

FY 2020 OPERATING &
CAPITAL BUDGET

CITY OF FULSHEAR

TOGETHER WE CAN THRIVE!



OCTOBER 1, 2019 THROUGH
SEPTEMBER 30, 2020





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 \$1,429,146, which is 58.32% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$399,651

Upon calling for a vote for approval of an ordinance adopting the City of Fulshear 2019-2020 Fiscal Year Budget, the members of the City Council voted as follows:

FOR:

Mayor Pro-Tem Kaye Kahlich
 Council Member Kent Pool
 Council Member Lisa Martin

Council Member Joel Patterson
 Council Member John Kelly

AGAINST: Council Member Debra Cates, Council Member Kevin White

PRESENT and not voting: Mayor Aaron Groff

ABSENT:

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	2018	2019
Fiscal Year	2018-2019	2019-2020
Property Tax Rate	\$0.162510	\$0.218510
Effective Tax Rate	\$0.150473	\$0.152706
Effective Maintenance & Operations Tax Rate	\$0.150473	\$0.152706
Rollback Tax Rate	\$0.162510	\$0.218970
Debt Rate	\$0.000000	\$0.054048

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

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



**CITY OF FULSHEAR
ADOPTED BUDGET
FISCAL YEAR 2020**

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Vision Statement

City of Fulshear

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

Revised July 2017

Vision Elements:

1. Reputation/Level of Service
2. Economic Development
3. Community Development
4. Infrastructure
5. Recreation Services (Quality of Life)



Mission Statement

City of Fulshear

The Mission of the City of Fulshear is to:

- **Provide the highest quality of life** through the provision of exceptional public services including infrastructure, public safety, and recreation;
- **Welcome diverse economic growth** within the constraints of fiscally responsible government; and
- **Build a community that is sustainable** for generations by preserving and honoring our history, small town character and natural environment and providing opportunities for growth in population and employment.



Guiding Principles

City of Fulshear

The Guiding Principles of the Fulshear City Council are to ...

- Emphasize family.
- Honor the country-like atmosphere.
- Maintain the feeling safety, of community and inclusiveness.
- Be welcoming and respectful.
- Be economically sufficient yet balanced with unique character and charm.
- Be cognizant/mindful of our fiduciary duties to maintain the health, sustainability and viability of Fulshear.
- Maintaining a diverse economic base for people to live and work in Fulshear, that supports all levels of education.



Strategic Plan

Priority #1a Level of Service

Guiding Principle: Provide stakeholder engagement and service delivery processes that are fair, consistent, predictable, and efficient.

Strategy 1a.1. The city will continue its efforts to secure its long-term financial stability.

- Communicate to residents why the change in agreement with the developments is necessary for the long-term financial stability of the City.

Strategy 1a.2: Improve the City’s reputation in the following areas

- Customer Service
- Processing of permit and other applications for service.
- Web architecture

Priority #1b Reputation

Guiding Principle: Improve transparency and public trust of city government.

Strategy 1b.1: Provide stakeholder engagement processes that are fair, consistent and predictable.

- Develop a Code of Conduct and Accountability for elected and appointed officials.
 - Establish strategy for the use of social media based on best practices.
- Establish “live-streaming” of City Council meetings.
- Revise the “Focus on Fulshear” and “Fulshear 101” programs as a cohesive information strategy.
- Establish an FAQ section in the City’s website.
- Provide Q&A opportunities where appropriate when engaging citizens.



Strategic Plan

Priority #2 Infrastructure

Guiding Principle: Create and implement a plan that provides for the installation and maintenance of essential public infrastructure and lays out a strategy for growth.

Strategy 2.1: Provide infrastructure to meet the needs of the growing community that

- Address mobility issues
- Meets infrastructure requirements and needs
- Drainage and wastewater challenges in several areas of the city
- Expansion and regionalization of wastewater treatment plant
- Remains on track with our major thoroughfare plan
- Addresses the widening of existing streets, particularly in the downtown area
- Expands water and wastewater services
- Keeps up with development with utilities and mobility improvements

Strategy 2.2: Complete the ongoing planning efforts and develop implementation strategies that reflect fiscal realities.

Strategy 2.3: Complete Capital Improvements Plan (CIP) and begin implementation.

Strategy 2.4: Develop a plan to ensure the General and Utility Funds are mutually self-sufficient.



Strategic Plan

Priority #3 Economic Development

Guiding Principle: Create an environment where successful businesses can grow and thrive.

Strategy 3.1: Establish an economic development program that

- Encourages economic growth by marketing the City
- Secures a long-term income stream from commercial and light industrial development.
- Attracts and maintain high quality and unique businesses
- Increases sales tax revenues
- Encourages the development of commerce in the city
- Promotes economic diversification
- Long term finance issues
- Find a solution to our lack of long terming bonding capacity

Strategy 3.2: Align EDC work plans and fiscal priorities with Council strategic vision and plans.

- Address governance to facilitate communication between and amongst bodies
- Define EDC roles related to future Capital Project participation
- Determine retail recruitment strategy

Strategy 3.3: Work to align the City's vision with the development community's vision.

Strategy 3.4: Update the Comprehensive Land Use Plan (Comp Plan update).

Strategy 3.5: Develop a plan for generating primary jobs.

Strategy 3.6: Develop a plan for Fulshear as a "Knowledge Hub."



Strategic Plan

Priority #4 Community Development

Guiding Principle: Create a regulatory environment that supports quality development, allows for flexibility while maintaining high standards.

Strategy 4.1: Adopt a Uniform Development Code that

- Prepares and presents development guidelines
- Attracts high quality developers
- Promote responsible growth in development
- Shows what we want our development to look like

Strategy 4.2: Develop a program to continue to improve the overall appearance of the City.

Priority #5 Recreational Opportunities

Guiding Principle: Create opportunities for recreation and leisure activities within the fiscal means of the city.

Strategy 5.1: Determine the level of recreational services the city should provide.

- What are the needs (that are not being provided privately)?
- What can we provide as a city?
- What can we afford to maintain?

Strategy 5.2: Provide for the quality of life of citizens meeting needs through

- Acquiring land for parks and events
- Providing parks and recreation services to the citizens
- Maintaining/establishing a unique environment to live work and play
- Providing parks and recreation venues that enhance/strengthen sense of community
- Keeping our green spaces with oncoming development
- Providing parks and recreation services to the citizens



...Strategic Plan

Strategy 5.3: Complete plans for park and recreation improvements.

Strategy 5.4: Establish a plan and alternatives for youth and adult sports playing fields.

Strategy 5.5: Leverage service development through public/private partnerships?

ELECTED OFFICIALS		
City Council Two-Year Terms		
NAME		TERM EXPIRES
Aaron Groff		May-2020
Kevin White		May-2021
Joel Patterson		May-2021
Kaye Kahlich; Mayor Pro-Tem		May-2021
Debra Cates		May-2020
John Kelly		May-2020
Lisa Kettler Martin		May-2020
Kent Pool		May-2021
COUNCIL APPOINTED OFFICIALS		
Position	Name	Date Appointed
City Manager	Jack Harper	April 9, 2018
City Attorney	J. Grady Randle	
City Judge	Kelly Crow	
CITY MANAGER APPOINTED OFFICIALS		
Position	Name	Date Appointed
Assistant City Manager	Brant Gary	March 6, 2018
City Secretary	Kim Kopecky	July 3, 2018
Chief Financial Officer	Wes Vela	November 28, 2017
Chief of Police	Kenny Seymour	August 26, 2011
Human Resource Director	Kristi Brashear	December 12, 2018
Economic Development Director	Angela Fritz	March 10, 2016
Development Services Director	Zach Goodlander	February 4, 2018
Municipal Court Administrator	Janey Chiasson	December 12, 2018

Boards and Commissions

Planning & Zoning

Council Liaison: Councilmember Kaye Kahlich
 Amy Pearce Austin Weant
 Dar Hakimzadeh
 Jason Cherubini
 Joan Berger
 Gregory Ehman
 John Dowdall
 Kayleen Nelson (Ex-Officio)

Parks and Recreation Commission

Staff: Brant Gary, Assistant City Manager
 Council Liaison: Councilmember Kent Pool
 Ramona Ridge
 Jennifer Haemann
 Lee O'Brein
 Dawn Mrea
 Joe Goodwin
 Gregory White
 VACANT
 Rob Bamford
 Bill Sweitzer

Type A-Community Development Corp

Staff: Angela Fritz, Economic Development Director
 Council Liaison: Councilmember John Kelly
 Rev. Jackie Gilmore
 Tommy Kuykendall
 Andrew Van Chau
 Jason Maklary
 Randy Etheridge

Type B-Fulshear Development Corp

Staff: Angela Fritz, Economic Development Director
 Council Liaison: Councilmember Lisa Martin
 Mike Hopfe
 Ryan Kudlacek
 Stacy Ryan Mangum
 Recie Medlock III
 Carol Riggs
 Wes Wauson
 Ray Kerlick
 Don McCoy (Ex-Officio)

Historic Preservation and Museum Committee

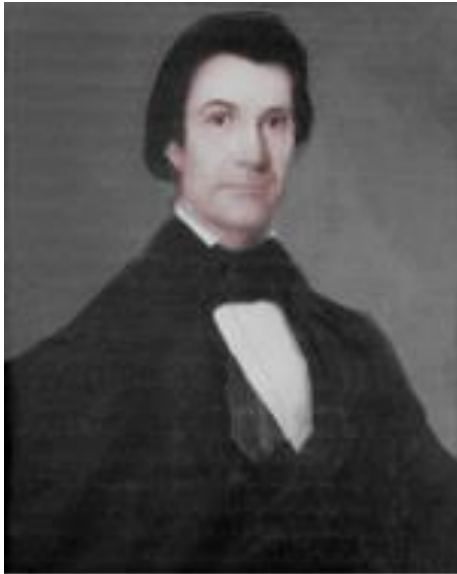
Staff: Kimberly Kopecky, City Secretary
 Council Liaison: Councilmember Debra Cates
 Viola Randle
 Pat Mollere
 Sonya Simmons
 Laura Fleming
 Rebecca Patterson
 VACANT

Zoning Board of Adjustment

Council Liaison: Joel Patterson
 Amy Pearce
 Guerdon (Bill) Archer
 Bryan Thomas
 Carol Riggs
 Gene Morgan

HISTORY OF FULSHEAR

Fulshear was established on July 16, 1824 by a land grant of Mexico to Churchill Fulshear. Churchill Fulshear was one of Stephen F. Austin's original **Old Three Hundred**.



Churchill Fulshear, Jr.

The small agricultural community was centered around the Fulshear's' plantation which housed a cotton gin, flour mill and the 4-story brick mansion which Churchill Fulshear Jr. built in the 1850s. In 1888 Churchill Fulshear Jr. granted the San Antonio and Aransas Pass Railway a right-of-way through his land which motivated many families to move to the area, especially Scotch-Irish, Czech and German immigrants on their way from Galveston to Cat Spring, Austin and Fredericksburg who found the area too appealing to leave. The area was also home to a vibrant Freedman's community. In 1890 the town of Fulshear was laid out, platted and granted a post office.

Though there is evidence that there was a schoolhouse at a chapel meeting ground on the Fulshear Plantation in 1885, it was not until 1893 that the Fulshear school district was established. A Methodist church was established in 1894 with the Reverend J.H. Holt as its first resident. That church,

now the **First United Methodist Church** still exists today in downtown Fulshear.

A Story of Boom and Bust

By 1898 a thriving population of 250 residents supported eleven stores, three saloons, a school and a hotel. A block of businesses was destroyed by a fire in 1910 but the town recovered quickly and soon downtown consisted of several general stores, a drug store, a doctor's office, a post office, a millinery shop, three churches, an undertaker's supply store, a depot, a grist mill, a cotton gin, a blacksmith shop, a barber shop, six saloons, four schools, a boarding house, a hotel and a local telephone system. On Saturdays, when the local hands were paid, Fulshear was so busy that residents complained that the sidewalks were too crowded to walk on. The town had 300 residents and ten stores in 1929. But the population fell to 100 in 1933, around the time that the Fulshear plantation house was torn down. The Depression and a changed lifestyle caused residents to leave Fulshear. Fulshear did her share toward the war effort during WWII. Not only did she contribute men and women for the armed forces and war industries, but an airplane lookout station was also manned daily on the roof of one of the brick buildings.



HISTORY OF FULSHEAR

The Fulshear schools; two for black students, one for Hispanics and one for whites were merged into the Lamar Consolidated Independent School District in 1948. Huggins Elementary School was built in Fulshear in 1979, being named after John Huggins, who won world fame by training the first American horse to win the English Derby.

The population of Fulshear remained below 250 until the sprawl of the Houston metropolitan area began to creep in during the 1970s. Fulshear was incorporated in 1977 and remains a marketing center for locally produced rice, cotton, soybeans, corn, poultry, sorghum, horses and cattle. Many of the cattle are Texas Longhorns, descendants of Spanish and mission herds with horns spreading 4-8 feet. Pecans are also a very important, local crop.

Modern Growth

In 1988 Fulshear had a population of 623 and twelve businesses; by 2000 that number had grown to 716. The first decade of the 21st Century has seen explosive growth thanks in large part to our excellent Master Planned Communities. The current population estimate given by the consulting firm of Population and Survey Analysts, or PASA, is just over 12,000. With the population growth, the City itself has grown geographically with our City Limits now cover over 12 square miles with approximately 40 miles in the Extra Territorial Jurisdiction.

CITY AND AREA DEMOGRAPHICS



Fulshear is located in northern Fort Bend County. Downtown Houston is 33 miles to the east, and Wallis is 15 miles to the west. Interstate 10 at Katy is 7 miles to the north.

Climate

Average Annual Temperature	67 degrees Fahrenheit
Average Annual Precipitation	48 Inches
Average Sunny Days Per Year	201 days
Record Low Temperature	-2 degrees Fahrenheit
Record High Temperature	111 degrees Fahrenheit

Population

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
City	14,141	16,187	18,040	19,953	22,022	24,192	26,372	27,893	29,306	30,622
ETJ	18,271	20,184	22,652	25,852	29,811	34,579	39,365	45,191	51,367	57,520

Source: Population and Survey Analysts study-PASA-OCT 2018

Unemployment Rates

	2005	2008	2011	2014	2018
Fort Bend County	5.2%	4.4%	7.1%	4.5%	4.1%
Houston-The Woodlands-Sugar Land MSA	5.6%	4.7%	7.8%	4.9%	4.4%
Texas	5.4%	4.8%	7.8%	5.1%	4.0%
United States	5.1%	5.8%	8.9%	6.2%	4.1%

Source: Texas Workforce Commission & U.S. Census

Educational Attainment

Educational Attainment by Population Percentage

Less than 9th Grade	9th-12th Grade	High School Graduate	Some College	Associate degree	Bachelor's Degree	Graduate or Professional Degree
1.4%	1.3%	9.1%	17.1%	6.8%	39.4%	24.8%

Source: U.S. Census Bureau – American Fact Finder

Schools

School Type	School Name	Lamar Consolidated School District	Katy Independent School District
High School	Fulshear	X	
Junior High School	Dean Leaman	X	
Junior High School	Joe M. Adams		X
Middle School	James W. Roberts	X	
Elementary School	Amy Campbell		X
Elementary School	James E. Randolph		X
Elementary School	Huggins	X	



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Fulshear

Texas

For the Fiscal Year Beginning

October 1, 2018

Christopher P. Morill

Executive Director



Reader's Guide to this Budget Document

Overview

This overview is designed to help the reader to use and comprehend the City of Fulshear's Adopted Budget Document. The Annual Operating and Capital Budget serves as a policy document, a financial plan, an operations guide, and a communications device for the City.

It is the basis for the City's allocation of resources toward services that provide quality services, selected programs, and on-going improvements. The document is a continued effort to evaluate the effectiveness of City programs and services while presenting information on city operations.

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 2020 budget are presented for every fund. The statements show the fund's financial condition over several years. This information is grouped by fund and then by department. 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 2018 actual. The ending balance of the actual year becomes the beginning balance of the projected current fiscal year, FY 2019. 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 2020 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.

Reader's Guide to this Budget Document

Budget Format

The document is divided into six (6) sections that are separated by tabs. A description and the information provided in each section is described below.

- Budget Guide
- General Fund
- Utility Fund
- Other Funds
- Capital Improvement Program
- Appendix

Budget Guide - This section provides the reader a brief overview of the city organization and financial and budget policies. It includes the City Manager's transmittal letter, budget and tax calendar, all funds summary and personnel staffing schedule for the city organization.

General Fund - This section contains a summary and the detailed General Fund adopted budget which is used to account for all other expenditures not accounted for in any special revenue fund. It includes the revenue sources and the departmental expenditures. Each department's FY18 accomplishments, goals, objectives and activity measures are continuously developed to meet the strategic plan.

Utility Fund - This section consists of those elements associated with the operation of the water and wastewater services. This fund is an enterprise fund which is set up like a proprietary business operation to provide the services of water and wastewater. In prior years this fund was accounted for in two funds, one for Cross Creek Ranch and one for City of Fulshear system. Because of an amendment to the Cross Creek Ranch developer agreement the two systems have been combined. In this section each department's FY19 accomplishments, goals, objectives and activity measures are continuously developed to meet the strategic plan.

Other Funds - This section also includes all of the other funds that the city governs. These consists of special revenue funds, an internal service fund and the capital project funds. Included is each funds sources of revenues and uses of funds. Descriptions of the funds precede of the adopted budget detail of the specific funds.

Capital Improvement Program – This section consists of the City's Capital Improvement Plan which represents the City's long-range infrastructure development and improvement plan. Included is the financial plan for each project and detailed project sheet with descriptions and estimated capital and operating costs.

Reader's Guide to this Budget Document

Appendix – This section includes the adopted ordinances for the FY20 Budget and the Tax Rates for the 2019 Tax Year. It also includes a glossary.

The City Organization

The City of Fulshear is a home-rule City operating under the Council-Manager form of government. All powers of the City are vested in an elected City Council, consisting of a Mayor and seven councilmembers. The City Council enacts local legislation, determines City policies, and employs the City Manager and the City Attorney.

The City Manager is the Chief Executive Officer and the head of the administrative branch of the City government. The City Manager reports to the City Council and is responsible for the proper administration of all affairs of the City.

The City government provides a broad range of goods and services to its citizens. The activities and personnel required to provide these goods and services are organized into broad managerial areas called Funds. Funds are separate fiscal and accounting entities with their own resources and budget necessary to carry on specific activities and attain certain objectives. Funds are described further in the City Funds section.

Each department is led by a Department Head that has supervision and control over his/her department but are subject to supervision and control of the City Manager. A Department Head may supervise more than one Department.

Budget Process

The budget process starts many months before the adoption of the annual budget. The City Council has adopted its Strategic Plan and Goals and each department has tie their goals and objectives to specific goals of the strategic plan. Although not all objectives tie directly to the strategic plan, staff is moving in that direction. City Council holds a budget retreat in January or February so that when staff begins their budget preparation in April, they will know the direction of how to prepare their budgets. The departments submit their budgetary needs to the Chief Financial Officer in April. The City Manager is required to submit the annual budget to

Budget Process

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.

City Funds

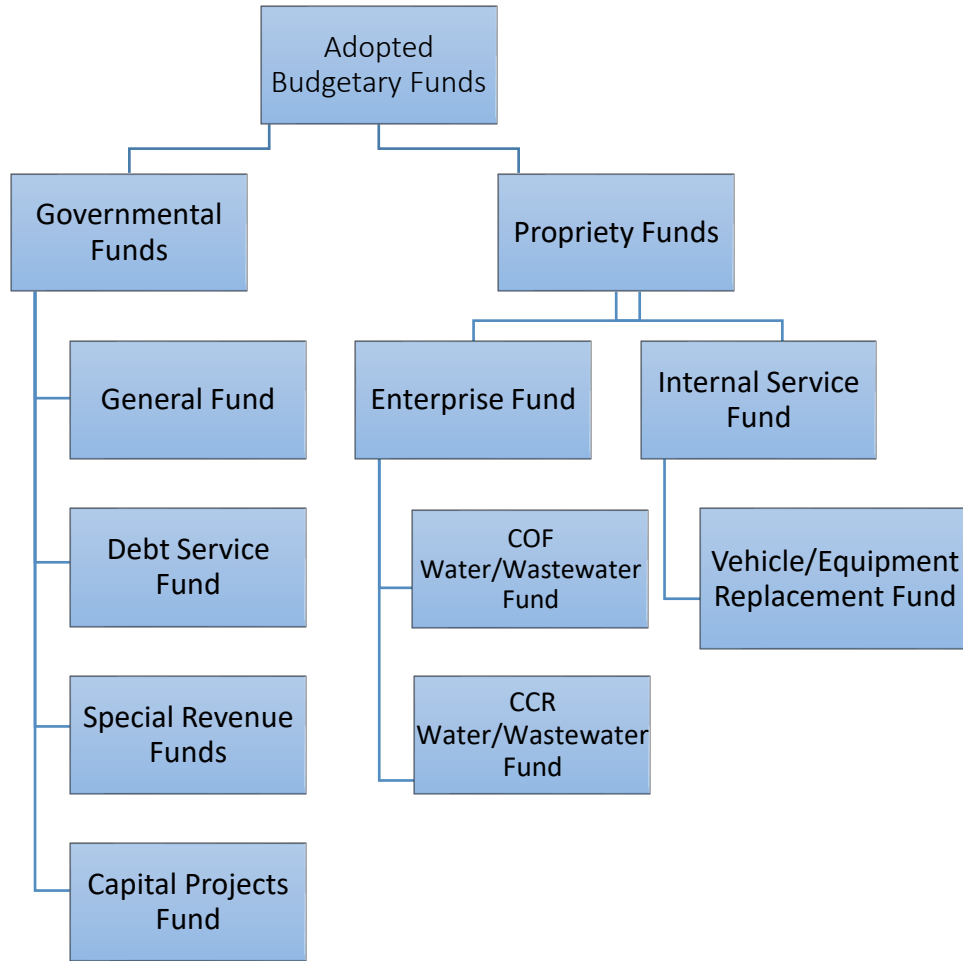
General Fund provides detailed analysis of the City's general operating activities, revenues, expenditures, and fund balances.

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 and wastewater operations which are financed and operated similar to a private business enterprise.

Fund Structure



Fund Structure

**Major & Non-Major
CITY FUNDS**

General Fund

Total Appropriations

\$13,960,695

- Administration
- Human Resources
- Municipal Court
- Finance
- Economic Development
- Police
- Emergency Management
- Communications
- Development Services
- Building Inspection
- Facilities
- Public Works & Streets

**Special Revenue
Funds**

Total Appropriations

\$1,973,152

- Reginal Park
- Federal Seizure
- State Seizure
- County Assistance District
- Court Technology
- Court Building Security
- Judiciary Efficiency
- Child Safety
- Police Donation

Capital Projects Fund

Total Appropriations

\$11,748,152

- General Gov't Projects
- W/WW Projects
- EDC Type A Projects
- EDC Type B Projects

Enterprise Funds

Total Appropriations

\$6,096,817

- Water/Wastewater
Operations

Internal Service Fund

Total Appropriations

\$122,000

- Vehicle/Equipment
Replacement

Debt Service Fund

Total Appropriations

\$959,628

- Contract Payments To
M.U.D.

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.

Basis of Accounting and Budgeting

- The City utilizes 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 it 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. These Financial Management Policies are not individually adopted by the City Council but are adopted in whole as part of the annual operating budget.

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: Annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

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.

Financial Management Policies

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.

Financial Management Policies

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.

Financial Management Policies

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 or 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 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

Financial Management Policies

or planned to include 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, lease/purchase agreements and contract payments to M.U.D.s, shall only be used.

Financial Management Policies

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 to assume new debt shall be based on these costs and benefits.
4. *Bidding Parameters:* The notice of sale will be carefully constructed to ensure the best possible bid for the City, considering 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.

Financial Management Policies

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 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;

Financial Management Policies

- 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

Financial Management Policies

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.

Budget & Tax Calendar

City of Fulshear		
FISCAL YEAR 2020 BUDGET & TAX CALENDAR		
Date	Activity	Responsible Party
January - February	Base budget is developed (removing one-time expenditures, takes personnel snapshot) and begins developing budget line items)	Finance
Feb 13	City Council Retreat - Financial Forecast presented to City Council	City Manager
February 25	Budget Kickoff Meeting for CIP, Technology, and Facilities requests coordinated by Assistant City Manager.	ACM/ Dept. Heads
March 4	Budget Kickoff Meeting. Budget Calendar is distributed, proposed budget worksheets, and budget instructions given to Department Directors	Finance
March 22	Departmental CIP, Technology, and Facilities requests submitted to the Assistant City Manager.	ACM/ Dept. Heads
April 2	Departmental budget requests due to Finance- basic, supplemental, and capital requests.	Dept. Heads
April 12	Finance closes March monthly financials for preparation of six(6) month year-end estimate and prepare Preliminary General Fund Revenue projections for current and next fiscal year.	Finance
April 12 - April 26	Departments develop year-end estimates and submit to Finance. Departments also send department pages with goals and performance measures ("narratives") for review and submission to Finance.	Dept. Heads
April 29 - May 24	Finance compiles budget requests. City Manager and Chief Financial Officer review requests and set meetings with Department Heads	CFO
May 3	CIP Overview Meeting coordinated by the ACM with the City Manager, CFO, and others as needed.	Assistant City Manager
May 27 - May 31	Department Heads meet with City Manager and Chief Financial Officer for review of budget requests, goals and performance measures.	Dept. Heads
May 31	ACM presents proposed CIP to the City Council (per charter).	Assistant City Manager
June 23 - August 4	Development of proposed budget using input from City Council retreat	CFO
July 25	Tax Roll Certification from Chief Appraiser	Chief Appraiser
July 31	Calculation of Effective and Rollback Tax Rates	C.F.O./County Tax Assessor

Budget & Tax Calendar

August 1	Bylaws for each of the Economic Development Sales Tax Corporations (City of Fulshear Development Corporation & Fulshear Development Corporation) require the boards to adopt a proposed annual budget by August 1; publish notice of proposed projects, starting 60 day clock; set public hearings for August EDC meetings	Economic Development Director
August 5	Proposed FY2019 Budget to City Secretary (must be available for public inspection for at least 30 days before City Council will make tax levy)	CFO
August 6	Special City Council Meeting with City Manager and Department Directors to review preliminary budget highlights. Open meeting to discuss tax rate (if proposed tax rate will exceed lower effective tax rate or rollback rate, take record vote on specified rate and schedule two public hearings.)	City Staff
August 8	"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.)	C.F.O./County Tax Assessor
August 9	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
August 9	Publish proposed budget on City Website	City Secretary
August 16	Post 72 hour notice for first public hearing on tax increase if applicable	City Secretary
August 20	Regular City Council Meeting - First Public Hearing on tax increase. Announce date, time and place of meeting at which tax rate will be voted.	City Secretary
August 20	Regular City Council Meeting - Consideration of Resolutions on two separate readings (for each EDC) approving projects and all expenditures > \$10,000 for upcoming FY	Economic Development Director
August 31	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
September 2	Labor Day (City Holiday)	
September 6	Post 72 hour notice for second public hearing on tax increase and public hearing on FY19 Budget***	City Secretary
September 10	Special Meeting: Public Hearing on FY19 Proposed Budget; 2nd Public Hearing on Tax Rate increase. (Announce date, time and place of meeting to adopt tax rate to occur 3-14 days from this date)	City Council
September 11	"Notice of Tax Revenue Increase" published before meeting to adopt tax rate is second quarter page notice in newspaper***	City Secretary
September 13	Post 72-hour notice for meeting at which City Council will adopt budget and tax rate.	City Secretary
September 17	Regular Meeting: Adopt FY19 Budget Ordinance. Adopt Tax Rate	City Council





September 17, 2019

To: Honorable Mayor, City Council Members and Citizens of Fulshear

In accordance with the City's Charter provisions, it is my pleasure to present the City of Fulshear's Fiscal Year 2019-2020 (FY2019) Operating Budget and Capital Improvement Program Budget. This budget provides for various activities in the following amounts:

	FY 19 (FY2018-2019) <u>ADOPTED BUDGET</u>	FY 20 (FY2019-FY2020) <u>ADOPTED BUDGET</u>
General Fund	\$10,585,709	\$13,960,695
Vehicle/Equip Replacement Fund	207,000	122,000
Regional Park Fund	645,000	1,056,250
County Assistance District Fund	376,000	376,000
Capital Projects Fund-Gen. Gov't	8,015,000	5,225,000
Debt Service Fund	-0-	959,628
W/WW Utility Fund-COF	1,145,195	6,096,817*
Capital Projects Fund-COF W/WW	5,478,400	3,200,000
W/WW Utility Fund-CCR	3,677,258	-0-
Capital Projects Fund-CCR W/WW	-0-	1,350,000
Type A-Development Corp	361,208	1,016,863
Capital Projects Fund-Type A Corp	107,284	745,274
Type B-Development Corp	368,933	1,024,588
Capital Projects Fund-Type B Corp	107,284	745,274
Court Technology Fund	-0-	22,000
Court Building Security Fund	-0-	30,000
Judicial Efficiency Fund	-0-	2,000
Child Safety Fund	-0-	1,500
Police Donation Fund	8,000	8,000
Federal Seizure Fund	20,000	20,000
State Seizure Fund	-0-	3,000
	-----	-----
Total	\$31,102,271	\$35,963,889

*The COF (City of Fulshear) and CCR (Cross Creek) Water & Wastewater operational funds have been combined for a more efficient system.

The increase in the total budget of all funds over last year's total budget amounts to \$4.8M which is mainly due to capital transfers to cover capital projects.

The FY 20 General Fund Budget represents an increase of \$3.4M (32%) when compared to last year's budget. This increase is due to a \$3.7M transfer to cover capital projects. The General Fund budget also includes year's a 4% cost of living increase for all personnel, two (2) Patrol Officers (one starting mid-year), a Purchasing Coordinator and a part-time Customer Service Representative. 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 2019. The total tax rate of \$0.21851 cents per \$100 of assessed value with the General Fund is an increase of \$0.056 cent from last year's \$0.16251 cent tax rate.

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.

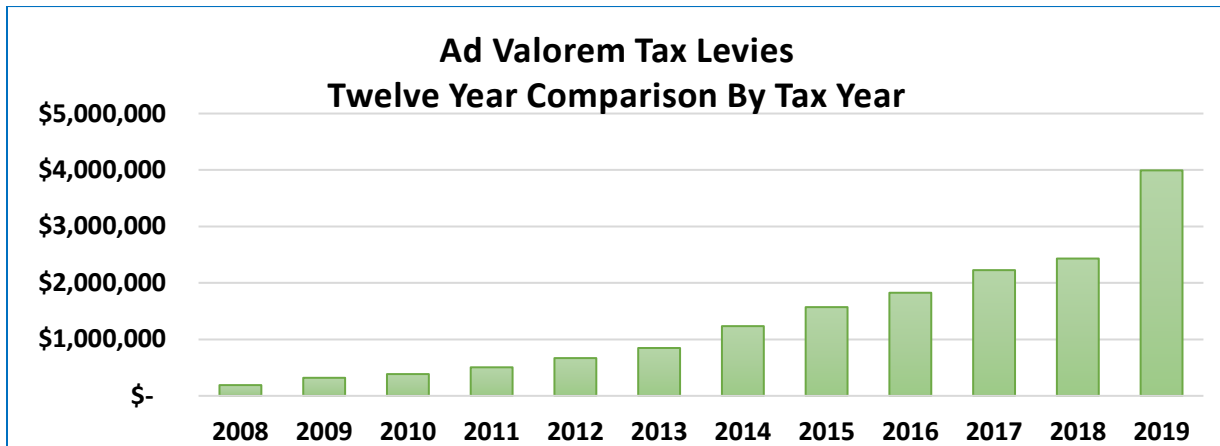
Resources Derived through Taxation

Ad Valorem property tax revenue makes up 26% of the City's overall resources, sales tax 14%, 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.

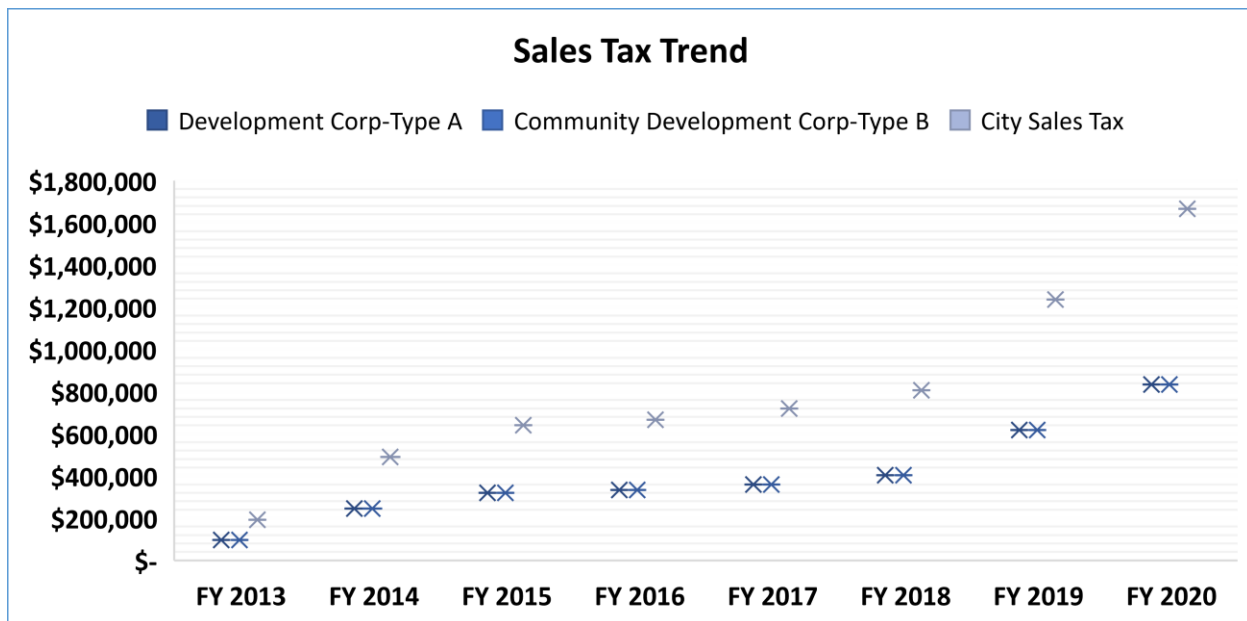
As authorized by state law, the City Council has approved certain tax exemptions to its citizens. An exemption of 14% or \$5,000 whichever is greater of the appraised value of the residence homestead or \$15,000 for disabled persons or senior citizens 65 years of age and older.

In FY2020, the City expects to collect \$3,993,471 through the Ad Valorem tax process based on the tax rate of \$0.21851. 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 and known changes within business units.

During FY2019, the City experienced a growth rate of near 16% for sales tax receipts over the previous year. Based upon this increase but acknowledging the uncertainty of the future and the impact of newly opened businesses, this budget estimates the collection of \$1,665,000 for the City’s General Fund and \$832,624 each for the Fulshear Development Corporations for FY2020.

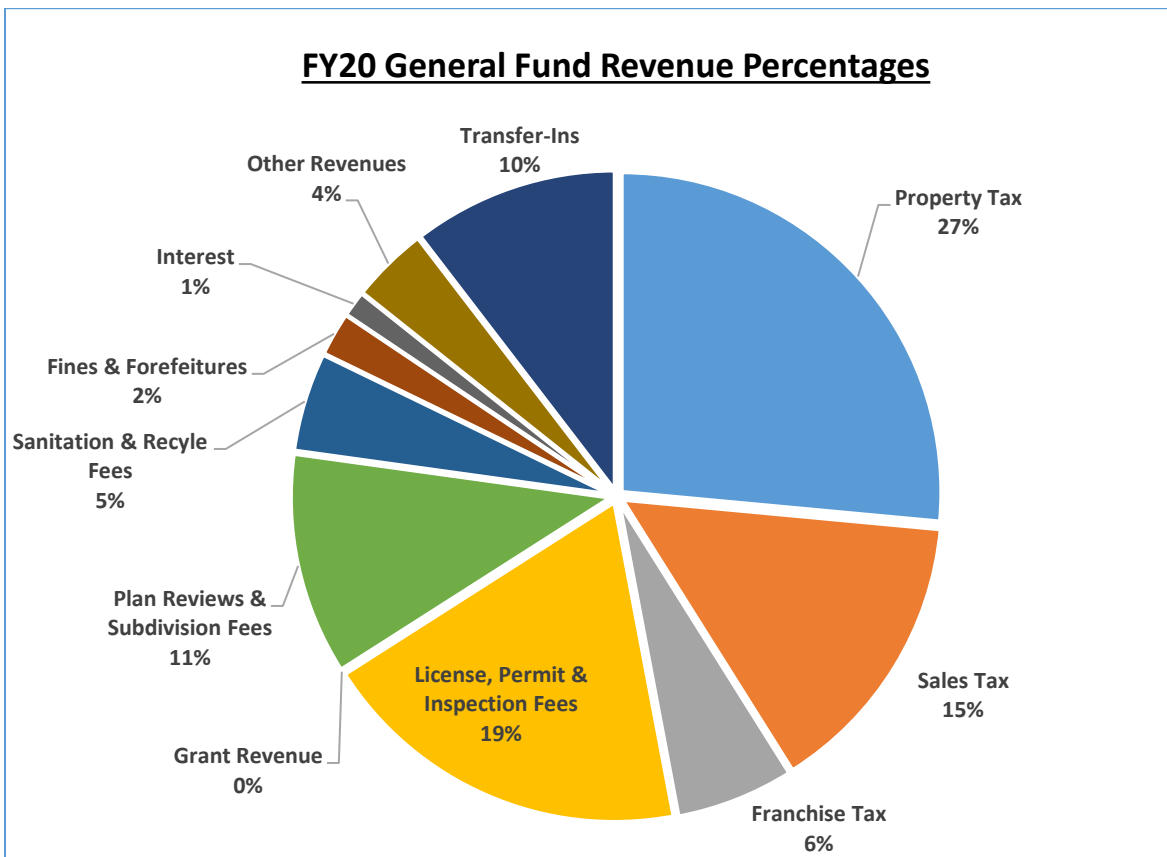


Revenues Derived Through Licenses & Permits and Franchise Fees

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 FY2020 is \$4.1 million. Listed below are major sources of revenues received from services and fees.

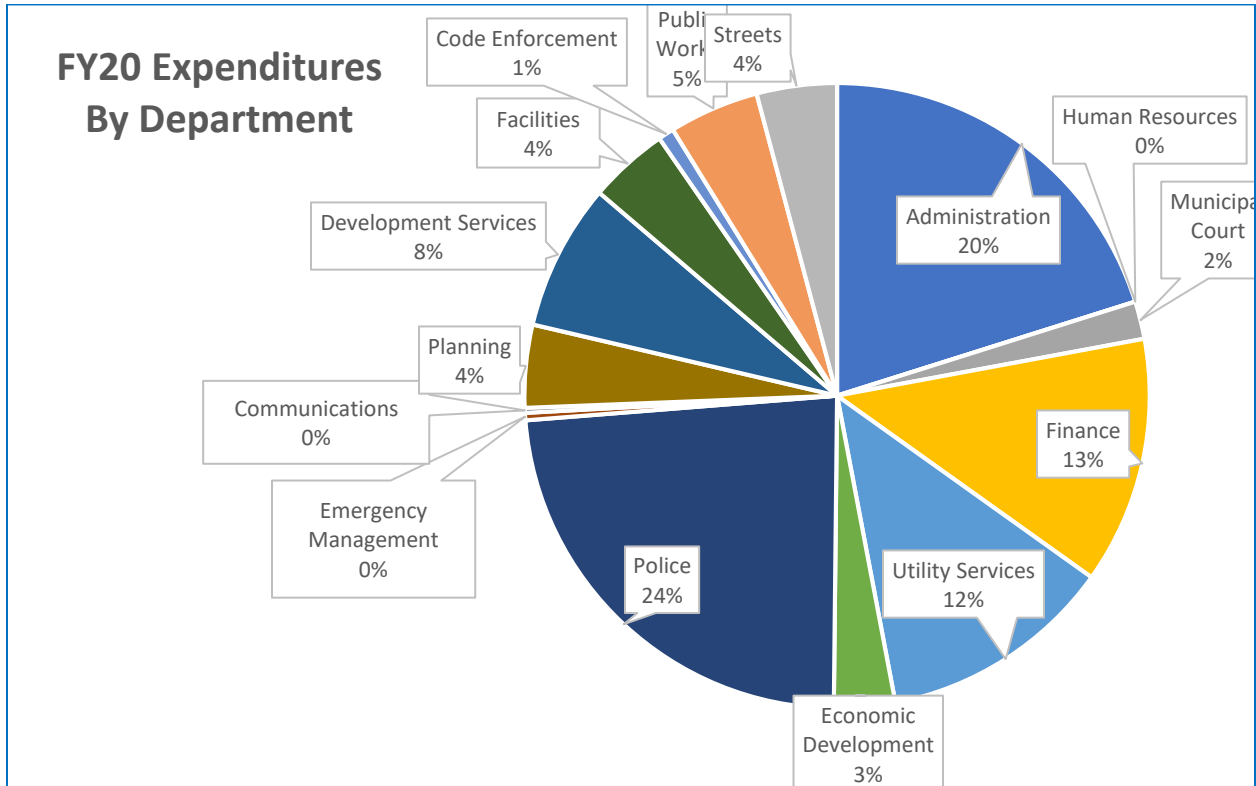
The FY2020 revenue estimates are based on linear trends and other economic indicators such as employment rates, housing starts, and general overall consumer confidence.

<u>Fees</u>	<u>Projected FY2019 Resources</u>
Franchise Fees	\$ 688,000
License, Permit & Inspection Fees	\$ 2,186,081
Plan Reviews/Subdivision Fees	\$ 1,296,500
Court Fines & Fees	\$ 254,700



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 had been divided into two separate funds to meet the requirements of a development agreement. In FY2019 the developer agreement was amended and provided for the combining of the two funds into one city system.

New service connections have increased over the last four (4) years as estimated below at:

	<u>Annual Connections</u>	<u>Cumulative Connections</u>
FY 2016	569	2,555
FY 2017	688	3,243
FY 2018	753	3,996
FY 2019	981	4,977

Current development agreements require the City to 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 FY21. The City will be working under a contract designed to provide for this transition in FY21 and beyond. The City will also continue its efforts to streamline utility maintenance activities by establishing and maintaining a GIS-based inventory of utility infrastructure and maintenance/replacement schedules.

Implementation of the Water and 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 one patrol vehicle, radar sign and trailer for the police department. A sign maintenance machine will be purchased for the Public Works department.

New programs include:

- A Cost of Living (C.O.L.A.) of 4% and a compensation study
- Police Department includes one (1) Police Officer for full year and one (1) Police Officer beginning mid-year
- Finance budgeted for a Purchasing Coordinator
- Utility Customer Service was approved for a part-time Customer Service Representative

Capital Improvement Projects in the Regional Park Fund include funds for Parks & Pathway Planning and increased funding for Parks & Pathway Implementation programs.

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

- a Master Drainage Plan; Drainage System Management Program - \$175,000
- Downtown E. Side Storm Sewer Project - \$1,000,000
- Development of MS4 Stormwater Program - \$50,000
- Pavement Management Program - \$400,000
- Citywide Traffic Control Improvement - \$100,000
- Huggins/Katy Road participation Project - \$525,000
- Texas Heritage Parkway Participation Project - \$365,000
- GIS/CRM/Asset Management System - \$50,000
- Facilities & Parks Management Program - \$125,000
- LED Street Light Conversion - \$110,000
- Livable Centers Study Implementation - \$300,000
- Redbird Lane Improvement Project - \$500,000

- Wallis St. Phase I Extension - \$250,000
- Major Thoroughfare Plan Update - \$75,000
- Comprehensive Plan Update - \$175,000
- Police Dept. Security Enhancements Pilot Program - \$50,000
- FM 1093 Widening Cost Participation - \$400,000
- Lea/Pebb Area Drainage Improvements - \$500,000

In the Water & Wastewater Utility Capital Improvement Projects Fund the following projects are funded:

- Water System Management Program - \$100,000
- Water System Maintenance Equipment - \$200,000
- 1.0 MG South Elevated Storage Tank - \$100,000
- 12/16-inch FM 359 North Fulshear Transmission Line - \$800,000
- Wastewater System Management Program - \$100,000
- Wastewater System Maintenance Equipment - \$200,000
- 24/27/30/35-inch FM 359 Interceptor - \$1,400,000
- 12-inch James Lane Transmission Line - \$300,000

These investments have been identified as part of the utility master plan and will provide for reduced maintenance costs and needed infrastructure for continued growth of the city.

Total capital expenditures in the General Fund amount to \$54,800, in the Vehicle & Equipment Replacement Fund they amount to \$122,000, in the Regional Park Fund they amount to \$1,056,250, in the General Government Project Fund capital expenditures amount to \$5,225,000, and in the Water & Wastewater Utility Projects Fund projects amount to \$3,200,000. The total amount of all capital expenditures equal \$9,775,000 which is funded by reserves.

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.”

Financial Planning going forward will see the city's revenue projections be guided by the continued building permit activity and development plans presented to City Council and Staff. The growth of residential and commercial construction is a true indicator of the steady climb of the city's sales tax and property tax for the years to come. National, State and Local economic indicators preview a chance for a slowing of the economy and therefore our estimations for FY2021 and thereafter will certainly be tailored with those conditions.

EXPECTED DEVELOPMENT & GROWTH

As we begin the new fiscal year, the City looks forward to continued growth and development throughout the City. Residential construction continues to grow with four different subdivisions constantly opening sections, H.E.B. opened in 2018 and many pad sites are being constructed and opened on adjacent property sites. The City is poised for business growth to come our way. Construction of two banks, a junior high, a middle school and a high school are near completion and give positive strong indications of future growth. The Cities sales tax is growing and is expected to continue to climb because of the new residential and apartment units being constructed. Texas and the U.S. economy are healthy are also indicators of a vibrant and healthy future for our community.

DEBT MANAGEMENT

Currently the City's long-term debt consists of contract payments to five Municipal Utility Districts.

Respectfully submitted,



Jack Harper
City Manager



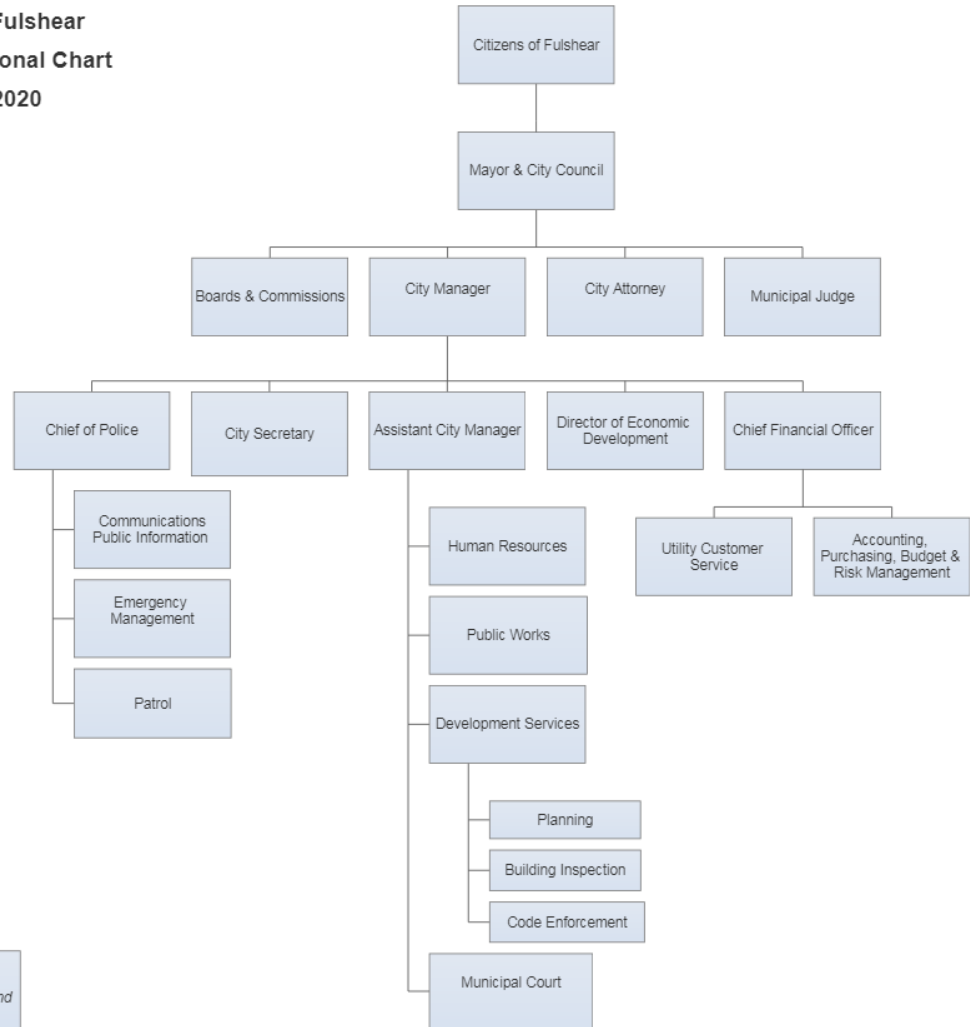
Wes Vela
Chief Financial Officer

Calculation & Distribution of Property Tax Assessment

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Adopted Budget
TAXABLE VALUE	\$ 1,327,247,073	\$ 1,511,267,414	\$ 1,502,608,566	\$ 1,827,591,967
Collection Percent:	100%	100%	100%	100%
LEVY				
General Fund Levy	\$ 2,106,222	\$ 2,455,961	\$ 2,441,889	\$ 3,005,694
Debt Service Levy	\$ -	\$ -	\$ -	\$ 987,777
Total Levy	\$ 2,106,222	\$ 2,455,961	\$ 2,441,889	\$ 3,993,471
TAX RATE SUMMARY				
General Fund	0.158691	0.162510	0.162510	0.164462
Debt Service Fund	0.000000	0.000000	0.000000	0.054048
Total	0.158691	0.162510	0.162510	0.218510

Organizational Chart

**City of Fulshear
Organizational Chart
FY 2020**



Emergency Fire & Rescue Services provided by Fort Bend County ESD #4

Budgeted Positions by Department

PERSONNEL				
	FY2018	FY2019	FY2019	FY2020
	Actual	Budget	Estimated	Adopted
	<hr/>			
General Fund				
Administration	6	7	7	6
Human Resources	-	-	-	1
Municipal Court	2	2	2	2
Finance	2.5	3	3	4
Utilities/Customer Service	2.5	2.5	2.5	3
Economic Development	2	2	2	2
Police	22.5	23.5	23.5	26
Development Services	10	10	10	10
Code Enforcement	1	1	1	1
Public Works	5	5	5	4
Total	53.5	56	56	59
<hr/>				
Utility Fund				
Water/Wastewater	0	0	0	3
Total	0	0	0	3

All Funds Summary

Fund #	Fund Description	Beginning Fund		Expenditures	Increase (Decrease)	Ending Fund	
		Balance 10/01/2019	Revenues			Balance 9/30/2020	
100	General Fund	\$ 7,316,977	\$ 11,950,533	\$ 13,960,695	\$ (2,010,161)	\$ 5,306,816	#1
	Vehicle/Equip						
150	Replacement Fund	\$ 67,123	\$ 167,750	\$ 122,000	\$ 45,750	\$ 112,873	#2
200	Regional Park Fund	\$ 872,853	\$ 202,500	\$ 1,056,250	\$ (853,750)	\$ 19,103	#3
	County Assistance						
250	District Fund	\$ 253,026	\$ 255,000	\$ 375,000	\$ (120,000)	\$ 133,026	#4
	Capital Projects Fund-						
300	General Gov't	\$ 302,411	\$ 4,924,250	\$ 5,225,000	\$ (300,750)	\$ 1,661	#5
400	Debt Service Fund	\$ -	\$ 962,128	\$ 959,628	\$ 2,500	\$ 2,500	
500	Fulshear W/WW Utility	\$ 1,035,899	\$ 5,732,000	\$ 6,096,817	\$ (364,817)	\$ 671,082	#6
501	Cap Proj. Fund-W/WW	\$ 1,661,821	\$ 1,560,000	\$ 3,200,000	\$ (1,640,000)	\$ 21,821	#6
	Cap Proj. Fund-CCR						
551	Utility	\$ 4,730,474	\$ 20,000	\$ 1,350,000	\$ (1,330,000)	\$ 3,400,474	
600	A Development Corp	\$ 1,500,308	\$ 864,624	\$ 1,016,863	\$ (152,239)	\$ 1,348,069	
601	A Corp - Proj Fund	\$ 347,007	\$ 753,275	\$ 745,274	\$ 8,001	\$ 355,008	
700	B Development Corp	\$ 1,676,826	\$ 868,124	\$ 1,024,588	\$ (156,464)	\$ 1,520,362	
701	B Corp - Proj Fund	\$ 299,996	\$ 751,925	\$ 745,274	\$ 6,651	\$ 306,647	
900	Court Technology Fund	\$ 61,150	\$ 4,400	\$ 22,000	\$ (17,600)	\$ 43,550	
901	Court Bldg Security Fund	\$ 38,835	\$ 3,500	\$ 30,000	\$ (26,500)	\$ 12,335	#7
902	Judiciary Efficiency Fund	\$ 3,730	\$ 150	\$ 2,000	\$ (1,850)	\$ 1,880	#8
950	Child Safety Fund	\$ 8,391	\$ 2,600	\$ 1,500	\$ 1,100	\$ 9,491	
951	Police Donation Fund	\$ 10,801	\$ 2,100	\$ 8,000	\$ (5,900)	\$ 4,901	#9
952	Federal Seizure Fund	\$ 90,259	\$ 1,500	\$ 20,000	\$ (18,500)	\$ 71,759	
953	State Seizure Fund	\$ 10,438	\$ 100	\$ 3,000	\$ (2,900)	\$ 7,538	
Totals		\$ 20,288,324	\$ 29,026,460	\$ 35,963,889	\$ (6,937,429)	\$ 13,350,895	

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

Related notes for fund balance changes:

- | | |
|--|---|
| #1 27% decrease due to capital project funding | #2 68% increase due to timing of replacement schedule |
| #3 98% decrease due to capital spending | #4 47% decrease due to funding of utility projects |
| #5 99% decrease due to general gov't projects funded | #6 35% decrease due to transition plan |
| #7 68% decrease due spending on programs | #8 50% decrease due to increased programs |
| #9 55% decrease due to program spending | |

General Fund

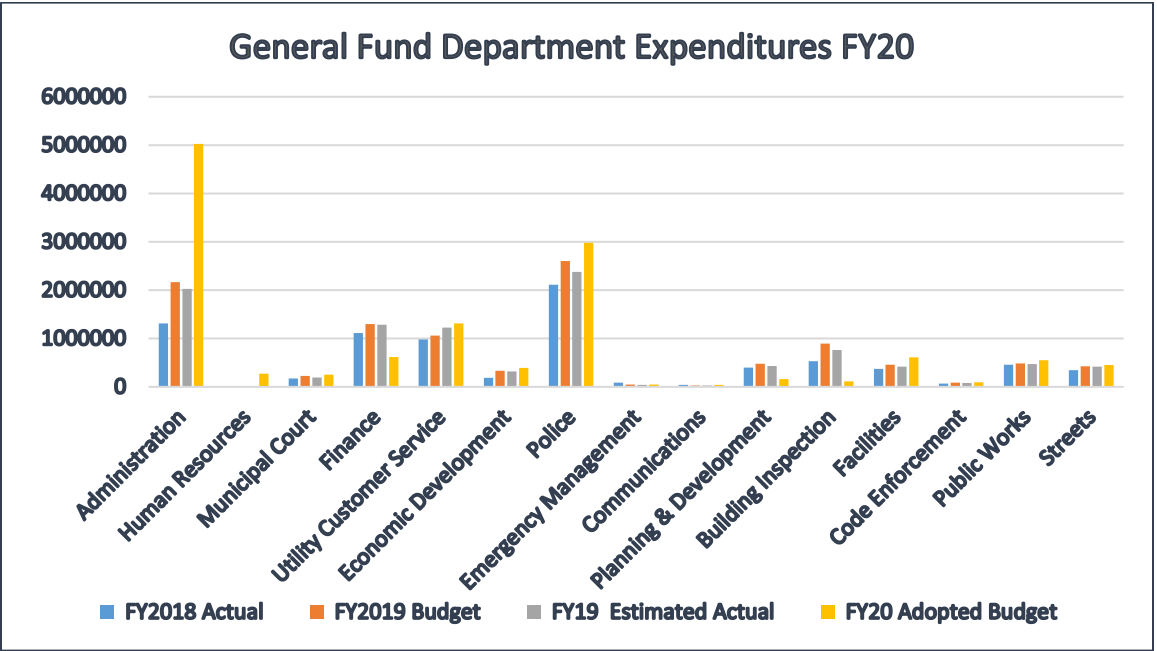
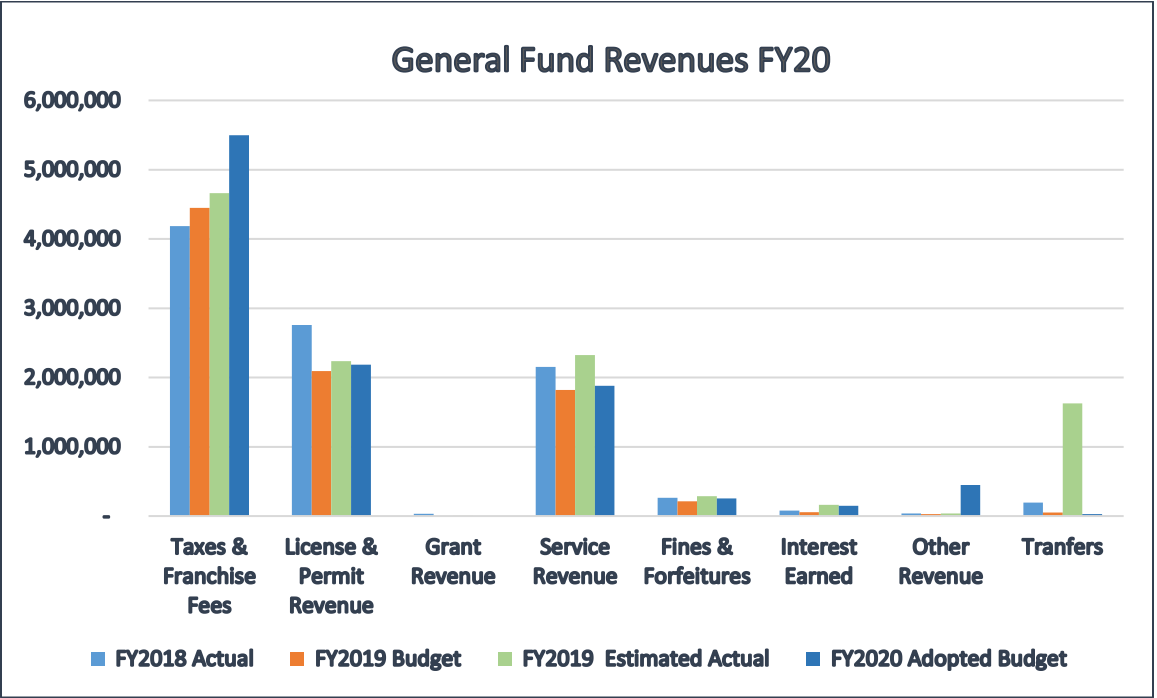
The General Fund accounts for resources traditionally associated with governments which are not required to be accounted for in another fund. During the budget process, it is the General Fund that receives the most attention from City staff, the council, and the public. The attention is well deserved 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.

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

FY2020 General Fund Summary

	FY2018 Actual	FY2019 Budget	FY 2019 Estimate	FY 2020 Proposed Budget
Fund Balance-Beginning	\$ 3,465,799	\$ 5,254,557	\$ 6,321,266	\$ 7,316,977
REVENUES				
Tax Revenues	\$ 4,184,192	\$ 4,450,800	\$ 4,663,076	\$ 5,495,743
License-Permit Revenue	\$ 2,759,307	\$ 2,092,400	\$ 2,235,370	\$ 2,186,081
Grant Revenue	\$ 31,137	\$ -	\$ 2,332	\$ -
Service Revenue	\$ 2,154,167	\$ 1,821,775	\$ 2,324,275	\$ 1,881,719
Fines & Forfeitures	\$ 263,893	\$ 215,000	\$ 287,200	\$ 254,700
Interest Earned	\$ 80,210	\$ 55,002	\$ 160,006	\$ 150,006
Other Revenue	\$ 38,352	\$ 27,700	\$ 39,500	\$ 449,000
Transfers	\$ 1,520,413	\$ 1,923,032	\$ 1,357,571	\$ 1,533,285
Total Revenues	\$ 11,031,671	\$ 10,585,709	\$ 11,069,330	\$ 11,950,533
Total All Resources	\$ 14,497,470	\$ 15,840,266	\$ 17,390,596	\$ 19,267,511
EXPENDITURES				
Administration	\$ 1,312,857	\$ 2,162,229	\$ 2,028,616	\$ 5,027,716
Human Resources	\$ -	\$ -	\$ -	\$ 273,110
Municipal Court	\$ 175,511	\$ 226,803	\$ 195,803	\$ 252,879
Finance	\$ 1,114,902	\$ 1,298,928	\$ 1,287,992	\$ 619,149
Utility Services	\$ 978,340	\$ 1,058,488	\$ 1,223,446	\$ 1,312,399
Economic Development	\$ 187,997	\$ 335,200	\$ 317,914	\$ 388,710
Police	\$ 2,115,431	\$ 2,604,331	\$ 2,374,944	\$ 2,978,569
Emergency Management	\$ 85,691	\$ 44,680	\$ 38,350	\$ 44,680
Communications	\$ 38,229	\$ 26,200	\$ 25,800	\$ 44,200
Planning	\$ 397,307	\$ 477,357	\$ 431,143	\$ 160,700
Development Services	\$ 530,461	\$ 896,718	\$ 764,529	\$ 1,155,006
Facilities	\$ 368,984	\$ 459,130	\$ 416,268	\$ 607,630
Code Enforcement	\$ 69,483	\$ 89,296	\$ 82,536	\$ 95,849
Public Works	\$ 457,905	\$ 482,159	\$ 469,078	\$ 550,599
Streets	\$ 343,106	\$ 425,000	\$ 417,500	\$ 449,500
Total Expenditures	\$ 8,176,204	\$ 10,586,519	\$ 10,073,919	\$ 13,960,695
Fund Balance-Ending	\$ 6,321,266	\$ 5,253,747	\$ 7,316,677	\$ 5,306,816
Percentage of Fund Balance To Expenditures	77%	53%	77%	52%

General Fund Revenue & Expenditure Charts



General Fund Revenue Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
100-General Fund					
	Beginning Fund Balance	3,465,799	5,254,557	6,321,266	7,316,977
REVENUES					
Tax Revenues					
100-41101	Property Tax - Current Year	2,079,926	2,406,840	2,422,736	3,005,694
100-41102	Property Tax - Delinquent	46,152	30,000	45,494	40,000
100-41103	Property Tax - Penalty & Interest	11,221	10,000	16,287	11,000
100-41301	Sales & Use Tax Revenue	1,315,991	1,235,559	1,435,559	1,665,248
100-41302	Mixed Beverage Tax	15,355	18,000	18,000	19,800
100-41501	Franchise Revenue - Electrical	417,028	441,982	430,000	450,000
100-41503	Franchise Revenue - Telecomm	22,809	20,000	42,000	42,000
100-41504	Franchise Revenue - Cable TV	102,365	134,666	100,000	100,000
100-41506	Franchise Revenue - Gas	66,694	56,000	56,000	56,000
100-41507	48000	68,508	60,000	60,000	66,000
100-41508	Franchise Revenue -Solid Waste	38,143	37,753	37,000	40,000
	Total Tax Revenues	4,184,192	4,450,800	4,663,076	5,495,743
License-Permit Revenue					
100-42001	Registration - Electrician	0	0	600	0
100-42002	Registration - HVAC	8,600	8,500	8,500	8,755
100-42003	Registration - Bldg Contractor	42,600	52,000	52,000	52,000
100-42004	Registration - Irrigation	3,239	1,200	1,200	1,236
100-42201	Permit - Electrical	220	0	40	0
100-42202	Permit - HVAC	57,350	43,000	43,000	44,290
100-42203	Permit - Bldg Contractor	1,672,107	1,200,000	1,300,000	1,200,000
100-42204	Permit - Plumbing	78,850	72,000	72,000	72,000
100-42205	Permit - Solicitation	85	100	680	100
100-42207	Permit - Moving & Demolition	1,035	100	100	100
100-42208	Permit - Sign	7,823	3,000	4,000	4,000
100-42209	Permit - Banner	2,450	1,500	1,850	1,600
100-42210	Permit - Alarm	37,800	40,000	51,000	51,000
100-42300	Liquor License	1,135	1,000	1,000	1,000
100-42700	Inspection Fees	846,013	670,000	700,000	750,000
	Total License-Permit Revenue	2,759,307	2,092,400	2,235,370	2,186,081
Grant Revenue					
100-43101	GRANTS - POLICE	22,494	0	2,332	0
100-43102	DEA Overtime Reimbursement	8,643	0	0	0
	Total Grant Revenue	31,137	0	2,332	0
Service Revenue					
100-44000	Refund Revenue	0	175	175	175
100-44001	NSF Fees	840	100	100	100
100-44010	Plat Review Fees	100	0	0	0
100-44011	Plan Review Fees	797,357	685,000	685,000	685,000
100-44100	Subdivision - Plat Fees	67,509	55,000	30,000	30,000
100-44101	Subdiv. Infrastructure 1% Fee	353,186	263,000	500,000	575,000
100-44103	Commercial Plat Fees	8,242	6,500	6,500	6,500
100-44250	Open Records Fees	698	500	500	500
100-44251	Fingerprinting Fees	390		500	500
100-44500	Penalties	8,098	6,500	6,500	6,500
100-44503	Sanitation & Recycle Revenue	731,113	805,000	891,000	367,444
100-44504	Recycle Revenue	186,634	0	204,000	210,000
	Total Service Revenue	2,154,167	1,821,775	2,324,275	1,881,719

General Fund Revenue Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Fines & Forfeitures					
100-45001	Court Fines & Forfeitures	86,424	75,000	100,000	80,000
100-45002	Court Fees	92,499	80,000	110,000	100,000
100-45003	Court Deferred Dispositions	83,005	60,000	75,000	72,500
100-45007	Court Time Payment Fees Local	713	0	1,000	1,000
100-45011	Court-City Justice Fee	1,252	0	1,200	1,200
	Total Fines & Forfeitures	263,893	215,000	287,200	254,700
Interest Earned					
100-46000	Interest Revenue	80,200	55,000	160,000	150,000
100-46001	PEG ACCT. INTEREST	10	2	6	6
	Total Interest Earned	80,210	55,002	160,006	150,006
Other Revenue					
100-47100	Candidate Filing Fee	275	200	200	200
100-47102	TXGLO Grant Funds-D20E	0	0	0	415,000
100-47103	Suspense - Bank Corrections	-1,954	0	0	0
100-47150	Sale of Assets	0	500	500	0
100-47200	Miscellaneous Revenue	7,286	0	5,000	0
100-47201	Insurance Claims	1,802	0	0	0
100-47215	Cash Long-Short	-15	0	0	0
100-47700	Comm Center -FTB Seniors	883	1,000	800	800
100-47701	Community Center - Rental	30,075	25,000	30,000	30,000
100-47702	Community Center - Security	0	0	2,000	2,000
100-47704	Community Center - Cleaning	0	1,000	1,000	1,000
	Total Other Revenue	38,352	27,700	39,500	449,000
Transfers					
100-49500	Xfer In - Fund Balance	0	565,461	0	0
100-49530	XFER IN - C/P FUND - 300	195,000	0	0	0
100-49550	XFER IN - COF UTLTY FUND 500	193,254	131,606	131,606	1,034,359
100-49555	XFER IN - CCR UTLTY FUND 550	895,321	745,765	745,765	0
100-49560	XFER IN - 4/A EDC FUND 600	93,999	195,100	195,100	211,963
100-49561	XFER IN - 4/A PROJECT FUND 601	0	7,500	7,500	0
100-49562	Xfer In - 4/A Comm Events #600	24,420	37,500	37,500	37,500
100-49570	XFER IN - 4/B EDC FUND 700	93,999	195,100	195,100	211,963
100-49571	XFER IN - 4/B PROJECT FUND 701	0	7,500	7,500	0
100-49572	Xfer In - 4/B Comm Events-#700	24,420	37,500	37,500	37,500
	Total Transfers	1,520,413	1,923,032	1,357,571	1,533,285
	Total Revenues	11,031,671	10,585,709	11,069,630	11,950,533



Administration

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 |
|---|
| <ul style="list-style-type: none"> ▪ City Manager ▪ Assistant City Manager ▪ Executive Assistant ▪ City Secretary ▪ Deputy City Secretary ▪ Customer Service Representative |

FY2019 Department Accomplishments

City Manager/Assistant City Manager

- Coordinated on items relating to the transition from the previous Mayor & City Council to the newly elected Mayor & City Council
- Worked to ensure City operational initiatives were completed as required
- Worked with other departments to continue operations for all areas of responsibility
- Coordinated projects relating to the following:
 - Capital Improvement Program
 - GIS/Technology Management
 - Facility Improvements
 - Planning Initiatives
 - Development and Utility Agreements
 - Various Operational Initiatives & Management Programs

City Secretary/Assistant City Secretary

- Completed the transition of a new Assistant City Secretary
- Streamlined the agenda and open records processes and procedures
- Facilitated the City election process and the appointment of members serving on various City boards & commissions

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

Administration provides overall direction and administration of the City organization and is led by the City Manager. The City Manager is appointed by City Council and serves as Chief Executive Officer (CEO) and head of City Administration. The City Manager is responsible for making recommendations to City Council, filing the annual budget and financial report, and providing leadership and direction to City staff. On a day-to-day basis, the City Manager oversees the supervision of all departments, ensures that state laws and City ordinances are effectively enforced; governing the organization through the appointment and removal of employees, and performs other such duties as may be required by Council goals and objectives or the City Charter.

The Assistant City Manager directly reports to the City Manager and provides administrative direction in the absence of the City Manager. The Assistant City Manager (ACM) oversees the management of the Human Resources, Public Works, Development Services and Municipal Court departments. This includes oversight of the Capital Improvement Plan (CIP) and representing the City in discussions concerning interlocal cooperation, development agreements, vendor relations, etc. The ACM oversees activities related to the City's parks, facilities, and other items not having direct departmental support in coordination with others in the organization. The ACM also coordinates the development and maintenance of various City policies and procedures as well as assisting Human Resources with organizational development and training initiatives.

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 Customer Service Representative performs a variety of routine clerical functions in support of general operations; performs data entry and is responsible for coordinating excellent customer service for the City of Fulshear. Responsible for all incoming calls for the city; meeting and greeting front office. Responsible for researching and responding to customer inquiries, concerns, and complaints regarding various departments.

The City Secretary and Assistant 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 records and files, answers and fulfills open records requests. The City Secretary's Office is responsible for coordination and staff support to ensure the integrity of the City election process in partnership with Fort Bend County.

DEPARTMENT: **ADMINISTRATION**FUNDING SOURCE: **GENERAL FUND****Department Goals & Objectives**City Manager

- Provide administrative direction of the City organization.
- Foster a family-oriented environment for Staff, Council and the community.
- Expand growth opportunities for Staff through delegation and training.
- Strengthen communication with the Community, Staff and Council.
- Implement a budget based on prioritized Strategic Implementation Plan.
- Provide information to Council to facilitate informed decision making.
- Encourage and facilitate innovation in Department Heads to ensure high level performance and continuous improvement in City function.
- Develop the organization to meet the needs of the expansion of the City.
- Develop departmental strategic plans that accomplish the comprehensive goals of the City.

Assistant City Manager

- Provide administrative direction of the City organization in the City Manager's absence.
- Administer oversight of Human Resources, Public Works, Municipal Court and Development Services including Planning, Building Inspection and Code Enforcement.
- Coordinate and oversee activities involving specific administrative/operational projects, facilities, parks, and other items that may arise.
- Oversee the development and implementation of the City's Capital Improvement Plan (CIP).
- Serves as point of contact for various agreements and discussions regarding interlocal cooperation, development activities, and other initiatives.

City Secretary/Deputy City Secretary

- Respond to City Council, Staff, and Citizen inquiries.
- Coordinate with county officials and provide staff support to ensure the integrity of the City election process and its efficiency.
- Respond to and fulfill open records requests within 10 days or earlier.
- Establish and complete record retention schedules and requirements.
- Post notices of meetings and administer minutes of Council and Planning & Zoning Commission meetings.
- Establish/maintain an Agenda Management program.
- Establish/maintain an Open Records Request management program.

DEPARTMENT: **ADMINISTRATION**

FUNDING SOURCE: **GENERAL FUND**

Personnel Schedule

	FY2018	FY2019	FY2019	FY2020
	Actual	Budget	Estimate	Budget
City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Human Resource Director	1	1	1	0
Executive Assistant	1	1	1	1
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
Receptionist	0	1	1	1
Total Full Time Equivalent	6	7	7	6

DEPARTMENT: **ADMINISTRATION**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
EXPENDITURES					
Administration					
Personnel Costs					
100-5-120-5210-00	Salaries & Wages	282,550	626,652	520,342	533,752
100-5-120-5210-01	Wages	108,473	0	0	0
100-5-120-5210-02	Overtime	78	2,000	500	1,000
100-5-120-5210-03	Auto Allowance	4,564	15,600	10,797	10,800
100-5-120-5216-01	Mayor Compensation	5,987	9,600	9,600	9,600
100-5-120-5216-02	Elected Officials Pay	26,160	25,200	25,200	25,200
100-5-120-5230-00	Payroll Tax Expense	32,352	49,285	40,709	41,291
100-5-120-5235-00	Employee Health Benefits	22,621	57,625	56,683	53,143
100-5-120-5238-00	Retirement Contribution	26,037	44,000	43,962	39,699
100-5-120-5239-00	Worker's Compensation	4,796	1,017	3,000	1,316
100-5-120-5240-00	Unemployment	0	950	0	0
	Total Personnel Costs	513,618	831,929	710,793	715,801
Supplies					
100-5-120-5311-00	Supplies	10,853	15,000	8,500	15,000
100-5-120-5314-00	Publications/Ref Material	96	2,500	500	2,500
100-5-120-5315-00	Postage	9,523	8,000	6,000	8,000
100-5-120-5316-00	Minor Tools & Equipment	805	7,500	7,500	7,500
100-5-120-5317-00	Commemoratives	318	2,500	600	2,500
100-5-120-5326-00	Uniforms/Shirts	836	0	1,000	1,115
100-5-120-5363-00	Fuel/Oil Expense	58	0	0	0
100-5-120-5363-01	Auto Repair/Maintenance	126	0	0	0
100-5-120-5381-00	Meeting Expenses	2,385	5,000	2,500	5,000
100-5-120-5381-05	Staff Relations	4,213	5,500	5,100	0
100-5-120-5382-00	Grants - Economic Development	6,770	0	0	0
	Total Supplies	35,983	46,000	31,700	41,615
Contractual					
100-5-120-5411-00	Prof. Services - Legal	619,664	400,000	445,000	350,000
100-5-120-5411-02	Prof. Services-Legal-LCISD	0	0	0	0
100-5-120-5411-10	Prof. Services - Consulting	28,659	100,000	75,000	50,000
100-5-120-5414-02	Keep Fulshear Beautiful	5,497	12,000	10,000	12,000
100-5-120-5414-03	Community Events	47,556	75,000	75,000	75,000
100-5-120-5424-00	Elections	4,238	5,000	73	5,000
100-5-120-5434-00	Telecommunications	5,776	7,000	7,000	7,000
100-5-120-5461-04	Codification	11,906	6,500	2,500	6,500
100-5-120-5467-00	Drug Screenings/Evaluations	364	1,200	1,200	0
100-5-120-5468-01	Railroad Pipeline Rental	520	600	600	600
100-5-120-5469-01	Equipment Rental	7,539	7,300	7,300	7,300
	Total Contractual	731,719	614,600	623,673	513,400
Other Charges					
100-5-120-5520-00	Printing	510	650	250	650
100-5-120-5526-00	Public Notices	5,429	5,000	3,200	5,000
100-5-120-5526-01	County Recording Fees	119	3,500	1,500	3,500
100-5-120-5526-05	Open Records Expenses	0	4,250	2,000	4,250
100-5-120-5527-00	Dues & Memberships	7,442	8,500	8,500	8,500
100-5-120-5528-00	Travel & Training	13,213	22,000	20,000	30,000
100-5-120-5529-00	Miscellaneous Expenses	512	0	0	0
100-5-120-5530-00	Contingency - Merit Adjustment	0	0	0	0
100-5-120-5531-01	Tuition Assistance Program	0	800	2,000	0
100-5-120-5540-02	Software Maintenance	2,749	0	0	0
100-5-120-5599-00	Vehicle Replacement Fee	1,563	0	0	0
	Total Other Charges	31,537	44,700	37,450	51,900
Transfers					
100-5-120-5900-30	Xfer Out - CIP Gen Govt Proj Fund #300	0	325,000	325,000	3,705,000
100-5-120-5900-12	Xfer Out - Gen Fund #100(Grant Match Only)	0	300,000	300,000	0
	Total Transfers	0	625,000	625,000	3,705,000
	Total Administration	1,312,857	2,162,229	2,028,616	5,027,716



Human Resources

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”

HUMAN RESOURCES
<ul style="list-style-type: none">▪ Recruitment▪ Retention▪ Training▪ Compliance

FY2019 ACCOMPLISHMENTS

- Reviewed and revised City Personnel Policies, Administrative Directives and Job Descriptions
- Reviewed and improved city website employment application process and recruitment page
- Completed hiring task for all budgeted positions for fiscal year
- Negotiated and implemented new employee health care benefits package

DEPARTMENT: **HUMAN RESOURCES**FUNDING SOURCE: **GENERAL FUND**

DEPARTMENTAL DESCRIPTION

The Human Resources Department is responsible for recruiting and hiring qualified personnel, compliance of federal and state laws, maintaining a safe and drug free working environment management system is in place to balance the needs of employees of the City.

DEPARTMENTAL OPERATIONS

The Human Resources Department provides oversight of programs and systems that shape the framework for the work culture of the city. These programs affect how employees perform as a workforce, as well as what is perceived as valued by the organization. The department is responsible for a variety of services including: talent management, organizational development, salary and benefits management, health and wellness, workers compensation program, and organizational support.

DEPARTMENTAL GOALS

- Recruit, and retain a skilled, diverse workforce
- Promote work-life balance and wellness
- Deliver competitive services
- Promote learning and growth
- Maintain a positive employee culture

DEPARTMENT: **HUMAN RESOURCES**

FUNDING SOURCE: **GENERAL FUND**

DEPARTMENTAL OBJECTIVES

- Evaluate and revise administrative policies
- Conduct a compensation and benefit analysis
- Develop and assign training requirements for city positions.
- Implement a Learning Management System.

ACTIVITY MEASURES

	FY 2018 <u>Actual</u>	FY2019 <u>Budget</u>	FY2019 <u>Estimate</u>	FY2020 <u>Budget</u>
Number of Budgeted Employees	53.5	56	56	62
City employee turnover	0	0	4%	4%
Number of new hire orientation sessions	0	5.5	13	6

Expenditure Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Human Resources					
Personnel Costs					
100-5-130-5210-00	Salaries & Wages	0	0	0	95,592
100-5-130-5230-00	Payroll Tax Expense	0	0	0	7,313
100-5-130-5235-00	Employee Health Benefits	0	0	0	8,857
100-5-130-5238-00	Retirement Contribution	0	0	0	7,031
100-5-130-5239-00	Worker's Compensation	0	0	0	242
100-5-130-5240-00	Unemployment	0	0	0	11,000
	Total Personnel Costs	0	0	0	130,035
Supplies					
100-5-130-5311-00	Supplies	0	0	0	2,500
100-5-130-5314-00	Publications/Ref Material	0	0	0	500
100-5-130-5316-00	Minor Tools & Equipment	0	0	0	14,000
100-5-130-5326-00	Uniforms/Shirts	0	0	0	75
100-5-130-5531-01	Tuition Assistance Program	0	0	0	10,000
100-5-130-5381-05	Staff Relations	0	0	0	15,000
100-5-130-5381-06	Staff Development Program	0	0	0	6,000
	Total Supplies	0	0	0	48,075
Contractual					
100-5-130-5411-00	Prof. Services - Legal	0	0	0	50,000
100-5-130-5411-10	Prof. Services - Consulting	0	0	0	30,000
100-5-130-5434-00	Telecommunications	0	0	0	1,000
100-5-130-5411-16	EAP Services	0	0	0	1,000
100-5-130-5467-00	Testing/Backgrounds/Support Services	0	0	0	6,500
	Total Contractual	0	0	0	88,500
Other Charges					
100-5-130-5515-00	Advertising	0	0	0	1,000
100-5-130-5520-00	Printing	0	0	0	500
100-5-130-5527-00	Dues & Memberships	0	0	0	1,500
100-5-130-5528-00	Travel & Training	0	0	0	3,500
	Total Other Charges	0	0	0	6,500
	Total Human Resources	0	0	0	273,110

Municipal Court

VISION STATEMENT

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

FY2019 Department Accomplishments

- Electronic records for all closed case files were established and maintained for fiscal year 2018/2019.
- Participated in the 2019 Warrant Round Up, clearing over 100 warrants in 2 months.
- Implemented procedures to comply with 2018 legislative changes.

Department 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.

Department: **MUNICIPAL COURT**

FUNDING SOURCE: General Fund

Departmental Goals

- Court staff will continue to attend yearly court educational seminars to maintain active court certification.
- Continue to participate in Warrant Round Up and Warrant Resolution Programs.
- Continue to work toward the complete creation of all electronic court records.
- Continue efforts to work toward compliance and adjudication of cases.
- Continuing to improve technology and electronic court records in the court department.

Departmental Objectives

- Maintain closed court records electronically.
- Work toward the inclusion of phone payment program.
- Work toward the inclusion of additional online options.
- Work toward participation in other local warrant programs for warrant resolution.
- Work toward higher court clerk certification for all court staff.

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.

Department: **MUNICIPAL COURT**

FUNDING SOURCE: General Fund

Activity Measures

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Citations filed	1760	2800	3310	2623
Cases heard on docket	1453	2177	3046	2084
Cases adjudicated	1400	2297	2908	2202
Warrants issued	368	613	622	534
Warrants cleared	193	277	271	247
All Court Collections	\$ 262,529	\$ 393,295	\$ 438,127	\$ 364,650
*these include state court costs				

Personnel Schedule

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Municipal Court Administrator	1	1	1	1
Deputy Court Clerk	1	1	1	1
Total Full Time Equivalent	2	2	2	2

Department: MUNICIPAL COURT

FUNDING SOURCE: General Fund

Expenditure Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Municipal Court					
Personnel Costs					
100-5-140-5210-00	Salaries & Wages	55,417	104,120	97,734	105,761
100-5-140-5210-01	Wages	35,373	0		0
100-5-140-5210-02	Overtime	27	1,000	300	1,000
100-5-140-5230-00	Payroll Tax Expense	5,951	8,042	6,546	8,091
100-5-140-5235-00	Employee Health Benefits	15,272	19,209	10,533	17,714
100-5-140-5238-00	Retirement Contribution	6,572	7,311	7,640	7,779
100-5-140-5239-00	Workers Compensation	0	750	750	334
100-5-140-5240-00	Unemployment	0	571	0	0
100-5-140-5250-00	Vacation Pay Out	0	0		0
	Total Personnel Costs	118,612	141,003	123,503	140,679
Supplies					
100-5-140-5311-00	Supplies	1,509	3,000	1,500	3,000
100-5-140-5314-00	Publications/Ref Material	0	400	400	400
100-5-140-5316-00	Minor Tools & Equipment	779	1,500	1,500	1,500
100-5-140-5326-00	Uniforms/Shirts	291	0		
	Total Supplies	2,579	4,900	3,400	4,900
Contractual					
100-5-140-5411-00	Prof. Services - Legal	18,614	25,000	20,000	40,000
100-5-140-5411-03	Prof. Services - Judge	20,850	25,000	20,000	35,000
100-5-140-5411-06	Building Security - Bailiff	0	10,000	10,000	10,000
100-5-140-5411-07	Prof. Services - Juror Fees	0	500	500	500
100-5-140-5411-08	Prof. Services - Interpreter	1,575	1,000	500	1,000
100-5-140-5434-00	Telecommunications	582	900	500	900
	Total Contractual	41,621	62,400	51,500	87,400
Other Charges					
100-5-140-5520-00	Printing	114	400	400	400
100-5-140-5527-00	Dues & Memberships	206	600	500	1,000
100-5-140-5528-00	Travel & Training	3,113	4,000	3,000	5,000
100-5-140-5540-02	Software Maintenance	9,266	13,500	13,500	13,500
	Total Other Charges	12,699	18,500	17,400	19,900
	Total Municipal Court	175,511	226,803	195,803	252,879

Finance

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

VISION STATEMENT

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FY2019 Departmental Accomplishments

- Completed the Annual Financial Report within 180-day window and submitted for Government Finance Officers Association Award for Excellence in Government in Financial Reporting.
- Developed and completed required elements needed to achieve the Traditional Finance Star Award under the Comptroller’s Transparency Star Award Program.
- Received Distinguished Budget Achievement Award from GFOA.
- Began implementation of Incode Conversion 10 for Financials.

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 Goals

- Prepare and submit the 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 to achieve the stated strategy.

DEPARTMENT: **FINANCE**

FUNDING SOURCE: **GENERAL FUND**

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.

Activity Measures

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Number of checks issued	1148	1500	1200	1200
Number of bank drafts	420	1000	366	500
Number journal entries completed	414	950	376	400
Number of Electronic Funds Transfers (EFTs)	30	60	200	250

Personnel Schedule

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Chief Financial Officer	1	1	1	1
Finance Manager	1	1	1	1
Accountant	0	0	0	1
Purchasing Coordinator	-	-	-	1
Part-Time Financial Specialist	0.5	0.5	0.5	0
Total Full Time Equivalent	2.5	2.5	2.5	4

DEPARTMENT: **FINANCE**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Finance					
Personnel Costs					
100-5-160-5210-00	Salaries	159,184	228,958	228,958	308,831
100-5-160-5210-01	Wages	16,172	0	0	0
100-5-160-5210-02	Overtime	0	1,000	1,000	1,000
100-5-160-5210-03	Auto Allowance	4,616	4,800	4,800	4,800
100-5-160-5230-00	Payroll Tax Expense	12,379	17,959	13,500	23,626
100-5-160-5235-00	Employee Health Benefits	16,000	28,813	22,789	35,429
100-5-160-5238-00	Retirement Contribution	13,038	16,086	16,190	22,715
100-5-160-5239-00	Worker's Compensation	454	454	454	2,453
100-5-160-5240-00	Unemployment	0	8,000	8,000	0
100-5-160-5250-00	Vacation Pay Out-City Wide	6,148	10,000	10,000	10,000
	Total Personnel Costs	227,991	316,070	305,691	408,854
Supplies					
100-5-160-5311-00	Supplies	2,763	2,875	2,875	3,000
100-5-160-5314-00	Publications/Ref Materials	171	625	600	700
100-5-160-5316-00	Minor Tools & Equipment	927	2,800	2,800	4,300
100-5-160-5326-00	Uniforms/Shirts	198	0	0	300
	Total Supplies	4,059	6,300	6,275	8,300
Contractual					
100-5-160-5411-09	Prof. Services - Audit	63,822	49,000	49,000	40,000
100-5-160-5411-13	Prof. Services - Technology	0	0	0	7,500
100-5-160-5421-01	Insurance - General Liability & Property	3,804	3,500	5,255	9,800
100-5-160-5421-02	Insurance - Auto Damage	7,838	9,000	9,000	7,500
100-5-160-5421-03	Insurance W/C Contribution	0	2,500	2,500	0
100-5-160-5421-04	Errors & Omissions	6,903	7,000	7,000	8,000
100-5-160-5421-05	Insurance - Bonding	991	2,000	2,000	1,200
100-5-160-5425-00	Merchant Service Fees	53,978	50,000	40,000	50,000
100-5-160-5426-00	Tax Assessor/Collector Fees	19,685	14,500	21,032	23,595
100-5-160-5475-00	Bank Charges	7,007	500	20,000	25,000
100-5-160-5475-01	Credit Card Fees	75	600	450	600
100-5-160-5475-03	Tax Penalties	0	1,200	0	0
100-5-160-5481-97	MUD 1 Property Tax Rebate	53,048	77,778	76,878	0
100-5-160-5481-98	CCR MUDs Prop Tax Rebate	643,593	731,280	716,311	0
	Total Contractual	860,744	948,858	949,426	173,195
Other Charges					
100-5-160-5527-00	Dues & Memberships	620	2,500	1,400	1,400
100-5-160-5528-00	Travel & Training	4,198	7,500	7,500	11,200
100-5-160-5531-01	Tuition Assistance Program	1,973	1,500	1,500	0
100-5-160-5540-02	Software Maintenance	15,317	16,200	16,200	16,200
	Total Other Charges	22,108	27,700	26,600	28,800
	Total Finance	1,114,902	1,298,928	1,287,992	619,149

Utilities/Customer Service

VISION STATEMENT

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

FY 2019 Accomplishments

- Implemented the WaterSmart Customer Portal
- Implemented the new DataProse Invoices
- Implemented Tyler Content Management of Customer Files
- Updated the Utility Service Department Processes Manual

DEPARTMENT: UTILITIES/CUSTOMER SERVICEFUNDING 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.

Department Goals

- Push out the WaterSmart Customer Portal
- Broaden the payment selection the City can offer for Utility Payments
- Utilize the Incode Software to set up Auto Pay with credit cards and One Time Payment Auto Pay
- Expand Utility Communications via phone, text or email to reduce cut-off process
- Implement Bad Debt Management by joining Texas Revenue Recovery Association
- Complete the update to City Ordinances that apply to water/sewer and trash/recycle services

DEPARTMENT: UTILITIES/CUSTOMER SERVICE

FUNDING SOURCE: GENERAL FUND

Department Objectives

- To have staff fully trained on WaterSmart Customer Portal to help customers to understand how it works
- Implement Interactive Voice Response – ability to take payments over the phone
- Implement Autopay online for customers to set dates to pay with credit card or One-time Auto-pay payment
- Implement Utility Notifications for Past Due Processes, Billing Notifications and General Notifications
- Join Texas Revenue Recovery Association (TRRA) for Bad Debt Management
- Complete Content Management of Customer Files

Activity Measures

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Number of new connects	2560	3520	4977	5983
Number of occupant change	1094	2186	3064	4049
Number of disconnects	39	75	226	168
Number of rereads	10	15	50	110

DEPARTMENT: UTILITIES/CUSTOMER SERVICE

FUNDING SOURCE: **GENERAL FUND**

Personnel Schedule

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Utility Customer Service Supervisor	1	1	1	1
Utility Customer Service Representative	1	1	1	1
Part-Time Utility Representative	0.5	0.5	0.5	0.5
Part-Time Utility Representative	0	0	0	0.5
Total Full Time Equivalents	2.5	2.5	2.5	3

DEPARTMENT: UTILITIES/CUSTOMER SERVICE

FUNDING SOURCE: GENERAL FUND

Expenditure Detail					
Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Utility Services					
Personnel Costs					
100-5-170-5210-00	Salaries	54,075	112,705	112,705	139,403
100-5-170-5210-01	Wages	51,947	0	0	0
100-5-170-5210-02	Overtime	374	1,000	1,000	1,000
100-5-170-5230-00	Payroll Tax Expense	7,820	11,366	11,366	10,664
100-5-170-5235-00	Employee Health Benefits	13,818	28,809	11,268	17,714
100-5-170-5238-00	Retirement Contribution	7,661	10,449	8,450	10,253
100-5-170-5239-00	Workers Compensation	174	339	339	339
100-5-170-5240-00	Unemployment	0	570	570	0
	Total Personnel Costs	135,869	165,238	145,698	179,374
Supplies					
100-5-170-5311-00	Supplies	2,304	2,500	2,000	2,500
100-5-170-5314-00	Publications/Ref Material	0	2,500	2,000	2,000
100-5-170-5315-00	Postage	18,192	25,000	25,000	27,000
100-5-170-5316-00	Minor Tools & Equipment	3,541	4,500	4,500	11,500
100-5-170-5326-00	Uniforms/Shirts	423	0	0	225
100-5-170-5380-00	Public Relations	0	2,500	2,500	2,500
	Total Supplies	24,460	37,000	36,000	45,725
Contractual					
100-5-170-5411-10	Prof. Services - Consulting	0	2,500	2,500	2,500
100-5-170-5434-00	Telecommunications	582	1,000	600	1,000
100-5-170-5461-02	Contract - Sanitation Services	781,336	805,000	987,835	1,020,000
100-5-170-5469-01	Equipment Rental	3,912	3,300	3,800	4,500
	Total Contractual	785,830	811,800	994,735	1,028,000
Other Charges					
100-5-170-5515-00	Advertising	0	500	563	750
100-5-170-5520-00	Printing	0	3,000	7,000	15,000
100-5-170-5527-00	Dues & Memberships	0	450	450	550
100-5-170-5528-00	Travel & Training	319	2,000	1,500	3,000
100-5-170-5529-00	Contingency	0	1,000	0	0
100-5-170-5540-02	Software Maintenance	0	16,500	16,500	17,000
100-5-170-5535-00	Equipment Maintenance	31,862	21,000	21,000	23,000
	Total Other Charges	32,181	44,450	47,013	59,300
	Total Utility Services	978,340	1,058,488	1,223,446	1,312,399



Economic Development

STRATEGIC PLAN GUIDING PRINCIPLE:
 “Create an environment where successful businesses can grow and thrive.”

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

FY2019 Departmental Accomplishments

Economic Development

- Initiated and completed City first Economic Development Strategic Plan
- Hired and on-boarded Economic Development Coordinator
- Completed 2019 population and demographic report/update and residential development map update
- Initiated pilot business visit and support program including on the ground inventory of local brick and mortar businesses
- Staff team member on H-GAC Livable Center Study project
- Assisted with transition of communications responsibilities to Police PIO
- Facilitated thirty-four (34) Corporation board meetings and onboarding of three new EDC board members

DEPARTMENT: **ECONOMIC DEVELOPMENT**FUNDING SOURCE: **GENERAL FUND**

Department Description

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.

Description of Operations

Economic Development (General Fund 100):

The Economic Development Department consists of two staff positions – an Economic Development Director and an Economic Development Coordinator. Department staff (along with other required City personnel) work to administer the City's two Economic Development Sales Tax Corporations' (EDCs) programs and budgets along with other non-EDC economic development-related projects, planning, tasks, and marketing initiatives. The Department serves as liaison for those looking to start businesses or locate in Fulshear, fields queries and provides general guidance and information on development trends in and around Fulshear, available properties, etc.

The Department's operations (Fund 100) are reimbursed to the City's General Fund via Administrative Services Agreements with both of the City's EDCs (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 support services (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 is allocated ½ cent (25%) of the City's sales tax revenue to reinvest in projects that encourage continued growth, development, and diversification of the local tax base in alignment with statute, Corporation Bylaws, and the City's strategic goals and vision.

Generally speaking, Type A Corporations are authorized to conduct projects that encourage the creation of primary jobs in the community, or jobs that help infuse outside dollars into the local economy. Currently, special legislation allows the CDC to undertake "Type B" projects via a City Council adopted Ordinance as long as Fulshear is under 7,500 in population (according to the

DEPARTMENT: ECONOMIC DEVELOPMENT**FUNDING SOURCE: GENERAL FUND**

Decennial Census), and the projects meet the statutory requirements for Type B Corporations under the Local Government Code.

The work of 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, including cost-shares in some City CIP projects.

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 is allocated ½ cent (25%) of the City's sales tax revenue to reinvest in projects that encourage continued growth, development, and diversification of the local tax base in alignment with statute, Corporation Bylaws, and the City's strategic goals and vision. Projects must meet the statutory requirements for Type B Corporations under the Local Government Code.

Generally speaking, Type B Corporations are authorized to conduct a broader range of projects than Type A Corporations. In addition to traditional Type A projects, Type B Corporations may also participate in more community-building/quality of life improvements related to recreational or community facilities such as parks and park facilities, open space improvements, etc. Additionally, Type B EDCs can participate in affordable housing projects and, because the City is under 20,000 in population (Decennial Census), the FDC can undertake a broader range of projects to "promote new or expanded business development." Because of this broader range of allowable expenditures, Type B Corporations are subject to more administrative restrictions in the Statute than Type A Corporations.

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, including cost-shares in some City CIP projects.

DEPARTMENT: **ECONOMIC DEVELOPMENT**

FUNDING SOURCE: **GENERAL FUND**

Departmental Goals

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

Department Objectives

- Implement priorities identified in Economic Development Strategic Plan (EDSP)
- Procure customer relationship management / lead tracking software
- Initiate formal business retention and expansion and business support programs
- Coordinate review/update of City ordinances respective to Economic Development
- Complete Economic Development website update focused on strategic targets identified in EDSP
- Begin Livable Center Implementation Plan findings specific to Economic Development
- Continue/complete “branding” development related to business recruitment
- Coordinate creation of incentive programs specific to identified Fulshear opportunities and goals
- Procured available site listing resource
- Procured property research resource
- Procured site-specific demographic and location-data resource

Personnel Schedule

	FY2018	FY2019	FY2019	FY2020
	Actual	Budget	Estimate	Budget
Economic Development				
Economic Development Director	1	1	1	1
Economic Development communications Coor	1	1	1	0
Economic Development Coordinator	0	0	0	1
Total Full Time Equivalents	2	2	2	2

DEPARTMENT: **ECONOMIC DEVELOPMENT**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Economic Development					
Personnel Costs					
100-5-180-5210-00	Salaries	114,178	160,768	148,285	167,199
100-5-180-5210-03	Auto Allowance	4,616	4,800	4,800	4,800
100-5-180-5230-00	Payroll Tax Expense	8,921	12,299	10,891	12,791
100-5-180-5235-00	Employee Health Benefits	10,909	19,209	16,351	17,714
100-5-180-5238-00	Retirement Contribution	8,397	11,288	12,232	12,298
100-5-180-5239-00	Workers Compensation	0	400	400	403
100-5-180-5240-00	Unemployment	0	381		0
	Total Personnel Costs	147,021	209,145	192,959	215,205
Supplies					
100-5-180-5311-00	Supplies	1,234	2,500	2,500	2,500
100-5-180-5314-00	Publications/Ref Material	499	730	730	730
100-5-180-5316-00	Minor Tools & Equipment	0	2,000	2,000	2,000
100-5-180-5326-00	Uniforms/Shirts	176	0	0	0
100-5-180-5381-00	Meeting Expenses	310	2,000	1,100	2,000
	Total Supplies	2,219	7,230	6,330	7,230
Contractual					
100-5-180-5411-10	Prof. Services - Consulting	12,400	20,500	20,500	25,000
100-5-180-5411-14	Prof. Services - Legal & Engineering	0	10,000	10,000	10,000
100-5-180-5434-00	Telecommunications	1,528	2,200	2,000	2,200
100-5-180-5440-00	Marketing	0	15,000	15,000	32,500
100-5-180-5472-00	Business Devlpmnt & Retention	0	5,000	5,000	7,500
	Total Contractual	13,928	52,700	52,500	77,200
Other Charges					
100-5-180-5520-00	Printing	0	2,500	2,500	2,500
100-5-180-5527-00	Dues & Memberships	974	1,625	1,625	2,325
100-5-180-5527-01	Dues & Memberships - Org.	12,600	16,000	16,000	17,250
100-5-180-5528-00	Travel & Training	11,024	11,500	11,500	14,500
100-5-180-5530-00	Technology Maintenance	231	33,500	33,500	51,000
100-5-180-5531-00	Mileage	0	1,000	1,000	1,500
	Total Other Charges	24,829	66,125	66,125	89,075
	Total Economic Development	187,997	335,200	317,914	388,710



Police

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

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****FY2019 Departmental Accomplishments**

- Equipped all officers with Body Worn Cameras
- Maintained all crime awareness programs
- Acquired airboat and high-water vehicle
- All officers meet all TCOLE requirements for training for training cycle 17/18
- Maintained a zero-complaint ratio (No sustained complaints)
- All officers/staff are up to date on required NIMS training
- Transferred phone system to Ft. Bend County Sheriff's Office/All calls recorded
- Passed both TECOLE and TELETs audits

Departmental Description

The Fulshear Police Department is staffed with eighteen (21) full-time sworn officers, one (1) part-time officer, two (1) reserve officers, one (1) full-time executive assistant and one (1) full-time clerical assistant. The department patrols over 212 miles that makes up the twelve square miles of incorporated city. The Police Department currently responds to approximately 8,500 calls for service and makes collectively approximately 9,500 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 assists Fort Bend County Sheriff's Office, Precinct #3 Constable's Office, Katy ISD Police, and Rosenberg Police Department with mutual aid and call assist inside and outside jurisdictional bounds.

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

- Continue planning for construction of new police department facility and additional support personnel
- Maintain Texas Police Chief's Foundation, Inc. "Best Practices" policies and procedures
- Continue to grow our partnership with the community through highly visible social media presence
- Increase staff to offset anticipated growth, crime trends and mobility issues
- Maintain and enhance training for all officers to reduce liability on the city
- Establish staffing measurements
- Replace patrol units and equipment that exceed warranty and functionality
- Continue HIDTA program with DEA
- Maintain all existing community programs and introduce new programs
- Evaluate comprehensive records management system
- Remove phone system from on-duty officers to port calls to a dispatch unit
- Evaluate and plan implementation of a communication division to be more responsive to the needs of Fulshear
- Add a second K-9

Department Objectives

- Maintain adequate police service standards
- Increase clearance rates of criminal investigations
- Maintain aggressive law enforcement presence in high profile areas to minimize traffic accidents and theft incidents
- Replace outdated computers in Patrol and Administration
- Provide continual education and training to minimize "officer complaints" and raise officer standards within the department
- Continue crime prevention education to promote community awareness
- Conduct community survey on police service needs
- Re-evaluate all policies and procedures

DEPARTMENT: **POLICE**

FUNDING SOURCE: **GENERAL FUND**

Activity Measures

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Calls for service**	10,535	12,549	11,760	14,611
Traffic contacts**	10,657	11,796	10,968	11,967
Crashes investigated	124	142	108	103
Investigations	476	533	705	995
Office walk-ins*	1,281	1,824	2,459	2,988
Open records requests	216	281	299	383
Community oriented events	132	176	187	270
Fingerprinting	111	130	176	240

**Number reflects Monday-Friday between 8:00am-5:pm*

***Due to officer injuries, statistics may not accurately reflect true projections*

Personnel Schedule

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Police Chief	1	1	1	1
Captain	1	1	1	1
Lieutenant	0	1	1	1
Sergeant	5	5.5	5.5	6
Investigator	1	1	1	1
Patrol Officer	11	12	12	15
Executive Assistant	1	1	1	1
Clerical Assitant	1	1	1	1
Total Full Time Equivalents	21	23.5	23.5	27
Unpaid Positions				
Police Chaplain	2	2	2	2
Reserve Officer	2	1	1	1
Total Unpaid Positions	4	3	3	3

DEPARTMENT: **POLICE**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Police					
Personnel Costs					
100-5-210-5210-00	Salaries & Wages	180,534	1,515,795	1,380,580	1,736,701
100-5-210-5210-01	Wages	1,108,024	0		0
100-5-210-5210-02	Overtime	9,860	11,650	11,650	20,590
100-5-210-5210-03	Auto Allowance	0	0	0	2,400
100-5-210-5210-04	Overtime - DEA Funded	5,890	0	738	0
100-5-210-5210-05	Holiday Worked - Wage	33,736	41,000	40,000	98,064
100-5-210-5210-06	Overtime - Grant Funded	2,308	5,000	5,000	5,000
100-5-210-5230-00	Payroll Tax Expense	96,805	121,764	95,667	141,003
100-5-210-5235-00	Employee Health Benefits	158,820	225,705	183,396	234,716
100-5-210-5238-00	Retirement Contribution	97,250	106,430	111,936	127,737
100-5-210-5239-00	Workers Compensation	27,814	30,154	30,154	44,104
100-5-210-5240-00	Unemployment	0	4,567	0	0
	Total Personnel Costs	1,721,041	2,062,065	1,859,121	2,410,315
Supplies					
100-5-210-5311-00	Supplies	2,636	4,000	4,000	4,200
100-5-210-5311-05	Supplies - Police Duty	24,520	27,732	27,732	29,100
100-5-210-5314-00	Publications/Ref Material	486	500	500	500
100-5-210-5316-00	Minor Tools & Equipment	74,234	65,204	65,000	118,600
100-5-210-5317-00	Commemoratives	0	500	500	500
100-5-210-5326-00	Uniforms/Shirts	17,605	24,600	24,000	26,000
100-5-210-5363-00	Fuel/Oil Expense	56,929	58,885	58,000	58,885
100-5-210-5363-01	Auto Repair/Maintenance	21,746	45,352	25,000	50,000
100-5-210-5364-00	Investigations	0	6,000	6,000	6,000
100-5-210-5380-00	Public Relations	379	1,200	1,200	1,200
	Total Supplies	198,535	233,973	211,932	294,985
Contractual					
100-5-210-5421-01	Insurance Law Enforcemt Liability	13,268	14,000	14,000	12,000
100-5-210-5421-02	Insurance - Auto Liability	15,502	15,032	15,132	15,000
100-5-210-5421-04	Errors & Omissions	0	1,000	0	0
100-5-210-5430-00	Telecommunications-Web	0	3,688	3,688	3,700
100-5-210-5434-00	Telecommunications	14,936	17,660	17,000	18,700
100-5-210-5467-00	Testing & Support Services	1,290	5,035	5,000	5,000
100-5-210-5469-01	Equipment Rental	11,411	13,000	12,000	13,000
	Total Contractual	56,407	69,415	66,820	67,400
Other Charges					
100-5-210-5520-00	Printing	414	1,500	1,500	1,500
100-5-210-5527-00	Dues & Memberships	1,428	2,350	2,350	2,300
100-5-210-5528-00	Travel & Training	13,699	18,000	15,000	18,000
100-5-210-5529-00	Miscellaneous Expenses	6,692	0	0	0
100-5-210-5530-00	Technology Maintenance	13,791	25,993	25,000	42,438
100-5-210-5531-01	Tuition Assistance Program	2,624	6,000	6,000	6,000
100-5-210-5599-00	Vehicle Replacement Fee	100,800	97,675	97,675	95,831
	Total Other Charges	139,448	151,518	147,525	166,069
Capital Outlay					
100-5-210-5600-00	Capital Outlay-Equipment	0	87,360	89,546	39,800
	Total Capital Outlay	0	87,360	89,546	39,800
	Total Police	2,115,431	2,604,331	2,374,944	2,978,569

DEPARTMENT: POLICE

FUNDING SOURCE: GENERAL FUND

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Emergency Management					
Personnel Costs					
100-5-230-5210-02	Overtime	0	5,500	0	5,500
100-5-230-5230-00	Payroll Tax Expense	0	421	0	421
100-5-230-5238-00	Retirement Contribution	0	409	0	409
	Total Personnel Costs	0	6,330	0	6,330
Supplies					
100-5-230-5311-00	Supplies	807	4,500	4,500	4,500
100-5-230-5311-01	Occupation Supplies	489	3,500	3,500	3,500
100-5-230-5314-00	Publications/Ref Material	10	500	500	500
100-5-230-5316-00	Minor Tools & Equipment	9,368	9,700	9,700	9,700
100-5-230-5317-00	Commemoratives	0	1,200	1,200	1,200
100-5-230-5363-00	Fuel/Oil Expense	3,206	5,000	5,000	5,000
100-5-230-5363-01	Auto Repair/Maintenance	0	5,000	5,000	5,000
100-5-230-5381-00	Meeting Expenses	111	2,700	2,700	2,700
	Total Supplies	13,991	32,100	32,100	32,100
Contractual					
100-5-230-5411-13	Prof. Services I.T.	0	500	500	500
100-5-230-5434-00	Telecommunications	447	2,000	2,000	2,000
100-5-230-5469-01	Equipment Rental	0	1,000	1,000	1,000
	Total Contractual	447	3,500	3,500	3,500
Other Charges					
100-5-230-5520-00	Printing	0	300	300	300
100-5-230-5527-00	Dues & Memberships	0	450	450	450
100-5-230-5528-00	Travel & Training	0	2,000	2,000	2,000
	Total Other Charges	0	2,750	2,750	2,750
Capital Outlay					
100-5-230-5600-00	Capital Outlay - Equipment	71,253	0	0	0
	Total Capital Outlay	71,253	0	0	0
	Total Emergency Management	85,691	44,680	38,350	44,680

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Communications					
Supplies					
100-5-185-5311-00	Supplies	199	500	500	500
100-5-185-5316-00	Minor Tools & Equipment	14,000	0	0	5,000
	Total Supplies	14,199	500	500	5,500
Contractual					
100-5-185-5411-13	Prof. Services - I.T.	18,630	0	0	0
	Total Contractual	18,630	0	0	0
Other Charges					
100-5-185-5527-00	Dues & Memberships	0	500	100	500
100-5-185-5527-02	Annual Subscription Services	0	6,000	6,000	6,000
100-5-185-5528-00	Travel & Training	0	0	0	3,000
100-5-185-5530-00	Technology Maintenance	5,400	18,000	18,000	28,000
100-5-185-5540-02	Software Maintenance	0	1,200	1,200	1,200
	Total Other Charges	5,400	25,700	25,300	38,700
	Total Communications	38,229	26,200	25,800	44,200

Development Services

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 SERVICES |
|--|
| <ul style="list-style-type: none"> ▪ Permits ▪ Inspections ▪ Plan Review ▪ Code Enforcement ▪ Customer Service ▪ Education ▪ Planning |

MISSION STATEMENT

The Development Services Department is dedicated to protecting the lives and safety of the residents and visitors of the City of Fulshear, preserve the quality of life, as well as to promote the health, safety, and welfare of those residents and visitors through the enforcement and implementation of the City’s codes and ordinances. These activities are to be performed consistently, equitably, and fairly with a focus on excellent customer service.

FY2019 Accomplishments

- Continued revision of codes and related ordinances.
- Continued efforts for improved customer service for homeowners and contractors relative to all Development Services related questions, concerns, or needs.
- Continued coordination of pre-construction meetings for all new contractors as they obtain permits, to assist them with the inspection processes.
- Continued licensing and other professional development efforts.
- Created GIS base maps corresponding to available infrastructure needs
- Completed Parks and Pathways Master Plan and Downtown Livable Centers Study and began implementation of both.
- 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 SERVICES**FUNDING SOURCE: **GENERAL FUND**

- Began work on a Coordinated Development Ordinance (CDO) to update City ordinances pertaining to development. This work will make department procedures more efficient and provide clear direction for the future buildout of the City.
- Continued communication improvements for alarm permits by sending renewal letters each month for all alarm permits. This provides advance notice for alarm permit renewal before expiration to avoid potential violations.
- Set the groundwork for the management of public infrastructure assets through inventory data collection and condition assessments along with the initial implementation of a work order system.
- Hired a Director of Development Services to lead the day-to-day of the department and assist with planning functions, as well as lead platting processing.
- Hired a second Plans Examiner to keep pace with continued growth of the City.

Description of Operations

The Development 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 and plat 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. The Department is also responsible for code enforcement and compliance. The Department also works closely with the City Engineer for plat and civil plan review.

The Planning component has general responsibility for oversight of various 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.

DEPARTMENT: **PLANNING/DEVELOPMENT SERVICES**

FUNDING SOURCE: **GENERAL FUND**

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 thoroughly educating the public and ensure timely and thorough plan reviews.
- To create a paperless department in which our large volume of records is easier to access and manage, as well as move many functions online.
- Continue implementation of the Downtown Livable Centers Study Plan and Parks and Pathways Master Plan.
- Continue progress of City’s GIS and Asset Management systems, and complete CDO.
- Begin to explore more proactive efforts relating to code compliance and code enforcement in the City.
- Continue to facilitate planning options for future facility and infrastructure improvements.
- Coordinate implementation of projects approved in the Capital Improvements Program.
- Utilize large-format plotter to provide maps for City and further digitization efforts.
-

Activity Measures

ACTIVITY MEASURE	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Permit Numbers	2800	1800	2900	2500
Inspections	15000	13000	18800	15000
Plan Reviews	1500	1400	1700	1500
Incidental Permits	6300	6500	5800	5700

DEPARTMENT: **DEVELOPMENT SERVICES**

FUNDING SOURCE: **GENERAL FUND**

Personnel Schedule

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Director of Development Services	0	1	1	1
Building Official	1	1	1	1
Plans Examiner	1	1	1	2
Inspector	3	3	3	4
Permit Clerk	2	2	2	2
Total Full Time Equivalents	7	8	8	10

DEPARTMENT: **DEVELOPMENT SERVICES**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail					
Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Development Services					
Personnel Costs					
100-5-450-5210-00	Salaries & Wages	89,221	497,599	410,343	597,851
100-5-450-5210-01	Wages	221,119	0	0	0
100-5-450-5210-03	Auto Allowance	0	0	0	4,800
100-5-450-5210-02	Overtime	2,646	5,500	5,500	5,500
100-5-450-5230-00	Payroll Tax Expense	22,259	38,487	28,562	45,736
100-5-450-5235-00	Employee Health Benefits	47,176	86,440	68,431	88,572
100-5-450-5238-00	Retirement Contribution	22,279	34,938	33,020	43,973
100-5-450-5239-00	Workers Compensation	2,237	2,049	2,048	3,325
100-5-450-5240-00	Unemployment	0	1,330	0	0
	Total Personnel Costs	406,937	666,343	547,904	789,756
Supplies					
100-5-450-5311-00	Supplies	4,857	6,000	6,000	6,000
100-5-450-5314-00	Publications/Ref Material	643	1,500	750	1,500
100-5-450-5316-00	Minor Tools & Equipment	120	5,500	3,500	5,500
100-5-450-5326-00	Uniforms/Shirts	2,053	3,000	1,000	5,000
100-5-450-5363-00	Fuel/Oil Expense	4,177	8,000	8,000	9,500
100-5-450-5363-01	Auto Repair/Maintenance	741	5,000	5,000	7,500
100-5-450-5380-00	Public Relations	0	1,500	1,500	1,500
	Total Supplies	12,591	30,500	25,750	36,500
Contractual					
100-5-450-5411-10	Prof. Services - Consulting	70,554	60,500	60,500	25,000
100-5-450-5411-12	Prof. Services-Infrastructure Insp.	0	0	0	250,000
100-5-450-5411-11	Prof. Services - Engineering	0	1,500	1,500	1,500
100-5-450-5434-00	Telecommunications	2,392	7,500	7,500	7,500
100-5-450-5469-01	Equipment Rental	7,366	6,000	6,000	6,000
	Total Contractual	80,312	75,500	75,500	290,000
Other Charges					
100-5-450-5520-00	Printing	4,248	6,000	3,000	6,000
100-5-450-5527-00	Dues & Memberships	860	1,500	1,000	1,500
100-5-450-5528-00	Travel & Training	5,131	11,500	6,000	11,500
100-5-450-5529-00	Miscellaneous Expense	55	0	0	0
100-5-450-5540-02	Software Maintenance	2,227	10,000	10,000	10,000
100-5-450-5599-00	Vehicle Replacement Fee	16,000	12,875	12,875	9,750
	Total Other Charges	28,521	41,875	32,875	38,750
Capital Outlay					
100-5-450-5600-01	Capital Outlay - Technology	2,100	82,500	82,500	0
	Total Capital Outlay	2,100	82,500	82,500	0
	Total Development Services	530,461	896,718	764,529	1,155,006

DEPARTMENT: **DEVELOPMENT SERVICES**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail					
Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Planning					
Personnel Costs					
100-5-400-5210-00	Salaries & Wages	101,748	91,862	56,530	0
100-5-400-5210-03	Auto Allowance	4,616	4,800	2,954	0
100-5-400-5230-00	Payroll Tax Expense	7,882	7,027	4,324	0
100-5-400-5235-00	Employee Health Benefits	8,000	9,604	5,910	0
100-5-400-5238-00	Retirement Contribution	7,696	6,450	3,969	0
100-5-400-5239-00	Workers Compensation	0	224	138	0
100-5-400-5240-00	Unemployment	0	190	117	0
	Total Personnel Costs	129,942	120,157	73,943	0
Supplies					
100-5-400-5311-00	Supplies	172	3,500	3,500	3,500
100-5-400-5314-00	Publications/Ref Material	160	1,200	1,200	1,200
100-5-400-5316-00	Minor Tools & Equipment	0	8,500	8,500	2,500
100-5-400-5326-00	Uniforms/Shirts	0	0	0	0
100-5-400-5363-00	Fuel/Oil Expense	0	2,500	2,500	0
100-5-400-5363-01	Auto Repair/Maintenance	13	0	0	0
	Total Supplies	345	15,700	15,700	7,200
Contractual					
100-5-400-5411-10	Prof. Services - Consulting	115,507	140,000	140,000	140,000
100-5-400-5411-11	Prof. Services - Engineering	126,919	100,000	100,000	0
100-5-400-5434-00	Telecommunications	1,074	1,000	1,000	1,000
100-5-400-5469-01	Equipment Rental	0	1,000	1,000	1,000
	Total Contractual	243,500	242,000	242,000	142,000
Other Charges					
100-5-400-5527-00	Dues & Memberships	45	1,500	2,500	1,500
100-5-400-5528-00	Travel & Training	793	10,000	9,000	10,000
100-5-400-5529-00	Miscellaneous Expense	182	0	0	0
100-5-400-5540-02	Software Maintenance	22,500	88,000	88,000	0
	Total Other Charges	23,520	99,500	99,500	11,500
	Total Planning	397,307	477,357	431,143	160,700

DEPARTMENT: **DEVELOPMENT SERVICES**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail					
Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Code Enforcement					
Personnel Costs					
100-5-250-5210-00	Salaries & Wages	41,873	45,211	45,187	47,019
100-5-250-5210-02	Overtime	0	1,000	1,000	5,000
100-5-250-5230-00	Payroll Tax Expense	2,995	3,459	3,315	3,597
100-5-250-5235-00	Employee Health Benefits	8,000	9,604	9,604	8,857
100-5-250-5238-00	Retirement Contribution	3,018	3,174	3,715	3,458
100-5-250-5239-00	Workers' Compensation	0	3	0	263
100-5-250-5240-00	Unemployment	0	190	0	0
	Total Personnel Costs	55,886	62,641	62,821	68,194
Supplies					
100-5-250-5311-00	Supplies	53	200	200	200
100-5-250-5314-00	Publications/Ref Material	44	300	300	300
100-5-250-5316-00	Minor Tools & Equipment	3,697	7,100	3,000	7,100
100-5-250-5326-00	Uniforms/Shirts	280	350	350	350
100-5-250-5363-00	Fuel/Oil Expense	2,239	3,400	2,500	3,400
100-5-250-5363-01	Auto Repair/Maintenance	1,078	3,840	2,500	3,840
	Total Supplies	7,391	15,190	8,850	15,190
Contractual					
100-5-250-5434-00	Telecommunications	734	1,200	600	1,200
100-5-250-5461-00	Pro Serv.- Demo-/Prop Upkeep	0	5,500	5,500	5,500
	Total Contractual	734	6,700	6,100	6,700
Other Charges					
100-5-250-5527-00	Dues & Memberships	75	200	200	200
100-5-250-5528-00	Travel & Training	709	1,000	1,000	2,000
100-5-250-5530-00	Technology Maintenance	0	440	440	440
100-5-250-5599-00	Vehicle Replacement Fee	4,688	3,125	3,125	3,125
	Total Other Charges	5,472	4,765	4,765	5,765
	Total Code Enforcement	69,483	89,296	82,536	95,849



Facilities

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”

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

MISSION STATEMENT

Efforts related to the maintenance and operation of City facilities and parks are designed to support services provided to the City and the public. These facilities are intended to enhance the quality of life for Fulshear residents and stakeholders. City Staff 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.

DEPARTMENT: **FACILITIES**FUNDING SOURCE: **GENERAL FUND****FY 2019 Departmental Accomplishments**

- Completed design work for Phase 1 of Primrose Park
- Completed improvements to City Hall, Frances Smart Park, and the Irene Stern Community Center.
- Continue planning for future facility solutions as proposed in the CIP.
- Coordinated outside contractor activities for technical needs and planning.
- Improved internet and network connectivity between the different City office/facility locations.

Department Description

Under the general direction of the Assistant City Manager, City Staff is responsible for maintaining and operating the City's facilities. Contributing departments including Administration, Public Works, and Development Services, are accountable 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, parks, and planning needs are also included in the Facilities Department responsibilities.

Description of Operations

- Coordinate repair and maintenance activities for parks and City 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.
- Coordinate on-going activities and planning efforts relative to the City's technology needs and infrastructure.
- Provide excellent customer service to both internal and external customers.

DEPARTMENT: **FACILITIES**

FUNDING SOURCE: **GENERAL FUND**

Operational Goals & Objectives

- Develop a systematic approach for tracking and prioritizing the normal maintenance and operations of City facilities and parks.
- Coordinate outside contractual 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 and plan CIP projects related to Parks, Facilities, and Technology.
- Work with various departments and consultants to address the day-to-day technical and asset management needs of the City.
- Duties also include the ongoing coordination of contracted services and future technology planning efforts.

DEPARTMENT: **FACILITIES**

FUNDING SOURCE: **GENERAL FUND**

Expenditures-Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Facilities					
Supplies					
100-5-490-5311-00	Supplies	18,116	10,000	10,000	10,000
100-5-490-5316-00	Minor Tools & Equipment	20,479	20,000	20,000	20,000
100-5-490-5316-02	Minor Equipment - Technology (Technology E	6,897	15,000	15,000	103,000
	Total Supplies	45,492	45,000	45,000	133,000
Contractual					
100-5-490-5411-13	Prof. Services I.T.	58,010	50,000	50,000	60,000
100-5-490-5420-00	Comm Center Supervisor	0	5,000	3,000	5,000
100-5-490-5421-00	Insurance Real/Pers. Property	4,800	4,500	4,500	0
100-5-490-5422-00	Facilities Cleaning	32,299	45,000	10,000	45,000
100-5-490-5430-00	Telecommunications Web	2,197	7,500	5,500	7,500
100-5-490-5431-00	Electricity	22,196	25,000	25,000	25,000
100-5-490-5434-00	Telecommunications	27,353	45,000	64,586	45,000
100-5-490-5435-00	Pest Control Services	1,567	2,250	2,000	2,250
100-5-490-5451-00	Security Systems	4,807	9,500	6,000	9,500
100-5-490-5469-02	Facility Rental	100,380	100,380	100,380	100,380
100-5-490-5472-00	Contract Services	15	25,000	0	25,000
	Total Contractual	253,624	319,130	270,966	324,630
Other Charges					
100-5-490-5540-02	Software Maintenance	18,632	50,000	50,000	50,000
100-5-490-5570-01	Facilities Maintenance	32,589	25,000	25,000	50,000
100-5-490-5570-02	Facility Improvements	9,646	10,000	15,302	0
100-5-490-5571-00	Landscape Maintenance	9,001	10,000	10,000	50,000
	Total Other Charges	69,868	95,000	100,302	150,000
	Total Facilities	368,984	459,130	416,268	607,630

Public Works & Streets

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▪ Streets

Mission Statement

The mission of the Public Works & Streets Departments 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.

DEPARTMENT: **PUBLIC WORKS & STREETS**FUNDING SOURCE: **GENERAL FUND****FY 2019 Department Accomplishments**

- Used a high density, closed cell expanding polymer to raise low areas in 12,792 SF of concrete pavement; locations identified in Pavement Management Assessment
- Replaced 110 regulatory signs for compliance with the Texas Manual of Uniform Traffic Control Devices
- Completed the one-line design of Phase II of the channel maintenance in the Lower Bois D'Arc area on the north/south drainage channel between Flewellen Tributary and Penn Ln.,
- Cooperated with Fort Bend County to schedule minor drainage improvements for 5th Street, 1st St drainage channel, and Shady Lane drainage channel.
- Responded to 102 requests for services within 24 hours.
- Completed installation of Driver Feedback Signs on FMs 1093 at James Ln & FM 359 at Wallis
- Began negotiations for right of way acquisition for the Katy/Fulshear and Huggins Road Project improvements.
- Completed and Council adopted the Livable Centers Study for Downtown Fulshear and the areas within a 1.5-mile radius.
- Completed FEMA and GLO documents for consideration of reconstruction of Red Bird Lane to repair damaged pavement and for drainage improvements to the Lower Bois D'Arc area roadside ditches. Initiated request to Fort Bend County Road and Bridge to consider reconstruction of Redbird Ln.
- Assisted in the planting of 36 donated trees in the Harris Street right of way and at the Irene Stern Community Center Park
- Completed facility improvements at City Hall for ADA landings and ramps and an access drive from the north parking lot to the east parking lot
- Completed mowing equipment relocation to the City of Fulshear Water Plant
- Completed a standard operating procedure for curb repair and small concrete and asphalt repairs.
- Purchased two portable matrix message boards, a ditch bank rotary cutter, and a Gator to facilitate Public Works operations in traffic control, roadside ditch mowing, and general operations.
- Completed emergency repairs on Spanish Moss Bridge – stabilized washouts under bridge resulting for high water levels.
- 4 Public Works Staff completed a 4-session training course on Basic Water Operations.

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

Department Description

Public Works & Streets is managed by the Director of Public Works who provides support to city staff who maintain the City's public infrastructure, including concrete and asphalt streets, drainage systems and roadside ditches, signs in the public right of way or on public property, pavement markings on public roads, water and wastewater operations. In addition, the public works staff maintain and manage the public right of way for mowing, roadside ditch re-grading for flow line and bank stabilization, herbicide for weed control, and park facilities for mowing, weed control and park/playground maintenance. The Departments also support the Utility Billing Services Department by performing request for service checks, small incidental repairs, and insect/rodent concerns with water meters and manholes. Additional oversight by the Director includes engineering services for various planning functions, traffic control and transportation planning, Capital Improvement planning and implementation, and infrastructure improvement projects.

Description of Operations

Receives general direction from the Assistant City Manager; plans, organizes, directs and coordinates activities and implements policies and procedures.

- Street Maintenance
- Sidewalk Maintenance
- Sign Maintenance
- Right of Way Maintenance
- Parks Maintenance
- Support for Facilities Maintenance
- Support for Utilities Maintenance & Billing Services
- Oversight of the Operations for the City of Fulshear and Cross Creek Ranch Utility Systems
- Oversight of the Engineering Services for City Projects and Operations
- Oversight of CIP Projects Planning and Implementation, Construction & Inspection
- Oversight of MUD/Developer Project Development & Construction of Public Infrastructure

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 & STREETS**FUNDING SOURCE: **GENERAL FUND****Department 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/current condition assessment.
- Goal 2: Identify and prioritize Capital Improvement Projects for future Capital Improvement Program.
- Goal 2: Identify additional opportunities to leverage funding to provide for and/or assist in funding operational and capital projects
- Goal 3: Provide for opportunities for staff to improve skills and abilities and/or increase knowledge of Public Works operations.
- Goal 4: Provide assistance and/or support to other Departments for maintaining City facilities, and parks.

Department Objectives

- Mow 5,000 LF of roadside ditch at least twice a month by September 30, 2020
- Provide for the repair of 75% of the pavement identified as having a condition rating below 60 by September 30, 2020.
- Scope and secure a Project Agreement with Fort Bend County for the asphalt pavement rehabilitation of the parking lots for Francis Smart and Irene Stern by September 30, 2019.
- Prepare an updated standard of Infrastructure construction details to incorporate into the proposed Consolidated Development Ordinance by March 31, 2020
- Review asset management conditions for signs, small pavement repair and minor curb repair to determine priority of repair and costs to make repairs by March 31, 2020.
- Identify training needs for at least two staff, provide training sessions by September 30, 2020
- Prepare a lay down pad/yard for Public Work equipment and materials at a Public Works facility by March 30, 2020
- Prepare mowing and maintenance maps using GIS for roadside ditches, drainage channel right of ways, parks, and public spaces by September 1, 2020.

DEPARTMENT: **PUBLIC WORKS & STREETS**

FUNDING SOURCE: **GENERAL FUND**

Activity Measures

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Number of Interlocal Agreements for Operations	4	4	6	3
Number of Centerline Miles Maintained	100	105	121	135
Linear feet of paving (rehab/reconstruction)	4,585	5,000	4,000	5,280
Linear feet of Pavement Markings	10,280	5,280	7,500	5,280
Number of "Request for Services"	750	100	175	300
Linear feet of roadside ditch maintained	5,300	5,000	5,000	5,000
Linear feet of culverts maintained	1,000	1,000	1,100	1,200
Number of signs replaced	120	100	110	100
Number of Capital Projects	7	9	16	28
Value of Capital Projects	\$ 730,000	\$ 4.5M	\$ 9.5M	\$ 13.5M

Personnel Schedule

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Public Works Director	1	1	1	1
Maintenance Supervisor	1	1	1	1
Maintenance Worker	3	3	3	2
Total Full Time Equivalents	5	5	5	4

DEPARTMENT: PULIC WORKS & STREETS**FUNDING SOURCE: GENERAL FUND****Expenditure-Detail**

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Public Works					
Personnel Costs					
100-5-510-5210-00	Salaries & Wages	91,264	264,838	272,588	245,538
100-5-510-5210-01	Wages	160,310	0		0
100-5-510-5210-02	Overtime	3,665	5,500	5,000	5,500
100-5-510-5210-03	Auto Allowance	5,193	4,800	5,400	5,400
100-5-510-5230-00	Payroll Tax Expense	18,169	20,681	19,729	18,784
100-5-510-5235-00	Employee Health Benefits	39,999	48,022	48,022	35,429
100-5-510-5238-00	Retirement Contribution	18,784	18,595	23,231	18,060
100-5-510-5239-00	Workers Compensation	4,845	8,231	5,916	4,847
100-5-510-5240-00	Unemployment	0	950	950	0
	Total Personnel Costs	342,229	371,617	380,836	333,557
Supplies					
100-5-510-5311-00	Supplies	2,767	2,000	1,000	2,000
100-5-510-5314-00	Publications/Ref Material	0	250	250	250
100-5-510-5316-00	Minor Tools & Equipment	5,901	5,000	5,000	5,000
100-5-510-5326-00	Uniforms/Shirts	1,501	1,800	1,500	1,800
100-5-510-5363-00	Fuel/Oil Expense	9,234	10,000	10,000	10,000
100-5-510-5363-01	Auto Repair/Maintenance	19,063	12,000	7,500	12,000
	Total Supplies	38,466	31,050	25,250	31,050
Contractual					
100-5-510-5411-10	Prof. Services - Consulting	8,450	20,000	5,000	20,000
100-5-510-5412-10	Prof. Services - Engineering	0	0	0	100,000
100-5-510-5434-00	Telecommunications	2,756	4,200	4,200	4,200
100-5-510-5469-01	Equipment Rental	0	5,000	3,500	5,000
	Total Contractual	11,206	29,200	12,700	129,200
Other Charges					
100-5-510-5527-00	Dues & Memberships	301	500	500	1,500
100-5-510-5528-00	Travel & Training	4,701	4,500	4,500	10,000
100-5-510-5599-00	Vehicle Replacement Fee	44,918	45,292	45,292	45,292
	Total Other Charges	49,920	50,292	50,292	56,792
Capital Outlay					
100-5-510-5600-00	Capital Outlay-Equipment	16,084	0	0	0
	Total Capital Outlay	16,084	0	0	0
	Total Public Works & Maint	457,905	482,159	469,078	550,599

DEPARTMENT: **PUBLIC WORKS & STREETS**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	Adopted FY2020 Budget
Streets					
Supplies					
100-5-520-5311-00	Supplies	5,411	10,000	10,000	10,000
100-5-520-5311-02	Supplies - Signage	11,127	10,000	5,000	10,000
100-5-520-5350-00	Street Maintenance	5,850	25,000	25,000	25,000
	Total Supplies	22,388	45,000	40,000	45,000
Contractual					
100-5-520-5411-10	Prof. Services - Consulting	5,733	5,000	2,500	2,500
100-5-520-5432-00	Electricity - Street Lights	314,985	270,000	270,000	270,000
* 100-5-520-5472-03	Contract Services - Mowing				67,000
100-5-520-5472-01	Contract Services - Streets	0	25,000	25,000	35,000
100-5-520-5472-02	Contract Services - Markings	0	10,000	10,000	15,000
	Total Contractual	320,718	310,000	307,500	389,500
Capital Outlay					
100-5-520-5600-00	Capital Outlay - Equipment	0	70,000	70,000	15,000
	Total Capital Outlay	0	70,000	70,000	15,000
	Total Streets	343,106	425,000	417,500	449,500



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 was separated into two distinct areas of the City. One was referenced as the City of Fulshear utility and the other as Cross Creek Ranch service area. Both were used to account for the provision of water and wastewater services to the citizens of the City of Fulshear. Effective April 1, 2019 the two operations merged and became one operation. Currently the City's water/wastewater system is servicing approximately 4,300 connections. The growth for the next three years is expected to add between 700 and 1,000 connections per year.

Water/Wastewater Operations

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

- 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.

DEPARTMENT: **WATER & WASTEWATER OPERATIONS**FUNDING SOURCE: **UTILITY FUND****FY 2019 Department Accomplishments**

- Began implementation of projects W18K & WW18E Water & Wastewater Master Plan for development and infrastructure planning - Design
- Qualified to receive the North Fort Bend Water Authority rebate of .10 per 1,000 gallons of water pumped; Program participation in Larry's Toolbox
- Implemented a Water System Fire Hydrant Flushing Program; special emphasis on the system that is fed through the Huggins Water Plant
- Completed Water Loss Audit = 1.2% water loss.
- Began planning for the first phase of the staffing plan to transition the operations of the City's water and wastewater operations from Inframark;
- Completed a modification of the Headworks Grit Screen at the City of Fulshear Waste Water Treatment Plant to eliminate overspray
- Completed installation of two water mains between Bois D'Arc and future Texas Heritage Parkway to serve commercial development south of FM 1093
- Installed a Fleetzoom Remote Monitoring System for alarm notifications from the City Fulshear Water Plant No. 1; mitigated need for phone lines
- Completed a valve survey and repair program for Water line and Fire Hydrant Valves in the Downtown area.
- Presented City Council with the recommendation of the Impact Fees for Capital Improvements to serve development
- Began design of the high output blower replacement at the Cross-Creek Ranch Waste Water Plant
- Received reimbursement from FEMA for dollars spent on the pump replacement at the Cross Creek Water Plant No. 1 (Pump damaged during Harvey storm event)
- Completed a modification of the Drum Screen Chute at the CCR WW Treatment Plant to eliminate overspray into solid waste container
- Installed two surge protection devices at the Cross Creek Water Plant No. 1; mitigation for electrical surges; reimbursement received from FEMA
- Began coordinated efforts to refurbishment of the 500 MGD package plant at the Cross Creek WWTP
- Began the emergency interconnect for the City of Fulshear and Cross Creek Water systems.
- Completed an emergency interconnect with the Cross Creek Water Plant No. 2 and Tamarron Water system (MUD 182).
- Put a Memorandum of Understanding in place establishing the foundation of a Utility Agreement with Tamarron.
- Established a single utility fund for the Water and Wastewater operations, streamlining the budget process and oversight.
- Completed an emergency repair to the Cross Creek Water Plant 2 well; maintaining the system in a Stage II drought contingency phase through the 20-day repair process.

DEPARTMENT: **WATER & WASTEWATER OPERATIONS**FUNDING SOURCE: **UTILITY FUND****Department 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 lift 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.

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.

DEPARTMENT: **WATER & WASTEWATER OPERATIONS**FUNDING SOURCE: **UTILITY FUND****Department 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 a review of standard operations for operational efficiency
- Program for the 5-year projects for the wastewater and water production and collection systems expansion 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 – promoting Larry’s Toolbox
- Provide for regionalization of the City’s Water & Wastewater system
- Implement the Impact Fee Study recommendations for Water Wastewater Infrastructure Development
- Utilize the City’s Geographic Information System to effectively manage operations

Department Objectives

- Prepare a scope of work for installation of a SCADA system at least one of the operating system plants and determine if the cost to install is feasible in FY 19.
- Begin asset management program using GIS
- Prepare a Request for Statements of Qualifications for scheduled CIP Water/Wastewater Improvements by the fourth quarter of the FY19
- Provide literature to consumers relating to water conservation and high-water usage to successfully complete the City’s Larry’s Toolbox goal by June 15, 2019.
- Finalize the details for the interconnect for the Water System between City of Fulshear and Cross Creek Ranch by September 30, 2019
- Complete the Impact Fee Study for Water Wastewater Infrastructure Development by the second quarter of FY 19

DEPARTMENT: **WATER & WASTEWATER OPERATIONS**

FUNDING SOURCE: **UTILITY FUND**

Activity Measures

	FY2018 Actual	FY2019 Budget	FY2019 Estimate	FY2020 Budget
Number of Fire Hydrants Maintained	660	760	877	795
Number of Fire Hydrants Flushed/Month	55	72	65	65
Cost/month - Water Line Repairs	7308	8600	9200	9250
Number of Excursions/Year-Sanitary Sewer	3	1	3	1

DEPARTMENT: **WATER & WASTEWATER OPERATIONS**

FUNDING SOURCE: **UTILITY FUND**

Expenditure-Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
#500-Water/Wastewater Utility Operations Fund					
	Beginning Fund Balance	2,856,710	4,468,520	4,468,520	1,035,899
Revenues					
Grant Revenue					
500-43100	TDEM - Grant	7,650	-	-	-
	Total Grant Revenue	7,650	-	-	-
500-44102	Residential Water	1,260,490	1,241,999	1,157,917	1,040,000
500-44103	Commercial Water	249,879	326,103	286,170	300,000
500-44104	Builder Water	172,759	152,293	138,766	135,000
500-44105	Irrigation Water	30,720	37,443	32,453	33,000
500-44106	Residential Sewer	1,054,270	987,476	797,450	800,000
500-44107	Commercial Sewer	108,684	136,942	115,725	117,000
500-44300	Water & Sewer Taps	1,655,443	1,240,000	1,420,750	1,315,000
500-44310	Builder Backcharges	3,382	493	22,779	20,000
500-44311	Water/Wastewater Infrastructure	89,000	-	184,320	150,000
500-44500	Penalties	86,851	80,000	101,978	100,000
500-44600	NFBWA Pumpage Fees	1,999,926	1,541,882	1,544,000	1,580,000
	Total Service Revenue	6,711,404	5,744,631	5,802,308	5,590,000
500-46000	Interest Revenue	63,841	37,500	117,776	117,000
	Total Interest Earned	63,841	37,500	117,776	117,000
500-47200	Miscellaneous Revenue	90,846	-	31,494	25,000
	Total Other Revenue	90,846	-	31,494	25,000
	Total Revenues	6,873,741	5,782,131	5,951,578	5,732,000

DEPARTMENT: **WATER & WASTEWATER OPERATIONS**

FUNDING SOURCE: **UTILITY FUND**

Expenditure-Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
#500-Water/Wastewater Utility Operations Fund					
Expenditures					
Personnel Costs					
500-5-000-5210-00	Salaries & Wages	-	-	-	165,837
500-5-000-5230-00	Payroll Tax Expense	-	-	-	12,993
500-5-000-5235-00	Employee Health Benefits	-	-	-	26,571
500-5-000-5238-00	Retirement Contribution	-	-	-	12,491
500-5-000-5239-00	Worker's Compensation	-	-	-	5,526
	Total Personnel Costs	-	-	-	223,418
Supplies					
500-5-000-5311-00	Supplies	-	-	71	5,500
500-5-000-5324-00	Chemicals	-	25,500	25,500	25,900
500-5-000-5381-01	Miscellaneous	11,970	-	455	3,500
	Total Supplies	11,970	25,500	26,026	34,900
Contractual					
500-5-000-5411-00	Prof. Services - Legal	-	7,500	4,500	5,000
500-5-000-5411-10	Prof. Service-Planning	4,700	100,000	65,000	110,000
500-5-000-5411-11	Prof. Services-Engineering	39,947	35,000	35,000	40,000
500-5-000-5421-00	Ins Real & Personal Prop	29,319	36,658	27,000	35,000
500-5-000-5421-01	General Liability	945	1,000	1,000	1,000
500-5-000-5421-04	Errors & Omissions	1,664	1,800	1,800	1,800
500-5-000-5431-01	Electricity- Water Plant	225,911	143,000	213,646	191,000
500-5-000-5431-02	Electricity- Lift Station	25,627	28,000	27,000	30,000
500-5-000-5431-03	Electricity - Sewer Plant	88,796	132,000	88,800	138,000
500-5-000-5434-01	Telecom - Alarm Phones	5,641	8,600	6,355	9,000
500-5-000-5450-00	Sludge Hauling	-	33,000	75,000	90,000
500-5-000-5463-01	Facilities Lease	172,140	172,140	172,140	172,140
500-5-000-5465-00	Water Pumpage Fees	2,055,094	1,541,882	1,520,745	1,580,000
500-5-000-5466-00	Lab Testing	664	1,700	1,700	2,000
	Total Contractual	2,650,448	2,242,280	2,239,686	2,404,940
Other Charges					
500-5-000-5510-01	Base - Contract W/S Operation	398,946	569,692	654,784	495,320
500-5-000-5510-02	Admin Fees W/S Contract	43,544	1,000	250	350
500-5-000-5510-04	Water System Maintenance	318,118	295,000	338,782	404,000
500-5-000-5510-05	Lift Station Maintenance	51,203	32,000	37,764	50,000
500-5-000-5510-06	Tapping Fees - W/S Contract	518,235	535,000	828,500	665,000
500-5-000-5510-07	Sewer System Maintenance	104,379	100,000	80,000	93,750
500-5-000-5512-00	Water Conservation Program	-	5,100	4,000	5,100
500-5-000-5515-02	Permits	17,513	18,000	20,000	26,750
550-5-000-5560-07	Incode Software Maintenance	-	15,180	15,180	15,180
	Total Other Charges	1,451,938	1,570,972	1,979,260	1,755,450
Transfers					
500-5-900-5900-10	XFER OUT - Gen Fund 100	1,088,575	783,701	753,626	1,034,359
500-5-900-5900-30	XFER OUT-Fund # 300	-	-	-	43,750
500-5-900-5900-51	XFER OUT-COF CapProj Fd 501	59,000	200,000	170,000	600,000
500-5-900-5900-55	XFER OUT - CCR C/P FUND 551	-	-	4,215,601	-
	Total Transfers	1,147,575	983,701	5,139,227	1,678,109
	Total Expenditures	5,261,931	4,822,453	9,384,199	6,096,817
	Revenues Over(Under) Expenditures	1,611,810	959,678	(3,432,621)	(364,817)
	Ending Fund Balance	4,468,520	5,428,198	1,035,899	671,082

Other Funds

Vehicle/Equipment Replacement Fund

Regional Park Fund

Debt Service Fund

Type A - Economic Development Corporation

Type B - Economic Development Corporation

Court Technology Fund

Court Building Security Fund

Judicial Efficiency Fund

Child Safety Fund

Police Donation Fund

Federal Seizure Fund

State Seizure Fund

Vehicle/Equipment Replacement Fund

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.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
150-Vehicle/Equip Replacement					
Beginning Fund Balance		-	98,806	127,320	95,637
Revenues					
Interest Earned					
150-46000	Interest Revenue	782	400	3,000	3,000
Total Interest Earned		782	400	3,000	3,000
Other Revenue					
150-47300	Replacement Fee Charges	167,968	158,967	158,967	164,750
150-47301	Insurance Proceeds	9,118	-	-	-
150-47302	Sale of Assets	17,800	-	13,350	-
150-49500	Xfer In - General Fund 100	-	-	-	-
Total Other Revenue		194,886	158,967	172,317	164,750
Total Revenue		195,668	159,367	175,317	167,750
EXPENDITURES					
Police Department					
Capital Outlay					
150-5-210-5600-02	Capital Outlay - Vehicle	68,348	72,000	72,000	72,000
Total Capital Outlay		68,348	72,000	72,000	72,000
Total Police Department		68,348	72,000	72,000	72,000
Public Works					
Capital Outlay					
150-5-510-5600-00	Capital Outlay - Equipment	-	135,000	135,000	50,000
Total Capital Outlay		-	135,000	135,000	50,000
Total Public Works		-	135,000	135,000	50,000
Total Expenditures		68,348	207,000	207,000	122,000
Revenue Over(Under) Expenditures		127,320	(47,633)	(31,683)	45,750
Ending Fund Balance		127,320	51,173	95,637	141,387

Regional Park Fund

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.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
200-Regional Park Fund					
Beginning Fund Balance		392,134	551,483	551,483	872,853
Revenues					
Interest Revenue					
200-46000	Interest Revenue	8,348	4,000	15,000	2,500
Total Interest Earned		8,348	4,000	15,000	2,500
Other Revenue					
200-47221	Regional Park Contributions	228,800	150,000	450,000	200,000
Total Other Revenue		228,800	150,000	450,000	200,000
Total Revenues		237,148	154,000	465,000	202,500
Expenditures					
Capital Outlay					
200-5-000-5600-00	Capital Equipment	-	-	3,630	-
200-5-000-5600-03	Capital Improvements	36,884	135,000	35,000	100,000
200-5-000-5600-08	Capital Outlay - Land	-	-	-	-
Total Capital Outlay		36,884	135,000	38,630	100,000
Projects					
200-5-000-5850-00	Parks & Pathway Planning	38,130	35,000	5,000	25,000
200-5-000-5850-01	FPT19A-Parks/Pathway Implementation	2,785	475,000	100,000	900,000
Total Projects		40,915	510,000	105,000	925,000
Transfer					
200-900-5900-30	Xfer Out-#300	-	-	-	31,250
Total Transfers		-	-	-	31,250
Total Expenditures		77,799	645,000	143,630	1,056,250
Revenues Over(Under) Expenditures		159,349	(491,000)	321,370	(853,750)
Ending Fund Balance		551,483	60,483	872,853	19,103

County Assistance District #7 Fund

FUND DESCRIPTION: The County Assistance District #7 Fund provides additional sales tax revenues from unincorporated areas of the city’s extraterritorial jurisdiction area (ETA). These funds are collected via the State Comptroller and distributed to Fort Bend County and the County remits one-half of the remittance to the City on a quarterly basis. The funds are required to be spent on projects in the area covered by the District #7 or projects that benefit the District #7. This fund is designated as a Special Revenue Fund.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
250-County Assistance District #7					
	Beginning Fund Balance	-	196,650	196,650	253,026
Revenues					
Tax Revenues					
250-41301	Sales Tax	195,652	250,000	250,976	250,000
	Total Tax	195,652	250,000	250,976	250,000
Interest Revenue					
250-46000	Interest Revenue	998	1,500	5,400	5,000
	Total Interest Earned	998	1,500	5,400	5,000
	Total Revenues	196,650	251,500	256,376	255,000
Expenditures					
Contractual					
250-5-120-5411-10	Prof. Services - Consulting	-	1,000	-	-
	Total Contractual	-	1,000	-	-
Transfer					
250-5-120-5930-01	Xfer Out - #300 - ST19D	-	175,000	-	-
250-5-900-5900-30	Xfer Out - #300-ST20B	-	-	-	125,000
250-5-900-5901-30	Xfer Out - #300 ST20D	-	-	-	50,000
250-5-900-5900-51	Xfer Out-#501-W18K	-	50,000	50,000	50,000
250-5-900-5901-51	Xfer Out-#501-WW18F	-	150,000	150,000	150,000
	Total Projects	-	375,000	200,000	375,000
	Total Expenditures	-	376,000	200,000	375,000
	Revenues Over(Under) Expenditures	196,650	(124,500)	56,376	(120,000)
	Ending Fund Balance	196,650	72,150	253,026	133,026

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 Contract Payments to Municipal Utility Districts. 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 \$44,387,000.

Currently the City of Fulshear has only the Contract Payments to M.U.D.s that qualify for debt service.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
#400-Debt Service Fund					
	Beginning Fund Balance	-	-	-	-
Revenue					
Tax Revenues					
400-41101	Property Tax-Current Year	-	-	-	959,628
	Total Tax Revenues	-	-	-	959,628
400-46000	Interest Revenue	-	-	-	2,500
	Total Interest	-	-	-	2,500
	Total Revenues	-	-	-	962,128
Expenditures					
400-5-000-5700-00	Debt Service	-	-	-	959,628
	Total Debt Service	-	-	-	959,628
	Total Expenditures	-	-	-	959,628
	Revenues Over(Under) Expenditures	-	-	-	2,500
	Ending Fund Balance	-	-	-	2,500

Type A – Economic Development Corporation Fund

FUND DESCRIPTION: Type A – Economic Development Corporation (EDC) Fund provides for the accounting of local sales tax collected by the Corporation in accordance with state statute governing Type A – EDC’s. The Type A - Capital Projects Fund accounts for the on-going projects of the Corporation. These funds are designated as Special Revenue Funds.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
600-4A Operating Fund					
	Ending Fund Balance	872,625	1,410,509	1,410,509	1,500,308
Revenues					
Tax					
600-41301	Sales & Use Tax Revenue	789,832	617,780	717,780	832,624
	Total Tax	789,832	617,780	717,780	832,624
Interest Earned					
600-46000	Interest Revenue	16,083	1,000	32,000	32,000
	Total Interest Earned	16,083	1,000	32,000	32,000
	Total Revenues	805,915	618,780	749,780	864,624
Expenditures					
Administration					
Supplies					
600-5-100-5311-00	Supplies	68	250	250	250
	Total Supplies	68	250	250	250
Contractual					
600-5-100-5411-00	Admin Prof. Serv. - Legal	2,457	10,000	5,000	10,000
600-5-100-5411-10	Professional Svcs - Consulting	2,353	2,900	2,900	2,900
600-5-100-5413-00	Meeting Security	-	2,500	2,500	3,000
600-5-100-5421-04	Admin - Indemnity Insurance	475	475	475	475
	Total Contractual	5,285	15,875	10,875	16,375
Other Charges					
600-5-100-5526-00	Admin - Public Notices	150	200	200	500
600-5-100-5528-05	Continuing Education	1,094	5,000	5,000	5,000
	Total Other Charges	1,244	5,200	5,200	5,500
Transfers					
600-5-900-5900-10	Xfer Out - Gen Fund 100	93,999	160,100	160,100	176,963
600-5-900-5900-10	Xfer Out-Gen Fund 100-share service		35,000	35,000	35,000
600-5-900-5900-11	Xfer Out - Community Events	24,420	37,500	37,500	37,500
600-5-900-5900-61	XFER OUT 4/A Project Fund 601	143,015	411,056	411,056	745,275
	Total Transfers	261,434	643,656	643,656	994,738
	Total Administration Expenditures	268,031	664,981	659,981	1,016,863
	Revenue Over(Under) Expenditures	537,884	(46,201)	89,799	(152,239)
	Ending Fund Balance	1,410,509	1,364,308	1,500,308	1,348,069

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
601-EDC Type A - Projects Fund					
	Beginning Fund Balance	252,648	389,007	389,007	347,007
Revenues					
Interest Earned					
601-46000	Interest Revenue	4,384	100	8,000	8,000
	Total Interest Earned	4,384	100	8,000	8,000
Other Revenue					
601-49560	XFER IN - 4/A EDC FUND 600	143,015	411,056	411,056	745,275
	Total Other Revenue	143,015	411,056	411,056	745,275
	Total Revenue	147,399	411,156	419,056	753,275
Expenditures					
Contractual					
601-5-000-5470-01	Targeted Incentives	-	135,948	61,778	83,262
601-5-000-5470-02	Promotional Expenses	11,040	113,041	61,778	83,262
601-5-000-5470-03	Studies expense	-	94,655	50,000	125,000
	Total Contractual	11,040	343,644	173,556	291,524
Capital Outlay					
601-5-000-5600-08	Capital Outlay - Land	-	71,250	-	-
601-5-000-5600-09	Katy-Fulshear/Huggins Road	-	91,125	-	28,750
601-5-000-5600-11	Livable Center Implementation (EDC)	-	-	-	125,000
601-5-000-5600-12	Eco Dev Strat Plan Implementation (EDC)	-	-	-	125,000
601-5-000-5600-13	Gateway, Corridor & Placemaking	-	-	-	50,000
	Total Capital Outlay	-	162,375	-	328,750
Transfers					
601-5-900-5900-30	Xfer Out-#300 ST19D FM1093	-	87,500	87,500	-
601-5-900-5901-30	Xfer Out-#300 FPT19A Parks	-	50,000	50,000	-
601-5-900-5902-30	Xfer Out-#300 FPT19B Livab	-	50,000	50,000	-
601-5-900-5900-51	Xfer Out-#501 WMP-W18K	-	25,000	25,000	25,000
601-5-900-5901-51	Xfer Out -#501- D20B- Dntown Drng. E.	-	-	-	100,000
601-5-900-5902-51	Xfer Out-#501 WMP-WW18E	-	75,000	75,000	-
	Total Transfers	-	287,500	287,500	125,000
	TOTAL EXPENDITURES	11,040	793,519	461,056	745,274
	Revenues Over(Under) Expenditures	136,359	(382,363)	(42,000)	8,001
	Ending Fund Balance	389,007	6,644	347,007	355,008

Type B – Economic Development Corporation Fund

FUND DESCRIPTION: Type B – Economic Development Corporation (EDC) Fund provides for the accounting of local sales tax collected by the Corporation in accordance with state statute governing Type B – EDC's. The Type B - Capital Projects Fund accounts for the on-going projects of the Corporation. These funds are designated as Special Revenue Funds.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
700-EDC Type B Operating Fund					
Beginning Fund Balance		1,043,695	1,583,752	1,583,752	1,676,826
Revenues					
Tax					
700-41301	Sales & Use Tax Revenue	789,832	617,780	717,780	832,624
Total Tax		789,832	617,780	717,780	832,624
Interest Earned					
700-46000	Interest Revenue	18,526	5,000	35,500	35,500
Total Interest Earned		18,526	5,000	35,500	35,500
Total Revenues		808,358	622,780	753,280	868,124
Expenditures					
<u>Administrative</u>					
Supplies					
700-5-100-5311-00	Supplies	250	250	250	250
Total Supplies		250	250	250	250
Contractual					
700-5-100-5411-00	Admin Prof. Service - Legal	2,142	7,500	5,000	7,500
700-5-100-5413-00	Meeting Security	-	2,500	2,500	3,000
700-5-100-5421-04	Admin - Indemnity Insurance	561	600	600	600
Total Contractual		2,703	10,600	8,100	11,100
Other Charges					
700-5-100-5526-00	Public Notices	148	200	200	500
700-5-100-5528-00	Travel & Training	-	8,000	8,000	8,000
700-5-100-5528-05	Continuing Education	1,766	-	-	-
Total Other Charges		1,914	8,200	8,200	8,500
Transfers					
700-5-900-5900-10	Xfer Out - Gen Fund 100	93,999	160,100	160,100	176,963
700-5-900-5901-10	Xfer Out-Gen Fund 100-shared service	-	35,000	35,000	35,000
700-5-900-5900-11	Xfer Out - Community Events	24,420	37,500	37,500	37,500
700-5-900-5900-71	Xfer Out-Project Fund #701	-	303,773	411,056	-
700-5-900-5901-71	XFER OUT 4/B Project Fund 701	143,015	107,283	-	745,275
Total Transfers		261,434	643,656	643,656	994,738
Total Administrative		266,301	662,706	660,206	1,014,588
<u>Community Development</u>					
Contractual					
700-5-400-5471-00	Community Grants	2,000	100,000	-	10,000
Total Contractual		2,000	100,000	-	10,000
Total Community Development		2,000	100,000	-	10,000
Total Expenditures		268,301	762,706	660,206	1,024,588
Revenues Over(Under) Expenditures		540,057	(139,926)	93,074	(156,464)
Ending Fund Balance		1,583,752	1,443,826	1,676,826	1,520,362

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
701- EDC Type B Projects Fund					
	Beginning Fund Balance	224,452	343,346	343,346	299,996
Revenues					
Interest Earned					
701-46000	INTEREST	3,782	100	6,650	6,650
	Total Interest Earned	3,782	100	6,650	6,650
Other Revenue					
701-49570	XFER IN - 4/B EDC FUND 700	143,015	411,056	411,056	745,275
	Total Other Revenue	143,015	411,056	411,056	745,275
	Total Revenue	146,797	411,156	417,706	751,925
Expenditures					
Contractual					
701-5-000-5470-01	Targeted Incentives	-	135,948	61,778	83,262
701-5-000-5470-02	Promotional Expenses	27,903	68,040	61,778	83,262
701-5-000-5470-03	Studies expense	-	94,654	50,000	125,000
	Total Contractual	27,903	298,642	173,556	291,524
Capital Outlay					
701-5-000-5600-09	Katy-Fulshear/Huggins Road	-	71,250	-	28,750
701-5-000-5600-10	Texas Heritage Parkway Project	-	91,125	-	-
701-5-000-5600-11	Livable Center Implementation (EDC)				125,000
701-5-000-5600-12	Eco Dev Strat Plan Implementation (EDC)				125,000
701-5-000-5600-13	Gateway, Corridor & Placemaking				50,000
	Total Capital Outlay	-	162,375	-	328,750
Transfers					
701-5-900-5900-30	Xfer Out-#300 ST19D FM1093		87,500	87,500	-
701-5-900-5901-30	Xfer Out-#300 FPT19A Parks		50,000	50,000	-
701-5-900-5901-30	Xfer Out-#300 FPT19B Livab		50,000	50,000	-
701-5-900-5900-51	Xfer Out-#501 WMP-W18K		25,000	25,000	25,000
701-5-900-5901-51	xfer Out-#501 WMP-WW18E		75,000	75,000	-
701-5-900-5902-51	Xfer Out -#501- D20B - Dntown Drng. E.				100,000
	Total Transfers	-	287,500	287,500	125,000
	Total Expenditures	27,903	748,517	461,056	745,274
	Revenue Over(Under) Expenditures	118,894	(337,361)	(43,350)	6,651
	Ending Fund Balance	343,346	5,985	299,996	306,647

Court Technology Fund

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.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
900-Court Technology Fund					
	Beginning Fund Balance	43,354	52,150	52,150	61,150
Revenues					
Fines-Forfeitures					
900-45005	Court Technology	8,243	4,000	8,000	4,000
	Total Fines-Forfeitures	8,243	4,000	8,000	4,000
Interest Earned					
900-46001	Interest Revenue - Court Tech	553	400	1,000	400
	Total Interest Earned	553	400	1,000	400
	Total Revenues	8,796	4,400	9,000	4,400
Expenditures					
Supplies					
900-5-000-5311-00	Supplies	-	-	-	11,000
	Total Supplies	-	-	-	11,000
Capital Outlay					
900-5-000-5600-01	Capital Outlay-Technology	-	-	-	11,000
	Total Capital Outlay	-	-	-	11,000
	Total Expenditures	-	-	-	22,000
	Revenues Over(Under) Expenditures	8,796	4,400	9,000	(17,600)
	Ending Fund Balance	52,150	56,550	61,150	43,550

Court Building Security Fund

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 or services for the Court. This fund is designated as a Special Revenue Fund.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
901-Court Building Security Fund					
	Beginning Fund Balance	25,544	32,135	32,135	38,835
Revenues					
Fines-Forfeitures					
901-45004	Building Security Revenue	6,182	3,200	6,000	3,200
	Total Fines-Forfeitures	6,182	3,200	6,000	3,200
Interest Earned					
901-46000	Interest Revenue	409	300	700	300
	Total Interest Earned	409	300	700	300
	Total Revenues	6,591	3,500	6,700	3,500
Expenditures					
Supplies					
901-5-000-5311-00	Supplies	-	-	-	15,000
	Total Supplies	-	-	-	15,000
Capital Outlay					
901-5--000-5600-00	Capital Outlay-Equipment	-	-	-	15,000
	Total Capital Outlay	-	-	-	15,000
	Total Expenditures	-	-	-	30,000
	Revenues Over(Under) Expenditures	6,591	3,500	6,700	(26,500)
	Ending Fund Balance	32,135	35,635	38,835	12,335

Judicial Efficiency Fund

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.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
902-Judicial Efficiency Fund					
	Beginning Fund Balance	3,205	3,400	3,400	3,730
Revenues					
Fines-Forfeitures					
902-45007	Judicial Efficiency Revenue	147	100	250	100
	Total Fines-Forfeitures	147	100	250	100
Interests Earned					
902-46000	Interest Revenue	48	50	80	50
	Total Interest Earned	48	50	80	50
	Total Revenue	195	150	330	150
Expenditures					
Supplies					
902-5-000-5311-00	Supplies	-	-	-	2,000
	Total Supplies	-	-	-	2,000
	Total Expenditures	-	-	-	2,000
	Revenues Over(Under) Expenditures	195	150	330	(1,850)
	Ending Fund Balance	3,400	3,550	3,730	1,880

Child Safety Fund

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.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
950-Child Safety Fund					
	Beginning Fund Balance	2,615	3,001	3,001	8,391
Revenues					
Fines-Forfeitures					
950-45009	Child Safety	1,938	1,500	5,290	2,500
	Total Fines-Forfeitures	1,938	1,500	5,290	2,500
Interest Earned					
950-46000	Interest Revenue	2			-
950-46000	Interest Revenue - Child Safety	45	80	100	100
	Total Interest Earned	47	80	100	100
	Total Revenues	<u>1,985</u>	<u>1,580</u>	<u>5,390</u>	<u>2,600</u>
Expenditures					
Supplies					
950-5-000-5381-00	Miscellaneous	1,599	-	-	-
950-5-000-5381-02	Child Safety Expenses	-	-	-	1,500
	Total Supplies	1,599	-	-	1,500
	Total Expenditures	<u>1,599</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
	Revenues Over(Under) Expenditures	386	1,580	5,390	1,100
	Ending Fund Balance	3,001	4,581	8,391	9,491

Police Donation Fund

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.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
951-Police Donation Fund					
	Beginning Fund Balance	10,980	6,102	6,101	10,801
Revenues	REVENUES				
Grants					
951-43101	Grants-Police	-	2,000	4,500	2,000
	Total Grant Revenue	-	2,000	4,500	2,000
Interest Earned					
951-46000	Interest Revenue	121	75	200	200
	Total Interest Earned	121	75	200	-
	Total Revenues	121	2,075	4,700	2,100
Expenditures					
Supplies					
951-5-000-5381-00	Miscellaneous	5,000	8,000	-	8,000
	Total Supplies	5,000	8,000	-	8,000
	Total Expenditures	5,000	8,000	-	8,000
	Revenues Over(Under) Expenditures	(4,879)	(5,925)	4,700	(5,900)
	Ending Fund Balance	6,101	177	10,801	4,901

Federal Seizure Fund

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.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
952-Federal Seizure Fund					
	Beginning Fund Balance	70,450	93,459	93,459	90,259
Revenues					
Other Revenue					
952-41100	Federal Seizure Revenue	26,995	-	15,000	-
	Total Other Revenue	26,995	-	15,000	-
Interest Earned					
952-46000	Interest Revenue	1,058	500	1,800	1,500
	Total Interest Earned	1,058	500	1,800	1,500
	Total Revenues	28,053	500	16,800	1,500
Expenditures					
Supplies					
952-5-000-5381-03	Federal Seizure Expenses	5,044	20,000	20,000	20,000
	Total Supplies	5,044	20,000	20,000	20,000
	Total Expenditures	5,044	20,000	20,000	20,000
	Revenue Over(Under) Expenditures	23,009	(19,500)	(3,200)	(18,500)
	Ending Fund Balance	93,459	73,959	90,259	71,759

State Seizure Fund

FUND DESCRIPTION: This fund provides for the accounting of seizure of state 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.

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
953-State Seizure Fund					
	Beginning Fund Balance	-	-	-	10,438
Revenues					
Other Revenue					
953-41100	Chapter 59 Revenue	-	-	10,338	-
	Total Other Revenue	-	-	10,338	-
Interest Earned					
953-46000	Interest Revenue	-	-	100	100
	Total Interest Earned	-	-	100	100
	Total Revenues	-	-	10,438	100
Expenditures					
Supplies					
951-5-000-5381.-03	State Seizure Expenses	-	-	-	3,000
	Total Supplies	-	-	-	3,000
	Total Expenditures	-	-	-	3,000
	Revenue Over(Under) Expenditures	-	-	10,438	(2,900)
	Ending Fund Balance	-	-	10,438	7,538

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.

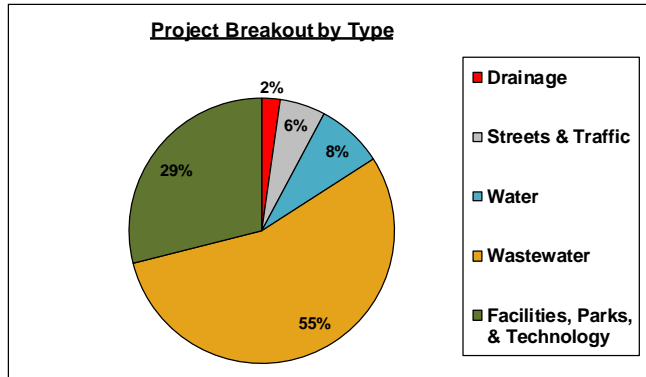


TOTAL PROJECT SUMMARY
5-Year Capital Improvement Plan
 City of Fulshear, Texas
 May 31, 2019

Please Note: All figures below are estimates as of 2019 and are in 2019 dollars not adjusted for inflation.

PROJECT CATEGORY	FY20	FY21	FY22	FY23	FY24	Beyond FY24	TOTAL
Drainage	\$ 1,725,000	\$ 1,095,000	\$ 1,340,000	\$ 700,000	\$ 100,000	\$ -	\$ 4,960,000
Streets & Traffic	\$ 2,615,000	\$ 2,190,000	\$ 2,140,000	\$ 1,340,000	\$ 1,340,000	\$ 2,670,000	\$ 12,295,000
Water	\$ 1,600,000	\$ 2,366,325	\$ 11,871,230	\$ 1,061,645	\$ 1,061,645	\$ -	\$ 17,960,845
Wastewater	\$ 3,145,545	\$ 10,664,368	\$ 14,238,988	\$ 16,575,100	\$ 14,976,000	\$ 62,550,000	\$ 122,150,000
Facilities, Parks, & Technology	\$ 1,785,000	\$ 1,135,000	\$ 2,725,000	\$ 17,725,000	\$ 17,725,000	\$ 23,000,000	\$ 64,095,000
TOTALS	\$ 10,870,545	\$ 17,450,693	\$ 32,315,218	\$ 37,401,745	\$ 35,202,645	\$ 88,220,000	\$ 221,460,845

FUNDING SUMMARY	
Oper. Funds/CIP Fund Bal	\$ 3,936,250
Regional Parks	\$ 1,156,250
County Assistance District	\$ 1,250,000
Utility Funds	\$ 6,695,000
CCR Utility Capital Projects	\$ 2,350,000
EDC A&B Requests	\$ 1,157,500
TBD Facility Bonds	\$ 60,800,000
TBD Utility Bonds	\$ 71,240,845
TBD Mobility Bonds	\$ -
Undetermined	\$ 13,275,000
TOTAL	\$ 161,860,845





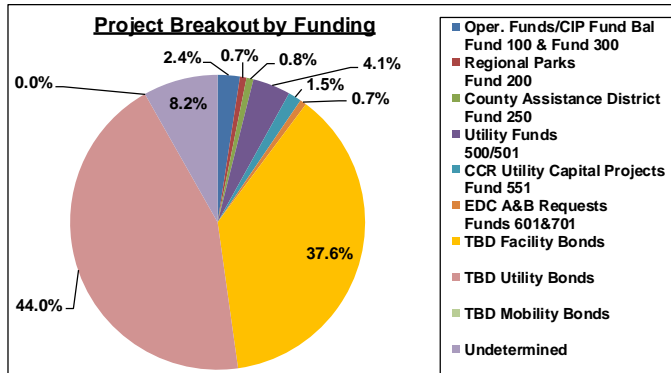
TOTAL FUNDING SUMMARY 5-Year Capital Improvement Plan City of Fulshear, Texas May 31, 2019

Please Note: All figures below are estimates as of 2019 and are in 2019 dollars not adjusted for inflation.

FUNDING SOURCES	FY20	FY21	FY22	FY23	FY24	Beyond FY24	TOTAL
Oper. Funds/CIP Fund Bal	\$4,111,250	-\$175,000	\$0	\$0	\$0	\$0	\$3,936,250
Regional Parks	\$831,250	\$231,250	\$31,250	\$31,250	\$31,250	\$0	\$1,156,250
County Assistance District	\$375,000	\$375,000	\$200,000	\$100,000	\$100,000	\$100,000	\$1,250,000
Utility Funds	\$2,530,000	\$949,000	\$2,736,000	\$240,000	\$240,000	\$0	\$6,695,000
CCR Utility Capital Projects	\$1,670,000	\$200,000	\$160,000	\$160,000	\$160,000	\$0	\$2,350,000
EDC A&B Requests	\$1,157,500	\$0	\$0	\$0	\$0	\$0	\$1,157,500
TBD Facility Bonds	\$0	\$0	\$2,600,000	\$17,600,000	\$17,600,000	\$23,000,000	\$60,800,000
TBD Utility Bonds	\$0	\$4,487,870	\$19,639,598	\$14,900,633	\$17,236,745	\$14,976,000	\$71,240,845
TBD Mobility Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Undetermined	\$0	\$3,863,750	\$3,373,750	\$2,033,750	\$1,433,750	\$2,570,000	\$13,275,000
TOTALS	\$10,675,000	\$9,931,870	\$28,740,598	\$35,065,633	\$36,801,745	\$40,646,000	\$161,860,845

PROJECT SUMMARY	
Drainage	\$ 4,960,000
Streets & Traffic	\$ 12,295,000
Water	\$ 17,960,845
Wastewater	\$ 122,150,000
Facilities, Parks, & Technology	\$ 64,095,000
TOTAL	\$ 221,460,845

Please Note: Undetermined funding assumes future needs currently assumed as operating funds/fund balances. Sources may include existing fund balances, operational funds, developer participation, EDC participation,





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

Project Summary

Project Code & Name	Funding Source	Description
D18A - Drainage Master Planning	Oper. Funds/ CIP Fund Bal.	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. FY20 will update and expand upon drainage needs in the City's southern jurisdiction to include both the current City limits and ETJ. We will work with the county, large area land owners and developers to come up with an approach to identify drainage priorities now and at future build out.
D18B - Drainage Management Program	Oper. Funds/ CIP Fund Bal.	This is an annual heavy maintenance program that will identify specific improvements to the Drainage System. FY20 will include improvements to existing channels, outfalls and roadside ditches where needed to improve drainage flows.
D18C - Drainage System Maintenance Equipment	Oper. Funds/ CIP Fund Bal.	This project will be used to acquire heavy equipment necessary for drainage maintenance needs around the City.
D20A - Downtown West Side Storm Sewer Project	Oper. Funds/ CIP Fund Bal.	Per Project A in the FY19 Downtown Drainage Study findings, this will establish a new drainage outfall in the West portion of the downtown area (5th Street & Wallis Street) to provide for proper drainage flows to the existing drainage way. This addresses the drainage issues on the west side of FM 359 by providing capacity for the 2-year design storm and minimizes the need for on-site detention per current standards and the findings of the Livable Center Study. This project is anticipated to begin in FY21.
D20B - Downtown East Side Storm Sewer Project(s)	Oper. Funds/ CIP Fund Bal.	Per Project B in the FY19 Downtown Drainage Study findings, this work will establish a new storm sewer system in the East portion of the downtown area to provide for proper drainage flows to the existing drainage way. This also allows for the City to abandon storm sewer lines currently run underneath existing structures on private property. This effort will also include portions of Project D as noted in the FY19 Downtown Drainage Study findings. This includes working with area land owners and developers to widen and improve the Fulshear Lake tributary. Phase 1 is expected to begin in FY20, with future phases to follow as needed. <i>(Estimated FY20 EDC Request - \$200k)</i>
D20C - Downtown West Side Ditch Improvements	Oper. Funds/ CIP Fund Bal.	Per Project C in the FY19 Downtown Drainage Study findings, this effort will address drainage issues on the west side of FM 359 by regrading the roadside ditches along Harris Street and Wallis Street along with adding needed storm sewer lines for that area to flow north to proposed infrastructure and south to existing infrastructure. This project is expected to begin in FY22.
D20D - Development of MS4 Stormwater Program	Oper. Funds/ CIP Fund Bal.	This project will provide for the creation of the City's required MS4 stormwater system permit.
D20E - Lea/Penn Area Drainage Improvements	Oper. Funds/ CIP Fund Bal.	This project will implement a \$400k GLO grant request for a project to review, reset, and improve the drainage ditches, culverts and related items in this area. This is primarily along the streets of Lea, Penn, Oak, and Terry. This project should reduce impacts to mobility and the potential for structural flooding. An additional component of this project (\$100k) involves improvements to a drainage outfall in this area. A decision on the grant funding request has not yet been received.

Please Note: All figures below are estimates as of 2019 and are in 2019 dollars not adjusted for inflation. Undetermined funding sources may include existing fund balances, operational funds, developer participation, EDC participation, etc.

Project Code	FY20	FY21	FY22	FY23	FY24	Beyond FY24	TOTALS
D18A	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 225,000
D18B	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 500,000
D18C	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ 1,200,000
D20A	\$ -	\$ 820,000	\$ -	\$ -	\$ -	\$ -	\$ 820,000
D20B	\$ 1,000,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 1,200,000
D20C	\$ -	\$ -	\$ 465,000	\$ -	\$ -	\$ -	\$ 465,000
D20D	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
D20E	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
TOTALS	\$ 1,725,000	\$ 1,095,000	\$ 1,340,000	\$ 700,000	\$ 100,000	\$ -	\$ 4,960,000
Future Annual Operating Costs:							
Project Code	FY20	FY21	FY22	FY23	FY24		
D18A						no additional costs	
D18B						no additional costs	
D18C	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	annual maintenance	
D20A	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	annual maintenance	
D20B	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	annual maintenance	
D20C	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	annual maintenance	
D20D	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs	
D20E	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	annual maintenance	
TOTALS	\$ -	\$ 12,000	\$ 22,000	\$ 24,000	\$ 24,000		



STREETS & TRAFFIC 5-Year Capital Improvement Plan City of Fulshear, Texas

Project Summary

Project Code & Name	Funding Source	Description
ST18A - Pavement Management Program	Oper. Funds/ CIP Fund Bal.	This is an annual heavy maintenance program that will identify specific improvements for the Street and Traffic Systems.
ST18B - Street System Maintenance Equipment	Oper. Funds/ CIP Fund Bal.	This project will be used to acquire heavy equipment necessary for street and traffic maintenance needs around the City.
ST19A - Biennial Roadway Evaluation	Oper. Funds/ CIP Fund Bal.	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. The next assessment is scheduled for FY21.
ST20A - Citywide Traffic Control Improvements	Oper. Funds/ CIP Fund Bal.	This program will provide for traffic studies, design and implementation of necessary improvements. FY20 will include an evaluation of existing conditions to identify necessary traffic control improvements.
ST20B - Huggins Drive and Katy-Fulshear Road Participation Project	Oper. Funds/ CIP Fund Bal./ CAD Fund/ EDC Requests	This project will track the City's participation in these regional road projects with Fort Bend County. The ROW acquisitions for Katy-Fulshear and Huggins Rd. improvements will be funded by this project. The estimated ROW acquisition costs are approximately \$765k for Katy-Fulshear and \$1.4m for Huggins. (CURRENT ESTIMATE \$3.29M for 7 years at 3.51% interest) The budget for FY20 assumes \$200k in EDC requests and \$375k in funds from Gen Oper, CIP, & CAD funds.
ST20C - Texas Heritage Parkway Participation Project	Oper. Funds/ CIP Fund Bal./ EDC Requests	For the Texas Heritage Parkway project, this item will track payments made to the County for the City's portion of the costs. For FY20, the initial payment is estimated to be \$365,000. Of that amount, 50% (\$182,500) is estimated to be funding requests made to the EDC boards.
ST20D - FM 1093 Widening Cost Participation	Oper. Funds/ CIP Fund Bal./ CAD Fund/ EDC Requests	Cost sharing for FM 1093 Widening Project - Primarily for Utility Relocations This assumes financing by Ft. Bend County over three years. Other funding options will continue to be explored. Of the \$400,000 identified for FY20, requests will be made to the EDC boards for \$175,000.
ST20E - Redbird Lane Improvements Project	Oper. Funds/ CIP Fund Bal.	This project will be used to rehabilitate the existing roadway and provide for intersection improvements to minimize the effects of extreme flooding. This project will not address mobility issues during a major storm event, but should improve the area during more frequent minor events.
ST20F - Wallis Street Phase I Extension	Oper. Funds/ CIP Fund Bal.	Within the existing footprint, an asphalt extension will be constructed to FM 1093. At this time, FY20 implementation will only commence if new utility lines are installed on Wallis south of 5th Street.
ST20G - Major Thoroughfare Plan Update	Oper. Funds/ CIP Fund Bal.	This project will update this City's Major Thoroughfare Plan in line with recent planning efforts.

Please Note: All figures below are estimates as of 2019 and are in 2019 dollars not adjusted for inflation. Undetermined funding sources may include existing fund balances, operational funds, developer participation, EDC participation, etc.

Project Code	FY20	FY21	FY22	FY23	FY24	Beyond FY24	TOTALS
ST18A	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ 2,000,000
ST18B	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 200,000
ST19A	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 150,000
ST20A	\$ 100,000	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 800,000
ST20B	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 1,575,000	\$ 4,200,000
ST20C	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 1,095,000	\$ 2,920,000
ST20D	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,200,000
ST20E	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
ST20F	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
ST20G	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
TOTALS	\$ 2,615,000	\$ 2,190,000	\$ 2,140,000	\$ 1,340,000	\$ 1,340,000	\$ 2,670,000	\$ 12,295,000

Future Annual Operating Costs:

Project Code	FY20	FY21	FY22	FY23	FY24	
ST18A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
ST18B	\$ -	\$ 5,000	\$ 1,000	\$ 1,000	\$ 1,000	annual maintenance
ST19A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
ST20A	\$ -	\$ -	\$ 1,000	\$ 3,500	\$ 3,500	annual maintenance
ST20B	\$ -	\$ -	\$ 5,250	\$ 5,250	\$ 5,250	annual maintenance
ST20C	\$ -	\$ -	\$ 3,650	\$ 3,650	\$ 3,650	annual maintenance
ST20D	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	annual maintenance
ST20E	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	annual maintenance
ST20F	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	annual maintenance
ST20G	\$ -	\$ -	\$ 7,500	\$ 750	\$ 7,500	annual maintenance
TOTALS	\$ -	\$ 5,000	\$ 29,900	\$ 25,650	\$ 32,400	



WATER

5-Year Capital Improvement Plan

City of Fulshear, Texas

Project Summary

Project Code & Name	Funding Source	Description
W18A - Water System Management Program	Oper. Funds/Fund Bal. Utility Funds	This is an annual heavy maintenance program that will identify specific improvements for the Water System.
W18B - Water System Maintenance Equipment	Oper. Funds/Fund Bal. Utility Funds	This project will be used to acquire heavy equipment necessary for water system maintenance needs around the City.
W18C - Water Master Plan (Years 1-5) Project 1	TBD Utility Bonds	16-inch Huggins Transmission Line FY20 implementation will depend on progress made on the Fort Bend County Huggins Drive Extension Project.
W18D - Water Master Plan (Years 1-5) Project 3	TBD Utility Bonds	16-inch Katy-Fulshear Rd Transmission Line based on timing estimates for the Fort Bend County Katy-Fulshear Widening Project, this project should begin in FY21 or beyond.
W18F - Water Master Plan (Years 1-5) Project 4	TBD Utility Bonds	16-inch Katy-Fulshear/McKinnon Rd Transmission Line
W18H - Water Master Plan (Years 1-5) Project 5	Utility Oper Funds (incl Cap Rec & Impact Fees)	1.0 MG South Elevated Storage Tank FY20 work will include beginning of design.
W18J - Water Master Plan (Years 1-5) Project 6	TBD Utility Bonds	12-inch James Ln Transmission Line
W18K - Water Master Plan (Years 1-5) Project 2	Utility Oper Funds (incl Cap Rec & Impact Fees)/ EDC Requests	12/16-inch FM 359/North Fulshear Transmission Line-Phase 1 <i>Assumes \$100,000 EDC Requests</i>
W20A - CCR Water Plant #1 System Rehabilitation and Upgrades	CCR Capital Projects Fund	FY20 project will include rehabilitation of water plant piping and related appurtenances. In addition, this project will provide for upgrades to the existing SCADA system.

Please Note: All figures below are estimates as of 2019 and are in 2019 dollars not adjusted for inflation. Undetermined funding sources may include existing fund balances, operational funds, developer participation, EDC participation, etc.

Project Code	FY20	FY21	FY22	FY23	FY24	Beyond FY24	TOTALS
W18A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 500,000
W18B	\$ 200,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 650,000
W18C	\$ -	\$ 242,325	\$ 1,373,175	\$ -	\$ -	\$ -	\$ 1,615,500
W18D	\$ -	\$ 740,925	\$ 4,198,575	\$ -	\$ -	\$ -	\$ 4,939,500
W18F	\$ -	\$ 609,075	\$ 3,451,425	\$ -	\$ -	\$ -	\$ 4,060,500
W18H	\$ 100,000	\$ 524,000	\$ 2,496,000	\$ -	\$ -	\$ -	\$ 3,120,000
W18J	\$ -	\$ -	\$ 152,055	\$ 861,645	\$ 861,645	\$ -	\$ 1,875,345
W18K	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000
W20A	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
TOTALS	\$ 1,600,000	\$ 2,366,325	\$ 11,871,230	\$ 1,061,645	\$ 1,061,645	\$ -	\$ 17,960,845

Future Annual Operating Costs:

Project Code	FY20	FY21	FY22	FY23	FY24	
W18A	\$ -	\$ -	\$ -	\$ -	\$ -	
W18B	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	maintenance costs
W18C	\$ -	\$ -	\$ 2,423	\$ 13,732	\$ 16,155	maintenance costs
W18D	\$ -	\$ -	\$ -	\$ 49,395	\$ 49,395	maintenance costs
W18F	\$ -	\$ -	\$ -	\$ 40,605	\$ 40,605	maintenance costs
W18H	\$ -	\$ -	\$ -	\$ -	\$ 31,200	maintenance costs
W18J	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
W18K	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	maintenance costs
W20A	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	maintenance costs
TOTALS	\$ 6,000	\$ 18,000	\$ 20,423	\$ 121,732	\$ 155,355	



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

Project Summary

Project Code & Name	Funding Source	Description
WW18A - Wastewater System Management Program	Utility Oper Funds/CCR Utility Projects Fund	This is an annual heavy maintenance program that will identify specific improvements for the Wastewater System.
WW18B - Wastewater System Maintenance Equipment	Utility Oper Funds/CCR Utility Projects Fund	This project will be used to acquire heavy equipment necessary for wastewater system maintenance needs around the City.
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% Prof Svcs & 2 yr construction)
WW18D - Wastewater Master Plan (Years 1-5) Project 2	TBD Utility Bonds	WWTP Diversion Lift Station and Force Main (20% Prof Svcs & 2 yr construction)
WW18E - Wastewater Master Plan (Years 1-5) Project 3	Utility Oper Funds (incl Cap Rec & Impact Fees)/ EDC Requests	24/27/30/36-inch FM 359 Interceptor - Phase I <i>Assumes \$100,000 in EDC Requests</i>
WW18F - Wastewater Master Plan (Years 1-5) Project 4	TBD Utility Bonds	30-inch Texas Heritage Parkway Interceptor
WW18H - Wastewater Master Plan (Years 1-5) Project 5	TBD Utility Bonds	West Fulshear Lift Station
WW18I - Wastewater Master Plan (Years 1-5) Project 6	TBD Utility Bonds	15/18-inch West Fulshear Interceptor Phase I
WW18J - Wastewater Master Plan (Years 6-10) Project 7 (PER)	Utility Oper Funds (incl Cap Rec & Impact Fees)	This project will begin the efforts to construct a regional WWTP for the City. FY20 work will include evaluation of the project parameters to include budgetary and operational assumptions.
WW20A - CCR WWTP Treatment System Rehab	CCR Capital Projects Fund	FY20 project to include rehabilitation of the existing leased facilities necessary for operation.
WW20B - CCR WWTP Mechanical System Component Upgrades	CCR Capital Projects Fund	This effort will replace mechanical items (faulty blower) as well as too provide upgrades to the existing SCADA system.

Please Note: All figures below are estimates as of 2019 and are in 2019 dollars not adjusted for inflation. Undetermined funding sources may include existing fund balances, operational funds, developer participation, EDC participation, etc.

Project Code	FY20	FY21	FY22	FY23	FY24	Beyond FY24	TOTALS
WW18A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 500,000
WW18B	\$ 200,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 650,000
WW18C	\$ -	\$ -	\$ -	\$ 3,744,000	\$ 14,976,000	\$ 14,976,000	\$ 33,696,000
WW18D	\$ -	\$ 1,159,400	\$ 4,637,600	\$ 4,637,600	\$ -	\$ -	\$ 10,434,600
WW18E	\$ 1,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000
WW18F	\$ -	\$ 1,502,925	\$ 4,258,288	\$ 4,258,288	\$ -	\$ -	\$ 10,019,500
WW18H	\$ -	\$ 233,220	\$ 1,321,580	\$ -	\$ -	\$ -	\$ 1,554,800
WW18I	\$ -	\$ -	\$ 246,900	\$ 1,399,100	\$ 1,399,100	\$ -	\$ 3,045,100
WW18J	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
WW20A	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000
WW20B	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
TOTALS	\$ 2,950,000	\$ 3,145,545	\$ 10,664,368	\$ 14,238,988	\$ 16,575,100	\$ 14,976,000	\$ 62,550,000

Future Annual Operating Costs:

Project Code	FY20	FY21	FY22	FY23	FY24	
WW18A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
WW18B	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
WW18C	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
WW18D	\$ -	\$ -	\$ -	\$ -	\$ 100,195	annual equipment maintenance
WW18E	\$ -	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	annual equipment maintenance
WW18F	\$ -	\$ -	\$ -	\$ -	\$ 100,195	annual equipment maintenance
WW18H	\$ -	\$ -	\$ -	\$ 15,548	\$ 15,548	annual equipment maintenance
WW18I	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
WW18J	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
WW20A	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	annual equipment maintenance
WW20B	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	annual equipment maintenance
TOTALS	\$ -	\$ 23,500	\$ 23,500	\$ 39,048	\$ 239,438	-



MUNICIPAL FACILITIES, PARKS, & TECHNOLOGY
5-Year Capital Improvement Plan
 City of Fulshear, Texas

Project Summary

Project Code & Name	Funding Source	Description
FPT18B - GIS/CRM/Asset Management System	Oper, CIP, & Utility Funds/Fund Balance	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. <i>(Estimated cost split will be 50%-Oper/CIP & 50%-Utility CIP)</i>
FPT18C - Facilities & Parks Management Program	Oper, CIP, & Parks Funds/ Fund Balance	This is an annual heavy maintenance program that will identify specific improvements to the City's Facilities and Parks. <i>(Estimated funds will be 75%-Oper/CIP and 25%-Parks Fund)</i>
FPT18E - City Hall & PW Downtown Facility Review & Improvements	Oper, CIP, & Utility Funds/Fund Balance	This project will support a study to review facility options to include possible partnerships with other entities as well as the identification of potential improvements & facility upgrades. <i>(Estimated cost split will be 75%-Oper/CIP Funds & 25%-Utility Funds)</i>
FPT18F - Police Department Relocation	TBD Facility Bonds	This project will include a reconstruction of the Police Department Facilities.
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	Oper. Funds/ CIP Fund Bal.	This project will implement the aesthetic and technical priorities for the streetlights within the City covered by the Centerpoint M&O tariff.
FPT19A - Parks & Pathways Master Plan Implementation	Parks Funds & EDC Requests	This ongoing effort will support the design and implementation of projects as identified by and/or in line with the goals of the Parks and Pathways Master Plan. FY20 work will include continued implementation of the Primrose Park concept plan as well as additional items to improve existing infrastructure necessary to implement the plan. <i>(Estimated FY20 cost split will be \$800,000-Park Funds and \$100,000-EDC Requests)</i>
FPT19B - Livable Centers Study Implementation	Oper. Funds/ CIP Fund Bal./ EDC Requests	This ongoing effort will support the design and implementation of projects as identified by and/or in line with the goals of the HGAC Livable Centers Study. FY20 work will include implementation of branding and streetscape items as well as additional items to improve existing infrastructure necessary to implement the plan. <i>(Estimated cost split will be \$200,000-Oper/CIP Funds and \$100,000-EDC Requests)</i>
FPT20A - Comprehensive Plan Update	Oper. Funds/ CIP Fund Bal.	Project to provide for an update of the City's Comprehensive Plan in line with recent planning efforts.
FPT20B - Police Department Security Enhancements Pilot Program	Oper. Funds/ CIP Fund Bal.	This project will be a pilot program to determine the feasibility of area security enhancements such as LPR technology.

Please Note: All figures below are estimates as of 2019 and are in 2019 dollars not adjusted for inflation.

Undetermined funding sources may include existing fund balances, operational funds, developer participation, EDC participation, etc.

Project Code	FY20	FY21	FY22	FY23	FY24	Beyond FY24	TOTALS
FPT18B	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
FPT18C	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ -	\$ 625,000
FPT18E	\$ 75,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 575,000
FPT18F	\$ -	\$ -	\$ 1,600,000	\$ 8,000,000	\$ 8,000,000	\$ -	\$ 17,600,000
FPT18I	\$ -	\$ -	\$ 1,000,000	\$ 5,000,000	\$ 5,000,000	\$ -	\$ 11,000,000
FPT18J	\$ -	\$ -	\$ -	\$ 4,000,000	\$ 4,000,000	\$ 20,000,000	\$ 28,000,000
FPT18K	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ 3,000,000	\$ 4,200,000
FPT18L	\$ 110,000	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 220,000
FPT19A	\$ 900,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000
FPT19B	\$ 300,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
FPT20A	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,000
FPT20B	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
TOTALS	\$ 1,785,000	\$ 1,135,000	\$ 2,725,000	\$ 17,725,000	\$ 17,725,000	\$ 23,000,000	\$ 64,095,000

Future Annual Operating Costs:

Project Code	FY20	FY21	FY22	FY23	FY24	
FPT18B	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	annual facility maintenance
FPT18C	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT18E	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT18F	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT18I	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT18J	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT18K	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT18L	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT19A	\$ -	\$ -	\$ 11,000	\$ 11,000	\$ 11,000	annual facility maintenance
FPT19B	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	annual facility maintenance
FPT20A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT20B	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
TOTALS	\$ -	\$ 500	\$ 16,500	\$ 16,500	\$ 16,500	

Summary of Capital Improvement Projects Five Year Operating Costs						
Project Code	FY20	FY21	FY22	FY23	FY24	
D18A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
D18B	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
D18C	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	annual maintenance
D20A	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	annual maintenance
D20B	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	annual maintenance
D20C	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	annual maintenance
D20D	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
D20E	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	annual maintenance
TOTALS	\$ -	\$ 12,000	\$ 22,000	\$ 24,000	\$ 24,000	
Project Code	FY20	FY21	FY22	FY23	FY24	
ST18A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
ST18B	\$ -	\$ 5,000	\$ 1,000	\$ 1,000	\$ 1,000	annual maintenance
ST19A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
ST20A	\$ -	\$ -	\$ 1,000	\$ 3,500	\$ 3,500	annual maintenance
ST20B	\$ -	\$ -	\$ 5,250	\$ 5,250	\$ 5,250	annual maintenance
ST20C	\$ -	\$ -	\$ 3,650	\$ 3,650	\$ 3,650	annual maintenance
ST20D	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	annual maintenance
ST20E	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	annual maintenance
ST20F	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	annual maintenance
ST20G	\$ -	\$ -	\$ 7,500	\$ 750	\$ 7,500	annual maintenance
TOTALS	\$ -	\$ 5,000	\$ 29,900	\$ 25,650	\$ 32,400	
Project Code	FY20	FY21	FY22	FY23	FY24	
W18A	\$ -	\$ -	\$ -	\$ -	\$ -	
W18B	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	maintenance costs
W18C	\$ -	\$ -	\$ 2,423	\$ 13,732	\$ 16,155	maintenance costs
W18D	\$ -	\$ -	\$ -	\$ 49,395	\$ 49,395	maintenance costs
W18F	\$ -	\$ -	\$ -	\$ 40,605	\$ 40,605	maintenance costs
W18H	\$ -	\$ -	\$ -	\$ -	\$ 31,200	maintenance costs
W18J	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
W18K	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	maintenance costs
W20A	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	maintenance costs
TOTALS	\$ 6,000	\$ 18,000	\$ 20,423	\$ 121,732	\$ 155,355	
Project Code	FY20	FY21	FY22	FY23	FY24	
WW18A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
WW18B	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
WW18C	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
WW18D	\$ -	\$ -	\$ -	\$ -	\$ 100,195	annual equipment maintenance
WW18E	\$ -	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	annual equipment maintenance
WW18F	\$ -	\$ -	\$ -	\$ -	\$ 100,195	annual equipment maintenance
WW18H	\$ -	\$ -	\$ -	\$ 15,548	\$ 15,548	annual equipment maintenance
WW18I	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
WW18J	\$ -	\$ -	\$ -	\$ -	\$ -	no additional costs
WW20A	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	annual equipment maintenance
WW20B	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	annual equipment maintenance
TOTALS	\$ -	\$ 23,500	\$ 23,500	\$ 39,048	\$ 239,438	-
Project Code	FY20	FY21	FY22	FY23	FY24	
FPT18B	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	annual facility maintenance
FPT18C	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT18E	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT18F	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT18I	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT18J	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT18K	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT18L	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT19A	\$ -	\$ -	\$ 11,000	\$ 11,000	\$ 11,000	annual facility maintenance
FPT19B	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	annual facility maintenance
FPT20A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
FPT20B	\$ -	\$ -	\$ -	\$ -	\$ -	no additional maintenance
TOTALS	\$ -		\$ 16,500	\$ 16,500	16,500.00	

Capital Improvement Program Fund – General Government Projects-Detail

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
300-General Capital Projects					
Beginning Fund Balance		1,127,327	833,516	833,516	302,411
Revenues					
Interest Earned					
300-46000	Interest Revenue	15,059	1,000	18,000	12,000
Total Interest Earned		15,059	1,000	18,000	12,000
Other Revenue					
300-47400	Bond Proceeds	-	6,500,000	-	-
Total Other Revenue		-	6,500,000	-	-
Transfers					
300-49510	Xfer In - Gen Fund #100	-	325,000	325,000	3,705,000
300-49511	Xfer In - Gen Fund #101(Grant Match Only)	-	300,000	-	-
300-49525	Xfer In -CAD#7 - #250	-	175,000	-	175,000
300-49551	Xfer In - COF CP Fund 501	95,000	-	-	-
300-49552	Xfer In - Fund #500	-	-	-	10,938
300-49550	Xfer In - Fund #550	-	-	-	32,812
300-49520	Xfer In - Reg Parks #200	-	-	-	31,250
300-49561	Xfer In 4/a Project Fund 601	-	258,750	-	478,625
300-49571	Xfer In 4/B Project Fund 701	-	258,750	-	478,625
Total Transfers		95,000	1,317,500	325,000	4,912,250
Total Revenues		110,059	7,818,500	343,000	4,924,250
EXPENDITURES					
Capital Outlay					
300-5-000-5810-01	D18A-Master Drainage Plan	11,156	75,000	50,000	75,000
300-5-000-5810-02	D18B-Drainage System Mgt Prgm	7,406	156,437	46,437	100,000
300-5-000-5812-02	D20B-Dntown E. Side Storm Sew. Proj.	-	-	-	1,000,000
300-5-000-5812-04	D20D-Dev. Of MS4 Stmwtr Prgm	-	-	-	50,000
300-5-000-5830-01	ST18A-Pavement Management Prgm	128,406	171,594	151,594	400,000
300-5-000-5831-03	ST19C-ROW Study Downtown Area	23,145	-	-	-
300-5-000-5830-03	ST18C-Reg. Rd Project Participation	-	285,000	136,037	-
300-5-000-5832-01	ST20A-Citywide Traffic Control Imp	-	-	-	100,000
300-5-000-5832-02	ST20B-Huggin/Katy Rd Part. Proj.	-	-	-	525,000
300-5-000-5832-03	ST20C-Texas Heritage Pkwy Part Proj	-	-	-	365,000
300-5-000-5860-06	FPT18B-GIS/CRM/Asset Mgmt. System	39	150,000	140,000	50,000
300-5-000-5860-03	FPT18C-Facilities & Parks Mgmt. Prgm	13,963	166,037	136,037	125,000
300-5-000-5860-05	FPT18E-City Hall & PW Facility Assmnt	24,755	50,245	-	75,000
300-5-000-5860-13	FPT18L-LED Street Light Conversion	-	-	-	110,000
300-5-000-5861-02	FPT19B - Livable Ctrs Study Implem	-	200,000	100,000	300,000
300-5-000-5861-05	ST20E-Redbird Ln Imp Project	-	-	-	500,000
300-5-000-5861-06	ST20F-Wallis St. Ph. I Extension	-	-	-	250,000
300-5-000-5861-07	ST20G-Maj. Thoroughfare Plan Updt	-	-	-	75,000
300-5-000-5862-01	FPT20A-Comprehensive Plan Update	-	-	-	175,000
300-5-000-5862-02	FPT20B-Police Dept Sec Enh Pilot Prgm	-	-	-	50,000
300-5-000-5870-00	Software Conversion	-	65,000	65,000	-
300-5-000-5880-00	Bond Projects	-	6,500,000	-	-
300-5-000-5831-01	ST19A - Biennial Roadway Evaluation	-	50,000	49,000	-
300-5-000-5831-02	ST19B - HMGP Redbd Ln Recon Proj	-	300,000	-	-
300-5-000-5831-04	ST20D - FM 1093 Widening Cost Part.	-	350,000	-	400,000
300-5-000-5831-05	D20E-Lea/Pebb Area Drainage Imp	-	-	-	500,000
Total Capital Outlay		208,870	8,519,313	874,105	5,225,000
Transfers					
300-5-000-5900-10	XFER OUT-Gen Fund 100	195,000	-	-	-
Total Transfers		195,000	-	-	-
Total Expenditures		403,870	8,519,313	874,105	5,225,000
Revenues Over(Under) Expenditures		(293,811)	(700,813)	(531,105)	(300,750)
Ending Fund Balance		833,516	132,703	302,411	1,661

Capital Improvement Program Fund – City of Fulshear Utility Projects

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
501-Utility Fund - Capital Projects					
Beginning Fund Balance		906,863	165,821	165,821	1,661,821
Revenues					
Service Revenues					
501-44311	Devlper Infrastructure Fees	404,480	-	1,850,000	500,000
Total Service Revenues		404,480	-	1,850,000	500,000
Interest Earned					
501-46000	Interest Revenue	4,537	3,600	11,000	10,000
Total Interest Earned		4,537	3,600	11,000	10,000
Other Revenue					
501-49525	XFER IN - CAD Fund #250	-	200,000	-	200,000
501-49561	XFER IN - EDC A -#601 pending	-	100,000	-	125,000
501-49571	XFER IN - EDC B#701 - pending	-	100,000	-	125,000
501-49510	XFER IN - GENERAL FUND 100	-	4,903,400	-	-
501-49550	XFER IN - COF UTLTY FUND 500	59,000	30,000	-	390,000
501-49551	XFER IN - COF UTLTY FUND 501	-	-	-	210,000
501-49556	Xfer In - CCR C/P Fund 551	236,000	170,000	-	-
Total Other Revenue		295,000	5,503,400	-	1,050,000
Total Revenues		704,017	5,507,000	1,861,000	1,560,000
Expenditures					
Capital Outlay					
501-5-000-5600-00	Capital Outlay - Equipment	156,000	-	-	-
501-5-000-5600-03	Capital Outlay - Improvements	1,066,850	-	-	-
Total Capital Outlay		1,222,850	-	-	-
Projects					
501-5-000-5880-00	W18A- Water System Mgmt. Program	102,301	47,699	80,000	100,000
501-5-000-5880-02	W18B-Water System Maint. Equip.	-	-	-	200,000
501-5-000-5880-09	W18H-1.0 MG so. Elev. Stge. Tank	-	-	-	100,000
501-5-000-5880-07	W18K-12/16-inch FM 359/N. Fulsh. T-Line	-	-	-	800,000
501-5-000-5890-02	WMP-CIP Bond Proj-W18K	-	100,000	50,000	-
501-5-000-5890-01	WW Master Plan-CIP Bond Projects	1,218	4,903,400	-	-
501-5-000-5891-01	WW18A-WW System Mgmt. Prgm	23,690	151,310	85,000	100,000
501-5-000-5891-02	WW18B-WW System Maint. Equip	-	-	-	200,000
501-5-000-5891-05	WW18E-24/27/30/36-in FM 359 Int.-Ph. I	-	-	-	1,400,000
501-5-000-5891-10	WW18I-12-inch James Ln Trans. Line	-	-	-	300,000
501-5-000-5890-03	WWMP-CIP Bond Proj-WW18E	-	300,000	150,000	-
Total Projects		127,209	5,502,409	365,000	3,200,000
Transfers					
501-5-900-5900-30	Xfer Out Capital Fund 300	95,000	-	-	-
Total Transfers		95,000	-	-	-
Total Expenditures		1,445,059	5,502,409	365,000	3,200,000
Revenues Over(Under) Expenditures		(741,042)	4,591	1,496,000	(1,640,000)
Ending Fund Balance		165,821	170,412	1,661,821	21,821

Capital Improvement Program Fund – Cross Creek Ranch Utility Projects

Account Number	Account Description	FY2018 Actual	FY 2019 Budget	FY2019 Estimated Actual	FY2020 Adopted Budget
551-CCR - Capital Projects					
	Beginning Fund Balance	681,720	494,873	494,873	4,730,474
551-44311	Developer Contributions	40,000	-	-	-
	Total Service Revenue	40,000	-	-	-
551-46000	Interest Revenue	9,153	1,200	20,000	20,000
	Total Interest Earned	9,153	1,200	20,000	20,000
551-49555	XFER IN- CCR Utility Fund #550	-	-	4,215,601	-
	Total Other Revenue	-	-	4,215,601	-
	Total Revenues	49,153	1,200	4,235,601	20,000
Expenditures					
Projects					
551-000-5800-00	W20A-Water Plant #1 Sys. Reh/Upgrades	-	-	-	400,000
551-000-5800-01	WW20A-WWTP Rehab	-	-	-	650,000
551-000-5800-02	WW20B-WWTP Mech. Sys. Comp. Upgrade	-	-	-	300,000
	Total Projects	-	-	-	1,350,000
Transfers					
551-05-900-5900-51	Xfer Out Fulshear CIP #501	236,000	-	-	-
	Total Transfers	236,000	-	-	-
	Total Expenditures	236,000	-	-	1,350,000
	Revenues Over(Under) Expenditures	(186,847)	1,200	4,235,601	(1,330,000)
	Ending Fund Balance	494,873	496,073	4,730,474	3,400,474

Appendix

Budget Ordinance

**ORDINANCE NO. 2019-1306
AN ORDINANCE ADOPTING THE CITY OF FULSHEAR'S FISCAL YEAR 2019-2020 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, 2019 AND ENDING SEPTEMBER 30, 2020; APPROPRIATING FUNDS FOR ALL CITY FUNDS INCLUDING THE GENERAL, ENTERPRISE, SPECIAL REVENUE AND CAPITAL IMPROVEMENT PROGRAM FUNDS. FINDING THAT ALL THINGS REQUISITE AND NECESSARY HAVE BEEN DONE IN PREPARTATION AND PRESENTMENT OF SAID BUDGET; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

WHEREAS, the Charter of the City of Fulshear, Texas, and the Statutes of the State Texas, reequire that an annual budget be prepared and presented to the City Council of the City of Fulshear, Texas, prior to the beginning of the fiscal year of said City, and that a public hearing be held prior to the adoption of said Budget; and

WHEREAS, the Budget for the fiscal year October 1, 2019, through September 30, 2020, has heretofore been presented to the City Council and due deliberation had thereon, was filed in the office of the City Secretary on August 5, 2018, and a public hearing scheduled for September 10, 2018 was duly advertised and held.

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

SECTION 1: That the Budget for the City of Fulshear, Texas, now before the said City Council for consideration, a complete copy of which is on file with the City Secretary and incorporated hereto by reference, is hereby adopted as the Budget for the said City of Fulshear, Texas, for the period October 1, 2019 through September 30, 2020.

SECTION 2: Be it FURTHER ORDAINED, that the said City Council finds that all thinkgs requesite and necessary to the adoption of said Budget have been performed as reequired by charter or statute.

SECTION 3: The City Council offically finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this Ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

SECTION 4: This Ordinance shall be in effect from and after its passage and approval.

PAASED AND APPROVED THIS 17TH DAY OF September, 2019.



CITY OF FULSHEAR, TEXAS

[Signature]
Aaron Groff, Mayor

ATTEST:

[Signature]
Kimberly Kopecky, City Secretary

CITY OF FULSHEAR, ORDINANCE NO. 2018-1306

Tax Ordinance

**ORDINANCE NO. 2019-1306
AN ORDINANCE ADOPTING THE CITY OF FULSHEAR'S FISCAL YEAR 2019-2020 BUDGET**

AN ORDINANCE OF THE CITY OF FULSHEAR, TEXS, MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF FULSHEAR FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; APPROPRIATING FUNDS FOR ALL CITY FUNDS INCLUDING THE GENERAL, ENTERPRISE, SPECIAL REVENUE AND CAPITAL IMPROVEMENT PROGRAM FUNDS. FINDING THAT ALL THINGS REQUISITE AND NECESSARY HAVE BEEN DONE IN PREPARATION AND PRESENTMENT OF SAID BUDGET; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

WHEREAS, the Charter of the City of Fulshear, Texas, and the Statutes of the State Texas, reequire that an annual budget be prepared and presented to the City Council of the City of Fulshear, Texas, prior to the beginning of the fiscal year of said City, and that a public hearing be held prior to the adoption of said Budget; and

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SECTION 2: Be it FURTHER ORDAINED, that the said City Council finds that all thinkgs requesite and necessary to the adoption of said Budget have been performed as required by charter or statute.

SECTION 3: The City Council offically finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this Ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

SECTION 4: This Ordinance shall be in effect from and after its passage and approval.

PAASED AND APPROVED THIS 17TH DAY OF September, 2019.



CITY OF FULSHEAR, TEXAS
[Signature]

Aaron Groff, Mayor

ATTEST:
[Signature]

Kimberly Kopecky, City Secretary

CITY OF FULSHEAR, ORDINANCE NO. 2018- 1306

General Community Information

GENERAL COMMUNITY INFORMATION		
GOVERNMENT		
Date of Incorporation		1977
Home Rule Charter		2016
Form of Government		Council-City Manager
DEMOGRAPHICS		
Population	2019	14,141
	2010	1,134
SCHOOLS		
Elementary		3
Middle Schools		1
High Schools		1
MAJOR EMPLOYERS		
Lamar CISD		368
H.E.B. Grocery		339
Katy ISD		314
City of Fulshear		62
McDonalds		45
Civil Corp		20
Fort Bend County		5
TAX STRUCTURE		
Ad Valorem Tax Rate (as of Jan. 1, 2018)		
(per \$100 of Appraised Value)		
City of Fulshear		0.21851
Fort Bend County Emergency Services District #4		0.10000
Fort Bend County Drainage		0.01350
Fort Bend County		0.44470
Katy Independent School District		1.44320
Lamar Consolidated Independent School District		1.32000
Fort Bend Municipal Utility District 169 (Cross Creek Ranch)		1.30000
Fort Bend Municipal Utility District 170 (Cross Creek Ranch)		1.30000
Fort Bend Municipal Utility District 171 (Cross Creek Ranch)		1.10000
Fort Bend Municipal Utility District 172 (Cross Creek Ranch)		1.10000
Fort Bend Municipal Utility District 173 (Cross Creek Ranch)		1.30000
Fulshear Municipal Utility District 1 (Fulbrook on Fulshear C		1.12000
Fulshear Municipal Utility District 2 (Fulbrook Run)		1.20000
SERVICES PROVIDED		
Police Protection		
Number of Stations		1
Number of Sworn Officers		25
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		Commissioner 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.

Glossary of Terms

AUDIT. A systematic collection of the sufficient, competent, evidential matter needed to attest to the fairness of management/s assertions in the financial statement 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.

CERTIFICATES 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

Glossary of Terms

through property tax and/or utility revenues, generally for a shorter term than bonds.

Certificates of Obligation (C.O.) are 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.

CONTRACTUAL 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.

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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.

Glossary of Terms

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.

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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

Glossary of Terms

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.

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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 or 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.