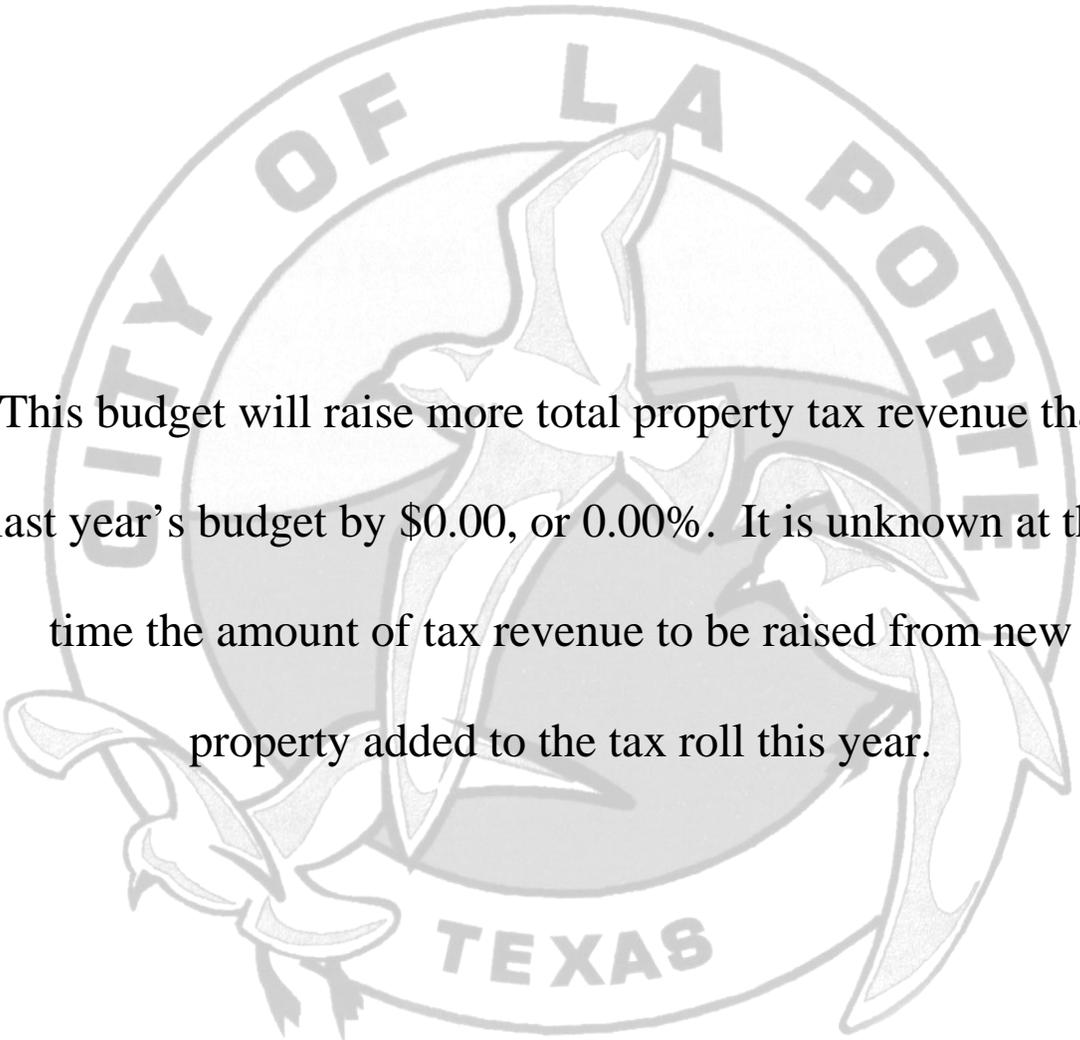


CITY OF LA PORTE, TEXAS

PROPOSED BUDGET

OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021





This budget will raise more total property tax revenue than last year's budget by \$0.00, or 0.00%. 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



Brandon Lunsford
At-large A



Steve Gillett
At-large B



Danny Earp
District 1



Chuck Engelken
District 2



Bill Bentley
District 3



Thomas Garza
District 4



Jay Martin
District 5



Nancy Ojeda
District 6



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of La Porte
Texas**

For the Fiscal Year Beginning

October 1, 2019

Christopher P. Morill

Executive Director

CITY OF LA PORTE ORGANIZATIONAL CHART

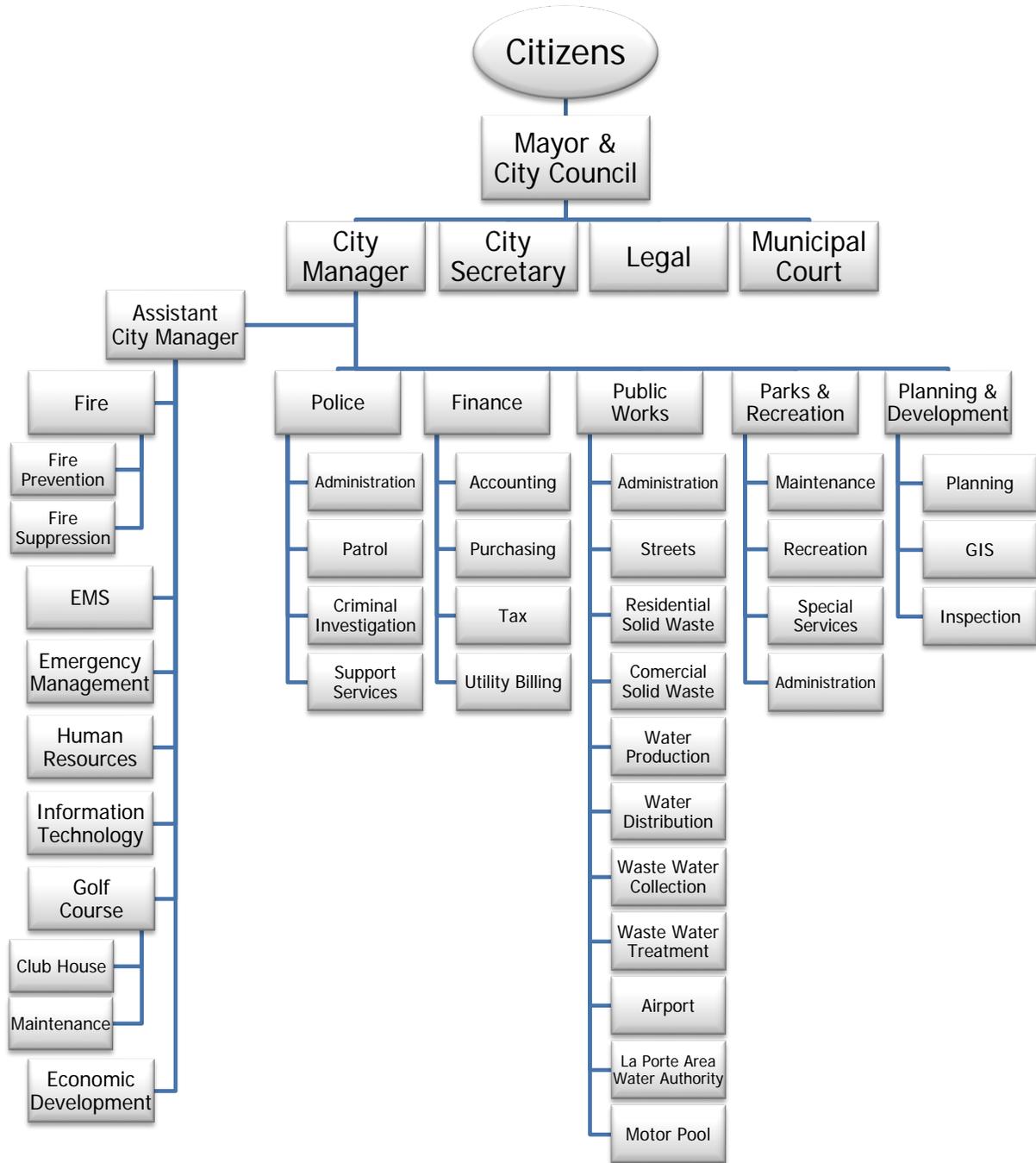


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UNDERSTANDING THE PROPOSED BUDGET

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 2020-2021.

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.

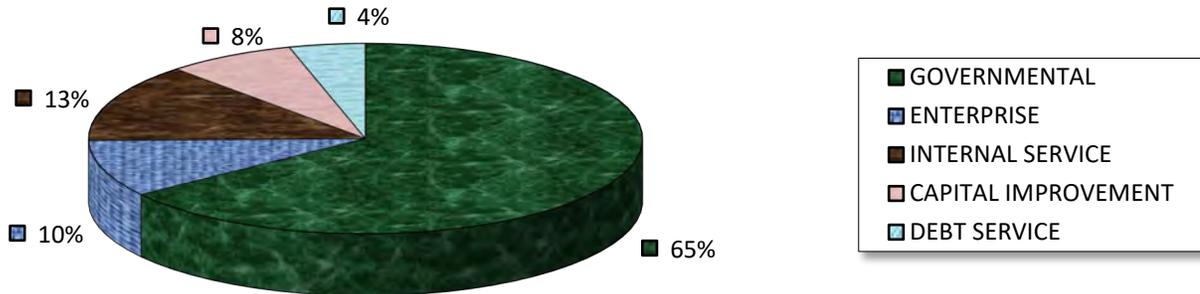
Should you have any questions or comments regarding the information presented in this document, please feel free to contact the Director of Finance at (281) 471-5020.

City of La Porte
Consolidated Summary of All Funds

	Balance 09/30/20	FY 20-21 Revenues	FY 20-21 Expenses	Balance 09/30/21
Governmental Fund Types:				
General Fund	\$ 59,073,139	\$ 54,019,060	\$ 60,466,056	\$ 52,626,143
Grant Fund	2,345,523	8,303,609	8,618,838	2,030,294
Street Maintenance Sales Tax	(314,875)	3,612,322	3,232,000	65,447
Emergency Services District	1,595,911	1,502,322	1,376,338	1,721,895
Hotel/Motel Occupancy Tax	1,851,681	757,500	739,543	1,869,638
Economic Development Corporat	4,605,367	3,024,644	2,548,098	5,081,913
Total Governmental Types	69,156,746	71,219,457	76,980,873	63,395,330
Enterprise:				
Utility	8,664,538	8,263,050	9,064,782	7,862,806
Airport	80,639	46,750	91,730	35,659
La Porte Area Water Authority	2,150,921	2,258,873	2,125,393	2,284,401
Total Enterprise	10,896,098	10,568,673	11,281,905	10,182,866
Internal Service				
Motor Pool	6,415,337	3,786,517	3,172,859	7,028,995
Insurance Fund	705,435	10,327,731	9,867,814	1,165,352
Technology Fund	2,531,580	554,028	691,485	2,394,123
Total Internal Service	9,652,352	14,668,276	13,732,158	10,588,470
Capital Improvement:				
General	1,223,168	2,992,000	4,171,741	43,427
Utility	671,844	858,750	1,525,000	5,594
Sewer Rehabilitation	603,536	302,500	350,000	556,036
Drainage Improvement Fund	137,561	4,095,000	4,205,000	27,561
Total Capital Improvement	2,636,109	8,248,250	10,251,741	632,618
Debt Service:				
General	4,552,975	4,865,826	4,363,779	5,055,022
Total Debt Service	4,552,975	4,865,826	4,363,779	5,055,022
Total All Funds	\$ 96,894,280	\$ 109,570,482	\$ 116,610,456	\$ 89,854,306

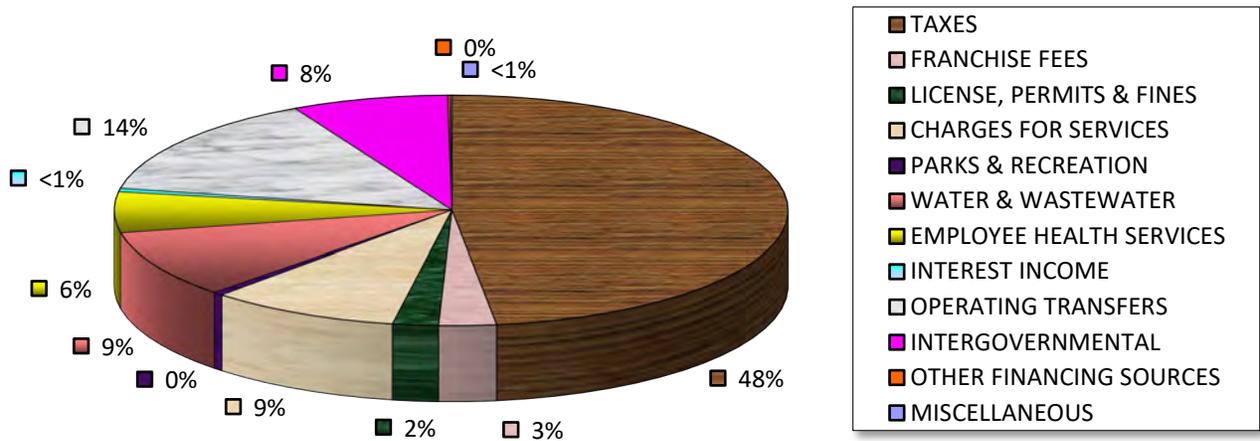
CONSOLIDATED SUMMARY

REVENUES BY FUND TYPE
FISCAL YEAR 2020-21



THIS GRAPH ILLUSTRATES PROJECTED REVENUES
FOR ALL FUNDS, BY FUND TYPE, FOR FISCAL YEAR 2020-21

ALL FUNDS BY REVENUE TYPE
FISCAL YEAR 2020-21



THIS GRAPH ILLUSTRATES PROJECTED REVENUES
FOR ALL FUNDS, BY REVENUE TYPE, FOR FISCAL YEAR 2020-21

City of La Porte
Consolidated Statement of Revenues
All Funds

Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
General Property Taxes	\$ 22,559,341	\$ 22,424,100	\$ 23,711,738	\$ 22,324,500
Franchise Fees	3,035,844	3,104,233	3,071,524	3,004,895
Sales Taxes	12,949,813	11,000,000	11,401,828	11,998,575
Industrial Payments	14,899,624	14,000,000	16,000,000	17,310,020
Other Taxes	994,214	840,000	799,222	840,000
License & Permits	1,344,447	526,489	808,263	841,511
Fines & Forfeits	2,514,429	1,912,570	1,292,271	1,546,940
Charges for Services	9,406,393	9,762,085	9,995,072	9,962,685
Parks & Recreation	287,114	275,800	130,028	275,800
Recreation & Fitness Center	243,523	244,000	105,664	244,000
Employee Health Service	6,108,776	6,160,680	6,170,680	6,257,640
Water Revenue	5,865,241	6,224,852	5,923,273	6,912,284
Wastewater Revenue	3,603,762	3,432,050	3,432,050	3,432,050
Intergovernmental	1,884,935	8,303,904	8,303,904	8,214,109
Miscellaneous	253,781	105,850	111,657	100,000
Operating Transfers	8,004,177	13,401,319	11,903,898	15,649,884
Other Financing Sources	125,861	125,804	125,804	125,589
Interest	2,506,833	1,029,500	1,090,000	530,000
Grand Total All Revenue	\$ 96,588,108	\$ 102,873,236	\$ 104,376,876	\$ 109,570,482

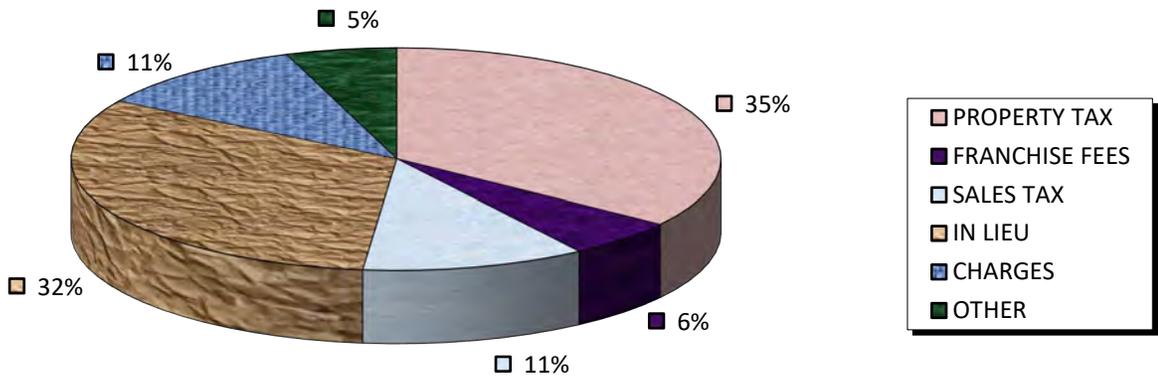
**CITY OF LA PORTE
ANALYSIS OF AD VALOREM TAX
PROPERTY VALUATIONS
AND LEVIES AND COLLECTIONS**

Fiscal Year	Total Assessment	Tax Rate	Assessed Levy	Total Current Taxes Collected	Percentage of Levy Collected
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	2,754,541,179	0.71	19,557,242	19,304,486	98.7%
15-16	3,041,757,974	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	3,285,939,300	0.71	23,094,218	22,798,488	98.7%
18-19	3,400,868,119	0.71	24,146,164	23,919,063	99.1%
19-20	3,843,820,606	0.71	26,812,839	26,299,779	98.1%

Assessment basis for all years is 100%, with the exception of the current year. 2019-20 collections are through June.

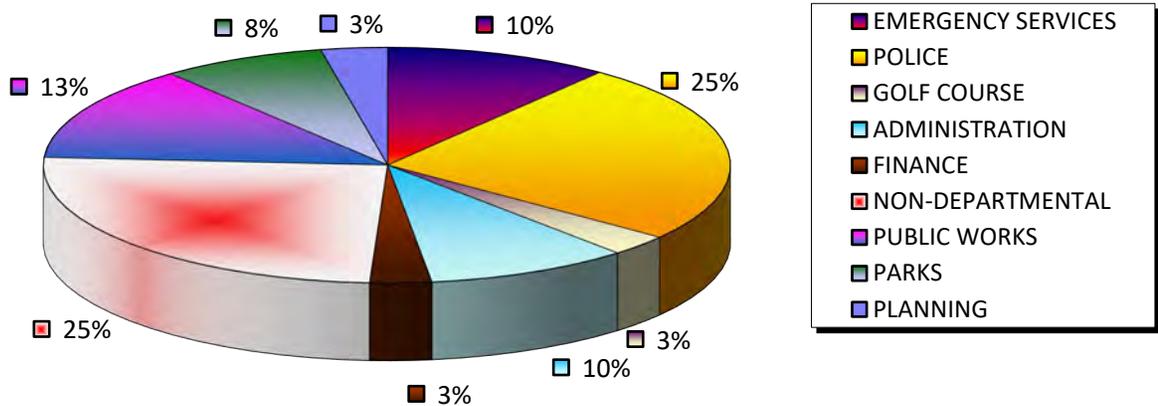
GENERAL FUND

GENERAL FUND SOURCES
FISCAL YEAR 2020-2021



THIS GRAPH ILLUSTRATES PROJECTED REVENUES FOR THE GENERAL FUND, BY SOURCE, FOR FISCAL YEAR 2020-21.

GENERAL FUND USES
FISCAL YEAR 2020-2021



THIS GRAPH REPRESENTS EACH DEPARTMENTS SHARE OF THE GENERAL FUND BUDGET FOR FISCAL YEAR 2020-21.

CITY OF LA PORTE
SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

GENERAL FUND

Revenues:	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Projected 2020-21	Percent Change
General Property Taxes	\$ 19,019,611	\$ 19,005,100	\$ 20,292,738	\$ 18,905,500	-0.52%
Franchise Fees	3,035,844	3,104,233	3,071,524	3,004,895	-3.20%
Sales Taxes	6,499,254	5,500,000	5,700,914	5,999,287	9.08%
Industrial Payments	14,899,624	14,000,000	16,000,000	17,310,020	23.64%
Other Taxes	88,624	90,000	90,000	90,000	0.00%
Licenses & Permits	1,344,447	526,489	808,263	841,511	59.83%
Fines Forfeits	2,277,992	1,773,070	1,155,903	1,457,440	-17.80%
Charges for Services	4,221,103	4,226,339	4,198,496	4,201,920	-0.58%
Parks & Recreation	287,114	275,800	130,028	275,800	0.00%
Recreation & Fitness	243,523	244,000	105,664	244,000	0.00%
Golf Course	1,027,624	1,155,732	1,083,339	1,108,720	-4.07%
Intergovernmental	893,217	-	-	-	0.00%
Miscellaneous	245,408	100,000	100,000	100,000	0.00%
Operating Transfers	128,134	126,614	129,193	129,967	2.65%
Interest	1,436,238	650,000	650,000	350,000	-46.15%
Total Revenues	\$ 55,647,757	\$ 50,777,377	\$ 53,516,062	\$ 54,019,060	6.38%
Expenditures:	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Projected 2020-21	Percent Change
Emergency Services	\$ 5,347,741	\$ 6,393,081	\$ 5,977,295	\$ 6,383,766	-0.15%
Police	13,249,707	14,047,064	13,611,842	15,089,301	7.42%
Golf Course	1,593,125	1,729,345	1,723,437	1,742,295	0.75%
Administration	5,440,069	5,770,503	5,580,666	5,781,247	0.19%
Finance	1,595,750	1,708,624	1,704,191	1,741,739	1.94%
Non-Departmental	6,042,529	11,516,331	10,235,544	15,240,283	32.34%
Public Works	6,242,540	6,787,626	6,581,536	7,922,341	16.72%
Parks	4,385,063	4,771,624	4,746,170	4,676,018	-2.00%
Planning	1,498,963	1,727,829	1,675,622	1,889,066	9.33%
Total Expenditures	\$ 45,395,487	\$ 54,452,027	\$ 51,836,303	\$ 60,466,056	11.04%

CITY OF LA PORTE
SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

UTILITY FUND

Revenues:	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Projected 2020-21	Percent Change
Water Revenue	\$ 4,755,746	\$ 4,794,000	\$ 4,780,383	\$ 4,794,000	0.00%
Sewer Revenue	3,603,762	3,432,050	3,432,050	3,432,050	0.00%
Operating Transfers	-	-	-	-	-
Interest	169,318	85,000	60,000	30,000	-64.71%
Other Revenue	5,530	7,000	7,000	7,000	0.00%
Total Revenue	\$ 8,534,356	\$ 8,318,050	\$ 8,279,433	\$ 8,263,050	-0.66%
Expenses:					
Water Production	\$ 569,099	\$ 649,963	\$ 625,443	\$ 670,525	3.16%
Water Distribution	2,842,402	1,119,316	1,106,123	1,133,023	1.22%
Wastewater Collection	1,076,092	1,174,801	1,113,252	1,173,711	-0.09%
Wastewater Treatment	1,270,920	1,430,461	1,405,418	1,450,635	1.41%
Utility Billing	681,651	838,307	820,567	830,870	-0.89%
Non Departmental	2,182,916	3,083,382	2,902,544	3,806,018	23.44%
Total Expenses	\$ 8,623,080	\$ 8,296,230	\$ 7,973,347	\$ 9,064,782	9.26%

INTERNAL SERVICE FUNDS

Revenues:	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Projected 2020-21	Percent Change
Charges for Services	3,688,422	4,032,014	4,038,014	4,309,045	6.87%
Employee Health Services	6,108,776	6,160,680	6,170,680	6,257,640	1.57%
Operating Transfers	2,467,067	2,717,091	2,717,091	4,067,091	49.69%
Interest	199,447	73,000	84,000	34,500	-52.74%
Total Revenue	\$ 12,463,712	\$ 12,982,785	\$ 13,009,785	\$ 14,668,276	12.98%
Expenses:					
Motor Pool Fund	\$ 2,031,247	\$ 2,834,770	\$ 2,867,995	\$ 3,172,859	11.93%
Insurance Fund	8,744,483	9,043,630	8,960,190	9,867,814	9.11%
Technology Fund	68,199	278,828	215,822	691,485	148.00%
Total Expenses	\$ 10,843,929	\$ 12,157,228	\$ 12,044,007	\$ 13,732,158	12.95%

CITY OF LA PORTE
SUMMARY STATEMENT OF REVENUES AND EXPENDITURES

ENTERPRISE FUNDS

Revenues:	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Projected 2020-21	Percent Change
Charges for Services	\$ 1,168,466	\$ 1,492,852	\$ 1,188,790	\$ 2,164,284	44.98%
Other Financing Sources	125,861	125,804	125,804	125,589	-0.17%
Interest	77,923	34,500	28,500	15,750	-54.35%
Total Revenue	\$ 1,372,250	\$ 1,653,156	\$ 1,343,094	\$ 2,305,623	39.47%
Expenses:					
Airport Operating	43,732	90,680	89,361	91,730	1.16%
La Porte Area Water Authority	1,316,401	2,307,665	1,954,165	2,125,092	-7.91%
Total Expenses	\$ 1,360,133	\$ 2,398,345	\$ 2,043,526	\$ 2,216,822	-7.57%

SPECIAL REVENUE FUNDS

Revenues:	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Projected 2020-21	Percent Change
Sales Tax	\$ 6,499,254	\$ 5,500,000	\$ 5,700,914	\$ 5,999,288	9.08%
Hotel/Motel Occupancy Taxes	905,590	750,000	709,222	750,000	0.00%
Fines & Forfeits	236,437	139,500	136,368	89,500	-35.84%
Charges for Services	126,974	-	333,323	-	-
Grant Revenue	991,718	8,303,904	8,303,904	8,214,109	-1.08%
Miscellaneous	8,373	5,850	11,657	-	-100.00%
Operating Transfers	-	-	-	2,100,000	0.00%
Interest	268,750	95,000	111,500	47,500	-50.00%
Total Revenue	\$ 9,037,096	\$ 14,794,254	\$ 15,306,888	\$ 17,200,397	16.26%
Expenses:					
Grant Fund	\$ 1,348,940	\$ 707,388	\$ 757,388	\$ 8,618,838	1118.40%
Street Maintenance Sales Tax	-	3,195,000	4,798,064	3,232,000	1.16%
Emergency Services District	1,055,422	1,273,334	1,273,830	1,376,338	8.09%
Hotel/Motel Occupancy Tax	501,619	809,777	753,860	739,543	-8.67%
Section 4B Sales Tax	3,207,394	2,929,197	2,551,223	2,548,098	-13.01%
Total Expenses	\$ 6,113,375	\$ 8,914,696	\$ 10,134,365	\$ 16,514,817	85.25%

**CITY OF LA PORTE
SCHEDULE OF CAPITAL
FY 2020-21**

ACCOUNT	DESCRIPTION	AMOUNT
0015050-5228050	Sedans (2) - (Fire Inspectors)	\$ 50,000
0015253-5218021	Red Light Indicators	35,000
0015253-5218021	Radios (New DOT Officers)	24,000
0015253-5218021	Ramp/Scales/Trailer (New DOT Officers)	60,000
0015253-5218021	DOT Pad Site	90,000
0015253-5218023	COBAN Edge (New DOT Officers)	23,928
0015253-5218050	Vehicles & Outfitting (New DOT Officers)	137,250
0015256-5218021	Alternate Light Source (Replacement)	22,945
0015256-5218021	Lab Refrigerator (Replacement)	7,690
0015258-5218021	Mobile Adoption Trailer	55,000
0016049-5518021	Utility Vehicles (2)	14,000
0017070-5308023	Electronic Work Order System	65,000
0017071-5318021	Mosquito Sprayer (Replacement)	15,000
0017071-5318021	Sign Making Equipment	9,200
0017078-5xx8021	Service Body	11,200
0017078-5xx8050	1/2 Ton Trucks (2)	49,994
0018080-5528002	Northside Basketball Pavilion	93,500
0018080-5528002	Evelyn Kennedy Upgrades	79,675
0018080-5528002	Farrington Storage	18,000
0018080-5528021	Christmas Tree @ Five Points	45,000
0018080-5528032	Fairmont Park Field Fencing (Replacement)	28,000
0018080-5528032	Woodfalls Fencing (Replacement)	12,000
0018080-5528032	LCB Softball Fields Laser Grading	24,380
0027085-5338021	Hydro Excavation Equipment	4,000
0027086-5328021	Flow Meter (Replacement)	8,500
0026176-5158012	Water Taps	15,000
0026176-5158013	Sewer Taps	3,500
0026176-5158026	Meters and Boxes	88,350
0345051-5228021	SCBA Paks (Replacement)	61,000
0345059-5228021	12 Lead ECG/Defibrillator Monitor (Replacement)	35,675
TOTAL CAPITAL ITEMS		\$ 1,186,787

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

	Approved 2018-19	Approved 2019-20	Requested 2020-21
FULL-TIME POSITIONS			
Fire Prevention	4.00	4.00	6.00
Fire Suppression	14.00	14.00	14.00
Emergency Medical Services	26.00	27.00	27.00
Police Administration	6.00	6.00	6.00
Police Patrol	53.00	53.00	56.00
Criminal Investigation	19.00	19.00	19.00
Support Services	32.00	32.00	33.00
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	10.00
IT/Computer Maintenance	7.00	7.00	7.00
City Secretary	4.00	4.00	4.00
Legal	1.00	1.00	1.00
Accounting	8.50	8.50	8.50
Purchasing	3.00	3.00	3.00
Tax Office	3.00	3.00	3.00
Public Works	7.20	7.20	6.20
Streets	26.75	26.75	26.75
Residential Solid Waste	22.75	22.75	22.75
Facilities Maintenance	-	-	8.00
Parks Maintenance	25.00	25.00	20.00
Recreation	4.75	4.75	4.75
Special Services	6.00	6.00	6.00
Parks Administration	6.20	6.20	6.20
Planning	4.00	4.00	5.00
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	8.50	8.50	8.50
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	1.30	1.30	1.30
Economic Development	1.25	1.25	1.25
	<hr/>	<hr/>	<hr/>
Totals	389.00	390.00	400.00

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

	Approved 2018-19	Approved 2019-20	Requested 2020-21
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	78.00	78.00	78.00
Special Services	2.00	2.00	2.00
Parks Administration	3.00	3.00	3.00
Inspector - Part-time	1.00	1.00	1.00
Golf Course Club House	8.00	8.00	8.00
	<hr/>	<hr/>	<hr/>
	120.00	120.00	120.00
 Recap:			
Full Time	389.00	390.00	400.00
Part Time	120.00	120.00	120.00
	<hr/>	<hr/>	<hr/>
Total	509.00	510.00	520.00



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

Beginning Fund Balance 9/30/19		\$ 57,393,380
Plus Estimated 19-20 Revenues		53,516,062
Less Estimated 19-20 Expenditures		51,836,303
Estimated Fund Balance 9/30/20		59,073,139
Plus 20-21 Revenues:		
General Property Taxes	18,905,500	
Franchise Fees	3,004,895	
Sales Tax	5,999,287	
Industrial Payments	17,310,020	
Other Taxes	90,000	
License & Permits	841,511	
Fines & Forfeits	1,457,440	
Charges for Services	4,201,920	
Parks & Recreation	275,800	
Recreation & Fitness Center	244,000	
Golf Course	1,108,720	
Miscellaneous	100,000	
Operating Transfers	129,967	
Interest Income	350,000	
Total Revenues		54,019,060
Equals Total Resources		113,092,199
Less 20-21 Expenditures:		
Emergency Services	6,383,766	
Police	15,089,301	
Golf Course	1,742,295	
Administration	5,781,247	
Finance	1,741,739	
Non-Departmental	15,240,283	
Public Works	7,922,341	
Parks	4,676,018	
Planning	1,889,066	
Total Expenditures		60,466,056
Ending Fund Balance 9/30/21		\$ 52,626,143

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 53,516,062	\$ 54,019,060
Expenditures	51,836,303	60,466,056
Revenues over Expenditures	\$ 1,679,759	\$ (6,446,996)

Targeted Reserve- 120 days of expenditures

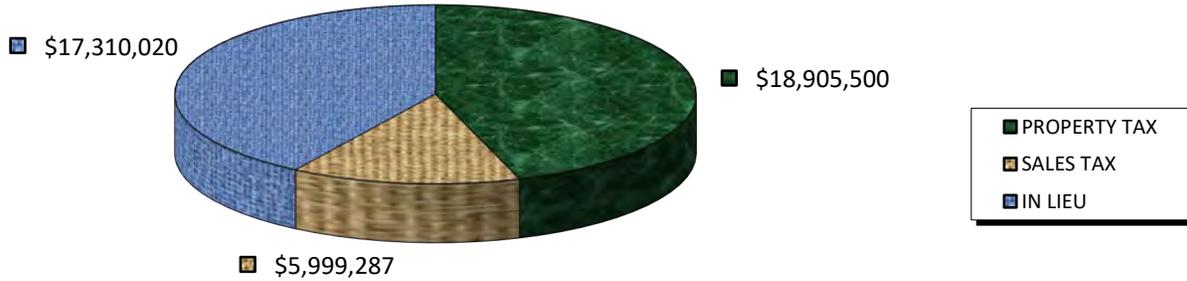
Estimated days - 318 days

Goal: \$19,879,251

1 Day = \$165,660

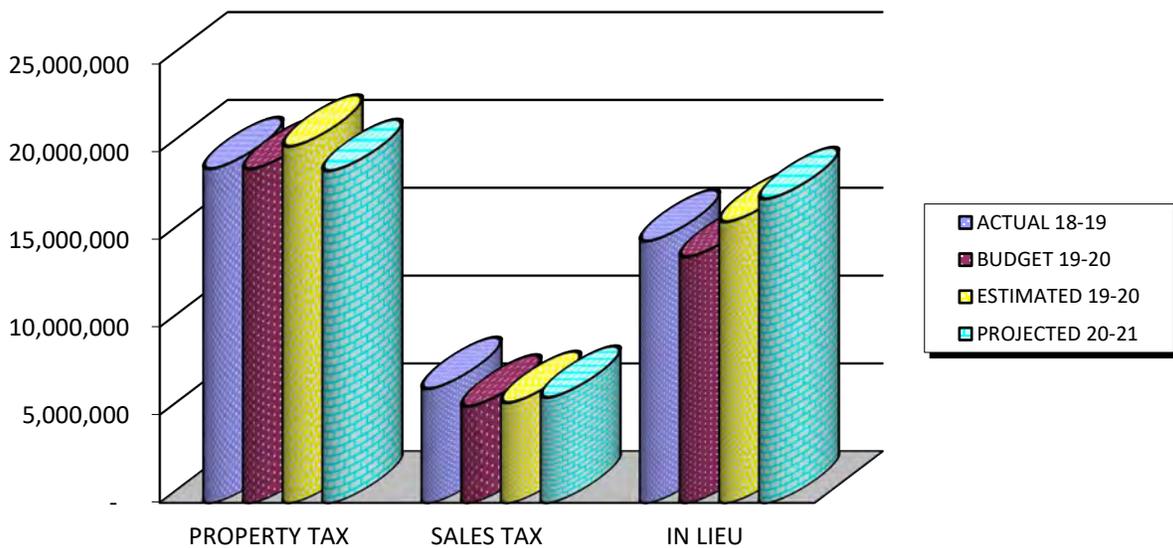
TAX REVENUE

2020-2021 PROJECTED



THIS GRAPH ILLUSTRATES PROJECTED TAX REVENUES FOR THE GENERAL FUND.

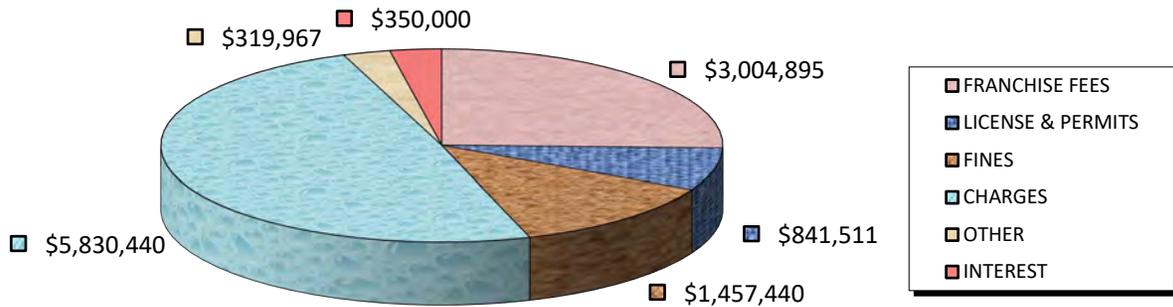
FOUR YEAR COMPARISON



THIS GRAPH REPRESENTS FOUR YEARS OF REVENUE DERIVED THROUGH TAXATION.

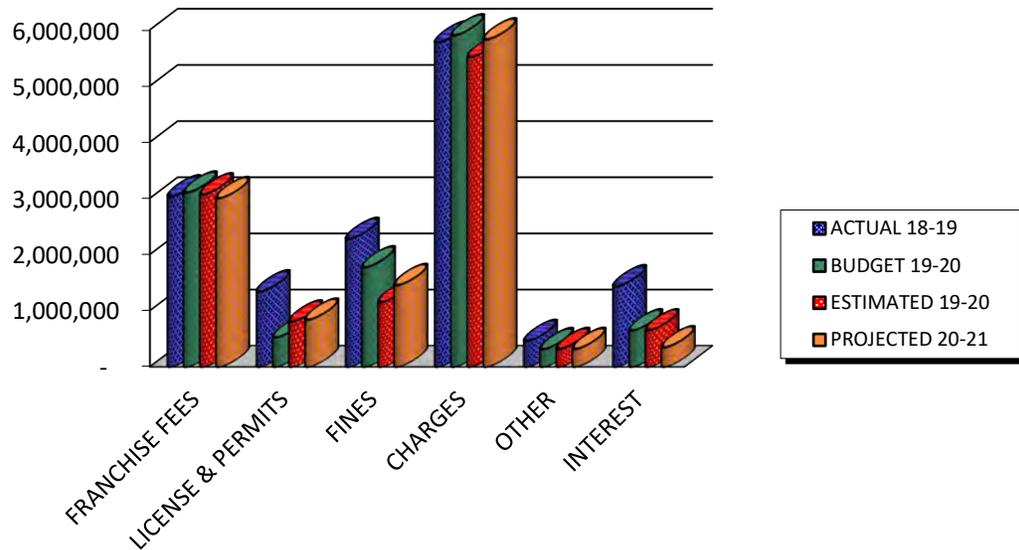
NON-TAX REVENUE

2020-2021 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 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
General Property Taxes:					
401.01-00	Current Property Taxes	\$ 18,923,083	\$ 18,700,000	\$ 20,087,238	\$ 18,700,000
401.02-00	Delinquent Taxes	(174,281)	144,600	-	-
401.03-00	Tax Penalty and Interest	150,731	75,000	90,000	90,000
401.05-00	Delinquent Tax Pen and Int	92,358	60,000	90,000	90,000
401.15-00	Rendition Penalty	27,720	25,500	25,500	25,500
	General Property Taxes Subtotal	<u>19,019,611</u>	<u>19,005,100</u>	<u>20,292,738</u>	<u>18,905,500</u>
Franchise Fees:					
402.01-00	Franchise/Electrical	2,162,840	2,364,733	2,342,524	2,275,895
402.02-00	Franchise/Gas	135,688	140,500	135,000	135,000
402.03-00	Franchise/Telephone	389,617	244,000	244,000	244,000
402.04-00	Franchise/Cable TV	276,123	265,000	265,000	265,000
402.05-00	Franchise/Commercial Solidwaste	71,576	90,000	85,000	85,000
	Franchise Fees Subtotal	<u>3,035,844</u>	<u>3,104,233</u>	<u>3,071,524</u>	<u>3,004,895</u>
Sales Taxes:					
403.01-00	Sales Tax	6,499,254	5,500,000	5,700,914	5,999,287
	Sales Taxes Subtotal	<u>6,499,254</u>	<u>5,500,000</u>	<u>5,700,914</u>	<u>5,999,287</u>
Industrial Payments:					
404.01-00	Industrial Payments	14,899,624	14,000,000	16,000,000	17,310,020
	Industrial Payments Subtotal	<u>14,899,624</u>	<u>14,000,000</u>	<u>16,000,000</u>	<u>17,310,020</u>
Other Taxes:					
405.01-00	Tax on Sale of Mixed Drinks	88,624	90,000	90,000	90,000
	Other Taxes Subtotal	<u>88,624</u>	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
Licenses & Permits:					
406.01-00	Beer, Wine, Liquor Licenses	23,210	10,000	10,000	10,000
406.02-00	Building Permits	741,680	396,750	684,000	710,000
406.05-00	Electrical Permits	56,496	1,500	9,500	11,210
406.06-00	Game Room Licenses	-	4,574	4,388	4,501
406.07-00	Plumbing Permits	37,932	1,500	5,609	5,730
406.08-00	Mobile Home Park Licenses	110	265	155	155
406.09-00	Wrecker Permits	-	1,425	1,425	1,425
406.10-00	Heating and A/C Permits	35,490	26,000	13,212	15,140
406.12-00	Misc Licenses, Permits & Fees	18,397	9,500	10,200	11,200
406.13-00	Demolishing Permits	2,363	1,000	955	1,000
406.14-00	Sign Permits	5,528	2,000	4,396	4,510
406.15-00	Pool Permits	9,372	8,000	1,000	3,200
406.17-00	Pipeline Application Permits	1,000	1,000	1,000	1,000
406.18-00	Filing Fees	4,810	-	-	-
406.19-00	Alarm Permits	40,700	42,000	42,000	42,000
406.20-00	Fill Dirt Permits	10,874	9,000	6,000	6,000

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

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Licenses & Permits:					
406.21-00	Re-Inspection Fees	1,746	400	1,045	980
406.22-00	Plan Review Fees	343,397	-	-	-
406.23-00	Private Ambulance License	1,892	2,500	2,500	2,500
406.24-00	Driveway Tie-In Fees	5,650	4,000	5,828	5,910
406.25-00	Storm Water Permits	3,800	5,000	5,000	5,000
406.26-00	Group Care Facilities	-	75	50	50
	Licenses & Permits Subtotal	<u>1,344,447</u>	<u>526,489</u>	<u>808,263</u>	<u>841,511</u>
Fines & Forfeits:					
407.01-00	Pound Fines	3,700	10,000	10,000	10,000
407.08-00	Municipal Court Fines	888,471	760,000	450,000	650,000
407.09-00	Warrant Fees	112,726	110,000	65,000	70,000
407.13-00	Administrative Fee	858,505	600,000	450,000	510,000
407.15-00	Arrest Fee	58,072	40,000	25,000	30,000
407.16-00	Police Accident Reports	3,947	2,000	2,000	2,000
407.19-00	TxDOT Program Fines	50,777	40,000	30,000	25,000
407.20-00	Fugitive Apprehension	3	-	-	-
407.21-00	Consolidated Court Costs	49,546	20,000	15,000	10,000
407.24-00	Time Payment Fee	14,644	15,000	10,000	3,500
407.26-00	Seat Belt Fines	3,024	2,500	2,500	2,500
407.29-00	State Traffic Fee	12,604	6,000	4,000	5,000
407.31-00	Weight Violation Fines	196,100	150,000	75,000	125,000
407.32-00	DPS - Local	6,027	5,000	4,500	5,000
407.36-00	State Juror Fee	4,953	2,000	1,500	2,000
407.38-00	Indigent Defense Fund	2,475	1,000	700	800
407.39-00	Civil Justice Fee Court	84	70	35	40
407.41-00	Truancy Prev & Diversion	12,292	9,500	10,500	6,500
407.42-00	Jury Trial/FTA	42	-	168	100
	Fines & Forfeits Subtotal	<u>2,277,992</u>	<u>1,773,070</u>	<u>1,155,903</u>	<u>1,457,440</u>
Charges for Services:					
408.01-01	Street & Alley Closing App Fee	8,394	-	3,000	4,500
408.01-03	Commercial Solid Waste	12,451	15,500	12,500	12,500
408.01-04	Residential Solid Waste	2,290,234	2,250,000	2,250,000	2,250,000
408.01-05	Use of City Equip, Mat, Lab	431	550	431	431
408.01-06	Rezoning Fees	7,355	2,000	3,600	4,000
408.01-11	Lease of Fire Training Facility	10,500	30,000	14,200	14,200
408.01-12	Contract Fire Protection	169,499	179,625	179,625	179,625
408.01-15	Document Reproduction	356	300	300	300
408.01-16	NSF Service Charges	75	100	100	100

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

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Charges for Services:					
408.01-17	Police Teletype/Dispatching	69,317	70,000	70,000	70,000
408.01-18	Pipeline Assessments	65,400	63,000	63,000	63,000
408.01-19	EMS Contract Revenue	308,461	300,000	300,000	300,000
408.01-20	EMS Patient Revenue	622,347	650,000	650,000	650,000
408.01-21	Recycling	10,229	15,000	15,000	15,000
408.01-22	Mowing & Demolition	44,260	60,000	46,726	48,250
408.01-23	Sale of Garbage Bags	2,391	13,000	13,000	13,000
408.01-37	Police Services (LPSD)	555,881	533,414	533,414	533,414
408.01-42	Donation Park Beautification	22	350	100	100
408.01-47	Contract Court Services	43,500	43,500	43,500	43,500
Charges for Services Subtotal		<u>4,221,103</u>	<u>4,226,339</u>	<u>4,198,496</u>	<u>4,201,920</u>
Parks & Recreation:					
408.02-01	Swimming Pool Admissions	15,704	16,500	8,000	16,500
408.02-03	Wave Pool Admissions	81,012	98,000	31,500	98,000
408.02-04	Aquatic Facility Rental	33,029	34,000	7,000	34,000
408.02-05	Aquatic Memberships	972	1,700	50	1,700
408.02-07	Special Events	4,637	5,100	4,560	5,100
408.02-09	General Programs/Camps	32,250	29,500	26,500	29,500
408.02-10	Youth Sports	21,225	15,000	15,680	15,000
408.02-13	Recreation Center Rental	43,980	36,000	14,000	36,000
408.02-14	Athletic Complex	29,432	22,000	14,000	22,000
408.02-15	Rodeo Arena Rental	14,520	9,000	7,400	9,000
408.02-16	Sport Camps	2,890	1,500	-	1,500
408.02-19	Parks/Recreation Misc	1,519	1,500	570	1,500
408.02-22	Special Olympics (Sport)	5,944	6,000	768	6,000
Parks & Recreation Subtotal		<u>287,114</u>	<u>275,800</u>	<u>130,028</u>	<u>275,800</u>
Recreation & Fitness Center:					
408.03-01	Recreation Center Memberships	202,193	203,000	87,500	203,000
408.03-02	Recreation Center Walk-ins	20,712	22,000	7,164	22,000
408.03-03	Recreation Center Class Fees	20,618	19,000	11,000	19,000
Recreation & Fitness Subtotal		<u>243,523</u>	<u>244,000</u>	<u>105,664</u>	<u>244,000</u>

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

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Golf Course:					
408.07-01	Green Fees	503,336	584,852	546,523	563,650
408.07-08	Cart Fees	395,652	432,530	412,316	422,470
408.07-12	Resident Membership	10,874	11,250	10,000	10,000
408.07-13	Non-Resident Membership	65,268	73,600	59,200	59,200
408.07-14	Senior Membership	16,003	14,250	17,100	17,100
408.07-16	Concession Commissions	31,200	31,200	28,600	31,200
408.07-17	Resident Family Memberships	801	950	-	-
408.07-18	Non-Resident Family Membership	105	2,000	-	-
408.07-34	Sponsor Donations	-	3,000	7,500	3,000
408.07-36	Summer Memberships	4,385	2,100	2,100	2,100
Golf Course		<u>1,027,624</u>	<u>1,155,732</u>	<u>1,083,339</u>	<u>1,108,720</u>
Intergovernmental:					
409.03-00	Emergency Services Grants	893,217	-	-	-
Intergovernmental Subtotal		<u>893,217</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous:					
410.01-00	Miscellaneous Revenue	243,965	100,000	100,000	100,000
410.07-00	Donations	1,443	-	-	-
Miscellaneous Subtotal		<u>245,408</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Operating Transfers:					
480.01-16	Admin Trans from LPAWA Fund	70,634	69,114	71,693	72,467
480.01-26	Admin Trans from Hotel/Motel	57,500	57,500	57,500	57,500
Operating Transfers Subtotal		<u>128,134</u>	<u>126,614</u>	<u>129,193</u>	<u>129,967</u>
Interest:					
483.01-00	Interest Income	1,436,238	650,000	650,000	350,000
Interest Subtotal		<u>1,436,238</u>	<u>650,000</u>	<u>650,000</u>	<u>350,000</u>
Total General Fund Revenue		\$ 55,647,757	\$ 50,777,377	\$ 53,516,062	\$ 54,019,060

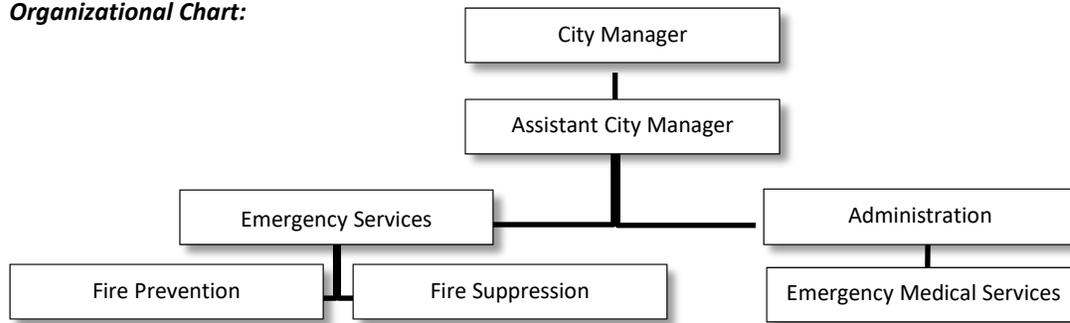


Emergency Services Department

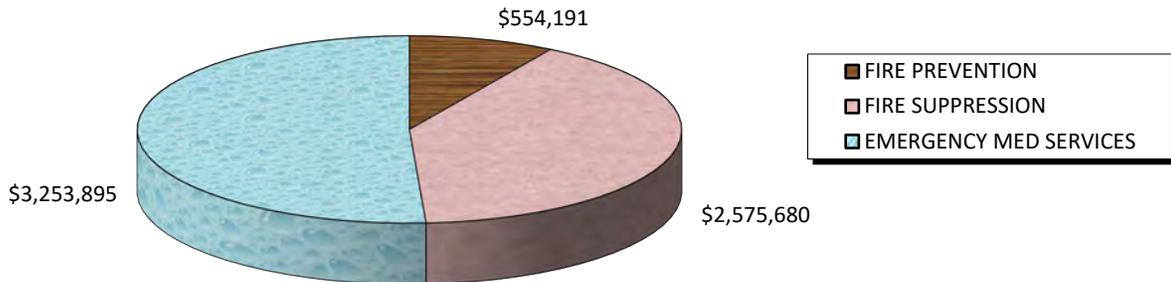
FY 20-21

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.

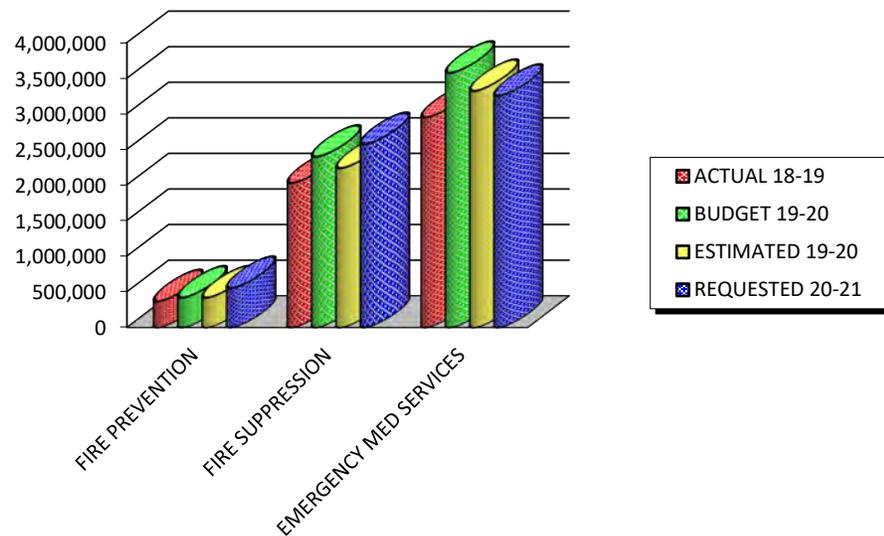
Organizational Chart:



Share of General Fund Budget: 11%



Four Year Comparison by Division:



Emergency Services Department Fiscal Year 2020-21

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 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Fire Prevention	\$ 368,084	\$ 419,550	\$ 419,094	\$ 554,191	32.09%
Fire Suppression	2,028,439	2,396,877	2,236,268	2,575,680	7.46%
Emergency Medical Services	2,951,218	3,576,654	3,321,933	3,253,895	-9.02%
Department Total	\$ 5,347,741	\$ 6,393,081	\$ 5,977,295	\$ 6,383,766	-0.15%

Department Summary by Expenditure Category:

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Personal Services	\$ 4,696,759	\$ 5,677,102	\$ 5,225,609	\$ 5,637,060	-0.71%
Supplies	248,312	253,643	249,875	266,113	4.92%
Services & Charges	402,670	462,336	501,811	480,593	3.95%
Department Total	\$ 5,347,741	\$ 6,393,081	\$ 5,977,295	\$ 6,383,766	-0.15%

Emergency Services Department

FY 20-21

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
- Develop ideas that will help school aged children remember fire prevention concepts
- Review new fire prevention programs

Emergency Services Department
Fiscal Year 2020-21

Fire Prevention Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 337,676	\$ 394,152	\$ 393,759	\$ 523,335	32.77%
<i>Supplies</i>	16,279	8,299	8,261	12,954	56.09%
<i>Services & Charges</i>	14,128	17,099	17,074	17,902	4.70%
Division Total	\$ 368,084	\$ 419,550	\$ 419,094	\$ 554,191	32.09%

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 2018-19	Approved 2019-20	Requested 2020-21
Fire Marshal	1	1	1
Deputy Fire Marshal II	1	1	1
Deputy Fire Marshal I	1	1	1
Fire Inspector	-	-	2
Secretary I	1	1	1
Total	4	4	6

**City of La Porte, Texas
Fire Prevention
Detail of Expenditures**

001-5050-522

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 227,117	\$ 264,685	\$ 264,651	\$ 351,222
1020 Overtime	5,328	10,000	10,000	10,000
1030 Certification	51	2,100	2,100	2,100
1035 Longevity	1,317	1,632	1,348	1,576
1044 Cleaning Allowance	650	722	722	722
1060 FICA	17,043	21,364	21,330	28,032
1065 Retirement	38,170	45,433	45,392	57,467
1080 Insurance - Medical	48,000	48,000	48,000	72,000
1081 Insurance - Life	-	216	216	216
Personal Services Subtotal	337,676	394,152	393,759	523,335
Supplies:				
2001 Office Supplies	760	550	550	650
2002 Postage	97	50	50	50
2004 Gas and Oil	3,916	2,899	2,861	2,754
2005 Minor Tools	749	2,500	2,500	2,000
2008 Educational	845	1,000	1,000	1,000
2015 Other Supplies	702	1,300	1,300	1,300
2091 Office Furniture	-	-	-	2,700
2093 Computer Equipment	9,210	-	-	2,500
Supplies Subtotal	16,279	8,299	8,261	12,954
Services & Charges:				
3001 Memberships & Subscriptions	5,062	5,400	5,400	5,700
3024 Tuition Reimbursement	-	-	-	3,500
4003 Radios and Base Stations	-	200	175	200
4030 VM: Fleet Maintenance	2,987	3,687	3,687	3,360
4055 Computer Software	4,119	4,599	4,599	1,100
4060 Technology Lease Fees	1,960	3,213	3,213	4,042
Services & Charges Subtotal	14,128	17,099	17,074	17,902
Division Total	\$ 368,084	\$ 419,550	\$ 419,094	\$ 554,191

**Emergency Services Department
FY 20-21**

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 2020-21

Fire Suppression Division

Expenditure Summary

	<i>Actual 2018-19</i>	<i>Budget 2019-20</i>	<i>Estimated 2019-20</i>	<i>Requested 2020-21</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 1,712,737	\$ 2,051,402	\$ 1,848,593	\$ 2,179,956	6.27%
<i>Supplies</i>	68,035	71,617	74,317	94,481	31.93%
<i>Services & Charges</i>	247,667	273,858	313,358	301,243	10.00%
Division Total	\$ 2,028,439	\$ 2,396,877	\$ 2,236,268	\$ 2,575,680	7.46%

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 2018-19	Approved 2019-20	Requested 2020-21
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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 872,781	\$ 1,177,840	\$ 998,262	\$ 1,201,954
1020 Overtime	304,145	267,000	267,000	267,000
1030 Certification	32,695	18,945	35,364	36,300
1035 Longevity	8,144	9,380	9,128	9,356
1044 Cleaning Allowance	3,143	3,127	3,127	3,127
1060 FICA	87,354	110,530	97,935	113,860
1065 Retirement	192,848	235,220	208,417	239,146
1066 Vol Firemen Retirement	43,195	60,000	60,000	72,000
1067 Pars Retirement	431	784	784	637
1080 Insurance - Medical	168,000	168,000	168,000	168,000
1081 Insurance - Life	-	576	576	576
1091 Volunteer Retention	-	-	-	68,000
Personal Services Subtotal	1,712,737	2,051,402	1,848,593	2,179,956
Supplies:				
2001 Office Supplies	3,026	1,600	2,500	4,000
2002 Postage	34	250	500	500
2004 Gas and Oil	24,105	22,717	22,717	21,581
2005 Minor Tools	910	1,500	1,500	1,500
2006 Cleaning	322	1,200	2,000	2,400
2008 Educational	1,350	3,000	3,000	3,000
2014 Freight	11	-	-	-
2015 Other Supplies	5,842	5,750	6,500	6,500
2018 Computer Supplies	195	-	-	-
2090 Machinery/Tools/Equipment	31,972	15,600	15,600	35,000
2093 Computer Equipment	268	20,000	20,000	20,000
Supplies Subtotal	68,035	71,617	74,317	94,481
Services & Charges:				
3001 Memberships & Subscriptions	6,708	7,000	8,000	8,000
3020 Training/Seminars	34	-	-	-
3024 Tuition Reimbursement	-	2,000	2,000	4,000
4002 Machinery/Tools/Equipment	2,705	4,000	4,000	4,000
4003 Radios and Base Stations	15,925	16,500	18,000	39,500
4006 Heating and A/C Equipment	4,752	8,700	10,000	-
4008 Pumps/Motors	7,976	8,000	10,000	10,000
4011 Building Maintenance	30,213	12,500	18,000	1,200
4030 VM: Fleet Maintenance	59,597	67,692	67,692	63,345
4031 Other Vehicle Maintenance	3,004	3,000	3,000	3,000
4055 Computer Software	1,999	1,800	18,500	8,000
4060 Technology Lease Fees	8,820	19,666	19,666	25,698
5005 Personnel Services	27,032	26,000	34,000	34,000
5007 Other Professional Services	18,103	18,000	18,000	18,000
6001 Uniforms	4,050	2,500	2,500	2,500
6010 Janitorial Services	1,654	2,000	5,500	5,500
7001 Electrical	42,595	60,000	60,000	60,000
7002 Natural Gas	2,616	3,500	3,500	3,500
7004 Water	9,884	11,000	11,000	11,000
Services & Charges Subtotal	247,667	273,858	313,358	301,243
Division Total	\$ 2,028,439	\$ 2,396,877	\$ 2,236,268	\$ 2,575,680

**Administration Department
FY 2020-21**

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 2017-18	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Total EMS Responses	4,200	4,080	4,161	4,250
Total Number of Child Immunizations Given	1,290	941	800	1,000
Total Number of CPR Students Trained	200	138	253	300
Average Response Time to Call (Minutes)	7.25	7.25	6.46	7.00
Average Turn-Around Time (Minutes)	85.50	85.50	85.50	85.00
Patient Billing Collection Rate (Percentage)	56%	56%	56%	60%

Emergency Services Department
Fiscal Year 2020-21

Emergency Medical Services Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 2,646,345	\$ 3,231,548	\$ 2,983,257	\$ 2,933,769	-9.21%
<i>Supplies</i>	163,998	173,727	167,297	158,678	-8.66%
<i>Services & Charges</i>	140,875	171,379	171,379	161,448	-5.79%
Division Total	\$ 2,951,218	\$ 3,576,654	\$ 3,321,933	\$ 3,253,895	-9.02%

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 2018-19	Approved 2019-20	Requested 2020-21
EMS Chief	1	1	1
Assistant EMS Chief	1	1	1
EMS Captain	2	3	3
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	33	33

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

001-5059-522

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 1,019,207	\$ 1,423,371	\$ 1,213,746	\$ 1,236,268
1013 FLSA Scheduled Overtime	612,870	737,578	695,009	636,866
1020 Overtime	208,060	120,000	180,000	180,000
1030 Certification	57,347	60,000	60,000	51,601
1035 Longevity	12,092	11,632	8,820	10,344
1044 Cleaning Allowance	5,228	6,013	6,013	5,772
1060 FICA	130,680	174,493	157,459	156,338
1065 Retirement	286,901	371,339	335,088	330,734
1067 Pars Retirement	1,961	2,114	2,114	838
1080 Insurance - Medical	312,000	324,000	324,000	324,000
1081 Insurance - Life	-	1,008	1,008	1,008
Personal Services Subtotal	2,646,345	3,231,548	2,983,257	2,933,769
Supplies:				
2001 Office Supplies	3,841	3,800	3,800	3,800
2002 Postage	5,275	5,500	5,500	5,500
2004 Gas and Oil	31,853	28,827	24,397	27,386
2005 Minor Tools	155	250	250	250
2006 Cleaning	1,340	2,000	2,000	2,000
2007 Chemicals	583	600	600	600
2008 Educational	967	3,500	2,500	2,500
2015 Other Supplies	4,386	6,000	5,000	6,000
2018 Computer Supplies	699	1,500	1,500	1,500
2055 EMS Drugs and Supplies	100,511	100,000	100,000	100,000
2090 Machinery/Tools/Equipment	12,163	13,500	13,500	7,642
2091 Office Furniture/ Equipment	2,225	-	-	-
2093 Computer Equipment	-	8,250	8,250	1,500
Supplies Subtotal	163,998	173,727	167,297	158,678
Services & Charges:				
3001 Memberships & Subscriptions	5,748	8,880	8,880	8,220
3020 Training/Seminars	3,695	4,500	4,500	4,500
4002 Machinery/Tools/Equipment	490	800	800	800
4003 Radios and Base Stations	3,008	3,500	3,500	3,500
4006 Heating and A/C Equipment	1,088	1,000	1,000	-
4011 Building Maintenance	5,032	5,000	5,000	-
4030 VM: Fleet Maintenance	53,582	60,950	60,950	56,952
4031 Other Vehicle Maintenance	-	1,000	1,000	1,000
4055 Computer - Software	25,885	30,490	30,490	24,490
4060 Technology Lease Fees	8,820	16,359	16,359	20,686
5005 Personnel Services	12,000	15,000	15,000	17,400
5007 Other Professional Services	7,605	6,300	6,300	6,300
6001 Uniforms	1,163	1,100	1,100	1,100
6002 Printing/Reproduction	969	1,000	1,000	1,000
6005 Advertising	-	500	500	500

Continued

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

001-5059-522

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Services & Charges:				
7001 Electrical	7,855	11,000	11,000	11,000
7002 Natural Gas	1,991	2,000	2,000	2,000
7004 Water	1,945	2,000	2,000	2,000
Services & Charges Subtotal	140,875	171,379	171,379	161,448
Division Total	\$ 2,951,218	\$ 3,576,654	\$ 3,321,933	\$ 3,253,895

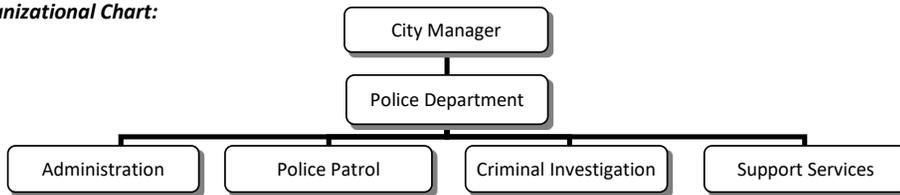
Police Department

FY 20-21

Mission Statement: The mission of the La Porte Police Department is to work in partnership with the community to prevent crime and improve the quality of life within the City of La Porte.

- 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.

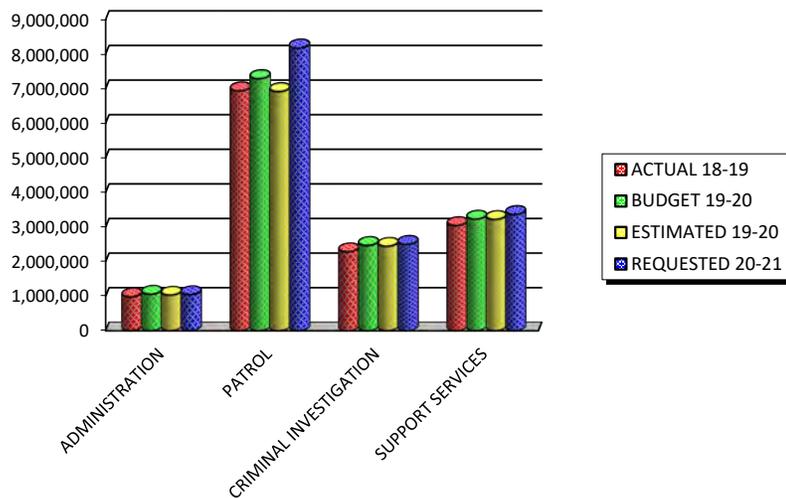
Organizational Chart:



Share of General Fund Budget: 25%



Four Year Comparison by Division:



Police Department Fiscal Year 2020-21

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 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Police Administration	\$ 980,838	\$ 1,056,973	\$ 1,029,445	\$ 1,044,254	-1.20%
Police Patrol	6,940,158	7,292,468	6,918,586	\$ 8,178,324	12.15%
Criminal Investigation	2,285,587	2,468,475	2,443,838	\$ 2,501,299	1.33%
Support Services	3,043,124	3,229,148	3,219,973	\$ 3,365,424	4.22%
Department Total	\$ 13,249,707	\$ 14,047,064	\$ 13,611,842	\$ 15,089,301	7.42%

Department Summary by Expenditure Category:

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Personal Services	\$ 11,311,468	\$ 12,062,554	\$ 11,714,137	\$ 12,509,892	3.71%
Supplies	442,463	369,614	345,825	403,466	9.16%
Services & Charges	1,467,677	1,604,896	1,545,380	1,720,130	7.18%
Capital Outlay	28,099	10,000	6,500	455,813	0.00%
Department Total	\$ 13,249,707	\$ 14,047,064	\$ 13,611,842	\$ 15,089,301	7.42%

Police Department FY 20-21

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% or more below average crime rate for similarly sized US cities
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 operational audits 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 20-21**

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 2018-19	Estimated 2019-20	% Change 2018-19/ 2019-20	Proposed 2020-21
Authorized number of police officer positions	79	79	0%	79
Number of police officers per 1,000 residents (Goal: 2.2).	2.2	2.2	0%	2.2
Authorized number of police employee positions	110	110	0%	110
Number of policy employees per 1,000 residents (Goal: 3.2)	3.2	3.2	0%	3.2
City of La Porte UCR crime rate	14.77	14.77	0%	17.75
Citizen complaints (Goal: less than 1 complaint for every 2 officers)	9	9	0%	<35
Number of self-initiated actions by officers (Goal: increase by 5%)	25,261	28,521	12%	29,950

Police Department
Fiscal Year 2020-21

Police Administration Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 747,968	\$ 800,435	\$ 799,966	\$ 805,585	0.64%
<i>Supplies</i>	27,019	23,518	19,756	18,589	-20.96%
<i>Services & Charges</i>	205,851	233,020	209,723	220,080	-5.55%
Division Total	\$ 980,838	\$ 1,056,973	\$ 1,029,445	\$ 1,044,254	-1.20%

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 2018-19	Approved 2019-20	Requested 2020-21
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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 518,382	\$ 561,024	\$ 560,943	\$ 563,572
1020 Overtime	4,702	2,730	2,730	2,835
1030 Certification	14,665	13,891	13,891	14,691
1035 Longevity	4,516	5,908	6,212	5,712
1040 Clothing Allowance	800	800	800	800
1044 Cleaning Allowance	933	962	962	962
1046 Physical Fitness Allowance	1,750	2,000	1,500	3,000
1060 FICA	40,274	45,005	44,908	45,255
1065 Retirement	89,946	95,665	95,570	96,308
1080 Insurance - Medical	72,000	72,000	72,000	72,000
1081 Insurance - Life	-	450	450	450
Personal Services Subtotal	747,968	800,435	799,966	805,585
Supplies:				
2001 Office Supplies	1,158	1,200	1,190	1,200
2002 Postage	189	200	180	200
2003 Protective Clothing	1,099	1,200	1,200	1,300
2004 Gas and Oil	7,572	7,873	4,998	7,479
2015 Other Supplies	5,562	5,400	5,400	6,000
2018 Computer Supplies	326	800	700	700
2090 Machinery/Tools/Equipment	11,082	1,670	1,254	1,710
2091 Office Furniture/Equipment	-	5,000	4,669	-
2093 Computer Equipment	30	175	165	-
Supplies Subtotal	27,019	23,518	19,756	18,589
Services & Charges:				
3001 Memberships & Subscriptions	3,190	3,540	3,540	3,695
3020 Training/Seminars	7,230	12,397	9,500	12,685
4002 Machinery/Tools/Equipment	5,250	7,840	6,800	7,310
4006 Heating and A/C Equipment	2,916	13,000	4,000	-
4011 Building Maintenance	18,714	12,300	12,300	5,000
4020 Motor Pool Lease Fees	13,774	11,354	11,354	21,739
4030 VM: Fleet Maintenance	11,846	13,658	13,658	12,591
4055 Computer Software	2,142	2,200	2,190	2,230
4060 Technology Lease Fees	10,470	12,506	12,506	18,105
5007 Other Professional Services	700	1,150	1,125	1,150
6002 Printing/Reproduction	644	825	825	875
6010 Janitorial	45,475	46,475	46,000	47,975
7001 Electrical	78,070	89,100	80,000	80,800
7002 Natural Gas	496	525	525	525
7004 Water	4,934	6,150	5,400	5,400
Services & Charges Subtotal	205,851	233,020	209,723	220,080
Division Total	\$ 980,838	\$ 1,056,973	\$ 1,029,445	\$ 1,044,254

**Police Department
FY 20-21**

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 2018-19	Estimated 2019-20	% Change 2018-19/ 2019-20	Proposed 2020-21
Authorized number of police officer positions assigned to Patrol	45	48	0%	48
Authorized number of civilian personnel positions assigned to Patrol	5	5	0%	5
Number of traffic collisions (Goal: decreased by 5%)	822	852	4%	809
Number of Level I inspections conducted (Goal: increased by 5%)	503	576	15%	605
Number of Level II inspections conducted (Goal: increased by 5%)	3,553	3,903	10%	4,098
Number of vehicles weighed (Goal: increased by 5%)	1,433	3,114	117%	3,270
Number of false alarm responses (Goal: Maintain consisten level)	1,066	967	-9%	<1,066

Police Department
Fiscal Year 2020-21

Police Patrol Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 5,761,747	\$ 6,157,846	\$ 5,812,360	\$ 6,519,793	5.88%
<i>Supplies</i>	274,771	210,261	194,846	245,900	16.95%
<i>Services & Charges</i>	903,640	924,361	911,380	1,042,453	12.78%
<i>Capital Outlay</i>	-	-	-	370,178	-
Division Total	\$ 6,940,158	\$ 7,292,468	\$ 6,918,586	\$ 8,178,324	12.15%

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 2018-19	Approved 2019-20	Requested 2020-21
Lieutenant	3	3	3
Sergeant	6	6	6
Officer	39	39	42
Lead Jailer	-	1	1
Jailers	5	4	4
Jailer-P/T	1	1	1
Total	54	54	57

City of La Porte, Texas
Police Patrol
Detail of Expenditure

001-5253-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 3,684,522	\$ 3,910,739	\$ 3,632,033	\$ 4,155,692
1020 Overtime	377,501	403,200	403,200	423,150
1030 Certification	83,034	89,500	89,500	87,097
1035 Longevity	26,428	27,352	21,752	22,460
1040 Clothing	188	-	-	-
1044 Cleaning Allowance	12,536	12,506	12,506	12,748
1046 Physical Fitness Allowance	16,000	16,000	16,500	16,000
1060 FICA	312,178	338,808	319,425	360,862
1065 Retirement	696,913	722,067	679,770	767,952
1067 Pars - Retirement	82	-	-	115
1080 Insurance - Medical	552,366	636,000	636,000	672,000
1081 Insurance - Life	-	1,674	1,674	1,717
Personal Services Subtotal	5,761,747	6,157,846	5,812,360	6,519,793
Supplies:				
2001 Office Supplies	745	725	725	825
2002 Postage	20	650	450	450
2003 Protective Clothing	64,776	44,290	44,250	78,480
2004 Gas and Oil	129,279	118,263	103,746	112,350
2007 Chemical	1,465	1,600	1,500	1,200
2008 Educational	721	3,400	3,500	2,050
2015 Other Supplies	7,379	8,000	7,900	8,950
2016 Jail Operations	9,598	8,150	8,150	9,450
2018 Computer Supplies	2,540	3,225	3,225	3,225
2090 Machinery/Tools/Equipment	56,937	18,458	18,000	15,920
2091 Office Furniture/Equipment	-	-	-	1,050
2093 Computer Equipment	1,310	3,500	3,400	11,950
Supplies Subtotal	274,771	210,261	194,846	245,900
Services & Charges:				
3001 Memberships & Subscriptions	600	1,010	1,010	1,010
3020 Training/Seminars	20,302	28,800	22,500	40,400
3024 Tuition Reimbursement	-	6,000	-	3,500
4001 Office Equipment	12,061	11,186	11,186	5,500
4002 Machinery/Tools/Equipment	5,833	8,550	8,500	9,000
4003 Radios and Base Stations	86,535	89,616	89,000	91,092
4020 Motor Pool Lease Fees	272,568	327,457	327,457	408,403
4030 VM: Fleet Maintenance	146,721	166,420	166,420	155,949
4055 Computer Software	188,721	136,555	136,550	141,030
4060 Technology Lease Fees	167,500	139,758	139,758	182,409
5007 Other Professional Services	1,361	1,500	1,490	2,000
6002 Printing/Reproduction	1,439	2,060	2,060	2,160
9997 Special Programs	-	5,449	5,449	-
Services & Charges Subtotal	903,640	924,361	911,380	1,042,453

Continued

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

001-5253-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Capital Outlay:				
8021 Mach/Tools & Equipment	-	-	-	209,000
8023 Computer Equipment	-	-	-	23,928
8050 Motor Vehicles	-	-	-	137,250
Capital Outlay Subtotal	-	-	-	370,178
Division Total	\$ 6,940,158	\$ 7,292,468	\$ 6,918,586	\$ 8,178,324

**Police Department
FY 20-21**

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 2018-19	Estimated 2019-20	% Change 2018-19/ 2019-20	Proposed 2020-21
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%)	75%	78%	3%	<47%
*Avg clearance rate for crimes against property (Goal: <17%)	69%	70%	1%	<17%
Number of crime victims served by Crime Victim Liaison	546	456	-16%	N/A

* Denotes calendar year

Police Department
Fiscal Year 2020-21

Criminal Investigation Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 2,122,064	\$ 2,230,928	\$ 2,228,068	\$ 2,242,039	0.50%
<i>Supplies</i>	38,573	46,437	45,808	49,334	6.24%
<i>Services & Charges</i>	124,950	181,110	163,462	179,291	-1.00%
<i>Capital Outlay</i>	-	10,000	6,500	30,635	
Division Total	\$ 2,285,587	\$ 2,468,475	\$ 2,443,838	\$ 2,501,299	1.33%

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 2018-19	Approved 2019-20	Requested 2020-21
Lieutenant	1	1	1
Sergeant	2	2	2
Detective	12	12	12
Officer	1	1	1
Criminal Investigations Specialist	1	1	1
Property Custodian	1	1	1
Victims Assistance Liaison	1	1	1
Total	19	19	19

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

001-5256-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 1,384,923	\$ 1,473,531	\$ 1,473,482	\$ 1,484,140
1020 Overtime	60,850	63,000	63,000	66,098
1030 Certification	42,584	43,000	43,000	43,750
1035 Longevity	15,212	15,672	13,960	11,808
1040 Clothing Allowance	11,412	12,800	12,800	11,200
1044 Cleaning Allowance	4,243	4,089	4,089	3,608
1046 Physical Fitness Allowance	3,000	4,000	3,000	4,000
1060 FICA	114,194	123,513	123,420	124,282
1065 Retirement	257,647	262,656	262,650	264,486
1080 Insurance - Medical	228,000	228,000	228,000	228,000
1081 Insurance - Life	-	667	667	667
Personal Services Subtotal	2,122,064	2,230,928	2,228,068	2,242,039
Supplies:				
2001 Office Supplies	1,086	1,000	1,000	1,000
2002 Postage	509	550	550	600
2003 Protective Clothing	633	3,000	3,000	3,000
2004 Gas and Oil	20,397	19,525	17,871	18,549
2007 Chemical	173	300	320	350
2015 Other Supplies	2,001	2,200	2,200	2,500
2018 Computer Supplies	2,065	3,500	2,800	2,600
2078 Confidential Funds	7,000	10,000	10,000	10,000
2090 Machinery/Tools/Equipment	3,452	3,762	6,062	8,275
2091 Office Furniture	-	600	605	960
2093 Computer Equipment	1,258	2,000	1,400	1,500
Supplies Subtotal	38,573	46,437	45,808	49,334
Services & Charges:				
3001 Memberships & Subscriptions	1,415	1,625	1,605	1,485
3020 Training/Seminars	21,095	26,498	19,000	26,432
4020 Motor Pool Lease Fees	28,521	53,081	53,081	58,559
4030 VM: Fleet Maintenance	39,312	45,046	45,046	41,784
4055 Computer Software	5,683	13,490	13,400	21,445
4060 Technology Lease Fees	15,885	17,930	17,930	21,786
5007 Other Professional Services	10,558	20,340	10,600	5,000
6002 Printing/Reproduction	569	600	600	600
6006 Miscellaneous	1,911	2,500	2,200	2,200
Services & Charges Subtotal	124,950	181,110	163,462	179,291
Capital Outlay:				
8021 Mach/Tools & Equipment	-	10,000	6,500	30,635
Capital Outlay Subtotal	-	10,000	6,500	30,635
Division Total	\$ 2,285,587	\$ 2,468,475	\$ 2,443,838	\$ 2,501,299

**Police Department
FY 20-21**

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.	Initiate a Citizen's Advisory Board, to be created by the Chief of Police, to meet with chief and department representatives in order to improve positive feedback and communicate concerns between the police department and 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 two 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 20-21**

Support Services Division

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	% Change 2018-19/ 2019-20	Proposed 2020-21
Authorized number of police office positions assigned to SSD	11	11	10%	11
Authorized number of civilian personnel positions assigned to SSD	21	21	0%	21
Avg Priority Call response time	6.10	6.08	0%	<6
Avg Non-Priority call response time	9.26	8.25	-10%	<9
Number of animals adopted from shelter (goal: increase by 5%)	624	492	-21%	517
Number of animals euthanized at shelter (goal: decrease by 5%)	278	228	-17%	217
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: 2 or more)	3	3	0%	>2
Number of police volunteer service hours (goal: 2500 or more)	3,835	2,634	-31%	>2500

**Police Department
Fiscal Year 2020-21**

Support Services Division

Expenditure Summary

	<i>Actual 2018-19</i>	<i>Budget 2019-20</i>	<i>Estimated 2019-20</i>	<i>Requested 2020-21</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 2,679,689	\$ 2,873,345	\$ 2,873,743	\$ 2,942,475	2.41%
<i>Supplies</i>	102,100	89,398	85,415	89,643	0.27%
<i>Services & Charges</i>	233,236	266,405	260,815	278,306	4.47%
<i>Capital Outlay</i>	28,099	-	-	55,000	-
Division Total	\$ 3,043,124	\$ 3,229,148	\$ 3,219,973	\$ 3,365,424	4.22%

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 2018-19	Approved 2019-20	Requested 2020-21
Lieutenant	1	1	1
Support Services Sergeant	2	2	2
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	3	3	3
Adoption Specialist	1	1	2
Building Maintenance Technician	1	1	1
Records Specialist	2	2	2
Telecommunicators	12	12	12
Telecommunicators (Relief)	4	4	4
Total	36	36	37

City of La Porte, Texas
Support Services
Details of Expenditures

001-5258-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 1,722,448	\$ 1,844,926	\$ 1,844,924	\$ 1,882,148
1020 Overtime	82,557	95,130	95,130	99,750
1030 Certification	37,527	38,000	38,000	37,990
1035 Longevity	16,776	18,996	18,484	19,432
1044 Cleaning Allowance	6,701	7,215	7,215	7,456
1046 Physical Fitness Allowance	2,750	3,000	4,000	5,750
1060 FICA	135,504	153,673	153,593	157,018
1065 Retirement	303,272	326,870	326,862	334,151
1067 PARS Retirement	153	779	779	2,024
1080 Insurance - Medical	372,000	384,000	384,000	396,000
1081 Insurance - Life	-	756	756	756
Personal Services Subtotal	2,679,689	2,873,345	2,873,743	2,942,475
Supplies:				
2001 Office Supplies	1,301	1,300	1,300	1,300
2002 Postage	4,115	3,800	3,800	3,800
2003 Protective Clothing	8,024	8,200	8,200	8,200
2004 Gas and Oil	12,263	10,808	9,740	10,268
2005 Minor Tools	68	300	300	300
2006 Cleaning	1,341	1,260	400	400
2007 Chemical	161	1,000	1,000	-
2015 Other Supplies	20,412	11,000	11,000	6,000
2017 Specialized Supplies	26,273	28,850	27,900	26,400
2018 Computer Supplies	1,311	1,300	1,300	1,300
2020 Animal Adoption Center Supplies	-	-	-	17,350
2090 Machinery/Tools/Equipment	25,102	16,980	16,950	9,000
2091 Office Furniture/Equipment	1,477	3,800	2,800	4,600
2093 Computer Equipment	252	800	725	725
Supplies Subtotal	102,100	89,398	85,415	89,643
Services & Charges:				
3001 Memberships & Subscriptions	5,443	6,205	6,200	6,215
3020 Training/Seminars	16,247	19,675	14,000	18,480
3024 Tuition Reimbursement	339	3,500	3,500	3,500
4003 Radios and Base Stations	17,486	17,700	18,360	-
4006 Heating & AC	1,931	2,100	1,900	-
4011 Building Maintenance	1,558	1,800	1,800	900
4020 Motor Pool Lease Fees	32,216	35,332	35,332	34,392
4022 Rent: Building/Land	5,924	11,256	12,075	12,079
4030 VM: Fleet Maintenance	17,891	19,591	19,591	19,017
4055 Computer Software	1,954	2,950	2,500	2,950
4060 Technology Lease Fees	43,000	45,737	45,737	77,767
5007 Other Professional Services	52,566	62,125	62,000	64,400
6001 Uniforms	321	360	225	206
6002 Printing/Reproduction	836	1,000	1,000	1,000
6010 Janitorial Services	20,219	20,220	20,220	21,025
7001 Electrical	10,957	12,355	12,000	12,000
7002 Natural Gas	1,437	1,499	1,475	1,475
7004 Water	2,912	3,000	2,900	2,900
Services & Charges Subtotal	233,236	266,405	260,815	278,306

Continued

**City of La Porte, Texas
Support Services, Continued
Details of Expenditures**

001-5258-521

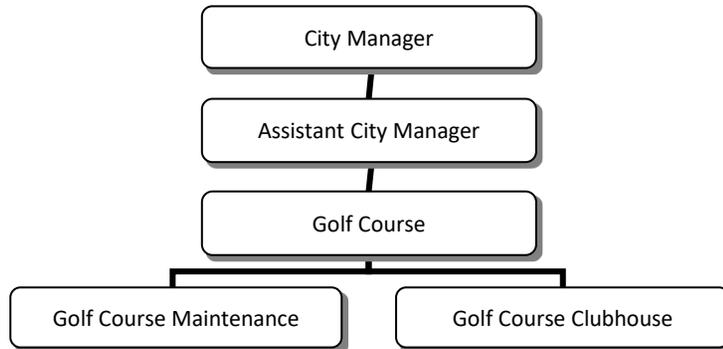
	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Capital Outlay:				
8021 Mach/Tools & Equipment	-	-	-	55,000
8050 Motor Vehicles	28,099	-	-	-
Capital Outlay Subtotal	<u>28,099</u>	<u>-</u>	<u>-</u>	<u>55,000</u>
Division Total	\$ 3,043,124	\$ 3,229,148	\$ 3,219,973	\$ 3,365,424

Golf Course

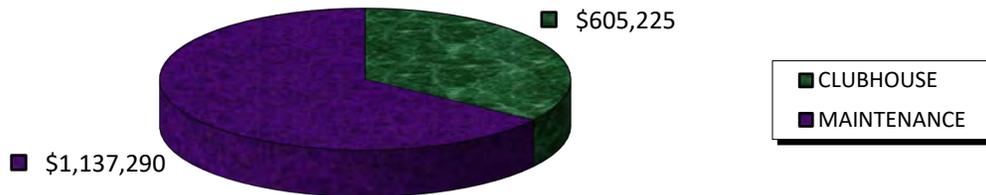
FY 20-21

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: 3%



Four Year Comparison by Division:



Golf Course
Fiscal Year 2020-21

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 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Golf Course Club House	\$ 628,739	\$ 624,238	\$ 618,943	\$ 605,225	-3.05%
Golf Course Maintenance	964,386	1,105,107	1,104,494	1,137,070	2.89%
Total	\$ 1,593,125	\$ 1,729,345	\$ 1,723,437	\$ 1,742,295	0.75%

Summary by Expenditure Category:

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Personal Services	\$ 1,173,936	\$ 1,200,049	\$ 1,195,676	\$ 1,198,410	-0.14%
Supplies	161,000	222,120	222,155	217,660	-2.01%
Services & Charges	258,190	307,176	305,606	312,225	1.64%
Capital Outlay	-	-	-	14,000	
Total	\$ 1,593,125	\$ 1,729,345	\$ 1,723,437	\$ 1,742,295	0.75%

Golf Course FY 20-21

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 2020-21**

Golf Course Club House Division

Expenditure Summary

	<i>Actual 2018-19</i>	<i>Budget 2019-20</i>	<i>Estimated 2019-20</i>	<i>Requested 2020-21</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 510,487	\$ 484,047	\$ 479,792	\$ 478,391	-1.17%
<i>Supplies</i>	58,702	66,500	66,560	64,060	-3.67%
<i>Services & Charges</i>	59,550	73,691	72,591	62,774	-14.81%
Division Total	\$ 628,739	\$ 624,238	\$ 618,943	\$ 605,225	-3.05%

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 2018-19	Approved 2019-20	Requested 2020-21
Golf Course Manager-Pro	1	1	1
Head Professional Golf Pro	1	1	-
Senior Assistant Golf Pro	-	-	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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 388,022	\$ 361,576	\$ 358,288	\$ 357,516
1020 Overtime	2,294	2,500	2,500	2,500
1035 Longevity	3,276	3,604	3,268	2,232
1060 FICA	21,789	22,282	22,079	22,259
1065 Retirement	46,369	44,803	44,396	44,491
1067 Pars Retirement	737	1,102	1,081	1,213
1080 Insurance - Medical	48,000	48,000	48,000	48,000
1081 Insurance - Life	0	180	180	180
Personal Services Subtotal	510,487	484,047	479,792	478,391
Supplies:				
2001 Office Supplies	1,427	1,400	1,400	1,400
2002 Postage	160	100	160	160
2015 Other Supplies	1,176	1,800	1,800	1,800
2090 Machinery/Tools/Equipment	55,939	58,200	58,200	55,700
2091 Office Furniture/Equipment	-	4,400	4,400	4,400
2093 Computer Equipment	-	600	600	600
Supplies Subtotal	58,702	66,500	66,560	64,060
Services & Charges:				
3001 Memberships & Subscriptions	2,389	2,300	2,300	2,300
3020 Training/Seminars	126	3,600	2,500	2,000
3024 Tuition Reimbursement	-	-	-	2,694
4003 Radios and Base Stations	-	300	300	300
4006 Heating and A/C Equipment	716	6,000	6,000	-
4011 Building Maintenance	6,944	7,000	7,000	-
4060 Technology Lease Fees	1,470	4,046	4,046	4,730
5006 Fiscal Services	25,958	25,000	25,000	25,000
5007 Other Professional Services	7,090	3,895	3,895	4,200
6002 Printing/Reproduction	897	850	850	850
6005 Advertising	1,900	3,000	3,000	3,000
6010 Janitorial Services	2,543	3,000	3,000	3,000
6041 Special Events	-	400	400	400
7001 Electrical	6,850	11,000	11,000	11,000
7002 Natural Gas	937	1,000	1,000	1,000
7004 Water	1,731	2,300	2,300	2,300
Services & Charges Subtotal	59,550	73,691	72,591	62,774
Division Total	\$ 628,739	\$ 624,238	\$ 618,943	\$ 605,225

**Golf Course
Fiscal Year 2020-21**

Golf Course Maintenance Division

Expenditure Summary

	<i>Actual 2018-19</i>	<i>Budget 2019-20</i>	<i>Estimated 2019-20</i>	<i>Requested 2020-21</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 663,448	\$ 716,002	\$ 715,884	\$ 720,019	0.56%
<i>Supplies</i>	102,298	155,620	155,595	153,600	-1.30%
<i>Services & Charges</i>	198,639	233,485	233,015	249,451	6.84%
<i>Capital Outlay</i>	-	-	-	14,000	-
Division Total	\$ 964,386	\$ 1,105,107	\$ 1,104,494	\$ 1,137,070	2.89%

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 2018-19	Approved 2019-20	Requested 2020-21
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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 400,995	\$ 440,005	\$ 439,906	\$ 442,723
1020 Overtime	35,044	35,000	35,000	35,000
1030 Certification	624	1,200	1,200	1,200
1035 Longevity	4,132	4,392	3,964	4,436
1041 Tool Allowance	900	-	450	900
1060 FICA	31,724	36,780	36,760	36,886
1065 Retirement	69,849	78,250	78,229	78,496
1067 PARS	181	177	177	180
1080 Insurance - Medical	120,000	120,000	120,000	120,000
1081 Insurance - Life	-	198	198	198
Personal Services Subtotal	663,448	716,002	715,884	720,019
Supplies:				
2001 Office Supplies	25	100	175	200
2002 Postage	-	100	100	100
2003 Protective Clothing	12	300	300	300
2004 Gas and Oil	3,204	16,000	16,000	16,000
2005 Minor Tools	8	500	500	500
2007 Chemical	70,138	87,000	87,000	87,000
2009 Medical	116	200	200	200
2015 Other Supplies	14,812	26,000	26,000	26,000
2030 Small Parts	10,349	20,000	20,000	20,000
2090 Machinery/Tools/Equipment	3,474	5,120	5,120	3,000
2093 Computer Equipment	160	300	200	300
Supplies Subtotal	102,298	155,620	155,595	153,600
Services & Charges:				
3001 Memberships & Subscriptions	1,024	1,250	780	1,250
3020 Training/Seminars	233	300	300	400
4002 Machinery/Tools/Equipment	3,690	4,500	4,500	4,500
4006 Heating and A/C Equipment	-	500	500	-
4008 Pumps/Motors	853	8,008	8,008	2,000
4011 Building Maintenance	1,765	2,000	2,000	-
4012 Water Line Maintenance	8,423	12,000	12,000	12,000
4019 Rental of Equipment	-	1,500	1,500	1,500
4020 Motor Pool Lease Fees	143,607	162,187	162,187	163,516
4030 VM: Fleet Maintenance	4,634	4,880	4,880	4,925
4031 Other Vehicle Maintenance	1,976	2,000	2,000	25,000
5007 Other Professional Services	13,699	10,860	10,860	10,860
6001 Uniforms	8,514	8,500	8,500	8,500
7001 Electrical	8,280	13,000	13,000	13,000
7004 Water	1,940	2,000	2,000	2,000
Services & Charges Subtotal	198,639	233,485	233,015	249,451
Capital Outlay:				
8021 Mach/Tools & Equipment	-	-	-	14,000
Capital Outlay Subtotal	-	-	-	14,000
Division Total	\$ 964,386	\$ 1,105,107	\$ 1,104,494	\$ 1,137,070

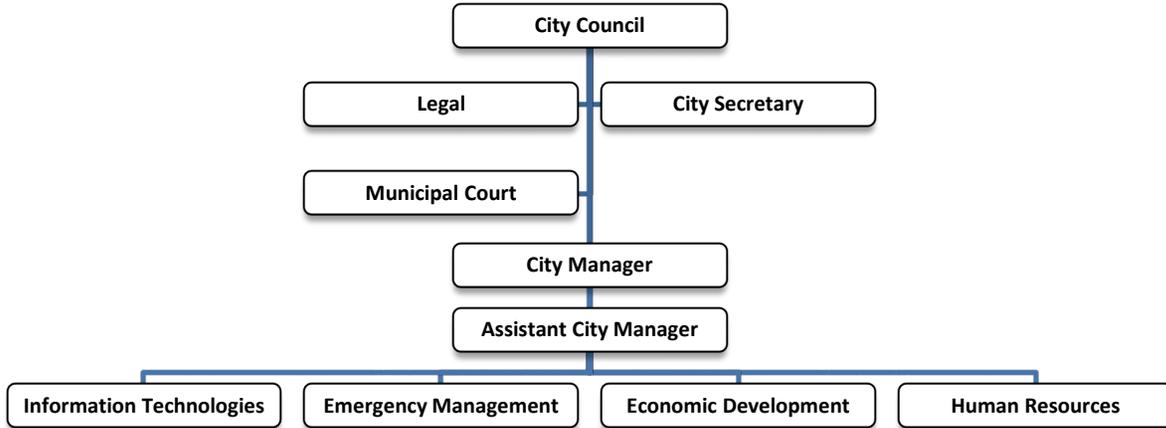


Administration Department

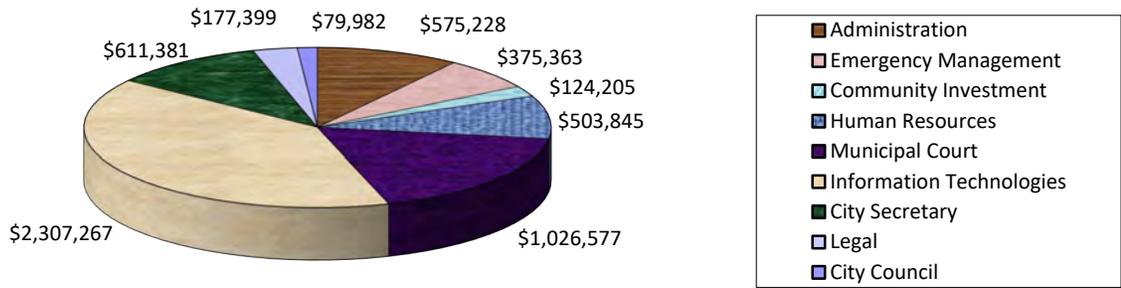
FY 20-21

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.

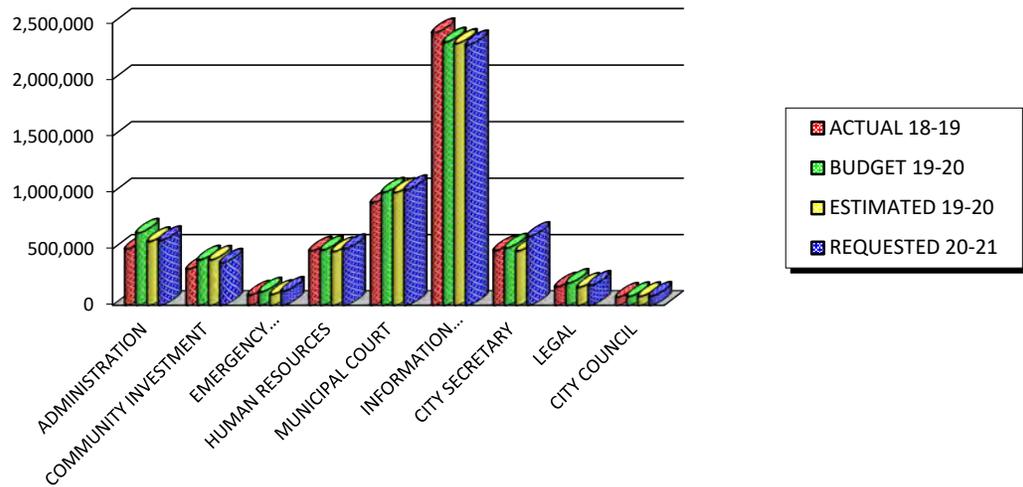
Organizational Chart:



Share of General Fund Budget: 10%



Four Year Comparison by Division:



Administration Department Fiscal Year 2020-21

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 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Administration	\$ 500,517	\$ 641,949	\$ 566,044	\$ 575,228	-10.39%
Emergency Management	320,611	402,521	401,722	375,363	-6.75%
Community Investment	89,905	118,335	95,747	124,205	4.96%
Human Resources	482,473	490,622	476,399	503,845	2.70%
Municipal Court	911,505	1,004,399	1,001,579	1,026,577	2.21%
Information Technologies	2,413,896	2,331,943	2,320,228	2,307,267	-1.06%
City Secretary	487,097	508,770	482,507	611,381	20.17%
Legal	162,739	195,163	159,189	177,399	-9.10%
City Council	71,325	76,801	77,251	79,982	4.14%
Department Total	\$ 5,440,069	\$ 5,770,503	\$ 5,580,666	\$ 5,781,247	0.19%

Department Summary by Expenditure Category:

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Personal Services	\$ 2,978,733	\$ 3,140,134	\$ 3,081,608	\$ 3,207,076	2.13%
Supplies	107,885	89,986	115,265	92,405	2.69%
Services & Charges	2,353,452	2,540,383	2,383,793	2,481,766	-2.31%
Department Total	\$ 5,440,069	\$ 5,770,503	\$ 5,580,666	\$ 5,781,247	0.19%

Administration Department

FY 20-21

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 Establish an Employee Engagement Program that makes La Porte an environment where employees can reach/exceed their potential
	<ul style="list-style-type: none"> Schedule at least 2 customer service training sessions each year to accommodate as many schedules as possible
Provide customer service training opportunities for every employee each year	

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
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 2020-21

Administration Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 466,757	\$ 481,103	\$ 480,733	\$ 481,167	0.01%
<i>Supplies</i>	6,118	3,830	4,514	3,980	3.92%
<i>Services & Charges</i>	27,643	157,016	80,797	90,081	-42.63%
Division Total	\$ 500,517	\$ 641,949	\$ 566,044	\$ 575,228	-10.39%

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 2018-19	Approved 2019-20	Requested 2020-21
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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 342,384	\$ 351,538	\$ 351,442	\$ 351,573
1020 Overtime	57	-	-	-
1035 Longevity	404	658	524	744
1042 Car Allowance	11,448	11,400	11,400	11,400
1060 FICA	21,786	27,891	27,798	27,824
1065 Retirement	57,679	59,203	59,156	59,213
1080 Insurance - Medical	33,000	30,000	30,000	30,000
1081 Insurance - Life	-	413	413	413
Personal Services Subtotal	466,757	481,103	480,733	481,167
Supplies:				
2001 Office Supplies	387	450	450	450
2002 Postage	15	30	30	30
2008 Educational	100	100	100	-
2015 Other Supplies	5,615	3,000	3,428	3,500
2091 Office Furniture/Equipment	-	250	506	-
Supplies Subtotal	6,118	3,830	4,514	3,980
Services & Charges:				
3001 Memberships & Subscriptions	4,913	6,399	6,878	7,130
3020 Training/Seminars	8,429	12,500	8,091	12,500
3024 Tuition Reimbursement	3,500	950	950	3,500
4055 Computer Software	-	22,400	11,600	14,400
4060 Technology Lease Fees	2,450	4,119	4,119	5,562
5004 Consulting	8,351	25,000	8,000	-
6070 Appreciation Program	-	2,500	2,500	2,500
9997 Req for Special Program	-	83,148	38,659	44,489
Services & Charges Subtotal	27,643	157,016	80,797	90,081
Division Total	\$ 500,517	\$ 641,949	\$ 566,044	\$ 575,228

Administration Department
FY 20-21

Emergency Management Division

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

Objectives
<ul style="list-style-type: none">● 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
<ul style="list-style-type: none">● Develop or obtain public outreach materials on various hazards and distribute to the public through various methods (mailouts, community outreach events, preparedness packets, ect.)● Participate in community outreach events and provide presentations to various community groups on the hazards in La Porte and recommended 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
<ul style="list-style-type: none">● 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, such as other City departments and government agencies, non-profit organizations and the LEPC, etc● Provide all hazards training for key Emergency Operations Center (EOC) staff● Test the plans to ensure they are both functional and comprehensive through training, drills and exercises● 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, where possible ● Provide training for key personnel regarding coordination of emergency response efforts ● Oversee testing of emergency communications/warning 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 necessary, manage the Federal Public Assistance (PA) Program to maximize reimbursement of funds utilized to support response and recovery efforts

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
No. of emergency trainings/drills/exercises	10	10	10
No. of programs designed to enhance public awareness and emergency preparedness	20	20	20
Increase registered recipients of the City's phone notification system by 3% annually	N/A	Yes	Yes
Level of Preparedness (State Assessment)	Advanced	Advanced	Advanced

Administration Department
Fiscal Year 2020-21

Emergency Management Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 263,038	\$ 279,022	\$ 256,600	\$ 259,122	-7.13%
<i>Supplies</i>	5,407	4,884	30,342	5,452	11.63%
<i>Services & Charges</i>	52,166	118,615	114,780	110,789	-6.60%
Division Total	\$ 320,611	\$ 402,521	\$ 401,722	\$ 375,363	-6.75%

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 2018-19	Approved 2019-20	Requested 2020-21
Emergency Management Coordinator	1	1	1
Asst. Emergency Management Coord	1	1	1
Secretary I	1	1	1
Total	3	3	3

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

001-6054-510

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 177,585	\$ 188,651	\$ 177,069	\$ 178,804
102 Overtime	980	500	500	500
1035 Longevity	508	744	304	604
1060 FICA	15,089	16,932	13,607	13,763
1065 Retirement	32,876	36,033	28,958	29,289
1080 Insurance - Medical	36,000	36,000	36,000	36,000
1081 Insurance - Life	-	162	162	162
Personal Services Subtotal	263,038	279,022	256,600	259,122
Supplies:				
2001 Office Supplies	566	400	300	400
2002 Postage	-	15	5	15
2004 Gas and Oil	1,287	1,119	1,687	1,687
2015 Other Supplies	2,025	2,500	27,500	2,500
2018 Computer Supplies	60	100	100	100
2090 Machinery/Tools/Equipment	1,470	500	500	500
2093 Computer Equipment	-	250	250	250
Supplies Subtotal	5,407	4,884	30,342	5,452
Services & Charges:				
3001 Memberships & Subscriptions	775	930	940	940
3020 Training/Seminars	6,625	8,000	6,000	8,000
3024 Tuition Reimbursement	-	-	-	2,500
4003 Radios/Base Stations	492	500	492	500
4020 Motor Pool: Lease Fees	3,501	3,673	3,673	3,748
4030 Vehicle Maint: Fleet Maint.	3,222	3,511	3,511	3,425
4055 Computer Software	12,599	13,000	13,000	13,000
4060 Technology Lease Fees	980	20,556	20,556	25,826
4070 Emergency Management	828	42,795	42,795	27,000
5007 Other Professional Services	18,155	21,650	21,813	21,850
6002 Printing and Reproduction	4,293	4,000	2,000	4,000
7001 Electrical	696	-	-	-
Services & Charges Subtotal	52,166	118,615	114,780	110,789
Division Total	\$ 320,611	\$ 402,521	\$ 401,722	\$ 375,363

Administration Department
Fiscal Year 2020-21

Community Investment

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Supplies</i>	\$ 30,555	\$ 31,435	\$ 29,933	\$ 33,305	5.95%
<i>Services & Charges</i>	59,350	86,900	65,814	90,900	4.60%
Division Total	\$ 89,905	\$ 118,335	\$ 95,747	\$ 124,205	4.96%

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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Supplies:				
2075 Community Development	\$ 12,055	\$ 11,435	\$ 11,505	\$ 13,305
2077 Fireworks	18,500	20,000	18,428	20,000
Supplies Subtotal	30,555	31,435	29,933	33,305
Services & Charges:				
5007 Other Professional Services	17,077	29,000	10,911	30,500
6002 Printing and Reproduction	37,186	45,500	42,000	46,400
6005 Advertising	5,087	9,900	9,900	10,500
6015 Community Festivals	-	2,500	3,003	3,500
Services & Charges Subtotal	59,350	86,900	65,814	90,900
Division Total	\$ 89,905	\$ 118,335	\$ 95,747	\$ 124,205

Administration Department

FY 20-21

Human Resources Division

Mission – The City of La Porte HR team succeeds at helping people and solving problems in a variety of areas, primarily impacting potential, current, and former employees.

Goals:

- Provide a qualified, well trained, and engaged workforce.
- Ensure the City complies with all applicable laws, rules, and regulations relating to employment.
- Serve as both an employee advocate and mediator of risk and liability to the City.
- Support employees, management, and Council in developing, maintaining, and appropriately applying people related policies.
- Champion a positive workplace culture that “walks the talk” of the City’s Core Values.
- Provide excellent stewardship of the City’s insurance funds including employee health services and liability.
- Lead and support all employees in maintaining a safe and healthy workplace.
- Identify, develop, and deliver meaningful development opportunities to all employees.
- Assist supervisors with performance management, progressive discipline, and conflict resolution support.
- Develop current and future leaders who will serve as ambassadors for the City.

Performance indicators

- Total turnover rate
- Total hours of training and development delivered
- Number of employees going through training
- Internal service feedback measures
- Decrease WC claims
- Decrease in avoidable incident
- Decrease in property damage claims

Administration Department
Fiscal Year 2020-21

Human Resources Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 307,925	\$ 324,079	\$ 323,706	\$ 327,896	1.18%
<i>Supplies</i>	1,521	3,050	2,950	2,900	-4.92%
<i>Services & Charges</i>	173,027	163,493	149,743	173,049	5.84%
Division Total	\$ 482,473	\$ 490,622	\$ 476,399	\$ 503,845	2.70%

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 2018-19	Approved 2019-20	Requested 2020-21
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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 198,125	\$ 203,239	\$ 203,192	\$ 206,631
1020 Overtime	1,775	2,250	2,250	2,000
1030 Certification	1,504	1,500	1,500	1,500
1035 Longevity	728	1,108	872	1,016
1060 FICA	14,800	15,983	15,898	16,172
1065 Retirement	32,907	33,837	33,832	34,415
1075 Unemployment Compensation	13,404	30,000	30,000	30,000
1080 Insurance - Medical	36,000	36,000	36,000	36,000
1081 Insurance - Life	8,682	162	162	162
Personal Services Subtotal	307,925	324,079	323,706	327,896
Supplies:				
2001 Office Supplies	1,345	2,100	2,000	2,000
2002 Postage	94	200	200	150
2015 Other Supplies	82	300	300	300
2091 Office Furniture	-	300	300	300
2093 Computer Equipment	-	150	150	150
Supplies Subtotal	1,521	3,050	2,950	2,900
Services & Charges:				
3001 Memberships & Subscriptions	1,092	2,000	1,750	2,000
3020 Training/Seminars	4,723	6,000	2,000	7,000
3022 Employee Training	1,348	6,000	5,000	5,000
3024 Tuition Reimbursement	-	3,500	3,500	3,500
4055 Computer Software	38,477	15,000	10,000	11,000
4060 Technology Lease Fees	1,960	3,693	3,693	4,549
5006 Fiscal Services	3,600	3,600	3,600	3,600
5007 Other Professional Services	16,187	17,200	17,200	21,400
5008 Medical Services	63,104	36,000	40,000	45,000
5018 Civil Service	5,644	10,000	8,000	10,000
6070 Appreciation Program	24,462	37,500	35,000	35,000
6071 Service Awards	11,231	20,000	20,000	22,000
6073 Wellness Program	1,200	3,000	-	3,000
Services & Charges Subtotal	173,027	163,493	149,743	173,049
Division Total	\$ 482,473	\$ 490,622	\$ 476,399	\$ 503,845

Administration Department
FY 20-21

Municipal Court Division

Goals:

- La Porte Municipal Court strives to provide a neutral, courteous and fair forum for the trial and processing of Class C misdemeanor offenses

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 2018-19	Estimated 2019-20	Proposed 2020-21
Total cases filed	16,695	9,500	16,500
Total dispositions	16,023	9,000	16,000

Administration Department
Fiscal Year 2020-21

Municipal Court Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 746,596	\$ 813,388	\$ 811,756	\$ 874,599	7.53%
<i>Supplies</i>	20,924	26,700	26,700	26,700	0.00%
<i>Services & Charges</i>	143,986	164,311	163,123	125,278	-23.76%
Division Total	\$ 911,505	\$ 1,004,399	\$ 1,001,579	\$ 1,026,577	2.21%

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 2018-19	Approved 2019-20	Requested 2020-21
Presiding Judge	1	1	1
Court Administrator	1	1	1
Assistant Court Administrator	1	1	1
Court Specialist	6	6	7
Court Specialist (P/T)	1	1	-
Court Specialist (P/T) - Morgan's Point	1	1	1
Total	11	11	11

**City of La Porte, Texas
Municipal Court
Detail of Expenditures**

001-6064-512

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 499,898	\$ 546,718	\$ 546,701	\$ 585,255
1020 Overtime	6,140	7,000	7,000	7,000
1030 Certification	4,571	6,900	5,400	8,400
1035 Longevity	3,712	2,984	2,984	2,452
1042 Car Allowance	5,121	5,100	5,100	5,100
1060 FICA	37,738	43,460	43,390	46,229
1065 Retirement	81,120	92,382	92,337	98,381
1067 Pars - Retirement	295	556	556	1,494
1080 Insurance - Medical	108,000	108,000	108,000	120,000
1081 Insurance - Life	-	288	288	288
Personal Services Subtotal	746,596	813,388	811,756	874,599
Supplies:				
2001 Office Supplies	3,869	4,000	4,000	4,000
2002 Postage	12,387	16,000	16,000	16,000
2008 Educational	269	300	300	300
2015 Other Supplies	3,764	4,900	4,900	4,900
2018 Computer Supplies	636	1,500	1,500	1,500
Supplies Subtotal	20,924	26,700	26,700	26,700
Services & Charges:				
3001 Memberships & Subscriptions	415	435	440	570
3020 Training/Seminars	1,993	3,000	2,000	3,000
4006 Heating and A/C Equipment	10,683	7,300	7,300	-
4011 Building Maintenance	11,227	17,800	17,800	780
4055 Computer Software	30,724	31,651	31,658	32,951
4060 Technology Lease Fees	7,840	13,925	13,925	16,377
5004 Consulting	11,600	14,400	14,400	14,400
5005 Personnel Services	24,606	19,000	19,000	-
5007 Other Professional Services	5,047	6,900	6,900	6,900
6002 Printing/Reproduction	3,811	8,000	6,000	8,000
6008 Jury Fees/Court Costs	670	1,200	1,000	1,000
6010 Janitorial Services	11,719	12,000	12,000	12,000
7001 Electrical	20,748	26,000	26,000	26,000
7002 Natural Gas	246	300	300	300
7004 Water	2,657	2,400	4,400	3,000
Services & Charges Subtotal	143,986	164,311	163,123	125,278
Division Total	\$ 911,505	\$ 1,004,399	\$ 1,001,579	\$ 1,026,577

Administration Department
Fiscal Year 2020-21

Information Technologies

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 637,296	\$ 669,262	\$ 668,808	\$ 679,719	1.56%
<i>Supplies</i>	26,399	2,887	3,126	2,868	-0.66%
<i>Services & Charges</i>	1,750,201	1,659,794	1,648,294	1,624,680	-2.12%
Division Total	\$ 2,413,896	\$ 2,331,943	\$ 2,320,228	\$ 2,307,267	-1.06%

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 2018-19	Approved 2019-20	Requested 2020-21
IT Manager	1	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	7	7	7

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

001-6066-519

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 435,004	\$ 457,504	\$ 457,494	\$ 466,010
1020 Overtime	8,508	10,000	10,000	10,000
1030 Certification	2,249	2,100	2,100	2,100
1035 Longevity	1,848	2,544	2,176	2,464
1060 FICA	32,817	36,140	36,090	36,764
1065 Retirement	72,870	76,830	76,804	78,237
1080 Insurance - Medical	84,000	84,000	84,000	84,000
1081 Insurance - Life	-	144	144	144
Personal Services Subtotal	637,296	669,262	668,808	679,719
Supplies:				
2001 Office Supplies	1	500	500	500
2004 Gas and Oil	503	387	626	368
2005 Minor Tools	357	500	500	500
2015 Other Supplies	2,358	1,500	1,500	1,500
2093 Computer Equipment	23,181	-	-	-
Supplies Subtotal	26,399	2,887	3,126	2,868
Services & Charges:				
3001 Memberships & Subscriptions	1,827	1,200	1,200	1,300
3020 Training/Seminars	4,148	30,000	21,000	30,000
4001 Office Equipment	68,062	75,000	75,000	75,000
4020 Motor Pool: Lease Fees	8,325	8,422	8,422	8,540
4030 VM: Fleet Maintenance	-	3,335	3,335	3,392
4050 Computer - Hardware	171,835	22,000	22,000	22,000
4055 Computer - Software	580,064	230,780	230,780	163,090
4060 Technology Lease Fees	14,700	13,693	13,693	15,358
5004 Consulting	2,158	5,000	2,500	5,000
5007 Other Professional Services	149,137	653,400	653,400	714,000
7003 Telephone	749,945	616,964	616,964	587,000
Services & Charges Subtotal	1,750,201	1,659,794	1,648,294	1,624,680
Division Total	\$ 2,413,896	\$ 2,331,943	\$ 2,320,228	\$ 2,307,267

City Secretary Department FY 20-21

City Secretary Division

Goals:

- Safeguard and enrich the municipal election process
- Coordinate candidate education and orientation
- Assist the Council with administrative functions and additional responsibilities as requested
- Improve public access to municipal records and other information
- Encourage and support electronic archiving/digitization for all City departments
- Educate and oversee usage of the City's adopted records and maintenance of the City's historical documents
- Ensure professional development of staff to improve job performance and skill level
- Issue alcohol licenses/permits, in accordance with the Texas Alcoholic Beverage Code and TABC guidelines, and solicitor permits, and renewals of such
- Manage and liaise with City boards, committees, and commissions
- Serve as parliamentarian in an advisory role to the Council
- Perform as Public Information Officer for the City with respect to media relations
- Maintain custody and proper application of the City Seal
- The City Secretary participates as part of the City's leadership and management team
- Train as members of the City's emergency management team; ICS/NIMS certified

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Municipal elections held	1	0 (postponed)	2
Agendas prepared/posted (Council & Council Committees)	51	53	55
Public Information Act requests processed	559	580	600
Ordinances processed for the Council	38	40	43
Resolutions processed for the Council	20	20	20
Alcohol licenses/permits issues	42	35	40
Solicitor permits and registrations issued	24	25	25
Pages imaged to Laserfiche	53,994	76,192	85,000
Proclamations prepared	30	17	23

Administration Department
Fiscal Year 2020-21

City Secretary Division

Expenditure Summary

	<i>Actual 2018-19</i>	<i>Budget 2019-20</i>	<i>Estimated 2019-20</i>	<i>Requested 2020-21</i>	<i>Percent Change</i>
Personal Services	\$ 389,416	\$ 371,713	\$ 355,412	\$ 392,920	5.71%
Supplies	15,943	5,950	5,950	5,950	0.00%
Services & Charges	81,738	131,107	121,145	212,511	62.09%
Division Total	\$ 487,097	\$ 508,770	\$ 482,507	\$ 611,381	20.17%

Scope of Services Summary

The City Secretary is an officer of the City, appointed by, and under the direction of the City Council. The City Secretary's Office (CSO) is established to provide support, assistance, and information to the City Council so that its members have the resources they need to conduct the City's business; to preserve City documents so that the City Council, City Employees and Citizens of La Porte have timely and convenient access to City records and may stay informed; and to provide election services to voters and candidates so that they may be involved in the decision making process.

The City Secretary's Office supervise 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, serves as the Council's parliamentarian, and enrolling all laws, ordinances and resolutions of the City Council. As regards Council Services, the City Secretary handles all Council meeting arrangements, correspondence, travel, expenditures, and calendars and with additional administrative functions and responsibilities are requested. 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 responsible for the maintenance of all City of La Porte records including legal transactions, 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, therefore developing and administering records retention and destruction policies, monitoring the records storage, 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 charged with the administration of all City elections. The City Secretary oversees the publication of all official notices and orders, supervision of 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 files corporate documents, with the appropriate agencies.

The City Secretary's Office organizes the recruitment, application and appointment process for City Council appointed boards, commissions 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 official documents; issues alcohol licenses and permits in accordance with the Texas Alcoholic Beverage Code and TABC guidelines and solicitor permits, and renewal of such records; files deeds and easements; handles the codification of City ordinances into the City Code of Ordinances; publishes legal ads and notices for the City; posts legal notices and agendas; ensures professional development of staff to improve job performance and skill level; oversees the City Secretary and City Council Budget; and serves on the City's Executive Management Team. The Secretary is the Public Information Officer or PIO in the event of media interaction, disaster, and emergency and with ICS and NIMS certifications, coordinating the City's PIO team in the Emergency Operation Center (EOC). The City Secretary's Office serves as a resource for the public.

Personnel Position Roster

	Approved 2018-19	Approved 2019-20	Requested 2020-21
City Secretary	1	1	1
Assistant City Secretary	1	1	1
Records Specialist	1	1	1
Secretary IV	1	1	1
Total	4	4	4

City of La Porte, Texas
City Secretary
Detail of Expenditures

001-6067-510

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 266,051	\$ 256,257	\$ 245,420	\$ 274,923
1020 Overtime	2,549	1,500	500	1,500
1030 Certification	5,401	-	-	-
1035 Longevity	1,612	1,560	1,376	1,332
1060 FICA	20,468	20,363	18,995	21,248
1065 Retirement	44,869	43,335	40,423	45,219
1080 Insurance - Medical	48,000	48,000	48,000	48,000
1081 Insurance - Life	-	198	198	198
1090 Other Benefits	465	500	500	500
Personal Services Subtotal	389,416	371,713	355,412	392,920
Supplies:				
2001 Office Supplies	428	500	500	500
2002 Postage	317	150	150	150
2008 Educational	-	300	300	300
2015 Other Supplies	14,749	5,000	5,000	5,000
2093 Computer Equipment	450	-	-	-
Supplies Subtotal	15,943	5,950	5,950	5,950
Services & Charges:				
3001 Memberships & Subscriptions	1,044	1,660	1,698	1,855
3020 Training/Seminars	11,738	12,450	12,450	15,810
4055 Computer Software	9,089	6,438	6,438	6,438
4060 Technology Lease Fees	1,960	3,950	3,950	4,958
5007 Other Professional Services	7,373	53,159	53,159	120,000
6002 Printing/Reproduction	8,514	8,450	8,450	8,450
6003 Legal Notices	10,260	15,000	15,000	15,000
6004 Elections	31,759	30,000	20,000	40,000
Services & Charges Subtotal	81,738	131,107	121,145	212,511
Division Total	\$ 487,097	\$ 508,770	\$ 482,507	\$ 611,381

Administration Department

FY 20-21

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 2020-21

Legal Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 129,013	\$ 162,813	\$ 145,839	\$ 152,899	-6.09%
<i>Services & Charges</i>	33,725	32,350	13,350	24,500	-24.27%
Division Total	\$ 162,739	\$ 195,163	\$ 159,189	\$ 177,399	-9.10%

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.

Personnel Position Roster

	Approved 2018-19	Approved 2019-20	Requested 2020-21
City Attorney	1	1	1
Total	1	1	1

City of La Porte, Texas
Legal
Detail of Expenditures

001-6068-515

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 111,172	\$ 137,600	\$ 130,154	\$ 137,020
1060 FICA	1,571	11,379	1,887	2,045
1067 PARS Retirement	1,447	1,834	1,798	1,834
1080 Insurance - Medical	14,823	12,000	12,000	12,000
Personal Services Subtotal	129,013	162,813	145,839	152,899
Services & Charges:				
5003 Legal	15,523	12,350	12,350	11,500
5004 Consulting	6,560	12,500	500	12,500
5010 City Prosecutor	11,642	7,500	500	500
Services & Charges Subtotal	33,725	32,350	13,350	24,500
Division Total	162,739	\$ 195,163	\$ 159,189	\$ 177,399

Administration Department

FY 20-21

City Council Division

Goals:

Support the work of the City staff to:

- Improve community relations through public awareness of City services
- Accelerate economic development for the area through the use of innovative ideas and approaches
- Enhance Employee Morale
- Develop youth activities and programs

Provide outstanding customer service to citizens

Promote the City's dedication to a high quality of life for our residents and businesses

Objectives:

- Recognize outstanding employee service to the City by presenting employee(s) with certification, proclamations or plaque (such as employee of the quarter, employee of the year, etc).
- Share in a joint effort with the La Porte-Bayshore Chamber of Commerce, the Bay Area Houston Economic Partnership, and the Economic Alliance Houston Port Region, among others, to work toward enhancing economic development for the community.

Administration Department
Fiscal Year 2020-21

City Council Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 38,692	\$ 38,754	\$ 38,754	\$ 38,754	0.00%
<i>Supplies</i>	1,017	11,250	11,750	11,250	0.00%
<i>Services & Charges</i>	<u>31,616</u>	<u>26,797</u>	<u>26,747</u>	<u>29,978</u>	11.87%
Division Total	<u><u>\$ 71,325</u></u>	<u><u>\$ 76,801</u></u>	<u><u>\$ 77,251</u></u>	<u><u>\$ 79,982</u></u>	4.14%

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 staggered three-year terms. There six single-member districts and at-large seats for two councilpersons and the position of Mayor. The Mayor serves as the presiding officer at meetings and as the ceremonial ranking official for the City.

The responsibilities of the City Council include enacting ordinances, resolutions and orders necessary for the proper governance of the City's affairs; reviewing and adopting the annual budget; receiving and acting up the recommendations of various committees and the City Manager; appointing the City Manager, City Secretary, City Attorney, Municipal Judge, and board, committee, and commission members; authorizing the issuance of bonds; approving assessment rolls to be used for the collection of taxes; and promoting the health, safety and welfare of the citizens of La Porte.

City of La Porte, Texas
City Council
Detail of Expenditures

001-6069-511

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 23,974	\$ 24,000	\$ 24,000	\$ 24,000
1042 Car Allowance	11,987	12,000	12,000	12,000
1060 FICA	2,731	2,754	2,754	2,754
Personal Services Subtotal	38,692	38,754	38,754	38,754
Supplies:				
2001 Office Supplies	-	250	250	250
2015 Other Supplies	-	11,000	11,000	11,000
2090 Machinery/Tools/Equipment	567	-	-	-
2093 Computer Equipment	450	-	500	-
Supplies Subtotal	1,017	11,250	11,750	11,250
Services & Charges:				
3001 Memberships & Subscriptions	6,881	7,004	7,104	8,785
3020 Training/Seminars	17,365	14,000	14,000	14,000
4060 Technology Lease Fees	4,410	2,793	2,793	4,193
6041 Special Events	2,960	3,000	2,850	3,000
Services & Charges Subtotal	31,616	26,797	26,747	29,978
Division Total	\$ 71,325	\$ 76,801	\$ 77,251	\$ 79,982



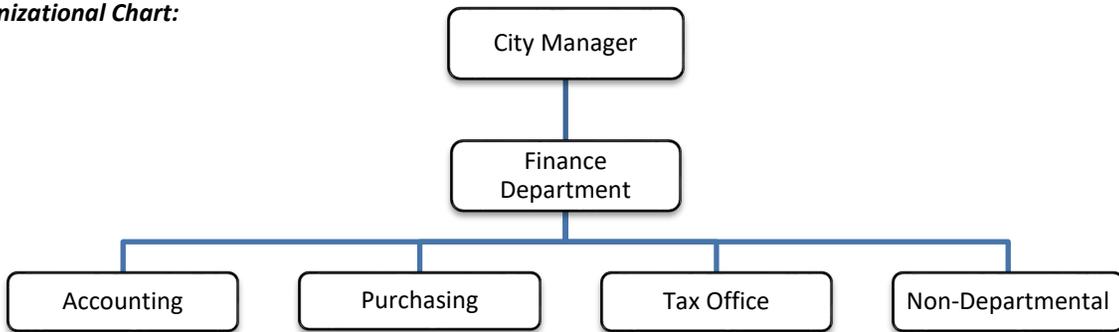
Finance Department

FY 20-21

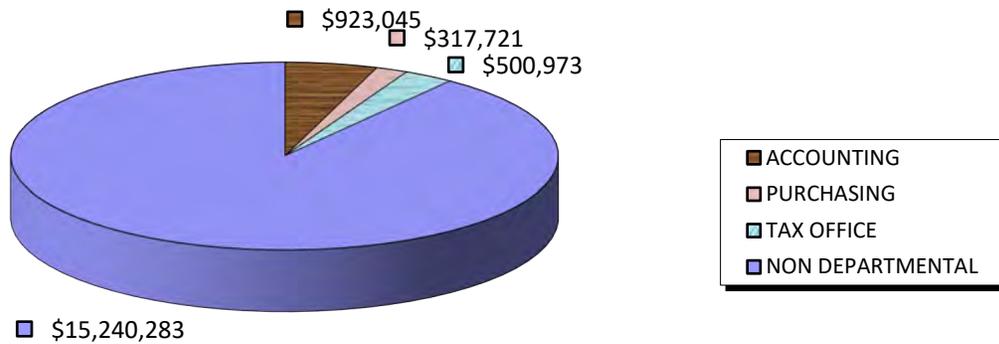
Mission Statement:

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.

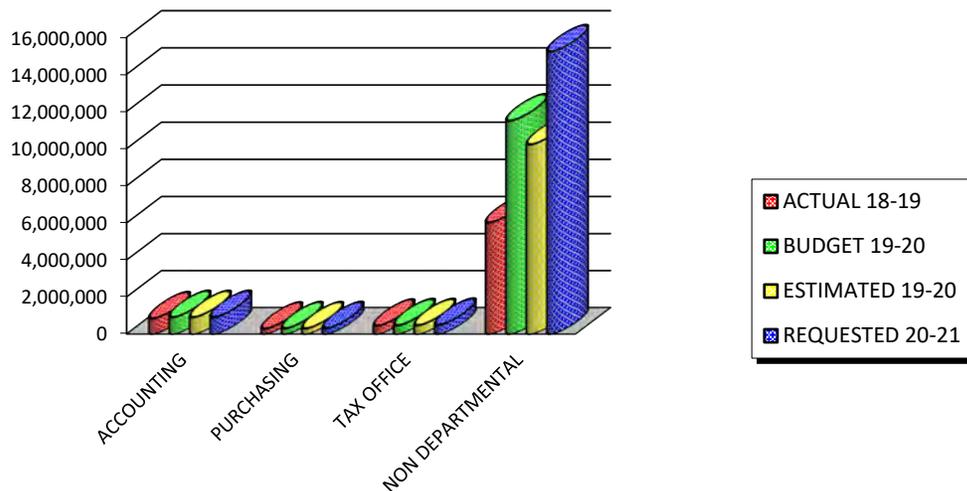
Organizational Chart:



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



Four Year Comparison by Division:



Finance Department Fiscal Year 2020-21

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 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Accounting	\$ 850,194	\$ 920,136	\$ 917,039	\$ 923,045	0.32%
Purchasing	293,345	311,077	308,164	317,721	2.14%
Tax Office	452,212	477,411	478,988	500,973	4.94%
Non Departmental	6,042,529	11,516,331	10,235,544	15,240,283	32.34%
Department Total	\$ 7,638,279	\$ 13,224,955	\$ 11,939,735	\$ 16,982,022	28.41%

Department Summary by Expenditure Category:

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Personal Services	\$ 2,023,491	\$ 2,108,884	\$ 2,170,848	\$ 2,099,609	-0.44%
Supplies	17,814	18,590	16,316	16,775	-9.76%
Services & Charges	5,596,975	11,097,481	9,752,571	14,865,638	33.96%
Department Total	\$ 7,638,279	\$ 13,224,955	\$ 11,939,735	\$ 16,982,022	28.41%

Finance Department FY 20-21

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 9/30/20 Financial Report by January 2021 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 5 basis points over the short-term rate
- Complete all miscellaneous billings by the 15th working day of the month

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
% 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 (%)	-0.07	0.05	0.05
% of accounts billed by 5th	100%	100%	100%
Certificate of achievement	Yes	Yes	Yes
Budget award	Yes	Yes	Yes

Finance Department
Fiscal Year 2020-21

Accounting Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 759,845	\$ 814,902	\$ 816,126	\$ 817,836	0.36%
<i>Supplies</i>	8,563	7,815	7,926	5,950	-23.86%
<i>Services & Charges</i>	81,786	97,419	92,987	99,259	1.89%
Division Total	\$ 850,194	\$ 920,136	\$ 917,039	\$ 923,045	0.32%

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 2018-19	Approved 2019-20	Requested 2020-21
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

	Actual	Budget	Estimated	Requested
	2018-19	2019-20	2019-20	2020-21
Personal Services:				
1010 Regular Earnings	\$ 523,399	\$ 567,364	\$ 567,333	\$ 561,542
1020 Overtime	1,333	4,000	4,000	4,000
1030 Certification	646	600	2,293	2,400
1035 Longevity	4,680	5,100	5,064	6,584
1042 Car Allowance	2,562	2,550	2,250	2,550
1060 FICA	38,516	42,510	42,488	44,270
1065 Retirement	86,709	90,499	90,419	94,211
1080 Insurance - Medical	102,000	102,000	102,000	102,000
1081 Insurance - Life	-	279	279	279
Personal Services Subtotal	759,845	814,902	816,126	817,836
Supplies:				
2001 Office Supplies	1,964	2,000	2,000	2,000
2002 Postage	2,710	1,800	1,800	1,800
2008 Educational	870	515	656	600
2015 Other Supplies	1,122	700	700	700
2018 Computer Supplies	448	600	617	650
2090 Machinery, Tools & Equipment	770	500	453	-
2091 Office Furniture/Equipment	619	1,500	1,500	-
2093 Computer Equipment	60	200	200	200
Supplies Subtotal	8,563	7,815	7,926	5,950
Services & Charges:				
3001 Memberships & Subscriptions	3,734	4,280	4,482	4,480
3020 Training/Seminars	11,248	13,370	8,270	13,370
3024 Tuition Reimbursement	870	3,500	3,500	3,500
4001 Office Furniture	-	-	-	500
4060 Technology Lease Fees	5,390	10,443	10,443	12,709
5001 Audit	45,255	50,500	50,500	48,700
5006 Fiscal Services	6,463	6,376	6,700	6,700
5007 Other Professional Services	7,648	7,750	7,877	8,000
6002 Printing/Reproduction	1,178	1,200	1,215	1,300
Services & Charges Subtotal	81,786	97,419	92,987	99,259
Division Total	\$ 850,194	\$ 920,136	\$ 917,039	\$ 923,045

Finance Department FY 20-21

Purchasing Division

Goals:

- Update Construction Bidding Documents
- Seek opportunities to create more city-wide agreements that will save money and improve efficiencies
- Continue to improve the level of customer service provided to both internal and external customers

Objectives:

- Maintain Transparency Star for Contract and Procurement by complying with program requirements of the Texas Comptroller
- Continue to apply for and receive the Achievement in Excellence in Procurement Award from the National Purchasing Institute
- Enhance internal department knowledge of procurement processes

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Purchase orders issued	410	420	450
Request for proposals	3	8	5
Sealed bids	16	20	25
Request for Qualifications	4	3	3
Formal quotes	11	15	13
P Card rebate	\$ 67,451	\$ 69,000	\$ 72,000

**Finance Department
Fiscal Year 2020-21**

Purchasing Division

Expenditure Summary

	<i>Actual 2018-19</i>	<i>Budget 2019-20</i>	<i>Estimated 2019-20</i>	<i>Requested 2020-21</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 284,734	\$ 299,989	\$ 299,721	\$ 305,623	1.88%
<i>Supplies</i>	825	1,450	1,170	1,250	-13.79%
<i>Services & Charges</i>	<u>7,785</u>	<u>9,638</u>	<u>7,273</u>	<u>10,848</u>	12.55%
Division Total	<u><u>\$ 293,345</u></u>	<u><u>\$ 311,077</u></u>	<u><u>\$ 308,164</u></u>	<u><u>\$ 317,721</u></u>	2.14%

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 2018-19	Approved 2019-20	Requested 2020-21
Purchasing Manager	1	1	1
Contract Administrator	1	1	1
Buyer	1	1	1
Total	3	3	3

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

001-6065-515

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 198,712	\$ 209,824	\$ 209,817	\$ 214,436
1020 Overtime	152	-	-	-
1030 Certification	2,016	1,939	1,939	1,939
1035 Longevity	840	1,128	984	1,128
1060 FICA	14,175	16,313	16,275	16,639
1065 Retirement	32,840	34,713	34,634	35,409
1080 Insurance - Medical	36,000	36,000	36,000	36,000
1081 Insurance - Life	-	72	72	72
Personal Services Subtotal	284,734	299,989	299,721	305,623
Supplies:				
2001 Office Supplies	199	500	500	500
2002 Postage	40	100	20	100
2008 Educational	160	450	250	250
2015 Other Supplies	380	300	300	300
2093 Computer Equipment	46	100	100	100
Supplies Subtotal	825	1,450	1,170	1,250
Services & Charges:				
3001 Memberships & Subscriptions	1,562	1,425	1,425	1,425
3020 Training/Seminars	3,542	4,865	2,500	5,090
3024 Tuition Reimbursement	721	-	-	-
4060 Technology Lease Fees	1,960	3,348	3,348	4,333
Services & Charges Subtotal	7,785	9,638	7,273	10,848
Division Total	\$ 293,345	\$ 311,077	\$ 308,164	\$ 317,721

Finance Department FY 20-21

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 accounts.
- To maintain a collections rate 98.5% of taxable roll
- To increase the percentage of staff holding RTC certification to over 25% (OBJ 5c)

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Collection ratio	99.6%	98.5%	98.5%
Percent of reports completed on time	100%	100%	100%
Percent of reconciliations prepared quarterly or less	100%	100%	100%
Percent of staff with RTA/RTC certification	0.00%	0.00%	0.25%

**Finance Department
Fiscal Year 2020-21**

Tax Office Division

Expenditure Summary

	<i>Actual 2018-19</i>	<i>Budget 2019-20</i>	<i>Estimated 2019-20</i>	<i>Requested 2020-21</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 148,636	\$ 165,018	\$ 164,747	\$ 165,771	0.46%
<i>Supplies</i>	2,288	3,325	2,220	3,575	7.52%
<i>Services & Charges</i>	301,288	309,068	312,021	331,627	7.30%
Division Total	\$ 452,212	\$ 477,411	\$ 478,988	\$ 500,973	4.94%

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 2018-19	Approved 2019-20	Requested 2020-21
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	3.0	3.0	3.0

**City of La Porte, Texas
Tax Office
Detail of Expenditures**

001-6145-515

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 85,030	\$ 102,530	\$ 102,431	\$ 103,049
1020 Overtime	599	450	450	450
1030 Certification	459	900	900	900
1035 Longevity	324	112	48	256
1060 FICA	6,156	8,034	7,943	8,006
1065 Retirement	14,068	16,920	16,903	17,038
1080 Insurance - Medical	42,000	36,000	36,000	36,000
1081 Insurance - Life	-	72	72	72
Personal Services Subtotal	148,636	165,018	164,747	165,771
Supplies:				
2001 Office Supplies	660	650	600	650
2002 Postage	1,628	1,000	1,250	1,000
2008 Education	-	-	20	-
2015 Other Supplies	-	125	100	125
2093 Computer Equipment	-	1,550	250	1,800
Supplies Subtotal	2,288	3,325	2,220	3,575
Services & Charges:				
3001 Memberships & Subscriptions	190	280	190	190
3020 Training/Seminars	2,540	2,218	2,200	2,250
3024 Tuition Reimbursement	-	3,500	1,500	3,500
4060 Technology Lease Fees	2,450	2,232	2,232	2,889
5005 Personnel Services	14,040	-	-	-
5007 Other Professional Services	281,978	300,338	305,649	322,298
6002 Printing/Reproduction	90	500	250	500
Services & Charges Subtotal	301,288	309,068	312,021	331,627
Division Total	\$ 452,212	\$ 477,411	\$ 478,988	\$ 500,973

**Finance Department
Fiscal Year 2020-21**

Non Departmental Division

Expenditure Summary

	<i>Actual 2018-19</i>	<i>Budget 2019-20</i>	<i>Estimated 2019-20</i>	<i>Requested 2020-21</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 830,276	\$ 828,975	\$ 890,254	\$ 810,379	-2.24%
<i>Supplies</i>	6,138	6,000	5,000	6,000	0.00%
<i>Services & Charges</i>	<u>5,206,115</u>	<u>10,681,356</u>	<u>9,340,290</u>	<u>14,423,904</u>	35.04%
Division Total	<u><u>\$6,042,529</u></u>	<u><u>\$11,516,331</u></u>	<u><u>#####</u></u>	<u><u>\$15,240,283</u></u>	32.34%

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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1012 Sick Buy Back	\$ 31,461	\$ 25,660	\$ 25,106	\$ 12,978
1055 Termination Pay (Sick/Vac)	150,226	150,000	200,000	150,000
1060 FICA	11,915	13,438	17,221	12,468
1065 Retirement	25,394	28,597	36,647	26,533
1080 Insurance - Medical	611,280	611,280	611,280	608,400
Personal Services Subtotal	830,276	828,975	890,254	810,379
Supplies:				
2001 Office	2,566	2,000	1,500	2,000
2015 Other Supplies	3,572	4,000	3,500	4,000
Supplies Subtotal	6,138	6,000	5,000	6,000
Services & Charges:				
3001 Memberships & Subscriptions	1,587	1,675	1,648	1,675
4001 Office Equipment	3,764	3,764	3,764	3,764
4002 Machinery/Tools/Equipment	-	700	-	-
4006 Heating & A/C Equipment	4,870	6,500	6,500	-
4011 Building	9,963	6,500	7,748	-
4021 Vehicle Maint: O/S Contract	28,505	12,500	12,507	12,500
5001 Accounting	11,850	16,000	15,100	15,100
5006 Fiscal Services	6,436	55,100	55,000	55,100
5007 Other Professional Services	315,202	360,000	300,602	316,000
5013 Property Appraisal	750	5,000	5,000	5,000
6010 Janitorial	25,436	25,436	25,436	25,436
7001 Electrical	469,474	535,000	535,000	535,000
7002 Natural Gas	502	540	540	540
7004 Water	2,244	2,000	2,000	2,000
9003 Admin Trans to Fund 003	-	-	-	500,000
9014 Admin Trans to Fund 014	2,369,445	2,619,445	2,619,445	3,969,445
9015 Admin Trans to Fund 015	1,956,087	5,500,000	5,500,000	2,000,000
9019 Admin Trans to Fund 019	-	-	-	3,800,000
9033 Admin Trans to Fund 033	-	-	-	2,100,000
9050 Contingency	-	250,000	250,000	250,000
9997 Special Programs	-	1,281,196	-	832,344
Services & Charges Subtotal	5,206,115	10,681,356	9,340,290	14,423,904
Division Total	\$ 6,042,529	\$ 11,516,331	\$ 10,235,544	\$ 15,240,283



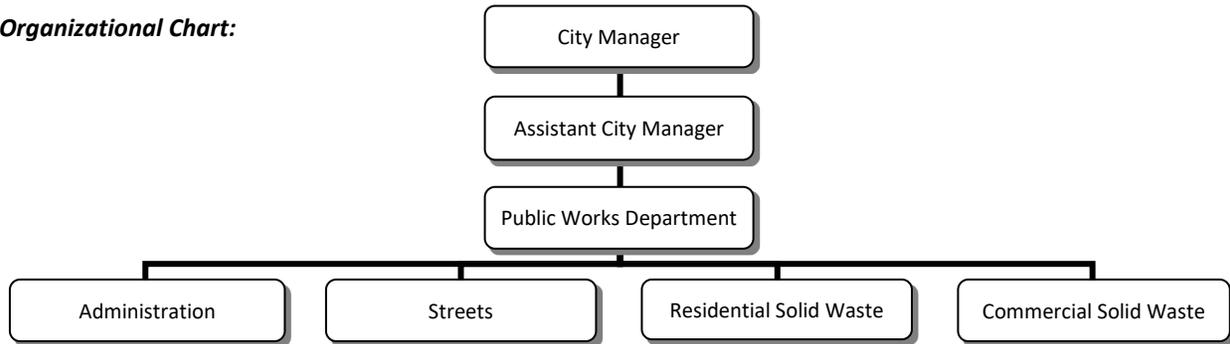
Public Works Department

FY 20-21

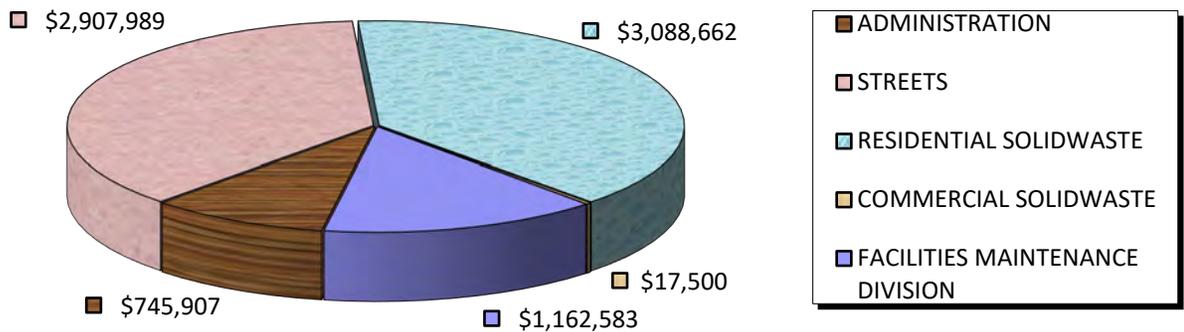
Mission Statement:

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.

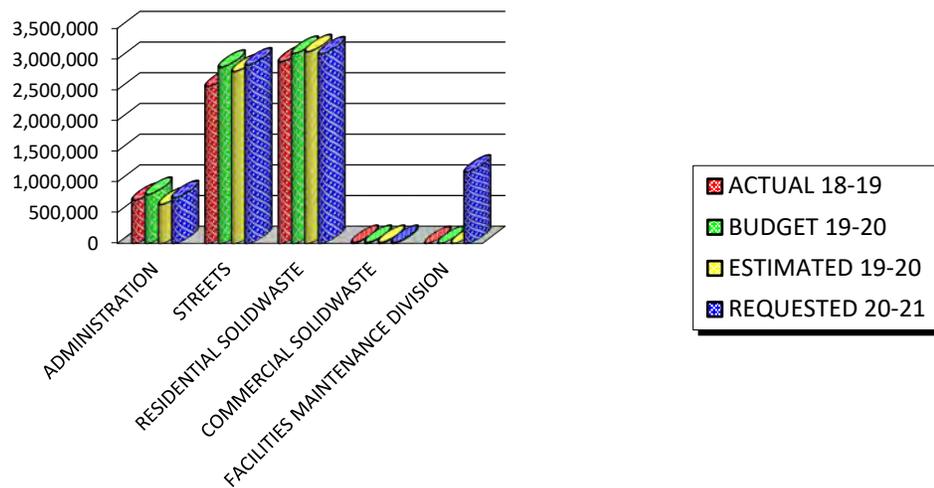
Organizational Chart:



Share of General Fund Budget: 13%



Four Year Comparison by Division:



Public Works Department Fiscal Year 2020-21

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 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Administration	\$ 704,883	\$ 799,957	\$ 636,915	\$ 745,907	-6.76%
Streets	2,559,614	2,871,930	2,802,472	2,907,689	1.25%
Residential Solidwaste	2,960,623	3,098,239	3,124,729	3,088,662	-0.31%
Commercial Solidwaste	17,420	17,500	17,420	17,500	0.00%
Facilities Maintenance Division	-	-	-	1,162,583	
Department Total	\$ 6,242,540	\$ 6,787,626	\$ 6,581,536	\$ 7,922,341	16.72%

Department Summary by Expenditure Category:

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Personal Services	\$ 3,684,150	\$ 4,059,824	\$ 3,882,507	\$ 4,539,352	11.81%
Supplies	404,556	447,916	409,169	492,863	10.03%
Services & Charges	2,146,851	2,279,886	2,289,860	2,739,732	20.17%
Capital Outlay	6,984	-	-	150,394	
Department Total	\$ 6,242,540	\$ 6,787,626	\$ 6,581,536	\$ 7,922,341	16.72%

Public Works Department FY 20-21

Administration Division

Goals:

- | Enhance employee safety
- | 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
- | Ensure that all capital improvements made in La Porte are of safe design that meets current engineering standards
- | Assure the La Porte Area Water Authority provides adequate supplies of water to all customer entities at the most cost effective price possible
- | Manage and monitor all activities of the Lomax 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 2018-19	Estimated 2019-20	Proposed 2020-21
Safety Meetings Held	17	16	18
Reported Incidents	0	0	0
Work Orders Opened	2,227	1,809	2,000
Work Orders Closed	2,166	1,749	1,950
Number of ongoing Capital Improvement Projects (# of annual projects included in total)	31 (13)	38 (14)	42 (14)
Sidewalk Repair (SF)	16,272	16,000	16,000

Public Works Department
Fiscal Year 2020-21

Public Works Administration Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 631,226	\$ 699,439	\$ 544,110	\$ 577,485	-17.44%
<i>Supplies</i>	5,177	11,876	10,037	12,481	5.09%
<i>Services & Charges</i>	61,497	88,642	82,768	90,941	2.59%
<i>Capital Outlay</i>	6,984	-	-	65,000	-
Division Total	\$ 704,883	\$ 799,957	\$ 636,915	\$ 745,907	-6.76%

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 2018-19	Approved 2019-20	Requested 2020-21
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	1.0
Public Improvement Inspector	1.0	1.0	1.0
Engineering Manager	1.0	1.0	-
Engineering Technician	1.0	1.0	1.0
Office Coordinator	1.0	1.0	1.0
Secretary	1.2	1.2	1.2
Total	7.2	7.2	6.2

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

001-7070-530

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 434,891	\$ 489,629	\$ 362,808	\$ 389,319
1020 Overtime	71	-	520	-
1030 Certification	804	1,200	1,200	1,200
1035 Longevity	3,518	3,105	2,004	2,944
1042 Car Allowance	2,325	2,550	2,550	2,550
1060 FICA	31,385	37,318	28,235	30,295
1065 Retirement	71,832	78,931	60,087	64,471
1080 Insurance - Medical	86,400	86,400	86,400	86,400
1081 Insurance - Life	-	306	306	306
Personal Services Subtotal	631,226	699,439	544,110	577,485
Supplies:				
2001 Office Supplies	1,679	2,200	1,700	2,200
2002 Postage	259	900	800	900
2004 Gas and Oil	275	3,226	2,126	2,981
2009 Medical	28	100	68	100
2015 Other Supplies	2,697	3,500	3,400	3,400
2091 Office Furniture/Equipment	203	700	700	2,500
2093 Computer Equipment	35	1,250	1,243	400
Supplies Subtotal	5,177	11,876	10,037	12,481
Services & Charges:				
3001 Memberships & Subscriptions	780	2,395	2,253	2,600
3020 Training/Seminars	4,163	7,750	6,500	6,750
3024 Tuition Reimbursemnt	3,802	4,500	2,200	4,500
4006 Heating and A/C Equipment	39	-	-	-
4011 Building Maintenance	4,663	3,000	2,800	6,000
4020 Motor Pool Lease Fees	7,526	8,038	8,038	8,730
4030 VM: Fleet Maintenance	6,046	7,689	7,689	6,426
4055 Computer Software	2,955	3,000	2,934	3,000
4060 Technology Lease Fees	2,450	7,988	7,988	9,723
5007 Other Professional Services	3,730	17,000	17,000	15,000
6001 Uniform/Towel Cleaning	1,239	1,500	1,374	1,400
6002 Printing & Reproduction	1,701	3,500	2,500	3,500
6005 Advertising	100	-	-	-
6010 Janitorial Services	9,010	9,012	9,012	9,012
6013 TCEQ Requirements	500	100	100	100
7001 Electrical	7,644	9,170	8,500	10,000
7004 Water	5,149	4,000	3,880	4,200
Services & Charges Subtotal	61,497	88,642	82,768	90,941
Capital Outlay:				
8021 Machinery/Tools & Equipment	6,984	-	-	-
8023 Software/Hardware	-	-	-	65,000
Capital Outlay Subtotal	6,984	-	-	65,000
Division Total	\$ 704,883	\$ 799,957	\$ 636,915	\$ 745,907

Public Works Department FY 20-21

Streets Division

Goals:

- | Enhance employee safety
- | 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

Objectives:

- | Continue development of in-house concrete street repair program
- | Ditch/clean 11,250 LF of roadside ditch per quarter
- | Mow 125 acres of Right-of-Way monthly
- | Mow 200 acres of Airport property monthly
- | Re-grade 2 alleyways per year to provide positive drainage

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Safety Meetings Held	128	130	132
Reported Incidents	14	12	0
Linear feet of ditches cleaned	14,690	45,000	45,000
Linear feet of streets Crack Sealed	96,125	40,000	60,000
SY of concrete street repaired:			
Removed/replaced by city crews	296	900	1,000
Removed/replaced by Contractor	3,736	15,000	15,000
Raised by Contractor	125	500	500
Total SY Repaired	15,956	21,800	21,800
Number of alleyways re-graded	1	2	2

**Public Works Department
Fiscal Year 2020-21**

Streets Division

Expenditure Summary

	<i>Actual 2018-19</i>	<i>Budget 2019-20</i>	<i>Estimated 2019-20</i>	<i>Requested 2020-21</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 1,680,005	\$ 1,812,918	\$ 1,792,277	\$ 1,830,356	0.96%
<i>Supplies</i>	112,259	132,258	105,012	134,684	1.83%
<i>Services & Charges</i>	767,350	926,754	905,183	918,449	-0.90%
<i>Capital Outlay</i>	-	-	-	24,200	-
Division Total	\$ 2,559,614	\$ 2,871,930	\$ 2,802,472	\$ 2,907,689	1.25%

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 2018-19	Approved 2019-20	Requested 2020-21
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	10.00	10.00
Mosquito Control Technician	1.00	1.00	1.00
Secretary	0.25	0.25	0.25
Total	26.75	26.75	26.75

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

001-7071-531

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 1,061,593	\$ 1,173,812	\$ 1,148,636	\$ 1,179,049
1020 Overtime	13,222	13,500	13,100	13,500
1030 Certification	4,291	3,225	3,225	3,225
1035 Longevity	12,194	13,477	12,112	12,092
1060 FICA	79,634	88,121	90,046	92,375
1065 Retirement	176,071	187,252	191,627	196,584
1080 Insurance - Medical	333,000	333,000	333,000	333,000
1081 Insurance - Life	-	531	531	531
Personal Services Subtotal	1,680,005	1,812,918	1,792,277	1,830,356
Supplies:				
2001 Office	240	200	200	200
2003 Protective Clothing	754	650	600	600
2004 Gas and Oil	58,410	62,958	44,762	58,764
2005 Minor Tools	919	1,500	1,400	1,500
2007 Chemical	21,150	27,000	20,000	24,000
2010 Traffic	23,626	30,000	28,100	30,000
2015 Other Supplies	3,040	3,800	3,500	5,020
2050 Safety	-	400	400	200
2090 Machinery/Tools/Equipment	4,067	5,500	5,800	14,150
2093 Computer Equipment	52	250	250	250
Supplies Subtotal	112,259	132,258	105,012	134,684
Services & Charges:				
3001 Memberships & Subscriptions	232	234	238	242
3020 Training/Seminars	1,738	3,350	4,000	4,000
4002 Machinery/Tools/Equipment	3,865	2,500	2,600	2,500
4004 Traffic Signal Maintenance	1,086	10,000	8,000	10,000
4011 Building Maintenance	1,922	-	-	-
4015 Paving	121,285	230,000	210,000	250,000
4020 Motor Pool Lease Fees	341,244	340,320	340,320	336,454
4030 VM: Fleet Maintenance	273,495	315,952	315,952	290,696
4060 Technology Lease Fees	1,470	3,558	3,558	4,257
5007 Other Professional Services	1,146	1,750	1,300	1,300
6001 Uniforms	11,967	11,890	11,600	12,000
6002 Printing and Production	-	-	515	-
6009 Landfills Charges	7,800	7,000	7,000	7,000
6013 TCEQ Requirements	100	200	100	-
Services & Charges Subtotal	767,350	926,754	905,183	918,449
Capital Outlay:				
8021 Machinery/Tools & Equipment	-	-	-	24,200
Capital Outlay Subtotal	-	-	-	24,200
Division Total	\$ 2,559,614	\$ 2,871,930	\$ 2,802,472	\$ 2,907,689

**Public Works Department
FY 20-21**

Residential Solidwaste Division

Goals:

- | Enhance employee safety
- | 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:

- | Safe and efficient collection of Solid Waste
- | Expansion of the Recycling Program through public education and outreach
- | Deliver trash bags for solid waste collection to residential homes within 10 days of program start

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Safety Meetings Held	6	14	20
Reported Incidents	19	5	0
Tons Residential Garbage Collected	12,583	13,774	12,960
Cu. Yds. Heavy Trash Collected	37,611	39,408	38,115
Number of Garbage Bags Delivered	32840	33,438	33,605
Tons of Recycling Collected	185	205	225
Cu. Yds. Of Brush Composted	31,464	33,160	31,500

**Public Works Department
Fiscal Year 2020-21**

Residential Solidwaste Division

Expenditure Summary

	<i>Actual 2018-19</i>	<i>Budget 2019-20</i>	<i>Estimated 2019-20</i>	<i>Requested 2020-21</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 1,372,920	\$ 1,547,467	\$ 1,546,120	\$ 1,535,429	-0.78%
<i>Supplies</i>	287,120	303,782	294,120	300,314	-1.14%
<i>Services & Charges</i>	1,300,583	1,246,990	1,284,489	1,252,919	0.48%
Division Total	\$ 2,960,623	\$ 3,098,239	\$ 3,124,729	\$ 3,088,662	-0.31%

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 2018-19	Approved 2019-20	Requested 2020-21
Equipment Services/Solidwaste Superinte	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	0.25
Total	22.75	22.75	22.75

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

001-7072-532

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 856,425	\$ 972,955	\$ 972,909	\$ 980,372
1020 Overtime	22,583	41,000	41,000	24,000
1030 Certification	2,331	2,325	2,325	2,325
1035 Longevity	10,190	11,999	10,722	11,632
1060 FICA	63,503	78,568	78,562	77,902
1065 Retirement	144,887	167,206	167,188	165,784
1080 Insurance - Medical	273,000	273,000	273,000	273,000
1081 Insurance - Life	-	414	414	414
Personal Services Subtotal	1,372,920	1,547,467	1,546,120	1,535,429
Supplies:				
2001 Office Supplies	139	100	100	100
2003 Protective Clothing	1,685	1,500	1,500	1,500
2004 Gas and Oil	128,828	124,562	115,000	118,334
2005 Minor Tools	173	200	200	200
2015 Other Supplies	156,076	173,020	173,020	177,580
2050 Safety Supplies	-	200	100	200
2090 Machinery/Tools/Equipment	-	4,000	4,000	2,200
2093 Computer Equipment	220	200	200	200
Supplies Subtotal	287,120	303,782	294,120	300,314
Services & Charges:				
3001 Memberships & Subscriptions	-	503	503	514
3020 Training & Seminars	-	1,500	750	750
4020 Motor Pool Lease Fees	295,943	288,315	288,315	305,161
4030 VM: Fleet Maintenance	333,337	378,623	378,623	354,302
4060 Technology Lease Fees	490	859	859	1,035
5005 Personnel Services	71,332	-	-	-
5007 Other Professional Services	1,302	30,000	20,000	6,200
6001 Uniforms	9,406	7,260	7,260	8,260
6002 Printing/Reproduction	-	1,250	1,250	1,400
6009 Landfill Charges	588,773	538,680	586,929	565,297
9997 Special Programs	-	-	-	10,000
Services & Charges Subtotal	1,300,583	1,246,990	1,284,489	1,252,919
Division Total	\$ 2,960,623	\$ 3,098,239	\$ 3,124,729	\$ 3,088,662

Public Works Department
Fiscal Year 2020-21

Commercial Solidwaste Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Services & Charges</i>	\$ 17,420	\$ 17,500	\$ 17,420	\$ 17,500	0.00%
Division Total	<u>\$ 17,420</u>	<u>\$ 17,500</u>	<u>\$ 17,420</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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Services & Charges:				
5007 Other Professional Services	\$ 17,420	\$ 17,500	\$ 17,420	\$ 17,500
Services & Charges Subtotal	<u>17,420</u>	<u>17,500</u>	<u>17,420</u>	<u>17,500</u>
Division Total	\$ 17,420	\$ 17,500	\$ 17,420	\$ 17,500

Public Works Department
Fiscal Year 2020-21

Facilities Maintenance Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ -	\$ -	\$ -	\$ 596,082	-
<i>Supplies</i>	-	-	-	45,384	-
<i>Services & Charges</i>	-	-	-	459,923	-
<i>Capital Outlay</i>	-	-	-	61,194	-
Division Total	\$ -	\$ -	\$ -	\$ 1,162,583	-

Scope of Services Summary

The Facilities Maintenance Division is an internal service providing maintenance and upkeep for 60 Parks and Recreation buildings and 14 major City buildings, including City Hall and La Porte Library. Repairs and projects are achieved by both in-house staff and contract services.

Personnel Position Roster

	Approved 2018-19	Approved 2019-20	Requested 2020-21
Facilities Maintenance Manager	-	-	1
Senior Building Maintenance Technician	-	-	1
Building Maintenance Technician II	-	-	1
Building Maintenance Technician I	-	-	1
Building Maintenance Technician	-	-	3
Custodian	-	-	1
Total	-	-	8

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

001-7078-5

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ -	\$ -	\$ -	\$ 379,783
1020 Overtime	-	-	-	18,340
1030 Certification	-	-	-	2,400
1035 Longevity	-	-	-	2,868
1060 FICA	-	-	-	30,859
1065 Retirement	-	-	-	65,672
1080 Insurance - Medical	-	-	-	96,000
1081 Insurance - Life	-	-	-	160
Personal Services Subtotal	-	-	-	596,082
Supplies:				
2001 Office Supplies	-	-	-	200
2003 Protective Clothing	-	-	-	1,000
2004 Gas and Oil	-	-	-	11,809
2005 Minor Tools	-	-	-	600
2006 Cleaning	-	-	-	21,000
2007 Chemical	-	-	-	1,000
2015 Other Supplies	-	-	-	6,000
2050 Safety Supplies	-	-	-	200
2090 Machinery/Tools/Equipment	-	-	-	3,375
2093 Computer Equipment	-	-	-	200
Supplies Subtotal	-	-	-	45,384
Services & Charges:				
3020 Training/Seminars	-	-	-	1,000
4002 Machinery/Tools/Equipment	-	-	-	5,000
4006 Heating and A/C Equipment	-	-	-	63,750
4008 Pumps/Motors	-	-	-	500
4010 Recreation/Education Equip	-	-	-	4,000
4011 Building Maintenance	-	-	-	122,109
4012 Water Line Maintenance	-	-	-	500
4019 Rental of Equipment	-	-	-	4,000
4020 Motor Pool Lease Fees	-	-	-	19,755
4030 VM: Fleet Maintenance	-	-	-	23,856
4060 Technology Lease Fees	-	-	-	1,354
6001 Uniforms	-	-	-	2,322
6010 Janitorial Services	-	-	-	109,277
6014 Library Costs	-	-	-	102,500
Services & Charges Subtotal	-	-	-	459,923
Capital Outlay:				
8050 Motor Vehicles	-	-	-	49,994
Capital Outlay Subtotal	-	-	-	61,194
Division Total	\$ -	\$ -	\$ -	\$ 1,162,583



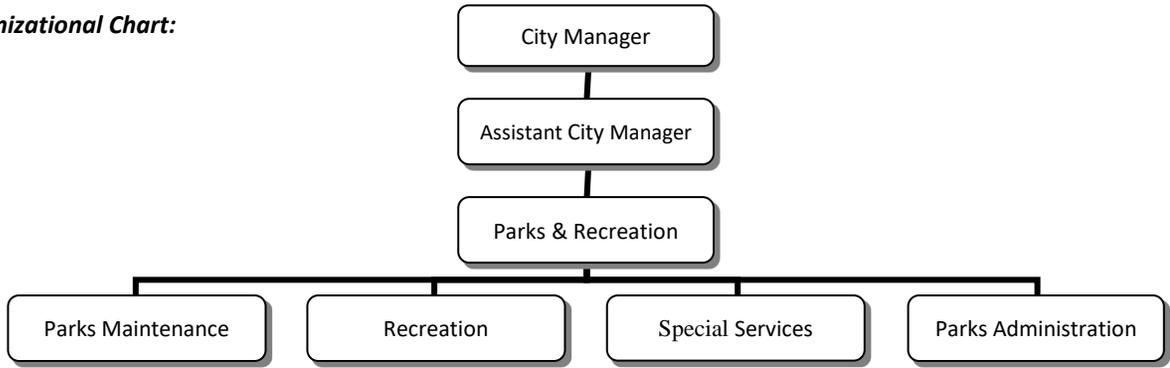
Parks & Recreation Department

FY 20-21

Mission Statement:

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

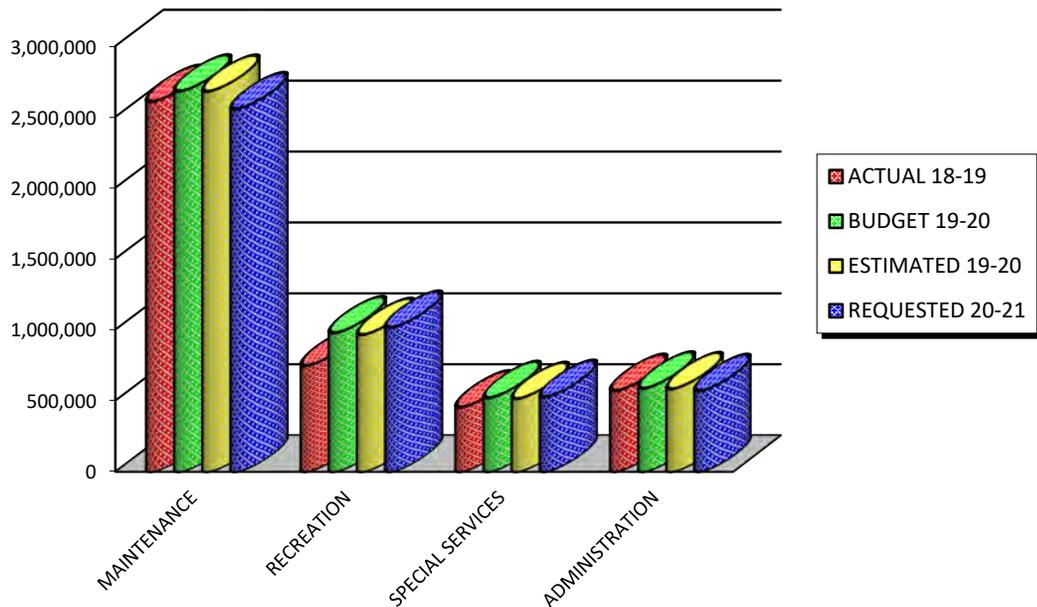
Organizational Chart:



Share of General Fund Budget: 8%



Four Year Comparison by Division:



Parks and Recreation Department Fiscal Year 2020-21

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 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Parks Maintenance	\$ 2,610,192	\$ 2,683,469	\$ 2,681,695	\$ 2,558,631	-4.65%
Recreation	747,865	978,155	965,908	1,016,929	3.96%
Special Services	455,307	521,860	514,663	529,378	1.44%
Parks Administration	571,699	588,140	583,904	571,080	-2.90%
Department Total	\$ 4,385,063	\$ 4,771,624	\$ 4,746,170	\$ 4,676,018	-2.00%

Department Summary by Expenditure Category:

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Personal Services	\$ 3,143,855	\$ 3,434,147	\$ 3,424,182	\$ 3,136,150	-8.68%
Supplies	206,128	221,928	214,142	330,071	48.73%
Services & Charges	1,022,386	1,096,026	1,095,646	909,242	-17.04%
Capital Outlay	12,694	19,523	12,200	300,555	0.00%
Department Total	\$ 4,385,063	\$ 4,771,624	\$ 4,746,170	\$ 4,676,018	-2.00%

Parks & Recreation Department FY 20-21

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
- Improve productivity and efficiency of Parks and Facility Maintenance personnel
- 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 2018-19	Estimated 2019-20	Proposed 2020-21
Avg. Cost per hour, support @ special events	38	35	32
Total Work Requests & Building Inspections	1,413	2,650	3,000
Building Maintenance Work Requests	N/A	1,250	1,400
Pool Maintenance Work Requests	N/A	825	900
Ground & Field Maintenance Work Requests	N/A	575	700
Total Acres Maintained Annually	N/A	1,824	1,824

Parks & Recreation Department
Fiscal Year 2020-21

Parks Maintenance Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 1,600,787	\$ 1,665,575	\$ 1,658,111	\$ 1,337,856	-19.68%
<i>Supplies</i>	125,034	120,974	115,887	204,963	69.43%
<i>Services & Charges</i>	871,677	882,745	895,497	715,257	-18.97%
<i>Capital Outlay</i>	12,694	14,175	12,200	300,555	2020.32%
Division Total	\$ 2,610,192	\$ 2,683,469	\$ 2,681,695	\$ 2,558,631	-4.65%

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 2018-19	Approved 2019-20	Requested 2020-21
Parks Maintenance Superintendent	1	1	1
Parks Maintenance Supervisor	2	2	2
Building Maintenance Supervisor	1	1	-
Building Maintenance Technician II	1	1	-
Building Maintenance Technician I	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	9	9	8
Custodian	1	1	-
Parks Maintenance Worker I (PT)	2	2	2
Total	27	27	22

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

001-8080-552

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 996,496	\$ 1,051,562	\$ 1,051,537	\$ 841,744
1020 Overtime	42,207	35,000	29,000	32,000
1030 Certification	301	300	300	300
1035 Longevity	12,684	14,228	12,944	11,024
1060 FICA	77,761	84,398	84,340	67,914
1065 Retirement	171,322	179,581	179,484	144,528
1067 Pars - Retirement	16	-	-	-
1080 Insurance - Medical	300,000	300,000	300,000	240,000
1081 Insurance - Life	-	506	506	346
Personal Services Subtotal	1,600,787	1,665,575	1,658,111	1,337,856
Supplies:				
2003 Protective Clothing	435	400	400	1,650
2004 Gas and Oil	39,183	34,374	25,987	25,413
2005 Minor Tools	1,081	700	1,000	700
2006 Cleaning	20,675	18,000	20,000	-
2007 Chemical	45,459	44,000	46,000	46,000
2015 Other Supplies	18,201	21,000	20,000	14,000
2090 Machinery/Tools/Equipment	-	2,500	2,500	117,200
Supplies Subtotal	125,034	120,974	115,887	204,963
Services & Charges:				
3001 Memberships & Subscriptions	170	270	170	170
3020 Training/Seminars	200	1,730	1,106	1,299
4002 Machinery/Tools/Equipment	5,986	12,500	11,500	9,000
4006 Heating and A/C Equipment	34,838	18,000	18,000	-
4008 Pumps/Motors	25,930	8,000	8,000	8,000
4010 Recreation/Education Equip	22,258	21,000	20,000	16,000
4011 Building Maintenance	43,466	40,000	47,020	10,000
4012 Water Line Maintenance	1,413	2,500	2,250	1,800
4018 Park Grounds	69,312	61,910	61,910	58,500
4019 Rental of Equipment	702	1,500	1,000	1,000
4020 Motor Pool Lease Fees	89,453	74,472	74,472	61,203
4030 VM: Fleet Maintenance	82,674	93,673	93,673	64,018
4060 Technology Lease Fees	1,470	3,301	3,301	2,494
5007 Other Professional Services	1,140	1,950	1,950	1,950
6001 Uniforms	11,131	9,289	9,289	6,967
6010 Janitorial Services	49,355	48,650	49,356	49,356
6014 Library Costs	42,936	69,000	69,000	-
7001 Electrical	280,988	315,000	315,000	315,000
7002 Natural Gas	26,444	30,000	28,500	28,500
7004 Water	81,811	70,000	80,000	80,000
Services & Charges Subtotal	871,677	882,745	895,497	715,257
Capital Outlay:				
8002 Building Improvements	-	-	-	191,175
8021 Mach/Tools & Equipment	12,694	14,175	12,200	45,000
8032 Land Improvements	-	-	-	64,380
Capital Outlay Subtotal	12,694	14,175	12,200	300,555
Division Total	\$ 2,610,192	\$ 2,683,469	\$ 2,681,695	\$ 2,558,631

Parks & Recreation Department FY 20-21

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 community.
- 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.
- Enhance outdoor recreation opportunities (i.e. fishing, camping, boating) within the community

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Charles Walker Community Center Attendance	1,238	1,080	916
Avg cost per person served at Charles Walker	\$37.99	\$48.30	\$56.95
Brookglen Community Center Attendance	365	156	94
Avg cost per person served at Brookglen	89	209	346
Special Event estimated Attendance	20126	22528	24205
Recreation & Fitness Center (RFC) Attendance	100314	48303	111318
RFC Cost Per Visit	3	7	3
RFC Revenue Generated Per Visit	2	1	3
Expenditures at pools per person (inc. rentals)	\$10.82	\$43.27	\$12.98
Revenues at pools per person (inc. rentals)	4	.89*	4
Athletic Program Participants	433	349**	838
Athletics Revenues	\$19,762	\$17,292	\$43,175
Athletics Expenses	\$12,508	\$16,643	\$23,420
Recreation Program Participants	\$474	\$550	\$622
Recreation Program Revenues	\$26,640	\$31,646	\$35,550
Recreation Program Expenditures	\$9,702	\$20,463	\$23,202

*25% of last year's total

**Not included are 2 programs cancelled with 200 kids enrolled

Parks & Recreation Department
Fiscal Year 2020-21

Recreation Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 636,056	\$ 807,542	\$ 807,987	\$ 834,015	3.28%
<i>Supplies</i>	56,515	65,827	67,556	87,354	32.70%
<i>Services & Charges</i>	55,294	99,438	90,365	95,560	-3.90%
<i>Capital Outlay</i>	-	5,348	-	-	-100.00%
Division Total	\$ 747,865	\$ 978,155	\$ 965,908	\$ 1,016,929	3.96%

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 2018-19	Approved 2019-20	Requested 2020-21
Recreation Superintendent	1.00	1.00	1.00
Recreation Programs Coordinator	1.00	1.00	1.00
Recreation Center Specialist	2.75	2.75	2.75
Fitness Center Specialist (PT)	3.00	3.00	3.00
Seasonal Summer Workers (PT)	75.00	75.00	75.00
Total	82.75	82.75	82.75

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

001-8081-551

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 247,041	\$ 256,953	\$ 256,923	\$ 258,710
1011 Seasonal Earnings	252,779	399,880	399,880	417,900
1020 Overtime	19,207	20,000	21,000	23,000
1035 Longevity	303	751	347	652
1060 FICA	20,447	21,301	21,261	25,027
1065 Retirement	35,149	45,327	45,246	45,475
1067 Pars Retirement	3,968	6,168	6,168	6,089
1080 Insurance - Medical	57,000	57,000	57,000	57,000
1081 Insurance - Life	162	162	162	162
Personal Services Subtotal	636,056	807,542	807,987	834,015
Supplies:				
2001 Office	28	50	168	150
2003 Protective Clothing	371	650	650	650
2004 Gas and Oil	686	821	400	667
2006 Cleaning	2,486	3,000	3,000	3,800
2009 Medical	-	100	100	100
2015 Other Supplies	2,298	4,500	4,500	5,200
2031 Athletic Supplies	12,508	17,785	19,087	23,420
2032 Aquatic Supplies	16,822	16,000	16,000	27,500
2090 Machinery/Tools/Equipment	21,316	22,921	23,650	25,867
Supplies Subtotal	56,515	65,827	67,556	87,354
Services & Charges:				
3001 Memberships & Subscriptions	598	1,430	1,069	1,640
3020 Training/Seminars	3,114	8,632	1,420	10,000
3024 Tuition Reimbursement	-	3,500	3,500	3,500
4010 Recreation/Education Equip	3,657	7,500	6,000	7,500
4011 Building Maintenance	-	9,652	9,652	-
4020 Motor Pool Lease Fees	5,006	5,367	5,367	5,910
4030 VM: Fleet Maintenance	3,560	4,213	4,213	3,784
4060 Technology Lease Fees	2,940	5,444	5,444	5,974
5007 Other Professional Services	3,693	2,850	2,850	2,850
6041 Special Events	13,753	20,450	20,450	23,150
6042 Recreation Programs	18,973	30,400	30,400	31,252
Services & Charges Subtotal	55,294	99,438	90,365	95,560
Capital Outlay:				
8002 Building Improvements	-	5,348	-	-
Capital Outlay Subtotal	-	5,348	-	-
Division Total	\$ 747,865	\$ 978,155	\$ 965,908	\$ 1,016,929

Parks & Recreation Department
FY 20-21

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
- Increase Marketing and Special Services Events to aid in increasing participation

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Number of units provided to program participants	40,698	7,838	52,180
Avg. number of daily homebound meals delivered	21	19	24
Avg. number of daily congregate meals served	34	35	34

Parks & Recreation Department
Fiscal Year 2020-21

Special Services Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 377,260	\$ 424,835	\$ 423,631	\$ 425,307	0.11%
<i>Supplies</i>	18,070	26,327	22,156	29,554	12.26%
<i>Services & Charges</i>	59,977	70,698	68,876	74,517	5.40%
Division Total	\$ 455,307	\$ 521,860	\$ 514,663	\$ 529,378	1.44%

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 2018-19	Approved 2019-20	Requested 2020-21
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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 243,715	\$ 282,370	\$ 282,327	\$ 282,676
1020 Overtime	11	850	-	850
1030 Certification	904	900	900	900
1035 Longevity	2,604	3,084	2,844	3,084
1060 FICA	17,712	20,950	20,887	21,069
1065 Retirement	39,936	44,457	44,449	44,430
1067 Pars - Retirement	378	98	98	172
1080 Insurance - Medical	72,000	72,000	72,000	72,000
1081 Insurance - Life	-	126	126	126
Personal Services Subtotal	377,260	424,835	423,631	425,307
Supplies:				
2003 Protective Clothing	147	250	250	250
2004 Gas and Oil	6,213	5,457	4,159	5,184
2009 Medical	118	120	120	120
2015 Other Supplies	7,062	12,000	10,627	14,500
2036 Special Olympics	4,530	8,500	7,000	8,500
2090 Machinery/Tools/Equipment	-	-	-	1,000
Supplies Subtotal	18,070	26,327	22,156	29,554
Services & Charges:				
3001 Memberships & Subscriptions	(100)	200	55	200
3020 Training/Seminars	380	670	634	1,388
4020 Motor Pool Lease Fees	25,733	27,315	27,315	29,486
4030 VM: Fleet Maintenance	18,045	20,504	20,504	19,180
4060 Technology Lease Fees	2,450	6,473	6,473	8,568
5007 Other Professional Services	1,200	3,800	2,000	3,800
6001 Uniforms	1,504	1,130	1,130	1,130
6010 Janitorial Services	10,765	10,606	10,765	10,765
Services & Charges Subtotal	59,977	70,698	68,876	74,517
Division Total	\$ 455,307	\$ 521,860	\$ 514,663	\$ 529,378

Parks & Recreation Department FY 20-21

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
- 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 2018-19	Estimated 2019-20	Proposed 2020-21
Total number of indoor/outdoor facility rentals	694	210	695
Total number of field rentals	354	250	400
Joint venture projects & co-sponsored events	26	18	23

Parks & Recreation Department
Fiscal Year 2020-21

Parks Administration Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 529,752	\$ 536,195	\$ 534,453	\$ 538,972	0.52%
<i>Supplies</i>	6,509	8,800	8,543	8,200	-6.82%
<i>Services & Charges</i>	35,438	43,145	40,908	23,908	-44.59%
Division Total	\$ 571,699	\$ 588,140	\$ 583,904	\$ 571,080	-2.90%

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 2018-19	Approved 2019-20	Requested 2020-21
Director of Parks & Recreation	1.00	1.00	1.00
Office Coordinator	1.00	1.00	1.00
Marketing Specialist	0.25	0.20	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	9.25	9.20	9.20

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

001-8089-550

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 356,146	\$ 366,067	\$ 364,474	\$ 366,014
1020 Overtime	9,020	9,000	8,750	9,000
1035 Longevity	2,356	3,035	2,736	2,932
1042 Car Allowance	5,124	5,100	5,100	5,100
1060 FICA	25,352	23,964	24,599	25,852
1065 Retirement	57,067	53,845	53,611	55,016
1067 Pars - Retirement	287	442	441	316
1080 Insurance - Medical	74,400	74,400	74,400	74,400
1081 Insurance - Life	-	342	342	342
Personal Services Subtotal	529,752	536,195	534,453	538,972
Supplies:				
2001 Office Supplies	1,950	2,200	2,200	2,200
2002 Postage	40	100	50	100
2003 Protective Clothing	465	1,000	1,000	1,000
2015 Other Supplies	1,932	2,600	2,600	2,600
2018 Computer Supplies	1,871	2,100	2,100	2,100
2091 Office Furniture/Equipment	-	600	543	-
2093 Computer Equipment	251	200	50	200
Supplies Subtotal	6,509	8,800	8,543	8,200
Services & Charges:				
3001 Memberships & Subscriptions	170	560	395	400
3020 Training/Seminars	1,554	2,572	1,000	3,000
4055 Computer - Software	4,614	4,500	4,500	4,500
4060 Technology Lease Fees	2,450	5,723	5,723	7,478
5007 Other Professional Services	19,460	21,740	21,740	480
6002 Printing/Reproduction	5,668	5,800	5,800	5,800
6005 Advertising	50	500	500	500
6041 Special Events	1,222	1,500	1,000	1,500
7005 Misc Utilities	250	250	250	250
Services & Charges Subtotal	35,438	43,145	40,908	23,908
Division Total	\$ 571,699	\$ 588,140	\$ 583,904	\$ 571,080

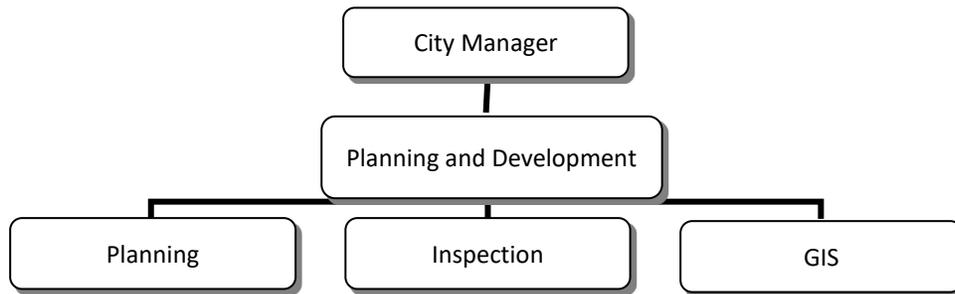
Planning and Development Department

FY 20-21

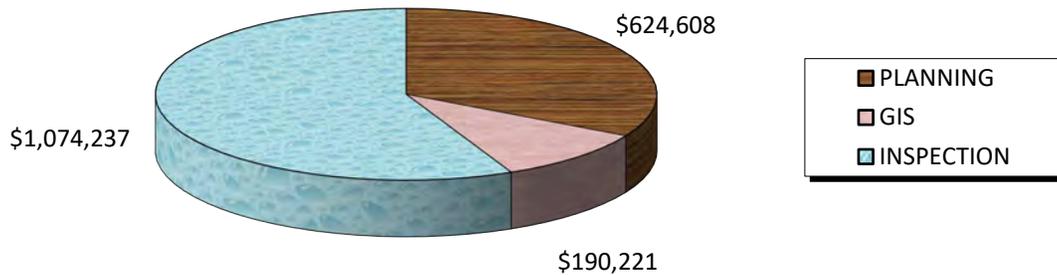
Mission Statement:

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.

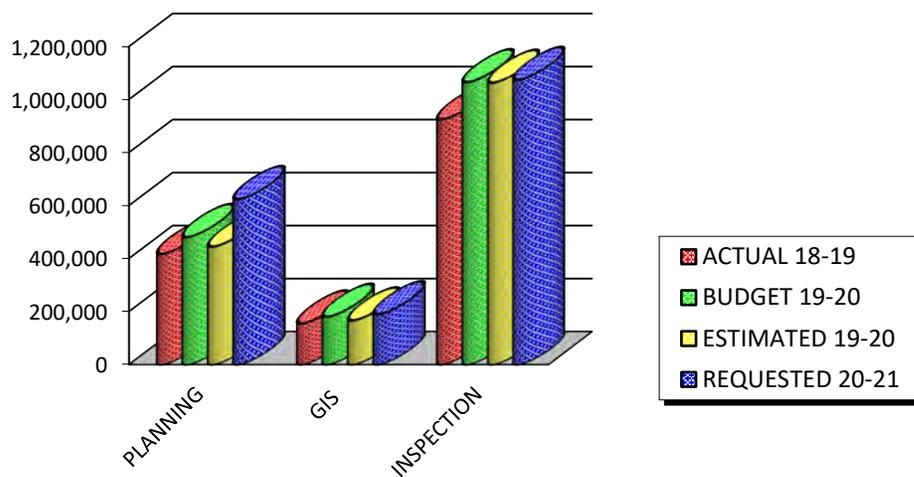
Organizational Chart:



Share of General Fund Budget: 3%



Four Year Comparison by Division:



Planning and Development Department Fiscal Year 2020-21

Summary:

The Department of Planning and Development is responsible for performing 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, performing subdivision review, establishing and maintaining the GIS database permitting of construction work, enforcement of codes, junk vehicles, mowing, and substandard properties, and administering any other development related functions within the City.

Department Summary by Division:

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Planning	\$ 417,553	\$ 481,407	\$ 445,173	\$ 624,608	29.75%
GIS	155,438	180,715	166,851	190,221	5.26%
Inspection	925,972	1,065,707	1,063,598	1,074,237	0.80%
Department Total	\$ 1,498,963	\$ 1,727,829	\$ 1,675,622	\$ 1,889,066	9.33%

Department Summary by Expenditure Category:

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Personal Services	\$ 1,335,897	\$ 1,444,847	\$ 1,468,008	\$ 1,631,822	12.94%
Supplies	26,895	44,069	44,273	36,785	-16.53%
Services & Charges	136,170	238,913	163,341	220,459	-7.72%
Department Total	\$ 1,498,963	\$ 1,727,829	\$ 1,675,622	\$ 1,889,066	9.33%

Planning and Development Department FY 20-21

Planning 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

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

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Rezoning applications processed	10	6	5
Special conditional use permits processed	14	6	6
Plat applications processed	20	18	11
Predevelopment/applicant consultations conducted	41	38	42
Site plans reviewed	23	32	35
Zoning board of adjustment cases processed	6	5	5
Street & alley closing applications processed	4	7	5

Planning & Development Department
Fiscal Year 2020-21

Planning Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 387,195	\$ 417,136	\$ 417,186	\$ 559,601	34.15%
<i>Supplies</i>	4,466	7,450	6,855	6,876	-7.70%
<i>Services & Charges</i>	25,892	56,821	21,132	58,131	2.31%
Division Total	\$ 417,553	\$ 481,407	\$ 445,173	\$ 624,608	29.75%

Scope of Services Summary

The Planning Division manages development related programs such as comprehensive planning, zoning, and private sector development guidance. Additionally, Planning staff serves as advisors to the Planning and Zoning Commission and the Zoning Board of Adjustment.

Personnel Position Roster

	Approved 2018-19	Approved 2019-20	Requested 2020-21
Director	1	1	1
City Engineer	-	-	1
City Planner	1	1	1
Planning Technician	1	1	1
Office Coordinator	1	1	1
Total	4	4	5

City of La Porte, Texas
 Planning Division
 Detail of Expenditures

001-9090-519

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 268,119	\$ 290,271	\$ 290,172	\$ 395,660
1020 Overtime	116	500	500	500
1035 Longevity	1,300	1,624	1,880	1,624
1042 Car Allowance	4,731	5,100	5,100	5,100
1060 FICA	20,279	22,802	22,770	30,821
1065 Retirement	44,650	48,533	48,458	65,590
1080 Insurance - Medical	48,000	48,000	48,000	60,000
1081 Insurance - Life	-	306	306	306
Personal Services Subtotal	387,195	417,136	417,186	559,601
Supplies:				
2001 Office Supplies	763	2,000	1,500	1,250
2002 Postage	871	650	500	500
2003 Protective Clothing	-	-	-	500
2004 Gas and Oil	296	250	305	326
2005 Minor Tools	-	100	100	100
2008 Educational	10	100	100	100
2015 Other Supplies	2,120	2,750	2,750	2,750
2091 Office Furniture/Equipment	-	1,000	1,000	750
2093 Computer Equipment	406	600	600	600
Supplies Subtotal	4,466	7,450	6,855	6,876
Services & Charges:				
3001 Memberships & Subscriptions	764	1,400	1,693	1,935
3020 Training/Seminars	3,255	8,811	7,259	9,336
3021 Special Commissions	2,177	5,980	2,000	4,208
4020 Motor Pool Lease Fees	666	633	633	855
4030 VM: Fleet Maintenance	3,192	3,265	3,265	3,392
4055 Computer Software	646	390	390	390
4060 Technology Lease Fees	4,900	5,492	5,492	7,415
5007 Other Professional Services	10,000	30,000	-	30,000
6002 Printing/Reproduction	291	600	400	600
6005 Advertising	-	250	-	-
Services & Charges Subtotal	25,892	56,821	21,132	58,131
Division Total	\$ 417,553	\$ 481,407	\$ 445,173	\$ 624,608

Planning and Development Department

FY 20-21

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 2018-19	Estimated 2019-20	Proposed 2020-21
Address requests processed	N/A	100	120
GIS layers updated/added	10	14	20
Process GIS requests from staff	130	150	200

Planning and Development Department
Fiscal Year 2020-21

GIS Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 133,721	\$ 154,003	\$ 146,927	\$ 157,851	2.50%
<i>Supplies</i>	488	1,400	1,000	1,000	-28.57%
<i>Services & Charges</i>	21,230	25,312	18,924	31,370	23.93%
Division Total	\$ 155,438	\$ 180,715	\$ 166,851	\$ 190,221	5.26%

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 2018-19	Approved 2019-20	Requested 2020-21
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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 88,550	\$ 104,628	\$ 98,959	\$ 106,808
1035 Longevity	56	284	188	284
1060 FICA	6,690	8,004	7,585	8,537
1065 Retirement	14,425	17,033	16,141	18,168
1080 Insurance - Medical	24,000	24,000	24,000	24,000
1081 Insurance - Life	-	54	54	54
Personal Services Subtotal	133,721	154,003	146,927	157,851
Supplies:				
2001 Office Supplies	234	300	200	200
2015 Other Supplies	65	200	200	200
2018 Computer Supplies	188	600	300	300
2093 Computer Equipment	-	300	300	300
Supplies Subtotal	488	1,400	1,000	1,000
Services & Charges:				
3001 Memberships & Subscriptions	338	-	-	-
3020 Training/Seminars	4,690	4,887	1,000	5,000
3024 Tuition Reimbursement	1,526	3,500	2,000	-
4055 Computer Software	10,206	10,207	10,206	10,300
4060 Technology Lease Fees	1,470	1,718	1,718	2,070
5007 Other Professional Services	3,000	5,000	4,000	14,000
Services & Charges Subtotal	21,230	25,312	18,924	31,370
Division Total	\$ 155,438	\$ 180,715	\$ 166,851	\$ 190,221

Planning and Development Department FY 20-21

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 2018-19	Estimated 2019-20	Proposed 2020-21
Construction Inspection Performed	3,785	4,135	4,010
Plan Reviews Performed	1,457	1,600	1,570
Code Enforcement Cases Processed*	2,199	1,676	1,700
Substandard Structures Demolished Annually (includes owner initiated)	19	20	15

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

Planning and Development Department
Fiscal Year 2020-21

Inspection Services Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 814,982	\$ 873,708	\$ 903,895	\$ 914,370	4.65%
<i>Supplies</i>	21,942	35,219	36,418	28,909	-17.92%
<i>Services & Charges</i>	89,048	156,780	123,285	130,958	-16.47%
Division Total	\$ 925,972	\$ 1,065,707	\$ 1,063,598	\$ 1,074,237	0.80%

Scope of Services Summary

The Inspection Services 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 and the demolition of substandard properties.

Personnel Position Roster

	Approved 2018-19	Approved 2019-20	Requested 2020-21
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
Inspector (PT)	1	1	1
Total	12	12	12

**City of La Porte, Texas
Inspection Services Division
Detail of Expenditures**

001-9092-524

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 546,505	\$ 593,052	\$ 614,206	\$ 621,038
1020 Overtime	1,403	500	500	500
1030 Certification	5,694	2,400	5,241	6,301
1035 Longevity	2,476	3,432	2,668	3,228
1060 FICA	40,230	45,406	47,630	48,277
1065 Retirement	86,673	96,630	101,362	102,738
1080 Insurance - Medical	132,000	132,000	132,000	132,000
1081 Insurance - Life	-	288	288	288
Personal Services Subtotal	814,982	873,708	903,895	914,370
Supplies:				
2001 Office Supplies	4,158	5,000	4,500	5,000
2002 Postage	7,936	10,000	10,000	10,000
2003 Protective Clothing	86	200	200	200
2004 Gas and Oil	6,179	5,620	4,108	5,339
2005 Minor Tools	420	510	510	510
2008 Educational	1,025	11,514	15,000	1,000
2015 Other Supplies	1,258	1,175	1,100	3,000
2018 Computer Supplies	280	600	600	600
2093 Computer Equipment	600	600	400	2,500
Supplies Subtotal	21,942	35,219	36,418	28,909
Services & Charges:				
3001 Memberships & Subscriptions	2,038	3,895	3,690	4,113
3020 Training/Seminars	16,662	21,069	21,069	22,711
3024 Tuition Reimbursement	3,500	3,500	3,500	3,500
4020 Motor Pool Lease Fees	9,208	10,928	10,928	10,918
4030 VM: Fleet Maintenance	8,439	10,076	10,076	8,970
4055 Computer Software	491	390	390	390
4060 Technology Lease Fees	5,880	10,822	10,822	13,236
5007 Other Professional Services	39,345	50,000	50,000	50,000
6001 Uniforms	1,481	2,400	1,110	420
6002 Printing/Reproduction	1,527	1,700	1,700	1,700
6021 Dangerous Buildings	477	42,000	10,000	15,000
Services & Charges Subtotal	89,048	156,780	123,285	130,958
Division Total	\$ 925,972	\$ 1,065,707	\$ 1,063,598	\$ 1,074,237



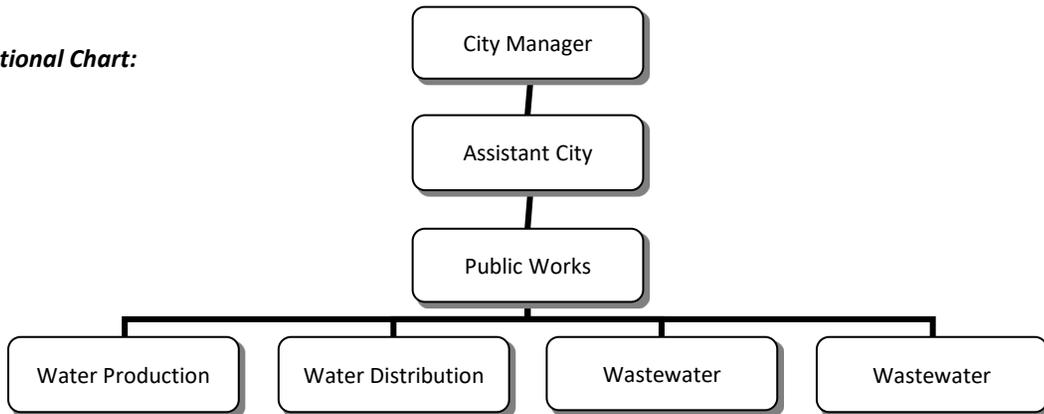
Utility Fund

FY 20-21

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.

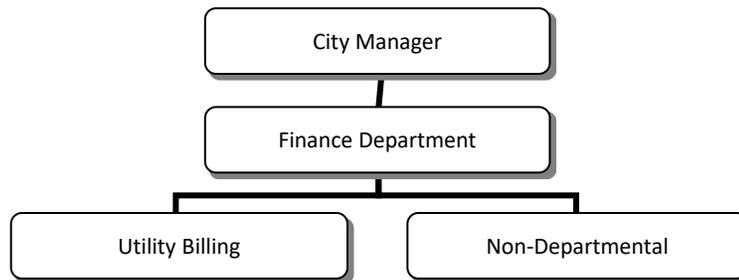
Organizational Chart:



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.

Organizational Chart:



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

Beginning Working Capital 9/30/19		\$ 8,358,452
Plus Estimated 19-20 Revenues		8,279,433
Less Estimated 19-20 Expenses		7,973,347
Equals Estimated Working Capital 9/30/20		8,664,538
Plus 20-21 Revenues:		
Charges for Services	7,000	
Water Revenue	4,794,000	
Sewer Revenue	3,432,050	
Interest	30,000	
Total Revenues		8,263,050
Equals Total Resources		16,927,588
Less 20-21 Expenses:		
Water Production	670,525	
Water Distribution	1,133,023	
Wastewater Collection	1,173,711	
Wastewater Treatment	1,450,635	
Utility Billing	830,870	
Non Departmental	3,806,018	
Total Expenses		9,064,782
Equals Estimated Working Capital 9/30/21		\$ 7,862,806

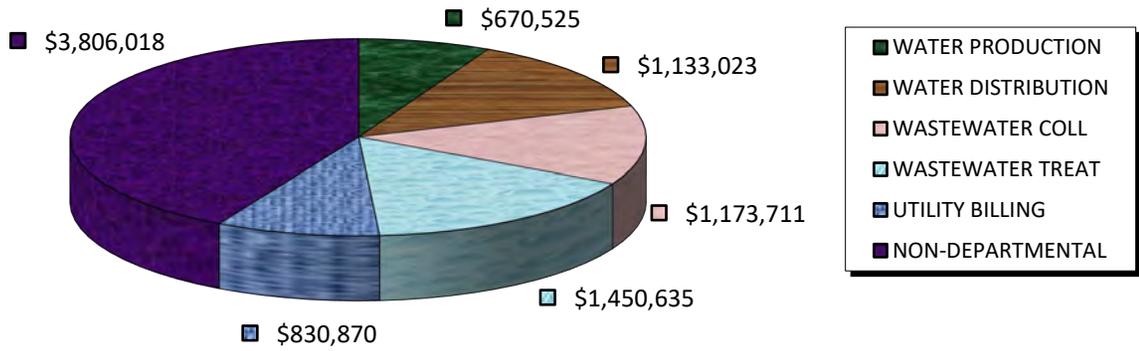
	Estimated 2019-20	Projected 2020-21	
Revenues	\$ 8,279,433	\$ 8,263,050	
Expenses	7,973,347	9,064,782	
Revenues over Expenses	\$ 306,086	\$ (801,732)	

Targeted working capital - 90 to 120 days
Estimated working capital - 317 days
Goal: \$2,235,152
1 Day = \$24,835

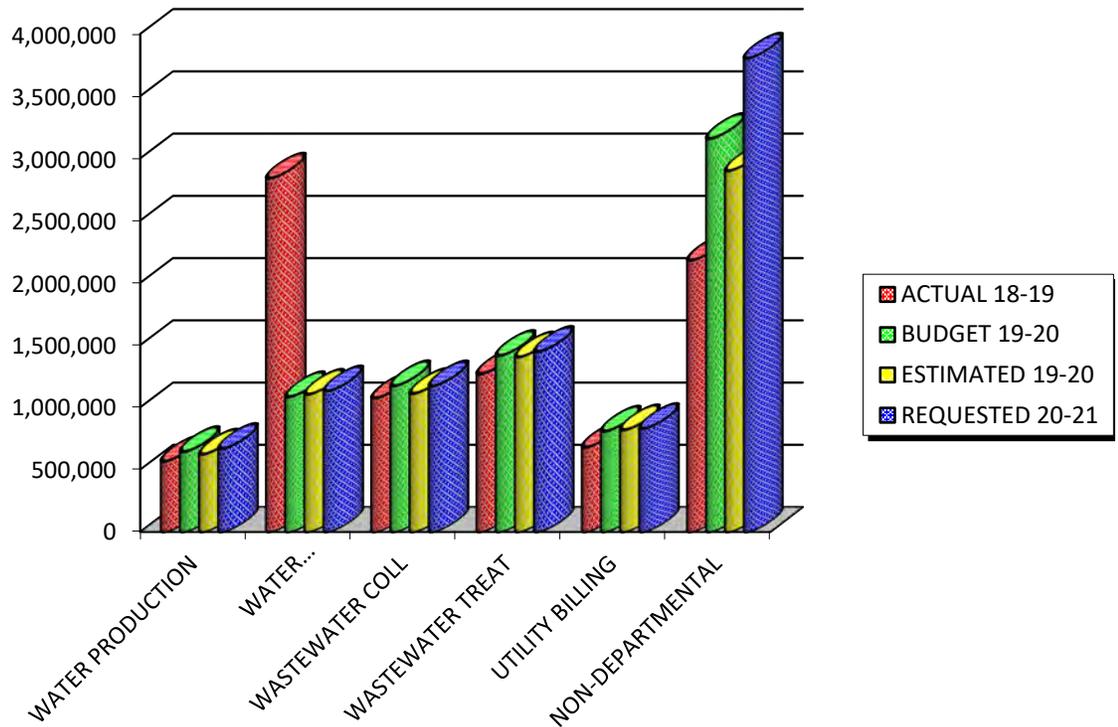
Utility Fund

FY 20-21

Share of Utility Fund Budget:



Four Year Comparison by Division:



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

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Charges for Services:					
408.01-16	Service Fees	\$ 5,530	\$ 7,000	\$ 7,000	\$ 7,000
Charges for Services Subtotal		<u>5,530</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
Water Revenue:					
408.05-01	Penalties	197,027	245,000	224,583	245,000
408.05-02	Sales	3,804,328	3,950,000	3,950,000	3,950,000
408.05-03	Taps	106,423	55,000	55,000	55,000
408.05-04	Reconnect Fees	74,375	60,000	60,000	60,000
408.05-05	Meters	57,811	35,000	35,000	35,000
408.05-06	Temporary Connects	-	-	-	-
408.05-07	New Service/Transfer Fee	16,215	14,000	14,000	14,000
408.05-09	Sales Outside City	472,767	415,000	415,000	415,000
408.05-11	Sales Outside City Admin Fee	26,800	20,000	26,800	20,000
Water Revenue Subtotal		<u>4,755,746</u>	<u>4,794,000</u>	<u>4,780,383</u>	<u>4,794,000</u>
Wastewater Revenue:					
408.06-01	Sales	3,504,546	3,357,500	3,357,500	3,357,500
408.06-02	Taps	17,862	6,000	6,000	6,000
408.06-03	Inspection Fees	1,850	1,300	1,300	1,300
408.06-04	Industrial Waste Surcharge	78,584	65,000	65,000	65,000
408.06-05	Industrial Waste Permit	920	2,250	2,250	2,250
Wastewater Revenue Subtotal		<u>3,603,762</u>	<u>3,432,050</u>	<u>3,432,050</u>	<u>3,432,050</u>
Interest:					
483.01-00	Interest Income	169,318	85,000	60,000	30,000
Interest Subtotal		<u>169,318</u>	<u>85,000</u>	<u>60,000</u>	<u>30,000</u>
Total Utility Fund Revenue		\$ 8,534,356	\$ 8,318,050	\$ 8,279,433	\$ 8,263,050

**Utility Fund Revenue Allocation
Fiscal Year 2020-21 Budget**

Revenue Type	Total	Allocated to	
		Water	Sewer
Charges for Services	\$ 7,000	\$ 3,500	\$ 3,500
Water Revenue	4,794,000	4,794,000	-
Wastewater Revenue	3,432,050	-	3,432,050
Interest	30,000	15,000	15,000
Total	\$ 8,263,050	\$ 4,812,500	\$ 3,450,550
Percentage	100%	58.2%	41.8%

**Utility Fund Expense Allocation
Fiscal Year 2020-21 Budget**

Expense Type	Total	Allocated to	
		Water	Sewer
Water Production	\$ 670,525	\$ 670,525	\$ -
Water Distribution	1,133,023	1,133,023	-
Wastewater Collection	1,173,711	-	1,173,711
Wastewater Treatment	1,450,635	-	1,450,635
Utility Billing*	830,870	415,435	415,435
Non Departmental**	3,806,018	2,736,204	1,069,814
Total	\$ 9,064,782	\$ 4,955,187	\$ 4,109,595
Percentage	100%	54.66%	45.34%

**Non Departmental Broken Down as Follows:

Personal Services, Bad Debt, Transfer to Utility Capital Improvement Fund, Fiscal Services, Miscellaneous and Contingency*	822,272	\$ 411,136	\$ 411,136
LPAWA Water (100% to water)	1,890,540	1,890,540	-
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	106,850	103,350	3,500
2012 General Obligation Refunding	285,510	142,755	142,755
2014 General Obligation Refunding	305,415	152,707	152,707
2016 General Obligation Refunding	71,431	35,715	35,715
Debt Service Differential*	-	-	-
Total	\$ 3,806,018	\$ 2,736,204	\$ 1,069,814

Utility Fund Fiscal Year 2020-21

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 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Water Production	\$ 569,099	\$ 649,963	\$ 625,443	\$ 670,525	3.16%
Water Distribution	2,842,402	1,119,316	1,106,123	1,133,023	1.22%
Wastewater Collection	1,076,092	1,174,801	1,113,252	1,173,711	-0.09%
Wastewater Treatment	1,270,920	1,430,461	1,405,418	1,450,635	1.41%
Utility Billing	681,651	838,307	820,567	830,870	-0.89%
Non-Departmental	2,182,916	3,083,382	2,902,544	3,806,018	23.44%
Department Total	\$ 8,623,079	\$ 8,296,230	\$ 7,973,347	\$ 9,064,782	9.26%

Department Summary by Expenditure Category:

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Personal Services	\$ 3,454,845	\$ 3,658,245	\$ 3,621,818	\$ 3,636,076	-0.61%
Supplies	196,493	214,679	184,586	207,000	-3.58%
Services & Charges	4,902,929	4,305,209	4,052,183	5,102,356	18.52%
Capital Outlay	68,812	118,097	114,760	119,350	1.06%
Department Total	\$ 8,623,079	\$ 8,296,230	\$ 7,973,347	\$ 9,064,782	9.26%

Utility Fund FY 20-21

Water Production Division

Goals:

- Enhance employee safety
- 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
- Provide utility training for Water Production personnel
- Improve water loss accountability

Objectives:

- Continue improvements to Water Plant Facilities
- Continue monitoring of water consumption to ensure compliance Harris-Galveston Coastal Subsidence District and LPAWA guidelines by limiting ground water production to less than 10% of total production
- Maintain water loss percentage below 14%

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Safety Meetings Held	49	52	50
Reported Incidents	2	1	0
(amounts expressed in millions)			
Gallons Ground Water Used	92.27	112.83	140.00
Gallons Surface Water Used	1,349.00	1,323.00	1400.00
Total	1,441.00	1,435.00	1540.00
Water Loss (reported by calender year)	12.1%	13.9%	12.00%

Utility Fund
Fiscal Year 2020-21

Water Production Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 375,701	\$ 389,982	\$ 394,349	\$ 396,377	1.64%
<i>Supplies</i>	19,451	17,898	15,865	23,197	29.61%
<i>Services & Charges</i>	173,947	242,083	215,229	250,951	3.66%
Division Total	\$ 569,099	\$ 649,963	\$ 625,443	\$ 670,525	3.16%

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 equipment.

Personnel Position Roster

	Approved 2018-19	Approved 2019-20	Requested 2020-21
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	0.075
Total	4.325	4.325	4.325

**City of La Porte, Texas
Water Production
Detail of Expenditures**

002-7084-533

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 232,707	\$ 243,437	\$ 243,405	\$ 246,496
1020 Overtime	23,355	20,000	25,000	24,408
1030 Certification	2,809	4,200	4,200	4,200
1035 Longevity	3,025	3,566	2,990	3,188
1042 Car Allowance	540	638	638	638
1060 FICA	18,641	21,153	21,132	20,918
1065 Retirement	42,724	44,975	44,971	44,516
1080 Insurance - Medical	51,900	51,900	51,900	51,900
1081 Insurance - Life	-	113	113	113
Personal Services Subtotal	375,701	389,982	394,349	396,377
Supplies:				
2001 Office Supplies	28	100	95	100
2002 Postage	95	100	90	100
2003 Protective Clothing	106	100	93	100
2004 Gas and Oil	10,683	9,683	8,007	9,199
2005 Minor Tools	278	300	300	300
2007 Chemical	1,239	2,700	2,500	2,700
2015 Other Supplies	2,677	2,700	2,700	3,000
2050 Safety	32	100	90	100
2090 Machinery/Tools/Equipment	4,070	2,115	1,990	7,598
2091 Office Furniture/Equipment	242	-	-	-
Supplies Subtotal	19,451	17,898	15,865	23,197
Services & Charges:				
3001 Memberships & Subscriptions	307	225	225	326
3020 Training/Seminars	875	1,150	1,150	1,500
4002 Machinery/Tools/Equipment	19,751	17,000	16,000	17,000
4011 Building Maintenance	260	300	280	1,000
4020 Motor Pool Lease Fees	9,914	9,259	9,259	9,660
4030 VM: Fleet Maintenance	16,664	19,416	19,416	17,712
4060 Technology Lease Fees	-	883	883	853
5007 Other Professional Services	6,634	6,750	5,860	6,750
6001 Uniforms	532	900	1,200	1,750
6002 Printing/Reproduction	100	100	200	200
6013 TCEQ Requirements	53,933	65,500	55,500	73,500
7001 Electrical	64,296	120,000	104,656	120,000
7002 Natural Gas	680	600	600	700
Services & Charges Subtotal	173,947	242,083	215,229	250,951
Division Total	\$ 569,099	\$ 649,963	\$ 625,443	\$ 670,525

Utility Fund
FY 20-21

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 4,000 linear feet of water main per year, with at least 1,000 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 2018-19	Estimated 2019-20	Proposed 2020-21
Safety Meetings Held	47	42	48
Reported Incidents	9	12	0
Number of leaks repaired	173	250	230
Linear feet of lines replaced	4,120	4,700	4000

Utility Fund
Fiscal Year 2020-21

Water Distribution Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 906,990	\$ 914,830	\$ 914,866	\$ 922,122	0.80%
<i>Supplies</i>	29,674	31,581	29,672	31,068	-1.62%
<i>Services & Charges</i>	1,905,738	172,905	161,585	175,833	1.69%
<i>Capital Outlay</i>	-	-	-	4,000	-
Division Total	\$ 2,842,402	\$ 1,119,316	\$ 1,106,123	\$ 1,133,023	1.22%

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 2018-19	Approved 2019-20	Requested 2020-21
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	0.075
Total	11.825	11.825	11.825

**City of La Porte, Texas
Water Distribution
Detail of Expenditures**

002-7085-533

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 568,599	\$ 571,189	\$ 571,142	\$ 573,537
1020 Overtime	32,988	35,000	35,000	35,000
1030 Certification	10,523	9,669	9,669	11,340
1035 Longevity	6,921	6,946	7,062	4,624
1042 Car Allowance	540	638	638	638
1060 FICA	44,560	47,702	47,699	49,498
1065 Retirement	100,959	101,538	101,508	105,337
1080 Insurance - Medical	141,900	141,900	141,900	141,900
1081 Insurance - Life	-	248	248	248
Personal Services Subtotal	906,990	914,830	914,866	922,122
Supplies:				
2001 Office Supplies	99	100	95	150
2003 Protective Clothing	1,470	1,300	1,250	1,500
2004 Gas and Oil	20,080	20,231	18,392	19,219
2005 Minor Tools	1,121	700	740	700
2015 Other Supplies	1,830	2,300	2,300	2,940
2050 Safety	78	100	95	100
2090 Machinery/Tools/Equipment	4,997	6,850	6,800	6,459
Supplies Subtotal	29,674	31,581	29,672	31,068
Services & Charges:				
3001 Memberships & Subscriptions	954	699	699	900
3020 Training/Seminars	1,319	2,750	2,500	3,800
4002 Machinery/Tools/Equipment	2,285	2,000	2,000	2,000
4007 Fire Hydrants	1,770,065	15,000	14,200	15,000
4012 Water Line Maintenance	28,669	40,000	30,000	40,000
4015 Paving	70	-	-	-
4020 Motor Pool Lease Fees	46,311	47,679	47,679	53,269
4030 VM: Fleet Maintenance	50,329	58,809	58,809	53,494
4060 Technology Lease Fees	1,470	1,718	1,718	2,070
5007 Other Professional Services	176	900	500	900
6001 Uniforms	3,848	3,000	3,000	4,000
6002 Printing/Reproduction	242	350	480	400
Services & Charges Subtotal	1,905,738	172,905	161,585	175,833
Capital Outlay:				
8021 Machinery/Tools/Equipment	-	-	-	4,000
Capital Outlay Subtotal	-	-	-	4,000
Division Total	\$ 2,842,402	\$ 1,119,316	\$ 1,106,123	\$ 1,133,023

**Utility Fund
FY 20-21**

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 3,000 feet of sanitary sewer
- Perform 50 point repairs
- Rehabilitate 450 vertical feet of manholes

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Safety Meetings Held	47	52	48
Reported Incidents	6	3	0
LF of line Smoke-Tested	117,442	90,000	100,000
Number of Manholes Repaired v ft	550	400	450
LF of line televised	23,132	35,000	35,000
Number of point repairs made	115	83	80
Number of Reportable Overflows	4	-	-
LF of sewer line rehabilitated	3,383	3,000	3000

Utility Fund
Fiscal Year 2020-21

Wastewater Collection Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 744,483	\$ 825,866	\$ 776,238	\$ 816,477	-1.14%
<i>Supplies</i>	31,771	39,899	27,128	38,268	-4.09%
<i>Services & Charges</i>	299,838	309,036	309,886	310,466	0.46%
<i>Capital Outlay</i>	-	-	-	8,500	-
Division Total	\$ 1,076,092	\$ 1,174,801	\$ 1,113,252	\$ 1,173,711	-0.09%

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 2018-19	Approved 2019-20	Requested 2020-21
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	0.075
Total	10.825	10.825	10.825

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

002-7086-532

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services				
1010 Regular Earnings	\$ 454,446	\$ 509,182	\$ 471,733	\$ 498,412
1020 Overtime	27,729	32,000	32,000	32,000
1030 Certification	9,513	14,400	13,200	13,200
1035 Longevity	4,852	5,174	3,778	4,128
1042 Car Allowance	540	638	638	638
1060 FICA	36,556	42,947	39,883	44,106
1065 Retirement	80,946	91,395	84,876	93,863
1080 Insurance - Medical	129,900	129,900	129,900	129,900
1081 Insurance - Life	-	230	230	230
Personal Services Subtotal	744,483	825,866	776,238	816,477
Supplies:				
2001 Office Supplies	116	100	95	100
2002 Postage	188	100	95	100
2003 Protective Clothing	2,696	1,800	1,800	2,300
2004 Gas and Oil	24,399	26,749	14,583	22,238
2005 Minor Tools	1,318	1,300	1,275	1,300
2007 Chemicals	693	1,000	1,000	1,000
2015 Other Supplies	2,270	2,600	2,600	3,240
2050 Safety	50	100	85	100
2090 Machinery/Tools/Equipment	41	6,150	5,595	7,890
Supplies Subtotal	31,771	39,899	27,128	38,268
Services & Charges:				
3001 Memberships & Subscriptions	1,000	700	700	900
3020 Training/Seminars	2,091	2,000	1,850	2,500
4002 Machinery/Tools/Equipment	1,976	3,500	2,000	3,000
4011 Building	174	1,000	800	1,000
4013 Sewer Line Maintenance	33,510	25,000	25,000	25,000
4017 Sewer Plant/Lift Stations	24,857	35,000	30,000	35,000
4020 Motor Pool Lease Fees	85,854	84,107	84,107	83,530
4030 VM: Fleet Maintenance	50,114	59,511	59,511	53,266
4060 Technology Lease Fees	1,470	1,718	1,718	2,070
5007 Other Professional Services	268	900	350	900
6001 Uniforms	4,763	3,500	5,800	5,800
6002 Printing/Reproduction	242	350	700	500
7001 Electrical	91,966	90,000	95,000	95,000
7002 Natural Gas	987	1,250	1,500	1,500
7004 Water	566	500	850	500
Services & Charges Subtotal	299,838	309,036	309,886	310,466
Capital Outlay:				
8021 Machinery/Tools & Equipment	-	-	-	8,500
Capital Outlay Subtotal	-	-	-	8,500
Division Total	\$ 1,076,092	\$ 1,174,801	\$ 1,113,252	\$ 1,173,711

**Utility Fund
FY 20-21**

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 2018-19	Estimated 2019-20	Proposed 2020-21
Safety Meetings Held	52	56	55
Reported Incidents	3	3	0
Gallons Treated (Millions)	1,739.48	1,545.27	1,566.25

Utility Fund
Fiscal Year 2020-21

Wastewater Treatment Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 728,521	\$ 761,473	\$ 759,308	\$ 771,086	1.26%
<i>Supplies</i>	92,307	94,869	90,580	89,119	-6.06%
<i>Services & Charges</i>	450,091	551,872	536,620	590,430	6.99%
<i>Capital Outlay</i>	-	22,247	18,910	-	-100.00%
Division Total	\$ 1,270,920	\$ 1,430,461	\$ 1,405,418	\$ 1,450,635	1.41%

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 2018-19	Approved 2019-20	Requested 2020-21
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	0.075
Total	9.325	9.325	9.325

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

002-7087-532

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 472,557	\$ 495,960	\$ 495,926	\$ 503,972
1020 Overtime	10,252	12,000	10,000	12,000
1030 Certification	10,929	10,196	11,100	11,100
1035 Longevity	4,969	5,482	4,570	4,028
1042 Car Allowance	540	638	638	638
1060 FICA	36,018	40,019	39,951	40,678
1065 Retirement	81,354	85,075	85,020	86,567
1080 Insurance - Medical	111,900	111,900	111,900	111,900
1081 Insurance - Life	-	203	203	203
Personal Services Subtotal	728,521	761,473	759,308	771,086
Supplies:				
2001 Office Supplies	484	500	400	400
2002 Postage	362	450	250	350
2003 Protective Clothing	1,266	500	400	400
2004 Gas and Oil	7,850	7,994	5,525	7,594
2005 Minor Tools	172	500	500	500
2006 Cleaning	126	175	175	175
2007 Chemical	79,359	72,000	72,000	75,000
2015 Other Supplies	2,648	4,400	4,200	4,400
2050 Safety	-	200	180	200
2090 Machinery/Tools/Equipment	-	7,950	6,900	-
2093 Computer Equipment	40	200	50	100
Supplies Subtotal	92,307	94,869	90,580	89,119
Services & Charges:				
3001 Memberships & Subscriptions	1,186	1,300	1,013	1,300
3020 Training/Seminars	3,723	5,000	3,000	4,000
4002 Machinery/Tools/Equipment	44,635	60,000	59,100	60,000
4006 Heating and A/C Equipment	2,833	450	450	-
4011 Building Maintenance	7,771	7,000	5,000	-
4020 Motor Pool Lease Fees	26,075	29,128	29,128	31,729
4030 VM: Fleet Maintenance	22,004	25,595	25,595	23,387
4060 Technology Lease Fees	1,470	2,834	2,834	3,514
5007 Other Professional Services	16,107	20,391	20,000	21,000
6001 Uniforms	3,145	3,250	3,250	4,500
6002 Printing/Reproduction	-	250	250	300
6009 Landfill Charges	38,426	52,274	45,100	46,300
6013 TCEQ Requirements	78,149	82,000	81,500	82,000
7001 Electrical	202,733	260,000	258,000	310,000
7002 Natual Gas	236	400	400	400
7004 Water	1,600	2,000	2,000	2,000
Services & Charges Subtotal	450,091	551,872	536,620	590,430

Continued

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

002-7087-532

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Capital Outlay:				
8002 Building Improvements	-	9,500	8,299	-
8021 Machinery/Tools/Equipment	-	12,747	10,611	-
Capital Outlay Subtotal	-	22,247	18,910	-
Division Total	\$ 1,270,920	\$ 1,430,461	\$ 1,405,418	\$ 1,450,635

Utility Fund FY 20-21

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 2018-19	Estimated 2019-20	Proposed 2020-21
Meters read	153,616	153,650	154,000
Meters rereads	997	1,000	950
Rereads as a percent of meters read	0.65%	0.65%	0.62%
Accounts billed	139,170	139,500	140,000
% of utility payments processed and posted to customers account the same day of receipt	100%	100%	100%

Utility Fund
Fiscal Year 2020-21

Utility Billing Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 580,842	\$ 657,170	\$ 656,986	\$ 658,084	0.14%
<i>Supplies</i>	23,290	30,432	21,341	25,348	-16.71%
<i>Services & Charges</i>	77,519	150,705	142,240	147,438	-2.17%
Division Total	\$ 681,651	\$ 838,307	\$ 820,567	\$ 830,870	-0.89%

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 2018-19	Approved 2019-20	Requested 2020-21
Director of Finance	0.5	0.5	0.5
Treasurer	0.5	0.5	0.5
Accountant	0.5	0.5	0.5
Utility Billing Coordinator	1.0	1.0	1.0
Utility Billing Assistant	1.0	1.0	1.0
Customer Service Clerk	1.0	1.0	1.0
Meter Reader Supervisor	1.0	1.0	1.0
Meter Reader	3.0	3.0	3.0
Total	8.5	8.5	8.5

**City of La Porte, Texas
Utility Billing
Detail of Expenditures**

002-6147-515

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 377,726	\$ 426,446	\$ 426,372	\$ 428,340
1020 Overtime	9,184	15,000	15,000	15,000
1030 Certification	1,101	1,200	1,200	1,200
1035 Longevity	2,144	2,524	2,504	1,772
1042 Car Allowance	2,562	2,550	2,550	2,550
1060 FICA	27,954	34,314	34,243	34,199
1065 Retirement	64,171	72,893	72,874	72,780
1080 Insurance - Medical	96,000	102,000	102,000	102,000
1081 Insurance - Life	-	243	243	243
Personal Services Subtotal	580,842	657,170	656,986	658,084
Supplies:				
2001 Office Supplies	2,029	1,500	1,500	1,500
2002 Postage	563	1,000	1,200	1,200
2003 Protective Clothing	58	350	150	150
2004 Gas and Oil	10,847	11,682	9,091	11,098
2005 Minor Tools	1,349	900	900	900
2015 Other Supplies	2,292	2,000	2,000	2,000
2018 Computer Supplies	327	1,000	1,000	1,000
2090 Machinery/Tools/Equipment	5,825	9,500	5,000	5,000
2093 Computer Equipment	-	2,500	500	2,500
Supplies Subtotal	23,290	30,432	21,341	25,348
Services & Charges:				
3020 Training/Seminars	200	7,300	5,244	3,000
4005 Meters	6,054	7,500	12,000	12,000
4020 Motor Pool Lease Fees	6,293	6,658	6,658	13,812
4022 Rent: Building/Land	2,597	2,772	2,892	3,000
4030 VM: Fleet Maintenance	12,214	12,569	12,569	12,982
4055 Computer Software	6,348	8,258	8,258	8,258
4060 Technology Lease Fees	6,468	8,194	8,194	7,486
5007 Other Professional Services	3,409	3,300	4,100	4,200
6001 Uniforms	3,537	1,700	1,650	1,700
6002 Printing/Reproduction	30,399	92,454	80,675	81,000
Services & Charges Subtotal	77,519	150,705	142,240	147,438
Division Total	\$ 681,651	\$ 838,307	\$ 820,567	\$ 830,870

Utility Fund
Fiscal Year 2020-21

Non Departmental Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 118,308	\$ 108,924	\$ 120,071	\$ 71,930	-33.96%
<i>Services & Charges</i>	1,995,796	2,878,608	2,686,623	3,627,238	26.01%
<i>Capital Outlay</i>	68,812	95,850	95,850	106,850	11.48%
Division Total	\$ 2,182,916	\$ 3,083,382	\$ 2,902,544	\$ 3,806,018	23.44%

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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1012 Sick Buy Back	\$ 7,991	\$ 5,833	\$ 7,328	\$ 1,932
1055 Termination Pay (S/V)	12,819	7,500	15,000	7,500
1060 FICA	1,516	1,020	1,708	722
1065 Retirement	3,582	2,171	3,635	1,536
1080 Medical Insurance	92,400	92,400	92,400	60,240
Personal Services Subtotal	118,308	108,924	120,071	71,930
Services & Charges:				
4005 Meters	13,838	20,000	20,000	20,000
4011 Building	480	480	480	480
5001 Accounting	-	10,900	10,000	10,000
5006 Fiscal Services	112,708	100,000	119,100	120,000
5007 Other Professional Services	38,621	-	-	-
6091 Bad Debt Expense	(1,999)	20,000	20,000	20,000
7001 Electrical	18,843	20,000	20,000	20,000
7004 Water	1,124,456	1,406,015	1,197,000	1,890,540
7006 Contract Sewer	30,821	24,000	24,000	24,000
9003 Admin Trans to Fund 003	-	600,000	600,000	350,000
9004 Admin Trans to Fund 004	237,762	251,842	251,842	662,356
9014 Admin Trans to Fund 014	74,201	74,201	74,201	74,201
9015 Admin Trans to Fund 015	46,065	-	-	-
9018 Admin Trans to Fund 018	300,000	300,000	300,000	300,000
9050 Contingency	-	50,000	50,000	50,000
9997 Req for Special Programs	-	1,170	-	85,661
Services & Charges	1,995,796	2,878,608	2,686,623	3,627,238
Capital Outlay:				
8012 Water Taps	11,697	15,000	15,000	15,000
8013 Sewer Taps	-	2,500	2,500	3,500
8026 Meters and Boxes	57,115	78,350	78,350	88,350
Capital Outlay Subtotal	68,812	95,850	95,850	106,850
Division Total	\$ 2,182,916	\$ 3,083,382	\$ 2,902,544	\$ 3,806,018

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

Enterprise Funds Fiscal Year 2020-21

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 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Airport Operating	43,732	90,680	89,361	91,730	1.16%
La Porte Area Water Authority	1,316,401	2,307,665	1,954,165	2,125,092	-7.91%
Total	\$ 1,360,133	\$ 2,398,345	\$ 2,043,526	\$ 2,216,822	-7.57%

Summary by Expenditure Category:

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Personal Services	\$ 16,670	\$ 30,764	\$ 31,142	\$ 31,400	2.07%
Supplies	19,771	10,308	9,618	11,322	9.84%
Services & Charges	1,323,692	2,177,273	1,840,266	2,174,100	-0.15%
Capital Outlay	-	180,000	162,500	-	-100.00%
Total	\$ 1,360,133	\$ 2,398,345	\$ 2,043,526	\$ 2,216,822	-7.57%



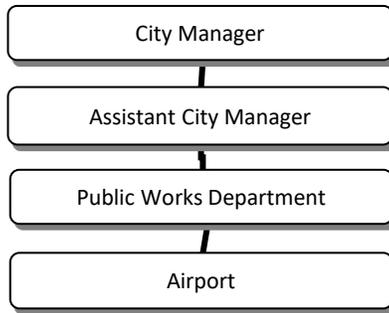
Airport Fund

FY 20-21

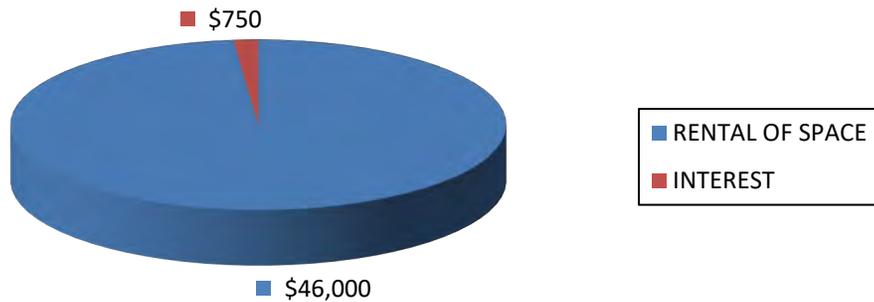
Mission Statement:

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.

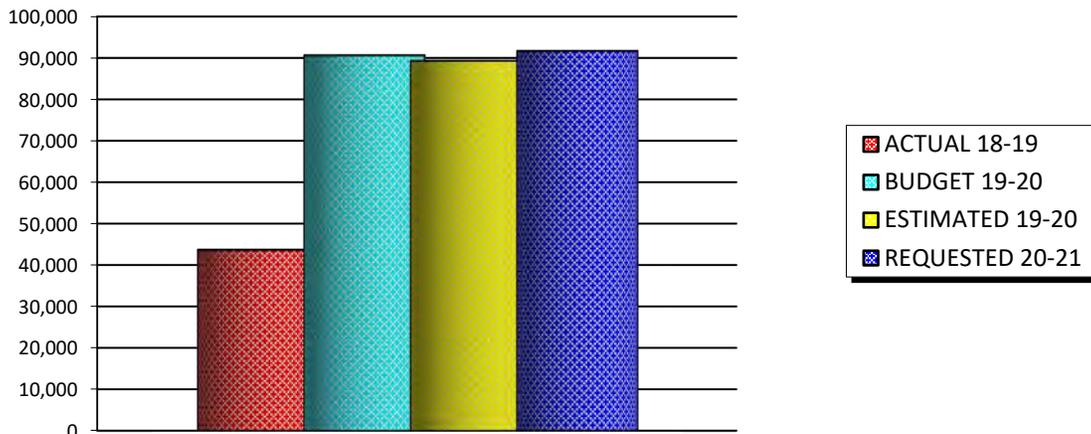
Organizational Chart:



2020-21 Projected Revenues:



Four Year Comparison of Expenses:



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

Beginning Working Capital 9/30/19	\$	148,920
Plus Estimated 19-20 Revenues		47,400
Less Estimated 19-20 Expenses		89,361
Airport CIP		26,320
Equals Estimated Working Capital 9/30/20		80,639
Plus 20-21 Revenues:		
Charges for Services	46,000	
Interest Income	750	
Total Revenues		46,750
Equals Total Resources		127,389
Less 20-21 Expenditures:		
Airport Operations	91,730	
Total Expenses		91,730
Equals Estimated Working Capital 9/30/21	\$	35,659

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 47,400	\$ 46,750
Expenses & Commitments	115,681	91,730
Revenues over Expenses	\$ (68,281)	\$ (44,980)

Targeted working capital - 60 to 90 days

Estimated working capital - 142 days

Goal: \$22,618

1 Day = \$251

City of La Porte
Airport (010)
Statement of Revenues

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Charges for Services:					
408.01-31	Rental of Space	<u>\$ 58,971</u>	<u>\$ 62,000</u>	<u>\$ 45,900</u>	<u>\$ 46,000</u>
Charges for Services Subtotal		58,971	62,000	45,900	46,000
Interest:					
483.01-00	Interest Income	<u>6,826</u>	<u>4,500</u>	<u>1,500</u>	<u>750</u>
Interest Subtotal		6,826	4,500	1,500	750
Total Airport Fund Revenue		\$ 65,797	\$ 66,500	\$ 47,400	\$ 46,750

Airport Fund FY 20-21

Airport Operating

Goals:

- In-House drainage improvements along north and east side of airport.
- Evaluate detention options in the north and east section of the airport.
- Manage airport infrastructure

Objectives:

- Participate in the TxDOT 50/50 RAMP GRANT Program
- Participate in CARES Act Grant Program
- Develop a long-term improvement plan for airport

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Number of Improvement Projects	1	1	2
Estimated Value of Projects	199,881	3,200,000	80,000
TxDOT Aviation Grants	1	1	1

Airport Fund
Fiscal Year 2020-21

Airport Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 16,670	\$ 30,764	\$ 31,142	\$ 31,400	2.07%
<i>Supplies</i>	3,393	4,808	4,252	4,622	-3.87%
<i>Services & Charges</i>	23,669	55,108	53,967	55,708	1.09%
Division Total	\$ 43,732	\$ 90,680	\$ 89,361	\$ 91,730	1.16%

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 2018-19	Approved 2019-20	Requested 2020-21
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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 8,262	\$ 19,334	\$ 19,627	\$ 19,811
1020 Overtime	353	500	500	500
1035 Longevity	-	184	160	184
1060 FICA	653	1,517	1,552	1,568
1065 Retirement	1,402	3,229	3,303	3,337
1080 Insurance - Medical	6,000	6,000	6,000	6,000
Personal Services Subtotal	16,670	30,764	31,142	31,400
Supplies:				
2004 Gas and Oil	2,157	2,808	2,384	2,622
2007 Chemicals	1,000	1,000	968	1,000
2015 Other Supplies	236	1,000	900	1,000
Supplies Subtotal	3,393	4,808	4,252	4,622
Services & Charges:				
4002 Machinery/Tools/Equipment	-	2,000	1,900	2,000
4003 Radios and Base Stations	82	5,500	5,500	6,300
4020 Motor Pool Lease Fees	5,672	5,939	5,939	6,270
4030 VM: Fleet Maintenance	4,480	5,723	5,723	4,762
6007 Insurance	-	9	9	9
6013 TCEQ Requirements	200	200	200	200
7001 Electrical	7,675	9,600	8,560	9,600
9014 Admin Trans to Fund 014	806	830	830	830
9997 Special Programs	4,754	25,307	25,306	25,737
Services & Charges Subtotal	23,669	55,108	53,967	55,708
Division Total	\$ 43,732	\$ 90,680	\$ 89,361	\$ 91,730

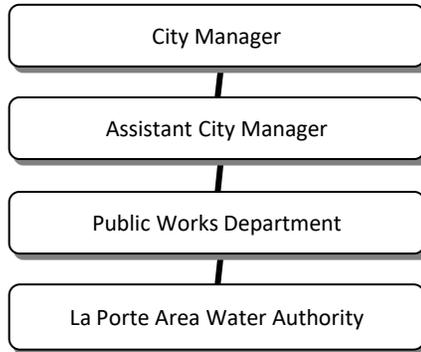
La Porte Area Water Authority Fund

FY 20-21

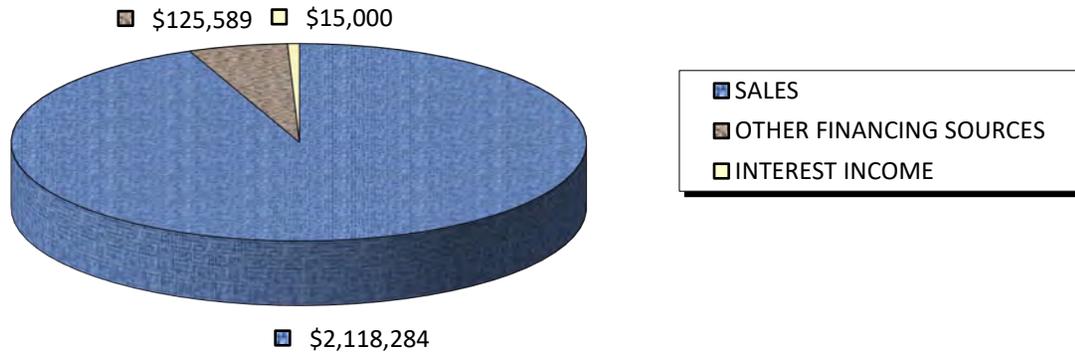
Mission Statement:

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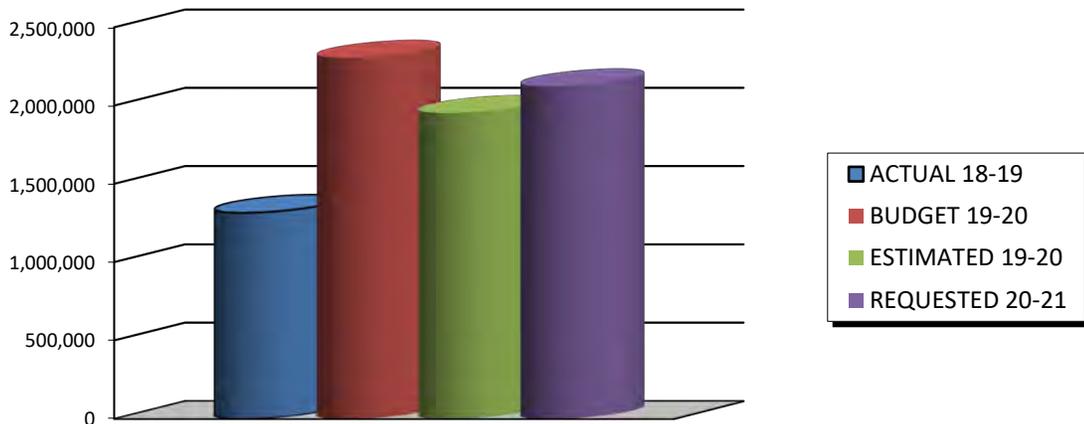
Organizational Chart:



2020-21 Projected Revenues:



Four Year Comparison of Expenses:



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

Beginning Working Capital 9/30/19		\$ 2,809,392
Plus Estimated 19-20 Revenues		1,295,694
Less Estimated 19-20 Expenditures and Commitments		1,954,165
Equals Estimated Working Capital 9/30/20		2,150,921
Plus 20-21 Revenues:		
Water Revenue	2,118,284	
Billing for Capital Reserve	125,589	
Interest	15,000	
Total Revenues		2,258,873
Equals Total Resources		4,409,794
Less 20-21 Expenditures:		
Operations	2,125,393	
Total Expenses		2,125,393
Equals Estimated Working Capital 9/30/21		\$ 2,284,401

	Estimated 2019-20	Projected 2020-21	
Revenues	\$ 1,295,694	\$ 2,258,873	
Expenses	1,954,165	2,125,393	
Revenues over Expenses	\$ (658,471)	\$ 133,480	

Targeted working capital - 60 to 90 days
Estimated working capital - 392 days
Goal: \$524,070
1 Day = \$5,823

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

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Water Revenue:					
408.05-02	Sales	<u>\$ 1,109,495</u>	<u>\$ 1,430,852</u>	<u>\$ 1,142,890</u>	<u>\$ 2,118,284</u>
	Water Revenue Subtotal	1,109,495	1,430,852	1,142,890	2,118,284
Other Financing Sources					
482.02-00	Billing for Capital Reserve	<u>125,861</u>	<u>125,804</u>	<u>125,804</u>	<u>125,589</u>
	Other Financing Sources Subtotal	125,861	125,804	125,804	125,589
Interest:					
483.01-00	Interest Income - Operations	<u>71,097</u>	<u>30,000</u>	<u>27,000</u>	<u>15,000</u>
	Interest Subtotal	71,097	30,000	27,000	15,000
Total Water Authority		\$ 1,306,453	\$ 1,586,656	\$ 1,295,694	\$ 2,258,873

La Porte Area Water Authority Fund FY 20-21

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 budget review process for FY true-ups
- Maintain an effective maintenance program to extend service life of equipment and transmission system

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-up process

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
La Porte Usage	1,248.58	1,251.46	1,400.00
Morgan's Point Usage	56.19	58.26	65.00
Shoreacres Usage	47.93	50.12	55.00
Total (amounts expressed in millions)	1,352.70	1,359.84	1,520.00

La Porte Area Water Authority Fund
Fiscal Year 2020-21

La Porte Area Water Authority Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Supplies</i>	\$ 16,378	\$ 5,500	\$ 5,366	\$ 6,700	21.82%
<i>Services & Charges</i>	1,300,023	2,122,165	1,786,299	2,118,392	-0.18%
<i>Capital Outlay</i>	-	180,000	162,500	-	-100.00%
Division Total	<u>\$1,316,401</u>	<u>\$ 2,307,665</u>	<u>\$ 1,954,165</u>	<u>\$ 2,125,092</u>	-7.91%

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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Supplies:				
2001 Office Supplies	\$ 76	\$ 100	\$ 70	\$ 100
2015 Other Supplies	30	100	96	100
2090 Machinery/ Tools & Equip	16,272	5,300	5,200	6,500
Supplies Subtotal	16,378	5,500	5,366	6,700
Services & Charges:				
4002 Machinery/Tools/Equipment	10,634	9,000	8,700	9,000
4012 Water Line Maintenance	5,112	3,500	2,800	3,500
4060 Technology Lease Fees	1,960	1,960	1,960	1,960
5001 Accounting	6,000	6,000	6,000	6,000
5007 Other Professional Services	1,560	25,000	5,000	25,000
7004 Water	836,870	1,202,368	937,502	1,204,716
9014 Admin Trans to Fund 014	2,030	2,030	2,030	2,030
9072 Operator's Agreement	70,634	71,693	71,693	72,467
9997 Special Programs	365,222	800,614	750,614	793,719
Services & Charges Subtotal	1,300,023	2,122,165	1,786,299	2,118,392
Capital Outlay:				
8021 Machinery/ Tools & Equip	-	180,000	162,500	-
Capital Outlay Subtotal	-	180,000	162,500	-
Division Total	\$ 1,316,401	\$ 2,307,665	\$ 1,954,165	\$ 2,125,092

Internal Service Funds Fiscal Year 2020-21

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 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Motor Pool	\$ 2,031,247	\$ 2,834,770	\$ 2,867,995	\$ 3,172,859	11.93%
Insurance	8,744,483	9,043,630	8,960,190	9,867,814	9.11%
Technology	68,199	278,828	215,822	691,485	148.00%
Total	\$ 10,843,929	\$ 12,157,228	\$ 12,044,007	\$ 13,732,158	12.95%

Summary by Expenditure Category:

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21	Percent Change
Personal Services	\$ 1,138,511	\$ 1,185,151	\$ 1,149,804	\$ 1,178,360	-0.57%
Supplies	347,132	307,200	307,843	302,636	-1.49%
Services & Charges	8,654,353	8,924,798	8,878,243	9,790,051	9.69%
Capital Outlay	703,933	1,740,079	1,708,117	2,461,111	41.44%
Total	\$ 10,843,929	\$ 12,157,228	\$ 12,044,007	\$ 13,732,158	12.95%



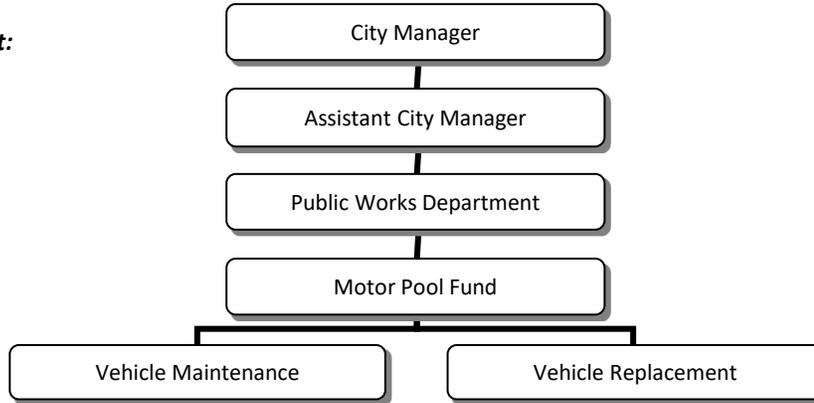
Motor Pool Fund

FY 20-21

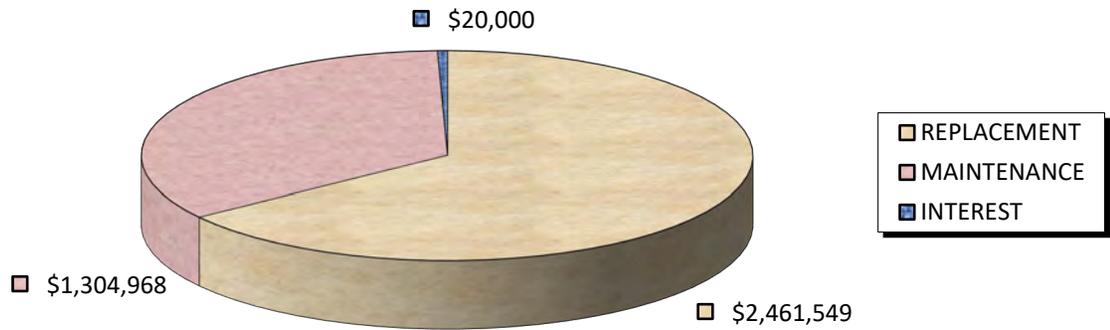
Mission Statement:

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.

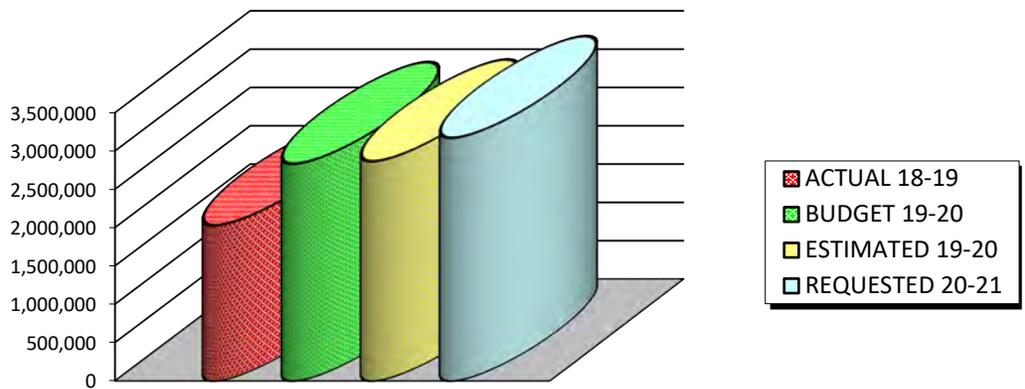
Organizational Chart:



2020-21 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 Working Capital 9/30/19</i>	\$ 5,746,886	\$ (176,808)	\$ 5,570,078
Plus Estimated 19-20 Revenues	2,273,890	1,404,388	3,678,278
Less Estimated 19-20 Expenses	1,433,829	1,399,190	2,833,019
<i>Equals Estimated Working Capital 9/30/20</i>	6,586,947	(171,610)	6,415,337
Plus 20-21 Revenues:			
Charges for Services	2,461,549	1,304,968	3,766,517
Interest	20,000	-	20,000
Total Revenues	2,481,549	1,304,968	3,786,517
<i>Equals Total Resources</i>	9,068,496	1,133,358	10,201,854
Less 20-21 Expenditures:			
Purchase of Vehicles	1,826,111	-	1,826,111
Maintenance of Vehicles	-	1,346,748	1,346,748
Total Expenses	1,826,111	1,346,748	3,172,859
<i>Equals Estimated Working Capital 9/30/21</i>	\$ 7,242,385	\$ (213,390)	\$ 7,028,995

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 3,678,278	\$ 3,786,517
Expenses & Commitments	2,833,019	3,172,859
Revenues over Expenses	\$ 845,259	\$ 613,658

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

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Charges for Services:					
408.01-29	Lease Fees	<u>\$ 2,118,467</u>	<u>\$ 2,212,890</u>	<u>\$ 2,218,890</u>	<u>\$ 2,461,549</u>
Charges for Services Subtotal		2,118,467	2,212,890	2,218,890	2,461,549
Interest:					
483.01-00	Interest Income	<u>119,912</u>	<u>40,000</u>	<u>55,000</u>	<u>20,000</u>
Interest Subtotal		119,912	40,000	55,000	20,000
Total Vehicle Replacement Revenues		\$ 2,238,379	\$ 2,252,890	\$ 2,273,890	\$ 2,481,549

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

Object	Description	Actual 2018-19	Projected 2019-20	Revised 2019-20	Projected 2020-21
Charges for Services:					
408.01-30	Maintenance Fees	<u>\$ 1,224,386</u>	<u>\$ 1,404,388</u>	<u>\$ 1,404,388</u>	<u>\$ 1,304,968</u>
Charges for Services Subtotal		1,224,386	1,404,388	1,404,388	1,304,968
Total Vehicle Maintenance Revenues		\$ 1,224,386	\$ 1,404,388	\$ 1,404,388	\$ 1,304,968

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

Division	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Fire Prevention - ESD	\$ 9,628	\$ 10,146	\$ 10,146	\$ 10,826
Fire Suppression - ESD	446,782	460,193	460,193	471,615
Emergency Medical Services - ESD	171,828	167,118	167,118	265,097
Police Administration	14,515	11,354	11,354	21,739
Police Patrol	272,568	327,457	327,457	408,403
Criminal Investigation	28,521	53,081	53,081	58,559
Support Services	32,216	35,332	35,332	34,392
Golf Course Maintenance	143,607	162,187	162,187	163,516
Emergency Management	3,501	3,673	3,673	3,748
Information Technologies	8,325	8,422	8,422	8,540
Public Works Administration	7,525	8,038	8,038	8,730
Streets	341,244	340,320	340,320	336,454
Residential Solidwaste	295,943	288,315	288,315	305,161
Facilities Maintenance	-	-	-	19,755
Parks Maintenance	89,453	74,472	74,472	61,203
Recreation	5,006	5,367	5,367	5,910
Special Services	25,733	27,315	27,315	29,486
Planning and Development	666	633	633	855
Inspection	9,208	10,928	10,928	10,918
Water Production	9,914	9,259	9,259	9,660
Water Distribution	46,311	47,679	47,679	53,269
Wastewater Collection	85,854	84,107	84,107	83,530
Wastewater Treatment	26,075	29,128	29,128	31,729
Utility Billing	6,293	6,658	6,658	13,812
Airport	5,672	5,939	5,939	6,270
Vehicle Maintenance	32,820	35,769	35,769	38,372
TOTAL	\$ 2,119,208	\$ 2,212,890	\$ 2,212,890	\$ 2,461,549

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

Division	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Fire Prevention	\$ 2,987	\$ 3,687	\$ 3,687	\$ 3,360
Fire Suppression	59,597	67,692	67,692	63,345
Emergency Medical Services	53,582	60,950	60,950	56,952
Police Administration	11,846	13,658	13,658	12,591
Police Patrol	146,721	166,420	166,420	155,949
Criminal Investigation	39,312	45,046	45,046	41,784
Support Services	17,891	19,591	19,591	19,017
Golf Course Maintenance	4,634	4,880	4,880	4,925
Emergency Management	3,222	3,511	3,511	3,425
Information Technologies	3,192	3,335	3,335	3,392
Public Works Administration	6,046	7,689	7,689	6,426
Streets	273,495	315,952	315,952	290,696
Residential Solidwaste	333,337	378,623	378,623	354,302
Facilities Maintenance	-	-	-	23,856
Parks Maintenance	82,674	93,673	93,673	64,018
Recreation	3,560	4,213	4,213	3,784
Special Services	18,045	20,504	20,504	19,180
Planning & Engineering	3,192	3,265	3,265	3,392
Inspection	8,439	10,076	10,076	8,970
Water Production	16,664	19,416	19,416	17,712
Water Distribution	50,329	58,809	58,809	53,494
Wastewater Collection	50,114	59,511	59,511	53,266
Wastewater Treatment	22,004	25,595	25,595	23,387
Utility Billing	12,214	12,569	12,569	12,982
Airport	4,480	5,723	5,723	4,762
TOTAL	\$ 1,227,577	\$ 1,404,388	\$ 1,404,388	\$ 1,304,967

**CITY OF LA PORTE
SUMMARY OF VEHICLE REPLACEMENTS
FISCAL YEAR 2020-21**

Account Number	Amount	Unit	Description
0096049-5518050	4,100	49-04	2014 AMAMO SHD88
0096049-5518050	4,100	49-05	2015 AMAMO SHD88
0096049-5518050	12,724	49-14	2015 KUBOTA ZD326S-60
0096049-5518050	32,232	49-40	2017 JOHN DEERS 2500B
0095051-5228050	35,513	51-10	2014 CHEVY TAHOE
0095051-5228050	501,278	51-18	2001 SPARTAN 1535XL*
0095051-5228050	37,751	51-44	2008 FORD F250
0095051-5228050	33,385	51-49	2012 CHEVY TAHOE
0095253-5218050	44,787	53-21	2013 DODGE CHARGER
0095253-5218050	44,787	53-37	2012 DODGE CHARGER
0095253-5218050	44,787	53-39	2013 DODGE CHARGER
0095256-5218050	22,929	56-30	2011 FORD FUSION
0095056-5218050	22,929	56-32	2010 FORD EXPEDITION
0095056-5218050	22,929	56-33	2013 FORD EXPEDITION
0095056-5218050	26,580	56-48	2008 FORD E250
0095058-5218050	21,986	58-02	2010 FORD F150
0095058-5218050	22,211	58-04	2000 HUMANE X-12
0095058-5218050	42,751	58-41	2008 FORD F250
0095059-5228050	48,050	59-42	2014 DODGE RAM450
0095059-5228050	201,246	59-42 M	2009 FRAZER MODULE
0097071-5318050	56,400	71-12	2010 DYNAPAK C122
0097071-5318050	81,000	71-62	1997 FORD F800 **
0097071-5318050	17,500	71-85	2003 ECONOLINE DP1225TA
0097072-5328050	99,345	72-46	2010 FREIGHTLINER M2106
0098080-5528050	21,986	80-03	2010 FORD F150
0098080-5528050	12,724	80-04	2011 KUBOTA ZD326S-60
0098080-5528050	12,724	80-08	2011 KUBOTA ZD326S-60
0098080-5528050	6,938	80-19	2011 JOHN DEERE TS GATOR
0098080-5528050	14,100	80-28	2013 JOHN DEERE 1200A
0098080-5528050	52,910	80-34	2008 JOHN DEERE 332 SKID STEER
0098080-5528050	94,425	80-97	2009 FORD F450
0098080-5528050	15,295	80-99	2009 KUBOTA B2320HSD
0097086-5328050	52,992	86-13	2010 KUBOTA KX121S3T3
0097086-5328050	60,717	86-14	2010 KUBOTA KX161R3AT3
	\$ 1,826,111		

* PURCHASE PREVIOUSLY APPROVED BY COUNCIL

** REPLACE WITH F350 - JD GATOR AND 1/2 TON PICKUP

Motor Pool Fund FY 20-21

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:

- Enhance employee safety
- 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 & equipment

Performance Indicators:

	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
Safety Meetings Held	45	43	46
Reported Incidents	5	2	0
Vehicles Repaired	1,680	1,688	1,772
Preventive Maintenance Performed	710	768	806
Number of BuyBoard/Cooperative Purchases	29	20	33

Motor Pool Fund
Fiscal Year 2020-21

Vehicle Maintenance Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 791,382	\$ 835,664	\$ 847,246	\$ 853,177	2.10%
<i>Supplies</i>	347,132	307,200	307,843	302,636	-1.49%
<i>Services & Charges</i>	188,800	151,827	179,077	190,935	25.76%
<i>Capital Outlay</i>	-	106,250	100,000	-	-100.00%
Division Total	\$ 1,327,314	\$ 1,400,941	\$ 1,434,166	\$ 1,346,748	-3.87%

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 2018-19	Approved 2019-20	Requested 2020-21
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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 509,757	\$ 545,579	\$ 552,637	\$ 557,099
1020 Overtime	5,800	5,000	5,000	5,000
1030 Certification	5,115	6,000	5,100	6,000
1035 Longevity	4,828	5,826	5,370	5,508
1041 Tool Allowance	3,300	4,000	4,000	4,000
1060 FICA	38,550	41,886	43,766	43,904
1065 Retirement	86,032	89,139	93,139	93,432
1080 Insurance - Medical	138,000	138,000	138,000	138,000
1081 Insurance - Life	-	234	234	234
Personal Services Subtotal	791,382	835,664	847,246	853,177
Supplies:				
2001 Office Supplies	964	700	700	700
2003 Protective Clothing	149	200	400	500
2004 Gas and Oil	13,755	6,680	5,529	6,346
2005 Minor Tools	793	1,000	1,000	1,250
2007 Chemical	2,876	2,200	3,960	5,000
2009 Medical	-	100	100	100
2015 Other Supplies	8,068	5,000	5,000	5,840
2030 Small Parts	1,398	1,800	1,800	1,800
2040 Vehicle Maintenance	313,895	269,900	269,900	269,900
2090 Machinery/Tools/Equipment	5,053	17,220	17,220	11,000
2091 Office Furniture	-	2,200	2,034	-
2093 Computer Equipment	180	200	200	200
Supplies Subtotal	347,132	307,200	307,843	302,636
Services & Charges:				
3001 Memberships & Subscriptions	2,235	1,500	1,500	1,500
3020 Training/Seminars	190	3,225	1,528	1,500
4002 Machinery/Tools/Equipment	7,477	5,500	5,500	3,000
4011 Building Maintenance	1,458	6,012	5,800	4,300
4020 Motor Pool Lease Fees	32,820	35,769	35,769	38,372
4021 VM: Outside Contracts	87,144	60,307	90,070	60,307
4055 Computer Software	24,350	4,706	4,402	25,025
4060 Technology Lease Fees	3,430	6,623	6,623	7,334
6001 Uniforms	5,686	5,100	5,100	6,100
7002 Natural Gas	3,426	2,500	2,200	2,200
9014 Adm Transfer to Fund 014	20,585	20,585	20,585	20,585
9997 Special Programs	-	-	-	20,712
Services & Charges Subtotal	188,800	151,827	179,077	190,935
Capital Outlay:				
8023 Computer Hardware/Software	-	106,250	100,000	-
Capital Outlay Subtotal	-	106,250	100,000	-
Division Total	\$ 1,327,314	\$ 1,400,941	\$ 1,434,166	\$ 1,346,748



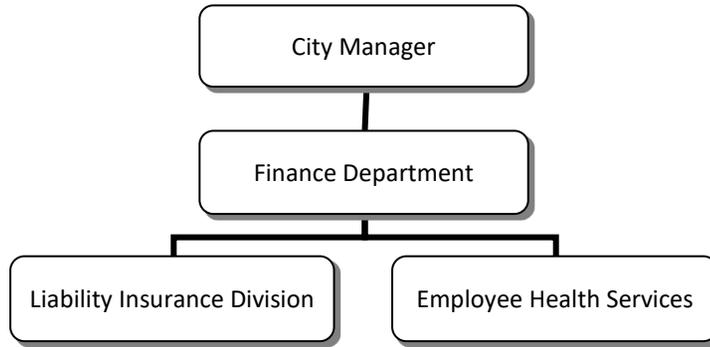
Insurance Fund

FY 20-21

Mission Statement:

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

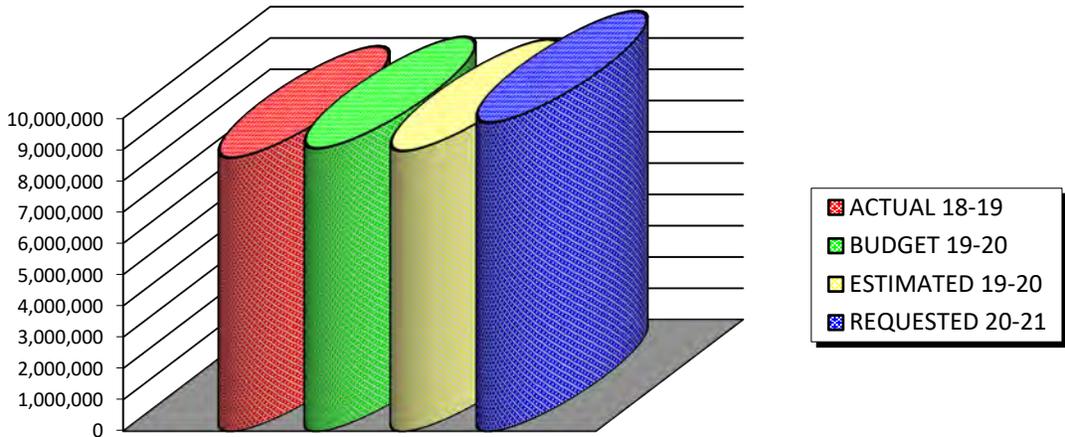
Organizational Chart:



2020-21 Projected Revenues:



Four Year Comparison of Expenses:



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

	Liability Insurance	Employee Health Services	Fund Total
Beginning Working Capital 9/30/19	\$ (24,041)	\$ 795,895	771,854
Plus Estimated 19-20 Revenues	1,020,091	7,873,680	8,893,771
Less Estimated 19-20 Expenditures	846,530	8,113,660	8,960,190
Equals Estimated Working Capital 9/30/20	149,520	555,915	705,435
Plus 20-21 Revenues:			
Charges to Departments	-	5,492,640	5,492,640
Employee Contributions	-	635,000	635,000
Retiree Contributions	-	130,000	130,000
Administrative Transfers	1,067,091	3,000,000	4,067,091
Interest	1,500	1,500	3,000
Total Revenues	1,068,591	9,259,140	10,327,731
Equals Total Resources	1,218,111	9,815,055	11,033,166
Less 20-21 Expenditures:			
Employee Health Services	-	8,933,237	8,933,237
Liability Insurance Division	934,577	-	934,577
Total Expenses	934,577	8,933,237	9,867,814
Equals Estimated Working Capital 9/30/21	\$ 283,534	\$ 881,818	\$ 1,165,352

Liability Insurance Division

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 1,020,091	\$ 1,068,591
Expenses	846,530	934,577
Revenues over Expenses	\$ 173,561	\$ 134,014

Employee Health Services Division

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 7,873,680	\$ 9,259,140
Expenses	8,113,660	8,933,237
Revenues over Expenses	\$ (239,980)	\$ 325,903

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

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Employee Health Services					
408.04-01	Charges to Departments	\$ 5,302,869	\$ 5,395,680	\$ 5,395,680	\$ 5,492,640
408.04-02	Employee Contributions	659,420	650,000	635,000	635,000
408.04-03	Cobra Contributions	16,442	-	13,500	-
408.04-04	Retiree Contributions	130,045	115,000	126,500	130,000
Employee Health Services Subtotal		<u>6,108,776</u>	<u>6,160,680</u>	<u>6,170,680</u>	<u>6,257,640</u>
Administrative Transfers:					
480.01-01	Transfer from General Fund	2,369,445	2,619,445	2,619,445	3,969,445
480.01-02	Transfer from Utility Fund	74,201	74,201	74,201	74,201
480.01-10	Transfer from Airport Fund	806	830	830	830
480.01-16	Transfer from LPAWA Fund	2,030	2,030	2,030	2,030
480.01-24	Transfer from Vehicle Maintenance Fun	20,585	20,585	20,585	20,585
Administrative Transfers Subtotal		<u>2,467,067</u>	<u>2,717,091</u>	<u>2,717,091</u>	<u>4,067,091</u>
Interest:					
483.01-00	Interest Income	<u>27,418</u>	<u>10,000</u>	<u>6,000</u>	<u>3,000</u>
Interest Subtotal		<u>27,418</u>	<u>10,000</u>	<u>6,000</u>	<u>3,000</u>
Total Insurance Fund		\$ <u>8,603,261</u>	\$ <u>8,887,771</u>	\$ <u>8,893,771</u>	\$ <u>10,327,731</u>

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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Fire Prevention	\$ 48,000	\$ 48,000	\$ 48,000	\$ 72,000
Fire Suppression	168,000	168,000	168,000	168,000
Emergency Medical Services	312,000	324,000	324,000	324,000
Police Administration	72,000	72,000	72,000	72,000
Police Patrol	552,366	636,000	636,000	672,000
Criminal Investigation	228,000	228,000	228,000	228,000
Support Services	372,000	384,000	384,000	396,000
Golf Course Clubhouse	48,000	48,000	48,000	48,000
Golf Course Maintenance	120,000	120,000	120,000	120,000
Administration	33,000	30,000	30,000	30,000
Emergency Management	36,000	36,000	36,000	36,000
Human Resources	36,000	36,000	36,000	36,000
Municipal Court	108,000	108,000	108,000	120,000
Information Technologies Division	84,000	84,000	84,000	84,000
City Secretary	48,000	48,000	48,000	48,000
Legal	14,823	12,000	12,000	12,000
Accounting	102,000	102,000	102,000	102,000
Purchasing	36,000	36,000	36,000	36,000
Tax	42,000	36,000	36,000	36,000
General Fund Non-Departmental	611,280	611,280	611,280	608,400
Public Works Administration	86,400	86,400	86,400	86,400
Streets	333,000	333,000	333,000	333,000
Residential Solidwaste	273,000	273,000	273,000	273,000
Facilities Maintenance	-	-	-	96,000
Parks Maintenance	300,000	300,000	300,000	228,000
Recreation	57,000	57,000	57,000	57,000
Special Services	72,000	72,000	72,000	72,000
Parks Administration	74,400	74,400	74,400	74,400
Planning & Engineering	48,000	48,000	48,000	60,000
GIS Division	24,000	24,000	24,000	24,000
Inspections	132,000	132,000	132,000	132,000
Water Production	51,900	51,900	51,900	51,900
Water Distribution	141,900	141,900	141,900	141,900
Wastewater Collection	129,900	129,900	129,900	129,900
Wastewater Treatment	111,900	111,900	111,900	111,900
Utility Billing	102,000	102,000	102,000	102,000
Utility Fund Non-Departmental	92,400	92,400	92,400	60,240
Airport	6,000	6,000	6,000	6,000
Insurance Fund	12,000	12,000	12,000	12,000
Vehicle Maintenance	138,000	138,000	138,000	138,000
Emergency Services District	12,000	12,000	12,000	12,000
Hotel/Motel Fund	15,600	15,600	15,600	15,600
La Porte Development Corporation	12,000	15,000	15,000	15,000
TOTAL	\$ 5,296,869	\$ 5,395,680	\$ 5,395,680	\$ 5,480,640

Administration Department
FY 20-21

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 2020-21

Liability Insurance Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 347,129	\$ 349,487	\$ 302,558	\$ 325,183	-6.95%
Services & Charges	<u>500,549</u>	<u>579,285</u>	<u>543,972</u>	<u>609,394</u>	5.20%
Division Total	<u><u>\$ 847,678</u></u>	<u><u>\$ 928,772</u></u>	<u><u>\$ 846,530</u></u>	<u><u>\$ 934,577</u></u>	0.63%

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 2018-19	Approved 2019-20	Requested 2020-21
Risk and Safety Specialist	1.00	1.00	1.00
Total	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

City of La Porte, Texas
 Liability Insurance
 Detail of Expenditures

014-6142-515

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 47,201	\$ 50,166	\$ 50,013	\$ 50,186
1020 Overtime	68	-	199	-
1035 Longevity	684	732	732	780
1060 FICA	3,143	3,698	3,706	3,899
1065 Retirement	7,807	7,870	7,887	8,297
1070 Workers Compensation	276,225	275,000	228,000	250,000
1080 Medical	12,000	12,000	12,000	12,000
1081 Insurance - Life	-	21	21	21
Personal Services Subtotal	347,129	349,487	302,558	325,183
Services & Charges:				
3001 Memberships & Subscriptions	460	785	785	785
3020 Training/Seminars	2,494	3,500	1,000	3,500
3022 Employee Training	-	20,000	15,000	15,000
6006 Miscellaneous Services	-	-	187	250
6007 Insurance	490,689	540,000	520,000	580,000
6022 Citizen Claims	6,870	4,000	2,000	3,000
6072 Safety Recognition Program	36	11,000	5,000	5,000
9997 Budget Requests	-	-	-	1,859
Services & Charges Subtotal	500,549	579,285	543,972	609,394
Division Total	\$ 847,678	\$ 928,772	\$ 846,530	\$ 934,577

**Administration Department
FY 20-21**

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 2018-19	Estimated 2019-20	Proposed 2020-21
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 2020-21

Employee Health Services Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Services & Charges</i>	7,896,806	8,114,858	8,113,660	8,933,237	10.08%
Division Total	<u>\$ 7,896,806</u>	<u>\$ 8,114,858</u>	<u>\$ 8,113,660</u>	<u>\$ 8,933,237</u>	10.08%

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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Services & Charges:				
5004 Consulting	\$ 47,500	\$ 47,500	\$ 47,860	\$ 48,925
5006 Fiscal Services	7,732	7,000	7,000	8,441
5011 Claims Administration	179,616	146,858	145,800	158,800
6011 Claims Paid	6,893,077	7,000,000	7,000,000	7,609,894
6012 Re-insurance Premiums	447,851	550,000	550,000	674,477
6023 Long-Term Disability	46,890	50,000	50,000	60,000
6025 Aetna Advantage Plan	266,582	305,000	305,000	364,200
6073 Wellness Program	7,559	8,500	8,000	8,500
Services & Charges Subtotal	7,896,806	8,114,858	8,113,660	8,933,237
Division Total	\$ 7,896,806	\$ 8,114,858	\$ 8,113,660	\$ 8,933,237

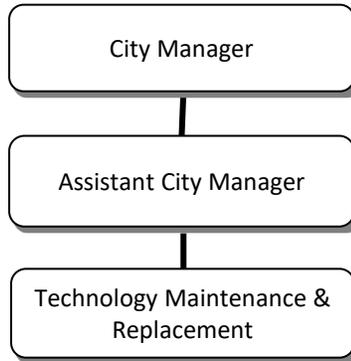
Technology Fund

FY 20-21

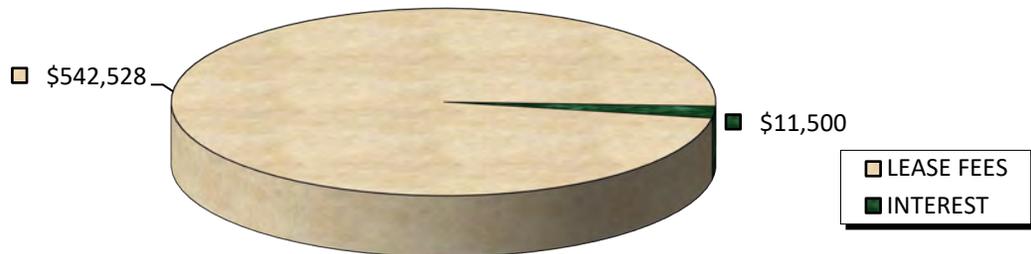
Mission Statement:

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.

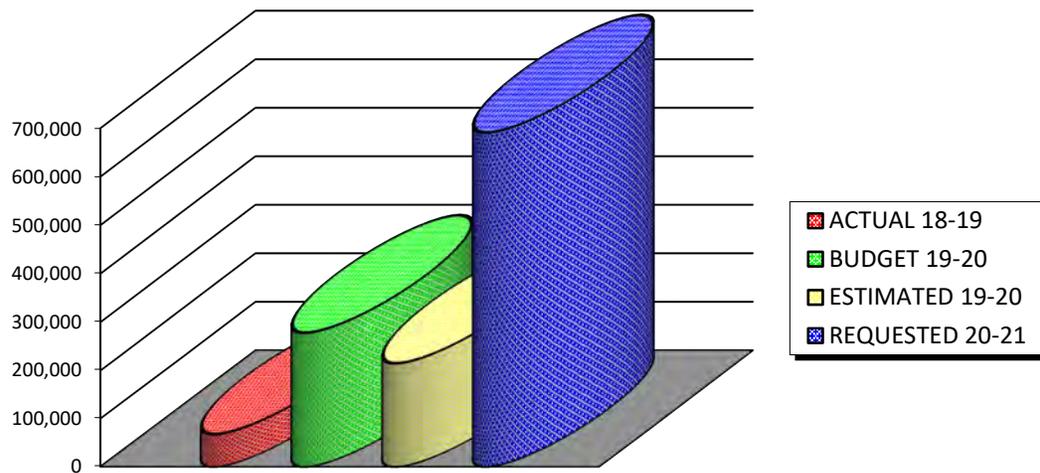
Organizational Chart:



2020-21 Projected Revenues:



Four Year Comparison of Expenses:



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

Beginning Fund Balance 9/30/19		\$ 2,309,666
Plus Estimated 19-20 Revenues		437,736
Less Estimated 19-20 Expenditures		215,822
Equals Estimated Working Capital 9/30/20		2,531,580
Plus 20-21 Revenues:		
Lease Fees	542,528	
Interest	11,500	
Total Revenues		554,028
Equals Total Resources		3,085,608
Less 20-21 Expenses:		
Dispatch Consoles	435,000	
Replacement of Hardware / Software	256,485	
Total Expenses		691,485
Equals Estimated Working Capital 9/30/21		\$ 2,394,123

	Estimated 2019-20	Projected 2020-21	
Revenues	\$ 437,736	\$ 554,028	
Expenses	215,822	691,485	
Revenues over Expenses	\$ 221,914	\$ (137,457)	

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

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Charges for Services:					
408.01-29	Lease Fees	<u>\$ 344,829</u>	<u>\$ 414,736</u>	<u>\$ 414,736</u>	<u>\$ 542,528</u>
Charges for Services Subtotal		344,829	414,736	414,736	542,528
Interest:					
483.01-00	Interest Income	<u>52,117</u>	<u>23,000</u>	<u>23,000</u>	<u>11,500</u>
Interest Subtotal		52,117	23,000	23,000	11,500
Total Computer Fund Revenues		\$ 396,946	\$ 437,736	\$ 437,736	\$ 554,028

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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Fire Prevention	\$ 1,960	\$ 3,213	\$ 3,213	\$ 4,042
Fire Suppression	8,820	19,666	19,666	25,698
Emergency Medical Services	8,820	16,359	16,359	20,686
Police Administration	10,470	12,506	12,506	18,105
Police Patrol	167,500	139,758	139,758	182,409
Criminal Investigation	15,885	17,930	17,930	21,786
Support Services	43,000	45,737	45,737	77,767
Golf Course Club House	1,470	4,046	4,046	4,730
Administration	2,450	4,119	4,119	5,562
Emergency Management	980	20,556	20,556	25,826
Human Resources	1,960	3,693	3,693	4,549
Municipal Court	7,840	13,925	13,925	16,377
Purchasing	1,960	3,348	3,348	4,333
Management Info Systems	14,700	13,693	13,693	15,358
City Secretary	1,960	3,950	3,950	4,958
City Council	4,410	2,793	2,793	4,193
Accounting	5,390	10,443	10,443	12,709
Tax	2,450	2,232	2,232	2,889
Public Works Administration	2,450	7,988	7,988	9,723
Streets	1,470	3,558	3,558	4,257
Residential Solidwaste	490	859	859	1,035
Facilities Maintenance	-	-	-	1,354
Parks Maintenance	1,470	3,301	3,301	2,494
Recreation	2,940	5,444	5,444	5,974
Special Services	2,450	6,473	6,473	8,568
Parks Administration	2,450	5,723	5,723	7,478
Planning & Engineering	4,900	5,492	5,492	7,415
GIS Division	1,470	1,718	1,718	2,070
Inspections	5,880	10,822	10,822	13,236
Water Production	-	883	883	853
Water Distribution	1,470	1,718	1,718	2,070
Wastewater Collection	1,470	1,718	1,718	2,070
Wastewater Treatment	1,470	2,834	2,834	3,514
Utility Billing	6,468	8,194	8,194	7,486
La Porte Area Water Authority	1,960	1,960	1,960	1,960
Vehicle Maintenance	3,430	6,623	6,623	7,334
Hotel/Motel	490	859	859	1,035
Economic Development	-	602	602	625
TOTAL	\$ 344,753	\$ 414,736	\$ 414,736	\$ 542,528

Technology Fund
Fiscal Year 2020-21

Technology Replacement Division

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
Services & Charges	\$ 68,199	\$ 78,828	\$ 41,534	\$ 56,485	-28.34%
<i>Capital Outlay</i>	-	200,000	174,288	635,000	217.50%
Division Total	\$ 68,199	\$ 278,828	\$ 215,822	\$ 691,485	148.00%

Scope of Services Summary

The Technology Replacement Fund is responsible for the preventive maintenance and repair of the City's computer and telephone systems. 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

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Services & Charges:				
4050 Computer Hardware	\$ 68,199	\$ 78,828	\$ 41,534	\$ 56,485
4055 Computer Software	-	-	-	-
Services & Charges Subtotal	68,199	78,828	41,534	56,485
Capital Outlay:				
8023 Computer Equipment	-	200,000	174,288	635,000
Capital Outlay Subtotal	-	200,000	174,288	635,000
Division Total	\$ 68,199	\$ 278,828	\$ 215,822	\$ 691,485

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

Beginning Fund Balance 9/30/19		\$ 2,345,523
Plus Estimated 19-20 Revenues		8,799,445
Less Estimated 19-20 Expenditures		8,799,445
Estimated Fund Balance 9/30/20		2,345,523
Plus 20-21 Revenues:		
Municipal Court Reserve Funds	59,500	
Child Safety Funds	30,000	
Emergency Services Grants	28,000	
Public Safety Grants	147,577	
AAA Grant	60,000	
Public Works Grants	7,978,532	
Total Revenues		8,303,609
Equals Total Resources		10,649,132
Less 20-21 Expenditures:		
Confiscated Funds	124,082	
Municipal Court Reserve Funds	96,910	
Child Safety Funds	87,887	
Emergency Management	28,000	
STEP - Speed/Intersection Traffic Control Grant	36,997	
CMV - Commercial Motor Vehicle Grant	11,992	
HGAC - DWI Enforcement	6,010	
Click it or Ticket	3,920	
Tobacco Grant	4,300	
Victim Coordinator Liaison Grant	42,000	
High Intensity Drug Traffic Area Grant	19,100	
OCDETF	6,000	
Bulletproof Vest Partnership	8,650	
LEOSE	8,608	
Animal Control Donation Funds	33,000	
Shell Pipeline Donation Funds	850	
Other Donation Funds	12,000	
LEPC / Hazardous Waste	15,000	
Airport RAMP Grant	25,000	
Matching Grant - Harvey	140,000	
Northside Neighborhood Drainage Improvement Proj (Phase I)	325,775	
Northside Neighborhood Drainage Improvement Proj (Phase II)	3,472,757	
Brookglen Drainage	4,000,000	
Houston/Harris County Area Agency on Aging	60,000	
Tree Fund	50,000	
Total Expenditures		8,618,838
Ending Fund Balance 9/30/21		\$ 2,030,294

	Estimated 2019-20	Projected 2020-21	
Revenues	\$ 8,799,445	\$ 8,303,609	
Expenditures	8,799,445	8,618,838	
Revenues over Expenditures	\$ -	\$ (315,229)	

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

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Fines & Forfeits:					
407.23-00	Child Safety Fee	\$ 65,373	\$ 60,000	40,000	\$ 30,000
407.27-00	Security Fee	37,223	30,000	15,000	5,000
407.28-00	Technology Fee	49,610	40,000	22,000	10,000
407.33-00	Confiscated Funds - Federal	22,014	-	28,887	-
407.34-00	Confiscated Funds - State	51,125	-	11,481	-
407.37-00	Judicial Fund	11,092	9,500	6,000	2,500
407.43-00	Local Building Security	-	-	5,500	15,000
407.44-00	Local Technology	-	-	4,500	20,000
407.45-00	Time Payment Reimbursement Fee	-	-	3,000	7,000
	Fines & Forfeits Subtotal	236,437	139,500	136,368	89,500
Charges for Services:					
408.01-43	Park Development	113,120	-	328,048	-
408.01-44	Animal Control Donations	13,854	-	5,275	-
	Charges for Services Subtotal	126,974	-	333,323	-
Intergovernmental:					
409.01-00	Public Safety Grants	288,493	161,568	161,568	147,577
409.02-00	AAA Grant	62,934	48,300	48,300	60,000
409.03-00	Emergency Services Grants	28,000	18,000	18,000	28,000
409.04-00	Community Development Grants	596,878	532,036	532,036	-
409.09-00	Public Works Grants	15,413	7,544,000	7,544,000	7,978,532
	Intergovernmental Subtotal	991,718	8,303,904	8,303,904	8,214,109
Miscellaneous:					
410.07-00	Donations	-	5,850	5,850	-
	Miscellaneous Subtotal	-	5,850	5,850	-
Interest:					
483.01-00	Interest Income	51,269	-	20,000	-
	Interest Subtotal	51,269	-	20,000	-
	Total Grant Fund	\$ 1,406,398	\$ 8,449,254	8,799,445	\$ 8,303,609

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

032-5253-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services				
1020 Overtime	\$ 14,458	\$ 18,000	\$ 18,000	\$ 18,000
1060 FICA	1,042	1,377	1,377	1,377
1065 Retirement	2,470	2,905	2,905	2,905
Personal Services Subtotal	<u>17,970</u>	<u>22,282</u>	<u>22,282</u>	<u>22,282</u>
Supplies				
2090 Machinery/Tools/Equipment	3,389	-	-	-
Supplies Subtotal	<u>3,389</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlay				
8002 Building Improvements	-	8,000	8,000	8,000
8021 Machinery, Tools & Equipment	22,515	23,000	23,000	23,000
Capital Subtotal	<u>22,515</u>	<u>31,000</u>	<u>31,000</u>	<u>31,000</u>
Division Total	\$ 43,874	\$ 53,282	\$ 53,282	\$ 53,282

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

032-5253-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Supplies				
2003 Protective Clothing	1,286	2,000	2,000	2,000
2015 Other Supplies	72,713	9,000	9,000	11,700
2090 Machinery/Tools/Equipment	6,600	15,885	15,885	23,600
Supplies Subtotal	80,599	26,885	26,885	37,300
Services & Charges:				
3001 Memberships & Subscriptions	10,952	10,500	10,500	11,500
3020 Training & Seminars	17,470	16,000	16,000	16,000
4019 Rental of Equipment	5,797	-	-	-
4055 Computer Software	7,176	3,588	3,588	6,000
Services & Charges Subtotal	41,395	30,088	30,088	33,500
Capital Outlay				
8021 Machinery, Tools & Equipment	(22,515)	-	-	-
Capital Subtotal	(22,515)	-	-	-
Division Total	\$ 99,479	\$ 56,973	\$ 56,973	\$ 70,800

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

032-6064-512

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Services & Charges:				
4080 Building Security	\$ 19,872	\$ 29,250	\$ 29,250	\$ 44,010
4081 Technology	21,803	47,400	47,400	27,400
4082 Judicial Efficiency	7,140	25,500	25,500	25,500
Services & Charges Subtotal	<u>48,815</u>	<u>102,150</u>	<u>102,150</u>	<u>96,910</u>
Division Total	\$ 48,815	\$ 102,150	\$ 102,150	\$ 96,910

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

032-5256/58-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services				
1010 Regular Earnings	\$ 642	\$ -	\$ -	\$ -
1020 Overtime	7,582	16,000	16,000	18,000
1060 FICA	537	1,225	1,225	1,378
1065 TMRS	1,007	2,717	2,717	3,052
Personal Services Subtotal	9,768	19,942	19,942	22,430
Supplies				
2015 Other Supplies	3,416	2,500	2,500	4,500
2017 Specialized Supplies	10,174	10,500	10,500	10,500
2093 Computer Equipment	-	2,693	2,693	-
Supplies Subtotal	13,590	15,693	15,693	15,000
Services & Charges:				
3020 Training & Seminars	5,397	14,474	14,474	14,982
4055 Computer Software	6,895	8,375	8,375	8,575
Services & Charges Subtotal	12,292	22,849	22,849	23,557
Division Total	\$ 35,650	\$ 58,484	\$ 58,484	\$ 60,987

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

032-6064-512

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 877	\$ -	\$ -	\$ -
1020 Overtime	2,686	13,500	13,500	14,400
1060 FICA	76	-	-	-
1065 TMRS	190	-	-	-
Personal Services Subtotal	<u>2,952</u>	<u>13,500</u>	<u>13,500</u>	<u>14,400</u>
Supplies				
2008 Educational	643	2,500	2,500	2,500
Supplies Subtotal	<u>643</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Services & Charges:				
5007 Other Professional Services	7,450	10,000	10,000	10,000
Services & Charges Subtotal	<u>7,450</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Division Total	\$ 11,045	\$ 26,000	\$ 26,000	\$ 26,900

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

032-6054-510

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Supplies				
4070 Emergency Management	\$ -	\$ 8,000	\$ 8,000	\$ 15,000
Supplies Subtotal	<u>-</u>	<u>8,000</u>	<u>8,000</u>	<u>15,000</u>
 Division Total	 \$ -	 \$ 8,000	 \$ 8,000	 \$ 15,000

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

032-6054-510

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
Personal Services Subtotal	<u>28,000</u>	<u>28,000</u>	<u>28,000</u>	<u>28,000</u>
 Division Total	 \$ 28,000	 \$ 28,000	 \$ 28,000	 \$ 28,000

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

032-5253-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services				
1010 Regular Earnings	\$ 18,892	\$ -	\$ -	\$ -
1020 Overtime	56,958	44,978	44,978	36,997
1065 TMRS	112	-	-	-
Personal Services Subtotal	<u>75,962</u>	<u>44,978</u>	<u>44,978</u>	<u>36,997</u>
Division Total	\$ 75,962	\$ 44,978	\$ 44,978	\$ 36,997

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

032-5253-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 1,045	\$ -	\$ -	\$ -
1020 Overtime	5,975	6,000	6,000	6,010
Personal Services Subtotal	<u>7,020</u>	<u>6,000</u>	<u>6,000</u>	<u>6,010</u>
Division Total	\$ 6,498	\$ 6,000	\$ 6,000	\$ 6,010

City of La Porte, Texas
Grant Fund - Click It or Ticket
Detail of Expenditures

032-5253-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1020 Overtime	\$ -	\$ -	\$ -	\$ 3,920
Personal Services Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,920</u>
Division Total	\$ -	\$ -	\$ -	\$ 3,920

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

032-5253-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1020 Overtime	\$ -	\$ 12,000	\$ 12,000	\$ 11,992
Personal Services Subtotal	<u>-</u>	<u>12,000</u>	<u>12,000</u>	<u>11,992</u>
 Division Total	 \$ -	 \$ 12,000	 \$ 12,000	 \$ 11,992

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

032-5256-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1020 Overtime	\$ 2,216	\$ 4,300	\$ 4,300	\$ 4,300
Personal Services Subtotal	<u>2,216</u>	<u>4,300</u>	<u>4,300</u>	<u>4,300</u>
Division Total	\$ 2,216	\$ 4,300	\$ 4,300	\$ 4,300

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

032-5256-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Services & Charges:				
5007 Other Professional Services	\$ 1,835	\$ 7,000	\$ 7,000	\$ -
Services & Charges Subtotal	<u>1,835</u>	<u>7,000</u>	<u>7,000</u>	<u>-</u>
Division Total	\$ 1,835	\$ 7,000	\$ 7,000	\$ -

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

032-5256-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000
Personal Services Subtotal	<u>42,000</u>	<u>42,000</u>	<u>42,000</u>	<u>42,000</u>
Division Total	\$ 42,000	\$ 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 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services				
1020 Overtime	\$ -	\$ 11,000	\$ 11,000	\$ 11,000
Personal Services Subtotal	<u>-</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
Services & Charges:				
4019 Rental of Equipment	8,100	8,100	8,100	8,100
Services & Charges Subtotal	<u>8,100</u>	<u>8,100</u>	<u>8,100</u>	<u>8,100</u>
Division Total	\$ 8,100	\$ 19,100	\$ 19,100	\$ 19,100

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

032-5256-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 1,620	\$ -	\$ -	\$ -
1020 Overtime	7,939	6,000	6,000	6,000
Personal Services Subtotal	<u>9,559</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Division Total	\$ 8,749	\$ 6,000	\$ 6,000	\$ 6,000

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

032-5253-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Supplies				
2003 Protective Clothing	\$ 5,255	\$ 5,190	\$ 5,190	\$ 8,650
Supplies Subtotal	<u>5,255</u>	<u>5,190</u>	<u>5,190</u>	<u>8,650</u>
Division Total	\$ 5,255	\$ 5,190	\$ 5,190	\$ 8,650

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

032-5252-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Services & Charges				
3020 Training/Seminars	\$ 7,394	\$ 10,000	\$ 10,000	\$ 8,608
Services & Charges Subtotal	<u>7,394</u>	<u>10,000</u>	<u>10,000</u>	<u>8,608</u>
Division Total	\$ 7,394	\$ 10,000	\$ 10,000	\$ 8,608

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

032-5253-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Supplies:				
2017 Specialized Supplies	\$ -	\$ 5,000	\$ 5,000	\$ -
Supplies Subtotal	-	5,000	5,000	-
Division Total	\$ -	\$ 5,000	\$ 5,000	\$ -

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

032-5252-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Supplies				
2015 Other Supplies	\$ -	\$ 9,800	\$ 9,800	\$ -
Supplies Subtotal	<u>-</u>	<u>9,800</u>	<u>9,800</u>	<u>-</u>
Division Total	\$ -	\$ 9,800	\$ 9,800	\$ -

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

032-5253-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Supplies				
2015 Other Supplies	\$ -	\$ 5,000	\$ 5,000	\$ 12,000
Supplies Subtotal	-	5,000	5,000	12,000
Division Total	\$ -	\$ 5,000	\$ 5,000	\$ 12,000

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

032-5258-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Supplies:				
2007 Chemicals	\$ 3,809	\$ 3,000	\$ 3,000	\$ 3,000
2015 Other Supplies	4,789	10,000	10,000	10,000
2090 Machinery/Tools/Equip	1,915	-	-	-
Supplies Subtotal	10,513	13,000	13,000	13,000
Services & Charges:				
5007 Other Professional Services	-	20,000	20,000	20,000
Services & Charges Subtotal	-	20,000	20,000	20,000
Division Total	\$ 10,513	\$ 33,000	\$ 33,000	\$ 33,000

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

032-5253-521

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Supplies:				
2015 Other Supplies	\$ -	\$ 850	\$ 850	\$ 850
Supplies Subtotal	-	850	850	850
Division Total	\$ -	\$ 850	\$ 850	\$ 850

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

032-8082-551

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ -	\$ -	\$ -	\$ -
Personal Services Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Services & Charges:				
5007 Other Professional Services	34,654	47,000	47,000	47,000
6001 Uniform/Towel Cleaning	1,112	1,300	1,300	13,000
Services & Charges Subtotal	<u>35,766</u>	<u>48,300</u>	<u>48,300</u>	<u>60,000</u>
Division Total	\$ 35,766	\$ 48,300	\$ 48,300	\$ 60,000

City of La Porte
Street Maintenance Fund (033) Summary

Beginning Fund Balance 9/30/19		\$ 3,030,960
Plus Estimated 19-20 Revenues		1,452,229
Less Estimated 19-20 Expenditures		4,798,064
Estimated Fund Balance 9/30/20		(314,875)
Plus 20-21 Revenues:		
Transfer from General Fund	2,100,000	
Sales Tax	1,499,822	
Interest Income	12,500	
Total Revenues		3,612,322
Equals Total Resources		3,297,447
Less 20-21 Expenditures:		
Audit Fees	5,000	
Street Maintenance Projects		
Construct S 7th Pavement and Drainage	1,167,000	
Asphalt Streets Reclaimed/Surfaced:	720,000	
Concrete Street Repair - Remove/Replace (Small Sections)	200,000	
Concrete Street Repair - Slab Jacking (Small Sections)	30,000	
Street Repair Materials (City Crew Construction)	60,000	
Sidewalk Replacement & Handicap Ramps	200,000	
Bayside Terrace Paving & Drainage	800,000	
Contingency	50,000	
Total Expenditures		3,232,000
Ending Fund Balance 9/30/21		\$ 65,447

	Estimated 2019-20	Projected 2020-21	
Revenues	\$ 1,452,229	\$ 3,612,322	
Expenditures	4,798,064	3,232,000	
Revenues over Expenditures	\$ (3,345,835)	\$ 380,322	

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

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Charges for Services:					
403.03-00	1/4 Cent Sales Tax	\$ 1,625,140	\$ 1,375,000	\$ 1,425,229	\$ 1,499,822
Charges for Services Subtotal		<u>1,625,140</u>	<u>1,375,000</u>	<u>1,425,229</u>	<u>1,499,822</u>
Administrative Transfers:					
480.01-01	Transfer from General Fund	-	-	-	2,100,000
Administrative Transfers Subtotal		<u>-</u>	<u>-</u>	<u>-</u>	<u>2,100,000</u>
Interest:					
483.01-00	Interest Income	69,528	25,000	27,000	12,500
Interest Subtotal		<u>69,528</u>	<u>25,000</u>	<u>27,000</u>	<u>12,500</u>
Total Street Maintenance Sales Tax Fund Revenues		\$ 1,694,668	\$ 1,400,000	\$ 1,452,229	\$ 3,612,322

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

033-7071-531

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Services & Charges:				
4015 Paving	\$ 42,410	\$ -	\$ -	\$ -
5001 Accounting	-	5,000	5,000	5,000
Services & Charges Subtotal	42,410	5,000	5,000	5,000
Capital Outlay:				
8029 Paving / Street Repair	1,504,008	3,190,000	4,793,064	3,227,000
Capital Outlay Subtotal	1,504,008	3,190,000	4,793,064	3,227,000
Division Total	\$ 1,525,213	\$ 3,195,000	\$ 4,798,064	\$ 3,232,000



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

Beginning Fund Balance 9/30/19		\$ 1,432,512
Plus Estimated 19-20 Revenues		1,437,229
Less Estimated 19-20 Expenditures		1,273,830
Estimated Fund Balance 9/30/20		1,595,911
Plus 20-21 Revenues:		
Sales Tax	1,499,822	
Interest Income	2,500	
Total Revenues		1,502,322
Equals Total Resources		3,098,233
Less 20-21 Expenditures:		
Fire Prevention	37,526	
Fire Suppression	903,271	
Emergency Medical Services	435,541	
Total Expenditures		1,376,338
Ending Fund Balance 9/30/21		\$ 1,721,895

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 1,437,229	\$ 1,502,322
Expenditures	1,273,830	1,376,338
Revenues over Expenditures	\$ 163,399	\$ 125,984

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

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Charges for Services:					
403.04-00	1/4 Cent Sales Tax	<u>\$ 1,575,139</u>	<u>\$ 1,375,000</u>	<u>\$ 1,425,229</u>	<u>\$ 1,499,822</u>
Charges for Services Subtotal		1,575,139	1,375,000	1,425,229	1,499,822
Interest:					
483.01-00	Interest Income	<u>21,861</u>	<u>5,000</u>	<u>12,000</u>	<u>2,500</u>
Interest Subtotal		21,861	5,000	12,000	2,500
Total Street Maintenance Sales Tax Fund Revenues		\$ 1,597,000	\$ 1,380,000	\$ 1,437,229	\$ 1,502,322

Emergency Services District Fund
Fiscal Year 2020-21

Emergency Services District - 1/4 Cent Sales Tax

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 117,266	\$ 115,718	\$ 118,414	\$ 125,772	8.69%
<i>Supplies</i>	117,772	207,600	208,600	202,969	-2.23%
<i>Services & Charges</i>	741,984	804,016	800,816	950,922	18.27%
<i>Capital Outlay</i>	78,400	146,000	146,000	96,675	-33.78%
Division Total	\$ 1,055,422	\$ 1,273,334	\$ 1,273,830	\$ 1,376,338	8.09%

Personnel Position Roster

	Approved 2018-19	Approved 2019-20	Requested 2020-21
Fire Engineer II	-	1.00	1.00
Training/Safety Officer	1.00	-	-
Total	1.00	1.00	1.00

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

34-5050-522

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Supplies:				
2003 Protective Clothing	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Supplies Subtotal	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
Services & Charges:				
3020 Training/Seminars	6,200	8,200	5,000	8,200
4020 Motor Pool: Lease Fees	9,628	10,146	10,146	10,826
4055 Computer Software	-	-	-	15,000
Services & Charges Subtotal	<u>15,828</u>	<u>18,346</u>	<u>15,146</u>	<u>34,026</u>
Division Total	\$ 19,328	\$ 21,846	\$ 18,646	\$ 37,526

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

034-5051-522

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 84,128	\$ 82,937	\$ 84,776	\$ 90,665
1035 Longevity	772	864	820	868
1044 Cleaning Allowance	241	241	241	241
1060 FICA	6,263	6,279	6,567	7,021
1065 Retirement	13,861	13,361	13,974	14,941
1080 Insurance - Medical	12,000	12,000	12,000	12,000
1081 Insurance - Life	-	36	36	36
Personal Services Subtotal	117,266	115,718	118,414	125,772
Supplies:				
2003 Protective Clothing	46,176	51,750	51,750	65,000
2007 Chemical	1,079	4,500	4,500	4,500
2009 Medical	5,089	8,000	8,000	8,000
2015 Other Supplies	9,100	-	-	-
2019 Training Field Supplies	4,122	10,750	10,750	22,000
2090 Machinery/Tools/Equipment	4,180	20,100	21,100	20,100
2091 Office Furniture / Equipment	956	-	-	-
Supplies Subtotal	70,703	95,100	96,100	119,600
Services & Charges:				
3020 Training/Seminars	26,239	28,200	28,200	28,200
4002 Machinery/Tools/Equipment	42,729	49,800	49,800	49,800
4011 Building Maintenance	21	-	-	-
4020 Motor Pool Lease Fees	446,782	460,193	460,193	471,615
4055 Computer Software	-	-	-	24,000
5001 Accounting	5,000	5,000	5,000	5,000
9997 Request for Special Programs	-	18,284	18,284	18,284
Services & Charges Subtotal	520,772	561,477	561,477	596,899
Capital Outlay:				
8021 Mach / Tools & Equipment	-	61,000	61,000	61,000
Capital Outlay Subtotal	-	61,000	61,000	61,000
Division Total	\$ 708,740	\$ 833,295	\$ 836,991	\$ 903,271

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

034-5059-522

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Supplies:				
2003 Protective Clothing	\$ 30,952	\$ 20,000	\$ 20,000	\$ 20,000
2008 Educational	2,313	-	-	-
2090 Machinery/Tools/Equipment	3,985	51,000	51,000	21,671
2093 Computer Equipment	6,319	38,000	38,000	38,198
Supplies Subtotal	43,569	109,000	109,000	79,869
Services & Charges:				
3020 Training/Seminars	14,287	21,375	21,375	19,200
4002 Machinery/Tools/Equipment	19,270	35,700	35,700	35,700
4020 Motor Pool: Lease Fees	171,828	167,118	167,118	265,097
Services & Charges Subtotal	205,385	224,193	224,193	319,997
Capital Outlay:				
8021 Mach/Tools & Equip	78,400	40,000	40,000	35,675
8050 Motor Vehicles	-	45,000	45,000	-
Capital Outlay Subtotal	78,400	85,000	85,000	35,675
Division Total	\$ 327,353	\$ 418,193	\$ 418,193	\$ 435,541

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

Beginning Fund Balance 9/30/19		\$	1,874,012
Plus Estimated 19-20 Revenues			731,529
Less Estimated 19-20 Expenditures	753,860		
Total Expenditures & Commitments	753,860		753,860
Estimated Fund Balance 9/30/20			1,851,681
Plus 20-21 Revenues:			
Occupancy Tax	750,000		
Interest Income	7,500		
Total Revenue	757,500		757,500
Equals Total Resources			2,609,181
Less 20-21 Expenditures:			
Hotel / Motel Operations	739,543		
Total Expenditures	739,543		739,543
Ending Fund Balance 9/30/21		\$	1,869,638

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 731,529	\$ 757,500
Expenditures & Commitments	753,860	739,543
Revenues over Expenditures	\$ (22,331)	\$ 17,957

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

Object	Description	Actual 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Charges for Services:					
405.03-00	Occupancy Taxes	\$ 905,590	\$ 750,000	\$ 709,222	\$ 750,000
Charges for Services Subtotal		<u>905,590</u>	<u>750,000</u>	<u>709,222</u>	<u>750,000</u>
Miscellaneous:					
410.01-00	Miscellaneous Revenue	8,373	-	5,807	-
410.07-00	Donations	-	-	-	-
Miscellaneous Subtotal		<u>8,373</u>	<u>-</u>	<u>5,807</u>	<u>-</u>
Interest:					
483.01-00	Interest Income	36,976	15,000	16,500	7,500
Interest Subtotal		<u>36,976</u>	<u>15,000</u>	<u>16,500</u>	<u>7,500</u>
Total Hotel/Motel Tax Fund Revenues		\$ 950,939	\$ 765,000	\$ 731,529	\$ 757,500

Hotel/Motel Fund
Fiscal Year 2020-21

Hotel / Motel Operations

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 142,623	\$ 193,916	\$ 181,743	\$ 210,381	8.49%
<i>Supplies</i>	27,965	54,200	45,370	62,570	15.44%
<i>Services & Charges</i>	331,032	561,661	526,747	466,592	-16.93%
Division Total	\$ 501,619	\$ 809,777	\$ 753,860	\$ 739,543	-8.67%

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 2018-19	Approved 2019-20	Requested 2020-21
Economic Development Coordinator	0.25	0.25	0.25
Marketing Specialist	0.80	0.80	0.80
Rec Center Specialist	0.25	0.25	0.25
Total	1.30	1.30	1.30

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

037-6063-565

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 53,367	\$ 76,698	\$ 68,923	\$ 75,579
1020 Overtime	49,594	83,000	65,000	81,000
1035 Longevity	-	220	103	169
1060 FICA	115	5,867	10,253	12,144
1065 Retirement	7,212	12,486	21,819	25,844
1080 Insurance - Medical	15,600	15,600	15,600	15,600
1081 Insurance - Life	-	45	45	45
Personal Services Subtotal	142,623	193,916	181,743	210,381
Supplies:				
2001 Office Supplies	191	250	250	400
2002 Postage	-	50	-	50
2015 Other Supplies	288	3,500	3,500	3,500
2075 Tourism Development	27,486	50,400	41,620	58,620
Supplies Subtotal	27,965	54,200	45,370	62,570
Services & Charges:				
3001 Memberships & Subscriptions	672	1,875	1,185	2,085
3020 Training/Seminars	913	5,000	3,331	5,900
4055 Computer Software	1,419	3,355	2,000	2,000
4060 Technology Lease Fees	490	859	859	1,035
5001 Accounting	7,237	5,800	7,800	7,800
6005 Advertising	37,794	86,000	82,800	85,000
6015 Community Festivals	82,448	100,000	70,000	100,000
6016 Chamber of Commerce	111,929	165,000	165,000	165,000
6030 Heritage Society - Joint Venture	23,883	16,480	16,480	28,480
9997 Request for Special Programs	6,747	11,792	11,792	11,792
9001 Admn Trans to Fund 001	57,500	57,500	57,500	57,500
9015 Admn Trans to Fund 015	-	108,000	108,000	-
Services & Charges Subtotal	331,032	561,661	526,747	466,592
Division Total	\$ 501,619	\$ 809,777	\$ 753,860	\$ 739,543

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

Beginning Fund Balance 9/30/19		\$	4,270,133
Plus Estimated 19-20 Revenues			2,886,457
Less Estimated 19-20 Expenditures and Commitments			
Economic Development Operations	253,451		
Debt Payments	1,004,822		
Capital Projects/Transfers	1,292,950		
Total Expenditures	2,551,223		2,551,223
Estimated Fund Balance 9/30/20			4,605,367
Plus 20-21 Revenues:			
1/2 Cent Sales Tax	2,999,644		
Interest Income	25,000		
Total Revenues	3,024,644		3,024,644
Equals Total Resources			7,630,011
Less 20-21 Expenditures:			
Economic Development Operations	807,628		
Debt Service Transfer *	773,470		
Transfer to General CIP Fund:			
Golf Course Infrastructure II	600,000		
Handicap Playground	250,000		
14th Street Playground	55,000		
Fairmont Park Fitness Equipment	50,000		
Eight Bus Covers	12,000		
Total Expenditures	2,548,098		2,548,098
Ending Fund Balance 9/30/21		\$	5,081,913

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 2,886,457	\$ 3,024,644
Expenditures & Commitments	2,551,223	2,548,098
Revenues over Expenditures	\$ 335,234	\$ 476,546

**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 2018-19	Budget 2019-20	Revised 2019-20	Projected 2020-21
Charges for Services:					
403.02-00	1/2 Cent Sales Tax	<u>\$ 3,250,280</u>	<u>\$ 2,750,000</u>	<u>\$ 2,850,457</u>	<u>\$ 2,999,644</u>
Charges for Services Subtotal		3,250,280	2,750,000	2,850,457	2,999,644
Interest:					
483.01-00	Interest Income	<u>89,116</u>	<u>50,000</u>	<u>36,000</u>	<u>25,000</u>
Interest Subtotal		89,116	50,000	36,000	25,000
Total La Porte Development Corp Fund Revenues		\$ 3,339,396	\$ 2,800,000	\$ 2,886,457	\$ 3,024,644

Economic Development Corporation
Fiscal Year 2020-21

Expenditure Summary

	<i>Actual</i> 2018-19	<i>Budget</i> 2019-20	<i>Estimated</i> 2019-20	<i>Requested</i> 2020-21	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 101,056	\$ 112,787	\$ 112,618	\$ 113,323	0.48%
<i>Supplies</i>	706	900	525	900	0.00%
<i>Services & Charges</i>	3,105,632	2,815,510	2,438,080	2,433,875	-13.55%
Division Total	\$3,207,394	\$ 2,929,197	\$ 2,551,223	\$ 2,548,098	-13.01%

Scope of Services Summary

The Economic Development Division works with the Economic Development Corporation Board to establish direction and policies 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.

We will 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 2018-19	Approved 2019-20	Requested 2020-21
Economic Development Coordinator	0.75	0.75	0.75
Secretary IV	0.50	0.50	0.50
Total	1.25	1.25	1.25

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

038-6030-565

	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Requested 2020-21
Personal Services:				
1010 Regular Earnings	\$ 71,734	\$ 78,534	\$ 78,517	\$ 79,026
1020 Overtime	160	-	-	-
1035 Longevity	-	300	226	286
1060 FICA	166	6,038	6,024	6,067
1065 Retirement	5,391	12,883	12,819	12,912
1080 Insurance - Medical	11,605	15,000	15,000	15,000
1081 Insurance - Life	12,000	32	32	32
Personal Services Subtotal	101,056	112,787	112,618	113,323
Supplies:				
2001 Office Supplies	-	200	25	200
2002 Postage	1	200	-	200
2015 Other Supplies	705	500	500	500
Supplies Subtotal	706	900	525	900
Services & Charges:				
3001 Memberships & Subscriptions	20,759	40,780	43,311	41,080
3020 Training/Seminars	5,131	17,079	4,500	7,200
3024 Tuition Reimbursement	-	3,500	-	-
4060 Technology Lease Fees	-	602	602	625
5001 Accounting	5,000	5,000	5,000	5,000
5003 Legal	31	10,000	-	-
5007 Other Professional Services	75,000	81,500	81,500	81,500
6002 Printing & Reproduction	-	4,000	500	500
6005 Advertising	5,460	7,500	4,800	10,000
6040 Trade Shows	343	2,500	95	12,500
9997 Special Programs	124,846	345,277	-	535,000
9004 Adm Transfer to Fund 004	1,033,362	1,004,822	1,004,822	773,470
9015 Adm Transfer to Fund 015	1,835,700	1,292,950	1,292,950	967,000
Services & Charges Subtotal	3,105,632	2,815,510	2,438,080	2,433,875
Division Total	\$ 3,207,394	\$ 2,929,197	\$ 2,551,223	\$ 2,548,098

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

Beginning Fund Balance 9/30/19		\$ 8,791,705
Plus Estimated 19-20 Revenues		
Transfer from General Fund	5,500,000	
Transfer from Hotel/Motel Fund	108,000	
Transfer from EDC Fund	1,292,950	
TIRZ Reimbursement	1,500,000	
Interest Income	95,000	
Total Revenues	8,495,950	8,495,950
Less Estimated 19-20 Expenditures and Commitments		
Project Costs	16,064,487	
Total Expenditures and Commitments	16,064,487	16,064,487
Estimated Fund Balance 9/30/20		1,223,168
Plus 20-21 Revenues:		
Transfer from General Fund	2,000,000	
Transfer from EDC Fund	967,000	
Interest Income	25,000	
Total Revenues	2,992,000	2,992,000
Equals Total Resources		4,215,168
Less 20-21 Expenditures:		
Project Costs		
Community COOP	30,000	
Infill Sidewalk	60,000	
EMS Dormitory Expansion	100,000	
Public Works Facility Design	750,000	
Pecan Park Parking Lot Improvements	350,000	
San Jacinto Pool	456,006	
San Jacinto Pool - Splash Pad	186,000	
Wave Pool (Prefunding)	250,000	
Park Lighting Project - Little Cedar Bayou	389,445	
Fairmont Park West (Includes Year 1 of 3 Splash Pad Funding)	291,300	
Golf Course Infrastructure II (EDC Funded)	600,000	
Handicap Playground (EDC Funded)	250,000	
14th Street Playground Relocation (EDC Funded)	55,000	
Fairmont Park Fitness Equipment (EDC Funded)	50,000	
Bus Covers (EDC Funded)	12,000	
Little Cedar Bayou (F216) Phase III	200,000	
Election Equipment (Prefunding)	41,990	
Contingency	100,000	
Total Expenditures	4,171,741	4,171,741
Ending Fund Balance 9/30/21		\$ 43,427

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 8,495,950	\$ 2,992,000
Expenditures & Commitments	16,064,487	4,171,741
Revenues over Expenditures	\$ (7,568,537)	\$ (1,179,741)

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 2020-21 Proposed Capital Improvement Program

Fund 015: General Fund CIP

Community COOP Projects

\$30,000

The City will partner 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.

Future Operating Impact: None.

Infill Sidewalk

\$60,000

Annual project to extend / install sidewalk city-wide in areas of need.

Future Operating Impact: Minimal

EMS Dormitory Expansion

\$100,000

EMS Headquarters is in need of expanding and remodeling in order to address an outdated co-ed dormitory design and the lack of any training room area for paramedics to train. This project will fund design and construction services for improvements to the facility to meet current and future needs. Additional funding to cover increased construction costs. Total cost for this project is estimated at \$683,000; \$583,000 budgeted within FY20.

Future Operating Impact: None.

Public Works Facility Design

\$750,000

An assessment was performed on the current Public Works Service Center. The current facility is 37 years old and does not meet wind-loading requirements. This project will fund design services for improvements to the facility to meet current and future needs.

Future Operating Impact: None.

Pecan Park Parking Lot Improvements

\$350,000

This will fund the analysis of existing conditions at Pecan Park which will determine alternative design(s) for the parking lot(s) as well as the construction of the recommended improvements. Pecan Park is heavily used year-round for baseball and softball practice, games and tournaments. Currently, the parking lot provides 469 parking spaces. The traffic pattern for the parking lot was intended to be one-way from the inception of the parking plan. Over time, traffic patterns have evolved into two-way traffic in certain areas creating issues with traffic flow.

Future Operating Impact: Minimal

San Jacinto Pool

\$456,006

San Jacinto Pool was built in 1966 and was the only La Porte pool at the time. San Jacinto Pool is one of four (4) outdoor pools that the City of La Porte currently operates.

The last time San Jacinto Pool was renovated was in FY2001/02. This funding is for renovations to the pool, deck, and pump system. The renovation will include using plaster instead of a vinyl liner and new water features. Approximately 80% of the deck will be replaced and have a Kool Deck coating applied. The new pump system will run more efficiently and allow for more efficient maintenance.

Future Operating Impact: Minimal

San Jacinto Pool – Splash Pad

\$186,000

This funding is for the inclusion of a splash pad at the San Jacinto Pool.

Future Operating Impact: Minimal

Wave Pool (Year 3 Prefunding)

\$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.

Future Operating Impact:

Park Lighting Project – Little Cedar Bayou

\$389,445

This is the second year of a two year project for park lighting improvements. Northwest Park was funded in fiscal year 2020. The current lighting poles at Little Cedar Bayou are made of steel and are in acceptable condition. This retrofit would replace 119 lights with 750W LED Light Fixtures with visors. The new fixtures will include a standard 10-year warranty. Once installed, the lights will be operated electronically and have the ability to be scheduled when they are needed.

Future Operating Impact: Minimal

Fairmont Park West (Includes Year 1 of 3 for Splash Pad Funding)

\$291,300

As part of the Parks & Recreation Master Plan, the consultant was asked for a recommendation at Fairmont Park West Park. This item was discussed at the pre-budget retreat and council expressed interest in removing the swimming pool and replacing it with a splash park, as well as renovating the park to be a Drug-free Zone. This is the first year of a three year funding plan to move forward with this project.

Future Operating Impact: Minimal

Golf Course Infrastructure II (EDC Funded)

\$600,000

The funding will be used for cart path improvements and additional bulk heading.

Future Operating Impact: Minimal

Handicap Playground (EDC Funded)

\$250,000

These funds will be used to upgrade Northwest Park with playground equipment that is handicap accessible. This project will be funded by the Economic Development Corporation.

Future Operating Impact: Minimal

14th Street Playground Relocation (EDC Funded)

\$55,000

This project will fund the replacement of playground equipment at 14 Street Park.

Future Operating Impact: Minimal

Fairmont Park Fitness Equipment (EDC Funded)

\$50,000

The funding is for a multi-station training area at Fairmont Park. This option would contain one large area where multiple pieces are put together to form a training circuit. The project includes a 10-piece training circuit with rubber ground cover.

Future Operating Impact: Minimal

Bus Covers (EDC Funded)

\$12,000

This project is funded by the EDC and includes eight bus covers.

Future Operating Impact: Minimal

Little Cedar Bayou (F216) Phase III Improvements

\$200,000

This project will fund design and construction of Phase III of Little Cedar Bayou Drainage Improvements, from Madison Street to Sens Road, including a drainage analysis to evaluate potential improvements to mitigate flooding along H Street.

Future Operating Impact: Minimal

Election Equipment (Prefunding)

\$41,990

In preparation for the eventual replacement of the election equipment, \$41,990 will be set aside for the next three years. The equipment has been working well and received maintenance in January 2020, but is aging and is not intuitive, in terms of touch screens, and does not provide voters a copy of their votes as recorded, which is a national trend. Every Legislative year brings the chance that there will be requirements for upgrades. LPISD indicated this spring that they are open to contributing to equipment purchases when necessary.

Future Operating Impact: Minimal

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 9/30/19		\$ 3,735,200
Plus Estimated 19-20 Revenues		633,000
Less Estimated 19-20 Expenditures and Commitments		3,696,356
Estimated Fund Balance 9/30/20		671,844
Plus 20-21 Revenues:		
Transfer from General Fund	500,000	
Transfer from Utility Fund	350,000	
Interest Income	8,750	
Total Revenues		858,750
Equals Total Resources		1,530,594
Less 20-21 Expenditures:		
Project Costs:		
Water line replacement In-house	35,000	
Replace Main Lift Pumps 1 and 2	120,000	
Pumps and Equipment Replacement	50,000	
Copper Limit Study	100,000	
Replace Electrical Panel and 1 Pump LS 1A	90,000	
Aerial Crossings	25,000	
Valve Replacement	25,000	
Lift Station Improvements	35,000	
Replace Belt Press 1	450,000	
Replace 3 Lift Pump Check Valves Replace	30,000	
Blower	40,000	
Commercial Water Meter Replacement	25,000	
Bayside Terrace Paving & Drainage	400,000	
Contingency	100,000	
Total Expenses		1,525,000
Ending Fund Balance 9/30/21		\$ 5,594

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 633,000	\$ 858,750
Expenditures & Commitments	3,696,356	1,525,000
Revenues over Expenditures	\$ (3,063,356)	\$ (666,250)

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

In House Water Line Replacement

\$35,000

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: Reduction in leak repairs.

Replace Main Lift Pumps 1 & 2

\$120,000

This project replaces aging pumps within the influent wet well at the Wastewater Treatment Plant. Year one of three year plan to replace all six influent pumps.

Future Operating Impact: Decreased maintenance costs and improved efficiency.

Pumps and Equipment Replacement

\$50,000

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

Future Operating Impact: Decreased maintenance costs and improved efficiency.

Copper Limit Study

\$100,000

This project provides for a saltwater Water Effect Ratio (WER) study to assess the feasibility of reducing effluent contaminant limits at the wastewater treatment facility.

Future Operating Impact: Projects future improvements at WWTP.

Replace Electrical Panel and 1 Pump LS 1A

\$90,000

This project provides for the replacement of an electrical panel and one pump at the east side regional lift station.

Future Operating Impact: Decreased maintenance costs.

Aerial Crossings

\$25,000

This annual project will address maintenance of exposed water and wastewater pipes that cross drainage channels.

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: Improved efficiency.

Lift Station Improvements

\$35,000

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.

Replace Belt Press 1

\$450,000

This project funds the replacement of the 16 year old belt press at the wastewater treatment plant.

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

Replace 3 Lift Pump Check Valves

\$30,000

This project funds the replacement of three fifty year old lift pump check valves at WWTP

Future Operating Impact: Improved efficiency.

Replace Blower

\$40,000

This project funds the replacement of one forty year old blower at WWTP.

Future Operating Impact: Improved efficiency.

Commercial Water Meter Replacement

\$25,000

This project funds the replacement of commercial water meters.

Future Operating Impact: Maintains revenue collection.

Bayside Terrace Drainage Improvements- Design and Construction

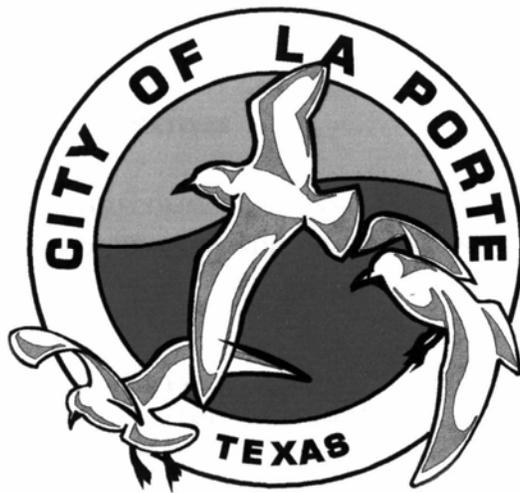
\$400,000

This project will design and construct the needed improvements to redirect, provide adequate capacity and improve drainage in the Bayside Terrace Subdivision. Total cost for this project is estimated at \$4,400,000; year one of two year funding. Additional funds to be provided by Fund 019 (\$800,000) and 033 (\$800,000).

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
Sewer Rehabilitation Fund (018) Summary**

Beginning Fund Balance 9/30/19		\$ 597,536
Plus Estimated 19-20 Revenues		306,000
Less Estimated 19-20 Expenditures and Commitments		300,000
Estimated Fund Balance 9/30/20		603,536
Plus 20-21 Revenues:		
Transfer from Utility Fund	300,000	
Interest Income	2,500	
Total Revenues		302,500
Equals Total Resources		906,036
Less 20-21 Expenditures:		
Sanitary Sewer Rehabilitation	300,000	
Contingency	50,000	
Total Expenditures		350,000
Ending Fund Balance 9/30/21		\$ 556,036

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 306,000	\$ 302,500
Expenditures & Commitments	300,000	350,000
Revenues over Expenditures	\$ 6,000	\$ (47,500)

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

\$350,000

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 9/30/19		\$ 1,074,175
Plus Estimated 19-20 Revenues		300,000
Less Estimated 19-20 Expenditures and Commitments		1,236,614
Estimated Fund Balance 9/30/20		137,561
Plus 20-21 Revenues:		
Transfer from General Fund	3,800,000	
Drainage Fees	290,000	
Interest Income	5,000	
Total Revenues	4,095,000	4,095,000
Equals Total Resources		4,232,561
Less 20-21 Expenditures:		
Drainage Improvements:		
Bayside Terrace Paving & Drainage	800,000	
Drainage Materials for City Crews	75,000	
TV Inspection Storm Sewer System	30,000	
S 7th Pavement and Drainage	1,700,000	
Brookglen Drainage Improvements	1,500,000	
Contingency	100,000	
Total Expenditures		4,205,000
Ending Fund Balance 9/30/21		\$ 27,561

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 300,000	\$ 4,095,000
Expenditures & Commitments	1,236,614	4,205,000
Revenues over Expenditures	\$ (936,614)	\$ (110,000)

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

Fund 019: Drainage Fund

Bayside Terrace Drainage Improvements- Design and Construction

\$800,000

This project will design and construct the needed improvements to redirect, provide adequate capacity and improve drainage in the Bayside Terrace Subdivision. Total cost for this project is estimated at \$4,400,000; year one of two year funding. Additional funds to be provided by Fund 003 (\$400,000) and 033 (\$800,000).

Future Operating Impact: None

Drainage Materials (in-house)

\$75,000

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

Future Operating Impact: None.

TV Inspection of Storm Sewer System

\$30,000

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.

South 7th Street Paving and Drainage

\$1,700,000

This project will fund design and construction of improved drainage with concrete curb and gutter with sidewalks on South 7th Street from Main Street to Fairmont Parkway. Total Project costs for Design and Construction is estimated at 5,300,000. Additional funds to be provided by Fund 003 and 033.

Future Operating Impact: Improved street surface and improved area drainage.

Brookglen Drainage- Design and Construction

\$1,500,000

This project will design and construct drainage improvements to mitigate the effect of flooding in the Brookglen subdivision. The total project cost estimated at \$4,000,000. This project is being pre-funded with \$1,000,000 budgeted within Fund 015 (FY19). The remaining \$1,500,000 is anticipated to be included within the FY22 budget to complete the project funding. This project will be submitted to receive approval for grant funds within FY20 for the total anticipated project cost.

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 9/30/19		\$ 3,030,960
Plus Estimated 19-20 Revenues		1,452,229
Less Estimated 19-20 Expenditures		4,798,064
Estimated Fund Balance 9/30/20		(314,875)
Plus 20-21 Revenues:		
Transfer from General Fund	2,100,000	
Sales Tax	1,499,822	
Interest Income	12,500	
Total Revenues		3,612,322
Equals Total Resources		3,297,447
Less 20-21 Expenditures:		
Audit Fees	5,000	
Street Maintenance Projects		
S 7th Pavement and Drainage	1,167,000	
Asphalt Streets Reclaimed/Surfaced:	720,000	
Concrete Street Repair - Remove/Replace (Small Sections)	200,000	
Concrete Street Repair - Slab Jacking (Small Sections)	30,000	
Street Repair Materials (City Crew Construction)	60,000	
Sidewalk Replacement & Handicap Ramps	200,000	
Bayside Terrace Paving & Drainage	800,000	
Contingency	50,000	
Total Expenditures		3,232,000
Ending Fund Balance 9/30/21		\$ 65,447

	Estimated 2019-20	Projected 2020-21
Revenues	\$ 1,452,229	\$ 3,612,322
Expenditures	4,798,064	3,232,000
Revenues over Expenditures	\$ (3,345,835)	\$ 380,322

Fund 033: Street CIP Fund

South 7th Street Paving and Drainage

\$1,167,000

This project will fund design and construction of improved drainage with concrete curb and gutter with sidewalks on South 7th Street from Main Street to Fairmont Parkway. Total Project costs for Design and Construction is estimated at 5,300,000. Additional funds to be provided by Fund 003 and 015.

Future Operating Impact: Improved street surface and improved area drainage.

Asphalt Street Surfacing

\$720,000

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)

\$30,000

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 Materials (in-house)

\$60,000

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

Future Operating Impact: none.

Handicap Ramp and Sidewalk Replacement

\$200,000

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

Future Operating Impact: Minimal

Bayside Terrace Drainage Improvements- Design and Construction

\$800,000

This project will design and construct the needed improvements to redirect, provide adequate capacity and improve drainage in the Bayside Terrace Subdivision. Total cost for this project is estimated at

\$4,400,000; year one of two year funding. Additional funds to be provided by Fund 003 (\$400,000) and 019 (\$800,000).

Future Operating Impact: None

Street Contingency

\$50,000

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



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

Beginning Fund Balance 9/30/19		\$ 4,492,029
Plus Estimated 19-20 Revenues		4,686,664
Less Estimated 19-20 Expenditures		4,625,718
Estimated Fund Balance 9/30/20		4,552,975
Plus 20-21 Revenues:		
General Property Taxes - Current	3,400,000	
General Property Taxes - Delinquent	19,000	
Transfer from Utility Fund	662,356	
Transfer from Section 4B	773,470	
Interest Income	11,000	
Total Revenues	4,865,826	4,865,826
Equals Total Resources		9,418,801
Less 20-21 Expenditures:		
2012 GO Refunding Bonds	1,542,300	
2014 GO Refunding Bonds	1,046,300	
2015 Certificates of Obligation	545,838	
2016 General Obligation Refunding Bonds	94,050	
2017 Certificates of Obligation (TWDB LOAN)	616,491	
2020 GO Refunding Bonds	518,800	
Total Expenditures	4,363,779	4,363,779
Ending Fund Balance 9/30/21		\$ 5,055,022

	Estimated 2019-20	Projected 2020-21	
Revenues	\$ 4,686,664	\$ 4,865,826	
Expenditures	4,625,718	4,363,779	
Revenues over Expenditures	\$ 60,946	\$ 502,047	



Long Range Service Plan
For the
General Debt Service Fund

Prepared July 23, 2020

City of La Porte, Texas

Corby Alexander
City Manager

Michael Dolby
Director of Finance

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General Debt Service Fund

Long Range Forecast
2012 General Obligation Refunding Bonds
2014 General Obligation Refunding Bonds
2015 Certificates of Obligation Bonds
2016 General Obligation Refunding Bonds
2017 Texas Water Development Board Loan
2020 General Obligation Refunding Bonds

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>
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
2026-27	2,148,642	-	-	2,148,642
2027-28	2,144,365	-	-	2,144,365

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>
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
2026-27	2,148,642	-	-	2,148,642
2027-28	2,144,365	-	-	2,144,365

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 23, 2020, 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	
	Fire Improvements	1,900	1,900	0	
	Police Facilities	7,700	7,700	0	
	Wastewater	3,500	3,500	0	
	Total	\$22,800	\$18,800	\$ 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		3,843,820,606
Times debt limit factor (\$2.50 per \$100)		<u>.025</u>
Equals debt limit		96,095,515
Less amount applicable to debt limit	16,650,000	
Plus funds accumulated for servicing of debt	<u>4,552,975</u>	
Equals remaining legal debt margin		83,998,490

This means the City could issue up to \$83,998,490 in debt and remain in compliance with State established Debt limits.

General Obligation Debt Per Capita

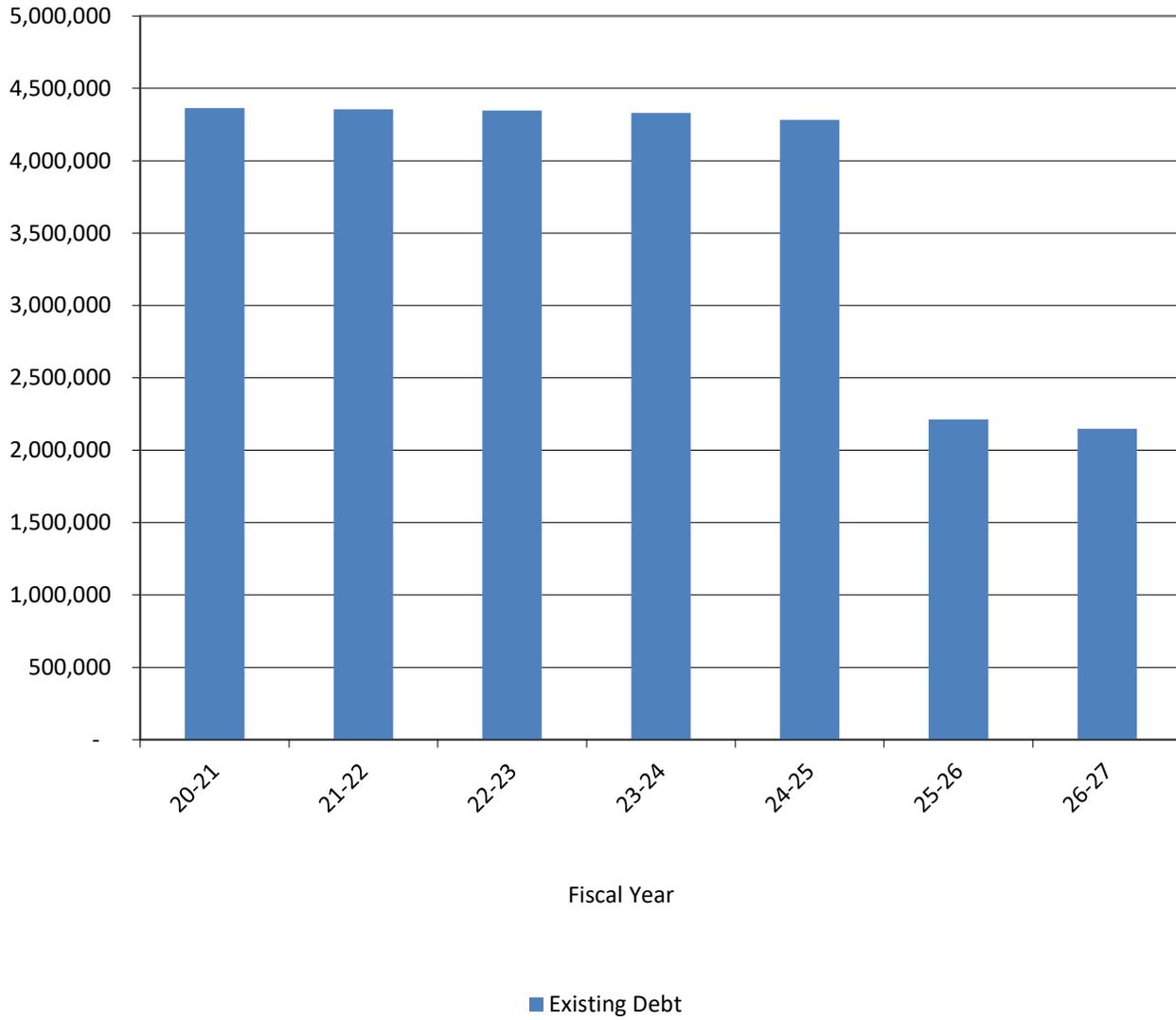
General Obligation debt per capita is calculated by dividing the amount of bonds outstanding by the population. A ten year history is shown below:

Year Ending September 30	G O Debt Outstanding	Population	Debt Per Capita
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
2019	16,425,000	35,371	464.36
2020	16,650,000	35,423	470.03

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

	Estimated 2019-20	Projected 2020-21	Projected 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28
Beginning Working Capital	\$ 4,492,029	\$ 4,552,975	\$ 5,055,022	\$ 5,632,887	\$ 6,284,271	\$ 7,017,950	\$ 8,050,960	\$ 10,164,799	\$ 12,423,565
Plus Revenues:									
Property Taxes - Current	3,400,000	3,400,000	3,468,000	3,537,360	3,608,107	3,680,269	3,753,874	3,828,951	3,905,530
Property Taxes - Delinquent	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000
Transfer from Utility Fund	251,842	662,356	655,367	644,825	636,879	826,446	410,890	415,219	411,345
Transfer from Section 4B	1,004,822	773,470	778,752	785,255	788,000	776,739	130,111	131,481	130,255
Interest Income	11,000	11,000	11,275	11,557	11,846	12,142	12,445	12,757	13,076
Total Revenues	4,686,664	4,865,826	4,932,394	4,997,997	5,063,832	5,314,596	4,326,319	4,407,408	4,479,206
Less Outstanding Issues:									
2010 CO Bonds	433,500	-	-	-	-	-	-	-	-
2010 GO Refunding Bonds	331,500	-	-	-	-	-	-	-	-
2012 GO Refunding Bonds	978,874	1,542,300	1,531,350	1,529,350	1,516,300	1,507,275	-	-	-
2014 GO Refunding Bonds	1,545,875	1,046,300	1,053,175	1,044,225	1,046,925	559,625	-	-	-
2015 CO Bonds	547,238	545,838	544,138	547,063	544,613	546,788	545,256	988,938	986,063
2016 GO Refunding Bonds	94,050	94,050	94,050	94,050	94,050	542,225	541,000	546,700	541,600
2017 TWDB Loan	612,613	616,491	614,516	616,725	613,140	613,799	613,724	613,004	616,702
2020 GO Refunding Bonds	82,068	518,800	517,300	515,200	515,125	511,875	512,500	-	-
Total Outstanding Issues	4,625,718	4,363,779	4,354,529	4,346,613	4,330,153	4,281,587	2,212,480	2,148,642	2,144,365
Total Outstanding	\$ 4,625,718	\$ 4,363,779	\$ 4,354,529	\$ 4,346,613	\$ 4,330,153	\$ 4,281,587	\$ 2,212,480	\$ 2,148,642	\$ 2,144,365
Ending Working Capital	\$ 4,552,975	\$ 5,055,022	\$ 5,632,887	\$ 6,284,271	\$ 7,017,950	\$ 8,050,960	\$ 10,164,799	\$ 12,423,565	\$ 14,758,405
Estimated Tax Rate	\$ 0.105	\$ 0.105	\$ 0.105	\$ 0.105	\$ 0.105	\$ 0.105	\$ 0.105	\$ 0.105	\$ 0.105
Days of Working Capital	359	423	472	528	592	686	1,677	2,110	2,512

General Debt Service - Annual Payments



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

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
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	7,085,000.00		541,575.00	7,626,575.00

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
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	4,410,000.00		340,250.00	4,750,250.00

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
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	700,000.00	4.000	10,500.00	710,500.00
Total	5,970,000.00		974,442.00	6,944,442.00

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
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		628,425.00	3,093,425.00

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
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	<u>610,000.00</u>	1.820	<u>5,551.00</u>	<u>615,551.00</u>
Total	9,215,000.00		1,237,997.00	10,452,997.00

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

City of La Porte
Bond Maturity Schedule
General Obligation Refunding Bonds, Series 2020

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2021	405,000.00	4.00	113,800.00	518,800.00
2022	420,000.00	4.00	97,300.00	517,300.00
2023	435,000.00	4.00	80,200.00	515,200.00
2024	455,000.00	5.00	60,125.00	515,125.00
2025	475,000.00	5.00	36,875.00	511,875.00
2026	<u>500,000.00</u>	5.00	<u>12,500.00</u>	<u>512,500.00</u>
Total	2,690,000.00		400,800.00	3,090,800.00

Used to refund a portion of the following issues:

2010 Certificates of Obligation Bonds



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.