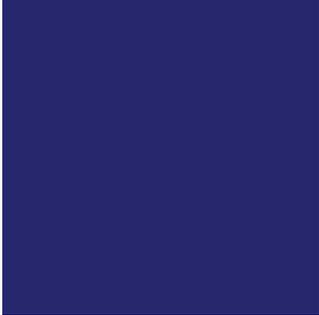
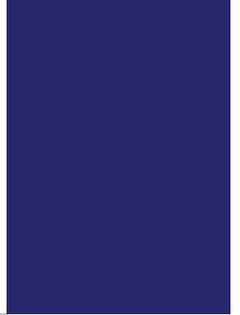


City of Friendswood, Texas

www.friendswood.com



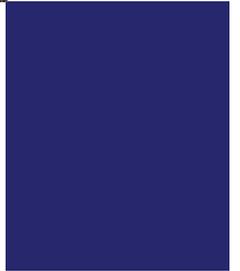
Trust



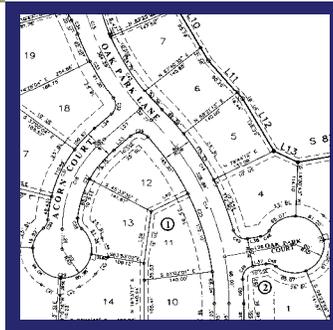
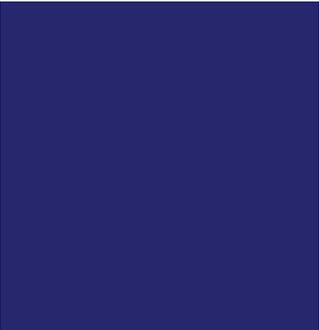
Respect



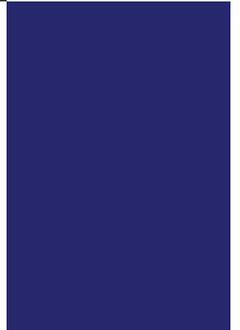
2012-2013
**Adopted
Budget**



Accountability



Quality





CITY OF FRIENDSWOOD, TEXAS

ADOPTED ANNUAL BUDGET

October 1, 2012 - September 30, 2013

Mayor

Kevin Holland

Mayor Pro-Tem

Jim Hill

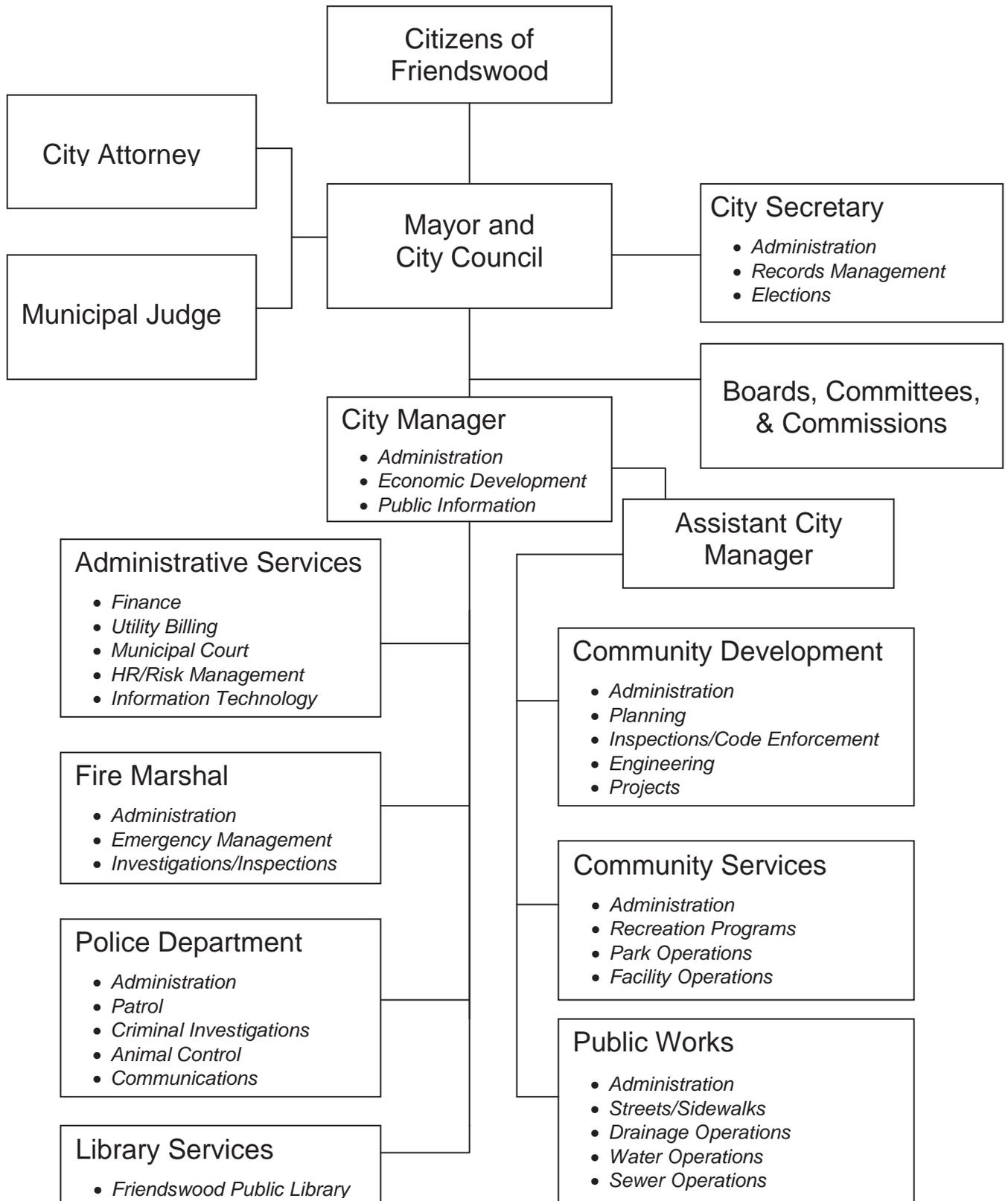
Council Members

- Steve Rockey Position 1
- Billy Enochs Position 2
- Patrick J. McGinnis, MD..... Position 4
- John Scott Position 5
- Deirdre Carey Brown..... Position 6

Budget Team

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

CITY OF FRIENDSWOOD Organization Chart



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

This adopted budget will raise more total property taxes than last year's budget by an estimated \$336,199 or 2.4%, and of that amount \$308,171 is tax revenue to be raised from estimated new property added to the roll this year.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Friendswood
Texas**

For the Fiscal Year Beginning

October 1, 2011

Linda C. Danison Jeffrey R. Egan

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **City of Friendswood, Texas** for its annual budget for the fiscal year beginning **October 1, 2011**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

Guide to Use of the Budget

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

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

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

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

The next section is entitled **Departmental Information**. Each department includes: (1) an organizational chart depicting the department structure; (2) department narrative, goals, objectives and performance measures; (3) department summary with department totals across all funds and a departmental staffing table showing the full-time equivalents. The general ledger account number segment for fund, department and division accounts are included for cross-reference to the detail division budgets. The detailed departmental pages are formatted to include FY11 actual; FY12 original budget; FY12 amended budget; year to date 6/30/12 actual expenditures; year-end estimate for FY12; and FY13 adopted budget data.

The next section is reserved for the **Debt & Capital section**. The tax and revenue Debt Service portion of this section contains summary schedules, tax debt service and revenue debt service to maturity charts and payment schedules for each bond issue of the City. Currently, the City's Capital Improvement Plan is being reviewed by the Community Development Department and City departmental Directors. The adopted budget document includes available information, in draft format, from the Capital Improvement Program for the upcoming budget year by fund and project as well as the detail by object account.

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

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CITY OF FRIENDSWOOD

December 14, 2012

Honorable Mayor and City Council:

We are pleased to present the adopted budget for Fiscal Year 2012-13. Following this transmittal letter is a schedule of changes to the proposed budget submitted to you on August 1, 2012.

As mentioned in the proposed budget document, much was accomplished during Fiscal year 2011-12.

- The following Capital Improvement Plan projects were completed:
 - Melody Lane reconstruction/expansion
 - Sunnyview/Skyview reconstruction
 - Water Plants 5 & 6 replacements
 - Surface Water Plant 2 improvements
 - Library Parking Lot rehabilitation
 - Blackhawk Blvd., Wandering Trails, Oak Vista Drive reconstruction commenced
 - Utilized savings from 2006 and 2009 revenue bonds to fund the replacement of Water Plants 2 & 7 and Lift Stations 3 & 6.

- Grant projects secured and/or completed include :
 - The Economic Development Administration water and sewer infrastructure projects in the City's 'panhandle' area were completed.
 - Economic Development Administration funding for a new traffic signal and reader-board sign at FM 2351 and Blackhawk and new irrigation in medians along FM 2351 was approved and design began.
 - Completed the installation of 33 new natural gas generators at our lift stations and at Fire Stations #1 & #2, #3, surface water station 1 & water well 2, and other structural improvements were made to Fire Station #3.
 - A State Energy Conservation Office Energy Efficiency grant was obtained that helped install new HVAC systems at various City facilities.
 - Approval of General Land Office hurricane disaster recovery funding to widen and improve Friendswood Link Road was received. Design and plans are underway.

- The City's new Animal Control Facility was completed.
- The City continues to enjoy one of the lowest serious index crime rates in the Houston metropolitan area.
- A bond refinancing saved over \$1 million in debt service payments.
- City Administrative Staff were reorganized, creating a new Assistant City Manager position without adding any new employees.

- The Community Development Department and Economic Development Office collaborated in new customer surveys and business retention visits, while also creating a new Business Development Guide.
- The City partnered with Friendswood ISD on the construction of a new Centennial Park parking lot and associated lighting.
- Staff Maintained the City's excellent record of receiving awards for Excellence in Financial Reporting (Comprehensive Annual Financial Report), Budget Presentation and the highest recognition from the State Comptroller for Financial Transparency.
- New strategic plans for Information Technology and the Friendswood Public Library were completed.
- A partnership with Friendswood ISD allowing the City to utilize their fuel depot and save on fuel costs.
- Adjustments were made in Community Development and Administrative Services to reallocate Staff resources that provided Utility Billing with needed additional support. This was done without adding any new employees.
- Keep Friendswood Beautiful received 3rd place in Keep Texas Beautiful Governor's Community Achievement Award.
- The City received three awards from the International Economic Development Council for the City's Retail Recruitment Advertisement, Live Here Work Here campaign, and New Business Guide.

Some of the most important work done by the City Council and Staff is the adoption the annual budget. During work sessions with Council, Staff was directed to develop a 2012-13 operating budget plan designed to allow the City to continue to provide service at the current level.

Receipt of certified property values from the City's two appraisal districts, Galveston and Harris counties, resulted in a significant change from the proposed to the adopted budget. The proposed budget was developed using the estimated effective tax rate of \$0.6046. Certified values were slightly higher than projected which produced an effective tax rate of \$0.597061. Adopting the 2012 tax rate of \$0.5970 resulted in a \$66,118 reduction of the projected tax levy.

Another change included in the adopted budget was the termination of the household hazardous waste disposal services contract with the City of Pearland. This resulted in savings of \$30,100 from the elimination of base budget funding of \$15,100 and a proposed \$15,000 decision package related to the service. The service is still available to Friendswood residents who may individually purchase a voucher to utilize the facility.

The adopted budget also includes a savings of \$25,000 in healthcare expenses. This is a result of the City of West University Place joining the City's inter-local partnership with Webster and Dickinson and the establishment of an employee benefits trust for premium payments. Having an additional city in the partnership increases our ability to better control costs in the future.

Throughout the document, FY2011 audited amounts, FY2012 adopted and amended budget amounts, and FY2012 year-end estimates have been provided for comparison to the adopted budget for fiscal year 2012-13.

Keeping with the City's core values: **T**rust, **R**espect, **A**ccountability, and **Q**uality or "**TRAQ**" as our guide in decision-making, we have produced an adopted budget that will help us face the challenge of "needing to do more with less," capital improvement needs, concerns of aging infrastructure and, in general, the rising cost of doing business in a competitive market.

During fiscal year 2012-13, as in years past, we will remain diligent in our efforts to examine the needs and available resources on a city-wide basis while meeting the key budget objectives:

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

An adopted budget-in-brief follows this letter with a high-level summary of the details included in this document.

The budget is designed to serve as a policy document, financial plan, operational guide and a communications device, while providing Council with useful information needed to establish policies and offer guidance for the City. We continuously work to improve our budget document, and believe that work is evident in the City earning its ninth consecutive Government Finance Officers Association Distinguished Budget Presentation award in fiscal year 2011-12.

I would like to take this opportunity to thank the Mayor and City Council for your commitment to the City of Friendswood and its citizens and for your direction in the budget development process. As mentioned previously in this letter, producing the City's budget involves cooperation, trust, respect and teamwork by our staff, and between our staff and elected officials. We appreciate the efforts of the entire budget team and would like to especially thank the Administrative Services staff for their efforts.

Respectfully submitted,

A handwritten signature in black ink that reads "Roger C. Roecker". The signature is written in a cursive, flowing style.

Roger C. Roecker

City Manager

Changes to the FY13 Proposed Budget

GENERAL FUND	
Original Proposed FY13 Revenue Estimate	\$21,977,523
Changes to Revenue:	
Tax Levy Reduction (Estimated ETR \$0.6046 to adopted tax rate \$0.5970)	(\$62,118)
Total Changes to Funding Available	(\$62,118)
Adopted FY13 Revenue Estimate	\$21,915,405
Original Proposed FY13 Expenditure Estimate (General Fund)	\$22,315,691
Changes to Expenditures:	
Animal Control Expenditures (offset Revenue increase)	\$17,405
City of Pearland HHW Budget	(\$15,100)
City of Pearland HHW Budget - Decision Package	(\$15,000)
Municipal Court Bailiff Expenses to Court Security/Technology Fund	(\$5,000)
Estimated Savings from Employee Benefits Trust Implementation	(\$25,000)
Total Changes to Expenditures	(\$42,695)
Adopted FY13 Expenditure Estimates	\$22,272,996
Original Proposed Use of Fund Balance (General Fund)	\$338,168
Street Maintenance (add'l needed after tax rate decrease and expenditure revisions)	\$19,423
Adopted Total Use of Fund Balance (General Fund)	\$357,591

Changes to the FY13 Proposed Budget

TAX DEBT SERVICE FUND

Changes to Revenue:

Tax Levy Reduction (Estimated ETR \$0.6046 to adopted tax rate \$0.5970) (\$3,999)

Total Changes to Tax Debt Service Fund (\$3,999)

MUNICIPAL COURT BUILDING SECURITY/TECHNOLOGY FUND

Changes to Expenditures:

Municipal Court Bailiff Expenses from General Fund \$5,000

Total Changes to Municipal Court Building Security/Technology Fund \$5,000

PARK LAND DEDICATION FUND

Original Proposed FY13 Expenditure Estimate (Park Land Dedication Fund) \$130,700

Changes to Expenditures:

Lake Friendswood Improvements (Parks Committee Recommendation - Scenarios 3) \$116,203

Total Changes to Expenditures \$116,203

Original Proposed Use of Fund Balance (Park Land Dedication Fund) \$79,800

Lake Friendswood Improvements (Parks Committee Recommendation - Scenario 3) \$116,203

Adopted Total Use of Fund Balance (Park Land Dedication Fund) \$196,003

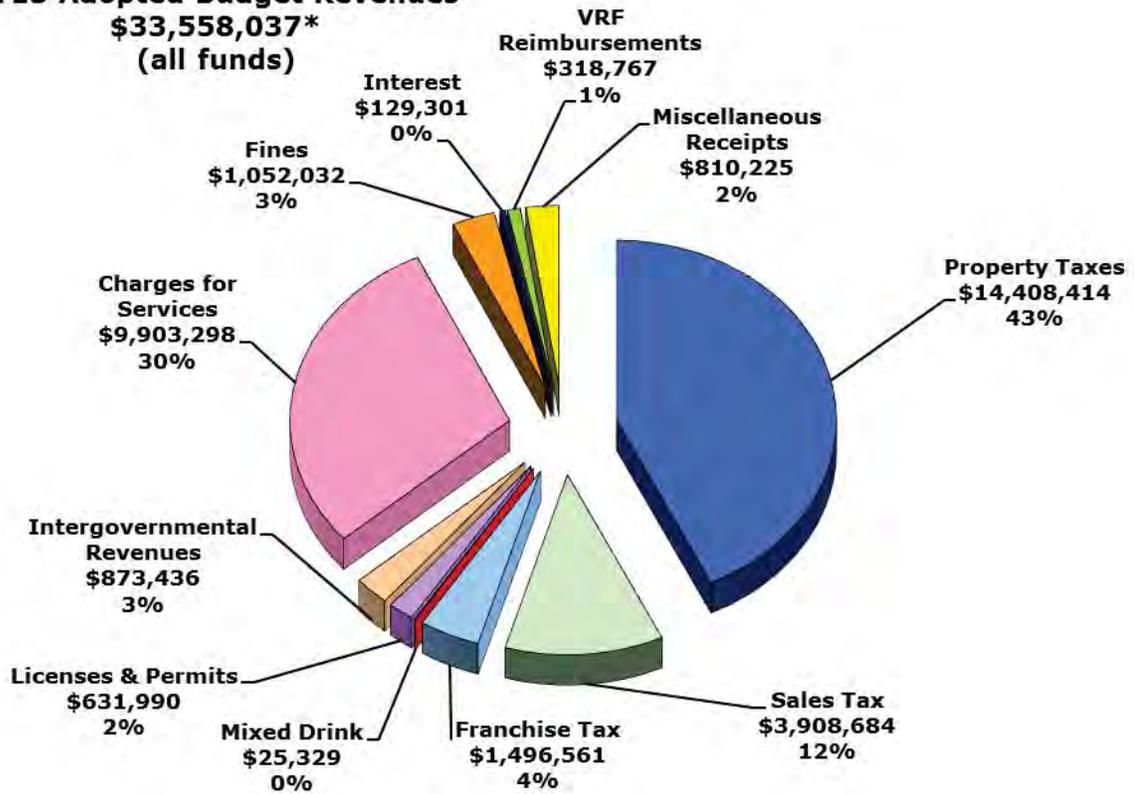
Adopted Budget in Brief

What follows is a summary of the City of Friendswood's adopted budget for fiscal year 2012-13. The budget was adopted by City Council on October 1, 2012, based on revisions of the proposed budget outlined during budget work sessions with Council and Staff.

Revenue

1. The adopted City-wide budget appropriates \$33.6 million in revenues, an increase of \$1.2 million or 3.7% from fiscal year 2011-12. The budget also includes uses of fund balance and/or retained earnings in several funds of about \$3.9 million to offset budgeted expenditures.
 - Property tax revenue is projected to increase from the previous year due to newly constructed properties included on the 2012 tax roll.
 - Water utility revenue is expected to increase by about \$200K from the prior year's budget as a result of changes in City-wide water consumption patterns over the past 2 to 3 years.
 - Fines revenue is projected approximately \$64K higher than last year's budget due to the City's increased participation in the State of Texas' warrant round-up. Also, recently filling the vacancy of the City's Warrant Officer is expected to positively impact fines collection.
 - The budget reflects projected decreases totaling \$325K in other revenue sources, such as sales and franchise taxes, intergovernmental revenue and interest on investments.
2. The adopted tax rate has significant impact on the adopted budget, as property taxes generate almost 60% of the City's operating revenue in the general fund. The adopted tax rate for 2012 is slightly below the effective tax rate of \$0.597061, which would have produced approximately the same tax revenue from properties taxed in both the current and prior year.
 - The City's adopted tax rate for 2012 is \$0.5970 per \$100 of taxable value. This rate is \$0.0068 higher than the current year's tax rate of \$0.5902.
 - The M&O portion of the rate is \$0.5307 and the I&S portion of the rate is \$0.0663.
 - The total projected property tax levy included in the adopted budget is \$14,283,414, up \$336,199 or 2.4% from last year. This increase is directly related to new construction.
3. Property tax revenue in the adopted budget is based on estimated net taxable values totaling \$2,392,531,721 for tax year 2012, a very small gain of \$1,321,785 from tax year 2011 certified values including supplemental rolls.
 - Information from the City's two appraisal districts during budget development indicated very little net change in overall property values due to Galveston County reporting an increase and Harris County reporting a decrease of almost the same amount.
 - As previously stated, overall net taxable value has increased from 2011 to 2012; mainly due to newly constructed properties added to the tax roll in 2012. However, property value changes vary on an individual basis. As a result, tax bills for property owners could be more or less from 2011 to 2012, depending on the valuation of their property from 2011 to 2012 and property tax exemptions in place. If a home's value decreased from 2011 to 2012, the tax bill will be less than last year. If a home's value remained the same or increased from 2011 to 2012, the tax bill will be slightly more than last year.

FY13 Adopted Budget Revenues
\$33,558,037*
(all funds)



*Excludes inter-fund transfers and uses of fund balance and retained earnings. Uses of fund balance and retained earnings in several funds total \$3,935,422, resulting in revenues offsetting budgeted expenditures.

Expenses

4. Excluding inter-fund transfers, the adopted budget appropriates approximately \$37.5 million in expenditures. This is a decrease of \$ 440K or 1.2% from last year's adopted budget.
 - The decline can be directly attributed to decision packages funded in fiscal year 2011-12 with single year impact and the completion of capital improvement projects in fiscal year 2011-12. Funding for the expenses was one-time in nature and is not repeated in the adopted budget for 2012-13.

5. Personnel costs makes up almost 70% of the City's operational budget. The adopted budget includes staffing of 216.07 full-time equivalents (FTE), an increase of 2 FTE. Funding for the two positions is reflective of mid-year start dates. Changes in personnel expenditures from fiscal year 2011-12 are:
 - Addition of 1 full time Police Officer (mid-year funding)
 - Addition of 1 full time Information Technology Technician (mid-year funding)
 - Transfer of 1 full time Administrative Secretary from the Community Development Department (General Fund) to a Utility Billing Clerk position (Water & Sewer Fund)
 - Projected healthcare savings of \$25K are included in the budget as a result of the establishment of an employee benefits trust to facilitate premium payments. The City of West University Place joined the interlocal partnership with Friendswood, Webster and Dickinson in 2012, giving the participating cities increased negotiating power.
 - The City's TMRS contribution rate will increase from 15.57% to 15.64% on January 1, 2013
 - Funding in the amount of \$150,000 is included for employee merit increases
 - No across the board pay increases are given
 - Merit is awarded based on the employee's performance

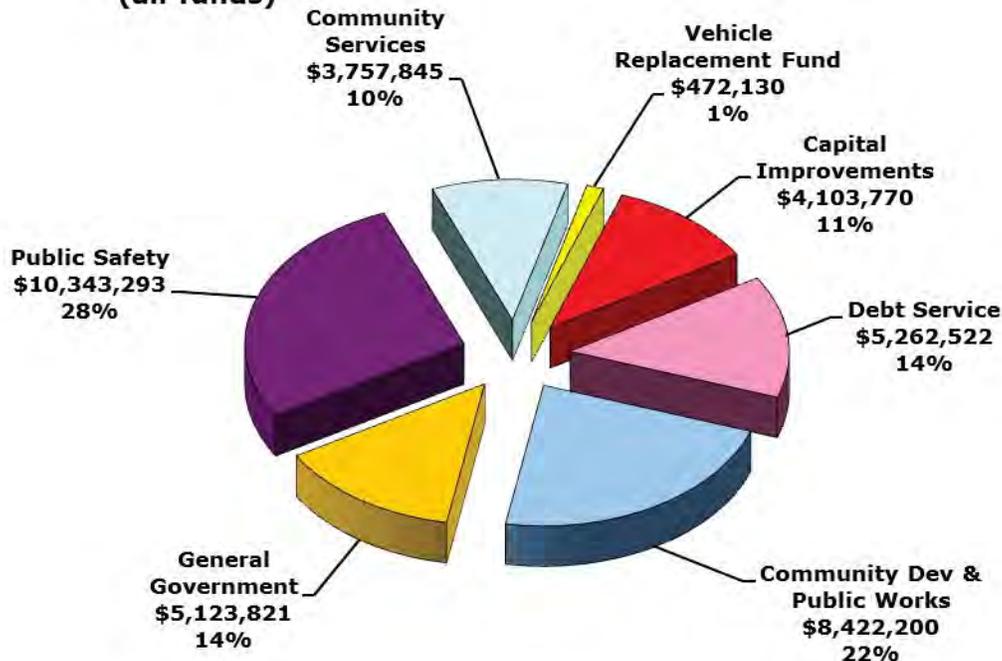
6. Additional funding for non-personnel related operational expenses needed to maintain current service levels are included in the budget and a detailed listing is provided in this document's appendix.
 - Forces at Work included total \$22,200 (General Fund), \$47,000 (Water & Sewer Fund) and \$1,737 (Police Investigation Fund)
 - Decision Packages in the General Fund total \$956,787
 - Decision Packages in the Water & Sewer Fund total \$19,375
 - Decision Packages in the Court Building/Technology Fund total \$20,000
 - Decision Packages in the Vehicle Replacement Fund total \$35,000

7. Included in the decision packages previously mentioned, the following Capital Improvements are part of the adopted budget:
 - \$500,000 for Street Improvements
 - \$167,610 from projected revenues in the General Fund
 - \$332,390 from Fund Balance reserves in the General Fund
 - \$130,700 for parks improvements (funded from Park Land Dedication Fund)
 - Soccer field #33 lighting at Centennial Park - \$100,000
 - Gazebo repairs at Stevenson Park - \$12,700
 - Concrete driveway from Shadwell to the gazebo at Stevenson Park - \$18,000
 - Included in the adopted budget, separate of the FY13 decision packages, is \$300,000 for sewer line maintenance in the Water & Sewer Fund

8. The adopted budget provides for fleet replacements totaling \$472,130:
 - Municipal Court – 1 patrol unit
 - Police Department – 6 patrol units
 - Community Development – 3 trucks
 - Community Services – 1 truck
 - Public Works – 2 trucks

9. Debt Service payments funded and detailed in the adopted budget are:
 - Total Tax Debt Service - \$22,255,884
 - 2012-13 principal, interest & fiscal agent fee payments – \$1,677,101
 - Total Water & Sewer Revenue Debt Service - \$58,009,515
 - 2012-13 principal, interest & fiscal agent fee payments - \$3,285,454

FY13 Proposed Budget Expenditures
\$37,485,581*
(all funds)



*Excludes inter-fund transfers. Uses of fund balance and retained earnings in several funds total \$3,935,422, resulting in revenues offsetting budgeted expenditures.

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

City of Friendswood, Texas

City Overview

Community

It's no surprise why Friendswood has been nationally recognized as one of the best places to live in the country. With low tax rates, outstanding public education, and the lowest crime rate in the region, Friendswood is the perfect place to live, work, and play. The city features beautiful parks and lush landscaping, along with a championship golf course. Children academically excel via two superior public school systems – Friendswood ISD and Clear Creek ISD. These attributes perfectly match Friendswood's affluent resident base of well-educated, high-income families. More than 50% of residents work in executive, professional, and managerial positions and generate an average household income of over \$100,000 – one of the highest in the Houston area.

History

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

Today

Now, after 115 plus years, Friendswood has grown to around 37,247. The Quaker values can still be seen through community involvement. Residents participate in city civic and education events and Fourth of July celebrations.

Business

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

City Overview

Quality Lifestyle

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

Location

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



Demographics

- Land size 21.2 sq. miles
- Friendswood population est. 37,247
- Number of households 13,544
- Population by age
 - ✓ Under 14 years 24%
 - ✓ 15-19 years 8%
 - ✓ 20-44 years 33%
 - ✓ 45-64 years 26%
 - ✓ 65 years and over 9%
- Median Age—37
- Average household size--2.82
- 2012 est. annual household income--\$100,000
- 97.4% of adult residents have a high school degree
- 40% of residents have a bachelor's degree
- 12% of residents have a graduate degree
- Bay Area** population--400,000

Labor Force and Economic Base

- Labor Pool: 18-65
- Unemployment: 5.9%
- Friendswood: 18,303
- Bay Area: 295,866
- Houston: 1,095,469
- Employment by occupation
 - 48% Managerial/Professional
 - 10% Service Occupations
 - 26% Sales and Office
 - 8% Construction/Maintenance
 - 8% Production/Transportation

Bay Area Predominant Business Categories

- Aerospace and defense
- Software and computing
- Biotechnology
- Computer equipment
- Electronics
- Communication Services
- Chemicals

Top Employers

- Friendswood ISD
- H.E. Butt Grocery Company
- Kroger Texas, LP
- City of Friendswood
- Clear Creek ISD
- Friendship Haven Nursing Home
- Friendswood Health Care Center
- McDonald's
- Emeritus
- U.S. Post Office
- UTMB

Top Non-Residential Taxpayers

- Texas-New Mexico Power Co.
- Autumn Creek Development, LTD
- H E Butt Grocery Company
- HSRE Friendswood LLC
- HCP Friendswood LLC - Emeritus
- MB Friendswood – Friendswood Crossing Shopping Center
- Buzbee Family Limited Partnership
- Southwestern Bell Telephone Company
- Frontier Land V. P. L. L.
- HEB Pantry Foods

Financial Status

- City Bond Rating:
"AA-" from Standard & Poor's
- Projected assessed property value (2012) - \$2,840,009,120
- Projected net taxable value (2012) - \$2,392,531,721
- Annual sales tax revenue in FY 2011-12 - \$3,907,577
- Projected FY 2012-13 sales tax revenues - \$3,903,778
- City property tax rate \$0.5970 (2012)
- 7.75% total sales tax rate
 - 6.25% State
 - 1.50% City

Quality of Life

- 2011 average homestead value \$215,885
- 2011 average taxable home value \$172,708
- 2012 YTD avg. new home permit \$331,095
- 2010 Low crime rate per 1000 population

Friendswood	12.02
Pearland	20.30
Sugar Land	24.24
League City	27.95
Alvin	33.72
Houston	60.42
Galveston	63.67
Webster	71.23

Recreation

- 8 City parks
- 2 County parks
- 201 acres of green space and nature trails
- Adult, Youth, and Senior programs
- Annual special events with 10,000 attendees include July 4 celebration, Holiday Hustle Fun Run, Santa-in-the-Park, Kid Fish, Youth Sports Day Program, and Concerts-in-the-Park

Education

- Served by 2 Public School Districts
(in order by land area served)
- Friendswood ISD--4A
Rated Exemplary by State of Texas
Web: www.fisdk12.net
- Clear Creek ISD--5A
Rated Exemplary by State of Texas
Web: www.ccisd.net



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

Adopted by Resolution

Vision Statement

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

City of Friendswood Mission Statement

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

Guiding Principles

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

Council Philosophy

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

Strategic Goals

1. Communication

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

2. Economic Development

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

3. Preservation

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

4. Partnerships

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

5. Public Safety

- Build and expand external partnerships
- Ensure a safe environment

6. Organizational Development

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

Strategic Goal Matrix

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

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

Planning for the Future

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

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

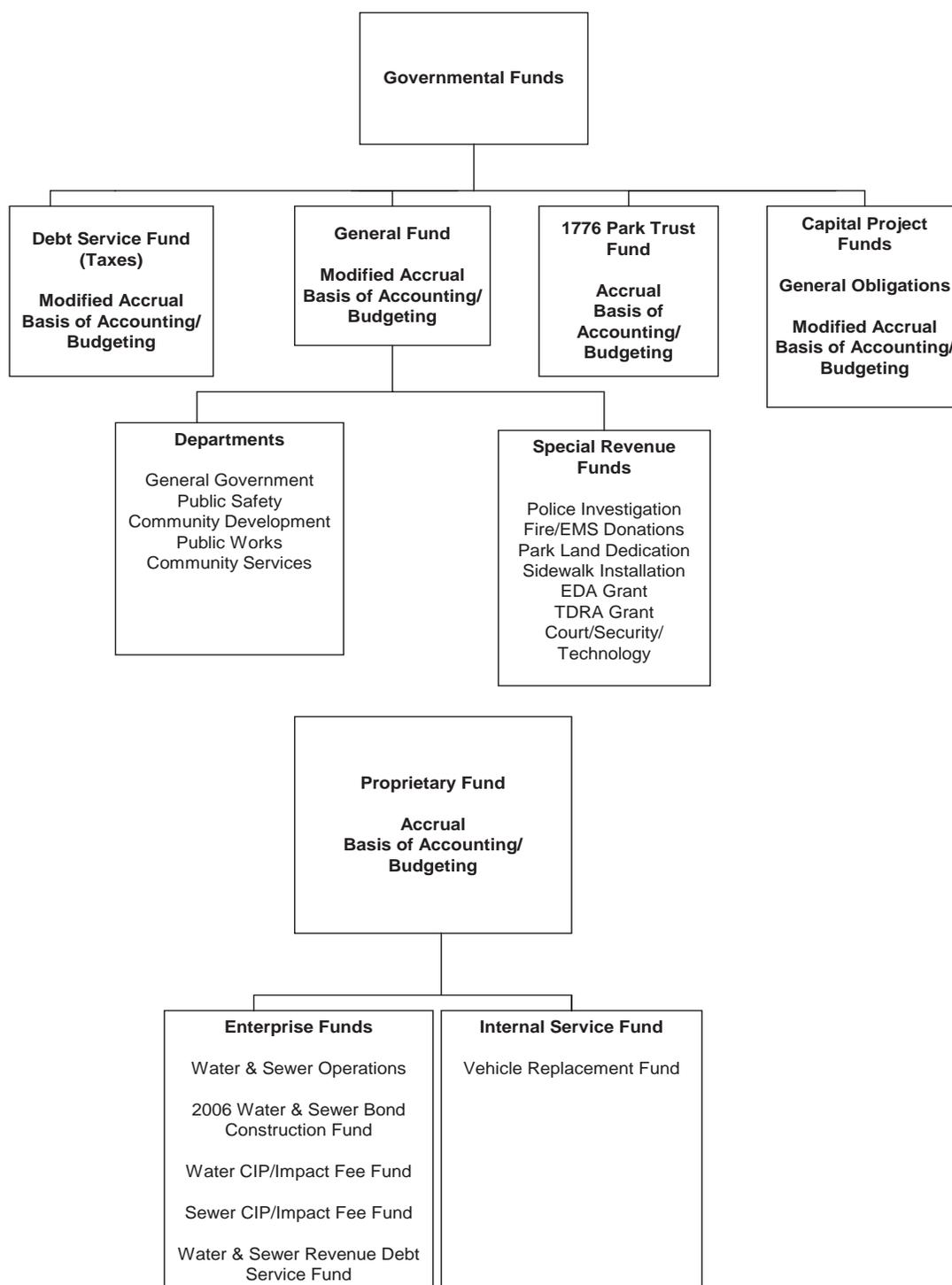
Listed below are the long-range financial planning tools that impact and guide our City's budget process. The documents underneath the Comprehensive Plan are components of the Comprehensive Plan.

- Comprehensive Plan (2008)
 - Existing Land Use Plan
 - Major Thoroughfare Plan
 - Utility Systems Plan
 - Community Facilities Plan
 - Parks and Open Space Plan
 - Community Facilities and Drainage Element Plan

- Master Drainage Plan (1993, largely complete)
- Master Streetlight Plan (1994)
- IT Plan (2000)
- Ground Water Reduction Plan (2001)
- Main Street Implementation Plan (2004)
- Vision 2020 (2005)
- Emergency Management Plan (2006)
- Master Drainage Plan II (2007)
- Future Land Use Planning map (2008)
- Utility Master Plan Update (2008)
- Pavement Master Plan (2009)
- Capital Improvements Plan (2010)
- Parks and Open Space Master Plan (2010)
- Economic Development Marketing Plan (2011)
- Economic Development Strategic Plan (2011)
- Technology Strategic Plan (2011-12)
- Library Plan (2012)
- Multi Year Financial Plan (2012)
- City Budget



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

Basis of Budgeting and Accounting:

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

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

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

GOVERNMENTAL FUNDS

The City maintains several governmental funds. All governmental funds are budgeted and are presented separately. Each fund schedule includes revenues and expenditures for FY11 actual; FY12 Original and Amended budgets as well as year-to-date actual through June; and the FY13 Adopted Budget. The General Fund and Capital Projects Fund are considered to be major funds. The other funds are non-major funds. The funds and a short description are listed below. Additional detail information about each fund is presented prior to each fund schedule.

General Fund

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

Special Revenue Funds

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

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

Tax Debt Service Fund

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

Capital Project Funds

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

1776 Park Trust Fund

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

Fund Definitions

PROPRIETARY FUNDS

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

Enterprise Fund

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

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

Internal Service Fund

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

- Vehicle Replacement Fund

The following table correlates the City's fund uses by functioning unit. The shaded boxes indicate the departments which utilize the fund identified.

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

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

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

Financial Management Policy

Financial Management Policy

Introduction The City of Friendswood assumes an important responsibility to its citizens and customers to carefully account for public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public.

The main goal of this Policy is to help the City achieve a long-term, stable and positive, financial condition. The City's financial management, as directed by this Policy, is based on the foundation of integrity, prudent stewardship, planning, accountability and full disclosure.

The purpose of the Policy is to provide guidance for planning and directing the City's daily financial affairs. This Policy provides a framework in pursuit of the following objectives.

Financial Objectives

Revenues

- Design and administer a revenue system that will assure a reliable, equitable and sufficient revenue stream to support desired City services.

Expenditures

- Identify priority services, establish and define appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of these services.

Fund Balance/Retained Earnings

- Maintain the fund balance and retained earnings of the various operating funds at levels sufficient to protect the City's credit worthiness, as well as its financial position, during times of emergency.

Capital Expenditures and Improvements

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

Debt Management

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

Investments

- Invest the City's operating cash to ensure its safety, provide necessary liquidity and maximize yield. Return on investment is of least importance compared to the safety and liquidity objectives.

Intergovernmental Relations

- Coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support appropriate favorable legislation at the state and federal levels.

Grants

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

Economic Development

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

Fiscal Monitoring

- Analyze financial data and prepare reports that reflect the City's financial performance and economic condition.

Accounting, Auditing and Financial Reporting

- Comply with prevailing federal, state and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA).

Internal Control

- Maintain an environment to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition.

Risk Management

- Prevent and/or reduce financial impact to the City of claims and losses through prevention and transfer of liability.

Budget

- Develop and maintain a balanced budget (defined as a term signifying budgeted expenditures being offset by budgeted revenues), which presents a clear understanding of goals, service levels and performance standards. The document shall, to the extent possible, be "user-friendly" for citizens.

I. Revenues

The City shall use the following guidelines to design and administer a revenue system that will assure a reliable, equitable and sufficient revenue stream to support desired City services.

Balance and Diversification in Revenue Sources

- The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in economic conditions, which adversely impact that source.

User Fees

- For services that benefit specific users, where possible, the City shall establish and collect fees to recover the full direct and indirect cost of those services. City staff shall review user fees on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure and to recommend adjustments where necessary.

Property Tax Revenues/Tax Rate

- The City shall endeavor to reduce its reliance on property tax revenues by revenue diversification, implementation and continued use of user fees and economic development. The City shall also strive to stabilize its tax rate and minimize tax rate increases.

Utility/Enterprise Funds User Fees

- Utility rates and enterprise funds user fees shall be set at levels sufficient to cover operating expenditures, meet debt obligations, provide additional funding for capital improvements and provide adequate levels of working capital.

Administrative Services Charges

- The City shall prepare a cost allocation plan annually to determine the administrative services charges due the General Fund from enterprise funds for overhead and staff support. Where appropriate, the enterprise funds shall pay the General Fund for direct services rendered.

Revenue Estimates for Budgeting

- In order to maintain a stable level of services, the City shall use a conservative, objective and analytical approach when preparing revenue estimates. The process shall include analysis of probable economic changes and their impacts on revenues, historical collection rates and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year, which otherwise could result in mid-year service reductions.

Revenue Collection and Administration

- The City shall maintain high collection rates for all revenues by keeping the revenue system as simple as possible to facilitate payment. In addition, since a revenue source should exceed the cost of producing it, the City shall strive to control and reduce administrative costs. The City shall pursue to the full extent allowed by state law all delinquent taxpayers and others overdue in payments to the City.

II. Expenditures

The City shall use the following guidelines to identify necessary services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

Current Funding Basis

- The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues.

Avoidance of Operating Deficits

- The City shall take immediate corrective action, if at any time during the fiscal year, expenditure and revenue estimates are such that an operating deficit is projected at year-end.

Maintenance of Capital Assets

- Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs and to continue acceptable service levels.

Periodic Program Reviews

- Periodic program review for efficiency and effectiveness shall be performed. Programs not meeting efficiency or effectiveness objectives shall be brought up to required standards, or be subject to reduction or elimination.

Purchasing

- The City shall make every effort to maximize any discounts offered by creditors/vendors. The City will follow state law and the City of Friendswood Purchasing Manual concerning formal bidding procedures and approval by the City Council. For purchases where competitive bidding is not required, the City shall obtain the most favorable terms and pricing possible.
- The City Manager, or his designee, shall have the authority to approve and sign contracts and/or purchases for budgeted goods or services that do not exceed the state law bid limitation of \$50,000. Contracts or purchases for items in excess of the state law bid limit shall be placed on a Council agenda for action authorizing the Mayor, or his designee's, signature.

III. Fund Balance/Working Capital/Net Assets

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

General Fund Unassigned Fund Balance

- The City shall strive to maintain the General Fund unassigned fund balance at a minimum of 90 days of prior year audited operating expenditures.
- Any unassigned funds after the fiscal year-end audit will be allowed to accumulate to build this 90-day reserve.
- After the General Fund has gathered sufficient resources, additional unassigned funds will be allowed to accumulate for future General Fund capital improvements.

Unrestricted Net Assets of Other Operating Funds; Water and Sewer Working Capital

- In other operating funds, the City shall strive to maintain a positive unrestricted net position to provide sufficient reserves for emergencies and revenue shortfalls. The minimum working capital in the Water and Sewer Fund shall be 90 days of prior year audited operating expenses.
- Any unrestricted funds after the fiscal year-end audit will be allowed to accumulate to build this 90-day reserve.
- After these funds have gathered sufficient resources, additional unrestricted funds will be allowed to accumulate in working capital for future utility/operating fund capital improvements.

Use of Fund Balance/ Working Capital

- Fund Balance/ Working Capital may be used in one or a combination of the following ways:
 - Emergencies,
 - One-time expenditures that do not increase recurring operating costs;
 - Major capital purchases; and
 - Start-up expenditures for new programs undertaken at mid-year, provided such action is considered in the context of multiyear projections of program revenues and expenditures.

- Should such use reduce the balance below the appropriate level set as the objective for that fund, the City shall take action necessary to restore the unassigned fund balance or working capital to acceptable levels within three years.

IV. Capital Expenditures and Improvements

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

Capital Improvements Planning Program

- The City shall annually review the Capital Improvements Planning Program (CIP), the current status of the City's infrastructure, replacement and renovation needs and potential new projects and update the program as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every project, all operation, maintenance and replacement costs shall be fully costed. The CIP shall also present the City's long-term borrowing plan, debt payment schedules and other debt outstanding or planned, including general obligation bonds, revenue bonds and certificates of obligation.

Replacement of City Vehicles

- The City shall annually prepare a schedule for the replacement of its vehicles. Within the resources available each fiscal year, the City shall replace these assets according to this schedule.
- The Vehicle Replacement Fund will purchase all City vehicles that cost less than \$50,000. Departments will then make annual contributions to this fund, based on the life expectancy of their equipment, to replace the funds used to purchase vehicles.
- Vehicles and heavy equipment that cost more than \$50,000 may be funded by one of the capital expenditure financing methods discussed below.

Capital Expenditures Financing

- The City recognizes that there are several methods of financing capital items. It can budget the funds from current revenues; take the funds from fund balance/working capital, as allowed by the Fund Balance/working capital Policy; utilize funds from grants; or it can borrow the money through some form of debt instrument. Debt financing includes general obligation bonds, revenue bonds, certificates of obligation and capital lease agreements.

Capitalization Threshold for Tangible Capital Assets

The Government Finance Officers Association (GFOA) recommends that "best practice" guidelines be followed in establishing capitalization thresholds for tangible capital-type items. Accordingly, the following criteria shall be established with the adoption of this policy.

- Individual items costing \$5,000 or more will be capitalized and depreciated according to Governmental Accounting Standards Board rules. This amount will be adjusted as changes are recommended in GFOA's "best practices" guidelines.
- Tangible capital-type items will only be capitalized if they have any estimated useful life of at least five years following the date of acquisition.
- Capitalization thresholds will be applied to individual items rather than to groups of similar items (e.g., desks and tables).
- Adequate control procedures at the department level will be established to ensure adequate control over noncapitalized tangible items.

V. Debt Management

The City shall use the following guidelines for debt financing used to provide needed capital equipment and infrastructure improvements, while minimizing the impact of debt payments on current and future revenues.

Use of Debt Financing

- Debt financing, to include general obligation bonds, revenue bonds, certificates of obligation and capital lease agreements, shall only be used to acquire capital assets.

Amortization of Debt

- Amortization of debt shall be structured in accordance with a multi-year capital improvement plan. The term of a debt issue will never exceed the useful life of the capital asset being financed.

Affordability Targets

- The City shall use an objective, analytical approach to determine whether it can afford to assume new debt beyond the amount it retires each year. This process shall compare generally accepted standards of affordability to the current values for the City. These standards shall include debt per capita, debt as a percent of taxable value and debt service payments as a percent of current revenues and current expenditures. The process shall also examine the direct costs and benefits of the proposed expenditures as determined in the City's annual update of the Capital Improvements Planning Program. The decision on whether or not to assume new debt shall be based on these costs and benefits and on the City's ability to afford new debt as determined by the aforementioned standards.

Sale Process

- The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated bid.

Rating Agencies Presentation

- Full disclosure of operations and open lines of communication shall be made available to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.

Continuing Disclosure

- The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding issues.

Debt Refunding

- City staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. A proposed refunding of debt, for interest cost savings, should provide a present value benefit as a percent of refunded principal of at least 3%.

Continuing Compliance with Federal Tax Covenants (NEW)

- **Arbitrage Compliance**

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

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

Financial Management Policy

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

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

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

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

VI. Investments

The City's cash shall be invested in such a manner so as to ensure the absolute safety of principal and interest, to meet the liquidity needs of the City and to achieve the highest possible yield in accordance with the City's Investment Policy. Interest earned from investment shall be distributed to the City's funds from which the money was provided.

VII. Intergovernmental Relations

The City shall coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing government services on an equitable basis and support appropriate favorable legislation at the state and federal levels.

Interlocal Cooperation in Delivery of Services

- In order to promote the effective and efficient delivery of services, the City shall work with other local jurisdictions to share on an equitable basis the costs of services, to share facilities and to develop joint programs to improve service to its citizens.

Legislative Program

- The City shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that mandates additional City programs or services and does not provide the funding necessary for implementation.

VIII. Grants

The City shall seek to obtain and effectively administer federal, state and foundation grants-in-aid that address the City's current and future priorities and policy objectives.

Grant Guidelines

- The City shall seek to obtain those grants that are consistent with priority needs and objectives identified by Council.

Indirect Costs

- The City shall recover indirect costs to the maximum amount allowed by the funding source. The City may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.

Grant Review

- The City shall review all grant submittals requiring an in-kind match requirement to determine their potential impact on the operating budget, and the extent to which they meet the City's policy objectives. If there is a cash match requirement, the source of funding shall be identified and approved prior to application.
- Prior to submission, all grant requests will be reviewed by Administrative Services to ensure the benefits to the City exceed the administrative costs incurred throughout the life of the grant.

Grant Program Termination

- The City shall terminate grant-funded programs and associated positions as directed by the City Council when grant funds are no longer available, unless alternate funding is identified.

IX. Economic Development

The City shall initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

Commitment to Expansion and Diversification

- The City shall encourage and participate in economic development efforts to expand Friendswood's economy and tax base, to increase local employment and to invest when there is a defined, specific long-term return. These efforts shall not only focus on new areas, but on established sections of the City where development can generate additional jobs and other economic benefits.

Tax Abatements

- The City of Friendswood is committed to the promotion of quality development in all parts of the City. On a case-by-case basis, the City will give consideration to providing tax abatement on the increment in value added to a particular property by a specific development proposal, which meets the economic goals and objectives of the City.
- The tax abatement shall not apply to any portion of the inventory or land value of the project.
- Tax abatement may be offered on improvements to real property owned by the applicant and/or on new personal property brought to the site by the applicant.
- Tax abatement will not be ordinarily considered for projects which would be developed without such incentives unless it can be demonstrated that higher development standards or other development and community goals will be achieved through the use of the abatement.

Increase Non-Residential Share of Tax Base

- The City's economic development program shall seek to expand the non-residential share of the tax base to decrease the tax burden on residential homeowners.

Coordinate Efforts With Other Jurisdictions

- The City's economic development program shall encourage close cooperation with other local jurisdictions to promote the economic well being of this area.

X. Fiscal Monitoring

Reports shall be prepared and presented on a regular basis that analyze, evaluate and forecast the City's financial performance and economic condition.

Financial Status and Performance Reports

- Monthly reports shall be prepared comparing expenditures and revenues to original and amended budgets, for the month and fiscal year-to-date. Explanatory notes will be included, as needed.

XI. Accounting, Auditing and Financial Reporting

The City shall comply with prevailing local, state and federal regulations. Its accounting practices and financial reporting shall conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA). The City Council shall select an independent firm of certified public accountants to perform an annual audit of its accounting and financial reporting practices.

XII. Internal Control

The Director of Administrative Services is responsible for developing citywide, written guidelines on accounting, handling of cash and other financial matters. The Director of Administrative Services will assist Department Directors as needed, in tailoring these guidelines into detailed written procedures to fit each department's specific requirements.

Each Department Director is responsible to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented and that all independent auditor internal control recommendations are addressed.

XIII. Risk Management

The City will utilize a safety program, an employee health program and a risk management program to prevent and/or reduce the financial impact to the City due to claims and losses. Transfer of liability for claims through transfer to other entities through insurance and/or by contract will be utilized where appropriate. Prevention of loss through the safety program and the employee health program will be employed.

XIV. Operating Budget

The City shall establish an operating budget that shall link revenues and expenditures to City Council goals, service and performance standards.

Any transfer of intradepartmental appropriations shall be authorized, in writing, by the City Manager. No transfer more than \$50,000 shall be authorized by the City Manager without prior approval of the City Council. Written justification shall be attached to each request to the City Manager for a transfer of appropriation and, if authorized, the written justification shall be attached to the City Manager's written authorization. All applicable bidding and purchasing laws shall be followed. New capital projects or projects not otherwise provided for in the budget shall not be funded through transfers.

Charter Budget Provisions

Charter Budget Provisions

Section 8.03 Annual Budget

(A) **Content:** The budget shall provide a complete financial plan of all city funds and activities and, except as required by law or this Charter, shall be in such form as the manager deems desirable or the council may require. A budget message explaining the budget both in fiscal terms and in terms of the work programs shall be submitted with the budget. It shall outline the proposed financial policies of the city for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues, with reasons for such changes. It shall also summarize the city's debt position and include such other material as the manager deems desirable. The budget shall begin with a clear general summary of its contents; shall show in detail all estimated income, the proposed property tax levy, and all proposed expenditures, for the ensuing fiscal year including debt service, and an itemized estimate of the expense of conducting each department of the city. The proposed budget expenditures shall not exceed the total of estimated income. The budget shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year, compared to the estimate for the budgeted year. It shall include in separate sections:

- (1) Tax levies, rates, and collections for the proceeding five years.
- (2) The amount required for interest on the city's debts, for sinking fund and for maturing serial bonds.
- (3) The total amount of outstanding city debts, with a schedule of maturities on bond issues.
- (4) Anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the city and the proposed method of its disposition, subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget.
- (5) A capital program, which may be revised and extended each year to indicate capital improvements pending or in process of construction or acquisition, and shall include the following items which shall be attached as appendices to the budget:
 - (a) A summary of proposed programs;
 - (b) A list of all capital improvements which are proposed to be undertaken during five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
 - (c) Cost estimates, method of financing and recommended time schedules for each such improvement; and
 - (d) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.
- (6) Such other information as may be required by the council.
 - (b) Submission: On or before the first day of August of each year, the manager shall submit to the council a proposed budget and an accompanying message. The council shall review the proposed budget and revise as deemed appropriate prior to general circulation for public hearing.
 - (c) Public notice and hearing: The council shall post in the city hall and publish in the official newspaper a general summary of their (its) proposed budget and a notice stating:
 - (1) The times and places where copies of the message and budget are available for inspection by the public; and
 - (2) The time and place, not less than ten nor more than 30 days after such publication, for a public hearing on the budget.

Charter Budget Provisions

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

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

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

Sec.8.04. Amendments after adoption.

- (a) Supplemental appropriations: If during the fiscal year the manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the council by ordinance may make supplemental appropriation for the year up to the amount of such excess.
- (b) Emergency appropriations: To meet a public emergency created by a natural disaster or manmade calamity affecting life, health, property, or the public peace, the council may make emergency appropriations, not to exceed ten percent of the current fiscal year's budgeted receipts. Such appropriations may be made by emergency ordinance in accordance with the provisions of this Charter. To the extent that there are no available unappropriated revenues to meet such appropriations, the council may by such emergency ordinance authorize the issuance of emergency notes, which may be renewed from time to time.
- (c) Reduction of appropriations: If at any time during the fiscal year it appears probable to the manager that the revenues available will be insufficient to meet the amount appropriated, he/she shall report to the council without delay, indicating the estimated amount of the deficit, any remedial action taken by him and his recommendations as to any other steps to be taken. The council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one or more appropriations.
- (d) Transfer of appropriations: At any time during the fiscal year the manager may transfer part or all of any unencumbered appropriation balance among programs within a department, division, or office and, upon written request by the manager, the council may by ordinance transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.
- (e) Limitations: No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof.
- (f) Effective date: The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be effective immediately upon adoption of the ordinance.

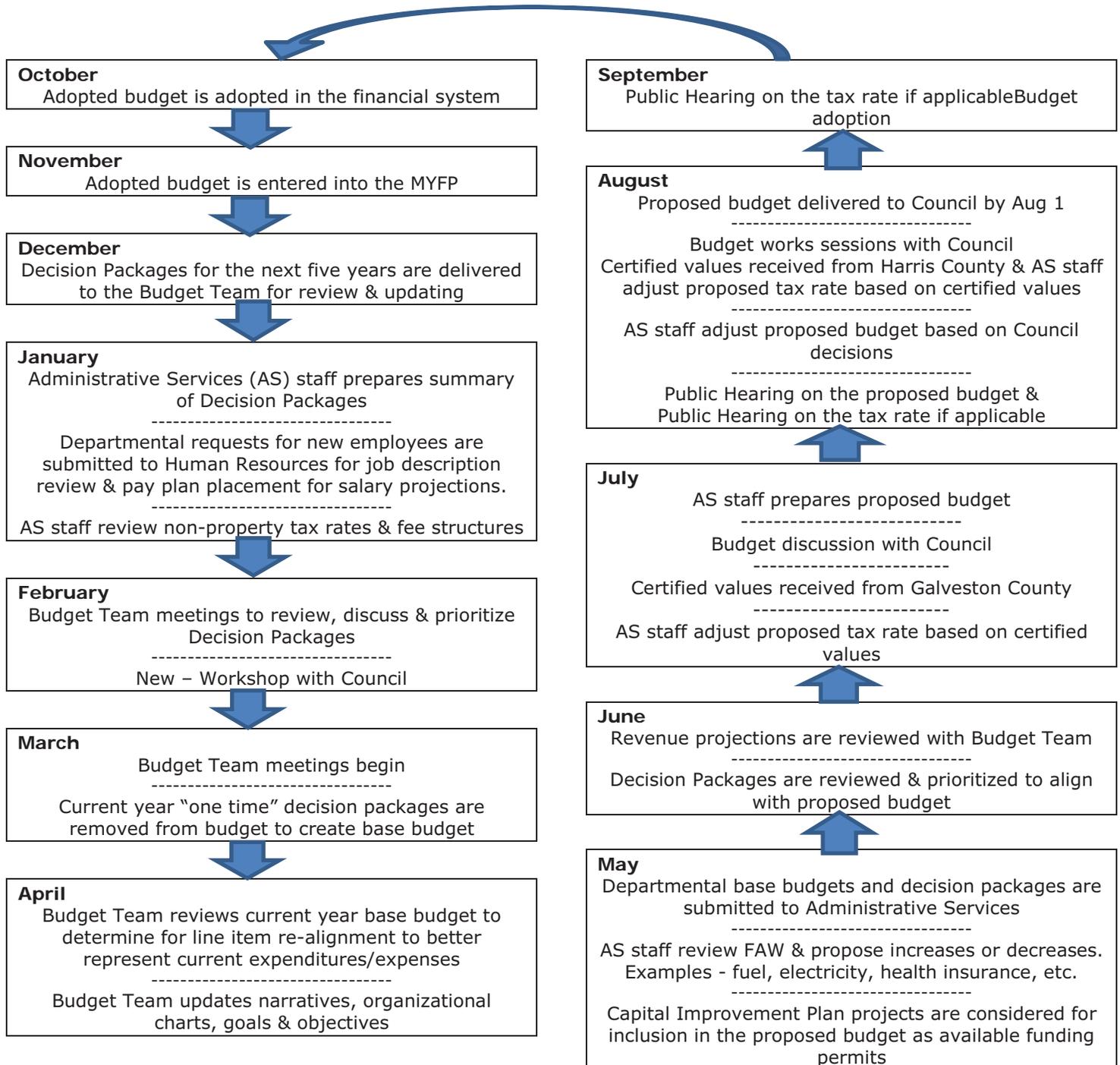
(Res. No. R88-15, & 3, 5-9-1988)

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

Budget Process

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

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



Budget Calendar

Month	Activity	Responsible Party
January 2012	Review Multi-Year Financial Plan	City Mgr. & Dept. Directors
	Review non-property tax revenue & rate structure	Admin. Services
February	Budget Kickoff – Update Departmental Narratives, Goals & Org. Charts	Dept. Directors or Designee
March	Distribute budget instructions & materials to Department Directors	Budget Manager
March 5	Review Multi-Year Financial Plan with City Council	City Mgr., Admin. Services & Dept. Directors
April	Budget Team Meetings begin	Budget Team*
	Departmental Narratives, Goals & Org. Charts due to Budget Office	Budget Team*
May	“Forces at Work” decision packages are reviewed & submitted	Budget Team*
May 31	Departmental base budgets & decision packages submitted to Budget Office	Dept. Directors or Designee
June	Review revenue projections & preliminary budget priorities	Admin. Services & Budget Team*
	Review decision packages & align with Proposed Budget	Admin. Services
June 30	Review Key Budget Drivers & Updated Multi-Year Financial Plan Review at City Council & Staff Retreat	City Council, City Mgr. & Budget Team
July 1	Preparation of Proposed Budget begins	Admin. Services
July 2	Recap of Budget Discussion from City Council & Staff Retreat	Admin. Services
July	Receive certified property values from Galveston Central Appraisal District (GCAD)	GCAD
	Adjust proposed tax rate (if needed)	Admin Services
August 1	Deliver Proposed Budget to City Council	City Mgr. & Admin. Services
August	Proposed Budget work sessions with City Council	City Council, City Mgr. & Budget Team
August 30	Publication of Public Hearing on Proposed Budget	Admin. Services & City Secretary’s Office
September 10	Public Hearing on Proposed Budget	City Council, City Mgr. & Budget Team
	Proposed Budget work session with City Council	City Council, City Mgr. & Budget Team*
October 1	First & Final reading of ordinances adopting Budget & tax rate	City Council
Monthly during Fiscal Year	Budgetary compliance monitored daily Budget amendments are completed (as needed) and approved by City Council for supplemental or emergency fund appropriations or for reduction or transfer of fund appropriations	Admin. Services & City Council

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



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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
REVENUES						
Taxes	\$19,592,092	\$19,578,498	\$19,606,135	\$16,790,207	\$19,574,057	\$19,838,988
Permits and Licenses	616,169	633,519	633,519	491,416	621,765	631,990
Intergovernmental Revenues	3,047,205	220,430	2,498,215	722,629	2,434,866	873,436
Charges for Services	12,696,133	9,691,516	9,703,841	7,049,358	10,419,254	9,903,298
Fines	1,012,592	988,020	988,020	780,311	1,052,209	1,052,032
Interest	160,901	159,912	159,912	119,333	146,586	129,301
VRF Reimbursements	318,852	318,767	318,767	239,075	318,767	318,767
Miscellaneous Receipts	4,552,963	771,990	930,195	998,197	1,223,622	810,225
Use of Fund Balance/Retained Earnings	4,549,456	5,790,819	8,935,907	2,687,685	6,784,308	3,935,422
Total Revenues	\$46,546,363	\$38,153,471	\$43,774,511	\$29,878,211	\$42,575,434	\$37,493,459
EXPENDITURES						
General Government	\$4,687,758	\$4,935,250	\$4,984,276	\$3,529,645	\$4,809,753	\$5,123,821
Public Safety	10,295,066	10,166,936	10,414,060	7,607,716	10,371,717	10,343,293
Community Development and Public Works	7,786,268	8,485,079	8,571,551	5,462,980	8,345,477	8,422,200
Community Services	3,513,146	3,649,863	3,933,169	2,646,308	3,813,268	3,757,845
Vehicle Replacement Fund	315,198	200,361	376,097	314,215	348,445	472,130
Capital Improvements	7,523,829	5,162,785	10,226,587	3,666,213	9,391,984	4,103,770
Debt Service	10,602,812	5,324,956	5,459,587	3,915,471	5,454,681	5,262,522
Total Expenditures	\$44,724,077	\$37,925,230	\$43,965,327	\$27,142,548	\$42,535,325	\$37,485,581

Totals above exclude interfund transfers.

** Amended budget includes prior year encumbrances.

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

**** Net income reflects use of fund balance or retained earnings totaling \$3,935,422 for operational expenditures in the following funds:

General Fund - \$357,591	Tax Debt Service Fund - \$63,569
Police Investigation Fund - \$33,242	2009 Water & Sewer Revenue Bonds Fund - \$516,558
Park Land Dedication Fund - \$196,003	Water CIP/Impact Fees Fund - \$474,985
General Obligation Bonds Funds - \$123,526	Sewer CIP/Impact Fee Fund - \$173,480
Water & Sewer Operation Fund - \$94,244	Water & Sewer Revenue Debt Service Fund - \$1,350
2006 Water & Sewer Revenue Bonds Fund - \$1,748,626	Vehicle Replacement Plan Fund - \$152,248

Revenues and Expenditures by Fund

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
REVENUES						
General Fund	\$20,931,418	\$20,310,355	\$20,750,311	\$17,348,992	\$20,743,757	\$20,631,872
Police Investigation Fund	62,661	5,790	15,760	81,355	118,294	1,737
Fire/EMS Donation Fund	248,819	241,000	241,000	189,018	226,688	251,000
EDA Grant Fund	1,090,038	0	1,588,498	20,341	920,341	668,157
TDRA Grant Fund	1,310,098	0	437,528	342,722	1,034,464	0
Court Security/Technology Fund	39,914	36,000	36,000	30,501	39,052	39,322
Sidewalk Installation Fund	15	0	0	4	5	0
Park Land Dedication Fund	53,757	51,200	51,200	39,248	66,785	50,900
Tax Debt Service Fund	1,560,237	1,646,607	1,646,607	1,603,058	1,642,725	1,613,532
GO Bond Construction Funds	3,582,369	0	0	5,079	5,079	0
Vehicle Replacement Fund	335,335	320,117	320,117	250,002	329,810	319,882
Water & Sewer Fund	12,228,823	9,230,400	9,230,400	6,828,445	10,123,221	9,429,000
2006 Water & Sewer Bond Construction Fund	3,496	0	0	3,075	3,117	0
2009 Water & Sewer Bond Construction Fund	10,282	1,100	1,100	3,807	3,807	0
Water & Sewer CIP/Impact Fee Funds	537,813	516,433	516,433	443,362	531,983	551,535
Water & Sewer Revenue Debt Service Fund	1,683	3,500	3,500	1,410	1,880	1,000
1776 Park Trust Fund	149	150	150	107	118	100
Use of Fund Balance/Retained Earnings	4,549,456	5,790,819	8,935,907	2,687,685	6,784,308	3,935,422
Total Revenues	\$46,546,363	\$38,153,471	\$43,774,511	\$29,878,211	\$42,575,434	\$37,493,459
EXPENDITURES						
General Fund	\$22,289,100	\$21,462,020	\$23,062,001	\$16,135,110	\$22,188,929	\$22,272,996
Police Investigation Fund	58,641	33,242	43,212	40,211	45,103	34,979
Fire/EMS Donation Fund	241,382	241,000	241,000	210,553	237,145	251,000
EDA Grant Fund	981,816	0	1,588,498	20,341	920,341	668,157
TDRA Grant Fund	1,310,098	0	437,528	342,722	1,034,464	0
Court Security/Technology Fund	6,634	6,898	31,568	18,699	31,536	31,544
Sidewalk Installation Fund	0	0	0	0	0	0
Park Land Dedication Fund	7,000	0	0	0	0	116,203
Tax Debt Service Fund	2,068,937	1,737,303	1,871,934	1,358,324	1,870,883	1,677,101
GO Bond Construction Funds	287,052	3,146,785	3,197,949	823,276	3,084,609	123,526
Vehicle Replacement Fund	315,198	200,361	376,097	314,215	348,445	472,130
Water & Sewer Fund	5,422,598	6,252,781	6,897,969	3,680,844	6,773,431	6,287,307
2006 Water & Sewer Bond Construction Fund	0	0	150,523	0	150,793	1,748,626
2009 Water & Sewer Bond Construction Fund	3,263,647	1,556,000	2,778,208	1,766,064	2,560,806	516,558
Water and Sewer CIP/Impact Fee Funds	0	0	0	0	0	0
Water & Sewer Revenue Debt Service Fund	8,471,974	3,288,840	3,288,840	2,432,189	3,288,840	3,285,454
Total Expenditures	\$44,724,077	\$37,925,230	\$43,965,327	\$27,142,548	\$42,535,325	\$37,485,581

**

Totals above exclude interfund transfers.

** Amended budget includes prior year encumbrances.

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

**** Net income reflects use of fund balance or retained earnings totaling \$3,935,422 for operational expenditures in the following funds:

- | | |
|---|---|
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| Park Land Dedication Fund - \$196,003 | Water CIP/Impact Fees Fund - \$474,985 |
| General Obligation Bonds Funds - \$123,526 | Sewer CIP/Impact Fee Fund - \$173,480 |
| Water & Sewer Operation Fund - \$94,244 | Water & Sewer Revenue Debt Service Fund - \$1,350 |
| 2006 Water & Sewer Revenue Bonds Fund - \$1,748,626 | Vehicle Replacement Plan Fund - \$152,248 |

General Fund

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

**General Fund (001)
Fund Summary**

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
REVENUES						
Property Tax	\$12,404,793	\$12,432,608	\$12,432,608	\$12,247,291	\$12,432,608	\$12,797,240
Sales Tax	4,002,740	3,965,020	3,965,020	2,119,102	3,908,684	3,908,684
Franchise	1,598,407	1,511,334	1,538,971	806,389	1,568,566	1,496,561
Mixed Drink	28,883	29,929	29,929	16,710	24,592	25,329
Licenses and Permits	616,169	633,519	633,519	491,416	621,765	631,990
Intergovernmental Revenue	647,069	220,430	472,189	359,566	480,061	205,279
Charges for Services	242,592	216,333	228,658	190,567	256,919	243,973
Fines and Forfeitures	972,678	952,020	952,020	750,425	1,013,979	1,013,532
Interest Earned	99,116	111,212	111,212	63,797	83,967	83,796
Other	309,979	237,950	386,185	303,729	352,616	225,488
Asset Disposition	8,992	0	0	0	0	0
Total Revenues	\$20,931,418	\$20,310,355	\$20,750,311	\$17,348,992	\$20,743,757	\$20,631,872
EXPENDITURES						
Mayor & Council	\$323,393	\$268,102	\$268,102	\$219,846	\$268,102	\$268,102
City Secretary	390,592	427,943	434,314	298,798	406,942	424,791
City Manager	840,515	856,426	829,582	584,718	794,630	791,357
Administrative Services	2,769,999	2,973,391	3,042,806	2,159,368	2,944,852	3,187,450
Police	7,943,327	8,103,478	8,248,247	6,057,340	8,209,437	8,191,324
Friendswood Volunteer Fire Dept	1,233,315	1,222,458	1,222,458	922,524	1,222,458	1,257,458
Fire Marshal	873,668	688,673	756,388	483,347	750,996	694,404
Community Development	1,284,188	1,348,491	1,329,923	938,143	1,239,458	1,283,094
Public Works	1,637,237	1,763,195	1,804,624	1,268,069	1,779,308	1,789,871
Library Services	979,978	1,026,063	1,058,142	720,257	1,014,561	1,019,967
Community Services	2,533,168	2,623,800	2,875,027	1,926,051	2,798,707	2,734,478
Interest and fiscal charges	0	0	0	0	0	0
Total Operations	\$20,809,380	\$21,302,020	\$21,869,613	\$15,578,461	\$21,429,451	\$21,642,296
Streets	\$305,893	\$125,000	\$258,355	\$124,601	\$238,355	\$500,000
Drainage	67,857	0	72,428	0	72,428	0
Parks	0	35,000	340,001	75,992	75,992	130,700
Facility	1,105,970	0	521,604	356,056	372,703	0
Total Improvements	\$1,479,720	\$160,000	\$1,192,388	\$556,649	\$759,478	\$630,700
Total Expenditures	\$22,289,100	\$21,462,020	\$23,062,001	\$16,135,110	\$22,188,929	\$22,272,996
Operating Transfers In	\$1,143,631	\$1,151,665	\$1,291,665	\$872,499	\$1,291,665	\$1,283,533
Operating Transfers Out	(\$828)	\$0	\$0	\$0	(\$23,259)	\$0
Increase (Decrease) in Fund Balance	(\$214,879)	\$0	(\$1,020,025)	\$2,086,381	(\$176,766)	(\$357,591)
Beginning Fund Balance	\$9,130,273	\$8,915,394	\$8,915,394	\$8,915,394	\$8,915,394	\$8,738,628
Ending Fund Balance	\$8,915,394	\$8,915,394	\$7,895,369	\$11,001,775	\$8,738,628	\$8,381,037

** Projected fund balance at September 30, 2012 is \$8.74 million. \$206,096 is designated and reserved. \$1.4 million is committed (Mud Gulley and Parks Improvements); leaving an undesignated fund balance of \$7.14 million, which includes a 90-day operating reserve of \$5.1 million as set forth in the City's financial policies. The reserve is designed "to protect the City's creditworthiness as well as its financial position from unforeseeable emergencies."

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

Special Revenue Funds

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

Police Investigation Fund

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

Fire/EMS Donation Fund

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

Economic Development Administration

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

TDRA Disaster Recovery Fund

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

Court Building Security & Technology Fund

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

Park Land Dedication Fund

This fund is used to account for receipts from developers to build or enhance City parks. The receipts remain in the fund until such time as the Community Services department submits a decision package during the budget preparation process to use the funds for specific park projects or submits a request to the City Manager and City Council for a supplemental appropriation. In September 2012, City Council approved the collection of community park fees only; eliminating the collection of neighborhood park fees. Also in September 2012, City Council authorized full use of fund balance of this fund for development/improvements at Lake Friendswood, Centennial Park, Stevenson Park, Imperial Estates and 1776 Park proposed by the Parks Sub-Committee appointed by City Council.

Sidewalk Installation Fund

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

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
REVENUES						
Federal Government	\$5,906	\$5,640	\$5,640	\$9,797	\$9,797	\$1,737
State Government	29,239	0	0	0	0	0
County Government	27,293	0	9,970	71,284	108,165	0
Miscellaneous Receipts	0	0	0	0	0	0
Interest	223	150	150	274	332	0
Total Revenues	\$62,661	\$5,790	\$15,760	\$81,355	\$118,294	\$1,737
EXPENDITURES						
Public Safety						
Police						
Criminal Investigations	\$58,641	\$33,242	\$43,212	\$40,211	\$45,103	\$34,979
Total Expenditures	\$58,641	\$33,242	\$43,212	\$40,211	\$45,103	\$34,979
Increase (Decrease) in Fund Balance	\$4,020	(\$27,452)	(\$27,452)	\$41,144	\$73,191	(\$33,242)
Beginning Fund Balance	\$32,762	\$36,782	\$36,782	\$36,782	\$36,782	\$109,973
Ending Fund Balance	\$36,782	\$9,330	\$9,330	\$77,926	\$109,973	\$76,731

* Fund balance uses in FY 13 includes the last of five Sungard-OSSI Public Safety software lease payments.
FY13 expenditures include a Force at Work for AFIS Live Scan maintenance contract increase of \$1,737.

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
REVENUES						
Donations	\$248,663	\$241,000	\$241,000	\$188,958	\$226,609	\$251,000
Interest	156	0	0	60	79	0
Reimbursements	0	0	0	0	0	0
Asset Disposition	0	0	0	0	0	0
Total Revenues	\$248,819	\$241,000	\$241,000	\$189,018	\$226,688	\$251,000
EXPENDITURES						
Public Safety	\$179,481	\$112,187	\$112,187	\$85,595	\$112,187	\$121,033
Debt Service	61,901	128,813	128,813	124,958	124,958	129,967
Total Expenditures	\$241,382	\$241,000	\$241,000	\$210,553	\$237,145	\$251,000
OTHER FINANCING SOURCES						
Transfers In (Out)	\$0	\$0	\$0	\$0	\$9,250	\$0
Increase (Decrease) in Fund Balance	\$7,437	\$0	\$0	(\$21,535)	(\$1,207)	\$0
Beginning Fund Balance	\$52,801	\$60,238	\$60,238	\$60,238	\$60,238	\$59,031
Ending Fund Balance	\$60,238	\$60,238	\$60,238	\$38,703	\$59,031	\$59,031

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

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
REVENUES						
Grant Revenue	\$1,090,038	\$0	\$1,588,498	\$20,341	\$920,341	\$668,157
Interest Earned	0	0	0	0	0	0
Total Revenues	\$1,090,038	\$0	\$1,588,498	\$20,341	\$920,341	\$668,157
Other Financing Sources						
Transfers In or Out	(\$900,000)	\$0	\$0	\$0	\$0	\$0
Total Other Financing Sources	(\$900,000)	\$0	\$0	\$0	\$0	\$0
Total Revenue & Financing Sources	\$190,038	\$0	\$1,588,498	\$20,341	\$920,341	\$668,157
EXPENDITURES						
Capital Improvements						
Public Works						
Water & Sewer	\$981,816	\$0	\$1,588,498	\$20,341	\$920,341	\$668,157
Total Expenditures	\$981,816	\$0	\$1,588,498	\$20,341	\$920,341	\$668,157
Increase (Decrease) in Fund Balance	(\$791,778)	\$0	\$0	\$0	\$0	\$0
Beginning Fund Balance	\$791,778	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0

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

The fund will be closed out at completion of the following FY13 projects approved for grant funding:
FM 2351/Beamer Road landscaping & irrigation and traffic signal upgrade

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
REVENUES						
Grant Revenue	\$1,310,098	\$0	\$437,528	\$342,722	\$1,034,464	\$0
Interest Earned	0	0	0	0	0	0
Total Revenues	\$1,310,098	\$0	\$437,528	\$342,722	\$1,034,464	\$0
Other Financing Sources						
Transfers In or Out	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue & Financing Sources	\$1,310,098	\$0	\$437,528	\$342,722	\$1,034,464	\$0
EXPENDITURES						
Capital Improvements						
Public Safety						
Emergency Management	\$1,310,098	\$0	\$437,528	\$342,722	\$1,034,464	\$0
Total Expenditures	\$1,310,098	\$0	\$437,528	\$342,722	\$1,034,464	\$0
Increase (Decrease) in Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0

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

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

**Municipal Court Building Security & Technology Fund (150)
Fund Summary**

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
REVENUES						
Court Security Fees	\$16,019	\$14,000	\$14,000	\$12,339	\$15,451	\$15,500
Court Technology Fee	23,895	22,000	22,000	17,547	22,779	23,000
Interest	0	0	0	615	822	822
Total Revenues	\$39,914	\$36,000	\$36,000	\$30,501	\$39,052	\$39,322
EXPENDITURES						
Court Security Projects	\$5,452	\$6,898	\$6,898	\$4,529	\$6,866	\$11,544
Court Technology Projects	1,182	0	24,670	14,170	24,670	20,000
Total Expenditures	\$6,634	\$6,898	\$31,568	\$18,699	\$31,536	\$31,544
Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
Increase (Decrease) in Fund Balance	\$33,280	\$29,102	\$4,432	\$11,802	\$7,516	\$7,778
Beginning Fund Balance	\$230,612	\$263,892	\$263,892	\$263,892	\$263,892	\$271,408
Ending Fund Balance	\$263,892	\$292,994	\$268,324	\$275,694	\$271,408	\$279,186

*

* The 4.7% increase in fund balance in the Court/Technology Fund is due to the following:
Minimal court security expenses anticipated and less in technology equipment purchases scheduled to take place in FY13.
FY13 Decision Package proposed to upgrade Municipal Court security.

As of 6/30/12, the fund balance equity share of the Court Security/Court Technology Fund is approximately:
Court Security is 58.8%
Court Technology is 41.2%

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
REVENUES						
Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earned	15	0	0	4	5	0
Total Revenues	\$15	\$0	\$0	\$4	\$5	\$0
Other Financing Sources						
Transfers In or Out	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue & Financing Sources	\$15	\$0	\$0	\$4	\$5	\$0
EXPENDITURES						
Capital Improvements						
	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Increase (Decrease) in Fund Balance	\$15	\$0	\$0	\$4	\$5	\$0
Beginning Fund Balance	\$0	\$15	\$15	\$15	\$15	\$20
Ending Fund Balance	\$15	\$15	\$15	\$19	\$20	\$20

* Fund created in FY11 to record revenue and expenditures related to the sidewalk development in Friendswood subdivisions.
The fund will be closed out at completion of FY12 (no future sidewalk projects scheduled).

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
REVENUES						
Neighborhood Parks Fees	\$6,320	\$5,000	\$5,000	\$0	\$18,800	\$0
Community Parks Fees	45,900	45,000	45,000	38,100	46,630	50,000
Other Program Fees	0	0	0	0	0	0
Interest Earned	1,537	1,200	1,200	1,148	1,355	900
Total Revenues	\$53,757	\$51,200	\$51,200	\$39,248	\$66,785	\$50,900
EXPENDITURES						
Operating Transfers In/Out	50,000	35,000	175,000	35,000	160,991	130,700
Capital Improvements	7,000	0	0	0	0	116,203
Total Expenditures	\$57,000	\$35,000	\$175,000	\$35,000	\$160,991	\$246,903
Increase (Decrease) in Fund Balance	(\$3,243)	\$16,200	(\$123,800)	\$4,248	(\$94,206)	(\$196,003)
Beginning Fund Balance	\$293,452	\$290,209	\$290,209	\$290,209	\$290,209	\$196,003
Ending Fund Balance	\$290,209	\$306,409	\$166,409	\$294,457	\$196,003	\$0

*

* Fund balance in the Park Land Dedication Fund will be depleted in FY13 for the following uses:

Operating transfer from Park Land Dedication Fund to the General Fund
 Installation of Lighting at an existing Soccer field (#33) at Centennial Park - \$100,000
 Repairs to the ramp and handrail at the Stevenson Park Gazebo - \$12,700
 Installing a concrete driveway from Shadwell Lane to the Stevenson Park Gazebo - \$18,000

Lake Friendswood improvements authorized by City Council in FY12

09/10/12 - City Council authorized a transfer of \$140,000 from the Park Land Dedication Fund to the General Fund for the following:
 Lake Friendswood improvements

09/10/12 - City Council took action to utilize remaining available resources in the Park Land Dedication Fund for improvements in community parks.

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

Debt Limits

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

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

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

This year's adopted budget reflects an estimated effective tax rate of \$0.5970 per \$100 of net assessed value at 100% collection on a projected net assessed tax base of \$2,392,531,721.

Per the City's Financial Advisor, using the Texas Attorney General's guideline for home-rule cities, the City's legal debt margin is based on a tax rate of \$1.35 per \$100 of net assessed property value with a projected 100% collection of the tax levy. For FY13, the City's legal debt margin is \$32,299,178. This means the City could issue debt (bonds) up to an amount that generates a maximum annual debt service requirement of \$32,299,178 or less.

Legal Debt Margin Calculation

Data needed for the calculation includes the City's estimated net assessed property valuation (\$2,392,531,721), the Texas Constitution home-rule cities maximum debt service requirement amount (\$32,299,178) and the City's maximum annual debt service requirement amount (\$2,071,214).

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

$$\mathbf{\$2,392,531,721 / \$100 \times \$1.35 = \$32,299,178}$$

The City's maximum annual G.O. debt service requirement of **\$2,071,214** is taken from the debt service to maturity schedules found in the Debt & Capital section of the budget document.

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

$$\text{Friendswood's Legal Debt Margin} = \$32,299,178 \text{ minus } \$2,071,214 = \mathbf{\$30,227,964}$$

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
REVENUES						
Ad Valorem Taxes	\$1,513,675	\$1,614,607	\$1,614,607	\$1,600,715	\$1,614,607	\$1,586,174
Delinquent Property Taxes	43,594	25,000	25,000	0	25,000	25,000
Interest	2,968	7,000	7,000	2,343	3,118	2,358
Total Revenues	\$1,560,237	\$1,646,607	\$1,646,607	\$1,603,058	\$1,642,725	\$1,613,532
EXPENDITURES						
Debt Service						
Principal	\$1,019,562	\$1,452,667	\$1,452,667	\$1,352,747	\$1,452,667	\$1,597,752
Interest	846,498	890,461	890,461	451,885	890,461	693,049
Fiscal Agent Fees	2,650	2,650	5,900	4,550	4,850	2,650
Bond Issuance Costs	200,227	0	131,381	131,380	131,380	0
Total Expenditures	\$2,068,937	\$2,345,778	\$2,480,409	\$1,940,562	\$2,479,358	\$2,293,451
OTHER FINANCING SOURCES (USES)						
Bond Proceeds	\$5,660,191	\$0	\$134,631	\$9,453,666	\$9,453,666	0
Operating Transfers	(5,437,682)	608,475	608,475	582,238	608,475	616,350 **
Payments to Escrow Agent	0	0	0	(9,425,538)	(9,425,538)	0
Total Other Financing Sources (Uses)	\$222,509	\$608,475	\$743,106	\$610,366	\$636,603	\$616,350
Increase (Decrease) in Fund Balance	(\$286,191)	(\$90,696)	(\$90,696)	\$272,862	(\$200,030)	(\$63,569)
Beginning Fund Balance	\$594,422	\$308,231	\$308,231	\$308,231	\$308,231	\$108,201
Ending Fund Balance	\$308,231	\$217,535	\$217,535	\$581,093	\$108,201	\$44,632

* Tax debt service fund balance is estimated to decrease by 58.8% in FY13. Due to the debt service payments listed below.
Debt service payment in this fund include:
-Ongoing General Obligation Bonds and tax debt supported capital expenditures purchased FY09 (Public Works gradall and FVFD fire truck)
-FY11 Computer network refresh project
-Principal & interest payments on General Obligation Bonds issued in 2010 for \$3.485 million
-FY13 includes proposed capital lease principal & interest payments for Public Works dump truck, concrete sealing machine and street roller.

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

Capital Project Fund

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

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

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

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

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Revenues						
Interest Earned	\$5,108	\$0	\$0	\$5,079	\$5,079	\$0
Bond Proceeds	3,460,000	0	0	0	0	\$0
Other	117,261	0	0	0	0	0
Total Revenues	\$3,582,369	\$0	\$0	\$5,079	\$5,079	\$0
Other Financing Sources						
Transfers out	(\$92,261)	\$0	\$0	\$0	\$0	\$0
Total Other Financing Sources	(\$92,261)	\$0	\$0	\$0	\$0	\$0
Total Revenue & Finance Sources	\$3,490,108	\$0	\$0	\$5,079	\$5,079	\$0
Expenditures						
Capital Improvements						
Public Works						
Streets & Drainage	\$287,052	\$3,146,785	\$3,197,949	\$823,276	\$3,084,609	\$123,526
Total Expenditures	\$287,052	\$3,146,785	\$3,197,949	\$823,276	\$3,084,609	\$123,526
Increase (Decrease) in Fund Balance	\$3,203,056	(\$3,146,785)	(\$3,197,949)	(\$818,197)	(\$3,079,530)	(\$123,526)
Beginning Fund Balance	\$0	\$3,203,056	\$3,203,056	\$3,203,056	\$3,203,056	\$123,526
Ending Fund Balance	\$3,203,056	\$56,271	\$5,107	\$2,384,859	\$123,526	\$0

1776 Park Trust Fund

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

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

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

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
OTHER FINANCING SOURCES						
Interest Earned	\$149	\$150	\$150	\$107	\$118	\$100
Total Other Financing Sources	\$149	\$150	\$150	\$107	\$118	\$100
NON-OPERATING EXPENSES						
1776 Park Improvements	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Increase (Decrease) in Fund Balance	\$149	\$150	\$150	\$107	\$118	\$100
Beginning Fund Balance	\$30,720	\$30,869	\$30,869	\$30,869	\$30,869	\$30,987
Ending Fund Balance	\$30,869	\$31,019	\$31,019	\$30,976	\$30,987	\$31,087

*

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

Enterprise Funds

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

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

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

The budgeted Enterprise Funds include:

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

Water and Sewer Operation Fund

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

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

Water and Sewer Bond Construction Funds

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

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

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
OPERATING REVENUES						
Water Revenues	\$7,020,137	\$5,120,000	\$5,120,000	\$3,810,837	\$5,417,714	\$5,270,000
Sewer Revenues	4,899,059	3,840,000	3,840,000	2,607,333	4,216,108	3,840,000
Administrative Fees	229,890	207,400	207,400	336,993	405,671	247,000
Sale of Water Meters	37,655	30,000	30,000	29,045	35,000	35,000
Miscellaneous Receipts	0	0	0	450	450	0
Total Revenues	\$12,186,741	\$9,197,400	\$9,197,400	\$6,784,658	\$10,074,943	\$9,392,000
OPERATING EXPENSES						
Administrative Services	\$363,259	\$409,388	\$409,472	\$266,915	\$395,227	\$472,773
Community Development	161,168	163,884	163,884	106,007	162,521	\$164,985
Public Works						
Public Works Administration	65,193	66,693	66,703	54,184	70,720	72,265
Water Operations	2,355,828	2,570,847	2,606,233	1,498,918	2,487,484	2,447,521
Sewer Operations	2,122,779	2,413,836	2,442,061	1,491,160	2,452,799	2,501,188
Utility Customer Service	159,875	158,133	158,123	106,499	153,187	158,575
Public Works - Total	4,703,675	5,209,509	5,273,120	3,150,761	5,164,190	5,179,549
Total Expenditures	\$5,228,102	\$5,782,781	\$5,846,476	\$3,523,683	\$5,721,938	\$5,817,307
Operating Income	6,958,639	3,414,619	3,350,924	3,260,975	4,353,005	3,574,693
NON-OPERATING REVENUES (EXPENSES)						
Interest Earned	36,232	33,000	33,000	38,809	43,300	37,000
Gain on sale of capital assets	0	0	0	0	0	0
Rental Revenue	0	0	0	0	0	0
Insurance Reimbursement	5,850	0	0	4,978	4,978	0
Capital Improvements	(194,496)	(300,000)	(881,493)	(157,161)	(881,493)	(300,000)
Operating Transfers In/(Out)	(2,861,862)	(3,905,505)	(3,905,505)	(3,087,927)	(3,905,505)	(3,235,937)
Reserves (Phase In)	0	(170,000)	(170,000)	0	(170,000)	(170,000)
Total Non Operating	(\$3,014,276)	(\$4,342,505)	(\$4,923,998)	(\$3,201,301)	(\$4,908,720)	(\$3,668,937)
Net Income	3,944,363	(927,886)	(1,573,074)	59,674	(555,715)	(94,244)
Beginning Retained Earnings	\$8,736,389	\$12,680,752	\$12,680,752	\$12,680,752	\$12,680,752	\$12,125,037
Ending Retained Earnings	\$12,680,752	\$11,752,866	\$11,107,678	\$12,740,426	\$12,125,037	\$12,030,793

* The projected retained earnings at September 30, 2012 is \$12.1 million. Changes in the amount of debt borrowed and cash reserve requirements phase in has resulted in retained earnings balance that is greater than anticipated. The balance includes a 90-day operating reserve of \$1.4 million, as set forth in the City's financial policies. The reserve is designed "to protect the City utility fund's creditworthiness as well as its financial position from unforeseeable emergencies." The policies state "additional undesignated funds will be allowed to accumulate in a fund designated for future utility/operating capital improvements."

Like the past three years, drought conditions have led to more water consumption. As a result, water and sewer revenue estimates for fiscal year 2011-2012 are expected to exceed budget projections. Budget estimates for 2012-13 reflect this increased consumption projection and are based on current year end estimates.

The current water and sewer rates are sufficient to support current operational and infrastructure needs.

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

City of Houston Raw Water System By-In	\$3,500,000
Blackhawk Wastewater Treatment Plant Rehab	\$2,429,653
Contingency for Possible Future 36" and 42" Distribution Line Repairs	\$100,000
Water Plant #2 Replacement - Transfer to 2006 Bond Fund	\$108,540
Utility Rate & Impact Fee Update Study	\$90,000
Water Plant #7	\$1,430,000
Lift Station #18 Replacement	\$500,000
	<u>\$8,158,193</u>

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
NON-OPERATING REVENUES						
Interest Earned	\$3,496	\$0	\$0	\$3,075	\$3,075	\$0
Transfers from WS Rev Debt	0	0	0	0	0	0
Miscellaneous	0	0	0	0	42	0
Total Revenues	\$3,496	\$0	\$0	\$3,075	\$3,117	\$0
CAPITAL FINANCING ACTIVITIES						
Capital Improvements						
Public Works	\$0	\$0	\$150,523	\$0	\$150,793	\$0
Distribution System Imprv	0	0	0	0	0	1,748,626
Collection System Imprv	0	0	0	0	0	0
Total Expenditures	\$0	\$0	\$150,523	\$0	\$150,793	\$1,748,626
NON-OPERATING EXPENSES						
Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
Total Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Net Income	\$3,496	\$0	(\$150,523)	\$3,075	(\$147,676)	(\$1,748,626)
Beginning Retained Earnings	\$1,892,806	\$1,896,302	\$1,896,302	\$1,896,302	\$1,896,302	\$1,748,626
Ending Retained Earnings	\$1,896,302	\$1,896,302	\$1,745,779	\$1,899,377	\$1,748,626	\$0

* Water & Sewer Bond Construction Fund retained earnings depleted in FY13 to complete water and sewer capital improvement projects funded by the 2006 water & sewer revenue bond issuance. The projects below are expected to be completed in FY13:
 Water Plant #2 Rehabilitation
 Water Plant #5 Rehabilitation
 Water Plant #7 Rehabilitation

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
NON-OPERATING REVENUES						
Interest Earned	\$10,282	\$1,100	\$1,100	\$3,807	\$3,807	\$0
Transf	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Total Revenues	\$10,282	\$1,100	\$1,100	\$3,807	\$3,807	\$0
CAPITAL FINANCING ACTIVITIES						
Capital Improvements						
Public Works	\$0	\$0	\$0	\$0	\$0	\$0
Distribution System Imprv	3,263,647	1,556,000	2,778,208	1,766,064	2,560,806	516,558
Collection System Imprv	0	0	0	0	0	0
Total Expenditures	\$3,263,647	\$1,556,000	\$2,778,208	\$1,766,064	\$2,560,806	\$516,558
NON-OPERATING EXPENSES						
Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
Total Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Net Income	(\$3,253,365)	(\$1,554,900)	(\$2,777,108)	(\$1,762,257)	(\$2,556,999)	(\$516,558)
Beginning Retained Earnings	\$6,326,922	\$3,073,557	\$3,073,557	\$3,073,557	\$3,073,557	\$516,558
Ending Retained Earnings	\$3,073,557	\$1,518,657	\$296,449	\$1,311,300	\$516,558	(\$0)

*

* 2009 Water & Sewer Bond Construction Fund retained earnings expected to be depleted in FY13 due to anticipated completion of the water and sewer capital improvement projects funded by the 2009 water & sewer revenue bond issue. The following project is expected to be completed in FY13:
Second Take Point - Phase II

Water and Sewer CIP/Impact Fee Funds

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

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

Water CIP/Impact Fee Fund

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

Sewer CIP/Impact Fee Fund

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

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
NON-OPERATING REVENUES						
Impact Fees	\$320,205	\$308,783	\$308,783	\$275,501	\$327,273	\$323,575
Interest	2,166	750	750	1,844	2,460	1,440
Miscellaneous	0	0	0	0	0	0
Total Non-Operating Revenues	\$322,371	\$309,533	\$309,533	\$277,345	\$329,733	\$325,015
NON-OPERATING EXPENSES						
Operating Transfers Out	\$200,000	\$250,000	\$250,000	\$187,500	\$250,000	\$800,000
Total Non-Operating Expenses	\$200,000	\$250,000	\$250,000	\$187,500	\$250,000	\$800,000
Net Income	\$122,371	\$59,533	\$59,533	\$89,845	\$79,733	(\$474,985)
Beginning Retained Earnings	\$351,220	\$473,591	\$473,591	\$473,591	\$473,591	\$553,324
Ending Retained Earnings	\$473,591	\$533,124	\$533,124	\$563,436	\$553,324	\$78,339

*

* Expected decrease of 85.8% to Retained Earnings in this fund due to:
Increase in transfer to water and sewer revenue debt service fund FY13 to support the principal & interest payments
for water & sewer revenue bonds issued.

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
NON-OPERATING REVENUES						
Impact Fees	\$214,140	\$206,400	\$206,400	\$165,120	\$201,240	\$225,750
Interest	1,302	500	500	897	1,010	770
Miscellaneous	0	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0
Total Revenues	\$215,442	\$206,900	\$206,900	\$166,017	\$202,250	\$226,520
NON-OPERATING EXPENSES						
Operating Transfers Out	\$200,000	\$250,000	\$250,000	\$187,500	\$250,000	\$400,000
Total Expenditures	\$200,000	\$250,000	\$250,000	\$187,500	\$250,000	\$400,000
Net Income	\$15,442	(\$43,100)	(\$43,100)	(\$21,483)	(\$47,750)	(\$173,480)
Beginning Retained Earnings	\$242,377	\$257,819	\$257,819	\$257,819	\$257,819	\$210,069
Ending Retained Earnings	\$257,819	\$214,719	\$214,719	\$236,336	\$210,069	\$36,589

*

* Expected decrease of 82.6% to Retained Earnings in this fund due to:
Increase in transfer to water and sewer revenue debt service fund FY13 to support the principal & interest payments for water & sewer revenue bonds issued.

Water and Sewer Revenue Debt Service Fund

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

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

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
NON-OPERATING REVENUES						
Interest	\$1,683	\$3,500	\$3,500	\$1,410	\$1,880	\$1,000
Operating Transfers In	8,598,132	3,288,840	3,288,840	2,625,428	3,288,840	3,283,104
Total Revenues	\$8,599,815	\$3,292,340	\$3,292,340	\$2,626,838	\$3,290,720	\$3,284,104
NON-OPERATING EXPENSES						
Debt Service						
Principal	\$6,840,000	\$1,090,000	\$1,090,000	\$1,090,000	\$1,090,000	\$1,120,000
Interest	1,631,174	1,589,565	1,589,565	804,764	1,589,565	1,548,304
Fiscal Agent Fees	800	800	800	300	800	800
Issuance Costs	0	0	0	0	0	0
Operating Transfer Out	0	608,475	608,475	537,125	608,475	616,350
Total Expenditures	\$8,471,974	\$3,288,840	\$3,288,840	\$2,432,189	\$3,288,840	\$3,285,454
Net Income	\$127,841	\$3,500	\$3,500	\$194,649	\$1,880	(\$1,350)
Beginning Retained Earnings	\$572,237	\$700,078	\$700,078	\$700,078	\$700,078	\$701,958
Ending Retained Earnings	\$700,078	\$703,578	\$703,578	\$894,727	\$701,958	\$700,608

* Retained earnings in the Water and Sewer Debt Service Fund expected to decrease by 0.19%.

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

FY11 year end principal payments in the Water and Sewer Debt Service Fund reflect pay off of the 2001 W/S revenue bonds refinanced as 2010B General Obligation bonds.

Vehicle Replacement Fund

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

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

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

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

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

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

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
OPERATING REVENUES						
Department Lease Revenues	\$318,852	\$318,767	\$318,767	\$239,075	\$318,767	\$318,767
Transfers from other funds	828	0	0	0	0	0
Asset Disposition	14,892	0	0	9,780	9,780	0
Insurance Reimbursements	0	0	0	0	0	0
Interest	1,591	1,350	1,350	1,147	1,263	1,115
Total Revenues	\$336,163	\$320,117	\$320,117	\$250,002	\$329,810	\$319,882
OPERATING EXPENSES						
Vehicle Replacement Plan						
Vehicle Equipment	\$315,198	\$200,361	\$376,097	\$314,215	\$348,445	\$472,130
Total Expenditures	\$315,198	\$200,361	\$376,097	\$314,215	\$348,445	\$472,130
Operating Income	\$20,965	\$119,756	(\$55,980)	(\$64,213)	(\$18,635)	(\$152,248)
Beginning Retained Earnings	\$1,199,225	\$1,220,190	\$1,220,190	\$1,220,190	\$1,220,190	\$1,201,555
Ending Retained Earnings	\$1,220,190	\$1,339,946	\$1,164,210	\$1,155,977	\$1,201,555	\$1,049,307

- * VRP fund balance is expected to decrease by 15.2% in FY13.
- * The net value of the assets included in the retaining earnings balance is about \$786,017.
- * This year's proposed budget includes the following vehicle replacements:
 - 1 Municipal Court vehicle
 - 6 Police Department vehicles
 - 1 Community Services truck
 - 3 Community Development trucks
 - 2 Public Works trucks

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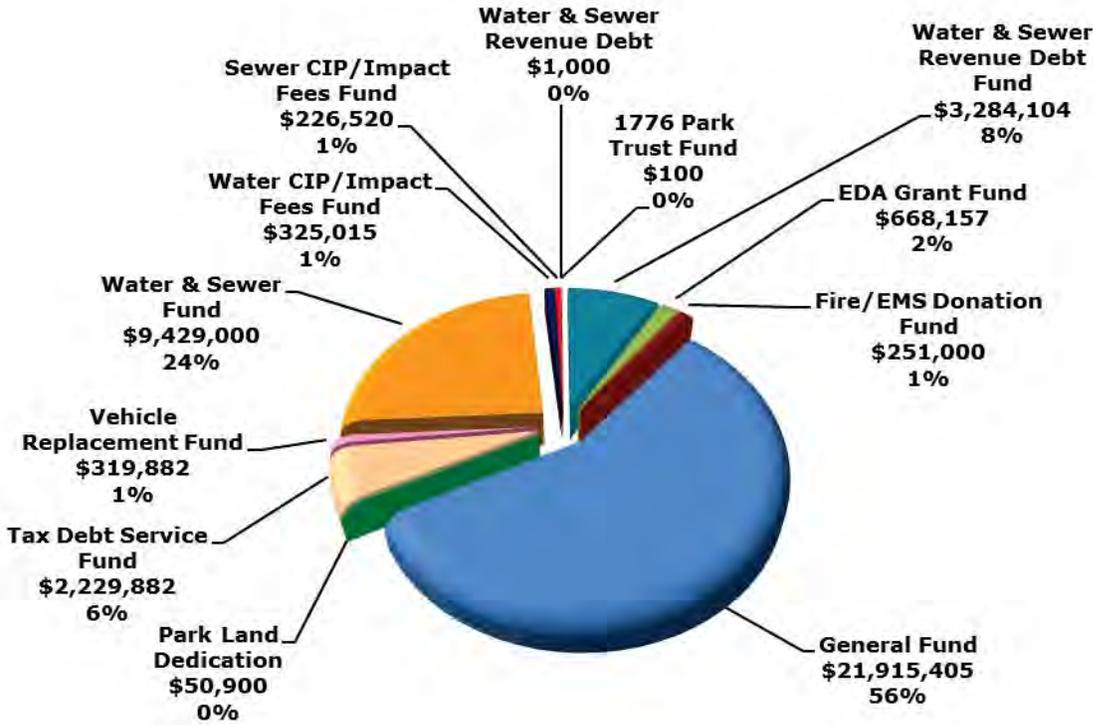


Revenue Summary Chart and Schedules by Fund

Revenue Summary Chart by Fund

The adopted revenue budget for fiscal year 2012-13 reflects a conservative approach, using prior year actual estimates as the basis for most revenue sources projections.

FY13 Adopted Budget Revenues
\$38,740,924
 (includes interfund transfers)



**Revenue Schedule
General Fund (001)**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
Current Property Taxes	\$12,094,401	\$12,332,608	\$12,332,608	\$12,247,291	\$12,332,608	\$12,697,240
Delinquent Property Taxes	193,558	100,000	100,000	0	100,000	100,000
P & I - Property Taxes	116,833	0	0	0	0	0
Sales Tax	4,002,740	3,965,020	3,965,020	2,119,102	3,908,684	3,908,684
TNMPCO Franchise	507,646	497,016	497,016	199,102	507,450	515,062
Centerpoint (HL&P) Franchise	147,301	144,838	144,838	59,982	144,838	147,011
Municipal Row Access Fees	137,837	183,715	183,715	97,126	131,114	133,081
Entex Franchise	148,307	150,532	150,532	100,320	100,320	101,825
TCI/AOL Cable Franchise	291,133	304,126	304,126	142,563	286,190	290,483
Video Service Franchise	221,157	186,687	186,687	112,730	239,882	243,480
PEG Channel Franchise Fees	97,278	0	27,637	51,059	100,034	6,000
IESI Franchise	47,748	44,420	44,420	43,507	58,738	59,619
Mixed Drink Tax	28,883	29,929	29,929	16,710	24,592	25,329
Taxes	18,034,822	17,938,891	17,966,528	15,189,492	17,934,450	18,227,814
Wrecker Permits	\$60	\$0	\$0	\$60	\$60	\$0
Alcoholic Beverage Permit	6,498	6,727	6,727	4,745	6,908	6,908
Noise Ordinance Permit	150	135	135	80	140	140
Animal Establishment Permit	10	15	15	10	15	15
Pipeline Permits	300	450	450	0	0	0
Well Drill Permit	1,050	0	0	500	500	500
Building Permits	293,181	316,068	316,068	225,427	291,360	296,677
Electric Permits	33,949	37,652	37,652	30,672	33,738	34,848
Plumbing Permits	29,038	31,020	31,020	34,851	28,858	29,251
Development Permit	0	0	0	250	250	175
Air Conditioning Permits	18,486	21,213	21,213	12,614	18,371	19,309
Plan Inspection Fees	140,123	150,725	150,725	105,392	139,253	141,636
Re Inspection Fees	225	701	701	175	224	443
Sign Permits	2,360	2,205	2,205	1,625	1,943	1,943
Alarm Permits	61,328	45,665	45,665	41,285	61,920	61,920
Banner Permit Fee	650	713	713	475	600	600
Animal Licenses	2,228	2,397	2,397	2,118	2,862	2,862
Electrical Licenses	0	0	0	200	0	0
Contractor License Registration	23,300	14,600	14,600	26,897	30,721	30,721
Metricom Inc. Agreement	3,233	3,233	3,233	4,042	4,042	4,042
Licenses And Permits	\$616,169	\$633,519	\$633,519	\$491,418	\$621,765	\$631,990
Federal Government	\$0	\$0	\$0	\$86,365	\$86,365	\$0
FBI Grants	9,260	0	4,381	7,044	9,423	0
Bureau Of Justice Grants	2,780	0	0	0	0	0
FEMA Grants	94,383	0	0	0	0	0
Homeland Security Grants	27,829	0	0	10,871	10,871	0
TX State Library Grants	14,097	0	0	0	0	0
Criminal Justice Division	42,520	50,400	50,400	76,032	90,532	52,000
Law Enforcement Training	5,108	4,252	4,252	0	0	0
Emergency Mgmt Division	43,710	0	0	0	0	0
Hazard Mitigation Grant	97,027	0	50,183	0	50,183	0
SECO Grant	38,445	0	0	0	0	0
Local Governments	0	12,000	12,000	0	12,000	0
Local Governments - Harris County	87	0	697	697	697	0
Houston HIDTA Task Force	11,208	0	3,608	10,202	11,293	0
Galveston County	25,569	0	0	0	0	0
Friendswood Volunteer Fire Dept	1,573	0	0	0	0	0
Bayou Vista	1,555	0	0	1,478	1,478	0
Friendswood ISD	216,013	137,873	330,763	151,472	191,314	137,873
Clear Creek ISD	15,905	15,905	15,905	15,406	15,905	15,406
Intergovernmental Revenue	\$647,069	\$220,430	\$472,189	\$359,567	\$480,061	\$205,279
Platt Fees	\$9,400	\$6,900	\$6,900	\$5,200	\$5,200	\$5,200
Commercial Site Plan	0	0	0	2,000	2,500	2,500
Rezoning Fees	900	1,350	1,350	600	600	600
Board Of Adjustment Fees	200	150	150	300	450	450
Vacation Of Easement/R-O-W	0	0	0	600	600	600
Zoning Compliance Cert	3,180	3,090	3,090	2,495	3,518	3,518
Bid Spec Documents	4,095	5,468	5,468	36	36	0
Animal Control/Shelter Fees	9,200	8,255	20,200	23,318	31,160	31,160
Swimming Pool Fees	7,415	12,000	12,000	5,018	7,580	7,580
Sports Complex Fees	16,598	15,800	15,800	5,884	16,670	16,670
Old City Park Fees	600	570	570	570	570	500
Pavilion Fees	3,623	4,200	4,200	3,225	4,210	4,210
Gazebo Fees	1,360	1,000	1,000	625	1,350	1,000
Leavesley Park Fees	22,410	19,250	19,250	18,807	20,450	20,450
Activity Building Fee	0	0	0	10	2,187	2,200
Non-Res Activity Bldg Fee	1,475	1,500	1,500	1,375	1,400	1,500
League Fees-Adult Softball	36,515	24,000	24,380	23,927	36,610	36,610

**Revenue Schedule
General Fund (001)**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
Summer Day Camp	70,558	69,500	69,500	50,003	70,590	70,590
Aerobic Class Fees	30,206	21,000	21,000	23,760	30,610	30,610
Other Program Fees	3,969	4,000	4,000	2,387	3,500	3,500
Booth Fees	3,730	1,500	1,500	4,525	4,525	4,525
Fun Run Receipts/Donation	17,158	16,300	16,300	15,903	12,603	0
July 4th Sponsorship Fee	0	500	500	0	0	0
Charges For Services	\$242,592	\$216,333	\$228,658	\$190,568	\$256,919	\$243,973
Court Fines And Fees	\$714,963	\$687,521	\$687,521	\$564,474	\$759,001	\$759,001
Court Adm Fee (DDC)	11,408	11,647	11,647	6,960	8,913	8,913
Warrantless Arrest (AF)	25,878	25,389	25,389	18,801	25,041	25,041
Warrantless Arrest (CAPWAR)	73,454	82,418	82,418	57,539	79,212	79,212
Child Safety (CS)	4,604	4,846	4,846	3,933	5,490	5,490
Traffic Fee (TFC)	10,365	10,204	10,204	7,381	9,680	9,680
Harris Co Child Safety	9,851	8,787	8,787	8,870	11,642	11,642
Administrative Fee - DPTS	2,127	2,298	2,298	2,518	3,351	3,351
10% TP-Court Adm (35)	3,317	3,511	3,511	2,594	3,554	3,554
40% TP - City Funds (35)	13,277	14,066	14,066	10,401	14,241	14,241
Jury Fee \$3	0	3	3	6	9	9
State Traffic (5% City)	4,988	4,815	4,815	3,683	4,827	4,827
City's 10% CJF	25	24	24	17	23	23
Cons Court Cost-10% Adm	34,615	37,353	37,353	26,379	39,569	39,569
State DOT Court Fine	10,929	11,123	11,123	4,201	5,250	5,250
Expunge Case Revenues	60	44	44	150	225	225
City's Fee	510	310	310	820	1,140	1,140
Teen Court Program	510	310	310	820	1,140	1,140
Library	43,147	40,111	40,111	26,724	37,283	36,724
False Alarms	8,650	7,240	7,240	4,150	4,388	4,500
Fines	\$972,678	\$952,020	\$952,020	\$750,425	\$1,013,979	\$1,013,532
Investments	\$42,063	\$49,846	\$49,846	\$29,585	\$34,667	\$34,320
Texpool	1,776	2,104	2,104	650	725	717
Lone Star Invest Pool	2,931	3,230	3,230	1,043	1,311	1,298
MBIA	3,017	3,035	3,035	1,630	1,500	1,485
Checking Accounts	4,935	5,652	5,652	2,384	3,006	2,976
Marking Invest To Market	(8,270)	0	0	0	0	0
Interest Revenues	\$46,452	\$63,867	\$63,867	\$35,292	\$41,209	\$40,796
Miscellaneous Receipts	\$8,108	\$6,767	\$6,767	\$7,347	\$7,524	\$7,524
Administrative Fees	722	686	686	739	875	875
Refuse Administrative Fee	157,401	156,768	156,768	125,881	170,502	180,552
Miscellaneous Receipts	426	369	369	320	480	480
Late Fee-Alarm Permit	200	40	40	100	100	0
Return Check Fee	535	428	428	545	705	705
Reimbursements	9,192	4,614	19,334	19,447	19,447	0
Insurance	8,327	7,919	90,755	84,356	84,356	8,649
PY Insurance Reimburse	37,007	17,473	17,473	12,955	12,955	23,587
Prior Period Expenditures	56,724	0	0	942	942	0
Rebates-Office Supplies	0	0	0	16	24	0
Documents	1,711	2,318	2,318	902	1,100	1,000
Vending Proceeds	1,338	1,667	1,667	755	1,058	1,058
Concession Stand Agreement	743	570	570	868	1,058	1,058
Donations	27,140	37,431	88,110	47,061	50,000	0
A/C Shelter Construction	406	900	900	1,490	1,490	0
A/C-Donations From Fava	0	0	0	0	0	0
Tower Rental Fee	52,664	47,345	47,345	28,505	42,758	43,000
Miscellaneous Receipts	\$362,644	\$285,295	\$433,530	\$332,229	\$395,374	\$268,488
Park Dedication Fund	50,000	35,000	175,000	35,000	175,000	130,700
Trans From W/S Oper Fund	1,093,631	1,116,665	1,116,665	837,499	1,116,665	1,152,833
Sale of Fixed Assets	8,992	0	0	0	0	0
Other Financing Resources	\$1,152,623	\$1,151,665	\$1,291,665	\$872,499	\$1,291,665	\$1,283,533
General Fund Total	\$22,075,049	\$21,462,020	\$22,041,976	\$18,221,490	\$22,035,422	\$21,915,405

**Revenue Schedule
Police Investigation Fund (Federal - 101)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Seized Revenues-Federal	\$5,906	\$5,640	\$5,640	\$9,797	\$9,797	\$1,737
Seized Revenues-County	0	0	0	0	0	0
Insurance	0	0	0	0	0	0
Intergovernmental Revenue	\$5,906	\$5,640	\$5,640	\$9,797	\$9,797	\$1,737
Investments	\$0	\$0	\$0	\$0	\$0	\$0
Texpool	0	0	0	0	0	0
Lone Star Investment Pool	0	0	0	0	0	0
MBIA	0	0	0	0	0	0
Checking Accounts	0	0	0	0	0	0
Interest Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Police Investigation Fund (Federal)	\$5,906	\$5,640	\$5,640	\$9,797	\$9,797	\$1,737

**Revenue Schedule
Police Investigation Fund (State - 102)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Seized Revenues-State	\$29,238	\$0	\$0	\$0	\$0	\$0
Seized Revenues-County	27,293	0	9,970	71,284	108,165	0
Intergovernmental Revenues	\$56,531	\$0	\$9,970	\$71,284	\$108,165	\$0
Investments	\$173	\$85	\$85	\$226	\$265	\$0
Texpool	8	8	8	5	7	0
Lone Star Investment Pool	12	9	9	9	12	0
MBIA	12	12	12	14	22	0
Checking Accounts	19	36	36	20	26	0
Interest Revenues	\$224	\$150	\$150	\$274	\$332	\$0
Police Investigation Fund (State)	\$56,755	\$150	\$10,120	\$71,558	\$108,497	\$0
Police Investigation Fund Total	\$62,661	\$5,790	\$15,760	\$81,355	\$118,294	\$1,737

**Revenue Schedule
Fire / EMS Donation Fund (131)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Investments	\$127	\$0	\$0	\$56	\$70	\$0
Texpool	4	0	0	1	2	0
Lone Star Investment Pool	7	0	0	1	2	0
MBIA	8	0	0	1	3	0
Checking Accounts	10	0	0	1	2	0
Interest Revenues	\$156	\$0	\$0	\$60	\$79	\$0
Donations	\$248,663	\$241,000	\$241,000	\$188,958	\$226,609	\$251,000
Miscellaneous Receipts	\$248,663	\$241,000	\$241,000	\$188,958	\$226,609	\$251,000
Sales of Fixed Assets	\$0	\$0	\$0	\$0	\$0	\$0
Transfers from General Fund	0	0	0	0	9,250	0
Other Financing Sources	\$0	\$0	\$0	\$0	\$9,250	\$0
FIRE/EMS Donation Fund	\$248,819	\$241,000	\$241,000	\$189,018	\$235,938	\$251,000

**Revenue Schedule
Economic Development Administration Grant Fund (140)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Investments	\$0	\$0	\$0	\$0	\$0	\$0
Texpool	0	0	0	0	0	0
Lone Star Investment Pool	0	0	0	0	0	0
MBIA	0	0	0	0	0	0
Checking Accounts	0	0	0	0	0	0
Interest Revenues	\$0	\$0	\$0	\$0	\$0	\$0
EDA Grant	\$1,090,039	\$0	\$1,568,498	\$20,341	\$920,341	\$668,157
Transfer from W/S Working Capital	0	0	0	0	0	0
Miscellaneous Receipts	\$1,090,039	\$0	\$1,568,498	\$20,341	\$920,341	\$668,157
EDA Grant Fund	\$1,090,039	\$0	\$1,568,498	\$20,341	\$920,341	\$668,157

**Revenue Schedule
TDRA Disaster Recovery Grant (142)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
TDRA Grant Revenue	\$1,310,098	\$0	\$437,527	\$342,722	\$1,034,464	\$0
Transfer from General Fund	0	0	0	0	0	0
Miscellaneous Receipts	\$1,310,098	\$0	\$437,527	\$342,722	\$1,034,464	\$0
TDRA Disaster Recovery Grant	\$1,310,098	\$0	\$437,527	\$342,722	\$1,034,464	\$0

**Revenue Schedule
Municipal Court Building Security & Technology Fund (150)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Technology Fees	\$23,895	\$22,000	\$22,000	\$17,547	\$22,779	\$23,000
Court Technology Fees	\$23,895	\$22,000	\$22,000	\$17,547	\$22,779	\$23,000
Bldg Security Fees	\$16,019	\$14,000	\$14,000	\$12,339	\$15,451	\$15,500
Court Security Fees	\$16,019	\$14,000	\$14,000	\$12,339	\$15,451	\$15,500
Investments	\$0	\$0	\$0	\$510	\$680	\$680
Texpool	0	0	0	14	20	20
Lone Star Investment Pool	0	0	0	17	22	22
MBIA	0	0	0	34	45	45
Checking Accounts	0	0	0	40	55	55
Interest Revenues	\$0	\$0	\$0	\$615	\$822	\$822
Court Technology / Security Fees Fund	\$39,914	\$36,000	\$36,000	\$30,501	\$39,052	\$39,322

**Revenue Schedule
Sidewalk Install Fund (160)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Investments	\$15	\$0	\$0	\$4	\$5	\$0
Interest Revenues	\$15	\$0	\$0	\$4	\$5	\$0
Sidewalk Installation Fees	\$0	\$0	\$0	\$0	\$0	\$0
Sidewalk Installation Fees	\$0	\$0	\$0	\$0	\$0	\$0
Sidewalk Installation Fund	\$15	\$0	\$0	\$4	\$5	\$0

**Revenue Schedule
Park Land Dedication Fund (164)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Neighborhood Parks	\$6,320	\$5,000	\$5,000	\$0	\$18,800	\$5,000
Community Parks	45,900	45,000	45,000	38,100	45,000	45,000
Miscellaneous Receipts	\$52,220	\$50,000	\$50,000	\$38,100	\$63,800	\$50,000
Investments	\$1,177	\$800	\$800	\$958	\$1,100	\$750
Texpool	52	105	105	21	30	20
Lone Star Investment Pool	84	125	125	37	50	30
MBIA	84	100	100	52	67	50
Checking Accounts	140	70	70	80	108	50
Interest Revenues	\$1,537	\$1,200	\$1,200	\$1,148	\$1,355	\$900
Transfers from General Fund	\$0	\$0	\$0	\$0	\$14,009	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$14,009	\$0
Park Land Dedication Fund	\$53,757	\$51,200	\$51,200	\$39,248	\$79,164	\$50,900

**Revenue Schedule
Tax Debt Service Fund (201)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Current Property Taxes	\$1,513,675	\$1,614,607	\$1,614,607	\$1,600,715	\$1,614,607	\$1,586,174
Delinquent Property Taxes	28,918	25,000	25,000	0	25,000	25,000
P & I - Property Taxes	14,676	0	0	0	0	0
Taxes	\$1,557,269	\$1,639,607	\$1,639,607	\$1,600,715	\$1,639,607	\$1,611,174
Investments	\$2,812	\$2,500	\$2,500	\$2,070	\$2,760	\$2,000
Texpool	129	500	500	30	45	45
Lone Star Investment Pool	205	600	600	56	64	64
MBIA	213	700	700	73	97	97
Checking Accounts	436	2,700	2,700	114	152	152
Marking Investment To Market	(827)	0	0	0	0	0
Interest Revenues	\$2,968	\$7,000	\$7,000	\$2,343	\$3,118	\$2,358
Transfers from W/S Debt Service Fund	\$0	\$608,475	\$608,475	\$582,238	\$608,475	\$616,350
Transfers from Capital Projects Fund	92,261	0	0	0	0	0
Bond Proceeds	5,460,000	0	134,631	9,453,666	9,453,666	0
Premium	200,191	0	0	0	0	0
Other Financing Sources	\$5,752,452	\$608,475	\$743,106	\$10,035,904	\$10,062,141	\$616,350
Tax Debt Service Fund	\$7,312,689	\$2,255,082	\$2,389,713	\$11,638,962	\$11,704,866	\$2,229,882

**Revenue Schedule
2010 G.O. Bonds Fund (252)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
MBIA	\$5,108	\$0	\$0	\$5,079	\$5,079	\$0
Interest Revenues	\$5,108	\$0	\$0	\$5,079	\$5,079	\$0
Bond Proceeds	\$3,460,000	\$0	\$0	\$0	\$0	\$0
Premium	117,261	0	0	0	0	0
Other Financing Sources	\$3,577,261	\$0	\$0	\$0	\$0	\$0
2010 G.O. Bonds Fund	\$3,582,369	\$0	\$0	\$5,079	\$5,079	\$0

**Revenue Schedule
1776 Park Trust Fund (701)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Investments	\$113	\$90	\$90	\$89	\$95	\$70
TexPool	6	10	10	2	3	5
Lone Star Investment Pool	8	10	10	3	4	5
MBIA	8	10	10	5	6	10
Checking Accounts	14	30	30	8	10	10
Interest Revenues	\$149	\$150	\$150	\$107	\$118	\$100
1776 Park Trust Fund	\$149	\$150	\$150	\$107	\$118	\$100

**Revenue Schedule
Water & Sewer Fund (401)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Single Family Res	\$5,623,570	\$4,100,000	\$4,100,000	\$2,802,991	\$4,128,657	\$4,100,000
Single Commercial	224,098	200,000	200,000	136,995	210,893	200,000
Multi Family Res	374,059	350,000	350,000	221,460	332,820	350,000
Multi Commercial	78,352	70,000	70,000	47,715	64,774	70,000
Sprinkler Only	643,255	350,000	350,000	568,951	630,804	500,000
Other	76,803	50,000	50,000	32,725	49,766	50,000
Single Family Res	4,316,089	3,300,000	3,300,000	2,254,133	3,644,348	3,300,000
Single Commercial	149,666	135,000	135,000	94,938	145,410	135,000
Multi Family Res	323,560	310,000	310,000	194,893	325,932	310,000
Multi Commercial	64,664	60,000	60,000	39,699	58,972	60,000
Other	45,080	35,000	35,000	23,670	41,447	35,000
Charges for Services	\$11,919,196	\$8,960,000	\$8,960,000	\$6,418,170	\$9,633,823	\$9,110,000
Investments	\$33,378	\$24,000	\$24,000	\$32,094	\$35,000	\$30,000
Texpool	1,485	1,500	1,500	745	900	1,000
Lone Star Investment Pool	2,411	2,500	2,500	1,289	1,700	1,000
MBIA	2,366	2,500	2,500	1,834	2,200	2,500
Checking Accounts	4,035	2,500	2,500	2,847	3,500	2,500
Marking Investment To Market	(7,443)	0	0	0	0	0
Interest Revenues	\$36,232	\$33,000	\$33,000	\$38,809	\$43,300	\$37,000
Miscellaneous Receipts	\$0	\$0	\$0	\$450	\$450	\$0
Disconnect/Reconnect Fee	207,264	190,000	190,000	155,459	220,000	225,000
Disconnect/Reconnect Fee	15,525	16,000	16,000	16,100	20,000	20,000
Tampering Fee	340	400	400	1,812	2,000	1,000
Miscellaneous Receipts	5,561	0	0	162,572	162,571	0
Return Check Fee	1,200	1,000	1,000	1,050	1,100	1,000
Insurance	5,850	0	0	4,978	4,978	0
Water Meters	37,655	30,000	30,000	29,045	35,000	35,000
Miscellaneous Receipts	\$273,395	\$237,400	\$237,400	\$371,466	\$446,099	\$282,000
Water & Sewer Fund	\$12,228,823	\$9,230,400	\$9,230,400	\$6,828,445	\$10,123,222	\$9,429,000

**Revenue Schedule
2006 W & S Bond Construction Fund (418)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Texpool	\$0	\$0	\$0	\$0	\$0	\$0
Lone Star Investment Pool	0	0	0	0	0	0
2006 MBIA W/S Rev Bonds	3,496	0	0	3,075	3,075	0
Marking Investment To Market	0	0	0	0	0	0
Interest Revenues	\$3,496	\$0	\$0	\$3,075	\$3,075	\$0
Miscellaneous Receipts		\$0	\$0	\$0	\$42	\$0
Miscellaneous Receipts	\$0	\$0	\$0	\$0	\$42	\$0
2006 W & S Bond Construction Fund	\$3,496	\$0	\$0	\$3,075	\$3,117	\$0

**Revenue Schedule
2009 W & S Bond Construction Fund (419)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Texpool	\$0	\$0	\$0	\$0	\$0	\$0
Lone Star Investment Pool	0	0	0	0	0	0
2009 MBIA W/S Rev Bonds	10,282	1,100	1,100	3,807	3,807	0
Marking Investment To Market	0	0	0	0	0	0
Interest Revenues	\$10,282	\$1,100	\$1,100	\$3,807	\$3,807	\$0
Miscellaneous Receipts	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Receipts	\$0	\$0	\$0	\$0	\$0	\$0
2009 W & S Bond Construction Fund	\$10,282	\$1,100	\$1,100	\$3,807	\$3,807	\$0

**Revenue Schedule
Water CIP/Impact Fee Fund (480)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
CW Water Impact Fees-2003	\$328	\$0	\$0	\$0	\$0	\$0
Bay Area Blvd-2000 Fees	0	0	0	0	0	0
CW Impact Fees-2008	319,877	308,783	308,783	275,501	327,273	323,575
Charges for Services	\$320,205	\$308,783	\$308,783	\$275,501	\$327,273	\$323,575
Investments	\$1,668	\$150	\$150	\$1,539	\$2,052	\$1,200
Texpool	71	150	150	34	46	30
Lone Star Invest Pool	117	150	150	58	77	30
MBIA	117	150	150	85	113	30
Checking Accounts	193	150	150	128	172	150
Interest Revenues	\$2,166	\$750	\$750	\$1,844	\$2,460	\$1,440
Water CIP/Impact Fee Fund	\$322,371	\$309,533	\$309,533	\$277,345	\$329,733	\$325,015

**Revenue Schedule
Sewer CIP/Impact Fee Fund (580)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
CW Impact Fees-2008	\$214,140	\$206,400	\$206,400	\$165,120	\$201,240	\$225,750
Charges for Services	\$214,140	\$206,400	\$206,400	\$165,120	\$201,240	\$225,750
Investments	\$992	\$100	\$100	\$749	\$825	\$600
Texpool	45	100	100	16	25	20
Lone Star Invest Pool	73	100	100	29	35	30
MBIA	72	100	100	40	50	40
Checking Accounts	120	100	100	\$63	75	80
Interest Revenues	\$1,302	\$500	\$500	\$897	\$1,010	\$770
Sewer CIP/Impact Fee Fund	\$215,442	\$206,900	\$206,900	\$166,017	\$202,250	\$226,520

**Revenue Schedule
W & S Revenue Debt Fund (490)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Investments	\$1,185	\$3,100	\$3,100	\$1,209	\$1,612	\$800
Texpool	56	100	100	20	27	25
Lone Star Invest Pool	84	100	100	46	61	50
MBIA	88	100	100	51	68	50
Checking Accounts	270	100	100	84	112	75
Interest Revenues	\$1,683	\$3,500	\$3,500	\$1,410	\$1,880	\$1,000
Trans From W/S Oper Fund	\$2,668,189	\$2,788,840	\$2,788,840	\$2,250,428	\$2,788,840	\$2,083,104
Water CIP/Impact Fee Fund	200,000	250,000	250,000	187,500	250,000	800,000
Tax Debt Service	5,529,943	0	0	0	0	0
Sewer CIP/Impact Fee Fund	200,000	250,000	250,000	187,500	250,000	400,000
Other Financing Sources	\$8,598,132	\$3,288,840	\$3,288,840	\$2,625,428	\$3,288,840	\$3,283,104
W & S Revenue Debt Fund	\$8,599,815	\$3,292,340	\$3,292,340	\$2,626,838	\$3,290,720	\$3,284,104

**Revenue Schedule
Vehicle Replacement Fund (301)**

Account Description	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
Investments	\$1,359	\$850	\$850	\$1,037	\$1,134	\$1,000
Texpool	63	100	100	23	32	25
Checking Accounts	169	400	400	87	97	90
Interest Revenues	\$1,591	\$1,350	\$1,350	\$1,147	\$1,263	\$1,115
Lease Revenue	\$318,852	\$318,767	\$318,767	\$239,075	\$318,767	\$318,767
Lease Revenues	\$318,852	\$318,767	\$318,767	\$239,075	\$318,767	\$318,767
Transfer From General Fund	\$828	\$0	\$0	\$0	\$0	\$0
Transfer From W/S Operating Fund	0	0	0	0	0	0
Sale Of Fixed Assets	14,892	0	0	9,780	9,780	0
Other Financing Sources	\$15,720	\$0	\$0	\$9,780	\$9,780	\$0
Vehicle Replacement Plan Fund	\$336,163	\$320,117	\$320,117	\$250,002	\$329,810	\$319,882

General and Administrative Transfers

Transfers to Other Funds

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
GENERAL FUND						
VEHICLE REPLACEMENT FUND	\$828	\$0	\$0	\$0	\$0	\$0
FIRE/EMS DONATION FUND	0	0	0	0	9,250	0
PARK LAND DEDICATION FUND	0	0	0	0	14,009	0
WATER/SEWER OPERATION FUND	0	0	0	0	0	0
TOTAL	\$828	\$0	\$0	\$0	\$23,259	\$0
PARK DEDICATION FUND						
GENERAL FUND	\$50,000	\$35,000	\$175,000	\$35,000	\$175,000	\$130,700
TAX DEBT SERVICE FUND						
WATER/SEWER REVENUE DEBT SERVICE FUND	\$5,529,943	\$0	\$0	\$0	\$0	\$0
2010 G.O. BOND FUND						
TAX DEBT SERVICE FUND	\$92,261	\$0	\$0	\$0	\$0	\$0
WATER AND SEWER OPERATION FUND						
GENERAL FUND	\$1,093,631	\$1,116,665	\$1,116,665	\$837,499	\$1,116,665	\$1,152,833
EDA GRANT FUND	900,000	0	0	0	0	0
2006 WATER/SEWER BOND FUND	42	0	0	0	0	0
WATER/SEWER REVENUE DEBT SERVICE FUND	2,668,189	2,788,840	2,788,840	2,250,428	2,788,840	2,083,104
TOTAL	\$ 4,661,862	\$ 3,905,505	\$ 3,905,505	\$ 3,087,927	\$ 3,905,505	\$ 3,235,937
WATER AND SEWER REVENUE DEBT FUNDS						
TAX DEBT SERVICE FUND	\$0	\$608,475	\$608,475	\$582,238	\$608,475	\$616,350
TOTAL	\$0	\$608,475	\$608,475	\$582,238	\$608,475	\$616,350
WATER CIP/IMPACT FEE FUND						
WATER/SEWER REVENUE DEBT SERVICE FUND	\$200,000	\$250,000	\$250,000	\$187,500	\$250,000	\$800,000
SEWER CIP/IMPACT FEE FUND						
WATER/SEWER REVENUE DEBT SERVICE FUND	\$200,000	\$250,000	\$250,000	\$187,500	\$250,000	\$400,000
TOTAL TRANSFERS TO OTHER FUNDS	\$10,734,894	\$ 5,048,980	\$ 5,188,980	\$ 4,080,165	\$ 5,212,239	\$ 5,182,987

Transfers from Other Funds

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
GENERAL FUND						
PARK LAND DEDICATION FUND	\$50,000	\$35,000	\$175,000	\$35,000	\$175,000	\$130,700
WATER/SEWER OPERATION FUND	1,093,631	1,116,665	1,116,665	837,499	1,116,665	1,152,833
TOTAL	\$1,143,631	\$1,151,665	\$1,291,665	\$872,499	\$1,291,665	\$1,283,533
FIRE/EMS DONATION FUND						
GENERAL FUND	\$0	\$0	\$0	\$0	\$9,250	\$0
TOTAL	\$0	\$0	\$0	\$0	\$9,250	\$0
PARK LAND DEDICATION FUND						
GENERAL FUND	\$0	\$0	\$0	\$0	\$14,009	\$0
TOTAL	\$0	\$0	\$0	\$0	\$14,009	\$0
TAX DEBT SERVICE FUND						
2010 G.O. BOND FUND	\$92,261	\$0	\$0	\$0	\$0	\$0
WATER/SEWER REVENUE DEBT SERVICE FUND	0	608,475	608,475	582,238	608,475	616,350
TOTAL	\$92,261	\$608,475	\$608,475	\$582,238	\$608,475	\$616,350
VEHICLE REPLACEMENT FUND						
GENERAL FUND	\$828	\$0	\$0	\$0	\$0	\$0
TOTAL	\$828	\$0	\$0	\$0	\$0	\$0
WATER & SEWER FUND						
EDA GRANT FUND	\$900,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$900,000	\$0	\$0	\$0	\$0	\$0
WATER/SEWER REVENUE DEBT SERVICE FUND						
WATER/SEWER OPERATION FUND	\$2,668,189	\$2,788,840	\$2,788,840	\$2,250,428	\$2,788,840	\$2,083,104
WATER CIP/IMPACT FEE FUND	200,000	250,000	250,000	187,500	250,000	800,000
SEWER CIP/IMPACT FEE FUND	200,000	250,000	250,000	187,500	250,000	400,000
TAX DEBT SERVICE FUND	5,529,943	0	0	0	0	0
TOTAL	\$8,598,132	\$3,288,840	\$3,288,840	\$2,625,428	\$3,288,840	\$3,283,104
WATER AND SEWER BOND FUNDS						
WATER/SEWER OPERATION FUND	\$42	\$0	\$0	\$0	\$0	\$0
TOTAL	\$42	\$0	\$0	\$0	\$0	\$0
TOTAL TRANSFERS FROM OTHER FUNDS	\$10,734,894	\$5,048,980	\$5,188,980	\$4,080,165	\$5,212,239	\$5,182,987



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Summary of Debt Service Funds

	FY 11 Actual	FY 12 Original Budget	FY 12 Amended Budget	FY 12 YTD 6/30/12	FY 12 Year End Estimate	FY 13 Adopted Budget
General Obligation Bonds	\$1,541,658	\$1,452,609	\$1,452,609	\$1,159,161	\$1,452,809	\$1,130,924
Certificates of Obligations	\$0	\$0	\$0	\$0	\$0	\$0
Refunding Bonds	\$313,928	\$1,726,711	\$1,861,342	\$1,601,364	\$1,861,641	\$1,957,412
Revenue Bonds	\$1,631,974	\$1,627,015	\$1,627,015	\$966,456	\$1,627,015	\$1,628,342
Other Tax Debt	\$213,351	\$219,808	\$219,808	\$109,645	\$218,258	\$245,877
Total	\$3,700,911	\$5,026,143	\$5,160,774	\$3,836,626	\$5,159,723	\$4,962,555

Debt Service Funds Overview

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

In FY 2010-11, the City refinanced its 2001 Series Water & Sewer Revenue Bonds as Series 2010B General Obligation Bonds. Debt service payments on the Series 2010B Bonds will be supported by the Water & Sewer Fund through annual transfers to the Tax Debt Service Fund over the entire life of the bonds. This refinancing strategy did not alter the maturity date of the outstanding debt and resulted in a significant rate difference that will lower the interest amount due over the life of the bonds.

City of Friendswood Legal Debt Margin Information

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

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

Per the City's Financial Advisor using the Texas Attorney General's guideline for home rule cities, the City's legal debt margin is based on a tax rate of \$1.35 per \$100 of net assessed property value with projected 100% collection of the tax levy. For FY13, the City's legal debt margin is \$32,299,178. This means the City could issue debt (bonds) up to an amount that generates a maximum annual debt service requirement of less than \$32,299,178.

Legal Debt Margin Calculation

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

Estimated net assessed value:
\$2,392,531,721

For Texas Constitution Legal Debt Margin for Friendwood:

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

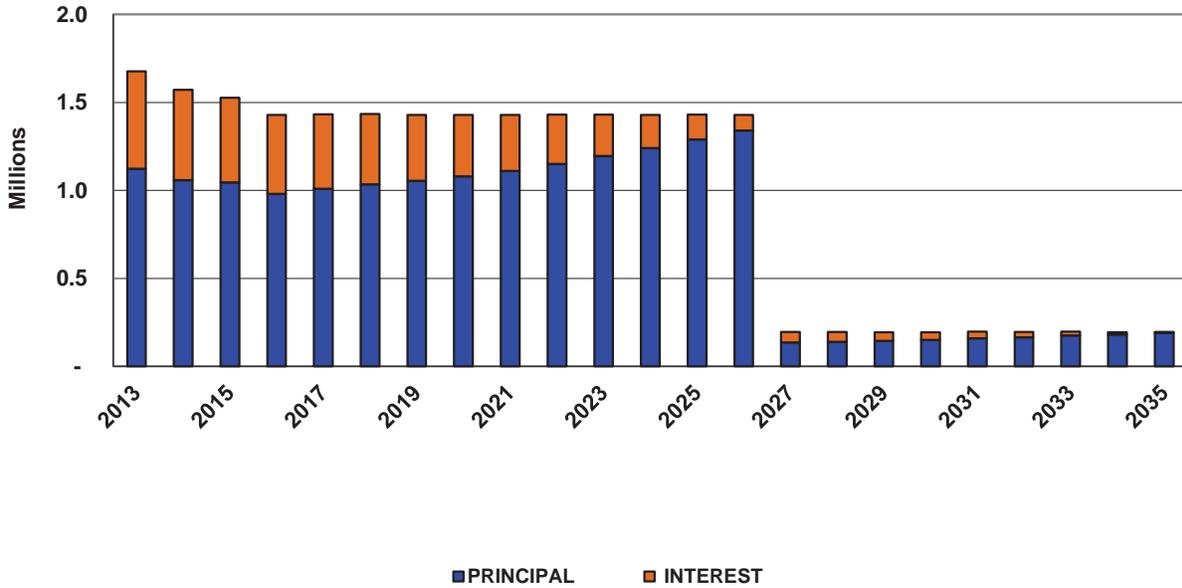
\$32,299,178 City of Friendswood's Maximum Legal Debt Service Requirement (based on tax rate of \$1.35 per \$100 value)

\$2,071,214 City of Friendswood's maximum annual debt service requirement for existing G.O. debt (will occur in fiscal year 2020)

\$30,227,964 City of Friendswood's FY13 Debt Margin

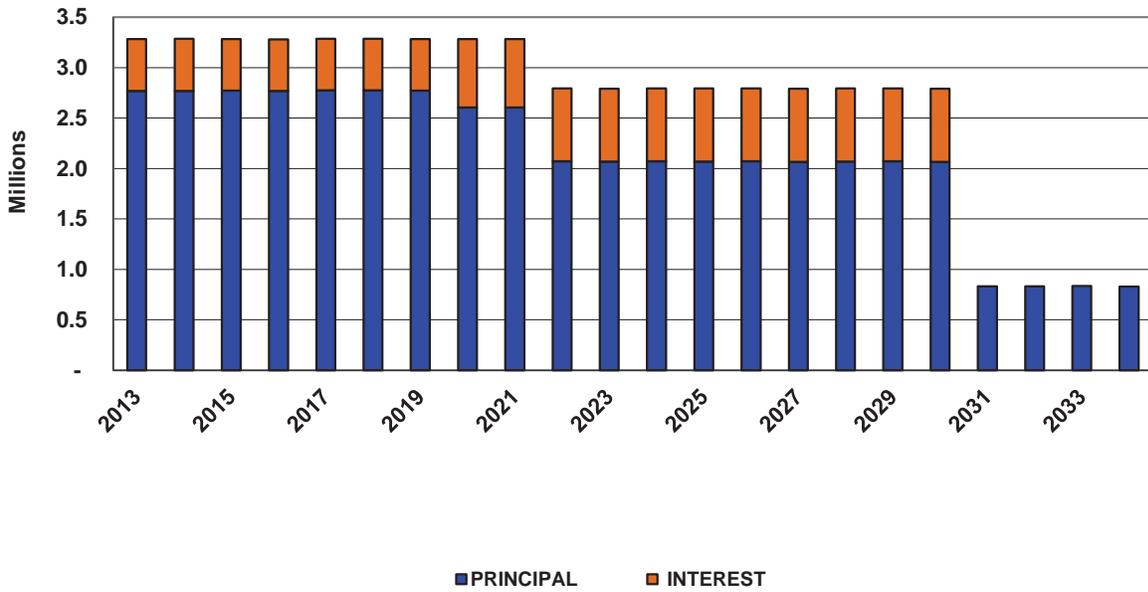
According to the City's Financial Advisor, a debt margin of \$30,227,964 translates into additional debt capacity of about \$400 million in bonds (depending on factors such as the number of sales and the interest environment).

Tax Debt Service To Maturity



YEAR	PRINCIPAL	INTEREST	TOTAL
2013	1,122,317	553,681	1,675,998
2014	1,057,114	515,190	1,572,304
2015	1,045,328	481,053	1,526,381
2016	980,000	448,142	1,428,142
2017	1,010,000	421,883	1,431,883
2018	1,035,000	398,248	1,433,248
2019	1,055,000	374,214	1,429,214
2020	1,080,000	349,114	1,429,114
2021	1,110,000	318,219	1,428,219
2022	1,150,000	279,589	1,429,589
2023	1,195,000	235,793	1,430,793
2024	1,240,000	188,799	1,428,799
2025	1,290,000	139,886	1,429,886
2026	1,340,000	88,940	1,428,940
2027	135,000	60,225	195,225
2028	140,000	54,725	194,725
2029	145,000	49,025	194,025
2030	150,000	43,125	193,125
2031	160,000	36,925	196,925
2032	165,000	29,806	194,806
2033	175,000	21,731	196,731
2034	180,000	13,300	193,300
2035	190,000	4,513	194,513
Total	\$17,149,759	\$5,106,125	\$22,255,884

Revenue Debt Service To Maturity



YEAR	PRINCIPAL	INTEREST	TOTAL
2013	2,769,143	513,960	3,283,104
2014	2,769,877	514,229	3,284,106
2015	2,770,671	512,250	3,282,921
2016	2,769,413	510,171	3,279,584
2017	2,774,199	510,872	3,285,071
2018	2,773,596	511,110	3,284,706
2019	2,772,169	508,790	3,280,959
2020	2,605,835	675,650	3,281,485
2021	2,605,086	675,650	3,280,736
2022	2,070,702	723,400	2,794,102
2023	2,068,034	723,775	2,791,809
2024	2,071,931	722,900	2,794,831
2025	2,067,186	725,650	2,792,836
2026	2,071,163	723,488	2,794,651
2027	2,066,173	724,950	2,791,123
2028	2,069,405	723,450	2,792,855
2029	2,070,488	722,138	2,792,625
2030	2,064,788	725,975	2,790,763
2031	833,500	-	833,500
2032	832,625	-	832,625
2033	834,875	-	834,875
2034	830,250	-	830,250
Total	\$46,561,108	\$11,448,407	\$58,009,515

Tax Debt Service Fund

	FY 11 Actual	FY 12 Original Budget	FY 12 Amended Budget	FY 12 YTD 6/30/12	FY 12 Year End Estimate	FY 13 Adopted Budget
General Obligation Bonds						
Principal	\$750,000	\$800,000	\$800,000	\$800,000	\$800,000	\$830,000
Interest	705,619	651,509	651,509	357,861	651,509	299,824
Issuance Cost	84,939	0	0	0	0	0
Paying Agent Fees	1,100	1,100	1,100	1,300	1,300	1,100
Total	\$1,541,658	\$1,452,609	\$1,452,609	\$1,159,161	\$1,452,809	\$1,130,924
Revenue Bonds						
Principal	\$0	\$0	\$0	\$0	\$0	\$0
Interest	0	0	0	0	0	0
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0
Refunding Bonds						
Principal	\$0	\$0	\$0	\$0	\$0	\$65,000
Interest	0	64,886	64,886	0	64,886	235,300
Issuance Cost	0	0	131,381	131,381	131,381	0
Paying Agent Fees	0	0	3,250	3,250	3,549	0
Total	\$0	\$64,886	\$199,517	\$134,631	\$199,816	\$300,300
Other Tax Debt						
Principal	\$184,562	\$187,666	\$187,666	\$87,746	\$186,116	\$222,752
Interest	28,789	32,142	32,142	21,899	32,142	23,125
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	0	0	0	0	0	0
Total	\$213,351	\$219,808	\$219,808	\$109,645	\$218,258	\$245,877
Certificates of Obligation						
Principal	\$0	\$0	\$0	\$0	\$0	\$0
Interest	0	0	0	0	0	0
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0
Total Tax Debt Service Fund	\$1,755,009	\$1,737,303	\$1,871,934	\$1,403,437	\$1,870,883	\$1,677,101

**Debt Service
Tax Debt Service Fund
Account Listing**

	FY 11 Actual	FY 12 Original Budget	FY 12 Amended Budget	FY 12 YTD 6/30/12	FY 12 Year End Estimate	FY 13 Adopted Budget
93-11 PRINCIPAL - 2003 GO BONDS	\$310,000	\$330,000	\$330,000	\$330,000	\$330,000	\$345,000
93-12 PRINCIPAL - 2005 GO BONDS	365,000	375,000	375,000	375,000	375,000	385,000
93-13 PRINCIPAL - 2010 GO BONDS	75,000	95,000	95,000	95,000	95,000	100,000
93-15 PRINCIPAL - 2012 REFUNDING GO BONDS	0	0	0	0	0	65,000
BOND AND GO PRINCIPAL	\$750,000	\$800,000	\$800,000	\$800,000	\$800,000	\$895,000
93-70 PRINCIPAL - 10 COMPUTER REFRESH	\$100,960	\$99,921	\$99,921	\$0	\$98,370	\$100,889
93-95 PRINCIPAL - 13 PUBLIC WORKS EQUIP	0	0	0	0	0	29,765
93-96 PRINCIPAL - 08 FIRE TRUCK	50,051	52,532	52,532	52,532	52,532	55,137
93-97 PRINCIPAL - 09 GRADALL	33,551	35,214	35,214	35,214	35,214	36,961
OTHER DEBT PRINCIPAL	\$184,562	\$187,667	\$187,667	\$87,746	\$186,116	\$222,752
93-11 INTEREST - 2003 GO BONDS	\$313,858	\$299,558	\$234,672	\$152,666	\$234,672	\$6,038
93-12 INTEREST - 2005 GO BONDS	292,948	276,761	276,761	142,482	276,761	170,311
93-13 INTEREST - 2010 GO BONDS	98,813	140,075	140,075	62,713	140,075	123,475
93-15 INTEREST - 2012 REFUNDING GO BONDS	0	0	64,886	0	64,886	235,300
BOND AND GO INTEREST	\$705,619	\$716,394	\$716,394	\$357,861	\$716,394	\$535,124
93-70 INTEREST - 10 COMPUTER REFRESH	\$2,744	\$10,242	\$10,242	\$0	\$10,242	\$2,815
93-95 INTEREST - 13 PUBLIC WORKS EQUIP	0	0	0	0	0	2,760
93-96 INTEREST - 08 FIRE TRUCK	16,861	14,380	14,380	14,379	14,380	11,775
93-97 INTEREST - 09 GRADALL	9,184	7,520	7,520	7,520	7,520	5,775
OTHER DEBT INTEREST	\$28,789	\$32,142	\$32,142	\$21,899	\$32,142	\$23,125
93-11 FISCAL FEES - 03 GO BONDS	\$300	\$300	\$300	\$300	\$300	\$300
93-12 FISCAL FEES - 05 GO BONDS	300	300	300	500	500	300
93-13 FISCAL FEES - 10 GO BONDS	500	500	500	500	500	500
93-15 FISCAL FEES - 12 REFUNDING GO BONDS	0	0	3,250	3,250	3,550	0
FISCAL AGENT FEES	\$1,100	\$1,100	\$4,350	\$4,550	\$4,850	\$1,100
93-13 ISSUE COSTS - 10 GO BONDS	\$84,939	\$0	\$0	\$0	\$0	\$0
93-14 ISSUE COSTS - 10 REFUNDING GO BONDS	0	0	0	0	0	0
93-15 ISSUE COSTS - 12 REFUNDING GO BONDS	0	0	131,381	131,381	131,381	0
95-10 ISSUE COSTS - OTHER FINANCING USES	0	0	0	0	0	0
ISSUE COSTS	\$84,939	\$0	\$131,381	\$131,381	\$131,381	\$0
Total for TAX DEBT SERVICE FUND	\$1,755,009	\$1,737,303	\$1,871,934	\$1,403,437	\$1,870,883	\$1,677,101

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

YEAR	PRINCIPAL	INTEREST	TOTAL
2013	1,122,317	553,681	1,675,998
2014	1,057,114	515,190	1,572,304
2015	1,045,328	481,053	1,526,381
2016	980,000	448,142	1,428,142
2017	1,010,000	421,883	1,431,883
2018	1,035,000	398,248	1,433,248
2019	1,055,000	374,214	1,429,214
2020	1,080,000	349,114	1,429,114
2021	1,110,000	318,219	1,428,219
2022	1,150,000	279,589	1,429,589
2023	1,195,000	235,793	1,430,793
2024	1,240,000	188,799	1,428,799
2025	1,290,000	139,886	1,429,886
2026	1,340,000	88,940	1,428,940
2027	135,000	60,225	195,225
2028	140,000	54,725	194,725
2029	145,000	49,025	194,025
2030	150,000	43,125	193,125
2031	160,000	36,925	196,925
2032	165,000	29,806	194,806
2033	175,000	21,731	196,731
2034	180,000	13,300	193,300
2035	190,000	4,513	194,513
TOTAL	17,149,759	5,106,125	22,255,884

Schedule of 2003 Permanent Improvement Bonds

YEAR	PRINCIPAL	INTEREST	TOTAL
2013	345,000	6,038	351,038
TOTAL	\$345,000	\$6,038	\$351,038

**Tax Debt Service Fund
Schedule of 2005 General Obligation Bonds
By Maturity Date**

YEAR	PRINCIPAL	INTEREST	TOTAL
2013	385,000	170,311	555,311
2014	390,000	153,358	543,358
2015	400,000	136,076	536,076
2016	405,000	118,467	523,467
2017	80,000	107,858	187,858
2018	85,000	104,248	189,248
2019	85,000	100,689	185,689
2020	90,000	97,189	187,189
2021	90,000	93,544	183,544
2022	95,000	89,739	184,739
2023	500,000	77,280	577,280
2024	505,000	56,049	561,049
2025	525,000	34,161	559,161
2026	535,000	11,503	546,503
TOTAL	\$4,170,000	\$1,350,470	\$5,520,470

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

YEAR	PRINCIPAL	INTEREST	TOTAL
2013	100,000	123,475	223,475
2014	110,000	121,375	231,375
2015	110,000	119,175	229,175
2016	115,000	116,925	231,925
2017	120,000	113,975	233,975
2018	125,000	110,300	235,300
2019	130,000	106,475	236,475
2020	135,000	101,825	236,825
2021	140,000	96,325	236,325
2022	145,000	90,625	235,625
2023	140,000	84,925	224,925
2024	155,000	79,025	234,025
2025	155,000	72,825	227,825
2026	170,000	66,325	236,325
2027	135,000	60,225	195,225
2028	140,000	54,725	194,725
2029	145,000	49,025	194,025
2030	150,000	43,125	193,125
2031	160,000	36,925	196,925
2032	165,000	29,806	194,806
2033	175,000	21,731	196,731
2034	180,000	13,300	193,300
2035	190,000	4,513	194,513
TOTAL	3,290,000	1,716,950	5,006,950

Tax Debt Service Fund
Schedule of 2012 General Obligation Refunding Bonds
By Maturity Date

YEAR	PRINCIPAL	INTEREST	TOTAL		
2013	65,000	235,300	300,300		
2014	425,000	230,400	655,400		
2015	440,000	221,750	661,750		
2016	460,000	212,750	672,750		
2017	810,000	200,050	1,010,050		
2018	825,000	183,700	1,008,700		
2019	840,000	167,050	1,007,050		
2020	855,000	150,100	1,005,100		
2021	880,000	128,350	1,008,350		
2022	910,000	99,225	1,009,225		
2023	555,000	73,588	628,588		
2024	580,000	53,725	633,725		
2025	610,000	32,900	642,900		
2026	635,000	11,113	646,113		
TOTAL	8,890,000	-	2,000,000	-	10,890,000

Estimated Obligations Under Capital Leases

YEAR	PRINCIPAL	INTEREST	TOTAL
2013	227,317	18,558	245,875
2014	132,114	10,058	142,171
2015	95,328	4,052	99,380
TOTAL	\$454,759	\$32,668	\$487,426

Water and Sewer Debt Service Fund

	FY 11 Actual	FY 12 Original Budget	FY 12 Amended Budget	FY 12 YTD 6/30/12	FY 12 Year End Estimate	FY 13 Adopted Budget
Revenue Bonds						
Principal	\$0	\$310,000	\$310,000	\$310,000	\$310,000	\$320,000
Interest	1,631,174	1,316,215	1,316,215	655,656	1,316,215	1,307,542
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	800	800	800	800	800	800
Total	\$1,631,974	\$1,627,015	\$1,627,015	\$966,456	\$1,627,015	\$1,628,342
Refunding Bonds						
Principal	\$85,000	\$1,245,000	\$1,245,000	\$1,245,000	\$1,245,000	\$1,280,000
Interest	112,090	415,275	415,275	221,233	415,275	375,562
Issuance Cost	115,288	0	0	0	0	0
Paying Agent Fees	1,550	1,550	1,550	500	1,550	1,550
Total	\$313,928	\$1,661,825	\$1,661,825	\$1,466,733	\$1,661,825	\$1,657,112
Other Tax Debt						
Principal	\$0	\$0	\$0	\$0	\$0	\$0
Interest	0	0	0	0	0	0
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0
Certificates of Obligation						
Principal	\$0	\$0	\$0	\$0	\$0	\$0
Interest	0	0	0	0	0	0
Issuance Cost	0	0	0	0	0	0
Paying Agent Fees	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0
Total Water and Sewer Debt Service Fund	\$1,945,902	\$3,288,840	\$3,288,840	\$2,433,189	\$3,288,840	\$3,285,454

**Debt Service
Water and Sewer Fund
Account Listing**

	FY 11 Actual	FY 12 Original Budget	FY 12 Amended Budget	FY 12 YTD 6/30/12	FY 12 Year End Estimate	FY 13 Adopted Budget
93-14 PRINCIPAL - 10 REFUND GO BONDS (W/S)	\$85,000	\$465,000	\$465,000	\$465,000	\$465,000	\$480,000
93-45 PRINCIPAL - 01 W/S BONDS	0	0	0	0	0	0
93-53 PRINCIPAL - 09 W/S BONDS	0	310,000	310,000	310,000	310,000	320,000
93-66 PRINCIPAL - 06 REFUND BONDS	0	780,000	780,000	780,000	780,000	800,000
BOND PRINCIPAL	\$85,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,600,000
93-14 INTEREST - 10 REFUND GO BONDS (W/S)	\$112,090	\$141,925	\$141,925	\$71,624	\$141,925	\$134,800
93-43 INTEREST - 99 W/S BONDS	0	0	0	0	0	0
93-44 INTEREST - 00 W/S BONDS	0	0	0	0	0	0
93-45 INTEREST - 01 W/S BONDS	(11,438)	0	0	0	0	0
93-49 INTEREST - 06 W/S BONDS	797,658	790,875	790,875	391,048	790,875	790,875
93-50 INTEREST - 05 W/S BONDS	0	0	0	0	0	0
93-53 INTEREST - 09 W/S BONDS	540,357	525,340	525,340	264,608	525,340	516,667
93-66 INTEREST - 06 REFUND BONDS	304,597	273,350	273,350	149,109	273,350	240,762
BOND INTEREST	\$1,743,264	\$1,731,490	\$1,731,490	\$876,389	\$1,731,490	\$1,683,104
93-14 FISCAL FEES - 10 REFUND GO BONDS (W/S)	\$1,550	\$1,550	\$1,550	\$0	\$1,550	\$1,550
93-44 FISCAL FEES - 00 W/S BONDS	0	0	0	0	0	0
93-45 FISCAL FEES - 01 W/S BONDS	0	0	0	0	0	0
93-49 FISCAL FEES - 06 W/S BONDS	300	300	300	300	300	300
93-53 FISCAL FEES - 09 W/S BONDS	500	500	500	500	500	500
93-64 FISCAL FEES - 06 W/S REFUND	0	0	0	0	0	0
FISCAL AGENT FEES	\$2,350	\$2,350	\$2,350	\$800	\$2,350	\$2,350
93-14 ISSUE COSTS - 10 REFUND GO BONDS (W/S)	\$115,288	\$0	\$0	\$0	\$0	\$0
95-10 ISSUE COSTS - OTHER FINANCING USES	0	0	0	0	0	0
ISSUE COSTS	\$115,288	\$0	\$0	\$0	\$0	\$0
Total for W/S DEBT FUND	\$1,945,902	\$3,288,840	\$3,288,840	\$2,432,189	\$3,288,840	\$3,285,454

WATER AND SEWER REVENUE DEBT SERVICE

SUMMARY SCHEDULE OF REVENUE DEBT SERVICE TO MATURITY

YEAR	WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
2013	1,432,000	168,000	1,337,143	345,960	2,769,143	513,960	3,283,104
2014	1,479,650	175,350	1,290,227	338,879	2,769,877	514,229	3,284,106
2015	1,529,400	180,600	1,241,271	331,650	2,770,671	512,250	3,282,921
2016	1,579,150	185,850	1,190,263	324,321	2,769,413	510,171	3,279,584
2017	1,640,750	194,250	1,133,449	316,622	2,774,199	510,872	3,285,071
2018	1,702,350	202,650	1,071,246	308,460	2,773,596	511,110	3,284,706
2019	1,766,050	208,950	1,006,119	299,840	2,772,169	508,790	3,280,959
2020	1,670,000	390,000	935,835	285,650	2,605,835	675,650	3,281,485
2021	1,745,000	410,000	860,086	265,650	2,605,086	675,650	3,280,736
2022	1,280,000	480,000	790,702	243,400	2,070,702	723,400	2,794,102
2023	1,340,000	505,000	728,034	218,775	2,068,034	723,775	2,791,809
2024	1,410,000	530,000	661,931	192,900	2,071,931	722,900	2,794,831
2025	1,475,000	560,000	592,186	165,650	2,067,186	725,650	2,792,836
2026	1,550,000	585,000	521,163	138,488	2,071,163	723,488	2,794,651
2027	1,620,000	615,000	446,173	109,950	2,066,173	724,950	2,791,123
2028	1,705,000	645,000	364,405	78,450	2,069,405	723,450	2,792,855
2029	1,790,000	675,000	280,488	47,138	2,070,488	722,138	2,792,625
2030	1,870,000	710,000	194,788	15,975	2,064,788	725,975	2,790,763
2031	700,000	-	133,500	-	833,500	-	833,500
2032	735,000	-	97,625	-	832,625	-	832,625
2033	775,000	-	59,875	-	834,875	-	834,875
2034	810,000	-	20,250	-	830,250	-	830,250
TOTAL	\$ 31,604,350	\$ 7,420,650	\$ 14,956,758	\$ 4,027,757	\$ 46,561,108	\$ 11,448,407	\$ 58,009,515

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

YEAR	100% WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
2013	480,000	-	134,800	-	614,800	-	614,800
2014	490,000	-	125,100	-	615,100	-	615,100
2015	505,000	-	115,150	-	620,150	-	620,150
2016	525,000	-	104,850	-	629,850	-	629,850
2017	540,000	-	91,500	-	631,500	-	631,500
2018	560,000	-	75,000	-	635,000	-	635,000
2019	580,000	-	57,900	-	637,900	-	637,900
2020	605,000	-	37,100	-	642,100	-	642,100
2021	625,000	-	12,500	-	637,500	-	637,500
TOTAL	\$ 4,910,000	\$ -	\$ 753,900	\$ -	\$ 5,663,900	\$ -	\$ 5,663,900

WATER AND SEWER REVENUE DEBT SERVICE

SCHEDULE OF 2006 WATER & WASTEWATER BONDS BY MATURITY DATE

YEAR	WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
2013	-	-	495,475	295,400	495,475	295,400	790,875
2014	-	-	495,475	295,400	495,475	295,400	790,875
2015	-	-	495,475	295,400	495,475	295,400	790,875
2016	-	-	495,475	295,400	495,475	295,400	790,875
2017	-	-	495,475	295,400	495,475	295,400	790,875
2018	-	-	495,475	295,400	495,475	295,400	790,875
2019	-	-	495,475	295,400	495,475	295,400	790,875
2020	655,000	390,000	479,100	285,650	1,134,100	675,650	1,809,750
2021	685,000	410,000	445,600	265,650	1,130,600	675,650	1,806,250
2022	805,000	480,000	408,350	243,400	1,213,350	723,400	1,936,750
2023	850,000	505,000	366,975	218,775	1,216,975	723,775	1,940,750
2024	890,000	530,000	323,475	192,900	1,213,475	722,900	1,936,375
2025	935,000	560,000	277,850	165,650	1,212,850	725,650	1,938,500
2026	985,000	585,000	232,313	138,488	1,217,313	723,488	1,940,800
2027	1,030,000	615,000	184,400	109,950	1,214,400	724,950	1,939,350
2028	1,085,000	645,000	131,525	78,450	1,216,525	723,450	1,939,975
2029	1,135,000	675,000	78,863	47,138	1,213,863	722,138	1,936,000
2030	1,185,000	710,000	26,663	15,975	1,211,663	725,975	1,937,638
TOTAL	\$ 10,240,000	\$ 6,105,000	\$ 6,423,438	\$ 3,829,825	\$ 16,663,438	\$ 9,934,825	\$ 26,598,263

SCHEDULE OF 2006 REFUND BONDS BY MATURITY DATE

YEAR	79% WATER PRINCIPAL	21% WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
2013	632,000	168,000	190,202	50,560	822,202	218,560	1,040,763
2014	659,650	175,350	163,562	43,479	823,212	218,829	1,042,041
2015	679,400	180,600	136,369	36,250	815,769	216,850	1,032,619
2016	699,150	185,850	108,798	28,921	807,948	214,771	1,022,719
2017	730,750	194,250	79,834	21,222	810,584	215,472	1,026,056
2018	762,350	202,650	49,131	13,060	811,481	215,710	1,027,191
2019	786,050	208,950	16,704	4,440	802,754	213,390	1,016,144
TOTAL	\$ 4,949,350	\$ 1,315,650	\$ 744,600	\$ 197,932	\$ 5,693,950	\$ 1,513,582	\$ 7,207,531

WATER AND SEWER REVENUE DEBT SERVICE

SCHEDULE OF 2009 WATERWORKS & WASTEWATER BONDS

YEAR	WATER PRINCIPAL	WASTE WATER PRINCIPAL	WATER INTEREST	WASTE WATER INTEREST	WATER TOTAL	WASTE WATER TOTAL	TOTAL
2013	320,000	-	516,666	-	836,666	-	836,666
2014	330,000	-	506,090	-	836,090	-	836,090
2015	345,000	-	494,278	-	839,278	-	839,278
2016	355,000	-	481,140	-	836,140	-	836,140
2017	370,000	-	466,640	-	836,640	-	836,640
2018	380,000	-	451,640	-	831,640	-	831,640
2019	400,000	-	436,040	-	836,040	-	836,040
2020	410,000	-	419,635	-	829,635	-	829,635
2021	435,000	-	401,986	-	836,986	-	836,986
2022	475,000	-	382,352	-	857,352	-	857,352
2023	490,000	-	361,059	-	851,059	-	851,059
2024	520,000	-	338,456	-	858,456	-	858,456
2025	540,000	-	314,336	-	854,336	-	854,336
2026	565,000	-	288,851	-	853,851	-	853,851
2027	590,000	-	261,773	-	851,773	-	851,773
2028	620,000	-	232,880	-	852,880	-	852,880
2029	655,000	-	201,625	-	856,625	-	856,625
2030	685,000	-	168,125	-	853,125	-	853,125
2031	700,000	-	133,500	-	833,500	-	833,500
2032	735,000	-	97,625	-	832,625	-	832,625
2033	775,000	-	59,875	-	834,875	-	834,875
2034	810,000	-	20,250	-	830,250	-	830,250
TOTAL	\$ 11,505,000	\$ -	\$ 7,034,821	\$ -	\$ 18,539,821	\$ -	\$ 18,539,821

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Capital Improvements

Capital Improvement Program

Capital Improvements Program (CIP) Summary

The Capital Improvements Program (CIP) is a five-year planning tool used to identify the City of Friendswood's capital expenditure needs. The plan outlines capital improvements costs and potential funding sources. In addition to information taken from the City's CIP plan, this section of the budget document, will provide estimates for future operating expenses (if any) related to each capital improvement project identified.

The City's capital improvements program consists of a capital budget which includes projected expenditures for the current fiscal year. Capital expenditures, tangible assets or projects with estimated cost of at least \$5,000 with a useful life of at least five (5) years, are part of the capital budget. The second part of the City's CIP is the capital program which consists of anticipated capital expenditures to be purchased or projects to be completed in the future; beyond the current fiscal year. The CIP categorizes and accounts for key capital requirements related to expenditures excluded from the capital outlay of the departmental operating budgets. Our City's CIP includes significantly costly, non-recurring projects with multiple year life expectancies. These tangible items or projects become fixed assets for the City. Examples include:

- ❖ Building construction, additions or renovations (Ex. – Animal Control Facility)
- ❖ Park Improvements (Ex. - hiking/biking trails, lighting, playground equipment)
- ❖ Major repairs or construction of streets (Ex. – Blackhawk Blvd. reconstruction)
- ❖ Water and sewer improvements (Ex. - Water Plant #7 Rehabilitation)
- ❖ Drainage improvements (Ex. – Mud Gulley detention & conveyance)
- ❖ Major equipment replacements/purchases (Ex. – Dump Truck, Computer Refresh)

Upon approval by City Council and funding source confirmation, the projects proposed in the CIP for the current fiscal year will commence. The remaining unfunded projects in the future years of the plan will be included in the operating budget, annually, as City Council determines continued relevance of the projects and approves funding sources. The City utilizes General Obligation Bonds, Revenue Bonds, Water and Sewer Operating Fund Working Capital, and undesignated fund balance reserves to support its Capital Improvements Program. The proposed projects included in this section of the operating budget document are grouped by funding source and sorted by estimated year of the project's completion.

The City's CIP plan, a document published separately of the City's operating budget, is currently waiting City Council review and approval. Therefore, the information presented in this section of our budget document is in draft format. It reflects the capital improvements identified, to date, for inclusion in the City's future capital budget and the capital program.



Capital Improvement Program

Developing the Capital Improvements Program (CIP)

The goals and objectives of City Council and the City's financial policies set the framework for building the annual capital improvement plan. Additionally, the following factors are considered in our CIP development and implementation:

- ❖ Financial debt capacity (How much can the City borrow for improvements?)
- ❖ Community development opportunities (Is new residential/commercial building expected in the City?)
- ❖ Land availability (Is the City nearing its build-out capacity?)
- ❖ Staffing resources (Can existing staff levels accommodate the CIP projects?)
- ❖ Stakeholder Input (Staff, Citizens, Committees, Boards and Commissions)
- ❖ Direction from City Council

The capital improvements proposed in the CIP directly impact the City's other strategic and long-term planning tools. Our Multi Year Financial Plan (MYFP) is a five year projection of operational expenses, property values, tax rate estimates, outstanding debt and anticipated new one-time or ongoing programs. CIP project cost estimates are noted in the MYFP's anticipated new one-time or on-going programs.

The City's Master Plans, such as the Parks and Open Space Master Plan, Streets Master Plan and Utility Drainage Master Plan also help to determine capital improvement needs and priorities. Take the Parks and Open Space Master Plan for example. The plan's timeframe is one to ten years and provides guidelines for Parks and Facility improvements as our City's population grows. Based on National Recreation and Parks Association Standards, our Plan recommends 100 acres of park land space per 1,000 residents. The City currently has 200 acres park land. At build-out population is estimated to be 57,400. To meet the Parks and Open Space Master Plan standard, 574 acres of park land will be needed. As our population grows toward build-out, park land acquisition will become more of a priority in the City's CIP. The City also has a Pavement Master Plan that determines street construction and major repair projects for inclusion in the CIP. Population growth and life cycles of existing streets are driving factors in the prioritizing Pavement Master Plan capital improvements.

During the ongoing development of the CIP, stakeholders examine the relationship between the capital improvements identified and goals outlined in City's Vision 2020 plan. This plan was implemented in 1997 with foresight of the City's build-out projected for the year 2020. Vision 2020 calls for:

- ❖ Developing Tax Base (improve tax base mix)
- ❖ Improved Infrastructure (water, sewer)
- ❖ Retaining Values (quality of life)
- ❖ Maintaining Quality of Schools
- ❖ Improved Drainage
- ❖ Maintaining High Level of Public Service
- ❖ Being a Whole Life Community (homes, jobs, amenities)
- ❖ Incorporating Vision 2020 in the Master Plan
- ❖ Attracting a College/University
- ❖ Development of a City Civic Center
- ❖ Maintaining Visual Image (prevent undesirable land uses)
- ❖ Transportation Improvement
- ❖ Additional Parks and Recreational Development
- ❖ Being Sensitive to the Environment

Capital Improvement Program

During stakeholder discussions in 2011, City Council recommended the tentative calendar below for addressing the needs identified in the CIP.

Timeframe	Phase	Activity
July August	Public Education	<ul style="list-style-type: none"> ➤ Proposed CIP project listing, details posted on City’s PEG channel & Website ➤ Funding Options detailed on the City’s PEG channel & Website
September October	Town Hall Meetings	➤ Residents, Council appointed Boards, Committees, Commissions provide input on proposed CIP projects
November December	City Council Meetings/Workshops	➤ City Council discussions/feedback on input received at Town Hall Meetings
January February March April	CIP Approval	<ul style="list-style-type: none"> ➤ City Council approval of CIP project prioritization ➤ City Council direction on funding sources to pursue

Capital Improvement Program Focus

The main goal of City’s Capital Improvement Program is to preserve the existing quality of life for Friendswood citizens as the community develops by proactively approaching anticipated needs of the City, forecasting improvement projects and securing financial resources. According to the proposed plan, “the program is also intended to depict financial challenges of the City’s growth and maintenance of infrastructure that characterize the City’s future and the associated funding requirements to meet these objectives.”

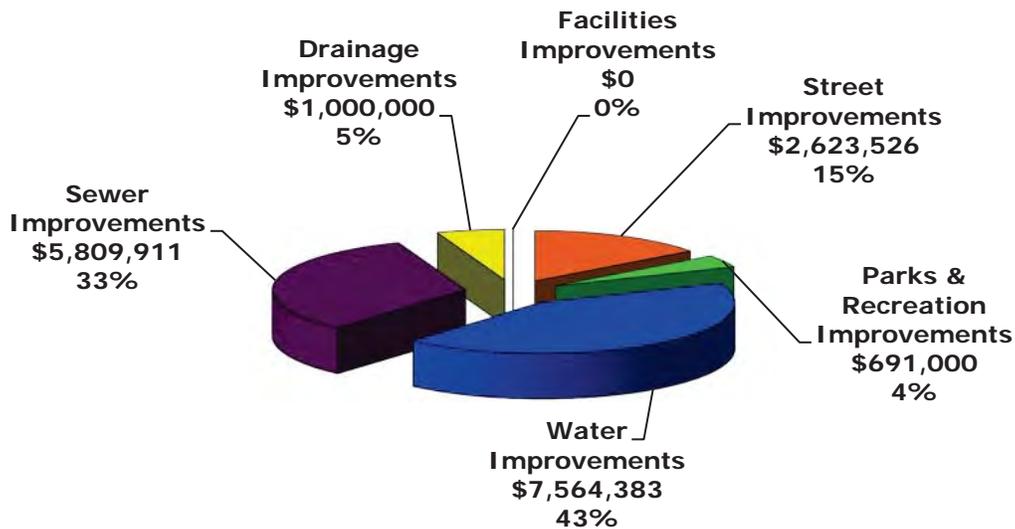
As previously stated, population growth is a major driver for our CIP development and implementation. The 2010 census estimated Friendswood’s population at 35,805. Projected population for fiscal year 2012 – 2013 is 37,247; a 4.0% increase in 2 years and an increase of 23.3% since the 2000 census estimate of 29,037. By our community’s complete build-out in 10 to 20 years, the population is expected to be about 57,400.

As a result of this anticipated growth and its subsequent impact, the CIP focuses on utility infrastructure improvements for the next five years. Undesignated fund balance in the City’s General Fund, Park Land Dedication funds, Water and Sewer Operating Fund working capital and Water and Sewer Revenue Bonds approved in 2006 and 2009 will allow for street maintenance, rehabilitation of lift stations and water plants, and waste water treatment plant improvements in this year’s capital budget (year one of the CIP). These improvements include street repairs (streets to be determined based on severity of disrepair), field lighting at Centennial Park, Stevenson Park gazebo repairs, Lake Friendswood improvements, Blackhawk waste water treatment plant rehabilitation, Lift Station #18 replacement, Water Plant #7 rehabilitation, and utility rate and impact fee studies.

Capital Improvement Program

As will be shown in further portions of this document, 81% of the CIP funding uses are proposed utility and drainage improvement projects. Proposed streets improvements make up 15% of the program and park improvements of 4%. Currently, no facility improvements are included in the 5 year window of the plan. Beyond the next five years, the proposed CIP's focus will be more evenly distributed with utility infrastructure improvements making up 45% and streets, facilities and parks improvements consisting of 55% of the plan.

Proposed CIP Funding Uses Fiscal Years 2013 - 2017 \$17,688,820



CIP Impact on the Operating Budget

The Capital Improvement Program has a direct effect on the City's operating budget. During the annual budget process, ongoing costs for repairs, maintenance, operational expenditures and in some cases, new personnel cost resulting from capital improvements are addressed. Also addressed by City Council and staff throughout each fiscal year, is the impact on the operating budget resulting from matching grants portions of capital projects, capital lease purchases of equipment and undesignated fund balance appropriations for capital improvements.

For example, the following estimated maintenance and operating costs for capital improvements are included in the proposed operating budget for fiscal year 2012 - 2013. The estimates are adjusted annually based on the Municipal Cost Index percent of change.

- ❖ Operational supplies cost – approximately \$0.34 to \$1.01 per sq. ft.
- ❖ Facilities electricity cost – approximately \$3.32 to \$3.38 per sq. ft.
- ❖ Building maintenance cost – approximately \$1.01 to \$1.4 per sq. ft.
- ❖ Janitorial services cost – approximately \$0.99 to \$1.14 per sq. ft.
- ❖ Water, sewer & storm water line cleaning/maintenance – approximately \$1,715 per mile
- ❖ Wastewater Treatment – approximately \$1.19 per 1,000 gallons

Capital Improvement Program

Based on the cost estimates above, the detailed CIP project pages which follow will include the impact each project will have on the City's operating budget.

Due to the nature of some of the projects in the CIP and the timeframe in which capital improvements will be completed or acquired, quantifying or estimating this impact is challenging. As explained in the City's CIP, costs of the projects included in the plan are determined at current dollars. Then, an inflationary factor is added to surmise future project cost for the planned date of completion. The inflationary factor is supported by the Houston Chapter of Associated General Contractors, the U.S. Department of Labor and Engineering News Report.

The overall impact of the facility, street, drainage, water and sewer Capital Improvements Program projects will be positive for the City upon completion because upgraded or new infrastructure results in lower on-going maintenance costs for the City. However, useful life cycles of infrastructure will remain a factor. Therefore, replacement needs are continuous and often offset the maintenance savings from new infrastructure.

Staff takes special care in timing CIP projects that may require debt service support to maintain the City's property tax rate at a level that will not burden its citizens. As a result, the City's capital improvement program includes proposed unfunded projects totaling \$91.7 million; of which, \$61.1 is to be general obligation funds supported and \$30.6 million is supported by service revenue. As previously stated, projects will be included in the capital budget, annually, by priority and as funding sources are approved by City Council. Debt level limits and revenue projections are critical in this process because CIP projects funded by property tax supported debt have an indirect impact on the operating budget through resulting principal and interest payment requirements.

Capital Improvements Program Funding

The CIP sights funding as the greatest challenge for the plan due to the aggressive nature of our City's plan and increasing construction costs partly resulting from recent hurricanes affecting the Gulf Coast. This challenge means the City has to utilize a variety of sources for funding capital expenditures. In previous years, the City has issued General Obligation Bonds, Certificates of Obligation and Revenue Bonds to support the Capital Improvements Plan. The proposed CIP plan includes the completion of a street improvements project using the remaining \$123K funded by \$3,485,000 in General Obligations Bonds funding issued in 2005.

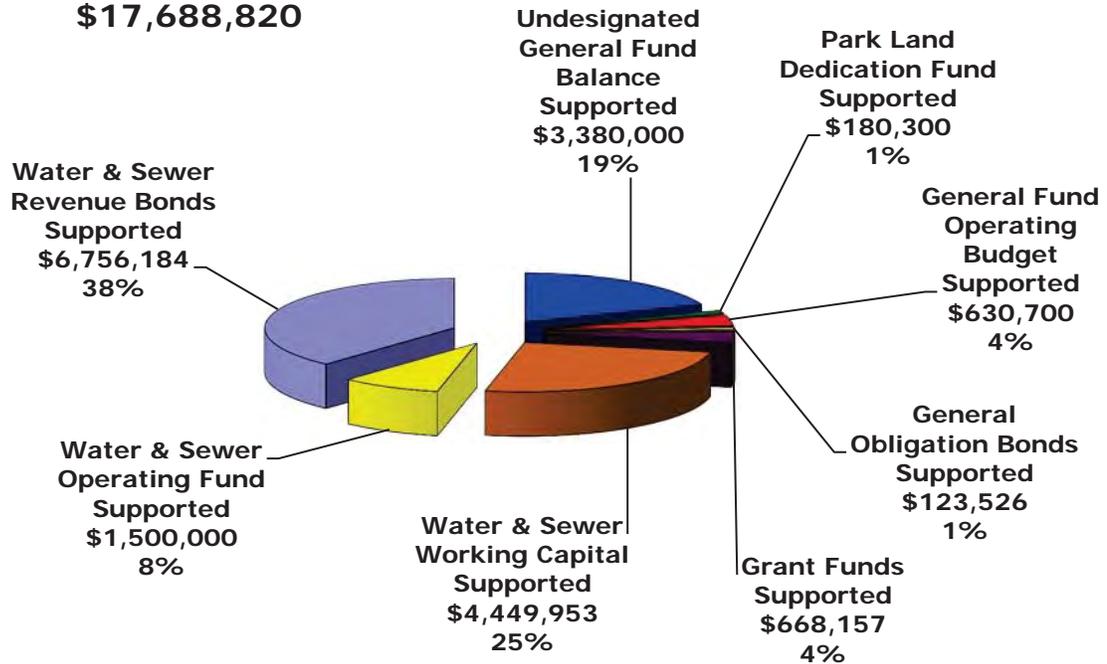
In fiscal year 2009, the City issued water and sewer revenue bonds totaling \$12.1 million to complete water and sewer capital improvements. This year's CIP includes utilization of the remaining proceeds from the bond issue to complete three water plant rehabilitation projects and Phase II of a second take point project.

Water and Sewer Fund working capital totaling \$4.7 million has been identified as a funding source for several CIP utility improvement projects proposed in fiscal year 2012-13. These include utility rate and impact fee studies, wastewater treatment plant rehabilitation and a lift station replacement.

Other funding sources such as state and federal grants, donations, inter-local agreements, capital leases and undesignated fund balance reserves have been utilized to pay for capital expenditures. The City anticipates continuing the use of these funding sources to support the capital improvements program in the future.

Capital Improvement Program

Proposed CIP Funding Sources Fiscal Years 2013 - 2017 \$17,688,820



Significant Routine and Significant Non-Routine Capital Expenditures

The Water and Sewer Fund capital improvements program includes one significant routine capital expenditure which is the annual sewer line maintenance and cleaning. The adopted budget allots \$300,000 for this ongoing expense. The City's capital improvements program includes one general fund significant routine capital expenditure which is asphalt and concrete streets improvements program. The amount has varied from year to year dependent upon general operating funding availability. The adopted budget for fiscal year 2012 - 2013, includes \$500,000 for this capital expenditure. The CIP proposes \$500,000 for each fiscal year 2014 through 2017.

The City's recommended significant non-routine capital expenditures for the next five years of the CIP plan, totaling \$17.7 million, will be detailed in further parts of this section of the budget document. The following tables summarize the CIP plan expenditures by project year and category. Schedules follow which provide proposed project names, accounting project identification numbers (if assigned), budget estimates and operating budget impact (if any).

Capital Improvement Program

Proposed General Obligations Funds	2013	2014	2015	2016	2017	Total 5 Year Plan
Drainage						
Estimated Cost	\$ 0	\$ 0	\$ 1,000,000	\$ 0	\$ 0	\$ 1,000,000
Authorized Funds	\$ 0	\$ 0	\$ 1,000,000	\$ 0	\$ 0	\$ 1,000,000
Supplemental Funds Needed	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Facilities						
Estimated Cost	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Authorized Funds	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Supplemental Funds Needed	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Parks						
Estimated Cost	\$ 246,903	\$ 444,097	\$ 0	\$ 0	\$ 0	\$ 691,000
Authorized Funds	\$ 246,903	\$ 444,097	\$ 0	\$ 0	\$ 0	\$ 691,000
Supplemental Funds Needed	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Streets						
Estimated Cost	\$ 623,526	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,623,526
Authorized Funds	\$ 623,526	\$ 0	\$ 0	\$ 0	\$ 0	\$ 623,526
Supplemental Funds Needed	\$ 0	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,000,000
Total G.O. Funds						
Estimated Cost	\$ 870,429	\$ 944,097	\$ 1,500,000	\$ 500,000	\$ 500,000	\$ 4,314,526
Authorized Funds	\$ 870,429	\$ 444,097	\$ 1,000,000	\$ 0	\$ 0	\$ 2,314,526
Supplemental Funds Needed	\$ 0	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,000,000

Proposed Utility Funds	2013	2014	2015	2016	2017	Total 5 Year Plan
Sewer Improvements						
Estimated Cost	\$ 4,609,911	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 5,809,911
Authorized Funds	\$ 4,609,911	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 5,809,911
Supplemental Funds Needed	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Water Improvements						
Estimated Cost	\$ 3,073,383	\$ 372,000	\$ 4,119,000	\$ 0	\$ 0	\$ 7,564,383
Authorized Funds	\$ 3,073,383	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,073,383
Supplemental Funds Needed	\$ 0	\$ 372,000	\$ 4,119,000	\$ 0	\$ 0	\$ 4,491,300
Total Utility Funds						
Estimated Cost	\$ 7,683,294	\$ 672,000	\$ 4,419,000	\$ 300,000	\$ 300,000	\$13,374,294
Authorized Funds	\$ 7,683,294	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 8,883,294
Supplemental Funds Needed	\$ 0	\$ 372,000	\$ 4,119,000	\$ 0	\$ 0	\$ 4,491,000

**Capital Projects
Project Summary by Fund**

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
General Fund	\$1,479,720	\$160,000	\$1,192,388	\$556,649	\$759,478	\$630,700
Economic Development Administration Grant Fund	981,816	0	1,588,498	20,341	920,341	668,157
Texas Department of Rural Affairs Grant Fund	1,310,098	0	437,528	342,722	1,034,464	0
Park Land Dedication Fund	7,000	0	0	0	0	116,203
General Obligation Construction Funds	287,052	3,146,785	3,197,949	823,276	3,084,609	123,526
Water and Sewer Fund	194,496	300,000	881,493	157,161	881,493	4,749,953
2006 Water and Sewer Construction Fund	0	0	150,523	0	150,523	1,748,626
2009 Water and Sewer Construction Fund	3,263,647	1,556,000	2,778,208	1,766,064	2,560,806	516,558
Water and Sewer Funding to be Determined	0	0	0	0	0	0
	\$7,523,829	\$5,162,785	\$10,226,587	\$3,666,213	\$9,391,714	\$8,553,723

Capital Improvement Plan
FY12-13 Budget
General Fund

Project Name	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget	FY17 Proposed Budget
Asphalt Overlay Program	\$0	\$62,500	\$145,855	\$124,601	\$145,855	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Concrete Repairs	0	62,500	112,500	0	92,500	250,000	250,000	250,000	250,000	250,000
Friendswood Link Road	0	0	0	0	0	0	0	0	0	0
Pavement Master Plan	0	0	0	0	0	0	0	0	0	0
Stadium Lane Parking	236,367	0	0	0	0	0	0	0	0	0
STREET PROJECTS	\$236,367	\$125,000	\$258,355	\$124,601	\$238,355	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Cowards Creek Drainage	\$58,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dickinson Bayou Drainage	0	0	0	0	0	0	0	0	0	0
Mud Gully Detention & Conveyance	0	0	0	0	0	0	0	1,000,000	0	0
FM 518 (Downtown) Drainage	79,233	0	72,428	0	72,428	0	0	0	0	0
DRAINAGE PROJECTS	\$137,383	\$0	\$72,428	\$0	\$72,428	\$0	\$0	\$1,000,000	\$0	\$0
Centennial Park Ph II & III	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Centennial Park Field Lighting	0	0	0	0	0	100,000	0	0	0	0
Stevenson Park Playground Renovation	0	0	55,001	47,492	47,492	0	0	0	0	0
Stevenson Park Tennis & Basketball Courts	0	35,000	35,000	28,500	28,500	0	0	0	0	0
Stevenson Park Gazebo (ramp & handrailing)	0	0	0	0	0	12,700	0	0	0	0
Stevenson Park Gazebo (driveway)	0	0	0	0	0	18,000	0	0	0	0
Stevenson Park Inflatable Water Feature	0	0	10,000	0	0	0	0	0	0	0
Stevenson Park Pool Replaster	0	0	20,000	0	0	0	0	0	0	0
Stevenson Park Bridge to Old City Park	0	0	75,000	0	0	0	0	0	0	0
1776 Park/West Ranch Canoe Portage	0	0	5,000	0	0	0	0	0	0	0
Imperial Estates Disc Golf Course	0	0	7,500	0	0	0	0	0	0	0
Imperial Estates Dog Training Park	0	0	12,500	0	0	0	0	0	0	0
Imperial Estates Hike & Bike Trails	0	0	6,000	0	0	0	0	0	0	0
Lake Friendswood Improvements	0	0	114,000	0	0	0	380,000	0	0	0
Renwick Lighting	0	0	0	0	0	0	0	0	0	0
PARKS PROJECTS	\$0	\$35,000	\$340,001	\$75,992	\$75,992	\$130,700	\$380,000	\$0	\$0	\$0
Animal Control Facility	\$891,960	\$0	\$141,195	\$138,982	\$141,195	\$0	\$0	\$0	\$0	\$0
Centennial Park/Friendswood Jr High Parking Lot	108,793	0	89,397	89,526	89,997	0	0	0	0	0
Library Expansion Project-Drawings	0	0	14,500	5,109	14,500	0	0	0	0	0
Library Parking Lot Improvements	54,702	0	0	0	0	0	0	0	0	0
City Hall HVAC Replacement	0	0	47,809	47,409	47,809	0	0	0	0	0
Library HVAC Replacement	26,892	0	0	0	0	0	0	0	0	0
Fire Station #3 Renovation/Modification	23,623	0	228,703	75,030	79,202	0	0	0	0	0
FACILITY PROJECTS	\$1,105,970	\$0	\$521,604	\$356,056	\$372,703	\$0	\$0	\$0	\$0	\$0
GENERAL FUND PROJECTS	\$1,479,720	\$160,000	\$1,192,388	\$556,649	\$759,478	\$630,700	\$880,000	\$1,500,000	\$500,000	\$500,000

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
81-20 Buildings	\$0	\$0	\$0	\$0	\$0	\$0
81-40 Building Renovations	0	0	0	0	0	0
82-30 Parking/Driveways	108,793	0	83,497	84,097	84,097	0
84-00 Capital Operating Equipment	0	0	47,809	47,409	47,809	0
88-00 Capital Equipment	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	5,900	5,429	5,900	0
General Government Total	\$108,793	\$0	\$137,206	\$136,935	\$137,806	\$0
58-00 Operating Equipment <\$5000	\$0	\$0	\$2,909	\$0	\$0	\$0
66-00 Facility Maintenance	0	0	0	0	0	0
74-00 Operating Services	0	0	0	0	0	0
78-00 Contract Services	0	0	0	0	0	0
81-10 Land	0	0	0	0	0	0
81-11 Easements And Row	0	0	0	0	0	0
81-20 Buildings	812,080	0	132,680	130,829	132,680	0
85-81 Preliminary Study	75,802	0	8,153	8,153	8,153	0
85-82 Design Engineering	23,623	0	4,172	0	4,172	0
85-83 Architectural Services	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	221,622	75,030	75,030	0
85-97 Soil/Concrete Testing	4,078	0	362	0	362	0
88-00 Capital Equipment	0	0	0	0	0	0
Public Safety Total	\$915,583	\$0	\$369,898	\$214,012	\$220,397	\$0
65-10 Street Maintenance	\$0	\$62,500	\$112,500	\$0	\$92,500	\$250,000
71-30 Engineering Services	0	0	0	0	0	0
81-11 Easements And Row	0	0	0	0	0	0
85-10 Street & Sidewalk Improv	0	0	0	0	0	0
85-11 Concrete Streets	0	0	0	0	0	0
85-12 Asphalt Streets	0	62,500	145,855	124,601	145,855	250,000
85-19 Other Street Improvements	0	0	0	0	0	0
85-30 Drainage Improvements	67,857	0	72,428	0	72,428	0
85-81 Preliminary Engineering	11,376	0	0	0	0	0
85-82 Design Engineering	0	0	0	0	0	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	231,434	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
85-97 Construction Testing	4,933	0	0	0	0	0
85-98 Misc Construction Costs	58,150	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Public Works Total	\$373,750	\$125,000	\$330,783	\$124,601	\$310,783	\$500,000
58-00 Operating Equipment < \$5000	\$0	\$0	\$0	\$0	\$0	\$0
82-20 Lighting	0	0	0	0	0	0
82-30 Other Property Imprvmnts/Parking	54,702	0	0	0	0	0
84-00 Capital Operating Equipment	26,892	0	0	0	0	0
85-60 Parks Improvements	0	35,000	285,000	28,500	28,500	130,700
85-83 Architectural Services	0	0	14,500	5,109	14,500	0
85-96 Surveying	0	0	0	0	0	0
82-40 Fence	0	0	0	0	0	0
85-85 Construction Inspection	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
88-00 Capital Equipment	0	0	55,001	47,492	47,492	0
Culture & Recreation Total	\$81,594	\$35,000	\$354,501	\$81,101	\$90,492	\$130,700
81-10 Land	\$0	\$0	\$0	\$0	\$0	\$0
81-12 Environmental Assess	0	0	0	0	0	0
81-13 Appraisals	0	0	0	0	0	0
81-15 Storm Water Detention	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
Financial Admin Total	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL FUND PROJECTS	\$1,479,720	\$160,000	\$1,192,388	\$556,649	\$759,478	\$630,700

Capital Improvement Plan
FY12-13 Budget
Proposed General Obligation Projects

Project Name	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget	FY17 Proposed Budget
Projects to be determined (FY13)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Shadowbend: Woodlawn to Sunset	0	0	0	0	0	0	0	0	0	0
Brittany Bay Blvd.	0	0	0	0	0	0	0	0	0	0
Friendswood Link Road	0	0	0	0	0	0	0	0	0	0
Melody Lane	0	0	0	0	0	0	0	0	0	0
Shadowbend: Woodlawn to Sunset	0	0	0	0	0	0	0	0	0	0
West Winding Way	0	0	0	0	0	0	0	0	0	0
West Spreading Oaks	0	0	0	0	0	0	0	0	0	0
Skyview Avenue	0	0	0	0	0	0	0	0	0	0
Sunnyview Avenue	0	0	0	0	0	0	0	0	0	0
Pavement Master Plan Phase I	287,052	0	51,164	25,079	51,164	0	0	0	0	0
Blackhawk Boulevard	0	2,407,406	2,407,406	441,931	2,407,406	0	0	0	0	0
Oak Vista Drive	0	557,814	557,814	356,265	557,814	24,624	0	0	0	0
Wandering Trail	0	181,565	181,565	0	68,225	98,902	0	0	0	0
Other Street Improvements (as needed)	0	0	0	0	0	0	0	0	0	0
STREET PROJECTS	\$287,052	\$3,146,785	\$3,197,949	\$823,275	\$3,084,609	\$123,526	\$0	\$0	\$0	\$0
Annalea Whitehall Drain Phase II - IV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Clover Acres Drainage	0	0	0	0	0	0	0	0	0	0
Coward Creek Watershed	0	0	0	0	0	0	0	0	0	0
Glennshannon Drainage	0	0	0	0	0	0	0	0	0	0
Mission Estates Outfall	0	0	0	0	0	0	0	0	0	0
Praire Wilde Drainage	0	0	0	0	0	0	0	0	0	0
Sun Meadow Drainage Phase II - V	0	0	0	0	0	0	0	0	0	0
West Edgewood Drainage Outfall	0	0	0	0	0	0	0	0	0	0
Woodlawn Drainage	0	0	0	0	0	0	0	0	0	0
Library Expansion Project-Drawings	0	0	0	0	0	0	0	0	0	0
Baker Road Detention	0	0	0	0	0	0	0	0	0	0
Shadowbend Drainage Phase II	0	0	0	0	0	0	0	0	0	0
Shadowbend Drainage Phase III	0	0	0	0	0	0	0	0	0	0
Melody Lane Drainage	0	0	0	0	0	0	0	0	0	0
FM 518 Drainage Improvements	0	0	0	0	0	0	0	0	0	0
Mud Gully Detention & Conveyance	0	0	0	0	0	0	0	0	0	0
Southern Panhandle Reg. Detention	0	0	0	0	0	0	0	0	0	0
Northern Panhandle Reg. Detention	0	0	0	0	0	0	0	0	0	0
DRAINAGE PROJECTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Centennial Park Ph II & III	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Friendswood Sports Park Land Acq.	0	0	0	0	0	0	0	0	0	0
PARKS PROJECTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Station #4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Safety Bldg Ph I	0	0	0	0	0	0	0	0	0	0
Animal Control Building	0	0	0	0	0	0	0	0	0	0
Library Expansion	0	0	0	0	0	0	0	0	0	0
City Hall Parking Lot Expansion	0	0	0	0	0	0	0	0	0	0
Civic Center	0	0	0	0	0	0	0	0	0	0
Records Retention Center	0	0	0	0	0	0	0	0	0	0
FACILITY PROJECTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL OBLIGATION FUND PROJECTS	\$287,052	\$3,146,785	\$3,197,949	\$823,275	\$3,084,609	\$123,526	\$0	\$0	\$0	\$0

Source for Future Years: Proposed Draft of the Capital Improvement Program Manual

**General Obligation Bonds Fund (250 - 252)
Capital Improvement Projects
Account Listing**

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
58-00 Operating Equipment <\$5000	\$0	\$0	\$0	\$0	\$0	\$0
66-00 Facility Maintenance	0	0	0	0	0	0
74-00 Operating Services	0	0	0	0	0	0
78-00 Contract Services	0	0	0	0	0	0
81-10 Land	0	0	0	0	0	0
81-11 Easements And Row	0	0	0	0	0	0
81-20 Buildings	0	0	0	0	0	0
85-81 Preliminary Study	0	0	0	0	0	0
85-82 Design Engineering	0	0	0	0	0	0
85-83 Architectural Services	0	0	0	0	0	0
85-91 Construction Contracted	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Public Safety Total	\$0	\$0	\$0	\$0	\$0	\$0
65-10 Street Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
71-30 Engineering Services	0	0	0	0	0	0
81-11 Easements And Row	0	0	0	0	0	0
85-10 Street & Sidewalk Improv	0	0	0	0	0	0
85-11 Concrete Streets	0	0	0	0	0	0
85-12 Asphalt Streets	0	0	0	0	0	0
85-19 Other Street Improvements	0	0	0	0	0	0
85-30 Drainage Improvements	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	287,052	0	51,164	25,079	51,164	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	0	3,104,412	3,104,412	792,926	2,991,072	123,526
85-96 Surveying	0	0	0	0	0	0
85-97 Construction Testing	0	42,373	42,373	5,271	42,373	0
85-98 Misc Construction Costs	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Public Works Total	\$287,052	\$3,146,785	\$3,197,949	\$823,276	\$3,084,609	\$123,526
58-00 Operating Equipment < \$5000	\$0	\$0	\$0	\$0	\$0	\$0
82-20 Lighting	0	0	0	0	0	0
82-30 Other Property Imprvmnts/Parking	0	0	0	0	0	0
85-60 Parks Improvements	0	0	0	0	0	0
85-83 Architectural Services	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
82-40 Fence	0	0	0	0	0	0
85-85 Construction Inspection	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Culture & Recreation Total	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL OBLIGATION FUND PROJECTS	\$287,052	\$3,146,785	\$3,197,949	\$823,276	\$3,084,609	\$123,526

Capital Improvement Plan
 FY12-13 Budget
 Economic Development Administration Grant Fund
 Fund 140

Project Name	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget	FY17 Proposed Budget
FM 2351/Beamer Rd. Water Imprvmnts	\$286,894	\$0	\$970,106	\$0	\$900,000	\$334,079	\$0	\$0	\$0	\$0
DISTRIBUTION PROJECTS	\$286,894	\$0	\$970,106	\$0	\$900,000	\$334,079	\$0	\$0	\$0	\$0
FM 2351/Beamer Rd. Sewer Imprvmnts	694,922	0	618,392	20,341	20,341	334,078	0	0	0	0
COLLECTION PROJECTS	\$694,922	\$0	\$618,392	\$20,341	\$20,341	\$334,078	\$0	\$0	\$0	\$0
EDA GRANT FUND PROJECTS	\$981,816	\$0	\$1,588,498	\$20,341	\$920,341	\$668,157	\$0	\$0	\$0	\$0

Economic Development Grant Fund (140)
Capital Improvement Projects
Account Listing

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
81-11 Easements And Row	\$0	\$0	\$0	\$0	\$0	\$0
85-10 Street & Sidewalk Improv	0	0	0	0	0	0
85-11 Concrete Streets	0	0	0	0	0	0
85-12 Asphalt Streets	0	0	0	0	0	0
85-19 Other Street Improvements	0	0	0	0	0	0
85-30 Drainage Improvements	0	0	0	0	0	0
85-81 Preliminary Engineering	27,705	0	120	0	120	0
85-82 Design Engineering	0	0	39,700	0	39,700	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	950,760	0	1,523,540	18,750	855,383	668,157
85-96 Surveying	120	0	0	0	0	0
85-97 Soil/Concrete Testing	3,231	0	24,708	1,591	24,708	0
85-98 Misc Construction Costs	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	430	0	430	0
88-00 Capital Equipment	0	0	0	0	0	0
PUBLIC WORKS IMPROVEMENTS	\$981,816	\$0	\$1,588,498	\$20,341	\$920,341	\$668,157
EDA GRANT FUND PROJECTS	\$981,816	\$0	\$1,588,498	\$20,341	\$920,341	\$668,157

Capital Improvement Plan
 FY12-13 Budget
 Texas Department of Rural Affairs Grant Fund
 Fund 142

Project Name	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget	FY17 Proposed Budget
Fire Station #3 Renovations	\$224,562	\$0	\$4,339	\$108,347	\$601,275	\$0	\$0	\$0	\$0	\$0
Natural Gas Emergency Generators	1,085,536	0	433,189	234,375	433,189	0	0	0	0	0
FACILITIES PROJECTS	\$1,310,098	\$0	\$437,528	\$342,722	\$1,034,464	\$0	\$0	\$0	\$0	\$0
TDRA GRANT FUND PROJECTS	\$1,310,098	\$0	\$437,528	\$342,722	\$1,034,464	\$0	\$0	\$0	\$0	\$0

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
78-00 Contract Services	\$66,724	\$0	\$0	\$0	\$0	\$0
84-00 Capital Operating Equipment	1,058,030	0	437,528	236,436	829,949	0
81-11 Easements And Row	0	0	0	0	0	0
85-10 Street & Sidewalk Improv	0	0	0	0	0	0
85-11 Concrete Streets	0	0	0	0	0	0
85-12 Asphalt Streets	0	0	0	0	0	0
85-19 Other Street Improvements	0	0	0	0	0	0
85-30 Drainage Improvements	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	87,859	0	0	0	0	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	97,485	0	0	106,286	204,515	0
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
85-98 Misc Construction Costs	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Public Works Total	\$1,310,098	\$0	\$437,528	\$342,722	\$1,034,464	\$0
TDRA GRANT FUND PROJECTS	\$1,310,098	\$0	\$437,528	\$342,722	\$1,034,464	\$0

Capital Improvement Plan
FY12-13 Budget
Park Land Dedication Fund
Fund 164

Project Name	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget	FY17 Proposed Budget
Centennial Park Improvements	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Friendswood Improvements	0	0	0	0	0	116,203	64,097	0	0	0
Stevenson Park Improvements	0	0	0	0	0	0	0	0	0	0
PARKS & RECREATION PROJECTS	\$7,000	\$0	\$0	\$0	\$0	\$116,203	\$64,097	\$0	\$0	\$0
PARK LAND DEDICATION FUND PROJECTS	\$7,000	\$0	\$0	\$0	\$0	\$116,203	\$64,097	\$0	\$0	\$0

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
82-20 Lighting	\$0	\$0	\$0	\$0	\$0	\$0
82-40 Fencing	7,000	0	0	0	0	0
81-11 Easements And Row	0	0	0	0	0	0
85-60 Park Improvements	0	0	0	0	0	116,203
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	0	0	0	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
85-98 Misc Construction Costs	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
88-00 Capital Equipment	0	0	0	0	0	0
Parks & Recreation Total	\$7,000	\$0	\$0	\$0	\$0	\$116,203
PARK LAND DEDICATION FUND PROJECTS	\$7,000	\$0	\$0	\$0	\$0	\$116,203

Capital Improvement Plan
 FY12-13 Budget
 Water and Sewer Fund
 Fund 401

Project Name	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget	FY17 Proposed Budget
Fire Hydrant Spacing Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Neighborhood Waterline Replacement	0	0	0	0	0	0	0	0	0	0
Water Meter Change Out Program	0	0	0	0	0	0	0	0	0	0
Water Plant #2 Rehab	0	0	108,540	0	108,540	0	0	0	0	0
Water Plant #5 Rehab	0	0	0	0	0	0	0	0	0	0
Water Plant #6 Rehab	0	0	0	0	0	0	0	0	0	0
Water Plant #7 Rehab	0	0	0	0	0	1,430,300	0	0	0	0
Mandale Rd. Waterline Extension	0	0	0	0	0	0	0	0	0	0
Waterlines-Blkhwk/Oak Vista/Wand'g Trl	0	0	157,589	0	157,589	0	0	0	0	0
Utility Impact Fee Update Study	0	0	0	0	0	40,000	0	0	0	0
Utility Rate Study	0	0	0	0	0	50,000	0	0	0	0
Surface Water Purchase (COH)	0	0	0	0	0	0	0	0	0	0
DISTRIBUTION PROJECTS	\$0	\$0	\$266,129	\$0	\$266,129	\$1,520,300	\$0	\$0	\$0	\$0
Sewer Line Maint & Cleaning	194,496	300,000	511,007	157,161	511,007	300,000	300,000	300,000	300,000	300,000
Sewer Line PSB	0	0	0	0	0	0	0	0	0	0
Utility Master Plan	0	0	0	0	0	0	0	0	0	0
Software Support Services (GIS)	0	0	0	0	0	0	0	0	0	0
Blackhawk WWTP Rehab	0	0	104,357	0	104,357	2,429,653	0	0	0	0
Stadium Lane Parking Sewer Line	0	0	0	0	0	0	0	0	0	0
Eagle Lake Lift Station Improvement	0	0	0	0	0	0	0	0	0	0
Lift Station #18 Replacement	0	0	0	0	0	500,000	0	0	0	0
San Joaquin Lift Station Improvements	0	0	0	0	0	0	0	0	0	0
COLLECTION PROJECTS	\$194,496	\$300,000	\$615,364	\$157,161	\$615,364	\$3,229,653	\$300,000	\$300,000	\$300,000	\$300,000
WATER & SEWER FUND PROJECTS	\$194,496	\$300,000	\$881,493	\$157,161	\$881,493	\$4,749,953	\$300,000	\$300,000	\$300,000	\$300,000

Source for Future Years: Proposed Draft of the Capital Improvement Program Manual

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
54-76 Water Meters-Repl Program	\$0	\$0	\$0	\$0	\$0	\$0
54-78 Fire Hydrant Program	0	0	0	0	0	0
71-30 Engineering Services	0	0	0	0	0	90,000
85-41 Distribution Lines	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	108,540	0	108,540	0
85-85 Construction Inspection	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	157,589	0	157,589	500,000
85-96 Surveying	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
Water (Distribution System)	\$0	\$0	\$266,129	\$0	\$266,129	\$590,000
65-51 Collection Line Maintenance	\$194,496	\$300,000	\$511,007	\$157,161	\$511,007	\$300,000
71-30 Engineering Services	0	0	0	0	0	0
65-52 Lift Station Maintenance	0	0	0	0	0	0
77-20 Software Support Services	0	0	0	0	0	0
85-51 Collection Lines	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	104,357	0	104,357	0
85-91 Construction (Contracted)	0	0	0	0	0	3,859,953
Sewer (Collection System)	\$194,496	\$300,000	\$615,364	\$157,161	\$615,364	\$4,159,953
WATER & SEWER PROJECTS	\$194,496	\$300,000	\$881,493	\$157,161	\$881,493	\$4,749,953

**Capital Improvement Plan
FY12-13 Budget
Proposed Water and Sewer Bond Projects**

Project Name	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget	FY17 Proposed Budget
Bay Area Blvd Waterline	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Blackhawk Waterline	0	0	0	0	0	0	0	0	0	0
Water Plant #2 Rehabilitation	722,199	0	775,433	478,422	775,433	100,000	0	0	0	0
Water Plant #5 Rehabilitation	1,618,971	0	1,726,181	1,231,576	1,686,944	320,841	0	0	0	0
Water Plant #6 Rehabilitation	922,477	0	98,429	56,066	98,429	281,605	0	0	0	0
Water Plant #7 Rehabilitation	0	0	178,165	0	0	0	0	0	0	0
Deepwood Force Main	0	0	0	0	0	0	0	0	0	0
Beamer Road Water Line	0	0	0	0	0	0	0	0	0	0
42" Water Main Replacement	0	0	0	0	0	0	0	0	0	0
COH Raw Water System Buy-In	0	0	0	0	0	0	0	0	0	0
Second Take Point Phase II	0	1,556,000	0	0	0	516,558	0	0	0	0
Water Distribution Replacement & Upgrades	0	0	0	0	0	0	0	0	0	0
Second Elevated Water Storage Tank Rehab	0	0	0	0	0	0	0	0	0	0
Water Plant #3 Rehabilitation	0	0	0	0	0	0	0	0	0	0
Water Plant #4 Rehabilitation	0	0	0	0	0	0	0	0	0	0
Water Plant #1 Rehabilitation	0	0	0	0	0	0	0	0	0	0
DISTRIBUTION PROJECTS	\$3,263,647	\$1,556,000	\$2,778,208	\$1,766,064	\$2,560,806	\$1,219,004	\$0	\$0	\$0	\$0
Deepwood Force Main	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deepwood LS Expansion	0	0	0	0	0	0	0	0	0	0
Sunmeadow LS #8 Replacement	0	0	0	0	0	0	0	0	0	0
South Friendswood Force Main Div	0	0	0	0	0	0	0	0	0	0
Beamer Road Sanitary Sewer	0	0	0	0	0	0	0	0	0	0
El Dorado/Lundy Lane Sanitary Sewer	0	0	0	0	0	0	0	0	0	0
Blackhawk WWTP Rehab	0	0	0	0	0	0	0	0	0	0
Lift Station #3 Replacement	0	0	92,825	0	92,825	675,180	0	0	0	0
Lift Station #6 Replacement	0	0	57,698	0	57,698	371,000	0	0	0	0
COLLECTION SYSTEM PROJECTS	\$0	\$0	\$150,523	\$0	\$150,523	\$1,046,180	\$0	\$0	\$0	\$0
WATER & SEWER FUND PROJECTS	\$3,263,647	\$1,556,000	\$2,928,731	\$1,766,064	\$2,711,329	\$2,265,184	\$0	\$0	\$0	\$0

Source for Future Years: Proposed Draft of the Capital Improvement Program Manual

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

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
81-11 Water Rights	\$0	\$0	\$0	\$0	\$0	\$0
81-13 Appraisals	0	0	0	0	0	0
85-41 Distribution Lines	0	0	0	0	0	0
85-43 Water Purification Plants	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	0	0	0	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	702,446
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
Water (Distribution System)	\$0	\$0	\$0	\$0	\$0	\$702,446
81-11 Easements And Row	\$0	\$0	\$0	\$0	\$0	\$0
81-13 Appraisals	0	0	0	0	0	0
85-51 Collection Lines	0	0	0	0	0	0
85-52 Lift Station Improvemt	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	150,523	0	150,523	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	1,046,180
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
Sewer (Collection System)	\$0	\$0	\$150,523	\$0	\$150,523	\$1,046,180
2006 W/S BOND PROJECTS	\$0	\$0	\$150,523	\$0	\$150,523	\$1,748,626

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

	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget
81-11 Water Rights	\$0	\$0	\$0	\$0	\$0	\$0
81-13 Appraisals	0	0	0	0	0	0
85-41 Distribution Lines	0	0	0	0	0	0
85-43 Water Purification Plants	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	302,678	0	302,678	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	3,263,647	1,556,000	2,462,992	1,761,549	2,245,590	516,558
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	12,538	4,515	12,538	0
85-99 Geotechnical Services	0	0	0	0	0	0
WATER (DISTRIBUTION SYSTEM)	\$3,263,647	\$1,556,000	\$2,778,208	\$1,766,064	\$2,560,806	\$516,558
81-11 Easements And Row	\$0	\$0	\$0	\$0	\$0	\$0
81-13 Appraisals	0	0	0	0	0	0
85-51 Collection Lines	0	0	0	0	0	0
85-52 Lift Station Improvemt	0	0	0	0	0	0
85-81 Preliminary Engineering	0	0	0	0	0	0
85-82 Design Engineering	0	0	0	0	0	0
85-84 Constr Administration	0	0	0	0	0	0
85-91 Construction (Contracted)	0	0	0	0	0	0
85-96 Surveying	0	0	0	0	0	0
85-97 Soil/Concrete Testing	0	0	0	0	0	0
85-99 Geotechnical Services	0	0	0	0	0	0
SEWER (COLLECTION SYSTEM)	\$0	\$0	\$0	\$0	\$0	\$0
2009 W/S BOND PROJECTS	\$3,263,647	\$1,556,000	\$2,778,208	\$1,766,064	\$2,560,806	\$516,558

Capital Improvement Plan
 FY12-13 Budget
 Water and Sewer Fund
 (Funding to be Determined)

Project Name	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/12	FY12 Year End Estimate	FY13 Adopted Budget	FY14 Proposed Budget	FY15 Proposed Budget	FY16 Proposed Budget	FY17 Proposed Budget
42" Water Main Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,291,000	\$0	\$0
Water Plant #7 Rehabilitation	0	0	0	0	0	0	0	0	0	0
Second Elevated Water Storage Tank Rehab	0	0	0	0	0	0	372,000	0	0	0
East FM 528 Water Line	0	0	0	0	0	0	0	1,828,000	0	0
Water Plant #6 Rehab	0	0	0	0	0	0	0	0	0	0
Mandale Rd. Waterline Extension	0	0	0	0	0	0	0	0	0	0
Surface Water Purchase (COH)	0	0	0	0	0	0	0	0	0	0
DISTRIBUTION PROJECTS	\$0	\$0	\$0	\$0	\$0	\$0	\$372,000	\$4,119,000	\$0	\$0
Lift Station #3 Replacement	0	0	0	0	0	0	0	0	0	0
Lift Station #6 Replacement	0	0	0	0	0	0	0	0	0	0
Blackhawk WWTP Rehab	0	0	0	0	0	0	0	0	0	0
Software Support Services (GIS)	0	0	0	0	0	0	0	0	0	0
Stadium Lane Parking Sewer Line	0	0	0	0	0	0	0	0	0	0
Eagle Lake Lift Station Improvement	0	0	0	0	0	0	0	0	0	0
San Joaquin Lift Station Improvements	0	0	0	0	0	0	0	0	0	0
COLLECTION PROJECTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WATER & SEWER PROJECTS (FUNDING TBD)	\$0	\$0	\$0	\$0	\$0	\$0	\$372,000	\$4,119,000	\$0	\$0

**SIGNIFICANT NON-RECURRING
GENERAL OBLIGATION PROJECTS
(Planned for FY13 – FY17)**

Capital Improvement Program

Project Name: Lake Friendswood Improvements



Project Type: Parks Improvements
 Subtype: Construction
 Completion Year: 2014
 Total Budget: \$805,000
 Budgeted in FY13: \$116,203
 Funding Source:
 Undesignated General Fund Balance
 Park Land Dedication Fund Balance

Description

The proposed improvements provide for the full development of Lake Friendswood which would allow for camping, picnics, fishing, swimming at own risk, and non-motorized boating.

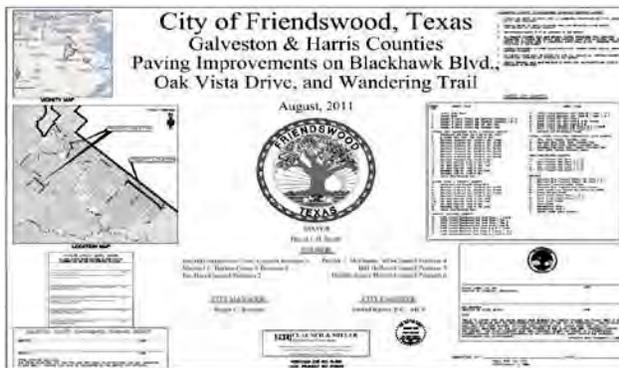
Justification

In addition to the recreational benefit to Friendswood residents and visitors, development of the lake will add 35 acres of usable park space; helping to address City's need to meet the National Recreation and Parks Association standards of 100 acres of usable park space per 1,000 residents.

Budgetary Impact

The estimated annual budgetary impact associated with the development of the Lake will be \$21,000 to cover lighting and maintenance of the roadway, parking, restroom, pavilion and floating pier.

Project Name: Street Rehab – Blackhawk Blvd., Wandering Trails, & Oak Vista



Project Type: Thoroughfare
 Subtype: Construction
 Completion Year: 2013
 Total Budget: \$3,238,215
 Budgeted in FY13: \$ 123,526
 Funding Source:
 2005 General Obligation Bonds

Description

Blackhawk Boulevard, Wandering Trails, and Oak Vista Street have been identified in the City's Pavement Management Master Plan as needing replacement. The proposed improvements will consist of replacing the damaged roadways and upgrading / improving the storm sewer systems and water / sanitary sewer systems within the boundaries of these roadways. The limits of each section include:

(1) Blackhawk Blvd from Friendswood Link Rd to Thursa Ln; (2) Wandering Trail from Geneva Drive to Kingsmill Rd; and (3) Oak Vista from Magnolia to Spreading Oaks.

Justification

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

Budgetary Impact

Annual estimated street maintenance cost is \$3,181 per mile. This project involves 0.89 total miles. Upon completion, this project's annual maintenance cost would be approximately \$2,831.

Capital Improvement Program

Project Name: Mud Gully Detention and Conveyance

Exhibit 1: Proposed MUD Detention and Channel Improvements



Project Type: Drainage
Subtype: Construction
Completion Year: 2015
Total Budget: \$1,000,000
Funding Source:
Undesignated General Fund Reserves

Description

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

Justification

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

Budgetary Impact

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

**SIGNIFICANT NON-RECURRING
UTILITY SERVICES PROJECTS
(Planned for FY13 – FY17)**

Capital Improvement Program

Project Name: Second Take Point Phase II

Project Type: Utility
Subtype: Water Distribution Improvements

Completion Year: 2013

Total Budget: \$1,556,000 Budgeted in FY13: \$516,558

Funding Source: 2009 Water & Sewer Revenue Bonds

Description

The improvements proposed in Phase II of the second take point is the construction of (1) a one million gallon concrete storage tank; (2) an additional pumping unit; (3) electrical upgrades; (4) control system modifications; (5) additional yard piping; (6) a modification to the existing storage tank fill devices with controls; (7) an addition of a second storage tank fill devices with controls; (8) replacement of flow measurement unit; (9) improvements to the building ventilation/air conditioning

system; and (10) relocation and modification of Supervisory Control and Data Acquisition system (SCADA) and the addition of one variable speed pump capable of delivering 4,000 GPM.

Justification

The completion of the Phase II of the second take point will allow the increased operations of this site in accordance to The Ground Water Reduction Plan.

Budgetary Impact

Maintenance and operational cost for this capital improvement includes periodic service of the pumping unit and additional electricity; adding an average approximate cost of \$3,500 to \$5,000 per year to the City operating budget.

Project Name: Water Plant #2 Replacement



Project Type: Utility
Subtype: Water Distribution Improvements

Completion Year: 2013

Total Budget: \$879,000

Budgeted in FY13: \$100,000

Funding Source: 2006 Water & Sewer Revenue Bonds

Description

The rehabilitation of Plant #2 will include the replacement of control room, chemical room, conversion of pumps and the probable replacement of the ground storage tank as necessary and replacement of all valves and piping as necessary. The existing cyclone fence will be replaced with an 8 foot cedar wood fence.

Justification

This well site is in need of a new control room. The existing controls are located outside and are showing the effects of that environment. The tank is 41 years old and made from galvanized steel with a capacity of only 210,000 gallons and is in need of total rehabilitation. The vertical turbine pumps will be replaced with horizontal units to provide more efficient operation.

Budgetary Impact

No additional maintenance and operational cost are associated with this capital improvement as it is a replacement for an existing water plant.

Capital Improvement Program

Project Name: Water Plant #5 Replacement



Project Type: Utility
Subtype: Water Distribution Improvements
Completion Year: 2013
Total Budget: \$3,277,000
Budgeted in FY13: \$ 320,841

Funding Source:
2009 Water & Sewer Revenue Bonds

Description

This rehabilitation will include the replacement of control room, chemical room, conversion of pumps, and ground storage tank as necessary. Replacement of the elevated storage tank will be necessary. Additionally, the project scope will include the replacing of all valves and piping as necessary. The existing cyclone fence will be replaced with 8 feet cedar wood. The existing ground storage tank is made of steel with a capacity of 210,000 gallons. The ground storage tank should be replaced with a 500,000-gallon capacity unit. The control room is in need of modification to eliminate water damage due to rainfall intrusion.

Justification

This site contains the one million gallon elevated storage tank. The existing ground storage tank leaks from the bottom plates and requires extensive repairs. The ground storage tank is 32 years old and is in need of replacement, possibly with a new 500,000-gallon unit. The existing control room facility is extremely small and floods easily. Existing controls are aging to the point of needing total replacement. Correcting this will require modification of this building and the surrounding area. The vertical turbine pumps should also be replaced within this project with horizontal units to improve operation efficiency.

Budgetary Impact

No additional maintenance and operational cost are associated with this capital improvement as it is a replacement for an existing water plant.

Capital Improvement Program

Project Name: Water Plant #7 Replacement



Project Type: Utility
Subtype: Water Distribution Improvements
Completion Year: 2013
Total Budget: \$1,625,300
Budgeted in FY13: \$1,430,300

Funding Source:
2009 Water & Sewer Revenue Bonds
Water & Sewer Fund Working Capital

Description

The rehabilitation will include the replacement of control room, chemical room, conversion of pumps, and ground storage tank as necessary. Replace all valves and piping as necessary. The existing cyclone fence will be replaced with 8 feet cedar wood. The existing tanks are made of galvanized steel with a capacity of 210,000 gallons and 63,000 respectively and may require replacement with one half-million gallon tank. Final recommendation for project will come out of a Preliminary Engineering Report. Recondition existing generator set.

Justification

This well site is in need of a new control room. The existing room is too small for safety when performing electrical repair work and no longer meets National Electric Codes (NEC). The

existing switchgear is at the end of its usable life. The room also floods when there is any rainfall. A new control room/chemical room will eliminate this situation. A replacement of the existing vertical turbine pumps with horizontal units would provide a more efficient operation. The ground storage tanks should be replaced as necessary with half million gallon ground storage as dictated by the last ground storage tank inspection. At this time the replacement of all needed piping and accessories should be done. The existing automatic transfer switch at the site was hit by lightning and partially destroyed. A new switch would enable this site to automatically transfer power when needed. Reconditioning the existing generator set including increasing the diesel tank capacity would make this emergency power system more reliable.

Budgetary Impact

No additional maintenance and operational cost are associated with this capital improvement as it is a replacement for an existing water plant.

Capital Improvement Program

Project Name: Lift Station #18 Replacement

Project Type: Utility
Subtype: Lift Station Improvements

Completion Year: 2013

Total Budget: \$500,000

Budgeted in FY13: \$500,000

Funding Source: Water & Sewer Fund Working Capital

Description

This project would replace the existing lift station that serves the Wedgewood area. A new wet well would be poured, new pumps and controls for the lift station would be installed and new fencing will be erected.

Justification

The existing lift station at Wedgewood has reached the end of its useful life span and is in need of replacement. Current estimates indicate that this system will be severely taxed and incapable of handling even normal combined flows in the next few years.

Budgetary Impact

No additional maintenance and operational cost are associated with this capital improvement as it is a replacement for an existing lift station.

Name: Blackhawk Wastewater Treatment Plant Rehab



Project Type: Utility
Subtype: Wastewater Treatment Improvements

Completion Year: 2013

Total Budget: \$2,429,653

Budgeted in FY13: \$2,429,653

Funding Source: Water & Sewer Fund Working Capital

Description

This project consists of the rehabilitation of (1) the head works structure; (2) mechanical bar screens; (3) aeration blowers, piping and valves; (4) fine bubble diffusers; (5) media filters; and (6) UV disinfectant system.

Justification

The Blackhawk Wastewater Treatment Facility is a facility owned and operated by the Gulf Coast Waste Disposal Authority. In 2010, the GCWDA commissioned an assessment of the facility and identified areas needing repair. Friendswood is the majority capacity owner within the plant.

Budgetary Impact

Current operational cost No additional maintenance and operational cost are anticipated with this capital improvement. Minimal short-term savings may occur.

Capital Improvement Program

Name: Lift Station #6 Replacement



Project Type: Utility
Subtype: Wastewater Treatment Improvements
Completion Year: 2013
Total Budget: \$428,968
Budgeted in FY13: \$371,000
Funding Source: 2006 Water & Sewer Revenue Bonds

Description

This project would replace the existing lift station that serves the Regency Estates area. A new wet well would be poured, new pumps and controls for the lift station would be installed.

Justification

The existing lift station at Regency Estates has reached the end of its useful life span and is in need of replacement. Current estimates indicate that this system will be severely taxed and incapable of handling even normal combined flows in the next few years.

Budgetary Impact

No additional maintenance and operational cost are associated with this capital improvement as it is a replacement for an existing lift station.

Name: Lift Station #3 Replacement



Project Type: Utility
Subtype: Wastewater Treatment Improvements
Completion Year: 2014
Total Budget: \$768,005
Budgeted in FY13: \$675,180
Funding Source: Water & Sewer Fund Working Capital

Description

This project would replace the existing lift station that serves the Annalea/Whitehall/Kings Park Drainage area. A new wet well would be poured, new pumps and controls for the lift station would be installed.

Justification

The existing lift station at Annalea/Whitehall/Kings Park Drainage area has reached the end of its useful life span and is in need of replacement. Current estimates indicate that this system will be severely taxed and incapable of handling even normal combined flows in the next few years.

Budgetary Impact

No additional maintenance and operational cost are associated with this capital improvement as it is a replacement for an existing lift station.

Capital Improvement Program

Project Name: Second Elevated Water Storage Tank Rehabilitation



Project Type: Utility
Subtype: Water Plant Improvements
Completion Year: 2014
Total Budget: \$372,000
Funding Source: Not yet identified

Description

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

Justification

A preventive maintenance program would prolong the life of the facilities. The ground storage needs to be painted every 10 to 12 years to assure its integrity and usefulness.

Budgetary Impact

No additional maintenance and operational cost are associated with this capital improvement as it is a rehab to an existing water storage tank. Approximate future cost of repeating this rehab in 10 to 12 years is \$484K.

Project Name: East FM 528 Water Line

Project Type: Utility
Subtype: Water Distribution Improvements
Completion Year: 2015
Total Budget: \$1,828,000
Funding Source: Not yet identified

Description

This project consists of the installation of 2,850 linear feet of fourteen-inch waterline that would extend water service to the East Service Area, and then loop the line back into the existing system by installing 6,600 linear feet of twelve-inch waterline down to Bay Area Boulevard.

Justification

The Water Distribution System is stretched thin when it gets beyond Bay Area Boulevard, south of FM 528. There are also not enough loops back to sustain pressure in this area. This will give potable water to the eastern most area of the City and loop the FM 528 line to the Bay Area Boulevard line.

Budgetary Impact

This capital improvement project involves adding a total of 9,450 linear feet (or 1.8 miles) to the City's existing waterlines. Based on current waterline maintenance cost of approximately \$1,646 per mile, additional annual operating maintenance cost for this project will be about \$2,900 to \$3,000.

Capital Improvement Program

Project Name: 42 Inch Water Main Replacement



Project Type: Utility
Subtype: Water Distribution Improvements
Completion Year: 2015
Budget: \$2,291,000
Funding Source: Not yet identified

Description

This is a co-participation project with the City of Houston and other participants in the upgrade of the main north / south surface water transmission pipeline from the Southeast Water Purification Plant along State Highway 3. Texas Department of Transportation plans to widen State Highway 3 and it will be necessary to remove the existing pipeline from the State right-of-way in preparation for that project. This presents an opportunity to up-size this transmission line when it is removed from the easement. The removal / construction project will be managed by the City of Houston and Participant's cost share will be based on a pro-rata use according to their distribution allocation. Friendswood's distribution allocation from this line is balanced by its distribution allocation from the 36-inch line on

Beamer. Replacement and movement of the 42-inch line to a location outside of the Highway 3 ROW is planned for completion by 2015 in order for Texas Department of Transportation (TxDOT) project to proceed on schedule.

Justification

The City of Friendswood is a participant in the operation and maintenance of the 42 inch Water Line. That pro-rata participation is reduced by its participation in the Beamer Road 36 inch transmission line. The City is dependent on these as the source of surface water required to meet the Ground Water Reduction Plan as established in 2001, and to meet growing population requirements through build-out.

Budgetary Impact

The City is currently charged \$0.64 per gallon for surface water received through this waterline. Completion of this capital improvement project will not result in any additional water to the City; therefore no additional operating costs are expected.

Capital Improvement Program

Capital Improvements Program - General Government Projects Beyond 5-Year CIP

PROJECT	Estimated Cost	Other Funds	Other Funding Source
Library*	\$5,571,000	\$0	
Records Retention Center	\$465,000	\$0	
Civic Center*	\$1,000,000	\$0	
Imperial Estates Park	\$100,000	\$0	
Pavement Management Master Plan - Future Phases	\$10,000,000	\$0	
Brittany Bay Blvd Phase 1 (East of FM 528)	\$6,000,000	\$6,000,000	Development Contribution
Friendswood Link Rd Phase 2	\$4,634,252	\$0	
FM 518 Drainage Improvements Phase 2	\$2,747,000	\$0	
New Fire Station	\$10,000,000	\$0	
Old City Park	\$250,000	\$0	
Annalea/Whitehall Drainage Improvements	\$862,000	\$0	
Friendswood Sportspark Phase 2	\$250,000	\$0	
Parkland Acquisition	\$700,000	\$0	
Brittany Bay Blvd Phase 2 (West of FM 528)	\$8,300,000	\$0	
Shadowbend Drainage Improvements Ph. II	\$416,000	\$0	
Sunmeadow Drainage Improvements	\$3,140,000	\$0	
W. Edgewood (FM 2351) Drainage Outfall - - Wegner Ditch	\$3,600,000	\$0	
Public Safety Building Phase 2	\$2,982,000	\$0	
Public Works Building Renovation	\$1,362,000	\$0	
San Joaquin Pkwy Reconstruction	\$565,000	\$0	
Fire Dept Training Field Upgrades	\$784,000	\$0	
Parks Maintenance Building Phase 1	\$250,000	\$0	
Parks Maintenance Building Phase 2	\$750,000	\$0	
Total Estimates	\$61,128,252	\$6,000,000	

*Cost estimate varies if build new Library/convert old to Civic Center

Capital Improvement Program

Capital Improvements Program – Water & Sewer Projects Beyond 5-Year CIP

PROJECT	Estimated Cost	Other Funds	Other Funding Source
Automated Meter Reading System	\$3,000,000	\$0	
Beamer Road Sanitary Sewer Future Phases	\$3,049,000	\$0	
Beamer Road Water Line Future Phases	\$1,483,000	\$0	
Blackhawk Treatment Plant Capacity	\$8,395,000	\$0	
El Dorado - Lundy Lane Sanitary Sewer	\$2,837,000	\$0	
FM 528 - Falcon Ridge to Windsong Sanitary Sewer	\$706,000	\$0	
FM 528 - Lundy Lane to Tower Estates Sanitary Sewer	\$1,109,000	\$0	
San Joaquin Estates Water Line Replacement	\$1,423,000	\$0	
SCADA System Upgrade	\$200,000	\$0	
South Friendswood Service Area Water Loop	\$715,000	\$0	
Water Distribution Replacement and Upgrades	\$5,000,000	\$0	
Water Plant #1 Rehabilitation	\$299,000	\$0	
Water Plant #3 Rehabilitation	\$154,000	\$0	
Water Plant #4 Rehabilitation	\$154,000	\$0	
Windsong Sanitary Sewer	\$2,152,000	\$0	
Total Estimates	\$30,676,000	\$0	

Capital Improvement Program

Completed CIP Projects since CIP Program Inception

Water and Sewer Utilities

Blackhawk FM 2351 Waterline
E. Heritage 8" Sanitary Sewer
16" Waterline (Melody to Sunset)
Autumn Creek Sewer Line
Additional Water Purchase
2nd Surface Water Take Point & System Loop
Moore/Mandale Waterline Loop
Bay Area Blvd Waterline
WWTP Waterline Loop 8"
Longwood Park Water & Sewer
Water Plant #3 Rehab
Water Plant #4 Rehab
Water Plant #1 Rehab
San Joaquin Estates Sewer
Second Elevated Tank
Sun Meadow Lift Station
South Friendswood Force Main
Blackhawk Waterline
16" Transmission Waterline (Sunset to WW#4)
FM 2351/Beamer Rd. Utilities
Lift Station Emergency Generators

Street & Parking Lot Paving

Sunset Drive
Friendswood Link Road Extension
Additional City Hall Parking
Activity Building Parking

Storm Drainage

Sunmeadow Drainage
Annalea/Whitehall/Kings Park Drainage
Clover Acres Drainage
Glenshannon Drainage
Woodlawn Streets and Drainage

City Facilities

Public Safety Building
Fire Station #4
Public Works Security Gate
Public Works Wash Bay
Library Land Acquisition
Public Works Vehicle Storage Building
Municipal Court Renovations

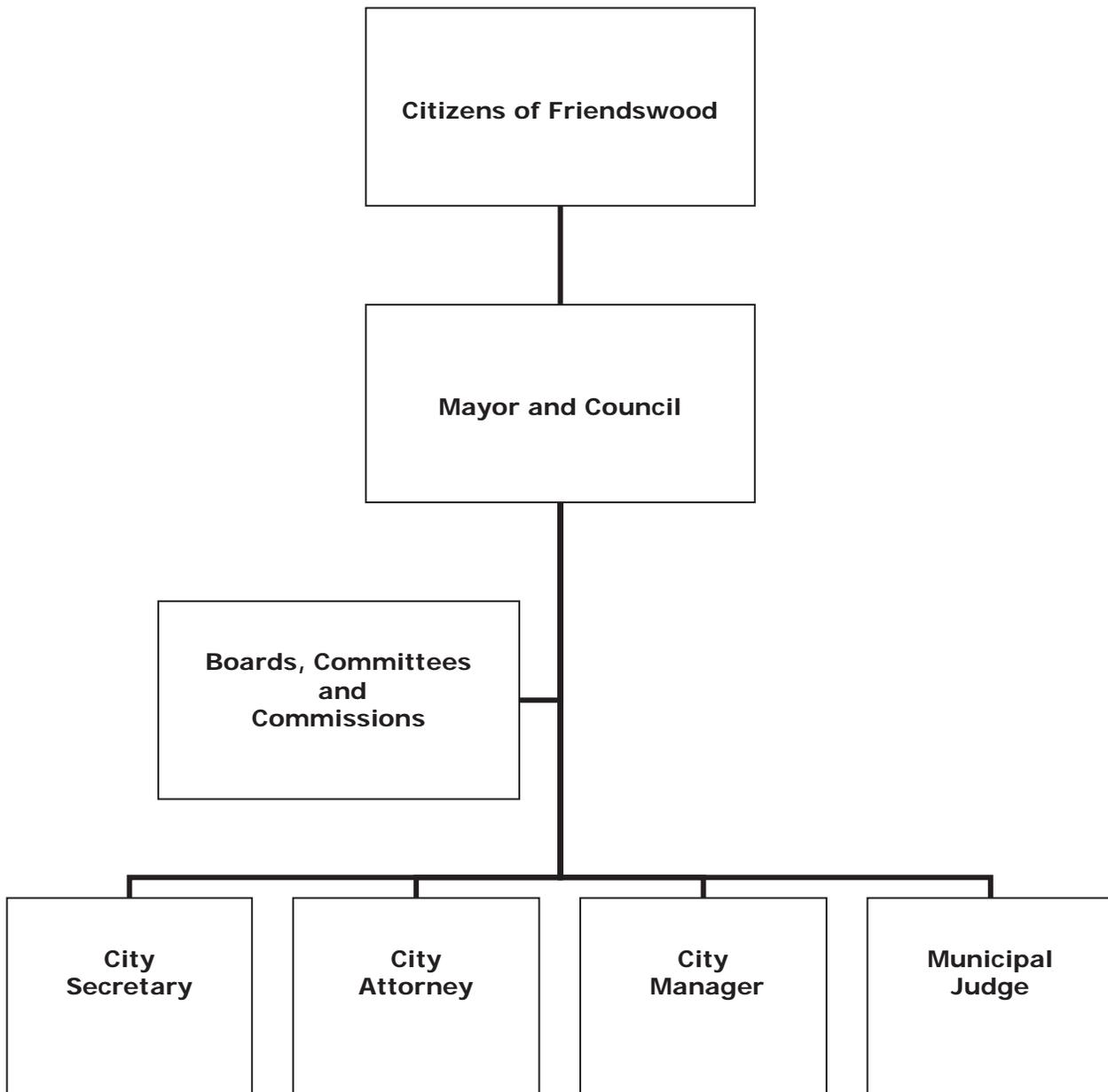
City Parks & Recreation

Centennial Park Phase I & II
Friendswood Sports Park
Jogging Trail Stevenson Park
Stevenson Park Playground Renovation



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Mayor and Council



Mayor and Council

Mission Statement

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

Current Operations

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

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

Departmental Goals and Measures

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

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

Objective A:

Council Meetings

Measure (number of)	FY10 Actual	FY 11 Actual	FY12 Projection	FY13 Forecast
Meetings Held	30	33	19	20
Action Items	115	106	125	115
Consent Items	63	66	75	70
Executive Sessions	14	22	15	20
Public Hearings	23	18	20	20

**MAYOR AND COUNCIL
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
MAYOR AND COUNCIL	\$323,393	\$268,102	\$268,102	\$219,846	\$268,102	\$268,102	0%
DEPARTMENT TOTAL	\$323,393	\$268,102	\$268,102	\$219,846	\$268,102	\$268,102	0%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
SALARIES AND BENEFITS	\$0	\$299	\$299	\$0	\$0	\$0	0%
SUPPLIES	2,353	3,421	3,421	1,674	2,232	3,421	0%
SERVICES	321,040	264,382	264,382	218,172	265,870	264,681	0%
CLASSIFICATION TOTAL	\$323,393	\$268,102	\$268,102	\$219,846	\$268,102	\$268,102	0%

PERSONNEL SUMMARY BY DIVISION

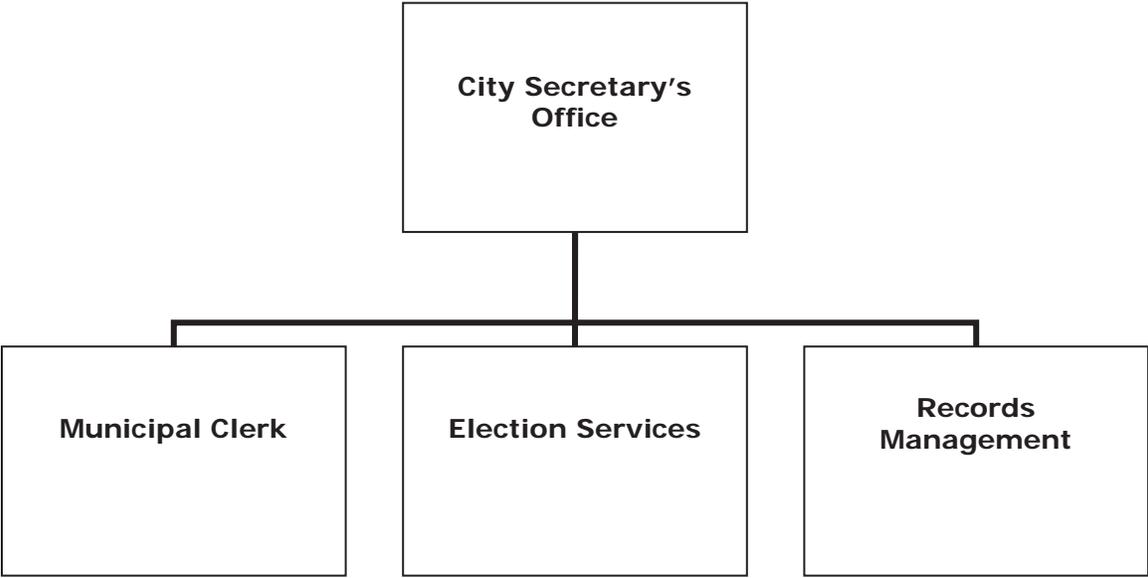
DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
MAYOR AND COUNCIL	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
PERSONNEL TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0%

* Legal services base budget is \$239,305.

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
48-40 WORKERS COMP INSURANCE	\$0	\$299	\$299	\$0	\$0	\$0
* SALARIES AND BENEFITS	\$0	\$299	\$299	\$0	\$0	\$0
51-00 OFFICE SUPPLIES	\$110	\$735	\$735	\$0	\$0	\$735
54-00 OPERATING SUPPLIES	2,243	2,686	2,686	1,674	2,232	2,686
58-00 OPERATING EQUIPMENT<\$5000	0	0	0	0	0	0
* SUPPLIES	\$2,353	\$3,421	\$3,421	\$1,674	\$2,232	\$3,421
71-10 LEGAL SERVICES	\$186,336	\$239,006	\$181,571	\$151,746	\$189,266	\$239,305
71-19 OTHER LEGAL SERVICES	57,159	0	57,435	52,663	60,114	0
71-90 OTHER PROFESSIONAL SERVICES	50,000	0	0	0	0	0
73-50 SURETY BONDS	0	0	0	0	0	0
74-00 OPERATING SERVICES	2,914	2,000	2,000	788	1,209	2,000
74-01 POSTAL / COURIER SERVICES	0	0	0	0	0	0
75-10 TRAINING	3,891	1,818	1,818	1,285	1,818	1,818
75-20 TRAVEL REIMBURSEMENTS	1,856	3,313	3,313	1,162	3,313	3,313
75-30 MEMBERSHIPS	7,943	7,774	8,174	8,153	7,774	7,774
75-40 PUBLICATIONS	0	0	0	0	0	0
78-00 CONTRACT SERVICES	6,779	0	0	0	0	0
79-10 COMMUNITY EVENTS/PROGRAMS	4,162	10,471	10,071	2,375	2,376	10,471
* SERVICES	\$321,040	\$264,382	\$264,382	\$218,172	\$265,870	\$264,681
88-00 CAPITAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
* CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
** MAYOR AND COUNCIL	\$323,393	\$268,102	\$268,102	\$219,846	\$268,102	\$268,102

City Secretary's Office



City Secretary

Mission Statement

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

Current Operations

Municipal Clerk

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

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

Election Services

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

Records Management Program

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

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

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

Highlights of the Budget

Election Services

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

Records Management Program

A records storage area is part of the Public Safety Building that houses Police, Municipal Court and Fire Marshal/Emergency Operations Center records. Discussions have been ongoing regarding projecting and planning for a second records storage center to replace the existing records storage center for the City Manager's office, Administrative Services, Community Services, Public Works, Community Development, Library, and City Secretary's office. The current records storage center is at an off-site storage facility that is climate controlled and built to withstand 120 MPH winds. An architectural study was conducted in FY 2006-07 for building a new records management facility to house records from all departments and this project was moved into the CIP for future consideration. In 2012, Council discussed alternatives to building a new records management facility and asked the City Secretary's office to investigate further. We are in the process of researching the available options.

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

In the FY2010-11 budget, Council approved the Freedom of Information Act (FOIA) Systems software to assist with implementing the Texas Public Information Act. With the volume of open records requests the City receives, this system manages the process by handling and automating all aspects of the open records process, saving valuable Staff time with improved oversight and reporting. This web based system has streamlined the open records process by coordinating, with the City Secretary's Records Division oversight and

management, with all City departments throughout the life of a request from start to finish. The goal to make requests for public information an automated, streamlined process for both citizens and staff is now achieved through the implementation of the FOIA system. An objective was met in this past budget cycle to connect the City Secretary’s office to the City Attorney’s office through FOIA in order to further streamline the public information request process and to reduce response time. This has been quite successful.

Records and Laserfiche Program

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

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

Departmental Goals and Measures

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

Provide accurate and impartial general and special elections to serve the voters of the City of Friendswood for the City’s elections as well as the Galveston County Consolidated Drainage District. To also provide staff support and election services to the Friendswood Independent School District for general and special elections.

Objective A:
Election Services

Measure	FY10 Actual	FY 11 Actual	FY12 Projection	FY13 Forecast
Elections Held	2	1	2	2

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

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

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

Objective A:

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

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Open Records Requests	1,390	1,304	1,234	1,309
Pages Provided to Public	8,736	11,278	15,361	16,000
Attorney General Opinions	34	27	19	26

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

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

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

Objective A:

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

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Scanning & Laserfiche Documents	337	353	345	345

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

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

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

Objective A:

Post all agendas, minutes, paperless agenda packets, or additional documents of City Council meetings and Commission, Committee and Board meeting agendas and minutes on the City’s website, with public information request information and forms also available on the website as well as a public link to FOIA, voting and election information and results, press releases related to elections and City Secretary services, Council information and biographies, volunteer committee forms, legal notices and other information.

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Continued development of use of electronic media	Yes	Yes	Yes	Yes

“Yes” identifies that the objective is effectively utilize the electronic opportunities to provide for greater communication with the public, elected officials, City Staff and City Attorney.

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

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

Objective A:

Processing documents.

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Alcohol Permits	35	20	34	27
Bids Administered	12	19	8	8
Contracts	72	56	64	65
Copies Made	107,413	75,581	90,000	90,000
Liens-filed/Released	2	0	2	2
Notices Posted- Council/Committees/Boards/Commissions	135	122	128	130
Indexes of Records	41	40	39	39
Ordinances Prepared	45	50	45	45
Ordinances, Bids, Notices, Press Releases published	88	81	60	60
Resolutions Prepared	45	39	35	37

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

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

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

Objective A:

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

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Executive Sessions	14	22	15	15
Public Hearings	23	18	13	15
Regular Meetings	23	23	16	14
Special Meetings	7	10	3	6
Pages of Minutes	210	365	250	250
Special Sessions/Work Sessions	36	55	62	62

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

**CITY SECRETARY'S OFFICE
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
MUNICIPAL CLERK	\$274,970	\$283,133	\$283,133	\$198,404	\$273,174	\$278,032	-1.8%
ELECTION SERVICES	6,940	19,782	24,110	15,072	15,823	20,560	3.9%
RECORDS MANAGEMENT	108,682	125,028	127,071	85,322	117,945	126,199	0.9%
CITY SECRETARY	\$390,592	\$427,943	\$434,314	\$298,798	\$406,942	\$424,791	-0.7%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
SALARIES AND BENEFITS	\$350,125	\$366,704	\$366,704	\$267,234	\$362,281	\$363,552	-0.9%
SUPPLIES	5,723	12,826	19,652	13,593	14,637	12,826	0.0%
MAINTENANCE	0	140	140	0	0	140	0.0%
SERVICES	34,744	48,273	47,818	17,971	30,024	48,273	0.0%
CLASSIFICATION TOTAL	\$390,592	\$427,943	\$434,314	\$298,798	\$406,942	\$424,791	-0.7%

PERSONNEL SUMMARY BY DIVISION

DIVISION	0 FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
MUNICIPAL CLERK	3.0	3.0	3.0	3.0	3.0	3.0	0.0%
ELECTION SERVICES	0.2	0.2	0.2	0.2	0.2	0.2	0.0%
RECORDS MANAGEMENT	2.0	2.0	2.0	2.0	2.0	2.0	0.0%
PERSONNEL TOTAL	5.2	5.2	5.2	5.2	5.2	5.2	0.0%

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

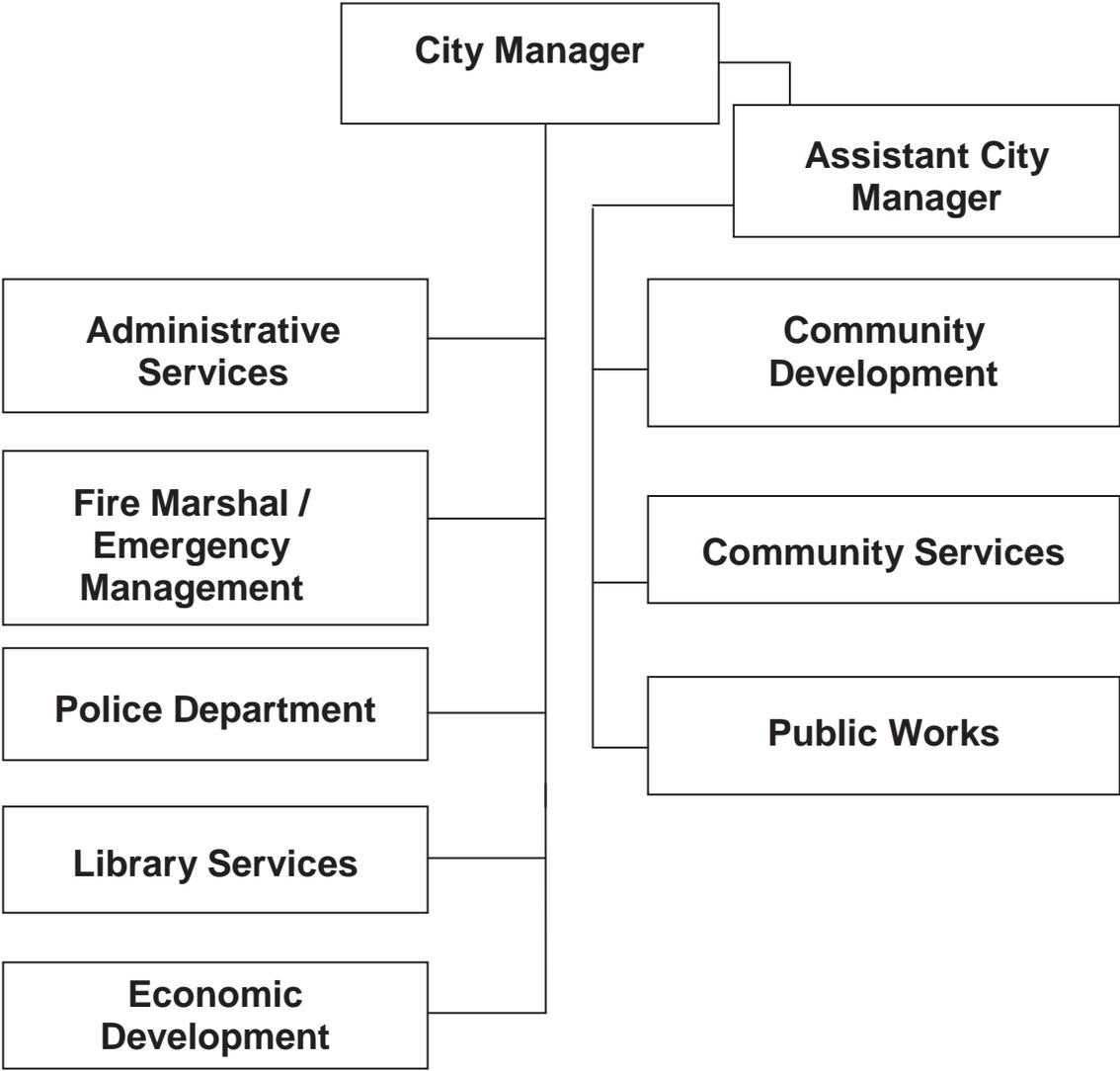
ACCOUNT DESCRIPTION		FY11	FY12	FY12	FY12	FY12	FY13
		Actual	Original Budget	Amended Budget	YTD 6/30/2012	Year End Estimate	Adopted Budget
41-10	FULLTIME SALARIES & WAGES	\$170,083	\$177,321	\$177,321	\$128,785	\$177,147	\$179,143
41-30	OVERTIME PAY	5,361	5,559	5,574	3,578	4,996	5,559
41-31	HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41	MERIT PAY	0	0	0	0	0	0
41-43	LONGEVITY PAY	1,115	1,290	1,275	1,275	1,460	1,000
41-44	VEHICLE ALLOWANCE	5,400	5,400	5,400	3,836	5,400	5,400
41-45	INCENTIVE-CERTIFICATE PAY	1,450	1,980	1,980	1,125	1,950	900
41-49	CELL PHONE ALLOWANCE	2,460	2,460	2,460	1,650	2,460	2,460
41-90	ACCRUED PAYROLL	0	0	0	0	1,744	0
47-10	SOCIAL SECURITY/MEDICARE	13,657	14,662	14,662	10,475	14,196	14,478
47-20	TMRS RETIREMENT	29,024	30,289	30,289	22,029	29,988	30,318
48-10	HEALTH/DENTAL INSURANCE	17,705	17,705	17,705	12,980	16,874	12,245
48-20	LIFE INSURANCE	471	483	483	366	476	497
48-30	DISABILITY INSURANCE	487	505	505	382	497	518
48-40	WORKERS COMP INSURANCE	199	200	200	171	197	232
48-50	EAP SERVICES	175	175	175	131	170	175
48-90	FLEX PLAN ADMINISTRATION	128	125	125	95	117	128
*	SALARIES AND BENEFITS	\$247,715	\$258,154	\$258,154	\$186,878	\$257,672	\$253,053
51-00	OFFICE SUPPLIES	\$3,388	\$4,528	\$4,528	\$1,685	\$2,246	\$4,528
54-00	OPERATING SUPPLIES	140	550	850	467	849	550
58-00	OPERATING EQUIPMENT<\$5000	0	345	500	496	500	345
*	SUPPLIES	\$3,528	\$5,423	\$5,878	\$2,648	\$3,595	\$5,423
68-00	EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
*	MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
73-50	SURETY BONDS	\$71	\$75	\$75	\$0	\$0	\$75
74-00	OPERATING SERVICES	327	4,765	4,310	602	1,476	4,765
74-01	POSTAL / COURIER SERVICES	649	2,120	2,120	360	480	2,120
74-11	PROFESSIONAL/CODE SERVICE	0	0	0	0	0	0
74-91	ADVERTISING/PUBLIC NOTICE	2,224	2,822	2,822	816	1,288	2,822
74-97	RECRUITMENT ADVERTISING	0	0	168	168	168	0
75-10	TRAINING	4,035	4,204	4,036	2,587	3,449	4,204
75-20	TRAVEL REIMBURSEMENTS	3,688	4,479	4,479	3,812	4,213	4,479
75-30	MEMBERSHIPS	649	1,091	1,091	533	833	1,091
75-40	PUBLICATIONS	0	0	0	0	0	0
78-00	CONTRACT SERVICES	12,084	0	0	0	0	0
78-30	RENTAL	0	0	0	0	0	0
*	SERVICES	\$23,727	\$19,556	\$19,101	\$8,878	\$11,907	\$19,556
88-00	CAPITAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
*	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
**	MUNICIPAL CLERK	\$274,970	\$283,133	\$283,133	\$198,404	\$273,174	\$278,032

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

ACCOUNT DESCRIPTION		FY11	FY12	FY12	FY12	FY12	FY13
		Actual	Original	Amended	YTD	Year End	Adopted
			Budget	Budget	6/30/2012	Estimate	Budget
41-10	FULLTIME SALARIES & WAGES	\$1,276	\$0	\$0	\$0	\$0	\$0
41-30	OVERTIME PAY	0	1,184	1,184	951	951	2,371
41-31	HOLIDAY HRS WORKED	0	0	0	0	0	0
42-20	PART-TIME WAGES	2,985	5,000	5,000	3,186	3,186	5,030
47-10	SOCIAL SECURITY/MEDICARE	94	473	473	0	0	181
47-20	TMRS RETIREMENT	205	184	184	0	0	370
48-40	WORKERS COMP INSURANCE	1	8	8	0	0	0
48-50	EAP SERVICES	0	325	325	0	0	0
*	SALARIES AND BENEFITS	\$4,561	\$7,174	\$7,174	\$4,137	\$4,137	\$7,952
54-00	OPERATING SUPPLIES	\$1,981	\$6,355	\$10,585	\$8,681	\$8,681	\$6,355
58-00	OPERATING EQUIPMENT<\$5000	0	122	220	220	220	122
*	SUPPLIES	\$1,981	\$6,477	\$10,805	\$8,901	\$8,901	\$6,477
67-00	COMPUTER EQUIP MAINTENANCE	\$0	\$140	\$140	\$0	\$0	\$140
*	MAINTENANCE	\$0	\$140	\$140	\$0	\$0	\$140
74-00	OPERATING SERVICES	\$0	\$0	\$0	\$0	\$0	\$0
74-01	POSTAL / COURIER SERVICES	90	100	100	67	67	100
74-91	ADVERTISING/PUBLIC NOTICE	81	212	962	0	750	212
75-10	TRAINING	200	116	200	200	200	200
75-20	TRAVEL REIMBURSEMENTS	27	222	138	97	98	138
75-30	MEMBERSHIPS	0	0	0	0	0	0
75-40	PUBLICATIONS	0	0	0	0	0	0
78-00	CONTRACT SERVICES	0	3,527	3,527	1,670	1,670	3,527
78-30	RENTAL	0	1,814	1,064	0	0	1,814
*	SERVICES	\$398	\$5,991	\$5,991	\$2,034	\$2,785	\$5,991
**	ELECTION SERVICES	\$6,940	\$19,782	\$24,110	\$15,072	\$15,823	\$20,560

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$65,516	\$67,467	\$67,467	\$48,659	\$67,467	\$66,432
41-30 OVERTIME PAY	2,072	4,440	4,450	2,624	3,523	4,440
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	0	165	155	236	236	0
41-45 INCENTIVE-CERTIFICATE PAY	1,200	1,200	1,200	800	1,200	1,500
41-90 ACCRUED PAYROLL	0	0	0	4,062	4,062	0
47-10 SOCIAL SECURITY/MEDICARE	4,846	5,605	5,605	4,212	4,944	5,536
47-20 TMRS RETIREMENT	10,744	11,439	11,439	8,839	10,027	11,281
48-10 HEALTH/DENTAL INSURANCE	12,821	10,400	10,400	6,288	8,385	12,674
48-20 LIFE INSURANCE	185	188	188	142	188	185
48-30 DISABILITY INSURANCE	189	195	195	139	181	192
48-40 WORKERS COMP INSURANCE	74	78	78	69	73	84
48-50 EAP SERVICES	117	117	117	87	107	117
48-90 FLEX PLAN ADMINISTRATION	85	82	82	61	79	106
* SALARIES AND BENEFITS	\$97,849	\$101,376	\$101,376	\$76,218	\$100,472	\$102,547
51-00 OFFICE SUPPLIES	\$3	\$329	\$329	\$2	\$47	\$329
54-00 OPERATING SUPPLIES	51	109	109	0	51	109
58-00 OPERATING EQUIPMENT<\$5000	160	488	2,531	2,043	2,043	488
* SUPPLIES	\$214	\$926	\$2,969	\$2,045	\$2,141	\$926
74-00 OPERATING SERVICES	\$2,298	\$9,027	\$9,027	\$0	\$3,500	\$9,027
74-01 POSTAL / COURIER SERVICES	0	0	0	28	28	0
74-11 PROFESSIONAL/CODE SERVICE	4,366	8,641	8,641	3,104	7,628	8,641
75-10 TRAINING	120	74	100	100	100	74
75-20 TRAVEL REIMBURSEMENTS	91	631	631	0	200	631
75-30 MEMBERSHIPS	0	74	48	0	48	74
75-40 PUBLICATIONS	0	0	0	0	0	0
78-00 CONTRACT SERVICES	3,744	4,279	4,279	3,827	3,828	4,279
* SERVICES	\$10,619	\$22,726	\$22,726	\$7,059	\$15,332	\$22,726
86-00 FURNITURE AND FIXTURES	\$0	\$0	\$0	\$0	\$0	\$0
* CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
** RECORDS MANAGEMENT	\$108,682	\$125,028	\$127,071	\$85,322	\$117,945	\$126,199



City Manager

Mission Statement

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

Current Operations

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

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

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

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

Highlights of the Budget

The FY 2012-2013 Budget continues to fund important citywide communications programs, including the Focus on Friendswood newsletter as well as the City's Public-Educational-Governmental (PEG) access channel. The Focus on Friendswood newsletter contains valuable City news, events, and announcements that are mailed to residents quarterly. This year will mark the seventh year that the City's PEG channel is utilized, and FY 2013 will be the sixth full year that City Council and Board, Commission and Committee meetings will be televised on the channel. It will also mark the fifth year that the City's upgraded multi-camera system is operational in the City Council chamber and the fourth year that an upgraded audio system is also utilized in the City Council chamber. This is the second year that new strategically placed televisions will be broadcasting the PEG channel in public areas within City Hall, increasing our communication infrastructure with the community. The goal of the PEG channel is to communicate with residents about City related programs, meetings, services, events, job postings, and emergency information.

This is also the first year that a new Assistant City Manager position has been included within the City Manager's Office. This position, which provides highly complex administrative support to the City Manager, oversees the Community Development, Community Services and Public Works departments.

City Manager

In correlation with each department, the City Manager's Office's activities are intended to achieve the City's overall strategic goals. Fiscal Year 2013 achievements are mentioned within each department's section.

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

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

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

Decision Packages (Funded)

Citizen Survey	One-time cost (GF)	\$ 8,125
	One-time cost (W/S)	\$ 4,375
City Hall Projectors <i>(funded by other revenue sources)</i>	One-time cost	\$ 6,000

Decision Packages (Unfunded)

Mind Mixer Interactive Survey	One-time cost	\$ 8,000
Household Hazardous Waste Disposal Contract	Ongoing cost	\$ 15,000

Departmental Goals and Measures

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

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

Objective A:

Conduct strategic planning activities

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of Long-Range Planning Sessions Conducted with City Council ¹	2	3	3	3
Number of Long-Range Planning Projects by Staff	2	2	2	2
Number of Senior Staff development initiatives	1	1	1	1

1-Meetings based on Council requests

Objective B:

Ensure that departmental work plans are supportive of City Council goals

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of Departmental work plans that include elements which directly or indirectly support Council goals	6	7	8	8

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

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

Objective A:

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

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Agenda Preparation (Number of City Council agenda items)	381	270	270	275
Number of Council meetings attended	30	33	19	20

Objective B:

Partner with outside organizations to share knowledge and provide mutually beneficial relationships

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of Partnerships with outside organizations ¹	--	--	115	115

1-New measure for FY 2013

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

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

Objective A:

Promote interaction and collaboration with Friendswood citizens and civic associations

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of City contacts and interactions with associations ¹	--	--	28	30
Number of Specific citizen inquiries and complaints addressed <i>(walk-ins, phone calls, email)</i>	200 ²	1,728 ³	936	1,000

1-New measure for FY 2013

2-FY 2010 was an estimate. All other projections are based on actual counts taken at mid-year.

3-Note: Drought conditions in 2011 were a probable cause for the spike in inquiries in FY11.

Objective B:

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

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of Releases, advisories, or tip sheets prepared	170	183	190	195
Number of City-related news articles written ¹	575	596	564	560
Number of Annual page views on the City's website	698,240	756,187	775,000	800,000

1-Measure was added in FY 2011

Trend continues to show the top pages visited in FY 2011 and 2012 were the Home Page, Job Listings, Online Services, Utilities & Maintenance, and Police.

Objective C:

Continue to provide City information in new electronic format to reach more Citizens and other interested parties

Measure (Number of Email Subscribers to:) ¹	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Agendas	--	--	2,389	2,500
City Newsletters	--	--	159	400
Community Development	--	--	1,811	1,861
Construction Updates	--	--	3,211	3,300
Economic Development	--	--	2,840	2,950
Emergency Management	--	--	5,527	5,600
Events and Recreation	--	--	4,705	4,800
General City	--	--	4,965	5,000
Job postings	--	--	2,443	2,500
Law enforcement	--	--	5,575	5,675
Legal Notices	--	--	1,507	1,550
Library	--	--	2,573	2,600
Planning and Zoning agendas	--	--	393	415

1-New set of measures added for FY 2013

Objective D:

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

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of Focus on Friendswood quarterly newsletter editions mailed	69,400	66,600	73,500	75,000
Number of City Meetings Broadcast on PEG channel	38	42	40	30
Number of Community videos produced ¹	--	1	10	6

1- In FY 2011, a new agreement with a video production company has created the new Community video measure for FY 2012.

Trend: Even though City information is available on the City's website, Focus on Friendswood newsletter mailings have consistently increased annually.

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

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

Objective A:

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

Measure (Number of)	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Chamber & Regional Partnership meetings attended	39	28	35	35
Trade Shows attended	3	3	4	4
Quarterly Electronic Newsletter distribution to potential business prospects, developers, and brokers	1,022	1,082	1,085	1,085
Annual page views on City’s website of the Business Section ²	16,290	21,257	14,650	15,000
Attendees at Annual Broker & Developer Day event hosted by CEDC	49	51	50	50
Print, online, and billboard advertisements ¹	-	7	10	11
Prospect inquiries ¹	-	53	57	67

1-New measures added for FY 2013

2-City launched new website during FY11 with restructured business section

Objective B:

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

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of CEDC meetings attended	11	15	14	14
Number of Discussion Items	46	55	45	35

**CITY'S MANAGER'S OFFICE
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
ADMINISTRATION	\$597,451	\$603,089	\$568,533	\$405,395	\$543,415	\$534,524	-11.4%
ECONOMIC DEVELOPMENT	243,064	253,337	261,049	179,323	251,215	256,833	1.4%
DEPARTMENT TOTAL	\$840,515	\$856,426	\$829,582	\$584,718	\$794,630	\$791,357	-7.6%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
SALARIES AND BENEFITS	\$631,073	\$643,911	\$600,375	\$450,897	\$587,932	\$564,717	-12.3%
SUPPLIES	21,496	19,494	25,971	10,559	17,525	26,269	34.8%
SERVICES	187,946	193,021	203,236	123,262	189,173	200,371	3.8%
CAPITAL OUTLAY	0	0	0	0	0	0	0.0%
CLASSIFICATION TOTAL	\$840,515	\$856,426	\$829,582	\$584,718	\$794,630	\$791,357	-7.6%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
ADMINISTRATION	4.5	4.5	4.5	4.5	4.5	4.5	0.0%
ECONOMIC DEVELOPMENT	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
PERSONNEL TOTAL	5.5	5.5	5.5	5.5	5.5	5.5	0.0%

FY12 Original Budget versus FY13 Adopted Budget reflect changes in two staff positions. The Assistant to City Manager position was laterally transferred to the Community Development Department as the Planning Manager / PIO position. The PIO salary and wages is divided among several divisions of which 15% is expensed to the City Manager's Administration division.

In FY12, Council approved the new position of Assistant City Manager. The salary and benefits for the Assistant City Manager is divided among three other departments. It is not included in the City Manager's division.

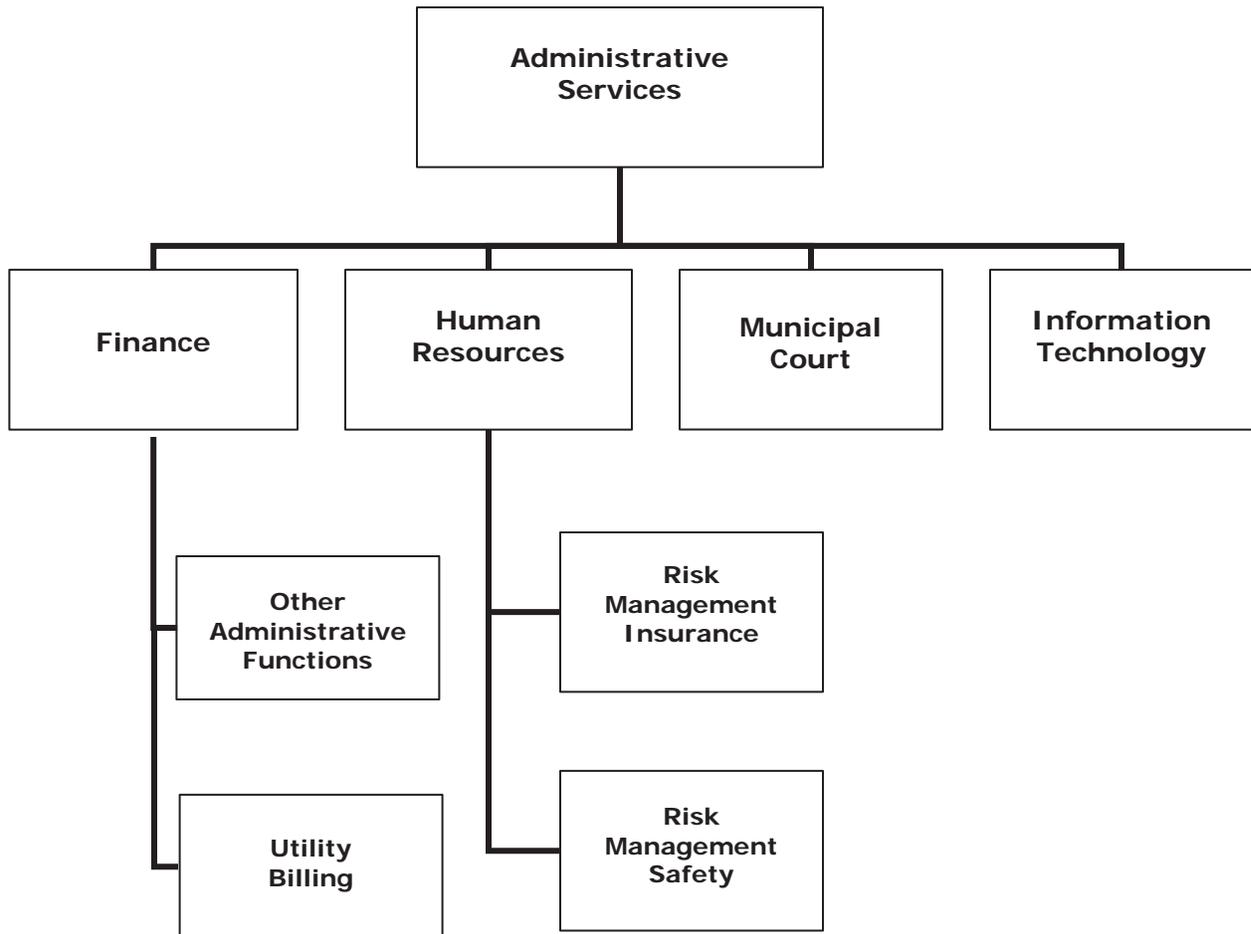
**CITY MANAGER
ADMINISTRATION
001-0301-413**

ACCOUNT DESCRIPTION		FY11	FY12	FY12	FY12	FY12	FY13
		Actual	Original Budget	Amended Budget	YTD 6/30/2012	Year End Estimate	Adopted Budget
41-10	FULLTIME SALARIES & WAGES	\$328,880	\$337,788	\$311,533	\$232,271	\$302,991	\$286,230
41-20	PART-TIME WAGES	0	0	0	0	0	0
41-30	OVERTIME PAY	4,699	4,938	4,963	3,838	4,963	4,938
41-31	HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41	MERIT PAY	0	0	0	0	0	0
41-43	LONGEVITY PAY	2,930	3,190	3,170	3,170	3,170	3,060
41-44	VEHICLE ALLOWANCE	10,800	10,800	8,505	6,525	8,077	6,210
41-45	INCENTIVE-CERTIFICATE PAY	6,300	6,600	5,400	4,125	4,775	3,900
41-49	CELL PHONE ALLOWANCE	2,460	2,460	1,899	1,434	1,832	1,593
41-90	ACCRUED PAYROLL	0	0	0	0	0	0
42-20	PART-TIME WAGES	15,542	14,165	14,165	11,127	14,111	14,617
42-41	MERIT PAY	0	0	0	0	0	0
47-10	SOCIAL SECURITY/MEDICARE	23,732	24,338	22,855	16,810	22,413	23,496
47-20	TMRS RETIREMENT	55,825	57,106	52,984	39,457	52,610	47,921
48-10	HEALTH/DENTAL INSURANCE	37,584	39,422	32,118	24,849	30,483	26,536
48-20	LIFE INSURANCE	906	919	856	660	773	794
48-21	TERM LIFE INSURANCE	1,460	1,460	1,460	1,095	1,338	1,460
48-30	DISABILITY INSURANCE	934	960	799	689	799	828
48-40	WORKERS COMP INSURANCE	402	391	359	322	359	387
48-50	EAP SERVICES	292	292	270	206	247	242
48-90	FLEX PLAN ADMINISTRATION	338	329	291	200	243	256
*	SALARIES AND BENEFITS	\$493,084	\$505,158	\$461,627	\$346,778	\$449,184	\$422,468
51-00	OFFICE SUPPLIES	\$2,291	\$4,802	\$4,777	\$1,353	\$2,142	\$4,777
52-00	PERSONNEL SUPPLIES	0	0	0	0	0	400
54-00	OPERATING SUPPLIES	1,274	1,367	1,542	1,466	1,535	1,767
58-00	OPERATING EQUIPMENT<\$5000	10,651	0	0	0	0	6,000
*	SUPPLIES	\$14,216	\$6,169	\$6,319	\$2,819	\$3,677	\$12,944
73-50	SURETY BONDS	\$0	\$0	\$0	\$0	\$0	\$0
74-00	OPERATING SERVICES	8,367	2,650	11,450	9,326	10,327	9,525
74-01	POSTAL / COURIER SERVICES	705	1,000	1,000	383	651	1,450
74-21	FRIENDSWOOD NEWSLETTER	35,859	40,000	40,000	30,252	39,891	40,000
74-92	SPECIAL EVENTS	115	1,089	1,089	208	700	1,089
74-97	RECRUITMENT ADVERTISING	0	0	0	0	0	0
75-10	TRAINING	6,292	4,039	4,039	1,747	4,039	4,039
75-20	TRAVEL REIMBURSEMENTS	1,965	7,738	7,738	1,790	4,966	7,738
75-30	MEMBERSHIPS	1,792	2,862	2,862	1,142	1,792	2,862
75-40	PUBLICATIONS	393	300	300	235	300	300
76-12	TELEPHONE/COMMUNICATIONS	84	84	109	108	108	109
77-30	INTERNET SERVICES	0	0	0	0	0	0
78-00	CONTRACT SERVICES	34,579	32,000	32,000	10,607	27,780	32,000
78-30	RENTAL	0	0	0	0	0	0
*	SERVICES	\$90,151	\$91,762	\$100,587	\$55,798	\$90,554	\$99,112
86-00	FURNITURE AND FIXTURES	\$0	\$0	\$0	\$0	\$0	\$0
88-00	CAPITAL EQUIPMENT	0	0	0	0	0	0
*	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
**	ADMINISTRATION	\$597,451	\$603,089	\$568,533	\$405,395	\$543,415	\$534,524

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

ACCOUNT DESCRIPTION		FY11	FY12	FY12	FY12	FY12	FY13
		Actual	Original Budget	Amended Budget	YTD 6/30/2012	Year End Estimate	Adopted Budget
41-10	FULLTIME SALARIES & WAGES	\$96,637	\$98,048	\$98,048	\$73,053	\$98,048	\$99,964
41-41	MERIT PAY	0	0	0	0	0	0
41-43	LONGEVITY PAY	680	745	740	740	740	800
41-44	VEHICLE ALLOWANCE	5,400	5,400	5,400	3,836	5,400	5,400
41-45	INCENTIVE-CERTIFICATE PAY	1,800	1,800	1,800	1,350	1,800	1,800
41-49	CELL PHONE ALLOWANCE	1,020	1,020	1,020	684	1,020	1,020
41-90	ACCRUED PAYROLL	0	0	0	0	0	0
47-10	SOCIAL SECURITY/MEDICARE	7,841	6,891	6,891	5,931	6,891	8,100
47-20	TMRS RETIREMENT	16,478	16,707	16,707	12,449	16,707	16,992
48-10	HEALTH/DENTAL INSURANCE	7,398	7,398	7,398	5,504	7,398	7,395
48-20	LIFE INSURANCE	265	270	270	203	270	276
48-30	DISABILITY INSURANCE	275	283	283	212	283	289
48-40	WORKERS COMP INSURANCE	115	111	111	98	111	133
48-50	EAP SERVICES	58	58	58	44	58	58
48-90	FLEX PLAN ADMINISTRATION	22	22	22	16	22	22
*	SALARIES AND BENEFITS	\$137,989	\$138,753	\$138,748	\$104,120	\$138,748	\$142,249
51-00	OFFICE SUPPLIES	\$488	\$4,000	\$3,500	\$277	\$2,500	\$4,000
54-00	OPERATING SUPPLIES	6,792	9,325	15,652	6,967	10,852	9,325
58-00	OPERATING EQUIPMENT<\$5000	0	0	500	496	496	0
*	SUPPLIES	\$7,280	\$13,325	\$19,652	\$7,740	\$13,848	\$13,325
74-00	OPERATING SERVICES	\$545	\$11,800	\$11,800	\$6,979	\$9,305	\$13,900
74-01	POSTAL / COURIER SERVICES	130	1,000	1,000	516	688	1,000
74-91	ADVERTISING/PUBLIC NOTICE	9,165	8,450	13,450	8,268	14,024	21,750
74-92	SPECIAL EVENTS	0	0	0	0	0	0
75-10	TRAINING	1,880	2,090	2,490	1,826	2,226	3,090
75-20	TRAVEL REIMBURSEMENTS	1,574	3,599	3,599	1,838	2,151	2,599
75-30	MEMBERSHIPS	2,130	1,720	1,720	1,355	1,635	1,745
75-40	PUBLICATIONS	0	0	0	0	0	0
76-12	TELEPHONE/COMMUNICATIONS	0	0	0	0	0	0
78-00	CONTRACT SERVICES	66,174	72,600	68,590	46,681	68,590	57,175
79-21	PRGM 380 ECON DEV GRANTS	16,197	0	0	0	0	0
*	SERVICES	\$97,795	\$101,259	\$102,649	\$67,463	\$98,619	\$101,259
88-00	CAPITAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
*	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
**	ECONOMIC DEVELOPMENT	\$243,064	\$253,337	\$261,049	\$179,323	\$251,215	\$256,833

Administrative Services



Department Mission

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

Division Narratives

Finance is comprised of two areas of responsibilities: Accounting and Fiscal Operations.

- **Accounting** is responsible for the City's day to day operations of all financial activities including accounts payable, payroll, revenue collection, debt management, financial reporting and grant reporting. The division ensures adherence to accounting standards, Charter requirements and State law. Accounting staff, working with external auditors, performs the annual audit and prepares the Comprehensive Annual Financial Report.
- **Fiscal Operations** is responsible for developing and managing the City's adopted budget, coordinating utility billing, collection and customer information functions, generating purchase orders daily, processing payments for the alarm permit/fines program. With oversight from the City's Investment Committee and in accordance with the City's Investment Policy, Fiscal Operations staff assists the Director of Administrative Services investing the City's financial resources.

Municipal Court is responsible for bringing fair and impartial conclusion to all misdemeanor cases filed in the City by maintaining accurate records of all court cases filed and disposed of, as well as processing payments and serving warrants. Municipal Court also operates the City's Teen Court which allows juvenile offenders to take responsibility for their actions through involvement in the judicial process. With the exception of holidays, the Municipal Court is held each Wednesday evening and on the second and last Wednesday mornings of the month. Municipal Court also operates the City's Teen Court program; holding two sessions per month. Two Teen Court sessions are held each month. This schedule helps minimize the delay in setting court dates, promoting efficient operations.

Human Resources/Risk Management is responsible for all human resource and risk management functions, which includes personnel recruitment and retention, compensation, EEO compliance, employee benefits, training and development, new employee orientation, employee safety, unemployment claims, liability and property insurance claims, personnel policy interpretation and updates.

Information Technology (IT) is responsible for providing reliable computer systems and timely and efficient systems support to all departments by maximizing technology related resources, maintaining a current standard of hardware and software, and offering technical guidance and planning for future systems direction and support. IT Services operates and maintains the City's computer hardware and software, and assists staff in hardware and software usage and training.

Administrative Services

Departmental Accomplishments in FY 2011-12

- Negotiated and awarded a new 5-year residential and commercial solid waste management contract; including an enhanced residential recycling cart program
- Earned the City's 23rd GFOA Award for Excellence in Financial Reporting
- Earned the City's 3rd State Comptroller Leadership Circle Recognition
- Earned the City's 8th GFOA Distinguished Budget Presentation Award
- Revision of City's Personnel Policy
- Migrated from an internet supported budget software package to use of the City's financial software (H.T.E.) for budget development
- Formed Technology Oversight Team for review and recommendations of technology resource needs
- Issued iPads to City Council members and executive staff to streamline the Council meeting agenda packet distribution
- Expanded participation in the State of Texas Warrant Round-up to collect on outstanding warrants
- Outsourced printing and mailing of the City's utility bills
- Established a Teen Court Program under the guidance of the Municipal Court

Major Departmental Goals for FY 2012-13

- Release a request for proposal (RFP) for water meter reading services
- Enhance the Utility Billing page of the City's website to improve customer service
- Implement new employee evaluation software system
- Complete Municipal Court security equipment upgrade
- Upgrade the security of the Municipal Court

Highlights of Administrative Service Department Budget

The following items are included in the FY13 adopted budget

Decision Packages (Funded)

GIS Hosting Fee Increase (FAW)	Ongoing Cost	\$ 5,200
AS400 (H.T.E.) Annual Maintenance (FAW) (contract increase)	Ongoing Cost	\$ 6,000
Information Technology Technician (1 FTE) (mid-year hire)	Ongoing Costs	\$ 34,861
Desktop for Information Technology Technician	One-Time Cost	\$ 1,622
Employee Merit (City-wide - General Fund)	Ongoing Cost	\$135,000
Court Security Equipment Upgrade (Court Building/Technology Fund Supported)	One-Time Cost	\$ 20,000

Decision Packages (Unfunded)

Teen Court Overtime Increase	Ongoing Cost	\$ 2,487
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Administrative Services

Performance Measures by Division

Finance (Accounting & Fiscal Operations)	Actual FY10	Actual FY11	Budget FY12	Estimated FY12	Forecast FY13
Inputs					
# of full time equivalents (FTE's)	11.5	11.5	11.5	12.5	12.5
Division Expenditures	\$977,268	\$998,789	\$1,074,321	\$1,041,197	\$1,129,831
Outputs					
Prepare CAFR	Yes	Yes	Yes	Yes	Yes
Prepare monthly financial reports	Yes	Yes	Yes	Yes	Yes
Prepare proposed & adopted budget document	Yes	Yes	Yes	Yes	Yes
Prepare quarterly budget report	No	Yes	Yes	No	Yes
Complete weekly A/P check run	Yes	Yes	Yes	Yes	Yes
Maintain false alarm/permits program	Yes	Yes	Yes	Yes	Yes
Utility bills generated	Yes	Yes	Yes	Yes	Yes
Measures of Effectiveness					
GFOA CAFR Award	Yes	Yes	Yes	Yes	Yes
Financial Reports delivered monthly	15 th of each month				
GFOA Budget Award	Yes	Yes	Yes	Yes	Yes
Proposed & Adopted budgets delivered by charter requirement dates	Yes	Yes	Yes	Yes	Yes
Quarterly budget report produced	Yes	Yes	Yes	No	Yes
A/P checks issued	weekly	weekly	weekly	weekly	weekly
False alarm and permit invoices issued and payments processed	Within 60 days	Within 45 days	Within 30 days	Within 40 days	Within 30 days
Bi-monthly billings produced for 4 utility cycles (12,646 accounts)	Yes	Yes	Yes	Yes	Yes
Measures of Efficiency					
Monthly cost to manage City's financial affairs	\$81,439	\$83,232	\$89,527	\$86,766	\$94,153
Division expenditures per capita	\$26.88	\$27.21	\$29.10	\$28.21	\$30.33

Administrative Services

Municipal Court	Actual FY10	Actual FY11	Budget FY12	Estimated FY12	Forecast FY13
Inputs					
Number of full time equivalents (FTE's)	7.7	7.7	7.7	7.7	7.7
Division Expenditures	\$560,854	\$570,450	\$624,632	\$557,032	\$643,149
Outputs					
Revenue generated	\$974,150	\$929,527	\$911,909	\$976,699	\$976,700
Number of cases filed with court	8,232	8,765	8,538	8,603	8,535
Number of cases disposed	7,778	7,760	8,302	8,506	8,712
Number of Teen Court offenses	0	66	0	83	75
Number of defendants entered in Omnibase warrant tracking software	650	592	1,265	1,265	836
Number of warrants issued	4,605	3,827	4,486	2,894	4,348
Number of new traffic citations	6,395	6,883	6,660	6,558	6,624
Number of new non-traffic citations	1,837	1,882	1,878	2,045	1,911
Measures of Effectiveness					
Percentage of warrants cleared*	102%	109%	105%	139%	125%
Number of defendants cleared from Omnibase warrant tracking software	777	561	768	768	702
Number of Municipal Court sessions held	72	74	72	72	72
Number of Teen Court sessions held	0	15	23	23	23
Number of Teen Court jury and community service terms sentenced	0	2,508	2,500	2,710	3,015
Cost per case	\$68.13	\$65.08	\$73.16	\$64.75	\$77.95
Measures of Efficiency					
Monthly cost to operate the City's Municipal Court division	\$46,738	\$47,538	\$52,053	\$46,419	\$53,596
Division expenditures per capita	\$15.40	\$15.50	\$16.90	\$15.09	\$17.20

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

Administrative Services

Human Resources & Risk Management	Actual FY10	Actual FY11	Budget FY12	Estimated FY12	Forecast FY13
Inputs					
# of full time equivalents (FTE's)	5	5	5	5	5
Division Expenditures	\$460,475	\$480,436	\$527,282	\$499,991	\$542,956
Outputs					
Number of Job Requisitions Processed	19	25	30	37	25
Number of Full-time employees hired	12	13	10	16	14
Number of Part-time employees hired	5	4	3	6	4
Number of Seasonal employees hired	31	29	30	30	30
Measures of Effectiveness					
Total number of applications processed	874	600	625	750	700
Total Number of new hire orientation sessions held	12	10	11	12	12
Total number of safety meetings and programs conducted	26	27	30	35	36
Total number of work-related reportable incidents	4	1	1	2	2
Measures of Efficiency					
Total Employee Turnover (FTE)	11	11	15	23	15
Due to Retirement	2	1	4	5	3
Due to Involuntary Termination	1	2	2	3	2
Due to Voluntary Termination	8	8	10	14	10
Due to Death	0	0	0	1	0
Department expenditures per full time equivalents (FTE)	\$2,161	\$2,244	\$2,463	\$2,336	\$2,513
Total full time equivalents (FTE)	213.07	214.07	214.07	214.07	216.07

Administrative Services

Information Technology	Actual FY10	Actual FY11	Budget FY12	Estimated FY12	Forecast FY13
Inputs					
# of full time equivalents (FTE's)	3	3	3	3	4
Division Expenditures	\$635,491	\$657,200	\$716,166	\$787,437	\$762,090
Outputs					
Number of users supported	New measure Data not available	New measure Data not available	210	210	212
Number of work orders closed	New measure Data not available	1,000			
Number of PC's/laptops/iPads supported	New measure Data not available	New measure Data not available	168/41/21	168/41/21	170/41/25
Number of servers supported	New measure Data not available	New measure Data not available	16	16	14
Number of printers/scanners supported	New measure Data not available	New measure Data not available	30	30	30
Number of applications supported	New measure Data not available	New measure Data not available	40+	40+	40+
Number of networks supported	New measure Data not available	New measure Data not available	10 net/subnet	10 net/subnet	10 net/subnet
Measures of Effectiveness					
Server, software, network availability during normal business hours	99%	99%	99.9%	99.6%	99.9%
Percent of support hours	90%	85%	85%	85%	75%
Percent of project hours	10%	15%	15%	15%	25%
Average time to close work orders (hours)	New measure Data not available	< 1 hour			
Measures of Efficiency					
Average number of work order request closed per month	New measure Data not available	83			
Division expenditures per full time employee (FTE)	\$2,983	\$3,070	\$3,345	\$3,678	\$3,527
Division expenditures per capita	\$17.40	\$17.90	\$19.40	\$21.33	\$20.40

**ADMINISTRATIVE SERVICES
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
FINANCE	\$734,590	\$771,988	\$772,241	\$552,385	\$763,451	\$778,357	0.8%
OTHER FUNCTIONS	208,884	214,478	214,478	155,579	202,042	214,478	0.0%
MUNICIPAL COURT	570,452	624,632	612,703	411,380	557,032	637,152	2.0%
HUMAN RESOURCES	361,336	394,757	394,844	252,945	378,604	533,886	35.2%
INSURANCE (GF)	130,501	134,100	138,100	121,595	137,239	134,100	0.0%
RISK MANAGEMENT (GF)	107,034	117,270	113,368	80,127	117,340	127,967	9.1%
INFORMATION TECHNOLOGY	657,201	716,166	797,072	585,355	789,144	761,511	6.3%
UTILITY BILLING (W/S)	264,199	302,333	302,417	182,015	293,456	365,718	21.0%
INSURANCE (W/S)	86,994	91,800	91,800	80,131	88,662	91,800	0.0%
RISK MANAGEMENT (W/S)	12,066	15,255	15,255	4,769	13,109	15,255	0.0%
ADMINISTRATIVE SERVICES	\$3,133,257	\$3,382,779	\$3,452,278	\$2,426,281	\$3,340,079	\$3,660,224	8.2%

EXPENDITURES BY CLASSIFICATION

CLASSIFICATION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
SALARIES AND BENEFITS	\$2,042,956	\$2,129,002	\$2,116,903	\$1,526,363	\$2,094,193	\$2,407,945	13.1%
SUPPLIES	49,729	79,156	80,577	20,859	49,332	75,213	-5.0%
MAINTENANCE	69,327	70,967	70,967	34,656	69,763	70,967	0.0%
SERVICES	957,888	1,059,272	1,092,278	812,382	1,035,131	1,067,217	0.8%
CAPITAL OUTLAY	0	21,500	68,671	33,624	68,671	16,000	-25.6%
OTHER	13,357	22,882	22,882	(1,603)	22,989	22,882	0.0%
CLASSIFICATION TOTAL	\$3,133,257	\$3,382,779	\$3,452,278	\$2,426,281	\$3,340,079	\$3,660,224	8.2%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
FINANCE	8.5	8.5	8.5	8.5	8.5	8.5	0.0%
MUNICIPAL COURT	7.7	7.7	7.7	7.7	7.7	7.7	0.0%
HUMAN RESOURCES	4.0	4.0	4.0	4.0	4.0	4.0	0.0%
RISK MANAGEMENT (GF)	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
INFORMATION TECHNOLOGY	3.0	3.0	3.0	3.0	3.0	4.0	33.3%
UTILITY BILLING (W/S)	3.0	3.0	3.0	3.0	3.0	4.0	33.3%
RISK MANAGEMENT (W/S)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
DEPARTMENT TOTAL	27.2	27.2	27.2	27.2	27.2	29.2	7.4%

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

** In FY12, one administrative position from CDD inspection was transferred to the Administration Services Utility Billing division under Water and Sewer Fund.

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$484,036	\$503,938	\$503,938	\$368,147	\$503,938	\$508,936
41-20 PART-TIME WAGES	14,355	13,640	13,640	8,385	11,180	13,401
41-30 OVERTIME PAY	985	1,317	1,017	802	929	1,317
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-42 STAFF MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	3,235	3,485	3,440	3,440	3,440	3,980
41-44 VEHICLE ALLOWANCE	0	0	0	0	0	0
41-45 INCENTIVE-CERTIFICATE PAY	10,150	11,400	11,700	8,700	11,700	12,000
41-49 CELL PHONE ALLOWANCE	1,140	1,140	1,140	765	1,140	1,140
41-90 ACCRUED PAYROLL	2,115	0	0	0	0	0
42-20 PART-TIME WAGES	0	0	0	0	0	0
42-41 MERIT PAY	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	38,064	39,158	39,158	28,631	39,053	40,256
47-20 TMRS RETIREMENT	80,567	83,514	83,514	60,976	83,514	84,296
48-10 HEALTH/DENTAL INSURANCE	36,203	39,713	39,713	26,268	39,234	38,157
48-20 LIFE INSURANCE	1,226	1,383	1,383	1,036	1,380	1,452
48-30 DISABILITY INSURANCE	1,364	1,442	1,442	1,082	1,442	1,511
48-40 WORKERS COMP INSURANCE	556	553	553	484	553	660
48-50 EAP SERVICES	449	525	525	389	521	525
48-90 FLEX PLAN ADMINISTRATION	402	415	415	257	356	361
* SALARIES AND BENEFITS	\$674,847	\$701,623	\$701,578	\$509,362	\$698,380	\$707,992
51-00 OFFICE SUPPLIES	\$2,790	\$4,120	\$4,120	\$1,363	\$2,998	\$4,120
52-00 PERSONNEL SUPPLIES	0	0	298	283	284	0
54-00 OPERATING SUPPLIES	2,260	1,957	1,957	1,433	1,910	1,957
58-00 OPERATING EQUIPMENT<\$5000	0	515	515	0	4	515
* SUPPLIES	\$5,050	\$6,592	\$6,890	\$3,079	\$5,196	\$6,592
63-00 VEHICLE MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
68-00 EQUIPMENT MAINTENANCE	0	0	0	0	0	0
* MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
71-20 AUDIT SERVICES	\$28,580	\$29,096	\$29,096	\$25,713	\$29,096	\$29,096
71-40 CONSULTING SERVICES	11,375	15,770	15,770	1,850	14,575	15,770
73-50 SURETY BONDS	0	0	0	0	0	0
74-00 OPERATING SERVICES	2,448	4,006	4,006	1,318	2,584	4,006
74-01 POSTAL / COURIER SERVICES	2,834	2,850	2,850	2,063	2,850	2,850
74-91 ADVERTISING/PUBLIC NOTICE	0	0	0	0	0	0
74-97 RECRUITMENT ADVERTISING	0	500	500	0	0	500
75-10 TRAINING	5,808	4,923	4,923	3,626	4,268	4,923
75-20 TRAVEL REIMBURSEMENTS	846	4,980	4,980	4,468	4,835	4,980
75-30 MEMBERSHIPS	905	1,030	1,030	385	905	1,030
75-40 PUBLICATIONS	0	0	0	0	0	0
76-12 TELEPHONE/COMMUNICATIONS	0	0	0	0	0	0
78-00 CONTRACT SERVICES	639	618	618	627	655	618
78-30 RENTAL	0	0	0	0	0	0
* SERVICES	\$53,435	\$63,773	\$63,773	\$40,050	\$59,768	\$63,773
88-00 CAPITAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
* CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
98-30 PROVISION FOR UNCOLL A/R	\$1,258	\$0	\$0	(\$107)	\$107	\$0
* OTHER	\$1,258	\$0	\$0	(\$107)	\$107	\$0
** FINANCE	\$734,590	\$771,988	\$772,241	\$552,384	\$763,451	\$778,357

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
73-50 SURETY BONDS	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	0	0	0	0	0	0
74-01 POSTAL / COURIER SERVICES	0	0	0	0	0	0
74-31 TAX APPRAISAL SERVICES	141,893	143,328	143,328	86,487	123,328	143,328
74-32 TAX COLLECTION SERVICES	7,715	7,725	7,725	3,503	7,725	7,725
74-33 PROPERTY TAX REFUND	53,847	58,025	58,025	65,589	65,589	58,025
74-35 COUNTY TAX OFFICE IN CH	4,704	5,000	5,000	0	5,000	5,000
74-91 ADVERTISING/PUBLIC NOTICE	725	400	400	0	400	400
75-40 PUBLICATIONS	0	0	0	0	0	0
* SERVICES	\$208,884	\$214,478	\$214,478	\$155,579	\$202,042	\$214,478
98-71 PROPERTY TAX REFUNDS	\$0	\$0	\$0	\$0	\$0	\$0
* OTHER	\$0	\$0	\$0	\$0	\$0	\$0
** OTHER ADMIN FUNCTIONS	\$208,884	\$214,478	\$214,478	\$155,579	\$202,042	\$214,478

**ADMINISTRATIVE SERVICES
MUNICIPAL COURT
001-0409-412**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$264,826	\$279,637	\$256,806	\$166,784	\$230,185	\$270,605
41-20 PART-TIME WAGES	184	0	0	69	70	0
41-30 OVERTIME PAY	11,070	19,002	32,797	32,090	32,797	19,002
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	3,741	3,685	2,740	2,740	2,740	3,540
41-45 INCENTIVE-CERTIFICATE PAY	10,580	11,640	11,640	7,960	10,780	26,640
41-49 CELL PHONE ALLOWANCE	322	420	420	0	105	420
41-51 SUPPLEMENTAL WORKERS COMP	0	0	0	0	0	0
41-90 ACCRUED PAYROLL	1,897	0	0	0	0	0
42-20 PART-TIME WAGES	115,367	113,380	113,380	88,803	113,380	113,691
47-10 SOCIAL SECURITY/MEDICARE	30,123	31,822	31,258	22,085	30,219	32,244
47-20 TMRS RETIREMENT	45,709	47,993	46,439	32,754	44,756	48,824
48-10 HEALTH/DENTAL INSURANCE	44,228	45,277	45,277	32,929	43,905	50,267
48-20 LIFE INSURANCE	746	781	781	500	671	765
48-30 DISABILITY INSURANCE	765	814	814	518	797	797
48-40 WORKERS COMP INSURANCE	893	959	959	486	680	1,014
48-50 EAP SERVICES	642	642	642	499	642	700
48-90 FLEX PLAN ADMINISTRATION	150	151	151	150	202	214
* SALARIES AND BENEFITS	\$531,243	\$556,203	\$544,104	\$388,367	\$511,929	\$568,723
51-00 OFFICE SUPPLIES	\$6,194	\$9,910	\$9,910	\$4,600	\$6,390	\$9,910
52-00 PERSONNEL SUPPLIES	0	1,120	1,290	170	670	1,120
53-00 VEHICLE SUPPLIES	120	170	170	0	170	170
53-01 FUEL	495	3,633	3,633	0	690	3,633
54-00 OPERATING SUPPLIES	2,789	6,400	6,330	411	2,445	4,330
58-00 OPERATING EQUIPMENT<\$5000	800	2,800	2,800	480	2,248	2,800
* SUPPLIES	\$10,398	\$24,033	\$24,133	\$5,661	\$12,613	\$21,963
63-00 VEHICLE MAINTENANCE	\$848	\$1,480	\$1,480	\$0	\$1,400	\$1,480
68-00 EQUIPMENT MAINTENANCE	0	0	0	0	0	0
* MAINTENANCE	\$848	\$1,480	\$1,480	\$0	\$1,400	\$1,480
73-11 VEHICLE INSURANCE	\$479	\$805	\$805	\$0	\$600	\$805
73-22 LAW ENFORCEMENT	573	1,152	1,152	637	638	1,152
73-50 SURETY BONDS	0	355	355	0	150	355
74-00 OPERATING SERVICES	361	4,500	4,500	284	3,990	4,500
74-01 POSTAL / COURIER SERVICES	3,405	5,727	5,727	2,735	4,425	5,727
74-97 RECRUITMENT ADVERTISING	0	109	109	0	0	109
75-10 TRAINING	1,261	2,150	2,150	996	2,150	2,650
75-20 TRAVEL REIMBURSEMENTS	2,954	5,900	5,900	2,507	3,453	7,400
75-30 MEMBERSHIPS	240	240	310	310	310	310
75-40 PUBLICATIONS	36	36	36	36	36	36
76-12 TELEPHONE/COMMUNICATIONS	84	84	84	0	84	84
78-00 CONTRACT SERVICES	18,570	21,768	21,768	9,847	15,254	21,768
78-30 RENTAL	0	90	90	0	0	90
78-31 VEHICLE LEASE-INTERNAL	0	0	0	0	0	0
* SERVICES	\$27,963	\$42,916	\$42,986	\$17,352	\$31,090	\$44,986
86-00 FURNITURE AND FIXTURES	\$0	\$0	\$0	\$0	\$0	\$0
88-00 CAPITAL EQUIPMENT	0	0	0	0	0	0
* CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
** MUNICIPAL COURT	\$570,452	\$624,632	\$612,703	\$411,380	\$557,032	\$637,152

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$201,941	\$207,897	\$207,897	\$152,222	\$207,897	\$211,500
41-30 OVERTIME PAY	870	2,573	2,573	2,334	2,573	2,573
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	135,000
41-43 LONGEVITY PAY	1,295	1,580	1,555	1,555	1,555	1,815
41-45 INCENTIVE-CERTIFICATE PAY	2,400	3,000	3,000	1,800	3,000	2,400
41-48 PAY PLAN ADJUSTMENTS	0	0	0	0	0	0
41-49 CELL PHONE ALLOWANCE	1,140	1,140	1,140	765	1,140	1,140
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
42-20 PART-TIME WAGES	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	14,820	15,680	15,680	11,340	15,680	15,629
47-20 TMRS RETIREMENT	32,425	33,751	33,751	24,793	33,751	34,205
48-10 HEALTH/DENTAL INSURANCE	29,732	29,732	29,732	22,441	29,732	30,150
48-20 LIFE INSURANCE	563	577	577	432	577	588
48-30 DISABILITY INSURANCE	582	600	600	449	600	612
48-40 WORKERS COMP INSURANCE	225	225	225	195	225	265
48-50 EAP SERVICES	233	233	233	175	233	233
48-80 UNEMPLOYMENT COMPENSATION	15,815	25,000	25,000	4,199	25,000	25,000
48-90 FLEX PLAN ADMINISTRATION	275	268	268	205	268	275
* SALARIES AND BENEFITS	\$302,316	\$322,256	\$322,231	\$222,905	\$322,231	\$461,385
51-00 OFFICE SUPPLIES	\$1,091	\$3,000	\$3,000	\$876	\$1,468	\$3,000
52-00 PERSONNEL SUPPLIES	654	1,500	1,612	112	149	1,500
52-21 5 STAR FUNCTION SUPPLIES	918	1,250	1,960	835	1,960	1,250
52-23 STAFF DEV PROG SUPPLIES	1,033	500	500	0	500	500
54-00 OPERATING SUPPLIES	4,127	2,500	2,500	1,768	2,500	2,500
58-00 OPERATING EQUIPMENT<\$5000	0	4,805	4,805	150	200	4,805
* SUPPLIES	\$7,823	\$13,555	\$14,377	\$3,741	\$6,777	\$13,555
71-20 AUDIT SERVICES	\$0	\$0	\$0	\$0	\$2,500	\$0
71-40 CONSULTING SERVICES	0	2,500	2,500	0	0	2,500
72-11 EAP SERVICES	0	0	0	0	0	0
72-12 MEDICAL EXAMINATIONS	6,724	6,500	6,500	4,862	7,362	6,500
72-13 DRUG TESTING SERVICES	0	0	0	0	0	0
72-20 PERSONNEL EVENTS/PROGRAMS	6,428	7,136	7,136	3,887	6,682	7,136
72-21 5 STAR FUNCTION SERVICES	8,898	9,100	9,890	9,109	9,890	9,100
72-23 STAFF DEV PROG SERVICES	6,202	7,000	7,000	3,396	6,028	7,000
74-00 OPERATING SERVICES	11,647	12,110	10,610	965	6,287	12,110
74-01 POSTAL / COURIER SERVICES	294	375	375	102	375	375
74-91 ADVERTISING/PUBLIC NOTICE	0	275	275	0	0	275
74-96 CRIMINAL HISTORY SERVICES	1,064	2,000	2,000	744	2,000	2,000
74-97 RECRUITMENT ADVERTISING	250	500	500	0	250	500
75-10 TRAINING	847	2,000	2,000	848	1,530	2,000
75-20 TRAVEL REIMBURSEMENTS	1,149	3,500	3,500	860	1,242	3,500
75-30 MEMBERSHIPS	530	700	700	583	700	700
76-12 TELEPHONE/COMMUNICATIONS	168	250	250	216	250	250
78-00 CONTRACT SERVICES	6,996	5,000	5,000	727	4,500	5,000
* SERVICES	\$51,197	\$58,946	\$58,236	\$26,299	\$49,596	\$58,946
** HUMAN RESOURCES	\$361,336	\$394,757	\$394,844	\$252,945	\$378,604	\$533,886

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

ACCOUNT DESCRIPTION		FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
73-11	VEHICLE INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0
73-12	BOILER AND MACHINERY	0	0	0	0	0	0
73-13	MOBILE EQUIPMENT	2,030	2,300	2,300	2,218	2,220	2,300
73-21	GENERAL LIABILITY	7,514	12,000	6,022	6,022	6,022	12,000
73-23	PUBLIC OFFICIAL	13,858	15,000	12,605	12,604	12,605	15,000
73-24	CRIME & ACCIDENT COVERAGE	1,813	2,200	2,200	1,820	1,820	2,200
73-25	CRIME & ACCIDENT COVERAGE	0	0	0	0	0	0
73-31	WINDSTORM	66,633	64,000	77,901	62,262	77,901	64,000
73-32	REAL & PERSONAL PROPERTY	31,251	32,000	30,974	30,974	30,974	32,000
73-33	FLOOD	461	600	600	419	419	600
73-50	SURETY BONDS	1,019	1,100	1,100	1,019	1,020	1,100
73-70	DEDUCTIBLE BILLINGS	0	0	0	0	0	0
73-80	PRIOR YEAR INSURANCE	5,922	4,900	4,398	4,257	4,258	4,900
73-90	INSURANCE ADMINISTRATION	0	0	0	0	0	0
*	SERVICES	\$130,501	\$134,100	\$138,100	\$121,595	\$137,239	\$134,100
**	INSURANCE	\$130,501	\$134,100	\$138,100	\$121,595	\$137,239	\$134,100

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$58,125	\$60,013	\$60,013	\$43,327	\$59,288	\$60,734
41-30 OVERTIME PAY	83	2,573	2,573	85	111	2,573
41-31 HOLIDAY HRS WORKED	21	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	520	585	580	580	580	645
41-44 VEHICLE ALLOWANCE	5,400	5,400	5,400	3,836	5,400	5,400
41-45 INCENTIVE-CERTIFICATE PAY	2,100	3,900	3,900	1,575	3,900	2,100
41-49 CELL PHONE ALLOWANCE	1,140	1,140	1,140	765	1,140	1,140
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	5,023	5,634	5,634	3,406	5,419	4,919
47-20 TMRS RETIREMENT	10,525	11,492	11,492	7,839	10,716	11,320
48-10 HEALTH/DENTAL INSURANCE	0	0	75	9,363	12,484	12,585
48-20 LIFE INSURANCE	161	166	166	124	166	168
48-30 DISABILITY INSURANCE	167	172	172	129	172	176
48-40 WORKERS COMP INSURANCE	73	76	76	62	76	86
48-50 EAP SERVICES	58	58	58	44	58	58
48-80 UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0
48-90 FLEX PLAN ADMINISTRATION	85	82	82	63	82	84
* SALARIES AND BENEFITS	\$83,481	\$91,291	\$91,361	\$71,198	\$99,592	\$101,988
51-00 OFFICE SUPPLIES	\$4	\$300	\$300	\$18	\$150	\$300
52-00 PERSONNEL SUPPLIES	0	0	28	28	28	0
54-00 OPERATING SUPPLIES	9,890	5,750	5,750	1,403	3,528	5,750
58-00 OPERATING EQUIPMENT<\$5000	248	5,829	5,829	2,234	4,392	5,829
* SUPPLIES	\$10,142	\$11,879	\$11,907	\$3,683	\$8,098	\$11,879
68-00 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
* MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
72-20 PERSONNEL EVENTS/PROGRAMS	\$6,761	\$4,500	\$5,250	\$4,859	\$5,250	\$4,500
74-00 OPERATING SERVICES	6,085	2,500	1,750	7	1,525	2,500
74-01 POSTAL / COURIER SERVICES	0	0	0	0	0	0
74-94 PERMITS & INSPECTION FEES	0	200	200	0	100	200
75-10 TRAINING	150	3,500	1,500	138	1,500	3,500
75-20 TRAVEL REIMBURSEMENTS	415	3,000	1,000	0	1,000	3,000
75-30 MEMBERSHIPS	0	400	400	242	275	400
76-12 TELEPHONE/COMMUNICATIONS	0	0	0	0	0	0
* SERVICES	\$13,411	\$14,100	\$10,100	\$5,246	\$9,650	\$14,100
86-00 FURNITURE AND FIXTURES	\$0	\$0	\$0	\$0	\$0	\$0
* CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
** RISK MANAGEMENT	\$107,034	\$117,270	\$113,368	\$80,127	\$117,340	\$127,967

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$211,508	\$217,786	\$217,786	\$160,774	\$217,786	\$242,369
41-30 OVERTIME PAY	9,785	4,545	4,545	5,457	7,276	4,545
41-31 HOLIDAY HRS WORKED	240	0	15	230	307	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	1,990	2,185	2,170	2,170	2,170	2,365
41-45 INCENTIVE-CERTIFICATE PAY	2,100	2,100	2,100	1,575	2,100	2,100
41-49 CELL PHONE ALLOWANCE	3,028	3,180	3,180	2,133	3,180	3,180
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
42-20 PART-TIME WAGES	0	0	0	0	0	0
42-41 MERIT PAY	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	16,922	16,785	16,785	12,763	16,785	18,858
47-20 TMRS RETIREMENT	35,706	35,876	35,876	26,928	36,771	39,691
48-10 HEALTH/DENTAL INSURANCE	22,268	22,268	22,268	16,909	22,268	29,279
48-20 LIFE INSURANCE	588	599	599	446	595	661
48-30 DISABILITY INSURANCE	606	625	625	465	620	710
48-40 WORKERS COMP INSURANCE	446	429	429	386	514	570
48-50 EAP SERVICES	175	175	175	131	175	202
48-90 FLEX PLAN ADMINISTRATION	128	125	125	95	125	171
* SALARIES AND BENEFITS	\$305,490	\$306,678	\$306,678	\$230,462	\$310,672	\$344,701
51-00 OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0
52-00 PERSONNEL SUPPLIES	0	0	89	89	89	0
54-00 OPERATING SUPPLIES	1,565	1,150	1,150	343	755	1,150
57-00 COMPUTER SUPPLIES	1,652	2,630	2,630	956	1,675	2,630
58-00 OPERATING EQUIPMENT<\$5000	4,033	5,450	5,450	1,066	3,746	7,072
* SUPPLIES	\$7,250	\$9,230	\$9,319	\$2,454	\$6,265	\$10,852
67-00 COMPUTER EQUIP MAINT	\$68,479	\$68,830	\$68,830	\$34,656	\$67,706	\$68,830
* MAINTENANCE	\$68,479	\$68,830	\$68,830	\$34,656	\$67,706	\$68,830
74-00 OPERATING SERVICES	\$500	\$0	\$0	\$0	\$0	\$0
74-01 POSTAL / COURIER SERVICES	44	0	0	0	0	0
75-10 TRAINING	9,285	8,595	8,400	6,040	8,053	8,400
75-20 TRAVEL REIMBURSEMENTS	113	930	930	132	678	930
75-30 MEMBERSHIPS	0	0	195	0	195	195
75-40 PUBLICATIONS	0	0	0	0	0	0
76-12 TELEPHONE/COMMUNICATIONS	0	0	0	0	0	0
77-10 SOFTWARE LICENSE FEES	0	0	0	0	0	0
77-20 SOFTWARE SUPPORT SERVICES	205,688	222,025	222,025	207,075	222,025	228,025
77-23 SOFTWARE SUBSCRIPTION	107	0	0	0	0	0
77-30 INTERNET SERVICES	29,091	33,078	33,078	23,720	33,078	38,278
77-40 SOFTWARE CONVERSION SRVCS	0	0	0	0	0	0
77-50 COMPUTER HARDWARE SUPPORT	0	0	0	0	0	0
78-00 CONTRACT SERVICES	31,154	23,400	57,046	37,726	54,301	23,400
78-30 RENTAL	0	21,900	21,900	9,466	17,500	21,900
* SERVICES	\$275,982	\$309,928	\$343,574	\$284,159	\$335,830	\$321,128
84-00 CAPITAL OPERATING EQUIP	\$0	\$0	\$47,171	\$24,171	\$47,171	\$0
88-00 CAPITAL EQUIPMENT	0	21,500	21,500	9,454	21,500	16,000
* CAPITAL OUTLAY	\$0	\$21,500	\$68,671	\$33,625	\$68,671	\$16,000
** INFORMATION TECHNOLOGY	\$657,201	\$716,166	\$797,072	\$585,356	\$789,144	\$761,511

**ADMINISTRATIVE SERVICES
UTILITY BILLING (WATER AND SEWER FUND)
401-0401-415**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$106,392	\$108,996	\$108,221	\$73,201	\$108,221	\$142,897
41-30 OVERTIME PAY	1,434	3,072	3,072	1,617	2,001	3,072
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	15,000
41-43 LONGEVITY PAY	1,115	1,310	1,375	1,374	1,374	1,155
41-45 INCENTIVE-CERTIFICATE PAY	900	900	900	700	900	1,800
41-90 ACCRUED PAYROLL	419	0	695	694	695	0
47-10 SOCIAL SECURITY/MEDICARE	8,088	8,742	8,742	5,765	8,587	10,740
47-20 TMRS RETIREMENT	17,151	17,841	17,841	12,126	17,841	23,215
48-10 HEALTH/DENTAL INSURANCE	9,119	9,119	9,134	7,912	10,759	23,970
48-20 LIFE INSURANCE	297	301	301	206	321	397
48-30 DISABILITY INSURANCE	306	312	312	214	322	413
48-40 WORKERS COMP INSURANCE	118	118	118	95	128	178
48-50 EAP SERVICES	175	175	175	122	175	233
48-90 FLEX PLAN ADMINISTRATION	65	65	65	45	65	86
* SALARIES AND BENEFITS	\$145,579	\$150,951	\$150,951	\$104,071	\$151,389	\$223,156
51-00 OFFICE SUPPLIES	\$867	\$1,100	\$1,100	\$925	\$1,100	\$1,100
52-00 PERSONNEL SUPPLIES	0	0	84	84	84	0
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
54-00 OPERATING SUPPLIES	7,043	5,301	5,301	1,103	1,733	5,301
54-75 WATER METERS & BOXES	0	0	0	0	0	0
58-00 OPERATING EQUIPMENT<\$5000	0	3,598	3,598	0	3,598	103
* SUPPLIES	\$7,910	\$9,999	\$10,083	\$2,112	\$6,515	\$6,504
63-00 VEHICLE MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
68-00 EQUIPMENT MAINTENANCE	0	657	657	0	657	657
* MAINTENANCE	\$0	\$657	\$657	\$0	\$657	\$657
71-20 AUDIT SERVICES	\$19,250	\$20,498	\$20,498	\$17,867	\$20,498	\$20,498
71-40 CONSULTING SERVICES	0	0	0	0	0	0
73-11 VEHICLE INSURANCE	0	0	0	0	0	0
73-50 SURETY BONDS	0	0	0	0	0	0
74-00 OPERATING SERVICES	820	7,287	7,287	584	1,456	11,662
74-01 POSTAL / COURIER SERVICES	36,400	35,274	35,274	25,352	35,274	35,274
74-97 RECRUITMENT ADVERTISING	0	0	0	0	0	0
74-98 JUDGMENTS & DAMAGE CLAIM	0	0	0	0	0	0
75-10 TRAINING	165	412	412	0	412	412
75-20 TRAVEL REIMBURSEMENTS	241	221	221	149	221	221
75-30 MEMBERSHIPS	0	0	0	0	0	0
75-40 PUBLICATIONS	0	0	0	0	0	0
77-10 SOFTWARE LICENSE FEE	0	9,560	9,560	0	9,560	2,080
78-00 CONTRACT SERVICES	41,735	44,592	44,592	33,376	44,592	42,372
78-30 RENTAL	0	0	0	0	0	0
79-12 WATER CONSERVATION PROGRAM	0	0	0	0	0	0
* SERVICES	\$98,611	\$117,844	\$117,844	\$77,328	\$112,013	\$112,519
83-00 VEHICLES	\$0	\$0	\$0	\$0	\$0	\$0
88-00 CAPITAL EQUIPMENT	0	0	0	0	0	0
* CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
98-10 DEPRECIATION EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0
98-30 PROVISION FOR UNCOLL A/R	12,099	22,882	22,882	(1,496)	22,882	22,882
* OTHER	\$12,099	\$22,882	\$22,882	(\$1,496)	\$22,882	\$22,882
** UTILITY BILLING	\$264,199	\$302,333	\$302,417	\$182,015	\$293,456	\$365,718

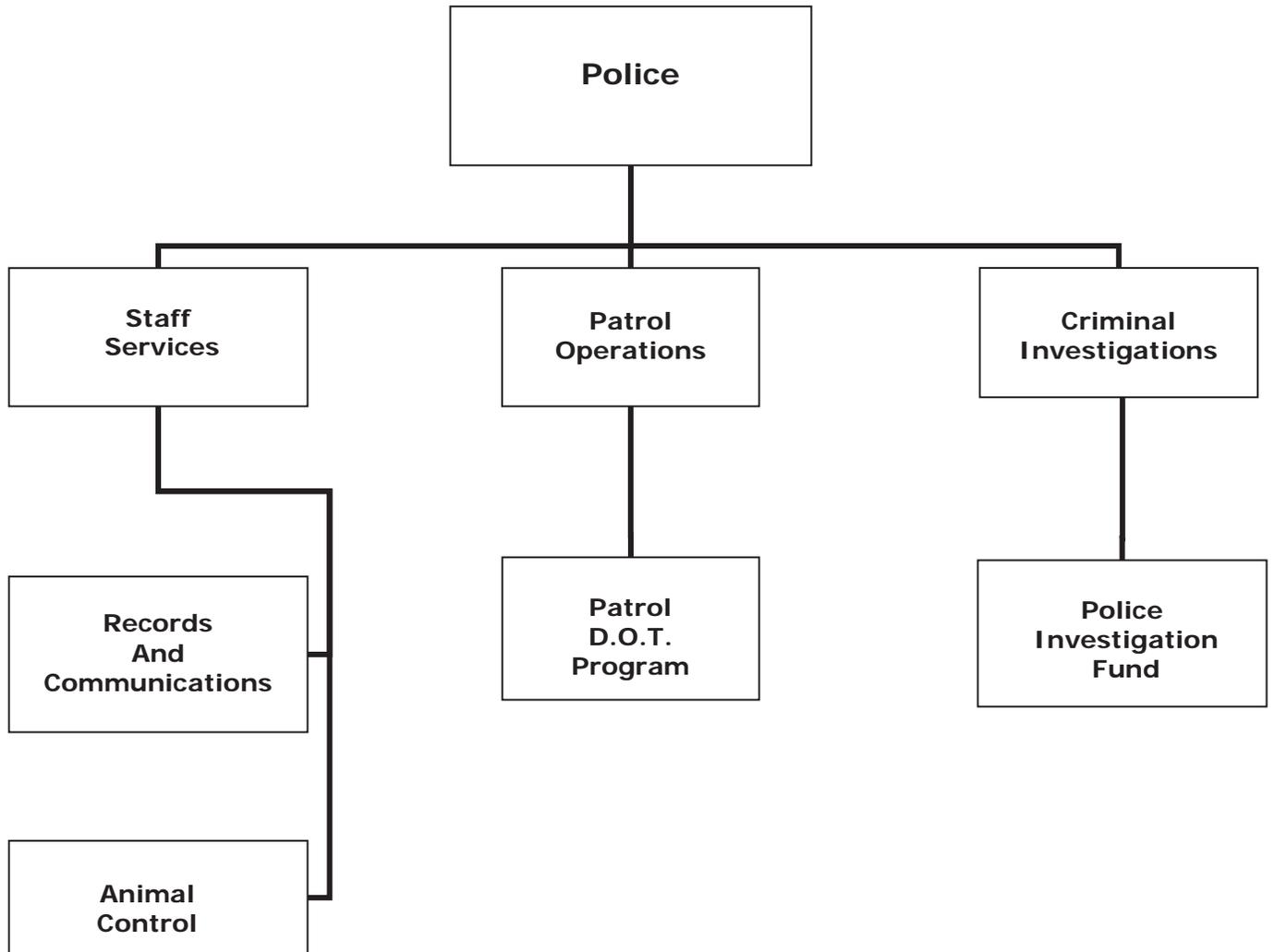
**ADMINISTRATIVE SERVICES
INSURANCE (WATER AND SEWER FUND)
401-0411-415**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
73-12 BOILER AND MACHINERY	\$0	\$0	\$0	\$0	\$0	\$0
73-13 MOBILE EQUIPMENT	1,353	4,000	1,479	1,479	1,479	4,000
73-21 GENERAL LIABILITY	5,010	11,000	4,015	4,015	4,015	11,000
73-23 PUBLIC OFFICIAL	9,238	11,000	8,403	8,403	8,403	11,000
73-24 CRIME & ACCIDENT COVERAGE	1,092	1,500	1,500	1,096	1,100	1,500
73-31 WINDSTORM	44,425	35,800	47,903	39,378	47,903	35,800
73-32 REAL & PERSONAL PROPERTY	25,569	28,000	28,000	25,342	25,343	28,000
73-33 FLOOD	307	500	500	418	419	500
73-90 INSURANCE ADMINISTRATION	0	0	0	0	0	0
* SERVICES	\$86,994	\$91,800	\$91,800	\$80,131	\$88,662	\$91,800
** INSURANCE	\$86,994	\$91,800	\$91,800	\$80,131	\$88,662	\$91,800

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

ACCOUNT DESCRIPTION		FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
51-00	OFFICE SUPPLIES	\$0	\$500	\$500	\$0	\$500	\$500
52-00	PERSONNEL SUPPLIES	0	250	250	130	250	250
54-00	OPERATING SUPPLIES	848	500	500	0	500	500
58-00	OPERATING EQUIPMENT<\$5000	308	2,618	2,618	0	2,618	2,618
*	SUPPLIES	\$1,156	\$3,868	\$3,868	\$130	\$3,868	\$3,868
72-20	PERSONNEL EVENTS/PROGRAMS	\$3,388	\$3,000	\$3,450	\$2,831	\$3,275	\$3,000
74-00	OPERATING SERVICES	4,784	4,029	3,579	0	3,579	4,029
74-01	POSTAL / COURIER SERVICES	0	0	0	0	0	0
75-10	TRAINING	1,670	1,850	1,850	695	1,055	1,850
75-20	TRAVEL REIMBURSEMENTS	848	2,156	2,156	918	1,137	2,156
75-30	MEMBERSHIPS	220	352	352	195	195	352
75-40	PUBLICATIONS	0	0	0	0	0	0
76-12	TELEPHONE/COMMUNICATIONS	0	0	0	0	0	0
*	SERVICES	\$10,910	\$11,387	\$11,387	\$4,639	\$9,241	\$11,387
**	RISK MANAGEMENT	\$12,066	\$15,255	\$15,255	\$4,769	\$13,109	\$15,255

Police Department



Mission Statement

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

Fiscal Year 2011-12 Accomplishments

- The new Animal Control facility opened for business in December 2012. The facility is able to host a robust volunteer program. These volunteers have been very active in promoting the adoption program as well as assisting in the maintenance of the grounds and facility.
- An Emergency Response Vehicle retrofit was completed within budget and on time. The \$47,485 grant-funded program was made possible through the Edward Byrne Memorial Justice Assistance Grant Program. The project used a single service provider to fabricate a customized vehicle for critical incident response. Completion of this retrofit within the projected timeline and budget was successful.

Current Operations

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

- First Response - This activity is mandated by Art. 2.13, Code of Criminal Procedure (CCP). Provide emergency response to 9-1-1 calls, enforce traffic and criminal laws and address problems related to order maintenance and quality of life. Also, provide preventative patrol and police services designed to respond to calls for service and to suppress criminal activity.
- Traffic Enforcement - Mandated by Ch. 543 of the Transportation Code. The purpose is to investigate accidents, analyze collisions, target enforcement efforts and coordinate multiple agencies to facilitate traffic management in order to improve traffic safety. Included in this category is the Commercial Vehicle Inspection program.
- Detain and House Prisoners - Detain prisoners in locked cells while awaiting a magistrate or transfer to another jail facility. Fingerprint and photograph prisoners. Inventory, secure and store prisoners' personal property until release or transfer. Document activities including monitoring meals, intake and release of prisoners, secure all fines and bonds collected from prisoners and deposit to Municipal Court.
- Animal Control - Mandated by Ch. 10, City of Friendswood Code of Ordinances. The primary function and intent of the animal control division is protection of the health, safety and welfare of the citizens of the City by controlling the animal population and establishing uniform rules and regulations for the control and eradication of rabies.

- Organized Crime - This activity is mandated by Art. 2.13, CCP; Ch. 481, Health and Safety Code; Ch. 61, CCP. This functional area investigates the possession, manufacture, and illegal sale of controlled substances, gang related crime and gathers and disseminates information regarding criminal activity to the patrol division. Work with other law enforcement in an undercover capacity, working in a multi-agency task force setting.

Criminal Investigations

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

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

Operations Support

Operations support provides intake and processing of police calls for service. It provides fleet, equipment and facility maintenance services so that police services can be delivered effectively. Information resources are also provided along with administrative and fiscal support to police department employees so they can perform their jobs safely and efficiently. In addition, professional development and training are provided to employees so that they can perform their duties in accordance with department values. Specialized critical incident management is also included in this functional area.

- Communications - Mandated by Ch. 77, Health and Safety Code. Serve as primary call taker for all emergency calls for Police, Fire, and EMS. Take call information and dispatch units to calls for service. Input information into the computer aided dispatch system. Receive and send information such as driver license checks, vehicle registrations, and officer location to the field units as necessary.
- Emergency Services - Includes the specially trained and equipped teams of officers for tactical and hostage negotiations support. These highly trained officers are responsible for formulating and executing action plans to manage critical incidents.
- Community Partnerships - Assist in crime prevention and problem solving; work with residents and businesses to solve problems that lead to crime, community liaison to

improve communication and understanding of police operations. Programs in the category include the school resource officers and Drug Abuse Resistance Education.

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

Highlights of the Budget

Continuation of Mandated Services and Commitment to Public Safety

The Fiscal Year 2012-2013 budget for the police department addresses requirements to maintain current operations with a request for one additional sworn peace officer position to be hired mid-year. The current full authorized sworn strength is 58 officers. The Crime Victim Liaison position has been partially funded by a federal Victims of Crime Act grant managed by the Governor's office for the past 12 years. An application for continuation funding for another year had been requested. If the grant is awarded, total funding will be \$65,000.

With the December 2011 opening of the new Animal Control facility, there has been a significant increase in the number of animals that may be held and available for adoption. With an increased population of animals coming through the facility and an increased number of adoptions, the operating expenses for the everyday maintenance and upkeep of the facility have increased, as well as medical expenses related to animal adoptions. This increase has had a moderate impact on the Animal Control budget that requires a request for additional operations funding. Adoption fees were increased in December 2011 to help offset additional operating costs.

Capital Replacement

The budget contains critical equipment (both capital and non-capital items). The budget includes funding for replacement vehicles from the Vehicle Replacement Fund. Based on annual mileage of 25,000 per vehicle, there will be a need to replace five marked patrol vehicles and one investigative staff vehicle; at time of replacement each vehicle will have over 100,000 miles.

Alternative Revenue Streams

The Friendswood Police Department actively seeks grant funding to maintain and improve service levels to City residents. Grant funding enables the Police Department to finance programs and services that benefit the community. Current programs and partnerships include the Victims of Crime Act Grant, Department of Justice Bulletproof Vest Partnership Act, sub grantee for the Harris County Medical Examiner's Cold Case DNA grant, 50/50 cost sharing with Clear Creek Independent School District for five school crossing guards, the Texas Department of Public Safety Commercial Vehicle Inspection program, and partnerships with the FBI Safe Streets Task Force and the Houston area High Intensity Drug Trafficking Area task force. The Department will continue an important partnership with the Friendswood Independent School District for two school resource officers, school zone coverage and security fees.

Decision Packages (Funded)

Full-time Police Officer (1 FTE) (mid-year hire)	One-Time Cost	\$10,300
	Ongoing Cost	\$43,282
Animal Control Facility Cages, & Soundproofing	Ongoing Cost	\$20,000
Animal Control Operating Supplies (FAW)	One-Time Cost	\$ 8,000
Animal Control Adoption Services Supplies (FAW)	Ongoing Cost	\$ 5,500
Morphotrac (Livescan) Maintenance Contract increase (FAW) (funding from other revenue source)	Ongoing Cost	\$ 1,737

Departmental Goals and Measures

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

Use Intelligence-Led Policing to increase efficiency in service delivery

Objectives:

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

Measures	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Percentage of crime rate/1,000 population	11.4	9.36	10.0	10.5
Percentage of Part II crime rate/1,000 population	35.41	38.28	40.00	39.00
Total number of arrests	2,002	1,962	1,953	2,050
Number of narcotic arrests	400	415	420	441
Number cases investigated by detectives	855	686	579	607
Average number of detective caseload	71	69	58	60
Offense clearance rate	59.05%	58.75%	58.00%	57.00%
Number of police calls for service	14,475	14,865	13,734	14,420
Average Response Time for police calls (min:sec)	0:08:26	0:08:26	0:08:30	0:08:30
Number of minutes from request to arrival at crime scene – Priority 1	0:04:12	0:04:44	0:04:45	0:05:00

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

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

Provide quality police services to our community.

Objectives:

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

Measures	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of sworn officers to residents ratio*	57/36,770	58/36,915	58/37,247	59/38,000
Number of citizen complaints investigated	37	31	35	36
Percentage of citizen complaints exonerated or unfounded	84%	81%	82%	82%
Number of victims served	527	639	671	670
Estimated funding saved through grant-funded programs (based on applications for funding)	\$242,665	\$97,885	\$85,879	\$85,879

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

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

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

Improve traffic safety.

Objectives:

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

Police

Measures	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of Traffic fatalities	1	1	0	0
Number of Injury accidents	113	90	93	97
Number of Non-injury accidents	308	308	327	329
Percent increase/decrease in auto accidents from previous year	-8%	-5%	+5%	-2%
Number of Speed-related accidents	127	116	156	140
Number of Alcohol/Drug-related accidents	15	15	10	11
Number of DWI arrests	279	266	264	265
Number of Citations Issued for Speeding	1,965	1,813	1,329	1,500
Number of Commercial Motor Vehicle citations	178	141	150	150

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

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

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

Objectives:

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

Measures	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of Police Volunteers (includes Animal Shelter volunteers)	10	34	40	40
Number of Media information provided (via online subscribers)	147	94	105	100
Number of open records requests processed	556	535	450	450
Number of incident reports	2,235	2,350	2,223	2,300

Note: The Department has implemented strategies and outreach efforts to educate members of the community about their role in public safety while continually evaluating personnel and programs for their effectiveness in meeting community expectations and demand for services. These efforts include Crisis intervention, community meetings, academic collaboration, crime prevention activities, recruiting, media and electronic communications such as the Weekly Activity Report. Communication is vital to achieving quality public safety and the department utilizes appropriate venues to inform citizens of crime trends and news as well as getting citizens involved in department projects through programs such as animal control volunteers and victim advocate volunteers.

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

Improve the quality of Animal Control services

Objectives:

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

Measures	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of animals impounded	915	1,114	1,064	1,100
Number of Animal Control calls for service	1,877	2,378	1,875	2,000
Number of animal adoptions	156	235	250	250

Note: The Department has implemented strategies and outreach efforts to educate members of the community about their role as responsible pet owners. These efforts include seminars, guides, academic collaboration, media and electronic communications. The new Animal Control facility construction was completed in December 2011. The new shelter can house a greater number of animals, provide areas for the animal shelter volunteers, and broaden the adoption program.

**POLICE DEPARTMENT
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
ADMINISTRATION	\$775,802	\$722,860	\$721,164	\$497,838	\$712,207	\$717,505	-0.7%
COMMUNICATIONS	971,874	948,614	948,821	705,842	943,746	967,711	2.0%
PATROL	4,477,745	4,721,292	4,824,112	3,533,165	4,772,671	4,733,719	0.3%
PATROL-DOT PROGRAM	98,051	105,034	106,034	66,580	94,434	101,097	-3.7%
CRIMINAL INVESTIGATIONS	1,373,164	1,333,491	1,342,450	1,016,302	1,368,858	1,344,347	0.8%
ANIMAL CONTROL	246,691	272,187	305,666	237,613	317,521	326,944	20.1%
DEPARTMENT TOTAL	\$7,943,327	\$8,103,478	\$8,248,247	\$6,057,340	\$8,209,437	\$8,191,323	1.1%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
SALARIES AND BENEFITS	\$6,997,217	\$7,088,236	\$7,109,021	\$5,249,090	\$7,085,432	\$7,112,627	0.3%
SUPPLIES	360,848	381,972	424,986	307,198	436,521	397,406	4.0%
MAINTENANCE	151,499	155,104	168,834	96,147	154,445	159,022	2.5%
SERVICES	426,648	446,695	464,470	333,957	458,070	474,697	6.3%
CAPITAL OUTLAY	7,115	31,471	80,936	70,948	74,969	47,571	51.2%
CLASSIFICATION TOTAL	\$7,943,327	\$8,103,478	\$8,248,247	\$6,057,340	\$8,209,437	\$8,191,323	1.1%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
ADMINISTRATION	5.0	5.0	5.0	4.0	4.0	4.0	-20.0%
COMMUNICATIONS	13.6	13.6	13.6	13.6	13.6	13.6	0.0%
PATROL	43.8	44.8	44.8	45.8	45.8	46.8	4.5%
PATROL DOT	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
CRIMINAL INVESTIGATIONS	12.0	12.0	12.0	12.0	12.0	12.0	0.0%
ANIMAL CONTROL	4.0	4.0	4.0	4.0	4.0	4.0	0.0%
PERSONNEL TOTAL	79.4	80.4	80.4	80.4	80.4	81.4	1.2%

In FY12, promotions and lateral transfers took place in the Patrol division. One position in the Administration division was moved to the Patrol division. In the proposed FY13 budget, there is a decision package request for an additional officer in the Patrol division to mid-year.

**POLICE
ADMINISTRATION
001-2101-421**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$468,448	\$482,775	\$482,775	\$318,473	\$463,057	\$464,899
41-30 OVERTIME PAY	14,795	4,771	4,771	14,856	20,784	4,771
41-31 HOLIDAY HRS WORKED	497	0	0	586	762	0
41-41 MERIT PAY	0	0	0	0	0	0
41-42 STAFF MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	7,573	4,545	4,845	4,845	4,845	4,995
41-45 INCENTIVE-CERTIFICATE PAY	11,900	8,700	8,700	6,800	8,700	9,600
41-48 PAY PLAN ADJUSTMENTS	0	0	0	0	0	0
41-49 CELL PHONE ALLOWANCE	3,014	2,400	2,400	2,103	2,702	2,940
41-50 CLOTHING ALLOWANCE	0	0	0	0	0	800
41-90 ACCRUED PAYROLL	43,318	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	40,181	33,410	33,410	24,492	33,387	36,064
47-20 TMRS RETIREMENT	85,822	78,560	78,560	54,336	76,076	76,076
48-10 HEALTH/DENTAL INSURANCE	29,382	27,526	27,526	25,759	32,264	38,820
48-20 LIFE INSURANCE	1,302	1,325	1,325	902	1,325	1,289
48-30 DISABILITY INSURANCE	1,347	1,386	1,386	942	1,385	1,345
48-40 WORKERS COMP INSURANCE	4,823	4,261	4,261	3,076	4,261	4,411
48-50 EAP SERVICES	291	292	292	204	292	292
48-90 FLEX PLAN ADMINISTRATION	181	169	169	122	169	171
* SALARIES AND BENEFITS	\$712,874	\$650,120	\$650,420	\$457,496	\$650,009	\$646,473
51-00 OFFICE SUPPLIES	\$13,551	\$18,683	\$15,883	\$8,078	\$12,771	\$18,683
52-00 PERSONNEL SUPPLIES	1,885	5,094	6,208	1,192	2,589	5,094
53-00 VEHICLE SUPPLIES	30	944	944	17	50	944
53-01 FUEL	9,177	7,218	9,018	10,250	13,667	7,218
54-00 OPERATING SUPPLIES	850	5,375	4,375	765	1,120	3,966
58-00 OPERATING EQUIPMENT<\$5000	3,292	5,686	5,686	847	3,020	5,686
* SUPPLIES	\$28,785	\$43,000	\$42,114	\$21,149	\$33,217	\$41,591
63-00 VEHICLE MAINTENANCE	\$2,216	\$3,591	\$4,189	\$2,207	\$3,943	\$5,000
66-00 FACILITY MAINTENANCE	265	1,286	1,286	0	1,286	1,286
68-00 EQUIPMENT MAINTENANCE	119	849	849	0	520	849
* MAINTENANCE	\$2,600	\$5,726	\$6,324	\$2,207	\$5,749	\$7,135
71-40 CONSULTING SERVICES	\$6,945	\$2,178	\$1,878	\$0	\$1,878	\$2,178
73-11 VEHICLE INSURANCE	1,982	850	850	1,620	2,160	850
73-22 LAW ENFORCEMENT	1,718	3,620	1,912	1,912	1,912	1,912
74-00 OPERATING SERVICES	1,515	2,316	2,316	1,833	2,313	2,316
74-01 POSTAL / COURIER SERVICES	890	1,188	1,188	777	1,037	1,188
74-97 RECRUITMENT ADVERTISING	0	0	0	0	0	0
74-98 JUDGMENTS & DAMAGE CLAIM	0	0	0	0	0	0
75-10 TRAINING	928	2,223	2,223	1,495	1,993	2,223
75-20 TRAVEL REIMBURSEMENTS	346	1,510	1,510	1,383	1,510	1,510
75-30 MEMBERSHIPS	770	1,030	1,030	630	1,030	1,030
78-30 RENTAL	2,349	2,442	2,742	2,344	2,742	2,442
78-31 VEHICLE LEASE-INTERNAL	14,100	6,657	6,657	4,993	6,657	6,657
* SERVICES	\$31,543	\$24,014	\$22,306	\$16,987	\$23,232	\$22,306
** ADMINISTRATION	\$775,802	\$722,860	\$721,164	\$497,839	\$712,207	\$717,505

**POLICE
COMMUNICATIONS
001-2110-421**

ACCOUNT DESCRIPTION		FY11	FY12	FY12	FY12	FY12	FY13
		Actual	Original Budget	Amended Budget	YTD 6/30/2012	Year End Estimate	Adopted Budget
41-10	FULLTIME SALARIES & WAGES	\$574,029	\$586,361	\$586,361	\$415,049	\$566,147	\$591,167
41-30	OVERTIME PAY	62,672	44,003	44,003	51,578	68,770	44,003
41-31	HOLIDAY HRS WORKED	18,824	0	0	16,049	21,339	0
41-41	MERIT PAY	0	0	0	0	0	0
41-43	LONGEVITY PAY	7,944	7,840	7,770	7,826	7,826	8,275
41-45	INCENTIVE-CERTIFICATE PAY	22,015	23,220	23,220	16,350	21,675	21,600
41-48	PAY PLAN ADJUSTMENTS	0	0	0	0	0	0
41-49	CELL PHONE ALLOWANCE	1,702	1,560	1,560	1,047	1,560	1,560
41-90	ACCRUED PAYROLL	1,966	0	0	720	720	0
42-20	PART-TIME WAGES	11,642	22,995	22,995	12,238	16,317	23,057
42-41	MERIT PAY	0	0	0	0	0	0
47-10	SOCIAL SECURITY/MEDICARE	51,831	52,482	52,482	38,644	51,525	53,013
47-20	TMRS RETIREMENT	107,548	103,534	103,534	79,452	100,167	103,912
48-10	HEALTH/DENTAL INSURANCE	58,909	59,252	59,252	45,719	55,882	74,033
48-20	LIFE INSURANCE	1,581	1,609	1,609	1,195	1,609	1,650
48-30	DISABILITY INSURANCE	1,638	1,688	1,688	1,241	1,688	1,710
48-40	WORKERS COMP INSURANCE	713	1,130	1,130	597	1,130	785
48-50	EAP SERVICES	836	875	875	608	875	933
48-90	FLEX PLAN ADMINISTRATION	594	584	584	376	584	532
*	SALARIES AND BENEFITS	\$924,444	\$907,133	\$907,063	\$688,689	\$917,814	\$926,230
52-00	PERSONNEL SUPPLIES	\$2,286	\$2,700	\$3,978	\$97	\$3,978	\$2,700
53-01	FUEL	7	0	0	578	0	0
54-00	OPERATING SUPPLIES	1,491	1,319	1,619	868	1,157	1,319
58-00	OPERATING EQUIPMENT<\$5000	781	1,703	703	0	0	1,703
58-01	EMERGENCY - EQUIPMENT	0	0	0	0	0	0
*	SUPPLIES	\$4,565	\$5,722	\$6,300	\$1,543	\$5,135	\$5,722
63-00	VEHICLE MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
68-00	EQUIPMENT MAINTENANCE	23,692	17,764	17,764	7,862	10,483	17,764
*	MAINTENANCE	\$23,692	\$17,764	\$17,764	\$7,862	\$10,483	\$17,764
73-11	VEHICLE INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0
73-22	LAW ENFORCEMENT	0	0	0	0	0	0
73-50	SURETY BONDS	71	350	421	213	213	350
74-00	OPERATING SERVICES	5,706	875	933	797	933	875
74-01	POSTAL / COURIER SERVICES	256	303	303	178	237	303
74-97	RECRUITMENT ADVERTISING	0	528	528	150	150	528
75-10	TRAINING	4,023	4,638	4,508	2,506	3,341	4,638
75-20	TRAVEL REIMBURSEMENTS	2,309	3,327	3,327	1,392	1,992	3,327
75-30	MEMBERSHIPS	594	698	798	571	571	698
75-40	PUBLICATIONS	0	25	25	0	0	25
76-11	ELECTRICITY	1,972	1,956	1,956	1,320	1,850	1,956
76-12	TELEPHONE/COMMUNICATIONS	4,116	4,200	4,200	344	604	4,200
78-00	CONTRACT SERVICES	126	623	423	279	423	623
78-30	RENTAL	0	472	272	0	0	472
*	SERVICES	\$19,173	\$17,995	\$17,694	\$7,750	\$10,314	\$17,995
**	COMMUNICATIONS	\$971,874	\$948,614	\$948,821	\$705,844	\$943,746	\$967,711

**POLICE
PATROL
001-2120-421**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$2,205,774	\$2,305,696	\$2,315,677	\$1,659,040	\$2,305,696	\$2,312,651
41-20 PART-TIME WAGES	18,544	57,905	57,905	0	0	58,064
41-30 OVERTIME PAY	366,318	402,439	402,439	291,744	335,435	406,104
41-31 HOLIDAY HRS WORKED	87,036	0	315	72,269	103,606	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	17,002	19,475	18,930	19,092	19,092	19,650
41-45 INCENTIVE-CERTIFICATE PAY	72,675	79,800	79,800	59,750	80,125	84,000
41-49 CELL PHONE ALLOWANCE	4,383	4,620	4,620	2,609	4,620	4,620
41-50 CLOTHING ALLOWANCE	0	0	0	0	200	0
41-90 ACCRUED PAYROLL	2,304	0	0	11,914	11,914	0
42-20 PART-TIME WAGES	59,442	63,377	63,377	49,252	63,377	62,652
47-10 SOCIAL SECURITY/MEDICARE	205,561	224,638	225,202	157,945	215,244	215,357
47-20 TMRS RETIREMENT	433,010	449,495	451,049	330,609	450,983	449,643
48-10 HEALTH/DENTAL INSURANCE	334,991	352,048	352,048	262,015	347,054	346,862
48-20 LIFE INSURANCE	6,176	6,425	6,425	4,756	6,319	6,583
48-30 DISABILITY INSURANCE	6,371	6,684	6,684	4,936	6,417	6,932
48-40 WORKERS COMP INSURANCE	26,715	28,730	28,730	21,200	28,267	26,716
48-50 EAP SERVICES	2,781	2,974	2,974	2,068	2,688	2,943
48-90 FLEX PLAN ADMINISTRATION	1,208	1,232	1,232	799	1,065	1,204
* SALARIES AND BENEFITS	\$3,850,291	\$4,005,538	\$4,017,407	\$2,949,998	\$3,982,102	\$4,003,981
51-00 OFFICE SUPPLIES	\$218	\$365	\$365	\$8	\$65	\$551
52-00 PERSONNEL SUPPLIES	19,360	36,896	42,821	20,314	35,756	39,219
53-00 VEHICLE SUPPLIES	196	2,508	2,508	350	2,508	2,508
53-01 FUEL	161,646	155,889	154,089	125,122	166,829	155,889
54-00 OPERATING SUPPLIES	32,779	37,522	35,578	22,119	29,493	36,643
54-10 PDRAD PROGRAM SUPPLIES	0	0	4,409	38	4,409	0
58-00 OPERATING EQUIPMENT<\$5000	17,024	30,340	61,327	45,336	60,447	37,553
* SUPPLIES	\$231,223	\$263,520	\$301,097	\$213,287	\$299,507	\$272,363
63-00 VEHICLE MAINTENANCE	\$79,402	\$81,000	\$86,532	\$58,391	\$86,532	\$81,000
64-00 OPERATING MAINTENANCE	298	2,120	2,120	945	2,120	2,120
68-00 EQUIPMENT MAINTENANCE	23,896	30,024	30,024	13,601	25,510	30,024
* MAINTENANCE	\$103,596	\$113,144	\$118,676	\$72,937	\$114,162	\$113,144
72-12 MEDICAL EXAMINATIONS	\$0	\$400	\$400	\$0	\$0	\$800
73-11 VEHICLE INSURANCE	14,234	10,576	10,576	7,732	10,576	10,576
73-22 LAW ENFORCEMENT	17,389	18,214	19,751	19,750	19,751	20,076
73-40 ANIMAL MORTALITY INS	650	690	690	650	650	690
74-00 OPERATING SERVICES	11,594	7,397	8,897	6,263	8,897	7,797
74-01 POSTAL / COURIER SERVICES	1,042	1,115	1,115	927	1,115	1,115
74-97 RECRUITMENT ADVERTISING	0	511	511	0	0	1,011
74-98 JUDGMENTS & DAMAGE CLAIM	1,000	1,000	1,210	1,210	1,210	1,000
75-10 TRAINING	11,408	15,037	15,037	7,512	12,015	15,537
75-20 TRAVEL REIMBURSEMENTS	3,009	6,166	6,166	2,682	3,576	6,266
75-30 MEMBERSHIPS	425	802	1,012	535	720	802
76-12 TELEPHONE/COMMUNICATIONS	30,213	33,621	33,621	27,927	36,411	35,000
78-30 RENTAL	0	0	3,250	0	3,250	3,900
78-31 VEHICLE LEASE-INTERNAL	194,556	212,090	212,090	159,068	212,090	212,090
* SERVICES	\$285,520	\$307,619	\$314,326	\$234,256	\$310,261	\$316,660
83-00 VEHICLES	\$7,115	\$10,000	\$6,150	\$80	\$183	\$10,000
88-00 CAPITAL EQUIPMENT	0	21,471	66,456	62,609	66,456	17,571
* CAPITAL OUTLAY	\$7,115	\$31,471	\$72,606	\$62,689	\$66,639	\$27,571
** PATROL	\$4,477,745	\$4,721,292	\$4,824,112	\$3,533,167	\$4,772,671	\$4,733,719

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$52,518	\$53,447	\$53,447	\$39,064	\$53,439	\$54,640
41-30 OVERTIME PAY	2,875	4,177	4,182	1,548	2,928	4,177
41-31 HOLIDAY HRS WORKED	89	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	440	505	500	500	500	565
41-44 VEHICLE ALLOWANCE	0	0	0	0	0	0
41-45 INCENTIVE-CERTIFICATE PAY	1,200	1,200	1,200	900	1,200	1,200
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	3,850	4,538	4,538	3,031	4,130	4,346
47-20 TMRS RETIREMENT	8,908	9,263	9,263	6,554	8,934	9,443
48-10 HEALTH/DENTAL INSURANCE	11,970	12,593	12,593	5,158	6,927	7,542
48-20 LIFE INSURANCE	139	149	149	105	149	5
48-30 DISABILITY INSURANCE	143	154	154	109	154	158
48-40 WORKERS COMP INSURANCE	560	581	581	432	581	594
48-50 EAP SERVICES	55	58	58	41	58	58
48-90 FLEX PLAN ADMINISTRATION	21	22	22	15	22	22
* SALARIES AND BENEFITS	\$82,768	\$86,687	\$86,687	\$57,457	\$79,022	\$82,750
52-00 PERSONNEL SUPPLIES	\$0	\$295	\$295	\$0	\$0	\$295
53-00 VEHICLE SUPPLIES	62	215	215	20	27	215
53-01 FUEL	6,955	6,879	6,879	3,583	4,777	6,879
54-00 OPERATING SUPPLIES	69	103	103	25	75	103
58-00 OPERATING EQUIPMENT<\$5000	751	1,015	1,015	260	1,015	1,015
* SUPPLIES	\$7,837	\$8,507	\$8,507	\$3,888	\$5,894	\$8,507
63-00 VEHICLE MAINTENANCE	\$550	\$2,004	\$3,004	\$551	\$2,500	\$2,004
68-00 EQUIPMENT MAINTENANCE	0	0	0	0	0	0
* MAINTENANCE	\$550	\$2,004	\$3,004	\$551	\$2,500	\$2,004
73-11 VEHICLE INSURANCE	\$580	\$627	\$627	\$435	\$640	\$627
73-22 LAW ENFORCEMENT	0	0	0	0	0	0
74-00 OPERATING SERVICES	0	345	345	0	0	345
74-01 POSTAL / COURIER SERVICES	0	0	0	0	0	0
75-10 TRAINING	500	706	706	0	500	706
75-20 TRAVEL REIMBURSEMENTS	186	515	515	56	185	515
75-30 MEMBERSHIPS	0	0	0	0	0	0
75-40 PUBLICATIONS	0	0	0	0	0	0
76-12 TELEPHONE/COMMUNICATIONS	554	565	565	387	615	565
78-31 VEHICLE LEASE-INTERNAL	5,076	5,078	5,078	3,809	5,078	5,078
* SERVICES	\$6,896	\$7,836	\$7,836	\$4,687	\$7,018	\$7,836
83-00 VEHICLES	\$0	\$0	\$0	\$0	\$0	\$0
88-00 CAPITAL EQUIPMENT	0	0	0	0	0	0
* CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
** PATROL-DOT PROGRAM	\$98,051	\$105,034	\$106,034	\$66,583	\$94,434	\$101,097

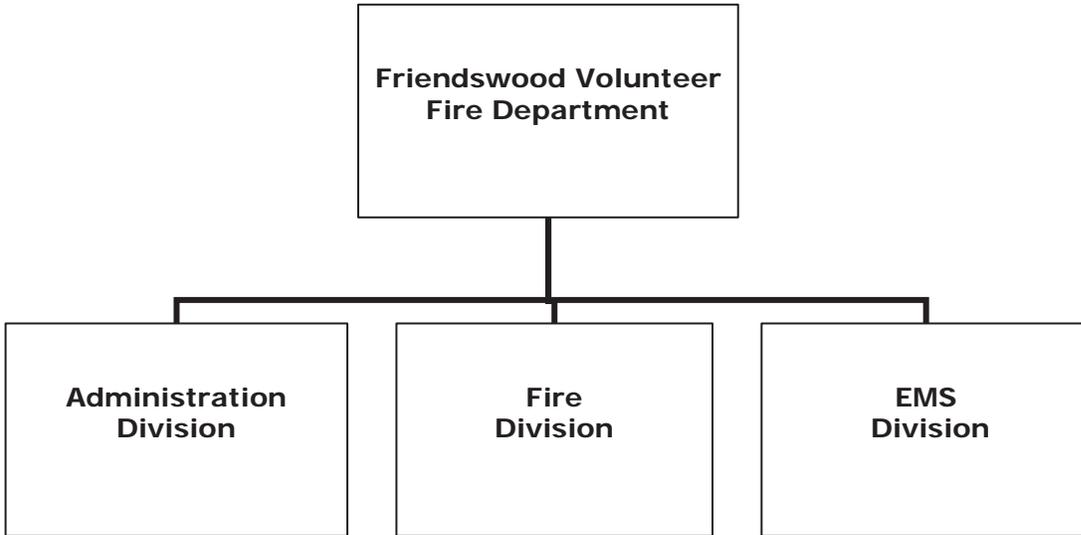
**POLICE
CRIMINAL INVESTIGATIONS
001-2130-421**

ACCOUNT DESCRIPTION	FY11	FY12	FY12	FY12	FY12	FY13
	Actual	Original Budget	Amended Budget	YTD 6/30/2012	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$758,128	\$773,794	\$773,794	\$550,005	\$753,715	\$786,520
41-30 OVERTIME PAY	84,793	52,028	60,784	75,708	88,084	52,028
41-31 HOLIDAY HRS WORKED	0	0	0	2,802	3,643	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	6,550	7,340	7,270	7,333	7,333	8,020
41-45 INCENTIVE-CERTIFICATE PAY	31,100	31,800	31,800	22,750	29,950	28,800
41-49 CELL PHONE ALLOWANCE	5,684	5,640	5,640	3,620	5,640	5,520
41-50 CLOTHING ALLOWANCE	9,420	9,200	9,200	4,725	9,200	9,200
41-90 ACCRUED PAYROLL	0	0	0	649	649	0
47-10 SOCIAL SECURITY/MEDICARE	65,009	66,682	66,682	48,814	66,729	64,373
47-20 TMRS RETIREMENT	139,834	137,356	137,356	104,295	137,356	138,777
48-10 HEALTH/DENTAL INSURANCE	107,600	108,783	108,783	78,006	105,192	109,647
48-20 LIFE INSURANCE	2,085	2,125	2,125	1,564	2,125	2,180
48-30 DISABILITY INSURANCE	2,155	2,212	2,212	1,633	2,212	2,275
48-40 WORKERS COMP INSURANCE	8,265	8,098	8,098	6,400	8,098	8,301
48-50 EAP SERVICES	700	700	700	509	700	700
48-90 FLEX PLAN ADMINISTRATION	238	238	238	172	238	238
* SALARIES AND BENEFITS	\$1,221,561	\$1,205,996	\$1,214,682	\$908,985	\$1,220,864	\$1,216,579
52-00 PERSONNEL SUPPLIES	\$1,299	\$1,311	\$2,106	\$461	\$2,106	\$1,311
53-00 VEHICLE SUPPLIES	15	80	80	0	0	80
53-01 FUEL	57,371	31,547	31,547	40,072	53,430	31,547
54-00 OPERATING SUPPLIES	5,013	4,992	2,492	1,815	2,492	4,992
58-00 OPERATING EQUIPMENT<\$5000	2,779	4,787	2,992	2,405	2,992	4,787
* SUPPLIES	\$66,477	\$42,717	\$39,217	\$44,753	\$61,020	\$42,717
63-00 VEHICLE MAINTENANCE	\$15,687	\$12,491	\$18,091	\$11,364	\$18,091	\$15,000
64-00 OPERATING MAINTENANCE	106	783	783	65	87	783
68-00 EQUIPMENT MAINTENANCE	750	819	819	0	0	819
* MAINTENANCE	\$16,543	\$14,093	\$19,693	\$11,429	\$18,178	\$16,602
73-11 VEHICLE INSURANCE	\$6,875	\$7,320	\$7,320	\$5,105	\$7,320	\$7,320
73-22 LAW ENFORCEMENT	6,298	6,737	7,010	7,010	7,010	7,010
73-50 SURETY BONDS	0	71	71	0	71	71
74-00 OPERATING SERVICES	20,420	14,199	12,599	8,035	11,713	14,199
74-01 POSTAL / COURIER SERVICES	699	968	968	597	796	968
74-91 ADVERTISING/PUBLIC NOTICE	0	0	0	0	0	0
74-98 JUDGMENTS & DAMAGE CLAIM	500	0	500	500	500	0
75-10 TRAINING	2,947	7,779	8,079	8,002	9,075	7,779
75-20 TRAVEL REIMBURSEMENTS	2,396	5,714	5,214	2,094	5,214	3,205
75-30 MEMBERSHIPS	670	1,105	1,105	700	1,105	1,105
75-40 PUBLICATIONS	0	0	0	0	0	0
76-12 TELEPHONE/COMMUNICATIONS	2,383	2,315	2,315	1,528	2,315	2,315
77-30 INTERNET SERVICES	75	1,200	400	108	400	1,200
78-30 RENTAL	0	0	0	0	0	0
78-31 VEHICLE LEASE-INTERNAL	25,320	23,277	23,277	17,458	23,277	23,277
* SERVICES	\$68,583	\$70,685	\$68,858	\$51,137	\$68,796	\$68,449
** CRIMINAL INVESTIGATIONS	\$1,373,164	\$1,333,491	\$1,342,450	\$1,016,304	\$1,368,858	\$1,344,347

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$123,083	\$154,479	\$154,479	\$111,914	\$140,521	\$158,839
41-30 OVERTIME PAY	16,541	5,052	5,052	14,749	18,021	5,052
41-31 HOLIDAY HRS WORKED	2,028	0	75	2,331	3,296	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	715	910	835	862	862	1,050
41-45 INCENTIVE-CERTIFICATE PAY	2,460	3,060	3,060	2,145	3,060	1,260
41-49 CELL PHONE ALLOWANCE	420	420	420	282	420	420
41-90 ACCRUED PAYROLL	0	0	0	1,517	1,518	0
42-20 PART-TIME WAGES	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	10,205	12,541	12,541	9,526	12,977	12,087
47-20 TMRS RETIREMENT	22,712	25,592	25,592	20,382	25,592	25,973
48-10 HEALTH/DENTAL INSURANCE	24,817	27,949	27,949	20,458	26,595	28,886
48-20 LIFE INSURANCE	333	417	417	319	417	444
48-30 DISABILITY INSURANCE	352	443	443	331	443	459
48-40 WORKERS COMP INSURANCE	1,310	1,519	1,519	1,376	1,519	1,762
48-50 EAP SERVICES	175	233	233	170	233	233
48-90 FLEX PLAN ADMINISTRATION	128	147	147	110	147	149
* SALARIES AND BENEFITS	\$205,279	\$232,762	\$232,762	\$186,472	\$235,621	\$236,614
52-00 PERSONNEL SUPPLIES	\$1,228	\$830	\$960	\$620	\$960	\$830
53-00 VEHICLE SUPPLIES	3	104	104	0	0	104
53-01 FUEL	9,020	8,229	8,229	8,009	10,679	8,229
54-00 OPERATING SUPPLIES	8,336	6,624	14,619	12,202	16,270	14,624
54-10 VACCINES (FAA)	0	0	0	0	0	0
54-95 CHEMICALS	372	429	0	7	0	429
58-00 OPERATING EQUIPMENT<\$5000	3,002	2,290	3,839	1,738	3,839	2,290
* SUPPLIES	\$21,961	\$18,506	\$27,751	\$22,576	\$31,748	\$26,506
63-00 VEHICLE MAINTENANCE	\$4,518	\$2,373	\$3,373	\$1,161	\$3,373	\$2,373
68-00 EQUIPMENT MAINTENANCE	0	0	0	0	0	0
* MAINTENANCE	\$4,518	\$2,373	\$3,373	\$1,161	\$3,373	\$2,373
72-10 MEDICAL TREATMENTS (FAA)	\$0	\$0	\$0	\$0	\$0	\$0
72-12 MEDICAL EXAMINATIONS	200	200	0	0	0	200
73-11 VEHICLE INSURANCE	801	1,315	1,315	601	801	1,315
73-22 LAW ENFORCEMENT	0	0	0	0	0	0
74-00 OPERATING SERVICES	3,794	2,550	3,750	1,946	4,750	2,550
74-01 POSTAL / COURIER SERVICES	0	0	0	0	0	0
74-10 ADOPTION RELATED SERVICES	0	0	13,969	8,628	20,737	22,905
74-97 RECRUITMENT ADVERTISING	0	300	0	0	0	300
74-98 JUDGMENTS & DAMAGE CLAIM	0	0	0	0	0	0
75-10 TRAINING	890	1,466	1,466	325	433	1,466
75-20 TRAVEL REIMBURSEMENTS	695	985	985	160	213	985
75-30 MEMBERSHIPS	150	150	150	150	150	150
75-40 PUBLICATIONS	0	0	0	0	0	0
76-12 TELEPHONE/COMMUNICATIONS	2,583	2,833	2,833	1,161	2,833	2,833
76-13 NATURAL GAS	0	450	450	0	0	450
77-30 INTERNET SERVICES	0	0	0	0	0	0
78-00 CONTRACT SERVICES	0	65	300	0	300	65
78-30 RENTAL	0	0	0	0	0	0
78-31 VEHICLE LEASE-INTERNAL	5,820	8,232	8,232	6,174	8,232	8,232
* SERVICES	\$14,933	\$18,546	\$33,450	\$19,145	\$38,449	\$41,451
83-00 VEHICLES	\$0	\$0	\$0	\$0	\$0	\$0
88-00 CAPITAL EQUIPMENT	0	0	8,330	8,259	8,330	20,000
* CAPITAL OUTLAY	\$0	\$0	\$8,330	\$8,259	\$8,330	\$20,000
** ANIMAL CONTROL	\$246,691	\$272,187	\$305,666	\$237,613	\$317,521	\$326,944

Friendswood Volunteer Fire Department





Mission Statement

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

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

To meet this mission the Friendswood Volunteer Fire Department shall:

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

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

And we are happy to be: **Celebrating over 61 Years of Service**

Current Operations

The Friendswood Volunteer Fire Department, Inc. (FVFD) is a 501(c)(3) non-profit corporation that was created in 1951 and is dedicated to the protection of life and property by providing fire suppression, rescue, EMS services, hazardous material response, and public education on fire and injury prevention to the citizens of Friendswood. The 108 dedicated volunteers of the FVFD provide organization, administration, public education, and maintenance, training, and volunteer manpower. These volunteers are supplemented by a small staff of part-time paid personnel who help provide services during the normal workdays. The City provides the Fire Department with Fire and EMS vehicles and other required capital equipment, four fire stations, dispatch services and an operating budget that provides the necessary funds for management and operation of the Department. The City and the FVFD signed a contract for services which was effective beginning October 1, 2004. The FVFD is responsible for the operations and management of the part-time crew and full-time employees of the FVFD. The FVFD is responsible for administering one full-time paid supervisor a fire captain, one full time paramedic, one full time administrative manager and one part-time clerk and a pool of part-time firefighters, paramedics, and emergency medical technicians. This contract has also established performance standards and reporting requirements for the services we provide to the city.

The use of volunteers saves the City an estimated \$5.5 million dollars (\$5,500,000) annually in salaries over what it would cost to provide a city of our size with a minimal level of services with a full paid department. Approximately 50,000 man-hours are provided by

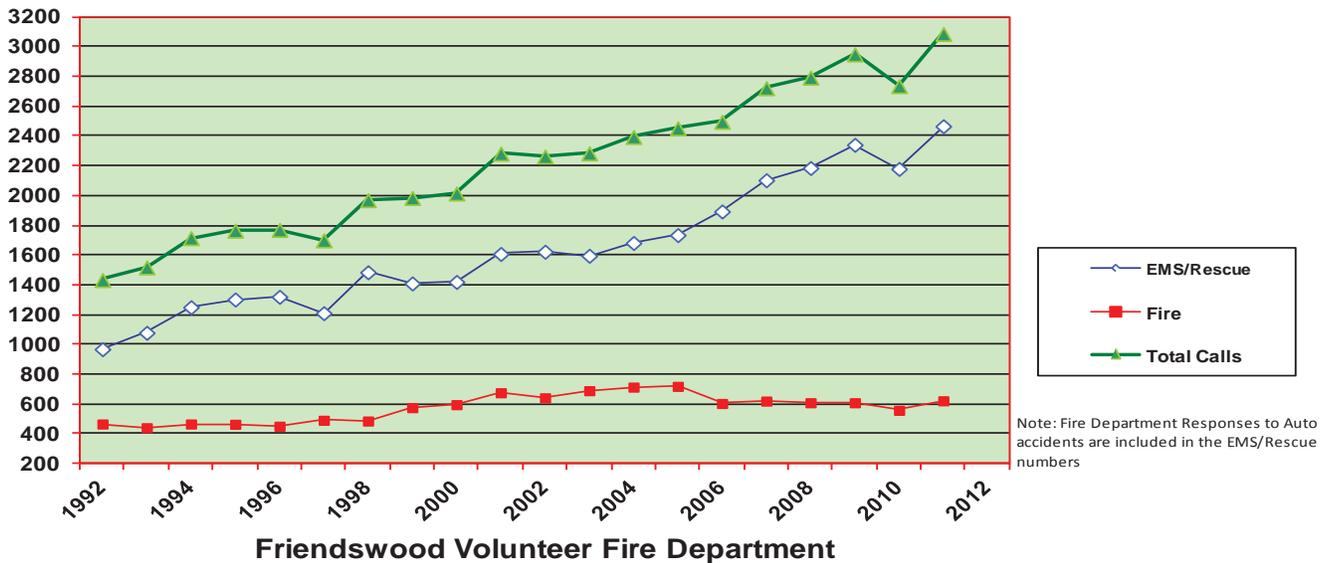
Volunteer Fire Department

volunteers performing fire suppression, rescue, EMS services, administration and management, and providing public education to the citizens of Friendswood. This is not taking into account the countless hours spent standing-by on-call in town ready to respond to an emergency.

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

The **Fire Division** consists of 62 members who provide emergency fire suppression services and rescue services as well as related non-emergency functions such as public education of fire prevention, personnel training and equipment maintenance. These volunteers respond from four fire stations within the city. Fire service personnel participate in the "State Fireman's & Fire Marshal's Association" and/or the "Texas Commission on Fire Protection" certification programs. The FVFD also has contracts to provide fire and rescue service to portions of both un-incorporated Harris and Galveston counties. The Fire Division has been very successful in acquiring several grants this past year that will enhance the programs offered by the Division and improve firefighter safety. With the addition of the new Fire Station #4 the Fire Division has seen a substantial growth in the membership number to provide staffing for the new station. During the past year the Fire Division has provided over 8,000 hours of training to their volunteer membership.

Total Emergency Calls for Service



Volunteer Fire Department

The **EMS Division** consists of 52 volunteers providing emergency medical care and transport to the residents of the City. These members staff three Advanced Life Support ambulances and four first responder vehicles as well as a supervisor's vehicle. All EMS services are provided in accordance with Texas Department of State Health Services (TDSHS) requirements for emergency medical providers. All personnel are certified through the TDSHS, which requires a minimum 160 hours training for an ECA and up to 2,200 hours of training for a Paramedic, followed by required continuing education.

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

In early 2011, Friendswood EMS was awarded the U.S. Congressional Fire Service Institute and Medic-Alert Foundation's "National Excellence in Fire-Service Based EMS for 2010". EMS Chief Lisa Camp was presented the award on behalf of the Department in Washington, D.C in April of 2011. A local presentation was made in Friendswood this past May, 2011. In 2010 Chief Camp was also selected as the National Paramedic of the Year by the National Association of EMT (NAEMT). In late 2011 Friendswood EMS Chief Lisa Camp was awarded the State of Texas (TDSHS) highest EMS honor as the Texas EMS Person of the Year for her dedication and outstanding service in the field of EMS and specifically for leading the best EMS in the state of Texas.

Highlights of the Budget

Decision Package Operational Requests / Forces at work

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

Decision Packages (Funded)

Increase cost of Medical Supplies	Ongoing Cost	\$20,000
800 MHz Annual Rate Increase –Galveston 911	Ongoing Cost	\$ 4,000
Fire Vehicle Maintenance Cost Increase	Ongoing Cost	\$8,000
Communication Access Costs – Cell Phone Data Cards for MDT's	Ongoing Cost	\$ 3,000

Volunteer Fire Department

Decision Packages (Unfunded)

EMS EMR Software Annual License Costs	Ongoing Cost	\$ 4,200
Fire Alarm System Installation Costs for Stations #1, 2, & 3	One-Time Cost	\$13,000
Fire Alarm monitoring monthly fee increase	Ongoing Cost	\$ 7,200
Increase in Health Insurance Premium Costs	Ongoing Cost	\$ 3,125
Increase Training Funds for Fire Division	Ongoing Cost	\$ 8,000
Building Maintenance Increase	Ongoing Cost	\$ 8,000
Fuel Cost Increases	Ongoing Cost	\$ 9,500
Emergency Generator Preventive Maintenance Contract	Ongoing Cost	\$ 1,200
HVAC Maintenance Contract	Ongoing Cost	\$ 1,800
Total of Additional Funding Requests		\$96,825

Capital Equipment:

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

Lucas CPR Assist Devices (3 each @)	One-Time Cost	\$ 37,500
Thermal imagers	One-Time Cost	\$ 21,000
"Jaws of Life" Rescue Tools replacement	One-Time Cost	\$ 11,000
SCBA Packs and Cylinder Replacements	One-Time Cost	\$ 30,000
Lease Payment Engine 2 Replacement (6 payments remaining)	One-Time Cost	\$ 72,000
Lease Payment Engine 3 Replacement (4 payments remaining)	One-Time Cost	\$ 61,680
Total Request from Fire/EMS Fund		\$233,180

Volunteer Fire Department

Capital Improvement Plan:

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

Decision Packages (Unfunded)

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

Decision Packages (Unfunded)

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

**FRIENDSWOOD VOLUNTEER FIRE DEPARTMENT
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
FIRE ADMINISTRATION-FVFD	\$1,233,315	\$1,222,458	\$1,222,458	\$922,524	\$1,222,458	\$1,257,458	2.9%
DEPARTMENT TOTAL	\$1,233,315	\$1,222,458	\$1,222,458	\$922,524	\$1,222,458	\$1,257,458	2.9%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
SUPPLIES	\$13,695	\$0	\$0	\$0	\$0	\$0	0.0%
SERVICES	1,206,048	1,222,458	1,222,458	922,524	1,222,458	1,257,458	2.9%
CAPITAL OUTLAY	13,572	0	0	0	0	0	0.0%
CLASSIFICATION TOTAL	\$1,233,315	\$1,222,458	\$1,222,458	\$922,524	\$1,222,458	\$1,257,458	2.9%

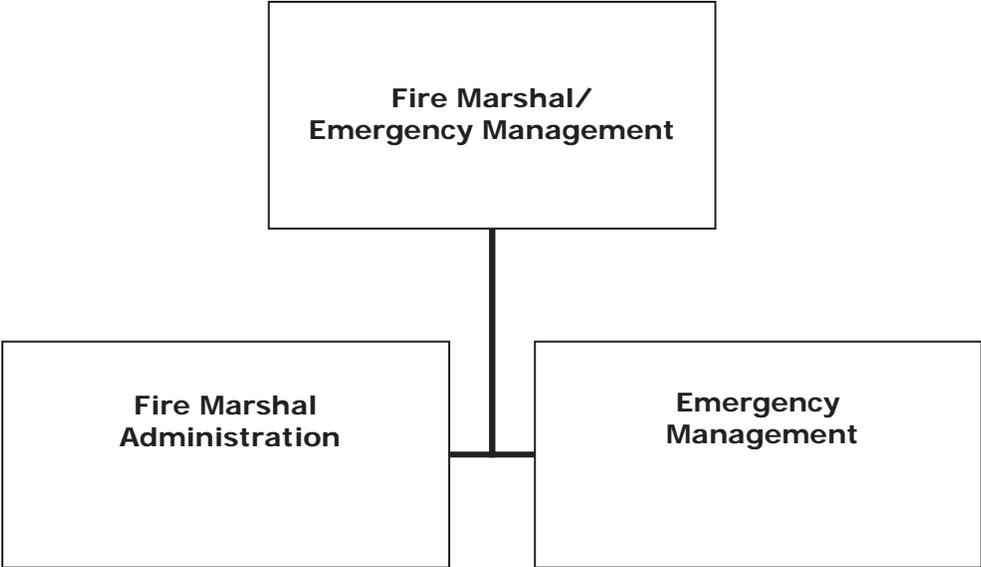
PERSONNEL SUMMARY BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
FVFD	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
PERSONNEL TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0%

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
58-00 OPERATING EQUIPMENT<\$5000	\$13,695	\$0	\$0	\$0	\$0	\$0
* SUPPLIES	\$13,695	\$0	\$0	\$0	\$0	\$0
78-61 FIRE/EMS SERVICES	1,178,058	1,192,458	1,192,458	894,344	1,192,458	1,227,458
78-62 FIRE/EMS SERVICE RUNS	27,990	30,000	30,000	28,180	30,000	30,000
* SERVICES	\$1,206,048	\$1,222,458	\$1,222,458	\$922,524	\$1,222,458	\$1,257,458
88-00 CAPITAL EQUIPMENT	\$13,572	\$0	\$0	\$0	\$0	\$0
* CAPITAL OUTLAY	\$13,572	\$0	\$0	\$0	\$0	\$0
** FIRE ADMINISTRATION-FVFD	\$1,233,315	\$1,222,458	\$1,222,458	\$922,524	\$1,222,458	\$1,257,458

Fire Marshal's Office



Mission Statement

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

Fiscal Year 2011 – 12 Accomplishments

- Completed a total of 1,444 annual inspections on all commercial businesses, institutions, foster homes, nursing homes, and apartment complexes within the City to ensure compliance with fire and life safety codes
- Completed the computerization of all building inspection files in April 2012
- Maintained all emergency management plans at the Advanced Preparedness Level as recognized by the State of Texas to ensure Emergency Management Planning Grant (EMPG) eligibility
- Updated the Fire Marshal's Office Policies and Procedures Manual
- Updated the emergency pre-event contracts for debris removal and disposal, meal catering, emergency response services, and equipment
- The Hazard Mitigation Plan was made available to the public by placing it on the City's website (paper and CD copies are available at the public library and City Hall)

Current Operations

Fire Marshal's Office

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

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

Office of Emergency Management

The Office of Emergency Management (OEM) is responsible for the emergency preparedness program of the City. The Fire Marshal is the Emergency Management Coordinator. The OEM is responsible for maintaining and implementing the City's Emergency Operations Plan (EOP). The EOP and 22 supplemental annexes, including all additional planning documents, meet state and federal requirements.

Fire Marshal

The OEM continued the semi-annual review process of the Hazard Analysis and Mitigation Plan (Local Mitigation Plan–LMP) in preparation for the pending update in 2014. The OEM provides and distributes emergency preparedness materials to citizens and businesses through a public education outreach program. To maintain compliance with the National Incident Management System (NIMS), OEM staff members continue to conduct training programs for emergency management operations and response procedures to all City Staff members and elected officials.

The FMO maintains the Emergency Operations Center (EOC) enabling quick activation to support any emergency or non-emergency operation utilizing an all hazards approach. The OEM strives to improve the City's Public Safety response capabilities through planning efforts and coordination with Harris and Galveston Counties.

Highlights of the Budget

In the past, both the Fire Marshal and Emergency Management's base budgets were supplemented by the Emergency Management Performance Grant (EMPG). Partial advanced funding for FY13 has been requested since the EMPG funding for FY12 has been delayed due to failure passing a federal budget. The EMPG award totaled \$43,709 last year; however, for the past several years we received a total of \$51,423 per year. This funding assists with operational costs.

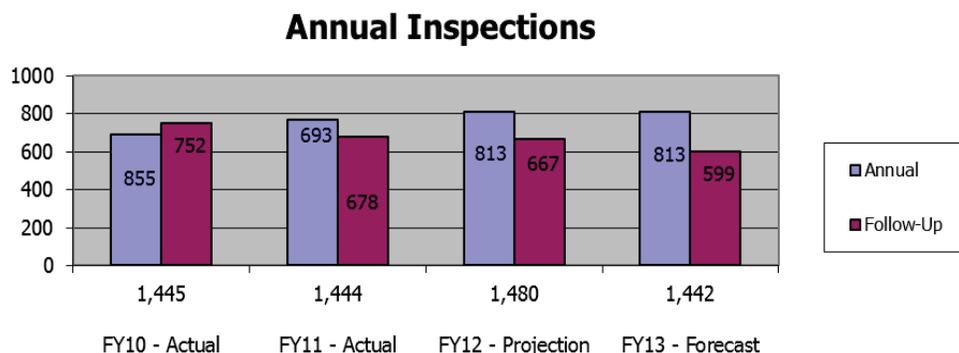
Departmental Goals and Measures

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

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

Objective A:

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



Fire Marshal

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

Objective B:

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

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Total presentations conducted	22	18	15	15
Number of attendees	1,291	2,912	1,200	1,200
Percent of population(estimated at 38,000)	3%	8%	3%	3%
Total staff hours	37	38	30	30

Note: Public outreach programs in fire prevention are presented by the FMO to citizens, the business community, health care providers, school district staff, City employees, and the general public. The Insurance Services Office (ISO) considers the number of programs presented as part of their rating system, with a minimum goal of reaching 3% of the population. FY11 included a "Shelter-in-Place" presentation at the Halloween in the Park event; however, this program is not presented on an annual basis.

Emergency preparedness public outreach programs are provided to educate and assist residents, facility owners/operators and the business community to prepare them in order to mitigate major damages and loss of life as a result of an emergency or disaster situation. To maintain EMPG funding, OEM staff must conduct 30 hours of public education per fiscal year.

Objective C:

Review or update the 28 emergency preparedness planning documents to include the EOP, 22 supplemental annexes, and additional planning documents (Hazard Mitigation Plan, COOP-Continuity of Operations, REAP-Records Emergency Action Plan, Debris Management Plan, and Pandemic Emergency Plan).

The EOP and annexes are reviewed and updated within a five-year cycle per FEMA and Texas Department of Emergency Management (TDEM) guidelines. The plan and annex review process is submitted to TDEM with the Annual EMPG State of Work and Progress Reports. The City is currently rated at the "Advanced" level of "Assessment of Planning Preparedness", a status which has been maintained since first utilized by the Texas Department of Emergency Management in 2001.

Fire Marshal

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Total number of EOP Plans	26	26	28	28
Total number of Planning Documents Reviewed and Submitted	4	5	5	5

Note: The City's Emergency Management plans and the planning process improve the City's readiness for, response to, and recovery from emergencies or disasters. The emergency planning program enhances the City's response capabilities to protect citizens and preserve our critical infrastructure. This allows the City to qualify for federal reimbursement of expenditures during and following declared disaster scenarios.

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

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

Objective A:

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

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Total number of DRC meetings attended annually	35	44	35	35

Note: The FMO and other departments meet with potential builders/developers to address issues regarding their projects that are important for a successful project. The process of site plan reviews has been streamlined with the introduction of group site plan reviews. The FMO attends 100% of all scheduled DRC meetings. The total number of DRC meetings is an estimated annual amount contingent upon requests developers and/or by the public.

Objective B:

The FMO strives to complete all submitted plan reviews within two working days (48 hours). The plan reviews ensure that commercial buildings are constructed to meet the requirements of the City's Fire and Life Safety Codes. The plan review process is also a component of the ISO fire insurance rating system.

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Total number of commercial plans reviewed annually	150	139	130	126
Percentage of plans reviewed in 48 hours	90%	90%	90%	90%

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

To ensure the FMO provides essential training for its employees to meet credentials for emergency management, Texas Fire Commission, and Texas Law Enforcement Commission Standards.

Objective A:

Meet and maintain state and federal mandated continuing education training requirements for full-time employees.

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Annual total hours of staff training attended	391	178*	250	250
Percentage of annual training met based on the average minimum requirement of 200 hours per year	196%	89%	125%	125%

**Alterations in the mandatory training cycle resulted in a reduction of training hours for FY11.*

Note: Mandatory training requirements vary by course length, by established training cycles (i.e.; 1 year, 2 year, 4 year), new requirements, unfunded mandates, and availability; therefore, an average of 200 training hours per year was utilized for this objective.

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

**FIRE MARSHAL
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
ADMINISTRATION	\$504,088	\$551,191	\$564,194	\$386,473	\$553,507	\$558,027	1.2%
EMERGENCY MANAGEMENT	276,512	137,482	192,194	96,874	197,489	136,377	-0.8%
TS OR HURRICANE	93,067	0	0	0	0	0	0.0%
DEPARTMENT TOTAL	\$873,667	\$688,673	\$756,388	\$483,347	\$750,996	\$694,404	0.8%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
SALARIES AND BENEFITS	\$538,550	\$562,375	\$576,574	\$404,548	\$571,809	\$568,106	1.0%
SUPPLIES	34,845	38,782	64,375	17,993	75,264	38,782	0.0%
MAINTENANCE	4,431	6,694	12,680	7,965	9,488	6,694	0.0%
SERVICES	142,061	80,822	75,972	40,778	67,648	80,822	0.0%
CAPITAL OUTLAY	153,780	0	26,787	12,064	26,787	0	0.0%
CLASSIFICATION TOTAL	\$873,667	\$688,673	\$756,388	\$483,348	\$750,996	\$694,404	0.8%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
ADMINISTRATION	4.8	4.8	4.8	4.8	4.8	4.8	0.0%
EMERGENCY MANAGEMENT	1.3	1.3	1.3	1.3	1.3	1.3	0.0%
PERSONNEL TOTAL	6.1	6.1	6.1	6.1	6.1	6.1	0.0%

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

ACCOUNT DESCRIPTION		FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10	FULLTIME SALARIES & WAGES	\$305,384	\$314,693	\$314,693	\$227,645	\$314,693	\$317,381
41-30	OVERTIME PAY	11,904	16,310	16,335	7,380	12,045	16,310
41-31	HOLIDAY HRS WORKED	868	0	0	0	35	0
41-41	MERIT PAY	0	0	0	0	0	0
41-43	LONGEVITY PAY	2,085	2,345	2,320	2,320	2,320	2,580
41-44	VEHICLE ALLOWANCE	5,400	5,400	5,400	3,836	5,400	5,400
41-45	INCENTIVE-CERTIFICATE PAY	9,000	9,000	9,000	6,750	9,000	9,000
41-46	SALARY ADJUSTMENT	0	0	0	0	0	0
41-49	CELL PHONE ALLOWANCE	4,757	4,260	4,260	2,858	4,260	4,260
41-90	ACCRUED PAYROLL	0	0	0	0	0	0
42-20	PART-TIME WAGES	21,842	26,503	35,403	19,141	35,403	26,577
47-10	SOCIAL SECURITY/MEDICARE	25,993	27,691	28,372	19,147	28,372	28,348
47-20	TMRS RETIREMENT	52,846	54,878	54,878	39,224	54,878	55,333
48-10	HEALTH/DENTAL INSURANCE	27,033	27,347	27,347	20,224	27,347	27,526
48-20	LIFE INSURANCE	840	864	864	640	864	880
48-30	DISABILITY INSURANCE	870	901	901	668	901	918
48-40	WORKERS COMP INSURANCE	3,476	3,499	3,521	2,705	3,521	3,664
48-50	EAP SERVICES	512	579	579	372	579	525
48-90	FLEX PLAN ADMINISTRATION	211	208	208	157	208	212
*	SALARIES AND BENEFITS	\$473,021	\$494,478	\$504,081	\$353,067	\$499,826	\$498,914
51-00	OFFICE SUPPLIES	\$708	\$1,268	\$1,618	\$707	\$1,209	\$1,268
52-00	PERSONNEL SUPPLIES	919	2,571	2,571	828	1,808	2,571
53-00	VEHICLE SUPPLIES	160	506	506	0	0	506
53-01	FUEL	5,247	5,080	5,080	4,514	5,080	5,080
54-00	OPERATING SUPPLIES	1,240	3,769	4,119	2,388	3,475	3,769
58-00	OPERATING EQUIPMENT<\$5000	0	4,300	6,300	2,172	9,090	4,300
*	SUPPLIES	\$8,274	\$17,494	\$20,194	\$10,609	\$20,662	\$17,494
63-00	VEHICLE MAINTENANCE	\$1,494	\$2,346	\$2,546	\$1,942	\$2,164	\$2,346
68-00	EQUIPMENT MAINTENANCE	915	964	964	0	0	964
*	MAINTENANCE	\$2,409	\$3,310	\$3,510	\$1,942	\$2,164	\$3,310
73-11	VEHICLE INSURANCE	\$288	\$2,296	\$2,296	\$0	\$2,296	\$2,296
73-22	LAW ENFORCEMENT	2,290	2,438	2,549	2,549	2,549	2,549
73-50	SURETY BONDS	71	0	0	0	0	0
74-00	OPERATING SERVICES	145	2,840	2,840	345	1,960	2,840
74-01	POSTAL / COURIER SERVICES	67	264	264	17	148	264
74-94	PERMITS/INSPECTION/TESTING	210	770	770	595	1,105	770
74-97	RECRUITMENT ADVERTISING	0	84	84	0	0	84
75-10	TRAINING	2,582	3,254	3,254	2,068	2,950	4,654
75-20	TRAVEL REIMBURSEMENTS	1,679	3,551	3,940	663	1,110	3,440
75-30	MEMBERSHIPS	370	465	465	240	320	465
76-12	TELEPHONE/COMMUNICATIONS	0	1,400	1,400	0	165	0
77-30	INTERNET SERVICES	0	0	0	0	0	2,400
78-00	CONTRACT SERVICES	0	3,500	3,500	3,205	3,205	3,500
78-30	RENTAL	70	150	150	0	150	150
78-31	VEHICLE LEASE-INTERNAL	12,612	14,897	14,897	11,173	14,897	14,897
*	SERVICES	\$20,384	\$35,909	\$36,409	\$20,855	\$30,855	\$38,309
88-00	CAPITAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
*	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
**	ADMINISTRATION	\$504,088	\$551,191	\$564,194	\$386,473	\$553,507	\$558,027

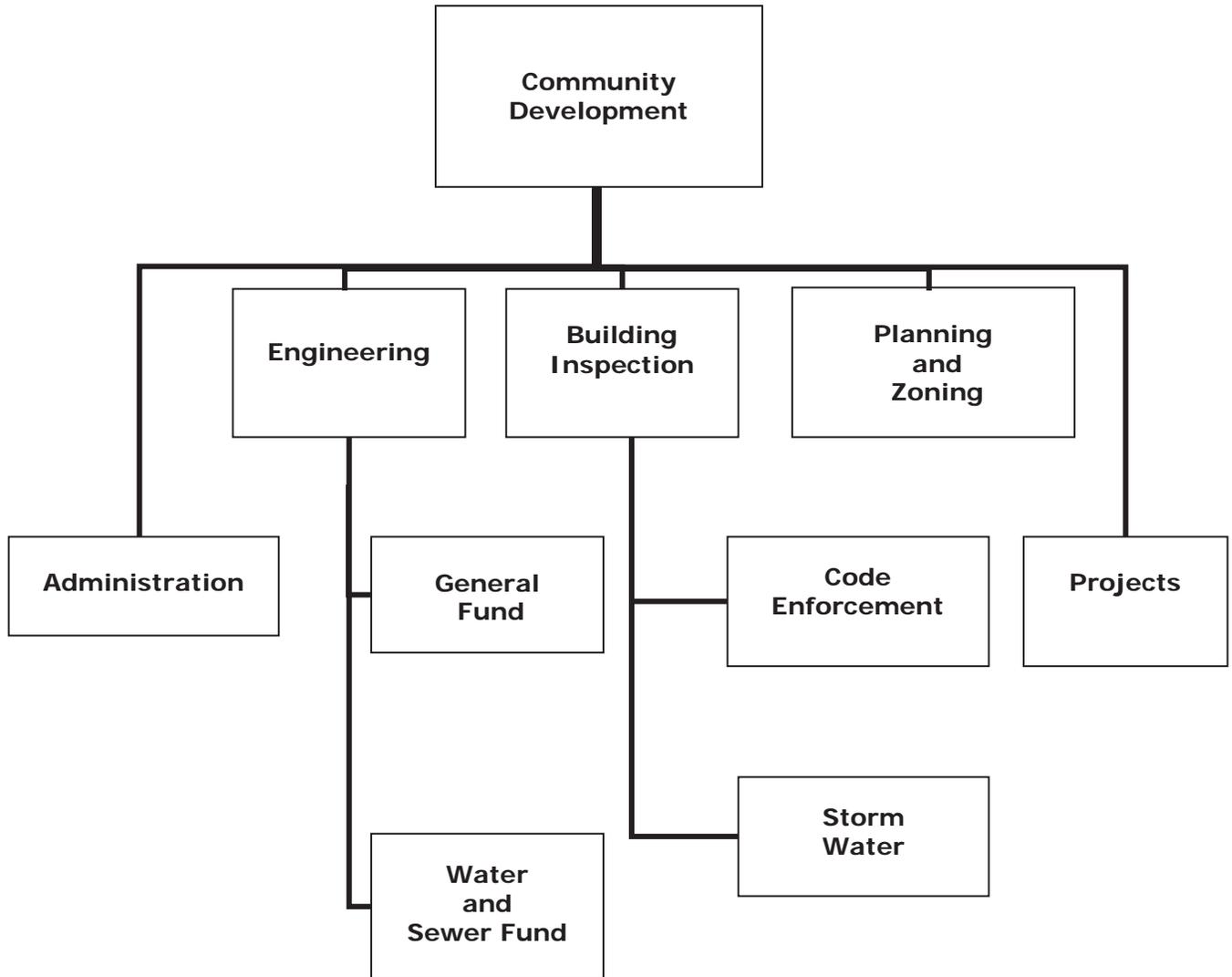
**FIRE MARSHAL'S OFFICE
EMERGENCY MANAGEMENT
001-2510-422**

ACCOUNT DESCRIPTION		FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10	FULLTIME SALARIES & WAGES	\$35,025	\$35,798	\$35,798	\$26,062	\$35,798	\$36,464
41-30	OVERTIME PAY	1,222	1,442	1,952	822	1,442	1,442
41-31	HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41	MERIT PAY	0	0	0	0	0	0
41-43	LONGEVITY PAY	565	635	625	625	625	690
41-45	INCENTIVE-CERTIFICATE PAY	2,100	2,100	2,100	1,575	2,100	2,100
41-49	CELL PHONE ALLOWANCE	430	540	540	362	540	540
41-90	ACCRUED PAYROLL	0	0	0	0	0	0
42-20	PART-TIME WAGES	15,458	16,417	20,217	13,815	20,217	16,681
47-10	SOCIAL SECURITY/MEDICARE	4,192	4,307	4,599	3,310	4,599	4,431
47-20	TMRS RETIREMENT	6,142	6,251	6,251	4,602	6,251	6,429
48-10	HEALTH/DENTAL INSURANCE	0	0	0	0	0	0
48-20	LIFE INSURANCE	97	99	99	75	99	102
48-30	DISABILITY INSURANCE	100	103	103	77	103	105
48-40	WORKERS COMP INSURANCE	59	66	70	53	70	69
48-50	EAP SERVICES	117	117	117	87	117	117
48-90	FLEX PLAN ADMINISTRATION	22	22	22	16	22	22
*	SALARIES AND BENEFITS	\$65,529	\$67,897	\$72,493	\$51,481	\$71,983	\$69,192
51-00	OFFICE SUPPLIES	\$847	\$1,053	\$1,403	\$526	\$1,403	\$1,053
52-00	PERSONNEL SUPPLIES	0	2,500	2,500	0	2,500	2,500
53-00	VEHICLE SUPPLIES	0	364	364	0	364	364
53-01	FUEL	3,470	3,814	3,814	0	3,814	3,814
54-00	OPERATING SUPPLIES	2,652	5,681	5,681	2,551	3,402	4,431
58-00	OPERATING EQUIPMENT<\$5000	19,602	7,876	30,419	4,308	43,119	9,126
*	SUPPLIES	\$26,571	\$21,288	\$44,181	\$7,385	\$54,602	\$21,288
63-00	VEHICLE MAINTENANCE	\$1,498	\$1,659	\$1,659	\$1,312	\$1,659	\$1,659
68-00	EQUIPMENT MAINTENANCE	524	1,725	7,511	4,711	5,665	1,725
*	MAINTENANCE	\$2,022	\$3,384	\$9,170	\$6,023	\$7,324	\$3,384
73-11	VEHICLE INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00	OPERATING SERVICES	16,744	20,723	21,723	12,921	17,227	15,048
74-01	POSTAL / COURIER SERVICES	0	0	0	0	0	0
75-10	TRAINING	737	1,102	1,602	920	1,602	1,722
75-20	TRAVEL REIMBURSEMENTS	2,003	1,819	2,969	2,594	2,969	1,819
75-30	MEMBERSHIPS	218	518	518	403	403	518
75-40	PUBLICATIONS	0	0	0	0	0	0
76-11	ELECTRICITY	0	0	0	0	0	0
76-12	TELEPHONE/COMMUNICATIONS	2,108	3,746	3,746	2,080	2,862	5,521
77-30	INTERNET SERVICES	0	0	0	0	0	1,500
78-00	CONTRACT SERVICES	5,600	6,300	6,300	0	10,000	6,300
78-30	RENTAL	1,200	2,630	2,630	1,005	1,730	2,010
78-41	ENVIRONMENTAL CLEAN UP	0	8,075	75	0	0	8,075
*	SERVICES	\$28,610	\$44,913	\$39,563	\$19,923	\$36,793	\$42,513
84-00	CAPITAL OPERATING EQUIP	\$153,780	\$0	\$12,067	\$12,062	\$12,067	\$0
88-00	CAPITAL EQUIPMENT	0	0	14,720	0	14,720	0
*	CAPITAL OUTLAY	\$153,780	\$0	\$26,787	\$12,062	\$26,787	\$0
**	EMERGENCY MANAGEMENT	\$276,512	\$137,482	\$192,194	\$96,874	\$197,489	\$136,377

**FIRE MARSHAL'S OFFICE
TS OR HURRICANE
001-2513-422**

ACCOUNT DESCRIPTION		FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
78-00	CONTRACT SERVICES	93,067	0	0	0	0	0
*	SERVICES	\$93,067	\$0	\$0	\$0	\$0	\$0
**	EMERGENCY MANAGEMENT	\$93,067	\$0	\$0	\$0	\$0	\$0

Community Development



Community Development

Mission Statement

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

Fiscal Year 2011-12 Accomplishments

- Capital Projects coordinated the construction and completion of the City's new Animal Control Facility within a \$1 Million budget
- Engineering completed the in-house design / construction plans for the Friendswood Jr. High Additional Parking Lot Project and the installation of a new 8-inch waterline along Blackhawk Blvd
- CDD staff and Public Works staff worked together to revamp software used to track backflow devices; approximately 5 years of data was entered.
- Planning Division worked with the Planning & Zoning Commission and City Council to create two ways to submit a PUD application which will accommodate developers and allow them to obtain zoning prior to spending a great deal of money on engineering costs.
- Code Enforcement maintained a list of approximately 80 foreclosed homes and worked closely with the banks to ensure that the vacant properties are mowed, secured and maintained in order to help keep our City clean.

Storm Water Maintenance Division completed the first 5-year implementation of Storm Water Management Program which included education, hiring personnel to coordinate the program, program development and two years of implementation.

Current Operations

Building Permits & Inspections

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

Code Enforcement & Storm Water Management

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

Planning & Zoning

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

Capital Projects & Engineering

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

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

Department Goals and Measures

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

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

Objective A:

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

Community Development

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of DRC Meetings Scheduled	64	60	56	60

...Note: The number of DRC meetings is dictated solely by the economy and building activity taking place throughout the City. It is helpful to have these meetings before a development ever begins both for the property owner and for the City. The property owner is made aware of the processes they are going to be required to go through (zone change, platting, etc.), and City staff is made aware of upcoming projects. Staff provides a great deal of information to the citizen/developer at these meetings, which is intended to cut down on review times and a citizen/developer having to contact each department individually.

Goal 2 (Linked to City Goals 1-Communication and 6-Organizational Development)

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

- Community Development News – A quarterly departmental newsletter that highlights current topics, permits issued reports, updates on CIP projects, ordinance changes/updates and pictures of current development.
- Builder Meetings – The Building Division hosts several meetings throughout the year to provide contractors with current information regarding changes in ordinance, fees and processes.
- Pre-Construction Meetings – Required prior to any contractor starting construction on a job site for a new commercial building; the general contractor and all subcontractors are required to attend
- Regular Updates to Web Site – Capital Projects posts regular updates regarding road closures and traffic concerns on the City’s web site in order to keep citizens informed
- P&Z Agenda Packets – On the day of a P&Z meeting, similar to City Council’s agenda packets, the P&Z Agenda Packets are now made available on the City’s web site
- Notification Policy – Citizens will have the option to sign up and receive e-mail notifications regarding changes to Permitted Use Table (located in Appendix C, Zoning Ordinance) and other development related issues; staff will also provide an informational flyer to include in Utility Billing’s new customer packets and to distribute as a one-time mail out to all citizens

Trend: The quarterly newsletter has been underway since January 2009 and has received positive feedback. The number of newsletter recipients increased from 1,193 last year to 1,703 this year.

Community Development

Goal 3 (Linked to City Goal 6-Organizational Development)

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

Objective A:

Continue employee education and obtain certifications and licenses through professional development.

Measure (Number of)	FY10 Actual	FY11 Actual	FY 12 Estimate	FY13 Forecast
State Plumbing Inspector	3	4	4	4
Plumbing Inspector	3	4	4	4
Commercial Plumbing Inspector	1	1	1	1
IECC Certified	1	1	1	1
Building/Plumbing Combination Inspector	2	2	2	2
Commercial Building Inspector	1	1	1	1
Electrical Inspector	2	2	2	2
Building Inspector	4	4	4	4
Mechanical Inspector	2	2	2	2
Certified Floodplain Manager (CFM)	3	4	4	5
Code Enforcement	5	5	5	6
Advanced Code Enforcement	1	1	1	1
Engineer in Training (EIT)	1	1	1	1
Certified Permit Technician	2	1	1	2
American Institute of Certified Planners (AICP)	1	1	1	3
Professional Engineer (PE)	1	1	1	1
Leadership in Energy and Environmental Design Accredited Professional (LEED AP)	1	1	1	2
Certified Secretary	1	1	1	1
Construction Safety Certification	1	1	1	1
Excavation & Shoring Certification	1	1	1	1
Project Management Professional (PMP)	0	0	0	3

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

Community Development

Goal 4 (Linked to City Goals 1-Communication, 2-Economic Development, 3-Preservation, 5-Public Safety, and 6-Organizational Development)

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

Objective A: Building Permits & Inspections

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

Measure (Number of)	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Total Inspections	8,747	9,186	9,113	9,000
New Residential Permits Issued	92	167	190	175
New Commercial Permits Issued	19	4	3	5
Commercial Addition/Alteration Permits Issued	34	37	57	50

Trend: New commercial development remains low. We are seeing a trend of redeveloping properties with existing buildings and the number of commercial additions and alterations has increased, which includes build-outs of lease spaces.

Objective B: Planning and Zoning

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

Measure (Number processed)	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Preliminary Plats	13	3	3	3
Final Plats	16	10	9	10
Commercial Site Plans	11	5	9	5
Zone Changes	7	9	3	5

Trend: Some properties may qualify for a Short Form Final plat process which does not require the applicant to process a preliminary plat. This explains the difference in the number of preliminary versus final plats. Also, the Planning and Zoning Commission and City Council approved the Certificate of Platting Exemption ordinance in 2008, which does not require a property to be platted if it meets certain criteria, which may explain the decrease in the number of plats from previous years.

Community Development

Objective C: Engineering

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

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Construction Plan Review	94*	37	21	25
Development Permits; ROW Permits & Attachment #4s	36	78	65	65

**partial year – March to September*

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

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

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

The Projects Division keeps citizens updated on these projects by periodically posting updates on the City’s web site. The rehabilitation of the City’s existing infrastructure will allow the City to continue to provide quality service to the citizens as well as accommodate new development.

The Texas Department of Rural Affairs awarded a grant to the City to assist in the repair costs of the existing Fire Station #3 facility. The facility received substantial damage during Hurricane Ike. The project is currently under construction and the repairs and improvements to the building will include replacing the roof, interior walls, windows and doors and adding to the building to extend the apparatus bays.

Community Development

Capital Improvement Projects in Process			
Blackhawk, Oak Vista, & Wandering Trail Paving Project		TDRA Natural Gas Emergency Generators <i>(pictured left)</i>	Friendswood Link Rd Phase 2
Lift Stations #3 and #6	Surface Water Plant #2 Phase 2, System Upgrades		Fire Station #3 Renovations <i>(pictured left)</i>
Water Plants #2, #5, and #7 Replacements <i>(#5 pictured right)</i>		Library Expansion Design	Water Plant #6 Rehabilitation

**COMMUNITY DEVELOPMENT
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
ADMINISTRATION	\$348,919	\$358,523	\$298,853	\$228,652	\$289,830	\$258,666	-27.9%
PLANNING AND ZONING	165,189	161,760	198,632	131,390	184,162	225,864	39.6%
INSPECTION	370,490	397,921	408,438	287,562	378,743	373,803	-6.1%
CODE ENFORCEMENT	62,174	83,671	77,384	46,963	64,446	78,605	-6.1%
ENGINEERING (GF)	68,036	73,403	73,403	47,166	47,621	77,827	6.0%
CAPITAL PROJECTS (GF)	269,380	273,213	273,213	196,410	274,656	268,329	-1.8%
ENGINEERING (W/S)	75,919	77,644	77,649	46,047	77,670	77,944	0.4%
CAPITAL PROJECTS (W/S)	85,249	86,240	86,235	59,960	84,851	87,041	0.9%
DEPARTMENT TOTAL	\$1,445,356	\$1,512,375	\$1,493,807	\$1,044,150	\$1,401,979	\$1,448,079	-4.3%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
SALARIES AND BENEFITS	\$1,335,033	\$1,374,017	\$1,361,179	\$985,523	\$1,301,668	\$1,313,325	-4.4%
SUPPLIES	24,162	28,409	31,173	17,619	27,920	29,582	4.1%
MAINTENANCE	2,738	2,546	3,140	1,136	2,834	3,309	30.0%
SERVICES	83,423	107,403	98,315	39,872	69,557	101,863	-5.2%
CLASSIFICATION TOTAL	\$1,445,356	\$1,512,375	\$1,493,807	\$1,044,150	\$1,401,979	\$1,448,079	-4.3%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
ADMINISTRATION*	3.0	3.0	3.0	3.0	3.0	2.4	-20.3%
PLANNING AND ZONING*	2.0	2.0	2.0	2.0	2.0	2.6	30.0%
INSPECTION**	5.7	5.7	5.7	5.7	5.7	4.9	-14.0%
CODE ENFORCEMENT*	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
ENGINEERING (GF)	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
CAPITAL PROJECTS (GF)	2.0	2.0	2.0	2.0	2.0	2.0	0.0%
ENGINEERING (W/S)	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
CAPITAL PROJECTS (W/S)	2.0	2.0	2.0	2.0	2.0	2.0	0.0%
PERSONNEL TOTAL	17.7	17.7	17.7	17.7	17.7	16.9	-4.6%

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

* In FY12, the Community Development Director was promoted to Assistant City Manager. The salary and benefits for this position is divided among three departments. 34% to CDD Administration, 33% to Public Works Administration, and 33% to Community Service Administration. Also, in FY12, the assistant to the City Manager was transferred to a new position Planning Manager/PIO. This position's salary and benefits is also split among several divisions. 15% City Manager Administration, 5% CDD Administration, 60% CDD Planning and Zoning division, and 20% to CDD Code Enforcement. The FTEs reflect these changes for FY13 Base Budget.

** In FY12, one administrative position from CDD inspection was transferred to the Administration Services Utility Billing division under the Water and Sewer Fund.

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$238,334	\$241,989	\$200,139	\$155,612	\$194,570	\$171,227
41-30 OVERTIME PAY	640	500	505	373	505	500
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-42 STAFF MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	1,265	1,460	1,445	1,445	1,445	1,460
41-44 VEHICLE ALLOWANCE	10,800	10,800	8,879	6,701	8,879	7,506
41-45 INCENTIVE-CERTIFICATE PAY	1,524	1,500	1,500	1,101	1,500	1,500
41-49 CELL PHONE ALLOWANCE	2,460	2,460	1,991	1,445	1,991	1,640
41-50 HOUSING ALLOWANCE	0	0	0	0	0	0
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	18,071	16,752	14,386	11,523	14,386	13,488
47-20 TMRS RETIREMENT	39,825	40,157	33,587	26,056	33,587	28,662
47-31 ANNUAL 457B CONTRIBUTION	0	0	0	0	0	0
48-10 HEALTH/DENTAL INSURANCE	26,270	26,270	19,910	16,920	19,910	18,536
48-20 LIFE INSURANCE	654	671	571	434	571	474
48-30 DISABILITY INSURANCE	676	698	442	453	442	495
48-40 WORKERS COMP INSURANCE	395	385	354	264	354	224
48-50 EAP SERVICES	175	175	156	119	156	139
48-90 FLEX PLAN ADMINISTRATION	128	125	94	91	94	114
* SALARIES AND BENEFITS	\$341,217	\$343,942	\$283,959	\$222,537	\$278,390	\$245,965
51-00 OFFICE SUPPLIES	\$4,785	\$6,000	\$4,500	\$1,464	\$3,593	\$6,000
52-00 PERSONNEL SUPPLIES	0	0	99	84	99	99
54-00 OPERATING SUPPLIES	158	318	219	75	219	219
58-00 OPERATING EQUIPMENT<\$5000	0	0	2,200	2,177	2,200	0
* SUPPLIES	\$4,943	\$6,318	\$7,018	\$3,800	\$6,111	\$6,318
74-00 OPERATING SERVICES	\$334	\$530	\$530	\$65	\$530	\$100
74-01 POSTAL / COURIER SERVICES	241	1,500	1,500	403	1,231	1,500
74-97 RECRUITMENT ADVERTISING	0	0	0	0	0	0
75-10 TRAINING	451	1,589	1,589	554	1,589	800
75-20 TRAVEL REIMBURSEMENTS	854	1,061	1,061	375	1,061	400
75-30 MEMBERSHIPS	879	933	933	918	918	933
75-40 PUBLICATIONS	0	0	0	0	0	0
76-12 TELEPHONE/COMMUNICATIONS	0	0	0	0	0	0
78-00 CONTRACT SERVICES	0	2,650	2,263	0	0	2,650
78-30 RENTAL	0	0	0	0	0	0
* SERVICES	\$2,759	\$8,263	\$7,876	\$2,315	\$5,329	\$6,383
** COMMUNITY DEVELOPMENT ADMIN	\$348,919	\$358,523	\$298,853	\$228,652	\$289,830	\$258,666

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$103,981	\$106,114	\$129,774	\$89,212	\$123,503	\$149,226
41-30 OVERTIME PAY	0	1,500	1,500	0	0	1,500
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	465	595	605	605	605	971
41-44 VEHICLE ALLOWANCE	0	0	1,620	810	1,620	3,240
41-45 INCENTIVE-CERTIFICATE PAY	3,075	6,900	6,900	2,475	4,800	4,800
41-49 CELL PHONE ALLOWANCE	0	0	396	288	576	1,152
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	8,097	8,807	10,202	6,972	9,641	11,882
47-20 TMRS RETIREMENT	16,788	17,971	21,684	14,585	20,179	25,082
48-10 HEALTH/DENTAL INSURANCE	6,137	6,137	11,293	6,356	9,857	13,373
48-20 LIFE INSURANCE	289	293	351	250	351	414
48-30 DISABILITY INSURANCE	297	304	439	260	439	432
48-40 WORKERS COMP INSURANCE	117	120	150	115	150	195
48-50 EAP SERVICES	117	117	133	96	133	152
48-90 FLEX PLAN ADMINISTRATION	43	43	69	36	69	56
* SALARIES AND BENEFITS	\$139,406	\$148,901	\$185,116	\$122,060	\$171,923	\$212,475
52-00 PERSONNEL SUPPLIES	\$0	\$0	\$59	\$59	\$59	\$59
54-00 OPERATING SUPPLIES	308	1,585	1,796	551	1,796	1,526
* SUPPLIES	\$308	\$1,585	\$1,855	\$610	\$1,855	\$1,585
74-00 OPERATING SERVICES	\$17,500	\$312	\$699	\$386	\$699	\$312
74-98 JUDGMENTS & DAMAGE CLAIM	0	1,000	1,000	0	0	1,000
75-10 TRAINING	2,918	5,300	4,800	3,631	4,800	5,300
75-20 TRAVEL REIMBURSEMENTS	4,017	3,985	4,485	4,409	4,485	4,285
75-30 MEMBERSHIPS	1,040	677	677	295	400	907
75-40 PUBLICATIONS	0	0	0	0	0	0
76-12 TELEPHONE/COMMUNICATIONS	0	0	0	0	0	0
* SERVICES	\$25,475	\$11,274	\$11,661	\$8,721	\$10,384	\$11,804
** PLANNING AND ZONING	\$165,189	\$161,760	\$198,632	\$131,391	\$184,162	\$225,864

**COMMUNITY DEVELOPMENT
INSPECTIONS
001-3528-424**

ACCOUNT DESCRIPTION		FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10	FULLTIME SALARIES & WAGES	\$239,411	\$246,827	\$253,745	\$186,893	\$246,243	\$233,546
41-30	OVERTIME PAY	2,080	3,830	3,858	2,305	3,075	3,830
41-31	HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41	MERIT PAY	0	0	0	0	0	0
41-43	LONGEVITY PAY	1,095	1,175	1,147	1,147	1,147	1,450
41-44	VEHICLE ALLOWANCE	0	0	540	270	540	1,080
41-45	INCENTIVE-CERTIFICATE PAY	5,249	5,010	5,010	3,693	5,010	4,410
41-49	CELL PHONE ALLOWANCE	1,996	1,998	2,130	1,391	2,130	2,202
41-90	ACCRUED PAYROLL	765	0	0	0	0	0
47-10	SOCIAL SECURITY/MEDICARE	17,885	21,519	21,910	14,006	18,220	17,815
47-20	TMRS RETIREMENT	39,200	38,256	39,342	30,576	38,712	38,491
48-10	HEALTH/DENTAL INSURANCE	36,279	44,498	46,216	28,841	37,791	32,300
48-20	LIFE INSURANCE	656	667	684	535	665	648
48-30	DISABILITY INSURANCE	690	709	751	554	742	675
48-40	WORKERS COMP INSURANCE	536	533	542	465	531	605
48-50	EAP SERVICES	313	332	337	252	324	286
48-90	FLEX PLAN ADMINISTRATION	173	184	193	140	184	169
*	SALARIES AND BENEFITS	\$346,328	\$365,538	\$376,405	\$271,068	\$355,314	\$337,507
52-00	PERSONNEL SUPPLIES	\$447	\$1,000	\$1,000	\$826	\$1,000	\$1,000
53-00	VEHICLE SUPPLIES	135	264	264	0	264	264
53-01	FUEL	8,619	7,524	7,524	6,131	7,524	7,524
54-00	OPERATING SUPPLIES	1,020	1,080	1,080	0	1,020	1,680
58-00	OPERATING EQUIPMENT<\$5000	268	582	582	0	582	500
*	SUPPLIES	\$10,489	\$10,450	\$10,450	\$6,957	\$10,390	\$10,968
63-00	VEHICLE MAINTENANCE	\$1,870	\$1,167	\$1,557	\$791	\$1,557	\$1,467
*	MAINTENANCE	\$1,870	\$1,167	\$1,557	\$791	\$1,557	\$1,467
73-11	VEHICLE INSURANCE	\$1,784	\$1,573	\$1,573	\$1,338	\$1,573	\$1,573
74-00	OPERATING SERVICES	0	1,589	1,199	214	486	1,589
74-97	RECRUITMENT ADVERTISING	0	0	0	0	0	0
74-98	JUDGMENTS & DAMAGE CLAIM	0	0	0	0	0	0
75-10	TRAINING	1,320	2,650	2,126	805	1,175	2,232
75-20	TRAVEL REIMBURSEMENTS	957	2,689	2,689	48	164	3,940
75-30	MEMBERSHIPS	650	693	1,117	1,105	1,105	2,955
78-00	CONTRACT SERVICES	0	4,593	4,343	0	0	4,593
78-30	RENTAL	0	0	0	0	0	0
78-31	VEHICLE LEASE-INTERNAL	7,092	6,979	6,979	5,234	6,979	6,979
*	SERVICES	\$11,803	\$20,766	\$20,026	\$8,744	\$11,482	\$23,861
**	INSPECTIONS	\$370,490	\$397,921	\$408,438	\$287,560	\$378,743	\$373,803

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$40,213	\$40,776	\$40,776	\$29,577	\$40,776	\$41,548
41-30 OVERTIME PAY	619	500	505	129	204	500
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-43 LONGEVITY PAY	95	155	150	150	0	215
41-45 INCENTIVE-CERTIFICATE PAY	324	300	300	201	0	300
41-49 CELL PHONE ALLOWANCE	540	540	540	362	540	540
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	2,954	3,233	3,233	2,093	3,233	2,944
47-20 TMRS RETIREMENT	6,524	6,599	6,599	4,753	6,599	6,719
48-10 HEALTH/DENTAL INSURANCE	7,044	7,044	7,044	5,504	7,044	7,395
48-20 LIFE INSURANCE	110	113	113	85	113	116
48-30 DISABILITY INSURANCE	114	117	117	88	117	120
48-40 WORKERS COMP INSURANCE	104	101	101	86	101	120
48-50 EAP SERVICES	58	58	58	44	58	58
48-90 FLEX PLAN ADMINISTRATION	22	22	85	63	85	84
* SALARIES AND BENEFITS	\$58,721	\$59,558	\$59,621	\$43,135	\$58,870	\$60,659
52-00 PERSONNEL SUPPLIES	\$200	\$200	\$200	\$131	\$200	\$200
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	1,559	2,254	2,254	485	1,047	2,254
54-00 OPERATING SUPPLIES	24	222	222	0	222	222
58-00 OPERATING EQUIPMENT<\$5000	0	0	1,594	1,594	1,594	0
* SUPPLIES	\$1,783	\$2,676	\$4,270	\$2,210	\$3,063	\$2,676
63-00 VEHICLE MAINTENANCE	\$0	\$0	\$204	\$125	\$204	\$463
* MAINTENANCE	\$0	\$0	\$204	\$125	\$204	\$463
73-11 VEHICLE INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	0	1,052	1,098	90	496	848
74-41 CODE ENFORCEMENT SERVICES	0	4,138	4,138	0	0	4,138
74-97 RECRUITMENT ADVERTISING	0	0	0	0	0	0
75-10 TRAINING	0	0	100	175	175	100
75-20 TRAVEL REIMBURSEMENTS	0	0	0	0	0	0
75-30 MEMBERSHIPS	0	0	0	0	0	106
78-31 VEHICLE LEASE-INTERNAL	1,548	1,347	1,347	1,010	1,347	1,347
78-42 STORM WATER MANAGEMENT	127	14,900	6,606	218	291	8,268
* SERVICES	\$1,675	\$21,437	\$13,289	\$1,493	\$2,309	\$14,807
** CODE ENFORCEMENT	\$62,179	\$83,671	\$77,384	\$46,963	\$64,446	\$78,605

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$44,630	\$45,819	\$45,819	\$26,960	\$26,960	\$44,238
41-30 OVERTIME PAY	0	500	505	384	384	500
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	0	115	110	157	157	0
41-44 VEHICLE ALLOWANCE	0	0	0	0	0	0
41-45 INCENTIVE-CERTIFICATE PAY	650	900	900	525	525	0
41-49 CELL PHONE ALLOWANCE	420	420	420	247	247	0
41-90 ACCRUED PAYROLL	0	0	0	3,354	3,354	0
42-20 PART-TIME WAGES	0	0	0	0	0	0
42-41 MERIT PAY	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	3,445	3,653	3,653	2,386	2,386	3,422
47-20 TMRS RETIREMENT	7,138	7,454	7,454	4,943	4,943	6,974
48-10 HEALTH/DENTAL INSURANCE	4,870	4,438	4,438	3,354	3,354	12,585
48-20 LIFE INSURANCE	125	127	127	85	85	124
48-30 DISABILITY INSURANCE	129	131	131	87	87	128
48-40 WORKERS COMP INSURANCE	93	93	93	73	73	103
48-50 EAP SERVICES	58	58	58	39	39	58
48-90 FLEX PLAN ADMINISTRATION	22	22	22	14	14	22
* SALARIES AND BENEFITS	\$61,580	\$63,730	\$63,730	\$42,608	\$42,608	\$68,154
52-00 PERSONNEL SUPPLIES	\$0	\$318	\$418	\$274	\$374	\$418
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	0	0	0	0	0	0
54-00 OPERATING SUPPLIES	917	1,137	1,137	0	0	1,137
58-00 OPERATING EQUIPMENT<\$5000	0	212	212	0	0	667
* SUPPLIES	\$917	\$1,667	\$1,767	\$274	\$374	\$2,222
63-00 VEHICLE MAINTENANCE	\$201	\$530	\$530	\$19	\$224	\$530
* MAINTENANCE	\$201	\$530	\$530	\$19	\$224	\$530
73-11 VEHICLE INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	652	849	599	0	0	749
74-97 RECRUITMENT ADVERTISING	0	0	150	0	150	0
75-10 TRAINING	384	1,000	1,000	0	0	1,000
75-20 TRAVEL REIMBURSEMENTS	25	530	530	436	436	530
75-30 MEMBERSHIPS	184	750	750	274	274	750
78-00 CONTRACT SERVICES	2,545	3,000	3,000	2,545	2,545	2,545
78-31 VEHICLE LEASE-INTERNAL	1,548	1,347	1,347	1,010	1,010	1,347
* SERVICES	\$5,338	\$7,476	\$7,376	\$4,265	\$4,415	\$6,921
** ENGINEERING	\$68,036	\$73,403	\$73,403	\$47,166	\$47,621	\$77,827

**COMMUNITY DEVELOPMENT
CIP ADMINISTRATION (GENERAL FUND)
001-3770-431**

ACCOUNT DESCRIPTION		FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10	FULLTIME SALARIES & WAGES	\$171,589	\$172,893	\$172,893	\$127,319	\$172,893	\$174,074
41-30	OVERTIME PAY	2,209	0	20	1,417	1,890	0
41-31	HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41	MERIT PAY	0	0	0	0	0	0
41-43	LONGEVITY PAY	755	995	975	975	975	1,170
41-44	VEHICLE ALLOWANCE	5,400	5,400	5,400	3,836	5,400	5,400
41-45	INCENTIVE-CERTIFICATE PAY	5,400	6,000	6,000	4,050	6,000	5,400
41-49	CELL PHONE ALLOWANCE	2,520	2,520	2,520	1,691	2,520	2,520
41-90	ACCRUED PAYROLL	0	0	0	0	0	0
47-10	SOCIAL SECURITY/MEDICARE	13,135	14,372	14,372	9,895	14,372	13,267
47-20	TMRS RETIREMENT	29,337	29,321	29,321	21,763	29,321	29,398
48-10	HEALTH/DENTAL INSURANCE	32,139	33,005	33,005	21,039	33,005	28,286
48-20	LIFE INSURANCE	468	472	472	357	472	483
48-30	DISABILITY INSURANCE	484	493	493	372	493	503
48-40	WORKERS COMP INSURANCE	464	444	444	391	444	530
48-50	EAP SERVICES	175	175	175	131	175	175
48-90	FLEX PLAN ADMINISTRATION	43	43	43	32	43	43
*	SALARIES AND BENEFITS	\$264,118	\$266,133	\$266,133	\$193,268	\$268,003	\$261,249
52-00	PERSONNEL SUPPLIES	\$297	\$354	\$520	\$472	\$520	\$520
53-00	VEHICLE SUPPLIES	0	122	122	0	122	122
53-01	FUEL	0	1,154	1,154	1,476	1,969	1,154
54-00	OPERATING SUPPLIES	364	468	302	0	124	302
58-00	OPERATING EQUIPMENT<\$5000	0	205	205	0	205	205
*	SUPPLIES	\$661	\$2,303	\$2,303	\$1,948	\$2,940	\$2,303
63-00	VEHICLE MAINTENANCE	\$586	\$637	\$637	\$201	\$637	\$637
*	MAINTENANCE	\$586	\$637	\$637	\$201	\$637	\$637
73-11	VEHICLE INSURANCE	\$40	\$510	\$510	\$0	\$510	\$510
74-00	OPERATING SERVICES	0	53	53	3	12	53
74-97	RECRUITMENT ADVERTISING	0	325	325	0	0	325
75-10	TRAINING	747	1,086	1,086	0	675	1,086
75-20	TRAVEL REIMBURSEMENTS	0	387	387	0	225	387
75-30	MEMBERSHIPS	0	250	250	0	125	250
78-00	CONTRACT SERVICES	0	212	212	0	212	212
78-31	VEHICLE LEASE-INTERNAL	3,228	1,317	1,317	988	1,317	1,317
*	SERVICES	\$4,015	\$4,140	\$4,140	\$991	\$3,076	\$4,140
**	CIP ADMINISTRATION	\$269,380	\$273,213	\$273,213	\$196,408	\$274,656	\$268,329

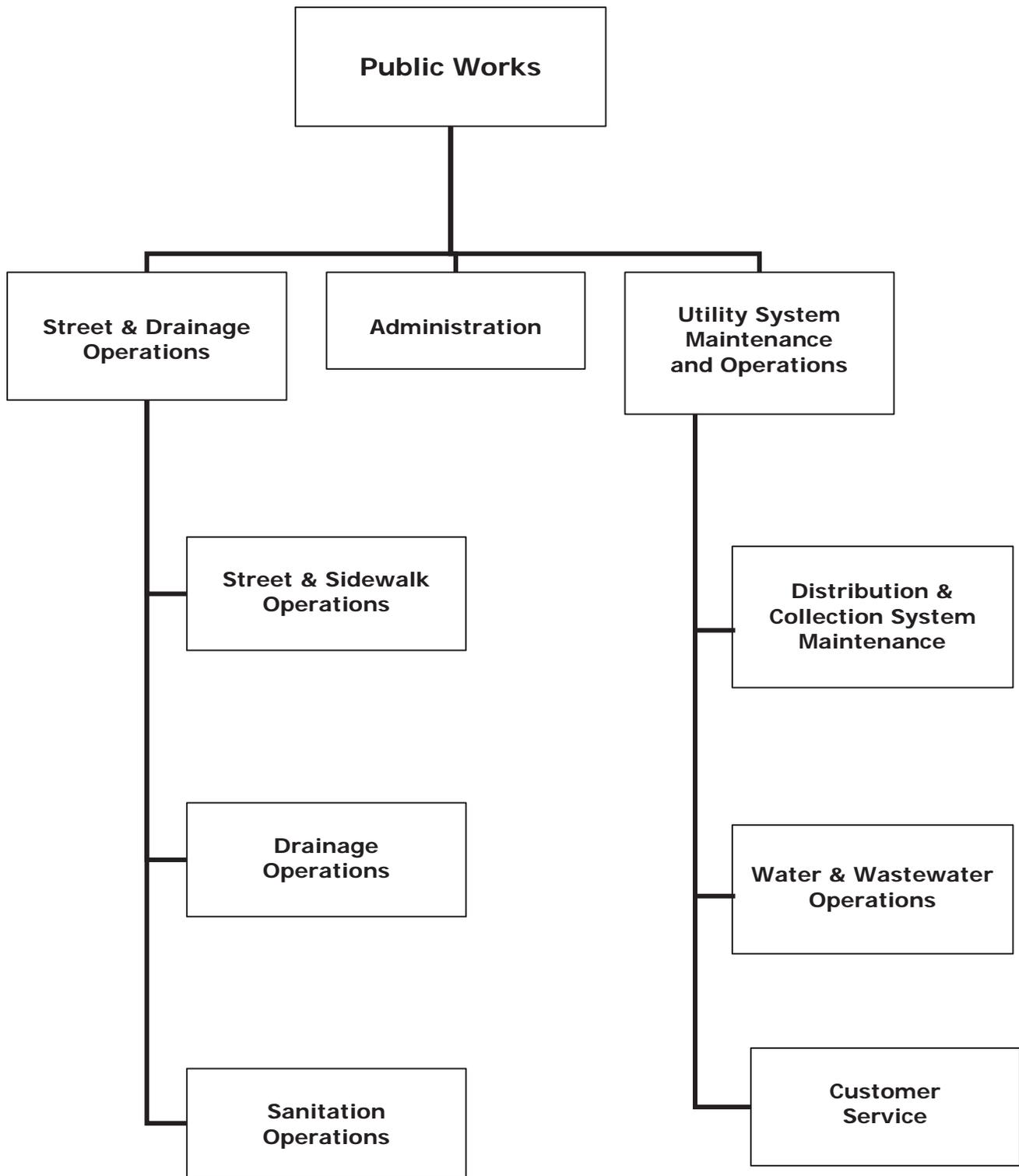
**COMMUNITY DEVELOPMENT
ENGINEERING (WATER AND SEWER FUND)
401-3531-434**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$31,915	\$32,645	\$32,645	\$23,760	\$32,645	\$32,795
41-30 OVERTIME PAY	315	0	10	162	217	0
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	175	240	235	235	235	300
41-45 INCENTIVE-CERTIFICATE PAY	600	600	600	450	600	600
41-46 SALARY ADJUSTMENT	0	0	0	0	0	0
41-49 CELL PHONE ALLOWANCE	420	420	420	282	420	420
41-90 ACCRUED PAYROLL	93	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	2,503	2,593	2,593	1,867	2,593	2,553
47-20 TMRS RETIREMENT	5,219	5,294	5,294	3,889	5,294	5,318
48-10 HEALTH/DENTAL INSURANCE	4,994	5,080	5,080	3,773	5,030	5,172
48-20 LIFE INSURANCE	89	91	91	68	91	91
48-30 DISABILITY INSURANCE	90	93	93	71	93	95
48-40 WORKERS COMP INSURANCE	68	66	66	58	66	78
48-50 EAP SERVICES	57	58	58	44	58	58
48-90 FLEX PLAN ADMINISTRATION	21	22	22	16	22	22
* SALARIES AND BENEFITS	\$46,559	\$47,202	\$47,207	\$34,675	\$47,364	\$47,502
51-00 OFFICE SUPPLIES	\$0	\$42	\$42	\$0	\$42	\$42
52-00 PERSONNEL SUPPLIES	0	0	0	0	0	0
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	0	0	0	0	0	0
54-00 OPERATING SUPPLIES	0	0	0	0	0	0
58-00 OPERATING EQUIPMENT<\$5000	0	0	0	0	0	0
* SUPPLIES	\$0	\$42	\$42	\$0	\$42	\$42
63-00 VEHICLE MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
* MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
71-30 ENGINEERING SERVICES	\$29,360	\$30,136	\$30,136	\$11,174	\$30,000	\$30,136
75-10 TRAINING	0	0	198	198	198	0
75-20 TRAVEL REIMBURSEMENTS	0	264	66	0	66	264
75-30 MEMBERSHIPS	0	0	0	0	0	0
* SERVICES	\$29,360	\$30,400	\$30,400	\$11,372	\$30,264	\$30,400
** ENGINEERING	\$75,919	\$77,644	\$77,649	\$46,047	\$77,670	\$77,944

**COMMUNITY DEVELOPMENT
CIP ADMINISTRATION (WATER AND SEWER FUND)
401-3770-434**

ACCOUNT DESCRIPTION		FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10	FULLTIME SALARIES & WAGES	\$55,915	\$56,694	\$56,694	\$40,913	\$56,694	57,241
41-30	OVERTIME PAY	2,708	3,500	3,500	1,654	3,500	3,500
41-31	HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41	MERIT PAY	0	0	0	0	0	0
41-43	LONGEVITY PAY	280	345	340	340	340	405
41-44	VEHICLE ALLOWANCE	0	0	0	0	0	0
41-45	INCENTIVE-CERTIFICATE PAY	2,400	2,400	2,400	1,800	2,400	2,400
41-49	CELL PHONE ALLOWANCE	540	540	540	362	540	540
41-90	ACCRUED PAYROLL	224	0	0	0	0	0
47-10	SOCIAL SECURITY/MEDICARE	4,645	4,872	4,872	3,389	4,872	4,826
47-20	TMRS RETIREMENT	9,655	9,910	9,910	7,041	9,910	9,991
48-10	HEALTH/DENTAL INSURANCE	203	203	203	251	391	335
48-20	LIFE INSURANCE	152	155	155	116	155	160
48-30	DISABILITY INSURANCE	157	162	162	121	162	166
48-40	WORKERS COMP INSURANCE	150	152	152	125	152	170
48-50	EAP SERVICES	58	58	58	44	58	58
48-90	FLEX PLAN ADMINISTRATION	22	22	22	16	22	22
*	SALARIES AND BENEFITS	\$77,109	\$79,013	\$79,008	\$56,172	\$79,196	\$79,814
52-00	PERSONNEL SUPPLIES	\$0	\$122	\$250	\$231	\$250	\$250
53-00	VEHICLE SUPPLIES	0	212	212	0	212	212
53-01	FUEL	5,061	2,558	2,558	1,588	2,235	2,558
54-00	OPERATING SUPPLIES	0	476	448	0	448	448
58-00	OPERATING EQUIPMENT<\$5000	0	0	0	0	0	0
*	SUPPLIES	\$5,061	\$3,368	\$3,468	\$1,819	\$3,145	\$3,468
63-00	VEHICLE MAINTENANCE	\$81	\$212	\$212	\$0	\$212	\$212
*	MAINTENANCE	\$81	\$212	\$212	\$0	\$212	\$212
73-11	VEHICLE INSURANCE	\$1,308	\$849	\$849	\$981	\$981	\$849
74-00	OPERATING SERVICES	0	794	694	0	0	694
74-01	POSTAL / COURIER SERVICES	0	30	30	0	0	30
74-97	RECRUITMENT ADVERTISING	0	0	0	0	0	0
75-10	TRAINING	0	264	264	0	0	264
75-20	TRAVEL REIMBURSEMENTS	178	264	264	0	0	264
75-30	MEMBERSHIPS	0	129	129	0	0	129
78-31	VEHICLE LEASE-INTERNAL	1,512	1,317	1,317	988	1,317	1,317
*	SERVICES	\$2,998	\$3,647	\$3,547	\$1,969	\$2,298	\$3,547
**	CIP ADMINISTRATION	\$85,249	\$86,240	\$86,235	\$59,960	\$84,851	\$87,041

Public Works



Public Works

Mission Statement

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

Fiscal Year 2011 – 12 Accomplishments

The following were accomplished by our staff:

- 101,120 street joints and cracks in streets were sealed
- 13,481 linear feet of sidewalks were raised
- 391 linear feet of sidewalks were removed and replaced
- 181 linear feet of curb replacement
- 31,728 square feet of streets were raised
- 309 signs installed
- 24 street banners were hung
- 196 fire hydrants painted
- 168 water meters changed out
- 471 bacteriological samples were collected

The following were completed through the Sewer Rehab Project:

- 11,187 linear feet of cleaning and TV inspection of sanitary sewer lines
- 15,872 linear feet of Cured in Place Pipe, CIPP Liner for sanitary sewer lines

Current Operations

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

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

Highlights of the Budget

Street Maintenance Program

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

Sanitary Sewer Rehabilitation Program

This program will begin its eleventh year and is the City's primary effort to reduce the amount of infiltration and inflow (I&I) into the collection system. Through this program, a portion of the entire wastewater collection system is cleaned and inspected by camera. Damaged sections are located and a suitable method is selected for the repair. Included in this year's budget is \$300,000 for this program.

Meter Change out Program

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

Water Wise Program

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

Decision Packages (Funded)

General Fund

Street Maintenance	One time cost	\$500,000
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Tax Debt Service

Dump truck, Street Sealing Machine & Street Roller (3 year financing)	One time cost	\$ 32,525
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Water and Sewer Fund

Natural Gas for Emergency Generators	Ongoing cost	\$ 7,000
Maintenance Cost for Generators	Ongoing cost	\$ 40,000
Merit (City Wide)	Ongoing cost	\$ 15,000

Departmental Goals and Measures

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

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

Objective A:

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

Public Works

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of water & sewer work orders	2,376	2,991	2,800	2,700
Average time to complete water & sewer work orders (days)	1.05	1.06	1.04	1.03
Percentage of water & sewer work orders completed within 2 working days	99%	99%	99%	99%

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

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

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

Objective A:

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

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of work orders	594	775	700	650
Average number of days work orders completed	4.3	3.51	3.5	3.5
Percentage of work orders completed	89%	91%	90%	90%

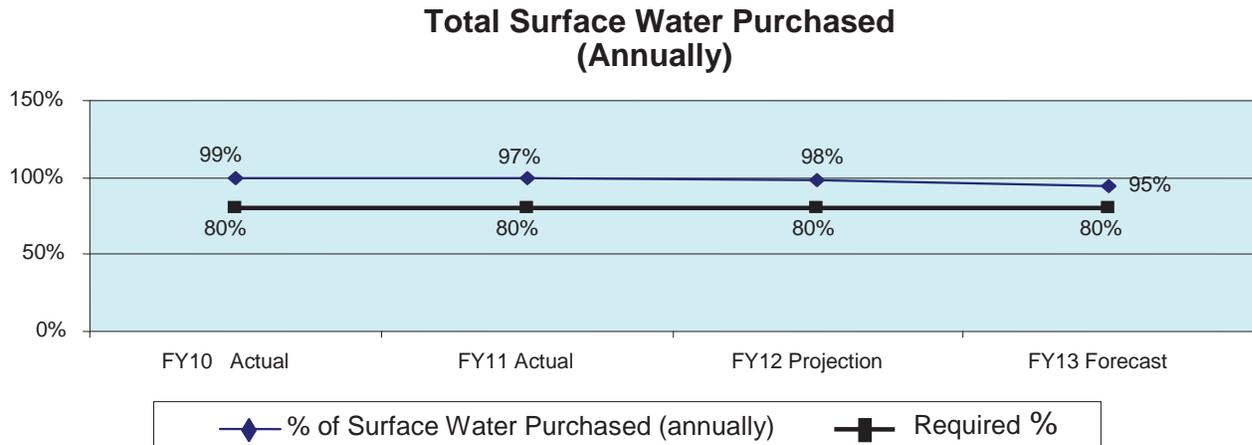
Trends: The Public Works Department begins its eighth year of implementing several long-range maintenance programs. The success of these programs is testimony to the hard work of the employees of the division and to the success of the performance measures detailed above. Closer scrutiny of the last 8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

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

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

Objective A:

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



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

**PUBLIC WORKS
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
ADMINISTRATION (GF)	\$218,269	\$222,858	\$256,287	\$181,389	\$255,191	\$284,624	27.7%
STREET/SIDEWALK OPERATION	1,078,444	1,129,303	1,130,303	783,949	1,094,217	1,157,067	2.5%
DRAINAGE OPERATIONS	326,324	396,834	394,934	279,631	399,100	348,180	-12.3%
SANITATION OPERATIONS (GF)	14,200	14,200	23,100	23,100	30,800	0	-100.0%
ADMINISTRATION (W/S)	65,193	66,693	66,703	54,184	70,720	72,265	8.4%
WATER OPERATIONS (W/S)	2,355,828	2,570,847	2,606,233	1,498,918	2,487,484	2,447,521	-4.8%
SEWER OPERATIONS (W/S)	2,122,779	2,413,836	2,442,061	1,491,160	2,452,799	2,501,188	3.6%
CUSTOMER SERVICE (W/S)	159,875	158,133	158,123	106,499	153,186	158,575	0.3%
DEPARTMENT TOTAL	\$6,340,912	\$6,972,704	\$7,077,744	\$4,418,830	\$6,943,497	\$6,969,420	0.0%

EXPENDITURE BY DIVISION

CLASSIFICATION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
SALARIES AND BENEFITS	\$2,374,985	\$2,273,197	\$2,306,626	\$1,718,077	\$2,254,318	\$2,363,013	4.0%
SUPPLIES	233,730	313,058	311,436	176,325	255,794	313,058	0.0%
MAINTENANCE	385,978	468,729	467,617	227,792	451,598	504,309	7.6%
SERVICES	3,346,219	3,792,720	3,862,665	2,178,828	3,853,362	3,789,040	-0.1%
CAPITAL OUTLAY	0	125,000	129,400	117,808	128,425	0	-100.0%
CLASSIFICATION TOTAL	\$6,340,912	\$6,972,704	\$7,077,744	\$4,418,830	\$6,943,497	\$6,969,420	0.0%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Proposed Budget	% Change in Budget from FY12 to FY13
ADMINISTRATION (GF)	2.0	2.0	2.0	2.0	2.0	2.3	16.5%
STREETS/SIDEWALK OPERATIONS	8.0	8.0	8.0	8.0	8.0	8.0	0.0%
DRAINAGE OPERATIONS	7.0	7.0	7.0	7.0	7.0	7.0	0.0%
ADMINISTRATION (W/S)	1.0	1.0	1.0	1.0	1.0	1.0	0.0%
WATER OPERATIONS (W/S)	10.3	10.3	10.3	10.3	10.3	10.3	0.0%
SEWER OPERATIONS (W/S)	8.0	8.0	8.0	8.0	8.0	8.0	0.0%
CUSTOMER SERVICE (W/S)	2.0	2.0	2.0	2.0	2.0	2.0	0.0%
PERSONNEL TOTAL	38.3	38.3	38.3	38.3	38.3	38.6	0.9%

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

* In FY12, the Community Development Director was promoted to Assistant City Manager. The salary and benefits for this position is divided among three departments. 34% to CDD Administration, 33% to Public Works Administration, and 33% to Community Service Administration.

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$154,793	\$157,617	\$181,101	\$128,743	\$181,101	\$200,464
41-30 OVERTIME PAY	669	1,000	1,020	717	1,020	1,000
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	2,105	2,245	2,225	2,225	2,225	2,456
41-44 VEHICLE ALLOWANCE	5,400	5,400	6,428	4,356	6,428	7,182
41-45 INCENTIVE-CERTIFICATE PAY	300	300	300	225	300	300
41-49 CELL PHONE ALLOWANCE	1,320	1,320	1,571	994	1,571	1,756
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	11,078	10,527	11,855	9,046	11,855	15,526
47-20 TMRS RETIREMENT	25,694	26,210	29,897	21,442	29,897	33,232
48-10 HEALTH/DENTAL INSURANCE	13,409	13,409	16,805	11,331	16,805	17,516
48-20 LIFE INSURANCE	427	433	489	364	489	555
48-30 DISABILITY INSURANCE	441	453	597	380	597	580
48-40 WORKERS COMP INSURANCE	178	173	202	169	202	258
48-50 EAP SERVICES	117	117	127	94	127	136
48-90 FLEX PLAN ADMINISTRATION	106	104	120	81	120	113
* SALARIES AND BENEFITS	\$216,037	\$219,308	\$252,737	\$180,167	\$252,737	\$281,074
51-00 OFFICE SUPPLIES	\$598	\$1,273	\$1,273	\$592	\$789	\$1,273
52-00 PERSONNEL SUPPLIES	0	210	210	0	110	210
54-00 OPERATING SUPPLIES	111	138	138	78	138	138
58-00 OPERATING EQUIPMENT<\$5000	0	0	0	0	0	0
* SUPPLIES	\$709	\$1,621	\$1,621	\$670	\$1,037	\$1,621
68-00 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
* MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	\$65	\$100	\$100	\$0	\$100	\$100
74-01 POSTAL / COURIER SERVICES	98	228	228	19	228	228
74-94 PERMITS & INSPECTION FEES	0	0	0	0	0	0
74-97 RECRUITMENT ADVERTISING	0	0	0	0	0	0
75-10 TRAINING	258	562	562	25	260	562
75-20 TRAVEL REIMBURSEMENTS	408	410	410	0	200	410
75-30 MEMBERSHIPS	694	629	629	508	629	629
* SERVICES	\$1,523	\$1,929	\$1,929	\$552	\$1,417	\$1,929
** ADMINISTRATION	\$218,269	\$222,858	\$256,287	\$181,389	\$255,191	\$284,624

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

ACCOUNT DESCRIPTION	FY11	FY12	FY12	FY12	FY12	FY13
	Actual	Original Budget	Amended Budget	YTD 6/30/2012	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$336,804	\$326,177	\$320,463	\$240,949	\$313,134	\$337,967
41-30 OVERTIME PAY	13,942	10,179	10,229	9,900	10,229	10,179
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	7,545	7,835	7,785	7,785	7,785	6,085
41-45 INCENTIVE-CERTIFICATE PAY	300	300	300	225	300	300
41-49 CELL PHONE ALLOWANCE	1,380	1,380	1,380	926	1,380	1,380
41-90 ACCRUED PAYROLL	9	0	5,714	5,713	5,714	0
47-10 SOCIAL SECURITY/MEDICARE	26,322	26,464	26,464	19,352	23,164	25,698
47-20 TMRS RETIREMENT	56,101	53,998	53,998	41,493	52,255	55,480
48-10 HEALTH/DENTAL INSURANCE	52,219	51,045	51,045	41,894	49,745	66,747
48-20 LIFE INSURANCE	940	903	903	698	903	947
48-30 DISABILITY INSURANCE	968	936	936	724	936	977
48-40 WORKERS COMP INSURANCE	8,037	7,570	7,570	6,656	7,570	8,646
48-50 EAP SERVICES	569	525	525	428	525	583
48-90 FLEX PLAN ADMINISTRATION	274	255	255	205	255	342
* SALARIES AND BENEFITS	\$505,410	\$487,567	\$487,567	\$376,948	\$473,895	\$515,331
51-00 OFFICE SUPPLIES	\$275	\$264	\$264	\$231	\$264	\$264
52-00 PERSONNEL SUPPLIES	7,163	7,348	7,348	5,502	7,348	7,348
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	31,967	21,920	21,920	13,647	18,196	21,920
54-00 OPERATING SUPPLIES	2,636	2,703	3,703	2,921	4,668	3,703
54-74 SIGN MATERIALS	29,367	31,178	31,178	22,856	31,178	31,178
56-00 FACILITY SUPPLIES	211	361	361	218	361	361
58-00 OPERATING EQUIPMENT<\$5000	4,469	6,206	6,206	1,650	4,515	6,206
* SUPPLIES	\$76,088	\$69,980	\$70,980	\$47,025	\$66,530	\$70,980
63-00 VEHICLE MAINTENANCE	\$7,617	\$13,654	\$13,654	\$4,891	\$7,862	\$13,654
65-10 STREET MAINTENANCE	60,856	71,505	71,455	52,417	71,455	71,455
65-15 BRIDGE MAINTENANCE	735	2,561	2,561	581	2,561	2,561
65-17 TRAFFIC LIGHT MAINTENANCE	0	318	318	0	318	318
65-20 SIDEWALK MAINTENANCE	8,893	9,050	9,050	6,282	9,050	9,050
68-00 EQUIPMENT MAINTENANCE	10,228	19,081	19,081	10,110	16,480	19,081
68-71 CONSTRUCTION EQUIP MAINT	3,066	3,181	3,181	2,539	3,181	3,181
* MAINTENANCE	\$91,395	\$119,350	\$119,300	\$76,820	\$110,907	\$119,300
73-11 VEHICLE INSURANCE	\$4,604	\$4,987	\$4,987	\$3,167	\$4,987	\$4,987
74-00 OPERATING SERVICES	91	500	500	0	500	500
74-97 RECRUITMENT ADVERTISING	0	318	318	300	318	318
74-98 JUDGMENTS & DAMAGE CLAIM	0	0	0	0	0	0
75-10 TRAINING	0	297	297	0	297	297
75-20 TRAVEL REIMBURSEMENTS	21	111	111	6	111	111
75-30 MEMBERSHIPS	119	232	232	123	232	232
76-11 ELECTRICITY	390,482	437,600	437,600	274,752	428,927	437,600
76-25 SAFETY SERVICES	358	356	406	293	406	406
78-00 CONTRACT SERVICES	538	1,216	1,216	0	610	1,216
78-30 RENTAL	434	767	767	0	475	767
78-31 VEHICLE LEASE-INTERNAL	8,904	6,022	6,022	4,515	6,022	6,022
* SERVICES	\$405,551	\$452,406	\$452,456	\$283,156	\$442,885	\$452,456
** STREET/SIDEWALK OPERATIONS	\$1,078,444	\$1,129,303	\$1,130,303	\$783,949	\$1,094,217	\$1,158,067

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

ACCOUNT DESCRIPTION		FY11	FY12	FY12	FY12	FY12	FY13
		Actual	Original Budget	Amended Budget	YTD 6/30/2012	Year End Estimate	Adopted Budget
41-10	FULLTIME SALARIES & WAGES	\$192,319	\$197,795	\$197,795	\$142,130	\$189,249	\$186,142
41-30	OVERTIME PAY	18,355	6,138	6,163	9,765	16,000	6,138
41-31	HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41	MERIT PAY	0	0	0	0	0	0
41-43	LONGEVITY PAY	5,665	5,990	5,965	6,340	6,430	7,075
41-45	INCENTIVE-CERTIFICATE PAY	1,200	1,200	1,200	875	1,200	900
41-49	CELL PHONE ALLOWANCE	540	540	540	362	540	540
41-51	SUPPLEMENTAL WORKERS COMP	0	0	0	0	0	0
41-90	ACCRUED PAYROLL	0	0	0	1,479	1,480	0
47-10	SOCIAL SECURITY/MEDICARE	15,713	16,192	16,192	11,559	15,695	14,199
47-20	TMRS RETIREMENT	34,049	33,045	33,045	25,154	33,045	31,301
48-10	HEALTH/DENTAL INSURANCE	39,107	39,107	39,107	29,934	38,914	40,384
48-20	LIFE INSURANCE	534	544	544	402	544	516
48-30	DISABILITY INSURANCE	549	564	564	415	564	538
48-40	WORKERS COMP INSURANCE	4,092	4,005	4,005	3,329	4,005	4,633
48-50	EAP SERVICES	292	292	292	219	292	292
48-90	FLEX PLAN ADMINISTRATION	108	108	108	81	108	108
*	SALARIES AND BENEFITS	\$312,523	\$305,520	\$305,520	\$232,044	\$308,066	\$292,766
52-00	PERSONNEL SUPPLIES	\$3,317	\$3,811	\$3,811	\$2,501	\$3,517	\$3,811
53-01	FUEL	0	0	0	3,645	4,860	0
54-00	OPERATING SUPPLIES	721	794	794	786	1,049	794
58-00	OPERATING EQUIPMENT<\$5000	2,982	4,830	4,830	1,759	3,825	4,830
*	SUPPLIES	\$7,020	\$9,435	\$9,435	\$8,691	\$13,251	\$9,435
65-30	DRAINAGE MAINTENANCE	\$3,526	\$41,029	\$39,129	\$11,329	\$38,082	\$39,129
*	MAINTENANCE	\$3,526	\$41,029	\$39,129	\$11,329	\$38,082	\$39,129
73-11	VEHICLE INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00	OPERATING SERVICES	100	500	500	0	500	500
74-98	JUDGMENTS & DAMAGE CLAIM	0	352	352	0	0	352
75-10	TRAINING	0	0	0	0	0	0
75-30	MEMBERSHIPS	119	126	126	123	123	126
78-00	CONTRACT SERVICES	0	0	0	0	0	0
78-30	RENTAL	0	794	794	0	0	794
78-31	VEHICLE LEASE-INTERNAL	3,036	4,078	4,078	3,058	4,078	4,078
*	SERVICES	\$3,255	\$5,850	\$5,850	\$3,181	\$4,701	\$5,850
84-00	CAPITAL OPERATING EQUIP	\$0	\$35,000	\$35,000	\$24,385	\$35,000	\$0
88-00	CAPITAL EQUIPMENT	0	0	0	0	0	0
*	CAPITAL OUTLAY	\$0	\$35,000	\$35,000	\$24,385	\$35,000	\$0
**	DRAINAGE OPERATIONS	\$326,324	\$396,834	\$394,934	\$279,630	\$399,100	\$347,180

**PUBLIC WORKS
SANITATION OPERATIONS
001-3630-432**

ACCOUNT DESCRIPTION		FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
78-43	HHW AGREEMENT W PEARLAND	\$14,200	\$14,200	\$23,100	\$23,100	\$30,800	\$0
*	SERVICES	\$14,200	\$14,200	\$23,100	\$23,100	\$30,800	\$0
**	SANITATION OPERATIONS	\$14,200	\$14,200	\$23,100	\$23,100	\$30,800	\$0

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$36,499	\$37,365	\$37,365	\$27,328	\$37,365	\$37,798
41-30 OVERTIME PAY	424	1,000	1,000	241	576	1,000
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	465	535	525	525	525	590
41-44 VEHICLE ALLOWANCE	0	0	0	0	0	0
41-45 INCENTIVE-CERTIFICATE PAY	1,500	1,500	1,500	1,125	1,500	1,500
41-49 CELL PHONE ALLOWANCE	0	0	0	0	0	0
41-90 ACCRUED PAYROLL	977	0	0	0	977	0
47-10 SOCIAL SECURITY/MEDICARE	2,742	3,090	3,090	1,951	3,090	2,694
47-20 TMRS RETIREMENT	6,072	6,307	6,307	4,566	6,307	6,374
48-10 HEALTH/DENTAL INSURANCE	7,157	7,157	7,177	9,155	10,525	12,558
48-20 LIFE INSURANCE	101	102	102	78	102	105
48-30 DISABILITY INSURANCE	105	107	107	81	107	109
48-40 WORKERS COMP INSURANCE	42	41	41	36	41	48
48-50 EAP SERVICES	58	58	58	44	58	58
48-90 FLEX PLAN ADMINISTRATION	22	22	22	16	22	22
* SALARIES AND BENEFITS	\$56,164	\$57,284	\$57,294	\$45,146	\$61,195	\$62,856
51-00 OFFICE SUPPLIES	\$154	\$558	\$558	\$163	\$345	\$558
52-00 PERSONNEL SUPPLIES	0	24	24	0	0	24
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	0	0	0	0	0	0
54-00 OPERATING SUPPLIES	67	143	143	104	143	143
54-77 WATER CONSERVE LITERATURE	1,529	1,589	1,449	1,442	1,442	1,589
56-20 JANITORIAL SUPPLIES	0	0	0	0	0	0
58-00 OPERATING EQUIPMENT<\$5000	0	0	0	0	0	0
* SUPPLIES	\$1,750	\$2,314	\$2,174	\$1,709	\$1,930	\$2,314
63-00 VEHICLE MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
* MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
73-11 VEHICLE INSURANCE	\$798	\$500	\$500	\$598	\$864	\$500
74-22 CONSUMER CONFIDENCE RPT	6,481	6,595	6,735	6,731	6,731	6,595
74-97 RECRUITMENT ADVERTISING	0	0	0	0	0	0
75-10 TRAINING	0	0	0	0	0	0
75-20 TRAVEL REIMBURSEMENTS	0	0	0	0	0	0
75-30 MEMBERSHIPS	0	0	0	0	0	0
78-31 VEHICLE LEASE-INTERNAL	0	0	0	0	0	0
* SERVICES	\$7,279	\$7,095	\$7,235	\$7,329	\$7,595	\$7,095
** PUBLIC WORKS ADMIN	\$65,193	\$66,693	\$66,703	\$54,184	\$70,720	\$72,265

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

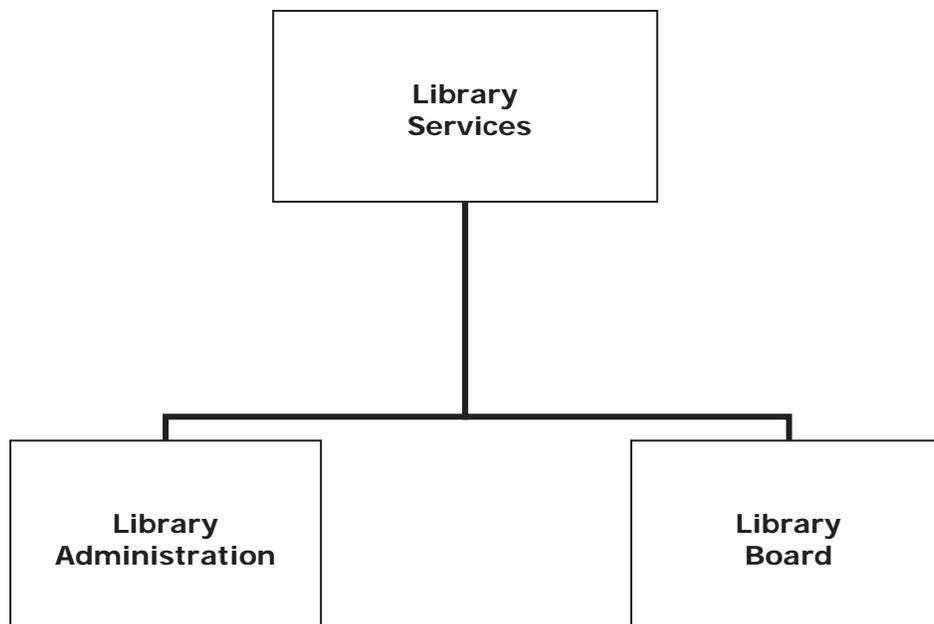
ACCOUNT DESCRIPTION	FY11	FY12	FY12	FY12	FY12	FY13
	Actual	Original Budget	Amended Budget	Actual YTD	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$349,378	\$382,847	\$382,847	\$242,991	\$323,988	\$359,770
41-30 OVERTIME PAY	103,171	45,858	45,858	42,801	49,067	45,858
41-31 HOLIDAY HRS WORKED	1,549	0	292	1,169	1,559	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	5,833	6,315	6,023	6,103	6,103	6,253
41-45 INCENTIVE-CERTIFICATE PAY	3,522	3,390	3,390	2,685	3,390	2,790
41-46 SALARY ADJUSTMENT	0	0	0	0	0	0
41-49 CELL PHONE ALLOWANCE	1,100	1,302	1,302	778	1,302	1,302
41-90 ACCRUED PAYROLL	5,952	0	0	3,425	3,425	0
47-10 SOCIAL SECURITY/MEDICARE	33,295	33,642	33,642	21,391	28,521	29,226
47-20 TMRS RETIREMENT	72,759	70,803	70,803	46,872	62,496	64,843
48-10 HEALTH/DENTAL INSURANCE	67,717	79,914	79,914	47,072	63,098	71,088
48-20 LIFE INSURANCE	934	1,057	1,057	708	944	1,003
48-30 DISABILITY INSURANCE	1,033	1,094	1,094	733	978	1,040
48-40 WORKERS COMP INSURANCE	4,325	4,389	4,389	3,266	4,220	4,214
48-50 EAP SERVICES	538	601	601	378	503	542
48-90 FLEX PLAN ADMINISTRATION	325	344	344	233	311	326
* SALARIES AND BENEFITS	\$651,431	\$631,556	\$631,556	\$420,605	\$549,905	\$588,255
51-00 OFFICE SUPPLIES	\$87	\$264	\$264	\$115	\$154	\$264
52-00 PERSONNEL SUPPLIES	5,010	6,829	6,829	4,287	6,829	6,829
53-00 VEHICLE SUPPLIES	166	750	750	0	250	750
53-01 FUEL	40,222	48,991	48,991	40,740	48,991	48,991
54-00 OPERATING SUPPLIES	10,348	10,568	10,568	6,093	8,124	10,568
54-75 WATER METERS & BOXES	28,227	50,545	52,463	38,681	51,575	50,545
54-76 WATER METERS-REPL PROGRAM	831	30,000	30,000	0	5,905	30,000
54-95 CHEMICALS	8,898	15,476	15,476	418	9,547	15,476
56-00 FACILITY SUPPLIES	29	1,112	1,112	0	500	1,112
58-00 OPERATING EQUIPMENT <\$5000	2,119	10,300	5,900	4,142	5,900	10,300
* SUPPLIES	\$95,937	\$174,835	\$172,353	\$94,476	\$137,775	\$174,835
63-00 VEHICLE MAINTENANCE	\$8,635	\$9,406	\$9,406	\$4,722	\$9,406	\$9,406
65-41 DISTRIBUTION LINE MAINT	162,834	105,189	105,189	67,362	105,189	105,189
65-42 WATER WELL MAINTENANCE	87	78	78	173	231	78
65-43 WATER PLANT MAINTENANCE	37,446	43,824	47,204	23,695	47,204	51,824
65-46 FIRE HYDRANT MAINTENANCE	8,326	38,820	18,820	0	8,525	38,820
65-47 WATER METER MAINTENANCE	3,876	6,784	6,784	1,124	6,784	6,784
65-51 COLLECTION LINE MAINTENANCE	1	0	0	0	0	0
65-52 LIFT STATION MAINTENANCE	0	0	0	0	4,291	0
65-53 WW TREATMENT PLANT MAINT	0	0	0	0	0	0
68-00 EQUIPMENT MAINTENANCE	2,810	3,126	3,126	3,977	4,303	5,126
68-71 CONSTRUCTION EQUIP MAINT	7,444	5,937	6,050	2,616	6,050	5,937
* MAINTENANCE	\$231,459	\$213,164	\$196,657	\$103,669	\$191,983	\$223,164
71-40 CONSULTING SERVICES	\$24,156	\$45,000	\$44,000	\$22,012	\$44,000	\$34,000
73-11 VEHICLE INSURANCE	1,779	1,065	1,065	1,063	1,417	1,065
74-00 OPERATING SERVICES	23,215	49,230	49,230	16,829	45,238	49,230
74-01 POSTAL / COURIER SERVICES	0	0	1,000	0	1,000	1,000
74-71 PURCHASED WATER	978,081	1,048,000	1,048,000	533,805	1,048,000	1,048,000
74-94 PERMITS & INSPECTION FEES	31,296	36,678	36,678	30,874	36,678	36,678
74-97 RECRUITMENT ADVERTISING	240	200	200	0	200	200
74-98 JUDGMENTS & DAMAGE CLAIM	0	519	519	0	0	519
75-10 TRAINING	1,989	4,398	4,348	550	1,733	4,348
75-20 TRAVEL REIMBURSEMENTS	771	925	925	35	554	925
75-30 MEMBERSHIPS	991	1,488	1,488	849	1,132	1,488
76-11 ELECTRICITY	208,137	168,000	168,000	135,719	179,045	168,000
76-12 TELEPHONE/COMMUNICATIONS	947	1,481	1,481	631	1,481	1,481
76-13 NATURAL GAS	413	2,066	2,066	1,735	2,066	2,066
76-25 SAFETY SERVICES	141	117	142	93	142	142
78-00 CONTRACT SERVICES	0	0	50,000	0	50,000	0
78-30 RENTAL	428	1,204	1,204	202	669	1,204
78-31 VEHICLE LEASE-INTERNAL	16,704	13,596	13,596	10,197	13,596	13,596
78-40 POLLUTION CONTROL & ABATE	18,460	19,132	19,132	13,702	19,132	19,132
* SERVICES	\$1,307,748	\$1,393,099	\$1,443,074	\$768,296	\$1,446,083	\$1,383,074
84-00 CAPITAL OPERATING EQUIP	\$0	\$80,000	\$84,400	\$83,543	\$83,545	\$0
88-00 CAPITAL EQUIPMENT	0	0	0	0	0	0
* CAPITAL OUTLAY	\$0	\$80,000	\$84,400	\$83,543	\$83,545	\$0
93-42 95 CITY OF HOUSTON BONDS	\$69,253	\$78,193	\$78,193	\$28,329	\$78,193	\$78,193
* OTHER	\$69,253	\$78,193	\$78,193	\$28,329	\$78,193	\$78,193
** WATER OPERATIONS	\$2,355,828	\$2,570,847	\$2,606,233	\$1,498,918	\$2,487,484	\$2,447,521

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$309,586	\$299,600	\$299,491	\$230,763	\$305,542	\$328,065
41-30 OVERTIME PAY	64,557	30,843	30,843	34,289	44,762	30,843
41-31 HOLIDAY HRS WORKED	1,923	0	30	1,252	1,669	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	4,723	5,095	5,065	5,096	5,274	5,400
41-45 INCENTIVE-CERTIFICATE PAY	3,000	3,000	3,000	2,250	3,000	2,700
41-49 CELL PHONE ALLOWANCE	540	540	540	362	540	1,140
41-90 ACCRUED PAYROLL	(3,635)	0	109	1,062	2,816	0
47-10 SOCIAL SECURITY/MEDICARE	27,898	25,947	25,947	19,575	25,882	26,025
47-20 TMRS RETIREMENT	60,044	52,853	52,853	42,982	52,853	57,388
48-10 HEALTH/DENTAL INSURANCE	59,951	56,414	56,414	51,820	69,213	72,265
48-20 LIFE INSURANCE	912	831	831	671	831	919
48-30 DISABILITY INSURANCE	864	860	860	695	860	949
48-40 WORKERS COMP INSURANCE	3,745	3,453	3,453	3,112	3,453	3,990
48-50 EAP SERVICES	510	467	467	389	467	525
48-90 FLEX PLAN ADMINISTRATION	189	173	173	154	173	194
* SALARIES AND BENEFITS	\$534,807	\$480,076	\$480,076	\$394,472	\$517,335	\$530,403
52-00 PERSONNEL SUPPLIES	\$6,916	\$7,330	\$7,330	\$4,063	\$6,418	\$7,330
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	36,731	39,284	39,284	15,703	20,936	39,284
54-00 OPERATING SUPPLIES	2,625	3,086	3,086	2,094	3,086	3,086
56-00 FACILITY SUPPLIES	0	368	368	0	0	368
58-00 OPERATING EQUIPMENT<\$5000	1,023	2,120	2,120	0	1,505	2,120
* SUPPLIES	\$47,295	\$52,188	\$52,188	\$21,860	\$31,945	\$52,188
62-40 FENCE MAINTENANCE	\$0	\$1,061	\$1,061	\$0	\$0	\$1,061
63-00 VEHICLE MAINTENANCE	1,168	4,770	4,770	2,314	4,126	4,770
65-50 SEWER SYSTEM MAINTENANCE	0	0	0	0	0	0
65-51 COLLECTION LINE MAINTENANCE	9,217	26,082	46,082	19,821	46,082	26,082
65-52 LIFT STATION MAINTENANCE	43,760	52,689	49,219	8,833	49,219	49,219
68-00 EQUIPMENT MAINTENANCE	3,836	7,897	7,897	2,377	7,897	47,897
68-71 CONSTRUCTION EQUIP MAINT	394	1,167	1,167	983	1,167	1,167
* MAINTENANCE	\$58,375	\$93,666	\$110,196	\$34,328	\$108,491	\$130,196
73-11 VEHICLE INSURANCE	\$2,468	\$3,037	\$3,037	\$1,851	\$3,037	\$3,037
74-00 OPERATING SERVICES	565	588	588	8	45	588
74-73 BLACKHAWK WW OPERATIONS	1,336,565	1,596,000	1,596,000	930,857	1,596,000	1,596,000
74-97 RECRUITMENT ADVERTISING	0	0	0	0	0	0
74-98 JUDGMENTS & DAMAGE CLAIM	0	0	0	0	0	0
75-10 TRAINING	1,677	3,393	3,393	956	2,275	3,393
75-20 TRAVEL REIMBURSEMENTS	600	790	790	28	560	790
75-30 MEMBERSHIPS	386	746	746	123	123	746
76-11 ELECTRICITY	118,197	151,000	151,000	79,450	151,000	151,000
76-12 TELEPHONE/COMMUNICATIONS	295	388	388	295	569	388
76-13 NATURAL GAS	0	0	11,670	3,331	11,670	10,470
76-25 SAFETY SERVICES	115	117	142	93	142	142
78-00 CONTRACT SERVICES	0	0	0	0	0	0
78-30 RENTAL	0	2,120	2,120	0	0	2,120
78-31 VEHICLE LEASE-INTERNAL	9,468	5,925	5,925	4,444	5,925	5,925
* SERVICES	\$1,470,336	\$1,764,104	\$1,775,799	\$1,021,436	\$1,771,346	\$1,774,599
84-00 CAPITAL OPERATING EQUIP	\$0	\$10,000	\$10,000	\$9,880	\$9,880	\$0
88-00 CAPITAL EQUIPMENT	0	0	0	0	0	0
* CAPITAL OUTLAY	\$0	\$10,000	\$10,000	\$9,880	\$9,880	\$0
90-61 BLACKHAWK WWTP OPER RESRV	\$11,966	\$13,802	\$13,802	\$9,184	\$13,802	\$13,802
* OTHER	\$11,966	\$13,802	\$13,802	\$9,184	\$13,802	\$13,802
** SEWER OPERATIONS	\$2,122,779	\$2,413,836	\$2,442,061	\$1,491,160	\$2,452,799	\$2,501,188

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

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$61,403	\$62,865	\$62,865	\$45,854	\$61,139	\$63,187
41-30 OVERTIME PAY	8,937	2,000	2,000	2,431	3,241	2,000
41-31 HOLIDAY HRS WORKED	72	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	1,445	1,575	1,565	1,565	1,565	1,695
41-45 INCENTIVE-CERTIFICATE PAY	300	300	300	225	300	300
41-49 CELL PHONE ALLOWANCE	840	840	840	564	840	840
41-90 ACCRUED PAYROLL	294	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	5,275	5,169	5,169	3,647	4,963	4,858
47-20 TMRS RETIREMENT	11,403	10,551	10,551	7,913	10,551	10,604
48-10 HEALTH/DENTAL INSURANCE	7,398	7,398	7,398	5,504	7,398	7,542
48-20 LIFE INSURANCE	172	174	174	132	174	179
48-30 DISABILITY INSURANCE	177	179	179	135	179	183
48-40 WORKERS COMP INSURANCE	737	675	675	600	675	780
48-50 EAP SERVICES	117	117	117	87	117	117
48-90 FLEX PLAN ADMINISTRATION	43	43	43	32	43	43
* SALARIES AND BENEFITS	\$98,613	\$91,886	\$91,876	\$68,689	\$91,185	\$92,328
51-00 OFFICE SUPPLIES	\$0	\$286	\$286	\$0	\$286	\$286
52-00 PERSONNEL SUPPLIES	1,224	1,273	1,273	853	1,273	1,273
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	2,761	0	0	0	0	0
54-00 OPERATING SUPPLIES	741	744	744	1,039	1,385	744
58-00 OPERATING EQUIPMENT<\$5000	205	382	382	0	382	382
* SUPPLIES	\$4,931	\$2,685	\$2,685	\$1,892	\$3,326	\$2,685
63-00 VEHICLE MAINTENANCE	\$1,223	\$1,520	\$2,335	\$1,647	\$2,135	\$1,520
* MAINTENANCE	\$1,223	\$1,520	\$2,335	\$1,647	\$2,135	\$1,520
73-11 VEHICLE INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	193	1,315	500	0	500	1,315
74-97 RECRUITMENT ADVERTISING	0	0	0	0	0	0
74-98 JUDGMENTS & DAMAGE CLAIM	0	0	0	0	0	0
75-10 TRAINING	250	264	264	0	264	264
75-20 TRAVEL REIMBURSEMENTS	0	84	84	0	84	84
78-00 CONTRACT SERVICES	52,961	60,379	60,379	34,271	55,692	60,379
78-31 VEHICLE LEASE-INTERNAL	1,704	0	0	0	0	0
* SERVICES	\$55,108	\$62,042	\$61,227	\$34,271	\$56,540	\$62,042
** UTILITY CUSTOMER SERVICE	\$159,875	\$158,133	\$158,123	\$106,499	\$153,186	\$158,575



Library Services

Mission Statement

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

Fiscal year 2011 – 12 Accomplishments

- The Library began offering the “Artists Working in Education” (AWE) Early Literacy Computer station in the library providing digital learning solutions for children aged 2-8
- The Library Board and Library staff with a citizen’s Planning Committee completed a five year long-range strategic plan which was approved by Council in January of 2012

Current Operations

The Friendswood Public Library serves as an informational, educational, and recreational resource to all citizens of Friendswood. Currently the library collection consists of over 97,000 items and 136 magazine and newspaper subscriptions. The collection also includes popular and educational videos, compact discs, audiobooks and electronic resources.

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

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

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

Library Services

Highlights of Budget

The library staff in conjunction with the Library Board and a Planning Committee comprised of Friendswood citizens from all walks of life developed a new long-range strategic plan in fiscal year 2012. The library's goals and objectives are an extension of that plan.

The library is requesting funding of \$5,578 to promote a library employee to the position of Assistant Library Director mid-year. Additional leadership responsibility will be given to a qualified employee in anticipation of eventual retirement of senior management. This will allow a greater breadth of service to the community and provide that an employee with a great deal of institutional knowledge will be prepared to take a greater leadership role at the library in the future.

Decision Packages (Funded)

Assistant Library Director position (mid-year)	Ongoing Cost	\$5,578
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Departmental Goals and Measures

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

Provide quality materials and programs to all library users.

Objective A: Provide materials in a variety of formats to meet community needs based on Texas State Library Public Library Standards. To reach the "Comprehensive" level of this standard requires 4 items per capita which for the population of Friendswood is 148,000 items.

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Total number of items in library collection	95,611	97,622	98,000	99,000

Objective B: Present educational, cultural, recreational and reading programs that reflect diverse community needs and interests.

Provide young adult and children's programming to encourage reading and lifelong learning. Provide a library outreach service, which brings library service to the under-served and un-served.

Library Services

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of Adult Programs/Attendance	98/1,817	111/1,914	120/2,200	124/2,500
Number of Young Adult Programs/Attendance	123/2,458	164/2,511	164/27,000	164/28,000
Number of Children's and Outreach Programs/Attendance	494/18,706	494/19,214	500/20,000	510/21,000

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

Continue to maintain a professional, well-trained staff.

Objective A:

The most important component of quality library service is a knowledgeable and experienced library staff committed to providing the highest possible level of service to their community. To attain the "Comprehensive" level the library should have 1 FTE per 3,500 population which would be 10.90 FTEs (full-time equivalent) at the present time. The library has attained the "Comprehensive" level.

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of FTE's per population	1 FTEs Per 2,562	1 FTE per 2,676	1 FTE per 2,750	1 FTE per 2,850

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

Provide community members of all ages access to library computers for the purposes of educational and career achievement, and participation in a digital world.

Objective A:

High speed Internet access with adequate bandwidth to allow for streaming media including wireless connections sufficient to meet citizen needs at all times - > 40 Mbps

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Bandwidth speed / upload	1.6-3.0 Mbps	1.6-3.0 Mbps	1.6-3.0 Mbps	2 Mbps
Bandwidth speed / download	3.1-6.0 Mbps	3.1-6.0 Mbps	3.1-6.0 Mbps	22 Mbps

Goal 4 (correlates with City Goals: 1-Communication & 3-Preservation)

Provide flexible functional spaces for sharing information, ideas and experiences in both digital and personal environments

Objective A:

Space available for all library programming, all requested community meetings and tutoring and study room requests.

Space available to house current collection at user friendly heights and allowing for expansion of collection to size recommended by State Library for current population.

Measure	FY10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Programming space available	Space available for adequate library programming, some community meetings & study rooms available for some tutoring & study room requests	Same as FY10	Same as FY10	Same as FY10
Collection space available	Space available to house current collection with no room for expansion of collection	Same as FY10	Same as FY10	Same as FY10

**LIBRARY SERVICES
DEPARTMENT SUMMARY**

EXPENDITURE BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
LIBRARY ADMINISTRATION	\$958,190	\$982,684	\$991,733	\$696,247	\$973,313	\$976,588	-0.6%
LIBRARY BOARD	21,788	43,379	66,409	24,011	41,248	43,379	0.0%
DEPARTMENT TOTAL	\$979,978	\$1,026,063	\$1,058,142	\$720,258	\$1,014,561	\$1,019,967	-0.6%

EXPENDITURE BY CLASSIFICATION

CLASSIFICATION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
SALARIES AND BENEFITS	\$821,669	\$841,370	\$841,370	\$595,261	\$826,327	\$835,274	-0.7%
SUPPLIES	143,346	156,261	188,391	109,913	168,067	158,113	1.2%
MAINTENANCE	290	2,575	2,575	680	1,143	1,100	-57.3%
SERVICES	14,673	25,857	25,806	14,404	19,024	25,480	-1.5%
CLASSIFICATION TOTAL	\$979,978	\$1,026,063	\$1,058,142	\$720,258	\$1,014,561	\$1,019,967	-0.6%

PERSONNEL SUMMARY BY DIVISION

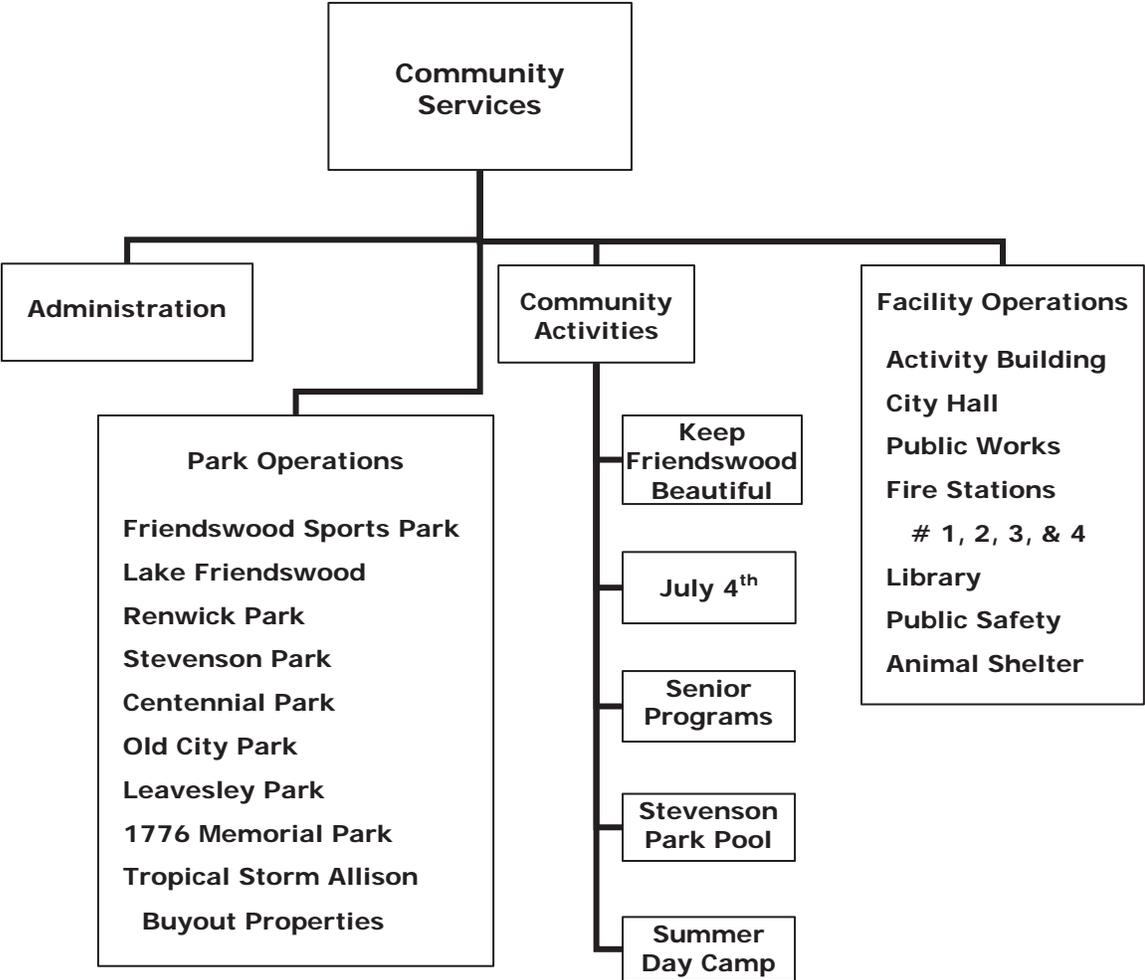
DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
ADMINISTRATION	14.7	14.7	14.7	14.7	14.7	14.7	0.0%
LIBRARY BOARD	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
PERSONNEL TOTAL	14.7	14.7	14.7	14.7	14.7	14.7	0.0%

**LIBRARY
ADMINISTRATION
001-6310-459**

ACCOUNT DESCRIPTION		FY11	FY12	FY12	FY12	FY12	FY13
		Actual	Original Budget	Amended Budget	YTD 6/30/2012	Year End Estimate	Adopted Budget
41-10	FULLTIME SALARIES & WAGES	\$478,634	\$489,502	\$489,502	\$357,340	\$489,029	\$502,221
41-20	PART-TIME WAGES	78,396	90,153	90,153	44,238	58,983	64,949
41-30	OVERTIME PAY	3,146	855	855	2,553	3,404	855
41-31	HOLIDAY HRS WORKED	336	0	70	269	901	0
41-41	MERIT PAY	0	0	0	0	0	0
41-43	LONGEVITY PAY	5,920	6,585	6,515	6,515	6,515	7,165
41-45	INCENTIVE-CERTIFICATE PAY	9,900	9,900	9,900	7,425	9,900	11,700
41-49	CELL PHONE ALLOWANCE	600	600	600	403	600	600
41-90	ACCRUED PAYROLL	0	0	0	0	0	0
42-20	PART-TIME WAGES	30,720	23,629	23,629	26,876	36,849	45,985
42-41	MERIT PAY	0	0	0	0	0	0
47-10	SOCIAL SECURITY/MEDICARE	44,507	47,319	47,319	33,061	47,319	47,110
47-20	TMRS RETIREMENT	90,084	93,319	93,319	64,814	93,319	91,581
48-10	HEALTH/DENTAL INSURANCE	74,253	74,280	74,280	47,901	74,280	57,887
48-20	LIFE INSURANCE	1,514	1,543	1,543	1,132	1,543	1,515
48-30	DISABILITY INSURANCE	1,559	1,605	1,605	1,175	1,605	1,580
48-40	WORKERS COMP INSURANCE	643	628	628	535	628	754
48-50	EAP SERVICES	1,050	1,050	1,050	778	1,050	1,050
48-90	FLEX PLAN ADMINISTRATION	407	402	402	248	402	322
*	SALARIES AND BENEFITS	\$821,669	\$841,370	\$841,370	\$595,263	\$826,327	\$835,274
51-00	OFFICE SUPPLIES	\$1,580	\$2,950	\$2,950	\$821	\$2,250	\$2,000
54-00	OPERATING SUPPLIES	10,099	13,414	13,414	9,586	13,241	13,400
54-82	BOOKS	84,796	88,585	97,449	63,526	95,225	89,000
54-83	PERIODICALS	1,200	900	900	539	900	900
54-84	VIDEOS	8,620	6,336	6,521	4,980	6,521	6,569
54-85	AUDIO BOOKS	15,374	13,115	13,115	9,815	13,115	13,110
54-87	CD	491	515	515	515	515	515
54-88	ELECTRONIC RESOURCES	5,511	5,686	5,686	3,778	5,686	5,700
58-00	OPERATING EQUIPMENT<\$5000	270	618	618	120	618	600
*	SUPPLIES	\$127,941	\$132,119	\$141,168	\$93,680	\$138,071	\$131,794
64-00	OPERATING MAINTENANCE	\$290	\$412	\$412	\$286	\$412	\$400
68-00	EQUIPMENT MAINTENANCE	0	206	206	0	206	200
*	MAINTENANCE	\$290	\$618	\$618	\$286	\$618	\$600
74-00	OPERATING SERVICES	\$65	\$72	\$72	\$9	\$72	\$70
74-01	POSTAL / COURIER SERVICES	2,230	2,060	2,060	1,958	2,060	2,300
74-97	RECRUITMENT ADVERTISING	240	515	515	300	300	500
75-10	TRAINING	1,340	1,501	1,416	1,246	1,416	1,500
75-20	TRAVEL REIMBURSEMENTS	1,539	1,514	1,514	1,513	1,514	1,500
75-30	MEMBERSHIPS	1,110	1,110	1,195	1,130	1,130	1,200
78-00	CONTRACT SERVICES	0	0	0	0	0	0
79-10	COMMUNITY EVENTS/PROGRAMS	1,766	1,805	1,805	862	1,805	1,850
*	SERVICES	\$8,290	\$8,577	\$8,577	\$7,018	\$8,297	\$8,920
88-00	CAPITAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
*	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
**	LIBRARY ADMINISTRATION	\$958,190	\$982,684	\$991,733	\$696,247	\$973,313	\$976,588

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

ACCOUNT DESCRIPTION		FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
51-00	OFFICE SUPPLIES	\$0	\$515	\$515	\$0	\$515	\$50
51-10	COPY MACHINE SUPPLIES	0	545	0	0	0	0
54-00	OPERATING SUPPLIES	0	206	265	61	265	75
54-82	BOOKS	1,685	6,102	9,889	2,280	5,549	6,400
54-84	VIDEOS	2,459	3,075	3,620	1,603	3,620	3,200
54-85	AUDIO BOOKS	3,065	3,090	4,454	1,524	4,454	4,579
54-87	CD	515	515	515	0	0	515
54-88	ELECTRONIC RESOURCES	1,800	4,120	4,120	2,160	4,120	4,500
58-00	OPERATING EQUIPMENT<\$5000	5,881	5,974	23,845	8,605	11,473	7,000
*	SUPPLIES	\$15,405	\$24,142	\$47,223	\$16,233	\$29,996	\$26,319
64-00	OPERATING MAINTENANCE	\$0	\$206	\$206	\$0	\$0	\$0
68-00	EQUIPMENT MAINTENANCE	0	1,236	1,236	394	525	500
68-10	COPY MACHINE MAINTENANCE	0	515	515	0	0	0
*	MAINTENANCE	\$0	\$1,957	\$1,957	\$394	\$525	\$500
71-40	CONSULTING SERVICES	\$0	\$5,150	\$5,150	\$0	\$0	\$5,000
74-00	OPERATING SERVICES	129	515	515	0	257	100
75-10	TRAINING	0	500	500	51	100	260
75-20	TRAVEL REIMBURSEMENTS	2,100	2,194	2,194	944	1,500	2,200
78-00	CONTRACT SERVICES	0	5,331	4,480	4,480	4,480	5,300
79-10	COMMUNITY EVENTS/PROGRAMS	4,154	3,590	4,390	1,909	4,390	3,700
*	SERVICES	\$6,383	\$17,280	\$17,229	\$7,384	\$10,727	\$16,560
**	LIBRARY BOARD	\$21,788	\$43,379	\$66,409	\$24,011	\$41,248	\$43,379



Community Services

Mission Statement

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

Fiscal Year 2011-12 Accomplishments

- Installed final phase of the fully accessible playground at Stevenson Park
- Increase overall program participation by 15% involving adult, youth and special events
- Worked with the local Youth Sports Organizations to advance playing field conditions of which greatly improved field safety and provided an overall benefit to the City wide park system
- Introduced the new recreational program Aqua Zumba
- Keep Friendswood Beautiful Committee received 2nd Place in the Governor's Community Achievement Award

Current Operations

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

Park Operations

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

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

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

Facility Operations

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

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

Recreation Programs

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

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

Highlights of the Budget

Stevenson Park

All facilities and services are open and available to the public. New amenities for public use include, resurfacing of tennis courts, improvements to the annual Concert in the Park series and the new Aqua Zumba class. Existing facilities include a half-mile jogging trail, the Friendswood Rotary Pavilion, Gazebo, sand volleyball courts and a fully accessible playground.

Recreation Programs

- Continue Concert-In-The Park Series with 8 concerts from May through June
- Continue Movies –In-The Park Series with 6 movies from July through August
- Plan and Program the 118th Annual Fourth of July Celebration
- Plan and Program the 10th Annual Kidfish competition
- Plan and Program the 5th Annual Santa in the Park
- Plan and Program the youth competition events, such as MLB Pitch, Hit & Run, NFL Punt, Pass & Kick, and Hershey Track and Field Event
- Plan and Program the Holiday Hustle Fun Run and Walk
- Plan and program a variety of recreational programs for adults and senior citizens

Community Services

Decision Packages (Funded)

General Fund		
Maintenance Costs for Generators	Ongoing Cost	\$3,000
Chemicals and Pesticides Cost Increase	Ongoing Cost	\$5,000
Mosquito Sprayer	One-time Cost	\$9,500
Irrigation System Maintenance Increase	Ongoing Cost	\$4,000
Automatic Door Opener for Disability Access at Library	One-time Cost	\$2,500

Park Land Dedication		
Lighting Existing Soccer Field #33 at Centennial Park	One-time Cost	\$100,000
Repairs to Gazebo – Ramp and Handrail	One-time Cost	\$ 12,700
Concrete Driveway from Shadwell to the Gazebo	One-time Cost	\$ 18,000

Departmental Goals and Measures

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

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

Objective A:

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

Measure (number of)	FY 10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Special Projects requested	9	8	6	5

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

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

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

Community Services

Objective A:

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

Measure (number of)	FY 10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Parks Maintenance Work Orders	130	84	71	56

Trend: Parks Maintenance work orders have decreased slightly from FY 2010-11 and will continue to decrease in FY11-12 due to a more proactive maintenance program. From FY09 to FY12, the number of parks maintenance work orders completed in a 2-day turn-around will increase by 20%.

Objective B:

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

Measure (number of)	FY 10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Building Maintenance Work Orders	380	466	500	560

Trend: The number of Building Maintenance work orders has increased yearly since 05-06; however, the time to complete the tasks has been reduced with a maximum of two days completion time for routine work order. With the completion of the new Public Safety Building and the New Fire Station shortly after, and now the new Animal Control Facility on line work orders will increase for the first few years of operation.

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

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

Objective A:

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

Measure	FY 10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of times fields are fertilized	2	3	4	4
Number of times fields are aerified and top dressed	2	3	4	4
Number of times building lawns are fertilized	1	1	2	2
Number of times herbicides and insecticides are applied	2	3	4	4

Community Services

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

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

Objective A:

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

Measure (per year)	FY 10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of program activities offered through the Recreation Division	86	87	88	90

Trend: The above numbers show a steady increase in the number of activities offered by the Recreation Division per year. These programs are provided to meet the needs of the community and its citizens. The Recreation Division has been able to increase the adult programs by adding Adult Soccer and Aqua Zumba fitness classes.

Objective B:

Continue to upgrade current technology (Rec Trac) and offer program registration payments through the internet (Web Trac) to provide better customer service to recreation program participants.

Measure	FY 10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Percentage of programs within the Recreation Division using Web Trac for registration purposes	14%	25%	35%	50%

Trend: Utilizing Rec Trac software for the activity/program registration process has enabled the department to save time and money. The process has enabled the division to offer departmental receipts thus shorting the wait time for participants when they sign-up. With a new website layout developed by the IT department, we hope to give citizens more of an ease to find our online based registration.

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

Present a fun, safe environment that provides senior citizens with unique activities that offer wellness for the mind and body.

Objective A:

Increase enrollment by providing fun, innovative activities that appeals to senior citizens regardless of age, background, or income. Average monthly attendance to the Senior Activity Center programs will increase by 10% from FY11 to FY12.

Community Services

Measure	FY 10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Senior Citizen Program Attendance (Monthly Average)	1,357	1,308	1,408	1,558

Trend: The program has seen a slight decrease in the number of participants since 2009 due to the addition of the Non-Friendswood Resident fee for participants living outside the City limits of Friendswood. We plan to increase the program's monthly attendance by adding fresh, first-rate activities to the senior citizen program. We provide them with informative speakers, educational seminars, volunteer instructors, and a variety of options.

Objective B:

Increase the amount of activities, programs, and events offered to the senior citizen population.

Measure	FY 10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of Programs, Activities and Events offered by the Friendswood Senior Citizen Program (Yearly Average)	105	162	219	250

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

Maintain existing programs and services at the Friendswood City Pool.

Objective A:

Increase attendance at the City Pool by providing clean, safe, and fun interactive equipment for all users.

Measure	FY 10 Actual	FY11 Actual	FY12 Projection	FY13 Forecast
Number of yearly visits to the Sesquicentennial Swimming Pool	10,518	9,326	9,651	9,500

Trend: The aquatic environment is continually changing and the City Pool is in need of several additions to keep up with current trends. The Community Services Department is looking into the cost to purchase interactive water playground equipment, possible capital improvement for a new pool design and new innovative programming geared to increasing overall participation. The traditional square pool is no longer attracting the crowds as it has in the past and changes are needed to the existing facility to keep up with current aquatic trends. The addition of the Friendswood High School Natatorium will decrease our forecast for FY 2011 and 2012 as well as the loss of contract rental groups during the winter seasons.

**COMMUNITY SERVICES
DEPARTMENT SUMMARY**

EXPENDITURES BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
COMM SERVICES ADMIN	\$272,111	\$275,117	\$311,044	\$226,797	\$313,685	\$336,794	22.4%
RECREATION PROGRAM	552,143	606,117	730,668	465,721	721,859	\$621,031	2.5%
PARKS OPERATIONS	983,767	1,031,142	1,052,390	739,673	1,017,478	\$1,063,054	3.1%
FACILITY OPERATIONS	725,147	711,424	780,925	493,859	745,685	\$713,599	0.3%
DEPARTMENT TOTAL	\$2,533,168	\$2,623,800	\$2,875,027	\$1,926,050	\$2,798,707	\$2,734,478	4.2%

EXPENDITURES BY CLASSIFICATION

CLASSIFICATIONS	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
SALARIES AND BENEFITS	\$955,417	\$1,012,761	\$1,046,188	\$681,461	\$1,036,781	\$1,099,439	8.6%
SUPPLIES	137,602	156,000	172,201	108,609	169,194	\$158,031	1.3%
MAINTENANCE	323,308	237,449	278,850	170,178	271,240	\$266,306	12.2%
SERVICES	1,055,688	1,217,590	1,254,740	856,139	1,211,829	\$1,201,202	-1.3%
CAPITAL OUTLAY	61,153	0	123,048	109,663	109,663	\$9,500	0.0%
CLASSIFICATION TOTAL	\$2,533,168	\$2,623,800	\$2,875,027	\$1,926,050	\$2,798,707	\$2,734,478	4.2%

PERSONNEL SUMMARY BY DIVISION

DIVISION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget	% Change in Budget from FY12 to FY13
ADMINISTRATION	3.0	3.0	3.0	3.0	3.0	3.3	11.0%
RECREATION PROGRAMS	7.9	7.9	7.9	7.9	7.9	7.9	0.0%
PARKS OPERATIONS	8.0	8.0	8.0	8.0	8.0	8.0	0.0%
FACILITY OPERATIONS	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
PERSONNEL TOTAL	18.9	18.9	18.9	18.9	18.9	19.2	1.7%

**COMMUNITY SERVICES
ADMINISTRATION
001-6401-451**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$171,332	\$176,137	\$199,621	\$140,518	\$199,621	\$218,446
41-30 OVERTIME PAY	4,682	1,238	1,258	4,020	5,360	1,238
41-31 HOLIDAY HRS WORKED	109	0	0	309	512	0
41-41 MERIT PAY	0	0	0	0	0	0
41-42 MERIT PAY - STAFF	0	0	0	0	0	0
41-43 LONGEVITY PAY	780	1,035	1,015	1,015	1,015	1,306
41-44 VEHICLE ALLOWANCE	5,400	5,400	6,428	4,356	6,428	7,182
41-45 INCENTIVE-CERTIFICATE PAY	0	0	0	0	0	600
41-49 CELL PHONE ALLOWANCE	1,140	1,140	1,391	874	1,391	1,576
41-90 ACCRUED PAYROLL	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	13,369	12,770	14,098	11,119	14,098	16,867
47-20 TMRS RETIREMENT	28,651	28,874	32,560	23,599	32,560	35,912
48-10 HEALTH/DENTAL INSURANCE	16,586	15,164	18,559	13,162	18,559	20,001
48-20 LIFE INSURANCE	471	483	539	402	539	607
48-30 DISABILITY INSURANCE	487	504	648	419	648	632
48-40 WORKERS COMP INSURANCE	197	192	221	183	221	281
48-50 EAP SERVICES	175	175	185	138	185	194
48-90 FLEX PLAN ADMINISTRATION	128	125	141	51	141	72
* SALARIES AND BENEFITS	\$243,507	\$243,237	\$276,664	\$200,165	\$281,278	\$304,914
51-00 OFFICE SUPPLIES	\$2,025	\$4,155	\$4,155	\$1,310	\$2,427	\$3,655
52-00 PERSONNEL SUPPLIES	0	0	315	295	315	315
54-00 OPERATING SUPPLIES	2,079	1,620	1,305	339	751	1,096
58-00 OPERATING EQUIPMENT<\$5000	0	0	0	496	496	0
* SUPPLIES	\$4,104	\$5,775	\$5,775	\$2,440	\$3,989	\$5,066
73-50 SURETY BONDS	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	403	500	500	194	500	500
74-01 POSTAL / COURIER SERVICES	3,147	0	2,500	2,323	2,500	500
74-97 RECRUITMENT ADVERTISING	0	0	0	0	0	0
75-10 TRAINING	1,018	1,641	1,805	2,005	2,005	1,850
75-20 TRAVEL REIMBURSEMENTS	2,059	3,245	3,081	1,895	3,081	3,245
75-30 MEMBERSHIPS	518	1,165	1,165	778	778	1,165
75-40 PUBLICATIONS	0	0	0	0	0	0
76-12 TELEPHONE/COMMUNICATIONS	0	0	0	0	0	0
78-00 CONTRACT SERVICES	17,355	19,554	19,554	16,998	19,554	19,554
78-30 RENTAL OF EQUIPMENT	0	0	0	0	0	0
* SERVICES	\$24,500	\$26,105	\$28,605	\$24,193	\$28,418	\$26,814
86-00 FURNITURE AND FIXTURES	\$0	\$0	\$0	\$0	\$0	\$0
88-00 CAPITAL EQUIPMENT	0	0	0	0	0	0
* CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
** COMM SERVICES ADMIN	\$272,111	\$275,117	\$311,044	\$226,798	\$313,685	\$336,794

**COMMUNITY SERVICES
RECREATION PROGRAMS
001-6420-452**

ACCOUNT DESCRIPTION		FY11	FY12	FY12	FY12	FY12	FY13
		Actual	Original Budget	Amended Budget	YTD 6/30/2012	Year End Estimate	Adopted Budget
41-10	FULLTIME SALARIES & WAGES	\$53,443	\$54,112	\$54,112	\$39,911	\$53,215	\$54,973
41-30	OVERTIME PAY	0	0	0	0	0	1,095
41-31	HOLIDAY HRS WORKED	153	0	5	197	263	0
41-43	LONGEVITY PAY	210	275	270	270	270	335
41-44	VEHICLE ALLOWANCE	5,400	5,400	5,400	3,836	5,400	5,400
41-45	INCENTIVE-CERTIFICATE PAY	600	600	600	450	600	3,000
41-49	CELL PHONE ALLOWANCE	1,140	1,140	1,140	765	1,140	1,140
41-90	ACCRUED PAYROLL	0	0	0	2,063	2,063	0
42-20	PART-TIME WAGES	4,568	4,430	4,430	3,369	4,430	3,316
42-22	SEASONAL WAGES	0	0	0	0	0	0
47-10	SOCIAL SECURITY/MEDICARE	4,622	5,046	5,046	3,608	5,046	4,869
47-20	TMRS RETIREMENT	9,446	9,606	9,606	7,392	9,606	10,283
48-10	HEALTH/DENTAL INSURANCE	10,742	12,275	12,275	9,118	12,275	12,265
48-20	LIFE INSURANCE	147	149	149	112	149	152
48-30	DISABILITY INSURANCE	151	156	156	117	156	159
48-40	WORKERS COMP INSURANCE	114	107	107	99	107	117
48-50	EAP SERVICES	58	58	58	44	58	58
48-90	FLEX PLAN ADMINISTRATION	22	22	22	16	22	22
*	SALARIES AND WAGES	\$90,816	\$93,376	\$93,376	\$71,367	\$94,800	\$97,184
51-00	OFFICE SUPPLIES	\$128	\$0	\$0	\$0	\$0	\$0
52-00	PERSONNEL SUPPLIES	0	0	40	120	160	40
54-00	OPERATING SUPPLIES	14,875	17,778	23,138	19,694	23,138	16,566
58-00	OPERATING EQUIPMENT<\$5000	0	0	1,212	433	577	1,212
*	SUPPLIES	\$15,003	\$17,778	\$24,390	\$20,247	\$23,875	\$17,818
68-00	EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
*	MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0
74-00	OPERATING SERVICES	\$7,709	\$7,950	\$14,450	\$13,079	\$14,450	\$7,910
74-01	POSTAL / COURIER SERVICES	1,602	0	1,688	1,687	1,688	0
75-10	TRAINING	273	0	3,000	1,612	2,149	3,000
75-20	TRAVEL REIMBURSEMENTS	536	0	0	0	0	0
75-30	MEMBERSHIPS	85	0	0	0	0	0
78-00	CONTRACT SERVICES	4,021	11,400	11,400	7,532	11,400	11,400
79-10	COMMUNITY EVENTS/PROGRAMS	21,759	25,001	23,313	17,413	23,313	25,001
*	SERVICES	\$35,985	\$44,351	\$53,851	\$41,323	\$53,000	\$47,311
**	RECREATION PROGRAM ADMIN	\$141,804	\$155,505	\$171,617	\$132,937	\$171,675	\$162,313

COMMUNITY SERVICES
JULY 4th
001-6422-452

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-30 OVERTIME PAY	\$13,840	\$12,375	\$12,375	\$0	\$21,845	\$12,375
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	1,006	947	947	0	1,570	946
47-20 TMRS RETIREMENT	2,142	1,932	1,932	0	3,318	1,929
48-20 LIFE INSURANCE	55	0	0	0	0	0
48-30 DISABILITY INSURANCE	57	0	0	0	0	0
48-40 WORKERS COMP INSURANCE	0	144	144	0	184	0
* SALARIES AND BENEFITS	\$17,100	\$15,398	\$15,398	\$0	\$26,917	\$15,250
51-00 OFFICE SUPPLIES	\$267	\$329	\$238	\$42	\$82	\$329
52-00 PERSONNEL SUPPLIES	0	0	0	0	0	0
54-00 OPERATING SUPPLIES	2,658	3,181	3,181	720	3,145	2,381
* SUPPLIES	\$2,925	\$3,510	\$3,419	\$762	\$3,227	\$2,710
74-00 OPERATING SERVICES	\$0	\$0	\$91	\$0	\$91	\$0
74-01 POSTAL / COURIER SERVICES	0	0	0	0	0	0
74-81 TRANSPORTATION SERVICES	4,548	5,809	5,209	0	5,200	5,209
75-40 PUBLICATIONS	0	0	0	0	0	0
78-00 CONTRACT SERVICES	2,930	1,500	0	0	0	0
78-30 RENTAL	12,260	12,260	15,060	15,060	15,060	12,560
79-10 COMMUNITY EVENTS/PROGRAMS	24,200	24,200	28,800	28,800	28,800	26,800
* SERVICES	\$43,938	\$43,769	\$49,160	\$43,860	\$49,151	\$44,569
** JULY 4TH PROGRAM	\$63,963	\$62,677	\$67,977	\$44,622	\$79,295	\$62,529

**COMMUNITY SERVICES
SUMMER DAY CAMP
001-6423-452**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
42-22 SEASONAL WAGES	\$49,764	\$50,336	\$50,336	\$14,257	\$50,336	\$50,474
47-10 SOCIAL SECURITY/MEDICARE	3,807	3,851	3,851	1,091	3,851	3,861
48-40 WORKERS COMP INSURANCE	497	502	502	166	502	587
48-50 EAP SERVICES	0	58	58	0	58	0
* SALARIES AND BENEFITS	\$54,068	\$54,747	\$54,747	\$15,514	\$54,747	\$54,922
52-00 PERSONNEL SUPPLIES	\$2,168	\$2,208	\$808	\$697	\$808	\$2,208
54-00 OPERATING SUPPLIES	6,607	7,010	7,010	3,211	7,010	7,010
58-00 OPERATING EQUIPMENT<\$5000	0	0	0	0	0	0
* SUPPLIES	\$8,775	\$9,218	\$7,818	\$3,908	\$7,818	\$9,218
74-00 OPERATING SERVICES	\$0	\$489	\$0	\$0	\$0	\$489
74-01 POSTAL / COURIER SERVICES	0	0	0	0	0	0
74-81 TRANSPORTATION SERVICES	5,783	6,180	6,180	878	6,180	6,180
74-97 RECRUITMENT ADVERTISING	0	338	0	0	0	338
75-20 TRAVEL REIMBURSEMENTS	555	414	414	0	414	414
75-40 PUBLICATIONS	0	0	0	0	0	0
76-12 TELEPHONE/COMMUNICATIONS	0	200	200	0	200	200
79-10 COMMUNITY EVENTS/PROGRAMS	10,267	12,516	14,743	4,519	14,743	12,516
* SERVICES	\$16,605	\$20,137	\$21,537	\$5,397	\$21,537	\$20,137
** SUMMER DAY CAMP PROGRAM	\$79,448	\$84,102	\$84,102	\$24,819	\$84,102	\$84,277

**COMMUNITY SERVICES
KEEP FRIENDSWOOD BEAUTIFUL
001-6424-458**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
51-00 OFFICE SUPPLIES	\$28	\$50	\$50	\$0	\$0	\$50
52-00 PERSONNEL SUPPLIES	344	637	637	394	637	637
54-00 OPERATING SUPPLIES	8,321	4,680	7,056	6,635	7,420	4,680
58-00 OPERATING EQUIPMENT<\$5000	0	0	1,500	1,500	1,500	0
* SUPPLIES	\$8,693	\$5,367	\$9,243	\$8,529	\$9,557	\$5,367
62-10 LANDSCAPING	\$14,031	\$13,995	\$10,615	\$6,762	\$10,615	\$13,995
* MAINTENANCE	\$14,031	\$13,995	\$10,615	\$6,762	\$10,615	\$13,995
74-00 OPERATING SERVICES	\$3,460	\$3,962	\$5,962	\$4,174	\$5,962	\$3,962
74-01 POSTAL / COURIER SERVICES	0	0	34	33	34	0
75-10 TRAINING	505	505	495	520	520	495
75-20 TRAVEL REIMBURSEMENTS	616	668	668	356	475	668
75-30 MEMBERSHIPS	90	90	100	100	100	100
75-40 PUBLICATIONS	0	0	0	0	0	0
79-22 KFB BEAUTIFICATION GRANTS	0	2,000	2,000	0	0	2,000
* SERVICES	\$4,671	\$7,225	\$9,259	\$5,183	\$7,091	\$7,225
84-00 CAPITAL OPERATING EQUIP	\$13,440	\$0	\$0	\$0	\$0	\$0
85-21 SIDEWALKS	0	0	0	0	0	0
88-00 CAPITAL EQUIPMENT	0	0	0	0	0	0
* CAPITAL OUTLAY	\$13,440	\$0	\$0	\$0	\$0	\$0
** KEEP FRWD BEAUTIFUL COMM	\$40,835	\$26,587	\$29,117	\$20,474	\$27,263	\$26,587

**COMMUNITY SERVICES
STEVENSON PARK POOL
001-6428-452**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
42-22 SEASONAL WAGES	\$47,325	\$60,528	\$60,528	\$15,256	\$60,528	\$60,692
42-41 MERIT PAY	0	0	0	0	0	0
47-10 SOCIAL SECURITY/MEDICARE	3,621	4,631	4,631	1,167	4,631	4,643
48-40 WORKERS COMP INSURANCE	472	605	605	178	605	711
* SALARIES AND WAGES	\$51,418	\$65,764	\$65,764	\$16,601	\$65,764	\$66,046
51-00 OFFICE SUPPLIES	\$166	\$244	\$244	\$48	\$195	\$244
52-00 PERSONNEL SUPPLIES	1,321	1,311	1,611	1,496	1,611	1,311
54-00 OPERATING SUPPLIES	2,102	2,247	1,947	1,487	1,947	2,247
54-95 CHEMICALS	6,215	7,262	7,262	4,661	7,262	7,262
56-00 FACILITY SUPPLIES	0	170	170	0	170	170
56-20 JANITORIAL SUPPLIES	0	504	504	126	504	504
58-00 OPERATING EQUIPMENT<\$5000	1,035	3,461	3,461	3,452	3,453	3,461
* SUPPLIES	\$10,839	\$15,199	\$15,199	\$11,270	\$15,142	\$15,199
62-10 LANDSCAPING	\$0	\$129	\$129	\$0	\$129	\$129
65-61 SWIMMING POOL MAINTENANCE	2,679	6,593	3,593	450	2,468	3,593
66-00 FACILITY MAINTENANCE	3,373	5,250	5,250	454	4,125	5,250
68-00 EQUIPMENT MAINTENANCE	0	0	0	0	0	0
* MAINTENANCE	\$6,052	\$11,972	\$8,972	\$904	\$6,722	\$8,972
74-00 OPERATING SERVICES	\$0	\$0	\$0	\$0	\$0	\$0
74-01 POSTAL / COURIER SERVICES	0	0	0	0	0	0
74-97 RECRUITMENT ADVERTISING	0	338	338	0	0	338
75-40 PUBLICATIONS	0	0	0	0	0	0
76-11 ELECTRICITY	18,261	19,517	19,517	13,409	19,517	19,517
76-12 TELEPHONE/COMMUNICATIONS	0	712	712	568	789	712
76-13 NATURAL GAS	968	2,870	2,870	192	192	2,870
76-20 JANITORIAL SERVICES	0	1,500	2,000	1,400	2,000	1,500
78-00 CONTRACT SERVICES	6,215	6,216	6,216	4,661	6,216	6,216
78-30 RENTAL	0	0	0	0	0	0
* SERVICES	\$25,444	\$31,153	\$31,653	\$20,230	\$28,714	\$31,153
** STEVENSON PARK POOL	\$93,753	\$124,088	\$121,588	\$49,005	\$116,342	\$121,370

**COMMUNITY SERVICES
SENIOR PROGRAMS
001-6429-452**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$67,585	\$79,591	\$79,591	\$57,948	\$79,334	\$81,240
41-20 PART-TIME WAGES	0	0	0	0	0	17,770
41-30 OVERTIME PAY	2,258	872	877	433	577	872
41-31 HOLIDAY HRS WORKED	0	0	0	0	0	0
41-41 MERIT PAY	0	0	0	0	0	0
41-43 LONGEVITY PAY	511	510	505	505	505	665
41-90 ACCRUED PAYROLL	624	0	0	0	0	0
42-20 PART-TIME WAGES	17,792	12,072	12,072	12,405	12,405	0
47-10 SOCIAL SECURITY/MEDICARE	6,423	7,117	7,117	4,800	7,088	6,741
47-20 TMRS RETIREMENT	11,017	12,682	12,682	9,200	12,682	15,674
48-10 HEALTH/DENTAL INSURANCE	10,601	16,947	16,947	12,928	16,806	17,384
48-20 LIFE INSURANCE	188	224	224	164	224	226
48-30 DISABILITY INSURANCE	194	230	230	171	230	235
48-40 WORKERS COMP INSURANCE	1,060	988	988	918	988	1,279
48-50 EAP SERVICES	160	175	175	131	175	117
48-90 FLEX PLAN ADMINISTRATION	53	104	104	79	104	106
* SALARIES AND BENEFITS	\$118,466	\$131,512	\$131,512	\$99,682	\$131,118	\$142,309
51-00 OFFICE SUPPLIES	\$1,580	\$2,618	\$2,618	\$1,010	\$2,020	\$2,618
52-00 PERSONNEL SUPPLIES	0	0	75	72	75	75
53-00 VEHICLE SUPPLIES	0	0	0	0	0	0
53-01 FUEL	2,739	3,200	3,200	2,777	3,200	3,200
54-00 OPERATING SUPPLIES	5,242	6,828	5,537	1,914	4,254	5,253
58-00 OPERATING EQUIPMENT<\$5000	697	611	2,688	2,447	8,988	611
* SUPPLIES	\$10,258	\$13,257	\$14,118	\$8,220	\$18,537	\$11,757
63-00 VEHICLE MAINTENANCE	\$1,070	\$2,418	\$3,418	\$622	\$791	\$600
66-00 FACILITY MAINTENANCE	0	0	0	0	0	0
* MAINTENANCE	\$1,070	\$2,418	\$3,418	\$622	\$791	\$600
73-11 VEHICLE	\$791	\$778	\$778	\$593	\$778	\$778
74-00 OPERATING SERVICES	0	0	0	0	0	0
74-01 POSTAL / COURIER SERVICES	0	0	0	0	0	1,818
74-81 TRANSPORTATION SERVICES	0	0	0	0	0	0
74-92 SPECIAL EVENTS	0	0	0	0	0	0
74-97 RECRUITMENT ADVERTISING	0	0	0	0	0	0
74-98 JUDGMENTS & DAMAGE CLAIM	0	0	0	0	0	0
75-10 TRAINING	0	2,345	2,167	974	1,135	2,189
75-20 TRAVEL REIMBURSEMENTS	158	509	683	682	683	661
75-30 MEMBERSHIPS	80	81	85	85	85	85
75-40 PUBLICATIONS	0	0	0	0	0	0
76-11 ELECTRICITY	0	0	0	0	0	0
76-12 TELEPHONE/COMMUNICATIONS	0	372	372	98	274	372
78-00 CONTRACT SERVICES	443	386	3,386	2,420	3,386	3,386
79-10 COMMUNITY EVENTS/PROGRAMS	1,067	1,500	0	(5,910)	0	0
* SERVICES	\$2,539	\$5,971	\$7,471	(\$1,058)	\$6,341	\$9,289
83-00 VEHICLES	\$0	\$0	\$0	\$0	\$0	\$0
84-00 CAPITAL OPERATING EQUIP	0	0	99,748	86,395	86,395	0
88-00 CAPITAL EQUIPMENT	0	0	0	0	0	0
* CAPITAL OUTLAY	\$0	\$0	\$99,748	\$86,395	\$86,395	\$0
** SENIOR ACTIVITY CENTER	\$132,333	\$153,158	\$256,267	\$193,861	\$243,182	\$163,955

**COMMUNITY SERVICES
PARKS DEPARTMENT
001-6430-456**

ACCOUNT DESCRIPTION	FY11	FY12	FY12	FY12	FY12	FY13
	Actual	Original Budget	Amended Budget	YTD 6/30/2012	Year End Estimate	Adopted Budget
41-10 FULLTIME SALARIES & WAGES	\$246,436	\$268,315	\$268,315	\$180,678	\$251,831	\$270,869
41-30 OVERTIME PAY	8,236	7,734	7,769	6,846	9,128	7,734
41-31 HOLIDAY HRS WORKED	238	0	0	71	94	0
41-43 LONGEVITY PAY	1,878	1,930	1,895	1,895	1,895	2,285
41-45 INCENTIVE-CERTIFICATE PAY	1,425	1,500	1,500	900	1,500	1,200
41-49 CELL PHONE ALLOWANCE	2,100	2,100	2,100	1,584	2,100	2,520
41-51 SUPPLEMENTAL WORKERS COMP	0	0	0	0	0	0
41-90 ACCRUED PAYROLL	116	0	0	927	927	0
47-10 SOCIAL SECURITY/MEDICARE	18,312	21,544	21,544	13,877	19,003	20,500
47-20 TMRS RETIREMENT	40,645	43,960	43,960	30,144	41,248	44,367
48-10 HEALTH/DENTAL INSURANCE	55,908	56,717	56,717	37,237	49,650	63,950
48-20 LIFE INSURANCE	690	740	740	515	687	759
48-30 DISABILITY INSURANCE	707	771	771	536	714	783
48-40 WORKERS COMP INSURANCE	2,739	2,776	2,776	2,472	2,776	3,207
48-50 EAP SERVICES	442	467	467	330	441	467
48-90 FLEX PLAN ADMINISTRATION	163	173	173	122	163	173
* SALARIES AND BENEFITS	\$380,035	\$408,727	\$408,727	\$278,134	\$382,157	\$418,814
51-00 OFFICE SUPPLIES	\$218	\$0	\$0	\$0	\$0	\$0
52-00 PERSONNEL SUPPLIES	5,239	6,277	6,277	4,469	6,484	6,277
53-00 VEHICLE SUPPLIES	24	106	106	0	106	106
53-01 FUEL	12,464	10,936	10,936	9,493	10,936	10,936
54-00 OPERATING SUPPLIES	8,032	17,813	14,803	8,533	14,803	14,803
54-95 CHEMICALS	6,900	10,188	6,888	1,472	6,888	15,188
56-00 FACILITY SUPPLIES	2,369	2,923	2,923	1,091	2,923	2,923
56-20 JANITORIAL SUPPLIES	6,173	8,380	8,380	5,124	8,380	8,380
58-00 OPERATING EQUIPMENT <\$5000	12,989	4,864	11,364	9,286	11,213	7,874
* SUPPLIES	\$54,408	\$61,487	\$61,677	\$39,468	\$61,733	\$66,487
62-10 LANDSCAPING	\$22,886	\$18,184	\$38,845	\$27,799	\$38,845	\$22,184
62-20 LIGHTING MAINTENANCE	31,574	17,028	18,528	11,886	18,472	17,028
62-40 FENCE MAINTENANCE	171	1,293	1,293	380	506	1,293
63-00 VEHICLE MAINTENANCE	2,177	3,560	3,560	2,053	3,560	3,560
64-00 OPERATING MAINTENANCE	14,512	14,103	22,103	18,751	22,063	22,103
66-00 FACILITY MAINTENANCE	54,815	31,292	45,492	38,625	45,492	50,792
68-00 EQUIPMENT MAINTENANCE	1,432	5,062	8,062	3,159	6,212	5,062
* MAINTENANCE	\$127,567	\$90,522	\$137,883	\$102,653	\$135,150	\$122,022
73-11 VEHICLE	\$1,723	\$2,286	\$2,286	\$1,292	\$2,286	\$2,286
74-00 OPERATING SERVICES	0	4,500	4,800	5,395	7,193	4,500
74-97 RECRUITMENT ADVERTISING	0	0	825	275	275	825
74-98 JUDGMENTS & DAMAGE CLAIM	0	0	0	0	0	0
75-10 TRAINING	395	0	0	0	0	0
75-20 TRAVEL REIMBURSEMENTS	516	0	0	0	0	0
75-30 MEMBERSHIPS	110	0	0	0	0	0
76-11 ELECTRICITY	138,482	149,628	149,628	105,046	143,640	149,628
76-13 NATURAL GAS	395	530	530	199	275	530
76-20 JANITORIAL SERVICES	26,316	26,370	26,942	21,126	29,226	22,370
76-25 SAFETY SERVICES	1,807	2,982	2,982	1,364	2,982	2,982
76-30 PEST CONTROL SERVICES	210	215	215	100	215	215
76-80 MOWING SERVICES	221,139	261,608	238,608	175,161	233,548	245,608
76-90 HOA MAINTENANCE FEES	2,550	4,239	4,239	1,650	5,750	4,239
78-00 CONTRACT SERVICES	160	10,440	5,440	2,505	5,440	5,440
78-30 RENTAL	1,800	1,000	1,000	429	1,000	1,000
78-31 VEHICLE LEASE-INTERNAL	6,624	6,608	6,608	4,956	6,608	6,608
* SERVICES	\$402,227	\$470,406	\$444,103	\$319,498	\$438,438	\$446,231
84-00 CAPITAL OPERATING EQUIP	\$14,530	\$0	\$0	\$0	\$0	\$9,500
88-00 CAPITAL EQUIPMENT	5,000	0	0	0	0	0
* CAPITAL OUTLAY	\$19,530	\$0	\$0	\$0	\$0	\$9,500
** PARKS DEPARTMENT	\$983,767	\$1,031,142	\$1,052,390	\$739,753	\$1,017,478	\$1,063,054

NOTE: All park divisions (6430 through 6440), were combined into one division 001-6430 Parks Department. Council approved this on November 7, 2011 as submitted on Budget Amendment I. This allowed more flexibility to the department and less operating accounts to maintain. Project codes are being used to keep track of the expenses directly related to a specific park.

**COMMUNITY SERVICES
FACILITY OPERATIONS
001-6460-419**

ACCOUNT DESCRIPTION	FY11 Actual	FY12 Original Budget	FY12 Amended Budget	FY12 YTD 6/30/2012	FY12 Year End Estimate	FY13 Adopted Budget
51-00 OFFICE SUPPLIES	\$679	\$1,000	\$1,000	\$0	\$0	\$1,000
52-00 PERSONNEL SUPPLIES	0	0	0	0	0	0
54-00 OPERATING SUPPLIES	11,064	12,009	15,009	9,337	15,009	12,009
56-00 FACILITY SUPPLIES	4,203	9,939	9,939	2,913	5,693	9,939
56-20 JANITORIAL SUPPLIES	1,398	400	400	0	400	400
58-00 OPERATING EQUIPMENT<\$5000	5,253	1,061	4,214	1,514	4,214	1,061
* SUPPLIES	\$22,597	\$24,409	\$30,562	\$13,764	\$25,316	\$24,409
62-10 LANDSCAPING	\$3,807	\$4,330	\$4,330	\$4,112	\$4,330	\$4,330
62-20 LIGHTING MAINTENANCE	72	0	0	0	0	0
62-30 PARKING LOT MAINTENANCE	9,053	0	0	0	0	0
65-12 PARKING LOT MAINT	0	0	0	0	0	0
66-00 FACILITY MAINTENANCE	74,838	98,923	94,137	45,272	94,137	93,892
66-10 BUILDING RENOVATIONS	73,247	0	0	0	0	0
68-00 EQUIPMENT MAINTENANCE	13,571	15,289	19,495	9,931	19,495	22,495
* MAINTENANCE	\$174,588	\$118,542	\$117,962	\$59,315	\$117,962	\$120,717
73-11 VEHICLE	\$0	\$0	\$0	\$0	\$0	\$0
74-00 OPERATING SERVICES	450	0	65,000	60,970	65,000	0
74-98 JUDGMENTS & DAMAGE CLAIM	0	0	0	0	0	0
76-11 ELECTRICITY	239,807	278,140	278,140	148,549	251,797	278,140
76-12 TELEPHONE/COMMUNICATIONS	143,574	131,641	115,641	100,981	112,647	131,641
76-13 NATURAL GAS	2,828	3,821	3,821	2,637	3,196	3,821
76-20 JANITORIAL SERVICES	77,463	97,740	92,668	59,423	92,668	97,740
76-25 SAFETY SERVICES	5,656	7,400	9,400	5,733	9,400	7,400
76-30 PEST CONTROL SERVICES	3,080	4,016	4,016	1,515	4,016	4,016
76-80 MOWING SERVICES	0	7,000	2,000	0	2,000	7,000
78-00 CONTRACT SERVICES	21,797	33,000	32,700	13,850	32,700	33,000
78-30 RENTAL	5,124	5,715	5,715	3,854	5,715	5,715
78-31 VEHICLE LEASE-INTERNAL	0	0	0	0	0	0
* SERVICES	\$499,779	\$568,473	\$609,101	\$397,512	\$579,139	\$568,473
82-30 PARKING/DRIVEWAYS/SIDEWLK	\$0	\$0	\$5,300	\$5,300	\$5,300	\$0
84-00 CAPITAL OPERATING EQUIP	28,183	0	0	0	0	0
86-00 FURNITURE AND FIXTURES	0	0	0	0	0	0
88-00 CAPITAL EQUIPMENT	0	0	18,000	17,968	17,968	0
* CAPITAL OUTLAY	\$28,183	\$0	\$23,300	\$23,268	\$23,268	\$0
** FACILITY OPERATIONS	\$725,147	\$711,424	\$780,925	\$493,859	\$745,685	\$713,599

NOTE: All facility operations divisions (6460-419 through 6460-441), were combined into one division 001-6460-419 Facility Operations. Council approved November 7, 2011 as submitted on Budget Amendment I. This allowed more flexibility to the department and less operating account to maintain. Project codes are being used to keep track of the expenses directly related to a specific City Hall building.



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Personnel Schedule

**Personnel By Department
Full-Time Equivalents
Three Year Comparison**

	FY11 Actual	FY12 Budget	FY13 Base Budget	FY13 FAW/DP	FY13 Adopted Budget
Municipal Clerk	3.20	3.20	3.20	0.00	3.20
Records Management	2.00	2.00	2.00	0.00	2.00
Total City Secretary	5.20	5.20	5.20	0.00	5.20
Administration	4.50	4.50	3.65	0.00	3.65
Economic Development	1.00	1.00	1.00	0.00	1.00
Total City Manager	5.50	5.50	4.65	0.00	4.65
Finance - General Fund	8.50	8.50	8.50	0.00	8.50
Finance - Water and Sewer Fund	3.00	3.00	4.00	0.00	4.00
Municipal Court	7.70	7.70	7.70	0.00	7.70
Human Resources	4.00	4.00	4.00	0.00	4.00
Risk Management - General Fund	1.00	1.00	1.00	0.00	1.00
Risk Management - Water and Sewer Fund	0.00	0.00	0.00	0.00	0.00
Information Technology	3.00	3.00	3.00	1.00	4.00
Total Administrative Services	27.20	27.20	28.20	1.00	29.20
Administration	5.00	5.00	5.00	0.00	5.00
Communications	13.60	13.60	13.60	0.00	13.60
Patrol	44.80	44.80	44.80	1.00	45.80
DOT Patrol	1.00	1.00	1.00	0.00	1.00
Criminal Investigations	12.00	12.00	12.00	0.00	12.00
Animal Control	4.00	4.00	4.00	0.00	4.00
Total Police	80.40	80.40	80.40	1.00	81.40
Fire City Administration	0.00	0.00	0.00	0.00	0.00
Total FVFD	0.00	0.00	0.00	0.00	0.00
Administration	4.80	4.80	4.80	0.00	4.80
Emergency Management	1.30	1.30	1.30	0.00	1.30
Total Fire Marshal	6.10	6.10	6.10	0.00	6.10
Administration	3.00	3.00	2.39	0.00	2.39
Planning and Zoning	2.00	2.00	2.60	0.00	2.60
Engineering - General Fund	1.00	1.00	1.00	0.00	1.00
Engineering - Water and Sewer Funds	1.00	1.00	1.00	0.00	1.00
Inspection	5.70	5.70	4.90	0.00	4.90
Code Enforcement	1.00	1.00	1.00	0.00	1.00
Projects - General Fund	2.00	2.00	2.00	0.00	2.00
Projects - Water and Sewer Funds	2.00	2.00	2.00	0.00	2.00
Total Community Development	17.70	17.70	16.89	0.00	16.89
Administration - General Fund	2.00	2.00	2.33	0.00	2.33
Administration - Water and Sewer Fund	1.00	1.00	1.00	0.00	1.00
Street Operations	8.00	8.00	8.00	0.00	8.00
Drainage Operations	6.00	6.00	6.00	0.00	6.00
Water Operations	10.30	10.30	10.30	0.00	10.30
Sewer Operations	9.00	9.00	9.00	0.00	9.00
Utility Customer Service	2.00	2.00	2.00	0.00	2.00
Total Public Works	38.30	38.30	38.63	0.00	38.63
Administration	14.72	14.72	14.72	0.00	14.72
Total Library	14.72	14.72	14.72	0.00	14.72
Administration	3.00	3.00	3.33	0.00	3.33
Parks Operations	8.00	8.00	8.00	0.00	8.00
Recreation Programs	7.95	7.95	7.95	0.00	7.95
Facility Operations	0.00	0.00	0.00	0.00	0.00
Total Community Services	18.95	18.95	19.28	0.00	19.28
Total Personnel	214.07	214.07	214.07	2.00	216.07

* Information Technology Technician and Police Officer positions are budgeted as FY13 mid-year hires.

Decision Packages and Forces at Work

GENERAL FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
ASO - IT	GIS Hosting Fee Increase	\$0	\$5,200	\$5,200	\$0	\$5,200
ASO - IT	AS400 (H.T.E.) Annual Maintenance Contract Increase	\$0	\$6,000	\$6,000	\$0	\$6,000
CS-Facility Ops	Maintenance Costs for Generators (General Fund cost)	\$0	\$3,000	\$3,000	\$0	\$3,000
PD - Animal Control	Animal Control Operating Supplies Increase	\$0	\$8,000	\$8,000	\$0	\$8,000
Forces at Work Total		\$0	\$22,200	\$22,200	\$0	\$22,200
CMO - Admin	City Hall Projectors (PEG Channel Funding)	\$6,000	\$0	\$6,000	\$6,000	\$0
PD - Animal Control	Animal Control Related Adoption Services Increase	\$0	\$5,500	\$5,500	\$5,500	\$0
Grant/Other Source Funding Total		\$6,000	\$5,500	\$11,500	\$11,500	\$0
PW-Streets	Street Maintenance	\$0	\$500,000	\$500,000	\$332,390	\$167,610
Undesignated General Fund Balance Total		\$0	\$500,000	\$500,000	\$332,390	\$167,610

City Wide	Employee Merit	\$0	\$135,000	\$135,000	\$0	\$135,000
CMO - Admin	Citizen Survey (GF 65% / W&S 35%)	\$8,125	\$0	\$8,125	\$0	\$8,125
ASO - IT	IT Technician (1 FTE) Mid-Year	\$1,622	\$34,680	\$36,302	\$0	\$36,302
PD - Patrol	Police Officer (1 FTE) Mid-Year	\$10,300	\$43,282	\$53,582	\$0	\$53,582
PD - Animal Control	Animal Control Cages and Sound Proofing	\$20,000	\$0	\$20,000	\$0	\$20,000
FVFD	Increase Cost of Medical Supplies	\$0	\$20,000	\$20,000	\$0	\$20,000
FVFD	800 MHz Annual Rate Increase - Galveston 911	\$0	\$4,000	\$4,000	\$0	\$4,000
FVFD	Fire Vehicle Maintenance Cost Increase	\$0	\$8,000	\$8,000	\$0	\$8,000
FVFD	Communication Access Costs - Cell Phone Data Cards for MDT's	\$0	\$3,000	\$3,000	\$0	\$3,000
Library - Admin	Assistant Library Director Mid-Year (New Position/No Increase to FTEs)	\$0	\$5,578	\$5,578	\$0	\$5,578
CS - Parks Ops	Irrigation System Maintenance Increase	\$0	\$4,000	\$4,000	\$0	\$4,000
CS - Parks Ops	Automatic Door Opener for Disability Access at Library	\$2,500	\$0	\$2,500	\$0	\$2,500
CS - Parks Ops	Chemicals and Pesticides Cost Increase	\$0	\$5,000	\$5,000	\$0	\$5,000
CS - Parks Ops	Mosquito Sprayer	\$9,500	\$0	\$9,500	\$0	\$9,500
Decision Package Total		\$52,047	\$262,540	\$314,587	\$0	\$314,587

GENERAL FUND TOTAL \$58,047 \$790,240 \$848,287 \$343,890 \$504,397

POLICE INVESTIGATION FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
PD - Patrol	Patrol Maintenance Contract Increase for AFIS Live Scan	\$0	\$1,737	\$1,737	\$1,737	\$0
POLICE INVESTIGATION FUND		\$0	\$1,737	\$1,737	\$1,737	\$0

MUNICIPAL COURT BUILDING SECURITY / TECHNOLOGY FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
ASO - Court	Court Security Upgrade	\$20,000	\$0	\$20,000	\$0	\$20,000
COURT SECURITY / TECHNOLOGY FUND TOTAL		\$20,000	\$0	\$20,000	\$0	\$20,000

PARK LAND DEDICATION FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
CS - Parks	Lighting Existing Soccer Field #33 at Centennial Park	\$100,000	\$0	\$100,000	\$0	\$100,000
CS - Parks	Repairs to Gazebo (Ramp and Handrail)	\$12,700	\$0	\$12,700	\$0	\$12,700
CS - Parks	Concrete Driveway from Shadwell to the Gazebo	\$18,000	\$0	\$18,000	\$0	\$18,000
PARK LAND DEDICATION FUND TOTAL		\$130,700	\$0	\$130,700	\$0	\$130,700

TAX DEBT SERVICE FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
Public Works	Dump Truck, Street Sealing Machine & Street Roller (3 year Financing)	\$32,525	\$0	\$32,525	\$0	\$32,525
TAX DEBT SERVICE FUND		\$32,525	\$0	\$32,525	\$0	\$32,525

WATER & SEWER FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
PW - Sewer	Natural Gas Emergency Generators (29 generators)	\$0	\$7,000	\$7,000	\$0	\$7,000
PW - Sewer	Maintenance costs for Generators (W&S Fund cost)	\$0	\$40,000	\$40,000	\$0	\$40,000
Forces at Work Total		\$0	\$47,000	\$47,000	\$0	\$47,000
CMO - Admin	Citizen Survey (GF 65% / W&S 35%)	\$4,375	\$0	\$4,375	\$0	\$4,375
City Wide	Merit	\$0	\$15,000	\$15,000	\$0	\$15,000
Decision Package Total		\$4,375	\$15,000	\$19,375	\$0	\$19,375

WATER & SEWER FUND TOTAL \$4,375 \$62,000 \$66,375 \$0 \$66,375

**FY 2012-13 DECISION PACKAGES
(not included in the Adopted Budget)**

GENERAL FUND

DEPT	DESCRIPTION	ONE TIME COST	ONGOING COST	TOTAL	OUTSIDE REVENUE SOURCES	NET TOTAL
CMO - Admin	MindMixer Interactive Survey Software (1 year trial contract)	\$8,000	\$0	\$8,000	\$0	\$8,000
CMO - Admin	Household Hazardous Waste Disposal Contract	\$0	\$15,000	\$15,000	\$0	\$15,000
ASO - Court	Teen Court Overtime Increase	\$0	\$2,487	\$2,487	\$0	\$2,487
FVFD	EMS EMR Software Annual License Costs	\$0	\$4,200	\$4,200	\$0	\$4,200
FVFD	Fire Alarm System Installation Costs for Stations #1, 2, and 3	\$13,000	\$0	\$13,000	\$0	\$13,000
FVFD	Fire Alarm Monthly Monitoring Fee Increase	\$0	\$7,200	\$7,200	\$0	\$7,200
FVFD	Increase in Health Insurance Premium Costs	\$0	\$3,125	\$3,125	\$0	\$3,125
FVFD	Increase Training Funds for Fire Division	\$0	\$8,000	\$8,000	\$0	\$8,000
FVFD	Building Maintenance Increase	\$0	\$8,000	\$8,000	\$0	\$8,000
FVFD	Fuel Cost Increases	\$0	\$9,500	\$9,500	\$0	\$9,500
FVFD	Emergency Generator Preventive Maintenance Contract	\$0	\$1,200	\$1,200	\$0	\$1,200
FVFD	HVAC Maintenance Contract	\$0	\$1,800	\$1,800	\$0	\$1,800
FVFD	Modular Building for Storage at Fire Station #1	\$95,000	\$0	\$95,000	\$0	\$95,000
FVFD	New Fire Station Headquarters (Architectural-Design and Engineering Fees)	\$300,000	\$0	\$300,000	\$300,000	\$0
FVFD	New Fire Station Headquarters (Construction)	\$3,500,000	\$0	\$3,500,000	\$3,500,000	\$0
UNFUNDED DECISION PACKAGES TOTAL (General Fund)		\$3,916,000	\$60,512	\$3,976,512	\$3,800,000	\$176,512

Tax Information

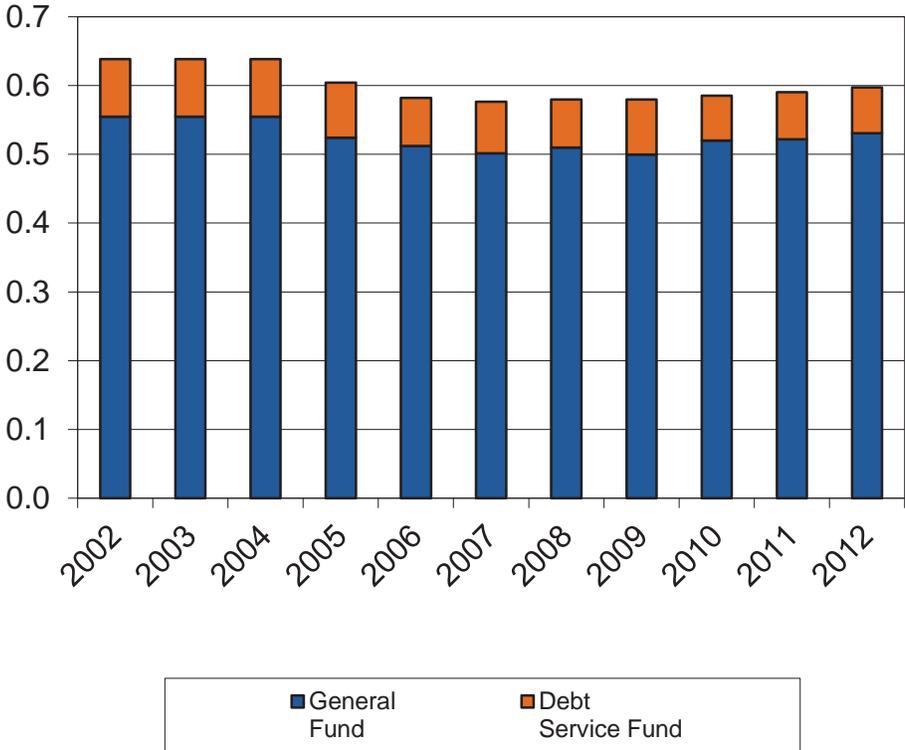
ESTIMATED AD VALOREM TAX COLLECTIONS - CERTIFIED ROLL

Net Assessed Value, estimated September 13, 2012	\$ 2,392,531,721
Divided by 100	<u>100</u>
Rate Base	\$ 23,925,317
Tax Rate	<u>0.5970</u>
Estimated Total Tax Levy	\$ 14,283,414
Estimated Collection Rate	<u>100%</u>
Adjusted Tax Collections, 2012-13	<u>\$ 14,283,414</u>

TAXABLE VALUE AND LEVY COMPARISON

Fiscal Year Ending	Tax Year	Total Taxable Assessed Value	Homestead Exemption	Tax Rate	Total Tax Levy	Percent Increase Over Prior Year
2001-02	2001	\$1,388,238,684	20%	\$0.6385	\$8,863,904	12.1%
2002-03	2002	\$1,510,166,528	20%	\$0.6385	\$9,642,413	8.8%
2003-04	2003	\$1,689,163,292	20%	\$0.6385	\$10,785,308	11.9%
2004-05	2004	\$1,757,469,314	20%	\$0.6385	\$11,221,442	4.0%
2005-06	2005	\$1,840,094,487	20%	\$0.6040	\$11,114,170	-1.0%
2006-07	2006	\$2,011,630,820	20%	\$0.5821	\$11,708,758	5.3%
2007-08	2007	\$2,134,576,240	20%	\$0.5764	\$12,303,697	5.1%
2008-09	2008	\$2,242,178,295	20%	\$0.5797	\$12,998,473	5.6%
2009-10	2009	\$2,271,459,062	20%	\$0.5797	\$13,167,648	1.3%
2010-11	2010	\$2,336,118,472	20%	\$0.5851	\$13,668,629	3.8%
2011-12	2011	\$2,362,929,430	20%	\$0.5902	\$13,947,215	2.0%
2012-13	2012	\$2,392,531,721	20%	\$0.5970	\$14,283,414	2.4%

Tax Rate Comparison



Historical Tax Rate Comparison

Fiscal Year	Tax Year	General Fund	Debt Service Fund	Total Tax Rate*
2002-03	2002	\$0.5547	\$0.0838	\$0.6385
2003-04	2003	\$0.5547	\$0.0838	\$0.6385
2004-05	2004	\$0.5547	\$0.0838	\$0.6385
2005-06	2005	\$0.5243	\$0.0797	\$0.6040
2006-07	2006	\$0.5120	\$0.0701	\$0.5821
2007-08	2007	\$0.5016	\$0.0748	\$0.5764
2008-09	2008	\$0.5097	\$0.0700	\$0.5797
2009-10	2009	\$0.4997	\$0.0800	\$0.5797
2010-11	2010	\$0.5198	\$0.0653	\$0.5851
2011-12	2011	\$0.5218	\$0.0684	\$0.5902
2012-13	2012	\$0.5307	\$0.0663	\$0.5970

* Tax Rate Includes 20% Homestead Exemption

**Sales Tax Revenue Comparison
FY09 through FY13**

Month of Receipt	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Estimate	FY13 Adopted Budget
December	298,303	260,495	261,569	277,020	277,125
January	255,853	234,223	254,265	237,646	267,745
February	464,418	410,108	465,012	448,149	449,889
March	286,124	263,868	255,448	241,692	277,125
April	252,281	238,361	298,845	243,023	277,907
May	395,728	421,258	422,741	414,239	395,168
June	282,894	283,722	263,388	263,388	282,988
July	255,228	273,342	295,288	295,288	293,933
August	425,494	447,238	451,486	451,486	414,320
September	283,275	285,931	271,585	271,585	263,445
October	258,538	436,917	329,520	329,520	284,943
November	413,858	300,322	435,648	435,648	424,092
Total	\$3,871,994	\$3,855,785	\$4,004,795	\$3,908,684	\$3,908,680

Glossary
Abbreviations and Acronyms

ACCRUAL BASIS

The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

ACTIVITY

A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible. (e.g., police is an activity within the public safety function).

AD VALOREM TAX

A tax based on value (e.g., a property tax).

AGENCY FUND

A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds. The agency fund also is used to report the assets and liabilities of Internal Revenue Service Code, Section 457, deferred compensation plans.

AMORTIZATION

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

APPROPRIATION

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

ASSESSED VALUATION

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

BALANCED BUDGET

A budgeting term used to signify budgeted expenditures are offset by budgeted revenues. In some instances reserves set aside for a specific use could be included to offset budgeted expenditures; i.e. election equipment reserves set aside in previous fiscal years to replace outdated equipment in a future fiscal year.

BASIS OF ACCOUNTING

A term used to refer to when revenues, expenditures, expenses, and transfers-and the related assets and liabilities-are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

CAPITAL EXPENDITURES

Expenditures resulting in the acquisition of or addition to the government's general fixed assets

CAPITAL IMPROVEMENT PROGRAM

(CIP) A term used to refer to a group of related infrastructure improvements planned for the future. The program can be, either, a five or a ten year plan.

CAPITAL LEASE

An agreement that conveys the right to use property, plant or equipment, usually for a stated period of time, that meets one or more of the criteria set forth in SFAS No. 13 for lease capitalization.

CAPITAL PROJECTS FUND

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

CASH BASIS

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

DEBT SERVICE FUND

A fund established to account for the accumulation of resources for and the payment of general long-term debt principal and interest (sometimes referred to as a SINKING FUND)

DEBT SERVICE FUND REQUIREMENTS

The resources which must be provided for a debt service fund so that all principal and interest payments can be made in full and on schedule.

DEBT SERVICE REQUIREMENTS

The amount of money required to pay interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

DEFERRED REVENUE

Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are an example of deferred revenue.

DELINQUENT TAXES

Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

DEPRECIATION

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

ENTERPRISE FUND

(1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water, gas and electric utilities; airports; parking garages; or transit systems). In this case, the governing body intends that costs (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or purposes.

EXPENDITURES

Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

EXPENSES

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

FISCAL YEAR

A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City's fiscal year is October thru September.

FORCES AT WORK

(FAW) A budget term used to describe supplemental department expenditures as a result of federal and/or state unfunded mandates or local governmental laws or actions or market impacts.

FRANCHISE

A special privilege granted by a government, permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

FUND

A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE

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

FUND BALANCE-RESERVED FOR DEBT SERVICE

An account used to segregate a portion of fund balance for resources legally restricted to the payment of general long-term debt principal and interest maturing in future years.

FUND BALANCE-RESERVE FOR ENCUMBRANCES

An account used to segregate a portion of fund balance for expenditures upon vendor performance.

FUND BALANCE-RESERVE FOR PREPAID ITEMS

An account used to segregate a portion of fund balance to indicate that prepaid items do not represent expendable available financial resources even though they are a component of net current assets.

FUND TYPE

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

GENERAL FUND

(GF) The fund used to account for all financial resources, except those required to be accounted for in another fund.

GENERAL LONG-TERM DEBT

Long-term debt expected to be repaid from governmental funds.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the GASB.

GOVERNMENTAL FUND TYPES

Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities-except those accounted for in proprietary funds and fiduciary funds. In essence, the funds are accounting segregation of financial resources. Expendable assets are assigned to the particular fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, used and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

IMPACT FEES

Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development.

INTERFUND TRANSFERS

All inter-fund transactions except loans, quasi-external transactions and reimbursements.

INTERGOVERNMENTAL REVENUES

Revenues from other governments in the forms of grants, entitlements, shared revenues or payment in lieu of taxes

INTERNAL SERVICE FUND

A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

LEVY

(1) (Verb) to impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) the total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES

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

MAJOR FUND

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

MAINTENANCE

The act of keeping capital assets in a state of good repair. It includes preventative maintenance, normal periodic repairs; replacement of parts, structural components and so forth and other activities needed to maintain the asset so that it continues to provide normal services and achieves its optimum life.

MODIFIED ACCRUAL BASIS

The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resources increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual that is when they become both "measurable" and "available to finance expenditures of the current." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditure either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis accounting.

OBJECT

As used in expenditure classification, applies to the article purchased or the service obtained, rather than to the purpose for which the article or service was purchased or obtained (e.g., personal services, contractual services, materials and supplies).

ORDINANCE

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

ORGANIZATIONAL-UNIT CLASSIFICATION

(ORG UNIT) Expenditure classification according to responsibility centers within a government's organizational structure. Classification of expenditures by organizational unit is essential to fulfilling stewardship responsibility for individual government resources.

PROPRIETARY FUND TYPES

Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

RESERVED

An element of the equity section of the governmental fund balance sheet comprised of three major fund balance elements: reserved; unreserved, designated; and unreserved, undesignated. When used in association with the governmental funds, the term "reserved" should be limited to describing the portion of fund balance that is (1) not available for appropriation or expenditure and/or (2) is segregated legally for a specific future use. A common example of the first type of reservation within the governmental funds is "reserved for inventories." Another example, "reserved for loans receivable," represents amounts expected to be collected in the future. Therefore, this receivable is not available for expenditure or appropriation at the balance sheet date. In this instance, the loans receivable amount is not associated with revenue recognition. However, if outstanding receivables (e.g., property taxes) are related to revenue that is not available, deferred revenue should be reported, *not* a reservation of fund balance. . "Reserved for Encumbrances" is a common example of the second reserve type. This type of reserve is legally earmarked for a specific purpose. Generally, the reservations are based on third-party restrictions (e.g., contract with vendor).

RETAINED EARNINGS

An equity account reflecting the accumulated earnings of an enterprise or internal service fund

REVENUES

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

SPECIAL REVENUE FUND

A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only requires the use of special revenue funds when legally mandated.

TAX RATE

The amount of tax stated in terms of a unit of the tax base (e.g., 25 mills per dollar of assessed valuation of taxable property.)

TAX ROLL

The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

TRUST FUNDS

Funds used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (a) expendable trust funds, (b) nonexpendable trust funds, (c) pension trust funds, and (d) agency funds.

UNRESERVED

The equity section of the governmental fund balance sheet is comprised of three major fund balance elements: reserved; unreserved, designated; and unreserved, undesignated. (Also reference Unreserved, Designated and Unreserved, Undesignated.)

UNRESERVED, DESIGNATED

A designation of unreserved fund balance established by a government to indicate tentative plans for the use of current financial resources in the future. Examples of designations include equipment replacement and contingencies. These designations should not cause the government to report a deficit unreserved, undesignated fund balance. In addition, a government should not report a deficit unreserved, designated fund balance. In effect, a government cannot designate resources that are not available for expenditure.

UNRESERVED, UNDESIGNATED

An "unreserved, undesignated fund balance" represents financial resources available to finance expenditures other than those tentatively planned by the government.

VEHICLE REPLACEMENT PLAN

(VRP) A term used to refer to a plan of vehicle fleet replacements over the next ten years.

WORKING CAPITAL

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

(Source: *1988 Governmental Accounting, Auditing and Financial Reporting* and other City Budgeting Terms)

Abbreviations and Acronyms

A

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

C

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

E

EDA: Economic Development Administration
EEO: Equal Employment Opportunity
EMPG: Emergency Management Planning Grant
EMS: Emergency Management Service

F

FAA: Friendswood Animal Alliance
FEMA: Federal Emergency Management Agency
FISD: Friendswood Independent School District
FMO: Fire Marshal's Office
FSU: Field Service Unit
FTE: Full Time Equivalent
FVFD: Friendswood Volunteer Fire Department

G

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

H

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

I

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

K

KFB: Keep Friendswood Beautiful

L

LEOSE: Law Enforcement Officer Standards and Education

M

M&CC: Mayor and City Council
M&O: Maintenance and Operations
(tax rate used for general operations)

P

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

S

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

T

TDRA: Texas Disaster Recovery Assistance
TAGO: Texas Attorney General's Office

V

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

W

W&S: Water and Sewer

Y

YTD: Year to date

Z

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

Budget and Tax Ordinances

(Title: An ordinance adopting the City of Friendswood, Texas, General Budget for the Fiscal Year 2012/2013.)

ORDINANCE NO. 2012-26

AN ORDINANCE APPROVING AND ADOPTING THE CITY OF FRIENDSWOOD, TEXAS, GENERAL BUDGET FOR THE FISCAL YEAR 2012/2013; MAKING APPROPRIATIONS FOR THE CITY FOR SUCH FISCAL YEAR AS REFLECTED IN SAID BUDGET, AND MAKING CERTAIN FINDINGS AND CONTAINING CERTAIN PROVISIONS RELATING TO THE SUBJECT.

* * * * *

WHEREAS, on August 1, 2012, the City Manager presented to the City Council a proposed Budget of the expenditures of the City of Friendswood for the fiscal year 2012/2013, a summary copy of which is attached hereto as Exhibit "A" and is made a part hereof; and

WHEREAS, pursuant to notice as required by law, public hearings on such Budget were held in the Council Chambers in the City Hall, at which hearings all citizens and taxpayers of the City had the right to be present and to be heard and those who requested to be heard were heard; and

WHEREAS, the City Council has considered the proposed budget and has made such changes therein as in the City Council's judgment were warranted by law and were in the best interests of the citizens and taxpayers of the City; and

WHEREAS, a copy of the Budget has been filed with the City Secretary and the City Council desires to adopt the same; and

WHEREAS, in accordance with Section 8.03 (a) of the City Charter, the City Council has reviewed estimates of revenue to be derived by the City during the 2012/2013 fiscal year, and has determined that the proposed budgeted expenditures will not exceed total estimated income; now, therefore,

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

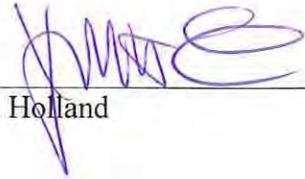
Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. In accordance with Section 8.03 (e) of the City Charter, the City Council hereby approves and adopts the Budget described above, the same being on file with the City Secretary. The City Secretary is hereby directed to place on said budget and to sign an endorsement reading as follows: "The Original General Budget of the City of Friendswood, Texas, for the fiscal year 2012/2013," and to keep such Budget on file in the City Secretary's Office as a public record.

Section 3. In support of said Budget and by virtue of the adoption thereof, there are hereby appropriated out of available cash funds and out of the general and special revenues of the City that will be received in the treasury during the fiscal year 2012/2013, the amounts set forth in said approved Budget for the various purposes stated therein. The total amounts now thus appropriated and the funds from which the same are derived are as follows;

Beginning Fund Balance, 10/01/2012	\$26,694,904
Total Revenues	<u>\$33,558,037</u>
Total Resources Available for Appropriation	\$60,252,941
Total Expenditures and Other Financing Uses	<u>\$37,670,672</u>
Ending Fund Balance, 9/30/2013	<u>\$22,582,269</u>

PASSED, APPROVED, AND ADOPTED on first and final reading this 1st day of October, 2012.



Kevin M. Holland
Mayor

ATTEST:



Melinda Welsh, TRMC
City Secretary



(Title: An ordinance providing for the levy and collection of ad valorem taxes of the City of Friendswood, Texas, for the fiscal year commencing October 1, 2012 and ending September 30, 2013.)

ORDINANCE NO. 2012-27

AN ORDINANCE PROVIDING FOR THE LEVY AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF FRIENDSWOOD, TEXAS, FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2012 AND ENDING SEPTEMBER 30, 2013; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; PROVIDING FOR SEVERABILITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH.

* * * * *

WHEREAS, Section 26.05 of the Texas Property Tax Code provides that before the latter of September 30th or the 60th day after the date the City receives the certified appraisal roll the City Council shall adopt a tax rate for the current tax year; and

WHEREAS, such Section further provides that where the tax rate consists of two components (one which will impose the amount of taxes needed to pay the City's debt service and the other which will impose the amount of taxes needed to fund maintenance and operation expenditures for the next year), each of such two components must be approved separately; and

WHEREAS, the proposed tax rate for the current tax year of the City of Friendswood, Texas, consists of two such components, a tax rate of \$0.0663 for debt service and a tax rate of \$0.5307 to fund maintenance and operation expenditures; and

WHEREAS, by separate motions heretofore adopted by the City Council of the City of Friendswood, Texas, at a regular meeting of City Council held on this 1st day of October, 2012, said City Council has approved separately the tax rate heretofore specified for each of said components; and

WHEREAS, all notices and hearings required by law as a prerequisite to the passage, approval, and adoption of this Ordinance have been timely and properly given and held; now, therefore

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

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

Section 2. There is hereby levied, for the tax year 2012, to fund the City's fiscal year 2012-2013 municipal budget, an ad valorem tax at the total rate of \$0.5970 on each One Hundred Dollars (\$100) of assessed valuation on all property, real, personal, and mixed, within the corporate limits of the City, upon which an ad valorem tax is authorized by law to be levied by the City of Friendswood, Texas. All such taxes shall be assessed and collected in current money of the United States of America.

Section 3. Of the total tax levied in Section 2 hereof, \$0.5307 is levied to fund maintenance and operation expenditures of the City for the fiscal year 2012-2013. **THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

Section 4. Of the total tax levied in Section 2 hereof, \$0.0663 is levied for the purpose of paying the interest on bonds, warrants, certificates of obligation, or other lawfully

authorized evidence of indebtedness issued by the City of Friendswood, Texas, including the various installments of principal due on the serial bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City, as such installments shall respectively mature in the fiscal year 2012-2013.

Section 5. All ad valorem taxes levied hereby, in the total amount of \$0.5970 on each One Hundred Dollars (\$100.00) of assessed valuation, as reflected by Sections 2, 3, and 4 hereof, shall be due and payable on or before January 31, 2013. All ad valorem taxes due the City of Friendswood, Texas, and not paid on or before January 31st following the year for which they were levied, shall bear penalty and interest as prescribed in the Texas Tax Code.

Section 6. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Friendswood, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 7. All ordinances and parts of ordinance in conflict herewith are, to the extent of such conflict, hereby repealed.

PASSED, APPROVED, AND ADOPTED on first and final reading this 1st day of October, 2012.



Kevin M. Holland
Mayor

ATTEST:

Melinda Welsh

Melinda Welsh, TRMC
City Secretary

