



CITY OF FRIENDSWOOD
ANNUAL
ADOPTED
BUDGET

FISCAL YEAR 2020 - 2021



CITY OF FRIENDSWOOD, TEXAS
ADOPTED ANNUAL BUDGET
October 1, 2020 - September 30, 2021

Mayor	Mike Foreman
Mayor Pro Tem	Trish Hanks
Position #1	Steve Rockey
Position #2	Sally Branson
Position #4	Robert J. Griffon
Position #5	John Scott
Position #6	Brent Erenwert

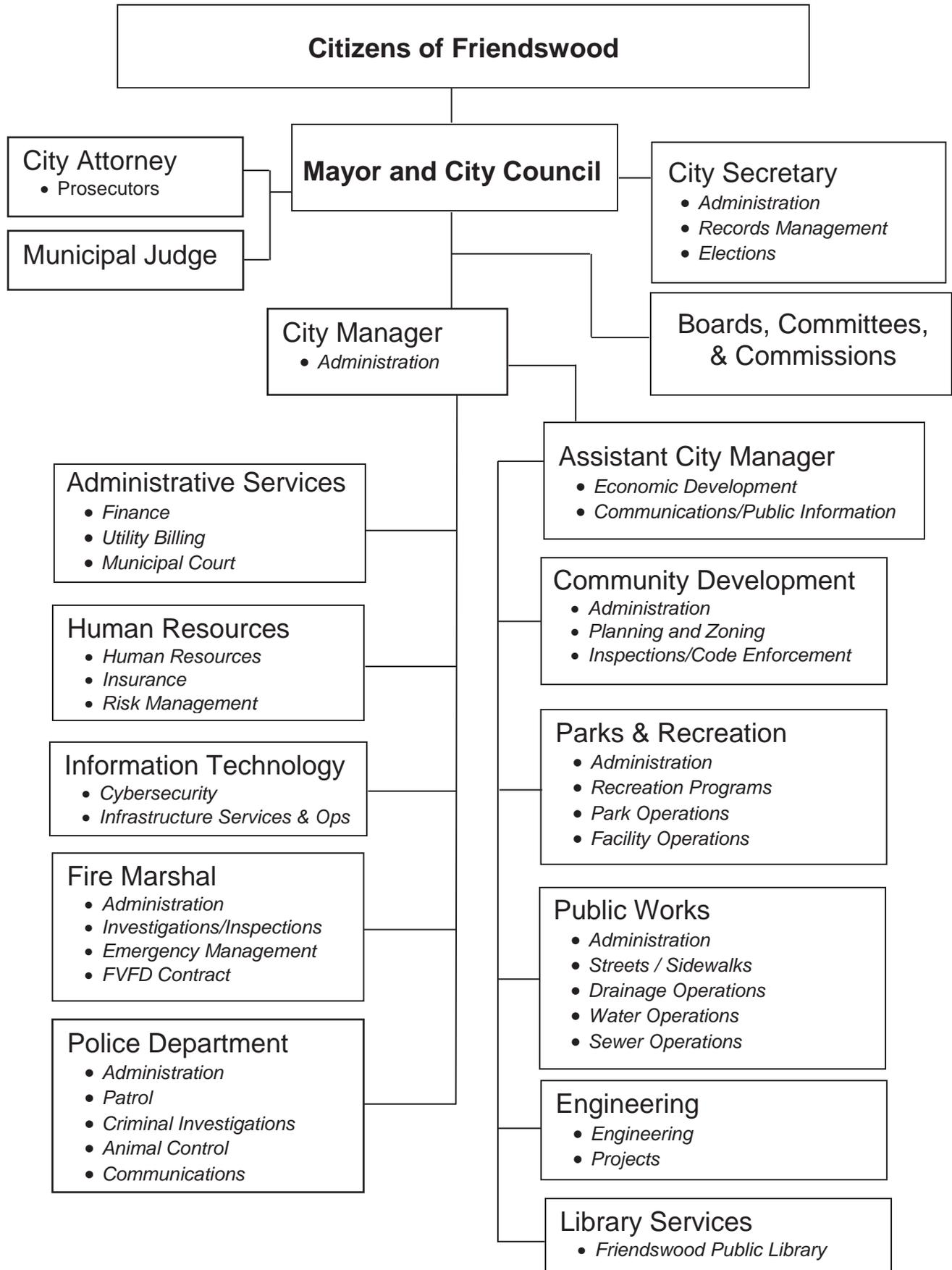
BUDGET TEAM

City Manager Morad Kabiri	Assistant City Manager Steven Rhea	City Secretary Melinda Welsh	Police Chief Robert B. Wieners
Fire Marshal Brian Mansfield	Director of Engineering Jildardo Arias	Director of Public Works René Ibarra	Director of Library Services Matt Riley
Director of Community Development Aubrey Harbin	Director of Parks & Recreation James Toney	Director of Human Resources Bill Bender	Director of Information Technology James O'Brien
Director of Administrative Services Katina Hampton	Deputy Director of Administrative Services Rhonda Bloskas	Budget Manager Jennifer Walker	Financial Analyst Emily Peltier

Thanks to all the City Staff who assisted throughout the budget process.

Budget cover designed by Katy Blanchard

**CITY OF FRIENDSWOOD
Organization Chart**



In accordance with Texas Senate Bill (S.B.) 2

On September 14, 2020, the City’s fiscal year 2020-2021 budget was adopted with revenues and expenses based on a tax rate of \$0.497314. On October 1, 2020, the City of Friendswood ratified adoption of its 2020 tax rate of \$0.487314 per \$100 property valuation. This tax rate will not raise taxes for maintenance and operations beyond last year’s tax rate. The adopted tax rate of 48.73 cents is 4.5 cents or 8.5% less than the voter-approval tax rate of 53.25 cents. The adopted budget includes \$396,383 in 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 \$47,567,582.

Debt service obligations of the City of Friendswood secured by property taxes, in fiscal year 2020-2021: \$3,729,089.

Property Tax Comparison (per \$100 valuation)	FY 20 Adopted	FY 21 Adopted
Adopted Tax Rate	\$0.521439	\$0.487314
Adopted O&M Rate	\$0.432160	\$0.392152
Adopted I&S Rate	\$0.089279	\$0.095161
No New Revenue Tax Rate (effective tax rate)	\$0.495289	\$0.487314
No New Revenue Operating Rate	\$0.475100	\$0.476906
Maximum No New Revenue Operating Rate	\$0.513108	\$0.493597
Maximum Debt Tax Rate	\$0.104879	\$0.108144
Voter Approved Tax Rate (rollback rate)	\$0.553481	\$0.532452

Data included in the table is reflective of State Comptroller’s Truth-In-Taxation guidelines for informational purposes.

City of Friendswood’s 2020 adopted total tax rate is \$0.4873 which includes the maintenance & operations (M&O) rate of \$0.3921 and the debt service (I&S) rate of \$0.0952.

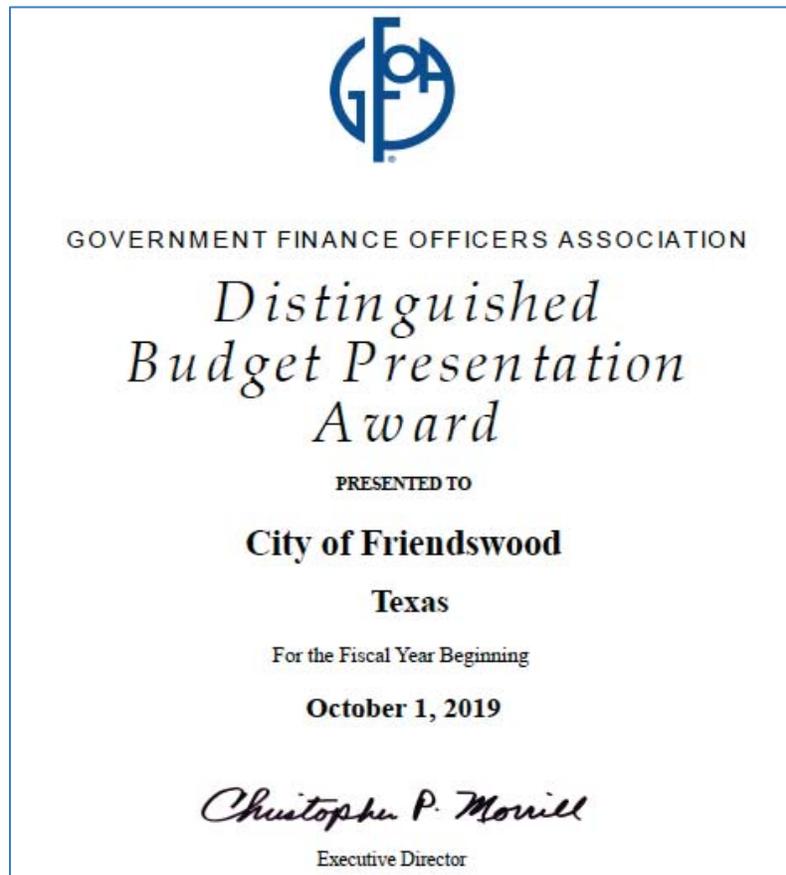
City Council	Position	Vote on Budget	Vote on Tax Rate
Mike Foreman	Mayor	Yes	Yes
Trish Hanks	Mayor Pro-Tem	Yes	No
Steve Rockey	Position 1	Yes	Yes
Sally Branson	Position 2	Yes	Yes
Robert J. Griffon	Position 4	Yes	Yes
John Scott	Position 5	No	Yes
Brent Erenwert	Position 6	Yes	Yes

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, 2019**.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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



Guide to Use of the Budget

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

The **Introduction 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 and Investment Policy 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 Funds, Fire/EMS Donation Fund, Hazard Mitigation Grant Program, Texas Water Development Board Flood Mitigation Acquisition Grant, 2017 Community Development Block Grant-Disaster Relief (Harris and Galveston County), Municipal Court Fund, Sidewalk Installation Fund, Park Land Dedication Fund, Streets Maintenance Fund, Tax Debt Service Fund, 1776 Park Trust Fund and General Obligation Bonds Construction Funds.

Enterprise funds include Water and Sewer Operation Fund, Water and Sewer Revenue Bonds Construction Funds, Water and Sewer CIP/Impact Fee Funds, and Water and Sewer Revenue Debt Service Fund.

Additional funds are the Vehicle Replacement Fund and Friendswood Downtown Economic Development 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 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, Engineering Department, Public Works Department, and other 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 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 FY19 actual; FY20 original budget; FY20 amended budget; year to date 6/30/2020 actual expenditures; year-end estimate for FY20; and FY21 adopted budget data.

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

INSTRUCTIONS FOR NAVIGATING THE ANNUAL BUDGET PDF DOCUMENT

Bookmarks for major sections are provided in the navigation pane on the left. Click on the bookmark to jump directly to that section. If a “>” sign is at the left of a bookmark, click on the “>” to bring up subheadings.

The **Table of Contents** is hyperlinked. To jump to a specific page or subsection from the Table of Contents, hover the pointer finger on the title or page number and click the mouse.

Click the **Table of Contents** box located at the bottom right corner of any page to return to page 7 of the Table of Contents at any time.

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CITY OF FRIENDSWOOD

October 1, 2020

Honorable Mayor and City Council:

As Fiscal Year 2019-2020 comes to a close, typically I would take this opportunity to reflect on the milestones achieved as well as present to you the budget for the upcoming fiscal year. This year, however, has not been a typical year by any means. Friendswood, the region, and across country has faced the single greatest pandemic of our generation. Coupled with a national debate fixated on local law enforcement issues, the City has endured some significant challenges. I would like to commend Council for their leadership in weathering this storm, and staff for their continued resiliency and versatility.

Knowing the difficulties that lay ahead, staff undertook a thorough evaluation of each expense and revenue; inclusive of hundreds of hours of careful thought, lively discussion, and focused teamwork. This effort has resulted in efficiencies identified, restructuring to better position resources, and the establishment of vital partnerships. Some of the milestones achieved this past fiscal year include:

- The continuation and completion of a record number of street projects throughout the City;
- Undergoing utility reconstruction/rehabilitation work on some of the City's more prominent facilities;
- Partnering with local and regional agencies to tackle monumental drainage projects;
- Adjusting resources from one department to another to help off-set demands without increasing the budget; and
- Restructuring operational functions as it relates to Human Resources/Risk Management and Information Technology.

All of this and much more was done with the lowest tax rate in the last 40 years. Moving forward, however, the City of Friendswood will continue to face challenges. Some of these are a continuation of our efforts following Hurricane Harvey. Others include dealing with the fallout from the COVID-19 pandemic; both from a public health standpoint and an economic impact.

How are we positioning ourselves for the future and the issues at hand? One: we're investing in our most valuable asset, our staff. Included within the budget is funding for merit. Two: we're being dynamic, evaluating the needs for the City across multiple areas, and making adjustments. As an example, this year we moved an FTE position from the City Secretary's Office to Engineering to provide much needed office support for the implementation of the 2019 Bond Program. Additionally, we restructured the Administrative Services Office making Human Resources/Risk Management and Information Technology standalone departments. Both efforts better situate the organization to respond to the demands ahead.

City Council should once again be applauded 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 stylized flourish at the end.

Morad Kabiri, City Manager

Budget in Brief

The pages that follow summarize the City of Friendswood's fiscal year 2020-21 adopted budget.

Revenues

1. The budget includes total revenue projections of \$96.3 million in all funds. This is an increase of \$16.8 million over the fiscal year 2019-20 adopted budget. The majority of this increase, \$9.9 million is intergovernmental revenues from federal grant awards and \$9.1 million from the second round of general obligation bonds authorized in November 2019 expected to be issued in June 2021. Below are the highlights of the revenue projections:
 - Property tax revenue budget is based on net taxable value of \$3.9 billion. Although values have increased \$247 million from prior year, the budgeted amount only reflects a small increase of 0.95% or \$185,585 in revenue compared to prior year budget. This is due to the impact of FY20 protest and freeze celling property value.
 - Sales tax revenue budget is up approximately 10.5% based on fiscal year 2019-20 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. The anticipated growth in sales tax revenue is due to new businesses opening during FY20 which includes several fast-food establishments.
 - Franchise tax revenue budget is expected to decrease 2.5% due to the effects of SB 1152 which allows utility companies to only pay the lesser, statewide, of municipal rights-of-way or video franchise fees.
 - Charges for Services budget is expected to increase 0.1% from prior year adopted budget. The adopted budget reflects a small increase in utility charges for services of \$119,000 to support operational needs.
 - Municipal Court fines and fees in the adopted budget are expected to increase by about 1.3% based on fiscal year 2019-2020 activity.
 - Interest earnings are expected to decrease by about 36.9% from prior year adopted budget based on earnings received in FY20. This is primarily due to the decrease in interest rates starting in March 2020 as a reaction to the public health emergency crisis.
 - Vehicle Replacement Fund lease payments are expected to increase by 13.2% due to purchases related to new additions to the plan and increase inflationary factor to support future replacement costs.
 - Planned use of fund balance/retained earnings used to offset capital improvements is \$24.6 million. These capital improvement projects are slated for completion over the next few years.
2. The FY21 adopted budget was developed with a tax rate of \$0.4973 per \$100 valuation. As a result, approximately \$404,517 in property tax revenue is expected to be generated from properties added to the tax roll this year (i.e. new construction).
 - The adopted maintenance and operations (M&O) rate is \$0.4021 and the interest and sinking or debt service (I&S) rate is projected to be \$0.0952.

3. The estimated net taxable value is \$3,918,863,732; an increase of \$246,671,741 above certified values including supplemental rolls for tax year 2019.

- Certified values from Galveston Central Appraisal District and Harris County Appraisal District indicate overall growth in property values.
- 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 \$0.4973 tax rate, the 2020 property tax bill would be approximately \$796. This amount is a decrease of about \$38 from the current tax rate.

Historical Revenue Budget (All Funds)

Revenue Source	FY21		FY20		FY19	
	Adopted	Percent Change PY	Adopted	Percent Change PY	Adopted	Percent Change PY
Property Taxes*	\$19,632,400	0.95%	\$19,446,815	7.3%	\$18,126,202	0.1%
Sales Tax	\$9,681,364	10.5%	\$8,760,322	5.0%	\$8,339,990	10.3%
Franchise Tax	\$2,101,190	-2.5%	\$2,155,318	28.6%	\$1,675,966	-1.9%
Mixed Drink	\$58,040	3.2%	\$56,250	1.8%	\$55,282	21.9%
Licenses & Permits	\$874,049	2.0%	\$857,216	1.0%	\$849,000	0.9%
Intergovernmental Revenues**	\$10,446,506	1691.2%	\$583,200	6.4%	\$548,017	118.8%
Charges for Services	\$16,523,232	0.1%	\$16,505,919	21.0%	\$13,636,879	7.0%
Fines	\$848,700	1.3%	\$837,580	11.4%	\$751,960	5.2%
Interest	\$608,256	-36.9%	\$964,300	139.9%	\$401,953	95.2%
VRF Reimbursements	\$782,590	13.2%	\$691,400	25.5%	\$550,817	44.7%
Miscellaneous Receipts***	\$10,201,863	925.0%	\$995,315	7.5%	\$926,078	-7.3%
Fund Balance/Retained Earnings****	\$24,559,425	-11.1%	\$27,627,928	116.4%	\$12,766,009	-0.1%
Total	\$96,317,615	21.2%	\$79,481,563	35.6%	\$58,628,153	4.0%

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

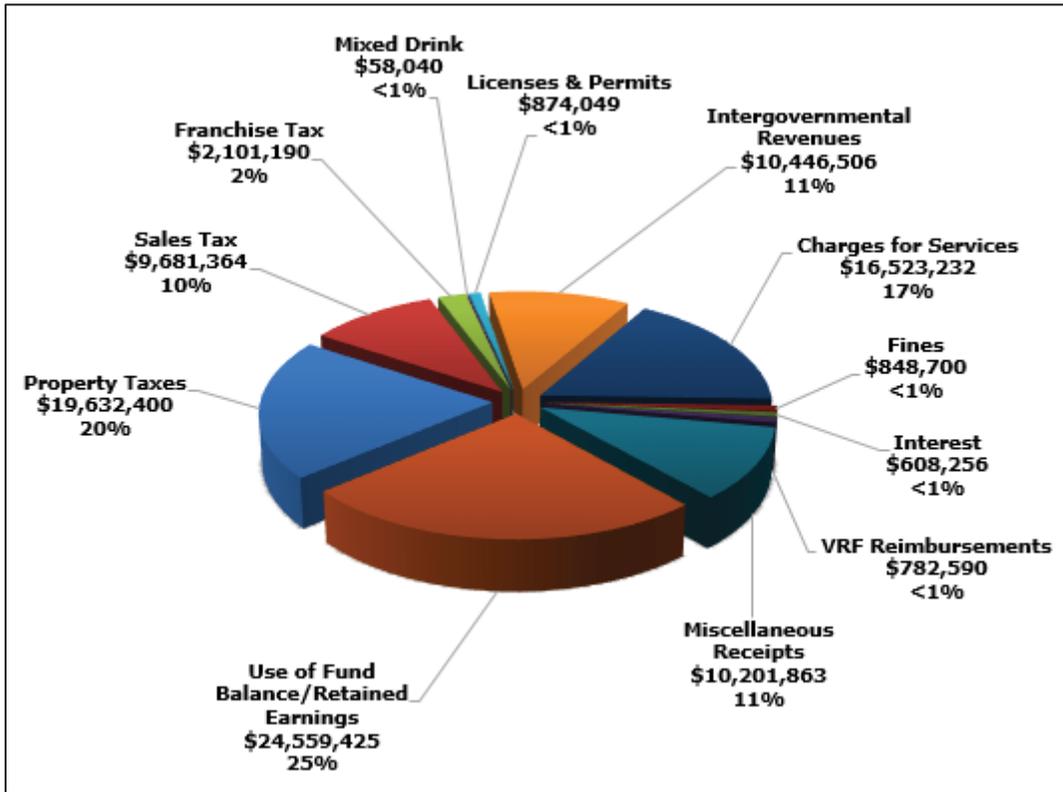
** Includes grant funding for hazard mitigation and drainage improvements.

*** Includes bond proceeds of \$9.1 million expected to be issued in June 2021.

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

4. After the budget was adopted, Council ratified a tax rate of \$0.4873. Page 19 has details of subsequent changes to the budget.

FY21 Adopted Budget Revenues
\$96,317,615
(all funds)



*Excludes inter-fund transfers. Uses of fund balance and retained earnings in several funds total \$24,559,425; resulting in revenues offsetting budgeted expenditures.

Expenditures

1. The adopted budget appropriates approximately \$95.7 million in expenditures, excluding inter-fund transfers. This is an increase of approximately \$16.4 million or 20.7% from the fiscal year 2019-20 adopted budget. The increase in this year's budget is, like the previous two years, related to capital improvements and debt service obligations related to the General Obligation Bonds authorized in 2013 and 2019, and the Water and Sewer Revenue Bonds issued in 2016 and 2018. In addition, capital improvements afforded by the streets and downtown economic development corporation sales tax are included.
2. Personnel costs make up 71% of the City's General Fund operational budget. The adopted budget includes staffing of 239.15 full-time equivalents (FTE). Adopted changes in personnel expenditures include:
 - Upgrade of 1 part-time to 1 full-time Parks Laborer (0.40 FTE).
 - The City's TMRS contribution rate will increase from 16.03% to 16.74% on January 1, 2021.
 - An estimated 5% healthcare insurance cost increase totaling approximately \$113,238.
 - The adopted budget includes decisions packages for funding merit in both the General Fund (\$577,529) and Water and Sewer Fund (\$69,299). This equates to an average of 2.75%. Merit is awarded based on individual employee performance.
 - The Office Manager position in Engineering will be funded through a vacancy in the City Secretary's Records Management division.
 - A total of 64 peace officer positions were funded of the authorized 66 full-time equivalents.
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 total \$71,800 (General Fund) and \$218,500 (Water and Sewer Fund).
 - Decision Packages total \$6,000 (General Fund).
4. Details for the forces at work and decision packages mentioned immediately above are as follows:
 - General Fund:
 - Health Insurance - \$96,947
 - FVFD Annual Contract Increase for Fire - \$29,500
 - FVFD Annual Contract Increase for EMS - \$42,300
 - City Wide Merit 2.75% - \$577,529
 - Parks & Recreation Mother and Son Event - \$6,000
 - Parks Laborer wages and related benefits - \$33,349
 - Water & Sewer Fund:
 - Health Insurance - \$14,535
 - Purchased Water Rate Increase - \$123,000
 - Blackhawk Wastewater Operations Increase - \$95,500
 - City Wide Merit 2.75% - \$69,299
5. In addition to the FY21 forces at work and decision packages, the adopted budget includes the following:
 - \$2,560,241 for streets improvements
 - \$500,000 as a current services level priority
 - \$2,060,241 funded by additional 3/8 of 1% sales tax
 - \$2,160,213 for downtown economic development
 - \$300,000 for sewer line maintenance in the Water & Sewer Fund
 - \$830,961 for G.O. Bond projects authorized in 2013 (street and park improvements)

- \$8,022,316 for G.O. Bond project authorized in 2019 (renovation of the Blackhawk facility and drainage improvements)
- \$9,100,000 for G.O. Bond projects authorized in 2019 to be issued in June 2021 (replacement of fire station #2, upgrade fire training field, and expansion of public safety building)
- \$1,573,687 for Water and Sewer projects to be funded with the 2016 Water and Sewer Revenue Bonds
- \$11,855,939 for Water and Sewer Projects to be funded with the 2018 Water and Sewer Revenue Bonds

6. Fleet replacements included in the Vehicle Replacement Fund budget total \$652,000:

- Police Department – 1 admin, 7 patrol units, 1 CID
- Fire Marshal – 1 emergency management SUV
- Parks – 1 truck
- Public Works - 1 streets truck

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

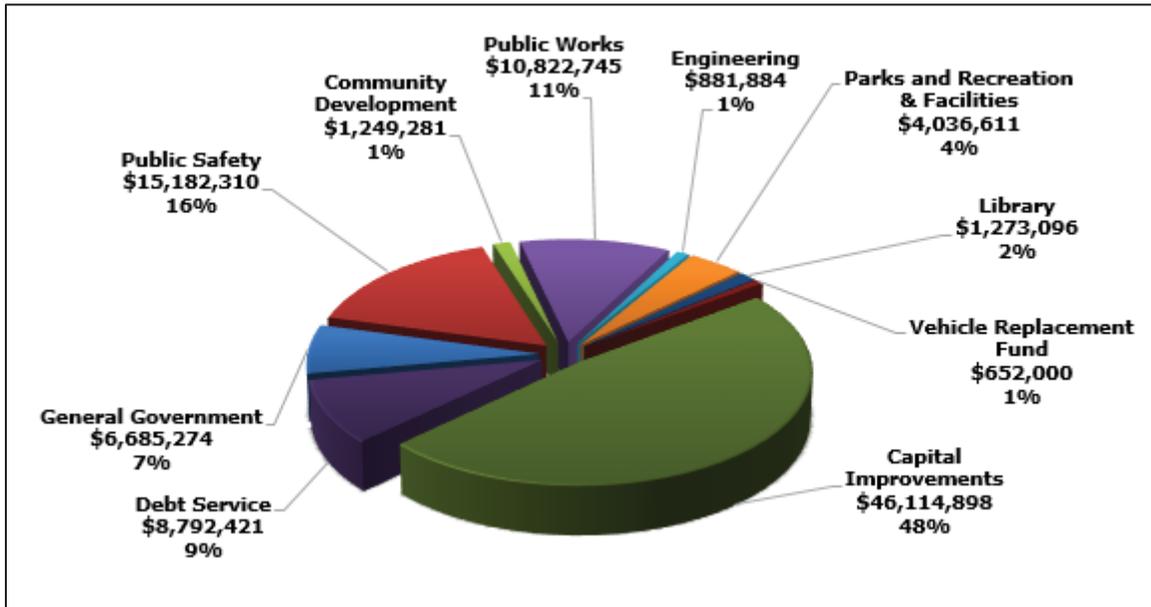
- Total Tax Debt Service (including capital leases) - \$47,567,582
 - 2019-20 principal, interest & fiscal agent fee payments – \$3,729,089
- Total Water & Sewer Revenue Debt Service - \$62,316,275
 - 2019-20 principal, interest & fiscal agent fee payments - \$4,865,425
- Total Capital Lease Debt Service for FVFD equipment
 - 2019-20 principal and interest - \$197,907
 1. Year 7 of 7-year reimbursement for fire engine purchased in FY15
 2. Year 1 of 7-year principal and interest payment for a fire purchased in FY20
 3. Year 1 of 5-year principal and interest payment for an ambulance purchased in FY20

Expenditure	FY21		FY20		FY19	
	Adopted	Percent Change PY	Adopted	Percent Change PY	Adopted	Percent Change PY
General Government*	\$6,685,274	-3.1%	\$6,895,676	13.2%	\$6,091,221	1.1%
Public Safety	\$15,182,310	5.2%	\$14,438,443	3.0%	\$14,023,544	9.1%
Community Development	\$1,249,281	1.8%	\$1,227,230	8.1%	\$1,135,338	13.2%
Public Works	\$10,822,745	-26.3%	\$14,678,833	46.2%	\$10,040,042	5.1%
Engineering	\$881,884	12.5%	\$783,759	-	\$0	-
Parks & Recreation	\$4,036,611	1.4%	\$3,979,553	15.6%	\$3,441,934	0.9%
Library	\$1,273,096	1.7%	\$1,252,132	1.1%	\$1,239,090	1.9%
Vehicle Replacement	\$652,000	10.7%	\$589,000	85.9%	\$316,766	-16.9%
Capital Improvements	\$46,114,898	70.4%	\$27,055,666	76.8%	\$15,300,664	3.7%
Debt Service	\$8,792,421	4.9%	\$8,385,351	25.4%	\$6,684,276	-5.9%
Total	\$95,690,520	20.7%	\$79,285,643	36.1%	\$58,272,875	3.50%

*General Government includes the following departments:

Mayor & Council	Administrative Services	Human Resources
City Secretary	Finance	Insurance
City Manager	Municipal Court	Risk Management
Information Technology	Utility Billing	

FY21 Adopted Budget Expenditures
\$95,690,520
(all funds)



*Excludes inter-fund transfers. Uses of fund balance and retained earnings in several funds total \$24,559,425; resulting in revenues offsetting budgeted expenditures.

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

Changes between the Proposed and Adopted Budget

After the proposed budget was submitted to Council on July 31, 2020 and before the adopted budget, the revenue budgeted for Video Franchise services was decreased to zero based on SB 1152 which became effective September 1, 2019. To help offset this loss of revenue, the proposed collection in property tax was increased to a collection rate of 100% rather than 99% as originally estimated. This was done in both the General Fund and Tax Debt Service Fund. Expenditures in the General Fund, Administration Services Department for contract services and property tax refund accounts were reduced in total by \$68,020.

GENERAL FUND (001)

Original Proposed FY21 Revenue Estimate	\$30,279,075
Changes to Revenue:	
Changes to Franchise Taxes	(223,962)
Changes to proposed Property Tax collection	155,942
Total Changes to Funding Available	(\$68,020)
Revised FY21 Revenue Estimates	\$30,211,055
Original Proposed FY21 Expenditure Estimate	
	\$30,779,075
Changes to Expenditures:	
Reduce contract services expenditures in Administration Services Department	(10,000)
Reduce property tax refund expenditures in Administrative Services Department	(58,020)
Total Changes to Expenditures Estimates	\$(68,020)
Revised FY21 Expenditure Estimates	\$30,711,055

TAX DEBT SERVICE FUND (201)

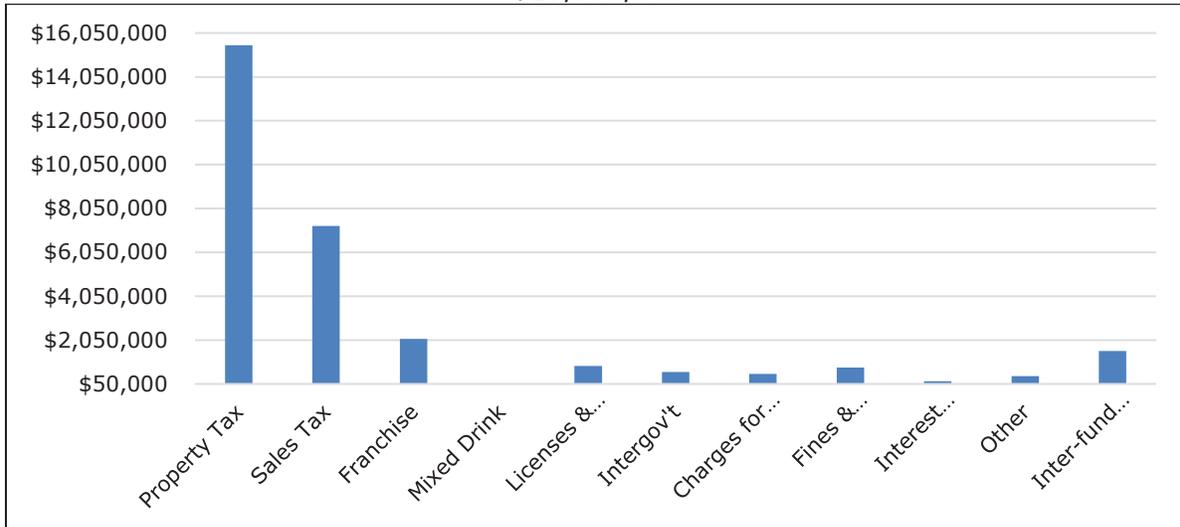
Original Proposed FY21 Revenue Estimates	\$3,720,872
Changes to Revenue:	
Changes to proposed Property Tax collection	37,291
Total Changes to Funding Available	\$37,291
Adopted FY21 Revenue Estimates	\$3,758,163
Original Proposed FY21 Expenditure Estimates	
	\$3,729,089
Changes to Expenditures:	
None	
Total Changes to Tax Debt Service Fund	\$0
Adopted FY21 Expenditure Estimates	\$3,729,089
Revised Increase (Decrease) in Fund Balance	\$29,074

Changes to the Adopted Budget due to Property Tax Rate Adoption

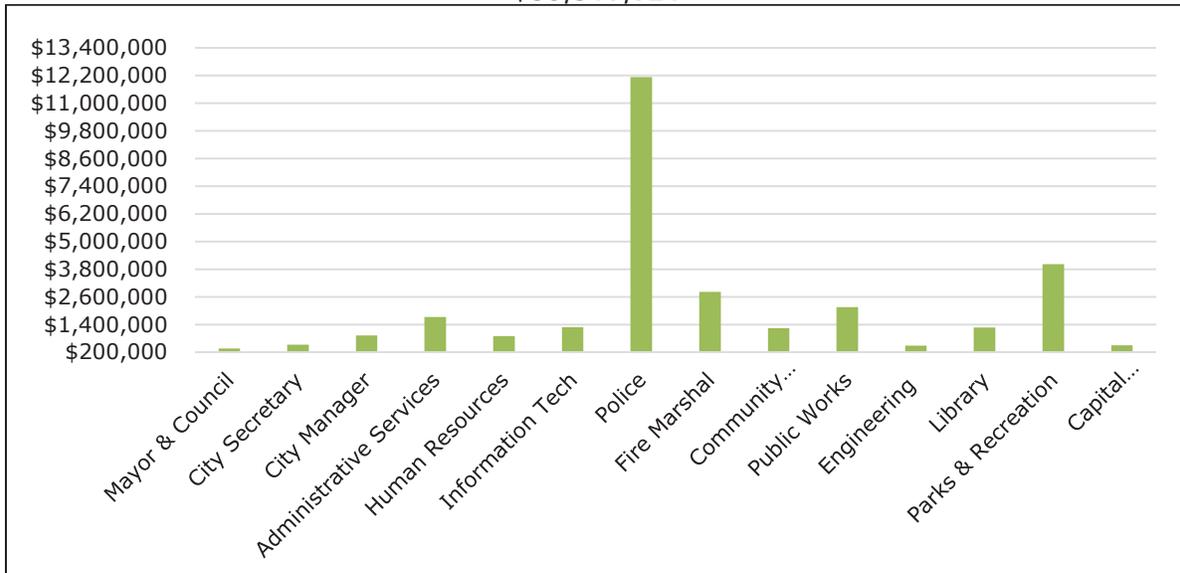
On September 14, 2020 Council adopted the budget with the changes shown above. However, the proposed tax rate of \$0.4973 that supported the revenue in the adopted budget, was not approved. On October 1, 2020 Council approved a tax rate of \$0.4873, one cent less than the proposed. Thus, causing the adopted property tax revenue to be lower. On November 2, 2020, a budget amendment will be submitted before Council to amend the Adopted Budget. These changes are not reflected in any of the financial schedules nor the department's budget in the FY 2020-2021 adopted budget document. The first budget amendment will include a reduction totaling \$391,134 in the General Fund budget by:

- Elimination of the Economic Development Coordinator position - \$186,251
- Elimination of ASO Administrative Assistant position - \$57,137
- Decreased the City Manager's salary - \$10,000
- Reduction to contract services in CMO Economic Development division - \$20,000
- Reduction to memberships in Mayor and Council department - \$18,140
- Reduction to contract services in Parks and Recreation Administrative division - \$15,000
- Reduction to travel by 25% across all departments - \$ 44,234
- Reduction to training by 25% across all departments - \$40,372

FY21 Amended Revenue for General Fund after Budget Amendment I
\$29,633,840



FY21 Amended Expenditures for General Fund after Budget Amendment I
\$30,319,921



City of Friendswood and COVID-19 Impact

During this unprecedented time of COVID-19, city functions were able to continue without any issues. Where alternatives could be made, staff did so to help meet citizens' needs. Starting March 26th through June 1, 2020, city facilities were closed to the public. Citizens could reach the departments by telephone, city website, and emails. Announcements and notices to the public were posted on social media often. Some employees telecommuted during this period. City facilities were sanitized and disinfected bi-weekly beginning early April. The city facilities were closed again to the public starting July 7th through October 5, 2020 due to State of Texas Governor Abbott's mandates. Staff meetings were encouraged to be conducted via conference call or video chat, rather than in person, whenever possible.

From March 11, 2020, to October 12, 2020, the total number of positive casts for the City of Friendswood is 1,061 and total number of deaths is 11. This includes both counties in which Friendswood is located. For Harris County, the total number of positive cases are 151,880 and total deaths are 2,087. For Galveston County, the total number of positive cases are 12,005 and total number of deaths are 148.

Before re-opening to the public on October 5, 2020, the City took steps to add protection for social distancing in areas visited most frequently. At City Hall, the receptionist area was relocated and walls with service windows were installed in offices of the City Secretary, City Manager, and Parks & Recreation departments. In all city facilities, social distance signs and markers, and hand sanitizer were installed in public areas for visitors use.



Receptionist area at City Hall

Moving forward to ensure safety protocols are in place, employee temperatures are taken every morning as they enter the buildings. Face masks are required to be worn when in contact with other employees, visitors, and in public areas throughout the facilities. The city staff has seen minimal impact of employee time lost because of these precautions.



Department Highlights

Parks and Recreation: The yearly 12-week summer day camp was canceled. Stevenson Park Pool open hours were reduced, and a limited number of participants were allowed in the pool. Swim lessons were also canceled. Fitness classes were not held in person, but instead virtual live classes were held via the City of Friendswood's Parks and Recreation Facebook page. The city parks remained open to the public, however, to follow social distancing protocols, the playgrounds, volleyball courts, basketball courts, tennis courts were closed for a period. As the Governor of Texas allowed places to open back up, part of the park areas was available to the public. A new and very popular fairy trail was also added in Stevenson Park, which was a safe, social distance activity for the city's younger residents. In addition to all this, the department offered Concerts and Movies in the Park that were viewed from attendee vehicles. The Senior Center has been closed since March 13, 2020 for the safety of Friendswood Senior members. However, virtual activities like bingo, fitness classes, and Zumba classes were hosted. Also, meals were still delivered for those participants in the Galveston County Senior Program. A reverse 4th of July parade was held. Rather than the residents gathering on Friendswood Drive, the parade visited several subdivisions. Parks and Recreation also held a 4th of July scavenger hunt.



Library: The Library was also closed to the public, but alternative arrangements were made so visitors could still check out library books through the drive thru window. A special book bag program was created for parents to continue to get books for their children. Over 10,000 books were distributed between April and September through this program. More internet traffic was seen accessing the Library's online databases for books, audiobooks, streaming videos, magazines and more. Virtual classes were also held for workforce solutions, poetry reading, haiku writing workshops, book discussion groups, and summer reading challenges to name a few. The Library quickly jumped into gear to make sure they met and exceeded the needs of their visitors.

Utilities payments and Permit applications: The City utilize drop off boxes and internet to serve those who wanted to make payments for utilities, start new utility service, and to drop off permit applications, and plans.

Municipal Court: Court closed to the public from March to June 1, 2020 and rescheduled over 1600 cases for later in 2020 into 2021. Plexiglass partitions now separate city staff from defendants in the Court room and temperatures are taken of individuals entering the building and the number of people in the courtroom is limited to no more than 36.

Human Resources (HR): For the first time, open enrollment was completed online. HR rolled out the Employee Self Service (ESS) program in September 2020. Employees were able to sign up for new insurance options or make changes to their existing plans. Employees called or made appointments to visit with HR when questions arose.

Information Technology (IT): IT continued their great service to the employees. The online helpdesk to log a technical issue was utilized more than before. Remote connect was also used to help resolve those issues which allowed social distancing between employees.

City of Friendswood and COVID-19 Impact

Public Works: Public Works provided additional personal protective equipment to staff. The number of staff riding to job sites in trucks were reduced. Barricades were put around job sites to reduce contact with citizens when possible. The staff's lunch area was modified to allow greater spacing between employees. Also, walls were built to create a reception area in the building. Lastly, all common areas are disinfected daily.



Police Department: At the police department, we have been screening personnel for signs and symptoms of COVID-19 using a question screening tool and temperature check. All divisions are taking additional safety precautions, such as providing additional personal protective equipment and instruction officers on steps they can take to keep themselves safe. Suspending and adjusting roll call briefings to avoid convening groups of officers, instead necessary briefings were conducted outdoors. Staff and Officers attempted to limit in-person interactions by encouraging phone calls or if necessary, met in the lobby or in front of the building. The community was encouraged to report lower-level issues online or over the phone. When officers do have to respond in person, they are being encouraged to take steps to limit contact.

During the height of the pandemic, arrests for low-level offenses were discouraged to avoid introducing new people to the jail. Also, proactive motor vehicle enforcement was limited to instances of more serious violations observed by officers. Face-to-face interactions with the community, such as ride-a-longs, facility tours, and in-person community meetings were limited. Finally, the department employed the services of a company offering bioclean spraying. It includes spraying of all areas within the police department and interior spraying of all police cars.





ADOPTED BUDGET

FISCAL YEAR 2020-2021

OPERATING FUNDS

\$96.3 MILLION
REVENUE



\$95.7 MILLION
EXPENDITURES

DID YOU KNOW?

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

WHERE DOES THE MONEY COME FROM?



WHERE DO THE DOLLARS GO?



City of Friendswood, Texas

City Overview



Community

Friendswood continues to be in the top category of most national surveys that rank the best places to live and raise a family. Some of the reasons why are the consistently low tax rate, low crime rate, proximity to the nation's sixth largest metropolitan area, and superior public schools. Within Friendswood are beautiful parks providing recreation facilities for all ages and outdoor entertainment and leisure activities throughout the year. It's a hometown respite for Friendswood's affluent resident base of well-educated, high-income families. More than half are professionals with an average household income of \$140,000 – one of the highest in the Houston area.

History

Friendswood was founded in 1895 as a Quaker colony; one of only three in Texas. After looking at Alvin and Galveston, Frank Brown located a 1,500-acre tract and suggested to his fellow settlers that they name the community "Friendswood" in honor of the Society of Friends. The town remained predominantly Quaker until 1958, when a local Baptist church was organized. The community incorporated in 1960. With the burgeoning NASA Johnson Space Center nearby in 1962, many Friendswood residents began to commute there or to Houston, and Friendswood became a "bedroom" suburb.

Today

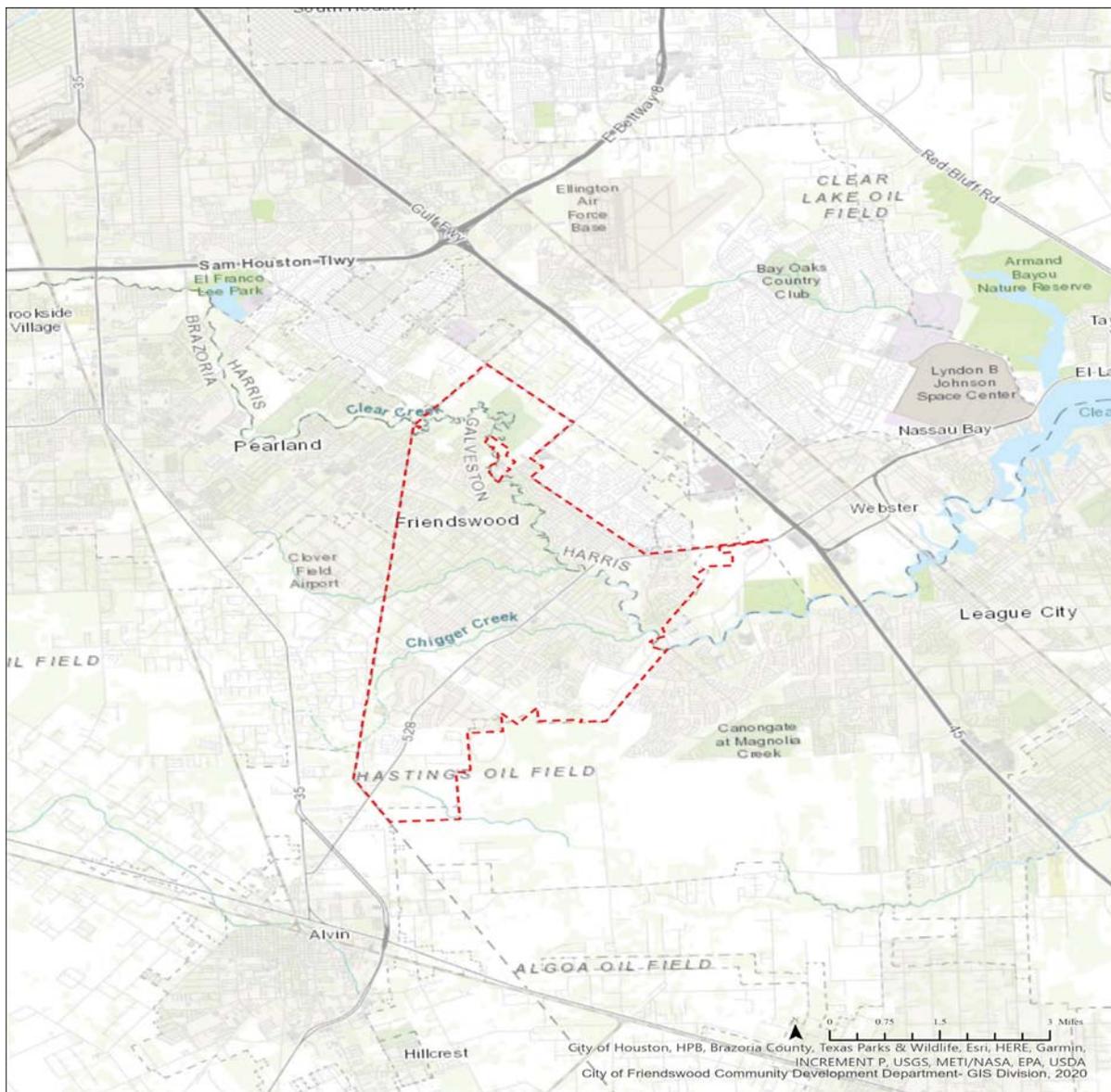
Now 125 years after its founding, Friendswood is home for approximately 41,504 residents. The land size of Friendswood is 21.2 square miles. The triad of Quaker values upon which Friendswood was founded: faith, family, and education, are still seen through the tremendous volunteer spirit at the roots of community involvement. Residents participate in civic and educational events. The Fourth of July celebration is the longest consecutive year's observance in America, dating back to 1895. In the present and looking forward, the goal is steady, sustained quality growth to perpetuate a well-balanced community. Friendswood offers single-family residential housing in pleasant, park-like settings which are tucked-away but accessible to needed paths of mobility. Friendswood is committed to attracting more local enterprises. Its "Live Here, Work Here" program encourages business owners to base their operations here, allowing them and their employees to take full advantage of Friendswood's

City Overview

amenities. This will complement and enhance the unique community environment present in Friendswood over the past 125 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. It spans across both northern Galveston County and southern Harris County. Residents and visitors can quickly access Friendswood through Farm to Market Roads 2351, 518, and 528. Friendswood has its own airstrip in the Polly Ranch neighborhood. Hobby Airport (for commercial aviation) and Ellington Airport (general aviation) are located within a 30-minute drive. Bush Intercontinental Airport, an aviation gateway to the world, is just 45 minutes away. Major sectors of Friendswood's economic base include aerospace, specialty chemicals, healthcare, retail, and tourism.



City Overview

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 along FM 518 and development of the City's "panhandle" area near FM 2351. 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.

Education

The **Friendswood Independent School District (FISD)**, established in 1948, is one of the top rated school districts in Texas. FISD covers 15 square miles and borders the Alvin, Pearland and Clear Creek school districts. FISD is in a great location for enrichment learning in Space, Engineering, Medicine, Marine Biology and Petrochemical areas. Their website is <https://myfisd.com/>



Clear Creek Independent School District (CCISD) serves numerous communities across 103 square miles on both sides of Clear Lake and Interstate 45. CCISD proudly serves the educational growth of more than 42,000 students. It is the 28th largest school district in Texas, out of 1,199 districts. Their website is

<https://www.ccisd.net/>

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 revised build-out date is projected within the next 10 to 20 years.

The MYFP is based on the City's strategic planning efforts, including the Comprehensive Land Use Plan, Vision 2020 and the Capital Improvements Plan. Departmental operational plans funding requirements to provide 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.

City Overview

By City Charter, the budget presented to Council must be balanced. The MYFP forecast recognizes the need for a balanced budget. The MYFP is a dynamic forecasting tool; adjusted to reflect circumstantial changes affecting current and future outcomes and City Council direction for the annual budget adoption.



The latest MYFP was presented to Council on June 1, 2020 for Fiscal Years 2021-2025. This is a high level overview. It plans for the General Fund and Debt Service Fund. Critical assumptions and planning factors were outlined. Revenue planning data considered while building the MYFP is residential and commercial growth projections, current trends, tax base, fiscal policies, revenue forecasting, adjustments to fees or the addition of new fees and alternative revenue sources.

The MYFP is designed to estimate and project using the No New Revenue Rate (NNRR) which generates about the same revenue year to year on the same properties taxed in current and prior year. Based on preliminary values received from the county appraisal districts, revaluations of 5% are in year 1 and 2% in years 2 through 5 have been included in the plan for existing residential and commercial properties. Additional scenarios are also included in the plan for a flat tax rate and the voter approval tax rate options. The plan includes sales tax, other revenues such as franchise tax, building permits, court fines, parks & recreation fees, intergovernmental revenue, inter-fund transfers, and interest. An increase in sales tax revenue for FY21 is about 5% and other revenues are based on an estimated growth in population of about 2%.

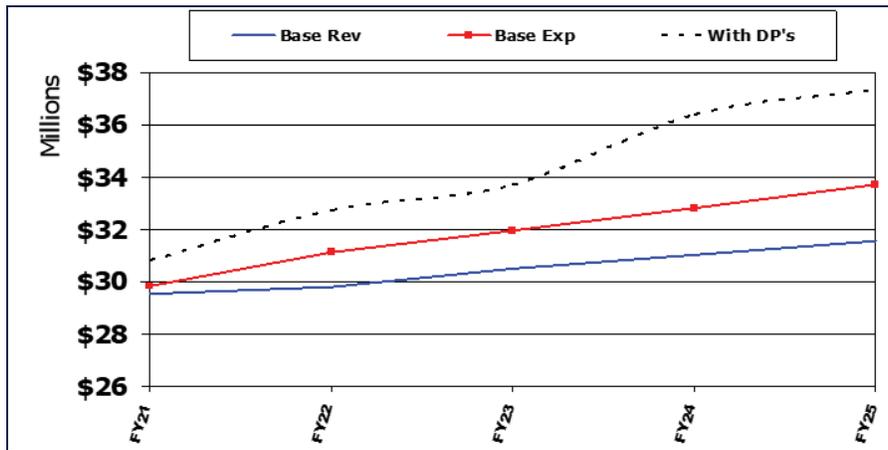
Expenditures for personnel are increased each year by 3% for wages and benefits. Non-personnel expenditures are increased year over year by 2% which is based on historical trends. Other planning assumptions taken into consideration is the required 90-day operating reserve balance by the City's financial policy. The policy does allow the use of unassigned fund balance (above the 90-day reserve) for expenditures such as:

- Emergencies
- One-time expenditures without operating cost increase
- Major capital purchases
- Start-up expenditures for new programs

City Overview

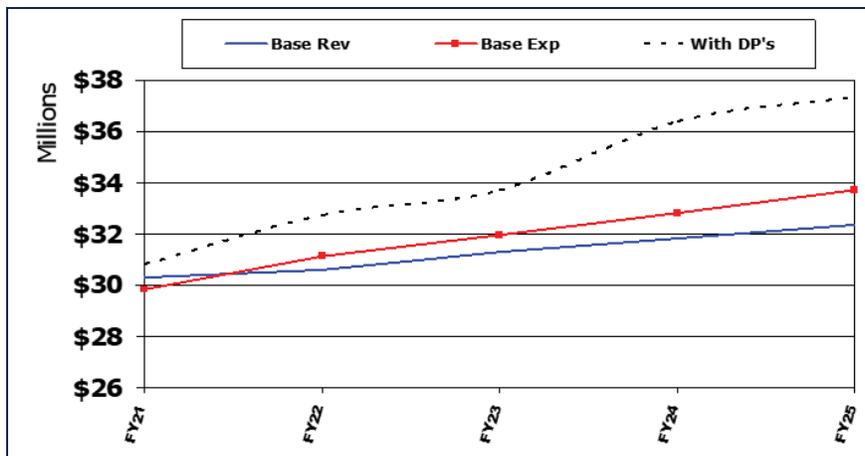
General Fund – Baseline Revenues & Expenditures (No New Revenue Rate)

The chart below reflects the MYFP assumptions of the estimated no new revenue rate (NNRR) as of June 1, 2020, and expenditures to meet current service level expectations with 2019 General Obligation (G.O.) rounds 1 & 2 for debt service. At the NNRR, revenue (blue line) is projected not to adequately support current service level expenses for the upcoming years, and there are no decision packages or forces at work included. The City's 90-day reserve requirement is projected to be maintained through the fiscal year 2024 and through fiscal year 2025 at the current tax rate or the voter approval tax rate.



General Fund – Baseline Revenues & Expenditures (flat tax rate)

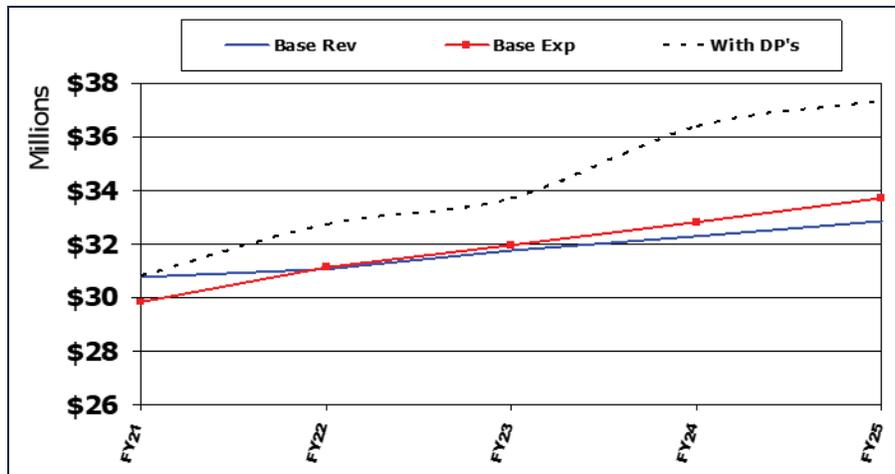
The second chart reflects a MYFP scenario using the estimated flat tax rate as of June 1, 2020, where expenditures meet current service level expectations and new debt for the year 1 (fiscal year 2020-2021).



City Overview

General Fund – Baseline Revenues & Expenditures (voter approval tax rate)

This third chart reflects a MYFP scenario using the voter approval tax rate as of June 1, 2020, where expenditures meet current service level expectations and new debt for year 1 (fiscal year 2020-2021) and while having some funds available for forces at work and decision packages.

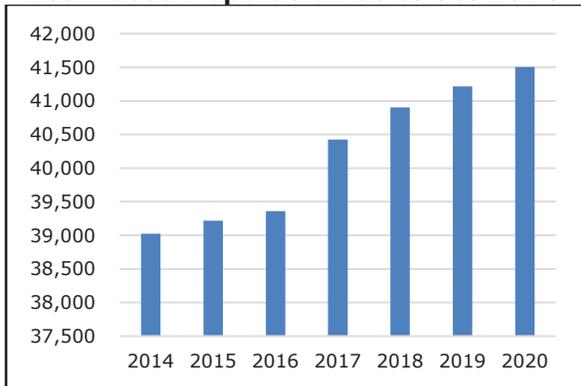


All charts exclude \$500,000 for the City's ongoing streets maintenance program from the General Fund projections. It is noted that funding for the streets maintenance program in FY21 will come from prior year unexpended appropriations. The November 2020 election ballot will include a proposition to continue the City's Streets Improvement Sales Tax. Therefore, the MYFP scenarios reflect funding in the out-years to continue the City's ongoing streets improvement program if the proposition is not passed by voters.

To reiterate, every year in preparation for the proposed budget, the MYFP is reviewed and adjusted to reflect the changes in the current fiscal year and in the future years of the plan.

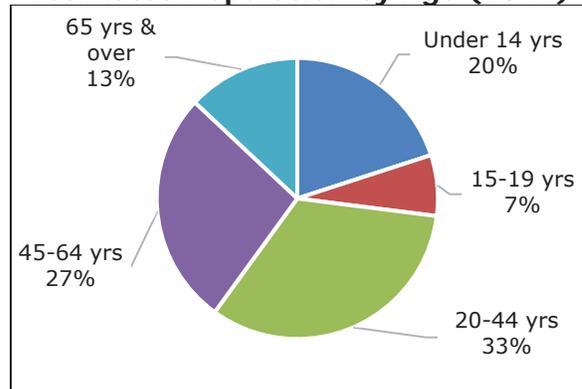
Community Demographics

Estimated Population at 6/30/2020



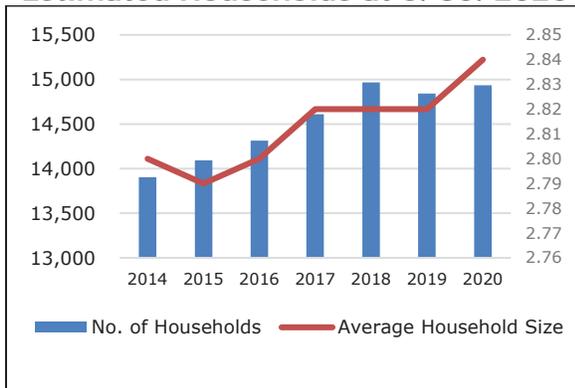
Friendswood Est. Population: 41,504
Houston DMA Est. 2018 Population: 6,997,384

Estimated Population by Age (2019)



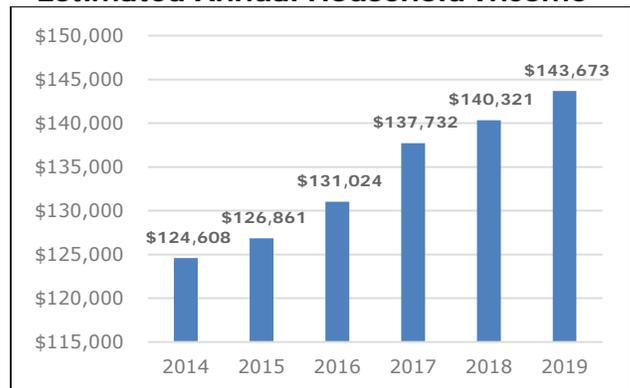
Median Age: 41

Estimated Households at 6/30/2020



2020 Est. Number of Households: 14,935
2020 Est. Average Household Size: 2.84

Estimated Annual Household Income



Annual Average Household Income
2019: \$143,673

Education

Served by 2 Public School Districts
(in order by land area served)

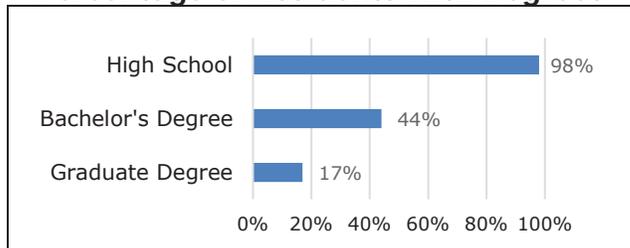
Friendswood ISD - 5A

Web: <https://myfisd.com/>

Clear Creek ISD - 6A

Web: <https://www.ccisd.net/>

Percentage of Residents with Degrees



Community Demographics

Labor Force and Economic Base

Labor Pool: 18-65
Friendswood: 20,581
Houston Area: 3,487,842
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

Quality of Life

2019 Cost of Living Index, Annual Average

Houston	96.0
Atlanta	103.8
Chicago	121.9
Miami	114.8
Los Angeles	148.0
Washington,DC	164.0
New York	254.7

Recreation

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, Mother & Son Dance, Youth Fishing Derby, Youth Sports Day Program, Movies in the Park, and Concerts.

Top Employers

Friendswood ISD
H.E. Butt Grocery Company
Kroger Texas, LP (2 locations)
City of Friendswood
Clear Creek ISD
UTMB (4 locations)
Friendship Haven Healthcare & Rehabilitation
McDonald's (2 locations)
U.S. Post Office
Atria Assisted Living and Memory Care

Top Non-Residential Taxpayers

Texas-New Mexico Power Co.
A-S 108 Friendswood Crossing LP
The Beldon Friendswood LLC
H.E. Butt Grocery Company
Comcast of Houston LLC
HCP Friendswood LLC -
Brookdale Senior Living
CHP Friendswood SNF LLC
Frontier Land VPLL
Friendswood Huntington Woods
Kroger Texas LP

2019 Low crime rate per 1,000 population

Friendswood	9.06
Pearland	15.77
League City	17.76
Sugar Land	18.01
Alvin	19.55
Texas City	35.17
Galveston	35.44
Houston	50.39
Webster	73.34

10 City parks
2 County parks
288 acres of green space, nature trails and sports fields

Financial Status

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

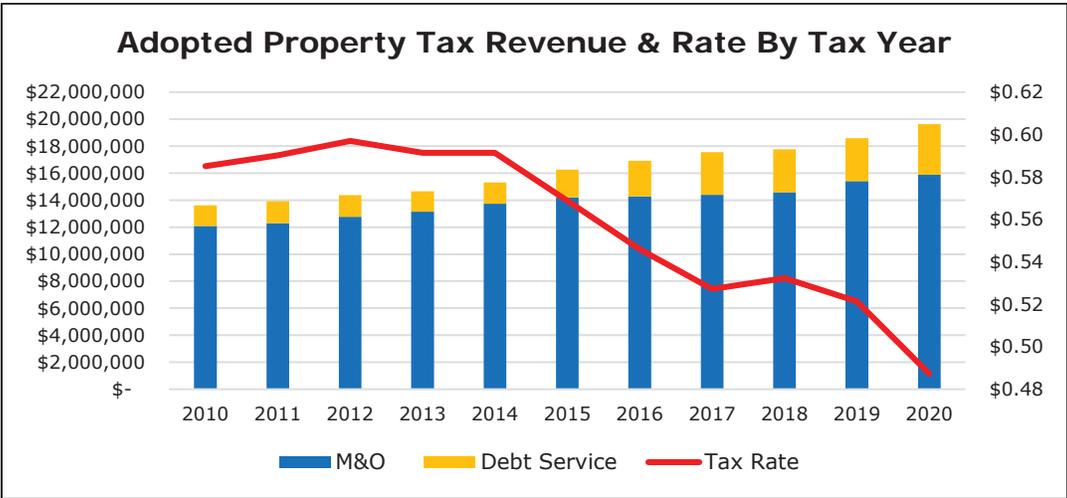
Sales Tax:

Actual FY 2018-19:		Total sales tax rate: 8.25%
Sales tax revenue: \$8,906,641		6.25% State
Projected FY 2019-20:		2.00% City
Sales tax revenue: \$9,309,003		

Property Values and Taxes:

2019 avg. homestead value: \$288,368	Tax Year 2020 Assessed Value: \$4,904,937,212
2019 avg. taxable home value: \$226,624	Tax Year 2020 Taxable Value: \$3,918,863,732
2019 avg. new home value: \$518,085	

Proposed Rate for Tax Year 2020:	Adopted Rate for Tax Year 2020:
City property tax rate: \$0.4973	City property tax rate: \$0.4873
\$0.4021 General Fund	\$0.3921 General Fund
\$0.0952 Debt Service	\$0.0952 Debt Service



Fiscal Year Fact Sheet

Net Assessed Property Valuation (estimated of 7/25/2020):	\$3,918,863,732
Proposed Tax Rate per \$100 Valuation:	\$0.4873
Square Miles:	approx. 21
Population, Estimated as of 7/01/2020:	41,504

Staffing	<u>FY20</u>	<u>FY21</u>
Full-time employees (FTE):	220.00	221.00
Part-time employees (FTE):	<u>19.75</u>	<u>18.15</u>
Total employees:	238.75	239.15

Number of Utility Customers as of 7/2/2020	<u>FY20</u>	<u>FY21</u>
Water:	13,910	14,035
Sewer:	12,865	12,973

Utility Rates - (Billed Bi-monthly):

Current Monthly Water Rates:

Minimum Charge - Single Family Residential (includes 3,000 gallons)	
Meter Size up to 1 inch	\$ 21.24
Meter Size 1 ½"	\$ 53.58
Meter Size 2"	\$ 85.94
Meter Size 3"	\$133.05
Meter Size 4"	\$200.34
Meter Size 6"	\$368.58
Meter Size 8"	\$570.46

Volumetric Charges - Single Family Residential (consumption over 3,000 gallons)	
3,001 - 10,000 gallons	\$3.21 per 1,000 gallons
10,001 - 25,000 gallons	\$4.01 per 1,000 gallons
Above 25,000 gallons	\$6.02 per 1,000 gallons

Minimum Charge - Commercial, Multi-unit (residential or commercial), Irrigation/Sprinkler	
Meter Size up to 1 inch	\$ 21.24
Meter Size 1 ½"	\$ 53.58
Meter Size 2"	\$ 85.94
Meter Size 3"	\$133.05
Meter Size 4"	\$200.34
Meter Size 6"	\$368.58
Meter Size 8"	\$570.46

Fiscal Year Fact Sheet

Volumetric Charges - Commercial, Multi-unit (residential or commercial)	
\$4.90 per 1,000 gallons	

Volumetric Charges - Irrigation/Sprinkler	
0 – 3,000 gallons	\$0.00 per 1,000 gallons
3,001 – 10,000 gallons	\$4.00 per 1,000 gallons
10,001 – 25,000 gallons	\$4.25 per 1,000 gallons
Above 25,000 gallons	\$6.02 per 1,000 gallons

Current Monthly Sewer Rates:

Minimum Charge – All customer classes	\$24.15
Volumetric Charges – Single Family Residential (based on Winter Months Avg.)	\$4.16 per 1,000 gallons
Volumetric Charges – Residential (multi-unit) & Commercial (single or multi-unit)	\$4.16 per 1,000 gallons

Current Monthly Sanitation Rate: \$16.24 + tax (includes curbside recycling fee)

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

Adopted by Resolution



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	Human Resources	Information Technology	Police Department	Fire Marshal's Office	Community Development	Public Works	Engineering	Library	Parks and Recreation	
■	■	■	■	■	■	■	■	■	■	■	■	■	1) Communication
■	□	■	■	■	■	□	□	■	□	□	□	□	2) Economic Development
■	□	□	□	□	□	□	□	■	■	■	■	■	3) Preservation
■	□	■	■	■	■	□	■	■	□	□	■	■	4) Partnerships
■	□	□	■	■	■	■	■	■	■	■	□	■	5) Public Safety
■	■	■	■	■	■	■	■	■	■	■	■	■	6) Organization Development

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"> • Existing & Future Land Use • Major Thoroughfares • Utility Systems • Community Facilities • Parks and Open Space • Community Facilities and Drainage Element 	The City's operational and capital budgets increase as a result of projects identified in the Comprehensive Plan. <ul style="list-style-type: none"> • Property tax revenue expected to increase as available land is developed. • State funding may be available to the City for major thoroughfare development. • One-time capital expenditures are included in the budget based on streets, facilities, parks and utility infrastructure improvement needs identified in the plan. • Tax rate increases may be needed to support identified projects.
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"> • Tax rates may increase or bond issuances may occur to support drainage infrastructure improvements needs.
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"> • General Fund revenue sources could be used to support streetlight replacements.
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"> • Capital lease financing options, General and Enterprise Fund revenue sources could be used to support for IT capital expenses.
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"> • Capital project funding options could include revenue bond issuances, increase utility user fees.

City Planning for the Future

Planning Tool	Purpose	Budgetary Impacts
<p style="text-align: center;">Main Street Implementation Plan (2004)</p>	<p>Identifies land development options including land parcels within the City's downtown area</p> <p>Refines and details a potential conceptual plan for town center development</p>	<p>Funding for the downtown improvements would be funded by business owners/developers in the City's downtown area.</p> <p>The City's operating budget would have limited impact from projects.</p>
<p style="text-align: center;">Emergency Operations Plan (2019 Update)</p> <p style="text-align: center;">Galveston County Hazard Mitigation Plan (2016 Update)</p> <p style="text-align: center;">Harris County Hazard Mitigation Plan (2020 Update)</p> <p style="text-align: center;">Continuity of Operations COOP (2016)</p>	<p>Details the City's emergency management program by providing the framework for coordinating and integrating all activities necessary to build, sustain, and improve capabilities to prevent, protect against, mitigate, respond to, and recover from threatened or actual natural, technological, or human-caused disasters.</p> <p>Hazard mitigation planning enables action to reduce loss of life and property, lessening the impact of disasters and creating a more resilient community.</p> <p>The COOP plan identifies how the City will respond to adverse events that affect City facilities, equipment, or staff. The plan identifies essential functions within the City and prioritizes them. The City's pandemic plan is a component of the COOP.</p>	<p>The EOP is necessary to coordinate emergency response between all City Departments, the FWVFD, and other local partners. The EOP designates responsibilities for various response functions. The EOP also qualifies the City for the Emergency Management Performance Grant (EMPG) and other pre and post disaster grant funding.</p> <p>A FEMA-approved Hazard Mitigation Plan allows the City to qualify for certain types of non-emergency disaster assistance, including funding for mitigation projects.</p> <p>Depending on availability, City funding may be utilized to respond to a COOP or pandemic type event. The COOP plan does not directly affect federal or State grant opportunities.</p>
<p style="text-align: center;">Utility Master Plan (2008 update)</p>	<p>Provides service maps of the City's existing water and sewer systems</p> <p>Defines un-served or under-served areas in the City for utility service expansion or upgrades</p> <p>Includes estimated construction cost associated with potential projects</p>	<p>Based on funding availability and service level needs, utility capital projects are included in the City's operating and capital budget.</p> <ul style="list-style-type: none"> • Water & sewer user fees, utility impact fees, revenue bonds potential funding sources for utility capital projects.
<p style="text-align: center;">Pavement Master Plan (2018)</p>	<p>Provides an inventory, evaluation and assessment of the City's roadways</p> <p>Helps determine the best timing for street rehabilitation or replacement projects to maintain acceptable service levels.</p>	<p>Based on funding availability, street improvement projects identified in the plan are included in the City's annual operating and capital budget.</p> <ul style="list-style-type: none"> • General obligation bond issuance to fund street projects is an option that could impact the City's tax rate.
<p style="text-align: center;">Capital Improvements Plan (2017)</p>	<p>Identifies the City's capital expenditure needs, outlines costs and potential funding sources over a 5-year period</p>	<p>Operating and capital budgets would include funding or debt service requirements and operating costs of new projects and infrastructure improvements included in the CIP.</p>

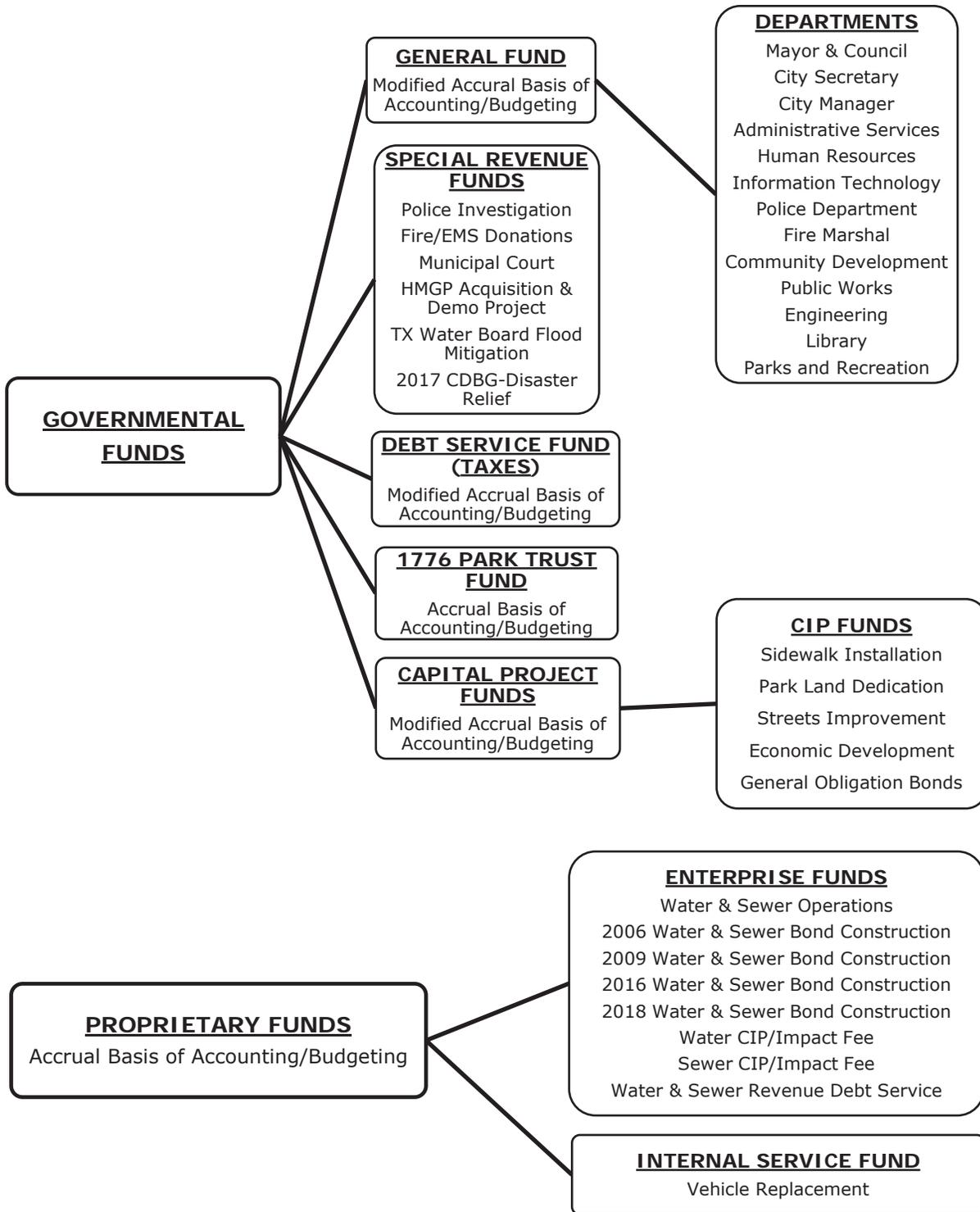
City Planning for the Future

Planning Tool	Purpose	Budgetary Impacts
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.
Friendswood Downtown District Improvement Plan (2018)	Improving and funding downtown district projects including but not limited to streets, targeted infrastructure, paved sidewalks, pedestrian amenities including lighting, benches, signage, and other related public improvements, and the maintenance and operations expenses of such projects.	Improvement projects are based on funding availability from the one-eighth (1/8) of one-cent Type B sales tax.
Library Long-Range Strategic Plan (2017-2022)	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 (2021)	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 (2021)	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.

Fund Definitions

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 FY19 actual; FY20 Original and Amended budgets as well as year-to-date actual through June; and the FY21 Adopted Budget. The General Fund and the Bond Construction Funds 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, public works, engineering, library, 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 seven Special Revenue Funds.

- Police Investigation Funds
- Fire/EMS Donation Fund
- Municipal Court Fund
- Hazard Mitigation Grant Program Acquisition & Demolition Project
- Texas Water Board Flood Mitigation Acquisition Grant
- 2017 Community Development Block Grant-Disaster Relief (Harris County)
- 2017 Community Development Block Grant-Disaster Relief (Galveston County)

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 components (2010 General Obligation Bonds, 2015-2017 General Obligation Bonds, 2020 General Obligation Bonds, and 2021 General Obligation Bonds) as a separate Capital Projects Fund. There are eight budgeted capital project funds.

- 2010 General Obligation Bond Fund
- 2015-2017 General Obligation Bond Funds
- 2020 General Obligation Bond Fund
- 2021 General Obligation Bond Fund
- Sidewalk Installation Fund
- Park Land Dedication Fund
- Streets Maintenance Fund
- Economic Development Fund

Fund Definitions

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 eight 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 eight 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
- 2018 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

Fund Definitions

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/C	CSO	CMO	ASO	HR	IT	PD	FMO	CDD	PW	ENG	LIB	PR
General Operating													
Police Investigation													
HMGP Acquisition & Demolition													
TX Water Board Flood Mitigation													
2017 CDBG-DR Harris Co.													
2017 CDBG-DR Galv. Co.													
Fire/EMS Donations													
Municipal Court													
Sidewalk Installation													
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/C -Mayor & City Council
- CSO -City Secretary’s Office
- CMO -City Manager’s Office
- ASO -Administrative Services Office
- HR -Human Resources
- IT -Information Technology
- PD -Police Department
- FMO -Fire Marshal’s Office
- CDD -Community Development Dept.
- PW -Public Works
- ENG -Engineering
- LIB -Library
- PR -Parks & Recreation

Financial Polices

The **Financial Management Policy** is reviewed every year. The goal of this policy is to help the City achieve a long-term, stable, and positive, financial condition. The purpose of this policy is to provide guidance for planning and directing the City's daily financial affairs.

Revisions to the Financial Management Policy are brought to the City Council for approval within a proposed budget. The last revision to the Financial Management Policy was approved with the adoption of the FY2018-2019 Annual Budget. The current Financial Management Policy is included in the adopted budget document.

The **Investment Policy** is reviewed and approved annually. It is brought to City Council for approval outside the budget process. Section V of the policy states that the Director of Administrative Services is designated as the Investment Officer of the City and is responsible for the implementation of these polices. The Policy also states how the investment committee is formed and functions in section VIII. The committee includes three unpaid private sector financial professionals appointed by the City Council to serve staggered three-year terms. The Investment Committee shall serve in an advisory capacity only. The committee shall meet quarterly. The most recent revision of the City's Investment Policy was approved by City Council on August 3, 2020, Resolution No. R2020-20 and is included in the adopted budget document.

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:

Financial Management Policy

- 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);

Financial Management Policy

- 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.

RESOLUTION NO. R2020-20

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF FRIENDSWOOD, TEXAS, APPROVING THE PUBLIC
FUNDS MANAGEMENT AND INVESTMENT POLICY.**

* * * * *

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD,
TEXAS:**

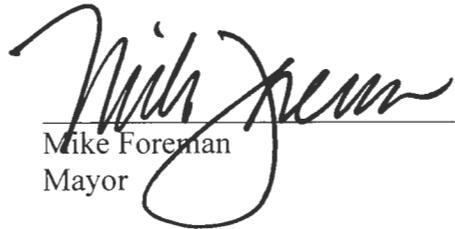
Section 1. The City Council has reviewed the Public Funds Management and Investment Policy attached hereto and made a part hereof for all purposes be, and it is hereby, approved as the Official Public Funds Management and Investment Policy of the City of Friendswood, Texas. The Policy shall record any changes made to the Policy previously adopted.

Section 2. The City Secretary is hereby directed to place on said Investment Policy an endorsement, which shall be signed by the City Secretary, which shall read as follows:

“The Investment Policy of the City of Friendswood, Texas,
approved by City Council the 3rd day of August 2020”

Such Investment Policy, as thus endorsed, shall be kept on file in the office of the City Secretary as a public record.

PASSED, APPROVED, AND RESOLVED, this the 3rd day of August 2020.



Mike Foreman
Mayor

ATTEST:



Melinda Welsh, TRMC
City Secretary



CITY OF FRIENDSWOOD, TEXAS
INVESTMENT POLICY
August 3, 2020

I. **Policy** - It is the policy of the City of Friendswood that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines. The City's portfolio shall be designed and managed in a manner responsive to the highest public trust and consistent with this policy. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City. The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. This policy will adopt passive investment strategies designed to minimize administrative expenses while obtaining market-average rates of return and incurring minimal risks. It is the intent of the City to be in complete compliance with local law and the Texas Public Funds Investment Act.

II. **Scope** - This investment policy applies to all financial assets and funds placed for investment by the City. The City commingles its funds for investment purposes for efficiency and investment opportunity. These funds are defined in the City's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Enterprise Funds
- Trust and Agency Funds

And any new funds created by the City, unless specifically exempted by the City Council and this policy.

Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. This Investment Policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds. However, this policy does not apply to the assets administered for the benefit of the City by outside agencies under deferred compensation.

III. **Objectives** - The investment policy of the City shall be governed by these primary objectives: safety, liquidity and yield. The suitability of each investment decision will be made on the basis of these objectives.

A. **Safety** - The foremost objective of the investment program shall be to assure the safety of the invested funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital while minimizing credit rate and interest rate risk. Investment for speculation purposes is prohibited.

1. Credit Risk and Concentration of Credit Risk – The City will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, and concentration of credit risk, the risk of loss attributed to the magnitude of investment in a single issuer.
2. Interest Rate Risk – The city will manage the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates.
3. Collateralization – The City requires collateralization of all uninsured collected balances of invested funds and any accrued interest on funds invested; acceptance, substitution, release and valuation of collateral for City investments shall be in accordance with the Public Funds Collateral Act, Chapter 2257, Texas Government Code.

B. **Liquidity** - Funds will be invested with maturities necessary to maintain sufficient liquidity to provide adequate and timely working funds.

C. **Yield** – Return on investment is of least importance compared to the safety and liquidity objectives described above.

IV. **Legal Limitations, Responsibilities and Investment Authority** - Authority and parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code (the “Act”).

The Interlocal Cooperation Act, Chapter 791, Texas Government Code, authorizes local governments in Texas to participate in investment pools established thereunder. That statute and reference to authorized investment in investment pools in the Act, is primary authority for use of investment pools by political subdivisions of the State of Texas.

V. **Delegation of Investment Authority** - The Director of Administrative Services is designated as the Investment Officer of the City and is responsible for the implementation of these policies, and for assuring that investment management decisions and activities fully comply herewith. The Investment Officer shall develop and maintain administrative procedures for the operation of the investment program, which are in strict accordance with this investment policy, as approved by the City Council. The Investment Officer and Liaison/Deputy Investment Officer shall comply with training requirements of the Public Funds Investment Act (PFIA). Investment Officer(s) must obtain 10 hours of PFIA training within 12 months of assuming investment responsibilities and 8 hours of PFIA training every two years thereafter. The investment training session shall be provided by an independent source approved by the City Council or Investment Committee. An “independent source” from which investment training shall be obtained shall include a professional organization, an institute of higher learning or any other

sponsor, other than a Business Organization with whom the City may engage in an investment transaction. The Deputy Director of Administrative Services – Finance shall serve as designated liaison/deputy investment officer in the event circumstances require timely action and the Investment Officer is not available. However, no officer or designee may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer and approved by the City Manager.

VI. **Standards** of Care - To be observed.

As fiduciaries of the City’s assets, City Council retains ultimate responsibility of the investment portfolio.

A. **Prudence** The standard of prudence used by the City of Friendswood shall be the “Prudent Person Rule” and shall be applied in the context of managing the overall portfolio. This standard states: “the person designated as Investment Officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person’s own affairs.” In determining whether the Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds under the City’s control, over which the officer had responsibility; and
2. Whether the investment decision was consistent with the written investment policy of the City.

B. **Ethics** - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose, in writing, to the Texas Ethics Commission and the City’s governing body, any material interests, including personal business relationships, with any financial institution with which it is proposed that the City conduct business. For the purposes of this section, an investment officer has a personal business relationship with a business organization if: (1) the investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization; (2) funds received by the investment officer from the business organization exceed 10 percent of the investment officer’s gross income for the previous year; or (3) the investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer. In accordance with Texas Government Code 573 and for the purposes of this section, if Investment Officer(s) is related within the second degree by affinity or consanguinity to an individual seeking to transact investment business with the City, the Investment Officer(s) will file a disclosure statement of this fact in writing with the Texas Ethics Commission and the City’s governing body.

C. **Liquidity** - To meet the investment objectives of the City, the maturity of investments shall be targeted to coincide with the cash flow needs of the City. Funds of the City shall be invested in instruments whose maturities do not exceed approved periods as determined by their policy. Unless matched to a specific requirement, the Investment Officer may not invest more than 30% of the portfolio for a period greater than two (2) years. The Investment Officer may not invest in any portion of the portfolio for a period greater than three (3) years.

D. **Diversification** - The investment portfolio shall be diversified to minimize the risk of loss resulting from over-concentration of assets in a specific maturity, specific issuer or specific class of securities. Nevertheless, the City recognizes that in a diversified portfolio, occasional measured interest losses are inevitable, and must be considered within the context of the overall portfolio's investment return. At a minimum, diversification standards by security type and issuer shall be:

<u>Security Type</u>	<u>Maximum % of Portfolio</u>
U.S. Treasuries & securities with the U.S. Government's guarantee	Not To Exceed 75%
U.S. Government Agencies and instrumentalities	Not To Exceed 75%
Certificates of Deposit	Not To Exceed 75%
Money Market Funds	Not To Exceed 30%
Local Government Investment Pools	Not To Exceed 75%*
*(No more than 50% shall be invested in any single pool.)	

E. **Yield** - The core of investments shall be limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. The earnings from investments shall be used in a manner that best serves the public trust and interests of the City in compliance with applicable covenants or other legal restrictions.

F. **Safekeeping and Custody** - To protect against potential fraud and embezzlement, the cash and investments of the City of Friendswood shall be secured by the City, or through third party custody and safekeeping procedures as herein designated. The third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, description, maturity, CUSIP number, yield and/or coupon and other pertinent information. Each safekeeping receipt shall clearly indicate that the instrument is held for the City of Friendswood. All safekeeping arrangements shall be documented by the Investment Officer.

All investment transactions shall be executed on "delivery vs. payment"

basis to ensure that securities are deposited in the eligible financial institutions prior to the release of funds.

VII. **Internal Controls** - The City Council shall establish an annual process of independent review by an external auditor. This review shall provide internal control by assuring compliance with policies and procedures. Compliance and management controls of the City's investment policy will be included in this annual review.

VIII. **Investment Committee** - Upon adoption of this policy an Investment Committee shall be established. Members include three unpaid private sector financial professionals (example: banker, broker, CPA) appointed by the City Council to serve staggered three-year terms. The Investment Committee shall serve in an advisory capacity only. The Committee shall perform such duties assigned to it by this Policy and such other duties as may, from time to time, be assigned to it by the City Council.

The Investment Committee shall meet at least quarterly. It may meet more often as desired. Two members may request a meeting. Two members constitute a quorum.

The Investment Committee is charged with the duty of determining general investment strategies for the City and monitoring results. It shall include in its deliberations such topics as economic outlook, investment strategies, portfolio diversification and maturity structure, potential risks to City funds, the target rate of return on the investment portfolio and annual review and approval of authorized depositories, brokers/dealers.

IX. **Authorized Investments** - Specific security instruments are authorized under the provisions of the Public Funds Investment Act. The conservative philosophy employed by the City is to choose investments in a manner which ensures safety, while promoting diversity of market sector and maturity. The choice of high-grade government instruments is designed to provide for the safety of principal, return an acceptable yield and assure marketability. City funds may be invested only in the following:

A. Obligations of the U.S. Government, its agencies and instrumentalities and government sponsoring enterprises (GSEs), not to exceed three (3) years to stated maturities, excluding collateralized mortgage obligations (CMOs).

B. Certificates of deposit or other financial institution deposits issued by a depository institution that has its main office or a branch office in Texas, guaranteed or insured by the Federal Deposit Insurance Corporation (or its successor), or collateralized, in accordance with Section 2256.010, the Texas Government Code and Chapter 2257 the Public Funds Collateral Act, and not to exceed three (3) years to stated maturity. Both principal and interest earned on the investment will be guaranteed, insured or collateralized as stated.

C. No-load money market mutual funds that are registered and regulated by the Securities and Exchange Commission subject to the limitations contained in Section 2256.014, Texas Government Code.

D. Local Government Investment Pools, such as TexPool Investment Pool (TexPool), Lone Star Investment Pool (LSIP) and Texas CLASS investment pool, provided such pools comply with Chapter 2256, Sections .016, .017, .018,.019 and .0204, Texas Government Code.

E. Commercial Paper in accordance with Section 2256.013, of the Texas Government Code. The stated maturity must be 365 days or fewer from the date of its issuance, rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies or one national recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized an existing under the laws of the United State or any state.

- X. **Loss of Required Minimum Rating** – Rating status of investments of the City’s portfolio will be reviewed quarterly by the Investment Officer(s). All prudent measures, consistent with the City’s investment policy, will be exercised to liquidate investments downgraded below the A-1 or P-1 required by this policy.
- XI. **Existing Investment Exemption** – The City is not required to liquidate an investment which was an authorized investment type at the time of purchase.
- XII. **Authorized Financial Dealers and Institutions** - The Investment Officer shall maintain a list of financial institutions authorized to provide investment services. In addition, a list shall also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Texas. These may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Investment Officer with the following: audited financial statements, proof of registration with Financial Industry Regulatory Authority (FINRA) and proof of state registration.

A written copy of the investment policy shall be presented to any person offering to engage in an investment transaction with the City. For purposes of this subsection, “a business organization includes investment pools. The qualified representative of the business organization offering to engage in an investment transaction with” the City “shall execute a written instrument” (Exhibit “A”) “to the effect that the business organization has: (1) received and reviewed the investment policy of the City; and (2) acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between” the City “and the organization that are not authorized by” the City’s “investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City’s “entire portfolio or requires an interpretation of subjective investment standards.”

- XIII. **Competitive Bidding Requirement** - Securities and certificates of deposits may be purchased or sold only after a reasonable review of the offers/bids, to verify that the City

is receiving fair market value/price for the investment. At least three (3) competitive offers/bids must be obtained prior to purchase or sell of securities and certificates of deposits. Comparison of investment pools will occur to confirm that the City receives fair market value/return on investments.

- XIV. **Methods to Monitor the Market Price of Investments** - The market price of investments acquired with public funds will be monitored through one of the following methods: (1) accessing financial information provided by the safekeeping custodian via communication software; (2) obtaining pricing information as provided in financial publications, such as the Wall Street Journal; and (3) obtaining pricing information from qualified broker/dealers or financial institution representatives. Market value of the City's investments will be reviewed and calculated on a monthly basis. The quarterly investment report will include the market value of the portfolio.
- XV. **Reporting** - The Investment Officer shall prepare and submit to the City Manager and City Council a quarterly report of investment transactions for all funds of the City. Quarterly investment reports will be reviewed annually by an independent auditor. The report shall include all information as required by Section 2256.023 of the Act.
- XVI. **Limitation of Personal Liability** - The Investment Officer and those delegated investment authority under this policy, when acting in accordance with the written procedures and this policy and in accord with the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.
- XVII. **Investment Strategy** - The City of Friendswood shall maintain a portfolio which involves investment strategy considerations, designed to address the unique characteristics of the fund groups represented in the portfolio. The objectives of each fund group must be considered in context of the structure of the overall portfolio.
- A. **Operating Funds** - Investment strategies for operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short to medium term securities which will complement each other.
- B. **Capital and Special Projects Funds** - Primary strategy for these fund types is to assure that anticipated cash requirements are matched to ensure adequate liquidity at the time of payment. A portion of investments (at least 10%) should be highly liquid to allow for flexibility and unanticipated project outlays. The stated final maturity date of any security held should not exceed the estimated project completion date.

C. **Debt Service Fund** – In accordance with Section 2256.0208, investment strategies for debt service funds will have as their primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date.

D. **Overall Short-term Strategy** - The City uses a consolidated cash system for cash and investments where cash is commingled and ownership tracked by equity accounts. From this a considerable amount is available for investment in highly liquid local government investment pools. Interest earnings are apportioned back based on equity in the pool. Use of the pool enables short-term interfund borrowing during the course of the year using “due-to/due-from” accounting methodology. This gives considerable flexibility to the immediate cash needs of an individual fund. In addition, the City’s portfolio will have a maximum dollar-weighted average maturity of 3 years or less based on the stated maturity date (if applicable) of each investment.

E. **Bond Proceeds** - Exclusive of all other City investments, up to 100% of the proceeds from a bond sale may be invested in a separate pooled (LGIP) account, and are not subject to the liquidity and diversification limitations found elsewhere in this policy.

F. **Performance Benchmarks** – Comparative data such as coupon rates, market price, market value, interest rates and rating agencies will be used to gauge performance of the City’s investment portfolio.

XVIII. **Intent** - It is the stated intent of this Policy to adhere by and to be in conformance with the statute known as the Public Funds Investment Act, Chapter 2256, Texas Government Code, as amended by House Bill 2799 enacted by the 75th Texas Legislature. Specific interpretation of a section contrary to this intent shall not void the remaining Policy.

XIX. **Adoption** - This Investment Policy shall be formally adopted by Resolution of the City Council. The Policy shall be reviewed on an annual basis by the City Manager and City Council.

Exhibit A

TEXAS PUBLIC FUNDS INVESTMENT ACT

CERTIFICATION BY BUSINESS ORGANIZATION

This certification is executed on behalf of the City of Friendswood (the Investor) and _____ (the Business Organization) pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the Act), in connection with investment transactions conducted between the Investor and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

The undersigned is a Qualified Representative of the Business Organization offering to enter in an investment transaction with the Investor as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code; and

The Qualified Representative of the Business Organization has received and reviewed the Investment Policy furnished by the Investor; and

The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the Investor that are not authorized by the City of Friendswood's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

Qualified Representative of the Business Organization

Signature: _____

Name: _____

Title: _____

Date: _____

**LIST OF AUTHORIZED DEPOSITORIES AND QUALIFIED BROKERS
AUTHORIZED TO ENGAGE IN INVESTMENT TRANSACTIONS
WITH THE CITY OF FRIENDSWOOD**

1. BOK Financial Securities, Inc.
2. FHN Financial Capital Markets (formerly FTN Financial Securities Corporation)
3. Hilltop Securities
4. Wells Fargo Brokerage Services, LLC
5. Wells Fargo Bank
6. Lonestar Investment Pool
7. TexPool
8. Texas Class
9. Cantor Fitzgerald & Company

The above list of broker/dealers and financial institutions were approved by the Investment Committee at a regular meeting, and are qualified to engage in investment transactions with the City of Friendswood, as required by the Texas Public Funds Investment Act, Chapter 2256, Section .025.

Name: Katina Hampton, Investment Officer

Date: August 3, 2020

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
 - (2) The time and place, not less than ten nor more than 30 days after such publication, for a public hearing on the budget.

Charter Budget Provisions

(d) Amendment before adoption: After the public hearing, the council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt services or for estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated income plus funds available from prior years.

(e) Adoption: The council shall adopt its annual budget by ordinance, on one reading, by the 15th day of September or as soon thereafter as practical. If the council fails to adopt an annual budget before the start of the fiscal year to which it applies, appropriations of the last budget adopted shall be considered as adopted for the current fiscal year on a month to month, pro rata basis, until the annual budget is adopted. Adoption of the budget shall require an affirmative vote of at least a majority of all members of the council. Adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated. (Res. No. R88-15, § 3, 5-9-1988; Res. No. R2002, § 7, 2-18-2002, election 5-4-2002)

State law reference – Budgets, V.T.C.A., Local Government Code § 102.001 et seq.

Section 8.04. Amendments after adoption

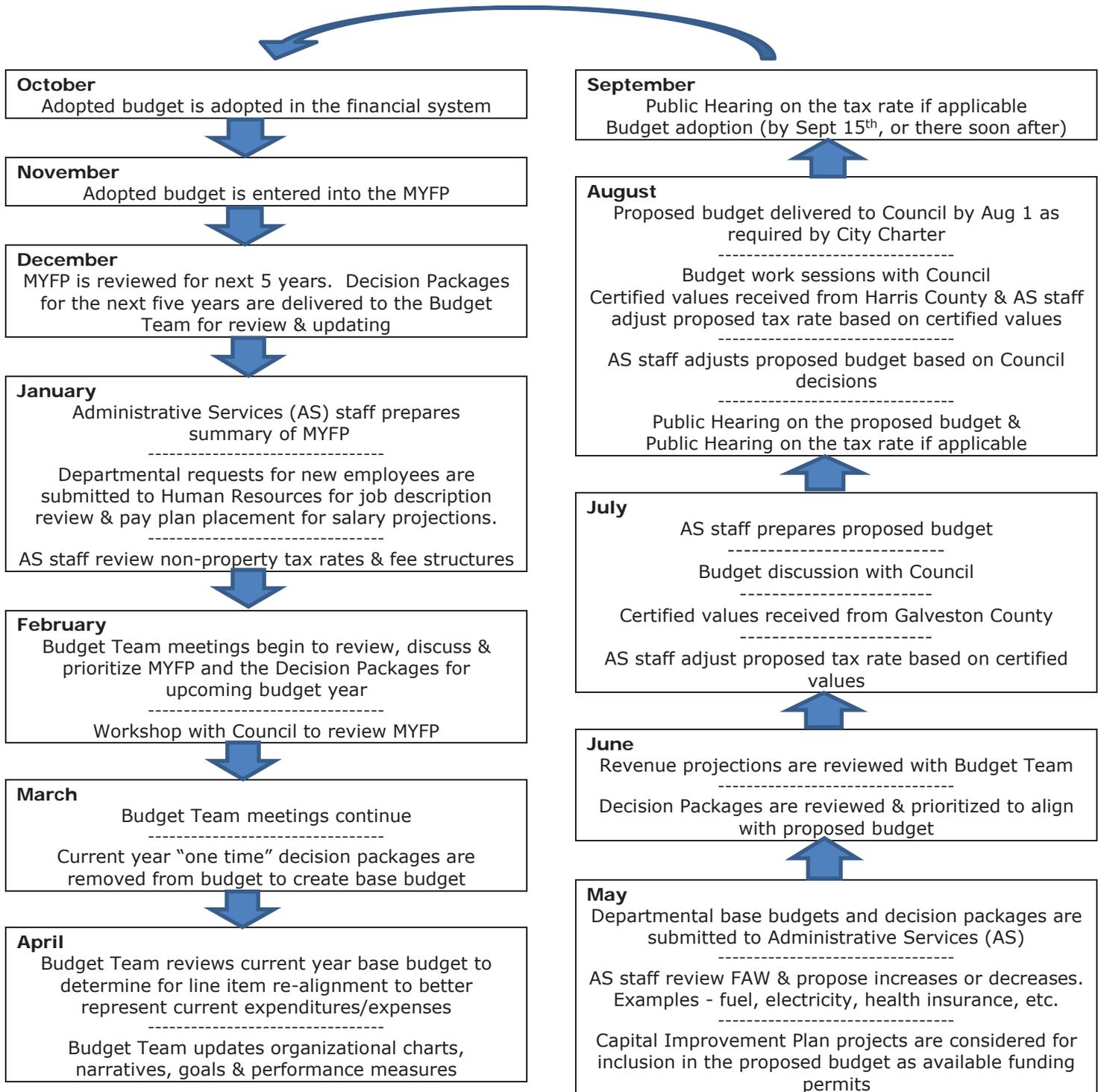
- (a) Supplemental appropriations: If during the fiscal year the manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the council by ordinance may make supplemental appropriation for the year up to the amount of such excess.
- (b) Emergency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

Month	Activity	Responsible Party
April 16	Departmental base budgets & decision packages submitted to Budget Office	Dept Directors or Designee
May 5	Budget Team Meeting Present Decision Packages & Forces at Work	Dept. Directors or Designee and Budget Team
May 8	Ranking of Decision Packages due to Budget Office	City Council, City Mgr. and Asst. City Mgr & Budget Team
May 21	Departmental Narratives, Goals & Org. Charts due to Budget Office	Dept Directors or Designee
June 29	Review Key Budget Drivers at City Council Retreat	City Council and City Mgr
July 20	Review Revenue Projections & Preliminary Budget Priorities	Admin. Services and Budget Team*
	Review Decision Packages & align with Proposed Budget	Admin. Services
July 22 July 24	Deliver Proposed Transmittal Letter & Budget in Brief to City Manager for review	City Manager
	Final Draft of Proposed Transmittal Letter & Budget in Brief due from City Manager to Budget Office	City Manager
July 25	Receive certified property values from Galveston Central Appraisal District (GCAD and HCAD)	GCAD and HCAD
	Adjust Proposed Tax Rate (if needed)	Admin Services
July 27	Council Retreat (Canceled)	City Council and City Mgr
July 31	Deliver Proposed Budget to City Council & City Secretary (due date per City Charter is August 1st)	City Mgr & Admin Services
Tax Rate – August 3	City Website Posting of No New Revenue & Voter Approval Tax Rates	Admin Services & PIO & Social Media Specialist
August 3	Proposed Budget work session with City Council	City Council, City Mgr and Budget Team
Tax Rate – August 3	Council action to propose tax rate	City Council
Tax Rate – August 5	PUBLICATION - Notice of Public Hearing on Proposed Tax Rate in Friendswood Reporter News	GCTO, Admin Services and City Secretary's Office
Tax Rate – August 5	Internet and PEG Channel Notice of Public Hearing on Tax Rate (run continuously August 5 th - September 14 th)	Admin Services & PIO & Social Media Specialist
August 10, 17, 24	If needed, Monday dates available to have additional budget work sessions	City Council, City Mgr, and Budget Team
August 19	Publication of Public Hearing on Proposed Budget in Friendswood Reporter News	Admin Services and City Secretary's Office
August 27	72 hour notice of Public Hearing on Budget (Open Meetings Notice)	Admin Services and City Secretary's Office
August 31	SPECIAL COUNCIL MEETING PUBLIC HEARING ON PROPOSED BUDGET Council action to postpone vote on budget to 9/14/2020	Admin Services, City Mgr and City Council
Tax Rate – September 10	72 hour notice of Public Hearing on Proposed Tax Rate (Open Meetings Notice)	Admin Services and City Secretary's Office
September 10	72 hour notice of Council Meeting to adopt Budget (Open Meetings Notice)	Admin Services and City Secretary's Office
September 14	PUBLIC HEARING ON PROPOSED TAX RATE	Admin Services, City Mgr and City Council
September 14	First & Final reading of ordinances adopting budget (Vote to adopt budget AND ratification vote to adopt budget raising total property taxes)	City Council
October 1	SPECIAL COUNCIL MEETING PUBLIC HEARING ON NO NEW REVENUE RATE First & Final reading of ordinance adopting Tax Rate	Admin Services, City Mgr and City Council

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

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
TAXES	\$28,943,244	\$30,418,705	\$30,418,705	\$24,966,611	\$30,286,381	\$31,472,994
PERMITS AND LICENSES	684,757	857,216	857,216	587,786	842,925	874,049
INTERGOVERNMENTAL REVENUES	1,560,839	583,200	1,213,596	2,751,585	2,874,271	10,446,506
CHARGES FOR SERVICES	13,095,702	16,505,919	16,505,919	9,487,232	16,274,523	16,523,232
FINES	842,626	837,580	837,580	483,412	670,541	848,700
INTEREST EARNED	1,230,790	964,300	964,300	512,010	627,950	608,256
VRF REIMBURSEMENTS	550,817	691,400	\$691,400	\$518,553	\$691,400	782,590
MISCELLANEOUS RECEIPTS	23,765,351	995,315	14,198,160	14,641,929	14,989,294	10,201,863
USE OF FUND BALANCE/RETAINED EARNINGS	4,648,018	27,627,928	17,897,343	4,525,624	16,000,732	24,559,425
TOTAL REVENUES	\$75,322,144	\$79,481,563	\$83,584,219	\$58,474,742	\$83,258,018	\$96,317,615

EXPENDITURES						
GENERAL GOVERNMENT	\$5,947,736	\$6,895,676	\$7,241,397	\$4,780,859	\$6,894,769	\$6,685,274
PUBLIC SAFETY	13,894,610	14,438,443	15,705,456	11,122,457	14,672,311	15,182,310
COMMUNITY DEVELOPMENT	1,099,154	1,227,230	1,227,230	787,588	1,108,252	1,249,281
PUBLIC WORKS	11,024,564	14,678,833	15,584,761	6,612,964	15,327,039	10,822,745
ENGINEERING	328,064	783,759	864,934	530,495	814,756	881,884
PARKS AND RECREATION	3,823,750	3,979,553	4,086,854	2,421,409	3,632,578	4,036,611
LIBRARY	1,234,127	1,252,132	1,290,740	831,246	1,271,353	1,273,096
VEHICLE REPLACEMENT FUND	640,538	589,000	600,530	318,075	600,530	652,000
CAPITAL IMPROVEMENTS	8,103,327	27,055,666	24,774,995	7,499,806	18,002,713	46,114,898
DEBT SERVICE	7,453,780	8,385,351	11,560,291	9,581,225	11,553,708	8,792,421
TOTAL EXPENDITURES	\$53,549,650	\$79,285,643	\$82,937,188	\$44,486,124	\$73,878,009	\$95,690,520
			*		**	***

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.

FY21 uses totaling \$24,559,425 for operational and capital expenditures in the following funds:

General Fund - \$500,000	2015/2016/2017 General Obligation Bond Funds - \$805,961
Fire/EMS Donation Fund - \$149,757	2020 General Obligation Bond Fund - \$8,007,316
Park Land Dedication Fund - \$106,863	2016 Water & Sewer Bond Construction Fund - \$1,548,687
Streets Improvement Fund - \$225,170	2018 Water & Sewer Bond Construction Fund - \$11,655,939
	Economic Development Improvements Fund - \$1,559,732

GENERAL FUND

The General Fund accounts for the resources used to finance the fundamental operations of the City. It is the basic fund of the City and covers all activities for which a separate fund has not been established. The basis of budgeting for the General Fund is modified accrual and is the same as the basis of accounting used in the Comprehensive Annual Financial Report.

The principal sources of revenue of the General Fund include:

- Property Taxes
- Sales and Use Taxes
- Franchise Taxes
- Fines and Forfeitures
- Permits and Fees
- Charges for Services

Expenditures include:

- General Government
 - Mayor & Council
 - City Secretary
 - City Manager
 - Administrative Services
 - Human Resources
 - Information Technology
- Public Safety
 - Police
 - Fire Marshal / FVFD
- Community Development
- Public Works
 - Streets
 - Drainage
- Engineering
- Library
- Parks and Recreation

**GENERAL FUND (001)
FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
PROPERTY TAX	\$14,729,550	\$16,126,914	\$16,126,914	\$15,323,285	\$15,623,285	\$15,883,312
SALES TAX	6,692,264	6,597,532	6,597,532	3,990,563	6,981,742	7,261,012
FRANCHISE	2,054,395	2,155,318	2,155,318	1,053,443	2,091,294	2,101,190
MIXED DRINKS	54,202	56,250	56,250	26,508	56,341	58,040
LICENSES AND PERMITS	684,757	857,216	857,216	587,786	842,925	874,049
INTERGOVERNMENTAL REVENUES	1,560,839	583,200	589,890	854,680	905,896	590,603
CHARGES FOR SERVICES	394,688	459,083	459,083	145,179	163,350	503,483
FINES AND FORFEITURES	815,088	788,580	788,580	461,599	641,457	799,700
INTEREST EARNED	342,267	237,790	237,790	135,380	180,508	168,600
OTHER	684,938	376,690	431,352	325,449	491,643	413,213
ASSET DISPOSITION	6,614	0	7,000	9,500	9,500	0
TOTAL REVENUES	\$28,019,602	\$28,238,573	\$28,306,925	\$22,913,372	\$27,987,941	\$28,653,202
EXPENDITURES						
MAYOR & COUNCIL	\$298,367	\$369,058	\$475,971	\$302,413	\$402,432	\$379,962
CITY SECRETARY	521,277	558,704	558,954	399,254	523,058	525,178
CITY MANAGER	1,066,698	1,046,768	1,156,198	795,794	1,117,166	1,142,670
ADMINISTRATIVE SERVICES	1,535,361	1,760,736	1,761,177	1,158,270	1,667,213	1,788,236
HUMAN RESOURCES	737,578	868,599	865,520	579,991	789,344	909,461
INFORMATION TECHNOLOGY	1,182,441	1,684,193	1,754,399	1,085,647	1,736,017	1,296,789
POLICE	11,233,780	11,872,801	11,957,891	7,816,863	11,052,032	12,145,895
FIRE MARSHAL**	2,350,246	2,512,555	2,724,141	2,411,243	2,725,928	2,819,863
COMMUNITY DEVELOPMENT	1,099,154	1,227,230	1,227,230	787,588	1,108,252	1,249,281
PUBLIC WORKS	2,167,087	2,098,781	2,711,495	1,910,431	2,552,983	2,155,398
ENGINEERING	328,064	387,052	466,538	300,502	465,855	488,615
LIBRARY SERVICES	1,234,127	1,252,132	1,290,740	831,246	1,271,353	1,273,096
PARKS AND RECREATION	3,823,750	3,979,553	4,086,854	2,421,409	3,632,578	4,036,611
TOTAL OPERATIONS	\$27,577,930	\$29,618,162	\$31,037,108	\$20,800,651	\$29,044,211	\$30,211,055
STREETS	\$1,855,496	\$500,000	\$1,884,105	\$240,208	\$1,874,105	\$500,000
DRAINAGE	0	0	0	0	0	0
PARKS	90,050	0	11,360	11,360	11,360	0
EQUIPMENT	0	0	0	0	0	0
FACILITY	0	0	0	0	0	0
TOTAL IMPROVEMENTS	\$1,945,546	\$500,000	\$1,895,465	\$251,568	\$1,885,465	\$500,000
TOTAL EXPENDITURES	\$29,523,476	\$30,118,162	\$32,932,573	\$21,052,219	\$30,929,676	\$30,711,055
OPERATING TRANSFERS IN	\$1,487,690	\$1,395,267	\$1,453,267	\$1,104,450	\$1,453,267	\$1,557,853
OPERATING TRANSFERS OUT	(45,633)	0	2,099	2,099	2,099	0
CAPITAL LEASE PROCEEDS	0	0	744,816	744,816	744,816	0
USE OF FUND BALANCE	0	0	0	0	0	0
INCREASE (DECREASE) IN FUND BALANCE	(\$61,817)	(\$484,322)	(\$2,425,466)	\$3,712,518	(\$741,553)	(\$500,000)
BEGINNING FUND BALANCE	\$14,285,306	\$14,223,489	\$14,223,489	\$14,223,489	\$14,223,489	\$13,481,936
ENDING FUND BALANCE	\$14,223,489	\$13,739,167	\$11,798,023	\$17,936,007	\$13,481,936	\$12,981,936

* Projected fund balance at September 30, 2020 is \$13.5 million. Of the \$13.5M, approximately \$1.1M is considered non-spendable or restricted and another \$700,000 has been assigned for future projects leaving a remaining unassigned fund balance of \$12.8M, which includes a 90-day operating reserve of \$7.3 million as set forth in the City's financial policies.

The reserve is designed "to protect the City's creditworthiness as well as its financial position from unforeseeable emergencies."

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

** In the FY21 Budget, the FVFD Contract is included in the Fire Marshal's Budget. The total contract with FVFD for FY21 is \$2,630,100 (Fire \$1,132,800 / EMS \$1,497,300). Quarterly payments of the contract amount will be reduced by \$900,000 which is the expected revenue FVFD will receive from EMS billings.

SPECIAL REVENUE FUNDS

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

Police Investigation Fund

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

Fire/EMS Donation Fund

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

Municipal Court Fund

In 1999, the State Legislature authorized a Court Technology and Court Security Fee for Municipal Court fines. In 2019, the State Legislature authorized additional fees for truancy and jury services. 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, juvenile services and any expenses incurred related to jury services.

Hazard Mitigation Grant Program

This fund is used to account for federal grant funds related to the acquisition and demolition of flood-prone residential structures located within the City. The federal cost share is 75% and the local cost share is 25%. The local cost share is funded by the homeowner. The fund will be closed out at the completion of the project.

Texas Water Development Board Flood Mitigation Acquisition Grant

This fund is used to account for the FEMA Flood Mitigation Assistance Grant Program. The funds will be used for the acquisition and demolition of properties in flood-prone areas. The federal cost share is 100%. The fund will be closed out at the completion of the project.

2017 Community Development Block Grant – Disaster Recovery

This fund is used to account for Community Development Block Grant – Disaster Recovery following Hurricane Harvey. The fund will be closed out at the completion of the project. Funds will be used for the *Harris County* side of the City for the following projects:

- Blackhawk Property Acquisition and Rehabilitation (Emergency Shelter)
- Forest Bend Detention Pond

2017 Community Development Block Grant – Disaster Recovery

This fund is used to account for Community Development Block Grant – Disaster Recovery following Hurricane Harvey. The fund will be closed out at the completion of the project. Funds will be used for the *Galveston County* side of the City for the following projects:

- Utility Relocate at Clear Creek Utility Bridge (Pipe rack project)
- Deepwood Flood Control Project
- Acquisitions Deepwood Properties
- Acquisitions Frenchman's Creek

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

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
FEDERAL GOVERNMENT	\$13,627	\$0	\$0	\$35,445	\$35,445	\$0
STATE GOVERNMENT	0	0	0	12,128	12,128	0
INTEREST EARNED	16,009	4,720	4,720	1,947	2,513	1,425
OTHER	1,670	0	0	0	0	0
TOTAL REVENUES	\$31,306	\$4,720	\$4,720	\$49,520	\$50,086	\$1,425
EXPENDITURES						
PUBLIC SAFETY						
SPECIAL OPERATIONS	\$121,363	\$0	\$29,719	\$15,514	\$15,514	\$0
TOTAL EXPENDITURES	\$121,363	\$0	\$29,719	\$15,514	\$15,514	\$0
OTHER FINANCING SOURCES						
TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
INCREASE (DECREASE) IN FUND BALANCE	(\$90,057)	\$4,720	(\$24,999)	\$34,006	\$34,572	\$1,425
BEGINNING FUND BALANCE	\$272,215	\$182,158	\$182,158	\$182,158	\$182,158	\$216,730
ENDING FUND BALANCE	\$182,158	\$186,878	\$157,159	\$216,164	\$216,730	\$218,155

**HAZARD MITIGATION GRANT PROGRAM ACQUISITION & DEMOLITION PROJECT (120)
FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
FEDERAL GOVERNMENT	\$0	\$0	\$623,706	\$782,746	\$842,626	\$0
INTEREST EARNED	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
TOTAL REVENUES	\$0	\$0	\$623,706	\$782,746	\$842,626	\$0
EXPENDITURES						
ACQUISITION AND DEMOLITION	\$0	\$0	\$623,706	\$782,746	\$842,626	\$0
TOTAL EXPENDITURES	\$0	\$0	\$623,706	\$782,746	\$842,626	\$0
INCREASE (DECREASE) IN FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0
BEGINNING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0

*

* This fund was created in FY20 to account for federal grant funds related to the acquisition and demolition of flood-prone residential structures located within the City. The federal cost share is 75% and the local cost share is 25%. The local cost share is funded by the homeowner.

**TEXAS WATER DEVELOPMENT BOARD FLOOD MITIGATION ACQUISITION GRANT (121)
FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
FEDERAL GOVERNMENT	\$0	\$0	\$0	\$1,110,565	\$1,122,155	\$0
INTEREST EARNED	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
TOTAL REVENUES	\$0	\$0	\$0	\$1,110,565	\$1,122,155	\$0
EXPENDITURES						
ACQUISITION AND DEMOLITION	\$0	\$0	\$0	\$1,110,565	\$1,122,155	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$1,110,565	\$1,122,155	\$0
INCREASE (DECREASE) IN FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0
BEGINNING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0

*

* This fund was created in FY20 to account for the FEMA Flood Mitigation Assistance Grant Program. The funds will be used for the acquisition and demolition of properties in flood-prone areas. The federal cost share is 100%.

**2017 COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY (123)
(Harris County) FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
FEDERAL GOVERNMENT	\$0	\$0	\$0	\$3,594	\$3,594	\$4,401,736
INTEREST EARNED	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
TOTAL REVENUES	\$0	\$0	\$0	\$3,594	\$3,594	\$4,401,736
EXPENDITURES						
PUBLIC SAFETY	\$0	\$0	\$0	\$0	\$0	\$979,308
DRAINAGE	0	0	0	3,594	3,594	3,422,428
TOTAL EXPENDITURES	\$0	\$0	\$0	\$3,594	\$3,594	\$4,401,736
INCREASE (DECREASE) IN FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0
BEGINNING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0

*

* This fund was created in FY20 to account for the CDBG-DR Grant funds to be used for the following projects on the *Harris County* side of the City:

Blackhawk Property Acquisition and Rehabilitation (Emergency Shelter)	\$979,308
Forest Bend Detention Pond	\$3,426,022

**2017 COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY (124)
(Galveston County) FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
FEDERAL GOVERNMENT	\$0	\$0	\$0	\$0	\$0	\$5,454,167
INTEREST EARNED	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$5,454,167
EXPENDITURES						
FLOOD CONTROL	\$0	\$0	\$0	\$0	\$0	\$2,691,517
ACQUISITION AND DEMOLITION	0	0	0	0	0	2,762,650
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$5,454,167
INCREASE (DECREASE) IN FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0
BEGINNING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0

*

* This fund was created in FY20 to account for the CDBG-DR Grant funds to be used for the following projects on the *Galveston County* side of the City:

Pipe Rack Project	\$ 1,118,720.00
Deepwood Flood Control Project	\$ 1,572,797.00
Acquisitions Deepwood Properties	\$ 887,345.50
Acquisitions Frenchman's Creek	\$ 1,875,304.50

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

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
DONATIONS	\$225,207	\$200,000	\$200,000	\$163,136	215,000	\$215,000
INTEREST EARNED	1,352	900	900	4,655	6,207	2,150
MISC REVENUE	0	0	103,000	598,448	598,448	0
TOTAL REVENUES	\$226,559	\$200,900	\$303,900	\$766,239	\$819,655	\$217,150
EXPENDITURES						
PUBLIC SAFETY	\$161,850	\$0	\$940,618	\$843,718	\$843,718	\$169,000
DEBT SERVICE	64,637	200,900	157,000	0	157,000	197,907
TOTAL EXPENDITURES	\$226,487	\$200,900	\$1,097,618	\$843,718	\$1,000,718	\$366,907
OTHER FINANCING SOURCES						
TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL LEASE PROCEEDS	0	0	772,015	772,015	772,015	0
SALE OF CAPITAL ASSETS	0	0	16,000	61,000	61,000	0
TOTAL OTHER FINANCING SOURCES	\$0	\$0	\$788,015	\$833,015	\$833,015	\$0
INCREASE (DECREASE) IN FUND BALANCE	\$72	\$0	(\$5,703)	\$755,536	\$651,952	(\$149,757)
BEGINNING FUND BALANCE	\$71,417	\$71,489	\$71,489	\$71,489	\$71,489	\$723,441
ENDING FUND BALANCE	\$71,489	\$71,489	\$65,786	\$827,025	\$723,441	\$573,684

In previous years, donated funds were disbursed to the Friendswood Volunteer Fire Department (FVFD) on a quarterly basis to purchase capital equipment. Beginning in FY20, donated funds are retained by the City and used to purchase capital equipment for use by FVFD. This year's budget includes the following equipment:

Medic Car 499	\$50,000
Medic Car 44	\$45,000
Medic Car 45	\$45,000
Portable Ventilators	\$20,000
Automatic Defibrillators	\$4,500
Ambulance Tablets	\$4,500

FY21 Debt Service includes the following:

- 7th of 7 principal & interest payment for a fire truck purchased in FY15
- 1st of 7 principal & interest payment for a fire truck purchased in FY20
- 1st of 5 principal & interest payment for an ambulance purchased in FY20

**MUNICIPAL COURT FUND (150)
FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
COURT SECURITY FEES	\$11,802	\$17,700	\$17,700	\$8,494	\$11,325	\$17,700
COURT TECHNOLOGY FEES	15,736	16,000	16,000	9,419	12,559	16,000
COURT TRUANCY PREVENTION FEES	0	15,000	15,000	3,825	5,100	15,000
COURT JURY SERVICES FEES	0	300	300	75	100	300
INTEREST EARNED	4,038	3,280	3,280	1,769	2,359	1,850
TOTAL REVENUES	\$31,576	\$52,280	\$52,280	\$23,582	\$31,443	\$50,850
EXPENDITURES						
COURT SECURITY PROJECTS	\$24,841	\$19,487	\$18,987	\$5,940	\$5,940	\$14,552
COURT TECHNOLOGY PROJECTS	2,530	33,600	34,100	29,179	29,179	33,000
COURT TRUANCY PREVENTION PROJECTS	0	0	0	0	0	0
COURT JURY SERVICES PROJECTS	0	0	0	0	0	0
TOTAL EXPENDITURES	\$27,371	\$53,087	\$53,087	\$35,119	\$35,119	\$47,552
OPERATING TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0	\$0
INCREASE (DECREASE) IN FUND BALANCE	\$4,205	(\$807)	(\$807)	(\$11,537)	(\$3,676)	\$3,298
BEGINNING FUND BALANCE	\$227,528	\$231,733	\$231,733	\$231,733	\$231,733	\$228,057
ENDING FUND BALANCE	\$231,733	\$230,926	\$230,926	\$220,196	\$228,057	\$231,355

*

* As of 6/30/2020, the fund balance equity share of the Municipal Court Fund is approximately:
 Court Security - 70.4%
 Court Technology - 27.7%
 Court Truancy Prevention - 1.9%
 Court Jury Services - 0.04%

TAX DEBT SERVICE FUND

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

Debt Limits

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 \$0.4873 per \$100 of net assessed value at 100% collection on a projected net assessed tax base of \$3,918,863,732.

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 100% collection of the tax levy. For FY21, the City's legal debt margin is \$46,664,504. This means the City could issue debt (bonds) up to an amount that generates a maximum annual debt service requirement of \$46,664,504 or less.

Legal Debt Margin Calculation

Data needed for the calculation includes the City's estimated net assessed property valuation (\$3,918,863,732), the Texas Constitution home-rule cities maximum debt service requirement amount (\$46,664,504) and the City's maximum annual debt service requirement amount (\$6,240,156).

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.

$$\mathbf{\$3,918,863,732 / \$100 \times \$1.35 = \$52,904,660}$$

The City's maximum annual G.O. debt service requirement of \$6,240,156 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.

$$\text{Friendswood's Legal Debt Margin} = \$52,904,660 \text{ minus } \$6,240,156 \text{ or } \mathbf{\$46,664,504}$$

According to the City's Financial Advisor, a debt margin of \$44,532,187 translates into additional debt capacity of about \$725 million in bonds (depending on factors such as the number of sales and the interest environment).

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

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
AD VALOREM TAXES	\$3,170,613	\$3,294,901	\$3,294,901	\$3,145,988	\$3,186,458	\$3,729,088
DELINQUENT PROPERTY TAXES	27,843	25,000	25,000	18,781	20,000	20,000
INTEREST EARNED	13,972	12,630	12,630	6,995	9,330	9,075
TOTAL REVENUES	\$3,212,428	\$3,332,531	\$3,332,531	\$3,171,764	\$3,215,788	\$3,758,163
EXPENDITURES						
DEBT SERVICE*						
PRINCIPAL	\$2,107,699	\$2,211,498	\$2,221,257	\$1,927,177	\$2,221,257	\$2,438,779
INTEREST	1,105,168	1,079,153	1,110,504	534,361	1,110,504	1,286,060
ISSUE COSTS	0	0	2,406,568	2,405,975	2,405,975	0
FISCAL AGENT FEES	3,500	4,250	4,250	2,300	4,550	4,250
TOTAL EXPENDITURES	\$3,216,367	\$3,294,901	\$5,742,579	\$4,869,813	\$5,742,286	\$3,729,089
OTHER FINANCING SOURCES (USES)						
BOND PROCEEDS	\$0	\$0	\$2,670,000	\$2,670,000	\$2,670,000	\$0
PREMIUM ON BOND ISSUANCE	0	0	343,348	343,348	343,348	0
OPERATING TRANSFERS IN (OUT)	1,901	0	(565,670)	(565,670)	(512,503)	0
TOTAL OTHER FINANCING SOURCES (USES)	\$1,901	\$0	\$2,447,678	\$2,447,678	\$2,500,845	\$0
INCREASE (DECREASE) IN FUND BALANCE	(\$2,038)	\$37,630	\$37,630	\$749,629	(\$25,653)	\$29,074
BEGINNING FUND BALANCE	\$59,046	\$57,008	\$57,008	\$57,008	\$57,008	\$31,355
ENDING FUND BALANCE	\$57,008	\$94,638	\$94,638	\$806,637	\$31,355	\$60,429

* Debt service payments in this fund include:

- 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)
- Principal & interest payments on General Obligation Improvement and Refunding Bonds issued in 2020 for \$9.860 million (round 1 of bonds authorized by voters in 2019).

CAPITAL PROJECT FUNDS

2010 General Obligation Bonds 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 Funds

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

2020 General Obligation Bond Fund

This fund is used to account for the proceeds of the general obligation bonds (round 1) in the amount of \$8,000,000 approved by voters on November 5, 2019. This bond was approved to fund the following improvements:

Purchase and Renovation of Blackhawk Facility	\$ 2,000,000
<u>Drainage Improvements</u>	<u>6,000,000</u>
Total	\$ 8,000,000

2021 General Obligation Bond Fund

This fund is used to account for the proceeds of the general obligation bonds (round 2) in the amount of \$9,100,000 approved by voters on November 5, 2019. It is estimated that the bonds will be issued in June 2021 and will be used for the following:

Replace Station #2 & Upgrade Fire Training Field	\$ 4,390,000
<u>Expand Public Safety Building</u>	<u>\$ 4,710,000</u>
Total	\$ 9,100,000

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).

CAPITAL PROJECT FUNDS

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 Parks and Recreation 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 Improvement 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. The sales tax for street maintenance and improvements requires voter approval every four years. Without approval of the voters the sales tax will expire on December 31, 2020. A Special Election will be held in November 2020. If the item does not pass, the budget will be adjusted accordingly.

Friendswood Downtown Economic Development Improvements 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 BOND FUND (252)
FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
INTEREST EARNED	\$16	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$16	\$0	\$0	\$0	\$0	\$0
EXPENDITURES						
CAPITAL IMPROVEMENTS						
PUBLIC WORKS						
STREETS & DRAINAGE	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
OTHER FINANCING SOURCES (USES)						
OPERATING TRANSFERS	(\$1,901)	\$0	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCING SOURCES (USES)	(\$1,901)	\$0	\$0	\$0	\$0	\$0
INCREASE (DECREASE) IN FUND BALANCE	(\$1,885)	\$0	\$0	\$0	\$0	\$0
BEGINNING FUND BALANCE	\$1,885	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0

*

* This fund was closed during fiscal year end FY19 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

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
INTEREST EARNED	\$104,069	\$117,810	\$117,810	\$18,218	\$19,656	\$25,000
TOTAL REVENUES	\$104,069	\$117,810	\$117,810	\$18,218	\$19,656	\$25,000
EXPENDITURES						
CAPITAL IMPROVEMENTS						
PUBLIC WORKS						
STREETS & DRAINAGE	\$2,497,708	\$881,580	\$1,402,944	\$1,250,556	\$1,402,944	\$701,920
PARKS	1,140,492	129,871	44,644	11,186	36,246	129,041
FACILITIES						
NEW FIRE STATION & EXPANSION	1,279	0	0	0	0	0
TOTAL EXPENDITURES	\$3,639,479	\$1,011,451	\$1,447,588	\$1,261,742	\$1,439,190	\$830,961
OTHER FINANCING SOURCES (USES)						
OPERATING TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	(\$53,167)	\$0
TOTAL OTHER FINANCING SOURCES (USES)	\$0	\$0	\$0	\$0	(\$53,167)	\$0
INCREASE (DECREASE) IN FUND BALANCE	(\$3,535,410)	(\$893,641)	(\$1,329,778)	(\$1,243,524)	(\$1,472,701)	(\$805,961)
BEGINNING FUND BALANCE	\$5,814,072	\$2,278,662	\$2,278,662	\$2,278,662	\$2,278,662	\$805,961
ENDING FUND BALANCE	\$2,278,662	\$1,385,021	\$948,884	\$1,035,138	\$805,961	\$0

*

* These funds are used to record expenditures resulting from the General Obligations Bonds authorized in November 2013.

**2020 GENERAL OBLIGATION BOND FUND (256)
FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
INTEREST EARNED	\$0	\$0	\$0	\$1,829	\$7,316	\$15,000
TOTAL REVENUES	\$0	\$0	\$0	\$1,829	\$7,316	\$15,000
EXPENDITURES						
CAPITAL IMPROVEMENTS						
PUBLIC WORKS						
DRAINAGE IMPROVEMENTS	\$0	\$0	\$6,000,000	\$0	\$0	\$6,016,737
FACILITIES						
BLACKHAWK FACILITY	0	0	2,000,000	0	0	2,005,579
TOTAL EXPENDITURES	\$0	\$0	\$8,000,000	\$0	\$0	\$8,022,316
OTHER FINANCING SOURCES (USES)						
BOND PROCEEDS	\$0	\$0	\$7,795,000	\$7,795,000	\$7,795,000	\$0
PREMIUM ON BOND ISSUANCE	0	0	410,492	410,492	410,492	0
BOND ISSUE COSTS	0	0	(139,287)	(139,287)	(139,287)	0
OPERATING TRANSFERS IN (OUT)	0	0	(66,205)	(66,205)	(66,205)	0
TOTAL OTHER FINANCING SOURCES (USES)	\$0	\$0	8,000,000	8,000,000	8,000,000	\$0
INCREASE (DECREASE) IN FUND BALANCE	\$0	\$0	\$0	\$8,001,829	\$8,007,316	(\$8,007,316)
BEGINNING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$8,007,316
ENDING FUND BALANCE	\$0	\$0	\$0	\$8,001,829	\$8,007,316	\$0

*

* This fund is used to record expenditures resulting from round one of the General Obligations Bonds authorized in November 2019.

The bond funds will be used for the following:

Renovation of the Blackhawk Facility for Public Works & Parks Maintenance	\$2,000,000
Drainage Improvements	\$6,000,000

**2021 GENERAL OBLIGATION BOND FUND (257)
FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED ADOPTED
REVENUES						
INTEREST EARNED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES						
CAPITAL IMPROVEMENTS						
FACILITIES						
NEW FIRE STATION & TRAINING FIELD	\$0	\$0	\$0	\$0	\$0	4,390,000
PUBLIC SAFETY BUILDING EXPANSION	0	0	0	0	300,000	4,410,000
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$300,000	\$8,800,000
OTHER FINANCING SOURCES (USES)						
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$9,100,000
PREMIUM ON BOND ISSUANCE	0	0	0	0	0	0
BOND ISSUE COSTS	0	0	0	0	0	0
OPERATING TRANSFERS IN (OUT)	0	0	0	0	0	0
TOTAL OTHER FINANCING SOURCES (USES)	\$0	\$0	\$0	\$0	\$0	\$9,100,000
INCREASE (DECREASE) IN FUND BALANCE	\$0	\$0	\$0	\$0	(\$300,000)	\$300,000
BEGINNING FUND BALANCE	\$0	\$0	\$0	\$0	\$0	(\$300,000)
ENDING FUND BALANCE	\$0	\$0	\$0	\$0	(\$300,000)	\$0

*

* This fund was set up to record expenditures that will result from round two of the General Obligations Bonds authorized in November 2019. It is estimated that the bonds will be issued in June 2021 and will be used for the following:

Replace Fire Station #2 and Upgrade the Fire Training Field	\$4,390,000
Expansion of the Public Safety Building	\$4,710,000

SIDEWALK INSTALLATION FUND (160)
FUND SUMMARY

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
REVENUE	\$6,841	\$0	\$0	\$9,275	\$0	\$0
INTEREST EARNED	485	420	420	320	417	245
TOTAL REVENUES	\$7,326	\$420	\$420	\$9,595	\$417	\$245
EXPENDITURES						
OPERATING TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL IMPROVEMENTS	0	0	0	0	0	0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
INCREASE (DECREASE) IN FUND BALANCE	\$7,326	\$420	\$420	\$9,595	\$417	\$245
BEGINNING FUND BALANCE	\$26,558	\$33,884	\$33,884	\$33,884	\$33,884	\$34,301
ENDING FUND BALANCE	\$33,884	\$34,304	\$34,304	\$43,479	\$34,301	\$34,546

*

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

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

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
COMMUNITY PARK FEES	\$29,700	\$32,000	\$32,000	\$44,400	\$59,200	\$50,000
OTHER PROGRAM FEES	0	0	0	0	0	0
INTEREST EARNED	969	430	430	620	835	775
TOTAL REVENUES	\$30,669	\$32,430	\$32,430	\$45,020	\$60,035	\$50,775
EXPENDITURES						
OPERATING TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING EQUIPMENT	0	0	0	0	0	0
CAPITAL IMPROVEMENTS	201,579	108,164	108,164	0	25,060	157,638
TOTAL EXPENDITURES	\$201,579	\$108,164	\$108,164	\$0	\$25,060	\$157,638
INCREASE (DECREASE) IN FUND BALANCE	(\$170,910)	(\$75,734)	(\$75,734)	\$45,020	\$34,975	(\$106,863)
BEGINNING FUND BALANCE	\$242,798	\$71,888	\$71,888	\$71,888	\$71,888	\$106,863
ENDING FUND BALANCE	\$71,888	(\$3,846)	(\$3,846)	\$116,908	\$106,863	\$0

*

* Fund balance in the Park Land Dedication Fund will be depleted in FY21 for the following uses:

Relocate Disc Golf Course to Stevenson Park	\$10,000
Replace Fabric Fencing at Sportspark for the Adult Fields	\$60,000
Dumpster Enclosure at Sportspark	\$10,000
Other Community Park Improvements	\$77,638

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

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
SALES TAXES	\$1,660,783	\$1,622,100	\$1,622,100	\$988,446	\$1,745,453	\$1,815,271
INTEREST EARNED	45,169	36,400	36,400	23,127	30,146	19,800
TOTAL REVENUES	\$1,705,952	\$1,658,500	\$1,658,500	\$1,011,573	\$1,775,599	\$1,835,071
EXPENDITURES						
OPERATING TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL IMPROVEMENTS	1,653,585	4,192,001	3,056,415	986,129	4,192,001	2,060,241
TOTAL EXPENDITURES	\$1,653,585	\$4,192,001	\$3,056,415	\$986,129	\$4,192,001	\$2,060,241
INCREASE (DECREASE) IN FUND BALANCE	\$52,367	(\$2,533,501)	(\$1,397,915)	\$25,444	(\$2,416,402)	(\$225,170)
BEGINNING FUND BALANCE	\$2,589,205	\$2,641,572	\$2,641,572	\$2,641,572	\$2,641,572	\$225,170
ENDING FUND BALANCE	\$2,641,572	\$108,071	\$1,243,657	\$2,667,016	\$225,170	\$0

*

* 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

The sales tax for street maintenance and improvements requires voter approval every four years. Without approval of the voters the sales tax will expire on December 31, 2020. A Special Election will be held in November 2020. If the item does not pass, the budget will be adjusted accordingly.

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

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUES						
SALES TAXES	\$553,594	\$540,690	\$540,690	\$419,597	581,808	\$605,081
REIMBURSEMENTS	37,832	0	0	1,189	1,189	0
INTEREST EARNED	12,081	8,700	8,700	9,541	12,480	11,400
TOTAL REVENUES	\$603,507	\$549,390	\$549,390	\$430,327	\$595,477	\$616,481
EXPENDITURES						
OPERATING TRANSFERS IN (OUT)	\$16,000	\$16,000	\$16,000	\$12,000	16,000	\$16,000
ADMINISTRATIVE EXPENSES	139	2,000	2,000	0	2,000	2,000
CONTRACT SERVICES	48,000	0	61,560	3,680	61,560	0
CAPITAL IMPROVEMENTS	0	1,553,041	0	0	0	2,158,213
TOTAL EXPENDITURES	\$64,139	\$1,571,041	\$79,560	\$15,680	\$79,560	\$2,176,213
 INCREASE (DECREASE) IN FUND BALANCE	 \$539,368	 (\$1,021,651)	 \$469,830	 \$414,647	 515,917	 (\$1,559,732)
BEGINNING FUND BALANCE	\$504,447	\$1,043,815	\$1,043,815	\$1,043,815	1,043,815	\$1,559,732
ENDING FUND BALANCE	\$1,043,815	\$22,164	\$1,513,645	\$1,458,462	1,559,732	\$0

*

* 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

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**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
OTHER FINANCING SOURCES						
INTEREST EARNED	\$431	\$370	\$370	\$149	\$183	\$185
TOTAL OTHER FINANCING SOURCES	\$431	\$370	\$370	\$149	\$183	\$185
NON-OPERATING EXPENSES						
1776 PARK IMPROVEMENTS	\$0	\$0	\$13,852	\$13,852	\$13,852	\$0
TOTAL EXPENDITURES	\$0	\$0	\$13,852	\$13,852	\$13,852	\$0
INCREASE (DECREASE) IN FUND BALANCE	\$431	\$370	(\$13,482)	(\$13,703)	(\$13,669)	\$185
BEGINNING FUND BALANCE	\$24,307	\$24,738	\$24,738	\$24,738	\$24,738	\$11,069
ENDING FUND BALANCE	\$24,738	\$25,108	\$11,256	\$11,035	\$11,069	\$11,254

*

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

ENTERPRISE FUNDS

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

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

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

The budgeted Enterprise Funds include:

- Water and Sewer Operation Fund
- 2006 Water and Sewer Bond Construction Fund
- 2009 Water and Sewer Bond Construction Fund
- 2016 Water and Sewer Bond Construction Fund
- 2018 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 Bonds 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 CIP/Impact Fee Funds

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

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

Water CIP/Impact Fee Fund

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

Sewer CIP/Impact Fee Fund

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

Water 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 OPERATION FUND (401)
FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
OPERATING REVENUES						
WATER REVENUES	\$6,768,422	\$9,070,883	\$9,070,883	\$4,557,109	\$8,227,489	\$8,227,489
SEWER REVENUES	5,590,017	6,536,753	6,536,753	4,488,560	7,499,460	7,499,460
ADMINISTRATIVE FEES	391,201	356,625	356,625	326,585	443,620	393,650
SALES OF WATER METERS	26,420	30,000	30,000	20,240	26,987	30,000
MISCELLANEOUS	8,213	0	0	8,400	8,400	0
TOTAL REVENUES	\$12,784,273	\$15,994,261	\$15,994,261	\$9,400,894	\$16,205,956	\$16,150,599
OPERATING EXPENSES						
ADMINISTRATIVE SERVICES - FINANCE	\$417,392	\$443,520	\$443,520	\$309,724	\$427,355	\$480,420
HUMAN RESOURCES - INSURANCE	140,483	162,098	162,098	146,086	168,624	160,558
PUBLIC WORKS						
ADMINISTRATION	191,231	247,981	247,895	173,648	237,252	269,596
WATER UTILITIES	792,423	765,949	792,796	412,738	774,596	804,819
SEWER UTILITIES	576,610	616,778	621,778	360,379	563,686	555,355
WATER OPERATIONS	2,493,675	3,618,455	3,837,348	1,969,147	3,832,295	3,749,323
SEWER OPERATIONS	4,470,578	7,081,236	7,123,796	1,606,292	7,116,585	3,024,585
UTILITY CUSTOMER SERVICE	249,350	249,653	249,653	180,329	249,642	263,669
ENGINEERING/CAPITAL PROJECTS	83,610	0	0	0	0	0
ENGINEERING	0	396,707	398,396	229,993	348,901	393,269
TOTAL EXPENDITURES	9,415,352	13,582,377	13,877,280	5,388,336	13,718,936	9,701,594
OPERATING INCOME	\$3,368,921	\$2,411,884	\$ 2,116,981	\$ 4,012,558	\$ 2,487,020	\$6,449,005
NON-OPERATING REVENUES (EXPENSES)						
INTEREST EARNED	\$180,612	\$114,070	\$114,070	\$72,964	\$93,980	\$103,000
OTHER NON-OPERATING REVENUE	0	0	286,512	287,075	287,075	\$0
INSURANCE REIMBURSEMENT	542,711	0	0	0	0	\$0
CAPITAL IMPROVEMENTS	(463,357)	(300,000)	(1,804,857)	(19,280)	(1,503,367)	(300,000)
TRANSFERS IN (OUT)	(4,238,790)	(5,843,817)	(5,901,817)	(4,440,862)	(5,901,817)	(6,127,278)
TOTAL NON OPERATING	(\$3,978,824)	(\$6,029,747)	(\$7,306,092)	(\$4,100,103)	(\$7,024,129)	(\$6,324,278)
NET INCOME/(LOSS)	(\$609,903)	(\$3,617,863)	(\$5,189,111)	(\$87,545)	(\$4,537,109)	\$124,727
BEGINNING WORKING CAPITAL	\$10,951,643	\$10,341,740	\$10,341,740	\$10,341,740	\$10,341,740	\$5,804,631
ENDING WORKING CAPITAL	\$10,341,740	\$6,723,877	\$5,152,629	\$10,254,195	\$5,804,631	\$5,929,358

* The projected working capital at September 30, 2020 is \$5.8 million. The balance includes a 90-day operating reserve of \$3.4 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
Contingency for Possible Future 36" and 42" Distribution Line Repairs	\$100,000

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

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
NON-OPERATING REVENUES						
INTEREST EARNED	\$1,078	\$0	\$0	\$498	\$588	\$0
TOTAL REVENUES	\$1,078	\$0	\$0	\$498	\$588	\$0
CAPITAL FINANCING ACTIVITIES						
CAPITAL IMPROVEMENTS						
PUBLIC WORKS						
DISTRIBUTION SYSTEM IMPROVEMENTS (WATER)	\$0	\$0	\$0	\$0	\$0	\$0
COLLECTION SYSTEM IMPROVEMENTS (SEWER)	0	0	0	0	0	0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
NON-OPERATING EXPENSES						
TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	(\$44,735)	\$0
TOTAL NON-OPERATING EXPENSES	\$0	\$0	\$0	\$0	(\$44,735)	\$0
INCREASE (DECREASE) IN FUND BALANCE	\$1,078	\$0	\$0	\$498	(\$44,147)	\$0
BEGINNING FUND BALANCE	\$43,069	\$44,147	\$44,147	\$44,147	\$44,147	\$0
ENDING FUND BALANCE	\$44,147	\$44,147	\$44,147	\$44,645	\$0	\$0

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* Water & Sewer Bond Construction Funds are expected to be depleted in FY20 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**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
NON-OPERATING REVENUES						
INTEREST EARNED	\$8,469	\$0	\$0	\$3,900	\$4,610	\$0
TOTAL REVENUES	\$8,469	\$0	\$0	\$3,900	\$4,610	\$0
CAPITAL FINANCING ACTIVITIES						
CAPITAL IMPROVEMENTS						
PUBLIC WORKS						
DISTRIBUTION SYSTEM IMPROVEMENTS (WATER)	\$0	\$0	\$0	\$0	\$0	\$0
COLLECTION SYSTEM IMPROVEMENTS (SEWER)	0	0	0	0	351,362	0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$351,362	\$0
NON-OPERATING EXPENSES						
TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL NON-OPERATING EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
INCREASE (DECREASE) IN FUND BALANCE	\$8,469	\$0	\$0	\$3,900	(\$346,752)	\$0
BEGINNING FUND BALANCE	\$338,283	\$346,752	\$346,752	\$346,752	\$346,752	\$0
ENDING FUND BALANCE	\$346,752	\$346,752	\$346,752	\$350,652	\$0	\$0

*

* 2009 Water & Sewer Bond Construction Funds expected to be depleted in FY20 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**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
NON-OPERATING REVENUES						
INTEREST EARNED	\$73,372	\$58,710	\$58,710	\$26,278	\$29,219	\$25,000
TOTAL REVENUES	\$73,372	\$58,710	\$58,710	\$26,278	\$29,219	\$25,000
CAPITAL FINANCING ACTIVITIES						
CAPITAL IMPROVEMENTS						
PUBLIC WORKS						
DISTRIBUTION SYSTEM IMPROVEMENTS (WATER)	\$0	\$0	\$0	\$0	\$0	\$175,000
COLLECTION SYSTEM IMPROVEMENTS (SEWER)	144,280	2,906,809	2,921,686	737,906	1,420,780	1,398,687
TOTAL EXPENDITURES	\$144,280	\$2,906,809	\$2,921,686	\$737,906	\$1,420,780	\$1,573,687
NON-OPERATING EXPENSES						
TRANSFERS IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL NON-OPERATING EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
INCREASE (DECREASE) IN FUND BALANCE	(\$70,908)	(\$2,848,099)	(\$2,862,976)	(\$711,628)	(\$1,391,561)	(\$1,548,687)
BEGINNING FUND BALANCE	\$3,011,156	\$2,940,248	\$2,940,248	\$2,940,248	\$2,940,248	\$1,548,687
ENDING FUND BALANCE	\$2,940,248	\$92,149	\$77,272	\$2,228,620	\$1,548,687	\$0

* 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

The remaining bond funds will be used to fund the following projects:

Blackhawk WWTP- Aeration System Upgrade	\$1,220,188
Control Replacement for Surface Water Station #2	\$65,000
Control Replacement for Surface Water Station #1	\$65,000
Replace 6" Pumps for LS# 8, 17, 22 and 26	\$90,000
Spare Pump for LS #2	\$35,000
Spare Pump & Piping changes for Surface Water Station #2	\$45,000

**2018 WATER AND SEWER BOND CONSTRUCTION FUND (421)
FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
NON-OPERATING REVENUES						
INTEREST EARNED	\$380,461	\$331,890	\$331,890	\$179,592	\$197,799	\$200,000
BOND PROCEEDS	20,170,000	0	0	0	0	0
PREMIUM ON BONDS	1,569,430	0	0	0	0	0
TOTAL REVENUES	\$22,119,891	\$331,890	\$331,890	\$179,592	\$197,799	\$200,000
CAPITAL FINANCING ACTIVITIES						
CAPITAL IMPROVEMENTS						
PUBLIC WORKS						
DISTRIBUTION SYSTEM IMPROVEMENTS	\$0	\$9,292,200	\$2,143,763	\$2,143,762	\$2,143,762	\$7,148,438
COLLECTION SYSTEM IMPROVEMENTS (S	55,501	7,192,000	2,759,499	188,662	2,759,499	4,707,501
TOTAL EXPENDITURES	\$55,501	\$16,484,200	\$4,903,262	\$2,332,424	\$4,903,261	\$11,855,939
NON-OPERATING EXPENSES						
BOND ISSUE COSTS	(\$221,535)	\$0	\$0	\$0	\$0	\$0
TRANSFERS OUT	(1,514,560)	0	0	0	0	0
TOTAL NON-OPERATING EXPENSES	(\$1,736,095)	\$0	\$0	\$0	\$0	\$0
INCREASE (DECREASE) IN FUND BALANCE	\$20,328,295	(\$16,152,310)	(\$4,571,372)	(\$2,152,832)	(\$4,705,462)	(\$11,655,939)
BEGINNING FUND BALANCE	\$0	\$20,328,295	\$20,328,295	\$20,328,295	\$20,328,295	\$15,622,833
ENDING FUND BALANCE	\$20,328,295	\$4,175,985	\$15,756,923	\$18,175,463	\$15,622,833	\$3,966,894

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* 2018 Water & Sewer Bond Construction Fund established upon the issuance of the 2018 Water & Sewer Revenue bonds. Below is a list of water and sewer projects with estimated costs that will be funded with these revenue bonds:

Combine Lift Stations #1 and #17	\$1,594,000
Sanitary Sewer System Assessment Phase IV - Construction	\$1,464,000
Lift Station #23 Reconstruction	\$2,540,000
Lift Station #4 Reconstruction	\$1,594,000
Water Plan #1 Tank Rehabilitation	\$1,207,000
42-inch Water Main Replacement	\$2,531,200
Sanitary Sewer System Assessment Phase V and VI	\$275,000
Second Elevated Water Storage Tank Rehabilitation	\$954,000
Surface Water Station #3	\$4,600,000

**WATER CIP/IMPACT FEE FUND (480)
FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
NON-OPERATING REVENUES						
IMPACT FEES	\$220,992	\$313,200	\$313,200	\$183,078	\$245,718	\$208,800
INTEREST EARNED	877	880	880	118	178	178
MISCELLANEOUS	0	0	0	0	0	0
TOTAL NON-OPERATING REVENUES	\$221,869	\$314,080	\$314,080	\$183,196	\$245,896	\$208,978
NON-OPERATING EXPENSES						
TRANSFERS OUT	\$300,000	\$300,000	\$300,000	\$175,000	\$225,000	\$200,000
TOTAL NON-OPERATING EXPENSES	\$300,000	\$300,000	\$300,000	\$175,000	\$225,000	\$200,000
INCREASE (DECREASE) IN FUND BALANCE	(\$78,131)	\$14,080	\$14,080	\$8,196	\$20,896	\$8,978
BEGINNING FUND BALANCE	\$87,495	\$9,364	\$9,364	\$9,364	\$9,364	\$30,260
ENDING FUND BALANCE	\$9,364	\$23,444	\$23,444	\$17,560	\$30,260	\$39,238

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

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
NON-OPERATING REVENUES						
IMPACT FEES	\$121,583	\$126,000	\$126,000	\$113,306	\$138,506	\$84,000
INTEREST EARNED	1,458	1,220	1,220	518	673	673
MISCELLANEOUS	0	0	0	0	0	0
TOTAL NON-OPERATING REVENUES	\$123,041	\$127,220	\$127,220	\$113,824	\$139,179	\$84,673
NON-OPERATING EXPENSES						
TRANSFERS OUT	\$150,000	\$125,000	\$125,000	\$93,750	\$125,000	\$80,000
TOTAL NON-OPERATING EXPENSES	\$150,000	\$125,000	\$125,000	\$93,750	\$125,000	\$80,000
INCREASE (DECREASE) IN FUND BALANCE	(\$26,959)	\$2,220	\$2,220	\$20,074	\$14,179	\$4,673
BEGINNING FUND BALANCE	\$87,640	\$60,681	\$60,681	\$60,681	\$60,681	\$74,860
ENDING FUND BALANCE	\$60,681	\$62,901	\$62,901	\$80,755	\$74,860	\$79,533

**WATER AND SEWER REVENUE DEBT SERVICE FUND (490)
FUND SUMMARY**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
NON-OPERATING REVENUES						
INTEREST EARNED	\$34,960	\$27,130	\$27,130	\$18,233	\$21,928	\$18,900
TRANSFERS IN	4,746,660	4,889,550	5,521,425	4,249,037	5,491,160	4,865,425
TOTAL REVENUES	\$4,781,620	\$4,916,680	\$5,548,555	\$4,267,270	\$5,513,088	\$4,884,325
NON-OPERATING EXPENSES						
DEBT SERVICE						
PRINCIPAL	\$2,215,000	\$2,945,000	\$2,945,000	\$2,945,000	\$2,945,000	\$3,015,000
INTEREST	1,723,741	1,938,950	1,938,950	992,250	1,933,760	1,846,675
ISSUANCE COSTS	9,500	0	631,875	631,875	631,875	0
FISCAL AGENT FEES	3,000	5,600	5,600	3,000	4,500	3,750
TRANSFERS OUT	0	0	0	0	0	0
TOTAL EXPENDITURES	\$3,951,241	\$4,889,550	\$5,521,425	\$4,572,125	\$5,515,135	\$4,865,425
INCREASE (DECREASE) IN FUND BALANCE	\$830,379	\$27,130	\$27,130	(\$304,855)	(\$2,047)	\$18,900
BEGINNING FUND BALANCE	\$1,184,647	\$2,015,026	\$2,015,026	\$2,015,026	\$2,015,026	\$2,012,979
ENDING FUND BALANCE	\$2,015,026	\$2,042,156	\$2,042,156	\$1,710,171	\$2,012,979	\$2,031,879

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
6-8	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**

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
OPERATING REVENUES						
DEPARTMENT LEASE REVENUES	\$550,817	\$691,400	\$691,400	\$518,553	\$691,400	\$782,590
TRANSFER FROM OTHER FUNDS	45,633	0	2,099	2,099	2,099	0
ASSET DISPOSITION	27,487	0	0	3,988	3,988	0
INSURANCE REIMBURSEMENTS	23,313	0	0	0	0	0
MISCELLANEOUS	147	0	0	0	0	0
INTEREST EARNED	8,645	6,950	6,950	5,359	7,026	5,000
TOTAL REVENUES	\$656,042	\$698,350	\$700,449	\$529,999	\$704,513	\$787,590
OPERATING EXPENSES						
VEHICLE REPLACEMENT PLAN						
VEHICLES & EQUIPMENT	\$640,538	\$589,000	\$600,530	\$318,075	\$600,530	\$652,000
NON-OPERATING EXPENSES						
TRANSFERS OUT	15,000	0	0	0	0	0
TOTAL EXPENDITURES	\$655,538	\$589,000	\$600,530	\$318,075	\$600,530	\$652,000
OPERATING INCOME	\$504	\$109,350	\$99,919	\$211,924	\$103,983	\$135,590
BEGINNING RETAINED EARNINGS	\$1,571,514	\$1,572,018	\$1,572,018	\$1,572,018	\$1,572,018	\$1,676,001
ENDING RETAINED EARNINGS	\$1,572,018	\$1,681,368	\$1,671,937	\$1,783,942	\$1,676,001	\$1,811,591

* The net value of the assets (vehicles & equipment in the fleet) included in retaining earnings is approximately \$1,339,304.

This year's budget includes the following vehicle replacements:

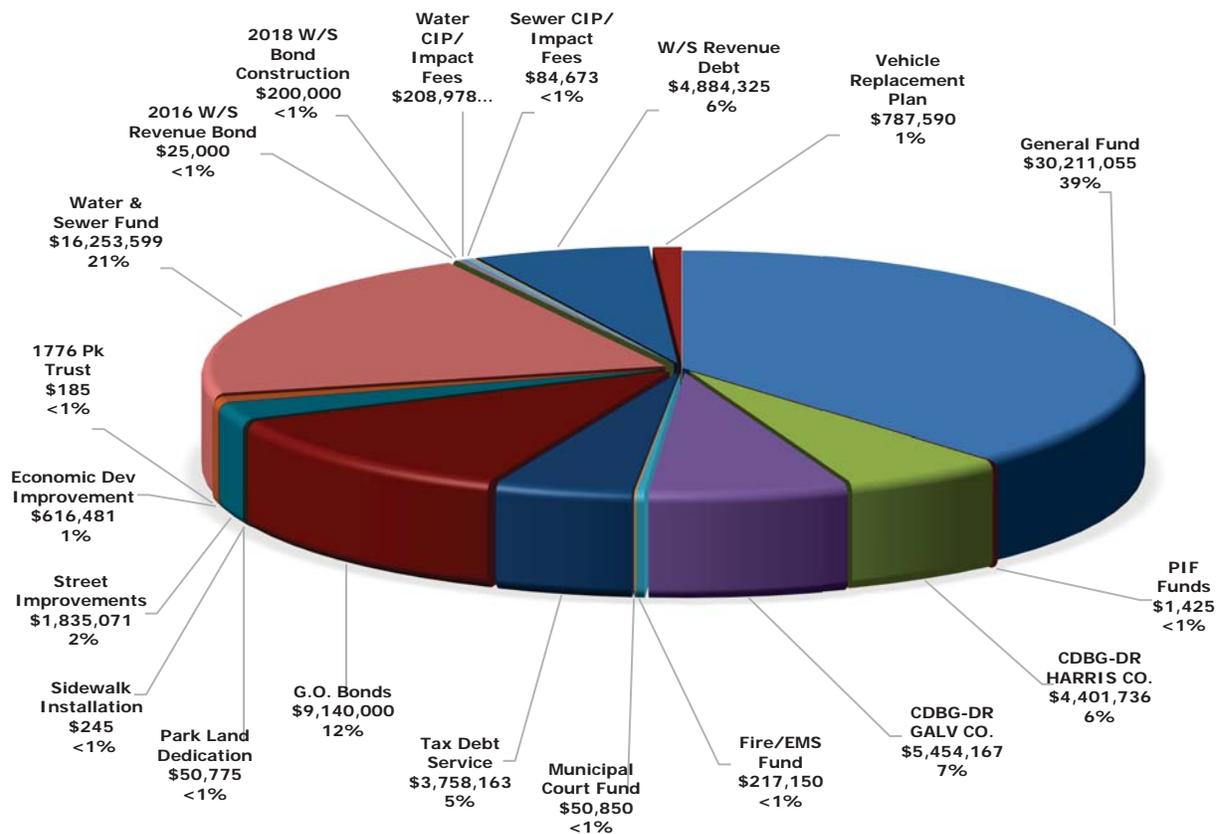
- 9 Police Department (1-Admin, 7-Patrol, 1-Criminal Investigations)
- 1 Fire Marshal's Office
- 1 Parks
- 1 Public Works (1-Streets/Drainage)

Revenue Summary Chart and Schedules by Fund

Revenue Summary Chart by Fund

The adopted revenue budget for fiscal year 2020-21 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.

FY21 Adopted Budget Revenues - All Funds \$78,181,468 (includes inter-fund transfers)



**REVENUE SCHEDULES
001 - GENERAL FUND**

ACCOUNT DESCRIPTION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
CURRENT PROPERTY TAXES	\$14,586,250	\$15,949,252	\$15,949,252	\$15,228,341	\$15,522,341	\$15,758,312
DELINQUENT PROPERTY TAXES	143,300	177,662	177,662	94,944	100,944	125,000
SALES TAX	6,692,264	6,597,532	6,597,532	3,990,563	6,981,742	7,261,012
TNMPCO FRANCHISE	936,608	647,040	647,040	421,016	1,059,085	1,109,852
HL&P FRANCHISE	132,084	168,260	168,260	96,424	170,485	137,700
MUNICIPAL ROW ACCESS FEES	124,312	109,200	109,200	76,794	107,321	137,000
ENTEX FRANCHISE	115,870	119,870	119,870	116,081	116,081	120,100
CABLE FRANCHISE	364,219	484,280	484,280	188,231	372,091	484,938
VIDEO SERVICE FRANCHISE	191,093	194,000	194,000	47,593	47,593	0
PEG FEES	112,605	338,000	338,000	55,783	111,315	0
WASTE CONNECTIONS TX FRANCHISE	77,604	94,668	94,668	51,521	107,323	111,600
MIXED DRINK TAX	54,202	56,250	56,250	26,508	56,341	58,040
TAXES	\$23,530,411	\$24,936,014	\$24,936,014	\$20,393,799	\$24,752,662	\$25,303,554
WRECKER PERMITS	\$15	\$20	\$20	\$60	\$60	\$20
ALCOHOLIC BEVERAGE PERMIT	5,720	10,000	10,000	9,246	12,329	10,000
NOISE ORDINANCE PERMIT	280	200	200	70	93	200
ANIMAL ESTABLISHMENT PERMIT	10	0	0	0	0	0
NUISANCE ABATE PROCEEDING	(75)	0	0	0	0	0
APP FEE-WELL DRILL PERMIT	0	0	0	1,070	1,070	0
NETWORK NODES AND POLES	0	10,000	10,000	0	0	10,000
AFTER HOURS INSPECTION	0	75	75	200	200	75
BUILDING PERMITS	320,165	395,330	395,330	314,278	393,468	404,770
ELECTRIC PERMITS	44,816	58,970	58,970	35,527	58,692	60,380
PLUMBING PERMITS	45,872	67,250	67,250	36,977	66,933	68,850
DEVELOPMENT PERMITS	175	500	500	325	498	500
AIR CONDITIONING PERMITS	27,313	25,000	25,000	25,028	24,882	26,000
PLAN INSPECTION FEES	143,599	190,000	190,000	103,435	189,105	195,950
RE INSPECTION FEES	335	200	200	455	455	455
SIGN PERMITS	323	1,000	1,000	237	316	1,000
ALARM PERMITS	88,687	92,830	92,830	56,035	89,713	90,000
BANNER PERMIT FEE	625	500	500	275	367	500
ANIMAL LICENSES	905	900	900	520	695	900
ELECTRICAL LICENSES	0	400	400	0	0	400
CONTRACTOR LICENSE REGIST	1,950	0	0	0	0	0
METRICOM INC AGREEMENT	4,042	4,041	4,041	4,048	4,049	4,049
LICENSES AND PERMITS	\$684,757	\$857,216	\$857,216	\$587,786	\$842,925	\$874,049
BUREAU OF JUSTICE GRANTS	\$34,475	\$0	\$0	\$2,783	\$2,783	\$0
FEMA GRANTS	905,992	0	0	386,577	386,577	0
HOMELAND SECURITY GRANTS	22,300	0	0	0	0	0
GRANTS	0	0	6,690	6,690	6,690	0
TX STATE LIBRARY GRANTS	5,310	0	0	0	0	0
CRIMINAL JUSTICE DIVISION	70,878	52,000	52,000	41,264	52,000	52,000
LAW ENFORCEMENT TRAINING	5,135	5,140	5,140	5,149	5,149	5,140
EMERGENCY MGMT DIVISION	31,769	38,480	38,480	0	38,480	38,480
TDEM	0	0	0	22,702	22,702	0
LOCAL GOVERNMENTS	12,000	12,000	12,000	10,000	12,000	12,000
FRIENDSWOOD ISD	442,506	448,410	448,410	358,892	358,892	453,613
CLEAR CREEK ISD	30,474	27,170	27,170	20,623	20,623	29,370
INTERGOVERNMENTAL	\$1,560,839	\$583,200	\$589,890	\$854,680	\$905,896	\$590,603
CREDIT CARD FEES	\$34,165	\$34,000	\$34,000	\$26,500	\$35,940	\$36,000
FACILITY SECURITY FEES	0	0	0	106	106	35,000
PLATT FEES	8,100	7,350	7,350	4,000	7,000	7,350
COMMERCIAL SITE PLAN	10,500	5,000	5,000	2,000	3,000	5,000
REZONING FEES	3,800	2,000	2,000	600	800	2,000
BOARD OF ADJUSTMENT FEES	0	300	300	0	0	300
VACATION OF EASEMENT/R-O-W	300	400	400	300	300	300
ZONING COMPLIANCE CERT	3,225	2,500	2,500	2,625	3,500	2,500
CONSTRUCTION PLAN REVIEW	0	0	0	1,000	1,500	1,500
BID SPEC DOCUMENTS	70	100	100	0	0	100
ANIMAL CNTRL/SHELTER FEES	1,160	1,500	1,500	372	500	1,500
ANIMAL ADOPTION FEES	5,033	10,000	10,000	2,251	3,000	10,000
SWIMMING POOL FEES	43,470	45,000	45,000	4,538	6,050	45,000
RECREATION PROGRAM/EVENTS	7,030	10,000	10,000	6,975	6,975	16,000
AMPHITHEATER RENTAL FEES	325	300	300	0	0	300
CONCESSION AGREEMENTS	575	500	500	600	600	500
LAKE FRIENDSWOOD FEES	0	1,500	1,500	0	0	1,500
SPORTS COMPLEX FEES	7,554	5,000	5,000	2,235	3,000	5,000
OLD CITY PARK FEES	0	8,000	8,000	0	0	8,000

**REVENUE SCHEDULES
001 - GENERAL FUND**

ACCOUNT DESCRIPTION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
STEVENS PARK FEES	350	2,500	2,500	300	300	2,500
PAVILION FEES	15,700	19,500	19,500	2,814	2,814	19,500
GAZEBO FEES	1,838	2,350	2,350	500	500	2,350
LEAVESLEY PARK FEES	30,179	34,000	34,000	10,963	10,963	34,000
ACTIVITY USER FEE	2,520	2,000	2,000	2,750	2,750	2,000
NON-RESIDENTAL FEE	1,275	1,350	1,350	1,025	1,025	1,350
LEAGUE FEES-ADULT	32,115	30,000	30,000	18,218	18,218	30,000
SUMMER DAY CAMP	121,135	161,433	161,433	145	145	161,433
AEROBIC CLASS FEES	15,775	20,000	20,000	13,167	13,169	20,000
OTHER PROGRAM FEES	18,155	10,000	10,000	17,605	17,605	10,000
BOOTH FEES	13,864	13,000	13,000	8,230	8,230	13,000
FUN RUN RECEIPTS/DONATION	9,775	12,000	12,000	14,160	14,160	12,000
SPONSORSHIP FEES	6,700	17,500	17,500	1,200	1,200	17,500
CHARGES FOR SERVICES	\$394,688	\$459,083	\$459,083	\$145,179	\$163,350	\$503,483
COURT FINES AND FEES	\$642,879	\$624,430	\$624,430	\$367,720	\$490,293	\$642,000
WARRANTLESS ARREST (AF)	19,364	18,810	18,810	11,603	15,471	18,000
WARRANTLESS ARREST (CAPWAR)	43,534	44,700	44,700	30,986	41,315	44,000
CHILD SAFETY (CS)	1,228	1,850	1,850	1,079	1,439	1,800
TRAFFIC FEE (TFC)	4,655	4,410	4,410	3,310	4,413	4,000
HARRIS CO CHILD SAFETY	12,860	12,590	12,590	8,494	11,325	12,000
ADMINISTRATIVE FEE - DPTS	1,942	2,050	2,050	1,205	1,607	2,000
10% TP-COURT ADM (35)	2,249	2,300	2,300	1,287	1,716	2,000
40% TP - CITY FUNDS (35)	9,007	9,220	9,220	5,097	6,796	9,000
JURY FEE \$3	15	15	15	15	20	20
STATE TRAFFIC (5% CITY)	2,338	2,200	2,200	2,038	2,717	2,700
CITY'S 10% CJF	21	20	20	8	11	20
CONSOLIDATED COURT COST-10% ADM	20,023	19,115	19,115	15,921	21,228	20,000
LIBRARY	26,437	28,870	28,870	12,836	20,159	20,160
FALSE ALARMS	28,536	18,000	18,000	0	22,947	22,000
FINES	\$815,088	\$788,580	\$788,580	\$461,599	\$641,457	\$799,700
INVESTMENTS	\$94,685	\$57,520	\$57,520	\$63,078	\$84,104	\$88,000
TEXPOOL	47,119	45,130	45,130	25,659	34,213	26,700
TEXAS CLASS	59,010	65,530	65,530	7,804	10,405	8,600
TX CLASS GOVT	70,905	62,680	62,680	34,727	46,304	40,000
CHECKING ACCOUNTS	8,722	6,930	6,930	4,112	5,482	5,300
MARKING INVEST TO MARKET	61,826	0	0	0	0	0
INTEREST REVENUE	\$342,267	\$237,790	\$237,790	\$135,380	\$180,508	\$168,600
LIENS	\$561	\$0	\$0	\$0	\$0	\$0
TOWER RENTAL FEES	129,824	125,000	125,000	49,253	143,340	140,000
MISC RECEIPTS	(15,420)	0	2,388	8,724	12,210	2,388
DISPATCHING SERVICES	0	0	0	15,072	18,000	18,000
INTERMODAL PERMIT FUNDS	0	0	0	4,718	4,718	0
ADMIN FEE-CHILD SUPPORT	702	1,075	1,075	998	603	720
RECYCLING RECEIPTS	247	600	600	479	639	600
REFUSE ADMIN FEE	236,105	220,350	220,350	168,015	224,020	222,430
ADMIN FEES-MISC RECEIPTS	847	740	740	13	767	750
LATE FEE-ALARM PERMIT	690	500	500	760	775	600
RETURN CHECK FEE	245	175	175	35	100	175
REIMBURSEMENTS	1,490	8,800	8,800	3,487	6,000	8,800
INSURANCE	19,930	0	5,736	6,736	6,736	0
PY INSURANCE REIMB	215,513	0	0	0	0	0
PRIOR PERIOD EXPENDITURES	1,975	0	0	0	0	0
PURCHASING REBATES	4,837	0	0	11,178	14,904	0
PRIOR YEAR REVENUE	21,562	0	0	9,975	9,975	0
DOCUMENTS	560	1,000	1,000	80	108	600
VENDING PROCEEDS	447	700	700	0	0	400
DONATIONS	45,221	2,750	49,288	37,912	38,063	2,750
SR PROGRAM DONATIONS	19,602	15,000	15,000	8,014	10,685	15,000
MISCELLANEOUS RECEIPTS	\$684,938	\$376,690	\$431,352	\$325,449	\$491,643	\$413,213
TRANS FROM W&S FUND	\$1,456,690	\$1,379,267	\$1,437,267	\$1,092,450	\$1,437,267	\$1,541,853
TRANS FROM FDEDC FUND	16,000	16,000	16,000	12,000	16,000	16,000
TRANS FROM VRP	15,000	0	0	0	0	0
GAIN/LOSS ON SALE OF FIXED ASSETS	4,010	0	7,000	7,000	7,000	0
SALE OF CITY PROPERTY	2,604	0	0	2,500	2,500	0
CAPITAL LEASE PROCEEDS	0	0	744,816	744,816	0	0
OTHER FINANCING SOURCES	\$1,494,304	\$1,395,267	\$2,205,083	\$1,858,766	\$1,462,767	\$1,557,853
GENERAL FUND TOTAL REVENUES	\$29,507,292	\$29,633,840	\$30,505,008	\$24,762,638	\$29,441,208	\$30,211,055

REVENUE SCHEDULES
OTHER FUNDS

ACCOUNT DESCRIPTION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
101 - POLICE SEIZURE FEDERAL						
SEIZED REVENUES-FEDERAL	\$0	\$0	\$0	\$35,445	\$35,445	\$0
INTERGOVERNMENTAL REVENUE	\$0	\$0	\$0	\$35,445	\$35,445	\$0
INVESTMENTS	\$1,508	\$900	\$900	\$516	\$794	\$500
TEXPOOL	669	660	660	239	267	100
TEXAS CLASS	852	930	930	76	83	80
TX CLASS GOVT	1,000	930	930	333	384	200
CHECKING ACCOUNTS	38	30	30	34	45	30
INTEREST REVENUE	\$4,067	\$3,450	\$3,450	\$1,198	\$1,573	\$910
TOTAL POLICE SEIZURE FEDERAL	\$4,067	\$3,450	\$3,450	\$36,643	\$37,018	\$910
102 - POLICE SEIZURE STATE						
SEIZED REVENUES-STATE	\$10,556	\$0	\$0	\$12,128	\$12,128	\$0
INTERGOVERNMENTAL REVENUE	\$10,556	\$0	\$0	\$12,128	\$12,128	\$0
INVESTMENTS	\$129	\$80	\$80	\$155	\$233	\$80
TEXPOOL	64	60	60	61	69	60
TEXAS CLASS	75	80	80	19	21	20
TX CLASS GOVT	1,000	930	930	333	384	300
CHECKING ACCOUNTS	8	10	10	9	12	10
INTEREST REVENUE	\$1,276	\$1,160	\$1,160	\$577	\$719	\$470
GAIN/LOSS ON SALE OF FIXED ASSETS	\$1,670	\$0	\$0	\$0	\$0	\$0
MISCELLANOUS RECEIPTS	\$1,670	\$0	\$0	\$0	\$0	\$0
TOTAL POLICE SEIZURE STATE	\$13,502	\$1,160	\$1,160	\$12,705	\$12,847	\$470
103 - FEDERAL TREASURY						
SEIZED REVENUES-FEDERAL	\$13,628	\$0	\$0	\$0	\$0	\$0
INTERGOVERNMENTAL REVENUE	\$13,628	\$0	\$0	\$0	\$0	\$0
INVESTMENTS	\$34	\$20	\$20	\$79	\$116	\$10
TEXPOOL	19	20	20	32	35	10
TEXAS CLASS	23	30	30	10	11	10
TX CLASS GOVT	30	30	30	45	51	10
CHECKING ACCOUNTS	3	10	10	4	3	5
INTEREST REVENUE	\$109	\$110	\$110	\$170	\$216	\$45
TOTAL FEDERAL TREASURY	\$13,737	\$110	\$110	\$170	\$216	\$45
120 - HMGP ACQUISITION & DEMOLITION PROJECT FUND						
FEDERAL GOVERNMENT	\$0	\$0	\$623,706	\$782,746	\$842,626	\$0
INTERGOVERNMENTAL REVENUE	\$0	\$0	\$623,706	\$782,746	\$842,626	\$0
TOTAL HMGP ACQUISITION & DEMOLITION PROJECT FUND	\$0	\$0	\$623,706	\$782,746	\$842,626	\$0
121 - TEXAS WATER DEVELOPMENT BOARD FLOOD MITIGATION ACQUISITION GRANT FUND						
FEDERAL GOVERNMENT	\$0	\$0	\$0	\$1,110,565	\$1,122,155	\$0
INTERGOVERNMENTAL REVENUE	\$0	\$0	\$0	\$1,110,565	\$1,122,155	\$0
TOTAL HMGP ACQUISITION & DEMOLITION PROJECT FUND	\$0	\$0	\$0	\$1,110,565	\$1,122,155	\$0
123 - 2017 COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY (HARRIS CO.) FUND						
FEDERAL GOVERNMENT	\$0	\$0	\$0	\$3,594	\$3,594	\$4,401,736
INTERGOVERNMENTAL REVENUE	\$0	\$0	\$0	\$3,594	\$3,594	\$4,401,736
TOTAL HMGP ACQUISITION & DEMOLITION PROJECT FUND	\$0	\$0	\$0	\$3,594	\$3,594	\$4,401,736
124 - 2017 COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY (GALVESTON CO.) FUND						
FEDERAL GOVERNMENT	\$0	\$0	\$0	\$0	\$0	\$5,454,167
INTERGOVERNMENTAL REVENUE	\$0	\$0	\$0	\$0	\$0	\$5,454,167
TOTAL HMGP ACQUISITION & DEMOLITION PROJECT FUND	\$0	\$0	\$0	\$0	\$0	\$5,454,167
131 - FIRE/EMS DONATION FUND						
INVESTMENTS	\$408	\$180	\$180	\$2,065	\$3,197	\$1,000
TEXPOOL	247	180	180	916	1,030	300
TEXAS CLASS	277	250	250	287	318	300
TX CLASS GOVT	391	260	260	1,246	1,457	500
CHECKING ACCOUNTS	29	30	30	142	191	50
INTEREST REVENUE	\$1,352	\$900	\$900	\$4,656	\$6,193	\$2,150
DONATIONS	\$225,207	\$200,000	\$200,000	\$163,136	\$215,000	\$215,000
MISCELLANOUS REVENUE	0	0	103,000	598,448	598,448	0
SALE OF FIXED ASSETS	0	0	16,000	61,000	61,000	0
MISCELLANOUS RECEIPTS	\$225,207	\$200,000	\$319,000	\$822,584	\$874,448	\$215,000
CAPITAL LEASES	\$0	\$0	\$772,015	\$772,015	\$772,015	\$0
OTHER FINANCING SOURCES	\$0	\$0	\$772,015	\$772,015	\$772,015	\$0
TOTAL FIRE/EMS DONATION FUND	\$226,559	\$200,900	\$1,091,915	\$1,599,255	\$1,652,656	\$217,150

REVENUE SCHEDULES
OTHER FUNDS

ACCOUNT DESCRIPTION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
150 - MUNICIPAL COURT FUND						
BLDG SECURITY FUND	\$11,803	\$17,700	\$17,700	\$8,494	\$11,326	\$17,700
TECHNOLOGY FUND	15,736	16,000	16,000	9,419	12,821	16,000
TRUANCY PREVENTION FEES	0	15,000	15,000	3,825	5,367	15,000
JURY SERVICE FEES	0	300	300	75	107	300
MUNICIPAL COURT FEES	\$27,539	\$49,000	\$49,000	\$21,813	\$29,621	\$49,000
INVESTMENTS	\$1,428	\$820	\$820	\$802	\$1,182	\$800
TEXPOOL	671	610	610	335	372	300
TEXAS CLASS	819	870	870	110	119	200
TX CLASS GOVT	1,027	870	870	476	625	500
CHECKING ACCOUNTS	93	110	110	46	61	50
INTEREST REVENUE	\$4,038	\$3,280	\$3,280	\$1,769	\$2,359	\$1,850
TOTAL MUNICIPAL COURT FUND	\$31,577	\$52,280	\$52,280	\$23,582	\$31,980	\$50,850
160 - SIDEWALK INSTALL FUND						
SIDEWALK INSTALLATION	\$6,841	\$0	\$0	\$9,275	\$9,275	\$0
SIDEWALK INSTALLATION FEES	\$6,841	\$0	\$0	\$9,275	\$9,275	\$0
INVESTMENTS	\$171	\$100	\$100	\$147	\$219	\$100
TEXPOOL	81	80	80	60	67	50
TEXAS CLASS	98	110	110	19	21	20
TX CLASS GOVT	124	110	110	85	97	70
CHECKING ACCOUNTS	11	20	20	9	13	5
INTEREST REVENUE	\$485	\$420	\$420	\$320	\$417	\$245
TOTAL SIDEWALK INSTALL FUND	\$7,326	\$420	\$420	\$9,595	\$9,692	\$245
164 - PARK LAND DEDICATION FUND						
COMMUNITY PARKS	\$15,600	\$32,000	\$32,000	\$1,800	\$3,235	\$50,000
PARK FEES-EFFECTIVE FY13	14,100	0	0	42,600	56,800	0
PARK FEES	\$29,700	\$32,000	\$32,000	\$44,400	\$60,035	\$50,000
INVESTMENTS	\$562	\$240	\$240	\$250	\$341	\$400
TEXPOOL	98	30	30	129	172	100
TEXAS CLASS	99	50	50	41	55	50
TX CLASS GOVT	160	40	40	181	242	200
CHECKING ACCOUNTS	50	70	70	19	25	25
INTEREST REVENUE	\$969	\$430	\$430	\$620	\$835	\$775
TOTAL PARK LAND DEDICATION FUND	\$30,669	\$32,430	\$32,430	\$45,020	\$60,870	\$50,775
170 - STREET IMPROVEMENTS FUND						
SALES TAX	\$1,660,783	\$1,622,100	\$1,622,100	\$988,446	\$1,745,453	\$1,815,271
TAXES	\$1,660,783	\$1,622,100	\$1,622,100	\$988,446	\$1,745,453	\$1,815,271
INVESTMENTS	\$16,195	\$9,620	\$9,620	\$10,545	\$15,767	\$7,000
TEXPOOL	7,465	6,680	6,680	4,384	4,903	4,000
TEXAS CLASS	9,021	9,480	9,480	1,410	1,547	2,000
TX CLASS GOVT	11,466	9,470	9,470	6,166	7,103	6,000
CHECKING ACCOUNTS	1,023	1,150	1,150	622	826	800
INTEREST REVENUE	\$45,170	\$36,400	\$36,400	\$23,127	\$30,146	\$19,800
TOTAL STREET IMPROVEMENTS FUND	\$1,705,953	\$1,658,500	\$1,658,500	\$1,011,573	\$1,775,599	\$1,835,071
175 - ECONOMIC DEVELOPMENT DISTRICT FUND						
SALES TAX	\$553,594	\$540,690	\$540,690	\$329,482	\$581,808	\$605,081
REIMBURSEMENTS	37,832	0	0	1,189	1,189	0
TAXES	\$591,426	\$540,690	\$540,690	\$330,671	\$582,997	\$605,081
INVESTMENTS	\$4,147	\$2,310	\$2,310	\$4,480	\$6,640	\$6,600
TEXPOOL	2,064	1,600	1,600	1,766	1,990	1,600
TEXAS CLASS	2,407	2,290	2,290	560	622	1,000
TX CLASS GOVT	3,212	2,240	2,240	2,480	2,884	2,000
CHECKING ACCOUNTS	251	260	260	255	344	200
INTEREST REVENUE	\$12,081	\$8,700	\$8,700	\$9,541	\$12,480	\$11,400
TOTAL ECONOMIC DEVELOPMENT DISTRICT FUND	\$603,507	\$549,390	\$549,390	\$340,212	\$595,477	\$616,481

REVENUE SCHEDULES
OTHER FUNDS

ACCOUNT DESCRIPTION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
201 - TAX DEBT SERVICE FUND						
CURRENT PROPERTY TAXES	\$3,170,613	\$3,294,901	\$3,294,901	\$3,145,988	\$3,186,458	\$3,729,088
DELINQUENT PROPERTY TAXES	27,843	25,000	25,000	18,781	20,000	20,000
TAXES	\$3,198,456	\$3,319,901	\$3,319,901	\$3,164,769	\$3,206,458	\$3,749,088
INVESTMENTS	\$5,752	\$3,740	\$3,740	\$2,924	\$4,837	\$3,700
TEXPOOL	2,041	2,150	2,150	1,590	1,712	2,000
TEXAS CLASS	2,884	3,310	3,310	420	452	1,100
TX CLASS GOVT	2,969	3,040	3,040	1,832	2,052	2,000
CHECKING ACCOUNTS	326	390	390	229	277	275
INTEREST REVENUE	\$13,972	\$12,630	\$12,630	\$6,995	\$9,330	\$9,075
TRANS FROM 2020 G.O. IMPROVEMENT & REFUNDING BOND	\$0	\$0	\$66,205	\$66,205	\$66,205	\$0
CAPITAL PROJECTS FUND	1,901	0	0	0	0	0
BOND PROCEEDS	0	0	2,670,000	2,670,000	2,670,000	0
PREMIUM	0	0	343,348	343,348	343,348	0
OTHER FINANCING SOURCES	\$1,901	\$0	\$3,079,553	\$3,079,553	\$3,079,553	\$0
TOTAL TAX DEBT SERVICE FUND	\$3,214,329	\$3,332,531	\$6,412,084	\$6,251,317	\$6,295,341	\$3,758,163
252 - 2010 G.O. BOND FUND						
TEXAS CLASS	\$16	\$0	\$0	\$0	\$0	\$0
INTEREST REVENUE	\$16	\$0	\$0	\$0	\$0	\$0
TOTAL 2010 G.O. BOND FUND	\$16	\$0	\$0	\$0	\$0	\$0
253 - 2015 G.O. BOND (ROUND 1) FUND						
TEXAS CLASS	\$2,302	\$2,670	\$2,670	\$618	\$0	\$0
INTEREST REVENUE	\$2,302	\$2,670	\$2,670	\$618	\$0	\$0
TOTAL 2015 G.O. BOND (ROUND 1) FUND	\$2,302	\$2,670	\$2,670	\$618	\$0	\$0
254 - 2016 G.O. BOND (ROUND 2) FUND						
TEXAS CLASS	\$14,198	\$17,880	\$17,880	\$1,819	\$2,120	\$5,000
INTEREST REVENUE	\$14,198	\$17,880	\$17,880	\$1,819	\$2,120	\$5,000
TOTAL 2016 G.O. BOND (ROUND 2) FUND	\$14,198	\$17,880	\$17,880	\$1,819	\$2,120	\$5,000
255 - 2017 G.O. BOND (ROUND 3) FUND						
TEXAS CLASS	\$77,665	\$97,260	\$0	\$0	\$0	\$0
TX CLASS GOVT	9,904	0	97,260	15,781	16,917	20,000
INTEREST REVENUE	\$87,569	\$97,260	\$97,260	\$15,781	\$16,917	\$20,000
TOTAL 2015 G.O. BOND (ROUND 3) FUND	\$87,569	\$97,260	\$97,260	\$15,781	\$16,917	\$20,000
256 - 2020 G.O. IMPROVEMENT & REFUNDING BOND FUND						
TX CLASS GOVT	\$0	\$0	\$0	\$1,829	\$7,316	\$15,000
INTEREST REVENUE	\$0	\$0	\$0	\$1,829	\$7,316	\$15,000
BOND PROCEEDS	\$0	\$0	\$7,795,000	\$7,795,000	\$7,795,000	\$0
PREMIUM	0	0	410,492	410,492	410,492	0
OTHER FINANCING SOURCES	\$0	\$0	\$8,205,492	\$8,205,492	\$8,205,492	\$0
TOTAL 2020 G.O. IMPROVEMENT & REFUNDING BOND FUND	\$0	\$0	\$8,205,492	\$8,207,321	\$8,212,808	\$15,000
257 - 2021 G.O. IMPROVEMENT & REFUNDING BOND FUND						
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$9,100,000
OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0	\$0	\$9,100,000
TOTAL 2020 G.O. IMPROVEMENT & REFUNDING BOND FUND	\$0	\$0	\$0	\$0	\$0	\$9,100,000
301 - VEHICLE REPLACEMENT FUND						
INVESTMENTS	\$3,038	\$1,710	\$1,710	\$2,442	\$3,666	\$1,500
TEXPOOL	1,442	1,300	1,300	1,014	1,142	1,000
TEXAS CLASS	1,747	1,850	1,850	326	360	1,000
TX CLASS GOVT	2,216	1,850	1,850	1,430	1,661	1,300
CHECKING ACCOUNTS	203	240	240	147	197	200
INTEREST REVENUE	\$8,646	\$6,950	\$6,950	\$5,359	\$7,026	\$5,000
LEASE REVENUE	\$550,817	\$691,400	\$691,400	\$518,553	\$691,404	\$782,590
MISC RECEIPTS	148	0	0	164	219	0
INSURANCE	23,313	0	0	0	0	0
TRANS FROM GENERAL FUND	45,633	0	2,099	6,087	8,116	0
GAIN/LOSS ON SALE OF FIXED ASSETS	40,204	0	0	19,810	26,413	0
OTHER FINANCING SOURCES	\$660,115	\$691,400	\$693,499	\$544,614	\$726,152	\$782,590
TOTAL VEHICLE REPLACEMENT FUND	\$668,761	\$698,350	\$700,449	\$549,973	\$733,178	\$787,590

REVENUE SCHEDULES
OTHER FUNDS

ACCOUNT DESCRIPTION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
401 - WATER & SEWER (W&S) FUND						
FEMA GRANTS	\$0	\$0	\$264,473	\$264,473	\$264,473	\$0
TDEM	0	0	22,039	22,602	22,602	0
INTERGOVERNMENTAL REVENUE	\$0	\$0	\$286,512	\$287,075	\$287,075	\$0
CREDIT CARD FEES	\$113,435	\$100,000	\$100,000	\$99,778	\$133,042	\$135,000
SINGLE FMLY RES	4,957,468	6,587,598	6,587,598	3,348,421	6,003,653	6,003,653
SINGLE COMMERCIAL	448,076	617,727	617,727	328,605	528,437	528,437
MULTI FMLY RES	406,768	608,948	608,948	295,505	519,694	519,694
MULTI COMMERCIAL	70,619	97,390	97,390	45,329	71,344	71,344
SPRINKLER ONLY	764,566	962,587	962,587	465,995	992,290	992,290
OTHER	120,962	196,633	196,633	73,211	112,071	112,071
OTHER BILLED WATER REVENUE	(30)	0	0	43	43	0
SINGLE FMLY RES	5,016,115	5,843,257	5,843,257	4,038,785	6,695,534	6,695,534
SINGLE COMMERCIAL	275,878	322,056	322,056	213,502	352,348	352,348
MULTI FMLY RES	231,101	281,154	281,154	189,699	371,146	371,146
MULTI COMMERCIAL	39,331	45,163	45,163	27,971	47,073	47,073
OTHER	27,592	45,123	45,123	18,603	33,358	33,359
CHARGES FOR SERVICES	\$12,471,881	\$15,707,636	\$15,707,636	\$9,145,447	\$15,860,033	\$15,861,949
INVESTMENTS	\$49,129	\$27,790	\$27,790	\$33,021	\$48,843	\$50,000
TEXPOOL	23,191	21,480	21,480	13,875	15,378	15,000
TEXAS CLASS	27,988	30,210	30,210	4,528	4,924	15,000
TX CLASS GOVT	35,747	30,710	30,710	19,616	22,324	20,000
CHECKING ACCOUNTS	3,340	3,880	3,880	1,924	2,510	3,000
MARKING INVEST TO MARKET	41,217	0	0	0	0	0
INTEREST REVENUE	\$180,612	\$114,070	\$114,070	\$72,964	\$93,979	\$103,000
ADMIN FEE-CHILD SUPPORT	\$241	\$0	\$0	\$215	\$282	\$0
ADMIN FEES	220,184	200,000	200,000	177,457	236,609	200,000
SAME DAY SERVICE FEE	7,425	6,900	6,900	4,425	5,900	5,900
DISCONNECT/RECONNECT FEE	41,125	42,000	42,000	37,475	49,967	45,000
TAMPERING FEE	5,600	5,000	5,000	4,900	6,400	5,000
PULLED METER FEES	400	500	500	300	300	500
BROKEN LOCK FEE	166	25	25	50	71	50
METER REPLACEMENT FEE	0	0	0	60	80	0
REBATE-SUBSIDENCE DISTRICT	8,206	0	0	8,400	8,404	0
RETURN CHECK FEE	2,625	2,200	2,200	1,925	2,567	2,200
INSURANCE	4,102	0	0	0	0	0
PY INSURANCE REIMB	538,609	0	0	0	0	0
SALE OF WATER METERS	26,420	30,000	30,000	20,240	26,987	30,000
MISCELLANEOUS RECEIPTS	\$855,103	\$286,625	\$286,625	\$255,447	\$337,567	\$288,650
TOTAL WATER & SEWER FUND	\$13,507,596	\$16,108,331	\$16,394,843	\$9,760,933	\$16,578,654	\$16,253,599
418 - 2006 W&S BOND CONSTRUCTION FUND						
TEXAS CLASS	\$1,078	\$0	\$0	\$498	\$588	\$0
INTEREST REVENUE	\$1,078	\$0	\$0	\$498	\$588	\$0
TOTAL 2006 W&S BOND CONSTRUCTION FUND	\$1,078	\$0	\$0	\$498	\$588	\$0
419 - 2009 W&S BOND CONSTRUCTION FUND						
TEXAS CLASS	\$8,469	\$0	\$0	\$3,900	\$4,610	\$0
INTEREST REVENUE	\$8,469	\$0	\$0	\$3,900	\$4,610	\$0
TOTAL 2009 W&S BOND CONSTRUCTION FUND	\$8,469	\$0	\$0	\$3,900	\$4,610	\$0
420 - 2016 W&S BOND CONSTRUCTION FUND						
TEXAS CLASS	\$62,503	\$58,710	\$0	\$0	\$0	\$0
TX CLASS GOVT	10,869	0	58,710	26,278	29,219	25,000
INTEREST REVENUE	\$73,372	\$58,710	\$58,710	\$26,278	\$29,219	\$25,000
TOTAL 2016 W&S BOND CONSTRUCTION FUND	\$73,372	\$58,710	\$58,710	\$26,278	\$29,219	\$25,000
421 - 2018 W&S BOND CONSTRUCTION FUND						
TEXAS CLASS	\$305,439	\$331,890	\$0	\$0	\$0	\$0
TX CLASS GOVT	75,023	0	331,890	179,592	197,799	200,000
INTEREST REVENUE	\$380,462	\$331,890	\$331,890	\$179,592	\$197,799	\$200,000
BOND PROCEEDS	\$20,170,000	\$0	\$0	\$0	\$0	\$0
PREMIUM	1,569,429	0	0	0	0	0
OTHER FINANCING SOURCES	\$21,739,429	\$0	\$0	\$0	\$0	\$0
TOTAL 2018 W&S BOND CONSTRUCTION FUND	\$22,119,891	\$331,890	\$331,890	\$179,592	\$197,799	\$200,000
480 - WATER CIP/IMPACT FEE FUND						
CW IMPACT FEES	\$220,992	\$313,200	\$313,200	\$183,078	\$245,718	\$208,800
CHARGES FOR SERVICES	\$220,992	\$313,200	\$313,200	\$183,078	\$245,718	\$208,800
INVESTMENTS	\$331	\$190	\$190	\$28	\$66	\$66
TEXPOOL	138	170	170	31	37	37
TEXAS CLASS	169	230	230	10	12	12
TX CLASS GOVT	213	250	250	44	55	55
CHECKING ACCOUNTS	26	40	40	5	8	8
INTEREST REVENUE	\$877	\$880	\$880	\$118	\$178	\$178
TOTAL WATER CIP/IMPACT FEE FUND	\$221,869	\$314,080	\$314,080	\$183,196	\$245,896	\$208,978

REVENUE SCHEDULES
OTHER FUNDS

ACCOUNT DESCRIPTION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
490 - W&S REVENUE DEBT SERVICE FUND						
INVESTMENTS	\$13,511	\$8,310	\$8,310	\$8,256	\$11,472	\$8,500
TEXPOOL	5,491	4,630	4,630	3,524	3,656	3,500
TEXAS CLASS	6,774	6,840	6,840	1,191	1,227	2,000
TX CLASS GOVT	8,436	6,550	6,550	4,826	5,077	4,500
CHECKING ACCOUNTS	748	800	800	436	497	400
INTEREST REVENUE	\$34,960	\$27,130	\$27,130	\$18,233	\$21,929	\$18,900
TRANS FROM W&S FUND	\$2,782,100	\$4,464,550	\$4,464,550	\$3,348,413	\$4,464,550	\$4,585,425
TRANS FROM WATER CIP/IMPACT FEE FUND	300,000	300,000	300,000	175,000	225,000	200,000
TRANS FROM TAX DEBT SERVICE FUND	0	0	631,875	631,875	631,875	0
TRANS FROM SEWER CIP/IMPACT FEE FUND	150,000	125,000	125,000	93,750	125,000	80,000
TRANS FROM 2009 W&S BOND CONSTRUCTION FUND	0	0	0	0	44,735	0
TRANS FROM 2018 W&S BOND CONSTRUCTION FUND	1,514,560	0	0	0	0	0
OTHER FINANCING SOURCES	\$4,746,660	\$4,889,550	\$5,521,425	\$4,249,038	\$5,491,160	\$4,865,425
TOTAL W&S REVENUE DEBT SERVICE FUND	\$4,781,620	\$4,916,680	\$5,548,555	\$4,267,271	\$5,513,089	\$4,884,325
580 - SEWER CIP/IMPACT FEE FUND						
CW IMPACT FEES	\$121,583	\$126,000	\$126,000	\$113,306	\$138,506	\$84,000
CHARGES FOR SERVICES	\$121,583	\$126,000	\$126,000	\$113,306	\$138,506	\$84,000
INVESTMENTS	\$519	\$290	\$290	\$230	\$345	\$345
TEXPOOL	241	230	230	100	112	112
TEXAS CLASS	296	320	320	32	35	35
TX CLASS GOVT	367	330	330	141	162	162
CHECKING ACCOUNTS	35	50	50	14	19	19
INTEREST REVENUE	\$1,458	\$1,220	\$1,220	\$517	\$673	\$673
TOTAL SEWER CIP/IMPACT FEE FUND	\$123,041	\$127,220	\$127,220	\$113,823	\$139,179	\$84,673
701 - 1776 PARK TRUST FUND						
INVESTMENTS	\$148	\$80	\$80	\$69	\$95	\$80
TEXPOOL	73	70	70	27	29	30
TEXAS CLASS	89	100	100	10	11	25
TX CLASS GOVT	111	100	100	41	44	40
CHECKING ACCOUNTS	10	20	20	2	4	10
INTEREST REVENUE	\$431	\$370	\$370	\$149	\$183	\$185
TOTAL 1776 PARK TRUST FUND	\$431	\$370	\$370	\$149	\$183	\$185

General and Administrative Transfers

TRANSFERS TO OTHER FUNDS

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
GENERAL FUND						
VEHICLE REPLACEMENT FUND	\$45,633	\$0	\$2,099	\$2,099	\$2,099	\$0
TOTAL	\$45,633	\$0	\$2,099	\$2,099	\$2,099	\$0
TAX DEBT SERVICE						
W&S REVENUE DEBT FUND	\$0	\$0	\$631,875	\$631,875	\$631,875	\$0
TOTAL	\$0	\$0	\$631,875	\$631,875	\$631,875	\$0
FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT IMPROVEMENT FUND						
GENERAL FUND	\$16,000	\$16,000	\$16,000	\$12,000	\$16,000	\$16,000
TOTAL	\$16,000	\$16,000	\$16,000	\$12,000	\$16,000	\$16,000
VEHICLE REPLACEMENT PLAN FUND						
GENERAL FUND	\$15,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$15,000	\$0	\$0	\$0	\$0	\$0
GO BOND CONSTRUCTION FUNDS						
TAX DEBT SERVICE FUND	\$1,901	\$0	\$66,205	\$66,205	\$119,372	\$0
TOTAL	\$1,901	\$0	\$66,205	\$66,205	\$119,372	\$0
WATER & SEWER OPERATING FUND						
GENERAL FUND	\$1,456,690	\$1,379,267	\$1,437,267	\$1,092,450	\$1,437,267	\$1,541,853
W&S REVENUE DEBT SERVICE FUND	2,782,100	4,464,550	4,464,550	3,348,412	4,464,550	4,585,425
TOTAL	\$4,238,790	\$5,843,817	\$5,901,817	\$4,440,862	\$5,901,817	\$6,127,278
WATER CIP/IMPACT FEE FUND						
W&S REVENUE DEBT SERVICE FUND	\$300,000	\$300,000	\$300,000	\$175,000	\$225,000	\$200,000
TOTAL	\$300,000	\$300,000	\$300,000	\$175,000	\$225,000	\$200,000
SEWER CIP/IMPACT FEE FUND						
W&S REVENUE DEBT SERVICE FUND	\$150,000	\$125,000	\$125,000	\$93,750	\$125,000	\$80,000
TOTAL	\$150,000	\$125,000	\$125,000	\$93,750	\$125,000	\$80,000
WATER AND SEWER BOND FUNDS						
W&S REVENUE DEBT SERVICE FUND	\$1,514,560	\$0	\$0	\$0	\$44,735	\$0
TOTAL	\$1,514,560	\$0	\$0	\$0	\$44,735	\$0
TOTAL TRANSFERS TO OTHER FUNDS	\$6,281,884	\$6,284,817	\$7,042,996	\$5,421,791	\$7,065,898	\$6,423,278

TRANSFERS FROM OTHER FUNDS

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
GENERAL FUND						
FWD DOWNTOWN ECONOMIC DEVELOPMENT IMPROVEMENT FUND	\$16,000	\$16,000	\$16,000	\$12,000	\$16,000	\$16,000
W&S OPERATION FUND	1,456,690	1,379,267	1,437,267	1,092,450	1,437,267	1,541,853
VEHICLE REPLACEMENT FUND	15,000	0	0	0	0	0
TOTAL	\$1,487,690	\$1,395,267	\$1,453,267	\$1,104,450	\$1,453,267	\$1,557,853
TAX DEBT SERVICE FUND						
2020 GO BOND CONSTRUCTION FUND	\$0	\$0	\$66,205	\$66,205	\$66,205	\$0
2015 GO BOND CONSTRUCTION FUND	0	0	0	0	53,167	0
2010 GO BOND CONSTRUCTION FUND	1,901	0	0	0	0	0
TOTAL	\$1,901	\$0	\$66,205	\$66,205	\$119,372	\$0
VEHICLE REPLACEMENT FUND						
GENERAL FUND	\$45,633	\$0	\$2,099	\$2,099	\$2,099	\$0
TOTAL	\$45,633	\$0	\$2,099	\$2,099	\$2,099	\$0
WATER & SEWER REVENUE DEBT SERVICE FUND						
W&S OPERATING FUND	\$2,782,100	\$4,464,550	\$4,464,550	\$3,348,412	\$4,464,550	\$4,585,425
WATER CIP/IMPACT FEE FUND	300,000	300,000	300,000	175,000	225,000	200,000
TAX DEBT SERVICE FUND	0	0	631,875	631,875	631,875	0
SEWER CIP/IMPACT FEE FUND	150,000	125,000	125,000	93,750	125,000	80,000
WATER/SEWER BOND FUNDS	1,514,560	0	0	0	44,735	0
TOTAL	\$4,746,660	\$4,889,550	\$5,521,425	\$4,249,037	\$5,491,160	\$4,865,425
TOTAL TRANSFERS FROM OTHER FUNDS	\$6,281,884	\$6,284,817	\$7,042,996	\$5,421,791	\$7,065,898	\$6,423,278

SUMMARY OF DEBT SERVICE FUNDS

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
GENERAL OBLIGATION BONDS	\$1,740,431	\$1,738,131	\$1,778,204	\$1,335,216	\$1,778,504	\$2,174,956
REFUNDING BONDS	4,085,550	4,090,550	7,128,993	6,588,600	7,122,110	4,071,700
REVENUE BONDS	1,027,591	1,962,400	1,962,400	1,443,250	1,962,400	1,953,450
OTHER TAX DEBT	314,036	393,370	394,407	74,872	394,407	394,408
TOTAL	\$7,167,608	\$8,184,451	\$11,264,004	\$9,441,938	\$11,257,421	\$8,594,514

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. In FY 2019-20, the City refinanced the Series 2010B General Obligation Bonds as a portion of the 2020 General Obligation Improvement Bonds. Debt service payments on this portion of the 2020 General Obligation Improvement 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 FY21, the City's legal debt margin is \$46,664,504. This means the City could issue debt (bonds) up to an amount that generates a maximum annual debt service requirement of less than \$46,664,504.

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:

\$3,918,863,732

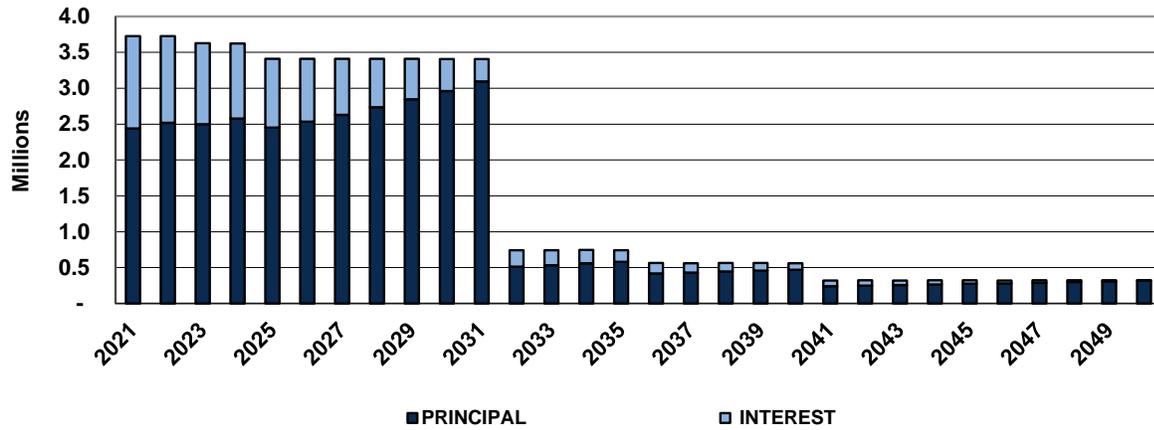
For Texas Constitution Legal Debt Margin for Friendswood:

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.

\$52,904,660	City of Friendswood's Maximum Legal Debt Service Requirement (based on tax rate of \$1.35 per \$100 value)
<u>6,240,156</u>	City of Friendswood's maximum annual debt service requirement for existing G.O. debt (will occur in fiscal year 2021)
\$46,664,504	City of Friendswood's FY21 Debt Margin

According to the City's Financial Advisor, a debt margin of \$46,664,504 translates into additional debt capacity of approximately \$725 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 *
2021	\$2,438,779	\$1,286,060	\$3,724,839
2022	2,517,950	1,208,467	3,726,417
2023	2,496,668	1,128,356	3,625,024
2024	2,575,967	1,046,794	3,622,761
2025	2,450,000	959,544	3,409,544
2026	2,535,000	874,056	3,409,056
2027	2,630,000	779,178	3,409,178
2028	2,735,000	673,919	3,408,919
2029	2,845,000	563,544	3,408,544
2030	2,960,000	447,100	3,407,100
2031	3,095,000	312,450	3,407,450
2032	515,000	227,600	742,600
2033	535,000	206,600	741,600
2034	560,000	184,700	744,700
2035	580,000	161,900	741,900
2036	420,000	144,000	564,000
2037	430,000	131,250	561,250
2038	445,000	118,125	563,125
2039	460,000	104,550	564,550
2040	470,000	90,600	560,600
2041	240,000	79,950	319,950
2042	250,000	72,600	322,600
2043	255,000	65,025	320,025
2044	265,000	57,225	322,225
2045	275,000	49,125	324,125
2046	280,000	40,800	320,800
2047	290,000	32,250	322,250
2048	300,000	23,400	323,400
2049	310,000	14,250	324,250
2050	320,000	4,800	324,800
TOTAL	\$36,479,364	\$11,088,218	\$47,567,582

*excludes fiscal agent fees associated with the outstanding bonds

TAX DEBT SERVICE FUND SUMMARY (201)

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
GENERAL OBLIGATION BONDS						
PRINCIPAL	\$900,000	\$920,000	\$920,000	\$920,000	\$920,000	\$1,115,000
INTEREST	838,181	815,131	855,204	413,416	855,204	1,056,956
ISSUANCE COST	0	0	0	0	0	0
PAYING AGENT FEES	2,250	3,000	3,000	1,800	3,300	3,000
TOTAL	\$1,740,431	\$1,738,131	\$1,778,204	\$1,335,216	\$1,778,504	\$2,174,956
REFUNDING BONDS						
PRINCIPAL	\$915,000	\$935,000	\$935,000	\$935,000	\$935,000	\$955,000
INTEREST	245,650	227,150	227,150	118,250	227,150	203,475
ISSUANCE COST	0	0	2,406,568	2,405,975	2,405,975	0
PAYING AGENT FEES	1,250	1,250	1,250	500	1,250	1,250
TOTAL	\$1,161,900	\$1,163,400	\$3,569,968	\$3,459,725	\$3,569,375	\$1,159,725
OTHER TAX DEBT						
PRINCIPAL	\$292,699	\$356,498	\$366,257	\$72,177	\$366,257	\$368,779
INTEREST	21,337	36,872	28,150	2,695	28,150	25,629
ISSUANCE COST	0	0	0	0	0	0
PAYING AGENT FEES	0	0	0	0	0	0
TOTAL	\$314,036	\$393,370	\$394,407	\$74,872	\$394,407	\$394,408
CERTIFICATES OF OBLIGATION						
PRINCIPAL	\$0	\$0	\$0	\$0	\$0	\$0
INTEREST	0	0	0	0	0	0
ISSUANCE COST	0	0	0	0	0	0
PAYING AGENT FEES	0	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL TAX DEBT SERVICE FUND	\$3,216,367	\$3,294,901	\$5,742,579	\$4,869,813	\$5,742,286	\$3,729,089

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

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
93-13 PRINCIPAL - 2010 GO BONDS	\$130,000	\$135,000	\$135,000	\$135,000	\$135,000	\$0
93-15 PRINCIPAL - 2012 REFUNDING GO BONDS	840,000	855,000	855,000	855,000	855,000	880,000
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	450,000	460,000	460,000	460,000	460,000	475,000
93-18 PRINCIPAL - 2016 GO BONDS	115,000	120,000	120,000	120,000	120,000	125,000
93-20 PRINCIPAL - 2017 GO BONDS	205,000	205,000	205,000	205,000	205,000	300,000
93-48 PRINCIPAL - 2020 GO & REFUNDING BONDS	0	0	0	0	0	215,000
BOND AND GO PRINCIPAL	\$1,815,000	\$1,855,000	\$1,855,000	\$1,855,000	\$1,855,000	\$2,070,000
93-71 PRINCIPAL - 17 COMPUTER REFRESH	\$131,640	\$0	\$0	\$0	\$0	\$0
93-75 PRINCIPAL - 17 FVFD RADIO REPLACEMENT	70,866	72,177	72,177	72,177	72,177	73,512
93-76 PRINCIPAL - 18 RADIO REPLACEMENT	90,193	93,503	93,503	0	93,503	96,935
93-77 PRINCIPAL - 20 CAPITAL EQUIPMENT	0	190,818	200,577	0	200,577	198,332
OTHER DEBT PRINCIPAL	\$292,699	\$356,498	\$366,257	\$72,177	\$366,257	\$368,779
93-13 INTEREST - 2010 GO BONDS	\$106,475	\$101,825	\$52,263	\$52,263	\$52,263	\$0
93-15 INTEREST - 2012 REFUNDING GO BONDS	167,050	150,100	150,100	79,325	150,100	128,350
93-16 INTEREST - 2014 REFUNDING GO BONDS	78,600	77,050	77,050	38,925	77,050	75,125
93-17 INTEREST - 2015 GO BONDS	224,681	213,306	213,306	109,528	213,306	200,431
93-18 INTEREST - 2016 GO BONDS	329,225	326,300	326,300	163,750	326,300	323,850
93-20 INTEREST - 2017 GO BONDS	177,800	173,700	173,700	87,875	173,700	167,150
93-48 INTEREST - 2020 GO & REFUNDING BONDS	0	0	89,635	0	89,635	365,525
BOND AND GO INTEREST	\$1,083,831	\$1,042,281	\$1,082,354	\$531,666	\$1,082,354	\$1,260,431
93-71 INTEREST - 17 COMPUTER REFRESH	\$3,344	\$0	\$0	\$0	\$0	\$0
93-75 INTEREST - 17 FVFD RADIO REPLACEMENT	4,006	2,695	2,695	2,695	2,695	1,360
93-76 INTEREST - 18 RADIO REPLACEMENT	13,987	10,677	10,677	0	10,677	7,246
93-77 INTEREST - 20 CAPITAL EQUIPMENT	0	23,500	14,778	0	14,778	17,023
OTHER DEBT INTEREST	\$21,337	\$36,872	\$28,150	\$2,695	\$28,150	\$25,629
93-13 FISCAL FEES - 10 GO BONDS	\$750	\$750	\$750	\$1,050	\$1,050	\$750
93-15 FISCAL FEES - 12 REFUNDING GO BONDS	500	500	500	500	500	500
93-16 FISCAL FEES - 14 REFUNDING GO BONDS	750	750	750	0	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	750	750	0	750	750
FISCAL AGENT FEES	\$3,500	\$4,250	\$4,250	\$2,300	\$4,550	\$4,250
93-48 ISSUE COSTS - 2020 GO & REFUNDING BONDS	\$0	\$0	\$34,309	\$33,716	\$33,716	\$0
95-10 ISSUE COSTS - OTHER FINANCING USES	0	0	2,372,259	2,372,259	2,372,259	0
ISSUE COSTS	\$0	\$0	\$2,406,568	\$2,405,975	\$2,405,975	\$0
TOTAL FOR TAX DEBT SERVICE FUND	\$3,216,367	\$3,294,901	\$5,742,579	\$4,869,813	\$5,742,286	\$3,729,089

TAX DEBT SERVICE FUND

Summary Schedule of Tax Debt Service to Maturity

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2021	\$2,438,779	\$1,286,060	\$3,724,839
2022	2,517,950	1,208,467	3,726,417
2023	2,496,668	1,128,356	3,625,024
2024	2,575,967	1,046,794	3,622,761
2025	2,450,000	959,544	3,409,544
2026	2,535,000	874,056	3,409,056
2027	2,630,000	779,178	3,409,178
2028	2,735,000	673,919	3,408,919
2029	2,845,000	563,544	3,408,544
2030	2,960,000	447,100	3,407,100
2031	3,095,000	312,450	3,407,450
2032	515,000	227,600	742,600
2033	535,000	206,600	741,600
2034	560,000	184,700	744,700
2035	580,000	161,900	741,900
2036	420,000	144,000	564,000
2037	430,000	131,250	561,250
2038	445,000	118,125	563,125
2039	460,000	104,550	564,550
2040	470,000	90,600	560,600
2041	240,000	79,950	319,950
2042	250,000	72,600	322,600
2043	255,000	65,025	320,025
2044	265,000	57,225	322,225
2045	275,000	49,125	324,125
2046	280,000	40,800	320,800
2047	290,000	32,250	322,250
2048	300,000	23,400	323,400
2049	310,000	14,250	324,250
2050	320,000	4,800	324,800
TOTAL	\$36,479,364	\$11,088,218	\$47,567,582

TAX DEBT SERVICE FUND

Schedule of 2012 General Obligation Refunding Bonds By Maturity Date

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
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
TOTAL	\$4,170,000	398,900	4,568,900

Schedule of 2014 General Obligation Refund Bonds By Maturity Date

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
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
TOTAL	\$2,065,000	\$296,925	\$2,361,925

Schedule of 2015 General Obligation Bonds By Maturity Date

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
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
TOTAL	\$7,415,000	\$1,230,328	\$8,645,328

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>
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
TOTAL	\$6,885,000	\$2,804,700	\$9,689,700

Schedule of 2017 General Obligation Bonds By Maturity Date

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
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
TOTAL	\$4,995,000	\$1,109,675	\$6,104,675

TAX DEBT SERVICE FUND

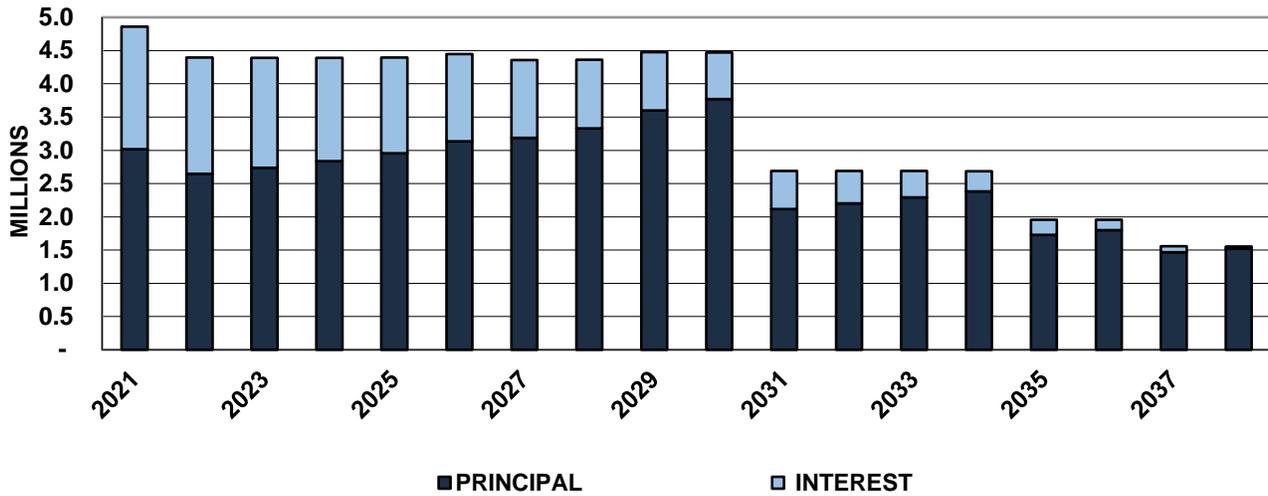
Schedule of 2020 General Obligation Bonds By Maturity Date

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2021	\$215,000	\$365,525	\$580,525
2022	210,000	354,900	564,900
2023	215,000	344,275	559,275
2024	235,000	333,025	568,025
2025	240,000	321,150	561,150
2026	260,000	308,650	568,650
2027	235,000	296,275	531,275
2028	245,000	284,275	529,275
2029	255,000	271,775	526,775
2030	265,000	258,775	523,775
2031	285,000	245,025	530,025
2032	515,000	227,600	742,600
2033	535,000	206,600	741,600
2034	560,000	184,700	744,700
2035	580,000	161,900	741,900
2036	420,000	144,000	564,000
2037	430,000	131,250	561,250
2038	445,000	118,125	563,125
2039	460,000	104,550	564,550
2040	470,000	90,600	560,600
2041	240,000	79,950	319,950
2042	250,000	72,600	322,600
2043	255,000	65,025	320,025
2044	265,000	57,225	322,225
2045	275,000	49,125	324,125
2046	280,000	40,800	320,800
2047	290,000	32,250	322,250
2048	300,000	23,400	323,400
2049	310,000	14,250	324,250
2050	320,000	4,800	324,800
TOTAL	\$9,860,000	\$5,192,400	\$15,052,400

Obligations Under Capital Leases

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2021	\$368,779	\$25,629	\$394,408
2022	302,950	16,586	319,536
2023	206,668	8,687	215,355
2024	210,967	4,388	215,355
TOTAL	\$1,089,364	\$55,290	\$1,144,654

REVENUE DEBT SERVICE TO MATURITY



YEAR	PRINCIPAL	INTEREST	TOTAL *
2021	\$3,015,000	\$1,846,675	\$4,861,675
2022	2,645,000	1,750,425	4,395,425
2023	2,735,000	1,657,800	4,392,800
2024	2,835,000	1,554,475	4,389,475
2025	2,955,000	1,439,125	4,394,125
2026	3,135,000	1,311,550	4,446,550
2027	3,185,000	1,174,100	4,359,100
2028	3,330,000	1,031,825	4,361,825
2029	3,600,000	874,400	4,474,400
2030	3,770,000	702,700	4,472,700
2031	2,115,000	574,100	2,689,100
2032	2,200,000	487,800	2,687,800
2033	2,290,000	398,000	2,688,000
2034	2,380,000	306,400	2,686,400
2035	1,730,000	226,000	1,956,000
2036	1,800,000	155,400	1,955,400
2037	1,465,000	90,100	1,555,100
2038	1,520,000	30,400	1,550,400
TOTAL	\$46,705,000	\$15,611,275	\$62,316,275

* excludes fiscal agent fees associated with the outstanding bonds

WATER AND SEWER REVENUE DEBT SERVICE FUND SUMMARY (490)

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
REVENUE BONDS						
PRINCIPAL	\$230,000	\$905,000	\$905,000	\$905,000	\$905,000	\$935,000
INTEREST	786,591	1,055,900	1,055,900	537,500	1,055,900	1,016,950
ISSUANCE COST	9,500	0	0	0	0	0
PAYING AGENT FEES	1,500	1,500	1,500	750	1,500	1,500
TOTAL	\$1,027,591	\$1,962,400	\$1,962,400	\$1,443,250	\$1,962,400	\$1,953,450
REFUNDING BONDS						
PRINCIPAL	\$1,985,000	\$2,040,000	\$2,040,000	\$2,040,000	\$2,040,000	\$2,080,000
INTEREST	937,150	883,050	883,050	454,750	877,860	829,725
ISSUANCE COST	0	0	631,875	631,875	631,875	0
PAYING AGENT FEES	1,500	4,100	4,100	2,250	3,000	2,250
TOTAL	\$2,923,650	\$2,927,150	\$3,559,025	\$3,128,875	\$3,552,735	\$2,911,975
OTHER TAX DEBT						
PRINCIPAL	\$0	\$0	\$0	\$0	\$0	\$0
INTEREST	0	0	0	0	0	0
ISSUANCE COST	0	0	0	0	0	0
PAYING AGENT FEES	0	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0
CERTIFICATES OF OBLIGATION						
PRINCIPAL	\$0	\$0	\$0	\$0	\$0	\$0
INTEREST	0	0	0	0	0	0
ISSUANCE COST	0	0	0	0	0	0
PAYING AGENT FEES	0	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL W/S DEBT SERVICE FUND	\$3,951,241	\$4,889,550	\$5,521,425	\$4,572,125	\$5,515,135	\$4,865,425

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

	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY 21 ADOPTED BUDGET
93-14 PRINCIPAL - 10 REFUND GO BONDS (2001 W&S)	\$580,000	\$605,000	\$605,000	\$605,000	\$605,000	\$0
93-16 PRINCIPAL - 14 REFUND GO BONDS (2006 W&S)	5,000	5,000	5,000	5,000	5,000	10,000
93-18 PRINCIPAL - 16 REFUND GO BONDS (2006 W&S)	980,000	1,010,000	1,010,000	1,010,000	1,010,000	1,025,000
93-19 PRINCIPAL - 16A REFUND GO BONDS (2009 W&S)	420,000	420,000	420,000	420,000	420,000	440,000
93-48 PRINCIPAL - 20 REFUND GO BONDS (2001 W&S)	0	0	0	0	0	605,000
93-54 PRINCIPAL - 16 W&S BONDS	230,000	235,000	235,000	235,000	235,000	235,000
93-55 PRINCIPAL - 18 W&S BONDS	0	670,000	670,000	670,000	670,000	700,000
BOND PRINCIPAL	\$2,215,000	\$2,945,000	\$2,945,000	\$2,945,000	\$2,945,000	\$3,015,000
93-14 INTEREST - 10 REFUND GO BONDS (2001 W&S)	\$57,900	\$37,100	\$29,790	\$24,600	\$24,600	\$0
93-16 INTEREST - 14 REFUND GO BONDS (2006 W&S)	214,050	213,950	213,950	107,000	213,950	213,750
93-18 INTEREST - 16 REFUND GO BONDS (2006 W&S)	346,900	322,100	322,100	166,100	322,100	301,750
93-19 INTEREST - 16A REFUND GO BONDS (2009 W&S)	318,300	309,900	309,900	157,050	309,900	299,100
93-48 INTEREST - 20 REFUND GO BONDS (2001 W&S)	0	0	7,310	0	7,310	15,125
93-54 INTEREST - 16 W&S BONDS	175,100	170,450	170,450	86,400	170,450	165,750
93-55 INTEREST - 18 W&S BONDS	611,491	885,450	885,450	451,100	885,450	851,200
BOND INTEREST	\$1,723,741	\$1,938,950	\$1,938,950	\$992,250	\$1,933,760	\$1,846,675
93-14 FISCAL FEES - 10 REFUND GO BONDS (2001 W&S)	\$750	\$750	\$750	\$750	\$750	\$0
93-16 FISCAL FEES - 14 REFUND GO BONDS (2006 W&S)	0	1,850	1,850	750	750	750
93-18 FISCAL FEES - 16 REFUND GO BONDS (2006 W&S)	0	750	750	750	750	750
93-19 FISCAL FEES - 16A REFUND GO BONDS (2009 W&S)	750	750	750	0	750	750
93-54 FISCAL FEES - 16 W&S BONDS	750	750	750	750	750	750
93-55 FISCAL FEES - 18 W&S BONDS	750	750	750	0	750	750
FISCAL AGENT FEES	\$3,000	\$5,600	\$5,600	\$3,000	\$4,500	\$3,750
93-55 ISSUE COSTS - 18 W&S BONDS	\$9,500	\$0	\$0	\$0	\$0	\$0
95-10 ISSUE COSTS - OTHER FINANCING USES	0	0	631,875	631,875	631,875	0
ISSUE COSTS	\$9,500	\$0	\$631,875	\$631,875	\$631,875	\$0
TOTAL FOR WATER AND SEWER DEBT FUND	\$3,951,241	\$4,889,550	\$5,521,425	\$4,572,125	\$5,515,135	\$4,865,425

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
2021	\$2,528,000	\$487,000	\$1,374,493	\$472,182	\$3,902,493	\$959,182	\$4,861,675
2022	2,138,600	506,400	1,295,953	454,472	3,434,553	960,872	4,395,425
2023	2,211,000	524,000	1,221,813	435,987	3,432,813	959,987	4,392,800
2024	2,291,600	543,400	1,137,748	416,727	3,429,348	960,127	4,389,475
2025	2,387,200	567,800	1,043,828	395,297	3,431,028	963,097	4,394,125
2026	2,546,000	589,000	941,248	370,302	3,487,248	959,302	4,446,550
2027	2,564,800	620,200	831,303	342,797	3,396,103	962,997	4,359,100
2028	2,681,800	648,200	716,438	315,387	3,398,238	963,587	4,361,825
2029	2,923,800	676,200	587,723	286,677	3,511,523	962,877	4,474,400
2030	3,064,000	706,000	447,528	255,172	3,511,528	961,172	4,472,700
2031	1,376,000	739,000	349,808	224,292	1,725,808	963,292	2,689,100
2032	1,433,000	767,000	293,628	194,172	1,726,628	961,172	2,687,800
2033	1,491,800	798,200	235,132	162,868	1,726,932	961,068	2,688,000
2034	1,548,800	831,200	176,120	130,280	1,724,920	961,480	2,686,400
2035	864,000	866,000	129,664	96,336	993,664	962,336	1,956,000
2036	899,200	900,800	94,400	61,000	993,600	961,800	1,955,400
2037	937,600	527,400	57,664	32,436	995,264	559,836	1,555,100
2038	972,800	547,200	19,456	10,944	992,256	558,144	1,550,400
TOTAL	\$ 34,860,000	\$ 11,845,000	\$ 10,953,947	\$ 4,657,328	\$ 45,813,947	\$ 16,502,328	\$ 62,316,275

**SCHEDULE OF 2001 WATERWORKS AND WASTEWATER SYSTEM
(REFINANCED AS SERIES 2010B GENERAL OBLIGATION BONDS)
(REFINANCED AS A PORTION OF THE SERIES 2020 GENERAL OBLIGATION IMPROVEMENT BONDS)
DEBT SUPPORTED BY WATERWORKS AND SEWER SYSTEM
BY MATURITY DATE**

YEAR	100% WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
2021	\$605,000	-	\$15,125	-	\$620,125	-	\$620,125
TOTAL	\$ 605,000	\$ -	\$ 15,125	\$ -	\$ 620,125	\$ -	\$ 620,125

**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
BY MATURITY DATE**

YEAR	100% WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
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
TOTAL	\$ 5,795,000	\$ -	\$ 1,002,100	\$ -	\$ 6,797,100	\$ -	\$ 6,797,100

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
BY MATURITY DATE**

YEAR	WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
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
TOTAL	\$ 7,860,000	\$ -	\$ 2,190,500	\$ -	\$ 10,050,500	\$ -	\$ 10,050,500

**SCHEDULE OF 2016 WATERWORKS AND WASTEWATER SYSTEM
BY MATURITY DATE**

YEAR	WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
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
TOTAL	\$ -	\$ 4,825,000	\$ -	\$ 1,618,550	\$ -	\$ 6,443,550	\$ 6,443,550

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
BY MATURITY DATE**

YEAR	WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
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
TOTAL	\$ 8,120,000	\$ -	\$ 2,343,950	\$ -	\$ 10,463,950	\$ -	\$ 10,463,950

**SCHEDULE OF 2018 WATERWORKS AND WASTEWATER SYSTEM
BY MATURITY DATE**

YEAR	WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
2021	\$448,000	\$252,000	\$544,768	\$306,432	\$992,768	\$558,432	\$1,551,200
2022	473,600	266,400	521,728	293,472	995,328	559,872	1,555,200
2023	496,000	279,000	497,488	279,837	993,488	558,837	1,552,325
2024	521,600	293,400	472,048	265,527	993,648	558,927	1,552,575
2025	547,200	307,800	445,328	250,497	992,528	558,297	1,550,825
2026	576,000	324,000	417,248	234,702	993,248	558,702	1,551,950
2027	604,800	340,200	387,728	218,097	992,528	558,297	1,550,825
2028	636,800	358,200	356,688	200,637	993,488	558,837	1,552,325
2029	668,800	376,200	324,048	182,277	992,848	558,477	1,551,325
2030	704,000	396,000	289,728	162,972	993,728	558,972	1,552,700
2031	736,000	414,000	257,408	144,792	993,408	558,792	1,552,200
2032	768,000	432,000	227,328	127,872	995,328	559,872	1,555,200
2033	796,800	448,200	196,032	110,268	992,832	558,468	1,551,300
2034	828,800	466,200	163,520	91,980	992,320	558,180	1,550,500
2035	864,000	486,000	129,664	72,936	993,664	558,936	1,552,600
2036	899,200	505,800	94,400	53,100	993,600	558,900	1,552,500
2037	937,600	527,400	57,664	32,436	995,264	559,836	1,555,100
2038	972,800	547,200	19,456	10,944	992,256	558,144	1,550,400
TOTAL	\$ 12,480,000	\$ 7,020,000	\$ 5,402,272	\$ 3,038,778	\$ 17,882,272	\$ 10,058,778	\$ 27,941,050

Capital Improvement Program

(Adopted by Council at the May 1, 2017 Council meeting; Resolution R2017-13)

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.- Sports park, 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.- Dump Truck, Fire Truck, Ambulance)

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
- ❖ Improved Infrastructure
- ❖ 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

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 June 2020 was approximately 41,504; a 15.9% increase in 10 years and an increase of 42.9% 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.

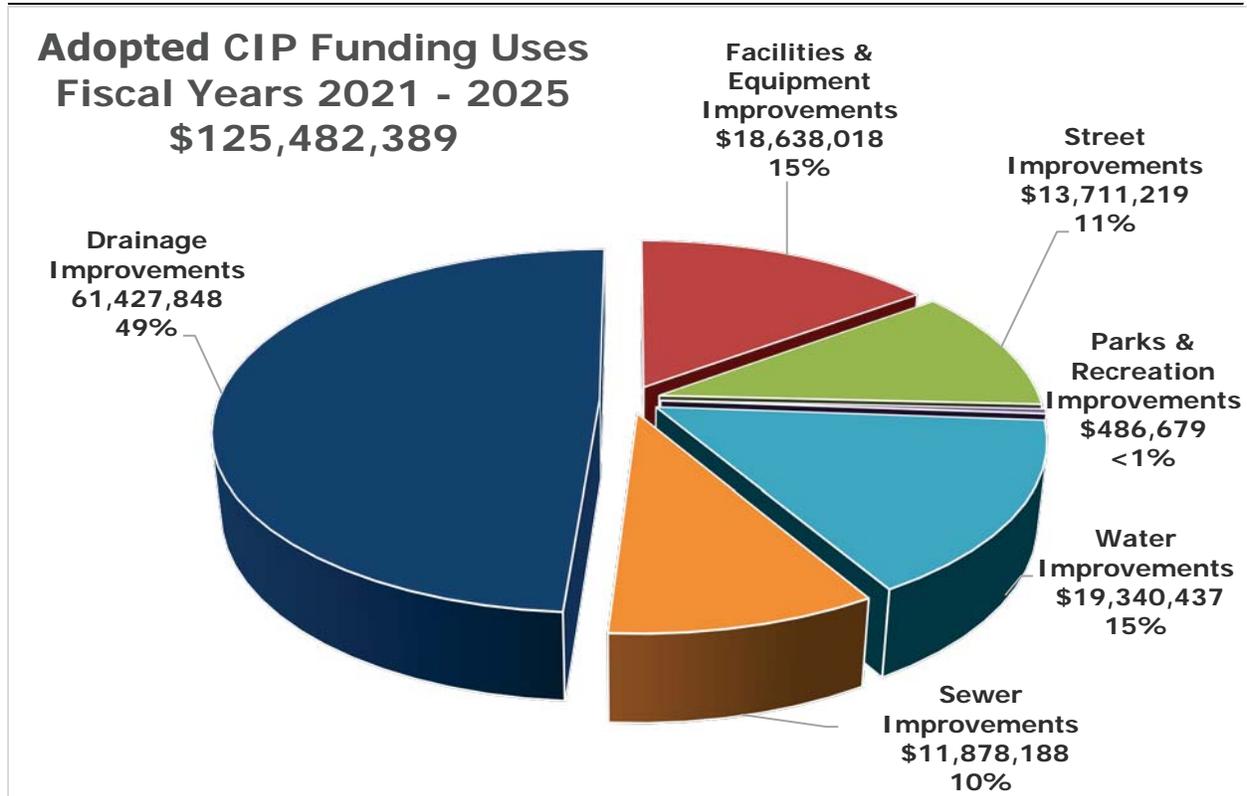
As a result of this projected growth and its subsequent impact, the CIP focus over the next five years will heavily focus on street and drainage improvement, as well as facility construction and renovation. Proceeds from the general obligations bonds authorized in November 2013 & 2019, unassigned fund 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, 2016, and 2018 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 \$27,654,551 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 lists below, almost \$1 million for ongoing phases of several of the bond projects authorized in 2013 and \$19.7 million for water and sewer utility projects.

- ❖ **Streets Improvements** – Blackhawk Boulevard
- ❖ **Parks Improvements** – Restrooms, Pavilions, Parking Lots
- ❖ **Water and Sewer Utilities Improvements** –Lift Station #23, Surface Water Stations #3, Water Plant #1, 42" Water Main Replacement, Sanitary Sewer Assessment, Lift Station #4, Lift Station #1 & #17 Combination

Further portions of this document will show that 75% of the CIP funding uses during the next five years are proposed general government improvements including streets, facilities, parks, and drainage. Water and sewer improvement projects make up the other 25% 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.

Capital Improvement Program



CIP Impact on the Operating Budget

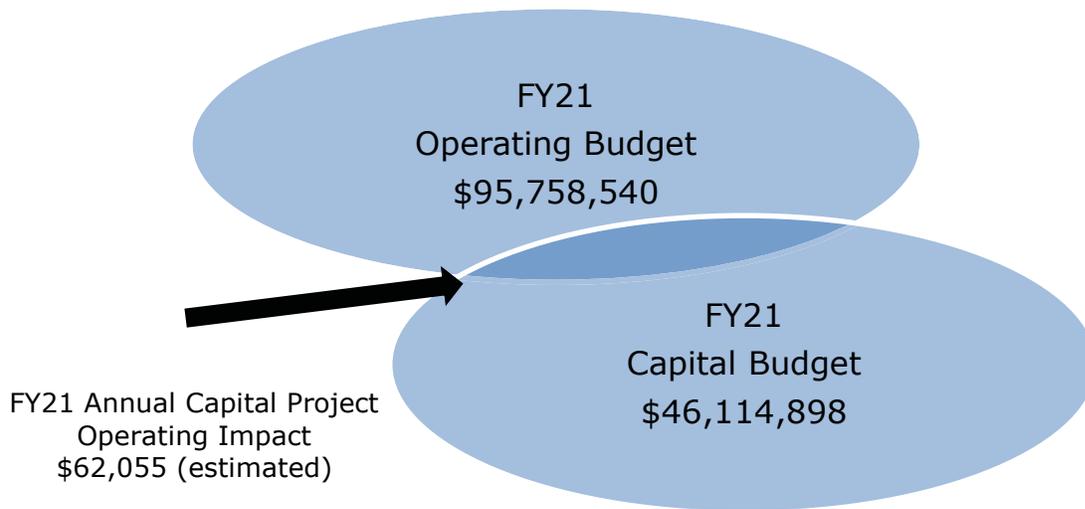
The Capital Improvement Program has a direct effect on the City's operating budget. During the annual budget process, ongoing costs for repairs, maintenance, operational expenditures and in some cases, new personnel cost resulting from capital improvements are addressed. Also addressed by City Council 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 adopted operating budget for fiscal year 2020 – 2021. Annually, adjustments are made to the estimates based on the Municipal Cost Index percent of change.

- ❖ Operational supplies cost – approximately \$0.42 to \$1.23 per sq. ft.
- ❖ Facilities electricity cost – approximately \$4.10 to \$4.16 per sq. ft.
- ❖ Building maintenance cost – approximately \$1.23 to \$1.73 per sq. ft.
- ❖ Janitorial services cost – approximately \$1.21 to \$1.41 per sq. ft.
- ❖ Water, sewer & storm water line cleaning/maintenance – approximately \$2,116 per mile
- ❖ Wastewater Treatment – approximately \$1.48 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 \$39.75 million; of which, \$39.3 million is to be general obligation funds supported and \$461,000 is supported by utility 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. The City currently plans to issue and additional \$25 million in General Obligation Bonds earmarked specifically for drainage projects during years 2026-2034.

Capital Improvement Program

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.

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 3rd 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.

During fiscal year 2013-2014, the citizens of Friendswood authorized 4 bond propositions totaling \$24,085,000. The General Obligation Bond funds were used as follows: \$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.

In December 2018, the City issued Water & Sewer revenue bonds totaling \$20 million. Planned utility projects will include sanitary sewer assessment phase IV through VII, lift station #1, #4 #17 and #23 reconstruction, water plant #1 tank rehabilitation, 42" water main replacement, second elevated water storage rehabilitation, surface water station #3, & sanitary sewer plant additional capacity.

In November 2019, the citizens of Friendswood voted to issue a series of general obligation bonds for a total of \$52.1 million dollars. Proposition A included \$2 million for the first renovation phase of the public works building on Blackhawk Boulevard. Proposition B included \$9.1 million to expand our public safety building and construct a new fire station and training field to replace Fire Station #2. Proposition F was the largest voter-approved package which will provide \$41 million to serve as seed money for the City to complete very large-scale drainage projects in partnership with other local entities.

	2019 GO Bond Propositions	Funding	Passed (Yes/No)
A	Blackhawk Public Works Facility	\$2,000,000	Yes
B	Municipal Public Safety Building/New Fire Station & Training Field	\$9,100,000	Yes
C	Municipal Community Center	\$9,000,000	No
D	Transportation/Pedestrian Facilities	\$7,600,000	No
E	Parks/Trails/Recreation Facilities	\$8,000,000	No
F	Storm Water/Drainage/Flood Control	\$41,000,000	Yes

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

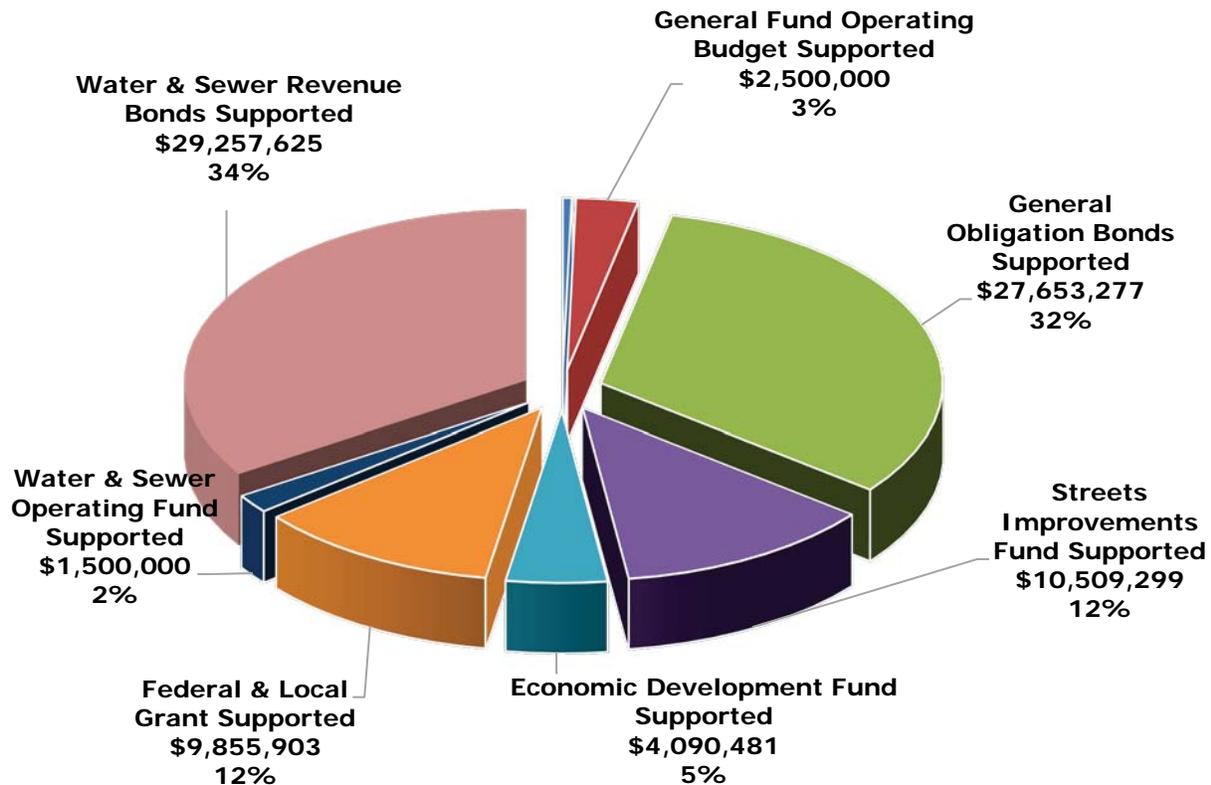
Capital Improvement Program

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.

The voter-approved sales tax for streets (3/8 cent) expired in FY 2020. Friendswood voters will have the option to reapprove this sales tax in November 2020. The election was originally scheduled for May 2020, but the COVID-19 pandemic required the election to be rescheduled to November 2020.

Adopted CIP Funding Sources Fiscal Years 2021 - 2025 \$125,482,389



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 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 budget and future budgets will include approximately \$500,000, for this capital expenditure. The CIP adopted \$500,000 in FY21 and proposed \$500,000 for each fiscal year 2022 through 2025.

Capital Improvement Program

The City's recommended significant non-routine capital expenditures for the next five years of the CIP plan, totaling \$125.5 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).

Adopted General Government Funds	2021	2022	2023	2024	2025	Total 5 Year Plan
Drainage						
Estimated Cost	\$ 12,130,682	\$ 2,000,000	\$ 1,556,755	\$ -	\$ 45,740,411	\$ 61,427,848
Authorized Funds	\$ 12,130,682	\$ 5,000,000	\$ -	\$ 5,000,000	\$ -	\$ 22,130,682
Supplemental Funds Needed/(Carry Forward)	\$ -	\$ (3,000,000)	\$ 1,556,755	\$ (5,000,000)	\$ 45,740,411	\$ 39,297,166
Facilities & Equipment						
Estimated Cost	\$ 16,705,750	\$ 475,881	\$ 480,640	\$ 485,446	\$ 490,301	\$ 18,638,018
Authorized Funds	\$ 16,705,750	\$ 475,881	\$ 480,640	\$ 485,446	\$ 490,301	\$ 18,638,018
Supplemental Funds Needed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks						
Estimated Cost	\$ 286,679	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 486,679
Authorized Funds	\$ 286,679	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 486,679
Supplemental Funds Needed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streets						
Estimated Cost	\$ 3,262,161	\$ 2,580,843	\$ 2,601,652	\$ 2,622,668	\$ 2,643,895	\$ 13,711,219
Authorized Funds	\$ 3,262,161	\$ 2,580,843	\$ 2,601,652	\$ 2,622,668	\$ 2,643,895	\$ 13,711,219
Supplemental Funds Needed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Gen Govt Funds						
Estimated Cost	\$ 32,385,272	\$ 5,106,724	\$ 4,689,047	\$ 3,158,114	\$ 48,924,607	\$ 94,263,764
Authorized Funds	\$ 32,385,272	\$ 8,106,724	\$ 3,132,292	\$ 8,158,114	\$ 3,184,196	\$ 54,966,598
Supplemental Funds Needed/(Carry Forward)	\$ -	\$ (3,000,000)	\$ 1,556,755	\$ (5,000,000)	\$ 45,740,411	\$ 39,297,166
Adopted Utility Funds	2021	2022	2023	2024	2025	Total 5 Year Plan
Sewer Improvements						
Estimated Cost	\$ 6,406,188	\$ 400,000	\$ 3,472,000	\$ 300,000	\$ 1,300,000	\$ 11,878,188
Authorized Funds	\$ 6,406,188	\$ 400,000	\$ 3,472,000	\$ 300,000	\$ 1,300,000	\$ 11,878,188
Supplemental Funds Needed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Improvements						
Estimated Cost	\$ 7,323,437	\$ 10,284,000	\$ 1,733,000	\$ -	\$ -	\$ 19,340,437
Authorized Funds	\$ 7,323,437	\$ 10,284,000	\$ 1,272,000	\$ -	\$ -	\$ 18,879,437
Supplemental Funds Needed	\$ -	\$ -	\$ 461,000	\$ -	\$ -	\$ 461,000
Total Utility Funds						
Estimated Cost	\$ 13,729,625	\$ 10,684,000	\$ 5,205,000	\$ 300,000	\$ 1,300,000	\$ 31,218,625
Authorized Funds	\$ 13,729,625	\$ 10,684,000	\$ 4,744,000	\$ 300,000	\$ 1,300,000	\$ 30,757,625
Supplemental Funds Needed	\$ -	\$ -	\$ 461,000	\$ -	\$ -	\$ 461,000

**Capital Projects
Project Summary by Fund**

	Fund Number	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
General Fund	001	\$1,945,546	\$500,000	\$1,895,465	\$251,568	\$1,885,465	\$500,000
Hazard Mitigation Grant Program Acquisition & Demolition Project	120	0	0	623,706	782,746	842,626	0
Texas Water Development Board Flood Mitigation Acquisition Grant	121	0	0	0	1,110,565	1,122,155	0
2017 CDBG-DR Harvey (Harris County)	123	0	0	0	3,594	3,594	4,401,736
2017 CDBG-DR Harvey (Galveston Co/GLO)	124	0	0	0	0	0	5,454,167
Park Land Dedication Fund	164	201,578	108,164	108,164	0	25,060	157,638
Streets Improvements Fund	170	1,653,585	4,192,001	3,056,415	986,129	4,192,001	2,060,241
Economic Development Improvements Fund	175	0	1,553,041	0	0	0	2,158,213
General Obligation Construction Funds	250-257	3,639,479	1,011,451	9,447,588	1,261,742	1,739,190	17,653,277
Water and Sewer Fund	401	463,357	300,000	1,804,857	19,280	1,503,367	300,000
2009 Water and Sewer Construction Fund	419	0	0	0	0	351,362	0
2016 Water and Sewer Construction Fund	420	144,280	2,906,809	2,921,686	737,906	1,420,780	1,573,687
2018 Water and Sewer Construction Fund	421	55,501	16,484,200	4,903,262	2,332,425	4,903,261	11,855,939
1776 Park Trust Fund	701	0	0	13,852	13,852	13,852	0
Water and Sewer Funding to be Determined		0	0	0	0	0	0
		\$8,103,326	\$27,055,666	\$24,774,994	\$7,499,807	\$18,002,713	\$46,114,898

Capital Improvement Plan
FY20-21 Budget
General Fund

Project Name	Project Number	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
Asphalt Overlay Program	ST4007	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Brittany Bay Blvd	ST0017	0	0	0	0	0	0	0	0	0	0
Concrete Repairs	ST7001	15,872	500,000	1,656,405	15,692	1,649,589	500,000	500,000	500,000	500,000	500,000
Friendswood Link Road	ST0018	0	0	0	0	0	0	0	0	0	0
Greenbriar Sidewalk	CSW2019	161,190	0	0	0	0	0	0	0	0	0
Desilting Project	Desilting18	678,433	0	0	0	0	0	0	0	0	0
Pavement Master Plan		0	0	0	0	0	0	0	0	0	0
Friendswood Lakes Blvd	FLB2020	0	0	227,700	224,516	224,516	0	0	0	0	0
Whispering Pines		0	0	0	0	0	0	0	0	0	0
STREET PROJECTS		\$855,496	\$500,000	\$1,884,105	\$240,209	\$1,874,105	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Cowards Creek Drainage	G01020	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dickinson Bayou Drainage	DR0003	0	0	0	0	0	0	0	0	0	0
Mud Gully Detention & Conveyance	MUDGULLY	1,000,000	0	0	0	0	0	0	0	0	0
FM 518 (Downtown) Drainage	DR0208	0	0	0	0	0	0	0	0	0	0
DRAINAGE PROJECTS		\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Centennial Park Ph II & III	PK0021	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Friendswood	PK0095	0	0	0	0	0	0	0	0	0	0
Dog Park		90,049	0	0	0	0	0	0	0	0	0
1776 Park Boat Ramp Installation		0	0	11,360	11,360	11,360	0	0	0	0	0
Imperial Estates Dog Training Park		0	0	0	0	0	0	0	0	0	0
PARKS PROJECTS		\$90,049	\$0	\$11,360	\$11,360	\$11,360	\$0	\$0	\$0	\$0	\$0
Renovate Parking Lot at Old Fire Station #1		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Station #4	FFS000	0	0	0	0	0	0	0	0	0	0
PSB Construction	FFS000	0	0	0	0	0	0	0	0	0	0
PSB Awning	FFS000	0	0	0	0	0	0	0	0	0	0
PSB Capital Equipment	FFS000	0	0	0	0	0	0	0	0	0	0
PSB Operating Services	FFS000	0	0	0	0	0	0	0	0	0	0
City Hall Parking Lot	PKLOT	0	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	8F3422	0	0	0	0	0	0	0	0	0	0
FACILITY PROJECTS		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works Dump Truck		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City Hall Technology Upgrades		0	0	0	0	0	0	0	0	0	0
Police Department - Addition to Fleet		0	0	0	0	0	0	0	0	0	0
EQUIPMENT PROJECTS		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL FUND PROJECTS		\$1,945,545	\$500,000	\$1,895,465	\$251,569	\$1,885,465	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000

General Fund (001)
Capital Improvement Projects
Account Listing

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
58-00 Operating Equipment	\$0	\$0	\$0	\$0	\$0	\$0
66-10 Building Renovations	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
General Government Total	\$0	\$0	\$0	\$0	\$0	\$0
58-00 Operating Equipment <\$5000	\$0	\$0	\$0	\$0	\$0	\$0
66-00 Facility Maintenance	0	0	0	0	0	0
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	0	0	0	0
Public Safety Total	\$0	\$0	\$0	\$0	\$0	\$0
65-10 Street Maintenance	\$678,433	\$0	\$0	\$0	\$0	\$0
71-30 Engineering Services	0	0	0	0	0	0
85-12 Asphalt Streets	15,872	500,000	1,656,405	15,692	1,646,405	500,000
85-19 Other Street Improvements	0	0	225,500	222,316	225,500	0
85-21 Sidewalks	161,190	0	0	0	0	0
85-30 Drainage Improvements	1,000,000	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
85-96 Surveying	0	0	2,200	2,200	2,200	0
85-97 Construction Testing	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Public Works Total	\$1,855,496	\$500,000	\$1,884,105	\$240,208	\$1,874,105	\$500,000
58-00 Operating Equipment < \$5000	\$943	\$0	\$0	\$0	\$0	\$0
65-61 Swimming Pool Maintenance	0	0	0	0	0	0
85-60 Parks Improvements	89,106	0	11,360	11,360	11,360	0
85-82 Design Engineering	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Culture & Recreation Total	\$90,050	\$0	\$11,360	\$11,360	\$11,360	\$0
81-10 Land	\$0	\$0	\$0	\$0	\$0	\$0
81-12 Environmental Assess	0	0	0	0	0	0
81-13 Appraisals	0	0	0	0	0	0
81-15 Storm Water Detention	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
Financial Admin Total	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL FUND PROJECTS	\$1,945,546	\$500,000	\$1,895,465	\$251,568	\$1,885,465	\$500,000

Capital Improvement Plan
FY20-21 Budget
Adopted General Obligation Projects

Project Name	Project Number	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
Blackhawk Boulevard	GO1515	\$2,497,708	\$881,580	\$1,402,944	\$1,250,555	\$1,402,944	\$701,920	\$0	\$0	\$0	\$0
Winding Road (Melody to Riverside)	GO1512	0	0	0	0	0	0	0	0	0	0
Friendswood Link Road	ST0018	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
STREET PROJECTS		\$2,497,708	\$881,580	\$1,402,944	\$1,250,555	\$1,402,944	\$701,920	\$0	\$0	\$0	\$0
Drainage Seed Project Funding		\$0	\$0	\$6,000,000	\$0	\$0	\$6,016,737	\$0	\$5,000,000	\$0	\$5,000,000
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
DRAINAGE PROJECTS		\$0	\$0	\$6,000,000	\$0	\$0	\$6,016,737	\$0	\$5,000,000	\$0	\$5,000,000
Centennial Park Ph II & III	PK0021	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Stevenson Park Improvements		910,300	129,041	0	0	0	129,041	0	0	0	0
Centennial Park Basketball Pavilion	GO1504	0	0	0	0	0	0	0	0	0	0
Lake Friendswood Improvements	GO1506?	0	0	0	0	0	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 SportsPark Improvements	GO1507	0	0	0	0	0	0	0	0	0	0
Dog Park Improvements		0	0	7,330	7,330	7,330	0	0	0	0	0
Old City Park		230,192	0	37,314	3,857	28,916	0	0	0	0	0
PARKS PROJECTS		\$1,140,492	\$129,041	\$44,644	\$11,187	\$36,246	\$129,041	\$0	\$0	\$0	\$0
Fire Station #4 Expansion	FFS000	\$1,279	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New Fire Station Construction at PSB	GO1502	0	0	0	0	\$0	0	0	0	0	0
Public Safety Bldg Expansion	FPS001	0	0	0	0	\$0	4,410,000	0	0	0	0
Animal Control Building	779827	0	0	0	0	\$0	0	0	0	0	0
Fire Station #2 & Training Field	FLB001	0	0	0	0	\$0	4,390,000	0	0	0	0
City Hall Parking Lot Expansion	PKLOT	0	0	0	0	\$0	0	0	0	0	0
Blackhawk Blvd Public Works Building Renovation		0	0	2,000,000	0	\$0	2,005,579	0	0	0	0
Records Retention Center		0	0	0	0	\$0	0	0	0	0	0
FACILITY PROJECTS		\$1,279	\$0	\$2,000,000	\$0	\$0	\$10,805,579	\$0	\$0	\$0	\$0
GENERAL OBLIGATION FUND PROJECTS		\$3,639,479	\$1,010,621	\$9,447,588	\$1,261,743	\$1,439,190	\$17,653,277	\$0	\$5,000,000	\$0	\$5,000,000

Source for Future Years: The Capital Improvement Program Manual

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

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
81-20 Buildings	\$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
General Government Total	\$0	\$0	\$0	\$0	\$0	\$0
74-00 Operating Services	\$1,279	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Public Safety Total	\$1,279	\$0	\$0	\$0	\$0	\$0
85-10 Street & Sidewalk Improv	\$0	\$0	\$0	\$0	\$0	\$0
85-11 Concrete Streets	2,339,184	881,580	1,328,690	1,193,387	1,328,690	701,920
85-82 Design Engineering	93,142	0	41,561	34,980	41,561	0
85-84 Constr Administration	0	0	0	0	0	0
85-90 CIP Contingency	0	0	10,486	0	10,486	0
85-91 Construction (Contracted)	3,565	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
85-97 Construction Testing	50,057	0	22,208	22,188	22,208	0
85-98 Misc Construction Costs	11,760	0	0	0	0	0
Public Works & Engineering Total	\$2,497,707	\$881,580	\$1,402,944	\$1,250,554	\$1,402,944	\$701,920
58-00 Operating Equipment < \$5000	\$0	\$0	\$7,330	\$7,330	\$7,330	\$0
82-30 Parking/Driveways/Sidewalks	137,738	0	0	0	0	0
82-40 Fence	26,836	0	0	0	0	0
85-60 Parks Improvements	0	0	0	0	0	0
85-65 Restrooms	881,964	0	0	0	0	0
85-82 Design Engineering	1,500	0	0	0	0	0
85-85 Construction Inspection	0	0	0	0	0	0
85-90 CIP Contingency	0	0	0	0	0	0
85-91 Construction (Contracted)	8,227	129,871	0	0	0	129,041
85-92 Materials (In-House)	1,843	0	0	0	0	0
85-96 Surveying	2,000	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
85-98 Misc Construction Costs	68,130	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
88-00 Capital Equipment	12,254	0	37,314	3,857	28,916	0
Culture & Recreation Total	\$1,140,492	\$129,871	\$44,644	\$11,187	\$36,246	\$129,041
GENERAL OBLIGATION BOND FUND PROJECTS	\$3,639,479	\$1,011,451	\$1,447,588	\$1,261,742	\$1,439,190	\$830,961

General Obligation Bonds Fund (256 - 257)
Capital Improvement Projects
Account Listing

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
81-20 Buildings	\$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
General Government Total	\$0	\$0	\$0	\$0	\$0	\$0
74-00 Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
81-20 Buildings	0	0	2,000,000	0	300,000	10,805,579
85-83 Architectural Services	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Public Safety Total	\$0	\$0	\$2,000,000	\$0	\$300,000	\$10,805,579
85-10 Street & Sidewalk Improv	\$0	\$0	\$0	\$0	\$0	\$0
85-11 Concrete Streets	0	0	0	0	0	0
85-12 Asphalt Streets	0	0	0	0	0	0
85-19 Other Street Improvements	0	0	0	0	0	0
85-30 Drainage Improvements	0	0	6,000,000	0	0	6,016,737
85-97 Construction Testing	0	0	0	0	0	0
85-98 Misc Construction Costs	0	0	0	0	0	0
Public Works & Engineering Total	\$0	\$0	\$6,000,000	\$0	\$0	\$6,016,737
58-00 Operating Equipment < \$5000	\$0	\$0	\$0	\$0	\$0	\$0
78-30 Rental	0	0	0	0	0	0
85-98 Misc Construction Costs	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Culture & Recreation Total	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL OBLIGATION BOND FUND PROJECTS	\$0	\$0	\$8,000,000	\$0	\$300,000	\$16,822,316

Capital Improvement Plan
 FY20-21 Budget
 Hazard Mitigation Grant Program
 Fund 120

Project Name	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
Acquisition Properties	\$0	\$0	\$623,706	\$782,746	\$842,626	\$0	\$0	\$0	\$0	\$0
PROPERTY ACQUISITION	\$0	\$0	\$623,706	\$782,746	\$842,626	\$0	\$0	\$0	\$0	\$0
PROPERTY ACQUISITION GRANT	\$0	\$0	\$623,706	\$782,746	\$842,626	\$0	\$0	\$0	\$0	\$0

Hazard Mitigation Grant Program (120)
 Capital Improvement Projects
 Account Listing

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
78-00 Contract Services	\$0	\$0	\$0	\$53,920	\$113,800	\$0
81-20 Buildings	0	0	623,706	728,826	728,826	0
PROPERTY ACQUISITION	\$0	\$0	\$623,706	\$782,746	\$842,626	\$0
PROPERTY ACQUISITION GRANT	\$0	\$0	\$623,706	\$782,746	\$842,626	\$0

Capital Improvement Plan
 FY20-21 Budget
 Texas Water Development Board Flood Mitigation Acquisition Grant
 Fund 121

Project Name	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
Acquisition Properties	\$0	\$0	\$0	\$1,110,565	\$1,122,155	\$0	\$0	\$0	\$0	\$0
PROPERTY ACQUISITION	\$0	\$0	\$0	\$1,110,565	\$1,122,155	\$0	\$0	\$0	\$0	\$0
PROPERTY ACQUISITION GRANT	\$0	\$0	\$0	\$1,110,565	\$1,122,155	\$0	\$0	\$0	\$0	\$0

Texas Water Development Board Flood Mitigation Acquisition Grant (121)
 Capital Improvement Projects
 Account Listing

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
78-00 Contract Services	\$0	\$0	\$0	\$12,560	\$24,150	\$0
81-20 Buildings	0	0	0	1,098,055	1,098,005	0
PROPERTY ACQUISITION	\$0	\$0	\$0	\$1,110,615	\$1,122,155	\$0
PROPERTY ACQUISITION GRANT	\$0	\$0	\$0	\$1,110,615	\$1,122,155	\$0

Capital Improvement Plan
 FY20-21 Budget
 2017 CDBG-DR Harvey Round 1 (Harris County)
 Fund 123

Project Name	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
Acquisition Properties	\$0	\$0	\$0	\$3,594	\$3,594	\$4,401,736	\$0	\$0	\$0	\$0
ACQUISITION & INFRASTRUCTURE PROJECTS	\$0	\$0	\$0	\$3,594	\$3,594	\$4,401,736	\$0	\$0	\$0	\$0
POLICE INVESTIGATIONS FUND PROJECTS	\$0	\$0	\$0	\$3,594	\$3,594	\$4,401,736	\$0	\$0	\$0	\$0

2017 CDBG-DR Harvey Round 1 (123)
 Capital Improvement Projects
 Account Listing

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
74-91 Advertising/Public Notice	\$0	\$0	\$0	\$0	\$3,594	\$0
81-20 Buildings	0	0	0	0	0	979,308
85-30 Drainage Improvements	0	0	0	0	0	3,422,428
ACQUISITION & INFRASTRUCTURE PROJECTS	\$0	\$0	\$0	\$0	\$3,594	\$4,401,736
POLICE INVESTIAGTION FUND PROJECTS	\$0	\$0	\$0	\$0	\$3,594	\$4,401,736

Capital Improvement Plan
 FY20-21 Budget
 2017 CDBG-DR Harvey Round 1 (Galveston County)
 Fund 124

Project Name	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
Acquisition Properties	\$0	\$0	\$0	\$0	\$0	\$2,762,650	\$0	\$0	\$0	\$0
Flood Control Projects	0	0	0	0	0	1,572,797	0	0	0	0
Pipe Rack Project	0	0	0	0	0	1,118,720	0	0	0	0
ACQUISITION & INFRASTRUCTURE PROJECTS	\$0	\$0	\$0	\$0	\$0	\$5,454,167	\$0	\$0	\$0	\$0
ACQUISITION & INFRASTRUCTURE PROJECTS	\$0	\$0	\$0	\$0	\$0	\$5,454,167	\$0	\$0	\$0	\$0

2017 CDBG-DR Harvey Round 1 (124)
 Capital Improvement Projects
 Account Listing

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
74-91 Advertising/Public Notice	\$0	\$0	\$0	\$0	\$0	\$0
81-20 Buildings	0	0	0	0	0	2,762,650
85-30 Drainage Improvements	0	0	0	0	0	2,691,517
ACQUISITION & INFRASTRUCTURE PROJECTS	\$0	\$0	\$0	\$0	\$0	\$5,454,167
ACQUISITION & INFRASTRUCTURE PROJECTS	\$0	\$0	\$0	\$0	\$0	\$5,454,167

Capital Improvement Plan
 FY20-21 Budget
 Park Land Dedication Fund
 Fund 164

Project Name	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
City Park Improvements	\$7,595	\$108,164	\$108,164	\$0	\$25,060	\$157,638	\$50,000	\$50,000	\$50,000	\$50,000
Park Improvements & Lake Friendswood	0	0	0	0	0	0	0	0	0	0
Park Land Purchase	0	0	0	0	0	0	0	0	0	0
Old City Park Restrooms & Pavilion	193,984	0	0	0	0	0	0	0	0	0
Old City Park Improvements	0	0	0	0	0	0	0	0	0	0
Stevenson Park Improvements	0	0	0	0	0	0	0	0	0	0
PARKS & RECREATION PROJECTS	\$201,578	\$108,164	\$108,164	\$0	\$25,060	\$157,638	\$50,000	\$50,000	\$50,000	\$50,000
PARK LAND DEDICATION FUND PROJECTS	\$201,578	\$108,164	\$108,164	\$0	\$25,060	\$157,638	\$50,000	\$50,000	\$50,000	\$50,000

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

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
58-00 Operating Equipment	\$0	\$0	\$0	\$0	\$0	\$0
82-20 Lighting	0	0	0	0	0	0
82-30 Parking/Driveways/Sidewalk	193,984	0	0	0	0	0
81-10 Land	0	0	0	0	0	0
85-60 Park Improvements	7,595	108,164	108,164	0	25,060	157,638
88-00 Capital Equipment	0	0	0	0	0	0
Parks & Recreation Total	\$201,578	\$108,164	\$108,164	\$0	\$25,060	\$157,638
PARK LAND DEDICATION FUND PROJECTS	\$201,578	\$108,164	\$108,164	\$0	\$25,060	\$157,638

Capital Improvement Plan
 FY20-21 Budget
 Street Improvements Fund
 Fund 170

Project Name	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
Street Improvements	\$1,653,585	\$4,192,001	\$3,056,415	\$986,129	\$4,192,001	\$2,060,241	\$2,080,843	\$2,101,652	\$2,122,668	\$2,143,895
STREET IMPROVEMENTS PROJECTS	\$1,653,585	\$4,192,001	\$3,056,415	\$986,129	\$4,192,001	\$2,060,241	\$2,080,843	\$2,101,652	\$2,122,668	\$2,143,895
STREET IMPROVEMENTS FUND PROJECTS	\$1,653,585	\$4,192,001	\$3,056,415	\$986,129	\$4,192,001	\$2,060,241	\$2,080,843	\$2,101,652	\$2,122,668	\$2,143,895

Street Improvements Fund (170)
 Capital Improvement Projects
 Account Listing

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
85-12 Asphalt Streets	\$1,653,585	\$4,192,001	\$3,056,415	\$986,129	\$4,192,001	\$2,060,241
Street Improvements Total	\$1,653,585	\$4,192,001	\$3,056,415	\$986,129	\$4,192,001	\$2,060,241
STREET IMPROVEMENTS FUND PROJECTS	\$1,653,585	\$4,192,001	\$3,056,415	\$986,129	\$4,192,001	\$2,060,241

Capital Improvement Plan
 FY20-21 Budget
 Friendswood Downtown Economic Development Improvements Fund
 Fund 175

Project Name	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
Economic Development Improvements	\$0	\$1,553,041	\$30,560	\$15,680	\$24,560	\$2,158,213	\$475,881	\$480,640	\$485,446	\$490,301
ECONOMIC DEVELOPMENT IMPROVEMENTS PROJECTS	\$0	\$1,553,041	\$30,560	\$15,680	\$24,560	\$2,158,213	\$475,881	\$480,640	\$485,446	\$490,301
ECONOMIC DEVELOPMENT IMPROVEMENTS FUND PROJECTS	\$0	\$1,553,041	\$30,560	\$15,680	\$24,560	\$2,158,213	\$475,881	\$480,640	\$485,446	\$490,301

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

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
85-91 Construction (Contracted)	\$0	\$1,553,041	\$30,560	\$34,529	\$41,818	\$2,158,213
Economic Development Improvements Total	\$0	\$1,553,041	\$30,560	\$34,529	\$41,818	\$2,158,213
ECONOMIC DEVELOPMENT IMPROVEMENTS FUND PROJECTS	\$0	\$1,553,041	\$30,560	\$34,529	\$41,818	\$2,158,213

Capital Improvement Plan
 FY20-21 Budget
 1776 Park Trust Fund
 Fund 701

Project Name	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
1776 Park Improvements	\$0	\$0	\$13,852	\$13,852	\$13,852	\$0	\$0	\$0	\$0	\$0
1776 PARK PROJECTS	\$0	\$0	\$13,852	\$13,852	\$13,852	\$0	\$0	\$0	\$0	\$0
1776 PARK TRUST FUND PROJECTS	\$0	\$0	\$13,852	\$13,852	\$13,852	\$0	\$0	\$0	\$0	\$0

1776 Park Trust Fund (701)
 Capital Improvement Projects
 Account Listing

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
85-60 Park Improvements	0	0	13,852	13,852	13,852	0
1776 PARK IMPROVEMENTS	\$0	\$0	\$13,852	\$13,852	\$13,852	\$0
1776 PARK TRUST FUND PROJECTS	\$0	\$0	\$13,852	\$13,852	\$13,852	\$0

Capital Improvement Plan
 FY20 -21 Budget
 Water and Sewer Fund
 Fund 401

Project Name	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
COH Raw Water System Buy-In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42" Water Main Replacement	0	0	0	0	0	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	337,728	0	37,680	19,280	37,680	0	0	0	0	0
Waterlines- Frwd Link/Whispering Pines	0	0	0	0	0	0	0	0	0	0
Beamer Road Water Line	0	0	123,621	0	123,621	0	0	0	0	0
Surface Water Station #2	59,290	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
Public Works Capital Operating Equipment	0	0	0	0	0	0	0	0	0	0
DISTRIBUTION PROJECTS	\$397,018	\$0	\$161,301	\$19,280	\$161,301	\$0	\$0	\$0	\$0	\$0
Sewer Line Maint & Cleaning	\$66,339	\$300,000	\$1,027,419	\$0	\$725,929	\$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	0	0	0	0	0	0	0	0
Software Support Services (GIS)	0	0	0	0	0	0	0	0	0	0
Blackhawk WWTP Rehab	0	0	202,278	0	202,278	0	0	0	0	0
Lift Station Improvements	0	0	413,859	0	413,859	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
COLLECTION PROJECTS	\$66,339	\$300,000	\$1,643,556	\$0	\$1,342,066	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
WATER & SEWER FUND PROJECTS	\$463,357	\$300,000	\$1,804,857	\$19,280	\$1,503,367	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000

Source for Future Years: The Capital Improvement Program Manual

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

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
66-10 Building Renovations	\$0	\$0	\$0	\$0	\$0	\$0
82-30 Parking/Driveways/Sidewalks	59,290	0	0	0	0	0
83-00 Vehicles	0	0	0	0	0	0
84-00 Capital Operating Equip	132,468	0	140,189	140,189	140,189	0
85-41 Distribution Lines	0	0	123,621	0	123,621	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	0	0	0	0
85-85 Construction Inspection	0	0	0	0	0	0
85-91 Construction (Contracted)	337,728	0	37,680	19,280	37,680	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
88-00 Capital Equipment	0	0	0	0	0	0
Water (Distribution System)	\$529,486	\$0	\$301,490	\$159,469	\$301,490	\$0
65-51 Collection Line Maintenance	\$66,339	\$300,000	\$1,027,419	\$0	\$14,000	\$300,000
66-10 Building Renovations	0	0	0	0	0	0
78-00 Engineering Services	0	0	0	0	0	0
84-00 Capital Operating Equipment	46,827	0	0	0	0	0
85-52 Lift Station Improvements	0	0	413,859	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	202,278	0	47,834	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
Sewer (Collection System)	\$113,166	\$300,000	\$1,643,556	\$0	\$61,834	\$300,000
WATER & SEWER PROJECTS	\$642,652	\$300,000	\$1,945,046	\$159,469	\$363,324	\$300,000

Capital Improvement Plan
FY20-21 Budget
Water and Sewer Bonds Projects

Project Name	Project Number	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
Surface Water Station #3	UW0007	\$0	\$4,600,000	\$0	\$0	\$0	\$4,600,000	\$0	\$0	\$0	\$0
Blackhawk Waterline	UW0012	0	0	0	0	0	0	0	0	0	0
Water Plant #1 Rehabilitation		0	1,207,000	0	0	0	1,207,000	0	0	0	0
Water Plant #2 Rehabilitation	UW0017	0	0	0	0	0	0	0	0	0	0
Water Plant #3 Rehabilitation		0	0	0	0	0	0	0	636,000	0	0
Water Plant #4 Rehabilitation		0	0	0	0	0	0	0	636,000	0	0
Surface Water Station #1	US0007	0	0	0	0	0	65,000	0	0	0	0
Surface Water Station #2	UW0032	0	0	0	0	0	110,000	0	0	0	0
42" Water Main Replacement		0	2,531,200	2,143,763	2,143,762	2,143,763	387,437	0	0	0	0
COH Raw Water System Buy-In	UW0510	0	0	0	0	0	0	0	0	0	0
Second Take Point Phase II	UW0521	0	0	0	0	0	0	0	0	0	0
COH Raw Water System Buy-In		0	0	0	0	0	0	10,284,000	0	0	0
Second Elevated Water Storage Tank Rehab		0	954,000	0	0	0	954,000	0	0	0	0
DISTRIBUTION PROJECTS		\$0	\$9,292,200	\$2,143,763	\$2,143,762	\$2,143,763	\$7,323,437	\$10,284,000	\$1,272,000	\$0	\$0
Combine Lift Stations 1 & 17		\$0	\$1,594,000	\$0	\$0	\$0	\$1,594,000	\$0	\$0	\$0	\$0
Sanitary Sewer Assessment Phase IV		0	1,464,000	0	0	0	1,464,000	0	0	0	0
Sanitary Sewer Assessment Phase V & VI		55,501	0	219,499	188,662	219,499	55,501	0	0	0	0
Sanitary Sewer Assessment Phase VII		0	0	0	0	0	0	100,000	0	0	0
Sanitary Sewer Assessment Phase VIII		0	0	0	0	0	0	0	1,800,000	0	0
Sanitary Sewer Plant Additional Capacity		0	0	0	0	0	0	0	0	0	1,000,000
Blackhawk WWTP Rehab		2,468	1,403,957	1,500,906	0	41,696	0	0	0	0	0
Lift Station Pump Replacement		0	0	0	0	0	125,000	0	0	0	0
Friendswood Lake Blvd - W&S Improvements		0	0	0	0	351,362	0	0	0	0	0
Lift Station #4 Rehabilitation		0	1,594,000	0	0	0	1,594,000	0	0	0	0
Lift Station #22 Rehabilitation		0	0	0	0	0	0	0	1,372,000	0	0
Lift Station #23 Replacement/Rehabilitation	LS023	141,812	4,042,852	3,960,780	737,906	3,919,083	1,273,687	0	0	0	0
COLLECTION SYSTEM PROJECTS		\$199,781	\$10,098,809	\$5,681,185	\$926,568	\$4,531,640	\$6,106,188	\$100,000	\$3,172,000	\$0	\$1,000,000
WATER & SEWER BONDS FUND PROJECTS		\$199,781	\$19,391,009	\$7,824,948	\$3,070,330	\$6,675,403	\$13,429,625	\$10,384,000	\$4,444,000	\$0	\$1,000,000

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

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
81-10 Land	\$0	\$0	\$0	\$0	\$0	\$0
85-91 Construction (Contracted)	0	0	0	0	0	0
WATER (DISTRIBUTION SYSTEM)	\$0	\$0	\$0	\$0	\$0	\$0
81-10 Land	\$0	\$0	\$0	\$0	\$0	\$0
85-82 Design Engineering	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
SEWER (COLLECTION SYSTEM)	\$0	\$0	\$0	\$0	\$0	\$0
2006 W/S BOND PROJECTS	\$0	\$0	\$0	\$0	\$0	\$0

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

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 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	0	0
WATER (DISTRIBUTION SYSTEM)	\$0	\$0	\$0	\$0	\$0	\$0
81-11 Easements And Row	\$0	\$0	\$0	\$0	\$0	\$0
85-91 Construction (Contracted)	0	0	0	0	351,362	0
SEWER (COLLECTION SYSTEM)	\$0	\$0	\$0	\$0	\$351,362	\$0
2009 W/S BOND PROJECTS	\$0	\$0	\$0	\$0	\$351,362	\$0

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

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 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
88-00 Capital Equipment	0	0	0	0	0	175,000
WATER (DISTRIBUTION SYSTEM)	\$0	\$0	\$0	\$0	\$0	\$175,000
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 Improvemt	63,519	1,420,780	1,420,780	737,906	1,420,780	0
85-81 Preliminary Engineering	78,293	0	0	0	0	0
85-82 Design Engineering	0	0	0	0	0	0
85-91 Construction (Contracted)	2,468	26,711	26,711	0	0	1,273,687
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	1,459,318	1,474,195	0	0	125,000
SEWER (COLLECTION SYSTEM)	\$144,280	\$2,906,809	\$2,921,686	\$737,906	\$1,420,780	\$1,398,687
2016 W/S BOND PROJECTS	\$144,280	\$2,906,809	\$2,921,686	\$737,906	\$1,420,780	\$1,573,687

**2018 Water and Sewer Bond Construction Fund (421)
Capital Improvement Projects
Account Listing**

	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget
81-11 Water Rights	\$0	\$0	\$0	\$0	\$0	\$0
81-13 Appraisals	0	0	0	0	0	0
85-41 Distribution Lines	0	0	2,143,763	2,143,763	2,143,762	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	9,292,200	0	0	0	7,148,438
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
WATER (DISTRIBUTION SYSTEM)	\$0	\$9,292,200	\$2,143,763	\$2,143,763	\$2,143,762	\$7,148,438
81-11 Easements And Row	\$0	\$0	\$0	\$0	\$0	\$0
81-13 Appraisals	0	0	0	0	0	0
85-51 Collection Lines	0	0	0	0	0	0
85-52 Lift Station Improvemt	0	0	2,525,015	0	2,525,015	0
85-81 Preliminary Engineering	55,501	0	219,499	188,662	219,499	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	7,192,000	0	0	0	4,707,501
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	14,985	0	14,985	0
85-98 Misc Construction	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
SEWER (COLLECTION SYSTEM)	\$55,501	\$7,192,000	\$2,759,499	\$188,662	\$2,759,499	\$4,707,501
2018 W/S BOND PROJECTS	\$55,501	\$16,484,200	\$4,903,262	\$2,332,425	\$4,903,261	\$11,855,939
TOTAL W/S BONDS FUND PROJECTS	\$199,781	\$19,391,009	\$7,824,948	\$3,070,331	\$6,324,041	\$13,429,626

Capital Improvement Plan
 FY20-21 Budget
 Water and Sewer Fund
 (Funding to be Determined)

Project Name	FY19 Actual	FY20 Original Budget	FY20 Amended Budget	FY20 YTD 6/30/20	FY20 Year End Estimate	FY21 Adopted Budget	FY22 Proposed Budget	FY23 Proposed Budget	FY24 Proposed Budget	FY25 Proposed Budget
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	461,000	0	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	0	0	0
Surface Water Purchase (COH)	0	0	0	0	0	0	0	0	0	0
DISTRIBUTION PROJECTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$461,000	\$0	\$0
Baker Road, Falling Leaf, Stable - Sewer	\$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
COLLECTION PROJECTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WATER & SEWER PROJECTS (FUNDING TBD)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$461,000	\$0	\$0

Source for Future Years: The Capital Improvement Program Manual

Capital Improvement Program

**SIGNIFICANT NON-RECURRING
GENERAL OBLIGATION PROJECTS
(Planned for FY21 – FY25)**

Capital Improvement Program

Project Name: Friendswood Lakes Boulevard



Project Type: Street
Subtype: Construction
Completion Year: 2021
Total Project: \$5,355,693
Interlocal: \$4,248,915
Developer Partnership: \$600,000
City Contribution: \$506,777
Funding Source:
Galveston County Bond, General Obligation Bond, 2017 GO Bond

Description

The City of Friendswood, in participation with the Galveston County, will construct a four-lane, divided, major thoroughfare consisting of concrete-paved lanes, 100 feet of right-of-way, esplanades, sidewalks, storm sewer lines and a creek/tributary crossing.

Justification

The thoroughfare will significantly improve traffic flow. The route will also act as a hurricane evacuation path.

Operating Impact

Annual estimated street maintenance cost is \$3,873 per mile. This project consists of 3.48 total miles. Upon completion, this project's annual maintenance cost would be approximately \$13,478.

Project Name: Street Maintenance Program 2019-2020



Project Type: Street
Subtype: Construction
Completion Year: 2021
Total Budget: \$4,000,000
Funding Source:
Sales Tax for Street Maintenance

Description

The 3/8 cent sales tax that is allocated to street maintenance in Fund 170 will allow for concrete and asphalt street repairs throughout the City of Friendswood. This voter-approved sales tax collections expire in December 2020. Voters will have the option to reapprove this funding source in November 2020. If approved, collections would potentially start January 2021 and would end December 2024.

Operating Impact

Typically we estimate an addition \$3,873 per mile in maintenance costs for new streets constructed within City limits. However, this street maintenance program is for full depth re-construction of heavily damaged and/or failing sub-grades throughout Friendswood. For asphalt, this involves crushing the existing roadway, blending in StabilMix 70/30 to stabilize and strengthen the sub-grade, and re-surface with 2" overlay. With a compaction roller onsite, access is maintained to all driveways at all times throughout the process. For concrete roads, areas are saw cut, chiseled out and removed, subgrade improved and compacted, and re-built with larger diameter rebar and high early strength concrete with a target of same day or next day, depending on weather, to minimize impact to traffic. The 2019-2020 street maintenance project consists of over 100,000 SY of asphalt roadway rebuilt, and over 75,000 SF of concrete panel repair areas. This improves a total of 16.78 (estimated) total miles or repaired roadway.

Capital Improvement Program

Project Name: Forest Bend Detention Pond



Project Type: Drainage
Subtype: Construction
Completion Year: 2022
Total Project: \$3,451,022
CDBG-DR (HC): \$3,426,022
City Contribution: \$25,000
Funding Source:
Community Development Block Grant –
Disaster Recovery, 2020 GO Bond

Description

Construction of a new storm water detention pond and associated site work, excavation, installation of concrete pad and pipes, trails, lighting, landscaping, and complete associated appurtenances at the site of Forest Bend Home Owners Association Park

Project Name: Blackhawk Public Works & Parks Facility



Project Type: Facility
Subtype: Acquisition/Renovation/Shelter
Completion Year: 2022
Total Project: \$6,121,932
General Fund: \$674,580
Water & Sewer Fund: \$449,720
Lease Allowance: \$202,500
CDBG-DR (HC): \$979,308
FEMA – 428: \$1,560,000
2019 GO Bonds: \$2,000,000
Insurance Proceeds: \$255,824
Funding Source: Multiple

Description

After the City's Public Works facility on Deepwood flooded during Hurricane Harvey, the City has been renting a facility on Blackhawk Boulevard to house our Public Works and Parks employees. The old Food Lion grocery store will be purchased and renovated to be the new permanent public facility for Public Works and Parks. The building will be a multipurpose building with offices, garage bays, and an emergency shelter.

Capital Improvement Program

Project Name: Public Safety Building Expansion

Project Type: Facility
Subtype: Construction
Completion Year: 2022
Total Budget: \$4,710,000
Funding Source: 2020 GO Bond

Description

Expansion of our Public Safety Building located at 1600 Whitaker Drive. The facility is utilized by the Friendswood Police Department, Municipal Court, and the Fire Marshal's Office.

Project Name: Fire Station #2 and Training Field



Project Type: Facility
Subtype: Construction
Completion Year: 2022
Total Budget: \$4,390,000
Funding Source: 2020 GO Bond

Description

The City of Friendswood is a community of approximately 42,000 and growing. In November 2019, voters approved a bond proposition which included approximately \$4.1M to replace an aging Fire Station Number 2 and upgrade its training facilities. These facilities are located at 2605 West Parkwood Drive in Friendswood and are utilized by the Friendswood Volunteer Fire Department. The new facilities will be constructed on the same parcel.

Capital Improvement Program

Project Name: Master Drainage Plan: Urban and Riverine Flooding

Project Type: Feasibility/Drainage

Subtype: Planning

Completion Year: 2022

Total Budget: \$800,000

Funding Source: TBD

Description

The Friendswood Master Drainage Plan will be the first drainage plan that fully assesses and prioritizes drainage problems within the City at both the street/urban level and the creek level. The 1D/2D HEC-RAS model being developed as part of the Lower Clear Creek and Dickinson Bayou will be updated to address riverine flooding at the City level. Flooding will be assessed up to the 500-year Atlas 14 event for existing conditions. Alternatives will be assessed to alleviate flooding including mitigation for downstream rise or wetland impacts.

A separate urban flood model will be developed to examine storm sewer, culvert, and street level flooding throughout the City. A data collection phase will be included to collect invert data, slopes, and flow lines, and high water marks during street flooding events. The model will be used to evaluate existing condition flooding for a range of storm frequencies. Problem areas will be identified and solutions assessed.

Identified projects will be evaluated based on a benefit-cost assessment and the time for completion. An implementation schedule for all projects will be included along with projected budget needs based on inflation.

Project Name: Imperial Estates Terracing/In-Line Detention

Project Type: Drainage

Subtype: Construction

Completion Year: 2021

Total Budget: \$5,500,000

Funding Source: 2020 GO Bonds

Description

The Imperial Estates Detention Facility would occupy approximately 20 to 25 acres and remove an estimated 400,000 cubic yards of dirt. Depending upon the results of the drainage model, the District may construct an off-line detention system providing approximately 250 acre feet of storage. The District plans to install a trail system around the top of designed berms if this option is selected. If the model results are not as favorable as desired, in-line detention is an available alternative.

Justification

The Construction and Development of a regional detention facility along the confluence of Mary's Creek at Clear Creek will be beneficial to neighboring flood prone properties.

Capital Improvement Program

Project Name: Lower Clear Creek & Dickinson Bayou Partnered Studies

Project Type: Drainage

Subtype: Planning

Completion Year: 2021

Total Project: \$1,500,000

Interlocal: \$1,459,000

City Contribution: \$41,000

Funding Source: 2020 GO Bond

Description

This is a joint feasibility study to develop a comprehensive flood mitigation plan for the Lower Clear Creek and Dickinson Bayou watersheds. Study partners include the U.S. Army Corps of Engineers, League City, Harris County Flood Control District, Galveston County Flood Control District, Galveston County, and Harris County. A new 1D/2D hydrologic and hydraulic model is being developed to better assess existing condition flooding. A wide varied of project alternatives will be modeled and assessed for benefits, costs, environmental impacts, and many other parameters.

Project Name: Whitcomb/Clear Creek Community Church Property

Project Type: Drainage

Subtype: Construction

Completion Year: TBD

Total Budget: \$25,000,000

Funding Source: TBD; Possibly CDBG-MIT

Council Goal

#5 Improve Drainage

Capital Improvement Program

Project Name: Deepwood Acquisitions & Flood Control Project

Project Type: Drainage
Subtype: Planning
Completion Year: 2022
Total Project: \$2,460,142
Acquisition: \$887,345
Flood Control: \$1,572,797
Funding Source: CDBG-DR (GC)(GLO)

Description

This project is contingent on how many property owners accept the Deepwood acquisition buyout offer. Ideally the area acquired will be terraced to the maximum possible extent.

The project will include de-grubbing and clearing along with excavation. To meet all partnering agency requirements, excavation will begin above the normal high water mark of Clear Creek with terracing at an approximate 1% slope up to Deepwood Drive. At the project boundaries the slope will increase to 4:1 to tie in to existing ground elevations. The engineering analysis performed for the project would further refine these slopes and boundaries. This project would add a significant amount of in-line detention to the creek, reducing the water surface elevations and removing structures from the 100-year flood plain. Once all ground work is completed, hydro-mulching will be used to ensure the remaining ground will be stable, environmentally friendly, and an aesthetic area for use by our residents.

Council Goal

#5 Improve Drainage

Project Name: Frenchman’s Creek Acquisition & Flood Control Project

Project Type: Drainage
Subtype: Acquisition/Construction
Completion Year: 2022
Total Project: \$3,075,304
Acquisition, CDBG-DR: \$1,875,304
Flood Control: \$1,200,000
Funding Source: CDBG-DR Galveston County; Possibly CDBG-MIT or GCCDD Partnership

Description

The City will acquire 2 structures (8 townhomes) at Frenchman’s Creek. Properties will be demolished. Upon demolition the City will set up a park or flood control project. Galveston County is acquiring the remaining 2 structures (12 townhomes) through a separate CDBG-DR grant. If a single resident within one structure does not agree to the sale, then that structure cannot be acquired.

Council Goal

#5 Improve Drainage

Capital Improvement Program

Project Name: Shadwell Lane In-Line Detention

Project Type: Drainage
Subtype: Construction
Completion Year: TBD
Total Budget: TBD
Funding Source: Possibly CDBG-MIT

Council Goal
#5 Improve Drainage

Project Name: Upper & Lower Oxnard Park Shelving/In Line Detention

Project Type: Drainage
Subtype: Construction
Completion Year: TBD
Total Budget: \$6,998,245
Funding Source: TBD

Council Goal
#5 Improve Drainage

Capital Improvement Program

Project Name: Minglewood Lane Terracing

Project Type: Drainage

Subtype: Construction

Completion Year: 2023

Total Project: TBD

City Contribution: 1% of project cost

Funding Source: TBD

Description

The City owns several lots along Minglewood and plans to terrace these lots. The City may terrace at Oxnard Park if Precinct 1 will allow a project there. Additionally we will need to mitigate any rise either in a detention basin at Oxnard Park or where the former Public Works facility is near Deepwood.

Council Goal

#5 Improve Drainage

Project Name: Blackhawk WWTP Terracing/In-Line Detention

Project Type: Drainage

Subtype: Construction

Completion Year: TBD

Total Budget: \$13,742,166

Funding Source: TBD

Council Goal

#5 Improve Drainage

Capital Improvement Program

Project Name: Dixie Farm Road Offline Detention

Project Type: Drainage

Subtype: Construction

Completion Year: TBD

Total Budget: TBD

Funding Source: TBD

Council Goal

#5 Improve Drainage

Project Name: Parks Master Plan



Project Type: Parks

Subtype: Planning

Completion Year: 2021

Total Budget: \$140,000

Funding Source: 2016 GO Bonds

Description

Parks and recreation facilities are important to the quality of life of any community. They provide opportunities for recreation, tourism and preservation of the natural environment. The City of Friendswood wishes to develop parks and recreation facilities that will enhance the quality of life and meet the recreational needs of its residents.

Justification

Having an updated Parks Master Plan will ensure we are meeting the needs of the citizens while also allowing the City to apply for grants.

Operating Impact

TBD

Capital Improvement Program

Project Name: Relocate Disc Golf Course to Stevenson Park



Project Type: Parks
Subtype: Construction
Completion Year: 2021
Total Budget: \$10,000
Funding Source: Park Land Dedication Fund

Description

Relocation of Friendswood's popular Disc Golf course to Stevenson Park.

Operating Impact

TBD

Project Name: Replace Parks Equipment



Project Type: Parks
Subtype: Construction
Completion Year: 2021
Total Budget: \$50,000
Funding Source: Park Land Dedication Fund

Description

The Parks & Recreation Department will evaluate two project alternatives: playground equipment or replacing the fabric fencing at the Sportspark.

Capital Improvement Program

Project Name: Dumpster Enclosure at Sportspark



Project Type: Parks
Subtype: Construction
Completion Year: 2021
Total Budget: \$10,000
Funding Source: Park Land Dedication Fund

Description

Construct an enclosure for the dumpsters located at the Sportspark.

**SIGNIFICANT NON-RECURRING
UTILITY SERVICES PROJECTS
(Planned for FY21 – FY25)**

Capital Improvement Program

Project Name: Lift Station #23 Reconstruction

Project Type: Utility
Subtype: Sanitary Sewer Improvements

Completion Year: 2021

Total Budget: \$4,042,852

Funding Source: 2016 & 2018 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.

Project Name: Lift Station #4 Replacement

Project Type: Utility
Subtype: Sanitary Sewer Improvements

Completion Year: 2021

Total Budget: \$1,594,000

Funding Source: 2018 W&S Revenue Bonds

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.

Capital Improvement Program

Project Name: Lift Station #1 Reconstruction

Project Type: Utility
Subtype: Sanitary Sewer Improvements

Completion Year: 2021

Total Budget: \$797,000

Funding Source: 2018 W&S Revenue Bonds

Description

Complete reconstruction of the Lift Station #1 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 #37 located at our surface water station #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 (each) annually.

Project Name: Lift Station #17 Reconstruction

Project Type: Utility
Subtype: Sanitary Sewer Improvements

Completion Year: TBD

Total Budget: \$797,000

Funding Source: 2018 W&S Revenue Bonds

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 #37 located at our surface water station #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 (each) annually.

Capital Improvement Program

Project Name: Sanitary Sewer Assessment (Phases IV)

Project Type: Utility
Subtype: Sanitary Sewer Improvements

Completion Year: 2020-2021

Total Budget: \$1,464,000

Funding Source: 2018 W&S Revenue Bonds

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.

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 IV will be the construction of the design plans from Phase III.

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.

Project Name: Lift Station #22 Reconstruction

Project Type: Utility
Subtype: Sanitary Sewer Improvements

Completion Year: 2024-2025

Total Budget: \$1,372,000

Funding Source: 2020 W&S Revenue Bonds

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.

Capital Improvement Program

Project Name: Second Elevated Water Storage Tank Rehabilitation



Project Type: Utility
Subtype: Water Plant Improvements
Completion Year: 2020-2021
Total Budget: \$954,000
Funding Source: 2018 W&S Revenue Bonds

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.

Project Name: Water Plant #3 & #4 Tank Rehabilitation

Project Type: Utility
Subtype: Water Distribution Improvements
Completion Year: 2024-2025
Total Budget: \$1,272,000
Funding Source: 2020 W&S Revenue Bonds

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

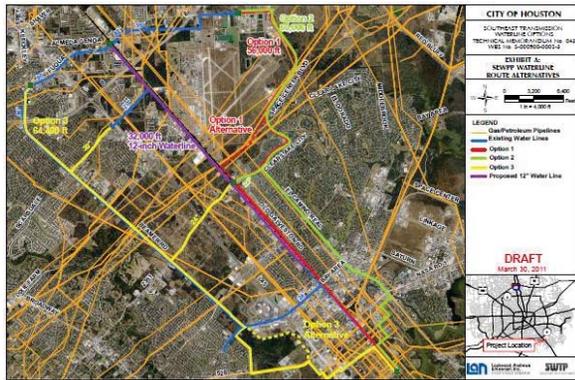
This is part of a preventive maintenance effort to prolong the life of the facilities. Ground storage tanks require painting every 10 to 12 years to assure its integrity and usefulness, and more importantly to meet required State TCEQ water quality mandates.

Operating Impact

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

Capital Improvement Program

Project Name: 42 Inch Water Main Replacement



Project Type: Utility
Subtype: Water Distribution Improvements
Completion Year: 2021
Funding Source: \$2,531,000 of \$12,656,000 funded by 2018 W&S Revenue Bonds

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 2020 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.

Capital Improvement Program

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 FM 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.

Project Name: Western Loop 16" Waterline

Project Type: Utility
Subtype: Water Distribution Improvements

Completion Year: TBD

Total Budget: \$1,200,000

Funding Source: TBD

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.

Capital Improvement Program

Project Name: COH Raw Water System Buy-In

Project Type: Utility
Subtype: Water Distribution Improvements

Completion Year: 2022

Total Budget: \$10,284,000

Funding Source: 2018 W&S Revenue Bonds

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 that 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.

Project Name: Sanitary Sewer Assessment (Phases V & VI)

Project Type: Utility
Subtype: Sanitary Sewer Improvements

Completion Year: 2019-2020

Total Budget: \$200,000

Funding Source: 2018 W&S Revenue Bonds

Description

Basins Five and Twenty are part of the second tier group of areas experiencing the greatest inflow and infiltration. Basins 1, 8, & 18 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.

Capital Improvement Program

Project Name: Sanitary Sewer Assessment (Phases VII)

Project Type: Utility
Subtype: Sanitary Sewer Improvements

Completion Year: 2022-2023

Total Budget: \$100,000

Funding Source: 2018 W&S Revenue Bonds

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.

Project Name: Sanitary Sewer Assessment (Phases VIII)

Project Type: Utility
Subtype: Sanitary Sewer Improvements

Completion Year: 2024-2025

Total Budget: \$1,372,000

Funding Source: 2018 W&S Revenue Bonds

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.

Capital Improvement Program

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

Project Type: Utility
Subtype: Water Distribution Improvements

Completion Year: TBD

Total Budget: \$1,207,000

Funding Source: 2018 W&S Revenue Bonds

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.

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.

Capital Improvement Program

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.

Project Name: Lift Station Mitigation 2019-2020

Project Type: Utility
Subtype: Sanitary Sewer Improvements

Completion Year: TBD

Total Budget: \$4,000,000-\$5,000,000

Funding Source: Multiple

Description

Lift Stations 1, 4, 5, 13, 17, 22, 24, 25, 27, 28 and 31 are identified as in need of mitigations and improvements after Hurricane Harvey. Funding for this project include insurance proceeds, FEMA funds, W&S funds, and lift station re-construction bonds.

Justification

These 11 lift stations each have historical flooding conditions that need to be assessed, along with analyzing the pumps, wet well condition, electrical control panel, SCADA equipment, generator, hatches, site security fence and discharge force main. This project will include a detailed engineering review of the operating conditions, and raising the electrical control panel, SCADA equipment, and generator on a raised platform above the determined flood elevation as applicable per location.

Operating Impact

While no additional cost or budgetary savings are expected, improving these facilities will result in less maintenance issues and down time, especially during storm events.

Capital Improvement Program

Project Name: Pipe Rack Project



Project Type: Utility
Subtype: Water Distribution Improvements
Completion Year: TBD
Total Budget: \$1,118,720
Funding Source: CDBG-DR Galveston County/GLO

Description

This project would see three utility lines that currently cross Clear Creek via an elevated pipe rack buried. Burial of the lines, via directional drilling, would see the lines permanently mitigated from the risk of washout and debris impacts.

Operating Impact

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

Project Name: Surface Water Station #3

Project Type: Utility
Subtype: Water Distribution Improvements
Completion Year: TBD
Total Budget: \$3,600,000
Funding Source: 2018 W&S Revenue Bonds

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 II	\$9,084,000	\$6,203,100	Development Contribution
Fire Station #4 3rd Bay	\$917,000	\$0	
FM 518 Drainage Improvements Phase II	\$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	
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	
Street Maintenance Master Plan	\$5,000,000	\$0	
Total Estimates	\$63,115,000	\$6,203,100	

*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
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 #5 Tank Rehabilitation	\$1,587,000	\$0	
Water Plant #6 Tank Rehabilitation	\$636,000	\$0	
West Transmission Line	\$9,064,000	\$0	
West Water Interconnect	\$461,000	\$0	
Wilderness Trails Water Loop	\$292,000	\$0	
Windsong Lane – Water	\$167,000	\$0	
Windsong Sanitary Sewer	\$3,061,000	\$0	
Total Estimates	\$43,704,000	\$0	

*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
Stevenson Park Pool Restrooms
Old City Park Restrooms & 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)
Old City Park Parking Lot
Greenbriar Sidewalks

Blackhawk Boulevard

Drainage

Annalea/Whitehall/Kings Park – Phase 1
Clover Acres
FM 518 – Phase 1
Glennshannon – Phase 1
Sunmeadow – Phase 1
W. Shadowbend/Woodlawn – Phase 1
Mud Gully Detention and Conveyance

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	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
MAYOR AND COUNCIL	\$298,367	\$369,058	\$475,971	\$302,413	\$402,432	\$379,962	3.0%
CITY SECRETARY'S OFFICE*	521,277	558,704	558,954	399,254	523,058	525,178	-6.0%
CITY MANAGER'S OFFICE	1,066,698	1,046,768	1,156,198	795,794	1,117,166	1,142,670	9.2%
ADMINISTRATIVE SERVICES	1,952,753	2,204,256	2,204,697	1,467,994	2,094,568	2,268,656	2.9%
HUMAN RESOURCES	878,061	1,030,697	1,027,618	726,077	957,968	1,070,019	3.8%
INFORMATION TECHNOLOGY	1,182,441	1,684,193	1,754,399	1,085,647	1,736,017	1,296,789	-23.0%
POLICE**	11,233,780	11,872,601	11,957,891	7,816,863	11,052,032	12,145,895	2.3%
FIRE MARSHAL'S OFFICE	2,350,246	2,512,555	2,724,141	2,411,243	3,125,928	2,819,863	12.2%
COMMUNITY DEVELOPMENT	1,099,154	1,227,230	1,227,230	787,588	1,108,252	1,249,281	1.8%
PUBLIC WORKS	10,940,954	14,678,833	15,584,761	6,612,964	15,327,039	10,822,745	-26.3%
ENGINEERING	411,674	783,759	864,934	530,495	814,756	881,884	0.0%
LIBRARY	1,234,127	1,252,132	1,290,740	831,246	1,271,353	1,273,096	1.7%
PARKS & RECREATION	3,823,750	3,979,553	4,086,854	2,421,409	3,632,578	4,036,611	1.4%
DEPARTMENT TOTAL	\$36,993,282	\$43,200,339	\$44,914,388	\$26,188,987	\$43,163,147	\$39,912,649	-7.6%

EXPENDITURE BY CLASSIFICATION

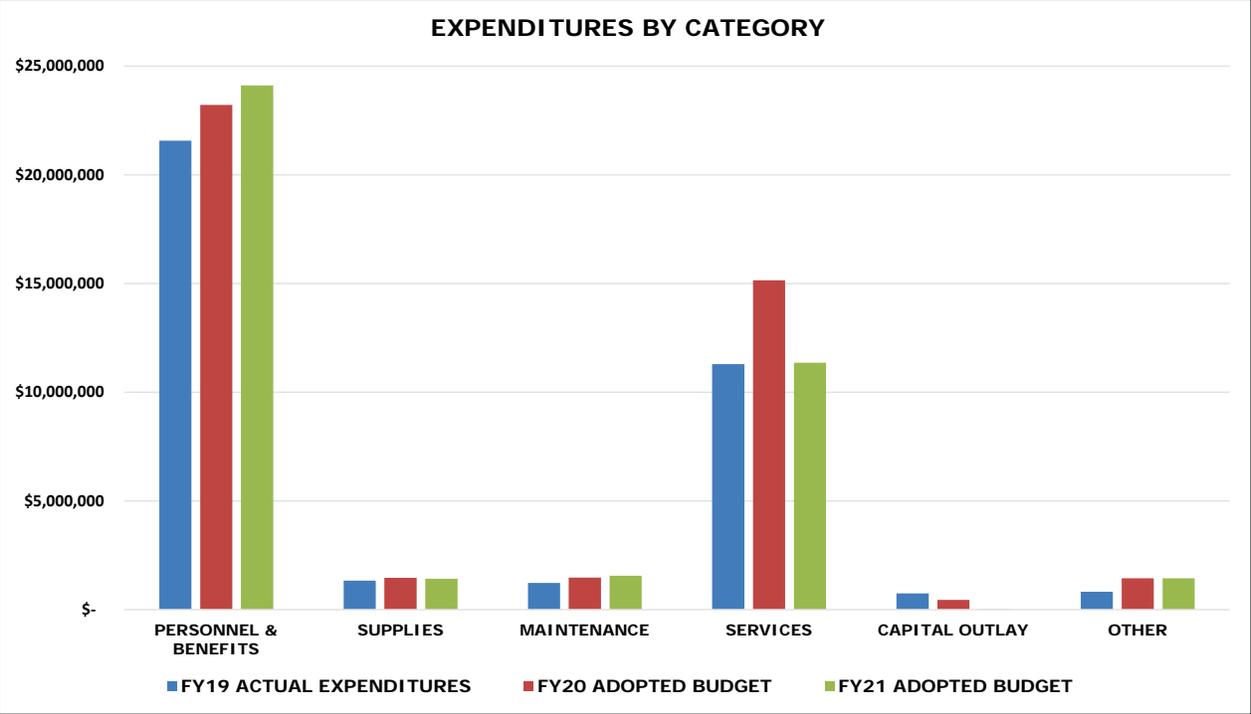
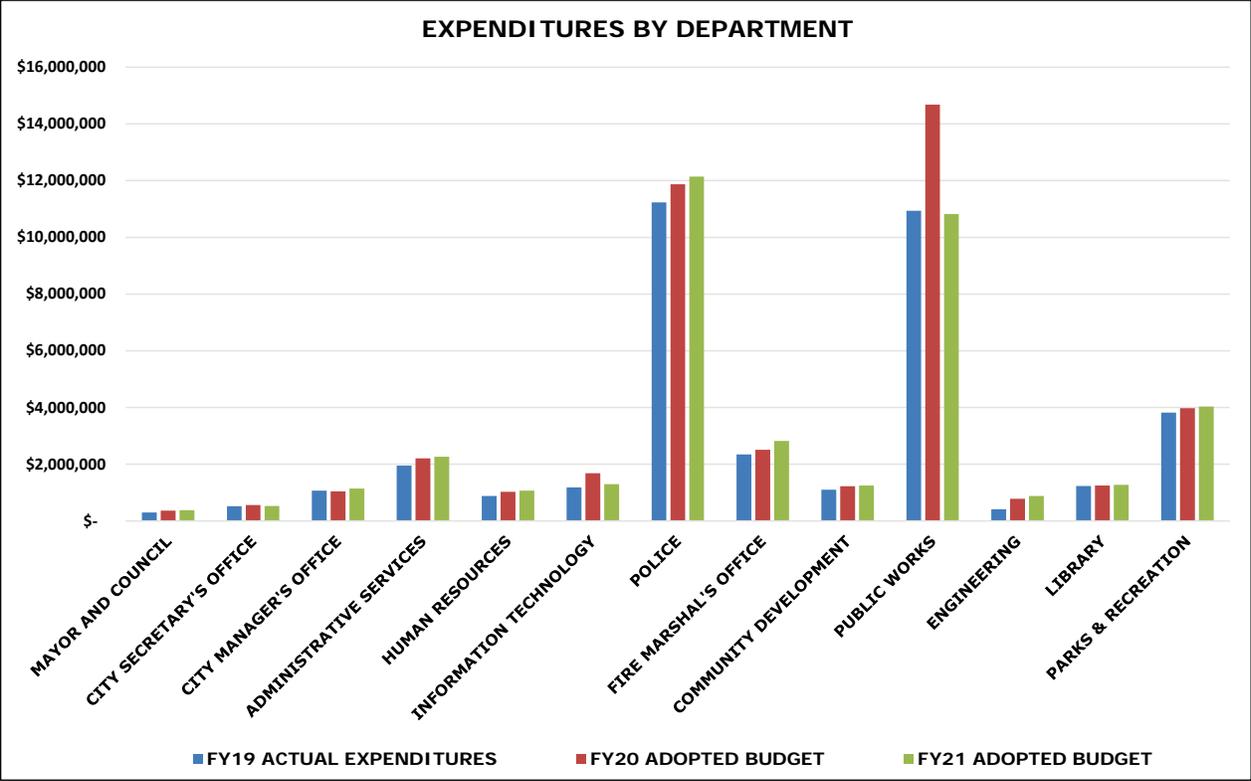
CLASSIFICATION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
PERSONNEL & BENEFITS*	\$21,575,242	\$23,215,869	\$23,269,272	\$15,558,402	\$22,028,612	\$24,111,108	3.9%
SUPPLIES	1,332,279	1,461,170	1,614,536	810,640	1,608,344	1,417,938	-3.0%
MAINTENANCE	1,225,993	1,473,960	1,580,682	721,413	1,504,704	1,562,200	6.0%
SERVICES	11,295,182	15,155,037	16,057,566	7,637,662	15,571,125	11,356,600	-25.1%
CAPITAL OUTLAY	742,025	448,500	946,529	743,578	1,016,167	19,000	-95.8%
OTHER	822,561	1,445,803	1,445,803	717,292	1,434,195	1,445,803	0.0%
CLASSIFICATION TOTAL	\$36,993,282	\$43,200,339	\$44,914,388	\$26,188,987	\$43,163,147	\$39,912,649	-7.6%

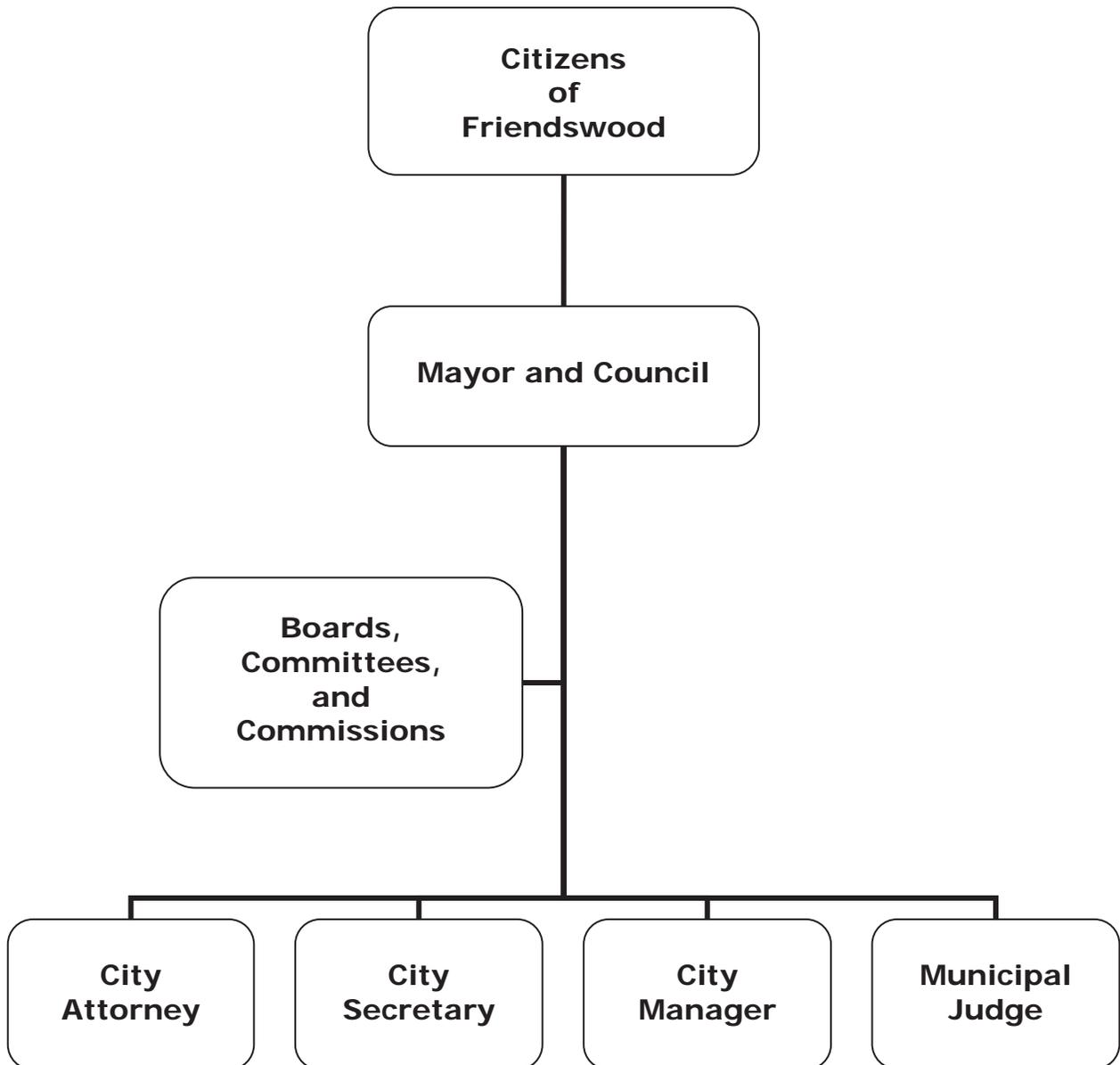
FULL-TIME EQUIVALENTS BY DEPARTMENTS

DEPARTMENT	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
MAYOR AND COUNCIL	2.10	2.10	2.10	2.10	2.10	2.10	0.0%
CITY SECRETARY'S OFFICE*	5.00	5.00	5.00	5.00	4.00	4.00	-20.0%
CITY MANAGER'S OFFICE	5.00	5.00	5.00	6.00	6.00	6.00	20.0%
ADMINISTRATIVE SERVICES	17.60	18.60	18.60	18.60	18.60	18.60	0.0%
HUMAN RESOURCES	5.00	5.00	5.00	5.00	5.00	5.00	0.0%
INFORMATION TECHNOLOGY	5.00	5.00	5.00	5.00	5.00	5.00	0.0%
POLICE**	90.38	90.38	90.38	90.38	90.38	90.38	0.0%
FIRE MARSHAL'S OFFICE	7.20	7.20	7.20	7.20	7.20	7.20	0.0%
COMMUNITY DEVELOPMENT	10.70	10.70	10.70	10.70	10.70	10.70	0.0%
PUBLIC WORKS	43.30	43.30	43.30	43.30	43.30	43.30	0.0%
ENGINEERING*	6.00	6.00	6.00	6.00	7.00	7.00	16.7%
LIBRARY	14.97	14.97	14.97	14.97	14.97	14.97	0.0%
PARKS & RECREATION	23.10	24.10	24.10	24.50	24.50	24.90	3.3%
PERSONNEL TOTAL	235.35	237.35	237.35	238.75	238.75	239.15	0.8%

*The open government specialist position in the City Secretary's office became vacant in July 2020. The vacancy will not be filled in FY21. The funding will be transferred to the Engineering department to fund the new office manager position within the general fund. The open government specialist position will be reevaluated for the fiscal year 2021-2022 for possible refunding.

**A total of 64 peace officer positions were funded of the authorized 66 full-time equivalents.





Mayor and Council

Mission Statement

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

Current Operations

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

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

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 can dedicate all of their time to address the legal needs of the City.

Departmental Goals and Performance Measures by Division

Mayor and Council Division 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	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
Division Expenditures	\$179,244	\$68,132	\$90,600	\$156,087	\$93,600
#of Population-estimated	40,426	40,905	41,216	41,216	41,504
Outputs					
# of Meetings Held	14	19	15	17	17
# of Action Items	138	168	130	141	150
# of Consent Items	76	79	75	61	72
# of Executive Session Items	25	8	20	9	12
# of Public Hearing Items	9	26	23	13	10
# of Public Information Videos	6	9	0	8	8
Measures of Efficiency					
Division Expenditures per capita	\$4.43	\$1.67	\$2.20	\$3.79	\$2.26

Mayor and Council

City Attorney Division 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

City Attorney	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	2.1	2.1	2.1	2.1	2.1
Department Expenditures	\$216,919	\$230,235	\$278,458	\$246,345	\$286,392
Outputs					
# of letter/briefs sent to Attorney General	46	33	45	37	39
# of Contracts Prepared/Reviewed	69	41	80	50	55
# of Ordinances Prepared/Reviewed	34	48	45	55	50
# of Resolutions Prepared/Reviewed	25	31	26	26	30
Measures of Efficiency					
Monthly Operational Cost	\$18,707	\$19,186	\$23,205	\$20,529	\$23,866
Department Expenditures per capita	\$5.37	\$5.63	\$6.77	\$5.98	\$6.90

MAYOR AND COUNCIL
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
GOVERNING BODY	\$68,132	\$90,600	\$197,513	\$141,598	\$156,087	\$93,600	3.3%
CITY ATTORNEY	230,235	278,458	278,458	160,815	246,345	286,362	2.8%
DEPARTMENT TOTAL	\$298,367	\$369,058	\$475,971	\$302,413	\$402,432	\$379,962	3.0%

EXPENDITURE BY CLASSIFICATION

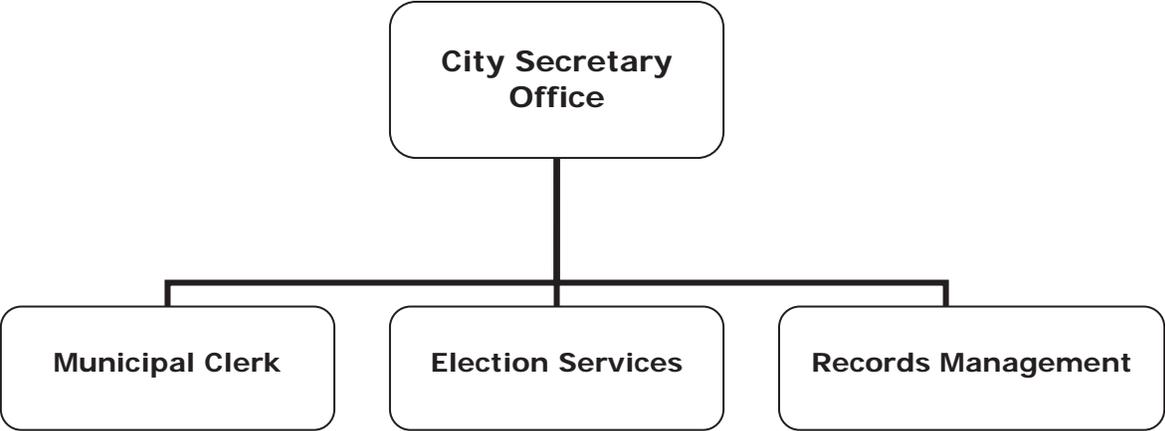
CLASSIFICATION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
PERSONNEL & BENEFITS	\$226,604	\$257,278	\$257,278	\$158,323	\$239,700	\$264,642	2.9%
SUPPLIES	8,226	9,200	8,700	3,043	7,460	9,200	0.0%
SERVICES	63,537	102,580	107,183	41,592	52,462	106,120	3.5%
CAPITAL OUTLAY	0	0	102,810	99,455	102,810	0	0.0%
CLASSIFICATION TOTAL	\$298,367	\$369,058	\$475,971	\$302,413	\$402,432	\$379,962	3.0%

FULL-TIME EQUIVALENTS BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
GOVERNING BODY	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
CITY ATTORNEY	2.10	2.10	2.10	2.10	2.10	2.10	0.0%
PERSONNEL TOTAL	2.10	2.10	2.10	2.10	2.10	2.10	0.0%

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
50 - SUPPLIES							
001-0101-411.5200	PERSONNEL SUPPLIES	\$119	\$250	\$250	\$25	\$125	\$250
001-0101-411.5400	OPERATING SUPPLIES	6,968	6,000	5,500	1,879	5,500	6,000
001-0101-411.5800	OPERATING EQUIPMENT<\$5000	1,013	2,500	2,500	1,000	1,500	2,500
	TOTAL SUPPLIES	\$8,100	\$8,750	\$8,250	\$2,904	\$7,125	\$8,750
70 - SERVICES							
001-0101-411.7110	LEGAL SERVICES	\$13,811	\$0	\$0	\$0	\$0	\$0
001-0101-411.7119	OTHER LEGAL SERVICES	10,961	28,580	32,683	3,940	10,000	28,580
001-0101-411.7400	OPERATING SERVICES	4,413	1,280	2,280	1,555	2,280	1,280
001-0101-411.7510	TRAINING	2,872	6,080	6,080	990	990	6,080
001-0101-411.7520	TRAVEL EXPENSES & REIMBURSE	6,116	10,830	10,330	3,350	3,350	10,830
001-0101-411.7530	MEMBERSHIPS	12,391	24,080	24,080	24,032	24,032	27,080
001-0101-411.7910	COMMUNITY EVENTS/PROGRAMS	9,468	11,000	11,000	5,372	5,500	11,000
	TOTAL SERVICES	\$60,032	\$81,850	\$86,453	\$39,239	\$46,152	\$84,850
80 - CAPITAL OUTLAY							
001-0101-411.8400	CAPITAL OPERATING EQUIP	\$0	\$0	\$102,810	\$99,455	\$102,810	\$0
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$102,810	\$99,455	\$102,810	\$0
0101-GOVERNING BODY		\$68,132	\$90,600	\$197,513	\$141,598	\$156,087	\$93,600

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FY19</u>	<u>FY20</u>	<u>FY20</u>	<u>FY20</u>	<u>FY20</u>	<u>FY21</u>
		<u>ACTUAL</u>	<u>ORIGINAL</u>	<u>AMENDED</u>	<u>YTD</u>	<u>YEAR END</u>	<u>ADOPTED</u>
			<u>BUDGET</u>	<u>BUDGET</u>	<u>6/30/20</u>	<u>ESTIMATE</u>	<u>BUDGET</u>
40 - PERSONNEL & BENEFITS							
001-0102-411.4110	FULLTIME SALARIES & WAGES	\$151,137	\$157,234	\$157,214	\$109,472	\$157,214	\$161,551
001-0102-411.4143	LONGEVITY PAY	85	140	145	145	145	210
001-0102-411.4149	CELL PHONE ALLOWANCE	50	0	0	0	0	0
001-0102-411.4220	PART-TIME WAGES W/O BENEFITS	25,305	46,572	46,572	12,780	29,500	46,829
001-0102-411.4710	SOCIAL SECURITY/MEDICARE	12,108	14,006	14,006	8,219	13,500	14,383
001-0102-411.4720	TMRS RETIREMENT	24,068	25,196	25,196	17,529	25,196	26,792
001-0102-411.4810	HEALTH/DENTAL INSURANCE	12,386	12,665	12,665	9,195	12,665	13,289
001-0102-411.4820	LIFE INSURANCE	452	435	435	331	435	467
001-0102-411.4830	DISABILITY INSURANCE	513	535	535	390	535	550
001-0102-411.4840	WORKERS COMP INSURANCE	279	323	323	133	323	225
001-0102-411.4850	EAP SERVICES	111	58	73	58	73	232
001-0102-411.4890	FLEX PLAN ADMINISTRATION	110	114	114	71	114	114
	TOTAL PERSONNEL & BENEFITS	\$226,604	\$257,278	\$257,278	\$158,323	\$239,700	\$264,642
50 - SUPPLIES							
001-0102-411.5200	PERSONNEL SUPPLIES	\$0	\$150	\$150	\$0	\$50	\$150
001-0102-411.5400	OPERATING SUPPLIES	126	300	300	139	285	300
	TOTAL SUPPLIES	\$126	\$450	\$450	\$139	\$335	\$450
70 - SERVICES							
001-0102-411.7400	OPERATING SERVICES	\$30	\$1,000	\$1,000	\$525	\$700	\$1,000
001-0102-411.7401	POSTAL/COURIER SERVICES	94	100	100	0	75	100
001-0102-411.7510	TRAINING	504	1,530	1,530	30	100	1,530
001-0102-411.7520	TRAVEL EXPENSES & REIMBURSE	1,532	1,990	1,990	604	750	1,990
001-0102-411.7530	MEMBERSHIPS	310	3,110	3,110	240	3,110	3,110
001-0102-411.7540	PUBLICATIONS	1,035	13,000	12,460	802	1,035	13,000
001-0102-411.7612	TELEPHONE/COMMUNICATIONS	0	0	540	152	540	540
	TOTAL SERVICES	\$3,505	\$20,730	\$20,730	\$2,353	\$6,310	\$21,270
0102 - CITY ATTORNEY		\$230,235	\$278,458	\$278,458	\$160,815	\$246,345	\$286,362



City Secretary

Mission Statement

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

Current Operations

Municipal Clerk

The department of the City Secretary is staffed by FOUR 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, administers and coordinates the City election with Galveston County as the election services provider for both counties. These duties 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, Council meeting agenda and agenda packet process, 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.

With the addition of the CivicClerk software for agenda management in 2019, the agenda, minutes, and agenda packet creation process is now streamlined. All city departments utilize the software for their respective boards, commissions and committees including City Council.

Election Services

The City Secretary's office administers and coordinates with Galveston County all City elections as called for in accordance with Texas Municipal Laws and Charter provisions of the City of Friendswood.

Records Management Program

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

A centralized Records Storage Center has been established and a Records Management Program has been developed and implemented. Accordingly, records from all departments,

allowed by law to be destroyed, are reviewed annually or bi-annually, as needed, and scheduled for destruction. This process provides record storage space for ongoing implementation of the retention schedule.

A systematic computerized scanning and indexing of all records of City Council meetings and other records is ongoing and provides for efficient retrieval and search capabilities that provides information to the Mayor and Council, all 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, there will be a Special Election in November 2020, which was postponed from May 2020, by special order of Governor Abbott, due to the pandemic. The city will be required by law to contract election services with both Galveston and Harris County. There will be a General Election in May 2021 for Mayor, Council Position No. 1 and Position No. 3. The city will contract with Galveston County for election services.

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, Parks & Recreation, Public Works, Community Development, Library, Human Resources, 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.

The Freedom of Information Act (FOIA/GOVQA) Systems software assists 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 Management Division, 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/GOVQA 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/GOVQA 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 scanning of all records of City Council meetings and other documents continue for citywide access to many documents. (i.e. minutes, ordinances, resolutions, contracts, deeds, easements, 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 continues to be very successful and provides easy access for the public to review the City's documents that are commonly requested through the Public Information Act.

Highlights of the Budget

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 agendas, minutes, paperless agenda packets, or additional documents of City Council meetings on the City's website. Post agendas of City Council meetings, boards, commissions, and committee meetings on the City's bulletin board, website calendar, and e-mail to subscribers and elected officials.

2. Make available on the website Public Information Act request information and forms as well as a public link to FOIA/GOVQA, 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.

Municipal Clerk	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	3.0	3.0	3.0	3.0	3.0
Division Expenditures	\$328,807	\$349,767	\$360,526	\$353,968	\$377,121
Outputs (Goals 1 & 2)					
# of Alcohol permits	38	15	40	32	28
# of Bids Administered	19	6	10	15	19
# of Contracts	69	41	80	50	55
# of Copies made	80,701	78,641	102,000	79,671	80,000
# of Liens-filed/released	3	6	5	5	5
# of Notices posted- includes Council / Committees / Boards / Commissions	115	112	120	90	120
# of Ordinances Prepared	34	48	45	55	50
# of Ordinances, Bids, Notices, Press Releases published	48	46	40	35	40
# of Resolutions Prepared	25	31	26	26	30
Outputs (Goals 3, 4 & 5)					
# of Executive Sessions	25	8	21	9	10
# of Public Hearings	9	26	18	13	12
# of Regular Meetings	13	13	13	13	12
# of Special Meetings	1	6	2	4	4
# of Special Sessions/ Work Sessions	31	27	35	20	25
# of Pages of minutes	114	147	125	132	135
Measures of Efficiency					
Division Expenditures per capita	\$8.13	\$8.55	\$8.75	\$8.59	\$9.09
Monthly Operational Cost	\$27,401	\$29,147	\$30,044	\$29,497	\$31,427

Election Services Division:

Election Services Goals:

- Provide accurate and impartial general and special elections to serve the voters of the City of Friendswood for the City’s elections.

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

Election Services	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Estimated	FY21 Forecast
Inputs					
# of full time equivalents	0.2	0.2	0.0	0.0	0.0
Division Expenditures	\$23,244	\$18,764	\$35,540	\$26,793	\$40,048
# of Registered Voters	27,759	27,988	28,250	28,817	29,600
Outputs					
# of General Elections Held*	1	1	1	0	1
# of Special Elections Held	1	0	1	1	1
# of Election Challenges	0	0	0	0	0
# of Irregularities	0	0	0	0	0
Measures of Effectiveness					
Total # of Voters for General Elections	4,177	1,746	2,500	0	4,200
Total # of Voters Special Election	4,177	0	2,000	4,437	4,200
Measures of Efficiency					
Division Expenditures per registered voter	\$0.84	\$0.67	\$1.26	\$0.93	\$1.35
Division Expenditures per capita	\$0.57	\$0.46	\$0.86	\$0.65	\$0.96

**There were no opposing candidates for the May 2020 general election.*

Records Management Division:

Record Management 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, 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.

Records Management	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Estimated	FY21 Forecast
Inputs					
# of full time equivalents	2.0	2.0	2.0	1.0	1.0
Division Expenditures	\$153,645	\$152,746	\$162,638	\$142,297	\$108,009
Outputs					
# of Public Information Requests Processed	1,406	1,451	1,600	1,323	1,393
# of Pages Provided to Public	18,298	16,187	21,000	19,147	17,877
# of Attorney General Opinions Obtained	46	33	45	37	39
# of Scanning & Laserfiche Documents	717	749	750	950	1,200
Measures of Efficiency					
Division Expenditures per capita	\$3.80	\$3.73	\$3.95	\$3.45	\$2.60
Monthly Operational Cost	\$12,804	\$12,729	\$13,553	\$11,858	\$9,001

**The open government specialist position became vacant in July 2020. The vacancy will not be filled in FY21. The funding will be transferred to the Engineering department to fund the new office manager position within the general fund.*

CITY SECRETARY'S OFFICE
DEPARTMENT SUMMARY

EXPENDITURE BY CLASSIFICATION

DIVISION	FY19	FY20	FY20	FY20	FY20	FY21	% CHANGE IN BUDGET FROM FY20 TO FY21
	ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/20	YEAR END ESTIMATE	ADOPTED BUDGET	
MUNICIPAL CLERK	\$349,767	\$360,526	\$360,696	\$253,812	\$353,968	\$377,121	4.6%
ELECTION SERVICES	18,764	35,540	35,540	26,771	26,793	40,048	12.7%
RECORDS MANAGEMENT*	152,746	162,638	162,718	118,671	142,297	108,009	-33.6%
DEPARTMENT TOTAL	\$521,277	\$558,704	\$558,954	\$399,254	\$523,058	\$525,178	-6.0%

CLASSIFICATION	FY19	FY20	FY20	FY20	FY20	FY21	% CHANGE IN BUDGET FROM FY20 TO FY21
	ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/20	YEAR END ESTIMATE	ADOPTED BUDGET	
PERSONNEL & BENEFITS*	\$461,187	\$475,264	\$475,264	\$341,885	\$457,550	\$437,060	-8.0%
SUPPLIES	13,389	7,920	8,578	2,982	7,305	7,838	-1.0%
SERVICES	46,701	75,520	75,112	54,387	58,203	80,280	6.3%
CLASSIFICATION TOTAL	\$521,277	\$558,704	\$558,954	\$399,254	\$523,058	\$525,178	-6.0%

FULL-TIME EQUIVALENTS BY DIVISION

DIVISION	FY19	FY20	FY20	FY20	FY20	FY21	% CHANGE IN BUDGET FROM FY20 TO FY21
	ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/20	YEAR END ESTIMATE	ADOPTED BUDGET	
MUNICIPAL CLERK	3.00	3.00	3.00	3.00	3.00	3.00	0.0%
ELECTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
RECORDS MANAGEMENT*	2.00	2.00	2.00	2.00	1.00	1.00	-50.0%
PERSONNEL TOTAL	5.00	5.00	5.00	5.00	4.00	4.00	-20.0%

*The open government specialist position became vacant in July 2020. The vacancy will not be filled in FY21. The funding will be transferred to the Engineering department to fund the new office manager position within the general fund. The open government specialist position will be reevaluated for the fiscal year 2021-2022 for possible refunding.

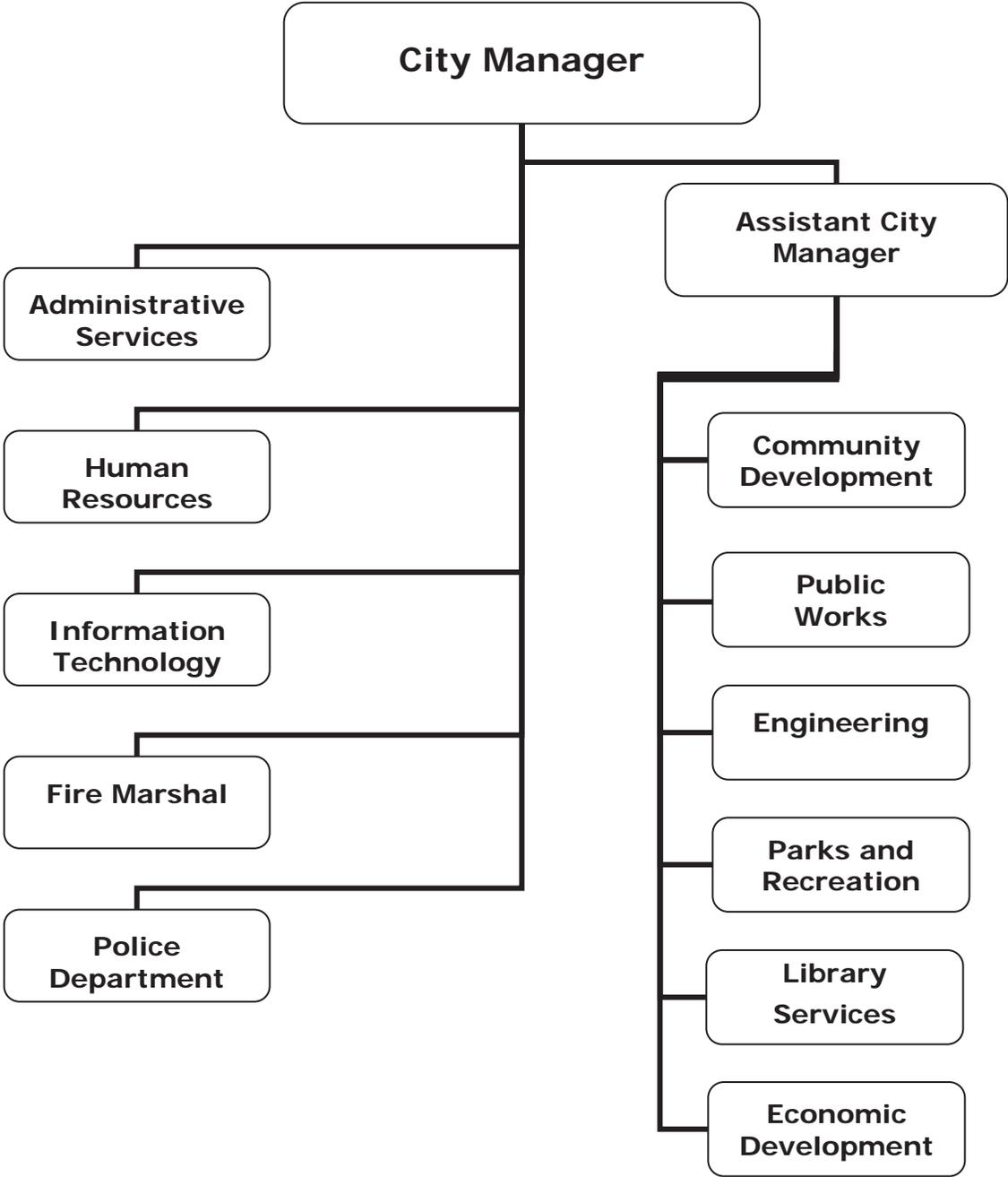
ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-0201-411.4110	FULLTIME SALARIES & WAGES	\$227,926	\$233,956	\$233,946	\$167,357	\$233,946	\$244,731
001-0201-411.4130	OVERTIME PAY	0	1,233	1,233	0	0	1,267
001-0201-411.4143	LONGEVITY PAY	2,100	2,270	2,280	2,280	2,280	2,470
001-0201-411.4144	VEHICLE ALLOWANCE	787	0	0	0	0	0
001-0201-411.4145	INCENTIVE-CERTIFICATE PAY	3,720	3,720	3,720	2,790	3,720	3,720
001-0201-411.4149	CELL PHONE ALLOWANCE	80	720	720	0	0	0
001-0201-411.4710	SOCIAL SECURITY/MEDICARE	16,728	17,492	17,492	12,309	17,492	18,221
001-0201-411.4720	TMRS RETIREMENT	37,329	38,728	38,728	27,571	38,728	41,770
001-0201-411.4810	HEALTH/DENTAL INSURANCE	36,565	36,405	36,405	26,625	36,405	38,459
001-0201-411.4820	LIFE INSURANCE	680	667	667	502	667	725
001-0201-411.4830	DISABILITY INSURANCE	771	818	818	591	818	853
001-0201-411.4840	WORKERS COMP INSURANCE	369	383	383	187	383	272
001-0201-411.4850	EAP SERVICES	189	174	174	131	174	174
001-0201-411.4890	FLEX PLAN ADMINISTRATION	290	250	250	187	250	249
TOTAL PERSONNEL & BENEFITS		\$327,534	\$336,816	\$336,816	\$240,530	\$334,863	\$352,911
50 - SUPPLIES							
001-0201-411.5200	PERSONNEL SUPPLIES	\$0	\$150	\$320	\$148	\$320	\$150
001-0201-411.5400	OPERATING SUPPLIES	4,793	5,240	4,740	1,335	4,740	5,240
001-0201-411.5800	OPERATING EQUIPMENT<\$5000	4,468	350	350	0	350	350
TOTAL SUPPLIES		\$9,261	\$5,740	\$5,410	\$1,483	\$5,410	\$5,740
70 - SERVICES							
001-0201-411.7350	SURETY BONDS	\$71	\$80	\$80	\$0	\$0	\$80
001-0201-411.7400	OPERATING SERVICES	2,908	2,580	2,580	1,758	2,580	2,580
001-0201-411.7401	POSTAL/COURIER SERVICES	811	1,270	1,270	490	900	1,270
001-0201-411.7491	ADVERTISING/PUBLIC NOTICE	1,008	2,200	2,700	2,066	2,700	2,700
001-0201-411.7510	TRAINING	2,290	3,990	3,990	1,679	1,679	3,990
001-0201-411.7520	TRAVEL EXPENSES & REIMBURSE	4,109	6,070	6,070	4,056	4,056	6,070
001-0201-411.7530	MEMBERSHIPS	1,775	1,780	1,780	1,750	1,780	1,780
TOTAL SERVICES		\$12,972	\$17,970	\$18,470	\$11,799	\$13,695	\$18,470
0201 - MUNICIPAL CLERK		\$349,767	\$360,526	\$360,696	\$253,812	\$353,968	\$377,121

O202 - ELECTION SERVICES

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
50 - SUPPLIES							
001-0202-414.5400	OPERATING SUPPLIES	\$1,988	\$1,210	\$1,210	\$78	\$100	\$1,128
	TOTAL SUPPLIES	\$1,988	\$1,210	\$1,210	\$78	\$100	\$1,128
70 - SERVICES							
001-0202-414.7401	POSTAL/COURIER SERVICES	\$125	\$80	\$80	\$4	\$4	\$80
001-0202-414.7491	ADVERTISING/PUBLIC NOTICE	204	290	5,300	5,300	5,300	290
001-0202-414.7510	TRAINING	0	200	200	0	0	200
001-0202-414.7520	TRAVEL EXPENSES & REIMBURSE	0	140	140	0	0	140
001-0202-414.7800	CONTRACT SERVICES	16,447	33,620	28,610	21,389	21,389	38,210
	TOTAL SERVICES	\$16,776	\$34,330	\$34,330	\$26,693	\$26,693	\$38,920
O202 - ELECTION SERVICES		\$18,764	\$35,540	\$35,540	\$26,771	\$26,793	\$40,048

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FY19 ACTUAL</u>	<u>FY20 ORIGINAL BUDGET</u>	<u>FY20 AMENDED BUDGET</u>	<u>FY20 YTD 6/30/20</u>	<u>FY20 YEAR END ESTIMATE</u>	<u>FY21 ADOPTED BUDGET</u>
40 - PERSONNEL & BENEFITS							
001-0203-419.4110	FULLTIME SALARIES & WAGES	\$80,454	\$79,985	\$79,980	\$58,424	\$70,898	\$45,202
001-0203-419.4130	OVERTIME PAY	245	4,562	4,562	51	1,500	4,688
001-0203-419.4131	HOLIDAY HRS WORKED	102	0	0	0	0	0
001-0203-419.4143	LONGEVITY PAY	465	580	585	585	585	505
001-0203-419.4145	INCENTIVE-CERTIFICATE PAY	3,120	3,120	3,120	2,340	2,920	1,920
001-0203-419.4710	SOCIAL SECURITY/MEDICARE	5,438	5,785	5,785	3,819	5,091	3,367
001-0203-419.4720	TMRS RETIREMENT	13,427	14,128	14,128	9,818	12,090	8,665
001-0203-419.4810	HEALTH/DENTAL INSURANCE	29,596	29,472	29,472	25,754	28,834	19,367
001-0203-419.4820	LIFE INSURANCE	234	231	231	174	215	137
001-0203-419.4830	DISABILITY INSURANCE	266	284	284	205	273	162
001-0203-419.4840	WORKERS COMP INSURANCE	133	140	140	66	120	56
001-0203-419.4850	EAP SERVICES	126	116	116	87	116	58
001-0203-419.4890	FLEX PLAN ADMINISTRATION	47	45	45	32	45	22
	TOTAL PERSONNEL & BENEFITS*	\$133,653	\$138,448	\$138,448	\$101,355	\$122,687	\$84,149
50 - SUPPLIES							
001-0203-419.5200	PERSONNEL SUPPLIES	\$30	\$150	\$230	\$61	\$200	\$150
001-0203-419.5400	OPERATING SUPPLIES	380	420	420	296	395	420
001-0203-419.5800	OPERATING EQUIPMENT<\$5000	1,730	400	1,308	1,064	1,200	400
	TOTAL SUPPLIES	\$2,140	\$970	\$1,958	\$1,421	\$1,795	\$970
70 - SERVICES							
001-0203-419.7400	OPERATING SERVICES	\$540	\$6,630	\$4,963	\$2,126	\$3,000	\$6,300
001-0203-419.7411	PROFESSIONAL/CODE SERVICE	6,416	7,000	7,338	6,389	7,338	7,000
001-0203-419.7510	TRAINING	1,535	1,090	1,090	366	366	1,090
001-0203-419.7520	TRAVEL EXPENSES & REIMBURSE	2,880	2,560	2,560	1,003	1,100	2,560
001-0203-419.7530	MEMBERSHIPS	170	520	520	170	170	520
001-0203-419.7800	CONTRACT SERVICES	5,412	5,420	5,841	5,841	5,841	5,420
	TOTAL SERVICES	\$16,953	\$23,220	\$22,312	\$15,895	\$17,815	\$22,890
0203 - RECORDS MANAGEMENT		\$152,746	\$162,638	\$162,718	\$118,671	\$142,297	\$108,009

*The open government specialist position became vacant in July 2020. The vacancy will not be filled in FY21. The funding will be transferred to the Engineering department to fund the new office manager position within the general fund. The open government specialist position will be reevaluated for the fiscal year 2021-2022 for possible refunding.



City Manager

Mission Statement

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

Current Operations

Administration

This division encompasses the City Manager's core administrative and oversight functions, as well as communication management and organizational development and planning. Division staff provides wide-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 (FDEDC).

Highlights of the Budget

The FY 2020-21 Budget continues to fund important citywide communications programs, including the Focus on Friendswood newsletter as well as the City's Public-Educational-Governmental (PEG) access channel. The office has also added a position to expand the City's social media presence.

This year will mark the fourteenth year that the City's PEG channel is utilized, and the twelfth 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 2020 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 eleventh straight year that we have budgeted funds for Staff development services.

City Manager

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 Coordinator participates in regional, state, and national site visits, tradeshows, 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.

2019-2020 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 Administration	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents (FTE)	4.4	4.4	5.0	5.0	5.0
Division Expenditures	\$906,209	\$804,167	\$791,681	\$844,552	\$891,599
Outputs					
# of Long-Range Planning Sessions Conducted with City Council	2	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)	307	312	310	310	310
# of Council meetings attended	14	20	20	20	20
# of Association meetings attended by Staff	12	12	15	15	15
Measures of Efficiency					
Monthly Operational Cost	\$75,517	\$67,014	\$65,973	\$70,379	\$74,300
Division Expenditures per capita	\$22.42	\$19.66	\$19.21	\$20.49	\$21.48

Objective B:

- Enhance communication by proactively sharing timely, accurate information about City services, initiatives, and issues by expanding our social media presence and receiving immediate feedback from users and residents.

Outputs (number of)	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Estimated
Releases, advisories, or tip sheets prepared	210	241	220	250	250
City-related news articles written	860	805	820	700	600
Annual page views on the City's website	913,336	757,183	900,000	905,000	910,000
Agendas	2,988	4,100	4,100	4,000	3,800
City newsletters	8,784	8,400	8,550	8,300	8,200
Community Development	3,400	M	14,950	-	-
Construction Updates	4,804	M	14,950	-	-
Economic Development	4,453	4,053	4,120	4,000	3,950
Emergency Management	8,668	M	14,950	-	-
Events and Recreation	8,048	M	14,950	-	-
General City**	8,167	13,822	14,950	13,500	12,500
Law enforcement	10,023	10,015	9,800	10,000	10,000
Legal Notices	3,034	3,311	3,150	3,300	3,300
Library	3,939	M	14,950	-	-
Planning and Zoning agendas	3,505	M	3,150	-	-

"M" in the top table indicates the email mailing list was merged with General City.

Objective C:

- Actively distribute information and gather feedback about City policies, services, and events by utilizing social media outlets and monitoring response and feedback.

Outputs (number of)	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Estimated
Focus on Friendswood monthly newsletter editions e-mailed	8,500	8,400	8,475	8,300	8,200
City Meetings Broadcast on PEG channel	32	35	35	32	32
Community videos produced	125	133	140	140	145
Number of Facebook "Likes"	11,793	14,123	14,500	15,000	16,000
Number of Twitter followers*	4,205	4,501	5,000	5,500	6,000
Number of Instagram Followers **	1,000	1,161	1,500	2,000	2,500

*** Instagram Account was opened in 2015 but greatly expanded in 2020.*

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

Economic Development	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	1.0	1.0	1.0	1.0	1.0
Division Expenditures	\$231,572	\$262,531	\$255,087	\$272,614	\$251,071
Outputs					
Chamber & Regional Partnership meetings attended	17	19	18	24	18
Trade Shows attended	3	3	3	1	3
Quarterly Electronic Newsletter distribution to potential business prospects, developers, and brokers	7,100	7,250	7,400	6,700	6,500
New Businesses, Expansions, & Remodels in the Downtown Neighborhood Empowerment Zone (NEZ#1)	20	30	35	35	32
Business Prospect Inquiries	120	140	130	135	120
Friendswood Civilian Labor Force/Unemployment Rate	19,500/ 3.2%	19641/ 3.7%	19,620/ 3.2%	19,000/ 7.5%	19,600/ 5.9%
CEDC meetings attended	10	10	10	7	7
Discussion Items	15	14	15	15	12
Measures of Efficiency					
Monthly Operational Cost	\$19,298	\$21,878	\$21,257	\$22,718	\$20,923
Division Expenditures per capita	\$5.73	\$6.42	\$6.19	\$6.61	\$6.05

CITY MANAGER'S OFFICE
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
ADMINISTRATION	\$804,167	\$791,681	\$869,273	\$577,371	\$844,552	\$891,599	12.6%
ECONOMIC DEVELOPMENT	262,531	255,087	286,925	218,423	272,614	251,071	-1.6%
DEPARTMENT TOTAL	\$1,066,698	\$1,046,768	\$1,156,198	\$795,794	\$1,117,166	\$1,142,670	9.2%

EXPENDITURE BY CLASSIFICATION

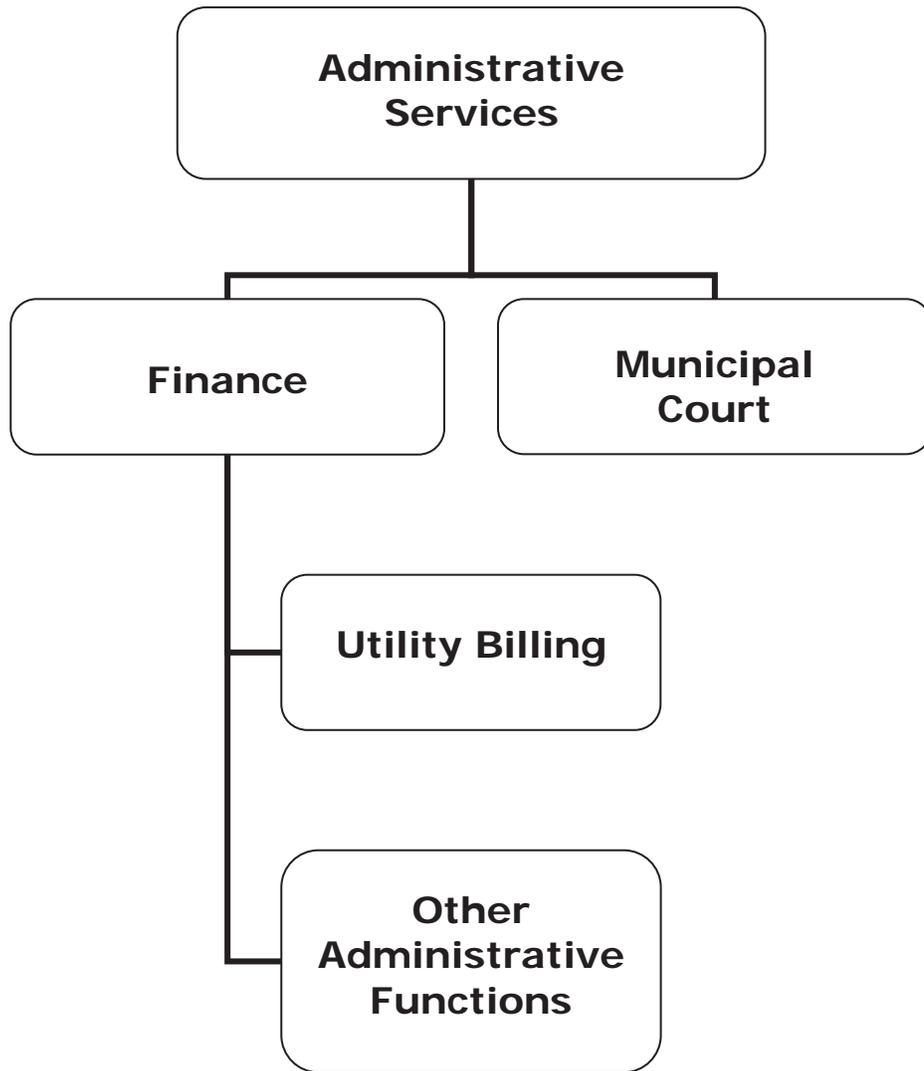
CLASSIFICATION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
PERSONNEL & BENEFITS	\$849,858	\$868,568	\$937,184	\$667,448	\$935,375	\$1,016,970	17.1%
SUPPLIES	24,700	28,780	31,224	17,024	25,365	26,780	-6.9%
SERVICES	192,140	149,420	187,790	111,322	156,426	98,920	-33.8%
CLASSIFICATION TOTAL	\$1,066,698	\$1,046,768	\$1,156,198	\$795,794	\$1,117,166	\$1,142,670	9.2%

FULL-TIME EQUIVALENTS BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
ADMINISTRATION	4.00	4.00	4.00	5.00	5.00	5.00	0.0%
ECONOMIC DEVELOPMENT	1.00	1.00	1.00	1.00	1.00	1.00	0.0%
PERSONNEL TOTAL	5.00	5.00	5.00	6.00	6.00	6.00	20.0%

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-0301-413.4110	FULLTIME SALARIES & WAGES	\$496,502	\$511,815	\$562,425	\$393,226	\$560,302	\$603,503
001-0301-413.4130	OVERTIME PAY	6,468	5,138	5,138	4,089	5,452	5,279
001-0301-413.4143	LONGEVITY PAY	1,550	1,790	1,805	1,805	1,805	2,390
001-0301-413.4149	CELL PHONE ALLOWANCE	1,260	1,200	1,200	840	1,200	1,200
001-0301-413.4220	PART-TIME WAGES W/O BENEFITS	2,931	0	0	0	0	0
001-0301-413.4710	SOCIAL SECURITY/MEDICARE	34,363	33,807	37,682	25,918	37,682	40,361
001-0301-413.4720	TMRS RETIREMENT	80,472	83,243	91,414	63,974	91,414	101,427
001-0301-413.4810	HEALTH/DENTAL INSURANCE	48,198	52,470	58,060	47,494	58,060	71,656
001-0301-413.4820	LIFE INSURANCE	1,418	1,357	1,357	1,146	1,357	1,687
001-0301-413.4830	DISABILITY INSURANCE	1,687	1,750	1,900	1,405	1,900	2,064
001-0301-413.4840	WORKERS COMP INSURANCE	800	822	897	432	897	662
001-0301-413.4850	EAP SERVICES	266	232	287	201	287	290
001-0301-413.4890	FLEX PLAN ADMINISTRATION	209	177	252	144	252	200
TOTAL PERSONNEL & BENEFITS		\$676,124	\$693,801	\$762,417	\$540,674	\$760,608	\$830,719
50 - SUPPLIES							
001-0301-413.5200	PERSONNEL SUPPLIES	\$0	\$400	\$400	\$0	\$0	\$400
001-0301-413.5221	5 STAR FUNCTION SUPPLIES	10,311	8,900	6,900	4,155	6,900	8,900
001-0301-413.5400	OPERATING SUPPLIES	4,764	7,480	13,806	8,599	11,465	7,480
001-0301-413.5800	OPERATING EQUIPMENT<\$5000	7,294	5,000	5,000	3,982	5,000	5,000
TOTAL SUPPLIES		\$22,369	\$21,780	\$26,106	\$16,736	\$23,365	\$21,780
70 - SERVICES							
001-0301-413.7221	5 STAR FUNCTION SERVICES	\$1,683	\$4,600	\$6,600	\$6,334	\$6,600	\$4,600
001-0301-413.7400	OPERATING SERVICES	3,244	2,630	3,150	2,383	3,150	2,630
001-0301-413.7401	POSTAL/COURIER SERVICES	138	750	750	84	150	750
001-0301-413.7421	FRIENDSWOOD NEWSLETTER	819	1,000	1,000	0	800	1,000
001-0301-413.7492	SPECIAL EVENTS	0	500	500	0	0	500
001-0301-413.7510	TRAINING	1,525	3,820	3,820	2,119	2,220	6,820
001-0301-413.7520	TRAVEL EXPENSES & REIMBURSE	4,279	4,580	4,180	3,709	3,709	4,580
001-0301-413.7530	MEMBERSHIPS	2,272	2,300	2,300	2,144	2,300	2,300
001-0301-413.7612	TELEPHONE/COMMUNICATIONS	203	680	680	0	200	680
001-0301-413.7800	CONTRACT SERVICES	41,770	55,240	57,770	3,188	41,450	15,240
001-0301-413.7801	GRANT SERVICES	49,741	0	0	0	0	0
TOTAL SERVICES		\$105,674	\$76,100	\$80,750	\$19,961	\$60,579	\$39,100
0301 - ADMINISTRATION		\$804,167	\$791,681	\$869,273	\$577,371	\$844,552	\$891,599

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-0303-419.4110	FULLTIME SALARIES & WAGES	\$125,027	\$127,459	\$127,459	\$91,568	\$127,459	\$135,862
001-0303-419.4143	LONGEVITY PAY	1,155	1,215	1,215	1,215	1,215	1,275
001-0303-419.4144	VEHICLE ALLOWANCE	788	0	0	0	0	0
001-0303-419.4145	INCENTIVE-CERTIFICATE PAY	1,500	1,500	1,500	1,125	1,500	1,500
001-0303-419.4149	CELL PHONE ALLOWANCE	50	0	0	0	0	0
001-0303-419.4710	SOCIAL SECURITY/MEDICARE	9,231	9,531	9,531	6,818	9,531	10,170
001-0303-419.4720	TMRS RETIREMENT	20,449	20,841	20,841	15,016	20,841	22,962
001-0303-419.4810	HEALTH/DENTAL INSURANCE	14,338	13,041	13,041	10,195	13,041	13,289
001-0303-419.4820	LIFE INSURANCE	373	360	360	278	360	400
001-0303-419.4830	DISABILITY INSURANCE	424	443	443	328	443	471
001-0303-419.4840	WORKERS COMP INSURANCE	203	206	206	102	206	150
001-0303-419.4850	EAP SERVICES	63	58	58	44	58	58
001-0303-419.4890	FLEX PLAN ADMINISTRATION	133	113	113	85	113	114
	TOTAL PERSONNEL & BENEFITS	\$173,734	\$174,767	\$174,767	\$126,774	\$174,767	\$186,251
50 - SUPPLIES							
001-0303-419.5400	OPERATING SUPPLIES	\$2,331	\$7,000	\$5,118	\$288	\$2,000	\$5,000
	TOTAL SUPPLIES	\$2,331	\$7,000	\$5,118	\$288	\$2,000	\$5,000
70 - SERVICES							
001-0303-419.7400	OPERATING SERVICES	\$9,319	\$9,600	\$7,320	\$7,317	\$7,317	\$6,600
001-0303-419.7401	POSTAL/COURIER SERVICES	0	200	200	0	0	200
001-0303-419.7491	ADVERTISING/PUBLIC NOTICE	14,750	22,000	18,000	6,300	10,000	18,000
001-0303-419.7510	TRAINING	2,210	3,090	3,090	1,314	1,500	3,090
001-0303-419.7520	TRAVEL EXPENSES & REIMBURSE	2,967	3,800	3,800	2,570	2,570	3,800
001-0303-419.7530	MEMBERSHIPS	2,220	2,460	2,460	1,860	2,460	2,460
001-0303-419.7800	CONTRACT SERVICES	30,000	32,170	22,170	22,000	22,000	25,670
001-0303-419.7921	PRGM 380 ECON DEV GRANTS	25,000	0	50,000	50,000	50,000	0
	TOTAL SERVICES	\$86,466	\$73,320	\$107,040	\$91,361	\$95,847	\$59,820
0303 - ECONOMIC DEVELOPMENT		\$262,531	\$255,087	\$286,925	\$218,423	\$272,614	\$251,071



Administrative Services

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 diverse programs or divisions: Finance and Municipal Court Administration. The main services provided by the department are financial analysis, budgeting, purchasing, utility billing, and court proceedings.

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.

Departmental Accomplishments in FY 2019-20

- Earned the City's 32nd GFOA Award for Excellence in Financial Reporting
- Earned the City's 17th GFOA Distinguished Budget Presentation Award
- Issued round one of General Obligation Bonds (\$8 million) approved by voters in November 2019
- Refinanced \$2.97 million General Obligation and Water and Sewer Revenue Bonds saving the City approximately \$300,000
- Implemented a Capital Replacement Plan for the Friendswood Volunteer Fire Department
- Expanded centralization of the City's purchasing function
- Expanded procurement card program

Highlights of the Budget

Major Departmental Goals for FY 2020-21:

- Earn GFOA's Certificate of Achievement for Excellence in Financial Reporting for the 33rd consecutive year
- Earn GFOA's Distinguished Budget Award special recognition for performance measures and capital project section of the FY21 budget document
- Issue round two of General Obligation Bonds approved by voters in November 2019
- Revise the City's Vehicle Replacement Plan
- Continue to implement program for procurement cards
- Train and certify all court security personnel
- Develop Juvenile and Minor programing
- Security audit and recommendations for courtroom security
- Continue enhancement of the Utility Billing page of the City's website to improve customer service

Administrative Services

Supports the City's Strategic Goals:

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

Performance Measures by Division

Finance & Other Admin Functions*	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents*	12.0	12.0	13.0	13.0	13.0
Division Expenditures*	\$1,522,617	\$1,553,178	\$1,785,073	\$1,687,473	\$1,827,366
Outputs					
Number of Prepared CAFR	1	1	1	1	1
Number of monthly financial reports prepared	6	12	12	12	12
Number of proposed & adopted budget documents prepared	2	2	2	2	2
# of A/P check runs	60	64	50	65	65
# of A/P paper checks issued/EFT	3,630/ 1,393	2840/ 1,483	2,447/ 1,773	2,464/ 1,343	2,300/ 1,550
# of P-Card transactions / spend total	606/ \$76,257	2,644/ \$365,686	3,756/ \$466,680	3,395/ \$516,160	4,000/ \$600,000
Utility bills generated	84,723	86,436	86,000	86,600	86,800
Number of False Alarms billed	1,306	1,744	1,500	1,850	1,900
Measures of Effectiveness					
% of EFT issued over total payments	27.7%	34.3%	42.0%	35.2%	40.8%
GFOA CAFR Awards earned	30	31	32	32	33
% of Financial Reports delivered monthly by 15 th	n/a	100%	100%	100%	100%
GFOA Budget Awards earned	15	16	17	17	18
% Proposed & adopted budgets delivered by charter requirement dates	100%	100%	100%	100%	100%
% of bi-monthly billings produced by the 15 th & 30 th /31 st of ea. month (4 utility cycles - 13,670 accounts)	100%	100%	100%	100%	100%
Measures of Efficiency					
Monthly operational cost*	\$126,885	\$129,432	\$148,756	\$140,623	\$152,281
Division expenditures per capita*	\$37.66	\$37.97	\$43.31	\$40.94	\$44.03

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

Administrative Services

Municipal Court	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents*	5.6	5.6	5.6	5.6	5.6
Division Expenditures	\$390,743	\$398,255	\$419,183	\$407,095	\$441,290
Outputs					
Revenue generated	\$633,060	\$760,115	\$741,710	\$598,351	\$739,540
# of cases filed with court	5,332	5,433	5,000	5,500	5,500
# of cases disposed	3,825	4,735	4,000	4,075	4,000
# of warrants issued	1,784	2,483	1,800	1,200	1,800
# of warrants cleared (court staff)	995	1,326	1,100	**2,300	1,200
# of warrants served (police dept)	392	661	500	400	500
Total # of warrants outstanding	3,775	4,293	3,600	3,500	3,500
# of Municipal Court sessions held	49	50	50	54	50
Measures of Effectiveness					
% of warrants cleared	58%	46%	61%	66%	60%
Measures of Efficiency					
Monthly operational cost	\$32,562	\$33,188	\$34,932	\$33,925	\$36,774
Division expenditures per capita	\$9.67	\$9.74	\$10.17	\$9.88	\$10.63

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

**Warrants cleared include a large number of warrants cleared in accordance with new legislation allowing warrants older than 15 years to be purged.

ADMINISTRATIVE SERVICES
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
FINANCE	\$975,976	\$1,123,653	\$1,123,910	\$755,175	\$1,100,320	\$1,179,051	4.9%
OTHER FUNCTIONS	161,130	217,900	217,900	121,684	159,798	167,895	-22.9%
MUNICIPAL COURT	398,255	419,183	419,367	281,411	407,095	441,290	5.3%
UTILITY BILLING (W/S)	417,392	443,520	443,520	309,724	427,355	480,420	8.3%
DEPARTMENT TOTAL	\$1,952,753	\$2,204,256	\$2,204,697	\$1,467,994	\$2,094,568	\$2,268,656	2.9%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
PERSONNEL & BENEFITS	\$1,537,256	\$1,643,108	\$1,643,108	\$1,164,422	\$1,635,431	\$1,755,023	6.8%
SUPPLIES	12,758	18,010	28,787	8,457	26,640	18,210	1.1%
MAINTENANCE	425	780	780	425	565	780	0.0%
SERVICES	402,314	530,750	520,414	294,690	431,932	483,035	-9.0%
OTHER	0	11,608	11,608	0	0	11,608	0.0%
CLASSIFICATION TOTAL	\$1,952,753	\$2,204,256	\$2,204,697	\$1,467,994	\$2,094,568	\$2,268,656	2.9%

FULL-TIME EQUIVALENTS BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
FINANCE - (GF)	8.00	9.00	9.00	9.00	9.00	9.00	0.0%
FINANCE - (W/S)	4.00	4.00	4.00	4.00	4.00	4.00	0.0%
MUNICIPAL COURT	5.60	5.60	5.60	5.60	5.60	5.60	0.0%
PERSONNEL TOTAL	17.60	18.60	18.60	18.60	18.60	18.60	0.0%

In August 2020, Human Resources and Information Technology each became its own department separate from Administrative Services.

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-0401-415.4110	FULLTIME SALARIES & WAGES	\$643,693	\$701,966	\$694,834	\$491,474	\$690,298	\$739,856
001-0401-415.4130	OVERTIME PAY	1,041	1,798	1,940	1,929	2,570	1,848
001-0401-415.4131	HOLIDAY HRS WORKED	184	0	0	0	0	0
001-0401-415.4143	LONGEVITY PAY	3,740	4,205	4,450	4,450	4,450	3,530
001-0401-415.4144	VEHICLE ALLOWANCE	788	0	0	0	0	0
001-0401-415.4145	INCENTIVE-CERTIFICATE PAY	14,950	14,100	14,100	13,300	17,500	18,000
001-0401-415.4149	CELL PHONE ALLOWANCE	250	0	0	0	0	0
001-0401-415.4190	TERMINATION PAYOUTS	0	0	6,745	6,745	6,745	0
001-0401-415.4710	SOCIAL SECURITY/MEDICARE	47,602	52,644	52,644	36,950	50,266	54,933
001-0401-415.4720	TMRS RETIREMENT	105,777	115,564	115,564	82,826	113,434	126,414
001-0401-415.4810	HEALTH/DENTAL INSURANCE	79,264	93,323	93,323	59,986	91,981	101,614
001-0401-415.4820	LIFE INSURANCE	1,893	1,957	1,957	1,480	1,957	2,162
001-0401-415.4830	DISABILITY INSURANCE	2,189	2,431	2,431	1,773	2,363	2,589
001-0401-415.4840	WORKERS COMP INSURANCE	1,046	1,139	1,139	560	1,139	824
001-0401-415.4850	EAP SERVICES	503	538	538	373	538	523
001-0401-415.4890	FLEX PLAN ADMINISTRATION	714	728	728	400	534	563
	TOTAL PERSONNEL & BENEFITS	\$903,634	\$990,393	\$990,393	\$702,246	\$983,775	\$1,052,856
50 - SUPPLIES							
001-0401-415.5200	PERSONNEL SUPPLIES	\$127	\$570	\$798	\$249	\$798	\$570
001-0401-415.5400	OPERATING SUPPLIES	4,639	7,960	7,960	3,024	6,032	7,960
001-0401-415.5800	OPERATING EQUIPMENT<\$5000	632	520	10,885	0	10,885	520
	TOTAL SUPPLIES	\$5,398	\$9,050	\$19,643	\$3,273	\$17,715	\$9,050
70 - SERVICES							
001-0401-415.7120	AUDIT SERVICES	\$31,830	\$34,380	\$34,380	\$19,080	\$34,380	\$34,380
001-0401-415.7140	CONSULTING SERVICES	3,352	7,520	18,364	5,850	18,364	9,900
001-0401-415.7400	OPERATING SERVICES	5,836	3,420	10,180	8,729	10,180	3,540
001-0401-415.7401	POSTAL/COURIER SERVICES	1,688	2,500	2,529	895	1,700	2,500
001-0401-415.7491	ADVERTISING/PUBLIC NOTICE	615	0	0	0	0	0
001-0401-415.7510	TRAINING	9,379	19,830	14,465	5,963	11,463	20,130
001-0401-415.7520	TRAVEL EXPENSES & REIMBURSE	7,245	13,750	8,750	3,479	4,000	13,750
001-0401-415.7530	MEMBERSHIPS	1,499	2,180	2,180	1,295	2,315	2,315
001-0401-415.7800	CONTRACT SERVICES	5,011	40,000	22,396	3,938	15,798	30,000
001-0401-415.7802	CREDIT CARD FEES	489	630	630	427	630	630
	TOTAL SERVICES	\$66,944	\$124,210	\$113,874	\$49,656	\$98,830	\$117,145
0401 - FINANCE (GF)		\$975,976	\$1,123,653	\$1,123,910	\$755,175	\$1,100,320	\$1,179,051

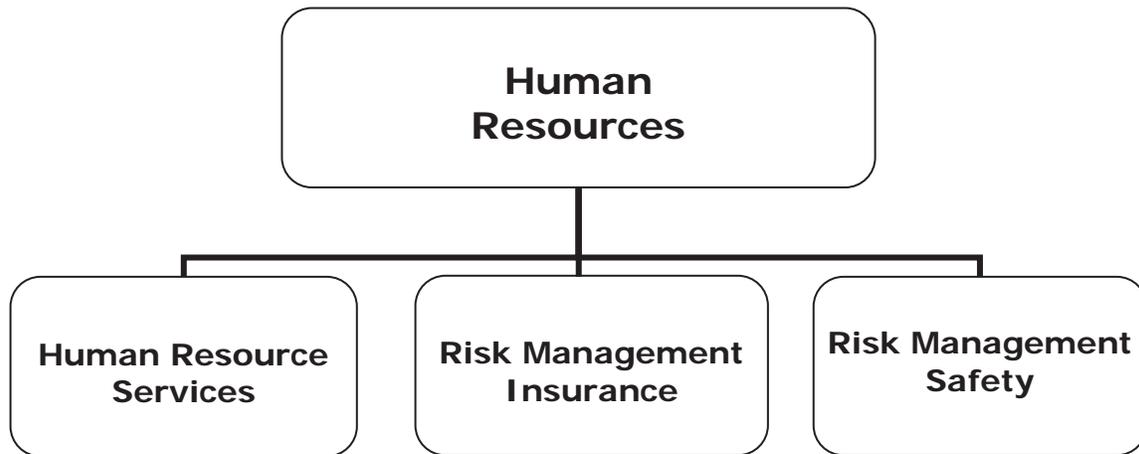
0406 - OTHER ADMIN FUNCTIONS

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
70 - SERVICES							
001-0406-415.7431	TAX APPRAISAL SERVICES	\$149,946	\$148,070	\$148,070	\$110,266	\$148,070	\$156,085
001-0406-415.7432	TAX COLLECTION SERVICES	6,384	6,500	6,500	6,418	6,418	6,500
001-0406-415.7433	PROPERTY TAX REFUND	0	58,020	58,020	0	0	0
001-0406-415.7435	COUNTY TAX OFFICE IN CH	4,800	5,000	5,000	5,000	5,000	5,000
001-0406-415.7491	ADVERTISING/PUBLIC NOTICE	0	310	310	0	310	310
	TOTAL SERVICES	\$161,130	\$217,900	\$217,900	\$121,684	\$159,798	\$167,895
0406 - OTHER ADMINISTRATIVE FUNCTIONS		\$161,130	\$217,900	\$217,900	\$121,684	\$159,798	\$167,895

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-0409-412.4110	FULLTIME SALARIES & WAGES	\$205,324	\$208,292	\$206,306	\$146,092	\$203,789	\$222,354
001-0409-412.4130	OVERTIME PAY	2,607	3,596	3,596	512	2,000	3,695
001-0409-412.4143	LONGEVITY PAY	720	970	1,010	1,010	1,010	995
001-0409-412.4145	INCENTIVE-CERTIFICATE PAY	9,970	9,000	9,000	6,940	9,000	7,920
001-0409-412.4190	TERMINATION PAYOUTS	0	0	1,868	1,867	1,867	0
001-0409-412.4220	PART-TIME WAGES W/O BENEFITS	63,025	69,826	69,826	44,180	69,826	69,828
001-0409-412.4710	SOCIAL SECURITY/MEDICARE	21,261	22,050	22,050	14,870	22,050	22,436
001-0409-412.4720	TMRS RETIREMENT	34,784	35,520	35,520	25,013	35,520	38,917
001-0409-412.4810	HEALTH/DENTAL INSURANCE	29,712	29,493	29,493	24,412	32,548	38,433
001-0409-412.4820	LIFE INSURANCE	611	604	604	453	604	667
001-0409-412.4830	DISABILITY INSURANCE	694	742	742	533	742	786
001-0409-412.4840	WORKERS COMP INSURANCE	443	461	461	217	461	330
001-0409-412.4850	EAP SERVICES	382	232	310	252	310	348
001-0409-412.4890	FLEX PLAN ADMINISTRATION	94	87	87	65	87	86
TOTAL PERSONNEL & BENEFITS		\$369,627	\$380,873	\$380,873	\$266,416	\$379,814	\$406,795
50 - SUPPLIES							
001-0409-412.5200	PERSONNEL SUPPLIES	\$0	\$280	\$464	\$184	\$245	\$280
001-0409-412.5400	OPERATING SUPPLIES	4,350	5,500	5,500	3,389	5,500	5,500
TOTAL SUPPLIES		\$4,350	\$5,780	\$5,964	\$3,573	\$5,745	\$5,780
70 - SERVICES							
001-0409-412.7400	OPERATING SERVICES	\$0	\$1,000	\$1,000	\$154	\$500	\$1,000
001-0409-412.7401	POSTAL/COURIER SERVICES	2,615	4,000	4,000	2,082	3,276	4,000
001-0409-412.7510	TRAINING	8,024	6,970	6,970	1,647	2,195	2,675
001-0409-412.7520	TRAVEL EXPENSES & REIMBURSE	217	2,700	2,700	0	0	3,000
001-0409-412.7530	MEMBERSHIPS	235	360	360	355	540	540
001-0409-412.7540	PUBLICATIONS	17	0	0	0	0	0
001-0409-412.7800	CONTRACT SERVICES	3,570	3,500	3,500	116	3,500	3,500
001-0409-412.7802	CREDIT CARD FEES	9,600	14,000	14,000	7,068	11,525	14,000
TOTAL SERVICES		\$24,278	\$32,530	\$32,530	\$11,422	\$21,536	\$28,715
0409 - MUNICIPAL COURT		\$398,255	\$419,183	\$419,367	\$281,411	\$407,095	\$441,290

401-0401 - FINANCE UTILITY BILLING (W&S)

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
401-0401-415.4110	FULLTIME SALARIES & WAGES	\$183,597	\$187,903	\$187,898	\$132,896	\$187,898	\$195,341
401-0401-415.4130	OVERTIME PAY	1,517	3,185	3,185	2,486	3,185	3,273
401-0401-415.4143	LONGEVITY PAY	2,390	2,625	2,630	2,630	2,630	2,865
401-0401-415.4145	INCENTIVE-CERTIFICATE PAY	900	900	900	675	900	900
401-0401-415.4710	SOCIAL SECURITY/MEDICARE	14,022	14,639	14,639	10,216	14,639	14,648
401-0401-415.4720	TMRS RETIREMENT	29,977	31,158	31,158	22,177	31,158	33,520
401-0401-415.4810	HEALTH/DENTAL INSURANCE	29,456	29,349	29,349	23,210	29,349	42,760
401-0401-415.4820	LIFE INSURANCE	545	529	529	401	529	574
401-0401-415.4830	DISABILITY INSURANCE	619	651	651	473	651	677
401-0401-415.4840	WORKERS COMP INSURANCE	296	308	308	150	308	219
401-0401-415.4850	EAP SERVICES	252	232	232	174	232	232
401-0401-415.4890	FLEX PLAN ADMINISTRATION	424	363	363	272	363	363
	TOTAL PERSONNEL & BENEFITS	\$263,995	\$271,842	\$271,842	\$195,760	\$271,842	\$295,372
50 - SUPPLIES							
401-0401-415.5200	PERSONNEL SUPPLIES	\$0	\$180	\$180	\$21	\$180	\$180
401-0401-415.5400	OPERATING SUPPLIES	3,010	2,800	2,800	1,590	2,800	3,000
401-0401-415.5800	OPERATING EQUIPMENT<\$5000	0	200	200	0	200	200
	TOTAL SUPPLIES	\$3,010	\$3,180	\$3,180	\$1,611	\$3,180	\$3,380
60 - MAINTENANCE							
401-0401-415.6800	EQUIPMENT MAINTENANCE	\$425	\$780	\$780	\$425	\$565	\$780
	TOTAL MAINTENANCE	\$425	\$780	\$780	\$425	\$565	\$780
70 - SERVICES							
401-0401-415.7120	AUDIT SERVICES	\$21,220	\$21,320	\$21,320	\$12,720	\$21,320	\$21,320
401-0401-415.7400	OPERATING SERVICES	1,464	700	700	568	700	700
401-0401-415.7401	POSTAL/COURIER SERVICES	40,311	38,300	38,300	27,676	38,300	40,300
401-0401-415.7510	TRAINING	1,010	2,480	2,480	410	410	2,630
401-0401-415.7520	TRAVEL EXPENSES & REIMBURSE	1,424	3,420	3,420	1,128	1,128	4,420
401-0401-415.7530	MEMBERSHIPS	160	140	140	0	160	160
401-0401-415.7710	SOFTWARE LICENSE FEES	2,115	3,150	3,150	2,170	3,150	3,150
401-0401-415.7800	CONTRACT SERVICES	6,599	6,600	6,600	4,568	6,600	6,600
401-0401-415.7802	CREDIT CARD FEES	75,659	80,000	80,000	62,688	80,000	90,000
	TOTAL SERVICES	\$149,962	\$156,110	\$156,110	\$111,928	\$151,768	\$169,280
90 - OTHER							
401-0401-415.9830	PROVISION FOR UNCOLL A/R	\$0	\$11,608	\$11,608	\$0	\$0	\$11,608
	TOTAL OTHER	\$0	\$11,608	\$11,608	\$0	\$0	\$11,608
401-0401 - FINANCE UTILITY BILLING (W&S)		\$417,392	\$443,520	\$443,520	\$309,724	\$427,355	\$480,420



Department Mission

Human Resources: It is the mission of Human Resources to create, encourage, and maintain an environment that supports, develops, and sustains the well-being of the City of Friendswood's employees. We do this by being a knowledgeable, approachable, professional resource in providing quality services in the areas of employee relations, benefits, recruitment and retention, organizational development, compensation, and human resource information management. We develop and communicate sound policies and procedures that balance the needs of employees and the needs of the city while ensuring compliance with federal and state law. We provide strategic leadership, modeling excellence, honesty, integrity, and teamwork. The Human Resources Department policies foster the way for diversity and inclusion of all employees. We deliver our services in support of the city's mission of excellence, leadership, and service.

Risk Management: To protect the assets of the City of Friendswood from unnecessary and controllable losses by providing a safe and healthy workplace for our employees to function while simultaneously eliminating hazards to the public on city property. The primary goal of Risk Management is to reduce losses and to control the cost of losses that do occur. Serving as a resource, Risk Management will assist departments in managing risk and reducing the frequency, severity, and associated cost of claims, through continuous education, communication, and safety oversight when requested.

Current Operations

Human Resources is responsible for all human resource functions which includes personnel recruitment and retention, compensation, EEO compliance, employee benefits, training and development, new employee orientation, personnel policy interpretation and updates.

Risk Management is responsible for risk management functions, which include employee safety including safety training, accident investigation, and liability, and property insurance claims.

Departmental Accomplishments in FY 2019-2020

- Held 3 wellness programs
- Held 22 safety programs
- Implemented online open enrollment platform
- Negotiated a 0% increase for Health Insurance

Highlights of the Budget

The following forces at work and decision packages are included with the FY21 adopted budget.

Forces at Work (FAW)

Description	Type	Amount
Citywide Health Insurance increase 5%	General Fund	\$96,947
	Water & Sewer Fund	\$14,535

Decision Packages

Description	Type	Amount
Citywide Merit 2.75%	General Fund	\$577,529
	Water & Sewer Fund	\$69,299

Major Departmental Goals for FY 2020-2021

- Implement the Employee Self-service system
- Find additional ways to better utilize the features available in Tyler Incode 10 Personnel module
- Complete scanning of all Personnel and Risk Management files into Laserfiche to reduce the need for paper documentation storage
- Establish and implement comprehensive supervisor training
- Create full manuals for all HR and RM processes and procedures
- Help to foster a positive and efficient work environment for all employees

Human Resources

Supports the City's Strategic Goals:

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

Performance Measures by division:

Human Resources	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
City's total # of full time equivalents*	229.09	235.55	237.35	238.75	239.15
# of full time equivalents	4.0	4.0	4.0	4.0	4.0
Division Expenditures	\$420,794	\$405,615	\$481,429	\$419,058	\$504,611
Outputs					
# of Job Requisitions Processed	35	47	40	45	40
Total # of applications processed	9,892	7,693	10,000	9,500	10,000
# of criminal background checks completed	76	112	80	100	120
# of employees trained during new hire orientation	28	28	45	35	45
Total # of new hire orientation sessions held	3	3	11	4	5
# of Wellness Programs for the year	3	4	3	4	4
Measures of Effectiveness					
Percentage of employees that participated in wellness program to total number of employees	25%	30%	35%	35%	40%
Percentage of employees participating in the EAP Program	8.4%	2.6%	5.1%	4.5%	6%
Average Time to Fill Vacancies (Non-PD) (Days)**	n/a	49.58	n/a	52.00	50.00
Average Time to Fill Vacancies (PD) (Days)**	n/a	250.14	n/a	137.00	150.00
Measures of Efficiency					
Employee Turnover Rate	12.7%	11.4%	12.0%	12.0%	12.0%
Monthly operational cost	\$35,066	\$33,801	\$40,119	\$34,922	\$42,051
Division expenditures per City's total full time equivalents	\$1,837	\$1,722	\$2,028	\$1,748	\$2,101

*The authorized number of FTE's are being reported in their respective departments.

**n/a – Data not available.

Human Resources

Insurance (General Fund & Water & Sewer)					
<i>Information being reported to show activity over past three years. Report Loss Values as of June 30, 2020</i>					

Inputs	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Division Expenditures	\$302,526	\$315,029	\$369,339	\$378,479	\$337,308

Workers' Compensation

Fund Year	Reported Claims		Total Loss Net of Recoveries	Member Deductibles	Pool Net Loss	Claims with Value	Contribution	Loss Ratio
2019/2020	4	Incurred	6,437	0	6,437			
		Paid	437	0	437	3	81,219	7.9%
		Outstanding	6,000	0	6,000			
2018/2019	15	Incurred	98,250	0	98,250			
		Paid	97,951	0	87,951	15	152,396	64.5%
		Outstanding	10,299	0	10,299			
2017/2018	13	Incurred	44,426	0	44,426			
		Paid	44,426	0	44,426	8	102,907	43.2%
		Outstanding	0	0	0			

General Liability

2019/2020	4	Incurred	11,800	6,800	5,000			
		Paid	1,800	1,800	0	3	7,959	62.8%
		Outstanding	10,000	5,000	5,000			
2018/2019	7	Incurred	6,280	3,751	2,529			
		Paid	6,280	3,751	2,529	4	11,695	21.6%
		Outstanding	0	0	0			
2017/2018	8	Incurred	2,612	2,612	0			
		Paid	2,612	2,612	0	2	12,945	0.0%
		Outstanding	0	0	0			

Law Enforcement

2019/2020	2	Incurred	1,540	1,540	0			
		Paid	1,540	1,540	0	2	25,304	0.0%
		Outstanding	0	0	0			
2018/2019	3	Incurred	1,483	1,483	0			
		Paid	1,483	1,483	0	1	36,481	0.0%
		Outstanding	0	0	0			
2017/2018	3	Incurred	36,544	3,250	33,294			
		Paid	25,544	3,250	22,294	3	38,369	86.8%
		Outstanding	11,000	0	11,000			

Human Resources

Errors and Omissions

2019/2020	0	Incurring	0	0	0	15,850	0.0%	
		Paid	0	0	0			
		Outstanding	0	0	0			
2018/2019	1	Incurring	0	0	0	21,834	0.0%	
		Paid	0	0	0			
		Outstanding	0	0	0			
2017/2018	2	Incurring	8,741	1,000	7,741	25,463	30.4%	
		Paid	8,741	1,000	7,741			1
		Outstanding	0	0	0			

Auto

2019/2020	6	Incurring	8,654	1,000	7,654	61,039	12.5%	
		Paid	8,654	1,000	7,654			5
		Outstanding	0	0	0			
2018/2019	8	Incurring	26,126	1,000	25,126	85,592	29.4%	
		Paid	26,126	1,000	25,126			8
		Outstanding	0	0	0			
2017/2018	4	Incurring	5,140	0	5,140	69,832	7.5%	
		Paid	5,140	0	5,140			2
		Outstanding	0	0	0			

Property

2019/2020	2	Incurring	20,000	0	11,715	36,479	32.1%	
		Paid	0	0	11,715			7
		Outstanding	20,000	0	0			
2018/2019	3	Incurring	26,398	0	72,707	42,010	173.1%	
		Paid	26,398	0	72,707			8
		Outstanding	0	0	0			
2017/2018	3	Incurring	0	0	11,151	59,153	18.9%	
		Paid	0	0	11,151			10
		Outstanding	0	0	0			

Fidelity & Crime

2019/2020	0	Incurring	0	0	0	4,522	0.0%	
		Paid	0	0	0			0
		Outstanding	0	0	0			
2018/2019	0	Incurring	0	0	0	6,031	0.0%	
		Paid	0	0	0			0
		Outstanding	0	0	0			
2017/2018	0	Incurring	0	0	0	3,624	0.0%	
		Paid	0	0	0			0
		Outstanding	0	0	0			

Human Resources

Risk Management	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
City's total # of full time equivalents	229.09	235.55	237.35	238.75	239.15
# of full time equivalents	1.0	1.0	1.0	1.0	1.0
Division Expenditures	\$164,024	\$157,419	\$179,929	\$160,431	\$188,100
Outputs					
# of employees attending safety meetings	494	562	525	545	545
Total # of safety meetings and programs conducted	18	26	22	23	24
Total # of work-related reportable incidents	1	4	2	2	1
Measures of Effectiveness					
Total accidents per 1000 hours worked	n/a	0.006	n/a	0.002	0.004
Total Workdays Lost per 1000 hours*	n/a	0.216	n/a	0.000	0.100
Percent of valid test results indicating no drugs*	n/a	5.63	16.67	15.63	16.00
Percent of valid test results indicating no alcohol*	n/a	2.82	8.33	7.81	8.00
Workers Comp Experience Modifier	0.30	0.40	0.30	0.30	0.30
Measures of Efficiency					
Monthly operational cost	\$13,669	\$13,118	\$14,994	\$13,369	\$15,675
Division expenditures per City's total full time equivalents	\$716	\$668	\$758	\$669	\$783

*n/a – Data not available.

**HUMAN RESOURCES
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
HUMAN RESOURCES	\$405,615	\$481,429	\$478,308	\$283,821	\$419,058	\$504,611	4.8%
INSURANCE	174,546	207,241	207,241	180,883	209,855	216,750	4.6%
INSURANCE (W/S)	140,483	162,098	162,098	146,086	168,624	160,558	-1.0%
RISK MANAGEMENT	157,417	179,929	179,971	115,287	160,431	188,100	4.5%
DEPARTMENT TOTAL	\$878,061	\$1,030,697	\$1,027,618	\$726,077	\$957,968	\$1,070,019	3.8%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
PERSONNEL & BENEFITS	\$490,552	\$530,958	\$530,958	\$361,716	\$507,683	\$557,679	5.0%
SUPPLIES	8,303	22,660	24,833	13,014	20,555	22,660	0.0%
SERVICES	379,206	477,079	471,827	351,347	429,730	489,680	2.6%
CLASSIFICATION TOTAL	\$878,061	\$1,030,697	\$1,027,618	\$726,077	\$957,968	\$1,070,019	3.8%

FULL-TIME EQUIVALENTS BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
HUMAN RESOURCES	4.00	4.00	4.00	4.00	4.00	4.00	0.0%
RISK MANAGEMENT	1.00	1.00	1.00	1.00	1.00	1.00	0.0%
PERSONNEL TOTAL	5.00	5.00	5.00	5.00	5.00	5.00	0.0%

In August 2020, Human Resources became a department separate from Administrative Services.

0610 - HUMAN RESOURCES
(formerly 0410)

ACCOUNT NUMBER	ACCOUNT NAME	FY19	FY20	FY20	FY20	FY20	FY21
		ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/20	YEAR END ESTIMATE	ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-0610-415.4110	FULLTIME SALARIES & WAGES	\$229,344	\$229,258	\$228,785	\$160,622	\$228,785	\$244,417
001-0610-415.4120	PART-TIME WAGES	24,237	31,593	31,593	22,642	30,189	32,102
001-0610-415.4130	OVERTIME PAY	4,844	3,083	3,483	3,362	4,482	3,167
001-0610-415.4143	LONGEVITY PAY	1,610	1,785	1,790	1,790	1,790	1,975
001-0610-415.4145	INCENTIVE-CERTIFICATE PAY	5,700	6,000	6,000	4,500	6,000	3,600
001-0610-415.4149	CELL PHONE ALLOWANCE	50	0	0	0	0	0
001-0610-415.4710	SOCIAL SECURITY/MEDICARE	19,479	19,989	19,989	14,104	19,989	20,985
001-0610-415.4720	TMRS RETIREMENT	42,288	43,503	43,503	30,850	43,503	47,248
001-0610-415.4810	HEALTH/DENTAL INSURANCE	24,414	24,343	24,343	17,721	24,343	25,520
001-0610-415.4820	LIFE INSURANCE	670	656	656	496	656	723
001-0610-415.4830	DISABILITY INSURANCE	759	806	806	584	806	850
001-0610-415.4840	WORKERS COMP INSURANCE	579	4,430	4,430	3,455	4,606	4,309
001-0610-415.4850	EAP SERVICES	295	174	242	198	242	174
001-0610-415.4880	UNEMPLOYMENT COMPENSATION	0	25,000	25,000	1,954	1,954	25,000
001-0610-415.4890	FLEX PLAN ADMINISTRATION	290	249	249	187	249	249
TOTAL PERSONNEL & BENEFITS		\$354,559	\$390,869	\$390,869	\$262,465	\$367,594	\$410,319
50 - SUPPLIES							
001-0610-415.5200	PERSONNEL SUPPLIES	\$0	\$450	\$581	\$131	\$250	\$450
001-0610-415.5223	STAFF DEV PROG SUPPLIES	43	3,750	394	299	299	3,750
001-0610-415.5400	OPERATING SUPPLIES	970	5,700	5,700	3,732	5,700	5,700
001-0610-415.5800	OPERATING EQUIPMENT<\$5000	0	1,800	7,156	5,118	7,156	1,800
TOTAL SUPPLIES		\$1,013	\$11,700	\$13,831	\$9,280	\$13,405	\$11,700
70 - SERVICES							
001-0610-415.7120	AUDIT SERVICES	\$0	\$2,500	\$2,500	\$0	\$0	\$2,500
001-0610-415.7140	CONSULTING SERVICES	0	2,500	2,500	0	0	2,500
001-0610-415.7212	MEDICAL EXAMINATIONS	9,298	16,880	16,880	8,111	13,814	18,632
001-0610-415.7220	PERSONNEL EVENTS/PROGRAMS	7,287	9,800	9,800	856	9,800	9,800
001-0610-415.7223	STAFF DEV PROG SERVICES	0	6,400	6,400	250	2,000	6,400
001-0610-415.7400	OPERATING SERVICES	1,759	6,480	6,480	0	3,500	7,080
001-0610-415.7401	POSTAL/COURIER SERVICES	59	370	370	35	100	370
001-0610-415.7491	ADVERTISING/PUBLIC NOTICE	0	350	350	0	0	350
001-0610-415.7496	CRIMINAL HISTORY SERVICES	1,236	8,090	7,726	788	3,000	8,090
001-0610-415.7497	RECRUITMENT ADVERTISING	175	500	500	0	500	500
001-0610-415.7510	TRAINING	2,533	7,330	7,330	399	399	7,480
001-0610-415.7520	TRAVEL EXPENSES & REIMBURSE	3,608	12,650	7,762	606	606	13,400
001-0610-415.7530	MEMBERSHIPS	990	1,540	1,540	610	1,540	1,540
001-0610-415.7612	TELEPHONE/COMMUNICATIONS	(216)	350	350	0	0	350
001-0610-415.7710	SOFTWARE LICENSE FEES	17,159	0	0	0	0	0
001-0610-415.7800	CONTRACT SERVICES	6,155	3,120	3,120	421	2,800	3,600
TOTAL SERVICES		\$50,043	\$78,860	\$73,608	\$12,076	\$38,059	\$82,592
0610 - HUMAN RESOURCES		\$405,615	\$481,429	\$478,308	\$283,821	\$419,058	\$504,611

001-0611 - INSURANCE (GF)
 (formerly 001-0411)

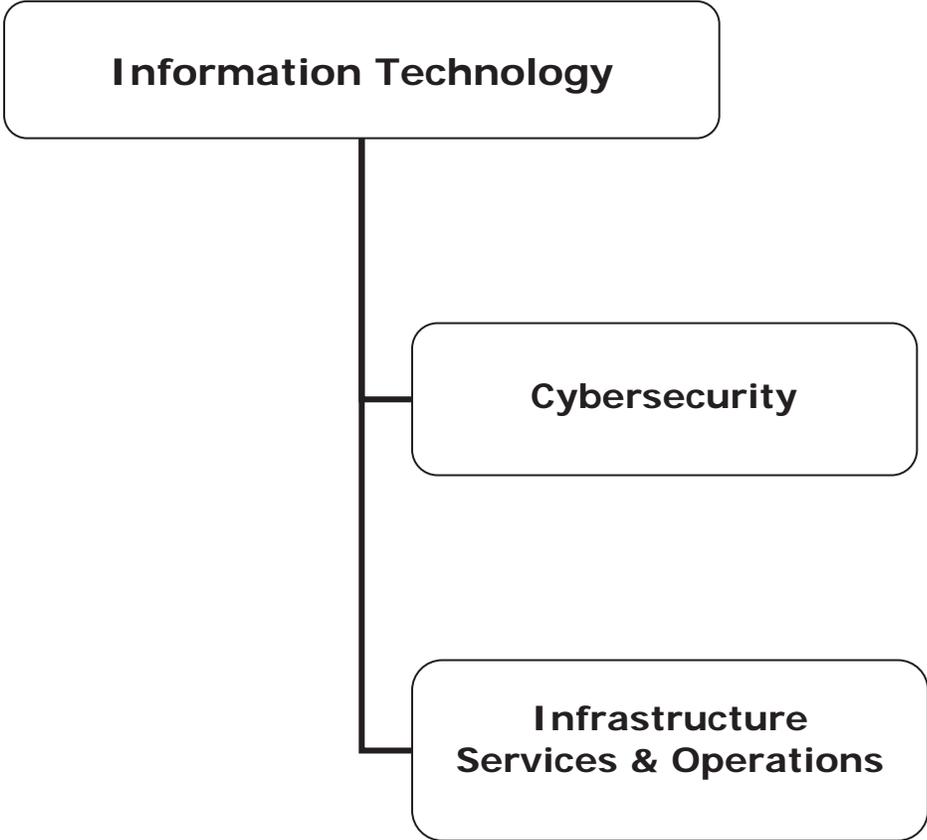
ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
70 - SERVICES							
001-0611-415.7313	MOBILE EQUIPMENT	\$3,109	\$3,350	\$3,807	\$3,807	\$3,807	\$4,000
001-0611-415.7321	GENERAL LIABILITY	6,999	7,600	6,240	6,240	6,240	7,000
001-0611-415.7323	PUBLIC OFFICIAL	13,474	14,100	12,977	12,602	13,076	14,550
001-0611-415.7324	CRIME & ACCIDENT COVERAGE	2,262	2,350	2,350	2,261	2,261	2,350
001-0611-415.7331	WINDSTORM	86,009	112,441	112,441	84,102	111,637	110,000
001-0611-415.7332	REAL & PERSONAL PROPERTY	61,601	60,000	62,576	70,513	70,513	72,000
001-0611-415.7333	FLOOD	717	900	900	871	871	900
001-0611-415.7350	SURETY BONDS	375	2,000	1,450	487	1,450	1,450
001-0611-415.7380	PRIOR YEAR INSURANCE	0	4,500	4,500	0	0	4,500
	TOTAL SERVICES	\$174,546	\$207,241	\$207,241	\$180,883	\$209,855	\$216,750
001-0611 - INSURANCE (GENERAL FUND)		\$174,546	\$207,241	\$207,241	\$180,883	\$209,855	\$216,750

401-0611 - INSURANCE (W/S)
 (formerly 401-0411)

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
70 - SERVICES							
401-0611-415.7313	MOBILE EQUIPMENT	\$2,073	\$2,080	\$2,538	\$2,538	\$2,538	\$2,538
401-0611-415.7321	GENERAL LIABILITY	4,579	4,580	4,160	4,160	4,160	4,580
401-0611-415.7323	PUBLIC OFFICIAL	8,541	8,540	8,285	8,285	8,285	8,540
401-0611-415.7324	CRIME & ACCIDENT COVERAGE	3,697	4,000	3,648	3,648	3,648	4,000
401-0611-415.7331	WINDSTORM	70,371	91,998	91,998	68,811	91,349	90,000
401-0611-415.7332	REAL & PERSONAL PROPERTY	50,398	50,000	50,569	57,931	57,931	50,000
401-0611-415.7333	FLOOD	824	900	900	713	713	900
TOTAL SERVICES		\$140,483	\$162,098	\$162,098	\$146,086	\$168,624	\$160,558
401-0611 - INSURANCE (WATER & SEWER)		\$140,483	\$162,098	\$162,098	\$146,086	\$168,624	\$160,558

0612 - RISK MANAGEMENT
(formerly 0412)

ACCOUNT NUMBER	ACCOUNT NAME	FY19	FY20	FY20	FY20	FY20	FY21
		ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	6/30/20	YEAR END ESTIMATE	ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-0612-415.4110	FULLTIME SALARIES & WAGES	\$89,180	\$93,139	\$93,134	\$65,414	\$93,134	\$96,580
001-0612-415.4143	LONGEVITY PAY	1,000	1,055	1,060	1,060	1,060	1,125
001-0612-415.4144	VEHICLE ALLOWANCE	788	0	0	0	0	0
001-0612-415.4145	INCENTIVE-CERTIFICATE PAY	3,900	3,900	3,900	2,925	3,900	3,900
001-0612-415.4149	CELL PHONE ALLOWANCE	50	0	0	0	0	1,200
001-0612-415.4710	SOCIAL SECURITY/MEDICARE	6,523	6,897	6,897	4,715	6,897	7,230
001-0612-415.4720	TMRS RETIREMENT	15,102	15,705	15,705	11,097	15,705	17,028
001-0612-415.4810	HEALTH/DENTAL INSURANCE	18,539	18,461	18,461	13,405	18,461	19,367
001-0612-415.4820	LIFE INSURANCE	265	271	271	198	271	297
001-0612-415.4830	DISABILITY INSURANCE	301	334	334	233	334	350
001-0612-415.4840	WORKERS COMP INSURANCE	150	155	155	75	155	111
001-0612-415.4850	EAP SERVICES	62	58	58	44	58	58
001-0612-415.4890	FLEX PLAN ADMINISTRATION	133	114	114	85	114	114
	TOTAL PERSONNEL & BENEFITS	\$135,993	\$140,089	\$140,089	\$99,251	\$140,089	\$147,360
50 - SUPPLIES							
001-0612-415.5200	PERSONNEL SUPPLIES	\$1,737	\$2,500	\$2,542	\$54	\$1,600	\$2,500
001-0612-415.5400	OPERATING SUPPLIES	604	3,760	3,760	131	850	3,760
001-0612-415.5800	OPERATING EQUIPMENT<\$5000	4,949	4,700	4,700	3,549	4,700	4,700
	TOTAL SUPPLIES	\$7,290	\$10,960	\$11,002	\$3,734	\$7,150	\$10,960
70 - SERVICES							
001-0612-415.7212	MEDICAL EXAMINATIONS	\$1,655	\$3,000	\$3,000	\$282	\$500	\$4,000
001-0612-415.7220	PERSONNEL EVENTS/PROGRAMS	9,838	13,000	13,000	9,550	10,000	13,000
001-0612-415.7401	POSTAL/COURIER SERVICES	0	0	130	65	65	0
001-0612-415.7510	TRAINING	1,338	3,870	3,740	1,362	1,362	3,870
001-0612-415.7520	TRAVEL EXPENSES & REIMBURSE	1,043	8,410	8,410	665	665	8,410
001-0612-415.7530	MEMBERSHIPS	260	600	600	378	600	500
	TOTAL SERVICES	\$14,134	\$28,880	\$28,880	\$12,302	\$13,192	\$29,780
0612 - RISK MANAGEMENT		\$157,417	\$179,929	\$179,971	\$115,287	\$160,431	\$188,100



Department Mission

Information Technology (IT) is responsible for developing reliable, secure, innovative, and integrated technology solutions that are City organizational priorities and public needs driven. The IT Department provides the knowledge and resources to help all city departments solve business problems, collaborate with city departments, serve citizens effectively and move the city's vision forward. IT provides timely and efficient systems support to all departments by maximizing technology related resources, maintaining a current standard of hardware and software, offering technical guidance, and strategic planning for future system solutions. IT continues to research a broad range of new services and 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. In support of the mission, we will:

- Partner with internal and external stakeholders to understand their information technology needs.
- Provide leadership and planning for the effective and strategic use of emerging technologies.
- Ensure the confidentiality, integrity, and availability of data.
- Demonstrate technical and operational excellence through a commitment to professionalism and continuous improvement.
- Maintain the highest level of protection of Information Technology assets and reduce overall threats.

Current Operations

Information Technology (IT) provides vision, leadership, strategic-planning and innovative technology that is secure, reliable, and integrated technology solutions that are aligned with the City's strategic plan, while delivering excellence in customer service. Current services provided by the IT department include:

- Provide and support a secure centralized network, telephony, and computer technology.
- Support and maintain software applications and the data infrastructure enabling effective business analysis.
- Mitigate risk of loss to the city's information and computer resources, and develop security policies and guidelines.

Departmental Accomplishments in FY 2019-20

- Begin implementation of the Public Works software
- Install NTP appliance to resolve time sync issues
- Implement solutions for phone and internet redundancy
- Various PEG Channel upgrade projects
- Replace aged fiber circuits from city hall to the library and activities center
- Implementation of commercial fiber connection to Blackhawk facility
- Completion of the Cybersecurity training requirement under Texas HB 3834

Highlights of the Budget

Major Departmental Goals for FY 2020-21:

- Cyber Security Public Training for Cyber Security Awareness Month in October
- Continue to expand computer server virtualization and redundancy for protecting the data with Blackhawk facility
- Formulating the deployment of NIST Best Practices for Cybersecurity
- Standardized IT Procedures and Policies
- Enhanced User Security Awareness Training and Cybersecurity training
- Maintaining the IT infrastructure to accommodate new technology
- Implement and test Disaster Recovery plan for servers
- Develop a Computer Replacement Program to fund a rolling technology refresh
- Build out of IT infrastructure needs within the Blackhawk facility to renovate the building
- Implementation of redundant internet connection housed at city hall for connectivity
- Add firewall's for security to redundant internet connection housed at city hall
- Incode ESS/CSS deployment
- Public Works software roll out
- Development of an internal ISOC/NOC (information security operations center/network operations center) for IT
- Mobility solutions to increase staff efficiency out in the field

Information Technology

Supports the City's Strategic Goals:

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

Performance Measures:

Information Technology	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
City's total full time equivalents	229.09	235.55	237.35	238.75	239.15
# of full time equivalents	5	5	5	5	5
Division Expenditures	\$1,294,227	\$1,182,441	\$1,684,193	\$1,736,017	\$1,296,789
Outputs					
# of users supported	220	278	220	280	300
# of work orders closed	2,801	3541	3,500	3700	4000
# of PC's/laptops/iPads supported	275	400	340	420	450
# of servers supported	45	45	60	60	60
# of printers/scanners supported	47/47	48/48	50/50	50/50	55/55
# of applications supported	40+	40+	40+	40+	40+
# of networks supported	33 net/subnet	40 net/subnet	40 net/subnet	45 net/subnet	45 net/subnet
Measures of Effectiveness					
% of Server, software, network availability during normal business hours	99.9%	99.9%	99.9%	99.9%	99.9%
% of support hours	45%	55%	50%	55%	60%
% of project hours	55%	45%	50%	45%	40%
Average time to close work orders (hours)	8 hours	16 hours	16 hours	16 hours	16 hours
Measures of Efficiency					
Average # of work order request closed per month	233	299	310	312	320
Division expenditures per full time employee	\$5,649	\$5,020	\$7,096	\$7,241	\$5,400
Division expenditures per capita	\$32.01	\$28.91	\$40.86	\$42.12	\$31.24
Monthly Operational Cost	\$107,852	\$98,537	\$140,349	\$144,668	\$108,066

**INFORMATION TECHNOLOGY
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
INFORMATION TECHNOLOGY	\$1,182,441	\$1,684,193	\$1,754,399	\$1,085,647	\$1,736,017	\$1,296,789	-23.0%
DEPARTMENT TOTAL	\$1,182,441	\$1,684,193	\$1,754,399	\$1,085,647	\$1,736,017	\$1,296,789	-23.0%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
PERSONNEL & BENEFITS	\$554,838	\$567,473	\$567,473	\$407,343	\$567,473	\$594,323	4.7%
SUPPLIES	54,540	92,750	120,035	38,016	115,685	77,750	-16.2%
MAINTENANCE	36,733	71,280	71,280	21,380	71,280	65,530	-8.1%
SERVICES	374,092	550,690	618,756	409,506	604,756	540,186	-1.9%
CAPITAL OUTLAY	162,238	402,000	376,855	209,402	376,823	19,000	0.0%
CLASSIFICATION TOTAL	\$1,182,441	\$1,684,193	\$1,754,399	\$1,085,647	\$1,736,017	\$1,296,789	-23.0%

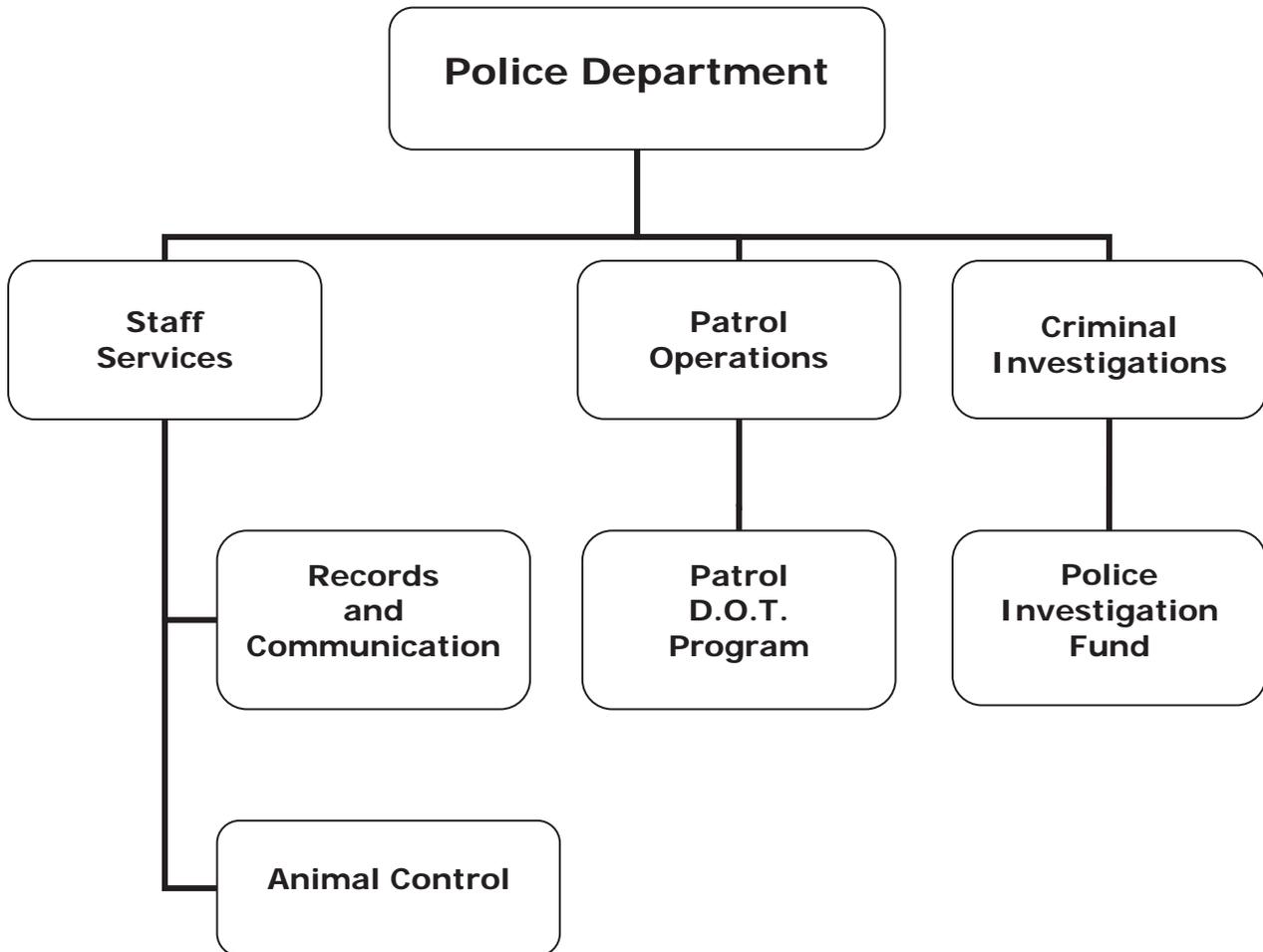
FULL-TIME EQUIVALENTS BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
INFORMATION TECHNOLOGY	5.00	5.00	5.00	5.00	5.00	5.00	0.0%
PERSONNEL TOTAL	5.00	5.00	5.00	5.00	5.00	5.00	0.0%

In August 2020, Information Technology became a department separate from Administrative Services.

0716 - INFORMATION TECHNOLOGY
(formerly 0416)

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-0716-419.4110	FULLTIME SALARIES & WAGES	\$380,009	\$388,785	\$388,770	\$277,370	\$388,770	\$408,876
001-0716-419.4130	OVERTIME PAY	8,136	8,785	8,785	6,623	8,785	9,027
001-0716-419.4131	HOLIDAY HRS WORKED	188	0	0	0	0	0
001-0716-419.4143	LONGEVITY PAY	2,135	2,500	2,515	2,515	2,515	2,820
001-0716-419.4145	INCENTIVE-CERTIFICATE PAY	7,650	8,100	8,100	6,525	8,100	5,400
001-0716-419.4149	CELL PHONE ALLOWANCE	4,890	4,800	4,800	3,360	4,800	4,800
001-0716-419.4710	SOCIAL SECURITY/MEDICARE	29,551	30,382	30,382	21,786	30,382	31,697
001-0716-419.4720	TMRS RETIREMENT	64,121	66,116	66,116	47,398	66,116	71,374
001-0716-419.4810	HEALTH/DENTAL INSURANCE	53,652	53,427	53,427	38,793	53,427	56,049
001-0716-419.4820	LIFE INSURANCE	1,130	1,118	1,118	836	1,118	1,217
001-0716-419.4830	DISABILITY INSURANCE	1,283	1,374	1,374	985	1,374	1,434
001-0716-419.4840	WORKERS COMP INSURANCE	1,551	1,596	1,596	784	1,596	1,139
001-0716-419.4850	EAP SERVICES	315	290	290	218	290	290
001-0716-419.4890	FLEX PLAN ADMINISTRATION	227	200	200	150	200	200
	TOTAL PERSONNEL & BENEFITS	\$554,838	\$567,473	\$567,473	\$407,343	\$567,473	\$594,323
50 - SUPPLIES							
001-0716-419.5200	PERSONNEL SUPPLIES	\$80	\$200	\$242	\$42	\$242	\$200
001-0716-419.5400	OPERATING SUPPLIES	1,431	7,350	7,350	1,256	3,000	7,350
001-0716-419.5700	COMPUTER SUPPLIES	950	0	0	0	0	0
001-0716-419.5800	OPERATING EQUIPMENT<\$5000	52,079	60,200	87,443	36,718	87,443	45,200
001-0716-419.5820	SECURITY CAMERA EQUIPMENT	0	25,000	25,000	0	25,000	25,000
	TOTAL SUPPLIES	\$54,540	\$92,750	\$120,035	\$38,016	\$115,685	\$77,750
60 - MAINTENANCE							
001-0716-419.6700	COMPUTER EQUIP MAINT	\$36,733	\$71,280	\$71,280	\$21,380	\$71,280	\$65,530
	TOTAL MAINTENANCE	\$36,733	\$71,280	\$71,280	\$21,380	\$71,280	\$65,530
70 - SERVICES							
001-0716-419.7400	OPERATING SERVICES	\$7,017	\$30,500	\$35,888	\$24,783	\$35,888	\$15,500
001-0716-419.7510	TRAINING	17,410	22,680	14,319	3,320	4,425	22,680
001-0716-419.7520	TRAVEL EXPENSES & REIMBURSE	4,213	6,600	6,600	1,921	1,921	7,950
001-0716-419.7530	MEMBERSHIPS	175	180	180	175	175	180
001-0716-419.7710	SOFTWARE LICENSE FEES	0	19,300	19,664	18,702	20,242	24,301
001-0716-419.7720	SOFTWARE SUPPORT SERVICES	268,336	361,620	432,295	297,119	432,295	317,615
001-0716-419.7723	SOFTWARE SUBSCRIPTION SERVICE	11,586	17,550	17,550	17,397	17,550	40,450
001-0716-419.7730	INTERNET/WIRELESS SERVICE	52,138	65,260	65,260	45,387	65,260	84,510
001-0716-419.7800	CONTRACT SERVICES	13,217	27,000	27,000	702	27,000	27,000
	TOTAL SERVICES	\$374,092	\$550,690	\$618,756	\$409,506	\$604,756	\$540,186
80 - CAPITAL OUTLAY							
001-0716-419.8400	CAPITAL OPERATING EQUIPMENT	\$140,648	\$0	\$32	\$0	\$0	\$0
001-0716-419.8800	CAPITAL EQUIPMENT	21,590	402,000	376,823	209,402	376,823	19,000
	TOTAL CAPITAL OUTLAY	\$162,238	\$402,000	\$376,855	\$209,402	\$376,823	\$19,000
0716 - INFORMATION TECHNOLOGY		\$1,182,441	\$1,684,193	\$1,754,399	\$1,085,647	\$1,736,017	\$1,296,789



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 2020 Accomplishments

Friendswood continues to be one of the safest cities in Texas with a crime rate of 7.14 crimes per 1,000 residents as reported in 2019. Year after year, Friendswood is ranked as one of the top ten safest cities in Texas, a recognition based on the total number of crimes per 1,000 residents plus other factors. Friendswood was ranked as the 90th safest city in the United States with a population of 25,000 or more.

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.

During FY2020, the Department upgraded and added to its crime fighting tool in the form of a drone program and added surveillance capabilities. Personal protection for police officers was also upgraded with new vest carriers and ballistic plates that increase an officer's survival rate during a critical incident.

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

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

Criminal Investigations

The purpose of 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 officer 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 2021 budget for the police department addresses requirements to maintain current operations without a request for any additional sworn peace officer positions. The current full authorized sworn strength is 66 peace 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 20 years. The last application for continued funding was filed in early 2020 and we will hear a funding decision in September 2020.

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 seven marked patrol vehicles and two staff vehicles. At time of replacement each vehicle has over 85,000 miles and/or maintenance costs associated with keeping the vehicle suitable for service are high.

2020 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

Police

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

Police Department	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
Total # of full time equivalents in Police Dept	90.38	90.38	90.38	90.38	90.38
Total # of full time sworn peace officer positions *	64	58	66	64	66
Total # of full time equivalents in Police Dept	90.38	90.38	90.38	90.38	90.38
Department Expenditures	\$10,694,515	\$11,233,780	\$11,872,601	\$11,052,032	\$12,145,895
Outputs					
Total # of Arrests	1,179	1,207	1,000	1,200	1,200
# of Police Calls for Service	16,443	19,053	17,000	19,400	19,000
# of Domestic Animals Impounded	525	535	525	450	525
Measures of Effectiveness					
Crime Rate	9.18	7.14	10.00	10.00	10.00
Offense Clearance Rate	66	55	65	65	65
# of Traffic Accidents	514	537	530	450	530
# of Animal Adoptions	266	271	250	200	250
Measures of Efficiency					
Average Response Time	8:23	7:55	10:00	8:30	10:00
#minutes from request to arrival – Priority 1	4:15	4:33	5:00	4:15	5:00
Monthly Operating Costs	\$891,210	\$936,148	\$989,383	\$921,003	\$1,012,158
Department Expenditures per Capita	\$264.55	\$274.63	\$288.06	\$268.15	\$292.64

**A total of 66 full-time equivalent (FTEs) sworn peace officers positions have been authorized. However, not all 66 positions may be filled during the fiscal year or budgeted. Only 64 FTE have been budgeted in FY21.*

POLICE DEPARTMENT
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
ADMINISTRATION*	\$831,452	\$976,636	\$977,872	\$543,380	\$844,521	\$1,067,595	9.3%
COMMUNICATIONS	1,192,473	1,222,102	1,224,713	865,856	1,197,646	1,281,782	4.9%
PATROL*	6,919,899	7,096,209	7,166,727	4,803,866	6,723,302	7,186,295	1.3%
PATROL-DOT PROGRAM	45,794	124,805	121,805	8,953	11,250	128,986	3.4%
CRIMINAL INVESTIGATIONS	1,835,566	2,024,004	2,030,063	1,307,663	1,865,189	2,046,211	1.1%
ANIMAL CONTROL	408,596	428,845	436,711	287,145	410,124	435,026	1.4%
DEPARTMENT TOTAL	\$11,233,780	\$11,872,601	\$11,957,891	\$7,816,863	\$11,052,032	\$12,145,895	2.3%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
PERSONNEL AND BENEFITS*	\$9,717,299	\$10,227,811	\$10,210,411	\$6,889,308	\$9,583,366	\$10,469,505	2.4%
SUPPLIES	385,448	447,370	521,136	213,530	396,622	424,720	-5.1%
MAINTENANCE	216,155	335,810	325,289	118,348	266,442	360,160	7.3%
SERVICES	706,074	815,110	841,411	543,021	745,958	891,510	9.4%
CAPITAL OUTLAY	208,804	46,500	59,644	52,656	59,644	0	0.0%
CLASSIFICATION TOTAL	\$11,233,780	\$11,872,601	\$11,957,891	\$7,816,863	\$11,052,032	\$12,145,895	2.3%

FULL-TIME EQUIVALENTS BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
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*	53.78	53.78	53.78	53.78	52.78	52.78	-1.9%
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	14.00	14.00	7.7%
ANIMAL CONTROL	4.00	4.00	4.00	4.00	4.00	4.00	0.0%
PERSONNEL TOTAL	90.38	90.38	90.38	90.38	90.38	90.38	5.8%

*A total of 64 peace officers were funded of the authorized 66 full-time equivalents.

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-2101-421.4110	FULLTIME SALARIES & WAGES	\$467,309	\$566,040	\$557,854	\$318,720	\$514,960	\$623,207
001-2101-421.4130	OVERTIME PAY	17,580	15,413	15,413	8,012	10,682	15,836
001-2101-421.4131	HOLIDAY HRS WORKED	3,479	4,028	4,028	132	132	1,056
001-2101-421.4143	LONGEVITY PAY	6,549	4,825	5,010	5,010	5,010	5,490
001-2101-421.4145	INCENTIVE-CERTIFICATE PAY	19,400	18,600	18,600	10,700	18,600	21,600
001-2101-421.4149	CELL PHONE ALLOWANCE	1,047	840	840	448	840	840
001-2101-421.4190	TERMINATION PAYOUTS	42,474	0	8,001	8,000	8,000	0
001-2101-421.4710	SOCIAL SECURITY/MEDICARE	38,404	43,527	43,527	24,466	42,621	47,286
001-2101-421.4720	TMRS RETIREMENT	88,773	98,102	98,102	56,124	84,832	110,498
001-2101-421.4810	HEALTH/DENTAL INSURANCE	30,856	52,861	52,861	21,931	29,240	58,076
001-2101-421.4820	LIFE INSURANCE	1,399	1,649	1,649	947	1,262	1,874
001-2101-421.4830	DISABILITY INSURANCE	1,591	2,027	2,027	1,116	1,487	2,287
001-2101-421.4840	WORKERS COMP INSURANCE	8,130	7,671	7,671	3,680	4,906	6,996
001-2101-421.4850	EAP SERVICES	250	290	290	155	206	290
001-2101-421.4890	FLEX PLAN ADMINISTRATION	313	293	293	165	220	200
	TOTAL PERSONNEL & BENEFITS	\$727,554	\$816,166	\$816,166	\$459,606	\$722,998	\$895,536
50 - SUPPLIES							
001-2101-421.5200	PERSONNEL SUPPLIES	\$1,000	\$2,750	\$2,750	\$157	\$1,000	\$2,750
001-2101-421.5301	FUEL	4,311	9,990	9,990	2,354	4,600	6,500
001-2101-421.5400	OPERATING SUPPLIES	13,753	17,000	18,236	6,826	14,100	17,000
001-2101-421.5800	OPERATING EQUIPMENT<\$5000	2,127	2,500	2,500	417	2,500	2,500
	TOTAL SUPPLIES	\$21,191	\$32,240	\$33,476	\$9,754	\$22,200	\$28,750
60 - MAINTENANCE							
001-2101-421.6300	VEHICLE MAINTENANCE	\$3,097	\$12,500	\$12,500	\$1,063	\$3,000	\$14,000
001-2101-421.6600	FACILITY MAINTENANCE	0	1,000	1,000	0	0	7,000
001-2101-421.6620	CONTINGENCY	0	20,000	6,856	0	0	20,000
	TOTAL MAINTENANCE	\$3,097	\$33,500	\$20,356	\$1,063	\$3,000	\$41,000
70 - SERVICES							
001-2101-421.7140	CONSULTING SERVICES	\$3,500	\$10,500	\$10,500	\$7,000	\$7,000	\$10,500
001-2101-421.7311	VEHICLE INSURANCE	3,513	3,590	3,590	2,691	3,590	4,064
001-2101-421.7322	LAW ENFORCEMENT	1,787	2,000	2,000	1,656	1,656	2,000
001-2101-421.7350	SURETY BONDS	0	0	0	0	0	80
001-2101-421.7400	OPERATING SERVICES	2,168	2,750	2,750	790	2,500	2,750
001-2101-421.7401	POSTAL/COURIER SERVICES	886	1,100	1,100	485	1,000	1,100
001-2101-421.7497	RECRUITMENT ADVERTISING	0	1,000	1,000	0	0	1,000
001-2101-421.7510	TRAINING	1,160	2,730	2,730	438	438	1,730
001-2101-421.7520	TRAVEL EXPENSES & REIMBURSE	698	2,260	2,260	635	635	1,255
001-2101-421.7530	MEMBERSHIPS	300	1,240	1,240	1,000	1,000	0
001-2101-421.7540	PUBLICATIONS	0	200	200	0	0	200
001-2101-421.7612	TELEPHONE/COMMUNICATIONS	46,863	45,480	45,480	31,708	45,480	46,520
001-2101-421.7830	RENTAL	1,018	4,000	4,000	0	2,000	3,000
001-2101-421.7831	VEHICLE LEASE-INTERNAL	17,717	17,880	17,880	13,410	17,880	28,110
	TOTAL SERVICES	\$79,610	\$94,730	\$94,730	\$59,813	\$83,179	\$102,309
80 - CAPITAL OUTLAY							
001-2101-421.8800	CAPITAL EQUIPMENT	\$0	\$0	\$13,144	\$13,144	\$13,144	\$0
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$13,144	\$13,144	\$13,144	\$0
2101 - POLICE/ADMINISTRATION		\$831,452	\$976,636	\$977,872	\$543,380	\$844,521	\$1,067,595

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-2110-421.4110	FULLTIME SALARIES & WAGES	\$680,698	\$714,585	\$714,540	\$509,598	\$709,086	\$744,515
001-2110-421.4130	OVERTIME PAY	62,725	44,839	44,839	33,969	47,292	50,201
001-2110-421.4131	HOLIDAY HRS WORKED	19,002	25,550	25,550	17,208	17,208	21,115
001-2110-421.4143	LONGEVITY PAY	8,635	9,250	9,295	9,295	9,295	10,175
001-2110-421.4145	INCENTIVE-CERTIFICATE PAY	38,385	40,450	40,450	31,260	40,450	43,080
001-2110-421.4149	CELL PHONE ALLOWANCE	847	840	840	588	840	840
001-2110-421.4220	PART-TIME WAGES W/O BENEFITS	47,642	25,227	25,227	23,211	30,947	25,393
001-2110-421.4710	SOCIAL SECURITY/MEDICARE	63,032	62,569	62,569	45,879	61,172	66,538
001-2110-421.4720	TMRS RETIREMENT	128,649	130,804	130,804	96,285	128,380	144,085
001-2110-421.4810	HEALTH/DENTAL INSURANCE	94,718	95,342	95,342	70,263	93,684	99,995
001-2110-421.4820	LIFE INSURANCE	1,995	2,104	2,104	1,524	2,031	2,292
001-2110-421.4830	DISABILITY INSURANCE	2,283	2,601	2,601	1,805	2,406	2,715
001-2110-421.4840	WORKERS COMP INSURANCE	2,605	2,012	2,012	1,282	1,709	1,727
001-2110-421.4850	EAP SERVICES	987	755	755	673	755	755
001-2110-421.4890	FLEX PLAN ADMINISTRATION	988	834	834	718	834	926
TOTAL PERSONNEL & BENEFITS		\$1,153,191	\$1,157,762	\$1,157,762	\$843,558	\$1,146,089	\$1,214,352
50 - SUPPLIES							
001-2110-421.5200	PERSONNEL SUPPLIES	\$2,737	\$4,000	\$4,095	\$736	\$982	\$4,000
001-2110-421.5400	OPERATING SUPPLIES	818	2,700	2,700	1,281	1,708	2,700
001-2110-421.5800	OPERATING EQUIPMENT<\$5000	8,680	3,000	3,000	1,302	1,736	3,000
TOTAL SUPPLIES		\$12,235	\$9,700	\$9,795	\$3,319	\$4,426	\$9,700
60 - MAINTENANCE							
001-2110-421.6800	EQUIPMENT MAINTENANCE	\$19,111	\$36,250	\$36,250	\$11,461	\$36,250	\$36,250
TOTAL MAINTENANCE		\$19,111	\$36,250	\$36,250	\$11,461	\$36,250	\$36,250
70 - SERVICES							
001-2110-421.7212	MEDICAL EXAMINATIONS	\$450	\$600	\$600	\$0	\$0	\$600
001-2110-421.7350	SURETY BONDS	213	560	631	355	473	400
001-2110-421.7400	OPERATING SERVICES	2,505	5,070	7,515	3,654	4,872	7,520
001-2110-421.7401	POSTAL/COURIER SERVICES	0	500	500	0	0	500
001-2110-421.7510	TRAINING	1,800	6,270	6,270	1,984	2,645	7,070
001-2110-421.7520	TRAVEL EXPENSES & REIMBURSE	1,076	2,100	2,100	71	95	2,100
001-2110-421.7530	MEMBERSHIPS	548	1,220	1,220	572	1,220	1,220
001-2110-421.7611	ELECTRICITY	1,344	2,070	2,070	882	1,576	2,070
TOTAL SERVICES		\$7,936	\$18,390	\$20,906	\$7,518	\$10,881	\$21,480
2110 - POLICE/COMMUNICATIONS		\$1,192,473	\$1,222,102	\$1,224,713	\$865,856	\$1,197,646	\$1,281,782

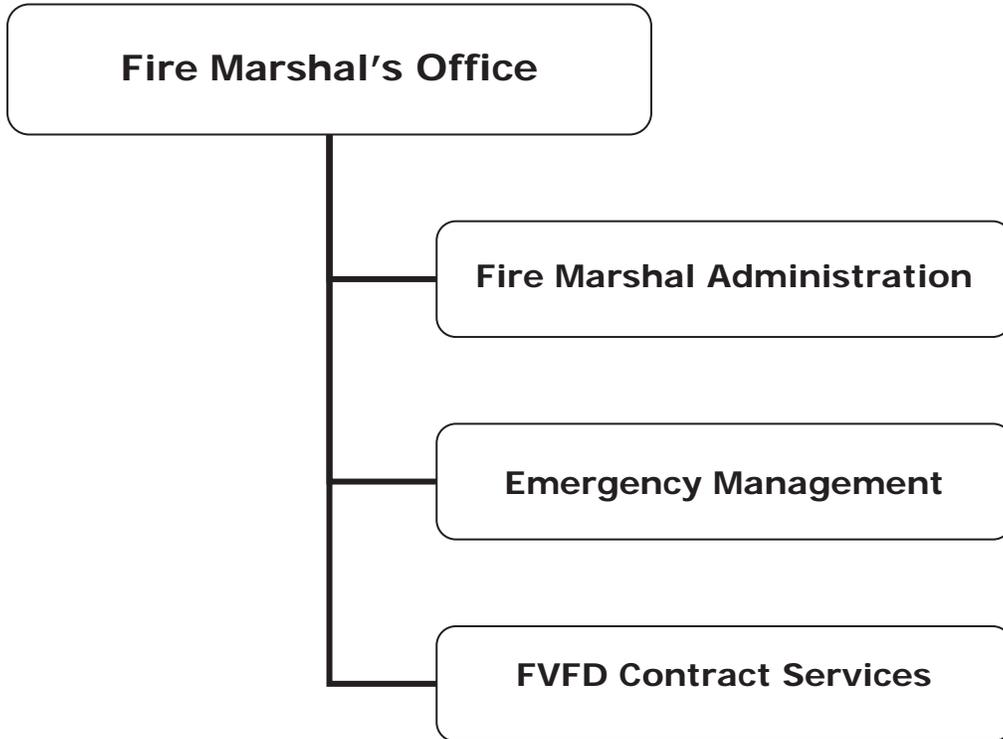
ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-2120-421.4110	FULLTIME SALARIES & WAGES	\$3,193,177	\$3,406,331	\$3,379,828	\$2,367,953	\$3,257,271	\$3,533,346
001-2120-421.4120	PART-TIME WAGES	55,668	66,354	66,354	37,387	49,849	66,197
001-2120-421.4130	OVERTIME PAY	565,208	475,707	475,707	317,195	522,926	411,046
001-2120-421.4131	HOLIDAY HRS WORKED	127,830	117,613	117,613	110,904	110,904	100,297
001-2120-421.4132	FACILITY SECURITY OVERTIME PAY	0	0	0	929	929	35,000
001-2120-421.4143	LONGEVITY PAY	22,434	24,790	24,718	24,717	24,717	23,475
001-2120-421.4145	INCENTIVE-CERTIFICATE PAY	154,971	167,730	167,730	116,474	155,300	159,675
001-2120-421.4149	CELL PHONE ALLOWANCE	4,208	4,200	4,200	2,905	4,200	3,780
001-2120-421.4190	TERMINATION PAYOUTS	24,696	0	9,130	9,130	9,130	0
001-2120-421.4220	PART-TIME WAGES W/O BENEFITS	70,217	56,087	56,087	38,994	51,992	65,404
001-2120-421.4710	SOCIAL SECURITY/MEDICARE	308,244	319,220	319,220	220,426	293,901	318,592
001-2120-421.4720	TMRS RETIREMENT	662,879	694,477	694,477	477,674	636,899	712,750
001-2120-421.4810	HEALTH/DENTAL INSURANCE	506,181	615,438	615,438	392,551	523,401	608,279
001-2120-421.4820	LIFE INSURANCE	9,335	10,457	10,457	7,179	9,572	10,825
001-2120-421.4830	DISABILITY INSURANCE	10,742	12,908	12,908	8,412	11,216	12,876
001-2120-421.4840	WORKERS COMP INSURANCE	60,743	64,037	64,037	31,345	41,793	46,017
001-2120-421.4850	EAP SERVICES	3,062	2,961	2,961	2,125	2,833	2,846
001-2120-421.4890	FLEX PLAN ADMINISTRATION	1,753	1,839	1,839	1,014	1,351	1,661
	TOTAL PERSONNEL & BENEFITS	\$5,781,348	\$6,040,149	\$6,022,704	\$4,167,314	\$5,708,184	\$6,112,066
50 - SUPPLIES							
001-2120-421.5200	PERSONNEL SUPPLIES	\$60,957	\$71,900	\$75,243	\$45,663	\$62,885	\$71,900
001-2120-421.5300	VEHICLE SUPPLIES	222	1,500	1,500	37	37	0
001-2120-421.5301	FUEL	132,821	144,520	144,520	53,141	137,855	144,520
001-2120-421.5400	OPERATING SUPPLIES	39,932	44,070	44,070	24,426	41,570	42,070
001-2120-421.5800	OPERATING EQUIPMENT<\$5000	36,668	45,850	107,328	33,914	45,220	40,350
	TOTAL SUPPLIES	\$270,600	\$307,840	\$372,661	\$157,181	\$287,567	\$298,840
60 - MAINTENANCE							
001-2120-421.6300	VEHICLE MAINTENANCE	\$139,652	\$148,160	\$150,783	\$82,240	\$149,655	\$153,060
001-2120-421.6400	OPERATING MAINTENANCE	689	3,000	3,000	0	2,000	3,000
001-2120-421.6800	EQUIPMENT MAINTENANCE	34,259	51,300	51,300	6,264	48,352	64,000
	TOTAL MAINTENANCE	\$174,600	\$202,460	\$205,083	\$88,504	\$200,007	\$220,060
70 - SERVICES							
001-2120-421.7212	MEDICAL EXAMINATIONS	\$2,475	\$2,000	\$4,100	\$2,475	\$4,100	\$2,000
001-2120-421.7311	VEHICLE INSURANCE	31,367	28,690	28,690	21,519	28,690	26,859
001-2120-421.7322	LAW ENFORCEMENT	26,464	29,000	29,000	24,451	24,451	29,000
001-2120-421.7340	ANIMAL MORTALITY INS	2,125	4,200	4,200	1,757	1,757	2,800
001-2120-421.7400	OPERATING SERVICES	51,411	22,990	22,990	13,048	22,990	23,090
001-2120-421.7401	POSTAL/COURIER SERVICES	957	1,000	1,000	318	1,000	1,000
001-2120-421.7497	RECRUITMENT ADVERTISING	572	600	600	0	600	600
001-2120-421.7498	JUDGMENTS & DAMAGE CLAIMS	4,525	4,900	5,019	2,412	3,412	4,900
001-2120-421.7510	TRAINING	26,521	27,580	45,880	21,011	29,044	29,330
001-2120-421.7520	TRAVEL EXPENSES & REIMBURSE	4,244	15,800	15,800	1,477	2,500	8,050
001-2120-421.7530	MEMBERSHIPS	305	1,580	1,580	105	1,580	1,580
001-2120-421.7710	SOFTWARE LICENSE FEES	4,236	10,550	10,550	0	10,550	8,000
001-2120-421.7831	VEHICLE LEASE-INTERNAL	329,345	350,370	350,370	262,782	350,370	418,120
	TOTAL SERVICES	\$484,547	\$499,260	\$519,779	\$351,355	\$481,044	\$555,329
80 - CAPITAL OUTLAY							
001-2120-421.8800	CAPITAL EQUIPMENT	\$208,804	\$46,500	\$46,500	\$39,512	\$46,500	\$0
	TOTAL CAPITAL OUTLAY	\$208,804	\$46,500	\$46,500	\$39,512	\$46,500	\$0
2120 - POLICE PATROL		\$6,919,899	\$7,096,209	\$7,166,727	\$4,803,866	\$6,723,302	\$7,186,295

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-2125-421.4110	FULLTIME SALARIES & WAGES	\$14,460	\$62,447	\$62,447	\$0	\$0	\$66,916
001-2125-421.4130	OVERTIME PAY	3,906	1,541	1,541	0	0	1,584
001-2125-421.4131	HOLIDAY HRS WORKED	539	0	0	0	0	0
001-2125-421.4143	LONGEVITY PAY	435	0	0	0	0	0
001-2125-421.4145	INCENTIVE-CERTIFICATE PAY	2,925	1,800	1,800	0	0	1,800
001-2125-421.4710	SOCIAL SECURITY/MEDICARE	1,552	4,710	4,710	0	0	4,743
001-2125-421.4720	TMRS RETIREMENT	3,550	11,158	11,158	0	0	11,643
001-2125-421.4810	HEALTH/DENTAL INSURANCE	4,438	18,957	18,957	0	0	19,368
001-2125-421.4820	LIFE INSURANCE	55	189	189	0	0	198
001-2125-421.4830	DISABILITY INSURANCE	58	232	232	0	0	280
001-2125-421.4840	WORKERS COMP INSURANCE	325	1,019	1,019	0	0	736
001-2125-421.4850	EAP SERVICES	17	59	59	0	0	58
001-2125-421.4890	FLEX PLAN ADMINISTRATION	6	23	23	0	0	114
	TOTAL PERSONNEL & BENEFITS	\$32,266	\$102,135	\$102,135	\$0	\$0	\$107,440
50 - SUPPLIES							
001-2125-421.5200	PERSONNEL SUPPLIES	\$270	\$500	\$500	\$0	\$0	\$500
001-2125-421.5300	VEHICLE SUPPLIES	0	250	250	0	0	0
001-2125-421.5301	FUEL	2,844	2,480	2,480	900	900	2,480
001-2125-421.5400	OPERATING SUPPLIES	27	750	750	27	27	750
001-2125-421.5800	OPERATING EQUIPMENT<\$5000	0	750	750	523	523	750
	TOTAL SUPPLIES	\$3,141	\$4,730	\$4,730	\$1,450	\$1,450	\$4,480
60 - MAINTENANCE							
001-2125-421.6300	VEHICLE MAINTENANCE	\$0	\$1,000	\$1,000	\$0	\$0	\$1,250
	TOTAL MAINTENANCE	\$0	\$1,000	\$1,000	\$0	\$0	\$1,250
70 - SERVICES							
001-2125-421.7311	VEHICLE INSURANCE	\$782	\$800	\$800	\$603	\$800	\$786
001-2125-421.7400	OPERATING SERVICES	345	800	800	0	0	800
001-2125-421.7510	TRAINING	180	3,250	250	0	0	250
001-2125-421.7520	TRAVEL EXPENSES & REIMBURSE	82	3,090	3,090	0	0	3,090
001-2125-421.7530	MEMBERSHIPS	600	600	600	600	600	600
001-2125-421.7831	VEHICLE LEASE-INTERNAL	8,398	8,400	8,400	6,300	8,400	10,290
	TOTAL SERVICES	\$10,387	\$16,940	\$13,940	\$7,503	\$9,800	\$15,816
2125 - POLICE - DOT PROGRAM		\$45,794	\$124,805	\$121,805	\$8,953	\$11,250	\$128,986

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-2130-421.4110	FULLTIME SALARIES & WAGES	\$1,050,163	\$1,115,533	\$1,115,533	\$759,036	\$1,089,048	\$1,159,923
001-2130-421.4130	OVERTIME PAY	116,349	111,953	111,953	56,521	111,361	74,959
001-2130-421.4131	HOLIDAY HRS WORKED	1,887	5,110	5,110	0	0	4,223
001-2130-421.4143	LONGEVITY PAY	11,780	9,965	10,010	10,010	10,010	11,835
001-2130-421.4145	INCENTIVE-CERTIFICATE PAY	45,358	51,600	51,600	36,700	48,900	52,500
001-2130-421.4149	CELL PHONE ALLOWANCE	3,933	4,500	4,500	2,632	3,547	4,500
001-2130-421.4150	CLOTHING ALLOWANCE	6,860	8,400	8,400	4,240	7,840	8,000
001-2130-421.4190	TERMINATION PAYOUTS	4,184	0	0	0	0	0
001-2130-421.4710	SOCIAL SECURITY/MEDICARE	89,946	91,197	91,197	62,584	83,445	95,706
001-2130-421.4720	TMRS RETIREMENT	198,138	201,363	201,363	138,985	185,314	217,958
001-2130-421.4810	HEALTH/DENTAL INSURANCE	142,350	171,833	171,833	98,919	131,892	168,402
001-2130-421.4820	LIFE INSURANCE	2,965	3,235	3,235	2,169	2,892	3,527
001-2130-421.4830	DISABILITY INSURANCE	3,399	4,026	4,026	2,588	3,451	4,254
001-2130-421.4840	WORKERS COMP INSURANCE	16,159	16,449	16,449	8,073	10,764	12,369
001-2130-421.4850	EAP SERVICES	790	813	813	551	735	813
001-2130-421.4890	FLEX PLAN ADMINISTRATION	514	487	487	412	550	579
	TOTAL PERSONNEL & BENEFITS	\$1,694,775	\$1,796,464	\$1,796,509	\$1,183,420	\$1,689,749	\$1,819,548
50 - SUPPLIES							
001-2130-421.5200	PERSONNEL SUPPLIES	\$4,445	\$4,500	\$5,500	\$2,536	\$4,382	\$4,500
001-2130-421.5301	FUEL	25,386	31,460	31,460	10,690	24,253	30,000
001-2130-421.5400	OPERATING SUPPLIES	9,742	8,700	13,377	8,738	11,651	8,200
001-2130-421.5800	OPERATING EQUIPMENT<\$5000	4,288	16,950	18,287	8,286	11,048	7,750
	TOTAL SUPPLIES	\$43,861	\$61,610	\$68,624	\$30,250	\$51,334	\$50,450
60 - MAINTENANCE							
001-2130-421.6300	VEHICLE MAINTENANCE	\$15,749	\$46,100	\$46,100	\$14,644	\$19,525	\$46,100
001-2130-421.6800	EQUIPMENT MAINTENANCE	0	4,500	4,500	1,995	2,660	3,500
	TOTAL MAINTENANCE	\$15,749	\$50,600	\$50,600	\$16,639	\$22,185	\$49,600
70 - SERVICES							
001-2130-421.7311	VEHICLE INSURANCE	\$12,456	\$11,890	\$11,890	\$8,919	\$11,890	\$12,343
001-2130-421.7322	LAW ENFORCEMENT	5,361	5,850	5,850	4,969	4,969	5,850
001-2130-421.7400	OPERATING SERVICES	16,664	24,500	24,500	18,615	24,820	25,200
001-2130-421.7401	POSTAL/COURIER SERVICES	378	500	500	217	400	500
001-2130-421.7498	JUDGMENTS & DAMAGE CLAIMS	905	0	0	0	0	0
001-2130-421.7510	TRAINING	6,687	13,210	12,210	4,057	5,410	8,360
001-2130-421.7520	TRAVEL EXPENSES & REIMBURSE	2,238	7,070	7,070	1,591	2,122	7,070
001-2130-421.7530	MEMBERSHIPS	1,561	1,810	1,810	1,635	1,810	1,810
001-2130-421.7612	TELEPHONE/COMMUNICATIONS	(7,552)	3,240	3,240	1,384	3,240	10,500
001-2130-421.7710	SOFTWARE LICENSE FEES	1,425	2,100	2,100	2,100	2,100	2,100
001-2130-421.7831	VEHICLE LEASE-INTERNAL	41,058	45,160	45,160	33,867	45,160	52,880
	TOTAL SERVICES	\$81,181	\$115,330	\$114,330	\$77,354	\$101,921	\$126,613
2130 - POLICE CRIMINAL INVESTIGATIONS		\$1,835,566	\$2,024,004	\$2,030,063	\$1,307,663	\$1,865,189	\$2,046,211

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-2150-441.4110	FULLTIME SALARIES & WAGES	\$194,427	\$191,638	\$191,623	\$140,884	\$190,846	\$201,004
001-2150-441.4130	OVERTIME PAY	31,442	24,413	24,413	20,763	27,684	15,836
001-2150-441.4131	HOLIDAY HRS WORKED	749	1,010	1,010	74	74	370
001-2150-441.4143	LONGEVITY PAY	1,620	1,845	1,860	1,860	1,860	2,110
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	1,327	1,680	1,680	1,176	1,680	1,680
001-2150-441.4710	SOCIAL SECURITY/MEDICARE	15,815	15,145	15,145	11,377	15,169	15,861
001-2150-441.4720	TMRS RETIREMENT	36,717	33,964	33,964	26,489	35,318	36,803
001-2150-441.4810	HEALTH/DENTAL INSURANCE	38,722	38,560	38,560	27,997	37,329	40,454
001-2150-441.4820	LIFE INSURANCE	546	527	527	402	536	578
001-2150-441.4830	DISABILITY INSURANCE	639	668	668	488	650	700
001-2150-441.4840	WORKERS COMP INSURANCE	4,175	3,798	3,798	2,485	3,313	3,280
001-2150-441.4850	EAP SERVICES	252	232	232	174	232	232
001-2150-441.4890	FLEX PLAN ADMINISTRATION	534	455	455	341	455	455
TOTAL PERSONNEL & BENEFITS		\$328,165	\$315,135	\$315,135	\$235,410	\$316,346	\$320,563
50 - SUPPLIES							
001-2150-441.5200	PERSONNEL SUPPLIES	\$974	\$2,000	\$2,600	\$600	\$1,000	\$2,000
001-2150-441.5301	FUEL	7,507	7,750	7,750	2,239	7,584	9,000
001-2150-441.5400	OPERATING SUPPLIES	21,311	18,500	18,500	6,816	18,500	18,500
001-2150-441.5800	OPERATING EQUIPMENT<\$5000	4,628	3,000	3,000	1,921	2,561	3,000
TOTAL SUPPLIES		\$34,420	\$31,250	\$31,850	\$11,576	\$29,645	\$32,500
60 - MAINTENANCE							
001-2150-441.6300	VEHICLE MAINTENANCE	\$3,598	\$12,000	\$12,000	\$681	\$5,000	\$12,000
TOTAL MAINTENANCE		\$3,598	\$12,000	\$12,000	\$681	\$5,000	\$12,000
70 - SERVICES							
001-2150-441.7212	MEDICAL EXAMINATIONS	\$0	\$1,800	\$1,800	\$0	\$0	\$1,800
001-2150-441.7311	VEHICLE INSURANCE	2,177	2,510	2,510	1,881	2,510	2,013
001-2150-441.7400	OPERATING SERVICES	5,895	7,380	12,380	5,835	8,780	7,380
001-2150-441.7410	ADOPTION RELATED SERVICES	21,849	30,000	32,266	14,546	25,395	30,000
001-2150-441.7498	JUDGMENTS & DAMAGE CLAIMS	0	500	500	0	0	500
001-2150-441.7510	TRAINING	1,940	3,400	3,400	719	719	3,400
001-2150-441.7520	TRAVEL EXPENSES & REIMBURSE	2,451	3,100	3,100	609	609	3,100
001-2150-441.7530	MEMBERSHIPS	200	200	200	200	200	200
001-2150-441.7802	CREDIT CARD FEES	360	1,000	1,000	262	350	1,000
001-2150-441.7831	VEHICLE LEASE-INTERNAL	7,541	20,570	20,570	15,426	20,570	20,570
TOTAL SERVICES		\$42,413	\$70,460	\$77,726	\$39,478	\$59,133	\$69,963
2150 - ANIMAL CONTROL		\$408,596	\$428,845	\$436,711	\$287,145	\$410,124	\$435,026

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 fire prevention for the City of Friendswood. Fire prevention activities include 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. Conduct life safety inspections of business/commercial occupancies, 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 enforces 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 three (3) 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), 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.

FVFD Contract Services

The Fire Marshal’s Office is designated as the contract administrator for fire suppression, ground emergency medical services and emergency medical billing.

Fire Suppression

The Friendswood Volunteer Fire Department Inc. (FVFD) is the contract holder for fire suppression. The Friendswood Volunteer Fire Department is responsible to respond to fire related calls, vehicle accidents, assist EMS and conduct public education. The FVFD operates and manages equipment and volunteer personnel for 4 fire stations. The FVFD operates a paid part-time day crew staff from Fire Station #1.

EMS

The Friendswood Volunteer Fire Department Inc. (FVFD) is the contract holder for ground emergency medical services. Friendswood EMS services are provided in accordance with Texas Department of State Health Services (TDSHS) requirements for emergency medical providers. Friendswood EMS operates two – 24/7 staffed ambulances, from Fire Stations #1 and #4.

Medical Billing

Emergicon Emergency Medical Billing is the contract holder for invoicing and collecting revenue for the City’s ambulance fees. Emergicon remits the revenue collected net of the 6% contracted collection fee.

FVFD Contract Services	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
Fire/EMS Services and Runs*	\$1,620,288	\$1,385,908	-	-	-
Fire Contract Service Expenditures	-	-	\$1,103,300	\$1,103,300	\$1,132,800
EMS Contract Service Expenditures	-	-	\$1,455,000	\$1,455,000	\$1,497,300
EMS Billings**	-	-	(\$1,080,000)	(\$880,000)	(\$900,000)
Outputs – Fire					
# of Fire Incidents	734	573	700	625	650
Outputs – EMS					
# of EMS Incidents	2,986	3,082	3,050	3,115	3,170
# of EMS Transports	1,600	1,601	1,675	1,620	1,652
Measures of Efficiency					
Net Division expenditures per capita	\$40.08	\$33.88	\$35.87	\$35.87	\$41.69

*New contract with Friendswood Volunteer Fire Department.

**The total contract with FVFD for FY21 is \$2,634,800. Quarterly payments of the contract amount will be reduced by \$900,000 which is the total estimated revenue FVFD will receive from EMS Billings.

Accomplishments in Fiscal Year 2020 as of September 30, 2020:

- Completed a total of 552 annual inspections and 594 follow-up and other types of inspections on all commercial businesses, institutions, foster homes, nursing homes, daycares and apartment complexes for a grand total of 1,146 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 9 public education classes with 824 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:

- 2017 Community Development Block Grant-Disaster Recovery (CDBG-DR) for \$979,308 for the Blackhawk Property Acquisition and Rehabilitation.
- 2017 Community Development Block Grant-Disaster Recovery (CDBG-DR) for \$3,426,022 for the Forest Bend Detention Pond.
- 2017 Community Development Block Grant-Disaster Recovery (CDBG-DR) for \$2,691,517 for Galveston County Infrastructure.
- 2017 Community Development Block Grant -Disaster Recovery (CDBG-DR) for 2,762,650 for Galveston County Acquisitions.
- 2018 Hazard Mitigation Grant Program (HMGP) for \$ \$6,895,031, for the acquisition and demolition of 24 properties impacted by flooding from Hurricane Harvey.
- Flood Mitigation/Buyout Program administered through the Texas Water Development Board awarded the City \$2,282,567, for the acquisition and demolition of 4 flood-prone properties impacted by flooding from Hurricane Harvey.
- 2019 Urban Area Security Initiative (UASI) Grant Program awarded the City \$4,640 for the combat casualty care training project.
- 2019 Emergency Management Performance Grant (EMPG) for \$31,769; funding supports the city's emergency management program.

Highlights of the Budget

2020-2021 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.

Fire Marshal

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

Fire Marshal's Office and Emergency Management	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
Fire Marshal's Office					
# of full time equivalents	5.2	5.2	6.2	6.2	6.2
Division Expenditures	\$681,363	\$782,003	\$886,703	\$872,488	\$936,390
Emergency Management					
# of full time equivalents	1.4	1.0	1.0	1.0	1.0
Division Expenditures	\$271,053	\$165,622	\$147,522	\$136,095	\$153,373
Outputs					
# of Total of All Inspections Conducted	1,139	1,448	1,400	900	1,200
# of Hours from Total Inspections Conducted	438	427	415	250	365
# of Building Plans Reviewed	304	316	310	310	315
# of DRC's Meetings Attended	42	30	41	32	40
# of Life Safety/Fire Code Complaints Investigated	13	18	14	14	15
# of Fire Origin & Cause Investigations	6	12	8	8	8
# of Educational Classes Presented	15	23	20	9	3
# of Instructional Staff Hours	27	39	30	15	6
Annual total hours of all FMO/OEM staff training attended	355	686	450	521	500
# of EOP, Supplemental Annexes & Planning Document Reviews Conducted and Submitted	3	5	5	5	5
Measures of Effectiveness					
% of Commercial Businesses inspected annually	100%	75%	85%	80%	85%
Average Time for each inspection (minutes)	21-26	20-24	20-24	20-24	20-24
% of Building Plans reviewed in 48 hours	99%	99%	99%	99%	99%
% of annual training met based on the average minimum requirement of 450 hours per year	100%	100%	100%	100%	100%
Maintained Advanced Level of Emergency Preparedness by reviewing and updating the EOP & annexes (% approved by State)	100%	100%	100%	100%	100%
Measures of Efficiency					
Fire Marshal's Office					
Division expenditures per capita	\$16.85	\$19.12	\$21.51	\$21.17	\$22.56
Emergency Management					
Division expenditures per capita	\$6.70	\$4.05	\$3.58	\$3.30	\$3.69

Fire Marshal

Storms (Tropical or Hurricane Storms)	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
Division Expenditures*	\$3,945,966	\$0	\$0	\$0	\$0
Measures of Efficiency					
Division expenditures per capita	\$97.61	\$0	\$0	\$0	\$0

**FY18 reflects the expenditures associated with Hurricane Harvey.*

Public Health Emergencies	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
Division Expenditures*	\$0	\$0	\$0	\$160,365	\$0
Measures of Efficiency					
Division expenditures per capita	\$	\$	\$	\$3.89	\$0

**FY20 reflects the expenditures associated with the Public Health Emergency from COVID 19.*

FIRE MARSHAL'S OFFICE
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
ADMINISTRATION	\$782,003	\$886,703	\$889,279	\$605,876	\$872,488	\$936,390	5.6%
EMERGENCY MANAGEMENT	165,622	147,552	147,552	84,062	136,095	153,373	3.9%
PUBLIC HEALTH EMERGENCIES	0	0	0	43,546	160,365	0	0.0%
FVFD*	1,402,621	1,478,300	1,687,310	1,677,759	1,956,980	1,730,100	0.0%
DEPARTMENT TOTAL	\$2,350,246	\$2,512,555	\$2,724,141	\$2,411,243	\$3,125,928	\$2,819,863	12.2%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
PERSONNEL AND BENEFITS	\$794,781	\$864,245	\$864,245	\$596,984	\$855,892	\$901,328	4.3%
SUPPLIES	70,370	56,300	54,692	68,331	212,739	55,000	-2.3%
MAINTENANCE	12,248	10,050	7,951	3,611	7,842	8,500	-15.4%
SERVICES	1,450,677	1,581,960	1,581,960	1,527,024	1,764,492	1,855,035	17.3%
CAPITAL OUTLAY	22,170	0	215,293	215,293	284,963	0	0.0%
CLASSIFICATION TOTAL	\$2,350,246	\$2,512,555	\$2,724,141	\$2,411,243	\$3,125,928	\$2,819,863	12.2%

FULL-TIME EQUIVALENTS BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
ADMINISTRATION	6.20	6.20	6.20	6.20	6.20	6.20	0.0%
EMERGENCY MANAGEMENT	1.00	1.00	1.00	1.00	1.00	1.00	0.0%
PERSONNEL TOTAL	7.20	7.20	7.20	7.20	7.20	7.20	0.0%

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-2501-422.4110	FULLTIME SALARIES & WAGES	\$430,475	\$489,037	\$489,022	\$346,729	\$489,305	\$501,094
001-2501-422.4130	OVERTIME PAY	19,504	19,009	19,009	11,446	19,009	19,531
001-2501-422.4131	HOLIDAY HRS WORKED	988	1,028	1,028	561	561	1,056
001-2501-422.4143	LONGEVITY PAY	3,184	2,335	2,350	2,350	2,350	2,655
001-2501-422.4145	INCENTIVE-CERTIFICATE PAY	19,550	22,800	22,800	18,000	24,000	23,160
001-2501-422.4149	CELL PHONE ALLOWANCE	2,930	3,600	3,600	3,020	4,220	4,800
001-2501-422.4190	TERMINATION PAYOUTS	13,837	0	0	0	0	0
001-2501-422.4220	PART-TIME WAGES W/O BENEFITS	47,343	54,104	54,104	23,395	48,193	64,597
001-2501-422.4710	SOCIAL SECURITY/MEDICARE	38,942	43,782	43,782	29,732	42,278	45,619
001-2501-422.4720	TMRS RETIREMENT	78,578	86,103	86,103	61,061	84,301	91,477
001-2501-422.4810	HEALTH/DENTAL INSURANCE	49,982	56,762	56,762	41,217	56,762	59,545
001-2501-422.4820	LIFE INSURANCE	1,252	1,431	1,431	1,041	1,431	1,534
001-2501-422.4830	DISABILITY INSURANCE	1,426	1,760	1,760	1,227	1,760	1,808
001-2501-422.4840	WORKERS COMP INSURANCE	7,478	8,232	8,232	4,075	8,232	6,169
001-2501-422.4850	EAP SERVICES	368	290	290	257	342	290
001-2501-422.4890	FLEX PLAN ADMINISTRATION	195	200	200	136	180	200
	TOTAL PERSONNEL & BENEFITS	\$716,032	\$790,473	\$790,473	\$544,247	\$782,924	\$823,535
50 - SUPPLIES							
001-2501-422.5200	PERSONNEL SUPPLIES	\$4,798	\$4,200	\$4,200	\$2,697	\$4,200	\$4,200
001-2501-422.5300	VEHICLE SUPPLIES	190	0	0	0	0	0
001-2501-422.5301	FUEL	6,625	6,600	6,600	3,259	6,600	6,600
001-2501-422.5400	OPERATING SUPPLIES	5,178	6,150	6,885	3,128	5,570	6,150
001-2501-422.5800	OPERATING EQUIPMENT<\$5000	10,198	12,800	16,740	11,803	15,737	13,000
	TOTAL SUPPLIES	\$26,989	\$29,750	\$34,425	\$20,887	\$32,107	\$29,950
60 - MAINTENANCE							
001-2501-422.6300	VEHICLE MAINTENANCE	\$6,385	\$6,550	\$4,451	\$2,132	\$4,342	\$5,000
001-2501-422.6800	EQUIPMENT MAINTENANCE	530	500	500	314	500	500
	TOTAL MAINTENANCE	\$6,915	\$7,050	\$4,951	\$2,446	\$4,842	\$5,500
70 - SERVICES							
001-2501-422.7311	VEHICLE INSURANCE	\$2,282	\$3,330	\$3,330	\$2,502	\$3,336	\$3,815
001-2501-422.7322	LAW ENFORCEMENT	2,145	2,400	2,400	1,988	1,988	2,400
001-2501-422.7400	OPERATING SERVICES	2,735	3,540	3,540	1,367	3,322	2,355
001-2501-422.7401	POSTAL/COURIER SERVICES	197	250	250	6	200	250
001-2501-422.7494	PERMITS/INSPECTION/TEST	898	1,150	0	0	0	0
001-2501-422.7497	RECRUITMENT ADVERTISING	0	90	90	0	0	90
001-2501-422.7510	TRAINING	3,431	5,050	6,200	3,057	4,076	8,565
001-2501-422.7520	TRAVEL EXPENSES & REIMBURSE	1,702	2,640	2,640	2,628	2,628	3,540
001-2501-422.7530	MEMBERSHIPS	745	1,480	1,480	55	1,480	950
001-2501-422.7730	INTERNET/WIRELESS SERVICE	1,824	3,000	3,000	2,051	2,735	3,000
001-2501-422.7800	CONTRACT SERVICES	0	3,500	3,500	0	0	3,500
001-2501-422.7830	RENTAL	0	150	150	0	0	150
001-2501-422.7831	VEHICLE LEASE-INTERNAL	16,108	32,850	32,850	24,642	32,850	48,790
	TOTAL SERVICES	\$32,067	\$59,430	\$59,430	\$38,296	\$52,615	\$77,405
2501 - FIRE MARSHAL ADMINISTRATION		\$782,003	\$886,703	\$889,279	\$605,876	\$872,488	\$936,390

2510 - FIRE MARSHAL/EMERGENCY MANAGEMENT

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-2510-422.4110	FULLTIME SALARIES & WAGES	\$47,868	\$48,491	\$48,491	\$35,107	\$48,491	\$51,100
001-2510-422.4130	OVERTIME PAY	614	1,490	1,490	223	700	1,531
001-2510-422.4143	LONGEVITY PAY	1,045	1,105	1,105	1,105	1,105	1,165
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	726	720	720	504	720	720
001-2510-422.4220	PART-TIME WAGES W/O BENEFITS	6,412	0	0	0	0	0
001-2510-422.4710	SOCIAL SECURITY/MEDICARE	4,377	4,015	4,015	2,860	4,015	4,219
001-2510-422.4720	TMRS RETIREMENT	8,235	8,535	8,535	6,086	8,535	9,278
001-2510-422.4810	HEALTH/DENTAL INSURANCE	7,465	7,433	7,433	5,398	7,433	7,797
001-2510-422.4820	LIFE INSURANCE	143	143	143	105	140	157
001-2510-422.4830	DISABILITY INSURANCE	162	176	176	123	165	185
001-2510-422.4840	WORKERS COMP INSURANCE	92	84	84	41	84	61
001-2510-422.4850	EAP SERVICES	87	58	58	44	58	58
001-2510-422.4890	FLEX PLAN ADMINISTRATION	23	22	22	16	22	22
TOTAL PERSONNEL & BENEFITS		\$78,749	\$73,772	\$73,772	\$52,737	\$72,968	\$77,793
50 - SUPPLIES							
001-2510-422.5200	PERSONNEL SUPPLIES	\$398	\$500	\$500	\$464	\$500	\$500
001-2510-422.5301	FUEL	2,327	3,800	3,800	180	3,800	3,800
001-2510-422.5400	OPERATING SUPPLIES	6,916	7,150	7,150	3,114	7,150	7,150
001-2510-422.5800	OPERATING EQUIPMENT<\$5000	17,027	15,100	8,817	140	8,817	13,600
TOTAL SUPPLIES		\$26,668	\$26,550	\$20,267	\$3,898	\$20,267	\$25,050
60 - MAINTENANCE							
001-2510-422.6800	EQUIPMENT MAINTENANCE	\$5,333	\$3,000	\$3,000	\$1,165	\$3,000	\$3,000
TOTAL MAINTENANCE		\$5,333	\$3,000	\$3,000	\$1,165	\$3,000	\$3,000
70 - SERVICES							
001-2510-422.7350	SURETY BONDS	\$0	\$80	\$80	\$71	\$71	\$80
001-2510-422.7400	OPERATING SERVICES	11,738	12,600	12,600	12,286	16,381	17,340
001-2510-422.7510	TRAINING	949	1,400	1,400	285	380	1,400
001-2510-422.7520	TRAVEL EXPENSES & REIMBURSE	4,135	4,250	4,250	634	845	4,250
001-2510-422.7530	MEMBERSHIPS	490	1,620	1,620	690	1,620	890
001-2510-422.7612	TELEPHONE/COMMUNICATIONS	5,066	5,660	5,660	4,563	5,660	4,950
001-2510-422.7730	INTERNET/WIRELESS SERVICE	2,824	2,120	2,120	1,450	2,120	2,120
001-2510-422.7800	CONTRACT SERVICES	7,500	6,500	6,500	0	6,500	6,500
001-2510-422.7841	ENVIRONMENTAL CLEAN UP	0	10,000	10,000	0	0	10,000
TOTAL SERVICES		\$32,702	\$44,230	\$44,230	\$19,979	\$33,577	\$47,530
80 - CAPITAL OUTLAY							
001-2510-422.8800	CAPITAL EQUIPMENT	\$22,170	\$0	\$6,283	\$6,283	\$6,283	\$0
TOTAL CAPITAL OUTLAY		\$22,170	\$0	\$6,283	\$6,283	\$6,283	\$0
2510 - EMERGENCY MANAGEMENT		\$165,622	\$147,552	\$147,552	\$84,062	\$136,095	\$153,373

2515 - PUBLIC HEALTH EMERGENCIES

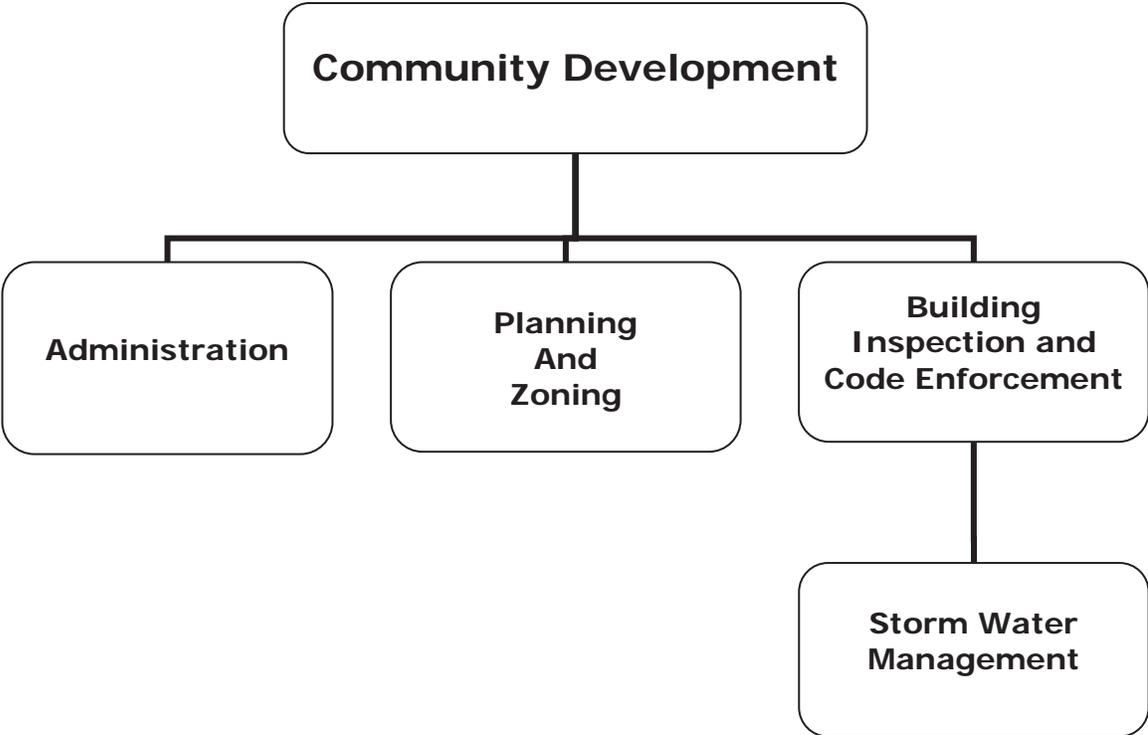
<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FY19 ACTUAL</u>	<u>FY20 ORIGINAL BUDGET</u>	<u>FY20 AMENDED BUDGET</u>	<u>FY20 YTD 6/30/20</u>	<u>FY20 YEAR END ESTIMATE</u>	<u>FY21 ADOPTED BUDGET</u>
50 - SUPPLIES							
001-2515-422.5501	EMERGENCY-MATERIALS/SUPPLIES	\$0	\$0	\$0	\$33,181	\$150,000	\$0
001-2515-422.5801	EMERGENCY-EQUIPMENT	0	0	0	10,365	10,365	0
	TOTAL SUPPLIES	\$0	\$0	\$0	\$43,546	\$160,365	\$0
2515 - PUBLIC HEALTH EMERGENCIES		\$0	\$0	\$0	\$43,546	\$160,365	\$0

2201 - FVFD FIRE ADMINISTRATION
2207 - EMERGENCY MEDICAL SERVICES

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
50 - SUPPLIES							
001-2201-422.5800	OPERATING EQUIPMENT<\$5000	\$16,713	\$0	\$0	\$0	\$0	\$0
	TOTAL SUPPLIES	\$16,713	\$0	\$0	\$0	\$0	\$0
70 - SERVICES							
001-2201-422.7850	FIRE CONTRACT SERVICES	\$0	\$1,103,300	\$1,103,300	\$827,475	\$1,103,300	\$1,132,800
001-2201-422.7851	EMS CONTRACT SERVICES	0	1,455,000	1,455,000	1,091,250	1,455,000	1,497,300
	*EMS BILLINGS	0	(1,080,000)	(1,080,000)	(449,976)	(880,000)	(900,000)
001-2201-422.7861	FIRE/EMS SERVICES	1,348,708	0	0	0	0	0
001-2201-422.7862	FIRE/EMS SERVICE RUNS	37,200	0	0	0	0	0
	TOTAL SERVICES	\$1,385,908	\$1,478,300	\$1,478,300	\$1,468,749	\$1,678,300	\$1,730,100
80 - CAPITAL OUTLAY							
001-2207-422.8300	VEHICLES	\$0	\$0	\$209,010	\$209,010	\$278,680	\$0
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$209,010	\$209,010	\$278,680	\$0
2201 - FRIENDSWOOD VOLUNTEER FIRE DEPT		\$1,402,621	\$1,478,300	\$1,687,310	\$1,677,759	\$1,956,980	\$1,730,100

* The total contract with FVFD for FY21 is \$2,634,800. Quarterly payments of the contract amount will be reduced by \$900,000 which is the estimated revenue FVFD will receive from EMS Billings.

Community Development



Mission Statement

Community Development is comprised of several areas of responsibility consisting of Administration, Building Permits/Inspections, Code Enforcement/Storm Water Management, Planning & Zoning and Geographic Information Systems (GIS). 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 to help improve mobility, drainage and utility systems, safe buildings, and a clean environment.

Accomplishments in Fiscal Year 2019-2020

Our staff accomplished the following:

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 11 staff members hold 25 certificates. The current departmental goal is for 46 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, travel, exams, and continuing education required to maintain the certificates and licenses.

Certificate	Current	Goal
Certified Building Official	1	1
Certified Planner	0	1
Permit Technician	1	3
Zoning Inspector	0	1
Code Enforcement Officer	3	4
Advanced Code Enforcement Officer	2	2
State Plumbing Inspector	4	4
Building Inspector	2	4
Residential Combination Inspector (requires th	2	4
Residential Building Inspector	2	4
Residential Plumbing Inspector	2	4
Residential Mechanical Inspector	2	4
Residential Electrical Inspector	2	4
Residential Energy Inspector/Plans Examiner	1	2
Med Gas Inspector	0	2
Certified Floodplain Manager	1	2
TOTALS	25	46

Geographic Information System (GIS) Internal & External Web Site Update

Last year, we included \$20,000 in the budget as a Forces at Work item to for a new GIS web site due to the phasing out of Microsoft Silverlight (October 2021). The new site is based on the Java Script platform. Functionality including printing various sizes of maps and the ability to manipulate data layers are just a couple of the tools that will be built into the site. The external site will be available to citizens, contractors, developers, and others to access publicly shared data such as zoning, park information, utility billing recycle schedules and more.

Current Operations

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

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

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.

The Building Official is also the City's Floodplain Administrator and coordinates the City's participation in the Community Rating System (CRS) program, which recognizes and encourages community floodplain management activities that exceed the minimum Nation Flood Insurance Program (NFIP) standards. Depending upon the level of participation, flood insurance premium rates for policyholders can be reduced up to 45%. Besides the benefit of reduced insurance rates, CRS floodplain management activities enhance public safety, reduce damages to property and public infrastructure, avoid economic disruption and losses, reduce human suffering, and protect the environment.

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 coordinates DRC meetings to provide information regarding development procedures to citizens and developers. Staff also processes zone change applications, reviews plats, site plans and construction plans, which includes coordinating reviews by all required

departments. This division also works with the Planning and Zoning Commission to obtain approvals and recommendations as required.

The GIS Coordinator provides mapping and data collection assistance to all City departments such as drainage maps for Engineering, parade routes for Parks & Recreation, damage assessment applications and assistance for the Fire Marshal's Office/Emergency Operations Center, and many more to come in the future.

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:

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.

Community Development

Highlights of the Budget

2020-2021 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
- Improve GIS services provided to other departments

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

Administration	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	2.0	2.0	2.0	2.0	2.0
Division expenditures	\$275,799	\$339,906	\$359,628	\$345,051	\$382,995
Measures of Efficiency					
Monthly Operating Costs	\$22,983	\$28,326	\$29,969	\$28,754	\$31,916
Division expenditures per capita	\$6.82	\$8.31	\$8.73	\$8.37	\$9.23

Community Development

Planning and Zoning Division	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	4.0	4.0	4.0	4.0	4.0
Division Expenditures	\$294,109	\$325,934	\$388,280	\$317,239	\$366,859
Outputs (Number of meetings or application types processed)					
DRC Meetings	53	43	42	33	40
Planning & Zoning Meetings	23	22	23	17	20
Certificates of Platting Exemption	6	3	5	11	5
Preliminary Plats	3	7	5	10	7
Final Plats	10	6	10	9	8
Commercial Site Plans	8	18	11	6	10
Zone Changes	4	10	8	3	5
Appeals/Variances/Special Exceptions	6	1	4	4	3
Measures of Effectiveness (*Average number of days to complete plan review for the following application types)					
Commercial Site Plan	13	10	10	10	10
Final Plat	7	10	10	10	10
Preliminary Plat	7	10	10	10	10
Measures of Efficiency					
Monthly Operating Costs	\$24,509	\$21,161	\$32,357	\$26,437	\$30,572
Division expenditures per capita	\$7.28	\$7.97	\$9.42	\$7.70	\$8.84

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

Community Development

Inspections and Code Enforcement	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	4.7	4.7	4.7	4.7	4.7
Division Expenditures	\$424,896	\$433,314	\$479,322	\$445,962	\$497,844
Outputs (Number of Permits Issued)					
New Single Family Residential	152	87	150	90	90
Residential Addition/Alteration	1,919	929	1,357	898	915
New Multi-Family Residential	0	0	80	80	0
New Commercial	7	14	12	9	10
Commercial Addition/Alteration	88	74	71	65	75
Number of Inspections	14,511	8,852	11,667	7,696	8,275
Code Enforcement Case Actions	49*	149	92	204	175
Code Enforcement Complaints	107*	188	130	114	150
Measures of Effectiveness <i>(*Average number of days to complete plan review for the following permit types)</i>					
Plan review time for residential permits (business days)	5-7	5-7	5-7	5-7	5-7
Plan review time for commercial permits (business days)	7-10	7-10	7-10	7-10	7-10
% of Inspections done within 24 hours of notification	100%	100%	100%	100%	100%
Measures of Efficiency					
Monthly Operating Costs	\$35,408	\$39,110	\$39,944	\$37,164	\$41,487
Division expenditures per capita	\$10.51	\$10.59	\$11.63	\$10.82	\$12.03

**Several affect review times including the various types of permits, additional documentation needed for flood zones, and extent of corrections needed once submissions are reviewed.*

COMMUNITY DEVELOPMENT
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
ADMINISTRATION	\$339,906	\$359,628	\$360,228	\$248,191	\$345,051	\$382,995	6.5%
PLANNING AND ZONING	325,934	388,280	387,680	225,530	317,239	366,859	-5.5%
INSPECTION / CODE ENFORCEMENT	433,314	479,322	479,322	313,867	445,962	499,427	4.2%
DEPARTMENT TOTAL	\$1,099,154	\$1,227,230	\$1,227,230	\$787,588	\$1,108,252	\$1,249,281	1.8%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
PERSONNEL AND BENEFITS	\$1,028,028	\$1,045,420	\$1,045,420	\$711,850	\$1,008,397	\$1,088,696	4.1%
SUPPLIES	14,301	21,640	23,240	9,369	21,721	23,500	8.6%
MAINTENANCE	1,103	3,800	3,800	1,336	2,781	3,650	-3.9%
SERVICES	55,722	156,370	154,770	65,033	75,353	133,435	-14.7%
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%
CLASSIFICATION TOTAL	\$1,099,154	\$1,227,230	\$1,227,230	\$787,588	\$1,108,252	\$1,249,281	1.8%

FULL-TIME EQUIVALENTS BY DIVISION

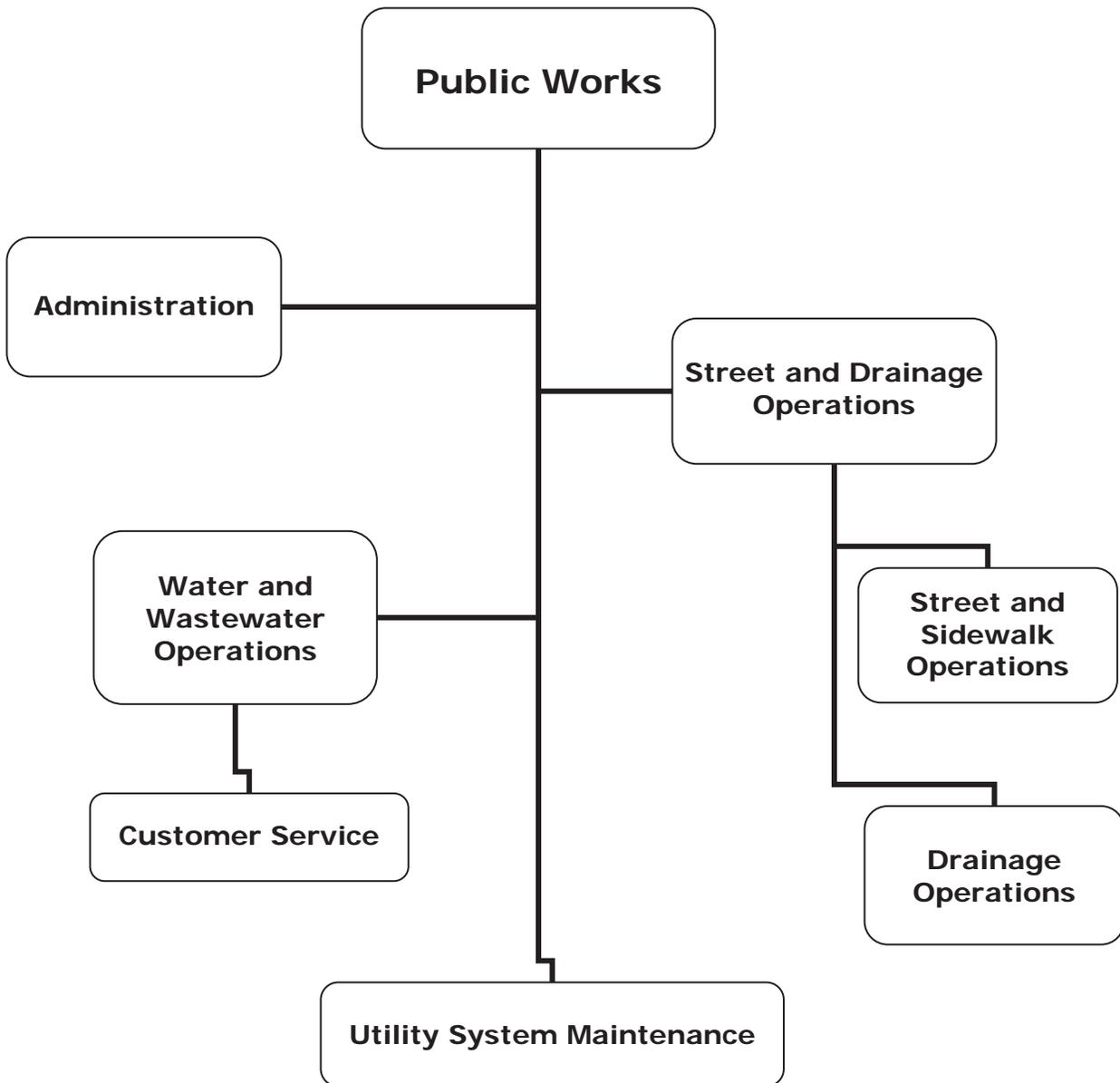
DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
ADMINISTRATION	2.00	2.00	2.00	2.00	2.00	2.00	0.0%
PLANNING AND ZONING	4.00	4.00	4.00	4.00	4.00	4.00	0.0%
INSPECTION / CODE ENFORCEMENT	4.70	4.70	4.70	4.70	4.70	4.70	0.0%
PERSONNEL TOTAL	10.70	10.70	10.70	10.70	10.70	10.70	0.0%

3501 - COMMUNITY DEVELOPMENT ADMINISTRATION

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-3501-419.4110	FULLTIME SALARIES & WAGES	\$238,935	\$241,460	\$241,455	\$173,293	\$241,058	\$257,127
001-3501-419.4143	LONGEVITY PAY	1,205	1,320	1,325	1,325	1,325	1,450
001-3501-419.4144	VEHICLE ALLOWANCE	788	0	0	0	0	0
001-3501-419.4145	INCENTIVE-CERTIFICATE PAY	1,800	1,800	1,800	1,350	1,800	1,800
001-3501-419.4149	CELL PHONE ALLOWANCE	100	0	0	0	0	1,200
001-3501-419.4710	SOCIAL SECURITY/MEDICARE	17,856	18,026	18,026	12,942	17,856	19,293
001-3501-419.4720	TMRS RETIREMENT	38,636	39,157	39,157	28,139	38,519	43,325
001-3501-419.4810	HEALTH/DENTAL INSURANCE	26,211	26,101	26,101	18,957	26,101	27,378
001-3501-419.4820	LIFE INSURANCE	679	646	646	504	672	723
001-3501-419.4830	DISABILITY INSURANCE	807	832	832	621	828	889
001-3501-419.4840	WORKERS COMP INSURANCE	554	387	387	190	254	283
001-3501-419.4850	EAP SERVICES	126	116	116	87	116	116
001-3501-419.4890	FLEX PLAN ADMINISTRATION	47	43	43	32	43	41
	TOTAL PERSONNEL & BENEFITS	\$327,744	\$329,888	\$329,888	\$237,440	\$328,572	\$353,625
50 - SUPPLIES							
001-3501-419.5200	PERSONNEL SUPPLIES	\$208	\$330	\$330	\$0	\$330	\$330
001-3501-419.5400	OPERATING SUPPLIES	1,861	6,100	6,100	3,048	6,100	6,100
001-3501-419.5800	OPERATING EQUIPMENT<\$5000	3,235	1,550	2,150	1,994	2,150	2,750
	TOTAL SUPPLIES	\$5,304	\$7,980	\$8,580	\$5,042	\$8,580	\$9,180
70 - SERVICES							
001-3501-419.7350	SURETY BONDS	\$0	\$100	\$100	\$0	\$0	\$0
001-3501-419.7400	OPERATING SERVICES	963	0	0	0	0	0
001-3501-419.7401	POSTAL/COURIER SERVICES	652	2,300	2,300	766	1,021	2,300
001-3501-419.7510	TRAINING	2,745	6,610	6,610	2,324	2,324	5,160
001-3501-419.7520	TRAVEL EXPENSES & REIMBURSE	1,555	11,170	11,170	2,464	2,464	9,800
001-3501-419.7530	MEMBERSHIPS	943	1,100	1,100	155	1,970	1,970
001-3501-419.7730	INTERNET/WIRELESS SERVICE	0	480	480	0	120	960
	TOTAL SERVICES	\$6,858	\$21,760	\$21,760	\$5,709	\$7,899	\$20,190
3501 - COMMUNITY DEV ADMINISTRATION		\$339,906	\$359,628	\$360,228	\$248,191	\$345,051	\$382,995

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-3502-419.4110	FULLTIME SALARIES & WAGES	\$197,968	\$200,239	\$193,585	\$120,153	\$180,203	\$211,861
001-3502-419.4130	OVERTIME PAY	1,829	2,055	2,055	1,321	1,761	2,112
001-3502-419.4143	LONGEVITY PAY	1,345	1,585	1,878	1,878	1,878	825
001-3502-419.4145	INCENTIVE-CERTIFICATE PAY	1,200	1,200	1,200	800	1,000	600
001-3502-419.4190	TERMINATION PAYOUTS	0	0	6,276	6,276	6,276	0
001-3502-419.4710	SOCIAL SECURITY/MEDICARE	14,042	14,332	14,332	9,319	13,424	15,399
001-3502-419.4720	TMRS RETIREMENT	32,194	32,833	32,833	20,850	29,799	35,677
001-3502-419.4810	HEALTH/DENTAL INSURANCE	52,104	52,072	52,072	23,421	39,228	38,709
001-3502-419.4820	LIFE INSURANCE	585	561	561	377	503	615
001-3502-419.4830	DISABILITY INSURANCE	690	717	717	464	619	753
001-3502-419.4840	WORKERS COMP INSURANCE	318	325	325	146	194	231
001-3502-419.4850	EAP SERVICES	252	232	232	155	206	232
001-3502-419.4890	FLEX PLAN ADMINISTRATION	204	179	264	196	261	270
	TOTAL PERSONNEL & BENEFITS	\$302,731	\$306,330	\$306,330	\$185,356	\$275,352	\$307,284
50 - SUPPLIES							
001-3502-419.5200	PERSONNEL SUPPLIES	\$227	\$600	\$600	\$0	\$300	\$600
001-3502-419.5400	OPERATING SUPPLIES	454	2,000	2,000	729	2,000	1,300
001-3502-419.5800	OPERATING EQUIPMENT<\$5000	0	0	1,000	1,000	1,000	2,000
	TOTAL SUPPLIES	\$681	\$2,600	\$3,600	\$1,729	\$3,300	\$3,900
70 - SERVICES							
001-3502-419.7350	SURETY BONDS	\$277	\$0	\$0	\$0	\$0	\$0
001-3502-419.7400	OPERATING SERVICES	1,049	350	350	208	208	350
001-3502-419.7510	TRAINING	2,520	12,830	11,830	2,530	2,530	6,330
001-3502-419.7520	TRAVEL EXPENSES & REIMBURSE	1,516	11,060	10,460	3,061	3,061	12,200
001-3502-419.7530	MEMBERSHIPS	306	610	610	0	0	695
001-3502-419.7800	CONTRACT SERVICES	7,341	44,500	44,500	26,856	26,856	26,100
001-3502-419.7802	CREDIT CARD SERVICES	9,513	10,000	10,000	5,790	5,932	10,000
	TOTAL SERVICES	\$22,522	\$79,350	\$77,750	\$38,445	\$38,587	\$55,675
3502 - PLANNING AND ZONING		\$325,934	\$388,280	\$387,680	\$225,530	\$317,239	\$366,859

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-3528-424.4110	FULLTIME SALARIES & WAGES	\$264,305	\$272,095	\$271,957	\$191,837	\$270,783	\$283,279
001-3528-424.4130	OVERTIME PAY	3,989	5,138	5,138	2,359	3,145	5,279
001-3528-424.4131	HOLIDAY HRS WORKED	0	0	122	121	121	0
001-3528-424.4143	LONGEVITY PAY	2,049	2,360	2,376	2,376	2,376	2,670
001-3528-424.4145	INCENTIVE-CERTIFICATE PAY	3,600	3,600	3,600	2,700	3,600	3,600
001-3528-424.4149	CELL PHONE ALLOWANCE	2,741	2,718	2,718	1,903	2,718	2,718
001-3528-424.4710	SOCIAL SECURITY/MEDICARE	19,580	20,466	20,466	14,217	19,956	21,281
001-3528-424.4720	TMRS RETIREMENT	44,022	45,774	45,774	32,189	44,919	49,282
001-3528-424.4810	HEALTH/DENTAL INSURANCE	53,863	53,633	53,633	39,084	53,633	56,448
001-3528-424.4820	LIFE INSURANCE	787	776	776	592	789	843
001-3528-424.4830	DISABILITY INSURANCE	928	994	994	715	953	1,035
001-3528-424.4840	WORKERS COMP INSURANCE	986	1,025	1,025	493	857	729
001-3528-424.4850	EAP SERVICES	296	273	273	205	273	273
001-3528-424.4890	FLEX PLAN ADMINISTRATION	407	350	350	263	350	350
TOTAL PERSONNEL & BENEFITS		\$397,553	\$409,202	\$409,202	\$289,054	\$404,473	\$427,787
50 - SUPPLIES							
001-3528-424.5200	PERSONNEL SUPPLIES	\$1,552	\$2,900	\$2,900	\$623	\$2,500	\$2,660
001-3528-424.5300	VEHICLE SUPPLIES	0	400	400	0	0	0
001-3528-424.5301	FUEL	4,194	4,440	4,440	1,516	4,021	4,440
001-3528-424.5400	OPERATING SUPPLIES	2,070	2,820	2,820	459	2,820	2,820
001-3528-424.5800	OPERATING EQUIPMENT<\$5000	500	500	500	0	500	500
TOTAL SUPPLIES		\$8,316	\$11,060	\$11,060	\$2,598	\$9,841	\$10,420
60 - MAINTENANCE							
001-3528-424.6300	VEHICLE MAINTENANCE	\$1,103	\$3,800	\$3,800	\$1,336	\$2,781	\$3,650
TOTAL MAINTENANCE		\$1,103	\$3,800	\$3,800	\$1,336	\$2,781	\$3,650
70 - SERVICES							
001-3528-424.7311	VEHICLE INSURANCE	\$2,065	\$2,200	\$2,200	\$1,647	\$2,200	\$2,370
001-3528-424.7400	OPERATING SERVICES	160	450	450	110	450	450
001-3528-424.7441	CODE ENFORCEMENT SERVICES	2,690	1,750	1,750	1,010	1,750	1,750
001-3528-424.7498	JUDGMENTS & DAMAGE CLAIMS	0	1,000	1,000	0	0	1,000
001-3528-424.7510	TRAINING	3,179	6,510	6,510	2,648	2,648	6,510
001-3528-424.7520	TRAVEL EXPENSES & REIMBURSE	3,403	9,350	9,350	119	119	10,350
001-3528-424.7530	MEMBERSHIPS	480	1,620	1,620	720	1,620	1,120
001-3528-424.7730	INTERNET/WIRELESS SERVICE	3,191	3,500	3,500	2,393	3,500	3,020
001-3528-424.7800	CONTRACT SERVICES	0	5,000	5,000	550	1,000	5,000
001-3528-424.7831	VEHICLE LEASE-INTERNAL	10,431	15,580	15,580	11,682	15,580	17,700
001-3528-424.7842	STORM WATER MANAGEMENT	743	8,300	8,300	0	0	8,300
TOTAL SERVICES		\$26,342	\$55,260	\$55,260	\$20,879	\$28,867	\$57,570
3528 - INSPECTION/CODE ENFORCEMENT		\$433,314	\$479,322	\$479,322	\$313,867	\$445,962	\$499,427



Public Works

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 Accomplishments

As of September 30, 2020, our staff accomplished the following:

FY19 Actual	FY20 Actual	Number of
7,382	11,526	linear feet of sidewalks were raised
400	242	linear feet of sidewalks were removed and replaced
918	636	linear feet of curb replacement
16,346	9,814	square feet of streets were raised
762	281	signs repaired through work orders were completed
298	253	signs were replaced through the Sign Replacement Program
15	10	street banners were hung
410	129	fire hydrants repaired, installed, or audited
62	108	meters changed out
600	600	bacteriological samples were collected
249	383	dead end fire hydrants flushed
72	92	non-dead fire hydrants flushed
2,178	2,690	utility billing work orders
466	464	repairs to vehicles
218	200	repairs to equipment

The following were completed through the Sewer Rehab Project:

FY19 Actual	FY20 Actual	Number of
3,209	0	linear feet of cleaning and TV inspection of sanitary sewer lines
3,209	0	linear feet of Cured in Place Pipe, CIPP Liner for sanitary sewer lines
0	0	linear feet of Pipe Bursting (enlargement)
0	0	linear feet of Remove and Replace pipe
1	0	point repairs
20	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 sixteenth 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. Past year's allotments will be utilized to continue street maintenance following completion of the 2020 Concrete Street Maintenance Program. Included in this year's budget is \$500,000 for this program.

Sanitary Sewer Rehabilitation Program

This program will begin its eighteenth year and is the City's primary effort to reduce the amount of inflow & infiltration (I&I) into the wastewater collection system. Through this program, a portion of the wastewater collection system determined via "in-house" investigation, is cleaned and inspected by camera. Damaged and deteriorated sections are located and a suitable method of pipe replacement/ rehabilitation is selected for the repair. We are currently under contract with IPR as part of the 2020 Sewer Rehabilitation program which will focus on I&I mitigation upstream of LS#23. Included in this year's budget is \$500,000 for this program.

Additionally, we continue to coordinate with RJN to complete Phases IV, V, & VI of the City's Sanitary Sewer Assessment Program in an effort to determine critical sources of I&I within our system.

Meter Change out Program

This program replaces the old and dead (non- functioning) water meters. New water meters provide accurate measurements and record correct water usage resulting in a reduction of lost revenue and 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.

Capital Improvement Projects in Process		
2020 Sewer Rehabilitation	2020 Concrete Street Maintenance Program	
Blackhawk Blvd. Phase II	SSES V & VI	Lift Station #23

Highlights of the Budget

The following FAW and decision packages are included in the FY21 proposed budget.

Water & Sewer Forces at Work

Description	Type	Amount
Purchased Water rate increase @ 9%	Ongoing Cost	\$123,000
Blackhawk WW Operations Increase @ 4.5%	Ongoing Costs	\$95,500

The following decision packages are not included with the FY21 proposed budget.

General Fund

Description	Type	Amount
Traffic & School Zone Signal Upgrades & Repairs	One Time Costs	\$60,000
Polyurethane Concrete Raising System	One Time Costs	\$65,000
	Ongoing Costs	\$275
Message Board	One Time Costs	\$20,000
	Ongoing Costs	\$75

Water and Sewer

Description	Type	Amount
Replace Backhoe PW116 Replacement	One Time Costs	\$120,000
	Ongoing Costs	\$6,000
Mechanic Class 5 Truck w/ Service Body	One Time Costs	\$70,000
	Ongoing Costs	\$1,000
Mechanic Tools	One Time Costs	\$35,000
Operations Maintenance Worker	Ongoing Costs	\$58,320
Utilities Crew Leader	One Time Costs	\$72,041
	Ongoing Costs	\$1,200

Public Works

2020-2021 Departmental Performance Measures by Division

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

Administration General Fund & Water & Sewer Fund	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	4.0	4.0	4.0	4.0	4.0
Division expenditures	\$502,571	\$551,597	\$501,743	\$484,306	\$530,765
Measures of Efficiency					
Division expenditures per capita	\$12.43	\$13.48	\$11.91	\$11.75	\$12.79

Street/Sidewalk Operations	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	12.0	12.0	13.0	13.0	13.0
Division Expenditures	\$1,273,295	\$1,464,113	\$1,457,892	\$1,390,817	\$1,493,600
Outputs					
# of Street Signs Replaced in Program	37	298	250	300	300
# of Street Signs Repaired / Replaced by work orders	432	762	800	400	400
Sidewalk Raised (lf)	6,425	7,382	8,000	12,950	13,000
Sidewalk Removed & Replaced (lf)	680	400	600	300	400
Street Raising (sf)	56,771	16,346	20,000	15,000	16,000
# of Completed Work Orders for Streets	837	1,152	600	1,260	1,350
Measures of Effectiveness					
Average # of days to complete Signs work orders	4.24	2.56	3.00	1.67	1.50
% of work orders for Signs completed within 10 days	96.57%	96.66%	90%	99.55%	95.00%
Average # of days to complete Street work orders	22.88	18.96	23.00	22.71	18.00
% of Street work orders completed within 10 days	80.5%7	85.65%	78%	89.51%	85.00%
Measures of Efficiency					
Monthly Operating Costs	\$106,108	\$122,009	\$121,491	\$115,901	\$124,467
Division expenditures per capita	\$31.50	\$35.79	\$35.37	\$33.74	\$35.99

Public Works

Drainage Operations	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	4.0	4.0	4.0	4.0	4.0
Division Expenditures	\$321,785	\$342,608	\$387,127	\$915,112	\$400,629
Outputs					
Ditches Cleaned (ft)	4,025	18,082	10,000	22,660	20,000
Road side Ditches Mowed (ac)	678	403	625	3,180	3,000
Storm Pipe Cleaned (ft)	227	1,551	400	1,000	1,000
Debris Cleaned (cy)	1,462	392	500	450	500
# of Work Orders	130	199	145	180	170
Measures of Effectiveness					
Average # of days to complete work orders	8.06	13.99	9.00	26.25	14.00
% of work orders completed within 10 working days	86.92%	86.93%	93%	87.50%	90.00%
Measures of Efficiency					
Monthly Operating Costs	\$26,815	\$28,551	\$32,261	\$76,259	\$33,386
Division expenditures per capita	\$7.96	\$8.48	\$9.39	\$22.20	\$9.65

Public Works

Water Operations and Utilities	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	9.30	9.30	9.30	9.30	9.30
Division Expenditures	\$2,867,485	\$3,286,098	\$4,384,404	\$4,606,891	\$4,554,142
Outputs					
# of Active Utility Accounts	13,744	13,913	14,050	14,060	14,200
# of Completed Work Orders	1983	1,483	1,600	1,465	1,500
# of meter change outs	61	62	70	100	100
# of Service Lines Repaired	204	178	200	150	200
# of Main Lines Repaired	116	84	100	30	75
# of Lines Flushed	495	343	400	460	500
# of Fire Hydrants Serviced	38	410	1,000	75	500
Ground Water Pumpage (MG)	27.929	20.083	20.000	20.000	20.000
Surface Water Pumpage (MG)	1,962.993	1,852.033	2,000.000	1,800.000	2,000.000
Total Water Usage (MG)	1,990.922	1,872.116	2,100.000	1,900.000	2,100.000
Total Daily Average Water Production (MG)	5.455	5.129	5.75	5.20	5.75
Total Surface Water Purchased (MG)	1,962.993	1,852.033	2,000.000	1,800.000	2,000.000
Measures of Effectiveness					
Average # of days to complete work orders	1.37	1.41	1.30	1.35	1.30
% of work orders within 2 working days	93.60%	91.39%	95%	94.15%	95.0%
% of Purchased Surface Water Usage*	98.60%	98.93%	99%	99.25%	99.0%
Measures of Efficiency					
Monthly Operating Costs	\$238,957	\$273,842	\$365,367	\$383,908	\$379,512
Division expenditures per capita	\$70.93	\$80.33	\$106.38	\$111.77	\$109.73

**Maintain Subsidence Districts mandates of having at least 80% of the City's total water usage be purchased surface water*

Public Works

Sewer Operations and Utilities	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	11.00	11.00	11.00	11.00	11.00
Division Expenditures	\$2,923,745	\$5,047,188	\$7,698,014	\$7,680,271	\$3,579,940
Outputs					
# of Completed Work Orders	564	639	700	802	850
Sewer Treatment Total All Flows (MG)	1,137.697	1,220.824	1,250.000	1,200.000	1,250.000
Sewer Treatment Total Daily Average (MG)	3.117	3.345	3.35	3.29	3.43
# of Service Lines Repaired	85	115	100	110	110
# of Main Lines repaired	10	11	8	12	12
# of Sewer Lines cleaned Ft.	20,175	16,193	22,000	16,000	20,000
# of Manholes repaired	7	9	7	9	9
# of Sewer Main Stoppages	29	32	38	30	35
# of Service Lines Stoppages	112	115	130	150	150
# of Lift Station repairs	908	831	900	850	900
Measures of Effectiveness					
Average # of days to complete work orders	1.53	1.05	1.35	1.04	1.04
% of work orders completed within 2 working days	90.43%	93.26%	92%	92.28%	92.%
Measures of Efficiency					
Monthly Operating Costs	\$243,645	\$420,599	\$641,501	\$640,023	\$298,328
Division expenditures per capita	\$72.32	\$123.39	\$186.77	\$186.34	\$86.25

Public Works

Utility Customer Service	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	2.00	2.00	2.00	2.00	2.00
Division Expenditures	\$221,998	\$249,350	\$249,653	\$249,642	\$263,669
Outputs					
# of Active Utility Accounts	13,744	13,913	13,750	14,035	14,050
# of Completed Work Orders	5,852	4,978	2,600	4,458	4,500
# of cut-offs	1,055	832	1,000	700	1,000
# of reconnects	822	664	900	550	900
# of work orders closed	5,852	4,978	2,600	4,500	4,500
Measures of Effectiveness					
% of work orders closed out	100%	100%	100%	99%	100%
Measures of Efficiency					
Monthly Operating Costs	\$18,500	\$20,779	\$20,804	\$20,804	\$21,972
Division expenditures per capita	\$5.49	\$6.10	\$6.06	\$6.06	\$6.35

Storm	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
Division expenditures	\$80,467	\$0	\$0	\$0	\$0
Measures of Efficiency					
Division expenditures per capita	\$1.99	\$0	\$0	\$0	\$0

**FY18 reflects the expenditures associated with Hurricane Harvey.*

**PUBLIC WORKS
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY19	FY20	FY20	FY20	FY20	FY21	% CHANGE IN
	ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/20	YEAR END ESTIMATE	ADOPTED BUDGET	BUDGET FROM FY20 TO FY21
ADMINISTRATION (GF)	\$360,366	\$253,762	\$258,026	\$177,021	\$247,054	\$261,169	2.9%
STREET/SIDEWALK OPERATIONS	1,464,113	1,457,892	1,523,536	947,027	1,390,817	1,493,600	2.4%
DRAINAGE OPERATIONS	342,608	387,127	929,933	786,383	915,112	400,629	3.5%
ADMINISTRATION (W/S)	191,231	247,981	247,895	173,648	237,252	269,596	8.7%
WATER UTILITIES & OPERATIONS	3,286,098	4,384,404	4,630,144	2,381,885	4,606,891	4,554,142	3.9%
SEWER UTILITIES & OPERATIONS	5,047,188	7,698,014	7,745,574	1,966,671	7,680,271	3,579,940	-53.5%
CUSTOMER SERVICE (W/S)	249,350	249,653	249,653	180,329	249,642	263,669	5.6%
DEPARTMENT TOTAL	\$10,940,954	\$14,678,833	\$15,584,761	\$6,612,964	\$15,327,039	\$10,822,745	-26.3%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY19	FY20	FY20	FY20	FY20	FY21	% CHANGE IN
	ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/20	YEAR END ESTIMATE	ADOPTED BUDGET	BUDGET FROM FY20 TO FY21
PERSONNEL AND BENEFITS	\$3,010,222	\$3,255,040	\$3,255,040	\$2,120,545	\$3,056,858	\$3,351,848	3.0%
SUPPLIES	374,062	359,400	367,930	182,180	358,118	367,050	2.1%
MAINTENANCE	564,310	694,200	797,297	328,052	781,593	763,330	10.0%
SERVICES	5,910,868	8,935,998	9,584,985	3,119,581	9,550,961	4,906,322	-45.1%
CAPITAL OUTLAY	258,931	0	145,314	145,314	145,314	0	0.0%
OTHER	822,561	1,434,195	1,434,195	717,292	1,434,195	1,434,195	0.0%
CLASSIFICATION TOTAL	\$10,940,954	\$14,678,833	\$15,584,761	\$6,612,964	\$15,327,039	\$10,822,745	-26.3%

FULL-TIME EQUIVALENTS BY DIVISION

DIVISION	FY19	FY20	FY20	FY20	FY20	FY21	% CHANGE IN
	ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/20	YEAR END ESTIMATE	ADOPTED BUDGET	BUDGET FROM FY20 TO FY21
ADMINISTRATION - (GF)	2.40	2.40	2.40	2.00	2.00	2.40	0.0%
ADMINISTRATION - (W/S)	1.60	1.60	1.60	2.00	2.00	1.60	0.0%
STREET/SIDEWALK OPERATIONS	13.00	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	7.00	7.00	7.00	7.00	7.00	7.00	0.0%
WATER OPERATIONS	3.30	3.30	3.30	3.30	3.30	3.30	0.0%
SEWER OPERATIONS	4.00	4.00	4.00	4.00	4.00	4.00	0.0%
UTILITY CUSTOMER SERVICE - (W/S)	2.00	2.00	2.00	2.00	2.00	2.00	0.0%
PERSONNEL TOTAL	43.30	43.30	43.30	43.30	43.30	43.30	0.0%

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-3601-431.4110	FULLTIME SALARIES & WAGES	\$185,200	\$163,902	\$162,861	\$116,125	\$162,834	\$169,309
001-3601-431.4130	OVERTIME PAY	842	1,028	1,028	413	800	1,056
001-3601-431.4143	LONGEVITY PAY	622	905	910	910	910	1,035
001-3601-431.4144	VEHICLE ALLOWANCE	1,103	0	0	0	0	0
001-3601-431.4145	INCENTIVE-CERTIFICATE PAY	1,030	600	600	450	600	600
001-3601-431.4149	CELL PHONE ALLOWANCE	494	420	420	294	420	420
001-3601-431.4190	TERMINATION PAYOUTS	10,533	0	0	0	0	0
001-3601-431.4710	SOCIAL SECURITY/MEDICARE	14,008	11,806	11,806	8,290	11,753	12,185
001-3601-431.4720	TMRS RETIREMENT	31,796	26,714	26,714	18,900	26,714	28,558
001-3601-431.4810	HEALTH/DENTAL INSURANCE	32,891	29,229	29,229	21,227	29,229	30,661
001-3601-431.4820	LIFE INSURANCE	541	459	459	349	465	494
001-3601-431.4830	DISABILITY INSURANCE	606	564	564	411	548	583
001-3601-431.4840	WORKERS COMP INSURANCE	1,604	264	1,300	1,103	1,300	1,622
001-3601-431.4850	EAP SERVICES	135	116	116	87	116	116
001-3601-431.4890	FLEX PLAN ADMINISTRATION	216	135	135	102	135	135
TOTAL PERSONNEL & BENEFITS		\$281,621	\$236,142	\$236,142	\$168,661	\$235,824	\$246,774
50 - SUPPLIES							
001-3601-431.5200	PERSONNEL SUPPLIES	\$372	\$350	\$350	\$303	\$350	\$410
001-3601-431.5400	OPERATING SUPPLIES	2,772	2,800	2,800	1,767	2,800	3,000
001-3601-431.5800	OPERATING EQUIPMENT<\$5000	67,046	500	4,764	4,424	4,764	500
TOTAL SUPPLIES		\$70,190	\$3,650	\$7,914	\$6,494	\$7,914	\$3,910
70 - SERVICES							
001-3601-431.7400	OPERATING SERVICES	\$2,523	\$1,000	\$1,000	\$431	\$1,000	\$2,330
001-3601-431.7401	POSTAL/COURIER SERVICES	229	250	250	55	250	250
001-3601-431.7510	TRAINING	134	6,500	6,500	240	240	3,500
001-3601-431.7520	TRAVEL EXPENSES & REIMBURSE	1,663	5,300	5,300	676	676	3,100
001-3601-431.7530	MEMBERSHIPS	1,075	880	880	464	1,150	1,150
001-3601-431.7540	PUBLICATIONS	0	40	40	0	0	155
001-3601-431.7800	CONTRACT SERVICES	2,931	0	0	0	0	0
TOTAL SERVICES		\$8,555	\$13,970	\$13,970	\$1,866	\$3,316	\$10,485
3601 - PUBLIC WORKS ADMINISTRATION		\$360,366	\$253,762	\$258,026	\$177,021	\$247,054	\$261,169

3610 - PUBLIC WORKS/STREET/SIDEWALK OPERATION

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-3610-431.4110	FULLTIME SALARIES & WAGES	\$446,226	\$496,893	\$498,382	\$293,350	\$461,132	\$518,957
001-3610-431.4130	OVERTIME PAY	20,189	16,440	16,440	9,845	13,127	16,892
001-3610-431.4143	LONGEVITY PAY	4,487	6,775	4,910	4,863	4,863	5,300
001-3610-431.4145	INCENTIVE-CERTIFICATE PAY	2,625	1,800	1,800	1,750	1,800	2,400
001-3610-431.4149	CELL PHONE ALLOWANCE	1,235	840	840	588	840	840
001-3610-431.4190	TERMINATION PAYOUTS	13,288	0	249	249	249	0
001-3610-431.4710	SOCIAL SECURITY/MEDICARE	35,306	36,728	36,728	22,369	29,825	38,219
001-3610-431.4720	TMRS RETIREMENT	77,955	83,692	83,692	49,674	66,231	90,167
001-3610-431.4810	HEALTH/DENTAL INSURANCE	103,270	136,618	136,618	64,082	85,442	143,757
001-3610-431.4820	LIFE INSURANCE	1,342	1,400	1,400	898	1,197	1,521
001-3610-431.4830	DISABILITY INSURANCE	1,552	1,751	1,751	1,053	1,404	1,865
001-3610-431.4840	WORKERS COMP INSURANCE	17,705	19,339	19,339	6,683	8,910	11,799
001-3610-431.4850	EAP SERVICES	731	755	755	455	607	755
001-3610-431.4890	FLEX PLAN ADMINISTRATION	272	281	408	307	410	742
	TOTAL PERSONNEL & BENEFITS	\$726,183	\$803,312	\$803,312	\$456,166	\$676,037	\$833,214
50 - SUPPLIES							
001-3610-431.5200	PERSONNEL SUPPLIES	\$10,357	\$14,620	\$14,620	\$7,932	\$11,576	\$14,450
001-3610-431.5301	FUEL	25,661	24,660	24,660	17,644	23,526	27,000
001-3610-431.5400	OPERATING SUPPLIES	10,790	11,000	11,000	8,005	11,000	11,800
001-3610-431.5474	SIGN MATERIALS	36,267	33,000	33,000	18,361	33,000	33,000
001-3610-431.5800	OPERATING EQUIPMENT<\$5000	15,452	11,250	13,225	13,116	17,488	13,750
	TOTAL SUPPLIES	\$98,527	\$94,530	\$96,505	\$65,058	\$96,590	\$100,000
60 - MAINTENANCE							
001-3610-431.6300	VEHICLE MAINTENANCE	\$14,749	\$23,000	\$23,000	\$4,637	\$13,183	\$18,820
001-3610-431.6510	STREET MAINTENANCE	23,515	75,000	61,711	11,950	61,711	75,000
001-3610-431.6515	BRIDGE MAINTENANCE	0	1,000	1,000	0	0	1,000
001-3610-431.6517	TRAFFIC LIGHT MAINTENANCE	2,870	2,000	2,000	1,289	2,000	4,010
001-3610-431.6520	SIDEWALK MAINTENANCE	5,225	15,000	15,000	9,001	15,000	15,000
001-3610-431.6800	EQUIPMENT MAINTENANCE	30,120	19,000	22,551	11,589	22,551	30,000
	TOTAL MAINTENANCE	\$76,479	\$135,000	\$125,262	\$38,466	\$114,445	\$143,830
70 - SERVICES							
001-3610-431.7311	VEHICLE INSURANCE	\$6,134	\$7,510	\$7,510	\$5,634	\$7,510	\$6,776
001-3610-431.7400	OPERATING SERVICES	4,782	2,000	16,000	13,290	16,000	4,000
001-3610-431.7497	RECRUITMENT ADVERTISING	0	300	300	0	0	0
001-3610-431.7498	JUDGMENTS & DAMAGE CLAIMS	1,324	1,000	1,000	500	500	1,000
001-3610-431.7510	TRAINING	132	950	950	0	0	1,050
001-3610-431.7520	TRAVEL EXPENSES & REIMBURSE	0	30	30	0	0	30
001-3610-431.7611	ELECTRICITY	422,295	367,260	367,260	282,359	376,478	367,260
001-3610-431.7612	TELEPHONE/COMMUNICATIONS	71	250	250	143	250	250
001-3610-431.7800	CONTRACT SERVICES	73,718	500	58,782	50,964	58,782	500
001-3610-431.7830	RENTAL	0	6,150	2,150	0	0	2,000
001-3610-431.7831	VEHICLE LEASE-INTERNAL	16,121	39,100	39,100	29,322	39,100	33,690
	TOTAL SERVICES	\$524,577	\$425,050	\$493,332	\$382,212	\$498,620	\$416,556
80 - CAPITAL OUTLAY							
001-3610-431.8400	CAPITAL OPERATING EQUIP	\$38,347	\$0	\$5,125	\$5,125	\$5,125	\$0
	TOTAL CAPITAL OUTLAY	\$38,347	\$0	\$5,125	\$5,125	\$5,125	\$0
3610 - PUBLIC WORKS/STREET/SIDEWALK OPERATION		\$1,464,113	\$1,457,892	\$1,523,536	\$947,027	\$1,390,817	\$1,493,600

3620 - PUBLIC WORKS/DRAINAGE OPERATIONS

ACCOUNT NUMBER	ACCOUNT NAME	FY19	FY20	FY20	FY20	FY20	FY21
		ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	YTD 6/30/20	YEAR END ESTIMATE	ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-3620-431.4110	FULLTIME SALARIES & WAGES	\$133,490	\$182,722	\$182,637	\$131,432	\$181,243	\$194,186
001-3620-431.4130	OVERTIME PAY	5,920	8,220	8,220	2,389	6,186	8,446
001-3620-431.4143	LONGEVITY PAY	4,515	2,215	4,415	4,415	4,415	4,665
001-3620-431.4145	INCENTIVE-CERTIFICATE PAY	1,275	3,915	1,800	1,350	1,800	1,800
001-3620-431.4149	CELL PHONE ALLOWANCE	754	420	420	294	420	420
001-3620-431.4190	TERMINATION PAYOUTS	14,565	0	0	0	0	0
001-3620-431.4710	SOCIAL SECURITY/MEDICARE	11,243	13,483	13,483	9,862	13,149	14,828
001-3620-431.4720	TMRS RETIREMENT	25,542	31,618	31,618	22,365	30,819	34,702
001-3620-431.4810	HEALTH/DENTAL INSURANCE	31,086	49,588	49,588	30,812	48,083	47,855
001-3620-431.4820	LIFE INSURANCE	384	525	525	397	530	580
001-3620-431.4830	DISABILITY INSURANCE	430	644	644	468	624	684
001-3620-431.4840	WORKERS COMP INSURANCE	5,880	7,299	7,299	3,009	5,012	4,552
001-3620-431.4850	EAP SERVICES	169	232	232	174	232	232
001-3620-431.4890	FLEX PLAN ADMINISTRATION	63	86	86	65	86	86
TOTAL PERSONNEL & BENEFITS		\$235,316	\$300,967	\$300,967	\$207,032	\$292,599	\$313,036
50 - SUPPLIES							
001-3620-431.5200	PERSONNEL SUPPLIES	\$3,517	\$5,860	\$5,860	\$3,430	\$4,573	\$5,610
001-3620-431.5301	FUEL	4,292	3,330	3,330	1,444	1,926	4,000
001-3620-431.5400	OPERATING SUPPLIES	958	1,000	1,000	595	793	1,000
001-3620-431.5800	OPERATING EQUIPMENT<\$5000	1,404	1,700	1,700	1,126	1,502	1,700
TOTAL SUPPLIES		\$10,171	\$11,890	\$11,890	\$6,595	\$8,794	\$12,310
60 - MAINTENANCE							
001-3620-431.6300	VEHICLE MAINTENANCE	\$508	\$3,000	\$3,000	\$549	\$733	\$3,000
001-3620-431.6530	DRAINAGE MAINTENANCE	30,170	37,300	32,490	4,133	32,490	37,300
001-3620-431.6800	EQUIPMENT MAINTENANCE	18,380	11,500	15,700	11,699	15,598	15,000
TOTAL MAINTENANCE		\$49,058	\$51,800	\$51,190	\$16,381	\$48,821	\$55,300
70 - SERVICES							
001-3620-431.7311	VEHICLE INSURANCE	\$1,647	\$1,410	\$1,410	\$1,062	\$1,416	\$1,023
001-3620-431.7498	JUDGMENTS & DAMAGE CLAIMS	0	1,000	1,000	0	0	1,000
001-3620-431.7510	TRAINING	0	100	310	210	280	0
001-3620-431.7520	TRAVEL EXPENSES & REIMBURSE	0	0	400	327	436	0
001-3620-431.7800	CONTRACT SERVICES	35,000	0	0	0	0	0
001-3620-431.7830	RENTAL	9,420	4,000	4,000	0	4,000	2,000
001-3620-431.7831	VEHICLE LEASE-INTERNAL	1,996	15,960	15,960	11,970	15,960	15,960
001-3620-431.8800	CAPITAL EQUIPMENT	0	0	542,806	542,806	542,806	0
TOTAL SERVICES		\$48,063	\$22,470	\$565,886	\$556,375	\$564,898	\$19,983
3620 - PUBLIC WORKS/DRAINAGE OPERATIONS		\$342,608	\$387,127	\$929,933	\$786,383	\$915,112	\$400,629

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
401-3601-434.4110	FULLTIME SALARIES & WAGES	\$124,541	\$156,463	\$155,757	\$114,049	\$155,065	\$170,591
401-3601-434.4130	OVERTIME PAY	801	1,028	1,028	399	531	1,056
401-3601-434.4143	LONGEVITY PAY	1,404	1,445	1,455	1,455	1,455	1,580
401-3601-434.4144	VEHICLE ALLOWANCE	473	0	0	0	0	0
401-3601-434.4145	INCENTIVE-CERTIFICATE PAY	2,770	3,240	3,240	2,430	3,240	3,240
401-3601-434.4149	CELL PHONE ALLOWANCE	454	420	420	294	420	420
401-3601-434.4710	SOCIAL SECURITY/MEDICARE	9,186	11,489	11,489	8,361	11,148	12,536
401-3601-434.4720	TMRS RETIREMENT	20,753	26,032	26,032	18,971	25,295	29,298
401-3601-434.4810	HEALTH/DENTAL INSURANCE	23,247	28,972	28,972	21,034	28,972	30,396
401-3601-434.4820	LIFE INSURANCE	390	447	447	346	462	507
401-3601-434.4830	DISABILITY INSURANCE	447	549	549	408	544	598
401-3601-434.4840	WORKERS COMP INSURANCE	1,399	257	953	903	1,204	190
401-3601-434.4850	EAP SERVICES	107	116	116	87	116	116
401-3601-434.4890	FLEX PLAN ADMINISTRATION	40	43	43	32	43	43
TOTAL PERSONNEL & BENEFITS		\$186,012	\$230,501	\$230,501	\$168,769	\$228,495	\$250,571
50 - SUPPLIES							
401-3601-434.5200	PERSONNEL SUPPLIES	\$371	\$300	\$300	\$294	\$300	\$410
401-3601-434.5400	OPERATING SUPPLIES	1,296	1,800	1,800	1,345	1,800	2,500
401-3601-434.5800	OPERATING EQUIPMENT<\$5000	0	500	500	109	145	500
TOTAL SUPPLIES		\$1,667	\$2,600	\$2,600	\$1,748	\$2,245	\$3,410
70 - SERVICES							
401-3601-434.7400	OPERATING SERVICES	\$2,361	\$4,450	\$4,450	\$1,435	\$2,913	\$4,480
401-3601-434.7401	POSTAL/COURIER SERVICES	520	1,400	1,400	367	500	1,000
401-3601-434.7422	CONSUMER CONFIDENCE RPT	414	500	414	414	414	450
401-3601-434.7510	TRAINING	30	4,500	4,500	655	655	4,400
401-3601-434.7520	TRAVEL EXPENSES & REIMBURSE	24	3,300	3,300	0	0	3,100
401-3601-434.7530	MEMBERSHIPS	203	690	690	260	2,030	2,030
401-3601-434.7540	PUBLICATIONS	0	40	40	0	0	155
TOTAL SERVICES		\$3,552	\$14,880	\$14,794	\$3,131	\$6,512	\$15,615
401-3601 - PUBLIC WORKS ADMINISTRATION		\$191,231	\$247,981	\$247,895	\$173,648	\$237,252	\$269,596

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
401-3648-434.4110	FULLTIME SALARIES & WAGES	\$79,568	\$80,166	\$80,068	\$57,682	\$80,910	\$83,543
401-3648-434.4130	OVERTIME PAY	4,935	5,651	5,651	1,374	4,651	5,807
401-3648-434.4143	LONGEVITY PAY	2,065	2,180	2,185	2,185	2,185	2,310
401-3648-434.4145	INCENTIVE-CERTIFICATE PAY	1,800	1,800	1,800	1,350	1,800	1,800
401-3648-434.4149	CELL PHONE ALLOWANCE	847	840	840	588	840	840
401-3648-434.4190	TERMINATION PAYOUTS	2,398	0	0	0	0	0
401-3648-434.4710	SOCIAL SECURITY/MEDICARE	6,207	6,165	6,165	4,227	6,165	6,408
401-3648-434.4720	TMRS RETIREMENT	14,577	14,511	14,511	10,102	14,511	15,619
401-3648-434.4810	HEALTH/DENTAL INSURANCE	23,532	23,434	23,434	17,017	23,434	24,583
401-3648-434.4820	LIFE INSURANCE	235	235	235	172	229	255
401-3648-434.4830	DISABILITY INSURANCE	267	289	289	203	270	301
401-3648-434.4840	WORKERS COMP INSURANCE	1,514	1,603	1,603	776	1,603	1,244
401-3648-434.4850	EAP SERVICES	126	116	116	87	116	116
401-3648-434.4890	FLEX PLAN ADMINISTRATION	47	43	136	102	135	135
TOTAL PERSONNEL & BENEFITS		\$138,118	\$137,033	\$137,033	\$95,865	\$136,849	\$142,961
50 - SUPPLIES							
401-3648-434.5200	PERSONNEL SUPPLIES	\$1,619	\$2,090	\$2,090	\$1,418	\$1,891	\$2,040
401-3648-434.5301	FUEL	2,983	3,000	3,000	2,684	3,579	3,000
401-3648-434.5400	OPERATING SUPPLIES	1,168	2,000	2,000	684	1,912	2,000
401-3648-434.5800	OPERATING EQUIPMENT<\$5000	1,170	1,690	1,690	0	1,000	1,700
TOTAL SUPPLIES		\$6,940	\$8,780	\$8,780	\$4,786	\$8,382	\$8,740
60 - MAINTENANCE							
401-3648-434.6300	VEHICLE MAINTENANCE	\$263	\$3,000	\$3,000	\$2,338	\$3,000	\$3,000
TOTAL MAINTENANCE		\$263	\$3,000	\$3,000	\$2,338	\$3,000	\$3,000
70 - SERVICES							
401-3648-434.7311	VEHICLE INSURANCE	\$1,186	\$1,210	\$1,210	\$909	\$1,210	\$1,098
401-3648-434.7400	OPERATING SERVICES	3,245	3,260	3,260	0	1,300	4,600
401-3648-434.7498	JUDGMENTS & DAMAGE CLAIMS	500	1,000	1,000	0	0	1,000
401-3648-434.7510	TRAINING	222	2,100	2,100	0	0	2,000
401-3648-434.7520	TRAVEL EXPENSES & REIMBURSE	0	200	200	0	0	200
401-3648-434.7800	CONTRACT SERVICES	90,811	85,000	85,000	70,374	90,831	92,000
401-3648-434.7831	VEHICLE LEASE-INTERNAL	8,065	8,070	8,070	6,057	8,070	8,070
TOTAL SERVICES		\$104,029	\$100,840	\$100,840	\$77,340	\$101,411	\$108,968
401-3648 - UTILITY CUSTOMER SERVICE		\$249,350	\$249,653	\$249,653	\$180,329	\$249,642	\$263,669

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
401-3650-434.4110	FULLTIME SALARIES & WAGES	\$241,524	\$250,763	\$270,821	\$180,640	\$268,853	\$300,148
401-3650-434.4130	OVERTIME PAY	22,307	30,825	30,825	10,296	27,728	31,673
401-3650-434.4143	LONGEVITY PAY	1,140	22,987	1,216	1,215	1,215	1,240
401-3650-434.4145	INCENTIVE-CERTIFICATE PAY	3,380	2,340	3,385	2,635	3,385	3,300
401-3650-434.4149	CELL PHONE ALLOWANCE	595	540	540	288	540	540
401-3650-434.4190	TERMINATION PAYOUTS	144	0	668	668	668	0
401-3650-434.4710	SOCIAL SECURITY/MEDICARE	19,800	22,599	22,599	14,276	22,035	24,500
401-3650-434.4720	TMRS RETIREMENT	42,816	49,223	49,223	31,300	49,733	55,801
401-3650-434.4810	HEALTH/DENTAL INSURANCE	50,031	55,628	55,628	38,408	55,211	68,009
401-3650-434.4820	LIFE INSURANCE	696	767	767	552	736	880
401-3650-434.4830	DISABILITY INSURANCE	815	963	963	705	940	1,116
401-3650-434.4840	WORKERS COMP INSURANCE	4,599	5,636	5,636	2,535	5,636	4,606
401-3650-434.4850	EAP SERVICES	358	348	348	266	355	407
401-3650-434.4890	FLEX PLAN ADMINISTRATION	133	130	130	99	132	151
TOTAL PERSONNEL & BENEFITS		\$388,338	\$442,749	\$442,749	\$283,883	\$437,167	\$492,371
50 - SUPPLIES							
401-3650-434.5200	PERSONNEL SUPPLIES	\$6,603	\$9,940	\$9,940	\$4,635	\$7,679	\$9,740
401-3650-434.5301	FUEL	13,444	15,000	15,000	5,195	14,926	15,000
401-3650-434.5400	OPERATING SUPPLIES	9,815	10,500	10,500	5,098	9,797	11,000
401-3650-434.5476	WATER METERS-REPL PROGRAM	18,842	40,000	40,000	5,483	40,000	38,000
401-3650-434.5800	OPERATING EQUIPMENT<\$5000	19,030	11,200	11,200	1,050	10,000	11,200
TOTAL SUPPLIES		\$67,734	\$86,640	\$86,640	\$21,461	\$82,402	\$84,940
60 - MAINTENANCE							
401-3650-434.6300	VEHICLE MAINTENANCE	\$7,193	\$7,500	\$10,606	\$8,666	\$10,606	\$7,500
401-3650-434.6541	DISTRIBUTION LINE MAINT	98,286	114,000	104,710	55,765	104,710	114,000
401-3650-434.6546	FIRE HYDRANT MAINTENANCE	23,018	30,000	30,000	3,345	30,000	30,000
401-3650-434.6800	EQUIPMENT MAINTENANCE	10,627	12,500	14,193	3,338	13,450	15,000
TOTAL MAINTENANCE		\$139,124	\$164,000	\$159,509	\$71,114	\$158,766	\$166,500
70 - SERVICES							
401-3650-434.7140	CONSULTING SERVICES	\$19,920	\$33,800	\$33,800	\$0	\$33,800	\$33,800
401-3650-434.7311	VEHICLE INSURANCE	2,987	4,050	4,050	3,042	4,050	2,908
401-3650-434.7400	OPERATING SERVICES	0	0	9,290	9,290	9,290	0
401-3650-434.7497	RECRUITMENT ADVERTISING	0	200	200	0	0	0
401-3650-434.7498	JUDGMENTS & DAMAGE CLAIMS	1,000	1,000	1,000	0	0	1,000
401-3650-434.7510	TRAINING	2,149	6,000	6,000	410	410	6,000
401-3650-434.7520	TRAVEL EXPENSES & REIMBURSE	214	600	600	23	23	600
401-3650-434.7530	MEMBERSHIPS	902	940	940	670	670	230
401-3650-434.7612	TELEPHONE/COMMUNICATIONS	189	250	250	133	250	250
401-3650-434.7800	CONTRACT SERVICES	5,000	0	22,048	5,000	22,048	0
401-3650-434.7830	RENTAL	976	2,100	2,100	0	2,100	2,900
401-3650-434.7831	VEHICLE LEASE-INTERNAL	15,437	23,620	23,620	17,712	23,620	13,320
TOTAL SERVICES		\$48,774	\$72,560	\$103,898	\$36,280	\$96,261	\$61,008
80 - CAPITAL OUTLAY							
401-3650-434.8400	CAPITAL OPERATING EQUIP	\$148,453	\$0	\$0	\$0	\$0	\$0
TOTAL CAPITAL OUTLAY		\$148,453	\$0	\$0	\$0	\$0	\$0
401-3650 - PUBLIC WORKS/WATER UTILITIES		\$792,423	\$765,949	\$792,796	\$412,738	\$774,596	\$804,819

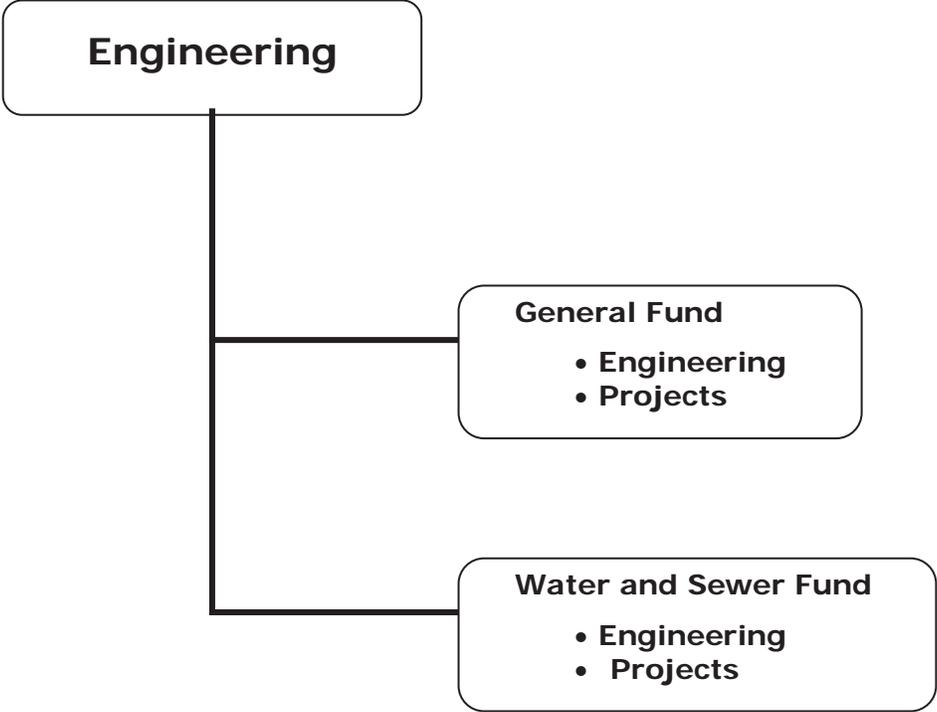
401-3651 - PUBLIC WORKS/SEWER UTILITIES

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
401-3651-433.4110	FULLTIME SALARIES & WAGES	\$247,378	\$286,182	\$286,182	\$169,885	\$256,513	\$248,129
401-3651-433.4130	OVERTIME PAY	25,961	25,688	25,688	15,945	25,688	26,394
401-3651-433.4143	LONGEVITY PAY	3,633	1,415	1,415	1,250	1,250	1,680
401-3651-433.4145	INCENTIVE-CERTIFICATE PAY	4,150	5,100	5,100	2,030	5,100	3,540
401-3651-433.4149	CELL PHONE ALLOWANCE	695	1,260	1,260	378	1,260	540
401-3651-433.4190	TERMINATION PAYOUTS	3,646	0	0	0	0	0
401-3651-433.4710	SOCIAL SECURITY/MEDICARE	20,054	22,339	22,339	13,542	20,056	20,147
401-3651-433.4720	TMRS RETIREMENT	45,487	51,175	51,175	30,300	45,399	46,423
401-3651-433.4810	HEALTH/DENTAL INSURANCE	72,663	80,128	80,128	42,927	67,236	61,983
401-3651-433.4820	LIFE INSURANCE	716	804	804	512	753	724
401-3651-433.4830	DISABILITY INSURANCE	880	1,069	1,069	619	925	888
401-3651-433.4840	WORKERS COMP INSURANCE	4,683	5,750	5,750	2,510	5,347	3,832
401-3651-433.4850	EAP SERVICES	392	407	407	261	378	348
401-3651-433.4890	FLEX PLAN ADMINISTRATION	146	151	151	97	142	130
TOTAL PERSONNEL & BENEFITS		\$430,484	\$481,468	\$481,468	\$280,256	\$430,047	\$414,758
50 - SUPPLIES							
401-3651-433.5200	PERSONNEL SUPPLIES	\$7,236	\$9,530	\$9,530	\$6,014	\$9,019	\$9,510
401-3651-433.5301	FUEL	12,312	16,000	16,000	5,006	15,674	16,000
401-3651-433.5400	OPERATING SUPPLIES	7,358	8,000	8,000	2,788	7,717	8,130
401-3651-433.5800	OPERATING EQUIPMENT<\$5000	6,321	6,000	6,000	57	6,000	6,400
TOTAL SUPPLIES		\$33,227	\$39,530	\$39,530	\$13,865	\$38,410	\$40,040
60 - MAINTENANCE							
401-3651-433.6300	VEHICLE MAINTENANCE	\$4,284	\$7,500	\$7,500	\$3,953	\$6,271	\$6,000
401-3651-433.6551	COLLECTION LINE MAINTANCE	26,314	36,000	35,249	32,751	35,249	36,000
401-3651-433.6800	EQUIPMENT MAINTENANCE	3,546	8,500	8,500	2,520	8,500	10,800
TOTAL MAINTENANCE		\$34,144	\$52,000	\$51,249	\$39,224	\$50,020	\$52,800
70 - SERVICES							
401-3651-433.7311	VEHICLE INSURANCE	\$3,372	\$3,450	\$3,450	\$2,592	\$3,450	\$3,907
401-3651-433.7497	RECRUITMENT ADVERTISING	0	100	100	0	0	0
401-3651-433.7498	JUDGMENTS & DAMAGE CLAIMS	2,500	1,000	1,751	1,751	1,751	1,000
401-3651-433.7510	TRAINING	1,861	7,000	7,000	2,803	2,900	7,100
401-3651-433.7520	TRAVEL EXPENSES & REIMBURSE	298	700	700	688	688	700
401-3651-433.7530	MEMBERSHIPS	170	420	420	255	310	310
401-3651-433.7800	CONTRACT SERVICES	5,000	10,000	15,000	5,000	15,000	10,000
401-3651-433.7830	RENTAL	424	2,800	2,800	211	2,800	1,820
401-3651-433.7831	VEHICLE LEASE-INTERNAL	18,303	18,310	18,310	13,734	18,310	22,920
TOTAL SERVICES		\$31,928	\$43,780	\$49,531	\$27,034	\$45,209	\$47,757
80 - CAPITAL OUTLAY							
401-3651-433.8400	CAPITAL OPERATING EQUIP	\$46,827	\$0	\$0	\$0	\$0	\$0
TOTAL CAPITAL OUTLAY		\$46,827	\$0	\$0	\$0	\$0	\$0
401-3651 - PUBLIC WORKS/SEWER UTILITIES		\$576,610	\$616,778	\$621,778	\$360,379	\$563,686	\$555,355

401-3655 - PUBLIC WORKS/WATER OPERATIONS

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
401-3655-434.4110	FULLTIME SALARIES & WAGES	\$124,392	\$173,116	\$172,864	\$127,517	\$172,022	\$184,212
401-3655-434.4130	OVERTIME PAY	17,790	12,330	12,330	10,409	12,879	12,669
401-3655-434.4131	HOLIDAY HRS WORKED	2,412	1,541	1,782	1,781	1,781	1,584
401-3655-434.4143	LONGEVITY PAY	1,676	2,883	2,894	2,894	2,894	3,105
401-3655-434.4145	INCENTIVE-CERTIFICATE PAY	3,225	6,000	6,000	4,500	6,000	6,000
401-3655-434.4149	CELL PHONE ALLOWANCE	163	162	162	113	162	162
401-3655-434.4710	SOCIAL SECURITY/MEDICARE	10,788	14,117	14,117	10,500	14,000	14,895
401-3655-434.4720	TMRS RETIREMENT	23,810	31,385	31,385	23,540	31,386	34,406
401-3655-434.4810	HEALTH/DENTAL INSURANCE	23,957	32,253	32,253	25,041	33,388	36,155
401-3655-434.4820	LIFE INSURANCE	348	493	493	367	490	546
401-3655-434.4830	DISABILITY INSURANCE	410	619	619	442	589	658
401-3655-434.4840	WORKERS COMP INSURANCE	2,255	3,278	3,278	1,692	2,256	2,593
401-3655-434.4850	EAP SERVICES	159	192	192	144	192	192
401-3655-434.4890	FLEX PLAN ADMINISTRATION	115	191	191	143	191	191
	TOTAL PERSONNEL & BENEFITS	\$211,500	\$278,560	\$278,560	\$209,083	\$278,230	\$297,368
50 - SUPPLIES							
401-3655-434.5200	PERSONNEL SUPPLIES	\$2,361	\$3,820	\$3,820	\$2,689	\$3,820	\$3,890
401-3655-434.5301	FUEL	12,529	17,000	17,000	4,608	16,144	17,000
401-3655-434.5400	OPERATING SUPPLIES	2,808	2,600	2,600	2,253	3,004	2,600
401-3655-434.5475	WATER METERS & BOXES	36,826	51,000	53,291	35,849	53,291	51,000
401-3655-434.5495	CHEMICALS	3,388	9,000	9,000	3,794	9,000	9,000
401-3655-434.5800	OPERATING EQUIPMENT<\$5000	5,798	4,000	4,000	1,119	4,000	6,000
	TOTAL SUPPLIES	\$63,710	\$87,420	\$89,711	\$50,312	\$89,259	\$89,490
60 - MAINTENANCE							
401-3655-434.6300	VEHICLE MAINTENANCE	\$2,777	\$6,000	\$6,000	\$1,707	\$2,275	\$7,500
401-3655-434.6543	WATER PLANT MAINTENANCE	57,196	90,000	163,658	81,435	163,658	115,000
401-3655-434.6547	WATER METER MAINTENANCE	2,156	8,600	8,400	5,366	8,400	5,000
401-3655-434.6800	EQUIPMENT MAINTENANCE	196	2,500	2,500	708	940	2,500
401-3655-434.6801	EMERGENCY GENERATOR MAINT	26,265	12,000	14,500	11,798	19,730	27,000
	TOTAL MAINTENANCE	\$88,590	\$119,100	\$195,058	\$101,014	\$195,003	\$157,000
70 - SERVICES							
401-3655-434.7311	VEHICLE INSURANCE	\$2,076	\$3,120	\$3,120	\$2,340	\$3,120	\$3,140
401-3655-434.7400	OPERATING SERVICES	19,095	95,000	94,437	11,572	94,437	47,410
401-3655-434.7471	PURCHASED WATER	1,075,557	1,361,930	1,361,930	593,810	1,361,930	1,484,930
401-3655-434.7494	PERMITS & INSPECTION FEES	47,056	47,700	47,700	47,056	47,700	47,700
401-3655-434.7498	JUDGMENTS & DAMAGE CLAIMS	2,500	1,000	1,000	0	0	1,000
401-3655-434.7510	TRAINING	1,463	3,000	3,000	2,196	2,196	3,000
401-3655-434.7520	TRAVEL EXPENSES & REIMBURSE	26	300	586	474	474	300
401-3655-434.7530	MEMBERSHIPS	0	340	340	85	140	140
401-3655-434.7611	ELECTRICITY	120,761	153,360	153,360	65,817	153,360	153,360
401-3655-434.7612	TELEPHONE/COMMUNICATIONS	315	500	500	247	500	400
401-3655-434.7613	NATURAL GAS	0	2,100	2,100	0	0	2,100
401-3655-434.7830	RENTAL	2,117	3,100	3,100	1,343	3,100	3,400
401-3655-434.781	VEHICLE LEASE-INTERNAL	6,227	25,130	25,130	18,846	25,130	19,840
401-3655-434.7840	POLLUTION CONTROL & ABATE	23,577	23,600	24,332	18,249	24,332	25,550
	TOTAL SERVICES	\$1,300,770	\$1,720,180	\$1,720,635	\$762,035	\$1,716,419	\$1,792,270
80 - CAPITAL OUTLAY							
401-3655-434.8400	CAPITAL OPERATING EQUIP	\$25,304	\$0	\$140,189	\$140,189	\$140,189	\$0
	TOTAL CAPITAL OUTLAY	\$25,304	\$0	\$140,189	\$140,189	\$140,189	\$0
90 - OTHER							
401-3655-434.9342	95 CITY OF HOUSTON BONDS	\$193,558	\$192,193	\$192,193	\$175,204	\$192,193	\$192,193
401-3655-434.9343	COH-SEWPP Capital Improvements	610,243	1,221,002	1,221,002	531,310	1,221,002	1,221,002
	TOTAL OTHER	\$803,801	\$1,413,195	\$1,413,195	\$706,514	\$1,413,195	\$1,413,195
401-3655 - PUBLIC WORKS/WATER OPERATIONS		\$2,493,675	\$3,618,455	\$3,837,348	\$1,969,147	\$3,832,295	\$3,749,323

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
401-3656-433.4110	FULLTIME SALARIES & WAGES	\$266,246	\$223,808	\$223,060	\$161,617	\$222,490	\$233,852
401-3656-433.4130	OVERTIME PAY	17,103	15,413	15,413	10,854	15,413	15,836
401-3656-433.4131	HOLIDAY HRS WORKED	2,214	1,028	1,673	1,673	1,673	1,056
401-3656-433.4143	LONGEVITY PAY	4,270	3,470	3,480	3,480	3,480	3,720
401-3656-433.4145	INCENTIVE-CERTIFICATE PAY	7,525	6,000	6,000	5,175	6,900	6,900
401-3656-433.4149	CELL PHONE ALLOWANCE	80	0	0	0	0	0
401-3656-433.4710	SOCIAL SECURITY/MEDICARE	22,275	18,826	18,826	13,726	18,301	19,703
401-3656-433.4720	TMRs RETIREMENT	47,614	39,981	39,981	29,231	38,975	43,290
401-3656-433.4810	HEALTH/DENTAL INSURANCE	38,260	29,648	29,648	21,527	29,648	31,103
401-3656-433.4820	LIFE INSURANCE	781	645	645	478	637	705
401-3656-433.4830	DISABILITY INSURANCE	915	823	823	584	779	862
401-3656-433.4840	WORKERS COMP INSURANCE	4,868	4,348	4,348	2,177	2,903	3,357
401-3656-433.4850	EAP SERVICES	300	232	232	174	232	232
401-3656-433.4890	FLEX PLAN ADMINISTRATION	199	86	179	134	179	179
	TOTAL PERSONNEL & BENEFITS	\$412,650	\$344,308	\$344,308	\$250,830	\$341,610	\$360,795
50 - SUPPLIES							
401-3656-433.5200	PERSONNEL SUPPLIES	\$3,868	\$6,160	\$6,160	\$2,961	\$6,160	\$6,010
401-3656-433.5301	FUEL	14,573	15,000	15,000	6,490	14,653	15,000
401-3656-433.5400	OPERATING SUPPLIES	2,889	2,600	2,600	2,032	2,709	2,600
401-3656-433.5800	OPERATING EQUIPMENT<\$5000	566	600	600	378	600	600
	TOTAL SUPPLIES	\$21,896	\$24,360	\$24,360	\$11,861	\$24,122	\$24,210
60 - MAINTENANCE							
401-3656-433.6300	VEHICLE MAINTENANCE	\$4,378	\$9,000	\$9,000	\$1,132	\$8,509	\$9,000
401-3656-433.6552	LIFT STATION MAINTENANCE	138,562	110,000	155,229	54,646	155,229	138,600
401-3656-433.6800	EQUIPMENT MAINTENANCE	47	3,300	3,300	120	3,300	3,300
401-3656-433.6801	EMERGENCY GENERATOR MAINT	33,665	47,000	44,500	3,617	44,500	34,000
	TOTAL MAINTENANCE	\$176,652	\$169,300	\$212,029	\$59,515	\$211,538	\$184,900
70 - SERVICES							
401-3656-433.7311	VEHICLE INSURANCE	\$2,513	\$4,070	\$4,070	\$3,051	\$4,070	\$3,370
401-3656-433.7400	OPERATING SERVICES	9,575	9,600	10,163	7,008	10,163	9,800
401-3656-433.7473	BLACKHAWK WW OPERATIONS	3,649,878	6,302,588	6,301,856	1,133,808	6,301,856	2,214,200
401-3656-433.7498	JUDGMENTS & DAMAGE CLAIMS	0	1,000	1,000	0	0	1,000
401-3656-433.7510	TRAINING	2,387	4,000	4,000	721	961	4,000
401-3656-433.7520	TRAVEL EXPENSES & REIMBURSE	303	400	400	376	501	400
401-3656-433.7530	MEMBERSHIPS	0	340	340	135	180	140
401-3656-433.7611	ELECTRICITY	130,479	121,670	121,670	77,518	121,670	121,670
401-3656-433.7613	NATURAL GAS	11,989	10,470	10,470	8,088	10,784	10,470
401-3656-433.7800	CONTRACT SERVICES	19,545	40,000	40,000	22,150	40,000	40,000
401-3656-433.7830	RENTAL	140	1,000	1,000	104	1,000	1,500
401-3656-433.7831	VEHICLE LEASE-INTERNAL	13,811	27,130	27,130	20,349	27,130	27,130
	TOTAL SERVICES	\$3,840,620	\$6,522,268	\$6,522,099	\$1,273,308	\$6,518,315	\$2,433,680
90 - OTHER							
401-3656-433.9061	BLACKHAWK WWTP OPER RESERVE	\$18,760	\$21,000	\$21,000	\$10,778	\$21,000	\$21,000
	TOTAL OTHER	\$18,760	\$21,000	\$21,000	\$10,778	\$21,000	\$21,000
401-3656 - PUBLIC WORKS/SEWER OPERATIONS		\$4,470,578	\$7,081,236	\$7,123,796	\$1,606,292	\$7,116,585	\$3,024,585



Engineering

Mission Statement

The Engineering Department is dedicated to maintaining and improve the quality of life by providing and managing professional and cost-effective municipal engineering services for the residents and other Departments of the City. This includes maintenance projects, capital improvement projects, bond projects, interlocal agreement projects with Harris and Galveston Counties, and grant projects from various agencies. The Engineering Department also processes ROW Permits, reviews development permits, and performs final inspections as needed. This work is done for the safe, efficient, and economical operation of the City's roadways, drainage systems, traffic, and utilities.

Current Operations

Due to increased demand for oversight in both publicly and privately funded projects, the Engineering division was separated from Public Works to be a standalone department consisting of Engineering and Projects in 2019.

Fiscal Year 2019 – 20 Accomplishments

The Engineering Department was formed as a new department in 2019, which included the hiring for the two new positions of Director of Engineering/City Engineer, and Deputy Director of Engineering. In July 2020, a new office manager position will be created in the Engineering department. The funding will come from a vacancy within the City Secretary's office records management division.

Capital Improvement Projects

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

Capital Improvement Projects in Progress During FY 2019-2020		
Forest Bend Detention Pond	Blackhawk Blvd. Phase II Package A	Lift Station #23 Reconstruction
2019-2020 Street Maintenance	Friendswood Lakes Blvd	Lower Clear Creek and Dickinson Bayou Watershed Study
Clear Creek Terracing Analysis at Whitcomb Property	Deepwood Flood Control Project	Clear Creek Utility Bridge Relocation
Fire Station 2 Reconstruction	Public Safety Building Expansion	Blackhawk Facility Renovation & Community Shelter

Highlights of the Budget

Following its separation from Public Works in FY 19, the Engineering Staff became fully staffed in FY20 with one Director, one Deputy Director, one Projects Coordinator, and three Project Managers. An Administrative Assistant position will be added in fiscal year 2021.

The following decision package is not included in the FY21 adopted budget.

Water and Sewer Fund

Description	Type	Amount
Survey Grade Drone	One Time Costs	\$9,385
	Ongoing Costs	\$4,990

Major Departmental Goals:

New Development Oversight

- Support Community Development Division with review of plans, specifications, drainage impact assessments, and development permits
- Oversight of public right of way permits
- Culvert inspections

Enhance Safe and Efficient Transportation

- Continue to implement concrete and asphalt street maintenance program
- Execute Friendswood Lakes Boulevard Extension
- Coordinate with TXDOT for issues related to state roads FM518, FM2351, and FM528
- Begin implementation of needs identified in the City-Wide Traffic Study

Design and Implement Cost Effective Capital Improvement Projects

- Utilization of state-of-the-art technology to enhance assessment, design and construction of projects
- Provide City engineers with adequate training in design and project management techniques

Reduce Flood Risk

- Update Design Criteria Manual and Ordinances to incorporate Atlas 14 rainfall
- Continue coordination and participation on the Lower Clear Creek and Dickinson Bayou Federal Study
- Implementation of Community Block Development Grants for flood control projects
- Develop an updated City of Friendswood Master Drainage Plan and Feasibility Study
- Coordinate with Parks and Recreation to implement park features in conjunction with flood control projects
- Assist Emergency Management with flood forecasting
- Establish compliance with the City Floodplain Ordinance

Provide Support to Public Works

- Provide Engineering support for Public Works operations and maintenance projects including the Lift Station Mitigation Project and the Utility Master Plan
- Support Public Works in implementing Public Works software

Engineering

Improve Asset Management

- Implement right of way and permit tracking software
- Provide education and support to help expand and utilize Arc-GIS solutions citywide

2019-2020 Departmental Performance Measures by Division

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

Engineering and Capital Projects General Fund & Water/Sewer Fund	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents*	4.0	6.0	6.0	7.0	7.0
Division Expenditures	\$388,064	\$371,639	\$783,759	\$814,756	\$881,884
Measures of Effectiveness**					
Average Days for Plan Reviews	5	5	5	4	4
% of Field Inspections Completed within 24 hours of Notification	95%	95%	100%	100%	100%
Measures of Efficiency					
Monthly Operating Costs	\$32,339	\$30,970	\$65,313	\$67,896	\$73,490
Division Expenditures Per Capita	\$9.60	\$9.09	\$19.02	\$19.63	\$21.25

**A new office manager position was created in the Engineering Department. The funding will come from the vacancy within the City Secretary's Office Records Management Division.*

***New performance measures are being developed.*

**ENGINEERING / CAPITAL PROJECTS
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
ENGINEERING/CAPITAL PROJECTS (GF)*	\$328,064	\$387,052	\$466,538	\$300,502	\$465,855	\$488,615	0.0%
ENGINEERING/CAPITAL PROJECTS (W/S)	83,610	396,707	398,396	229,993	348,901	393,269	0.0%
DEPARTMENT TOTAL	\$411,674	\$783,759	\$864,934	\$530,495	\$814,756	\$881,884	0.0%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
PERSONNEL AND BENEFITS*	\$331,431	\$705,189	\$705,189	\$473,113	\$670,843	\$798,186	0.0%
SUPPLIES	7,245	23,270	37,758	14,490	36,524	25,100	0.0%
MAINTENANCE	768	6,000	6,000	454	6,000	4,000	0.0%
SERVICES	72,230	49,300	76,387	26,181	61,789	54,598	0.0%
CAPITAL OUTLAY	0	0	39,600	16,257	39,600	0	0.0%
OTHER	0	0	0	0	0	0	0.0%
CLASSIFICATION TOTAL	\$411,674	\$783,759	\$864,934	\$530,495	\$814,756	\$881,884	0.0%

FULL-TIME EQUIVALENTS BY DIVISION

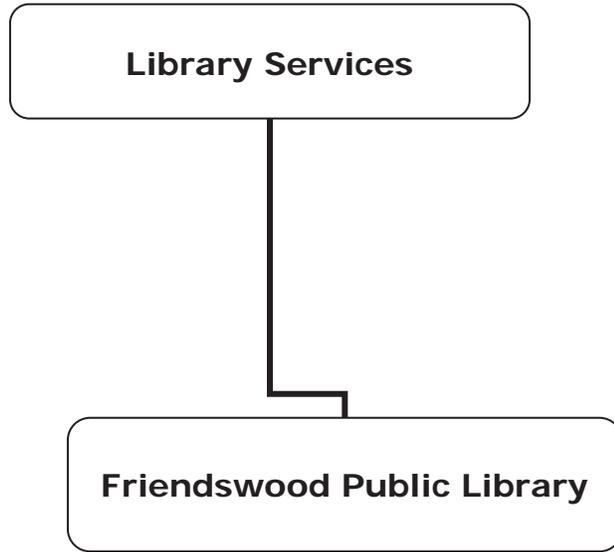
DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
ENGINEERING/CAPITAL PROJECTS (GF)*	3.00	3.00	3.00	3.00	4.00	4.00	0.0%
ENGINEERING/CAPITAL PROJECTS (W/S)	3.00	3.00	3.00	3.00	3.00	3.00	0.0%
PERSONNEL TOTAL	6.00	6.00	6.00	6.00	7.00	7.00	0.0%

*A new office manager position was created in the Engineering department in FY 21. The funding will come from the vacancy within the City Secretary's Office Records Management Division.

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-3770-431.4110	FULLTIME SALARIES & WAGES	\$172,025	\$237,511	\$233,168	\$178,037	\$237,382	\$299,657
001-3770-431.4130	OVERTIME PAY	1,842	1,028	5,000	427	4,000	1,056
001-3770-431.4131	HOLIDAY HRS WORKED	0	0	274	273	273	0
001-3770-431.4143	LONGEVITY PAY	1,303	555	560	560	560	765
001-3770-431.4145	INCENTIVE-CERTIFICATE PAY	5,565	3,000	3,000	2,250	3,000	3,420
001-3770-431.4149	CELL PHONE ALLOWANCE	1,119	1,080	1,080	756	1,008	1,080
001-3770-431.4160	MOVING ALLOWANCE	4,000	0	0	0	0	0
001-3770-431.4190	TERMINATION PAYOUTS	4,556	0	0	0	0	0
001-3770-431.4710	SOCIAL SECURITY/MEDICARE	13,994	17,532	17,532	13,391	17,854	21,649
001-3770-431.4720	TMRS RETIREMENT	30,294	38,933	38,933	29,771	39,694	50,679
001-3770-431.4810	HEALTH/DENTAL INSURANCE	24,942	37,892	37,892	27,513	36,684	59,119
001-3770-431.4820	LIFE INSURANCE	463	655	655	526	701	863
001-3770-431.4830	DISABILITY INSURANCE	543	823	823	633	844	1,066
001-3770-431.4840	WORKERS COMP INSURANCE	536	554	554	376	501	577
001-3770-431.4850	EAP SERVICES	160	174	174	131	174	232
001-3770-431.4890	FLEX PLAN ADMINISTRATION	60	65	157	118	157	271
	TOTAL PERSONNEL & BENEFITS*	\$261,402	\$339,802	\$339,802	\$254,762	\$342,832	\$440,434
50 - SUPPLIES							
001-3770-431.5200	PERSONNEL SUPPLIES	\$1,340	\$2,150	\$2,150	\$1,334	\$2,150	\$2,150
001-3770-431.5301	FUEL	1,882	2,430	2,430	821	1,595	2,000
001-3770-431.5400	OPERATING SUPPLIES	329	1,500	1,500	1,252	1,670	2,500
001-3770-431.5800	OPERATING EQUIPMENT<\$5000	2,592	6,400	19,589	5,527	19,589	6,400
	TOTAL SUPPLIES	\$6,143	\$12,480	\$25,669	\$8,934	\$25,004	\$13,050
60 - MAINTENANCE							
001-3770-431.6300	VEHICLE MAINTENANCE	\$467	\$4,500	\$4,500	\$347	\$4,500	\$2,000
	TOTAL MAINTENANCE	\$467	\$4,500	\$4,500	\$347	\$4,500	\$2,000
70 - SERVICES							
001-3770-431.7311	VEHICLE INSURANCE	\$1,656	\$1,690	\$1,690	\$1,269	\$1,690	\$1,571
001-3770-431.7400	OPERATING SERVICES	0	4,200	10,747	1,188	10,747	6,700
001-3770-431.7497	RECRUITMENT ADVERTISING	0	400	400	0	0	0
001-3770-431.7498	JUDGMENTS & DAMAGE CLAIMS	0	1,000	1,000	0	0	500
001-3770-431.7510	TRAINING	0	3,000	3,000	430	3,000	3,000
001-3770-431.7520	TRAVEL EXPENSES & REIMBURSE	0	700	700	9	12	700
001-3770-431.7530	MEMBERSHIPS	50	1,190	1,190	395	1,310	1,310
001-3770-431.7540	PUBLICATIONS	0	120	120	0	0	0
001-3770-431.7612	TELEPHONE/COMMUNICATIONS	0	960	960	0	0	1,440
001-3770-431.7800	CONTRACT SERVICES	49,140	7,800	27,950	9,999	27,950	8,700
001-3770-431.7831	VEHICLE LEASE-INTERNAL	9,206	9,210	9,210	6,912	9,210	9,210
	TOTAL SERVICES	\$60,052	\$30,270	\$56,967	\$20,202	\$53,919	\$33,131
80 - CAPITAL OUTLAY							
001-3770-431.8800	CAPITAL EQUIPMENT	\$0	\$0	\$39,600	\$16,257	\$39,600	\$0
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$39,600	\$16,257	\$39,600	\$0
3770 - ENGINEERING / PROJECTS		\$328,064	\$387,052	\$466,538	\$300,502	\$465,855	\$488,615

*A new office manager position was created in the Engineering department in FY 21. The funding will come from the vacancy within the City Secretary's Office Records Management Division.

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
401-3770-434.4110	FULLTIME SALARIES & WAGES	\$44,483	\$243,513	\$243,018	\$160,467	\$233,956	\$258,345
401-3770-434.4130	OVERTIME PAY	98	3,596	3,596	534	3,596	3,695
401-3770-434.4143	LONGEVITY PAY	654	0	0	0	0	65
401-3770-434.4145	INCENTIVE-CERTIFICATE PAY	1,710	3,000	3,000	1,650	3,000	2,400
401-3770-434.4149	CELL PHONE ALLOWANCE	133	0	495	360	495	540
401-3770-434.4190	TERMINATION PAYOUTS	3,529	0	0	0	0	0
401-3770-434.4710	SOCIAL SECURITY/MEDICARE	3,697	17,317	17,317	12,279	16,372	19,793
401-3770-434.4720	TMRS RETIREMENT	8,054	40,043	40,043	26,081	37,779	43,899
401-3770-434.4810	HEALTH/DENTAL INSURANCE	6,707	55,384	55,384	15,451	30,601	26,598
401-3770-434.4820	LIFE INSURANCE	146	682	682	478	638	754
401-3770-434.4830	DISABILITY INSURANCE	161	838	838	563	751	889
401-3770-434.4840	WORKERS COMP INSURANCE	590	591	591	329	591	535
401-3770-434.4850	EAP SERVICES	49	174	174	116	174	174
401-3770-434.4890	FLEX PLAN ADMINISTRATION	18	249	249	43	58	65
TOTAL PERSONNEL & BENEFITS		\$70,029	\$365,387	\$365,387	\$218,351	\$328,011	\$357,752
50 - SUPPLIES							
401-3770-434.5200	PERSONNEL SUPPLIES	\$645	\$1,390	\$1,390	\$1,366	\$1,821	\$2,150
401-3770-434.5301	FUEL	361	2,000	2,000	286	1,000	2,000
401-3770-434.5400	OPERATING SUPPLIES	96	1,000	1,250	1,119	1,250	1,500
401-3770-434.5800	OPERATING EQUIPMENT<\$5000	0	6,400	7,449	2,785	7,449	6,400
TOTAL SUPPLIES		\$1,102	\$10,790	\$12,089	\$5,556	\$11,520	\$12,050
60 - MAINTENANCE							
401-3770-434.6300	VEHICLE MAINTENANCE	\$301	\$1,500	\$1,500	\$107	\$1,500	\$2,000
TOTAL MAINTENANCE		\$301	\$1,500	\$1,500	\$107	\$1,500	\$2,000
70 - SERVICES							
401-3770-434.7130	ENGINEERING SERVICES	\$7,467	\$10,000	\$10,000	\$0	\$0	\$12,000
401-3770-434.7311	VEHICLE INSURANCE	610	630	630	477	630	567
401-3770-434.7497	RECRUITMENT ADVERTISING	0	0	50	0	0	0
401-3770-434.7498	JUDGMENTS & DAMAGE CLAIMS	0	500	500	0	0	500
401-3770-434.7510	TRAINING	0	2,000	2,340	1,945	2,340	3,000
401-3770-434.7520	TRAVEL EXPENSES & REIMBURSE	0	500	500	0	0	500
401-3770-434.7530	MEMBERSHIPS	50	300	560	515	840	840
401-3770-434.7540	PUBLICATIONS	0	80	80	0	0	0
401-3770-434.7612	TELEPHONE/COMMUNICATIONS	0	960	700	0	0	0
401-3770-434.7831	VEHICLE LEASE-INTERNAL	4,051	4,060	4,060	3,042	4,060	4,060
TOTAL SERVICES		\$12,178	\$19,030	\$19,420	\$5,979	\$7,870	\$21,467
401-3770 - ENGINEERING / PROJECTS		\$83,610	\$396,707	\$398,396	\$229,993	\$348,901	\$393,269



Library Services

Mission Statement

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

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 101,000 physical items and 64 magazine and newspaper subscriptions. The library also provides access to over 70,000 downloadable e-books, audiobooks and videos. The physical collection also includes popular and educational videos, compact discs, audiobooks, pre-loaded tablets, and electronic resources. The library also schedules public access to seven meeting and study spaces throughout the year.

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 and poster 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, 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.

Youth services include young adult, tween, 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.

Library Services

Departmental Accomplishments in FY 2019-20

- Upgraded computer catalog search system to create an integrated, user-friendly library search experience.
- Upgraded library technology including meeting room booking software for patron convenience and a Request Equipment option to promote new technologies available to the public.
- Expanded access to online book and film content through the provision of Overdrive Advantage and RbDigital Streaming Videos.
- Improved lighting in nonfiction book sections.
- Partnered with Friends of the Library and event committees to provide educational and entertaining programs throughout the year including Apollo 11, May the 4th, Library Gala, and ZakiCon anime convention.
- Obtained digital scanner to archive local history collections and other educational material.
- Worked with local artist to create 15 x 9 ft. mural in Teen Area promoting STEAM educational resources.

Highlights of the Budget

The following decision package is not included with the FY21 adopted budget.

Description	Type	Amount
New Position – Digital Services Specialist	Ongoing Cost	\$70,912

2020-2021 Departmental Goals and Performance Measures

Major Departmental Goals:

- Expand access to online book and reading content.
- Improve bandwidth speed for public Internet access.
- Continue to expand circulation of new reading and research technologies.
- Evaluate means to provide online registration and fine payment options.
- Research and provide cost effective access to online music and other educational and recreational platforms.
- Work with library partners to provide annual events, conventions, and festivals.

Library Services

Library Department	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	14.97	14.97	14.97	14.97	14.97
Division Expenditures	\$1,214,027	\$1,234,127	\$1,252,132	\$1,271,353	\$1,273,096
Outputs					
# of Total physical items in library collection	102,000	102,000	105,000	105,000	105,000
# of Total electronic items in library collection	70,000	71,000	75,000	75,000	75,000
# of Items catalogued & processed	8,508	8,442	9,000	9,000	9,000
# of programs	880	1,173	1,100	1,100	1,100
# of Computers available public use	32	32	34	34	34
# of Reading club signups	2,074	1,575	2,500	2,500	2,500
# of Items checked out	346,203	342,592	375,000	375,000	375,000
# of Attendance at programs	33,806	40,585	38,000	38,000	38,000
# of Computer usage	21,077	23,153	24,000	24,000	24,000
# of Library visits	186,169	188,886	190,000	190,000	190,000
# of Reading club completion	84%	67%	85%	85%	85%
# of Reference transactions	43,820	41,544	45,000	45,000	45,000
# of Loans received from other libraries	1,618	1,659	1,800	1,800	1,800
# of Loans provided to other libraries	659	770	700	700	700
Measures of Effectiveness					
Avg Computer Uses by public	21,077	23,153	23,500	23,500	24,000
Avg number of attendees for youth programs	54	52	55	55	60
Avg number of attendees for adult programs	11	12	14	14	15
Measures of Efficiency					
Circulation per capita*	7.8	7.7	9.1	9.1	9.0
Items per capita*	3.88	3.86	4.18	4.18	4.16
Sq. footage per capita*	0.47	0.47	0.51	0.51	0.50
Monthly Operating Costs	\$101,169	\$102,844	\$104,344	\$105,946	\$106,091
Department expenditures per capita	\$30.03	\$30.17	\$30.38	\$30.85	\$30.67

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

LIBRARY SERVICES
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
LIBRARY SERVICES	\$1,234,127	\$1,252,132	\$1,290,740	\$831,246	\$1,271,353	\$1,273,096	1.7%
DEPARTMENT TOTAL	\$1,234,127	\$1,252,132	\$1,290,740	\$831,246	\$1,271,353	\$1,273,096	1.7%

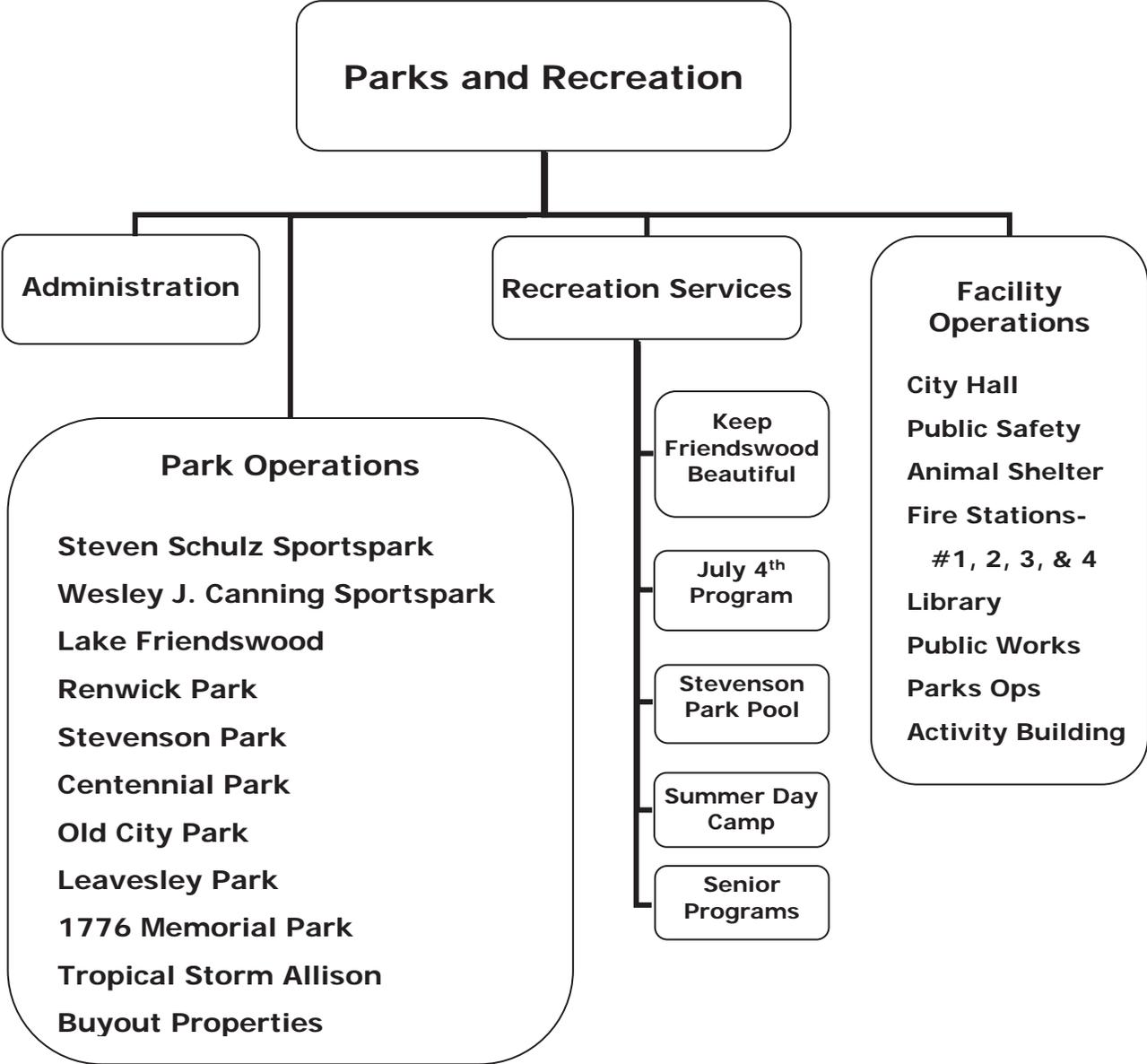
EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
PERSONNEL AND BENEFITS	\$1,009,377	\$1,074,142	\$1,074,142	\$716,573	\$1,064,883	\$1,094,359	1.9%
SUPPLIES	166,232	154,470	164,507	92,018	168,146	157,185	1.8%
MAINTENANCE	240	440	545	545	726	440	0.0%
SERVICES	28,566	23,080	51,546	22,110	37,598	21,112	-8.5%
CAPITAL OUTLAY	29,712	0	0	0	0	0	0.0%
CLASSIFICATION TOTAL	\$1,234,127	\$1,252,132	\$1,290,740	\$831,246	\$1,271,353	\$1,273,096	1.7%

FULL-TIME EQUIVALENTS BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
LIBRARY SERVICES	14.97	14.97	14.97	14.97	14.97	14.97	0.0%
PERSONNEL TOTAL	14.97	14.97	14.97	14.97	14.97	14.97	0.0%

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-6310-459.4110	FULLTIME SALARIES & WAGES	\$605,429	\$662,305	\$659,137	\$438,001	\$657,002	\$673,891
001-6310-459.4120	PART-TIME WAGES	57,271	48,138	48,138	31,284	47,712	50,970
001-6310-459.4130	OVERTIME PAY	2,634	2,055	2,555	2,229	2,471	2,112
001-6310-459.4131	HOLIDAY HRS WORKED	412	0	228	228	228	0
001-6310-459.4143	LONGEVITY PAY	5,830	6,460	6,500	6,500	6,500	7,200
001-6310-459.4145	INCENTIVE-CERTIFICATE PAY	1,800	1,200	3,600	2,700	3,600	3,600
001-6310-459.4220	PART-TIME WAGES W/O BENEFITS	43,091	42,927	42,927	29,281	39,041	43,871
001-6310-459.4710	SOCIAL SECURITY/MEDICARE	51,377	55,142	55,142	36,628	54,836	56,605
001-6310-459.4720	TMRS RETIREMENT	106,475	112,773	112,773	76,896	111,527	118,596
001-6310-459.4810	HEALTH/DENTAL INSURANCE	128,105	136,315	136,315	87,890	135,186	131,023
001-6310-459.4820	LIFE INSURANCE	1,797	1,813	1,813	1,366	1,822	1,883
001-6310-459.4830	DISABILITY INSURANCE	2,099	2,289	2,289	1,654	2,205	2,282
001-6310-459.4840	WORKERS COMP INSURANCE	1,193	1,263	1,263	720	1,160	1,023
001-6310-459.4850	EAP SERVICES	1,166	813	813	741	987	697
001-6310-459.4890	FLEX PLAN ADMINISTRATION	698	649	649	455	606	606
TOTAL PERSONNEL & BENEFITS		\$1,009,377	\$1,074,142	\$1,074,142	\$716,573	\$1,064,883	\$1,094,359
50 - SUPPLIES							
001-6310-459.5400	OPERATING SUPPLIES	\$10,683	\$11,600	\$11,600	\$5,671	\$11,600	\$11,600
001-6310-459.5482	BOOKS	78,190	91,000	95,938	51,631	95,938	93,750
001-6310-459.5483	PERIODICALS	0	70	70	0	0	35
001-6310-459.5484	VIDEOS	8,282	10,800	10,948	5,363	10,948	10,800
001-6310-459.5485	AUDIO BOOKS	11,510	13,500	13,363	7,463	13,363	11,100
001-6310-459.5487	CD	897	1,910	1,910	1,126	1,910	1,910
001-6310-459.5488	ELECTRONIC RESOURCES	23,657	19,040	19,040	9,253	19,040	21,440
001-6310-459.5800	OPERATING EQUIPMENT<\$5000	33,013	6,550	11,638	11,511	15,347	6,550
TOTAL SUPPLIES		\$166,232	\$154,470	\$164,507	\$92,018	\$168,146	\$157,185
60 - MAINTENANCE							
001-6310-459.6800	EQUIPMENT MAINTENANCE	\$240	\$440	\$545	\$545	\$726	\$440
TOTAL MAINTENANCE		\$240	\$440	\$545	\$545	\$726	\$440
70 - SERVICES							
001-6310-459.7400	OPERATING SERVICES	\$4,407	\$3,460	\$17,570	\$2,733	\$17,570	\$4,002
001-6310-459.7401	POSTAL/COURIER SERVICES	1,645	1,800	1,800	895	1,193	1,800
001-6310-459.7510	TRAINING	4,028	2,260	2,260	2,260	2,260	2,260
001-6310-459.7520	TRAVEL EXPENSES & REIMBURSE	5,171	3,900	3,795	895	895	3,900
001-6310-459.7530	MEMBERSHIPS	1,362	1,860	1,860	1,673	1,860	1,860
001-6310-459.7720	SOFTWARE SUPPORT SERVICES	1,498	200	1,871	1,705	1,871	200
001-6310-459.7800	CONTRACT SERVICES	1,119	0	1,120	1,120	1,120	0
001-6310-459.7802	CREDIT CARD FEES	191	0	0	0	0	240
001-6310-459.7910	COMMUNITY EVENTS/PROGRAMS	9,145	9,600	21,270	10,829	10,829	6,850
TOTAL SERVICES		\$28,566	\$23,080	\$51,546	\$22,110	\$37,598	\$21,112
80 - CAPITAL OUTLAY							
001-6310-459.8800	CAPITAL EQUIPMENT	\$29,712	\$0	\$0	\$0	\$0	\$0
TOTAL CAPITAL OUTLAY		\$29,712	\$0	\$0	\$0	\$0	\$0
6310 - LIBRARY SERVICES		\$1,234,127	\$1,252,132	\$1,290,740	\$831,246	\$1,271,353	\$1,273,096



Parks and Recreation

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.

Current Operations

The Parks and Recreation Department is comprised of Parks Operations, Facility Operations, Recreation Programs, including Senior Activity Program, 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 288 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 weekly mowing of Centennial Park, Stevenson Park, Renwick Park and Old City Park. All parks are cleaned and maintained by staff on a weekly basis while Renwick Park and Centennial Park are cleaned 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 4th of July Celebration, Memorial Day Celebration, Spring Sparkle, Fall Haul, Youth Sports Day, Youth Fishing Derby, Concerts in the Park, Movies 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 Blackhawk Public Works and Parks 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

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 Youth Baseball League, Friendswood Youth Lacrosse and the Dynamo/Dash Soccer Club.

Departmental Accomplishments in FY 2019-2020

- Implemented new Park Art in the form of murals on the entrance wall and splash pad wall at Stevenson Park
- The successful implementation of the new Fairy Trail System located in Stevenson Park
- Completed maintenance improvements and upgrades to the Activity Building

Highlights of the Budget

Program Improvements

Continue working with the Keep Friendswood Beautiful Committee/Parks subcommittee as we move forward with implementation of our strategic Parks and Trails Master Plan. Additional park improvements include the development of a new Hike and Bike Trail System at 1776 Park.

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 126th Annual Fourth of July Celebration
- Plan and Program the 17th Annual Youth Fishing Derby
- Plan and Program the 11th Annual Santa in the Park
- Plan and Program the 8th 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

The following decision packages are included in the FY21 adopted budget.

Description	Type	Amount
New Program – Mother and Son Event	Ongoing Costs	\$6,000
Increase Part-time Park Laborer position to Full-time	Ongoing Costs	\$33,349

The following decision packages were not included in the FY21 adopted budget.

Description	Type	Amount
City Hall HVAC Replacement Program	Ongoing Costs	\$16,744
Addition to Fleet – Service Truck	One Time Costs	\$37,205
	Ongoing Costs	\$3,500
Stevenson Park Walking Trail and Curbing	One Time Costs	\$275,000
Playground Equipment at Old City Park	One Time Costs	\$50,000

The following projects are included in the FY21 adopted budget. These projects will be funded from the sources identified below.

Park Land Dedication

Description	Type	Amount
Relocate Disc Golf Course to Stevenson Park	One Time Costs	\$10,000
Replace Fabric Fencing at Sportspark for adult fields	One Time Costs	\$60,000
Install Dumpster Enclosure at Sportspark	One Time Costs	\$10,000

2016 G.O. Improvement Bond

Description	Type	Amount
Parks Open Space Master Plan	One Time Costs	\$140,000

Parks and Recreation

Departmental Performance Measures by Division

Major Departmental Goals for FY 2020-2021

- Offer fun and safe recreational programs/events for all citizens of all ages; Adult Kickball League.
- Continue to provide a fun and safe environment that provides seniors with unique activities that offer wellness for the mind and body.
- Continue to offer existing programs and special events while developing new programs and amenities as the demand or interest increases.
- Implementation of our 2020 strategic Parks and Trails Master Plan.
- Developing and improving new and existing parkland and green space with desirable Hike and Bike Trails.
- Updating, improving and expanding beautification projects at all city facilities to include a Fairy Trail the 1st of its kind in this region at Stevenson Park

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

Administration	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	2.0	2.0	2.0	2.0	2.0
Division Expenditures	\$279,140	\$287,524	\$295,965	\$296,086	\$320,831
Outputs					
# of grants applied for	4	4	4	4	5
# of committees and subcommittees	5	5	5	5	5
# of news alert subscribers	10,755	12,000	14,000	13,825	14,000
# of educational brochures produced	2	2	2	1	2
Measures of Effectiveness					
Department rating on Facebook (1-5 rating)	n/a	4.9	4.9	4.8	4.9
Number of Likes for Facebook	1,750	5,250	7,000	7,050	8,000
Measures of Efficiency					
Monthly Operations Cost	\$23,262	\$23,960	\$24,664	\$24,674	\$26,736
Division Expenditures per capita	\$6.90	\$7.03	\$7.18	\$7.18	\$7.73

Parks and Recreation

Recreation Programs	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	9.70	10.30	10.30	10.70	10.70
# of Summer camp seasonal workers	16	16	17	*	18
# of Stevenson park pool seasonal workers	16	16	16	11	16
Division Expenditures	\$956,140	\$1,019,876	\$1,128,394	\$819,187	\$1,155,386
Outputs					
# of Fitness Classes	1,115	1,670	1,300	1,000	1,400
# of fitness program types	8	11	10	10	12
# of trips offered by Senior Citizen Program	51	59	56	42	55
# of events offered by Senior Citizen Program	68	111	83	68	75
# of weekly programs offered by Senior Citizen Program	30	28	34	30	32
# of visits to Sesquicentennial Pool	10,863	13,173	11,000	4,000	13,000
Total # of participants registered for Summer Camp	540	540	540	n/a	540
Total # of participants registered for Swim Lessons	184	303	300	n/a	300
# of teams registered in adult leagues	162	166	165	127	175
Measures of Effectiveness					
% of Events actually held	95%	97%	98%	75%	90%
% of households registered using CivicRec	82%	85%	92%	95%	96%
Average monthly attendance at Senior Citizen Programs	1,486	1,365	1,500	600	1,200
% of participants "satisfied" with Summer Camp Program	95%	98%	98%	N/A	98%
% of participants "satisfied" with Swim Lesson Program	85%	90%	93%	N/A	93%
% of participants "satisfied" with Fitness Programs	92%	92%	92%	85%	92%
% of participants "satisfied" with Senior Citizen Program	95%	97%	98%	98%	98%
Measures of Efficiency					
Monthly Operational Costs	\$79,678	\$84,990	\$94,033	\$68,266	\$96,282
Division Expenditures per capita	\$23.65	\$24.93	\$27.38	\$19.88	\$27.84

*Swim lessons and Summer camp did not take place in 2021 due to the public health emergency from COVID-19.

Parks and Recreation

Parks Operations	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
# of full time equivalents	10.80	10.80	11.80	11.80	12.20
Division Expenditures	\$1,431,972	\$1,424,106	\$1,414,680	\$1,511,424	\$1,518,589
Outputs					
Total # of Maintenance Work Orders for Parks/Facilities logged	875	1,142	1,420	988	1,600
Total acres of Athletic fields	105.6	115.2	115.2	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	8	8	8	8	8
# of Special Projects Requested	6	8	7	7	7
# of parks mowed	8	8	8	8	8
Total dollars spent for dead tree removal	\$13,600	\$9,000	\$23,575	\$7,000	\$10,000
Measures of Effectiveness					
# of Parks work orders completed within 5 days	80	125	88	89	140
% of Work Orders for Parks completed within 5 Days	94%	95%	95%	95%	95%
Measures of Efficiency					
Monthly Operational Cost	\$119,323	\$118,676	\$117,890	\$125,952	\$126,549
Division Expenditures per capita	\$35.42	\$34.81	\$34.32	\$36.67	\$36.59

Parks and Recreation

Facility Operations	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Adopted
Inputs					
Division Expenditures	\$962,255	\$1,092,244	\$1,050,280	\$1,102,625	\$1,041,805
Outputs					
Total square footage of City building facilities*	97,027	97,027	135,339	155,359	155,359
Total # of Maintenance Work Orders for Buildings logged	555	627	678	480	800
Measures of Effectiveness					
# of work orders completed within 5 days	550	600	631	640	700
% of Work Orders for Building Maintenance completed within 5 days	93.5%	93%	95%	95%	95%
Average janitorial services cost per sq. foot (not including supplies)	\$1.25	\$1.42	\$1.21	\$1.05	\$1.01
Measures of Efficiency					
Monthly Operational Costs	\$80,188	\$91,020	\$87,523	\$91,885	\$86,817
Division Expenditures per capita	\$23.80	\$26.70	\$25.48	\$26.75	\$25.10

PARKS AND RECREATION
DEPARTMENT SUMMARY

EXPENDITURE BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
ADMINISTRATION	\$287,524	\$295,965	\$301,710	\$217,426	\$296,086	\$320,831	8.4%
RECREATION PROGRAM	1,019,876	1,094,772	1,128,394	576,565	819,187	1,155,386	5.5%
PARKS OPERATIONS	1,424,106	1,538,536	1,511,424	912,996	1,414,680	1,518,589	-1.3%
FACILITY OPERATIONS	1,092,244	1,050,280	1,145,326	714,422	1,102,625	1,041,805	-0.8%
DEPARTMENT TOTAL	\$3,823,750	\$3,979,553	\$4,086,854	\$2,421,409	\$3,632,578	\$4,036,611	1.4%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
PERSONNEL AND BENEFITS	\$1,563,809	\$1,701,373	\$1,703,560	\$948,892	\$1,445,161	\$1,781,489	4.7%
SUPPLIES	192,705	219,400	223,116	148,186	211,464	202,945	-7.5%
MAINTENANCE	394,011	351,600	367,740	247,262	367,475	355,810	1.2%
SERVICES	1,613,055	1,707,180	1,785,425	1,071,868	1,601,465	1,696,367	-0.6%
CAPITAL OUTLAY	60,170	0	7,013	5,201	7,013	0	0.0%
CLASSIFICATION TOTAL	\$3,823,750	\$3,979,553	\$4,086,854	\$2,421,409	\$3,632,578	\$4,036,611	1.4%

FULL-TIME EQUIVALENTS BY DIVISION

DIVISION	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET	% CHANGE IN BUDGET FROM FY20 TO FY21
ADMINISTRATION	2.00	2.00	2.00	2.00	2.00	2.00	0.0%
RECREATION PROGRAM	10.30	10.30	10.30	10.70	10.70	10.70	3.9%
PARKS OPERATIONS	10.80	11.80	11.80	11.80	11.80	12.20	3.4%
PERSONNEL TOTAL	23.10	24.10	24.10	24.50	24.50	24.90	7.3%

6401 - PARKS & RECREATION ADMINISTRATION

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-6401-451.4110	FULLTIME SALARIES & WAGES	\$186,972	\$188,935	\$188,619	\$136,740	\$188,321	\$206,966
001-6401-451.4130	OVERTIME PAY	1,805	2,055	2,055	1,966	2,055	2,112
001-6401-451.4131	HOLIDAY HRS WORKED	81	0	82	81	81	0
001-6401-451.4143	LONGEVITY PAY	1,735	1,850	1,855	1,855	1,855	1,975
001-6401-451.4144	VEHICLE ALLOWANCE	788	0	0	0	0	0
001-6401-451.4149	CELL PHONE ALLOWANCE	474	420	649	469	649	720
001-6401-451.4710	SOCIAL SECURITY/MEDICARE	14,087	14,179	14,179	10,353	14,179	15,566
001-6401-451.4720	TMRS RETIREMENT	30,611	30,941	30,941	22,564	30,941	35,076
001-6401-451.4810	HEALTH/DENTAL INSURANCE	18,539	18,461	18,461	13,405	18,461	19,367
001-6401-451.4820	LIFE INSURANCE	556	529	529	413	550	605
001-6401-451.4830	DISABILITY INSURANCE	631	650	650	487	648	713
001-6401-451.4840	WORKERS COMP INSURANCE	303	306	306	15	203	227
001-6401-451.4850	EAP SERVICES	126	116	116	87	116	116
001-6401-451.4890	FLEX PLAN ADMINISTRATION	47	43	43	32	43	43
TOTAL PERSONNEL & BENEFITS		\$256,755	\$258,485	\$258,485	\$188,467	\$258,102	\$283,486
50 - SUPPLIES							
001-6401-451.5200	PERSONNEL SUPPLIES	\$541	\$350	\$532	\$527	\$703	\$450
001-6401-451.5400	OPERATING SUPPLIES	2,692	3,500	3,753	3,232	4,310	3,500
001-6401-451.5800	OPERATING EQUIPMENT<\$5000	35	500	4,110	3,020	4,026	800
TOTAL SUPPLIES		\$3,268	\$4,350	\$8,395	\$6,779	\$9,039	\$4,750
70 - SERVICES							
001-6401-451.7400	OPERATING SERVICES	\$963	\$100	\$1,800	\$1,306	\$1,800	\$100
001-6401-451.7401	POSTAL/COURIER SERVICES	646	400	400	203	270	400
001-6401-451.7510	TRAINING	770	1,210	1,210	625	625	1,265
001-6401-451.7520	TRAVEL EXPENSES & REIMBURSE	2,792	2,940	2,940	1,095	1,095	2,350
001-6401-451.7530	MEMBERSHIPS	445	480	480	445	480	480
001-6401-451.7800	CONTRACT SERVICES	21,885	15,000	15,000	15,324	19,769	15,000
001-6401-451.7802	CREDIT CARD FEES		13,000	13,000	3,182	4,906	13,000
TOTAL SERVICES		\$27,501	\$33,130	\$34,830	\$22,180	\$28,945	\$32,595
6401 - PARKS & RECREATION ADMINISTRATION		\$287,524	\$295,965	\$301,710	\$217,426	\$296,086	\$320,831

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-6420-452.4110	FULLTIME SALARIES & WAGES	\$181,399	\$195,506	\$204,742	\$138,651	\$200,868	\$225,453
001-6420-452.4120	PART-TIME WAGES	0	0	3,483	3,483	3,483	0
001-6420-452.4130	OVERTIME PAY	1,170	2,055	2,055	1,077	1,436	2,112
001-6420-452.4131	HOLIDAY HRS WORKED	296	0	28	28	28	0
001-6420-452.4143	LONGEVITY PAY	1,155	1,320	1,330	1,330	1,330	1,175
001-6420-452.4144	VEHICLE ALLOWANCE	788	0	0	0	0	0
001-6420-452.4145	INCENTIVE-CERTIFICATE PAY	9,025	9,000	9,000	5,300	9,000	5,100
001-6420-452.4149	CELL PHONE ALLOWANCE	504	420	420	119	420	0
001-6420-452.4220	PART-TIME WAGES W/O BENEFITS	9,219	12,947	190	190	253	0
001-6420-452.4710	SOCIAL SECURITY/MEDICARE	14,745	16,380	16,380	10,815	15,421	17,099
001-6420-452.4720	TMRS RETIREMENT	30,986	33,658	33,658	23,983	32,978	38,731
001-6420-452.4810	HEALTH/DENTAL INSURANCE	33,468	33,328	33,328	24,119	33,159	35,649
001-6420-452.4820	LIFE INSURANCE	543	542	542	430	573	669
001-6420-452.4830	DISABILITY INSURANCE	614	664	664	506	674	788
001-6420-452.4840	WORKERS COMP INSURANCE	415	418	418	294	392	252
001-6420-452.4850	EAP SERVICES	189	174	174	150	200	232
001-6420-452.4890	FLEX PLAN ADMINISTRATION	290	249	249	187	249	271
TOTAL PERSONNEL & BENEFITS		\$284,806	\$306,661	\$306,661	\$210,662	\$300,464	\$327,531
50 - SUPPLIES							
001-6420-452.5200	PERSONNEL SUPPLIES	\$1,176	\$450	\$1,018	\$933	\$1,244	\$525
001-6420-452.5400	OPERATING SUPPLIES	13,924	16,200	15,971	11,125	14,834	16,000
001-6420-452.5800	OPERATING EQUIPMENT<\$5000	2,110	4,000	4,150	3,955	5,273	4,000
TOTAL SUPPLIES		\$17,210	\$20,650	\$21,139	\$16,013	\$21,351	\$20,525
70 - SERVICES							
001-6420-452.7400	OPERATING SERVICES	\$10,921	\$10,000	\$10,000	\$4,850	\$6,467	\$10,000
001-6420-452.7510	TRAINING	1,821	5,020	2,020	1,864	2,486	4,660
001-6420-452.7520	TRAVEL EXPENSES & REIMBURSE	4,853	4,730	2,730	2,131	2,708	4,810
001-6420-452.7530	MEMBERSHIPS	525	590	590	428	590	600
001-6420-452.7800	CONTRACT SERVICES	17,296	25,000	24,500	14,850	19,800	17,000
001-6420-452.7910	COMMUNITY EVENTS/PROGRAMS	33,215	64,000	80,500	77,485	80,500	79,000
TOTAL SERVICES		\$68,631	\$109,340	\$120,340	\$101,608	\$112,551	\$116,070
6420 - RECREATION PROGRAMS		\$370,647	\$436,651	\$448,140	\$328,283	\$434,366	\$464,126

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-6422-452.4130	OVERTIME PAY	\$32,953	\$23,633	\$23,633	\$0	\$0	\$24,282
001-6422-452.4710	SOCIAL SECURITY/MEDICARE	0	1,808	1,808	0	0	1,858
001-6422-452.4720	TMRS RETIREMENT	0	3,784	3,784	0	0	4,022
001-6422-452.4840	WORKERS COMP INSURANCE	0	318	318	0	0	261
	TOTAL PERSONNEL & BENEFITS	\$32,953	\$29,543	\$29,543	\$0	\$0	\$30,423
50 - SUPPLIES							
001-6422-452.5400	OPERATING SUPPLIES	\$5,941	\$4,150	\$5,290	\$3,499	\$5,341	\$4,150
	TOTAL SUPPLIES	\$5,941	\$4,150	\$5,290	\$3,499	\$5,341	\$4,150
70 - SERVICES							
001-6422-452.7400	OPERATING SERVICES	\$1,150	\$2,000	\$2,000	\$0	\$0	\$2,000
001-6422-452.7481	TRANSPORTATION SERVICES	5,970	6,600	2,100	0	0	6,600
001-6422-452.7830	RENTAL	14,040	4,900	4,900	0	0	4,900
001-6422-452.7910	COMMUNITY EVENTS/PROGRAMS	55,485	67,080	67,080	17,308	17,335	75,580
	TOTAL SERVICES	\$76,645	\$80,580	\$76,080	\$17,308	\$17,335	\$89,080
6422 - JULY 4TH PROGRAM		\$115,539	\$114,273	\$110,913	\$20,807	\$22,676	\$123,653

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FY19 ACTUAL</u>	<u>FY20 ORIGINAL BUDGET</u>	<u>FY20 AMENDED BUDGET</u>	<u>FY20 YTD 6/30/20</u>	<u>FY20 YEAR END ESTIMATE</u>	<u>FY21 ADOPTED BUDGET</u>
40 - PERSONNEL & BENEFITS							
001-6423-452.4222	SEASONAL WAGES	\$72,962	\$102,363	\$102,363	\$0	\$0	\$105,257
001-6423-452.4710	SOCIAL SECURITY/MEDICARE	5,591	7,838	7,838	0	0	8,052
001-6423-452.4840	WORKERS COMP INSURANCE	566	1,131	1,131	0	0	1,010
	TOTAL PERSONNEL & BENEFITS	\$79,119	\$111,332	\$111,332	\$0	\$0	\$114,319
50 - SUPPLIES							
001-6423-452.5200	PERSONNEL SUPPLIES	\$1,448	\$1,450	\$1,450	\$0	\$680	\$2,450
001-6423-452.5400	OPERATING SUPPLIES	12,200	14,000	14,000	3,030	3,265	13,800
	TOTAL SUPPLIES	\$13,648	\$15,450	\$15,450	\$3,030	\$3,945	\$16,250
70 - SERVICES							
001-6423-452.7400	OPERATING SERVICES	\$2,400	\$150	\$150	\$0	\$0	\$150
001-6423-452.7481	TRANSPORTATION SERVICES	7,520	11,000	11,000	0	0	10,000
001-6423-452.7510	TRAINING	35	200	200	0	0	0
001-6423-452.7520	TRAVEL EXPENSES & REIMBURSE	266	1,100	1,100	0	0	500
001-6423-452.7612	TELEPHONE/COMMUNICATIONS	150	500	500	95	95	500
001-6423-452.7910	COMMUNITY EVENTS/PROGRAMS	30,665	31,000	31,000	0	0	32,000
	TOTAL SERVICES	\$41,036	\$43,950	\$43,950	\$95	\$95	\$43,150
6423 - SUMMER DAY CAMP PROGRAM		\$133,803	\$170,732	\$170,732	\$3,125	\$4,040	\$173,719

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
50 - SUPPLIES							
001-6424-458.5200	PERSONNEL SUPPLIES	\$189	\$200	\$200	\$0	\$0	\$200
001-6424-458.5400	OPERATING SUPPLIES	16,524	14,480	18,386	14,086	18,386	13,000
	TOTAL SUPPLIES	\$16,713	\$14,680	\$18,586	\$14,086	\$18,386	\$13,200
60 - MAINTENANCE							
001-6424-458.6210	LANDSCAPING	\$16,078	\$5,000	\$5,000	\$1,870	\$5,000	\$2,500
	TOTAL MAINTENANCE	\$16,078	\$5,000	\$5,000	\$1,870	\$5,000	\$2,500
70 - SERVICES							
001-6424-458.7400	OPERATING SERVICES	\$15,628	\$16,930	\$27,986	\$26,426	\$27,986	\$27,700
001-6424-458.7510	TRAINING	1,201	1,350	1,710	0	0	1,425
001-6424-458.7520	TRAVEL EXPENSES & REIMBURSE	1,667	2,700	2,340	0	0	2,700
001-6424-458.7530	MEMBERSHIPS	150	150	175	175	175	200
001-6424-458.7910	COMMUNITY EVENTS/PROGRAMS	37,511	0	0	0	0	0
001-6424-458.7922	KFB BEAUTIFICATION GRANTS	0	2,000	4,000	0	4,000	2,000
	TOTAL SERVICES	\$56,157	\$23,130	\$36,211	\$26,601	\$32,161	\$34,025
6424 - KEEP FRIENDSWOOD BEAUTIFUL		\$88,948	\$42,810	\$59,797	\$42,557	\$55,547	\$49,725

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-6428-452.4222	SEASONAL WAGES	\$50,585	\$60,928	\$60,928	\$3,746	\$47,995	\$68,925
001-6428-452.4710	SOCIAL SECURITY/MEDICARE	3,878	4,633	4,633	287	3,782	5,273
001-6428-452.4840	WORKERS COMP INSURANCE	550	1,460	1,460	36	600	662
	TOTAL PERSONNEL & BENEFITS	\$55,013	\$67,021	\$67,021	\$4,069	\$52,377	\$74,860
50 - SUPPLIES							
001-6428-452.5200	PERSONNEL SUPPLIES	\$2,027	\$2,200	\$2,200	\$997	\$1,830	\$2,200
001-6428-452.5400	OPERATING SUPPLIES	2,581	1,800	1,800	904	1,800	2,050
001-6428-452.5495	CHEMICALS	14,393	18,000	18,000	14,455	18,000	18,000
001-6428-452.5620	JANITORIAL SUPPLIES	416	500	500	0	500	500
001-6428-452.5800	OPERATING EQUIPMENT<\$5000	2,656	2,950	2,950	2,073	2,764	2,950
	TOTAL SUPPLIES	\$22,073	\$25,450	\$25,450	\$18,429	\$24,894	\$25,700
60 - MAINTENANCE							
001-6428-452.6210	LANDSCAPING	\$686	\$500	\$500	\$0	\$500	\$500
001-6428-452.6561	SWIMMING POOL MAINTENANCE	7,884	1,500	1,500	575	1,500	1,500
001-6428-452.6600	FACILITY MAINTENANCE	2,706	2,500	5,000	4,778	5,000	3,000
	TOTAL MAINTENANCE	\$11,276	\$4,500	\$7,000	\$5,353	\$7,000	\$5,000
70 - SERVICES							
001-6428-452.7400	OPERATING SERVICES	\$521	\$2,000	\$5,000	\$4,680	\$6,240	\$1,000
001-6428-452.7510	TRAINING - STEVENSON POOL	93	90	90	0	0	90
001-6428-452.7520	TRAVEL EXPENSES & REIMBURSE	29	50	50	0	0	50
001-6428-452.7611	ELECTRICITY	12,416	13,770	13,770	7,829	11,438	13,770
001-6428-452.7612	TELEPHONE/COMMUNICATIONS	0	1,560	1,560	0	0	1,560
001-6428-452.7613	NATURAL GAS	1,671	2,870	2,870	4,757	6,342	2,870
001-6428-452.7620	JANITORIAL SERVICES	270	1,500	1,500	270	1,500	1,500
001-6428-452.7800	CONTRACT SERVICES	4,380	6,000	6,000	4,133	6,000	6,000
	TOTAL SERVICES	\$19,380	\$27,840	\$30,840	\$21,669	\$31,520	\$26,840
6428 - STEVENSON PARK POOL		\$107,742	\$124,811	\$130,311	\$49,520	\$115,791	\$132,400

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-6429-452.4110	FULLTIME SALARIES & WAGES	\$98,696	\$105,071	\$105,071	\$74,935	\$99,913	\$110,087
001-6429-452.4120	PART-TIME WAGES	8,366	0	0	0	0	0
001-6429-452.4130	OVERTIME PAY	5,404	3,083	3,083	1,695	1,695	3,167
001-6429-452.4143	LONGEVITY PAY	1,370	2,010	2,010	980	980	1,120
001-6429-452.4145	INCENTIVE-CERTIFICATE PAY	600	600	600	450	600	600
001-6429-452.4220	PART-TIME WAGES W/O BENEFITS	8,424	16,029	16,029	1,149	15,322	16,029
001-6429-452.4710	SOCIAL SECURITY/MEDICARE	8,842	9,276	9,276	6,545	8,727	9,577
001-6429-452.4720	TMRS RETIREMENT	17,970	17,569	17,569	12,482	16,643	19,044
001-6429-452.4810	HEALTH/DENTAL INSURANCE	23,185	18,444	18,444	12,669	16,893	19,341
001-6429-452.4820	LIFE INSURANCE	278	295	295	224	299	323
001-6429-452.4830	DISABILITY INSURANCE	323	363	363	264	352	380
001-6429-452.4840	WORKERS COMP INSURANCE	1,965	2,026	2,026	935	1,247	1,366
001-6429-452.4850	EAP SERVICES	121	116	116	87	116	116
001-6429-452.4890	FLEX PLAN ADMINISTRATION	45	43	43	32	43	43
TOTAL PERSONNEL & BENEFITS		\$175,589	\$174,925	\$174,925	\$112,447	\$162,830	\$181,193
50 - SUPPLIES							
001-6429-452.5200	PERSONNEL SUPPLIES	\$658	\$150	\$150	\$0	\$0	\$150
001-6429-452.5301	FUEL	2,645	3,240	3,240	145	1,741	3,240
001-6429-452.5400	OPERATING SUPPLIES	2,681	3,000	3,500	3,182	4,243	3,000
001-6429-452.5800	OPERATING EQUIPMENT<\$5000	4,128	4,500	7,656	7,063	7,656	4,500
TOTAL SUPPLIES		\$10,112	\$10,890	\$14,546	\$10,390	\$13,640	\$10,890
60 - MAINTENANCE							
001-6429-452.6300	VEHICLE MAINTENANCE	\$1,992	\$2,000	\$2,000	\$1,301	\$1,735	\$2,000
TOTAL MAINTENANCE		\$1,992	\$2,000	\$2,000	\$1,301	\$1,735	\$2,000
70 - SERVICES							
001-6429-452.7311	VEHICLE INSURANCE	\$1,596	\$1,630	\$1,630	\$1,224	\$1,632	\$1,630
001-6429-452.7400	OPERATING SERVICES	21	0	0	0	0	0
001-6429-452.7401	POSTAL/COURIER SERVICES	5	50	50	1	20	50
001-6429-452.7498	JUDGMENTS & DAMAGE CLAIMS	0	500	500	0	0	500
001-6429-452.7510	TRAINING	95	150	150	0	0	150
001-6429-452.7520	TRAVEL EXPENSES & REIMBURSE	20	200	200	0	0	200
001-6429-452.7612	TELEPHONE/COMMUNICATIONS	0	150	150	0	0	150
001-6429-452.7910	COMMUNITY EVENTS/PROGRAMS	13,767	15,000	14,350	6,910	6,910	15,000
TOTAL SERVICES		\$15,504	\$17,680	\$17,030	\$8,135	\$8,562	\$17,680
6429 - SENIOR ACTIVITY CENTER		\$203,197	\$205,495	\$208,501	\$132,273	\$186,767	\$211,763

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
40 - PERSONNEL & BENEFITS							
001-6430-456.4110	FULLTIME SALARIES & WAGES	\$402,576	\$442,150	\$447,481	\$265,053	\$403,404	\$477,633
001-6430-456.4120	PART-TIME WAGES	48,581	54,459	54,459	31,635	42,180	38,870
001-6430-456.4130	OVERTIME PAY	10,616	10,275	6,383	5,037	10,716	10,558
001-6430-456.4131	HOLIDAY HRS WORKED	952	0	352	351	351	0
001-6430-456.4143	LONGEVITY PAY	2,974	3,400	3,400	3,305	3,305	3,375
001-6430-456.4145	INCENTIVE-CERTIFICATE PAY	3,600	3,900	3,900	1,675	3,900	2,400
001-6430-456.4149	CELL PHONE ALLOWANCE	2,475	2,460	2,460	1,218	2,460	1,620
001-6430-456.4190	TERMINATION PAYOUTS	1,371	0	396	395	395	0
001-6430-456.4710	SOCIAL SECURITY/MEDICARE	34,664	37,797	37,797	22,675	35,232	39,609
001-6430-456.4720	TMRS RETIREMENT	75,885	82,694	82,694	49,364	75,818	88,461
001-6430-456.4810	HEALTH/DENTAL INSURANCE	85,256	104,766	104,766	47,134	82,845	97,905
001-6430-456.4820	LIFE INSURANCE	1,178	1,308	1,308	818	1,390	1,386
001-6430-456.4830	DISABILITY INSURANCE	1,353	1,520	1,520	975	1,435	1,670
001-6430-456.4840	WORKERS COMP INSURANCE	7,017	7,642	7,642	2,942	6,922	5,144
001-6430-456.4850	EAP SERVICES	755	653	653	467	653	653
001-6430-456.4890	FLEX PLAN ADMINISTRATION	321	382	382	203	382	393
	TOTAL PERSONNEL & BENEFITS	\$679,574	\$753,406	\$755,593	\$433,247	\$671,388	\$769,677
50 - SUPPLIES							
001-6430-456.5200	PERSONNEL SUPPLIES	\$7,061	\$10,500	\$10,348	\$5,630	\$9,507	\$10,500
001-6430-456.5300	VEHICLE SUPPLIES	79	0	518	41	518	0
001-6430-456.5301	FUEL	13,407	9,280	9,280	4,590	9,120	9,280
001-6430-456.5400	OPERATING SUPPLIES	15,571	26,000	18,515	12,226	18,515	18,000
001-6430-456.5600	FACILITY SUPPLIES	2,331	8,000	0	0	0	0
001-6430-456.5620	JANITORIAL SUPPLIES	4,932	8,000	8,000	4,964	8,000	8,000
001-6430-456.5800	OPERATING EQUIPMENT<\$5000	31,239	30,000	23,000	15,995	23,000	32,700
	TOTAL SUPPLIES	\$74,620	\$91,780	\$69,661	\$43,446	\$68,660	\$78,480
60 - MAINTENANCE							
001-6430-456.6210	LANDSCAPING	\$15,342	\$24,000	\$19,192	\$12,174	\$19,192	\$20,000
001-6430-456.6220	LIGHTING MAINTENANCE	10,241	19,000	35,666	27,494	35,666	24,000
001-6430-456.6300	VEHICLE MAINTENANCE	11,473	7,100	7,100	5,000	7,100	7,100
001-6430-456.6400	OPERATING MAINTENANCE	30,986	35,000	82,425	67,706	82,425	109,000
001-6430-456.6600	FACILITY MAINTENANCE	83,033	80,000	5,000	170	5,000	0
001-6430-456.6800	EQUIPMENT MAINTENANCE	8,531	4,000	5,710	4,968	5,710	4,000
	TOTAL MAINTENANCE	\$159,606	\$169,100	\$155,093	\$117,512	\$155,093	\$164,100
70 - SERVICES							
001-6430-456.7311	VEHICLE INSURANCE	\$5,331	\$5,150	\$5,150	\$3,861	\$5,150	\$4,362
001-6430-456.7400	OPERATING SERVICES	4,500	500	1,750	1,750	1,750	500
001-6430-456.7498	JUDGMENTS & DAMAGE CLAIMS	1,000	500	500	0	0	500
001-6430-456.7510	TRAINING	680	1,640	1,915	1,915	1,915	1,830
001-6430-456.7520	TRAVEL EXPENSES & REIMBURSE	702	970	1,627	1,482	1,482	1,830
001-6430-456.7530	MEMBERSHIPS	200	320	570	557	557	320
001-6430-456.7611	ELECTRICITY	80,654	125,450	125,450	47,993	115,000	97,760
001-6430-456.7612	TELEPHONE/COMMUNICATIONS	1,369	1,400	1,400	38	1,400	1,400
001-6430-456.7613	NATURAL GAS	98	530	530	0	100	530
001-6430-456.7620	JANITORIAL SERVICES	55,356	55,360	55,742	37,489	55,742	60,640
001-6430-456.7625	SAFETY SERVICES	1,778	3,800	3,800	1,265	3,800	2,400
001-6430-456.7680	MOWING SERVICES	283,585	291,000	291,000	191,777	291,000	294,500
001-6430-456.7690	HOA MAINTENANCE FEES	1,650	2,130	2,130	1,850	2,130	2,130
001-6430-456.7800	CONTRACT SERVICES	4,189	2,500	2,500	1,113	2,500	2,700
001-6430-456.7830	RENTAL	2,042	3,000	0	0	0	3,000
001-6430-456.7831	VEHICLE LEASE-INTERNAL	27,002	30,000	30,000	22,500	30,000	31,930
	TOTAL SERVICES	\$470,136	\$524,250	\$524,064	\$313,590	\$512,526	\$506,332
80 - CAPITAL OUTLAY							
001-6430-456.8400	CAPITAL OPERATING EQUIP	\$8,105	\$0	\$0	\$0	\$0	\$0
001-6430-456.8800	CAPITAL EQUIPMENT	32,065	0	7,013	5,201	7,013	0
	TOTAL OUTLAY CAPITAL	\$40,170	\$0	\$7,013	\$5,201	\$7,013	\$0
6430 - PARKS OPERATIONS		\$1,424,106	\$1,538,536	\$1,511,424	\$912,996	\$1,414,680	\$1,518,589

ACCOUNT NUMBER	ACCOUNT NAME	FY19 ACTUAL	FY20 ORIGINAL BUDGET	FY20 AMENDED BUDGET	FY20 YTD 6/30/20	FY20 YEAR END ESTIMATE	FY21 ADOPTED BUDGET
50 - SUPPLIES							
001-6460-419.5400	OPERATING SUPPLIES	\$19,052	\$23,000	\$29,700	\$18,983	\$29,700	\$23,000
001-6460-419.5600	FACILITY SUPPLIES	1,894	3,000	0	0	0	0
001-6460-419.5800	OPERATING EQUIPMENT<\$5000	8,174	6,000	6,146	4,794	6,146	6,000
001-6460-419.5820	SECURITY CAMERA EQUIPMENT	0	0	8,753	8,737	10,362	0
	TOTAL SUPPLIES	\$29,120	\$32,000	\$44,599	\$32,514	\$46,208	\$29,000
60 - MAINTENANCE							
001-6460-419.6210	LANDSCAPING	\$450	\$5,000	\$2,540	\$488	\$2,540	\$1,000
001-6460-419.6600	FACILITY MAINTENANCE	148,456	100,000	125,554	90,837	125,554	118,210
001-6460-419.6610	BUILDING RENOVATIONS	9,070	0	0	0	0	0
001-6460-419.6620	CONTINGENCY	34,354	50,000	54,553	23,087	54,553	50,000
001-6460-419.6800	EQUIPMENT MAINTENANCE	6,837	8,000	8,000	6,397	8,000	7,000
001-6460-419.6801	EMERGENCY GENERATOR MAINT	5,892	8,000	8,000	417	8,000	6,000
	TOTAL MAINTENANCE	\$205,059	\$171,000	\$198,647	\$121,226	\$198,647	\$182,210
70 - SERVICES							
001-6460-419.7400	OPERATING SERVICES	\$3,500	\$0	\$32,800	\$2,800	\$32,800	\$0
001-6460-419.7611	ELECTRICITY	195,161	172,310	172,310	112,589	172,310	200,000
001-6460-419.7612	TELEPHONE/COMMUNICATIONS	139,107	131,640	131,640	71,112	131,640	113,840
001-6460-419.7613	NATURAL GAS	5,183	6,820	6,820	4,883	6,510	6,820
001-6460-419.7620	JANITORIAL SERVICES	137,940	163,310	163,310	96,328	163,310	157,635
001-6460-419.7625	SAFETY SERVICES	7,018	8,500	8,500	5,232	8,500	8,500
001-6460-419.7680	MOWING SERVICES	46,595	46,600	46,600	27,180	46,600	46,600
001-6460-419.7800	CONTRACT SERVICES	35,236	27,100	27,100	16,854	27,100	28,200
001-6460-419.7830	RENTAL	4,325	5,000	5,000	3,704	5,000	5,000
001-6460-419.7832	BUILDING LEASE	264,000	286,000	308,000	220,000	264,000	264,000
	TOTAL SERVICES	\$838,065	\$847,280	\$902,080	\$560,682	\$857,770	\$830,595
80 - CAPITAL OUTLAY							
001-6460-419.8800	CAPITAL EQUIPMENT	\$20,000	\$0	\$0	\$0	\$0	\$0
	TOTAL CAPITAL OUTLAY	\$20,000	\$0	\$0	\$0	\$0	\$0
6460 - FACILITY OPERATIONS		\$1,092,244	\$1,050,280	\$1,145,326	\$714,422	\$1,102,625	\$1,041,805

Personnel by Department Schedule

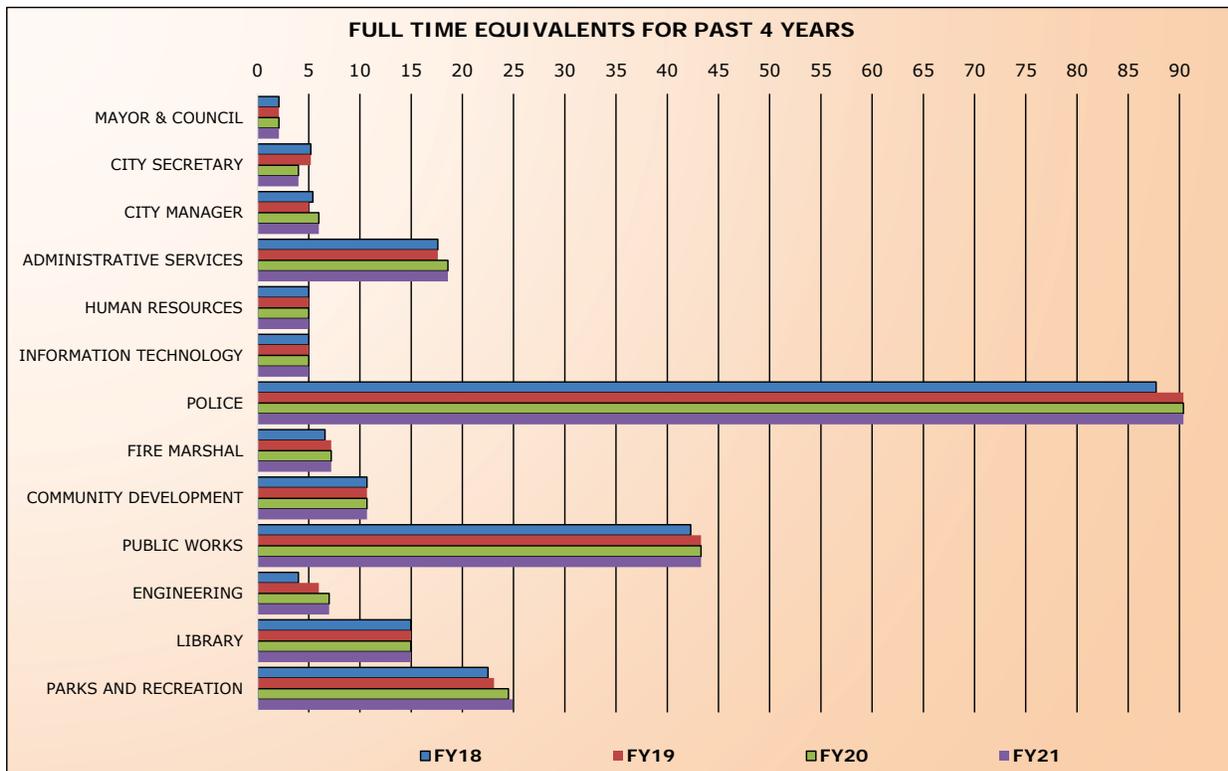
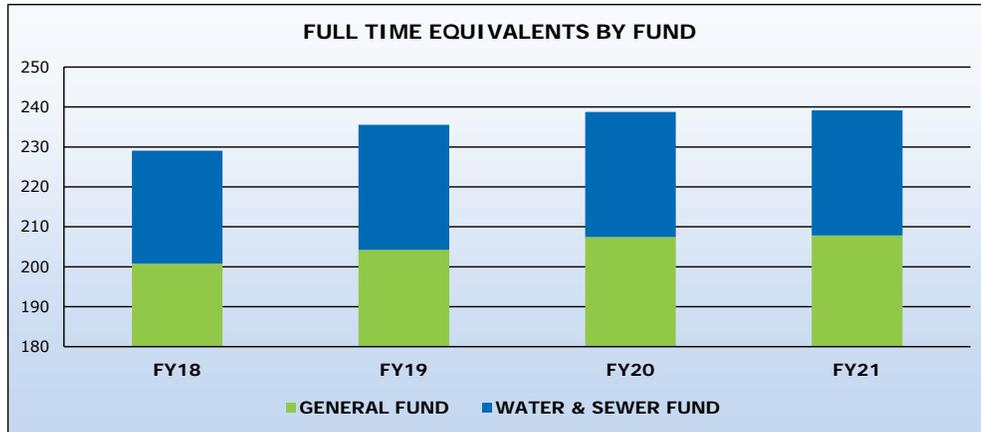
**PERSONNEL BY DEPARTMENT
FULL TIME EQUIVALENTS
THREE YEAR COMPARISON**

	FY19 ACTUAL	FY20 YEAR END ESTIMATE	FY21 CURRENT SERVICES	FY21 FAW/DP	FY21 ADOPTED BUDGET
CITY ATTORNEY	2.10	2.10	2.10	0.00	2.10
TOTAL MAYOR & COUNCIL	2.10	2.10	2.10	0.00	2.10
MUNICIPAL CLERK	3.00	3.00	3.00	0.00	3.00
ELECTIONS	0.20	0.00	0.00	0.00	0.00
RECORDS MANAGEMENT*	2.00	1.00	1.00	0.00	1.00
TOTAL CITY SECRETARY	5.20	4.00	4.00	0.00	4.00
ADMINISTRATION	4.00	5.00	5.00	0.00	5.00
ECONOMIC DEVELOPMENT	1.00	1.00	1.00	0.00	1.00
TOTAL CITY MANAGER	5.00	6.00	6.00	0.00	6.00
FINANCE - (GF)	8.00	9.00	9.00	0.00	9.00
FINANCE - (WS)	4.00	4.00	4.00	0.00	4.00
MUNICIPAL COURT	5.60	5.60	5.60	0.00	5.60
TOTAL ADMINISTRATIVE SERVICES	17.60	18.60	18.60	0.00	18.60
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
HUMAN RESOURCES	5.00	5.00	5.00	0.00	5.00
INFORMATION TECHNOLOGY	5.00	5.00	5.00	0.00	5.00
INFORMATION TECHNOLOGY	5.00	5.00	5.00	0.00	5.00
ADMINISTRATION*	5.00	5.00	5.00	0.00	5.00
COMMUNICATIONS	13.60	13.60	13.60	0.00	13.60
PATROL*	54.78	54.78	54.78	0.00	54.78
DOT PATROL	1.00	1.00	1.00	0.00	1.00
CRIMINAL INVESTIGATIONS	12.00	12.00	12.00	0.00	12.00
ANIMAL CONTROL	4.00	4.00	4.00	0.00	4.00
TOTAL POLICE	90.38	90.38	90.38	0.00	90.38
ADMINISTRATION	6.20	6.20	6.20	0.00	6.20
EMERGENCY MANAGEMENT	1.00	1.00	1.00	0.00	1.00
TOTAL FIRE MARSHAL	7.20	7.20	7.20	0.00	7.20
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
TOTAL COMMUNITY DEVELOPMENT	10.70	10.70	10.70	0.00	10.70
ADMINISTRATION - (GF)	2.00	2.00	2.00	0.00	2.00
ADMINISTRATION - (WS)	2.00	2.00	2.00	0.00	2.00
STREET OPERATIONS	13.00	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	7.00	7.00	7.00	0.00	7.00
WATER OPERATIONS	3.30	3.30	3.30	0.00	3.30
SEWER OPERATIONS	4.00	4.00	4.00	0.00	4.00
UTILITY CUSTOMER SERVICE	2.00	2.00	2.00	0.00	2.00
TOTAL PUBLIC WORKS	43.30	43.30	43.30	0.00	43.30
ENGINEERING (GF)*	3.00	4.00	4.00	0.00	4.00
ENGINEERING (WS)	3.00	3.00	3.00	0.00	3.00
TOTAL ENGINEERING	6.00	7.00	7.00	0.00	7.00
ADMINISTRATION	14.97	14.97	14.97	0.00	14.97
TOTAL LIBRARY SERVICES	14.97	14.97	14.97	0.00	14.97
ADMINISTRATION	2.00	2.00	2.00	0.00	2.00
RECREATION PROGRAMS	10.30	10.70	10.70	0.00	10.70
PARKS OPERATIONS	10.80	11.80	11.80	0.40	12.20
TOTAL PARKS AND RECREATION	23.10	24.50	24.50	0.40	24.90
TOTAL PERSONNEL	235.55	238.75	238.75	0.40	239.15

* One position in the City Secretary's office and 64 out of 66 sworn peace officers in the Police Department will be unfunded in FY21. The funding from the vacancy position in the City's Secretary's office will fund the new office manager position in the Engineering Department. See departmental schedules for more details.

**PERSONNEL ANALYSIS
FOUR YEAR COMPARISON**

	POPULATION	FULL TIME EQUIVALENTS	RESIDENTS PER EMPLOYEE
FY18	40,426	229.09	176.5
FY19	40,905	235.55	173.7
FY20	41,216	238.75	172.6
FY21	41,504	239.15	173.5



Forces at Work and Decision Packages

FY 2020-21 DECISION PACKAGES
(Included in the Adopted Budget)

GENERAL FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
CITY WIDE	Health Insurance Increase 5%		\$96,947	\$96,947		\$96,947
FVFD-Fire	FVFD Annual Contract Increase for Fire		\$29,500	\$29,500		\$29,500
FVFD-EMS	FVFD Annual Contract Increase for EMS		\$42,300	\$42,300		\$42,300
TOTAL FORCES AT WORK		\$0	\$168,747	\$168,747	\$0	\$168,747

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
City Wide	Merit 2.75%		\$577,529	\$577,529		\$577,529
Parks-Rec	New Program - Mother and Son Event		\$6,000	\$6,000	\$6,000	\$0
Parks-Pk Ops	Increase Part-time Park Laborer Position to Full-time (FTE 1.0)		\$33,349	\$33,349		\$33,349
TOTAL DECISION PACKAGES		\$0	\$616,878	\$616,878	\$6,000	\$610,878

TOTAL FAW & DECISION PACKAGES FOR GENERAL FUND		\$0	\$785,625	\$785,625	\$6,000	\$779,625
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WATER AND SEWER FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
City Wide	Health Insurance Increase 5%		\$14,535	\$14,535		\$14,535
PW-Wtr Ops	Purchased Water rate increase @ 9%		\$123,000	\$123,000		\$123,000
PW-Swr Ops	Bkhwk WW Operations increase @ 4.5%		\$95,500	\$95,500		\$95,500
TOTAL FORCES AT WORK		\$0	\$233,035	\$233,035	\$0	\$233,035

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
City Wide	Merit 2.75%		\$ 69,299	\$69,299		\$69,299
TOTAL DECISION PACKAGES		\$0	\$69,299	\$69,299	\$0	\$69,299

TOTAL FAW & DECISION PACKAGES FOR WATER & SEWER FUND		\$0	\$302,334	\$302,334	\$0	\$302,334
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**FY 2020-21 DECISION PACKAGES
(Not included in the Adopted Budget)**

GENERAL FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	NET TOTAL
PW-Streets	Traffic & School Zone Signal Repairs/Upgrades	\$60,000		\$60,000
PW-Streets	Polyurethane Concrete Raising System	\$65,000	\$275	\$65,275
PK-Fac Ops	City Hall HVAC Replacement Program		\$16,744	\$16,744
Library	New Digital Services Specialist Position (FTE 1.0)		\$70,912	\$70,912
Pk-Park Ops	Addition to Fleet - Service Truck	\$37,205	\$3,500	\$40,705
PW-Streets	Message Board	\$20,000	\$75	\$20,075
Pk-Park Ops	Stevenson Park Walking Trail and Curbing	\$275,000		\$275,000
Pk-Park Ops	Playground Equipment at Old City Park	\$50,000		\$50,000
TOTAL UNFUNDED DECISION PACKAGES		\$457,205	\$91,506	\$548,711

WATER AND SEWER FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	NET TOTAL
PW-Swr Util	Replace current 2002 Backhoe (PW116)	\$120,000	\$6,000	\$126,000
Engineering	Survey Grade Drone	\$9,385	\$4,990	\$14,375
PW-Swr Ops	Addition to Fleet - Class 5 Truck with Service Body and other equipment	\$65,500	\$5,500	\$71,000
PW-Swr Ops	Mechanic Tools & Equipment	\$20,000		\$20,000
PW-Wtr Ops	New Operations Maintenance Worker Position (FTE 1.0)		\$58,320	\$58,320
PW-Wtr Util	New Crew Leader Position (FTE 1.0) and Class 5 Truck with Service Body	\$65,500	\$79,241	\$144,741
TOTAL UNFUNDED DECISION PACKAGES		\$280,385	\$154,051	\$434,436

Tax Information

ESTIMATED AD VALOREM TAX COLLECTIONS - GCAD & HCAD Certified Roll

Estimated Taxable Value as of July 22, 2020	\$3,313,249,035	
Divided by 100	<u>100</u>	
Rate Base	\$33,132,490	
Tax Rate	<u>0.4973</u>	
Estimated Tax Levy	\$16,477,251	
Estimated Collection Rate	<u>100%</u>	
Adjusted Tax Collections, 2019-20		\$16,477,251
Estimated Value Over 65 Frozen Ceilings	\$605,614,697	
Divided by 100	<u>100</u>	
Rate Base	\$6,056,147	
Tax Rate	<u>0.4973</u>	
Estimated Collection Rate & Levy of Over 65 Frozen Ceilings	100%	\$3,011,807
ESTIMATED TOTAL TAX LEVY		<u>\$19,489,058</u>

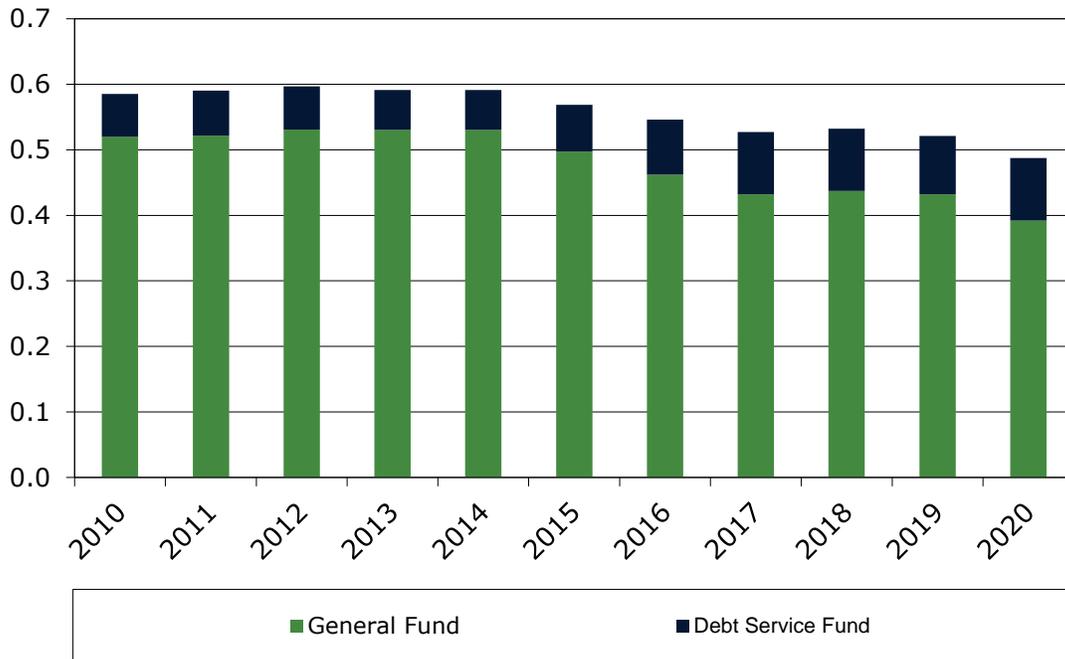
TAXABLE VALUE AND LEVY COMPARISON

Fiscal Year Ending	Tax Year	Total Taxable Assessed Value	Homestead Exemption	Tax Rate	Total Tax Levy	Percent Increase Over Prior Year
2005-06	2005	\$1,840,094,487	20%	\$0.6040	\$11,114,170	-1.00%
2006-07	2006	\$2,011,630,820	20%	\$0.5821	\$11,708,758	5.30%
2007-08	2007	\$2,134,576,240	20%	\$0.5764	\$12,303,697	5.10%
2008-09	2008	\$2,242,178,295	20%	\$0.5797	\$12,998,473	5.60%
2009-10	2009	\$2,271,459,062	20%	\$0.5797	\$13,167,648	1.30%
2010-11	2010	\$2,336,118,472	20%	\$0.5851	\$13,668,629	3.80%
2011-12	2011	\$2,362,929,430	20%	\$0.5902	\$13,947,215	2.00%
2012-13	2012	\$2,392,531,721	20%	\$0.5970	\$14,283,414	2.40%
2013-14	2013	\$2,502,557,278	20%	\$0.5914	\$14,653,660	2.60%
2014-15	2014	\$2,633,486,696	20%	\$0.5914	\$15,440,708	5.40%
2015-16	2015	\$2,926,095,717	20%	\$0.5687	\$16,403,663	6.20%
2016-17	2016	\$3,173,373,806	20%	\$0.5460	\$17,009,094	3.70%
2017-18	2017	\$3,408,383,083	20%	\$0.5273	\$17,569,799	3.30%
2018-19	2018	\$3,450,838,554	20%	\$0.5324	\$17,952,134	2.20%
2019-20	2019	\$3,672,191,991 *	20%	\$0.5214	\$18,699,976	4.20%
2020-21	2020	\$3,918,863,732	20%	\$0.4973 **	\$19,489,058 **	4.20%

* Prior years' value and levy adjusted based on supplemental tax rolls after initial certification and budget adoption.

** Tax rate and levy used in adopted budget

Historical Tax Rate Comparison



Fiscal Year	Tax Year	General Fund	Debt Service Fund	Total Tax Rate*
2010-11	2010	\$0.5198	\$0.0653	\$0.5851
2011-12	2011	\$0.5218	\$0.0684	\$0.5797
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
2019-20	2019	\$0.4322	\$0.0892	\$0.5214
2020-21	2020	\$0.3921	\$0.0952	\$0.4873 **

* Tax Rate Includes 20% Homestead Exemption

** Adopted tax rate on October 1, 2020

**Sales Tax Revenue Comparison
FY19 through FY21**

Month of Receipt	FY19 Actual	FY20 Forecast	FY21 Adopted General Fund	FY21 Adopted Streets*	FY21 Adopted Economic Dev**	FY21 Adopted Budget
December	\$708,251	\$707,432	\$553,941	\$138,486	\$46,161	\$738,588
January	660,665	\$676,543	528,671	132,169	44,056	\$704,896
February	978,275	\$1,100,226	859,355	214,841	71,612	\$1,145,808
March	655,679	\$650,432	508,305	127,077	42,358	\$677,740
April	624,096	\$609,044	476,240	119,061	39,686	\$634,987
May	791,734	\$869,670	679,313	169,830	56,609	\$905,752
June	615,596	\$691,414	544,363	136,092	45,363	\$725,818
July	685,394	\$705,033	547,017	136,756	45,584	\$729,357
August	899,767	\$997,189	724,105	181,028	60,342	\$965,475
September	741,662	\$732,205	596,846	149,213	49,737	\$795,796
October	656,417	\$650,944	528,575	132,145	44,048	\$704,768
November	89,105	\$918,871	714,281	178,573	59,525	\$952,379
Total	\$8,106,641	\$9,309,003	\$7,261,012	\$1,815,271	\$605,081	\$9,681,364

*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 distributed in the following manner:

\$0.00375 for Streets maintenance and improvements

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

The sales tax revenue for Street improvements will be on the November 2020 ballot.

Glossary
Abbreviations and Acronyms

(reviewed and updated annually)

ACCRUAL BASIS

Recognition of the financial effects of transactions, events and circumstances in the period(s) in which they occur regardless of when the cash is received or paid.

AD VALOREM TAX

A tax based on value (e.g., a property tax).

AMORTIZATION

The process of paying the principal amount of an issue of bonds by the periodic payments either directly to bondholders or to a sinking fund for the benefit of bondholders. Payments are usually calculated to include interest in addition to a partial payment of the original principal amount.

APPROPRIATION

A legal authorization granted by a legislative body (City Council) 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.

ASSETS

Resources owned by the City which have monetary value.

ASSIGNED FUND BALANCE

Fund balance amounts that are self-imposed by the City to be used for particular purpose. Fund balance can be assigned by the City Council or the City Manager, pursuant to the City's fund balance policy.

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 written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BUDGET

A plan of financial operation embodying an estimate of proposed expenditures for any given period and the proposed means of financing them.

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 CALENDAR

A time table with deadlines when particular tasks must be completed in order for council to approve the spending plan before the beginning of the next fiscal year.

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 fixed assets which are individually priced at more than \$5,000.

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).

COMPETITIVE BIDDING

A process of issuing a public bid with the intent that companies will put together their best proposal and compete for a specific project. By law, this process is required for every government agency that issues a bid. Competitive bidding creates a transparent environment that is open and fair.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

A set of financial statements comprising the financial report of the municipality that complies with the accounting requirements promulgated by the Government Accounting Standards Board (GASB). The auditor's report is usually attached to the CAFR.

CONTINGENCY

A budgeted account set aside to meet unforeseen circumstances.

COST

The amount of money or other consideration exchanged for property or services. Costs may be incurred even before the money is paid; that is, as soon as liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

CURRENT ASSETS

Those assets that can be easily converted to cash within the current year.

CURRENT LIABILITIES

Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded within one year.

DEBT SERVICE

Annual payments of interest and principle that the City owes on money that it has borrowed.

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 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.

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.

DEPARTMENT

An organizational unit of the City which is responsible for overall management of a group of related major governmental functions, such as Public Works.

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.

EFFECTIVE TAX RATE

When compared to the same property, the tax rate which produces the same effect in terms of the total amount of taxes compared to the prior year.

ENCUMBRANCES

Budget authority that is set aside to pay for expenditures that have been committed either by authorization of a purchase order or by a contract.

ENTERPRISE FUND

A fund established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

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.

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.

FIXED ASSETS

The least liquid of assets such as land, buildings, equipment, and other improvements.

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 (FTE)

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 funds.

GENERAL FUND (GF)

The fund used to account for all financial resources, except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS

Bonds for the payment of which the full faith and credit of the issuing government is pledged. In issuing its general obligation bonds, the City of Friendswood pledges to levy whatever property tax is needed to repay the bonds for a particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 30 years.

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 ACCOUNTING STANDARDS BOARD (GASB)

An independent, non-profit agency responsible for the promulgation of accounting and financial reporting procedures for governmental entities.

GOVERNMENTAL FUND TYPES

Those funds through which most governmental functions are typically financed. The acquisition, use and financial resources and the related current liabilities are accounted for through governmental funds (General, Special Revenue, Debt Service and Capital Projects Funds).

GRANTS

A payment of money from one governmental unit to another or from a government to a not-for-profit. Grants are often earmarked for a specific purpose or program.

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.

LIQUIDITY

Usually refers to the ability to convert assets (such as investments) into cash.

LONG-TERM DEBT

Debt with a maturity of more than one year after the date of issuance.

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.

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.

MATURITY

The date upon which the principal of municipal bond becomes due and payable to the bondholder.

MODIFIED ACCRUAL BASIS

The basis of accounting in which revenues are recognized and recorded in the accounts when they are measurable, available and collectible in the fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

NON-SPENDABLE FUND BALANCE

Fund balance amounts that cannot be spent because they are either not in spendable form, or for legal or contractual reason, must be kept intact. This classification includes prepaid items, notes receivable and the fund balance of the City's permanent fund.

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).

OPERATING BUDGET

That portion of a budget that pertains to daily operations which provides basic governmental services within a set period of time. The operating budget contains appropriations for such expenditures as personnel, commodities and contractual services

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.

PERFORMANCE MEASURES

Specific quantitative measures of work performed within an activity or program. They may also measure results obtained through an activity or program.

PERMANENT FUND

A governmental fund type used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the City's programs. The 1776 Park Fund is considered a permanent fund.

PROPERTY TAX

Ad Valorem taxes levied on both real and personal property, according to the assessed valuation and the tax rate.

PROPRIETARY FUND TYPES

A governmental accounting fund having profit and loss aspects; therefore, it uses the accrual rather than the modified accrual accounting method. The two types of proprietary funds are the Enterprise Fund and the Internal Service Fund.

PURCHASE ORDER

A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

REFUNDING BONDS

Bonds issued to retire bonds already outstanding.

RESTRICTED FUND BALANCE

Fund balance amounts that are constrained for specific purposes which are imposed by providers, such as creditors or amounts restricted due to constitutional provision or enabling legislation. This classification includes retirement of long-term debt, construction programs, City ordinances, and other federal and state grants.

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.

REVENUE BONDS

Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

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.

UNASSIGNED FUND BALANCE

Includes the residual positive fund balance within the general fund which has not been classified as either non-spendable, restricted, committed or assigned. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

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
CDBG-DR: Community Development Block Grant
– Disaster Recovery
CEDC: Community and Economic Development Committee
CFS: Calls for Services
CID: Criminal Investigation Division
CIP: Capital Improvement Plan
CMO: City Manager's Office
CSO: City Secretary's Office
CCP: Code of Criminal Procedure

D

DARE: Drug Abuse Resistance Education
DMA: Designated Market Area
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

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

HVAC: Heating, Ventilation, and Air Conditioning System
HMGP: Hazard Mitigation Grant Program
HR: Human Resources

I

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

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

N

NNRR: No New Revenue Rate

P

PD: Police Department
PEG: Public Education Governmental
PR: Parks & Recreation
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
TDSHS: Texas Dept of State Health Services
TMRS: Texas Municipal Retirement System

V

VATR: Voter Approved Tax Rate
VOCA: Victims of Crimes Act
VRF: Vehicle Replacement Fund
VRP: Vehicle Replacement Plan

W

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

ORDINANCE NO. 2020-35

AN ORDINANCE APPROVING AND ADOPTING THE CITY OF FRIENDSWOOD, TEXAS, GENERAL BUDGET FOR THE FISCAL YEAR 2020/2021; 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, 2020, the City Manager presented to the City Council a proposed Budget of the expenditures of the City of Friendswood for the fiscal year 2020/2021, 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 2020/2021 fiscal year, and has determined that the proposed budgeted expenditures will not exceed total estimated income; now, therefore,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE OF TEXAS:

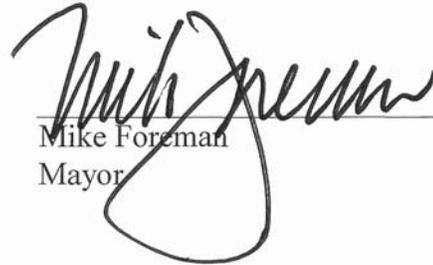
Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

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 2020/2021,” and to keep such Budget on file in the City Secretary’s Office as a public record.

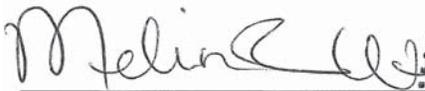
Section 3. In support of said Budget and by virtue of the adoption thereof, there are hereby appropriated out of available cash funds and out of the general and special revenues of the City that will be received in the treasury during the fiscal year 2020/2021, the amounts set forth in said approved Budget for the various purposes stated therein. The total amounts now thus appropriated and the funds from which the same are derived are as follows;

Beginning Fund Balance, 10/01/2020	\$51,902,182
Total Revenues	<u>\$95,690,520</u>
Total Resources Available for Appropriation	\$147,592,702
Total Expenditures and Other Financing Uses	<u>\$95,690,520</u>
Ending Fund Balance, 9/30/2021	<u>\$27,969,852</u>

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 14th DAY OF September, 2020.


 Mike Foreman
 Mayor

ATTEST:


 Melinda Welsh, TRMC
 City Secretary



RECORD VOTE:

COUNCIL MEMBER: VOTED FOR VOTED AGAINST

MIKE FOREMAN, MAYOR √ _____

STEVE ROCKEY √ _____

SALLY BRANSON √ _____

TRISH HANKS √ _____

ROBERT J. GRIFFON √ _____

JOHN H. SCOTT _____ √

BRENT ERENWERT √ _____

**CITY OF FRIENDSWOOD
PROPOSED BUDGET SUMMARY
FISCAL YEAR 2020-2021**

	20-21 PROPOSED BUDGET
REVENUES	
Taxes	31,472,994
Charges for Services	16,523,232
Permits and Licenses	874,049
Fines	848,700
Intergovernmental Revenues	10,446,506
Interest	608,256
Vehicle Lease Reimbursements	782,590
Miscellaneous Receipts	<u>10,201,863</u>
TOTAL REVENUES	<u>71,758,190</u>
Fund Balance (Used) or Carried Forward	
General Fund	(500,000)
Police Investigation Fund	1,425
Fire/EMS Donation Fund	(149,757)
Municipal Court Building Security/Technology Fund	3,298
Tax Debt Service Fund	29,074
2015//2016/2017 GO Bond Funds	(805,961)
2020/2021 GO Bonds Fund	(8,007,316)
2020/2021 GO Bonds Fund	300,000
Sidewalk Installation Fund	245
Park Land Dedication Fund	(106,863)
Streets Improvement Fund	(225,170)
Fwd Downtown Economic Development Improvements Fund	(1,559,732)
1776 Part Trust Fund	185
Water & Sewer Operations Fund	124,727
2016 Water & Sewer Bond Construction Fund	(1,548,687)
2018 Water & Sewer Bond Construction Fund	(11,655,939)
Water Impact Fees	8,978
Sewer Impact Fees	4,673
Water and Sewer Revenue Debt Service	18,900
Vehicle Replacement Plan Fund	<u>135,590</u>
	<u>(23,932,330)</u>
Total Resources Available	<u>95,690,520</u>
EXPENDITURES	
General Government	6,685,274
Public Safety	15,182,310
Community Development	1,249,281
Public Works	10,822,745
Engineering	881,884
Parks & Recreation	4,036,611
Library	1,273,096
Vehicle Replacement Fund	652,000
Capital Improvements	46,114,898
Debt Service	<u>8,792,421</u>
TOTAL EXPENDITURES	<u>95,690,520</u>
REVENUES OVER (UNDER) EXPENDITURES	
BEGINNING FUND BALANCE	
ENDING FUND BALANCE	<u>27,969,852</u>

ORDINANCE NO. 2020-41

AN ORDINANCE RATIFYING PROVISION FOR THE LEVY AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF FRIENDSWOOD, TEXAS, FOR THE TAX YEAR COMMENCING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; 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 (a) of the Texas Property Tax Code provides that before the later of September 30th or the 60th day after the date the City receives the certified appraisal roll the City Council shall adopt a tax rate for the current tax year; and

WHEREAS, such Section further provides that where the tax rate consists of two components (one which will impose the amount of taxes needed to pay the City's debt service and the other which will impose the amount of taxes needed to fund maintenance and operation expenditures for the next year), each of such two components must be approved separately; and

WHEREAS, Section 26.05 (c) of the Texas Property Tax Code provides that if the governing body of a taxing unit does not adopt a tax rate before the required date, the tax rate for the taxing unit is the lower of the calculated no-new-revenue tax rate for that tax year or the taxing unit's adopted tax rate for the preceding tax year. A tax rate established by Section 26.05 (c) is treated as an adopted tax rate; and

WHEREAS, the City of Friendswood tax year 2020 tax rate was not adopted by the required date of September 29th; and thus, the no-new-revenue tax rate was established as the adopted tax rate; and

WHEREAS, the adopted tax rate for the current tax year of the City of Friendswood, Texas, consists of two components, a tax rate of \$0.095161 for debt service and a tax rate of \$0.392152 to fund maintenance and operation expenditures; 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.

There is hereby ratified and levied, for the tax year commencing October 1, 2020 and ending September 30, 2021, to fund the City's fiscal year 2020-2021 municipal budget, an ad valorem tax at the total rate of \$0.487314 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 GENERATE APPROXIMATELY THE SAME TAXES FOR MAINTENANCE AND OPERATIONS AS LAST YEAR'S TAX RATE. THE TAX RATE WILL NOT RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME TAXED AT THE SAME VALUE IN, BOTH, THE CURRENT AND PRECEDING TAX YEARS.

Section 3. Of the total tax levied in Section 2 hereof, \$0.392152 is levied to fund maintenance and operation expenditures of the City for the fiscal year 2020-2021.

Section 4. Of the total tax levied in Section 2 hereof, \$0.095161 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 2020-2021.

Section 5. All ad valorem taxes levied hereby, in the total amount of \$0.487314 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, 2021. All ad valorem taxes due the City of Friendswood, Texas, and not paid on or before January 31st following the year for which they were levied, shall bear penalty and interest as prescribed in the Texas Tax Code.

Section 6. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Friendswood, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 7. All ordinances and parts of ordinance in conflict herewith are, to the extent of such conflict, hereby repealed.

PASSED, APPROVED, AND ADOPTED on first and final reading this 1st day of October, 2020.


Mike Foreman
Mayor

ATTEST:


Melinda Welsh, TRMC
City Secretary



RECORD VOTE:

COUNCIL MEMBER: VOTED FOR VOTED AGAINST

MIKE FOREMAN, MAYOR √ _____

STEVE ROCKEY √ _____

SALLY BRANSON √ _____

TRISH HANKS _____ √

ROBERT J. GRIFFON √ _____

JOHN H. SCOTT √ _____

BRENT ERENWERT √ _____