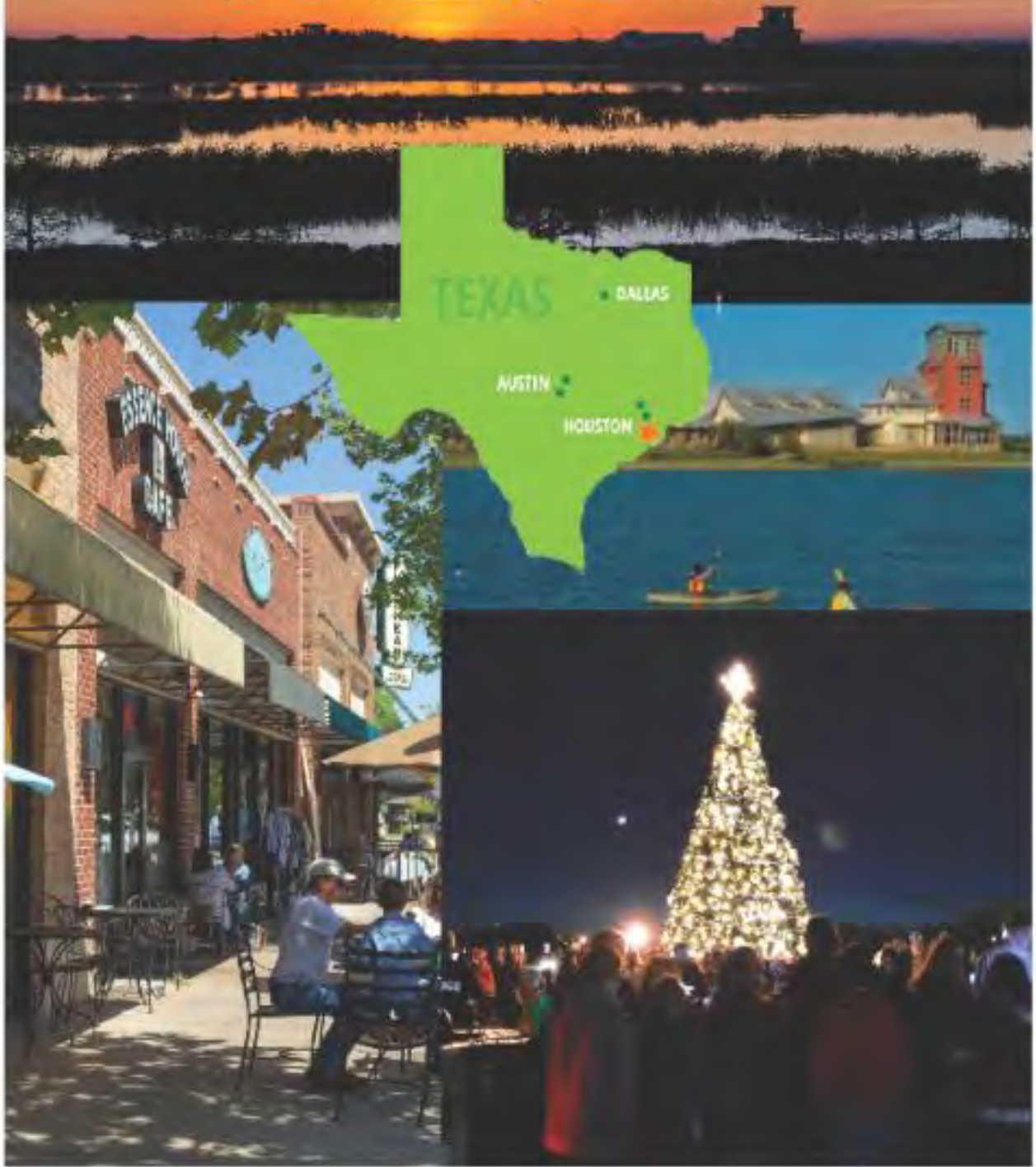


City of Fulshear
Annual Operating and Capital Budget
October 1, 2017-September 30, 2018





Due to the passage of S.B No 656 102.007 of the Texas Local Government Code was amended to require that the following information be included as the cover page for a budget document:

This budget will raise more revenue from property taxes than last year’s budgeted by an amount of \$275,230, which is 14.92% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$199,715.

Upon calling for a vote for approval of an ordinance adopting the City of Fulshear 2017-2018 Fiscal Year Budget, the members of the City Council voted as follows:

FOR:

- Council Member Jim Fatheree
- Council Member Dana Hollingsworth
- Mayor Pro-Tem Tricia Krenek
- Council Member Lauren Ashley
- Council Member Kaye Kahlich

AGAINST: None

PRESENT and not voting: None

ABSENT: Council Member Stephen Gill

The municipal property tax rates for the preceding fiscal year, and each municipal property tax rate that has been adopted or calculated for the current fiscal year, include

| Tax Year | 2016 | 2017 |
|---|------------|------------|
| Fiscal Year | 2016-2017 | 2017-2018 |
| Property Tax Rate | \$0.156901 | \$0.158691 |
| Effective Tax Rate | \$0.145279 | \$0.151929 |
| Effective Maintenance & Operations Tax Rate | \$0.145279 | \$0.151929 |
| Rollback Tax Rate | \$0.156901 | \$0.164083 |
| Debt Rate | \$0.000000 | \$0.000000 |

The total amount of outstanding municipal debt obligations (principal & interest) is as follows:

| Type of Debt | Total Outstanding Debt |
|------------------------|------------------------|
| Property Tax Supported | —0— |

Reader's Guide for This Document

INTRODUCTION

To present the City Council and public with a clear picture of services and their costs, this year's budget includes actual revenues and expenditures for the 2016 fiscal year, the FY 2017 original budget, the FY 2017 year-end estimate, and the FY 2018 adopted budget.

BUDGET FORMAT

The document is divided into three major sections: Introduction, Financial and Operational, and Other Supplement Information. The introductory section contains the City Manager's letter which is addressed to the Mayor and City Council and explains major policies and issues which affected the development of the fiscal year budget. This section also includes the City's organization and staffing charts and the summary of all financial statements.

The Financial/Operational section describes various aspects of the City's organization. This information is grouped by fund and then by department. Like many local governments, the City uses the fund method of accounting. Simply stated, a fund is a unit of the City which tracks the application of various public resources. For example, the Utility Fund is established to account for the revenues and expenses of the City's water and wastewater operations. Most people are particularly interested in the General Fund which is comprised of most of the City's operations such as Police, Municipal Court, Planning & Development, Finance, Public Works and Streets. Financial statements, including the adopted FY 2018 budget are presented for every fund. The statements show the fund's financial condition over several years. Similar to the checking account statement you receive from your bank, the statement shows beginning balances, revenues, expenditures, and ending balances for each year. Each fund statement shows the actual audited amount from the previous fiscal year, or for this document, the fiscal year 2016 actual. The ending balance of the actual year becomes the beginning balance of the projected current fiscal year, FY 2017. The projected column reflects estimated amounts compared to the amounts included in the adopted budget for the current year. The projected ending balance of the current fiscal year then becomes the beginning balance for the projected FY 2018 budget year.

Accompanying the statements are narratives and tables which describe the major features of the particular fund. Each department's presentation includes the mission statement, accomplishments for the previous fiscal year, and operational goals. The funding for each department, as well as the units staffing are summarized over a number of years.

The Capital Improvement Program Summary concludes the financial portion of the document which is followed by the detailed projects sheets which identify the current and long-range projects for the city.

Finally, supplemental information includes the adopted budget ordinance and a glossary of terms that are used within this document.



**CITY OF FULSHEAR
ADOPTED BUDGET
FISCAL YEAR 2018**

Table of Contents

Introduction

| | |
|--|----|
| Budget Message to Mayor and Council | 7 |
| Budget & Tax Calendar | 15 |
| Executive Summary | 17 |
| Calculation and Distribution Property Tax Assessment | 29 |
| Organizational Chart/Personnel Table | 30 |
| All Funds Summary | 31 |

General Fund

| | |
|--|-----------|
| General Fund Summary | 33 |
| General Fund Summary | 34 |
| Revenue & Expenditure Graph | 35 |
| General Fund Revenues | 36 |
| Department Expenditures | |
| Administration | 38 |
| Municipal Court | 46 |
| Finance | 51 |
| Utilities/Customer Service | 57 |
| Economic Development & Communications | 61 |
| Police/Emergency Management/Code Enforcement | 69 |
| Planning & Development | 78 |
| Builder Services | 81 |
| General Facilities | 85 |
| Public Works | 89 |
| Streets | 94 |

Utility Fund-Water/Wastewater

| | |
|--|-----------|
| Utility Fund-Water/Wastewater | 99 |
| Administration, Water, Wastewater Activities | 100 |

Debt Service Fund

110

Table of Contents continued...**Internal Service Fund**

| | |
|------------------------------------|-----|
| Vehicle/Equipment Replacement Fund | 111 |
|------------------------------------|-----|

Special Revenue Funds

| | |
|--------------------------|-----|
| Regional Parks Fund | 112 |
| Court Technology Fund | 113 |
| Court Security Fund | 114 |
| Judicial Efficiency Fund | 115 |
| Child Safety Fund | 116 |
| Police Donation Fund | 117 |
| Federal Seizure Fund | 118 |

Fulshear Economic Development Funds

| | |
|---|-----|
| Economic Development Corp. Fund-Type A | 119 |
| Economic Development Corp. Fund-Type A Projects | 120 |
| Economic Development Corp. Fund-Type B | 121 |
| Economic Development Corp. Fund-Type B Projects | 122 |

Capital Improvement Program

| | |
|---|-----|
| Capital Improvement Program Project Summaries & Project Sheets | 123 |
| Capital Improvement Program Budget Detail | 124 |

Other Supplemental Information

| | |
|---|-----|
| Ordinance Adopting FY 2017 Budget | 144 |
| Ordinance Adopting Tax Rate for Tax Year 2016 | 145 |
| General Community Information | 147 |
| Glossary of Terms | 148 |



September 26, 2017

Honorable Mayor and City Council Members
 City of Fulshear, Texas

Dear Mayor and Council Members,

In accordance with the City’s Charter provisions, it is my pleasure to present the City of Fulshear’s Fiscal Year 2017-2018 (FY2018) Operating Budget and Capital Improvement Program Budget. This budget provides for various activities in the following amounts:

| | FY 17 (FY2016-2017) <u>ADOPTED BUDGET</u> | FY 18 (FY2017-FY2018) <u>ADOPTED BUDGET</u> |
|-----------------------------------|---|---|
| General Fund | \$9,182,862 | \$9,212,918 |
| Vehicle/Equip Replacement Fund | -0- | 252,000 |
| Regional Park Fund | 1,284,600 | 270,600 |
| Capital Projects Fund-Gen. Gov’t | 1,460,869 | 7,880,000 |
| W/WW Utility Fund-COF | 1,729,137 | 1,086,998 |
| Capital Projects Fund-COF W/WW | 3,201,856 | 7,613,810 |
| W/WW Utility Fund-CCR | 4,252,957 | 3,208,911 |
| Capital Projects Fund-CCR W/WW | 1,153,667 | 236,000 |
| Type A-Development Corp | 333,168 | 325,758 |
| Capital Projects Fund-Type A Corp | 155,200 | 130,640 |
| Type B-Development Corp | 331,869 | 333,058 |
| Capital Projects Fund-Type B Corp | 155,200 | 130,640 |
| Court Technology Fund | -0- | -0- |
| Court Building Security Fund | -0- | -0- |
| Judicial Efficiency Fund | -0- | -0- |
| Child Safety Fund | -0- | 3,900 |
| Police Donation Fund | -0- | 5,000 |
| Federal Seizure Fund | -0- | 10,000 |
| | ----- | ----- |
| Total | \$23,241,385 | \$30,690,232 |

The increase in the total budget of all funds over last year's total budget amounts to a \$7,448,847 increase which is primarily attributable to Capital Projects that are contingent on the issuance of debt.

The FY 18 General Fund Base Budget represents an increase of only \$30,056 (00.3%) when compared to last year's budget but includes the addition of personnel such as:

- a Planner/Technology position;
- an Administrative Staff position in the Police Department;
- and a half year Police Officer position.

Also, contributing to the increase is the funding of the Vehicle/Equipment Replacement Program that provides for the annual amortization of the City's fleet and major equipment by allocating budget dollars on a yearly basis.

This budget continues to maintain the service levels to the entire Fulshear community while maintaining the property tax rate at relatively the same level as FY 2017. The total tax rate of \$0.158691 cents per \$100 of assessed value with the General Fund is an increase of \$0.00179 cent from last year's \$0.156901 cent tax rate.

This increase is due to an anomaly in the way value was added in comparison to tax collection. Normally there is a direct inverse relation between the addition of value to the City and the rate at which Property Taxes are charged. However, this year because the actual collections outpaced the sequence of value addition the County and City found themselves in the unique position of watching rates actually increase despite growth in value.

SUMMARY OF RESOURCES FOR THE GENERAL FUND

The primary financial resources for the City of Fulshear are ad-valorem taxes, sales taxes, permits & plan review fees and franchise fees. The underlying basis for estimation of resource collection is historical trend analysis combined with a conservative approach to forecasting.

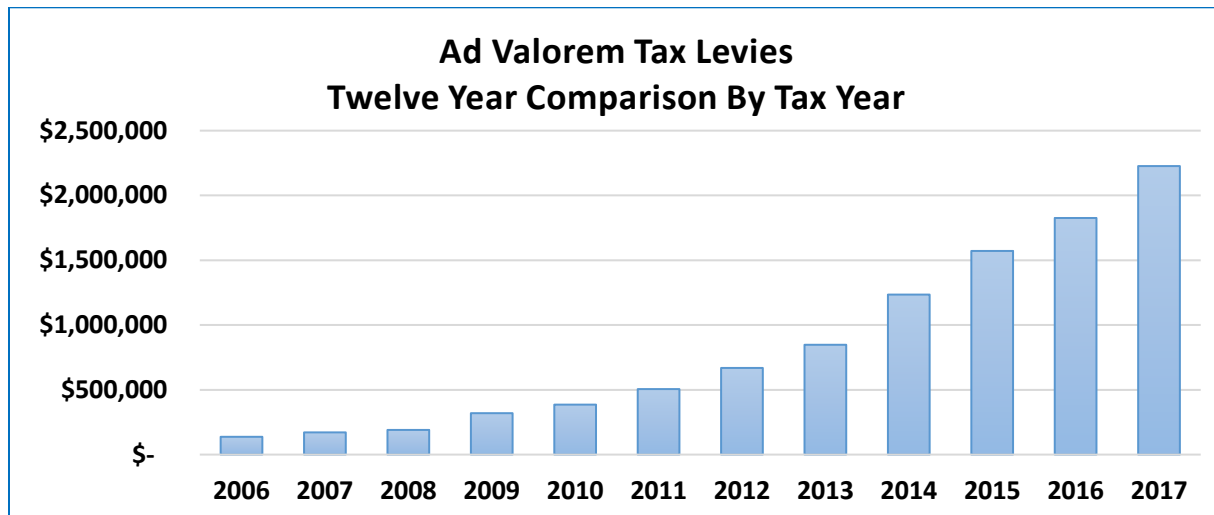
Resources Derived through Taxation

Ad Valorem property tax revenue makes up 26% of the City's overall resources, sales tax 10%, and franchise fees 6%. It is anticipated that as the City attracts more retail establishments that increase our sales tax collections, the percentage of property tax to total revenue will decrease.

The Fort Bend County Appraisal District (FBCAD) performs the appraisal of property within the City and the Fort Bend County Tax Office then collects City property taxes. FBCAD is required under the Property Code to appraise all property within the county based on 100% of its market value. The value of real property must be reviewed at least every three years; however, the City may, at its own expense, require annual reviews of appraised values.

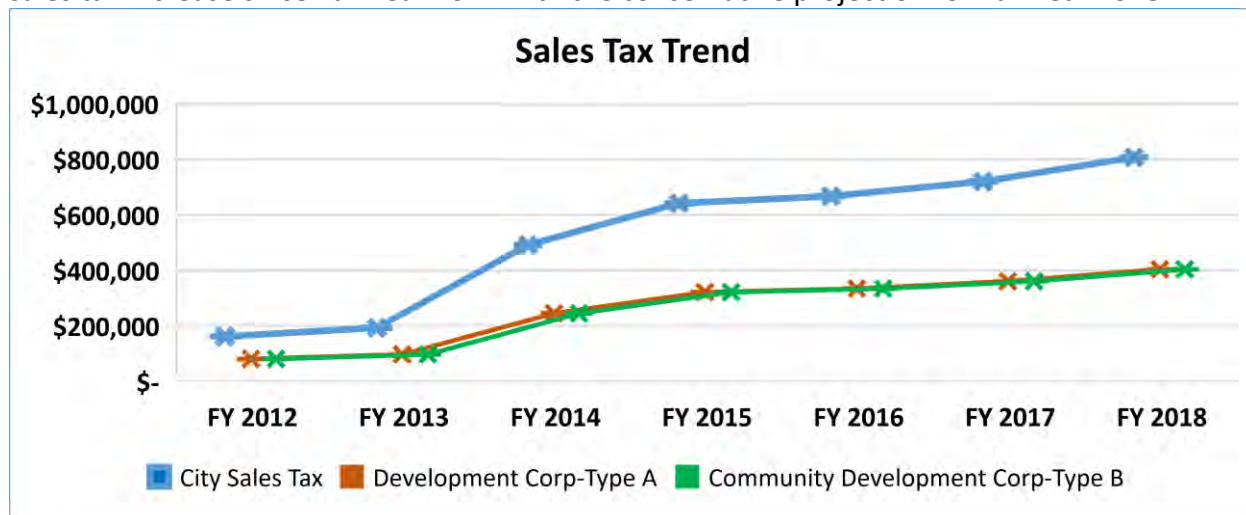
As authorized by state law, the City Council has approved certain tax exemptions to its citizens. An exemption of 14% or \$5,000 whichever is greater of the appraised value of the residence homestead or \$15,000 for disabled persons or senior citizens 65 years of age and older.

In FY2018, the City expects to collect \$2,226,613 through the Ad Valorem tax process based on the rollback tax rate of \$0.158691. As previously noted, this year’s rollback is more than last year’s rollback by \$.00179 which is abnormal when you have rising values however, because the City’s value has increased at a decreasing rate therefore yielding a higher effective and rollback tax rate. The graph below portrays the actual levy amounts for the last 12 tax years.



Sales tax revenues are generated when goods are sold in the City. The State of Texas is the collecting agency for these taxes and remits the amount due to the City. The current sales tax rate in our jurisdiction is 8.25%, which is comprised of 6.25% for the State, 1% for the City, ½ % for the Fulshear Development Corporation-Type A and ½ % for the Fulshear Community Development Corporation-Type B. The City estimates the amount it expects to receive from sales taxes based on historical trends.

During FY2017, the City experienced a growth rate of near 20% for sales tax receipts over the previous year. Based upon this increase, but acknowledging the uncertainty of the future, this budget estimates the collection of \$806,400 or a 12% increase for the City’s General Fund and \$403,200 each for the Fulshear Development Corporations. The chart below reflects the actual sales tax increase since Tax Year 2012 with the conservative projection for Tax Year 2018

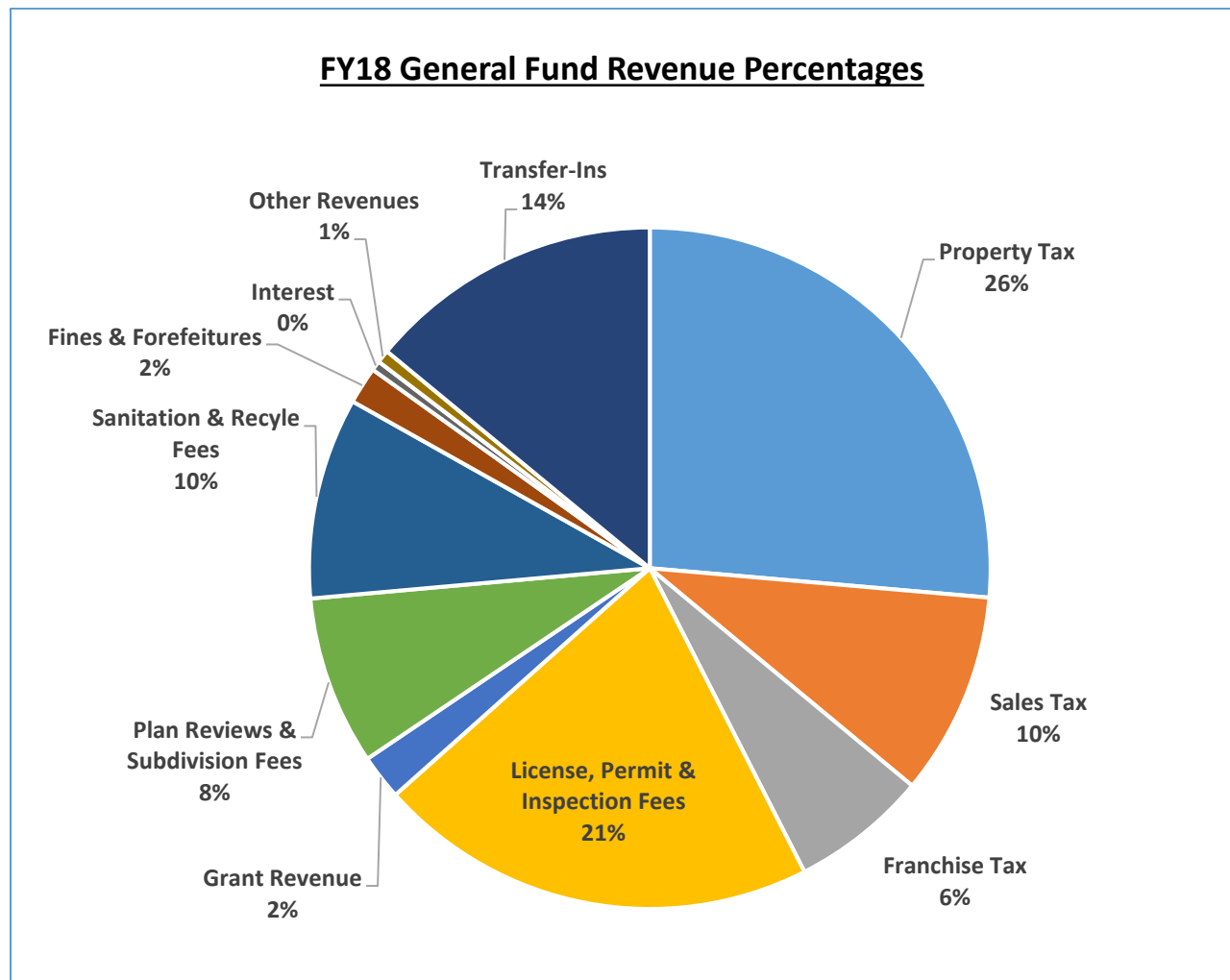


Revenues Derived Through Licenses & Permits and Franchise Fees

The City provides many services to its Citizens. Some are required for the basic health and safety of the individual while others improve the quality of life. The total projection for these revenues in FY2018 is \$4.1 million. Listed below are major sources of revenues received from services and fees.

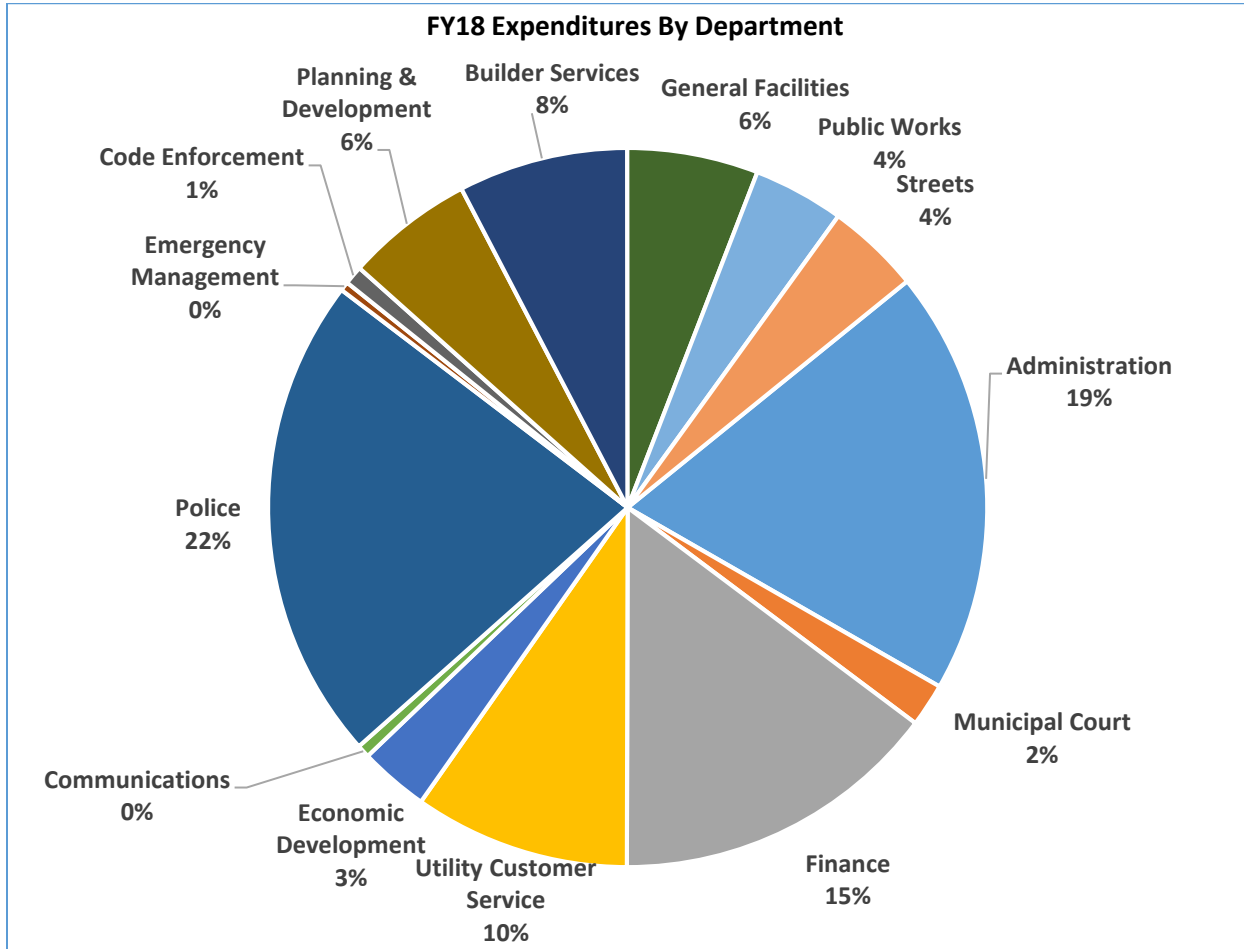
| <u>Fees</u> | <u>Projected FY2018 Resources</u> |
|-----------------------------------|-----------------------------------|
| Franchise Fees | \$ 556,000 |
| License, Permit & Inspection Fees | \$ 1,792,900* |
| Plan Reviews/Subdivision Fees | \$ 688,475 |
| Court Fines & Fees | \$ 150,700 |

*This is exclusive of License fees for electricians and electrical permit fees that were eliminated by the 2017 Legislative session.



SUMMARY OF EXPENDITURES

The expenditures of the City of Fulshear are grouped into ten departments shown in the chart below:



WATER/WASTEWATER UTILITY FUND OPERATIONS

The water/wastewater enterprise operations are divided into two separate funds. The utility that first served the City of Fulshear and the utility that serves the Cross Creek Ranch subdivision. New service connections have increased for both service areas over the last four (4) years as estimated below at:

| | <u>Annual Connections</u> | <u>Cumulative Connections</u> |
|---------|---------------------------|-------------------------------|
| FY 2015 | 479 | 2,352 |
| FY 2016 | 645 | 2,997 |
| FY 2017 | 850 | 3,847 |
| FY 2018 | 1000 | 4,847 |

Current development agreements require the City utilize a contract maintenance service until such time that a minimum number of connections are established. Based on estimated service connections, the City is planning to assume responsibilities for internally managing all the water and wastewater infrastructure in the City in FY19. The City will be working under a contract designed to provide for this transition in FY18. The City will also continue its efforts to streamline utility maintenance activities by establishing & maintaining a GIS-based inventory of utility infrastructure and maintenance/replacement schedules.

Implementation of the Water & Wastewater Master Plan will begin once funding sources and the final scope have been determined. Implementation of this Master Plan will allow the City to proactively plan to meet future needs for regulatory, growth, and system-wide service level requirements.

CAPITAL AND NEW PROGRAM BUDGETS

Capital items include the purchase of plotter for planning department

New programs include:

- An amendment to the TMRS employee retirement plan increasing the contribution rate from 5% to 7% with a corresponding Cost of Living (C.O.L.A.) of 6% to offset the 2% increased contribution and increased health insurance rates from employee pay check.
- Implementation of a Vehicle/Equipment Replacement Program
- Additional consulting fees for economic modeling and GIS tools, software and other maintenance in Economic Development Department
- New Communications Department includes a program for video streaming, other tools and software for data analysis and other related program costs
- Police Department includes one (1) Police Officer and related costs for ½ year beginning April 1, (1) full year Clerk position and related costs
- Development & Planning Department includes a Director of Planning & Technology position, large format scanner and permit module software
- In the Streets Department, additional contract services for street and markings “on-call” maintenance.

Capital Improvement Projects in the Regional Park Fund include funds for Parks & Pathway Development and a Parks & Pathways Master Plan both plans will become part of a larger effort to update the City’s Comprehensive Plan.

Projects in the Gen Gov't Capital Projects Fund include funds for:

- a Master Drainage Plan; Drainage System Management Program - \$175,000
- Pavement Management Program; ROW Study Downtown Area - \$275,000
- Regional Road Project Participation, Facilities & Parks Management Program - \$375,000
- City Hall & Public Facilities Assessment & Improvements - \$75,000
- Incode 10 Conversion - \$65,000
- GIS/CRM/Asset Management System - \$125,000
- Police Department Communication Review & Improvements – 45,000
- Bond Projects if City Council decides on specific projects and to issue long term debt - \$6,500,000

In the Capital Improvement Projects Fund for the City of Fulshear Utility funds are proposed for a Water System Management Program and a Wastewater System Management Program. Additionally, if the City Council so decides to issue bonds the following projects will be funded: Water Master Plan and a Wastewater Master Plan.

These capital investments will provide expert planning documents to prepare the City for the growth that comes. These projects also will help maintain our streets, facilities, parks, technology and give staff planning tools needed for development of our growing community.

The investment in capital projects for the utilities will provide for maintenance of the systems and if the council decides to issue the long-term debt to fund the Water and Wastewater Master Plans this will provide the framework for the regional system plan that will be needed for the expected growth to the region.

Total capital expenditures in the General Fund amount to \$150,000, in the Vehicle & Equipment Replacement Fund they amount to \$252,000, in the Regional Park Fund they amount to \$270,000, in the General Government Project Fund they amount to \$7,685,000 (\$6,500,000 dependent on debt issuance), and in the City of Fulshear Utility Projects Fund they amount to \$7,613,813 (\$7,413,810 dependent on debt issuance). The total amount of all capital expenditures equal \$15,820,963 with \$14,113,813 dependent on the issuance of debt.

Discussions with the Municipal Utility Districts within the City are on-going to amend existing agreements. These agreements restrict the City from the issuance of debt needed for capital projects. Therefore, for the survival and accommodation of the growing population to provide for the proper infrastructure, the City of Fulshear must alter these MUD agreements.

LONG RANGE STRATEGIC PLANS

The City has a formal Comprehensive Plan which guides the City's strategic plans. The City's Vision Statement is:

"Fulshear is a community, where residents, businesses and civic leaders are committed partners in service to build a city of excellence."

DEBT MANAGEMENT

Currently the City has no long-term debt outstanding however, this budget provides for the issuance of debt if the City Council so chooses.

Respectfully submitted,

C.J. Snipes
City Manager

Wes Vela
Chief Financial Officer

Budget & Tax Calendar FY 2018

| DATE | ACTIVITY | RESPONSIBLE PARTY |
|--|---|--|
| Monday April 10, 2017 | FY18 Budget Kick Off meeting- budget instructions and departmental worksheets distributed | Chief Financial Officer |
| Monday May 15, 2017 | FY18 Departmental Budget requests and narratives are due to Finance | Department Heads |
| May 15-June 16 | Chief Finance Officer compiles budget requests and narratives to review with City Manager | Chief Financial Officer |
| Wednesday May 31, 2017 | Capital Improvement Program due to City Council per city charter | City Manager & Chief Financial Officer |
| June 19-June 23 | City Manager and Chief Financial Officer review and discuss submitted budget requests with Department Heads. | City Manager & Chief Financial Officer |
| June 26-Aug 14 | Finance compiles FY18 Preliminary Budget for submittal to City Secretary | Chief Financial Officer |
| Monday June 26, 2017 | Deadline to provide estimate of City tax roll | Tax Collector |
| Friday July 26, 2017 | Deadline to certify City tax roll | Tax Collector |
| Monday Aug 7, 2017 | Certify anticipated collection rate to City Council | Tax Collector City Manager |
| Wednesday Aug 9, 2017 (for Saturday Publication) | Calculate effective and rollback tax rates and submit to City Council Publish effective and rollback tax rates, statement of increase/decrease in property taxes, and schedules of unencumbered fund balances and debt service requirements in newspaper | Tax Collector Chief Financial Officer |
| Friday Aug 11, 2017 | Post 72-hour notice for meeting at which City Council will discuss tax rate | City Secretary |
| Monday Aug 14, 2017 | Deadline to file proposed budget with City Secretary (must be available for public inspection for at least 30 days before City Council will make tax levy) | Chief Financial Officer |
| Tuesday Aug 15, 2017 | Open meeting to discuss tax rate (if proposed tax rate will exceed lower of effective tax rate or rollback rate, take record vote on specified rate and schedule two public hearings) Possible Council Budget Workshop | City Council |
| Wednesday Aug 16, 2017 (for Saturday Publication) | "Notice of Public Hearing on Tax Increase" is first quarter-page notice in newspaper and on City Website (must be published at least 7 days before first public hearing) (Website posting must remain until second hearing on tax increase is concluded) | Tax Collector & City Secretary |
| Thursday Aug 17, 2017 | First Day that general budget summary and notice of public hearing on proposed budget may be posted at City Hall (posting must take place not less than 15 days before public hearing) | City Secretary |
| Friday Aug 18, 2017 | Publish proposed budget on City Web Site | City Secretary |

Budget & Tax Calendar FY 2018

| | | |
|--|---|----------------|
| Friday, Aug. 25, 2017 | Post 72 hour notice for first public hearing on tax increase if applicable | City Secretary |
| Tuesday Aug 29, 2017 (cancelled due to Hurricane Harvey and rescheduled to Sept 12 and Sept 19) | First public hearing on tax increase *** Announce date, time, and place of meeting at which tax rate will be voted *** | City Council |
| Monday Sept 4, 2017 | Labor Day (City Holiday) | |
| Tuesday Sept 5, 2017 | Last day that general budget summary and notice of public hearing on proposed budget may be posted at City Hall (posting must take place not less than 15 days before public hearing) | City Secretary |
| Friday Sept 8, 2017 | Deadline to publish general budget summary and notice of public hearing on proposed budget in newspaper (must be published not earlier than 30 days or later than 10 days before public hearing) If proposed budget will raise more property tax revenues than previous year, include mandatory statement specified by law | City Secretary |
| Friday Sept 8, 2017 | Post 72-hour notice for second public hearing on tax increase *** | City Secretary |
| Friday Sept. 8, 2017 | Last day to publish "Notice of Tax Revenue Increase" on City Website (must be published at least 7 days before meeting to adopt tax rate ***) | City Secretary |
| Tuesday Sept 12, 2017 | Public Hearing on proposed budget First Public Hearing on tax increase (not earlier than 3 days after first public hearing ***) Announce date, time, and place of meeting to adopt tax rate (to occur 3-14 days from this date ***) First reading of ordinance(s) for proposed changes to utility rates (if necessary) | City Council |
| Wednesday Sept 13, 2017 | Remove "Notice of Public Hearing on Tax Increase" from City Website*** | City Secretary |
| Wednesday, Sept 13, 2017 | "Notice of Tax Revenue Increase" published before meeting to adopt tax rate is second quarter-page notice in newspaper*** | Tax Collector |
| Friday Sept 15, 2017 | Post 72 Hour notice for meeting at which City Council will adopt budget, tax rate, and utility rates (if necessary) | City Secretary |
| Tuesday Sept 19, 2017 | Second Public Hearing on tax increase (not earlier than 3 days after first public hearing ***) Announce date, time, and place of meeting to adopt tax rate (to occur 3-14 days from this date ***) | City Council |
| Wednesday Sept 20, 2017 | Remove "Notice of Tax Revenue Increase" from City Website if applicable Remove proposed budget from City Website | City Secretary |
| Tuesday Sept 26, 2017 | Adopt FY18 Budget by Ordinance Adopt 2017 Tax Rate | |
| *** | If proposed tax rate will exceed lower of effective tax rate or rollback rate, take record vote on specified rate and schedule two public hearings | |

EXECUTIVE SUMMARY

This document has been prepared to help you, the reader, learn of the issues affecting the Fulshear community. Many people believe a City budget is only a financial plan. Although you can learn a great deal about the City's finances from these pages, the FY 2018 budget document has been designed to serve other functions as well. For example, it is a policy document that presents the major policies which guide how the City is managed. It is an operations guide which gives the public, elected officials, and City staff information pertaining to the production and performance of individual City operations. The document is also designed as a communications device in which information is conveyed verbally and graphically.

Budget Format

The document is divided into three major sections: Introduction, Financial and Operational, and Appendices. The introductory section contains the City Manager's letter which is addressed to the City Council and explains major policies and issues which affected the development of the fiscal year budget. This section also includes the City's organization and staffing charts and staffing charts and the summary of all financial statements.

The Financial/Operational section describes various aspects for the City's organization. This information is grouped first by fund and then by department. Like many local governments. The City uses the fund method of accounting. In other words, a fund is a unit of the City which tracks the application of various public resources. For example, the Enterprise Fund is established to account for the revenues and expenses of the City's water, sewer, and natural gas operations. Most people are particularly interested in the General Fund which is comprised of most of the City's operations such as Police, Municipal Court, Public Works and Parks. Financial statements, including the adopted FY 2018 budget are presented for every fund. The statements show the fund's financial condition over several years. Similar to the checking account statement you receive from your bank, the statement shows beginning balances, revenues, expenditures, and ending balances for each year. Each fund statement shows the actual audited amount from the previous fiscal year, or for this document, the fiscal year 2016. The ending balance of the actual year becomes the beginning balance of the projected current fiscal year, FY 2017. The projected column reflects estimated amounts compared to the amounts included in the adopted budget for the current year. The projected ending balance of the current fiscal year then becomes the beginning balance for the projected FY 2018 budget year. Accompanying the statements are narratives and graphs which describe the major features of that particular fund. Within each fund there may be one or more department's presentation includes their accomplishments for the previous year, a description of the department and its activities, and operational goals for the upcoming year. The funding for each department, as well as the unit's staffing are summarized over several years.

Budget Process

The budget process starts many months before the adoption of the annual budget. In the month of May each year, the departments submit their budgetary needs to the Chief Financial Officer. The City Manager is required to submit the annual budget to the City Council no later than thirty (30) days before the beginning of the Fiscal Year. The budget and all supporting schedules must be filed with the City Secretary when submitted to the City Council and open for public inspection. The City Council must analyze the budget, making any additions or deletions that they feel appropriate and prior to the beginning of the next fiscal year, adopt the budget. On final adoption by the City Council, the budget takes effect for the next fiscal year. Adoption of the budget constitutes adoption of an ordinance appropriating the amounts specified as proposed expenditures and an ordinance levying the property tax as the amount of the tax to be assessed and collected for the corresponding tax year. A separate ordinance is adopted to set the tax rate. Estimated expenditures cannot exceed proposed revenue plus any unencumbered fund balance. Unused appropriations may be transferred to any item required for the same general purpose, except when otherwise specified by the City's charter or state law. Under conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the City Council may amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved and therefore the budgetary level of control is at the fund level. These amendments must be by ordinance, and become an attachment to the original budget.

Funds

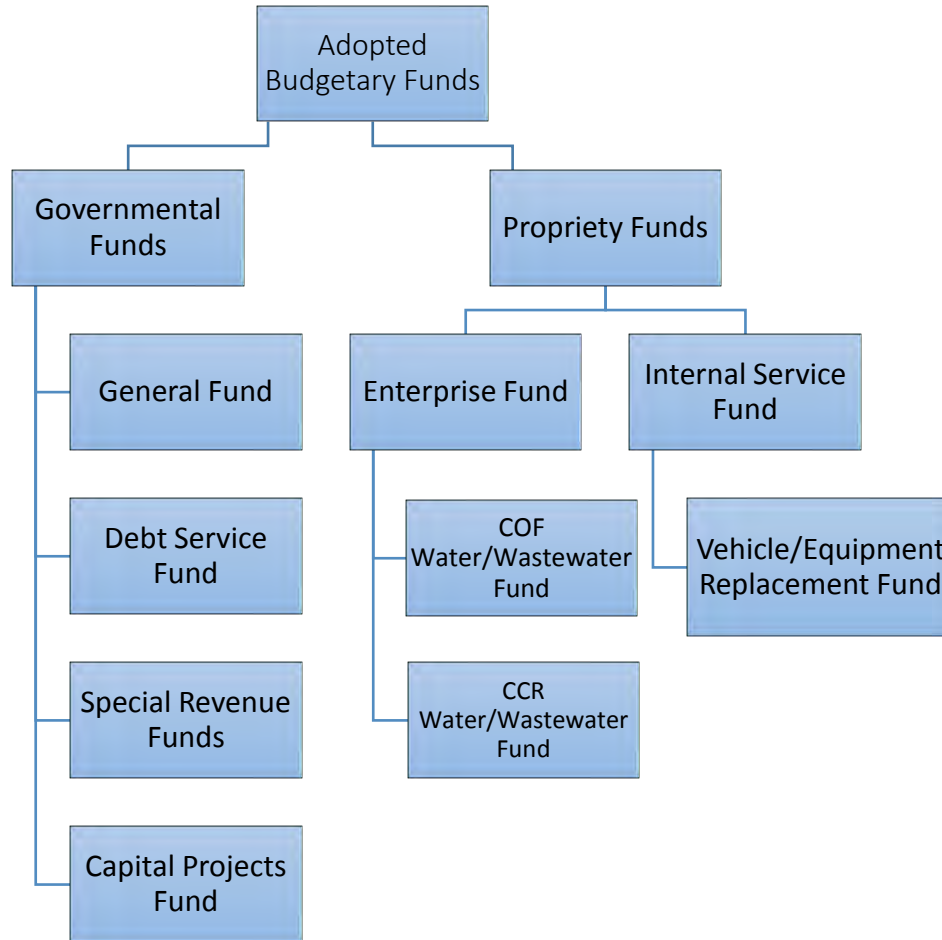
General Fund provides detailed analysis of the City's general operating activities, revenues, expenditures, and fund balances.

Special Revenue Funds provide a separate accounting for the various Special Revenue Funds that include: Regional Parks Fund, Court Technology Fund, Court Security Fund, Judicial Efficiency Fund, Child Safety Fund, Police Donation Fund and Federal Seizure Fund).

Internal Service Fund provides a separate accounting for the Vehicle & Equipment Replacement Program, which charges appropriate user departments.

Capital Projects Fund provides a separate accounting for the Capital Improvement Program projects that are detailed in the program and funded either by the issuing of debt or annual budget allocations.

Enterprise Fund (Utility Fund) provides accounting for the City's water & wastewater operations which are financed and operated similar to a private business enterprise.



Basis of Accounting and Budgeting

The City’s finances are accounted for in accordance with generally accepted accounting principles established by the Government Accounting Standards Board (GASB) and both financial and budgeting documents are prepared on this basis and all funds are included in both financial statements and budget documents.

- The accounts of the City are organized and operated on the basis of funds and account groups. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The minimum number of funds maintained are consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded in those funds. Governmental funds are used to account for the government’s general government activities and include the General, Special Revenue and Capital Project Funds.
- Governmental fund types use the flow of current financial resources measurements focus and the modified accrual basis of accounting. Under the modified accrual basis of

accounting, revenues are recognized when susceptible to accrual (when they are measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Substantially all revenues are considered to be susceptible to accrual. Ad valorem, sales, hotel, franchise, and tax revenues recorded in the General fund and ad valorem revenues recorded in the Debt Service fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues (except earnings on investments) are recorded as revenues when they are received in cash because they are generally not measurable until they are actually received. Investment earnings are recorded as earned since they are measurable and available. Expenditures are recognized when the related fund liability is incurred, if measurable, except for principal and interest on long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources. Expenditures are recognized when the related fund liability is incurred, if measurable, except for principal and interest on long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources.

- The City utilities encumbrance accounting for its Governmental fund types, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.
- The City’s Proprietary fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.
- The City’s annual budgets are prepared and adopted on a basis consistent with generally accepted accounting principles for all governmental and proprietary funds except the capital projects funds, which adopt project-length budgets. Budgets can be amended at the department level of control by the city council.
- The issuance of Statement 34 by the Governmental Accounting Standards Board has influenced the creation and reporting of individual funds. GASB 34 essentially mandates dual accounting systems; one for government-wide (i.e. the government as a single entity) reporting and another for individual fund reporting. Under GASB 34 for individual funds, the City will continue utilizing the accounting and budgeting process as described above. However, because GASB 34 mandates the flow of economic resources measurement focus and accrual basis of accounting for government-wide reporting, extensive reconciliation must be performed to present aggregated fund information in the government-wide reporting model. Therefore, individual operating funds will be created with the objective of reducing funds of government-wide reconciliation as much as possible. When appropriate, individual funds will be examined as to whether they will be

appropriate to account for them as proprietary fund types. Also, the City will limit the use of internal service funds and incorporate the financial transactions of those funds into other governmental funds.

Financial Management Policies

Introduction

The City of Fulshear has an important responsibility to its citizens to carefully account for public funds, to manage municipal finance wisely, and to plan for adequate funding of services desired by the public.

The main objective of the Financial Management Policy is to enable the City to achieve a long-term stable and positive financial condition. The key words of the City's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policy is to provide guidelines for planning and directing the City's day-to-day financial affairs and to assist staff in developing recommendations to the Fulshear City Council. Specifically, this policy framework mandates the pursuit of the following fiscal objectives:

Revenues: Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, 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 services.

Capital Expenditures and Improvements: Annual 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.

Staffing and Training: Staffing levels shall be adequate for the fiscal departments of the City to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Possible ways to increase efficiency shall be explored before adding staff. However, the staffing levels shall not be inadequate or marginal such that the internal controls are jeopardized or personnel turnover rates are unacceptable.

The City shall support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff shall be held accountable for communicating, teaching, and sharing with other staff

members all information and training materials acquired from seminars, conferences, and related education efforts.

Fund Balance/Working Capital/Retained Earnings: Maintain the fund balance, working capital and retained earnings of the various operating funds at levels sufficient to protect the City's credit worthiness as well as its financial position from emergencies.

Debt Management: Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of the debt payments on current and future revenues.

Investments: Invest the City's operating cash to ensure its safety, provide necessary liquidity and optimize yield.

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 level.

Grants: Aggressively investigate, pursue and effectively administer federal, state and foundation grants-in-aid, which address the City's current priorities and policy objectives.

Allowance Write-Off Policy: Annually review accounts receivable to determine if collection efforts need adjustment or if accounts meet write-off qualifications.

Delinquency Policy (Utility Billing): Enforce penalties and turn-off procedures for delinquent water accounts as prescribed.

Economic Development: Initiate, encourage, and participate in economic development efforts to create job opportunities, and strengthen the local economy and tax base.

Fiscal Monitoring: Prepare and present reports for the current and multi-year periods that analyze, evaluate, and forecast 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), The American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers' Association (GFOA).

Internal Controls: maintain an environment to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use of disposition.

Risk Management: Prevent and/or reduce financial impact to the City due to claims and losses through prevention, through transfer of liability, and/or through a program of self-insuring of the liability.

Budget: Develop and maintain a balanced budget which presents a clear understanding of goals, services levels, and performance standards and which shall be to the extent possible “user friendly” for citizens. Balanced budget means revenues meet or exceed expenditures.

Revenues

1. Balance and Diversification in revenue sources: The City shall strive to maintain a balance diversified revenue system to protect the City from fluctuation in any one source.
2. User Fees: For services that benefit specific users, when possible the City shall establish and collect fees to recover the cost of those services. Where feasible and desirable, the City shall seek to recover full direct and indirect costs whereas not to prohibit economic development. City staff shall review user fees on a regular basis to calculate their full costs recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.
3. Property Tax Revenues/Tax Rates: The City shall endeavor to balance 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 minimize tax rate increases.
4. Water/Wastewater Enterprise Utility 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.
5. 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 for current and multi-year periods. The process shall include the analysis and probability of 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 and mid-year service reductions.

Expenditures

1. 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 plus the planned use of fund balance accumulated through prior year’s savings.
2. Contracted Labor: The City will utilize contracted labor for the provision of City services whenever private contractors can perform the established levels of service at the least expense to the City.

3. **Avoidance of Operating Deficits:** The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue estimates are such that an operating deficit is projected at year-end.
4. **Maintenance of Capital Assets:** Through the Vehicle/Equipment Replacement Fund and 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 services levels.
5. **Periodic Program Review:** Periodic program reviews for efficiency and effectiveness shall be performed. Programs not meeting efficiency of effectiveness shall be brought up to required standards or be subject to reduction or elimination.
6. **Purchasing:** The City shall make every effort to maximize any discounts offered by creditors/vendors. Vendors with balances due the City will have payments due the vendor offset against the amount due the City. The City will follow state law concerning the amount of the purchase requiring 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. Every effort will be made to include minority business enterprises in the bidding process.

Capital Expenditures and Improvements

1. **Capital Improvements Planning Program:** The City shall annually review the Capital Improvement Plan ("CIP"), the current status of the City's infrastructure, replacement and renovation needs, and potential new projects and update the plan as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs resource availability. For every project, all operation, maintenance and replacement costs shall be fully estimated and disclosed. 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, certificates of obligation, and lease/purchase agreements when appropriate.
2. **Capital Assets:** A capital asset will be defined as equipment that exceeds \$5,000 and has a useful life that exceeds 3 years.
3. **Replacement of Vehicle/Equipment Capital Assets on a Regular Schedule:** The City shall annually prepare a schedule for the replacement of its vehicle/equipment capital assets associated with General Fund and Utility Fund operations through the Vehicle/Equipment Replacement Fund. Capital assets included in this fund will be authorized by charges to the departments using the assets. The amortization charges will be sufficient for replacing the capital equipment at the end of its expected useful life. The amortization charges application of those funds for replacement purposes will be accounted for in the Vehicle/Equipment Replacement Fund.

Fund Balance

1. General Fund Undesignated Fund Balance: The City shall strive to maintain the General fund undesignated fund balance at a target of 25%.
2. Debt Service Fund Balance: The City shall strive to maintain the Debt Service Fund balance at a target of 20% with the minimum being 15% and the maximum being 25%.
3. Utility Working Capital and Retained Earnings of Other Operating Funds: In other operating funds, the City shall strive to maintain a positive retained earnings position to provide sufficient reserves for emergencies and revenue shortfalls. In addition, the minimum working capital in the Water and Wastewater Fund shall be a target level of 20% of current year budgeted operating expenditures with the minimum being 15% and the maximum balance being 25%.
4. Use of the Fund Balance/Retained Earnings: Fund Balance/Retained Earnings shall be used only for emergencies, non-recurring expenditures, or major capital purchases and capital projects that cannot be accommodated through current year savings. Should such use reduce the balance below the minimum level set as the objective for that fund, recommendations will be made on how to restore it.

Debt Management

1. Use of Debt Financing: Debt financing to include general obligation bonds, revenue bonds, certificates of obligation, tax notes and lease/purchase agreements, shall only be used.
2. Amortizations 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.
3. 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 general 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, debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net debt of all local taxing jurisdictions. The process shall also examine the direct costs and benefits of the proposed expenditures as determined in the City's annual update to the Capital Improvement Plan. The decision on whether or not to assume new debt shall be based on these costs and benefits.
4. Bidding Parameters: The notice of sale will be carefully constructed so as to ensure the best possible bid for the City, in light of the existing market condition and other prevailing factors. Parameters to be examined include:
 - Limits between lowest and highest coupons
 - Coupon requirements relative to the yield curve
 - Method of underwriter compensation, discount or premium coupons
 - Use of True Interest Cost (TIC) vs. Net Interest Cost (NIC)
 - Use of bond insurance
 - Deep discount bonds

- Variable rate bonds
 - Call provisions
5. Bond Issuance Advisory Fees and Costs: The city will be actively involved in the selection of all financial advisors, underwriters, paying agents, and bond counsel. The City will carefully itemize and scrutinize all costs associated with the issuances of the bonds.
 6. 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.
 7. Rating Agencies Presentation: Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.
 8. Continuing Disclosure: The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities.
 9. Debt Refunding: The Chief Financial Officer 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 should provide value benefit as a percent of refunded principal of at least 3.5%.

Investments

The city cash shall be invested in such a manner so as to ensure the absolute safety of principal and interest, to meet the liquidity needs of the City, and to achieve the highest possible yield in accordance with the City's Investment Policy. Interest earned from investment shall be provided. Cash forecasting models and procedures will be employed to maximize the amount of investment funds.

Grants

1. Grant Guidelines: The City shall seek, apply for, and obtain those grants that are consistent with priority needs and objectives identified by Council.
2. 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.
3. Grant Review: The City shall review all grant submittals for their cash or in-kind match requirement, their potential impact on the operating budget, and the extent which they meet the City's policy objectives. If there are cash match requirements, the source of funding shall be identified and approved prior to application.
4. 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.

Allowance Write-Off Policy

Write-offs of Account Receivables (A/R) are reviewed annually by the Chief Financial Officer. A/R's are eligible for write off if 18 months or older. Documentation of notices, letters, and telephone calls should be made for each write off.

Exceptions

- A. Legal notification that account balances have been discharged through bankruptcy or legal notification of death of the debtor:
- B. Forgery/Police Cases: Cases of forgery, involving the Police, may be submitted for write-off prior to the 18-month stipulation only if accompanied by Police reports and full documentation of the case. It must also be determined whether there is any possibility of recovery.
- C. Active Account: If an account has recorded payment activity within four (4) months prior to 18 months, the account should not be considered for write-off.

Delinquency Policy (Utility Billing)

If the utility account is not paid when due, the city shall assess a fee that has been adopted by the city council for delinquency payment and give notice that the utility account is delinquent. In addition, the notice shall:

- a. Set a date for water turn-off; and
- b. Specify that service will be shut off unless payment in full is made to the city by stipulated date; and
- c. Advise that an additional charge per the ordinance adopted by the city council will be added to the bill when service is reconnected; and
- d. Extensions can only be granted by Chief Financial Officer and only for a maximum of 12 months.

Accounting, Auditing, and Financial Reporting

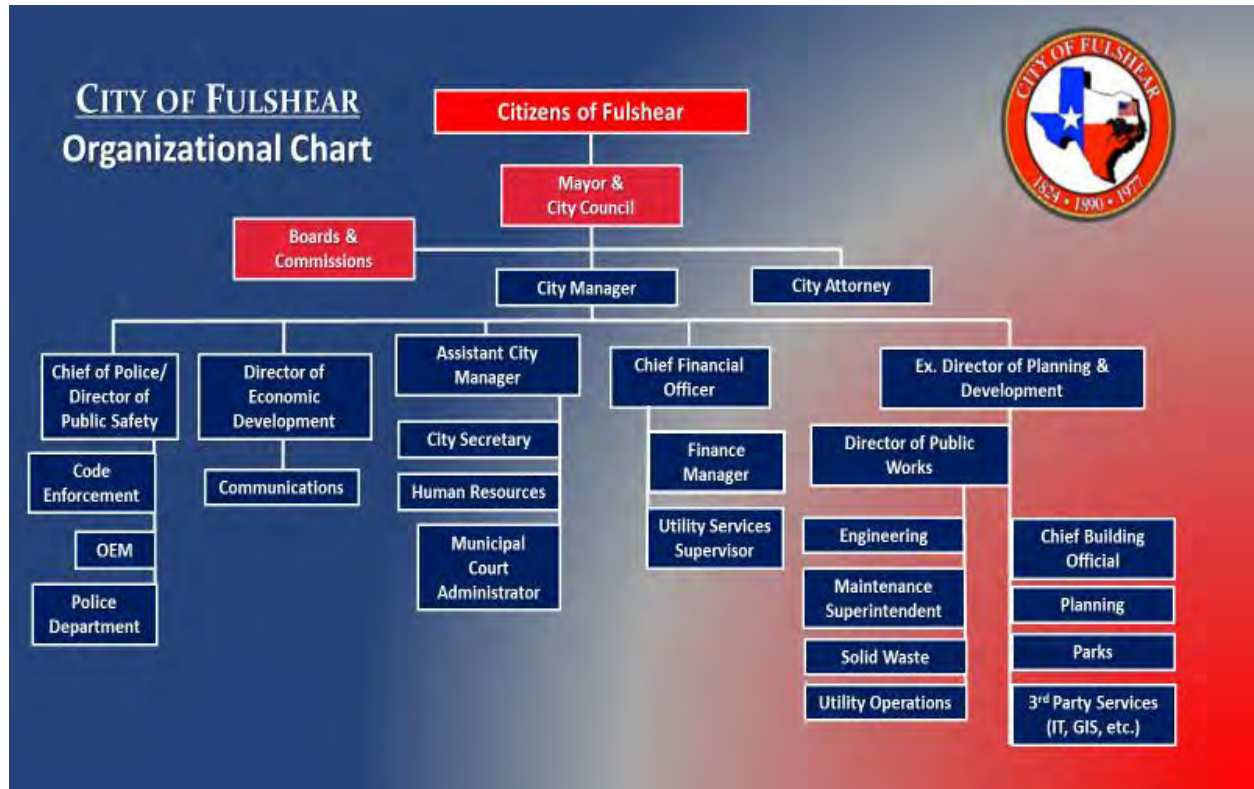
The City shall comply with prevailing local, state, and federal regulations. Its accounting practices and financial reporting shall conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Governmental Finance Officers Association (GFOA). The City Council shall select an independent firm of certified public accountants to perform an annual audit of all operations. The audit firm must demonstrate that they have the breadth and depth of staff to handle the City's audit in a timely manner. The audited financial statement should be prepared and presented to Council for approval within 120 days of the close of the fiscal year.

Internal Controls

The Chief Financial Officer is responsible for the development of citywide written guidelines on purchasing, cash handling, internal controls, and other financial matters. The Chief Financial Officer will assist department managers as needed in tailoring these guidelines into detailed written procedures to fit each department's specific requirements. Each department manager is responsible to ensure that good internal controls are followed throughout his or her department, that all finance department guidelines on purchase and internal controls are implemented, and that all independent auditor control recommendations are addressed.

CALCULATION & DISTRIBUTION OF PROPERTY TAX ASSESSMENT

| | FY2016 Actual | FY2017 Budget | FY2017 Estimate | FY2018 Adopted Budget |
|-------------------------|----------------------|----------------------|------------------------|------------------------------|
| TAXABLE VALUE | \$ 935,256,568 | \$ 1,171,962,254 | \$ 1,171,962,254 | \$ 1,335,664,468 |
| Collection Percentage | 100% | 100% | 100% | 100% |
| LEVY | | | | |
| General Fund Levy | \$ 606,369 | \$ 1,894,254 | \$ 1,894,254 | \$ 2,026,083 |
| Debt Service Levy | \$ - | \$ - | \$ - | \$ - |
| Total Levy | \$ 606,369 | \$ 1,894,254 | \$ 1,894,254 | \$ 2,026,083 |
| TAX RATE SUMMARY | | | | |
| General Fund | 0.161631 | 0.161631 | 0.161631 | 0.151691 |
| Debt Service Fund | 0.000000 | 0.000000 | 0.000000 | 0.000000 |
| Total | 0.161631 | 0.161631 | 0.161631 | 0.151691 |



PERSONNEL

| | FY2016 Actual | FY2017 Budget | FY2017 Estimated | FY2018 Adopted Budget |
|----------------------------|--------------------------|--------------------------|-----------------------------|--------------------------------------|
| General Fund | | | | |
| Administration | 6 | 6 | 5 | 5 |
| Municipal Court | 1.5 | 2 | 2 | 2 |
| Finance | 3 | 2 | 2.5 | 2.5 |
| Utilities/Customer Service | 2.5 | 2.5 | 2.5 | 2.5 |
| Economic Development | 1 | 2 | 2 | 2 |
| Police | 20 | 20 | 22 | 22 |
| Code Enforcement | 0 | 1 | 1 | 1 |
| Planning & Development | 0 | 1 | 1 | 2 |
| Building Services | 7 | 9 | 7 | 7 |
| Public Works | 4 | 5 | 5 | 5 |
| Total | 45 | 50.5 | 50 | 51 |

| All Funds Summary | | | | | | | | |
|-------------------|-------------------------------------|-----------------------------------|---------------|--------------|-----------------------------------|-------------------------------|---------------------|-----|
| Fund # | Fund Description | Beginning Fund Balance 10/01/2017 | Revenues | Expenditures | Revenues Over(Under) Expenditures | Ending Fund Balance 9/30/2018 | Increase (Decrease) | |
| 100 | General Fund | \$ 3,721,141 | \$ 9,213,050 | \$ 9,212,918 | \$ 133 | \$ 3,721,274 | \$ 133 | |
| 150 | Vehicle/Equip Replacement Fund | \$ - | \$ 252,967 | \$ 252,000 | \$ 967 | \$ 967 | \$ 967 | |
| 200 | Regional Park Fund | \$ 209,351 | \$ 114,000 | \$ 270,600 | \$ (156,600) | \$ 52,751 | \$ (156,600) | #1 |
| 300 | Capital Projects Fund-General Gov't | \$ 1,147,445 | \$ 6,738,500 | \$ 7,880,000 | \$ (1,141,500) | \$ 5,945 | \$ (1,141,500) | |
| 500 | Fulshear W/WW Utility | \$ 1,206,481 | \$ 941,226 | \$ 1,086,998 | \$ (145,772) | \$ 1,060,709 | \$ (145,772) | #2 |
| 501 | Cap Proj. Fund-W/WW | \$ 17,977 | \$ 7,708,810 | \$ 7,613,810 | \$ 95,000 | \$ 112,977 | \$ 95,000 | #3 |
| 550 | CCR W/WW Utilitiy | \$ 1,967,944 | \$ 4,240,921 | \$ 3,208,911 | \$ 1,032,010 | \$ 2,999,954 | \$ 1,032,010 | #4 |
| 551 | Cap Proj. Fund-CCR Utility | \$ 700,496 | \$ 1,200 | \$ 236,000 | \$ (234,800) | \$ 465,696 | \$ (234,800) | #5 |
| 600 | A Development Corp | \$ 705,866 | \$ 404,200 | \$ 325,758 | \$ 78,442 | \$ 784,308 | \$ 78,442 | #6 |
| 601 | A Corp - Proj Fund | \$ 203,810 | \$ 130,740 | \$ 130,640 | \$ 100 | \$ 203,910 | \$ 100 | |
| 700 | B Development Corp | \$ 882,833 | \$ 403,950 | \$ 333,058 | \$ 70,892 | \$ 953,725 | \$ 70,892 | #7 |
| 701 | B Corp - Proj Fund | \$ 192,460 | \$ 130,740 | \$ 130,640 | \$ 100 | \$ 192,560 | \$ 100 | |
| 900 | Court Techology Fund | \$ 31,483 | \$ 2,150 | \$ - | \$ 2,150 | \$ 33,633 | \$ 2,150 | |
| 901 | Court Bldg Security Fund | \$ 23,233 | \$ 1,760 | \$ - | \$ 1,760 | \$ 24,993 | \$ 1,760 | |
| 902 | Judiciary Efficiency Fund | \$ 2,554 | \$ - | \$ - | \$ - | \$ 2,554 | \$ - | |
| 950 | Child Safety Fund | \$ 3,913 | \$ 1,028 | \$ 3,900 | \$ (2,872) | \$ 1,041 | \$ (2,872) | #8 |
| 951 | Police Donation Fund | \$ 12,709 | \$ 75 | \$ 5,000 | \$ (4,925) | \$ 7,784 | \$ (4,925) | #9 |
| 952 | Federal Seizure Fund | \$ 39,518 | \$ 500 | \$ 10,000 | \$ (9,500) | \$ 30,018 | \$ (9,500) | #10 |
| | Totals | \$ 11,029,697 | \$ 30,285,317 | \$30,690,232 | \$ (404,915) | \$ 10,624,782 | \$ (404,915) | |

Note: All funds included in audited financials are appropriated through the budget process.

- #1: 75% decrease due to capital improvements
- #2: 12% decrease due to transfers
- #3: 528% increase due to less capital improvements
- #4: 52% increase due to less capital improvements
- #5: 34% decrease due to more improvements with less transfer-ins
- #6: 11% increase due to less capital improvements
- #7: 8% increase due to less capital improvements
- #8: 73% decrease due to spending more than revenues
- #9: 39% decrease due to spending more than revenues
- #10: 24% decrease due to spending more than revenues



General Fund

The General Fund accounts for resources traditionally associated with governments which are not required to be accounted for in another fund.

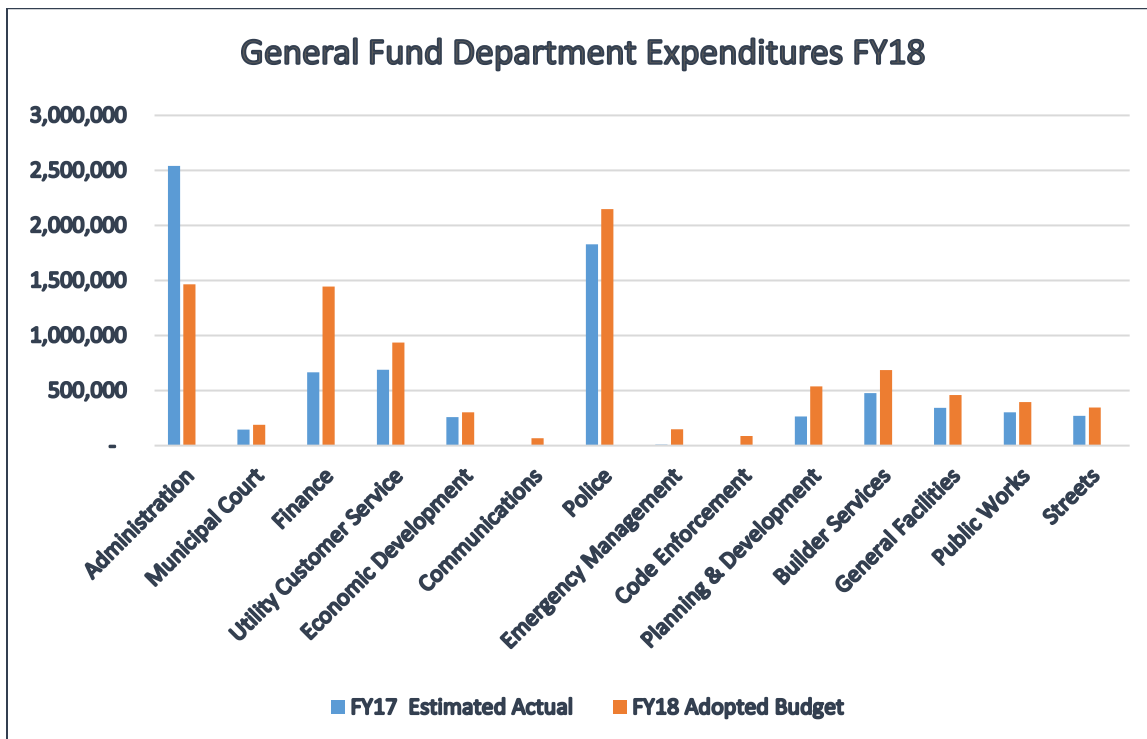
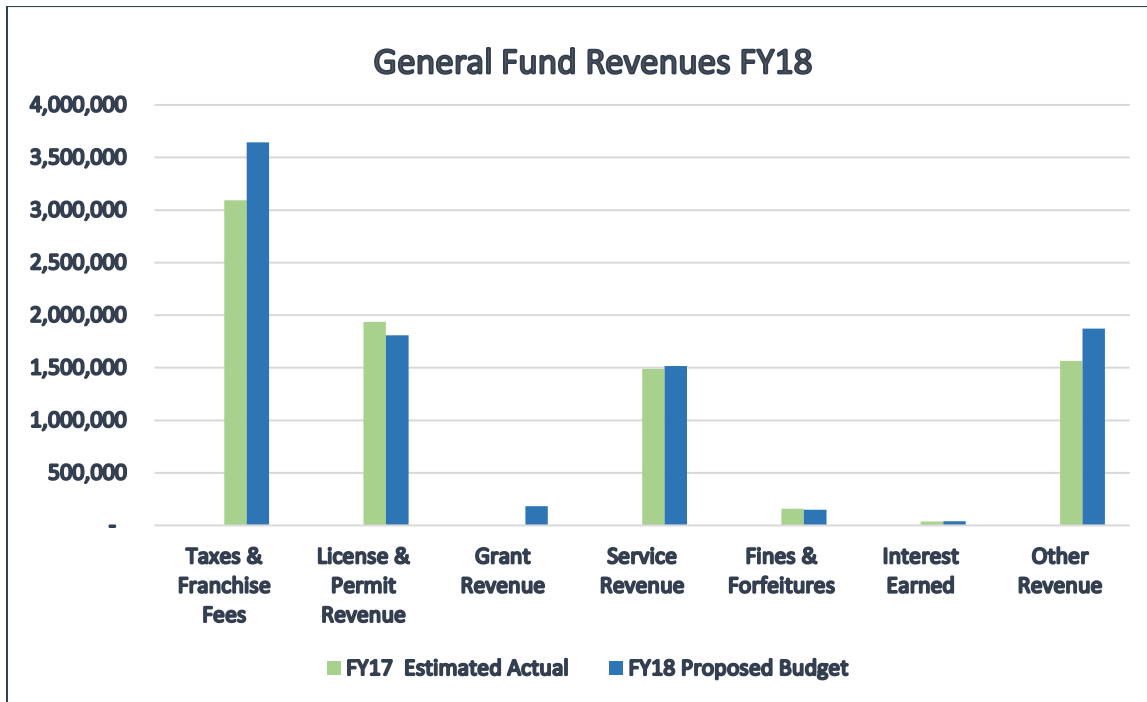
During the budget process, it is the General Fund that receives the most attention from City staff, the council, and the public. The attention is well deserved because it is this fund that reflects most of the critical issues affecting the community, from establishing a tax rate to determining employee staffing and benefits.

The ending fund balance in the General Fund for FY2017 is projected to be \$3,721,141. Revenues for this adopted budget FY2018 are \$9,213,050 which is a 11.2% increase over this year's estimated actual revenues. This is mainly due to the increase in property tax due to added value from new properties and an increase in Economic Development Corporations contribution to transportation projects.

Expenditures for operations in the FY2018 budget are \$9,512,918 which is just slightly higher than the FY17 Budgeted Expenditures. Although expenditures are about what that were last year they include enhancements to the employee benefits and pay plan to increase the competitiveness of the city in hiring quality staff. This includes a 6% cost of living adjustment that will assist in the increased dependent health care cost and bring the pay plan more in line with benchmark cities. Also, the city approved an increase in its employee retirement plan by increasing the contribution rate for the city and employee from a 5% to 7%.

Descriptions, goals and personnel staffing are included in each departmental section.

| FY2018 Budget General Fund Summary | | | | |
|--|--------------------|--------------------|------------------------------|-----------------------------|
| | FY16 Actual | FY17 Budget | FY17 Estimated Actual | FY18 Proposed Budget |
| Beginning Fund Balance | 5,438,943 | 3,232,841 | 3,232,841 | 3,721,141 |
| Revenues | | | | |
| Taxes & Franchise Fees | 2,639,747 | 2,908,189 | 3,094,350 | 3,644,013 |
| License & Permit Revenue | 1,731,465 | 1,704,800 | 1,935,422 | 1,807,900 |
| Grant Revenue | 25,132 | 183,000 | 3,811 | 183,000 |
| Service Revenue | 2,112,527 | 1,228,475 | 1,490,311 | 1,516,475 |
| Fines & Forfeitures | 136,325 | 191,000 | 159,434 | 150,700 |
| Interest Earned | 16,936 | 6,152 | 36,379 | 40,002 |
| Other Revenue | 110,036 | 1,366,643 | 1,565,115 | 1,870,961 |
| Total Revenues | 6,772,168 | 7,588,259 | 8,284,822 | 9,213,050 |
| Expenditures | | | | |
| Administration | 4,451,563 | 2,812,716 | 2,540,873 | 1,466,037 |
| Municipal Court | 187,166 | 199,818 | 146,505 | 190,558 |
| Finance | 566,691 | 705,751 | 666,829 | 1,445,109 |
| Utility Customer Service | 652,643 | 649,008 | 690,021 | 935,970 |
| Economic Development | 188,708 | 487,818 | 259,217 | 301,300 |
| Communications | - | 15,000 | - | 67,100 |
| Police | 1,457,913 | 2,006,628 | 1,829,521 | 2,149,124 |
| Emergency Management | 22,769 | 39,820 | 9,837 | 147,520 |
| Code Enforcement | - | - | - | 88,100 |
| Planning & Development | 142,264 | 501,494 | 263,265 | 536,669 |
| Builder Services | 544,112 | 724,970 | 475,827 | 685,517 |
| General Facilities | 284,288 | 438,213 | 342,016 | 459,130 |
| Public Works | 227,590 | 266,627 | 302,194 | 395,784 |
| Streets | 252,565 | 302,500 | 270,417 | 345,000 |
| Total Expenditures | 8,978,270 | 9,150,362 | 7,796,521 | 9,212,918 |
| Net Revenues Over(Under) Expenditures | (2,206,102) | (1,562,103) | 488,300 | 133 |
| Ending Fund Balance | 3,232,841 | 1,670,738 | 3,721,141 | 3,721,274 |
| Percent of Fund to Expenditures | 36% | 18% | 48% | 40% |



| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-------------------------------------|-------------|-------------------------------------|------------------|------------------|---------------------------|---------------------|
| 100 General Fund | | | | | | |
| | | Beginning Fund Balance | 5,438,943 | 3,232,841 | 3,232,841 | 3,721,141 |
| Revenues: | | | | | | |
| Tax & Franchise Fees | | | | | | |
| | 100-41101 | Property Tax - Current Year | 1,496,753 | 1,848,193 | 1,830,000 | 2,226,613 |
| | 100-41102 | Property Tax - Deliquent | 57,337 | 10,000 | 21,836 | 25,000 |
| | 100-41103 | Property Tax - Penlty & Intrst | 6,556 | 5,000 | 13,851 | 10,000 |
| | 100-41301 | Sales & Use Tax Revenue | 666,935 | 676,996 | 720,000 | 806,400 |
| | 100-41302 | Mixed Beverage Tax | 22,573 | 20,000 | 13,445 | 20,000 |
| | 100-41501 | Franchise Revenue - Electrical | 208,487 | 185,000 | 301,990 | 350,000 |
| | 100-41503 | Franchise Revenue - Telecomm | 12,387 | 9,000 | 37,094 | 18,000 |
| | 100-41504 | Franchise Revenue - Cable TV | 102,562 | 91,500 | 70,266 | 108,000 |
| | 100-41506 | Franchise Revenue - Gas | 7,562 | 7,000 | 13,524 | 14,000 |
| | 100-41507 | Credit Card Fees | 28,064 | 26,500 | 48,493 | 40,000 |
| | 100-41508 | Franchise Revenue -Solid Waste | 30,530 | 29,000 | 23,851 | 26,000 |
| | | Total Tax | 2,639,747 | 2,908,189 | 3,094,350 | 3,644,013 |
| License & Permit Revenue | | | | | | |
| | 100-42001 | Registration - Electrician | 16,400 | 14,500 | 20,727 | - |
| | 100-42002 | Registration - HVAC | 6,600 | 5,000 | 9,164 | 8,000 |
| | 100-42003 | Registration - Bldg Contractor | 34,900 | 30,000 | 36,218 | 35,000 |
| | 100-42004 | Registration - Irrigation | - | 1,200 | 0 | 1,200 |
| | 100-42201 | Permit - Electrical | 76,825 | 66,000 | 81,803 | - |
| | 100-42202 | Permit - HVAC | 46,315 | 43,000 | 52,811 | 43,000 |
| | 100-42203 | Permit - Bldg Contractor | 859,523 | 880,000 | 1,003,509 | 980,000 |
| | 100-42204 | Permit - Plumbing | 57,945 | 55,000 | 66,109 | 65,000 |
| | 100-42205 | Permit - Solicitation | 180 | 100 | 278 | 100 |
| | 100-42207 | Permit - Moving & Demolition | 535 | 100 | 218 | 100 |
| | 100-42208 | Permit - Sign | 6,750 | 3,000 | 6,436 | 3,000 |
| | 100-42209 | Permit - Banner | 2,500 | 1,500 | 2,858 | 1,500 |
| | 100-42210 | Permit - Alarm | 39,005 | 35,000 | 37,533 | 40,000 |
| | 100-42300 | Liquor License | 3,360 | 400 | 1,025 | 1,000 |
| | 100-42700 | Inspection Fees | 580,627 | 570,000 | 616,732 | 630,000 |
| | | Total License-Permit Revenue | 1,731,465 | 1,704,800 | 1,935,422 | 1,807,900 |
| Grant Revenue | | | | | | |
| | 100-43100 | Grant Rev - Capital Projects | - | 149,000 | 0 | 149,000 |
| | 100-43101 | GRANTS - POLICE | 9,226 | 19,000 | 892 | 19,000 |
| | 100-43102 | DEA Overtime Reimbursement | 15,907 | 15,000 | 2,919 | 15,000 |
| | | Total Grant Revenue | 25,132 | 183,000 | 3,811 | 183,000 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|--------------------------------------|-------------|---|------------------|------------------|---------------------------|---------------------|
| 100 General Fund | | | | | | |
| Revenues: | | | | | | |
| Service Revenue | | | | | | |
| | 100-44000 | Refund Revenue | 7,703 | 175 | 539 | 175 |
| | 100-44001 | NSF Fees | 595 | 100 | 649 | 100 |
| | 100-44010 | Plat Review Fees | 500 | 500 | 436 | 500 |
| | 100-44011 | Plan Review Fees | 377,343 | 350,000 | 514,910 | 410,000 |
| | 100-44100 | Subdivision - Plat Fees | 62,524 | 45,000 | 68,724 | 60,000 |
| | 100-44101 | Subdiv. Infrastructure 1% Fee | 216,099 | 220,000 | 227,785 | 220,000 |
| | 100-44103 | Commercial Plat Fees | 9,049 | 6,500 | 20,232 | 6,500 |
| | 100-44498 | Admin Fees Due from Eco Dev | 191,917 | - | 8,182 | - |
| | 100-44499 | Admin Fees Due from Other Fund | 580,292 | - | 0 | - |
| | 100-44500 | Penalties | 1,329 | 1,200 | 5,543 | 1,200 |
| | 100-44503 | Sanitation Revenue | 561,288 | 520,000 | 544,918 | 702,000 |
| | 100-44504 | Recycle Revenue | 103,889 | 85,000 | 98,392 | 116,000 |
| | | Total Service Revenue | 2,112,527 | 1,228,475 | 1,490,311 | 1,516,475 |
| Fines & Forfeitures | | | | | | |
| | 100-45001 | Court Fines & Forfeitures | 39,984 | 35,000 | 60,608 | 50,000 |
| | 100-45002 | Court Fees | 55,282 | 90,000 | 56,683 | 60,000 |
| | 100-45003 | Court Deferred Dispositions | 42,069 | 65,000 | 39,026 | 40,000 |
| | 100-45004 | Court Building Security Fund | - | - | 723 | - |
| | 100-45005 | Court Technology Fund | (1,681) | - | 963 | - |
| | 100-45007 | Court Time Payment Fees Local | - | - | 647 | - |
| | 100-45010 | Court - Restitution | - | - | 0 | - |
| | 100-45011 | Court-City Justice Fee | 671 | 1,000 | 784 | 700 |
| | | Total Fines & Forfeiture Revenue | 136,325 | 191,000 | 159,434 | 150,700 |
| Interest Earned | | | | | | |
| | | Interest Revenue | 16,934 | 6,150 | 33,122 | 40,000 |
| | | PEG ACCT. INTEREST | 3 | 2 | 3,256 | 2 |
| | | Total Interest Earned | 16,936 | 6,152 | 36,379 | 40,002 |
| Transfers & Other Revenue | | | | | | |
| | 100-49100 | Candidate Filing Fee | 175 | 200 | 125 | 200 |
| | 100-49101 | Legal Devlpmnt Reimbursement | 28,631 | 4,500 | 43,743 | 40,000 |
| | 100-49103 | Suspense - Bank Corrections | (5,067) | - | 3,200 | - |
| | 100-49150 | Sale of Assets | 5,085 | 500 | 9,975 | 500 |
| | 100-49200 | Miscellaneous Revenue | 35,644 | - | 147,139 | - |
| | 100-49201 | Insurance Claims | 30,834 | - | 0 | - |
| | 100-49215 | Cash Long-Short | - | - | 18 | - |
| | 100-49250 | Open Records Revenue | 1,333 | 500 | 791 | 500 |
| | 100-49530 | XFER IN - C/P FUND - 300 | - | 143,014 | 143,014 | 195,000 |
| | 100-49550 | XFER IN - COF UTLTY FUND 500 | - | 176,411 | 176,411 | 193,254 |
| | 100-49555 | XFER IN - CCR UTLTY FUND 550 | - | 785,700 | 785,700 | 895,321 |
| | 100-49560 | XFER IN - Type A-EDC FUND 600 | - | 122,059 | 122,059 | 151,648 |
| | 100-49570 | XFER IN -Type B-EDC FUND 700 | - | 122,059 | 122,059 | 151,648 |
| | TDB | Xfer In-Type A-EDC Cap Proj #601 | | | | 91,175 |
| | TDB | Xfer In-Type B-EDC Cap Proj #701 | | | | 91,175 |
| | TDB | Xfer In-Type A-Comm Events | | | | 24,420 |
| | TDB | Xfer In-Type B-Comm Events | | | | 24,420 |
| | 100-49700 | Comm Center -FTB Seniors | 1,307 | 1,200 | 202 | - |
| | 100-49701 | Community Center - Rental | 9,374 | 8,500 | 8,362 | 11,350 |
| | 100-49702 | Community Center - Security | 700 | 350 | 0 | 350 |
| | 100-49703 | Comm Center - Supervisor | 770 | 650 | 367 | - |
| | 100-49704 | Community Center - Cleaning | 1,250 | 1,000 | 1,950 | - |
| | | Total Other Revenue | 110,036 | 1,366,643 | 1,565,115 | 1,870,961 |
| | | Total All Revenues | 6,772,168 | 7,588,259 | 8,284,822 | 9,213,050 |

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

ADMINISTRATION

- City Manager
- Assistant City Manager
- Executive Assistant
- City Secretary
- Deputy City Secretary

2017 DEPARTMENTAL ACCOMPLISHMENTS

City Manager

- Worked with City Council and Staff to develop a detailed Strategic Implementation Plan; setting goals and objectives for the coming Fiscal Year.
- Worked with City Council and Staff to provide for Economic Development, infrastructure improvements, preservation of natural environment, and the safety and well-being of residents.
- Executed City Council goals, objectives, and policies ensuring quality of outcomes, legal compliance, and timely completion.
- Worked with Council and Staff to develop strategy for engagement leading to renegotiation of key Development and Utility Agreements to secure the City’s financial future. This included testifying in District Court to gain court approval on the issuance of Certificate of Obligation.
- Worked with Staff and key community leaders to resolve and clarify the partnership between the City and the Chamber.
- Reinvigorated Community relations through the relaunch of Fulshear 101.
- Worked with Staff, Council and Volunteers in response to Hurricane Harvey. Began work on revamp to City’s approach to Emergency Operations Plan after the event.
- Worked with Staff, Council and various Developers on modification and implementation of Development Agreements for projects including Fulshear Polo Ranch and Tamarron.
- Worked with Staff to ensure the implementation of several major Infrastructure projects including:
 - The quintupling the capacity of the City of Fulshear Water Plant and Waste Water Treatment Facilities.
 - Planning and Right of Way designation for the expansion/ extension of Huggins Road and Katy Fulshear Road
 - Final design and access accommodation for the expansion of FM 1093.
 - Finalizing Financing Agreements for the Texas Heritage Parkway

DEPARTMENT: ADMINISTRATION

FUNDING SOURCE: GENERAL FUND

Assistant City Manager

- Developed a comprehensive Classification and Compensation Plan and every job description for every City job classification was written to ensure all positions had current, up-to-date job descriptions.
- Developed and wrote a comprehensive Employee Handbook to ensure updated personnel policies and procedures were implemented.
- Developed and implemented a comprehensive Performance Evaluation System for supervisory and non-supervisory employees, and all supervisors, managers, and department directors were trained on how to utilize the system.
- Implemented an Employee Assistance Program (EAP) to provide counseling and other work/life resources as an added benefit for employees and their immediate families.
- Directed in-house wellness programming including biometric screening and wellness fair, also coordinated vaccinations for Harvey responders and staff.
- Worked with Staff, Council and volunteers in responding to Hurricane Harvey (and survived the night shift).

Executive Assistant

- Managed and directed the Citywide St. Patrick's Day "Shamrock Shindig" event.
- Managed and directed the Citywide Independence Day "Fulshear Freedom Fest" event.
- Planned and organized employee team building events and outings.
- Provided key administrative management support through staffing and management transitions.

City Secretary/Deputy City Secretary

- Coordinated with county officials to ensure the May election process was conducted effectively and efficiently.
- Completed numerous open records requests timely within 10 days or sooner.
- Completed posting of notices and prepared minutes of Council meetings and Planning & Zoning Commission.

DEPARTMENT: ADMINISTRATION

FUNDING SOURCE: GENERAL FUND

| |
|---------------------------------|
| DEPARTMENTAL DESCRIPTION |
|---------------------------------|

Administration provides overall direction and administration of the City organization and is headed by the City Manager. The City Manager is appointed by City Council and serves as Chief Executive Officer and head of the administrative branch of the City. The City Manager is responsible for making recommendations to City Council, filing the annual budget, filing an annual financial report, and providing leadership and direction to City staff to achieve City Council goals and objectives. On a day-to-day basis, the City Manager exercises control and supervision over all departments, sees that all state laws and city ordinances are effectively enforced, managing the City organization through the appointment and removal of employees, and performs other such duties as may be required by the Council or City Charter.

The Assistant City Manager provides Human Resource management, service, and support to all City employees and departments for benefits administration, classification and compensation administration, employee relations, compliance with federal and state employment laws, health and wellness initiatives, performance evaluations, policy and procedure development and maintenance, recognition and incentive programs, recruitment and selection processes, organizational development and training initiatives, workplace safety and workers' compensation administration. The Assistant City Manager reports to the City Manager and provides administrative direction of the City organization in the City Manager's absence, serves as the City's Human Resources Director, and oversees the City Secretary's Office and the City of Fulshear Municipal Court.

The Executive Assistant to the City Manager provides administrative management support to the City Manager and Assistant City Manager, serves as the City's Special Events Coordinator, and is a key contact with the public and City officials.

The City Secretary and Deputy City Secretary are responsible for preparing agendas for council meetings including gathering documentation to accompany agenda items, attending meetings of the council, and preparing official minutes of the proceedings. The City Secretary's office also provides certification of resolutions, ordinances and other official documents, prepares legal advertisements and notices of public meetings and hearings, prepares letters and other correspondence relating to business conducted by the council, maintains official city council and City records and files, and responds to and fulfills open records requests, in addition to coordinating with Ft. Bend County and providing staff support to ensure the City election process continues to be conducted effectively and efficiently.

DEPARTMENT: ADMINISTRATION

FUNDING SOURCE: GENERAL FUND

| |
|---------------------------|
| DEPARTMENTAL GOALS |
|---------------------------|

City Manager

- Continue to provide administrative direction of the City organization.
- Continue fostering a family oriented environment for Staff, Council and the community.
- Expand growth opportunities for Staff through delegation and training.
- Enhance communication with the Community, Staff and Council.
- Implement Budget based on prioritized Strategic Implementation Plan.
- Provide information to Council to facilitate Quality Decision Making.
- Encourage and facilitate innovation in Department Heads to ensure high level performance and continuous improvement in City function.
- Continue to develop organization to meet the needs of the oncoming growth in the City.
- Coordinate departments to develop strategic plans that achieve the overall goals of the City.

Assistant City Manager

- Provide administrative direction of the City organization in the City Manager's absence.
- Continue to provide Human Resources Management in all aspects of City operations.
- Continue working on a Health Insurance Plan Design and Rate Renewal Analysis to minimize rising health insurance premiums, out of pocket expenses, and other related costs to the City and for employees.
- Implement various level service awards as part of newly developed employee recognition programs.
- Continue to implement additional professional development and work skills training to provide effective educational opportunities for employees working toward career enrichment, improved on-the-job efficiency, promotional opportunities, career pathing, and succession planning.

Executive Assistant

- Continue to plan and coordinate Citywide special events.
- Continue to provide administrative management support as a key contact at City Hall.

City Secretary/Deputy City Secretary

- Continue to respond to City Council, Staff, and Citizen inquiries.
- Coordinate with county officials and provide staff support to ensure the City election process continues to be conducted effectively and efficiently.
- Continue to respond to and fulfill open records requests timely within 10 days or sooner.
- Establish and complete record retention schedules and requirements.
- Continue to post notices of meetings and provide minutes of Council meetings and Planning & Zoning Commission.

DEPARTMENT: **ADMINISTRATION**FUNDING SOURCE: **GENERAL FUND**

| |
|----------------------------------|
| DESCRIPTION OF OPERATIONS |
|----------------------------------|

Administration includes the activities of the City Manager, Assistant City Manager, Executive Assistant, City Secretary, and Deputy City Secretary. The City Manager is the Chief Executive Officer of the City and is appointed by the City Council. Under the guidelines of the City Charter, the City Manager administers City ordinances and the policies of the City Council. The City Manager provides the direction, leadership, and coordination of all departments. The City Manager appoints all department heads, and appoints the Chief of Police, City Secretary, and Chief Financial Officer with the concurrence of the City Council. The City Attorney and Municipal Court Judge(s) are appointed by the City Council.

| |
|-------------------|
| OBJECTIVES |
|-------------------|

City Manager

- Provide guidance to City Council and city staff to achieve the city's goals and objectives.
- Administer City ordinances and the policies of the City Council.
- Provide direction, leadership, and coordination of all departments.
- Continue to develop organization to meet the needs of the oncoming growth in the City.
- Coordinate departments to develop strategic plans that achieve the overall goals of the City.
- Continue to enhance internal and external communications to enhance Public Trust and the reputation of the City via multiple channels.
- Continue to ensure Departments operate as effectively and efficiently as possible while maintaining high level performance.

Assistant City Manager

- Provide guidance to city staff in all aspects of human resource management.
- Continue to provide direction to the City Secretary's Office and the Municipal Court.
- Continue to implement organizational development initiatives to support the professional growth of City staff.
- Ensure consistent, equitable, and legally compliant employment practices, policies, and procedures are implemented, executed, and enforced.

Executive Assistant

- Continue to plan and coordinate Citywide special events.
- Continue to provide administrative management support as a key contact at City Hall.

City Secretary/Deputy City Secretary

- Support the City's core values of accountability and excellence in service by providing for effective and efficient City records management and providing timely, efficient responses to open records requests working in conjunction with the City Attorney.
 - Ensure timeliness of requested records within ten working days or sooner
 - Respond to various requests upon receipt
 - Conduct duties as a team player by aiding the entire City organization by supporting other departments or other entities

DEPARTMENT: **ADMINISTRATION**

FUNDING SOURCE: **GENERAL FUND**

- Support the City’s core value of responsiveness to the public by ensuring open and clear communication.
 - Coordinate with Ft. Bend County officials and provide staff support to ensure the City election process continues to be conducted effectively and efficiently
 - Post-election information timely ensuring pertinent details are made available to the public
 - Post-election results within 1 day after receiving final results from the county election administrator
- Provide sufficient information and support to the Mayor to make Board and Committee appointments in an efficient manner.
- Continue to post notices of meetings and information on the City website.
- Submit minutes of City Council meetings for approval within two weeks of each scheduled City Council meeting.
- Post City Council meeting minutes to the City website within three days of approval.
- Seek assistance from the Assistant City Manager on prioritizing projects when necessary.

| |
|---------------------------|
| PERSONNEL SCHEDULE |
|---------------------------|

| | <u>FY 2016 Actual</u> | <u>FY 2017 Budget</u> | <u>FY 2017 Estimate</u> | <u>FY 2018 Budget</u> |
|-------------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|
| City Manager | 1 | 1 | 1 | 1 |
| Assistant City Manager | 1 | 1 | 1 | 1 |
| Human Resource Director | 1 | 1 | 0 | 0 |
| Executive Assistant | 1 | 1 | 1 | 1 |
| City Secretary | 1 | 1 | 1 | 1 |
| Deputy City Secretary | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| Total Full-Time Employees | 6 | 6 | 5 | 5 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|------------------------|-------------------|-----------------------------------|----------------|----------------|---------------------------|---------------------|
| Expenditures: | | | | | | |
| Administration | | | | | | |
| Personnel Costs | | | | | | |
| | 100-5-120-5210-00 | Salaries | 364,572 | 535,111 | 436,067 | 304,050 |
| | 100-5-120-5210-01 | Wages | 117,060 | 113,896 | 105,913 | 117,684 |
| | 100-5-120-5210-02 | Overtime | 1,911 | 2,000 | 1,234 | 2,000 |
| | 100-5-120-5210-03 | Auto Allowance | 5,720 | 7,200 | 9,766 | 4,800 |
| | 100-5-120-5216-01 | Mayor Compensation | 9,561 | 9,600 | 9,600 | 9,600 |
| | 100-5-120-5216-02 | Elected Officials Pay | 6,678 | 18,000 | 19,145 | 18,000 |
| | 100-5-120-5230-00 | Payroll Tax Expense | 32,689 | 51,596 | 43,448 | 32,263 |
| | 100-5-120-5235-00 | Employee Health Benefits | 44,394 | 63,270 | 49,707 | 43,656 |
| | 100-5-120-5238-00 | Retirement Contribution | 24,133 | 34,581 | 31,428 | 31,028 |
| | 100-5-120-5239-00 | Workers' Compensation | - | 1,000 | 2,472 | 1,017 |
| | 100-5-120-5240-00 | Unemployment | 11,208 | 2,280 | 13,731 | 950 |
| | | Total Personnel Costs | 617,927 | 838,533 | 722,511 | 565,047 |
| Supplies | | | | | | |
| | 100-5-120-5311-00 | Supplies | 9,472 | 10,000 | 8,619 | - |
| | 100-5-120-5311-00 | Supplies | 12,080 | 11,500 | 12,170 | 15,825 |
| | 100-5-120-5314-00 | Publications/Ref Material | 572 | 2,500 | 371 | 2,500 |
| | 100.5.120.5315.00 | Postage | 4,844 | 6,000 | 4,627 | 5,500 |
| | 100-5-120-5316-00 | Minor Tools & Equipment | 9,367 | 10,000 | 8,147 | 7,500 |
| | 100-5-120-5317-00 | Commemoratives | 1,572 | 2,500 | 922 | 2,500 |
| | 100-5-120-5326-00 | Uniforms/Shirts | 1,676 | 2,500 | 1,911 | 2,500 |
| | 100-5-120-5363-00 | Fuel/Oil Expense | 271 | 2,500 | 721 | 2,500 |
| | 100-5-120-5363-01 | Auto Repair/Maintenance | 1,314 | 2,500 | 800 | 2,500 |
| | 100-5-120-5380-00 | Public Relations | 267 | 1,500 | 1,273 | - |
| | 100-5-120-5381-00 | Meeting Expense | 7,651 | 8,500 | 4,910 | 5,000 |
| | 100-5-120.5381-05 | Staff Relations | 5,908 | 3,500 | 4,203 | 5,500 |
| | 100.5.120.5382.00 | Grants-Economic Development | 49,209 | 50,000 | 47,110 | 50,000 |
| | 100.5.120.5382.01 | Grants-HGAC Livable Centers | 5,033 | 38,500 | 38,500 | 38,500 |
| | | Total Supplies | 109,236 | 152,000 | 134,284 | 140,325 |
| Contractual | | | | | | |
| | 100-5-120-5411-00 | Prof. Services - Legal | 544,186 | 260,000 | 429,163 | 400,000 |
| | 100-5-120-5411-02 | Prof. Services - Legal-LCIS | 473 | 1,500 | 46,483 | 1,000 |
| | 100-5-120-5411-10 | Prof. Services - Consulting | 47,225 | 75,000 | 58,634 | - |
| | 100.5.120.5411.10 | Prof. Services - Consulting | 66,150 | 317,186 | 8,108 | 100,000 |
| | 100.5.120.5414.02 | Keep Fulshear Beautiful | 8,959 | 10,000 | 5,577 | 5,500 |
| | 100-5-120-5414-03 | Community Events | - | - | 0 | 48,840 |
| | 100.5.120.5421.01 | Insurance General Liability | 2,478 | 3,500 | - | - |
| | 100.5.120.5421.02 | Auto Liability | 7,122 | 9,000 | - | - |
| | 100.5.120.5421.03 | Insurance - W/C Contributio | - | 2,500 | - | - |
| | 100.5.120.5421.04 | Errors & Ommissions | 5,165 | 7,000 | - | - |
| | 100.5.120.5421.05 | Insurance - Bond | 1,244 | 2,000 | - | - |
| | 100-5-120-5424-00 | Elections | 2,452 | 5,000 | 5,357 | 5,000 |
| | 100-5-120-5434-00 | Telecommunications | 5,658 | 7,000 | 6,123 | 7,000 |
| | 100-5-120-5461-01 | Contract Services/Labor | - | - | 382 | - |
| | 100-5-120-5461-04 | Codification | - | 10,000 | 3,251 | 6,500 |
| | 100-5-120-5467-00 | Drug Screenings/Evaluations | 348 | 1,200 | 699 | 1,200 |
| | 100-5-120-5468-01 | Railroad Pipeline Rental | 491 | 600 | 551 | 600 |
| | 100-5-120-5469-01 | Equipment Rental | 5,113 | 6,500 | 6,301 | 6,500 |
| | | Total Contractual Services | 697,061 | 717,986 | 570,629 | 582,140 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------|-------------------|--|------------------|------------------|---------------------------|---------------------|
| Expenditures: | | | | | | |
| Administration | | | | | | |
| Other Charges | | | | | | |
| | 100-5-120-5515-00 | Advertising | 295 | 1,500 | 164 | 1,500 |
| | 100-5-120-5520-00 | Printing | 30 | 650 | 185 | 650 |
| | 100-5-120-5526-00 | Public Notices | 3,850 | 6,500 | 2,513 | 5,000 |
| | 100-5-120-5526-01 | County Recording Fees | 2,997 | 3,500 | 79 | 3,500 |
| | 100-5-120-5526-05 | Open Records Expenses | - | 750 | 0 | 4,250 |
| | 100-5-120-5527-00 | Dues & Memberships | 7,300 | 10,500 | 7,730 | 8,500 |
| | 100-5-120-5528-00 | Travel & Training | 28,698 | 20,000 | 18,862 | 22,000 |
| | 100-5-120-5529-00 | Miscellaneous Expenses | 728 | 2,500 | 2,527 | - |
| | 100-5-120-5530-00 | Contingency-Merit Adjustments | - | - | 0 | 35,000 |
| | 100-5-120-5540-01 | Software Maintenance | 5,187 | 16,200 | 39,292 | - |
| | 100-5-120-5599-00 | Vehicle Replacement Fee | - | - | - | 3,125 |
| | 100-5-120-5900-30 | XFER OUT - Cap Proj Fd 300 | 1,707,760 | - | - | - |
| | 100-5-120-5900-50 | XFER OUT-COF Utility Fd 500 | 1,270,494 | - | - | - |
| | 100-5-120-5900-51 | XFER OUT-COF CapProj Fd 501 | - | 1,042,097 | 1,042,097 | 95,000 |
| | | Total Other Charges | 3,027,339 | 1,104,197 | 1,113,449 | 178,525 |
| | | Total Administration Expenditures | 4,451,563 | 2,812,716 | 2,540,873 | 1,466,037 |

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

| MUNICIPAL COURT |
|---|
| <ul style="list-style-type: none">▪ Municipal Court |

2017 Departmental Accomplishments

- Audit of warrants was completed.
- Creation of electronic warrant records and case files began in 2017.
- Setup of court staff electronic signatures was completed.
- Participated in the 2017 Warrant Round-Up Program.
- Deputy Court Clerk and Bi-lingual Court Volunteer achieved Level I Court Clerk certification.

Department: **MUNICIPAL COURT**

FUNDING SOURCE: General Fund

Departmental Description

The Fulshear Municipal Court handles Class-C fine only criminal misdemeanor and city ordinance violations. The Fulshear Municipal Court has a Presiding Judge, Alternate Judge, Court Administrator and Deputy Court Clerk.

DEPARTMENTAL GOALS

- Court staff will continue to attend yearly court educational seminars to maintain active court certification.
- Continue to participate in the annual Statewide Warrant Round-Up Program.
- Continue to work toward the complete creation of all electronic court records.
- Continuing to improve technology in the court department.

DEPARTMENT OBJECTIVES

- Work toward achieving local software connection.
- Continue working toward the use of defendant's electronic signatures.
- Work toward participation in any other local warrant programs for warrant resolution.

Department: **MUNICIPAL COURT**

FUNDING SOURCE: General Fund

| |
|----------------------------------|
| Description of Operations |
|----------------------------------|

Functions or duties of the Court Clerks include: processing of citations; accepting and preparing complaints; scheduling cases; preparing dockets; notifying defendants of hearings scheduled; preparing all case documentation, maintaining all court records, preparing state reports and preparing affidavits, appeals and sworn statements. The clerks record and properly disburse funds for fines collected. The clerks maintain the failure to appear reporting program under a contract with DPS, the City and Omnibase. They also prepare jury summons and subpoenas, complaints and other associated duties for trial preparation. The clerks maintain the collection agency program under a contract with Linebarger, Goggan, Blair and Sampson, LLP and the City.

The court staff work closely with other city departments, i.e. the Police Department, Legal, Code Enforcement, Administration and Finance to insure the vision of the municipal court is carried out effectively, efficiently and impartially.

| |
|--------------------------|
| ACTIVITY MEASURES |
|--------------------------|

| | <u>FY 2015</u> | <u>FY 2016</u> | <u>FY 2017</u> | <u>FY 2018</u> |
|-----------------------|----------------|----------------|-----------------|----------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Estimate</u> | <u>Budget</u> |
| Citations filed | 2046 | 1687 | 1440 | 1724 |
| Cases Heard on Docket | 1838 | 1659 | 1344 | 1518 |
| Cases Adjudicated | 1873 | 1677 | 1518 | 1539 |
| Warrants issued | 420 | 446 | 372 | 397 |
| Warrants Cleared | 299 | 260 | 216 | 237 |
| All Court Collections | \$304,737 | \$231,443 | \$230,069 | \$255.416 |

*these include state court costs

Department: **MUNICIPAL COURT**

FUNDING SOURCE: General Fund

| | | | | |
|---------------------------|--|--|--|--|
| Personnel Schedule | | | | |
|---------------------------|--|--|--|--|

| | <u>FY 2016 Actual</u> | <u>FY 2017 Actual</u> | <u>FY 2017 Estimate</u> | <u>FY 2018 Budget</u> |
|-------------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|
| Municipal Court Administrator | 1 | 1 | 1 | 1 |
| Deputy Court Clerk | <u>½</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| | | | | |
| Total Full-Time Employees | 1 ½ | 2 | 2 | 2 |

*2015 was the year that utility billing and municipal court personnel were jointly working together. All utility billing and municipal court staff were trained in both departments and assisted with both.

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------------|-------------------|------------------------------------|-------------|-------------|---------------------------|---------------------|
| Expenditures: | | | | | | |
| Municipal Court | | | | | | |
| Personnel Costs | | | | | | |
| | 100-5-140-5210-00 | Salaries | 53,281 | 53,045 | 50,848 | 56,228 |
| | 100-5-140-5210-01 | Wages | 29,362 | 37,000 | 28,756 | 37,482 |
| | 100-5-140-5210-02 | Overtime | 626 | 2,000 | 280 | 1,000 |
| | 100-5-140-5230-00 | Payroll Tax Expense | 5,629 | 7,159 | 5,602 | 7,169 |
| | 100-5-140-5235-00 | Employee Health Benefits | 13,119 | 15,185 | 14,647 | 17,463 |
| | 100-5-140-5238-00 | Retirement Contribution | 4,030 | 4,824 | 4,536 | 7,237 |
| | 100-5-140-5250-00 | Vacation Pay Out | | | 0 | 750 |
| | 100-5-140-5239-00 | Workers' Compensation | - | 500 | 0 | 226 |
| | 100-5-140-5240-00 | Unemployment | - | 380 | 0 | 380 |
| | | Total Personnel Costs | 106,047 | 120,093 | 104,669 | 127,933 |
| Supplies | | | | | | |
| | 100-5-140-5311-00 | Supplies | 1,126 | 2,000 | 769 | 2,000 |
| | 100-5-140-5314-00 | Publications/Ref Material | - | 400 | 0 | 400 |
| | 100-5-140-5316-00 | Minor Tools & Equipment | 17,037 | 4,000 | 844 | 3,000 |
| | 100-5-140-5326-00 | Uniforms/Shirts | 324 | 325 | 265 | 325 |
| | | Total Supplies | 18,487 | 6,725 | 1,879 | 5,725 |
| Contractual Services | | | | | | |
| | 100-5-140-5411-00 | Prof. Services - Legal | 10,750 | 21,500 | 9,427 | 16,500 |
| | 100-5-140-5411-03 | Prof. Services - Judge | 20,475 | 21,500 | 15,491 | 20,000 |
| | 100-5-140-5411-06 | Building Security - Bailiff | 4,139 | 6,500 | 1,718 | 1,000 |
| | 100-5-140-5411-07 | Prof. Services - Juror Fee | 450 | 500 | 0 | 500 |
| | 100-5-140-5411-08 | Prof. Services - Interpreto | 1,215 | 3,000 | 982 | 2,000 |
| | 100-5-140-5411-13 | Prof. Services - I.T. | 8,235 | - | 0 | - |
| | 100-5-140-5434-00 | Telecommunications | 649 | 900 | 635 | 900 |
| | 100-5-140-5475-02 | Merchant Processing Fees | 1,906 | - | 214 | - |
| | | Total Contractual Services | 47,818 | 53,900 | 28,466 | 40,900 |
| Other Charges | | | | | | |
| | 100-5-140-5520-00 | Printing | 93 | 400 | 119 | 400 |
| | 100-5-140-5527-00 | Dues & Memberships | 306 | 700 | 152 | 600 |
| | 100-5-140-5528-00 | Travel & Training | 3,601 | 4,500 | 2,199 | 4,000 |
| | 100-5-140-5529-00 | Miscellaneous Expense | 603 | 500 | 0 | 500 |
| | 100-5-140-5540-02 | Incode Software Maintenance | 10,213 | 13,000 | 9,021 | 10,500 |
| | | Total Other Charges | 14,815 | 19,100 | 11,491 | 16,000 |
| | | Total Municipal Court Expenditures | 187,166 | 199,818 | 146,505 | 190,558 |

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

| FINANCE |
|---|
| <ul style="list-style-type: none"> ▪ Finance Administration ▪ Accounting & Budget ▪ Purchasing & Risk Management |

2017 DEPARTMENTAL ACCOMPLISHMENTS

- Completed the Annual Financial Report within 180-day window.
- Developed and completed required elements needed to achieve the Traditional Finance Star Award under the Comptroller’s Transparency Star Award Program.
- Compiled Operating and Capital Budget in format to submit to Government Finance Officers Association for Distinguished Budget Achievement Award.
- Developed and executed a Capital Asset management schedule.
- Evaluated and updated the City’s Purchasing Policy.

DEPARTMENT: **FINANCE**

FUNDING SOURCE: **GENERAL FUND**

DEPARTMENTAL DESCRIPTION

The Finance Department has general responsibility for the financial administration of the City. The Department is responsible for recording and documenting all financial transactions, idle fund investment, debt management, budget preparation and coordination, risk management, recording of all revenue, accounts receivable, contract management, purchasing goods and services for the City, and payment of all invoices.

DEPARTMENTAL OPERATIONS

The Finance Department maintains the books and records for the city financial activities. It is responsible for protecting the assets of the city and managing the risk of its operations. Purchases of goods and services are monitored by this department in accordance with state law. Contracts and invoices are processed and checks are prepared accordingly. Payroll timesheets are checked for quality control and bi-weekly payroll is performed in this department. Investment of available funds is also performed by the Chief Financial Officer.

DEPARTMENT: **FINANCE**FUNDING SOURCE: **GENERAL FUND**

| |
|---------------------------|
| DEPARTMENTAL GOALS |
|---------------------------|

- Prepare and submit the FY2018 Annual Budget for the GFOA Distinguished Budget Reporting award.
- Continue to organize accounting records in a proper retrievable manner.
- Investigate and implement where possible the utilization of credit card processing for procurement of fees and services.
- Prepare the annual financial statements in the format of a Comprehensive Annual Financial Report and submit to the GFOA for meeting the Excellence in Reporting designation.
- Achieve Texas Comptroller's Transparency Award Program.
- Provide stewardship of financial resources balancing the City's short and long-term needs
- Manage the City's Investment Portfolio

| |
|------------------------------|
| DEPARTMENT OBJECTIVES |
|------------------------------|

- Increase the use of the city's new purchasing card program by making more purchases with the card and investigate other purchasing card programs if necessary.
- Increase department's use of accounting information via sending monthly financial reports.
- Audit various systems and processes for internal control procedures.
- Manage the use of purchase orders in accordance with the city purchasing policy.
- Maintain general fund balance at a benchmark of 25%.
- Increase participation in diversified investments to enhance the City's Investment Portfolio.

DEPARTMENT: **FINANCE**

FUNDING SOURCE: **GENERAL FUND**

| |
|--------------------------|
| ACTIVITY MEASURES |
|--------------------------|

| | FY 2016 <u>Actual</u> | FY2017 <u>Budget</u> | FY2017 <u>Estimate</u> | FY2018 <u>Budget</u> |
|----------------------------------|--------------------------|-------------------------|---------------------------|-------------------------|
| Number of checks issued | 1,320 | 0 | 1,525 | 1,600 |
| Number bank drafts | 491 | 0 | 645 | 1,000 |
| Number journal entries completed | 2,381 | 0 | 1,000 | 1,000 |

| |
|---------------------------|
| PERSONNEL SCHEDULE |
|---------------------------|

| | FY 2016 <u>Actual</u> | FY 2017 <u>Budget</u> | FY2017 <u>Estimate</u> | FY2018 <u>Budget</u> |
|--------------------------------|--------------------------|--------------------------|---------------------------|-------------------------|
| Chief Financial Officer | - | 1 | 1 | 1 |
| Director of Finance | 1 | - | - | - |
| Finance Manager | - | 1 | 1 | 1 |
| Financial Analyst | 2 | - | - | - |
| Part-Time Financial Specialist | - | - | <u>.5</u> | <u>.5</u> |
| | | | | |
| Total Full-Time Employees | 3 | 2 | 2.5 | 2.5 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------------|-------------------|-----------------------------------|----------------|----------------|---------------------------|---------------------|
| Expenditures: | | | | | | |
| Finance | | | | | | |
| Personnel Costs | | | | | | |
| | 100-5-160-5210-00 | Salaries | - | - | - | 159,621 |
| | 100-5-160-5210-01 | Wages | - | - | - | 28,795 |
| | 100-5-160-5210-02 | Overtime | - | - | - | 1,000 |
| | 100-5-160-5210-03 | Auto Allowance | - | - | - | 4,800 |
| | 100-5-160-5230-00 | Payroll Tax Expense | - | - | - | 14,414 |
| | 100-5-160-5235-00 | Employee Health Benefits | - | - | - | 17,463 |
| | 100-5-160-5238-00 | Retirement Contribution | - | - | - | 14,550 |
| | 100-5-160-5239-00 | Workers' Compensation | - | - | - | 454 |
| | 100-5-160-5240-00 | Unemployment | - | - | - | 761 |
| | 100-5-160-5250-00 | Vacation Pay Out | - | - | - | 10,000 |
| | | Total Personnel Costs | - | - | - | 251,858 |
| Supplies | | | | | | |
| | 100-5-160-5311-00 | Supplies | - | - | - | 2,875 |
| | 100-5-160-5314-00 | Publications/Ref Material | - | - | - | 625 |
| | 100-5-160-5316-00 | Minor Tools & Equipment | - | - | - | 2,800 |
| | 100-5-160-5326-00 | Uniforms/Shirts | - | - | - | 300 |
| | 100.5.160.5381.97 | FCC Prop Tax Rebate | 31,483 | 61,088 | 39,765 | 49,844 |
| | 100.5.160.5381.98 | CCR Prop Tax Rebate | 451,170 | 547,713 | 514,254 | 637,830 |
| | | Total Supplies | 482,653 | 608,801 | 554,019 | 694,274 |
| Contractual Services | | | | | | |
| | 100-5-160-5411-09 | Prof. Services - Audit | 32,919 | 35,000 | 35,000 | 35,000 |
| | 100.5.160.5421.01 | Insurance General Liability | 2,478 | 3,500 | 6,000 | 3,500 |
| | 100.5.160.5421.02 | Auto Liability | 7,122 | 9,000 | 8,138 | 9,000 |
| | 100.5.160.5421.03 | Insurance - W/C Contributio | - | 2,500 | 0 | 2,500 |
| | 100.5.160.5421.04 | Errors & Omissions | 5,165 | 7,000 | 5,039 | 7,000 |
| | 100.5.160.5421.05 | Insurance - Bond | 1,244 | 2,000 | 2,000 | 2,000 |
| | 100-5-160-5425-00 | Merchant Services Fees | 21,190 | 21,500 | 35,816 | 30,000 |
| | 100-5-160-5426-00 | Tax Assessor/Collector Fees | 9,993 | 12,500 | 13,981 | 12,500 |
| | 100-5-160-5434-00 | Telecommunications | - | - | 2,585 | 4,500 |
| | 100-5-160-5475-02 | Bad Debt Expense | 3,476 | - | 0 | - |
| | 100-5-160-5475-00 | Bank Charges | 30 | 2,000 | 0 | 500 |
| | 100-5-160-5475-01 | Credit Card Fees | 422 | 750 | 195 | 600 |
| | 100-5-160-5475-03 | Tax Penalties | - | 1,200 | 4,055 | 1,200 |
| | | Total Contractual Services | 84,038 | 96,950 | 112,810 | 108,300 |
| Other Charges | | | | | | |
| | 100-5-160-5527-00 | Dues & Memberships | - | - | - | 2,500 |
| | 100-5-160-5528-00 | Travel & Training | - | - | - | 7,500 |
| | 100-5-160-5530-00 | THP commitment | - | - | - | 364,476 |
| | 100-5-160-5531-01 | Tuition Assistance Program | - | - | - | - |
| | 100-5-160-5540-02 | Software Maintenance | - | - | - | 16,200 |
| | 100-5-160-5560-01 | Bad Debt Expense | - | - | - | - |
| | | Total Other Charges | - | - | - | 390,676 |
| | | Total Finance Expenditures | 566,691 | 705,751 | 666,829 | 1,445,109 |

Note: Newly formed department



VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

| Utilities/Customer Service |
|--|
| <ul style="list-style-type: none">▪ Utility Service▪ Customer Service |

2017 DEPARTMENTAL ACCOMPLISHMENTS

- Implemented and began using AMI Digital Meter System
- Implemented U2You Customer Dashboard
- Removed moratorium on penalties
- Moving customer records to digital format
- Continued Customer Education on water bills

DEPARTMENT: UTILITIES/CUSTOMER SERVICE

FUNDING SOURCE: GENERAL FUND

DEPARTMENTAL DESCRIPTION

The Utilities/Customer Service Department has general responsibility for the administration of the water/wastewater and sanitation service of the City. The Department is responsible for the set-up of new service and the termination of service, it is responsible for monthly billing and collection of the utility services.

DEPARTMENTAL OPERATIONS

The Utilities/Customer Service maintains the automated meter reading computer system as well as the data collectors. The department handles utility customer service issues, administers the utility billings, and provides assistance with services such as meter reading, meter service repairs, turning on/off meters, low pressure investigations, data logs and meter testing to ensure the accuracy of water service. The department works with customers on high consumption usage as well as notifying customers of potential leaks.

DEPARTMENTAL GOALS

- Continue to monitor the data collectors and digital meters
- To get more customers to sign up for the U2You Dashboard
- To have accurate billing and customer counts
- To have all information on customer accounts needed
- Decrease cut off list

DEPARTMENT: UTILITIES/CUSTOMER SERVICE

FUNDING SOURCE: GENERAL FUND

DEPARTMENT OBJECTIVES

- Create a Utility Department Process Manual
- To update the Utility Service Policy and Procedures Manual
- To have a team of Customer Representatives that are trained in Diffusing Hostile Customers
- To send out updated utility information to each customer

ACTIVITY MEASURES

| | <u>FY 2016 Actual</u> | <u>FY2017 Budget</u> | <u>FY2017 Estimate</u> | <u>FY2018 Budget</u> |
|---------------------------|---------------------------|--------------------------|----------------------------|--------------------------|
| Number of new connects | 645 | n/a | 850 | 1,300 |
| Number of occupant change | 359 | n/a | 589 | 885 |
| Number of disconnects | 50 | n/a | 190 | 300 |
| Number of rereads | 105 | n/a | 20 | 10 |

PERSONNEL SCHEDULE

| | <u>FY2016 Actual</u> | <u>FY 2017 Budget</u> | <u>FY 2017 Estimate</u> | <u>FY2018 Budget</u> |
|---|--------------------------|---------------------------|-----------------------------|--------------------------|
| Utility Customer Service Supervisor | 1 | 1 | 1 | 1 |
| Utility Customer Service Representative | 1 | 1 | 1 | 1 |
| Part-Time Utility Representative | <u>.5</u> | <u>.5</u> | <u>.5</u> | <u>.5</u> |
| Total Full-Time Employees | 2.5 | 2.5 | 2.5 | 2.5 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|---------------------------------|-------------------|---|----------------|----------------|---------------------------|---------------------|
| Expenditures: | | | | | | |
| Utility/Customer Service | | | | | | |
| Personnel Costs | | | | | | |
| | 100-5-170-5210-00 | Salaries | 48,591 | 48,925 | 49,459 | 54,866 |
| | 100-5-170-5210-01 | Wages | 46,275 | 64,272 | 48,082 | 52,939 |
| | 100-5-170-5210-02 | Overtime | 1,119 | 1,800 | 303 | 1,800 |
| | 100-5-170-5230-00 | Payroll Tax Expense | 7,685 | 8,999 | 7,413 | 8,247 |
| | 100-5-170-5235-00 | Employee Health Benefits | 15,618 | 22,777 | 4,184 | 17,463 |
| | 100-5-170-5238-00 | Retirement Contribution | 4,257 | 6,065 | 5,463 | 8,325 |
| | 100-5-170-5239-00 | Workers' Compensation | - | 500 | - | 260 |
| | 100-5-170-5240-00 | Unemployment | - | 570 | - | 570 |
| | | Total Personnel Costs | 123,545 | 153,908 | 114,903 | 144,470 |
| Supplies | | | | | | |
| | 100-5-170-5311-00 | Supplies | 1,536 | 2,500 | 1,900 | 2,500 |
| | 100-5-170-5314-00 | Publications/Ref Material | - | 500 | - | 500 |
| | 100-5-170-5315-00 | Postage | 12,785 | 15,000 | 17,840 | 20,000 |
| | 100-5-170-5316-00 | Minor Tools & Equipment | 9,332 | 4,500 | 1,073 | 4,500 |
| | 100-5-170-5326-00 | Uniforms/Shirts | 431 | 450 | 477 | 450 |
| | 100-5-170-5380-00 | Public Relations | - | 2,500 | - | 2,500 |
| | | Total Supplies | 24,085 | 25,450 | 21,290 | 30,450 |
| Contractual Services | | | | | | |
| | 100-5-170-5411-10 | Prof. Services - Consulting | - | 5,000 | - | 5,000 |
| | 100-5-170-5434-00 | Telecommunications | 802 | 700 | 982 | 1,000 |
| | 100-5-170-5461-02 | Contract - Sanitation Servi | 496,648 | 450,000 | 543,688 | 720,000 |
| | 100-5-170-5469-01 | Equipment Rental | 2,175 | 3,300 | 2,726 | 3,300 |
| | | Total Contractual Services | 499,625 | 459,000 | 547,396 | 729,300 |
| Other Charges | | | | | | |
| | 100-5-170-5515-00 | Advertising | - | 500 | - | 500 |
| | 100-5-170-5520-00 | Printing | - | 700 | 75 | 3,000 |
| | 100-5-170-5527-00 | Dues & Memberships | 300 | 450 | - | 450 |
| | 100-5-170-5528-00 | Travel & Training | 128 | 2,000 | 41 | 2,000 |
| | 100-5-170-5530-00 | Contingency | - | 1,000 | - | 1,000 |
| | 100-5-170-5540-02 | Software Maintenance | 4,960 | 6,000 | 6,315 | 24,800 |
| | | Total Other Charges | 5,388 | 10,650 | 6,432 | 31,750 |
| | | Total Utilities/Customer Service | 652,643 | 649,008 | 690,021 | 935,970 |

MISSION STATEMENT

“Create an environment where successful businesses can grow and thrive, thereby strengthening the City’s economic base.”

| ECONOMIC DEVELOPMENT & COMMUNICATIONS |
|--|
| <ul style="list-style-type: none"> ▪ Economic Development ▪ City of Fulshear Development Corporation Type “A” Economic Development Sales Tax Corp. ▪ Fulshear Development Corporation Type “B” Economic Development Sales Tax Corp. ▪ Communications |

2017 DEPARTMENTAL ACCOMPLISHMENTS

Economic Development:

- Held first “ED 101” half-day workshop for EDC board members, City Council and staff
- Completed first Fulshear-specific demographic report/update
- Procured third-party economic impact modelling services for prospect vetting
- Joined Fort Bend County marketing program at oversight board level
- Procured available site listings, demographic and location-data resources for web
- Procured customer relationship management / lead tracking software
- Facilitated twenty-seven (27) EDC meetings and onboarding of 7 new EDC members.

Communications:

- Hired and on-boarded new ED Communications Coordinator in March 2017
- Reinstated use of social media to communicate with citizens
- Began website redesign process
- Began City “branding” development

DEPARTMENT: **ECONOMIC DEVELOPMENT &
COMMUNICATIONS**

FUNDING SOURCE: **GENERAL FUND**

| |
|---------------------------------|
| DEPARTMENTAL DESCRIPTION |
|---------------------------------|

Economic Development:

The Economic Development Department is responsible for the City's programs to attract, retain, and grow businesses within and around the City of Fulshear, adding wealth to the community ecosystem, and facilitating the development of a strong economic foundation to support the provision of future community services.

Communications:

Assists with the recruitment, retention and expansion of businesses in Fulshear by developing and administering strategic internal and external communications programs that define, enhance, and convey the City's values, vision and strategic goals.

| |
|---------------------------|
| DEPARTMENTAL GOALS |
|---------------------------|

Economic Development:

- Establish an economic development program that encourages economic growth by:
 - Marketing the City
 - Securing a long-term income stream from commercial & light industrial development
 - Attracting and sustaining high-quality, unique businesses
 - Increasing sales tax revenues
 - Encouraging the development of commerce; and
 - Promoting economic diversification

Communications:

- Complete website redesigns – Economic Development & City of Fulshear
- Implement live-streaming program for City Council meetings
- Train council, EDC boards and staff on media relations/public information
- Develop standard operating procedures for internal communications
- Develop communication plan
- Continue/complete "branding" development

DEPARTMENT: **ECONOMIC DEVELOPMENT &
COMMUNICATIONS**

FUNDING SOURCE: **GENERAL FUND**

| |
|----------------------------------|
| DESCRIPTION OF OPERATIONS |
|----------------------------------|

Economic Development (General Fund 100):

The Department consists of two staff positions – an Economic Development Director and an Economic Development Communications Coordinator. Department staff (along with other required City personnel) work to administer EDCs’ programs and budgets along with other non-EDC economic development-related projects, planning, tasks, and municipal communications and marketing initiatives.

The Department’s operations (Fund 100) are reimbursed to the City’s General Fund via Administrative Services Agreements with both of the City’s Economic Development Sales Tax Corporations (Type A and Type B). The EDCs split the operational costs of the department 50/50, and in return the City provides the necessary infrastructure (office space, telecom, etc.) and administrative support (city management, finance, etc.) for the EDCs’ operations.

City of Fulshear Development Corporation (CDC Funds 600 and 601):

The City of Fulshear Development Corporation (CDC) is a “Type A” economic development sales tax corporation authorized and governed by Chapter 504 of the Texas Local Government Code and its corporate bylaws. The Corporation was created via referendum in 2007, and collects \$0.50 of every taxable sale in the City of Fulshear for the express purpose of reinvesting in projects to encourage continued growth, development, and diversification of the local tax base in alignment with the statute. Special legislation authorizes the CDC to undertake “Type B” projects as long as Fulshear is under 7,500 in population and the projects meet the statutory requirements for Type B Corporations under the Code.

The Corporation is administered via an Administrative Services Agreement with the City of Fulshear. This agreement provides for the Corporation to fund 50% of the Economic Development Department’s operational costs allocated as “Administrative Services Fee” line item in the Corporation’s Operating Budget.

The Corporation also funds several items in a projects fund in which remaining balances carry over year-to-year for each line item.

DEPARTMENT: **ECONOMIC DEVELOPMENT &
COMMUNICATIONS**

FUNDING SOURCE: **GENERAL FUND**

Fulshear Development Corporation (FDC Funds 700 and 701):

The Fulshear Development Corporation (FDC) is a “Type B” economic development sales tax corporation authorized and governed by Chapter 505 of the Texas Local Government Code and its corporate bylaws. The Corporation was created via referendum in 2007, and collects \$0.50 of every taxable sale in the City of Fulshear for the express purpose of reinvesting in projects to encourage continued growth, development, and diversification of the local tax base in alignment

with the statute. Projects must meet the statutory requirements for Type B Corporations under the Code.

The Corporation is administered via an Administrative Services Agreement with the City of Fulshear. This agreement provides for the Corporation to fund 50% of the Economic Development Department’s operational costs allocated as “Administrative Services Fee” line item in the Corporation’s Operating Budget.

Communications:

Assists in the administration of the City’s economic development initiatives which include targeted marketing and related strategies for retaining, expanding, and attracting new investment to the City of Fulshear. Designs and maintains communication materials including digital content, brochures, promotional materials, publications, and recruiting packets.

DEPARTMENT: **ECONOMIC DEVELOPMENT & COMMUNICATIONS**

FUNDING SOURCE: **GENERAL FUND**

DEPARTMENT OBJECTIVES

Economic Development:

- Facilitate development of initial strategic economic development plan
- Initiate formal business retention and expansion visit program
- Procure retail recruitment services focusing on unique development opportunities that highlight Fulshear’s natural environment and history
- Address EDC governance to allow more time for collaboration between and amongst EDC boards and City Council
- Partner on Livable Centers study as it related to downtown and commercial development, mobility, and interconnectivity

Communications:

- Choose a website vendor for redesign
- Present power point on media relations and public information to boards, council and staff
- Work with department heads/leadership team to develop SOPS
- Participate in CPC for strategic communications plan development for Economic Development
- Continue work on graphic design/image/feel for City

PERSONNEL SCHEDULE

| | FY 2016 <u>Actual</u> | FY 2017 <u>Budget</u> | FY 2017 <u>Estimate</u> | FY 2018 <u>Budget</u> |
|---|--------------------------|--------------------------|----------------------------|--------------------------|
| Economic Development Director | 1 | 1 | 1 | 1 |
| Economic Development Communications Coordinator | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| Total Full-Time Employees | 2 | 2 | 2 | 2 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------------|-------------------|--------------------------------|-------------|-------------|---------------------------|---------------------|
| Expenditures: | | | | | | |
| Economic Development | | | | | | |
| Personnel Costs | | | | | | |
| | 100-5-180-5210-00 | Salaries | 58,704 | 85,490 | 108,591 | 147,795 |
| | 100-5-180-5210-01 | Wages | - | 65,000 | - | - |
| | 100-5-180-5210-02 | Overtime | - | 1,000 | - | - |
| | 100-5-180-5210-03 | Auto Allowance | - | - | 3,827 | 4,800 |
| | 100-5-180-5230-00 | Payroll Tax Expense | 4,334 | 11,964 | 8,800 | 13,111 |
| | 100-5-180-5235-00 | Employee Health Benefits | 5,029 | 15,344 | 9,765 | 17,463 |
| | 100-5-180-5238-00 | Retirement Contribution | 2,995 | 10,410 | 6,624 | 12,914 |
| | 100-5-180-5239-00 | Workers' Compensation | - | 250 | - | 367 |
| | 100-5-180-5240-00 | Unemployment | - | 380 | - | 380 |
| | | Total Personnel Costs | 71,061 | 189,838 | 137,607 | 196,830 |
| Supplies | | | | | | |
| | 100-5-180-5311-00 | Supplies | 1,510 | 2,500 | 2,722 | 2,500 |
| | 100-5-180-5314-00 | Publications/Ref Material | 111 | 730 | 644 | 730 |
| | 100-5-180-5316-00 | Minor Tools & Equipment | 3,258 | 4,000 | 4,001 | 2,000 |
| | 100-5-180-5326-00 | Uniforms/Shirts | 142 | 300 | 274 | 300 |
| | 100-5-180-5363-00 | Fuel/Oil Expense | 698 | 2,400 | - | - |
| | 100-5-180-5381-00 | Meeting Expenses | 93 | 500 | 538 | 1,000 |
| | | Total Supplies | 5,811 | 10,430 | 8,179 | 6,530 |
| Contractual Services | | | | | | |
| | 100-5-180-5411-10 | Prof. Services - Consulting | - | 100,000 | 1,306 | - |
| | 100-5-180-5411-10 | Prof. Services - Consulting | - | - | - | 20,000 |
| | 100-5-180-5434-00 | Telecommunications | 1,122 | 2,800 | 1,167 | 1,800 |
| | 100-5-180-5440-00 | Marketing | 5,000 | 67,700 | 12,300 | - |
| | 100-5-180-5472-00 | Business Developmt & Retention | - | - | - | 5,000 |
| | 100-5-180-5461-02 | Prof. Services - Events | 73,199 | 75,000 | 73,209 | - |
| | | Total Contractual Services | 79,321 | 245,500 | 87,982 | 26,800 |
| Other Charges | | | | | | |
| | 100-5-180-5515-00 | Advertising | 15,680 | - | - | - |
| | 100-5-180-5520-00 | Printing | - | 500 | - | 2,500 |
| | 100-5-180-5530-00 | Technology Maintenance | - | - | - | 30,400 |
| | 100-5-180-5531-00 | Mileage | - | - | - | 1,000 |
| | 100-5-180-5527-00 | Dues & Memberships | 11,950 | 30,050 | 14,499 | 1,740 |
| | 100-5-180-5527-01 | Dues & Memberships-Org | - | - | - | 24,000 |
| | 100-5-180-5528-00 | Travel & Training | 4,663 | 11,500 | 10,951 | 11,500 |
| | 100-5-180-5529-00 | Miscellaneous Expense | 222 | - | - | - |
| | | Total Other Charges | 32,515 | 42,050 | 25,450 | 71,140 |
| | | Total Economic Development | 188,708 | 487,818 | 259,217 | 301,300 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------------|-------------------|----------------------------------|-------------|-------------|---------------------------|---------------------|
| Expenditures: | | | | | | |
| Communications | | | | | | |
| Supplies | | | | | | |
| | 100-5-185-5311-00 | Supplies | - | - | - | 500 |
| | 100-5-185-5316-00 | Minor Tools & Equipment | - | - | - | 14,000 |
| | | Total Supplies | - | - | - | 14,500 |
| Contractual Services | | | | | | |
| | 100-5-185-5411-13 | Prof. Services - I.T. | - | 15,000 | - | 30,000 |
| | 100-5-185-5441-00 | Public Relations | - | - | - | 2,500 |
| | | Total Contractual Services | - | 15,000 | - | 32,500 |
| Other Charges | | | | | | |
| | 100-5-185-5530-00 | Technology Maintenance | - | - | - | 11,400 |
| | 100-5-185-5527-00 | Dues & Memberships | - | - | - | 500 |
| | 100-5-180-5528-00 | Travel & Training | - | - | - | 4,000 |
| | 100-5-185-5540-00 | Software Maintenance | - | - | - | 1,200 |
| | 100-5-185-5527-02 | Annual Subscription Service | - | - | - | 6,000 |
| | | Total Other Charges | - | - | - | 17,100 |
| | | Total Communication Expenditures | - | 15,000 | - | 67,100 |



VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

| POLICE |
|---|
| <ul style="list-style-type: none">▪ Administration▪ Patrol▪ Records▪ Emergency Management▪ Code Enforcement |

MISSION STATEMENT

The mission of the Fulshear Police Department is to effectively and efficiently provide for the protection of lives and property, preserve the public peace, and provide needed community services with the highest level of professionalism and ethical standards. We are committed to excellence in service through innovative and progressive policing methods. We value the trust of our citizens and are committed to carrying out our duties with honor, integrity, and pride. Through partnerships and collaborative efforts, we will strive to enhance the safety and security in our community.

We are held to the highest standards of official conduct and are expected to respect the rights of all citizens. Our adherence to these standards, motivated by a moral and professional obligation to perform our job to the best of our ability, is the ultimate objective of our agency.

DEPARTMENT: **POLICE**FUNDING SOURCE: **GENERAL FUND**

| |
|--|
| 2017 DEPARTMENTAL ACCOMPLISHMENTS |
|--|

- Attained TPCA accreditation
- Created twenty-four hour supervision
- Evaluated and implemented body worn camera system
- Increased the patrol division by adding two patrol officers and promoting two officers to Patrol Sergeant
- Added an Investigator
- Formed a citizens Police Academy program
- Added a department mascot for community relations
- Certified instructors in CPR, First Aid, AED, and Self Aid techniques
- All officers met all TCOLE requirements for training for training cycle 16/17
- Maintained a zero percent complaint ratio (No sustain complaints)

| |
|---------------------------------|
| DEPARTMENTAL DESCRIPTION |
|---------------------------------|

The Fulshear Police Department is staffed with eighteen (18) full-time sworn officers, one (1) part-time officer, two (2) reserve officers and one (1) full-time executive assistant. The department patrols over 212 miles that makes up the eleven square miles of incorporated city. The Police Department currently responds to approximately 7000 calls for service and makes collectively approximately 6000 traffic contacts annually. To continue to enhance the relationship with the community, the Police Department takes part in, and provides, numerous community events and programs throughout the year.

The Police Department has general responsibility for the safety and well-being of the citizens of Fulshear and all who travel through the city. The Police Department is responsible for patrolling the city and enforcing federal law, state law and ordinances of the city. The Police Department is also responsible for responding to calls for service, investigating crimes and traffic related incidents. The department operates 24 hours a day, 7 days a week. The Police Department assist Fort Bend County, Precinct #3 Constable's Office, and Katy ISD Police with mutual aid and call assist outside jurisdictional bounds.

DEPARTMENT: **POLICE**FUNDING SOURCE: **GENERAL FUND****DEPARTMENTAL GOALS**

- Continue to plan for the construction of new Police Department facility
- Increase staff by adding a criminal investigator position, patrol officer positions and support personnel
- Replace outdated computers in the Patrol, CID and Administration vehicle
- Replace two patrol units that exceed warranties and functionality
- Continue HIDTA program with DEA
- Evaluate and phase out existing “in-car” camera system
- Establish RAD Kids program
- Remove phone system from on-duty officers and porting calls to dispatch
- Evaluate and plan to implement a communication division to be more responsive to the needs of Fulshear
- Add a second K-9

DEPARTMENT OBJECTIVES

- Maintain partnership with the community
- Minimize the number of traffic incidents throughout city
- Increase clearance rates of criminal investigations
- Maintain aggressive law enforcement presence in high profile areas
- Minimize response times to “in progress” calls
- Maintain “Best Practices” policies and procedures
- Minimize “officer complaints” through education and training
- Continue crime prevention education with the community to provide awareness
- Continue and enhance social media outlets so the Police Department is more informative
- Maintain and enhance training for all officers to help reduce liability on the city

DEPARTMENT: **POLICE**

FUNDING SOURCE: **GENERAL FUND**

| |
|--------------------------|
| ACTIVITY MEASURES |
|--------------------------|

| | <u>FY 2016</u> <u>Actual</u> | <u>FY 2017</u> <u>Budget</u> | <u>FY 2017</u> <u>Estimate</u> | <u>FY 2018</u> <u>Budget</u> |
|---------------------------|---------------------------------|---------------------------------|-----------------------------------|---------------------------------|
| Calls for service | 8665 | N/A | 14,000 | 15,000 |
| Traffic contacts | 6107 | N/A | 9904 | 11000 |
| Crashes investigated | 96 | N/A | 104 | 110 |
| Investigations | 287 | N/A | 524 | 650 |
| Office walk-ins | 726 | N/A | 948 | 1100 |
| Open records requests | 177 | N/A | 160 | 180 |
| Community oriented events | 68 | N/A | 108 | 110 |

| |
|---------------------------|
| PERSONNEL SCHEDULE |
|---------------------------|

| | <u>FY 2016</u> <u>Actual</u> | <u>FY 2017</u> <u>Budget</u> | <u>FY 2018</u> <u>Estimate</u> | <u>FY 2018</u> <u>Budget</u> |
|---------------------------|---------------------------------|---------------------------------|-----------------------------------|---------------------------------|
| Police Chief | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 |
| Police Captain | 1 | 1 | 1 | 1 |
| Sergeant | 3 | 3 | 5 | 5 |
| Detective | 0 | 0 | 1 | 1 |
| Patrol Officer | 10 | 10 | 11 | 11 |
| 911 Dispatcher Supervisor | 0 | 0 | 0 | 0 |
| 911 Dispatcher | 0 | 0 | 0 | 0 |
| Animal Control | 0 | 0 | 0 | 0 |
| Reserve Officers | 4 | 4 | 2 | 2 |
| Total Employees | 20 | 20 | 22 | 22 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------------|-------------------|-----------------------------------|------------------|---------------------|---------------------------------|---------------------------|
| 100 General Fund | | | | | | |
| Expenditures: | | | | | | |
| Police | | | | | | |
| Personnel Costs | | | | | | |
| | 100-5-210-5210-00 | Salaries | 169,456 | 168,405.23 | 165,035 | 184,598 |
| | 100-5-210-5210-01 | Wages | 789,224 | 957,106.70 | 930,845 | 1,027,261 |
| | 100-5-210-5210-02 | Overtime | 7,299 | 10,650 | 5,063 | 11,650 |
| | 100-5-210-5210-04 | Overtime - DEA Funded | 16,957 | 21,000 | 9,611 | 21,000 |
| | 100-5-210-5210-05 | Holiday Worked - Wage | 26,387 | 36,000 | 27,109 | 36,000 |
| | 100-5-210-5210-06 | Overtime - Grant Funded | 3,410 | 5,000 | 805 | 5,000 |
| | 100-5-210-5230-00 | Payroll Tax Expense | 69,701 | 89,478.20 | 83,486 | 92,901 |
| | 100-5-210-5235-00 | Employee Health Benefits | 116,821 | 140,459.40 | 124,272 | 174,625 |
| | 100-5-210-5238-00 | Retirement Contribution | 49,256 | 60,299.30 | 64,039 | 92,061 |
| | 100-5-210-5239-00 | Workers' Compensation | 17,025 | 22,000 | 29,302 | 27,814 |
| | 100-5-210-5240-00 | Unemployment | - | 3,610 | 0 | 3,802 |
| | | Total Personnel Costs | 1,265,536 | 1,514,008.83 | 1,439,567 | 1,676,711 |
| Supplies | | | | | | |
| | 100-5-210-5311-00 | Supplies | 2,430 | 3,000 | 2,003 | 3,000 |
| | 100-5-210-5311-05 | Supplies - Police Duty | 20,064 | 22,032 | 20,945 | 28,978 |
| | 100-5-210-5314-00 | Publications/Ref Material | - | 500 | 0 | 500 |
| | 100-5-210-5316-00 | Minor Tools & Equipment | 30,927 | 127,784 | 95,074 | 85,498 |
| | 100-5-210-5317-00 | Commemoratives | - | 500 | 0 | 500 |
| | 100-5-210-5326-00 | Uniforms/Shirts | 15,243 | 16,300 | 16,522 | 16,300 |
| | 100-5-210-5363-00 | Fuel/Oil Expenses | - | 58,885 | 36,623 | 58,885 |
| | 100-5-210-5363-01 | Auto Repair/Maintenance | 56,919 | 32,640 | 25,723 | 38,873 |
| | 100-5-210-5364-00 | Investigations | 1,555 | 6,000 | 708 | 6,000 |
| | 100-5-210-5380-00 | Public Relations | 839 | 1,200 | 516 | 1,200 |
| | 100-5-210-5381-01 | Miscellaneous Expenses | 3,348 | 8,500 | 7,191 | 8,500 |
| | | Total Supplies | 131,324 | 277,341 | 205,305 | 248,234 |
| Contractual Services | | | | | | |
| | 100-5-210-5411-10 | Prof. Services - Consulting | - | 12,500 | 15,736 | 12,500 |
| | 100-5-210-5421-01 | Insurance General Liability | 7,392 | 8,000 | 14,040 | 14,000 |
| | 100-5-210-5421-02 | Auto Liability | 10,542 | 12,500 | 16,400 | 15,032 |
| | 100-5-210-5421-04 | Errors & Omissions | - | 1,000 | 70 | 1,000 |
| | 100-5-210-5430-00 | Telecommunications-Web | 1,188 | 3,688 | 0 | 3,688 |
| | 100-5-210-5434-00 | Telecommunications-PD | 13,916 | 16,006 | 13,562 | 16,726 |
| | 100-5-210-5467-00 | Testing & Support Services | 880 | 8,100 | 2,486 | 8,100 |
| | 100-5-210-5469-01 | Equipment Rental | 4,231 | 4,500 | 4,187 | 11,700 |
| | | Total Contractual Services | 38,149 | 66,294 | 66,481 | 82,746 |
| Other Charges | | | | | | |
| | 100-5-210-5520-00 | Printing | 997 | 1,500 | 801 | 1,500 |
| | 100-5-210-5527-00 | Dues & Memberships | 1,381 | 2,000 | 973 | 2,350 |
| | 100-5-210-5528-00 | Travel & Training | 8,390 | 12,000 | 11,710 | 18,000 |
| | 100-5-210-5531-01 | Tuition Assistance Program | - | - | 0 | 6,000 |
| | 100-5-210-5540-00 | Technology Maintenance | 12,136 | 9,289 | 8,969 | 12,783 |
| | 100-5-210-5599-00 | Vehicle/Equip Replacement Fee | - | - | 0 | 100,800 |
| | | Other Charges | 22,904 | 24,789 | 22,453 | 141,433 |
| Capital Outlay | | | | | | |
| | 100-5-210-5600-00 | Capital Outlay-Equipment | - | 88,650 | 95,715 | - |
| | 100-5-210-5600-01 | Capital Outlay - Technology | - | 35,545 | 0 | - |
| | | Total Capital Outlay | - | 124,195 | 95,715 | - |
| | | Total Police Expenditures | 1,457,913 | 2,006,628 | 1,829,521 | 2,149,124 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------------|-------------------|-----------------------------------|---------------|---------------|---------------------------------|---------------------------|
| 100 General Fund | | | | | | |
| Expenditures: | | | | | | |
| Emergency Management | | | | | | |
| Personnel Costs | | | | | | |
| | 100-5-230-5210-02 | Overtime | 13,333 | 5,500 | - | 5,500 |
| | 100-5-230-5230-00 | Payroll Tax Expense | 1,020 | 750 | - | 750 |
| | 100-5-230-5238-00 | Retirement Contribution | - | - | - | - |
| | | Total Personnel Costs | 14,353 | 6,250 | - | 6,250 |
| Supplies | | | | | | |
| | 100-5-230-5311-00 | Supplies | 2,257 | 4,500 | 4,555 | 4,500 |
| | 100-5-230-5311-01 | Occupation Supplies | - | 3,500 | 68 | 3,500 |
| | 100-5-230-5314-00 | Publications/Ref Material | - | 500 | - | 500 |
| | 100-5-230-5316-00 | Minor Tools & Equipment | - | 2,500 | - | 9,700 |
| | 100-5-230-5317-00 | Commemoratives | - | 1,200 | - | 1,200 |
| | 100-5-230-5363-00 | Fuel/Oil Expense | 5,200 | 11,700 | 4,800 | 11,700 |
| | 100-5-230-5381-00 | Meeting Expenses | - | 1,200 | - | 2,700 |
| | | Total Supplies | 7,457 | 25,100 | 9,422 | 33,800 |
| Contractual Services | | | | | | |
| | 100-5-230-5411-10 | Professional Svcs-Consultin | 406 | 1,200 | - | 1,200 |
| | 100-5-230-5411-13 | Professional Svcs - I.T. | - | 500 | - | 500 |
| | 100-5-230-5434-00 | Telecommunications | 418 | 720 | 415 | 24,720 |
| | 100-5-230-5469-01 | Equipment Rental | - | 2,000 | - | 2,000 |
| | | Total Contractual Services | 824 | 4,420 | 415 | 28,420 |
| Other Charges | | | | | | |
| | 100-5-230-5515-00 | Advertising | - | 150 | - | 150 |
| | 100-5-230-5520-00 | Printing | - | 300 | - | 300 |
| | 100-5-230-5527-00 | Dues & Memberships | - | 450 | - | 450 |
| | 100-5-230-5528-00 | Travel & Training | - | 2,500 | - | 2,500 |
| | 100-5-230-5529-00 | Miscellaneous | 135 | 650 | - | 650 |
| | | Total Other Charges | 135 | 4,050 | - | 4,050 |
| Capital Outlay | | | | | | |
| | 100-5-230-5600-00 | Capital Outlay-Equipment | - | - | - | 75,000 |
| | | Total Capital Outlay | - | - | - | 75,000 |
| | | Total Emergency Management | 22,769 | 39,820 | 9,837 | 147,520 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------------|-------------------|-----------------------------------|-------------|-------------|---------------------------------|---------------------------|
| 100 General Fund | | | | | | |
| Expenditures: | | | | | | |
| Code Enforcement | | | | | | |
| Personnel Costs | | | | | | |
| | 100-5-250-5210-01 | Wages | - | - | - | 47,295 |
| | 100-5-250-5210-02 | Overtime | - | - | - | 1,000 |
| | 100-5-250-5210-03 | Auto Allowance | - | - | - | - |
| | 100-5-250-5230-00 | Payroll Tax Expense | - | - | - | 3,618 |
| | 100-5-250-5235-00 | Employee Health Benefits | - | - | - | 8,731 |
| | 100-5-250-5238-00 | Retirement Contribution | - | - | - | 1,512 |
| | 100-5-250-5239-00 | Workers' Compensation | - | - | - | 259 |
| | 100-5-250-5240-00 | Unemployment | - | - | - | 190 |
| | | Total Personnel Costs | - | - | - | 62,605 |
| Supplies | | | | | | |
| | 100-5-250-5311-00 | Supplies | - | - | - | 200 |
| | 100-5-250-5314-00 | Publication/Ref Material | - | - | - | 300 |
| | 100-5-250-5316-00 | Minor Tools & Equipment | - | - | - | 7,100 |
| | 100-5-250-5326-00 | Uniforms/Shirts | - | - | - | 350 |
| | 100-5-250-5363-00 | Fuel/Oil Expense | - | - | - | 3,400 |
| | 100-5-250-5363-01 | Auto Repair/Maintenance | - | - | - | 3,600 |
| | | Total Supplies | - | - | - | 14,950 |
| Contractual Services | | | | | | |
| | 100-5-250-5461-00 | Prof. Services-Demo/Prop Upkeep | - | - | - | 5,500 |
| | 100-5-250-5434-00 | Telecommunications | - | - | - | 720 |
| | | Total Contractual Services | - | - | - | 6,220 |
| Other Charges | | | | | | |
| | 100-5-250-5527-00 | Dues & Memberships | - | - | - | 200 |
| | 100-5-250-5528-00 | Travel & Training | - | - | - | 1,000 |
| | 100-5-250-xxTBDx | Vehicle Replacement Fee | - | - | - | 3,125 |
| | | Total Other Charges | - | - | - | 4,325 |
| | | Total Code Enforcement | - | - | - | 88,100 |

Note: This is newly created department.



VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

| PLANNING & DEVELOPMENT |
|---|
| <ul style="list-style-type: none"> ▪ Builder Services ▪ Capital Improvement Program ▪ City Planning ▪ Engineering ▪ Facilities ▪ Information Systems & Technology ▪ Parks & Recreation ▪ Public Works ▪ Streets ▪ Utilities |

FY 2017 ACCOMPLISHMENTS

- Created GIS base maps corresponding to available infrastructure records
- Set the groundwork for the management of public infrastructure assets through inventory data collection and condition assessments
- Began the process of an overhaul of the internal policies and procedures for construction and development activities
- Conducted preliminary facility condition assessments to identify immediate maintenance needs and opportunities for near-term improvements
- Worked with the Finance Department & City Management to develop the draft FY18-22 Capital Improvement Program
- Completed the first stage of an effort to provide enhanced customer service options for reporting and managing requests from the public via the City’s website

DEPARTMENT: **PLANNING & DEVELOPMENT**FUNDING SOURCE: **GENERAL FUND**

DESCRIPTION OF OPERATIONS

The Planning & Development Services group has general responsibility for oversight of various departments and functions within the City. The group as a whole is responsible for the operation and maintenance of the City's public infrastructure and facilities. In addition, the group is also charged with facilitating private development activities in accordance with established City codes and other adopted standards. These functions are a large part of the City's overall approach to ensuring the safety and quality of life expectations of the public.

OPERATIONAL GOALS & OBJECTIVES

- Continue to facilitate planning options for future facility and infrastructure improvements.
- Coordinate implementation of projects approved in the Capital Improvement Program.
- Continue progress regarding the City's GIS and Asset Management systems.
- Focus on improvements to operational processes and procedures to realize enhanced efficiency and customer service benefits.
- Hire a City Planner to be involved with the day-to-day operations of planning and development activities related to the implementation and continual review of City planning standards.

DEPARTMENT: **PLANNING & DEVELOPMENT**

FUNDING SOURCE: **GENERAL FUND**

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|----------------------------------|
| DESCRIPTION OF OPERATIONS |
|----------------------------------|

The Development Department oversees the enforcement of the codes and ordinances of the city and the laws of the state, by performing services that include permit issuance, plans examination, and inspections.

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|---------------------------|
| PERSONNEL SCHEDULE |
|---------------------------|

| | FY 2016 <u>Actual</u> | FY 2017 <u>Budget</u> | FY 2017 <u>Estimate</u> | FY 2018 <u>Budget</u> |
|---------------------------|--------------------------|--------------------------|----------------------------|--------------------------|
| Executive Director | 0 | 1 | 1 | 1 |
| City Planner | <u>0</u> | <u>0</u> | <u>0</u> | <u>1</u> |
| | | | | |
| Total Full-Time Employees | 0 | 1 | 1 | 2 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------------------|-------------------|---|-------------|-------------|---------------------------------|---------------------------|
| 100 General Fund | | | | | | |
| Expenditures: | | | | | | |
| Planning & Development | | | | | | |
| Personnel Costs | | | | | | |
| | 100-5-400-5210-00 | Salaries | - | 85,000 | 70,000 | 167,670 |
| | 100-5-400-5210-03 | Auto Allowance | - | 7,200 | 3,700 | 8,400 |
| | 100-5-400-5230-00 | Payroll Tax Expense | - | 6,758 | 5,356 | 12,827 |
| | 100-5-400-5235-00 | Employee Health Benefits | - | 7,592 | 4,185 | 15,280 |
| | 100-5-400-5238-00 | Retirement Contribution | - | 4,554 | 4,041 | 12,061 |
| | 100-5-400-5239-00 | Workers' Compensation | - | 200 | - | 242 |
| | 100-5-400-5240-00 | Unemployment | - | 190 | - | 190 |
| | | Total Personnel Costs | - | 111,494 | 87,283 | 216,669 |
| Supplies | | | | | | |
| | 100-5-400-5311-00 | Supplies | - | 3,500 | 266 | 3,500 |
| | 100-5-400-5314-00 | Publication/Ref Material | - | 1,200 | - | 1,200 |
| | 100-5-400-5316-00 | Minor Tools & Equipment | - | 8,500 | - | 8,500 |
| | 100-5-400-5326-00 | Uniforms/Shirts | - | 300 | 202 | 300 |
| | 100-5-400-5363-00 | Fuel/Oil Expense | - | 2,500 | - | 2,500 |
| | 100-5-400-5363-01 | Auto Repair/Maintenance | - | 1,500 | 468 | 1,500 |
| | | Total Supplies | - | 17,500 | 936 | 17,500 |
| Contractual Services | | | | | | |
| | 100-5-400-5411-10 | Prof. Services - Consulting | 12,500 | 150,000 | 81,207 | 100,000 |
| | 100-5-400-5411-11 | Prof. Services -Engineering | 129,764 | 125,000 | 85,178 | 100,000 |
| | 100-5-400-5434-00 | Telecommunications | - | 1,000 | 446 | 1,000 |
| | 100-5-400-5469-00 | Equipment Rental | - | 1,000 | 0 | 1,000 |
| | | Total Contractual Services | 142,264 | 277,000 | 166,832 | 202,000 |
| Other Services | | | | | | |
| | 100-5-400-5527-00 | Dues & Memberships | - | 1,500 | 0 | 1,500 |
| | 100-5-400-5528-00 | Travel & Training | - | 5,000 | 2,206 | 10,000 |
| | 100-5-400-5529-00 | Miscellaneous | - | 1,000 | 281 | 1,000 |
| | 100-5-400-5540-02 | Software Maintenance | - | 88,000 | 5,727 | 88,000 |
| | | Total Other Services | - | 95,500 | 8,215 | 100,500 |
| | | Total Planning & Development Expenditures | 142,264 | 501,494 | 263,265 | 536,669 |

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

MISSION STATEMENT

Our primary mission is to protect the lives and safety of the residents and visitors of the City of Fulshear, preserve the quality of life, promote the health, safety and welfare through enforcement of the codes and ordinances of the city. We believe in equitable treatment for all individuals regardless of circumstances and strive to enforce all codes in a fair and thoughtful manner.

| BUILDER SERVICES |
|---|
| <ul style="list-style-type: none"> ▪ Permits ▪ Inspections ▪ Customer Service ▪ Education |

FY 2017 DEPARTMENTAL ACCOMPLISHMENTS

- Adopted the 2015 International Residential Code
- Adopted the 2015 International Energy Conservation Code
- Have established a chain of command through which an open-door policy and readily accessible communication is available for all homeowners and contractors alike for all Building Services related questions, concerns, or needs.
- Set up packets and calendars to implement pre-construction meetings for all new contractors as they obtain permits, to assist them with the inspection processes.
- Inspectors have continued to obtain ICC Code Certifications above and beyond their State Licensing requirements to better the future City ISO Ratings, i.e., Residential and Commercial Plumbing Certifications, Residential Mechanical Certification, Commercial Electrical Certification, just in this Fiscal Year with more to come.
- We established a policy for sending renewal letters each month for all alarm permits, so that the customer has a month’s notice in which they can renew their alarm without being in violation.

DEPARTMENT: **BUILDER SERVICES**

FUNDING SOURCE: **GENERAL FUND**

DEPARTMENTAL DESCRIPTION

The Building Services Department has general responsibility for issuing permits for all construction within the City of Fulshear city limits and our ETJ. The Department is responsible for reviewing permit applications for compliance with all the codes and ordinances adopted by the city. The Department is also responsible for the inspection process to ensure that the life, health, and safety of the public is met for all buildings within our jurisdiction.

DEPARTMENTAL GOALS

- Continue our goals for continuing education through additional licenses and certifications, to further our goal to meet standards for ISO ratings.
- Continue to provide exceptional customer service to the public, by being accessible and through educating the public.
- To create a paperless department in which our large volume of records is easier to access and manage.

DESCRIPTION OF OPERATIONS

The Development Department oversees the enforcement of the codes and ordinances of the city and the laws of the state, by performing services that include permit issuance, plans examination, and inspections.

DEPARTMENT OBJECTIVES

- Acquire an online permitting software
- Fill vacant positions: 1 permit clerk & 1 inspector
- Adopt the 2015 International Building Code, 2017 National Electrical Code, 2015 International Mechanical Code, 2015 International Plumbing Code, 2015 International Fuel Gas Code and 2015 International Swimming Pool Code
- Online permitting system that can help us transition to a paperless department and offer services such as submittal of permits, make payments, and view inspection reports online

DEPARTMENT: **BUILDER SERVICES**

FUNDING SOURCE: **GENERAL FUND**

| |
|--------------------------|
| ACTIVITY MEASURES |
|--------------------------|

| | FY 2016 <u>Actual</u> | FY 2017 <u>Budget</u> | FY 2017 <u>Estimate</u> | FY 2018 <u>Budget</u> |
|--------------------|--------------------------|--------------------------|----------------------------|--------------------------|
| Permit Numbers | 1165 | N/A | 2196 | 1165 |
| Inspections | 9065 | N/A | 9800 | 9500 |
| Plan Reviews | 1095 | N/A | 2416 | 1095 |
| Incidental Permits | 4996 | N/A | 6858 | 5000 |

| |
|---------------------------|
| PERSONNEL SCHEDULE |
|---------------------------|

| | FY 2016 <u>Actual</u> | FY 2017 <u>Budget</u> | FY 2017 <u>Estimate</u> | FY 2018 <u>Budget</u> |
|-------------------------------|--------------------------|--------------------------|----------------------------|--------------------------|
| Building Official | 1 | 1 | 1 | 1 |
| Plans Examiner | 1 | 1 | 1 | 1 |
| Inspector | 3 | 4 | 3 | 3 |
| Permit Clerk | <u>2</u> | <u>3</u> | <u>2</u> | <u>2</u> |
| Total Full-Time Employees | 7 | 9 | 7 | 7 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------------|-------------------|-----------------------------------|-----------------|----------------|---------------------------------|---------------------------|
| 100 General Fund | | | | | | |
| Expenditures: | | | | | | |
| Builder Services | | | | | | |
| Personnel Costs | | | | | | |
| | 100-5-450-5210-00 | Salaries | 134,627 | 133,613 | 129,729 | 144,549 |
| | 100-5-450-5210-01 | Wages | 278,553 | 345,567 | 205,411 | 231,478 |
| | 100-5-450-5210-02 | Overtime | 337 | 5,500 | 119 | 5,500 |
| | 100-5-450-5230-00 | Payroll Tax Expense | 28,392 | 38,095 | 24,417 | 28,766 |
| | 100-5-450-5235-00 | Employee Health Benefits | 60,668 | 75,924 | 48,841 | 61,119 |
| | 100-5-450-5238-00 | Retirement Contribution | 20,229 | 25,672 | 18,983 | 29,039 |
| | 100-5-450-5239-00 | Workers' Compensation | 1,654 | 2,500 | 2,280 | 2,237 |
| | 100-5-450-5240-00 | Unemployment | - | 1,900 | 0 | 1,330 |
| | | Total Personnel Costs | 524,460 | 628,770 | 429,779 | 504,017 |
| Supplies | | | | | | |
| | 100-5-450-5311-00 | Supplies | 5,158 | 6,000 | 4,721 | 6,000 |
| | 100-5-450-5314-00 | Publications/Ref Material | 1,172 | 1,500 | 1,448 | 1,500 |
| | 100-5-450-5316-00 | Minor Tools & Equipment | 10,525 | 5,500 | 164 | 5,500 |
| | 100-5-450-5326-00 | Uniforms/Shirts | 1,021 | 2,000 | 1,415 | 2,000 |
| | 100-5-450-5363-00 | Fuel/Oil Expense | - | 6,500 | 2,759 | 6,500 |
| | 100-5-450-5363-01 | Auto Repair/ Maintenance | 8,882 | 5,000 | 5,534 | 5,000 |
| | 100-5-450-5380-00 | Public Relations | - | 500 | - | 1,500 |
| | | Total Supplies | 26,757 | 27,000 | 16,041 | 28,000 |
| Contractual Services | | | | | | |
| | 100-5-450-5411-10 | Prof. Services - Consulting | - | 16,500 | 7,227 | 10,500 |
| | 100-5-450-5411-11 | Prof. Services- Engineerin | (30,459) | 5,000 | - | 1,500 |
| | 100-5-450-5411-12 | Prof. Services-Code Enforce | - | - | 355 | - |
| | 100-5-450-5434-00 | Telecommunications | 4,613 | 7,500 | 2,121 | 7,500 |
| | 100-5-450-xxTBDx | Vehicle Replacement Fee | - | - | - | 16,000 |
| | 100-5-450-5469-01 | Equipment Rental | 3,976 | 6,000 | 5,344 | 6,000 |
| | | Total Contractual Services | (21,870) | 35,000 | 15,047 | 41,500 |
| Other Charges | | | | | | |
| | 100-5-450-5520-00 | Printing | 3,687 | 5,000 | 3,881 | 6,000 |
| | 100-5-450-5527-00 | Dues & Memberships | 706 | 1,500 | 747 | 1,500 |
| | 100-5-450-5528-00 | Travel & Training | 8,355 | 11,500 | 7,932 | 11,500 |
| | 100-5-450-5529-00 | Miscellaneous Expense | 95 | 1,500 | 86 | 500 |
| | 100-5-450-5540-05 | Software Maintenance | 1,922 | 7,200 | 2,314 | 10,000 |
| | | Total Other Charges | 14,765 | 26,700 | 14,961 | 29,500 |
| Capital Outlay | | | | | | |
| | 100-5-450-5600-00 | Capital Outlay-Equipment | - | - | - | - |
| | 100-5-450-5600-01 | Capital Outlay - Technolog | - | 7,500 | - | 82,500 |
| | | Total Capital Outlay | - | 7,500 | - | 82,500 |
| | | Total Builder Services | 544,112 | 724,970 | 475,827 | 685,517 |

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

| GENERAL FACILITIES |
|--|
| <ul style="list-style-type: none"> ▪ Building Maintenance ▪ Building Operations ▪ Parks Maintenance ▪ Information Systems & Technology |

MISSION STATEMENT

The General Facilities group provides support to the City and the public through the maintenance and operations of City facilities and parks. This department is also and enhancing the quality of life for Fulshear residents and stakeholders. This group is committed to continual improvement concerning the construction and maintenance of quality public infrastructure, facilitating the responsible growth of the City, and providing excellent customer service to all served in a manner that is indicative of an efficient and transparent utilization of City resources.

| |
|---|
| FY 2017 DEPARTMENTAL ACCOMPLISHMENTS |
|---|

- Conducted facility assessments for City Hall and the Irene Stern Community Center.
- Began planning for future facility solutions that were proposed in the FY18-22 CIP.
- Coordinated outside contractor activities for technical needs and planning.
- Reviewed options for internet and network connectivity between the different City office/facility locations.

DEPARTMENT: **GENERAL FACILITIES**FUNDING SOURCE: **GENERAL FUND**

| |
|---------------------------------|
| DEPARTMENTAL DESCRIPTION |
|---------------------------------|

The General Facilities Department has responsibility for maintaining and operating the City's facilities. The Department is also responsible for identifying and assisting with facility needs to include coordinating repairs and maintenance as needed. The oversight of the City's Information Systems and Technology assets and planning needs are also included in the Department's responsibilities.

| |
|----------------------------------|
| DESCRIPTION OF OPERATIONS |
|----------------------------------|

- Coordinate repair and maintenance activities for parks and facilities.
- Track repair, maintenance, and improvement activities and associated costs relative to the annual budget and CIP.
- Assess immediate and future needs for parks, facilities and technology related items.
- Develop and manage systematic approaches to infrastructure asset management and maintenance for operations of parks and facilities.
- Provide excellent customer service to both internal and external customers.

DEPARTMENT: **GENERAL FACILITIES**

FUNDING SOURCE: **GENERAL FUND**

| |
|---|
| OPERATIONAL GOALS & OBJECTIVES |
|---|

- Develop a systematic approach for tracking and prioritizing the normal maintenance & operations of City facilities and parks.
- Coordinate technical services needed for the City’s Information Systems & Technology needs.
- Support the continued development of the City’s Asset Management & GIS efforts.
- Assist departments with planning and resolving issues for Facility and Technology items.
- Implement CIP projects related to Parks, Facilities, and Technology and plan for future years.
- Hire a Manager of Assets & Technology to be involved with the day-to-day technical and asset management needs of the City. Duties will also include the coordination of contracted services and future technology planning efforts.

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------------|-------------------|-----------------------------------|----------------|----------------|---------------------------------|---------------------------|
| 100 General Fund | | | | | | |
| Expenditures: | | | | | | |
| General Facilities | | | | | | |
| Supplies | | | | | | |
| | 100-5-490-5311-00 | Supplies | 5,376 | 6,000 | 8,205 | 10,000 |
| | 100-5-490-5316-00 | Minor Tools & Equipment | 24,898 | 18,500 | 3,470 | 20,000 |
| | 100-5-490-5316-02 | Minor Equip - Technology | - | - | - | 15,000 |
| | | Total Supplies | 30,274 | 24,500 | 11,675 | 45,000 |
| Contractual Services | | | | | | |
| | 100.5.490.5411.13 | Professional Svcs- I.T. | 26,289 | 139,280 | 97,977 | - |
| | 100-5-490-5411-13 | Prof. Services - I.T. | 1,809 | 2,200 | - | 50,000 |
| | 100-5-490-5411-12 | Prof. Services - Code Enforcement | - | 5,500 | - | - |
| | 100-5-490-5420-00 | Comm Ctr Events Supervisor | 1,154 | 5,000 | 1,228 | 5,000 |
| | 100-5-490-5421-00 | Ins. Real & Personal Prop. | 3,682 | 4,500 | 3,694 | 4,500 |
| | 100-5-490-5422-00 | Facilities Cleaning | 24,737 | 29,700 | 12,779 | 45,000 |
| | 100-5-490-5430-00 | Telecommunications Web | 5,465 | 5,800 | 7,270 | 7,500 |
| | 100-5-490-5431-00 | Electricity | 22,026 | 25,000 | 23,233 | 25,000 |
| | 100-5-490-5434-00 | Telecommunications | - | 5,000 | 11,515 | - |
| | 100-5-490-5434-00 | Telecommunications | 12,414 | 16,500 | 6,628 | 45,000 |
| | 100-5-490-5435-00 | Pest Control Services | 1,517 | 2,000 | 1,469 | 2,250 |
| | 100-5-490-5451-00 | Security System | 7,640 | 7,500 | 3,151 | 9,500 |
| | 100-5-490-5461-05 | Prof Services - I.T. | - | 100 | - | - |
| | 100-5-490-5469-02 | Facility Rental | 79,713 | 115,633 | 111,835 | 100,380 |
| | 100-5-490-5472-00 | Contract Services | - | - | - | 25,000 |
| | | Total Contractual Services | 186,446 | 363,713 | 280,779 | 319,130 |
| Other Charges | | | | | | |
| | 100-5-490-5570-01 | Facilities Maintenance | 11,553 | 15,000 | 20,763 | 25,000 |
| | 100-5-490-5570-02 | Facility Improvements | 56,015 | 35,000 | 27,817 | 10,000 |
| | 100-5-490-5540-02 | Software Maintenance | - | - | - | 50,000 |
| | 100-5-490-5571-00 | Landscape Maintenance | - | - | 982 | 10,000 |
| | | Total Other Charges | 67,568 | 50,000 | 49,562 | 95,000 |
| | | Total General Facilities | 284,288 | 438,213 | 342,016 | 459,130 |

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

| PUBLIC WORKS |
|---|
| <ul style="list-style-type: none"> ▪ Public Works & Maintenance ▪ Engineering ▪ Capital Improvement Projects |

Mission Statement

The mission of the Public Works Department is to provide to our customers the very best customer service. We should be indispensable to our community and they should view us a team of professionals whom they can count on to deliver outstanding customer service, quality products and services, while ensuring our efforts and services meets or exceeds all mandated and environmental standards and regulations.

| |
|--|
| 2017 DEPARTMENTAL ACCOMPLISHMENTS |
|--|

- Preliminary alignment set for Katy Fulshear Widening and Huggins Road Widening & Extension; Right of Way Acquisition in early stage
- Performed an asset condition assessment for pavement, signs, curbs, fire hydrants and pavement markings to determine condition ratings and strategies for repair/maintenance, to facilitate
- Worked with Fort Bend County to promote the forward movement of the widening of FM 1093 west from FM 1463.
- Participated in the interview process for consultant selection for the City’s HGAC study for a Livable Center.

DEPARTMENT: **PUBLIC WORKS**

FUNDING SOURCE: **GENERAL FUND**

DEPARTMENTAL DESCRIPTION

Public Works is managed by the Director of Public works who provides support to the city staff who maintains the City's infrastructure, including the concrete and asphalt streets, the drainage culverts in the public right-of-way, curbs and sidewalks in the public right of way, signs in the public right of way, and pavement markings on public roads. In addition, the public works staff maintain and manage the public right of way for mowing, road side ditch regrading for flow line and bank stabilization, herbiciding for weed control, and park facilities for mowing, weed control, and playground grounds maintenance. In addition, the Department supports the Utility Services Department by performing request for service checks and small incidental repairs and insect/rodent concerns with water meters and manholes. The department also performs engineering services for various traffic/transportation, planning and development, and infrastructure improvement projects.

DESCRIPTION OF OPERATIONS

Receives general direction from the Executive Director of Planning and Development; plans, organizes, directs and coordinates activities and implements policies and procedures in alignment with the City's Strategic and Comprehensive Plans.

- Street Maintenance and Management
- Sidewalk Maintenance and Management
- Sign Maintenance and Management
- Right of Way Maintenance and Management
- Parks Maintenance and Management
- Oversight of the Operations of the Utility System
- Oversight of the Engineering Services for City Projects and Operations

These efforts are focused on the sole objective of providing innovative solutions and exceptional service to all our customers with an engaged, empowered team of professionals.

DEPARTMENT: **PUBLIC WORKS**FUNDING SOURCE: **GENERAL FUND**

| |
|---------------------------|
| DEPARTMENTAL GOALS |
|---------------------------|

Goal 1: Provide for the maintenance and operations of the City's public infrastructure to ensure current levels of condition and services are maintained at a level identified as acceptable resulting from the most recent condition assessment.

Goal 2: Identify additional opportunities to leverage funding utilizing Fort Bend County Road and Bridge resources for street and drainage maintenance

Goal 3: Provide for a standardized program that will provide for routine maintenance of the City's road side ditch network

Goal 4: Provide for adjustments in our operating procedures and programs to improve our customer oriented approach.

Goal 5: Provide for an interim Public Works facility

| |
|------------------------------|
| DEPARTMENT OBJECTIVES |
|------------------------------|

- Address at least 50% of the recommendations resulting from the asset condition assessment
- Pave at least 1 mile of asphalt roadway, pave the entrance drive/road into the City of Fulshear Cross Creek Ranch Wastewater Treatment Plant and the City of Fulshear Water Plant
- Prepare a standard road-side ditch maintenance program which lays out the minimum amount of roadside ditch to be maintained per year
- Provide at least one training session for customer service and basic Microsoft usage to staff
- Acquire a temporary office facility and get fully operational by 4th quarter of FY 18

DEPARTMENT: **PUBLIC WORKS**

FUNDING SOURCE: **GENERAL FUND**

| |
|--------------------------|
| ACTIVITY MEASURES |
|--------------------------|

| | <u>FY 2016 Actual</u> | <u>2017 Budget</u> | <u>2017 Estimate</u> | <u>2018 Budget</u> |
|--|---------------------------|------------------------|--------------------------|------------------------|
| Number of Centerline Miles Maintained | 66 | 75 | 89 | 100 |
| Linear feet of paving (rehab/reconstruction) | 14,000 | 500 | 500 | 15,000 |
| Linear feet of Pavement Markings | 200 | 5,280 | 21,730 | 15,840 |
| Number of Capital Projects | 12 | 13 | 13 | 17 |
| Value | 2.2 M | 4.35M | 2.35M | 8.45M |

| |
|---------------------------|
| PERSONNEL SCHEDULE |
|---------------------------|

| | <u>FY 2016 Actual</u> | <u>FY 2017 Budget</u> | <u>FY 2017 Estimate</u> | <u>2018 Budget</u> |
|------------------------|---------------------------|---------------------------|-----------------------------|------------------------|
| Public Works Director | 0 | 1 | 1 | 1 |
| Maintenance Supervisor | 1 | 1 | 1 | 1 |
| Maintenance Worker | <u>3</u> | <u>3</u> | <u>3</u> | <u>3</u> |
| Total Personnel | 4 | 5 | 5 | 5 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------------|-------------------|--|----------------|----------------|---------------------------------|---------------------------|
| 100 General Fund | | | | | | |
| Expenditures: | | | | | | |
| Public Works | | | | | | |
| Personnel Costs | | | | | | |
| | 100-5-510-5210-00 | Salaries | 48,998 | 48,668 | 63,784 | 90,838 |
| | 100-5-510-5210-01 | Wages | 94,247 | 98,058 | 136,250 | 103,943 |
| | 100-5-510-5210-02 | Overtime | 4,609 | 5,500 | 3,728 | 5,500 |
| | 100-5-510-5210-03 | Auto Allowance | | | 3,628 | 4,800 |
| | 100-5-510-5230-00 | Payroll Tax Expense | 9,757 | 11,665 | 14,712 | 14,901 |
| | 100-5-510-5235-00 | Employee Health Benefits | 28,808 | 30,370 | 33,477 | 43,656 |
| | 100-5-510-5238-00 | Retirement Contribution | 7,145 | 7,708 | 11,662 | 15,042 |
| | 100-5-510-5239-00 | Workers Compensation | 3,869 | 5,500 | 5,453 | 6,337 |
| | 100-5-510-5240-00 | Unemployment | - | 760 | 0 | 950 |
| | | Total Personnel Costs | 197,433 | 208,227 | 272,695 | 285,967 |
| Supplies | | | | | | |
| | 100-5-510-5311-00 | Supplies | 1,937 | 2,500 | 934 | 2,000 |
| | 100-5-510-5314-00 | Publications/Ref Material | - | 500 | 0 | 500 |
| | 100-5-510-5316-00 | Minor Tools & Equipment | 966 | 5,500 | 2,159 | 5,000 |
| | 100-5-510-5326-00 | Uniforms/Shirts | 2,192 | 1,200 | 1,372 | 1,200 |
| | 100-5-510-5363-00 | Fuel/Oil Expense | - | 12,500 | 5,393 | 10,000 |
| | 100-5-510-5363-02 | Equip Repair/Maintenance | 18,521 | 12,000 | 7,931 | 12,000 |
| | | Total Supplies | 23,616 | 34,200 | 17,789 | 30,700 |
| Contractual Services | | | | | | |
| | 100-5-510-5411-10 | Prof. Services - Consulting | 3,500 | 5,000 | 5,536 | 20,000 |
| | 100-5-510-5434-00 | Telecommunications | 2,966 | 4,200 | 2,345 | 4,200 |
| | 100-5-510-xxTBDx | Vehicle/Equip Replacement Fee | - | - | - | 44,917 |
| | 100-5-510-5469-01 | Equipment Rental | - | 10,000 | - | 5,000 |
| | | Total Contractual Services | 6,466 | 19,200 | 7,882 | 74,117 |
| Other Charges | | | | | | |
| | 100-5-510-5527-00 | Dues & Memberships | - | 500 | 322 | 500 |
| | 100-5-510-5528-00 | Travel & Training | 75 | 4,500 | 3,506 | 4,500 |
| | | Total Other Services | 75 | 5,000 | 3,828 | 5,000 |
| | | Total Public Works Expenditures | 227,590 | 266,627 | 302,194 | 395,784 |

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

| STREETS |
|---|
| <ul style="list-style-type: none"> ▪ Streets, Drainage and Traffic Control Operations ▪ Right of Way Management |

2017 DEPARTMENTAL ACCOMPLISHMENTS

- Worked with Fort Bend County Road and Bridge to repair drainage culvert on Wallis @ 1st St.
- Striped 3 miles of asphalt roadway
- Raised 1,875 SF of concrete pavement
- Replaced 10 regulatory signs for compliance with the Texas Manual of Uniform Traffic Control Devices
- Cooperated with Fort Bend County to perform new parking lot striping at City Hall and to crack seal the City Hall parking lot
- Responded to requests for services within 24 hours with zero complaints
- Cooperated with Fort Bend County to get new street name signs made for Charger Way
- Cooperated with TxDOT to get new overhead street name signs for Charger Way
- Coordinated with Fort Bend County to get new City Limit Signs installed

DEPARTMENT: **STREETS**FUNDING SOURCE: **GENERAL FUND**

| |
|---------------------------------|
| DEPARTMENTAL DESCRIPTION |
|---------------------------------|

Streets provides for the maintenance of the City's infrastructure, including the concrete and asphalt streets, the drainage culverts in the public right-of-way, curbs and sidewalks in the public right of way, signs in the public right of way, and pavement markings on public roads. In addition, the public works staff maintain and manage the public right of way for mowing, road side ditch regrading for flow line and bank stabilization, herbiciding for weed control, and park facilities for mowing, weed control, and playground grounds maintenance. Staff also support the Utilities Division by performing request for service checks and small incidental repairs and insect/rodent concerns with water meters and manholes.

| |
|----------------------------------|
| DESCRIPTION OF OPERATIONS |
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Under the general direction of the Director of Public Works; the Streets Department budget provides the necessary funding to plan, organize, purchase materials and perform the day-to-day routine operations for the following:

- Street Maintenance
- Sidewalk Maintenance
- Sign Maintenance
- Right of Way Maintenance
- Parks Maintenance
- Support for Facilities Maintenance
- Support for Utilities Maintenance

| |
|---------------------------|
| DEPARTMENTAL GOALS |
|---------------------------|

Goal 1: Perform routine road side ditch maintenance for at least 25% of the miles of ditch maintained

Goal 2: Perform routine mowing operations at least twice a month for 100% of the right of way maintained

Goal 3: Perform routine pothole patching within twenty-four hours of receipt of notification.

Goal 4: Document work requests/orders including number of man-hours, equipment and materials used.

DEPARTMENT: **STREETS**

FUNDING SOURCE: **GENERAL FUND**

| |
|------------------------------|
| DEPARTMENT OBJECTIVES |
|------------------------------|

- Respond to requests for pothole patching within twenty-four hours of notification 98% of the time
- Mow 5 miles of roadside ditch twice per month 95% of the time.
- Assure at least 500 LF of culverts are inspected for blockage; addressed as necessary to provide for positive flow in the roadside ditch line.
- Use an electronic format to record work orders; establishing a number sequence, number of man-hours, pieces of equipment, amount of materials used, and costs associated with the resources to establish a cost per work request.

| |
|--------------------------|
| ACTIVITY MEASURES |
|--------------------------|

| | FY 2016 <u>Actual</u> | 2017 <u>Budget</u> | 2017 <u>Estimate</u> | 2018 <u>Budget</u> |
|--|--------------------------|-----------------------|-------------------------|-----------------------|
| Number of Request for Services | 25 | 50 | 50 | 50 |
| Linear feet of roadside ditch maintained | 5,300 | 1,000 | 1,000 | 5,300 |
| Linear feet of Culverts maintained | 100 | 75 | 200 | 500 |
| Number of signs replaced | 15 | 30 | 30 | 15 |
| Number of Centerline Miles Maintained | 66 | 75 | 89 | 100 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-----------------------------|-------------------|-----------------------------------|----------------|----------------|---------------------------------|---------------------------|
| 100 General Fund | | | | | | |
| Expenditures: | | | | | | |
| Streets | | | | | | |
| Supplies | | | | | | |
| | 100-5-520-5311-00 | Supplies | (8,724) | 12,500 | 1,385 | 10,000 |
| | 100-5-520-5311-02 | Supplies - Signage | 12,513 | 15,000 | 8,938 | 10,000 |
| | 100-5-520-5350-00 | Street Maintenance | 5,280 | 25,000 | 7,128 | 25,000 |
| | | | 9,070 | 52,500 | 17,451 | 45,000 |
| Contractual Services | | | | | | |
| | 100-5-520-5411-10 | Prof. Services - Consulting | - | 25,000 | 20,225 | 5,000 |
| | 100-5-520-5432-00 | Electricity - Street Lights | 243,495 | 225,000 | 232,740 | 260,000 |
| | TBD | Contract Svcs - LED Lights | - | - | - | - |
| | TBD | Contract Svcs - Streets | - | - | - | 25,000 |
| | TBD | Contrat Svcs - Markings | - | - | - | 10,000 |
| | | Total Contractual Services | 243,495 | 250,000 | 252,965 | 300,000 |
| | | Total Street Expenditures | 252,565 | 302,500 | 270,417 | 345,000 |



UTILITY FUND

The Utility Fund is used to account for operations that are operated in a manner similar to private business enterprises (i.e., enterprise funds). This fund is to be financed or recovered primarily through user fees.

The Utility Fund is separated into two distinct areas of the city. One is referenced as the City of Fulshear utility and the other as Cross Creek Ranch service area. Both are used to account for the provision of water and wastewater services to the citizens of the City of Fulshear. Currently the city's water/wastewater system is servicing approximately 3,400 connections. The growth for the next three years is expected to add about 1,000 connections per year.

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

| COF WATER/WASTEWATER OPERATIONS |
|--|
| <ul style="list-style-type: none"> ▪ Water Plant ▪ Water Distribution ▪ Wastewater Plant ▪ Wastewater Collection |

MISSION STATEMENT

The mission of the Public Works Water Division is to safely provide clean, superior, high-quality, potable water for all City of Fulshear customers. The mission of the Public Works Wastewater Treatment Division is to efficiently and effectively treat City of Fulshear wastewater to protect the environment as well as public health, safety and welfare, while ensuring the effluent to the receiving stream meets or exceeds all environmental standards and regulations.

2017 DEPARTMENTAL ACCOMPLISHMENTS

- Completed the Water Wastewater Master Plan
- Installed a Fiberglass Aeration System at the Old Town Water Plant
- Installed auto dialer to 4 facilities
- Completed the expansion of the Old Town Wastewater Plant – 700,000 GD
- Upgraded the Booster Pump Capacity at Old Town Water Plant – 800 GPM
- Increased the Well Capacity at Old Town Water Plant – 2400 GPM

- Began the Extension of the Water and Wastewater main lines along FM 1093 to Fulshear Lakes
- - Added 72 new water accounts
- - Entered into an Agreement with North Fort Bend Water Authority to utilize Larry’s Toolbox – Water Conservation Initiatives

DEPARTMENT: **COF WATER & WASTEWATER OPERATIONS**

FUNDING SOURCE: **UTILITY FUND**

DEPARTMENTAL DESCRIPTION

The City of Fulshear Utility serves the area of Fulshear not located within the Cross-Creek Ranch Development. The Utility operates as an enterprise fund, meaning it is not supported with tax dollars but rather totally funded through water, sewer and reuse service revenues and utility capacity fees.

With one water treatment plant (3 Wells), one wastewater treatment facility, and five list stations, the Utility Department is responsible for providing high quality, safe drinking water and environmentally responsible wastewater service to the community.

The Water System operates under the North Fort Bend Water Authority regulations for groundwater reductions, which requires the City to pay pumpage fees for the amount of water pumped for consumer use. The current groundwater pumpage fee is \$3.05/thousand gallons pumped, but is expected to increase in January of 2018, which will have a significant impact to the City of Fulshear customer base.

DEPARTMENTAL GOALS

It is the goal of the department to provide our residents, customers and the business community clean, safe, high-quality water and environmental stewardship in the treatment and disposal of waste water while sustaining and enhancing our infrastructure.

- Implement new technology for operational efficiency
- Expand the wastewater and water production and collection systems as outlined in the Water Wastewater Master Plan, adopted by City Council in FY 17
- Provide avenues for residents and the business community to conserve water.
- Provide for regionalization of the City’s Water Wastewater system
- Complete the Impact Fee Study for Water Wastewater Infrastructure Development

DEPARTMENT OBJECTIVES

- Explore the options for enhancements to SCADA system and provide recommendation for enhancements in FY 19 Budget
- Prepare a Request for Statements of Qualifications for scheduled CIP Water/Wastewater Improvements by the fourth quarter of the FY18
- Facilitate water line interconnection between Fulshear Run and Fullbrook on Fulshear Creek by the fourth quarter of FY 18
- Implement the recommended and adopted Impact Fees for Water Wastewater Infrastructure Development by the fourth quarter of FY 18

- Increase consumer awareness relating to water rates and usage utilizing available social media
- Respond to customer concerns within 24 hours of request for service
- Implement a fire hydrant maintenance program
- Begin asset management program using GIS

DEPARTMENT: **COF WATER & WASTEWATER OPERATIONS**

FUNDING SOURCE: **UTILITY FUND**

| ACTIVITY MEASURES |
|--------------------------|
|--------------------------|

| | <u>FY 2016</u> | <u>FY 2017</u> | <u>FY 2017</u> | <u>FY 2018</u> |
|--|----------------|----------------|-----------------|----------------|
| | <u>Actual</u> | <u>Budget</u> | <u>Estimate</u> | <u>Budget</u> |
| Number of Fire Hydrants Maintained | - | - | - | 15 |
| Number of Fire Hydrants Flushed/Month | | | | |
| Cost/month – Water Line Repairs | n/a | \$6,200 | \$6,200 | \$6,200 |
| Number of Water Taps/Mo avg.: | | | | |
| Residential | - | 37 | 30 | 30 |
| Commercial | - | 3 | 3 | 3 |
| Number of Excursions /YR – Sanitary Sewer System | 0 | 0 | 3 | 0 |

| DESCRIPTION OF OPERATIONS |
|----------------------------------|
|----------------------------------|

- Administer and coordinate the operations of one Water Treatment Plant, one Wastewater Treatment Plant, five Lift Stations, and the Systems Division efficiently and effectively.
- Manage and oversee work being done at various project sites and in the field.
- Represent the Utility Department at all regular and special meetings of the City Council and coordinate and present those items requiring action for review for the Divisions within the Utility Department.
- Aid customers with utility related problems/concerns, and other City department complaints. Refer complaints to the designated division or department or contract operator.
- Provide technical assistance regarding City utility improvements to the public and other city departments as requested.

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

| COF WATER/WASTEWATER OPERATIONS |
|--|
| <ul style="list-style-type: none"> ▪ Water Plant ▪ Water Distribution ▪ Wastewater Plant ▪ Wastewater Collection |

Note: The Department is supported by the Executive Director of Planning and Development, the Director of Public Works and the Public Works Maintenance

MISSION STATEMENT

The mission of the Public Works Water Division is to safely provide clean, superior, high-quality, potable water for all City of Fulshear customers. The mission of the Public Works Wastewater Treatment Division is to efficiently and effectively treat City of Fulshear wastewater to protect the environment as well as public health, safety and welfare, while ensuring the effluent to the receiving stream meets or exceeds all environmental standards and regulations.

| |
|-------------------------------|
| FY2017 ACCOMPLISHMENTS |
|-------------------------------|

- - Accepted the utility conveyances for the Wastewater Treatment Plant and Water Plant No. 2
- - Supported the Utility Billing Division by providing staff for troubleshooting of new AMR system
- - Installed new motor and pump at Water Plant No. 1
- - Added XX new water accounts
- - Entered into an Agreement with North Fort Bend Water Authority to utilize Larry’s Toolbox – Water Conservation Initiatives
- Added 360 new water meters

DEPARTMENT: **CCR WATER & WASTEWATER
OPERATIONS**

FUNDING SOURCE: **UTILITY FUND**

| |
|---------------------------------|
| DEPARTMENTAL DESCRIPTION |
|---------------------------------|

The Utility operates as an enterprise fund, meaning it is not supported with tax dollars but rather totally funded through water, sewer and reuse service revenues and utility capacity fees. With two water treatment plants and a wastewater treatment facility, and five lift stations, the Utility Department provides service to the residents and businesses within the Master Planned Community in the Cross Creek Ranch Development. The Utility Department is responsible for providing high quality, safe drinking water and environmentally responsible wastewater service to the community.

The Water System operates under the North Fort Bend Water Authority regulations for groundwater reductions, which requires the City to pay pumpage fees for the amount of water pumped for consumer use. The current groundwater pumpage fee is \$3.05/thousand gallons pumped, but is expected to increase in January of 2018, which will have a significant impact to the Cross Creek Ranch customer base.

| |
|---------------------------|
| DEPARTMENTAL GOALS |
|---------------------------|

It is the goal of the department to provide our residents, customers and the business community clean, safe, high-quality water and environmental stewardship in the treatment and disposal of waste water while sustaining and enhancing our infrastructure.

- Provide for an overall systems maintenance plan for the Water and Wastewater facilities
- Expand the water production systems as outlined in the Water Wastewater Master Plan, adopted by City Council in FY 2017
- Provide avenues for residents and the business community to conserve water.
- Provide for regionalization of the City's Water system
- Complete the Impact Fee Study for Water Wastewater Infrastructure Development

DEPARTMENT: **CCR WATER & WASTEWATER OPERATIONS**

FUNDING SOURCE: **UTILITY FUND**

DEPARTMENT OBJECTIVES

- Review and implement a preventive maintenance policy for the system operations.
- Implement the recommended and adopted Impact Fees for Water Wastewater Infrastructure Development by the fourth quarter of FY 18
- Increase consumer awareness relating to water rates and usage utilizing available social media
- Respond to customer concerns within 24 hours of request for service
- Implement a fire hydrant maintenance program
- Begin asset management program using GIS

ACTIVITY MEASURES

| | FY 2016 <u>Actual</u> | FY 2017 <u>Budget</u> | FY 2017 <u>Estimate</u> | FY 2018 <u>Budget</u> |
|--|--------------------------|--------------------------|----------------------------|--------------------------|
| Number of Fire Hydrants Flushed/Month | n/a | n/a | n/a | 10 |
| Cost/month – Water Line Repairs | n/a | 2,400 | 2,400 | 2,500 |
| Number of Excursions /YR – Sanitary Sewer System | 0 | 0 | 0 | 0 |

DESCRIPTION OF OPERATIONS

- Administer and coordinate the operations of two Water Treatment Plants, the Wastewater Treatment Plant, five Lift Stations, and the Systems Division efficiently and effectively.
- Inspect work being done at various project sites and in the field.
- Represent the Utility Department at all regular and special meetings of the City Council and coordinate and present those items requiring action for review for the Divisions within the Utility Department.
- Aid customers with utility related problems, and other City department complaints. Refer complaints to the designated division or department.
- Provide technical assistance regarding City utility improvements to the public and other city departments as requested.

Note: The Department is supported by the Executive Director of Planning and Development, the Director of Public Works and the Public Works Maintenance Supervisor and staff.

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|----------------------------------|-------------------|--|------------------|--------------------|---------------------------|---------------------|
| 500-Fulshear W/WW Utility | | | | | | |
| | | Beginning Fund Balance | 1,517,534 | 1,552,205 | 1,552,205 | 1,206,481 |
| Revenues: | | | | | | |
| Service Revenue | | | | | | |
| | 500-44102 | Residential Water | 100,435 | 45,556 | 146,000 | 150,000 |
| | 500-44103 | Commercial Water | 135,383 | 77,667 | 132,000 | 135,000 |
| | 500-44104 | Builder Water | 41,226 | 11,636 | 22,000 | 22,000 |
| | 500-44105 | Irrigation Water | 10,899 | 2,782 | 6,000 | 6,000 |
| | 500-44106 | Residential Sewer | 65,347 | 34,281 | 82,000 | 82,000 |
| | 500-44107 | Commercial Sewer | 77,632 | 21,562 | 5,400 | 86,000 |
| | 500-44300 | Water & Sewer Taps | 129,135 | 18,378 | 71,000 | 75,000 |
| | 500-44311 | WATER/SEWER INFRASTRCT | 189,440 | - | 215,040 | - |
| | 500-44500 | Penalties | 508 | - | 5,484 | 750 |
| | 500-44600 | NFBWA Pumpage Fees | 149,389 | 48,770 | 380,000 | 380,000 |
| | | Total Service Revenue | 899,395 | 260,631 | 1,064,924 | 936,750 |
| Interest Revenue | | | | | | |
| | 500-46000 | Interest Revenue | 4,900 | 1,639 | 4,476 | 4,476 |
| | | Total Interest Revenue | 4,900 | 1,639 | 4,476 | 4,476 |
| Other Revenue | | | | | | |
| | 500-49510 | XFER IN - Gen Fund -100 | 1,270,494 | - | - | - |
| | | Total Other Revenue | 1,270,494 | - | - | - |
| | | Total Revenues | 2,174,790 | 262,270 | 1,069,400 | 941,226 |
| Expenditures: | | | | | | |
| | 500-5-000-5311-00 | Supplies | - | - | 160 | - |
| | 500-5-000-5381-01 | Miscellaneous | 3,158 | 3,250 | 2,700 | 3,250 |
| | 500-5-000-5405-00 | Administrative Fee | 87,044 | - | - | - |
| | 500-5-000-5411-00 | Prof. Services - Legal | 533 | 5,000 | - | 5,000 |
| | 500-5-000-5411-10 | Prof. Service-Comp Planning | - | 93,800 | - | 93,800 |
| | 500-5-000-5411-11 | Prof. Services-Engineering | 853 | 10,000 | - | 10,000 |
| | 500-5-000-5421-00 | Ins Real & Personal Prop | 3,563 | 4,489 | 14,094 | 14,094 |
| | 500-5-000-5431-01 | Electricity- Water Plant | 19,829 | 16,110 | 42,000 | 40,000 |
| | 500-5-000-5431-02 | Electricity- Lift Station | 7,185 | 4,927 | 8,000 | 8,000 |
| | 500-5-000-5431-03 | Electricity - Sewer Plant | 14,347 | 15,016 | 12,100 | 14,000 |
| | 500-5-000-5434-01 | Telecom - Alarm Phones | 4,102 | 4,640 | 3,500 | 3,600 |
| | 500-5-000-5451-01 | Facilities Security | - | 25,000 | - | - |
| | 500-5-000-5463-01 | Facilities Lease | - | 178,000 | - | - |
| | 500-5-000-5465-00 | Water Pumpage Fees | 230,765 | 223,723 | 300,000 | 380,000 |
| | 500-5-000-5475-01 | Bad Debt Write Off | 1,625 | - | - | - |
| | 500-5-000-5510-01 | Base - Contract W/S Operati | 88,262 | 85,274 | 40,000 | 60,000 |
| | 500-5-000-5510-02 | Admin Fees W/S Contract | 74,954 | 93,368 | 10,000 | 15,000 |
| | 500-5-000-5510-04 | Water System Maintenance | 73,721 | 71,562 | 88,000 | 90,000 |
| | 500-5-000-5510-05 | Lift Station Maintenance | 873 | 1,100 | 20,000 | 20,000 |
| | 500-5-000-5510-06 | Tapping Fees - W/S Contract | 58,722 | 76,295 | 31,000 | 35,000 |
| | 500-5-000-5510-07 | Sewer System Maintenance | 8,590 | 7,677 | 40,000 | 40,000 |
| | 500-5-000-5515-02 | Permits | 3,052 | 5,421 | 2,500 | 3,000 |
| | 500-5-000-5540-02 | Software Contract Maint. | 2,782 | 3,415 | - | - |
| | 500-5-000-5600-05 | Capital Infrastructure | 290,520 | - | - | - |
| | 500-5-000-5600-04 | Capital Outlay-Buildings | 1,165,638 | - | - | - |
| | 500-5-000-5900-10 | XFER OUT - Gen Fund 100 | - | 176,411 | 176,411 | 193,254 |
| | 500-5-000-5900-51 | XFER OUT-COF CapProj Fd 501 | - | 624,660 | 624,660 | 59,000 |
| | | Total Expenditures | 2,140,118 | 1,729,137 | 1,415,125 | 1,086,998 |
| | | Net Revenues Over(Under) Expenditures | 34,671 | (1,466,867) | (345,725) | (145,772) |
| | | Ending Fund Balance | 1,552,205 | 85,338 | 1,206,481 | 1,060,709 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-------------------------|-------------------|--|------------------|------------------|---------------------------|---------------------|
| 550-CCR Utility | | | | | | |
| | | Beginning Fund Balance | 3,945,106 | 3,055,540 | 3,055,540 | 1,967,944 |
| Revenues: | | | | | | |
| Service Revenues | | | | | | |
| | 550-44102 | Residential Water | 752,467 | 929,949 | 902,000 | 929,949 |
| | 550-44103 | Commercial Water | 60,893 | 67,267 | 55,000 | 67,267 |
| | 550-44104 | Builder Water | 99,967 | 108,685 | 90,000 | 108,685 |
| | 550-44105 | Irrigation Water | 20,968 | 23,647 | 15,000 | 23,647 |
| | 550-44106 | Residential Sewer | 629,000 | 759,255 | 759,255 | 759,255 |
| | 550-44107 | Commercial Sewer | 56,792 | 68,662 | 20,000 | 68,662 |
| | 550-44108 | WATER CONVERSION | 1,218 | 1,568 | 100 | 1,568 |
| | 550-44300 | Water & Sewer Taps | 799,882 | 994,067 | 500,000 | 994,067 |
| | 550-44310 | Builder Backcharges | - | - | 2,000 | 2,000 |
| | 550-44500 | Penalties | 3,696 | 4,656 | 20,000 | 4,656 |
| | 550-44600 | NFBWA Pumpage Fees | 1,144,206 | 1,273,862 | 820,000 | 1,273,862 |
| | | Total Service Revenues | 3,569,089 | 4,231,618 | 3,183,355 | 4,233,618 |
| Interest Revenue | | | | | | |
| | 550-46000 | Interest Revenue | 8,909 | 5,463 | 18,000 | 7,303 |
| | | Total Interest Revenue | 8,909 | 5,463 | 18,000 | 7,303 |
| | | Total Revenues | 3,577,998 | 4,237,081 | 3,201,355 | 4,240,921 |
| Expenditures: | | | | | | |
| | 550-5-000-5311-00 | Supplies | - | - | - | - |
| | 550-5-000-5381-03 | Miscellaneous | 3,930 | 5,422 | 5,422 | 5,422 |
| | 550-5-000-5405-00 | Administrative Fee | 493,248 | - | - | - |
| | 550-5-000-5411-00 | Professional Services - Leg | 4,491 | 2,520 | 2,520 | 2,520 |
| | 550-5-000-5411-11 | Prof Services - Engineering | 15,187 | 21,262 | 21,262 | 21,262 |
| | 550-5-000-5421-00 | Insurance R & P Property | 10,382 | 14,535 | 22,817 | 14,535 |
| | 550-5-000-5431-01 | Electricity - Water Plant | 62,864 | 60,587 | 60,587 | 60,587 |
| | 550-5-000-5431-02 | Electricity - Lift Station | 15,672 | 17,643 | 17,643 | 17,643 |
| | 550-5-000-5431-03 | Electricity - Sewer Plant | 57,482 | 71,280 | 71,280 | 71,280 |
| | 550-5-000-5434-01 | Telecom - Alarm Phones | 4,033 | 5,096 | 5,096 | 5,096 |
| | 550-5-000-5465-00 | Water Pumpage Fees | 967,959 | 1,054,350 | 1,054,350 | 1,054,350 |
| | 550-5-000-5475-01 | Bad Debt Write Off | 282,380 | - | - | - |
| | 550-5-000-5510-01 | Base Contract W/S Operation | 223,881 | 236,735 | 236,735 | 236,735 |
| | 550-5-000-5510-02 | Admin Fees - W/S Contract | 136,343 | 203,548 | 203,548 | 203,548 |
| | 550-5-000-5510-04 | Water System Maintenance | 126,344 | 147,999 | 147,999 | 147,999 |
| | 550-5-000-5510-05 | Lift Station Maintenance | 18,464 | 3,968 | 3,968 | 3,968 |
| | 550-5-000-5510-06 | Tapping Fees - W/S Contract | 305,921 | 412,055 | 412,055 | 412,055 |
| | 550-5-000-5510-07 | Sewer System Maintenance | 27,100 | 32,204 | 32,204 | 32,204 |
| | 550-5-000-5515-00 | Permits | 6,578 | 9,209 | 9,209 | 9,209 |
| | 550-5-000-5560-07 | Incode Software Maintenance | 11,248 | 15,180 | 15,180 | 15,180 |
| | 550-5-000-5600-01 | Capital - Technology | 1,694,058 | - | 27,712 | - |
| | 550-5-000-5900-10 | XFER OUT - Gen Fund 100 | - | 785,700 | 785,700 | 895,321 |
| | 550-5-000-5900-51 | Xfer Out - COF CIP FD #501 | - | - | - | - |
| | 550-5-000-5900-56 | XFER OUT - CCR C/P FUND 551 | - | 1,153,667 | 1,153,667 | - |
| | | Total Expenditures | 4,467,563 | 4,252,957 | 4,288,951 | 3,208,911 |
| | | Net Revenues Over(Under) Expenditures | (889,566) | (15,875) | (1,087,596) | 1,032,010 |
| | | Ending Fund Balance | 3,055,540 | 3,039,665 | 1,967,944 | 2,999,954 |



OTHER FUNDS

DEBT SERVICE FUND

The Debt Service Fund is used to account for the payment of principal and interest on General Obligation Bonds, Certificates of Obligations, Tax Notes and lease agreements. As a Home Rule Charter city, the City of Fulshear is not limited by law in the amount of debt it may issue. Under Article XI, Section 5 of the State of Texas Constitution the maximum tax rate for all purposes is \$2.50 per \$100 of assessed valuation. Within the \$2.50 maximum, there is no legal limit upon the amount of taxes which can be levied for debt service. The maximum debt limit in terms of dollars based on the current appraised value would be \$33,391,611.

Currently the City of Fulshear has no long-term debt obligation.

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|--|-------------------|--|-------------|-------------|---------------------------|---------------------|
| 150-Vehicle/Equipment Replacement Fund (VER Fund) | | | | | | |
| | | Beginning Fund Balance | - | - | 0 | - |
| Revenues: | | | | | | |
| | 150-49300 | Replacement Fee Charges | - | - | 0 | 167,967 |
| | 150-49500 | Xfer In - General Fund 100 | - | - | 0 | 85,000 |
| | | Total Revenue | - | - | 0 | 252,967 |
| Expenditures: | | | | | | |
| | 150-5-210-5600-02 | Capital Outlay - Vehicle | - | - | 0 | 72,000 |
| | 150-5-510-5600-00 | Capital Outlay - Equipment | - | - | 0 | 130,000 |
| | 150-5-510-5600-02 | Capital Outlay - Vehicle | - | - | 0 | 50,000 |
| | | Total Capital Outlay - Vehicle | - | - | 0 | 252,000 |
| | | Net Revenues Over(Under) Expenditures | - | - | 0 | 967 |
| | | Ending Fund Balance | - | - | 0 | 967 |

FUND DESCRIPTION: Vehicle/Equipment Replacement Fund provides for the accounting of fees allocated from the various departments for the usage of vehicles and particular equipment. These fees are budgeted within the associated departments and accumulated in this Replacement Fund. The city vehicles/equipment are scheduled over their useful life and updated for price changes over time. As units are scheduled for replacement they are purchased and the cycle continues. Any new position units that are first approved in a departments Capital Outlay-Vehicle or Equipment line item will be added to this schedule in the year after purchase.

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|---------------------------|-------------------|--|------------------|------------------|---------------------------|---------------------|
| 200-Reg. Park Fund | | | | | | |
| | | Beginning Fund Balance | 1,170,738 | 1,322,167 | 1,322,167 | 209,351 |
| Rever` | | | | | | |
| | 200-46000 | Interest Revenue | | | 4,000 | 4,000 |
| | 200-49221 | Regional Park Contributions | 222,000 | 292,250 | 112,600 | 110,000 |
| | | Total Revenues | 222,000 | 292,250 | 116,600 | 114,000 |
| Expenditures: | | | | | | |
| | 200-5-000-5311-00 | Supplies | - | - | 0 | - |
| | 200-5-000-5315-00 | Postage | 125 | - | 0 | - |
| | 200-5-000-5405-00 | Administrative Fee | 5,880 | - | 4,818 | - |
| | 200-5-000-5411-00 | Prof. Legal Services | 23,006 | 35,000 | 0 | - |
| | 200-5-000-5411-10 | Prof. Services - Comp Plan | 4,175 | - | 0 | - |
| | 200-5-000-5411-13 | Prof. Service - Info Tech | 632 | 15,000 | 4,543 | - |
| | 200-5-000-5411-14 | Prof. Services - Landscape | - | - | 0 | - |
| | 200-5-000-5411-15 | Prof. Services-Park Plannin | 155 | 1,100 | 0 | - |
| | 200-5-000-5421-00 | Ins. Real & Personal Prop. | 59 | - | 0 | - |
| | 200-5-000-5434-00 | Telecommunications | 577 | - | 0 | - |
| | 200-5-000-5440-00 | Park Marketing | 21,846 | 3,500 | 0 | - |
| | 200-5-000-5468-01 | Equipment Rental | 1,550 | - | 600 | 600 |
| | 200-5-000-5527-00 | Dues & Memberships | 568 | - | 0 | - |
| | 200-5-000-5600-03 | Capital Improvements | 12,000 | 1,230,000 | 1,219,454 | 135,000 |
| | 200-5-000-5850-01 | Parks & Pathways Development | | | | 100,000 |
| | 200-5-000-5850-00 | Parks & Pathways Master Plan | | | | 35,000 |
| | | Total Expenditures | 70,571 | 1,284,600 | 1,229,416 | 270,600 |
| | | Net Revenues Over(Under) Expenditures | 151,429 | (992,350) | -1,112,816 | (156,600) |
| | | Ending Fund Balance | 1,322,167 | 329,817 | 209,351 | 52,751 |

FUND DESCRIPTION: Regional Parks Fund provides for the accounting of committed funds for park land and park development. This fund is designated as a Special Revenue Fund.

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|----------------------------------|-------------------|--|-------------|-------------|---------------------------|---------------------|
| 900-Court Technology Fund | | | | | | |
| | | Beginning Fund Balance | - | - | 53,072 | 31,483 |
| Revenues: | | | | | | |
| Fines & Forefietures | | | | | | |
| | 900-45005 | Court Technology | | - | 2,181 | 2,000 |
| | | Total Fines & Forefietures | - | - | 2,181 | 2,000 |
| Interest Revenue | | | | | | |
| | 9000-46001 | Interest - Judicial Efficiency | | - | 181 | 150 |
| | | Total Interest Revenue | - | - | 181 | 150 |
| Other Revenue | | | | | | |
| | 901-49590 | Xfer - In | | - | 2,467 | |
| | | Total Other Revenues | - | - | 2,467 | - |
| | | Total Revenues | - | - | 2,362 | 2,150 |
| Expenditures: | | | | | | |
| Contractual | | | | | | |
| | 900-5-000-5411-00 | Prof. Services-Baliliff | - | - | - | - |
| | | Total Contractual | - | - | - | - |
| | 900-5-000-5900-10 | Xfer - Out | | | 23,951 | |
| | | Total Other Charges | - | - | 23,951 | - |
| | | Total Expenditures | - | - | 23,951 | - |
| | | Net Revenues Over(Under) Expenditures | - | - | (21,588) | 2,150 |
| | | Ending Fund Balance | - | - | 31,483 | 33,633 |

FUND DESCRIPTION: Court Technology Fund provides for the accounting of fees collected by the Court in accordance with state statute to purchase technology for the Court. This fund is designated as a Special Revenue Fund.

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|---|-------------------|---------------------------------------|--------------|-------------|---------------------------|---------------------|
| 901-Court Building Security Fund | | | | | | |
| | | Beginning Fund Balance | - | | - | 23,233 |
| Revenues: | | | | | | |
| Fines & Forefeitures | | | | | | |
| | 901-45004 | Court Building Security | 3,327 | - | 1,600 | 1,600 |
| | | Total Fines & Forefeitures | 3,327 | - | 1,600 | 1,600 |
| Interest Revenue | | | | | | |
| | 901-46001 | Interest - Court Building | 100 | - | 160 | 160 |
| | | Total Interest Revenue | 100 | - | 160 | 160 |
| Other Revenue | | | | | | |
| | 901-49590 | Xfer - In | | | 21,473 | |
| | | Total Other Revenues | - | - | 21,473 | - |
| | | Total All Revenues | 3,427 | - | 23,233 | 1,760 |
| Expenditures: | | | | | | |
| Contractual | | | | | | |
| | 900-5-000-5411-00 | Prof. Services-Baliliff | - | - | - | - |
| | | Total Contractual | - | - | - | - |
| | | Total Expenditures | - | - | - | - |
| | | Net Revenues Over(Under) Expenditures | 3,427 | - | 23,233 | 1,760 |
| | | Ending Fund Balance | 3,427 | - | 23,233 | 24,993 |

FUND DESCRIPTION: Court Building Security Fund provides for the accounting of fees collected by the Court in accordance with state statute to purchase building security products and services for the Court. This fund is designated as a Special Revenue Fund.

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-------------------------------------|-------------------|--|-------------|-------------|---------------------------|---------------------|
| 902-Judicial Efficiency Fund | | | | | | |
| | | Beginning Fund Balance | - | - | - | 2,554 |
| Revenues: | | | | | | |
| Fines & Forefietures | | | | | | |
| | 902-45007 | Judicial Efficiency Revenue | | - | 71 | - |
| | | Total Fines & Forefietures | - | - | 71 | - |
| Interest Revenue | | | | | | |
| | 902-46010 | Interest - Judicial Efficiency | | - | 6 | - |
| | | Total Interest Revenue | - | - | 6 | - |
| Other Revenue | | | | | | |
| | 901-49590 | Xfer - In | | - | 2,477 | - |
| | | Total Other Revenues | - | - | 2,477 | - |
| | | Total Revenues | - | - | 2,554 | - |
| Expenditures: | | | | | | |
| Contractual | | | | | | |
| | 900-5-000-5411-00 | Prof. Services-Baliliff | - | - | - | - |
| | | Total Contractual | - | - | - | - |
| | | Total Expenditures | - | - | - | - |
| | | Net Revenues Over(Under) Expenditures | - | - | 2,554 | - |
| | | Ending Fund Balance | - | - | 2,554 | 2,554 |

FUND DESCRIPTION: This fund provides for the accounting of fees collected by the court that are to be used for the purpose of improving the efficiency of the administration of justice. This fund is designated as a Special Revenue Fund.

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|------------------------------|---------------------------------|--|---------------|---------------|---------------------------|---------------------|
| 950-Child Safety Fund | | | | | | |
| | | Beginning Fund Balance | 27,378 | 28,845 | 38,146 | 3,913 |
| Revenues: | | | | | | |
| | Fines & Forefietures | | | | | |
| | 950-45009 | Child Safety | 1,447 | - | 1,542 | 1,000 |
| | | Total Fines & Forefietures | 1,447 | - | 1,542 | 1,000 |
| | Interest Revenue | | | | | |
| | 950-46001 | Interest Revenue - Chld Safety | 20 | - | 28 | 28 |
| | | TOTAL INTEREST EARNED | 20 | - | 28 | 28 |
| | | TOTAL REVENUES | 1,467 | - | 1,570 | 1,028 |
| Expenditures: | | | | | | |
| | Supplies | | | | | |
| | 950-5-000-5381-00 | Miscellaneous | | | | 3,900 |
| | 950-5-000-5381-02 | Seized Fund Expenditures | | | | |
| | | Total Supplies | - | - | - | 3,900 |
| | Other Charges | | | | | |
| | 950-5-000-5900-10 | Xfer Out - Gen Fund 100 | | | 35,803 | |
| | | Total Other Charges | - | - | 35,803 | - |
| | | Total Expenditures | - | - | 35,803 | 3,900 |
| | | Net Revenues Over(Under) Expenditures | 1,467 | - | (34,233) | (2,872) |
| | | Ending Fund Balance | 28,845 | 28,845 | 3,913 | 1,041 |

FUND DESCRIPTION: This fund provides for the accounting of fees collected by the court that are to be used for the purpose of providing child safety. This fund is designated as a Special Revenue Fund.

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|---------------------------------|---------------------------------|--|-------------|-------------|---------------------------|---------------------|
| 951-Police Donation Fund | | | | | | |
| | | Beginning Fund Balance | - | - | - | 12,709 |
| Revenues: | | | | | | |
| | Fines & Forefietures | | | | | |
| | 950-45010 | Special Donations | - | - | 2,500 | - |
| | 950-45011 | K9 DONATIONS | - | - | - | - |
| | | Total Fines & Forefietures | - | - | 2,500 | - |
| | Interest Revenue | | | | | |
| | 951-46001 | Interest Revenue | 46 | - | 62 | 75 |
| | | TOTAL INTEREST EARNED | 46 | - | 62 | 75 |
| | Other Revenues | | | | | |
| | 951-49590 | Xfer In | | | 10,610 | |
| | | Total Other Revenues | - | - | 10,610 | - |
| | | TOTAL REVENUES | 46 | - | 13,172 | 75 |
| Expenditures: | | | | | | |
| | 951-5-000-5381-00 | Miscellaneous | - | - | 464 | 5,000 |
| | | Total Expenditures | - | - | 464 | 5,000 |
| | | Net Revenues Over(Under) Expenditures | 46 | - | 12,709 | (4,925) |
| | | Ending Fund Balance | 46 | - | 12,709 | 7,784 |

FUND DESCRIPTION: This fund provides for the accounting of donations collected that are to be used for the purpose of providing products and services for police operations. This fund is designated as a Special Revenue Fund.

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|---------------------------------|-------------------------|--|-------------|-------------|---------------------------|---------------------|
| 952-Federal Seizure Fund | | | | | | |
| | | Beginning Fund Balance | - | - | - | 39,518 |
| Revenues: | | | | | | |
| | Tax | | | | | |
| | 952-41100 | Federal Seizure Revenue | - | - | 17,067 | - |
| | | Total Revenue | - | - | 17,067 | - |
| | Interest Revenue | | | | | |
| | 952-46001 | Interest Revenue - FED Seizure | 62 | - | 208 | 500 |
| | | TOTAL INTEREST EARNED | 62 | - | 208 | 500 |
| | Other Revenue | | | | | |
| | 952-49590 | Xfer In | | | 25,193 | |
| | | Total Other Revenue | - | - | 25,193 | - |
| | | TOTAL REVENUES | 62 | - | 42,468 | 500 |
| Expenditures: | | | | | | |
| | 952-5-000-5381-03 | Federal Seizure Expenses | - | - | 2,950 | 10,000 |
| | | Total Expenditures | - | - | 2,950 | 10,000 |
| | | Net Revenues Over(Under) Expenditures | 62 | - | 39,518 | (9,500) |
| | | Ending Fund Balance | 62 | - | 39,518 | 30,018 |

FUND DESCRIPTION: This fund provides for the accounting of seizure funds collected that are to be used for the purpose of providing products and services for police activities that do not supplant operating budgets. This fund is designated as a Special Revenue Fund.

Economic Development Corporation-Type A

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|------------------------------------|-------------------|-----------------------------------|----------------|----------------|---------------------------------|---------------------------|
| 600-Type A Development Corp | | | | | | |
| | | Beginning Fund Balance | 577,504 | 659,387 | 659,387 | 705,866 |
| Revenues: | | | | | | |
| | | Tax | | | | |
| | 600-41301 | Sales & Use Tax Revenue | 333,467 | 338,498 | 338,498 | 403,200 |
| | | Total Tax | 333,467 | 338,498 | 338,498 | 403,200 |
| | | Interest Revenue | | | | |
| | 600-46000 | Interest Revenue | 975 | 1,000 | 4,000 | 1,000 |
| | | Total Interest Revenue | 975 | 1,000 | 4,000 | 1,000 |
| | | Total Revenues | 334,442 | 339,498 | 342,498 | 404,200 |
| Expenditures: | | | | | | |
| | 600-5-100-5311-00 | Supplies | 85 | 250 | 250 | 250 |
| | 600-5-100-5411-00 | Admin Prof. Serv. - Legal | 3,483 | 2,500 | 15,000 | 10,000 |
| | 600-5-100-5411-10 | Professional Svcs - Consult | 3,235 | 2,900 | 2,900 | 2,900 |
| | 600-5-100-5421-00 | Admin - Indemnity Insurance | - | 500 | 400 | 400 |
| | 600-5-100-5469-00 | Admin - Administrative Fee | - | 122,059 | 122,059 | - |
| | 600-5-100-5475-00 | Admin - Bank Charges | - | 400 | - | 400 |
| | 600-5-100-5526-00 | Admin - Public Notices | 30 | 100 | 35 | 100 |
| | 600-5-100-5528-05 | Continuing Education | - | 5,000 | 175 | 5,000 |
| | 600-5-400-5411-00 | CD- Tourism/City Events | 36,599 | - | - | - |
| | 600-5-400-5411-01 | CD - Administration (MOU) | 42,312 | - | - | - |
| | 600-5-400-5411-10 | CD- Marketing (MOU) | 10,340 | - | - | - |
| | 600-5-500-5527-00 | Dues & Memberships (MOU) | 5,975 | - | - | - |
| | 600-5-700-5710-00 | DEBT SERVICE APP FEES | 500 | - | - | - |
| | 600-5-700-5710-01 | Debt Service Loan Principal | - | 26,760 | - | - |
| | 600-5-700-5710-02 | Debt Service Loan Interest | - | 17,500 | - | - |
| | 600-5-700-5900-10 | Xfer Out - Gen Fund 100 | | | | 151,648 |
| | 600-5-700-5900-11 | Xfer Out-GF 100-Comm Events | | | | 24,420 |
| | 600-5-700-5900-61 | Xfer Out - 4A Cap Proj Fd 601 | 150,000 | 155,200 | 155,200 | 130,640 |
| | | Total Expenditures | 252,559 | 333,168 | 296,019 | 325,758 |
| | | Revenues Over(Under) Expenditures | 81,883 | 6,330 | 46,479 | 78,442 |
| | | Ending Fund Balance | 659,387 | 665,717 | 705,866 | 784,308 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|-------------------------------------|-------------------|--|----------------|----------------|---------------------------|---------------------|
| 601-Type A Corp Project Fund | | | | | | |
| | | Beginning Fund Balance | - | 150,010 | 150,010 | 203,810 |
| Revenues: | | | | | | |
| | | Interest Revenue | | | | |
| | 601-46000 | Interest Revenue | 10 | 100 | 100 | 100 |
| | | Total Interest Revenue | <u>10</u> | <u>100</u> | <u>100</u> | <u>100</u> |
| | | Other Revenue | | | | |
| | 601-49560 | XFER IN - 4/A EDC FUND 600 | 150,000 | 155,200 | 155,200 | 130,640 |
| | | Total Other Revenue | <u>150,000</u> | <u>155,200</u> | <u>155,200</u> | <u>130,640</u> |
| | | Total Revenues | <u>150,010</u> | <u>155,300</u> | <u>155,300</u> | <u>130,740</u> |
| Expenditures: | | | | | | |
| | 601-5-000-5470-01 | Targeted Incentives | - | 33,850 | - | 40,320 |
| | 601-5-000-5470-02 | Promotional Expenses | - | 33,850 | 22,500 | 40,320 |
| | 601-5-000-5470-03 | Studies expense | - | 50,000 | 42,500 | 50,000 |
| | 601-5-000-5470-04 | Community Events | - | 37,500 | 36,500 | - |
| | | Total Expenditures | <u>-</u> | <u>155,200</u> | <u>101,500</u> | <u>130,640</u> |
| | | Net Revenues Over(Under) Expenditures | <u>150,010</u> | <u>100</u> | <u>53,800</u> | <u>100</u> |
| | | Ending Fund Balance | 150,010 | 150,110 | 203,810 | 203,910 |

Economic Development Corporation-Type B

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|------------------------------------|-------------------|---------------------------------------|----------------|----------------|---------------------------------|---------------------------|
| 700-Type B Development Corp | | | | | | |
| | | Beginning Fund Balance | 758,570 | 758,570 | 826,079 | 882,833 |
| Revenues: | | | | | | |
| | | Tax | | | | |
| | 700-41301 | Sales & Use Tax Revenue | 333,467 | 338,498 | 338,498 | 403,200 |
| | | Total Tax | 333,467 | 338,498 | 338,498 | 403,200 |
| Interest Revenue | | | | | | |
| | 700-46000 | Interest Revenue | 2,747 | 750 | 4,000 | 750 |
| | | Total Interest Revenue | 2,747 | 750 | 4,000 | 750 |
| | | TOTAL REVENUES | 336,214 | 339,248 | 342,498 | 403,950 |
| Expenditures: | | | | | | |
| | 700-5-100-5311-00 | Supplies | 120 | 250 | 250 | 250 |
| | 700-5-100-5411-00 | Admin Prof. Service-Legal | 3,327 | 2,500 | 7,500 | 7,500 |
| | 700-5-100-5411-02 | Prof. Services-Security | 800 | | | - |
| | 700-5-100-5421-04 | Admin-Indemity Insurance | 477 | 500 | 461 | 500 |
| | 700-5-100-5469-00 | Admin-Administrative Fee | - | 122,059 | 122,059 | - |
| | 700-5-100-5526-00 | Public Notices | 31 | 100 | 100 | 100 |
| | 700-5-100-5528-05 | Continuing Education | | 7,000 | 175 | 8,000 |
| | 700-5-400-5411-01 | CD-Administration(MOU) | 42,311 | | | - |
| | 700-5-400-5411-05 | CD-City Events(MOU) | 36,599 | | | - |
| | 700-5-400-5411-10 | Tourism Development | 18,225 | | | - |
| | 700-5-400-5440-01 | CD-Marketing (MOU) | 10,340 | | | - |
| | 700-5-400-5471-00 | Community Grants | | | | 10,000 |
| | 700-5-500-5527-00 | BD - Dues/Memberships (MOU) | 5,975 | - | - | - |
| | 700-5-700-5710-00 | DEBT SERVICE APP FEES | 500 | - | - | - |
| | 700-5-700-5710-01 | Debt Service - Principal | - | 26,760 | - | - |
| | 700-5-700-5710-02 | Debt Service - Interest | - | 17,500 | - | - |
| | 700-5-700-5900-10 | Xfer Out - Gen Fund 100 | | | | 151,648 |
| | 700-5-700-5900-11 | Xfer Out-GF 100-Comm Events | | | | 24,420 |
| | 700-5-700-5900-71 | Xfer Out - 4B Cap Proj Fd 701 | 150,000 | 155,200 | 155,200 | 130,640 |
| | | Total Expenditures | 268,705 | 331,869 | 285,745 | 333,058 |
| | | Net Revenues Over(Under) Expenditures | 67,509 | 7,379 | 56,753 | 70,892 |
| | | Ending Fund Balance | 826,079 | 765,949 | 882,833 | 953,725 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|--------------------------------|-------------------------|--|----------------|----------------|---------------------------|---------------------|
| 701-B Corp Project Fund | | | | | | |
| | | Beginning Fund Balance | - | 150,010 | 150,010 | 192,460 |
| Revenues: | | | | | | |
| | Interest Revenue | | | | | |
| | 701-46000 | INTEREST | 10 | 100 | 100 | 100 |
| | | Total Interest Revenue | <u>10</u> | <u>100</u> | <u>100</u> | <u>100</u> |
| | Other Revenue | | | | | |
| | 701-49570 | XFER IN - 4/B EDC FUND 700 | 150,000 | 155,200 | 155,200 | 130,640 |
| | | Total Other Revenue | <u>150,000</u> | <u>155,200</u> | <u>155,200</u> | <u>130,640</u> |
| | | Total Revenues | <u>150,010</u> | <u>155,300</u> | <u>155,300</u> | <u>130,740</u> |
| Expenditures: | | | | | | |
| | 701-5-000-5470-01 | Targeted Incentives | - | 33,850 | - | 40,320 |
| | 701-5-000-5470-02 | Promotional Expenses | - | 33,850 | 33,850 | 40,320 |
| | 701-5-000-5470-03 | Studies Expense | - | 50,000 | 42,500 | 50,000 |
| | 701-5-000-5470-04 | Community Events | - | 37,500 | 36,500 | - |
| | | Total Contractual | <u>-</u> | <u>155,200</u> | <u>112,850</u> | <u>130,640</u> |
| | | Net Revenues Over(Under) Expenditures | <u>150,010</u> | <u>100</u> | <u>42,450</u> | <u>100</u> |
| | | Ending Fund Balance | 150,010 | 150,110 | 192,460 | 192,560 |

CAPITAL IMPROVEMENT PROGRAM

The City of Fulshear Capital Improvement Program (CIP) is a process by which the City develops a multi-year plan for major capital expenditures that matches available resources and satisfies the City tax rate stabilization objective. At this time projects are included that exceed \$25,000 and have a useful lifespan of ten years or more.

The current CIP is used as a planning tool and provides for a five (5) year program. Projects are ranked by priority and the funded based on the available funding.

Most of the planned projects in the near future involve the purchase of services and land which will not require any future maintenance. Those facility projects that are in the future will require additional utility and maintenance and are not expected to be material.



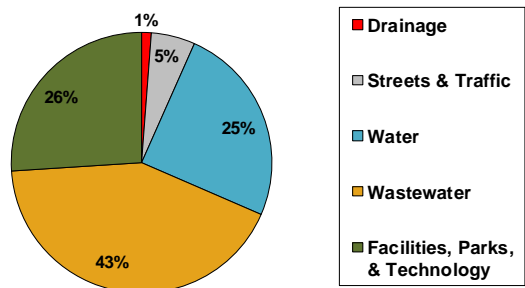
TOTAL PROJECT SUMMARY 5-Year Capital Improvement Plan City of Fulshear, Texas 9/26/2017 - PER FY18 ADOPTED BUDGET

Please Note: All figures below are estimates as of 2017 and are in 2017 dollars not adjusted for inflation.

| PROJECT CATEGORY | FY18 | FY19 | FY20 | FY21 | FY22 | Beyond FY22 | TOTAL |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| Drainage | \$ 175,000 | \$ 175,000 | \$ 175,000 | \$ 775,000 | \$ 775,000 | \$ - | \$ 2,075,000 |
| Streets & Traffic | \$ 1,610,000 | \$ 3,610,000 | \$ 3,250,000 | \$ 550,000 | \$ 400,000 | \$ - | \$ 9,420,000 |
| Water | \$ 2,666,650 | \$ 8,688,225 | \$ 13,275,445 | \$ 11,040,370 | \$ 2,658,685 | \$ 4,672,025 | \$ 43,001,400 |
| Wastewater | \$ 4,947,160 | \$ 5,624,985 | \$ 24,678,020 | \$ 29,092,725 | \$ 9,110,610 | \$ - | \$ 73,453,500 |
| Facilities, Parks, & Technology | \$ 645,000 | \$ 785,000 | \$ 2,725,000 | \$ 13,125,000 | \$ 4,725,000 | \$ 23,000,000 | \$ 45,005,000 |
| TOTALS | \$ 10,043,810 | \$ 18,883,210 | \$ 44,103,465 | \$ 54,583,095 | \$ 17,669,295 | \$ 27,672,025 | \$ 172,954,900 |

| FUNDING SUMMARY | |
|-----------------------|-----------------------|
| CIP 200 Fund Balance | \$ 135,000 |
| CIP 300 Fund Balance | \$ 947,500 |
| CIP 501 Fund Balance | \$ 251,250 |
| CIP 601/701 Fund Bal. | \$ 142,500 |
| Op Funds-Utility | \$ 2,100,000 |
| TBD Facility Bonds | \$ 43,200,000 |
| TBD Utility Bonds | \$ 114,354,900 |
| TBD Mobility Bonds | \$ 6,500,000 |
| Undesignated/Op Funds | \$ 5,323,750 |
| TOTAL | \$ 172,954,900 |

Project Breakout by Type



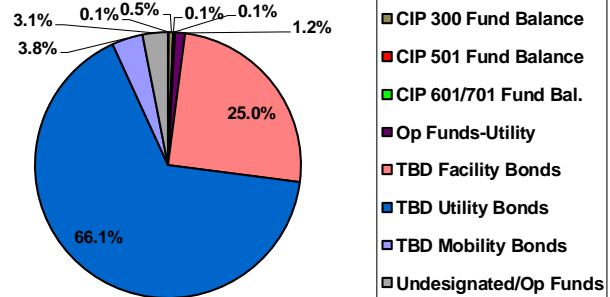
TOTAL FUNDING SUMMARY 5-Year Capital Improvement Plan City of Fulshear, Texas 9/26/2017 - PER FY18 ADOPTED BUDGET

Please Note: All figures below are estimates as of 2017 and are in 2017 dollars not adjusted for inflation.

| FUNDING SOURCES | FY18 | FY19 | FY20 | FY21 | FY22 | Beyond FY22 | TOTAL |
|-----------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| CIP 200 Fund Balance | \$135,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$135,000 |
| CIP 300 Fund Balance | \$947,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$947,500 |
| CIP 501 Fund Balance | \$95,000 | \$156,250 | \$0 | \$0 | \$0 | \$0 | \$251,250 |
| CIP 601/701 Fund Bal. | \$142,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$142,500 |
| Op Funds-Utility | \$200,000 | \$600,000 | \$500,000 | \$400,000 | \$400,000 | \$0 | \$2,100,000 |
| TBD Facility Bonds | \$0 | \$0 | \$2,600,000 | \$13,000,000 | \$4,600,000 | \$23,000,000 | \$43,200,000 |
| TBD Utility Bonds | \$7,413,810 | \$13,713,210 | \$37,453,465 | \$39,733,095 | \$11,369,295 | \$4,672,025 | \$114,354,900 |
| TBD Mobility Bonds | \$1,000,000 | \$2,750,000 | \$2,750,000 | \$0 | \$0 | \$0 | \$6,500,000 |
| Undesignated/Op Funds | \$0 | \$1,553,750 | \$800,000 | \$1,450,000 | \$1,300,000 | \$220,000 | \$5,323,750 |
| TOTALS | \$9,933,810 | \$18,773,210 | \$44,103,465 | \$54,583,095 | \$17,669,295 | \$27,892,025 | \$172,954,900 |

| PROJECT SUMMARY | |
|---------------------------------|-----------------------|
| Drainage | \$ 2,075,000 |
| Streets & Traffic | \$ 9,420,000 |
| Water | \$ 43,001,400 |
| Wastewater | \$ 73,453,500 |
| Facilities, Parks, & Technology | \$ 45,005,000 |
| TOTAL | \$ 172,954,900 |

Project Breakout by Funding





DRAINAGE

5-Year Capital Improvement Plan

City of Fulshear, Texas

Project Summary


| Project Code & Name | Funding Source | Description |
|--|---|--|
| D18A Drainage Master Planning | CIP 300 Fund Balance/ Undesignated/Op Funds | This project represents an ongoing effort to identify a Citywide approach to drainage as well as specific requirements and needs for different drainage areas in the City. |
| D18B Drainage Management Program | CIP 300 Fund Balance/ Undesignated/Op Funds | This will be an annual heavy maintenance program that will identify specific improvements to the Drainage System. |
| D18C Drainage System Maintenance Equipment | Undesignated/Op Funds | It is anticipated that as the City's drainage system and maintenance needs grow, additional equipment will be needed on an as needed basis in the near future. |


Please Note: All figures below are estimates as of 2017 and are in 2017 dollars not adjusted for inflation.

| Project Code | FY18 | FY19 | FY20 | FY21 | FY22 | Beyond FY22 | TOTALS |
|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------|---------------------|
| D18A | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 | | \$ 375,000 |
| D18B | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | | \$ 500,000 |
| D18C | \$ - | \$ - | \$ - | \$ 600,000 | \$ 600,000 | | \$ 1,200,000 |
| TOTALS | \$ 175,000 | \$ 175,000 | \$ 175,000 | \$ 775,000 | \$ 775,000 | \$ - | \$ 2,075,000 |

Future Annual Operating Costs:

| Project Code | FY18 | FY19 | FY20 | FY21 | FY22 | |
|---------------|-------------|-------------|-------------|-------------|-----------------|----------------------------|
| D18A | \$ - | \$ - | \$ - | \$ - | \$ - | no additional annual costs |
| D18B | \$ - | \$ - | \$ - | \$ - | \$ - | no additional annual costs |
| D18C | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | |
| TOTALS | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | |

|  Capital Improvement Plan Capital Project Detail Sheet | | | | | | | |
|---|---|-----------------------------|--------------------|-----------------------------------|--|------------------------------|-------------------|
| Project Name: | Drainage Master Planning | | | Project Number: | D18A | | |
| Project Manager: | Brant Gary, Executive Director of Planning & Development (or designee) | | | Project Owner: | Brant Gary, Exec. Dir. of Planning & Development | | |
| Project Start Date: | Q1-FY18 | | | Project Est. Completion Date: | Q4-FY18 (This Phase) | | |
| Project Details: | This project is a continuation of the City's Master Drainage Planning efforts. The City has completed the first phase of the Drainage Master Plan that includes the Lower Bois d'Arc area. The next phase will need to include either the downtown area or a Drainage Master Plan overview that sets out guidelines for the Drainage Master Plan assumptions citywide and identifies the different areas of focus. The final project scope for FY18 will be detailed at a later date in conjunction with the Livable Centers Study and any other relevant planning efforts. | | | | | | |
| Project Status: | Phase 1 covering the Lower Bois d'Arc area has been completed. | | | | | | |
| Does this project replace/enhance an existing asset? | This project and future phases will provide information relative to existing and proposed drainage infrastructure assets. | | | | | | |
| Project Estimated Total Costs: | | | | | | | |
| | Funding Source | Design Phase/ Planning Svcs | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
| 2018 | CIP Fund Bal. | \$75,000 | | | | \$75,000 | Overall/Downtown |
| 2019 | Op Funds-GF | \$75,000 | | | | \$75,000 | Overall/Downtown |
| 2020 | Op Funds-GF | \$75,000 | | | | \$75,000 | New Drainage Area |
| 2021 | Op Funds-GF | \$75,000 | | | | \$75,000 | New Drainage Area |
| 2022 | Op Funds-GF | \$75,000 | | | | \$75,000 | New Drainage Area |
| Future Years | | | | | | \$0 | TBD |
| | | \$375,000 | \$0 | \$0 | \$0 | | |
| Total Estimated Project Cost: | | | | | | \$375,000 | |

|  Capital Improvement Plan Capital Project Detail Sheet | | | | | | | |
|---|--|----------------------------|--------------------|-----------------------------------|---|------------------------------|----------------------|
| Project Name: | Drainage System Management Program | | | Project Number: | D18B | | |
| Project Manager: | Sharon Valiante, Director of Public Works (or designee) | | | Project Owner: | Sharon Valiante, Director of Public Works | | |
| Project Start Date: | Q1-FY18 | | | Project Est. Completion Date: | Q4-FY18 (Yearly Program) | | |
| Project Details: | This project is a continuation of the City's ongoing systematic drainage maintenance programs that include roadside ditch clean out, flow line resetting, culvert replacements/resets, localized channel maintenance and/or pipe installations to shallow up or enclose ditches/channels, etc. Maintaining and/or improving where necessary will ensure that property values are maintained, and that positive drainage flows are established and maintained to prevent structure flooding, standing water, and clogged pipe structures. | | | | | | |
| | The estimated break out of tasks for FY18 is as follows: | | | | | | |
| | \$50,000 | Roadside Ditch Maintenance | | | | | |
| | \$50,000 | Channel Maintenance | | | | | |
| Project Status: | Roadside ditch maintenance was conducted in FY 16 (several locations along Bois d'Arc, Lea, Penn Ln, Oak Ln, and Terry Ln. In, FY 17, work completed on 2nd Street and Wilson Street as well as work in the Lea/Penn Ln area for channel and site specific roadside ditch clean out. | | | | | | |
| Does this project replace/enhance an existing asset? | This project for roadside ditch drainage and outfalls will maintain and improve existing ditches and outfalls. | | | | | | |
| Project Estimated Total Costs: | | | | | | | |
| | Funding Source | Design/ Planning Phase | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
| 2018 | CIP Fund Bal. | \$10,000 | \$90,000 | | | \$100,000 | Per identified needs |
| 2019 | Op Funds-GF | \$10,000 | \$90,000 | | | \$100,000 | Per identified needs |
| 2020 | Op Funds-GF | \$10,000 | \$90,000 | | | \$100,000 | Per identified needs |
| 2021 | Op Funds-GF | \$10,000 | \$90,000 | | | \$100,000 | Per identified needs |
| 2022 | Op Funds-GF | \$10,000 | \$90,000 | | | \$100,000 | Per identified needs |
| Future Years | | | | | | \$0 | TBD |
| | | \$50,000 | \$450,000 | \$0 | \$0 | | |
| Total Estimated Project Cost: | | | | | | \$500,000 | |



STREETS & TRAFFIC

5-Year Capital Improvement Plan

City of Fulshear, Texas

Project Summary


| Project Code & Name | Funding Source | Description |
|---|---|--|
| ST17A - Lower Bois d'Arc Emergency Access | CIP 300 Fund Balance | This is a reallocation of funds for a project designed to facilitate emergency access to and from the Lower Bois d'Arc area during flooding conditions. |
| ST18A - Pavement Management Program | CIP 300 Fund Bal./ Undesignated | This will be an annual heavy maintenance program that will identify specific improvements for the Street and Traffic Systems. FY18 will be funded from CIP Fund Balance, future years have not yet been assigned a funding source. |
| ST18B - Street System Maintenance Equipment | Undesignated/ Op Funds | It is anticipated that as the City's street network and maintenance needs grow, additional equipment will be needed on an as needed basis in the near future. |
| ST18C - Regional Road Project Participation | CIP 300 Fund Balance/ CIP 601/701 Fund Bal. | This project will track the City's participation in regional road projects. At this point, it is assumed that the ROW acquisitions for Katy-Fulshear and Huggins Rd. improvements will be funded by this project. The project will be funded on a 50/50 basis from existing CIP funds and 601/701 funds. |
| ST18D - ROW Study-Downtown Area | CIP 300 Fund Balance | A study will be conducted to identify existing and needed minimum ROW widths for streets in the downtown area and certain others where ROW widths are not clearly defined. Future ROW purchases will be identified and prioritized as needed. |
| ST18E - FY18-FY20 Mobility Enhancements Project | TBD Mobility Bonds | An initial bond program for any City/regional mobility and related needs for the City's streets and traffic infrastructure. Project assumes design in year one and construction split out over the next two fiscal years. Scope can be redefined as needed. |
| ST19A - Biennial Roadway Evaluation | CIP 300 Fund Balance | An assessment of the City's roadway network will be conducted every 2-3 years to track trends in the condition of the streets in the City's Roadway System |


Please Note: All figures below are estimates as of 2017 and are in 2017 dollars not adjusted for inflation.


| Project Code | FY18 | FY19 | FY20 | FY21 | FY22 | Beyond FY22 | TOTALS |
|---------------|---------------------|---------------------|---------------------|-------------------|-------------------|-------------|---------------------|
| ST17A | \$ 50,000 | \$ 310,000 | \$ - | \$ - | \$ - | | \$ 360,000 |
| ST18A | \$ 250,000 | \$ 400,000 | \$ 400,000 | \$ 400,000 | \$ 400,000 | | \$ 1,850,000 |
| ST18B | \$ - | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ - | | \$ 300,000 |
| ST18C | \$ 285,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 285,000 |
| ST18D | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | | \$ 25,000 |
| ST18E | \$ 1,000,000 | \$ 2,750,000 | \$ 2,750,000 | \$ - | \$ - | | \$ 6,500,000 |
| ST19A | \$ - | \$ 50,000 | | \$ 50,000 | \$ - | | \$ 100,000 |
| TOTALS | \$ 1,610,000 | \$ 3,610,000 | \$ 3,250,000 | \$ 550,000 | \$ 400,000 | \$ - | \$ 9,420,000 |

Annual Operating Costs:

| Project Code | FY18 | FY19 | FY20 | FY21 | FY22 | |
|---------------|-------------|-------------|-----------------|-----------------|-----------------|----------------------------|
| ST17A | \$ - | \$ - | \$ - | \$ - | \$ - | no additional annual costs |
| ST18A | \$ - | \$ - | \$ - | \$ - | \$ - | no additional annual costs |
| ST18B | \$ - | \$ - | \$ 5,000 | \$ 5,000 | \$ 5,000 | maintenance on equipment |
| ST18C | \$ - | \$ - | \$ - | \$ - | \$ - | no additional annual costs |
| ST18D | \$ - | \$ - | \$ - | \$ - | \$ - | no additional annual costs |
| ST18E | \$ - | \$ - | \$ - | \$ - | \$ - | no additional annual costs |
| ST19A | \$ - | \$ - | | \$ - | \$ - | no additional annual costs |
| TOTALS | \$ - | \$ - | \$ 5,000 | \$ 5,000 | \$ 5,000 | |

| | | | | | | | |
|--|----------------|------------------------|--------------------|--|---------------------|------------------------------|-----------------|
|  Capital Improvement Plan Capital Project Detail Sheet | | | | | | | |
| Project Name: Lower Bois d'Arc Emergency Access | | | | Project Number: ST17A | | | |
| Project Manager: Sharon Valiante, Director of Public Works (or designee) | | | | Project Owner: Sharon Valiante, Director of Public Works | | | |
| Project Start Date: Q1-FY18 | | | | Project Est. Completion Date: Q4-FY18 (Yearly Program) | | | |
| Project Details: This is a reallocation of funds for an existing project designed to facilitate emergency access to and from the Lower Bois d'Arc area during flooding conditions. The first year of the project will involve identification and possible acquisition for donated/straightforward ROW and easements. The next phase will address any remaining right-of way acquisition issues as well as necessary construction and related improvements. | | | | | | | |
| Project Status: While this project has been identified in prior years, the acquisition of right-of-way so far has been unsuccessful. However, prior identification of potential routes will be utilized. | | | | | | | |
| Does this project replace/enhance an existing asset? This project will bypass existing streets that are unpassable during major storm events. | | | | | | | |
| Project Estimated Total Costs: | | | | | | | |
| | Funding Source | Design/ Planning Phase | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
| 2018 | CIP Fund Bal. | \$25,000 | | \$25,000 | | \$50,000 | Phase 1 |
| 2019 | Op Funds-GF | \$10,000 | \$200,000 | \$100,000 | | \$310,000 | Phase 2 |
| 2020 | Op Funds-GF | | | | | - | |
| 2021 | Op Funds-GF | | | | | - | |
| 2022 | Op Funds-GF | | | | | - | |
| Future Years | | | | | | - | TBD |
| | | \$35,000 | \$200,000 | \$125,000 | - | | |
| Total Estimated Project Cost: | | | | | | <u>\$360,000</u> | |

| | | | | | | | |
|---|----------------|-----------------------------|--------------------|--|---------------------|------------------------------|----------------------|
|  Capital Improvement Plan Capital Project Detail Sheet | | | | | | | |
| Project Name: Pavement Management Program | | | | Project Number: ST18A | | | |
| Project Manager: Sharon Valiante Director of Public Works (or designee) | | | | Project Owner: Sharon Valiante, Director of Public Works | | | |
| Project Start Date: Q1-FY18 | | | | Project Est. Completion Date: Q4-FY18 (Yearly Program) | | | |
| Project Details: This project is the City's asset management program to maintain, repair, reconstruct, and/or rehabilitate various infrastructure items that the City owns, operates and maintains. Included in this program, but not limited to, the following types of infrastructure: concrete pavement, asphalt pavement, sidewalks, curbs, signs, sign poles, and pavement markings. | | | | | | | |
| The estimated break out of tasks for FY18 is as follows: | | | | | | | |
| | \$30,000 | Sidewalks & Curb Ramps | | | | | |
| | \$3,500 | Sign Replacement/Maint. | | | | | |
| | \$11,500 | Tree/Vegetative Clearing | | | | | |
| | \$135,000 | Asphalt Street Maintenance | | | | | |
| | \$20,000 | Concrete Street Maintenance | | | | | |
| | \$30,000 | Curb & Gutter Areas | | | | | |
| | \$20,000 | Pavement Markings | | | | | |
| Project Status: The City of Fulshear performed an infrastructure condition assessment for concrete pavement, asphalt pavement, signs, sign poles, curb, and sidewalks in FY17. | | | | | | | |
| Does this project replace/enhance an existing asset? Yes, this project replaces and enhances existing infrastructure associated with the City's streets and sidewalks. | | | | | | | |
| Project Estimated Total Costs: | | | | | | | |
| | Funding Source | Design/ Planning Phase | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
| 2018 | CIP Fund Bal. | \$25,000 | \$225,000 | | | \$250,000 | Per identified needs |
| 2019 | Op Funds-GF | \$40,000 | \$360,000 | | | \$400,000 | Per identified needs |
| 2020 | Op Funds-GF | \$40,000 | \$360,000 | | | \$400,000 | Per identified needs |
| 2021 | Op Funds-GF | \$40,000 | \$360,000 | | | \$400,000 | Per identified needs |
| 2022 | Op Funds-GF | \$40,000 | \$360,000 | | | \$400,000 | Per identified needs |
| Future Years | | | | | | - | TBD |
| | | 185,000 | 1,665,000 | - | - | | |
| Total Estimated Project Cost: | | | | | | <u>1,850,000</u> | |



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Regional Road Project Participation Project Number: ST18C

Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (This Phase)


Project Details: This project will track the City's participation in regional road projects. Current scope is for ROW acquisitions for the Katy-Fulshear and Huggins Rd. projects to be completed by Fort Bend County.

Project Status: The ROW acquisitions are being done by the City as a result of an agreement with Fort Bend County relative to these projects.

Does this project replace/enhance an existing asset?
This project along with the county's related projects will provide improve and enhance the existing roadways identified.

Project Estimated Total Costs:

| | Funding Source | Design Phase/ Planning Svcs | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
|-------------------------------|----------------|--------------------------------|--------------------|-----------------------------------|---------------------|------------------------------|--------------------|
| 2018 | CIP Fund Bal. | | | \$285,000 | | \$285,000 | Downtown/As Needed |
| 2019 | | | | | | | |
| 2020 | | | | | | | |
| 2021 | | | | | | | |
| 2022 | | | | | | | |
| Future Years | | | | | | \$0 | TBD |
| Total Estimated Project Cost: | | | | | | <u>\$285,000</u> | |



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Right-Of-Way Study-Downtown Area Project Number: ST18D

Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18

Project Details: This project is intended to identify existing and needed minimum ROW widths for streets in the downtown area and others where ROW widths are not clearly defined.

Project Status: The initial need was identified during previous planning efforts in the Downtown area.

Does this project replace/enhance an existing asset?
This project and future phases will provide information relative to the City's pavement system primarily in the Downtown area.

Project Estimated Total Costs:

| | Funding Source | Design Phase/ Planning Svcs | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
|-------------------------------|----------------|--------------------------------|--------------------|-----------------------------------|---------------------|------------------------------|--------------------|
| 2018 | CIP Fund Bal. | \$25,000 | | | | \$25,000 | Downtown/As Needed |
| 2019 | | | | | | | |
| 2020 | | | | | | | |
| 2021 | | | | | | | |
| 2022 | | | | | | | |
| Future Years | | | | | | \$0 | TBD |
| Total Estimated Project Cost: | | | | | | <u>\$25,000</u> | |



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: FY18-FY20 Mobility Enhancements Project Project Number: ST18DE

Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18

Project Details: This will be an initial bond program for any City/regional mobility and related needs for the City's streets and traffic infrastructure. Project assumes design in year one and construction split out over the next two fiscal years. Scope can be redefined as needed.

Project Status: The initial need was previously identified pending the issuance of debt.

Does this project replace/enhance an existing asset?
This project and future phases will provide improvements and enhancements to the City's network of streets and sidewalks.

Project Estimated Total Costs:

| | Funding Source | Design Phase/ Planning Svcs | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
|--------------|--------------------|--------------------------------|--------------------|--------------------------------------|---------------------|------------------------------|-----------------------|
| 2018 | TBD Mobility Bonds | \$1,000,000 | | | | \$1,000,000 | Design/Identify Needs |
| 2019 | TBD Mobility Bonds | | \$2,750,000 | | | \$2,750,000 | Construction |
| 2020 | TBD Mobility Bonds | | \$2,750,000 | | | \$2,750,000 | Construction |
| 2021 | | | | | | | |
| 2022 | | | | | | | |
| Future Years | | | | | | \$0 | TBD |
| | | \$1,000,000 | \$5,500,000 | \$0 | \$0 | | |

Total Estimated Project Cost: \$6,500,000



WATER

5-Year Capital Improvement Plan

City of Fulshear, Texas


Project Summary

| Project Code & Name | Funding Source | Description |
|---|-------------------|---|
| W18A - Water System Management Program | Op Funds-Utility | This will be an annual heavy maintenance program that will identify specific improvements for the Water System. |
| W18B - Water System Maintenance Equipment | Op Funds-Utility | It is anticipated that as the City's water system and maintenance needs grow, additional equipment will be needed on an as needed basis in the near future. |
| W18C - Water Master Plan (Years 1-5) Project 1 | TBD Utility Bonds | 16-inch Huggins Transmission Line |
| W18D - Water Master Plan (Years 1-5) Project 2 | TBD Utility Bonds | 16-inch Katy-Fulshear Rd Transmission Line |
| W18E - Water Master Plan (Years 1-5) Project 3 | TBD Utility Bonds | Cross Creek Ranch Water Plant No. 3 (20% Design) (2 yr construction) |
| W18F - Water Master Plan (Years 1-5) Project 4 | TBD Utility Bonds | 16-inch Katy-Fulshear/McKinnon Rd Transmission Line |
| W18G - Water Master Plan (Years 1-5) Project 5 | TBD Utility Bonds | 12-inch Parkway South Transmission Line - Phase 1 |
| W18H - Water Master Plan (Years 1-5) Project 6 | TBD Utility Bonds | 1.0 MG South Elevated Storage Tank (20% Design) |
| W18I - Water Master Plan (Years 1-5) Project 7 | TBD Utility Bonds | 16-inch FM 1093 West Transmission Line |
| W18J - Water Master Plan (Years 1-5) Project 8 | TBD Utility Bonds | 12-inch James Ln Transmission Line |
| W18K - Water Master Plan (Years 1-5) Project 9 | TBD Utility Bonds | 16-inch FM 359/North Fulshear Transmission Line - Phase 1 |
| W18L - Water Master Plan (Years 1-5) Project 10 | TBD Utility Bonds | 16-inch North Fulshear Transmission Line Phase 2 |
| W18M - Water Master Plan (Years 1-5) Project 11 | TBD Utility Bonds | 16-inch Fulshear Farms Transmission Line |

Please Note: All figures below are estimates as of 2017 and are in 2017 dollars not adjusted for inflation.

| Project Code | FY18 | FY19 | FY20 | FY21 | FY22 | Beyond FY22 | TOTALS |
|---------------|---------------------|---------------------|----------------------|----------------------|---------------------|---------------------|----------------------|
| W18A | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | | \$ 500,000 |
| W18B | \$ - | \$ 200,000 | \$ 150,000 | \$ 100,000 | \$ 100,000 | | \$ 550,000 |
| W18C | \$ 242,325 | \$ 1,373,175 | | | | | \$ 1,615,500 |
| W18D | \$ 740,925 | \$ 4,198,575 | | | | | \$ 4,939,500 |
| W18E | \$ 1,583,400 | \$ 1,583,400 | \$ 6,333,600 | \$ 6,333,600 | | | \$ 15,834,000 |
| W18F | | \$ 276,285 | \$ 1,565,615 | | | | \$ 1,841,900 |
| W18G | | \$ 332,790 | \$ 1,885,810 | | | | \$ 2,218,600 |
| W18H | | \$ 624,000 | \$ 2,496,000 | | | | \$ 3,120,000 |
| W18I | | | \$ 592,365 | \$ 3,356,735 | | | \$ 3,949,100 |
| W18J | | | \$ 152,055 | \$ 861,645 | | | \$ 1,013,700 |
| W18K | | | | \$ 288,390 | \$ 1,634,210 | | \$ 1,922,600 |
| W18L | | | | | \$ 475,980 | \$ 2,697,220 | \$ 3,173,200 |
| W18M | | | | | \$ 348,495 | \$ 1,974,805 | \$ 2,323,300 |
| TOTALS | \$ 2,666,650 | \$ 8,688,225 | \$ 13,275,445 | \$ 11,040,370 | \$ 2,658,685 | \$ 4,672,025 | \$ 43,001,400 |

| Annual Operating Costs: | | | | | | | |
|-------------------------|-------------|-------------|-----------------|-----------------|-------------------|--|-------------------------------|
| Project Code | FY18 | FY19 | FY20 | FY21 | FY22 | | |
| W18A | \$ - | \$ - | \$ - | \$ - | \$ - | | no annual operating costs |
| W18B | \$ - | \$ - | \$ 5,000 | \$ 5,000 | \$ 5,000 | | equipment maintenance |
| W18C | \$ - | \$ - | \$ - | \$ - | \$ - | | no annual operating costs |
| W18D | \$ - | \$ - | \$ - | \$ - | \$ - | | no annual operating costs |
| W18E | \$ - | \$ - | \$ - | \$ - | \$ 375,000 | | personnel and operating costs |
| W18F | \$ - | \$ - | \$ - | \$ - | \$ - | | no annual operating costs |
| W18G | \$ - | \$ - | \$ - | \$ - | \$ - | | no annual operating costs |
| W18H | \$ - | \$ - | \$ - | \$ - | \$ - | | no annual operating costs |
| W18I | \$ - | \$ - | \$ - | \$ - | \$ - | | no annual operating costs |
| W18J | \$ - | \$ - | \$ - | \$ - | \$ - | | no annual operating costs |
| W18K | \$ - | \$ - | \$ - | \$ - | \$ - | | no annual operating costs |
| W18L | \$ - | \$ - | \$ - | \$ - | \$ - | | no annual operating costs |
| W18M | \$ - | \$ - | \$ - | \$ - | \$ - | | no annual operating costs |
| TOTALS | \$ - | \$ - | \$ 5,000 | \$ 5,000 | \$ 380,000 | | |

| | | | | | | | |
|---|-----------------------|---|---------------------------|---|----------------------------|-------------------------------------|------------------------|
|  Capital Improvement Plan Capital Project Detail Sheet | | | | | | | |
| Project Name: Water System Master Plan Program Implementation (Phase 1) | | | | Project Number: W18C-M | | | |
| Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) | | | | Project Owner: Brant Gary, Exec. Dir. of Planning & Development | | | |
| Project Start Date: Q1-FY18 | | | | Project Est. Completion Date: Q4-FY18 (Initial Implementation) | | | |
| Project Details: The following project schedule from the Water Master Plan will be implemented as follows: | | | | | | | |
| | MP Project ID | MP Project Description | | FY18 | TOTAL | | |
| | W-MP-Project 1 | 16-inch Huggins Transmission Line | | \$242,325 | \$1,615,500 | | |
| | W-MP-Project 2 | 16" Katy-Fulshear Rd Transmission Line | | \$740,925 | \$4,939,500 | | |
| | W-MP-Project 3 | Cross Creek Ranch Water Plant No. 3 (20% Design) (2 yr. construction) | | \$1,583,400 | \$15,834,000 | | |
| | W-MP-Project 4 | 16-inch Katy-Fulshear/McKinnon Rd Transmission Line | | \$0 | \$1,841,900 | | |
| | W-MP-Project 5 | 12" Parkway South Transmission Line - Phase 1 | | \$0 | \$2,218,600 | | |
| | W-MP-Project 6 | 1.0 MG South Elevated Storage Tank (20% Design) | | \$0 | \$3,120,000 | | |
| | W-MP-Project 7 | 16" FM 1093 West Transmission Line | | \$0 | \$3,949,100 | | |
| | W-MP-Project 8 | 12-inch James Ln Transmission Line | | \$0 | \$1,013,700 | | |
| | W-MP-Project 9 | 16" FM 359/North Fulshear Transmission Line - Phase 1 | | \$0 | \$1,922,600 | | |
| | W-MP-Project 10 | 16" North Fulshear Transmission Line Phase 2 | | \$0 | \$3,173,200 | | |
| | W-MP-Project 11 | 16" Fulshear Farms Transmission Line | | \$0 | \$2,323,300 | | |
| | | TOTAL | | \$2,566,650 | \$41,951,400 | | |
| Project Status: After preparation of the W&WW Master Plan in previous years, FY18 will begin the initial phase of Master Plan Implementation | | | | | | | |
| Does this project replace/enhance an existing asset? This project will improve existing water system infrastructure as well as to plan for new water utility infrastructure. | | | | | | | |
| Project Estimated Total Costs: | | | | | | | |
| | Funding Source | Design/ Planning Phase | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
| 2018 | TBD Utility Bonds | \$2,181,653 | \$0 | | \$384,998 | \$2,566,650 | Water MP Phase 1 |
| 2019 | TBD Utility Bonds | \$2,394,004 | \$4,735,988 | | \$1,258,234 | \$8,388,225 | Water MP Phase 1 |
| 2020 | TBD Utility Bonds | \$632,757 | \$10,438,871 | | \$1,953,817 | \$13,025,445 | Water MP Phase 1 |
| 2021 | TBD Utility Bonds | \$245,132 | \$8,969,183 | | \$1,626,056 | \$10,840,370 | Water MP Phase 1 |
| 2022 | TBD Utility Bonds | \$700,804 | \$1,389,079 | | \$368,803 | \$2,458,685 | Water MP Phase 1 |
| Future Years | TBD Utility Bonds | \$0 | \$3,971,221 | | \$700,804 | \$4,672,025 | Water MP Phase 1 |
| | | \$6,154,349 | \$29,504,342 | - | \$6,292,710 | | |
| Total Estimated Project Cost: | | | | | | <u>\$41,951,400</u> | |



WASTEWATER 5-Year Capital Improvement Plan City of Fulshear, Texas

Project Summary


| Project Code & Name | Funding Source | Description |
|--|-------------------|--|
| WW18A - Wastewater System Management Program | Op Funds-Utility | This will be an annual heavy maintenance program that will identify specific improvements for the Wastewater System. |
| WW18B - Wastewater System Maintenance Equipment | Op Funds-Utility | It is anticipated that as the City's wastewater system and maintenance needs grow, additional equipment will be needed on an as needed basis in the near future. |
| WW18C - Wastewater Master Plan (Years 1-5) Project 1 | TBD Utility Bonds | 3.0 MGD Cross Creek Ranch WWTP Expansion to 4.0 MGD (20% Design) (2 yr construction) |
| WW18D - Wastewater Master Plan (Years 1-5) Project 2 | TBD Utility Bonds | WWTP Diversion Lift Station and Force Main (20% Design) (2 yr construction) |
| WW18E - Wastewater Master Plan (Years 1-5) Project 3 | TBD Utility Bonds | 48-inch FM 1093 Interceptor |
| WW18F - Wastewater Master Plan (Years 1-5) Project 4 | TBD Utility Bonds | 36-inch North Fulshear Interceptor Phase 1 |
| WW18G - Wastewater Master Plan (Years 1-5) Project 5 | TBD Utility Bonds | 30-inch/36-inch North Fulshear Interceptor Phase 2 (2 yr construction) |
| WW18H - Wastewater Master Plan (Years 1-5) Project 6 | TBD Utility Bonds | West Fulshear Lift Station and 8-inch Force Main (West of 359) |
| WW18I - Wastewater Master Plan (Years 1-5) Project 7 | TBD Utility Bonds | 12-inch Continental Interceptor |

Please Note: All figures below are estimates as of 2017 and are in 2017 dollars not adjusted for inflation.

| Project Code | FY18 | FY19 | FY20 | FY21 | FY22 | Beyond FY22 | TOTALS |
|---------------|---------------------|---------------------|----------------------|----------------------|---------------------|-------------|----------------------|
| WW18A | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | | \$ 500,000 |
| WW18B | \$ - | \$ 200,000 | \$ 150,000 | \$ 100,000 | \$ 100,000 | | \$ 550,000 |
| WW18C | \$ 3,744,000 | \$ 3,744,000 | \$ 14,976,000 | \$ 14,976,000 | | | \$ 37,440,000 |
| WW18D | \$ 1,103,160 | \$ 1,103,160 | \$ 4,412,640 | \$ 4,412,640 | | | \$ 11,031,600 |
| WW18E | | \$ 477,825 | \$ 2,707,675 | | | | \$ 3,185,500 |
| WW18F | | | \$ 665,085 | \$ 3,768,815 | | | \$ 4,433,900 |
| WW18G | | | \$ 1,666,620 | \$ 4,722,090 | \$ 4,722,090 | | \$ 11,110,800 |
| WW18H | | | | \$ 931,700 | \$ 3,726,800 | | \$ 4,658,500 |
| WW18I | | | | \$ 81,480 | \$ 461,720 | | \$ 543,200 |
| TOTALS | \$ 4,947,160 | \$ 5,624,985 | \$ 24,678,020 | \$ 29,092,725 | \$ 9,110,610 | \$ - | \$ 73,453,500 |

Estimated Annual Operating Costs:

| Project Code | FY18 | FY19 | FY20 | FY21 | FY22 | |
|---------------|-------------|-------------|-----------------|------------------|---------------------|-----------------------------|
| WW18A | \$ - | \$ - | \$ - | \$ - | \$ - | no annual operating costs |
| WW18B | \$ - | \$ - | \$ 5,000 | \$ 5,000 | \$ 5,000 | maintenance costs |
| WW18C | \$ - | \$ - | \$ - | \$ - | \$ 936,000 | personnel & operating costs |
| WW18D | \$ - | \$ - | \$ - | \$ - | \$ 275,790 | personnel & operating costs |
| WW18E | | \$ - | \$ - | \$ 79,638 | \$ 79,638 | personnel & operating costs |
| WW18F | | | \$ - | \$ - | \$ 110,848 | personnel & operating costs |
| WW18G | | | \$ - | \$ - | \$ 277,770 | personnel & operating costs |
| WW18H | | | | \$ - | \$ 116,463 | personnel & operating costs |
| WW18I | | | | \$ - | \$ 13,580 | personnel & operating costs |
| TOTALS | \$ - | \$ - | \$ 5,000 | \$ 84,638 | \$ 1,815,088 | |



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Water System Management Program Project Number: W18A

Project Manager: Sharon Valiante Director of Public Works (or designee) Project Owner: Sharon Valiante, Director of Public Works

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (Yearly Program)

Project Details: This will be an annual heavy maintenance program that will identify specific improvements for the Water System. This ongoing project will provide systematic maintenance and plan for replacement of necessary equipment to have an efficient and effective system that meets service needs and TCEQ standards.

The estimated break out of tasks for FY18 is as follows:

| | |
|----------|--------------------------------------|
| \$13,000 | CCR WP 1 GST piping and roof coating |
| \$50,000 | COF WP bleach room & control bldg. |
| \$5,000 | CCR WP 1 booster pump header coating |
| \$17,000 | Repair & replace fire hydrants |
| \$15,000 | Repair & replace pumps & motors |


Project Status: City staff has reviewed operational records and coordinated with the City's contract system operator to prepare a list of necessary items to address in FY18.

Does this project replace/enhance an existing asset?
Yes, this project replaces and enhances existing components of infrastructure associated with the City's Water System.

Project Estimated Total Costs:

| | Funding Source | Design/ Planning Phase | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
|--------------|------------------|------------------------|--------------------|-----------------------------------|---------------------|------------------------------|-----------------------|
| 2018 | CIP Fund Bal. | \$10,000 | \$90,000 | | | 100,000 | Based on Annual Needs |
| 2019 | OP Funds Utility | \$10,000 | \$90,000 | | | 100,000 | Based on Annual Needs |
| 2020 | OP Funds Utility | \$10,000 | \$90,000 | | | 100,000 | Based on Annual Needs |
| 2021 | OP Funds Utility | \$10,000 | \$90,000 | | | 100,000 | Based on Annual Needs |
| 2022 | OP Funds Utility | \$10,000 | \$90,000 | | | 100,000 | Based on Annual Needs |
| Future Years | | | | | | - | TBD |
| | | \$50,000 | \$450,000 | - | - | 500,000 | |

Total Estimated Project Cost: 500,000



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Wastewater System Management Program Project Number: WW18A

Project Manager: Sharon Valiante Director of Public Works (or designee) Project Owner: Sharon Valiante, Director of Public Works

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (Yearly Program)

Project Details: This will be an annual heavy maintenance program that will identify specific improvements for the Wastewater System. This ongoing project will provide systematic maintenance and plan for replacement of necessary equipment to have an efficient and effective system that meets service needs and TCEQ standards.

The estimated break out of tasks for FY18 is as follows:

| | |
|----------|-----------------------------------|
| \$25,000 | Televising WW lines |
| \$30,000 | Lift station rehab/reconditioning |
| \$35,000 | Smoke testing WW lines |
| \$15,000 | Repair & replace pumps & motors |

Project Status: City staff has reviewed operational records and coordinated with the City's contract system operator to prepare a list of necessary items to address in FY18.

Does this project replace/enhance an existing asset?
Yes, this project replaces and enhances existing components of infrastructure associated with the City's Wastewater System.

Project Estimated Total Costs:

| | Funding Source | Design/ Planning Phase | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
|--------------|------------------|------------------------|--------------------|-----------------------------------|---------------------|------------------------------|----------------------|
| 2018 | CIP Fund Bal. | \$10,000 | \$90,000 | | | \$100,000 | Condition assessment |
| 2019 | OP Funds Utility | \$10,000 | \$90,000 | | | \$100,000 | Condition assessment |
| 2020 | OP Funds Utility | \$10,000 | \$90,000 | | | \$100,000 | Condition assessment |
| 2021 | OP Funds Utility | \$10,000 | \$90,000 | | | \$100,000 | Condition assessment |
| 2022 | OP Funds Utility | \$10,000 | \$90,000 | | | \$100,000 | Condition assessment |
| Future Years | | | | | | - | TBD |
| | | \$50,000 | \$450,000 | - | - | \$500,000 | |

Total Estimated Project Cost: \$500,000



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Water System Master Plan Program Implementation (Phase 1) Project Number: W18C-M
 Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development
 Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (Initial Implementation)

Project Details: The following project schedule from the Water Master Plan will be implemented as follows:

| MP Project ID | MP Project Description | FY18 | TOTAL |
|-----------------|---|-------------|--------------|
| WW-MP-Project 1 | 3.0 MGD Cross Creek Ranch WWTP Expansion to 4.0 MGD (20% Design) (2 yr. const.) | \$242,325 | \$37,440,000 |
| WW-MP-Project 2 | WWTP Diversion Lift Station and Force Main (20% Design) (2 yr. construction) | \$740,925 | \$11,031,600 |
| WW-MP-Project 3 | 48-inch FM 1093 Interceptor | \$1,583,400 | \$3,185,500 |
| WW-MP-Project 4 | 36-inch North Fulshear Interceptor Phase 1 | \$0 | \$4,433,900 |
| WW-MP-Project 5 | 30-inch/36-inch North Fulshear Interceptor Phase 2 (2 yr. construction) | \$0 | \$11,110,800 |
| WW-MP-Project 6 | West Fulshear Lift Station and 8-inch Force Main (West of 359) | \$0 | \$4,658,500 |
| WW-MP-Project 7 | 12-inch Continental Interceptor | \$0 | \$543,200 |
| TOTAL | | \$2,566,650 | \$72,403,500 |

Project Status: After preparation of the W&WW Master Plan in previous years, FY18 will begin the initial phase of Master Plan Implementation

Does this project replace/enhance an existing asset?

This project will improve existing water system infrastructure as well as to plan for new water utility infrastructure.

Project Estimated Total Costs:

| | Funding Source | Design/ Planning Phase | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
|--------------|-------------------|------------------------|--------------------|-----------------------------------|---------------------|------------------------------|------------------|
| 2018 | TBD Utility Bonds | \$4,120,086 | \$0 | | \$727,074 | \$4,847,160 | Water MP Phase 1 |
| 2019 | TBD Utility Bonds | \$4,526,237 | \$0 | | \$798,748 | \$5,324,985 | Water MP Phase 1 |
| 2020 | TBD Utility Bonds | \$1,981,949 | \$18,781,868 | | \$3,664,203 | \$24,428,020 | Water MP Phase 1 |
| 2021 | TBD Utility Bonds | \$861,203 | \$23,697,613 | | \$4,333,909 | \$28,892,725 | Water MP Phase 1 |
| 2022 | TBD Utility Bonds | \$0 | \$7,574,019 | | \$1,336,592 | \$8,910,610 | Water MP Phase 1 |
| Future Years | TBD Utility Bonds | \$0 | \$0 | | \$0 | \$0 | Water MP Phase 1 |
| | | \$11,489,476 | \$50,053,500 | - | \$10,860,525 | 72,403,500 | |

Total Estimated Project Cost:

\$72,403,500



MUNICIPAL FACILITIES, PARKS, & TECHNOLOGY

5-Year Capital Improvement Plan

City of Fulshear, Texas

Project Summary


| Project Code & Name | Funding Source | Description |
|---|---|--|
| FPT18A - Incode 10 Upgrade | CIP 300 Fund Bal./ CIP 501 Fund Bal. | Project allows for an upgrade to the Incode 10 Finance/Court Software system from the current version which is considered obsolete and will no longer being supported. Initial cost split will be 50%-GF CIP & 50%-Utility CIP. |
| FPT18B - GIS/CRM/Asset Management System | CIP 300 Fund Bal./ CIP 501 Fund Bal. | This project is a combined effort to implement GIS and other Asset Management technology needs with a Customer Response Management System that is compatible with the City's Financial Software. Initial cost split will be 50%-GF CIP & 50%-Utility CIP. |
| FPT18C - Facilities & Parks Management Program | CIP 300 Fund Balance | This will be an annual heavy maintenance program that will identify specific improvements for the City's facilities and park areas. |
| FPT18D - Police Dept Communications Review & Improvements | CIP 300 Fund Balance | A review of potential enhancements to the Police Department's communication activities as well as possible participation with other entities will be explored and implemented. |
| FPT18E - City Hall & PW Downtown Facility Review & Improvements | Op Funds-GF/ CIP 501 Fund Bal. | This project will support a study and review of facility options in the downtown area to include possible partnerships with other entities as well as the identification of potential improvements & facility upgrades. Initial cost split will be 75%-GF Op. Funds & 25%-Utility CIP. |
| FPT18F - Police Department Relocation | TBD Facility Bonds | This project will include a reconstruction of the Police Department Facilities. |
| FPT18G - Parks & Pathways Development | CIP 200 Fund Balance | Funding will support near-term capital improvements to construct new facilities for the City's parks and pathways system. |
| FPT18H - Parks & Pathways Master Plan | CIP 200 Fund Balance | This effort will support the development of a master plan for the City's parks and pathways system. |
| FPT18I - Irene Stern Community Center Replacement | TBD Facility Bonds | This project will include a reconstruction of the Irene Stern Community Center. |
| FPT18J - City Hall Relocation | TBD Facility Bonds | This project will include a reconstruction of the City Hall Facilities. |
| FPT18K - PW Maintenance & Operations Facility | TBD Facility Bonds | This project will include construction of maintenance facilities for Public Works Operations. |
| FPT18L LED - Streetlight Conversion | CIP 300 Fund Balance | This is a reallocated project that will implement the aesthetic and technical priorities for the streetlights within the City covered by the Centerpoint M&O tariff. |

Please Note: All figures below are estimates as of 2017 and are in 2017 dollars not adjusted for inflation.

| Project Code | FY18 | FY19 | FY20 | FY21 | FY22 | Beyond FY22 | TOTALS |
|---------------|-------------------|-------------------|---------------------|----------------------|---------------------|----------------------|----------------------|
| FPT18A | \$ 65,000 | \$ - | \$ - | \$ - | \$ - | | \$ 65,000 |
| FPT18B | \$ 125,000 | \$ 75,000 | \$ - | \$ - | \$ - | | \$ 200,000 |
| FPT18C | \$ 90,000 | \$ 125,000 | \$ 125,000 | \$ 125,000 | \$ 125,000 | | \$ 590,000 |
| FPT18D | \$ 45,000 | \$ - | \$ - | \$ - | \$ - | | \$ 45,000 |
| FPT18E | \$ 75,000 | \$ 475,000 | \$ - | \$ - | \$ - | | \$ 550,000 |
| FPT18F | \$ - | \$ - | \$ 1,600,000 | \$ 8,000,000 | \$ - | | \$ 9,600,000 |
| FPT18G | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | | \$ 100,000 |
| FPT18H | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | | \$ 35,000 |
| FPT18I | \$ - | \$ - | \$ 1,000,000 | \$ 5,000,000 | \$ - | | \$ 6,000,000 |
| FPT18J | \$ - | \$ - | \$ - | \$ - | \$ 4,000,000 | \$ 20,000,000 | \$ 24,000,000 |
| FPT18K | \$ - | \$ - | \$ - | \$ - | \$ 600,000 | \$ 3,000,000 | \$ 3,600,000 |
| FPT18L | \$ 110,000 | \$ 110,000 | \$ - | \$ - | \$ - | | \$ 220,000 |
| TOTALS | \$ 645,000 | \$ 785,000 | \$ 2,725,000 | \$ 13,125,000 | \$ 4,725,000 | \$ 23,000,000 | \$ 45,005,000 |

Estimated Annual Operating Costs:

| Project Code | FY18 | FY19 | FY20 | FY21 | Future | |
|---------------|-------------|-----------------|------------------|------------------|---------------------|-------------------------------|
| FPT18A | \$ - | \$ - | \$ - | \$ - | \$ - | no additional operating costs |
| FPT18B | \$ - | \$ - | \$ 5,000 | \$ 5,000 | \$ 5,000 | new maintenance costs |
| FPT18C | \$ - | \$ 5,375 | \$ 5,375 | \$ 5,375 | \$ 5,375 | new maintenance costs |
| FPT18D | \$ - | \$ - | \$ - | \$ - | \$ - | no additional operating costs |
| FPT18E | \$ - | \$ - | \$ - | \$ - | \$ - | no additional operating costs |
| FPT18F | \$ - | \$ - | \$ - | \$ - | \$ 240,000 | personnel & operating costs |
| FPT18G | \$ - | \$ - | \$ - | \$ - | \$ - | no additional operating costs |
| FPT18H | \$ - | \$ - | \$ - | \$ - | \$ - | no additional operating costs |
| FPT18I | \$ - | \$ - | \$ - | \$ - | \$ 150,000 | personnel & operating costs |
| FPT18J | \$ - | \$ - | \$ - | \$ - | \$ 600,000 | personnel & operating costs |
| FPT18K | \$ - | \$ - | \$ - | \$ - | \$ 90,000 | personnel & operating costs |
| FPT18L | \$ - | \$ - | \$ - | \$ - | \$ - | no additional operating costs |
| TOTALS | \$ - | \$ 5,375 | \$ 10,375 | \$ 10,375 | \$ 1,090,375 | |



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Incode 10 Upgrade Project Number: FPT18A

Project Manager: Wes Vela, Chief Financial Officer (or designee) Project Owner: Wes Vela, Chief Financial Officer


Project Start Date Q1-FY18 Project Est. Completion Date: Q4-FY18 (This Phase)

Project Details: Project allows for an upgrade to the Incode 10 Finance/Court Software system from the current version which is considered obsolete and will no longer being supported. Initial cost split will be 50%-GF CIP & 50%-Utility CIP.

Does this project replace/enhance an existing asset?
This project replaces the existing Incode Financial System.

Project Estimated Total Costs:

| | Funding Source | Professional Services | Software Costs | Hardware Costs | Other Services/Needs | Total Estimated Annual Costs | General Remarks |
|-------------------------------|----------------------------|-----------------------|----------------|----------------|----------------------|------------------------------|-----------------|
| 2018 | CIP 300 & 501 Fund Balance | \$10,000 | \$55,000 | | | \$65,000 | |
| 2019 | | | | | | - | |
| 2020 | | | | | | - | |
| 2021 | | | | | | - | |
| 2022 | | | | | | - | |
| Future Years | | | | | | - | |
| | | \$10,000 | \$55,000 | - | - | | |
| Total Estimated Project Cost: | | | | | | <u>\$65,000</u> | |



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: GIS/CRM/Asset Mgmt System Project Number: FPT18B

Project Manager: Brant Gary, Executive Director of Planning & Development (or design Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (This Phase)

Project Details: This project is a combined effort to implement GIS and other Asset Management technology needs with a Customer Response Management System that is compatible with the City's Financial Software. Initial cost split will be 50%-GF CIP & 50%-Utility CIP.

The estimated break out of tasks for FY18 is as follows:


| | |
|----------|------------------------------------|
| \$35,000 | Training/Installation |
| \$50,000 | Software |
| \$10,000 | Additional Hardware Items/Upgrades |
| \$30,000 | Conversion/Data Importing |

Project Status: This is year 2 of 3 for Initial Citywide GIS Implementation.

Does this project replace/enhance an existing asset?
As this is a continuation of previous GIS efforts, this year's project adds to previous years' efforts.

Project Estimated Total Costs:

| | Funding Source | Professional Services | Software Costs | Hardware Costs | Other Services/Needs | Total Estimated Annual Costs | General Remarks |
|-------------------------------|----------------------------|-----------------------|----------------|----------------|----------------------|------------------------------|-----------------------------------|
| 2018 | CIP 300 & 501 Fund Balance | \$35,000 | \$50,000 | \$10,000 | \$30,000 | \$125,000 | Initial implementation & training |
| 2019 | Op Funds-GF/Utility | \$20,000 | \$35,000 | \$10,000 | \$10,000 | \$75,000 | If needed only |
| 2020 | | | | | | \$0 | |
| 2021 | | | | | | \$0 | |
| 2022 | | | | | | \$0 | |
| Future Years | | | | | | \$0 | |
| | | \$55,000 | \$85,000 | \$20,000 | \$40,000 | | |
| Total Estimated Project Cost: | | | | | | <u>\$200,000</u> | |



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Facilities & Parks Mgmt Program Project Number: FPT18C

Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q3-FY18 (This Phase)

Project Details: This will be an annual heavy maintenance program that will identify specific improvements for the City's facilities and park areas.


The estimated break out of tasks for FY18 is as follows:

| | |
|----------|--|
| \$15,000 | ISCC Building Items- Restrooms, Lighting, Ceiling, Roof, Storage, etc. |
| \$10,000 | City Hall Exterior Items - Parking Lot, Lighting. |
| \$35,000 | City Hall Interior Items - Doors, Walls, Restrooms, Hand Rails, Lighting, Floors, etc. |
| \$30,000 | City Hall HVAC-Maintenance |

Does this project replace/enhance an existing asset?
This project enhances and replaces existing assets associated with City facilities and parks on an ongoing basis.

Project Estimated Total Costs:

| | Funding Source | Professional Services | New Items Needed | Maintenance/ Replacement | Other Services/ Needs | Total Estimated Annual Costs | General Remarks |
|-------------------------------|----------------|-----------------------|------------------|--------------------------|-----------------------|------------------------------|-----------------------|
| 2018 | CIP Fund Bal. | \$5,000 | \$5,000 | \$75,000 | \$5,000 | \$90,000 | Breakout as Described |
| 2019 | Op Funds-GF | | | \$125,000 | | \$125,000 | Scope/Breakout TBD |
| 2020 | Op Funds-GF | | | \$125,000 | | \$125,000 | Scope/Breakout TBD |
| 2021 | Op Funds-GF | | | \$125,000 | | \$125,000 | Scope/Breakout TBD |
| 2022 | Op Funds-GF | | | \$125,000 | | \$125,000 | Scope/Breakout TBD |
| Future Years | | | | | | \$0 | TBD |
| | | \$5,000 | \$5,000 | \$575,000 | \$5,000 | | |
| Total Estimated Project Cost: | | | | | | <u>\$590,000</u> | |



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Parks & Pathways Development Project Number: F18G

Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (This Phase)

Project Details: Funding will support near-term capital improvements to construct new facilities for the City's parks and pathways system. The primary location of focus will be the City's recently acquired parkland.

Does this project replace/enhance an existing asset?
This project will design and implement a trails system in and around the recently acquired City park land.

Project Estimated Total Costs:

| | Funding Source | Design Phase/ Planning Svcs | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
|-------------------------------|----------------|-----------------------------|--------------------|-----------------------------------|---------------------|------------------------------|--------------------|
| 2018 | CIP Fund Bal. | \$20,000 | \$80,000 | | | \$100,000 | Park Land/Downtown |
| 2019 | | | | | | - | |
| 2020 | | | | | | - | |
| 2021 | | | | | | - | |
| 2022 | | | | | | - | |
| Future Years | | | | | | - | |
| | | \$20,000 | \$80,000 | - | - | | |
| Total Estimated Project Cost: | | | | | | <u>\$100,000</u> | |



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Parks and Pathways Master Planning Project Number: F18H

Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (This Phase)

Project Details: This effort will support the development of a master plan for the City's parks and pathways system. This project will be supported by other planning efforts in the City. In addition, concurrent projects for parks and pathways improvements may also be influenced by this study.

Does this project replace/enhance an existing asset?
This project will guide current and future parkland acquisition, programming, and construction projects.

Project Estimated Total Costs:

| | Funding Source | Design Phase/ Planning Svcs | Construction Phase | Other Costs: Study ROW/Land/Equip | Project Contingency | Total Estimated Annual Costs | General Remarks |
|--------------|----------------|--------------------------------|--------------------|--------------------------------------|---------------------|------------------------------|------------------|
| 2018 | CIP Fund Bal. | \$35,000 | | | | \$35,000 | Overall/Downtown |
| 2019 | | - | | | | - | |
| 2020 | | - | | | | - | |
| 2021 | | - | | | | - | |
| 2022 | | - | | | | - | |
| Future Years | | | | | | - | |
| | | \$35,000 | - | - | - | | |

Total Estimated Project Cost: \$35,000

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|---------------------------------------|-------------------|---------------------------------------|----------------|------------------|---------------------------|---------------------|
| 300-Capital Projects-Gen Gov't | | | | | | |
| | | Beginning Fund Balance | 271,112 | 1,454,464 | 1,454,464 | 1,147,445 |
| Revenues: | | | | | | |
| Contributions | | | | | | |
| | 300-44107 | Private Contributions | - | - | - | - |
| | | Total Contribution Revenue | - | - | - | - |
| Interest Revenue | | | | | | |
| | 300-46000 | Interest Earned | 1,136 | 117 | 1,947 | 1,000 |
| | | Total Interest Revenue | 1,136 | 117 | 1,947 | 1,000 |
| Other Revenue | | | | | | |
| | 300-49400 | Bond Proceeds | | | | 6,500,000 |
| | 300-49551 | Xfer-In Utility CIP Fund 501 | | | | 95,000 |
| | | Xfer In-Type A EDC Cap Proj Fd | | | | 71,250 |
| | | Xfer In-Type B EDC Cap Proj Fd | | | | 71,250 |
| | 300-49510 | Xfer-In General Fund 100 | 1,707,760 | - | - | - |
| | | Total Other Revenue | 1,707,760 | - | - | 6,737,500 |
| | | Total Revenue | 1,708,896 | 117 | 1,947 | 6,738,500 |
| Expenditures: | | | | | | |
| Capital Outlay | | | | | | |
| | 300-5-000-5600-05 | Concrete Repair & Maintenan | 380,547 | 832,795 | 59,910 | - |
| | 300-5-000-5600-04 | Capital Outlay-Buildings | 45,988 | 22,205 | 22,205 | - |
| | | Total Capital Outlay | 426,535 | 855,000 | 82,115 | - |
| Projects | | | | | | |
| | 300-5-000-5810-00 | Drainage Improvements | 58,073 | 191,900 | 35,154 | - |
| | 300-5-000-5810-01 | Master Drainage Plan | 40,937 | 49,000 | 48,683 | 75,000 |
| | 300-5-000-5810-02 | Drainage System Mgt Prgm | | | | 100,000 |
| | 300-5-000-5830-00 | LED Street Light Conversion | - | 221,955 | - | - |
| | 300-5-000-5830-01 | Pavement Management Prgm | | | | 250,000 |
| | 300-5-000-5830-02 | ROW Study Downtown Area | | | | 25,000 |
| | 300-5-000-5830-03 | Reg. Rd Proj Participation | | | | 285,000 |
| | 300-5-000-5830-04 | Lower Bois d/Arc Emerg Access | | | | 50,000 |
| | 300-5-000-5860-00 | Facilities & Parks Mgt Prgm | | | | 90,000 |
| | 300-5-000-5860-01 | City Hall & PW Facilit Assess/Imp | | | | 75,000 |
| | 300-5-000-5870-00 | Incode 10 Conversion | | | | 65,000 |
| | 300-5-000-5870-01 | GIS/CRM/Asset Mgt System | | | | 125,000 |
| | 300-5-000-5870-02 | Police Dept Comm Review/Imp | | | | 45,000 |
| | 300-5--000-58xTBD | Bond Projects | | | | 6,500,000 |
| | | Total Projects | 99,010 | 462,855 | 83,837 | 7,685,000 |
| Transfers | | | | | | |
| | 300-5-000-5900-10 | XFER OUT-Gen Fund 100 | - | 143,014 | 143,014 | 195,000 |
| | | Total Transfers | - | 143,014 | 143,014 | 195,000 |
| | | Total Expenditures | 525,544 | 1,460,869 | 308,965 | 7,880,000 |
| | | Net Revenues Over(Under) Expenditures | 1,183,352 | (1,460,752) | -307,018 | (1,141,500) |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|---|-------------------|---|-------------|-------------|---------------------------|---------------------|
| 501-COF Utility Capital Projects | | | | | | |
| | | Beginning Fund Balance | - | - | - | 17,977 |
| Revenues: | | | | | | |
| Service Revenue | | | | | | |
| | 501-44311 | Devlper Infrastructure Fees | - | 535,100 | 535,100 | - |
| | | Total Service Revenue | - | 535,100 | 535,100 | - |
| Other Revenue | | | | | | |
| | 501-49510 | Xfer In-General Fund 100 | - | 1,042,097 | 1,042,097 | - |
| | 501-49550 | Xfer In-COF Utility Fund 500 | - | 624,660 | 624,660 | 59,000 |
| | 501-49556 | Xfer In-CCR CIP #551 | - | - | - | 236,000 |
| | 501-49555 | Xfer In-CCR Utility#550 | - | - | - | - |
| | 501-49561 | Xfer In-4A Project Fund 601 | - | 500,000 | - | - |
| | 501-49571 | Xfer In-4B Project Fund 701 | - | 500,000 | - | - |
| | | Total Other Revenue | - | 2,666,757 | 1,666,757 | 295,000 |
| Other Financing Sources | | | | | | |
| | | Bond Proceeds | - | - | - | 7,413,810 |
| | | Totl Other Financing Sourcing | - | - | - | 7,413,810 |
| | | Total Revenues | - | 3,201,857 | 2,201,857 | 7,708,810 |
| Expenditures: | | | | | | |
| Capital Outlay | | | | | | |
| | 501-5-000-5600-03 | Capital Outlay - Improvemem | - | 1,854,508 | 2,149,412 | - |
| | 501-5-000-5600-05 | Capital Outlay - Land | - | 1,093,000 | - | - |
| | 501-5-000-5600-00 | Capital Outlay - Equipment | - | 254,348 | 34,468 | - |
| | | Total Capital Outlay | - | 3,201,856 | 2,183,880 | - |
| Projects | | | | | | |
| | 501-5-000-5880-00 | Water System Mgt Prgm | - | - | - | 100,000 |
| | 501-5-000-5870-01 | GIS/CRM/Asset Mgt System | - | - | - | - |
| | 501-5-000-5880-01 | Water Master Plan | - | - | - | 2,566,650 |
| | 501-5-000-5870-00 | Incode 10 Conversion | - | - | - | - |
| | 501-5-000-5880-00 | WW System Mgt Prgm | - | - | - | 100,000 |
| | 501-5-000-5890-01 | WW Master Plan | - | - | - | 4,847,160 |
| | | Total Projects | - | - | - | 7,613,810 |
| Transfers | | | | | | |
| | 501-5-000-5900-30 | Xfer Out - Cap Proj Fd 300 | - | - | - | 95,000 |
| | | Total Transfers | - | - | - | 95,000 |
| | | Total Expenditures | - | 3,201,856 | 2,183,880 | 7,613,810 |
| | | Net Revenue Over(Under) Expenditures | - | 1 | 17,977 | 95,000 |
| | | Ending Fund Balance | - | 1 | 17,977 | 112,977 |

| Dept | Account No. | Account Description | FY16 Actual | FY17 Budget | FY17 YTD Estimated Actual | FY18 Adopted Budget |
|---|-------------------|--|-------------|-------------|---------------------------|---------------------|
| 551-CCR Utility Capital Projects | | | | | | |
| | | Beginning Fund Balance | - | - | - | 700,496 |
| Revenues: | | | | | | |
| | | Interest | | | | |
| | 551-46000 | Interest | - | - | 1,200 | 1,200 |
| | | Total Interest | - | - | 1,200 | 1,200 |
| | | Other Revenue | | | | |
| | 551-49555 | Xfer In-CCR Utility Fund 550 | - | 1,153,667 | 1,153,667 | - |
| | | Total Other Revenue | - | 1,153,667 | 1,153,667 | - |
| | | Total Revenue | - | 1,153,667 | 1,154,867 | 1,200 |
| Expenditures: | | | | | | |
| | | Capital Outlay | | | | |
| | 551-5-000-5600-03 | Capital Outlay - Improvements | - | 475,000 | 454,371 | - |
| | 551-5-000-5600-05 | Capital Outlay - Land | - | 527,000 | - | - |
| | 551-5-000-5600-00 | Capital Outlay - Equipment | - | 151,667 | - | - |
| | | Total Capital Outlay | - | 1,153,667 | 454,371 | - |
| | | Transfers | | | | |
| | 551-5-000-5900-51 | Xfer Out-COF Utility CIP 501 | - | - | - | 236,000 |
| | | Total Transfers | - | - | - | 236,000 |
| | | Total Expenditures | - | 1,153,667 | 454,371 | 236,000 |
| | | Net Revenues Over(Under) Expenditures | - | 0 | 700,496 | (234,800) |
| | | Ending Fund Balance | - | 0 | 700,496 | 465,696 |

SUPPLEMENTAL INFORMATION

ORDINANCE NO. 2017-1259
AN ORDINANCE ADOPTING THE CITY OF FULSHEAR'S FISCAL YEAR 2017-2018 BUDGET

AN ORDINANCE OF THE CITY OF FULSHEAR, TEXAS, MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF FULSHEAR FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018; APPROPRIATING FUNDS FOR THE GENERAL AND ENTERPRISE OPERATIONS, CAPITAL IMPROVEMENTS, REGIONAL PARKS AND THE OPERATIONS OF THE TYPE A AND TYPE B DEVELOPMENT CORPORATIONS; FURTHER APPROPRIATING FUNDS TO PAY INTEREST AND PRINCIPAL ON THE CITY'S INDEBTEDNESS; PROVIDING FOR REPEAL; AND PROVIDING FOR SEVERABILITY AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF FULSHEAR FOR THE 2017-2018 FISCAL YEAR.

WHEREAS, the budget appended here as Exhibit A for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018 was duly presented to the City Council and a public notice of a public hearing was caused and said notice was duly published in the paper of record and said public hearing was held according to said notice.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FULSHEAR, TEXAS:

SECTION 1.0

PURPOSE: The purpose of this Ordinance is to budget and appropriate funds for the Fiscal year 2017-2018.

SECTION 2.0

APPROPRIATED: The appropriations for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018, for the support of the General government, its Enterprise operations, Capital Improvements, Regional Parks, Special Revenues and the City's Type A and Type B Corporations of the City of Fulshear, Texas be fixed and determined for said terms in accordance with the expenditures shown in the City's Fiscal Year 2017-2018 Budget, a copy of which is appended hereto as Exhibit A.

SECTION 3.0

ADOPTED: The budget as shown in words and figures in Exhibit A is hereby adopted in all respects as the City's budget for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018.

SECTION 4.0

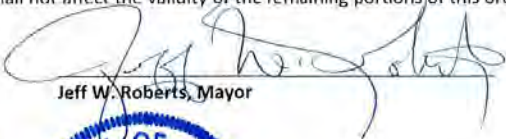
DEBT PAYMENTS APPROPRIATED: Any and all amounts of interest and principal due on debt held by the City and shown in the City budget is hereby appropriated toward the retirement of said debt.


SECTION 5.0

REPEALING CLAUSE: All provisions in conflict with the provisions of this Ordinance shall be, and the same are hereby repealed, and all other provisions not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 7.0

SEVERABILITY CLAUSE: That if any provision, word, sentence, paragraph, clause, phrase or section of this Ordinance or its application to any person or circumstances is adjudged or held invalid, void or unconstitutional, the invalid, void or unconstitutional portion shall not affect the validity of the remaining portions of this ordinance which shall remain in full force and effect.


Jeff W. Roberts, Mayor

ATTEST:

D. Gordon Offord, City Secretary



ORDINANCE NO. 2017-1261

AN ORDINANCE PROVIDING FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF FULSHEAR, TEXAS, FOR THE YEAR 2018 AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; 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 AND PARTS OF ORDINANCES IN CONFLICT HEREWITH.

WHEREAS, the City Council is desirous of continuing the City's ability to provide necessary and auxiliary services; and

WHEREAS, the appraisal roll of the City of Fulshear, Texas has been prepared and certified by the Central Appraisal District and submitted to the City's tax assessor/collector; and

WHEREAS, the tax assessor/collector has submitted the appraisal roll for the City showing \$1,335,664,468 in total appraised, assessed and taxable value of all property and the total taxable value of new property to the City; and

WHEREAS, following notices and hearings in accordance with applicable legal requirements and based upon said appraisal roll, the City Council has determined a tax rate to be levied for Fiscal Year 2017-2018 sufficient to provide the tax revenues required by the City; and

WHEREAS, this tax rate will raise more tax revenue for maintenance and operations than the previous year;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FULSHEAR, TEXAS:

Section 1. The facts and recitations set forth in the preamble of this Ordinance are found to be true and correct and are hereby adopted, ratified, and confirmed.

Section 2. All property subject to ad valorem taxation by the City of Fulshear, Texas, shall be equally and uniformly assessed for such purposes at One Hundred Percent (100 %) of the fair market value of such property.

Section 3. There is hereby levied for general purposes and use by the City of Fulshear, Texas, for the year 2018, and for each year thereafter until otherwise provided, an ad valorem tax at the rate of Fifteen and .8691 Cents (\$.158691) on each One Hundred Dollars (\$100) of assessed valuation on all property, real, personal, and mixed, within the corporate limits upon which an ad valorem tax is authorized by law to be levied by the City of Fulshear, Texas. The proceeds from such tax shall be applied to the payment of the general and current expenses of the government of the City. All such taxes shall be assessed and collected in current money of the United States of America. **THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.** Because the rate set exceeds the

Effective Rate **THE TAX RATE WILL EFFECTIVELY BE RAISED BY 4.45% PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$1.79.**

Section 4. All ad valorem taxes levied hereby, as reflected by Section 3 hereof, shall be due and payable on or before January 31, 2018. All ad valorem taxes due the City of Fulshear, Texas, and not paid on or before January 31 following the year for which they were levied shall bear penalty and interest as prescribed in the Property Tax Code of the State of Texas.

Section 5. All ordinances and parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.


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 circumstances 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 Fulshear 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.

PASSED, APPROVED, AND ADOPTED this 26th day of September, 2017.




Jeff W. Roberts
Mayor

ATTEST:


D. (Diana) Gordon Offord
City Secretary

| GENERAL COMMUNITY INFORMATION | | |
|--|-----------|----------------------|
| GOVERNMENT | | |
| Date of Incorporation | | 1977 |
| Home Rule Charter | | 2016 |
| Form of Government | | Council-Manager |
| DEMOGRAPHICS | | |
| Population | | |
| | Jan. 2017 | 8,620 |
| | 2010 | 1,034 |
| Schools | | |
| Elementary | | 2 |
| Middle Schools | | 1 |
| High School | | 1 |
| ECONOMICS | | |
| Major Employers | | (Approx.) Employment |
| Lamar CISD | | 316 |
| Katy ISD | | 97 |
| City of Fulshear | | 46 |
| Civil Corp | | 22 |
| Fort Bend County | | 5 |
| TAX STRUCTURE | | |
| Ad Valorem Tax Rate (as of Jan. 1, 2017) | | |
| (per \$100 of Appraised Value) | | |
| City of Fulshear | | 0.156901 |
| Fort Bend County | | 0.474000 |
| Emergency Services District | | 0.100000 |
| Katy Independent School District | | 1.516600 |
| Lamar Consolidated Independent School District | | 1.390050 |
| Fort Bend Municipal Utility District 169 (Cross Creek Ranch) | | 1.343990 |
| Fort Bend Municipal Utility District 170 (Cross Creek Ranch) | | 1.343990 |
| Fort Bend Municipal Utility District 171 (Cross Creek Ranch) | | 1.120000 |
| Fort Bend Municipal Utility District 172 (Cross Creek Ranch) | | 1.215000 |
| Fort Bend Municipal Utility District 173 (Cross Creek Ranch) | | 1.343990 |
| Fulshear Municipal Utility District 1 (Fulbrook on Fulshear Creek) | | 1.170000 |
| Fulshear Municipal Utility District 2 (Fulshear Run) | | 1.200000 |
| SERVICES PROVIDED | | |
| Police Protection | | |
| Number of Stations | | 1 |
| Number of Sworn Officers | | 19 |
| Parks | | |
| Number of Developed Parks | | 2 |
| Number of Undeveloped Parks | | 1 |
| Acres of all parks | | 29 |
| Health Facilities | | |
| Urgent Care | | 1 |
| Other | | |
| County Type Government | | Commissioners Court |
| Area of City | | 12 sq. miles |
| Area of Extraterritorial Jurisdiction | | 40 sq. miles |

GLOSSARY OF TERMS

ACCOUNT. A term used to identify an individual asset, liability, expenditure control, revenue control, or fund balance.

ACCRUAL BASIS. The basis of accounting under which transactions are recognized when they occur regardless of the timing of related cash flows.

ACCOUNT NUMBER. A set of accounts used in the general ledger by the City to indicate the fund, department and activity.

ACCRUED EXPENSES. Expenses incurred but not due until a later date.

ACTIVITY. A group of related functions performed by one or more organizational units for the purpose of accomplishing a function for which the City is responsible.

AD VALOREM TAXES. Commonly referred to as property taxes, levied on real and person property at 100% valuation according to the properties valuation and the tax rate.

ADOPTED BUDGET. The final budget adopted by ordinance by the City Council.

APPROPRIATION. An authorization granted by a legislative body to make expenditures to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.

ASSESSED VALUATION. Total gross valuation assigned to property for ad valorem taxation purposes. In Texas, taxable property is assessed at 100% of market value.

ASSET. A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

ASSIGNED FUND BALANCE. Amounts a government intends to use for specific purposes, but are neither restricted nor committed. However, the intent should be expressed by the Council or the Council's designee (City Manager and Financial Director). This is similar to Committed Fund Balance except that in this instance no formal Council action is required, such as an ordinance or resolution. Amounts encumbered for a specific purpose may be reported as assigned fund balance only if the resources are not already considered to be reportable as restricted or committed fund balance. The purpose must be stated but not necessarily the amount as the actual amount may not be known at the time the purpose or need is required.

AUDIT. A systematic collection of the sufficient, competent, evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains the evidential matter through inspection, observation, inquires and confirmations with third parties.

BALANCED BUDGET. The operating budget is balanced with current revenues greater than or equal to current expenditures or expenses.

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, generally under seal, to pay a specified amount of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.

BONDED INDEBTEDNESS. That portion of indebtedness represented by outstanding bonds.

BONDS ISSUED. Bonds sold by the City.

CAPITAL OUTLAY OR CAPITAL EXPENDITURE. Any item purchased by the City which meets the City's capitalization criteria. They are: has a value of \$5,000 or more, has an anticipated life of more than one year, and/or can be readily identified and tracked as an individual item. These expenditures result in the acquisition of or addition to fixed assets.

CAPITAL PROJECTS FUND. Established to account for and report financial resources that are restricted, committed and assigned to expenditure for capital outlay including the acquisition or construction of capital facilities and other capital assets.

CAPITAL IMPROVEMENTS PROGRAM. A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project and the amount and the method of financing.

CASH BASIS. A basis of accounting under which transactions are recognized only when cash is received or disbursed.

CERTIFICATIONS OF OBLIGATION. Legal debt instruments which finance a variety of projects such as major equipment purchases, improvements and infrastructure construction. These certificates are backed by the full faith and credit of the issuing government and are financed through property tax and/or utility revenues, generally for a shorter term than bonds. C.O.'s is authorized by the City Council.

CITY CHARTER. The document of a home rule City similar to a constitution, which establishes the City's government structure and provides for the distribution of powers and duties among the various branches of the government.

CITY COUNCIL. The Mayor and six (6) Council members collectively acting as the legislative and policymaking body of the City.

COMMITTED FUND BALANCE. Amounts constrained to specific purposes by a government itself. These amounts are committed by Council action (ordinance or resolution) and cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed to previously commit these funds.

COMMODITIES. Include articles and supplies, which are consumed or materially altered when used. Examples are office supplies and minor tools and equipment.

CONTRACDTUAL SERVICES. Include expenditures for auditing services, legal services, utilities and services.

DEBT SERVICE FUND. A fund established to finance and account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Also called a SINKING FUND.

DELINQUENT TAXES. Taxes remaining unpaid at end of current fiscal year. Although taxes become delinquent and accrue penalties and interest on February 1 of each year, they are carried as current taxes receivable during the current fiscal year.

DEPARTMENT. A section of the total organization, which is comprised of various operations and is under the oversight of a Director who reports to the City Manager.

DEPRECIATION. The periodic expiration of a fixed asset's useful life. There are several methods for computing depreciation. Straight line, which is the most common, divides the value of the asset at acquisition by its estimated useful life. This amount is then charged to expense until the asset is fully depreciated. Depreciation is not a budgeted item.

DETAIL OF EXPENDITURES. Line item expenditures by account within each division of the General Operating Fund of the City.

DISTINGUISHED BUDGET PRESENTATION AWARD. A voluntary program administered by the Government Finance Officer Association to encourage governments to publish well organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

EFFECTIVE TAX RATE. Calculation as required by the State Property Tax Code. The Effective Tax Rate applied to the year's tax base would generate the same amount of taxes levied last year if you adjusted for new property and new exemption.

ENTERPRISE FUND. A fund established to account for operations financed and operated in a manner similar to private business enterprises such as water and wastewater funds, airport, and other services where primarily the cost of goods and services to the general public are recovered through use charges.

EXPENDITURES. If the accounts are kept on the accrual basis, this item designates total charges incurred, whether paid or unpaid, including expenses, provision for retirement of debt not reported as a liability of the fund for which retired and capital outlays.

EXTRA-TERRITORIAL JURISDICTION. Extra-territorial jurisdiction is the land bordering a City's limits that the City has limited control over but does not furnish City services to nor collect ad valorem taxes from. This is an area outside of City limits that could become part of the City.

FISCAL YEAR. A twelve-month period at the end of which a governmental unit determines its financial condition and the results of its operations and closes its books.

FIXED ASSETS. Assets of long-term character that is intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

FRANCHISE FEE. The fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include electricity, telephone, natural gas and cable television.

FUND. An independent fiscal and accounting entity with a self-balancing set of accounts regarding cash and/or other resources, together with all related liabilities, obligation, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND ACCOUNTING. A governmental accounting system that is organized and operated on a fund basis.

FUND BALANCE. The difference between fund assets and fund liabilities of governmental and similar trust funds.

FUND TYPE. Any one of seven categories, which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GENERAL FUND. The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund. Note: The General Fund is used to finance the ordinary operation.

GENERAL OBLIGATION BONDS. Bonds for whose payments the full faith and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues.

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 procedure. 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 Government Accounting Standards Board.

GOVERNMENTAL ACCOUNTING. The composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of government.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB). The authoritative accounting and financial reporting standard-setting body for governmental entities.

INTEREST & SINKING (also known as Debt Service). A fund established to finance and account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

INTERNAL SERVICE FUND. Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government on a cost-reimbursement basis.

LEGAL DEBT MARGIN. The maximum debt a city may issue. Under the Home Rule Charter, the City is not limited by law in the amount of debt it may issue.

LEVY. To imposed taxes, special assessments, or service charges for the support of City services.

LIABILITIES. Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide service to other entities in the future as a result of past transactions or events.

LONG TERM DEBT. Debt with a maturity of more than one year after the date of issuance.

MODIFIED ACCRUAL BASIS OF ACCOUNTING. Under this basis of accounting, revenues are recognized when susceptible to accrual when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the incurred period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred. Principal and interest general long-term debt are recorded as liabilities when due.

NONSPENDABLE FUND BALANCE. This includes amounts that cannot be spent because they are not in spendable form or they are legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items not expected to be converted to cash, for example, inventories, prepaid items, and the long-term portion of loans and notes receivable, as well as property acquired for resale.

OPERATING BUDGET. Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING EXPENSES. The cost of personnel, materials and equipment required for a Department to function.

ORDINANCE. A formal legislative enactment by the governing body of municipality. If it is not in conflict with any higher form of law, such as state statute or constitutional provision, it has 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 charge, universally require ordinances.

OTHER SERVICES. Includes miscellaneous expenditures not accounted for in personnel, commodities or contractual services.

PUBLIC HEARING. The portions of open meetings held to present evidence and provide information on both sides of an issue.

RESTRICTED FUND BALANCE. Amounts constrained to specific purposes by law through constitutional provisions or enabling legislation or by contract whereby constraints have been placed on the use of funds externally by creditors, grantors, contributors, or laws or regulations of other governments. Capital Projects Fund Balances and Debt Service Fund Balances are examples of this.

REVENUES. (1) Increases in the net current assets of a governmental fund type from other than expenditures fund and residual equity transfers. Also, general long-term debt proceeds and operating transfers are classified as “other financing sources” rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

SPECIAL REVENUE FUND. A fund used account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

SURPLUS. Exceeding what is needed or used.

TAX ABATEMENT. A full or partial exemption of ad valorem taxes for a specified time of certain real and/or personal property. Used as an economic development tool by cities.

TAX INCREMENT REINVESTMENT ZONE (TIRZ). A development or re-development financing tool created under the provisions of the Texas State Statute, Chapter 311 of the Tax Increment Financing Act. A TIRZ provides a method to finance improvements in a specifically designated zone using tax increment funds.

TAX LEVY. Total revenues to be raised by ad valorem taxes for expenditures of general operating expenditures and debt service payments.

TAXES. Compulsory charges levied by government to finance services performed for the common benefit. This term does not include specific charges made against a particular persons or property for current of permanent benefits, such as special assessments. Neither does the term include charges for service rendered only to those paying such charges (e. g., sewer service charges).

TAX RATE. The amount of tax levied for each \$100 of assessed valuation.

TAXABLE VALUE. Estimated value of taxable property to which the ad valorem tax rate is applied.

TRUTH IN TAXATION LAWS. Texas State Law that requires all taxing units to calculate and publish the effective tax rate and other notices as assessed values increase to notify the taxpayer of the entity’s intent to raise taxes.

UNASSIGNED FUND BALANCE. Amounts that are available for any purpose. This includes amount not included in any other category (the residual). Only the general fund may have unassigned fund balance.

WORKING CAPITAL. The current assets less liabilities of a fund. For budgetary purposes, working capital, rather than retained earnings, is general used to reflect the available resource of proprietary funds.