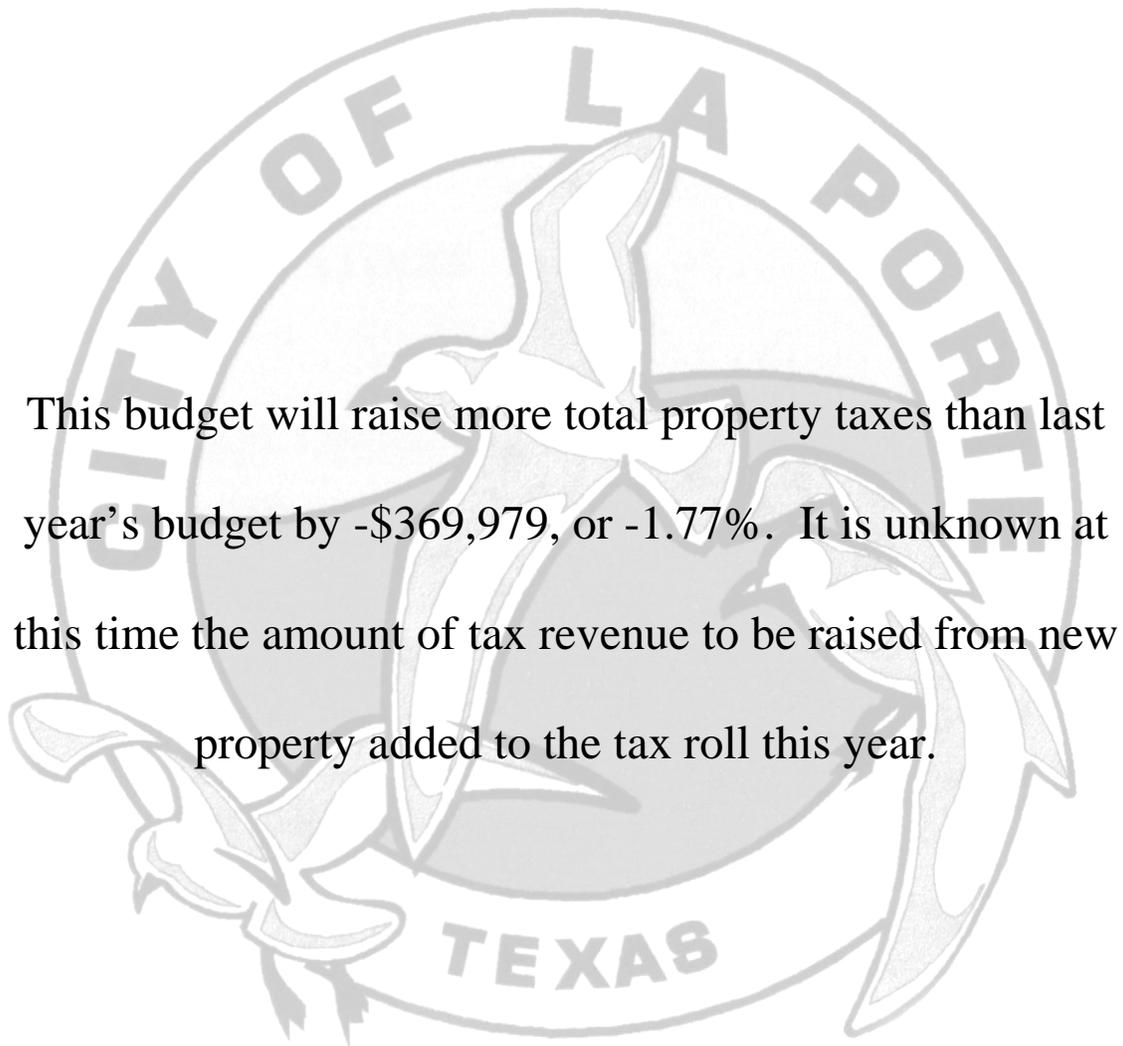


CITY OF LA PORTE, TEXAS

PROPOSED BUDGET

OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019





This budget will raise more total property taxes than last year's budget by -\$369,979, or -1.77%. It is unknown at this time the amount of tax revenue to be raised from new property added to the tax roll this year.

MAYOR AND CITY COUNCIL



Louis Rigby
Mayor



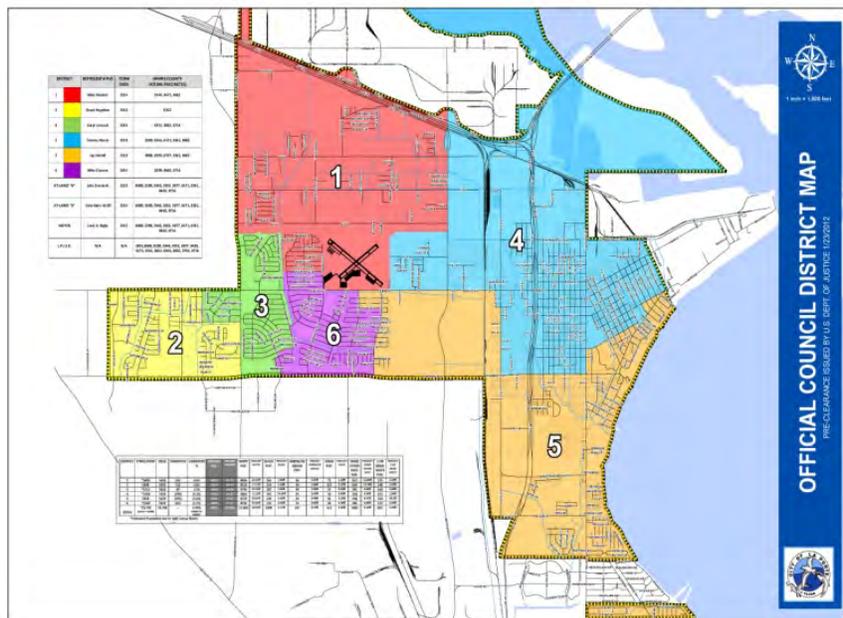
Danny Earp
Councilmember
District 1



Chuck Engelken
Councilmember
District 2



Bill Bentley
Councilmember
District 3



John P. Zemanek
Councilmember
At Large A



Dottie Kaminski
Councilmember
At Large B



Kristin Martin
Councilmember
District 4



Jay Martin
Councilmember
District 5



Nancy Ojeda
Mayor Pro-Tem
District 6



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of La Porte
Texas**

For the Fiscal Year Beginning

October 1, 2016

Christopher P. Morill

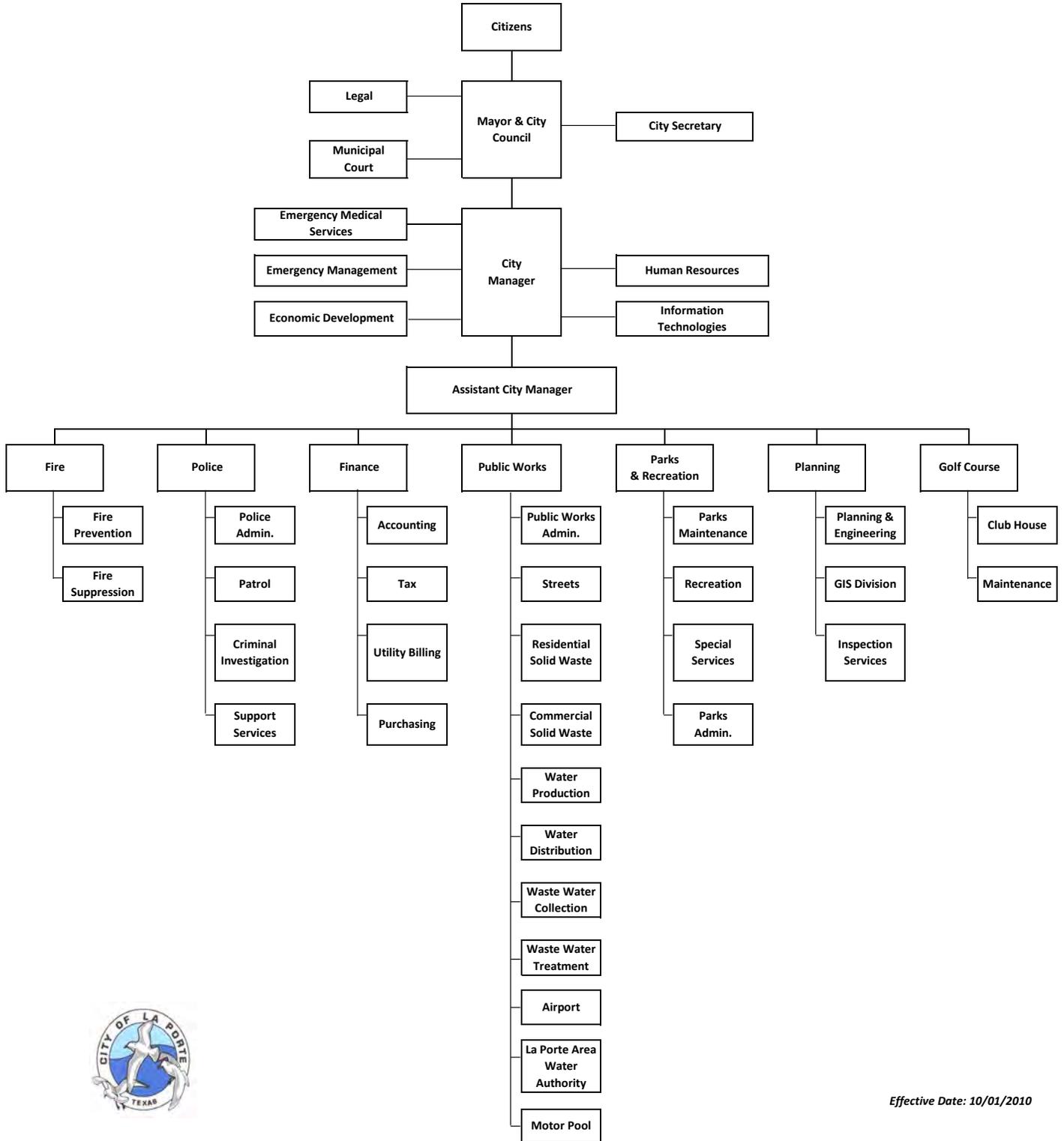
Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the City of La Porte for its annual budget for the fiscal year beginning October 1, 2016.

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 communication device.

The 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.

CITY OF LA PORTE ORGANIZATIONAL CHART



Effective Date: 10/01/2010

TABLE OF CONTENTS

RECOGNITION

- Elected Officials
- Organization Chart
- Distinguished Budget Presentation Award

TABLE OF CONTENTS

HOW TO USE THIS DOCUMENT 1-1

BUDGET INFORMATION AND SUMMARIES

Consolidated Summary of All Funds..... 2-1
Consolidated Statement of Revenues 2-3
Analysis of Property Valuations, Tax Levies and Collections 2-4
Summary Statement of Revenues and Expenditures 2-6
Schedule of Capital Outlay 2-9
Personnel Summary of All Funds 2-10

GENERAL FUND

Summary 3-1
Statement of Revenues..... 3-4
Emergency Services Department 3-9
Police Department..... 3-21
Golf Course 3-39
Administration Department 3-47
Finance Department 3-79
Public Works Department..... 3-93
Parks Department..... 3-107
Planning Department 3-121

UTILITY FUND

Summary 4-2
Statement of Revenues..... 4-4
Utility Fund Revenue and Expense Allocation 4-5
Summary for Utility Fund..... 4-6
Water Production 4-7
Water Distribution 4-10
Wastewater Collection..... 4-13
Wastewater Treatment 4-16
Utility Billing..... 4-20
Non-Departmental..... 4-23

OTHER ENTERPRISE FUNDS

Summary 5-1
Airport..... 5-3
La Porte Area Water Authority..... 5-9

TABLE OF CONTENTS, Continued

INTERNAL SERVICE FUNDS

Summary	6-1
Motor Pool	6-3
Insurance Fund.....	6-13
Technology Fund	6-23

SPECIAL REVENUE FUNDS

Grant Fund	7-1
Street Maintenance Sales Tax Fund	7-29
La Porte Emergency Services District.....	7-33
Hotel/Motel Occupancy Tax Fund	7-39
La Porte Development Corporation.....	7-43

CAPITAL IMPROVEMENT FUNDS

General CIP.....	8-1
Utility CIP.....	8-5
Airport.....	8-9
Sewer Rehabilitation Fund	8-11
Drainage Improvement Fund	8-13
Street Maintenance Sales Tax Fund	8-17
2010 Certificates of Obligation Bond Fund (050).....	8-19
2015 Certificates of Obligation Bond Fund (051).....	8-21
Texas Water Development Board Loan (052).....	8-23

DEBT SERVICE FUNDS

General Debt Service Fund.....	9-1
Long Range Debt Service Plan	9-6

GLOSSARY

Glossary of Terms.....	10-1
Chart of Accounts	10-7
Chart of Expenditure Accounts	10-15



UNDERSTANDING THE PROPOSED BUDGET

A READERS GUIDE

The City of La Porte's Proposed Budget provides comprehensive information about City policies, financial structure, operations, and an organizational framework that shows how City services are maintained and improved for fiscal year 2018-2019.

The preparation of a budget is, at best, a complex process. Yet, the process affords both an interesting and challenging opportunity to reassess plans and overall goals and means for accomplishing them. It is through this effort that the budget could be the single most important policy document produced each year.

The process begins many months before presentation to the Council with estimates of City expenditures, revenues and reserves to determine the City's available funds. With this groundwork, departmental expenditure requests are made and subsequently reviewed. This year's budget process began in March.

The Budget serves as an operational tool and planning guide, wherein the present policies and plans for the future are presented for the scrutiny of citizens, the ultimate consumers of municipal services.

The budget document includes summaries, mission statements, and organizational charts for each department. Staffing levels, a narrative explaining services, and the line item detail are all presented on a divisional basis.

PROPOSED BUDGET FORMAT

The document is divided into ten major sections: Budget Summaries, General Fund, Utility Fund, Enterprise Funds, Internal Service Funds, Special Revenue Funds, Capital Improvement Funds, Debt Service Funds, and the Glossary.

The **Budget Summaries** Section includes an overall summary of the Budget and summaries of both revenues and expenditures that might interest the lay reader. Additionally, the Personnel Summary, which recaps staffing levels by division for a three-year period is included in this section.

A Readers Guide

The accounts of the City are organized on the basis of funds and account groups, each of which is considered to be a separate accounting entity. Each fund can be generally thought of as a small business. The operations of each fund are maintained using a set of self-balancing accounts, which comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses. Resources are budgeted to the individual funds by activity and are controlled within the fund. The next four sections are the Fund Sections and are organized as follows: Fund Summary, Statement of Revenues, Department Summary, Divisional Summary and the Line Item Detail.

The **Special Revenue Funds** Section summarizes the Hotel/Motel Occupancy Tax and Economic Development Funds. Also included are the Street Maintenance Sales Tax Fund, the Emergency Services District Fund and the Grant Fund.

The **Capital Improvement Funds** Section summarizes the capital projects for the upcoming year. Each fund has a listing of the projects followed by more detailed pages explaining each project.

The **Debt Service Funds** Section consists of the City's Long-range Service Plan for Debt Service.

The **Glossary** includes terms that may be helpful to the reader in order to understand the proposed budget. This section also includes the Chart of Revenue Accounts and the Chart of Operating Expense Accounts.

Staff diligently strives to improve the Budget Document each year and participates in the GFOA Distinguished Budget Presentation Award Program. To be eligible for the award, a governmental unit must publish a budget document that meets program criteria as a policy document, an operations guide, a financial plan and a communications device. This award is the highest form of recognition in governmental budgeting, and the City has received this award for fifteen consecutive years.

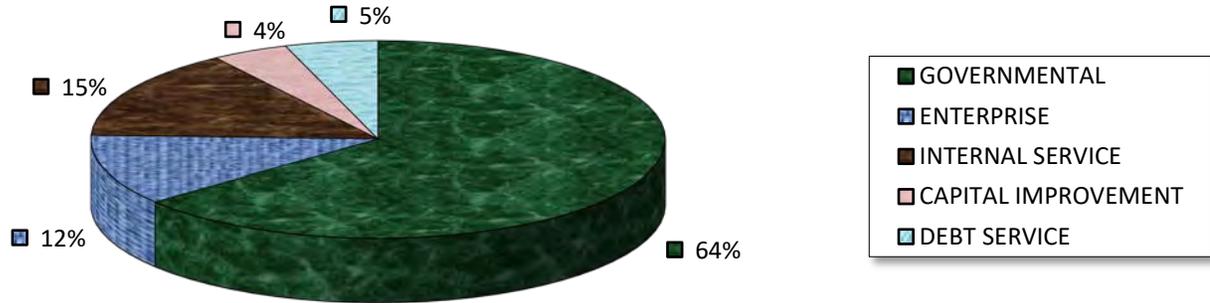
Should you have any questions or comments regarding the information presented in this document, please feel free to contact the Director of Finance at (281) 471-5020.

City of La Porte
Consolidated Summary of All Funds

	Balance 09/30/18	FY 18-19 Revenues	FY 18-19 Expenses	Balance 09/30/19
Governmental Fund Types:				
General Fund	40,866,014	48,073,429	47,206,573	41,732,870
Grant Fund	1,744,964	372,556	707,388	1,410,132
Street Maintenance Sales Tax	447,348	1,265,000	1,238,000	474,348
Emergency Services District	692,530	1,254,500	1,056,052	890,978
Hotel/Motel Occupancy Tax	1,195,078	707,250	693,703	1,208,625
Economic Development Corporat	3,660,857	2,530,000	3,550,807	2,640,050
Total Governmental Types	48,606,791	54,202,735	54,452,523	48,357,003
Enterprise:				
Utility	5,621,837	8,267,250	7,229,336	6,659,751
Airport	65,945	64,500	65,794	64,651
La Porte Area Water Authority	2,509,286	1,371,157	1,482,414	2,398,029
Total Enterprise	8,197,068	9,702,907	8,777,544	9,122,431
Internal Service				
Motor Pool	3,921,513	3,368,593	1,892,124	5,397,982
Insurance Fund	232,228	8,761,936	8,931,625	62,539
Technology Fund	1,811,878	319,540	106,300	2,025,118
Total Internal Service	5,965,619	12,450,069	10,930,049	7,485,639
Capital Improvement:				
General	547,214	3,050,700	3,569,000	28,914
Utility	2,163,267	18,750	1,295,000	887,017
Sewer Rehabilitation	502,223	303,500	350,000	455,723
Drainage Improvement Fund	754,956	286,500	922,000	119,456
2010 C/O Bond Fund	762,750	-	750,000	12,750
2015 C/O Bond Fund	674,029	-	-	674,029
TWDB Loan Fund	9,878,009	-	9,500,000	378,009
Total Capital Improvement	15,282,448	3,659,450	16,386,000	2,555,898
Debt Service:				
General	4,306,671	4,425,845	4,733,822	3,998,694
Total Debt Service	4,306,671	4,425,845	4,733,822	3,998,694
Total All Funds	82,358,597	84,441,006	95,279,938	71,519,665

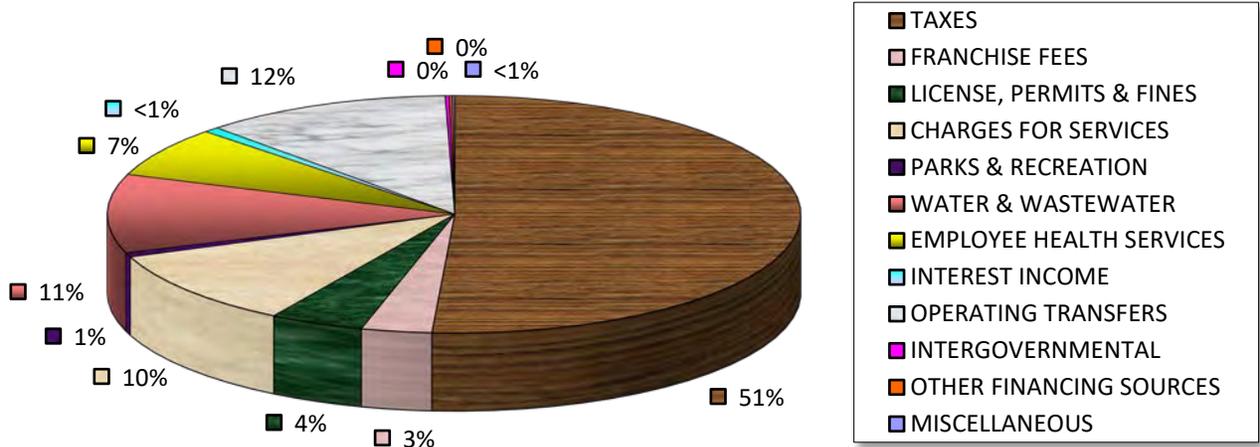
CONSOLIDATED SUMMARY

REVENUES BY FUND TYPE
FISCAL YEAR 2018-19



THIS GRAPH ILLUSTRATES PROJECTED REVENUES FOR ALL FUNDS, BY FUND TYPE, FOR FISCAL YEAR 2018-19

ALL FUNDS BY REVENUE TYPE
FISCAL YEAR 2018-19



THIS GRAPH ILLUSTRATES PROJECTED REVENUES FOR ALL FUNDS, BY REVENUE TYPE, FOR FISCAL YEAR 2018-19

City of La Porte
Consolidated Statement of Revenues
All Funds

Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
General Property Taxes	21,488,262	21,200,500	21,625,353	20,823,021
Franchise Fees	2,252,253	2,428,769	2,551,359	2,919,131
Sales Taxes	9,947,846	9,000,000	10,000,000	10,000,000
Industrial Payments	14,270,899	13,375,000	14,028,000	13,750,000
Other Taxes	911,369	790,000	740,000	790,000
License & Permits	535,741	491,500	661,275	646,150
Fines & Forfeits	1,965,246	1,676,150	1,713,699	1,688,550
Charges for Services	8,996,740	9,025,015	9,043,086	9,258,717
Parks & Recreation	259,357	268,000	276,230	278,700
Recreation & Fitness Center	273,940	264,400	265,200	265,200
Employee Health Service	5,320,647	5,206,665	5,350,828	6,007,869
Water Revenue	5,964,884	6,255,658	6,040,180	5,984,341
Wastewater Revenue	3,551,728	3,500,550	3,485,750	3,431,750
Intergovernmental	1,077,893	662,986	412,986	242,706
Miscellaneous	525,856	100,850	105,150	100,850
Operating Transfers	8,643,914	9,754,893	9,752,893	7,480,505
Other Financing Sources	820,960	126,359	126,359	125,816
Interest	602,112	470,150	735,650	647,700
	<u>87,409,647</u>	<u>84,597,445</u>	<u>86,913,998</u>	<u>84,441,006</u>
Grand Total All Revenue	<u>87,409,647</u>	<u>84,597,445</u>	<u>86,913,998</u>	<u>84,441,006</u>

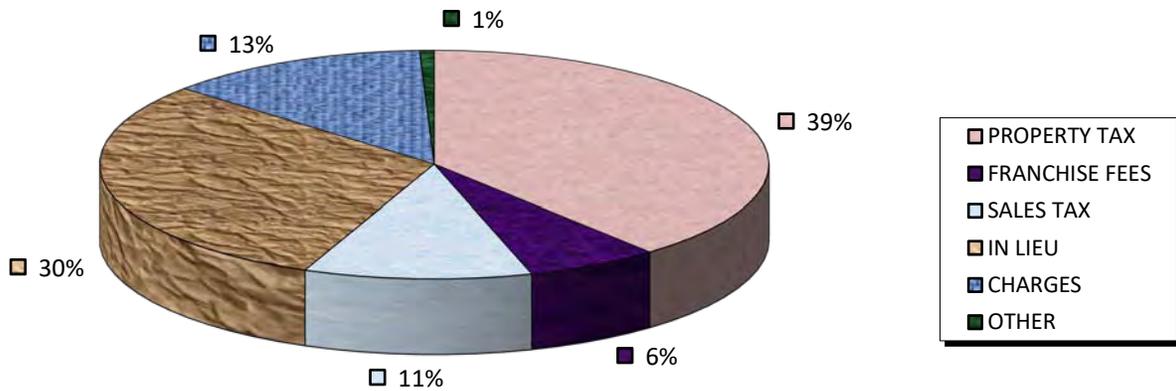
**CITY OF LA PORTE
ANALYSIS OF AD VALOREM TAX
PROPERTY VALUATIONS
AND LEVIES AND COLLECTIONS**

Fiscal Year	Total Assessment	Tax Rate	Assessed Levy	Total Current Taxes Collected	Percentage of Levy Collected
08-09	2,204,920,061	0.71	15,654,937	15,377,149	98.2%
09-10	2,328,898,509	0.71	16,542,483	16,309,818	98.6%
10-11	2,213,606,718	0.71	15,871,498	15,599,930	98.3%
11-12	2,264,917,078	0.71	16,080,911	15,860,664	98.6%
12-13	2,341,036,448	0.71	16,621,361	16,518,207	99.4%
13-14	2,572,844,865	0.71	18,267,201	18,091,972	99.0%
14-15	2,748,507,384	0.71	19,514,402	19,304,486	98.9%
15-16	3,041,758,024	0.71	21,596,482	21,305,170	98.7%
16-17	3,154,217,617	0.71	22,269,063	22,109,029	99.3%
17-18	3,296,567,711	0.71	23,151,388	22,617,311	97.7%

Assessment basis for all years is 100%, with the exception of current year. 2017-18 collections are through June.

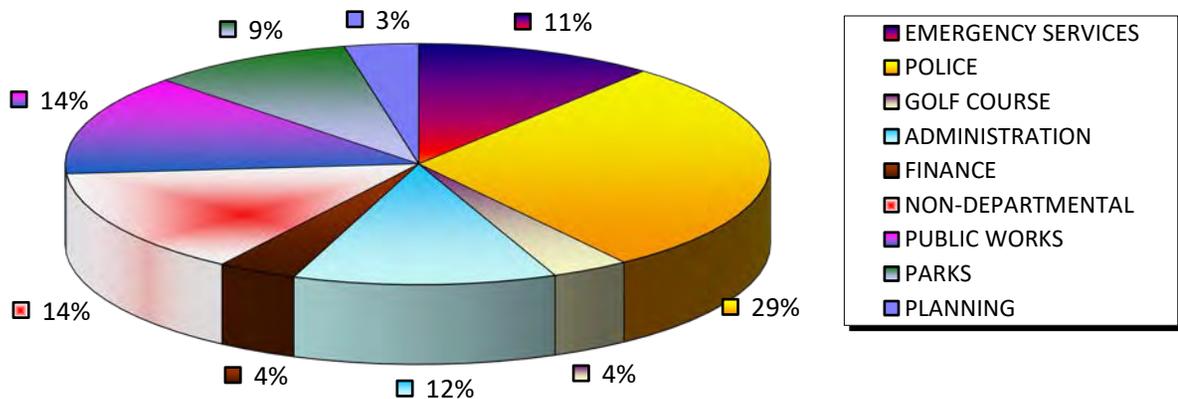
GENERAL FUND

GENERAL FUND SOURCES
FISCAL YEAR 2018-19



THIS GRAPH ILLUSTRATES PROJECTED REVENUES FOR THE GENERAL FUND, BY SOURCE, FOR FISCAL YEAR 2018-19.

GENERAL FUND USES
FISCAL YEAR 2018-19



THIS GRAPH REPRESENTS EACH DEPARTMENTS SHARE OF THE GENERAL FUND BUDGET FOR FISCAL YEAR 2018-19.

**CITY OF LA PORTE
SUMMARY STATEMENT OF REVENUES AND EXPENDITURES**

GENERAL FUND

Revenues:	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Projected 2018-19	Percent Change
General Property Taxes	\$ 18,183,811	\$ 17,960,500	\$ 18,260,500	\$ 17,676,500	-1.58%
Franchise Fees	2,252,253	2,428,769	2,551,359	2,919,131	20.19%
Sales Taxes	4,983,437	4,500,000	5,000,000	5,000,000	11.11%
Industrial Payments	14,270,899	13,375,000	14,028,000	13,750,000	2.80%
Other Taxes	87,389	90,000	90,000	90,000	0.00%
Licenses & Permits	535,741	491,500	661,275	646,150	31.46%
Fines Forfeits	1,627,468	1,556,150	1,549,550	1,559,550	0.22%
Charges for Services	4,123,687	4,087,367	4,111,458	4,194,639	2.62%
Parks & Recreation	259,357	268,000	276,230	278,700	3.99%
Recreation & Fitness	273,940	264,400	265,200	265,200	0.30%
Golf Course	1,016,014	1,065,925	1,027,208	1,066,945	0.10%
Miscellaneous	415,269	100,000	100,000	100,000	0.00%
Operating Transfers	125,126	126,614	126,614	126,614	0.00%
Interest	357,426	325,000	400,000	400,000	23.08%
Total Revenues	\$ 48,511,817	\$ 46,639,225	\$ 48,447,394	\$ 48,073,429	3.08%

Expenditures:	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Projected 2018-19	Percent Change
Emergency Services	\$ 4,789,300	\$ 5,100,279	\$ 4,778,680	\$ 5,183,945	1.64%
Police	12,767,841	13,741,870	13,250,383	13,770,764	0.21%
Golf Course	1,531,773	1,716,251	1,702,882	1,677,782	-2.24%
Administration	5,875,792	6,284,634	6,031,068	5,677,514	-9.66%
Finance	1,543,038	1,659,035	1,586,961	1,717,309	3.51%
Non-Departmental	7,525,005	8,297,194	8,215,892	6,754,722	-18.59%
Public Works	5,797,664	6,176,325	6,142,821	6,403,775	3.68%
Parks	4,127,540	4,615,963	4,541,326	4,419,355	-4.26%
Planning	1,551,838	1,661,578	1,535,186	1,601,407	-3.62%
Total Expenditures	\$ 45,509,791	\$ 49,253,129	\$ 47,785,199	\$ 47,206,573	-4.16%

CITY OF LA PORTE
SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

UTILITY FUND

Revenues:	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Projected 2018-19	Percent Change
Water Revenue	\$ 4,698,204	\$ 4,759,000	\$ 4,759,000	\$ 4,759,000	0.00%
Sewer Revenue	3,475,080	3,430,550	3,435,750	3,431,750	0.03%
Operating Transfers	-	-	-	-	-
Interest	72,087	70,000	70,000	70,000	0.00%
Other Revenue	6,665	6,500	6,500	6,500	0.00%
Total Revenue	\$ 8,252,036	\$ 8,266,050	\$ 8,271,250	\$ 8,267,250	0.01%
Expenses:					
Water Production	\$ 658,933	\$ 629,929	\$ 640,701	\$ 636,996	1.12%
Water Distribution	1,030,183	1,005,397	996,213	1,019,613	1.41%
Wastewater Collection	1,109,838	1,102,055	1,073,228	1,115,832	1.25%
Wastewater Treatment	1,317,583	1,355,576	1,312,788	1,351,576	-0.30%
Utility Billing	932,735	757,781	690,064	704,553	-7.02%
Non Departmental	2,242,142	2,227,830	2,124,696	2,400,766	7.76%
Total Expenses	\$ 7,291,414	\$ 7,078,568	\$ 6,837,690	\$ 7,229,336	2.13%

INTERNAL SERVICE FUNDS

Revenues:	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Projected 2018-19	Percent Change
Charges for Services	3,547,882	3,527,923	3,527,923	3,649,633	3.45%
Employee Health Services	5,323,147	5,206,665	5,350,828	6,007,869	15.39%
Miscellaneous	6,817	-	22,174	-	-
Operating Transfers	2,479,648	2,749,067	2,747,067	2,747,067	-0.07%
Interest	32,496	30,500	42,500	45,500	49.18%
Total Revenue	\$ 11,389,990	\$ 11,514,155	\$ 11,690,492	\$ 12,450,069	8.13%
Expenses:					
Motor Pool Fund	\$ 1,159,659	\$ 1,204,437	\$ 1,189,604	\$ 1,892,124	57.10%
Insurance Fund	7,005,278	8,406,008	9,086,320	8,931,625	6.25%
Technology Fund	277,138	320,500	320,500	106,300	-66.83%
Total Expenses	\$ 8,442,075	\$ 9,930,945	\$ 10,596,424	\$ 10,930,049	10.06%

**CITY OF LA PORTE
SUMMARY STATEMENT OF REVENUES AND EXPENDITURES**

ENTERPRISE FUNDS

Revenues:	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Projected 2018-19	Percent Change
Charges for Services	\$ 1,293,347	\$ 1,508,458	\$ 1,311,000	\$ 1,287,341	-14.66%
Other Financing Sources	126,359	126,359	126,359	125,816	-0.43%
Interest	19,301	20,150	22,500	22,500	11.66%
Total Revenue	\$ 1,439,007	\$ 1,654,967	\$ 1,459,859	\$ 1,435,657	-13.25%
Expenses:					
Airport Operating	69,520	86,089	57,313	65,794	-23.57%
La Porte Area Water Authority	1,155,453	1,819,469	1,438,167	1,482,414	-18.52%
Total Expenses	\$ 1,224,973	\$ 1,905,558	\$ 1,495,480	\$ 1,548,208	-18.75%

SPECIAL REVENUE FUNDS

Revenues:	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Projected 2018-19	Percent Change
Sales Tax	\$ 4,983,437	\$ 4,500,000	\$ 5,000,000	\$ 5,000,000	11.11%
Hotel/Motel Occupancy Taxes	823,980	700,000	700,000	700,000	0.00%
Fines & Forfeits	337,778	120,000	164,149	129,000	7.50%
Charges for Services	35,552	-	23,432	-	-
Grant Revenue	1,077,893	412,986	412,986	163,738	-60.35%
Miscellaneous	47,304	850	1,650	850	0.00%
Operating Transfers	-	-	-	-	0.00%
Interest	74,069	47,000	71,750	56,750	20.74%
Total Revenue	\$ 7,380,013	\$ 5,780,836	\$ 6,373,967	\$ 6,050,338	4.66%
Expenses:					
Grant Fund	\$ 446,496	\$ 1,152,584	\$ 1,152,584	\$ 707,388	-38.63%
Street Maintenance Sales Tax	1,624,637	1,930,000	3,284,134	1,238,000	-35.85%
Emergency Services District	1,701,791	1,087,507	1,044,118	1,056,052	-2.89%
Hotel/Motel Occupancy Tax	883,140	739,805	629,881	693,703	-6.23%
Section 4B Sales Tax	2,551,642	3,849,702	3,453,678	3,550,807	-7.76%
Total Expenses	\$ 7,207,706	\$ 8,759,598	\$ 9,564,395	\$ 7,245,950	-17.28%

**CITY OF LA PORTE
SCHEDULE OF CAPITAL
FY 2018-19**

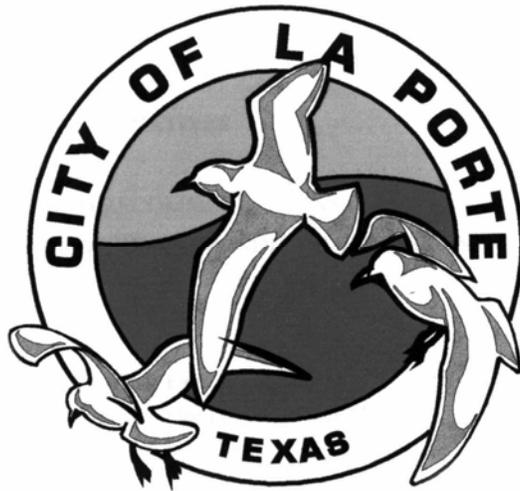
ACCOUNT	DESCRIPTION	AMOUNT
001-5252-521-8002	Replace Carpeting for Building 3rd Phase - Replacement	5,000
001-5253-521-8050	Upgrade Cost - Chargers to SUV's	15,500
001-6049-521-8032	Fence Improvement Hole #5	12,500
001-7070-530-8002	2 - Water Coolers	3,000
001-7070-530-8021	Ice Machine and Ice Bin	6,250
001-8080-552-8002	Bunker Rake for Pecan Park	12,700
001-8080-522-8032	3 Flagpoles @ 146 Entrance Sign (Council Item)	9,568
002-6176-515-8012	Water Taps	15,000
002-6176-515-8013	Sewer Taps	2,500
002-6176-515-8026	Meters and Boxes	45,000
023-9900-580-8023	Private Fiber Network for Future	20,000
034-5051-522-8021	Radio Program	10,000
034-5059-522-8021	3 - Terason 3200T Ultrasound Devices	75,000
034-5059-522-8021	1 - Stryker Stair Chair - Replacement	3,400
		235,418
	TOTAL CAPITAL ITEMS	235,418

**CITY OF LA PORTE
PERSONNEL SUMMARY - ALL FUNDS**

	Approved 2016-17	Approved 2017-18	Requested 2018-19
FULL-TIME POSITIONS			
Fire Prevention	4.00	4.00	4.00
Fire Suppression	14.00	14.00	14.00
Emergency Medical Services	26.00	26.00	26.00
Police Administration	6.00	6.00	6.00
Police Patrol	49.00	53.00	53.00
Criminal Investigation	20.00	19.00	19.00
Support Services	31.00	32.00	32.00
Golf Course Club House	4.00	4.00	4.00
Golf Course Maintenance	10.00	10.00	10.00
Administration	2.50	2.50	2.50
Emergency Management	3.00	3.00	3.00
Human Resources	3.00	3.00	3.00
Municipal Court	9.00	9.00	9.00
IT/Computer Maintenance	7.00	7.00	7.00
City Secretary	4.00	4.00	4.00
Accounting	8.50	8.50	8.50
Purchasing	3.00	3.00	3.00
Tax Office	3.50	3.50	3.50
Public Works	5.20	7.20	7.20
Streets	27.75	27.75	27.75
Residential Solid Waste	22.75	22.75	22.75
Parks Maintenance	24.00	25.00	25.00
Recreation	5.00	4.75	4.75
Special Services	6.00	6.00	6.00
Parks Administration	6.25	6.20	6.20
Planning & Engineering	6.00	4.00	4.00
GIS Division	2.00	2.00	2.00
Inspections	11.00	11.00	11.00
Water Production	4.325	4.325	4.325
Water Distribution	11.825	11.825	11.825
Wastewater Collection	10.825	10.825	10.825
Wastewater Treatment	9.325	9.325	9.325
Utility Billing	9.00	9.00	9.00
Airport	0.50	0.50	0.50
Liability Insurance	1.00	1.00	1.00
Vehicle Maintenance	11.50	11.50	11.50
Emergency Services District	1.00	1.00	1.00
Hotel/Motel	1.25	1.30	1.30
Economic Development	1.00	1.25	1.25
	385.00	390.00	390.00
Totals	385.00	390.00	390.00

**CITY OF LA PORTE
PERSONNEL SUMMARY - ALL FUNDS**

	Approved 2016-17	Approved 2017-18	Requested 2018-19
PART-TIME POSITIONS			
Fire Suppression	14.00	14.00	14.00
Emergency Medical Services	6.00	6.00	6.00
Patrol	1.00	1.00	1.00
Support Services	4.00	4.00	4.00
Municipal Court	1.00	1.00	1.00
Parks Maintenance	2.00	2.00	2.00
Recreation	20.00	22.00	22.00
Special Services	2.00	2.00	2.00
Parks Administration	3.00	3.00	3.00
Inspector - Part-time	-	1.00	1.00
Golf Course Club House	8.00	8.00	8.00
	<hr/>	<hr/>	<hr/>
	61.00	64.00	64.00
 Recap:			
Full Time	385.00	390.00	390.00
Part Time	61.00	64.00	64.00
	<hr/>	<hr/>	<hr/>
Total	446.00	454.00	454.00



**City of La Porte
General Fund (001) Summary**

Beginning Fund Balance 9/30/17		\$ 40,500,146
Plus Estimated 17-18 Revenues		48,151,067
Less Estimated 17-18 Expenditures		47,785,199
Estimated Fund Balance 9/30/18		40,866,014
Plus 18-19 Revenues:		
General Property Taxes	17,676,500	
Franchise Fees	2,919,131	
Sales Tax	5,000,000	
Industrial Payments	13,750,000	
Other Taxes	90,000	
License & Permits	646,150	
Fines & Forfeits	1,559,550	
Charges for Services	4,194,639	
Parks & Recreation	278,700	
Recreation & Fitness Center	265,200	
Golf Course	1,066,945	
Miscellaneous	100,000	
Operating Transfers	126,614	
Interest Income	400,000	
Total Revenues		48,073,429
Equals Total Resources		88,939,443
Less 18-19 Expenditures:		
Emergency Services	5,183,945	
Police	13,770,764	
Golf Course	1,677,782	
Administration	5,677,514	
Finance	1,717,309	
Non-Departmental	6,754,722	
Public Works	6,403,775	
Parks	4,419,355	
Planning	1,601,407	
Total Expenditures		47,206,573
Ending Fund Balance 9/30/19		\$ 41,732,870

	Estimated 2017-18	Projected 2018-19	
Revenues	\$ 48,151,067	\$ 48,073,429	
Expenditures	47,785,199	47,206,573	
Revenues over Expenditures	\$ 365,868	\$ 866,856	

Targeted Reserve- 120 days of expenditures

Estimated days - 323 days

Goal: \$15,519,969

1 Day = \$129,332

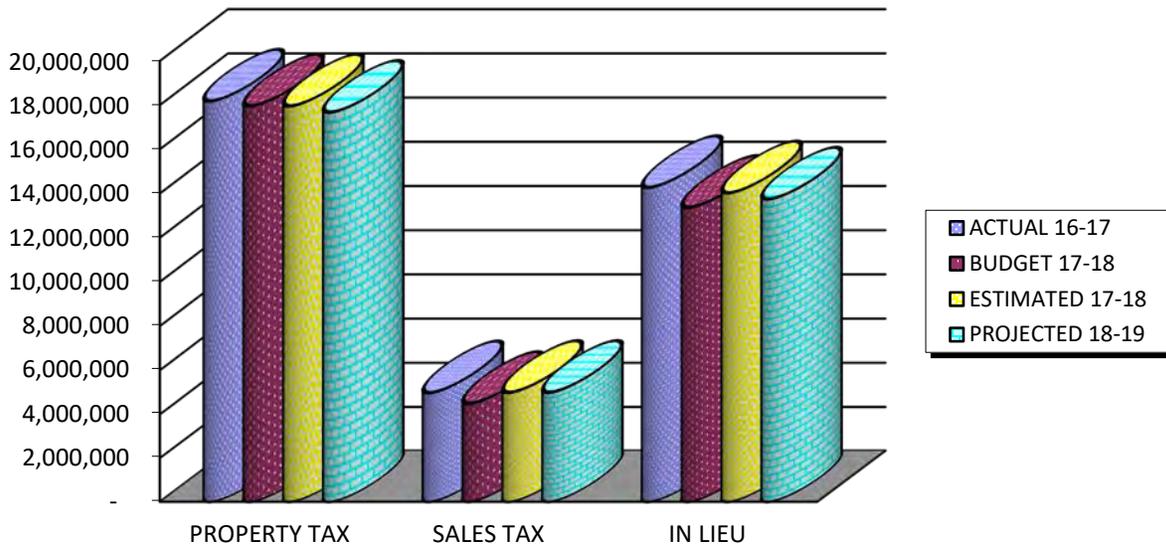
TAX REVENUE

2018-2019 PROJECTED



THIS GRAPH ILLUSTRATES PROJECTED TAX REVENUES FOR THE GENERAL FUND.

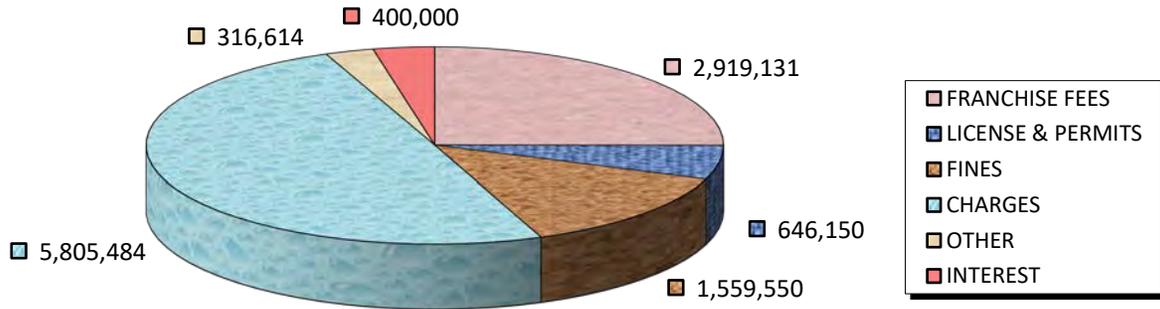
FOUR YEAR COMPARISON



THIS GRAPH REPRESENTS FOUR YEARS OF REVENUE DERIVED THROUGH TAXATION.

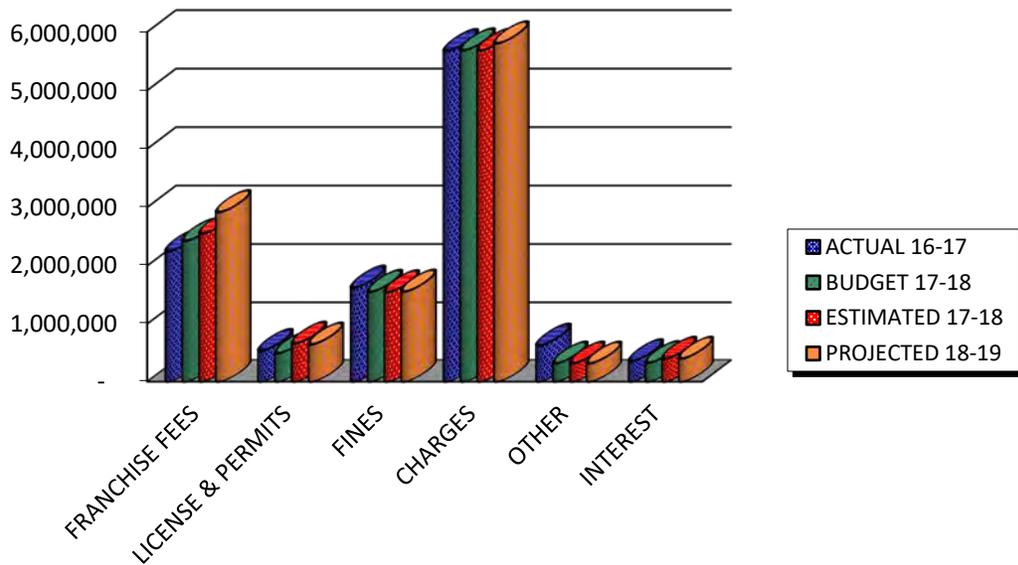
NON-TAX REVENUE

2018-2019 PROJECTED



THIS GRAPH ILLUSTRATES PROJECTED NON-TAX REVENUES FOR THE GENERAL FUND.

FOUR YEAR COMPARISON



THIS GRAPH REPRESENTS FOUR YEARS OF REVENUE DERIVED FROM NON-TAX SOURCES.

City of La Porte
General Fund (001)
Statement of Revenues

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
General Property Taxes:					
401.01-00	Current Property Taxes	\$ 17,677,026	\$ 17,700,000	\$ 18,000,000	\$ 17,416,000
401.02-00	Delinquent Taxes	238,231	100,000	100,000	100,000
401.03-00	Tax Penalty and Interest	131,712	75,000	75,000	75,000
401.05-00	Delinquent Tax Pen and Int	103,178	60,000	60,000	60,000
401.15-00	Rendition Penalty	33,664	25,500	25,500	25,500
	General Property Taxes Subtotal	<u>18,183,811</u>	<u>17,960,500</u>	<u>18,260,500</u>	<u>17,676,500</u>
Franchise Fees:					
402.01-00	Franchise/Electrical	1,425,699	1,528,269	1,650,859	2,018,631
402.02-00	Franchise/Gas	114,508	140,500	140,500	140,500
402.03-00	Franchise/Telephone	297,643	275,000	275,000	275,000
402.04-00	Franchise/Cable TV	323,919	400,000	400,000	400,000
402.05-00	Franchise/Commercial Solidwaste	90,484	85,000	85,000	85,000
	Franchise Fees Subtotal	<u>2,252,253</u>	<u>2,428,769</u>	<u>2,551,359</u>	<u>2,919,131</u>
Sales Taxes:					
403.01-00	Sales Tax	4,983,437	4,500,000	5,000,000	5,000,000
	Sales Taxes Subtotal	<u>4,983,437</u>	<u>4,500,000</u>	<u>5,000,000</u>	<u>5,000,000</u>
Industrial Payments:					
404.01-00	Industrial Payments	14,270,899	13,375,000	14,028,000	13,750,000
	Industrial Payments Subtotal	<u>14,270,899</u>	<u>13,375,000</u>	<u>14,028,000</u>	<u>13,750,000</u>
Other Taxes:					
405.01-00	Tax on Sale of Mixed Drinks	87,389	90,000	90,000	90,000
	Other Taxes Subtotal	<u>87,389</u>	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
Licenses & Permits:					
406.01-00	Beer, Wine, Liquor Licenses	10,825	8,000	10,000	10,000
406.02-00	Building Permits	263,802	250,000	350,000	350,000
406.03-00	Animal Licenses	-	1,050	-	-
406.05-00	Electrical Permits	18,283	21,000	17,000	19,200
406.06-00	Game Room Licenses	4,446	5,000	7,025	6,025
406.07-00	Plumbing Permits	16,681	16,200	16,200	16,100
406.08-00	Mobile Home Park Licenses	245	325	325	325
406.09-00	Wrecker Permits	450	1,725	1,725	1,725
406.10-00	Heating and A/C Permits	24,762	27,000	26,900	26,000
406.12-00	Misc Licenses, Permits & Fees	8,615	9,500	9,500	9,500
406.13-00	Demolishing Permits	1,425	1,900	1,000	1,100
406.14-00	Sign Permits	2,485	2,900	2,400	2,100
406.15-00	Pool Permits	6,334	4,500	4,500	5,000
406.17-00	Pipeline Application Permits	300	2,000	6,000	2,000
406.18-00	Filing Fees	2,237	-	-	-
406.19-00	Alarm Permits	44,062	40,000	40,000	40,000
406.20-00	Fill Dirt Permits	7,350	4,000	12,000	5,000

City of La Porte
General Fund (001)
Statement of Revenues, Continued

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Licenses & Permits:					
406.21-00	Re-Inspection Fees	210	1,000	500	400
406.22-00	Plan Review Fees	112,954	82,000	145,500	140,000
406.23-00	Private Ambulance License	1,750	4,500	2,500	2,500
406.24-00	Driveway Tie-In Fees	5,050	3,600	3,600	4,100
406.25-00	Storm Water Permits	3,400	5,200	4,500	5,000
406.26-00	Group Care Facilities	75	100	100	75
	Licenses & Permits Subtotal	<u>535,741</u>	<u>491,500</u>	<u>661,275</u>	<u>646,150</u>
Fines & Forfeits:					
407.01-00	Pound Fines	7,285	10,000	10,000	10,000
407.08-00	Municipal Court Fines	628,048	700,000	750,000	750,000
407.09-00	Warrant Fees	91,134	82,000	115,000	115,000
407.13-00	Administrative Fee	587,524	500,000	460,000	460,000
407.15-00	Arrest Fee	42,803	40,000	40,000	40,000
407.16-00	Police Accident Reports	6,519	2,000	2,000	2,000
407.19-00	TxDOT Program Fines	38,015	33,000	40,000	40,000
407.20-00	Fugitive Apprehension	2	-	-	-
407.21-00	Consolidated Court Costs	36,581	14,000	25,000	25,000
407.24-00	Time Payment Fee	17,947	15,000	15,000	15,000
407.26-00	Seat Belt Fines	753	750	2,500	2,500
407.29-00	State Traffic Fee	9,507	4,000	8,000	8,000
407.31-00	Weight Violation Fines	141,912	140,000	65,000	75,000
407.32-00	DPS - Local	5,037	4,000	5,000	5,000
407.36-00	State Juror Fee	3,657	1,500	2,000	2,000
407.38-00	Indigent Defense Fund	1,828	800	1,000	1,000
407.39-00	Civil Justice Fee Court	63	100	50	50
407.41-00	Truancy Prev & Diversion	8,853	9,000	9,000	9,000
	Fines & Forfeits Subtotal	<u>1,627,468</u>	<u>1,556,150</u>	<u>1,549,550</u>	<u>1,559,550</u>
Charges for Services:					
408.01-01	Street & Alley Closing App Fee	90,720	-	-	-
408.01-03	Commercial Solid Waste	17,600	15,500	15,500	15,500
408.01-04	Residential Solid Waste	2,216,675	2,250,000	2,250,000	2,250,000
408.01-05	Use of City Equip, Mat, Lab	517	550	550	550
408.01-06	Rezoning Fees	6,200	1,600	1,600	1,600
408.01-11	Lease of Fire Training Facility	7,250	30,000	30,000	30,000
408.01-12	Contract Fire Protection	175,657	164,530	179,625	179,625
408.01-15	Document Reproduction	152	300	300	300
408.01-16	NSF Service Charges	25	100	100	100

City of La Porte
General Fund (001)
Statement of Revenues, Continued

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Charges for Services:					
408.01-17	Police Teletype/Dispatching	70,998	70,000	70,000	70,000
408.01-18	Pipeline Assessments	52,200	63,000	63,000	63,000
408.01-19	EMS Contract Revenue	249,185	300,000	300,000	300,000
408.01-20	EMS Patient Revenue	729,384	650,000	650,000	650,000
408.01-21	Recycling	8,098	15,000	15,000	15,000
408.01-22	Mowing & Demolition	63,231	75,000	84,000	72,200
408.01-23	Sale of Garbage Bags	14,342	13,000	13,000	13,000
408.01-26	Restitution	156	-	-	-
408.01-37	Police Services (LPISD)	402,518	418,433	418,433	533,414
408.01-42	Donation Park Beautification	442	350	350	350
408.01-47	Contract Court Services	18,337	20,004	20,000	-
	Charges for Services Subtotal	<u>4,123,687</u>	<u>4,087,367</u>	<u>4,111,458</u>	<u>4,194,639</u>
Parks & Recreation:					
408.02-01	Swimming Pool Admissions	15,658	20,000	20,000	20,000
408.02-03	Wave Pool Admissions	98,306	120,000	120,000	120,000
408.02-04	Aquatic Facility Rental	34,305	30,000	30,000	30,000
408.02-05	Aquatic Memberships	1,630	2,000	2,000	2,000
408.02-07	Special Events	-	2,000	5,000	5,000
408.02-09	General Programs/Camps	23,987	19,500	19,500	19,500
408.02-10	Youth Sports	11,724	11,000	11,000	11,500
408.02-13	Recreation Center Rental	31,925	30,500	32,000	33,000
408.02-14	Athletic Complex	17,495	11,000	15,000	15,000
408.02-15	Rodeo Arena Rental	7,750	8,000	8,000	8,000
408.02-16	Sport Camps	2,405	2,000	2,400	2,500
408.02-19	Parks/Recreation Misc	4,807	2,000	2,200	2,200
408.02-22	Special Olympics (Sport)	9,365	10,000	9,130	10,000
	Parks & Recreation Subtotal	<u>259,357</u>	<u>268,000</u>	<u>276,230</u>	<u>278,700</u>
Recreation & Fitness Center:					
408.03-01	Recreation Center Memberships	241,399	240,000	240,000	240,000
408.03-02	Recreation Center Walk-ins	22,795	24,000	24,000	24,000
408.03-03	Recreation Center Class Fees	9,746	400	1,200	1,200
	Recreation & Fitness Subtotal	<u>273,940</u>	<u>264,400</u>	<u>265,200</u>	<u>265,200</u>

City of La Porte
General Fund (001)
Statement of Revenues, Continued

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Golf Course:					
408.07-01	Green Fees	527,343	556,725	547,661	566,930
408.07-08	Cart Fees	368,141	375,350	355,647	375,365
408.07-12	Resident Membership	7,372	11,500	10,350	10,500
408.07-13	Non-Resident Membership	64,580	70,000	64,400	65,000
408.07-14	Senior Membership	16,482	16,150	13,300	13,300
408.07-16	Concession Commissions	26,000	31,200	31,200	31,200
408.07-17	Resident Family Membership	5	1,600	-	-
408.07-14	Employee Memberships	-	950	950	950
408.07-34	Sponsor Donations	5,391	-	3,000	3,000
408.07-36	Summer Memberships	700	2,450	700	700
Golf Course		<u>1,016,014</u>	<u>1,065,925</u>	<u>1,027,208</u>	<u>1,066,945</u>
Miscellaneous:					
410.01-00	Miscellaneous Revenue	414,518	100,000	100,000	100,000
410.07-00	Donations	751	-	-	-
Miscellaneous Subtotal		<u>415,269</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Operating Transfers:					
480.01-16	Admin Trans from LPAWA Fund	67,626	69,114	69,114	69,114
480.01-26	Admin Trans from Hotel/Motel	57,500	57,500	57,500	57,500
Operating Transfers Subtotal		<u>125,126</u>	<u>126,614</u>	<u>126,614</u>	<u>126,614</u>
Interest:					
483.01-00	Interest Income	357,426	325,000	400,000	400,000
Interest Subtotal		<u>357,426</u>	<u>325,000</u>	<u>400,000</u>	<u>400,000</u>
Total General Fund Revenue		\$ 48,511,817	\$ 46,639,225	\$ 48,447,394	\$ 48,073,429

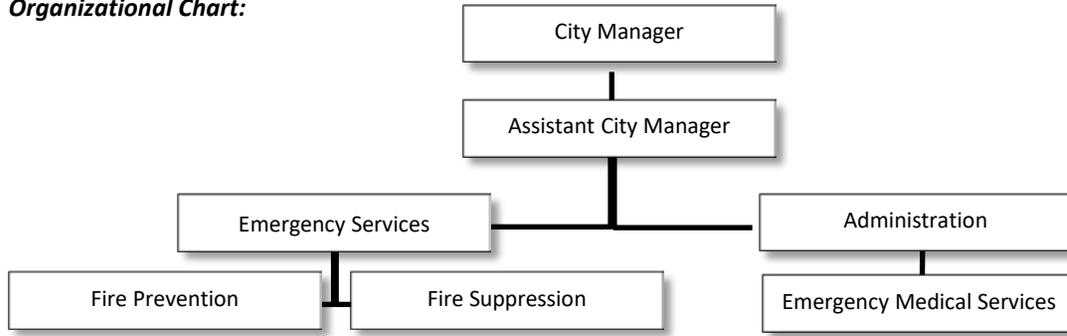


Emergency Services Department

FY 18-19

Mission Statement: To provide the community with the most efficient and progressive Fire Prevention, Protection and Emergency Medical Services possible in an effective and responsible manner.

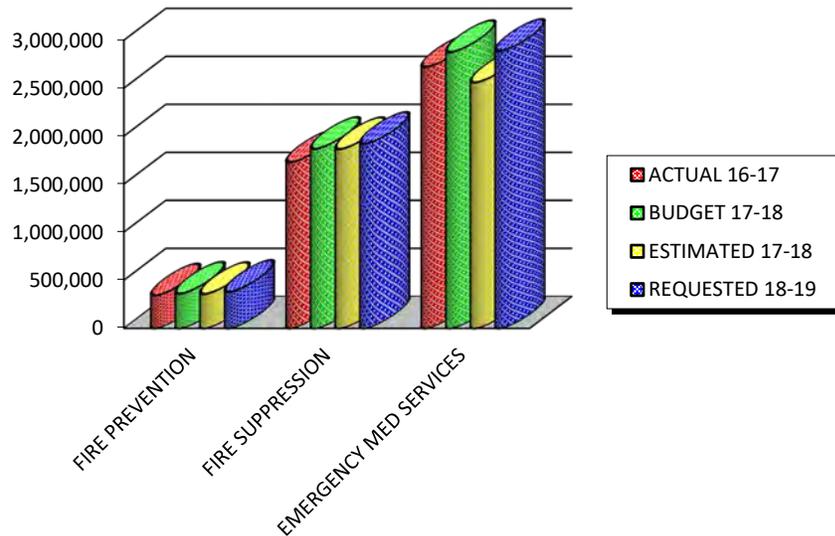
Organizational Chart:



Share of General Fund Budget: 10%



Four Year Comparison by Division:



Emergency Services Department Fiscal Year 2018-19

Summary:

The Emergency Services Department is responsible for providing the community with all aspects of Fire Protection Services, Fire Suppression and Emergency Medical Services. The department has the responsibility for uniting competent, qualified personnel and reliable apparatus and equipment in a comprehensive program of fire prevention activities, public education, fire suppression and emergency medical treatment operations. The Department is also equipped with eight pumpers, one aerial tower, one heavy rescue, one light rescue, two four wheel drive grass rigs and has five certified, fully stocked, Mobile Intensive Care Units.

Department Summary by Division:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Fire Prevention	\$ 340,792	\$ 359,235	\$ 356,103	\$ 377,548	5.10%
Fire Suppression	1,727,724	1,866,433	1,864,448	1,919,260	2.83%
Emergency Medical Services	2,720,784	2,874,611	2,558,129	2,887,137	0.44%
Department Total	\$ 4,789,300	\$ 5,100,279	\$ 4,778,680	\$ 5,183,945	1.64%

Department Summary by Expenditure Category:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Personal Services	\$ 4,229,514	\$ 4,397,429	\$ 4,053,898	\$ 4,528,974	2.99%
Supplies	188,568	240,917	241,645	230,461	-4.34%
Services & Charges	371,218	426,512	450,982	424,510	-0.47%
Capital Outlay	-	35,421	32,155	-	0.00%
Department Total	\$ 4,789,300	\$ 5,100,279	\$ 4,778,680	\$ 5,183,945	1.64%

Emergency Services Department

FY 18-19

Fire Prevention Division

Goals:

- Complete Business Inspections of 98% of occupied businesses in the City of La Porte
- Administer creative and innovative Fire Prevention Programs to school age children
- Increase awareness of the “Free Smoke Detector” program offered by the La Porte Fire Marshal’s Office for low-income and the elderly

Objectives:

- Review complete fire prevention inspection program
- Improve information campaign for smoke detector program
- Survey school children to identify tools that they believe will help them remember fire prevention concepts
- Develop new fire prevention programs

Emergency Services Department
Fiscal Year 2018-19

Fire Prevention Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 321,402	\$ 336,581	\$ 333,610	\$ 344,614	2.39%
<i>Supplies</i>	8,618	11,171	11,040	18,128	62.28%
<i>Services & Charges</i>	10,772	11,483	11,453	14,806	28.94%
Division Total	\$ 340,792	\$ 359,235	\$ 356,103	\$ 377,548	5.10%

Scope of Services Summary

The Fire Prevention Division conducts Fire Prevention Inspections and Fire Investigations. This Division presents Fire Prevention Public Education Programs and assists with the dangerous building demolition program. This Division reviews all commercial blueprints, remodeling and construction for Fire Code compliance.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Fire Marshal	1	1	1
Deputy Fire Marshal II	1	1	1
Deputy Fire Marshal I	1	1	1
Secretary I	1	1	1
Total	4	4	4

City of La Porte, Texas
 Fire Prevention
 Detail of Expenditures

001-5050-522

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 216,805	\$ 217,790	\$ 232,228	\$ 228,680	\$ 232,228
1020 Overtime	3,000	5,629	3,000	3,000	3,000
1030 Certification	2,100	1,104	2,100	2,100	2,100
1035 Longevity	1,532	1,532	1,368	1,328	1,520
1044 Cleaning Allowance	722	684	722	722	722
1060 FICA	16,236	16,339	16,924	17,825	18,167
1065 Retirement	35,487	36,420	38,335	38,051	38,661
1080 Insurance - Medical	41,688	41,688	41,688	41,688	48,000
1081 Insurance - Life	216	216	216	216	216
Personal Services Subtotal	317,786	321,402	336,581	333,610	344,614
Supplies:					
2001 Office Supplies	500	530	690	690	450
2002 Postage	50	-	50	50	50
2004 Gas and Oil	3,709	4,871	4,265	4,200	4,768
2005 Minor Tools	1,050	441	1,650	1,650	1,310
2008 Educational	1,800	1,810	3,466	3,400	1,000
2015 Other Supplies	700	677	1,050	1,050	1,100
2018 Computer Supplies	262	289	-	-	-
2093 Computer Equipment	-	-	-	-	9,450
Supplies Subtotal	8,071	8,618	11,171	11,040	18,128
Services & Charges:					
3001 Memberships & Subscriptions	2,730	2,302	2,430	2,400	5,060
4003 Radios and Base Stations	175	35	200	200	200
4030 VM: Fleet Maintenance	2,904	2,904	2,778	2,778	2,987
4055 Computer Software	4,800	3,827	4,543	4,543	4,599
4060 Technology Lease Fees	1,704	1,704	1,532	1,532	1,960
Services & Charges Subtotal	12,313	10,772	11,483	11,453	14,806
Division Total	\$ 338,170	\$ 340,792	\$ 359,235	\$ 356,103	\$ 377,548

Emergency Services Department
FY 18-19

Fire Suppression Division

Goal 1: Maintain Current ISO 2 Rating

Program Objectives	Program Indicators
Maintain and purchase equipment to stay compliant with State and NFPA standards	<ul style="list-style-type: none"> ● Maintain 20 year replacement schedule on fire apparatus ● Schedule yearly testing of ladders, hose, and SCBA as required
Maintain paid personnel and encourage certification upgrades (OBJ 5c)	<ul style="list-style-type: none"> ● Place all paid firefighters on a growth plan to achieve the highest level of certification that is possible ● Make state application when firefighter reaches certification credentials ● Train firefighters to maintain and advance state certification ● Certify paid staff as driver operators
Maintain Volunteer Firefighter numbers	<ul style="list-style-type: none"> ● Continue volunteer retention program and look at retirement options for volunteers yearly ● Establish recruit class enrollment standards
Certify all volunteer firefighters as basic certified through SFFMA	<p>Upon completion of recruit class volunteer firefighters will take additional classes and be able to take exam for FF1 Certification through SFFA</p> <p>Set up training class to make all volunteers credentialed to take Basic Certification through SFFMA</p>

Goal 2: Provide exceptional Fire and Rescue response

Program Objectives	Program Indicators
Maintain exceptional response times	<ul style="list-style-type: none"> ● Average response time under 3 minutes for in city and contract area response ● Average response time under 6 minutes for out of city response
Identify and employ best strategies, management practices, policies and procedures, and organizational systems that promote accountability, open communication, collective responsibility, visionary leadership, fiscal responsibility, and organizational effectiveness (OBJ 7d)	<ul style="list-style-type: none"> ● Seek out and implement available state and national best practices

Emergency Services Department
Fiscal Year 2018-19

Fire Suppression Division

Expenditure Summary

	<i>Actual 2016-17</i>	<i>Budget 2017-18</i>	<i>Estimated 2017-18</i>	<i>Requested 2018-19</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 1,469,713	\$ 1,571,707	\$ 1,556,434	\$ 1,614,271	2.71%
<i>Supplies</i>	30,749	49,992	48,430	46,372	-7.24%
<i>Services & Charges</i>	227,262	244,734	259,584	258,617	5.67%
Division Total	\$ 1,727,724	\$ 1,866,433	\$ 1,864,448	\$ 1,919,260	2.83%

Scope of Services Summary

The Fire Suppression Division, under the direction of the Chief, is responsible for the protection of life and property from fires, hazardous material incidents, and other emergencies that may arise. The Division consists of thirteen (13) full time fire fighters, and 70 volunteer fire fighters, operating out of four stations, each of which is manned 24 hours a day by one of the paid fire fighters.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Assistant Fire Chief	1	1	1
Administrative Assistant	1	1	1
Fire Engineer	12	12	12
Field Maintenance Worker (P/T)	3	3	3
Volunteer Fire Engineer	11	11	11
Total	28	28	28

City of La Porte, Texas
Fire Suppression
Detail of Expenditures

001-5051-522

		Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:						
1010	Regular Earnings	\$ 774,779	\$ 769,443	\$ 831,667	\$ 807,915	\$ 831,667
1020	Overtime	260,000	251,549	267,000	267,000	267,000
1030	Certification	18,500	19,655	18,901	18,901	18,901
1035	Longevity	8,420	8,420	8,448	7,384	8,824
1044	Cleaning Allowance	3,127	3,097	3,127	3,127	3,127
1055	Termination Pay		3,371	-	-	-
1060	FICA	76,512	76,186	79,454	83,035	86,409
1065	Retirement	164,256	164,673	170,745	176,707	183,886
1066	Vol Firemen Retirement	45,000	26,495	45,000	45,000	45,000
1067	Pars Retirement	326	340	881	881	881
1080	Insurance - Medical	145,908	145,908	145,908	145,908	168,000
1081	Insurance - Life	576	576	576	576	576
	Personal Services Subtotal	1,497,404	1,469,713	1,571,707	1,556,434	1,614,271
Supplies:						
2001	Office Supplies	1,700	1,193	1,950	1,500	1,500
2002	Postage	200	46	250	230	250
2003	Protective Clothing	-	625	-	-	-
2004	Gas and Oil	20,015	20,108	23,017	23,000	21,472
2005	Minor Tools	700	505	1,650	1,000	1,500
2006	Cleaning	1,200	645	1,200	1,200	1,200
2008	Educational	1,200	222	1,425	1,400	1,500
2015	Other Supplies	4,500	4,416	4,750	4,500	4,500
2090	Machinery/Tools/Equipment	-	2,388	15,000	15,000	12,500
2093	Computer Equipment	600	552	750	600	750
	Supplies Subtotal	30,115	30,749	49,992	48,430	46,372
Services & Charges:						
3001	Memberships & Subscriptions	6,500	5,476	6,200	5,500	6,500
3020	Training/Seminars	-	(430)	-	-	-
3024	Tuition Reimbursement	650	872	-	-	-
4002	Machinery/Tools/Equipment	5,000	7,037	5,200	3,500	2,000
4003	Radios and Base Stations	7,000	8,843	9,600	9,500	9,500
4006	Heating and A/C Equipment	8,500	6,373	8,700	28,000	8,700
4008	Pumps/Motors	8,000	10,196	8,300	8,000	8,000
4011	Building Maintenance	13,000	13,389	14,300	13,000	28,500
4030	VM: Fleet Maintenance	56,336	56,336	58,190	58,190	59,597
4031	Other Vehicle Maintenance	3,000	2,323	3,000	3,000	3,000
4055	Computer Software	-	448	1,350	1,000	1,000
4060	Technology Lease Fees	7,668	7,668	6,894	6,894	8,820
5005	Personnel Services	25,000	24,634	26,000	26,000	26,000
5007	Other Professional Services	18,000	18,000	18,000	18,000	18,000
6001	Uniforms	2,500	2,242	2,500	2,500	2,500
6010	Janitorial Services	2,000	1,630	2,000	2,000	2,000
7001	Electrical	60,000	50,811	60,000	60,000	60,000
7002	Natural Gas	3,000	2,223	3,500	3,500	3,500
7004	Water	10,000	9,191	11,000	11,000	11,000
	Services & Charges Subtotal	236,154	227,262	244,734	259,584	258,617
Division Total		\$ 1,763,673	\$ 1,727,724	\$ 1,866,433	\$ 1,864,448	\$ 1,919,260

Emergency Services Department

FY 18-19

Emergency Medical Services Division

Goals:

- Maintain weekly continuing education programs for all EMS employees to insure optimal and up to date patient care
- To reduce overall response times, scene times and turn around times
- To maintain a strong commitment to community education & outreach
- To provide an on going presence at community events
- To continue to provide monthly CPR courses for the citizens of La Porte
- To continue to provide monthly immunization clinics to improve the health care for the children of Texas

Objectives:

- To initiate continuing education programs as well as semi-annual protocol examinations by the EMS Medical Director
- Continue an increased presence at parades, health fairs and festivals
- To continue to aggressively plan, implement, and monitor the quality of Emergency Medical Services provided to the residents of and visitors to the City of La Porte through data collection and our quality assurance program

Performance Indicators:

	Actual	Estimated	Proposed
	2016-17	2017-18	2018-19
Total EMS responses	4,020	4,200	4,300
Total number of child immunizations given	1,487	1,450	1,500
Total number of CPR students trained	148	370	200
Average response time to call (minutes)	7.00	7.25	7.25
Average turn-around time (minutes)	86.00	85.50	85.00
Patient billing collection rate (percentage)	56%	56%	57%

Emergency Services Department
Fiscal Year 2018-19

Emergency Medical Services Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 2,438,399	\$ 2,489,141	\$ 2,163,854	\$ 2,570,089	3.25%
<i>Supplies</i>	149,201	179,754	182,175	165,961	-7.67%
<i>Services & Charges</i>	133,184	170,295	179,945	151,087	-11.28%
Division Total	<u>\$ 2,720,784</u>	<u>\$ 2,874,611</u>	<u>\$ 2,558,129</u>	<u>\$ 2,887,137</u>	0.44%

Scope of Services Summary

The EMS Department is responsible for providing emergency life support services at the basic and advanced level. EMS staff consists of a Chief, Assistant Chief, Captain's, Paramedic III's, Paramedic II's, Paramedic I's, EMS Interns and a Billing Specialist. EMS utilizes 5 fully stocked Mobile Intensive Care Unit (MICU) ambulances in its fleet, and has 3 MICU ambulances on-duty at all times along with the Advanced Life Support (ALS) equipped 1st responder vehicles that are operated by the on-duty EMS supervisors. The citizens of La Porte are provided with the highest level of pre-hospital care available in the State of Texas.

The City of La Porte EMS has established itself in the community as an ardent supporter of public education and community outreach programs to include: Child Safety Seat Program, Childhood Immunization Program, Community CPR Classes, Fall Prevention Program and Shattered Dreams Programs.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
EMS Chief	1	1	1
Assistant EMS Chief	1	1	1
EMS Captain	2	2	2
Paramedic III	3	3	3
Paramedic II	9	9	9
Paramedic I	9	9	9
EMS Billing Specialist	1	1	1
Paramedic Intern	3	3	3
Relief Paramedic	3	3	3
Total	32	32	32

City of La Porte, Texas
Emergency Medical Services
Detail of Expenditures

001-5059-522

		Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:						
1010	Regular Earnings	\$ 931,273	\$ 912,847	\$ 992,223	\$ 671,940	\$ 992,223
1013	FLSA Scheduled Overtime	603,286	395,742	614,399	614,228	632,831
1020	Overtime	120,000	367,812	120,000	120,000	120,000
1030	Certification	56,900	64,923	60,000	60,000	60,000
1035	Longevity	10,000	10,120	10,408	10,620	11,720
1044	Cleaning Allowance	5,532	5,651	6,013	6,013	6,013
1050	WC Loss Time	1,848	2,478	-	-	-
1055	Termination Pay	-	127,536	130,882	130,771	139,444
1060	FICA	124,347	237	-	-	-
1065	Retirement	271,689	278,789	283,228	278,294	294,842
1067	Pars Retirement	18	284	8	8	8
1080	Insurance - Medical	270,972	270,972	270,972	270,972	312,000
1081	Insurance - Life	1,002	1,008	1,008	1,008	1,008
Personal Services Subtotal		2,396,867	2,438,399	2,489,141	2,163,854	2,570,089
Supplies:						
2001	Office Supplies	3,800	3,309	3,800	3,800	3,800
2002	Postage	5,500	4,917	5,500	5,500	5,500
2003	Protective Clothing	-	32	-	-	-
2004	Gas and Oil	22,500	24,161	25,875	25,875	28,961
2005	Minor Tools	250	61	250	250	250
2006	Cleaning	2,000	2,557	2,000	2,000	2,000
2007	Chemicals	600	449	600	600	600
2008	Educational	2,000	1,966	2,000	2,000	2,000
2015	Other Supplies	5,861	6,298	6,000	6,000	6,000
2018	Computer Supplies	1,500	1,507	1,500	1,500	1,500
2055	EMS Drugs and Supplies	95,000	90,886	100,000	100,000	100,000
2090	Machinery/Tools/Equipment	9,341	9,905	19,379	21,800	12,600
2091	Office Furniture/ Equipment	2,839	2,611	-	-	2,000
2093	Computer Equipment	750	542	12,850	12,850	750
Supplies Subtotal		151,941	149,201	179,754	182,175	165,961
Services & Charges:						
3001	Memberships & Subscriptions	10,602	11,680	10,090	10,090	8,780
3020	Training/Seminars	7,000	6,960	5,000	5,000	4,200
4002	Machinery/Tools/Equipment	486	486	-	-	800
4003	Radios and Base Stations	3,500	1,278	3,500	3,500	3,500
4006	Heating and A/C Equipment	1,000	605	1,000	1,000	1,000
4011	Building Maintenance	5,000	5,143	5,850	15,850	5,000
4030	VM: Fleet Maintenance	45,177	45,231	47,281	47,281	53,582
4031	Other Vehicle Maintenance	1,000	523	1,000	1,000	1,000
4055	Computer - Software	19,069	19,069	53,980	53,980	26,455
4060	Technology Lease Fees	7,668	7,668	6,894	6,894	8,820
5005	Personnel Services	12,000	12,000	12,000	12,000	15,000
5007	Other Professional Services	6,300	6,504	6,300	6,300	6,300
6001	Uniforms	800	960	700	950	950
6002	Printing/Reproduction	2,000	1,767	2,000	1,000	1,000
6005	Advertising	500	52	500	500	500

Continued

City of La Porte, Texas
 Emergency Medical Services, Continued
 Detail of Expenditures

001-5059-522

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Services & Charges:					
7001 Electrical	11,000	10,500	11,000	11,000	11,000
7002 Natural Gas	1,000	1,008	1,200	1,600	1,200
7004 Water	2,000	1,750	2,000	2,000	2,000
Services & Charges Subtotal	136,102	133,184	170,295	179,945	151,087
Capital Outlay:					
8021 Mach/Tools & Equip	-	-	35,421	32,155	-
8050 Motor Vehicles	14,501	-	-	-	-
Capital Outlay Subtotal	14,501	-	35,421	32,155	-
Division Total	\$ 2,699,411	\$ 2,720,784	\$ 2,874,611	\$ 2,558,129	\$ 2,887,137

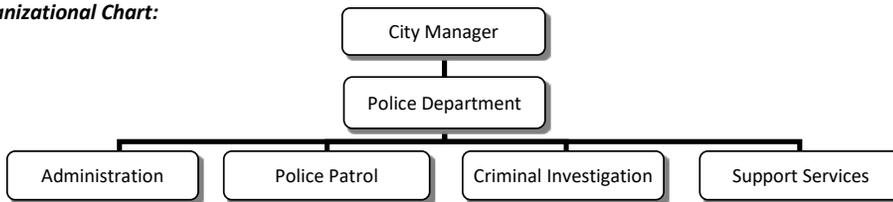
Police Department

FY 18-19

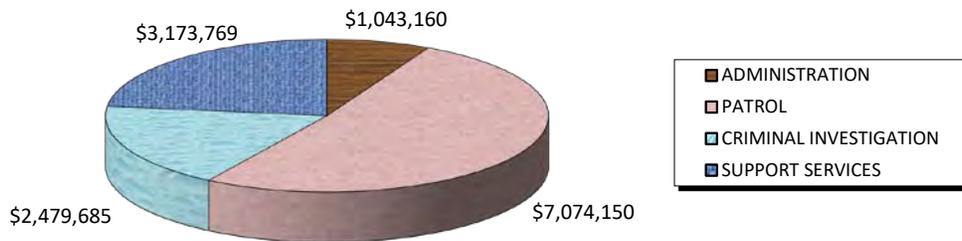
Mission Statement: The mission of the La Porte Police Department is to work in partnership with the community to prevent crime, assist those who are victims of crime, and improve the quality of life within the City of La Porte through the promotion of a strong sense of security. In fulfilling this mission, the officers and civilian staff members of the La Porte Police Department will strive to:

- Provide a safe environment for the community we serve through the efficient, effective, and innovative application of available police resources.
- Foster an environment of public trust, cooperation, and confidence in the police department by maintaining employee accountability and the implementation of a strong community policing philosophy.
- Implement and embrace best policing strategies, management practices, policies and procedures, and organizational systems that promote open communication, collective responsibility, visionary leadership, fiscal accountability, and organization effectiveness.

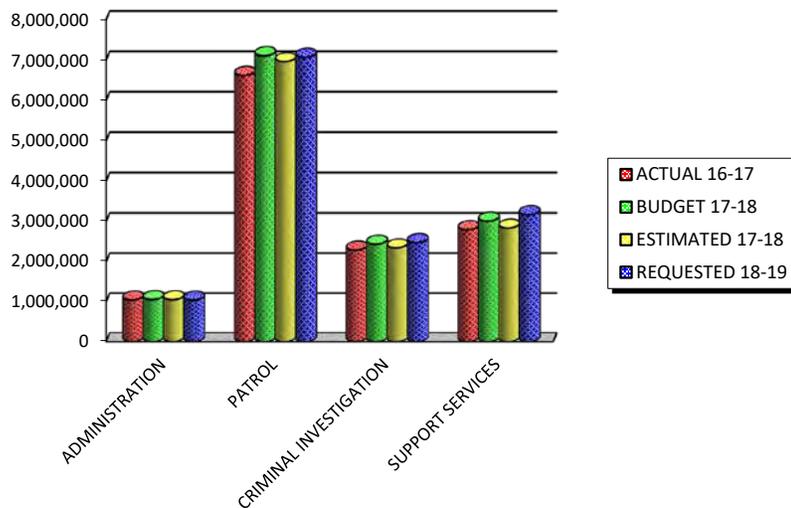
Organizational Chart:



Share of General Fund Budget: 27%



Four Year Comparison by Division:



Police Department Fiscal Year 2018-19

Summary:

The functions of the Police Department, under the direction of the Chief, are to enforce Federal, State and Local Laws, as well as the ordinances of La Porte and provide the public with safety. The Police Officers will respond to an estimated 36,000 calls this year. The department has 114 personnel of which 78 are officers, 72 marked and unmarked police vehicles and various support equipment. The Police Department also provides dispatch communications, a detention facility, and animal control services.

Department Summary by Division:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Police Administration	\$ 1,046,876	\$ 1,083,381	\$ 1,053,569	\$ 1,043,160	-3.71%
Police Patrol	6,626,347	7,101,022	6,966,115	7,074,150	-0.38%
Criminal Investigation	2,294,654	2,440,494	2,349,518	2,479,685	1.61%
Support Services	2,799,964	3,116,973	2,881,181	3,173,769	1.82%
Department Total	\$ 12,767,841	\$ 13,741,870	\$ 13,250,383	\$ 13,770,764	0.21%

Department Summary by Expenditure Category:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Personal Services	\$ 10,797,849	\$ 11,511,125	\$ 11,084,017	\$ 11,873,324	3.15%
Supplies	365,201	445,335	414,403	395,990	-11.08%
Services & Charges	1,539,063	1,522,924	1,515,605	1,480,950	-2.76%
Capital Outlay	65,728	262,486	236,358	20,500	0.00%
Department Total	\$ 12,767,841	\$ 13,741,870	\$ 13,250,383	\$ 13,770,764	0.21%

**Police Department
FY 18-19**

Police Administration Division

Goal 1: Provide a safe environment for the community we serve through the efficient, effective, and innovative application of available police resources.

Program Objectives	Program Indicators
OBJ. 8.1d: Provide and maintain a safe environment and adequate police protection for all citizens of La Porte.	Maintain an FBI UCR Part I crime index rate that is: <ul style="list-style-type: none"> ● 10% below average crime rate for cities located immediately adjacent to La Porte
SP OBJ. 7c (4): Implement and maintain a comprehensive CompStat system and Crime Analysis capability that provides for the strategic deployment of personnel and the timely dissemination of information to field and investigative personnel as it relates to crime trends, service demand, and order maintenance issues.	Maintain a part-time Crime Analyst. Maintain a strict geographically based service delivery system that promotes individual officer responsibility and district awareness. Hold weekly crime meetings with staff.

Goal 2: Foster an environment of public trust, cooperation, and confidence in the police department by maintaining employee accountability and the implementation of a strong community policing philosophy.

Program Objectives	Program Indicators
SP OBJ. 7d: Ensure public confidence in the Police by promoting accountability and conducting thorough and objective investigations of all allegations of employee misconduct.	Maintain an annual citizen complaint ratio of less than one formal complaint for every two commissioned officers employed. Implement a comprehensive non-disciplinary employee performance early warning system.

Goal 3: Implement and embrace best policing strategies, management practices, policies and procedures, and organizational systems that promote open communication, collective responsibility, visionary leadership, fiscal accountability, and organizational effectiveness.

Program Objectives	Program Indicators
OBJ.8.1d/SP OBJ 7d (1)(2): Maintain the Department's Texas Police Chief's Association Best Practices Status.	Conduct at least one comprehensive review of all Departmental General Policies and Procedures annually. Conduct a minimum of 35 operational audits annually. Inspect all department personnel and resources a minimum of once a quarter. Complete all required federal, state, and local annual reports.
OBJ.8.1a/ SP OBJ. 7c (3): Maintain and ensure the acquisition of state-of-the-art technologies that will assist the Department in providing adequate services.	Equipment Areas: <ul style="list-style-type: none"> ● OSSI Records Management System ● Crime Analysis Program ● Well maintained vehicle fleet ● Less than lethal force options ● Radars ● License Plate Readers ● Body Cameras and In-Car-DVR Systems ● Covert Surveillance Equipment ● Watch Tower with Video/LPR Capabilities ● Aggressive Driving Enforcement Vehicles

**Police Department
FY 18-19**

Police Administration Division

<p>OBJ.8.1a/SP OBJ 7b (1): Maintain appropriate staffing levels by hiring and retaining the most qualified people.</p>	<p>Appropriate staffing levels will be determined by those recommended by the U.S. Department of Justice, which are currently set at:</p> <ul style="list-style-type: none"> ● 2.2 officers per 1,000 residents ● 3.2 employees per 1,000 residents
<p>SP OBJ 7b: Ensure that compensation for police employees is competitive in order to enhance employee retention.</p>	<p>Conduct regular market analysis and work to regularly adjust employee salary and benefits in order to ensure that employee compensation levels remain within the market median for comparable communities.</p>
<p>OBJ.8.1b/ SP OBJ. 7b (4): Enhance the skill and knowledge of the Police Department by encouraging continuing education and maintaining a generous college tuition reimbursement program.</p>	<p>Ensure that all commissioned officers are provided no less than 40 hours of training and that civilian employees are provided no less than 16 hours of training annually.</p>

Performance Measures

	Actual 2016-17	Estimated 2017-18	% Change 2016-17/ 2017-18	Proposed 2018-19
Authorized number of police officer positions	75	79	5%	79
Number of police officers per 1,000 residents (Goal: 2.2).	2.10	2.20	5%	2.20
Authorized number of police employee positions	106	110	4%	110
Number of police employees per 1,000 residents (Goal: 3.2)	3.1	3.2	3%	3.1
City of La Porte UCR crime rate	17.75	17.75	0%	17.75
Citizen complaints (Goal: less than 1 complaint for every 2 officers)	23	19	-17%	<35
Number of self-initiated actions by officers (Goal: increase by 5%)	26,047	24,189	-7%	25,400
Average Number of Training Hours Per Officers	60.36	70.1	16%	>40
Average Number of Training Hours Per Civilian Employee	16.7	25.3	51%	>16
Operational audits (Goal: 35 per year)	63	67	6%	60

Police Department
Fiscal Year 2018-19

Police Administration Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 763,535	\$ 751,703	\$ 761,504	\$ 771,558	2.64%
<i>Supplies</i>	25,957	39,525	35,275	25,870	-34.55%
<i>Services & Charges</i>	239,834	243,527	241,504	240,732	-1.15%
<i>Capital Outlay</i>	17,550	48,626	15,286	5,000	
Division Total	\$ 1,046,876	\$ 1,083,381	\$ 1,053,569	\$ 1,043,160	-3.71%

Scope of Services Summary

The Police Administration Division is responsible for providing the community with public safety services. The Division's functions include: apprehending criminal offenders, protecting life and property, controlling automobile traffic and crowds, assisting in the event of a disaster and enforcing the City's animal control regulations.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Police Chief	1	1	1
Assistant Police Chief	2	2	2
Internal Affairs Sergeant	1	1	1
Office Coordinator	1	1	1
Secretary	1	1	1
Total	6	6	6

City of La Porte, Texas
 Police Administration
 Detail of Expenditures

001-5252-521

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 510,060	\$ 512,989	\$ 536,479	\$ 536,074	\$ 538,863
1020 Overtime	2,200	31,179	2,266	8,500	2,357
1030 Certification	15,646	15,659	15,682	15,682	15,682
1035 Longevity	5,080	5,080	5,268	4,856	5,144
1040 Clothing Allowance	693	693	800	800	800
1044 Cleaning Allowance	962	967	962	962	962
1046 Physical Fitness Allowance	1,000	1,000	1,000	1,000	1,000
1060 FICA	38,145	40,833	39,046	41,766	43,201
1065 Retirement	86,219	92,153	87,218	88,882	91,099
1080 Insurance - Medical	62,532	62,532	62,532	62,532	72,000
1081 Insurance - Life	450	450	450	450	450
Personal Services Subtotal	722,987	763,535	751,703	761,504	771,558
Supplies:					
2001 Office Supplies	1,350	1,033	1,400	1,250	1,200
2002 Postage	225	244	225	225	180
2003 Protective Clothing	1,200	1,407	1,200	1,200	1,200
2004 Gas and Oil	7,500	7,575	8,625	8,600	9,120
2015 Other Supplies	5,400	4,977	5,400	5,400	5,400
2018 Computer Supplies	1,100	775	1,125	1,100	1,000
2090 Machinery/Tools/Equipment	3,525	3,525	21,050	17,100	7,570
2091 Office Furniture/Equipment	800	615	-	-	-
2093 Computer Equipment	450	5,806	500	400	200
Supplies Subtotal	21,550	25,957	39,525	35,275	25,870
Services & Charges:					
3001 Memberships & Subscriptions	3,205	3,010	3,400	3,400	3,400
3020 Training/Seminars	7,770	9,874	7,925	7,925	7,925
3024 Tuition Reimbursement	2,650	2,600	5,250	5,250	5,250
4002 Machinery/Tools/Equipment	7,500	4,615	8,590	8,590	8,390
4006 Heating and A/C Equipment	15,000	2,585	11,100	14,500	13,000
4011 Building Maintenance	16,000	23,707	8,289	14,575	14,300
4020 Motor Pool Lease Fees	11,424	11,424	13,774	13,774	14,515
4030 VM: Fleet Maintenance	11,017	11,017	10,417	10,417	11,846
4055 Computer Software	2,150	2,121	2,200	2,200	2,200
4060 Technology Lease Fees	13,240	13,240	12,724	12,724	10,470
5007 Other Professional Services	750	525	750	625	750
6002 Printing/Reproduction	800	504	825	825	825
6010 Janitorial	46,303	44,803	46,303	46,975	46,975
7001 Electrical	105,000	104,784	105,000	93,000	94,000
7002 Natural Gas	475	496	480	598	598
7004 Water	6,500	4,529	6,500	6,126	6,288
Services & Charges Subtotal	249,784	239,834	243,527	241,504	240,732
Capital Outlay:					
8002 Building Improvements	6,800	-	13,086	6,286	5,000
8021 Machinery/Tools/Equipment	-	17,550	35,540	9,000	-
8023 Computer Equipment	5,400	-	-	-	-
Capital Outlay Subtotal	12,200	17,550	48,626	15,286	5,000
Division Total	\$ 1,006,521	\$ 1,046,876	\$ 1,083,381	\$ 1,053,569	\$ 1,043,160

**Police Department
FY 18-19**

Police Patrol Division

Goal 1: Provide a safe environment for the community we serve through the efficient, effective, and innovative application of available police resources.

Program Objectives	Program Indicators
OBJ.8.1d? SP OBJ. 7a: Provide and maintain adequate police protection for all citizens of La Porte and ensure an appropriate and prompt response to call police calls for service.	Maintain an average response time to police calls for service (from time Dispatched) of: <ul style="list-style-type: none"> ● 5 minutes for Priority 1 Calls for Service ● 6 minutes for Non-Priority 2 Calls for Service ● 8 minutes for Non-Priority 3 Calls for Service
OBJ.8.1d: Provide for safe roadways within the City of La Porte through fair and equitable enforcement of traffic laws.	Maintain current level or reduce traffic collisions by targeting high collision areas. Increase DOT enforcement levels by 5% relating to number of inspections completed and number of vehicles weighed.
Maximize the amount of proactive time available to patrol officers by decreasing for non-productive calls for service.	Maintain the City's current comprehensive false alarm reduction initiative in an effort to reduce false alarms by an additional 5%.

Goal 2: Foster an environment of public trust, cooperation, and confidence in the police department by maintaining employee accountability and the implementation of a strong community policing philosophy.

Program Objectives	Program Indicators
OBJ.8.1c & / SP OBJ. 7d (2): Audit officer conduct on traffic stops in an effort to recognize, report and correct inappropriate behavior and also to review equipment performance.	Patrol Supervisors are to review a minimum of 2 traffic stops by video each month.
SP OBJ. 7d (2): Perform AVL reports on a weekly basis	Conduct weekly speed audits, requiring officers to provide adequate explanation for any speeds records beyond the assigned threshold.

Goal 3: Implement and embrace best policing strategies, management practices, policies and procedures, and organizational systems that promote open communication, collective responsibility, visionary leadership, fiscal accountability, and organizational effectiveness.

Program Objectives	Program Indicators
SP OBJ. 7c: Monitor security alarm compliance and control in order to reduce repeat responses to false alarms.	Through the strict enforcement of the City's Alarm Ordinance, maintain or reduce current level of alarm responses.

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	% Change 2016-17/ 2017-18	Proposed 2018-19
Authorized number of police officer positions assigned to Patrol	45	48	7%	48
Authorized number of civilian personnel positions assigned to Patrol	5	5	0%	5
Number of traffic collisions (Goal: decreased by 5%)	924	897	-3%	852
Number of Level I inspections conducted (Goal: increased by 5%)	448	503	12%	528
Number of Level II inspections conducted (Goal: increased by 5%)	3,350	3,553	6%	3,730
Number of vehicles weighed (Goal: increased by 5%)	2,293	1,433	-37%	1,505
Number of false alarm responses (Goal: Maintain consistent level)	1,112	1,124	1%	<1,125

Police Department
Fiscal Year 2018-19

Police Patrol Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 5,410,056	\$ 5,803,476	\$ 5,662,225	\$ 5,976,409	2.98%
<i>Supplies</i>	211,344	225,979	224,562	225,162	-0.36%
<i>Services & Charges</i>	956,769	900,647	900,956	857,079	-4.84%
<i>Capital Outlay</i>	48,178	170,920	178,372	15,500	-90.93%
Division Total	\$ 6,626,347	\$ 7,101,022	\$ 6,966,115	\$ 7,074,150	-0.38%

Scope of Services Summary

The primary responsibility of the Police Patrol Division is to respond to all calls for service and begin the initial investigation. These calls for service include: Index crimes (homicide, sexual assault, robbery, theft, burglary, fraud, and auto theft), and City Ordinances (class C misdemeanors, assault, disturbing the peace, disorderly conduct, and traffic).

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Lieutenant	3	3	3
Sergeant	6	6	6
Officer	35	35	39
Jailers	5	5	5
Jailer-P/T	1	1	1
Total	50	50	54

City of La Porte, Texas
Police Patrol
Detail of Expenditure

001-5253-521

		Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:						
1010	Regular Earnings	\$ 3,314,150	\$ 3,218,334	\$ 3,749,679	\$ 3,619,251	\$ 3,856,236
1020	Overtime	358,600	514,557	369,358	369,538	384,132
1030	Certification	88,805	89,388	89,865	89,865	89,865
1035	Longevity	22,368	23,296	25,888	21,564	24,012
1044	Cleaning Allowance	11,304	11,617	11,785	11,785	11,785
1046	Physical Fitness Allowance	15,000	11,000	15,000	15,000	15,000
1050	WC Loss Time	48,092	69,139	-	-	-
1055	Termination Pay (S/V)	-	25,306	-	-	-
1060	FICA	278,820	293,916	313,080	308,841	334,019
1065	Retirement	605,989	640,860	674,316	671,876	706,918
1067	Pars - Retirement	355	291	402	402	402
1080	Insurance - Medical	510,678	510,678	552,366	552,366	552,366
1081	Insurance - Life	1,674	1,674	1,737	1,737	1,674
	Personal Services Subtotal	5,255,835	5,410,056	5,803,476	5,662,225	5,976,409
Supplies:						
2001	Office Supplies	775	865	750	750	750
2002	Postage	450	442	500	400	500
2003	Protective Clothing	40,900	43,551	64,407	64,350	63,200
2004	Gas and Oil	100,000	103,650	115,000	101,500	116,725
2007	Chemical	850	905	1,000	1,000	1,000
2008	Educational	1,000	1,081	4,200	5,500	1,200
2015	Other Supplies	10,450	10,528	10,550	9,050	8,050
2016	Jail Operations	10,900	10,317	9,650	9,650	9,650
2018	Computer Supplies	3,175	3,426	3,225	3,225	3,225
2090	Machinery/Tools/Equipment	20,900	33,183	12,597	24,537	16,262
2091	Office Furniture/Equipment	1,500	1,500	-	-	-
2093	Computer Equipment	2,050	1,896	4,100	4,600	4,600
	Supplies Subtotal	192,950	211,344	225,979	224,562	225,162
Services & Charges:						
3001	Memberships & Subscriptions	470	-	970	970	960
3020	Training/Seminars	20,875	21,500	20,200	20,175	20,100
3024	Tuition Reimbursement	1,000	887	3,500	3,500	5,000
4001	Office Equipment	15,025	14,991	15,150	15,500	16,530
4002	Machinery/Tools/Equipment	7,250	6,447	7,850	7,850	7,850
4003	Radios and Base Stations	88,900	85,166	86,441	87,000	89,640
4020	Motor Pool Lease Fees	239,160	239,160	231,131	231,131	272,568
4030	VM: Fleet Maintenance	133,824	133,824	133,973	133,973	146,721
4050	Computer Hardware	117,655	121,775	38,156	38,081	-
4055	Computer Software	99,298	98,289	132,263	132,263	126,650
4060	Technology Lease Fees	232,008	232,008	227,708	227,708	167,500
5007	Other Professional Services	1,495	1,884	1,500	1,000	1,500
6002	Printing/Reproduction	1,475	838	1,805	1,805	2,060
	Services & Charges Subtotal	958,435	956,769	900,647	900,956	857,079

Continued

City of La Porte, Texas
 Police Patrol, Continued
 Detail of Expenditure

001-5253-521

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Capital Outlay:					
8021 Mach/Tools & Equipment	38,978	38,978	46,668	72,360	-
8023 Computer Equipment	-	-	1,500	-	-
8050 Motor Vehicles	30,500	9,200	122,752	106,012	15,500
Capital Outlay Subtotal	69,478	48,178	170,920	178,372	15,500
Division Total	\$ 6,476,698	\$ 6,626,347	\$ 7,101,022	\$ 6,966,115	\$ 7,074,150

**Police Department
FY 18-19**

Criminal Investigation Division

Goal 1: Provide a safe environment for the community we serve through the efficient, effective, and innovative application of available police resources.

Program Objectives	Program Indicators
Aggressively pursue all criminal cases, following each case through to its successful resolution or until all leads have been exhausted.	Maintain a clearance rate at or above National Average: <ul style="list-style-type: none"> ● 47% for crimes against persons (murder, rape, robbery, aggravated assault.) ● 17% for crimes against property (larceny, burglary, and auto theft)
SP OBJ. 7c (4): Continue to review weekly crime reports through detailed analysis, and address crime patterns.	Distribute bi-weekly bulletins of known criminal offenders and weekly crime bulletins to all staff.

Goal 2: Foster an environment of public trust, cooperation, and confidence in the police department by maintaining employee accountability and the implementation of a strong community policing philosophy.

Program Objectives	Program Indicators
Address concerns relating to drugs within the community through the maintenance and implementation of effective drug enforcement strategies.	Participate in the Regional HIDTA Task Force. Maintain an aggressive Street Crimes Initiative.

Goal 3: Implement and embrace best policing strategies, management practices, policies and procedures, and organizational systems that promote open communication, collective responsibility, visionary leadership, fiscal accountability, and organizational effectiveness.

Program Objectives	Program Indicators
SP OBJ. 7d: Ensure that all victims of crime are contacted for follow-up in a timely manner and provided with compassionate assistance, making appropriate referrals to available social services when appropriate.	Ensure that all crime victims are contacted in person, by phone, or by mail within two working days. Ensure the phone calls are returned within 24 hours. Ensure that all victims of crimes against persons are contacted and counseled by the Department's Crime Victim Liaison within five working days.

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	% Change 2016-17/ 2017-18	Proposed 2018-19
Authorized number of police officer positions assigned to CID	16	16	0%	16
Authorized number of civilian personnel positions assigned to CID	3	3	0%	3
*Avg clearance rate for crimes against persons (Goal: <47%)	78%	75%	-4%	<47%
*Avg clearance rate for crimes against property (Goal: <17%)	66%	68%	0%	<17%
Number of crime victims served by Crime Victim Liaison	568	672	18%	N/A

* Denotes calendar year

Police Department
Fiscal Year 2018-19

Criminal Investigation Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 2,086,932	\$ 2,198,966	\$ 2,125,395	\$ 2,294,702	4.35%
<i>Supplies</i>	42,355	65,309	53,081	48,943	-25.06%
<i>Services & Charges</i>	165,367	176,219	171,042	136,040	-22.80%
Division Total	<u>\$ 2,294,654</u>	<u>\$ 2,440,494</u>	<u>\$ 2,349,518</u>	<u>\$ 2,479,685</u>	1.61%

Scope of Services Summary

The Division of Criminal Investigation is responsible for conducting follow up investigations of all reported crimes against persons or property. Implementation of this action requires the preparation of complete and accurate criminal case folders for prosecution by the District Attorney. Additionally, this Division provides professional and expert testimony in criminal trials.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Lieutenant	1	1	1
Sergeant	2	2	2
Detective	13	13	12
Officer	1	1	1
Criminal Investigations Specialist	1	1	1
Property Custodian	1	1	1
Victims Assistance Liaison	1	1	1
Total	<u>20</u>	<u>20</u>	<u>19</u>

**City of La Porte, Texas
Criminal Investigation
Detail of Expenditures**

001-5256-521

		Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:						
1010	Regular Earnings	\$ 1,339,235	\$ 1,348,529	\$ 1,482,402	\$ 1,415,955	\$ 1,525,300
1020	Overtime	56,332	83,800	58,022	58,022	60,060
1030	Certification	42,694	44,722	42,946	42,946	42,946
1035	Longevity	16,880	16,880	15,336	15,276	16,188
1040	Clothing Allowance	9,994	9,994	12,800	12,800	12,800
1044	Cleaning Allowance	4,329	4,483	4,329	4,329	4,329
1046	Physical Fitness Allowance	8,000	3,500	8,000	8,000	8,000
1060	FICA	108,098	115,780	119,033	115,850	127,571
1065	Retirement	232,180	252,944	257,414	253,533	268,848
1080	Insurance - Medical	208,440	205,634	198,018	198,018	228,000
1081	Insurance - Life	666	666	666	666	660
	Personal Services Subtotal	2,026,848	2,086,932	2,198,966	2,125,395	2,294,702
Supplies:						
2001	Office Supplies	1,600	1,576	1,600	1,000	1,000
2002	Postage	600	593	600	400	400
2003	Protective Clothing	3,050	2,862	4,450	2,000	3,000
2004	Gas and Oil	23,697	17,871	27,252	20,274	23,316
2007	Chemical	300	218	300	300	300
2015	Other Supplies	2,200	1,692	2,200	2,200	2,200
2018	Computer Supplies	3,000	1,940	3,000	3,000	3,500
2078	Confidential Funds	9,500	9,000	12,000	10,000	10,000
2090	Machinery/Tools/Equipment	5,155	4,945	7,307	7,307	3,227
2093	Computer Equipment	2,000	1,658	6,600	6,600	2,000
	Supplies Subtotal	51,102	42,355	65,309	53,081	48,943
Services & Charges:						
3001	Memberships & Subscriptions	2,360	2,346	1,710	1,300	1,665
3020	Training/Seminars	23,969	17,951	23,719	23,719	24,000
4020	Motor Pool Lease Fees	41,712	41,712	43,190	43,190	28,521
4030	VM: Fleet Maintenance	36,780	36,780	37,848	37,848	39,312
4055	Computer Software	2,500	1,270	2,500	2,500	7,995
4060	Technology Lease Fees	46,374	51,447	45,385	45,385	15,885
5007	Other Professional Services	25,140	10,459	18,367	14,600	15,562
6002	Printing/Reproduction	500	899	500	600	600
6006	Miscellaneous	2,650	2,503	3,000	1,900	2,500
	Services & Charges Subtotal	181,985	165,367	176,219	171,042	136,040
Division Total		\$ 2,259,935	\$ 2,294,654	\$ 2,440,494	\$ 2,349,518	\$ 2,479,685

**Police Department
FY 18-19**

Support Services Division

Goal 1: Provide a safe environment for the community we serve through the efficient, effective, and innovative application of available police resources.

Program Objectives	Program Indicators
SP OBJ. 7a: Provide and maintain adequate police protection for all citizens of La Porte and ensure an appropriate and prompt response to call police call for service.	Maintain an average response time of: Priority Calls: 5.7 min Non-Priority Calls: 8.5 min.
Provide effective and reliable Animal Control Services.	Reduce the number of animals euthanized by 5%. Increase the shelter adoption rate by 10%.

Goal 2: Foster an environment of public trust, cooperation, and confidence in the police department by maintaining employee accountability and the implementation of a strong community policing philosophy.

Program Objectives	Program Indicators
SP OBJ. 7d: Create and maintain a wide range of community service programs designed to foster supportive and positive relationships between the Police Department and the Community, while helping to effectively address crime and quality of life issues within the community.	Graduate a minimum of 2 Citizen Police Academies and 1 Advance Citizens Police Academy annually. Graduate a minimum of 1 Youth Police Explorer Post Academies annually. Document a minimum of 2500 service hours worked by department volunteers annually. Graduate at least one RAD (Rape Aggression Defense) program per year.
Address concerns relating to drugs within the community through the maintenance and implementation of effective drug enforcement strategies.	Maintain a DARE Program Maintain a Youth Safety Camp Program and Underage Alcohol Prevention Program. Maintain School Resource Officer Program both in City Middle and High Schools.

Goal 3: Implement and embrace best policing strategies, management practices, policies and procedures, and organizational systems that promote open communication, collective responsibility, visionary leadership, fiscal accountability, and organizational effectiveness.

Program Objectives	Program Indicators
SP OBJ 7b (4): Continue to enhance the skill and knowledge of the police force with educational and training programs.	Ensure that 100% of Departmental employees meet state mandated training requirements and have an opportunity to attend a minimum of 40 hours of training each year.
SP OBJ 7b (2) (3) (4): Ensure that effective recruiting efforts, pre-employment investigations and retention incentives are utilized to maintain a competent and professional police force.	Maintain attrition rates below 4%.
SP OBJ 7b (4): Provide for mentoring and career enhancement incentives and opportunities for personnel.	Offer participation in the department mentoring program, the department career path development program and other training and coaching opportunities.

**Police Department
FY 18-19**

Support Services Division

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	% Change 2016-17/ 2017-18	Proposed 2018-19
Authorized number of police office positions assigned to SSD	10	11	10%	11
Authorized number of civilian personnel positions assigned to SSD	21	21	0%	21
Avg Priority Call response time	5.58	5.56	0%	<6
Avg Non-Priority call response time	8.03	8.56	-7%	<9
Number of animals adopted from shelter (goal: increase by 5%)	327	457	40%	480
Number of animals euthanized at shelter (goal: decrease by 5%)	603	477	-21%	453
Number of citizen police academies (goal: 2 or more)	2	2	0%	2
Number of advanced citizen police academies (goal 1 or more)	1	1	0%	1
Number of youth police explorer academies (goal: 1 or more)	1	1	0%	1
Number of RAD classes (goal: 1 or more)	3	4	33%	>2
Number of police volunteer service hours (goal: 2500 or more)	3,892	2,556	-34%	>2500

Police Department
Fiscal Year 2018-19

Support Services Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 2,537,326	\$ 2,756,980	\$ 2,534,893	\$ 2,830,655	2.67%
<i>Supplies</i>	85,545	114,522	101,485	96,015	-16.16%
<i>Services & Charges</i>	177,093	202,531	202,103	247,099	22.01%
Division Total	\$ 2,799,964	\$ 3,116,973	\$ 2,881,181	\$ 3,173,769	1.82%

Scope of Services Summary

The Division of Support Services is responsible for conducting safety programs, coordinating the training of personnel and enforcing the City's animal control ordinance.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Lieutenant	1	1	1
Support Services Sergeant	1	1	1
Support Services Supervisor	1	1	1
Crime Prevention Officer	2	2	2
School Resource Officers	5	5	5
Dare Officer	1	1	1
Animal Control Supervisor	1	1	1
Animal Control Officer	4	4	4
Building Maintenance Technician	1	1	1
Records Specialist	2	2	2
Telecommunicators	12	12	12
Telecommunicators (Relief)	4	4	4
Total	35	35	35

City of La Porte, Texas
Support Services
Details of Expenditures

001-5258-521

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 1,586,972	\$ 1,551,182	\$ 1,833,146	\$ 1,628,741	\$ 1,826,424
1020 Overtime	84,699	149,068	87,240	87,240	90,730
1030 Certification	41,398	38,348	37,499	37,499	37,499
1035 Longevity	15,808	15,868	17,172	17,816	18,992
1044 Cleaning Allowance	6,975	6,909	6,975	6,975	6,975
1046 Physical Fitness Allowance	5,000	4,000	5,000	5,000	5,000
1050 WC Loss Time	29,627	30,494	-	-	-
1060 FICA	127,999	130,584	141,134	136,420	151,633
1065 Retirement	275,877	286,883	303,929	290,317	319,599
1067 PARS Retirement	464	152	1,047	1,047	1,047
1080 Insurance - Medical	323,082	323,082	323,082	323,082	372,000
1081 Insurance - Life	756	756	756	756	756
Personal Services Subtotal	2,498,657	2,537,326	2,756,980	2,534,893	2,830,655
Supplies:					
2001 Office Supplies	1,390	1,387	1,400	1,300	1,300
2002 Postage	1,300	2,218	1,200	2,400	2,400
2003 Protective Clothing	8,200	7,794	12,650	11,700	8,200
2004 Gas and Oil	12,000	7,713	13,800	11,500	13,155
2005 Minor Tools	350	316	350	350	350
2006 Cleaning	1,250	1,166	1,260	1,260	1,260
2007 Chemical	1,000	782	1,000	1,000	1,000
2015 Other Supplies	9,050	9,183	10,050	10,050	10,050
2017 Specialized Supplies	37,042	24,289	36,975	26,475	26,200
2018 Computer Supplies	1,300	603	1,300	1,300	1,300
2090 Machinery/Tools/Equipment	26,950	28,033	24,275	24,200	26,900
2091 Office Furniture/Equipment	2,000	1,824	6,962	6,950	2,900
2093 Computer Equipment	1,425	237	3,300	3,000	1,000
Supplies Subtotal	103,257	85,545	114,522	101,485	96,015
Services & Charges:					
3001 Memberships & Subscriptions	5,735	4,824	5,735	5,735	5,640
3020 Training/Seminars	15,500	16,438	17,985	17,985	17,785
3024 Tuition Reimbursement	3,500	1,884	3,500	3,500	3,500
4003 Radios and Base Stations	17,400	16,168	17,400	17,200	17,700
4006 Heating & AC	1,500	946	1,200	1,200	2,100
4011 Building Maintenance	1,900	1,194	2,100	1,900	1,800
4020 Motor Pool Lease Fees	20,052	20,052	27,261	27,261	32,216
4022 Rent: Building/Land	3,000	2,891	3,000	3,000	4,000
4030 VM: Fleet Maintenance	17,763	17,763	17,593	17,593	17,891
4055 Computer Software	1,905	1,905	1,950	1,950	2,950
4060 Technology Lease Fees	60,872	55,799	60,012	60,012	43,000
5007 Other Professional Services	3,450	3,440	8,475	8,400	62,125
6001 Uniforms	335	339	400	320	320
6002 Printing/Reproduction	1,000	600	1,000	1,000	1,000
6010 Janitorial Services	15,720	16,980	19,920	20,195	20,220
7001 Electrical	9,000	11,100	9,000	10,500	10,500
7002 Natural Gas	1,200	1,196	1,200	1,352	1,352
7004 Water	4,800	3,574	4,800	3,000	3,000
Services & Charges Subtotal	184,632	177,093	202,531	202,103	247,099

Continued

City of La Porte, Texas
 Support Services, Continued
 Detail of Expenditures

001-5258-521

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Capital Outlay:					
8050 Motor Vehicles	-	-	42,940	42,700	-
Capital Outlay Subtotal	-	-	42,940	42,700	-
Division Total	\$ 2,786,546	\$ 2,799,964	\$ 3,116,973	\$ 2,881,181	\$ 3,173,769

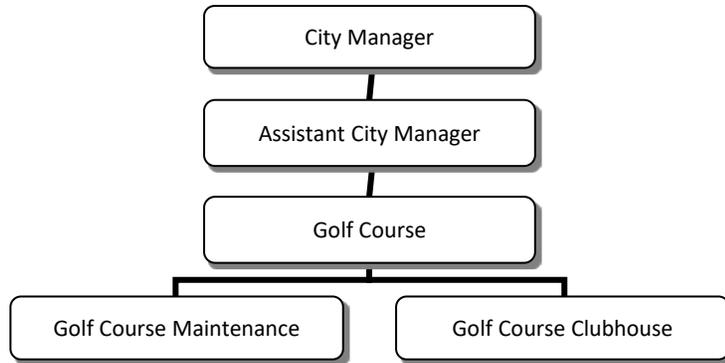
Golf Course

FY 18-19

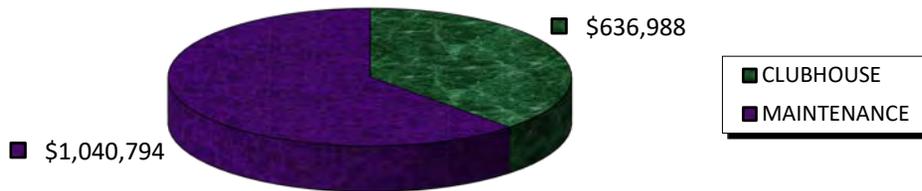
Mission Statement:

To effectively execute City Council policies, programs and directives; administer and manage City Operations in an organized, efficient and effective manner; and to provide a unique atmosphere for enhancing, promoting and implementing the game of golf to the citizens of La Porte and surrounding communities.

Organizational Chart:



Share of General Fund Budget: 4%



Four Year Comparison by Division:



Golf Course
Fiscal Year 2018-19

Summary: The Golf Course is responsible for the maintenance and operation of the City's Golf Course, Bay Forest Golf Course.

Summary by Division:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Golf Course Club House	\$ 607,572	\$ 633,268	\$ 624,371	\$ 636,988	0.59%
Golf Course Maintenance	924,201	1,082,983	1,078,511	1,040,794	-3.90%
Total	\$ 1,531,773	\$ 1,716,251	\$ 1,702,882	\$ 1,677,782	-2.24%

Summary by Expenditure Category:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Personal Services	\$ 1,102,699	\$ 1,138,976	\$ 1,130,504	\$ 1,171,236	2.83%
Supplies	212,393	212,315	210,048	215,400	1.45%
Services & Charges	204,885	241,960	242,330	278,646	15.16%
Capital Outlay	11,796	123,000	120,000	12,500	0.00%
Total	\$ 1,531,773	\$ 1,716,251	\$ 1,702,882	\$ 1,677,782	-2.24%

Golf Course FY 18-19

Golf Course

Goals:

- Provide an affordable, first class golf facility for citizens of La Porte and surrounding communities
- Stimulate new customer participation
- Provide excellent customer service
- initiate Capital Improve Projects

Objectives:

- Ensure our pricing structure is in line with top competing facilities with similar amenities
- Collect customer data and direct web based marketing campaigns through email blasts
- Direct customers to opt in the Loyalty Program and the online booking engine
- Improve facility esthetics and course playability

Performance Indicators:

- Use surveys to monitor competing facilities prices, memberships, tournament packages and other amenities
- Growth of data based to market to and an influx of new customers
- Turning new customers into loyal customer
- Implementation of fairway renovations and herbicide program

**Golf Course
Fiscal Year 2018-19**

Golf Course Club House Division

Expenditure Summary

	<i>Actual 2016-17</i>	<i>Budget 2017-18</i>	<i>Estimated 2017-18</i>	<i>Requested 2018-19</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 465,883	\$ 483,914	\$ 475,289	\$ 498,133	2.94%
<i>Supplies</i>	77,503	64,190	62,748	63,700	-0.76%
<i>Services & Charges</i>	64,186	74,164	76,334	75,155	1.34%
<i>Capital Outlay</i>	-	11,000	10,000	-	
Division Total	\$ 607,572	\$ 633,268	\$ 624,371	\$ 636,988	0.59%

Scope of Services Summary

The Golf Course Club House Division provides friendly, efficient operation to the satisfaction of users, including scheduling tournaments, and individual golfers. They also monitor all plays and collect revenues.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Golf Course Manager-Pro	1	1	1
Head Professional Golf Pro	1	1	1
Assistant Golf Pro	1	1	1
Golf Coordinator	1	1	1
Clubhouse Cashier (P/T)	1	1	1
Cart Attendant (P/T)	3	3	3
Starter Marshall (P/T)	4	4	4
Total	12	12	12

City of La Porte, Texas
 Golf Course Club House
 Detail of Expenditures

001-6048-551

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 339,981	\$ 337,849	\$ 368,921	\$ 354,741	\$ 368,921
1020 Overtime	2,500	1,775	2,500	2,500	2,500
1035 Longevity	3,860	4,308	3,956	3,168	3,360
1055 Termination Pay	-	10,628	-	-	-
1060 FICA	21,883	22,136	21,499	23,243	23,940
1065 Retirement	45,413	46,473	44,198	48,797	50,260
1067 Pars Retirement	782	846	972	972	972
1080 Insurance - Medical	41,688	41,688	41,688	41,688	48,000
1081 Insurance - Life	180	180	180	180	180
Personal Services Subtotal	456,287	465,883	483,914	475,289	498,133
Supplies:					
2001 Office Supplies	1,400	1,384	1,400	1,400	1,400
2002 Postage	83	128	100	100	100
2015 Other Supplies	1,723	1,368	2,400	1,700	1,700
2090 Machinery/Tools/Equipment	74,771	74,455	57,390	57,390	60,000
2091 Office Furniture/Equipment	-	-	500	358	-
2093 Computer Equipment	70	168	2,400	1,800	500
Supplies Subtotal	78,047	77,503	64,190	62,748	63,700
Services & Charges:					
3001 Memberships & Subscriptions	1,955	1,985	2,234	2,234	2,300
3020 Training/Seminars	1,775	975	2,965	2,380	3,665
3024 Tuition Reimbursement	-	929	200	-	-
4003 Radios and Base Stations	300	-	-	255	300
4006 Heating and A/C Equipment	9,831	8,443	6,000	6,000	6,000
4011 Building Maintenance	7,000	6,757	10,300	10,300	6,000
4060 Technology Lease Fees	2,130	2,130	1,915	1,915	1,470
5006 Fiscal Services	15,411	21,475	22,000	25,000	25,000
5007 Other Professional Services	4,340	4,158	6,950	6,950	9,020
6002 Printing/Reproduction	700	-	700	700	700
6005 Advertising	1,500	1,327	3,000	3,000	3,000
6010 Janitorial Services	2,553	2,505	3,000	3,000	3,000
6041 Special Events	400	75	400	300	400
7001 Electrical	9,650	10,506	11,000	11,000	11,000
7002 Natural Gas	781	781	1,000	1,000	1,000
7004 Water	2,432	2,140	2,500	2,300	2,300
Services & Charges Subtotal	60,758	64,186	74,164	76,334	75,155
Capital Outlay:					
8002 Building Maintenance	-	-	11,000	10,000	-
	-	-	11,000	10,000	-
Division Total	\$ 595,092	\$ 607,572	\$ 633,268	\$ 624,371	\$ 636,988

**Golf Course
Fiscal Year 2018-19**

Golf Course Maintenance Division

Expenditure Summary

	<i>Actual 2016-17</i>	<i>Budget 2017-18</i>	<i>Estimated 2017-18</i>	<i>Requested 2018-19</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 636,816	\$ 655,062	\$ 655,215	\$ 673,103	2.75%
<i>Supplies</i>	134,890	148,125	147,300	151,700	2.41%
<i>Services & Charges</i>	140,699	167,796	165,996	203,491	21.27%
<i>Capital Outlay</i>	11,796	112,000	110,000	12,500	-88.84%
Division Total	\$ 924,201	\$ 1,082,983	\$ 1,078,511	\$ 1,040,794	-3.90%

Scope of Services Summary

The Golf Course Maintenance Division is responsible for the maintenance of the Bay Forest Golf Course including equipment and golf cars.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Golf Course Superintendent	1	1	1
Golf Course Mechanic	1	1	1
Asst. Golf Course Mechanic	1	1	1
Senior Golf Course Worker	1	1	1
Golf Course Worker	6	6	6
Total	10	10	10

**City of La Porte, Texas
Golf Course Maintenance
Detail of Expenditures**

001-6049-551

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 389,849	\$ 393,029	\$ 405,071	\$ 404,820	\$ 405,071
1020 Overtime	35,000	32,139	35,000	35,000	35,000
1030 Certification	1,200	1,199	1,200	1,200	1,200
1035 Longevity	4,896	4,896	5,352	5,608	5,608
1060 FICA	31,381	31,855	32,977	32,811	34,187
1065 Retirement	67,966	69,280	71,044	71,358	71,839
1080 Insurance - Medical	104,220	104,220	104,220	104,220	120,000
1081 Insurance - Life	198	198	198	198	198
Personal Services Subtotal	634,710	636,816	655,062	655,215	673,103
Supplies:					
2001 Office Supplies	200	-	200	100	100
2002 Postage	200	12	200	100	100
2003 Protective Clothing	-	-	-	-	350
2004 Gas and Oil	16,000	13,537	18,400	18,000	18,400
2005 Minor Tools	500	354	600	500	500
2007 Chemical	80,000	79,718	80,000	80,000	80,000
2009 Medical	200	53	300	200	200
2015 Other Supplies	28,000	18,043	23,000	24,000	28,000
2030 Small Parts	18,000	17,904	21,000	20,000	20,000
2090 Machinery/Tools/Equipment	5,500	5,269	4,125	4,100	3,750
2093 Computer Equipment	300	-	300	300	300
Supplies Subtotal	148,900	134,890	148,125	147,300	151,700
Services & Charges:					
3001 Memberships & Subscriptions	1,285	1,283	1,290	1,290	1,290
3020 Training/Seminars	500	240	300	300	600
4002 Machinery/Tools/Equipment	3,000	1,500	4,000	3,600	4,500
4006 Heating and A/C Equipment	500	-	500	500	500
4008 Pumps/Motors	2,000	-	2,000	2,000	2,000
4011 Building Maintenance	2,300	2,305	2,000	2,000	2,000
4012 Water Line Maintenance	10,000	8,508	15,000	14,000	10,000
4019 Rental of Equipment	1,000	839	2,200	2,000	1,700
4020 Motor Pool Lease Fees	93,228	93,228	101,045	101,045	143,607
4030 VM: Fleet Maintenance	6,491	6,491	4,861	4,861	4,634
4031 Other Vehicle Maintenance	2,500	1,008	7,000	7,000	2,000
5007 Other Professional Services	5,000	5,217	5,500	5,500	8,560
6001 Uniforms	7,000	7,519	6,900	6,900	7,100
7001 Electrical	12,000	10,881	13,000	13,000	13,000
7004 Water	2,200	1,680	2,200	2,000	2,000
Services & Charges Subtotal	149,004	140,699	167,796	165,996	203,491
Capital Outlay:					
8021 Mach/Tools & Equipment	11,796	11,796	112,000	110,000	-
8032 Land Improvements	-	-	-	-	12,500
Capital Outlay Subtotal	11,796	11,796	112,000	110,000	12,500
Division Total	\$ 944,410	\$ 924,201	\$ 1,082,983	\$ 1,078,511	\$ 1,040,794

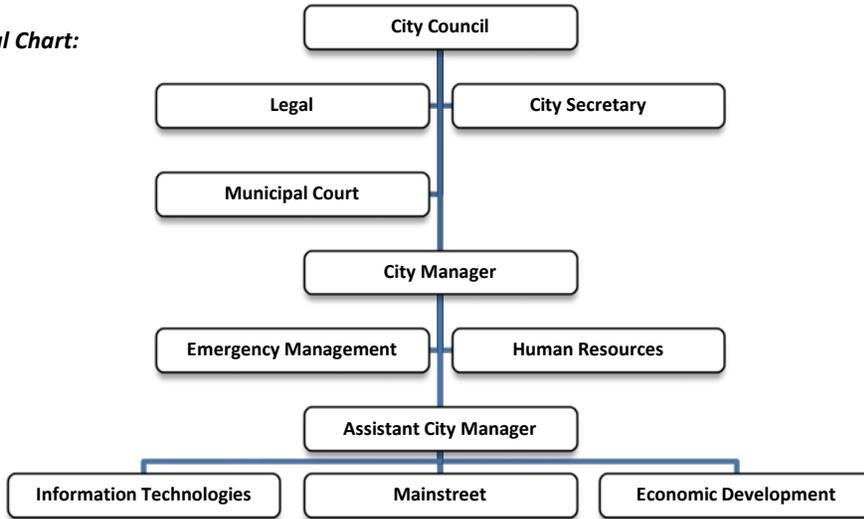


Administration Department

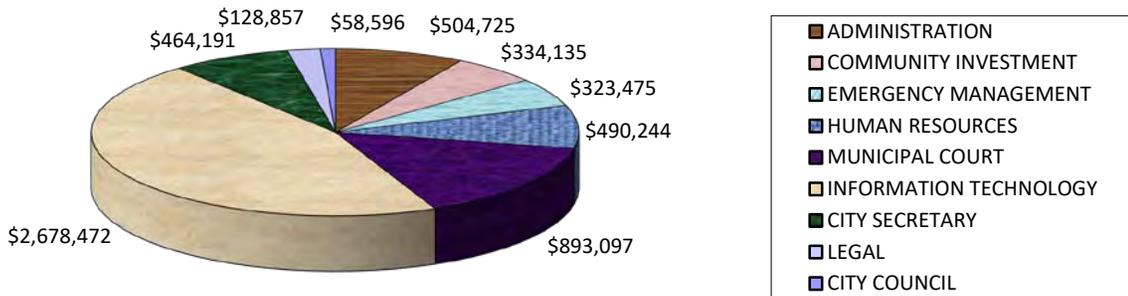
FY 18-19

Mission Statement: To effectively execute City Council policies, programs and directives; administer and manage City operations in an organized, efficient and effective manner; and to respond promptly to citizen inquires and requests with a high level of professionalism.

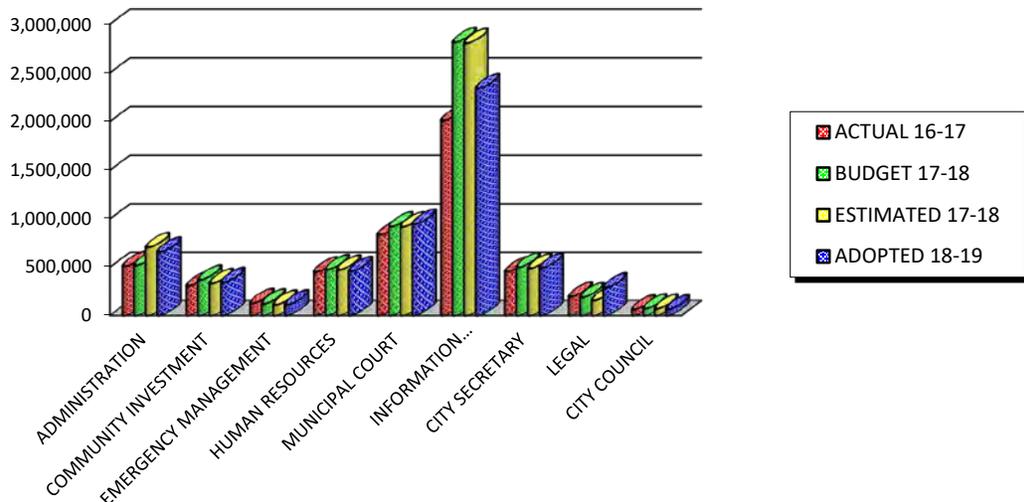
Organizational Chart:



Share of General Fund Budget: 12%



Four Year Comparison by Division:



Administration Department Fiscal Year 2018-19

Summary:

The function of the Administration Department is to effectively execute City Council policies, programs and directives; administer and manage City Operations in an organized, efficient and effective manner; and to respond promptly to citizen inquires and requests with a high level of professionalism.

Department Summary by Division:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Administration	\$ 504,725	\$ 813,994	\$ 702,487	\$ 655,053	-19.53%
Emergency Management	334,135	366,874	329,698	342,602	-6.62%
Community Investment	323,475	119,100	107,255	109,815	-7.80%
Human Resources	490,244	498,873	469,432	453,728	-9.05%
Municipal Court	893,097	917,578	915,705	943,133	2.79%
Information Technologies	2,678,472	2,819,735	2,801,364	2,337,960	-17.09%
City Secretary	464,191	496,707	486,124	489,557	-1.44%
Legal	128,857	184,245	153,245	285,220	54.80%
City Council	58,596	67,528	65,758	60,446	-10.49%
Department Total	\$ 5,875,792	\$ 6,284,634	\$ 6,031,068	\$ 5,677,514	-9.66%

Department Summary by Expenditure Category:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Personal Services	\$ 2,826,471	\$ 2,915,572	\$ 2,854,334	\$ 2,962,008	1.59%
Supplies	351,541	346,878	344,926	104,094	-69.99%
Services & Charges	2,580,048	3,022,184	2,831,808	2,611,412	-13.59%
Capital Outlay	117,732	-	-	-	0.00%
Department Total	\$ 5,875,792	\$ 6,284,634	\$ 6,031,068	\$ 5,677,514	-9.66%

Administration Department

FY 18-19

Administration Division

Goal 1: Provide professional management and leadership that supports the success of the organization

Program Objectives	Program Indicators
Enact policy decisions promulgated by City Council	Conduct weekly meeting with executive staff to review and discuss implementation of council policy directives
Ensure department work plans support the goals of the Strategic Plan and Council priorities	Develop annual goals with the City's Executive Staff that tie to the Strategic Plan
Ensure accountability for meeting goals and objectives set forth in the Strategic Plan	Review annual work plans through the budget process <ul style="list-style-type: none"> Provide quarterly status/update reports to the Council Pursue development, monitoring, and reporting of performance metrics that gauge progress and efficiency

Goal 2: Provide responsive, efficient, and timely service to the City Council, citizens, and other organizations.

Program Objectives	Program Indicators
Provide timely and professional responses to citizen inquiries and complaints	<ul style="list-style-type: none"> Provide multiple avenues for citizens to reach a appropriate city staff Respond to each inquiry or complaint within one business day

Goal 3: Cultivate and enhance community communication with citizens, neighborhood groups, businesses, and other organizations.

Program Objectives	Program Indicators
Enhance transparency of government operations by enhancing availability of reports and information on the web for citizens	Review all reports currently produced by staff to determine applicability for posting the city website
Maintain positive working relationships with community group to develop common goals and future strategies that benefit all involved	<ul style="list-style-type: none"> Meet with diversified groups to provide opportunities for two-way communication Establish partnerships to meet common goals, where appropriate
Develop a Communication/PR program to inform citizens of events and promote the City	<ul style="list-style-type: none"> Create and distribute 4 quarterly newsletters city-wide Emphasize use of social media as an effective tool to provide real-time, interesting information Utilize existing media to maximize accessibility of information to all demographics

Goal 4: Foster a high performance organization through effective employee training programs that provide all employees with the skills necessary to do the job right (OBJ 5)

Program Objectives	Program Indicators
Conduct quality professional development to ensure that all employees are properly trained (OBJ 5c)	<ul style="list-style-type: none"> Develop and implement a comprehensive training program for current and future supervisors
	<ul style="list-style-type: none"> Establish an Employee Engagement Program that makes La Porte an environment where employees can reach/exceed their potential
Provide customer service training opportunities for every employee each year	<ul style="list-style-type: none"> Schedule at least 2 customer service training sessions each year to accommodate as many schedules as possible

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Percentage of inquiries/complaints received by the City Manager's Office responded to within one business day	79.8%	83.0%	90.0%
Increase total social media Facebook likes and Twitter followers by 10%	Unavailable	2643	2907
Percentage of employees receiving customer service training	N/A	42.1%	100%

Administration Department
Fiscal Year 2018-19

Administration Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 466,860	\$ 482,799	\$ 474,873	\$ 498,764	3.31%
<i>Supplies</i>	4,936	3,200	2,722	3,300	3.13%
<i>Services & Charges</i>	32,929	327,995	224,892	152,989	-53.36%
Division Total	\$ 504,725	\$ 813,994	\$ 702,487	\$ 655,053	-19.53%

Scope of Services Summary

The Administration Division, under the direction of the City Manager as the Chief Administrative Officer of the City, plans, organizes and directs the activities of all departments of the municipality. In carrying out these duties, he interprets and implements City Council policies; handles citizens' inquiries, complaints and requests; coordinates departmental efforts; prepares management reports; recommends legislation that appears necessary and desirable; represents the City in its relations with the public, the press and other Governmental entities; and executes policies and desires of the City Council through administrative directives.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Secretary IV	0.50	0.50	0.50
Total	2.50	2.50	2.50

**City of La Porte, Texas
Administration
Detail of Expenditures**

001-6060-510

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 341,675	\$ 337,294	\$ 363,597	\$ 354,159	\$ 363,597
1020 Overtime	-	26	-	-	-
1035 Longevity	578	746	584	364	572
1042 Car Allowance	11,400	11,061	11,400	11,400	11,400
1055 Termination Pay	-	9,253	-	-	-
1060 FICA	19,505	21,818	20,212	22,910	28,732
1065 Retirement	56,657	57,589	60,538	59,572	61,050
1080 Insurance - Medical	28,661	28,661	26,055	26,055	33,000
1081 Insurance - Life	412	412	413	413	413
Personal Services Subtotal	458,888	466,860	482,799	474,873	498,764
Supplies:					
2001 Office Supplies	500	279	500	500	500
2002 Postage	100	29	100	25	50
2008 Educational	-	-	100	95	100
2015 Other Supplies	2,500	4,628	2,500	1,962	2,500
2091 Office Furniture/Equipment	-	-	-	140	150
Supplies Subtotal	3,100	4,936	3,200	2,722	3,300
Services & Charges:					
3001 Memberships & Subscriptions	5,022	4,017	5,135	5,615	5,745
3020 Training/Seminars	5,600	4,928	5,800	4,160	11,000
3024 Tuition Reimbursement	-	-	-	2,250	3,500
4060 Technology Lease Fees	1,278	1,278	1,149	1,149	2,450
5004 Consulting	30,076	19,076	15,000	17,100	25,000
6070 Appreciation Program	5,000	3,630	5,000	1,500	2,500
9997 Req for Special Program	74,181	-	295,911	193,118	102,794
Services & Charges Subtotal	121,157	32,929	327,995	224,892	152,989
Division Total	\$ 583,145	\$ 504,725	\$ 813,994	\$ 702,487	\$ 655,053

Emergency Services Department

FY 18-19

Emergency Management

Goal 1: Strengthen the capability for carry out hazard mitigation activities while increasing public awareness and support for hazard mitigation.

Objectives

- In coordination with other departments, identify mitigation projects which allow the City to lessen or eliminate the impacts of various hazards, such as flooding, hurricanes and chemical emergencies
- Participate in the Harris County All-Hazard Mitigation Plan and ensure those sections of the plan which pertain to the City are current and accurate
- Identify opportunities to better protect existing buildings and critical infrastructure from hazards
- Maximize the use of Federal, State and private sector funding for hazard mitigation
- Educate citizens on actions they can take to prevent or reduce the loss of life or property from all hazards

Goal 2: Encourage preparedness for the citizens of La Porte and those who work in our community by providing education on how to best prepare for all hazards.

Objectives

- Develop or obtain public outreach materials on various hazards and distribute to the public
- Participate in community outreach events and provide presentations to various community groups on preparedness activities
- Provide training for citizens, local businesses and City employees on how to become better prepared for all hazards
- Host Community Emergency Response Team (CERT) training and other events for citizens
- Work with the Local Emergency Planning Committee (LEPC) to provide public education on chemical emergencies

Goal 3: Provide for a planning process which ensures adequate plans are in place to meet the needs of the city

Objectives

- In compliance with State and Federal regulations, identify potential hazards and develop specific plans with address these hazards
- Include internal and external stakeholders in the planning process, including other departments and government agencies, non-profit organizations and the LEPC
- Provide all hazards training for key Emergency Operations Center (EOC) staff
- Test the plans to ensure they are both functional and comprehensive
- Participate in local and regional drills and exercises

Goal 4: Coordinate support for first responders and citizens through the Emergency Operations Center (EOC).

Objectives
<ul style="list-style-type: none"> ● Identify opportunities for interoperability and redundancy of internal and external communications systems Implement new systems, when available ● Provide training for key personnel regarding coordination of emergency response efforts ● Oversee testing of emergency communications systems and address issues as they arise ● Continue to strengthen relationships with key stakeholders and identify available resources to support response efforts

Goal 5: Allow for continuity of government during emergency situations and coordinate recovery efforts

Objectives
<ul style="list-style-type: none"> ● Develop and maintain a Continuity of Operations Plan (COOP) which provides a framework for the City to restore essential functions ● Coordinate all recovery efforts with local, state and federal agency and other organizations ● When available, manage the Federal Public Assistance (PA) Program to maximize reimbursement of funds utilized to support response and recovery efforts

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Community outreach events/presentations	20	23	25
CERT members trained	25	28	25
Publications mailed to citizens	4	3	4
Training/drills/exercises	10	10	10
Level of preparedness (state assessment)	Advanced	Advanced	Advanced

Administration Department
Fiscal Year 2018-19

Emergency Management Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 244,133	\$ 277,605	\$ 246,496	\$ 258,542	-6.87%
<i>Supplies</i>	3,828	5,255	4,375	4,942	-5.96%
<i>Services & Charges</i>	86,174	84,014	78,827	79,118	-5.83%
Division Total	\$ 334,135	\$ 366,874	\$ 329,698	\$ 342,602	-6.62%

Scope of Services Summary

The City of La Porte Office of Emergency Management (OEM) seeks to mitigate, prepare for, respond to & recover from disasters or emergency situation that may affect the city.

Mitigation - any act done to lesson or eliminate the affects of a hazard.

Preparedness - actions taken to ensure an efficient response to different hazards.

Response - actions taken immediately after a hazard occurs that saves lives or protects property.

Recovery - actions taken to return community to pre hazard conditions or (preferably) better.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Emergency Management Coordinator	1	1	1
Asst. Emergency Management Coordinator	1	1	1
Secretary I	-	1	1
Total	2	3	3

**City of La Porte, Texas
Emergency Management
Detail of Expenditures**

001-6054-510

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 172,443	\$ 155,664	\$ 198,798	\$ 168,448	\$ 173,798
102 Overtime	21	11,163	-	-	500
1035 Longevity	188	188	284	328	472
1060 FICA	14,069	14,553	15,002	14,799	15,245
1065 Retirement	29,855	31,137	32,093	31,493	32,365
1080 Insurance - Medical	31,266	31,266	31,266	31,266	36,000
1081 Insurance - Life	162	162	162	162	162
Personal Services Subtotal	248,004	244,133	277,605	246,496	258,542
Supplies:					
2001 Office Supplies	400	530	500	500	500
2002 Postage	25	-	25	25	25
2004 Gas and Oil	1,200	1,049	1,380	1,000	1,067
2015 Other Supplies	1,800	1,392	2,000	2,000	2,000
2018 Computer Supplies	100	17	100	100	100
2090 Machinery/Tools/Equipment	800	840	750	250	750
2093 Computer Equipment	500	-	500	500	500
Supplies Subtotal	4,825	3,828	5,255	4,375	4,942
Services & Charges:					
3001 Memberships & Subscriptions	950	930	1,050	930	915
3020 Training/Seminars	6,500	6,821	8,000	8,000	8,000
3024 Tuition Reimbursement	3,500	3,500	1,800	1,800	-
4003 Radios/Base Stations	492	492	500	492	500
4020 Motor Pool: Lease Fees	3,228	3,228	3,360	3,360	3,501
4030 Vehicle Maint: Fleet Maint.	3,103	3,103	3,038	3,038	3,222
4055 Computer Software	12,000	12,730	13,000	13,000	13,000
4060 Technology Lease Fees	852	852	766	766	980
4070 Emergency Management	25,000	27,109	27,000	22,000	27,000
5007 Other Professional Services	21,235	21,235	21,500	21,441	18,000
6002 Printing and Reproduction	4,000	3,085	4,000	4,000	4,000
7001 Electrical	2,600	3,089	-	-	-
Services & Charges Subtotal	83,460	86,174	84,014	78,827	79,118
Division Total	\$ 336,289	\$ 334,135	\$ 366,874	\$ 329,698	\$ 342,602

Administration Department
Fiscal Year 2018-19

Community Investment

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Supplies</i>	\$ 25,464	\$ 32,200	\$ 26,622	\$ 27,815	-13.62%
<i>Services & Charges</i>	180,279	86,900	80,633	82,000	-5.64%
<i>Capital Outlay</i>	117,732	-	-	-	-
Division Total	<u>\$ 323,475</u>	<u>\$ 119,100</u>	<u>\$ 107,255</u>	<u>\$ 109,815</u>	-7.80%

Scope of Services Summary

Community Investment is used to account for funds received and expended on community beatification and revitalization programs.

City of La Porte, Texas
Community Investment Fund
Detail of Expenditures

001-6061-565

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Supplies:					
2015 Other Supplies	\$ -	\$ 1,690	\$ -	\$ -	\$ -
2075 Community Development	7,200	4,774	7,200	7,195	7,815
2077 Fireworks	20,000	19,000	25,000	19,427	20,000
Supplies Subtotal	27,200	25,464	32,200	26,622	27,815
Services & Charges:					
5007 Other Professional Services	33,669	91,289	30,400	27,887	30,500
6002 Printing and Reproduction	50,020	36,420	43,000	44,780	43,000
6005 Advertising	7,000	7,070	8,000	5,555	6,000
6015 Community Festivals	-	-	5,500	2,411	2,500
9997 Special Programs	45,500	45,500	-	-	-
Services & Charges Subtotal	136,189	180,279	86,900	80,633	82,000
Capital Outlay:					
8031 Land Acquisitions	117,584	117,732	-	-	-
Capital Outlay Subtotal	117,584	117,732	-	-	-
Division Total	\$ 280,973	\$ 323,475	\$ 119,100	\$ 107,255	\$ 109,815

Administration Department

FY 18-19

Human Resources Division

Goals:

- Provide training for first line, middle managers and upper level management (OBJ 5c)
- Improve employee relations
- Improve employment process

Objectives:

- Provide tools to supervisors to help them do their job better (OBJ 5c)
- Reduce turnover
- Reduce potential legal liabilities for City and Employees
- Increase productivity
- Consistency in policy related interpretation
- Create a sense of we/us by all employees
- Enhance the quality of work life
- Increase meaningful services provided to employees and family members
- Improve candidate pool
- Reduce the amount of time required to hire for positions
- Provide interview training to individuals conducting selections

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Total turnover rate (excluding retirements)			
Number of days to process new hires			

Administration Department
Fiscal Year 2018-19

Human Resources Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 288,542	\$ 291,049	\$ 275,093	\$ 295,468	1.52%
<i>Supplies</i>	2,528	2,600	2,450	2,350	-9.62%
<i>Services & Charges</i>	199,174	205,224	191,889	155,910	-24.03%
Division Total	<u>\$ 490,244</u>	<u>\$ 498,873</u>	<u>\$ 469,432</u>	<u>\$ 453,728</u>	-9.05%

Scope of Services Summary

The Human Resources Division is responsible for bringing to the City's service a high degree of understanding, cooperation, efficiency, and unity through systematic, uniform application of personnel policies and practices. The Division provides fair and equal opportunity for qualified persons to enter and progress in the City's service in a manner based on merit and fitness as ascertained through fair and practical personnel management methods.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Human Resources Manager	1	1	1
Benefits Specialist	1	1	1
Human Resources Specialist	1	1	1
Total	3	3	3

City of La Porte, Texas
Human Resources
Detail of Expenditures

001-6062-515

		Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:						
1010	Regular Earnings	\$ 176,704	\$ 178,679	\$ 177,189	\$ 166,554	\$ 181,329
1020	Overtime	3,000	8,546	6,390	2,250	2,250
1030	Certification	467	1,096	900	900	900
1035	Longevity	1,128	1,139	1,272	576	632
1055	Termination Pay	13,273	820	-	-	-
1060	FICA	29,035	14,000	13,966	13,869	14,161
1065	Retirement	30,000	30,570	29,904	29,516	30,034
1075	Unemployment Compensation	35,000	22,264	30,000	30,000	30,000
1080	Insurance - Medical	31,266	31,266	31,266	31,266	36,000
1081	Insurance - Life	162	162	162	162	162
	Personal Services Subtotal	320,035	288,542	291,049	275,093	295,468
Supplies:						
2001	Office Supplies	1,600	1,708	1,600	1,600	1,600
2002	Postage	400	173	400	300	300
2015	Other Supplies	300	350	300	350	300
2093	Computer Equipment	300	297	300	200	150
	Supplies Subtotal	2,600	2,528	2,600	2,450	2,350
Services & Charges:						
3001	Memberships & Subscriptions	1,936	1,556	1,700	1,700	1,650
3020	Training/Seminars	5,950	3,952	5,000	4,000	4,000
3022	Employee Training	5,000	1,200	5,000	4,000	4,000
3024	Tuition Reimbursement	1,181	1,181	3,500	-	3,500
4055	Computer Software	47,410	41,615	37,335	35,000	25,000
4060	Technology Lease Fees	1,704	1,704	1,532	1,532	1,960
5006	Fiscal Services	3,600	3,600	3,600	3,600	3,600
5007	Other Professional Services	58,750	43,307	28,457	28,457	17,200
5008	Medical Services	37,000	37,981	37,000	37,000	36,000
5018	Civil Service	8,500	10,196	11,000	10,500	10,000
6002	Printing/Reproduction	335	335	500	100	200
6070	Appreciation Program	36,500	36,532	39,000	39,000	25,000
6071	Service Awards	22,983	11,631	23,000	23,000	21,800
6073	Wellness Program	8,600	4,384	8,600	4,000	2,000
	Services & Charges Subtotal	239,449	199,174	205,224	191,889	155,910
Division Total		\$ 562,084	\$ 490,244	\$ 498,873	\$ 469,432	\$ 453,728

Administration Department

FY 18-19

Municipal Court Division

Goals:

- The Court is dedicated to the principles of impartiality, fairness and judicial independence

Objectives:

- To provide exceptional customer service to all who appear in Municipal Court
- To provide fair, impartial and efficient administration of justice while exhibiting a high level of professionalism
- To maintain the Court's progressive use of innovative technology to ensure excellent case flow management

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Total cases filed	13,370	12,408	14,388
Total dispositions	14,294	12,337	12,373

Administration Department
Fiscal Year 2018-19

Municipal Court Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 750,586	\$ 765,467	\$ 767,673	\$ 792,390	3.52%
<i>Supplies</i>	20,572	19,750	27,250	27,250	37.97%
<i>Services & Charges</i>	121,939	132,361	120,782	123,493	-6.70%
Division Total	\$ 893,097	\$ 917,578	\$ 915,705	\$ 943,133	2.79%

Scope of Services Summary

The Municipal Court Division is responsible for processing and keeping accurate records of citations, including all traffic violations and other misdemeanor or criminal charges filed by the La Porte Police Department and any complaints filed by individual citizens. Services include preparation of complaints, administration of oaths to persons filing complaints and preparation of necessary summons, arrest warrants and subpoenas. Municipal Court reports all moving traffic convictions to the Texas Department of Public Safety and compiles statistical reports for the Texas Judicial Council and for all Governmental units as required.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Presiding Judge	1	1	1
Court Administrator	1	1	1
Senior Deputy Court Clerk	1	1	1
Deputy Court Clerk	6	6	6
Deputy Court Clerk (P/T)	1	1	1
Total	10	10	10

City of La Porte, Texas
Municipal Court
Detail of Expenditures

001-6064-512

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 490,847	\$ 514,296	\$ 528,181	\$ 527,153	\$ 528,181
1020 Overtime	7,000	7,274	7,000	7,000	7,000
1030 Certification	7,000	6,866	7,500	7,000	7,500
1035 Longevity	2,584	2,584	3,044	3,824	4,256
1042 Car Allowance	5,100	5,099	5,100	5,100	5,100
1060 FICA	35,499	37,359	36,819	38,293	42,320
1065 Retirement	79,657	82,768	83,354	84,834	89,179
1067 Pars - Retirement	200	254	383	383	566
1080 Insurance - Medical	93,798	93,798	93,798	93,798	108,000
1081 Insurance - Life	288	288	288	288	288
Personal Services Subtotal	721,973	750,586	765,467	767,673	792,390
Supplies:					
2001 Office Supplies	4,000	3,872	4,000	4,000	4,000
2002 Postage	8,000	9,921	8,000	16,000	16,000
2008 Educational	300	174	300	300	300
2015 Other Supplies	4,950	4,437	4,950	4,950	4,950
2018 Computer Supplies	2,500	2,168	2,500	2,000	2,000
Supplies Subtotal	19,750	20,572	19,750	27,250	27,250
Services & Charges:					
3001 Memberships & Subscriptions	500	446	500	500	510
3020 Training/Seminars	4,000	3,824	4,000	2,000	2,000
4006 Heating and A/C Equipment	15,362	17,594	8,396	7,300	7,300
4011 Building Maintenance	6,400	4,497	5,800	5,800	5,800
4055 Computer Software	27,206	26,591	29,232	29,509	30,498
4060 Technology Lease Fees	6,816	6,816	6,128	6,128	7,840
5004 Consulting	12,000	11,600	19,200	14,400	14,400
5007 Other Professional Services	3,445	1,353	4,925	3,445	3,445
6002 Printing/Reproduction	8,000	7,961	8,000	8,000	8,000
6008 Jury Fees/Court Costs	1,360	710	2,880	2,000	2,000
6010 Janitorial Services	12,000	11,546	12,000	12,000	12,000
7001 Electrical	23,000	23,832	25,000	27,000	27,000
7002 Natural Gas	300	302	300	300	300
7004 Water	5,372	4,867	6,000	2,400	2,400
Services & Charges Subtotal	125,761	121,939	132,361	120,782	123,493
Division Total	\$ 867,484	\$ 893,097	\$ 917,578	\$ 915,705	\$ 943,133

**Technology Fund
FY 18-19**

Information Technologies Division

Goal 1: Provide guidance and solutions to internal customers seeking the best processes to serve the community

Objectives
<ul style="list-style-type: none"> ● Identify areas where technology and automation can streamline city business process ● Seek and acquire new technology to monitor and maintain infrastructure ● Reduce resources required to manage network infrastructure ● Reduce energy consumption of technological equipment ● Review and implement existing and emerging disaster recovery technologies and equipment ● Enhance network performance

Goal 2: Increase performance and utilization of technology resources by all City staff.

Objectives
<ul style="list-style-type: none"> ● Avoid obsolescence and provide additional functionality by keeping application systems current with respect to version upgrades and application modules ● Deploy additional applications as necessary to provide added functionality in order to satisfy business needs ● Provide training for IT staff or existing hardware and software in order to more efficiently utilize IT resources ● Provide access to training resources for City staff to improve efficiency in use of technology and equipment in order to streamline the workflow process

Goal 3: Streamline IT processes, policies and procedures

Objectives
<ul style="list-style-type: none"> ● Identify areas where structure and processes are inefficient ● Improve current documentation process for work orders ● Develop and maintain an ongoing system of policies and procedures for the department to adhere to and implement a Service Level Agreement to establish the common understanding of services, priorities and responsibilities

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Average response time for urgent priority work order (target 2 hours)	55 Minutes	50 Minutes	45 Minutes

Administration Department
Fiscal Year 2018-19

Information Technologies

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 640,128	\$ 666,563	\$ 657,168	\$ 675,188	1.29%
<i>Supplies</i>	276,325	255,458	255,458	22,787	-91.08%
<i>Services & Charges</i>	1,762,019	1,897,714	1,888,738	1,639,985	-13.58%
Division Total	\$ 2,678,472	\$ 2,819,735	\$ 2,801,364	\$ 2,337,960	-17.09%

Scope of Services Summary

The Information Technologies Division utilizes a combination of mid-range computers to maintain data files on City operations. These are interconnected through a wide area network. The Division maintains all data processing equipment for the City. They also provide continuing software support for Microsoft Word, Excel, Access and Windows operating system. They assist departments in the selection, installation, implementation and maintenance of computer hardware and software. This division also coordinates all authorized software applications being used in the City, whether they are on the Sungard / Navaline System or the decentralized personal computers that are active in a number of divisions. The IT Division is also responsible for providing document imaging facilities for the City.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
IT Manager	-	1	1
Network Administrator	1	1	1
Sr. System Administrator	2	2	2
Computer Support Specialist III	2	2	2
Computer Support Specialist I	1	1	1
Total	6	7	7

**City of La Porte, Texas
Information Technologies
Detail of Expenditures**

001-6066-519

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 449,992	\$ 435,385	\$ 465,620	\$ 457,154	\$ 465,620
1020 Overtime	8,500	13,326	8,500	8,500	5,000
1030 Certification	4,200	2,573	3,300	3,300	3,300
1035 Longevity	2,400	2,400	2,680	2,336	2,672
1055 Termination Pay	-	5,475	-	-	-
1060 FICA	35,192	34,099	36,047	36,054	36,728
1065 Retirement	74,427	73,772	77,318	76,726	77,724
1080 Insurance - Medical	72,954	72,954	72,954	72,954	84,000
1081 Insurance - Life	144	144	144	144	144
Personal Services Subtotal	647,809	640,128	666,563	657,168	675,188
Supplies:					
2001 Office Supplies	500	433	500	500	500
2004 Gas and Oil	250	264	288	288	287
2005 Minor Tools	800	357	500	500	500
2015 Other Supplies	2,670	1,753	2,670	2,670	1,500
2091 Office Furniture/Equipment	500	-	21,000	21,000	-
2093 Computer Equipment	271,800	273,518	230,500	230,500	20,000
Supplies Subtotal	276,520	276,325	255,458	255,458	22,787
Services & Charges:					
3001 Memberships & Subscriptions	5,260	4,964	5,250	5,250	2,370
3020 Training/Seminars	6,000	5,103	18,000	18,000	20,000
4001 Office Equipment	110,000	116,684	126,000	126,000	75,000
4020 Motor Pool: Lease Fees	9,980	9,980	8,181	8,181	8,325
4022 Rental of Building	21,600	20,304	21,600	21,600	-
4030 VM: Fleet Maintenance	3,160	3,160	3,241	3,241	-
4050 Computer - Hardware	426,851	471,617	212,000	212,000	160,000
4055 Computer - Software	456,511	454,117	494,719	509,428	539,590
4060 Technology Lease Fees	12,780	12,780	11,490	11,490	14,700
5004 Consulting	25,000	19,000	25,000	25,000	15,000
5007 Other Professional Services	421,164	216,796	399,033	375,348	134,700
7003 Telephone	345,030	427,514	573,200	573,200	670,300
Services & Charges Subtotal	1,843,336	1,762,019	1,897,714	1,888,738	1,639,985
Division Total	\$ 2,767,665	\$ 2,678,472	\$ 2,819,735	\$ 2,801,364	\$ 2,337,960

City Secretary Department
FY 18-19

City Secretary Division

Goals:

- Improve public access to municipal records and other information
- Facilitate public participation in municipal government processes
- Safeguard and enrich the municipal election process
- Facilitate staff with all procedures regarding records management
- Enhance electronic archiving for all City departments
- Facilitate and be proactive with services provided to City staff
- Continue to monitor, evaluate and make necessary changes to website information
- Offer opportunities for continuing education in order to enhance job relevant performance skills
- Prepare all council action items within five working days following a council meeting
- Prepare agenda packets 8 working days prior to a council meeting
- Respond to requests for public information within 10 working days
- Issue alcohol licenses and solicitor permits with 3 working days
- Collect payments for liquor license renewals within 30 days
- Respond to Council requests within 4 hours

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Agendas prepared	39	40	41
Record requests processed	391	480	500
Alcohol licenses issued within 5 days	27	20	25
Solicitor permits & registrations issued within 5 days	32	34	40
Pages imaged to Laserfische	5,750	5,500	6,500

Administration Department
Fiscal Year 2018-19

City Secretary Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
Personal Services	\$ 385,650	\$ 380,937	\$ 382,324	\$ 389,371	2.21%
Supplies	14,955	18,915	17,874	15,650	-17.26%
Services & Charges	63,586	96,855	85,926	84,536	-12.72%
Division Total	\$ 464,191	\$ 496,707	\$ 486,124	\$ 489,557	-1.44%

Scope of Services Summary

The City Secretary is an officer of the City, appointed by, and under the direction of, the Mayor and Council. The City Secretary's Office is responsible for the preparation and dissemination of City Council meetings, agendas and packets. The City Secretary attends every meeting of the City Council and keeps accurate minutes of the proceedings, engrossing and enrolling all laws, ordinances and resolutions of the City Council. Regarding Council Services, the City Secretary handles all Council meeting preparations, Council correspondence, travel, expenditures, and calendars. This office serves as the liaison between the Mayor and Councilmembers and the public. The City Secretary is the Records Custodian/Records Management Officer. The Office of the City Secretary is the administrative agency responsible for the care and maintenance of all City of La Porte records. This office houses all legal transactions, City Council minutes, agendas, deeds, ordinances, resolutions, contracts, and a vast array of other historical and regulatory information. The City Secretary is designated as the City's Records Management Officer by both state law and City ordinance, such as is responsible for developing and administering records retention and destruction policies, monitoring the records storage centers, overseeing the control of electronically stored records, and upgrading technology to provide for efficient and economic storage of records. In addition to these duties, the City Secretary's Office responds to hundreds of requests for City records filed each year under the Texas Public Information Act. The City Secretary serves as the Chief Election Official for the City of La Porte, La Porte ISD, and San Jacinto College in La Porte, and is responsible for the administration of all City elections. The City Secretary is responsible for the preparation and publication of all official notices and orders, preparation for election officials and polling places, and the receipt and filing of all candidate forms and reports. The City Secretary provides staff support and guidance during Charter review processes and is responsible for filing with all corporate documents, including those for the La Porte Development Authority, with the appropriate regulatory agencies. The City Secretary's Office coordinates the recruitment, application and appointment process for City Council appointed boards, commissions and committees. This office publishes a directory of appointed officials and volunteers serving on various panels and committees. The City Secretary's Office is responsible for the issuance of certain permits and licenses for various operations within the City of La Porte. In addition to the duties listed above, the City Secretary serves as custodian of the City corporate seal and attests the Mayor's signature on all official documents; records and files deeds and easements; coordinates the codification of City ordinances into the City Code of Ordinances; publishes all legal ads and notices for the City; posts all legal notices and agendas; develops and oversees the City Secretary Department Budget and City Council Budget; and serves on the City's Executive Management Team. As in many other cities, the City Secretary's Office serves as a resource for citizens and a link between citizens and the organization.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
City Secretary	1	1	1
Assistant City Secretary	1	1	1
Secretary IV	1	1	1
Records Specialist	1	1	1
Total	4	4	4

City of La Porte, Texas
City Secretary
Detail of Expenditures

001-6067-510

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 262,360	\$ 265,938	\$ 272,053	\$ 272,000	\$ 272,053
1020 Overtime	1,505	10,935	1,500	1,500	1,500
1035 Longevity	1,096	1,096	1,364	1,348	1,540
1060 FICA	19,249	20,685	19,393	20,808	21,045
1065 Retirement	42,091	44,675	44,241	44,282	44,535
1080 Insurance - Medical	41,688	41,688	41,688	41,688	48,000
1081 Insurance - Life	198	198	198	198	198
1090 Other Benefits	500	435	500	500	500
Personal Services Subtotal	368,687	385,650	380,937	382,324	389,371
Supplies:					
2001 Office Supplies	500	498	500	500	500
2002 Postage	100	139	865	800	150
2015 Other Supplies	14,000	12,968	14,000	14,000	15,000
2091 Office Furniture/Equipment	-	-	2,520	1,544	-
2093 Computer Equipment	1,500	1,350	1,030	1,030	-
Supplies Subtotal	16,100	14,955	18,915	17,874	15,650
Services & Charges:					
3001 Memberships & Subscriptions	1,075	975	1,470	1,237	1,030
3020 Training/Seminars	7,960	7,735	8,950	8,746	10,950
4055 Computer Software	18,125	15,741	9,618	9,524	8,826
4060 Technology Lease Fees	1,704	1,704	1,532	1,532	1,960
5007 Other Professional Services	1,500	1,487	17,000	20,287	6,320
6002 Printing/Reproduction	7,000	5,288	7,000	5,000	7,450
6003 Legal Notices	20,000	16,829	22,000	18,000	18,000
6004 Elections	24,026	13,827	29,285	21,600	30,000
Services & Charges Subtotal	81,390	63,586	96,855	85,926	84,536
Division Total	\$ 466,177	\$ 464,191	\$ 496,707	\$ 486,124	\$ 489,557

Administration Department

FY 18-19

Legal Division

Goals:

- Maintain a close relationship with all City departments to keep apprised of legal issues affecting City operations and personnel
- Provide legal assistance for ongoing City construction projects
- Provide review and general direction for resolving claims and lawsuits against the City. When proper, recommend retraining outside legal counsel with appropriate "specialized" experience
- Provide efficient and effective services as City's Municipal Court Prosecutor
- Provide legal support for the City's various boards and commissions

Administration Department
Fiscal Year 2018-19

Legal Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 13,245	\$ 13,245	\$ 13,245	\$ 14,823	11.91%
<i>Services & Charges</i>	115,612	171,000	140,000	270,397	58.13%
Division Total	\$ 128,857	\$ 184,245	\$ 153,245	\$ 285,220	54.80%

Scope of Services Summary

The Legal Division renders competent professional legal service and aid to the City through advice to the City Council, City Manager, various boards and staff personnel; formulation and completion of special projects regarding both administrative and legal programs; and representation before all levels of courts.

The City Attorney prepares, reviews and approves all ordinances and resolutions submitted for Council action; and approves all contracts, agreements and documents executed on behalf of the City. Other duties and responsibilities include preparation of deeds, contracts and leases; and attendance at all officially constituted meetings of the City Council which require his presence.

City of La Porte, Texas
 Legal
 Detail of Expenditures

001-6068-515

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1080 Insurance - Medical	\$ 13,245	\$ 13,245	\$ 13,245	\$ 13,245	\$ 14,823
Personal Services Subtotal	13,245	13,245	13,245	13,245	14,823
Services & Charges:					
5003 Legal	78,717	68,420	91,000	77,000	180,000
5004 Consulting	45,000	(4,824)	25,000	3,000	12,500
5007 Other Professional Services	-	-	-	-	20,000
5010 City Prosecutor	54,413	52,016	55,000	60,000	57,897
Services & Charges Subtotal	178,130	115,612	171,000	140,000	270,397
Division Total	\$ 191,375	\$ 128,857	\$ 184,245	\$ 153,245	\$ 285,220

Administration Department

FY 18-19

City Council Division

Goals:

- Enhance community relations through public awareness of City services
- Promote the City's dedication to a better quality of life for its citizens
- Accelerate Economic Development activities for our area
- Enhance Employee Morale
- Enhance Customer Service to citizens
- Enhance Financial Accountability
- Enhance programs to welcome new citizens
- Enhance youth activities and programs
- Revitalization of Main Street

Objectives:

- Continue to recognize outstanding employee service to the City by presenting employee(s) with certification, proclamations or plaques (such as employee of the quarter, employee of the year, etc)
- Discuss City's proactive attitude with citizens
- Provide press releases of projects, which contribute to the City's quality of life
- Continue to share in a joint effort with the La Porte Bayshore Chamber of Commerce to work toward enhancing economic development with the City of La Porte

Administration Department
Fiscal Year 2018-19

City Council Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 37,327	\$ 37,907	\$ 37,462	\$ 37,462	-1.17%
<i>Supplies</i>	2,933	9,500	8,175	-	-100.00%
<i>Services & Charges</i>	18,336	20,121	20,121	22,984	14.23%
Division Total	<u>\$ 58,596</u>	<u>\$ 67,528</u>	<u>\$ 65,758</u>	<u>\$ 60,446</u>	-10.49%

Scope of Services Summary

The City Council is the legislative and policy-making body of the City. It is composed of nine citizens elected to three year staggered terms. There six single-member districts, and three at-large positions comprised of two Council Members and the Mayor. The Mayor serves as the presiding officer at official meetings and as the ceremonial head of the City.

The responsibilities of the City Council include enacting ordinances, resolutions and orders necessary for the proper governing of the City's affairs; reviewing and adopting the annual budget; reviewing and acting upon recommendations of various committees and the City Manager; appointing the City Manager, City Secretary, City Attorney and various board members; authorizing the issuance of bonds by a bond ordinance; approving assessment rolls to be used for the collection of taxes for the current year; and promoting the welfare, health and safety of the citizens of La Porte.

City of La Porte, Texas
City Council
Detail of Expenditures

001-6069-511

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 24,000	\$ 23,916	\$ 24,413	\$ 24,000	\$ 24,000
1042 Car Allowance	10,800	10,758	10,800	10,800	10,800
1060 FICA	2,662	2,653	2,694	2,662	2,662
Personal Services Subtotal	37,462	37,327	37,907	37,462	37,462
Supplies:					
2001 Office Supplies	100	50	-	-	-
2090 Machinery/Tools/Equipment	1,883	1,883	500	500	-
2093 Computer Equipment	1,000	1,000	9,000	7,675	-
Supplies Subtotal	2,983	2,933	9,500	8,175	-
Services & Charges:					
3001 Memberships & Subscriptions	7,289	7,304	7,174	7,324	7,574
3020 Training/Seminars	5,000	5,242	6,500	6,350	8,000
4060 Technology Lease Fees	3,834	3,834	3,447	3,447	4,410
6041 Special Events	2,500	1,956	3,000	3,000	3,000
Services & Charges Subtotal	18,623	18,336	20,121	20,121	22,984
Division Total	\$ 59,068	\$ 58,596	\$ 67,528	\$ 65,758	\$ 60,446



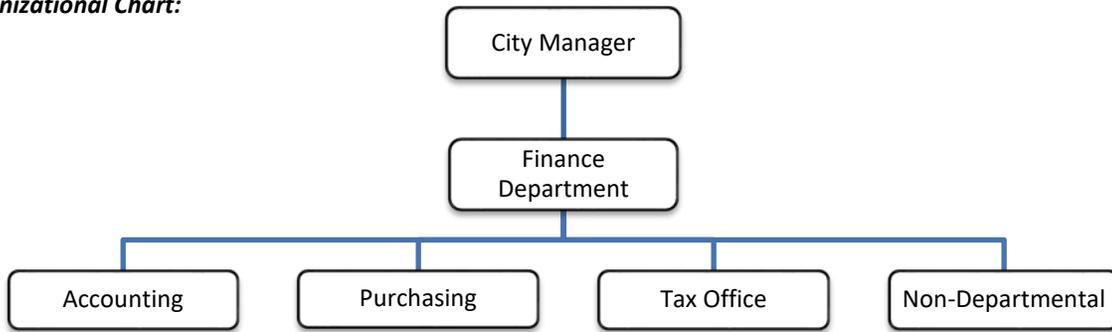
Finance Department

FY 18-19

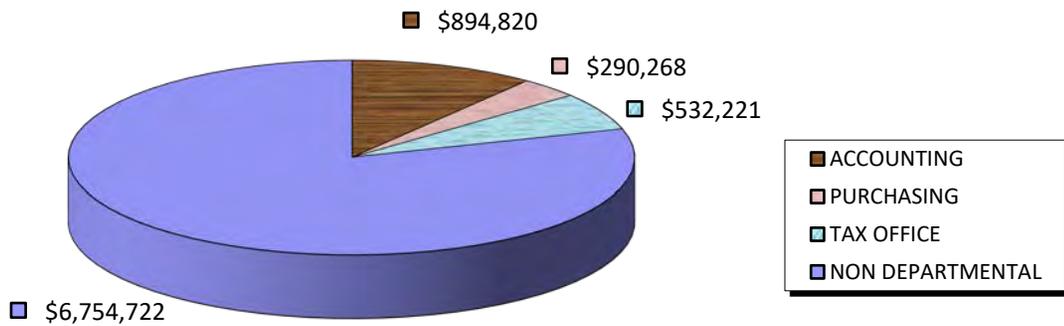
Mission Statement:

To provide services to citizens in a fair, consistent, cost-effective, courteous and organized manner. To provide citizens, management and council with accurate and useful financial information in a timely manner.

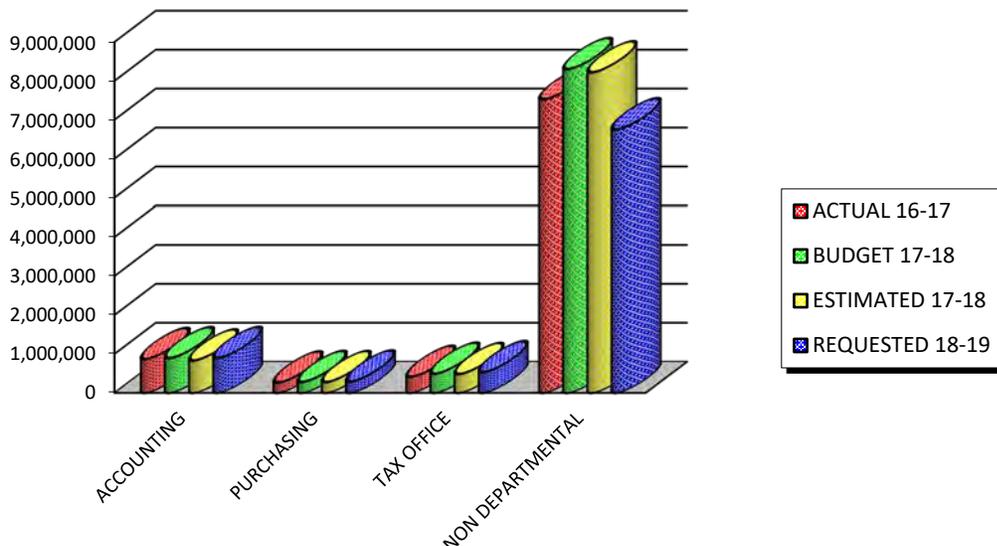
Organizational Chart:



Share of General Fund Budget: 3% (Excluding Non-Departmental)



Four Year Comparison by Division:



Finance Department Fiscal Year 2018-19

Summary:

The Finance Department is responsible for effectively administering the City's financial operation and fulfilling the duty to be publicly accountable and transparent. This includes establishing and improving accounting, budgeting and financial reporting standards. The department controls the collection and disbursement of funds and provides for their protection and investment. Maximum use of funds will be handled by timely collections and proper disbursement to obtain full use of investments.

Department Summary by Division:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Accounting	\$ 868,105	\$ 891,066	\$ 829,731	\$ 894,820	0.42%
Purchasing	264,926	278,065	275,491	290,268	4.39%
Tax Office	410,007	489,904	481,739	532,221	8.64%
Non Departmental	7,525,005	8,297,194	8,215,892	6,754,722	-18.59%
Department Total	\$ 9,068,043	\$ 9,956,229	\$ 9,802,853	\$ 8,472,031	-14.91%

Department Summary by Expenditure Category:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Personal Services	\$ 1,965,502	\$ 1,945,587	\$ 1,891,940	\$ 2,155,863	10.81%
Supplies	18,237	18,230	15,501	16,500	-9.49%
Services & Charges	7,084,304	7,992,412	7,895,412	6,299,668	-21.18%
Department Total	\$ 9,068,043	\$ 9,956,229	\$ 9,802,853	\$ 8,472,031	-14.91%

Finance Department FY 18-19

Accounting Division

Goals:

- To accurately process and balance all financial transactions in a timely manner
- To provide financial information to users in the form, frequency and timeliness needed for management decisions
- To Attain the Government Finance Officer's Association (GFOA) Award for Financial Reporting and the Distinguished Budget Award & Certification of Investment Policy
- To provide increased revenue through interest earnings and reduced costs through more efficient operations

Objectives:

- Process paychecks within 3 days with zero errors
- To complete 9/30/17 Financial Report by January 2018 and secure the GFOA Award for Financial Reporting
- Print monthly reports by the tenth working day following the end of the month
- Enhance earnings on the investment of City funds through active portfolio management while maintaining safety and liquidity
- Obtain an average interest earnings rate on idle funds greater than 15 basis points over the short-term rate
- Complete all miscellaneous billings by the 15th working day of the month

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
% of payroll checks processed with zero errors	99%	100%	100%
% of monthly reports printed by the 10th working day	100%	100%	100%
Average interest rate earned vs. short term rate (%)	0.20	0.11	0.15
% of accounts billed by 5th	100%	100%	100%
Certificate of achievement	Yes	Yes	Yes
Budget award	Yes	Yes	Yes

Finance Department
Fiscal Year 2018-19

Accounting Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 783,244	\$ 777,842	\$ 733,339	\$ 800,091	2.86%
<i>Supplies</i>	11,137	7,650	6,088	7,775	1.63%
<i>Services & Charges</i>	73,724	105,574	90,304	86,954	-17.64%
Division Total	\$ 868,105	\$ 891,066	\$ 829,731	\$ 894,820	0.42%

Scope of Services Summary

The Accounting Division is responsible for all financial records of the City. This Division invests all idle funds and administers debt service through the bond paying agencies. All expenditures are disbursed by the division with approved purchase orders, receiving reports and invoices that are within the prescribed budgetary limitations. This Division also distributes the monthly financial reports; prepares the annual financial statements; assists in the preparation of the annual budget and also maintains the fixed asset files and other related functions. This Division also prepares employee payroll records and submits various statements and reports to other Agencies.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Director of Finance	0.5	0.5	0.5
Controller	1.0	1.0	1.0
Treasurer	0.5	0.5	0.5
Accounting Coordinator	1.0	1.0	1.0
Accountant	1.5	1.5	1.5
Senior Financial Services Technician	1.0	1.0	1.0
Financial Services Technician	3.0	3.0	3.0
Total	8.5	8.5	8.5

City of La Porte, Texas
Accounting
Detail of Expenditures

001-6141-515

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 525,187	\$ 526,840	\$ 544,393	\$ 501,571	\$ 551,693
1020 Overtime	8,500	19,242	4,000	4,000	4,000
1035 Longevity	5,996	6,696	6,796	4,686	5,556
1042 Car Allowance	2,550	2,492	2,550	2,550	2,550
1055 Termination Pay	-	8,282	-	-	-
1060 FICA	38,714	40,280	41,106	42,117	43,131
1065 Retirement	85,874	90,546	90,131	89,549	90,882
1080 Insurance - Medical	88,587	88,587	88,587	88,587	102,000
1081 Insurance - Life	279	279	279	279	279
Personal Services Subtotal	755,687	783,244	777,842	733,339	800,091
Supplies:					
2001 Office Supplies	2,500	3,467	2,500	2,000	2,000
2002 Postage	2,000	2,440	2,500	1,800	1,800
2008 Educational	440	439	450	475	475
2015 Other Supplies	1,200	2,095	1,140	700	700
2018 Computer Supplies	400	682	500	603	600
2090 Machinery, Tools & Equipment	-	1,826	260	260	2,000
2093 Computer Equipment	200	188	300	250	200
Supplies Subtotal	6,740	11,137	7,650	6,088	7,775
Services & Charges:					
3001 Memberships & Subscriptions	3,151	2,631	3,488	3,535	3,669
3020 Training/Seminars	8,000	5,014	16,573	9,608	9,370
3024 Tuition Reimbursement	-	-	-	-	3,500
4060 Technology Lease Fees	4,686	4,686	4,213	4,213	5,390
5001 Audit	63,710	61,060	60,000	51,900	51,200
5006 Fiscal Services	5,100	(9,843)	5,100	5,100	5,100
5007 Other Professional Services	7,100	8,289	14,400	14,748	7,525
6002 Printing/Reproduction	1,300	1,887	1,800	1,200	1,200
Services & Charges Subtotal	93,047	73,724	105,574	90,304	86,954
Division Total	\$ 855,474	\$ 868,105	\$ 891,066	\$ 829,731	\$ 894,820

Finance Department FY 18-19

Purchasing Division

Goals:

- Create a vendor performance form to ensure vendor compliance
- Apply for the Achievement in Excellence in Procurement Award from the National Purchasing Institute
- Update Purchasing Policy and Procurement Card Policy

Objectives:

- Maintain Transparency Star for Contract and Procurement by complying with program requirements of the Texas Comptroller
- Implement the Contract Module in OneSolution
- Enhance internal departmental knowledge of procurement processes

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Purchase orders issued	558	570	565
Request for proposals	4	7	4
Sealed bids	26	28	25
Request for Qualifications	4	5	6
Formal quotes	10	15	20
P Card rebate	\$ 59,000	\$ 60,000	\$ 61,000

**Finance Department
Fiscal Year 2018-19**

Purchasing Division

Expenditure Summary

	<i>Actual 2016-17</i>	<i>Budget 2017-18</i>	<i>Estimated 2017-18</i>	<i>Requested 2018-19</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 256,106	\$ 264,828	\$ 264,471	\$ 279,913	5.70%
<i>Supplies</i>	1,336	1,400	1,110	1,200	-14.29%
<i>Services & Charges</i>	7,484	11,837	9,910	9,155	-22.66%
Division Total	<u>\$ 264,926</u>	<u>\$ 278,065</u>	<u>\$ 275,491</u>	<u>\$ 290,268</u>	4.39%

Scope of Services Summary

The Purchasing Division has the responsibility for the orderly procurement of all materials, supplies and services for the City. Duties include the preparation and review of bid specifications, preparation of purchase orders, coordination of departmental requests for materials and supplies, maintenance of a vendor list and suppliers of various items used in daily operations, and overall supervision of the inventory housed in the City's warehouse.

The Division will provide for the fair and equitable treatment of all persons involved in public purchasing by the City, will maximize the purchasing value of public funds in procurement, and will provide safeguards for maintaining a procurement system of quality and integrity.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Purchasing Manager	1	1	1
Contract Administrator	-	1	1
Buyer	1	1	1
Total	2	3	3

City of La Porte, Texas
Purchasing
Detail of Expenditures

001-6065-515

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 172,860	\$ 177,583	\$ 187,043	\$ 186,462	\$ 194,562
1020 Overtime	-	2,519	-	-	-
1030 Certification	1,367	1,696	1,367	1,367	1,367
1035 Longevity	552	552	696	684	828
1060 FICA	12,607	13,114	13,900	14,264	15,052
1065 Retirement	27,987	29,304	30,484	30,356	32,032
1080 Insurance - Medical	31,266	31,266	31,266	31,266	36,000
1081 Insurance - Life	72	72	72	72	72
Personal Services Subtotal	246,711	256,106	264,828	264,471	279,913
Supplies:					
2001 Office Supplies	645	523	700	500	500
2002 Postage	80	8	100	20	100
2008 Educational	200	-	200	190	200
2015 Other Supplies	300	207	300	300	300
2091 Office Furniture/Equipment	395	395	-	-	-
2093 Computer Equipment	100	203	100	100	100
Supplies Subtotal	1,720	1,336	1,400	1,110	1,200
Services & Charges:					
3001 Memberships & Subscriptions	1,480	1,516	1,480	1,480	1,485
3020 Training/Seminars	5,000	3,076	5,025	5,025	5,010
3024 Tuition Reimbursement	1,188	1,188	3,500	1,623	700
4060 Technology Lease Fees	1,704	1,704	1,532	1,532	1,960
6002 Printing & Reproduction	150	-	300	250	-
Services & Charges Subtotal	9,522	7,484	11,837	9,910	9,155
Division Total	\$ 257,953	\$ 264,926	\$ 278,065	\$ 275,491	\$ 290,268

Finance Department FY 18-19

Tax Division

Goals:

- To effectively administer the City's tax collection operations through accurate and timely billing and responsiveness to customer's needs
- Continue to seek ways to raise the level of customer services provided by this office through continuous training (OBJ 5c)
- Pursue e-government solutions to improve efficiency and to allow for better accessibility to information by customers

Objectives:

- To accurately and timely bill and collect tax account
- To reduce the value of delinquent taxes by 15%
- To maintain a collections rate 98.5% of taxable roll
- To reconcile and balance all escrow liability accounts to the general ledger and tax roll no less than quarterly
- To increase the percentage of staff holding RTC certification to over 25% (OBJ 5c)

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Collection ratio	98.6%	99.0%	98.5%
Percent of reports completed on time	100%	100%	100%
Percent of reconciliations prepared quarterly or less	100%	100%	100%
Tax accounts billed	35,068	37,745	39,905
Supplemental rolls processed	61	124	-
Correction rolls processed	94	196	-
Name change rolls	96	96	96
Percent of online transactions	4%	4%	5%
Percent of staff with RTA/RTC certification	0.25%	0.00%	0.25%

Finance Department
Fiscal Year 2018-19

Tax Office Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 128,820	\$ 173,754	\$ 169,031	\$ 236,804	36.29%
<i>Supplies</i>	1,597	3,880	3,103	2,725	-29.77%
<i>Services & Charges</i>	279,590	312,270	309,605	292,692	-6.27%
Division Total	\$ 410,007	\$ 489,904	\$ 481,739	\$ 532,221	8.64%

Scope of Services Summary

The Tax Office Division is responsible for the billing and collection of ad valorem (property) taxes. Through contractual agreement, this Division also bills and collects property taxes on behalf of the La Porte Independent School District and the Cities of Morgan's Point and Shoreacres.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Revenue Collections Manager	0.5	0.5	0.5
Deputy Tax Collector	1.0	1.0	1.0
Tax Service Clerk	1.0	1.0	1.0
Receptionist	1.0	1.0	1.0
Total	3.5	3.5	3.5

City of La Porte, Texas
Tax Office
Detail of Expenditures

001-6145-515

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 110,125	\$ 71,778	\$ 108,097	\$ 105,335	\$ 150,649
1020 Overtime	1,826	2,287	100	250	100
1030 Certification	600	600	600	600	600
1035 Longevity	104	104	228	716	940
1060 FICA	8,318	5,506	9,003	8,178	11,650
1065 Retirement	17,757	11,996	19,177	17,403	24,793
1080 Insurance - Medical	36,477	36,477	36,477	36,477	48,000
1081 Insurance - Life	72	72	72	72	72
Personal Services Subtotal	175,279	128,820	173,754	169,031	236,804
Supplies:					
2001 Office Supplies	1,000	646	1,000	650	650
2002 Postage	750	734	800	775	1,700
2008 Education	-	-	80	-	-
2015 Other Supplies	250	-	250	125	125
2093 Computer Equipment	250	217	1,750	1,553	250
Supplies Subtotal	2,250	1,597	3,880	3,103	2,725
Services & Charges:					
3001 Memberships & Subscriptions	180	470	180	270	270
3020 Training/Seminars	5,400	6,392	4,955	4,950	4,950
3024 Tuition Reimbursemet	-	-	3,000	1,000	1,500
4060 Technology Lease Fees	2,130	2,130	1,915	1,915	2,450
5005 Personnel Services	-	-	10,000	10,000	-
5007 Other Professional Services	297,660	269,747	291,170	290,620	282,572
5012 Property Resale Maint	100	85	200	100	200
6002 Printing/Reproduction	850	766	850	750	750
Services & Charges Subtotal	306,320	279,590	312,270	309,605	292,692
Division Total	\$ 483,849	\$ 410,007	\$ 489,904	\$ 481,739	\$ 532,221

Finance Department
Fiscal Year 2018-19

Non Departmental Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 797,332	\$ 729,163	\$ 725,099	\$ 839,055	15.07%
<i>Supplies</i>	4,167	5,300	5,200	4,800	-9.43%
<i>Services & Charges</i>	<u>6,723,506</u>	<u>7,562,731</u>	<u>7,485,593</u>	<u>5,910,867</u>	-21.84%
Division Total	<u><u>\$ 7,525,005</u></u>	<u><u>\$ 8,297,194</u></u>	<u><u>\$ 8,215,892</u></u>	<u><u>\$ 6,754,722</u></u>	-18.59%

Scope of Services Summary

The Non Departmental Division was established to account for the General Fund's share of centralized costs that are not specifically allocated to General Fund Divisions. Functions which benefit all General Fund accounts of the City include such things as liability insurance and contingency. Funded transfers to other funds are also classified here.

**City of La Porte, Texas
Non Departmental
Detail of Expenditures**

001-6146-515

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1012 Sick Buy Back	\$ 92,707	\$ 92,707	\$ 41,593	\$ 38,098	\$ 33,793
1055 Termination Pay (Sick/Vac)	150,000	151,310	150,000	150,000	150,000
1060 FICA	18,567	19,688	14,657	14,389	14,060
1065 Retirement	39,513	41,637	30,923	30,622	29,922
1080 Insurance - Medical	491,990	491,990	491,990	491,990	611,280
Personal Services Subtotal	792,777	797,332	729,163	725,099	839,055
Supplies:					
2001 Office	500	5	800	1,200	800
2015 Other Supplies	4,500	4,162	4,500	4,000	4,000
Supplies Subtotal	5,000	4,167	5,300	5,200	4,800
Services & Charges:					
3001 Memberships & Subscriptions	679	679	800	694	800
3021 Employee Training	23,778	-	-	340	-
4001 Office Equipment	2,000	23,778	23,778	16,177	3,764
4002 Machinery/Tools/Equipment	10,000	300	2,000	2,510	300
4006 Heating & A/C Equipment	6,500	3,756	10,000	6,500	6,500
4011 Building	10,000	6,373	6,500	6,500	6,500
4021 Vehicle Maint: O/S Contract	15,000	17,749	(889)	-	12,500
5001 Accounting	60,000	19,657	12,600	17,374	14,600
5006 Fiscal Services	311,720	24,969	60,000	50,000	55,100
5007 Other Professional Services	10,000	274,297	342,306	342,306	342,306
5013 Property Appraisal	48,011	3,000	10,000	10,000	5,000
6006 Miscellaneous	25,005	48,011	-	-	-
6010 Janitorial	5,500	25,060	25,005	23,285	25,000
6024 Deductibles-Auto Accident	25,000	2,554	5,500	3,500	3,500
6070 Appreciation Program	529,702	-	25,000	25,000	-
7001 Electrical	350	504,531	530,000	530,000	530,000
7002 Natural Gas	1,500	433	350	440	440
7004 Water	-	1,481	1,500	1,522	1,500
9003 Admin Trans to Fund 003	2,000,000	2,000,000	2,000,000	2,000,000	-
9014 Admin Trans to Fund 014	2,416,878	2,416,878	2,649,445	2,649,445	2,649,445
9015 Admin Trans to Fund 015	1,350,000	1,350,000	1,500,000	1,500,000	1,200,000
9050 Contingency	247,849	-	296,500	300,000	300,000
9997 Special Programs	485,948	-	62,336	-	753,612
Services & Charges Subtotal	7,585,420	6,723,506	7,562,731	7,485,593	5,910,867
Division Total	\$ 8,383,197	\$ 7,525,005	\$ 8,297,194	\$ 8,215,892	\$ 6,754,722



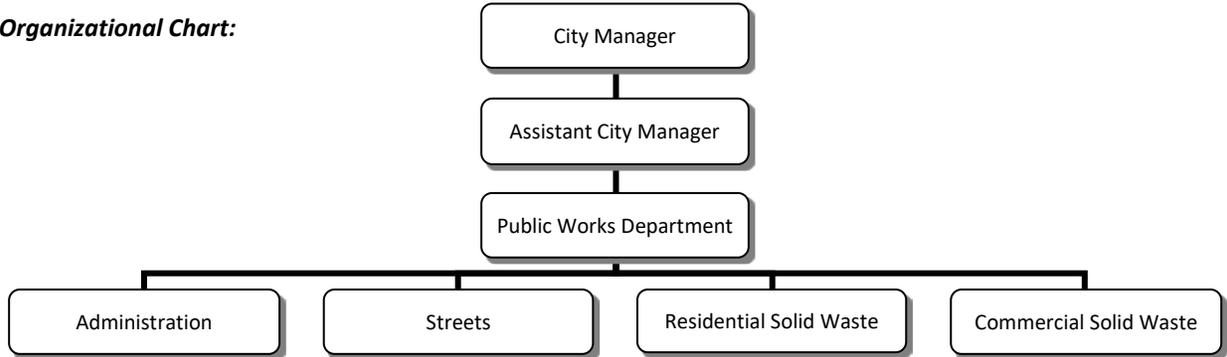
Public Works Department

FY 18-19

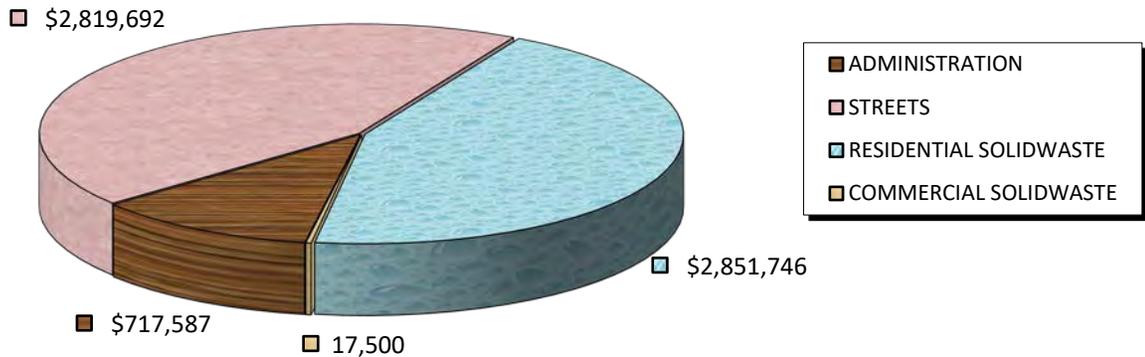
Mission Statement:

To provide essential public services to the Citizens of La Porte in the most efficient, cost-effective manner possible by utilizing creative and innovative techniques of public works services and facilities.

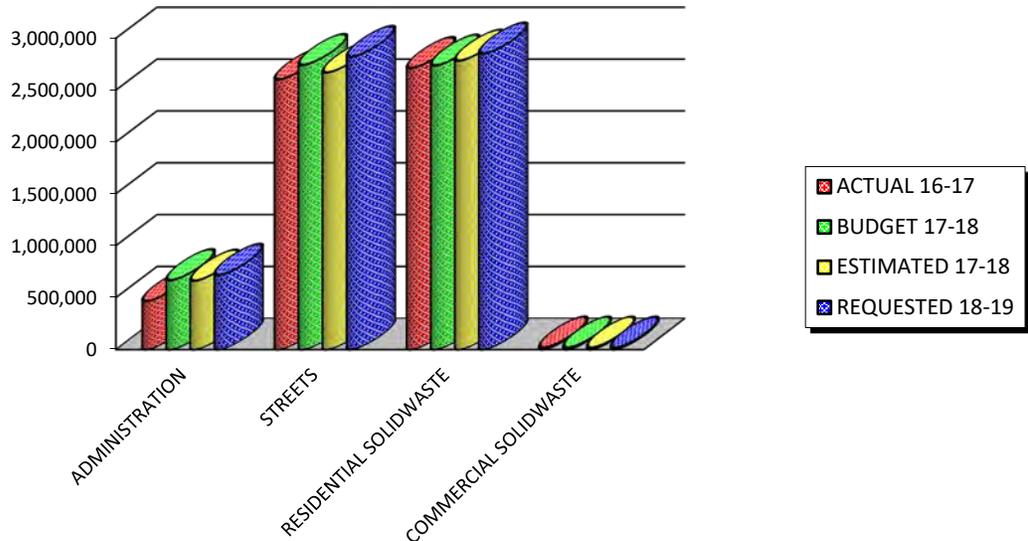
Organizational Chart:



Share of General Fund Budget: 12%



Four Year Comparison by Division:



Public Works Department Fiscal Year 2018-19

Summary:

The function of the Public Works Department is to plan, organize, coordinate and implement all projects and programs involving streets, drainage, solidwaste, vehicle maintenance and water and wastewater services. This Department is also responsible for the planning of new water and wastewater facilities, the management of assigned construction projects, the operation of surface water supply facilities by the La Porte Area Water Authority, and maintenance of the La Porte airport.

Department Summary by Division:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Administration	\$ 464,970	\$ 682,111	\$ 673,456	\$ 714,837	4.80%
Streets	2,602,397	2,741,026	2,668,816	2,819,692	2.87%
Residential Solidwaste	2,712,255	2,735,688	2,783,128	2,851,746	4.24%
Commercial Solidwaste	18,042	17,500	17,421	17,500	0.00%
Department Total	\$ 5,797,664	\$ 6,176,325	\$ 6,142,821	\$ 6,403,775	3.68%

Department Summary by Expenditure Category:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Personal Services	\$ 3,315,447	\$ 3,652,183	\$ 3,590,487	\$ 3,807,002	4.24%
Supplies	382,825	414,070	400,493	435,244	5.11%
Services & Charges	2,065,690	2,089,572	2,131,341	2,152,279	3.00%
Capital Outlay	33,702	20,500	20,500	9,250	
Department Total	\$ 5,797,664	\$ 6,176,325	\$ 6,142,821	\$ 6,403,775	3.68%

Public Works Department FY 18-19

Administration Division

Goals:

- Plan and prioritize future public infrastructure maintenance and expansion needs
- Manage assigned construction contracts
- Manage activities of the La Porte Area Water Authority
- Monitor activities of all Public Works Divisions

Objectives:

- Develop and maintain a 5 year CIP Plan
- Completion of all assigned construction contracts within time allowed and budget constraints
- Assure the La Porte Area Water Authority provides adequate supplies of water to all customer entities at the most cost effective price possible
- Develop a strategic plan, manage and monitor all activities of the Lomas Area Wastewater Lift Station Consolidation Project
- Assure all Public Works Divisions have clear directions that facilitate efficient and effective customer service levels

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
GIS Input of FY Water/Sewer/Storm			
Construction Activities	90%	100%	100%
Sidewalkrepair (SF)	0	40,000	40,000
CIP Projects Budgeted	7,487,669	8,751,837	9,161,000

Public Works Department
Fiscal Year 2018-19

Public Works Administration Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 410,696	\$ 608,657	\$ 609,755	\$ 624,783	2.65%
<i>Supplies</i>	8,629	13,540	9,510	9,420	-30.43%
<i>Services & Charges</i>	45,645	47,914	42,191	71,384	48.98%
<i>Capital Outlay</i>	-	12,000	12,000	9,250	-22.92%
Division Total	\$ 464,970	\$ 682,111	\$ 673,456	\$ 714,837	4.80%

Scope of Services Summary

The Public Works Administration Division is responsible for planning, organizing, and implementing all projects involving street drainage, solidwaste, vehicle maintenance, and water/wastewater services. They are also responsible for planning and inspecting new wastewater facilities, implementing proposed landfill, and operating surface water supply facilities for the La Porte Area Water Authority.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Director of Public Works	0.5	0.5	0.5
Assistant Public Works Director	0.5	0.5	0.5
CIP Coordinator	-	1.0	1.0
Public Improvement Inspector	-	1.0	1.0
Engineering Manager	-	-	1.0
Engineering Technician	-	-	1.0
Office Coordinator	1.0	1.0	1.0
Secretary	2.0	1.2	1.2
Total	4.0	5.2	7.2

City of La Porte, Texas
Public Works Administration
Detail of Expenditures

001-7070-530

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 286,483	\$ 283,666	\$ 427,250	\$ 426,636	\$ 427,250
1020 Overtime	34	1,926	-	-	-
1030 Certification	-	283	-	759	1,200
1035 Longevity	1,382	1,386	2,308	2,222	3,752
1042 Car Allowance	2,178	2,058	2,700	2,700	2,700
1060 FICA	11,835	20,519	31,650	32,638	33,179
1065 Retirement	33,474	46,484	69,405	69,456	69,996
1080 Insurance - Medical	54,194	54,194	75,038	75,038	86,400
1081 Insurance - Life	180	180	306	306	306
Personal Services Subtotal	389,760	410,696	608,657	609,755	624,783
Supplies:					
2001 Office Supplies	1,375	862	2,969	2,918	2,280
2002 Postage	165	117	260	850	900
2004 Gas and Oil	1,444	1,789	1,661	2,350	3,290
2009 Medical	40	20	50	22	50
2015 Other Supplies	1,008	1,958	7,100	2,250	2,100
2091 Office Furniture/Equipment	4,123	3,673	1,000	920	400
2093 Computer Equipment	139	210	500	200	400
Supplies Subtotal	8,294	8,629	13,540	9,510	9,420
Services & Charges:					
3001 Memberships & Subscriptions	438	394	738	752	945
3020 Training/Seminars	3,761	3,116	6,649	4,768	8,400
3024 Tuition Reimbursemt	-	-	2,000	1,300	3,500
4003 Radios/Base Stations	-	154	-	-	-
4006 Heating and A/C Equipment	750	158	271	-	-
4011 Building Maintenance	6,926	8,945	1,828	1,000	2,360
4020 Motor Pool Lease Fees	2,232	2,232	4,092	4,092	7,525
4030 VM: Fleet Maintenance	2,334	2,334	2,460	2,460	6,046
4055 Computer Software	1,834	1,834	2,046	2,042	2,946
4060 Technology Lease Fees	2,130	2,130	1,915	1,915	2,450
5007 Other Professional Services	360	-	-	-	10,000
6001 Uniform/Towel Cleaning	-	208	936	930	600
6002 Printing & Reproduction	-	-	-	-	3,500
6010 Janitorial Services	8,876	8,877	8,868	8,992	9,012
6013 TCEQ Requirements	300	300	300	300	100
7001 Electrical	9,383	9,499	10,123	9,800	10,000
7004 Water	5,268	5,464	5,688	3,840	4,000
Services & Charges Subtotal	44,592	45,645	47,914	42,191	71,384
Capital Outlay:					
8002 Building Improvements	-	-	-	-	3,000
8021 Machinery/Tools & Equipment	-	-	12,000	12,000	6,250
Capital Outlay Subtotal	-	-	12,000	12,000	9,250
Division Total	\$ 442,646	\$ 464,970	\$ 682,111	\$ 673,456	\$ 714,837

Public Works Department FY 18-19

Streets Division

Goals:

- Maintain a pro-active and aggressive street maintenance program that includes resurfacing, reconstruction, crack sealing, and concrete raising programs
- Inspect and perform drainage maintenance on open ditch areas
- Ensure that City right-of-way is properly maintained and mowed
- Support other City departments with street related information, such as speed studies and other traffic count information

Objectives:

- Continue development of in-house concrete street repair program
- Ditch/clean 11,250 LF of roadside ditch per quarter
- Mow 125 acres of Rights-of Way monthly
- Mow 200 acres of Airport property monthly
- Re-grade 1 alleyway per quarter to provide positive drainage
- Provide traffic related information within 30 days of receipt of request

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Linear feet of ditches cleaned	65,723	45,000	50,000
Linear feet of streets Crack Sealed	66,500	60,000	60,000
SY of concrete street repaired:			
Removed/replaced by city crews	655	500	700
Removed/replaced by contractor	4,171	4,142	4,300
Raised by contractor	954	750	750
Total SY repaired	5,780	5,392	5,750
Inlets Repaired by city crews	8	8	8
Linear feet of curb repaired by city crews	48	100	200
Number of alleyways regarded	2	3	4

Public Works Department
Fiscal Year 2018-19

Streets Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 1,654,328	\$ 1,762,981	\$ 1,693,693	\$ 1,802,976	2.27%
<i>Supplies</i>	117,867	135,475	125,978	133,747	-1.28%
<i>Services & Charges</i>	796,500	834,070	840,645	882,969	5.86%
<i>Capital Outlay</i>	33,702	8,500	8,500	-	-100.00%
Division Total	<u>\$ 2,602,397</u>	<u>\$ 2,741,026</u>	<u>\$ 2,668,816</u>	<u>\$ 2,819,692</u>	2.87%

Scope of Services Summary

The Streets Division is responsible for maintaining all City streets. The Street Maintenance crew in this Division performs job functions such as street and drainage reconstruction, patching, seal, coating, overlay and crack sealing. Other tasks include: mowing, mosquito control, traffic control and airport maintenance.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Street Maintenance Superintendent	1.00	1.00	1.00
Street Maintenance Supervisor	3.00	3.00	3.00
Senior Equipment Operator	6.00	6.00	6.00
Equipment Operator II	5.50	5.50	5.50
Equipment Operator I	10.00	11.00	11.00
Mosquito Control Technician	1.00	1.00	1.00
Secretary	-	0.25	0.25
Total	<u>26.50</u>	<u>27.75</u>	<u>27.75</u>

City of La Porte, Texas
Streets
Detail of Expenditures

001-7071-531

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 1,065,941	\$ 1,034,120	\$ 1,157,727	\$ 1,085,826	\$ 1,157,727
1020 Overtime	11,243	37,350	12,000	23,035	13,500
1030 Certification	4,290	4,260	3,000	3,000	3,000
1035 Longevity	12,134	12,839	13,796	12,588	13,716
1055 Termination Pay	-	8,620	-	-	-
1060 FICA	80,703	80,700	87,430	86,020	90,705
1065 Retirement	173,583	176,275	188,864	183,060	190,797
1080 Insurance - Medical	299,633	299,633	299,633	299,633	333,000
1081 Insurance - Life	525	531	531	531	531
Personal Services Subtotal	1,648,052	1,654,328	1,762,981	1,693,693	1,802,976
Supplies:					
2001 Office	212	183	200	200	200
2003 Protective Clothing	766	445	3,400	2,200	650
2004 Gas and Oil	57,878	60,121	66,560	62,128	71,447
2005 Minor Tools	2,947	3,082	1,500	1,500	1,500
2007 Chemical	20,201	23,264	27,000	27,000	27,000
2010 Traffic	29,981	26,224	30,000	30,000	30,000
2015 Other Supplies	2,713	3,001	2,700	2,700	2,700
2090 Machinery/Tools/Equipment	1,500	1,409	3,865	-	-
2093 Computer Equipment	250	138	250	250	250
Supplies Subtotal	116,448	117,867	135,475	125,978	133,747
Services & Charges:					
3001 Memberships & Subscriptions	210	210	210	226	230
3020 Training/Seminars	3,390	3,326	2,200	2,200	2,200
3024 Tuition Reimbursement	3,500	933	1,370	1,362	-
4002 Machinery/Tools/Equipment	2,781	3,387	3,000	3,000	3,000
4003 Radios	1,197	1,196	-	-	-
4004 Traffic Signal Maintenance	3,600	-	10,000	10,000	10,000
4015 Paving	194,840	175,157	224,107	230,000	230,000
4020 Motor Pool Lease Fees	344,424	344,424	312,245	312,245	341,244
4030 VM: Fleet Maintenance	247,806	247,806	256,718	256,718	273,495
4060 Technology Lease Fees	1,278	1,278	1,149	1,149	1,470
5007 Other Professional Services	1,101	1,008	4,271	4,271	2,040
6001 Uniforms	10,800	13,357	10,800	11,974	11,290
6009 Landfills Charges	9,781	4,213	8,000	7,500	8,000
6013 TCEQ Requirements	205	205	-	-	-
Services & Charges Subtotal	824,913	796,500	834,070	840,645	882,969
Capital Outlay:					
8021 Machinery/Tools & Equipment	21,698	21,697	2,500	2,500	-
8027 Traffic Control Devices	6,297	12,005	6,000	6,000	-
Capital Outlay Subtotal	27,995	33,702	8,500	8,500	-
Division Total	\$ 2,617,408	\$ 2,602,397	\$ 2,741,026	\$ 2,668,816	\$ 2,819,692

Public Works Department FY 18-19

Residential Solidwaste Division

Goals:

- Continue to provide efficient Solid Waste Collection services
- Continue providing mulch to citizens at no cost
- Continue to explore opportunities to expand the Recycling Program
- Determine the most cost effective solid waste collection method for future population growth

Objectives:

- Timely and productive collection of SolidWaste
- Expansion of the Recycling Program through public education and outreach
- Deliver trash bags for solidwaste collection to residential homes within 10 days of program start

Performance Indicators:

	Actual	Estimated	Proposed
	2016-17	2017-18	2018-19
Tons garbage collected	11,999	11,974	11,800
Cu. yds. trash collected	40,569	41,284	42,000
Number of garbage bags delivered	27,480	31,240	35,000
Tons of recycling collected	709	1,095	900
Cu. yds. of brush composted	40,500	25,000	32,000

Public Works Department
Fiscal Year 2018-19

Residential Solidwaste Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 1,250,423	\$ 1,280,545	\$ 1,287,039	\$ 1,379,243	7.71%
<i>Supplies</i>	256,329	265,055	265,005	292,077	10.19%
<i>Services & Charges</i>	1,205,503	1,190,088	1,231,084	1,180,426	-0.81%
Division Total	\$ 2,712,255	\$ 2,735,688	\$ 2,783,128	\$ 2,851,746	4.24%

Scope of Services Summary

The functions for the Residential Solidwaste Division is the collection of residential solidwaste for approximately 8,650 homes within the City limits.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Equipment Services/Solidwaste Superinten	0.50	0.50	0.50
Solidwaste Supervisor	1.00	1.00	1.00
Senior Equipment Operator	3.00	3.00	3.00
Equipment Operator II	4.00	4.00	4.00
Equipment Operator I	6.00	6.00	6.00
Solidwaste Worker	8.00	8.00	8.00
Secretary	-	0.25	0.25
Total	22.50	22.75	22.75

**City of La Porte, Texas
Residential Solidwaste
Detail of Expenditures**

001-7072-532

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 767,022	\$ 784,431	\$ 814,147	\$ 823,653	\$ 872,147
1020 Overtime	10,000	26,030	10,000	12,000	10,000
1030 Certification	1,504	1,563	1,504	1,504	1,504
1035 Longevity	9,172	9,177	9,744	9,712	10,292
1060 FICA	60,026	59,761	65,234	64,785	68,272
1065 Retirement	130,147	131,946	142,401	137,870	143,614
1080 Insurance - Medical	237,101	237,101	237,101	237,101	273,000
1081 Insurance - Life	414	414	414	414	414
Personal Services Subtotal	1,215,386	1,250,423	1,280,545	1,287,039	1,379,243
Supplies:					
2001 Office Supplies	100	58	100	75	100
2003 Protective Clothing	1,000	1,156	2,045	2,045	1,000
2004 Gas and Oil	90,000	100,586	103,500	103,500	130,277
2005 Minor Tools	100	388	100	100	100
2015 Other Supplies	152,143	154,012	159,010	159,010	160,300
2050 Safety Supplies	100	-	100	75	100
2093 Computer Equipment	129	129	200	200	200
Supplies Subtotal	243,572	256,329	265,055	265,005	292,077
Services & Charges:					
3001 Memberships & Subscriptions	472	472	472	472	472
4003 Radios and Base Stations	702	701	-	-	-
4020 Motor Pool Lease Fees	282,300	282,300	280,195	280,195	295,943
4030 VM: Fleet Maintenance	304,798	304,798	318,120	318,120	333,337
4060 Technology Lease Fees	-	-	383	383	490
5005 Personnel Services	64,000	54,633	58,000	52,795	-
6001 Uniforms	7,000	7,595	7,200	7,200	7,200
6002 Printing/Reproduction	1,211	1,211	1,250	1,785	1,250
6009 Landfill Charges	549,134	553,793	524,468	570,134	541,734
Services & Charges Subtotal	1,209,617	1,205,503	1,190,088	1,231,084	1,180,426
Division Total	\$ 2,668,575	\$ 2,712,255	\$ 2,735,688	\$ 2,783,128	\$ 2,851,746

Public Works Department
Fiscal Year 2018-19

Commercial Solidwaste Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Services & Charges</i>	\$ 18,042	\$ 17,500	\$ 17,421	\$ 17,500	0.00%
Division Total	<u>\$ 18,042</u>	<u>\$ 17,500</u>	<u>\$ 17,421</u>	<u>\$ 17,500</u>	0.00%

Scope of Services Summary

The function of the Commercial Solidwaste Division is the collection of commercial solidwaste for approximately 600 entities within the City limits. The City has a private contractor who provides this service on behalf of the City.

City of La Porte, Texas
Commercial Solidwaste
Detail of Expenditures

001-7073-532

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Services & Charges:					
5007 Other Professional Services	\$ 17,500	\$ 18,042	\$ 17,500	\$ 17,421	\$ 17,500
Services & Charges Subtotal	<u>17,500</u>	<u>18,042</u>	<u>17,500</u>	<u>17,421</u>	<u>17,500</u>
Division Total	\$ 17,500	\$ 18,042	\$ 17,500	\$ 17,421	\$ 17,500



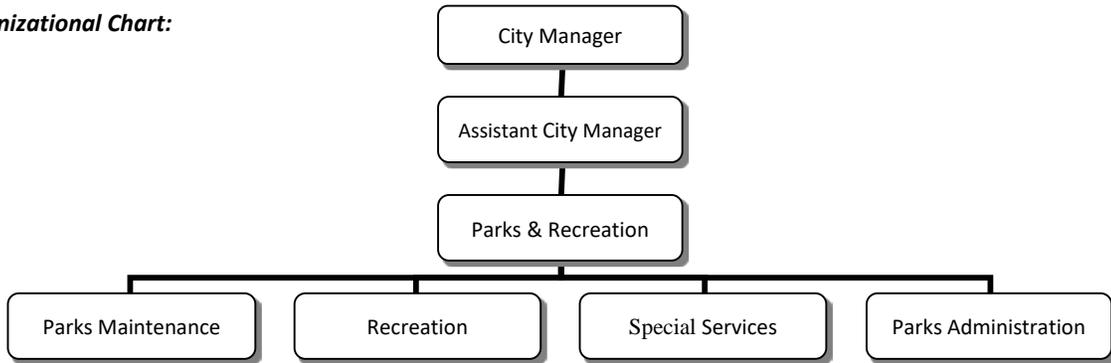
Parks & Recreation Department

FY 18-19

Mission Statement:

To provide and manage superior parks and recreational facilities, innovative programs, and services which will provide our customers with pleasure and enrichment.

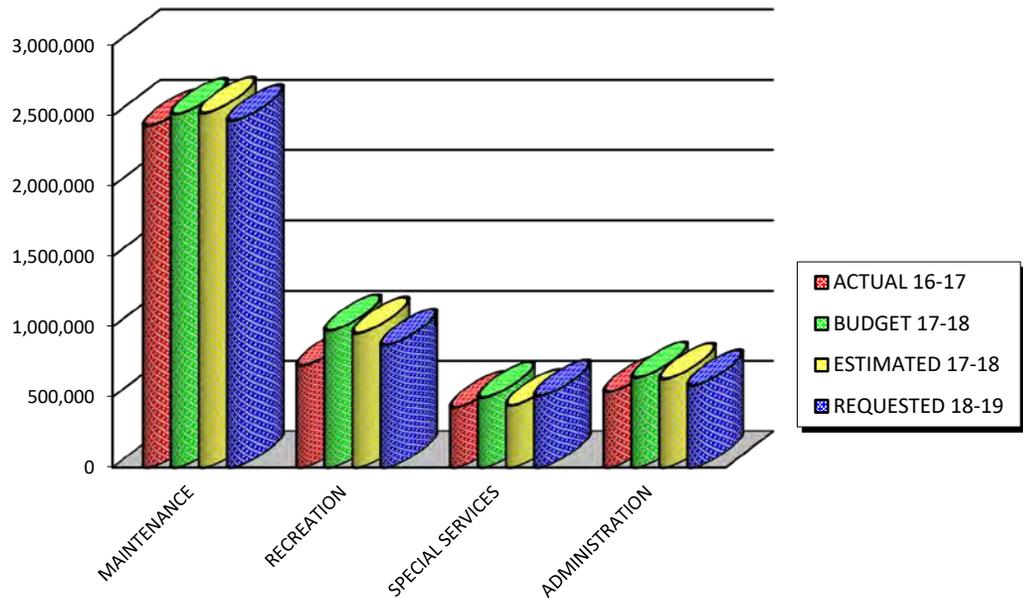
Organizational Chart:



Share of General Fund Budget: 9%



Four Year Comparison by Division:



Parks and Recreation Department Fiscal Year 2018-19

Summary:

The Parks & Recreation Department is responsible for the maintenance and operation of the City's park and recreation system. The Parks Maintenance Division maintains park grounds, sports fields, Park and other municipal facilities such as City Hall and the La Porte Community Library. The Recreation Division operates the City recreation centers, swimming pools, the Fitness Center, and provides recreational opportunities for both youth and adults. The Special Services Division develops and operates programs supporting seniors and special populations for the City. The Parks Administration Division offers tactical and strategic support for other divisions to meet the stated goals of the department.

Department Summary by Division:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Parks Maintenance	\$ 2,428,464	\$ 2,511,117	\$ 2,519,688	\$ 2,463,004	-1.92%
Recreation	735,705	971,978	954,016	869,056	-10.59%
Special Services	426,307	495,861	440,268	507,039	2.25%
Parks Administration	537,064	637,007	627,354	580,256	-8.91%
Department Total	\$ 4,127,540	\$ 4,615,963	\$ 4,541,326	\$ 4,419,355	-4.26%

Department Summary by Expenditure Category:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Personal Services	\$ 2,829,596	\$ 3,138,327	\$ 3,056,862	\$ 3,210,017	2.28%
Supplies	228,177	237,318	242,871	204,271	-13.93%
Services & Charges	1,053,241	1,079,518	1,091,488	982,799	-8.96%
Capital Outlay	16,526	160,800	150,105	22,268	0.00%
Department Total	\$ 4,127,540	\$ 4,615,963	\$ 4,541,326	\$ 4,419,355	-4.26%

Parks & Recreation Department
FY 18-19

Parks Maintenance Division

Goals:

- To maintain 205 acres of developed Parks - includes Parks, Secondary Parks, field maintenance & trail maintenance
- To maintain 28 sports fields for use by La Porte youth and adults (OBJ 8b)
- Improve productivity and efficiency of Parks and Facility Maintenance personnel (OBJ 5c)
- To monitor and audit grounds maintenance contract with contractor for all non-departmental buildings, esplanades & right of ways on a monthly basis
- To conduct building inspections & complete all departments & non-departmental facility maintenance work orders
- To assist with all City of La Porte sponsored and co-sponsored special events

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Avg. cost per acre staff maintained	\$205	\$210	\$215
Avg. cost per field maintained	\$55	\$60	\$63
Building inspections & work orders	835	900	925
Avg. cost per hour, support @ special events	\$30	\$35	\$38

Parks & Recreation Department
Fiscal Year 2018-19

Parks Maintenance Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 1,406,089	\$ 1,459,279	\$ 1,461,602	\$ 1,505,932	3.20%
<i>Supplies</i>	127,243	121,750	121,700	113,908	-6.44%
<i>Services & Charges</i>	891,452	846,088	856,781	820,896	-2.98%
<i>Capital Outlay</i>	3,680	84,000	79,605	22,268	-73.49%
Division Total	\$ 2,428,464	\$ 2,511,117	\$ 2,519,688	\$ 2,463,004	-1.92%

Scope of Services Summary

The Parks Maintenance Division is responsible for the maintenance of twenty-two parks, three recreation centers, five aquatic facilities, five athletic complexes, one Recreation/Fitness center. Additionally, the Parks Division maintains all landscaped areas within the City that are considered right of ways. The Parks Division also assists the Recreation Division with special events.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Parks Maintenance Superintendent	1	1	1
Parks Maintenance Supervisor	2	2	2
Building Maintenance Supervisor	1	1	1
Building Maintenance Technician II	1	1	1
Building Maintenance Technician I	1	1	1
Pool Maintenance Technician	1	1	1
Senior Parks Maintenance Worker	2	2	2
Parks Maintenance Worker II	6	6	6
Parks Maintenance Worker I	7	8	9
Custodian	1	1	1
Parks Maintenance Worker I (PT)	2	2	2
Total	25	26	27

City of La Porte, Texas
Parks Maintenance
Detail of Expenditures

001-8080-552

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 884,881	\$ 883,613	\$ 931,363	\$ 927,794	\$ 931,363
1020 Overtime	30,000	34,096	30,000	35,000	30,000
1030 Certification	300	162	300	300	300
1035 Longevity	11,372	11,452	12,424	11,432	12,584
1050 WC Loss Time	68,504	616	-	-	-
1060 FICA	144,989	68,199	71,118	71,609	74,507
1065 Retirement	-	146,904	152,856	154,249	156,510
1067 Pars - Retirement	616	65	162	162	162
1080 Insurance - Medical	260,550	260,550	260,550	260,550	300,000
1081 Insurance - Life	432	432	506	506	506
Personal Services Subtotal	1,401,644	1,406,089	1,459,279	1,461,602	1,505,932
Supplies:					
2003 Protective Clothing	850	493	850	600	400
2004 Gas and Oil	28,000	29,942	32,200	32,200	32,808
2005 Minor Tools	1,200	1,109	1,200	1,200	700
2006 Cleaning	18,500	20,361	18,500	18,500	18,000
2007 Chemical	47,500	43,291	47,500	47,500	44,000
2015 Other Supplies	19,000	29,548	19,000	19,000	18,000
2090 Machinery/Tools/Equipment	2,499	2,499	2,500	2,700	-
Supplies Subtotal	117,549	127,243	121,750	121,700	113,908
Services & Charges:					
3001 Memberships & Subscriptions	170	170	170	170	170
3020 Training/Seminars	1,919	1,918	2,337	1,714	2,640
4002 Machinery/Tools/Equipment	8,000	6,375	8,000	6,500	6,500
4006 Heating and A/C Equipment	33,303	29,484	20,000	20,000	18,000
4008 Pumps/Motors	9,000	9,725	9,000	9,000	8,000
4010 Recreation/Education Equip	22,000	48,259	22,000	22,000	21,000
4011 Building Maintenance	32,000	41,200	32,000	32,000	30,000
4012 Water Line Maintenance	2,500	1,704	2,500	2,500	2,500
4018 Park Grounds	65,600	62,162	65,600	65,600	60,600
4019 Rental of Equipment	500	256	500	500	-
4020 Motor Pool Lease Fees	76,476	76,476	77,085	77,085	89,453
4030 VM: Fleet Maintenance	78,968	78,968	78,358	82,674	82,674
4060 Technology Lease Fees	1,278	1,278	1,149	1,149	1,470
5007 Other Professional Services	1,950	1,140	1,950	1,950	1,950
6001 Uniforms	9,289	7,914	9,289	9,289	9,289
6010 Janitorial Services	48,650	48,626	48,650	48,650	48,650
6014 Library Costs	102,300	73,245	103,000	103,000	69,000
7001 Electrical	273,000	313,766	273,000	273,000	273,000
7002 Natural Gas	21,500	18,953	21,500	30,000	30,000
7004 Water	70,000	69,833	70,000	70,000	66,000
Services & Charges Subtotal	858,403	891,452	846,088	856,781	820,896
Capital Outlay:					
8002 Building Improvements	30,621	-	30,000	25,605	-
8021 Mach/Tools & Equipment	11,092	-	-	-	12,700
8032 Land Improvements	7,180	3,680	54,000	54,000	9,568
Capital Outlay Subtotal	48,893	3,680	84,000	79,605	22,268
Division Total	\$ 2,426,489	\$ 2,428,464	\$ 2,511,117	\$ 2,519,688	\$ 2,463,004

Parks & Recreation Department FY 18-19

Recreation Division

Goals:

- Partner with community organizations, churches and the library to enhance recreational activities, programs and field trips at the two recreation centers, to meet future needs of the
- Encourage and promote community activities through special events to enhance recreation and education opportunities for citizens and attract tourism and visitation to the City.
- Encourage and promote recreational activities through youth sports such as Boy's Baseball, Girl's Softball, Quest Soccer, City of La Porte Track and Field, Dog Fish Swim Team, Youth Basketball, and Youth Football.
- Enhance classes and equipment as needed at the Fitness Center by surveying the community for input on existing as well as new classes to attract new members, as well as keeping existing members.
- Provide a quality aquatic program to our citizens and guests and check the effectiveness of our pools. (OBJ 8c)

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Charles Walker Community Center attendance	3968	3690	3432
Avg cost per person served at Charles Walker	\$13.21	\$14.21	\$15.27
Brookglen Community Center attendance	838	779	724
Avg. cost per person served at Brookglen	\$68.94	\$74.16	\$79.79
Special event attendance (est.)	15,475	16,000	16,500
Recreation & fitness center attendance	96,011	99,852	103,846
RFC cost per visit	\$4.06	\$3.90	\$3.75
RFC revenues generated per visit	\$3.18	\$3.34	\$3.51
Expenditures at pools per person including rentals	\$6.27	\$6.58	\$6.91
Revenues at pools per person including rentals	\$2.20	\$1.87	\$1.59

Parks & Recreation Department
Fiscal Year 2018-19

Recreation Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 579,891	\$ 736,261	\$ 714,572	\$ 726,355	-1.35%
<i>Supplies</i>	67,517	84,818	90,544	65,233	-23.09%
<i>Services & Charges</i>	75,451	74,099	78,400	77,468	4.55%
<i>Capital Outlay</i>	12,846	76,800	70,500	-	-100.00%
Division Total	\$ 735,705	\$ 971,978	\$ 954,016	\$ 869,056	-10.59%

Scope of Services Summary

The Recreation Division plans, facilitates and directs a wide variety of leisure and recreational programs and activities for the citizens of La Porte. The activities are facilitated through our three recreation centers, five aquatic facilities, five athletic complexes, one Recreation/Fitness center and various other park and municipal facilities within our system. The Division assists numerous community groups and organizations with their fund raising and special event endeavors.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Recreation Superintendent	1.00	1.00	1.00
Recreation Programs Coordinator	1.00	1.00	1.00
Recreation Center Specialist	3.00	3.00	2.75
Fitness Center Specialist (PT)	3.00	3.00	3.00
Recreation Assistants (Summer)	15.00	17.00	19.00
Total	23.00	25.00	26.75

City of La Porte, Texas
Recreation
Detail of Expenditures

001-8081-551

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 234,154	\$ 197,812	\$ 243,988	\$ 223,290	\$ 243,988
1011 Seasonal Earnings	356,485	229,605	337,989	337,989	337,989
1020 Overtime	19,000	26,575	19,000	22,570	19,000
1030 Certification	571	571	-	-	-
1035 Longevity	664	892	984	236	588
1060 FICA	18,201	18,225	19,424	17,082	20,164
1065 Retirement	32,969	30,427	37,823	36,352	42,815
1067 Pars Retirement	2,410	3,434	4,649	4,649	4,649
1080 Insurance - Medical	72,242	72,242	72,242	72,242	57,000
1081 Insurance - Life	108	108	162	162	162
Personal Services Subtotal	736,804	579,891	736,261	714,572	726,355
Supplies:					
2001 Office	75	66	75	75	50
2002 Postage	-	1	-	5	-
2003 Protective Clothing	545	666	650	645	650
2004 Gas and Oil	1,367	1,377	1,572	1,572	821
2006 Cleaning	2,750	2,260	2,750	2,500	2,500
2009 Medical	200	181	150	150	100
2015 Other Supplies	4,640	11,246	4,500	4,498	4,500
2018 Computer Supplies	-	-	4,000	3,500	-
2031 Athletic Supplies	6,380	8,434	11,580	11,057	12,650
2032 Aquatic Supplies	15,250	15,929	24,250	31,620	15,250
2090 Machinery/Tools/Equipment	20,903	27,357	35,291	34,922	28,712
Supplies Subtotal	52,110	67,517	84,818	90,544	65,233
Services & Charges:					
3001 Memberships & Subscriptions	1,103	889	1,491	1,325	1,445
3020 Training/Seminars	9,400	7,490	9,400	9,400	10,617
3024 Tuition Reimbursement	3,500	3,500	7,000	5,200	6,500
4010 Recreation/Education Equip	28,835	28,563	10,200	17,179	7,500
4020 Motor Pool Lease Fees	4,488	4,488	4,716	4,716	5,006
4030 VM: Fleet Maintenance	1,594	1,594	2,894	2,894	3,560
4060 Technology Lease Fees	2,556	2,556	2,298	2,298	2,940
5007 Other Professional Services	1,800	1,800	2,700	2,700	2,700
6041 Special Events	10,800	8,896	14,800	14,600	14,600
6042 Recreation Programs	14,600	15,675	18,600	18,088	22,600
9999 Request For New Positions	8,344	-	-	-	-
Services & Charges Subtotal	87,020	75,451	74,099	78,400	77,468
Capital Outlay:					
8002 Building Improvements	20,000	12,846	76,800	70,500	-
Capital Outlay Subtotal	20,000	12,846	76,800	70,500	-
Division Total	\$ 895,934	\$ 735,705	\$ 971,978	\$ 954,016	\$ 869,056

Parks & Recreation Department
FY 18-19

Special Services Division

Goals:

- Promote Senior Services & Special Programs Centers to increase participation
- Promote the usage of the Home Bound Meals Program to aid in reaching maximum capacity
- Promote the usage of the Senior Center Meals Program (congregate meals) to aid in reaching maximum capacity

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Number of service units provided to program participants	61,136	60,800	61,900
Avg. number of daily homebound meals delivered	34	21	27
Avg. number of daily congregate meals delivered	40	25	45

Parks & Recreation Department
Fiscal Year 2018-19

Special Services Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 339,724	\$ 410,809	\$ 358,193	\$ 427,095	3.96%
<i>Supplies</i>	25,720	21,800	21,760	17,880	-17.98%
<i>Services & Charges</i>	60,863	63,252	60,315	62,064	-1.88%
Division Total	\$ 426,307	\$ 495,861	\$ 440,268	\$ 507,039	2.25%

Scope of Services Summary

The Special Services Division is responsible for the development and implementation of programs and services for area older adults. Programs administered by the Division include recreational, social, educational, physical fitness, nutritional and special events. Services delivered to area older adults through this Division include health screening, shopping trips, information and referral. Therapeutic recreation programs for area individuals with physical, mental, emotional or social limitations are also provided. This Division also coordinates senior volunteer activities with area nursing homes, schools and community organizations.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Special Services Superintendent	1	1	1
Sr. Services Coordinator	1	1	1
Recreation Therapist	1	1	1
Assistant Recreation Therapist	1	1	1
Therapeutic Recreation Specialist	1	1	1
Therapeutic Recreation Assistant	1	1	1
Sr. Services Assistant I (PT)	1	1	1
Therapeutic Rec Specialist (PT)	1	1	1
Total	8	8	8

City of La Porte, Texas
Special Services
Detail of Expenditures

001-8082-551

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 240,973	\$ 223,015	\$ 282,356	\$ 234,166	\$ 282,356
1020 Overtime	350	1,849	800	800	850
1030 Certification	900	796	900	900	900
1035 Longevity	2,120	2,120	2,360	2,344	2,584
1060 FICA	17,302	15,612	19,823	18,223	21,860
1065 Retirement	36,457	33,396	41,591	38,781	46,098
1067 Pars - Retirement	208	278	321	321	321
1080 Insurance - Medical	62,532	62,532	62,532	62,532	72,000
1081 Insurance - Life	126	126	126	126	126
Personal Services Subtotal	360,968	339,724	410,809	358,193	427,095
Supplies:					
2003 Protective Clothing	179	181	190	150	150
2004 Gas and Oil	5,183	5,159	5,960	5,960	5,238
2009 Medical	145	-	150	150	120
2015 Other Supplies	7,430	7,327	7,500	7,500	4,372
2036 Special Olympics	8,830	10,644	8,000	8,000	8,000
2090 Machinery/Tools/Equipment	2,500	2,409	-	-	-
Supplies Subtotal	24,267	25,720	21,800	21,760	17,880
Services & Charges:					
3001 Memberships & Subscriptions	-	-	500	260	100
3020 Training/Seminars	1,322	385	1,322	1,050	400
4010 Recreation/Education Equip	-	-	200	175	-
4020 Motor Pool Lease Fees	25,608	25,608	24,420	24,420	25,733
4030 VM: Fleet Maintenance	17,707	17,707	17,159	17,159	18,045
4060 Technology Lease Fees	2,130	2,130	1,915	1,915	2,450
5007 Other Professional Services	1,200	3,461	6,000	3,600	3,600
6001 Uniforms	1,130	966	1,130	1,130	1,130
6010 Janitorial Services	10,606	10,606	10,606	10,606	10,606
Services & Charges Subtotal	59,703	60,863	63,252	60,315	62,064
Division Total	\$ 444,938	\$ 426,307	\$ 495,861	\$ 440,268	\$ 507,039

Parks & Recreation Department

FY 18-19

Parks Administration Division

Goals:

- Continue to execute tracking programs for gathering pertinent information relative to department rental facility operations (includes attendance for centers, fields, & pool rentals)
- Continue to develop the City's plan for bicycle & pedestrian trails throughout the City (OBJ 8a)
- Expand joint venture projects with community organizations and churches
- Maximize use of existing and undeveloped park land and capitalize on the City's natural assets

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Total number of indoor/outdoor facility rentals	637	626	630
Total number of fields rentals	509	409	415
Joint venture projects & co-sponsored events	21	24	26

Parks & Recreation Department
Fiscal Year 2018-19

Parks Administration Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 503,892	\$ 531,978	\$ 522,495	\$ 550,635	3.51%
<i>Supplies</i>	7,697	8,950	8,867	7,250	-18.99%
<i>Services & Charges</i>	25,475	96,079	95,992	22,371	-76.72%
Division Total	\$ 537,064	\$ 637,007	\$ 627,354	\$ 580,256	-8.91%

Scope of Services Summary

The Parks Administration Division is responsible for planning, organizing, and implementing all projects involving recreation facilities in the City. This Division also oversees maintenance of City parks.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Director of Parks & Recreation	1.00	1.00	1.00
Operations Manager	1.00	-	-
Office Coordinator	1.00	1.00	1.00
Marketing Specialist	-	0.25	0.20
Customer Service Assistant	3.00	3.00	3.00
Secretary	1.00	1.00	1.00
Groundskeeper (P/T)	1.00	1.00	1.00
Rec Center Rental Caretaker (P/T)	2.00	2.00	2.00
Total	10.00	9.25	9.20

City of La Porte, Texas
Parks Administration
Detail of Expenditures

001-8089-550

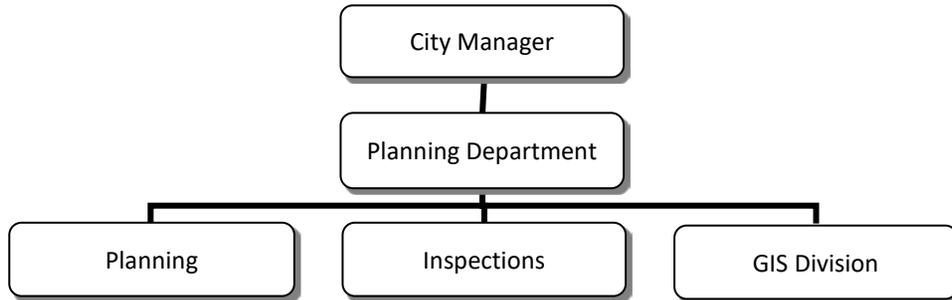
	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	348,382	\$ 345,866	\$ 369,474	\$ 363,159	\$ 369,474
1020 Overtime	7,000	9,288	7,000	7,372	7,000
1035 Longevity	2,120	2,120	2,404	2,096	2,432
1042 Car Allowance	5,100	5,099	5,100	5,100	5,100
1060 FICA	25,160	23,769	26,130	24,957	29,377
1065 Retirement	53,563	51,871	56,523	54,464	62,121
1067 Pars - Retirement	332	399	389	389	389
1080 Insurance - Medical	65,138	65,138	64,616	64,616	74,400
1081 Insurance - Life	342	342	342	342	342
Personal Services Subtotal	507,137	503,892	531,978	522,495	550,635
Supplies:					
2001 Office Supplies	2,500	2,336	2,500	2,500	2,000
2002 Postage	150	57	150	100	100
2003 Protective Clothing	600	649	600	600	600
2015 Other Supplies	2,500	770	2,500	2,500	2,400
2018 Computer Supplies	2,000	1,973	2,000	2,000	2,000
2091 Office Furniture/Equipment	1,574	1,574	900	867	-
2093 Computer Equipment	338	338	300	300	150
Supplies Subtotal	9,662	7,697	8,950	8,867	7,250
Services & Charges:					
3001 Memberships & Subscriptions	640	430	545	550	555
3020 Training/Seminars	3,130	2,159	3,242	3,150	3,586
4055 Computer - Software	17,237	16,890	40,847	40,847	7,250
4060 Technology Lease Fees	2,130	2,130	1,915	1,915	2,450
5007 Other Professional Services	480	480	40,480	40,480	480
6002 Printing/Reproduction	200	100	5,800	5,800	5,800
6005 Advertising	-	-	1,500	1,500	500
6041 Special Events	1,500	3,036	1,500	1,500	1,500
7005 Misc Utilities	250	250	250	250	250
Services & Charges Subtotal	25,567	25,475	96,079	95,992	22,371
Division Total	\$ 542,366	\$ 537,064	\$ 637,007	\$ 627,354	\$ 580,256

Planning Department

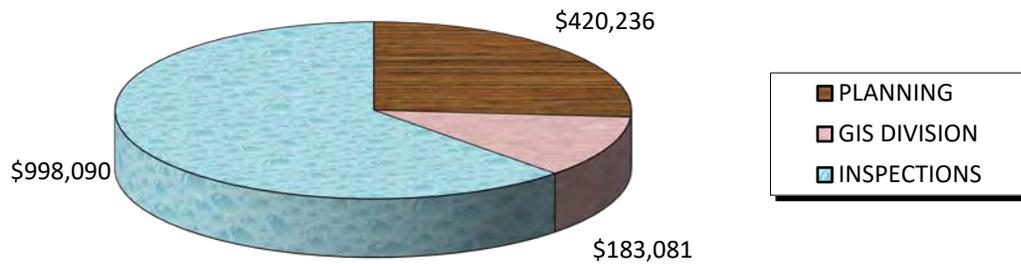
FY 18-19

Mission Statement: To address the immediate and long-term needs and goals of the community by use of a comprehensive, community-based approach to planning and development.

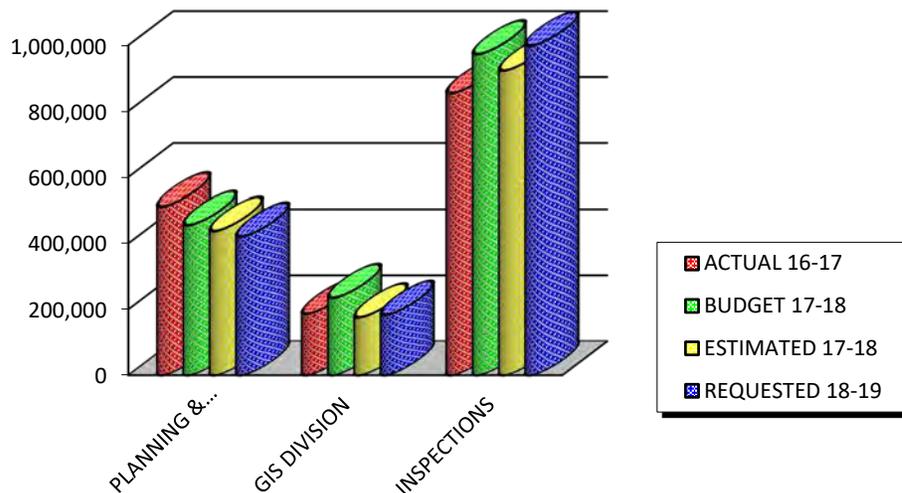
Organizational Chart:



Share of General Fund Budget: 3%



Four Year Comparison by Division:



Planning & Development Department Fiscal Year 2018-19

Summary:

The Department of Planning and Development is responsible for performing all functions necessary for the orderly growth of the City. These functions include serving as staff advisors to the Planning and Zoning Commission and the Zoning Board of Adjustment, performing all planning functions as they relate to the Comprehensive Plan and Zoning Ordinance, supervising land and right-of-way acquisitions, performing engineering design and review functions, performing subdivision review, administering contracts and providing project management for Capital Improvement Projects, establishing and maintaining the GIS database and administering any other development related functions within the City.

Department Summary by Division:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Planning & Engineering	\$ 511,867	\$ 454,830	\$ 437,152	\$ 420,236	-7.61%
GIS Division	186,037	234,589	175,389	183,081	-21.96%
Inspection Services	853,934	972,159	922,645	998,090	2.67%
Department Total	\$ 1,551,838	\$ 1,661,578	\$ 1,535,186	\$ 1,601,407	-3.62%

Department Summary by Expenditure Category:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Personal Services	\$ 1,282,023	\$ 1,300,410	\$ 1,257,094	\$ 1,358,032	4.43%
Supplies	29,147	34,740	30,540	30,527	-12.13%
Services & Charges	240,668	326,428	247,552	212,848	-34.79%
Department Total	\$ 1,551,838	\$ 1,661,578	\$ 1,535,186	\$ 1,601,407	-3.62%

Planning Department FY 18-19

Planning & Engineering Division

Goals:

- Ensure that growth and development in La Porte are timely, orderly and of a quality expected by the citizens
- Inform the public in regard to minimum design requirements expected in the development of property
- Provide exemplary customer service to all citizens
- Promote, encourage and advocate Economic, Housing and Infrastructure Development
- Improve the quality of neighborhoods and other areas in decline by attracting private investment activity

Objectives:

- Maintain and update the Development Ordinance
- Maintain and update the Zoning Ordinance
- Provide printed materials to developers, contractors, and the general public concerning the standards expected for development in La Porte
- Provide support and training for Commissions, Board, Committees and Staff
- Implement appropriate programs and objectives in accordance with the Comprehensive Plan and the Northside Neighborhood Plan

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Rezoning applications processed	7	8	8
Special conditional use permits processed	6	6	4
Plat applications processed	2	18	12
Predevelopment/applicant consultations conducted	37	51	60
Site plans reviewed	33	30	40
Zoning board of adjustment cases processed	20	12	10
Street & alley closing applications processed	5	4	4

Planning & Development Department
Fiscal Year 2018-19

Planning & Engineering Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 446,539	\$ 371,331	\$ 369,481	\$ 378,339	1.89%
<i>Supplies</i>	9,552	7,810	5,500	6,321	-19.07%
<i>Services & Charges</i>	55,776	75,689	62,171	35,576	-53.00%
Division Total	\$ 511,867	\$ 454,830	\$ 437,152	\$ 420,236	-7.61%

Scope of Services Summary

The Division of Planning/Engineering manages development related programs such as comprehensive planning, zoning, capital improvements, drainage management, utility mapping, infrastructure expansions, private sector development guidance, and flood plain administration. It also provides engineering, surveying, and drafting services to other City Departments and assists citizens in solving development issues.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Director of Planning	1	1	1
Engineering Manager	1	1	-
City Planner	1	1	1
Senior Project Engineer	1	1	-
Engineering Technician	1	1	-
Planning Technician	-	-	1
Office Coordinator	1	1	1
Public Improvement Coordinator	1	-	-
Survey Party Chief	1	-	-
Total	8	6	4

City of La Porte, Texas
 Planning & Engineering
 Detail of Expenditures

001-9090-519

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 300,823	\$ 305,031	\$ 260,365	\$ 259,049	\$ 260,365
1020 Overtime	104	547	-	-	500
1030 Certification	-	11	-	-	-
1035 Longevity	1,456	1,456	1,436	1,348	1,636
1042 Car Allowance	5,100	2,709	5,100	5,100	5,100
1060 FICA	23,334	23,242	20,027	19,817	20,044
1065 Retirement	49,573	49,815	42,409	42,173	42,388
1080 Insurance - Medical	62,532	62,532	41,688	41,688	48,000
1081 Insurance - Life	306	306	306	306	306
1090 Other Benefits	-	890	-	-	-
Personal Services Subtotal	443,228	446,539	371,331	369,481	378,339
Supplies:					
2001 Office Supplies	2,700	1,437	2,750	2,000	2,000
2002 Postage	750	572	750	300	500
2003 Protective Clothing	250	54	-	-	-
2004 Gas and Oil	1,000	1,010	1,150	300	271
2005 Minor Tools	100	-	100	100	100
2008 Educational	100	-	100	100	100
2015 Other Supplies	3,156	2,376	2,360	2,200	2,300
2091 Office Furniture/Equipment	994	994	-	-	450
2093 Computer Equipment	600	3,109	600	500	600
Supplies Subtotal	9,650	9,552	7,810	5,500	6,321
Services & Charges:					
3001 Memberships & Subscriptions	1,405	854	1,685	1,500	1,790
3020 Training/Seminars	5,400	3,496	7,589	7,500	8,000
3021 Special Commissions	6,432	5,982	5,516	5,500	6,020
4020 Motor Pool Lease Fees	6,396	6,396	2,472	2,472	666
4030 VM: Fleet Maintenance	5,067	5,067	6,048	6,048	3,192
4055 Computer Software	1,950	1,950	86	158	158
4060 Technology Lease Fees	4,260	4,260	3,830	3,830	4,900
5004 Consulting	49,000	16,000	27,138	27,138	-
5007 Other Professional Services	21,000	11,069	20,000	7,500	10,000
6002 Printing/Reproduction	700	702	900	300	600
6005 Advertising	200	-	425	225	250
Services & Charges Subtotal	101,810	55,776	75,689	62,171	35,576
Division Total	\$ 554,688	\$ 511,867	\$ 454,830	\$ 437,152	\$ 420,236

Planning Department

FY 18-19

GIS Division

Goals:

- Continue to expand mapping of city infrastructure, economic development, and socio-economic data
- Organize and consolidate existing data sets into a single library
- Develop policies and procedures for the division with regards to addressing
- Provide exemplary customer service to all internal and external customers

Objectives:

- Provide city staff with access to and training in the use of improved GIS desktop tools
- Improve coordination with Public Works' staff in developing infrastructure data
- Obtain training for demographic mapping applications

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Address requests processed	N/A	100	120
GIS layers updated/added	10	14	20
Process GIS requests from staff	130	150	200

Planning & Development Department
Fiscal Year 2018-19

GIS Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 121,335	\$ 159,223	\$ 141,579	\$ 161,673	1.54%
<i>Supplies</i>	1,078	4,470	3,380	1,380	-69.13%
<i>Services & Charges</i>	63,624	70,896	30,430	20,028	-71.75%
Division Total	\$ 186,037	\$ 234,589	\$ 175,389	\$ 183,081	-21.96%

Scope of Services Summary

The GIS Division creates, maintains and produces geographic data for both general and specialized mapping in support of City officials, administration, staff, developers and the public. The division is responsible for maintaining the City's web-based GIS well as surveying, obtaining, compiling and publishing a wide variety of data relating to the City's infrastructure systems, jurisdictional authority and comprehensive plans.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
GIS Manager	1	1	1
GIS Technician	1	1	1
Total	2	2	2

City of La Porte, Texas
GIS Division
Detail of Expenditures

001-9091-519

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 98,720	\$ 78,392	\$ 111,003	\$ 97,403	\$ 111,003
1035 Longevity	2,312	2,732	760	-	48
1060 FICA	7,552	6,105	8,491	7,451	8,496
1065 Retirement	16,072	13,208	18,071	15,827	18,072
1080 Insurance - Medical	20,844	20,844	20,844	20,844	24,000
1081 Insurance - Life	54	54	54	54	54
Personal Services Subtotal	145,554	121,335	159,223	141,579	161,673
Supplies:					
2001 Office Supplies	450	68	450	400	300
2015 Other Supplies	180	-	180	180	180
2018 Computer Supplies	1,280	1,010	800	800	600
2093 Computer Equipment	300	-	3,040	2,000	300
Supplies Subtotal	2,210	1,078	4,470	3,380	1,380
Services & Charges:					
3001 Memberships & Subscriptions	-	-	60	-	700
3020 Training/Seminars	-	-	3,000	3,000	4,000
3024 Tuition Reimbursement	-	-	-	-	3,500
4055 Computer Software	10,700	10,700	10,687	10,181	10,358
4060 Technology Lease Fees	1,278	1,278	1,149	1,149	1,470
5007 Other Professional Services	84,542	50,385	56,000	16,100	-
6002 Printing & Reproduction	1,400	1,261	-	-	-
Services & Charges Subtotal	97,920	63,624	70,896	30,430	20,028
Division Total	\$ 245,684	\$ 186,037	\$ 234,589	\$ 175,389	\$ 183,081

Planning Department FY 18-19

Inspection Division

Goals:

- Ensure public safety with regard to buildings and other structures
- Ensure public health with regard to environmental problems
- Inform the public on minimum requirements necessary for development in La Porte
- Provide exemplary customer service to all citizens

Objectives:

- Accurately and efficiently perform construction plan review
- Accurately and efficiently inspect all construction
- Accurately and efficiently inspect and process all substandard structures
- Accurately and efficiently inspect the City, on a regular basis, for ordinance violations in regard to weeds, high grass, junk vehicles and graffiti
- Provide information to developers, builders and the general public in regard to city ordinances, building codes and zoning requirements
- Assist Building Codes Appeals Board in the performance of their duties

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Construction Inspection Performed	3,732	4,100	4,010
Plan Reviews Performed	949	1,950	2,010
Code Enforcement Cases Processed*	2,545	1,976	1,800
Substandard Structures Demolished Annually (includes owner initiated)	27	17	20

Numbers reflect new code enforcement cases established; **does NOT include re-inspections for ongoing cases or actual inspections performed*

Planning & Development Department
Fiscal Year 2018-19

Inspection Services Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 714,149	\$ 769,856	\$ 746,034	\$ 818,020	6.26%
<i>Supplies</i>	18,517	22,460	21,660	22,826	1.63%
<i>Services & Charges</i>	121,268	179,843	154,951	157,244	-12.57%
Division Total	\$ 853,934	\$ 972,159	\$ 922,645	\$ 998,090	2.67%

Scope of Services Summary

The Inspections Division is responsible for the permitting of construction work, enforcing of the building, plumbing, mechanical, and electrical codes, the junk vehicle ordinance and the City zoning ordinance. The Division also manages the annual mowing contracts, the demolition of substandard properties, and the City Hall Janitorial Contract.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Chief Building Official	1	1	1
Deputy Building Official	1	1	1
Plans Review Examiner	1	1	1
Inspector	2	2	2
Community Service Inspector	2	2	2
Inspection Services Coordinator	1	1	1
Inspection Services Technician	3	3	3
Total	11	11	11

City of La Porte, Texas
 Inspection Services
 Detail of Expenditures

001-9092-524

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 501,857	\$ 480,095	\$ 524,704	\$ 504,100	\$ 553,637
1020 Overtime	250	932	250	250	250
1030 Certification	3,900	2,810	2,700	2,700	2,700
1035 Longevity	1,924	1,924	2,388	2,192	2,672
1060 FICA	37,586	35,768	39,584	38,957	40,570
1065 Retirement	80,668	77,762	85,300	82,905	85,903
1080 Insurance - Medical	114,642	114,642	114,642	114,642	132,000
1081 Insurance - Life	216	216	288	288	288
Personal Services Subtotal	741,043	714,149	769,856	746,034	818,020
Supplies:					
2001 Office Supplies	4,564	3,947	4,000	4,000	4,500
2002 Postage	10,000	7,646	10,000	10,000	10,000
2003 Protective Clothing	100	66	100	100	100
2004 Gas and Oil	4,000	4,044	4,600	4,000	4,341
2005 Minor Tools	200	340	510	510	510
2008 Educational	600	784	1,000	1,000	1,000
2015 Other Supplies	1,170	1,179	1,300	1,150	1,175
2018 Computer Supplies	856	511	650	600	600
2093 Computer Equipment	-	-	300	300	600
Supplies Subtotal	21,490	18,517	22,460	21,660	22,826
Services & Charges:					
3001 Memberships & Subscriptions	1,922	2,255	2,477	2,477	2,550
3020 Training/Seminars	3,124	3,245	16,246	16,246	16,300
3024 Tuition Reimbursement	-	-	-	-	3,500
4020 Motor Pool Lease Fees	10,572	10,572	10,661	10,661	9,208
4030 VM: Fleet Maintenance	8,028	8,028	8,334	8,334	8,439
4055 Computer Software	786	786	129	237	237
4060 Technology Lease Fees	5,112	5,112	4,596	4,596	5,880
5007 Other Professional Services	50,000	46,756	50,000	50,000	50,000
6001 Uniforms	800	516	800	800	1,430
6002 Printing/Reproduction	1,453	1,230	1,600	1,600	1,700
6021 Dangerous Buildings	60,000	42,768	85,000	60,000	58,000
Services & Charges Subtotal	141,797	121,268	179,843	154,951	157,244
Division Total	\$ 904,330	\$ 853,934	\$ 972,159	\$ 922,645	\$ 998,090

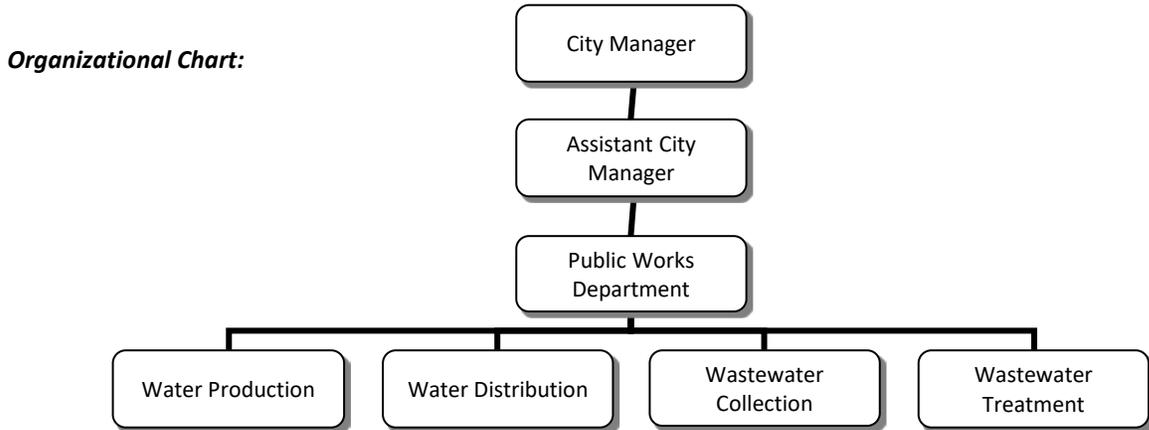


Utility Fund

FY 18-19

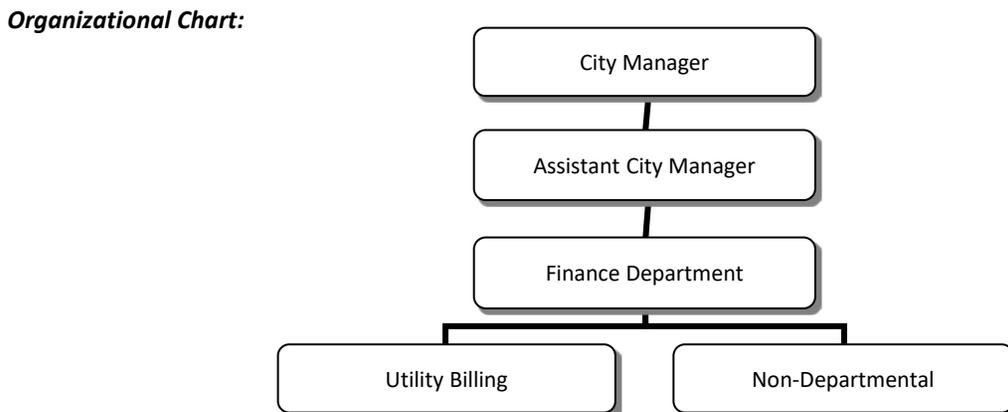
Public Works Department

Mission Statement: To provide essential public services to the Citizens of La Porte in the most efficient, cost-effective manner possible by utilizing creative and innovative techniques of public works services and facilities.



Finance Department

Mission Statement: To provide services to citizens in a fair, consistent, cost-effective, courteous and organized manner. To provide citizens, management and council with accurate and useful financial information in a timely manner.



**City of La Porte
Utility Fund (002) Summary**

Beginning Fund Balance 9/30/17		\$ 4,188,277
Plus Estimated 17-18 Revenues		8,271,250
Less Estimated 17-18 Expenditures		6,837,690
Equals Estimated Working Capital 9/30/18		5,621,837
Plus 18-19 Revenues:		
Charges for Services	6,500	
Water Revenue	4,759,000	
Sewer Revenue	3,431,750	
Interest	70,000	
		8,267,250
Equals Total Resources		13,889,087
Less 18-19 Expenses:		
Water Production	636,996	
Water Distribution	1,019,613	
Wastewater Collection	1,115,832	
Wastewater Treatment	1,351,576	
Utility Billing	704,553	
Non Departmental	2,400,766	
		7,229,336
Equals Estimated Working Capital 9/30/19		\$ 6,659,751

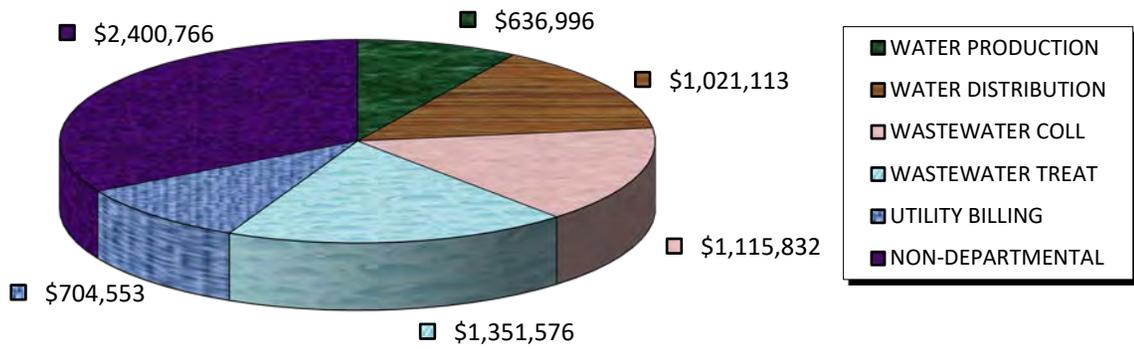
	Estimated 2017-18	Projected 2018-19	
Revenues	\$ 8,271,250	\$ 8,267,250	
Expenses	6,837,690	7,229,336	
Revenues over Expenses	\$ 1,433,560	\$ 1,037,914	

Targeted working capital - 90 to 120 days
Estimated working capital - 336 days
Goal: \$1,782,946
1 Day = \$19,811

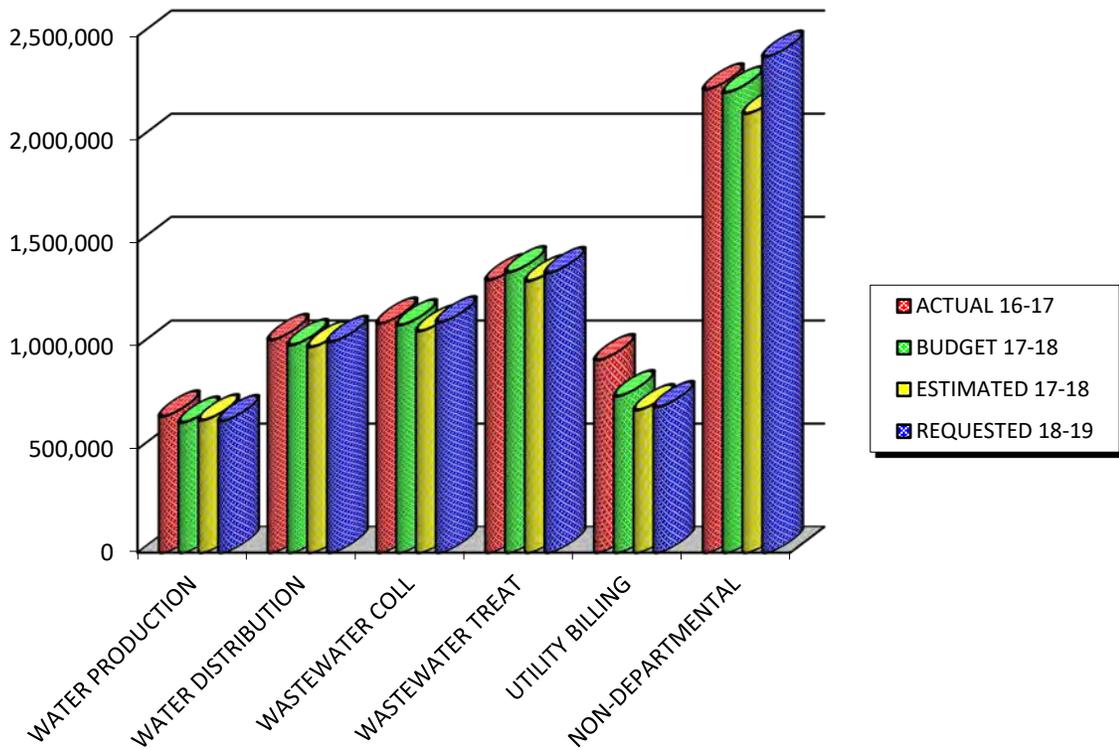
Utility Fund

FY 18-19

Share of Utility Fund Budget:



Four Year Comparison by Division:



City of La Porte
Utility Fund (002)
Statement of Revenues

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Charges for Services:					
408.01-16	Service Fees	\$ 8,575	\$ 6,500	\$ 6,500	\$ 6,500
Charges for Services Subtotal		<u>8,575</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
Water Revenue:					
408.05-01	Penalties	243,237	245,000	245,000	245,000
408.05-02	Sales	3,820,342	3,950,000	3,950,000	3,950,000
408.05-03	Taps	55,640	50,000	50,000	50,000
408.05-04	Reconnect Fees	72,200	50,000	50,000	50,000
408.05-05	Meters	54,907	15,000	15,000	15,000
408.05-06	Temporary Connects	414	1,000	1,000	1,000
408.05-07	New Service/Transfer Fee	14,160	13,000	13,000	13,000
408.05-09	Sales Outside City	417,304	415,000	415,000	415,000
408.05-11	Sales Outside City Admin Fee	20,000	20,000	20,000	20,000
Water Revenue Subtotal		<u>4,698,204</u>	<u>4,759,000</u>	<u>4,759,000</u>	<u>4,759,000</u>
Wastewater Revenue:					
408.06-01	Sales	3,391,574	3,357,500	3,357,500	3,357,500
408.06-02	Taps	11,605	6,000	10,000	6,000
408.06-03	Inspection Fees	1,050	550	1,000	1,000
408.06-04	Industrial Waste Surcharge	67,776	65,000	65,000	65,000
408.06-05	Industrial Waste Permit	3,075	1,500	2,250	2,250
Wastewater Revenue Subtotal		<u>3,475,080</u>	<u>3,430,550</u>	<u>3,435,750</u>	<u>3,431,750</u>
Interest:					
483.01-00	Interest Income	72,087	70,000	70,000	70,000
Interest Subtotal		<u>72,087</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
Total Utility Fund Revenue		\$ 8,253,946	\$ 8,266,050	\$ 8,271,250	\$ 8,267,250

**Utility Fund Revenue Allocation
Fiscal Year 2018-19 Budget**

Revenue Type	Total	Allocated to	
		Water	Sewer
Charges for Services	\$ 6,500	\$ 3,250	\$ 3,250
Water Revenue	4,759,000	4,759,000	-
Wastewater Revenue	3,431,750	-	3,431,750
Interest	70,000	35,000	35,000
Total	\$ 8,267,250	\$ 4,797,250	\$ 3,470,000
Percentage	100%	58.0%	42.0%

**Utility Fund Expense Allocation
Fiscal Year 2018-19 Budget**

Expense Type	Total	Allocated to	
		Water	Sewer
Water Production	\$ 636,996	\$ 636,996	\$ -
Water Distribution	1,019,613	1,019,613	-
Wastewater Collection	1,115,832	-	1,115,832
Wastewater Treatment	1,351,576	-	1,351,576
Utility Billing*	704,553	352,277	352,277
Non Departmental**	2,400,766	1,677,643	723,123
Total	\$ 7,229,336	\$ 3,686,529	\$ 3,542,808
Percentage	100%	50.99%	49.01%

**Non Departmental Broken Down as Follows:

Personal Services, Bad Debt, Transfer to Utility Capital Improvement Fund, Fiscal Services, Miscellaneous and Contingency*	555,484	\$ 277,742	\$ 277,742
LPAWA Water (100% to water)	1,221,020	1,221,020	-
Contract Sewer (100% to sewer)	24,000	-	24,000
Transfer to Fund 018 (100% to sewer)	300,000	-	300,000
Water Taps and Meters and Boxes	62,500	60,000	2,500
2012 General Obligation Refunding	237,034	118,517	118,517
2014 General Obligation Refunding	429,297	214,649	214,649
2016 General Obligation Refunding	71,431	35,715	35,715
Debt Service Differential*	(500,000)	(250,000)	(250,000)
Total	\$ 2,400,766	\$ 1,677,643	\$ 723,123

Utility Fund Fiscal Year 2018-19

Summary:

The Utility Fund is responsible for accounting for revenues and expenses related to the maintenance and operation of the water and wastewater systems of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, financing, related debt service, and billing and collections.

Department Summary by Division:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Water Production	\$ 658,933	\$ 629,929	\$ 640,701	\$ 636,996	1.12%
Water Distribution	1,030,183	1,005,397	996,213	1,019,613	1.41%
Wastewater Collection	1,109,838	1,106,589	1,073,228	1,115,832	0.84%
Wastewater Treatment	1,313,295	1,362,830	1,312,788	1,351,576	-0.83%
Utility Billing	932,735	757,781	690,064	704,553	-7.02%
Non-Departmental	2,242,142	2,227,830	2,124,696	2,400,766	7.76%
Department Total	\$ 7,287,126	\$ 7,090,356	\$ 6,837,690	\$ 7,229,336	1.96%

Department Summary by Expenditure Category:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Personal Services	\$ 3,622,405	\$ 3,331,335	\$ 3,294,581	\$ 3,452,128	3.63%
Supplies	292,382	268,810	203,636	194,130	-27.78%
Services & Charges	3,272,752	3,368,473	3,228,658	3,520,578	4.52%
Capital Outlay	99,587	121,738	110,815	62,500	-48.66%
Department Total	\$ 7,287,126	\$ 7,090,356	\$ 6,837,690	\$ 7,229,336	1.96%

Utility Fund FY 18-19

Water Production Division

Goals:

- Ensure the supply and delivery of a safe, quality potable water to the residents of the City of La Porte
- Monitor water supply for compliance of all local, state and federal regulations
- Continue all efforts to maintain a Superior Water System rating from the Texas Commission on Environmental Quality
- Enhance employee safety
- Provide utility training for Water Production personnel
- Improve water loss accountability

Objectives:

- Continue improvements to Water Plant Facilities
- Continue the Water Supply Protection Program
- Continue monitoring of water consumption to ensure compliance Harris-Galveston Coastal Subsidence District and LPAWA guideline and regulations
- Reduce water loss by 5%

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Gallons ground water used	119.40	163.23	140.00
Gallons surface water used	1,227.30	1,170.12	1,400.00
Total (amounts expressed in millions)	1,346.70	1,333.35	1,540.00
Water loss	15.5%	13.6%	12.9%

Utility Fund
Fiscal Year 2018-19

Water Production Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 393,887	\$ 351,518	\$ 353,380	\$ 360,589	2.58%
<i>Supplies</i>	22,102	16,875	16,085	20,258	20.05%
<i>Services & Charges</i>	236,846	249,486	259,236	256,149	2.67%
<i>Capital Outlay</i>	6,098	12,050	12,000	-	-100.00%
Division Total	\$ 658,933	\$ 629,929	\$ 640,701	\$ 636,996	1.12%

Scope of Services Summary

The Water Production Division is responsible for providing water approved by State and Federal agencies for residential and commercial use. It is also responsible for providing adequate water reserves and water pressures for fire protection, monitoring water quality, and performing routine and emergency repairs on

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Director of Public Works	0.125	0.125	0.125
Assistant Director of Public Works	0.125	0.125	0.125
Utility Superintendent	0.250	0.250	0.250
Assistant Utility Superintendent	0.250	0.250	0.250
Water Production Supervisor	1.000	1.000	1.000
Water Production Operator I	2.000	2.000	2.000
Utilities Groundskeeper	0.500	0.500	0.500
Secretary	-	0.075	0.075
Total	4.250	4.325	4.325

City of La Porte, Texas
Water Production
Detail of Expenditures

002-7084-533

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 214,067	\$ 214,183	\$ 221,423	\$ 220,608	\$ 221,423
1020 Overtime	19,273	28,663	20,000	22,099	20,000
1030 Certification	4,500	3,427	4,500	4,500	4,500
1035 Longevity	2,923	2,924	2,756	2,889	2,936
1042 Car Allowance	518	496	518	518	518
1050 WC Loss Time	-	806	-	-	-
1055 Termination Pay (S/V)	-	19,691	-	-	-
1060 FICA	17,641	18,243	17,837	18,407	19,078
1065 Retirement	38,382	40,246	39,296	39,171	40,121
1080 Insurance - Medical	45,075	65,095	45,075	45,075	51,900
1081 Insurance - Life	113	113	113	113	113
Personal Services Subtotal	342,492	393,887	351,518	353,380	360,589
Supplies:					
2001 Office Supplies	65	81	100	80	100
2002 Postage	57	68	100	80	100
2003 Protective Clothing	100	3	500	450	100
2004 Gas and Oil	8,239	7,999	9,475	9,475	10,258
2005 Minor Tools	98	143	300	300	300
2007 Chemical	2,278	2,436	2,500	2,500	2,700
2015 Other Supplies	1,588	1,930	2,600	2,100	2,200
2050 Safety	65	10	100	100	100
2090 Machinery/Tools/Equipment	934	9,332	1,200	1,000	4,150
2091 Office Furniture/Equipment	-	-	-	-	250
2093 Computer Equipment	-	100	-	-	-
Supplies Subtotal	13,424	22,102	16,875	16,085	20,258
Services & Charges:					
3001 Memberships & Subscriptions	483	503	281	281	170
3020 Training/Seminars	2,131	1,906	1,500	1,500	1,500
4002 Machinery/Tools/Equipment	16,659	17,744	16,000	25,000	17,000
4003 Radios/Base Stations	-	248	250	-	-
4011 Building Maintenance	383	8,889	300	300	300
4020 Motor Pool Lease Fees	8,124	8,124	8,979	8,979	9,914
4030 VM: Fleet Maintenance	17,166	17,166	16,146	16,146	16,664
5007 Other Professional Services	6,480	6,690	6,480	6,480	6,760
6001 Uniforms	962	1,001	900	900	900
6002 Printing/Reproduction	100	28	100	100	100
6013 TCEQ Requirements	62,179	58,914	63,200	64,200	67,491
7001 Electrical	131,147	115,183	135,000	135,000	135,000
7002 Natural Gas	319	450	350	350	350
Services & Charges Subtotal	246,133	236,846	249,486	259,236	256,149
Capital Outlay:					
8002 Building Improvements	6,000	6,000	2,000	2,000	-
8021 Machinery/Tools & Equipment	12,000	6,098	10,050	10,000	-
Capital Outlay Subtotal	18,000	6,098	12,050	12,000	-
Division Total	\$ 620,049	\$ 658,933	\$ 629,929	\$ 640,701	\$ 636,996

Utility Fund

FY 18-19

Water Distribution Division

Goals:

- Enhance employee safety
- Provide utility training for Distribution personnel
- Complete maintenance assignments within specified timeframes
- Minimize areas affected by water service interruptions

Objectives:

- Replace a total of 6,000 linear feet of water main per year, with at least 4,000 feet of water line utilizing "in-house" forces
- Install new fire hydrants for expanded fire protection
- Install/replace 10 water line valves

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Number of leaks repaired	199	192	200
Linear feet of lines replaced	2,211	3,000	4,000

Utility Fund
Fiscal Year 2018-19

Water Distribution Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 841,682	\$ 811,814	\$ 812,111	\$ 835,066	2.86%
<i>Supplies</i>	30,920	26,704	22,297	28,357	6.19%
<i>Services & Charges</i>	157,581	159,379	154,851	156,190	-2.00%
Division Total	\$ 1,030,183	\$ 1,005,397	\$ 996,213	\$ 1,019,613	1.41%

Scope of Services Summary

The Water Distribution Division is responsible for distributing water to residential and commercial customers and responding to customer complaints. Additional responsibilities include maintaining, repairing, and reconstructing fire hydrants, valves and meters. Water must be provided at an acceptable level of service to customers at an affordable rate.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Director of Public Works	0.125	0.125	0.125
Assistant Director of Public Works	0.125	0.125	0.125
Utility Superintendent	0.250	0.250	0.250
Assistant Utility Superintendent	0.250	0.250	0.250
Utility Supervisor	1.000	1.000	1.000
Sr. Utility Maintenance Operator	4.000	4.000	4.000
Utility Operator II	1.000	1.000	1.000
Utility Operator I	5.000	5.000	5.000
Secretary	-	0.075	0.075
Total	11.750	11.825	11.825

City of La Porte, Texas
Water Distribution
Detail of Expenditures

002-7085-533

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 499,651	\$ 498,047	\$ 509,314	\$ 508,008	\$ 509,314
1020 Overtime	32,989	38,552	35,000	35,000	35,000
1030 Certification	7,500	8,907	8,700	8,700	8,700
1035 Longevity	5,023	5,024	5,892	6,455	6,432
1042 Car Allowance	518	519	518	518	518
1050 WC Loss Time	-	65	-	-	-
1055 Termination Pay (S/V)	-	(16,441)	-	-	-
1060 FICA	40,106	40,251	40,587	41,540	42,838
1065 Retirement	87,128	88,532	88,315	88,402	90,116
1080 Insurance - Medical	123,240	177,978	123,240	123,240	141,900
1081 Insurance - Life	248	248	248	248	248
Personal Services Subtotal	796,403	841,682	811,814	812,111	835,066
Supplies:					
2001 Office Supplies	78	112	100	90	100
2003 Protective Clothing	255	766	1,500	1,489	400
2004 Gas and Oil	19,243	20,610	22,129	17,945	22,557
2005 Minor Tools	499	956	500	458	500
2015 Other Supplies	1,097	868	1,200	1,160	1,200
2050 Safety	80	-	100	75	100
2090 Machinery/Tools/Equipment	7,309	7,608	750	680	3,500
2091 Office Furniture/Equipment	-	-	425	400	-
Supplies Subtotal	28,561	30,920	26,704	22,297	28,357
Services & Charges:					
3001 Memberships & Subscriptions	758	647	1,065	980	980
3020 Training/Seminars	4,559	3,307	2,975	2,245	2,000
4002 Machinery/Tools/Equipment	1,877	776	2,000	1,789	2,000
4003 Radios/Base Stations	372	371	372	300	300
4007 Fire Hydrants	7,854	10,685	8,000	7,940	8,000
4012 Water Line Maintenance	39,238	38,060	42,000	40,744	40,000
4015 Paving	3,064	814	3,000	1,500	1,500
4020 Motor Pool Lease Fees	47,460	47,460	47,200	47,200	46,311
4030 VM: Fleet Maintenance	50,985	50,985	47,918	47,918	50,329
4060 Technology Lease Fees	1,278	1,278	1,149	1,149	1,470
6001 Uniforms	3,423	3,138	3,500	2,896	3,000
6002 Printing/Reproduction	180	60	200	190	300
Services & Charges Subtotal	161,048	157,581	159,379	154,851	156,190
Capital Outlay:					
8021 Machinery/Tools/Equipment	-	-	7,500	6,954	-
Capital Outlay Subtotal	-	-	7,500	6,954	-
Division Total	\$ 986,012	\$ 1,030,183	\$ 1,005,397	\$ 996,213	\$ 1,019,613

Utility Fund FY 18-19

Wastewater Collection Division

Goals:

- Enhance employee safety
- Provide utility training for Wastewater Collection personnel
- Complete maintenance assignments with specified timeframes
- Continue sanitary sewer I & I program to reduce inflow/infiltration

Objectives:

- Rehabilitate 4,000 feet of sanitary sewer
- Perform 50 point repairs
- Rehabilitate 500 vertical feet of manholes

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
LF of line smoke-tested	93,682	21,360	60,000
Number of manholes repaired v ft	706	486	500
LF of line televised	23,331	32,234	35,000
Number of point repairs made	76	70	50
Number of reportable overflows	10	12	6
LF of sewer line rehabilitated	3,396	2,696	4,000

Utility Fund
Fiscal Year 2018-19

Wastewater Collection Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 746,720	\$ 755,276	\$ 734,232	\$ 776,224	2.77%
<i>Supplies</i>	43,719	37,938	32,878	34,642	-8.69%
<i>Services & Charges</i>	320,899	299,041	295,105	304,966	1.98%
<i>Capital Outlay</i>	(1,500)	14,334	11,013	-	-100.00%
Division Total	\$ 1,109,838	\$ 1,106,589	\$ 1,073,228	\$ 1,115,832	0.84%

Scope of Services Summary

The Wastewater Collection Division is responsible for collection of all wastewater to be treated, maintenance and emergency repairs to lift station equipment, collection system lines, and responds to customer complaints involving collection system problems.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Director of Public Works	0.125	0.125	0.125
Assistant Director of Public Works	0.125	0.125	0.125
Utility Superintendent	0.250	0.250	0.250
Assistant Utility Superintendent	0.250	0.250	0.250
Utility Supervisor	1.000	1.000	1.000
Sr. Utility Maintenance Operator	2.000	2.000	2.000
Sr. Lift Station Operator	1.000	1.000	1.000
Lift Station Operator	1.000	1.000	1.000
Utility Operator II	1.000	1.000	1.000
Utility Operator I	4.000	4.000	4.000
Secretary	-	0.075	0.075
Total	10.750	10.825	10.825

City of La Porte, Texas
Wastewater Collection
Detail of Expenditures

002-7086-532

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services					
1010 Regular Earnings	\$ 439,134	\$ 432,863	\$ 470,695	\$ 454,506	\$ 470,695
1020 Overtime	30,286	33,650	32,000	32,000	32,000
1030 Certification	10,271	10,243	13,200	13,200	13,200
1035 Longevity	4,471	4,472	5,252	4,539	5,668
1042 Car Allowance	518	474	518	518	518
1050 WC Loss Time	109	732	-	-	-
1055 Termination Pay (S/V)	-	(11,812)	-	-	-
1060 FICA	35,922	35,433	38,110	37,218	39,940
1065 Retirement	76,999	77,508	82,453	79,203	84,073
1080 Insurance - Medical	112,818	162,927	112,818	112,818	129,900
1081 Insurance - Life	230	230	230	230	230
Personal Services Subtotal	710,758	746,720	755,276	734,232	776,224
Supplies:					
2001 Office Supplies	90	105	100	90	100
2002 Postage	-	-	100	25	100
2003 Protective Clothing	386	350	1,300	1,288	400
2004 Gas and Oil	24,468	24,123	28,138	24,222	30,192
2005 Minor Tools	586	580	1,200	1,192	1,550
2007 Chemicals	1,621	1,885	1,800	1,000	1,000
2015 Other Supplies	866	1,031	1,200	1,197	1,200
2050 Safety	65	-	100	85	100
2090 Machinery/Tools/Equipment	15,500	15,645	4,000	3,779	-
Supplies Subtotal	43,582	43,719	37,938	32,878	34,642
Services & Charges:					
3001 Memberships & Subscriptions	663	1,038	758	693	778
3020 Training/Seminars	5,024	5,139	2,750	2,295	2,000
4002 Machinery/Tools/Equipment	3,553	5,113	4,000	3,735	4,000
4003 Radios/Base Stations	413	551	413	329	400
4011 Building	9,815	8,357	12,000	11,706	1,000
4013 Sewer Line Maintenance	26,400	39,516	28,000	26,227	26,000
4017 Sewer Plant/Lift Stations	48,000	45,310	40,000	37,772	40,000
4020 Motor Pool Lease Fees	72,336	72,336	72,290	72,290	85,854
4030 VM: Fleet Maintenance	47,996	47,996	47,831	47,831	50,114
4060 Technology Lease Fees	1,278	1,278	1,149	1,149	1,470
6001 Uniforms	2,872	3,802	3,300	3,534	3,500
6002 Printing/Reproduction	185	60	200	190	300
7001 Electrical	68,039	88,333	85,000	86,000	88,000
7002 Natural Gas	978	1,138	1,000	1,082	1,250
7004 Water	1,500	932	350	272	300
Services & Charges Subtotal	289,052	320,899	299,041	295,105	304,966
Capital Outlay:					
8013 Sewer Taps	1,355	(1,500)	1,500	3,000	-
8021 Machinery/Tools & Equipment	-	-	12,834	8,013	-
Capital Outlay Subtotal	1,355	(1,500)	14,334	11,013	-
Division Total	\$ 1,044,747	\$ 1,109,838	\$ 1,106,589	\$ 1,073,228	\$ 1,115,832

Utility Fund FY 18-19

Wastewater Treatment Division

Goals:

- Enhance employee safety
- Provide utility training for Wastewater Treatment personnel
- Monitor wastewater discharge for compliance of all local, state and federal regulations

Objectives:

- Comply with all wastewater discharge permit requirements
- Perform preventive maintenance on all plant equipment at specified timelines
- Monitor and enforce the City's Industrial Waste Ordinance and Pretreatment Program

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Gallons treated (millions)	1,282.00	1,327.00	1,300.00

Utility Fund
Fiscal Year 2018-19

Wastewater Treatment Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 714,495	\$ 708,232	\$ 697,935	\$ 730,063	3.08%
<i>Supplies</i>	99,472	95,439	89,576	87,150	-8.69%
<i>Services & Charges</i>	463,364	525,305	508,929	534,363	1.72%
<i>Capital Outlay</i>	35,964	33,854	16,348	-	-100.00%
Division Total	\$ 1,313,295	\$ 1,362,830	\$ 1,312,788	\$ 1,351,576	-0.83%

Scope of Services Summary

The Wastewater Treatment Division is responsible for process control, discharging quality of treated wastewater, monitoring Industrial Waste discharges, maintaining and repairing of pumps, motors and other equipment pertaining to process control.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Director of Public Works	0.125	0.125	0.125
Assistant Director of Public Works	0.125	0.125	0.125
Utility Superintendent	0.250	0.250	0.250
Assistant Utility Superintendent	0.250	0.250	0.250
Treatment Plant Supervisor	1.000	1.000	1.000
Senior Treatment Plant Operator	1.000	1.000	1.000
Treatment Plant Operator	4.000	4.000	4.000
Industrial Waste Inspector	1.000	1.000	1.000
Treatment Plant Mechanic	1.000	1.000	1.000
Utility Groundskeeper	0.500	0.500	0.500
Secretary	-	0.075	0.075
Total	9.250	9.325	9.325

**City of La Porte, Texas
Wastewater Treatment
Detail of Expenditures**

002-7087-532

		Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:						
1010	Regular Earnings	\$ 450,949	\$ 439,786	\$ 468,778	\$ 461,775	\$ 468,778
1020	Overtime	11,666	14,868	12,000	10,000	12,000
1030	Certification	11,000	10,478	9,600	9,000	9,300
1035	Longevity	5,139	5,140	4,300	4,317	3,648
1042	Car Allowance	518	497	518	518	518
1055	Termination Pay	-	(6,654)	-	-	-
1060	FICA	35,112	34,206	36,385	36,244	37,833
1065	Retirement	75,087	75,621	79,263	78,693	85,883
1080	Insurance - Medical	97,185	140,350	97,185	97,185	111,900
1081	Insurance - Life	203	203	203	203	203
	Personal Services Subtotal	686,859	714,495	708,232	697,935	730,063
Supplies:						
2001	Office Supplies	500	2,087	600	500	500
2002	Postage	400	404	450	450	450
2003	Protective Clothing	469	383	1,300	1,100	500
2004	Gas and Oil	6,013	7,253	6,915	7,500	8,625
2005	Minor Tools	1,400	1,309	1,600	1,500	500
2006	Cleaning	200	170	200	150	175
2007	Chemical	68,000	66,877	70,624	66,000	70,000
2015	Other Supplies	6,000	7,994	6,650	5,500	6,000
2050	Safety	134	54	200	175	200
2090	Machinery/Tools/Equipment	12,198	12,198	6,250	6,250	-
2091	Office Furniture/Equipment	479	458	450	311	-
2093	Computer Equipment	179	285	200	140	200
	Supplies Subtotal	95,972	99,472	95,439	89,576	87,150
Services & Charges:						
3001	Memberships & Subscriptions	1,257	1,284	1,500	1,400	1,400
3020	Training/Seminars	4,652	3,722	5,600	5,000	5,000
4002	Machinery/Tools/Equipment	57,750	46,055	55,000	55,000	60,000
4003	Radios/Base Stations	330	330	400	-	-
4006	Heating and A/C Equipment	400	349	500	450	450
4011	Building Maintenance	3,500	11,877	5,300	4,800	10,000
4020	Motor Pool Lease Fees	23,412	23,412	23,652	23,652	26,075
4030	VM: Fleet Maintenance	22,831	22,831	21,644	21,644	22,004
4060	Technology Lease Fees	1,278	1,278	1,149	1,149	1,470
5007	Other Professional Services	13,500	8,306	16,750	16,750	17,950
6001	Uniforms	2,171	2,520	3,100	3,100	3,250
6002	Printing/Reproduction	250	-	250	250	250
6009	Landfill Charges	40,500	33,514	44,984	44,984	45,100
6013	TCEQ Requirements	59,500	62,443	72,976	78,550	79,014
7001	Electrical	198,498	242,949	270,000	250,000	260,000
7002	Natural Gas	251	230	500	400	400
7004	Water	1,702	2,264	2,000	1,800	2,000
	Services & Charges Subtotal	431,782	463,364	525,305	508,929	534,363

Continued

City of La Porte, Texas
Wastewater Treatment, Continued
Detail of Expenditures

002-7087-532

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Capital Outlay:					
8002 Building Improvements	4,288	(4,288)	6,000	3,002	-
8021 Machinery/Tools/Equipment	41,338	40,252	27,854	13,346	-
Capital Outlay Subtotal	<u>45,626</u>	<u>35,964</u>	<u>33,854</u>	<u>16,348</u>	<u>-</u>
Division Total	\$ 1,260,239	\$ 1,313,295	\$ 1,362,830	\$ 1,312,788	\$ 1,351,576

Utility Fund FY 18-19

Utility Billing Division

Goals:

- To effectively administer the City's utility billing operations through accurate and timely billing, and responsiveness to customers' needs
- Continue to seek ways to raise the level of customer service provided by this office through continuous training (OBJ 5a, 5c)
- Pursue e-government solutions to improve efficiency and to allow for better accessibility to information by customers

Objectives:

- To accurately and timely bill and collect utility accounts
- To continue the MIU replacements and meter maintenance to increase the accuracy and performance of the meters
- To continue to provide customer service training annually (OBJ 5a)

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Meters read	146,928	147,379	147,500
Meters rereads	435	308	315
Rereads as a percent of meters read	0.30%	0.21%	0.21%
Accounts billed	125,650	126,000	126,000
% of utility payments processed and posted to customers account the same day of receipt	100%	100%	100%
Utility payments processed per employee	6,820	6,780	6,800
Manual meter reads			

Utility Fund
Fiscal Year 2018-19

Utility Billing Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 788,057	\$ 592,356	\$ 589,471	\$ 636,245	7.41%
<i>Supplies</i>	96,169	91,854	42,800	23,723	-74.17%
<i>Services & Charges</i>	48,509	73,571	57,793	44,585	-39.40%
Division Total	\$ 932,735	\$ 757,781	\$ 690,064	\$ 704,553	-7.02%

Scope of Services Summary

The Utility Billing Division provides one central area of customer service dedicated to the collection of all Utility billings of the City. This Division is also responsible for meter reads, maintenance of meters and customer service requests.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Director of Finance	0.5	0.5	0.5
Treasurer	0.5	0.5	0.5
Revenue Collections Manager	0.5	0.5	0.5
Accountant	0.5	0.5	0.5
Utility Billing Coordinator	-	1.0	1.0
Utility Billing Assistant	2.0	1.0	1.0
Customer Service Clerk	2.0	1.0	1.0
Meter Reader Supervisor	1.0	1.0	1.0
Meter Reader	2.0	3.0	3.0
Total	9.0	9.0	9.0

City of La Porte, Texas
Utility Billing
Detail of Expenditures

002-6147-515

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 367,327	\$ 389,900	\$ 380,705	\$ 377,912	\$ 410,744
1020 Overtime	20,000	24,780	18,000	18,000	15,000
1030 Certification	1,200	1,396	1,800	704	600
1035 Longevity	2,300	2,300	2,024	2,198	1,996
1042 Car Allowance	2,550	2,607	2,550	2,550	2,550
1055 Termination Pay	-	466	-	-	-
1060 FICA	29,344	30,253	28,751	29,135	32,963
1065 Retirement	65,654	200,653	64,485	64,931	70,149
1080 Insurance - Medical	93,798	135,459	93,798	93,798	102,000
1081 Insurance - Life	243	243	243	243	243
Personal Services Subtotal	582,416	788,057	592,356	589,471	636,245
Supplies:					
2001 Office Supplies	1,800	16,020	1,800	1,500	1,500
2002 Postage	62,350	65,578	65,000	20,500	2,000
2003 Protective Clothing	100	-	100	-	100
2004 Gas and Oil	9,960	9,994	11,454	11,500	12,823
2005 Minor Tools	900	14	900	300	300
2015 Other Supplies	1,100	1,163	1,100	1,000	1,000
2018 Computer Supplies	1,800	-	2,000	3,000	1,000
2090 Machinery/Tools/Equipment	9,900	3,300	9,000	4,500	4,500
2093 Computer Equipment	500	100	500	500	500
Supplies Subtotal	88,410	96,169	91,854	42,800	23,723
Services & Charges:					
3001 Memberships & Subscriptions	-	-	300	-	-
3020 Training/Seminars	9,000	7,455	6,160	5,500	500
4005 Meters	12,000	5,609	12,000	12,000	5,000
4020 Motor Pool Lease Fees	4,356	4,356	5,988	5,988	6,293
4022 Rent: Building/Land	3,000	796	3,000	2,500	2,508
4030 VM: Fleet Maintenance	13,351	13,351	10,967	10,967	12,214
4055 Computer Software	12,484	4,158	12,484	8,562	8,562
4060 Technology Lease Fees	4,575	4,575	8,132	8,132	6,468
5007 Other Professional Services	840	945	840	840	840
6001 Uniforms	1,000	1,678	1,000	1,700	1,700
6002 Printing/Reproduction	12,700	5,586	12,700	1,604	500
Services & Charges Subtotal	73,306	48,509	73,571	57,793	44,585
Division Total	\$ 744,132	\$ 932,735	\$ 757,781	\$ 690,064	\$ 704,553

Utility Fund
Fiscal Year 2018-19

Non Departmental Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 137,564	\$ 112,139	\$ 107,452	\$ 113,941	1.61%
<i>Services & Charges</i>	2,045,553	2,061,691	1,952,744	2,224,325	7.89%
<i>Capital Outlay</i>	59,025	54,000	64,500	62,500	15.74%
Division Total	<u>\$ 2,242,142</u>	<u>\$ 2,227,830</u>	<u>\$ 2,124,696</u>	<u>\$ 2,400,766</u>	7.76%

Scope of Services Summary

The Non Departmental Division is a cost collection center for miscellaneous costs that relate to the Fund as a whole but are not easily segregated and charged at a divisional level. Examples include, but are not limited to, liability insurance and contingency.

**City of La Porte, Texas
Non Departmental
Detail of Expenditures**

002-6176-515

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1012 Sick Buy Back	\$ 12,041	\$ 12,041	\$ 6,601	\$ 7,813	\$ 7,381
1055 Termination Pay (S/V)	8,500	1,800	15,000	10,000	10,000
1060 FICA	1,145	136	1,653	1,363	1,330
1065 Retirement	2,421	291	3,509	2,900	2,830
1080 Medical Insurance	85,376	123,296	85,376	85,376	92,400
Personal Services Subtotal	109,483	137,564	112,139	107,452	113,941
Services & Charges:					
4001 Office Equipment	23,778	23,778	23,778	16,177	-
4005 Meters	25,000	26,748	25,000	23,750	15,000
4011 Building	480	480	480	480	480
4021 Vehicle Maint: O/S Contract	2,500	2,263	2,500	500	1,100
5001 Accounting	-	-	-	-	9,500
5006 Fiscal Services	75,000	76,047	75,000	80,000	80,000
5007 Other Professional Services	-	-	-	43,740	87,480
6006 Miscellaneous	7,500	6,891	7,500	7,500	7,500
6024 Deductibles-Auto Accident	-	-	2,500	-	-
6091 Bad Debt Expense	30,000	19,081	30,000	20,000	20,000
7001 Electrical	20,000	11,529	20,000	20,000	20,000
7004 Water	1,300,000	1,256,878	1,426,732	1,293,299	1,221,020
7006 Contract Sewer	24,000	22,099	24,000	23,097	24,000
9004 Admin Trans to Fund 004	252,048	256,024	-	-	237,762
9014 Admin Trans to Fund 014	47,711	43,735	74,201	74,201	74,201
9018 Admin Trans to Fund 018	300,000	300,000	300,000	300,000	300,000
9050 Contingency	50,000	-	50,000	50,000	50,000
9997 Req for Special Programs	43,193	-	-	-	76,282
Services & Charges	2,201,210	2,045,553	2,061,691	1,952,744	2,224,325
Capital Outlay:					
8012 Water Taps	9,000	8,206	9,000	10,000	15,000
8013 Sewer Taps	-	-	-	1,000	2,500
8026 Meters and Boxes	45,000	50,819	45,000	53,500	45,000
Capital Outlay Subtotal	54,000	59,025	54,000	64,500	62,500
Division Total	\$ 2,364,693	\$ 2,242,142	\$ 2,227,830	\$ 2,124,696	\$ 2,400,766

Note: 9000 series object codes are preceded by 002-6176-680

Enterprise Funds Fiscal Year 2018-19

Summary:

Enterprise Funds are used to account for the acquisition, operation and maintenance of governmental facilities and services which are entirely or predominantly self-supported by user charges. The operations of Enterprise Funds are accounted for in such a manner as to show a profit or loss similar to comparable private enterprises.

Summary by Division:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Airport Operating	69,520	86,089	57,313	65,794	-23.57%
La Porte Area Water Authority	1,155,453	1,819,469	1,438,167	1,482,414	-18.52%
Total	\$ 1,224,973	\$ 1,905,558	\$ 1,495,480	\$ 1,548,208	-18.75%

Summary by Expenditure Category:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Personal Services	\$ 26,115	\$ 30,034	\$ 26,658	\$ 30,965	3.10%
Supplies	23,643	13,770	14,756	21,532	56.37%
Services & Charges	1,175,215	1,681,754	1,454,066	1,315,711	-21.77%
Capital Outlay	-	180,000	-	180,000	0.00%
Total	\$ 1,224,973	\$ 1,905,558	\$ 1,495,480	\$ 1,548,208	-18.75%



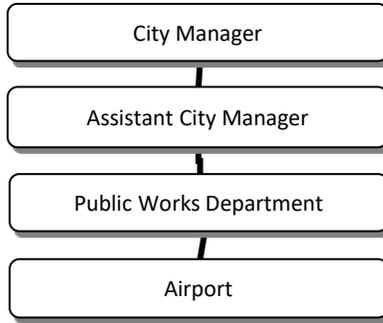
Airport Fund

FY 18-19

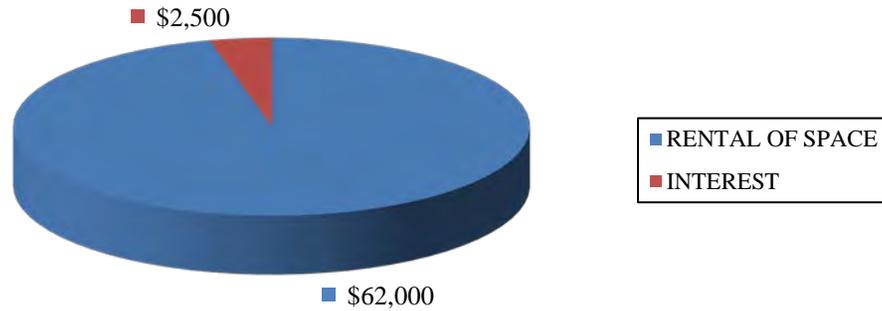
Mission Statement:

To provide essential public service to the Citizens of La Porte in the most efficient, cost-effective manner possible by utilizing creative and innovative techniques of public works services and facilities.

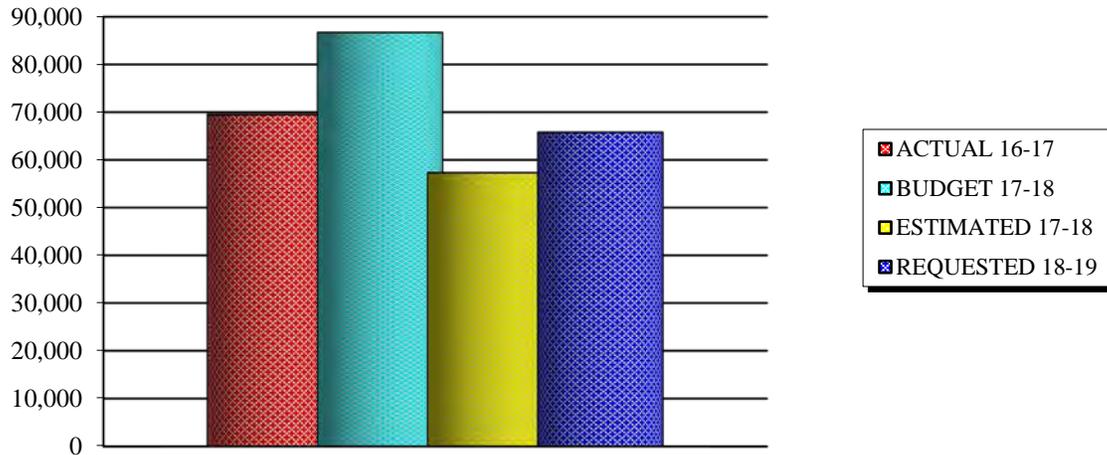
Organizational Chart:



2018-19 Projected Revenues:



Four Year Comparison of Expenses:



**City of La Porte
Airport Fund (010) Summary**

Beginning Fund Balance 9/30/17	\$	342,791
Plus Estimated 17-18 Revenues		63,500
Less Estimated 17-18 Expenditures		57,313
Airport CIP		283,033
Equals Estimated Working Capital 9/30/18		65,945
Plus 18-19 Revenues:		
Charges for Services	62,000	
Interest Income	2,500	
Total Revenues		64,500
Equals Total Resources		130,445
Less 18-19 Expenditures:		
Airport Operations	65,794	
Total Expenses		65,794
Equals Estimated Working Capital 9/30/19	\$	64,651

	Estimated 2017-18	Projected 2018-19
Revenues	\$ 63,500	\$ 64,500
Expenses & Commitments	340,346	65,794
Revenues over Expenses	\$ (276,846)	\$ (1,294)

Targeted working capital - 60 to 90 days

Estimated working capital - 359 days

Goal: \$16,223

1 Day = \$180

City of La Porte
Airport (010)
Statement of Revenues

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Charges for Services:					
408.01-31	Rental of Space	\$ 60,651	\$ 61,800	\$ 61,000	\$ 62,000
Charges for Services Subtotal		<u>60,651</u>	<u>61,800</u>	<u>61,000</u>	<u>62,000</u>
Interest:					
483.01-00	Interest Income	2,272	2,150	2,500	2,500
Interest Subtotal		<u>2,272</u>	<u>2,150</u>	<u>2,500</u>	<u>2,500</u>
Total Airport Fund Revenue		\$ 62,923	\$ 63,950	\$ 63,500	\$ 64,500

Airport Fund FY 18-19

Airport Operating

Goals:

- Monitor airport operations to ensure compliance with Airport Master Plan
- Complete septic tank elimination projects
- Manage airport infrastructure

Objectives:

- Monitor vegetation control application
- Develop AWOS maintenance and operations plan
- Complete the design for the drainage and runway/taxiway improvements

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Number of CIP Projects	1	2	2
Value of CIP Projects	\$22,000	\$250,000	\$1,995,000
TxDOT Aviation Grants	1	2	2

Airport Fund
Fiscal Year 2018-19

Airport Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 26,115	\$ 30,034	\$ 26,658	\$ 30,965	3.10%
<i>Supplies</i>	9,294	4,570	3,655	4,962	8.58%
<i>Services & Charges</i>	34,111	51,485	27,000	29,867	-41.99%
Division Total	\$ 69,520	\$ 86,089	\$ 57,313	\$ 65,794	-23.57%

Scope of Services Summary

The Airport Division is responsible for the maintenance and operation of the La Porte Municipal Airport. The Airport provides aviation facilities for private and commercial use of La Porte area citizens and businesses.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Equipment Operator II	0.50	0.50	0.50
Total	0.50	0.50	0.50

City of La Porte, Texas
 Airport
 Detail of Expenditures

010-7077-531

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 17,837	\$ 15,079	\$ 18,784	\$ 15,832	\$ 18,784
1020 Overtime	500	191	500	500	500
1030 Certification	454	372	460	460	460
1035 Longevity	514	514	514	514	562
1060 FICA	1,409	1,175	1,444	1,324	1,519
1065 Retirement	3,015	1,259	3,121	2,817	3,140
1080 Insurance - Medical	5,211	7,525	5,211	5,211	6,000
Personal Services Subtotal	28,940	26,115	30,034	26,658	30,965
Supplies:					
2004 Gas and Oil	1,365	2,095	1,570	1,155	2,962
2007 Chemicals	1,350	1,350	1,000	1,000	1,000
2015 Other Supplies	1,898	553	2,000	1,500	1,000
2090 Machinery/Tools/Equipment	-	5,296	-	-	-
Supplies Subtotal	4,613	9,294	4,570	3,655	4,962
Services & Charges:					
4002 Machinery/Tools/Equipment	32,104	16,147	5,000	5,000	2,000
4003 Radios and Base Stations	525	88	2,100	-	2,100
4015 Paving	-	-	2,500	-	-
4020 Motor Pool Lease Fees	5,256	5,256	5,448	5,448	5,672
4030 VM: Fleet Maintenance	3,501	3,502	3,617	3,617	4,480
6002 Printing & Reproduction	145	145	-	-	-
6007 Insurance	9	9	9	9	9
6013 TCEQ Requirements	300	300	200	200	200
7001 Electrical	8,000	7,693	9,420	9,420	9,600
9014 Admin Trans to Fund 014	518	518	806	806	806
9997 Special Programs	21,379	453	22,385	2,500	5,000
Services & Charges Subtotal	71,737	34,111	51,485	27,000	29,867
Division Total	\$ 105,290	\$ 69,520	\$ 86,089	\$ 57,313	\$ 65,794

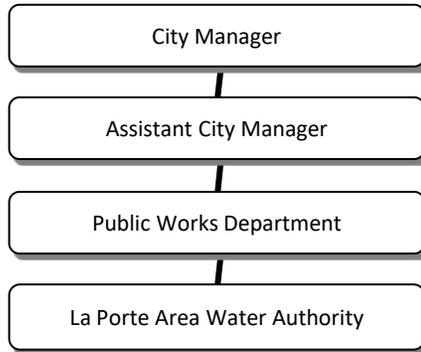
La Porte Area Water Authority Fund

FY 18-19

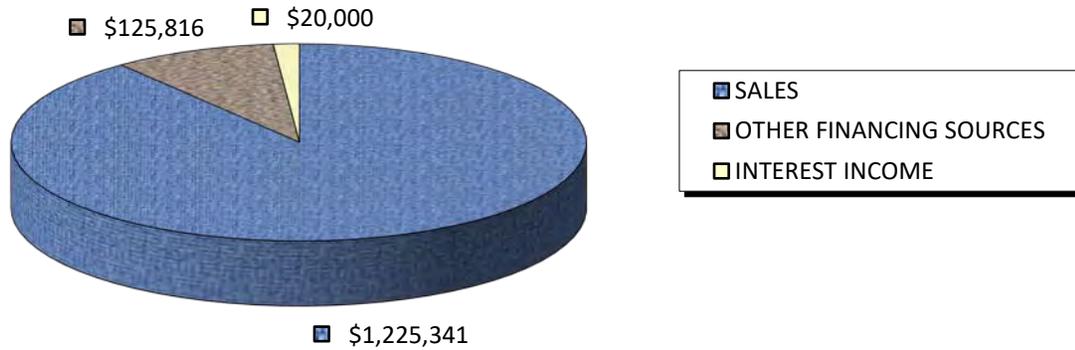
Mission Statement:

To provide essential public services to the Citizens of La Porte in the most efficient, cost-effective manner possible by utilizing creative and innovative techniques of public works services and facilities.

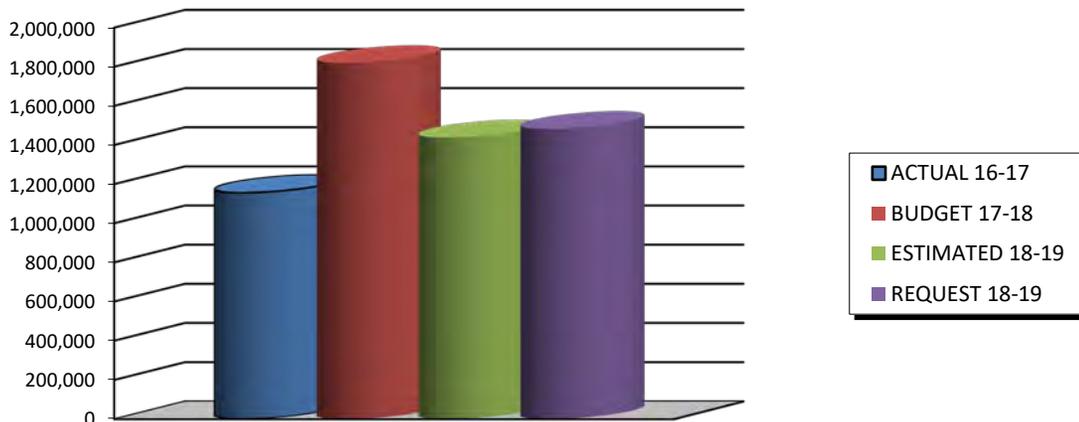
Organizational Chart:



2018-19 Projected Revenues:



Four Year Comparison of Expenses:



City of La Porte
La Porte Area Water Authority Fund (016) Summary

Beginning Fund Balance 9/30/17		\$ 2,551,094
Plus Estimated 17-18 Revenues		1,396,359
Less Estimated 17-18 Expenditures and Commitments		1,438,167
Equals Estimated Working Capital 9/30/18		2,509,286
Plus 18-19 Revenues:		
Water Revenue	1,225,341	
Billing for Capital Reserve	125,816	
Interest	20,000	
Total Revenues		1,371,157
Equals Total Resources		3,880,443
Less 18-19 Expenditures:		
Operations	1,302,414	
Valve Replacement	180,000	
Total Expenses		1,482,414
Equals Estimated Working Capital 9/30/19		\$ 2,398,029

	Estimated 2017-18	Projected 2018-19	
Revenues	\$ 1,396,359	\$ 1,371,157	
Expenses	1,438,167	1,482,414	
Revenues over Expenses	\$ (41,808)	\$ (111,257)	

Targeted working capital - 60 to 90 days

Estimated working capital - 590 days

Goal: \$365,527

1 Day = \$4,061

City of La Porte
Water Authority (016)
Statement of Revenues

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Water Revenue:					
408.05-02	Sales	<u>\$ 1,232,696</u>	<u>\$ 1,446,658</u>	<u>\$ 1,250,000</u>	<u>\$ 1,225,341</u>
	Water Revenue Subtotal	1,232,696	1,446,658	1,250,000	1,225,341
Miscellaneous:					
410.01-00	Miscellaneous Revenue	<u>8,816</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Miscellaneous Subtotal	8,816	-	-	-
Other Financing Sources					
482.02-00	Billing for Capital Reserve	<u>126,359</u>	<u>126,359</u>	<u>126,359</u>	<u>125,816</u>
	Other Financing Sources Subtotal	126,359	126,359	126,359	125,816
Interest:					
483.01-00	Interest Income - Operations	<u>17,029</u>	<u>18,000</u>	<u>20,000</u>	<u>20,000</u>
	Interest Subtotal	17,029	18,000	20,000	20,000
Total Water Authority		\$ 1,384,900	\$ 1,591,017	\$ 1,396,359	\$ 1,371,157

La Porte Area Water Authority Fund FY 18-19

La Porte Area Water Authority

Goals:

- Continue to Monitor operations of Southeast Water Purification Plant (SEWPP) to ensure efficient cost effective operations
- Continue to monitor use by customers entities to ensure adherence to contractual obligations
- Continue to be an active participant in the budge review process for FY true-ups

Objectives:

- Monitoring of SEWPP operation and maintenance operations expenditures to keep cost of water as low as possible
- Informing any customer entity withdrawing more than its contractual share of water from the Authority and inform them of their contractual obligations
- Provide feedback and suggestions to facilitate the budget true-ups process

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
La Porte usage	1,227.29	1,287.13	1,400.00
Morgan's Point usage	69.48	72.38	75.00
Shoreacres usage	44.68	57.18	55.00
Total (amounts expressed in millions)	1,341.45	1,416.69	1,530.00

La Porte Area Water Authority Fund
Fiscal Year 2018-19

La Porte Area Water Authority Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Supplies</i>	\$ 14,349	\$ 9,200	\$ 11,101	\$ 16,570	80.11%
<i>Services & Charges</i>	1,141,104	1,630,269	1,427,066	1,285,844	-21.13%
<i>Capital Outlay</i>	-	180,000	-	180,000	0.00%
Division Total	<u>\$ 1,155,453</u>	<u>\$ 1,819,469</u>	<u>\$ 1,438,167</u>	<u>\$ 1,482,414</u>	-18.52%

Scope of Services Summary

The La Porte Area Water Authority is a separate entity that was created by the State Legislature in 1981. It is currently providing treated surface water to the Cities of La Porte, Morgan's Point and Shoreacres. The City of La Porte oversees the operation and is its largest customer, utilizing 90% of its output.

City of La Porte, Texas
 La Porte Area Water Authority
 Detail of Expenditures

016-7075-533

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Supplies:					
2001 Office Supplies	\$ 50	\$ -	\$ 100	\$ 120	\$ 100
2015 Other Supplies	100	521	100	100	100
2090 Machinery/ Tools & Equip	4,800	13,828	9,000	10,881	16,370
Supplies Subtotal	4,950	14,349	9,200	11,101	16,570
Services & Charges:					
4002 Machinery/Tools/Equipment	7,000	6,631	7,000	10,517	9,000
4012 Water Line Maintenance	2,500	1,000	3,500	3,000	3,500
4060 Technology Lease Fees	1,704	1,704	1,532	1,532	1,960
5001 Accounting	6,000	6,000	6,000	6,000	6,000
5007 Other Professional Services	21,900	14,612	26,900	8,750	25,000
7004 Water	1,105,512	1,042,226	1,514,193	1,326,123	1,167,720
9014 Admin Trans to Fund 014	1,305	1,305	2,030	2,030	2,030
9072 Operator's Agreement	67,626	67,626	69,114	69,114	70,634
Services & Charges Subtotal	1,213,547	1,141,104	1,630,269	1,427,066	1,285,844
Capital Outlay:					
8021 Machinery/ Tools & Equip	10,000	-	180,000	-	180,000
Capital Outlay Subtotal	10,000	-	180,000	-	180,000
Division Total	\$ 1,228,497	\$ 1,155,453	\$ 1,819,469	\$ 1,438,167	\$ 1,482,414

Internal Service Funds Fiscal Year 2018-19

Summary:

Internal Service Funds are used to account for the financing of goods and/or services provided by one department to other departments of the City on a cost-reimbursement basis. While not specifically interrelated, they are shown below for comparison.

The **Motor Pool Fund** is used to account for the revenue and cost of providing vehicles of all types to City departments. This fund provides for maintenance, fuel, and replacement for these vehicles.

The **Technology Fund** is used to account for the revenue and cost of providing technology replacement of all types to City departments.

The **Insurance Fund** is used to account for the revenue and cost of providing health insurance coverage to City employees and retirees. Additionally, the fund is used to account for liability insurance and worker's compensation.

Summary by Division:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Motor Pool	\$ 1,159,659	\$ 1,204,437	\$ 1,189,604	\$ 1,941,815	61.22%
Insurance	7,005,278	8,406,008	9,086,320	8,931,625	6.25%
Technology	277,138	320,500	320,500	106,300	-66.83%
Total	\$ 8,442,075	\$ 9,930,945	\$ 10,596,424	\$ 10,979,740	10.56%

Summary by Expenditure Category:

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19	Percent Change
Personal Services	\$ 1,003,454	\$ 1,109,246	\$ 1,090,690	\$ 1,140,911	2.85%
Supplies	268,136	266,221	264,834	268,644	0.91%
Services & Charges	6,893,347	8,356,528	9,043,654	8,838,054	5.76%
Capital Outlay	277,138	198,950	197,246	732,131	268.00%
Total	\$ 8,442,075	\$ 9,930,945	\$ 10,596,424	\$ 10,979,740	10.56%



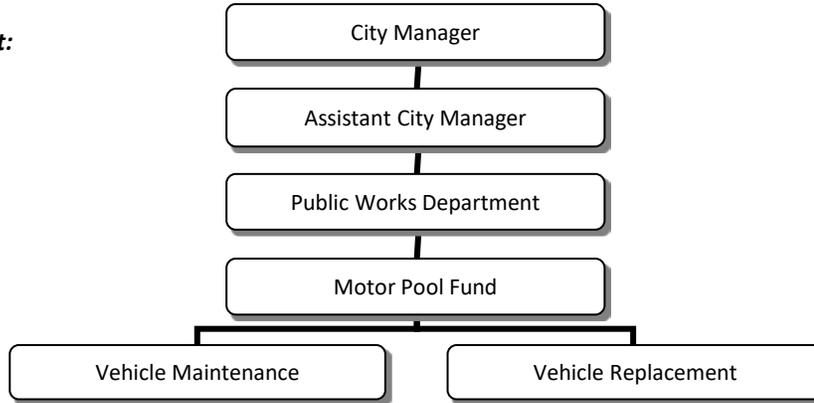
Motor Pool Fund

FY 18-19

Mission Statement:

To account for the revenue and cost of providing vehicles of all types to City Departments and to provide for maintenance, fuel, lubrication and replacement for these vehicles.

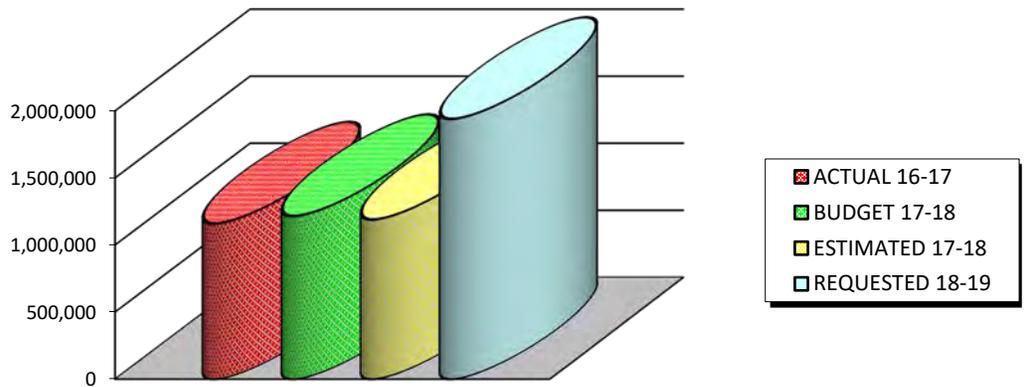
Organizational Chart:



2018-19 Projected Revenues:



Four Year Comparison of Expenses:



City of La Porte
Motor Pool Fund (009 & 024) Summary

	Vehicle Replacement	Vehicle Maintenance	Fund Total
<i>Beginning Fund Balance 9/30/17</i>	\$ 2,828,088	\$ (144,195)	\$ 2,683,893
Plus Estimated 17-18 Revenues	1,981,921	1,157,434	3,139,355
Less Estimated 17-18 Expenditures	712,131	1,189,604	1,901,735
<i>Equals Estimated Working Capital 9/30/18</i>	4,097,878	(176,365)	3,921,513
Plus 18-19 Revenues:			
Charges for Services	2,119,208	1,224,385	3,343,593
Interest	25,000	-	25,000
Total Revenues	2,144,208	1,224,385	3,368,593
<i>Equals Total Resources</i>	6,242,086	1,048,020	7,290,106
Less 18-19 Expenditures:			
Purchase of Vehicles	664,590	-	664,590
Maintenance of Vehicles	-	1,227,534	1,227,534
Total Expenses	664,590	1,227,534	1,892,124
<i>Equals Estimated Working Capital 9/30/19</i>	\$ 5,577,496	\$ (179,514)	\$ 5,397,982
	Estimated 2017-18	Projected 2018-19	
Revenues	\$ 3,139,355	\$ 3,368,593	
Expenses & Commitments	1,901,735	1,892,124	
Revenues over Expenses	\$ 1,237,620	\$ 1,476,469	

City of La Porte
Vehicle Replacement Fund (009)
Statement of Revenues

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Charges for Services:					
408.01-28	Proceeds from Damage to Vehicles	\$ 1,681	\$ -	\$ -	\$ -
408.01-29	Lease Fees	1,962,548	1,937,247	1,937,247	2,119,208
Charges for Services Subtotal		<u>1,964,229</u>	<u>1,937,247</u>	<u>1,937,247</u>	<u>2,119,208</u>
410.02-00	Sale of Equipment	1,016	-	22,174	-
410.05-00	Gain (loss) sale of Equip	5,801	-	-	-
Miscellaneous Subtotal		<u>6,817</u>	<u>-</u>	<u>22,174</u>	<u>-</u>
Interest:					
483.01-00	Interest Income	15,412	16,500	22,500	25,000
Interest Subtotal		<u>15,412</u>	<u>16,500</u>	<u>22,500</u>	<u>25,000</u>
Total Vehicle Replacement Revenues		\$ 1,986,458	\$ 1,953,747	\$ 1,981,921	\$ 2,144,208

City of La Porte
Vehicle Maintenance Fund (024)
Statement of Revenues

Object	Description	Actual 2016-17	Projected 2017-18	Revised 2017-18	Projected 2018-19
Charges for Services:					
408.01-30	Maintenance Fees	\$ 1,138,687	\$ 1,157,434	\$ 1,157,434	\$ 1,224,385
Charges for Services Subtotal		<u>1,138,687</u>	<u>1,157,434</u>	<u>1,157,434</u>	<u>1,224,385</u>
Total Vehicle Maintenance Revenues		\$ 1,138,687	\$ 1,157,434	\$ 1,157,434	\$ 1,224,385

**CITY OF LA PORTE
VEHICLE REPLACEMENT DIVISION
REVENUES FROM DIVISIONS**

Division	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Fire Prevention - ESD	\$ 6,744	\$ 6,031	\$ 6,031	\$ 9,628
Fire Suppression - ESD	431,148	432,760	432,760	446,782
Emergency Medical Services - ESD	163,956	168,446	168,446	171,828
Police Administration	11,424	13,774	13,774	14,515
Police Patrol	239,160	231,131	231,131	272,568
Criminal Investigation	41,712	43,190	43,190	28,521
Support Services	20,052	27,261	27,261	32,216
Golf Course Maintenance	93,228	101,045	101,045	143,607
Emergency Management	3,228	3,360	3,360	3,501
Information Technologies	9,980	8,181	8,181	8,325
Public Works Administration	2,232	4,092	4,092	7,525
Streets	344,424	312,245	312,245	341,244
Residential Solidwaste	282,300	280,195	280,195	295,943
Parks Maintenance	76,476	77,085	77,085	89,453
Recreation	4,488	4,716	4,716	5,006
Special Services	25,608	24,420	24,420	25,733
Planning & Engineering	6,396	2,472	2,472	666
Inspection	10,572	10,661	10,661	9,208
Water Production	8,124	8,979	8,979	9,914
Water Distribution	47,460	47,200	47,200	46,311
Wastewater Collection	72,336	72,290	72,290	85,854
Wastewater Treatment	23,412	23,652	23,652	26,075
Utility Billing	4,356	5,988	5,988	6,293
Airport	5,256	5,448	5,448	5,672
Vehicle Maintenance Fund	28,476	28,742	28,742	32,820
TOTAL	\$ 1,962,548	\$ 1,943,364	\$ 1,943,364	\$ 2,119,208

**CITY OF LA PORTE
VEHICLE MAINTENANCE DIVISION
REVENUES FROM DIVISIONS**

Division	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Fire Prevention	\$ 2,904	\$ 2,778	\$ 2,778	\$ 2,987
Fire Suppression	56,336	58,190	58,190	59,597
Emergency Medical Services	45,231	47,281	47,281	53,582
Police Administration	11,017	10,417	10,417	11,846
Police Patrol	133,824	133,973	133,973	146,721
Criminal Investigation	36,780	37,848	37,848	39,312
Support Services	17,763	17,593	17,593	17,891
Golf Course Maintenance	6,491	4,861	4,861	4,634
Emergency Management	3,103	3,038	3,038	3,222
Information Technologies	3,160	3,241	3,241	-
Public Works Administration	2,334	2,460	2,460	6,046
Streets	247,806	256,718	256,718	273,495
Residential Solidwaste	304,798	318,120	318,120	333,337
Parks Maintenance	78,968	78,358	82,674	82,674
Recreation	1,594	2,894	2,894	3,560
Special Services	17,707	17,159	17,159	18,045
Planning & Engineering	5,067	6,048	6,048	3,192
Inspection	8,028	8,334	8,334	8,439
Water Production	17,166	16,146	16,146	16,664
Water Distribution	50,985	47,918	47,918	50,329
Wastewater Collection	47,996	47,831	47,831	50,114
Wastewater Treatment	22,831	21,644	21,644	22,004
Utility Billing	13,351	10,967	10,967	12,214
Airport	3,502	3,617	3,617	4,480
TOTAL	\$ 1,138,742	\$ 1,157,434	\$ 1,161,750	\$ 1,224,385

**CITY OF LA PORTE
SUMMARY OF VEHICLE REPLACEMENTS
FISCAL YEAR 2017-18**

Account Number	Amount	Unit	Description
009-6049-551-8050	13,000	49-01	2013 John Deere Field Rake
009-6049-551-8050	13,000	49-06	2014 Kubota Z-Turn
009-6049-551-805	34,054	49-08	2015 J.D. Greens Mower 2500B
009-6049-551-8050	5,500	49-12	2007 Ryan Sod Cutter
009-6049-551-8050	15,000	49-24	2006 Fifth Wheel Top Dresser
009-6049-551-8050	22,112	49-31	2011 J.D. Gator
009-6049-551-8050	10,918	49-38	J.D. 200 Gallon Sprayer
009-6049-551-8050	10,000	49-52	2013 Electric Truckster
009-6049-551-8050	24,000	49-53	2013 John DeereTruster
009-5253-521-8050	32,707	53-07	2010 DODGE CHARGER INTERCEPTOR
009-5253-521-8050	32,707	53-12	2010 FORD POLICE INTERCEPTOR
009-5253-521-8050	32,707	53-17	2014 DODGE CHARGER INTERCEPTOR
009-5253-521-8050	32,707	53-23	2013 DODGE CHARGER INTERCEPTOR
009-5253-521-8050	32,707	53-25	2013 DODGE CHARGER INTERCEPTOR
009-5253-521-8050	32,707	53-81	2011 FORD POLICE INTERCEPTOR
009-5059-522-8050	23,500	59-41	2008 CHEVY IMPALA 4-DR
009-7071-531-8050	2,467	71-05	2013 172 RHINO MOWER DECK
009-7071-531-8050	2,467	71-06	2014 172 RHINO MOWER DECK
009-7071-531-8050	2,467	71-41	2008 BUSH HOG MOWER DECK
009-7071-531-8050	39,538	71-65	2008 F350 W/Dump Body
009-7071-531-8050	96,003	71-78	2005 FREIGHTLINER FC80
009-7074-532-8050	19,690	74-21	2008 FORD F150 PICKUP
009-8080-551-8050	13,000	80-11	2012 Kubota ZD-1211-60
009-8080-551-8050	13,000	80-12	2013 Kubota ZD-1211-60
009-7084-533-8050	13,000	84-01	2011 Kubota ZD-326S-60
009-7085-533-8050	19,690	85-39	2008 FORD F150 PICKUP
009-7085-533-8050	36,562	85-47	2008 Ford F350 w/Utility Body
009-7087-532-8050	19,690	87-15	2008 FORD F150 PICKUP
009-9092-524-8050	19,690	92-14	2008 FORD F150 PICKUP
	\$ 664,590		

Motor Pool Fund FY 18-19

The Motor Pool Fund is used to account for the procurement and maintenance of vehicles and is funded through lease and maintenance fees charged to the operating divisions. The Motor Pool fund is the owner of all vehicles and charges lease fees to the operating divisions. The lease fee is based on the expected replacement cost of the vehicle less any salvage value and any lease payments paid to date. The resulting amount is divided by the expected remaining useful life of the vehicle. The maintenance fee is based on a four (4) year repair history of the vehicles in the operating division and is applied equally throughout the year.

The goal of the Vehicle Replacement Division is to provide funding for vehicles to be replaced upon completion of their useful lives.

Vehicle Maintenance Division

Goals:

- Provide quality maintenance of the City's fleet in a cost-effective, efficient manner
- Operate Motor Pool in a manner to ensure cost-effective life cycle and replacement of the City Fleet
- Monitor state and federal regulations concerning the City's compliance with the Clean Air Act

Objectives:

- Performing Life Cycle Cost Analyses of vehicles to ensure timely replacement of City's fleet
- Continue Preventive Maintenance Program on City's fleet
- Ensure City's fleet remains in compliance with the Clean Air Act
- Utilize most cost effective and efficient method of purchasing vehicles and equipment

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
Vehicles repaired	1,445	1,558	1,700
Preventive maintenance performed	710	816	750
Specifications prepared	20	20	19
Number of buyboard/cooperative purchases	20	18	9

Motor Pool Fund
Fiscal Year 2018-19

Vehicle Maintenance Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 747,819	\$ 771,140	\$ 774,320	\$ 797,963	3.48%
<i>Supplies</i>	267,782	266,221	264,834	268,644	0.91%
<i>Services & Charges</i>	144,058	158,126	143,204	163,077	3.13%
<i>Capital Outlay</i>	-	8,950	7,246	-	-100.00%
Division Total	\$ 1,159,659	\$ 1,204,437	\$ 1,189,604	\$ 1,229,684	2.10%

Scope of Services Summary

The Vehicle Maintenance Division is responsible for the preventive maintenance and appearance of the City fleet, assisting departments in the preparation of specifications for requested vehicles, preparing and distributing all cost and usage reports pertaining to vehicles, and submitting recommendations for replacing vehicles at the end of their useful life.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Equip. Services/Solid Waste Superintendent	0.5	0.5	0.5
Equip. Services Supervisor	1.0	1.0	1.0
Parts Manager	1.0	1.0	1.0
Senior Mechanic	4.0	4.0	4.0
Mechanic	2.0	2.0	2.0
Mechanic Assistant	2.0	2.0	2.0
Warehouse Specialist	1.0	1.0	1.0
Total	11.5	11.5	11.5

**City of La Porte, Texas
Vehicle Maintenance
Detail of Expenditures**

024-7074-534

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 481,543	\$ 482,093	\$ 502,354	\$ 506,198	\$ 511,195
1012 Sick Buy Back	3,668	3,668	5,014	5,014	-
1020 Overtime	4,000	9,230	4,000	4,000	4,000
1030 Certification	6,900	6,015	6,900	6,900	6,900
1035 Longevity	5,288	5,316	6,412	5,588	6,908
1041 Tool Allowance	4,200	4,200	4,200	4,200	4,200
1050 WC Loss Time	-	86	-	-	-
1055 Termination Pay (S/V)	-	(2,023)	-	-	-
1060 FICA	37,789	37,648	38,172	39,108	40,791
1065 Retirement	79,674	81,499	84,001	83,225	85,735
1080 Insurance - Medical	119,853	119,853	119,853	119,853	138,000
1081 Insurance - Life	117	234	234	234	234
Personal Services Subtotal	743,032	747,819	771,140	774,320	797,963
Supplies:					
2001 Office Supplies	700	365	700	700	700
2003 Protective Clothing	50	-	600	600	300
2004 Gas and Oil	7,004	8,093	8,055	6,500	7,088
2005 Minor Tools	1,000	850	1,000	800	800
2007 Chemical	1,520	2,116	1,600	1,600	1,600
2009 Medical	100	100	100	100	100
2015 Other Supplies	4,035	4,193	4,200	4,200	4,200
2030 Small Parts	900	714	1,000	1,000	1,000
2040 Vehicle Maintenance	247,100	244,651	247,239	247,640	247,640
2090 Machinery/Tools/Equipment	6,242	6,571	1,527	1,494	5,016
2093 Computer Equipment	130	129	200	200	200
Supplies Subtotal	268,781	267,782	266,221	264,834	268,644
Services & Charges:					
3001 Memberships & Subscriptions	2,200	1,999	2,235	2,235	2,235
3020 Training/Seminars	706	731	1,117	941	500
4002 Machinery/Tools/Equipment	4,000	5,368	2,401	2,000	2,000
4003 Radios/Base Stations	-	165	-	-	-
4011 Building Maintenance	-	-	4,675	4,675	-
4020 Motor Pool Lease Fees	28,476	28,476	28,742	28,742	32,820
4021 VM: Outside Contracts	51,445	58,237	54,825	54,825	54,825
4055 Computer Software	18,514	18,490	20,131	20,131	22,040
4060 Technology Lease Fees	2,982	2,982	2,681	2,681	3,430
6001 Uniforms	3,800	4,021	4,000	4,000	4,000
7002 Natural Gas	1,000	1,004	2,000	2,389	2,000
9014 Adm Transfer to Fund 014	13,236	13,236	20,585	20,585	20,585
9095 Auto Inventory in Process	-	9,349	14,734	-	-
9997 Special Programs	-	-	-	-	18,642
Services & Charges Subtotal	126,359	144,058	158,126	143,204	163,077
Capital Outlay:					
8023 Computer Hardware/Software	-	-	8,950	7,246	-
Capital Outlay Subtotal	-	-	8,950	7,246	-
Division Total	\$ 1,138,172	\$ 1,159,659	\$ 1,204,437	\$ 1,189,604	\$ 1,229,684



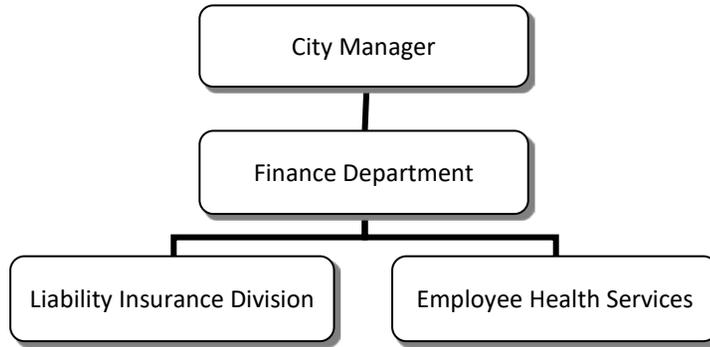
Insurance Fund

FY 18-19

Mission Statement:

To account for the revenue and cost of providing health insurance to City employees and retirees.

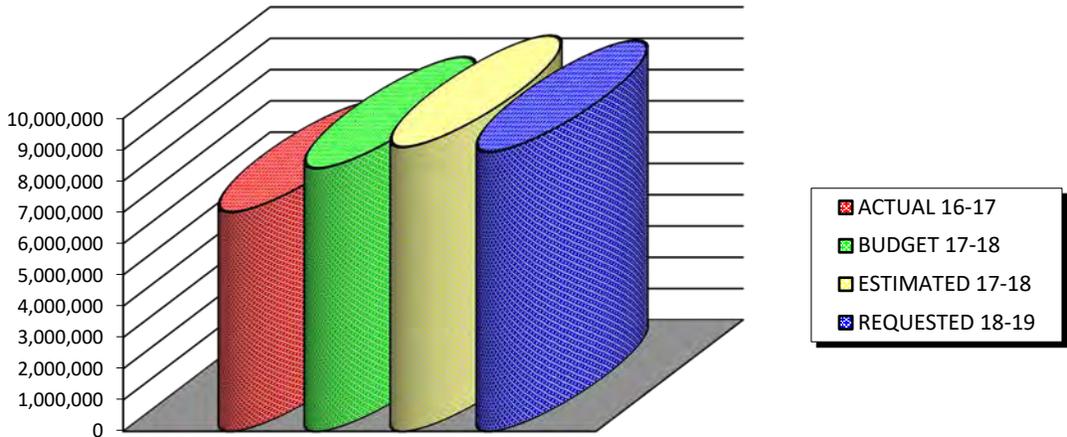
Organizational Chart:



2018-19 Projected Revenues:



Four Year Comparison of Expenses:



**City of La Porte
Insurance Fund (014) Summary**

	Liability Insurance	Employee Health Services	Fund Total
Beginning Fund Balance 9/30/17	\$ 115,361	\$ 1,098,292	\$ 1,213,653
Plus Estimated 17-18 Revenues	750,567	7,354,328	8,104,895
Less Estimated 17-18 Expenditures	782,830	8,303,490	9,086,320
Equals Estimated Working Capital 9/30/18	83,098	149,130	232,228
Plus 18-19 Revenues:			
Charges to Departments	-	5,302,869	5,302,869
Employee Contributions	-	600,000	600,000
Retiree Contributions	-	105,000	105,000
Administrative Transfers	747,067	2,000,000	2,747,067
Interest	3,500	3,500	7,000
Total Revenues	750,567	8,011,369	8,761,936
Equals Total Resources	833,665	8,160,499	8,994,164
Less 18-19 Expenditures:			
Employee Health Services	-	8,080,039	8,080,039
Liability Insurance Division	851,586	-	851,586
Total Expenses	851,586	8,080,039	8,931,625
Equals Estimated Working Capital 9/30/19	\$ (17,921)	\$ 80,460	\$ 62,539

Liability Insurance Division

	Estimated 2017-18	Projected 2018-19
Revenues	\$ 750,567	\$ 750,567
Expenses	782,830	851,586
Revenues over Expenses	\$ (32,263)	\$ (101,019)

Employee Health Services Division

	Estimated 2017-18	Projected 2018-19
Revenues	\$ 7,354,328	\$ 8,011,369
Expenses	8,303,490	8,080,039
Revenues over Expenses	\$ (949,162)	\$ (68,670)

City of La Porte
Insurance Fund (014)
Statement of Revenues

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Employee Health Services					
408.01-28	Proceeds from Damages	\$ 2,500	\$ -	\$ -	\$ -
408.04-01	Charges to Departments	4,646,665	4,646,665	4,646,665	5,302,869
408.04-02	Employee Contributions	563,986	455,000	599,301	600,000
408.04-03	Cobra Contributions	16,896	-	-	-
408.04-04	Retiree Contributions	93,100	105,000	104,862	105,000
Employee Health Services Subtotal		<u>5,323,147</u>	<u>5,206,665</u>	<u>5,350,828</u>	<u>6,007,869</u>
Administrative Transfers:					
480.01-01	Transfer from General Fund	2,416,878	2,651,445	2,649,445	2,649,445
480.01-02	Transfer from Utility Fund	47,711	74,201	74,201	74,201
480.01-10	Transfer from Airport Fund	518	806	806	806
480.01-16	Transfer from LPAWA Fund	1,305	2,030	2,030	2,030
480.01-24	Transfer from Vehicle Maintenance Fun	13,236	20,585	20,585	20,585
Administrative Transfers Subtotal		<u>2,479,648</u>	<u>2,749,067</u>	<u>2,747,067</u>	<u>2,747,067</u>
Interest:					
483.01-00	Interest Income	6,955	5,000	7,000	7,000
Interest Subtotal		<u>6,955</u>	<u>5,000</u>	<u>7,000</u>	<u>7,000</u>
Total Insurance Fund		\$ 7,809,750	\$ 7,960,732	\$ 8,104,895	\$ 8,761,936

**CITY OF LA PORTE
INSURANCE FUND
REVENUES FROM DIVISIONS**

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Fire Prevention	\$ 41,688	\$ 41,688	\$ 41,688	\$ 48,000
Fire Suppression	145,908	145,908	145,908	168,000
Emergency Medical Services	270,972	270,972	270,972	312,000
Police Administration	62,532	62,532	62,532	72,000
Police Patrol	510,678	552,366	552,366	552,366
Criminal Investigation	205,634	198,018	198,018	228,000
Support Services	323,082	323,082	323,082	372,000
Golf Course Clubhouse	41,688	41,688	41,688	48,000
Golf Course Maintenance	104,220	104,220	104,220	120,000
Administration	28,661	26,055	26,055	33,000
Emergency Management	31,266	31,266	31,266	36,000
Human Resources	31,266	31,266	31,266	36,000
Municipal Court	93,798	93,798	93,798	108,000
Purchasing	31,266	31,266	31,266	36,000
Information Technologies Division	72,954	72,954	72,954	84,000
City Secretary	41,688	41,688	41,688	48,000
Legal	13,245	13,245	13,245	14,823
Accounting	88,587	88,587	88,587	102,000
Tax	36,477	36,477	36,477	48,000
General Fund Non-Departmental	491,990	491,990	491,990	611,280
Public Works Administration	54,194	75,038	75,038	86,400
Streets	299,633	299,633	299,633	333,000
Residential Solidwaste	237,101	237,101	237,101	273,000
Parks Maintenance	260,550	260,550	260,550	300,000
Recreation	72,242	72,242	72,242	57,000
Special Services	62,532	62,532	62,532	72,000
Parks Administration	65,138	64,616	64,616	74,400
Planning & Engineering	62,532	41,688	41,688	48,000
GIS Division	20,844	20,844	20,844	24,000
Inspections	114,642	114,642	114,642	132,000
Water Production	65,095	45,075	45,075	51,900
Water Distribution	177,978	123,240	123,240	141,900
Wastewater Collection	162,927	112,818	112,818	129,900
Wastewater Treatment	140,350	97,185	97,185	111,900
Utility Billing	135,459	93,798	93,798	102,000
Utility Fund Non-Departmental	123,296	85,376	85,376	92,400
Airport	7,525	5,211	5,211	6,000
Insurance Fund	10,422	10,422	10,422	12,000
Vehicle Maintenance	119,853	119,853	119,853	138,000
Emergency Services District	10,422	10,422	10,422	12,000
Hotel/Motel Fund	13,028	13,549	13,549	15,600
La Porte Development Corporation	10,423	13,028	13,028	12,000
TOTAL	\$ 4,893,786	\$ 4,677,929	\$ 4,677,929	\$ 5,302,869

Administration Department
FY 18-19

Liability Insurance Division

Goals:

- Improve City employees safety performance

Objectives:

- Improve safety awareness
- Reduce accidents and injuries
- Create an atmosphere that stresses accident prevention

Insurance Fund
Fiscal Year 2018-19

Liability Insurance Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 255,635	\$ 338,106	\$ 316,370	\$ 342,948	1.43%
<i>Supplies</i>	354	-	-	-	
<i>Services & Charges</i>	402,519	410,960	466,460	508,638	23.77%
Division Total	<u>\$ 658,508</u>	<u>\$ 749,066</u>	<u>\$ 782,830</u>	<u>\$ 851,586</u>	13.69%

Scope of Services Summary

The Liability Insurance Division of the Employee Health Services Fund is used to account for the cost of providing liability insurance and worker's compensation to the employees of the City. It is administered by a third party and is funded with charges to the operating divisions based on their staffing levels.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Requested 2018-19
Risk and Safety Specialist	-	1.00	1.00
Total	-	1.00	1.00

City of La Porte, Texas
 Liability Insurance
 Detail of Expenditures

014-6142-515

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 19,759	\$ 23,813	\$ 42,542	\$ 45,128	\$ 45,128
1020 Overtime	31	434	-	-	-
1060 FICA	1,488	1,688	3,255	3,452	3,452
1065 Retirement	3,212	3,914	6,866	7,347	7,347
1070 Workers Compensation	220,000	215,364	275,000	250,000	275,000
1080 Medical	10,422	10,422	10,422	10,422	12,000
1081 Insurance - Life	-	-	21	21	21
Personal Services Subtotal	254,912	255,635	338,106	316,370	342,948
Supplies:					
2093 Computer Equipment	354	354	-	-	-
Supplies Subtotal	354	354	-	-	-
Services & Charges:					
3001 Memberships & Subscriptions	-	-	460	460	460
3020 Training/Seminars	-	985	4,000	2,500	2,500
3022 Employee Training	-	-	1,000	500	500
6006 Miscellaneous Services	185	185	-	-	-
6007 Insurance	396,921	398,640	400,000	460,000	500,000
6022 Citizen Claims	4,815	2,709	5,000	2,500	3,000
6072 Safety Recognition Program	-	-	500	500	500
9997 Budget Requests	-	-	-	-	1,678
Services & Charges Subtotal	401,921	402,519	410,960	466,460	508,638
Division Total	\$ 657,187	\$ 658,508	\$ 749,066	\$ 782,830	\$ 851,586

**Administration Department
FY 18-19**

Employee Health Services

Goals:

- Enhance employee benefits

Objectives:

- Raise level of benefits where possible as tool for recruitment
- Create belief that City takes care of its employees
- Educate employees about current benefits

Performance Indicators:

	Actual 2016-17	Estimated 2017-18	Proposed 2018-19
City-wide employee/retiree health insurance presentations		5	5
City-wide diabetes center of america presentations		1	1
City-wide Employee Assistance Program (EAP) presentations		1	1
City-wide flexible spending account (FSA) presentations		5	5
Employee rates of participation		84%	85%
Employee benefits as a % of total salaries and wages		38.4%	41.2%

Insurance Fund
Fiscal Year 2018-19

Employee Health Services Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Services & Charges</i>	6,346,770	7,656,942	8,303,490	8,080,039	5.53%
Division Total	<u>\$ 6,346,770</u>	<u>\$ 7,656,942</u>	<u>\$ 8,303,490</u>	<u>\$ 8,080,039</u>	5.53%

Scope of Services Summary

The Employee Health Services division is used to account for the cost of providing medical insurance to full time employees of the City. It is administered by a third party and is funded with charges to the operating divisions based on their staffing levels.

City of La Porte, Texas
Employee Health Services
Detail of Expenditures

014-6144-515

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Services & Charges:					
2015 Other Supplies	\$ -	\$ -	\$ 500	\$ -	\$ 250
5004 Consulting	47,500	47,500	47,500	47,500	47,500
5006 Fiscal Services	30,250	30,971	14,400	14,400	8,400
5011 Claims Administration	177,615	183,209	186,496	186,496	193,000
6011 Claims Paid	6,118,625	5,480,480	6,661,928	7,332,916	7,000,000
6012 Re-insurance Premiums	371,968	368,320	437,487	416,947	479,489
6023 Long-Term Disability	50,400	47,440	54,000	54,000	48,000
6025 Aetna Advantage Plan	195,000	183,407	242,931	242,931	295,400
6073 Wellness Program	10,500	5,443	11,700	8,300	8,000
Services & Charges Subtotal	7,001,858	6,346,770	7,656,942	8,303,490	8,080,039
Division Total	\$ 7,001,858	\$ 6,346,770	\$ 7,656,942	\$ 8,303,490	\$ 8,080,039

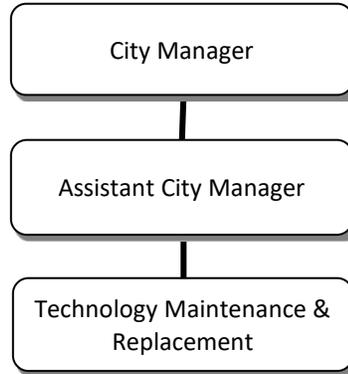
Technology Fund

FY 18-19

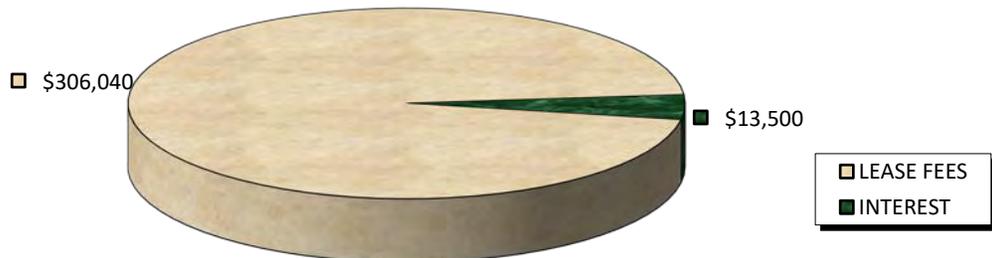
Mission Statement:

To account for revenue and cost of providing computers, telephones & other technology of all types to City Departments and to provide for repair, and replacement for this technology.

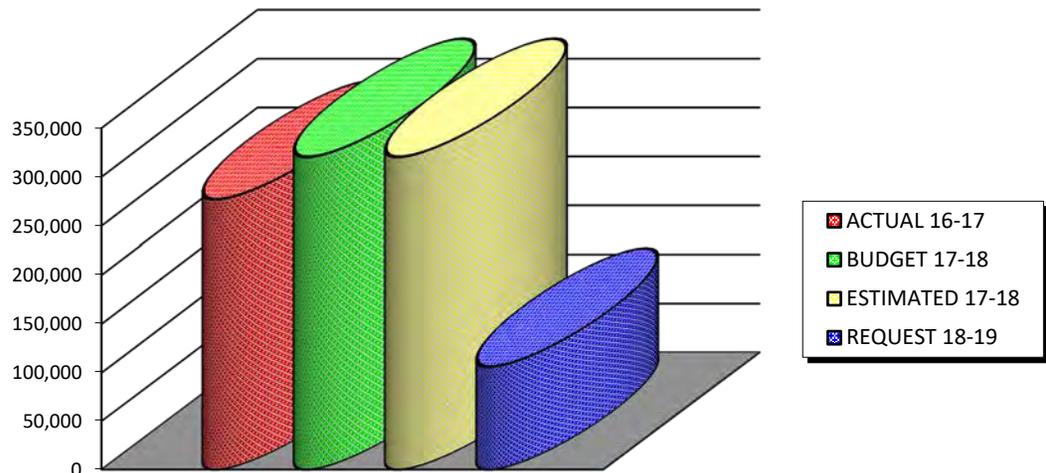
Organizational Chart:



2018-19 Projected Revenues:



Four Year Comparison of Expenses:



**City of La Porte
Technology Fund (023) Summary**

Beginning Fund Balance 9/30/17		\$ 1,686,136
Plus Estimated 17-18 Revenues		446,242
Less Estimated 17-18 Expenditures		320,500
Equals Estimated Working Capital 9/30/18		1,811,878
Plus 18-19 Revenues:		
Lease Fees	306,040	
Interest	13,500	
Total Revenues		319,540
Equals Total Resources		2,131,418
Less 17-18 Expenses:		
Replacement of Hardware / Software	106,300	
Total Expenses		106,300
Equals Estimated Working Capital 9/30/19		\$ 2,025,118

	Estimated 2017-18	Projected 2018-19
Revenues	\$ 446,242	\$ 319,540
Expenses	320,500	106,300
Revenues over Expenses	\$ 125,742	\$ 213,240

City of La Porte
Technology Fund (023)
Statement of Revenues

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Charges for Services:					
408.01-29	Lease Fees	\$ 444,966	\$ 433,242	\$ 433,242	\$ 306,040
Charges for Services Subtotal		<u>444,966</u>	<u>433,242</u>	<u>433,242</u>	<u>306,040</u>
Interest:					
483.01-00	Interest Income	10,129	9,000	13,000	13,500
Interest Subtotal		<u>10,129</u>	<u>9,000</u>	<u>13,000</u>	<u>13,500</u>
Total Computer Fund Revenues		\$ 455,095	\$ 442,242	\$ 446,242	\$ 319,540

**CITY OF LA PORTE
TECHNOLOGY FUND
INFRASTRUCTURE FEES FROM DIVISIONS**

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Fire Prevention	\$ 1,704	\$ 1,532	\$ 1,532	\$ 1,924
Fire Suppression	7,668	6,894	6,894	10,208
Emergency Medical Services	7,668	6,894	6,894	9,108
Police Administration	13,240	12,724	12,724	7,872
Police Patrol	232,008	227,708	227,708	143,600
Criminal Investigation	46,374	45,385	45,385	10,388
Support Services	60,872	60,012	60,012	38,220
Administration	1,278	1,149	1,149	1,468
Golf Course Club House	2,130	1,915	1,915	2,680
Emergency Management	852	766	766	3,712
Human Resources	1,704	1,532	1,532	1,924
Municipal Court	6,816	6,128	6,128	6,996
Purchasing	1,704	1,532	1,532	2,024
Management Info Systems	12,780	11,490	11,490	11,380
City Secretary	1,704	1,532	1,532	2,024
City Council	3,834	3,447	3,447	3,704
Accounting	4,686	4,213	4,213	5,216
Tax	2,130	1,915	1,915	2,180
Public Works Administration	2,130	1,915	1,915	2,780
Streets	1,278	1,149	1,149	1,468
Residential Solidwaste	-	383	383	456
Parks Maintenance	1,278	1,149	1,149	1,368
Recreation	2,556	2,298	2,298	2,336
Special Services	2,130	1,915	1,915	3,080
Parks Administration	2,130	1,915	1,915	2,880
Planning & Engineering	4,260	3,830	3,830	4,760
GIS Division	1,278	1,149	1,149	1,268
Inspections	5,112	4,596	4,596	5,672
Water Distribution	1,278	1,149	1,149	1,268
Wastewater Collection	1,278	1,149	1,149	1,268
Wastewater Treatment	1,278	1,149	1,149	1,468
Utility Billing	4,575	8,132	8,132	6,468
La Porte Area Water Authority	1,704	1,532	1,532	1,424
Vehicle Maintenance	2,982	2,681	2,681	2,992
Hotel/Motel	426	383	383	456
TOTAL	\$ 444,825	\$ 433,242	\$ 433,242	\$ 306,040

Technology Fund
Fiscal Year 2018-19

Technology Replacement Division

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
Services & Charges	\$ -	\$ 130,500	\$ 130,500	\$ 86,300	-33.87%
<i>Capital Outlay</i>	<u>277,138</u>	<u>190,000</u>	<u>190,000</u>	<u>20,000</u>	-89.47%
Division Total	<u><u>\$ 277,138</u></u>	<u><u>\$ 320,500</u></u>	<u><u>\$ 320,500</u></u>	<u><u>\$ 106,300</u></u>	-66.83%

Scope of Services Summary

The Technology Replacement Fund is responsible for the preventive maintenance and repair of the City's computer system. Lease fees are collected from the various City Divisions and deposited into the Fund. In return, the Division receives repairs when machines break down and replacement when machines have reached the end of their useful life.

City of La Porte, Texas
 Technology Infrastructure
 Detail of Expenditures

023-0000-580

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Services & Charges:					
4050 Computer Hardware	\$ -	\$ -	\$ 124,000	\$ 124,000	\$ -
4055 Computer Software	-	-	6,500	6,500	86,300
Services & Charges Subtotal	-	-	130,500	130,500	86,300
Capital Outlay:					
8023 Computer Equipment	394,656	277,138	190,000	190,000	20,000
Capital Outlay Subtotal	394,656	277,138	190,000	190,000	20,000
Division Total	\$ 394,656	\$ 277,138	\$ 320,500	\$ 320,500	\$ 106,300

**City of La Porte
Grant Fund (032) Summary**

Beginning Fund Balance 9/30/17		\$ 2,363,712
Plus Estimated 17-18 Revenues		533,836
Less Estimated 17-18 Expenditures		1,152,584
Estimated Fund Balance 9/30/18		1,744,964
Plus 18-19 Revenues:		
Municipal Court Reserve Funds	79,000	
Child Safety Funds	50,000	
Emergency Services Grants	31,668	
Public Safety Grants	163,738	
AAA Grant	47,300	
Donations	850	
Total Revenues		372,556
Equals Total Resources		2,117,520
Less 18-19 Expenditures:		
Confiscated Funds	131,382	
Municipal Court Reserve Funds	107,765	
Child Safety Funds	79,185	
Helping Heroes Grants	20,000	
SETRAC	5,000	
LEPC	6,668	
Emergency Management	25,000	
STEP - Speed/Intersection Traffic Control Grant	44,978	
CMV - Commercial Motor Vehicle Grant	12,000	
HGAC - DWI Enforcement	6,000	
Tobacco Grant	3,600	
Texas Comptroller - Sexual Assault/Medical Exams	7,000	
Victim Coordinator Liaison Grant	42,000	
High Intensity Drug Traffic Area Grant	16,460	
OCDETF	6,000	
Bulletproof Vest Partnership	5,700	
LEOSE	15,000	
NRA Foundation Grant (SWAT Equipment)	5,000	
Animal Control Donation Funds	43,000	
Shell Pipeline Donation Funds	850	
Other Donation Funds	2,500	
Houston/Harris County Area Agency on Aging	47,300	
Park Zone Funding - Northwest Park Walking Trail	25,000	
Tree Fund	50,000	
Total Expenditures		707,388
Ending Fund Balance 9/30/19		\$ 1,410,132

	Estimated 2017-18	Projected 2018-19	
Revenues	\$ 533,836	\$ 372,556	
Expenditures	1,152,584	707,388	
Revenues over Expenditures	\$ (618,748)	\$ (334,832)	

City of La Porte
Grant Fund (032)
Statement of Revenues

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Fines & Forfeits:					
407.23-00	Child Safety Fee	\$ 51,007	\$ 47,000	50,000	\$ 50,000
407.27-00	Security Fee	27,511	27,500	27,500	30,000
407.28-00	Technology Fee	36,681	37,000	37,000	40,000
407.33-00	Confiscated Funds - Federal	79,601	-	21,644	-
407.34-00	Confiscated Funds - State	133,009	-	19,005	-
407.37-00	Judicial Fund	9,969	8,500	9,000	9,000
	Fines & Forfeits Subtotal	<u>337,778</u>	<u>120,000</u>	<u>164,149</u>	<u>129,000</u>
Charges for Services:					
408.01-43	Park Development	35,552	-	23,432	-
408.01-44	Animal Control Donations	-	-	-	-
	Charges for Services Subtotal	<u>35,552</u>	<u>-</u>	<u>23,432</u>	<u>-</u>
Intergovernmental:					
409.01-00	Public Safety Grants	300,505	295,448	295,448	163,738
409.02-00	AAA Grant	64,127	69,251	69,251	47,300
409.03-00	Emergency Services Grants	8,223	48,287	48,287	31,668
409.04-00	Community Development Grants	582,045	-	-	-
409.09-00	Public Works Grants	122,993	-	-	-
	Intergovernmental Subtotal	<u>1,077,893</u>	<u>412,986</u>	<u>412,986</u>	<u>242,706</u>
Miscellaneous:					
410.07-00	Donations	500	850	850	850
	Miscellaneous Subtotal	<u>500</u>	<u>850</u>	<u>850</u>	<u>850</u>
Interest:					
483.01-00	Interest Income	17,531	-	15,000	-
	Interest Subtotal	<u>17,531</u>	<u>-</u>	<u>15,000</u>	<u>-</u>
	Total Grant Fund	\$ 1,469,254	\$ 533,836	616,417	\$ 372,556

City of La Porte, Texas
 Grant Fund - Seized Funds - Federal
 Detail of Expenditures

032-5253-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services				
1020 Overtime	\$ -	\$ 18,000	\$ 18,000	\$ 18,000
1060 FICA	-	1,377	1,377	1,377
1065 Retirement	-	2,905	2,905	2,905
Personal Services Subtotal	-	22,282	22,282	22,282
Supplies				
2090 Machinery/Tools/Equipment	-	-	-	5,100
Supplies Subtotal	-	-	-	5,100
Services & Charges:				
4050 Computer Hardware	-	2,000	2,000	-
Services & Charges Subtotal	-	2,000	2,000	-
Capital Outlay				
8002 Building Improvements	-	-	-	25,000
8021 Machinery, Tools & Equipment	6,000	-	-	20,000
Capital Subtotal	6,000	-	-	45,000
Division Total	\$ 6,000	\$ 24,282	\$ 24,282	\$ 72,382

City of La Porte, Texas
Grant Fund - Seized Funds - State
Detail of Expenditures

032-5253-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services				
1010 Regular Earnings	\$ 4,694	\$ -	\$ -	\$ -
1020 Overtime	2,434	-	-	-
1060 FICA	502	-	-	-
1065 Retirement	1,188	-	-	-
Personal Services Subtotal	8,818	-	-	-
Supplies				
2003 Protective Clothing	5,020	7,400	7,400	2,000
2015 Other Supplies	23,209	5,000	5,000	5,000
2090 Machinery/Tools/Equipment	-	1,700	1,700	8,542
Supplies Subtotal	28,229	14,100	14,100	15,542
Services & Charges:				
3001 Memberships & Subscriptions	9,845	9,900	9,900	10,500
3020 Training & Seminars	14,357	22,170	22,170	22,170
4006 Heating & A/C Equipment	1,500	-	-	-
4019 Rental of Equipment	6,600	7,200	7,200	7,200
4055 Computer Software	3,972	3,588	3,588	3,588
Services & Charges Subtotal	36,274	42,858	42,858	43,458
Capital Outlay				
8021 Machinery, Tools & Equipment	9,644	70,000	70,000	-
8023 Computer Equipment	8,451	15,000	15,000	-
Capital Subtotal	18,095	85,000	85,000	-
Division Total	\$ 89,069	\$ 141,958	\$ 141,958	\$ 59,000

City of La Porte, Texas
 Grant Fund - Municipal Court Reserve Funds
 Detail of Expenditures

032-6064-512

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Services & Charges:				
4080 Building Security	\$ 26,824	\$ 34,150	\$ 34,150	\$ 46,050
4081 Technology	24,823	28,650	28,650	36,215
4082 Judicial Efficiency	2,102	8,000	8,000	25,500
Services & Charges Subtotal	<u>53,749</u>	<u>70,800</u>	<u>70,800</u>	<u>107,765</u>
Division Total	\$ 53,749	\$ 70,800	\$ 70,800	\$ 107,765

City of La Porte, Texas
 Grant Fund - Child Safety Funds (Police Department)
 Detail of Expenditures

032-5256/58-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services				
1010 Regular Earnings	\$ 1,283	\$ -	\$ -	\$ -
1020 Overtime	3,755	14,000	14,000	14,000
1060 FICA	242	1,072	1,072	1,072
1065 TMRS	621	2,469	2,469	2,469
Personal Services Subtotal	5,901	17,541	17,541	17,541
Supplies				
2015 Other Supplies	2,694	1,500	1,500	1,500
2017 Specialized Supplies	10,252	12,500	12,500	12,500
Supplies Subtotal	12,946	14,000	14,000	14,000
Services & Charges:				
3001 Memberships & Subscriptions	3,099	3,995	3,995	-
3020 Training & Seminars	6,710	12,227	12,227	14,269
4050 Computer Hardware	3,519	-	-	-
4055 Computer Software	1,934	1,799	1,799	7,375
Services & Charges Subtotal	15,262	18,021	18,021	21,644
Capital Outlay				
8023 Computer Equipment	-	-	-	-
8050 Motor Vehicles	-	6,600	6,600	-
Capital Outlay Subtotal	-	6,600	6,600	-
Division Total	\$ 34,109	\$ 56,162	\$ 56,162	\$ 53,185

City of La Porte, Texas
 Grant Fund - Child Safety Funds (Municipal Court)
 Detail of Expenditures

032-6064-512

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:				
1020 Overtime	\$ 836	\$ 13,500	\$ 13,500	\$ 13,500
1060 FICA	129	-	-	-
1065 TMRS	285	-	-	-
Personal Services Subtotal	<u>1,250</u>	<u>13,500</u>	<u>13,500</u>	<u>13,500</u>
Supplies				
2008 Educational	<u>28</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Supplies Subtotal	28	2,500	2,500	2,500
Services & Charges:				
5007 Other Professional Services	<u>700</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Services & Charges Subtotal	700	10,000	10,000	10,000
Division Total	\$ 1,978	\$ 26,000	\$ 26,000	\$ 26,000

City of La Porte, Texas
 Grant Fund - Helping Heroes (Fire Suppression)
 Detail of Expenditures

032-5051-522

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Supplies				
2090 Machinery/Tools/Equipment	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
Supplies Subtotal	-	15,000	15,000	15,000
Division Total	\$ -	\$ 15,000	\$ 15,000	\$ 15,000

City of La Porte, Texas
 Grant Fund - Helping Heroes (EMS)
 Detail of Expenditures

032-5059-522

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Supplies				
2090 Machinery/Tools/Equipment	\$ 3,489	\$ 5,000	\$ 5,000	\$ 5,000
Supplies Subtotal	3,489	5,000	5,000	5,000
Division Total	\$ 3,489	\$ 5,000	\$ 5,000	\$ 5,000

City of La Porte, Texas
 Grant Fund - Southeast Texas Regional Advisory Council (SETRAC)
 Detail of Expenditures

032-5059-522

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Supplies				
2055 EMS Drugs and Supplies	\$ 4,723	\$ 5,000	\$ 5,000	\$ 5,000
Supplies Subtotal	4,723	5,000	5,000	5,000
Division Total	\$ 4,723	\$ 5,000	\$ 5,000	\$ 5,000

City of La Porte, Texas
Grant Fund - Local Emergency Planning Committee (LEPC)
Detail of Expenditures

032-6054-510

	Actual 2015-16	Budget 2016-17	Estimated 2016-17	Adopted 2017-18
Supplies				
4070 Emergency Management	\$ -	\$ 5,000	\$ 5,000	\$ 6,668
Supplies Subtotal	-	5,000	5,000	6,668
 Division Total	 \$ -	 \$ 5,000	 \$ 5,000	 \$ 6,668

City of La Porte, Texas
Grant Fund - Emergency Management - Joint Participation
Detail of Expenditures

032-6054-510

	Actual 2015-16	Budget 2016-17	Estimated 2016-17	Adopted 2017-18
Personal Services:				
1010 Regular Earnings	\$ -	\$ -	\$ -	\$ 25,000
Personal Services Subtotal	-	-	-	25,000
 Division Total	 \$ -	 \$ -	 \$ -	 \$ 25,000

City of La Porte, Texas
 Grant Fund - Speed/Intersection Traffic Control (STEP)
 Detail of Expenditures

032-5253-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Personal Services				
1010 Regular Earnings	\$ 16,606	\$ -	\$ -	\$ -
1020 Overtime	49,997	49,088	49,088	44,978
1060 FICA	912	-	-	-
1065 TMRS	1,673	-	-	-
Personal Services Subtotal	<u>69,188</u>	<u>49,088</u>	<u>49,088</u>	<u>44,978</u>
Division Total	\$ 69,188	\$ 49,088	\$ 49,088	\$ 44,978

City of La Porte, Texas
 Grant Fund - HGAC - DWI Enforcement
 Detail of Expenditures

032-5253-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Personal Services:				
1010 Regular Earnings	346	-	-	-
1020 Overtime	4,798	6,000	6,000	6,000
1060 FICA	10	-	-	-
1065 TMRS	23	-	-	-
Personal Services Subtotal	5,177	6,000	6,000	6,000
Division Total	\$ 5,004	\$ 6,000	\$ 6,000	\$ 6,000

City of La Porte, Texas
 Grant Fund - CMV - Commercial Motor Vehicle Grant
 Detail of Expenditures

032-5253-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Personal Services:				
1020 Overtime	\$ -	\$ -	\$ -	\$ 12,000
Personal Services Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,000</u>
 Division Total	 \$ -	 \$ -	 \$ -	 \$ 12,000

City of La Porte, Texas
 Grant Fund - Tobacco Grant
 Detail of Expenditures

032-5256-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Personal Services:				
1010 Regular Earnings	\$ 791	\$ -	\$ -	\$ -
1020 Overtime	2,126	3,600	3,600	3,600
1060 FICA	221	-	-	-
1065 TMRS	475	-	-	-
Personal Services Subtotal	<u>3,613</u>	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>
Division Total	\$ 3,218	\$ 3,600	\$ 3,600	\$ 3,600

City of La Porte, Texas
 Grant Fund - Texas Comptroller - Sexual Assault/Medical Exams
 Detail of Expenditures

032-5256-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Services & Charges:				
5007 Other Professional Services	\$ 4,458	\$ 7,000	\$ 7,000	\$ 7,000
Services & Charges Subtotal	4,458	7,000	7,000	7,000
Division Total	\$ 4,458	\$ 7,000	\$ 7,000	\$ 7,000

City of La Porte, Texas
 Grant Fund - Victim Coordinator Liaison Grant
 Detail of Expenditures

032-5256-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Personal Services:				
1010 Regular Earnings	\$ 40,083	\$ 42,000	\$ 42,000	\$ 42,000
Personal Services Subtotal	<u>40,083</u>	<u>42,000</u>	<u>42,000</u>	<u>42,000</u>
Division Total	\$ 40,083	\$ 42,000	\$ 42,000	\$ 42,000

City of La Porte, Texas
 Grant Fund - High Intensity Drug Traffic Area Grant (HIDTA)
 Detail of Expenditures

032-5256-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Personal Services				
1020 Overtime	\$ -	\$ 8,360	\$ 8,360	\$ 8,360
Personal Services Subtotal	<u>-</u>	<u>8,360</u>	<u>8,360</u>	<u>8,360</u>
Services & Charges:				
4019 Rental of Equipment	<u>8,775</u>	<u>8,100</u>	<u>8,100</u>	<u>8,100</u>
Services & Charges Subtotal	8,775	8,100	8,100	8,100
Division Total	\$ 8,775	\$ 16,460	\$ 16,460	\$ 16,460

City of La Porte, Texas
 Grant Fund - Organized Crime & Drug Enforcement Task Force Grant
 Detail of Expenditures

032-5256-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Personal Services:				
1010 Regular Earnings	\$ 3,759	\$ -	\$ -	\$ -
1020 Overtime	8,257	6,000	6,000	6,000
1060 FICA	154	-	-	-
1065 TMRS	337	-	-	-
Personal Services Subtotal	<u>12,507</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Division Total	\$ 10,628	\$ 6,000	\$ 6,000	\$ 6,000

City of La Porte, Texas
 Grant Fund - Bulletproof Vest Partnership
 Detail of Expenditures

032-5253-521

	Actual 2016-17	Budget 2017-18	0	Estimated 2017-18	Adopted 2018-19
Supplies					
2003 Protective Clothing	\$ 5,685	\$ 3,750		\$ 3,750	\$ 5,700
Supplies Subtotal	<u>5,685</u>	<u>3,750</u>		<u>3,750</u>	<u>5,700</u>
 Division Total	 \$ 5,685	 \$ 3,750		 \$ 3,750	 \$ 5,700

City of La Porte, Texas
 Grant Fund - LEOSE Grant
 Detail of Expenditures

032-5252-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Services & Charges				
3020 Training/Seminars	\$ 4,583	\$ 17,500	\$ 17,500	\$ 15,000
Services & Charges Subtotal	4,583	17,500	17,500	15,000
Division Total	\$ 4,583	\$ 17,500	\$ 17,500	\$ 15,000

City of La Porte, Texas
 Grant Fund - NRA Foundation Grant for SWAT Equipment
 Detail of Expenditures

032-5253-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Supplies:				
2017 Specialized Supplies	\$ 3,789	\$ 5,000	\$ 5,000	\$ 5,000
Supplies Subtotal	<u>3,789</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
 Division Total	 \$ 3,789	 \$ 5,000	 \$ 5,000	 \$ 5,000

City of La Porte, Texas
Grant Fund - Other Donations for PD
Detail of Expenditures

032-5253-521

	Actual 2015-16	Budget 2016-17	Estimated 2016-17	Adopted 2017-18
Supplies				
2015 Other Supplies	\$ -	\$ -	\$ -	\$ 2,500
Supplies Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,500</u>
 Division Total	 \$ -	 \$ -	 \$ -	 \$ 2,500

City of La Porte, Texas
 Grant Fund - Animal Control Funds
 Detail of Expenditures

032-5258-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Supplies:				
2007 Chemicals	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
2015 Other Supplies	3,644	10,000	10,000	10,000
Supplies Subtotal	<u>3,644</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>
Services & Charges:				
5007 Other Professional Services	-	20,000	20,000	20,000
6006 Miscellaneous	-	-	-	10,000
Services & Charges Subtotal	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>30,000</u>
Division Total	\$ 3,644	\$ 33,000	\$ 33,000	\$ 43,000

City of La Porte, Texas
 Grant Fund - Donations - Shell Pipeline
 Detail of Expenditures

032-5253-521

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Supplies:				
2015 Other Supplies	\$ 705	\$ 850	\$ 850	\$ 850
Supplies Subtotal	<u>705</u>	<u>850</u>	<u>850</u>	<u>850</u>
Division Total	\$ 705	\$ 850	\$ 850	\$ 850

City of La Porte, Texas
 Grant Fund - Houston/Harris County Area Agency on Aging (AAA)
 Detail of Expenditures

032-8082/89-551

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Adopted 2018-19
Personal Services:				
1010 Regular Earnings	\$ 30,812	\$ 17,000	\$ 16,991	\$ -
1020 Overtime	1,114	\$ -	\$ -	\$ -
1060 FICA	1,121	1,199	1,180	-
1065 Retirement	2,512	2,791	2,791	-
1067 PARS Retirement	60	87	40	-
Personal Services Subtotal	35,619	21,077	21,002	-
Supplies				
2015 Other Supplies	61	-	-	-
Supplies Subtotal	61	-	-	-
Services & Charges:				
5007 Other Professional Services	32,886	26,401	41,000	46,000
6001 Uniform/Towel Cleaning	1,153	1,099	1,000	1,300
Services & Charges Subtotal	34,039	27,500	42,000	47,300
Division Total	\$ 69,719	\$ 48,577	\$ 63,002	\$ 47,300

City of La Porte, Texas
 Grant Fund - Park Zone Funded Projects
 Detail of Expenditures

032-8080-552

	Actual 2015-16	Budget 2016-17	Estimated 2016-17	Adopted 2017-18
Supplies				
2090 Machinery/Tools/Equipment	\$ -	\$ 2,000	\$ 2,000	\$ -
Supplies Subtotal	-	2,000	2,000	-
Services & Charges:				
4018 Park Grounds	-	71,546	71,546	-
Services & Charges Subtotal	-	71,546	71,546	-
Capital Outlay				
8002 Building Improvements	-	75,000	75,000	-
8032 Land Improvements	16,215	88,000	88,000	25,000
Capital Outlay Subtotal	16,215	163,000	163,000	25,000
Division Total	\$ 16,215	\$ 236,546	\$ 236,546	\$ 25,000

**City of La Porte
Street Maintenance Fund (033) Summary**

Beginning Fund Balance 9/30/17		\$ 2,466,482
Plus Estimated 17-18 Revenues		1,265,000
Less Estimated 17-18 Expenditures		3,284,134
Estimated Fund Balance 9/30/18		447,348
Plus 18-19 Revenues:		
Sales Tax	1,250,000	
Interest Income	15,000	
Total Revenues		1,265,000
Equals Total Resources		1,712,348
Less 18-19 Expenditures:		
Street Maintenance Projects		
Handicap Ramp and Sidewalk Replacement	200,000	
Asphalt Street Surfacing	698,000	
Concrete Repair (Small Sections)	200,000	
Concrete Repair (Slab Jacking)	40,000	
Street Repair Material (In-House)	50,000	
Contingency	50,000	
Total Expenditures		1,238,000
Ending Fund Balance 9/30/19		\$ 474,348

	Estimated 2017-18	Projected 2018-19	
Revenues	\$ 1,265,000	\$ 1,265,000	
Expenditures	3,284,134	1,238,000	
Revenues over Expenditures	\$ (2,019,134)	\$ 27,000	

City of La Porte
Street Maintenance Sales Tax Fund (033)
Statement of Revenues

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Charges for Services:					
403.03-00	1/4 Cent Sales Tax	<u>\$ 1,245,857</u>	<u>\$ 1,125,000</u>	<u>\$ 1,250,000</u>	<u>\$ 1,250,000</u>
Charges for Services Subtotal		1,245,857	1,125,000	1,250,000	1,250,000
Interest:					
483.01-00	Interest Income	<u>14,149</u>	<u>12,000</u>	<u>15,000</u>	<u>15,000</u>
Interest Subtotal		14,149	12,000	15,000	15,000
Total Street Maintenance Sales Tax Fund Revenues		\$ 1,260,006	\$ 1,137,000	\$ 1,265,000	\$ 1,265,000

City of La Porte, Texas
 Street Maintenance Sales Tax
 Detail of Expenditures

033-7071-531

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Capital Outlay:					
8029 Paving / Street Repair	2,146,395	\$ 1,624,637	\$ 1,930,000	\$ 3,284,134	\$ 1,238,000
Capital Outlay Subtotal	<u>2,146,395</u>	<u>1,624,637</u>	<u>1,930,000</u>	<u>3,284,134</u>	<u>1,238,000</u>
Division Total	\$ 2,146,395	\$ 1,624,637	\$ 1,930,000	\$ 3,284,134	\$ 1,238,000



**City of La Porte
Emergency Services District Fund (034) Summary**

Beginning Fund Balance 9/30/17		\$ 482,148
Plus Estimated 17-18 Revenues		1,254,500
Less Estimated 17-18 Expenditures		1,044,118
Estimated Fund Balance 9/30/18		692,530
Plus 18-19 Revenues:		
Sales Tax	1,250,000	
Interest Income	4,500	
Total Revenues		1,254,500
Equals Total Resources		1,947,030
Less 18-19 Expenditures:		
Fire Prevention	19,328	
Fire Suppression	729,121	
Emergency Medical Services	307,603	
Total Expenditures		1,056,052
Ending Fund Balance 9/30/19		\$ 890,978

	Estimated 2017-18	Projected 2018-19	
Revenues	\$ 1,254,500	\$ 1,254,500	
Expenditures	1,044,118	1,056,052	
Revenues over Expenditures	\$ 210,382	\$ 198,448	

City of La Porte
Emergency Services District Sales Tax Fund (034)
Statement of Revenues

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Charges for Services:					
403.04-00	1/4 Cent Sales Tax	<u>\$ 1,226,838</u>	<u>\$ 1,125,000</u>	<u>\$ 1,250,000</u>	<u>\$ 1,250,000</u>
Charges for Services Subtotal		1,226,838	1,125,000	1,250,000	1,250,000
Interest:					
483.01-00	Interest Income	<u>3,540</u>	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>
Interest Subtotal		3,540	4,500	4,500	4,500
Total Street Maintenance Sales Tax Fund Revenues		\$ 1,230,378	\$ 1,129,500	\$ 1,254,500	\$ 1,254,500

Emergency Services District Fund
Fiscal Year 2018-19

Emergency Services District - 1/4 Cent Sales Tax

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 108,929	\$ 107,840	\$ 107,111	\$ 109,740	1.76%
<i>Supplies</i>	79,787	121,350	116,800	119,000	-1.94%
<i>Services & Charges</i>	736,272	735,917	702,617	738,912	0.41%
<i>Capital Outlay</i>	776,803	122,400	117,590	88,400	-27.78%
Division Total	\$ 1,701,791	\$ 1,087,507	\$ 1,044,118	\$ 1,056,052	-2.89%

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Training Safety Officer	1.00	1.00	1.00
Total	1.00	1.00	1.00

City of La Porte, Texas
 Fire Prevention - ESD
 Detail of Expenditures

34-5050-522

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Supplies:					
2003 Protective Clothing	2,500	\$ 2,849	\$ 2,700	\$ 2,700	\$ 3,500
Supplies Subtotal	2,500	2,849	2,700	2,700	3,500
Services & Charges:					
3020 Training/Seminars	5,200	1,435	5,200	5,200	6,200
4020 Motor Pool: Lease Fees	6,744	6,744	6,031	6,031	9,628
Services & Charges Subtotal	11,944	8,179	11,231	11,231	15,828
Capital Outlay					
8050 Motor Vehicles	-	-	18,000	18,000	-
Capital Outlay Subtotal	-	-	18,000	18,000	-
Division Total	\$ 14,444	\$ 11,028	\$ 31,931	\$ 13,931	\$ 19,328

City of La Porte, Texas
 Fire Suppression - ESD
 Detail of Expenditures

034-5051-522

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 74,576	\$ 75,519	\$ 77,971	\$ 77,029	\$ 77,971
1020 Overtime	-	3,273	-	-	-
1035 Longevity	676	676	648	720	720
1044 Cleaning Allowance	241	240	241	241	241
1060 FICA	5,657	5,962	5,899	5,966	6,039
1065 Retirement	12,007	12,801	12,623	12,697	12,733
1080 Insurance - Medical	10,422	10,422	10,422	10,422	12,000
1081 Insurance - Life	36	36	36	36	36
Personal Services Subtotal	103,615	108,929	107,840	107,111	109,740
Supplies:					
2003 Protective Clothing	38,000	29,228	44,750	44,000	44,750
2007 Chemical	3,500	727	5,000	5,000	4,500
2009 Medical	68,000	7,704	7,400	7,400	7,400
2019 Training Field Supplies	7,250	105	-	-	-
2090 Machinery/Tools/Equipment	12,000	3,606	8,250	8,250	9,250
2091 Office Furniture / Equipment	-	13,242	16,600	15,000	13,600
Supplies Subtotal	128,750	54,612	82,000	79,650	79,500
Services & Charges:					
3020 Training/Seminars	22,000	21,907	21,700	21,000	25,400
4002 Machinery/Tools/Equipment	45,000	68,017	48,800	48,800	49,800
4020 Motor Pool Lease Fees	431,148	431,148	432,760	432,760	446,782
5001 Accounting	5,000	5,000	5,000	5,000	5,000
9997 Request for Special Programs	-	-	-	-	2,899
Services & Charges Subtotal	503,148	526,072	508,260	507,560	529,881
Capital Outlay:					
8021 Mach / Tools & Equipment	75,000	504,855	43,000	43,000	10,000
Capital Outlay Subtotal	75,000	504,855	43,000	43,000	10,000
Division Total	\$ 810,513	\$ 1,194,468	\$ 741,100	\$ 737,321	\$ 729,121

City of La Porte, Texas
 Emergency Medical Services - ESD
 Detail of Expenditures

034-5059-522

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Supplies:					
2003 Protective Clothing	20,000	\$ 20,126	\$ 20,000	\$ 20,000	\$ 20,000
2008 Educational	-	-	-	-	5,000
2090 Machinery/Tools/Equipment	-	2,200	16,650	14,450	4,000
2093 Computer Equipment	-	-	-	-	7,000
Supplies Subtotal	20,000	22,326	36,650	34,450	36,000
Services & Charges:					
3020 Training/Seminars	15,380	10,904	15,380	15,380	21,375
4002 Machinery/Tools/Equipment	29,600	27,161	32,600	-	-
4020 Motor Pool: Lease Fees	163,956	163,956	168,446	168,446	171,828
Services & Charges Subtotal	208,936	202,021	216,426	183,826	193,203
Capital Outlay:					
8021 Mach/Tools & Equip	74,922	72,723	61,400	56,590	78,400
8050 Motor Vehicles	199,225	199,225	-	-	-
Capital Outlay Subtotal	274,147	271,948	61,400	56,590	78,400
Division Total	\$ 503,083	\$ 496,295	\$ 314,476	\$ 274,866	\$ 307,603

City of La Porte
Hotel/Motel Occupancy Tax Fund (037) Summary

Beginning Fund Balance 9/30/17		\$ 1,163,409
Plus Estimated 17-18 Revenues		661,550
Less Estimated 17-18 Expenditures	629,881	
Total Expenditures & Commitments	629,881	629,881
Estimated Fund Balance 9/30/18		1,195,078
Plus 18-19 Revenues:		
Occupancy Tax	700,000	
Interest Income	7,250	
Total Revenue	707,250	707,250
Equals Total Resources		1,902,328
Less 18-19 Expenditures:		
Hotel / Motel Operations	693,703	
Total Expenditures	693,703	693,703
Ending Fund Balance 9/30/19		\$ 1,208,625

	Estimated 2017-18	Projected 2018-19
Revenues	\$ 661,550	\$ 707,250
Expenditures & Commitments	629,881	693,703
Revenues over Expenditures	\$ 31,669	\$ 13,547

City of La Porte
Hotel/Motel Occupancy Tax Fund (037)
Statement of Revenues

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Charges for Services:					
405.03-00	Occupancy Taxes	\$ 823,980	\$ 700,000	\$ 650,000	\$ 700,000
Charges for Services Subtotal		<u>823,980</u>	<u>700,000</u>	<u>650,000</u>	<u>700,000</u>
Miscellaneous:					
410.01-00	Miscellaneous Revenue	46,804	-	800	-
410.07-00	Donations	57,482	-	3,500	-
Miscellaneous Subtotal		<u>104,286</u>	<u>-</u>	<u>4,300</u>	<u>-</u>
Interest:					
483.01-00	Interest Income	11,228	5,500	7,250	7,250
Interest Subtotal		<u>11,228</u>	<u>5,500</u>	<u>7,250</u>	<u>7,250</u>
Total Hotel/Motel Tax Fund Revenues		\$ 939,494	\$ 705,500	\$ 661,550	\$ 707,250

Hotel/Motel Fund
Fiscal Year 2018-19

Hotel / Motel Operations

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 191,972	\$ 217,421	\$ 174,172	\$ 213,990	-1.58%
<i>Supplies</i>	32,065	64,200	48,216	56,400	-12.15%
<i>Services & Charges</i>	659,103	458,184	407,493	423,313	-7.61%
Division Total	\$ 883,140	\$ 739,805	\$ 629,881	\$ 693,703	-6.23%

Scope of Services Summary

The Hotel/Motel fund is to be used for projects and activities that encourage visitors to come to the City of La Porte. These projects and activities include Main Street revitalization efforts, the creation, promotion, and sponsorship of festivals and events, print, Internet, and broadcast advertising, membership dues for the Bay Area Houston Convention & Visitors Bureau, directional and historical signage, and projects that enhance the City's image to out of town guests.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Economic Development Coordinator	0.25	0.25	0.25
Marketing Specialist	0.75	0.75	0.80
Secretary IV	0.25	0.25	-
Rec Center Specialist	-	-	0.25
Total	1.25	1.25	1.30

City of La Porte, Texas
Hotel/Motel - Operations
Detail of Expenditures

037-6063-565

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 57,371	\$ 45,358	\$ 72,423	\$ 47,626	\$ 72,423
1020 Overtime	107,647	100,344	92,000	79,500	86,500
1035 Longevity	45	45	288	40	48
1060 FICA	12,623	10,632	12,578	10,681	12,605
1065 Retirement	26,634	22,523	26,538	22,731	26,769
1080 Insurance - Medical	13,028	13,028	13,549	13,549	15,600
1081 Insurance - Life	42	42	45	45	45
Personal Services Subtotal	217,390	191,972	217,421	174,172	213,990
Supplies:					
2001 Office Supplies	250	235	250	100	250
2002 Postage	50	7	50	25	50
2015 Other Supplies	1,200	967	5,200	4,726	400
2075 Tourism Development	35,000	30,856	58,700	43,365	55,700
Supplies Subtotal	36,500	32,065	64,200	48,216	56,400
Services & Charges:					
3001 Memberships & Subscriptions	1,780	2,263	3,690	1,725	4,225
3020 Training/Seminars	1,800	1,457	4,750	1,500	4,750
4055 Computer Software	1,400	1,000	2,472	3,385	3,355
4060 Technology Lease Fees	426	682	383	383	490
5001 Accounting	5,800	5,100	5,800	5,800	5,800
6005 Advertising	62,000	42,314	101,360	56,750	73,000
6015 Community Festivals	64,500	58,338	93,000	93,000	93,000
6016 Chamber of Commerce	125,000	125,000	125,000	125,000	125,000
6030 Heritage Society - Joint Venture	15,000	8,879	15,000	15,000	31,500
9997 Request for Special Programs	369,000	356,570	49,229	47,450	24,693
9001 Admn Trans to Fund 001	57,500	57,500	57,500	57,500	57,500
Services & Charges Subtotal	704,206	659,103	458,184	407,493	423,313
Division Total	\$ 958,096	\$ 883,140	\$ 739,805	\$ 629,881	\$ 693,703

City of La Porte
La Porte Development Corporation (038) Fund Summary
(Section 4B Sales Tax)

Beginning Fund Balance 9/30/17		\$	4,584,535
Plus Estimated 17-18 Revenues			2,530,000
Less Estimated 17-18 Expenditures and Commitments			
Economic Development Operations	374,466		
Debt Payments	1,014,012		
Capital Projects/Transfers	2,065,200		
Total Expenditures	3,453,678		3,453,678
Estimated Fund Balance 9/30/18			3,660,857
Plus 18-19 Revenues:			
1/2 Cent Sales Tax	2,500,000		
Interest Income	30,000		
Total Revenues	2,530,000		2,530,000
Equals Total Resources			6,190,857
Less 18-19 Expenditures:			
Economic Development Operations	681,745		
Debt Service Transfer *	1,033,362		
Transfer to General CIP Fund:			
Decorative Lighting on Mainstreet	480,700		
Construction of Texas Avenue/E G St to Fairmont	355,000		
Fitness Center	1,000,000		
Total Expenditures	3,550,807		3,550,807
Ending Fund Balance 9/30/19		\$	2,640,050

	Estimated 2017-18	Projected 2018-19
Revenues	\$ 2,530,000	\$ 2,530,000
Expenditures & Commitments	3,453,678	3,550,807
Revenues over Expenditures	\$ (923,678)	\$ (1,020,807)

**Debt Service Payments for Library, Bay Area Boulevard & Canada Road and Ballfields.*

City of La Porte
La Porte Development Corporation Fund (038)
Statement of Revenues

Object	Description	Actual 2016-17	Budget 2017-18	Revised 2017-18	Projected 2018-19
Charges for Services:					
403.02-00	1/2 Cent Sales Tax	<u>\$ 2,491,714</u>	<u>\$ 2,250,000</u>	<u>\$ 2,500,000</u>	<u>\$ 2,500,000</u>
Charges for Services Subtotal		2,491,714	2,250,000	2,500,000	2,500,000
Interest:					
483.01-00	Interest Income	<u>27,621</u>	<u>25,000</u>	<u>30,000</u>	<u>30,000</u>
Interest Subtotal		27,621	25,000	30,000	30,000
Total La Porte Development Corp Fund Revenues		\$ 2,519,335	\$ 2,275,000	\$ 2,530,000	\$ 2,530,000

Economic Development Corporation
Fiscal Year 2018-19

Expenditure Summary

	<i>Actual</i> 2016-17	<i>Budget</i> 2017-18	<i>Estimated</i> 2017-18	<i>Requested</i> 2018-19	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 21,054	\$ 88,190	\$ 83,071	\$ 84,893	-3.74%
<i>Supplies</i>	457	1,000	625	900	-10.00%
<i>Services & Charges</i>	2,530,131	3,760,512	3,369,982	3,465,014	-7.86%
Division Total	\$2,551,642	\$3,849,702	\$3,453,678	\$3,550,807	-7.76%

Scope of Services Summary

The Economic Development Division works with the Economic Development Corporation Board to establish direction and polices related to economic development projects in the City. The Department and its activities are funded through the collection of a 1/2 cent sales tax, which must be spent on economic development projects related to capital investment, quality of life, recreation, and/or primary job creation. Past activities have included the re-nourishment of Sylvan Beach, the ball fields at Pecan Park, the Community Library, construction of Canada Road, Construction of Bay Area Blvd., the Sports Complex, and infrastructure improvements on Main Street.

In the upcoming FY 2015-16 we will continue to draw upon the \$250,000 that has been either rolled over from the past fiscal year or budgeted this year for enhancement grants for qualifying business City. We will also continue to work with our regional economic development partners on business retention and expansion programs, small business development, marketing efforts, workforce initiatives, transportation issues and quality of life issues. The Economic Development Coordinator will also serve as the Business Ombudsman for the City of La Porte, assisting new and existing businesses through the planning and zoning processes.

Personnel Position Roster

	Approved 2016-17	Approved 2017-18	Approved 2018-19
Economic Development Coordinator	0.50	0.75	0.75
Secretary IV	0.25	0.25	0.50
Total	0.75	1.00	1.25

City of La Porte, Texas
Economic Development Corporation
Detail of Expenditures

038-6030-565

	Estimated 2016-17	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Requested 2018-19
Personal Services:					
1010 Regular Earnings	\$ 39,377	\$ 8,561	\$ 60,546	\$ 56,389	\$ 58,608
1020 Overtime	-	13	-	-	-
1035 Longevity	45	45	180	128	228
1060 FICA	2,898	596	4,632	4,314	4,484
1065 Retirement	6,238	1,385	9,772	9,180	9,541
1080 Insurance - Medical	10,423	10,423	13,028	13,028	12,000
1081 Insurance - Life	32	31	32	32	32
Personal Services Subtotal	59,013	21,054	88,190	83,071	84,893
Supplies:					
2001 Office Supplies	100	-	200	75	200
2002 Postage	250	37	200	50	200
2015 Other Supplies	600	420	600	500	500
Supplies Subtotal	950	457	1,000	625	900
Services & Charges:					
3001 Memberships & Subscriptions	42,500	42,500	45,000	42,770	40,950
3020 Training/Seminars	3,000	2,537	4,500	4,500	6,475
3024 Tuition Reimbursement	-	-	-	-	3,500
5001 Accounting	5,000	5,000	5,000	5,000	5,000
5003 Legal	4,899	2,325	10,000	6,000	10,000
5007 Other Professional Services	6,500	-	108,500	108,500	78,500
6002 Printing & Reproduction	-	-	13,000	2,000	4,000
6005 Advertising	5,000	8,450	5,300	2,000	15,000
6040 Trade Shows	-	-	5,000	-	5,000
9050 Contingency	-	-	250,000	-	-
9997 Special Programs	493,872	443,872	235,000	120,000	427,527
9004 Adm Transfer to Fund 004	685,247	685,247	1,014,012	1,014,012	1,033,362
9015 Adm Transfer to Fund 015	1,340,200	1,340,200	2,065,200	2,065,200	1,835,700
Services & Charges Subtotal	2,586,218	2,530,131	3,760,512	3,369,982	3,465,014
Division Total	\$ 2,646,181	\$ 2,551,642	\$ 3,849,702	\$ 3,453,678	\$ 3,550,807

**City of La Porte
General Capital Improvement Fund (015) Summary**

Beginning Fund Balance 9/30/17		\$ 4,555,870
Plus Estimated 17-18 Revenues		
Transfer from General Fund	1,500,000	
Transfer from 4B Fund	2,065,200	
Interest Income	40,000	
Total Revenues		3,605,200
Less Estimated 17-18 Expenditures and Commitments		
Project Costs	7,613,856	
Total Expenditures and Commitments		7,613,856
Estimated Fund Balance 9/30/18		547,214
Plus 18-19 Revenues:		
Transfer from General Fund	1,200,000	
Transfer from EDC Fund	1,835,700	
Interest Income	15,000	
Total Revenues		3,050,700
Equals Total Resources		3,597,914
Less 18-19 Expenditures:		
Project Costs		
Decorative Lighting	480,700	
Construction of Texas Avenue/E G St to Fairmont	355,000	
Facility Assessment	65,000	
Survey Equipment Replacement	30,000	
Parking Lot at Fairmont Park	60,000	
Playground at Wood Falls Park	70,300	
East Main Street Sidewalk (Prefunding)	430,000	
Wave Pool Renovations (Prefunding)	250,000	
Private Fiber	650,000	
Habitat Homes	20,000	
Clubhouse Repairs	28,000	
Recreation & Fitness Center Remodel/Expansion (Prefunding)	1,000,000	
Community Coop Projects	30,000	
Contingency	100,000	
Total Expenditures		3,569,000
Ending Fund Balance 9/30/19		\$ 28,914

	Estimated 2017-18	Projected 2018-19
Revenues	\$ 3,605,200	\$ 3,050,700
Expenditures & Commitments	7,613,856	3,569,000
Revenues over Expenditures	\$ (4,008,656)	\$ (518,300)

The General Capital Improvement Fund is used to fund projects that benefit the City's overall operation. Projects expected to be accomplished are listed on the following pages.

Fiscal Year 2018-19 Proposed Capital Improvement Program

Fund 015: General Fund CIP

Decorative Lighting

\$480,700

Decorative lighting, similar to the ones we currently have on the San Jacinto Trail, will be installed on Broadway between Wharton Weems and Dwire. The length of the section is approximately 4400 linear feet, and the lights would be spaced approximately every 100 feet.

Future operating impacts would be an increase in the cost of electric, as well as any repairs that are needed.

Construction of Texas Ave/E G St to Fairmont

\$1,160,000

Texas Avenue is in poor shape. This project provides funding for construction of concrete streets and area improvements adjacent to retail center and La Porte High School.

Future Operating Impact: None

Public Works Facility Assessment

\$65,000

This project will fund a needs assessment of the current Public Works Service Center. The current facility is 37 years old and does not meet wind-loading requirements. The assessment will provide direction for future design and improvements to the service center.

Future Operating Impact: None.

Survey and Mapping Equipment

\$30,000

Current Equipment is obsolete. Equipment will allow for geo-positioning data collection. In-house projects can be surveyed without outside professional services.

Parking Lot @ Fairmont Park

\$60,000

This project would cover an approximate area of 70' by 120'. The old asphalt would be removed and replaced. A lime slurry and crushed granite will be used for the base. Parking lines will be painted and new car stops installed.

There should be no future operating impact.

Woodfalls Playground

\$70,300

This would add a small playground (approximately 74' x 45') to Woodfalls Park. In order to accomplish this, 2,080 square feet of the parking lot would be removed (5 parking spaces) and a new curb would be installed.

Future operating impact would be the following: monthly inspection of the playground equipment, repairs to any broken pieces, regular replenishment of the fall surface engineered wood fiber, and playground replacement in approximately 15 years.

East Main Street Sidewalk

\$430,000

This project will fund design and construction of sidewalk on the south side of East Main from S. Broadway to S. Blackwell Street.

Future Operating Impact: None.

Wave Pool Renovations

\$250,000

Included in this project is re-plastering the pool, removing a cracked beam, changing the pool to a zero depth entry instead of a small step down, installing drains, repairing coping, repairing the pool deck, and repairing pool lighting.

There should be no future operating impact.

Private Fiber

\$650,000

This project is for creating a city wide private fiber network. The private fiber network will connect all the city facilities as well as all the public safety facility to our central datacenter located at the Police Department. Currently we are spending a combined \$200,000 annually for AT&T connections at 12 city buildings. By creating a private fiber network we will be able to reduce that cost drastically within 3 years after completion. A secondary benefit to creating a private fiber network between locations is our bandwidth speed. Currently we have a 50 megabytes per second limit from AT&T, with the private fiber we will increase the bandwidth to 1 gigabyte per second.

Habitat Homes

\$20,000

This project will set aside additional funding for Habitat for Humanity homes.

Clubhouse Repairs

\$28,000

This project is to fund painting the Clubhouse for \$20,000, and replacing counters and cabinets for \$8,000.

RFC Remodel/Expansion

\$1,000,000

This project will increase the size of the facility to alleviate congestion during the busy times of the day. Based on funding, the expansion request includes: tripling the size of the current cardio equipment room, doubling the current size of the weight room, doubling the current size of the aerobics room, adding an additional basketball court, expanding the locker rooms as needed for anticipated usage, adding storage, and upgrading HVAC so that it can sufficiently maintain the facility. Future operating impact: possible increased usage, increased utilities, increased cleaning need, additional equipment needs and repairs, and additional staffing to keep up with the increased facility size and attendance

Community Cooperation Program

\$30,000

This project will fund partnerships with neighborhood groups to complete various community/neighborhood improvements. Each project is considered on a first come, first served basis and will be awarded a maximum of \$5,000.

Contingency

\$100,000

This amount is provided to ensure adequate funds in the event that project bids come in higher than expected or if there are necessary projects that are unforeseen at the time of budget adoption.

**City of La Porte
Utility Capital Improvement Fund (003) Summary**

Beginning Fund Balance 9/30/17	\$	3,156,342
Plus Estimated 17-18 Revenues		2,107,180
Less Estimated 17-18 Expenditures and Commitments		3,100,255
Estimated Fund Balance 9/30/18		2,163,267
Plus 18-19 Revenues:		
Interest Income		18,750
Total Revenues		18,750
Equals Total Resources		2,182,017
Less 18-19 Expenditures:		
Project Costs:		
Replace Ground Tank - Collegeview Water Plant		350,000
Hillridge Pump Station Construction Phase 1		250,000
Aerial Crossings		140,000
Exterior Cleaning of Lomax Water Tower		25,000
Pumps and Equipment Replacement		50,000
In House Water Line Replacement		45,000
Valve Replacement Program (in-house)		25,000
Lift Station Improvements		45,000
Commercial Water Meter Replacement		15,000
Water Meter Replacement		300,000
Contingency		50,000
Total Expenses		1,295,000
Ending Fund Balance 9/30/19	\$	887,017

	Estimated 2017-18	Projected 2018-19	
Revenues	\$ 2,107,180	\$ 18,750	
Expenditures & Commitments	3,100,255	1,295,000	
Revenues over Expenditures	\$ (993,075)	\$ (1,276,250)	

The Utility Capital Improvement Fund is used to fund projects that benefit the City Water and Wastewater system. Projects expected to be accomplished are listed on the following pages.

Fund 003: Utility CIP Fund

Replace Ground Tank- Collegeview Water Plant

\$350,000

This project funds design and replacement of a 50 year old water storage tank at the Bandridge Water Plant. The opportunity exists to increase the height to standard 24 foot.

Future Operating Impact: Decreased maintenance costs and increased water storage capacity.

Hillridge Pump Station Construction Phase 1

\$250,000

The first portion of this project was funded in FY18 for the construction of a new pump station on the existing site. The Hillridge Pump Station is over 50 years old and in need of repair.

Future Operating Impact: New facility will be compliant with code and provide increase in pumping capacity.

Aerial Crossings

\$140,000

This second year of a multi-year project will address maintenance of exposed water and wastewater pipes that cross drainage channels. Both In-house and contract forces to be utilized. The main focus will be replacement of an aging waterline crossing over Little Cedar Bayou at S.8th Street.

Future Operating Impact: None.

Exterior Cleaning of Lomax Water Tower

\$25,000

This project funds the exterior cleaning of the water compartment for the 750,000 gallon elevated water tank. The existing coating is still in good shape but has developed a poor appearance from accumulated pollen and mildew.

Future Operating Impact: None

Pumps and Equipment Replacement

\$50,000

This project replaces aging pumps and motors within the Wastewater Treatment Plant and Water Production facilities.

Future Operating Impact: Decreased maintenance costs and improved efficiency.

In House Water Line Replacement

\$45,000

This project funds the replacement of small steel lines in the alleys of La Porte where numerous leaks and failures continue to occur.

Future Operating Impact: None.

Valve Replacement Program (in-house)

\$25,000

This project funds materials cost for city crews to replace non-functioning water valves.

Future Operating Impact: None

Lift Station Improvements

\$45,000

This project will fund general repairs to the City's various lift stations. Improvements may include replacing and repairing pumps, piping, and control panels.

Future Operating Impact: Improvements will lessen future maintenance and operating costs.

Commercial Water Meter Replacement

\$15,000

This project funds the replacement of commercial water meters.

Future Operating Impact: Maintains revenue collection

Water Meter Replacement

\$300,000

This funds the annual program to continue replacing residential water meters.

Future Operating Impact: Reduces maintenance on old, broken water meters.

Contingency

\$50,000

This amount is provided to ensure adequate funds in the event that project bids come in higher than expected or if there are necessary projects that are unforeseen at the time of budget adoption.



City of La Porte
La Porte Area Water Authority Fund (016) Summary

Beginning Fund Balance 9/30/17		\$ 2,551,094
Plus Estimated 17-18 Revenues		1,396,359
Less Estimated 17-18 Expenditures and Commitments		1,438,167
Equals Estimated Working Capital 9/30/18		2,509,286
Plus 18-19 Revenues:		
Water Revenue	1,225,341	
Billing for Capital Reserve	125,816	
Interest	20,000	
Total Revenues		1,371,157
Equals Total Resources		3,880,443
Less 18-19 Expenditures:		
Operations	1,302,414	
Valve Replacement	180,000	
Total Expenses		1,482,414
Equals Estimated Working Capital 9/30/19		\$ 2,398,029

	Estimated 2017-18	Projected 2018-19	
Revenues	\$ 1,396,359	\$ 1,371,157	
Expenses	1,438,167	1,482,414	
Revenues over Expenses	\$ (41,808)	\$ (111,257)	

Targeted working capital - 60 to 90 days
Estimated working capital - 590 days
Goal: \$365,527
1 Day = \$4,061

Fund 016: La Porte Area Water Authority CIP

LPAWA Valve Replacement

\$180,000

This project will fund replacement of (2) large diameter valves on the LPAWA transmission line system using contract forces.

Future Operating Impact: Improvements will lessen future maintenance and operating costs

City of La Porte
Sewer Rehabilitation Fund (018) Summary

Beginning Fund Balance 9/30/17		\$	529,523
Plus Estimated 17-18 Revenues			303,400
Less Estimated 17-18 Expenditures and Commitments			330,700
Estimated Fund Balance 9/30/18			502,223
Plus 18-19 Revenues:			
Transfer from Utility Fund	300,000		
Interest Income	3,500		
Total Revenues			303,500
Equals Total Resources			805,723
Less 18-19 Expenditures:			
Sanitary Sewer Rehabilitation	300,000		
Contingency	50,000		
Total Expenditures			350,000
Ending Fund Balance 9/30/19		\$	455,723

	Estimated 2017-18	Projected 2018-19
Revenues	\$ 303,400	\$ 303,500
Expenditures & Commitments	330,700	350,000
Revenues over Expenditures	\$ (27,300)	\$ (46,500)

The Sewer Rehabilitation Capital Improvement Fund is used to fund projects that specifically relate to the Sewage Collection System. Past Projects include emphasis on inflow and infiltration into the collection system.

Fund 018: Sewer Rehabilitation CIP

Sanitary Sewer Rehabilitation

\$300,000

Public Works Department will perform in-house rehabilitation of sewers by slipline, point repairs, manhole sealing, smoke testing, and TV inspection. This program is mandated by the Texas Commission on Environmental Quality.

Future Operating Impact: None.

**City of La Porte
Drainage Improvement Fund (019) Summary**

Beginning Fund Balance 9/30/17		\$ 988,241
Plus Estimated 17-18 Revenues		286,065
Less Estimated 17-18 Expenditures and Commitments		519,350
Estimated Fund Balance 9/30/18		754,956
Plus 18-19 Revenues:		
Drainage Fees	279,000	
Interest Income	7,500	
Total Revenues		286,500
Equals Total Resources		1,041,456
Less 18-19 Expenditures:		
Drainage Improvements:		
TV Inspection of Storm Sewer System	20,000	
Drainage Materials (In-House)	60,000	
Verify City Elevation Benchmarks	27,000	
Brookglen Flooding Mitigation Analysis & Partial Construction	275,000	
Bayside Terrace Drainage Improvements Design	100,000	
F101 Lomax Drainage Improvements Design	150,000	
Battleground Estates Improvements Design	65,000	
Bob's Gully Drainage Analysis	50,000	
LCB - Phase III	75,000	
Contingency	100,000	
Total Expenditures		922,000
Ending Fund Balance 9/30/19		\$ 119,456

	Estimated 2017-18	Projected 2018-19
Revenues	\$ 286,065	\$ 286,500
Expenditures & Commitments	519,350	922,000
Revenues over Expenditures	\$ (233,285)	\$ (635,500)

The Drainage Improvement Fund is used to fund projects that specifically relate to drainage maintenance and improvements.

Fund 019: Drainage Fund

TV Inspection of Storm Sewer System

\$20,000

This project will fund the continuation of a program initiated in mid-FY 13. The goal is to inspect and video the entire city storm sewer system over a 5-year timeframe. The funding is to be utilized for contract inspection and video.

Future Operating Impact: None.

Drainage Materials (in-house)

\$60,000

This project funds the purchase of materials for in-house drainage work.

Future Operating Impact: None.

Verify City Elevation Benchmarks

\$27,000

The National Flood Insurance Program Community Rating System requires that all City elevation benchmarks be verified every 5 years. The City currently has 50 benchmarks requiring verification. Participation in NFIP's CRS program provides discounts to flood policy holders within La Porte.

Future Operating Impact: None

Brookglen Flooding Mitigation Analysis

\$275,000

This project will provide recommendations for drainage improvements to mitigate the effect of flooding in the Brookglen subdivision. The main focus is along Willow Springs Bayou between Spencer Highway and Fairmont Parkway. This project will also consider the effects of the planned drainage improvements downstream, adjacent to the Pasadena Convention Center and beyond. Initial construction funding will allow for controlling flow in the drainage interconnect between Spenwick and Brookglen subdivisions.

Future Operating Impact: None

Bayside Terrace Drainage Improvements- Design

\$100,000

This project will evaluate the needed improvements to redirect, provide adequate capacity and improve drainage in the Bayside Terrace Subdivision. Total project cost anticipated at \$2,200,000.

Future Operating Impact: None

F-101 Lomax Drainage Improvements- Design

\$150,000

This project designs the improvements identified by the feasibility study conducted in 2018 by KSA Engineers. Total project cost estimated at 2,500,000.

Future Operating Impact: None

Battleground Estates Drainage Improvements-Design

\$65,000

The drainage improvement project is focused on the Lomax Area north of P Street. Mitigation efforts include adjustments to existing roadside ditches, increasing culvert sizes and drainage channel improvements.

Future Operating Impact: None

Bob's Gully Drainage Analysis

\$50,000

This project will provide recommendations for drainage improvements to mitigate the effect of flooding in East La Porte. Drainage in B Street ROW flows downstream to Bob's Gully and outfalls to Galveston Bay.

Future Operating Impact: None

F216 Little Cedar Bayou Phase III - Design

\$75,000

This project will fund design for F216 channel improvements upstream of Madison. Funds for project construction are in Fund 050.

Future Operating Impact: None.

Contingency

\$100,000

This amount is provided to ensure adequate funds in the event that project bids come in higher than expected or if there are necessary projects that are unforeseen at the time of budget adoption.



**City of La Porte
Street Maintenance Fund (033) Summary**

Beginning Fund Balance 9/30/17		\$ 2,466,482
Plus Estimated 17-18 Revenues		1,265,000
Less Estimated 17-18 Expenditures		<u>3,284,134</u>
Estimated Fund Balance 9/30/18		447,348
Plus 18-19 Revenues:		
Sales Tax	1,250,000	
Interest Income	<u>15,000</u>	
Total Revenues		<u>1,265,000</u>
Equals Total Resources		1,712,348
Less 18-19 Expenditures:		
Street Maintenance Projects		
Handicap Ramp and Sidewalk Replacement	200,000	
Asphalt Street Surfacing	698,000	
Concrete Repair (Small Sections)	200,000	
Concrete Repair (Slab Jacking)	40,000	
Street Repair Material (In-House)	50,000	
Contingency	<u>50,000</u>	
Total Expenditures		<u>1,238,000</u>
Ending Fund Balance 9/30/19		\$ 474,348

	Estimated 2017-18	Projected 2018-19
Revenues	\$ 1,265,000	\$ 1,265,000
Expenditures	<u>3,284,134</u>	<u>1,238,000</u>
Revenues over Expenditures	\$ (2,019,134)	\$ 27,000

Fund 033: Street CIP Fund

Handicap Ramp and Sidewalk Replacement

\$200,000

This project will fund the replacement of sidewalks and installation of handicap ramps throughout the City.

Future Operating Impact: Minimal

Asphalt Street Surfacing

\$698,000

This project funds the annual program to resurface streets throughout the City with asphalt.

Future Operating Impact: Minimal

Concrete Repair (Small Sections)

\$200,000

This project includes funding for concrete repair on small sections of streets.

Future Operating Impact: None.

Concrete Repair (Slab Jacking)

\$40,000

This annual program includes slab jacking locations where settling has occurred on roadway slab sections at locations throughout the City.

Future Operating Impact: None.

Street repair Material (in-house)

\$50,000

This project funds the purchase of materials for repairs that are completed by in-house street crews.

Future Operating Impact: none.

Streets / Drainage Contingency

\$50,000

This line item has been placed in the budget to accommodate unforeseen costs associated with street and

City of La Porte
2010 Certificates of Obligation Bond Fund (50) Summary

Beginning Fund Balance 9/30/17		\$ 1,177,077
Plus Estimated 17-18 Revenues		
Interest Income	9,000	
Total Revenues	9,000	9,000
Less Estimated 17-18 Expenditures		
Drainage Improvements	423,327	
Total Expenditures & Commitments	423,327	423,327
Estimated Fund Balance 9/30/18		762,750
Plus 18-19 Revenues:		
Interest Income	-	
	-	-
Equals Total Resources		762,750
Less Estimated 18-19 Expenditures and Commitments		
LCB - Phase III	750,000	
Total Expenditures	750,000	750,000
Ending Fund Balance 9/30/19		\$ 12,750

	Estimated 2017-18	Projected 2018-19
Revenues	\$ 9,000	\$ -
Expenditures & Commitments	423,327	750,000
Revenues over Expenditures	\$ (414,327)	\$ (750,000)

2010 Certificates of Obligation Bonds issued for Drainage Improvements.

Fund 050: 2010 Certificates of Obligation Bond Fund

F216 Little Cedar Bayou Phase III

\$750,000

This project will fund construction for F216 channel improvements upstream of Madison.

Future Operating Impact: None.

City of La Porte
2015 Certificates of Obligation Bond Fund (51) Summary

Beginning Fund Balance 9/30/17		\$ 4,551,434
Plus Estimated 17-18 Revenues		
Interest Income	35,000	
Total Revenues	35,000	35,000
Less Estimated 17-18 Expenditures and Commitments		
Projects	3,912,405	
Total Expenditures & Commitments	3,912,405	3,912,405
Estimated Fund Balance 9/30/18		674,029
Plus 18-19 Revenues:		
Interest Income	-	
	-	-
Equals Total Resources		674,029
Less Estimated 18-19 Expenditures and Commitments		
Projects	-	
Total Expenditures	-	-
Ending Fund Balance 9/30/17		\$ 674,029

	Estimated 2017-18	Projected 2018-19
Revenues	\$ -	\$ -
Expenditures & Commitments	3,912,405	-
Revenues over Expenditures	\$ (3,912,405)	\$ -



**City of La Porte
TWDB Loan Fund (52) Summary**

Beginning Fund Balance 9/30/17		\$ 10,377,999
Plus Estimated 17-18 Revenues		
Interest Income	10	
Total Revenues		10
Less Estimated 18-19 Expenditures and Commitments		
Projects	500,000	
Total Expenditures & Commitments		500,000
Estimated Fund Balance 9/30/18		9,878,009
Plus 18-19 Revenues:		
Interest Income	-	-
Equals Total Resources		9,878,009
Less Estimated 18-19 Expenditures and Commitments		
Lomax Lift Station Consolidation	9,500,000	
Total Expenditures		9,500,000
Ending Fund Balance 9/30/19		\$ 378,009

	Estimated 2017-18	Projected 2018-19
Revenues	\$ -	\$ -
Expenditures & Commitments	500,000	9,500,000
Revenues over Expenditures	\$ (500,000)	\$ (9,500,000)

Fund 052: Texas Water Development Board Fund

Lomax Lift Station Consolidation

\$9,500,000

This multi-year sanitary sewer project has been approved for funding through the Texas Water Development Board's Clean Water State Revolving Fund Program. The project encompasses planning, design, and construction costs. The project consists of replacement of over 20,000 feet of gravity sewer and more than 50 manholes. Also planned, is construction of 1 regional lift station and 10,000 feet of new sewer force main. This project will eliminate eight aging lift stations in the area.

Future Operating Impact: Improvements will be sized for ultimate build-out of the area, reduce sanitary sewer surcharging in West Lomax. The replacement of aging infrastructure will improve efficiency and reduce maintenance costs.

City of La Porte
General Debt Service Fund (004) Summary

Beginning Fund Balance 9/30/17		\$ 3,883,138
Plus Estimated 17-18 Revenues		4,950,457
Less Estimated 17-18 Expenditures		4,526,924
Estimated Fund Balance 9/30/18		4,306,671
Plus 18-19 Revenues:		
General Property Taxes - Current	3,114,021	
General Property Taxes - Delinquent	32,500	
Transfer from Utility Fund	237,762	
Transfer from Section 4B	1,033,362	
Interest Income	8,200	
Total Revenues	4,425,845	4,425,845
Equals Total Resources		8,732,516
Less 18-19 Expenditures:		
2010 General Obligation Refunding Bonds	476,531	
2010 Certificates of Obligation	548,669	
2012 GO Refunding Bonds	987,650	
2014 GO Refunding Bonds	1,470,700	
2015 Certificates of Obligation	543,263	
2016 General Obligation Refunding Bonds	94,050	
2017 Certificates of Obligation (TWDB LOAN)	612,959	
Total Expenditures	4,733,822	4,733,822
Ending Fund Balance 9/30/19		\$ 3,998,694

	Estimated 2017-18	Projected 2018-19	
Revenues	\$ 4,950,457	\$ 4,425,845	
Expenditures	4,526,924	4,733,822	
Revenues over Expenditures	\$ 423,533	\$ (307,977)	



Note to the Reader

This report contains the long range (next eight years) forecast of the activities of the Debt Service Funds of the City of La Porte. The City currently has three major categories of Debt Service Funds. They are:

General Debt Service Fund - used to account for debts, primarily General Obligation Bonds, which are backed by the full faith and credit of the City of La Porte. In 1999, the voters approved a Section 4B ½ Cent Sales Tax. The City has issued Certificates of Obligations to fund approved projects and retire the debt using the proceeds of the sales tax.

A summary of existing debt payments for the next eight years is:

Year	<u>General</u>	<u>Utility</u>	<u>Authority</u>	<u>Total</u>
2018-19	4,733,822	-	-	4,733,822
2019-20	4,657,120	-	-	4,657,120
2020-21	4,394,548	-	-	4,394,548
2021-22	4,384,560	-	-	4,384,560
2022-23	4,376,501	-	-	4,376,501
2023-24	4,361,619	-	-	4,361,619
2024-25	4,361,412	-	-	4,361,412
2025-26	2,245,680	-	-	2,245,680

A summary of existing and potential debt payments for the next eight years is:

Year	<u>General</u>	<u>Utility</u>	<u>Authority</u>	<u>Total</u>
2018-19	4,733,822	-	-	4,733,822
2019-20	4,657,120	-	-	4,657,120
2020-21	4,394,548	-	-	4,394,548
2021-22	4,384,560	-	-	4,384,560
2022-23	4,376,501	-	-	4,376,501
2023-24	4,361,619	-	-	4,361,619
2024-25	4,361,412	-	-	4,361,412
2025-26	2,245,680	-	-	2,245,680

GENERAL DEBT SERVICE FUND

This fund accounts for General Obligation Bond Debt which are primarily funded from Tax Revenues and for Certificates of Obligations which are primarily funded from Sales Tax Revenues.

The following pages outline a financial plan for the servicing and retirement of General Debt for the City of La Porte for the next eight fiscal years.

In discussions relating to the Debt Service Fund, the terms Fund Balance and Working Capital are construed to have the same meaning, which is, funds available to retire debt.

The Debt Service Fund is to maintain a minimum Working Capital Balance of 60 days of debt requirements. This cushion is desired in the event a problem exists with the tax roll that requires a late mailing of tax bills.

The assumptions included in the projection are:

1. A tax rate for all years is 10.5 cents per \$100 valuation,
2. Interest will be earned at an average rate of 1.5%,
3. The estimated taxable value of the City will increase by 2% each year,

Note: As of July 22, 2010, the balance of the 1985 and 2002 bond elections is as follows (amounts in thousands):

		Amount Voted	Amount Issued	Amount Remaining	
1985 Election	Street Improvements	\$ 2,500	\$ 2,000	\$ 500	(a)
	Sanitary Land Fill	4,000	2,500	1,500	(a)
2002 Election	Baseball Complex & Park Improvements	3,200	1,200	2,000	
	Police Station	7,700	7,700	0	
	Total	\$17,400	\$13,400	\$ 4,000	

(a) The City does not intend to issue the remainder of this authorization.

Computation of Legal Debt Margin

The City has no general obligation legal debt limit other than a ceiling on the tax rate as specified by the State of Texas. The prescribed maximum is \$2.50 per \$100 assessed valuation, calculated as follows:

Total assessed value		3,296,567,711
Times debt limit factor (\$2.50 per \$100)		<u>.025</u>
Equals debt limit		82,414,193
Less amount applicable to debt limit	18,895,000	
Plus funds accumulated for servicing of debt	<u>4,306,671</u>	
Equals remaining legal debt margin		67,825,864

This means the City could issue up to \$67,825,864 in debt and remain in compliance with State established Debt limits.

General Obligation Debt Per Capita

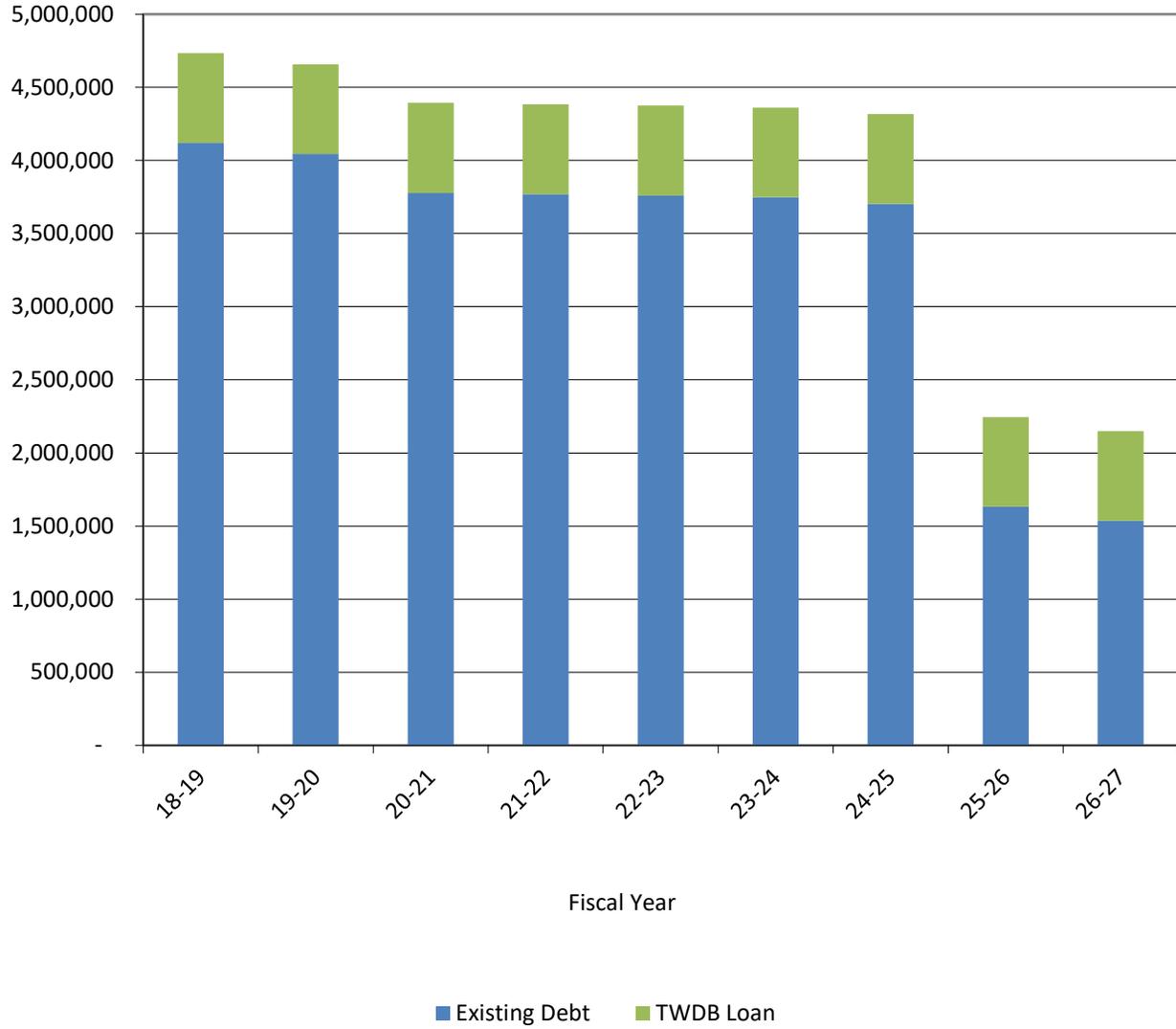
General Obligation debt per capita is calculated by dividing the amount of bonds outstanding by the population. A ten year history is shown below:

Year Ending September 30	G O Debt Outstanding	Population	Debt Per Capita
2009	15,190,000	35,518	427.67
2010	15,715,000	36,779	427.28
2011	14,720,000	33,800	435.50
2012	18,670,000	34,138	546.90
2013	17,550,000	35,280	497.45
2014	23,110,000	34,553	668.83
2015	21,220,000	34,813	609.54
2016	22,815,000	35,074	650.48
2017	21,090,000	35,148	600.03
2018	18,895,000	35,086	538.53

City of La Porte, Texas
Long Range Plan for the General Debt Service Fund

	Estimated 2017-18	Projected 2018-19	Projected 2019-20	Projected 2020-21	Projected 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25
Beginning Working Capital	\$ 3,883,138	\$ 4,306,671	\$ 3,998,695	\$ 4,315,445	\$ 4,637,665	\$ 5,033,178	\$ 5,499,025	\$ 6,042,193
Plus Revenues:								
Property Taxes - Current	3,332,353	3,114,021	3,176,301	3,239,827	3,304,624	3,370,716	3,438,130	3,506,893
Property Taxes - Delinquent	32,500	32,500	32,500	32,500	32,500	32,500	32,500	32,501
Transfer from Utility Fund	-	237,762	751,842	662,356	655,367	644,825	636,879	826,446
Transfer from Section 4B	1,014,012	1,033,362	1,004,822	773,470	778,752	785,255	788,000	776,739
Transfer from 2006 CO Bond Fun	563,592	-	-	-	-	-	-	-
Interest Income	8,000	8,200	8,405	8,615	8,831	9,051	9,278	9,509
Total Revenues	4,950,457	4,425,845	4,973,870	4,716,768	4,780,073	4,842,348	4,904,787	5,152,089
Less Outstanding Issues:								
2005 CO Bonds	-	-	-	-	-	-	-	-
2005 GO Bonds	-	-	-	-	-	-	-	-
2006 CO Bonds	-	-	-	-	-	-	-	-
2006 GO Bonds	71,435	-	-	-	-	-	-	-
2010 CO Bonds	549,769	548,669	546,969	549,569	547,331	545,088	546,591	546,700
2010 GO Refunding Bonds	498,113	476,531	331,500	-	-	-	-	-
2012 GO Refunding Bonds	714,700	987,650	978,875	1,542,300	1,531,350	1,529,350	1,516,300	1,507,275
2014 GO Refunding Bonds	1,097,725	1,470,700	1,545,875	1,046,300	1,053,175	1,044,225	1,046,925	559,625
2015 CO Bonds	543,913	543,263	547,238	545,838	544,138	547,063	544,613	546,788
2016 GO Refunding Bonds	437,450	94,050	94,050	94,050	94,050	94,050	94,050	542,225
2017 TWDB Loan	613,819	612,959	612,613	616,491	614,516	616,725	613,140	613,799
Total Outstanding Issues	4,526,924	4,733,822	4,657,120	4,394,548	4,384,560	4,376,501	4,361,619	4,316,412
Total Outstanding	\$ 4,526,924	\$ 4,733,822	\$ 4,657,120	\$ 4,394,548	\$ 4,384,560	\$ 4,376,501	\$ 4,361,619	\$ 4,316,412
Ending Working Capital	\$ 4,306,671	\$ 3,998,695	\$ 4,315,445	\$ 4,637,665	\$ 5,033,178	\$ 5,499,025	\$ 6,042,193	\$ 6,877,870
Estimated Tax Rate	\$ 0.105	\$ 0.105	\$ 0.105	\$ 0.105	\$ 0.105	\$ 0.105	\$ 0.105	\$ 0.105
Days of Working Capital	347	308	338	385	419	459	506	582

General Debt Service - Annual Payments



City of La Porte
Bond Maturity Schedule
Certificate of Obligation Bonds, Series 2010

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2019	410,000.00	4.000	138,668.76	548,668.76
2020	425,000.00	4.000	121,968.76	546,968.76
2021	445,000.00	4.000	104,568.76	549,568.76
2022	460,000.00	3.625	87,331.26	547,331.26
2023	475,000.00	3.750	70,087.51	545,087.51
2024	495,000.00	3.875	51,590.63	546,590.63
2025	515,000.00	4.000	31,700.00	546,700.00
2026	<u>535,000.00</u>	4.000	<u>10,700.00</u>	<u>545,700.00</u>
Total	3,760,000.00		616,615.68	4,376,615.68

Issued for drainage improvements.

City of La Porte
Bond Maturity Schedule
General Obligation Refunding Bonds, Series 2010

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2019	455,000.00	3.750	21,531.25	476,531.25
2020	<u>325,000.00</u>	4.000	<u>6,500.00</u>	<u>331,500.00</u>
Total	780,000.00		28,031.25	808,031.25

Used to refund a portion of the following issues:

- 1998 General Obligation Bonds
- 2000 General Obligation Bonds
- 2000 Certificates of Obligation Bonds

City of La Porte
Bond Maturity Schedule
General Obligation Refunding Bonds, Series 2012

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2019	745,000.00	2.000	242,650.00	987,650.00
2020	755,000.00	3.000	223,875.00	978,875.00
2021	1,350,000.00	3.000	192,300.00	1,542,300.00
2022	1,380,000.00	3.000	151,350.00	1,531,350.00
2023	1,420,000.00	3.000	109,350.00	1,529,350.00
2024	1,450,000.00	3.000	66,300.00	1,516,300.00
2025	<u>1,485,000.00</u>	3.000	<u>22,275.00</u>	<u>1,507,275.00</u>
Total	8,585,000.00		1,008,100.00	9,593,100.00

Used to refund a portion of the following issues:

- 2002 Limited Tax Bonds
- 2004 Certificates of Obligation Bonds
- 2005 Certificates of Obligation Bonds
- 2005 General Obligation Bonds

City of La Porte
Bond Maturity Schedule
General Obligation Refunding Bonds, Series 2014

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2019	1,270,000.00	2.000	200,700.00	1,470,700.00
2020	1,385,000.00	3.000	160,875.00	1,545,875.00
2021	920,000.00	3.000	126,300.00	1,046,300.00
2022	955,000.00	3.000	98,175.00	1,053,175.00
2023	975,000.00	3.000	69,225.00	1,044,225.00
2024	1,010,000.00	3.000	36,925.00	1,046,925.00
2025	550,000.00	3.000	9,625.00	559,625.00
Total	7,065,000.00		701,825.00	7,766,825.00

Used to refund a portion of the following issues:

- 2002 Limited Tax Bonds
- 2004 Certificates of Obligation Bonds
- 2005 Certificates of Obligation Bonds
- 2005 General Obligation Bonds
- 2006 General Obligation Bonds
- 2006 Certificates of Obligation Bonds
- 2007 Certificates of Obligation Bonds

City of La Porte
Bond Maturity Schedule
Certificate of Obligation Bonds, Series 2015

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2019	360,000.00	3.000	183,262.00	543,262.00
2020	375,000.00	3.000	172,237.00	547,237.00
2021	385,000.00	3.000	160,837.00	545,837.00
2022	395,000.00	3.500	149,137.00	544,137.00
2023	410,000.00	3.500	137,062.00	547,062.00
2024	420,000.00	3.500	124,612.00	544,612.00
2025	435,000.00	3.500	111,787.00	546,787.00
2026	445,000.00	4.000	100,256.00	545,256.00
2027	905,000.00	4.000	83,938.00	988,938.00
2028	925,000.00	4.000	61,063.00	986,063.00
2029	950,000.00	4.000	35,250.00	985,250.00
2030	<u>700,000.00</u>	4.000	<u>10,500.00</u>	<u>710,500.00</u>
Total	6,705,000.00		1,329,941.00	8,034,941.00

Issued for utility improvements.

City of La Porte
Bond Maturity Schedule
General Obligation Refunding Bonds, Series 2016

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2019	-	2.00	94,050.00	94,050.00
2020	-	2.00	94,050.00	94,050.00
2021	-	2.00	94,050.00	94,050.00
2022	-	2.00	94,050.00	94,050.00
2023	-	2.00	94,050.00	94,050.00
2024	-	2.00	94,050.00	94,050.00
2025	455,000.00	3.00	87,225.00	542,225.00
2026	470,000.00	4.00	71,000.00	541,000.00
2027	495,000.00	4.00	51,700.00	546,700.00
2028	510,000.00	4.00	31,600.00	541,600.00
2029	535,000.00	4.00	10,700.00	545,700.00
Total	2,465,000.00		816,525.00	3,281,525.00

Used to refund a portion of the following issues:

2007 Certificates of Obligation Bonds

City of La Porte
Bond Maturity Schedule
Certificates of Obligation Bonds (TWDB), Series 2017

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2019	495,000.00		117,960.00	612,960.00
2020	495,000.00	0.140	117,613.00	612,613.00
2021	500,000.00	0.310	116,491.00	616,491.00
2022	500,000.00	0.480	114,516.00	614,516.00
2023	505,000.00	0.630	111,725.00	616,725.00
2024	505,000.00	0.790	108,140.00	613,140.00
2025	510,000.00	0.920	103,800.00	613,800.00
2026	515,000.00	1.060	98,724.00	613,724.00
2027	520,000.00	1.150	93,004.00	613,004.00
2028	530,000.00	1.250	86,702.00	616,702.00
2029	535,000.00	1.340	79,805.00	614,805.00
2030	540,000.00	1.430	72,359.00	612,359.00
2031	550,000.00	1.520	64,318.00	614,318.00
2032	560,000.00	1.580	55,714.00	615,714.00
2033	570,000.00	1.640	46,616.00	616,616.00
2034	575,000.00	1.700	37,055.00	612,055.00
2035	590,000.00	1.750	27,005.00	617,005.00
2036	600,000.00	1.790	16,472.00	616,472.00
2037	610,000.00	1.820	5,551.00	615,551.00
Total	10,205,000.00		1,473,570.00	11,678,570.00

Issued for the planning, acquisition, design and construction of wastewater system improvements.

GLOSSARY OF TERMS

AFIS – An acronym meaning Automated Fingerprint Identification System.

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

ACCRUAL ACCOUNTING - The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).

AD VALOREM TAXES - Real estate and personal property taxes. Ad Valorem is defined by Webster's New World Dictionary as "in proportion to the value". The taxes are assessed on a portion of the value of the property based on actual taxable value received from the property appraiser and millage rate set by City Council.

APPROPRIATION - Authorization granted by a legislative body (City Council) to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.

ASSESSMENT - The value for tax purposes determined by the property appraiser for a given piece of real or personal property.

ASSETS - Property owned by the city government, which has monetary value.

BALANCED BUDGET - A balanced budget occurs when the total sum of money a government collects in a year is equal to the amount it spends on goods, services, and debt interest.

BOND - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BONDED DEBT - The portion of indebtedness covered by outstanding bonds which includes general obligation promissory notes that are backed by approved, irrevocable future tax levies for debt service.

BOND ISSUE - Bonds sold.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period, and the proposed means of financing them.

BUDGET CALENDAR - The schedule of key dates which the City Council follows in the preparation and adoption of the budget.

BUDGET ORDINANCE - The official enactment by the City Council establishing the legal authority for officials to obligate and expend resources.

BUDGETARY ACCOUNTS - Those accounts necessary to reflect budget operations and conditions, such as estimated revenues, appropriations, and encumbrances, as distinguished from proprietary accounts.

BUDGETARY CONTROL - The control or management of the business affairs in accordance with an approved budget, with a view toward keeping expenditures within the authorized amount.

CAFR – An acronym meaning Comprehensive Annual Financial Report.

CDBG – An acronym meaning Community Development Block Grant.

CPR – An acronym meaning Cardiopulmonary Resuscitation.

GLOSSARY OF TERMS

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

CAPITAL OUTLAY - An expenditure that results in the acquisition of fixed assets or additions to fixed assets, which are presumed to have benefits for more than one year. Includes expenditures for land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, and major fixed or movable equipment costing more than \$5,000 per unit or set.

CAPITAL PROJECT FUND - The fund used to record resources and expenditures for the acquisition and improvement of sites, for acquisition, construction, equipping, and renovation of plant assets and for the purchase of fixed or movable equipment.

CERTIFICATE OF OBLIGATION – A debt instrument that is issued by the City and has the same legal status as a general obligation bond. However, certificates of obligation are not authorized by the voters.

CHART OF ACCOUNTS - The classification system used by a city to organize the accounting for various funds.

CITY MANAGER'S MESSAGE - A general discussion of the proposed budget, as presented in writing by the budget-making authority, to the legislative body.

CLASSIFICATION - A systematic arrangement of items into classes or related groups for analytical or control purposes.

CONTINGENCY - Funds that are not earmarked for a specific purpose and may be used for emergency expenses or to make up cost overruns during a budget year.

CURRENT ASSETS - Cash and other assets that are available to be used in operations within the next twelve months.

CURRENT LIABILITIES - Short-term liabilities whose liquidation is reasonably expected to require the use of assets or the creation of additional liabilities within the next twelve months.

DEBT - An obligation resulting from borrowing of money or from the purchase of goods or services.

DEBT LIMIT - The maximum amount of gross or net debt legally permitted.

DEBT SERVICE - The expense of retiring such debts as loans and bond issues.

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

DEFICIT - The excess of the obligations of a fund over the fund's resources.

DEPRECIATION - The periodic expiration of a plant asset's useful life. There are several methods for computing depreciation. Straight line, which is the most common, divides the value of the asset at acquisition by its estimated useful life. This amount is then charged to expense until the asset is fully depreciated.

EMS – An acronym meaning Emergency Medical Services.

GLOSSARY OF TERMS

ENCUMBRANCES – Commitments related to unperformed contracts for goods or services used in budgeting. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND - A fund established to finance and account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Examples of Enterprise Funds are those of water and sewer service, golf course and airport.

EXPENDITURES - (Used for General Fund Types) Total charges incurred, whether paid or unpaid, which are assumed to benefit the current fiscal year.

EXPENSES - (Used for Non General Fund Types) The cost of goods or services incurred in the operation which cannot be charged to asset accounts.

FEMA – An acronym for the Federal Emergency Management Agency.

FISCAL YEAR - A twelve-month period of time to which the annual budget applies and at the end of which a city determines its financial position and results of operations.

FULL FAITH AND CREDIT - A pledge of the General Taxing power of a government to repay debt obligations (typically used in reference to bonds).

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

FUND BALANCE – The difference between governmental fund assets and liabilities.

GAAP – An acronym for Generally Accepted Accounting Principles. GAAP provides 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.

GASB – An acronym for the Government Accounting Standards Board.

GFOA – An acronym for the Government Finance Officers Association.

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

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

GOVERNMENTAL FUND – A fund established to account for the sources, uses and balances of a government's expendable "general government" financial resources (and the related current liabilities). Examples include the General, Special Revenue, Capital Projects and Debt Service Funds.

GLOSSARY OF TERMS

GRANT - A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function.

INCOME - This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of an enterprise's activities. The excess of the total revenues over the total expenses of the utility for a particular accounting period is called "net income."

INTERFUND TRANSFERS - Transfer among funds. These are utilized to track items for management purposes. They represent a "double counting" and, therefore, are subtracted when computing a net operating budget.

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

LEPC – An acronym meaning Local Emergency Planning Committee.

LEVY - The total of taxes or special assessments imposed by a governmental unit.

LOCAL TAX LEVY REVENUE - Revenue of a district, which is derived from taxes levied on, equalized property value within a district.

MIS – An acronym for Management Information Systems.

MODIFIED ACCRUAL – The method of accounting under which revenues are recognized when they are both measurable and available to finance expenditures of the current period. Expenditures are recognized when the liability is incurred.

NON-OPERATING INCOME - Income of governmental enterprises of a business character which is not derived from the operation of such enterprises. An example is interest on investments or on bank deposits.

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

OPERATING EXPENSES - As used in the accounts of governmental enterprises of a business character, the term means such costs that are necessary to the maintenance of the enterprise, the rendering of services for which operated, the sale of merchandise, the production and disposition of commodities produced, and the collection of the revenues.

OTHER FINANCIAL SOURCES - Governmental fund general long-term debt proceeds, operating transfers-in and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

OTHER FINANCIAL USES - Governmental fund operating transfer-out. Such amounts are classified separately from revenues.

PFIA – An acronym meaning Public Funds Investment Act.

PERSONAL PROPERTY - Livestock, commercial equipment and furnishings, attachments to mobile homes, railroad cars and similar possessions that are taxable under state law.

GLOSSARY OF TERMS

PERSONAL SERVICES - Costs related to compensating employees including salaries, wages and benefit costs.

PRINCIPAL OF BONDS - The face value of the bonds.

PROPERTY APPRAISER - Elected county official responsible for setting property valuations for tax purposes and preparing the annual tax roll.

PROPRIETARY FUND – A fund established to account for a government’s continuing business-type organizations and activities. All assets, liabilities, equities, revenues, expenses and transfers pertaining to these business organizations and activities are accounted for through proprietary funds. Both enterprise and internal service funds are classified as proprietary funds.

PURCHASE ORDER - A written request to a vendor to provide material or services at a price set forth in the order and is used as an encumbrance document.

RFP – An acronym meaning Request for Proposal.

REAL PROPERTY - Land and the buildings and other structures attached to it that are taxable under state law.

REVENUE - An increase in (source of) fund financial resources other than from interfund transfers or debt issue proceeds.

REVENUE SHARING - Federal and State money allocated to local governments.

SETTRAC – An acronym meaning Southeast Texas Trauma Regional Advisory Council.

SOURCE OF WORKING CAPITAL - A transaction that results in net increase in working capital.

SPECIAL REVENUE FUND - A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

STEP – An acronym for Speed/Traffic Enforcement Program.

TEEX – An acronym meaning Texas Engineering Extension Service.

TIRZ – An acronym meaning Tax Increment and Reinvestment Zone.

TxDOT – An acronym meaning Texas Department of Transportation.

TAX BASE - The total property valuations on which each taxing agency levies its tax rate.

TAX LEVY - The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

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

TAX ROLL - The certification of assessed/taxable values prepared by the Property Appraiser and presented to the taxing authority.

UASI – An acronym meaning Urban Area Homeland Security.

WORKING CAPITAL - The amount by which total current assets exceed total current liabilities.



CHART OF REVENUE ACCOUNTS

AAA GRANT - Proceeds from the Area Agency on Aging (AAA) grant which is used to provide meals to senior citizens.

ADMINISTRATIVE DISMISSAL FEE - Proceeds from a state imposed charge to individuals who violate certain municipal ordinances or state laws.

ADULT SPORT LEAGUES - Proceeds from the operation of adult softball, volleyball and similar sport leagues.

ALARM PERMITS - Proceeds from citizens for a permit that allows them to have a security alarm at the residence or business.

ANIMAL LICENSES - Proceeds from citizens for the obtainment of dog or cat licenses.

AQUATIC FACILITY – Proceeds from the lease of the City's swimming pools and wave pool.

AQUATIC MEMBERSHIPS - Proceeds from seasonal memberships to the City's swimming pools.

ATHLETIC COMPLEX - Proceeds from the rental of various athletic facilities by individuals.

BEER, WINE, LIQUOR LICENSES - Proceeds from the license process for establishments selling alcoholic beverages within the City limits.

BILLING FOR DEBT SERVICE - Proceeds from members of the La Porte Area Water Authority for the servicing of debt incurred by the Authority on the members' behalf.

BINGO TAXES - Proceeds from the assessment of taxes on bingo operations held within the City limits.

BIRTH AND DEATH RECORDS - Proceeds from the production of certified birth and death records.

BUILDING PERMITS - Proceeds from individuals for a permit which allows them to construct a structure.

CART RENTAL - 18 HOLE - Proceeds from a use fee for golfers utilizing an electric golf car during eighteen holes of play.

CART RENTAL - 9 HOLE - Proceeds from a use fee for golfers utilizing an electric golf car during nine holes of play.

CATERER/CONCESSION COMMISSIONS - Proceeds received (percentage of gross sales) from caterers providing services to lessors of the Sylvan Beach Pavilion.

CHARGES TO DEPARTMENTS - Proceeds from a charge to various City Departments to cover the cost of providing health care coverage for City employees.

CITIZEN EDUCATION TRAINING - Proceeds from a user fee charged by the City for training classes conducted by the Municipal Court Division.

COBRA CONTRIBUTIONS - Proceeds from individuals who elect to receive health insurance under the Comprehensive Omnibus Benefits Reconciliation Act.

COMMERCIAL SOLIDWASTE - Proceeds from a user fee for the provision of solidwaste pickup and disposal for commercial customers located in the City limits.

COMPREHENSIVE REHABILITATION FUND - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

CHART OF REVENUE ACCOUNTS

CONCESSION COMMISSIONS - Proceeds received (percentage of gross sales) from concessionaires providing services to lessors of the Sylvan Beach Pavilion, players at the Golf Course and patrons of the City's park facilities.

CONTRACT FIRE PROTECTION - Proceeds from a contract with industries located outside the City limits for assistance in fire suppression.

CONTRIBUTIONS TO VICTIMS OF CRIME - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

CRIMINAL JUSTICE PLANNING FUND - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

CURRENT PROPERTY TAXES - Proceeds from the assessment of ad valorem taxes on taxable property located in the City Limits of the City. These proceeds are used for operations and maintenance in the General Fund and to service debt in the Debt Service Fund.

DELINQUENT TAXES - Proceeds from property taxes assessed in prior years but were not collected until the current year.

DEMOLISHING PERMITS - Proceeds from individuals desiring a permit to demolish a structure.

DOCUMENT REPRODUCTION - Proceeds from individuals who have requested certain information that had to be reproduced by City Employees.

ELECTRICAL PERMITS - Proceeds from individuals who are having electrical installations or modifications performed within the City limits.

ELECTRICIANS LICENSES - Proceeds from the licensing process of individuals desiring to perform electrical work within the City limits.

EMPLOYEE CONTRIBUTIONS - Contributions made by City employees who desire to have their eligible dependents covered by the City's health plan.

EMS CONTRACT REVENUE - Proceeds from a contract with industries located outside the City limits for assistance in Emergency Medical Services.

EMS PATIENT REVENUE - Proceeds from a user fee for services rendered by the City's Emergency Medical Services operation.

FRANCHISE FEES/CABLE TV (TCI) - Proceeds from a franchise fee on cable television companies operating within the City limits.

FRANCHISE FEES/ELECTRICAL (HL&P) - Proceeds from a franchise fee on electric service within the City limits.

FRANCHISE FEES/GAS (ENTEX) - Proceeds from a franchise fee on gas service within the City limits.

FRANCHISE FEES/TELEPHONE (BELL) - Proceeds from a franchise fee on telephone service within the City limits.

FRONT FOOT FEES - Proceeds from citizens desiring to connect to either the City's water or sewer system.

GENERAL PROGRAMS/CAMPS - Proceeds from individuals who participate in general programs or camps sponsored by the City's Parks and Recreation Department.

CHART OF REVENUE ACCOUNTS

GOLF PASS – Proceeds from the sale of passes to Bay Forest Golf Course.

GRANT REIMBURSEMENTS - Proceeds from reimbursements from federal agencies as their portion of preapproved projects.

HEATING AND AIR CONDITIONING PERMITS - Proceeds from individuals who are having heating and or air conditioning installations or modifications performed within the City limits.

HOTEL/MOTEL OCCUPANCY TAX – Proceeds from the collection of taxes imposed on a person who pays for a room, used for sleeping, in a hotel costing \$2 or more each day. The City currently charges a tax of 7%.

INDUSTRIAL PAYMENTS - Proceeds from the levying of a payment in lieu of taxes on industry located in the City's Industrial District. Formal contracts are entered into with each industry that outlines the prescribed payment amount and the responsibilities of each party.

INDUSTRIAL WASTE PERMIT - Proceeds from commercial businesses from the sale of a permit that allows them to discharge industrial wastewater into the City's wastewater system.

INDUSTRIAL WASTE SURCHARGE - Proceeds from an additional charge by sewer customers who fails to meet the City's limits for the composition of their discharge.

INTEREST INCOME - Proceeds received on the investment of idle City funds.

JOINT VENTURE CONTRIBUTIONS - Contributions from various organizations who wish to participate, by providing matching funds, in selected capital improvements.

LAW ENFORCEMENT OFFICERS EDUCATION FUND - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

LEASE OF CITY PROPERTY - Proceeds from the leasing of City facilities not covered elsewhere in the revenue structure.

LEASE OF FIRE TRAINING FACILITY - Proceeds from the leasing of the City's Fire Training Facility.

MANAGER CART – Proceeds from a use fee for golfers utilizing an electric golf cart while acting as managers.

MISCELLANEOUS LICENSES, PERMITS & FEES - Proceeds from individuals for licenses, permits or fees that do not have separate revenue accounts.

MISCELLANEOUS REVENUE - Proceeds for miscellaneous items that are not accounted for in other revenue accounts.

MISDEMEANOR COURT COSTS - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

MOBILE HOME PARK LICENSES - Proceeds from the licensing process of mobile home parks.

MOTOR POOL LEASE FEES - Proceeds from assessments charged to City Divisions by the Motor Pool Fund, an Internal Service Fund, which is collected and used to procure replacement vehicles.

MOWING & DEMOLITION - Proceeds from property owners who have had their property mowed by the City because of the property owner's failure to comply with City ordinances regarding high weeds.

CHART OF REVENUE ACCOUNTS

MUNICIPAL COURT JUDGES TRAINING TAX - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

MUNICIPAL COURT FINES - Proceeds from a state imposed charge to individuals who violate certain municipal ordinances or state laws.

NON-RESIDENT MEMBERSHIPS - Annual golf memberships for persons who are not citizens of the City. of La Porte. The membership fee allows unlimited play.

NON-RESIDENT SENIORS - Golf user fee (green fee) charged to persons who are not residents of La Porte and are over the age of 65.

NON-RESIDENT WEEKDAY - Golf user fee (green fee) charged to persons who are not residents of La Porte to play golf on weekdays.

NON-RESIDENT WEEKEND - Golf user fee (green fee) charged to persons who are not residents of La Porte to play golf on weekends.

OPERATORS & CHAUFFEURS LICENSE - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

PARKS/RECREATION MISCELLANEOUS - Proceeds from miscellaneous activities coordinated by the Parks and Recreation Department that are not accounted for in other revenue accounts.

PENALTIES - Proceeds from the assessment of late charges for water, sewer and garbage customers who are late in paying their bills.

PIPELINE APPLICATION PERMITS - Proceeds from application permits for installation of pipelines in one of the City's pipeline corridors.

PIPELINE ASSESSMENTS - Proceeds from an annual assessment fee for companies that have pipelines in one of the City's pipeline corridors.

PLUMBING PERMITS - Proceeds from individuals who are having plumbing installations or modifications performed within the City limits.

POLICE ACCIDENT REPORTS - Proceeds from a fee charged to individuals for copies of police accident reports.

POLICE PUBLIC TRAINING CLASSES - Proceeds from the training of the public for various public safety classes.

POLICE TELETYPE/DISPATCHING - Proceeds from a fee charged to other cities for the provision of dispatching of their force by our Police Department.

POOL PERMITS - Proceeds from individuals who are having swimming pool installations or modifications performed within the City limits.

POUND FINES - Proceeds from individuals who have had their dog or cat impounded by the City for violation of City ordinances.

PUBLIC SAFETY GRANTS - Proceeds from grants that relate to Public Safety (Police Department activity).

RECREATION CENTER CLASS FEES - Proceeds from user fees charged by the Parks and Recreation Department for aerobic classes at the City's Recreation and Fitness center.

CHART OF REVENUE ACCOUNTS

RECREATION CENTER MEMBERSHIPS - Proceeds from membership fees for access to the City's Recreation and Fitness Center.

RECREATION CENTER PRO SHOP - Proceeds from the sale of items at the City's Recreation and Fitness Center.

RECREATION CENTER RENTAL - Proceeds from the rental of one of the City's minor recreation facilities.

RECREATION CENTER WALK-INS - Proceeds from daily user fees by individuals who are not members.

RECYCLING - Proceeds from the sale of materials collected by the City at its recycling center.

RENTAL OF FACILITY - Proceeds from the lease of the Sylvan Beach Pavilion.

RENTAL OF SPACE - Proceeds from the lease of land at the City's Municipal Airport.

RESIDENT MEMBERSHIPS - Annual golf memberships for persons who are citizens of the City of La Porte. The membership fee allows unlimited play.

RESIDENT SENIOR MEMBERSHIP - Annual golf memberships for persons who are citizens of the City of La Porte and are over the age of 60. The membership fee allows unlimited play.

RESIDENT SENIORS - Golf user fee (green fee) charged to persons who are residents of La Porte and are over the age of 60.

RESIDENT WEEKDAY - Golf user fee (green fee) charged to persons who are residents of La Porte to play golf on weekdays.

RESIDENT WEEKEND - Golf user fee (green fee) charged to persons who are residents of La Porte to play golf on weekends.

RESIDENTIAL SOLIDWASTE - Proceeds from customers for the pickup of residential solidwaste.

RETIREE CONTRIBUTIONS - Proceeds from city retirees who elect to receive health insurance for the spouses.

REZONING FEES - Proceeds from an application fee from individuals desiring to rezone certain areas within the City limits.

RODEO CENTER RENTAL - Proceeds from users of the City's Rodeo Arena.

SALE OF EQUIPMENT - Proceeds from the sale of surplus or obsolete items at the annual City auction.

SALE OF GARBAGE BAGS - Proceeds from the sale of garbage bags to the City's residential solidwaste customers.

SALE OF MAPS - Proceeds from the sale of City maps.

SALE OF MATERIALS - Proceeds from the sale of materials.

SALE OF SEWER - Proceeds from the receipt and treatment of sanitary sewage in the City's Utility Fund.

SALE OF WATER - Proceeds from the sale of potable water in the City's Utility Fund.

CHART OF REVENUE ACCOUNTS

SALES TAX - Proceeds from the one percent local option sales tax on taxable goods sold or consumed in the City of La Porte. This tax is collected by the State of Texas on behalf of the City and is forwarded to the City each month.

SERVICE FEES - Proceeds from an assessment to individuals or companies who have submitted to the City a check that has been rejected by their bank.

SEWER TAPS - Proceeds from a user fee charged utility customers who desire to be connected to our sewer system at a location that did not previously have service.

SIGN PERMITS-- Proceeds from individuals desiring a permit to erect a sign.

SPECIAL OLYMPICS - Proceeds from a fee charged to those that participate in various events involving the City's Special Population Organized Recreational Therapy program.

STREET & ALLEY CLOSING APPLICATION FEE - Proceeds from an application fee from individuals desiring to close a street or alley and convert it to private use.

SUPERVISORY FEES - Proceeds from a state mandated fee that is assessed with certain municipal court fines.

SWIM LESSONS - Proceeds from individuals who take swim lessons offered by the City's Parks and Recreation Department.

SWIMMING POOL ADMISSIONS - Proceeds from a user fee for admission to one of the City's four pools.

TAX BILLING FEES - Proceeds from a user fee charged entities for which the City bills and collects their ad valorem taxes.

TAX ON SALE OF MIXED DRINKS - Proceeds from a sales tax on the sale of alcoholic beverages.

TAX PENALTY AND INTEREST - Proceeds collected, in accordance with state law, from late taxpayers for penalty and interest on current year amounts outstanding.

TEMPORARY CONNECTS - Proceeds from a user fee for temporary connections to the City's water and sewer system.

TOURNAMENT FEES - Proceeds from tournaments held at the City's Municipal Golf Course.

TRANSFER FROM GENERAL FUND - Transfer of funds from the City's General Fund.

TRANSFER FROM GOLF COURSE FUND - A transfer from the Golf Course Fund to the Debt Service Fund. This amount represents a cost contribution to offset General Obligation Bonds sold to finance construction of the Bay Forest Golf Course.

TRANSFER FROM HOTEL/MOTEL FUND - Transfer of funds from the City's Hotel/Motel Fund.

TRANSFER FROM LPAWA FUND - A transfer from the La Porte Area Water Authority Fund to the General Fund. This amount represents cost recovery for services rendered the fund by other City operations.

TRANSFER FROM UTILITY FUND - A transfer from the Utility Fund to the General Fund. This amount represents cost recovery for services rendered the fund by other City operations as well as a payment in lieu of ad valorem taxes.

TWILIGHT GREEN FEES - Proceeds from golfers utilizing the City's golf course under the twilight fee option.

CHART OF REVENUE ACCOUNTS

USE OF EQUIPMENT, MATERIAL & LABOR - Proceeds from a fee charged when individuals benefit from the use of City owned equipment, materials or labor.

WARRANT FEES - Proceeds from fees that may be imposed for the issuance and service of arrest warrants issued out of municipal court.

WATER METERS - Proceeds from the installation of water meters.

WATER RECONNECT FEES - Proceeds from a charge to utility customers to have their water reconnected after service has been temporarily disconnected for non-payment of services rendered.

WATER TAPS - Proceeds from a user fee charged to utility customers who desire to be connected to our water system at a location that did not previously have service.

WAVE POOL ADMISSIONS - Proceeds from the sale of tickets to the public for the use of the wave pool.

WAVE POOL RENTAL - Proceeds from the rental of the City's Wave Pool.

WRECKER PERMITS - Proceeds from individuals desiring a permit to operate a wrecker service in the City.

YOUTH SPORTS - Proceeds from participants in the youth sports program offered by the Parks and Recreation Department.



CHART OF OPERATING EXPENSE (EXPENDITURE) ACCOUNTS

- 1010 **REGULAR EARNINGS** - Compensation to employees for work performed up to 40 hours per week. Also includes pay for vacation, sick and other paid time off.
- 1011 **SEASONAL EARNINGS** – Account used exclusively by the Recreation Division to capture the costs associated with summer time employees.
- 1012 **SICK BUY BACK** – Account is used for the City’s sick buy back program. An annual payment of 48 hours of sick time, provided they have that amount accrued, is paid to full-time employees who have 10 years or more of service to the City. The program is an effort to reduce the sick time liability on the City’s books.
- 1013 **AUTOMATIC OVERTIME** – Account used exclusively by the Emergency Medical Services Division to capture the costs associated with FSLA scheduled overtime for the paramedics.
- 1015 **RELIEF** - Account used exclusively by the Emergency Medical Services Division to capture the costs associated with relief personnel.
- 1020 **OVERTIME** - Compensation to employees for work performed in excess of 40 hours per week.
- 1025 **OCU OVERTIME** - Overtime incurred by the Organized Crime Unit. These costs are reimbursable by grant revenue and are kept separate for reporting purposes.
- 1030 **CERTIFICATION** - Compensation to selected employees for obtaining advanced training and qualifications.
- 1035 **LONGEVITY** - Compensation to employees with more than one year of service. The amount is four dollars per month for each year of service after the first year.
- 1040 **CLOTHING ALLOWANCE** - Clothing cost for employee uniforms.
- 1041 **TOOL ALLOWANCE** - Compensation to employees for costs associated with purchase of specialized tools.
- 1042 **CAR ALLOWANCE** - Compensation to employees who utilize their personal vehicle in conducting City business.
- 1043 **MOTORCYCLE ALLOWANCE** - Compensation to employees who utilize their personal motorcycle in conducting City business.
- 1044 **CLEANING ALLOWANCE** - Compensation to employees to offset cleaning cost for employee uniforms.
- 1055 **TERMINATION PAY (SICK/VAC)** - Cost incurred to pay terminated employees their accrued sick and vacation liability.
- 1060 **FICA** - City's contribution to social security.
- 1065 **RETIREMENT** - City's contribution to the Texas Municipal Retirement System.
- 1066 **VOLUNTEER FIREMEN RETIREMENT** - City's retirement contribution for volunteer fire fighters.
- 1070 **WORKERS COMPENSATION** - Workman's compensation coverage for employees.
- 1075 **UNEMPLOYMENT COMPENSATION** - Unemployment cost associated with terminated employees.

CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 1080 **INSURANCE - MEDICAL** - Cost to provide employee, retiree and dependents health coverage.
- 1081 **INSURANCE - LIFE** - Cost of providing life insurance for employees.
- 1090 **OTHER BENEFITS** - Cost incurred to provide other benefits such as physical examinations for employees.
- 1099 **ATTRITION** – Salary savings from turnover throughout the fiscal year.
- 2001 **OFFICE SUPPLIES** – Expendable materials used in routine office operations. Included in this account are: calculator tape, folders, purchasing requisition and receiving report books, pens, calendars and copy paper.
- 2002 **POSTAGE** - Cost of postage incurred to send outgoing mail for city divisions.
- 2003 **PROTECTIVE CLOTHING**- Cost of clothing materials used by various divisions in performance of duties. Included in this account are gloves, safety vests and glasses, goggles, rainwear and the purchase of uniforms and jackets.
- 2004 **GAS AND OIL** - Fuel and lubricants used by city vehicles.
- 2005 **MINOR TOOLS** - Hand tools that do not meet the requirements for fixed assets. Included in this account are items such as hammers, screwdrivers and shovels.
- 2006 **CLEANING** - Expendable materials used in routine cleaning operations. Included in this account are glass and abrasive cleaners, detergents, disinfectants, paper towels, mops and brooms.
- 2007 **CHEMICAL** - Chlorine and other chemicals used by various city divisions.
- 2008 **EDUCATIONAL** - Cost of educational materials. Included in this account are manuals and books for departmental training and handouts used to inform the public. Does not include equipment or routine office supplies used in training classes.
- 2009 **MEDICAL** - Cost of miscellaneous medical supplies, excluding materials used by the Emergency Medical Services Division that is accounted in account 2055.
- 2010 **TRAFFIC** - Materials used in the control of traffic flow and safety. Included in this account are safety cones, barricades and sign materials.
- 2014 **FREIGHT** - Cost associated with the delivery of items to the City.
- 2015 **OTHER SUPPLIES** - General supplies used by the various divisions in performing their functions. Included in this account are water coolers, floor mats, batteries, light bulbs, flashlights, spray paint, and duct tape .
- 2016 **JAIL OPERATIONS** - Cost incurred for supplies related to the operation of the jail.
- 2017 **SPECIALIZED SUPPLIES** - Cost incurred for special supplies used in certain operations. Examples include SWAT and DARE supplies.
- 2018 **COMPUTER SUPPLIES** - Cost incurred for the operation of microcomputers in the various divisions. Included in this account are computer paper and ribbons.
- 2019 **TRAINING FIELD SUPPLIES** - Cost incurred for the operation of the Fire Training Facility.

CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 2030 **SMALL PARTS** - Cost incurred in the purchase of expendable small parts. Used exclusively by the Vehicle Maintenance Division.
- 2031 **ATHLETIC SUPPLIES** - Cost incurred for supplies and other small items used in the performance of the athletic program.
- 2032 **AQUATIC SUPPLIES** - Cost incurred for supplies and other small items used in the performance of the Aquatic program.
- 2036 **SPECIAL OLYMPICS (SPORT)** - Cost incurred for supplies and other miscellaneous items used in the performance of the SPORT program.
- 2040 **VEHICLE MAINTENANCE** - Automotive parts used by the Vehicle Maintenance Division in the repair of vehicles.
- 2050 **SAFETY** - Miscellaneous items used in the promotion of safety.
- 2055 **EMS DRUGS AND SUPPLIES** - Medical and related supplies used by the Emergency Medical Services Division in providing emergency medical care.
- 2056 **MEDICAL OXYGEN** - Oxygen supplies used by EMS in providing emergency medical care.
- 2075 **TOURISM DEVELOPMENT** – Used for the Hotel/Motel Fund and the Economic Development Fund to account for costs incurred for the marketing and promotion of tourism and development within the City of La Porte.
- 2076 **CITY MAPS** – Used for the Hotel/Motel Fund to account for costs associated with the publication of City maps.
- 2077 **FIREWORKS** – Used for the Hotel/Motel Fund to account for costs related to the annual 4th of July Fireworks display and celebration.
- 2078 **CONFIDENTIAL FUNDS** – Used by the Police Department for investigational purposes, such as the purchase of information, services or evidence. Strict guidelines for use of these funds are adhered to.
- 2090 **MACHINERY/TOOLS/EQUIPMENT** - Non-capital expenditures for machinery, tools and equipment not meeting the \$5,000 minimum expenditure requirement. Included in this account are calculators and cameras.
- 2091 **OFFICE FURNITURE** - Non-capital expenditures for office furniture that do not meet the \$5,000 minimum expenditure requirement. Items included in this account are chairs, desks and file cabinets.
- 2093 **COMPUTER EQUIPMENT** – Non-capital expenditures for computer equipment not meeting the \$5,000 minimum expenditure requirement. Included in this account are personal computers, printers, copiers and fax machines.
- 3001 **MEMBERSHIPS AND SUBSCRIPTIONS** - Memberships to professional organizations and subscriptions to professional publications.
- 3020 **TRAINING/SEMINARS** - Cost incurred in keeping personnel current with professional methods and includes business transportation, lodging, and meals for city personnel while attending seminars.

CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 3021 **SPECIAL COMMISSIONS** – Travel and training related expenses for citizen or volunteer committees.
- 3022 **EMPLOYEE TRAINING** – Cost incurred for training provided by Human Resources to all employees.
- 3023 **COMPLIANCE TRAINING** – Cost incurred for training mandated by state or federal law and provided by Human Resources to all employees.

- 4001 **OFFICE EQUIPMENT** - Rental and maintenance cost incurred for office equipment, excluding supplies required for their operation that are accounted for in account 2015. Included in this account are maintenance agreements for printers, copiers and fax machines.
- 4002 **MACHINERY/TOOLS/EQUIPMENT**- Rental and maintenance cost incurred for miscellaneous machinery and equipment, excluding supplies required for their operation that are accounted for in account 2015. Included in this account is the recharging of fire extinguishers.
- 4003 **RADIOS AND BASE STATIONS** - Cost incurred for rental, maintenance and repair of radios and base stations, excluding supplies required for their operation that are accounted for in account 2015.
- 4005 **METERS** - Cost incurred for maintenance and repair of water meters.
- 4006 **HEATING AND A/C EQUIPMENT** - Cost incurred for maintenance and repair of heating and air conditioning equipment. Repair costs exceeding \$5,000.00 should be capitalized and charged to account 8002.
- 4007 **FIRE HYDRANTS** - Cost incurred for maintenance and repair of fire hydrants.
- 4008 **PUMPS/MOTORS** - Cost incurred for maintenance and repair of pumps and motors. Repair costs exceeding \$5,000.00 should be capitalized and charged to account 8021.
- 4010 **RECREATION/EDUCATION EQUIPMENT** - Cost incurred for maintenance and repair of recreational and educational equipment.
- 4011 **BUILDING MAINTENANCE** - Cost incurred for maintenance and repair of buildings. Included in this account are replacement of existing carpet, paint, electrical repairs and roof repairs. Does not include light bulbs and batteries, they are charged to account 2015. Repairs exceeding \$5,000.00 should be capitalized and charged to account 8002.
- 4012 **WATER LINE MAINTENANCE** - Cost incurred for maintenance and repair of water lines.
- 4013 **SEWER LINE MAINTENANCE** - Cost incurred for maintenance and repair of sewer lines.
- 4015 **PAVING** - Cost incurred for maintenance and repair of streets, curbs, gutters and other paved surfaces.
- 4017 **SEWER PLANT LIFT STATIONS** - Cost incurred for maintenance and repair of sewer plant and related lift stations.
- 4018 **PARK GROUNDS** - Cost incurred for maintenance and repair of park grounds.
- 4019 **RENTAL OF EQUIPMENT** - Cost incurred for rental and maintenance of equipment not specifically identified above. Included in this account is the rental of pagers.

CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 4020 **MOTOR POOL LEASE FEES** - Lease fees paid by the various divisions for usage of equipment from the city's motor pool.
- 4021 **VEHICLE MAINTENANCE: OUTSIDE CONTRACTS** - Cost incurred for outside body repair on city vehicles.
- 4022 **RENT: BUILDING/LAND** - Cost incurred for rental of buildings and/or land.
- 4030 **VEHICLE MAINTENANCE: FLEET MAINTENANCE** - Cost incurred by the various divisions by the vehicle maintenance fund for the upkeep of their vehicles.
- 4031 **OTHER VEHICLE MAINTENANCE** - Cost incurred by divisions that elect to perform selective vehicle maintenance.
- 4050 **COMPUTER HARDWARE** - Maintenance cost for the City's computer hardware.
- 4055 **COMPUTER SOFTWARE** - Maintenance cost for the City's computer software. Also includes cost for computer software and updates not meeting the criteria for a fixed asset.
- 4060 **COMPUTER LEASE FEES** - Lease fees paid by the various divisions for the use and replacement of computer equipment.
- 4065 **COMPUTER MAINTENANCE FEES** - Cost incurred by the various divisions by the technology fund for the upkeep of computer equipment and phones.
- 4070 **EMERGENCY MANAGEMENT** - Cost incurred for the operation of emergency management.
- 4080 **BUILDING SECURITY** – Costs incurred by Municipal Court for building security.
- 4081 **TECHNOLOGY** – Costs incurred for technological enhancements for the Municipal Court.
- 5001 **AUDIT** - Cost incurred for professional services related to accounting.
- 5002 **ENGINEERING** - Cost incurred for professional services related to engineering.
- 5003 **LEGAL**-Cost incurred for professional services related to legal services. Includes City Attorney and court costs.
- 5004 **CONSULTING** - Cost incurred for professional services related to consulting.
- 5005 **PERSONNEL SERVICES** - Cost incurred for professional services related to personnel services.
- 5006 **FISCAL SERVICES** - Cost incurred for professional services related to fiscal services.
- 5007 **OTHER PROFESSIONAL SERVICES** - Cost incurred for professional services not specifically identified elsewhere.
- 5008 **MEDICAL SERVICES** - Cost incurred for pre-employment physicals and drug tests.
- 5009 **JUDICIAL SERVICES** - Cost incurred for Judicial Services in the Municipal Court operation.
- 5010 **CITY PROSECUTOR** - Cost incurred for providing prosecution for violators of city ordinances.

CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 5011 **CLAIMS ADMINISTRATION** - Cost incurred to have a third party administer the City's medical insurance plan.
- 5012 **PROPERTY RESALE SERVICES** – Payment of property taxes to entities for property acquired by the City for the City's use.
- 5013 **PROPERTY APPRAISAL** – Cost incurred by City to have value of property determined by a third party.
- 5014 **ECONOMIC DEVELOPMENT** – Cost incurred for professional services used in conjunction with economic development.
- 5017 **ANNUAL RETREAT COSTS** – Costs incurred for the annual City Council retreat.
- 6001 **UNIFORM/TOWEL CLEANING** - Cost incurred for rental and cleaning of uniforms for selected city employees and cleaning of towels.
- 6002 **PRINTING AND REPRODUCTION** - Cost charged to the various city divisions for printing of forms and photocopy charges.
- 6003 **LEGAL NOTICES** - Cost incurred in the publication of legal notices and other information as required by state law.
- 6004 **ELECTIONS** - Cost related to city elections.
- 6005 **ADVERTISING** - Cost incurred in the advertising of information required by the various city divisions.
- 6006 **MISCELLANEOUS** - Cost incurred for miscellaneous items, including wrecker service and Special Olympics.
- 6007 **INSURANCE - LIABILITY** - Cost incurred to provide various types of liability insurance.
- 6008 **JURY FEES/COURT COSTS** - Cost incurred to provide jury trials.
- 6009 **LANDFILL CHARGES** - Cost incurred to dispose of solid waste at the landfill.
- 6010 **JANITORIAL SERVICES** - Cost incurred to provide for the cleaning of various city facilities by outside contractors.
- 6011 **CLAIMS PAID** - Cost of medical claims paid on behalf of employees and dependents.
- 6012 **RE-INSURANCE** - Cost of an umbrella insurance police for employee and dependent medical insurance.
- 6013 **TCEQ REQUIREMENTS** - Cost incurred in meeting the various requirements of the Texas Commission on Environmental Quality.
- 6014 **LIBRARY COSTS** – Costs associated with the City of La Porte Public Library.
- 6015 **COMMUNITY FESTIVALS** – Costs incurred for various Community Festivals within the City of La Porte.
- 6016 **CHAMBER OF COMMERCE** – Cost incurred to remit a portion of Hotel Occupancy Taxes to the Chamber of Commerce per a written agreement between the City and the Chamber.

CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 6017 **EDUCATIONAL FACILITIES** – Used in the Tax Increment and Reinvestment Fund to account for a portion of property taxes collected for the La Porte ISD.
- 6020 **EXPIRED INVENTORY** - Cost incurred in disposing of obsolete or damaged inventory.
- 6021 **DANGEROUS BUILDINGS** – Costs associated with the demolition of dangerous buildings.
- 6022 **CITIZEN CLAIMS** – Cost incurred in the payment of monies directly to providers/claimants by the City in lieu of insurance.
- 6041 **SPECIAL EVENTS** - Cost incurred in the operation of special events.
- 6070 **APPRECIATION PROGRAM** - Cost incurred related to the City's employee appreciation program.
- 6071 **SERVICE AWARDS** - Cost incurred for the purchase of service awards for long tenured employees.
- 6072 **SAFETY RECOGNITION PROGRAM** - Cost incurred for the purchase of items related to the safety program.
- 6091 **BAD DEBT EXPENSE** - Cost incurred related to the disposal of uncollectible account receivable accounts.
- 7001 **ELECTRICAL** - Cost for electrical power service provided to city facilities.
- 7002 **NATURAL GAS** - Cost for natural gas service provided to city facilities.
- 7003 **TELEPHONE** - Cost associated with providing basic telephone and cellular phone service, rental agreements and long distance service to city divisions.
- 7004 **WATER** - Cost for water consumption provided to city facilities.
- 7005 **MISCELLANEOUS UTILITIES** - Cost for miscellaneous utilities not listed above.
- 7006 **CONTRACT SEWER** - Cost for having a portion of the City's sewage treated at a remote location.
- 7007 **HISTORICAL UNDERUTILIZATION** – Used to account for a historical underutilization of water when compared to amounts budgeted.
- 8001 **BUILDING ACQUISITIONS** - Cost to purchase buildings.
- 8002 **BUILDING IMPROVEMENTS** - Cost associated with additions and improvements to existing buildings. Costs recorded in this account are considered capital expenditures and have a minimum threshold of \$5,000.00 per project. Improvement projects less than \$5,000.00 are recorded in account 4011.
- 8011 **OFFICE EQUIPMENT** - Cost to purchase office equipment exceeding \$5,000.
- 8012 **WATER TAPS** - Cost associated with the installation of water taps.
- 8013 **SEWER TAPS** - Cost associated with the installation of sewer taps.
- 8014 **WATER LINE REPLACEMENT** - Cost incurred to replace existing water lines.
- 8015 **SEWER LINE REPLACEMENT** - Cost incurred to replace existing sewer lines.

CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 8021 **MACHINES, TOOLS & EQUIPMENT** - Cost associated with the acquisition of various machines, tools and equipment exceeding \$5,000.
- 8023 **COMPUTER EQUIPMENT** - Cost for new computer equipment exceeding \$5,000.
- 8026 **METERS AND BOXES** - Cost associated with purchase of water meters and water meter boxes.
- 8027 **TRAFFIC CONTROL DEVICES** - Cost associated with the control of traffic, including the building and maintenance of traffic humps and other similar projects.
- 8028 **FIRE HYDRANTS** - Cost for purchase of fire hydrants.
- 8029 **PAVING** - Cost associated with the building of streets, curbs gutters and paving of other similar projects including sidewalks.
- 8031 **LAND ACQUISITIONS** - Cost to purchase land.
- 8032 **LAND IMPROVEMENTS** - Cost associated with land improvements. This account includes the planting of trees and installation of fencing.
- 8050 **MOTOR VEHICLES** - Cost to acquire motor vehicles.
- 8060 **RECREATION EQUIPMENT** - Cost to acquire recreational equipment.
- 9001-
9041 **TRANSFERS TO OTHER FUNDS** - Administrative transfers to other Funds.
- 9037 **TRANSFER FOR DEBT SERVICE** - A transfer from the Utility Fund to the Utility Debt Service Fund to pay for Revenue Bonds and the General Debt Service Fund to pay for Water/Wastewater and Tax Bonds assumed in previous annexations.
- 9038 **DEBT SERVICE - SERIES I** - A transfer for debt service requirements of the La Porte Area Water Authorities Series I debt.
- 9039 **DEBT SERVICE - SERIES II** - A transfer for debt service requirements of the La Porte Area Water Authorities Series II debt.
- 9050 **CONTINGENCY** - Used by administration to record costs incurred that are infrequent and were unforeseen at budget preparation time.
- 9051 **EMERGENCY RESPONSE** – To record costs incurred due to a disaster of some sort, such as hurricane.
- 9072 **OPERATORS AGREEMENT** – To account for payments, agreed upon by the City of La Porte and the La Porte Area Water Authority, for the operation, maintenance, repair and management of the LPAWA property.
- 9080 **BILLING FOR CAPITAL RESERVE** - A billing to the three member cities of the La Porte Area Water Authority that is set aside as a reserve for future capital expansion.
- 9997 **SPECIAL PROGRAMS** - A Finance tool used as a space holder for new programs until the money is rolled into appropriate account.