\$44,477	\$59,303	\$58,710
<b>INTEREST REVENUE</b>	<b>\$51,558</b>	<b>\$22,000</b>	<b>\$22,000</b>	<b>\$44,477</b>	<b>\$59,303</b>	<b>\$58,710</b>
<b>FUND 420 - 2016 W/S REVENUE BONDS TOTAL</b>	<b>\$51,558</b>	<b>\$22,000</b>	<b>\$22,000</b>	<b>\$44,477</b>	<b>\$59,303</b>	<b>\$58,710</b>
<b>FUND 480 - WATER CIP/IMPACT FEE FUND</b>						
CW IMPACT FEES	\$471,999	\$417,600	\$417,600	\$277,363	\$369,817	\$417,600
<b>CHARGES FOR SERVICES</b>	<b>\$471,999</b>	<b>\$417,600</b>	<b>\$417,600</b>	<b>\$277,363</b>	<b>\$369,817</b>	<b>\$417,600</b>
INVESTMENTS	\$1,204	\$200	\$200	\$651	\$869	\$860
TEXPOOL	104	165	165	185	247	245

REVENUE SCHEDULES

FUND	ACCOUNT DESCRIPTION	FY17	FY18	FY18	FY18	FY18	FY19
		ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/18	YEAR END ESTIMATE	ADOPTED BUDGET
	TEXAS CLASS	141	155	155	260	346	343
	TX CLASS GOVT	128	100	100	190	253	251
	CHECKING ACCOUNTS	1	200	200	16	21	21
	<b>INTEREST REVENUE</b>	<b>\$1,578</b>	<b>\$820</b>	<b>\$820</b>	<b>\$1,302</b>	<b>\$1,736</b>	<b>\$1,720</b>
<b>FUND 480 - WATER CIP/IMPACT FEE FUND</b>		<b>\$473,577</b>	<b>\$418,420</b>	<b>\$418,420</b>	<b>\$278,665</b>	<b>\$371,553</b>	<b>\$419,320</b>
<b>FUND 580 - SEWER CIP/IMPACT FEE FUND</b>							
	CW IMPACT FEES	\$187,368	\$168,000	\$168,000	\$108,752	\$145,003	\$168,000
	<b>CHARGES FOR SERVICES</b>	<b>\$187,368</b>	<b>\$168,000</b>	<b>\$168,000</b>	<b>\$108,752</b>	<b>\$145,003</b>	<b>\$168,000</b>
	INVESTMENTS	\$584	\$0	\$0	\$404	\$539	\$534
	TEXPOOL	49	48	48	129	172	171
	TEXAS CLASS	63	50	50	177	237	235
	TX CLASS GOVT	59	48	48	135	180	179
	CHECKING ACCOUNTS	(2)	215	215	11	13	14
	<b>INTEREST REVENUE</b>	<b>\$753</b>	<b>\$361</b>	<b>\$361</b>	<b>\$856</b>	<b>\$1,141</b>	<b>\$1,133</b>
<b>FUND 580 - SEWER CIP/IMPACT FEE FUND</b>		<b>\$188,121</b>	<b>\$168,361</b>	<b>\$168,361</b>	<b>\$109,608</b>	<b>\$146,144</b>	<b>\$169,133</b>
<b>FUND 490 - W/S REVENUE DEBT FUND</b>							
	INVESTMENTS	\$4,689	\$2,500	\$2,500	\$2,254	\$3,005	\$2,976
	TEXPOOL	572	300	300	934	1,245	1,233
	TEXAS CLASS	852	900	900	1,261	1,682	1,665
	TX CLASS GOVT	649	0	0	1,022	1,362	1,349
	CHECKING ACCOUNTS	(32)	500	500	63	85	84
	<b>INTEREST REVENUE</b>	<b>\$6,730</b>	<b>\$4,200</b>	<b>\$4,200</b>	<b>\$5,534</b>	<b>\$7,379</b>	<b>\$7,307</b>
	TRANS FROM W/S FUND	\$2,903,425	\$3,166,375	\$3,166,375	\$2,374,781	\$3,166,375	\$2,782,100
	WATER CIP/IMPACT FEE FUND	400,000	400,000	400,000	200,000	266,667	400,000
	SEWER OPERATIONS FUND	0	0	0	100,000	133,333	0
	SEWER CIP/IMPACT FEE FUND	100,000	150,000	150,000	112,500	150,000	150,000
	<b>OTHER FINANCING SOURCE</b>	<b>\$3,403,425</b>	<b>\$3,716,375</b>	<b>\$3,716,375</b>	<b>\$2,787,281</b>	<b>\$3,716,375</b>	<b>\$3,332,100</b>
<b>FUND 490 - W/S REVENUE DEBT FUND TOTAL</b>		<b>\$3,410,155</b>	<b>\$3,720,575</b>	<b>\$3,720,575</b>	<b>\$2,792,815</b>	<b>\$3,723,754</b>	<b>\$3,339,407</b>
<b>FUND 301 - VEHICLE REPLACEMENT PLAN</b>							
	INVESTMENTS	\$2,135	\$250	\$250	\$2,345	\$3,127	\$3,097
	TEXPOOL	193	265	265	756	1,007	998
	TEXAS CLASS	338	276	276	1,018	1,357	1,344
	TX CLASS GOVT	247	251	251	808	1,079	1,068
	CHECKING ACCOUNTS	(39)	458	458	54	71	71
	<b>INTEREST REVENUE</b>	<b>\$2,874</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$4,981</b>	<b>\$6,641</b>	<b>\$6,578</b>
	LEASE REVENUE	\$375,718	\$380,684	\$380,684	\$285,513	\$380,684	\$550,817
	INSURANCE	0	0	277,012	277,013	277,013	0
	<b>MISCELLANEOUS RECEIPTS</b>	<b>\$375,718</b>	<b>\$380,684</b>	<b>\$657,696</b>	<b>\$562,526</b>	<b>\$657,697</b>	<b>\$550,817</b>
	TRANS FROM GENERAL FUND	\$0	\$0	\$47,000	\$16,468	\$16,468	\$0
	TRANS FROM W/S OPER FUND	0	0	168,328	151,860	151,860	0
	SALE OF FIXED ASSETS	27,463	0	0	10,460	10,460	0
	<b>OTHER FINANCING SOURCES</b>	<b>\$27,463</b>	<b>\$0</b>	<b>\$215,328</b>	<b>\$178,788</b>	<b>\$178,788</b>	<b>\$0</b>
<b>FUND 301 - VEHICLE REPLACEMENT PLAN</b>		<b>\$406,055</b>	<b>\$382,184</b>	<b>\$874,524</b>	<b>\$746,295</b>	<b>\$843,126</b>	<b>\$557,395</b>

## General and Administrative Transfers

**TRANSFERS TO OTHER FUNDS**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/2018	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>GENERAL FUND</b>						
VEHICLE REPLACEMENT FUND	\$0	\$0	\$47,000	\$16,468	\$47,000	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,000</b>	<b>\$16,468</b>	<b>\$47,000</b>	<b>\$0</b>
<b>FRIENDSWOOD ECONOMIC DEVELOPMENT FUND</b>						
GENERAL FUND	\$13,125	\$17,500	\$17,500	\$14,583	\$17,500	\$16,000
<b>TOTAL</b>	<b>\$13,125</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$14,583</b>	<b>\$17,500</b>	<b>\$16,000</b>
<b>WATER &amp; SEWER OPERATING FUND</b>						
GENERAL FUND	\$1,358,744	\$1,402,989	\$1,593,927	\$1,169,158	\$1,593,927	\$1,441,690
W/S REVENUE DEBT SERVICE FUND	2,903,425	3,166,375	3,166,375	2,638,646	3,166,375	2,782,100
VEHICLE REPLACEMENT FUND	0	0	151,860	\$151,860	151,860	0
<b>TOTAL</b>	<b>\$4,262,169</b>	<b>\$4,569,364</b>	<b>\$4,912,162</b>	<b>\$3,959,664</b>	<b>\$4,912,162</b>	<b>\$4,223,790</b>
<b>WATER &amp; SEWER REVENUE DEBT FUNDS</b>						
TAX DEBT SERVICE FUND	\$2,998,575	\$2,930,875	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$2,998,575</b>	<b>\$2,930,875</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>WATER CIP/IMPACT FEE FUND</b>						
W/S REVENUE DEBT SERVICE FUND	\$400,000	\$400,000	\$400,000	\$300,000	\$400,000	\$400,000
<b>TOTAL</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$300,000</b>	<b>\$400,000</b>	<b>\$400,000</b>
<b>SEWER CIP/IMPACT FEE FUND</b>						
W/S REVENUE DEBT SERVICE FUND	\$100,000	\$150,000	\$150,000	\$112,500	\$150,000	\$150,000
<b>TOTAL</b>	<b>\$100,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$112,500</b>	<b>\$150,000</b>	<b>\$150,000</b>
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>	<b>\$7,773,869</b>	<b>\$8,067,739</b>	<b>\$5,526,662</b>	<b>\$4,403,215</b>	<b>\$5,526,662</b>	<b>\$4,789,790</b>

**TRANSFERS FROM OTHER FUNDS**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/2018	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>GENERAL FUND</b>						
ECONOMIC DEVELOPMENT IMPROVEMENT FUND	\$13,125	\$17,500	\$17,500	\$14,583	\$17,500	\$16,000
W/S OPERATION FUND	1,358,744	1,402,989	1,593,927	1,169,158	1,593,927	1,441,690
<b>TOTAL</b>	<b>\$1,371,869</b>	<b>\$1,420,489</b>	<b>\$1,611,427</b>	<b>\$1,183,741</b>	<b>\$1,611,427</b>	<b>\$1,457,690</b>
<b>TAX DEBT SERVICE FUND</b>						
W/S REVENUE DEBT SERVICE FUND	\$2,998,575	\$2,930,875	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$2,998,575</b>	<b>\$2,930,875</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>VEHICLE REPLACEMENT FUND</b>						
GENERAL FUND	\$0	\$0	\$47,000	\$16,468	\$47,000	\$0
W/S OPERATION FUND	0	0	151,860	151,860	151,860	0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$198,860</b>	<b>\$168,328</b>	<b>\$198,860</b>	<b>\$0</b>
<b>WATER &amp; SEWER REVENUE DEBT SERVICE FUND</b>						
W/S OPERATING FUND	\$2,903,425	\$3,166,375	\$3,166,375	\$2,638,646	\$3,166,375	2,782,100
WATER CIP/IMPACT FEE FUND	400,000	400,000	400,000	300,000	400,000	400,000
SEWER CIP/IMPACT FEE FUND	100,000	150,000	150,000	112,500	150,000	150,000
<b>TOTAL</b>	<b>\$3,403,425</b>	<b>\$3,716,375</b>	<b>\$3,716,375</b>	<b>\$3,051,146</b>	<b>\$3,716,375</b>	<b>\$3,332,100</b>
<b>TOTAL TRANSFERS FROM OTHER FUNDS</b>	<b>\$7,773,869</b>	<b>\$8,067,739</b>	<b>\$5,526,662</b>	<b>\$4,403,215</b>	<b>\$5,526,662</b>	<b>\$4,789,790</b>

**SUMMARY OF DEBT SERVICE FUNDS**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>GENERAL OBLIGATION BONDS</b>	\$1,447,024	\$1,732,744	\$1,732,744	\$1,307,229	\$1,732,744	\$1,741,182
<b>CERTIFICATES OF OBLIGATIONS</b>	0	0	0	0	0	0
<b>REFUNDING BONDS</b>	3,967,609	4,101,325	4,101,225	3,488,575	4,100,975	4,088,150
<b>REVENUE BONDS</b>	386,669	785,400	785,400	316,700	405,400	405,850
<b>OTHER TAX DEBT</b>	210,605	348,235	348,235	74,872	313,092	314,037
<b>TOTAL</b>	<b>\$6,011,907</b>	<b>\$6,967,704</b>	<b>\$6,967,604</b>	<b>\$5,187,376</b>	<b>\$6,552,211</b>	<b>\$6,549,219</b>

**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 (CAFR).

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 issued for utility capital improvements. Accrual basis of budgeting and accounting are used in the Water & Sewer Revenue Debt Service Fund with the following exceptions: debt principal payments are budgeted as expenses, bond issuance costs are for the full amount in the bond sale year, interfund transfers between Enterprise Funds are budgeted as income and expense. The expenses are reclassified for reporting purposes in the CAFR.

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. 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.

In FY 2014-15, the City refinanced its 2006 Series Water & Sewer Revenue Bonds as a portion of the Series 2014 General Obligation Bonds. Debt service payments on the Series 2014 Bonds will be supported by the Water & Sewer Fund. 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.

In FY 2015-16, the City refinanced the remainder of its 2006 Series Water & Sewer Revenue Bonds as a portion of the Series 2016 General Obligation Bonds and refinanced a portion of its 2009 Series Water & Sewer Revenue Bonds as a portion of the Series 2016A General Obligation Bonds. Debt service payments on the Series 2014, 2016 and 2016A Bonds will be supported by the Water & Sewer Fund. 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.

**CITY OF FRIENDSWOOD LEGAL DEBT MARGIN INFORMATION**

As a City Council - City Manager form of government, the City of Friendswood is not limited by law in the amount of debt it may issue. The City's Charter states: "In keeping with the Constitution of the State of Texas and not contrary thereto, the City of Friendswood shall have the power to borrow money on the credit of the City for any public purpose not now or hereafter prohibited by the Constitution and laws of the State of Texas, and shall have the right to issue all tax bonds, revenue bonds, funding and refunding bonds, time warrants and other evidence of indebtedness as now authorized or as may hereafter be authorized to be issued by cities and towns by the laws of the State of Texas.

Article 11, Section 5 of the State of Texas Constitution states in part: "but no tax for any purpose shall ever be lawful for any one year, which shall exceed two and one-half percent (2.5%) of the taxable property of such city". This means the City of Friendswood (as a Home Rule city) cannot adopt a tax rate greater than \$2.50 per \$100 taxable property valuation.

Per the City's Financial Advisor using the Texas Attorney General's guideline for home rule cities, the City's legal debt margin is based on a tax rate of \$1.35 per \$100 of net assessed property value with projected 100% collection of the tax levy. For FY19, the City's legal debt margin is \$39,638,869. This means the City could issue debt (bonds) up to an amount that generates a maximum annual debt service requirement of less than \$39,638,869.

**Legal Debt Margin Calculation**

By way of reference, the Home Rule Cities calculation of the legal debt margin for the City of Friendswood is below:

Estimated net assessed value:

**\$3,374,237,059**

For Texas Constitution Legal Debt Margin for Friendswood:

Divide the estimated net assessed value by \$100 and multiply by the Texas Attorney General home rule tax rate of \$1.35. Then, subtract the maximum annual debt service requirement amount for existing General Obligation (G.O.) debt.

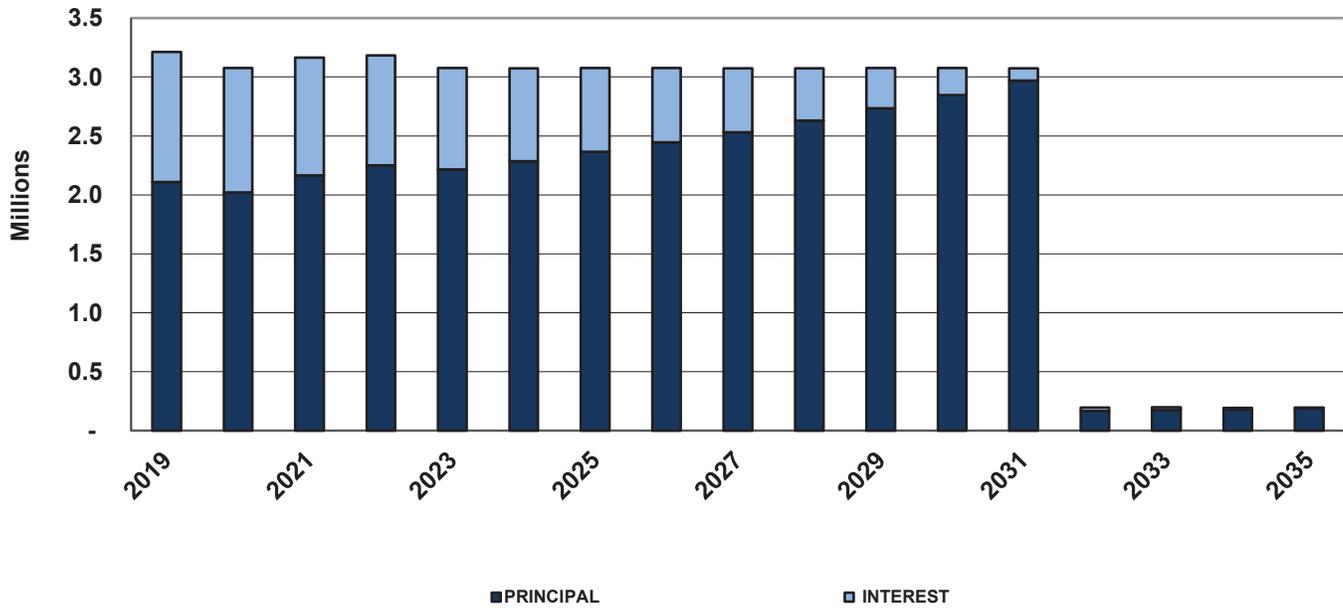
**\$45,552,200** City of Friendswood's Maximum Legal Debt Service Requirement (based on tax rate of \$1.35 per \$100 value)

**5,913,331** City of Friendswood's maximum annual debt service requirement for existing G.O. debt (will occur in fiscal year 2019)

**\$39,638,869** City of Friendswood's FY19 Debt Margin

According to the City's Financial Advisor, a debt margin of \$39,638,869 translates into additional debt capacity of approximately \$530 million in bonds (depending on factors such as the number of sales and the interest environment).

## TAX DEBT SERVICE TO MATURITY



YEAR	PRINCIPAL	INTEREST	TOTAL
2019	2,107,699	1,105,170	3,212,869
2020	2,020,680	1,055,653	3,076,333
2021	2,165,447	999,837	3,165,284
2022	2,250,493	931,294	3,181,787
2023	2,215,000	860,319	3,075,319
2024	2,285,000	788,406	3,073,406
2025	2,365,000	711,219	3,076,219
2026	2,445,000	631,731	3,076,731
2027	2,530,000	543,128	3,073,128
2028	2,630,000	444,369	3,074,369
2029	2,735,000	340,794	3,075,794
2030	2,845,000	231,450	3,076,450
2031	2,970,000	104,350	3,074,350
2032	165,000	29,806	194,806
2033	175,000	21,731	196,731
2034	180,000	13,300	193,300
2035	190,000	4,513	194,513
<b>TOTAL</b>	<b><u>\$32,274,319</u></b>	<b><u>\$8,817,070</u></b>	<b><u>\$41,091,389</u></b>

**TAX DEBT SERVICE FUND**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>GENERAL OBLIGATION BONDS</b>						
PRINCIPAL	\$660,000	\$870,000	\$870,000	\$870,000	\$870,000	\$900,000
INTEREST	784,774	860,494	860,494	435,729	860,494	838,182
ISSUANCE COST	0	0	0	0	0	0
PAYING AGENT FEES	2,250	2,250	2,250	1,500	2,250	3,000
<b>TOTAL</b>	<b>\$1,447,024</b>	<b>\$1,732,744</b>	<b>\$1,732,744</b>	<b>\$1,307,229</b>	<b>\$1,732,744</b>	<b>\$1,741,182</b>
<b>REFUNDING BONDS</b>						
PRINCIPAL	\$885,000	\$905,000	\$905,000	\$905,000	\$905,000	\$915,000
INTEREST	281,750	263,850	263,850	136,450	263,850	245,650
ISSUANCE COST	0	0	0	0	0	0
PAYING AGENT FEES	1,250	1,500	1,500	1,250	1,250	1,250
<b>TOTAL</b>	<b>\$1,168,000</b>	<b>\$1,170,350</b>	<b>\$1,170,350</b>	<b>\$1,042,700</b>	<b>\$1,170,100</b>	<b>\$1,161,900</b>
<b>OTHER TAX DEBT</b>						
PRINCIPAL	\$209,473	\$325,051	\$325,051	\$69,579	\$302,139	\$292,699
INTEREST	382	21,684	21,684	5,293	10,953	21,338
ISSUANCE COST	750	1,500	1,500	0	0	0
PAYING AGENT FEES	0	0	0	0	0	0
<b>TOTAL</b>	<b>\$210,605</b>	<b>\$348,235</b>	<b>\$348,235</b>	<b>\$74,872</b>	<b>\$313,092</b>	<b>\$314,037</b>
<b>TOTAL TAX DEBT SERVICE FUND</b>	<b>\$2,825,629</b>	<b>\$3,251,329</b>	<b>\$3,251,329</b>	<b>\$2,424,801</b>	<b>\$3,215,936</b>	<b>\$3,217,119</b>

**DEBT SERVICE  
TAX DEBT SERVICE FUND  
ACCOUNT LISTING**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY 19 ADOPTED BUDGET
93-13 PRINCIPAL - 2010 GO BONDS	\$120,000	\$125,000	\$125,000	\$125,000	\$125,000	\$130,000
93-15 PRINCIPAL - 2012 REFUNDING GO BONDS	810,000	825,000	825,000	825,000	825,000	840,000
93-16 PRINCIPAL - 2014 REFUNDING GO BONDS	75,000	80,000	80,000	80,000	80,000	75,000
93-17 PRINCIPAL - 2015 GO BONDS	425,000	435,000	435,000	435,000	435,000	450,000
93-18 PRINCIPAL - 2016 GO BONDS	115,000	110,000	110,000	110,000	110,000	115,000
93-20 PRINCIPAL - 2017 GO BONDS	0	200,000	200,000	200,000	200,000	205,000
<b>BOND AND GO PRINCIPAL</b>	<b>\$1,545,000</b>	<b>\$1,775,000</b>	<b>\$1,775,000</b>	<b>\$1,775,000</b>	<b>\$1,775,000</b>	<b>\$1,815,000</b>
93-71 PRINCIPAL - 17 COMPUTER REFRESH	\$134,983	\$128,379	\$128,379	\$0	\$128,379	\$131,640
93-75 PRINCIPAL - 17 FVFD RADIO REPLACEMENT	74,490	69,672	69,672	69,579	69,579	70,866
93-76 PRINCIPAL - 18 RADIO REPLACEMENT	0	127,000	127,000	0	104,181	90,193
93-95 PRINCIPAL - 13 PUBLIC WORKS EQUIP	0	0	0	0	0	0
<b>OTHER DEBT PRINCIPAL</b>	<b>\$209,473</b>	<b>\$325,051</b>	<b>\$325,051</b>	<b>\$69,579</b>	<b>\$302,139</b>	<b>\$292,699</b>
93-13 INTEREST - 2010 GO BONDS	\$113,975	\$110,300	\$110,300	\$56,088	\$110,300	\$106,475
93-15 INTEREST - 2012 REFUNDING GO BONDS	200,050	183,700	183,700	95,975	183,700	167,050
93-16 INTEREST - 2014 REFUNDING GO BONDS	81,700	80,150	80,150	40,475	80,050	78,600
93-17 INTEREST - 2015 GO BONDS	245,963	235,744	235,744	120,591	235,744	224,682
93-18 INTEREST - 2016 GO BONDS	335,975	332,600	332,600	167,125	332,600	329,225
93-20 INTEREST - 2017 GO BONDS	88,861	181,850	181,850	91,925	181,850	177,800
<b>BOND AND GO INTEREST</b>	<b>\$1,066,524</b>	<b>\$1,124,344</b>	<b>\$1,124,344</b>	<b>\$572,179</b>	<b>\$1,124,244</b>	<b>\$1,083,832</b>
93-71 INTEREST - 17 COMPUTER REFRESH	\$0	\$10,033	\$10,033	\$0	\$5,660	\$3,344
93-75 INTEREST - 17 FVFD RADIO REPLACEMENT	382	5,301	5,301	5,293	5,293	4,007
93-76 INTEREST - 18 PD RADIO REPLACEMENT	0	6,350	6,350	0	0	13,987
<b>OTHER DEBT INTEREST</b>	<b>\$382</b>	<b>\$21,684</b>	<b>\$21,684</b>	<b>\$5,293</b>	<b>\$10,953</b>	<b>\$21,338</b>
93-13 FISCAL FEES - 10 GO BONDS	\$750	\$750	\$750	\$750	\$750	\$750
93-15 FISCAL FEES - 12 REFUNDING GO BONDS	500	500	500	500	500	500
93-16 FISCAL FEES - 14 REFUNDING GO BONDS	750	1,000	1,000	750	750	750
93-17 FISCAL FEES - 15 GO BONDS	750	750	750	750	750	750
93-18 FISCAL FEES - 16 GO BONDS	750	750	750	0	750	750
93-20 FISCAL FEES - 17 GO BONDS	0	0	0	0	0	750
<b>FISCAL AGENT FEES</b>	<b>\$3,500</b>	<b>\$3,750</b>	<b>\$3,750</b>	<b>\$2,750</b>	<b>\$3,500</b>	<b>\$4,250</b>
93-16 ISSUE COSTS - 14 REFUNDING GO BONDS	\$0	\$0	\$0	\$0	\$0	\$0
93-17 ISSUE COSTS - 15 GO BONDS	0	0	0	0	0	0
93-18 ISSUE COSTS - 16 GO BONDS	0	0	0	0	0	0
93-20 ISSUE COSTS - COMPUTER REFRESH	0	0	0	0	0	0
93-21 ISSUE COSTS - PD RADIO REPLACEMENT	0	0	0	0	0	0
93-71 ISSUE COSTS - 17 COMPUTER REFRESH	750	750	750	0	0	0
93-76 ISSUE COSTS - 18 PD RADIO REPLACEMENT	0	750	750	0	0	0
<b>ISSUE COSTS</b>	<b>\$750</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FOR TAX DEBT SERVICE FUND</b>	<b>\$2,825,629</b>	<b>\$3,251,329</b>	<b>\$3,251,329</b>	<b>\$2,424,801</b>	<b>\$3,215,836</b>	<b>\$3,217,119</b>

**Tax Debt Service Fund**

**Summary Schedule of Tax Debt Service to Maturity**

<b><u>YEAR</u></b>	<b><u>PRINCIPAL</u></b>	<b><u>INTEREST</u></b>	<b><u>TOTAL</u></b>
2019	\$2,107,699	\$1,105,170	\$3,212,869
2020	2,020,680	1,055,653	3,076,333
2021	2,165,447	999,837	3,165,284
2022	2,250,493	931,294	3,181,787
2023	2,215,000	860,319	3,075,319
2024	2,285,000	788,406	3,073,406
2025	2,365,000	711,219	3,076,219
2026	2,445,000	631,731	3,076,731
2027	2,530,000	543,128	3,073,128
2028	2,630,000	444,369	3,074,369
2029	2,735,000	340,794	3,075,794
2030	2,845,000	231,450	3,076,450
2031	2,970,000	104,350	3,074,350
2032	165,000	29,806	194,806
2033	175,000	21,731	196,731
2034	180,000	13,300	193,300
2035	190,000	4,513	194,513
<b>TOTAL</b>	<b>\$32,274,319</b>	<b>\$8,817,070</b>	<b>\$41,091,389</b>

**Schedule of 2010 General Obligation Bonds  
By Maturity Date**

<b><u>YEAR</u></b>	<b><u>PRINCIPAL</u></b>	<b><u>INTEREST</u></b>	<b><u>TOTAL</u></b>
2019	\$130,000	\$106,475	\$236,475
2020	135,000	101,825	236,825
2021	140,000	96,325	236,325
2022	145,000	90,625	235,625
2023	140,000	84,925	224,925
2024	155,000	79,025	234,025
2025	155,000	72,825	227,825
2026	170,000	66,325	236,325
2027	135,000	60,225	195,225
2028	140,000	54,725	194,725
2029	145,000	49,025	194,025
2030	150,000	43,125	193,125
2031	160,000	36,925	196,925
2032	165,000	29,806	194,806
2033	175,000	21,731	196,731
2034	180,000	13,300	193,300
2035	190,000	4,513	194,513
<b>TOTAL</b>	<b>\$2,610,000</b>	<b>\$1,011,725</b>	<b>\$3,621,725</b>

**Tax Debt Service Fund**

**Schedule of 2012 General Obligation Refunding Bonds  
By Maturity Date**

<b><u>YEAR</u></b>	<b><u>PRINCIPAL</u></b>	<b><u>INTEREST</u></b>	<b><u>TOTAL</u></b>
2019	\$840,000	\$167,050	\$1,007,050
2020	855,000	150,100	1,005,100
2021	880,000	128,350	1,008,350
2022	910,000	99,225	1,009,225
2023	555,000	73,588	628,588
2024	580,000	53,725	633,725
2025	610,000	32,900	642,900
2026	635,000	11,113	646,113
<b>TOTAL</b>	<b>\$5,865,000</b>	<b>716,050</b>	<b>6,581,050</b>

**Schedule of 2014 General Obligation Refund Bonds  
By Maturity Date**

<b><u>YEAR</u></b>	<b><u>PRINCIPAL</u></b>	<b><u>INTEREST</u></b>	<b><u>TOTAL</u></b>
2019	\$75,000	\$78,600	\$153,600
2020	80,000	77,050	157,050
2021	75,000	75,125	150,125
2022	80,000	72,800	152,800
2023	480,000	64,400	544,400
2024	480,000	47,600	527,600
2025	500,000	28,000	528,000
2026	450,000	9,000	459,000
<b>TOTAL</b>	<b>\$2,220,000</b>	<b>\$452,575</b>	<b>\$2,672,575</b>

**Schedule of 2015 General Obligation Bonds  
By Maturity Date**

<b><u>YEAR</u></b>	<b><u>PRINCIPAL</u></b>	<b><u>INTEREST</u></b>	<b><u>TOTAL</u></b>
2019	\$450,000	\$224,682	\$674,682
2020	460,000	213,306	673,306
2021	475,000	200,431	675,431
2022	490,000	185,956	675,956
2023	505,000	171,031	676,031
2024	520,000	155,656	675,656
2025	535,000	141,169	676,169
2026	605,000	126,919	731,919
2027	1,025,000	105,903	1,130,903
2028	1,055,000	77,944	1,132,944
2029	1,085,000	48,519	1,133,519
2030	1,120,000	16,800	1,136,800
<b>TOTAL</b>	<b>\$8,325,000</b>	<b>\$1,668,316</b>	<b>\$9,993,316</b>

## Tax Debt Service Fund

### Schedule of 2016 General Obligation Bonds By Maturity Date

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2019	\$115,000	\$329,225	\$444,225
2020	120,000	326,300	446,300
2021	125,000	323,850	448,850
2022	125,000	321,350	446,350
2023	125,000	318,850	443,850
2024	130,000	316,300	446,300
2025	130,000	313,050	443,050
2026	140,000	308,300	448,300
2027	900,000	283,000	1,183,000
2028	940,000	237,000	1,177,000
2029	990,000	188,750	1,178,750
2030	1,035,000	138,125	1,173,125
2031	2,245,000	56,125	2,301,125
<b>TOTAL</b>	<b>\$7,120,000</b>	<b>\$3,460,225</b>	<b>\$10,580,225</b>

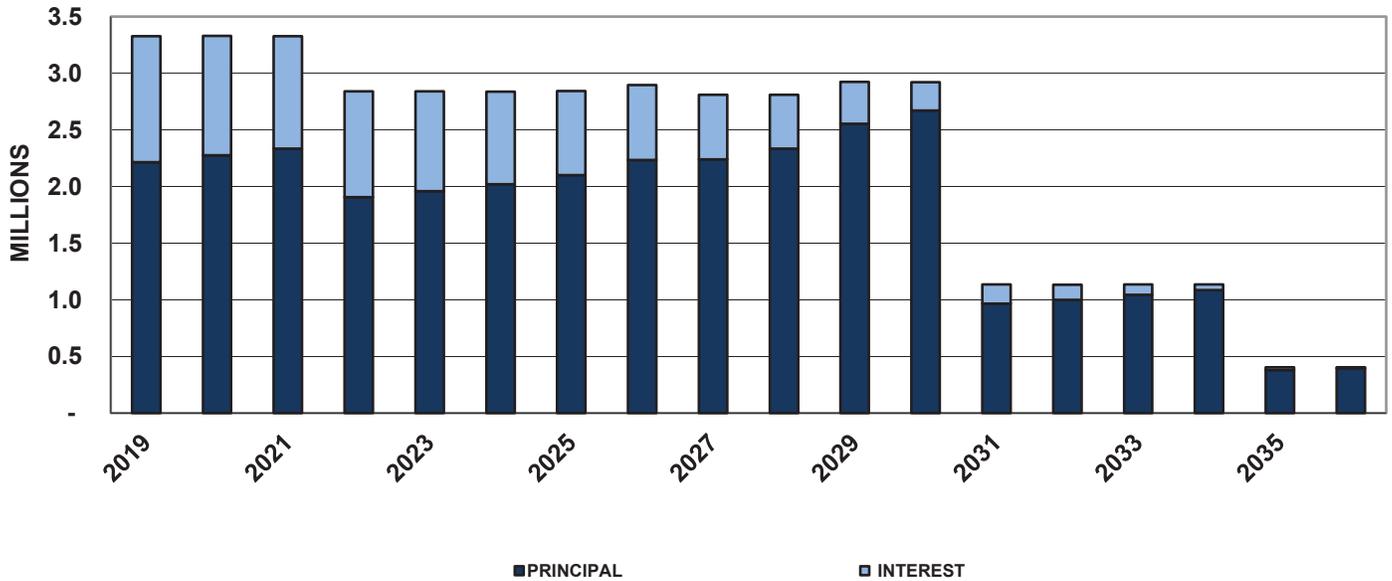
### Schedule of 2017 General Obligation Bonds By Maturity Date

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2019	\$205,000	\$177,800	\$382,800
2020	205,000	173,700	378,700
2021	300,000	167,150	467,150
2022	400,000	157,650	557,650
2023	410,000	147,525	557,525
2024	420,000	136,100	556,100
2025	435,000	123,275	558,275
2026	445,000	110,075	555,075
2027	470,000	94,000	564,000
2028	495,000	74,700	569,700
2029	515,000	54,500	569,500
2030	540,000	33,400	573,400
2031	565,000	11,300	576,300
<b>TOTAL</b>	<b>\$5,405,000</b>	<b>\$1,461,175</b>	<b>\$6,866,175</b>

### Estimated Obligations Under Capital Leases

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2019	\$292,699	\$21,338	\$314,037
2020	165,680	13,372	179,052
2021	170,447	8,606	179,053
2022	100,493	3,688	104,181
<b>TOTAL</b>	<b>\$729,319</b>	<b>\$47,004</b>	<b>\$776,323</b>

## REVENUE DEBT SERVICE TO MATURITY



YEAR	PRINCIPAL	INTEREST	TOTAL
2019	2,215,000	1,112,250	3,327,250
2020	2,275,000	1,053,500	3,328,500
2021	2,335,000	992,850	3,327,850
2022	1,905,000	935,225	2,840,225
2023	1,960,000	880,475	2,840,475
2024	2,020,000	816,900	2,836,900
2025	2,100,000	743,300	2,843,300
2026	2,235,000	659,600	2,894,600
2027	2,240,000	568,275	2,808,275
2028	2,335,000	474,500	2,809,500
2029	2,555,000	368,075	2,923,075
2030	2,670,000	250,000	2,920,000
2031	965,000	171,900	1,136,900
2032	1,000,000	132,600	1,132,600
2033	1,045,000	91,700	1,136,700
2034	1,085,000	50,900	1,135,900
2035	380,000	23,400	403,400
2036	395,000	7,900	402,900
<b>TOTAL</b>	<b><u>\$31,715,000</u></b>	<b><u>\$9,333,350</u></b>	<b><u>\$41,048,350</u></b>

**WATER AND SEWER DEBT SERVICE FUND**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>REVENUE BONDS</b>						
PRINCIPAL	\$220,000	\$605,000	\$605,000	\$225,000	\$225,000	\$230,000
INTEREST	165,169	179,650	179,650	90,950	179,650	175,100
ISSUANCE COST	0	0	0	0	0	0
PAYING AGENT FEES	1,500	750	750	750	750	750
<b>TOTAL</b>	<b>\$386,669</b>	<b>\$785,400</b>	<b>\$785,400</b>	<b>\$316,700</b>	<b>\$405,400</b>	<b>\$405,850</b>
<b>REFUNDING BONDS</b>						
PRINCIPAL	\$1,880,000	\$1,935,000	\$1,935,000	\$1,935,000	\$1,935,000	\$1,985,000
INTEREST	918,109	991,875	991,775	509,375	991,775	937,150
ISSUANCE COST	0	0	0	0	0	0
PAYING AGENT FEES	1,500	4,100	4,100	1,500	4,100	4,100
<b>TOTAL</b>	<b>\$2,799,609</b>	<b>\$2,930,975</b>	<b>\$2,930,875</b>	<b>\$2,445,875</b>	<b>\$2,930,875</b>	<b>\$2,926,250</b>
<b>OTHER TAX DEBT</b>						
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
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CERTIFICATES OF OBLIGATION</b>						
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
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL WATER AND SEWER DEBT SERVICE FUND</b>	<b>\$3,186,278</b>	<b>\$3,716,375</b>	<b>\$3,716,275</b>	<b>\$2,762,575</b>	<b>\$3,336,275</b>	<b>\$3,332,100</b>

**DEBT SERVICE  
WATER AND SEWER FUND  
ACCOUNT LISTING**

	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY 19 ADOPTED BUDGET
93-13 PRINCIPAL - 10 REFUND GO BONDS (2001 W/S)	\$540,000	\$560,000	\$560,000	\$560,000	\$560,000	\$580,000
93-16 PRINCIPAL - 14 REFUND GO BONDS (2006 W/S)	5,000	5,000	5,000	5,000	5,000	5,000
93-18 PRINCIPAL - 16 REFUND GO BONDS (2006 W/S)	935,000	965,000	965,000	965,000	965,000	980,000
93-19 PRINCIPAL - 16A REFUND GO BONDS (2009 W/S)	400,000	405,000	405,000	405,000	405,000	420,000
93-53 PRINCIPAL - 09 W/S BONDS	0	380,000	380,000	0	0	0
93-54 PRINCIPAL - 16 W/S BONDS	220,000	225,000	225,000	225,000	225,000	230,000
93-66 PRINCIPAL - 06 REFUND BONDS	0	0	0	0	0	0
<b>BOND PRINCIPAL</b>	<b>\$2,100,000</b>	<b>\$2,540,000</b>	<b>\$2,540,000</b>	<b>\$2,160,000</b>	<b>\$2,160,000</b>	<b>\$2,215,000</b>
93-13 INTEREST - 10 REFUND GO BONDS (2001 W/S)	\$106,335	\$75,000	\$75,000	\$41,700	\$75,000	\$57,900
93-16 INTEREST - 14 REFUND GO BONDS (2006 W/S)	193,442	214,250	214,150	107,100	214,150	214,050
93-18 INTEREST - 16 REFUND GO BONDS (2006 W/S)	309,503	376,075	376,075	195,275	376,075	346,900
93-19 INTEREST - 16A REFUND GO BONDS (2009 W/S)	308,829	326,550	326,550	165,300	326,550	318,300
93-53 INTEREST - 09 W/S BONDS	0	0	0	0	0	0
93-54 INTEREST - 16 W/S BONDS	165,169	179,650	179,650	90,950	179,650	175,100
93-66 INTEREST - 06 REFUND BONDS	0	0	0	0	0	0
<b>BOND INTEREST</b>	<b>\$1,083,278</b>	<b>\$1,171,525</b>	<b>\$1,171,425</b>	<b>\$600,325</b>	<b>\$1,171,425</b>	<b>\$1,112,250</b>
93-14 FISCAL FEES - 10 REFUND GO BONDS (2001 W/S)	\$750	\$750	\$750	\$750	\$750	\$750
93-16 FISCAL FEES - 14 REFUND GO BONDS (2006 W/S)	0	1,850	1,850	0	1,850	1,850
93-18 FISCAL FEES - 16 REFUND GO BONDS (2006 W/S)	0	750	750	0	750	750
93-19 FISCAL FEES - 16A REFUND GO BONDS (2009 W/S)	750	750	750	750	750	750
93-53 FISCAL FEES - 09 W/S BONDS	750	0	0	0	0	0
93-54 FISCAL FEES - 16 W/S BONDS	750	750	750	750	750	750
93-66 FISCAL FEES - 06 REFUND BONDS	0	0	0	0	0	0
93-67 FISCAL FEES - 14 REFUND BONDS	0	0	0	0	0	0
<b>FISCAL AGENT FEES</b>	<b>\$3,000</b>	<b>\$4,850</b>	<b>\$4,850</b>	<b>\$2,250</b>	<b>\$4,850</b>	<b>\$4,850</b>
93-13 ISSUE COSTS - 10 REFUND GO BONDS (2001 W/S)	\$0	\$0	\$0	\$0	\$0	\$0
93-16 ISSUE COSTS - 14 REFUND GO BONDS (2006 W/S)	0	0	0	0	0	0
93-18 ISSUE COSTS - 16 REFUND GO BONDS (2006 W/S)	0	0	0	0	0	0
93-19 ISSUE COSTS - 16A REFUND GO BONDS (2009 W/S)	0	0	0	0	0	0
95-10 ISSUE COSTS - OTHER FINANCING USES	0	0	0	0	0	0
<b>ISSUE COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FOR WATER AND SEWER DEBT FUND</b>	<b>\$3,186,278</b>	<b>\$3,716,375</b>	<b>\$3,716,275</b>	<b>\$2,762,575</b>	<b>\$3,336,275</b>	<b>\$3,332,100</b>

**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
2019	1,985,000	230,000	937,150	175,100	2,922,150	405,100	3,327,250
2020	2,040,000	235,000	883,050	170,450	2,923,050	405,450	3,328,500
2021	2,100,000	235,000	827,100	165,750	2,927,100	400,750	3,327,850
2022	1,665,000	240,000	774,225	161,000	2,439,225	401,000	2,840,225
2023	1,715,000	245,000	724,325	156,150	2,439,325	401,150	2,840,475
2024	1,770,000	250,000	665,700	151,200	2,435,700	401,200	2,836,900
2025	1,840,000	260,000	598,500	144,800	2,438,500	404,800	2,843,300
2026	1,970,000	265,000	524,000	135,600	2,494,000	400,600	2,894,600
2027	1,960,000	280,000	443,575	124,700	2,403,575	404,700	2,808,275
2028	2,045,000	290,000	359,750	114,750	2,404,750	404,750	2,809,500
2029	2,255,000	300,000	263,675	104,400	2,518,675	404,400	2,923,075
2030	2,360,000	310,000	157,800	92,200	2,517,800	402,200	2,920,000
2031	640,000	325,000	92,400	79,500	732,400	404,500	1,136,900
2032	665,000	335,000	66,300	66,300	731,300	401,300	1,132,600
2033	695,000	350,000	39,100	52,600	734,100	402,600	1,136,700
2034	720,000	365,000	12,600	38,300	732,600	403,300	1,135,900
2035	-	380,000	-	23,400	-	403,400	403,400
2036	-	395,000	-	7,900	-	402,900	402,900
<b>TOTAL</b>	<b>\$ 26,425,000</b>	<b>\$ 5,290,000</b>	<b>\$ 7,369,250</b>	<b>\$ 1,964,100</b>	<b>\$ 33,794,250</b>	<b>\$ 7,254,100</b>	<b>\$ 41,048,350</b>

**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
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
<b>TOTAL</b>	<b>\$ 1,810,000</b>	<b>\$ -</b>	<b>\$ 107,500</b>	<b>\$ -</b>	<b>\$ 1,917,500</b>	<b>\$ -</b>	<b>\$ 1,917,500</b>

**SCHEDULE OF 2006 WATERWORKS AND WASTEWATER SYSTEM  
(REFINANCED AS A PORTION OF THE SERIES 2014 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
2019	5,000	-	214,050	-	219,050	-	219,050
2020	5,000	-	213,950	-	218,950	-	218,950
2021	10,000	-	213,750	-	223,750	-	223,750
2022	875,000	-	200,475	-	1,075,475	-	1,075,475
2023	905,000	-	173,775	-	1,078,775	-	1,078,775
2024	930,000	-	141,600	-	1,071,600	-	1,071,600
2025	975,000	-	103,500	-	1,078,500	-	1,078,500
2026	-	-	84,000	-	84,000	-	84,000
2027	1,025,000	-	63,500	-	1,088,500	-	1,088,500
2028	1,075,000	-	21,500	-	1,096,500	-	1,096,500
<b>TOTAL</b>	<b>\$ 5,805,000</b>	<b>\$ -</b>	<b>\$ 1,430,100</b>	<b>\$ -</b>	<b>\$ 7,235,100</b>	<b>\$ -</b>	<b>\$ 7,235,100</b>

**WATER AND WASTEWATER REVENUE DEBT SERVICE**

**SCHEDULE OF 2006 WATERWORKS AND WASTEWATER SYSTEM  
(REFINANCED AS A PORTION OF THE SERIES 2016 GENERAL OBLIGATION BONDS)  
DEBT SUPPORTED BY WATERWORKS AND SEWER SYSTEM  
REVENUE BONDS BY MATURITY DATE**

<b>YEAR</b>	<b>WATER PRINCIPAL</b>	<b>WASTE WATER PRINCIPAL</b>	<b>WATER INTEREST</b>	<b>WASTE WATER INTEREST</b>	<b>WATER TOTAL</b>	<b>WASTE WATER TOTAL</b>	<b>TOTAL</b>
2019	980,000	-	346,900	-	1,326,900	-	1,326,900
2020	1,010,000	-	322,100	-	1,332,100	-	1,332,100
2021	1,025,000	-	301,750	-	1,326,750	-	1,326,750
2022	320,000	-	288,300	-	608,300	-	608,300
2023	325,000	-	281,850	-	606,850	-	606,850
2024	330,000	-	275,300	-	605,300	-	605,300
2025	340,000	-	266,900	-	606,900	-	606,900
2026	1,420,000	-	233,400	-	1,653,400	-	1,653,400
2027	365,000	-	195,875	-	560,875	-	560,875
2028	380,000	-	177,250	-	557,250	-	557,250
2029	1,635,000	-	126,875	-	1,761,875	-	1,761,875
2030	1,720,000	-	43,000	-	1,763,000	-	1,763,000
<b>TOTAL</b>	<b>\$ 9,850,000</b>	<b>\$ -</b>	<b>\$ 2,859,500</b>	<b>\$ -</b>	<b>\$ 12,709,500</b>	<b>\$ -</b>	<b>\$ 12,709,500</b>

**SCHEDULE OF 2016 WATERWORKS AND WASTEWATER SYSTEM**

<b>YEAR</b>	<b>WATER PRINCIPAL</b>	<b>WASTE WATER PRINCIPAL</b>	<b>WATER INTEREST</b>	<b>WASTE WATER INTEREST</b>	<b>WATER TOTAL</b>	<b>WASTE WATER TOTAL</b>	<b>TOTAL</b>
2019	-	230,000	-	175,100	-	405,100	405,100
2020	-	235,000	-	170,450	-	405,450	405,450
2021	-	235,000	-	165,750	-	400,750	400,750
2022	-	240,000	-	161,000	-	401,000	401,000
2023	-	245,000	-	156,150	-	401,150	401,150
2024	-	250,000	-	151,200	-	401,200	401,200
2025	-	260,000	-	144,800	-	404,800	404,800
2026	-	265,000	-	135,600	-	400,600	400,600
2027	-	280,000	-	124,700	-	404,700	404,700
2028	-	290,000	-	114,750	-	404,750	404,750
2029	-	300,000	-	104,400	-	404,400	404,400
2030	-	310,000	-	92,200	-	402,200	402,200
2031	-	325,000	-	79,500	-	404,500	404,500
2032	-	335,000	-	66,300	-	401,300	401,300
2033	-	350,000	-	52,600	-	402,600	402,600
2034	-	365,000	-	38,300	-	403,300	403,300
2035	-	380,000	-	23,400	-	403,400	403,400
2036	-	395,000	-	7,900	-	402,900	402,900
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 5,290,000</b>	<b>\$ -</b>	<b>\$ 1,964,100</b>	<b>\$ -</b>	<b>\$ 7,254,100</b>	<b>\$ 7,254,100</b>

**WATER AND WASTEWATER REVENUE DEBT SERVICE**

**SCHEDULE OF 2009 WATERWORKS AND WASTEWATER SYSTEM  
(A PORTION REFINANCED AS THE SERIES 2016A GENERAL OBLIGATION BONDS)  
DEBT SUPPORTED BY WATERWORKS AND SEWER SYSTEM  
REVENUE BONDS BY MATURITY DATE**

<b>YEAR</b>	<b>WATER PRINCIPAL</b>	<b>WASTE WATER PRINCIPAL</b>	<b>WATER INTEREST</b>	<b>WASTE WATER INTEREST</b>	<b>WATER TOTAL</b>	<b>WASTE WATER TOTAL</b>	<b>TOTAL</b>
2019	420,000	-	318,300	-	738,300	-	738,300
2020	420,000	-	309,900	-	729,900	-	729,900
2021	440,000	-	299,100	-	739,100	-	739,100
2022	470,000	-	285,450	-	755,450	-	755,450
2023	485,000	-	268,700	-	753,700	-	753,700
2024	510,000	-	248,800	-	758,800	-	758,800
2025	525,000	-	228,100	-	753,100	-	753,100
2026	550,000	-	206,600	-	756,600	-	756,600
2027	570,000	-	184,200	-	754,200	-	754,200
2028	590,000	-	161,000	-	751,000	-	751,000
2029	620,000	-	136,800	-	756,800	-	756,800
2030	640,000	-	114,800	-	754,800	-	754,800
2031	640,000	-	92,400	-	732,400	-	732,400
2032	665,000	-	66,300	-	731,300	-	731,300
2033	695,000	-	39,100	-	734,100	-	734,100
2034	720,000	-	12,600	-	732,600	-	732,600
<b>TOTAL</b>	<b>\$ 8,960,000</b>	<b>\$ -</b>	<b>\$ 2,972,150</b>	<b>\$ -</b>	<b>\$ 11,932,150</b>	<b>\$ -</b>	<b>\$ 11,932,150</b>

## Capital Improvement Program

# Capital Improvement Program

## Capital Improvements Program (CIP) Summary

The Capital Improvements Program (CIP) is a five-year planning tool used to identify capital expenditure needs of the City of Friendswood. The program and 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 impact (if any) related to each capital improvement project included.

The City's capital improvements program consists of a capital budget which includes projected expenditures for the current fiscal year. **Capital expenditures**, defined as tangible assets or projects with estimated cost of at least \$5,000 and 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-recurring 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.– Fire Station, Activity Center)
- ❖ Park improvements (Ex.- Sportsarks, Restrooms, Pavilions, Parking Lots)
- ❖ Major repairs or construction of streets (Ex.– Woodlawn, Blackhawk Boulevard Phase II)
- ❖ Water and sewer improvements (Ex.– Lift Station #23 Rehabilitation)
- ❖ Drainage improvements (Ex.– Mud Gully Detention & Conveyance)
- ❖ Major equipment replacements/purchases (Ex.– Computer Refresh Program)

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, Water and Sewer Operating Fund Working Capital, and unassigned 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 City's CIP plan, a document published separately of the City's operating budget, was most recently approved by City Council in May 2017. Information from the City's CIP plan is included in this section of our budget document. 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)

### Goals & Objectives

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 manage the CIP projects?
Stakeholder Input	Staff, Citizens, Committees, Boards and Commissions
Direction from City Council	Project Priorities and Available Funding

### Other Long-range Financial Planning Tools

The capital improvements proposed in the CIP are directly impacted by 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 project cost estimates are included 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 (NRPA) Standards, our Plan recommends 100 acres of park land space per 1,000 residents. With the purchase of 27.7 acres of land in fiscal year 2016, the City currently has approximately 357 acres park land. At build-out, population is estimated to be 58,012. To meet the Parks and Open Space Master Plan standard, 580 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

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### 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 2010 census estimated Friendswood's population at 35,805. The population at the end of July 2018 was approximately 40,905; an 9.12% increase in 8 years and an increase of 38.32% since the 2000 census estimate of 29,037. As previously stated, by our community's complete build-out in 10 to 20 years, the anticipated population is about 58,012.

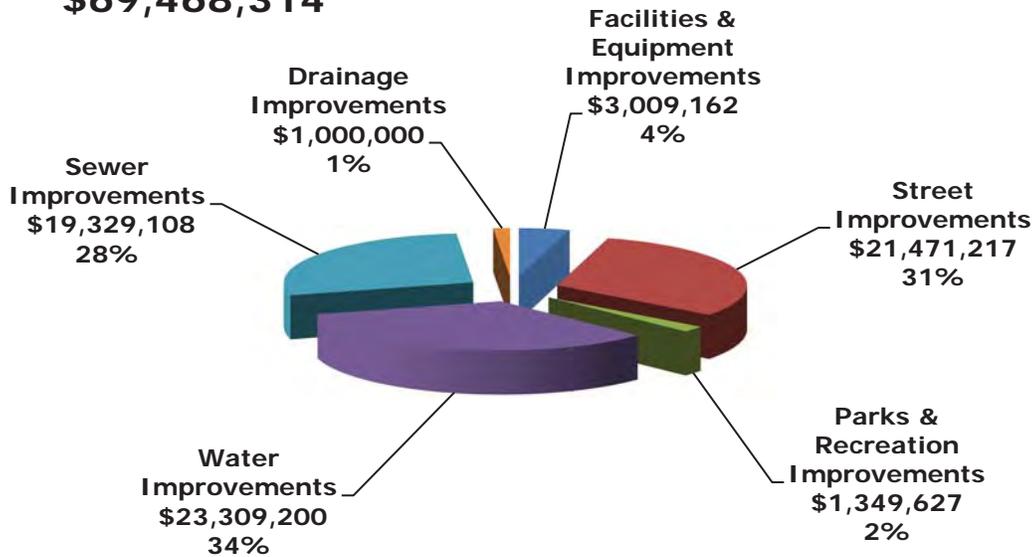
As a result of this projected growth and its subsequent impact, the CIP focus over the next five years will be almost equally balanced between utility infrastructure and drainage improvements to streets, parks, facilities and drainage improvements. Proceeds from the general obligations bonds authorized in November 2013, unassigned fund balance in the City's General Fund and Park Land Dedication funds will support streets, parks, facilities and drainage projects. Water and Sewer Operating Fund working capital and Water and Sewer Revenue Bonds approved in 2006, 2009 and 2016 will allow for rehabilitation of lift stations and water plants, and waste water treatment plant improvements in the CIP.

The capital budget (year 1 of the CIP) totals \$15,300,664 and includes repairs as prescribed in the City's streets maintenance master plan (based on severity of disrepair) and sewer line maintenance. It also includes and listed below almost \$6.1 million for ongoing phases of several of the bond projects authorized in 2013 and \$1.2 million for water and sewer utility projects.

- ❖ **Streets Improvements** – Blackhawk Boulevard (Link Road to Edenvale)
- ❖ **Parks Improvements** – Restrooms, Pavilions, Parking Lots and Walking Trails
- ❖ **Water and Sewer Utilities Improvements** –Lift Station #23 Rehabilitation, Blackhawk Waste Water Treatment Plant – 3<sup>rd</sup> Clarifier

Further portions of this document will show that 59% of the CIP funding uses during the next five years are proposed utility improvements. Streets, facilities, parks and drainage improvement projects make up the other 41% of the CIP program. Beyond the next five years, the proposed CIP focus will shift toward streets, drainage and facilities improvements consisting of 59% of the plan. Utilities projects will then make up 41% of the plan.

**Proposed CIP Funding Uses  
Fiscal Years 2019 - 2023  
\$69,468,314**



**CIP Impact on the Operating Budget**

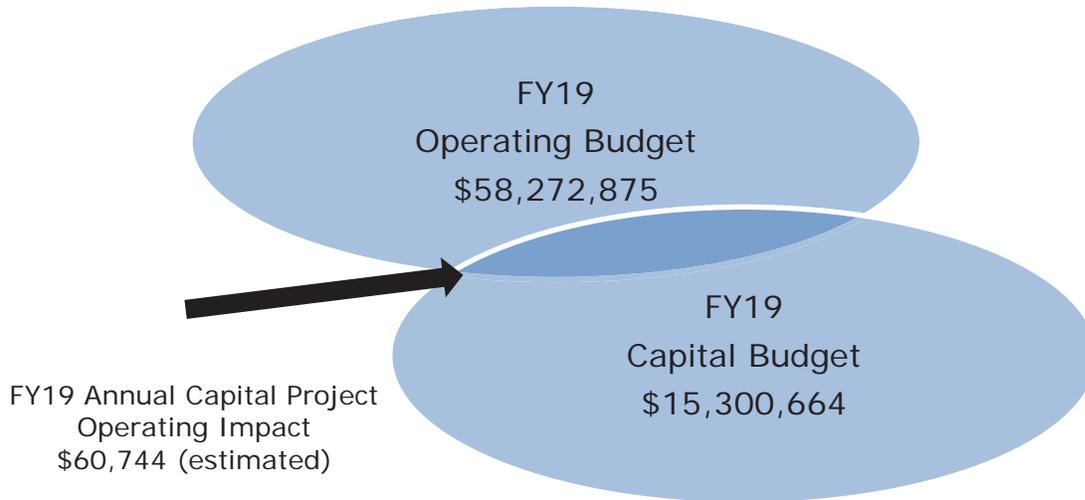
The Capital Improvement Program has a direct effect on the City’s operating budget. During the annual budget process, ongoing costs for repairs, maintenance, operational expenditures and in some cases, new personnel cost resulting from capital improvements are addressed. Also addressed by City Council and staff throughout each fiscal year, is the operating impact on the budget resulting from matching grants portions of capital projects, capital lease purchases of equipment and unassigned 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 2018 – 2019. Annually, adjustments are made to the estimates based on the Municipal Cost Index percent of change.

- ❖ Operational supplies cost – approximately \$0.39 to \$1.16 per sq. ft.
- ❖ Facilities electricity cost – approximately \$3.86 to \$3.92 per sq. ft.
- ❖ Building maintenance cost – approximately \$1.16 to \$1.63 per sq. ft.
- ❖ Janitorial services cost – approximately \$1.14 to \$1.33 per sq. ft.
- ❖ Water, sewer & storm water line cleaning/maintenance – approximately \$1,994 per mile
- ❖ Wastewater Treatment – approximately \$1.39 per 1,000 gallons

Based on the cost estimates above, the detailed CIP project pages which follow will include the budgetary operating impact of each project. The chart below shows the relationship between the City’s operating and capital budgets. The overlapping area depicts the operational impact of projects included in our CIP.

## 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 \$115.7 million; of which, \$68.8 million is to be general obligation funds supported and \$46.9 million is supported by service revenue. As previously stated, projects will be included in the capital budget, annually, by priority and as 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 cites funding as the greatest challenge for the plan due to the aggressive nature of our City's plan and increasing construction costs currently resulting from economic declines in the oil and gas industry. This challenge means the City has to utilize a variety of sources for funding capital expenditures. In previous years, the City has issued General Obligation Bonds, Certificates of Obligation and Revenue Bonds to support the Capital Improvements Plan.

## **Capital Improvement Program**

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In fiscal year 2009, the City issued water and sewer revenue bonds totaling \$12.1 million to complete water and sewer capital improvements. The rehabilitations of three (3) of the City's water plants occurred in FY15. In fiscal year 2016, the City completed a bond issuance of \$5.6 million to complete the construction of a 3<sup>rd</sup> clarifier at the Blackhawk Waste Water Treatment Plant and replacement of the City's lift station #23 (Crazy Horse). Along with these projects, the City's 5-year CIP includes replacement of a 42" water main and FM 528 water line, additional water plant rehabilitations and lift station replacements. The funding source for the projects has not been determined; but may require water and sewer revenue bond funding for completion.

Water and Sewer Fund working capital, if available, may be a potential funding source for the second elevated water storage tank rehab and central 16" interconnect projects planned for FY19

Other funding sources such as state and federal grants, donations, inter-local agreements, capital leases and unassigned 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.

### **Fiscal Year 2013-14 General Obligations Bond Election**

At the direction of our City Council in 2012, the City Manager solicited citizen participation to form an advisory group to evaluate the community's needs and make a recommendation regarding a potential general obligations bond election. During 2013, the citizens' group actively met and assessed the needs of the City relating to facilities, parks and streets & drainage. The group also explored financing options to address the identified needs.

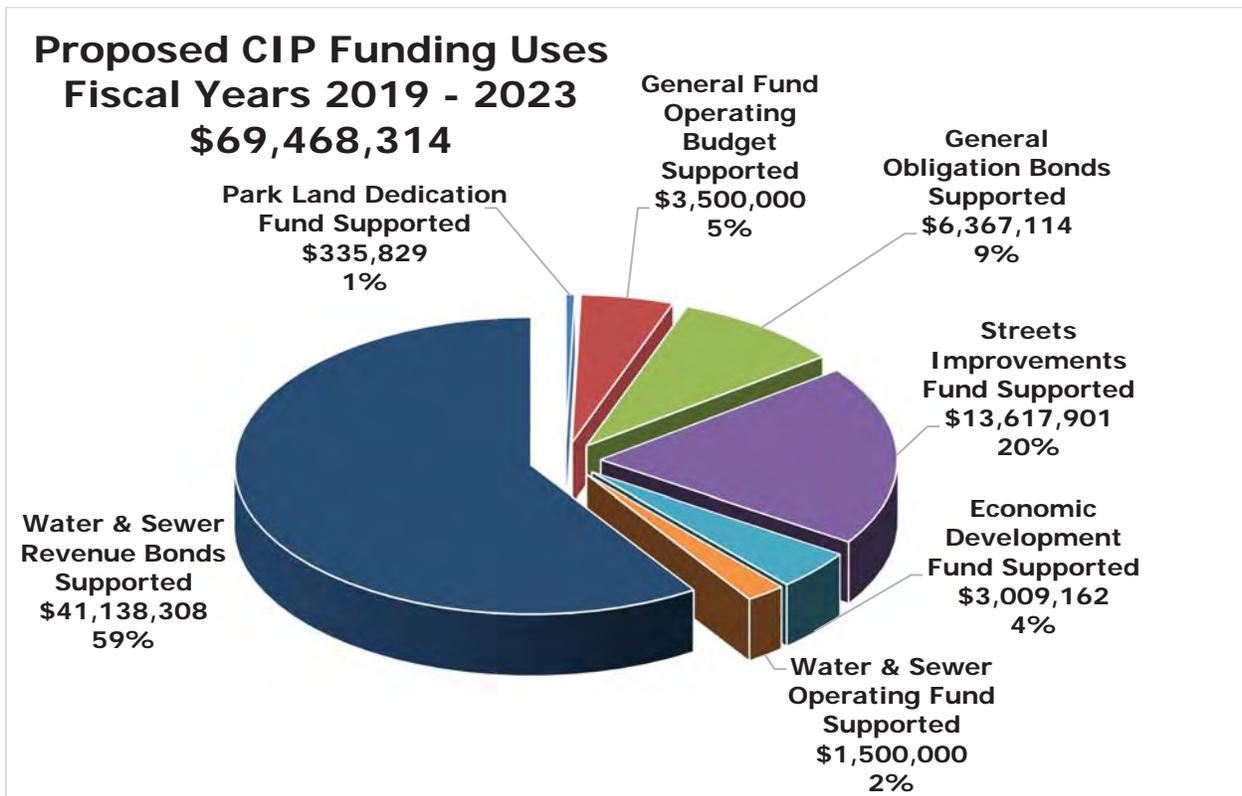
The consensus of the group was to put the needs to a vote of the Friendswood residents by way of a bond election held in November 2013. In the weeks preceding the election, a series of Town Hall meetings provided a platform to discuss the advisory group's findings and the bond election with other citizens.

The bond election passed with voters approving four (4) propositions totaling \$24,085,000. These included \$7.7 million for street improvements, \$7.3 million for parks improvements including land purchase, \$2.5 million to expand the City's existing library and \$6.6 to build a new fire station and expand the City's existing Fire Station #4. The projects will have a future annual budgetary impact of approximately \$75,000 resulting from additional operating cost such as utilities, janitorial services, mowing services and insurance.

While taking into consideration the City's financial impact of debt issuance costs and annual debt service payments, City Council approved a plan to issue bonds in 3 phases to complete all projects within a time period of five to seven years. The FY15 budget included \$9.4 million to complete projects identified in the 1<sup>st</sup> round of the bonds. Included in the FY16 budget was \$8.6 million for the 2<sup>nd</sup> round of the bonds. City Council appropriated \$6.1 million during FY17 to finish out the round 3 projects that were scheduled for completion in years 1 and 2 of the City's CIP. This year's budget reflects residual bond proceeds totaling about \$1.8 million.

Initial project descriptions are included in this section of the budget. Greater details will be included in future budget documents as projects are included in each year's capital budget.

## Capital Improvement Program



### Street Improvements and Economic Development Improvements Funds

In the May 2016 election, City of Friendswood voters approved an additional half-cent sales tax; of which 3/8 will support streets improvements and 1/8 will support economic development improvements to the City's downtown area. During the 5-year CIP plan, the sales tax for street improvements is projected to equal about \$6.2 million and the economic development improvements sales tax is expected to generate approximately \$2.0 million.

### 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. Based on direction from City Council, this year's adopted budget and future budgets will include approximately \$500,000, for this capital expenditure. The CIP proposed \$500,000 in FY19 and \$500,000 for each fiscal year 2020 through 2023.

The City's recommended significant non-routine capital expenditures for the next five years of the CIP plan, totaling \$69.5 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 impact (if any).

## Capital Improvement Program

<b>Proposed General Obligations Funds</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Total 5 Year Plan</b>
<b>Drainage</b>						
Estimated Cost	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Authorized Funds	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Supplemental Funds Needed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Facilities &amp; Equipment</b>						
Estimated Cost	\$ 912,015	\$ 516,488	\$ 521,653	\$ 526,869	\$ 532,138	\$ 3,009,162
Authorized Funds	\$ 912,015	\$ 516,488	\$ 521,653	\$ 526,869	\$ 532,138	\$ 3,009,162
Supplemental Funds Needed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Parks</b>						
Estimated Cost	\$ 1,181,617	\$ 42,001	\$ 42,002	\$ 42,003	\$ 42,004	\$ 1,349,627
Authorized Funds	\$ 1,181,617	\$ 42,001	\$ 42,002	\$ 42,003	\$ 42,004	\$ 1,349,627
Supplemental Funds Needed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Streets</b>						
Estimated Cost	\$ 9,946,924	\$ 2,845,653	\$ 2,869,110	\$ 2,892,801	\$ 2,916,729	\$ 21,471,217
Authorized Funds	\$ 9,946,924	\$ 2,845,653	\$ 2,869,110	\$ 2,892,801	\$ 2,916,729	\$ 21,471,217
Supplemental Funds Needed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total G.O. Funds</b>						
Estimated Cost	\$ 12,040,556	\$ 3,404,142	\$ 3,432,764	\$ 3,461,673	\$ 3,490,871	\$ 26,830,006
Authorized Funds	\$ 12,040,556	\$ 3,404,142	\$ 3,432,764	\$ 3,461,673	\$ 3,490,871	\$ 26,830,006
Supplemental Funds Needed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Proposed Utility Funds</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Total 5 Year Plan</b>
<b>Sewer Improvements</b>						
Estimated Cost	\$ 6,798,000	\$ 2,769,000	\$ 5,202,000	\$ 1,000,000	\$ 300,000	\$ 16,069,000
Authorized Funds	\$ 3,260,108	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 4,460,108
Supplemental Funds Needed	\$ 3,537,892	\$ 2,469,000	\$ 4,902,000	\$ 700,000	\$ -	\$ 11,608,892
<b>Water Improvements</b>						
Estimated Cost	\$ 8,292,200	\$ 3,000,000	\$ 11,556,000	\$ 461,000	\$ -	\$ 23,309,200
Authorized Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplemental Funds Needed	\$ 8,292,200	\$ 3,000,000	\$ 11,556,000	\$ 461,000	\$ -	\$ 23,309,200
<b>Total Utility Funds</b>						
Estimated Cost	\$ 15,090,200	\$ 5,769,000	\$ 16,758,000	\$ 1,461,000	\$ 300,000	\$ 39,378,200
Authorized Funds	\$ 3,260,108	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 4,460,108
Supplemental Funds Needed	\$ 11,830,092	\$ 5,469,000	\$ 16,458,000	\$ 1,161,000	\$ -	\$ 34,918,092

**Capital Projects  
Project Summary by Fund**

	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget
General Fund	\$1,677,667	\$500,000	\$2,571,751	\$626,136	\$2,103,872	\$500,000
Economic Development Administration Grant Fund	0	0	0	0	0	0
Texas Department of Rural Affairs Grant Fund	26,142	0	0	0	0	0
Police Investigations Fund	0	0	0	0	0	0
Park Land Dedication Fund	0	132,443	221,131	33,650	221,131	167,819
Streets Improvements Fund	0	2,322,429	2,322,429	0	0	4,093,608
Economic Development Improvements Fund	6,834	734,878	396,817	268,826	396,817	912,015
General Obligation Construction Funds	6,725,391	6,464,476	4,815,165	349,870	477,092	6,367,114
Water and Sewer Fund	449,904	300,000	915,495	285,282	915,495	300,000
2006 Water and Sewer Construction Fund	241,960	0	0	0	43,141	0
2009 Water and Sewer Construction Fund	0	0	0	0	337,778	0
2016 Water and Sewer Construction Fund	1,906,603	4,302,494	803,767	681,346	803,767	2,960,108
1776 Park Trust Fund	0	0	7,925	0	7,925	0
Water and Sewer Funding to be Determined	0	0	0	0	0	0
	<b>\$11,034,501</b>	<b>\$14,756,720</b>	<b>\$12,054,480</b>	<b>\$2,245,110</b>	<b>\$5,307,018</b>	<b>\$15,300,664</b>

Capital Improvement Plan  
FY18-19 Budget  
General Fund

Project Name	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget	FY20 Proposed Budget	FY21 Proposed Budget	FY22 Proposed Budget	FY23 Proposed Budget
Asphalt Overlay Program	\$986,071	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Brittany Bay Blvd	0	0	0	0	0	0	0	0	0	0
Concrete Repairs	0	500,000	926,669	466,280	466,280	500,000	500,000	500,000	500,000	500,000
Friendswood Link Road	0	0	0	0	0	0	0	0	0	0
Laura Leigh Street Repair	0	0	0	0	0	0	0	0	0	0
Desilting Project	0	0	0	0	0	0	0	0	0	0
Pavement Master Plan	4,978	0	69,944	57,204	62,454	0	0	0	0	0
Baker Road	0	0	0	0	0	0	0	0	0	0
Whispering Pines	0	0	0	0	0	0	0	0	0	0
<b>STREET PROJECTS</b>	<b>\$991,049</b>	<b>\$500,000</b>	<b>\$996,613</b>	<b>\$523,484</b>	<b>\$528,734</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>
Cowards Creek Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dickinson Bayou Drainage	0	0	0	0	0	0	0	0	0	0
Mud Gully Detention & Conveyance	0	0	1,000,000	0	1,000,000	0	0	0	0	0
FM 518 (Downtown) Drainage	0	0	0	0	0	0	0	0	0	0
<b>DRAINAGE PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Centennial Park Ph II & III	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Centennial Park Field Lighting	0	0	0	0	0	0	0	0	0	0
Stevenson Park Playground Renovation	0	0	0	0	0	0	0	0	0	0
Stevenson Park Tennis & Basketball Courts	0	0	0	0	0	0	0	0	0	0
Stevenson Park Gazebo (ramp & handrailing)	0	0	0	0	0	0	0	0	0	0
Stevenson Park Gazebo (driveway)	0	0	0	0	0	0	0	0	0	0
Stevenson Park Inflatable Water Feature	0	0	0	0	0	0	0	0	0	0
Stevenson Park Pool Replaster	0	0	0	0	0	0	0	0	0	0
Stevenson Park Splash Pad Improvements	0	0	0	0	0	0	0	0	0	0
Stevenson Park Bridge to Old City Park	0	0	0	0	0	0	0	0	0	0
Stevenson Park Sidewalk Pavers	0	0	0	0	0	0	0	0	0	0
1776 Park/West Ranch Canoe Portage	0	0	0	0	0	0	0	0	0	0
Dog Park	0	0	89,833	0	89,833	0	0	0	0	0
Imperial Estates Dog Training Park	0	0	0	0	0	0	0	0	0	0
Imperial Estates Hike & Bike Trails	0	0	0	0	0	0	0	0	0	0
Parks Improvements (Scenario 1 & Lake Friendswood)	281,030	0	0	0	0	0	0	0	0	0
Renwick Lighting	0	0	0	0	0	0	0	0	0	0
<b>PARKS PROJECTS</b>	<b>\$282,730</b>	<b>\$0</b>	<b>\$89,833</b>	<b>\$0</b>	<b>\$89,833</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Rennovate Parking Lot at Old Fire Station #1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PSB Awning	0	0	0	0	0	0	0	0	0	0
Library Expansion Project	119,023	0	0	0	0	0	0	0	0	0
Library Electronic Sign	0	0	0	0	0	0	0	0	0	0
City Hall Council Chamber Technology Upgrades	0	0	0	0	0	0	0	0	0	0
City Hall Balcony Repairs	0	0	0	0	0	0	0	0	0	0
Senior Activity Building Study	47,009	0	0	0	0	0	0	0	0	0
City Hall Roofing	40,051	0	0	0	0	0	0	0	0	0
Public Works Building Renovation	0	0	0	0	0	0	0	0	0	0
Fire Station #1 Demo	0	0	0	0	0	0	0	0	0	0
<b>FACILITY PROJECTS</b>	<b>\$206,083</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Public Works Capital Equipment	\$0	\$0	\$0	\$102,652	\$102,652	\$0	\$0	\$0	\$0	\$0
Parks & Recreation Capital Equipment	0	0	0	0	0	0	0	0	0	0
Information Technology Computer Capital Equipment	197,805	0	0	0	0	0	0	0	0	0
Public Safety Capital Equipment	0	0	485,305	0	382,653	0	0	0	0	0
<b>EQUIPMENT PROJECTS</b>	<b>\$197,805</b>	<b>\$0</b>	<b>\$485,305</b>	<b>\$102,652</b>	<b>\$485,305</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GENERAL FUND PROJECTS</b>	<b>\$1,677,667</b>	<b>\$500,000</b>	<b>\$2,571,751</b>	<b>\$626,136</b>	<b>\$2,103,872</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>

**General Fund (001)**  
**Capital Improvement Projects**  
**Account Listing**

	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget
58-00 Operating Equipment	\$4,388	\$0	\$0	\$0	\$0	\$0
66-10 Building Renovations	40,051	0	0	0	0	0
78-00 Contract Services	47,009	0	0	0	0	0
81-12 Environmental Testing	0	0	0	0	0	0
81-20 Buildings	0	0	0	0	0	0
81-41 Facility Renovations	0	0	0	0	0	0
82-30 Parking/Driveways	0	0	0	0	0	0
83-00 Vehicles	0	0	0	0	0	0
84-00 Capital Operating Equipment	193,417	0	0	0	0	0
88-00 Capital Equipment	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
<b>General Government Total</b>	<b>\$284,865</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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
81-20 Buildings	0	0	0	0	0	0
83-00 Vehicles	0	0	0	0	0	0
84-00 Capital Operating Equipment	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
88-00 Capital Equipment	0	0	485,305	0	382,653	0
<b>Public Safety Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$485,305</b>	<b>\$0</b>	<b>\$382,653</b>	<b>\$0</b>
65-10 Street Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
71-30 Engineering Services	0	0	0	0	0	0
78-00 Contract Services	4,978	0	69,944	57,204	62,454	0
81-11 Easements And Row	0	0	0	0	0	0
83-00 Vehicles	0	0	0	0	0	0
84-00 Capital Operating Equipment	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	986,071	500,000	926,669	466,280	466,280	500,000
85-30 Drainage Improvements	0	0	1,000,000	0	1,000,000	0
85-91 Construction (Contracted)	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
85-97 Construction Testing	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	102,652	102,652	0
<b>Public Works Total</b>	<b>\$991,049</b>	<b>\$500,000</b>	<b>\$1,996,613</b>	<b>\$626,136</b>	<b>\$1,631,386</b>	<b>\$500,000</b>
58-00 Operating Equipment < \$5000	\$0	\$0	\$0	\$0	\$0	\$0
65-61 Swimming Pool Maintenance	0	0	0	0	0	0
65-64 Park Trail/Sidewalk Maintenance	0	0	0	0	0	0
81-20 Buildings	0	0	0	0	0	0
81-40 Building Renovations	0	0	0	0	0	0
82-30 Other Property Imprvmnts/Parking	0	0	0	0	0	0
84-00 Capital Operating Equipment	30,690	0	0	0	0	0
85-60 Parks Improvements	0	0	89,833	0	89,833	0
85-82 Design Engineering	8,072	0	0	0	0	0
85-91 Construction (Contracted)	353,442	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	3,649	0	0	0	0	0
85-99 Geotechnical Services	5,900	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
<b>Culture &amp; Recreation Total</b>	<b>\$401,753</b>	<b>\$0</b>	<b>\$89,833</b>	<b>\$0</b>	<b>\$89,833</b>	<b>\$0</b>
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
<b>Financial Admin Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GENERAL FUND PROJECTS</b>	<b>\$1,677,667</b>	<b>\$500,000</b>	<b>\$2,571,751</b>	<b>\$626,136</b>	<b>\$2,103,872</b>	<b>\$500,000</b>
	<b>\$1,677,667</b>	<b>\$500,000</b>	<b>\$2,571,751</b>	<b>\$626,136</b>	<b>\$2,103,872</b>	

**Capital Improvement Plan  
FY18-19 Budget  
Proposed General Obligation Projects**

Project Name	Project Number	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget	FY20 Proposed Budget	FY21 Proposed Budget	FY22 Proposed Budget	FY23 Proposed Budget
Projects to be determined (FY14)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Shadowbend (FM 518 to Woodlawn)	GO1510	47,250	0	16,647	811	811	0	0	0	0	0
Woodlawn (FM 2351 to Shadowbend)	GO1516	486,364	665,584	49,029	47,283	49,345	0	0	0	0	0
Townes Road (Lucian to Crofter Glen)	GO1511	4,274	0	0	0	0	0	0	0	0	0
Mary Ann (FM 518 to Christina)	GO1509	477,806	0	0	0	0	0	0	0	0	0
Blackhawk (Link Road to Whittier)		0	0	0	0	0	0	0	0	0	0
Blackhawk (Whittier to Pennystone)	GO1515	506,886	0	0	0	0	0	0	0	0	0
Blackhawk (Pennystone to Regal Pine)		0	5,798,892	4,499,230	176,675	176,675	5,353,316	0	0	0	0
Winding Road (Melody to Riverside)	GO1512	43,010	0	0	0	0	0	0	0	0	0
Friendswood Link Road	ST0018	0	0	0	0	0	0	0	0	0	0
Blackhawk Boulevard		0	0	0	0	0	0	0	0	0	0
Oak Vista Drive		0	0	0	0	0	0	0	0	0	0
Wandering Trail		0	0	0	0	0	0	0	0	0	0
Other Street Improvements (as needed)		0	0	0	0	0	0	0	0	0	0
<b>STREET PROJECTS</b>		<b>\$1,565,591</b>	<b>\$6,464,476</b>	<b>\$4,564,905</b>	<b>\$224,770</b>	<b>\$226,832</b>	<b>\$5,353,316</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Annalea Whitehall Drain Phase II - IV		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Clover Acres Drainage	DR0205	0	0	0	0	0	0	0	0	0	0
Coward Creek Watershed	G00120	0	0	0	0	0	0	0	0	0	0
Glennshannon Drainage	DR0204	0	0	0	0	0	0	0	0	0	0
Mission Estates Outfall		0	0	0	0	0	0	0	0	0	0
Prairie Wilde Drainage	DR0207	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
W. Edgewood (FM 2351) Drainage Outfall Wegner Ditch		0	0	0	0	0	0	0	0	0	0
Woodlawn Drainage	DR0202	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
<b>DRAINAGE PROJECTS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Centennial Park Ph II & III	PK0021	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Stevenson Park Improvements	GO1508	1,344	0	0	0	0	650,000	0	0	0	0
Centennial Park Basketball Pavilion	GO1504	467,484	0	257	257	257	0	0	0	0	0
Lake Friendswood Improvements	GO15067	445,059	0	0	3,000	3,000	0	0	0	0	0
1776 Park, Imperial Estates Improvements		0	0	0	0	0	0	0	0	0	0
Expansion of Existing Parks		0	0	0	0	0	0	0	0	0	0
Friendswood Sports Park Improvements	GO1507	172,714	0	0	0	0	0	0	0	0	0
Brick Pavers for Downtown	PAVERS	1,500	0	0	0	350	0	0	0	0	0
Old City Park	GO1514	24,350	0	180,440	58,259	177,665	363,798	0	0	0	0
<b>PARKS PROJECTS</b>		<b>\$1,112,451</b>	<b>\$0</b>	<b>\$180,697</b>	<b>\$61,516</b>	<b>\$181,272</b>	<b>\$1,013,798</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Fire Station #4 Expansion	FFS000	\$149,308	\$0	\$68,988	\$63,584	\$68,413	\$0	\$0	\$0	\$0	\$0
New Fire Station Construction at PSB	GO1502	3,819,054	0	0	0	0	0	0	0	0	0
Public Safety Bldg Ph I	FPS001	0	0	0	0	0	0	0	0	0	0
Animal Control Building	779827	0	0	0	0	0	0	0	0	0	0
Library Expansion	FLB001	78,987	0	575	0	575	0	0	0	0	0
City Hall Parking Lot Expansion	PKLOT	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
<b>FACILITY PROJECTS</b>		<b>\$4,047,350</b>	<b>\$0</b>	<b>\$69,563</b>	<b>\$63,584</b>	<b>\$68,988</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GENERAL OBLIGATION FUND PROJECTS</b>		<b>\$6,725,391</b>	<b>\$6,464,476</b>	<b>\$4,815,165</b>	<b>\$349,870</b>	<b>\$477,092</b>	<b>\$6,367,114</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Source for Future Years: The Capital Improvement Program Manual

General Obligation Bonds Fund (250 - 255)  
Capital Improvement Projects  
Account Listing

	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Base Budget	FY19 DP/FAW	FY19 Adopted Budget
81-20 Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
85-83 Architectural Services	0	0	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0	0	0
<b>General Government Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
85-82 Design Engineering	\$60,898	\$0	\$7,671	\$2,267	\$7,671	\$0	\$0	\$0
85-83 Architectural Services	0	0	0	0	0	0	0	0
85-91 Construction (Contracted)	3,907,465	0	61,317	61,317	61,317	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0	0	0
<b>Public Safety Total</b>	<b>\$3,968,362</b>	<b>\$0</b>	<b>\$68,988</b>	<b>\$63,584</b>	<b>\$68,988</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
85-10 Street & Sidewalk Improv	\$536,288	\$6,464,476	\$0	\$0	\$0	\$0	\$0	\$0
85-11 Concrete Streets	0	0	4,154,914	0	0	0	0	0
85-12 Asphalt Streets	0	0	0	0	0	0	0	0
85-19 Other Street Improvements	0	0	1,951	1,951	1,951	0	0	0
85-30 Drainage Improvements	0	0	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0	0	0
85-82 Design Engineering	4,926	0	351,874	177,837	177,837	0	0	0
85-84 Constr Administration	0	0	0	0	0	0	0	0
85-91 Construction (Contracted)	240,123	0	44,170	44,170	46,233	0	0	0
85-96 Surveying	0	0	0	0	0	0	0	0
85-97 Construction Testing	31,141	0	11,997	811	811	5,353,316	0	5,353,316
<b>Public Works Total</b>	<b>\$812,478</b>	<b>\$6,464,476</b>	<b>\$4,564,905</b>	<b>\$224,769</b>	<b>\$226,832</b>	<b>\$5,353,316</b>	<b>\$0</b>	<b>\$5,353,316</b>
58-00 Operating Equipment < \$5000	\$4,845	\$0	\$0	\$0	\$0	\$0	\$0	\$0
78-30 Rental	0	0	0	0	0	0	0	0
81-13 Appraisals	2,000	0	0	0	0	0	0	0
82-20 Lighting	0	0	0	0	0	0	0	0
82-30 Other Property Imprvmnts/Parking	0	0	177,240	0	115,980	0	0	0
82-40 Fence	0	0	0	0	0	0	0	0
85-60 Parks Improvements	22,129	0	0	0	0	0	0	0
85-65 Restrooms	8,200	0	257	257	257	0	0	0
85-82 Design Engineering	583,736	0	0	0	0	0	0	0
85-83 Architectural Services	1,930	0	0	0	0	0	0	0
85-85 Construction Inspection	0	0	575	0	575	0	0	0
85-91 Construction (Contracted)	1,315,005	0	0	58,259	58,259	1,013,798	0	1,013,798
85-96 Surveying	1,675	0	0	3,000	3,000	0	0	0
85-97 Soil/Concrete Testing	1,831	0	0	0	0	0	0	0
85-99 Geotechnical Services	3,200	0	3,200	0	3,200	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0	0	0
<b>Culture &amp; Recreation Total</b>	<b>\$1,944,551</b>	<b>\$0</b>	<b>\$181,272</b>	<b>\$61,516</b>	<b>\$181,271</b>	<b>\$1,013,798</b>	<b>\$0</b>	<b>\$1,013,798</b>
<b>GENERAL OBLIGATION BOND FUND PROJECTS</b>	<b>\$6,725,391</b>	<b>\$6,464,476</b>	<b>\$4,815,165</b>	<b>\$349,870</b>	<b>\$477,092</b>	<b>\$6,367,114</b>	<b>\$0</b>	<b>\$6,367,114</b>

Capital Improvement Plan  
 FY18-19 Budget  
 Texas Department of Rural Affairs Grant Fund  
 Fund 142

Project Name	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget	FY20 Proposed Budget	FY21 Proposed Budget	FY22 Proposed Budget	FY23 Proposed Budget
Fire Station #3 Renovations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works SCADA System Upgrade - Phase I	26,142	0	0	0	0	0	0	0	0	0
Natural Gas Emergency Generators	0	0	0	0	0	0	0	0	0	0
<b>FACILITIES PROJECTS</b>	<b>\$26,142</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Friendswood Link Road (Phase 2)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>STREET PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TDRA GRANT FUND PROJECTS</b>	<b>\$26,142</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Texas Department of Rural Affairs Grant Fund (142)  
 Capital Improvement Projects  
 Account Listing

	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget
78-00 Contract Services	\$0	\$0	\$0	\$0	\$0	\$0
85-91 Construction (Contracted)	15,027	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	11,115	0	0	0	0	0
<b>Public Works Total</b>	<b>\$26,142</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TDRA GRANT FUND PROJECTS</b>	<b>\$26,142</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Capital Improvement Plan  
 FY18-19 Budget  
 Park Land Dedication Fund  
 Fund 164

Project Name	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget	FY20 Proposed Budget	FY21 Proposed Budget	FY22 Proposed Budget	FY23 Proposed Budget
City Park Improvements	\$0	\$0	\$0	\$0	\$0	\$167,819	\$42,002	\$42,003	\$42,004	\$42,004
Park Improvements & Lake Friendswood	0	0	7,580	5,494	7,580	0	0	0	0	0
Park Land Purchase	0	0	35,000	1,000	35,000	0	0	0	0	0
Old City Park Restrooms & Pavilion	0	0	23,000	1,800	23,000	0	0	0	0	0
Old City Park Improvements	0	132,443	139,648	18,467	139,648	0	0	0	0	0
Stevenson Park Improvements	0	0	15,903	6,888	15,903	0	0	0	0	0
<b>PARKS &amp; RECREATION PROJECTS</b>	<b>\$0</b>	<b>\$132,443</b>	<b>\$221,131</b>	<b>\$33,650</b>	<b>\$221,131</b>	<b>\$167,819</b>	<b>\$42,002</b>	<b>\$42,003</b>	<b>\$42,004</b>	<b>\$42,004</b>
<b>PARK LAND DEDICATION FUND PROJECTS</b>	<b>\$0</b>	<b>\$132,443</b>	<b>\$221,131</b>	<b>\$33,650</b>	<b>\$221,131</b>	<b>\$167,819</b>	<b>\$42,002</b>	<b>\$42,003</b>	<b>\$42,004</b>	<b>\$42,004</b>

**Park Land Dedication Fund (164)**  
**Capital Improvement Projects**  
**Account Listing**

	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget
58-00 Operating Equipment	\$0	\$0	\$7,580	\$5,494	\$7,580	\$0
82-20 Lighting	0	0	22,791	21,911	22,791	0
82-30 Parking/Driveways/Sidewalk	0	132,443	132,760	3,444	132,760	0
81-10 Land	0	0	35,000	1,000	35,000	0
81-11 Easements And Row	0	0	0	0	0	0
85-60 Park Improvements	0	0	23,000	1,800	23,000	167,819
88-00 Capital Equipment	0	0	0	0	0	0
<b>Parks &amp; Recreation Total</b>	<b>\$0</b>	<b>\$132,443</b>	<b>\$221,131</b>	<b>\$33,650</b>	<b>\$221,131</b>	<b>\$167,819</b>
<b>PARK LAND DEDICATION FUND PROJECTS</b>	<b>\$0</b>	<b>\$132,443</b>	<b>\$221,131</b>	<b>\$33,650</b>	<b>\$221,131</b>	<b>\$167,819</b>

Capital Improvement Plan  
 FY18-19 Budget  
 Street Improvements Fund  
 Fund 170

Project Name	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget	FY20 Proposed Budget	FY21 Proposed Budget	FY22 Proposed Budget	FY23 Proposed Budget
Street Improvements	\$0	\$2,322,429	\$2,322,429	\$0	\$0	\$4,093,608	\$4,134,544	\$4,175,890	\$4,217,648	\$4,259,825
<b>STREET IMPROVEMENTS PROJECTS</b>	<b>\$0</b>	<b>\$2,322,429</b>	<b>\$2,322,429</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,093,608</b>	<b>\$4,134,544</b>	<b>\$4,175,890</b>	<b>\$4,217,648</b>	<b>\$4,259,825</b>
<b>STREET IMPROVEMENTS FUND PROJECTS</b>	<b>\$0</b>	<b>\$2,322,429</b>	<b>\$2,322,429</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,093,608</b>	<b>\$4,134,544</b>	<b>\$4,175,890</b>	<b>\$4,217,648</b>	<b>\$4,259,825</b>

Street Improvements Fund (170)  
 Capital Improvement Projects  
 Account Listing

	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget
85-12 Asphalt Streets	\$0	\$2,322,429	\$2,322,429	\$0	\$0	\$4,093,608
<b>Street Improvements Total</b>	<b>\$0</b>	<b>\$2,322,429</b>	<b>\$2,322,429</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,093,608</b>
<b>STREET IMPROVEMENTS FUND PROJECTS</b>	<b>\$0</b>	<b>\$2,322,429</b>	<b>\$2,322,429</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,093,608</b>

Capital Improvement Plan  
 FY18-19 Budget  
 Economic Development Improvements Fund  
 Fund 175

Project Name	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget	FY20 Proposed Budget	FY21 Proposed Budget	FY22 Proposed Budget	FY23 Proposed Budget
Economic Development Improvements	\$6,834	\$734,878	\$396,817	\$0	\$268,826	\$912,015	\$466,504	\$471,169	\$475,881	\$480,640
<b>ECONOMIC DEVELOPMENT IMPROVEMENTS PROJECTS</b>	<b>\$6,834</b>	<b>\$734,878</b>	<b>\$396,817</b>	<b>\$0</b>	<b>\$268,826</b>	<b>\$912,015</b>	<b>\$466,504</b>	<b>\$471,169</b>	<b>\$475,881</b>	<b>\$480,640</b>
<b>ECONOMIC DEVELOPMENT IMPROVEMENTS FUND PROJECTS</b>	<b>\$6,834</b>	<b>\$734,878</b>	<b>\$396,817</b>	<b>\$0</b>	<b>\$268,826</b>	<b>\$912,015</b>	<b>\$466,504</b>	<b>\$471,169</b>	<b>\$475,881</b>	<b>\$480,640</b>

**Economic Development Improvements Fund (175)  
 Capital Improvement Projects  
 Account Listing**

	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget
85-91 Construction (Contracted)	\$6,834	\$734,878	\$396,817	\$268,826	\$396,817	\$912,015
<b>Economic Development Improvements Total</b>	<b>\$6,834</b>	<b>\$734,878</b>	<b>\$396,817</b>	<b>\$268,826</b>	<b>\$396,817</b>	<b>\$912,015</b>
<b>ECONOMIC DEVELOPMENT IMPROVEMENTS FUND PROJECTS</b>	<b>\$6,834</b>	<b>\$734,878</b>	<b>\$396,817</b>	<b>\$268,826</b>	<b>\$396,817</b>	<b>\$912,015</b>

Capital Improvement Plan  
FY18 - 19 Budget  
Water and Sewer Fund  
Fund 401

Project Name	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget	FY20 Proposed Budget	FY21 Proposed Budget	FY22 Proposed Budget	FY23 Proposed Budget
COH Raw Water System Buy-In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42" Water Main Replacement	97,870	0	0	0	0	0	0	0	0	0
Water Plant #1 Rehab	0	0	0	0	0	0	0	0	0	0
Water Plant #2 Rehab	0	0	0	0	0	0	0	0	0	0
Water Plant #3 Rehab	0	0	0	0	0	0	0	0	0	0
Water Plant #4 Rehab	0	0	0	0	0	0	0	0	0	0
Water Plant #7 Rehab	0	0	6,346	0	6,346	0	0	0	0	0
Mandale Rd. Waterline Extension	0	0	0	0	0	0	0	0	0	0
Waterlines-Blkhwk/Oak Vista/Wand'g Trl	0	0	0	0	0	0	0	0	0	0
Waterlines- Frwd Link/Whispering Pines	0	0	0	0	0	0	0	0	0	0
Utility Impact Fee Update Study	0	0	0	0	0	0	0	0	0	0
Utility Rate Study	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
Central 16" Interconnect	0	0	0	0	0	0	0	0	0	0
West Water Interconnect	0	0	0	0	0	0	0	0	0	0
<b>DISTRIBUTION PROJECTS</b>	<b>\$97,870</b>	<b>\$0</b>	<b>\$6,346</b>	<b>\$0</b>	<b>\$6,346</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Sewer Line Maint & Cleaning	\$293,235	\$300,000	\$300,000	\$240,316	\$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
Sewer Line System Assessment	0	0	21,000	0	21,000	0	0	0	0	0
Software Support Services (GIS)	0	0	0	0	0	0	0	0	0	0
Blackhawk WWTP Rehab	41,605	0	118,189	6,047	118,189	0	0	0	0	0
Stadium Lane Parking Sewer Line	0	0	0	0	0	0	0	0	0	0
Blackhawk Blvd Phase II	0	0	431,040	0	431,040	0	0	0	0	0
Eagle Lake Lift Station Improvement	0	0	0	0	0	0	0	0	0	0
Lift Station #18 Replacement	3,915	0	38,920	38,920	38,920	0	0	0	0	0
Lift Station #3 Replacement	13,279	0	0	0	0	0	0	0	0	0
San Joaquin Lift Station Improvements	0	0	0	0	0	0	0	0	0	0
Public works Building Renovations	0	0	0	0	0	0	0	0	0	0
Public Works Capital Operating Equipment	0	0	0	0	0	0	0	0	0	0
<b>COLLECTION PROJECTS</b>	<b>\$352,034</b>	<b>\$300,000</b>	<b>\$909,149</b>	<b>\$285,282</b>	<b>\$909,149</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>
<b>WATER &amp; SEWER FUND PROJECTS</b>	<b>\$449,904</b>	<b>\$300,000</b>	<b>\$915,495</b>	<b>\$285,282</b>	<b>\$915,495</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>

Source for Future Years: The Capital Improvement Program Manual

**Water and Sewer Fund (401)**  
**Capital Improvement Projects**  
**Account Listing**

	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 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
66-10 Building Renovations	0	0	0	0	0	0
71-30 Engineering Services	0	0	0	0	0	0
83-00 Vehicles	0	0	0	0	0	0
84-00 Capital Operating Equip	0	0	0	0	0	0
85-41 Distribution Lines	0	0	0	0	0	0
85-81 Preliminary Engineering	97,870	0	0	0	0	0
85-82 Design Engineering	41,605	0	0	0	0	0
85-85 Construction Inspection	0	0	0	0	0	0
85-91 Construction (Contracted)	17,193	0	431,040	0	431,040	0
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	6,346	0	6,346	0
85-99 Geotechnical Services	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
<b>Water (Distribution System)</b>	<b>\$156,668</b>	<b>\$0</b>	<b>\$437,386</b>	<b>\$0</b>	<b>\$437,386</b>	<b>\$0</b>
65-51 Collection Line Maintenance	\$293,236	\$300,000	\$321,000	\$240,316	\$321,000	\$300,000
84-00 Capital Operating Equipment	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	118,190	6,047	118,190	0
85-91 Construction (Contracted)	0	0	38,920	38,920	38,920	0
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
<b>Sewer (Collection System)</b>	<b>\$293,236</b>	<b>\$300,000</b>	<b>\$478,110</b>	<b>\$285,282</b>	<b>\$478,110</b>	<b>\$300,000</b>
<b>WATER &amp; SEWER PROJECTS</b>	<b>\$449,904</b>	<b>\$300,000</b>	<b>\$915,495</b>	<b>\$285,282</b>	<b>\$915,495</b>	<b>\$300,000</b>

Capital Improvement Plan  
FY18-19 Budget  
Water and Sewer Bonds Projects

Project Name	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget	FY20 Proposed Budget	FY21 Proposed Budget	FY22 Proposed Budget	FY23 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
Water Plant #2 Rehabilitation	239,057	0	0	0	337,778	0	0	0	0	0
Water Plant #5 Rehabilitation	0	0	0	0	0	0	0	0	0	0
Water Plant #6 Rehabilitation	0	0	0	0	0	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	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
<b>DISTRIBUTION PROJECTS</b>	<b>\$239,057</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$337,778</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Deepwood Force Main	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deepwood LS Expansion	0	0	0	0	0	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	1,884,879	2,652,494	646,026	616,306	646,026	2,960,108	0	0	0	0
Lift Station #3 Reconstruction	2,903	0	0	0	0	0	0	0	0	0
Lift Station #6 Replacement	0	0	0	0	0	0	0	0	0	0
Lift Station #23 Replacement	21,724	1,650,000	157,741	65,040	200,882	0	0	0	0	0
<b>COLLECTION SYSTEM PROJECTS</b>	<b>\$1,909,506</b>	<b>\$4,302,494</b>	<b>\$803,767</b>	<b>\$681,346</b>	<b>\$846,908</b>	<b>\$2,960,108</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>WATER &amp; SEWER BONDS FUND PROJECTS</b>	<b>\$2,148,563</b>	<b>\$4,302,494</b>	<b>\$803,767</b>	<b>\$681,346</b>	<b>\$1,184,686</b>	<b>\$2,960,108</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Source for Future Years: The Capital Improvement Program Manual

Some projects may be, ultimately, funded from Water & Sewer Fund working capital.

**2006 Water and Sewer Bond Construction Fund (418)  
Capital Improvement Projects  
Account Listing**

	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget
81-10 Land	\$0	\$0	\$0	\$0	\$0	\$0
85-91 Construction (Contracted)	239,057	0	0	0	0	0
<b>WATER (DISTRIBUTION SYSTEM)</b>	<b>\$239,057</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
81-10 Land	\$0	\$0	\$0	\$0	\$0	\$0
85-82 Design Engineering	2,903	0	0	0	43,141	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
<b>SEWER (COLLECTION SYSTEM)</b>	<b>\$2,903</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,141</b>	<b>\$0</b>
<b>2006 W/S BOND PROJECTS</b>	<b>\$241,960</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,141</b>	<b>\$0</b>

**2009 Water and Sewer Bond Construction Fund (419)  
Capital Improvement Projects  
Account Listing**

	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget
81-11 Water Rights	\$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	337,778	0
<b>WATER (DISTRIBUTION SYSTEM)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$337,778</b>	<b>\$0</b>
81-11 Easements And Row	\$0	\$0	\$0	\$0	\$0	\$0
85-91 Construction (Contracted)	0	0	0	0	0	0
<b>SEWER (COLLECTION SYSTEM)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>2009 W/S BOND PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$337,778</b>	<b>\$0</b>

**2016 Water and Sewer Bond Construction Fund (420)**  
**Capital Improvement Projects**  
**Account Listing**

	FY17 Actual	FY18 Original Budget	FY18 Amended Budget	FY18 YTD 6/30/18	FY18 Year End Estimate	FY19 Adopted Budget
81-10 Land	\$0	\$0	\$0	\$0	\$0	\$0
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)	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
<b>Water (Distribution System)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
81-10 Land	\$0	\$0	\$0	\$0	\$0	\$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 Improvemnt	0	0	0	0	0	0
85-81 Preliminary Engineering	21,724	0	157,741	65,040	157,741	0
85-82 Design Engineering	0	0	0	0	0	0
85-91 Construction (Contracted)	1,884,879	4,302,494	646,026	616,306	646,026	2,960,108
85-96 Surveying	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
<b>Sewer (Collection System)</b>	<b>\$1,906,603</b>	<b>\$4,302,494</b>	<b>\$803,767</b>	<b>\$681,346</b>	<b>\$803,767</b>	<b>\$2,960,108</b>
<b>2016 W/S BOND PROJECTS</b>	<b>\$1,906,603</b>	<b>\$4,302,494</b>	<b>\$803,767</b>	<b>\$681,346</b>	<b>\$803,767</b>	<b>\$2,960,108</b>

**Capital Improvement Plan  
FY18-19 Budget  
Water and Sewer Fund  
(Funding to be Determined)**

Project Name	FY17	FY18	FY18	FY18	FY18	FY19	FY20	FY21	FY22	FY23
	Actual	Original Budget	Amended Budget	YTD 6/30/18	Year End Estimate	Adopted Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
42" Water Main Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,284,000	\$0	\$0
Water Plant #1 Tank Rehabilitation	0	0	0	0	0	0	0	0	0	0
Elevated Storage Tank #2	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
Public Works Building	0	0	0	0	0	0	0	0	0	0
Surface Water Station #3	0	0	0	0	0	0	0	0	0	0
West Water Interconnect	0	0	0	0	0	0	0	0	461,000	0
Surface Water One Reservoir Rehab	0	0	0	0	0	0	0	0	0	0
Water Plant #3 Tank Rehab	0	0	0	0	0	0	0	636,000	0	0
Water Plant #4 Tank Rehab	0	0	0	0	0	0	0	636,000	0	0
Western Loop 16" Waterline	0	0	0	0	0	0	0	0	0	0
Automated Meters	0	0	0	0	0	0	3,000,000	0	0	0
Surface Water Purchase (COH)	0	0	0	0	0	0	0	0	0	0
<b>DISTRIBUTION PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$11,556,000</b>	<b>\$461,000</b>	<b>\$0</b>
Combine Lift Stations #1 & #17	0	0	0	0	0	0	0	0	0	0
Lift Station #4 Replacement	0	0	0	0	0	0	1,594,000	0	0	0
Lift Station #22 Replacement	0	0	0	0	0	0	0	2,372,000	0	0
Lift Station #23 Replacement	0	0	0	0	0	0	0	0	0	0
Lift Station Addition (based on need)	0	0	0	0	0	0	0	0	0	0
Sanitary Sewer System Assessment	0	0	0	0	0	0	0	1,830,000	0	0
Sanitary Sewer Plant Additional Capacity	0	0	0	0	0	0	1,175,000	1,000,000	1,000,000	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
Blackhawk WWTP 3rd Clarifier	0	0	0	0	0	0	0	0	0	0
Blackhawk WWTP Existing Clarifiers Rehab (53% share)	0	0	0	0	0	0	0	0	0	0
Public Works Building Replacement	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
<b>COLLECTION PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,769,000</b>	<b>\$5,202,000</b>	<b>\$1,000,000</b>	<b>\$0</b>
<b>WATER &amp; SEWER PROJECTS (FUNDING TBD)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,769,000</b>	<b>\$16,758,000</b>	<b>\$1,461,000</b>	<b>\$0</b>

Source for Future Years: The Capital Improvement Program Manual

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**SIGNIFICANT NON-RECURRING  
GENERAL OBLIGATION PROJECTS  
(Planned for FY19 – FY23)**

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## Capital Improvement Program

**Project Name: Mud Gully Detention and Conveyance**



Project Type: Drainage  
 Subtype: Construction  
 Completion Year: 2019  
 Total Budget: \$1,000,000  
 Funding Source: Unassigned General Fund Reserves

Description

The City of Friendswood, in participation with the Galveston County Consolidated Drainage District, Harris County Flood Control District, Harris County, and Galveston County will undertake the Mud Gully Detention and Channel Improvements. This will include 120-Acre Detention Basin providing 1,550 acre-feet of detention capacity and approximately 1 mile of conveyance improvements.

Justification

The above improvements would drop the surface elevation of Clear Creek and the Mud Gully, and provide benefits to over 700 structures that are within the 100-year flood plain. This is a component of the Clear Creek Federal Flood Control project which is being re-evaluated by the U.S. Army Corps of Engineers.

Operating Impact

This project will not result in any additional operating cost for the City.

**Project Name: Street Improvements (funded by G.O. Bonds authorized in 2013)**



Proposition 4: \$7,710,000  
 Road and Street Improvements Include

- Blackhawk Boulevard
- Mary Ann Drive
- Shadow Bend Avenue
- Townes Road
- Winding Road
- Woodlawn Drive



Project Type: Thoroughfare  
 Subtype: Construction  
 Completion Year: 2018-2019  
 Total Budget: \$6,464,476  
 Funding Source: General Obligation Bonds (authorized 11/13)

Description

The 2013 bond election included a proposition for street improvements identified in the City's Pavement Management Master Plan as needing repair/replacement. The proposed improvements will replace damaged roadways.

The project will consist of Shadow Bend Avenue, Winding Road, Woodlawn Drive, Townes Road, Mary Ann Drive & Blackhawk Boulevard.

Justification

As identified in the Master Plan, replacing these roadways will help reduce on-going operation & maintenance costs for both the City and motorists traveling in Friendswood.

Operating Impact

Annual estimated street maintenance cost is \$3,651 per mile. This project consists of 2.84 total miles. Upon completion, this project's annual maintenance cost would be approximately \$10,369.

## Capital Improvement Program

### Project Name: 1776 Park Improvements



#### Description

In an effort to upgrade area parks, and make them more usable to the residents, there are different items being used around the City to enhance existing Parks. Next door to 1776 Park in the Imperial Estates is a new Frisbee Golf Course. This project will add a Kayak

#### Council Goal

#6 Maintain High Level of Public Service

Project Type:	Park Facilities
Subtype:	Construction
Completion Year:	TBD
Total Budget:	\$430,000
Funding Source:	Not yet determined

Launch, and 6' wide trails to the existing amenities at this park.

#### Justification

The demand for versatile Parks for all ages and all types of activities require the City to add and enhance the existing City fields.

### Project Name: Old City Park



#### Description

The proposed plan has identified the requirement to renovate and update Old City Park. The park has been connected to Stevenson Park via a footbridge. Additional amenities include a dog park, 10' wide

#### Justification

Since 1993, the Parks and Recreation Board have recommended the connection of Old City Park and Stevenson Park via a footbridge. Once connected, additional parking for special events such as the annual Fourth of July Celebration, Concerts-In-The-Parks, the Halloween Festival, and the Car Show can be accommodated. During the spring and summer soccer seasons, the existing gravel entry road generates extensive amounts of dust and debris that settle on nearby resident's homes and vehicles. Paving the entry way and providing paved parking at the site will resolve this issue and will create a safe environment.

#### Council Goal

#14 Develop Additional Parks

Project Type:	Parks
Subtype:	Construction
Completion Year:	TBD
Total Budget:	\$1,102,000
Funding Source:	Voter Approved 2013 Park Bonds

sidewalk, paved parking for 45 vehicles, new entry road from Briar Meadow and Merriewood, new picnic pavilion, new restroom building, playground equipment, and improved drainage throughout the site.

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## Capital Improvement Program

**Project Name:**        **Wegner Ditch – Tributary II**

Project Type:            Drainage  
Subtype:                Construction  
Completion Year:        TBD  
Total Budget:            TBD  
Funding Source:        Grant + Cost Share

### Description

In 2004, the Texas Department of Transportation (TXDOT) prepared a comprehensive Drainage Plan for the F.M. 2351 corridor between F.M. 518 and the proposed Brittany Bay Boulevard. The purpose of the study was to identify critical drainage issues that would affect the widening of the roadway to 5 lanes and then propose solutions that could be addressed by the various agencies affected by the project. Three problem areas were identified. This project addresses problem area 2 and is a joint project between the City, Galveston Consolidated Drainage District, and TXDOT. The project calls for the construction of outfall (box culvert or ditch) located between Garden Street and

Sunset Drive. The outfall facility would extend from F.M. 2351 all the way to Cowards Creek, for a distance of 3300 feet.

### Justification

The proposed outfall would address several drainage areas along the F.M. corridor that currently do not have outfall drainage. The benefits would be realized on both sides of F.M. 2351, from Stadium Drive to Oak Drive. In addition, the proposed project would facilitate the development of the roadway and relieve traffic congestion along the corridor within the city limits of Friendswood.

### Council Goal

#5 Improve Drainage

\*The Galveston County Consolidated Drainage District is currently constructing this project through a grant with CDBG. The City's cost share was in the amount of \$75,000 for Engineering and Surveying, which was paid in FY 2010

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**SIGNIFICANT NON-RECURRING  
UTILITY SERVICES PROJECTS  
(Planned for FY19 – FY23)**

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## Capital Improvement Program

### Project Name: **Blackhawk Wastewater Treatment Plant Improvements**



Project Type: Utility  
Subtype: Sanitary Sewer Improvements

Completion Year: 2016 - 2018

Total Budget: \$3,999,530

Funding Source: 2016 W&S Revenue Bonds

#### Description

This project consists of the addition of a third clarifier and future rehabilitation of existing clarifiers at the wastewater treatment plant which services the City's sanitary sewer system.

#### Justification

Aging of the Blackhawk Wastewater Treatment Plant, constructed in 1979, has resulted in the need for rehabilitation of existing clarifiers to prevent sanitary sewer system inflows and infiltration issues. Addition of the 3<sup>rd</sup> clarifier will ensure adequate sewer treatment capacity through and at the City's anticipated build-out population of 57,400.

#### Operating Impact

Improved efficiencies of the clarifiers will result in very minimal budgetary increase, if any at all, in the 1<sup>st</sup> year after completion. As 53% participant of the Blackhawk Wastewater Treatment Plant, the anticipated additional annual operational cost in future years could be \$75,000 - \$100,000.

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### Project Name: **Lift Station #23 Reconstruction**

Project Type: Utility  
Subtype: Sanitary Sewer Improvements

Completion Year: 2019 - 2020

Total Budget: \$3,540,000

Funding Source: 2016 W&S Revenue Bonds

#### Description

This project will replace the existing critical lift station that serves the majority of the south western region of Friendswood. A new wet well would be poured, new pumps and controls for the lift station will be installed, new fencing will be erected, and a new emergency generator will be installed.

#### Justification

The existing lift station has reached the end of its useful life span and is in need of immediate replacement. Current estimates and recent experiences have proven that this system is severely taxed and incapable of handling current standard flows.

#### Operating Impact

This capital improvement project involves replacing an existing and dated lift station. Operational expenses for maintenance are expected to decline over the early life cycle years by approximately \$5,000 annually.

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## Capital Improvement Program

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**Project Name: Lift Station #4 Replacement**

Project Type: Utility  
Subtype: Sanitary Sewer Improvements

Completion Year: TBD

Total Budget: \$1,594,000

Funding Source: Not yet identified

Description

This project would replace the existing lift station that serves the Polly Ranch 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 Polly Ranch 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 Impact

This capital improvement project involves replacing an existing and dated lift station. Operational expenses for maintenance are expected to decline over the early life cycle years by approximately \$5,000 annually.

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**Project Name: Lift Station #17 Reconstruction**

Project Type: Utility  
Subtype: Sanitary Sewer Improvements

Completion Year: TBD

Total Budget: \$1,594,000

Funding Source: Not yet identified

Description

Complete reconstruction of the Lift Station #17 facilities would include wet well, pumps and controls. The reuse of existing generator is possible. The new installation would replace a facility over 30 years old and in deteriorating condition. In general terms, the project would have within its definition the installation of three submersible sewage pumps of the 15 to 20 HP range, controls and associated instrumentation should be in stainless enclosures and placed above the flood level. A new fence should also

be included in this project. The current 480 Volt, 3 Phase 150 amp service and natural gas for the generator is existent at this site.

Justification

This lift station serves the Wedgewood area bordered by Clear Creek to the west, Blackhawk Boulevard to the east, F.M. 2351 to the north, and Shady Oaks Drive to the south. The facility also receives sewage from lift station number 37 located at our surface water station number 2 plant. It is in terms of flow, within the 10 largest lift station facilities in the city.

Operating Impact

This capital improvement project involves replacing an existing and dated lift station. Operational expenses for maintenance are expected to decline over the early life cycle years by approximately \$5,000 annually.

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## Capital Improvement Program

**Project Name: Sanitary Sewer Assessment (Phases 4 & 5)**

Project Type: Utility  
Subtype: Sanitary Sewer Improvements

Completion Year: TBD

Total Budget: \$1,565,000

Funding Source: Not yet identified

Description

Basins Eight and Eighteen was part of the original group of areas experiencing the greatest inflow and infiltration. Basins Eight and Eighteen consist of approximately 75,029 linear feet of gravity sanitary sewer lines and 179 manholes. Basin Eight encompasses the western portion of FM 2351 (Coward Creek subdivision) from Sunset to Hackney and from Falling Leaf to the city limits across from FM 2351. Basin Eighteen encompasses the eastern most portion of the city along Bay Area Boulevard. The subdivisions of Friendswood Oaks and Terra Bella primary areas.

Basin One was part of the original group of areas experiencing the greatest inflow and infiltration. Basins Eight and Eighteen were studied as part of Phase II. Basin One consists of approximately 34,750 linear feet of gravity sanitary sewer lines and 270 manholes. Basin One encompasses the northern portion of Blackhawk Boulevard (Wedgewood Village) from Cedar Gulley to FM 2351 and from Beamer Road to Clear Creek on FM 2351.

Justification

As part of the Sanitary Sewer System Assessment Phase I an overall master plan was developed to further investigate specific basins based on the original flow monitoring data.

As part of the Sanitary Sewer System Assessment Phase I an overall master plan was developed to further investigate specific basins based on the original flow monitoring data. Phase V will be the second such in-depth investigation into specific basins.

Operating Impact

This capital improvement project is not expected to result in annual operating costs or savings. However, upon completion the City will not face the fines and penalties enforced by TECQ for infiltration/inflow violations.

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## Capital Improvement Program

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**Project Name: Lift Station #22 Reconstruction**

Project Type: Utility  
Subtype: Sanitary Sewer Improvements

Completion Year: 2021

Total Budget: \$2,372,000  
Funding Source: Not yet identified

Description

This project would replace the existing lift station that serves the Forest Bend 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 Forest Bend 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 Impact

This capital improvement project involves replacing an existing and dated lift station. Operational expenses for maintenance are expected to decline over the early life cycle years by approximately \$5,000 annually.

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**Project Name: Second Elevated Water Storage Tank Rehabilitation**



Project Type: Utility  
Subtype: Water Plant Improvements  
Completion Year: TBD  
Total Budget: \$954,000  
Funding Source: Water & Sewer Fund Working Capital

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 Impact

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.

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# Capital Improvement Program

**Project Name: 42 Inch Water Main Replacement**



Project Type: Utility  
Subtype: Water Distribution Improvements  
Completion Year: TBD  
Budget: \$12,656,000  
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 Impact

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.

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## Capital Improvement Program

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**Project Name: Water Plant #3 Tank Rehabilitation**

Project Type: Utility  
Subtype: Water Distribution Improvements

Completion Year: 2021

Total Budget: \$636,000

Funding Source: Not yet identified

Description

The rehabilitation will include the sand blasting and painting of the ground storage tank and some minor repair/ replacement of pumps and control equipment.

Justification

This is part of a preventive maintenance effort to prolong the life of the facilities. Ground storage tanks require painting every 10 to 12 years to assure its integrity and usefulness, and more importantly to meet required State TCEQ water quality mandates.

Operating Impact

No additional cost or budgetary savings are anticipated due to the nature and scope of this project.

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**Project Name: Water Plant #4 Tank Rehabilitation**

Project Type: Utility  
Subtype: Water Distribution Improvements

Completion Year: 2021

Total Budget: \$636,000

Funding Source: Not yet identified

Description

The rehabilitation will include the sand blasting and painting of the ground storage tank and some minor repairs to the required pumping equipment.

Justification

Preventive maintenance program prolongs the life of the facilities. The ground storage needs to be painted every 10 to 12 years to assure its integrity and usefulness, and more importantly to meet required State TCEQ water quality mandates.

Operating Impact

No additional cost or budgetary savings are anticipated due to the nature and scope of this project.

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## Capital Improvement Program

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**Project Name: West Water Interconnect**

Project Type: Utility  
Subtype: Water Distribution Improvements

Completion Year: TBD

Total Budget: \$418,000

Funding Source: Water & Sewer Working Capital

Description

The proposed improvements would extend an independent 12" to interconnect the existing 16" transmission water main line on Wilderness Trails to the 12' main on F.M. 528.

Justification

Currently, limited un-looped water lines service various developments throughout the southern region of Friendswood, therefore limiting the availability of needed constant water pressure on the farther western regions of Friendswood. The proposed transmission water main would provide the needed direct constant supply of water to this proposed area, ultimately providing development opportunities along the far western regions of FM 528.

Operating Impact

This capital improvement project involves adding a total of approximately 5 miles to the City's existing waterlines. Based on projected future waterline maintenance cost of approximately \$2,244 per mile, additional annual operating maintenance cost for this project will be about \$11,222.

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**Project Name: Western Loop 16" Waterline**

Project Type: Utility  
Subtype: Water Distribution Improvements

Completion Year: TBD

Total Budget: \$1,200,000

Funding Source: Not yet identified

Description

This project consists of extending waterlines from water plant #4 connecting to existing City waterlines in the western portion of our service area.

Justification

The project would improve water pressure along FM 528 and open the western portion of the City for development opportunities.

Operating Impact

This capital improvement project involves adding a total of approximately 5 miles to the City's existing waterlines. Based on current waterline maintenance cost of approximately \$1,936 per mile, additional annual operating maintenance cost for this project will be about \$9,680.

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## Capital Improvement Program

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**Project Name: COH Raw Water System Buy-In**

Project Type: Utility  
Subtype: Water Distribution Improvements

Completion Year: TBD

Total Budget: \$3,500,000

Funding Source: Water & Sewer Working Capital

Description

This is a purchase of raw water capacity from the City of Houston through their centralization of the Raw Water feed system to the Southeast Water Purification Plant. The City of Houston has for years operated and maintained their raw water collection and distribution system used for providing the water supply to treatment facilities individually. A decision was taken recently to share the costs of operations, maintenance, and improvements out among the municipal customer-participants currently acting as co-owners in the treatment and transmission facilities. In order for Houston to continue supplying raw water in future and prevent the sole burden of the cost being shared only by Houston all future co-participants desire more capacity are to share the cost. In order to do this fairly, all raw water supplies are group to create a raw water system with a 200 MGD capacity.

Justification

This is a component of the Surface Water supply-treatment and distribution system that the City has bought into as an outgrowth of the 2001 Ground Water Reduction Plan. The City of Houston is sharing out the cost of this system with its co-participants.

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**Project Name: Lift Station #1 Reconstruction**

Project Type: Utility  
Subtype: Sanitary Sewer Improvements

Completion Year: 2020

Total Budget: \$1,594,000

Funding Source: Not yet identified

Description

Complete reconstruction of the Lift Station #1 facility. This is the last lift station in the city using above ground pumps. Reconstruction would include wet well, pumps and controls. The reuse of existing generator may be possible. The new installation would replace a facility 40 years old and in poor condition. The project should have within its definition the installation of two submersible sewage pumps of the 15 to 20 HP range, controls and associated instrumentation should be in stainless enclosures and located above flood level. A new fence should also be included in this project. The current 230 volts 3 phase 150 amp service should be upgraded to 480V if possible and natural gas for the generator is existent at this site.

Justification

The facility is located in Imperial Estates and serves that area and some areas on the north side of FM2351. This is the last lift station in the city using above ground pumps. Replacement of these units which are now entering their 30th year is advised. The wet well is beginning to deteriorate. A new facility with an increased pumping capability would service the above mentioned area with a far greater degree of reliability than the existing site can offer and eliminate an old and unsightly facility.

Operating Impact

This capital improvement project involves replacing an existing and dated lift station. Operational expenses for maintenance are expected to decline over the early life cycle years by approximately \$5,000 annually.

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## Capital Improvement Program

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**Project Name: Sanitary Sewer Assessment (Phases VI)**

Project Type: Utility  
Subtype: Sanitary Sewer Improvements

Completion Year: TBD

Total Budget: \$100,000

Funding Source: Not yet identified

Description

Basins Five and Twenty are part of the second tier group of areas experiencing the greatest inflow and infiltration. Basins Eight, Eighteen, and One were studied as part of Phase II and Phase V. Basins Five and Twenty consists of approximately 67,770 linear feet of gravity sanitary sewer lines and 352 manholes. Basin Five encompasses the northern portion of the city from FM 2351 to the city limits west of FM 518 down to the drainage ditch east of North Sunset Drive. Basin Twenty encompasses the southern portion of Blackhawk Boulevard (Wedgewood Village) from Cedar Gulley to Friendswood Link Road and from the city limits down to Clear Creek.

Justification

As part of the Sanitary Sewer System Assessment Phase I an overall master plan was developed to further investigate specific basins based on the original flow monitoring data. Phase VI will be the third such in-depth investigation into specific basins.

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**Project Name: Sanitary Sewer Assessment (Phases VII)**

Project Type: Utility  
Subtype: Sanitary Sewer Improvements

Completion Year: 2020

Total Budget: \$175,000

Funding Source: Not yet identified

Description

Basins One, Five, and Twenty will have comprehensive studies conducted on their systems to determine deficiencies. Based on the results, engineering will need to be designed to correct the areas. Basins One, Five, and Twenty consists of approximately 100,000 linear feet of gravity sanitary sewer lines and 625 manholes. Basin One encompasses the northern portion of Blackhawk Boulevard (Wedgewood Village) from Cedar Gulley to FM 2351 and from Beamer Road to Clear Creek on FM 2351. Basin Five encompasses the northern portion of the city from FM 2351 to the city limits west of FM 518 down to the drainage ditch east of North Sunset Drive. Basin Twenty encompasses the southern portion of Blackhawk Boulevard (Wedgewood Village) from Cedar Gulley to Friendswood Link Road and from the city limits down to Clear Creek. The limits of the areas needed to be designed will become clearer after completion of Phases V and VI.

Justification

As part of the Sanitary Sewer System Assessment Phase I an overall master plan was developed to further investigate specific basins based on the original flow monitoring data. Phases V and VI will be the second and third such in-depth investigations into specific basins. This will be the second engineering design project for the assessment.

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## Capital Improvement Program

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**Project Name: Sanitary Sewer Assessment (Phases VIII)**

Project Type: Utility  
Subtype: Sanitary Sewer Improvements

Completion Year: 2021

Total Budget: \$1,830,000

Funding Source: Not yet identified

Description

Basins One, Five, and Twenty will have comprehensive studies conducted on their systems to determine deficiencies. Based on the results, engineering will need to be designed to correct the areas. Basins One, Five, and Twenty consists of approximately 100,000 linear feet of gravity sanitary sewer lines and 625 manholes. Basin One encompasses the northern portion of Blackhawk Boulevard (Wedgewood Village) from Cedar Gulley to FM 2351 and from Beamer Road to Clear Creek on FM 2351. Basin Five encompasses the northern portion of the city from FM 2351 to the city limits west of FM 518 down to the drainage ditch east of North Sunset Drive. Basin Twenty encompasses the southern portion of Blackhawk Boulevard (Wedgewood Village) from Cedar Gulley to Friendswood Link Road and from the city limits down to Clear Creek. The limits of the areas needed to be designed will become clearer after completion of Phases V and VI. Phase VIII will be the construction of the design plans from Phase VII.

Justification

As part of the Sanitary Sewer System Assessment Phase I an overall master plan was developed to further investigate specific basins based on the original flow monitoring data. Phases V and VI will be the second and third such in-depth investigations into specific basins. This will be the second construction project for the assessment.

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**Project Name: Water Plant #1 Tank Rehabilitation**

Project Type: Utility  
Subtype: Water Distribution Improvements

Completion Year: TBD

Total Budget: \$1,207,000

Funding Source: Not yet identified

Description

The project includes sand blasting and painting of both ground storage tanks and some minor equipment repairs and replacements.

Justification

A preventative maintenance program prolongs the life of the facilities. The ground storage tanks require blasting and painting every 10 to 12 years to assure their integrity and usefulness.

Operating Impact

No additional cost or budgetary savings are anticipated due to the nature and scope of this project.

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## Capital Improvement Program

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**Project Name: Central 16" Interconnect**

Project Type: Utility  
Subtype: Water Distribution Improvements

Completion Year: TBD

Total Budget: \$110,000

Funding Source: Water & Sewer Fund Working Capital

Description

This project consists of installation of approximately 3,000 linear feet of 16" waterlines to connect water service along Wilderness Trails to the 12" main waterline on FM 528.

Justification

The project would improve water pressure and provide potable water to the southernmost area of the City along FM 528.

Operating Impact

This capital improvement project involves adding a total of approximately 3,000 linear feet (or 0.576 miles) to the City's existing waterlines. Based on current waterline maintenance cost of approximately \$1,880 per mile, additional annual operating maintenance cost for this project will be about \$1,083.

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**Project Name: Surface Water One Reservoir Rehabilitation**

Project Type: Utility  
Subtype: Water Distribution Improvements

Completion Year: TBD

Total Budget: \$950,000

Funding Source: Not yet identified

Description

The project includes sand blasting and painting of both ground storage tanks and some minor equipment repairs and replacements.

Justification

A preventive maintenance program prolongs the life of the facilities. The ground storage tanks require blasting and painting every 10 to 12 years to assure their integrity and usefulness, and more importantly to meet required State TCEQ water quality mandates.

Operating Impact

Due to the nature and scope of this capital improvements project, no additional cost of budgetary savings are expected.

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## Capital Improvement Program

### CIP Program - General Government Projects Beyond 5-Year CIP

PROJECT	Estimated Cost*	Other Funds	Other Funding Source
Annalea/Whitehall Drainage Improvements**	\$1,207,000	\$0	
Brittany Bay Blvd Phase 1 (East of FM 528)	\$9,084,000	\$6,203,100	Development Contribution
Fire Station #4 3rd Bay	\$917,000	\$0	
FM 518 Drainage Improvements Phase 2	\$3,871,000	\$0	
Hike and Bike Connecting Trails	\$5,804,000	\$0	
Northern Panhandle Regional Detention	\$8,192,000	\$0	
Parks Maintenance Building Phase 1 & 2	\$2,377,000	\$0	
Public Works Building	\$4,480,000	\$0	
Records Retention Center	\$675,000	\$0	
Shadowbend Drainage Improvements**	\$438,000	\$0	
Southern Panhandle Regional Detention	\$22,967,000	\$0	
Sunmeadow Drainage Improvements**	\$2,583,000	\$0	
<b>Total Estimates</b>	<b>\$62,595,000</b>	<b>\$6,203,100</b>	

\* In 2017 Dollars

\*\* Multiple Phases in the Future

## Capital Improvement Program

### CIP – Water & Sewer Projects Beyond 5-Year CIP

PROJECT	Estimated Cost	Other Funds	Other Funding Source
Automated Meter Reading System	\$3,030,000	\$0	
Baker Road, Falling Leaf, Stable – Sewer	\$1,203,000	\$0	
Beamer Road Sanitary Sewer**	\$4,210,000	\$0	
Beamer Road Water Line**	\$2,043,000	\$0	
East Water Loop	\$1,354,000	\$0	
El Dorado/Lundy Lane Sanitary Sewer	\$3,880,000	\$0	
FM 528 - Falcon Ridge to Windsong Sanitary Sewer	\$1,005,000	\$0	
FM 528 - Lundy Lane to Tower Estates Sanitary Sewer	\$1,585,000	\$0	
Friendswood Lakes Water Loop	\$358,000	\$0	
San Joaquin Estates Water Line Replacement	\$1,913,000	\$0	
San Joaquin Water Loop	\$358,000	\$0	
Sanitary Sewer System Assessment 10 Year Plan	\$7,153,000	\$0	
Sixteen Inch Transmission Line Phase II	\$1,290,000	\$0	
South FM 518 Water Line	\$878,000	\$0	
South Friendswood Service Area Water Loop	\$955,000	\$0	
Stable Road – Water	\$251,000	\$0	
Water Plant #2 Tank Rehabilitation	\$636,000	\$0	
Water Plant #5 Tank Rehabilitation	\$1,587,000	\$0	
Water Plant #6 Tank Rehabilitation	\$636,000	\$0	
West Transmission Line	\$9,064,000	\$0	
Wilderness Trails Water Loop	\$292,000	\$0	
Windsong Lane – Water	\$167,000	\$0	
Windsong Sanitary Sewer	\$3,061,000	\$0	
<b>Total Estimates</b>	<b>\$46,909,000</b>	<b>\$0</b>	

\*In 2017 Dollars

\*\*Multiple Phases in the Future

## Capital Improvement Program

### Capital Projects completed since CIP Program Inception (1999)

#### City Facilities

Library Expansion & Renovations  
Public Safety Building  
Fire Station #4  
Fire Station at PSB  
Public Works Security Gate  
Public Works Wash Bay  
Library Land Acquisition  
Public Works Vehicle Storage Building  
Municipal Court Renovations  
Animal Control Facility  
Fire Station #3 Rehabilitation  
Emergency Generators – Fire Stations 1 & 2

#### City Parks & Recreation

Centennial Park - Phases 1, 2 & 3  
Friendswood Sports Park  
Stevenson Park Jogging Trail  
Stevenson Park Playground Renovation  
Centennial Park Field #33 Lighting  
Stevenson Park Gazebo Driveway  
Stevenson Park Gazebo Ramp  
Stevenson Park Gazebo Hand-railing  
Sportspark Improvements  
Stevenson Park Splash Pad, lighting, trails  
Centennial Basketball Pavilion

#### Street & Parking Lot Paving

Sunset Drive  
Friendswood Link Road Extension  
Additional City Hall Parking  
Activity Building Parking  
Blackhawk Blvd Reconstruction (Phase 1)  
Oak Vista Court Reconstruction  
Wandering Trail Reconstruction  
Baker Road Reconstruction  
Fire Station #3 Parking  
Library Parking  
Melody Lane Reconstruction  
Sunnyview/Skyview Reconstruction  
Stadium Lane Parking  
W. Shadowbend/Woodlawn Reconstruction  
Whitaker Drive Construction  
Townes Rd Reconstruction (Lucian to Crofterglen)  
Mary Ann Dr Reconstruction (FM 518 to Christina)  
Winding Rd Reconstruction (Melody to Riverside)  
Friendswood Link Road (Phase 2)

#### Drainage

Annalea/Whitehall/Kings Park – Phase 1  
Clover Acres  
FM 518 – Phase 1  
Glennshannon – Phase 1  
Sunmeadow – Phase 1  
W. Shadowbend/Woodlawn – Phase 1

#### 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  
24" Trunk Line  
Moore/Mandale Waterline Loop  
Bay Area Blvd Waterline  
WWTP Waterline Loop 8"  
Longwood Park Water & Sewer  
Water Plant #1 Rehabilitation  
Water Plant #3 Rehabilitation  
Water Plant #4 Rehabilitation  
San Joaquin Estates Sewer  
Second Elevated Tank  
Sun Meadow Lift Station  
South Friendswood Force Main  
Blackhawk Waterline  
16" Transmission Waterline (Sunset to WW#4)  
FM 2351/Beamer Rd. Utilities  
Lift Station Emergency Generators  
Lift Station #6 Replacement  
Blackhawk/Oak Vista/Wandering Trail waterlines  
Water Plant #2 Replacement  
Water Plant #5 Rehabilitation  
Water Plant #6 Rehabilitation  
Water Plant #7 Replacement  
Lift Station #18 Rehabilitation  
Lift Station #3 Replacement  
Friendswood Link/Whispering Pines water lines  
Friendswood Link/Whispering Pines sewer lines  
Public Works heavy equipment purchases  
Utility Impact Fee Study - 2013  
Utility Cost of Service & Rate Study – 2014  
SCADA System Upgrade – Phase I  
Utility Impact Fee Study - 2019

## DEPARTMENT SUMMARY

## EXPENDITURE BY DIVISION

DEPARTMENT	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
MAYOR AND COUNCIL	\$299,541	\$264,995	\$471,369	\$165,037	\$439,472	\$319,784	20.7%
CITY SECRETARY'S OFFICE	442,804	521,776	523,376	365,112	502,931	\$537,488	3.0%
CITY MANAGER'S OFFICE	976,702	1,040,567	1,312,059	854,801	1,280,128	\$1,015,737	-2.4%
ADMINISTRATIVE SERVICES	3,867,610	4,198,022	4,416,944	3,086,188	4,336,983	\$4,216,212	0.4%
POLICE	9,469,475	10,225,179	10,419,726	7,349,414	10,412,751	\$11,210,483	9.6%
FWD VOLUNTEER FIRE DEPT	1,962,734	1,619,298	1,619,298	1,224,214	1,620,288	\$1,819,298	12.4%
FIRE MARSHAL'S OFFICE	3,056,896	876,658	4,968,533	4,618,759	4,918,541	\$915,655	4.4%
COMMUNITY DEVELOPMENT	893,663	1,002,600	1,035,859	708,327	1,003,948	\$1,135,338	13.2%
PUBLIC WORKS	8,182,374	9,556,685	9,777,057	5,529,455	7,689,980	\$10,040,042	5.1%
LIBRARY	1,172,245	1,216,055	1,252,247	849,123	1,223,407	\$1,239,090	1.9%
PARKS & RECREATION	3,339,864	3,409,931	3,939,176	2,400,936	3,616,262	\$3,441,934	0.9%
<b>DEPARTMENT TOTAL</b>	<b>\$33,663,908</b>	<b>\$33,931,766</b>	<b>\$39,735,644</b>	<b>\$27,151,366</b>	<b>\$37,044,691</b>	<b>\$35,891,061</b>	<b>5.8%</b>

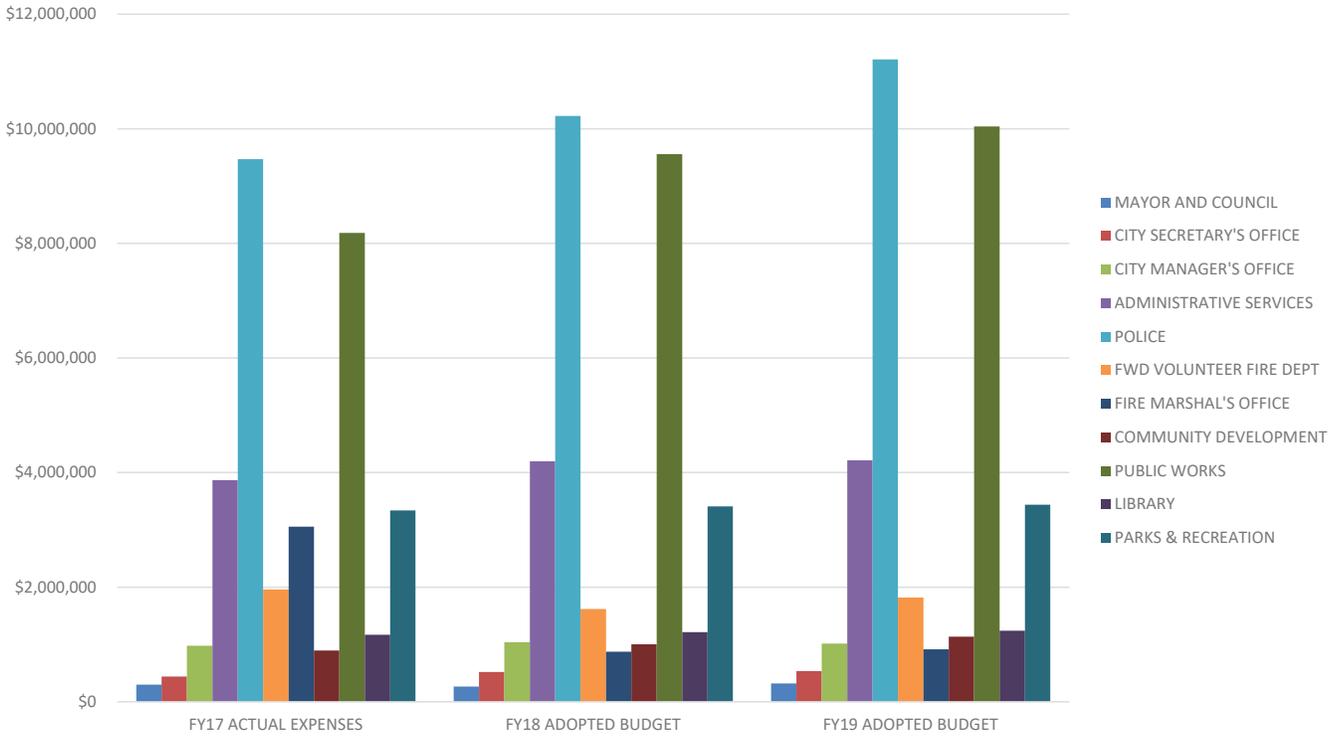
## EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
SALARIES AND BENEFITS	\$20,000,369	\$20,587,367	\$20,831,641	\$14,587,657	\$20,727,779	\$21,839,723	6.1%
SUPPLIES	1,382,124	1,319,512	1,972,376	1,276,097	1,841,629	1,358,215	2.9%
MAINTENANCE	1,608,609	1,306,446	1,459,896	861,217	1,287,644	1,529,242	17.1%
SERVICES	10,337,449	10,231,250	14,675,377	10,124,683	12,631,286	10,601,916	3.6%
CAPITAL OUTLAY	140,958	327,390	639,253	172,112	383,554	388,264	18.6%
OTHER	194,399	159,801	157,101	129,600	172,799	173,701	8.7%
<b>CLASSIFICATION TOTAL</b>	<b>\$33,663,908</b>	<b>\$33,931,766</b>	<b>\$39,735,644</b>	<b>\$27,151,366</b>	<b>\$37,044,691</b>	<b>\$35,891,061</b>	<b>5.8%</b>

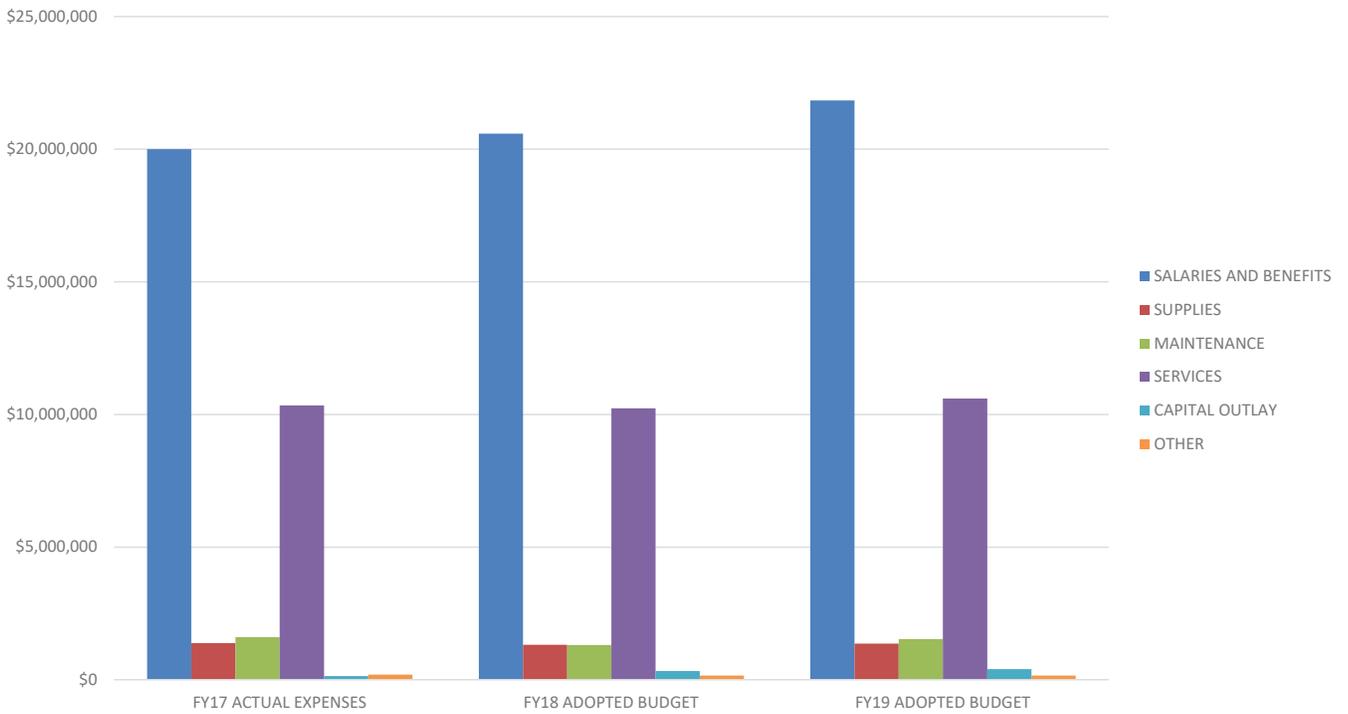
## PERSONNEL SUMMARY BY DIVISION

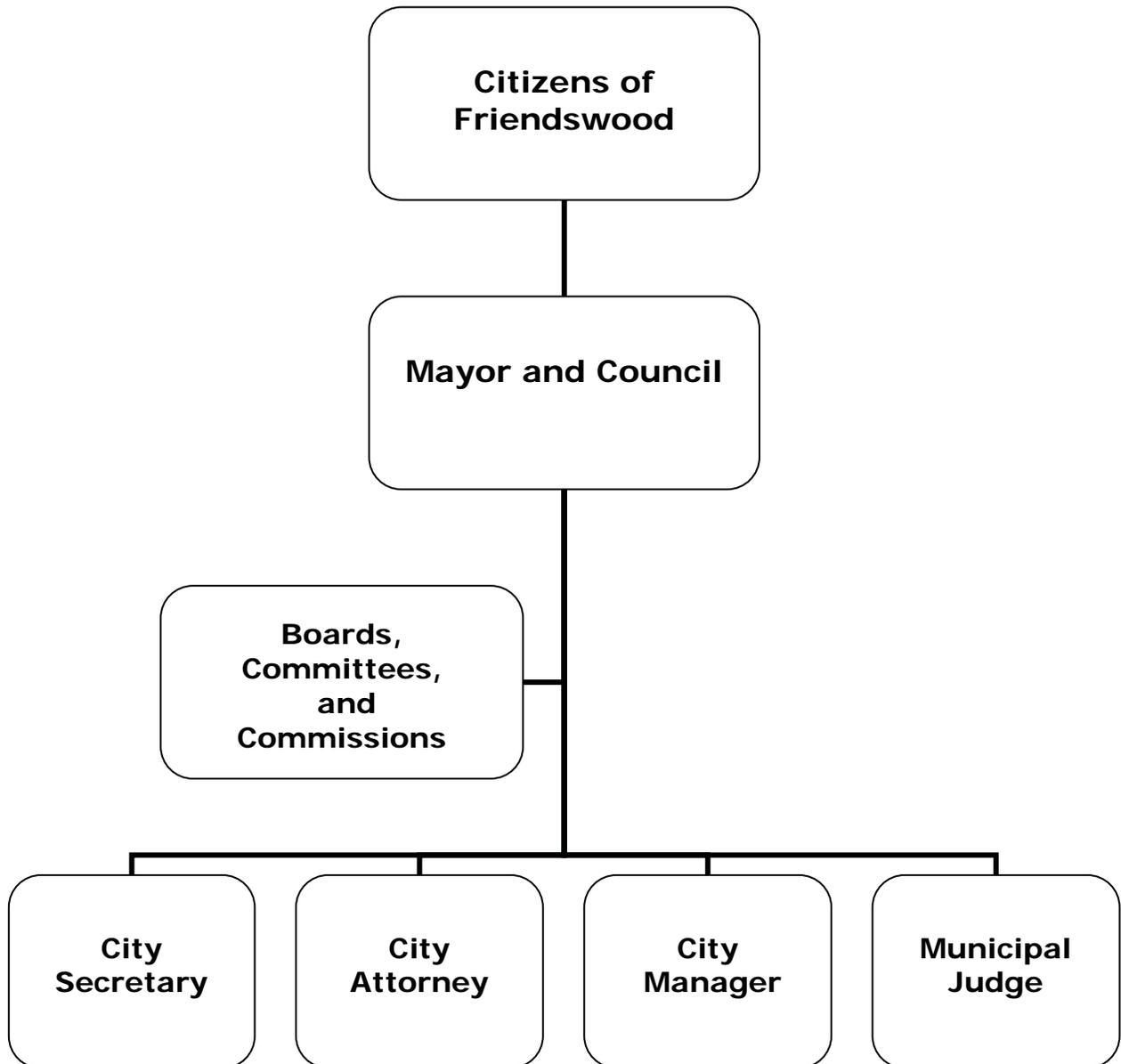
DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
MAYOR AND COUNCIL	1.00	1.00	2.10	2.10	2.10	2.10	110.0%
CITY SECRETARY'S OFFICE	5.20	5.20	5.20	5.20	5.20	5.20	0.0%
CITY MANAGER'S OFFICE	5.40	5.40	5.40	5.40	5.40	5.40	0.0%
ADMINISTRATIVE SERVICES	27.70	28.70	27.60	27.60	27.60	27.60	-3.8%
POLICE	87.72	87.72	87.72	87.72	87.72	90.38	3.0%
FIRE MARSHAL'S OFFICE	6.60	6.60	6.60	6.60	6.60	6.60	0.0%
COMMUNITY DEVELOPMENT	10.70	10.70	10.70	10.70	10.70	10.70	0.0%
PUBLIC WORKS	45.30	46.30	46.30	46.30	46.30	47.30	2.2%
LIBRARY	14.97	14.97	14.97	14.97	14.97	14.97	0.0%
PARKS & RECREATION	20.50	21.90	21.90	21.90	21.90	21.90	0.0%
<b>PERSONNEL TOTAL</b>	<b>225.09</b>	<b>228.49</b>	<b>228.49</b>	<b>228.49</b>	<b>228.49</b>	<b>232.15</b>	<b>1.6%</b>

### EXPENDITURES BY DEPARTMENT



### EXPENDITURES BY CATEGORY





## Mayor and Council

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### 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.

At the City Council meeting on May 4, 2015, Council approved an employment contract with the City's then consulting attorney to become the City's first in-house legal counsel. This action represented a significant shift in the organization's philosophy that had a consultant-based approach to legal services since the mid-1970s. Staff is now able to seek legal advice and direction on various City-related issues more cost effectively and efficiently in that the City is no longer charged at an hourly rate for the majority of its legal service needs. Additionally, these services are realized in a more time efficient manner as the City Attorney is housed in City Hall.

### Departmental Goals and Performance Measures

#### Goals:

- To conduct meetings according to State law
- To discuss and make decisions regarding the operation of the City

**Supports the City's Strategic Goals:** 1-Communication, 2-Economic Development, 3-Preservation, 4-Partnerships, 5-Public Safety, and 6-Organizational Development

Mayor and Council	FY16 Actual	FY17 Actual	FY18 Budget	FY18 Forecast	FY19 Adopted
<b>Inputs</b>					
Department Expenditures	\$238,149	\$299,541	\$264,995	\$439,472	\$319,784
#of Population (estimated)	39,219	39,358	40,426	40,426	40,905
<b>Outputs</b>					
# of Meetings Held	18	17	19	15	16
# of Action Items	61	45	65	60	55
# of Consent Items	72	74	65	73	75
# of Executive Session Items	32	42	35	40	35
# of Public Hearing Items	17	13	15	12	15
<b>Measures of Efficiency</b>					
Department Expenditures per capita	\$6.07	\$7.61	\$6.56	\$10.87	\$7.82

MAYOR AND COUNCIL  
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
GOVERNING BODY	\$108,691	\$57,077	\$223,150	\$28,248	\$205,895	\$57,077	0
CITY ATTORNEY	190,850	207,918	248,219	136,789	233,577	262,707	26.4%
<b>DEPARTMENT TOTAL</b>	<b>\$299,541</b>	<b>\$264,995</b>	<b>\$471,369</b>	<b>\$165,037</b>	<b>\$439,472</b>	<b>\$319,784</b>	<b>20.7%</b>

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
SALARIES	\$187,280	\$189,018	\$229,319	\$135,737	\$229,319	\$243,807	29.0%
SUPPLIES	2,565	4,511	5,598	3,064	6,884	4,511	0.0%
SERVICES	109,696	71,466	127,774	26,236	94,591	71,466	0.0%
CAPITAL OUTLAY	0	0	108,678	0	108,678	0	
<b>CLASSIFICATION TOTAL</b>	<b>\$299,541</b>	<b>\$264,995</b>	<b>\$471,369</b>	<b>\$165,037</b>	<b>\$439,472</b>	<b>\$319,784</b>	<b>20.7%</b>

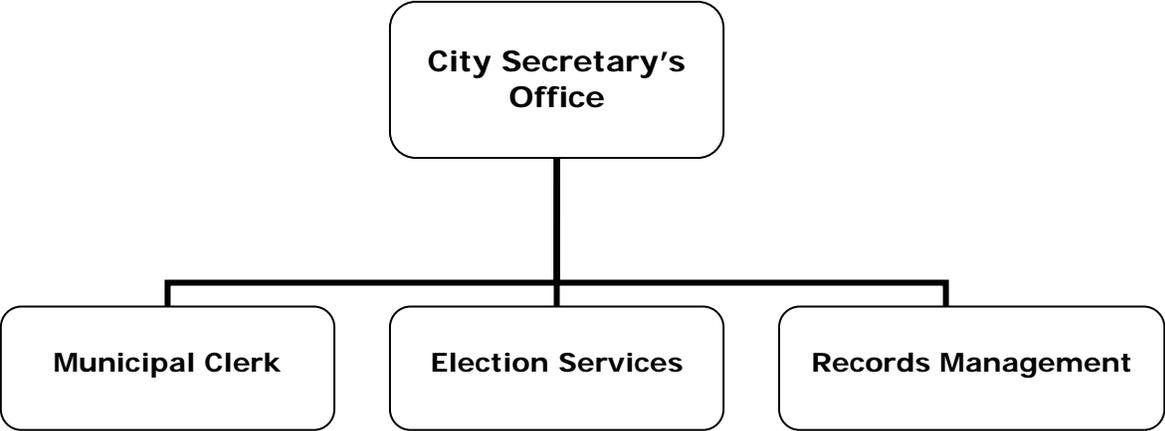
PERSONNEL SUMMARY BY DIVISION

DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
GOVERNING BODY	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
CITY ATTORNEY*	1.00	1.00	2.10	2.10	2.10	2.10	110.0%
<b>PERSONNEL TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>	<b>110.0%</b>

\*In FY18, the prosecutor positions were moved from the Municipal Court division.

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>50 - SUPPLIES</b>							
001-0101-411.5100	OFFICE SUPPLIES	\$221	\$651	\$663	\$17	\$388	\$0
001-0101-411.5200	PERSONNEL SUPPLIES	102	132	407	418	418	132
001-0101-411.5400	OPERATING SUPPLIES	1,882	3,428	3,428	2,535	5,057	4,079
<b>50 - SUPPLIES Totals:</b>		<b>\$2,205</b>	<b>\$4,211</b>	<b>\$4,498</b>	<b>\$2,970</b>	<b>\$5,863</b>	<b>\$4,211</b>
<b>70 - SERVICES</b>							
001-0101-411.7110	LEGAL SERVICES	(\$476)	\$0	\$11,476	\$476	\$2,975	\$0
001-0101-411.7119	OTHER LEGAL SERVICES	92,640	28,581	44,498	13,827	44,498	28,581
001-0101-411.7400	OPERATING SERVICES	1,505	1,238	1,238	606	1,121	1,238
001-0101-411.7401	POSTAL / COURIER SERVICES	2	0	0	3	3	0
001-0101-411.7510	TRAINING	1,175	2,000	2,000	859	2,000	2,000
001-0101-411.7520	TRAVEL EXPENSES & REIMBURSEMENTS	498	3,300	3,300	0	500	3,300
001-0101-411.7530	MEMBERSHIPS	7,200	7,276	7,276	7,225	7,225	7,276
001-0101-411.7800	CONTRACT SERVICES	0	0	29,990	0	29,989	0
001-0101-411.7910	COMMUNITY EVENTS/PROGRAMS	3,942	10,471	10,196	2,282	3,043	10,471
<b>70 - SERVICES Totals:</b>		<b>\$106,486</b>	<b>\$52,866</b>	<b>\$109,974</b>	<b>\$25,278</b>	<b>\$91,354</b>	<b>\$52,866</b>
<b>80 - CAPITAL OUTLAY</b>							
001-0101-411.8400	CAPITAL OPERATING EQUIP	\$0	\$0	\$108,678	\$0	\$108,678	\$0
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$108,678</b>	<b>\$0</b>	<b>\$108,678</b>	<b>\$0</b>
<b>0101 - GOVERNING BODY Totals:</b>		<b>\$108,691</b>	<b>\$57,077</b>	<b>\$223,150</b>	<b>\$28,248</b>	<b>\$205,895</b>	<b>\$57,077</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-0102-411.4110	FULLTIME SALARIES & WAGES	\$140,829	\$144,877	\$144,877	\$102,171	\$144,877	\$150,673
001-0102-411.4143	LONGEVITY PAY	119	0	0	0	0	60
001-0102-411.4149	CELL PHONE ALLOWANCE	1,384	1,200	1,200	1,075	1,200	1,200
001-0102-411.4190	ACCRUED PAYROLL	2,006	0	0	0	0	0
001-0102-411.4220	PART-TIME WAGES	0	0	37,302	1,850	37,302	45,380
001-0102-411.4710	SOCIAL SECURITY/MEDICARE	9,219	11,175	14,029	7,965	14,029	13,603
001-0102-411.4720	TMRS RETIREMENT	22,611	23,197	23,197	16,380	23,197	24,233
001-0102-411.4810	HEALTH/DENTAL INSURANCE	9,935	7,434	7,434	5,445	7,434	7,433
001-0102-411.4820	LIFE INSURANCE	437	400	400	326	400	420
001-0102-411.4830	DISABILITY INSURANCE	458	424	424	342	424	441
001-0102-411.4840	WORKERS COMP INSURANCE	228	231	290	173	290	284
001-0102-411.4850	EAP SERVICES	39	58	58	10	58	58
001-0102-411.4890	FLEX PLAN ADMINISTRATION	15	22	108	0	108	22
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$187,280</b>	<b>\$189,018</b>	<b>\$229,319</b>	<b>\$135,737</b>	<b>\$229,319</b>	<b>\$243,807</b>
<b>50 - SUPPLIES</b>							
001-0102-411.5100	OFFICE SUPPLIES	\$280	\$200	\$200	\$94	\$126	\$0
001-0102-411.5400	OPERATING SUPPLIES	80	100	100	0	100	300
001-0102-411.5800	OPERATING EQUIPMENT<\$5000	0	0	800	0	795	0
<b>50 - SUPPLIES Totals:</b>		<b>\$360</b>	<b>\$300</b>	<b>\$1,100</b>	<b>\$94</b>	<b>\$1,021</b>	<b>\$300</b>
<b>70 - SERVICES</b>							
001-0102-411.7400	OPERATING SERVICES	\$449	\$1,000	\$1,000	\$25	\$500	\$1,000
001-0102-411.7401	POSTAL / COURIER SERVICES	9	100	100	0	20	100
001-0102-411.7497	RECRUITMENT ADVERTISING	551	0	0	0	0	0
001-0102-411.7510	TRAINING	644	1,000	1,000	349	875	1,000
001-0102-411.7520	TRAVEL EXPENSES & REIMBURSEMENTS	13	1,000	1,000	0	500	1,000
001-0102-411.7530	MEMBERSHIPS	305	500	500	0	70	500
001-0102-411.7540	PUBLICATIONS	1,239	15,000	14,200	584	1,272	15,000
<b>70 - SERVICES Totals:</b>		<b>\$3,210</b>	<b>\$18,600</b>	<b>\$17,800</b>	<b>\$958</b>	<b>\$3,237</b>	<b>\$18,600</b>
<b>0102 - CITY ATTORNEY Totals:</b>		<b>\$190,850</b>	<b>\$207,918</b>	<b>\$248,219</b>	<b>\$136,789</b>	<b>\$233,577</b>	<b>\$262,707</b>



### **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, 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 operations 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 another entity. These activities also include coordinating the appointments of volunteers to the boards, committees and commissions, providing staff support for Council activities, managing the bid process, 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.

All meetings held by Council have met the Open Meetings Act requirements. As per the Open Meetings Act, all meetings 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.

#### **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 the Galveston County Consolidated Drainage District.

#### **Records Management Program**

According to Chapter 1248, Acts of the 71<sup>st</sup> 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 city 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 important information is easily accessible to all.

### Highlights of the Budget

#### Election Services

This budget year we will be conducting a general election in May 2019 for Council Position No. 4 and Position No. 6.

#### Records Management Program

The FY19 budget continues to provide for the Records Management Program. A records storage area that is part of the Public Safety Building houses Police, Municipal Court and Fire Marshal/Emergency Operations Center's records. Discussions have been ongoing regarding projecting and planning for an alternative records storage location 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. The current records storage center is at an off-site storage facility that is climate controlled and 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 the FY 2010-11 budget, Council approved the Freedom of Information Act (FOIA) Systems software to assist with implementing the Texas Public Information Act. With the volume of public information requests the City receives, this system manages the process by handling and automating all aspects of the public information request process, saving valuable Staff time with improved oversight and reporting. This web based system has streamlined the public information request 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. Additionally, the City Attorney's office is connected to the FOIA system in order to further streamline the public information request process and to reduce response time, which has proven to be quite successful.

Records Coordinators and Backup Records Coordinators are trained in the use of the FOIA software and policies of the Records Management Program with updated training as necessary. The program consists of managing the Records Centers, the records retention

program, the public information request process and coordination with all departments on all aspects of records management.

**Records and Laserfiche Program**

The FY19 budget continues to fund the records and Laserfiche program. The scanning of all records of City Council meetings and other documents will carry on as well as continuing the program for citywide access to many documents. (i.e. minutes, ordinances, resolutions, contracts, deeds, easements, vehicle titles, etc.) This program allows additional electronic capability for all departments to search, access and retrieve city records and continue to scan most documents approved by Council and make available to City Staff for search, retrieval, e-mail and print capabilities. This process eliminates the need for hard copies to be produced and stored by numerous departments. The Laserfiche program has been in place since 2005 and will continue as a permanent service of the City Secretary’s office, with the expansion of records provided as technology and funds allow.

In 2009, the City Secretary’s office implemented Laserfiche Weblink so citizens and the general public may 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.

**Highlights of the Budget**

**The following decision packages are included in the FY19 adopted budget:**

Description		Amount
Outsourcing Election Services with Galveston County (reallocate existing funds)	Ongoing Cost	\$16,808

**The following decision packages are not included in the FY19 adopted budget:**

Subpoena Module of FOIA	One Time Cost	\$1,000
	Ongoing Cost	\$5,200

**Departmental Goals and Performance Measures by Division**

**Municipal Clerk Goals:**

1. To effectively utilize electronic opportunities to provide for greater communication with the public, elected officials, City Staff and City Attorney
2. To provide Council meeting notices for all meetings held
3. To provide the public with information regarding the administration of the City that will be discussed in those meetings
4. To provide support and information to Council and citizens in preparing and attending Council meetings
5. To take minutes of each meeting held and record City Council action and workshop discussions

**Supports the City's Strategic Goals: 1-Communication and 6-Organizational Development**

**Objectives:**

1. Post all agenda, minutes, paperless agenda packets, or additional documents of City Council meetings and commission, committee and board meeting agendas and minutes on the City's website.
  
2. Make available on the website Public Information Act request information and forms as well as a public link to FOIA, voting and election information and results, press releases related to elections and City Secretary services, Council information and biographies, volunteer committee forms, legal notices and other information.

<b>Municipal Clerk Division</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
Number of full time equivalents (FTE's)	3.0	3.0	3.0	3.0	3.0
Department Expenditures	\$303,037	\$314,244	\$340,406	\$332,430	\$348,583
<b>Outputs (Goals 1 &amp; 2)</b>					
# of Alcohol permits	29	10	22	30	32
# of Bids Administered	13	3	15	23	20
# of Contracts	44	68	45	75	72
# of Copies made	84,000	152,967	88,000	118,484	115,000
# of Liens-filed/released	6	2	5	9	10
# of Notices posted- includes Council / Committees / Boards / Commissions	105	116	105	115	115
# of Indexes of Records	39	50	39	50	50
# of Ordinances Prepared	44	42	41	40	40
# of Ordinances, Bids, Notices, Press Releases published	52	28	61	81	70
# of Resolutions Prepared	23	25	25	28	26
<b>Outputs (Goals 3, 4 &amp; 5)</b>					
# of Executive Sessions	18	42	35	40	38
# of Public Hearings	17	13	15	12	12
# of Regular Meetings	14	13	14	13	14
# of Special Meetings	5	4	5	2	4
# of Special Sessions/ Work Sessions	45	40	46	38	41
# of Pages of minutes	120	115	135	120	130
<b>Measures of Efficiency</b>					
Department Expenditures per capita	\$7.73	\$7.98	\$8.42	\$8.22	\$8.52

**Election Services Division:**

**Goals:**

- Provide accurate and impartial general and special elections to serve the voters of the City of Friendswood for the City's elections.
- To also provide Staff support and election services to the Galveston County Consolidated Drainage District for general and special elections.

**Supports the City's Strategic Goals:** 1-Communication, 6-Organizational Development

<b>Election Services</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	0.2	0.2	0.2	0.2	0.2
Department Expenditures	\$18,505	\$15,190	\$27,536	\$23,579	\$28,335
# of Registered Voters	26,956	27,409	28,209	27,742	28,200
<b>Outputs</b>					
# of General Elections Held	1	1	1	1	1
# of Special Elections Held	1	0	0	1	0
# of Election Challenges	1	0	0	0	0
# of Irregularities	0	0	0		0
<b>Measures of Effectiveness</b>					
Total # of Voters for General Elections	2,422	3,245	4,000	4,177	4,250
Total # of Voters Special Election	2,422	3,245	4,000	4,177	4,250
<b>Measures of Efficiency</b>					
Department Expenditures per registered voter	\$0.69	\$0.55	\$0.98	\$0.84	\$1.00
Department Expenditures per capita	\$0.47	\$0.39	\$0.68	\$0.58	\$0.69

**Records Management Division:**

**Goals:**

- Provide 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.
- Continue the ongoing Laserfiche scanning program of all minutes, approved documents of City Council, and other relevant documents.
- Continue enhancement of programs for citywide access to minutes, ordinances, resolutions, contracts, deeds, easements, vehicle titles, most 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.

**Supports the City's Strategic Goals:** 1-Communication, 6-Organizational Development

**Objectives:**

- Records Management Program – Provides City information to requestors timely, efficiently and according to State law.
- The Laserfiche program has provided invaluable research on many levels and has saved numerous hours of exploration and retrieval time.
- Preserve City data in a systematic computerized manner in order not to lose these historical records of action taken by City Council.

<b>Records Management</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	2.0	2.0	2.0	2.0	2.0
Department Expenditures	\$135,440	\$113,370	\$153,834	\$146,922	\$160,570
<b>Outputs</b>					
# of Public Information Requests Processed	1,408	1,204	1,355	1,306	1,345
# of Pages Provided to Public	14,496	11,456	14,850	12,976	13,500
# of Attorney General Opinions Obtained	25	26	27	28	28
# of Scanning & Laserfiche Documents	739	724	850	850	850
<b>Measures of Efficiency</b>					
Department Expenditures per capita	\$3.45	\$2.88	\$3.81	\$3.71	\$3.93

CITY SECRETARY'S OFFICE  
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
MUNICIPAL CLERK	\$314,244	\$340,406	\$340,266	\$233,499	\$332,430	\$348,583	2.4%
ELECTION SERVICES	15,190	27,536	29,276	23,143	23,579	28,335	2.9%
RECORDS MANAGEMENT	113,370	153,834	153,834	108,470	146,922	160,570	4.4%
<b>DEPARTMENT TOTAL</b>	<b>\$442,804</b>	<b>\$521,776</b>	<b>\$523,376</b>	<b>\$365,112</b>	<b>\$502,931</b>	<b>\$537,488</b>	<b>3.0%</b>

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
SALARIES	\$404,410	\$447,556	\$447,556	\$319,594	\$444,891	\$466,393	4.2%
SUPPLIES	5,159	12,979	16,315	12,600	14,450	7,247	-44.2%
MAINTENANCE	0	525	580	555	555	525	0.0%
SERVICES	33,235	60,716	58,925	32,363	43,035	63,323	4.3%
<b>CLASSIFICATION TOTAL</b>	<b>\$442,804</b>	<b>\$521,776</b>	<b>\$523,376</b>	<b>\$365,112</b>	<b>\$502,931</b>	<b>\$537,488</b>	<b>3.0%</b>

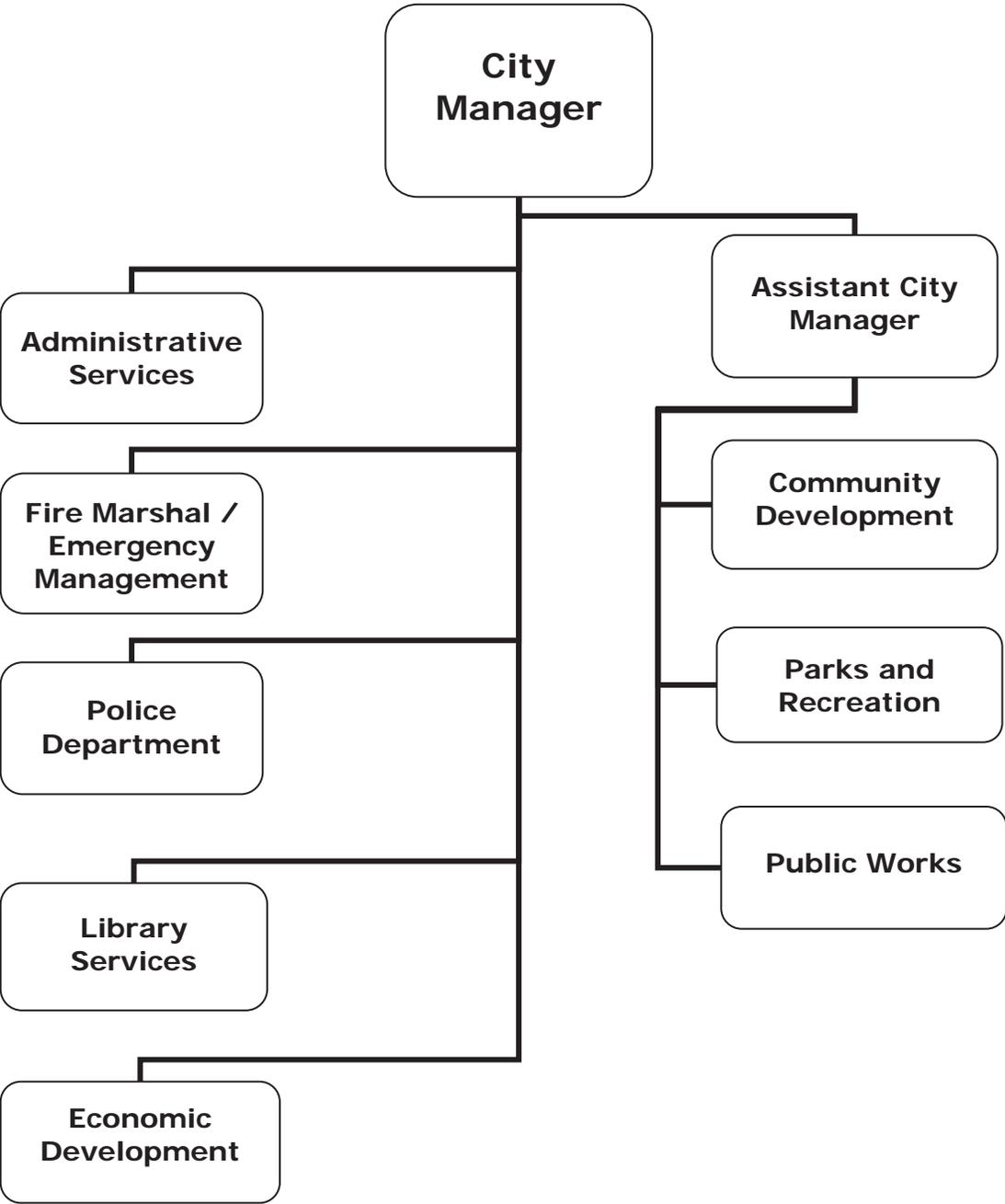
PERSONNEL SUMMARY BY DIVISION

DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
MUNICIPAL CLERK	3.00	3.00	3.00	3.00	3.00	3.00	0.0%
ELECTION SERVICES	0.20	0.20	0.20	0.20	0.20	0.20	0.0%
RECORDS MANAGEMENT	2.00	2.00	2.00	2.00	2.00	2.00	0.0%
<b>PERSONNEL TOTAL</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>0.0%</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-0201-411.4110	FULLTIME SALARIES & WAGES	\$206,390	\$215,259	\$215,259	\$151,897	\$215,259	\$219,496
001-0201-411.4130	OVERTIME PAY	125	5,559	5,559	358	5,559	5,559
001-0201-411.4143	LONGEVITY PAY	1,740	1,925	1,925	1,920	1,920	2,030
001-0201-411.4144	VEHICLE ALLOWANCE	5,409	5,400	5,400	3,938	5,400	5,400
001-0201-411.4145	INCENTIVE-CERTIFICATE PAY	3,870	1,800	1,800	3,240	1,800	3,720
001-0201-411.4149	CELL PHONE ALLOWANCE	1,926	1,920	1,920	1,360	1,920	1,920
001-0201-411.4710	SOCIAL SECURITY/MEDICARE	15,860	17,737	17,737	11,708	17,737	17,192
001-0201-411.4720	TMRS RETIREMENT	34,436	36,811	36,811	25,816	36,811	37,981
001-0201-411.4810	HEALTH/DENTAL INSURANCE	28,011	28,713	28,713	20,991	28,713	28,712
001-0201-411.4820	LIFE INSURANCE & AD&D	615	594	594	486	594	658
001-0201-411.4830	DISABILITY INSURANCE	644	656	656	509	656	689
001-0201-411.4840	WORKERS COMP INSURANCE	355	367	367	264	367	349
001-0201-411.4850	EAP SERVICES	190	174	174	146	174	174
001-0201-411.4890	FLEX PLAN ADMIN & COBRA	71	211	211	54	211	65
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$299,642</b>	<b>\$317,126</b>	<b>\$317,126</b>	<b>\$222,687</b>	<b>\$317,121</b>	<b>\$323,945</b>
<b>50 - SUPPLIES</b>							
001-0201-411.5100	OFFICE SUPPLIES	\$1,923	\$4,528	\$4,179	\$1,249	\$2,000	\$0
001-0201-411.5200	PERSONNEL SUPPLIES	175	100	184	183	244	100
001-0201-411.5400	OPERATING SUPPLIES	0	585	585	562	749	5,236
001-0201-411.5800	OPERATING EQUIPMENT<\$5000	0	345	375	375	500	345
<b>50 - SUPPLIES Totals:</b>		<b>\$2,098</b>	<b>\$5,558</b>	<b>\$5,323</b>	<b>\$2,369</b>	<b>\$3,493</b>	<b>\$5,681</b>
<b>70 - SERVICES</b>							
001-0201-411.7350	SURETY BONDS	\$71	\$75	\$75	\$0	\$71	\$75
001-0201-411.7400	OPERATING SERVICES	410	2,575	2,575	1,177	2,402	2,575
001-0201-411.7401	POSTAL / COURIER SERVICES	642	2,120	2,120	1,019	1,358	2,120
001-0201-411.7491	ADVERTISING/PUBLIC NOTICE	1,246	2,822	2,822	1,123	1,371	2,822
001-0201-411.7510	TRAINING	3,654	3,469	3,469	2,644	3,469	3,469
001-0201-411.7520	TRAVEL EXPENSES & REIMBURSEMENTS	1,256	6,071	6,071	1,845	2,460	6,071
001-0201-411.7530	MEMBERSHIPS	495	590	685	635	685	1,825
001-0201-411.7800	CONTRACT SERVICES	4,730	0	0	0	0	0
<b>70 - SERVICES Totals:</b>		<b>\$12,504</b>	<b>\$17,722</b>	<b>\$17,817</b>	<b>\$8,443</b>	<b>\$11,816</b>	<b>\$18,957</b>
<b>0201 - MUNICIPAL CLERK Totals:</b>		<b>\$314,244</b>	<b>\$340,406</b>	<b>\$340,266</b>	<b>\$233,499</b>	<b>\$332,430</b>	<b>\$348,583</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-0202-414.4130	OVERTIME PAY	\$0	\$2,371	\$2,371	\$0	\$0	\$2,371
001-0202-414.4220	PART-TIME WAGES	2,828	5,042	5,042	3,460	3,460	5,044
001-0202-414.4710	SOCIAL SECURITY/MEDICARE	0	567	567	0	0	567
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$2,828</b>	<b>\$7,980</b>	<b>\$7,980</b>	<b>\$3,460</b>	<b>\$3,460</b>	<b>\$7,982</b>
<b>50 - SUPPLIES</b>							
001-0202-414.5400	OPERATING SUPPLIES	\$2,536	\$6,355	\$7,198	\$6,859	\$7,195	\$500
001-0202-414.5800	OPERATING EQUIPMENT<\$5000	0	122	2,850	2,850	2,850	122
<b>50 - SUPPLIES Totals:</b>		<b>\$2,536</b>	<b>\$6,477</b>	<b>\$10,048</b>	<b>\$9,709</b>	<b>\$10,045</b>	<b>\$622</b>
<b>60 - MAINTENANCE</b>							
001-0202-414.6700	COMPUTER EQUIP MAINT	\$0	\$525	\$580	\$555	\$555	\$525
<b>60 - MAINTENANCE Totals:</b>		<b>\$0</b>	<b>\$525</b>	<b>\$580</b>	<b>\$555</b>	<b>\$555</b>	<b>\$525</b>
<b>70 - SERVICES</b>							
001-0202-414.7401	POSTAL / COURIER SERVICES	\$130	\$150	\$150	\$32	\$132	\$150
001-0202-414.7491	ADVERTISING/PUBLIC NOTICE	20	287	287	90	90	287
001-0202-414.7510	TRAINING	0	200	0	0	0	200
001-0202-414.7520	TRAVEL EXPENSES & REIMBURSEMENTS	0	138	0	0	0	138
001-0202-414.7720	SOFTWARE SUPPORT SERVICES	8,926	8,295	9,236	9,235	9,235	0
001-0202-414.7800	CONTRACT SERVICES	0	1,670	995	62	62	16,808
001-0202-414.7830	RENTAL	750	1,814	0	0	0	1,623
<b>70 - SERVICES Totals:</b>		<b>\$9,826</b>	<b>\$12,554</b>	<b>\$10,668</b>	<b>\$9,419</b>	<b>\$9,519</b>	<b>\$19,206</b>
<b>0202 - ELECTION SERVICES Totals:</b>		<b>\$15,190</b>	<b>\$27,536</b>	<b>\$29,276</b>	<b>\$23,143</b>	<b>\$23,579</b>	<b>\$28,335</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-0203-419.4110	FULLTIME SALARIES & WAGES	\$62,605	\$76,918	\$76,918	\$54,860	\$76,918	\$77,160
001-0203-419.4130	OVERTIME PAY	2,317	4,440	4,440	932	4,440	4,440
001-0203-419.4143	LONGEVITY PAY	520	320	320	320	320	420
001-0203-419.4145	INCENTIVE-CERTIFICATE PAY	800	480	480	1,760	2,340	3,120
001-0203-419.4190	ACCRUED PAYROLL	490	0	0	0	0	0
001-0203-419.4710	SOCIAL SECURITY/MEDICARE	4,471	6,285	6,285	3,696	6,285	5,510
001-0203-419.4720	TMRS RETIREMENT	10,454	13,040	13,040	9,183	13,040	13,580
001-0203-419.4810	HEALTH/DENTAL INSURANCE	19,332	20,241	20,241	21,490	20,241	29,472
001-0203-419.4820	LIFE INSURANCE	197	212	212	172	212	235
001-0203-419.4830	DISABILITY INSURANCE	206	225	225	181	225	247
001-0203-419.4840	WORKERS COMP INSURANCE	396	130	130	720	130	123
001-0203-419.4850	EAP SERVICES	111	116	116	97	116	116
001-0203-419.4890	FLEX PLAN ADMINISTRATION	41	43	43	36	43	43
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$101,940</b>	<b>\$122,450</b>	<b>\$122,450</b>	<b>\$93,447</b>	<b>\$124,310</b>	<b>\$134,466</b>
<b>50 - SUPPLIES</b>							
001-0203-419.5100	OFFICE SUPPLIES	\$370	\$424	\$344	\$309	\$412	\$0
001-0203-419.5200	PERSONNEL SUPPLIES	155	70	150	150	150	70
001-0203-419.5400	OPERATING SUPPLIES	0	50	50	23	50	474
001-0203-419.5800	OPERATING EQUIPMENT<\$5000	0	400	400	40	300	400
<b>50 - SUPPLIES Totals:</b>		<b>\$525</b>	<b>\$944</b>	<b>\$944</b>	<b>\$522</b>	<b>\$912</b>	<b>\$944</b>
<b>70 - SERVICES</b>							
001-0203-419.7350	SURETY BONDS	\$0	\$71	\$71	\$71	\$71	\$71
001-0203-419.7400	OPERATING SERVICES	1,034	7,390	7,390	2,862	3,815	7,390
001-0203-419.7411	PROFESSIONAL/CODE SERVICE	950	8,641	8,641	2,665	4,711	9,091
001-0203-419.7510	TRAINING	1,286	1,035	1,035	1,030	1,030	1,035
001-0203-419.7520	TRAVEL EXPENSES & REIMBURSEMENTS	2,484	1,921	1,921	1,861	1,861	1,921
001-0203-419.7530	MEMBERSHIPS	135	270	270	150	200	240
001-0203-419.7720	SOFTWARE SUPPORT SERVICES	0	5,700	5,700	450	4,600	0
001-0203-419.7800	CONTRACT SERVICES	5,016	5,412	5,412	5,412	5,412	5,412
<b>70 - SERVICES Totals:</b>		<b>\$10,905</b>	<b>\$30,440</b>	<b>\$30,440</b>	<b>\$14,501</b>	<b>\$21,700</b>	<b>\$25,160</b>
<b>0203 - RECORDS MANAGEMENT Totals:</b>		<b>\$113,370</b>	<b>\$153,834</b>	<b>\$153,834</b>	<b>\$108,470</b>	<b>\$146,922</b>	<b>\$160,570</b>



## City Manager

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### 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.

### 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-range 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 also provides for the City's Community and Economic Development Committee (CEDC) and the Friendswood Downtown Economic Development Corporation.

### Highlights of the Budget

The FY 2018-19 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.

This year will mark the thirteenth year that the City's PEG channel is utilized, and the eleventh full year that City Council and Board, Commission and Committee meetings will be televised on the channel.

In correlation with each department, the City Manager's Office's activities are intended to achieve the City's overall strategic goals. Fiscal Year 2018 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 tenth 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 quarterly electronic newsletter. The Economic Development Office also sponsors an annual broker/developer workshop focused on the benefits of doing business in Friendswood. Approximately 50 Houston area real estate brokers, developers, and bank representatives attend this event. 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.

### **2018-2019 Departmental Goals and Performance Measures by division**

#### **City Manager Administration:**

##### **Goals:**

- Provide professional management and leadership that support the success of the organization.
- Deliver responsive, quality customer service to the City Council, citizens, and other agencies
- Support vital community connections with our citizens, neighborhood and civic associations, and news media

**Supports the City's Strategic Goals:** 1-Communications, 4-Partnerships, and 6-Organizational Development

##### **Objective A:**

- Conduct strategic planning activities
- Ensure that departmental work plans are supportive of City Council goals
- Prepare information on City services, events, and policies for outside agencies as requested.
- Promote interaction and collaboration with Friendswood citizens and civic associations

## City Manager

City Manager Administration	FY16 Actual	FY17 Actual	FY18 Budget	FY18 Forecast	FY 19 Adopted
<b>Inputs</b>					
# of full time equivalents (FTE's)	3.55	4.5	4.5	4.5	4.5
Department Expenditures	\$623,487	\$724,702	\$786,210	\$1,041,603	\$763,562
<b>Outputs</b>					
# of Long-Range Planning Sessions Conducted with City Council	4	2	2	2	2
# of Long-Range Planning Projects by Staff	2	2	2	2	2
# of Senior Staff development initiatives	1	1	1	1	1
Agenda Preparation (# of City Council agenda items)	250	250	250	250	250
# of Council meetings attended	20	20	20	20	20
# of Association meetings attended by Staff	12	12	12	10	10
# of Specific citizen inquiries /complaints addressed ( <i>walk-ins, phone calls, email</i> )	1,500	1,500	1,500	1,500	1,500
<b>Measures of Efficiency</b>					
Monthly Operational Cost	\$51,957	\$60,392	\$65,518	\$86,800	\$63,630
Division Expenditures per capita	\$15.90	\$18.41	\$19.45	\$25.77	\$18.67

**Objective B:**

- Enhance communication by proactively sharing timely, accurate information about City services, initiatives, and issues.

<b>Outputs (number of)</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
Releases, advisories, or tip sheets prepared	204	220	220	210	220
City-related news articles written	876	925	870	860	870
Annual page views on the City's website	900,000	900,000	950,000	913,336	1,000,000
Agendas	2,680	3,250	3,000	2,988	4,200
City newsletters	8,700	8,856	8,800	8,784	8,900
Community Development	2,900	3,490	3,350	#13,500	13,750
Construction Updates	4,250	4,795	4,820	#13,500	13,750
Economic Development	3,600	4,031	4,500	4,585	4,600
**Emergency Management	7,200	8,014	8,700	#13,500	13,750
Events and Recreation	6,500	7,482	8,200	#13,500	13,750
*General City	7,600	8,590	8,100	13,500	13,750
Law enforcement	8,200	9,101	8,500	10,000	10,150
Legal Notices	2,200	2,738	10,500	3,150	3,200
Library	4,000	4,018	3,050	#13,500	13,750
Planning and Zoning agendas	1,200	2,738	3,520	##4,185	4,200

\*In FY 17, the "General City" email list absorbed the following: Community Development, Construction Updates, Emergency Management, Events and Recreation, and Library. It was retitled "News-including Emergency messages and Library Services/Programs."

\*\*In FY 17, the "Agendas" email list absorbed Planning and Zoning agendas.

**Objective C:**

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

<b>Outputs (number of)</b>	<b>FY16 Actual</b>	<b>FY17 Actual*</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
Focus on Friendswood monthly newsletter editions e-mailed	33,000*	8,400	8,200	8,500	8,600
City Meetings Broadcast on PEG channel	30	30	30	30	30
Community videos produced	5	12	15	40	48
Number of Facebook "Likes"	1,450	4,025	6,700	9,740	10,000
Number of Twitter followers**	1,700	2,429	3,200	3,895	4,150

\*Beginning FY17 the newsletter is emailed to those who subscribe to Focus on Friendswood Newsletter

**Economic Development Division:**

**Goals:**

- 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

**Supports the City's Strategic Goals:** 1- Communication, 2-Economic Development, 4-Partnerships, and 6-Organizational Development

**Objectives:**

- Identify and recruit businesses interested in relocating to, expanding in, or starting a new business in the City of Friendswood
- Continue to strengthen and build relationships with brokers, developers, site selection consultants, and the regional economic development network
- Provide support and information to the CEDC in preparing and attending committee meetings and carrying out their initiatives

<b>Economic Development</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	1.0	1.0	1.0	1.0	1.0
Department Expenditures	\$244,779	\$252,000	\$254,357	\$258,525	\$252,175
<b>Outputs</b>					
Chamber & Regional Partnership meetings attended	35	30	16	15	15
Trade Shows attended	4	3	4	4	4
Quarterly Electronic Newsletter distribution to potential business prospects, developers, and brokers	1,600	1,270	7,198	7,200	10,000
Attendees at Annual Broker & Developer Day event hosted by CEDC	50	50	45	45	40
New Businesses, Expansions, & Remodels in the Downtown Neighborhood Empowerment Zone (NEZ#1)	20	25	34	30	35
Business Prospect Inquiries	120	115	130	140	130
Friendswood Civilian Labor Force/Unemployment Rate	19,750/ 5.2%	19,805/ 4.3%	19,807/ 4.5%	19,500/ 4.0%	
CEDC meetings attended	13	13	13	12	12
Discussion Items	37	35	36	15	14
<b>Measures of Efficiency</b>					
Monthly Operational Cost	\$20,398	\$21,000	\$21,196	\$21,544	\$21,015
Division Expenditures per capita	\$6.24	\$6.40	\$6.29	\$6.40	\$6.16

CITY MANAGER'S OFFICE  
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
ADMINISTRATION	\$724,702	\$786,210	\$1,055,932	\$689,778	\$1,041,603	\$763,562	-2.9%
ECONOMIC DEVELOPMENT	252,000	254,357	256,127	165,023	238,525	252,175	-0.9%
<b>DEPARTMENT TOTAL</b>	<b>\$976,702</b>	<b>\$1,040,567</b>	<b>\$1,312,059</b>	<b>\$854,801</b>	<b>\$1,280,128</b>	<b>\$1,015,737</b>	<b>-2.4%</b>

EXPENDITURE BY CLASSIFICATION

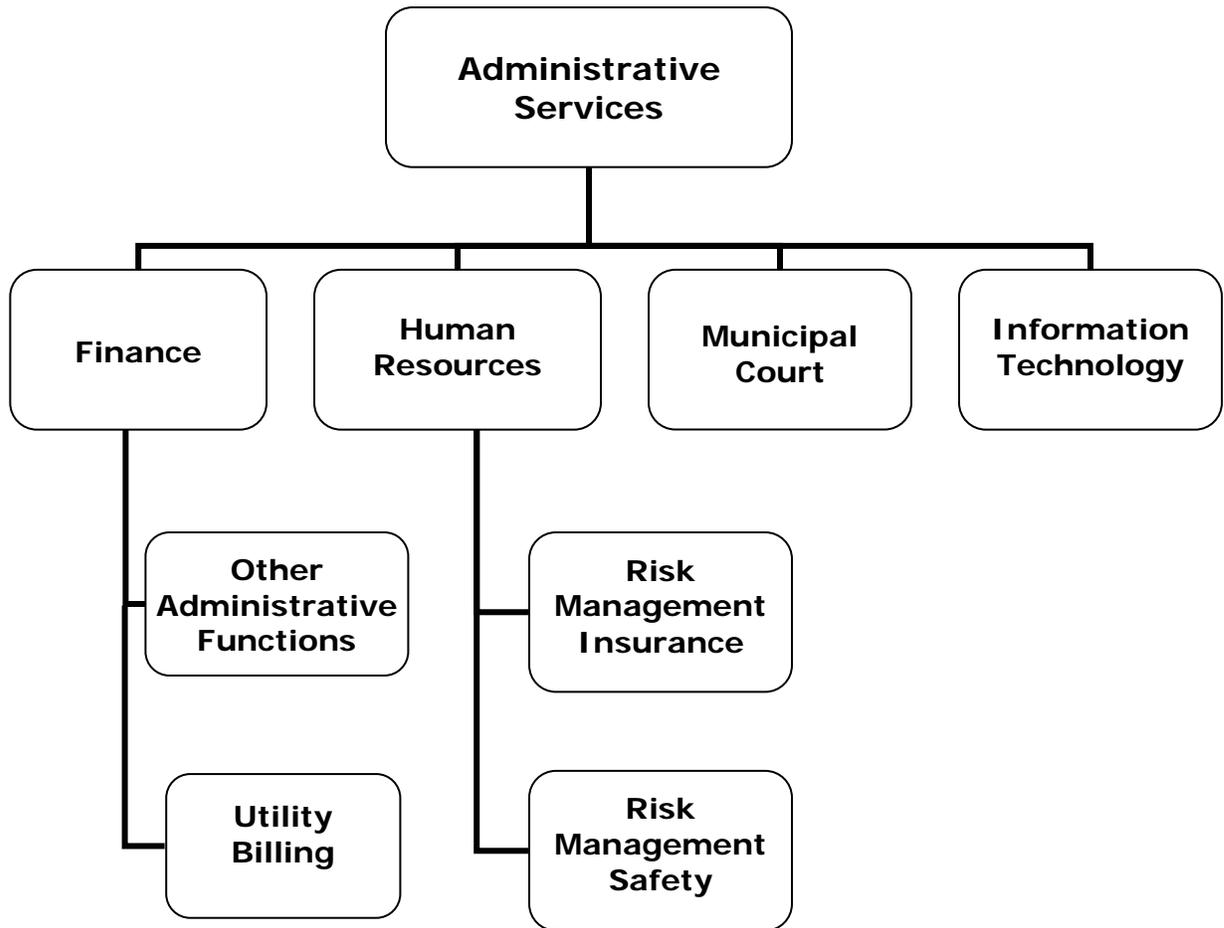
CLASSIFICATION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
SALARIES	\$835,431	\$877,843	\$1,097,500	\$776,558	\$1,098,324	\$853,013	-2.8%
SUPPLIES	18,168	23,755	27,358	15,448	26,174	27,780	16.9%
MAINTENANCE	0	0	0	0	0	0	0.0%
SERVICES	123,103	138,969	187,201	62,795	155,630	134,944	-2.9%
<b>CLASSIFICATION TOTAL</b>	<b>\$976,702</b>	<b>\$1,040,567</b>	<b>\$1,312,059</b>	<b>\$854,801</b>	<b>\$1,280,128</b>	<b>\$1,015,737</b>	<b>-2.4%</b>

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
ADMINISTRATION	4.40	4.40	4.40	4.40	4.40	4.40	0.0%
ECONOMIC DEVELOPMENT	1.00	1.00	1.00	1.00	1.00	1.00	0.0%
<b>PERSONNEL TOTAL</b>	<b>5.40</b>	<b>5.40</b>	<b>5.40</b>	<b>5.40</b>	<b>5.40</b>	<b>5.40</b>	<b>0.0%</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-0301-413.4110	FULLTIME SALARIES & WAGES	\$469,640	\$482,053	\$450,582	\$317,457	\$450,582	\$493,953
001-0301-413.4130	OVERTIME PAY	5,530	4,938	4,938	4,940	4,940	4,938
001-0301-413.4143	LONGEVITY PAY	2,855	3,095	3,912	3,678	3,678	1,475
001-0301-413.4144	VEHICLE ALLOWANCE	10,818	10,800	6,058	6,075	6,075	0
001-0301-413.4149	CELL PHONE ALLOWANCE	3,634	3,600	2,546	2,450	3,600	3,600
001-0301-413.4190	ACCRUED PAYROLL	0	0	221,691	163,602	221,691	0
001-0301-413.4220	PART-TIME WAGES	6,554	13,625	13,625	8,413	13,625	14,091
001-0301-413.4710	SOCIAL SECURITY/MEDICARE	31,412	39,747	51,410	27,432	51,410	33,627
001-0301-413.4720	TMRS RETIREMENT	77,357	82,501	105,571	79,293	105,571	80,382
001-0301-413.4810	HEALTH/DENTAL INSURANCE	56,317	57,597	57,597	37,027	57,597	44,931
001-0301-413.4820	LIFE INSURANCE	1,335	1,330	1,222	988	1,222	1,326
001-0301-413.4821	TERM LIFE INSURANCE	1,460	1,460	1,460	851	1,460	0
001-0301-413.4830	DISABILITY INSURANCE	1,455	1,453	1,339	1,082	1,339	1,459
001-0301-413.4840	WORKERS COMP INSURANCE	780	823	780	791	780	760
001-0301-413.4850	EAP SERVICES	254	290	268	184	268	290
001-0301-413.4890	FLEX PLAN ADMINISTRATION	\$94	\$254	\$224	\$68	\$224	\$86
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$669,495</b>	<b>\$703,566</b>	<b>\$923,223</b>	<b>\$654,331</b>	<b>\$924,062</b>	<b>\$680,918</b>
<b>50 - SUPPLIES</b>							
001-0301-413.5100	OFFICE SUPPLIES	\$2,390	\$2,540	\$2,540	\$647	\$1,806	\$0
001-0301-413.5200	PERSONNEL SUPPLIES	0	400	888	4,467	4,967	400
001-0301-413.5221	5 STAR FUNCTION SUPPLIES	5,793	5,835	9,035	5,296	9,035	8,900
001-0301-413.5400	OPERATING SUPPLIES	1,654	3,980	3,980	1,759	2,345	7,480
001-0301-413.5800	OPERATING EQUIPMENT<\$5000	6,458	5,000	5,000	128	3,745	5,000
<b>50 - SUPPLIES Totals:</b>		<b>\$16,295</b>	<b>\$17,755</b>	<b>\$21,443</b>	<b>\$12,297</b>	<b>\$21,898</b>	<b>\$21,780</b>
<b>70 - SERVICES</b>							
001-0301-413.7221	5 STAR FUNCTION SERVICES	\$4,846	\$7,665	\$4,445	\$4,378	\$4,445	\$4,600
001-0301-413.7350	SURETY BONDS	0	0	86	86	86	0
001-0301-413.7400	OPERATING SERVICES	1,827	2,631	2,142	1,447	1,930	2,631
001-0301-413.7401	POSTAL / COURIER SERVICES	138	750	750	82	250	750
001-0301-413.7421	FRIENDSWOOD NEWSLETTER	819	1,000	1,000	819	819	1,000
001-0301-413.7492	SPECIAL EVENTS	0	500	500	0	0	500
001-0301-413.7510	TRAINING	2,049	3,823	3,823	955	1,273	3,823
001-0301-413.7520	TRAVEL EXPENSES & REIMBURSEMENTS	3,612	5,040	5,040	647	1,006	5,040
001-0301-413.7530	MEMBERSHIPS	2,512	3,260	3,260	1,398	2,278	2,300
001-0301-413.7612	TELEPHONE/COMMUNICATIONS	216	220	220	0	216	220
001-0301-413.7800	CONTRACT SERVICES	22,893	40,000	90,000	13,338	83,340	40,000
<b>70 - SERVICES Totals:</b>		<b>\$38,912</b>	<b>\$64,889</b>	<b>\$111,266</b>	<b>\$23,150</b>	<b>\$95,643</b>	<b>\$60,864</b>
<b>0301 - ADMINISTRATION Totals:</b>		<b>\$724,702</b>	<b>\$786,210</b>	<b>\$1,055,932</b>	<b>\$689,778</b>	<b>\$1,041,603</b>	<b>\$763,562</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-0303-419.4110	FULLTIME SALARIES & WAGES	\$110,582	\$116,090	\$116,090	\$80,884	\$116,090	\$116,801
001-0303-419.4143	LONGEVITY PAY	1,035	1,110	1,110	1,095	1,095	1,135
001-0303-419.4144	VEHICLE ALLOWANCE	5,409	5,400	5,400	3,938	5,400	5,400
001-0303-419.4145	INCENTIVE-CERTIFICATE PAY	1,500	1,500	1,500	1,125	1,500	0
001-0303-419.4149	CELL PHONE ALLOWANCE	1,204	1,200	1,200	850	1,200	1,200
001-0303-419.4710	SOCIAL SECURITY/MEDICARE	8,509	9,585	9,585	6,188	9,585	8,769
001-0303-419.4720	TMRS RETIREMENT	18,756	19,896	19,896	13,943	19,896	19,365
001-0303-419.4810	HEALTH/DENTAL INSURANCE	17,988	18,462	18,462	13,461	18,462	18,461
001-0303-419.4820	LIFE INSURANCE	330	320	320	262	320	344
001-0303-419.4830	DISABILITY INSURANCE	347	363	363	275	363	361
001-0303-419.4840	WORKERS COMP INSURANCE	190	198	198	140	198	179
001-0303-419.4850	EAP SERVICES	63	58	58	48	58	58
001-0303-419.4890	FLEX PLAN ADMINISTRATION	23	95	95	18	95	22
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$165,936</b>	<b>\$174,277</b>	<b>\$174,277</b>	<b>\$122,227</b>	<b>\$174,262</b>	<b>\$172,095</b>
<b>50 - SUPPLIES</b>							
001-0303-419.5100	OFFICE SUPPLIES	\$80	\$1,000	\$1,000	\$19	\$100	\$0
001-0303-419.5400	OPERATING SUPPLIES	1,793	5,000	4,915	3,132	4,176	6,000
<b>50 - SUPPLIES Totals:</b>		<b>\$1,873</b>	<b>\$6,000</b>	<b>\$5,915</b>	<b>\$3,151</b>	<b>\$4,276</b>	<b>\$6,000</b>
<b>70 - SERVICES</b>							
001-0303-419.7400	OPERATING SERVICES	\$7,479	\$9,600	\$9,600	\$3,783	\$7,083	\$9,600
001-0303-419.7401	POSTAL / COURIER SERVICES	0	200	200	0	100	200
001-0303-419.7491	ADVERTISING/PUBLIC NOTICE	17,096	22,000	23,855	9,494	18,659	22,000
001-0303-419.7510	TRAINING	2,390	3,090	3,090	1,680	2,740	3,090
001-0303-419.7520	TRAVEL EXPENSES & REIMBURSEMENTS	2,454	3,800	3,800	3,048	3,800	3,800
001-0303-419.7530	MEMBERSHIPS	2,605	2,215	2,215	1,640	2,605	2,215
001-0303-419.7800	CONTRACT SERVICES	22,167	33,175	33,175	20,000	25,000	33,175
001-0303-419.7921	PRGM 380 ECON DEV GRANTS	30,000	0	0	0	0	0
<b>70 - SERVICES Totals:</b>		<b>\$84,191</b>	<b>\$74,080</b>	<b>\$75,935</b>	<b>\$39,645</b>	<b>\$59,987</b>	<b>\$74,080</b>
<b>0303 - ECONOMIC DEVELOPMENT Totals:</b>		<b>\$252,000</b>	<b>\$254,357</b>	<b>\$256,127</b>	<b>\$165,023</b>	<b>\$238,525</b>	<b>\$252,175</b>



## Administrative Services

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### Department Mission

The goal of the Administrative Services Department is to provide superior administrative and financial support; while efficiently managing the City of Friendswood's resources. The department services, both, external and internal customers through its four diverse programs or divisions: Finance, Human Resources/Risk Management, Municipal Court Administration, and Information Technology. The main services provided by the department are financial analysis, budgeting, utility billing, personnel relations, court proceedings and technology service.

### Current Operations

**Finance** is responsible for several areas.

- **Accounting** function of the department is responsible for the City's day to day operations of all financial activities including accounts payable, payroll, revenue collection, debt management, financial reporting and grant reporting. The division ensures adherence to accounting standards, Charter requirements and State law. Accounting staff, working with external auditors, performs the annual audit and prepares the Comprehensive Annual Financial Report.
- **Fiscal Operations** function of the department is responsible for developing and managing the City's adopted budget, coordinating utility billing, collection and customer information functions, and processing payments for the alarm permit/fines program. With oversight from the City's Investment Committee and in accordance with the City's Investment Policy, staff assists the Director of Administrative Services with reporting the investment of the City's financial resources.
- **Purchasing** function of the department is responsible for generating purchase orders daily and ensuring compliance with local, state and federal regulations in the City's procurement of goods and services. Working in conjunction with City departments, the Purchasing Coordinator, develops bid/proposal specifications, maintains service contracts/agreements, oversees the P-card program and properly disposes of assets which have surpassed useful life cycles.

**Municipal Court** is responsible for bringing fair and impartial conclusion to all misdemeanor cases filed in the City by maintaining accurate records of all court cases filed and disposed of, as well as processing payments and serving warrants. With the exception of holidays, Municipal Court sessions are Wednesday evenings and periodic Wednesday mornings of each month. The court keeps a schedule that minimizes the delay in setting court dates and promotes efficient operations.

**Human Resources/Risk Management** is responsible for all human resource and risk management functions, which includes 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.

**Information Technology** (IT) is responsible for providing reliable computer systems and timely and efficient systems support to all departments by maximizing technology related resources, maintaining a current standard of hardware and software, and offering technical guidance and planning for future systems direction and support. It is our mission to continue to research and pursue technology projects where innovations are expected to improve service delivery or provide new or enhanced public services more efficiently. IT delivers EPIC (Excellent, Proactive, Impactful, Customer-focused) technology services to enhance the community experience.

**Departmental Accomplishments in FY 2017-18**

- Earned the City's 31<sup>th</sup> GFOA Award for Excellence in Financial Reporting
- Earned the City's 15<sup>th</sup> GFOA Distinguished Budget Presentation Award
- Expanded centralization of the City's purchasing function
- Launched a pilot program for procurement cards
- Completed Tyler Technology Incode 10 accounts receivable module implementation
- Began implementation re-launch of Tyler Technology EnerGov Building Dept. software
- Cyber Security training program started
- Second failover firewall installed at the Public Safety Building
- Completed desktop technology refresh
- Implemented new employee evaluation software system
- Implemented 2.5% convenience fee on credit card transactions

**Highlights of the Budget**

The following FAW and decision packages are included with the FY19 adopted budget.

**Forces at Work (FAW)**

Description		Amount
Client Analysis Fee	Ongoing Cost	\$24,000
Public Works Software Solutions	One Time Cost	\$16,264
Enterprise Discovery System Upgrade (for Library Public Access)	One Time Cost	\$14,102
W&S Fund – Credit Card Fee Increase	Ongoing Cost	\$15,000

**Decision Packages**

City Wide Employee Merit at 2.75%	General Fund	Ongoing Cost	\$417,716
	Water & Sewer Fund	Ongoing Cost	\$44,527
City Wide Pay Plan Adjustment	General Fund	Ongoing Cost	\$132,865
	Water & Sewer Fund	Ongoing Cost	\$24,359

The following decision packages are not included with the FY19 adopted budget.

Description		Amount
Evaluation of Critical Facilities	One Time Cost	\$20,000
Part-time Administrative Assistant (FTE <0.49)	Ongoing Cost	\$21,046
Salary Survey	One Time Cost	\$20,000
Wellness Program	Ongoing Cost	\$5,000
Wellness Incentive Program	Ongoing Cost	\$9,600

### Major Departmental Goals for FY 2018-19

- Earn GFOA's Certificate of Achievement for Excellence in Financial Reporting
- Earn GFOA's Distinguished Budget Award special recognition for performance measures and capital project section of the FY19 budget document
- Revise the City's Vehicle Replacement Plan
- Continue to implement program for procurement cards
- Continue to develop and monitor a community service program to support indigence issues in Municipal Court
- Train and certify all court security personnel
- Train associate judge
- Continue to expand computer server virtualization
- Continue enhancement of the Utility Billing page of the City's website to improve customer service
- Standardized IT Procedures and Policies
- Enhanced User Security Awareness Training and Cyber Security training
- Replacing aged IT infrastructure to accommodate new technology
- Replace phone system with a VoIP system to move the City into a mobile work force
- Implement a Disaster Recovery plan for servers and data
- Redundancy in the City's computer network connectivity
- Develop a Computer Replacement Program to fund a rolling technology refresh

### Supports the City's Strategic Goals:

1-Communication, 2-Economic Development, 4-Partnerships, 5-Public Safety, and 6-Organizational Development

## Administrative Services

### Performance Measures by Division

<b>Finance &amp; Other Admin Functions</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)*	13.0	12.0	12.0	12.0	12.0
Division Expenditures*	\$1,332,507	\$1,539,486	\$1,597,086	\$1,561,408	\$1,700,693
<b>Outputs</b>					
Prepare CAFR	1	1	1	1	1
Prepare monthly financial reports	0	0	12	5	12
Prepare proposed & adopted budget document	2	2	2	2	2
# of A/P check runs	50	60	50	58/	50
Maintain false alarm/permits program	Yes	Yes	Yes	Yes	Yes
# of A/P paper checks issued/EFT	3,991/ 1,081	4,096/ 2,846	3,800/ 1,500	3,336/ 1,189	3,500/ 1,200
Utility bills generated*	78,037	78,409	79,500	79,500	79,500
<b>Measures of Effectiveness</b>					
GFOA CAFR Awards earned	27	28	29	29	30
Financial Reports delivered monthly	15 <sup>th</sup> of each month	15 of each month			
GFOA Budget Awards earned	13	14	15	15	16
Proposed & adopted budgets delivered by charter requirement dates	2	2	2	2	2
False alarm and permit invoices issued and payments processed	Within 30 days	Within 30 days	Within 30 days	Within 30 days	Within 30 days
% of bi-monthly billings produced by the 15 <sup>th</sup> & 30 <sup>th</sup> /31 <sup>st</sup> of ea. month (4 utility cycles – 13,670 accounts)	96%	99%	100%	100%	100%
<b>Measures of Efficiency</b>					
Monthly operational cost*	\$111,042	\$128,291	\$133,091	\$130,117	\$141,724
Division expenditures per capita*	\$33.98	\$39.11	\$39.51	\$38.62	\$41.58

\*Includes Finance divisions within the General Fund and Water & Sewer Fund.

## Administrative Services

<b>Municipal Court</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	6.7	6.7	6.7	6.7	6.7
Division Expenditures	\$394,005	\$391,081	\$453,439	\$404,349	\$409,848
<b>Outputs</b>					
Revenue generated	\$954,755	\$648,197	\$648,197	\$694,015	\$691,350
# of cases filed with court	6,506	4,922	6,500	5,200	5,500
# of cases disposed	5,425	5,616	6,500	5,000	5,000
# of Teen Court offenses	101	0	0	0	0
# of warrants issued	2,962	1,639	2,600	1,650	1,600
# of warrants cleared (court staff)	848	1,099	1,000	1,100	1,000
# of warrants served (police dept)	686	453	500	350	500
<b>Measures of Effectiveness</b>					
% of warrants cleared	57%	28%	25%	35%	26%
Total number of warrants outstanding	4,219	4,191	5,000	4,200	4,200
# of Municipal Court sessions held	50	50	48	50	50
# of Teen Court sessions held*	8	0	0	0	0
# of Teen Court jury and community service terms sentenced*	319	0	0	50	0
<b>Measures of Efficiency</b>					
Monthly operational cost	\$32,834	\$32,590	\$37,787	\$33,696	\$34,154
Division expenditures per capita	\$10.05	\$9.94	\$11.22	\$10.00	\$10.02

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

\*\*Teen Court program discontinued during FY17.

## Administrative Services

<b>Human Resources, Insurance, &amp; Risk Management</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
City's total full time equivalents (FTE)	223.54	225.09	230.49	228.49	232.15
Division's # of FTE's	5	5	5	5	5
Division Expenditures	\$752,869	\$847,006	\$989,614	\$916,498	\$974,232
<b>Outputs</b>					
# of Job Requisitions Processed	37	43	40	40	40
# of criminal background checks completed	75	85	95	100	80
# of employees trained during new hire orientation	44	42	50	60	60
# of employees trained during safety meetings	496	428	450	300	475
<b>Measures of Effectiveness</b>					
Total # of applications processed	4,753	8,388	9,000	9,100	9,000
Total # of new hire orientation sessions held	4	6	10	9	11
Total # of safety meetings and programs conducted	31	21	40	33	36
Total # of work-related reportable incidents	1	4	3	3	2
<b>Measures of Efficiency</b>					
Employee Turnover Rate	4.50%	13.22%	10%	12%	10%
Division expenditures per City's total full time equivalents (FTE)	\$3,368	\$3,763	\$4,294	\$4,011	\$4,197

## Administrative Services

<b>Information Technology</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
City's total full time equivalents (FTE)	223.54	225.09	230.49	228.49	232.15
# of full time equivalents (FTE's)	4	4	5	5	5
Division Expenditures	\$836,641	\$1,090,037	\$1,157,883	\$1,454,728	\$1,131,439
<b>Outputs</b>					
# of users supported	220	220	230	220	220
# of work orders closed	3100	1862	3400	2500	2800
# of PC's/laptops/iPads supported	240	240	320	240	240
# of servers supported	23	37	37	37	37
# of printers/scanners supported	36/21	43/21	36/21	43/21	43/21
# of applications supported	40+	40+	50+	40+	40+
# of networks supported	6 net/ subnet	30 net/ subnet	10 net/ subnet	30 net/ subnet	35 net/ subnet
<b>Measures of Effectiveness</b>					
% of Server, software, network availability during normal business hours	99.9%	99.9%	99.9%	99.9%	99.9%
% of support hours	45%	45%	45%	45%	55%
% of project hours	55%	55%	55%	55%	45%
Average time to close work orders (hours)	< 1 hour	8 hour	< 1 hour	8 hour	8 hour
<b>Measures of Efficiency</b>					
Average # of work order request closed per month	258	180.25	283	200	240
Division expenditures per full time employee (FTE)	\$3,743	\$4,843	\$5,024	\$6,367	\$4,874
Division expenditures per capita	\$21.33	\$27.70	\$28.64	\$35.98	\$27.66

**ADMINISTRATIVE SERVICES  
DEPARTMENT SUMMARY**

**EXPENDITURE BY DIVISION**

<b>DIVISION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
FINANCE	\$868,148	\$937,147	\$959,631	\$643,230	\$944,028	\$1,020,604	8.9%
OTHER FUNCTIONS	175,178	243,502	243,502	132,621	185,477	240,904	-1.1%
MUNICIPAL COURT	391,081	453,439	414,782	289,753	404,349	409,848	-9.6%
HUMAN RESOURCES*	398,592	529,851	465,689	294,064	440,276	485,898	-8.3%
INSURANCE (GF)	177,290	178,013	178,013	148,940	181,103	176,400	-0.9%
RISK MANAGEMENT (GF)	135,145	163,050	163,050	105,902	161,950	177,434	8.8%
INFORMATION TECHNOLOGY	1,090,037	1,157,883	1,457,245	1,046,131	1,454,728	1,131,439	-2.3%
UTILITY BILLING (W/S)	496,160	416,437	416,332	308,769	431,903	439,185	5.5%
INSURANCE (W/S)	135,979	118,700	118,700	116,778	133,169	134,500	13.3%
<b>DEPARTMENT TOTAL</b>	<b>\$3,867,610</b>	<b>\$4,198,022</b>	<b>\$4,416,944</b>	<b>\$3,086,188</b>	<b>\$4,336,983</b>	<b>\$4,216,212</b>	<b>0.4%</b>

**EXPENDITURE BY CLASSIFICATION**

<b>CLASSIFICATION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
SALARIES & BENEFITS	2,421,616	2,648,700	2,540,186	1,725,241	2,535,337	2,596,024	-2.0%
SUPPLIES	213,841	82,400	327,003	271,592	331,037	86,560	5.0%
MAINTENANCE	52,568	71,574	72,200	37,975	72,051	73,051	0.0%
SERVICES	1,163,903	1,364,740	1,449,647	1,032,390	1,379,568	1,413,705	3.6%
CAPITAL OUTLAY	15,682	19,000	19,000	18,990	18,990	35,264	85.6%
OTHER	0	11,608	8,908	0	0	11,608	0.0%
<b>CLASSIFICATION TOTAL</b>	<b>\$3,867,610</b>	<b>\$4,198,022</b>	<b>\$4,416,944</b>	<b>\$3,086,188</b>	<b>\$4,336,983</b>	<b>\$4,216,212</b>	<b>0.4%</b>

**PERSONNEL SUMMARY BY DIVISION**

<b>DIVISION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
FINANCE - (GF)	8.00	8.00	8.00	8.00	8.00	8.00	0.0%
FINANCE - (W/S)	4.00	4.00	4.00	4.00	4.00	4.00	0.0%
MUNICIPAL COURT*	6.70	6.70	5.60	5.60	5.60	5.60	-16.4%
HUMAN RESOURCES	4.00	4.00	4.00	4.00	4.00	4.00	0.0%
RISK MANAGEMENT - (GF)	1.00	1.00	1.00	1.00	1.00	1.00	0.0%
INFORMATION TECHNOLOGY	4.00	5.00	5.00	5.00	5.00	5.00	0.0%
<b>PERSONNEL TOTAL</b>	<b>27.70</b>	<b>28.70</b>	<b>27.60</b>	<b>27.60</b>	<b>27.60</b>	<b>27.60</b>	<b>0.0%</b>

\*In FY18, the prosecutor positions were transferred to City Attorney division.

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-0401-415.4110	FULLTIME SALARIES & WAGES	\$543,847	\$587,772	\$595,062	\$412,323	\$595,062	\$630,610
001-0401-415.4130	OVERTIME PAY	3,478	1,317	1,317	815	1,087	1,317
001-0401-415.4143	LONGEVITY PAY	5,326	3,515	3,515	3,490	3,490	3,800
001-0401-415.4144	VEHICLE ALLOWANCE	0	5,400	5,400	4,050	5,400	5,400
001-0401-415.4145	INCENTIVE-CERTIFICATE PAY	11,475	16,200	16,200	9,375	16,200	14,100
001-0401-415.4149	CELL PHONE ALLOWANCE	2,208	4,800	4,800	4,100	4,800	6,000
001-0401-415.4190	ACCRUED PAYROLL	35,288	0	0	0	0	0
001-0401-415.4710	SOCIAL SECURITY/MEDICARE	43,283	47,354	47,912	31,029	47,912	47,313
001-0401-415.4720	TMRS RETIREMENT	93,847	98,296	99,460	68,912	99,460	105,450
001-0401-415.4810	HEALTH/DENTAL INSURANCE	72,509	74,106	74,106	48,423	74,106	74,102
001-0401-415.4820	LIFE INSURANCE	1,732	1,622	1,631	1,299	1,631	1,712
001-0401-415.4830	DISABILITY INSURANCE	1,793	1,791	1,800	1,387	1,800	1,826
001-0401-415.4840	WORKERS COMP INSURANCE	989	980	988	688	988	1,364
001-0401-415.4850	EAP SERVICES	484	464	464	387	464	465
001-0401-415.4890	FLEX PLAN ADMINISTRATION	181	538	538	144	538	173
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$816,440</b>	<b>\$844,155</b>	<b>\$853,193</b>	<b>\$586,422</b>	<b>\$852,938</b>	<b>\$893,632</b>
<b>50 - SUPPLIES</b>							
001-0401-415.5100	OFFICE SUPPLIES	\$2,468	\$5,460	\$5,149	\$2,764	\$5,149	\$0
001-0401-415.5200	PERSONNEL SUPPLIES	29	405	405	317	317	405
001-0401-415.5400	OPERATING SUPPLIES	2,577	2,200	2,200	1,762	2,200	7,660
001-0401-415.5800	OPERATING EQUIPMENT<\$5000	770	515	4,525	3,530	4,525	515
<b>50 - SUPPLIES Totals:</b>		<b>\$5,844</b>	<b>\$8,580</b>	<b>\$12,279</b>	<b>\$8,373</b>	<b>\$12,191</b>	<b>\$8,580</b>
<b>70 - SERVICES</b>							
001-0401-415.7120	AUDIT SERVICES	\$21,106	\$29,000	\$36,894	\$25,282	\$36,894	\$34,380
001-0401-415.7140	CONSULTING SERVICES	3,552	14,425	16,278	4,314	16,278	14,425
001-0401-415.7400	OPERATING SERVICES	3,372	2,560	2,560	1,153	1,537	2,655
001-0401-415.7401	POSTAL / COURIER SERVICES	2,443	2,500	2,500	1,405	1,874	2,500
001-0401-415.7497	RECRUITMENT ADVERTISING	0	500	500	0	0	500
001-0401-415.7510	TRAINING	7,939	13,065	13,065	6,100	8,133	16,220
001-0401-415.7520	TRAVEL EXPENSES & REIMBURSEMENTS	5,688	10,100	10,100	8,941	11,921	11,450
001-0401-415.7530	MEMBERSHIPS	1,764	1,832	1,832	1,240	1,832	1,832
001-0401-415.7800	CONTRACT SERVICES	0	10,430	10,430	0	430	34,430
<b>70 - SERVICES Totals:</b>		<b>\$45,864</b>	<b>\$84,412</b>	<b>\$94,159</b>	<b>\$48,435</b>	<b>\$78,899</b>	<b>\$118,392</b>
<b>0401 - FINANCE Totals:</b>		<b>\$868,148</b>	<b>\$937,147</b>	<b>\$959,631</b>	<b>\$643,230</b>	<b>\$944,028</b>	<b>\$1,020,604</b>

0406 - OTHER ADMIN SERVICES

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>70 - SERVICES</b>							
001-0406-415.7431	TAX APPRAISAL SERVICES	\$163,250	\$171,868	\$172,380	\$126,694	\$172,380	\$169,270
001-0406-415.7432	TAX COLLECTION SERVICES	7,032	8,359	7,847	3,527	7,847	8,359
001-0406-415.7433	PROPERTY TAX REFUND	0	58,025	58,025	0	0	58,025
001-0406-415.7435	COUNTY TAX OFFICE IN CH	4,896	5,000	5,000	2,400	5,000	5,000
001-0406-415.7491	ADVERTISING/PUBLIC NOTICE	0	250	250	0	250	250
<b>70 - SERVICES Totals:</b>		<b>\$175,178</b>	<b>\$243,502</b>	<b>\$243,502</b>	<b>\$132,621</b>	<b>\$185,477</b>	<b>\$240,904</b>
<b>0406 - OTHER ADMIN SERVICES Totals:</b>		<b>\$175,178</b>	<b>\$243,502</b>	<b>\$243,502</b>	<b>\$132,621</b>	<b>\$185,477</b>	<b>\$240,904</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-0409-412.4110	FULLTIME SALARIES & WAGES	\$184,420	\$194,289	\$194,519	\$140,488	\$194,519	\$202,314
001-0409-412.4130	OVERTIME PAY	2,688	10,000	10,000	1,905	3,040	7,000
001-0409-412.4143	LONGEVITY PAY	517	575	575	570	570	650
001-0409-412.4145	INCENTIVE-CERTIFICATE PAY	6,410	6,000	6,000	5,100	6,000	4,200
001-0409-412.4190	ACCRUED PAYROLL	726	0	0	0	0	0
001-0409-412.4220	PART-TIME WAGES	85,425	116,498	79,196	59,844	79,196	68,280
001-0409-412.4710	SOCIAL SECURITY/MEDICARE	20,799	25,043	22,207	15,392	22,207	21,282
001-0409-412.4720	TMRS RETIREMENT	30,511	33,470	33,507	23,491	33,507	34,159
001-0409-412.4810	HEALTH/DENTAL INSURANCE	33,323	34,727	34,727	25,320	34,727	29,109
001-0409-412.4820	LIFE INSURANCE	673	536	536	529	536	589
001-0409-412.4830	DISABILITY INSURANCE	717	583	583	562	583	618
001-0409-412.4840	WORKERS COMP INSURANCE	483	519	460	330	460	413
001-0409-412.4850	EAP SERVICES	513	232	232	392	232	232
001-0409-412.4890	FLEX PLAN ADMINISTRATION	94	281	195	72	195	86
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$367,299</b>	<b>\$422,753</b>	<b>\$382,737</b>	<b>\$273,995</b>	<b>\$375,772</b>	<b>\$368,932</b>
<b>50 - SUPPLIES</b>							
001-0409-412.5100	OFFICE SUPPLIES	\$2,927	\$4,100	\$5,459	\$3,605	\$5,459	\$0
001-0409-412.5200	PERSONNEL SUPPLIES	106	280	280	156	207	280
001-0409-412.5400	OPERATING SUPPLIES	70	470	470	345	459	5,200
001-0409-412.5800	OPERATING EQUIPMENT<\$5000	533	200	200	0	200	0
<b>50 - SUPPLIES Totals:</b>		<b>\$3,636</b>	<b>\$5,050</b>	<b>\$6,409</b>	<b>\$4,106</b>	<b>\$6,325</b>	<b>\$5,480</b>
<b>70 - SERVICES</b>							
001-0409-412.7350	SURETY BONDS	\$0	\$0	\$0	\$0	\$0	\$100
001-0409-412.7400	OPERATING SERVICES	0	1,000	0	0	500	1,000
001-0409-412.7401	POSTAL / COURIER SERVICES	2,717	3,500	3,500	2,004	2,872	4,000
001-0409-412.7510	TRAINING	1,592	1,310	2,310	1,391	1,855	9,980
001-0409-412.7520	TRAVEL EXPENSES & REIMBURSEMENTS	973	1,850	1,850	668	1,191	2,500
001-0409-412.7530	MEMBERSHIPS	180	320	320	160	320	320
001-0409-412.7540	PUBLICATIONS	36	36	36	36	36	36
001-0409-412.7612	TELEPHONE/COMMUNICATIONS	0	120	120	0	120	0
001-0409-412.7800	CONTRACT SERVICES	14,648	17,500	17,500	7,393	15,358	17,500
<b>70 - SERVICES Totals:</b>		<b>\$20,146</b>	<b>\$25,636</b>	<b>\$25,636</b>	<b>\$11,652</b>	<b>\$22,252</b>	<b>\$35,436</b>
<b>0409 - MUNICIPAL COURT Totals:</b>		<b>\$391,081</b>	<b>\$453,439</b>	<b>\$414,782</b>	<b>\$289,753</b>	<b>\$404,349</b>	<b>\$409,848</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-0410-415.4110	FULLTIME SALARIES & WAGES	\$197,795	\$210,709	\$213,281	\$150,627	\$213,281	\$226,580
001-0410-415.4120	PART-TIME WAGES W/BENEFITS	30,157	31,478	31,478	23,049	31,478	31,077
001-0410-415.4130	OVERTIME PAY	4,843	2,573	2,573	1,639	2,573	2,573
001-0410-415.4143	LONGEVITY PAY	1,358	1,390	1,390	1,385	1,385	1,545
001-0410-415.4145	INCENTIVE-CERTIFICATE PAY	5,100	6,000	6,000	4,350	6,000	4,200
001-0410-415.4148	PAY PLAN ADJUSTMENTS	0	70,000	0	0	0	0
001-0410-415.4149	CELL PHONE ALLOWANCE	1,204	1,200	1,200	850	1,200	1,200
001-0410-415.4190	ACCRUED PAYROLL	2,479	0	0	0	0	0
001-0410-415.4710	SOCIAL SECURITY/MEDICARE	17,792	19,381	19,578	13,419	19,578	19,701
001-0410-415.4720	TMRS RETIREMENT	37,932	40,228	40,638	28,859	40,638	42,612
001-0410-415.4810	HEALTH/DENTAL INSURANCE	20,194	20,100	20,100	15,318	20,100	21,008
001-0410-415.4820	LIFE INSURANCE	545	582	585	481	585	636
001-0410-415.4830	DISABILITY INSURANCE	611	636	639	503	639	665
001-0410-415.4840	WORKERS COMP INSURANCE	416	4,401	4,405	289	4,405	4,669
001-0410-415.4850	EAP SERVICES	308	290	290	242	290	290
001-0410-415.4880	UNEMPLOYMENT COMPENSATION	0	25,000	10,893	0	10,893	25,000
001-0410-415.4890	FLEX PLAN ADMINISTRATION	68	181	181	54	181	65
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$320,802</b>	<b>\$434,149</b>	<b>\$353,231</b>	<b>\$241,065</b>	<b>\$353,226</b>	<b>\$381,821</b>
<b>50 - SUPPLIES</b>							
001-0410-415.5200	PERSONNEL SUPPLIES	\$92	\$450	\$450	\$224	\$300	\$450
001-0410-415.5223	STAFF DEV PROG SUPPLIES	510	3,750	3,750	0	2,000	3,750
001-0410-415.5400	OPERATING SUPPLIES	4,679	5,700	6,486	805	6,486	5,700
001-0410-415.5800	OPERATING EQUIPMENT<\$5000	8,561	2,500	2,500	1,151	2,500	1,000
<b>50 - SUPPLIES Totals:</b>		<b>\$13,842</b>	<b>\$12,400</b>	<b>\$13,186</b>	<b>\$2,180</b>	<b>\$11,286</b>	<b>\$10,900</b>
<b>70 - SERVICES</b>							
001-0410-415.7120	AUDIT SERVICES	\$0	\$2,500	\$2,500	\$0	\$0	\$2,500
001-0410-415.7140	CONSULTING SERVICES	3,640	2,500	2,500	0	2,500	2,500
001-0410-415.7212	MEDICAL EXAMINATIONS	8,135	10,635	14,031	7,864	10,486	16,872
001-0410-415.7220	PERSONNEL EVENTS/PROGRAMS	3,459	6,800	6,800	481	641	9,800
001-0410-415.7223	STAFF DEV PROG SERVICES	299	4,800	2,800	259	2,345	6,400
001-0410-415.7400	OPERATING SERVICES	35,703	1,500	14,357	12,887	14,357	1,500
001-0410-415.7401	POSTAL / COURIER SERVICES	6	375	375	62	283	375
001-0410-415.7491	ADVERTISING/PUBLIC NOTICE	0	350	350	0	0	350
001-0410-415.7496	CRIMINAL HISTORY SERVICES	1,972	7,840	7,990	1,067	3,423	8,090
001-0410-415.7497	RECRUITMENT ADVERTISING	0	500	500	0	0	500
001-0410-415.7510	TRAINING	3,130	6,825	6,825	4,049	5,399	7,325
001-0410-415.7520	TRAVEL EXPENSES & REIMBURSEMENTS	4,240	11,477	11,477	6,335	8,446	12,650
001-0410-415.7530	MEMBERSHIPS	772	1,625	1,625	819	1,092	1,540
001-0410-415.7612	TELEPHONE/COMMUNICATIONS	216	350	350	0	0	350
001-0410-415.7710	SOFTWARE LICENSE FEE	0	22,100	23,667	16,566	23,667	19,300
001-0410-415.7800	CONTRACT SERVICES	2,376	3,125	3,125	430	3,125	3,125
<b>70 - SERVICES Totals:</b>		<b>\$63,948</b>	<b>\$83,302</b>	<b>\$99,272</b>	<b>\$50,819</b>	<b>\$75,764</b>	<b>\$93,177</b>
<b>0410 - HUMAN RESOURCES Totals:</b>		<b>\$398,592</b>	<b>\$529,851</b>	<b>\$465,689</b>	<b>\$294,064</b>	<b>\$440,276</b>	<b>\$485,898</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17	FY18	FY18	FY18	FY18	FY19
		ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/18	YEAR END ESTIMATE	ADOPTED BUDGET
<b>70 - SERVICES</b>							
001-0411-415.7313	MOBILE EQUIPMENT	\$2,877	\$3,000	\$3,000	\$3,339	\$3,339	\$3,350
001-0411-415.7321	GENERAL LIABILITY	7,681	8,500	8,500	7,610	8,500	7,600
001-0411-415.7323	PUBLIC OFFICIAL	15,713	17,400	17,400	15,634	17,400	15,700
001-0411-415.7324	CRIME & ACCIDENT COVERAGE	2,207	2,350	2,350	2,262	2,262	2,350
001-0411-415.7331	WINDSTORM	99,545	91,363	91,363	63,832	91,363	80,000
001-0411-415.7332	REAL & PERSONAL PROPERTY	47,180	48,000	48,000	55,339	55,339	60,000
001-0411-415.7333	FLOOD	900	900	900	699	900	900
001-0411-415.7350	SURETY BONDS	1,187	2,000	2,000	225	2,000	2,000
001-0411-415.7380	PRIOR YEAR INSURANCE	0	4,500	4,500	0	0	4,500
<b>70 - SERVICES Totals:</b>		<b>\$177,290</b>	<b>\$178,013</b>	<b>\$178,013</b>	<b>\$148,940</b>	<b>\$181,103</b>	<b>\$176,400</b>
<b>0411 - INSURANCE Totals:</b>		<b>\$177,290</b>	<b>\$178,013</b>	<b>\$178,013</b>	<b>\$148,940</b>	<b>\$181,103</b>	<b>\$176,400</b>

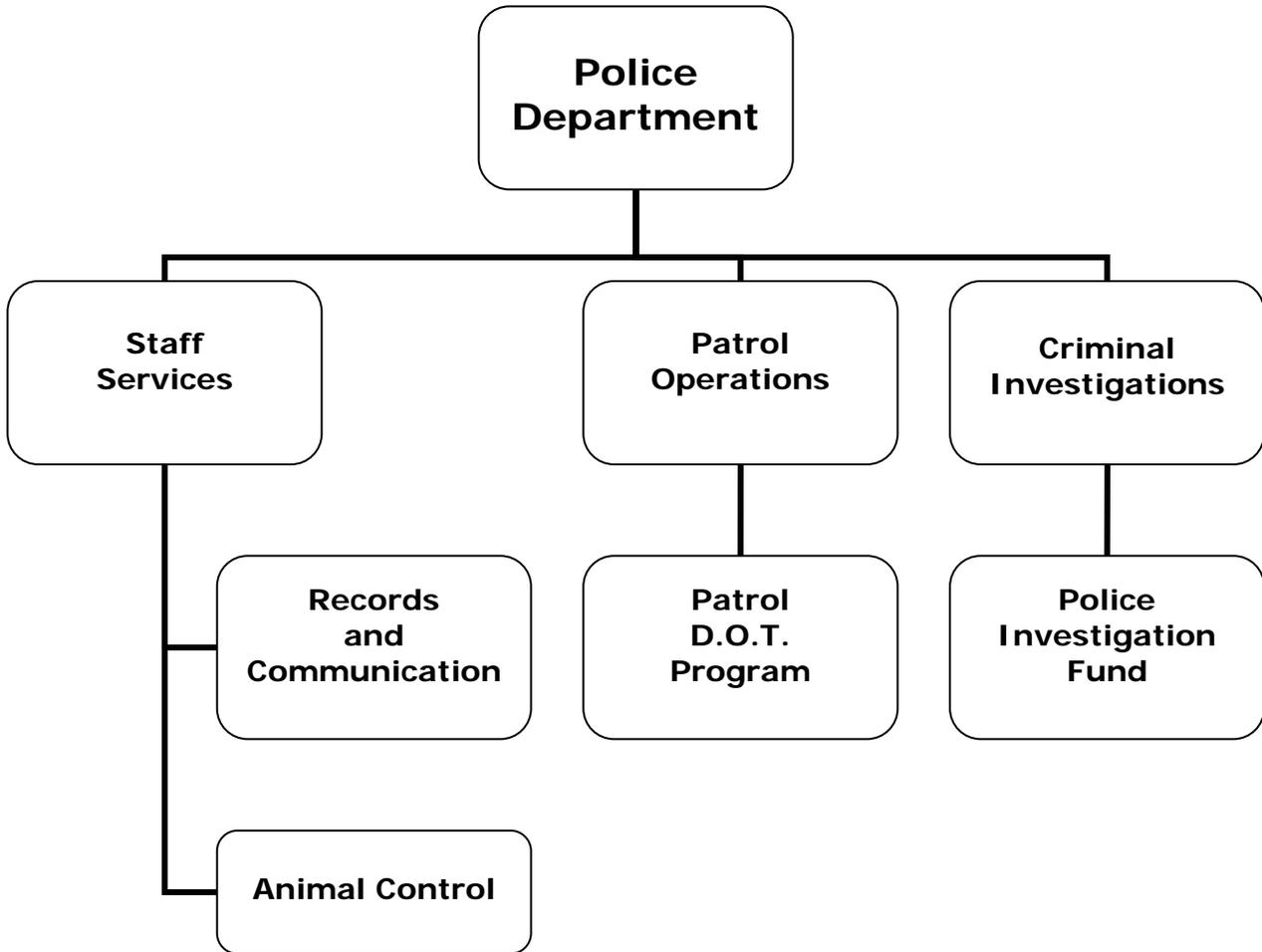
ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-0412-415.4110	FULLTIME SALARIES & WAGES	\$68,507	\$71,327	\$71,327	\$51,876	\$71,327	\$83,114
001-0412-415.4130	OVERTIME PAY	3,502	2,573	2,573	3,188	3,188	0
001-0412-415.4131	HOLIDAY HRS WORKED	0	0	0	442	442	0
001-0412-415.4143	LONGEVITY PAY	880	940	940	940	940	975
001-0412-415.4144	VEHICLE ALLOWANCE	5,409	5,400	5,400	3,938	5,400	5,400
001-0412-415.4145	INCENTIVE-CERTIFICATE PAY	2,500	2,100	2,100	2,325	2,100	2,700
001-0412-415.4149	CELL PHONE ALLOWANCE	1,204	1,200	1,200	850	1,200	1,200
001-0412-415.4710	SOCIAL SECURITY/MEDICARE	5,443	6,391	6,391	4,229	6,391	6,274
001-0412-415.4720	TMRS RETIREMENT	12,846	13,263	13,263	10,083	13,263	14,895
001-0412-415.4810	HEALTH/DENTAL INSURANCE	17,526	18,462	18,462	13,461	18,462	18,461
001-0412-415.4820	LIFE INSURANCE	193	197	197	163	197	254
001-0412-415.4830	DISABILITY INSURANCE	203	235	235	171	235	266
001-0412-415.4840	WORKERS COMP INSURANCE	130	132	132	101	132	154
001-0412-415.4850	EAP SERVICES	60	58	58	48	58	58
001-0412-415.4890	FLEX PLAN ADMINISTRATION	22	95	95	18	95	22
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$118,425</b>	<b>\$122,373</b>	<b>\$122,373</b>	<b>\$91,833</b>	<b>\$123,430</b>	<b>\$133,773</b>
<b>50 - SUPPLIES</b>							
001-0412-415.5200	PERSONNEL SUPPLIES	\$502	\$1,000	\$1,000	\$30	\$1,000	\$2,500
001-0412-415.5400	OPERATING SUPPLIES	2,342	4,220	4,220	1,163	4,220	4,370
001-0412-415.5800	OPERATING EQUIPMENT<\$5000	885	6,200	6,200	290	13,200	6,200
<b>50 - SUPPLIES Totals:</b>		<b>\$3,729</b>	<b>\$11,420</b>	<b>\$11,420</b>	<b>\$1,483</b>	<b>\$18,420</b>	<b>\$13,070</b>
<b>70 - SERVICES</b>							
001-0412-415.7212	MEDICAL EXAMINATIONS	\$258	\$8,097	\$8,097	\$667	\$888	\$8,281
001-0412-415.7220	PERSONNEL EVENTS/PROGRAMS	9,287	11,535	11,535	8,660	11,547	12,035
001-0412-415.7400	OPERATING SERVICES	90	1,000	1,000	0	1,000	1,000
001-0412-415.7510	TRAINING	1,216	2,375	2,375	1,712	2,375	2,475
001-0412-415.7520	TRAVEL EXPENSES & REIMBURSEMENTS	2,140	5,650	5,650	1,267	3,690	6,200
001-0412-415.7530	MEMBERSHIPS	0	600	600	280	600	600
<b>70 - SERVICES Totals:</b>		<b>\$12,991</b>	<b>\$29,257</b>	<b>\$29,257</b>	<b>\$12,586</b>	<b>\$20,100</b>	<b>\$30,591</b>
<b>0412 - RISK MANAGEMENT Totals:</b>		<b>\$135,145</b>	<b>\$163,050</b>	<b>\$163,050</b>	<b>\$105,902</b>	<b>\$161,950</b>	<b>\$177,434</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-0416-419.4110	FULLTIME SALARIES & WAGES	\$300,840	\$366,950	\$373,707	\$220,312	\$373,707	\$374,402
001-0416-419.4130	OVERTIME PAY	7,787	8,545	8,545	9,511	9,511	8,545
001-0416-419.4131	HOLIDAY HRS WORKED	0	0	0	358	358	0
001-0416-419.4143	LONGEVITY PAY	1,775	2,050	2,050	2,050	2,050	2,100
001-0416-419.4145	INCENTIVE-CERTIFICATE PAY	2,700	3,600	3,600	2,775	3,600	3,600
001-0416-419.4149	CELL PHONE ALLOWANCE	4,762	4,800	4,800	3,200	4,800	6,000
001-0416-419.4190	ACCRUED PAYROLL	1,599	0	0	5,121	0	0
001-0416-419.4710	SOCIAL SECURITY/MEDICARE	22,753	29,526	30,044	17,565	30,044	28,802
001-0416-419.4720	TMRS RETIREMENT	50,043	61,272	62,351	38,603	62,351	62,942
001-0416-419.4810	HEALTH/DENTAL INSURANCE	53,699	70,772	70,772	36,993	70,772	53,427
001-0416-419.4820	LIFE INSURANCE	874	985	993	704	993	1,073
001-0416-419.4830	DISABILITY INSURANCE	941	1,094	1,102	745	1,102	1,123
001-0416-419.4840	WORKERS COMP INSURANCE	1,056	1,495	1,507	1,345	1,507	1,461
001-0416-419.4850	EAP SERVICES	249	292	292	203	292	290
001-0416-419.4890	FLEX PLAN ADMINISTRATION	92	164	164	76	164	108
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$449,170</b>	<b>\$551,545</b>	<b>\$559,927</b>	<b>\$339,561</b>	<b>\$561,251</b>	<b>\$543,873</b>
<b>50 - SUPPLIES</b>							
001-0416-419.5200	PERSONNEL SUPPLIES	\$0	\$0	\$185	\$204	\$204	\$200
001-0416-419.5400	OPERATING SUPPLIES	999	4,950	4,765	765	4,021	4,950
001-0416-419.5700	COMPUTER SUPPLIES	4,923	2,400	2,400	1,097	2,363	2,400
001-0416-419.5800	OPERATING EQUIPMENT<\$5000	178,665	34,600	272,820	250,359	272,820	37,820
<b>50 - SUPPLIES Totals:</b>		<b>\$184,587</b>	<b>\$41,950</b>	<b>\$280,170</b>	<b>\$252,425</b>	<b>\$279,408</b>	<b>\$45,370</b>
<b>60 - MAINTENANCE</b>							
001-0416-419.6700	COMPUTER EQUIP MAINT	\$52,143	\$70,800	\$71,426	\$37,550	\$71,426	\$72,277
<b>60 - MAINTENANCE Totals:</b>		<b>\$52,143</b>	<b>\$70,800</b>	<b>\$71,426</b>	<b>\$37,550</b>	<b>\$71,426</b>	<b>\$72,277</b>
<b>70 - SERVICES</b>							
001-0416-419.7400	OPERATING SERVICES	\$8,175	\$15,000	\$27,705	\$24,263	\$27,705	\$15,000
001-0416-419.7510	TRAINING	19,331	23,300	23,300	8,050	20,733	24,300
001-0416-419.7520	TRAVEL EXPENSES & REIMBURSEMENTS	2,004	4,500	4,500	2,248	3,998	4,500
001-0416-419.7530	MEMBERSHIPS	345	350	350	150	350	375
001-0416-419.7720	SOFTWARE SUPPORT SERVICES	208,990	325,228	329,497	290,494	329,497	278,170
001-0416-419.7723	SOFTWARE SUBSCRIPTION SRV	5,632	16,750	26,800	15,050	26,800	16,750
001-0416-419.7730	INTERNET/WIRELESS SERVICE	46,550	66,960	66,960	37,113	66,960	68,560
001-0416-419.7800	CONTRACT SERVICES	97,428	22,500	47,610	20,237	47,610	27,000
<b>70 - SERVICES Totals:</b>		<b>\$388,455</b>	<b>\$474,588</b>	<b>\$526,722</b>	<b>\$397,605</b>	<b>\$523,653</b>	<b>\$434,655</b>
<b>80 - CAPITAL OUTLAY</b>							
001-0416-419.8800	CAPITAL EQUIPMENT	\$15,682	\$19,000	\$19,000	\$18,990	\$18,990	\$35,264
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$15,682</b>	<b>\$19,000</b>	<b>\$19,000</b>	<b>\$18,990</b>	<b>\$18,990</b>	<b>\$35,264</b>
<b>0416 - INFORMATION TECHNOLOGY Totals:</b>		<b>\$1,090,037</b>	<b>\$1,157,883</b>	<b>\$1,457,245</b>	<b>\$1,046,131</b>	<b>\$1,454,728</b>	<b>\$1,131,439</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
401-0401-415.4110	FULLTIME SALARIES & WAGES	\$173,516	\$177,852	\$177,852	\$125,931	\$177,852	\$181,950
401-0401-415.4130	OVERTIME PAY	2,135	3,072	3,072	2,534	3,072	3,072
401-0401-415.4143	LONGEVITY PAY	1,915	2,160	2,160	2,155	2,155	2,305
401-0401-415.4145	INCENTIVE-CERTIFICATE PAY	900	900	900	675	900	900
401-0401-415.4148	PAY PLAN ADJUSTMENTS	0	5,000	0	0	0	0
401-0401-415.4710	SOCIAL SECURITY/MEDICARE	12,624	13,711	13,711	9,262	13,711	13,328
401-0401-415.4720	TMRS RETIREMENT	118,872	28,456	28,456	20,794	28,456	30,022
401-0401-415.4810	HEALTH/DENTAL INSURANCE	37,849	40,764	40,764	29,722	40,764	40,761
401-0401-415.4820	LIFE INSURANCE	508	478	478	399	478	520
401-0401-415.4830	DISABILITY INSURANCE	532	511	511	419	511	546
401-0401-415.4840	WORKERS COMP INSURANCE	283	284	284	208	284	271
401-0401-415.4850	EAP SERVICES	252	232	232	194	232	232
401-0401-415.4890	FLEX PLAN ADMINISTRATION	94	305	305	72	305	86
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$349,480</b>	<b>\$273,725</b>	<b>\$268,725</b>	<b>\$192,365</b>	<b>\$268,720</b>	<b>\$273,993</b>
<b>50 - SUPPLIES</b>							
401-0401-415.5100	OFFICE SUPPLIES	\$1,344	\$1,400	\$1,760	\$1,578	\$1,760	\$0
401-0401-415.5200	PERSONNEL SUPPLIES	0	0	113	109	109	160
401-0401-415.5400	OPERATING SUPPLIES	859	1,400	1,466	1,338	1,338	2,800
401-0401-415.5800	OPERATING EQUIPMENT<\$5000	0	200	200	0	200	200
<b>50 - SUPPLIES Totals:</b>		<b>\$2,203</b>	<b>\$3,000</b>	<b>\$3,539</b>	<b>\$3,025</b>	<b>\$3,407</b>	<b>\$3,160</b>
<b>60 - MAINTENANCE</b>							
401-0401-415.6800	EQUIPMENT MAINTENANCE	\$425	\$774	\$774	\$425	\$625	\$774
<b>60 - MAINTENANCE Totals:</b>		<b>\$425</b>	<b>\$774</b>	<b>\$774</b>	<b>\$425</b>	<b>\$625</b>	<b>\$774</b>
<b>70 - SERVICES</b>							
401-0401-415.7120	AUDIT SERVICES	\$11,644	\$16,000	\$20,356	\$13,718	\$18,291	\$19,320
401-0401-415.7350	SURETY BONDS	0	2,300	0	0	2,300	2,300
401-0401-415.7400	OPERATING SERVICES	474	700	700	604	700	700
401-0401-415.7401	POSTAL / COURIER SERVICES	39,384	36,000	41,000	25,552	39,000	36,000
401-0401-415.7510	TRAINING	195	2,020	2,020	0	1,000	4,020
401-0401-415.7520	TRAVEL EXPENSES & REIMBURSEMENTS	493	420	420	260	420	2,420
401-0401-415.7530	MEMBERSHIPS	100	140	140	140	140	140
401-0401-415.7710	SOFTWARE LICENSE FEE	2,069	3,150	3,150	2,069	3,150	3,150
401-0401-415.7800	CONTRACT SERVICES	89,693	66,600	66,600	70,611	94,150	81,600
<b>70 - SERVICES Totals:</b>		<b>\$144,052</b>	<b>\$127,330</b>	<b>\$134,386</b>	<b>\$112,954</b>	<b>\$159,151</b>	<b>\$149,650</b>
<b>90 - OTHER</b>							
401-0401-415.9830	PROVISION FOR UNCOLL A/R	\$0	\$11,608	\$8,908	\$0	\$0	\$11,608
<b>90 - OTHER Totals:</b>		<b>\$0</b>	<b>\$11,608</b>	<b>\$8,908</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,608</b>
<b>0401 - FINANCE Totals:</b>		<b>\$496,160</b>	<b>\$416,437</b>	<b>\$416,332</b>	<b>\$308,769</b>	<b>\$431,903</b>	<b>\$439,185</b>

401-0411 - INSURANCE (W/S)

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>70 - SERVICES</b>							
401-0411-415.7313	MOBILE EQUIPMENT	\$1,819	\$2,000	\$2,000	\$2,130	\$2,130	\$2,200
401-0411-415.7321	GENERAL LIABILITY	5,121	7,000	5,383	5,073	5,073	5,200
401-0411-415.7323	PUBLIC OFFICIAL	10,475	11,650	11,650	9,982	9,982	10,000
401-0411-415.7324	CRIME & ACCIDENT COVERAGE	1,279	1,250	1,250	1,290	1,290	1,300
401-0411-415.7331	WINDSTORM	81,446	67,000	68,617	52,226	68,617	65,000
401-0411-415.7332	REAL & PERSONAL PROPERTY	34,984	29,000	29,000	45,277	45,277	50,000
401-0411-415.7333	FLOOD	855	800	800	800	800	800
<b>70 - SERVICES Totals:</b>		<b>\$135,979</b>	<b>\$118,700</b>	<b>\$118,700</b>	<b>\$116,778</b>	<b>\$133,169</b>	<b>\$134,500</b>
<b>0411 - INSURANCE Totals:</b>		<b>\$135,979</b>	<b>\$118,700</b>	<b>\$118,700</b>	<b>\$116,778</b>	<b>\$133,169</b>	<b>\$134,500</b>



**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 2017 – 18 Accomplishments**

Friendswood was named in the top 10 list of safest cities in Texas in 2018. The recognition is based on the total number of crimes per 1,000 residents plus other factors. This makes Friendswood rated in the nation's top 100 safest cities.

The Department actively seeks alternative revenue streams to maintain and improve service levels to City residents. Grant funding and special partnerships enable the Police Department to finance programs and services that benefit the community. Current programs and partnerships include: Crime Victim Assistance program, Bulletproof Vest Partnership, cost sharing programs with Clear Creek Independent School District and Friendswood Independent School District for school safety programs.

The ProQA emergency medical dispatch program was installed, operators were trained and certified, and the Department now provides state-of-the-art medical pre-arrival instructions to callers. The operating budget was used to add two LMTV military vehicles to be used for high water rescues and a second rescue boat was added to the department's critical incident assets. Grant funding replaced the throw phone system used during hostage and crisis negotiations.

**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 (CCP). Provides emergency response to 9-1-1 calls, enforces traffic and criminal laws and addresses problems related to order maintenance and quality of life. Provides 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 criminal 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.
- 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.
- 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. Information resources are also provided along with administrative and fiscal support to police department employees so they can perform their jobs safely and efficiently. In addition, professional development and training are provided to employees so that they can perform their duties in accordance with department values. 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 (DARE).
- Administration-Manage all police programs to maximize efficiency and provide effective delivery of services. Manage the 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 officers and civilians. Manage records and provide reports to the public, other law enforcement agencies and City Hall. 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 officers and non-sworn 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 feedback to the public in order to maintain trust and confidence in internal affairs investigations process.
- 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.

**Highlights of the Budget**

The Fiscal Year 2018-19 budget for the police department addresses requirements to maintain current operations. The current full authorized sworn strength is 66 peace officers including 2 new school resource officers. The current staffing at Animal Control includes two full time Animal Control officers, one full time Animal Control shelter manager/volunteer coordinator and an Animal Control Supervisor.

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 19 years. The last application for continued funding was filed in early 2018 and we are awaiting announcement of funding.

The budget includes funding for replacement vehicles from the Vehicle Replacement Fund. Based on annual mileage of 25,000 per year, there will be a need to replace two marked patrol vehicles, two staff vehicles and two Animal Control trucks. At time of replacement each vehicle has over 100,000 miles.

**The following FAW decision package is included with the FY19 adopted budget.**

<b>Description</b>		<b>Amount</b>
Police Dual Purpose K-9 replacement	One Time Cost	\$27,500
	Ongoing Cost	\$5,200

**The following decision packages are not included with the FY19 adopted budget.**

<b>Description</b>		<b>Amount</b>
Freedom Application software licenses	One Time Cost	\$8,000
VHF Back Up Radio System	One Time Cost	\$15,200
Pole Camera	One Time Cost	\$5,000
	Ongoing Cost	\$480
PSB Phase 2 feasibility study	One Time Cost	\$10,000
Replacement PSB security cameras	Ongoing Cost	\$5,000

**2018-2019 Departmental Goals and Performance Measures**

**Major Departmental Goals:**

- Use Intelligence-Led Policing to increase efficiency in service delivery
- Provide quality police services to our community
- Improve traffic safety
- Actively involve residents and the business community in crime prevention and promoting community safety awareness
- Improve the quality of Animal Control Services

**Supports the City's Strategic Goals:** 1-Communication, 5-Public Safety, and 6-Organizational Development

<b>Police Department</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time sworn peace officers	62	64	64	64	66
Department Expenditures	\$9,589,180	\$9,469,475	\$10,225,179	\$10,412,751	\$11,210,483
<b>Outputs</b>					
Total # of Arrests	1424	931	967	1000	1000
# of Police Calls For Service	15,804	16,258	16,031	22,626	19,328
# of Domestic Animals Impounded	646	559	602	522	550
<b>Measures of Effectiveness</b>					
Crime Rate	8.49	8.91	8.70	10.00	10.00
Offense Clearance Rate	67	61	64	65	65
# of Traffic Accidents	555	534	545	550	550
# of Animal Adoptions	292	246	269	250	250
<b>Measures of Efficiency</b>					
Average Response Time	8:31	9:13	8:72	10:00	10:00
#minutes from request to arrival – Priority 1	4:25	4:45	4:35	5:00	5:00
Monthly Operating Costs	\$799,098	\$788,023	\$852,098	\$867,729	\$934,207
Department Expenditures per Capita	\$244.50	\$240.60	\$252.94	\$257.58	\$274.06

**POLICE DEPARTMENT  
DEPARTMENT SUMMARY**

**EXPENDITURE BY DIVISION**

<b>DIVISION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
ADMINISTRATION	\$855,238	\$975,316	\$963,692	\$653,108	\$915,553	\$977,484	0.2%
COMMUNICATIONS	1,130,868	1,223,462	1,246,154	891,088	1,266,497	1,218,936	-0.4%
PATROL	5,406,705	5,743,557	5,900,565	4,150,056	5,913,273	6,463,588	12.5%
PATROL-DOT PROGRAM	119,717	120,858	120,858	90,605	123,490	126,587	4.7%
CRIMINAL INVESTIGATIONS	1,585,237	1,745,148	1,763,164	1,284,683	1,779,766	1,995,861	14.4%
ANIMAL CONTROL	371,710	416,838	425,293	279,874	414,172	428,027	2.7%
<b>DEPARTMENT TOTAL</b>	<b>\$9,469,475</b>	<b>\$10,225,179</b>	<b>\$10,419,726</b>	<b>\$7,349,414</b>	<b>\$10,412,751</b>	<b>\$11,210,483</b>	<b>9.6%</b>

**EXPENDITURE BY CLASSIFICATION**

<b>CLASSIFICATION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
SALARIES AND BENEFITS	\$8,393,509	\$8,853,385	\$8,887,637	\$6,453,363	\$9,120,887	\$9,677,706	9.3%
SUPPLIES	334,689	399,662	461,606	256,655	355,643	424,282	6.2%
MAINTENANCE	176,337	279,479	274,374	131,103	194,596	307,379	10.0%
SERVICES	535,498	692,653	706,554	456,386	652,606	783,116	13.1%
CAPITAL OUTLAY	29,442	0	89,555	51,907	89,019	18,000	0.0%
<b>CLASSIFICATION TOTAL</b>	<b>\$9,469,475</b>	<b>\$10,225,179</b>	<b>\$10,419,726</b>	<b>\$7,349,414</b>	<b>\$10,412,751</b>	<b>\$11,210,483</b>	<b>9.6%</b>

**PERSONNEL SUMMARY BY DIVISION**

<b>DIVISION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
ADMINISTRATION	5.00	5.00	5.00	5.00	5.00	5.00	0.0%
COMMUNICATIONS	13.60	13.60	13.60	13.60	13.60	13.60	0.0%
PATROL	51.12	51.12	51.12	51.12	51.12	53.78	5.2%
PATROL-DOT PROGRAM	1.00	1.00	1.00	1.00	1.00	1.00	0.0%
CRIMINAL INVESTIGATIONS	13.00	13.00	13.00	13.00	13.00	13.00	0.0%
ANIMAL CONTROL	4.00	4.00	4.00	4.00	4.00	4.00	0.0%
<b>PERSONNEL TOTAL</b>	<b>87.72</b>	<b>87.72</b>	<b>87.72</b>	<b>87.72</b>	<b>87.72</b>	<b>90.38</b>	<b>5.2%</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-2101-421.4110	FULLTIME SALARIES & WAGES	\$532,971	\$562,837	\$562,837	\$399,372	\$562,837	\$578,393
001-2101-421.4130	OVERTIME PAY	8,697	15,000	15,000	9,034	12,045	15,000
001-2101-421.4131	HOLIDAY HRS WORKED	186	1,000	1,000	0	500	1,000
001-2101-421.4143	LONGEVITY PAY	6,485	6,785	6,785	6,785	6,785	6,970
001-2101-421.4145	INCENTIVE-CERTIFICATE PAY	18,900	18,900	18,900	14,175	18,900	18,900
001-2101-421.4149	CELL PHONE ALLOWANCE	3,492	3,480	3,480	2,465	3,480	3,480
001-2101-421.4710	SOCIAL SECURITY/MEDICARE	40,946	46,513	46,513	30,700	46,513	44,487
001-2101-421.4720	TMRS RETIREMENT	89,615	96,526	96,526	68,514	96,526	99,487
001-2101-421.4810	HEALTH/DENTAL INSURANCE	37,401	38,828	38,828	28,220	38,828	38,825
001-2101-421.4820	LIFE INSURANCE	1,577	1,571	1,571	1,258	1,571	1,725
001-2101-421.4830	DISABILITY INSURANCE	1,648	1,717	1,717	1,320	1,717	1,809
001-2101-421.4840	WORKERS COMP INSURANCE	8,346	7,679	7,679	6,334	7,679	9,142
001-2101-421.4850	EAP SERVICES	312	290	290	241	290	290
001-2101-421.4890	FLEX PLAN ADMINISTRATION	116	108	108	90	108	108
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$750,692</b>	<b>\$801,234</b>	<b>\$801,234</b>	<b>\$568,508</b>	<b>\$797,779</b>	<b>\$819,616</b>
<b>50 - SUPPLIES</b>							
001-2101-421.5100	OFFICE SUPPLIES	\$9,126	\$13,250	\$13,734	\$3,832	\$5,110	\$0
001-2101-421.5200	PERSONNEL SUPPLIES	1,366	2,750	2,750	531	708	2,750
001-2101-421.5301	FUEL	3,452	9,996	9,996	1,721	2,295	9,996
001-2101-421.5400	OPERATING SUPPLIES	1,901	3,250	3,250	945	1,260	16,500
001-2101-421.5800	OPERATING EQUIPMENT<\$5000	660	2,500	6,500	3,965	5,287	2,500
<b>50 - SUPPLIES Totals:</b>		<b>\$16,505</b>	<b>\$31,746</b>	<b>\$36,230</b>	<b>\$10,994</b>	<b>\$14,660</b>	<b>\$31,746</b>
<b>60 - MAINTENANCE</b>							
001-2101-421.6300	VEHICLE MAINTENANCE	\$4,252	\$5,500	\$5,500	\$1,025	\$1,367	\$12,500
001-2101-421.6600	FACILITY MAINTENANCE	0	1,000	1,000	0	500	1,000
001-2101-421.6620	CONTINGENCY	0	20,000	3,892	0	0	20,000
<b>60 - MAINTENANCE Totals:</b>		<b>\$4,252</b>	<b>\$26,500</b>	<b>\$10,392</b>	<b>\$1,025</b>	<b>\$1,867</b>	<b>\$33,500</b>
<b>70 - SERVICES</b>							
001-2101-421.7140	CONSULTING SERVICES	\$3,500	\$10,500	\$10,500	\$3,500	\$3,500	\$10,500
001-2101-421.7311	VEHICLE INSURANCE	4,529	4,755	4,755	3,554	4,755	3,080
001-2101-421.7322	LAW ENFORCEMENT	1,901	2,400	2,400	1,918	1,918	2,000
001-2101-421.7350	SURETY BONDS	71	0	0	0	0	0
001-2101-421.7400	OPERATING SERVICES	1,505	1,650	1,650	795	1,650	1,650
001-2101-421.7401	POSTAL / COURIER SERVICES	784	1,100	1,100	495	665	1,100
001-2101-421.7497	RECRUITMENT ADVERTISING	0	1,000	1,000	0	1,000	1,000
001-2101-421.7498	JUDGMENTS & DAMAGE CLAIM	500	0	0	0	0	0
001-2101-421.7510	TRAINING	325	2,300	2,300	450	600	2,675
001-2101-421.7520	TRAVEL EXPENSES & REIMBURSEMENTS	107	2,260	2,260	158	211	2,260
001-2101-421.7530	MEMBERSHIPS	690	900	900	960	960	1,000
001-2101-421.7540	PUBLICATIONS	0	160	160	159	159	160
001-2101-421.7612	TELEPHONE/COMMUNICATIONS	41,007	43,608	43,608	28,672	43,608	45,480
001-2101-421.7830	RENTAL	1,018	4,000	4,000	1,018	1,018	4,000
001-2101-421.7831	VEHICLE LEASE-INTERNAL	27,852	41,203	41,203	30,902	41,203	17,717
<b>70 - SERVICES Totals:</b>		<b>\$83,789</b>	<b>\$115,836</b>	<b>\$115,836</b>	<b>\$72,581</b>	<b>\$101,247</b>	<b>\$92,622</b>
<b>2101 - POLICE ADMINISTRATION Totals:</b>		<b>\$855,238</b>	<b>\$975,316</b>	<b>\$963,692</b>	<b>\$653,108</b>	<b>\$915,553</b>	<b>\$977,484</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17	FY18	FY18	FY18	FY18	FY19
		ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/18	YEAR END ESTIMATE	ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-2110-421.4110	FULLTIME SALARIES & WAGES	\$662,475	\$676,156	\$676,301	\$481,021	\$676,301	\$698,442
001-2110-421.4130	OVERTIME PAY	74,851	30,500	30,500	44,608	79,477	30,500
001-2110-421.4131	HOLIDAY HRS WORKED	3,699	20,000	20,000	16,168	16,168	20,000
001-2110-421.4143	LONGEVITY PAY	7,730	8,510	8,510	8,646	8,646	8,475
001-2110-421.4145	INCENTIVE-CERTIFICATE PAY	39,363	45,517	45,517	31,198	45,517	59,280
001-2110-421.4149	CELL PHONE ALLOWANCE	843	840	840	595	840	840
001-2110-421.4190	ACCRUED PAYROLL	0	0	0	1,625	1,625	0
001-2110-421.4220	PART-TIME WAGES	8,781	24,212	24,212	3,159	10,212	25,409
001-2110-421.4710	SOCIAL SECURITY/MEDICARE	58,121	61,434	61,445	42,605	61,445	60,792
001-2110-421.4720	TMRS RETIREMENT	121,383	123,604	123,627	91,667	123,627	130,397
001-2110-421.4810	HEALTH/DENTAL INSURANCE	97,565	103,042	103,042	74,510	103,042	114,063
001-2110-421.4820	LIFE INSURANCE	1,917	1,866	1,866	1,514	1,866	2,250
001-2110-421.4830	DISABILITY INSURANCE	2,044	2,112	2,112	1,595	2,112	2,317
001-2110-421.4840	WORKERS COMP INSURANCE	953	1,930	1,932	930	1,932	1,214
001-2110-421.4850	EAP SERVICES	876	1,102	1,102	678	1,102	1,104
001-2110-421.4890	FLEX PLAN ADMINISTRATION	305	921	921	230	921	281
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$1,080,906</b>	<b>\$1,101,746</b>	<b>\$1,101,927</b>	<b>\$800,749</b>	<b>\$1,134,833</b>	<b>\$1,155,364</b>
<b>50 - SUPPLIES</b>							
001-2110-421.5200	PERSONNEL SUPPLIES	\$1,344	\$4,000	\$4,000	\$499	\$2,665	\$4,000
001-2110-421.5400	OPERATING SUPPLIES	1,227	2,700	2,700	1,199	1,598	2,700
001-2110-421.5800	OPERATING EQUIPMENT-<\$5000	830	3,000	3,000	608	1,810	3,000
<b>50 - SUPPLIES Totals:</b>		<b>\$3,401</b>	<b>\$9,700</b>	<b>\$9,700</b>	<b>\$2,306</b>	<b>\$6,073</b>	<b>\$9,700</b>
<b>60 - MAINTENANCE</b>							
001-2110-421.6800	EQUIPMENT MAINTENANCE	\$29,655	\$35,934	\$35,934	\$17,426	\$35,934	\$36,207
<b>60 - MAINTENANCE Totals:</b>		<b>\$29,655</b>	<b>\$35,934</b>	<b>\$35,934</b>	<b>\$17,426</b>	<b>\$35,934</b>	<b>\$36,207</b>
<b>70 - SERVICES</b>							
001-2110-421.7212	MEDICAL EXAMINATIONS	\$0	\$600	\$600	\$0	\$0	\$600
001-2110-421.7350	SURETY BONDS	497	355	355	0	355	142
001-2110-421.7400	OPERATING SERVICES	5,110	33,890	33,890	20,950	27,933	4,500
001-2110-421.7401	POSTAL / COURIER SERVICES	22	500	500	0	50	500
001-2110-421.7510	TRAINING	2,679	18,897	18,897	15,767	21,023	3,445
001-2110-421.7520	TRAVEL EXPENSES & REIMBURSEMENTS	3,366	3,300	3,300	483	644	1,600
001-2110-421.7530	MEMBERSHIPS	598	1,240	1,240	558	744	1,210
001-2110-421.7611	ELECTRICITY	1,057	2,200	2,200	798	1,064	2,068
001-2110-421.7612	TELEPHONE/COMMUNICATIONS	3,577	3,600	3,600	0	0	3,600
001-2110-421.7710	SOFTWARE LICENSE FEES	0	11,500	11,500	11,500	15,333	0
<b>70 - SERVICES Totals:</b>		<b>\$16,906</b>	<b>\$76,082</b>	<b>\$76,082</b>	<b>\$50,056</b>	<b>\$67,146</b>	<b>\$17,665</b>
<b>70 - CAPITAL OUTLAY</b>							
001-2110-421.8800	CAPITAL EQUIPMENT	\$0	\$0	\$22,511	\$20,551	\$22,511	\$0
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$22,511</b>	<b>\$20,551</b>	<b>\$22,511</b>	<b>\$0</b>
<b>2110 - POLICE COMMUNICATIONS Totals:</b>		<b>\$1,130,868</b>	<b>\$1,223,462</b>	<b>\$1,246,154</b>	<b>\$891,088</b>	<b>\$1,266,497</b>	<b>\$1,218,936</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17	FY18	FY18	FY18	FY18	FY19
		ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/18	YEAR END ESTIMATE	ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-2120-421.4110	FULLTIME SALARIES & WAGES	\$2,675,786	\$2,902,473	\$2,934,571	\$1,969,476	\$2,934,571	\$3,191,101
001-2120-421.4120	PART-TIME WAGES	0	50,162	50,162	18,330	50,162	66,268
001-2120-421.4130	OVERTIME PAY	451,912	389,338	389,338	342,399	456,532	389,338
001-2120-421.4131	HOLIDAY HRS WORKED	17,657	95,000	95,000	83,333	83,333	95,000
001-2120-421.4143	LONGEVITY PAY	23,375	23,085	23,085	22,450	22,450	21,785
001-2120-421.4145	INCENTIVE-CERTIFICATE PAY	141,690	156,055	156,055	120,187	156,055	186,370
001-2120-421.4149	CELL PHONE ALLOWANCE	5,879	9,200	9,200	4,143	9,200	5,700
001-2120-421.4190	ACCRUED PAYROLL	26,105	0	0	10,467	10,467	0
001-2120-421.4220	PART-TIME WAGES	64,000	50,028	47,028	56,707	75,608	54,544
001-2120-421.4710	SOCIAL SECURITY/MEDICARE	248,136	243,636	245,179	190,328	253,770	271,126
001-2120-421.4720	TMRS RETIREMENT	525,241	497,799	501,018	407,840	543,786	641,437
001-2120-421.4810	HEALTH/DENTAL INSURANCE	444,453	504,612	504,612	329,040	504,612	495,922
001-2120-421.4820	LIFE INSURANCE	7,851	8,011	8,011	6,068	8,011	9,756
001-2120-421.4830	DISABILITY INSURANCE	8,472	8,921	8,921	6,638	8,921	11,598
001-2120-421.4840	WORKERS COMP INSURANCE	49,901	46,368	46,579	38,913	46,579	59,689
001-2120-421.4850	EAP SERVICES	2,940	3,190	3,190	2,236	3,190	3,252
001-2120-421.4890	FLEX PLAN ADMINISTRATION	936	1,627	1,627	621	1,627	1,037
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$4,694,334</b>	<b>\$4,989,505</b>	<b>\$5,023,576</b>	<b>\$3,609,176</b>	<b>\$5,168,874</b>	<b>\$5,503,923</b>
<b>50 - SUPPLIES</b>							
001-2120-421.5200	PERSONNEL SUPPLIES	\$46,793	\$60,000	\$64,707	\$38,708	\$51,611	\$64,700
001-2120-421.5300	VEHICLE SUPPLIES	473	1,500	1,500	39	552	1,500
001-2120-421.5301	FUEL	106,180	144,527	144,527	73,782	101,375	144,527
001-2120-421.5400	OPERATING SUPPLIES	26,483	35,150	35,150	16,905	27,539	39,670
001-2120-421.5410	PDRAD PROGRAM SUPPLIES	2,461	0	1,492	0	1,492	0
001-2120-421.5800	OPERATING EQUIPMENT<\$5000	53,744	32,700	80,649	62,906	68,906	45,100
<b>50 - SUPPLIES Totals:</b>		<b>\$236,134</b>	<b>\$273,877</b>	<b>\$328,025</b>	<b>\$192,340</b>	<b>\$251,475</b>	<b>\$295,497</b>
<b>60 - MAINTENANCE</b>							
001-2120-421.6300	VEHICLE MAINTENANCE	\$93,510	\$120,800	\$122,245	\$70,375	\$93,833	\$130,360
001-2120-421.6400	OPERATING MAINTENANCE	0	2,000	2,000	0	0	2,000
001-2120-421.6800	EQUIPMENT MAINTENANCE	28,910	53,485	55,985	21,357	33,475	53,712
<b>60 - MAINTENANCE Totals:</b>		<b>\$122,420</b>	<b>\$176,285</b>	<b>\$180,230</b>	<b>\$91,732</b>	<b>\$127,308</b>	<b>\$186,072</b>
<b>70 - SERVICES</b>							
001-2120-421.7212	MEDICAL EXAMINATIONS	\$1,100	\$1,000	\$1,000	\$450	\$600	\$2,000
001-2120-421.7311	VEHICLE INSURANCE	23,620	26,381	26,381	18,597	26,381	31,201
001-2120-421.7322	LAW ENFORCEMENT	27,381	29,200	29,200	27,626	27,626	29,000
001-2120-421.7340	ANIMAL MORTALITY INS	2,709	2,800	2,800	2,709	2,709	3,964
001-2120-421.7400	OPERATING SERVICES	14,390	13,150	13,150	10,200	13,600	17,490
001-2120-421.7401	POSTAL / COURIER SERVICES	1,075	1,000	1,000	616	1,000	1,000
001-2120-421.7497	RECRUITMENT ADVERTISING	0	526	526	0	526	526
001-2120-421.7498	JUDGMENTS & DAMAGE CLAIM	5,000	4,900	4,900	1,200	1,200	4,900
001-2120-421.7510	TRAINING	19,684	16,875	19,875	17,582	23,443	15,125
001-2120-421.7520	TRAVEL EXPENSES & REIMBURSEMENTS	11,218	13,599	13,599	6,687	12,916	15,775
001-2120-421.7530	MEMBERSHIPS	1,115	1,580	1,580	805	1,580	1,580
001-2120-421.7540	PUBLICATIONS	0	190	190	0	0	190
001-2120-421.7710	SOFTWARE LICENSE FEES	224	500	500	0	500	8,000
001-2120-421.7830	RENTAL	2,557	0	0	0	0	0
001-2120-421.7831	VEHICLE LEASE-INTERNAL	214,302	192,189	192,189	144,142	192,189	329,345
<b>70 - SERVICES Totals:</b>		<b>\$324,375</b>	<b>\$303,890</b>	<b>\$306,890</b>	<b>\$230,614</b>	<b>\$304,270</b>	<b>\$460,096</b>
<b>80 - CAPITAL OUTLAY</b>							
001-2120-421.8300	VEHICLES	\$11,550	\$0	\$51,794	\$26,194	\$51,794	\$0
001-2120-421.8800	CAPITAL EQUIPMENT	17,892	0	10,050	0	9,552	18,000
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$29,442</b>	<b>\$0</b>	<b>\$61,844</b>	<b>\$26,194</b>	<b>\$61,346</b>	<b>\$18,000</b>
<b>2120 - PATROL Totals:</b>		<b>\$5,406,705</b>	<b>\$5,743,557</b>	<b>\$5,900,565</b>	<b>\$4,150,056</b>	<b>\$5,913,273</b>	<b>\$6,463,588</b>

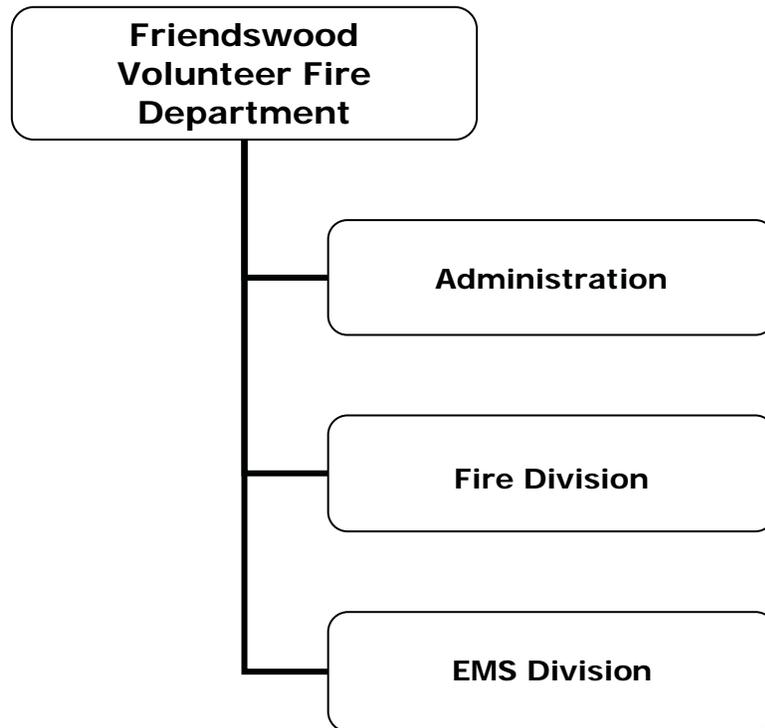
ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-2125-421.4110	FULLTIME SALARIES & WAGES	\$57,256	\$60,975	\$60,975	\$44,825	\$60,975	\$62,648
001-2125-421.4130	OVERTIME PAY	9,671	1,500	1,500	5,176	6,901	1,500
001-2125-421.4131	HOLIDAY HRS WORKED	353	0	0	3,092	3,092	0
001-2125-421.4143	LONGEVITY PAY	315	380	380	375	375	415
001-2125-421.4145	INCENTIVE-CERTIFICATE PAY	2,500	2,700	2,700	2,125	2,700	3,900
001-2125-421.4710	SOCIAL SECURITY/MEDICARE	4,817	5,015	5,015	3,826	5,015	4,609
001-2125-421.4720	TMRS RETIREMENT	11,089	10,408	10,408	8,786	10,408	10,920
001-2125-421.4810	HEALTH/DENTAL INSURANCE	17,897	18,462	18,462	12,049	18,462	18,461
001-2125-421.4820	LIFE INSURANCE	172	168	168	125	168	189
001-2125-421.4830	DISABILITY INSURANCE	181	186	186	131	186	199
001-2125-421.4840	WORKERS COMP INSURANCE	1,034	958	958	809	958	1,003
001-2125-421.4850	EAP SERVICES	63	58	58	43	58	58
001-2125-421.4890	FLEX PLAN ADMINISTRATION	23	22	22	16	22	22
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$105,371</b>	<b>\$100,832</b>	<b>\$100,832</b>	<b>\$81,378</b>	<b>\$109,320</b>	<b>\$103,924</b>
<b>50 - SUPPLIES</b>							
001-2125-421.5200	PERSONNEL SUPPLIES	\$381	\$500	\$500	\$291	\$388	\$500
001-2125-421.5300	VEHICLE SUPPLIES	0	250	250	0	250	250
001-2125-421.5301	FUEL	2,863	2,479	2,479	1,777	2,369	2,479
001-2125-421.5400	OPERATING SUPPLIES	848	750	750	29	539	750
001-2125-421.5800	OPERATING EQUIPMENT<\$5000	734	750	750	483	644	750
<b>50 - SUPPLIES Totals:</b>		<b>\$4,826</b>	<b>\$4,729</b>	<b>\$4,729</b>	<b>\$2,580</b>	<b>\$4,190</b>	<b>\$4,729</b>
<b>60 - MAINTENANCE</b>							
001-2125-421.6300	VEHICLE MAINTENANCE	\$741	\$1,000	\$1,000	\$306	\$808	\$1,000
<b>60 - MAINTENANCE Totals:</b>		<b>\$741</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$306</b>	<b>\$808</b>	<b>\$1,000</b>
<b>70 - SERVICES</b>							
001-2125-421.7311	VEHICLE INSURANCE	\$863	\$1,048	\$1,048	\$640	\$854	\$871
001-2125-421.7400	OPERATING SERVICES	270	800	800	105	440	800
001-2125-421.7510	TRAINING	1,364	3,250	3,250	783	1,444	3,250
001-2125-421.7520	TRAVEL EXPENSES & REIMBURSEMENTS	98	3,015	2,965	0	200	3,015
001-2125-421.7530	MEMBERSHIPS	500	500	550	550	550	600
001-2125-421.7831	VEHICLE LEASE-INTERNAL	5,684	5,684	5,684	4,263	5,684	8,398
<b>70 - SERVICES Totals:</b>		<b>\$8,779</b>	<b>\$14,297</b>	<b>\$14,297</b>	<b>\$6,341</b>	<b>\$9,172</b>	<b>\$16,934</b>
<b>2125 - PATROL-DOT PROGRAM Totals:</b>		<b>\$119,717</b>	<b>\$120,858</b>	<b>\$120,858</b>	<b>\$90,605</b>	<b>\$123,490</b>	<b>\$126,587</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17	FY18	FY18	FY18	FY18	FY19
		ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	6/30/18	YEAR END ESTIMATE	ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-2130-421.4110	FULLTIME SALARIES & WAGES	\$926,494	\$981,477	\$981,477	\$704,697	\$981,477	\$1,152,417
001-2130-421.4130	OVERTIME PAY	50,799	71,000	71,000	77,315	103,086	71,000
001-2130-421.4131	HOLIDAY HRS WORKED	4,424	4,000	4,000	7,088	7,088	4,000
001-2130-421.4143	LONGEVITY PAY	9,969	9,780	9,780	9,770	9,770	10,240
001-2130-421.4145	INCENTIVE-CERTIFICATE PAY	48,771	50,330	50,330	37,277	50,330	55,653
001-2130-421.4149	CELL PHONE ALLOWANCE	5,315	5,700	5,700	3,758	5,700	6,125
001-2130-421.4150	CLOTHING ALLOWANCE	8,572	8,000	8,000	6,400	8,000	8,800
001-2130-421.4190	ACCRUED PAYROLL	6,136	0	0	0	0	0
001-2130-421.4710	SOCIAL SECURITY/MEDICARE	76,267	86,467	86,467	60,389	86,467	92,466
001-2130-421.4720	TMRS RETIREMENT	166,427	172,842	172,842	134,261	172,842	208,664
001-2130-421.4810	HEALTH/DENTAL INSURANCE	136,936	161,154	161,154	109,774	161,154	165,190
001-2130-421.4820	LIFE INSURANCE	2,711	2,709	2,709	2,213	2,709	3,581
001-2130-421.4830	DISABILITY INSURANCE	2,875	3,060	3,060	2,349	3,060	3,794
001-2130-421.4840	WORKERS COMP INSURANCE	13,647	13,723	13,723	11,047	13,723	17,240
001-2130-421.4850	EAP SERVICES	790	812	812	620	812	871
001-2130-421.4890	FLEX PLAN ADMINISTRATION	293	448	448	231	448	324
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$1,460,426</b>	<b>\$1,571,502</b>	<b>\$1,571,502</b>	<b>\$1,167,189</b>	<b>\$1,606,666</b>	<b>\$1,800,365</b>
<b>50 - SUPPLIES</b>							
001-2130-421.5200	PERSONNEL SUPPLIES	\$9,756	\$4,500	\$4,545	\$2,326	\$3,100	\$4,500
001-2130-421.5301	FUEL	21,634	31,461	31,461	16,346	31,461	31,461
001-2130-421.5400	OPERATING SUPPLIES	8,879	8,000	8,024	2,878	7,838	8,500
001-2130-421.5800	OPERATING EQUIPMENT<\$5000	2,859	5,250	7,368	5,644	7,525	7,750
<b>50 - SUPPLIES Totals:</b>		<b>\$43,128</b>	<b>\$49,211</b>	<b>\$51,398</b>	<b>\$27,194</b>	<b>\$49,924</b>	<b>\$52,211</b>
<b>60 - MAINTENANCE</b>							
001-2130-421.6300	VEHICLE MAINTENANCE	\$14,587	\$29,860	\$34,118	\$13,110	\$17,479	\$34,100
001-2130-421.6800	EQUIPMENT MAINTENANCE	2,124	4,500	3,500	0	2,000	4,500
<b>60 - MAINTENANCE Totals:</b>		<b>\$16,711</b>	<b>\$34,360</b>	<b>\$37,618</b>	<b>\$13,110</b>	<b>\$19,479</b>	<b>\$38,600</b>
<b>70 - SERVICES</b>							
001-2130-421.7311	VEHICLE INSURANCE	\$11,047	\$14,425	\$14,425	\$9,595	\$14,425	\$12,100
001-2130-421.7322	LAW ENFORCEMENT	5,704	6,220	6,220	5,755	6,220	5,850
001-2130-421.7400	OPERATING SERVICES	10,322	13,395	20,766	17,886	23,848	14,895
001-2130-421.7401	POSTAL / COURIER SERVICES	257	500	500	209	278	500
001-2130-421.7510	TRAINING	5,316	15,760	12,685	6,679	9,905	16,205
001-2130-421.7520	TRAVEL EXPENSES & REIMBURSEMENTS	4,358	3,464	6,464	5,721	7,628	7,067
001-2130-421.7530	MEMBERSHIPS	1,316	1,390	1,465	1,310	1,310	1,670
001-2130-421.7612	TELEPHONE/COMMUNICATIONS	3,230	3,240	3,240	1,487	3,240	3,240
001-2130-421.7710	SOFTWARE LICENSE FEES	3,955	2,100	2,100	1,200	2,100	2,100
001-2130-421.7730	INTERNET/WIRELESS SERVICE	2,279	0	0	0	0	0
001-2130-421.7831	VEHICLE LEASE-INTERNAL	17,188	29,581	29,581	22,186	29,581	41,058
<b>70 - SERVICES Totals:</b>		<b>\$64,972</b>	<b>\$90,075</b>	<b>\$97,446</b>	<b>\$72,028</b>	<b>\$98,535</b>	<b>\$104,685</b>
<b>80 - CAPITAL OUTLAY</b>							
001-2130-421.8400	CAPITAL OPERATING EQUIP	\$0	\$0	\$5,200	\$5,162	\$5,162	\$0
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$5,200</b>	<b>\$5,162</b>	<b>\$5,162</b>	<b>\$0</b>
<b>2130 - CRIMINAL INVESTIGATIONS Totals:</b>		<b>\$1,585,237</b>	<b>\$1,745,148</b>	<b>\$1,763,164</b>	<b>\$1,284,683</b>	<b>\$1,779,766</b>	<b>\$1,995,861</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-2150-441.4110	FULLTIME SALARIES & WAGES	\$178,002	\$179,643	\$179,643	\$133,012	\$179,643	\$185,410
001-2150-441.4130	OVERTIME PAY	30,512	15,000	15,000	22,565	30,086	15,000
001-2150-441.4131	HOLIDAY HRS WORKED	0	350	350	88	118	350
001-2150-441.4143	LONGEVITY PAY	1,140	1,385	1,385	1,380	1,380	1,530
001-2150-441.4145	INCENTIVE-CERTIFICATE PAY	1,200	1,200	1,200	900	1,200	1,200
001-2150-441.4149	CELL PHONE ALLOWANCE	421	420	420	298	420	420
001-2150-441.4710	SOCIAL SECURITY/MEDICARE	14,652	15,148	15,148	10,927	15,148	13,984
001-2150-441.4720	TMRS RETIREMENT	33,097	31,419	31,419	25,104	31,419	32,524
001-2150-441.4810	HEALTH/DENTAL INSURANCE	37,521	38,562	38,562	28,117	38,562	38,560
001-2150-441.4820	LIFE INSURANCE	505	496	496	400	496	549
001-2150-441.4830	DISABILITY INSURANCE	546	530	530	432	530	591
001-2150-441.4840	WORKERS COMP INSURANCE	3,838	3,876	3,876	2,874	3,876	4,078
001-2150-441.4850	EAP SERVICES	252	232	232	194	232	232
001-2150-441.4890	FLEX PLAN ADMINISTRATION	94	305	305	72	305	86
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$301,780</b>	<b>\$288,566</b>	<b>\$288,566</b>	<b>\$226,363</b>	<b>\$303,415</b>	<b>\$294,514</b>
<b>50 - SUPPLIES</b>							
001-2150-441.5200	PERSONNEL SUPPLIES	\$1,708	\$2,000	\$2,082	\$457	\$1,609	\$2,000
001-2150-441.5301	FUEL	8,949	7,749	7,749	6,341	8,455	7,749
001-2150-441.5400	OPERATING SUPPLIES	17,511	17,650	18,536	12,657	16,875	17,650
001-2150-441.5800	OPERATING EQUIPMENT<\$5000	2,527	3,000	3,157	1,786	2,382	3,000
<b>50 - SUPPLIES Totals:</b>		<b>\$30,695</b>	<b>\$30,399</b>	<b>\$31,524</b>	<b>\$21,241</b>	<b>\$29,321</b>	<b>\$30,399</b>
<b>60 - MAINTENANCE</b>							
001-2150-441.6300	VEHICLE MAINTENANCE	\$2,558	\$5,400	\$9,200	\$7,504	\$9,200	\$12,000
<b>60 - MAINTENANCE Totals:</b>		<b>\$2,558</b>	<b>\$5,400</b>	<b>\$9,200</b>	<b>\$7,504</b>	<b>\$9,200</b>	<b>\$12,000</b>
<b>70 - SERVICES</b>							
001-2150-441.7212	MEDICAL EXAMINATIONS	\$0	\$1,800	\$0	\$0	\$0	\$1,800
001-2150-441.7311	VEHICLE INSURANCE	2,173	2,541	2,541	1,697	2,541	2,309
001-2150-441.7400	OPERATING SERVICES	3,382	4,980	6,022	2,285	3,046	4,980
001-2150-441.7410	ADOPTION RELATED SERVICES	16,635	35,000	41,288	10,099	22,469	35,000
001-2150-441.7498	JUDGMENTS & DAMAGE CLAIM	0	500	500	0	0	500
001-2150-441.7510	TRAINING	645	4,700	2,700	745	993	4,700
001-2150-441.7520	TRAVEL EXPENSES & REIMBURSEMENTS	1,591	3,084	3,084	2,183	2,911	3,084
001-2150-441.7530	MEMBERSHIPS	200	200	200	200	200	200
001-2150-441.7620	JANITORIAL SERVICES	2,443	30,000	30,000	0	30,000	30,000
001-2150-441.7800	CONTRACT SERVICES	940	1,000	1,000	1,056	1,408	1,000
001-2150-441.7831	VEHICLE LEASE-INTERNAL	8,668	8,668	8,668	6,501	8,668	7,541
<b>70 - SERVICES Totals:</b>		<b>\$36,677</b>	<b>\$92,473</b>	<b>\$96,003</b>	<b>\$24,766</b>	<b>\$72,236</b>	<b>\$91,114</b>
<b>2150 - ANIMAL CONTROL Totals:</b>		<b>\$371,710</b>	<b>\$416,838</b>	<b>\$425,293</b>	<b>\$279,874</b>	<b>\$414,172</b>	<b>\$428,027</b>

# Friendswood Volunteer Fire Department

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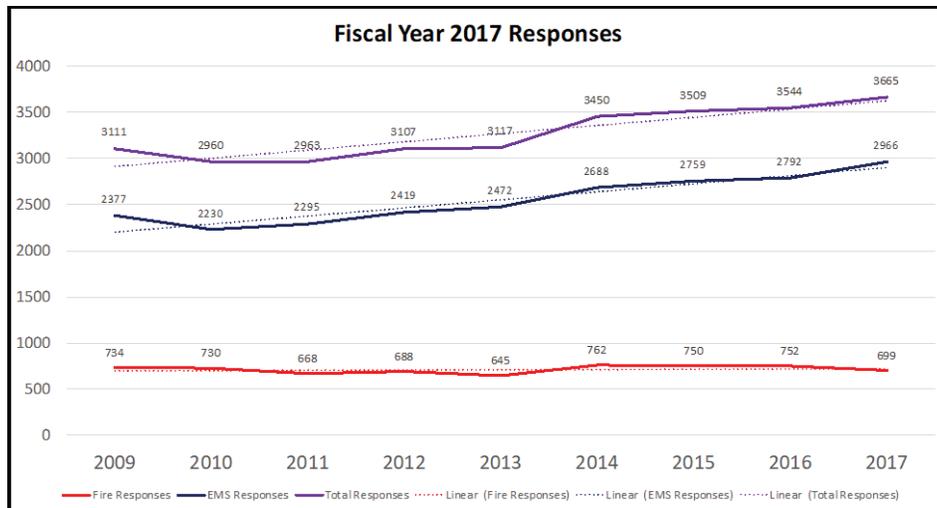
PURPOSE AND CURRENT OPERATIONS

The Friendswood Volunteer Fire Department, Inc. (FVFD) is a 501(c)(3) non-profit corporation created in 1951 and is dedicated to the protection of life and property by providing Fire Services, EMS Services and public education on fire and injury prevention to the citizens of Friendswood. The FVFD operates under a fifteen-year contract (Contract) with the City of Friendswood (City) which was executed in October of 2004 and expires end of September 2019.

The FVFD provides its services through a volunteer membership of approximately 100 individuals whom are mostly citizens of Friendswood. The volunteers are supplemented by five full-time employees and about forty part-time employees. The FVFD is led by an Executive Board consisting of ten volunteers representing the Administrative Division (President, Vice President, Secretary, Treasurer), Fire Division (Fire Chief and 2 Assistant Chiefs) and EMS Division (EMS Chief and 2 Assistant Chiefs). The full-time staff includes an administrative manager, Fire Day Captain and three EMS Supervisors. Part-time employees include around fifteen certified firefighters to provide weekday first Fire response and twenty-five certified medics/paramedics who provide EMS shift coverage. In addition, there is a part-time administrator. Appendix A provides the current staffing plan used by the FVFD.

The EMS Division runs operations from Kenneth M. Camp Fire Station 1 which is the FVFD's headquarters and houses administrative activities. The Fire Division operates from the four fire stations provided by the City and maintained by the FVFD. Fire Station 1 was brought into service in August of 2017 and Fire Station 4 expansion was also completed in 2017 as part of the bonds approved in 2013.

As shown in Figure 1, the FVFD call volumes continue to increase year on year as driven by growing EMS calls which continued in 2018. Fire calls hold relatively flat year on year though 2018 is showing a marked increase. Current 2018 calendar year numbers support the continued call rise with a year-to-date increase of 6.5% for EMS and 30% for Fire. The continued call volumes continue to create pressure on the FVFD and in particular EMS is seeing an increasing need to put two ambulances on duty at all time as calls frequently overlap two or three deep.





## Volunteer Fire Department

*Figure 1 - FVFD Year on Year Call Volume with Dotted Trend Lines*

The FVFD operating budget which is currently \$1.6M is funded through the Contract. The budget is split across Administrative Division for staff, insurance, facilities and other corporate costs and the Fire and EMS divisions to cover their direct operational costs such as supplies, training, vehicle maintenance, small equipment and equipment maintenance. In FY2017 and FY2018, the Administrative operational budget has been rebuilt bottoms up in an attempt to align currently approved funds with ongoing financial needs and minimize requests for additional income. In FY2018, the budget is being balanced using the benefit of several one-time events such as FY2017 carry over, no merit increases, reduced facility maintenance costs led by warranty work at Station 1, fewer volunteer pension contributions and a smaller annual Open House. These one-time opportunities are not available in FY2019 and a stabilizing of the budget is needed.

Capital such as fire engines, ambulances, light duty vehicles, SCBA, stretchers and cardiac monitors are purchased through donations via the water bill (\$6 every two months) and a \$10 per call contribution by the City. These monies are held in the Fire/EMS fund until required and the balance carries over each year. Capital spend is managed against a 15-year capital plan which is updated annually and averages around \$475,000 per year. In addition, the FVFD receives donations and grants which are used to fund one-time purchases and offset operational costs as agreed by the Executive Board and membership. Due to a reduction in water bill donations and inflation in capital equipment costs, the Fire/EMS Fund for capital is expected to become insolvent in late FY2020 or middle of FY2021.

The FVFD operates a fit for purpose fleet of apparatus owned by the City. The current fleet consists of five fire Class A Pumpers, one 100-foot ladder truck, three ambulances, one mini pumper, seven squads, five chief's vehicles, two support vehicles, three rescue boats along with various other items. The larger apparatus such as pumpers, ladder truck and ambulances have required extensive non-routine repairs over the recent years which has put a tremendous strain on operational costs. The FVFD is currently forecasting vehicle maintenance to be over budget by at \$65,000 and the remainder to be balanced.

### **FY2019 OBJECTIVES**

The FVFD's objectives for FY2019 are built on an evaluation of City's needs and the current challenges the FVFD is realizing. These objectives are beyond the FVFD mission of continuing to provide high quality Fire and EMS Services. The objectives include operational as well as corporate objectives to deliver improved and sustainable Fire and EMS Services. Table 1 illustrates the objectives. Those marked with a DP are to be funded through FY2019 Decision Packages. Others are funded via other means including grants, donations and normal operations.



## Volunteer Fire Department

Objective	Division	Description
Improve EMS Staffing	EMS	<ol style="list-style-type: none"> <li>1. Add 4 Friday &amp; Saturday EMS shifts to have two on duty ambulances Friday – Sunday – Appendix B. (DP)</li> <li>2. Adjust EMS Supervisor Shifts to 24/48 for consistency- Appendix B. (DP)</li> <li>3. Put three volunteers through Paramedic school to increase volunteer paramedics.</li> </ol>
Inventory Management	EMS	<ol style="list-style-type: none"> <li>1. Implement Operative IQ to improve cost efficiency and supply management for EMS supplies.</li> </ol>
Stop the Bleed	EMS	<ol style="list-style-type: none"> <li>1. Continue education of citizen groups on the CPR and Stop the Bleed program including schools.</li> </ol>
Motor Vehicle Accident (MVA) Rescue	Fire	<ol style="list-style-type: none"> <li>1. Acquire stabilization struts for fire engines.</li> <li>2. Provide MVA training to Fire personnel on MVA incidents.</li> </ol>
Officer Development	Fire	<ol style="list-style-type: none"> <li>1. Run a second officer development program to increase Duty Officer capable personnel.</li> <li>2. Enhanced officer development training for existing officers for increased skills.</li> </ol>
Mobile Data Terminals	Fire	<ol style="list-style-type: none"> <li>1. Update and refresh apparatus data terminals for call response and mapping.</li> </ol>
Active Shooter and Mass Casualty Training	Joint	<ol style="list-style-type: none"> <li>1. Table top exercise and training exercises with the FVFD and with other agencies to training and develop capabilities for Active Shooter and MCI incidents.</li> </ol>
Capital Plan	FVFD	<ol style="list-style-type: none"> <li>1. Continue lease payments on E22 &amp; E23.</li> <li>2. Execute FY2019 Capital Plan purchases: Fire: E241, 2103, T21 Rehab, TIC. (DP) EMS: M41, M40, M499, A49 Refresh. (DP)</li> </ol>
Contract Renewal	FVFD	<ol style="list-style-type: none"> <li>1. Develop and implement a new contract with City for Fire and EMS Services starting with FY2020 with key areas on multi-year opex and capex financing, staffing and vehicle maintenance.</li> </ol>
Process and Procedure Review	FVFD	<ol style="list-style-type: none"> <li>1. Continue to develop and review internal processes and procedures (e.g., Admin SOG, Human Resources, Procurement, Social Media) to ensure efficiency, compliance and conformance.</li> </ol>
Stabilize Operational Budget	FVFD	<ol style="list-style-type: none"> <li>1. Continue to optimize budget (e.g., lower cost of supply, proper allocation) and ensure adequate funds are in place to address critical areas including staffing, vehicle maintenance, facilities, public programs, small equipment. (DP)</li> </ol>

Table 2 - FVFD FY2019 Objectives

### OPERATIONAL PLAN

The operational plan and operating budget for FY2019 have been developed to address key operational concerns as they relate to the objectives and delivery of services. Key concerns addressed through the operating plan and budget include:

1. Continued increases in EMS call volumes and simultaneous EMS call volumes.
2. Increases in major and costly vehicle maintenance repairs.
3. Maintaining a cost competitive staffing program including annual merit raises for FTE.
4. Inflationary pressures on insurance, cost of supplies and facility maintenance.



## Volunteer Fire Department

The building of the FY2019 plan included a review of the FY2018 budget and looking at the costs associated with addressing the above concerns. The review of the FY2018 operational budget consisted of two primary conversations.

First, the administrative base budget including staffing, insurance, facility management and other corporate services was made whole by:

1. Utilizing FY2018 budget increases to fund committed FTE staffing costs.
2. Forgoing annual merit increases.
3. One-time reallocation of funds from one category to another:
  - a. Reducing spend on facilities as allowed by Station 1 warranty work.
  - b. Minimizing facility renovations as allowed by Station 1 and 4 projects.
  - c. Reduced Open House due to timing related to Harvey.
4. Utilizing FY2018 carry over.
5. Utilizing Grants to offset operational costs (e.g., workers compensation).
6. Implementing a lower cost health care insurance program.
7. Using reduction in workers compensation insurance.
8. More diligent budget management.

FY2018 was unique in that it started shortly after Harvey and after moving into a new station which created multiple one-time options to balance the budget. Unfortunately, only items 6, 7 and 8 continue into FY2019. As the other items were one-time options and do not carry forward, the FY2019 budget is not sustainable without an increase of 7% or an agreed reduction in delivery plans such as staffing levels, public programs, insurance levels, facility maintenance and other areas.

The second area of concern is there has been a marked increase in vehicle maintenance costs in Fire and EMS divisions. At this point, it is expected that vehicle maintenance costs will be at least \$65,000 over budget. While the continued rate is not expected each year, a multi-year increase associated with vehicle maintenance is needed to ensure the fleet is ready and safe. The non-standard repairs in FY2018 included:

1. T21 ladder hydraulics.
2. E21 engine.
3. A47 turbo & transmission.
4. A49 turbo & transmission.

For FY2018, vehicle maintenance over spend will be addressed by one-time options including:

1. Reducing other expenditures and utilizing any balances across all divisions – (minor).
2. Deferring non-critical 4QFY2018 vehicle maintenance into FY2019 (minor).
3. Utilizing FVFD savings - (major).
4. Requests for additional funds – (major).

As part of the budget planning process, the FVFD is incorporating key metrics with an intent to be competitive but not always the top quartile, in critical areas such as:

1. Vehicle maintenance (2.5–3.0% of fleet value).
2. Volunteer Pension (compared to neighboring departments).
3. Salaries and hourly rates (compared to neighboring departments).
4. Best practices for equipment and facility maintenance programs (tender for work).



## Volunteer Fire Department

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Based on the above and looking to ensure a stable FY2019 operating budget, the FVFD has requested a \$110,000 increase (~7%) to stabilize the budget so that service delivery is not adversely impacted. This FY2019 increase is to be followed by an ongoing annual 4% increase in subsequent years per the MYFP. The ongoing increases provide support for merit, volunteer pension, vehicle maintenance, supplies, insurance and general inflation. These do not include changes in programming or staffing levels. Changes in programming are submitted as separate decisions and are identified within the MYFP.

The FY2019 operational cost increase is done to stabilize the budget and thus is provided as a single FAW decision package. This is because the changes are based on the current FY2018 spend by category and the budget is based on the aggregate need to deliver current services. The category break down provides transparency to support in year diligent management. Table 2 summarizes the items that are being addressed in FY2019 and the Operating Cost Decision Package. A final budget by category will be built once the final total budget is agreed to ensure committed costs are covered and to identify impacts to service delivery.



## Volunteer Fire Department

Item	Description	FY2019
<b>PERSONNEL</b>		
Merit Raises	Maintain a 3% annual pool for full-time merit raises. In FY2017, the FVFD absorbed the impact of raises from existing budget and in FY2018, FVFD did not provide merit raises to full-time staff.	\$6,000
Burden Costs	Maintain adequate budget to cover staff related burden for items such as health insurance, life insurance, employment taxes and retirement (403b) contributions. FVFD burden is around 35-40%. FVFD implemented reduced health insurance by about 10% in FY2018 after past increases.	\$10,000
Fixed Rate Pay	Increasing the pay by \$0.50/hour every other year starting in FY2019 is provided in the plan.	\$13,500
Fire Training	Increased training to address new methods and new scenarios is needed.	\$5,000
<b>VEHICLE MAINTENANCE</b>		
Vehicle Maintenance	Move from about a 1.7 allowance to a 2.5-3.0% allowance for vehicle maintenance (\$60,000 - \$70,000 increase). FY2019 starts the growth with \$25,000 (\$15,000 in Fire and \$10,000 in EMS) increase.	\$25,000
<b>SUPPLIES AND EQUIPMENT</b>		
EMS Medication & Supply Costs	Cost increases up to 200% are being seen for medications such as Narcan and Glucagon which are under a national shortage. EMS supply costs run about \$100 per call on average and additional allowance is needed for increased call volume.	\$10,000
EMS Equipment Maintenance	Cardiac monitors and other equipment maintenance costs have increased.	\$2,000
Fire PPE	The FVFD maintains about 80 sets of PPE (bunker gear) for firefighters. This gear is replaced every 10 years or about 8 sets per year. Costs have increased from about \$2000 per set to \$3500 per set for a full complement of gear including pants, jacket, boots, gloves and helmet.	\$10,000
Fire Operating Equipment	The FVFD tests hose and ladders every year. A certain portion of this equipment is taken out of service each year. In addition, equipment is taken out of service as a result of damage or use during normal operations. Additional funds to maintain adequate equipment, hose and ladders is needed and costs have increased.	\$5,000
Fire Equipment Maintenance	Maintenance of fire equipment costs continues to increase as equipment becomes more complex and evolution of maintenance programs such Reoccurring maintenance programs include SCBA annual testing, hose testing and ladder testing. In addition, this covers repairs.	\$5,000
<b>CORPORATE</b>		
Corporate Insurance	Corporate insurance for accident, liability, property and other continues to increase. In addition, the FVFD is looking to increase overall liability coverage.	\$5,000
Facility Maintenance	Station 1 facility is about twice and large and has additional maintenance needs such as 9 HVAC units versus 2, oily liquid reservoir cleanout, janitor service and technology support.	\$5,000
Administrative Operating	General support for inflation in operating the Administrative division for office supplies and services.	\$2,500
<b>PUBLIC AWARENESS &amp; PROGRAMS</b>		
Public Programs	In FY2018, Public Program spend was reduced due to a smaller open house. This needs to be restored to normal allowance to maintain ongoing programs.	\$6,000

*Table 2 – FY2019 Operational Budget Focus Areas*



## Volunteer Fire Department

Increases resulting from changes in staffing programs are provided as separate Decision Packages as these are to improve existing service levels and are discretionary. FY2019 includes adding four shifts on Friday and Saturdays to provide two on duty ambulances Friday through Sunday using four medics (2 per ambulance). In addition, it includes shifting EMS supervisors to 24/48-hour schedule later in the year. This is to ensure consistent EMS coverage and supervision. The FY2019 revised staffing plan is shown in Appendix B. Additional funds will be requested for FY2020 to provide full year coverage for the 24/48-hour schedule. A multi-year staffing plan can be provided upon request.

FVFD is willing to work with the City to implement ambulance billing which can be used to offset the FVFD operational and capital needs going forward.

### **CAPITAL PLAN**

The FVFD maintains a 15-Year capital plan which is to be funded by the Fire/EMS Fund which is funded via water bill donations and City per call contributions. In FY2019, there are eight decision packages items for new capital purchases with two additional pre-committed lease payments (ten total items). All purchases are aligned with the 15-Year capital plan (available upon request) and vehicle replacements are consistent (or deferred) with the FVFD's vehicle replacement profile. Additional details are within the respective decision packages.

The Fire/EMS fund has adequate funds to complete these transactions and will not require funds from the City's tax base. The included items are:

- Lease Payment (6th of 8 payments Engine 23) – Existing commitment.
- Lease Payment (8th of 8 payments Engine 22) – Existing commitment.
- Replace Assistant Fire Chief's Vehicle (Car 2103) – Consistent with capital plan.
- Lease Payment First year to Replace Engine 241 –Functionally due for replacement.
- Truck 21 Assessment and Rehab – Assess and execute repairs for future operational life.
- Thermal Imager Replacements - Replace and upgrade existing on first out apparatus.
- A49 Module Refresh – Assess and execute repairs for future operational life.
- Replace EMS Supervisor Vehicle (M499) – Consistent with capital plan.
- Replace EMS Chief's Vehicle (M40) – Consistent with capital plan.
- Replace Assistant EMS Chief's Vehicle (M41) – Consistent with capital plan.

Revenue increases for capital purchases are needed looking into FY2020 and FY2021. This can be done through multiple methods including modifying monthly water bill contribution, use of ambulance billing, tax base, other fees and funds as agreed with the City. The FVFD will continue to work with the City to develop and implement these opportunities.

### **CAPITAL IMPROVEMENT PLAN**

There are two Capital Improvement Plan (CIP) items provided which are related to City owned facilities. The first item is to complete a substantial improvement to the Fire Training Field at Station 2 with items such as:

- New training tower structure.
- Additional training props.
- Storage structures.
- Concrete pads within fire field for apparatus placement (e.g., Truck training).



## Volunteer Fire Department

The second item is an item to further develop Station 3 to consolidate the day room, dorm rooms, kitchen and bathrooms area into a single side of the structure while leaving the remaining non-bay area for office space. This would be a multi-year project with engineering and ground breaking in year 1 followed by completion the following year.

Revenue to support these CIP items can come from multiple sources including ambulance billing, tax base, other fees and funds as agreed with the City. The FVFD will continue to work with the City develop and implement these opportunities.

### Highlights of the Budget

#### Departmental Measures

Table 3 provides a historical look at FVFD Operational Costs and relevant metrics.

(City's Contribution to) Volunteer Fire Department	FY16 Actual	FY17 Actual	FY18 Budget	FY18 Forecast	FY19 Adopted
<b>Inputs</b>					
City's Contribution to FVFD Expenditures	\$1,509,622	\$1,962,734	\$1,619,298	\$1,632,285	\$1,819,298
<b>Measures of Efficiency</b>					
City's average monthly contribution to FVFD	\$125,802	\$163,561	\$134,942	\$136,024	\$151,608
City's contribution to FVFD per capita	\$38.49	\$49.87	\$40.06	\$40.38	\$44.48

Table 3 – FY2019 Operational Budget Focus Areas

#### Decision Package Operational Requests / Forces at work

Additional funding is requested to cover the Decision Packages in Table 4. The Operating Costs increase is Forces-At-Work while the EMS staffing increase is a discretionary change in programming which should approved based on the desire to improve existing service levels. These requests are submitted by the FVFD as approved by the FVFD membership.

**The following decision packages are not included in the FY2019 adopted budget:**

Description	Amount
Operational Costs	Ongoing Cost \$110,000
EMS Staffing – Two ambulances on weekends	Ongoing Cost \$52,500

Table 4 – FY2019 Operational Decision Packages

#### Capital Equipment:

Table 5 provides a list of the Capital expenditures to be made against the Fire/EMS Fund. There are adequate funds to complete these transactions. These requests are submitted by the FVFD as approved by the FVFD membership.



## Volunteer Fire Department

Description	Amount
Lease Payment – 6th of 8 payments Engine 23	\$72,000
Lease Payment -- 8 <sup>th</sup> of 8 payments Engine 22	\$63,055
Replace Assistant Fire Chief's Vehicle (Car 2103)	\$47,000
Lease Payment First year to Replace Engine 241 (Capital \$495,000)	\$80,000
Truck 21 Assessment and Rehab	\$85,000
Thermal Imager Replacements	\$15,000
A49 Module Refresh	\$35,000
Replace EMS Supervisor Vehicle (M499)	\$40,000
Replace EMS Chief's Vehicle (M40)	\$40,000
Replace Assistant EMS Chief's Vehicle (M41)	\$40,000
<b>Total Request from Fire/EMS Fund</b>	<b>\$517,055</b>

*Table 5 – FY2019 Capital Decision Packages*

### Capital Improvement Plan:

The Capital Improvement Plan as identified by the FVFD is in Table 6.

<i>Capital Improvement Item</i>	<i>Estimated Amount</i>
Fire Training Field Improvements*	\$400,000
Expand Station 3 Expansion**	\$100,000
<b>Total Request</b>	<b>\$500,000</b>

*Table 6 – FY2019 Capital Improvement Items.*

*CIP Notes:*

*\*The Training Field Improvements are included in the City's CIP.*

*\*\*The Station 3 Expansion was added to the FY2019 MYFP as FY2019 for \$100,000 and FY2020 for \$250,000.*



# Volunteer Fire Department

## Appendix A - FVFD FY2018 Staffing Plan

	Hours	FTE Day Captain	FTE Administrative Mgr	Part Time Admin Clerk	Part Time F/F 1	Part Time F/F 2	Part Time F/F 3	Part Time F/F 4	Part Time EMT 1	Part Time EMT 2	Part Time Paramedic 1	Part Time Paramedic 2	FTE EMS Supervisor 1	FTE EMS Supervisor 2	FTE EMS Supervisor 3
<b>Sunday</b>															
0630-18:30	12.0								vol		12	12	off	off	off
18:30-0630	12.0								vol		12	12	off	off	off
0800-1700	8.0														
0700-1700	10.0														
000-1830	11.5														
<b>Monday</b>															
0630-18:30	12.0								12		12	0	12	off	off
18:30-0630	12.0								vol		vol		12	off	off
0800-1700	8.0	8	8	4											
0700-1700	10.0				10	10	10								
0700-1830	11.5							11.5							
<b>Tuesday</b>															
0630-18:30	12.0								12		12	0	off	12	off
18:30-0630	12.0								vol		vol		off	12	off
0800-1700	8.0	8	8	4											
0700-1700	10.0				10	10	10								
0700-1830	11.5							11.5							
<b>Wednesday</b>															
0630-18:30	12.0								12	12	12		off	off	12
18:30-0630	12.0								vol	vol	vol		off	off	12
0800-1700	8.0	8	8	4											
0700-1700	10.0				10	10	10								
0700-1830	11.5							11.5							
<b>Thursday</b>															
0630-18:30	12.0								12		12	0	12	off	off
18:30-0630	12.0								vol		vol		12	off	off
0800-1700	8.0	8	8	4											
0700-1700	10.0				10	10	10								
0700-1830	11.5							11.5							
<b>Friday</b>															
0630-18:30	12.0								12		12		off	12	off
18:30-0630	12.0								vol		vol		off	12	off
0800-1700	8.0	8	8	4											
0700-1700	10.0				10	10	10								
0700-1830	11.5							11.5							
<b>Saturday</b>															
0630-18:30	12.0								vol		12	vol	off	off	12
18:30-0630	12.0								vol		12	Vol	off	off	12
0800-1700	8.0														
0700-1700	10.0														
0700-1830	11.5							11.5							

## Appendix B - FVFD FY2019 End of Year Staffing Plan

	Hours	FTE Day Captain	FTE Administrative Mgr	Part Time Admin Clerk	Part Time F/F 1	Part Time F/F 2	Part Time F/F 3	Part Time F/F 4	Part Time EMT 1	Part Time EMT 2	Part Time Paramedic 1	Part Time Paramedic 2	FTE EMS Supervisor 1	FTE EMS Supervisor 2	FTE EMS Supervisor 3
<b>Sunday</b>															
0630-18:30	12.0								vol	12	12		4	4	4
18:30-0630	12.0								vol	12	12		4	4	4
0800-1700	8.0												<i>Average per week with 3 day rotation</i>		
0700-1700	10.0														
000-1830	11.5														
<b>Monday</b>															
0630-18:30	12.0								12		12	0	12	off	off
18:30-0630	12.0								vol		vol		12	off	off
0800-1700	8.0	8	8	4											
0700-1700	10.0				10	10	10								
0700-1830	11.5							11.5							
<b>Tuesday</b>															
0630-18:30	12.0								12		12	0	off	12	off
18:30-0630	12.0								vol		vol		off	12	off
0800-1700	8.0	8	8	4											
0700-1700	10.0				10	10	10								
0700-1830	11.5							11.5							
<b>Wednesday</b>															
0630-18:30	12.0								12	12	12		off	off	12
18:30-0630	12.0								vol	vol	vol		off	off	12
0800-1700	8.0	8	8	4											
0700-1700	10.0				10	10	10								
0700-1830	11.5							11.5							
<b>Thursday</b>															
0630-18:30	12.0								12		12	0	12	off	off
18:30-0630	12.0								vol		vol		12	off	off
0800-1700	8.0	8	8	4											
0700-1700	10.0				10	10	10								
0700-1830	11.5							11.5							
<b>Friday</b>															
0630-18:30	12.0								12	12	12		off	12	off
18:30-0630	12.0								vol	12	vol		off	12	off
0800-1700	8.0	8	8	4											
0700-1700	10.0				10	10	10								
0700-1830	11.5							11.5							
<b>Saturday</b>															
0630-18:30	12.0								vol		12	vol	off	off	12
18:30-0630	12.0								vol		12	Vol	off	off	12
0800-1700	8.0														
0700-1700	10.0														
0700-1830	11.5							11.5							

**FRIENDSWOOD VOLUNTEER FIRE DEPT  
DEPARTMENT SUMMARY**

**EXPENDITURE BY DIVISION**

<b>DIVISION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
FIRE ADMINISTRATION	\$1,962,734	\$1,619,298	\$1,619,298	\$1,224,214	\$1,620,288	\$1,819,298	12.4%
<b>DEPARTMENT TOTAL</b>	<b>\$1,962,734</b>	<b>\$1,619,298</b>	<b>\$1,619,298</b>	<b>\$1,224,214</b>	<b>\$1,620,288</b>	<b>\$1,819,298</b>	<b>12.4%</b>

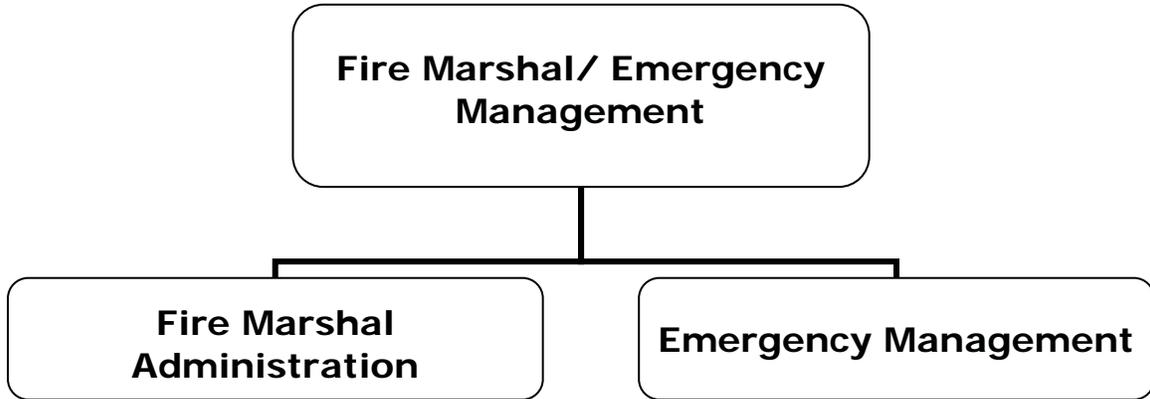
**EXPENDITURE BY CLASSIFICATION**

<b>CLASSIFICATION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
MAINTENANCE	\$361,006	\$0	\$0	\$0	\$0	\$0	0.0%
SERVICES	1,601,728	1,619,298	1,619,298	1,224,214	1,620,288	1,819,298	12.4%
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%
<b>CLASSIFICATION TOTAL</b>	<b>\$1,962,734</b>	<b>\$1,619,298</b>	<b>\$1,619,298</b>	<b>\$1,224,214</b>	<b>\$1,620,288</b>	<b>\$1,819,298</b>	<b>12.4%</b>

2201 - FIRE ADMINISTRATION (FVFD)

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>60 - MAINTENANCE</b>							
001-2201-422.5800	OPERATING EQUIPMENT<\$5000	\$361,006	\$0	\$0	\$0	\$0	\$0
<b>60 - MAINTENANCE Totals:</b>		<b>\$361,006</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>70 - SERVICES</b>							
001-2201-422.7861	FIRE/EMS SERVICES	\$1,568,698	\$1,584,298	\$1,584,298	\$1,188,224	\$1,584,298	\$1,784,298
001-2201-422.7862	FIRE/EMS SERVICE RUNS	33,030	35,000	35,000	35,990	35,990	35,000
<b>70 - SERVICES Totals:</b>		<b>\$1,601,728</b>	<b>\$1,619,298</b>	<b>\$1,619,298</b>	<b>\$1,224,214</b>	<b>\$1,620,288</b>	<b>\$1,819,298</b>
<b>2201 - FIRE ADMINISTRATION-FVFD Totals:</b>		<b>\$1,962,734</b>	<b>\$1,619,298</b>	<b>\$1,619,298</b>	<b>\$1,224,214</b>	<b>\$1,620,288</b>	<b>\$1,819,298</b>

## Fire Marshal's Office



### 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.

### Current Operations

#### Fire Marshal's Office

The Fire Marshal's Office (FMO) has the primary responsibility of investigating fires, hazardous material incidents, and environmental incidents. The FMO investigates fires for origin and cause, and is responsible for filing appropriate criminal charges that may arise from an investigation. Fire prevention activities 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 round by request from the public. The FMO also monitors fire lane violations, illegal use of fireworks, life safety violations, and issues citations as warranted. The FMO coordinates with pipeline companies to maintain current mapping of pipeline locations and company contact information.

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

#### Office of Emergency Management

The Office of Emergency Management (OEM) is responsible for the emergency preparedness program with the Fire Marshal serving as the Emergency Management Coordinator. The OEM is responsible for maintaining and implementing the city's Emergency Operations Plan (EOP) and 22 supplemental Annexes. The OEM also develops and maintains the Local Hazard Mitigation Plan (LMP), Debris Management Plan, Pandemic Plan, Continuity of Operations Plan (COOP), Records Emergency Action Plan (REAP), and participates with all communities in Galveston County through a cooperative planning effort. These plans are reviewed, updated and exercised to ensure that the city is capable of responding to and recovering from any emergency event. Planning also enables the city to qualify for any potential disaster recovery funds which will assist in the recovery and rebuilding process.

The OEM develops and distributes emergency preparedness materials to citizens and businesses through our public education outreach program. To maintain compliance with the National Incident Management System (NIMS), OEM staff members continue to conduct training programs for emergency management operations and response procedures for all city staff members and elected officials.

The Fire Marshal's Office maintains the Emergency Operations Center (EOC) which enables quick activation providing support for emergency or non-emergency operations. The OEM strives to improve the City's Public Safety response capabilities through planning efforts and coordination with Harris and Galveston Counties.

**Accomplishments in Fiscal Year 2017-2018**

- Completed a total of 580 annual inspections and 653 follow-up type inspections on all commercial businesses, institutions, foster homes, nursing homes, daycares and apartment complexes for a grand total of 1,233 inspections within the city, to ensure compliance with fire and life safety codes.
- Instructed and informed the public in aspects of fire safety and prevention, along with emergency preparedness training, through awareness and education programs. Provided a total of 22 public education classes with 1,874 attendees.
- Reviewed, updated and submitted 5 Supplemental Annexes of the City's Emergency Operation Plan (EOP) to the state for review and approval.
- Grants Awarded
  - FY 2017 State Homeland Security Grant Program (SHSP) for \$64,688; used to purchase 17 mobile radios for the Friendswood Police Department.
  - FY 2017 State Homeland Security Grant Program (SHSP) for \$28,500; used to purchase a Throw Phone System for the Friendswood Police Department.
  - FY 2017 Emergency Management Performance Grant (EMPG) for \$35,134; funding supports the city's emergency management program.

**Highlights of the Budget**

**The following decision packages are not included in the FY19 adopted budget:**

Description	Amount	
Additional Staff – Deputy Fire Marshal I (with benefits 1.0 FTE)	Ongoing Cost	\$91,319
	One Time Cost	\$6,450
Additional Fire Marshal Vehicle (Includes radio, & other emergency equipment)	Ongoing Cost	\$1,800
	One Time Cost	\$57,000

**2018-2019 Departmental Goals and Performance Measures**

**Major Departmental Goals:**

- 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.
- Participate in the Design Review Committee (DRC) meetings to address developer and contractor questions during the conceptual stages of the development process.
- Review and complete all submitted plan reviews within two working days (48 hours).
- Instruct, educate, and inform the public in aspects of fire safety and prevention, along with emergency preparedness training, through awareness and educational programs.
- Review or update the emergency preparedness planning documents within a five-year cycle per FEMA and Texas Department of Emergency Management (TDEM) guidelines.
- Meet and maintain state and federal mandated continuing education training requirements for full-time employees.

**Supports the City's Strategic Goals:** 1-Communication, 4-Partnerships, 5- Public Safety, and 6-Organizational Development

## Fire Marshal

Fire Marshal's Office and Emergency Management	FY16 Actual	FY17 Actual	FY18 Budget	FY18 Forecast	FY18 Adopted
<b>Inputs – Fire Marshal's Office</b>					
# of full time equivalents (FTE's)	5.20	5.20	5.20	5.20	5.20
Division Expenditures	\$660,798	\$661,150	\$702,714	\$697,957	741,866
<b>Inputs – Emergency Management</b>					
# of full time equivalents (FTE's)	1.4	1.4	1.4	1.4	1.4
Division Expenditures	\$189,559	\$133,076	\$173,944	\$311,369	\$173,789
<b>Inputs – Storm</b>					
# of full time equivalents (FTE's)	0.0	0.0	0.0	0.0	0.0
Division Expenditures	\$172,629	\$2,262,670	\$0	\$3,909,215	\$0
<b>Outputs</b>					
# of Total Inspections Conducted	1,354	1,233	1,350	1,350	1,400
# of Hours from Total Inspections Conducted	534	375	400	400	425
# of Building Plans Reviewed	269	299	265	265	265
# of DRC's Meetings Attended	35	39	45	45	40
# of Life Safety/Fire Code Complaints Investigated	19	14	15	15	15
# of Fire Origin and Cause Investigations	19	9	10	10	10
# of Educational Classes Presented	24	22	22	24	22
# of Instructional Staff Hours	38	30	30	35	30
Annual total hours of all FMO/OEM staff training attended	475	487	450	450	425
# of EOP, Supplemental Annexes & Planning Document Reviews Conducted and Submitted	5	5	5	5	5
<b>Measures of Effectiveness</b>					
% of Commercial Businesses Inspected	100%	100%	100%	100%	100%
Average Time for each Inspection (minutes)	21-26	21-26	23-28	23-28	21-26
% of Building Plans reviewed in 48 hours	96%	99%	100%	99%	99%
% of annual training met based on the average minimum requirement of 320 hours per year	100%	100%	100%	100%	100%
Maintained Advanced Level of Emergency Preparedness by reviewing and updating the EOP and annexes (% approved by State)	100%	100%	100%	100%	100%
<b>Measures of Efficiency – Fire Marshal's Office</b>					
Division expenditures per capita	\$16.85	\$16.80	\$17.38	\$17.27	\$18.14
<b>Measures of Efficiency – Emergency Management</b>					
Division expenditures per capita	\$4.83	\$3.38	\$4.30	\$7.70	\$4.25
<b>Measures of Efficiency – Storm</b>					
Division expenditures per capita	\$4.40	\$57.49	\$0.00	\$96.70	\$0.00

FIRE MARSHAL'S OFFICE  
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
ADMINISTRATION	\$661,150	\$702,714	\$707,117	\$480,717	\$697,957	\$741,866	5.6%
EMERGENCY MANAGEMENT	133,076	173,944	283,651	228,827	311,369	173,789	-0.1%
STORM	2,262,670	0	3,977,765	3,909,215	3,909,215	0	0.0%
<b>DEPARTMENT TOTAL</b>	<b>\$3,056,896</b>	<b>\$876,658</b>	<b>\$4,968,533</b>	<b>\$4,618,759</b>	<b>\$4,918,541</b>	<b>\$915,655</b>	<b>4.4%</b>

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
SALARIES AND BENEFITS	\$1,423,754	\$729,210	\$733,613	\$514,262	\$730,927	\$765,264	0.0%
SUPPLIES	130,967	46,982	280,492	256,558	310,003	47,850	0.0%
MAINTENANCE	23,589	12,280	15,968	5,682	9,965	13,512	0.0%
SERVICES	1,478,586	88,186	3,938,460	3,842,257	3,867,646	89,029	0.0%
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%
<b>CLASSIFICATION TOTAL</b>	<b>\$3,056,896</b>	<b>\$876,658</b>	<b>\$4,968,533</b>	<b>\$4,618,759</b>	<b>\$4,918,541</b>	<b>\$915,655</b>	<b>0.0%</b>

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
ADMINISTRATION	5.20	5.20	5.20	5.20	5.20	5.20	0.0%
EMERGENCY MANAGEMENT	1.40	1.40	1.40	1.40	1.40	1.40	0.0%
<b>PERSONNEL TOTAL</b>	<b>6.60</b>	<b>6.60</b>	<b>6.60</b>	<b>6.60</b>	<b>6.60</b>	<b>6.60</b>	<b>0.0%</b>

2501 - FIRE MARSHAL / ADMINISTRATION

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-2501-422.4110	FULLTIME SALARIES & WAGES	\$369,914	\$385,906	\$389,438	\$280,351	\$389,438	\$413,474
001-2501-422.4130	OVERTIME PAY	17,893	16,000	16,000	7,227	14,635	16,000
001-2501-422.4131	HOLIDAY HRS WORKED	0	310	310	139	139	310
001-2501-422.4143	LONGEVITY PAY	2,465	2,705	2,705	2,705	2,705	2,845
001-2501-422.4145	INCENTIVE-CERTIFICATE PAY	15,125	17,700	17,700	13,725	17,700	17,100
001-2501-422.4149	CELL PHONE ALLOWANCE	3,612	3,600	3,600	2,550	3,600	3,600
001-2501-422.4220	PART-TIME WAGES	48,011	50,943	50,943	29,653	50,943	52,660
001-2501-422.4710	SOCIAL SECURITY/MEDICARE	33,319	36,503	36,773	24,222	36,773	36,199
001-2501-422.4720	TMRS RETIREMENT	65,166	67,659	68,223	49,335	68,223	72,302
001-2501-422.4810	HEALTH/DENTAL INSURANCE	42,284	45,143	45,143	33,305	45,143	45,675
001-2501-422.4820	LIFE INSURANCE	1,112	1,065	1,065	889	1,065	1,203
001-2501-422.4830	DISABILITY INSURANCE	1,167	1,189	1,189	933	1,189	1,294
001-2501-422.4840	WORKERS COMP INSURANCE	6,443	6,728	6,765	4,889	6,765	6,953
001-2501-422.4850	EAP SERVICES	411	638	638	286	638	581
001-2501-422.4890	FLEX PLAN ADMINISTRATION	90	384	384	63	384	86
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$607,012</b>	<b>\$636,473</b>	<b>\$640,876</b>	<b>\$450,272</b>	<b>\$639,340</b>	<b>\$670,282</b>
<b>50 - SUPPLIES</b>							
001-2501-422.5100	OFFICE SUPPLIES	\$784	\$1,100	\$1,100	\$599	\$798	\$0
001-2501-422.5200	PERSONNEL SUPPLIES	3,335	4,800	4,800	1,752	3,335	4,800
001-2501-422.5300	VEHICLE SUPPLIES	125	200	200	57	150	200
001-2501-422.5301	FUEL	5,588	5,100	5,100	3,624	4,831	5,100
001-2501-422.5400	OPERATING SUPPLIES	3,976	5,000	5,000	1,808	2,410	6,100
001-2501-422.5800	OPERATING EQUIPMENT<\$5000	6,142	4,500	8,000	7	7,900	7,200
<b>50 - SUPPLIES Totals:</b>		<b>\$19,950</b>	<b>\$20,700</b>	<b>\$24,200</b>	<b>\$7,847</b>	<b>\$19,424</b>	<b>\$23,400</b>
<b>60 - MAINTENANCE</b>							
001-2501-422.6300	VEHICLE MAINTENANCE	\$7,993	\$7,555	\$7,555	\$3,943	\$7,555	\$7,555
001-2501-422.6800	EQUIPMENT MAINTENANCE	299	1,000	1,000	0	500	1,000
<b>60 - MAINTENANCE Totals:</b>		<b>\$8,292</b>	<b>\$8,555</b>	<b>\$8,555</b>	<b>\$3,943</b>	<b>\$8,055</b>	<b>\$8,555</b>
<b>70 - SERVICES</b>							
001-2501-422.7311	VEHICLE INSURANCE	\$2,429	\$2,782	\$2,782	\$1,768	\$2,782	\$2,406
001-2501-422.7322	LAW ENFORCEMENT	2,282	2,442	2,442	2,302	2,302	2,400
001-2501-422.7400	OPERATING SERVICES	1,421	3,540	3,540	1,465	1,953	3,540
001-2501-422.7401	POSTAL / COURIER SERVICES	64	250	250	9	60	250
001-2501-422.7494	PERMITS/INSPECTION/TEST	1,205	926	926	782	1,045	926
001-2501-422.7497	RECRUITMENT ADVERTISING	0	84	84	0	0	84
001-2501-422.7510	TRAINING	2,095	4,000	1,500	250	2,333	4,000
001-2501-422.7520	TRAVEL EXPENSES & REIMBURSEMENTS	524	2,440	1,440	87	716	2,440
001-2501-422.7530	MEMBERSHIPS	815	1,525	1,525	915	1,525	1,525
001-2501-422.7730	INTERNET/WIRELESS SERVICE	2,278	2,600	2,600	1,517	2,600	2,300
001-2501-422.7800	CONTRACT SERVICES	0	3,500	3,500	0	3,000	3,500
001-2501-422.7830	RENTAL	35	150	150	0	75	150
001-2501-422.7831	VEHICLE LEASE-INTERNAL	12,748	12,747	12,747	9,560	12,747	16,108
<b>70 - SERVICES Totals:</b>		<b>\$25,896</b>	<b>\$36,986</b>	<b>\$33,486</b>	<b>\$18,655</b>	<b>\$31,138</b>	<b>\$39,629</b>
<b>2501 - FIRE MARSHAL/ADMINISTRATION Totals:</b>		<b>\$661,150</b>	<b>\$702,714</b>	<b>\$707,117</b>	<b>\$480,717</b>	<b>\$697,957</b>	<b>\$741,866</b>

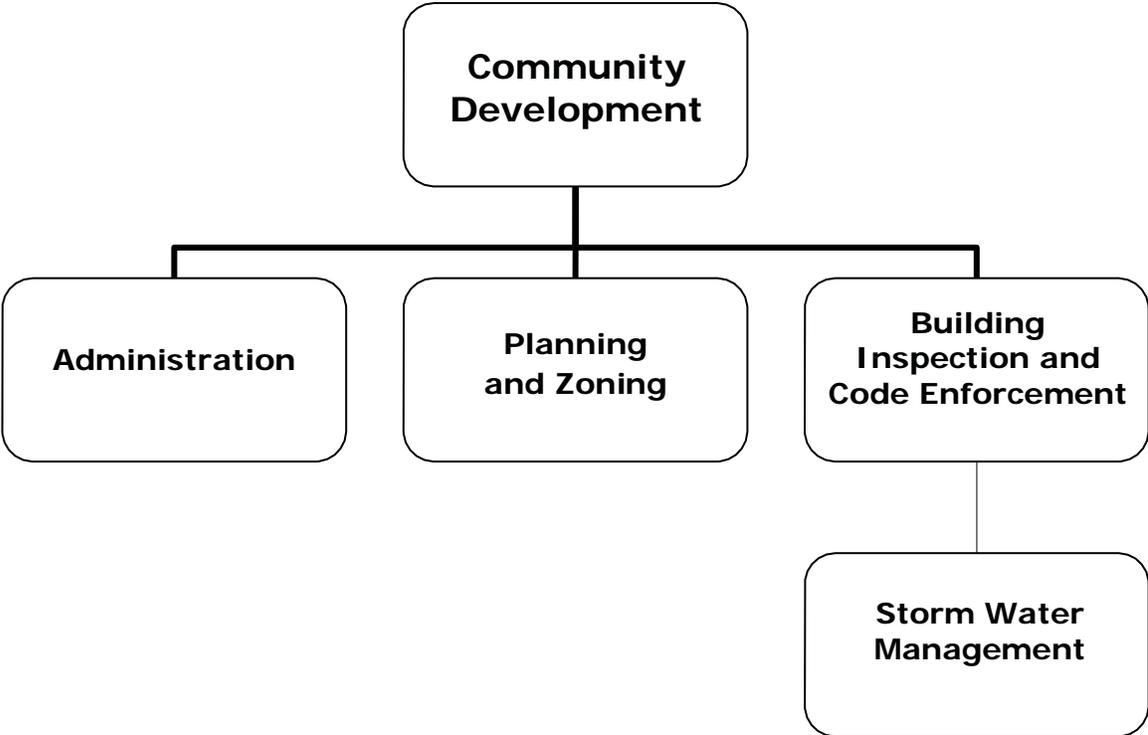
2510 - FIRE MARSHAL / EMERGENCY MANAGEMENT

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-2510-422.4110	FULLTIME SALARIES & WAGES	\$46,619	\$46,837	\$46,837	\$33,286	\$46,837	\$48,491
001-2510-422.4130	OVERTIME PAY	489	1,442	1,442	219	292	1,442
001-2510-422.4143	LONGEVITY PAY	925	985	985	985	985	1,025
001-2510-422.4145	INCENTIVE-CERTIFICATE PAY	1,500	1,500	1,500	1,125	1,500	1,500
001-2510-422.4149	CELL PHONE ALLOWANCE	722	720	720	510	720	720
001-2510-422.4220	PART-TIME WAGES	18,642	19,658	19,658	12,631	19,658	19,832
001-2510-422.4710	SOCIAL SECURITY/MEDICARE	5,282	5,442	5,442	3,677	5,442	5,513
001-2510-422.4720	TMRS RETIREMENT	8,033	8,174	8,174	5,729	8,174	8,482
001-2510-422.4810	HEALTH/DENTAL INSURANCE	7,243	7,434	7,434	5,420	7,434	7,433
001-2510-422.4820	LIFE INSURANCE	134	129	129	105	129	147
001-2510-422.4830	DISABILITY INSURANCE	141	145	145	111	145	154
001-2510-422.4840	WORKERS COMP INSURANCE	111	112	112	77	112	105
001-2510-422.4850	EAP SERVICES	121	116	116	97	116	116
001-2510-422.4890	FLEX PLAN ADMINISTRATION	23	43	43	18	43	22
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$89,985</b>	<b>\$92,737</b>	<b>\$92,737</b>	<b>\$63,990</b>	<b>\$91,587</b>	<b>\$94,982</b>
<b>50 - SUPPLIES</b>							
001-2510-422.5100	OFFICE SUPPLIES	\$630	\$900	\$900	\$466	\$621	\$0
001-2510-422.5200	PERSONNEL SUPPLIES	0	500	500	0	0	500
001-2510-422.5301	FUEL	0	3,800	3,800	2,101	2,802	3,800
001-2510-422.5400	OPERATING SUPPLIES	3,895	6,250	6,250	1,852	2,470	7,150
001-2510-422.5800	OPERATING EQUIPMENT<\$5000	11,851	14,832	121,736	121,185	161,579	13,000
<b>50 - SUPPLIES Totals:</b>		<b>\$16,376</b>	<b>\$26,282</b>	<b>\$133,186</b>	<b>\$125,604</b>	<b>\$167,472</b>	<b>\$24,450</b>
<b>60 - MAINTENANCE</b>							
001-2510-422.6800	EQUIPMENT MAINTENANCE	\$2,849	\$3,725	\$5,725	\$514	\$685	\$4,957
<b>60 - MAINTENANCE Totals:</b>		<b>\$2,849</b>	<b>\$3,725</b>	<b>\$5,725</b>	<b>\$514</b>	<b>\$685</b>	<b>\$4,957</b>
<b>70 - SERVICES</b>							
001-2510-422.7400	OPERATING SERVICES	\$12,246	\$17,265	\$22,068	\$21,214	\$28,286	\$15,450
001-2510-422.7510	TRAINING	525	2,665	2,665	1,348	1,797	2,665
001-2510-422.7520	TRAVEL EXPENSES & REIMBURSEMENTS	2,724	4,250	2,250	1,591	2,122	4,250
001-2510-422.7530	MEMBERSHIPS	865	1,490	1,490	400	533	1,490
001-2510-422.7612	TELEPHONE/COMMUNICATIONS	4,116	5,655	5,655	4,042	5,389	5,525
001-2510-422.7730	INTERNET/WIRELESS SERVICE	2,444	3,375	3,375	1,969	2,625	3,520
001-2510-422.7800	CONTRACT SERVICES	0	6,500	9,500	8,155	10,873	6,500
001-2510-422.7841	ENVIRONMENTAL CLEAN UP	946	10,000	5,000	0	0	10,000
<b>70 - SERVICES Totals:</b>		<b>\$23,866</b>	<b>\$51,200</b>	<b>\$52,003</b>	<b>\$38,719</b>	<b>\$51,625</b>	<b>\$49,400</b>
<b>2510 - FIRE MARSHAL/EMERGENCY MANAGEMENT Totals:</b>		<b>\$133,076</b>	<b>\$173,944</b>	<b>\$283,651</b>	<b>\$228,827</b>	<b>\$311,369</b>	<b>\$173,789</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-2513-422.4110	FULLTIME SALARIES & WAGES	\$110,440	\$0	\$0	\$0	\$0	\$0
001-2513-422.4130	OVERTIME PAY	472,490	0	0	0	0	0
001-2513-422.4710	SOCIAL SECURITY/MEDICARE	44,068	0	0	0	0	0
001-2513-422.4720	TMRS RETIREMENT	91,074	0	0	0	0	0
001-2513-422.4840	WORKERS COMP INSURANCE	8,685	0	0	0	0	0
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$726,757</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>50 - SUPPLIES</b>							
001-2513-422.5301	FUEL	\$1,906	\$0	\$0	\$0	\$0	\$0
001-2513-422.5501	EMERGENCY - MATERIALS/SUPPLIES	87,692	0	28,944	28,944	28,944	0
001-2513-422.5801	EMERGENCY - EQUIPMENT	5,043	0	94,162	94,163	94,163	0
<b>50 - SUPPLIES Totals:</b>		<b>\$94,641</b>	<b>\$0</b>	<b>\$123,106</b>	<b>\$123,107</b>	<b>\$123,107</b>	<b>\$0</b>
<b>60 - MAINTENANCE</b>							
001-2513-422.6300	VEHICLE MAINTENANCE	\$12,448	\$0	\$1,688	\$1,225	\$1,225	\$0
<b>60 - MAINTENANCE Totals:</b>		<b>\$12,448</b>	<b>\$0</b>	<b>\$1,688</b>	<b>\$1,225</b>	<b>\$1,225</b>	<b>\$0</b>
<b>70 - SERVICES</b>							
001-2513-422.7800	CONTRACT SERVICES	\$1,425,433	\$0	\$3,817,142	\$3,752,602	\$3,752,602	\$0
001-2513-422.7971	EMERGENCY - SERVICES	3,391	0	35,829	32,281	32,281	0
<b>70 - SERVICES Totals:</b>		<b>\$1,428,824</b>	<b>\$0</b>	<b>\$3,852,971</b>	<b>\$3,784,883</b>	<b>\$3,784,883</b>	<b>\$0</b>
<b>001-2513 - FIRE MARSHAL/ STORM Totals:</b>		<b>\$2,262,670</b>	<b>\$0</b>	<b>\$3,977,765</b>	<b>\$3,909,215</b>	<b>\$3,909,215</b>	<b>\$0</b>

**Community Development**

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**Mission Statement**

Community Development is comprised of several areas of responsibility consisting of Administration, Building Permits/Inspections, Code Enforcement/Storm Water Management, and Planning & Zoning. Together, the department strives to ensure that all developers, builders, and residents within the City, including the City government itself, comply with city ordinances and 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.

**Accomplishments in Fiscal Year 2017-2018**

**Hurricane Harvey**

An unprecedented flood, a result of Hurricane Harvey, inundated the City of Friendswood in August of 2017. Over 2,000 homes and 70 businesses received damaged due to 52 inches of rainfall in our City. Since that time, staff in the Community Development Department has been assisting residents and business owners with permits, inspections and assistance for flood recovery. City Council passed an ordinance to waive permit fees in order to relieve the burden of any additional fees on property owners. The department has issued more than 2,500 flood repair permits, also resulting in an increased number of inspections, all at no charge. For a brief period, two retired inspectors rejoined our team to assist with damage assessments and inspections. For many residents, recovery from the flood continues, and staff will continue to assist as needed.

**Training**

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. To that end, the City encourages employees to further their education, and maintain certifications and licenses through professional development. Examples of some of those required certifications and licenses include State Plumbing Inspector; Building, Electrical and Mechanical Inspector; Certified Floodplain Manager; Code Enforcement Certification; Advanced Code Enforcement Certification; and Permit Technician.

Currently, the 10 staff members hold 14 certificates. The current departmental goal is for 25 certificates. Individually, the goal is for each employee to obtain at least one International Code Council (ICC) or other applicable certificate; however, some positions require multiple certifications. Obtaining these licenses and certifications affects the department's budget as far as costs for training, exams, and travel.

<b>Certification</b>	<b>Current</b>	<b>Goal</b>
Certified Building Official	0	1
Certified Planner	0	1
Permit Technician	1	3
Zoning Inspector	0	1
Code Enforcement Officer	3	3
Advanced Code Enforcement Officer	2	2
State Plumbing Inspector	3	4
Building Inspector	1	2
Residential Combination Inspector	2	4
Residential Energy Inspector/Plans Examiner	1	2
Certified Floodplain Manager	1	2

### **Software**

The department continues to spend significant time working diligently to transition to the CDD portion of the City's enterprise software, Energov. As of January 1, 2018, the department officially began using the Energov to issue permits and schedule inspections and to track Code Enforcement cases. The new software includes connectivity to iPads for code enforcement officers and inspectors, which will provide them with tools and resources while out in the field; resulting inspections and add pictures to records for documentation purposes.

The Community Development Department's budget consists of three divisions:

- Administration
- Planning and Zoning
- Inspections/Code Enforcement (which also encompasses building permits and storm water management)

### **Current Operations**

#### **Building Permits & Inspections**

The building division is responsible for reviewing plans and issuing permits for building, electrical, plumbing and mechanical work; as well as 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.

#### **Planning & Zoning**

The Planning & Zoning division's primary responsibility is to ensure development adheres to the principles set forth in the City's Comprehensive Plan. Through the application of the Subdivision Ordinance and Zoning Ordinance, development is shaped to ensure compatibility with existing uses, as well as to maintain the health, safety, and general welfare of the community.

Planning staff oversees the GIS database and maps, review and approval of plats, site plans and construction plans by all required departments, as well as processing zone changes. This division also works with the Planning and Zoning Commission to obtain approvals and recommendations as required.

The department also works with the following boards as needed:

- Zoning Board of Adjustments
- Construction Board of Adjustment and Appeals
- Building and Standards Commission

### Other departmental functions/accomplishments

The Community Development Department provides and distributes information to citizens and developers in as many formats as possible.

- Development Review Committee (DRC) meetings - provide the community's owners and developers with valuable information regarding the steps to develop or build on their properties. Representatives from the following City departments attend DRC meetings: Planning, Public Works, Building, Parks & Recreation, 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.
- Builder Meetings – the Building Division hosts meetings as needed to provide contractors with current information regarding changes in ordinances, fees and processes.
- 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.
- Planning & Zoning (P&Z) and Zoning Board of Adjustment (ZBOA) Agenda Packets/Video Archives – similar to City Council's agenda packets, the P&Z and ZBOA agenda packets are made available on the City's web site. Meetings are also videotaped and made available on the City's PEG channel and YouTube, as well as recorded on DVD for historical recordation/reference.

**2018-2019 Departmental Goals and Performance Measures by Division**

**Major Departmental Goals:**

- Strive to improve communication to citizens and developers
- Process applications for all types of work that require inspections
- Ensure citizens abide by the building codes and ordinances adopted by City Council or as required by the State of Texas or any other agency

**Supports the City's Strategic Goals:** 1-Communication, 2-Economic Development, 3-Preservation, 4-Partnerships, 5-Public Safety, and 6-Organizational Development

<b>Administration</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)*	2.00	2.00	2.00	2.00	2.00
Division expenditures	\$232,881	\$224,102	\$243,659	\$269,483	\$352,258
<b>Measures of Efficiency</b>					
Division expenditures per capita	\$5.94	\$5.69	\$6.03	\$6.67	\$8.61

\*During FY16, the FTEs reflect department reorganization which eliminated the Planning Manager position and replaced it with the GIS Coordinator.

## Community Development

Planning and Zoning Division	FY16 Actual	FY17 Actual	FY18 Budget	FY18 Forecast	FY19 Adopted
<b>Inputs</b>					
# of full time equivalents (FTE's)	4.0	4.0	4.0	4.0	4.0
Division Expenditures	\$288,698	\$260,726	\$319,357	\$309,223	\$327,191
<b>Output</b>					
<i>Number of meetings or application types processed:</i>					
DRC Meetings	58	53	28	56	55
Planning & Zoning Meetings	23	25	15	30	25
Certificates of Platting Exemption	14	7	4	8	10
Preliminary Plats	8	4	2	4	5
Final Plats	22	9	6	12	15
Commercial Site Plans	10	11	2	4	8
Zone Changes	12	9	1	2	8
Appeals/Variances/Special Exceptions	6	3	6	12	7
<b>Measures of Effectiveness</b>					
<i>Average number of days to complete plan review for the following application types**:</i>					
Commercial Site Plan	10	12	20	12	10
Final Plat	6	6	12	10	10
Preliminary Plat	8	10	15	10	10
<b>Measures of Efficiency</b>					
Division expenditures per capita	\$7.36	\$6.62	\$7.90	\$7.65	\$8.00

\*\* A number of factors change review times from year to year, including the number of corrections needed once submissions are reviewed, time between a plan's submittal and the next Planning and Zoning Commission meeting, and City Staff workload/availability.

## Community Development

<b>Inspections and Code Enforcement</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	4.9	4.7	4.7	4.7	4.7
Division Expenditures	\$432,524	\$408,835	\$439,584	\$425,242	\$455,889
<b>Outputs</b>					
<i>Number of Permits Issued:</i>					
New Single Family Residential	143	201	84	168	150
Residential Addition/Alteration	1,106	1,217	1,339	2,500	1,100
New Multi-Family Residential	0	20 bldgs (108 units)	0	0	0
New Commercial	10	14	4	8	12
Commercial Addition/Alteration	53	67	51	102	60
Number of Inspections	11,231	11,923	9,321	18,642	11,500
Code Enforcement Case Actions*	n/a	n/a	264	528	500
Code Enforcement Complaints	n/a	n/a	164	328	300
<b>Measures of Effectiveness</b>					
<i>Average number of days to complete plan review for the following permit types**:</i>					
New Single Family Residential	4	5	5	5	5
New Commercial	12	6			15
Commercial Addition/Alteration	5	3	4	4	5
Residential Addition/Alteration	3	3	4	4	5
% of Inspections done within 24 hours of notification	100%	100%	100%	100%	100%
<b>Measures of Efficiency</b>					
Division expenditures per capita	\$11.03	\$10.39	\$10.87	\$10.52	\$11.15

\*New measure for FY19

\*\*A number of factors change review times from year to year, including the number of corrections needed once submissions are reviewed and City Staff workload/availability.

COMMUNITY DEVELOPMENT  
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
ADMINISTRATION	\$224,102	\$243,659	\$275,741	\$187,619	\$269,483	\$352,258	44.6%
PLANNING AND ZONING	260,726	319,357	318,397	216,000	309,223	327,191	2.5%
INSPECTION/CODE ENFORCEMENT	408,835	439,584	441,721	304,708	425,242	455,889	3.7%
<b>DEPARTMENT TOTAL</b>	<b>\$893,663</b>	<b>\$1,002,600</b>	<b>\$1,035,859</b>	<b>\$708,327</b>	<b>\$1,003,948</b>	<b>\$1,135,338</b>	<b>13.2%</b>

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
SALARIES AND BENEFITS	\$823,090	\$887,165	\$918,262	\$654,902	\$925,642	\$1,005,335	13.3%
SUPPLIES	13,630	16,843	18,123	10,226	14,940	23,693	40.7%
MAINTENANCE	2,840	3,425	4,307	2,390	3,186	3,800	10.9%
SERVICES	54,103	84,167	84,167	31,314	50,685	102,510	21.8%
CAPITAL OUTLAY	0	11,000	11,000	9,495	9,495	0	-100.0%
<b>CLASSIFICATION TOTAL</b>	<b>\$893,663</b>	<b>\$1,002,600</b>	<b>\$1,035,859</b>	<b>\$708,327</b>	<b>\$1,003,948</b>	<b>\$1,135,338</b>	<b>13.2%</b>

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
ADMINISTRATION	2.00	2.00	2.00	2.00	2.00	2.00	0.0%
PLANNING AND ZONING	4.00	4.00	4.00	4.00	4.00	4.00	0.0%
INSPECTION/CODE ENFORCEMENT	4.70	4.70	4.70	4.70	4.70	4.70	0.0%
<b>PERSONNEL TOTAL</b>	<b>10.70</b>	<b>10.70</b>	<b>10.70</b>	<b>10.70</b>	<b>10.70</b>	<b>10.70</b>	<b>0.0%</b>

3501 - COMMUNITY DEVELOPMENT ADMINISTRATION

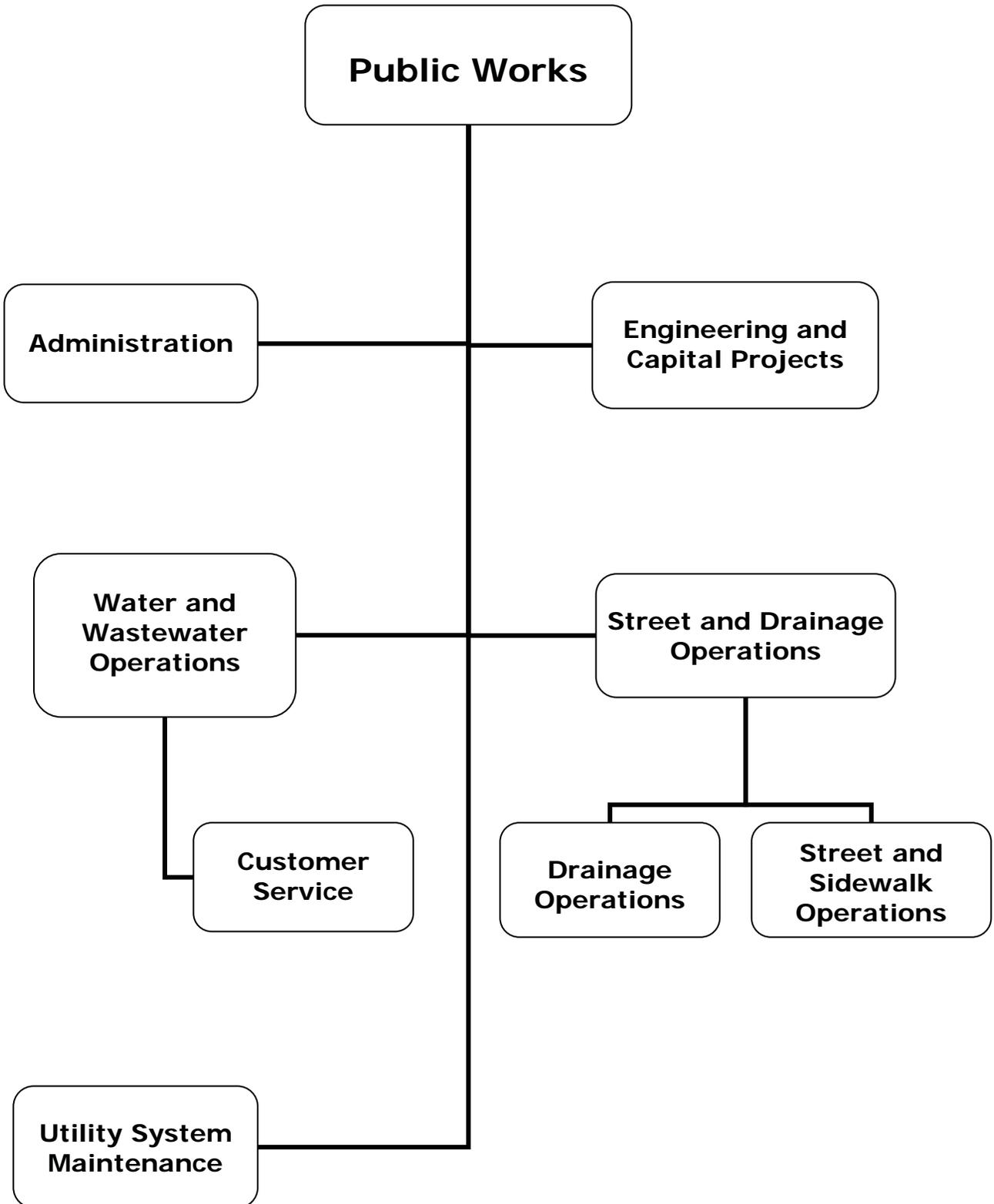
ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-3501-419.4110	FULLTIME SALARIES & WAGES	\$148,681	\$156,645	\$181,444	\$121,099	\$181,444	\$232,865
001-3501-419.4143	LONGEVITY PAY	965	1,090	1,090	1,085	1,085	1,160
001-3501-419.4144	VEHICLE ALLOWANCE	5,409	5,400	5,400	3,938	5,400	5,400
001-3501-419.4145	INCENTIVE-CERTIFICATE PAY	1,800	1,800	1,800	1,450	1,800	1,800
001-3501-419.4149	CELL PHONE ALLOWANCE	2,408	2,400	2,400	1,700	2,400	2,400
001-3501-419.4710	SOCIAL SECURITY/MEDICARE	11,561	12,801	14,698	9,299	14,698	17,907
001-3501-419.4720	TMRS RETIREMENT	24,948	26,573	30,530	20,515	30,530	38,848
001-3501-419.4810	HEALTH/DENTAL INSURANCE	18,578	19,052	19,052	18,711	19,052	26,101
001-3501-419.4820	LIFE INSURANCE	422	432	480	375	480	587
001-3501-419.4830	DISABILITY INSURANCE	473	485	535	413	535	645
001-3501-419.4840	WORKERS COMP INSURANCE	405	422	413	328	413	816
001-3501-419.4850	EAP SERVICES	126	116	116	97	116	116
001-3501-419.4890	FLEX PLAN ADMINISTRATION	47	43	43	36	43	43
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$215,823</b>	<b>\$227,259</b>	<b>\$258,001</b>	<b>\$179,046</b>	<b>\$257,996</b>	<b>\$328,688</b>
<b>50 - SUPPLIES</b>							
001-3501-419.5100	OFFICE SUPPLIES	\$2,738	\$3,500	\$3,980	\$2,369	\$3,159	\$0
001-3501-419.5200	PERSONNEL SUPPLIES	74	100	100	38	75	250
001-3501-419.5400	OPERATING SUPPLIES	178	500	500	467	500	5,950
001-3501-419.5800	OPERATING EQUIPMENT<\$5000	100	250	150	0	100	4,750
<b>50 - SUPPLIES Totals:</b>		<b>\$3,090</b>	<b>\$4,350</b>	<b>\$4,730</b>	<b>\$2,874</b>	<b>\$3,834</b>	<b>\$10,950</b>
<b>70 - SERVICES</b>							
001-3501-419.7401	POSTAL / COURIER SERVICES	\$583	\$2,300	\$2,300	\$510	\$680	\$2,300
001-3501-419.7510	TRAINING	1,833	3,150	3,150	1,929	2,572	4,250
001-3501-419.7520	TRAVEL EXPENSES & REIMBURSEMENTS	2,117	5,600	5,600	2,296	3,061	4,800
001-3501-419.7530	MEMBERSHIPS	656	1,000	1,000	280	380	1,270
001-3501-419.7730	INTERNET/WIRELESS SERVICES	0	0	960	684	960	0
<b>70 - SERVICES Totals:</b>		<b>\$5,189</b>	<b>\$12,050</b>	<b>\$13,010</b>	<b>\$5,699</b>	<b>\$7,653</b>	<b>\$12,620</b>
<b>3501 - COMMUNITY DEV ADMIN Totals:</b>		<b>\$224,102</b>	<b>\$243,659</b>	<b>\$275,741</b>	<b>\$187,619</b>	<b>\$269,483</b>	<b>\$352,258</b>

3502 - COMMUNITY DEVELOPMENT PLANNING & ZONING

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-3502-419.4110	FULLTIME SALARIES & WAGES	\$146,929	\$180,002	\$180,002	\$126,749	\$180,002	\$184,187
001-3502-419.4130	OVERTIME PAY	4,846	2,000	2,000	1,301	1,735	2,000
001-3502-419.4143	LONGEVITY PAY	960	1,170	1,170	1,170	1,170	1,350
001-3502-419.4145	INCENTIVE-CERTIFICATE PAY	1,200	1,200	1,200	900	1,200	1,200
001-3502-419.4710	SOCIAL SECURITY/MEDICARE	10,579	14,104	14,104	9,078	14,104	12,976
001-3502-419.4720	TMRS RETIREMENT	24,116	29,276	29,276	20,643	29,276	30,103
001-3502-419.4810	HEALTH/DENTAL INSURANCE	40,803	45,776	45,776	32,551	45,776	52,072
001-3502-419.4820	LIFE INSURANCE	422	497	497	406	497	522
001-3502-419.4830	DISABILITY INSURANCE	465	529	529	444	529	571
001-3502-419.4840	WORKERS COMP INSURANCE	804	292	292	1,080	292	272
001-3502-419.4850	EAP SERVICES	189	232	232	145	232	232
001-3502-419.4890	FLEX PLAN ADMINISTRATION	70	159	159	54	159	86
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$231,383</b>	<b>\$275,237</b>	<b>\$275,237</b>	<b>\$194,521</b>	<b>\$274,972</b>	<b>\$285,571</b>
<b>50 - SUPPLIES</b>							
001-3502-419.5200	PERSONNEL SUPPLIES	\$384	\$600	\$600	\$124	\$365	\$600
001-3502-419.5400	OPERATING SUPPLIES	347	700	700	303	404	700
<b>50 - SUPPLIES Totals:</b>		<b>\$731</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$427</b>	<b>\$769</b>	<b>\$1,300</b>
<b>60 - MAINTENANCE</b>							
001-3502-419.6800	EQUIPMENT MAINTENANCE	\$17	\$450	\$450	\$0	\$0	\$0
<b>60 - MAINTENANCE Totals:</b>		<b>\$17</b>	<b>\$450</b>	<b>\$450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>70 - SERVICES</b>							
001-3502-419.7350	SURETY BONDS	\$0	\$80	\$80	\$0	\$0	\$80
001-3502-419.7400	OPERATING SERVICES	22	200	250	0	250	200
001-3502-419.7510	TRAINING	1,320	4,700	4,700	3,824	3,824	6,275
001-3502-419.7520	TRAVEL EXPENSES & REIMBURSEMENTS	7,123	6,125	4,765	3,037	3,037	3,500
001-3502-419.7530	MEMBERSHIPS	225	265	615	0	615	265
001-3502-419.7710	SOFTWARE LICENSE FEES	5,813	0	0	0	0	0
001-3502-419.7800	CONTRACT SERVICES	14,092	20,000	20,000	4,696	16,261	30,000
<b>70 - SERVICES Totals:</b>		<b>\$28,595</b>	<b>\$31,370</b>	<b>\$30,410</b>	<b>\$11,557</b>	<b>\$23,987</b>	<b>\$40,320</b>
<b>80 - CAPITAL OUTLAY</b>							
001-3502-419.8800	CAPITAL EQUIPMENT	\$0	\$11,000	\$11,000	\$9,495	\$9,495	\$0
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$0</b>	<b>\$11,000</b>	<b>\$11,000</b>	<b>\$9,495</b>	<b>\$9,495</b>	<b>\$0</b>
<b>3502 - PLANNING AND ZONING Totals:</b>		<b>\$260,726</b>	<b>\$319,357</b>	<b>\$318,397</b>	<b>\$216,000</b>	<b>\$309,223</b>	<b>\$327,191</b>

3528 - COMMUNITY DEVELOPMENT INSPECTION/CODE ENFORCEMENT

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-3528-424.4110	FULLTIME SALARIES & WAGES	\$241,391	\$250,252	\$250,538	\$181,611	\$250,538	\$260,761
001-3528-424.4130	OVERTIME PAY	5,237	4,330	4,330	4,818	6,424	4,330
001-3528-424.4131	HOLIDAY HRS WORKED	137	0	0	0	0	0
001-3528-424.4143	LONGEVITY PAY	1,575	1,995	1,995	2,807	2,807	1,982
001-3528-424.4145	INCENTIVE-CERTIFICATE PAY	2,425	2,400	2,400	1,800	2,400	2,400
001-3528-424.4149	CELL PHONE ALLOWANCE	2,727	2,718	2,718	1,610	2,718	2,718
001-3528-424.4190	ACCRUED PAYROLL	0	0	0	3,359	3,359	0
001-3528-424.4220	PART-TIME WAGES	5,341	0	0	1,385	1,385	0
001-3528-424.4710	SOCIAL SECURITY/MEDICARE	18,038	20,019	20,041	13,943	20,041	19,281
001-3528-424.4720	TMRS RETIREMENT	39,190	41,550	41,596	29,260	41,596	43,414
001-3528-424.4810	HEALTH/DENTAL INSURANCE	57,053	58,585	58,585	38,091	58,585	53,351
001-3528-424.4820	LIFE INSURANCE	704	691	691	560	691	751
001-3528-424.4830	DISABILITY INSURANCE	766	746	746	610	746	818
001-3528-424.4840	WORKERS COMP INSURANCE	896	940	941	1,148	941	895
001-3528-424.4850	EAP SERVICES	298	290	290	252	290	273
001-3528-424.4890	FLEX PLAN ADMINISTRATION	106	153	153	81	153	102
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$375,884</b>	<b>\$384,669</b>	<b>\$385,024</b>	<b>\$281,335</b>	<b>\$392,674</b>	<b>\$391,076</b>
<b>50 - SUPPLIES</b>							
001-3528-424.5200	PERSONNEL SUPPLIES	\$1,760	\$2,120	\$2,120	\$1,421	\$1,895	\$2,070
001-3528-424.5300	VEHICLE SUPPLIES	0	1,600	1,600	0	500	1,600
001-3528-424.5301	FUEL	5,191	4,448	4,448	2,884	4,448	4,448
001-3528-424.5400	OPERATING SUPPLIES	1,659	2,525	3,325	2,153	2,871	2,825
001-3528-424.5800	OPERATING EQUIPMENT<\$5000	1,199	500	600	467	623	500
<b>50 - SUPPLIES Totals:</b>		<b>\$9,809</b>	<b>\$11,193</b>	<b>\$12,093</b>	<b>\$6,925</b>	<b>\$10,337</b>	<b>\$11,443</b>
<b>60 - MAINTENANCE</b>							
001-3528-424.6300	VEHICLE MAINTENANCE	\$2,823	\$2,975	\$3,857	\$2,390	\$3,186	\$3,800
<b>60 - MAINTENANCE Totals:</b>		<b>\$2,823</b>	<b>\$2,975</b>	<b>\$3,857</b>	<b>\$2,390</b>	<b>\$3,186</b>	<b>\$3,800</b>
<b>70 - SERVICES</b>							
001-3528-424.7311	VEHICLE INSURANCE	\$2,161	\$2,608	\$2,608	\$1,605	\$2,608	\$2,183
001-3528-424.7441	CODE ENFORCEMENT SERVICES	1,232	1,500	1,500	790	1,053	1,750
001-3528-424.7498	JUDGMENTS & DAMAGE CLAIM	0	1,000	1,000	500	500	1,000
001-3528-424.7510	TRAINING	2,594	5,500	5,500	1,673	2,231	7,570
001-3528-424.7520	TRAVEL EXPENSES & REIMBURSEMENTS	1,836	4,500	4,500	1,499	1,999	9,350
001-3528-424.7530	MEMBERSHIPS	749	1,548	1,548	210	280	486
001-3528-424.7730	INTERNET/WIRELESS SERVICE	2,868	2,880	2,880	1,748	2,330	3,500
001-3528-424.7800	CONTRACT SERVICES	0	5,000	5,000	0	0	5,000
001-3528-424.7831	VEHICLE LEASE-INTERNAL	7,911	7,911	7,911	5,933	7,911	10,431
001-3528-424.7842	STORM WATER MANAGEMENT	968	8,300	8,300	100	133	8,300
<b>70 - SERVICES Totals:</b>		<b>\$20,319</b>	<b>\$40,747</b>	<b>\$40,747</b>	<b>\$14,058</b>	<b>\$19,045</b>	<b>\$49,570</b>
<b>3528 - INSPECTION/CODE ENFORCMNT Totals:</b>		<b>\$408,835</b>	<b>\$439,584</b>	<b>\$441,721</b>	<b>\$304,708</b>	<b>\$425,242</b>	<b>\$455,889</b>



### 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 2016 – 17 Accomplishments

#### Our staff accomplished the following:

- 600 street joints and cracks in streets were sealed
- 7,969 linear feet of sidewalks were raised
- 260 linear feet of sidewalks were removed and replaced
- 534 linear feet of curb replacement
- 13,279 square feet of streets were raised
- 600 signs repaired through work orders were completed
- 188 signs were replaced through the Sign Replacement Program
- 29 street banners were hung
- 1,546 fire hydrants repaired, installed, or audited
- 75 meters changed out
- 647 bacteriological samples were collected
- 302 dead end fire hydrants flushed
- 257 non-dead fire hydrants flushed
- 2,151 utility billing work orders
- 476 repairs to vehicles
- 241 repairs to equipment

#### The following were completed through the Sewer Rehab Project:

- 1,261 linear feet of cleaning and TV inspection of sanitary sewer lines
- 1,261 linear feet of Cures in Place Pipe, CIPP Liner for sanitary sewer lines
- 0 linear feet of Pipe Bursting (enlargement)
- 0 linear feet of Remove and Replace pipe
- 4 point repairs
- 1 lift station cleanings
- 0 manhole replacements

#### 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

### **Street Maintenance Program**

This is the fifteenth 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. The two of the past three year's allotments were included with the 2013 Bond Funds for the Projects to reconstruct Mary Ann Drive, West Shadowbend Avenue, Townes, and Winding Roads. A portion of this past year's allotment is currently being applied towards acquiring an updated paving study for the City. Included in this year's budget is \$500,000 for this program.

### **Sanitary Sewer Rehabilitation Program**

This program will begin its seventeenth 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 located and a suitable method is selected for the repair. We had coordinated and completed working with RJN Group for the first two phases of a formal Sanitary Sewer System Assessment Study to determine critical sources of I&I in our system. We are currently coordinating with a third party consultant engineer regarding phased project scopes per an estimated budget expense. Included in this year's budget is \$300,000 for this program.

### **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 Bales Intermediate and Windsong Intermediate and will continue to do so.

### **Water Operations**

Harris-Galveston Coastal Subsidence District (HGCSO) 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 the future demands.

## Public Works

### Capital Improvement Projects

The following includes the City's Capital Improvement Projects that are currently in process.

<b>Capital Improvement Projects in Process</b>		
Old City Park	Blackhawk Blvd. Phase II	Lift Station #23

### Highlights of the Budget

The following decision packages are included in the FY19 adopted budget.

#### Water and Sewer Fund

Description		Amount
Replace (PW108) Mini Excavator	One Time Cost	\$50,000
	Ongoing Cost	\$1,200
Increase to Water Plant Maintenance	Ongoing Cost	\$30,000
Increase to Lift Station Maintenance	Ongoing Cost	\$50,000
Lift Station Maintenance Contract Services	Ongoing Cost	\$40,000
Fork Lift (Proposed PW Facility)	One Time Cost	\$20,000
	Ongoing Cost	\$1,100
Additional Staff - Maintenance Worker (with benefits 1.0 FTE)	Ongoing Cost	\$68,851
Portable Generator Set (WW#4)	One Time Cost	\$150,000
	Ongoing Cost	\$1,600
4-Inch Submersible Pump Replacement	One Time Cost	\$61,000
Lift Stations #9 & #11 Pumps/Controls	One Time Cost	\$27,000
Trench Safety Equipment - Aluminum Modular Box	One Time Cost	\$15,000
Replacement (PW109) Mid-Sized Mini Excavator-Trailer Package	One Time Cost	\$100,000
	Ongoing Cost	\$1,200

The following decision packages are not included with the FY19 adopted budget.

Description		Amount
½ Ton Extended Cab Truck	One Time Cost	\$28,000
	Ongoing Cost	\$4,000
Industrial Zero Turn Riding Mower	One Time Cost	\$10,500
	Ongoing Cost	\$1,050
HP DesignJet SD Pro Multifunction Printer	One Time Cost	\$15,495
	Ongoing Cost	\$5,075
Message Board	One Time Cost	\$19,640
	Ongoing Cost	\$75
Street Sweeper	One Time Cost	\$165,000
	Ongoing Cost	\$4,500
Wtr & Swr Fund - Vacuum-Jet Combination Truck (not VRP)	One Time Cost	\$425,000
	Ongoing Cost	\$4,500

**Public Works**

**2018-2019 Departmental Performance Measures by Division**

**Supports the City's Strategic Goals: 1-Communication, 3-Preservation, 6-Organizational Development**

<b>Administration</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	4.33	4.00	4.00	4.00	4.00
Division expenditures (General Fund & Wtr&Swr Fund)	\$483,776	\$470,212	\$484,079	\$572,460	\$513,485
<b>Measures of Efficiency</b>					
Division expenditures per capita	\$12.34	\$11.95	\$11.97	\$14.16	\$12.55

<b>Street/Sidewalk Operations</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	12.00	12.00	13.00	13.00	13.00
Division Expenditures	\$1,185,678	\$1,231,147	\$1,468,717	\$1,239,348	\$1,447,992
<b>Outputs</b>					
# of Street Signs Replaced in Program	315	188	320	200	250
# of Street Signs Repaired / Replaced by work orders	508	600	450	800	700
Sidewalk Raised (lf)	5,445	7969	6,000	7,300	8,000
Sidewalk Removed & Replaced (lf)	301	260	400	460	300
Street Raising (sf)	10,892	13279	15,000	22,900	20,000
# of Completed Work Orders for Streets	390	972	500	460	600
<b>Measures of Effectiveness</b>					
Average # of days to complete Signs work orders	1.55	2.21	1.55	6.00	4.00
% of work orders for Signs completed within 10 days	99.24%	83.91	98%	99%	90%
Average # of days to complete Street work orders	3.81	19.71	3.80	25.00	20.00
% of Street work orders completed within 10 days	91.63%	74.89	91%	75%	75%
<b>Measures of Efficiency</b>					
Monthly Operating Costs	\$98,807	\$102,596	\$122,393	\$103,279	\$120,666
Division expenditures per capita	\$30.23	\$31.28	\$36.33	\$30.66	\$35.40

## Public Works

<b>Drainage Operations</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	4.00	4.00	4.00	4.00	4.00
Division Expenditures	\$381,064	\$379,059	\$409,580	\$354,973	\$385,804
<b>Outputs</b>					
Ditches Cleaned (ft)	15,409	14900	15,000	8,300	13,000
Road side Ditches Mowed (ac)	749	563	800	200	660
Storm Pipe Cleaned (ft)	370	553	210	200	400
Debris Cleaned (cy)	1,214	922	1,000	850	900
# of Work Orders	249	143	200	150	150
<b>Measures of Effectiveness</b>					
Average # of days to complete work orders	5.85	13.45	5.00	9.00	9.00
% of work orders completed within 10 working days	90.55%	96.27	92.00%	95%	95%
Monthly cost to operate the Drainage Operations	\$31,755	\$31,588	\$34,132	\$29,581	\$32,150
Division expenditures per capita	\$9.72	\$9.63	\$10.13	\$8.78	\$9.43

## Public Works

<b>Water Operations and Utilities</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	8.30	8.30	9.30	9.30	9.30
Division Expenditures	\$2,492,440	\$2,784,234	\$3,004,515	\$2,540,401	\$3,349,799
<b>Outputs</b>					
# of Active Utility Accounts	13,482	13,619	13,660	13,660	13,700
# of Completed Work Orders	1,306	1,398	1,350	2,000	1,500
# of meter change outs	131	75	140	75	100
# of Service Lines Repaired	146	172	150	200	190
# of Main Lines Repaired	46	44	50	60	60
# of Lines Flushed	596	620	600	610	620
# of Fire Hydrants Serviced	1,216	1543	1,400	100	1300
Ground Water Pumpage (MG)	10.275	11.206	15.000	17.400	17.500
Surface Water Pumpage (MG)	1,806.310	1916.888	1,820.000	1,900.000	2,000.000
Total Water Usage (MG)	1,816.585	1928.094	1,835.000	1,950.000	2,000.000
Total Daily Average Water Production (MG)	4.963	5.82	5.00	5.85	5.90
Total Surface Water Purchased (MG)	1,806.310	1916.888	1,820.000	1,900.000	2,000.000
<b>Measures of Effectiveness</b>					
Average # of days to complete work orders	1.25	1.26	1.25	1.25	1.25
% of work orders within 2 working days	96.33%	95.99%	97%	97%	98%
<i>Maintain Subsidence Districts mandates of having at least 80% of the City's total water usage be purchased surface water</i>					
% of Purchased Surface Water Usage	99.43%	99.42%	99%	99%	99%
<b>Measures of Efficiency</b>					
Monthly Operating Costs	\$27,703	\$232,020	\$250,376	\$211,700	\$279,150
Division expenditures per capita	\$63.55	\$70.74	\$74.32	\$62.84	\$81.89

## Public Works

<b>Sewer Operations and Utilities</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	11.00	10.00	10.00	10.00	11.00
Division Expenditures	\$2,691,769	\$2,666,948	\$3,544,507	\$2,278,778	\$3,679,767
<b>Outputs</b>					
# of Completed Work Orders	622	514	650	620	600
Sewer Treatment Total All Flows (MG)	1,237.723	1,199.541	1,240.000	1,200.000	1,240.000
Sewer Treatment Total Daily Average (MG)	3.382	3.286	3.35	3.30	3.35
# of Service Lines Repaired	102	85	110	80	85
# of Main Lines repaired	9	7	10	8	10
# of Sewer Lines cleaned	20,517	18,073	21,000	25,000	25,000
# of Manholes repaired	12	6	15	12	15
# of Sewer Main Stoppages	38	32	40	40	40
# of Service Lines Stoppages	153	116	150	120	130
# of Lift Station repairs	844	907	900	970	900
<b>Measures of Effectiveness</b>					
Average # of days to complete work orders	1.83	1.35	1.75	1.35	1.35
% of work orders completed within 2 working days	89.71%	94.36%	92.00%	94.00%	94.00%
<b>Measures of Efficiency</b>					
Monthly cost to operate the City's Sewer Operations	\$224,314	\$222,246	\$295,376	\$189,898	\$306,647
Division expenditures per capita	\$68.63	\$67.76	\$87.68	\$56.37	\$89.96

## Public Works

<b>Utility Customer Service</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	2.00	2.00	2.00	2.00	2.00
Division Expenditures	\$223,182	\$229,582	\$227,989	\$232,006	\$238,227
<b>Outputs</b>					
# of Active Utility Accounts	13,482	13,619	13,700	13675	13675
# of Completed Work Orders	2,202	4,257	2,300	2,400	2,400
# of cut-offs	680	909	700	700	725
# of reconnects	590	781	600	700	725
# of work orders closed	2,202	4,257	2,300	2,300	2,300
<b>Measures of Effectiveness</b>					
# of work orders completed per FTE	1,101	1,075	1,200	1,150	1,200
% of work orders closed out	100%	100%	100%	100%	100%
<b>Measures of Efficiency</b>					
Monthly cost to operate the City's Utility Customer Service	\$18,599	\$19,132	\$18,999	\$19,334	\$19,852
Division expenditures per capita	\$5.69	\$5.83	\$5.64	\$5.74	\$5.82

**Public Works**

<b>Engineering and Capital Projects</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	4.0	4.0	4.0	4.0	4.0
Division Expenditures	\$384,373	\$376,180	\$417,298	\$391,547	\$424,968
<b>Outputs</b>					
# of Construction Plan Review	25	28	40	30	30
# of Construction Right of Way Permits	75	83	80	80	85
# of Development Permits	10	6	20	6	10
# of CIP Projects Completed	5	13	10	4	5
# of construction site visits per workday	20	30	40	40	40
# of Residential Sections Completed	7	6	3	3	5
<b>Measures of Effectiveness</b>					
Average days for plan reviews	5	5	5	5	5
% of Field inspections completed within 24 hours of notification	100%	90%	100%	100%	100%
<b>Measures of Efficiency</b>					
Monthly Operating Costs	\$32,031	\$31,348	\$34,775	\$32,629	\$35,414
Division expenditures per capita	\$9.80	\$9.56	\$10.32	\$9.69	\$10.39

<b>Storm</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
Division expenditures	\$0	\$45,012	\$0	\$80,467	\$0
<b>Measures of Efficiency</b>					
Division expenditures per capita	\$0	\$1.14	\$0	\$1.99	\$0

**PUBLIC WORKS  
DEPARTMENT SUMMARY**

**EXPENDITURE BY DIVISION**

<b>DIVISION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
ADMINISTRATION (GF)	\$309,795	\$318,971	\$412,805	\$224,945	\$411,889	\$334,326	4.8%
STREET/SIDEWALK OPERATIONS	1,231,147	1,468,717	1,479,111	868,780	1,239,348	1,447,992	-1.4%
DRAINAGE OPERATIONS	379,059	409,580	401,086	227,704	354,973	385,804	-5.8%
ENGINEERING & CAPITAL PROJ (GF)	240,151	260,073	260,373	174,599	256,133	266,443	2.4%
ADMINISTRATION (W/S)	160,417	165,108	167,053	118,652	160,571	179,159	8.5%
WATER UTILITIES & OPERATIONS	2,784,234	3,004,515	3,032,472	1,867,321	2,540,401	3,349,799	11.5%
SEWER UTILITIES & OPERATIONS	2,666,948	3,544,507	3,609,132	1,710,336	2,278,778	3,679,767	3.8%
CUSTOMER SERVICE (W/S)	229,582	227,989	237,095	155,122	232,006	238,227	4.5%
STORM (W/S)	45,012	0	20,705	80,467	80,467	0	0.0%
ENGINEERING & CAPITAL PROJ (W/S)	136,029	157,225	157,225	101,529	135,414	158,525	0.8%
<b>DEPARTMENT TOTAL</b>	<b>\$8,182,374</b>	<b>\$9,556,685</b>	<b>\$9,777,057</b>	<b>\$5,529,455</b>	<b>\$7,689,980</b>	<b>\$10,040,042</b>	<b>5.1%</b>

**EXPENDITURE BY CLASSIFICATION**

<b>CLASSIFICATION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
SALARIES & BENEFITS	3,205,101	3,451,523	3,457,996	2,341,072	3,149,994	3,649,795	5.7%
SUPPLIES	306,027	346,772	473,492	228,630	427,631	357,262	3.0%
MAINTENANCE	491,494	610,400	711,418	394,027	626,364	787,700	29.0%
SERVICES	3,916,003	4,722,407	4,709,648	2,408,927	3,283,880	4,748,192	0.5%
CAPITAL OUTLAY	69,350	277,390	276,310	27,199	29,312	335,000	20.8%
OTHER	194,399	148,193	148,193	129,600	172,799	162,093	9.4%
<b>CLASSIFICATION TOTAL</b>	<b>\$8,182,374</b>	<b>\$9,556,685</b>	<b>\$9,777,057</b>	<b>\$5,529,455</b>	<b>\$7,689,980</b>	<b>\$10,040,042</b>	<b>5.1%</b>

**PERSONNEL SUMMARY BY DIVISION**

<b>DIVISION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
ADMINISTRATION - (GF)	2.40	2.40	2.40	2.40	2.40	2.40	0.0%
ADMINISTRATION - (W/S)	1.60	1.60	1.60	1.60	1.60	1.60	0.0%
STREET/SIDEWALK OPERATIONS	12.00	13.00	13.00	13.00	13.00	13.00	0.0%
DRAINAGE OPERATIONS	4.00	4.00	4.00	4.00	4.00	4.00	0.0%
WATER UTILITIES	6.00	6.00	6.00	6.00	6.00	6.00	0.0%
SEWER UTILITIES	6.00	6.00	6.00	6.00	6.00	7.00	16.7%
WATER OPERATIONS	2.30	2.30	3.30	3.30	3.30	3.30	43.5%
SEWER OPERATIONS	5.00	5.00	4.00	4.00	4.00	4.00	-20.0%
UTILITY CUSTOMER SERVICE - (W/S)	2.00	2.00	2.00	2.00	2.00	2.00	0.0%
ENGINEERING & CAPITAL PROJ - (GF)	2.60	2.60	2.60	2.60	2.60	2.60	0.0%
ENGINEERING & CAPITAL PROJ - (W/S)	1.40	1.40	1.40	1.40	1.40	1.40	0.0%
<b>PERSONNEL TOTAL</b>	<b>45.30</b>	<b>46.30</b>	<b>46.30</b>	<b>46.30</b>	<b>46.30</b>	<b>47.30</b>	<b>0.0%</b>

3601 - PUBLIC WORKS ADMINISTRATION

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-3601-431.4110	FULLTIME SALARIES & WAGES	\$205,694	\$210,556	\$210,696	\$145,021	\$210,696	\$217,643
001-3601-431.4130	OVERTIME PAY	94	1,000	1,000	2,085	2,781	1,000
001-3601-431.4143	LONGEVITY PAY	923	827	827	1,221	1,221	526
001-3601-431.4144	VEHICLE ALLOWANCE	7,573	7,560	7,560	5,423	7,560	7,560
001-3601-431.4145	INCENTIVE-CERTIFICATE PAY	2,760	2,760	2,760	1,470	2,760	840
001-3601-431.4149	CELL PHONE ALLOWANCE	1,773	2,100	2,100	1,418	2,100	2,100
001-3601-431.4190	ACCRUED PAYROLL	0	0	0	2,342	2,342	0
001-3601-431.4710	SOCIAL SECURITY/MEDICARE	15,716	17,198	17,440	11,318	17,440	16,056
001-3601-431.4720	TMRS RETIREMENT	34,279	35,697	36,202	25,240	36,202	36,630
001-3601-431.4810	HEALTH/DENTAL INSURANCE	22,566	22,887	22,887	17,684	22,887	33,537
001-3601-431.4820	LIFE INSURANCE	652	581	581	498	581	623
001-3601-431.4830	DISABILITY INSURANCE	661	649	649	522	649	654
001-3601-431.4840	WORKERS COMP INSURANCE	928	357	437	713	437	386
001-3601-431.4850	EAP SERVICES	151	174	174	106	174	139
001-3601-431.4890	FLEX PLAN ADMINISTRATION	56	125	125	40	125	52
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$293,826</b>	<b>\$302,471</b>	<b>\$303,438</b>	<b>\$215,101</b>	<b>\$307,955</b>	<b>\$317,746</b>
<b>50 - SUPPLIES</b>							
001-3601-431.5100	OFFICE SUPPLIES	\$1,317	\$2,400	\$2,400	\$2,262	\$3,015	\$0
001-3601-431.5200	PERSONNEL SUPPLIES	257	240	240	214	285	350
001-3601-431.5400	OPERATING SUPPLIES	174	400	400	397	530	2,800
001-3601-431.5800	OPERATING EQUIPMENT<\$5000	225	0	88,047	347	88,047	0
<b>50 - SUPPLIES Totals:</b>		<b>\$1,973</b>	<b>\$3,040</b>	<b>\$91,087</b>	<b>\$3,220</b>	<b>\$91,877</b>	<b>\$3,150</b>
<b>70 - SERVICES</b>							
001-3601-431.7400	OPERATING SERVICES	\$674	\$1,000	\$1,000	\$752	\$1,003	\$1,000
001-3601-431.7401	POSTAL / COURIER SERVICES	216	200	200	123	200	200
001-3601-431.7510	TRAINING	40	5,600	5,600	25	200	5,600
001-3601-431.7520	TRAVEL EXPENSES & REIMBURSEMENTS	3,276	4,700	4,400	0	2,500	4,700
001-3601-431.7530	MEMBERSHIPS	1,073	1,900	1,900	1,078	1,900	1,900
001-3601-431.7540	PUBLICATIONS	299	60	60	0	60	30
001-3601-431.7800	CONTRACT SERVICES	0	0	5,120	4,646	6,194	0
<b>70 - SERVICES Totals:</b>		<b>\$5,578</b>	<b>\$13,460</b>	<b>\$18,280</b>	<b>\$6,624</b>	<b>\$12,057</b>	<b>\$13,430</b>
<b>80 - CAPITAL OUTLAY</b>							
001-3601-431.8800	CAPITAL EQUIPMENT	\$8,418	\$0	\$0	\$0	\$0	\$0
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$8,418</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>3601 - PUBLIC WORKS ADMINISTRATION Totals:</b>		<b>\$309,795</b>	<b>\$318,971</b>	<b>\$412,805</b>	<b>\$224,945</b>	<b>\$411,889</b>	<b>\$334,326</b>

3610 - PUBLIC WORKS/STREET/SIDEWALK OPERATIONS

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-3610-431.4110	FULLTIME SALARIES & WAGES	\$369,644	\$490,690	\$490,690	\$275,814	\$367,752	\$517,900
001-3610-431.4130	OVERTIME PAY	17,213	10,179	10,179	10,509	14,012	10,179
001-3610-431.4131	HOLIDAY HRS WORKED	313	0	0	0	0	0
001-3610-431.4143	LONGEVITY PAY	7,132	5,400	5,400	5,703	5,703	4,250
001-3610-431.4145	INCENTIVE-CERTIFICATE PAY	2,925	4,200	4,200	2,825	4,200	3,300
001-3610-431.4149	CELL PHONE ALLOWANCE	1,991	2,580	2,580	1,793	2,580	2,580
001-3610-431.4190	ACCRUED PAYROLL	5,892	0	0	4,661	4,661	0
001-3610-431.4710	SOCIAL SECURITY/MEDICARE	28,935	38,445	38,445	21,856	29,141	37,409
001-3610-431.4720	TMRS RETIREMENT	63,590	79,820	79,820	47,778	63,704	85,843
001-3610-431.4810	HEALTH/DENTAL INSURANCE	81,532	155,524	155,524	51,588	68,784	140,328
001-3610-431.4820	LIFE INSURANCE	1,143	1,334	1,334	898	1,197	1,483
001-3610-431.4830	DISABILITY INSURANCE	1,224	1,495	1,495	967	1,289	1,577
001-3610-431.4840	WORKERS COMP INSURANCE	14,909	18,645	18,645	10,583	14,111	18,107
001-3610-431.4850	EAP SERVICES	620	750	750	479	639	755
001-3610-431.4890	FLEX PLAN ADMINISTRATION	230	476	476	178	237	281
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$597,293</b>	<b>\$809,538</b>	<b>\$809,538</b>	<b>\$435,632</b>	<b>\$578,010</b>	<b>\$823,992</b>
<b>50 - SUPPLIES</b>							
001-3610-431.5200	PERSONNEL SUPPLIES	\$10,277	\$12,750	\$13,750	\$9,058	\$12,077	\$14,040
001-3610-431.5301	FUEL	24,146	24,660	27,660	27,088	27,660	24,660
001-3610-431.5400	OPERATING SUPPLIES	8,608	8,800	16,800	9,160	12,213	9,800
001-3610-431.5474	SIGN MATERIALS	30,627	31,000	32,248	18,350	32,248	31,000
001-3610-431.5800	OPERATING EQUIPMENT < \$5000	6,834	11,250	12,330	6,419	12,330	11,250
<b>50 - SUPPLIES Totals:</b>		<b>\$80,492</b>	<b>\$88,460</b>	<b>\$102,788</b>	<b>\$70,075</b>	<b>\$96,528</b>	<b>\$90,750</b>
<b>60 - MAINTENANCE</b>							
001-3610-431.6300	VEHICLE MAINTENANCE	\$13,762	\$23,000	\$23,051	\$6,374	\$23,051	\$23,000
001-3610-431.6510	STREET MAINTENANCE	64,048	75,000	71,000	31,712	71,000	75,000
001-3610-431.6515	BRIDGE MAINTENANCE	35	1,000	1,000	0	500	1,000
001-3610-431.6517	TRAFFIC LIGHT MAINTENANCE	40,299	2,000	2,000	1,137	2,000	2,000
001-3610-431.6520	SIDEWALK MAINTENANCE	6,313	15,000	15,000	9,084	15,000	15,000
001-3610-431.6800	EQUIPMENT MAINTENANCE	8,779	17,800	17,895	8,118	17,895	18,000
<b>60 - MAINTENANCE Totals:</b>		<b>\$133,236</b>	<b>\$133,800</b>	<b>\$129,946</b>	<b>\$56,425</b>	<b>\$129,446</b>	<b>\$134,000</b>
<b>70 - SERVICES</b>							
001-3610-431.7311	VEHICLE INSURANCE	\$5,055	\$7,928	\$7,928	\$3,729	\$7,928	\$6,438
001-3610-431.7400	OPERATING SERVICES	2,086	1,000	1,000	550	1,000	1,000
001-3610-431.7497	RECRUITMENT ADVERTISING	0	300	300	0	0	300
001-3610-431.7498	JUDGMENTS & DAMAGE CLAIM	0	500	500	0	0	500
001-3610-431.7510	TRAINING	204	1,050	1,050	25	200	950
001-3610-431.7520	TRAVEL EXPENSES & REIMBURSEMENTS	21	25	25	0	200	25
001-3610-431.7611	ELECTRICITY	395,993	390,708	390,708	277,393	390,708	367,266
001-3610-431.7800	CONTRACT SERVICES	0	500	1,500	0	1,500	500
001-3610-431.7830	RENTAL	5,858	6,150	6,150	0	6,150	6,150
001-3610-431.7831	VEHICLE LEASE-INTERNAL	10,909	10,909	10,909	8,182	10,909	16,121
<b>70 - SERVICES Totals:</b>		<b>\$420,126</b>	<b>\$419,070</b>	<b>\$420,070</b>	<b>\$289,879</b>	<b>\$418,595</b>	<b>\$399,250</b>
<b>80 - CAPITAL OUTLAY</b>							
001-3610-431.8400	CAPITAL OPERATING EQUIP	\$0	\$17,849	\$16,769	\$16,769	\$16,769	\$0
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$0</b>	<b>\$17,849</b>	<b>\$16,769</b>	<b>\$16,769</b>	<b>\$16,769</b>	<b>\$0</b>
<b>3610 - PUBLIC WORKS/STREET/SIDEWALK OPERATIONS</b>		<b>\$1,231,147</b>	<b>\$1,468,717</b>	<b>\$1,479,111</b>	<b>\$868,780</b>	<b>\$1,239,348</b>	<b>\$1,447,992</b>

3620 - PUBLIC WORKS/DRAINAGE OPERATIONS

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-3620-431.4110	FULLTIME SALARIES & WAGES	\$193,551	\$199,500	\$199,901	\$118,999	\$178,665	\$191,492
001-3620-431.4130	OVERTIME PAY	7,387	6,138	6,138	4,259	5,678	6,138
001-3620-431.4143	LONGEVITY PAY	4,180	4,425	4,425	4,576	4,576	4,445
001-3620-431.4145	INCENTIVE-CERTIFICATE PAY	1,050	1,500	1,500	1,125	1,500	1,500
001-3620-431.4149	CELL PHONE ALLOWANCE	845	1,140	1,140	808	1,140	1,140
001-3620-431.4190	ACCRUED PAYROLL	791	0	0	2,632	2,632	0
001-3620-431.4710	SOCIAL SECURITY/MEDICARE	14,446	15,802	15,833	9,070	12,093	13,754
001-3620-431.4720	TMRS RETIREMENT	34,214	32,803	32,867	20,496	27,328	32,652
001-3620-431.4810	HEALTH/DENTAL INSURANCE	57,604	59,751	59,751	35,692	47,589	55,384
001-3620-431.4820	LIFE INSURANCE	617	551	551	408	544	567
001-3620-431.4830	DISABILITY INSURANCE	647	599	599	428	571	594
001-3620-431.4840	WORKERS COMP INSURANCE	6,693	6,707	6,717	4,015	5,353	6,905
001-3620-431.4850	EAP SERVICES	305	290	290	179	239	232
001-3620-431.4890	FLEX PLAN ADMINISTRATION	113	108	108	67	89	86
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$322,443</b>	<b>\$329,314</b>	<b>\$329,820</b>	<b>\$202,754</b>	<b>\$287,997</b>	<b>\$314,889</b>
<b>50 - SUPPLIES</b>							
001-3620-431.5200	PERSONNEL SUPPLIES	\$2,648	\$5,300	\$4,300	\$3,008	\$4,010	\$5,680
001-3620-431.5301	FUEL	2,470	3,330	3,330	1,128	3,330	3,330
001-3620-431.5400	OPERATING SUPPLIES	1,243	800	2,800	773	1,500	1,000
001-3620-431.5800	OPERATING EQUIPMENT<\$5000	1,179	1,700	1,700	573	1,500	1,700
<b>50 - SUPPLIES Totals:</b>		<b>\$7,540</b>	<b>\$11,130</b>	<b>\$12,130</b>	<b>\$5,482</b>	<b>\$10,340</b>	<b>\$11,710</b>
<b>60 - MAINTENANCE</b>							
001-3620-431.6300	VEHICLE MAINTENANCE	\$1,379	\$3,000	\$3,000	\$393	\$1,500	\$3,000
001-3620-431.6530	DRAINAGE MAINTENANCE	20,465	37,300	26,800	2,851	26,800	37,300
001-3620-431.6800	EQUIPMENT MAINTENANCE	10,741	10,200	10,200	6,635	10,200	10,500
<b>60 - MAINTENANCE Totals:</b>		<b>\$32,585</b>	<b>\$50,500</b>	<b>\$40,000</b>	<b>\$9,879</b>	<b>\$38,500</b>	<b>\$50,800</b>
<b>70 - SERVICES</b>							
001-3620-431.7311	VEHICLE INSURANCE	\$2,748	\$3,856	\$3,856	\$1,954	\$3,856	\$1,709
001-3620-431.7498	JUDGMENTS & DAMAGE CLAIM	0	500	1,000	0	0	500
001-3620-431.7510	TRAINING	0	100	100	0	100	200
001-3620-431.7830	RENTAL	4,334	4,000	4,000	0	4,000	4,000
001-3620-431.7831	VEHICLE LEASE-INTERNAL	9,409	10,180	10,180	7,635	10,180	1,996
<b>70 - SERVICES Totals:</b>		<b>\$16,491</b>	<b>\$18,636</b>	<b>\$19,136</b>	<b>\$9,589</b>	<b>\$18,136</b>	<b>\$8,405</b>
<b>3620 - PUBLIC WORKS/DRAINAGE OPS Totals:</b>		<b>\$379,059</b>	<b>\$409,580</b>	<b>\$401,086</b>	<b>\$227,704</b>	<b>\$354,973</b>	<b>\$385,804</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-3770-431.4110	FULLTIME SALARIES & WAGES	\$149,298	\$155,935	\$155,935	\$109,604	\$155,935	\$156,446
001-3770-431.4130	OVERTIME PAY	3,244	500	500	1,257	1,676	500
001-3770-431.4131	HOLIDAY HRS WORKED	(20)	0	0	0	0	0
001-3770-431.4143	LONGEVITY PAY	695	851	851	851	851	950
001-3770-431.4145	INCENTIVE-CERTIFICATE PAY	4,965	4,980	4,980	3,735	4,980	3,900
001-3770-431.4149	CELL PHONE ALLOWANCE	1,806	1,800	1,800	1,275	1,800	1,800
001-3770-431.4710	SOCIAL SECURITY/MEDICARE	11,651	12,551	12,551	8,526	12,551	11,949
001-3770-431.4720	TMRS RETIREMENT	25,017	26,053	26,053	18,533	26,053	26,094
001-3770-431.4810	HEALTH/DENTAL INSURANCE	22,729	23,892	23,892	17,486	23,892	23,980
001-3770-431.4820	LIFE INSURANCE	441	430	430	338	430	437
001-3770-431.4830	DISABILITY INSURANCE	477	474	474	366	474	474
001-3770-431.4840	WORKERS COMP INSURANCE	546	559	559	398	559	443
001-3770-431.4850	EAP SERVICES	163	174	174	126	174	151
001-3770-431.4890	FLEX PLAN ADMINISTRATION	61	56	56	47	56	56
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$221,073</b>	<b>\$228,255</b>	<b>\$228,255</b>	<b>\$162,542</b>	<b>\$229,431</b>	<b>\$227,180</b>
<b>50 - SUPPLIES</b>							
001-3770-431.5200	PERSONNEL SUPPLIES	\$1,167	\$2,000	\$2,000	\$1,088	\$2,000	\$2,135
001-3770-431.5301	FUEL	383	2,432	2,432	547	2,432	2,432
001-3770-431.5400	OPERATING SUPPLIES	164	650	650	0	650	650
001-3770-431.5800	OPERATING EQUIPMENT<\$5000	0	500	3,735	3,631	3,631	500
<b>50 - SUPPLIES Totals:</b>		<b>\$1,714</b>	<b>\$5,582</b>	<b>\$8,817</b>	<b>\$5,266</b>	<b>\$8,713</b>	<b>\$5,717</b>
<b>60 - MAINTENANCE</b>							
001-3770-431.6300	VEHICLE MAINTENANCE	\$629	\$4,500	\$4,500	\$57	\$776	\$4,500
001-3770-431.6800	EQUIPMENT MAINTENANCE	709	0	0	0	0	0
<b>60 - MAINTENANCE Totals:</b>		<b>\$1,338</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>\$57</b>	<b>\$776</b>	<b>\$4,500</b>
<b>70 - SERVICES</b>							
001-3770-431.7311	VEHICLE INSURANCE	\$1,017	\$1,085	\$1,085	\$739	\$1,085	\$2,650
001-3770-431.7400	OPERATING SERVICES	6,883	4,200	4,200	4	4,200	4,200
001-3770-431.7497	RECRUITMENT ADVERTISING	0	400	400	0	400	400
001-3770-431.7498	JUDGMENTS & DAMAGE CLAIMS	0	500	500	0	0	500
001-3770-431.7510	TRAINING	0	3,000	3,000	0	0	3,000
001-3770-431.7520	TRAVEL EXPENSES & REIMBURSEMENTS	0	700	1,000	813	1,084	700
001-3770-431.7530	MEMBERSHIPS	54	500	500	90	500	500
001-3770-431.7540	PUBLICATIONS	0	180	180	15	180	90
001-3770-431.7800	CONTRACT SERVICES	4,702	7,800	4,565	2,545	6,393	7,800
001-3770-431.7831	VEHICLE LEASE-INTERNAL	3,370	3,371	3,371	2,528	3,371	9,206
<b>70 - SERVICES Totals:</b>		<b>\$16,026</b>	<b>\$21,736</b>	<b>\$18,801</b>	<b>\$6,734</b>	<b>\$17,213</b>	<b>\$29,046</b>
<b>3770 - CIP ADMINISTRATION Totals:</b>		<b>\$240,151</b>	<b>\$260,073</b>	<b>\$260,373</b>	<b>\$174,599</b>	<b>\$256,133</b>	<b>\$266,443</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
401-3601-434.4110	FULLTIME SALARIES & WAGES	\$97,972	\$99,465	\$99,465	\$74,223	\$99,465	\$110,516
401-3601-434.4130	OVERTIME PAY	339	1,000	1,000	625	834	1,000
401-3601-434.4143	LONGEVITY PAY	1,212	1,308	1,308	1,308	1,308	1,364
401-3601-434.4144	VEHICLE ALLOWANCE	3,245	3,240	3,240	2,228	3,240	3,240
401-3601-434.4145	INCENTIVE-CERTIFICATE PAY	2,640	2,640	2,640	1,980	2,640	2,460
401-3601-434.4149	CELL PHONE ALLOWANCE	1,090	1,140	1,140	808	1,140	1,140
401-3601-434.4710	SOCIAL SECURITY/MEDICARE	7,558	8,119	8,119	5,769	8,119	8,552
401-3601-434.4720	TMRS RETIREMENT	16,683	16,852	16,852	12,859	16,852	19,093
401-3601-434.4810	HEALTH/DENTAL INSURANCE	16,713	16,753	16,753	12,375	16,753	16,971
401-3601-434.4820	LIFE INSURANCE	317	267	267	273	267	318
401-3601-434.4830	DISABILITY INSURANCE	334	305	305	286	305	333
401-3601-434.4840	WORKERS COMP INSURANCE	1,053	169	169	820	169	235
401-3601-434.4850	EAP SERVICES	103	116	116	77	116	93
401-3601-434.4890	FLEX PLAN ADMINISTRATION	38	35	35	29	35	35
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$149,297</b>	<b>\$151,409</b>	<b>\$151,409</b>	<b>\$113,660</b>	<b>\$151,243</b>	<b>\$165,350</b>
<b>50 - SUPPLIES</b>							
401-3601-434.5100	OFFICE SUPPLIES	\$572	\$1,000	\$1,350	\$1,000	\$1,350	\$0
401-3601-434.5200	PERSONNEL SUPPLIES	90	160	160	140	160	300
401-3601-434.5400	OPERATING SUPPLIES	294	300	434	306	434	1,300
401-3601-434.5477	WATER CONSERVE LITERATURE	0	1,500	1,500	0	1,500	1,500
401-3601-434.5800	OPERATING EQUIPMENT<\$5000	225	0	347	347	462	0
<b>50 - SUPPLIES Totals:</b>		<b>\$1,181</b>	<b>\$2,960</b>	<b>\$3,791</b>	<b>\$1,793</b>	<b>\$3,906</b>	<b>\$3,100</b>
<b>70 - SERVICES</b>							
401-3601-434.7212	MEDICAL EXAMINATIONS	\$0	\$1,324	\$1,324	\$0	\$0	\$1,324
401-3601-434.7400	OPERATING SERVICES	674	1,625	2,825	2,152	2,869	1,625
401-3601-434.7401	POSTAL / COURIER SERVICES	435	1,000	1,000	412	549	1,000
401-3601-434.7422	CONSUMER CONFIDENCE RPT	168	500	414	414	414	500
401-3601-434.7510	TRAINING	45	3,700	3,700	25	500	3,700
401-3601-434.7520	TRAVEL EXPENSES & REIMBURSEMENTS	0	2,000	2,000	0	500	2,000
401-3601-434.7530	MEMBERSHIPS	199	530	530	196	530	530
401-3601-434.7540	PUBLICATIONS	0	60	60	0	60	30
<b>70 - SERVICES Totals:</b>		<b>\$1,521</b>	<b>\$10,739</b>	<b>\$11,853</b>	<b>\$3,199</b>	<b>\$5,422</b>	<b>\$10,709</b>
<b>80 - CAPITAL OUTLAY</b>							
401-3601-434.8800	CAPITAL EQUIPMENT	\$8,418	\$0	\$0	\$0	\$0	\$0
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$8,418</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>3601 - PUBLIC WORKS ADMINISTRATION Totals:</b>		<b>\$160,417</b>	<b>\$165,108</b>	<b>\$167,053</b>	<b>\$118,652</b>	<b>\$160,571</b>	<b>\$179,159</b>

401-3650 - PUBLIC WORKS/WATER UTILITIES (W/S)

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
401-3650-434.4110	FULLTIME SALARIES & WAGES	\$259,701	\$257,344	\$257,344	\$191,126	\$239,835	\$270,690
401-3650-434.4130	OVERTIME PAY	17,969	35,668	35,668	11,813	25,751	35,668
401-3650-434.4143	LONGEVITY PAY	3,545	3,930	3,930	3,925	3,925	3,195
401-3650-434.4145	INCENTIVE-CERTIFICATE PAY	5,030	4,980	4,980	3,110	4,980	4,680
401-3650-434.4149	CELL PHONE ALLOWANCE	1,744	1,740	1,740	1,255	1,740	1,740
401-3650-434.4710	SOCIAL SECURITY/MEDICARE	20,648	19,975	19,975	15,069	20,092	22,195
401-3650-434.4720	TMRS RETIREMENT	45,066	47,073	47,073	33,500	44,667	50,396
401-3650-434.4810	HEALTH/DENTAL INSURANCE	57,026	71,892	71,892	44,377	59,169	71,888
401-3650-434.4820	LIFE INSURANCE	769	721	721	602	803	869
401-3650-434.4830	DISABILITY INSURANCE	824	757	757	645	860	928
401-3650-434.4840	WORKERS COMP INSURANCE	4,780	4,770	4,770	3,510	4,680	5,764
401-3650-434.4850	EAP SERVICES	378	348	348	290	387	348
401-3650-434.4890	FLEX PLAN ADMINISTRATION	140	130	130	108	144	130
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$417,620</b>	<b>\$449,328</b>	<b>\$449,328</b>	<b>\$309,330</b>	<b>\$407,033</b>	<b>\$468,491</b>
<b>50 - SUPPLIES</b>							
401-3650-434.5200	PERSONNEL SUPPLIES	\$5,207	\$9,100	\$9,100	\$4,521	\$9,100	\$9,670
401-3650-434.5301	FUEL	8,576	15,000	15,000	5,745	15,000	16,000
401-3650-434.5400	OPERATING SUPPLIES	9,315	7,500	10,971	7,987	10,650	7,500
401-3650-434.5476	WATER METERS-REPL PROGRAM	24,268	40,000	37,000	12,360	31,480	40,000
401-3650-434.5800	OPERATING EQUIPMENT<\$5000	7,957	11,200	11,200	9,166	11,200	11,200
<b>50 - SUPPLIES Totals:</b>		<b>\$55,323</b>	<b>\$82,800</b>	<b>\$83,271</b>	<b>\$39,779</b>	<b>\$77,430</b>	<b>\$84,370</b>
<b>60 - MAINTENANCE</b>							
401-3650-434.6300	VEHICLE MAINTENANCE	\$7,492	\$10,500	\$9,000	\$4,372	\$9,000	\$9,000
401-3650-434.6541	DISTRIBUTION LINE MAINT	97,296	114,000	114,820	72,072	114,820	114,000
401-3650-434.6546	FIRE HYDRANT MAINTENANCE	26,771	30,000	30,414	21,474	28,632	30,000
401-3650-434.6800	EQUIPMENT MAINTENANCE	10,376	11,700	13,200	13,178	13,178	12,500
<b>60 - MAINTENANCE Totals:</b>		<b>\$141,935</b>	<b>\$166,200</b>	<b>\$167,434</b>	<b>\$111,096</b>	<b>\$165,630</b>	<b>\$165,500</b>
<b>70 - SERVICES</b>							
401-3650-434.7140	CONSULTING SERVICES	\$1,076	\$33,800	\$33,800	\$11,339	\$15,118	\$33,800
401-3650-434.7311	VEHICLE INSURANCE	4,436	5,668	5,668	3,213	5,668	3,644
401-3650-434.7400	OPERATING SERVICES	2,000	0	0	0	0	0
401-3650-434.7497	RECRUITMENT ADVERTISING	0	200	200	0	200	200
401-3650-434.7498	JUDGMENTS & DAMAGE CLAIM	0	500	1,290	1,289	1,289	500
401-3650-434.7510	TRAINING	1,521	6,000	6,000	612	1,500	6,000
401-3650-434.7520	TRAVEL EXPENSES & REIMBURSEMENTS	526	600	600	227	600	600
401-3650-434.7530	MEMBERSHIPS	965	1,000	1,000	896	1,000	930
401-3650-434.7612	TELEPHONE/COMMUNICATIONS	333	500	500	198	500	500
401-3650-434.7800	CONTRACT SERVICES	22,697	0	17,048	0	17,048	0
401-3650-434.7830	RENTAL	2,674	2,100	2,100	0	2,100	2,100
401-3650-434.7831	VEHICLE LEASE-INTERNAL	13,334	13,896	13,896	10,422	13,896	15,437
<b>70 - SERVICES Totals:</b>		<b>\$49,562</b>	<b>\$64,264</b>	<b>\$82,102</b>	<b>\$28,196</b>	<b>\$58,919</b>	<b>\$63,711</b>
<b>80 - CAPITAL OUTLAY</b>							
401-3650-434.8300	VEHICLES	\$4,316	\$0	\$0	\$0	\$0	\$0
401-3650-434.8400	CAPITAL OPERATING EQUIP	0	0	0	(4)	(4)	115,000
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$4,316</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$4)</b>	<b>(\$4)</b>	<b>\$115,000</b>
<b>3650 - PUBLIC WORKS/WATER UTILITIES Totals:</b>		<b>\$668,756</b>	<b>\$762,592</b>	<b>\$782,135</b>	<b>\$488,397</b>	<b>\$709,008</b>	<b>\$897,072</b>

401-3651 - PUBLIC WORKS/SEWER UTILITIES (W/S)

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
401-3651-433.4110	FULLTIME SALARIES & WAGES	\$225,861	\$225,459	\$226,293	\$164,838	\$226,293	\$276,207
401-3651-433.4130	OVERTIME PAY	20,481	17,135	17,135	15,864	21,152	17,135
401-3651-433.4143	LONGEVITY PAY	2,035	2,825	2,825	2,435	2,435	2,650
401-3651-433.4145	INCENTIVE-CERTIFICATE PAY	1,800	1,800	1,800	1,975	1,975	3,900
401-3651-433.4149	CELL PHONE ALLOWANCE	1,226	1,260	1,260	893	1,260	1,260
401-3651-433.4710	SOCIAL SECURITY/MEDICARE	17,222	17,236	17,236	12,651	17,236	21,077
401-3651-433.4720	TMRS RETIREMENT	39,163	38,473	38,473	29,513	38,473	48,510
401-3651-433.4810	HEALTH/DENTAL INSURANCE	63,594	66,328	66,328	52,092	66,328	91,652
401-3651-433.4820	LIFE INSURANCE	661	622	622	521	622	806
401-3651-433.4830	DISABILITY INSURANCE	746	653	653	594	653	926
401-3651-433.4840	WORKERS COMP INSURANCE	4,153	4,116	4,116	3,090	4,116	5,310
401-3651-433.4850	EAP SERVICES	377	348	348	290	348	420
401-3651-433.4890	FLEX PLAN ADMINISTRATION	140	130	130	108	130	225
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$377,459</b>	<b>\$376,385</b>	<b>\$377,219</b>	<b>\$284,864</b>	<b>\$381,021</b>	<b>\$470,078</b>
<b>50 - SUPPLIES</b>							
401-3651-433.5200	PERSONNEL SUPPLIES	\$5,866	\$7,000	\$7,000	\$5,506	\$7,341	\$8,320
401-3651-433.5301	FUEL	9,362	15,000	15,000	5,800	15,000	16,000
401-3651-433.5400	OPERATING SUPPLIES	7,070	7,500	9,074	8,172	9,074	7,500
401-3651-433.5800	OPERATING EQUIPMENT <\$5,000	1,255	3,000	3,000	1,897	3,000	3,000
<b>50 - SUPPLIES Totals:</b>		<b>\$23,553</b>	<b>\$32,500</b>	<b>\$34,074</b>	<b>\$21,375</b>	<b>\$34,415</b>	<b>\$34,820</b>
<b>60 - MAINTENANCE</b>							
401-3651-433.6300	VEHICLE MAINTENANCE	\$7,900	\$6,000	\$6,226	\$3,888	\$6,226	\$6,000
401-3651-433.6551	COLLECTION LINE MAINTANCE	30,215	36,000	35,406	24,899	35,406	36,000
401-3651-433.6800	EQUIPMENT MAINTENANCE	5,772	10,900	10,900	7,936	10,581	11,500
<b>60 - MAINTENANCE Totals:</b>		<b>\$43,887</b>	<b>\$52,900</b>	<b>\$52,532</b>	<b>\$36,723</b>	<b>\$52,213</b>	<b>\$53,500</b>
<b>70 - SERVICES</b>							
401-3651-433.7311	VEHICLE INSURANCE	\$1,985	\$4,110	\$4,110	\$1,349	\$4,110	\$4,236
401-3651-433.7497	RECRUITMENT ADVERTISING	0	100	100	0	100	100
401-3651-433.7498	JUDGMENTS & DAMAGE CLAIM	0	500	500	0	0	500
401-3651-433.7510	TRAINING	2,373	6,000	6,000	1,620	2,160	6,800
401-3651-433.7520	TRAVEL EXPENSES & REIMBURSEMENTS	229	600	600	165	500	600
401-3651-433.7530	MEMBERSHIPS	85	400	400	170	400	400
401-3651-433.7830	RENTAL	273	2,800	2,800	1,329	1,772	2,800
401-3651-433.7831	VEHICLE LEASE-INTERNAL	5,104	5,104	5,104	3,828	5,104	18,303
<b>70 - SERVICES Totals:</b>		<b>\$10,049</b>	<b>\$19,614</b>	<b>\$19,614</b>	<b>\$8,461</b>	<b>\$14,146</b>	<b>\$33,739</b>
<b>80 - CAPITAL OUTLAY</b>							
401-3651-433.8400	CAPITAL OPERATING EQUIP	\$5,479	\$0	\$0	\$0	\$0	\$50,000
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$5,479</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
<b>3651 - PUBLIC WORKS/SEWER UTILITIES Totals:</b>		<b>\$460,427</b>	<b>\$481,399</b>	<b>\$483,439</b>	<b>\$351,423</b>	<b>\$481,795</b>	<b>\$642,137</b>

401-3655 - PUBLIC WORKS/WATER OPERATIONS (W/S)

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
401-3655-434.4110	FULLTIME SALARIES & WAGES	\$95,016	\$97,120	\$98,541	\$73,217	\$91,623	\$105,725
401-3655-434.4130	OVERTIME PAY	18,003	10,191	10,191	11,649	15,532	10,191
401-3655-434.4131	HOLIDAY HRS WORKED	276	0	0	1,729	1,729	0
401-3655-434.4143	LONGEVITY PAY	1,400	1,538	1,538	1,538	1,538	1,619
401-3655-434.4145	INCENTIVE-CERTIFICATE PAY	600	600	600	575	600	2,100
401-3655-434.4149	CELL PHONE ALLOWANCE	163	162	162	115	162	162
401-3655-434.4199	SOCIAL SECURITY/MEDICARE	7,693	8,186	8,186	6,027	8,036	8,274
401-3655-434.4720	TMRS RETIREMENT	18,070	16,820	16,820	14,090	16,820	19,106
401-3655-434.4810	HEALTH/DENTAL INSURANCE	31,255	32,125	32,125	22,534	32,125	29,072
401-3655-434.4820	LIFE INSURANCE	265	261	261	218	261	311
401-3655-434.4830	DISABILITY INSURANCE	290	281	281	238	281	339
401-3655-434.4840	WORKERS COMP INSURANCE	1,717	1,925	1,925	1,330	1,773	1,937
401-3655-434.4850	EAP SERVICES	145	174	174	111	174	134
401-3655-434.4890	FLEX PLAN ADMINISTRATION	54	72	72	41	55	50
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$174,947</b>	<b>\$169,455</b>	<b>\$170,876</b>	<b>\$133,412</b>	<b>\$170,709</b>	<b>\$179,020</b>
<b>50 - SUPPLIES</b>							
401-3655-434.5200	PERSONNEL SUPPLIES	\$2,247	\$3,400	\$3,400	\$2,179	\$2,905	\$3,685
401-3655-434.5301	FUEL	10,832	15,000	15,000	5,767	7,689	17,000
401-3655-434.5400	OPERATING SUPPLIES	2,726	2,600	2,600	1,813	2,417	2,600
401-3655-434.5475	WATER METERS & BOXES	48,881	51,000	51,000	38,995	51,993	51,000
401-3655-434.5495	CHEMICALS	9,959	9,000	8,000	3,614	4,819	9,000
401-3655-434.5800	OPERATING EQUIPMENT<\$5000	1,786	3,800	3,915	2,790	3,721	4,000
<b>50 - SUPPLIES Totals:</b>		<b>\$76,431</b>	<b>\$84,800</b>	<b>\$83,915</b>	<b>\$55,158</b>	<b>\$73,544</b>	<b>\$87,285</b>
<b>60 - MAINTENANCE</b>							
401-3655-434.6300	VEHICLE MAINTENANCE	\$4,457	\$6,000	\$6,000	\$2,941	\$3,922	\$6,000
401-3655-434.6543	WATER PLANT MAINTENANCE	55,394	55,000	59,630	33,273	44,364	90,000
401-3655-434.6547	WATER METER MAINTENANCE	358	8,600	8,600	1,333	1,778	8,600
401-3655-434.6800	EQUIPMENT MAINTENANCE	928	2,300	2,548	1,815	2,420	2,500
401-3655-434.6801	EMERGENCY GENERATOR MAINT	7,209	12,000	14,000	7	9	12,000
<b>60 - MAINTENANCE Totals:</b>		<b>\$68,346</b>	<b>\$83,900</b>	<b>\$90,778</b>	<b>\$39,369</b>	<b>\$52,493</b>	<b>\$119,100</b>
<b>70 - SERVICES</b>							
401-3655-434.7311	VEHICLE INSURANCE	\$1,907	\$2,000	\$2,000	\$1,401	\$1,868	\$3,210
401-3655-434.7400	OPERATING SERVICES	21,735	95,000	95,000	18,135	24,181	95,000
401-3655-434.7471	PURCHASED WATER	1,345,053	1,405,932	1,405,932	856,296	1,141,728	1,405,932
401-3655-434.7494	PERMITS & INSPECTION FEES	46,256	52,810	52,810	39,294	52,392	52,900
401-3655-434.7498	JUDGMENTS & DAMAGE CLAIM	1,287	500	500	0	0	500
401-3655-434.7510	TRAINING	2,625	3,000	4,000	2,374	3,165	3,000
401-3655-434.7520	TRAVEL EXPENSES & REIMBURSEMENTS	45	300	300	0	0	300
401-3655-434.7611	ELECTRICITY	152,680	164,057	164,057	82,280	109,707	153,360
401-3655-434.7612	TELEPHONE/COMMUNICATIONS	503	500	500	139	185	500
401-3655-434.7613	NATURAL GAS	561	2,100	2,100	0	0	2,100
401-3655-434.7830	RENTAL	2,437	3,100	3,100	1,766	2,355	3,100
401-3655-434.7831	VEHICLE LEASE-INTERNAL	3,275	3,276	3,276	2,457	3,276	6,227
401-3655-434.7840	POLLUTION CONTROL & ABATE	22,991	23,000	23,000	17,243	22,991	23,000
<b>70 - SERVICES Totals:</b>		<b>\$1,601,355</b>	<b>\$1,755,575</b>	<b>\$1,756,575</b>	<b>\$1,021,385</b>	<b>\$1,361,848</b>	<b>\$1,749,129</b>
<b>80 - CAPITAL OUTLAY</b>							
401-3655-434.8400	CAPITAL OPERATING EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$170,000
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$170,000</b>
<b>90 - OTHER</b>							
401-3655-434.9342	95 CITY OF HOUSTON BONDS	\$194,399	\$148,193	\$148,193	\$129,600	\$172,799	\$148,193
<b>90 - OTHER Totals:</b>		<b>\$194,399</b>	<b>\$148,193</b>	<b>\$148,193</b>	<b>\$129,600</b>	<b>\$172,799</b>	<b>\$148,193</b>
<b>3655 - PUBLIC WORKS/WATER OPERATIONS Totals:</b>		<b>\$2,115,478</b>	<b>\$2,241,923</b>	<b>\$2,250,337</b>	<b>\$1,378,924</b>	<b>\$1,831,393</b>	<b>\$2,452,727</b>

401-3656 - PUBLIC WORKS/SEWER OPERATIONS (W/S)

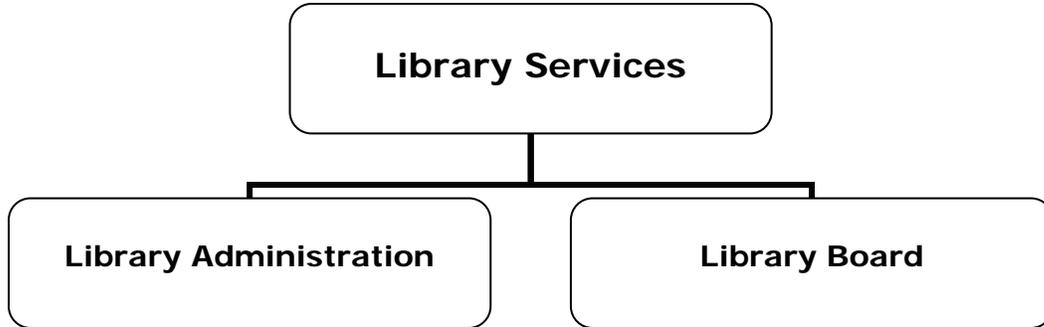
ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
401-3656-433.4110	FULLTIME SALARIES & WAGES	\$253,048	\$243,124	\$245,869	\$187,651	\$242,869	\$276,460
401-3656-433.4130	OVERTIME PAY	18,874	13,708	13,708	11,794	15,724	13,708
401-3656-433.4131	HOLIDAY HRS WORKED	276	0	0	1,604	1,604	0
401-3656-433.4143	LONGEVITY PAY	3,635	3,970	3,970	3,970	3,970	4,150
401-3656-433.4145	INCENTIVE-CERTIFICATE PAY	5,125	5,100	5,100	4,075	5,100	5,100
401-3656-433.4149	CELL PHONE ALLOWANCE	1,926	1,920	1,920	1,360	1,920	1,920
401-3656-433.4710	SOCIAL SECURITY/MEDICARE	20,460	18,942	18,942	15,527	18,242	22,239
401-3656-433.4720	TMRS RETIREMENT	43,356	41,476	41,476	33,388	41,476	48,061
401-3656-433.4810	HEALTH/DENTAL INSURANCE	39,401	41,088	41,088	29,470	41,088	40,416
401-3656-433.4820	LIFE INSURANCE	725	683	683	589	683	818
401-3656-433.4830	DISABILITY INSURANCE	778	718	718	637	718	882
401-3656-433.4840	WORKERS COMP INSURANCE	4,522	4,389	4,389	3,445	4,389	5,281
401-3656-433.4850	EAP SERVICES	312	290	290	242	290	290
401-3656-433.4890	FLEX PLAN ADMINISTRATION	116	181	181	90	181	108
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$392,554</b>	<b>\$375,589</b>	<b>\$378,334</b>	<b>\$293,842</b>	<b>\$378,254</b>	<b>\$419,433</b>
<b>50 - SUPPLIES</b>							
401-3656-433.5200	PERSONNEL SUPPLIES	\$2,904	\$5,600	\$5,600	\$2,993	\$3,991	\$5,980
401-3656-433.5301	FUEL	6,303	15,000	15,000	6,076	8,101	15,000
401-3656-433.5400	OPERATING SUPPLIES	2,571	2,600	2,689	463	617	2,600
401-3656-433.5800	OPERATING EQUIPMENT <\$5,000	527	500	500	363	484	600
<b>50 - SUPPLIES Totals:</b>		<b>\$12,305</b>	<b>\$23,700</b>	<b>\$23,789</b>	<b>\$9,895</b>	<b>\$13,193</b>	<b>\$24,180</b>
<b>60 - MAINTENANCE</b>							
401-3656-433.6300	VEHICLE MAINTENANCE	\$4,878	\$9,000	\$9,000	\$1,357	\$1,810	\$7,500
401-3656-433.6552	LIFT STATION MAINTENANCE	60,156	55,000	162,762	122,179	162,906	198,000
401-3656-433.6800	EQUIPMENT MAINTENANCE	310	3,100	3,100	329	439	3,300
401-3656-433.6801	EMERGENCY GENERATOR MAINT	285	47,000	46,866	16,562	22,083	47,000
<b>60 - MAINTENANCE Totals:</b>		<b>\$65,629</b>	<b>\$114,100</b>	<b>\$221,728</b>	<b>\$140,427</b>	<b>\$187,238</b>	<b>\$255,800</b>
<b>70 - SERVICES</b>							
401-3656-433.7311	VEHICLE INSURANCE	\$2,421	\$3,656	\$3,656	\$1,805	\$2,407	\$3,800
401-3656-433.7400	OPERATING SERVICES	4,403	9,600	9,600	6,466	8,621	9,600
401-3656-433.7473	BLACKHAWK WW OPERATIONS	1,552,086	2,118,700	2,070,822	801,365	1,068,487	2,118,700
401-3656-433.7498	JUDGMENTS & DAMAGE CLAIMS	1,765	500	500	0	0	500
401-3656-433.7510	TRAINING	1,728	4,000	4,000	581	775	4,000
401-3656-433.7520	TRAVEL EXPENSES & REIMBURSEMENTS	55	400	400	0	0	400
401-3656-433.7530	MEMBERSHIPS	0	350	350	0	0	360
401-3656-433.7611	ELECTRICITY	108,269	129,442	129,443	77,873	103,830	121,676
401-3656-433.7613	NATURAL GAS	10,388	10,470	10,470	7,006	9,339	10,470
401-3656-433.7800	CONTRACT SERVICES	0	0	0	0	0	40,000
401-3656-433.7830	RENTAL	139	1,000	1,000	174	232	1,000
401-3656-433.7831	VEHICLE LEASE-INTERNAL	12,060	12,060	12,060	9,045	12,060	13,811
<b>70 - SERVICES Totals:</b>		<b>\$1,693,314</b>	<b>\$2,290,178</b>	<b>\$2,242,301</b>	<b>\$904,315</b>	<b>\$1,205,751</b>	<b>\$2,324,317</b>
<b>90 - OTHER</b>							
401-3656-433.9061	BLACKHAWK WWTP OPER RESERVE	\$42,719	\$13,900	\$13,900	\$10,434	\$12,547	\$13,900
401-3656-433.9343	GCWDA-WWTP CLARIFIER PROJ	0	245,641	245,641	0	0	0
<b>90 - OTHER Totals:</b>		<b>\$42,719</b>	<b>\$259,541</b>	<b>\$259,541</b>	<b>\$10,434</b>	<b>\$12,547</b>	<b>\$13,900</b>
<b>3656 - PUBLIC WORKS/SEWER OPERATIONS Totals:</b>		<b>\$2,206,521</b>	<b>\$3,063,108</b>	<b>\$3,125,693</b>	<b>\$1,358,913</b>	<b>\$1,796,983</b>	<b>\$3,037,630</b>

401-3648 - UTILITY CUSTOMER SERVICE (W/S)

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
401-3648-434.4110	FULLTIME SALARIES & WAGES	\$73,619	\$74,770	\$74,770	\$52,763	\$74,770	\$77,432
401-3648-434.4130	OVERTIME PAY	6,611	2,000	2,000	4,726	6,301	2,000
401-3648-434.4143	LONGEVITY PAY	1,830	1,950	1,950	1,950	1,950	2,020
401-3648-434.4145	INCENTIVE-CERTIFICATE PAY	1,725	1,800	1,800	1,350	1,800	1,800
401-3648-434.4149	CELL PHONE ALLOWANCE	843	840	840	595	840	840
401-3648-434.4710	SOCIAL SECURITY/MEDICARE	5,646	6,071	6,071	4,059	6,071	5,560
401-3648-434.4720	TMRS RETIREMENT	13,237	12,599	12,599	9,733	12,599	13,413
401-3648-434.4810	HEALTH/DENTAL INSURANCE	22,834	23,677	23,677	17,087	23,677	23,434
401-3648-434.4820	LIFE INSURANCE	218	201	201	172	201	233
401-3648-434.4830	DISABILITY INSURANCE	229	224	224	181	224	244
401-3648-434.4840	WORKERS COMP INSURANCE	1,404	1,487	1,487	1,020	1,487	1,537
401-3648-434.4850	EAP SERVICES	126	116	116	97	116	116
401-3648-434.4890	FLEX PLAN ADMINISTRATION	47	43	43	36	43	43
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$128,369</b>	<b>\$125,778</b>	<b>\$125,778</b>	<b>\$93,769</b>	<b>\$130,079</b>	<b>\$128,672</b>
<b>50 - SUPPLIES</b>							
401-3648-434.5200	PERSONNEL SUPPLIES	\$1,393	\$2,900	\$2,900	\$1,261	\$1,681	\$3,090
401-3648-434.5301	FUEL	1,356	3,000	3,000	0	0	3,000
401-3648-434.5400	OPERATING SUPPLIES	1,762	2,000	2,000	863	1,151	2,000
401-3648-434.5800	OPERATING EQUIPMENT<\$5000	322	400	400	399	532	500
<b>50 - SUPPLIES Totals:</b>		<b>\$4,833</b>	<b>\$8,300</b>	<b>\$8,300</b>	<b>\$2,523</b>	<b>\$3,364</b>	<b>\$8,590</b>
<b>60 - MAINTENANCE</b>							
401-3648-434.6300	VEHICLE MAINTENANCE	\$4,483	\$3,000	\$3,000	\$34	\$46	\$3,000
<b>60 - MAINTENANCE Totals:</b>		<b>\$4,483</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$34</b>	<b>\$46</b>	<b>\$3,000</b>
<b>70 - SERVICES</b>							
401-3648-434.7311	VEHICLE INSURANCE	\$933	\$1,062	\$1,062	\$695	\$1,062	\$2,200
401-3648-434.7400	OPERATING SERVICES	3,894	0	9,106	0	9,106	0
401-3648-434.7498	JUDGMENTS & DAMAGE CLAIM	0	500	500	0	0	500
401-3648-434.7510	TRAINING	830	2,000	2,000	0	1,000	2,000
401-3648-434.7520	TRAVEL EXPENSES & REIMBURSEMENTS	42	200	200	0	200	200
401-3648-434.7800	CONTRACT SERVICES	83,350	84,300	84,300	55,964	84,300	85,000
401-3648-434.7831	VEHICLE LEASE-INTERNAL	2,848	2,849	2,849	2,137	2,849	8,065
<b>70 - SERVICES Totals:</b>		<b>\$91,897</b>	<b>\$90,911</b>	<b>\$100,017</b>	<b>\$58,796</b>	<b>\$98,517</b>	<b>\$97,965</b>
<b>3648 - UTILITY CUSTOMER SERVICE Totals:</b>		<b>\$229,582</b>	<b>\$227,989</b>	<b>\$237,095</b>	<b>\$155,122</b>	<b>\$232,006</b>	<b>\$238,227</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
401-2513-422.4110	FULLTIME SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0
401-2513-422.4810	HEALTH/DENTAL INSURANCE	1,868	0	0	0	0	0
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$1,868</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>50 - SUPPLIES</b>							
401-2513-422.5301	FUEL	\$55	\$0	\$0	\$0	\$0	\$0
401-2513-422.5501	EMERGENCY-MATERIALS/SUPPLIES	15,647	0	678	1,724	1,724	0
401-2513-422.5801	EMERGENCY-EQUIPMENT	23,043	0	17,352	11,572	11,572	0
<b>50 - SUPPLIES Totals:</b>		<b>\$38,745</b>	<b>\$0</b>	<b>\$18,030</b>	<b>\$13,296</b>	<b>\$13,296</b>	<b>\$0</b>
<b>70 - SERVICES</b>							
401-2513-422.7971	EMERGENCY - SERVICES	\$4,399	\$0	\$2,675	\$67,171	\$67,171	\$0
<b>70 - SERVICES Totals:</b>		<b>\$4,399</b>	<b>\$0</b>	<b>\$2,675</b>	<b>\$67,171</b>	<b>\$67,171</b>	<b>\$0</b>
<b>401 STORM Totals:</b>		<b>\$45,012</b>	<b>\$0</b>	<b>\$20,705</b>	<b>\$80,467</b>	<b>\$80,467</b>	<b>\$0</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
401-3770-434.4110	FULLTIME SALARIES & WAGES	\$80,104	\$81,498	\$81,498	\$59,870	\$79,827	\$83,348
401-3770-434.4130	OVERTIME PAY	680	3,500	3,500	489	652	3,500
401-3770-434.4131	HOLIDAY HRS WORKED	20	0	0	0	0	0
401-3770-434.4143	LONGEVITY PAY	410	469	469	494	494	545
401-3770-434.4145	INCENTIVE-CERTIFICATE PAY	4,535	4,620	4,620	3,465	4,620	3,300
401-3770-434.4149	CELL PHONE ALLOWANCE	1,023	1,020	1,020	723	1,020	1,020
401-3770-434.4710	SOCIAL SECURITY/MEDICARE	6,015	6,803	6,803	4,455	5,939	6,229
401-3770-434.4720	TMRS RETIREMENT	13,593	14,116	14,116	10,302	13,735	14,628
401-3770-434.4810	HEALTH/DENTAL INSURANCE	21,070	21,061	21,061	15,673	21,061	21,495
401-3770-434.4820	LIFE INSURANCE	240	219	219	187	219	254
401-3770-434.4830	DISABILITY INSURANCE	248	248	248	195	248	265
401-3770-434.4840	WORKERS COMP INSURANCE	293	301	301	220	301	249
401-3770-434.4850	EAP SERVICES	88	116	116	68	116	81
401-3770-434.4890	FLEX PLAN ADMINISTRATION	33	30	30	25	30	30
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$128,352</b>	<b>\$134,001</b>	<b>\$134,001</b>	<b>\$96,166</b>	<b>\$128,262</b>	<b>\$134,944</b>
<b>50 - SUPPLIES</b>							
401-3770-434.5200	PERSONNEL SUPPLIES	\$387	\$1,300	\$1,300	\$728	\$971	\$1,390
401-3770-434.5301	FUEL	1,514	2,000	2,000	40	54	2,000
401-3770-434.5400	OPERATING SUPPLIES	36	200	200	0	0	200
<b>50 - SUPPLIES Totals:</b>		<b>\$1,937</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$768</b>	<b>\$1,025</b>	<b>\$3,590</b>
<b>60 - MAINTENANCE</b>							
401-3770-434.6300	VEHICLE MAINTENANCE	\$55	\$1,500	\$1,500	\$17	\$22	\$1,500
<b>60 - MAINTENANCE Totals:</b>		<b>\$55</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$17</b>	<b>\$22</b>	<b>\$1,500</b>
<b>70 - SERVICES</b>							
401-3770-434.7130	ENGINEERING SERVICES	\$717	\$10,000	\$10,000	\$267	\$356	\$10,000
401-3770-434.7311	VEHICLE INSURANCE	1,019	1,085	1,085	739	986	1,100
401-3770-434.7498	JUDGMENTS & DAMAGE CLAIMS	0	500	500	0	0	500
401-3770-434.7510	TRAINING	105	2,000	1,852	0	0	2,000
401-3770-434.7520	TRAVEL EXPENSES & REIMBURSEMENTS	0	500	648	648	864	500
401-3770-434.7530	MEMBERSHIPS	126	300	300	120	160	280
401-3770-434.7540	PUBLICATIONS	0	120	120	15	20	60
401-3770-434.7831	VEHICLE LEASE-INTERNAL	3,718	3,719	3,719	2,789	3,719	4,051
<b>70 - SERVICES Totals:</b>		<b>\$5,685</b>	<b>\$18,224</b>	<b>\$18,224</b>	<b>\$4,578</b>	<b>\$6,105</b>	<b>\$18,491</b>
<b>3770 - CIP ADMINISTRATION Totals:</b>		<b>\$136,029</b>	<b>\$157,225</b>	<b>\$157,225</b>	<b>\$101,529</b>	<b>\$135,414</b>	<b>\$158,525</b>



## **Library Services**

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### **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.

### **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 98,000 physical items and 75 magazine and newspaper subscriptions. The library also provides access to over 65,000 downloadable e-books, audiobooks and videos. The physical collection also includes popular and educational videos, compact discs, audiobooks, pre-loaded tablets, and electronic resources.

Adult services staff serve the community through reference services online, in-person and by phone. Outreach opportunities in the use of library services and online resources are also provided throughout the year. The Library also provides internet computers, access to several software applications including word processing and spreadsheet software, 3-D printing, scanning services, and a fee based printing service. Classes are offered in basic computer skills, basic software applications, library technologies, 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, career and college test preparation, genealogy databases, software and technology training, and an online guide to fiction and nonfiction literature. Adult educational and cultural programs are provided throughout the year. Through the library, citizens may download best-selling audiobooks, eBooks, videos and popular magazines 24/7 to their PC, tablet, or smart phone at home, in the office or from anywhere in the world.

Children's services include elementary, 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 several times a week during the school year for upper elementary and junior high age children. Saturday and evening family story times are 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.

### Departmental Accomplishments in FY 2017-18

- Due to the renovation, the library was able to serve the community by providing space for over 2,000 meetings, presentations, and study groups.
- With additional space, the library was able to fully utilize local partnerships by providing additional job search seminars, small business workshops, tax assistance, a *Great Decisions* discussion group, and additional ESL and genealogy programs.
- Developed and provided technology training sessions for new 3-D printing and green screen technologies provided at the library.
- Enhanced partnership with special needs community by hosting student activities and training at library facility.
- Hosted our first Ekphrastic Poetry Reading and Contest with over 80 poems submitted to a blind jury process. Top honors were awarded during a poetry event held in August. Over 100 people attended this event.
- Hosted 2<sup>nd</sup> Annual ZakiCon event to encourage reading and creativity through a celebration of anime films, manga books and graphic novels.
- Created a library marketing team to help promote library services and programs.

### 2018-2019 Departmental Goals and Performance Measures

#### Major Departmental Goals for FY 2018-19

- Provide improved access to library materials and services, including collection re-organization and presentation.
- Expand access to online book and film content.
- Evaluate resources and means to provide an online discovery system.
- Improve bandwidth speed for public Internet access.
- Provide in-house circulation of computer technology.
- Update website technology.
- Evaluate means to provide online registration and fine payment options.

## Library Services

Library Department	FY16 Actual	FY17 Actual	FY18 Budget	FY18 Forecast	FY19 Adopted
<b>Inputs</b>					
#of full time equivalents (FTE's)	14.97	14.97	14.97	14.97	14.97
Division Expenditures	\$1,096,614	\$1,172,245	\$1,216,055	\$1,223,407	\$1,239,090
<b>Outputs</b>					
# of Total physical items in library collection	94,131	98,472	98,000	99,000	99,000
# of Total electronic items in library collection	53,586	65,546	65,000	70,000	75,000
# of Items catalogued & processed	7,188	9,074	9,000	9,000	9,000
# of programs	658	783	1,100	1050	1100
# of Computers available public use	33	32	35	34	34
# of Reading club signups	2,098	2,228	2,700	2,400	2,500
<b>Measures of Effectiveness</b>					
# of Items checked out	301,158	341,048	375,000	350,000	375,000
# of Attendance at programs	25,936	33,110	35,000	34,000	38,000
# of Computer usage	18,969	22,212	28,000	23,000	24,000
# of Library visits	150,865	180,303	160,000	181,000	190,000
# of Reading club completion	69%	80%	78%	80%	80%
# of Reference transactions	31,900	41,784	34,000	42,000	42,000
# of Loans received from other libraries	724	1,271	800	1,300	1,350
# of Loans provided to other libraries	591	667	800	675	700
<b>Measures of Efficiency</b>					
Circulation per capita*	7.0	8.34	9.0	8.0	9.0
Items per capita*	3.42	3.74	3.50	3.25	3.50
Sq. footage per capita*	0.36	0.48	0.51	0.51	0.51
Monthly Operating Costs	\$91,385	\$97,687	\$101,338	\$101,951	\$103,258
Department expenditures per capita	\$27.96	\$29.78	\$30.08	\$30.26	\$30.29

\*Per capita data is from the Texas State Library Annual Report

**LIBRARY SERVICES  
DEPARTMENT SUMMARY**

**EXPENDITURE BY DIVISION**

<b>DIVISION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
LIBRARY SERVICES	\$1,172,245	\$1,216,055	\$1,252,247	\$849,123	\$1,223,407	\$1,239,090	1.9%
<b>DEPARTMENT TOTAL</b>	<b>\$1,172,245</b>	<b>\$1,216,055</b>	<b>\$1,252,247</b>	<b>\$849,123</b>	<b>\$1,223,407</b>	<b>\$1,239,090</b>	<b>1.9%</b>

**EXPENDITURE BY CLASSIFICATION**

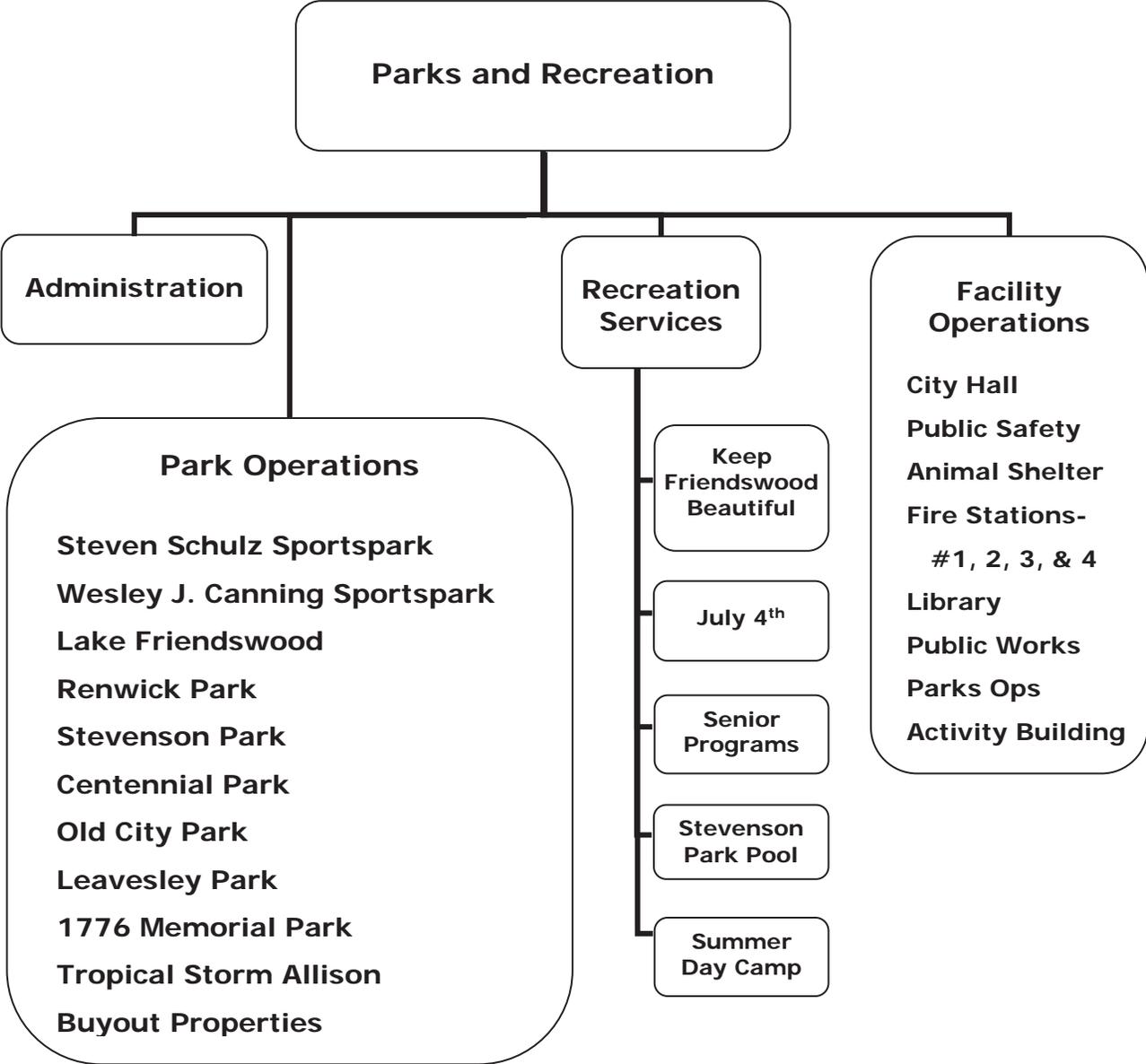
<b>CLASSIFICATION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
SALARIES AND BENEFITS	\$983,316	\$1,037,121	\$1,037,248	\$725,885	\$1,015,246	\$1,060,156	2.2%
SUPPLIES	153,574	154,469	172,434	95,724	166,594	154,469	0.0%
MAINTENANCE	394	840	840	240	440	840	0.0%
SERVICES	21,796	23,625	28,560	13,759	27,612	23,625	0.0%
CAPITAL OUTLAY	13,165	0	13,165	13,515	13,515	0	0.0%
<b>CLASSIFICATION TOTAL</b>	<b>\$1,172,245</b>	<b>\$1,216,055</b>	<b>\$1,252,247</b>	<b>\$849,123</b>	<b>\$1,223,407</b>	<b>\$1,239,090</b>	<b>1.9%</b>

**PERSONNEL SUMMARY BY DIVISION**

<b>DIVISION</b>	<b>FY17 ACTUAL</b>	<b>FY18 ORIGINAL BUDGET</b>	<b>FY18 AMENDED BUDGET</b>	<b>FY18 YTD 6/30/18</b>	<b>FY18 YEAR END ESTIMATE</b>	<b>FY19 ADOPTED BUDGET</b>	<b>% CHANGE IN BUDGET FROM FY18 TO FY19</b>
LIBRARY SERVICES	14.97	14.97	14.97	14.97	14.97	14.97	0.0%
<b>PERSONNEL TOTAL</b>	<b>14.97</b>	<b>14.97</b>	<b>14.97</b>	<b>14.97</b>	<b>14.97</b>	<b>14.97</b>	<b>0.0%</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-6310-459.4110	FULLTIME SALARIES & WAGES	\$555,377	\$563,435	\$563,538	\$419,409	\$563,538	\$593,530
001-6310-459.4120	PART-TIME WAGES	69,249	118,080	118,080	42,086	86,115	114,782
001-6310-459.4130	OVERTIME PAY	4,699	855	855	1,725	2,300	855
001-6310-459.4131	HOLIDAY HRS WORKED	521	0	0	267	267	0
001-6310-459.4143	LONGEVITY PAY	5,920	6,565	6,565	6,565	6,565	6,970
001-6310-459.4145	INCENTIVE-CERTIFICATE PAY	3,000	3,000	3,000	2,650	3,000	3,600
001-6310-459.4149	CELL PHONE ALLOWANCE	1,204	1,200	1,200	850	1,200	1,200
001-6310-459.4220	PART-TIME WAGES	50,719	31,971	31,971	34,515	46,020	31,599
001-6310-459.4710	SOCIAL SECURITY/MEDICARE	48,441	55,470	55,478	35,885	53,847	53,686
001-6310-459.4720	TMRS RETIREMENT	102,978	107,174	107,190	77,384	103,179	114,985
001-6310-459.4810	HEALTH/DENTAL INSURANCE	134,627	142,323	142,323	99,380	142,323	132,273
001-6310-459.4820	LIFE INSURANCE	1,755	1,715	1,715	1,449	1,932	1,846
001-6310-459.4830	DISABILITY INSURANCE	1,898	1,833	1,833	1,555	2,073	1,981
001-6310-459.4840	WORKERS COMP INSURANCE	1,519	1,324	1,324	1,112	1,483	1,427
001-6310-459.4850	EAP SERVICES	1,128	1,160	1,160	837	1,116	1,162
001-6310-459.4890	FLEX PLAN ADMINISTRATION	281	1,016	1,016	216	288	260
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$983,316</b>	<b>\$1,037,121</b>	<b>\$1,037,248</b>	<b>\$725,885</b>	<b>\$1,015,246</b>	<b>\$1,060,156</b>
<b>50 - SUPPLIES</b>							
001-6310-459.5100	OFFICE SUPPLIES	\$1,487	\$1,550	\$1,550	\$826	\$1,550	\$0
001-6310-459.5400	OPERATING SUPPLIES	4,963	10,050	10,226	5,877	7,836	11,600
001-6310-459.5482	BOOKS	88,410	91,000	97,856	56,639	97,856	91,000
001-6310-459.5483	PERIODICALS	519	67	67	32	67	67
001-6310-459.5484	VIDEOS	9,860	11,800	11,907	6,365	11,907	11,800
001-6310-459.5485	AUDIO BOOKS	10,721	13,500	15,106	8,164	15,106	13,500
001-6310-459.5487	CD	663	915	941	336	941	915
001-6310-459.5488	ELECTRONIC RESOURCES	12,411	19,037	22,852	14,552	19,402	19,037
001-6310-459.5800	OPERATING EQUIPMENT<\$5000	24,540	6,550	11,929	2,933	11,929	6,550
<b>50 - SUPPLIES Totals:</b>		<b>\$153,574</b>	<b>\$154,469</b>	<b>\$172,434</b>	<b>\$95,724</b>	<b>\$166,594</b>	<b>\$154,469</b>
<b>60 - MAINTENANCE</b>							
001-6310-459.6400	OPERATING MAINTENANCE	\$0	\$400	\$400	\$0	\$0	\$400
001-6310-459.6800	EQUIPMENT MAINTENANCE	394	440	440	240	440	440
<b>60 - MAINTENANCE Totals:</b>		<b>\$394</b>	<b>\$840</b>	<b>\$840</b>	<b>\$240</b>	<b>\$440</b>	<b>\$840</b>
<b>70 - SERVICES</b>							
001-6310-459.7400	OPERATING SERVICES	\$3,210	\$3,062	\$3,062	\$1,982	\$3,062	\$3,062
001-6310-459.7401	POSTAL / COURIER SERVICES	1,701	1,800	1,800	1,160	1,800	1,800
001-6310-459.7510	TRAINING	2,195	5,260	4,060	1,584	3,112	5,260
001-6310-459.7520	TRAVEL EXPENSES & REIMBURSEMENTS	5,061	3,900	5,100	3,975	5,100	3,900
001-6310-459.7530	MEMBERSHIPS	1,648	1,745	1,745	1,503	1,745	1,745
001-6310-459.7720	SOFTWARE SUPPORT SERVICES	170	400	400	84	400	400
001-6310-459.7800	CONTRACT SERVICES	0	608	608	0	608	608
001-6310-459.7910	COMMUNITY EVENTS/PROGRAMS	7,811	6,850	11,785	3,471	11,785	6,850
<b>70 - SERVICES Totals:</b>		<b>\$21,796</b>	<b>\$23,625</b>	<b>\$28,560</b>	<b>\$13,759</b>	<b>\$27,612</b>	<b>\$23,625</b>
<b>80 - CAPITAL OUTLAY</b>							
001-6319-459.8141	FACILITY RENOVATIONS	\$13,165	\$0	\$13,165	\$13,515	\$13,515	\$0
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$13,165</b>	<b>\$0</b>	<b>\$13,165</b>	<b>\$13,515</b>	<b>\$13,515</b>	<b>\$0</b>
<b>6310 - LIBRARY SERVICES Totals:</b>		<b>\$1,172,245</b>	<b>\$1,216,055</b>	<b>\$1,252,247</b>	<b>\$849,123</b>	<b>\$1,223,407</b>	<b>\$1,239,090</b>

\* FY18 combined Library Board division 6319 with Library Administration division 6310



## **Parks and Recreation**

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### **Mission Statement**

The mission of the Parks and Recreation 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.

### **Departmental Accomplishments in FY 2017-18**

- Lake Friendswood – Maintenance Building
- City Hall Balcony Project and Lobby
- Completed upgrades to Lake Friendswood to include Restroom Building and Covered Pavilion.
- The successful implementation of new program called the Acorn Aquatic Academy (youth swim lessons) including the addition of evening swim lessons
- Completed new summer staff recruiting program, including staff prom as well as recruitment video.

### **Current Operations**

The Parks and Recreation Department is comprised of Parks Operations, Building Operations, Senior Activity Program, Recreation Programs, and Special Events. Parks and Recreation 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. Park operations maintain Centennial Park, Corporal Steven Schulz Sportspark, Lance Corporal Wesley J. Canning Sportspark, Leavesley Park, Old City Park, Renwick Park, Stevenson Park, 1776 Park and Lake Friendswood Park.

The park's maintenance schedule provides for mowing of Renwick Park, Old City Park, Moore Road and 1776 Park on a biweekly basis. Stevenson Park and Centennial Park are mowed on a weekly basis. All parks are cleaned and maintained by staff on a weekly basis while Renwick Park is cleaned 6 days per week and Centennial Park 6 days per week by contracted Janitorial Services. Park staff maintains all irrigation systems in parks, around city buildings and the medians on Friendswood Drive and Edgewood 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 performed by the Park staff.

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

### Facility Operations

The Parks and Recreation 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, Animal Control 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 and Tournaments, Youth Events and Fitness Classes.

The Parks and Recreation 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 BeastMode, Friendswood Colts, Friendswood Broncos, Friendswood Girls Softball Association, Friendswood Little League, Friendswood Youth Lacrosse and the Space City Soccer Club.

### Highlights of the Budget

#### Program Improvements

Continue working with the Keep Friendswood Beautiful Committee and the Parks subcommittee as we move forward with implementation of our strategic plan on the implementation of existing park improvements and land acquisition of future parks and green spaces as a result of the bonds authorized in 2013.

Additional park improvements include the development of the new dog park located at Old City Park and will showcase the construction of a new larger restroom building and covered pavilion. The Old City Park project will also include the construction of a concrete walking trail, new playground equipment, new access controlled park gates, new picnic tables and trash cans.

#### Recreation Programs

- Continue Concert-In-The Park Series with 9 concerts from May through June
- Continue Movies –In-The Park Series with 5 movies from July through August
- Plan and Program the 124<sup>th</sup> Annual Fourth of July Celebration
- Plan and Program the 16<sup>th</sup> Annual Youth Fishing Derby
- Plan and Program the 9<sup>th</sup> Annual Santa in the Park
- Plan and Program the 6<sup>th</sup> Annual Daddy Daughter Dance
- Plan and Program the youth competition events, such as MLB Pitch, Hit & Run and Flapjack 5K Fun Run and Walk
- Plan and program a variety of recreational programs for adults and senior citizens

## Parks and Recreation

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The following FAW decision packages is included with the FY19 adopted budget.

Stevenson Pool-Media & Lateral Replacement in Pool Filter	One Time Cost	\$7,435
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The following decision packages are not included in the FY19 adopted budget:

Parks Laborer	Ongoing Cost	\$61,876
Addition to Fleet – Regular Cab Diesel Truck	One Time Cost	\$32,642
	Ongoing Cost	\$3,900
Replace existing Tool cat (not in VRP)	One Time Cost	\$40,000
Replace 1 Ton Dump Box Truck (not in VRP)	One Time Cost	\$70,000
Replace Backstop Fencing Fabric at Steven Schultz Sportspark	One Time Cost	\$58,000
Aquatic Center Feasibility Study	One Time Cost	\$10,200

## Parks and Recreation

### Departmental Performance Measures by Division

#### Major Departmental Goals for FY 2018-19

- Provide fun and safe recreational programs/events for all citizens of all ages.
- Continue to present a fun, safe environment that provides seniors with unique activities that offer wellness for the mind and body
- Offer existing programs and special events while developing new programs and amenities as the demand or interest increases
- Continue the improvements to Old City Park which includes the development of the dog park and additional park amenities
- Successful implementation of the final phases of the 2013 Bond Projects
- Securing additional parkland and green space with the purchase of property near Lake Friendswood
- Updating, improving and expanding beautification projects at all city facilities to include new upgrades to the Medians on Friendswood Drive

**Supports City's Strategic Goals:** 1-Communication, 3-Preservation, 4-Partnerships, 5-Public Safety, and 6-Organizational Development

<b>Administration</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	2.33	2.00	2.00	2.00	2.00
Division Expenditures	\$290,982	\$267,911	\$279,016	\$273,078	\$291,429
# of grants applied for	2	2	4	4	2
# of committees and subcommittees	5	5	5	5	5
# of news alert subscribers	10,125	10,300	11,000	10,755	11,000
# of educational brochures produced	1	1	1	2	2
Revenue Collected for Facility Reservations	\$49,399	\$48,389	\$75,000	\$62,000	\$65,000
<b>Measures of Effectiveness</b>					
Placement award with Keep Texas Beautiful	3 <sup>rd</sup> Place	Not Eligible	Not Eligible	Not Eligible	To be submitted
Number of Likes for Facebook Positing	600	900	2,250	2,250	5,211
<b>Measures of Efficiency</b>					
Monthly Operations Cost	\$24,249	\$22,326	\$23,251	\$22,757	\$24,286
Division Expenditures per capita	\$7.42	\$6.81	\$6.90	\$6.76	\$7.12

## Parks and Recreation

Recreation Programs	FY16 Actual	FY17 Actual	FY18 Budget	FY18 Forecast	FY19 Adopted
<b>Inputs</b>					
# of Full-Time Equivalents (FTE's)	9.3	9.3	9.7	9.7	9.7
# of summer camp seasonal workers	16	16	16	16	16
# of Stevenson park pool seasonal workers	16	16	16	16	16
Division Expenditures	\$818,827	\$918,684	\$948,278	\$946,901	\$998,413
<b>Outputs</b>					
# of Fitness Class scheduled	1,122	1,600	1,350	1,800	2,000
# of fitness program types	7	10	7	10	12
# of Community Events scheduled	27	29	33	33	34
# of trips and events offered by Senior Citizen Program	165	147	170	170	172
# of weekly programs offered by Senior Citizen Program	35	32	39	33	35
# of visits to Sesquicentennial Pool	11,013	13,201	9,500	13,000	13,000
Total # of participants registered for Summer Camp	540	540	540	540	540
Total # of participants registered for Swim Lessons	N/A	98	190	190	135
# of teams registered in adult leagues	166	170	300	180	185
<b>Measures of Effectiveness</b>					
% of Events actually held	98%	100%	100%	100%	100%
% of households registered using RecTrac	50%	75%	80%	80%	82%
Average monthly attendance at Senior Citizen Programs	1,472	1,487	1,650	1,650	1,700
% of participants "satisfied" with Summer Camp Program	94%	95%	98%	95%	95%
% of participants "satisfied" with Swim Lesson Program	N/A	N/A	N/A	90%	90%
% of participants "satisfied" with Fitness Programs	88%	88%	98%	95%	90%
% of participants "satisfied" with Senior Citizen Program	92%	93%	97%	97%	97%
<b>Measures of Efficiency</b>					
Monthly Operational Costs	\$68,236	\$76,557	\$79,023	\$78,908	\$83,201
Division Expenditures per capita	\$20.88	\$23.34	\$23.46	\$23.42	\$24.41

## Parks and Recreation

<b>Parks Operations</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted</b>
<b>Inputs</b>					
# of full time equivalents (FTE's)	8.0	9.2	10.2	10.2	10.2
Division Expenditures	\$1,277,114	\$1,273,059	\$1,449,611	\$1,483,755	\$1,457,615
<b>Outputs</b>					
Total # of Maintenance Work Orders for Parks/Facilities logged	600	1,085	875	1,200	1,300
Total acres of Athletic fields	80.3	80.3	105.2	115.2	115.2
Total acres of Park turf areas	110.08	110.08	110.08	110.08	110.08
# of Parks maintained by the City	7	8	8	8	8
# of Special Projects Requested	4	6	6	6	6
# of parks mowed	7	8	6	8	8
Total dollars spent for dead tree removal	\$10,550	\$11,200	\$13,600	\$22,964	\$25,000
<b>Measures of Effectiveness</b>					
# of Parks work orders completed within 5 days	80	85	85	85	85
% of Work Orders for Parks completed within 5 Days	90.5%	92%	94%	94%	94%
<b>Measures of Efficiency</b>					
Monthly Operational Cost	\$106,426	\$106,088	\$120,801	\$123,646	\$121,468
Division Expenditures per capita	\$32.56	\$32.35	\$35.86	\$36.70	\$35.63

## Parks and Recreation

Facility Operations	FY16 Actual	FY17 Actual	FY18 Budget	FY18 Forecast	FY19 Adopted
<b>Inputs</b>					
Division Expenditures	\$646,054	\$880,210	\$733,026	\$912,528	\$694,477
<b>Outputs</b>					
Total square footage of City building facilities	97,027	102,623	97,027	133,719	135,339
Total # of Maintenance Work Orders for Buildings logged	575	555	625	625	650
<b>Measures of Effectiveness</b>					
# of work orders completed within 5 days	517	525	600	600	624
% of Work Orders for Building Maintenance completed within 5 days	90%	91.5%	94%	94%	96%
Average janitorial services cost per sq. foot (not including supplies)	\$1.25	\$1.98	\$2.05	\$2.05	\$2.06
<b>Measures of Efficiency</b>					
Monthly Operational Costs	\$53,838	\$73,351	\$61,086	\$76,044	\$57,873
Division Expenditures per capita	\$16.47	\$22.67	\$18.13	\$22.57	\$16.98

PARKS AND RECREATION  
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
ADMINISTRATION	\$267,911	\$279,016	\$277,597	\$203,305	\$273,078	\$291,429	4.4%
RECREATION PROGRAM	918,684	948,278	974,244	582,269	946,901	998,413	5.3%
PARKS OPERATIONS	1,273,059	1,449,611	1,487,239	1,006,855	1,483,755	1,457,615	0.6%
FACILITY OPERATIONS	880,210	733,026	1,200,096	608,507	912,528	694,477	-5.3%
<b>DEPARTMENT TOTAL</b>	<b>\$3,339,864</b>	<b>\$3,409,931</b>	<b>\$3,939,176</b>	<b>\$2,400,936</b>	<b>\$3,616,262</b>	<b>\$3,441,934</b>	<b>0.9%</b>

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
SALARIES AND BENEFITS	\$1,322,862	\$1,465,846	\$1,482,324	\$941,043	\$1,477,212	\$1,522,230	3.8%
SUPPLIES	203,504	231,139	189,955	125,600	188,273	224,561	-2.8%
MAINTENANCE	500,381	327,923	380,209	289,245	380,487	342,435	4.4%
SERVICES	1,299,798	1,365,023	1,765,143	994,042	1,455,745	1,352,708	-0.9%
CAPITAL OUTLAY	13,319	20,000	121,545	51,006	114,545	0	-100.0%
<b>CLASSIFICATION TOTAL</b>	<b>\$3,339,864</b>	<b>\$3,409,931</b>	<b>\$3,939,176</b>	<b>\$2,400,936</b>	<b>\$3,616,262</b>	<b>\$3,441,934</b>	<b>0.9%</b>

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY18 TO FY19
ADMINISTRATION	2.00	2.00	2.00	2.00	2.00	2.00	0.0%
RECREATION PROGRAM	9.30	9.70	9.70	9.70	9.70	9.70	0.0%
PARKS OPERATIONS	9.20	10.20	10.20	10.20	10.20	10.20	0.0%
<b>PERSONNEL TOTAL</b>	<b>20.50</b>	<b>21.90</b>	<b>21.90</b>	<b>21.90</b>	<b>21.90</b>	<b>21.90</b>	<b>0.0%</b>

6401 - PARKS & RECREATION ADMINISTRATION

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-6401-451.4110	FULLTIME SALARIES & WAGES	\$165,793	\$171,605	\$171,605	\$121,330	\$171,773	\$179,902
001-6401-451.4130	OVERTIME PAY	1,286	1,238	1,238	2,181	2,907	1,238
001-6401-451.4143	LONGEVITY PAY	1,495	1,620	1,620	1,615	1,615	1,690
001-6401-451.4144	VEHICLE ALLOWANCE	5,409	5,400	5,400	3,938	5,400	5,400
001-6401-451.4145	INCENTIVE-CERTIFICATE PAY	525	0	0	0	0	0
001-6401-451.4149	CELL PHONE ALLOWANCE	1,625	1,620	1,620	1,148	1,530	1,620
001-6401-451.4710	SOCIAL SECURITY/MEDICARE	13,080	13,884	13,884	9,469	12,625	13,840
001-6401-451.4720	TMRS RETIREMENT	27,757	28,818	28,818	20,654	27,539	30,280
001-6401-451.4810	HEALTH/DENTAL INSURANCE	14,256	18,462	18,462	13,461	18,462	18,461
001-6401-451.4820	LIFE INSURANCE	490	474	474	386	474	515
001-6401-451.4830	DISABILITY INSURANCE	514	523	523	405	523	540
001-6401-451.4840	WORKERS COMP INSURANCE	2,627	288	288	1,931	288	319
001-6401-451.4850	EAP SERVICES	126	116	116	97	116	116
001-6401-451.4890	FLEX PLAN ADMINISTRATION	47	43	43	36	43	43
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$235,030</b>	<b>\$244,091</b>	<b>\$244,091</b>	<b>\$176,651</b>	<b>\$243,295</b>	<b>\$253,964</b>
<b>50 - SUPPLIES</b>							
001-6401-451.5100	OFFICE SUPPLIES	\$2,018	\$2,000	\$2,000	\$1,370	\$2,000	\$0
001-6401-451.5200	PERSONNEL SUPPLIES	303	350	350	201	350	350
001-6401-451.5400	OPERATING SUPPLIES	2,307	1,650	1,650	1,209	1,650	3,650
001-6401-451.5800	OPERATING EQUIPMENT<\$5000	1,388	500	500	133	500	500
<b>50 - SUPPLIES Totals:</b>		<b>\$6,016</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>\$2,913</b>	<b>\$4,500</b>	<b>\$4,500</b>
<b>70 - SERVICES</b>							
001-6401-451.7400	OPERATING SERVICES	\$0	\$500	\$500	\$100	\$100	\$100
001-6401-451.7401	POSTAL / COURIER SERVICES	329	800	(619)	57	76	400
001-6401-451.7510	TRAINING	990	1,100	1,100	709	945	1,140
001-6401-451.7520	TRAVEL EXPENSES & REIMBURSEMENTS	2,692	2,350	2,350	590	1,787	2,850
001-6401-451.7530	MEMBERSHIPS	440	675	675	270	360	475
001-6401-451.7800	CONTRACT SERVICES	22,414	25,000	25,000	22,015	22,015	28,000
<b>70 - SERVICES Totals:</b>		<b>\$26,865</b>	<b>\$30,425</b>	<b>\$29,006</b>	<b>\$23,741</b>	<b>\$25,283</b>	<b>\$32,965</b>
<b>6401 - PARKS &amp; RECREATION ADMINISTRATION Totals:</b>		<b>\$267,911</b>	<b>\$279,016</b>	<b>\$277,597</b>	<b>\$203,305</b>	<b>\$273,078</b>	<b>\$291,429</b>

## 6420 - RECREATION PROGRAMS

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-6420-452.4110	FULLTIME SALARIES & WAGES	\$148,183	\$153,593	\$164,530	\$111,066	\$163,087	\$174,858
001-6420-452.4130	OVERTIME PAY	968	2,095	2,095	124	164	2,095
001-6420-452.4143	LONGEVITY PAY	795	975	975	975	975	1,085
001-6420-452.4144	VEHICLE ALLOWANCE	5,409	5,400	5,400	3,938	5,400	5,400
001-6420-452.4145	INCENTIVE-CERTIFICATE PAY	5,075	5,100	7,200	5,400	7,200	7,200
001-6420-452.4149	CELL PHONE ALLOWANCE	2,326	2,340	185	1,658	2,210	2,340
001-6420-452.4710	SOCIAL SECURITY/MEDICARE	11,750	12,967	13,270	8,774	11,698	13,876
001-6420-452.4720	TMRS RETIREMENT	25,630	26,913	27,543	19,540	26,053	30,778
001-6420-452.4810	HEALTH/DENTAL INSURANCE	32,169	33,330	33,330	24,302	33,330	33,328
001-6420-452.4820	LIFE INSURANCE	445	424	442	359	442	525
001-6420-452.4830	DISABILITY INSURANCE	464	485	503	374	499	548
001-6420-452.4840	WORKERS COMP INSURANCE	1,323	2,063	1,788	992	1,323	331
001-6420-452.4850	EAP SERVICES	187	174	174	145	174	174
001-6420-452.4890	FLEX PLAN ADMINISTRATION	69	138	138	54	72	65
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$234,793</b>	<b>\$245,997</b>	<b>\$257,573</b>	<b>\$177,701</b>	<b>\$252,627</b>	<b>\$272,603</b>
<b>50 - SUPPLIES</b>							
001-6420-452.5200	PERSONNEL SUPPLIES	\$450	\$450	\$450	\$412	\$412	\$450
001-6420-452.5400	OPERATING SUPPLIES	12,165	22,400	14,923	9,652	12,870	16,000
001-6420-452.5800	OPERATING EQUIPMENT<\$5000	3,968	3,000	2,700	2,666	2,666	4,000
<b>50 - SUPPLIES Totals:</b>		<b>\$16,583</b>	<b>\$25,850</b>	<b>\$18,073</b>	<b>\$12,730</b>	<b>\$15,948</b>	<b>\$20,450</b>
<b>70 - SERVICES</b>							
001-6420-452.7400	OPERATING SERVICES	\$7,077	\$7,500	\$7,200	\$7,104	\$7,104	\$10,000
001-6420-452.7510	TRAINING	1,679	2,170	1,970	1,708	1,708	5,400
001-6420-452.7520	TRAVEL EXPENSES & REIMBURSEMENTS	3,616	4,808	4,808	2,745	2,745	5,037
001-6420-452.7530	MEMBERSHIPS	360	550	550	520	520	585
001-6420-452.7710	SOFTWARE LICENSES FEES	7,893	300	300	0	0	300
001-6420-452.7800	CONTRACT SERVICES	19,234	25,000	31,500	14,430	19,240	25,000
001-6420-452.7910	COMMUNITY EVENTS/PROGRAMS	30,895	29,100	37,397	30,487	37,397	34,000
<b>70 - SERVICES Totals:</b>		<b>\$70,754</b>	<b>\$69,428</b>	<b>\$83,725</b>	<b>\$56,994</b>	<b>\$68,714</b>	<b>\$80,322</b>
<b>6420 - RECREATION PROGRAMS Totals:</b>		<b>\$322,130</b>	<b>\$341,275</b>	<b>\$359,371</b>	<b>\$247,425</b>	<b>\$337,289</b>	<b>\$373,375</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-6422-452.4130	OVERTIME PAY	\$22,341	\$22,375	\$22,375	\$0	\$22,375	\$22,375
001-6422-452.4710	SOCIAL SECURITY/MEDICARE	0	1,712	1,712	0	1,712	1,712
001-6422-452.4720	TMRS RETIREMENT	0	3,518	3,518	0	3,518	0
001-6422-452.4840	WORKERS COMP INSURANCE	0	332	332	0	332	332
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$22,341</b>	<b>\$27,937</b>	<b>\$27,937</b>	<b>\$0</b>	<b>\$27,937</b>	<b>\$24,419</b>
<b>50 - SUPPLIES</b>							
001-6422-452.5400	OPERATING SUPPLIES	\$5,649	\$4,275	\$4,339	\$2,679	\$4,326	\$4,275
<b>50 - SUPPLIES Totals:</b>		<b>\$5,649</b>	<b>\$4,275</b>	<b>\$4,339</b>	<b>\$2,679</b>	<b>\$4,326</b>	<b>\$4,275</b>
<b>70 - SERVICES</b>							
001-6422-452.7400	OPERATING SERVICES	\$2,571	\$1,200	\$1,200	\$1,050	\$1,200	\$2,500
001-6422-452.7401	POSTAL / COURIER SERVICES	8	0	0	13	13	0
001-6422-452.7481	TRANSPORTATION SERVICES	6,599	6,500	7,000	0	7,000	6,600
001-6422-452.7800	CONTRACT SERVICES	175	800	0	0	0	0
001-6422-452.7830	RENTAL	20,845	20,850	24,315	22,150	24,315	22,400
001-6422-452.7910	COMMUNITY EVENTS/PROGRAMS	42,860	34,700	38,535	38,535	38,535	47,600
<b>70 - SERVICES Totals:</b>		<b>\$73,058</b>	<b>\$64,050</b>	<b>\$71,050</b>	<b>\$61,748</b>	<b>\$71,063</b>	<b>\$79,100</b>
<b>6422 - JULY 4TH PROGRAM Totals:</b>		<b>\$101,048</b>	<b>\$96,262</b>	<b>\$103,326</b>	<b>\$64,427</b>	<b>\$103,326</b>	<b>\$107,794</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-6423-452.4222	SEASONAL WAGES	\$74,183	\$65,054	\$65,054	\$17,436	\$65,054	\$65,054
001-6423-452.4710	SOCIAL SECURITY/MEDICARE	5,689	4,977	4,977	1,334	4,977	4,977
001-6423-452.4840	WORKERS COMP INSURANCE	1,316	964	964	268	964	876
001-6423-452.4850	EAP SERVICES	131	0	0	53	71	0
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$81,319</b>	<b>\$70,995</b>	<b>\$70,995</b>	<b>\$19,091</b>	<b>\$71,066</b>	<b>\$70,907</b>
<b>50 - SUPPLIES</b>							
001-6423-452.5200	PERSONNEL SUPPLIES	\$1,371	\$1,450	\$1,450	\$368	\$1,450	\$1,450
001-6423-452.5400	OPERATING SUPPLIES	9,189	14,000	12,750	5,182	12,750	14,000
<b>50 - SUPPLIES Totals:</b>		<b>\$10,560</b>	<b>\$15,450</b>	<b>\$14,200</b>	<b>\$5,550</b>	<b>\$14,200</b>	<b>\$15,450</b>
<b>70 - SERVICES</b>							
001-6423-452.7400	OPERATING SERVICES	\$123	\$150	\$150	\$123	\$123	\$150
001-6423-452.7481	TRANSPORTATION SERVICES	7,911	10,000	10,000	0	10,000	10,000
001-6423-452.7510	TRAINING	243	200	210	210	210	200
001-6423-452.7520	TRAVEL EXPENSES & REIMBURSEMENTS	697	1,100	1,100	401	1,050	1,100
001-6423-452.7612	TELEPHONE/COMMUNICATIONS	480	200	200	80	200	500
001-6423-452.7910	COMMUNITY EVENTS/PROGRAMS	22,389	29,500	25,890	565	25,890	29,500
<b>70 - SERVICES Totals:</b>		<b>\$31,843</b>	<b>\$41,150</b>	<b>\$37,550</b>	<b>\$1,379</b>	<b>\$37,473</b>	<b>\$41,450</b>
<b>6423 - SUMMER DAY CAMP PROGRAM Totals:</b>		<b>\$123,722</b>	<b>\$127,595</b>	<b>\$122,745</b>	<b>\$26,020</b>	<b>\$122,739</b>	<b>\$127,807</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>50 - SUPPLIES</b>							
001-6424-458.5200	PERSONNEL SUPPLIES	\$0	\$900	\$900	\$191	\$255	\$200
001-6424-458.5400	OPERATING SUPPLIES	9,446	12,000	12,160	9,767	12,160	15,500
001-6424-458.5800	OPERATING EQUIPMENT<\$5000	12,115	0	0	0	0	0
<b>50 - SUPPLIES Totals:</b>		<b>\$21,561</b>	<b>\$12,900</b>	<b>\$13,060</b>	<b>\$9,958</b>	<b>\$12,415</b>	<b>\$15,700</b>
<b>60 - MAINTENANCE</b>							
001-6424-458.6210	LANDSCAPING	\$6,000	\$12,000	\$9,627	\$2,998	\$9,627	\$7,800
<b>60 - MAINTENANCE Totals:</b>		<b>\$6,000</b>	<b>\$12,000</b>	<b>\$9,627</b>	<b>\$2,998</b>	<b>\$9,627</b>	<b>\$7,800</b>
<b>70 - SERVICES</b>							
001-6424-458.7400	OPERATING SERVICES	\$17,055	\$13,100	\$13,906	\$12,841	\$13,906	\$13,100
001-6424-458.7510	TRAINING	875	900	900	823	823	900
001-6424-458.7520	TRAVEL EXPENSES & REIMBURSEMENTS	2,206	1,000	1,000	0	1,000	2,400
001-6424-458.7530	MEMBERSHIPS	100	150	150	150	150	150
001-6424-458.7910	COMMUNITY EVENTS/PROGRAMS	27,433	25,000	36,373	36,697	36,697	25,000
001-6424-458.7922	KFB BEAUTIFICATION GRANTS	2,000	2,000	2,000	0	2,000	2,000
<b>70 - SERVICES Totals:</b>		<b>\$49,669</b>	<b>\$42,150</b>	<b>\$54,329</b>	<b>\$50,511</b>	<b>\$54,576</b>	<b>\$43,550</b>
<b>6424 - KEEP FRWD BEAUTIFUL COMM Totals:</b>		<b>\$77,230</b>	<b>\$67,050</b>	<b>\$77,016</b>	<b>\$63,467</b>	<b>\$76,618</b>	<b>\$67,050</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-6428-452.4222	SEASONAL WAGES	\$42,245	\$57,052	\$57,052	\$11,875	\$57,052	\$53,692
001-6428-452.4710	SOCIAL SECURITY/MEDICARE	3,251	4,364	4,364	908	4,364	4,107
001-6428-452.4840	WORKERS COMP INSURANCE	888	845	845	176	845	723
001-6428-452.4850	EAP SERVICES	165	0	0	44	58	0
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$46,549</b>	<b>\$62,261</b>	<b>\$62,261</b>	<b>\$13,003</b>	<b>\$62,319</b>	<b>\$58,522</b>
<b>50 - SUPPLIES</b>							
001-6428-452.5100	OFFICE SUPPLIES	\$55	\$100	\$100	\$90	\$100	\$0
001-6428-452.5200	PERSONNEL SUPPLIES	2,023	2,150	2,135	1,394	2,135	2,200
001-6428-452.5400	OPERATING SUPPLIES	1,377	1,850	1,850	1,304	1,850	1,800
001-6428-452.5495	CHEMICALS	12,247	10,800	10,800	8,757	10,800	12,000
001-6428-452.5620	JANITORIAL SUPPLIES	1,063	500	500	75	500	1,100
001-6428-452.5800	OPERATING EQUIPMENT<\$5000	1,521	2,150	3,550	2,774	3,550	2,510
<b>50 - SUPPLIES Totals:</b>		<b>\$18,286</b>	<b>\$17,550</b>	<b>\$18,935</b>	<b>\$14,394</b>	<b>\$18,935</b>	<b>\$19,610</b>
<b>60 - MAINTENANCE</b>							
001-6428-452.6210	LANDSCAPING	\$0	\$500	\$500	\$0	\$500	\$1,000
001-6428-452.6561	SWIMMING POOL MAINTENANCE	809	3,593	1,696	135	1,696	10,435
001-6428-452.6600	FACILITY MAINTENANCE	2,882	3,750	3,050	1,533	3,050	3,200
<b>60 - MAINTENANCE Totals:</b>		<b>\$3,691</b>	<b>\$7,843</b>	<b>\$5,246</b>	<b>\$1,668</b>	<b>\$5,246</b>	<b>\$14,635</b>
<b>70 - SERVICES</b>							
001-6428-452.7400	OPERATING SERVICES	\$1,922	\$3,200	\$3,200	\$825	\$1,900	\$2,800
001-6428-452.7510	TRAINING - STEVENSON POOL	60	75	198	90	120	90
001-6428-452.7520	TRAVEL EXPENSES & REIMBURSEMENTS	52	0	0	0	0	50
001-6428-452.7611	ELECTRICITY	17,934	14,651	14,651	8,226	14,651	13,772
001-6428-452.7612	TELEPHONE/COMMUNICATIONS	116	1,562	1,562	776	1,034	1,562
001-6428-452.7613	NATURAL GAS	780	2,870	2,870	654	873	2,870
001-6428-452.7620	JANITORIAL SERVICES	0	1,500	0	0	0	1,500
001-6428-452.7800	CONTRACT SERVICES	6,153	4,000	5,989	3,300	5,989	5,000
<b>70 - SERVICES Totals:</b>		<b>\$27,017</b>	<b>\$27,858</b>	<b>\$28,470</b>	<b>\$13,871</b>	<b>\$24,567</b>	<b>\$27,644</b>
<b>6428 - STEVENSON PARK POOL Totals:</b>		<b>\$95,543</b>	<b>\$115,512</b>	<b>\$114,912</b>	<b>\$42,936</b>	<b>\$111,067</b>	<b>\$120,411</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-6429-452.4110	FULLTIME SALARIES & WAGES	\$91,986	\$94,487	\$94,487	\$67,537	\$94,487	\$96,067
001-6429-452.4120	PART-TIME WAGES	18,496	19,702	19,702	13,384	19,702	20,045
001-6429-452.4130	OVERTIME PAY	6,405	872	872	3,998	5,330	872
001-6429-452.4143	LONGEVITY PAY	1,135	1,255	1,255	1,255	1,255	1,325
001-6429-452.4145	INCENTIVE-CERTIFICATE PAY	400	600	600	0	0	600
001-6429-452.4710	SOCIAL SECURITY/MEDICARE	8,380	8,944	8,944	6,060	8,080	8,363
001-6429-452.4720	TMRS RETIREMENT	18,552	18,565	18,565	13,671	18,565	18,966
001-6429-452.4810	HEALTH/DENTAL INSURANCE	24,862	25,577	25,577	18,594	25,577	25,576
001-6429-452.4820	LIFE INSURANCE	259	261	261	204	261	263
001-6429-452.4830	DISABILITY INSURANCE	283	279	279	222	279	287
001-6429-452.4840	WORKERS COMP INSURANCE	1,919	1,907	1,907	1,395	1,907	1,763
001-6429-452.4850	EAP SERVICES	125	174	174	96	174	174
001-6429-452.4890	FLEX PLAN ADMINISTRATION	47	65	65	36	65	43
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$172,849</b>	<b>\$172,688</b>	<b>\$172,688</b>	<b>\$126,452</b>	<b>\$175,682</b>	<b>\$174,344</b>
<b>50 - SUPPLIES</b>							
001-6429-452.5100	OFFICE SUPPLIES	\$671	\$1,000	\$1,000	\$401	\$750	\$0
001-6429-452.5200	PERSONNEL SUPPLIES	72	150	150	0	100	150
001-6429-452.5301	FUEL	2,549	3,240	3,240	1,307	3,240	3,240
001-6429-452.5400	OPERATING SUPPLIES	2,156	6,000	4,190	880	3,173	4,000
001-6429-452.5800	OPERATING EQUIPMENT<\$5000	6,107	2,400	2,150	1,181	1,575	5,400
<b>50 - SUPPLIES Totals:</b>		<b>\$11,555</b>	<b>\$12,790</b>	<b>\$10,730</b>	<b>\$3,769</b>	<b>\$8,838</b>	<b>\$12,790</b>
<b>60 - MAINTENANCE</b>							
001-6429-452.6300	VEHICLE MAINTENANCE	\$1,311	\$2,000	\$1,000	\$119	\$1,000	\$2,000
<b>60 - MAINTENANCE Totals:</b>		<b>\$1,311</b>	<b>\$2,000</b>	<b>\$1,000</b>	<b>\$119</b>	<b>\$1,000</b>	<b>\$2,000</b>
<b>70 - SERVICES</b>							
001-6429-452.7311	VEHICLE INSURANCE	\$1,553	\$1,756	\$1,756	\$1,244	\$1,658	\$1,692
001-6429-452.7401	POSTAL / COURIER SERVICES	37	100	100	7	40	50
001-6429-452.7492	SPECIAL EVENTS	220	0	0	140	200	0
001-6429-452.7498	JUDGMENTS & DAMAGE CLAIM	0	500	0	0	0	500
001-6429-452.7510	TRAINING	40	300	150	125	167	200
001-6429-452.7520	TRAVEL EXPENSES & REIMBURSEMENTS	237	300	300	11	14	250
001-6429-452.7612	TELEPHONE/COMMUNICATIONS	122	150	150	42	150	150
001-6429-452.7910	COMMUNITY EVENTS/PROGRAMS	11,087	10,000	10,000	6,085	8,113	10,000
<b>70 - SERVICES Totals:</b>		<b>\$13,296</b>	<b>\$13,106</b>	<b>\$12,456</b>	<b>\$7,654</b>	<b>\$10,342</b>	<b>\$12,842</b>
<b>6429 - SENIOR ACTIVITY CENTER Totals:</b>		<b>\$199,011</b>	<b>\$200,584</b>	<b>\$196,874</b>	<b>\$137,994</b>	<b>\$195,862</b>	<b>\$201,976</b>

ACCOUNT NUMBER	ACCOUNT NAME	FY17 ACTUAL	FY18 ORIGINAL BUDGET	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
<b>40 - SALARIES &amp; BENEFITS</b>							
001-6430-456.4110	FULLTIME SALARIES & WAGES	\$322,431	\$379,099	\$382,960	\$246,968	\$382,960	\$393,747
001-6430-456.4120	PART-TIME WAGES W/BENEFITS	29,071	55,801	55,801	33,809	45,801	54,098
001-6430-456.4130	OVERTIME PAY	15,502	7,734	7,734	11,299	15,065	7,734
001-6430-456.4131	HOLIDAY HRS WORKED	0	0	0	686	686	0
001-6430-456.4143	LONGEVITY PAY	2,451	2,835	2,835	2,325	2,325	2,725
001-6430-456.4145	INCENTIVE-CERTIFICATE PAY	2,075	2,100	2,500	1,725	2,500	2,400
001-6430-456.4149	CELL PHONE ALLOWANCE	3,748	3,915	3,915	2,383	3,915	3,660
001-6430-456.4190	ACCRUED PAYROLL	3,274	0	0	0	0	0
001-6430-456.4710	SOCIAL SECURITY/MEDICARE	27,616	34,492	34,787	21,692	34,787	33,672
001-6430-456.4720	TMRS RETIREMENT	59,698	71,605	72,221	47,488	72,221	74,066
001-6430-456.4810	HEALTH/DENTAL INSURANCE	55,795	74,348	74,348	52,663	74,348	85,915
001-6430-456.4820	LIFE INSURANCE	934	1,071	1,081	784	1,081	1,119
001-6430-456.4830	DISABILITY INSURANCE	991	1,123	1,134	832	1,134	1,187
001-6430-456.4840	WORKERS COMP INSURANCE	5,655	6,678	6,387	4,815	6,387	6,257
001-6430-456.4850	EAP SERVICES	566	693	693	532	693	697
001-6430-456.4890	FLEX PLAN ADMINISTRATION	174	383	383	144	383	194
<b>40 - SALARIES &amp; BENEFITS Totals:</b>		<b>\$529,981</b>	<b>\$641,877</b>	<b>\$646,779</b>	<b>\$428,145</b>	<b>\$644,286</b>	<b>\$667,471</b>
<b>50 - SUPPLIES</b>							
001-6430-456.5200	PERSONNEL SUPPLIES	\$7,512	\$10,437	\$9,937	\$6,049	\$9,937	\$10,400
001-6430-456.5300	VEHICLE SUPPLIES	0	106	106	47	106	105
001-6430-456.5301	FUEL	10,736	9,281	9,281	7,898	9,281	9,281
001-6430-456.5400	OPERATING SUPPLIES	21,557	26,000	18,944	15,095	18,944	26,000
001-6430-456.5495	CHEMICALS	9	6,000	0	0	3,000	0
001-6430-456.5600	FACILITY SUPPLIES	3,442	8,000	3,504	1,825	3,504	8,000
001-6430-456.5620	JANITORIAL SUPPLIES	6,169	12,000	7,000	5,771	7,000	8,000
001-6430-456.5800	OPERATING EQUIPMENT<\$5000	38,943	35,000	30,346	20,400	30,346	36,000
<b>50 - SUPPLIES Totals:</b>		<b>\$88,368</b>	<b>\$106,824</b>	<b>\$79,118</b>	<b>\$57,085</b>	<b>\$82,118</b>	<b>\$97,786</b>
<b>60 - MAINTENANCE</b>							
001-6430-456.6210	LANDSCAPING	\$35,353	\$30,000	\$43,832	\$32,848	\$43,797	\$29,000
001-6430-456.6220	LIGHTING MAINTENANCE	4,238	14,000	17,528	17,342	17,342	14,000
001-6430-456.6230	PARKING LOT MAINTENANCE	0	1,000	0	0	500	0
001-6430-456.6240	FENCE MAINTENANCE	183	3,000	1,575	1,575	1,575	1,500
001-6430-456.6300	VEHICLE MAINTENANCE	9,182	5,000	8,500	8,126	8,500	4,000
001-6430-456.6400	OPERATING MAINTENANCE	35,465	35,000	37,401	35,272	37,401	35,000
001-6430-456.6600	FACILITY MAINTENANCE	70,763	50,000	82,879	61,726	82,879	62,000
001-6430-456.6800	EQUIPMENT MAINTENANCE	7,912	11,500	4,100	4,050	4,100	8,000
<b>60 - MAINTENANCE Totals:</b>		<b>\$163,096</b>	<b>\$149,500</b>	<b>\$195,815</b>	<b>\$160,939</b>	<b>\$196,094</b>	<b>\$153,500</b>
<b>70 - SERVICES</b>							
001-6430-456.7311	VEHICLE INSURANCE	\$4,023	\$4,847	\$4,847	\$3,332	\$4,847	\$5,318
001-6430-456.7400	OPERATING SERVICES	562	3,300	350	350	350	500
001-6430-456.7498	JUDGMENTS & DAMAGE CLAIM	500	500	1,000	0	0	500
001-6430-456.7510	TRAINING	1,020	1,640	1,640	1,545	1,545	1,640
001-6430-456.7520	TRAVEL EXPENSES & REIMBURSEMENTS	358	968	602	603	603	968
001-6430-456.7530	MEMBERSHIPS	170	720	720	280	280	320
001-6430-456.7611	ELECTRICITY	98,368	133,460	133,460	57,827	133,460	125,452
001-6430-456.7612	TELEPHONE/COMMUNICATIONS	158	0	0	0	0	0
001-6430-456.7613	NATURAL GAS	260	530	530	157	209	530
001-6430-456.7620	JANITORIAL SERVICES	46,112	41,830	49,192	39,915	49,192	34,800
001-6430-456.7625	SAFETY SERVICES	3,470	4,500	4,500	2,846	4,500	3,800
001-6430-456.7680	MOWING SERVICES	300,425	330,398	327,769	221,300	327,769	330,398
001-6430-456.7690	HOA MAINTENANCE FEES	2,130	2,130	2,130	1,650	2,130	2,130
001-6430-456.7800	CONTRACT SERVICES	2,260	6,250	11,450	3,470	4,627	2,500
001-6430-456.7830	RENTAL	1,142	3,000	3,000	14,408	14,408	3,000
001-6430-456.7831	VEHICLE LEASE-INTERNAL	17,337	17,337	17,337	13,003	17,337	27,002
<b>70 - SERVICES Totals:</b>		<b>\$478,295</b>	<b>\$551,410</b>	<b>\$558,527</b>	<b>\$360,686</b>	<b>\$561,257</b>	<b>\$538,858</b>
<b>80 - CAPITAL OUTLAY</b>							
001-6430-456.8400	CAPITAL OPERATING EQUIP	\$13,319	\$0	\$0	\$0	\$0	\$0
001-6430-456.8800	CAPITAL EQUIPMENT	0	0	7,000	0	0	0
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$13,319</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>6430 - PARKS OPERATIONS Totals:</b>		<b>\$1,273,059</b>	<b>\$1,449,611</b>	<b>\$1,487,239</b>	<b>\$1,006,855</b>	<b>\$1,483,755</b>	<b>\$1,457,615</b>

## 6460 - FACILITY OPERATIONS

ACCOUNT NUMBER	ACCOUNT NAME	FY17	FY18	FY18	FY18	FY18	FY19
		ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/18	YEAR END ESTIMATE	ADOPTED BUDGET
<b>50 - SUPPLIES</b>							
001-6460-419.5400	OPERATING SUPPLIES	\$16,487	\$20,000	\$20,585	\$13,127	\$20,585	\$20,000
001-6460-419.5600	FACILITY SUPPLIES	1,566	6,000	6,000	2,987	6,000	3,000
001-6460-419.5800	OPERATING EQUIPMENT<\$5000	6,873	5,000	415	408	408	6,000
001-6460-419.5820	SECURITY CAMERA EQUIPMENT	0	0	0	0	0	5,000
<b>50 - SUPPLIES Totals:</b>		<b>24,926</b>	<b>31,000</b>	<b>27,000</b>	<b>16,522</b>	<b>26,993</b>	<b>34,000</b>
<b>60 - MAINTENANCE</b>							
001-6460-419.6210	LANDSCAPING	\$6,130	\$7,000	\$4,440	\$4,439	\$4,439	\$5,000
001-6460-419.6600	FACILITY MAINTENANCE	295,088	76,000	123,037	85,707	123,037	95,000
001-6460-419.6620	CONTINGENCY	18,594	50,000	31,824	28,870	31,824	50,000
001-6460-419.6800	EQUIPMENT MAINTENANCE	6,471	15,080	6,720	3,926	6,720	8,000
001-6460-419.6801	EMERGENCY GENERATOR MAINT	0	8,500	2,500	579	2,500	6,500
<b>60 - MAINTENANCE Totals:</b>		<b>326,283</b>	<b>156,580</b>	<b>168,521</b>	<b>123,521</b>	<b>168,520</b>	<b>164,500</b>
<b>70 - SERVICES</b>							
001-6460-419.7611	ELECTRICITY	\$174,754	\$183,314	\$183,314	\$105,698	\$126,383	\$172,315
001-6460-419.7612	TELEPHONE/COMMUNICATIONS	179,698	131,641	131,641	141,429	188,572	131,641
001-6460-419.7613	NATURAL GAS	3,257	3,821	3,821	1,982	3,821	3,821
001-6460-419.7620	JANITORIAL SERVICES	122,166	155,120	123,758	87,625	123,758	136,100
001-6460-419.7625	SAFETY SERVICES	7,750	8,100	8,100	5,158	7,750	8,000
001-6460-419.7680	MOWING SERVICES	8,800	7,000	5,035	5,035	5,035	7,000
001-6460-419.7800	CONTRACT SERVICES	26,811	32,050	33,711	23,091	33,711	32,100
001-6460-419.7830	RENTAL	5,765	4,400	400,650	47,440	113,440	5,000
<b>70 - SERVICES Totals:</b>		<b>529,001</b>	<b>525,446</b>	<b>890,030</b>	<b>417,458</b>	<b>602,470</b>	<b>495,977</b>
<b>80 - CAPITAL OUTLAY</b>							
001-6460-419.8140	BUILDING RENOVATIONS	\$0	\$0	\$35,094	\$0	\$35,094	\$0
001-6460-419.8400	CAPITAL OPERATING EQUIP	0	20,000	28,445	0	28,445	0
001-6460-422.8120	BUILDINGS	0	0	41,476	41,476	41,476	0
001-6460-422.8230	PARKING/DRIVEWAYS/SIDEWLK	0	0	9,530	9,530	9,530	0
<b>80 - CAPITAL OUTLAY Totals:</b>		<b>\$0</b>	<b>\$20,000</b>	<b>\$114,545</b>	<b>\$51,006</b>	<b>\$114,545</b>	<b>\$0</b>
<b>6460 - FACILITY OPERATIONS Totals:</b>		<b>\$880,210</b>	<b>\$733,026</b>	<b>\$1,200,096</b>	<b>\$608,507</b>	<b>\$912,528</b>	<b>\$694,477</b>

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## Personnel by Department Schedule

Personnel By Department  
Full-Time Equivalents  
Three Year Comparison

	FY17 ACTUAL	FY18 AMENDED BUDGET	FY18 YTD 6/30/18	FY18 YEAR END ESTIMATE	FY19 ADOPTED BUDGET
CITY ATTORNEY	1.00	2.10	2.10	0.00	2.10
<b>TOTAL MAYOR &amp; COUNCIL</b>	<b>1.00</b>	<b>2.10</b>	<b>2.10</b>	<b>0.00</b>	<b>2.10</b>
MUNICIPAL CLERK	3.00	3.00	3.00	0.00	3.00
ELECTIONS	0.20	0.20	0.20	0.00	0.20
RECORDS MANAGEMENT	2.00	2.00	2.00	0.00	2.00
<b>TOTAL CITY SECRETARY</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>0.00</b>	<b>5.20</b>
ADMINISTRATION	4.40	4.40	4.40	0.00	4.40
ECONOMIC DEVELOPMENT	1.00	1.00	1.00	0.00	1.00
<b>TOTAL CITY MANAGER</b>	<b>5.40</b>	<b>5.40</b>	<b>5.40</b>	<b>0.00</b>	<b>5.40</b>
FINANCE - (GF)	8.00	8.00	8.00	0.00	8.00
FINANCE - (WS)	4.00	4.00	4.00	0.00	4.00
MUNICIPAL COURT	6.70	5.60	5.60	0.00	5.60
HUMAN RESOURCES	4.00	4.00	4.00	0.00	4.00
RISK MANAGEMENT - (GF)	1.00	1.00	1.00	0.00	1.00
INFORMATION TECHNOLOGY	4.00	5.00	5.00	0.00	5.00
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>27.70</b>	<b>27.60</b>	<b>27.60</b>	<b>0.00</b>	<b>27.60</b>
ADMINISTRATION	5.00	5.00	5.00	0.00	5.00
COMMUNICATIONS	13.60	13.60	13.60	0.00	13.60
PATROL	51.12	51.12	51.12	2.66	53.78
DOT PATROL	1.00	1.00	1.00	0.00	1.00
CRIMINAL INVESTIGATIONS	13.00	13.00	13.00	0.00	13.00
ANIMAL CONTROL	4.00	4.00	4.00	0.00	4.00
<b>TOTAL POLICE</b>	<b>87.72</b>	<b>87.72</b>	<b>87.72</b>	<b>2.66</b>	<b>90.38</b>
ADMINISTRATION	5.20	5.20	5.20	0.00	5.20
EMERGENCY MANAGEMENT	1.40	1.40	1.40	0.00	1.40
<b>TOTAL FIRE MARSHAL</b>	<b>6.60</b>	<b>6.60</b>	<b>6.60</b>	<b>0.00</b>	<b>6.60</b>
ADMINISTRATION	2.00	2.00	2.00	0.00	2.00
PLANNING AND ZONING	4.00	4.00	4.00	0.00	4.00
INSPECTION/CODE ENFORCEMENT	4.70	4.70	4.70	0.00	4.70
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>10.70</b>	<b>10.70</b>	<b>10.70</b>	<b>0.00</b>	<b>10.70</b>
ADMINISTRATION - (GF)	2.40	2.40	2.40	0.00	2.40
ADMINISTRATION - (WS)	1.60	1.60	1.60	0.00	1.60
STREET OPERATIONS	12.00	13.00	13.00	0.00	13.00
DRAINAGE OPERATIONS	4.00	4.00	4.00	0.00	4.00
WATER UTILITIES	6.00	6.00	6.00	0.00	6.00
SEWER UTILITIES	6.00	6.00	6.00	1.00	7.00
WATER OPERATIONS	2.30	3.30	3.30	0.00	3.30
SEWER OPERATIONS	5.00	4.00	4.00	0.00	4.00
UTILITY CUSTOMER SERVICE	2.00	2.00	2.00	0.00	2.00
ENGINEERING/PROJECTS - (GF)	2.60	2.60	2.60	0.00	2.60
ENGINEERING/PROJECTS - (WS)	1.40	1.40	1.40	0.00	1.40
<b>TOTAL PUBLIC WORKS</b>	<b>45.30</b>	<b>46.30</b>	<b>46.30</b>	<b>1.00</b>	<b>47.30</b>
ADMINISTRATION	14.97	14.97	14.97	0.00	14.97
<b>TOTAL LIBRARY SERVICES</b>	<b>14.97</b>	<b>14.97</b>	<b>14.97</b>	<b>0.00</b>	<b>14.97</b>
ADMINISTRATION	2.00	2.00	2.00	0.00	2.00
RECREATION PROGRAMS	9.30	9.70	9.70	0.00	9.70
PARKS OPERATIONS	9.20	10.20	10.20	0.00	10.20
<b>TOTAL PARKS AND RECREATION</b>	<b>20.50</b>	<b>21.90</b>	<b>21.90</b>	<b>0.00</b>	<b>21.90</b>
<b>TOTAL PERSONNEL</b>	<b>225.09</b>	<b>228.49</b>	<b>228.49</b>	<b>3.66</b>	<b>232.15</b>

## Adopted Decision Packages and Forces at Work

**FY 2018-19 DECISION PACKAGES**  
(Included in the Adopted Budget)

**GENERAL FUND**

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
CSO	Election contracting with Galveston County (reallocate existing funds)	\$0	\$16,808	<b>\$16,808</b>	\$16,808	<b>\$0</b>
PKS-Pool	Media & Lateral Replacement of Pool Filter	\$7,435	\$0	<b>\$7,435</b>	\$0	<b>\$7,435</b>
PD-Patrol	Replacement Dual Purpose Patrol & Narcotic K-9	\$27,500	\$5,200	<b>\$32,700</b>	\$0	<b>\$32,700</b>
ASO-Finance	Client Analysis Fee	\$0	\$24,000	<b>\$24,000</b>	\$0	<b>\$24,000</b>
ASO-IT	Public Works Software Solutions	\$16,264	\$0	<b>\$16,264</b>	\$0	<b>\$16,264</b>
ASO-IT	Enterprise Discovery System Upgrade (for Library Public Access)	\$10,640	\$25,462	<b>\$36,102</b>	\$22,000	<b>\$14,102</b>
<b>FORCES AT WORK AND BOND PROJECT IMPROVEMENTS TOTAL</b>		<b>\$61,839</b>	<b>\$71,470</b>	<b>\$133,309</b>	<b>\$38,808</b>	<b>\$94,501</b>
City Wide	Merit at 2.75%	\$0	\$ 417,716	<b>\$417,716</b>	\$0	<b>\$417,716</b>
City Wide	Pay Plan Adjustment	\$0	\$132,865	<b>\$132,865</b>	\$0	<b>\$132,865</b>
<b>DECISION PACKAGES TOTAL</b>		<b>\$0</b>	<b>\$550,581</b>	<b>\$550,581</b>	<b>\$0</b>	<b>\$550,581</b>
<b>TOTAL DECISION PACKAGES FOR GENERAL FUND</b>		<b>\$61,839</b>	<b>\$622,051</b>	<b>\$683,890</b>	<b>\$38,808</b>	<b>\$645,082</b>

**WATER AND SEWER FUND**

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
ASO-UB	Credit Card Fees	\$0	\$15,000	\$15,000	\$15,000	<b>\$0</b>
<b>FORCES AT WORK TOTAL</b>		<b>\$0</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>
City Wide	Merit at 2.75%	\$0	\$ 44,527	<b>\$ 44,527</b>	\$0	<b>\$44,527</b>
City Wide	Payplan Adjustment	\$0	\$ 24,359	<b>\$ 24,359</b>	\$0	<b>\$24,359</b>
PW-Sewer Util	Mini-Excavator (replacing PW108-not VRP)	\$50,000	\$1,200	<b>\$51,200</b>	\$0	<b>\$51,200</b>
PW-Water Ops	Increase in Water Plant Maintenance Account	\$0	\$30,000	<b>\$30,000</b>	\$0	<b>\$30,000</b>
PW-Sewer Ops	Increase in Lift Station Maintenance Account	\$0	\$50,000	<b>\$50,000</b>	\$0	<b>\$50,000</b>
PW-Sewer Ops	Increase in (Lift Station Maintenance) Contract Services Account	\$0	\$40,000	<b>\$40,000</b>	\$0	<b>\$40,000</b>
PW-Water Ops	Forklift (for shop-not VRP)	\$20,000	\$1,100	<b>\$21,100</b>	\$0	<b>\$21,100</b>
PW-Sewer Util	Utilities Maintenance Worker (FTE 1.0)	\$0	\$68,852	<b>\$68,852</b>	\$0	<b>\$68,852</b>
PW-Water Ops	Portable Generator Set (WW#4)	\$150,000	\$1,600	<b>\$151,600</b>	\$0	<b>\$151,600</b>
PW-Sewer Ops	Replace 4-inch submersible pump	\$61,000	\$0	<b>\$61,000</b>	\$0	<b>\$61,000</b>
PW-Sewer Ops	Replace LS#9 & 11 pump and controls	\$27,000	\$0	<b>\$27,000</b>	\$0	<b>\$27,000</b>
PW-Water Util	Trench Safety Equipment	\$15,000	\$0	<b>\$15,000</b>	\$0	<b>\$15,000</b>
PW-Water Util	Mid-Size Mini Excavator & Trailer Package (replacing PW109-not VRP)	\$100,000	\$1,200	<b>\$101,200</b>	\$0	<b>\$101,200</b>
<b>DECISION PACKAGES TOTAL</b>		<b>\$423,000</b>	<b>\$262,838</b>	<b>\$685,838</b>	<b>\$0</b>	<b>\$685,838</b>
<b>TOTAL DECISION PACKAGES FOR WATER &amp; SEWER FUND</b>		<b>\$423,000</b>	<b>\$277,838</b>	<b>\$700,838</b>	<b>\$15,000</b>	<b>\$685,838</b>

**FY 2018-19 DECISION PACKAGES**  
(Not included in the Adopted Budget)

**GENERAL FUND**

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL
FVFD	Increase Operational Cost	\$ -	\$ 110,000	\$ 110,000
ASO-RM	Evaluation of Critical Facilities	20,000	-	20,000
PD-Admin	Replace PSB Security Cameras	-	5,000	5,000
ASO-Finance	Part-time Administrative Assistant (FTE <0.49)	-	21,046	21,046
PK-Park Ops	Parks Laborer (1.0 FTE)	-	61,876	61,876
ASO-HR	Salary Survey	20,000	-	20,000
FMO	Deputy Fire Marshal 1 (FTE 1.0) mid year hire	6,450	45,916	52,366
PK-Park Ops	Addition to Fleet - Regular Cab Disedel Truck	32,642	3,900	36,542
CSO	FOIA Subpoena Processing Module - Implementation & Maint	1,000	5,200	6,200
FMO	Addition to Fleet - Sports Utility Vehicle	57,000	1,800	58,800
PD-Admin	Feasibility Study on Public Safety Building	10,000	-	10,000
PK-Park Ops	Replace existing equipment - Tool Cat	40,000	-	40,000
PW-Streets	Industrial Zero Turn Riding Mower	10,500	1,050	11,550
PD-CID	Pole Camera	5,000	480	5,480
PD-Comm	VHF Backup Radio	15,200	-	15,200
PW-Streets	Addition to Fleet - 1/2 Ton Extended Cab Truck	28,000	4,000	32,000
ASO-HR	Wellness Program	-	5,000	5,000
PK-Park Ops	Replace 1 Ton Dump Box Truck (not VRP)	70,000	-	70,000
PK-Park Ops	Replace Backstop Fencing Fabric at Steven Schultz Sportspark	58,000	-	58,000
PK-Park Ops	Aquatic Center Feasibility Study	10,200	-	10,200
PW-CIP	HP DesignJet SD Pro Multifunction Printer	15,495	5,000	20,495
ASO-HR	Wellness Incentive Program	-	9,600	9,600
PD-Comm	Freedom Application	8,000	-	8,000
PW-Streets	Message Board	19,640	75	19,715
FVFD	EMS Staffing	-	52,500	52,500
PW-Streets	Street Sweeper	165,000	4,500	169,500
FVFD	Fire Training Field Improvements	400,000	0	400,000
FVFD	Expansion of Fire Station #3 (Phase I of II)	100,000	0	100,000
<b>UNFUNDED DECISION PACKAGES TOTAL (GENERAL FUND)</b>		<b>\$ 1,092,127</b>	<b>\$ 336,943</b>	<b>\$ 1,429,070</b>

**WATER AND SEWER FUND**

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL
PW-Sewer Util	Vacuum/Jet Combination Sewer Truck (not VRP)	\$ 425,000	\$ 4,500	\$ 429,500
<b>UNFUNDED DECISION PACKAGES TOTAL (WATER &amp; SEWER FUND)</b>		<b>\$425,000</b>	<b>\$4,500</b>	<b>\$429,500</b>

## Tax Information

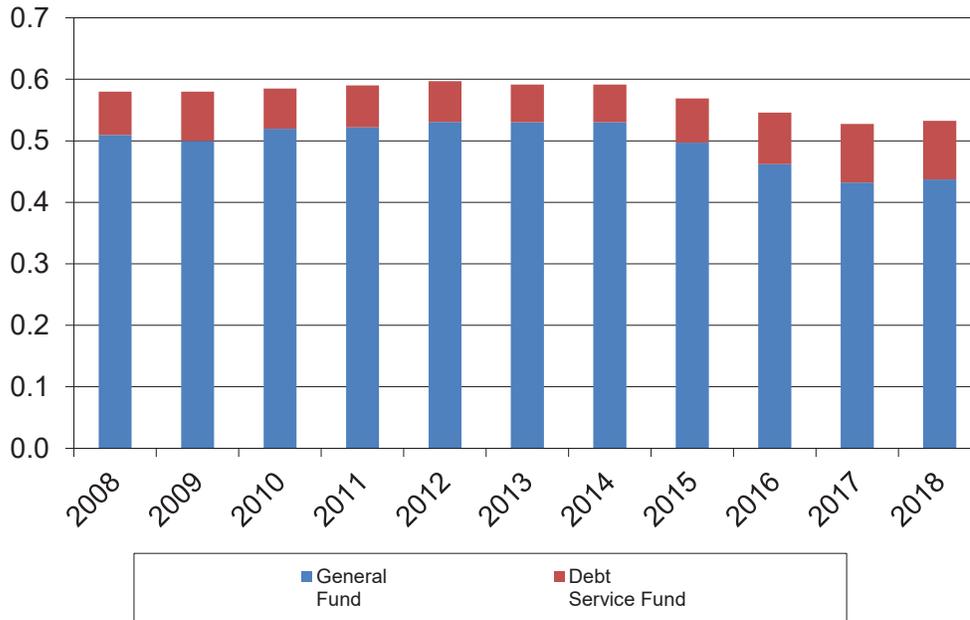
**ESTIMATED AD VALOREM TAX COLLECTIONS - GCAD & HCAD Certified Roll**

Estimated Taxable Value as of August 22, 2018 certification	\$2,856,092,928	
Divided by 100	<u>100</u>	
Rate Base	\$28,560,929	
Tax Rate	<u>0.5324</u>	
Estimated Tax Levy	\$15,205,553	
Estimated Collection Rate	<u>100%</u>	
Adjusted Tax Collections, 2018-19		\$15,205,553
Estimated Value of Properties in ARB Review Status	\$150,210,183	
Divided by 100	<u>100</u>	
Rate Base	\$1,502,102	
Tax Rate	<u>0.5324</u>	
Estimated Tax Levy		\$799,704
Estimated Value Over 65 Frozen Ceilings	\$367,933,948	
Divided by 100	<u>100</u>	
Rate Base	\$3,679,339	
Tax Rate	<u>0.5324</u>	
Estimated Collection Rate & Levy of Over 65 Frozen Ceilings	100%	\$1,958,844
		<hr/>
<b>ESTIMATED TOTAL TAX LEVY</b>		<b><u>\$17,964,102</u></b>

**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
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%
2012-13	2012	\$2,392,531,721	20%	\$0.5970	\$14,283,414	2.4%
2013-14	2013	\$2,502,557,278	20%	\$0.5914	\$14,653,660	2.6%
2014-15	2014	\$2,633,486,696	20%	\$0.5914	\$15,440,708	5.4%
2015-16	2015	\$2,926,095,717	20%	\$0.5687	\$16,403,663	6.2%
2016-17	2016	\$3,173,373,806	20%	\$0.5460	\$17,009,094	3.7%
2017-18	2017	\$3,408,383,083	20%	\$0.5273	\$17,569,799	3.3%
2018-19	2018	\$3,374,237,059	20%	\$0.5324	\$17,964,102	2.2%

### Tax Rate Comparison



### Historical Tax Rate Comparison

Fiscal Year	Tax Year	General Fund	Service Fund	Total Tax Rate*
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	\$0.5797
2011-12	2011	\$0.5218	\$0.0684	\$0.5902
2012-13	2012	\$0.5307	\$0.0663	\$0.5970
2013-14	2013	\$0.5303	\$0.0611	\$0.5914
2014-15	2014	\$0.5303	\$0.0611	\$0.5914
2015-16	2015	\$0.4972	\$0.0715	\$0.5687
2016-17	2016	\$0.4620	\$0.0840	\$0.5460
2017-18	2017	\$0.4323	\$0.0950	\$0.5273
2018-19	2018	\$0.4372	\$0.0952	\$0.5324

\* Tax Rate Includes 20% Homestead Exemption

**Sales Tax Revenue Comparison  
FY17 through FY19**

<b>Month of Receipt</b>	<b>FY17 Actual</b>	<b>FY18 Forecast</b>	<b>FY19 Adopted General Fund</b>	<b>FY19 Adopted Streets*</b>	<b>FY19 Adopted Economic Dev**</b>	<b>FY19 Adopted Budget</b>
December	\$393,732	\$594,504	\$470,168	\$115,060	\$38,354	<b>\$623,582</b>
January	370,543	629,200	485,446	115,060	38,354	<b>\$638,860</b>
February	618,527	977,497	740,670	153,413	51,138	<b>\$945,221</b>
March	511,860	563,881	430,222	115,060	38,354	<b>\$583,636</b>
April	474,564	538,474	427,395	115,060	38,354	<b>\$580,809</b>
May	714,551	869,442	676,398	153,413	51,138	<b>\$880,949</b>
June	534,176	614,664	470,544	115,060	38,354	<b>\$623,958</b>
July	492,904	567,194	430,395	115,060	38,354	<b>\$583,809</b>
August	746,544	804,469	605,918	153,413	51,138	<b>\$810,469</b>
September	558,429	620,945	468,531	115,060	38,354	<b>\$621,945</b>
October	522,224	606,805	459,391	115,060	38,354	<b>\$612,805</b>
November	833,815	833,177	629,414	153,405	51,128	<b>\$833,947</b>
<b>Total</b>	<b>\$6,771,869</b>	<b>\$8,220,252</b>	<b>\$6,294,492</b>	<b>\$1,534,124</b>	<b>\$511,374</b>	<b>\$8,339,990</b>

\*Fund established in FY17 to record sales tax revenue collected for City streets maintenance and improvements.

\*\*Fund established in FY17 to record sales tax revenue collected for economic development improvements of the City's downtown area.

City of Friendswood's sales tax rate increased from 7.75% to 8.25% with voter approval in May 2016. The 1/2 cent sales tax rate increase is City of Friendswood's sales tax rate increased from 7.75% to 8.25% with voter approval in May 2016. The 1/2 cent sales tax rate increase is distributed in the following manner:

\$0.00375 for Streets maintenance and improvements

\$0.00125 for Economic Development improvements in the City's downtown area

Glossary  
Abbreviations and Acronyms

*(reviewed and updated annually)*

### 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.

### AMORTIZATION

Apportionment or writing off of the cost of an intangible asset as an operational cost over the estimated useful life of an asset. The book value of an asset is reduced due to usage and a large expense is spread proportionately over a fixed period of time.

### 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.

### ARBITRAGE

Transactions by which securities are bought and sold in different markets at the same time for the sake of profit arising from a difference in prices in the two markets. With respect to the issuance of municipal bonds, arbitrage usually refers to the difference between the interest paid on the bonds issued and the interest earned by investing the bond proceeds in other securities.

### ASSESSED VALUATION

A valuation set upon real estate or other property by a government as a basis for levying taxes.

### ATTRITION

A gradual reduction in work force, as when workers resign or retire and are not replaced.

### 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.

### BOND

A way of borrowing money long term for capital projects. A bond is a promise to repay money borrowed on a particular date often 10 or 20 years in the future. Most bonds also involve a promise to pay a specified dollar amount of interest at predetermined intervals.

### BUDGET AMENDMENT

A term used to refer to a change to the budget after adoption. Additional revenue or fund balance/retained earnings appropriations to fund expenditures not included in the original adopted budget.

### BUDGET TRANSFER

A term used to refer to the reallocation of appropriated funds between revenue or expenditure accounts within a department.

### 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. The program can be, either, a five or a 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.

### DEPRECIATION

Gradual conversion of the cost of a tangible fixed or capital asset as an operational cost over the projected useful life of an asset. The book value of an asset is reduced due to usage and a large expense is spread proportionately over a fixed period of time.

### 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.

### EXPENSES

Reduction in net financial resources which represents the operational cost of doing business.

### 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.

### FULL TIME EQUIVALENT

The number of hours per year that a full time employee is expected to work. Two workers who each work half that number of hours together equal one full time equivalent. The hours of a number of part timers or temporary workers can be added up to see how many full time positions they are equivalent to.

### 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 amiable 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.

### MAJOR FUND

A governmental fund or enterprise fund reported as a separate column in the basic fund financial statements. The general fund is always a major fund. Otherwise, major funds are funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental and enterprise funds for the same item. Any other government or enterprise fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users.

### 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.

### WORKING CAPITAL

The difference between current assets and current liabilities of enterprise funds.

## Abbreviations and Acronyms

### A

AED: Automated External Defibrillator  
AICPA: American Institute of Certified Public Accountants  
ASO: Administrative Services Office

### B

BA: Budget Amendment  
BPI: Bond Project Impact  
BT: Budget Transfer

### C

CAFR: Comprehensive Annual Financial Report  
CCISD: Clear Creek Independent School District  
CDD: Community Development Department  
CEDC: Community and Economic Development Committee  
CFS: Calls for Services  
CID: Criminal Investigation Division  
CIP: Capital Improvement Plan  
CMO: City Manager's Office  
CS: Community Services  
CSO: City Secretary's Office  
CCP: Code of Criminal Procedure

### D

DARE: Drug Abuse Resistance Education  
DOT: Department of Transportation  
DRC: Development Review Committee

### E

EDA: Economic Development Administration  
EEO: Equal Employment Opportunity  
EMPG: Emergency Management Performance Grant  
EMS: Emergency Medical Service  
ERP: Enterprise Resource Plan  
ETR: Effective Tax Rate

### F

FAA: Friendswood Animal Alliance  
FEMA: Federal Emergency Management Agency  
FISD: Friendswood Independent School District  
FMO: Fire Marshal's Office  
FOIA: Freedom of Information Act  
FSU: Field Service Unit  
FTE: Full Time Equivalent  
FVFD: Friendswood Volunteer Fire Department  
FY: Fiscal Year

### G

GAAP: Generally Accepted Accounting Principles  
GASB: Governmental Accounting Standards Board  
GCCDD: Galveston County Consolidated Drainage District  
GF: General Fund  
GFOA: Governmental Finance Officers Association  
GIS: Geographic Information System  
GO: General Obligation  
GLO: General Land Office  
GPM: Gallons per Minute  
GTOT: Government Treasurers Organization of TX

### H

HIDTA: High Intensity Drug Trafficking Area Program  
HVAC: Heating, Ventilation, and Air Conditioning System

### I

I&I: Interest Infiltration and Inflow  
I&S: Interest and Sinking (tax rate used for debt retirement)  
IRS: Internal Revenue Service

### K

KFB: Keep Friendswood Beautiful

### L

LEOSE: Law Enforcement Officer Standards and Education

### M

M&CC: Mayor and City Council  
M&O: Maintenance and Operations (tax rate used for general operations)  
MCI: Municipal Cost Index  
MYFP: Multi Year Financial Plan

### P

PD: Police Department  
PEG: Public Education Governmental  
PIF: Police Investigation Fund  
PSB: Public Safety Building  
PW: Public Works

### S

SAN: Storage Area Network  
SECO: State Energy Conservation Office  
SETCIC: Southwest Texas Crime Information Center

### T

TAGO: Texas Attorney General's Office  
TDRA: Texas Disaster Recovery Assistance  
TDSHS: Texas Dept of State Health Services  
TMRS: Texas Municipal Retirement System

### V

VOCA: Victims of Crimes Act  
VRF: Vehicle Replacement Fund  
VRP: Vehicle Replacement Plan

### W

W&S: Water and Sewer  
W/S: Water and Sewer

### Y

YTD: Year to date

### Z

ZZB: Zero Based Budgeting (revenues & expenses net to zero)

## Adopted Budget and Tax Rate Ordinances

(Title: An ordinance adopting the City of Friendswood, Texas, General Budget for the Fiscal Year 2018/2019.)

**ORDINANCE NO. 2018-28**

**AN ORDINANCE APPROVING AND ADOPTING THE CITY OF FRIENDSWOOD, TEXAS, GENERAL BUDGET FOR THE FISCAL YEAR 2018/2019; 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 July 31, 2018, the City Manager presented to the City Council a proposed Budget of the expenditures of the City of Friendswood for the fiscal year 2018/2019, 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, a public hearing on such Budget was held in the Council Chambers in the City Hall, at which hearing 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 2018/2019 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 2018/2019,” 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 2018/2019, 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;

<b>Beginning Fund Balance, 10/01/2018</b>	<b>\$33,828,334</b>
<b>Total Revenues</b>	<b><u>\$45,862,144</u></b>
<b>Total Resources Available for Appropriation</b>	<b>\$79,690,478</b>
<b>Total Expenditures and Other Financing Uses</b>	<b><u>\$58,265,943</u></b>
<b>Ending Fund Balance, 9/30/2019</b>	<b><u>\$21,424,535</u></b>

PASSED, APPROVED, AND ADOPTED BY A RECORD VOTE OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, ON THE FIRST AND FINAL READING THIS 1<sup>st</sup> DAY OF OCTOBER, 2018.

  
 Mike Foreman  
 Mayor

  
 Melinda Welsh, TRMC  
 City Secretary

**RECORD VOTE:**

<u>COUNCIL MEMBER:</u>	<u>VOTED FOR</u>	<u>VOTED AGAINST</u>
MIKE FOREMAN, MAYOR	<u>  X  </u>	<u>          </u>
STEVE ROCKEY	<u>          </u>	<u>    X    </u>
SALLY BRANSON	<u>    X    </u>	<u>          </u>
TRISH HANKS	<u>    X    </u>	<u>          </u>
ROBERT J. GRIFFON	<u>    X    </u>	<u>          </u>
JOHN H. SCOTT	<u>    X    </u>	<u>          </u>
CARL W. GUSTAFSON	<u>    X    </u>	<u>          </u>

**CITY OF FRIENDSWOOD  
PROPOSED BUDGET SUMMARY  
FISCAL YEAR 2018-2019**

	18-19 PROPOSED BUDGET
<b>REVENUES</b>	
Taxes	28,197,440
Charges for Services	13,636,879
Permits and Licenses	849,000
Fines	751,960
Intergovernmental Revenues	548,017
Interest	401,953
Vehicle Lease Reimbursements	550,817
Miscellaneous Receipts	926,078
<b>TOTAL REVENUES</b>	<b>45,862,144</b>
<b>Fund Balance (Used) or Carried Forward</b>	
General Fund	(488,776)
Police Investigation Fund	1,307
Municipal Court Building Security/Technology Fund	(7,826)
Sidewalk Installation Fund	245
Park Land Dedication Fund	(124,587)
Streets Improvement Fund	(2,546,868)
Fwd Downtown Economic Development Improvements Fund	(415,843)
Tax Debt Service Fund	26,029
2014/2016 GO Bond Funds	(6,280,711)
1776 Part Trust Fund	292
Water & Sewer Operations Fund	47,948
2016 Water & Sewer Bond Construction Fund	(2,901,398)
Water Impact Fees	19,320
Sewer Impact Fees	19,133
Water and Sewer Revenue Debt Service	7,307
Vehicle Replacement Plan Fund	240,629
	<b>(12,403,799)</b>
<b>Total Resources Available</b>	<b>33,458,345</b>
<b>EXPENDITURES</b>	
General Government	6,552,811
Public Safety	13,792,742
Community Development and Public Works	11,018,201
Parks & Recreation	4,600,483
Vehicle Replacement Fund	316,766
Capital Improvements	15,300,664
Debt Service	6,684,276
<b>TOTAL EXPENDITURES</b>	<b>58,265,943</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(24,807,598)</b>
<b>BEGINNING FUND BALANCE</b>	<b>33,828,334</b>
<b>ENDING FUND BALANCE</b>	<b>21,424,535</b>

(Title: An ordinance providing for the levy and collection of ad valorem taxes of the City of Friendswood, Texas, for the tax year commencing October 01, 2018, and ending September 30, 2019.)

**ORDINANCE NO. 2018-29**

**AN ORDINANCE PROVIDING FOR THE LEVY AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF FRIENDSWOOD, TEXAS, FOR THE TAX YEAR COMMENCING OCTOBER 01, 2018 AND ENDING SEPTEMBER 30, 2019; 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 60<sup>th</sup> 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 \$0.095218 for debt service and a tax rate of \$0.437173 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 1st day of October, 2018, 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 properly 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 commencing October 1, 2018 and ending September 30, 2019, to fund the City's fiscal year 2018-2019 municipal budget, an ad valorem tax at the total rate of \$0.532391 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. **THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE INCREASED BY 0.96 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$4.03.**

**Section 3.** Of the total tax levied in Section 2 hereof, \$0.437173 is levied to fund maintenance and operation expenditures of the City for the fiscal year 2018-2019.

**Section 4.** Of the total tax levied in Section 2 hereof, \$0.095218 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

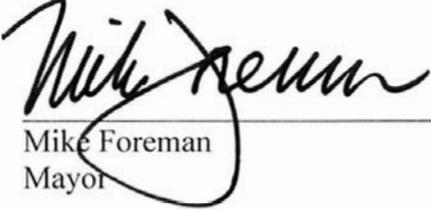
other lawfully authorized evidence of indebtedness issued by the City, as such installments shall respectively mature in the fiscal year 2018-2019.

**Section 5.** All ad valorem taxes levied hereby, in the total amount of \$0.532391 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, 2019. All ad valorem taxes due the City of Friendswood, Texas, and not paid on or before January 31<sup>st</sup> following the year for which they were levied, shall bear penalty and interest as prescribed in the Texas Tax Code.

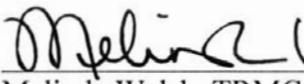
**Section 6.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate 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 BY A RECORD VOTE OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, ON THE FIRST AND FINAL READING THIS 1<sup>ST</sup> DAY OF OCTOBER, 2018.**

  
\_\_\_\_\_  
Mike Foreman  
Mayor

ATTEST:

  
\_\_\_\_\_  
Melinda Welsh, TRMC  
City Secretary



Ord. No. 2018-29

**RECORD VOTE:**

<u>COUNCIL MEMBER:</u>	<u>VOTED FOR</u>	<u>VOTED AGAINST</u>
MIKE FOREMAN, MAYOR	<u>    X    </u>	<u>          </u>
STEVE ROCKEY	<u>          </u>	<u>    X    </u>
SALLY BRANSON	<u>    X    </u>	<u>          </u>
TRISH HANKS	<u>    X    </u>	<u>          </u>
ROBERT J. GRIFFON	<u>    X    </u>	<u>          </u>
JOHN SCOTT	<u>    X    </u>	<u>          </u>
CARL W. GUSTAFSON	<u>          </u>	<u>    X    </u>