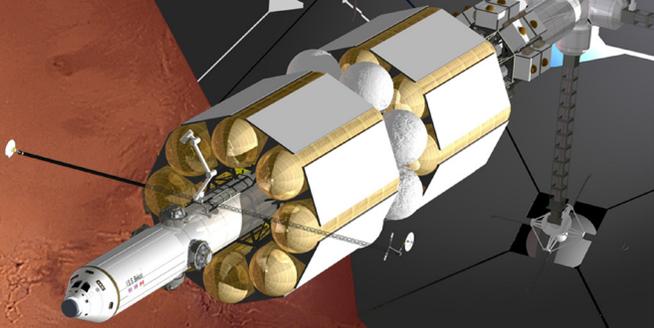


City of Webster, Texas



Space Exploration



Medicine

Biomedical Research



Robotics

Annual Budget

Fiscal Year 2012-2013



CITY OF WEBSTER, TEXAS ANNUAL BUDGET

FISCAL YEAR
OCTOBER 1, 2012 – SEPTEMBER 30, 2013

ADOPTED

ON
SEPTEMBER 18, 2012

THE MAYOR AND CITY COUNCIL

Floyd H. Myers, Mayor
Steve Waltz, Mayor Pro Tem
Diana Newland, Councilmember
Alexandra Dietrich, Councilmember
Mel Donehue, Councilmember
Natalie Dolan, Councilmember
Bill Jones, Councilmember

Wayne J. Sabo
City Manager

CITY OF WEBSTER

WEBSTER, TEXAS

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Shannon Hicks	Director of Public Works
Ray Smiley	Chief of Police
Patrick Shipp	Fire Chief
Dr. Betsy Giusto	Director of Economic Development
Joe Ferro	Emergency Management Coordinator
Luane Petrash	Municipal Court Administrator
Alfred Owens	Information Technology Manager
Erich Pen	Chief Building Official
Bryan Morgan	Recreation Manager
John Warnement	Assistant Director of Public Works
David Glasco	Engineering & Construction Manager
Chris Thrailkill	Marketing / Tourism Coordinator

Visit our website at www.cityofwebster.com

About the cover: The City of Webster, as its motto states, is “linked to the future” with cutting-edge technology within its strong industry sectors that include aerospace, healthcare, biomedicine, and robotics.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Webster
Texas**

For the Fiscal Year Beginning

October 1, 2011

Linda C. Davison *Jeffrey R. Egan*

President

Executive Director

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

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



City of Webster Mission

It is our mission to promote the health, safety, and welfare of all citizens while maintaining cost efficient programs that enhance the quality of life for our community.

Table of Contents

I. Introduction

Annual Budget Cover Page.....	2
City Officials.....	3
Government Finance Officers Association Distinguished Budget Presentation Award.....	4
City of Webster Mission.....	5
Table of Contents.....	6
Introduction to the Budget Document.....	11
City Manager's Budget Message.....	13
History of Webster.....	25
City of Webster Map.....	26
Financial Policies.....	27
City-Wide Organization Philosophy and Strategic Planning Session Overview.....	32
Long-Term Objectives and Short-Term Goals.....	33
Budget Development Process.....	35
Budget Calendar.....	37
Fund Structure.....	39
Organization Chart.....	40
Budgeted Personnel History.....	41
Consolidated Statement of Fund Balance.....	43
City-Wide Budget Summary.....	45
City-Wide Budget Summary History.....	47
Comparative Schedule of City-Wide Resources and Expenditures.....	48

II. General Fund Overview

Overview / Organizational Structure.....	50
Statement of Fund Balance.....	51
Recap.....	52
Chart - Revenue Trend.....	53
Chart - Distribution of Revenues.....	54
Major Revenue Sources.....	55
Combined General Fund and General Debt Service Fund Revenue Trend w/ Chart.....	62
Revenue Detail.....	63
Chart - Expenditures by Function.....	65
Division Summary.....	66
Category Summary w/ Chart.....	67
Line Item Detail.....	68
Supplemental Items.....	71

III. General Fund Detail

City Council.....	73
City Secretary.....	75
City Manager.....	77
Finance.....	79
Municipal Court.....	81
Human Resources.....	83

Table of Contents

III. General Fund Detail (continued)

Community Development	
Administration.....	85
Building.....	87
Recreational Programs.....	89
Public Works	
Administration.....	91
Maintenance.....	93
Parks Maintenance.....	95
Engineering & Construction.....	97
Police	
Administration.....	99
Crime Investigation.....	101
Patrol.....	103
Communications.....	105
Fire	
Prevention.....	107
Operations.....	109
EMS.....	111
Economic Development.....	113

IV. General Debt Service Fund

Overview.....	116
Statement of Fund Balance.....	117
Revenue Detail.....	118
Expenditures.....	119
Amortization Summary (All Debt).....	120
Amortization Schedules.....	121

Table of Contents

V. Special Revenue Funds

Hotel Occupancy Tax Fund	
Overview / Statement of Fund Balance.....	127
Revenue Detail.....	128
Economic Development Mission Statement.....	129
Economic Development Expenditures.....	130
Municipal Court Special Revenue Fund	
Overview / Statement of Fund Balance.....	131
Revenue Detail.....	132
Municipal Court Expenditures.....	133
Public Safety Special Revenue Fund	
Overview / Statement of Fund Balance.....	135
Revenue Detail.....	136
Police CID Expenditures.....	137
Fire Operations Expenditures.....	138
Tax Increment Reinvestment Zone Fund	
Overview / Statement of Fund Balance.....	139
Revenue Detail.....	140
Expenditures.....	141
Grant Fund	
Overview / Statement of Fund Balance.....	142
Revenue Detail.....	143
Expenditures.....	144
PEG Channel Fund	
Overview / Statement of Fund Balance.....	145
Revenue Detail.....	146
Expenditures.....	147
Emergency Management Fund	
Overview / Statement of Fund Balance.....	148
Revenue Detail.....	149
Expenditures.....	150

Table of Contents

VI.	<u>Utility Fund</u>		
	Utility Fund		
	Overview.....		152
	Utility Rate History.....		153
	Statement of Fund Balance.....		154
	Recap.....		155
	Chart - Revenue Trend.....		156
	Chart - Distribution of Revenues.....		157
	Revenue Detail.....		158
	Division Summary.....		159
	Category Summary w/ Chart.....		160
	Line Item Detail.....		161
	Supplemental Items.....		163
	Water Mission Statement.....		165
	Water Division Expenses.....		166
	Wastewater Mission Statement.....		169
	Wastewater Division Expenses.....		170
	Drainage Mission Statement.....		173
	Drainage Division Expenses.....		174
	Utility Debt Service Reserve Fund		
	Overview / Statement of Fund Balance.....		175
	Revenue Detail.....		176
VII.	<u>Utility Interest & Sinking Fund</u>		
	Overview.....		178
	Statement of Fund Balance.....		179
	Revenue Detail.....		180
	Expenses.....		181
	Amortization Summary (All Debt).....		182
	Amortization Schedules.....		183
VIII.	<u>Internal Service Funds</u>		
	Equipment Replacement Fund		
	Overview / Statement of Fund Balance.....		186
	Revenue Detail.....		187
	Expenses.....		188
	Information Technology Fund		
	Overview / Statement of Fund Balance.....		189
	Revenue Detail.....		190
	Information Technology Mission Statement.....		191
	Information Technology Expenses.....		192
IX.	<u>Capital Improvements Program (CIP)</u>		
	Overview.....		194
	Projects Narrative - General Government Projects.....		195
	Projects Narrative - Utility Projects.....		196
	Projects Summaries - General Government Projects.....		197
	Projects Summaries - Utility Projects.....		198
	Projects Detail - General Government Projects.....		199
	Projects Detail - Utility Projects.....		222
	Summary of Unobligated Fund Balance - Capital Projects Funds.....		247

Table of Contents

X.	<u>Webster Economic Development Corporation</u>	
	Overview.....	250
	Webster Economic Development Corporation	
	Statement of Fund Balance.....	251
	Revenue Detail.....	252
	Webster Economic Development Corporation Mission Statement.....	253
	Webster Economic Development Corporation Expenditures.....	254
	Webster Economic Development Corporation Debt Service Fund	
	Statement of Fund Balance.....	255
	Revenue Detail.....	256
	Expenditures.....	257
	Amortization Summary (All Debt).....	258
	Amortization Schedule - Sales Tax Rev Imprv & Ref Bonds, Series 2006.....	259
	Amortization Schedule - PD/EOC Expansion Funding Agreement.....	260
XI.	<u>Appendix</u>	
	Chart of Accounts - Revenues.....	262
	Chart of Accounts - Expenditures.....	264
	Property Tax Levies and Collections.....	267
	Principal Taxpayers.....	268
	Sales Tax Revenue Composite.....	269
	Construction Values.....	270
	Miscellaneous Statistical Data.....	271
	Demographic Profile.....	272
	Glossary of Terms / Acronyms.....	273

Introduction to the Budget Document

The City of Webster Annual Budget provides citizens, staff, and other readers with detailed information about the City's operations. The Annual Budget serves as a

- Policy Document to describe financial and operating policies, goals, and priorities for the organization;
- Financial Plan to provide revenue and expenditure information by fund, department, division, category, and account;
- Operations Guide to describe the goals and objectives for the fiscal year; the workload measures to track the activities performed; the performance measures to track progress on the goals and objectives; and the general workforce trends; and as a
- Communications Device to provide information on planning processes, budgetary trends, and integration of the operating and capital budgets

Budget Overview and Summary Information (Page 2 - 49)

Introduction

This section includes the City Manager's Budget Message which addresses the Mayor, City Council, and citizens of Webster regarding major policies and key issues that impacted the development of the Annual Budget. This section also contains a budget development overview, budget calendar, fund structure, organization chart, and employee count history.

Policies

This section includes the City's financial management policies.

Objectives and Goals

This section includes a description of the organization philosophy along with long-term objectives and short-term goals derived from the annual strategic planning session to achieve the City's mission.

Budget Summaries

Several consolidated schedules of all City funds are presented to give an overall perspective of the upcoming budget as well as historical, estimated and projected fund balances.

Operating Budgets (Page 50 - 261)

General Fund Overview

This section describes and analyzes the General Fund using a combination of narrative, tables, and graphs to highlight key aspects of the budget including revenues, expenditures, and fund balance. A brief description is given of the sources, trends and assumptions made for major revenues. Expenditure information is detailed by division, category and account. Also included is a listing of requested and approved supplemental packages for the upcoming budget year.

General Fund

This section provides strategic, operational, performance, and budgetary information for each of the City's divisions within the General Fund. The first page of each division's operating budget includes a mission statement; achievements from the previous fiscal year; goals and objectives; significant changes for the upcoming budget year; and a personnel summary. The presentation of various workload and performance measures will provide for greater accountability of each division. Expenditure budgets for each division are detailed by account.

General Debt Service Fund

This section outlines the City's tax-supported debt. Amortization schedules for all outstanding debt are provided.

Operating Budgets for Other Funds

The operating budgets for the other funds of the City are presented in a manner similar to the General Fund. The overview page includes a description of the fund along with a fund balance history. Revenue and expenditure/expense budgets are detailed by account. Additional summaries are presented for the Utility Fund. Webster Economic Development Corporation is also included here.

Capital Improvements Program (Page 194 - 249)

This section presents the City's plan for development for Fiscal Years 2013 - 2017. Components of this section include:

- An overview of the Capital Improvements Program;
- A narrative summary of projects;
- A five-year plan detailing expected project expenditures, potential sources of funding, and possible future impacts on operating budgets resulting from additional O & M expenditures;
- A summary of unobligated fund balances in capital projects funds.

Appendix (Page 262 - 279)

This section contains supporting information, such as a chart of accounts, miscellaneous statistics, demographics, a glossary, and a listing of acronyms.



www.cityofwebster.com

OFFICE OF THE CITY MANAGER

September 18, 2012

TO THE HONORABLE MAYOR, MEMBERS OF CITY COUNCIL AND CITIZENS OF WEBSTER:

On behalf of our staff, I am pleased to present the Annual Budget for the fiscal year beginning October 1, 2012 (FY 2012-13). The attached document represents the City's financial plan and operations guide for the next fiscal year. It includes the performance-oriented budgeting principles mandated by Council. This document identifies issues confronting the community and provides a plan for serving and meeting citizen expectations.

With cautious optimism, we see some positive signs in the local economy. Sales tax revenue for FY 2012-13 is expected to rise by 2.3% over the slight gain that is estimated for FY 2011-12. A number of premier restaurants and retailers are locating or expanding their establishments in Webster. Currently under construction, Clear Lake Regional Medical Center's \$92 million expansion and renovation project will include a new patient tower. While in the early stages, the Webster Economic Development Corporation is also implementing a "destination development" project that should greatly expand the City's sales tax base. The City's growth, however, is tempered by uncertainty within the minds of consumers and businesses nationally as high unemployment and a tepid gross domestic product continues.

The City staff strives for more efficient and effective service delivery. During its planning session in April, City Council directed staff to continue many of the cost-reducing measures that have been in place for the last two years. At the same time, this budget takes action to retain highly qualified employees. In light of the competition for quality personnel by neighboring cities, we must retain the incentives that make the City of Webster a great place to work while fostering an environment that nurtures loyalty, productivity and longevity.

The FY 2012-13 Annual Budget includes total resources of \$33,702,520 and expenditures of \$33,701,320, including transfers and planned use of fund balance. Although property tax values declined slightly, a flat tax rate will still accumulate enough revenue to maintain core programs and services for our citizens. To be discussed in greater detail, the Utility Fund budget raises the wastewater rate and creates a new charge for capital reserves. A 10% reduction to the drainage fee will help offset these increases. This report discusses, by fund, the major issues, initiatives, and assumptions addressed in the budget.

MAJOR ISSUES – GENERAL FUND

The General Fund is the chief operating fund of the government. It is used to account for all current financial resources not required by law or administrative action to be reported in other designated funds. The primary governmental functions occurring within this fund are public safety, public works, community development, and general administrative operations such as city management and finance.

GENERAL FUND RESERVE LEVEL

The City has followed a policy of maintaining a reserve level of not less than 25%, or three months of operational expenditures, for all funds in the event of emergencies, financial recessions, and other unforeseen circumstances. The City's dependence upon sales tax revenue adds substantial volatility to its revenue stream. Therefore, City Council has approved an unassigned spendable fund balance (reserve) level of at least 33% for the General Fund and the Webster Economic Development Corporation. Below is a listing of the General Fund's unassigned spendable balances for the past two years, an estimated balance for the fiscal year ending September 30, 2012, and the projected balance for the fiscal year ending September 30, 2013. As allowed by policy, the City plans to use \$118,900 of fund balance in the upcoming year to maintain the property tax rate.

	As of 09/30/2010	As of 09/30/2011	Estimated 09/30/2012	Projected 09/30/2013
Unassigned Spendable Fund Balance	\$8,356,189	\$8,974,159	\$9,151,899	\$9,032,999
% of Total Budgeted Expenditures	49.4	56.9	51.7	52.8

GENERAL FUND REVENUES

The General Fund receives revenue from several sources. Foremost among them is sales tax. Below is a discussion of the significant revenues.

Sales Tax

The largest revenue source in the General Fund is sales tax. While sales tax is extremely difficult to predict, the FY 2012-13 Annual Budget anticipates revenue to be \$10,685,000, a 2.3% increase from last year's estimate of \$10,446,340. For many years, the City experienced sales tax revenue growth in excess of 10%. Growth slowed considerably from 2008 to 2009 and declined by 9.6% in 2010 with the closing of three major retailers. In 2011, growth returned at a respectable pace of 4.7%. Current forecasts indicate a 1.9% growth rate for 2012, while elevated unemployment and economic uncertainty are likely to continue next year.

The City has been rebating a portion of its sales tax revenue in accordance with an economic development agreement. The purpose of a sales tax rebate is to provide incentive for retailers to locate in Webster. This rebate is reflected in the budget of the Finance Division.

Property Tax

Another large revenue source in the General Fund is the ad valorem tax. Webster's ad valorem tax rate is comprised of two components. The first is the operations and maintenance component that provides revenue for the City's General Fund operations. The second component is the debt portion that provides revenue to pay the City's general debt service obligations.

The Harris County Appraisal District indicates that the City's taxable value has declined to \$1,303,248,896, 1.8% below the 2011 adjusted taxable value. Current property tax revenue is estimated to be \$2,029,240. Even with the decline in property value, the FY 2012-13 Annual Budget reflects an unchanged property tax rate of \$0.28528 per \$100 of valuation.

Other Revenues

Municipal court fines and fees are expected to be \$1,167,180, essentially unchanged from the previous year's forecast of \$1,165,700. Construction permits are expected to be \$197,040, a decline of \$202,150 from FY 2011-12 which included one-time revenue from the hospital. Charges to the City of Nassau Bay decrease by \$50,000 as the contract for court services expires. Interest income is expected to be \$26,490 as investment yields remain at historically low levels.

COMPENSATION

Maintaining a competitive compensation program is a key component to attract and retain qualified employees. Additionally, recognizing employees for their job performance through merit increases is an essential motivational tool. Knowing that the City's employees have not been funded for a full merit increase since 2008, the City Council has proven its commitment to this philosophy by allowing the FY 2012-13 Annual Budget to include the items below:

- Depending upon an individual's performance, employees are eligible to receive a 2.5% or 5.0% increase in pay as part of the normal review cycle.
- The Human Resources Division surveys the salaries of local cities on an annual basis. The employees identified as being paid significantly below prevailing market conditions will see an increase to the appropriate amounts in accordance with the pay plan adopted by the City.

It is also recognized that costs must be controlled due to revenue constraints. Three positions that were frozen by City Council in 2010 will remain unfunded throughout FY 2012-13. While it will remain vacant, one position will be transferred from the Police-Communications Division to the Police-Patrol Division.

PUBLIC SAFETY

There are two departments within the Public Safety function: Police and Fire. Police contains four divisions: Administration, Crime Investigation, Patrol, and Communications. Fire consists of three divisions: Prevention, Operations, and Emergency Medical Services.

Police Department

The most significant expenditures in the General Fund are related to police protection. By far the largest department in the City, the budget for the Police Department increases from \$6,527,920 to \$6,963,190. Some noteworthy items for the Police Department include:

- Approximately thirty computers need to be replaced due to age and condition. The cost for these, along with the change to an internal cost allocation, adds \$143,760 to the appropriation for information technology services.
- There are currently two K-9 officers in the Department. Working day and night shifts, these operations have substantially increased the number of narcotics arrests and seizures. The FY 2012-13 Annual Budget reflects the addition of a third K-9 officer by reclassifying a position within the Police-Patrol Division.
- The Police Department receives funds when seized assets have been sold by County, State, or Federal governments. These funds were used in FY 2011-12 to purchase materials, equipment, training, and other items that directly benefitted police officers. In FY 2012-13, appropriations of \$67,320 will be moved from the Public Safety Fund back to the General Fund.

Fire Department

Improving fire prevention, fire suppression, and emergency medical services remains a high priority. The FY 2012-13 Annual Budget contains Fire Department expenditures of \$2,115,460. Major changes from the previous year include:

- A rescue truck was purchased for the Fire Operations Division in FY 2011-12, decreasing the capital outlay appropriation by \$750,000 in FY 2012-13.
- Near the entrance door to many businesses one will find a Knox box that contains a key to the facility in the event of an emergency. For security reasons, the budget for the Fire Prevention Division includes a supplemental request of \$17,050 to replace and rekey all of these boxes throughout the City.

- The City executed another three-year contract with Clear Lake Emergency Medical Corps during 2012. Appropriations increase by \$21,350 in the Fire-Emergency Medical Services Division to reflect the new cost of service.

PUBLIC WORKS

Public Works consists of four divisions: Administration, Maintenance, Parks Maintenance, and Engineering. Public Works is responsible for the construction and maintenance of streets, sidewalks, and City facilities; landscaping of parks and medians; repairs to City vehicles; and animal control. The budget for Public Works increases \$4,050 in FY 2012-13 from \$2,773,180 to \$2,777,230 with changes to the following:

- Public Works personnel are responsible for hanging banners, changing streetlights, and cutting limbs. Capital expenditures in the Public Works-Maintenance Division include a supplemental request of \$105,000 to purchase a man lift.
- The City's fuel island pumps and software are no longer functional and need to be replaced. During FY 2011-12, \$150,000 was transferred to the General Capital Projects Fund for this purpose. No such transfer is needed in FY 2012-13.
- Contracts for mowing City property must be renewed. The new agreements are expected to increase by \$10,000 next fiscal year.

COMMUNITY DEVELOPMENT

There are three divisions within Community Development: Administration, Building, and Recreation. Duties of Community Development are comprehensive land use planning; building permitting and inspection; code enforcement; and recreation and educational program development. The budget increases by \$23,350 to \$1,598,070 with these notable items:

- Following the direction of City Council, programs that were reduced or eliminated in 2010 will remain unfunded in FY 2012-13.
- The Recreation Division budget increases appropriations in Recreation Programs by \$9,000 to increase the frequency of Tae Kwon Do classes and to add a new soccer program for children.
- Capital outlay decreases by \$5,000, reflecting the purchase of a new copier in the previous year.

MAJOR ISSUES – UTILITY FUND

The Utility Fund accounts for the City's water distribution, wastewater collection and treatment operations, and storm water pollution prevention program. Being an enterprise fund, it is designed to be financed and operated in a manner similar to private businesses. Accordingly, utility charges should be sufficient to cover annual operating and capital costs while providing income for future capital needs. The Utility Fund consists of three divisions: Water, Wastewater, and Drainage. Debt service for the Utility Fund is paid through the Utility Interest and Sinking Fund.

UTILITY FUND REVENUE

The consumption of water and collection of wastewater is projected to remain flat compared to the previous year as residential construction continues at a slow pace. The expansion of Clear Lake Regional Medical Center will add to commercial consumption. That project, however, will not be substantially complete until late into the fiscal year. Overall, utility revenue is expected to increase from an anticipated \$4,459,540 in FY 2011-12 to \$4,846,500 in FY 2012-13.

Water Rates

The FY 2012-13 Annual Budget preserves the base and volumetric rates that were charged in the past year. Although the unchanged rates differ from the five-year schedule approved by City Council in March 2009, economic and infrastructure conditions mandate the variance. Instead of increasing base and volumetric water rates for operations, a separate capital reserve charge will be created and deposited into the Debt Service Reserve Fund. A summary of the monthly volumetric water rate changes per 1,000 gallons is shown below.

Class	Current	Adopted
Residential	\$ 2.70	\$ 2.70
Apartment	\$ 3.25	\$ 3.25
Commercial	\$ 2.92	\$ 2.92

Wastewater Rates

The base rate for wastewater collection and treatment will remain unchanged from the current level of \$6.99 per 1,000 gallons. Unlike the 2009 plan, the volumetric rate will increase from \$4.04 to \$4.14 for all customer billing classes. The rate hike is necessary to cover the additional costs for system maintenance and the debt service for the wastewater treatment plant expansion. The typical resident who consumes 5,000 gallons of water per month will see an increase in his wastewater bill of \$0.30 per month or \$3.60 per year. The schedule on the following page reflects changes to the monthly wastewater rates.

Class	Current	Adopted
Residential	\$ 4.04	\$ 4.14
Apartment	\$ 4.04	\$ 4.14
Commercial	\$ 4.04	\$ 4.14

Drainage Rates

In May 2009, City Council approved an ordinance declaring storm water drainage to be a utility of the City. A consultant was hired to create a schedule of charges based upon the amount of impervious surface cover within each rate class. As the amount of impervious surface cover is directly related to the amount of storm water discharge created, this fee structure is the most equitable among rate classes. Lower program expenses allow the City to reduce the drainage rate by 10% in the FY 2012-13 Annual Budget. A summary of the monthly drainage rates by category is shown below.

Class	Adopted
Houses	\$ 1.01 flat rate for all houses
Apartment / Condominium	\$ 0.000590 per sq ft of impervious surface
Nonresidential	\$ 0.000620 per sq ft of impervious surface

Capital Reserve Charge

The City's main source of water comes from the Southeast Water Purification Plant located in the City of Houston. A 42" water line transports water from the plant to Webster and several other cities. Originally constructed in the 1970s, this water line has already reached its forty-year life expectancy and numerous leaks have recently been repaired. This City of Houston has alerted the affected entities that it intends to replace this water line in 2015. Houston estimates the cost of this project to be between \$40 million and \$70 million. As a 10% participant, Webster's share of the total cost is anticipated to be a minimum of \$4 million. Utility revenue bonds will most likely be issued in 2015, increasing annual debt service payments by more than \$300,000. Water rates will have to be \$0.54 higher to support this amount of debt service.

The City will phase in the rate increase over three years by creating a new fee effective October 1, 2012. This Capital Reserve Charge of \$0.18 per 1,000 gallons of water consumed will be deposited into a new Debt Service Reserve Fund for the sole purpose of building a reserve for bond issues related to major infrastructure. A debt service reserve will not only limit the amount of bonds needed in the future, it will also be required by bond covenant. Affecting all customer classes, the fee will increase by \$0.18 each year for the next three years. Once debt is issued for the 42" water line project, the capital reserve charge will be rolled into the adopted water rate at the time. The typical resident who consumes 5,000 gallons of water will see a charge of \$0.54 per month or \$6.48 per year.

A schedule of the capital reserve charge for each year is shown below.

Capital Reserve Charge	Adopted
FY 2012-13	\$ 0.18 per 1,000 gallons for all classes
FY 2013-14	\$ 0.36 per 1,000 gallons for all classes
FY 2014-15	\$ 0.54 per 1,000 gallons for all classes

WATER

The Water Division's primary responsibility is to operate and maintain the water plants and distribution system in an efficient manner. Expenses increase from \$1,856,850 in the previous year to \$1,989,680 in FY 2012-13. Some of the changes to the Water Division include the following:

- The City pays surface water fees to the City of Houston for its operation of the Southeast Water Purification Plant. Expenses, including overhead, required to maintain the plant have increased by \$9,560 to a total of \$532,830.
- Water maintenance expenses increase from \$265,540 to \$290,540 to reflect the cost of painting water tanks in the future.
- Due mostly to the creation of a capital reserve charge, transfers to other funds increase by \$120,140.

WASTEWATER

This division functions to protect the public health through the collection, treatment, and disposal of wastewater in accordance with all local, state, and federal regulations. The budget for FY 2012-13 shows expenses of \$2,649,920, an increase of \$590,330 from the previous year. Various Wastewater Division increases are shown below.

- Several pieces of equipment need to be replaced in the upcoming year. The FY 2012-13 Annual Budget includes \$18,000 as a supplemental request for a new boring machine, pipe cutting machine, generator, and trench shoring equipment.
- Capital expenses increase by \$50,000 to reline identified manholes and sewer lines.
- To ensure safe and effective operation, maintenance must occur regularly at the wastewater treatment plant. For FY 2012-13, the transfer to the Water/Sewer Construction Fund increases by \$450,000 to rehabilitate one of the clarifiers.

DRAINAGE

This division functions to protect the public health through the maintenance of the drainage system in accordance with all regulatory agencies. The budget for the Drainage Division decreases 15% to \$206,900 in FY 2012-13 and includes the following items:

- Two full-time equivalent positions are shown in the Drainage division budget. A Utility Crewman II position has been vacant as the daily responsibilities and operations of this new division are developing over time. This position will remain vacant and unfunded during FY 2012-13.
- A master detention study was conducted in FY 2011-12 to identify drainage issues throughout the City. Now completed, consultant expenses are expected to decrease by \$55,000 in FY 2012-13.
- Office and postage expenses decline by \$5,000 due to lower printing costs.

MAJOR ISSUES – SPECIAL REVENUE FUNDS

A special revenue fund is a governmental fund type used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The City's annual budget contains seven special revenue funds. They are Hotel Occupancy Tax, Municipal Court Programs, Public Safety, Tax Increment Reinvestment Zone, Grant, Emergency Management, and PEG Channel.

HOTEL OCCUPANCY TAX FUND

The Hotel Occupancy Tax Fund records the receipt and distribution of the City's hotel occupancy tax, which is levied at 5% of the room rental rates. Authorized by state statute and approved by City Council, expenditures must promote tourism and the hotel industry. Currently, seventeen hotels are located within the City of Webster.

Revenues in the FY 2012-13 Annual Budget total \$785,500. We anticipate flat to declining occupancy rates as the economy struggles. Hopefully, advertising ventures initiated by the City will reveal the figure to be conservative.

MUNICIPAL COURT PROGRAMS FUND

This fund is used to promote judicial efficiency, provide security for the courtroom and court officers, and support school crossing guards and child safety programs. It is also used to enhance and upgrade court technology. Including a planned use of fund balance, both revenues and expenditures for the fiscal year total \$158,310.

TAX INCREMENT REINVESTMENT FUND

A local government can create a tax increment reinvestment zone to finance needed improvements and infrastructure within that area. Tax increment funds must be spent on projects that were part of the project plan in the ordinance that created the zone. The FY 2012-13 Annual Budget totals \$191,580.

GRANT FUND

The purpose of this fund is to account for the receipt of grant funds from the State or Federal government. The specific grants included in the budget may or may not be awarded to the City. For FY 2012-13, the City may apply for grants totaling \$558,640.

PUBLIC SAFETY & EMERGENCY MANAGEMENT FUNDS

The Public Safety Fund records the acceptance of various donations, contributions, and auction proceeds from seized property. The receipt and disbursement of these funds are sporadic in nature. In FY 2012-13, the Emergency Management Fund may be dissolved into the General Fund.

PEG CHANNEL FUND

This fund was created during FY 2011-12 to accumulate funds for a public, educational, and government access channel. Funding for this channel is derived from local cablevision franchisees in accordance with Chapter 66 of the Texas Utilities Code. The FY 2012-13 Annual Budget anticipates annual revenue of \$21,940.

MAJOR ISSUES – DEBT SERVICE FUND

This fund is used to accumulate a dedicated portion of property taxes for payment of the City's general debt. Additionally, the Webster Economic Development Corporation transfers \$330,030 to this fund to service the debt issued for renovation and expansion of the Emergency Operations Center and Police Department building. Revenue is expected to be \$2,621,870, assuming \$1,698,050 from current property tax collections. Expenditure appropriations for FY 2012-13 total \$2,621,870, including the early extinguishment of the Series 2005 Certificates of Obligation in March, 2013.

MAJOR ISSUES – INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY FUND

To better reflect the cost of providing services to citizens, the Information Technology Fund was created in FY 2008-09. All technology functions within the City have been combined into one fund, centralizing management to meet a common goal. The FY 2012-13 Annual Budget reflects expenses in the Information Technology Fund of \$756,520. These costs are allocated to each division within the City based upon technology needs. The budget increases by \$168,810 with these notable items:

- There are several ongoing and future projects that require a specific skill set. The appropriation for consulting services increases by \$32,000 to reflect the need for professional assistance with these items.
- More than seventy aging computers need to be replaced throughout the City. Computer replacement expenditures increase from \$14,750 to \$70,000 for this purpose.
- Capital outlay increases by \$25,200 to purchase a new server and upgrade software.

EQUIPMENT REPLACEMENT FUND

Authorized by City Council in 2002, the purpose of this fund is to provide for the replacement of vehicles and equipment as necessary based upon mileage, age, or maintenance costs. Beginning in FY 2008-09, this fund is reported as an internal service fund. Each division transfers a scheduled amount on an annual basis. To ensure future needs are met, all divisions will transfer 100% of the scheduled contribution amount in FY 2012-13. The \$659,250 expense budget contains the replacement of thirteen vehicles and two pieces of equipment. A breakdown by department is shown below.

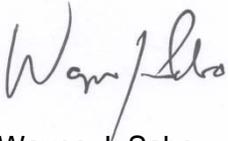
Department	Vehicles/Equipment
Police	10
Public Works	2
Fire	2
Wastewater	1

CONCLUSION

Conservative management and sound fiscal policies have placed the City of Webster in a strong financial position to ride out an economic storm. Both the General Fund and the Utility Fund have healthy reserves even after planned expenditures. Property tax and utility rates remain among the lowest in the area. Even during the worst downturn in years, many businesses continue to expand or relocate here. That demonstrates confidence in the community's future.

As we begin to see a positive turn to our revenue stream, we have the opportunity to strengthen the City's balance sheet by paying off existing debt. Property taxes can be lowered with a limited effect on reserves. Major projects have been identified, and necessary rate adjustments have been considered. Taking these steps now can ensure our financial stability in the future.

I would like to thank the Mayor and members of the City Council for their leadership and dedication to the citizens of Webster. I also wish to express my appreciation to City staff, and in particular the Finance Department, who contributed many hours of hard work to bring this budget to fruition. Thank you for your assistance and support during this process.

A handwritten signature in black ink, appearing to read "Wayne J. Sabo". The signature is written in a cursive style with a large initial "W".

Wayne J. Sabo
City Manager

History of Webster

James W. Webster, a steamboat operator based in Galveston, brought a group of English settlers to this area in 1879. About 1882, a post office was established for the area and named Websterville. Ten years later, the area was surveyed to create a town site named Webster. Mrs. Allen, daughter of J. W. Thompson, a general store owner and postmaster, established the first school in Webster in 1893. It was located near the present elementary school on Walnut Street.

Ranching was well established in the area along Clear Creek when the first English settlers arrived. The mild climate and fertile soil also attracted farmers who planted a wide range of fruits and vegetables, including okra, beans, onions, carrots, figs and strawberries. Satsuma orange groves were planted in the early 1900's, followed by pear orchards.

Rice was emerging as a major cash crop in 1903 when the Houston Chamber of Commerce invited Seito Saibara of Japan to advise farmers on the cultivation of rice. The Saibara family settled in Webster and planted a field with Shinriki seed, a variety superior to native rice. Over the years the Saibaras aided the Texas rice industry with improved strains of rice and agricultural techniques. Webster was described as "the cradle of the Texas Gulf Coast rice farming industry" in 1961. Seito Saibara is credited with spawning the multi-million dollar Texas rice industry.

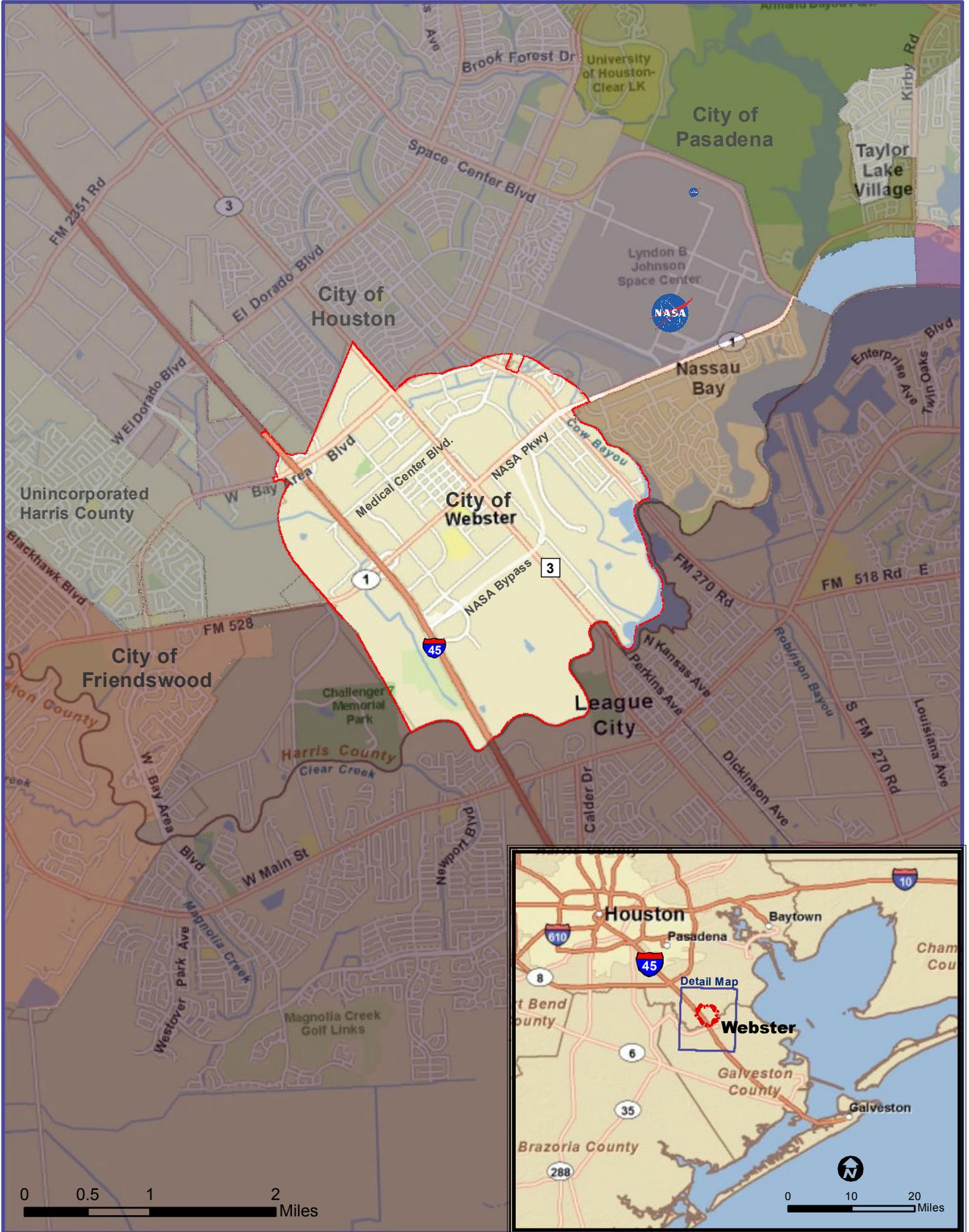
Webster has had its share of tragic events and setbacks. Only a few houses remained standing after the great 1900 hurricane, which killed thousands in Galveston. About half of Webster's population left after the storm. Just when Webster began prospering again, an early, severe freeze decimated the local orange industry in 1916. Pear orchards suffered a similar fate. Built in 1911, the Webster State Bank closed in 1916 after the orange groves failed. Webster remained a quiet farming and ranching community over the next few decades. Cattle, rice and truck farming provided residents and businesses the sustenance to maintain a fairly stable population.

One of the most important oil booms in the nation arrived in the early 1930's with the discovery of oil in what is known as the "Webster-Friendswood Field." The known reserve of 450,000,000 barrels produced 15,000 barrels a day. Humble Oil (now Exxon) was the principal and major producer in the field. The Humble Tank Farm and the discovery of oil helped boost the area's economy. Later, Houston Lighting and Power Company's Webster Generating Station provided tremendous benefits to the small community by contributing significantly to its tax base.

Webster was considered a village until 1958. A referendum was held that year for incorporation. It passed, 108 to 3. The coastal prairie community would now ride its wave into the future as a "city." Webster's population grew from 329 in 1960 to over 2,000 by 1970. The construction of the Manned Spacecraft Center (now Johnson Space Center) in 1961 sparked phenomenal growth and development over the entire Bay Area. Webster has continued growing steadily over the years and today boasts a population of over 10,000.

Although the City limits encompass only 6.67 square miles, Webster has become the commercial hub of Bay Area Houston. The City's retail strength is exemplified by featuring some of the top-performing stores within the entire Houston Metropolitan Area, within the State of Texas, and within the nation. Webster boasts seventeen hotels and more than 100 restaurants. Numerous healthcare facilities in the City accommodate more than 1,500,000 patients annually. With Johnson Space Center nearby, Webster is home to some of the top aerospace companies in the world. These all contribute greatly to Webster's economic vitality.

(This history includes excerpts from an original article written by Tom Wilks.)



Financial Policies

Introduction

The financial policies are a result of the desire of City Council and staff to establish a basic framework for the fiscal management of the City. The policies encompass requirements of the City Charter and the Texas Local Government Code. The policies provide a format to evaluate the City's operations and the authoritative procedures by which the City conducts its financial affairs. A periodic review is conducted and modifications are made to accommodate the needs of the City.

Fiscal Year

The City operates on a fiscal year beginning on October 1 and ending on September 30 of the succeeding year. The fiscal year will also be established as the accounting and budget year.

Budget Administration

The City will maintain a budgetary control system to ensure expenditures are made in accordance with the adopted annual budget and the City Charter. Expenditures for each division shall not exceed the adopted budget for the division. The budgetary control level (that is, the level at which expenditures cannot legally exceed the budgeted amount) is established at division levels within an individual fund. Budgetary control is achieved through a computerized purchase order system, which does not allow for processing if sufficient funds are not available at the individual expenditure account level within a division. Budgetary control for the capital projects funds is achieved through legally binding construction contracts.

The City Charter requires the City Manager to submit a balanced budget to the Mayor and Council at least sixty days prior to the beginning of the fiscal year. A budget is considered balanced when expected revenues exceed or are equal to anticipated expenditures. The budget is approved in the form of an appropriations ordinance. During the year, the City Manager has the authority to transfer budgeted amounts between accounts within any division, but changes to the total appropriation level for a given division can only be enacted by the Mayor and Council through a budget amendment ordinance.

The City uses a program-based budget approach to operating expenditures. Each year every activity and program is evaluated anew; goals and objectives are set for the coming year; and costs are analyzed on a line by line basis.

The Annual Budget includes appropriations for all City operating funds. Capital projects funds are presented separately in a dedicated section. Appropriations for the annual operating budget lapse at the end of each fiscal year. Appropriations for capital projects carry over until project completion.

Under the City's budgetary process, outstanding encumbrances at the end of the fiscal year are reported as reservations of fund balances; they do not constitute expenditures or liabilities.

Basis of Accounting and Budgeting

The City of Webster's annual budgets shall be prepared and adopted on a basis consistent with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) for all governmental and proprietary funds. Accordingly, all governmental fund budgets are presented using the current resource measurement focus and modified accrual basis of accounting. Under this method of accounting, revenue and other governmental fund resources are recognized in the accounting period in which they become susceptible to accrual – that is, when they become both “measurable and available” to finance current operating expenditures for the fiscal period.

In applying the susceptible to accrual concept to real and personal property tax revenue recognition, “available” means property tax revenue is recognized currently if levied before the fiscal year end and collected by intermediaries within 45 days after the fiscal year end (considered the availability period). Sales taxes, franchise fees, hotel occupancy taxes, permit fees, fines and forfeitures, charges for service, and miscellaneous revenue (including interest income) are recorded as revenue when cash is received. Grant revenue, which is dependent upon expenditures by the City, is accrued when the related expenditures are incurred.

Expenditures in the governmental funds are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest on long-term debt which are recognized when due.

The City's proprietary funds budgets are presented using the economic resources measurement focus and accrual basis of accounting. Under this method of accounting, revenue is recognized when earned and expenses are recognized when they are incurred. For example, earned, but unbilled utility revenues are accrued and reported in the financial statements the same way they are incorporated within the operating budget. Proprietary fund capital purchases are budgeted in the operating budget and recorded as expenses during the year; at year-end, they are capitalized for financial statement purposes.

Revenues

For every annual budget, the City shall levy two property tax rates: operations & maintenance and debt service. The debt service levy shall be sufficient for meeting all principal and interest payments associated with the City's outstanding tax-supported debt for that budget year. The debt service levy and related debt service expenditures shall be accounted for in the General Debt Service Fund. The operations & maintenance levy shall be accounted for in the General Fund.

Revenues are budgeted conservatively using an objective approach to analyze historical data and inherent trends. Adjustments are made to account for known events and projected economic activity within the city and surrounding areas.

Revenue from “one-time” or limited duration sources will not be used to pay for recurring expenditures within the City's budget.

Restricted revenue shall only be used for the purposes legally permissible and in a fiscally responsible manner.

On an annual basis, the City will set fees and rates for the proprietary funds at levels to recover total direct and indirect operating costs, including capital outlay and debt service.

The City will follow an aggressive policy of collecting all revenues by reviewing its receivables annually and implementing collection procedures to obtain all revenues due to the City in a timely manner.

Fees for recreational activities will be set at levels determined by City Council to provide the activity in an economical manner for citizens.

Expenditures / Expenses

The City will budget, account, and report detailed expenditures in the following categories: Personnel, Supplies, Maintenance, Services, Debt Service, Capital Outlay, Transfers, and Other Financing Uses.

The City will constantly strive to improve the level of service for its citizens without an increased level of cost. The City will also seek to reduce the cost of the current level of services provided through innovative programs and initiatives.

Personnel expenditures will reflect the minimum staffing necessary to maintain the established quality and scope of city services. The City will maintain a market-competitive compensation and benefit package to attract and retain quality employees.

The City will provide for adequate maintenance of capital assets and for their timely replacement. Each division shall project future capital requirements for a minimum of five years in order to accommodate the acquisition of capital outlay while maintaining a consistent level of expenditures for each budget year. Purchases of vehicles and major equipment are reported in the Equipment Replacement Fund.

The capitalization threshold for fixed assets is \$5,000. Minor equipment with a unit cost under \$5,000 is included in the Supplies category of each division rather than treated as Capital Outlay.

Beginning in FY 2008-09, the City will begin prefunding its retiree health benefits in accordance with GASB 45 based upon an actuarial valuation study. The study shall be completed every other year.

Cash Management / Investment Policies

Investments and cash management will be the responsibility of the Director of Finance.

City funds will be managed in accordance with the prudent person standard with an emphasis on safety of principal, liquidity, and yield, in that order.

Investments of the City will be made in accordance with the City's adopted Investment Policy.

The City will diversify use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities.

Cash is combined into one pooled operating account to facilitate effective management of the City's resources and to maximize yield from the overall portfolio.

The Director of Finance shall present reports of the City's investments and cash position quarterly to the Mayor and City Council.

Accounting, Auditing, and Financial Reporting Policies

The City's accounting system will be maintained in accordance with generally accepted accounting principles.

The City places continued emphasis on the maintenance of an accounting system that provides strong internal budgetary and accounting controls designed to provide reasonable, but not absolute, assurances regarding the safeguarding of assets.

Quarterly, the City Manager shall submit to the City Council, a report covering the financial condition of the City. The financial report will compare actual revenues and expenditures to budgeted amounts for all major funds.

The City of Webster issues a Comprehensive Annual Financial Report (CAFR) within six months of the close of the previous fiscal year. The CAFR will be submitted annually to the Government Finance Officers Association for peer review as part of the Certificate of Achievement for Excellence in Financial Reporting program. All reports prepared by the auditors, and management's response to those reports, will be presented to the Mayor and Council at a regularly scheduled Council meeting.

An independent audit of the City of Webster is performed annually. The auditor's opinion will be included in the City's CAFR. The City will strive for an unqualified auditor's opinion.

Fund Balance / Reserve Policies

On February 15, 2011, the City Council approved a Fund Balance Policy in compliance with Governmental Accounting Standards Board Statement 54. Included in the policy are the following provisions:

The City Council is the government's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at a City Council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

The City Council may assign fund balance to a specific purpose in relation to this fund balance policy. By resolution, the Council has also authorized the City Manager and Director of Finance to assign fund balance. Assignments of fund balance by the City Manager and Director of Finance do not require formal action by the City Council; however, each assignment must be approved by both authorized officials before the item can be presented in the financial statements.

The City will strive to maintain an unassigned fund balance of not less than 25% of the budgeted operational expenditures in all City funds. Due to the volatile nature of a majority of its revenues, it is not deemed excessive for the City to maintain fund balance in the General Fund and WEDC Fund at levels greater than 33% of the budgeted operational expenditures. The purpose of this unassigned balance is to alleviate significant unanticipated budget shortfalls and to ensure the orderly provisions of services to citizens. Should unassigned fund balance fall below the goal or has a deficiency, the City will seek to reduce expenditures prior to increasing revenues to replenish fund balance within a reasonable timeframe.

The City will try to avoid using fund balances for recurring operational expenditures. To the extent that the unassigned fund balance exceeds the minimum target, the City may draw upon the fund balance to provide cash financing for capital projects or other one-time purchases. Should economic projections and prudent measures warrant, City Council may also approve the systematic reduction of any excess fund balance as a tactic to prevent tax increases.

When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the City Council, and unassigned fund balance), the City will start with the most restricted category - spending those funds first - before moving down to the next category with available funds.

Debt Management Policies

The City will maintain debt management practices that will provide for the protection of bond ratings; the maintenance of adequate debt service reserves; compliance with debt covenant provisions; and appropriate disclosure to investors, underwriters and rating agencies.

The term of any City debt issue, including lease-purchases, shall not exceed the useful life of the assets being acquired by the debt issue.

All debt issuance shall comply with Federal, State and City charter requirements and adhere to Federal arbitrage regulations.

Capital Projects

Capital projects shall be submitted to the City Council for approval and shall include the following items:

- A summary of the proposed programs;
- A list of all capital improvements which are proposed to be undertaken during the ensuing five fiscal years, with appropriate supporting information of the necessity for such improvements;
- The cost estimates, method of financing, and recommended time schedules for each such improvement; and
- The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The City will develop a multi-year capital projects plan and update it annually. The City will estimate the costs and potential funding sources for each capital project included in the plan.

The City shall utilize the most beneficial method of financing capital projects from the following sources: cash, bonds, short-term notes, joint financing with other governmental entities, special assessments, and federal and state grant programs.

The City will carry out the capital improvements plan and fund the capital project budgets in accordance with the capital projects plan.

The City will include the cost of operations of the capital project in the operating budget during the year of completion. Future operating costs associated with the new capital projects will be projected and included in the operating forecasts.

Long-term Financial Plan

The City Council establishes long-term priorities through various meetings, including the strategic planning session.

The City shall establish and maintain a long-term financial plan that projects future revenues, expenditures, fund balances, and cash flow needs. The projections shall be updated as changes occur during the year.

The plan is reviewed on an annual basis and adjusted, if necessary, to meet the needs of the City.

The annual budget shall be prepared in conjunction with the long-term financial plan's goals and objectives.

Organization Philosophy

The City Council is committed to the below organization philosophy, which defines how the City will conduct its business.

The City of Webster is committed to developing a high performance organization that optimizes the use of its human resources by empowering all employees. The City of Webster desires a progressive and dynamic organizational culture that is results-oriented and based upon open, honest communication and trust.

The City of Webster is committed to success through partnerships. Effective partnerships require communication and teamwork. Organizational strategies will be communicated to the community, public officials, and employees in an effort to achieve success through cooperation.

The City of Webster is committed to exceeding the public's expectations. The City of Webster will ensure that its policies, practices, and processes are practical, efficient, effective, and meet the needs of citizens.

The City of Webster is committed to be a leader among cities and recognizes that planning is vital. Planning must ensure the acquisition and allocation of resources necessary to meet demand and the maintenance of resources over time.

Strategic Planning Session

An essential part of the budgeting process is the annual strategic planning session. Held in April, the strategic planning session is a joint meeting between City Council and City staff to discuss the direction and future of the City. The outcome of this meeting establishes organization-wide financial and programmatic policies and goals for the City. Some items have high priority and are short-term in nature; these items have been incorporated into the FY 2012-13 Annual Budget. Due to time, fiscal, or political constraints, other items of lower priority are considered to be long-term goals. These items will be included in future budgets as warranted.

The prevailing topic during this year's strategic planning session was the continuation of responsible cost reduction measures while maintaining efficient and effective service delivery to citizens. Maintaining basic services was imperative. Various service enhancement proposals were recognized but received little funding. Council also addressed the cost estimates – along with a financing plan – for the future replacement of the 42" water line that provides the City's water. Utility rate increases were proposed where necessary.

City Council has been presented with the five-year Capital Improvements Program (CIP) for the City of Webster. The CIP identifies \$41,112,000 of projects to be completed between fiscal years 2013 – 2017. Of that amount, projects totaling \$3,161,000,000 are expected to begin during fiscal year 2012-13. Funding is provided from a variety of sources such as grants, bonds, impact fees, and operating revenues. Along with a description, the CIP contains an estimate of the annual cost of operation for each project. Readers are encouraged to review the CIP included in this document.

City of Webster Long-Term Objectives and Short-Term Goals

“It is our mission to promote the health, safety, and welfare of all citizens while maintaining cost efficient programs that enhance the quality of life for our community.” - City of Webster Mission Statement

It is this mission statement which steers the long-term objectives of the City. In turn, the annual budget incorporates short-term goals to incrementally reach the stated objective. The schedule below lists the five key elements of the mission statement, the FY 2012-13 departmental goals associated with each, and the page numbers where the departmental goals can be found. The related departmental objectives reflect the steps that will be taken to accomplish the departmental goals. Readers are encouraged to refer to the individual pages for detailed information about these goals and objectives.

Key element #1: Promote the health of all citizens

- Pg. 73 – Protect the safety, health, and welfare of the citizens and employees
- Pg. 83 – Promote wellness of employees to maintain present level of high quality health care
- Pg. 87 – Protect the public health through increased inspection of food service establishments
- Pg. 89 – Increase year-round attendance for existing [recreation] programs
- Pg. 89 – Provide a safe and healthy environment for all [recreation] program attendees
- Pg. 89 – Provide a high quality and customer-service oriented [recreation] program
- Pg. 165 – Protect the health of citizens by frequent inspection of water quality
- Pg. 165 – Ensure optimal [utility] operating conditions are maintained
- Pg. 169 – Protect the health of citizens by frequent inspection of wastewater discharge
- Pg. 173 – Ensure compliance with TCEQ [drainage] regulations throughout the year
- Pg. 173 – Protect the health of citizens by assessing the condition of the drainage system
- Pg. 173 – Educate citizens and businesses of non-source-point pollution

Key element #2: Promote the safety of all citizens

- Pg. 77 – Complete the construction of a new fire station within budget
- Pg. 77 – Maintain a high state of readiness for emergency preparedness
- Pg. 87 – Review, revise, and adopt the 2012 International Building Codes and related City ordinances
- Pg. 87 – Ensure public swimming facilities meet current and future code requirements
- Pg. 91 – Ensure the safety of Public Works personnel
- Pg. 95 – Protect citizens who use city parks and facilities
- Pg. 97 – Ensure all construction codes, restrictions, and regulations are followed
- Pg. 101 – Incorporate surveillance operations to reduce vehicle-related crimes and apartment burglaries
- Pg. 101 – Coordinate specialized criminal operations to include service of high risk warrants
- Pg. 103 – Reduce the number of traffic accidents by 1%
- Pg. 103 – Increase the number of narcotic arrests by 1%
- Pg. 103 – Reduce the number of vehicle crimes by 1%
- Pg. 105 – Maintain or reduce dispatch time to under 2 minutes
- Pg. 105 – Maintain an [dispatch] error rate of less than 2% for TCIC/NCIC transactions
- Pg. 107 – Continue public safety education campaign
- Pg. 107 – Increase inspections of assemblies, restaurants, and night clubs
- Pg. 107 – Ensure fire codes are updated as necessary
- Pg. 109 – Maintain [fire] emergency response preparedness
- Pg. 109 – Ensure [fire] operating procedures meet industry standards and best practices
- Pg. 111 – Improve [EMS] dispatch coordination with the Webster Fire Department
- Pg. 111 – Improve [EMS] response times, on-scene times, and community involvement

Key element #3: Promote the welfare of all citizens

- Pg. 77 – Continue to work towards securing a destination retail development for the City
- Pg. 77 – Continue long-term financial planning during unpredictable economic turmoil
- Pg. 79 – Provide accurate and timely financial reporting and budgeting
- Pg. 79 – Ensure financial stability, accountability, and transparency of all City funds
- Pg. 83 – Continue staff education and training on personnel laws and regulations
- Pg. 85 – Continue to improve the efficiency and effectiveness of the City’s development review processes
- Pg. 85 – Review development-related ordinances and recommend amendments as necessary
- Pg. 113 – Enhance business recruitment, retention, and expansion efforts
- Pg. 113 – Expand Webster’s position as the retail, dining, and entertainment capital of Bay Area Houston
- Pg. 129 – Increase hotel occupancy in the City of Webster
- Pg. 253 – Advance Webster’s business-friendly philosophy

Key element #4: Maintain cost-efficient programs

- Pg. 73 – Provide beneficial municipal services with accountable management practices
- Pg. 75 – Continue citywide implementation of the contract management program
- Pg. 75 – Improve the quality and distribution of information to the council, boards, employees, and public
- Pg. 75 – Ensure the protection of City records in the event of a disaster
- Pg. 77 – Seek quality, cost-effective training for employees
- Pg. 77 – Revamp the Capital Improvement Program to reprioritize projects commensurate with the budget
- Pg. 79 – Develop enhanced and efficient processes for Finance functions
- Pg. 81 – Increase efficiencies with the records processing and documentation activities
- Pg. 91 – Provide effective and cost-efficient [public works] service to citizens
- Pg. 93 – Minimize the downtime of the City’s vehicle and equipment fleet
- Pg. 95 – Search for cost-saving measures without reducing [public works] services to citizens
- Pg. 99 – Effectively manage the expenditures of the Police Department
- Pg. 101 – Dispose nonessential property in the [police] evidence room
- Pg. 109 – Pursue [fire] grant opportunities whenever possible
- Pg. 111 – Continue to adhere to all [EMS] contractual requirements
- Pg. 191 – Ensure that the computer network remains current, efficient, and functional
- Pg. 191 – Propose cost-effective [computer] hardware and reduce overall [computer] maintenance costs
- Pg. 191 – Convert [computer] software to current version of the operating system for system expansion

Key element #5: Enhance the quality of life for our community

- Pg. 73 – Identify and promote the long-term objectives of the City
- Pg. 81 – Continue to represent the City of Webster in a positive manner [during court transactions]
- Pg. 81 – Emphasize training and promote certifications [for municipal court employees]
- Pg. 83 – Recognize employees for exemplary service
- Pg. 85 – Continue the implementation of the NASA Parkway Revitalization Plan
- Pg. 97 – Assist with long-range planning for city infrastructure needs
- Pg. 93 – Maintain or improve pedestrian accessibility throughout the City
- Pg. 93 – Preserve or enhance condition of streets and street signs
- Pg. 95 – Enhance the aesthetics and function of city parks where appropriate
- Pg. 99 – Continue with the [police] department’s leadership succession plan
- Pg. 105 – Promote customer relations and improve service delivery [of police dispatch services]
- Pg. 113 – Improve the user interface for the Economic Development web pages
- Pg. 165 – Enhance training and certification opportunities for [utility] personnel

Budget Development Process

Revenue Projections Developed (March)

The Finance division develops revenue projections for the upcoming fiscal year and establishes budgetary targets for each division.

Strategic Planning Session (March 24)

Staff meets with the Mayor and City Council for its annual strategic planning session to obtain general direction and guidance in preparing the budget. During this session, staff discusses various factors that may affect the ensuing budget cycle, such as economic climate, revenue outlook, community expectations and program requirements. Council addresses these concerns and identifies top priorities.

Budget Orientation (March 26)

The City Manager and Finance division hold a budget orientation meeting with City staff to discuss the economic condition of the City and its effects on the budget. An overview of the direction received from Council is presented, and the City Manager may give specific direction complying with organizational strategies. All documentation used in the budget development process is distributed.

Budget Requests Submitted & Reviewed (May)

Staff meets with the Finance division to evaluate each division's budget requests. The deadline for division budgets to be submitted is May 31, 2012.

Preliminary Tax Rolls Received (April 30)

Preliminary appraisal rolls are received from the Harris County Appraisal District showing taxable values of \$1,398,553,621 in 2012.

Budget Review Sessions with City Manager (June)

Staff meets with the Finance division and City Manager to evaluate progress on continuing priorities, discuss new programs to be included in the budget, and re-evaluate each division's budget requests for the upcoming fiscal year.

FY 2012-13 Proposed Budget is Filed with City Secretary (July 17)

City Manager's proposed, balanced budget is filed with the City Secretary and made available to the public as required by the City Charter. The proposed budget reflects total appropriations of \$33,728,020 (including interfund transfers) and a proposed total tax rate of \$0.27542 per \$100 of valuation based upon preliminary tax data.

Council Budget Work Sessions (July 24)

City Council holds a budget work session in order to discuss the proposed budget. Citizens are invited, but no public testimony is allowed at the work session meetings.

Certified Tax Rolls Received (August 24)

Certified appraisal rolls are received from the Harris County Appraisal District showing taxable values of \$1,303,248,896. The Finance division performs the effective and rollback tax rate calculations as required by State law. The effective tax rate is calculated to be \$0.29308 per \$100 valuation with a rollback rate of \$0.34790 per \$100 valuation.

Public Hearing Held on Proposed Budget (September 4)

Following the publication of required newspaper notices, a public hearing is held at a regularly scheduled City Council meeting to solicit citizen responses to the proposed budget.

Council Adopts the FY 2012-2013 Annual Budget (September 18)

Council approves an ordinance adopting the budget for the fiscal year beginning on October 1, 2012 with total appropriations of \$33,701,320, a decrease of \$26,700 from the proposed budget amount.

Public Hearing Held on Proposed Tax Rate (October 2)

Following the publication of required newspaper notices, public hearings are held at a scheduled City Council meeting to solicit citizen responses to the proposed tax rate.

Council Adopts a Tax Rate (October 2)

Following the publication of required notices regarding the effective and rollback tax rates, Council approves two separate ordinances adopting an O&M tax rate of \$0.15615 per \$100 valuation and a debt service tax rate of \$0.12913 per \$100 valuation.

FY 2012-13 Annual Budget is Published (November)

The Finance division prepares the final budget document. The document is printed and distributed to readers. The budget is also submitted to the Government Finance Officers Association to determine its eligibility for the Distinguished Budget Presentation Award.

Budget is Amended if Necessary (After fiscal year has begun)

Staff presents budget amendment requests to Council at a regularly scheduled City Council meeting. Budget amendments are adopted by ordinance.

Supplemental Appropriations: If, during the fiscal year, the city manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the council may make supplemental appropriations for the year up to the amount of such excess.

Emergency Appropriations: To meet a public emergency created by a natural disaster or man-made calamity affecting life, health, property, or the public peace, the council may make emergency appropriations, not to exceed ten (10) percent of the current fiscal year's budgeted receipts. Such appropriations may be made by emergency ordinance in accordance with the provisions of the charter. To the extent that there are no available unappropriated revenues to meet such appropriations, the council may, by such emergency ordinance, authorize the issuance of emergency notes.

Transfer of Appropriations: At any time during the fiscal year the city manager may transfer part or all of any unencumbered appropriation balance among programs within a department, division, or office and, upon written request by the city manager, the council may by ordinance transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.

Budget Calendar

<u>Date</u>	<u>Action</u>
March 24	<u>Strategic Planning Session</u> A joint meeting between City Council and City staff to discuss the direction and future of the City. Outcomes establish organization-wide financial and programmatic policies and goals for the City. The importance of this session merits discussion in this budget document.
March 26	<u>Budget Orientation</u> The City Manager and Finance Director hold a Budget Orientation meeting with staff responsible for preparation of Division / Department budgets. An overview of direction received from City Council is presented. The economic condition of the City and its effects on the budget is outlined. The City Manager may give specific direction complying with organizational strategies. At this time, Finance has prepared personnel schedules for the upcoming year as well as all budget detail and summary worksheets needed. All documentation used in the budget process is distributed, completed and submitted on-line using the City's intranet.
May 31	<u>Submission</u> May 31 st is the due date for divisions to submit their proposed budget to Finance. Finance compiles revenue and expense projections for presentation to the City Manager. The actions necessary to balance the budget are determined in a series of meetings with Department Directors and Division Heads. A balanced budget is then finalized for presentation to City Council by July 17 th .
July 17	<u>Proposed Budget Filed with City Secretary</u> The proposed budget is filed with the City Secretary. A notice is posted and published advising that the budget is available for public review.
July 24 – August 3	<u>Budget Work Sessions</u> Work sessions are scheduled with City Council. The proposed budget is presented with an overview of each fund's revenue and expenditure projections and activities. During these sessions, City Council makes changes as they deem appropriate. At the conclusion of the sessions, a notice is posted and published calling for a public hearing on the proposed budget.

Budget Calendar

<u>Date</u>	<u>Action</u>
August 23	<u>Publish Notice of the Public Hearing on the Proposed Budget</u> The City Charter requires that notice of a public hearing on the proposed budget be published not less than ten (10) days, or more than thirty (30) days, from the date of the hearing.
August 24	<u>Certified Tax Rolls</u> We expect delivery of the certified tax roll from Harris County Appraisal District. The roll is needed to enable an accurate calculation of the tax levy and to determine of the tax rate for the upcoming year.
September 4	<u>Public Hearing on the Proposed Budget</u> A public hearing is required by City Charter. This gives any taxpayer the opportunity in open session to make comments on the budget and content therein.
September 6	<u>Publish Notice of the Effective Tax and Rollback Tax Rates</u> Chapter 26 of the Property Tax Code requires the City to comply with certain steps within specific timeframes when adopting tax rates. A series of notices must be published to make taxpayers aware of tax rate calculations.
September 11	<u>Discuss Proposed Tax Rate</u> At this special meeting, City Council must discuss the proposed tax rate if the proposed rate will exceed the lower of the effective or rollback tax rate. City Council must vote to place the proposal to adopt the rate on the agenda of a future meeting as an action item.
September 18	<u>Adopt the Budget</u> This is a meeting to adopt the annual budget by ordinance upon one reading.
October 2	<u>Adopt the Tax Rate</u> A meeting to adopt the tax rate must take place before September 30 or by the 60 th day after the taxing unit receives the certified appraisal roll, whichever is later. City Council shall adopt a tax rate by passage of an ordinance to this effect upon one reading. <i>October 2 is the 39th day from receipt of roll.</i>

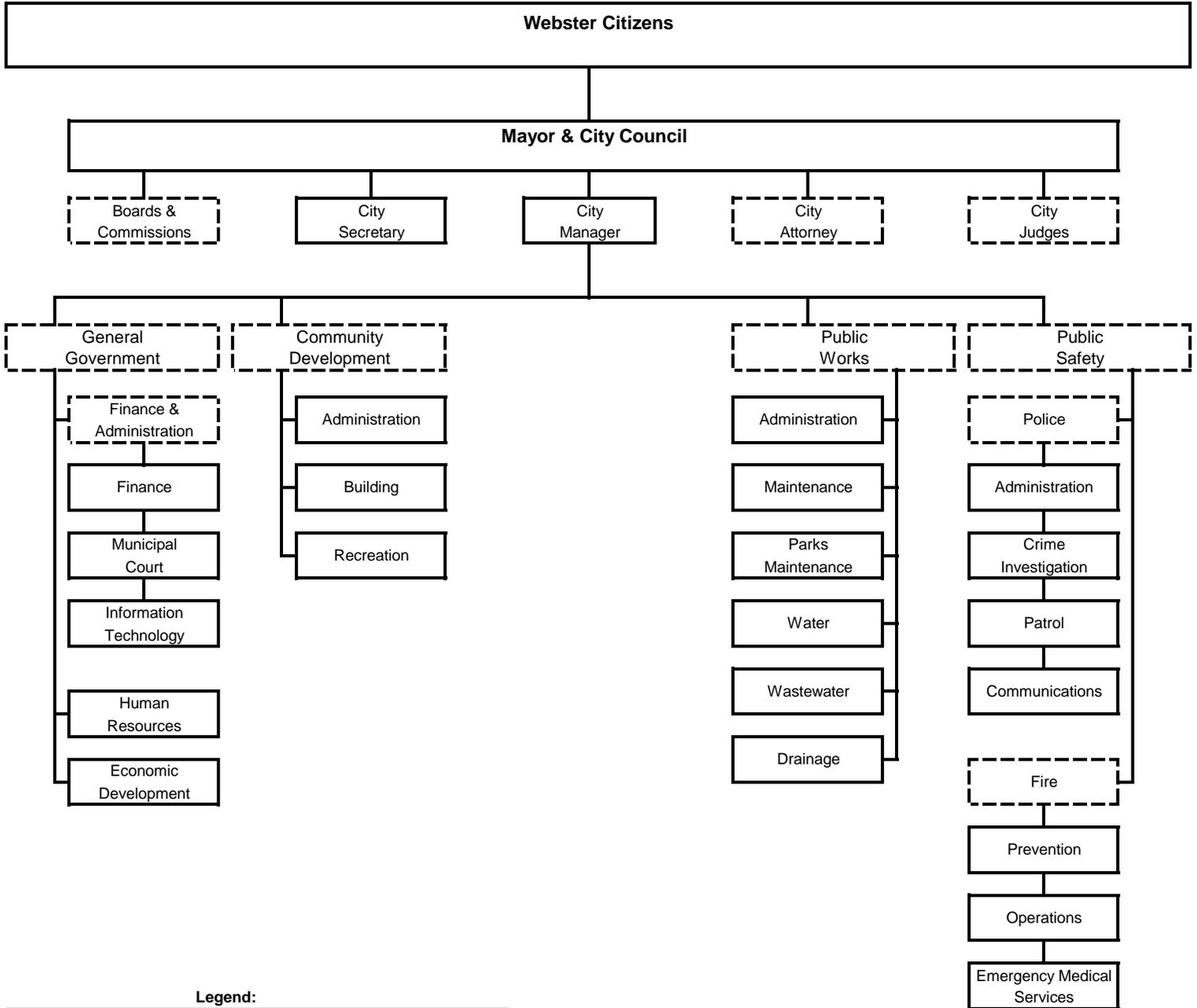
Fund Structure / Overview

Total Budget - All Funds			\$ 33,701,320
	Governmental Funds		
	General Fund		\$ 17,105,640
	Debt Service Funds		
	General Debt Service Fund		\$ 2,621,870
	Special Revenue Funds		
	Hotel Occupancy Tax Fund		\$ 788,150
	Municipal Court Fund		\$ 158,310
	Public Safety Fund		\$ 300,300
	TIRZ Fund		\$ 191,580
	Grant Fund		\$ 558,640
	PEG Channel Fund		\$ 21,940
	Emergency Management Fund		\$ -
	Proprietary Funds		
	Enterprise Funds		
	Utility Fund		\$ 4,846,500
	Utility Interest & Sinking Fund		\$ 564,860
	Internal Service Funds		
	Equipment Replacement Fund		\$ 659,250
	Information Technology Fund		\$ 756,520
	Component Unit		
	Webster Economic Development Corporation Fund		\$ 3,563,250
	WEDC Debt Service Fund		\$ 1,564,510

Note:

All City operating funds listed above are budgeted on an annual basis. The Capital Improvements Program is not appropriated on an annual basis. It is presented separately in a dedicated section of this document. The Utility Debt Service Reserve Fund is also excluded from presentation because it is not an appropriable fund.

City of Webster Organization Chart



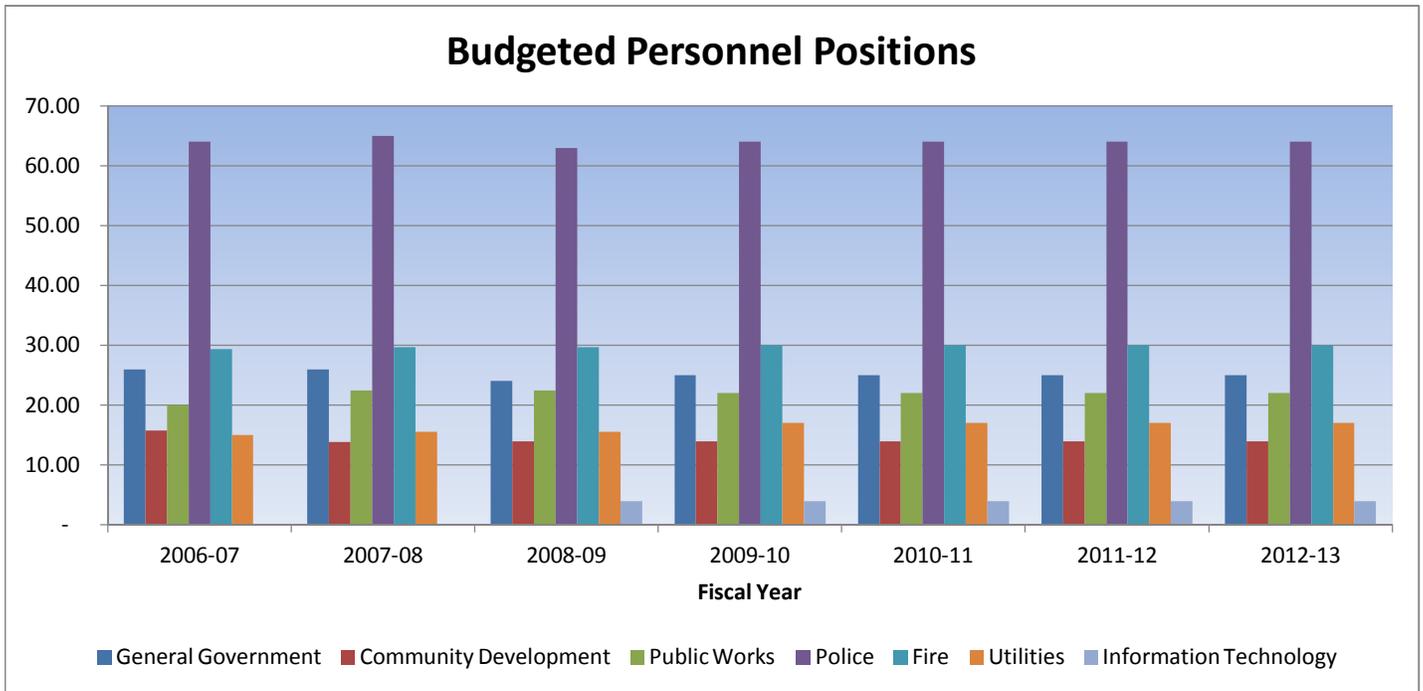
Legend:

- Denotes Functions, Departments, and Appointments
- Denotes Divisions

Budgeted Personnel Positions

<u>Function</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
General Government	26.00	26.00	24.00	25.00	25.00	25.00	25.00
Community Development	15.80	13.80	14.00	14.00	14.00	14.00	14.00
Public Works	20.00	22.50	22.50	22.00	22.00	22.00	22.00
Police	64.00	65.00	63.00	64.00	64.00	64.00	64.00
Fire	29.34	29.67	29.67	30.00	30.00	30.00	30.00
Utilities	15.00	15.50	15.50	17.00	17.00	17.00	17.00
Information Technology	-	-	4.00	4.00	4.00	4.00	4.00
Total	170.14	172.47	172.67	176.00	176.00	176.00	176.00

Note:
Positions are shown as full-time equivalent (FTE)



Budgeted Personnel Positions by Division (Full-time Equivalents)

	Fiscal Year						
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
<u>General Fund</u>							
General Government							
City Secretary	4.00	4.00	4.00	4.00	4.00	4.00	4.00
City Manager	1.00	1.00	1.00	2.00	2.00	2.00	2.00
Finance	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Municipal Court	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Information Technology	2.00	2.00	-	-	-	-	-
Human Resources	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Economic Development	2.00	2.00	3.00	3.00	3.00	3.00	3.00
Public Relations	1.00	1.00	-	-	-	-	-
Community Development							
Administration	5.80	5.80	6.00	6.00	6.00	6.00	6.00
Building	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Engineering	2.00	-	-	-	-	-	-
Recreation	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Public Works							
Administration	3.00	3.50	3.50	3.00	3.00	3.00	3.00
Maintenance	11.00	11.00	11.00	10.00	10.00	10.00	10.00
Parks Maintenance	6.00	6.00	6.00	7.00	7.00	7.00	7.00
Engineering	-	2.00	2.00	2.00	2.00	2.00	2.00
Police							
Administration	7.00	6.00	6.00	4.00	4.00	4.00	4.00
Crime Investigation	7.00	6.00	6.00	7.00	7.00	7.00	7.00
Patrol	34.00	35.00	35.00	37.00	37.00	37.00	38.00
Communications	15.00	16.00	16.00	16.00	16.00	16.00	15.00
Technical Support	1.00	2.00	-	-	-	-	-
Fire							
Prevention	2.34	2.67	2.67	3.00	3.00	3.00	3.00
Operations	27.00	27.00	27.00	27.00	27.00	27.00	27.00
General Fund Total	155.14	156.97	153.17	155.00	155.00	155.00	155.00
<u>Utility Fund</u>							
Water	8.00	8.25	8.25	8.50	8.50	8.50	8.50
Wastewater	7.00	7.25	7.25	6.50	6.50	6.50	6.50
Drainage	-	-	-	2.00	2.00	2.00	2.00
Utility Fund Total	15.00	15.50	15.50	17.00	17.00	17.00	17.00
<u>Information Technology Fund</u>							
Information Technology	-	-	4.00	4.00	4.00	4.00	4.00
Information Technology Fund Total	-	-	4.00	4.00	4.00	4.00	4.00
Total City Positions (FTE)	170.14	172.47	172.67	176.00	176.00	176.00	176.00

Notes:

Beginning in 2009-10, the Assistant Director of Public Works is split 50/50 between the General Fund and Utility Fund.
Beginning in 2008-09, the Public Relations division will be reported under Economic Development.
Beginning in 2008-09, the Information Technology division and Police-Technical Support division will be consolidated and reported under the Information Technology Fund.
Beginning in 2007-08, the Engineering division is reported under Public Works.
Beginning in 2007-08, the Director of Public Works is split 50/50 between the General Fund and Utility Fund.
Around 16-24 seasonal employees are hired during the summer as recreation staff. This count is not reflected above.

City of Webster, Texas
Consolidated Statement of Fund Balance
Budget Year 2012 - 2013

	General Fund	General Debt Service	Special Revenue Funds				
			Hotel Occupancy	Municipal Court	Public Safety	TIRZ	Grant
Fund Balance at 9/30/2011	\$ 8,974,159	\$ 577,456	\$ 1,233,272	\$ 248,658	\$ 115,591	\$ 598,194	\$ -
Estimated Fund Balance							
Revenue ¹	17,312,890	2,403,680	841,770	75,420	6,060	169,700	978,930
Expenditures	(17,135,150)	(1,745,550)	(562,290)	(136,310)	(67,040)	-	(978,930)
Subtotal	177,740	658,130	279,480	(60,890)	(60,980)	169,700	-
Estimated at 9/30/2012	\$ 9,151,899	\$ 1,235,586	\$ 1,512,752	\$ 187,768	\$ 54,611	\$ 767,894	\$ -
Projected Fund Balance							
Revenue ¹	16,986,740	2,028,870	788,150	77,530	264,600	191,580	558,640
Expenditures	(17,105,640)	(2,621,870)	(788,150)	(158,310)	(300,300)	(191,580)	(558,640)
Subtotal	(118,900)	(593,000)	-	(80,780)	(35,700)	-	-
Projected at 9/30/2013	\$ 9,032,999	\$ 642,586	\$ 1,512,752	\$ 106,988	\$ 18,911	\$ 767,894	\$ -

¹ Excludes Use of Prior Years' Fund Balance

² The Utility Debt Service Reserve Fund is excluded from presentation because it is not an appropriable fund.

PEG Channel	Emergency Management	Enterprise Funds ²		Internal Service Funds		Component Unit		Total All Funds
		Utility Fund	Utility Int & Sinking	Equipment Replacement	Information Technology	WEDC Fund	WEDC Debt Service	
\$ -	\$ 96,188	\$ 3,160,424	\$ 5,963	\$ 2,767,655	\$ 126,965	\$ 2,075,712	\$ 133,862	\$ 20,114,099
57,980	-	4,459,540	561,910	515,000	588,020	3,484,520	1,555,760	33,011,180
-	-	(3,982,550)	(561,910)	(526,900)	(546,400)	(2,685,910)	(1,551,360)	(30,480,300)
57,980	-	476,990	-	(11,900)	41,620	798,610	4,400	2,530,880
\$ 57,980	\$ 96,188	\$ 3,637,414	\$ 5,963	\$ 2,755,755	\$ 168,585	\$ 2,874,322	\$ 138,262	\$ 22,644,979
21,940	-	4,565,740	565,100	483,960	756,760	3,563,250	1,565,230	32,418,090
(21,940)	-	(4,846,500)	(564,860)	(659,250)	(756,520)	(3,563,250)	(1,564,510)	(33,701,320)
-	-	(280,760)	240	(175,290)	240	-	720	(1,283,230)
\$ 57,980	\$ 96,188	\$ 3,356,654	\$ 6,203	\$ 2,580,465	\$ 168,825	\$ 2,874,322	\$ 138,982	\$ 21,361,749

City of Webster, Texas
Budget Summary
Budget Year 2012 - 2013

Revenues	Special Revenue Funds						
	General Fund	General Debt Service	Hotel Occupancy	Municipal Court	Public Safety	TIRZ	Grant
Property Taxes	\$ 2,037,440	\$ 1,698,050	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax	10,685,000						
Franchise & Local Taxes	1,520,180		785,500				
Permit Fees	299,840						
Court Fines & Fees	1,167,180			77,290			
Charges for Service	155,120						
Miscellaneous Income	101,020	790	2,650	240	264,600	580	-
Intergovernmental	-					76,000	523,000
Other Financing Sources	118,900	593,000	-	80,780	35,700		
Total Revenue before Transfers	16,084,680	2,291,840	788,150	158,310	300,300	76,580	523,000
Transfers from Other Funds	1,020,960	330,030	-	-	-	115,000	35,640
Total Revenue	17,105,640	2,621,870	788,150	158,310	300,300	191,580	558,640
Expenditures							
Personnel	\$ 12,172,870	\$ -	\$ -	\$ 12,920	\$ -	\$ -	\$ -
Supplies	616,260		5,000	5,070	28,000		
Maintenance	540,340			19,900			
Services	3,120,860	2,000	746,250	54,660	272,300	191,580	558,640
Debt Service	-	2,619,870					
Capital Outlay	125,000			31,700			
Other Financing Uses	-						
Total Expenditures before Transfers	16,575,330	2,621,870	751,250	124,250	300,300	191,580	558,640
Transfers to Other Funds	530,310	-	36,900	34,060	-	-	-
Total Expenditures	17,105,640	2,621,870	788,150	158,310	300,300	191,580	558,640
Revenue Over / (Under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes:

Capital project funds are excluded from presentation because they are not part of the annual appropriations process. Appropriations for capital projects are made on a project basis and carry over until project completion. The Utility Debt Service Reserve Fund is also excluded from presentation because it is not an appropriable fund.

PEG Channel	Emergency Management	Enterprise Funds		Internal Service Funds		Component Unit		Total All Funds
		Utility Fund	Utility Int & Sinking	Equipment Replacement	Information Technology	WEDC Fund	WEDC Debt Service	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,735,490
						3,561,670		14,246,670
21,940								2,327,620
								299,840
								1,244,470
		4,448,880			756,520			5,360,520
		116,860	240	7,350	240	1,580	720	496,870
								599,000
	-	280,760		175,290				1,284,430
21,940	-	4,846,500	240	182,640	756,760	3,563,250	720	29,594,910
-	-	-	564,860	476,610	-	-	1,564,510	4,107,610
21,940	-	4,846,500	565,100	659,250	756,760	3,563,250	1,565,230	33,702,520
\$ -	\$ -	\$ 1,203,930	\$ -	\$ -	\$ 278,160	\$ -	\$ -	\$ 13,667,880
		714,790			16,140	3,200		1,388,460
		651,120			222,390			1,433,750
21,940		677,340	3,200		167,630	965,510	2,400	6,784,310
		-	561,660				1,562,110	4,743,640
		132,400		659,250	53,200			1,001,550
								-
21,940	-	3,379,580	564,860	659,250	737,520	968,710	1,564,510	29,019,590
-	-	1,466,920	-	-	19,000	2,594,540	-	4,681,730
21,940	-	4,846,500	564,860	659,250	756,520	3,563,250	1,564,510	33,701,320
\$ -	\$ -	\$ -	\$ 240	\$ -	\$ 240	\$ -	\$ 720	\$ 1,200

City of Webster, Texas
Budget Summary History (All Funds) ¹
Fiscal Years 2010 - 2013

	Budget 2009-2010	Budget 2010-2011	Budget 2011-2012	Budget 2012-2013
Resources				
Property Taxes	\$ 3,187,570	\$ 3,327,410	\$ 3,684,320	\$ 3,735,490
Sales Taxes	13,511,000	13,104,150	13,133,330	14,246,670
Franchise & Local Taxes	2,266,260	2,212,610	2,166,910	2,327,620
Permit Fees	348,940	296,670	260,120	299,840
Court Fines & Fees	1,355,980	1,395,390	1,226,750	1,244,470
Charges for Service	5,139,510	4,709,680	4,996,180	5,360,520
Miscellaneous Income	331,330	424,140	301,590	496,870
Intergovernmental	2,596,640	1,148,060	1,419,500	599,000
Other Financing Sources	729,110	328,700	910,070	1,284,430
Total Resources before Transfers	29,466,340	26,946,810	28,098,770	29,594,910
Transfers from Other Funds	4,044,810	4,319,830	4,071,840	4,107,610
Total Resources	33,511,150	31,266,640	32,170,610	33,702,520
Expenditures				
Personnel	12,909,570	12,983,270	13,190,250	13,667,880
Supplies	1,157,340	1,088,510	1,254,930	1,388,460
Maintenance	1,371,430	1,248,250	1,332,550	1,433,750
Services	9,044,620	6,590,060	6,978,890	6,784,310
Debt Service	3,878,320	4,119,550	3,856,630	4,743,640
Capital Outlay	619,210	480,000	1,404,550	1,001,550
Other Financing Uses	-	-	-	-
Total Expenditures before Transfers	28,980,490	26,509,640	28,017,800	29,019,590
Transfers to Other Funds	3,760,970	4,388,990	4,071,840	4,681,730
Total Expenditures	32,741,460	30,898,630	32,089,640	33,701,320
Resources Over / (Under) Expenditures	\$ 769,690	\$ 368,010	\$ 80,970	\$ 1,200

¹ Capital projects funds are excluded from presentation because they are not part of the annual appropriations process. Appropriations for capital projects are made on a project basis and carry over until project completion. The Utility Debt Service Reserve Fund is also excluded from presentation because it is not an appropriable fund.

Notes:

Transfers from Other Funds do not match Transfers to Other Funds due to transfers from/to project funds.

FY 2012 - 2013 includes:

\$450,000 transfer from Utility Fund to Water / Sewer Construction Fund
 \$109,120 transfer from Utility Fund to Debt Service Reserve Fund
 \$15,000 transfer from Information Technology Fund to IT Projects Fund

FY 2010 - 2011 includes:

\$283,840 from Sewer Impact Fee Fund to Utility Interest & Sinking Fund
 \$353,000 transfer from Utility Fund to Water / Sewer Construction Fund

FY 2009 - 2010 includes:

\$283,840 from Sewer Impact Fee Fund to Utility Interest & Sinking Fund

City of Webster, Texas
Comparative Schedule of City-Wide Resources and Expenditures (All Funds) ¹
Fiscal Years 2010 - 2013

	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012 ²	Estimate 2011-2012 ²	Budget 2012-2013 ²
Beginning Fund Balance (GAAP)	\$ 18,160,519	\$ 19,678,214	\$ 20,114,099	\$ 20,114,099	\$ 22,644,979
Resources					
General Fund	\$ 15,783,722	\$ 16,508,199	\$ 17,114,290	\$ 17,312,890	\$ 16,986,740
General Debt Service Fund	8,331,617	1,794,278	2,378,980	2,403,680	2,028,870
Hotel Occupancy Tax Fund	829,605	778,235	704,190	841,770	788,150
Court Special Revenue Fund	82,289	75,273	77,070	75,420	77,530
Public Safety Special Rev Fund	122,127	18,241	181,280	6,060	264,600
TIRZ Fund	162,909	178,376	198,780	169,700	191,580
Grant Fund	159,152	75,678	1,428,420	978,930	558,640
PEG Channel Fund	-	-	-	57,980	21,940
Emergency Management Fund	13,745	-	-	-	-
Utility Fund	3,937,719	4,210,188	4,214,080	4,459,540	4,565,740
Utility Interest & Sinking Fund	627,686	791,455	564,980	561,910	565,100
Equipment Replacement Fund	607,737	502,017	401,780	515,000	483,960
Information Technology Fund	728,134	582,336	588,160	588,020	756,760
WEDC Fund	3,268,662	3,417,851	3,286,510	3,484,520	3,563,250
WEDC Debt Service Fund	1,317,963	1,596,126	1,556,370	1,555,760	1,565,230
Total Resources	35,973,068	30,528,253	32,694,890	33,011,180	32,418,090
Expenditures					
General Fund	16,100,930	15,766,175	17,716,260	17,135,150	17,105,640
General Debt Service Fund	9,207,707	1,741,188	1,747,260	1,745,550	2,621,870
Hotel Occupancy Tax Fund	404,762	492,734	704,190	562,290	788,150
Court Special Revenue Fund	79,751	103,407	143,790	136,310	158,310
Public Safety Special Rev Fund	13,530	38,918	269,100	67,040	300,300
TIRZ Fund	-	-	198,780	-	191,580
Grant Fund	170,037	75,678	1,428,420	978,930	558,640
PEG Channel Fund	-	-	-	-	21,940
Emergency Management Fund	-	-	-	-	-
Utility Fund	3,219,336	4,072,147	4,160,330	3,982,550	4,846,500
Utility Interest & Sinking Fund	628,590	790,247	564,310	561,910	564,860
Equipment Replacement Fund	215,612	96,484	569,850	526,900	659,250
Information Technology Fund	634,293	565,904	587,710	546,400	756,520
WEDC Fund	2,452,942	4,913,445	3,286,510	2,685,910	3,563,250
WEDC Debt Service Fund	1,311,716	1,589,796	1,555,060	1,551,360	1,564,510
Total Expenditures	34,439,205	30,246,123	32,931,570	30,480,300	33,701,320
Resources Over / (Under) Expenditures	\$ 1,533,863	\$ 282,130	\$ (236,680)	\$ 2,530,880	\$ (1,283,230)
Fund Balance (Budget)	19,694,382	19,960,344	19,877,419	22,644,979	21,361,749
Adjustments ³	(16,168)	153,755	-	-	-
Ending Fund Balance (GAAP)	\$ 19,678,214	\$ 20,114,099	\$ 19,877,419	\$ 22,644,979	\$ 21,361,749

¹ Capital projects funds are excluded from presentation because they are not part of the annual appropriations process. Appropriations for capital projects are made on a project basis and carry over until project completion. The Utility Debt Service Reserve Fund is also excluded from presentation because it is not an appropriable fund.

² Resources exclude the use of prior years' fund balance.

³ An adjustment is made to fund balance, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



General Fund Overview

The General Fund is used to account for all current financial resources not required by law or administrative action to be accounted for in another fund. The primary public functions occur within this fund.

Revenue funding for operations is provided by property taxes, sales tax, franchise fee assessments, fines and forfeitures, charges for services, transfers, and other miscellaneous revenues.

The organizational structure of this fund follows that of the function performed by divisions within departments.

General Government

Divisions:	City Council	Municipal Court
	City Secretary	Human Resources
	City Manager	Economic Development
	Finance	

Community Development

Divisions:	Administration
	Building
	Recreation

Public Works

Divisions:	Administration
	Maintenance
	Parks Maintenance
	Engineering & Construction

Public Safety

Department:	Police	Fire
Divisions:	Administration	Prevention
	Crime Investigation (CID)	Operations
	Patrol	Emergency Medical Services (EMS)
	Communications	

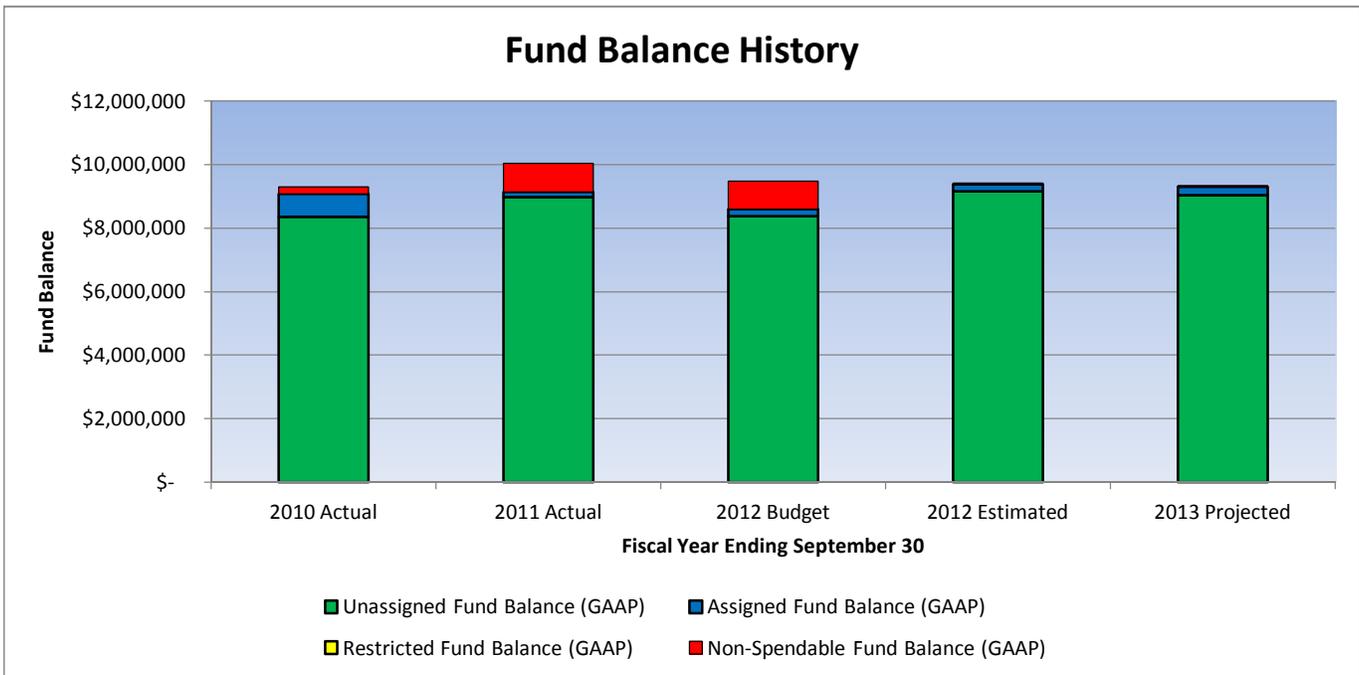
**General Fund
Statement of Fund Balance**

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
Budget Basis:					
Beginning Unassigned Fund Balance (GAAP)	\$ 8,629,536	\$ 8,356,189	\$ 8,974,159	\$ 8,974,159	\$ 9,151,899
Revenues ¹	15,783,722	16,508,199	17,114,290	17,312,890	16,986,740
Expenditures	(16,100,930)	(15,766,175)	(17,716,260)	(17,135,150)	(17,105,640)
Net Increase / (Decrease) in Fund Balance	(317,208)	742,024	(601,970)	177,740	(118,900)
Ending Unassigned Fund Balance (Budget)	\$ 8,312,328	\$ 9,098,213	\$ 8,372,189	\$ 9,151,899	\$ 9,032,999
Reconciliation to GAAP:					
Ending Unassigned Fund Balance (Budget)	\$ 8,312,328	\$ 9,098,213	\$ 8,372,189	\$ 9,151,899	\$ 9,032,999
Adjustment ²	43,861	(124,053)	-	-	-
Unassigned Fund Balance (GAAP)	8,356,189	8,974,159	8,372,189	9,151,899	9,032,999
Assigned Fund Balance (GAAP)	720,370	164,811	217,121	217,121	269,431
Restricted Fund Balance (GAAP)	-	-	-	-	-
Non-Spendable Fund Balance (GAAP)	210,585	890,198	890,198	38,591	38,591
Total Fund Balance (GAAP)	\$ 9,287,144	\$ 10,029,168	\$ 9,479,508	\$ 9,407,611	\$ 9,341,021

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to unassigned fund balance, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



General Fund Recap

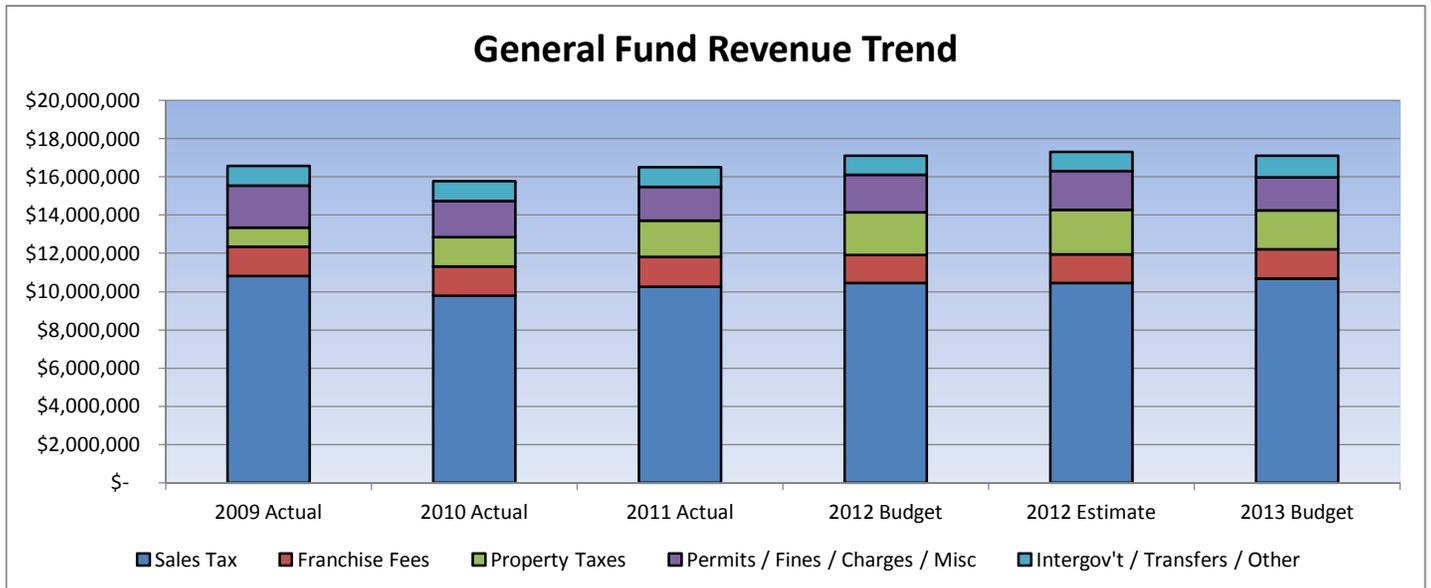
	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Revenues					
Property Taxes	\$ 1,541,165	\$ 1,920,729	\$ 2,243,760	\$ 2,321,670	\$ 2,037,440
Sales Tax	9,789,355	10,246,579	10,446,340	10,446,340	10,685,000
Franchise & Local Taxes	1,523,838	1,559,409	1,465,870	1,508,290	1,520,180
Permit Fees	304,314	276,740	491,200	509,740	299,840
Court Fines & Fees	1,221,199	1,114,652	1,150,210	1,165,700	1,167,180
Charges for Service	221,767	204,874	201,690	208,900	155,120
Miscellaneous Income	147,875	164,256	94,260	131,290	101,020
Other Financing Sources	1,034,209	1,020,960	1,020,960	1,020,960	1,020,960
Use of Prior Years' Fund Balance	-	-	601,970	-	118,900
Total Revenue	15,783,722	16,508,199	17,716,260	17,312,890	17,105,640
Expenditures					
General Government					
City Council	614,350	604,293	653,960	605,520	681,300
City Manager	380,903	370,368	400,950	392,360	444,710
Finance	1,960,247	1,881,096	2,389,580	2,344,920	1,794,380
Human Resources	343,326	342,701	376,000	353,170	391,370
Economic Development	307,185	309,978	326,270	320,000	339,930
Community Development	1,561,520	1,477,936	1,574,720	1,508,050	1,598,070
Public Works	2,705,572	2,653,019	2,773,180	2,677,550	2,777,230
Police	6,403,444	6,391,242	6,527,920	6,384,090	6,963,190
Fire	1,824,383	1,735,543	2,693,680	2,549,490	2,115,460
Total Expenditures	16,100,930	15,766,175	17,716,260	17,135,150	17,105,640
Increase / (Decrease) in Fund Balance	\$ (317,208)	\$ 742,024	\$ -	\$ 177,740	\$ -

General Fund Revenue Trend

	Actual 2008-2009	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Revenues						
Sales Tax	\$ 10,828,541	\$ 9,789,355	\$ 10,246,579	\$ 10,446,340	\$ 10,446,340	\$ 10,685,000
Franchise Fees	1,506,967	1,523,838	1,559,409	1,465,870	1,508,290	1,520,180
Property Taxes	993,449	1,541,165	1,920,729	2,243,760	2,321,670	2,037,440
Permits / Fines / Charges / Misc	2,216,505	1,895,155	1,760,522	1,937,360	2,015,630	1,723,160
Intergov't / Transfers / Other ¹	1,020,960	1,034,209	1,020,960	1,020,960	1,020,960	1,139,860
Total Revenue	\$ 16,566,423	\$ 15,783,722	\$ 16,508,199	\$ 17,114,290	\$ 17,312,890	\$ 17,105,640

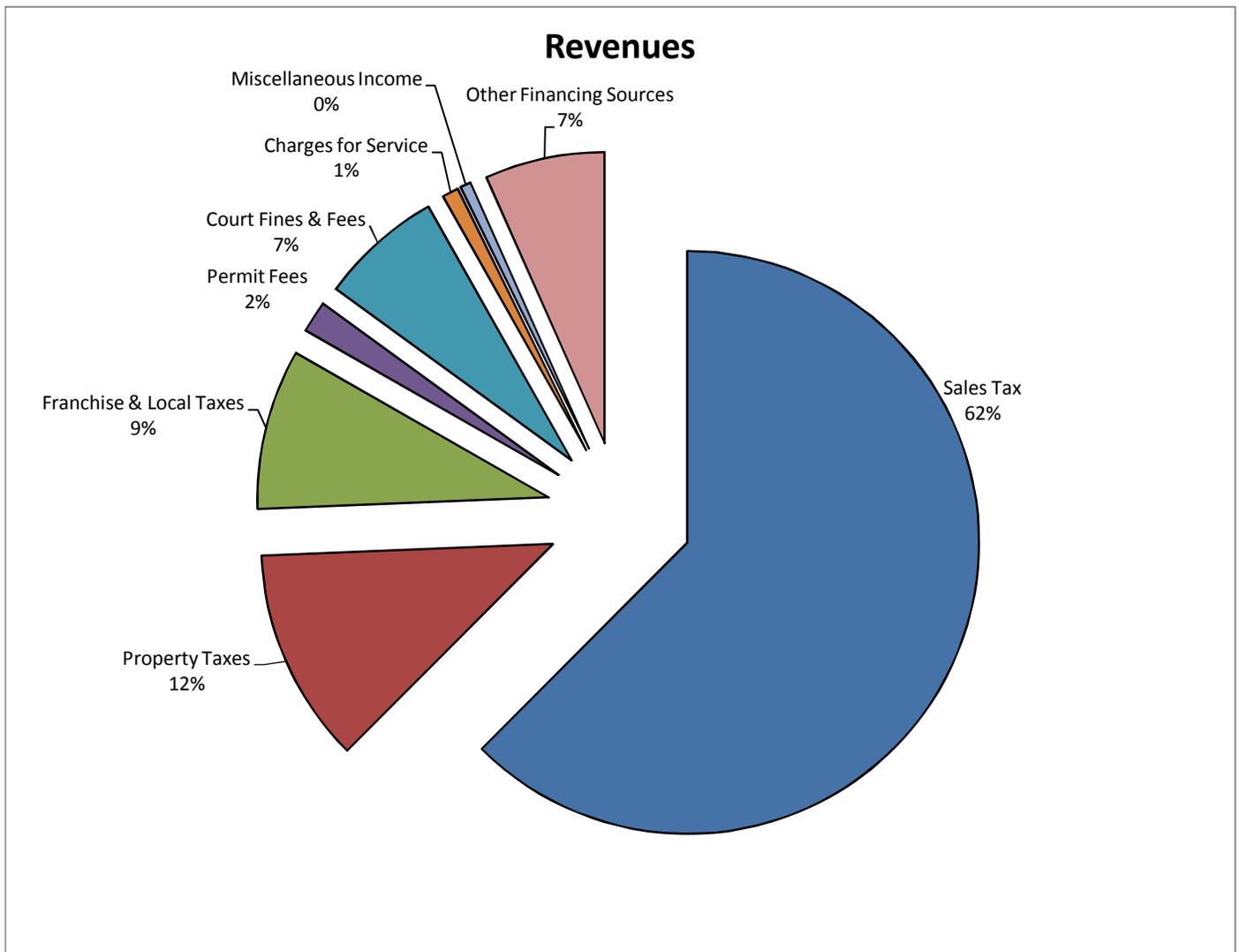
Note:

¹ Excludes Use of Prior Years' Fund Balance of \$601,970 in FY 2011-2012 Budget and \$118,900 in FY 2012-2013 Budget



Distribution of General Fund Revenues

Sales Tax	\$ 10,685,000	62.5%
Property Taxes	2,037,440	11.9%
Franchise & Local Taxes	1,520,180	8.9%
Permit Fees	299,840	1.8%
Court Fines & Fees	1,167,180	6.8%
Charges for Service	155,120	0.9%
Miscellaneous Income	101,020	0.6%
Other Financing Sources	1,139,860	6.7%
Total	\$ 17,105,640	100.0%



General Fund Revenues

Property Taxes: 2011-12 Budget: \$2,234,470 2012-13 Budget: \$2,029,240

The Harris County Appraisal District (HCAD) assesses property and establishes the value of property for taxation purposes. Taxable values are set at 100% of the assessed market value after exemptions. Market value means the price at which property would sell between a willing buyer and a willing seller in the open market. The City sets a tax rate on the basis of cents per \$100 of valuation. For FY 2012-13 (2012 Tax Year), the City adopted a total tax rate of \$0.28528 / \$100 which is \$0.0078 less than the effective tax rate. The effective tax rate is the rate that, when applied to the current value of property that existed in 2011, will raise an equal amount of revenue as last year. City taxes levied for FY 2012-13 on property valued at \$150,000 would be \$427.92 ($\$150,000 \div 100 \times \$0.28528 = \$427.92$) as compared to \$427.92 for FY 2011-12.

The tax rate is comprised of two components. The operations and maintenance (O & M) rate provides for operating and maintaining general government functions. The debt service rate services the debt obligations of the City as found in the General Debt Service Fund. The tax rate for FY 2011-12 compared to FY 2012-13 is:

<u>FY 2011-12 (2011 Tax Year)</u>		<u>FY 2012-13 (2012 Tax Year)</u>	
\$0.17470	O & M tax rate	\$0.15615	O & M tax rate
<u>0.11058</u>	Debt tax rate	<u>0.12913</u>	Debt tax rate
<u>\$0.28528</u>	Total tax rate	<u>\$0.28528</u>	Total tax rate

The 2012 certified assessed taxable value is \$1,303,248,896, a decline of \$23,704,143 from the 2011 adjusted taxable value of \$1,326,953,039. Applying the tax rate times the taxable value, the 2012 tax levy is:

\$2,035,023	O & M tax levy
<u>1,682,885</u>	Debt tax levy
<u>\$3,717,908</u>	Total tax levy

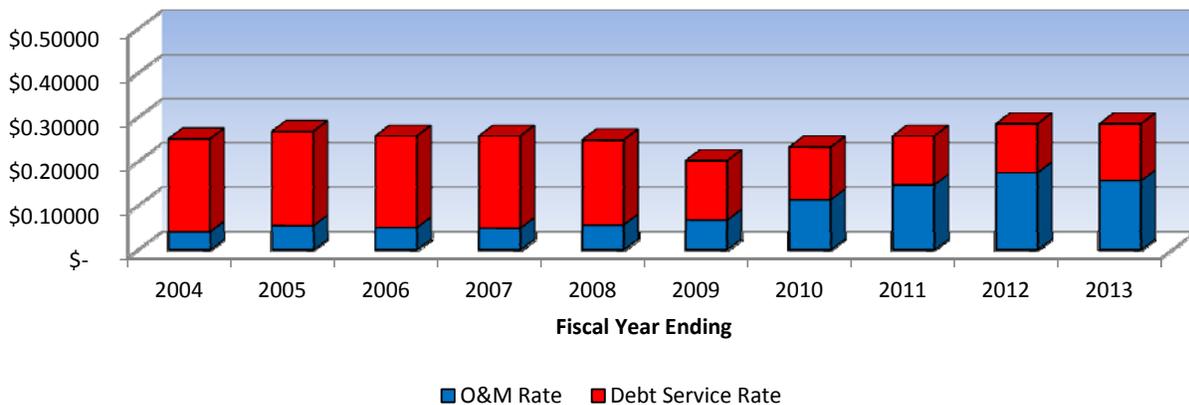
Although there is no statutory debt limit for small municipalities, truth-in-taxation criterion does specify a maximum tax rate that a city may assess. Furthermore, debt service requirements must be met first followed by operations & maintenance. The property tax rate to meet these needs cannot exceed \$2.50 per \$100 of assessed valuation.

The City of Webster is fortunate to have commercial properties that represent approximately 77% of the total assessed values.

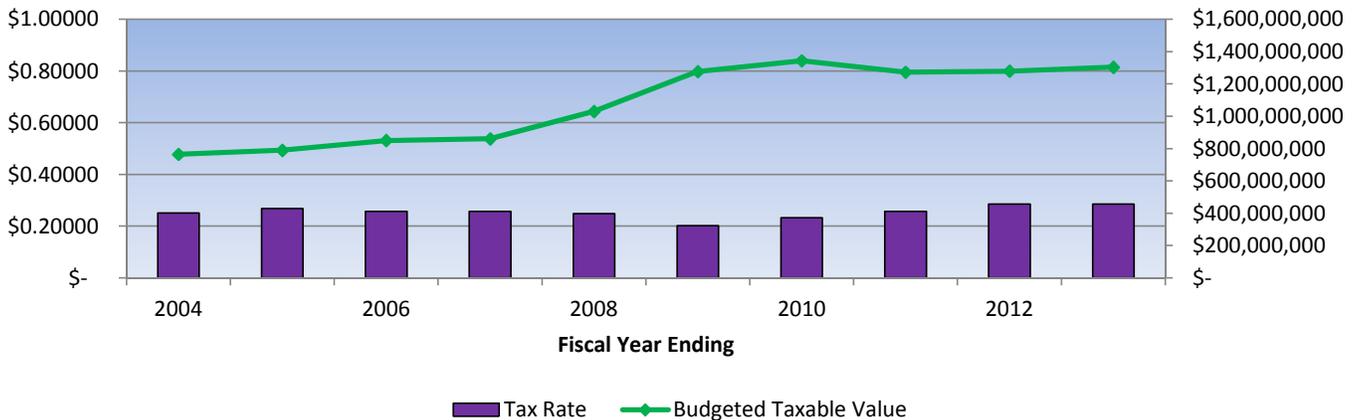
Budgeted Property Tax History

Fiscal Year Ending	Operations O&M		Debt Service		Total Rate	Budgeted Taxable Value	Budgeted Total Levy
	\$ / \$100	Amount	\$ / \$100	Amount			
2004	\$ 0.04053	\$ 309,786	\$ 0.21047	1,608,702	\$0.25100	\$ 764,337,737	\$ 1,918,488
2005	0.05446	429,814	0.21354	1,685,321	0.26800	789,229,536	2,115,135
2006	0.05000	425,087	0.20750	1,764,111	0.25750	850,173,950	2,189,198
2007	0.04904	421,910	0.20846	1,793,463	0.25750	860,339,064	2,215,373
2008	0.05672	584,055	0.19215	1,978,599	0.24887	1,029,715,957	2,562,654
2009	0.07335	935,844	0.13265	1,692,429	0.20600	1,275,860,266	2,628,272
2010	0.11333	1,522,367	0.11919	1,601,085	0.23252	1,343,304,629	3,123,452
2011	0.14669	1,866,614	0.11081	1,410,045	0.25750	1,272,489,046	3,276,659
2012	0.17470	2,234,459	0.11058	1,414,348	0.28528	1,279,026,615	3,648,807
2013	0.15615	2,035,023	0.12913	1,682,885	0.28528	1,303,248,896	3,717,908

Property Tax Rate History



Tax Rate vs. Taxable Value

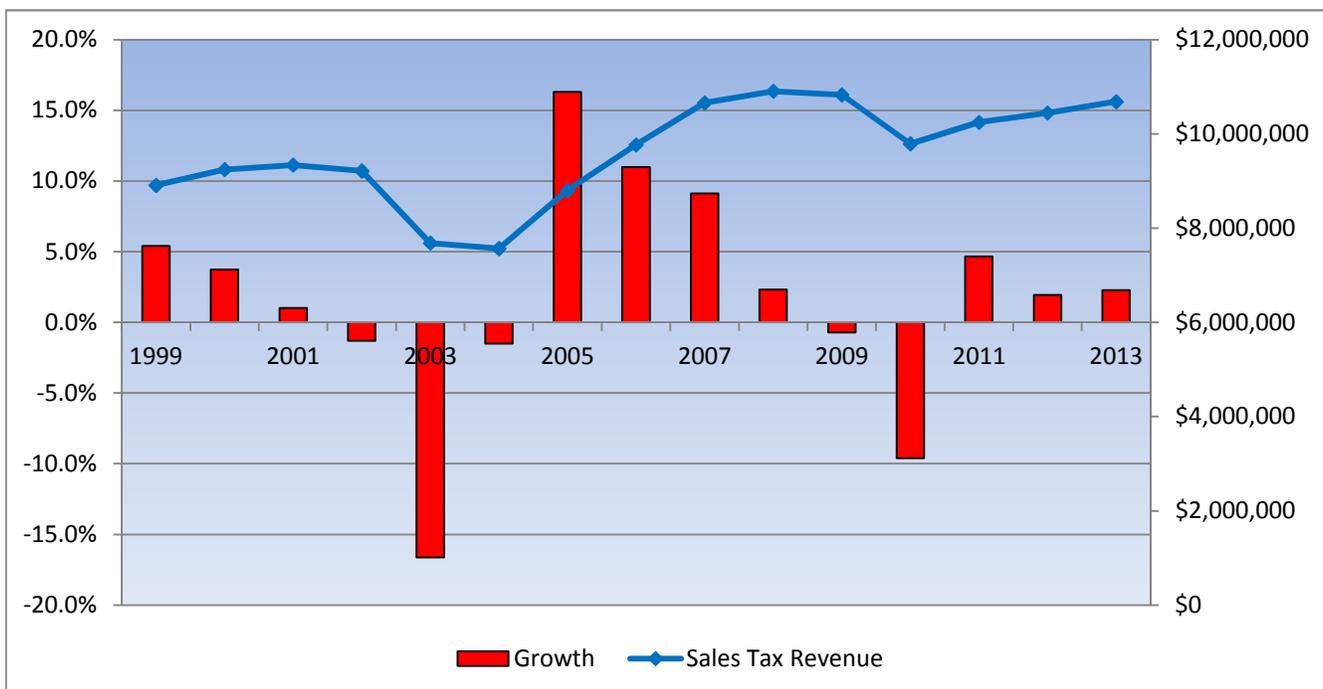


General Fund Historical Sales Tax Trend

Fiscal Year Ending	Sales Tax Revenue ¹	Amount of Incr. / (Decr.)	% Incr. / (Decr.) Over Prior Year
1999	8,910,669	456,295	5.4%
2000	9,242,969	332,300	3.7%
2001	9,337,062	94,093	1.0%
2002	9,214,901	(122,616)	(1.3)%
2003	7,682,515	(1,532,386)	(16.6)%
2004 ²	7,567,240	(115,275)	(1.5)%
2005 ²	8,800,250	1,233,010	16.3%
2006	9,767,677	967,427	11.0%
2007	10,659,321	891,644	9.1%
2008	10,906,308	246,987	2.3%
2009	10,828,541	(77,767)	(0.7)%
2010	9,789,355	(1,039,186)	(9.6)%
2011	10,246,579	457,224	4.7%
2012	10,446,340	199,761	1.9%
2013	10,685,000	238,660	2.3%

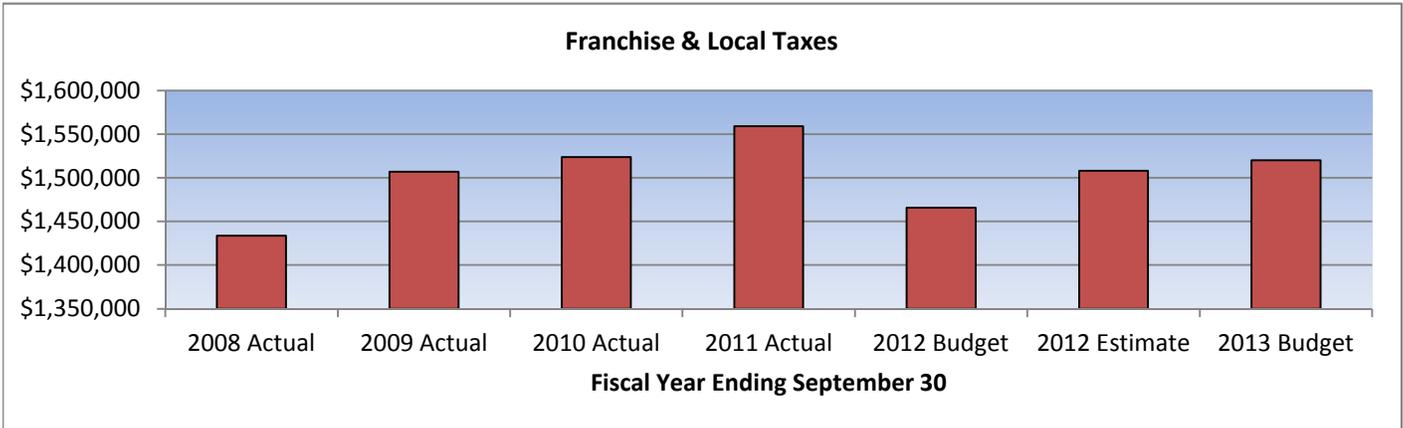
Notes: ¹ Amounts shown reflect actual sales tax revenue collected in each fiscal year with the exception of 2012 and 2013 which reports estimated and budgeted amounts, respectively.

² 2004 and 2005 amounts have been restated to exclude sales tax rebates.



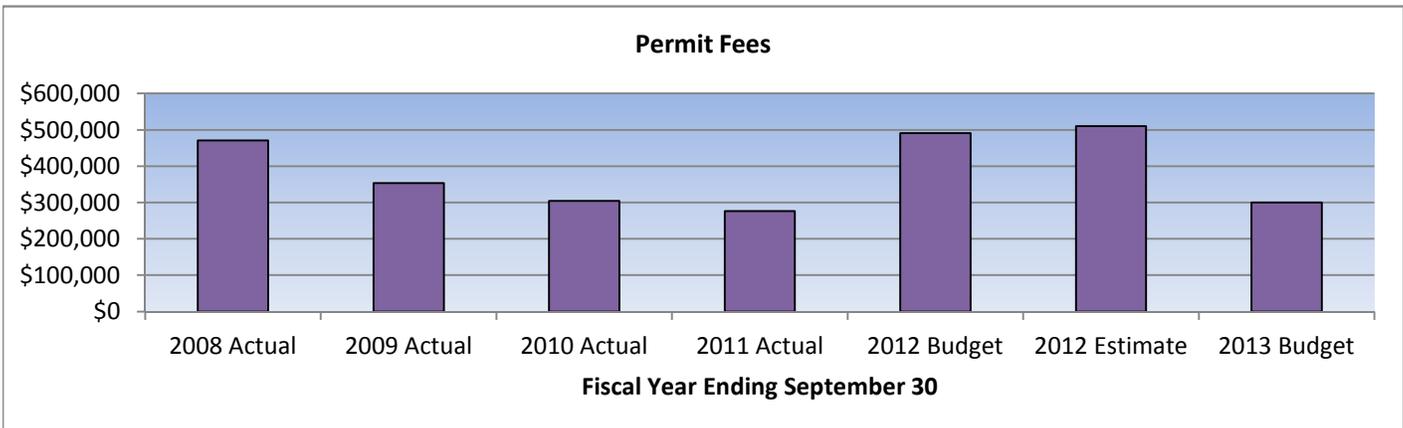
Franchise & Local Taxes: 2011-12 Budget: \$1,465,870 2012-13 Budget: \$1,520,180

The City of Webster maintains non-exclusive franchise agreements with utility providers (electric, gas, telephone and cable), which use the City's right-of-ways to provide their services. The utilities compensate the City for this privileged use through franchise taxes passed on to the users. Their fees are generally based upon a percentage of their gross receipts generated by customers within the City limits. Mixed beverage tax receipts are also recorded in this category and are among the highest in Harris County. In 2011, the State of Texas reduced the allocated beverage tax from 10.7% to 8.3% reducing revenue to the City of Webster for FY 2011-12.



Permit Fees: 2011-12 Budget: \$491,200 2012-13 Budget: \$299,840

Permit fees are fees charged for plan reviews to ensure compliance with building codes and the actual inspection to verify compliance. The recent economic recession has had a negative impact on commercial construction in Webster. The rebound in FY 2011-12 can be attributed from the one-time receipt of permit fees for the hospital expansion. The budget for next year continues to reflect a weak commercial construction environment that is slightly offset by an anticipated increase in residential construction in the Edgewater Development.



Court Fines & Fees:

2011-12 Budget: \$1,150,210

2012-13 Budget: \$1,167,180

Municipal court fines and fees are levied primarily for violations of local ordinances and traffic offenses. A factor contributing to the increase in 2008 was the emphasis on traffic enforcement during construction of the NASA Bypass and the addition of a warrant officer.

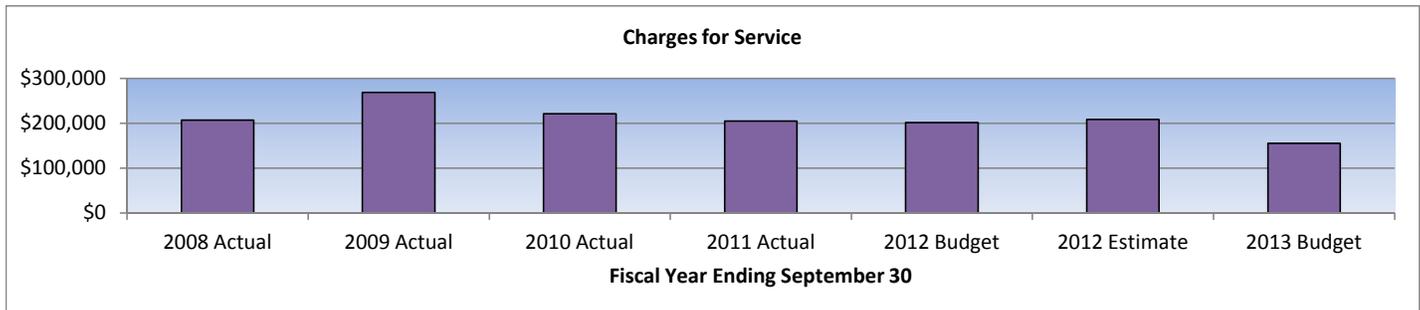


Charges for Service:

2011-12 Budget: \$201,690

2012-13 Budget: \$155,120

The main revenue in this category is the charge assessed for providing dispatching services to other jurisdictions which are made under inter-local agreements. The City will receive about \$92,040 for these services in FY 2012-13. The City no longer performs administrative functions for the City of Nassau Bay's municipal court. Other revenues that fall into this category include charges for recreation programs, Civic Center rental fees, and Recreation Hall rental fees for which \$63,080 has been budgeted.

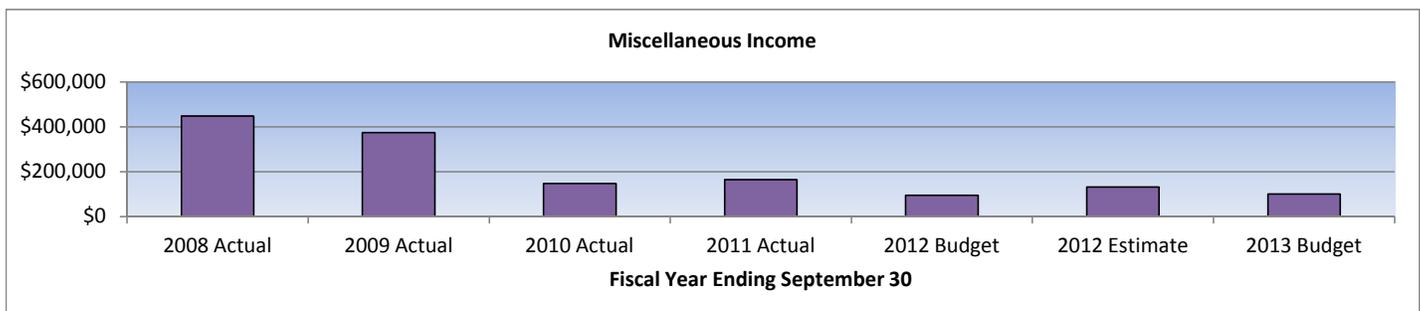


Miscellaneous Income:

2011-12 Budget: \$94,260

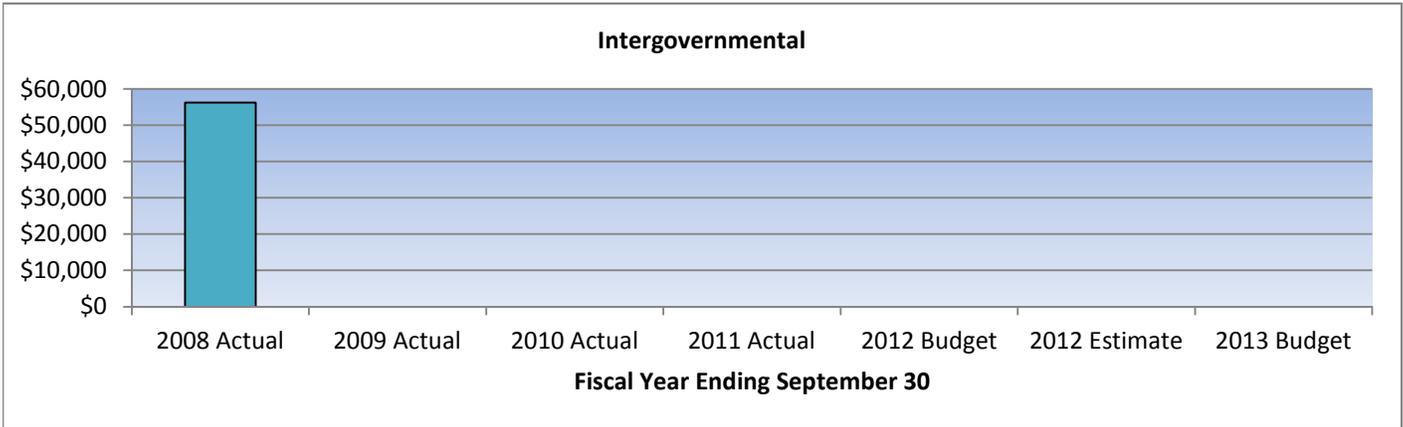
2012-13 Budget: \$101,020

Miscellaneous income includes revenues which could not be classified elsewhere. The principal revenue in this category is the interest that the City earns on its investments. Fixed income security interest rates are very close to zero percent. With no foreseeable rate increases until at least late-2014, only \$26,490 is budgeted for interest income in FY 2012-13.



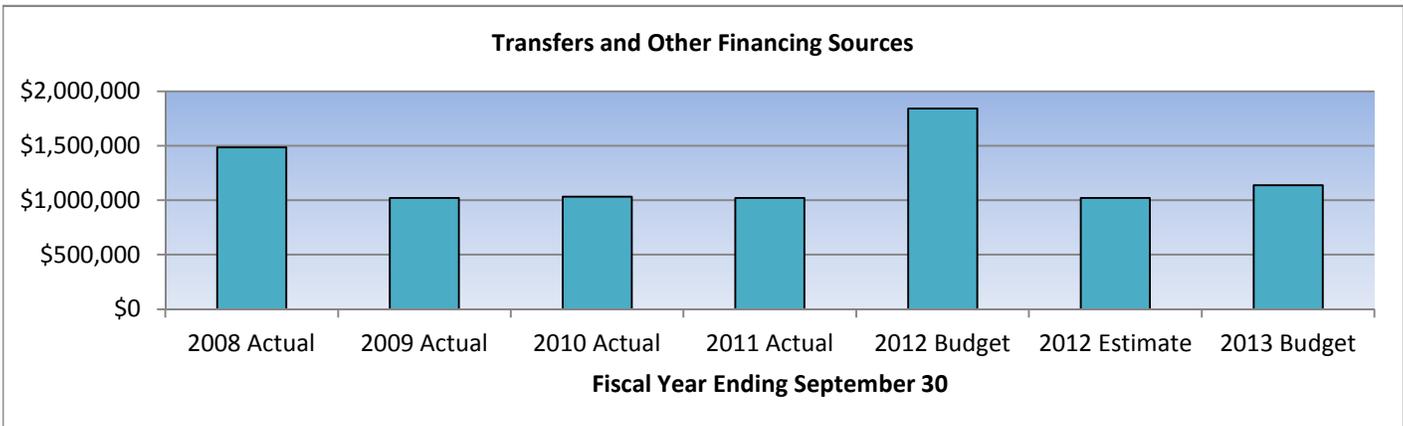
Intergovernmental: 2011-12 Budget: \$0 2012-13 Budget: \$0

This category represents revenue from other government agencies outside of the City. Beginning in FY 2008-09, grant revenue was recorded in a separate grant fund in order to provide better segregation and accountability of grant funding.



Other Financing Sources: 2011-12 Budget: \$1,843,420 2011-12 Budget: \$1,139,860

The largest revenue in this category is the transfer to the City by the Webster Economic Development Corporation per an administrative services contract. City staff performs all functions of the WEDC, including economic development activities, accounting services, cash and investment activities, and project management. This revenue category also includes various interfund transfers and planned use of prior years' fund balance.

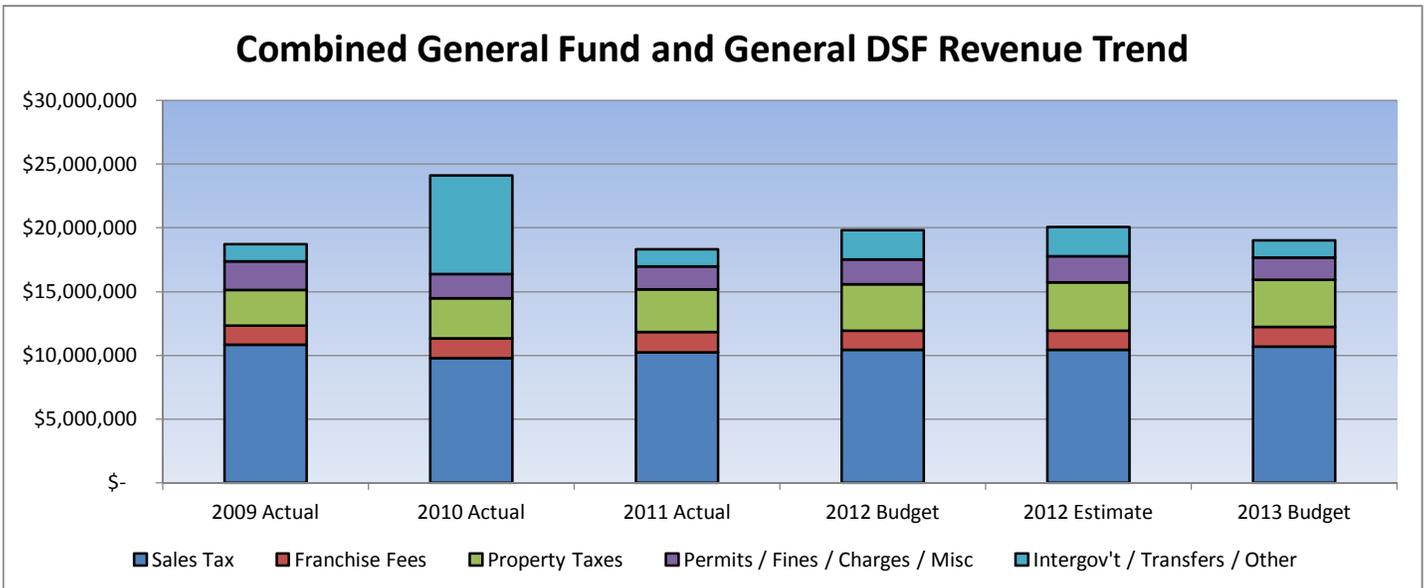


Combined General Fund and General Debt Service Fund Revenue Trend

	Actual 2008-2009	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Revenues						
Sales Tax	\$ 10,828,541	\$ 9,789,355	\$ 10,246,579	\$ 10,446,340	\$ 10,446,340	\$ 10,685,000
Franchise Fees	1,506,967	1,523,838	1,559,409	1,465,870	1,508,290	1,520,180
Property Taxes	2,802,029	3,158,751	3,383,915	3,684,320	3,787,500	3,735,490
Permits / Fines / Charges / Misc	2,232,838	1,897,262	1,761,584	1,938,820	2,016,520	1,723,160
Intergov't / Transfers / Other ¹	1,350,990	7,746,132	1,350,990	2,287,950	2,287,950	1,350,990
Total Revenue	\$ 18,721,365	\$ 24,115,339	\$ 18,302,477	\$ 19,823,300	\$ 20,046,600	\$ 19,014,820

Note:

¹ Excludes Use of Prior Years' Fund Balance of \$601,970 in FY 2011-2012 Budget and \$711,900 in FY 2012-2013 Budget



**001 - General Fund
Revenues**

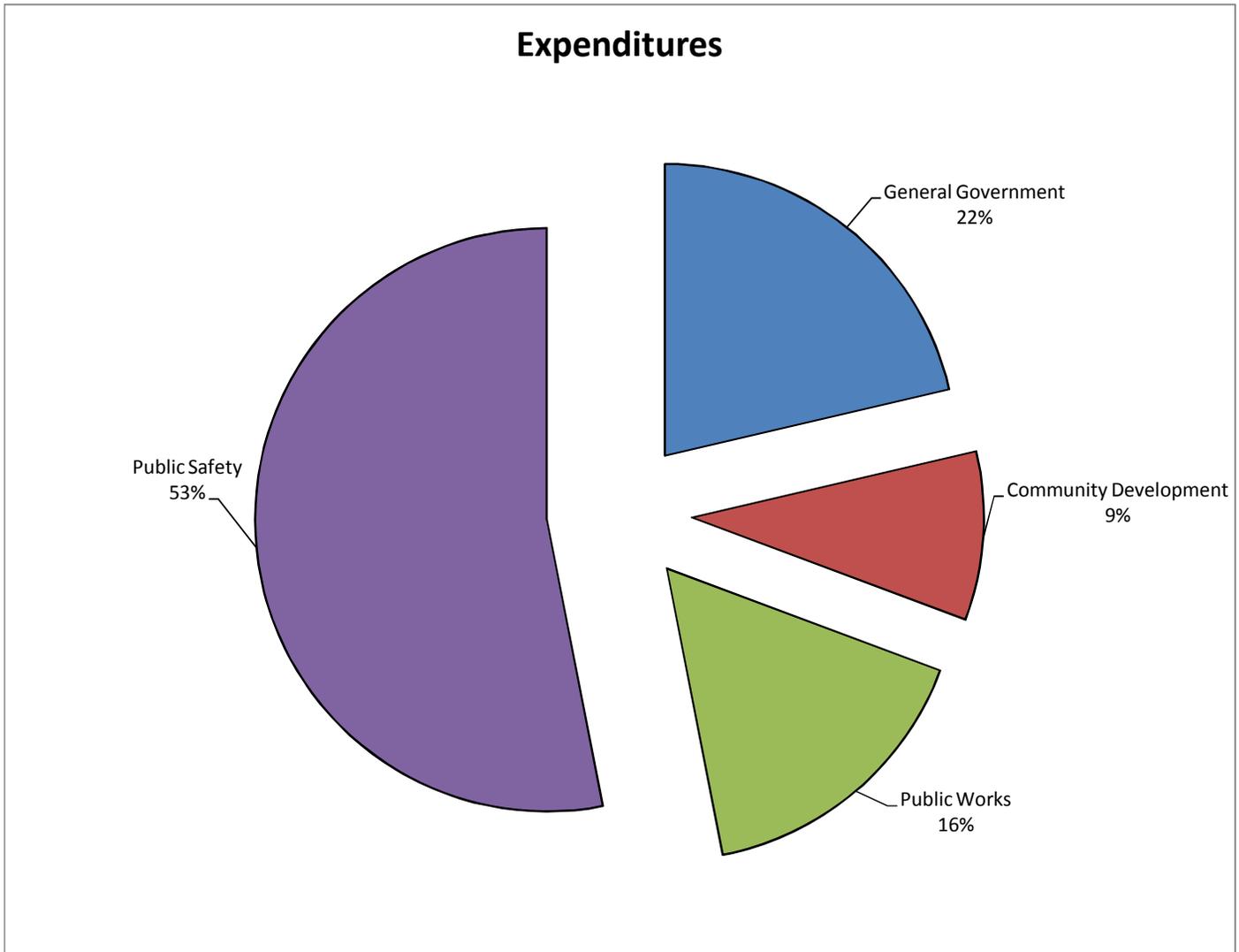
Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Property Taxes					
1010 Current Property Tax	\$ 1,545,291	\$ 1,907,913	\$ 2,234,470	\$ 2,317,120	\$ 2,029,240
1050 Delinquent Property Tax	(12,094)	1,490	3,490	(14,600)	-
1200 Penalty and Interest	7,968	11,327	5,800	19,150	8,200
Total Property Taxes	1,541,165	1,920,729	2,243,760	2,321,670	2,037,440
Franchise & Local Taxes					
2010 Sales Tax	9,789,355	10,246,579	10,446,340	10,446,340	10,685,000
2050 Mixed Drink Tax	347,107	360,673	281,490	331,700	322,230
2100 Franchise Tax - Electric	900,201	926,866	927,670	921,410	946,890
2110 Franchise Tax - Natural Gas	70,891	46,959	64,310	40,100	40,100
2120 Franchise Tax - Cable	105,526	119,903	93,090	109,690	109,690
2150 HB1777 Telecommunications Fee	100,114	105,009	99,310	105,390	101,270
Total Franchise & Local Taxes	11,313,194	11,805,988	11,912,210	11,954,630	12,205,180
Permit Fees					
3010 Alarm Registration	20,750	20,800	15,130	23,070	18,670
3050 Construction Permit	207,628	173,345	399,190	399,190	197,040
3100 Fire Protection Permit	10,011	11,550	11,000	7,430	13,150
3150 Food Dealer / Health Permit	26,400	26,600	25,280	37,330	28,530
3200 Mixed Beverage Permit	21,275	25,035	23,390	25,970	24,700
3250 Mobile Home Permit	-	450	-	-	-
3300 Video Game Permit	3,075	2,685	2,900	2,550	2,810
3350 Wrecker Permit	15,175	16,275	14,310	14,200	14,940
Total Permit Fees	304,314	276,740	491,200	509,740	299,840
Court Fines & Fees					
4010 Court Fine & Fee	1,065,837	965,257	998,110	1,010,810	1,013,970
4050 Warrant Fee	109,976	108,567	109,380	115,430	111,320
4100 City's 10% of State Tax	45,386	40,828	42,720	39,460	41,890
Total Court Fines & Fees	1,221,199	1,114,652	1,150,210	1,165,700	1,167,180
Charges for Service					
5050 Recreation Programs	29,290	37,674	30,280	34,920	32,900
5060 Agreement - Forest Bend	12,000	3,000	-	-	-
5070 Agreement - Nassau Bay	121,650	124,620	119,000	119,000	69,000
5080 Agreement - Southeast VFD	22,080	23,040	23,040	23,040	23,040
5350 Civic Center Rental	35,818	16,205	28,770	31,650	29,640
5360 Recreation / Meeting Room Rental	930	335	600	290	540
Total Charges for Service	221,767	204,874	201,690	208,900	155,120

**001 - General Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Miscellaneous Income					
6010 Police Fees	2,713	2,379	2,550	2,160	2,420
6015 Alarm Fees	24,075	25,250	25,800	52,580	33,970
6030 Interfund Loan Revenue	5,595	-	-	-	-
6050 Interest Income	64,857	89,107	31,320	19,490	26,490
6070 Unrealized Gain / Loss	(37,632)	(63,066)	-	(1,320)	-
6100 Other Income	81,133	72,388	32,590	26,530	36,140
6120 Insurance Reimbursements	4,095	38,440	1,000	9,050	1,000
6150 Sale of City Assets	3,091	-	1,000	22,800	1,000
6300 Cash Over / Short	(52)	(243)	-	-	-
Total Miscellaneous Income	147,875	164,256	94,260	131,290	101,020
Other Financing Sources					
8200 Transfer from WEDC Fund	700,000	700,000	700,000	700,000	700,000
8202 Transfer from Utility Fund	250,000	250,000	250,000	250,000	250,000
8211 Transfer from HOT Fund	36,900	36,900	36,900	36,900	36,900
8219 Transfer from Muni Court Fund	34,060	34,060	34,060	34,060	34,060
8226 Transfer from Cherokee Dev Fund	2,364	-	-	-	-
8242 Transfer from Grant Fund	10,884	-	-	-	-
8999 Use of PY Fund Balance	-	-	822,460	-	118,900
Total Other Financing Sources	1,034,209	1,020,960	1,843,420	1,020,960	1,139,860
General Fund	\$ 15,783,722	\$ 16,508,199	\$ 17,936,750	\$ 17,312,890	\$ 17,105,640

General Fund Expenditures by Function

General Government	\$ 3,651,690	21.3%
Community Development	1,598,070	9.3%
Public Works	2,777,230	16.2%
Public Safety	9,078,650	53.1%
Total	\$ 17,105,640	100.0%

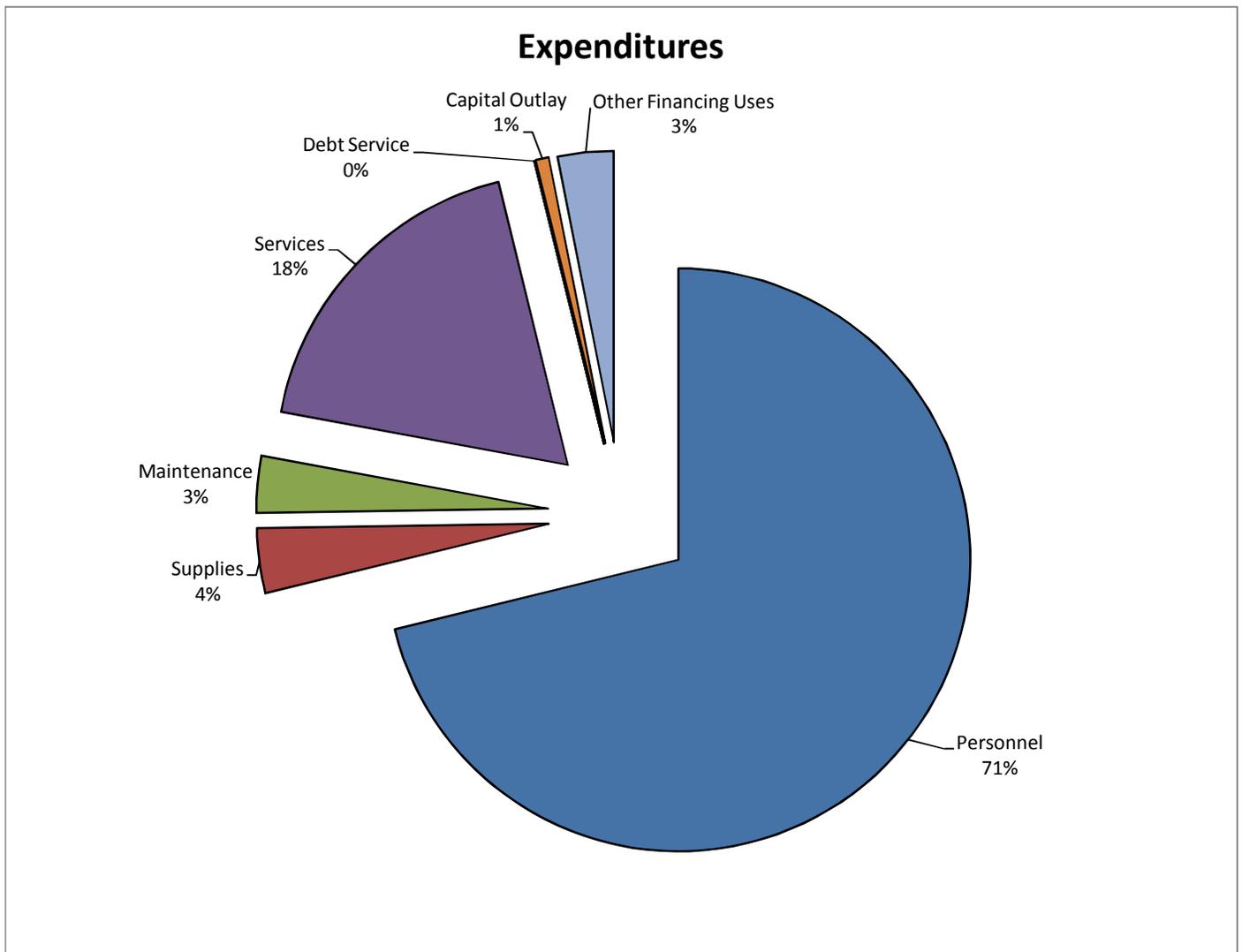


**001 - General Fund
Division Summary**

	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
City Council					
City Council	\$ 195,986	\$ 192,218	\$ 224,040	\$ 181,960	\$ 238,060
City Secretary	418,364	412,075	429,920	423,560	443,240
Total - City Council	614,350	604,293	653,960	605,520	681,300
City Manager					
City Manager	380,903	370,368	400,950	392,360	444,710
Total - City Manager	380,903	370,368	400,950	392,360	444,710
Finance					
Finance	1,274,856	1,225,033	1,718,820	1,702,600	1,122,850
Municipal Court	685,391	656,062	670,760	642,320	671,530
Total - Finance	1,960,247	1,881,096	2,389,580	2,344,920	1,794,380
Human Resources					
Human Resources	343,326	342,701	376,000	353,170	391,370
Total - Human Resources	343,326	342,701	376,000	353,170	391,370
Community Development					
CD - Administration	598,613	578,483	596,410	591,980	612,700
CD - Building	624,825	600,676	627,420	594,540	636,240
CD - Recreation	338,081	298,777	350,890	321,530	349,130
Total - Community Development	1,561,520	1,477,936	1,574,720	1,508,050	1,598,070
Public Works					
PW - Administration	372,520	361,406	399,080	389,670	424,220
PW - Maintenance	1,181,585	1,101,068	1,344,080	1,293,490	1,300,490
PW - Parks Maintenance	952,780	995,471	828,350	795,080	840,040
PW - Engineering & Construction	198,687	195,073	201,670	199,310	212,480
Total - Public Works	2,705,572	2,653,019	2,773,180	2,677,550	2,777,230
Police					
Police - Administration	960,837	962,282	1,022,390	944,500	1,074,470
Police - CID	714,251	722,607	718,570	688,540	809,320
Police - Patrol	3,616,326	3,601,616	3,619,590	3,602,090	3,849,100
Police - Communications	1,112,030	1,104,736	1,167,370	1,148,960	1,230,300
Total - Police	6,403,444	6,391,242	6,527,920	6,384,090	6,963,190
Fire					
Fire - Prevention	322,715	307,030	334,070	329,200	371,630
Fire - Operations	1,301,768	1,230,513	2,161,610	2,022,290	1,524,480
Fire - EMS	199,900	198,000	198,000	198,000	219,350
Total - Fire	1,824,383	1,735,543	2,693,680	2,549,490	2,115,460
Economic Development					
Economic Development	307,185	309,978	326,270	320,000	339,930
Total - Economic Development	307,185	309,978	326,270	320,000	339,930
General Fund	\$ 16,100,930	\$ 15,766,175	\$ 17,716,260	\$ 17,135,150	\$ 17,105,640

**001 - General Fund
Category Summary**

Object	Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
0000	Personnel	\$ 11,191,572	\$ 11,282,184	\$ 11,749,330	\$ 11,529,850	\$ 12,172,870
1000	Supplies	461,875	490,714	550,150	483,830	616,260
2000	Maintenance	447,889	505,239	546,370	508,310	540,340
3000	Services	2,975,308	2,748,291	2,783,890	2,557,640	3,120,860
5000	Debt Service	16,409	-	-	-	-
7000	Capital Outlay	33,377	26,654	804,000	773,000	125,000
8000	Other Financing Uses	974,500	713,093	1,282,520	1,282,520	530,310
General Fund		\$ 16,100,930	\$ 15,766,175	\$ 17,716,260	\$ 17,135,150	\$ 17,105,640



001 - General Fund
Line Item Detail

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 7,481,142	\$ 7,377,813	\$ 7,706,940	\$ 7,627,290	\$ 7,985,200
0150 Overtime	212,372	254,247	287,490	252,340	290,550
0200 Taxes	614,016	582,896	639,870	631,040	672,860
0250 Retirement	1,120,621	1,168,289	1,282,230	1,254,620	1,367,010
0300 Group Insurance	1,597,403	1,745,505	1,596,950	1,565,400	1,636,940
0310 W/C Insurance	90,067	87,274	113,620	79,490	95,560
0320 Disability Insurance	75,952	66,160	69,920	67,360	72,440
0900 Other Post Employment Benefits	-	-	52,310	52,310	52,310
Total Personnel	11,191,572	11,282,184	11,749,330	11,529,850	12,172,870
Supplies					
1050 Certificate & Award	6,607	7,241	11,000	8,880	10,950
1100 Chemical	10,510	9,030	11,770	10,690	11,770
1200 Fire Prevention Supplies	1,822	-	2,970	3,030	2,970
1230 Holiday Supplies	19,032	11,998	15,240	12,970	12,790
1234 July 4 Celebration Committee	35,718	32,173	35,000	33,000	35,000
1250 Investigative Supplies	2,684	1,460	1,690	1,190	1,610
1300 Kitchen & Janitorial	29,820	35,391	33,150	37,480	36,760
1400 Office & Postage	47,507	39,926	50,670	44,110	52,550
1450 Office Furnishings	911	-	2,500	1,000	9,200
1550 Recreation	11,672	13,955	16,500	13,600	16,500
1600 Safety & Health	11,432	7,259	13,600	7,840	13,100
1650 Shop Supplies	9,216	5,991	6,100	6,000	6,100
1700 Small Tools & Equipment	59,436	57,259	51,820	42,700	93,340
1850 Uniform & Apparel	41,874	38,551	39,230	37,860	56,590
1900 Vehicle & Eqpt. Supplies	173,634	230,480	258,910	223,480	257,030
Total Supplies	461,875	490,714	550,150	483,830	616,260
Maintenance					
2050 Building Maintenance	81,921	76,426	98,610	84,020	92,730
2100 Property Maintenance	28,426	65,156	44,000	39,000	36,500
2150 K-9 Maintenance	4,287	2,606	6,000	6,600	6,000
2200 Machine & Eqpt. Maintenance	31,912	24,640	54,060	32,930	52,560
2250 Signage Maintenance	7,082	4,387	10,750	10,000	10,750
2300 Street Maintenance	33,051	30,638	39,000	39,000	39,000
2450 Vehicle Maintenance	105,988	146,674	127,290	126,330	129,540
2900 Service Contracts	119,370	123,117	135,010	126,570	141,610
2910 OSSl Support Services	35,853	31,593	31,650	43,860	31,650
Total Maintenance	447,889	505,239	546,370	508,310	540,340

001 - General Fund
Line Item Detail

Object	Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Services						
3010	Animal Control	3,998	3,868	6,200	5,000	13,200
3030	Attorney	45,791	56,368	70,000	45,000	70,000
3031	Sales Tax Suit	12,965	867	-	-	-
3050	Auditor	45,942	49,820	47,700	48,230	52,800
3060	Contract Services	78,861	51,832	56,500	55,000	66,000
3070	Personnel Services	81,257	81,747	80,030	78,000	82,270
3080	Financial	514,464	498,498	308,560	300,000	305,300
3090	Codification	2,364	4,512	3,500	3,000	3,800
3110	Communication	53,983	55,952	81,800	57,330	76,830
3130	Consultant / Prof. Services	4,315	4,638	13,750	3,500	13,750
3135	Website Development	3,812	-	-	-	-
3150	Court	65,288	66,255	66,050	66,000	67,050
3170	Disposal	655	465	1,700	200	400
3190	Dues, Subscriptions, Books	29,829	31,148	47,850	36,800	44,520
3210	Election	5,200	6,411	5,000	4,500	4,500
3230	EMS Services	199,900	198,000	198,000	198,000	219,350
3240	Investigative Services	985	798	3,690	2,400	3,690
3250	Employee Program	39,679	40,733	47,330	35,870	46,730
3290	Fire Services	-	4,144	5,000	480	5,000
3310	General Insurance	152,147	156,584	174,710	143,140	169,710
3312	Sec125 Admin Fees	3,473	3,931	3,880	3,490	4,030
3330	Janitorial Services	90,711	76,209	92,310	85,140	123,280
3340	Medical Services	9,475	4,948	4,000	8,780	25,000
3350	Jury Trials	2,380	2,490	3,790	3,000	3,700
3390	Mosquito Control	16,286	13,446	17,700	17,000	17,700
3430	Legal Notices	3,443	2,769	2,300	4,300	4,000
3440	Technology Services	10,857	9,536	39,650	11,280	37,890
3460	Regulatory Services	-	6	1,090	-	940
3470	Pre-Employment	6,037	8,427	14,300	7,930	13,100
3490	Printing	17,392	15,011	20,140	17,260	20,160
3510	Prisoner Support	17,249	15,562	17,600	13,580	27,800
3530	Professional Development	106,078	78,629	111,090	101,780	138,350
3570	Publications	9,308	8,935	12,200	10,480	12,200
3590	Public Relations	4,860	3,134	9,070	5,250	11,570
3600	Recreation Program	24,212	23,881	25,750	22,000	34,750
3610	Recycling	140	168	1,250	280	200
3630	Rentals	14,220	14,627	15,200	15,200	5,700
3670	Street Lights	153,326	174,684	170,000	175,690	177,500
3690	Tax Appraisal	26,783	28,732	30,000	31,100	33,000
3710	Tax Collection	4,869	5,385	5,500	5,320	5,500
3750	Uniform Service	10,644	13,609	18,340	14,740	18,340
3770	Utilities	338,077	321,428	322,110	305,490	348,080
3780	Water Charges	36,132	54,218	55,400	52,830	57,540
3790	Warrant Collection	3,508	2,013	2,250	2,000	2,250
3810	City Council Contingency	10,789	8,306	12,000	2,000	12,000
3820	City Manager Contingency	11,625	19,675	14,710	14,380	30,000
3880	Information Technology	702,000	525,890	544,890	544,890	711,380
Total Services		2,975,308	2,748,291	2,783,890	2,557,640	3,120,860

**001 - General Fund
Line Item Detail**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Debt Service					
5010 Principal	15,865	-	-	-	-
5510 Interest	544	-	-	-	-
Total Debt Service	16,409	-	-	-	-
Capital Outlay					
7050 Building & Property	-	18,904	43,000	42,650	-
7100 Computer System	9,500	-	6,000	5,350	-
7200 Machine & Equipment	23,877	7,750	5,000	-	20,000
7250 Vehicles	-	-	750,000	725,000	105,000
Total Capital Outlay	33,377	26,654	804,000	773,000	125,000
Other Financing Uses					
8007 Transfer to Gen Debt Svc Fund	-	-	606,930	606,930	-
8008 Transfer to Equipment Repl Fund	491,690	418,380	333,440	333,440	379,670
8009 Transfer to Parks & Landscp Fund	-	173,780	-	-	-
8013 Transfer to Building Constr Fund	-	-	9,000	9,000	-
8021 Transfer to General Projects Fund	370,000	-	156,290	156,290	-
8041 Transfer to TIRZ Fund	85,000	95,000	110,000	110,000	115,000
8042 Transfer to Grant Fund	27,810	25,933	31,520	31,520	35,640
8043 Transfer to PEG Channel Fund	-	-	35,340	35,340	-
Total Other Financing Uses	974,500	713,093	1,282,520	1,282,520	530,310
General Fund	\$ 16,100,930	\$ 15,766,175	\$ 17,716,260	\$ 17,135,150	\$ 17,105,640

Supplemental Requests

	<u>Requested by Division</u>	<u>Approved by City Council</u>
General Fund		
CD Recreation		
3600 Soccer program	\$ 4,000	\$ 4,000
PW Maintenance		
7250 Manlift	105,000	105,000
Police Patrol		
0100 Additional labor costs for 3rd K-9 officer	6,000	6,000
0200 Additional labor costs for 3rd K-9 officer	460	460
0250 Additional labor costs for 3rd K-9 officer	1,010	1,010
0310 Additional labor costs for 3rd K-9 officer	100	100
2150 Maintenance costs for 3rd K-9	2,000	2,000
Fire Prevention		
1700 Knox box padlocks (85)	850	850
1700 Knox vaults (600)	12,000	12,000
1700 Gate key switches (30)	1,500	1,500
1700 Truck boxes (9)	450	450
1700 Knox master key retention (3)	2,250	2,250
General Fund	\$ 135,620	\$ 135,620
	\$ 135,620	\$ 135,620



City Council

DIVISION MISSION

The mission of the City Council division is to maintain Webster as a “Quality of Life City” through continued excellence in representation and commitment to its citizens. The City Council is the legislative body which sets policy and priorities for the City. It consists of a Mayor and six Council members. The Mayor and City Council are elected at large by the citizens for three year, staggered terms with a two consecutive term limit. City Council passes, amends, and repeals all ordinances, policies, rules, and regulations not contrary to the Constitution for the good of government, peace, and order of the City as may be necessary.

ACHIEVEMENTS FOR FY 2011-2012

- Developed McWhirter SPARK Park in partnership with Clear Creek Independent School District and Harris County
- Facilitated a mutual boundary agreement with the City of Houston for safety and welfare issues
- Negotiated a water cost “true-up” settlement with the City of Houston to the benefit of the City of Webster

GOALS FOR FY 2012-2013

- Provide beneficial municipal services with accountable management practices
- Protect the safety, health, and welfare of the citizens and employees
- Identify and promote the long-term objectives for the City

OBJECTIVES FOR FY 2012-2013

- Prioritize goals and programs for the City that are fiscally responsible
- Continue proactive programs for seniors and youth of the City
- Direct long-term planning for budgeting and capital improvement projects

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages and taxes
- Increase office furnishings expenditures to reflect the purchase of new chairs for City Council Chambers
- Increase appropriations for auditors in accordance with the engagement letter

<u>WORKLOAD MEASURES</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>
Number of regular City Council meetings	23	23	23	23
Number of special City Council meetings	3	5	6	6

001 - General Fund / City Council (82100-00)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 25,064	\$ 25,203	\$ 27,020	\$ 25,060	\$ 27,010
0200 Taxes	2,344	2,212	2,630	2,510	2,850
0310 W/C Insurance	38	43	50	40	50
Total Personnel	27,446	27,458	29,700	27,610	29,910
Supplies					
1050 Certificate & Award	-	165	300	300	400
1400 Office & Postage	1,920	1,700	1,700	1,740	2,500
1450 Office Furnishings	-	-	500	-	7,200
1700 Small Tools & Equipment	-	-	500	60	500
1850 Uniform & Apparel	-	-	800	800	800
1900 Vehicle & Eqpt. Supplies	464	742	700	800	980
Total Supplies	2,383	2,607	4,500	3,700	12,380
Maintenance					
2050 Building Maintenance	369	424	650	300	650
2200 Machine & Eqpt Maintenance	-	720	-	-	-
2450 Vehicle Maintenance	60	11	300	-	300
Total Maintenance	429	1,156	950	300	950
Services					
3030 Attorney	45,791	56,368	70,000	45,000	70,000
3031 Sales Tax Suit	12,965	867	-	-	-
3050 Auditor	45,942	49,820	47,700	48,230	52,800
3110 Communication	214	217	330	220	290
3130 Consultant / Prof Services	-	-	1,000	1,000	1,000
3190 Dues, Subscriptions, Books	5,008	5,362	5,320	5,120	3,920
3310 General Insurance	13,744	13,191	15,920	12,860	15,920
3330 Janitorial Services	2,616	2,579	2,580	2,570	2,590
3490 Printing	127	465	400	400	600
3530 Professional Development	10,499	8,083	15,850	15,850	16,400
3590 Public Relations	2,368	1,062	3,000	3,000	5,500
3770 Utilities	15,666	14,677	14,790	14,100	13,800
3810 City Council Contingency	10,789	8,306	12,000	2,000	12,000
Total Services	165,727	160,997	188,890	150,350	194,820
City Council	\$ 195,986	\$ 192,218	\$ 224,040	\$ 181,960	\$ 238,060

City Secretary

DIVISION MISSION

The mission of the City Secretary division is to execute City Council policies, programs, and directives; ensure the accuracy and integrity of all City records; conduct City operations in an efficient and effective manner; and respond promptly to citizen inquiries and requests. A statutory position required by State law and City Charter, the activities of the division includes scheduling all City Council agenda development and acting as Chief Administrator of municipal elections. The division is responsible for legal notifications, public information, issuing alcohol licenses, video game permits, tow permits, and all receptionist duties.

ACHIEVEMENTS FOR FY 2011-2012

- Promoted general and runoff election information with legislative changes
- Updated records management manuals
- Updated forms on City Secretary website page

GOALS FOR FY 2012-2013

- Continue citywide implementation of the contract management program
- Improve the quality and distribution of information to the council, boards, employees, and public
- Ensure the protection of City records in the event of a disaster

OBJECTIVES FOR FY 2012-2013

- Identify and categorize all City contracts into a central file depository
- Compile a historical picture book of the City
- Upgrade a facility for offsite records storage

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages and retirement
- Reduce capital outlay due to the purchase of election equipment in FY 2011-2012

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of agenda packets prepared	38	33	33	35
Number of pages imaged	25,960	15,000	35,000	38,000
Number of record boxes removed and destroyed	171	160	100	150
 <u>PERFORMANCE MEASURES</u>				
Responses to records requests within ten days of receipt	99%	100%	99%	100%
Percent of council minutes transcribed within four days	98%	100%	99%	100%
Collect payments for fees within three months of mailing	98%	100%	99%	100%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
City Secretary	1.00	1.00	1.00	1.00
Deputy City Secretary	1.00	1.00	1.00	1.00
Records Manager	1.00	1.00	1.00	1.00
Receptionist	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	4.00	4.00	4.00	4.00

001 - General Fund / City Secretary (82101-00)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 221,673	\$ 220,659	\$ 226,110	\$ 226,320	\$ 237,360
0150 Overtime	-	-	1,000	100	1,000
0200 Taxes	17,174	16,407	18,130	17,820	19,280
0250 Retirement	32,443	34,084	37,080	36,830	40,020
0300 Group Insurance	51,347	55,659	49,970	49,900	51,880
0310 W/C Insurance	376	363	490	340	470
0320 Disability Insurance	2,543	2,214	2,300	2,270	2,410
0900 Other Post-Employment Benefits	-	-	1,620	1,620	1,620
Total Personnel	325,556	329,386	336,700	335,200	354,040
Supplies					
1230 Holiday Supplies	29	-	400	200	400
1300 Kitchen & Janitorial	711	853	850	960	960
1400 Office & Postage	5,325	1,088	3,000	1,000	2,800
1700 Small Tools & Equipment	-	-	300	-	300
Total Supplies	6,065	1,941	4,550	2,160	4,460
Maintenance					
2050 Building Maintenance	424	490	740	350	750
2200 Machine & Eqpt Maintenance	-	-	300	-	300
Total Maintenance	424	490	1,040	350	1,050
Services					
3090 Codification	2,364	4,512	3,500	3,000	3,800
3110 Communication	1,107	1,124	1,260	1,260	1,710
3170 Disposal	655	465	600	200	400
3190 Dues, Subscriptions, Books	1,040	693	1,270	1,340	1,120
3210 Election	5,200	6,411	5,000	4,500	4,500
3310 General Insurance	3,100	3,183	3,800	3,110	3,800
3312 Sec 125 Admin Fees	204	102	100	90	180
3330 Janitorial Services	3,012	2,970	2,970	2,970	2,970
3430 Legal Notices	3,443	2,769	2,300	4,300	4,000
3490 Printing	89	183	400	300	400
3530 Professional Development	8,861	4,655	9,100	9,100	9,050
3570 Publications	19	-	200	-	200
3770 Utilities	18,029	16,885	17,020	16,230	15,870
3780 Water Charges	417	528	530	520	550
3880 Information Technology	29,280	35,780	33,580	33,580	35,140
Total Services	76,818	80,259	81,630	80,500	83,690
Capital Outlay					
7100 Computer System	9,500	-	6,000	5,350	-
Total Capital Outlay	9,500	-	6,000	5,350	-
City Secretary	\$ 418,364	\$ 412,075	\$ 429,920	\$ 423,560	\$ 443,240

City Manager

DIVISION MISSION

It is the mission of the City Manager division to effectively execute City Council policies, programs, and directives, and conduct City operations in a practical, efficient, and effective manner. The Mayor and City Council appoint the City Manager. The City Manager is accountable to the City Council and is responsible for the administration of all City affairs as charged by the City Charter. Other responsibilities include the development and review of written plans to proactively address natural and man-made disasters.

ACHIEVEMENTS FOR FY 2011-2012

- Coordinated new educational programs for employees
- Negotiated a successful boundary change with the City of Houston
- Completed the renovation of the Webster Civic Center and the Recreation Center
- Retained a certified and quality staff by enhancing the work environment through employee programs
- Continued the dangerous building removal process to enhance public safety
- Completed the process for the creation of the NASA Parkway District in accordance with the revitalization plan
- Instituted several developer-friendly amendments to the developmental process and zoning ordinance
- Negotiated a water cost 'true-up' settlement with the City of Houston to benefit the City of Webster
- Successfully negotiated contract renewals for emergency medical services and waste disposal
- Expanded the highly coveted partnership with Space Center Houston benefitting Webster hotels

GOALS FOR FY 2012-2013

- Continue to work towards securing a destination retail development for the City
- Complete the construction of a new Fire Station within budget
- Seek quality, cost effective training for employees
- Revamp the Capital Improvement Program to reprioritize projects commensurate with the budget
- Maintain a high state of readiness for emergency preparedness
- Continue long-term financial planning during unpredictable economic turmoil

OBJECTIVES FOR FY 2012-2013

- Complete the final sale of land and a beneficial agreement with a major developer for a destination development
- Complete the transition and transfer of first responder operations to the new fire station
- Continue to manage the tuition assistance program and seek in-state resources to train staff
- Update Council on the continual changes and challenges of economic development
- Maintain 100% NIMS compliance for emergency preparedness
- Present a fiscally conservative budget that encompasses valid expenditures for operations and capital projects

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement, and group insurance
- Increase expenditures for information technology to reflect the purchase of several new computers for the EOC

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Planning Session directives presented for Council action	5	5	8	7
Staff meetings and exercises for disaster preparedness	12	12	7	6
Number of departmental meetings held	360	360	364	364

PERFORMANCE MEASURES

Annual budget meets City Council directives	100%	100%	100%	100%
Respond to citizens' requests within three days	100%	100%	100%	100%
Update Council on City issues in weekly reading file	100%	100%	100%	100%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
City Manager	1.00	1.00	1.00	1.00
Emergency Management Coordinator	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	2.00	2.00	2.00	2.00

001 - General Fund / City Manager (82200-00)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 166,666	\$ 176,188	\$ 224,880	\$ 224,880	\$ 235,630
0200 Taxes	15,339	15,185	16,500	15,880	17,290
0250 Retirement	32,097	33,959	36,720	36,580	39,560
0300 Group Insurance	18,315	19,775	17,900	17,580	18,320
0310 W/C Insurance	1,438	1,431	1,890	1,320	1,800
0320 Disability Insurance	2,322	2,158	2,240	2,210	2,350
0900 Other Post-Employment Benefits	-	-	810	810	810
Total Personnel	236,177	248,696	300,940	299,260	315,760
Supplies					
1300 Kitchen & Janitorial	181	426	420	470	480
1400 Office & Postage	391	655	1,000	900	1,000
1600 Safety & Health	465	-	1,500	500	1,500
1700 Small Tools & Equipment	71	80	1,500	100	750
1900 Vehicle & Eqpt. Supplies	1,547	2,045	2,310	2,020	2,280
Total Supplies	2,655	3,206	6,730	3,990	6,010
Maintenance					
2050 Building Maintenance	150	174	260	120	270
2200 Machine & Eqpt Maintenance	-	-	100	-	100
2450 Vehicle Maintenance	320	973	500	100	500
2900 Service Contracts	12,113	12,113	13,000	12,500	16,500
Total Maintenance	12,583	13,259	13,860	12,720	17,370
Services					
3110 Communication	342	940	1,130	1,700	2,790
3190 Dues, Subscriptions, Books	1,327	2,104	1,900	1,900	2,200
3310 General Insurance	2,265	2,248	2,630	2,200	2,630
3312 Sec 125 Admin Fees	-	102	100	90	90
3330 Janitorial Services	1,071	1,056	1,050	1,050	1,060
3490 Printing	216	-	300	350	300
3530 Professional Development	4,492	4,506	8,940	7,000	8,940
3590 Public Relations	1,074	643	900	150	900
3770 Utilities	6,383	5,989	6,040	5,790	5,630
3780 Water Charges	104	264	270	330	280
3820 City Manager Contingency	11,625	19,675	14,710	14,380	30,000
3880 Information Technology	4,880	39,030	19,610	19,610	44,200
Total Services	33,779	76,556	57,580	54,550	99,020
Debt Service					
5010 Principal	15,865	-	-	-	-
5510 Interest	544	-	-	-	-
Total Debt Service	16,409	-	-	-	-
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	3,300	6,550	6,550	6,550	6,550
8013 Transfer to Building Contr Fund	-	-	9,000	9,000	-
8021 Transfer to Gen Proj Fund	50,000	-	6,290	6,290	-
8042 Transfer to Grant Fund	26,000	22,100	-	-	-
Total Other Financing Uses	79,300	28,650	21,840	21,840	6,550
City Manager	\$ 380,903	\$ 370,368	\$ 400,950	\$ 392,360	\$ 444,710

Finance

DIVISION MISSION

The Finance division is responsible for providing fiscal control and guidance for all financial transactions of the City while complying with all applicable local, state, and federal regulations. This division accounts for all assets of the City. Accountability of the assets is maintained through the following functions: purchasing, accounts payable, accounts receivable, payroll, utility billing, cash collections, and the fixed assets records program. Development of the City's annual financial reports and annual budget are also primary responsibilities of this division.

ACHIEVEMENTS FOR FY 2011-2012

- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for September 30, 2011
- Received the GFOA Distinguished Budget Award for the Annual Budget for Fiscal Year 2011-2012
- Published "Focus on Finances" articles in the City's quarterly magazine, *Gateway*

GOALS FOR FY 2012-2013

- Provide accurate and timely financial reporting and budgeting
- Develop enhanced and efficient processes for Finance functions
- Ensure financial stability, accountability, and transparency of all City funds

OBJECTIVES FOR FY 2012-2013

- Receive GFOA excellence in financial reporting certificate and distinguished budget award
- Enhance and expand cross-training of staff
- Prepare and present to City Council an ordinance to amend utility deposits and procedures

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement, and group insurance
- Decrease financial expenditures to reflect reductions in sales tax rebates
- Increase expenditures for information technology due to the purchase of new computers

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of payrolls processed	27	27	27	27
Number of accounts payable checks processed	3,001	3,200	3,140	3,200
Number of utility bills processed	13,692	13,800	14,000	14,200

PERFORMANCE MEASURES

Monthly closeouts within two weeks of month end	12	12	12	12
Vendor payments processed within two weeks of receipt	100%	100%	100%	100%
Reconciliation of all cash transactions on a daily basis	100%	100%	100%	100%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Director of Finance	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00
Accounting Technician	3.00	3.00	3.00	3.00
Total Employees (Full-Time Equivalents)	6.00	6.00	6.00	6.00

001 - General Fund / Finance (82301-00)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 355,077	\$ 350,723	\$ 358,420	\$ 358,420	\$ 376,240
0150 Overtime	-	-	550	50	550
0200 Taxes	27,931	26,837	28,590	28,650	30,390
0250 Retirement	51,944	54,144	58,610	58,280	63,260
0300 Group Insurance	53,425	54,204	52,850	51,540	54,820
0310 W/C Insurance	606	584	780	550	740
0320 Disability Insurance	4,043	3,526	3,650	3,580	3,830
0900 Other Post-Employment Benefits	-	-	2,430	2,430	2,430
Total Personnel	493,028	490,018	505,880	503,500	532,260
Supplies					
1300 Kitchen & Janitorial	1,073	1,287	1,270	1,440	1,430
1400 Office & Postage	5,739	6,658	6,600	5,830	6,900
1700 Small Tools & Equipment	-	413	250	-	250
Total Supplies	6,812	8,358	8,120	7,270	8,580
Maintenance					
2050 Building Maintenance	605	698	530	250	1,060
2200 Machine & Eqpt Maintenance	-	735	1,750	750	1,750
2900 Service Contracts	21,570	22,583	24,070	24,000	25,190
Total Maintenance	22,175	24,015	26,350	25,000	28,000
Services					
3080 Financial	514,464	498,498	308,560	300,000	305,300
3110 Communication	1,044	1,044	1,280	1,250	1,290
3190 Dues, Subscriptions, Books	2,915	3,131	4,400	3,800	3,800
3310 General Insurance	4,309	4,462	5,270	4,370	5,270
3312 Sec 125 Admin Fees	303	385	380	330	360
3330 Janitorial Services	4,296	4,236	4,240	4,230	4,240
3490 Printing	8,736	6,437	10,500	10,000	10,500
3530 Professional Development	4,495	4,422	6,100	5,000	5,800
3690 Tax Appraisal	26,783	28,732	30,000	31,100	33,000
3710 Tax Collection	4,869	5,385	5,500	5,320	5,500
3770 Utilities	25,723	24,099	24,290	23,310	22,650
3780 Water Charges	625	791	800	970	830
3880 Information Technology	29,280	26,020	24,880	24,880	40,470
Total Services	627,841	607,642	426,200	414,560	439,010
Other Financing Uses					
8007 Transfer to Gen Debt Svc Fund	-	-	606,930	606,930	-
8021 Transfer to Gen Proj Fund	40,000	-	-	-	-
8041 Transfer to TIRZ Fund	85,000	95,000	110,000	110,000	115,000
8043 Transfer to PEG Channel Fund	-	-	35,340	35,340	-
Total Other Financing Uses	125,000	95,000	752,270	752,270	115,000
Finance	\$ 1,274,856	\$ 1,225,033	\$ 1,718,820	\$ 1,702,600	\$ 1,122,850

Municipal Court

DIVISION MISSION

The primary function of the Municipal Court division is to process all Class 'C' criminal charges filed by the Police Department, Fire Marshals, and Code Enforcement Officers. These include charges filed under the Texas Transportation Code, Penal Code, Alcoholic Beverage Code, Health and Safety Code, Education Code, and Webster Code of Ordinances.

ACHIEVEMENTS FOR FY 2011-2012

- Maintained Levels I, II, and III of the Texas Court Clerk Certifications Program and renewed TCIC/NCIC certifications
- Reviewed all City of Nassau Bay Municipal Court warrants for accuracy and implemented procedures for collection
- Began implementation of electronic record keeping and online payments

GOALS FOR FY 2012-2013

- Continue to represent the City of Webster in a positive manner
- Emphasize training and promote certifications
- Increase efficiencies within the records processing and documentation activities

OBJECTIVES FOR FY 2012-2013

- Provide professional, courteous, and respectful customer service to defendants
- Support and assist staff in pursuit of the next level of certification in Texas Court Clerks Certification Program
- Complete the process for integrating court documents into the records management program

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Reduce expenditures for wages due to the replacement of tenured employees
- Increase expenditures for group insurance
- Increase expenditures for information technology services to reflect the replacement of several computers

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of cases filed	10,220	8,840	10,100	9,200
Number of dispositions	9,263	7,950	9,090	8,280
Number of warrants issued	3,150	2,560	2,930	2,660

PERFORMANCE MEASURES

Citations input into court system within one day of receipt	99%	100%	100%	100%
Summons issued 14 days before appearance date	100%	100%	100%	100%
Warrant process started within 20 days of failure to appear	98%	99%	100%	100%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Court Administrator	1.00	1.00	1.00	1.00
Senior Court Clerk	1.00	1.00	1.00	1.00
Deputy Court Clerk	5.00	5.00	5.00	5.00
Total Employees (Full-Time Equivalents)	7.00	7.00	7.00	7.00

001 - General Fund / Municipal Court (82302-00)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 352,725	\$ 343,022	\$ 353,380	\$ 332,000	\$ 342,760
0200 Taxes	28,449	26,520	28,540	27,500	28,310
0250 Retirement	43,256	44,195	48,460	45,560	48,050
0300 Group Insurance	83,154	89,166	83,020	84,110	93,350
0310 W/C Insurance	590	569	750	530	660
0320 Disability Insurance	3,323	2,659	3,020	2,580	2,960
0900 Other Post-Employment Benefits	-	-	2,840	2,840	2,840
Total Personnel	511,497	506,131	520,010	495,120	518,930
Supplies					
1300 Kitchen & Janitorial	1,248	1,496	1,480	1,730	1,670
1400 Office & Postage	9,596	9,670	9,220	10,700	10,000
Total Supplies	10,844	11,166	10,700	12,430	11,670
Maintenance					
2050 Building Maintenance	554	637	970	490	970
Total Maintenance	554	637	970	490	970
Services					
3110 Communication	1,069	1,056	1,280	1,000	1,290
3150 Court	65,288	66,255	66,050	66,000	67,050
3190 Dues, Subscriptions, Books	941	450	1,050	900	1,050
3310 General Insurance	3,969	4,092	4,860	3,900	4,860
3312 Sec 125 Admin Fees	-	102	100	90	-
3330 Janitorial Services	3,929	3,874	3,880	3,880	3,880
3350 Jury Trials	2,380	2,490	3,790	3,000	3,700
3490 Printing	4,541	5,173	4,700	4,000	4,320
3530 Professional Development	6,297	4,048	6,240	5,700	6,240
3770 Utilities	23,525	22,052	22,230	21,190	20,720
3780 Water Charges	729	923	930	900	970
3790 Warrant Collection	3,508	2,013	2,250	2,000	2,250
3880 Information Technology	46,320	25,600	21,720	21,720	23,630
Total Services	162,497	138,128	139,080	134,280	139,960
Municipal Court	\$ 685,391	\$ 656,062	\$ 670,760	\$ 642,320	\$ 671,530

Human Resources

DIVISION MISSION

The mission of the Human Resources division is to provide support to the City's operating departments through the efficient and effective administration of the human resources program. The division supports a comprehensive range of personnel needs, many driven by evolving state and federal legislation. Human Resources develops and interprets policy; acts as an internal consultant on personnel issues; resolves employee concerns, grievances, and appeals; administers employee benefits; provides training and development; and maintains equitable and competitive compensation practices.

ACHIEVEMENTS FOR FY 2011-2012

- Created a new, electronic performance evaluation tool
- Provided values training for employees who had not yet attended
- Held annual health fair and Christmas recognition luncheon

GOALS FOR FY 2012-2013

- Promote wellness of employees to maintain present level of high quality health care while reducing City health insurance costs
- Recognize employees for exemplary service
- Continue staff education and training on personnel laws and regulations

OBJECTIVES FOR FY 2012-2013

- Continue wellness programs such as the annual health and wellness fair for employees and the community
- Plan and execute the annual awards luncheon
- Ensure all newly hired employees receive City of Webster values training

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement and group insurance
- Reduce pre-employment expenditures due to the hiring freeze that will remain in effect for the year
- Increase information technology expenditures to reflect the purchase of several new computers

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of employment applications processed	290	300	300	300
Number of medical benefit inquiries received	250	275	250	250
Number of counseling sessions with employees	230	250	300	250
 <u>PERFORMANCE MEASURES</u>				
Applications processed within three days of receipt	100%	100%	100%	100%
Percent of employees attending training sessions	100%	90%	100%	90%
Percent of employees participating in wellness events	52%	55%	55%	55%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Director of Human Resources	1.00	1.00	1.00	1.00
Human Resources Coordinator	1.00	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	3.00	3.00	3.00	3.00

001 - General Fund / Human Resources (82401-00)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 176,853	\$ 175,291	\$ 179,100	\$ 179,340	\$ 188,400
0150 Overtime	-	-	500	100	500
0200 Taxes	13,773	13,325	14,310	14,280	15,230
0250 Retirement	25,886	27,079	29,320	29,190	31,720
0300 Group Insurance	33,463	36,223	32,470	32,400	33,690
0310 W/C Insurance	300	292	390	270	370
0320 Disability Insurance	2,048	1,794	1,860	1,840	1,950
0900 Other Post-Employment Benefits	-	-	1,220	1,220	1,220
Total Personnel	252,322	254,004	259,170	258,640	273,080
Supplies					
1050 Certificate & Award	6,258	6,945	10,200	8,180	10,200
1300 Kitchen & Janitorial	537	644	640	750	720
1400 Office & Postage	1,252	947	2,000	1,740	2,000
1850 Uniform & Apparel	69	-	-	-	100
Total Supplies	8,116	8,536	12,840	10,670	13,020
Maintenance					
2050 Building Maintenance	190	219	330	200	340
2200 Machine & Eqpt Maintenance	-	-	300	-	300
Total Maintenance	190	219	630	200	640
Services					
3110 Communication	468	491	700	450	710
3130 Consultant / Prof Services	700	-	1,000	-	1,000
3190 Dues, Subscriptions, Books	2,788	3,023	3,050	3,050	3,070
3250 Employee Program	39,679	40,733	47,330	35,870	46,730
3310 General Insurance	1,183	1,226	1,480	1,200	1,480
3312 Sec 125 Admin Fees	303	295	290	260	270
3330 Janitorial Services	1,351	1,332	1,330	1,330	1,330
3470 Pre-Employment	6,037	8,427	14,300	7,930	13,100
3490 Printing	-	159	500	560	500
3530 Professional Development	2,283	3,288	6,700	6,700	6,700
3770 Utilities	8,072	7,562	7,620	7,260	7,110
3780 Water Charges	312	396	400	390	420
3880 Information Technology	19,520	13,010	18,660	18,660	22,210
Total Services	82,697	79,943	103,360	83,660	104,630
Human Resources	\$ 343,326	\$ 342,701	\$ 376,000	\$ 353,170	\$ 391,370

Community Development - Administration

DIVISION MISSION

The mission of the Community Development-Administration division is to provide an excellent level of service to all citizens and patrons of the City of Webster using land planning and geographic information systems (GIS) to provide and maintain the sound and orderly development of property within the City's boundaries. Primary functions include the implementation of comprehensive land use planning, the administration of geographic information systems and providing personalized customer service for the use of City facilities and parks.

ACHIEVEMENTS FOR FY 2011-2012

- Facilitated updates to the zoning and subdivision regulations through the Planning and Zoning Commission and City Council
- Successfully assisted with zone changes, special use permits, variance requests, and plats through the applicable boards
- Completed the rezoning of the NASA Parkway corridor in accordance with the NASA Parkway Revitalization Plan

GOALS FOR FY 2012-2013

- Continue to improve the efficiency and effectiveness of the City's development review processes
- Review development-related ordinances and recommend amendments as necessary
- Continue the implementation of the NASA Parkway Revitalization Plan

OBJECTIVES FOR FY 2012-2013

- Complete staff review of plats within two weeks and conduct applicable training to boards and commissions
- Complete amendments to the City Development Guidelines and publish it on the City website
- Update the website to include information on the NASA Parkway District

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement, and group insurance
- Increase expenditures in professional development due to the higher costs to maintain certifications
- Increase information technology expenditures to reflect the purchase of several new computers

<u>WORKLOAD MEASURES</u>	2010-2011	2011-2012	2011-2012	2012-2013
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>
Number of plats approved administratively	10	10	5	7
Number of rezoning applications received	1	1	2	2
Number of special use permits issued	1	2	4	3

PERFORMANCE MEASURES

Percent of plats reviewed within 15 days of receipt	100%	100%	100%	100%
Percent of hearing requests scheduled within one month	100%	100%	100%	100%
Percent of submitted building plans reviewed within 14 days	100%	100%	100%	100%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Director of Community Development	1.00	1.00	1.00	1.00
City Planner	1.00	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	6.00	6.00	6.00	6.00

001 - General Fund / CD Administration (82501-01)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 354,650	\$ 347,764	\$ 362,560	\$ 367,560	\$ 367,700
0150 Overtime	492	3,744	1,500	150	1,500
0200 Taxes	27,898	26,812	28,980	29,280	29,810
0250 Retirement	51,975	54,292	59,440	59,810	61,990
0300 Group Insurance	75,419	81,811	73,450	73,400	76,230
0310 W/C Insurance	892	876	1,170	820	1,080
0320 Disability Insurance	4,028	3,586	3,730	3,650	3,780
0900 Other Post-Employment Benefits	-	-	2,430	2,430	2,430
Total Personnel	515,353	518,884	533,260	537,100	544,520
Supplies					
1300 Kitchen & Janitorial	1,073	1,287	1,270	1,480	1,430
1400 Office & Postage	3,800	3,870	6,000	4,500	5,000
1900 Vehicle & Eqpt. Supplies	379	349	520	400	420
Total Supplies	5,252	5,506	7,790	6,380	6,850
Maintenance					
2050 Building Maintenance	185	213	320	200	330
2200 Machine & Eqpt Maintenance	248	96	500	500	500
2250 Signage Maintenance	-	-	100	-	100
2450 Vehicle Maintenance	65	61	500	150	500
2900 Service Contracts	10,649	11,581	13,300	11,000	12,800
Total Maintenance	11,146	11,952	14,720	11,850	14,230
Services					
3110 Communication	947	799	1,210	830	1,210
3130 Consultant / Prof Services	800	830	1,000	-	1,000
3190 Dues, Subscriptions, Books	1,786	1,779	3,050	2,000	2,550
3310 General Insurance	2,273	2,254	2,720	2,200	2,720
3312 Sec 125 Admin Fees	97	102	100	90	90
3330 Janitorial Services	1,313	1,294	1,300	1,300	1,300
3490 Printing	360	883	400	250	400
3530 Professional Development	6,165	1,833	3,000	2,500	4,800
3770 Utilities	7,860	7,365	7,430	7,080	6,930
3780 Water Charges	521	791	800	770	830
3880 Information Technology	42,240	19,510	14,930	14,930	20,570
Total Services	64,362	37,441	35,940	31,950	42,400
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	2,500	4,700	4,700	4,700	4,700
Total Other Financing Uses	2,500	4,700	4,700	4,700	4,700
CD Administration	\$ 598,613	\$ 578,483	\$ 596,410	\$ 591,980	\$ 612,700

Community Development - Building

DIVISION MISSION

The mission of the Community Development-Building division is to provide an excellent level of service to all citizens and patrons of the City of Webster through proactive efforts to gain compliance with all City-adopted codes and ordinances. The primary function of this division is to maintain and ensure the protection of public health, safety, and welfare.

ACHIEVEMENTS FOR FY 2011-2012

- Increased the number of permits issued and building inspections performed
- Increased the number of code enforcement actions and health inspections of businesses

GOALS FOR FY 2012-2013

- Review, revise, and adopt the 2012 International Building Codes and related City ordinances
- Protect the public health through the increased inspection of food service establishments
- Ensure public swimming facilities meet current and future code requirements

OBJECTIVES FOR FY 2012-2013

- Review the 2012 Codes, make any necessary amendments, and prepare documentation for adoption
- Schedule and perform health inspections in accordance with the state food service guidelines
- Assess the compliance of all public swimming pools throughout the City

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement, and group insurance
- Reduce expenditures for information technology services due to a change in the cost allocation
- Increase the transfer to the Equipment Replacement Fund to reflect new vehicles

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of permits issued	1,218	1,500	1,700	1,750
Number of inspections performed	5,648	5,400	6,200	6,300
Number of code enforcement cases processed	2,250	2,300	2,350	2,400

PERFORMANCE MEASURES

Average number of days to abate code violations	23	22	21	21
Percent of initial plan reviews within 14 days	100%	100%	100%	100%
Percent of inspections performed within 24 hours of request	100%	100%	100%	100%

PERSONNEL (FULL-TIME EQUIVALENTS)				
Chief Building Official	1.00	1.00	1.00	1.00
Deputy Building Official	1.00	1.00	1.00	1.00
Environmental Health Inspector	1.00	1.00	1.00	1.00
Combination Inspector	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Building Division Clerk	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	7.00	7.00	7.00	7.00

001 - General Fund / CD Building (82501-02)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 362,216	\$ 350,297	\$ 359,930	\$ 342,300	\$ 362,890
0150 Overtime	523	561	1,000	150	1,000
0200 Taxes	28,495	26,469	28,930	27,550	29,670
0250 Retirement	53,066	54,182	58,930	55,660	61,100
0300 Group Insurance	76,612	86,372	79,680	79,040	82,690
0310 W/C Insurance	1,363	1,360	1,730	1,210	1,460
0320 Disability Insurance	4,068	3,488	3,610	3,530	3,640
0900 Other Post-Employment Benefits	-	-	2,840	2,840	2,840
Total Personnel	526,342	522,727	536,650	512,280	545,290
Supplies					
1300 Kitchen & Janitorial	1,248	1,496	1,480	1,730	1,670
1400 Office & Postage	3,569	1,950	3,400	1,200	3,000
1600 Safety & Health	217	389	400	360	400
1700 Small Tools & Equipment	910	-	300	-	300
1850 Uniform & Apparel	-	-	300	-	500
1900 Vehicle & Eqpt. Supplies	2,062	2,954	3,350	3,170	3,330
Total Supplies	8,006	6,789	9,230	6,460	9,200
Maintenance					
2050 Building Maintenance	873	850	580	1,200	590
2450 Vehicle Maintenance	1,421	863	1,500	250	1,500
2900 Service Contracts	230	3,000	3,000	3,000	3,000
Total Maintenance	2,524	4,713	5,080	4,450	5,090
Services					
3060 Contract Services	500	-	1,500	-	1,000
3110 Communication	1,391	1,379	1,760	1,550	1,760
3130 Consultant / Prof Services	-	-	750	-	750
3190 Dues, Subscriptions, Books	1,765	2,250	1,800	2,150	2,000
3310 General Insurance	4,456	4,400	5,310	4,290	5,310
3312 Sec 125 Admin Fees	303	295	290	260	180
3330 Janitorial Services	2,355	2,322	2,330	2,330	2,330
3490 Printing	74	255	500	500	700
3530 Professional Development	9,529	6,556	9,300	8,000	10,000
3770 Utilities	14,131	13,247	13,340	12,720	12,450
3780 Water Charges	729	923	930	900	970
3880 Information Technology	43,920	26,020	29,850	29,850	28,210
Total Services	79,153	57,647	67,660	62,550	65,660
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	8,800	8,800	8,800	8,800	11,000
Total Other Financing Uses	8,800	8,800	8,800	8,800	11,000
CD Building	\$ 624,825	\$ 600,676	\$ 627,420	\$ 594,540	\$ 636,240

Community Development - Recreation

DIVISION MISSION

The mission of the Community Development-Recreation division is to provide exemplary service to citizens and patrons as well as to protect public health, welfare, and the environment by providing a safe and enjoyable community. The primary function of the division is to provide recreational programs throughout the year.

ACHIEVEMENTS FOR FY 2011-2012

- Increased residents' participation in the Summer Camp Program to over 70%
- Modified the fees for the summer program
- Added a day to the Tae Kwon Do program to increase the number of participants

GOALS FOR FY 2012-2013

- Increase year-round attendance for existing programs
- Provide a safe and healthy environment for all program attendees
- Provide a high quality and customer-service oriented program

OBJECTIVES FOR FY 2012-2013

- Generate more publicity and interest for programs by promoting programs
- Continue the food service program for the summer recreation program
- Develop structural programming and returning phone calls to citizens in a timely manner

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement, and group insurance
- Increase expenditures for recreation programs to reflect higher costs for tae kwon do and addition of soccer programs
- Decrease capital outlay due to the purchase of a new copier in FY 2011-2012

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of programs provided	6	6	6	7
Number of calendar days that include one program or event	260	260	260	260
Total program attendance	10,130	10,130	10,130	10,130
 <u>PERFORMANCE MEASURES</u>				
Attendance as a percent of maximum enrollment (summer)	90%	90%	90%	90%
Percentage increase in program participation	5%	5%	5%	5%
Percentage of calls returned within 24 hours of inquiry	100%	100%	100%	100%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Recreation Manager	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	1.00	1.00	1.00	1.00
<hr/>				
Recreation Intern (Seasonal)	1.00	1.00	1.00	1.00
Camp Counselors (Seasonal)	14.00	14.00	12.00	12.00
Total Employees (Seasonal)	15.00	15.00	13.00	13.00

001 - General Fund / CD Recreation (82501-04)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 98,492	\$ 88,253	\$ 108,090	\$ 106,160	\$ 104,820
0150 Overtime	13,579	12,099	10,000	9,000	13,000
0200 Taxes	9,738	7,945	9,540	10,140	9,720
0250 Retirement	9,412	9,764	9,940	10,570	11,370
0300 Group Insurance	10,909	11,168	9,960	9,950	10,340
0310 W/C Insurance	1,982	1,801	2,320	1,620	2,120
0320 Disability Insurance	651	557	580	570	600
0900 Other Post-Employment Benefits	-	-	410	410	410
Total Personnel	144,762	131,587	150,840	148,420	152,380
Supplies					
1230 Holiday Supplies	11,261	1,253	1,600	1,400	1,600
1234 July 4 Celebration Committee	35,718	32,173	35,000	33,000	35,000
1300 Kitchen & Janitorial	1,817	2,198	1,650	1,890	1,680
1400 Office & Postage	1,603	1,028	1,150	750	1,150
1550 Recreation Supplies	11,672	13,955	16,500	13,600	16,500
1600 Safety & Health	112	-	150	-	150
1700 Small Tools & Equipment	-	3,756	200	-	200
1850 Uniform & Apparel	1,090	647	1,000	1,000	1,000
1900 Vehicle & Eqpt. Supplies	868	934	2,280	1,050	1,200
Total Supplies	64,142	55,944	59,530	52,690	58,480
Maintenance					
2050 Building Maintenance	175	730	1,000	730	1,000
2200 Machine & Eqpt Maintenance	-	-	350	-	350
2450 Vehicle Maintenance	2,463	1,049	1,200	2,520	1,200
2900 Service Contracts	2,568	2,724	3,040	2,720	2,730
Total Maintenance	5,206	4,503	5,590	5,970	5,280
Services					
3110 Communication	603	510	350	10	50
3190 Dues, Subscriptions, Books	613	615	710	630	710
3310 General Insurance	7,680	8,012	9,670	7,810	9,670
3330 Janitorial Services	36,962	25,288	38,780	33,750	38,780
3490 Printing	882	368	500	-	500
3530 Professional Development	838	-	1,050	-	1,050
3600 Recreation Program	24,212	23,881	25,750	22,000	34,750
3770 Utilities	29,105	28,361	28,590	25,100	27,770
3780 Water Charges	2,917	2,810	4,800	5,420	4,350
3880 Information Technology	9,760	6,500	9,950	9,950	7,860
Total Services	113,571	96,343	120,150	104,670	125,490
Capital Outlay					
7200 Machine & Equipment	-	-	5,000	-	-
Total Capital Outlay	-	-	5,000	-	-
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	10,400	10,400	9,780	9,780	7,500
Total Other Financing Uses	10,400	10,400	9,780	9,780	7,500
CD Recreation	\$ 338,081	\$ 298,777	\$ 350,890	\$ 321,530	\$ 349,130

Public Works - Administration

DIVISION MISSION

The mission of the Public Works-Administration division is to provide exemplary service to the citizens and patrons, while protecting public health, welfare, safety, and the environment. The Public Works-Administration division performs all administrative functions for the Public Works divisions, including customer service, communications, personnel training, and recordkeeping.

ACHIEVEMENTS FOR FY 2011-2012

- Renovated the tennis court at Texas Avenue Park
- Completed the loop of water supply east of FM-270
- Supervised the installation of emergency backup pumps for six lift stations

GOALS FOR FY 2012-2013

- Assist with long-range planning for city infrastructure needs
- Provide effective and cost-efficient service to citizens
- Ensure the safety of Public Works personnel

OBJECTIVES FOR FY 2012-2013

- Update projects on the five-year capital improvement program and complete new impact fee and water rate studies
- Monitor the work order system to ensure that work orders are completed timely and correctly
- Provide training to employees relating to the operating procedures of equipment

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement, and group insurance
- Increase kitchen and janitorial expenditures to reflect the reclassification of costs from the Parks Maintenance division
- Decrease expenditures for utilities and information technology services due to a change in cost allocation

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of work orders processed	8,605	12,500	9,000	9,500
Number of safety meetings held	8	12	12	12
Number of consumer confidence reports distributed	1,500	1,500	1,500	1,500

PERFORMANCE MEASURES

Percent of projects completed under budget	90%	100%	90%	100%
Percent of staff attending training	90%	90%	90%	90%
Percent of work orders properly closed	99%	99%	99%	99%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Director of Public Works	0.50	0.50	0.50	0.50
Assistant Director of Public Works	0.50	0.50	0.50	0.50
Administrative Coordinator	1.00	1.00	1.00	1.00
Staff Assistant	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	3.00	3.00	3.00	3.00

001 - General Fund / PW Administration (82502-01)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 171,499	\$ 168,996	\$ 172,780	\$ 177,570	\$ 193,300
0150 Overtime	-	132	750	250	750
0200 Taxes	13,750	13,051	13,840	14,490	15,890
0250 Retirement	25,189	26,145	28,330	28,940	32,580
0300 Group Insurance	32,244	34,947	32,020	33,180	37,120
0310 W/C Insurance	1,218	1,189	1,530	1,070	1,400
0320 Disability Insurance	1,932	1,707	1,770	1,790	1,930
0900 Other Post-Employment Benefits	-	-	1,220	1,220	1,220
Total Personnel	245,830	246,167	252,240	258,510	284,190
Supplies					
1300 Kitchen & Janitorial	2,554	3,210	3,500	4,700	5,500
1400 Office & Postage	3,807	2,918	4,850	4,850	5,100
1450 Office Furnishings	911	-	-	-	-
1600 Safety & Health	144	413	600	400	600
1700 Small Tools & Equipment	840	-	-	-	-
1850 Uniform & Apparel	921	1,470	1,850	1,800	1,850
1900 Vehicle & Eqpt. Supplies	606	589	1,490	840	1,090
Total Supplies	9,782	8,599	12,290	12,590	14,140
Maintenance					
2200 Machine & Eqpt Maintenance	-	387	500	250	500
2450 Vehicle Maintenance	703	321	900	550	900
2900 Service Contracts	36,504	36,503	37,710	36,500	37,100
Total Maintenance	37,207	37,211	39,110	37,300	38,500
Services					
3110 Communication	6,839	5,575	8,250	7,200	7,450
3130 Consultant / Prof Services	2,815	3,808	10,000	2,500	10,000
3190 Dues, Subscriptions, Books	1,430	964	1,570	1,500	1,570
3310 General Insurance	5,960	6,073	7,330	5,920	7,330
3312 Sec 125 Admin Fees	-	102	100	90	-
3460 Regulatory Services	-	6	1,090	-	940
3530 Professional Development	2,889	2,238	2,800	3,200	3,800
3770 Utilities	29,614	26,302	27,420	23,780	25,640
3780 Water Charges	555	701	590	790	680
3880 Information Technology	26,600	18,460	31,090	31,090	24,030
Total Services	76,700	64,228	90,240	76,070	81,440
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	3,000	5,200	5,200	5,200	5,950
Total Other Financing Uses	3,000	5,200	5,200	5,200	5,950
PW Administration	\$ 372,520	\$ 361,406	\$ 399,080	\$ 389,670	\$ 424,220

Public Works - Maintenance

DIVISION MISSION

The mission of the Public Works-Maintenance division is to provide exemplary service to the citizens and patrons while protecting public health, welfare, safety, and the environment. Its primary functions include improving and maintaining streets, sidewalks, alleyways, easements, signage, buildings, vehicles, equipment, and facilities. Additional responsibilities include animal control, and major trash pick-up.

ACHIEVEMENTS FOR FY 2011-2012

- Began Federally-mandated sign replacement program
- Held an animal registration event to educate citizens of the importance of animal registration
- Completed numerous roadway, sidewalk, and curb repairs

GOALS FOR FY 2012-2013

- Maintain or improve pedestrian accessibility throughout the City
- Preserve or enhance condition of streets and street signs
- Minimize the downtime of the City's vehicle and equipment fleet

OBJECTIVES FOR FY 2012-2013

- Repair or replace sidewalks identified in annual inspection
- Repair or replace pavement identified in annual inspection
- Provide training on latest technology and equipment to expedite vehicle repairs

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages and retirement
- Capital outlay increases to reflect the purchase of equipment, including a man lift
- Decrease transfers due to the funding of the fuel island project in FY 2011-2012

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Linear feet of sidewalk maintained	146,500	147,000	147,000	148,000
Lane miles of street maintained	62	59	63	64
Fleet vehicles and equipment maintained	n/a	144	144	150
 <u>PERFORMANCE MEASURES</u>				
Percent of surveyed sidewalks requiring repair	<1%	<1%	<1%	<1%
Percent of surveyed streets requiring repair	<1%	<1%	<1%	<1%
Percent of vehicles receiving preventative maintenance	n/a	100%	100%	100%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Maintenance Foreman	1.00	1.00	1.00	1.00
Senior Building Maintenance	1.00	1.00	1.00	1.00
Building Maintenance Technician	1.00	1.00	1.00	1.00
Senior Mechanic	1.00	1.00	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00
Crew Leader	1.00	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00	1.00
Crewman II	2.00	2.00	2.00	2.00
Total Employees (Full-Time Equivalents)	10.00	10.00	10.00	10.00

001 - General Fund / PW Maintenance (82502-02)

Object	Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel						
0100	Salary & Wages	\$ 400,859	\$ 391,393	\$ 403,450	\$ 396,440	\$ 418,070
0150	Overtime	20,796	15,227	32,900	17,900	25,000
0200	Taxes	33,417	30,879	35,270	33,560	36,510
0250	Retirement	61,633	62,887	71,250	67,200	74,390
0300	Group Insurance	129,670	143,287	128,370	114,640	120,630
0310	W/C Insurance	9,363	9,012	12,130	8,490	10,830
0320	Disability Insurance	4,454	3,888	4,060	3,670	4,210
0900	Other Post-Employment Benefits	-	-	4,050	4,050	4,050
Total Personnel		660,193	656,572	691,480	645,950	693,690
Supplies						
1600	Safety & Health	3,226	2,422	3,100	3,000	3,100
1650	Shop Supplies	9,216	5,991	6,100	6,000	6,100
1700	Small Tools & Equipment	6,163	4,062	10,750	9,000	10,500
1900	Vehicle & Eqpt. Supplies	18,742	24,484	24,010	18,820	20,640
Total Supplies		37,347	36,958	43,960	36,820	40,340
Maintenance						
2050	Building Maintenance	54,605	37,616	52,820	50,000	57,800
2200	Machine & Eqpt Maintenance	7,284	5,436	6,650	11,870	6,650
2250	Signage Maintenance	7,082	4,387	10,650	10,000	10,650
2300	Street Maintenance	33,051	30,638	39,000	39,000	39,000
2450	Vehicle Maintenance	12,682	12,245	7,600	8,900	9,200
2900	Service Contracts	11,503	11,295	12,500	12,000	13,700
Total Maintenance		126,207	101,618	129,220	131,770	137,000
Services						
3010	Animal Control	3,998	3,868	6,200	5,000	13,200
3110	Communication	596	576	650	600	650
3170	Disposal	-	-	600	-	-
3190	Dues, Subscriptions, Books	779	775	650	650	650
3310	General Insurance	8,445	7,540	9,100	8,350	9,100
3312	Sec 125 Admin Fees	97	193	190	170	90
3390	Mosquito Control	16,286	13,446	17,700	17,000	17,700
3530	Professional Development	2,857	2,027	5,900	5,000	5,900
3610	Recycling	140	168	1,250	280	200
3630	Rentals	10,178	10,883	11,700	11,700	4,700
3670	Street Lights	153,326	174,684	170,000	175,690	177,500
3750	Uniform Service	7,566	7,605	8,620	8,000	8,620
3880	Information Technology	19,520	13,010	24,870	24,870	15,950
Total Services		223,788	234,775	257,430	257,310	254,260
Capital Outlay						
7050	Building & Property	-	18,904	43,000	42,650	-
7200	Machine & Equipment	-	-	-	-	20,000
7250	Vehicles	-	-	-	-	105,000
Total Capital Outlay		-	18,904	43,000	42,650	125,000
Other Financing Uses						
8008	Transfer to Eqpt Repl Fund	84,050	52,240	28,990	28,990	50,200
8021	Transfer to Gen Proj Fund	50,000	-	150,000	150,000	-
Total Other Financing Uses		134,050	52,240	178,990	178,990	50,200
PW Maintenance		\$ 1,181,585	\$ 1,101,068	\$ 1,344,080	\$ 1,293,490	\$ 1,300,490

Public Works - Parks Maintenance

DIVISION MISSION

The mission of the Public Works-Parks Maintenance division is to provide exemplary service to the citizens and patrons while protecting public health, welfare, safety, and the environment. Its primary function is to provide safe and enjoyable recreational facilities. Park facilities include Texas Avenue Park, Walnut Park, Green Acres Park, baseball fields, and tennis court.

ACHIEVEMENTS FOR FY 2011-2012

- Completed the renovation of the tennis court at Texas Avenue Park
- Upgraded the electrical system at Texas Avenue Park
- Directed the construction of the SPARK Park at McWhirter Elementary School

GOALS FOR FY 2012-2013

- Enhance the aesthetics and function of city parks where appropriate
- Protect citizens who use city parks and facilities
- Search for cost-saving measures without reducing services to citizens

OBJECTIVES FOR FY 2012-2013

- Top dress Texas Avenue Park twice annually
- Inspect and repair all park playground equipment annually to meet code and functionality requirements
- Maintain established rights-of-way and park mowing schedules

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement, and group insurance
- Decrease expenditures for property maintenance due to the repairs of Walnut and Green Acres parks in FY 2011-2012
- Increase contract services and personnel expenditures to reflect an anticipated cost increase with contract renewal

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Acres of park space maintained	24	26	26	26
Number of pieces of park equipment maintained	142	142	142	142
Number of facilities that require landscaping	18	18	18	18

PERFORMANCE MEASURES

Percent of park land mowed at scheduled intervals	100%	100%	100%	100%
Percent of park equipment maintained in working condition	100%	100%	100%	100%
Percent of ball fields reworked twice annually	100%	100%	100%	100%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Parks Foreman	1.00	1.00	1.00	1.00
Crew Leader	1.00	1.00	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00	1.00
Crewman II	4.00	4.00	4.00	4.00
Total Employees (Full-Time Equivalents)	7.00	7.00	7.00	7.00

001 - General Fund / PW Parks Maintenance (82502-03)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 255,342	\$ 247,918	\$ 254,540	\$ 252,640	\$ 263,140
0150 Overtime	11,628	13,529	23,100	13,100	23,100
0200 Taxes	21,285	19,821	22,560	21,790	23,720
0250 Retirement	39,112	40,252	45,330	43,410	48,060
0300 Group Insurance	108,822	114,628	100,460	100,310	104,330
0310 W/C Insurance	5,787	5,609	7,450	5,210	6,970
0320 Disability Insurance	2,927	2,493	2,590	2,540	2,670
0900 Other Post-Employment Benefits	-	-	2,840	2,840	2,840
Total Personnel	444,903	444,251	458,870	441,840	474,830
Supplies					
1100 Chemical	7,517	7,650	8,800	8,460	8,800
1230 Holiday Supplies	7,155	10,344	12,450	11,370	10,000
1300 Kitchen & Janitorial	6,682	8,290	8,000	8,000	6,000
1600 Safety & Health	3,133	1,994	2,350	2,000	2,350
1700 Small Tools & Equipment	5,930	4,579	8,500	8,000	6,050
1900 Vehicle & Eqpt. Supplies	12,416	16,937	17,720	17,750	18,560
Total Supplies	42,832	49,795	57,820	55,580	51,760
Maintenance					
2050 Building Maintenance	895	1,731	2,500	1,800	2,500
2100 Property Maintenance	28,426	65,156	44,000	39,000	36,500
2200 Machine & Eqpt Maintenance	6,242	6,320	4,800	6,430	8,000
2450 Vehicle Maintenance	3,992	4,345	5,900	8,520	5,900
Total Maintenance	39,554	77,552	57,200	55,750	52,900
Services					
3060 Contract Services	78,361	51,832	55,000	55,000	65,000
3070 Contract Personnel	81,257	81,747	80,030	78,000	82,270
3110 Communication	725	7	50	10	50
3170 Disposal	-	-	500	-	-
3190 Dues, Subscriptions, Books	1,062	626	880	630	470
3310 General Insurance	4,422	3,636	4,470	3,610	4,470
3312 Sec 125 Admin Fees	97	193	190	170	180
3530 Professional Development	4,841	3,425	4,500	4,500	4,500
3630 Rentals	4,042	3,744	3,500	3,500	1,000
3750 Uniform Service	1,943	2,126	2,930	2,190	2,930
3770 Utilities	29,319	28,279	30,000	25,840	26,330
3780 Water Charges	23,590	39,920	38,950	35,000	40,720
3880 Information Technology	19,520	9,760	8,660	8,660	5,550
Total Services	249,180	225,294	229,660	217,110	233,470
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	26,310	24,800	24,800	24,800	27,080
8009 Transfer to Parks Constr Fund	-	173,780	-	-	-
8021 Transfer to Gen Proj Fund	150,000	-	-	-	-
Total Other Financing Uses	176,310	198,580	24,800	24,800	27,080
PW Parks Maintenance	\$ 952,780	\$ 995,471	\$ 828,350	\$ 795,080	\$ 840,040

Public Works - Engineering & Construction

DIVISION MISSION

The mission of the Public Works-Engineering division is to provide exemplary service to the citizens and patrons while protecting public health, welfare, safety, and the environment. The primary function of this division is project management and engineering support services to other City departments. The division is actively involved in the development of designs and construction standards, preparation of specifications, and the performance of project inspections for a variety of City projects.

ACHIEVEMENTS FOR FY 2011-2012

- Completed the renovation of the tennis court at Texas Avenue Park
- Completed the loop of water supply east of FM 270
- Supervised the installation of emergency backup pumps for six lift stations

GOALS FOR FY 2012-2013

- Assist with long-range planning for city infrastructure needs
- Preserve or enhance condition of city streets and sidewalks
- Ensure all construction codes, restrictions, and regulations are followed

OBJECTIVES FOR FY 2012-2013

- Update projects on the five-year capital improvement program
- Inspect all sidewalks and roadways annually
- Perform weekly inspections for unauthorized construction within City rights-of-way

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement, and group insurance
- Increase expenditures for information technology services to reflect the purchase of new computers
- Increase the transfer to the Equipment Replacement Fund due to the modification of asset lives

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of construction plans reviewed	47	52	80	80
Lane miles of roadway inspected	62	55	63	64
Linear feet of sidewalk inspected	146,500	147,000	147,000	148,000
 <u>PERFORMANCE MEASURES</u>				
Percent of major plans reviewed within ten days	100%	100%	100%	100%
Percent of roadways inspected	100%	100%	100%	100%
Percent of sidewalks inspected	100%	100%	100%	100%

PERSONNEL (FULL-TIME EQUIVALENTS)

Manager of Engineering and Construction	1.00	1.00	1.00	1.00
Construction Inspector	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	2.00	2.00	2.00	2.00

001 - General Fund / PW Engineering (82502-04)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 116,471	\$ 107,908	\$ 117,090	\$ 117,200	\$ 122,890
0150 Overtime	3,101	9,613	4,000	4,000	4,000
0200 Taxes	9,359	8,789	9,640	9,550	10,230
0250 Retirement	17,597	18,184	19,770	19,720	21,310
0300 Group Insurance	27,988	30,292	26,820	27,010	27,840
0310 W/C Insurance	432	434	560	390	510
0320 Disability Insurance	1,330	1,147	1,190	1,160	1,250
0900 Other Post-Employment Benefits	-	-	810	810	810
Total Personnel	176,278	176,367	179,880	179,840	188,840
Supplies					
1400 Office & Postage	361	670	750	750	750
1600 Safety & Health	70	269	250	490	250
1700 Small Tools & Equipment	20	236	300	300	300
1850 Uniform & Apparel	75	173	300	400	500
1900 Vehicle & Eqpt. Supplies	3,203	4,373	4,770	4,610	4,930
Total Supplies	3,729	5,722	6,370	6,550	6,730
Maintenance					
2200 Machine & Eqpt Maintenance	-	-	250	-	250
2450 Vehicle Maintenance	663	346	1,000	500	650
Total Maintenance	663	346	1,250	500	900
Services					
3110 Communication	30	43	300	40	310
3190 Dues, Subscriptions, Books	136	139	300	150	150
3310 General Insurance	1,053	994	1,200	970	1,200
3312 Sec 125 Admin Fees	97	102	100	90	90
3490 Printing	-	-	100	-	100
3530 Professional Development	2,541	160	2,500	1,500	2,500
3880 Information Technology	9,760	6,500	4,970	4,970	5,780
Total Services	13,617	7,938	9,470	7,720	10,130
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	4,400	4,700	4,700	4,700	5,880
Total Other Financing Uses	4,400	4,700	4,700	4,700	5,880
PW Engineering	\$ 198,687	\$ 195,073	\$ 201,670	\$ 199,310	\$ 212,480

Police - Administration

DIVISION MISSION

The mission of the Webster Police Department is to provide a safe environment for those who reside, visit, and work in the community. The Department is dedicated to forming practical partnerships and establishing a collaborative style of policing that ensures positive change for both the community and the Department. Policing by partnership will create a secure and viable community and ensure the protection of life, liberty, and property. The division's primary responsibility is management and support of the Police Department activities.

ACHIEVEMENTS FOR FY 2011-2012

- Implemented Strategic Oriented Policing
- Maintained the Texas Police Chief's Association Recognition Program periodic requirements
- Sent five supervisors to advanced management schools

GOALS FOR FY 2012-2013

- Effectively manage the expenditures of the Police Department
- Reduce vehicle related crimes utilizing Strategic Oriented Policing
- Continue with the department's leadership succession plan

OBJECTIVES FOR FY 2012-2013

- Monitor each division's expenditures on a weekly basis
- Provide random patrols through high crime areas to suppress motor vehicle crimes
- Provide training of best practice programs for upper level management and select staff

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages and retirement
- Reduce expenditures for building maintenance, communication, and general insurance
- Increase expenditures for prisoner support and information technology services

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of employees completing field training program	2	2	1	2
Number of training sessions provided	18	20	20	20
Number of internal affairs cases initiated	13	4	18	-
 <u>PERFORMANCE MEASURES</u>				
Percent of authorized sworn positions filled	100%	100%	100%	100%
Percent of TPCA best practices met	100%	100%	100%	100%
Percent of expenditures within budgetary levels	100%	100%	100%	100%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Chief of Police	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00
Lieutenant-Operations	1.00	1.00	1.00	1.00
Lieutenant-Support Services	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	4.00	4.00	4.00	4.00

001 - General Fund / PD Administration (82601-01)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 380,405	\$ 374,899	\$ 381,840	\$ 382,520	\$ 399,780
0150 Overtime	2,611	3,352	3,300	2,500	3,300
0200 Taxes	28,595	27,688	29,460	29,290	30,970
0250 Retirement	56,049	58,413	62,880	62,620	67,680
0300 Group Insurance	63,867	67,972	62,140	52,630	57,370
0310 W/C Insurance	6,737	6,660	8,410	5,880	6,800
0320 Disability Insurance	3,963	3,591	3,720	3,670	3,900
0900 Other Post-Employment Benefits	-	-	1,620	1,620	1,620
Total Personnel	542,228	542,575	553,370	540,730	571,420
Supplies					
1050 Certificate & Award	349	131	500	400	350
1300 Kitchen & Janitorial	7,212	6,732	5,950	7,700	6,500
1400 Office & Postage	5,326	4,866	4,650	5,680	6,000
1600 Safety & Health	430	521	1,500	720	1,000
1700 Small Tools & Equipment	-	85	-	-	-
1850 Uniform & Apparel	650	851	-	-	560
1900 Vehicle & Eqpt. Supplies	5,181	5,862	7,980	6,850	7,140
Total Supplies	19,149	19,049	20,580	21,350	21,550
Maintenance					
2050 Building Maintenance	15,144	26,519	30,660	21,030	20,720
2200 Machine & Eqpt Maintenance	57	193	3,000	-	2,000
2450 Vehicle Maintenance	2,705	1,709	1,530	2,090	2,530
2900 Service Contracts	4,212	3,098	3,200	3,250	3,400
2910 OSSI Support Services	35,853	31,593	31,650	43,860	31,650
Total Maintenance	57,969	63,111	70,040	70,230	60,300
Services					
3110 Communication	24,994	28,581	38,930	22,000	34,140
3190 Dues, Subscriptions, Books	4,050	2,430	3,680	2,450	3,040
3310 General Insurance	69,866	76,100	77,810	62,870	72,810
3312 Sec 125 Admin Fees	97	102	100	90	90
3330 Janitorial Services	31,727	30,041	30,850	30,730	30,600
3440 Technology Services	10,857	9,536	39,650	11,280	37,890
3490 Printing	2,175	479	650	470	650
3510 Prisoner Support	17,249	15,562	17,600	13,580	27,800
3530 Professional Development	5,818	2,367	-	-	10,200
3590 Public Relations	604	498	1,150	1,150	1,150
3750 Uniform Service	78	137	300	100	300
3770 Utilities	94,928	94,694	91,280	91,280	90,480
3780 Water Charges	3,427	3,439	3,780	3,570	3,910
3880 Information Technology	41,420	51,280	50,320	50,320	85,210
Total Services	307,291	315,247	356,100	289,890	398,270
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	34,200	22,300	22,300	22,300	22,930
Total Other Financing Uses	34,200	22,300	22,300	22,300	22,930
Police Administration	\$ 960,837	\$ 962,282	\$ 1,022,390	\$ 944,500	\$ 1,074,470

Police – Crime Investigation

DIVISION MISSION

The mission of the Webster Police Department is to provide a safe environment for those who reside, visit, and work in the community. The Department is dedicated to forming practical partnerships and establishing a collaborative style of policing that ensures positive change for both the community and the Department. Policing by partnership will create a secure and viable community and ensure the protection of life, liberty, and property. The Police-CID division's primary responsibility is criminal investigation.

ACHIEVEMENTS FOR FY 2011-2012

- Destroyed 854 pieces of nonessential property in the evidence room
- Worked numerous high profile cases resulting in several convictions
- Increased by 50% the number of times the bait vehicle has been deployed

GOALS FOR FY 2012-2013

- Dispose nonessential property in the evidence room
- Incorporate surveillance operations to reduce vehicle-related crimes and apartment burglaries
- Coordinate specialized criminal operations to include service of high risk warrants

OBJECTIVES FOR FY 2012-2013

- Perform semi-annual and annual assessments of evidence room materials
- Conduct daily undercover patrols of parking lots and apartment complexes
- Create and execute action plans for specialized high risk operations as needed

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement, and group insurance
- Increase expenditures for medical services due to mandatory examinations of children who are victims of sexual assault
- Increase information technology expenditures to reflect the purchase of new computers and a change to the cost allocation

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of cases cleared arrest / warrant	159	138	92	115
Number of cases inactivated	906	723	856	881
Number of cases cleared	321	473	328	400

PERFORMANCE MEASURES

Percent of investigations completed within 90 days	91%	88%	91%	90%
Number of cases cleared per detective	81	192	139	165
Number of non-evidentiary pieces disposed	4,637	300	1,314	300

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
CID Sergeant	1.00	1.00	1.00	1.00
Evidence Technician	1.00	1.00	1.00	1.00
Detective	5.00	5.00	5.00	5.00
Total Employees (Full-Time Equivalents)	7.00	7.00	7.00	7.00

001 - General Fund - PD CID (82601-02)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 401,011	\$ 404,765	\$ 414,090	\$ 413,220	\$ 426,190
0150 Overtime	8,810	5,746	9,340	1,840	7,300
0200 Taxes	32,158	30,889	33,710	32,700	34,990
0250 Retirement	59,997	63,365	69,130	57,500	72,780
0300 Group Insurance	113,123	116,346	104,190	93,080	108,210
0310 W/C Insurance	6,837	7,261	9,250	6,470	7,310
0320 Disability Insurance	4,345	3,817	3,960	3,890	4,100
0900 Other Post-Employment Benefits	-	-	2,840	2,840	2,840
Total Personnel	626,281	632,189	646,510	611,540	663,720
Supplies					
1250 Investigative Supplies	2,684	1,286	1,190	1,190	1,110
1700 Small Tools & Equipment	127	45	-	-	-
1850 Uniform & Apparel	149	391	-	-	800
1900 Vehicle & Eqpt. Supplies	7,657	14,497	12,560	14,430	14,020
Total Supplies	10,616	16,218	13,750	15,620	15,930
Maintenance					
2450 Vehicle Maintenance	3,504	6,531	2,540	2,540	2,540
Total Maintenance	3,504	6,531	2,540	2,540	2,540
Services					
3190 Dues, Subscriptions, Books	220	207	1,150	740	1,150
3240 Investigative Services	985	798	3,690	2,400	3,690
3312 Sec 125 Admin Fees	97	102	100	90	180
3340 Medical Services	9,475	4,948	4,000	8,780	25,000
3530 Professional Development	3,512	3,695	-	-	4,760
3880 Information Technology	34,160	32,520	26,120	26,120	48,560
Total Services	48,450	42,269	35,060	38,130	83,340
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	25,400	25,400	20,710	20,710	43,790
Total Other Financing Uses	25,400	25,400	20,710	20,710	43,790
Police CID	\$ 714,251	\$ 722,607	\$ 718,570	\$ 688,540	\$ 809,320

Police - Patrol

DIVISION MISSION

The mission of the Webster Police Department is to provide a safe environment for those who reside, visit, and work in the community. The Department is dedicated to forming practical partnerships and establishing a collaborative style of policing that ensures positive change for both the community and the Department. Policing by partnership will create a secure and viable community and ensure the protection of life, liberty, and property. The Police-Patrol division's primary duties include protecting citizens and visitors, arresting criminals, and responding to citizen complaints.

ACHIEVEMENTS FOR FY 2011-2012

- Implemented the Strategic Oriented Policing philosophy to better fit the needs of the community
- Increased narcotics and prostitution arrests by transferring an officer to the special operations unit
- Increased the efficiency of the special operations unit by moving a K-9 officer into the day shift

GOALS FOR FY 2012-2013

- Reduce the number of traffic accidents by 1%
- Increase the number of narcotic arrests by 1%
- Reduce the number of vehicle crimes by 1%

OBJECTIVES FOR FY 2012-2013

- Concentrate patrol in locations where the greatest number of traffic accidents occur
- Utilize special operations unit to enhance enforcement procedures for narcotic activity
- Increase patrol in those areas identified with frequent vehicle crimes

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Transfer the vacant position in Police-Communications to a vacant Patrol Officer position in Police-Patrol
- Reclassify one Patrol Officer position into a third K-9 Officer position
- Increase expenditures for wages, retirement, and group insurance
- Increase expenditures in small tools, uniforms, and professional development due to the lack of seizure funds available
- Increase expenditures for information technology to reflect the purchase of new computers and a change to the cost allocation

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of calls for service	25,432	26,483	26,627	27,450
Number of arrests made	3,257	3,641	3,693	3,750
Number of offense reports taken	2,392	2,465	2,502	2,560

PERFORMANCE MEASURES

Number of traffic accidents	952	929	920	920
Number of vehicle crimes	395	384	368	360
Number of narcotics arrests	348	371	377	390

PERSONNEL (FULL-TIME EQUIVALENTS)

Police Sergeant	5.00	5.00	5.00	5.00
Police Officer - Patrol	24.00	24.00	24.00	24.00
Police Officer - Traffic	2.00	2.00	3.00	3.00
Police Officer - K-9	2.00	2.00	2.00	3.00
Police Officer - Warrants	2.00	2.00	1.00	1.00
Jailer	2.00	2.00	2.00	2.00
Total Employees (Full-Time Equivalents)	37.00	37.00	37.00	38.00

001 - General Fund / PD Patrol (82601-03)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 1,966,307	\$ 1,953,973	\$ 1,990,410	\$ 1,997,460	\$ 2,072,560
0150 Overtime	78,001	91,498	107,000	107,000	107,000
0200 Taxes	163,684	155,666	167,450	168,260	176,390
0250 Retirement	305,092	317,123	342,450	343,130	365,950
0300 Group Insurance	429,837	482,282	439,600	449,010	444,610
0310 W/C Insurance	35,243	36,011	45,830	32,060	36,770
0320 Disability Insurance	21,136	18,516	19,810	19,090	20,550
0900 Other Post-Employment Benefits	-	-	15,000	15,000	15,000
Total Personnel	2,999,301	3,055,068	3,127,550	3,131,010	3,238,830
Supplies					
1700 Small Tools & Equipment	8,079	5,758	-	-	24,920
1850 Uniform & Apparel	10,979	4,108	-	-	14,510
1900 Vehicle & Eqpt. Supplies	102,611	131,226	148,340	128,160	151,840
Total Supplies	121,670	141,093	148,340	128,160	191,270
Maintenance					
2150 K-9 Maintenance	4,287	2,606	6,000	6,600	6,000
2450 Vehicle Maintenance	43,054	68,833	53,450	53,450	53,450
2900 Service Contracts	10,162	9,735	12,000	11,110	12,000
Total Maintenance	57,502	81,174	71,450	71,160	71,450
Services					
3190 Dues, Subscriptions, Books	215	147	640	220	640
3312 Sec 125 Admin Fees	790	770	770	700	890
3530 Professional Development	13,189	10,375	-	-	11,570
3880 Information Technology	175,690	87,820	97,010	97,010	166,410
Total Services	189,884	99,112	98,420	97,930	179,510
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	247,970	225,170	173,830	173,830	168,040
Total Other Financing Uses	247,970	225,170	173,830	173,830	168,040
Police Patrol	\$ 3,616,326	\$ 3,601,616	\$ 3,619,590	\$ 3,602,090	\$ 3,849,100

Police - Communications

DIVISION MISSION

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ACHIEVEMENTS FOR FY 2011-2012

- Continued to enhance skills of the communications staff through extensive in-service training
- Recertified all telecommunications operators for TLETS usage
- Upgraded the dispatch radio system to meet new federal regulations

GOALS FOR FY 2012-2013

- Maintain or reduce dispatch time to under 2 minutes
- Maintain an error rate of less than 2% for TCIC/NCIC transactions
- Promote customer relations and improve service delivery

OBJECTIVES FOR FY 2012-2013

- Train operators in efficient methods of dispatching using new software and technologies
- Identify and provide instruction to prevent recurring errors through TLETS training
- Allow personnel to attend a minimum of four community events and site visits to emergency providers

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Transfer a vacant Telecommunications Operator position to a vacant position in Police-Patrol
- Increase expenditures for wages, retirement, and group insurance
- Increase expenditures for information technology to reflect the purchase of new computers and change in cost allocation

<u>WORKLOAD MEASURES</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2012-2013</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>
Number of calls for service	32,553	41,000	31,083	35,000
Number of open records requests processed	1,586	1,810	1,649	1,800
Number of reports processed	5,204	3,400	4,593	4,800

PERFORMANCE MEASURES

Percent of dispatch times less than 2 minutes, 15 seconds	100%	100%	100%	100%
Percent of months with TCIC error rate less than 2%	100%	100%	100%	100%
Number of community events attended	42	45	45	52

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Police Sergeant	1.00	1.00	1.00	1.00
Lead Telecommunications Operator	4.00	4.00	4.00	4.00
Telecommunications Operator	11.00	11.00	11.00	10.00
Total Employees (Full-Time Equivalents)	16.00	16.00	16.00	15.00

001 - General Fund / PD Communications (82601-04)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 672,420	\$ 632,918	\$ 667,000	\$ 661,480	\$ 694,960
0150 Overtime	43,524	54,040	61,050	59,050	61,050
0200 Taxes	56,172	51,946	58,530	57,680	61,750
0250 Retirement	104,677	105,954	118,880	117,250	126,930
0300 Group Insurance	192,553	212,352	203,990	202,450	211,820
0310 W/C Insurance	2,468	2,377	3,070	2,150	2,650
0320 Disability Insurance	7,715	6,078	6,670	6,550	6,910
0900 Other Post-Employment Benefits	-	-	6,080	6,080	6,080
Total Personnel	1,079,528	1,065,666	1,125,270	1,112,690	1,172,150
Supplies					
1450 Office Furnishings	-	-	2,000	1,000	2,000
1700 Small Tools & Equipment	506	794	1,000	800	1,000
1850 Uniform & Apparel	866	1,785	2,760	820	2,760
Total Supplies	1,372	2,580	5,760	2,620	5,760
Services					
3110 Communication	435	159	1,700	180	500
3190 Dues, Subscriptions, Books	666	820	1,870	760	1,870
3312 Sec 125 Admin Fees	693	680	670	610	890
3530 Professional Development	4,936	2,303	7,230	7,230	7,230
3880 Information Technology	24,400	32,530	24,870	24,870	41,900
Total Services	31,130	36,491	36,340	33,650	52,390
Police Communications	\$ 1,112,030	\$ 1,104,736	\$ 1,167,370	\$ 1,148,960	\$ 1,230,300

Fire Prevention

DIVISION MISSION

The objective of the Fire Prevention division is fire prevention and protection of citizens that reside in and visit the City. These objectives are accomplished through fire inspections of commercial and multi-family buildings; review of building plans to ensure compliance with fire and building codes; public fire safety education programs; and fire investigation for determining the origin and cause of fires. The division maintains compliance for all fire alarm permits in the City.

ACHIEVEMENTS FOR FY 2011-2012

- Dramatically increased the number of annual inspections
- Completed all required continuing education hours
- Completed the first phase of the atrium building compliance project

GOALS FOR FY 2012-2013

- Continue public fire safety education campaign
- Increase inspections of assemblies, restaurants, and night clubs
- Ensure fire codes are updated as necessary

OBJECTIVES FOR FY 2012-2013

- Establish and instruct tenants in atrium and mid-rise buildings on emergency preparedness
- Inspect assembly, nursing homes, schools, day care centers, and night clubs twice per year
- Review the 2012 International Fire Codes, make any necessary amendments, and prepare documentation for adoption

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement, and group insurance
- Increase expenditures for small tools to reflect the purchase of a radio and citywide replacement of Knox boxes
- Increase expenditures to purchase Class-A uniforms for Fire Prevention personnel

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of fire inspections performed	955	1,550	1,250	1,560
Number of plans reviewed	118	100	100	120
Number of public education programs provided	24	30	30	35
 <u>PERFORMANCE MEASURES</u>				
Percent of plans reviewed within two weeks of receipt	95%	95%	95%	95%
Percent of commercial structures inspected	95%	90%	81%	90%
Fire code compliance rate (of structures inspected)	90%	90%	90%	90%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Fire Marshal	1.00	1.00	1.00	1.00
Assistant Fire Marshal	1.00	1.00	1.00	1.00
Fire Protection Specialist	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	3.00	3.00	3.00	3.00

001 - General Fund / Fire Prevention (82602-01)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 158,472	\$ 172,679	\$ 176,370	\$ 176,100	\$ 184,840
0150 Overtime	1,873	2,988	6,000	7,000	6,000
0200 Taxes	12,557	13,189	14,520	14,740	15,380
0250 Retirement	23,551	27,232	29,770	29,670	32,040
0300 Group Insurance	33,726	41,257	38,390	38,350	39,860
0310 W/C Insurance	2,621	2,036	2,640	1,850	2,260
0320 Disability Insurance	1,448	1,704	1,770	1,440	1,850
0900 Other Post-Employment Benefits	-	-	1,220	1,220	1,220
Total Personnel	234,248	261,085	270,680	270,370	283,450
Supplies					
1200 Fire Prevention Supplies	1,822	-	2,970	3,030	2,970
1250 Investigative Supplies	-	174	500	-	500
1400 Office & Postage	971	414	850	540	850
1600 Safety & Health	-	52	250	70	250
1700 Small Tools & Equipment	535	683	1,270	1,400	23,320
1850 Uniform & Apparel	4,508	2,403	2,780	2,570	3,770
1900 Vehicle & Eqpt. Supplies	4,351	5,687	7,770	10,010	8,150
Total Supplies	12,187	9,414	16,390	17,620	39,810
Maintenance					
2200 Machine & Eqpt Maintenance	435	-	100	300	100
2450 Vehicle Maintenance	1,425	1,804	1,980	1,550	1,980
Total Maintenance	1,860	1,804	2,080	1,850	2,080
Services					
3110 Communication	1,522	1,962	2,860	2,770	2,860
3190 Dues, Subscriptions, Books	980	1,851	4,200	860	4,200
3310 General Insurance	2,027	1,914	2,310	1,870	2,310
3312 Sec 125 Admin Fees	97	102	100	90	180
3490 Printing	96	503	500	430	500
3530 Professional Development	2,418	4,137	7,050	5,440	7,050
3880 Information Technology	29,280	16,260	19,900	19,900	19,190
Total Services	36,420	26,728	36,920	31,360	36,290
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	8,000	8,000	8,000	8,000	10,000
8021 Transfer to Gen Proj Fund	30,000	-	-	-	-
Total Other Financing Uses	38,000	8,000	8,000	8,000	10,000
Fire Prevention	\$ 322,715	\$ 307,030	\$ 334,070	\$ 329,200	\$ 371,630

Fire Operations

DIVISION MISSION

The Webster Fire Department is responsible for fire protection, fire prevention, and emergency medical services within the City of Webster. The mission statement of the department is "Educate to Prevent Harm; Protect; and be Kind and Helpful." The Webster Fire Department operates from two fire stations. Firefighters provide 24-hour coverage at Fire Station #1. The primary function of the Fire Operations division is fire suppression.

ACHIEVEMENTS FOR FY 2011-2012

- Maintained ISO 1 rating requirements
- Began construction on new fire station to meet the needs of the community
- Took possession of two new fire apparatus

GOALS FOR FY 2012-2013

- Maintain emergency response preparedness
- Ensure operating procedures meet industry standards and best practices
- Pursue grant opportunities whenever possible

OBJECTIVES FOR FY 2012-2013

- Provide Public Safety Diver Course training to all dive team members
- Review in its entirety the department's standard operating procedures to ensure compliance
- Apply for grants to assist with the purchase of equipment

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement, and group insurance
- Increase expenditures for janitorial services to reflect the addition of contracted cleaning help at the new fire station
- Decrease capital outlay to reflect the purchase a new rescue truck in FY 2011-2012

WORKLOAD MEASURES

	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of calls for service (days)	509	600	650	650
Number of calls for service (nights)	285	300	275	275
Number of station tours provided	24	60	60	60

PERFORMANCE MEASURES

Response time within 3-5 minutes (days)	54%	95%	95%	95%
Response time within 3-5 minutes (nights)	75%	98%	98%	98%
Turnout time in less than 1 minute	78%	98%	98%	98%

PERSONNEL (FULL-TIME EQUIVALENTS)

Fire Chief	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Permanent Part-Time Firefighters	8.10	8.10	8.10	8.10
Firefighters	16.90	16.90	16.90	16.90
Total Employees (Full-Time Equivalents)	27.00	27.00	27.00	27.00

001 - General Fund / Fire Operations (82602-02)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 655,290	\$ 653,484	\$ 730,620	\$ 692,470	\$ 758,170
0150 Overtime	26,923	41,552	25,000	30,000	35,000
0200 Taxes	56,977	54,704	62,910	59,650	67,730
0250 Retirement	99,810	107,430	123,370	120,440	133,170
0300 Group Insurance	27,532	29,448	27,010	22,460	27,850
0310 W/C Insurance	11,455	8,969	12,650	8,850	10,830
0320 Disability Insurance	1,495	1,326	1,370	1,360	1,440
0900 Other Post-Employment Benefits	-	-	810	810	810
Total Personnel	879,482	896,913	983,740	936,040	1,035,000
Supplies					
1100 Chemical	2,993	1,380	2,970	2,230	2,970
1230 Holiday Supplies	588	400	790	-	790
1300 Kitchen & Janitorial	4,947	6,829	6,000	5,880	8,000
1400 Office & Postage	3,117	2,597	4,500	3,080	4,500
1600 Safety & Health	3,635	1,198	3,500	300	3,500
1700 Small Tools & Equipment	35,510	35,518	26,400	23,040	24,400
1850 Uniform & Apparel	22,568	26,723	29,440	30,470	29,440
1900 Vehicle & Eqpt. Supplies	13,547	19,800	25,110	14,570	22,450
Total Supplies	86,904	94,446	98,710	79,570	96,050
Maintenance					
2050 Building Maintenance	7,610	5,962	7,000	7,220	5,500
2200 Machine & Eqpt Maintenance	17,019	10,753	35,210	12,830	31,510
2450 Vehicle Maintenance	32,932	47,583	48,390	45,210	48,390
2900 Service Contracts	9,859	10,486	13,190	10,490	15,190
Total Maintenance	67,420	74,785	103,790	75,750	100,590
Services					
3110 Communication	11,192	11,027	19,100	15,840	19,100
3135 Website Development	3,812	-	-	-	-
3190 Dues, Subscriptions, Books	2,106	3,782	10,360	7,950	10,360
3290 Fire Services	-	4,144	5,000	480	5,000
3310 General Insurance	16,457	16,290	19,660	16,660	19,660
3312 Sec 125 Admin Fees	97	102	100	90	180
3330 Janitorial Services	1,066	217	2,000	-	33,200
3490 Printing	96	106	690	-	690
3530 Professional Development	8,851	10,485	13,330	13,560	10,360
3590 Public Relations	811	927	3,270	850	3,270
3750 Uniform Service	1,057	3,741	6,490	4,450	6,490
3770 Utilities	29,666	26,240	26,330	26,350	67,360
3780 Water Charges	1,894	2,335	2,220	2,880	2,610
3880 Information Technology	81,810	53,270	70,220	70,220	62,870
Total Services	158,915	132,666	178,770	159,330	241,150
Capital Outlay					
7200 Machine & Equipment	23,877	7,750	-	-	-
7250 Vehicles	-	-	750,000	725,000	-
Total Capital Outlay	23,877	7,750	750,000	725,000	-
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	33,360	20,120	15,080	15,080	16,050
8021 Transfer to Gen Proj Fund	50,000	-	-	-	-
8042 Transfer to Grant Fund	1,810	3,833	31,520	31,520	35,640
Total Other Financing Uses	85,170	23,953	46,600	46,600	51,690
Fire Operations	\$ 1,301,768	\$ 1,230,513	\$ 2,161,610	\$ 2,022,290	\$ 1,524,480

Emergency Medical Services

DIVISION MISSION

The City of Webster contracted with Clear Lake Emergency Medical Corps (CLEMC) on August 8, 2003 to provide emergency medical and ambulance services to the citizens of Webster. CLEMC is an organization dedicated to providing high quality, cost effective medical transportation solutions to the Webster community. The staff at CLEMC has maintained an open and fair work environment that encourages employees to become involved in the growth of the company, and in return, reward their ideas and hard work.

ACHIEVEMENTS FOR FY 2011-2012

- Assisted CHRISTUS St. John Hospital in obtaining Cycle III Chest Pain Accreditation
- Placed ultrasounds onto the supervisor's unit
- Held six Kidz Kare immunization program events inoculating approximately 150 children in Webster

GOALS FOR FY 2012-2013

- Continue to adhere to all contractual requirements
- Improve dispatch coordination with the Webster Fire Department
- Improve response times, on-scene times, and community involvement

OBJECTIVES FOR FY 2012-2013

- Seek efficiencies in service provided
- Meet regularly with Police and Fire Department personnel to discuss dispatch issues
- Provide advance EMS training to responders and educate others on innovations in pre-hospital care

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increased EMS Services to reflect new annual rate for three-year contract

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of calls for service	1,967	2,150	2,150	2,150
Number of patients treated	2,105	2,300	2,300	2,300
Number of patients transported to hospital	1,200	1,325	1,325	1,325
 <u>PERFORMANCE MEASURES</u>				
Emergency response time within 5 minutes	90%	90%	90%	90%
Non-emergency response time within 10 minutes	90%	90%	90%	90%
Patients treated per 1,000 population	210	230	230	230

001 - General Fund / Fire EMS (82602-03)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Services					
3230 EMS Services	\$ 199,900	\$ 198,000	\$ 198,000	\$ 198,000	\$ 219,350
Total Services	199,900	198,000	198,000	198,000	219,350
Fire EMS	\$ 199,900	\$ 198,000	\$ 198,000	\$ 198,000	\$ 219,350

Economic Development

DIVISION MISSION

The mission of the Economic Development division is to grow the City of Webster's commercial tax base to cultivate a vibrant community. Economic Development is committed to forging strong bonds between the City and its commercial constituents by promulgating a developer-friendly philosophy, engaging in promotional, networking, recruitment, retention, and expansion endeavors, and facilitating a wide range of initiatives designed to stimulate new and expanded commercial development. This division is responsible for marketing and promoting the City through proposals, publications, presentations, sponsorship events, trade shows, memberships, and programs. It is also responsible for the role of webmaster for the entire entity.

ACHIEVEMENTS FOR FY 2011-2012

- Implemented initiatives that resulted in retail, medical, biomedical, aerospace, and tourism growth
- Enhanced the City of Webster website, winning the gold Hermes awards for website design
- Formulated, designed, and published the City's quarterly news magazine, *Gateway*, including an online edition

GOALS FOR FY 2012-2013

- Enhance business recruitment, retention, and expansion efforts
- Expand Webster's position as the medical, aerospace, retail, dining, and entertainment capital of Bay Area Houston
- Improve the user interface for the Economic Development web pages

OBJECTIVES FOR FY 2012-2013

- Cultivate the "Destination Development" project
- Generate business recruitment proposals for targeted sectors
- Explore and implement new promotional avenues, including website videos and social marketing

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures for wages, retirement, and group insurance

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of business proposals generated	50	50	50	50
Number of business visitations	72	65	65	65
Number of special events at which City is marketed	47	50	50	50

<u>PERFORMANCE MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Development commitment from businesses	8	10	10	10
Proposals that generate inquiries within one year	40%	40%	40%	40%
Square feet developed for new or expanding businesses	250,000	250,000	250,000	250,000

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Director of Economic Development	1.00	1.00	1.00	1.00
Economic Development Specialist	1.00	1.00	1.00	1.00
Marketing & Tourism Coordinator	1.00	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	3.00	3.00	3.00	3.00

001 - General Fund / Economic Development (82700-00)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 189,650	\$ 191,477	\$ 199,260	\$ 198,150	\$ 208,490
0150 Overtime	512	167	500	150	500
0200 Taxes	14,919	14,565	15,830	15,720	16,750
0250 Retirement	27,835	29,606	32,570	32,260	35,050
0300 Group Insurance	35,397	38,317	34,660	34,360	35,980
0310 W/C Insurance	322	399	530	370	480
0320 Disability Insurance	2,180	1,911	2,020	1,970	2,110
0900 Other Post-Employment Benefits	-	-	1,220	1,220	1,220
Total Personnel	270,816	276,442	286,590	284,200	300,580
Supplies					
1300 Kitchen & Janitorial	537	644	640	750	720
1400 Office & Postage	730	893	1,000	850	1,000
1700 Small Tools & Equipment	745	1,250	550	-	550
Total Supplies	2,011	2,787	2,190	1,600	2,270
Maintenance					
2050 Building Maintenance	143	163	250	130	250
2200 Machine & Eqpt Maintenance	628	-	250	-	250
Total Maintenance	771	163	500	130	500
Services					
3110 Communication	466	466	660	420	670
3310 General Insurance	940	969	1,170	950	1,170
3312 Sec 125 Admin Fees	97	102	100	90	90
3330 Janitorial Services	1,014	999	1,000	1,000	1,000
3530 Professional Development	767	29	1,500	1,500	1,500
3570 Publications	9,289	8,935	12,000	10,480	12,000
3590 Public Relations	4	3	750	100	750
3770 Utilities	6,058	5,676	5,730	5,460	5,340
3780 Water Charges	312	396	400	390	420
3880 Information Technology	14,640	13,010	13,680	13,680	13,640
Total Services	33,587	30,585	36,990	34,070	36,580
Economic Development	\$ 307,185	\$ 309,978	\$ 326,270	\$ 320,000	\$ 339,930



General Debt Service Fund Overview

The General Debt Service Fund is used for the accumulation of resources and for the payment of the City's general long-term debt.

Payment of current year general debt obligations is provided by a dedicated portion of current year ad-valorem tax collections. The debt rate for FY 2012-13 is \$0.12913 or 45.3% of the total tax rate of \$0.28528.

The Webster EDC transfers \$330,030 to this fund to service a portion of the debt issued for the renovation and expansion of the Emergency Operations Center and Police Department building.

Long-term debt at September 30, 2012 is comprised of the following debt issues:

Description	Principal
Refunding Bonds, Series 2010	\$ 4,635,000
Refunding Bonds, Series 2005	9,070,000
Total Bonds	\$ 13,705,000
Certificates of Obligation, Series 2012	\$ 6,250,000
Certificates of Obligation, Series 2005	595,000
Total COs	\$ 6,845,000
Total General Long-Term Debt	\$ 20,550,000

There is no statutory debt limit for small municipalities. However, the City uses the legal debt limit that was established for municipalities with a population of greater than 600,000 under Title IX, Chapter 1331 of the Texas Government Code as a guideline (10% of assessed value). The City's outstanding general long-term debt falls well under this debt limit. Ten percent of the 2012 certified taxable value of \$1,303,248,896 is \$130.3 million.

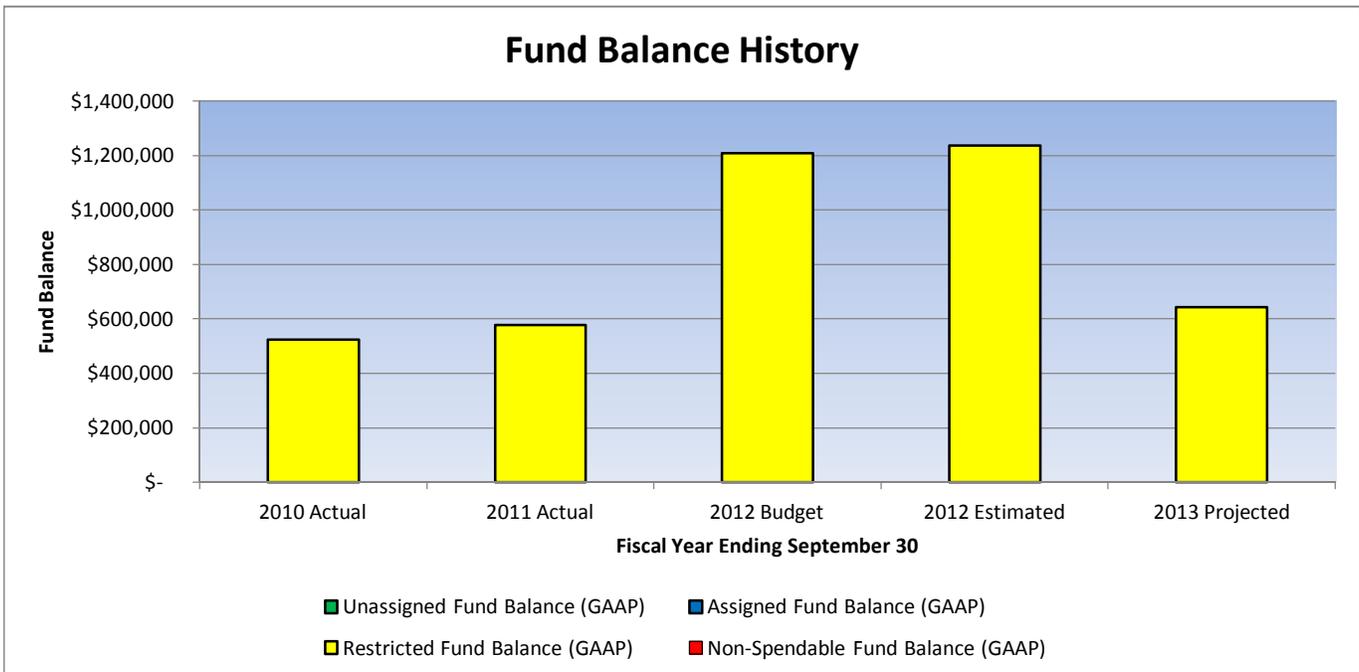
**General Debt Service Fund
Statement of Fund Balance**

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
<u>Budget Basis:</u>					
Beginning Restricted Fund Balance (GAAP)	\$ 1,400,456	\$ 524,366	\$ 577,456	\$ 577,456	\$ 1,235,586
Revenues ¹	8,331,617	1,794,278	2,378,980	2,403,680	2,028,870
Expenditures	(9,207,707)	(1,741,188)	(1,747,260)	(1,745,550)	(2,621,870)
Net Increase / (Decrease) in Fund Balance	(876,090)	53,090	631,720	658,130	(593,000)
Ending Restricted Fund Balance (Budget)	\$ 524,366	\$ 577,456	\$ 1,209,176	\$ 1,235,586	\$ 642,586
<u>Reconciliation to GAAP:</u>					
Ending Restricted Fund Balance (Budget)	\$ 524,366	\$ 577,456	\$ 1,209,176	\$ 1,235,586	\$ 642,586
Adjustment ²	-	-	-	-	-
Restricted Fund Balance (GAAP)	524,366	577,456	1,209,176	1,235,586	642,586
Unassigned Fund Balance (GAAP)	-	-	-	-	-
Assigned Fund Balance (GAAP)	-	-	-	-	-
Non-Spendable Fund Balance (GAAP)	-	-	-	-	-
Total Fund Balance (GAAP)	\$ 524,366	\$ 577,456	\$ 1,209,176	\$ 1,235,586	\$ 642,586

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to restricted fund balance, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



**007 - General Debt Service Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Property Taxes					
1010 Current Property Tax	\$ 1,625,194	\$ 1,441,242	\$ 1,414,340	\$ 1,466,560	\$ 1,682,810
1050 Delinquent Property Tax	(18,993)	11,815	12,900	(15,850)	2,050
1200 Penalty and Interest	11,385	10,128	13,320	15,120	13,190
Total Property Taxes	1,617,586	1,463,186	1,440,560	1,465,830	1,698,050
Miscellaneous Income					
6050 Interest Income	3,769	1,063	1,460	890	790
6070 Unrealized Gain / Loss	(1,662)	-	-	-	-
Total Miscellaneous Income	2,107	1,063	1,460	890	790
Other Financing Sources					
8200 Transfer from WEDC - PD / EOC	330,030	330,030	330,030	330,030	330,030
8210 Transfer from General Fund	-	-	606,930	606,930	-
8996 Bond Issuance	6,075,000	-	-	-	-
8997 Bond Premium	306,893	-	-	-	-
8999 Use of PY Fund Balance	-	-	-	-	593,000
Total Other Financing Sources	6,711,923	330,030	936,960	936,960	923,030
General Debt Service Fund	\$ 8,331,617	\$ 1,794,278	\$ 2,378,980	\$ 2,403,680	\$ 2,621,870

007 - General Debt Service Fund
Expenditures

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Services					
3080 Financial	\$ 2,931	\$ 1,100	\$ 2,800	\$ 1,100	\$ 2,000
Total Services	2,931	1,100	2,800	1,100	2,000
Debt Service					
5000 Principal - 2000A CO	-	-	-	-	-
5001 Principal - 2000B & Ref	400,000	-	-	-	-
5012 Principal - 2012 CO	-	-	-	-	120,000
5025 Principal - 2005 CO	55,000	60,000	60,000	60,000	595,000
5040 Principal - 2003 Ref	575,000	-	-	-	-
5050 Principal - 2005 Ref	105,000	370,000	405,000	405,000	395,000
5080 Principal - 2010 GO Ref	-	720,000	720,000	720,000	755,000
5120 Bond Issuance Costs	142,973	-	-	-	-
5130 Escrow - Bond Refunding	1,000,000	-	-	-	-
5500 Interest - 2000A CO	88,440	-	-	-	-
5501 Interest - 2000B & Ref	67,634	-	-	-	-
5512 Interest - 2012 CO	-	-	-	-	238,220
5525 Interest - 2005 CO	29,169	27,156	24,990	24,980	11,930
5540 Interest - 2003 Ref	43,194	-	-	-	-
5550 Interest - 2005 Ref	394,719	386,406	372,340	372,340	357,340
5580 Interest - 2010 GO Ref	70,428	176,525	162,130	162,130	147,380
Total Debt Service	2,971,556	1,740,088	1,744,460	1,744,450	2,619,870
Other Financing Uses					
8330 Other Financing Use	6,233,220	-	-	-	-
Total Other Financing Uses	6,233,220	-	-	-	-
General Debt Service Fund	\$ 9,207,707	\$ 1,741,188	\$ 1,747,260	\$ 1,745,550	\$ 2,621,870

General Debt Service Fund

Amortization Summary Grand Total - All Debt

	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal Balance</u>
9/30/2011				\$ 15,485,000
2011-2012	1,744,444	1,185,000	559,444	20,550,000
2012-2013	2,619,858	1,865,000	754,858	18,685,000
2013-2014	2,046,806	1,410,000	636,806	17,275,000
2014-2015	2,172,394	1,580,000	592,394	15,695,000
2015-2016	2,148,394	1,610,000	538,394	14,085,000
2016-2017	2,349,306	1,875,000	474,306	12,210,000
2017-2018	2,333,356	1,930,000	403,356	10,280,000
2018-2019	2,323,919	1,995,000	328,919	8,285,000
2019-2020	2,313,669	2,065,000	248,669	6,220,000
2020-2021	2,319,403	2,155,000	164,403	4,065,000
2021-2022	422,375	305,000	117,375	3,760,000
2022-2023	423,075	315,000	108,075	3,445,000
2023-2024	428,400	330,000	98,400	3,115,000
2024-2025	428,350	340,000	88,350	2,775,000
2025-2026	432,925	355,000	77,925	2,420,000
2026-2027	432,125	365,000	67,125	2,055,000
2027-2028	435,950	380,000	55,950	1,675,000
2028-2029	439,325	395,000	44,325	1,280,000
2029-2030	442,250	410,000	32,250	870,000
2030-2031	444,725	425,000	19,725	445,000
2031-2032	451,675	445,000	6,675	-
Grand Total	<u>\$ 27,152,723</u>	<u>\$ 21,735,000</u>	<u>\$ 5,417,723</u>	<u>\$ -</u>

Note: Schedule modified to reflect early extinguishment of Certificates of Obligation, Series 2005.

General Debt Service Fund

Certificates of Obligation, Series 2012

Bond Amount	\$6,250,000
Date of Issue	4/1/2012
Interest Rate	1.50 - 3.00
Date of Maturity	9/30/2032

	Payment	Principal	Interest	Principal Balance
9/30/2012				\$ 6,250,000
2012-2013	358,217	120,000	238,217	6,130,000
2013-2014	389,350	225,000	164,350	5,905,000
2014-2015	395,338	235,000	160,338	5,670,000
2015-2016	401,738	245,000	156,738	5,425,000
2016-2017	407,350	255,000	152,350	5,170,000
2017-2018	407,200	260,000	147,200	4,910,000
2018-2019	411,900	270,000	141,900	4,640,000
2019-2020	415,000	280,000	135,000	4,360,000
2020-2021	421,375	295,000	126,375	4,065,000
2021-2022	422,375	305,000	117,375	3,760,000
2022-2023	423,075	315,000	108,075	3,445,000
2023-2024	428,400	330,000	98,400	3,115,000
2024-2025	428,350	340,000	88,350	2,775,000
2025-2026	432,925	355,000	77,925	2,420,000
2026-2027	432,125	365,000	67,125	2,055,000
2027-2028	435,950	380,000	55,950	1,675,000
2028-2029	439,325	395,000	44,325	1,280,000
2029-2030	442,250	410,000	32,250	870,000
2030-2031	444,725	425,000	19,725	445,000
2031-2032	451,675	445,000	6,675	-
Total	\$ 8,388,642	\$ 6,250,000	\$ 2,138,642	\$ -

General Debt Service Fund

Refunding Bonds, Series 2010

Bond Amount	\$6,075,000
Date of Issue	3/10/2010
Interest Rate	2.00 - 4.50
Date of Maturity	9/30/2021

	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal Balance</u>
9/30/2012				\$ 4,635,000
2012-2013	902,375	755,000	147,375	3,880,000
2013-2014	773,425	640,000	133,425	3,240,000
2014-2015	503,225	380,000	123,225	2,860,000
2015-2016	491,825	380,000	111,825	2,480,000
2016-2017	559,925	465,000	94,925	2,015,000
2017-2018	551,125	475,000	76,125	1,540,000
2018-2019	550,488	495,000	55,488	1,045,000
2019-2020	542,875	510,000	32,875	535,000
2020-2021	545,700	535,000	10,700	-
Total	\$ 5,420,963	\$ 4,635,000	\$ 785,963	\$ -

General Debt Service Fund

Refunding Bonds, Series 2005

Bond Amount	\$10,300,000
Date of Issue	7/28/2005
Interest Rate	3.00 - 4.125
Date of Maturity	9/30/2021

	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal Balance</u>
9/30/2012				\$ 9,070,000
2012-2013	752,338	395,000	357,338	8,675,000
2013-2014	884,031	545,000	339,031	8,130,000
2014-2015	1,273,831	965,000	308,831	7,165,000
2015-2016	1,254,831	985,000	269,831	6,180,000
2016-2017	1,382,031	1,155,000	227,031	5,025,000
2017-2018	1,375,031	1,195,000	180,031	3,830,000
2018-2019	1,361,531	1,230,000	131,531	2,600,000
2019-2020	1,355,794	1,275,000	80,794	1,325,000
2020-2021	<u>1,352,328</u>	<u>1,325,000</u>	<u>27,328</u>	<u>-</u>
Total	<u><u>\$ 10,991,747</u></u>	<u><u>\$ 9,070,000</u></u>	<u><u>\$ 1,921,747</u></u>	<u><u>\$ -</u></u>

General Debt Service Fund

Certificates of Obligation, Series 2005

Bond Amount	\$1,405,000
Date of Issue	7/28/2005
Interest Rate	3.25 - 4.125
Date of Maturity	3/1/2020

	Payment	Principal	Interest	Principal Balance
9/30/2012				\$ 595,000
2012-2013	606,928	595,000	11,928	-
Total	\$ 606,928	\$ 595,000	\$ 11,928	\$ -

Note: Schedule modified to reflect early extinguishment of Certificates of Obligation, Series 2005.





Hotel Occupancy Tax Fund Overview / Statement of Fund Balance

This fund accounts for:

1. Revenues received from the Hotel Occupancy Tax as levied by ordinance 03-05, at the rate of 5% of the room charge.*
2. Expenditures as authorized by the Statute (Chapter 156, Tax Code) and approved by City Council to be considered as spent in a manner which directly enhances and promotes tourism and the convention and hotel industry.**
 - a. Funding the establishment or improvement of a convention center
 - b. Paying the administrative costs for facilitating convention registration
 - c. Paying for tourism-related advertising and promotion of the City
 - d. Funding programs which enhance the arts
 - e. Funding historical restorations or preservation programs

* The City of Webster currently has seventeen hotels.

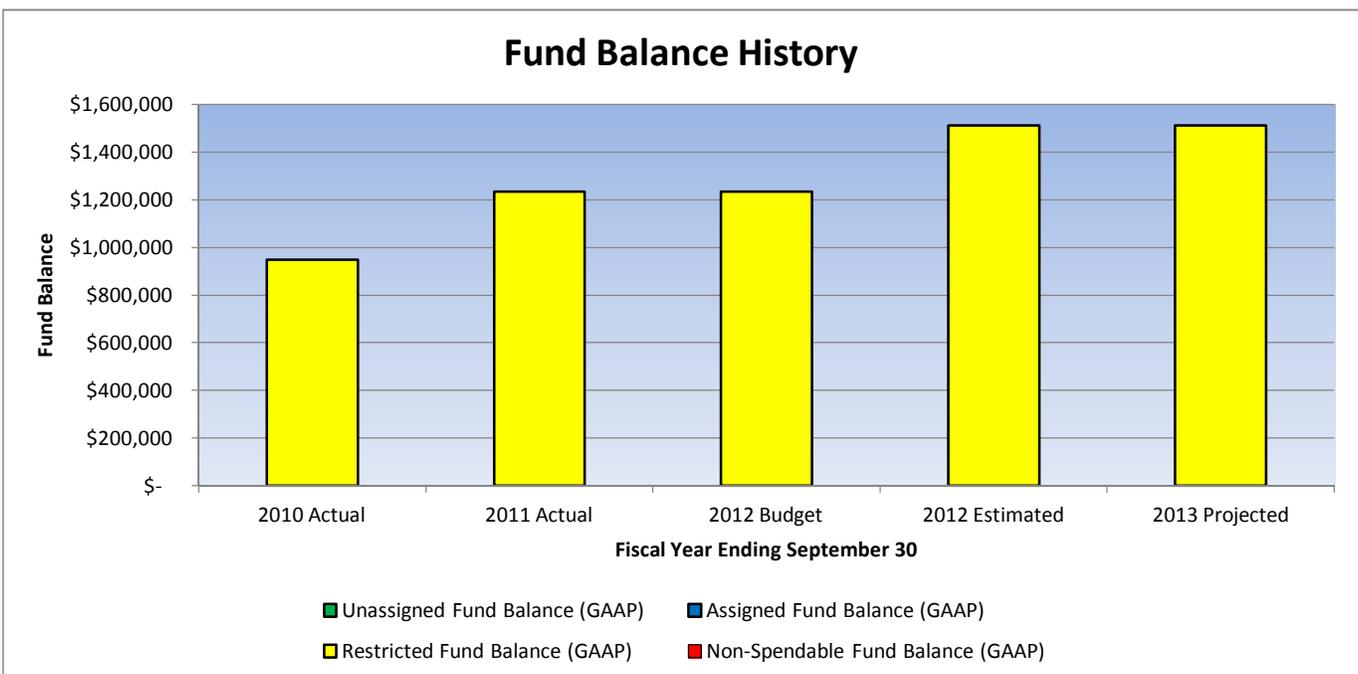
** The expenditure must be likely to attract visitors from outside of the city into the city or its vicinity for an overnight stay.

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
Budget Basis:					
Beginning Restricted Fund Balance (GAAP)	\$ 522,928	\$ 947,771	\$ 1,233,272	\$ 1,233,272	\$ 1,512,752
Revenues ¹	829,605	778,235	704,190	841,770	788,150
Expenditures	(404,762)	(492,734)	(704,190)	(562,290)	(788,150)
Net Increase / (Decrease) in Fund Balance	424,843	285,501	-	279,480	-
Ending Restricted Fund Balance (Budget)	\$ 947,771	\$ 1,233,272	\$ 1,233,272	\$ 1,512,752	\$ 1,512,752
Reconciliation to GAAP:					
Ending Restricted Fund Balance (Budget)	\$ 947,771	\$ 1,233,272	\$ 1,233,272	\$ 1,512,752	\$ 1,512,752
Adjustment ²	-	-	-	-	-
Restricted Fund Balance (GAAP)	947,771	1,233,272	1,233,272	1,512,752	1,512,752
Unassigned Fund Balance (GAAP)	-	-	-	-	-
Assigned Fund Balance (GAAP)	-	-	-	-	-
Non-Spendable Fund Balance (GAAP)	-	-	-	-	-
Total Fund Balance (GAAP)	\$ 947,771	\$ 1,233,272	\$ 1,233,272	\$ 1,512,752	\$ 1,512,752

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to restricted fund balance, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



**011 - Hotel Occupancy Tax Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Franchise & Local Taxes					
2200 Hotel Occupancy Tax	\$ 741,351	\$ 775,942	\$ 701,040	\$ 839,190	\$ 785,500
Total Franchise & Local Taxes	741,351	775,942	701,040	839,190	785,500
Miscellaneous Income					
6050 Interest Income	1,123	1,429	1,650	1,580	1,150
6100 Other Income	2,347	863	1,500	1,000	1,500
Total Miscellaneous Income	3,470	2,292	3,150	2,580	2,650
Other Financing Sources					
8109 Transfer from Parks/Ldscp Fund	84,784	-	-	-	-
Total Other Financing Sources	84,784	-	-	-	-
Hotel Occupancy Tax Fund	\$ 829,605	\$ 778,235	\$ 704,190	\$ 841,770	\$ 788,150

Hotel Occupancy Tax Fund Economic Development Division

DIVISION MISSION

The purpose of the Hotel Occupancy Tax Fund is to promote tourism and the hotel industry as delineated within the laws governing hotel taxes collected by the City. The Economic Development division of the fund is responsible for managing the City's tourism program and increasing hotel occupancy through designing, implementing, fostering, and tracking programs and initiatives that market and promote the City to visitors.

ACHIEVEMENTS FOR FY 2011-2012

- Joined the Houston-Galveston Area Attractions Partnership as the exclusive accommodations associate
- Promoted Webster hotels through advertising campaigns and expanded Dining and Entertainment Guide
- Celebrated the successful, twelve-year partnership with Space Center Houston

GOALS FOR FY 2012-2013

- Increase hotel occupancy in the City of Webster
- Facilitate and position Webster as a major retail and entertainment destination via the Dining and Entertainment Guide
- Collaborate with Space Center Houston to increase Webster hotel market share

OBJECTIVES FOR FY 2012-2013

- Evaluate the results from the Houston-Galveston Area Attractions Partnership and possibly expand the program
- Produce, enhance, and expand the Dining and Entertainment Guide
- Process requests for tourism fulfillment packages and enhance occupancy tracking

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Decrease expenditures for advertising to reflect a lower cost for Lone Star Logos
- Increase tourism services expenditures due to the greater contribution to tourism partners
- Increase Hotel Occupancy Tax Initiatives account due to higher revenues than the prior year's budget

<u>WORKLOAD MEASURES</u>	<u>2010-2011</u> <u>ACTUAL</u>	<u>2011-2012</u> <u>BUDGET</u>	<u>2011-2012</u> <u>ESTIMATE</u>	<u>2012-2013</u> <u>BUDGET</u>
Number of Dining and Entertainment Guides produced	200,000	200,000	200,000	200,000
Number of tourism packets requested	8,583	9,000	9,000	9,000
Number of toll-free tourism calls received	1,376	1,700	1,400	1,700
 <u>PERFORMANCE MEASURES</u>				
Information requests processed within ten days	100%	100%	100%	100%
Tourist contacts resulting in hotel stays	25%	25%	25%	25%
Average hotel occupancy rate within City of Webster	75%	80%	75%	80%

011 - Hotel Occupancy Tax Fund / Economic Development (82507-00)
Expenditures

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Supplies					
1400 Office & Postage	\$ 3,252	\$ 1,505	\$ 5,000	\$ 3,500	\$ 5,000
Total Supplies	3,252	1,505	5,000	3,500	5,000
Services					
3105 Advertising	60,357	102,984	188,650	160,000	178,650
3110 Communication	223	144	600	150	600
3190 Dues, Subscriptions, Books	333	310	370	350	370
3490 Printing	11,050	13,188	19,500	16,000	19,500
3530 Professional Development	-	-	600	-	1,000
3730 Tourism Services	292,647	337,703	337,950	345,390	342,000
3796 HOT Initiatives	-	-	114,620	-	204,130
Total Services	364,609	454,329	662,290	521,890	746,250
Other Financing Uses					
8001 Transfer to General Fund	36,900	36,900	36,900	36,900	36,900
Total Other Financing Uses	36,900	36,900	36,900	36,900	36,900
Economic Development	\$ 404,762	\$ 492,734	\$ 704,190	\$ 562,290	\$ 788,150

**Municipal Court Special Revenue Fund
Overview / Statement of Fund Balance**

There are several municipal court fees that are considered special revenue funds. They are:

- Child Safety Fees
- Court Security Fees
- Judicial Efficiency Fees
- Court Technology Fees

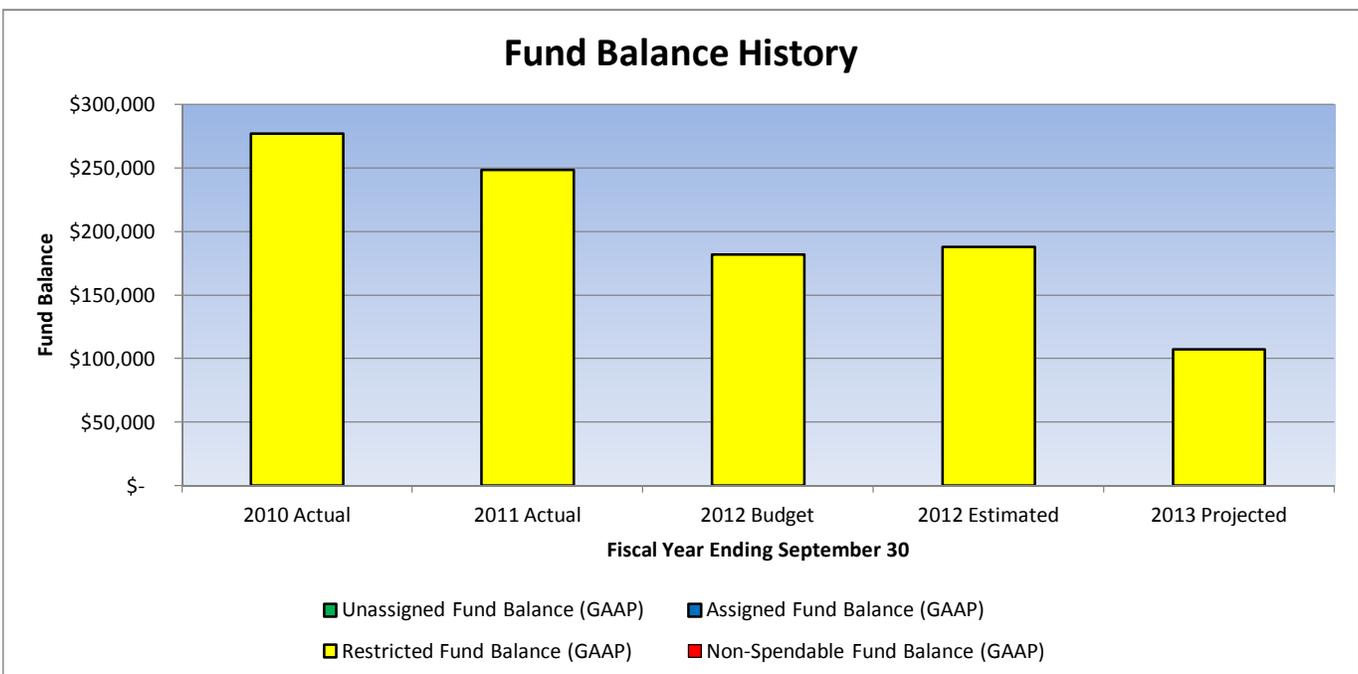
These funds are used to promote judicial efficiency, support school crossing guards and child safety programs, as well as, to provide security for the courtroom and court officers. It is also a revenue source used to enhance and upgrade court technology.

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
<u>Budget Basis:</u>					
Beginning Restricted Fund Balance (GAAP)	\$ 274,254	\$ 276,792	\$ 248,658	\$ 248,658	\$ 187,768
Revenues ¹	82,289	75,273	77,070	75,420	77,530
Expenditures	(79,751)	(103,407)	(143,790)	(136,310)	(158,310)
Net Increase / (Decrease) in Fund Balance	2,538	(28,134)	(66,720)	(60,890)	(80,780)
Ending Restricted Fund Balance (Budget)	\$ 276,792	\$ 248,658	\$ 181,938	\$ 187,768	\$ 106,988
<u>Reconciliation to GAAP:</u>					
Ending Restricted Fund Balance (Budget)	\$ 276,792	\$ 248,658	\$ 181,938	\$ 187,768	\$ 106,988
Adjustment ²	-	-	-	-	-
Restricted Fund Balance (GAAP)	276,792	248,658	181,938	187,768	106,988
Unassigned Fund Balance (GAAP)	-	-	-	-	-
Assigned Fund Balance (GAAP)	-	-	-	-	-
Non-Spendable Fund Balance (GAAP)	-	-	-	-	-
Total Fund Balance (GAAP)	\$ 276,792	\$ 248,658	\$ 181,938	\$ 187,768	\$ 106,988

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to restricted fund balance, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



**019 - Municipal Court Special Revenue Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Court Fines & Fees					
4150 Child Safety Fee	\$ 19,508	\$ 19,445	\$ 18,480	\$ 18,190	\$ 19,050
4200 Court Security Fee	24,794	22,177	23,070	22,660	23,210
4250 Judicial Efficiency Fee	4,455	3,797	4,320	4,130	4,130
4300 Court Technology Fee	32,981	29,515	30,670	30,200	30,900
Total Court Fines & Fees	81,738	74,934	76,540	75,180	77,290
Miscellaneous Income					
6050 Interest Income	552	339	530	240	240
Total Miscellaneous Income	552	339	530	240	240
Other Financing Sources					
8999 Use of PY Fund Balance	-	-	66,720	-	80,780
Total Other Financing Sources	-	-	66,720	-	80,780
Municipal Court Sp Rev Fund	\$ 82,289	\$ 75,273	\$ 143,790	\$ 75,420	\$ 158,310

019 - Municipal Court Special Revenue Fund
Expenditures

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 9,758	\$ 9,748	\$ 10,800	\$ 11,600	\$ 11,600
0200 Taxes	894	850	1,020	-	1,150
0310 W/C Insurance	138	135	170	-	170
Total Personnel	10,791	10,734	11,990	11,600	12,920
Supplies					
1350 Miscellaneous Supplies	-	1,740	3,500	1,000	3,500
1600 Safety & Health	-	-	200	200	200
1700 Small Tools & Equipment	2,430	-	-	-	1,370
Total Supplies	2,430	1,740	3,700	1,200	5,070
Maintenance					
2200 Machine & Eqpt Maintenance	-	-	500	100	500
2900 Service Contracts	7,760	7,732	8,500	8,430	19,400
Total Maintenance	7,760	7,732	9,000	8,530	19,900
Services					
3110 Communication	18,462	17,353	17,400	18,800	18,800
3190 Dues, Subscriptions, Books	-	36	270	200	270
3530 Professional Development	2,038	1,269	7,000	2,000	5,000
3590 Public Relations	3,842	2,998	5,000	5,000	5,000
3770 Utilities	368	396	450	-	450
3790 Warrant Collection	-	1,500	1,500	1,500	1,500
3880 Information Technology	-	25,590	21,720	21,720	23,640
Total Services	24,710	49,141	53,340	49,220	54,660
Capital Outlay					
7100 Computer System	-	-	31,700	31,700	31,700
Total Capital Outlay	-	-	31,700	31,700	31,700
Other Financing Uses					
8001 Transfer to General Fund	34,060	34,060	34,060	34,060	34,060
Total Other Financing Uses	34,060	34,060	34,060	34,060	34,060
Municipal Court	\$ 79,751	\$ 103,407	\$ 143,790	\$ 136,310	\$ 158,310



**Public Safety Special Revenue Fund
Overview / Statement of Fund Balance**

This fund accounts for the receipt of seized funds resulting from narcotics interdiction efforts. Funds can only be spent in those areas contributing to the "war on drugs." This fund is also used to provide an accounting for donations to the Webster Police and Fire Departments. Use of this money is governed by terms of the donation.

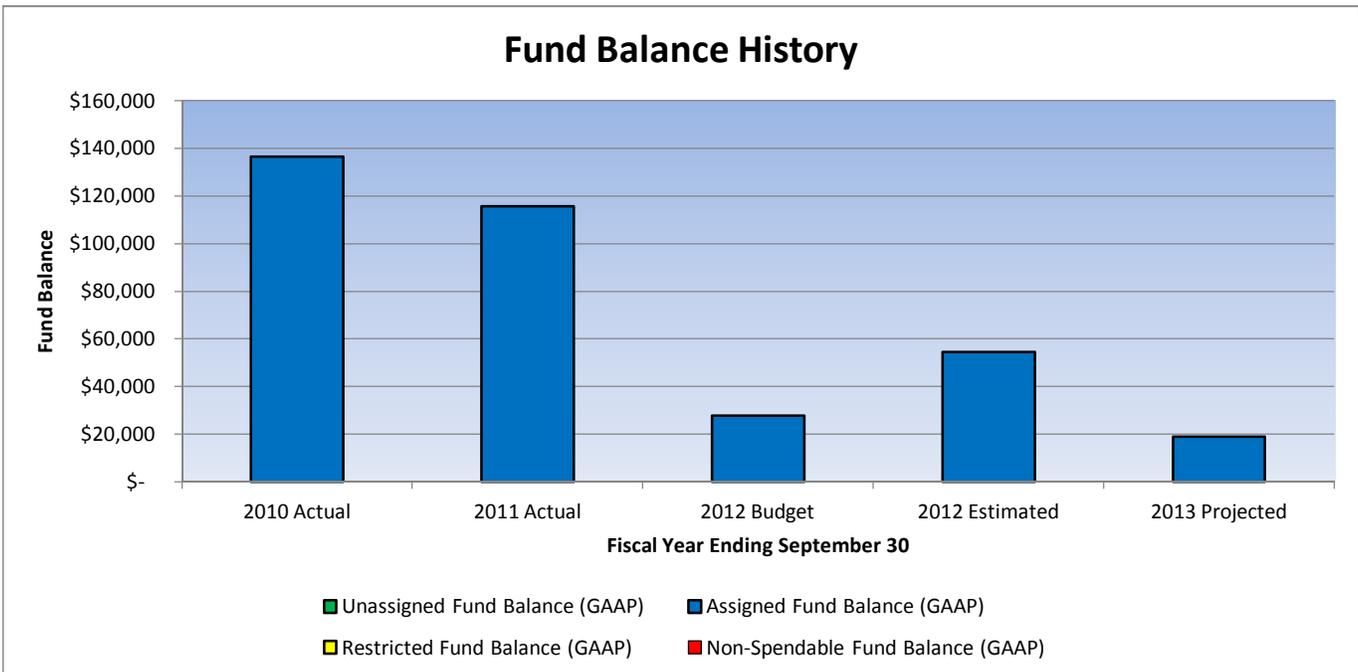
Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
Budget Basis:					
Beginning Assigned Fund Balance (GAAP)	\$ 27,996	\$ 136,594	\$ 115,591	\$ 115,591	\$ 54,611
Revenues ¹	122,127	18,241	181,280	6,060	264,600
Expenditures	(13,529)	(38,919)	(269,100)	(67,040)	(300,300)
Net Increase / (Decrease) in Fund Balance	108,598	(20,678)	(87,820)	(60,980)	(35,700)
Ending Assigned Fund Balance (Budget)	\$ 136,594	\$ 115,916	\$ 27,771	\$ 54,611	\$ 18,911

Reconciliation to GAAP:					
Ending Assigned Fund Balance (Budget)	\$ 136,594	\$ 115,916	\$ 27,771	\$ 54,611	\$ 18,911
Adjustment ²	-	(325)	-	-	-
Assigned Fund Balance (GAAP)	136,594	115,591	27,771	54,611	18,911
Unassigned Fund Balance (GAAP)	-	-	-	-	-
Restricted Fund Balance (GAAP)	-	-	-	-	-
Non-Spendable Fund Balance (GAAP)	-	325	-	-	-
Total Fund Balance (GAAP)	\$ 136,594	\$ 115,916	\$ 27,771	\$ 54,611	\$ 18,911

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to restricted fund balance, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



010 - Public Safety Special Revenue Fund
Revenues

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Miscellaneous Income					
6050 Interest Income	\$ 158	\$ 244	\$ 280	\$ 120	\$ 100
6150 Police - Federal Funds	112,186	-	161,000	-	161,000
6200 Police - LEOSE Funds	3,771	3,610	-	-	-
6250 Police - State Ch59 (Narcotics)	3,739	11,886	20,000	4,240	81,000
6260 Police - Miscellaneous	750	895	-	-	22,500
6300 Fire - Donations	750	750	-	-	-
6320 Fire - LEOSE Funds	774	856	-	-	-
8750 Sale of Fixed Assets	-	-	-	1,700	-
Total Miscellaneous Income	122,127	18,241	181,280	6,060	264,600
Other Financing Sources					
8999 Use of PY Fund Balance	-	-	87,820	-	35,700
Total Other Financing Sources	-	-	87,820	-	35,700
Public Safety Sp Rev Fund	\$ 122,127	\$ 18,241	\$ 269,100	\$ 6,060	\$ 300,300

010 - Public Safety Special Revenue Fund / Police CID (82601-02)
Expenditures

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Supplies					
1350 Miscellaneous Supplies	\$ -	\$ 3,568	\$ 2,000	\$ 300	\$ 22,500
Total Supplies	-	3,568	2,000	300	22,500
Services					
3910 Police Federal Expense	-	19,409	248,000	55,000	180,000
3915 Police LEOSE Expense	700	8,350	3,000	2,450	-
3920 Police State Ch59 Expense	4,856	6,525	8,000	5,940	90,000
3925 Police State Ch18 Expense	2,409	600	-	30	-
Total Services	7,965	34,883	259,000	63,740	270,000
Other Financing Uses					
8042 Transfer to Grant Fund	4,500	-	-	-	-
Total Other Financing Uses	4,500	-	-	-	-
Police CID	\$ 12,465	\$ 38,451	\$ 261,000	\$ 64,040	\$ 292,500

010 - Public Safety Special Revenue Fund / Fire Operations (82602-02)
Expenditures

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Supplies					
1350 Miscellaneous Supplies	\$ -	\$ -	\$ 5,800	\$ 3,000	\$ 5,500
Total Supplies	-	-	5,800	3,000	5,500
Services					
3530 Professional Development	-	-	1,500	-	1,500
3915 LEOSE Expense	1,064	468	800	-	800
Total Services	1,064	468	2,300	-	2,300
Fire Operations	\$ 1,064	\$ 468	\$ 8,100	\$ 3,000	\$ 7,800

Tax Increment Reinvestment Zone (TIRZ) Fund Overview / Statement of Fund Balance

A local government can create a tax increment reinvestment zone (TIRZ) to finance needed improvements and infrastructure within that area. When a TIRZ is created, a base value of real property within the zone is determined. In October 2003, City Council approved an ordinance creating TIRZ #1 consisting of approximately 123 acres. In November 2004, City Council approved a second ordinance which expanded the TIRZ by an additional 437 acres to a total of 560 acres.

Ad valorem taxes collected on the base value within the TIRZ will continue to be used to pay for operations and debt service for the City. As improvements are made and businesses begin to locate within the zone, appraised real property values increase over time. The increase over the base value is known as the incremental or captured value; the tax levied on the captured value is called the tax increment. The tax increment is deposited into the TIRZ Fund.

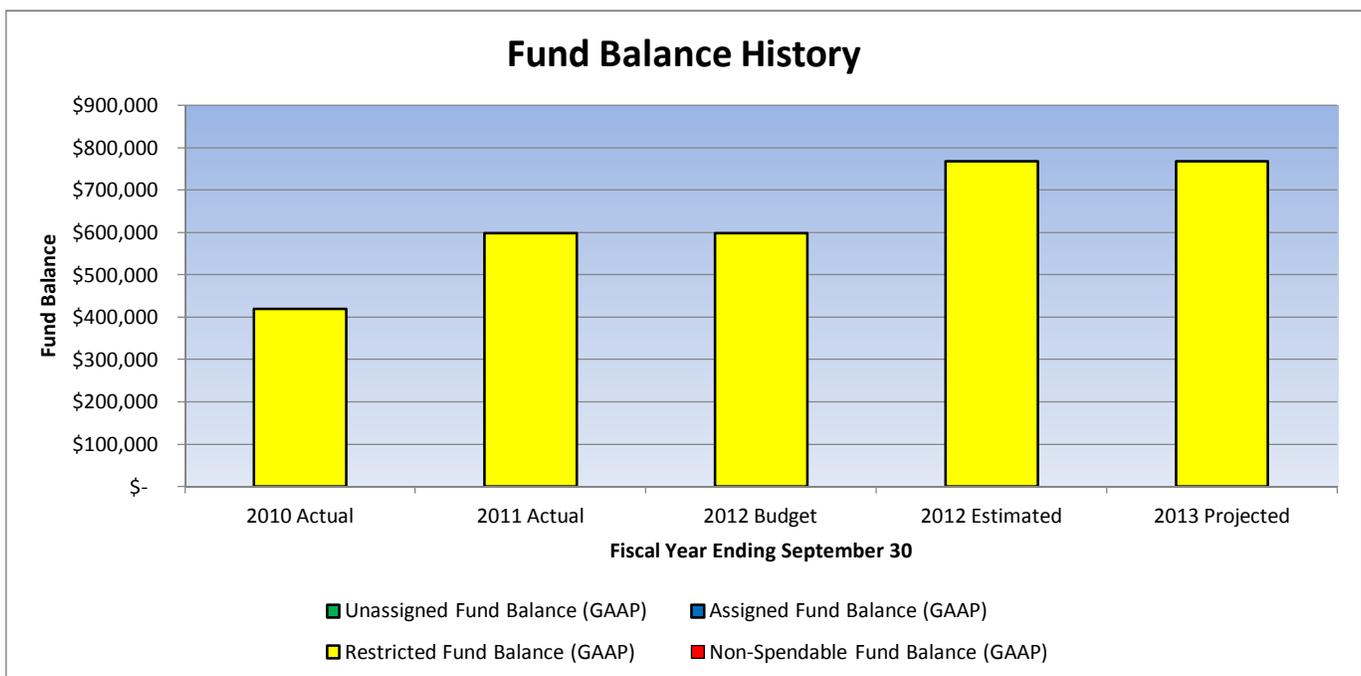
Tax increment funds must be spent on projects that were part of the project plan included in the ordinance that created the zone.

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
Budget Basis:					
Beginning Restricted Fund Balance (GAAP)	\$ 256,909	\$ 419,818	\$ 598,194	\$ 598,194	\$ 767,894
Revenues ¹	162,909	178,376	198,780	169,700	191,580
Expenditures	-	-	(198,780)	-	(191,580)
Net Increase / (Decrease) in Fund Balance	162,909	178,376	-	169,700	-
Ending Restricted Fund Balance (Budget)	\$ 419,818	\$ 598,194	\$ 598,194	\$ 767,894	\$ 767,894
Reconciliation to GAAP:					
Ending Restricted Fund Balance (Budget)	\$ 419,818	\$ 598,194	\$ 598,194	\$ 767,894	\$ 767,894
Adjustment ²	-	-	-	-	-
Restricted Fund Balance (GAAP)	419,818	598,194	598,194	767,894	767,894
Unassigned Fund Balance (GAAP)	-	-	-	-	-
Assigned Fund Balance (GAAP)	-	-	-	-	-
Non-Spendable Fund Balance (GAAP)	-	-	-	-	-
Total Fund Balance (GAAP)	\$ 419,818	\$ 598,194	\$ 598,194	\$ 767,894	\$ 767,894

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to restricted fund balance, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



**041 - TIRZ Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Miscellaneous Income					
6050 Interest Income	\$ 660	\$ 746	\$ 780	\$ 680	\$ 580
Total Miscellaneous Income	660	746	780	680	580
Intergovernmental					
5040 Harris County Participation	77,249	82,630	88,000	59,020	76,000
Total Intergovernmental	77,249	82,630	88,000	59,020	76,000
Other Financing Sources					
8201 Transfer from General Fund	85,000	95,000	110,000	110,000	115,000
Total Other Financing Sources	85,000	95,000	110,000	110,000	115,000
TIRZ Fund	\$ 162,909	\$ 178,376	\$ 198,780	\$ 169,700	\$ 191,580

**041 - TIRZ Fund
Expenditures**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Services					
3797 TIRZ Fund Initiatives	\$ -	\$ -	\$ 198,780	\$ -	\$ 191,580
Total Services	-	-	198,780	-	191,580
TIRZ Fund	\$ -	\$ -	\$ 198,780	\$ -	\$ 191,580

**Grant Fund
Overview / Statement of Fund Balance**

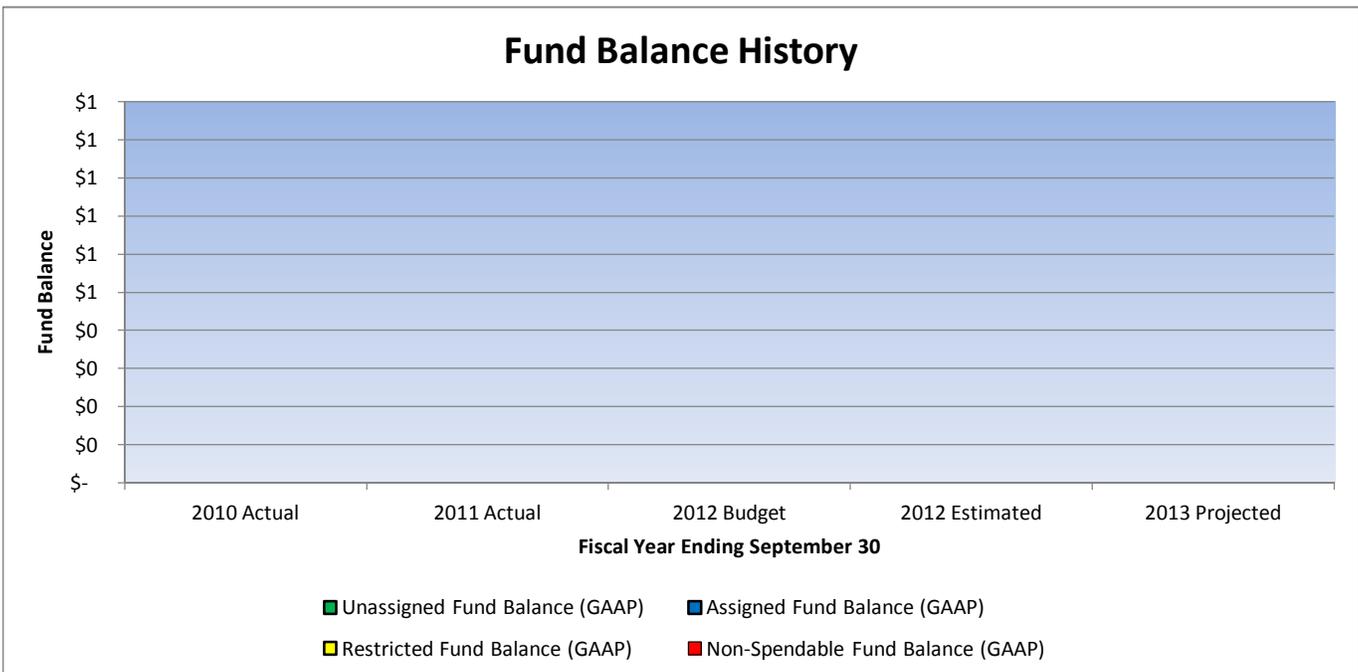
The purpose of this fund is to account for the receipt of grant funds from the State or Federal Government. The use of these funds is governed by the terms of the grant.

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
<u>Budget Basis:</u>					
Beginning Restricted Fund Balance (GAAP)	\$ 10,885	\$ -	\$ -	\$ -	\$ -
Revenues ¹	159,152	75,678	1,428,420	978,930	558,640
Expenditures	(170,037)	(75,678)	(1,428,420)	(978,930)	(558,640)
Net Increase / (Decrease) in Fund Balance	(10,885)	-	-	-	-
Ending Restricted Fund Balance (Budget)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Reconciliation to GAAP:</u>					
Ending Restricted Fund Balance (Budget)	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustment ²	-	-	-	-	-
Restricted Fund Balance (GAAP)	-	-	-	-	-
Unassigned Fund Balance (GAAP)	-	-	-	-	-
Assigned Fund Balance (GAAP)	-	-	-	-	-
Non-Spendable Fund Balance (GAAP)	-	-	-	-	-
Total Fund Balance (GAAP)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to restricted fund balance, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



**042 - Grant Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Intergovernmental					
7025 Federal - Vest Grant	\$ 4,500	\$ 800	\$ 9,000	\$ -	\$ 4,500
7101 Federal - Justice Assistance Grant	49,613	646	-	-	-
7102 Federal - UASI Grant	-	-	356,000	356,000	150,000
7105 TxDOT - STEP Grant	41,300	8,219	-	-	-
7120 FEMA - Fire Safety Grant	-	-	75,000	-	75,000
7127 Community Dev Block Grant	-	880	470,000	338,200	-
7130 FEMA - AFG Grant	-	-	200,000	-	220,000
7135 TCFP - RVFD Grant	5,429	17,100	163,500	163,500	25,500
7140 Federal - EMP Grant	26,000	22,100	58,000	24,310	48,000
Total Intergovernmental	126,843	49,745	1,331,500	882,010	523,000
Other Financing Sources					
8201 Transfer from General Fund	27,810	25,933	31,520	31,520	35,640
8210 Transfer from Public Safety Sp Rev	4,500	-	-	-	-
8208 Transfer from Eqpt Repl Fund	-	-	65,400	65,400	-
8999 Use of Prior Years' Fund Balance	-	-	-	-	-
Total Other Financing Sources	32,310	25,933	96,920	96,920	35,640
Grant Fund	\$ 159,152	\$ 75,678	\$ 1,428,420	\$ 978,930	\$ 558,640

**042 - Grant Fund
Expenditures**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Services					
3901 Police - Justice Assistance Grant	\$ 49,613	\$ 646	\$ -	\$ -	\$ -
3902 Police - UASI Grant	-	-	356,000	356,000	150,000
3905 Police - STEP Grant	41,300	8,219	-	-	-
3906 Police - VEST Grant	9,000	800	9,000	-	4,500
3920 Fire - Prevention / Safety Grant	-	-	83,340	-	83,340
3927 Fire - CDBG	-	880	470,000	338,200	-
3930 Fire - AFG Grant	-	-	222,230	-	244,450
3935 Fire - RVFD Grant	7,239	20,933	229,850	229,850	28,350
3940 City Manager - EMP Grant	52,000	44,200	58,000	54,880	48,000
Total Services	159,152	75,678	1,428,420	978,930	558,640
Other Financing Uses					
8001 Transfer to General Fund	10,884	-	-	-	-
Total Other Financing Uses	10,884	-	-	-	-
Grant Fund	\$ 170,037	\$ 75,678	\$ 1,428,420	\$ 978,930	\$ 558,640

**PEG Channel Fund
Overview / Statement of Fund Balance**

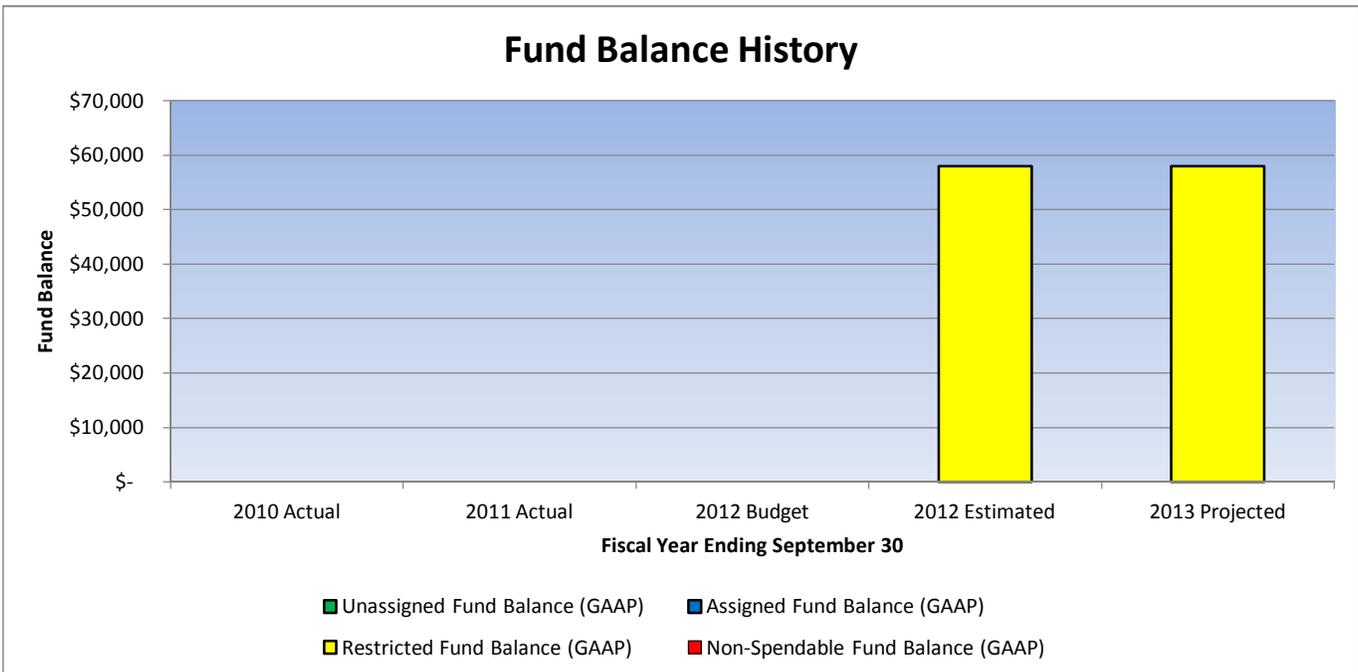
This fund was created during FY 2011-12 to accumulate funds for a public, educational, and government access channel. Funding for this channel is derived from a contribution from local cablevision franchisees in accordance with Chapter 66 of the Texas Utilities Code. These funds can be spent only on capital items used to provide or enhance PEG channel capacity, programming, and transmission.

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
Budget Basis:					
Beginning Restricted Fund Balance (GAAP)	\$ -	\$ -	\$ -	\$ -	\$ 57,980
Revenues ¹	-	-	-	57,980	21,940
Expenditures	-	-	-	-	(21,940)
Net Increase / (Decrease) in Fund Balance	-	-	-	57,980	-
Ending Restricted Fund Balance (Budget)	\$ -	\$ -	\$ -	\$ 57,980	\$ 57,980
Reconciliation to GAAP:					
Ending Restricted Fund Balance (Budget)	\$ -	\$ -	\$ -	\$ 57,980	\$ 57,980
Adjustment ²	-	-	-	-	-
Restricted Fund Balance (GAAP)	-	-	-	57,980	57,980
Unassigned Fund Balance (GAAP)	-	-	-	-	-
Assigned Fund Balance (GAAP)	-	-	-	-	-
Non-Spendable Fund Balance (GAAP)	-	-	-	-	-
Total Fund Balance (GAAP)	\$ -	\$ -	\$ -	\$ 57,980	\$ 57,980

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to restricted fund balance, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



**043 - PEG Channel Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Franchise & Local Taxes					
2120 Franchise Tax - Cable	\$ -	\$ -	\$ -	\$ 22,640	\$ 21,940
Total Franchise & Local Taxes	-	-	-	22,640	21,940
Other Financing Sources					
8201 Transfer from General Fund	-	-	-	35,340	-
Total Other Financing Sources	-	-	-	35,340	-
PEG Channel Fund	\$ -	\$ -	\$ -	\$ 57,980	\$ 21,940

**043 - PEG Channel Fund
Expenditures**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Services					
3797 PEG Channel Initiatives	-	-	-	-	21,940
Total Services	-	-	-	-	21,940
PEG Channel	\$ -	\$ -	\$ -	\$ -	\$ 21,940

Emergency Management Fund Overview / Statement of Fund Balance

The Emergency Management Fund accounts for the receipt of grant funds received from the State or Federal Government. These funds can be spent for the purpose of preparation for or reaction to emergency conditions including hurricanes, flooding, civil disturbances, fires, chemical accidents, or other hazardous conditions that threaten the safety of Webster's citizens. These funds may also be used for post-disaster clean-up, if necessary.

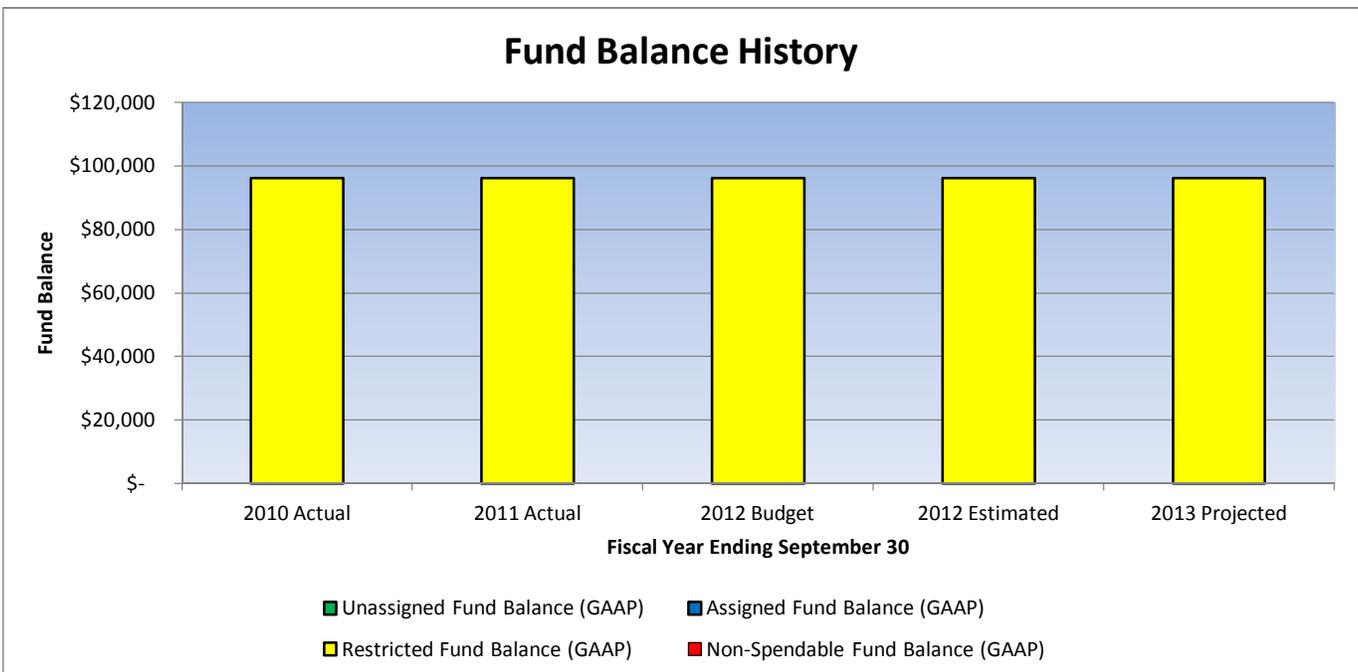
This fund will be dissolved after a final audit is performed. All remaining assets will be transferred to the General Fund.

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
Budget Basis:					
Beginning Restricted Fund Balance (GAAP)	\$ 82,443	\$ 96,188	\$ 96,188	\$ 96,188	\$ 96,188
Revenues ¹	13,745	-	-	-	-
Expenditures	-	-	-	-	-
Net Increase / (Decrease) in Fund Balance	13,745	-	-	-	-
Ending Restricted Fund Balance (Budget)	\$ 96,188	\$ 96,188	\$ 96,188	\$ 96,188	\$ 96,188
Reconciliation to GAAP:					
Ending Restricted Fund Balance (Budget)	\$ 96,188	\$ 96,188	\$ 96,188	\$ 96,188	\$ 96,188
Adjustment ²	-	-	-	-	-
Restricted Fund Balance (GAAP)	96,188	96,188	96,188	96,188	96,188
Unassigned Fund Balance (GAAP)	-	-	-	-	-
Assigned Fund Balance (GAAP)	-	-	-	-	-
Non-Spendable Fund Balance (GAAP)	-	-	-	-	-
Total Fund Balance (GAAP)	\$ 96,188	\$ 96,188	\$ 96,188	\$ 96,188	\$ 96,188

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to restricted fund balance, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



**075 - Emergency Management Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Miscellaneous Income					
6050 Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total Miscellaneous Income	-	-	-	-	-
Intergovernmental					
7020 FEMA Grant	13,745	-	-	-	-
Total Intergovernmental	13,745	-	-	-	-
Emergency Management Fund	\$ 13,745	\$ -	\$ -	\$ -	\$ -

**075 - Emergency Management Fund
Expenditures**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Services					
3870 Emergency Services	\$ -	\$ -	\$ -	\$ -	\$ -
Total Services	-	-	-	-	-
Emergency Management Fund	\$ -	\$ -	\$ -	\$ -	\$ -



Utility Fund Overview

The Utility Fund is established to account for the City's water distribution, wastewater collection and treatment operations, and storm water pollution prevention program. Being an enterprise fund, it is designed to be financed and operated in a manner similar to private businesses. The cost for providing these services to the public is to be recovered primarily through user charges.

Capital improvements, such as water and sewer line upgrades, improvements to the wastewater treatment plant, and added water storage capacity are funded through Capital Project Funds (not included in the annual operating budget). However, maintenance of utility infrastructure is provided by the Utility Fund.

Utility Rate History

Utility Rates

The utility rate structure was updated in March 2009. Customers are charged a minimum utility bill based on meter size derived from the AWWA's meter size equivalency factors. Furthermore, the billing rates for water / wastewater consumption are based on customer class. Utility rates consist of a base rate and a volumetric rate. The base rate is the minimum bill that a customer would receive.

Base Rates

	Oct 09 - Sept 10		Oct 10 - Sept 11		Oct 11 - Sept 12		Oct 12 - Sept 13	
	Water	Wastewater	Water	Wastewater	Water	Wastewater	Water	Wastewater
5/8" meter	\$ 5.05	\$ 6.65	\$ 5.18	\$ 6.82	\$ 5.31	\$ 6.99	\$ 5.31	\$ 6.99
3/4" meter	5.56	6.65	5.70	6.82	5.84	6.99	5.84	6.99
1" meter	7.07	6.65	7.25	6.82	7.43	6.99	7.43	6.99
1 1/2" meter	9.10	6.65	9.32	6.82	9.56	6.99	9.56	6.99
2" meter	14.65	6.65	15.02	6.82	15.40	6.99	15.40	6.99
3" meter	55.59	6.65	56.98	6.82	58.40	6.99	58.40	6.99
4" meter	70.75	6.65	72.51	6.82	74.33	6.99	74.33	6.99
6" meter	106.12	6.65	108.77	6.82	111.49	6.99	111.49	6.99
8" meter	146.54	6.65	150.21	6.82	153.96	6.99	153.96	6.99
10" meter	186.97	6.65	191.64	6.82	196.44	6.99	196.44	6.99

Volumetric Rates

	Oct 09 - Sept 10		Oct 10 - Sept 11		Oct 11 - Sept 12		Oct 12 - Sept 13	
	Water	Wastewater	Water	Wastewater	Water	Wastewater	Water	Wastewater
Residential	\$ 2.60	\$ 3.71	\$ 2.70	\$ 3.81	\$ 2.70	\$ 4.04	\$ 2.70	\$ 4.14
Commercial	2.65	3.71	2.65	3.81	2.92	4.04	2.92	4.14
Apartments	2.92	3.71	2.92	3.81	3.25	4.04	3.25	4.14

Residential

Residential customers include single family residences and duplexes served by individual water meters. Apartments and townhomes are excluded. The residential billing rate is \$2.70 (water) / \$4.14 (wastewater) for each 1,000 gallons used over the 2,000 gallon base amount. Wastewater charges are billed in a similar manner as water. However, wastewater consumption is capped based on a winter average (average usage from Nov - Feb of the prior year). An average residential customer with a 5/8" meter would pay \$32.82 per month for 5,000 gallons of water and wastewater use.

Commercial / Apartments

The commercial billing rate is \$2.92 (water) / \$4.14 (wastewater) for each 1,000 gallons used. An average commercial customer with a 2" meter would pay \$601.31 for 82,000 gallons of water and wastewater use.

The apartment billing rate is \$3.25 (water) / \$4.14 (wastewater) for each 1,000 gallons used. An average apartment customer with a 2" meter would pay \$628.37 for 82,000 gallons of water and wastewater use.

Drainage Rates

A drainage fee was implemented in October 2009. Customers are charged a fee based upon the amount of impervious surface over within each rate class. Rates decrease by 10% for Fiscal Year 2012-2013 for all classes.

	<u>Oct 12 - Sept 13</u>
Houses	\$ 1.01 flat rate for all houses
Apartment / Condominium	\$ 0.000590 per sq ft of impervious surface
Nonresidential	\$ 0.000620 per sq ft of impervious surface

Capital Reserve Charge

A capital reserve charge will be implemented in October 2012. All customers are charged \$0.18 per 1,000 gallons of water consumed over the base amount. These funds will accumulate in the Utility Debt Service Reserve Fund.

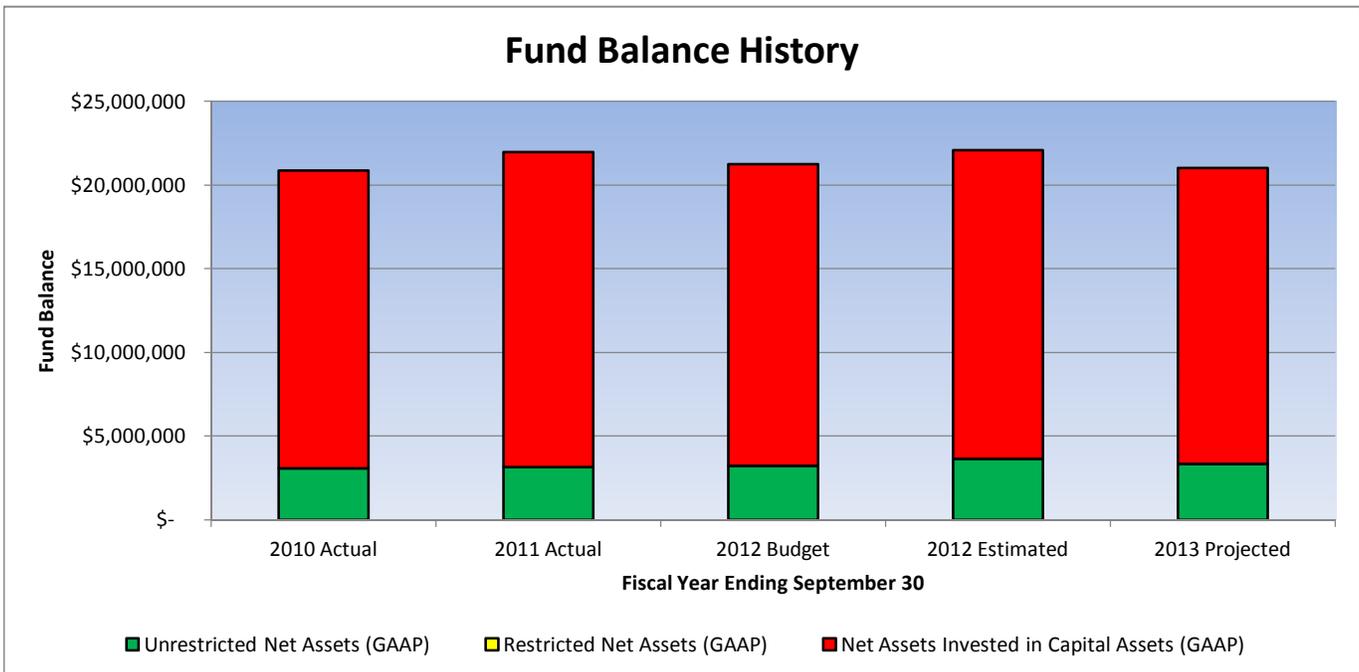
**Utility Fund
Statement of Fund Balance**

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
Budget Basis:					
Beginning Unrestricted Net Assets (GAAP)	\$ 2,390,759	\$ 3,056,121	\$ 3,160,424	\$ 3,160,424	\$ 3,637,414
Revenues ¹	3,937,719	4,210,188	4,214,080	4,459,540	4,565,740
Expenses	(3,219,336)	(4,072,147)	(4,160,330)	(3,982,550)	(4,846,500)
Net Increase / (Decrease) in Net Assets	718,383	138,041	53,750	476,990	(280,760)
Ending Unrestricted Net Assets (Budget)	\$ 3,109,142	\$ 3,194,162	\$ 3,214,174	\$ 3,637,414	\$ 3,356,654
Reconciliation to GAAP:					
Ending Unrestricted Net Assets (Budget)	\$ 3,109,142	\$ 3,194,162	\$ 3,214,174	\$ 3,637,414	\$ 3,356,654
Adjustment ²	(53,021)	(33,738)	-	-	-
Unrestricted Net Assets (GAAP)	3,056,121	3,160,424	3,214,174	3,637,414	3,356,654
Restricted Net Assets (GAAP)	-	-	-	-	-
Net Assets Invested in Capital Assets (GAAP)	17,799,398	18,794,807	18,025,898	18,442,806	17,636,226
Total Fund Balance (GAAP)	\$ 20,855,519	\$ 21,955,231	\$ 21,240,072	\$ 22,080,220	\$ 20,992,880

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to unrestricted net assets, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



Utility Fund Recap

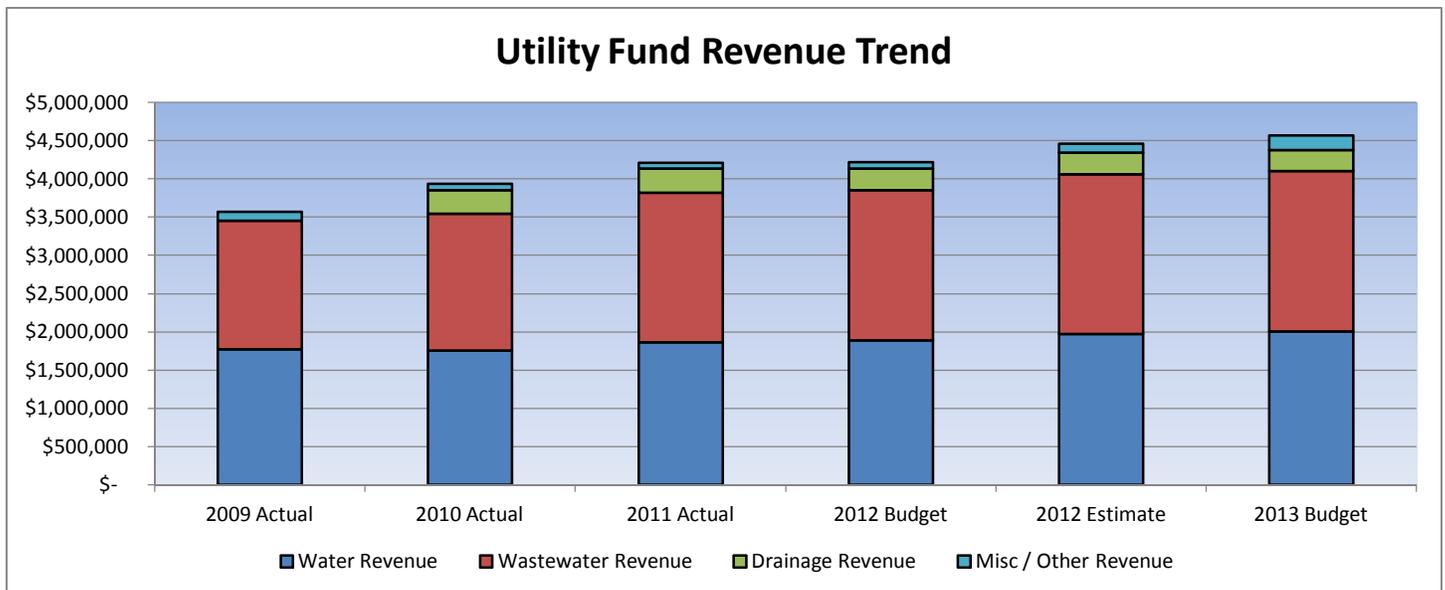
	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Revenues					
Water Revenue	\$ 1,753,775	\$ 1,862,326	\$ 1,888,710	\$ 1,971,680	\$ 2,003,630
Wastewater Revenue	1,786,909	1,960,093	1,966,000	2,092,150	2,101,720
Other Fees	66,477	54,798	70,120	96,890	70,850
Drainage Fees	311,377	314,831	281,950	282,730	272,680
Investment Income & Other Revenue	19,180	18,140	7,300	16,090	116,860
Use of Prior Years' Fund Balance	-	-	-	-	280,760
Total Revenue	3,937,719	4,210,188	4,214,080	4,459,540	4,846,500
Expenses					
Water Division	1,548,176	2,296,974	1,856,850	1,772,280	1,989,680
Wastewater Division	1,548,819	1,634,910	2,059,590	2,028,520	2,649,920
Drainage Division	122,342	140,264	243,890	181,750	206,900
Total Expenses	3,219,336	4,072,147	4,160,330	3,982,550	4,846,500
Net Income / (Loss)	\$ 718,382	\$ 138,041	\$ 53,750	\$ 476,990	\$ -

Utility Fund Revenue Trend

	Actual 2008-2009	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Revenues						
Water Revenue	\$ 1,775,550	\$ 1,753,775	\$ 1,862,326	\$ 1,888,710	\$ 1,971,680	\$ 2,003,630
Wastewater Revenue	1,679,989	1,786,909	1,960,093	1,966,000	2,092,150	2,101,720
Drainage Revenue	-	311,377	314,831	281,950	282,730	272,680
Misc / Other Revenue ¹	112,996	85,657	72,938	77,420	112,980	187,710
Total Revenue	\$ 3,568,534	\$ 3,937,719	\$ 4,210,188	\$ 4,214,080	\$ 4,459,540	\$ 4,565,740

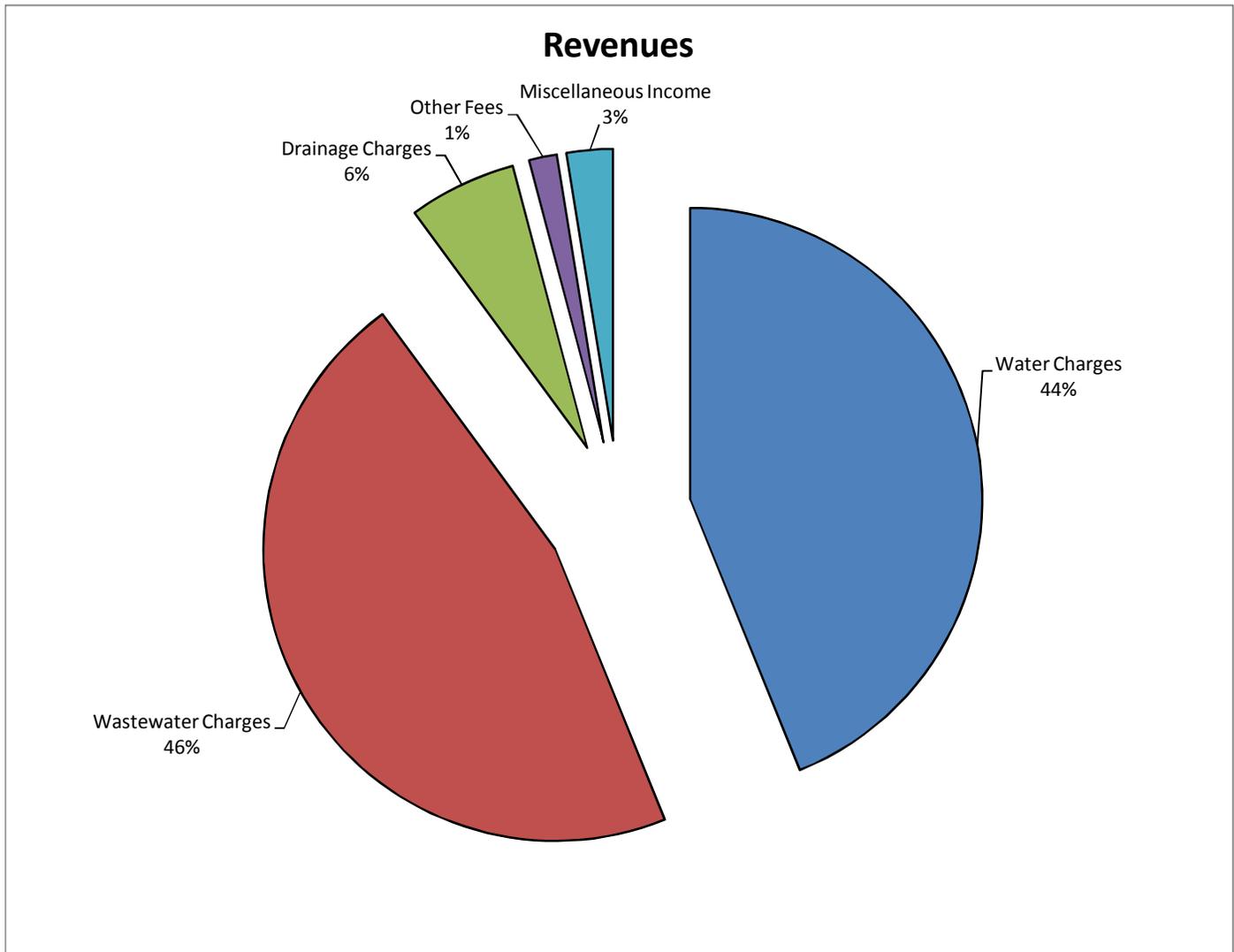
Note:

¹ Excludes Use of Prier Years' Fund Balance of \$280,760 in FY 2012-2013 Budget



Distribution of Utility Fund Revenues

Water Charges	\$ 2,003,630	41.3%
Wastewater Charges	2,101,720	43.4%
Drainage Charges	272,680	5.6%
Other Fees	70,850	1.5%
Miscellaneous Income	116,860	2.4%
Other Financing Sources	280,760	5.8%
Total	\$ 4,846,500	100.0%

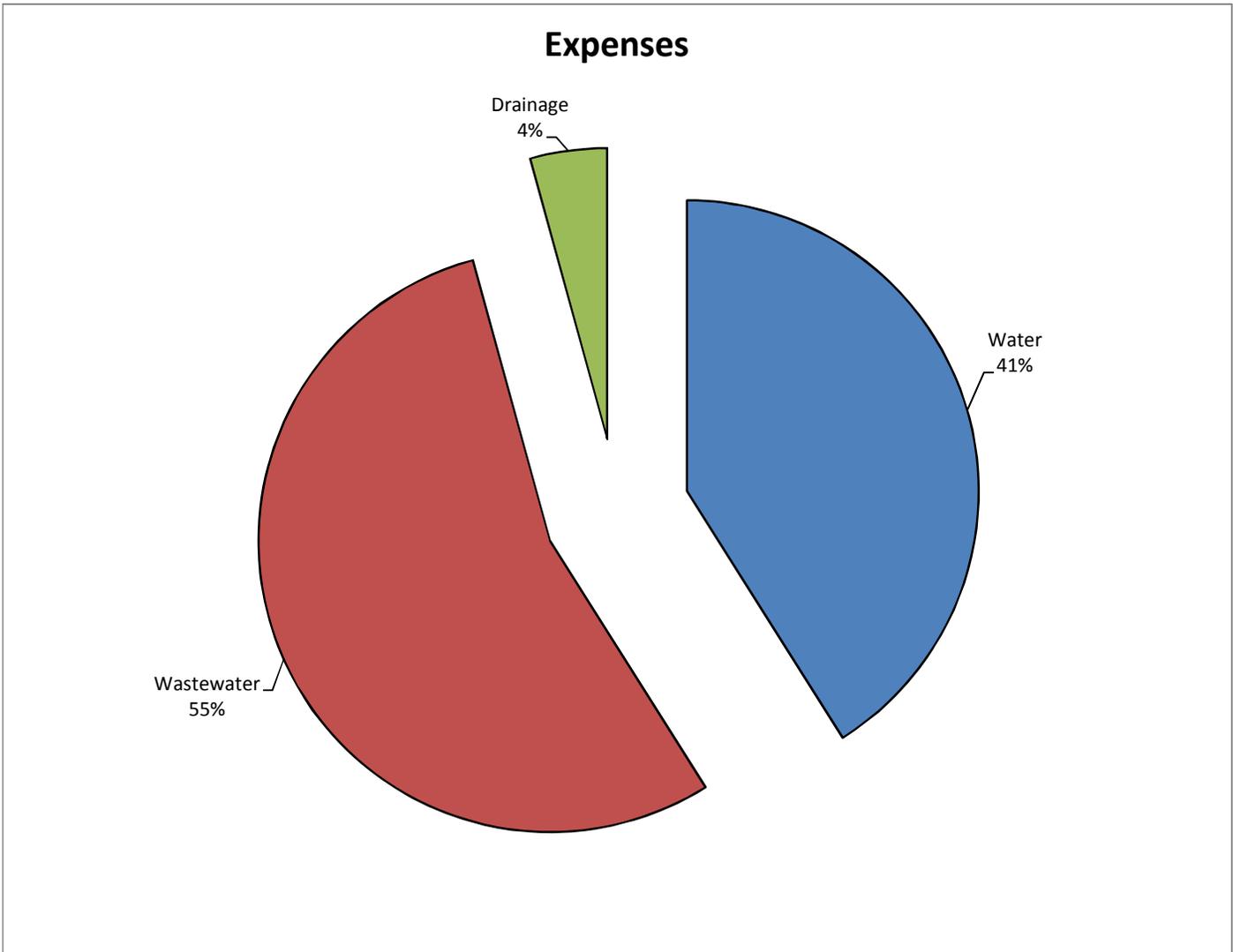


**002 - Utility Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Charges for Service					
5100 Water-Residential Revenue	\$ 81,371	\$ 113,163	\$ 89,870	\$ 99,200	\$ 115,820
5110 Water-Apartment Revenue	692,496	676,042	730,360	735,680	735,950
5120 Water-Commercial Revenue	972,160	1,068,618	1,060,030	1,131,490	1,145,640
5130 Water-Other Revenue	7,749	4,502	8,450	5,310	6,220
Water Charges Subtotal	1,753,775	1,862,326	1,888,710	1,971,680	2,003,630
5150 Sewer-Residential Revenue	78,030	87,330	87,000	94,130	93,760
5160 Sewer-Apartment Revenue	764,542	835,848	795,830	887,900	886,600
5170 Sewer-Commercial Revenue	944,337	1,036,915	1,083,170	1,110,120	1,121,360
Wastewater Charges Subtotal	1,786,909	1,960,093	1,966,000	2,092,150	2,101,720
5200 Water & Sewer Taps	31,111	29,937	37,720	71,440	40,790
5300 Penalties / Reconnect Fees	35,366	24,861	32,400	25,450	30,060
Taps & Penalties Subtotal	66,477	54,798	70,120	96,890	70,850
5400 Drainage-Houses	6,653	6,798	6,030	6,410	5,960
5410 Drainage-Apts & Condos	55,659	55,651	50,090	49,820	48,340
5420 Drainage-Non-Residential	249,065	252,381	225,830	226,500	218,380
Drainage Charges Subtotal	311,377	314,831	281,950	282,730	272,680
Total Charges for Service	3,918,539	4,192,048	4,206,780	4,443,450	4,448,880
Miscellaneous Income					
6050 Interest Income	6,633	11,925	7,300	13,860	7,740
6070 Unrealized Gain / Loss	(583)	(4,193)	-	(3,980)	-
6100 Other Income	13,129	9,628	-	6,210	-
6120 Insurance Reimbursements	-	780	-	-	-
6400 Capital Reserve	-	-	-	-	109,120
Total Miscellaneous Income	19,180	18,140	7,300	16,090	116,860
Other Financing Sources					
8999 Use of PY Fund Balance	-	-	-	-	280,760
Total Other Financing Sources	-	-	-	-	280,760
Utility Fund	\$ 3,937,719	\$ 4,210,188	\$ 4,214,080	\$ 4,459,540	\$ 4,846,500

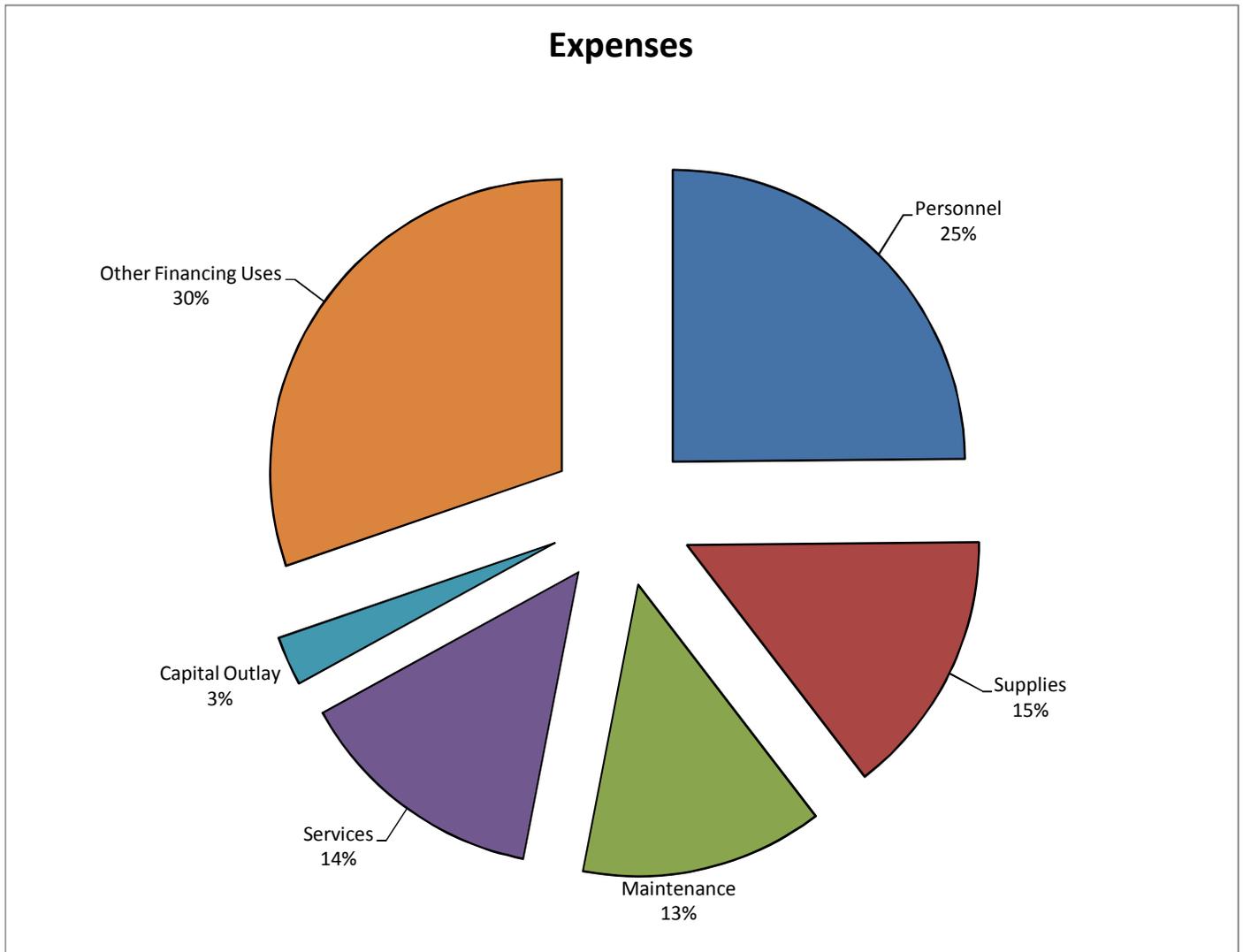
**002 - Utility Fund
Division Summary**

	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Utility Fund					
Water	\$ 1,548,176	\$ 2,296,974	\$ 1,856,850	\$ 1,772,280	\$ 1,989,680
Wastewater	1,548,819	1,634,910	2,059,590	2,028,520	2,649,920
Drainage	122,342	140,264	243,890	181,750	206,900
Utility Fund	\$ 3,219,336	\$ 4,072,147	\$ 4,160,330	\$ 3,982,550	\$ 4,846,500



**002 - Utility Fund
Category Summary**

Object	Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
0000	Personnel	\$ 1,130,645	\$ 1,144,388	\$ 1,158,870	\$ 1,142,620	\$ 1,203,930
1000	Supplies	481,363	755,137	673,430	657,700	714,790
2000	Maintenance	397,617	262,686	583,640	559,600	651,120
3000	Services	538,278	566,587	755,560	671,680	677,340
7000	Capital Outlay	36,463	118,232	117,400	82,100	132,400
8000	Other Financing Uses	634,970	1,225,117	871,430	868,850	1,466,920
Utility Fund		\$ 3,219,336	\$ 4,072,147	\$ 4,160,330	\$ 3,982,550	\$ 4,846,500



002 - Utility Fund
Line Item Detail

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 720,675	\$ 692,462	\$ 707,600	\$ 706,440	\$ 735,010
0150 Overtime	25,246	26,363	30,630	30,130	30,630
0200 Taxes	59,155	54,998	59,500	59,170	62,490
0250 Retirement	109,522	111,672	120,530	119,680	128,550
0300 Group Insurance	188,027	225,800	211,270	202,930	219,350
0310 W/C Insurance	13,139	12,500	15,700	10,990	14,010
0320 Disability Insurance	7,963	6,721	7,160	6,800	7,400
0900 Other Post Employment Benefits	6,919	13,873	6,480	6,480	6,490
Total Personnel	1,130,645	1,144,388	1,158,870	1,142,620	1,203,930
Supplies					
1100 Chemical	60,478	61,231	60,550	67,750	79,380
1400 Office & Postage	6,681	7,951	13,000	7,500	8,000
1600 Safety & Health	7,846	4,332	6,920	4,850	6,920
1650 Shop Supplies	6,710	7,627	13,120	5,600	13,120
1700 Small Tools & Equipment	8,476	10,691	13,200	11,300	30,000
1800 Surface Water Fees	370,631	634,714	523,270	525,000	532,830
1850 Uniform & Apparel	-	458	800	900	900
1900 Vehicle & Eqpt. Supplies	20,541	28,133	42,570	34,800	43,640
Total Supplies	481,363	755,137	673,430	657,700	714,790
Maintenance					
2050 Building Maintenance	12,710	15,567	25,300	25,100	7,220
2100 Property Maintenance	1,137	591	3,090	9,200	4,060
2200 Machine & Eqpt. Maintenance	7,081	6,384	27,000	12,600	17,800
2450 Vehicle Maintenance	12,890	5,757	16,050	17,500	17,800
2500 Collection System Maintenance	42,975	66,121	57,000	47,000	57,000
2550 Lift Station Maintenance	38,854	18,688	24,000	34,000	34,000
2600 Treatment Plant Maintenance	59,136	35,464	157,960	160,000	215,000
2650 Water System Maintenance	218,719	109,911	265,540	250,000	290,540
2900 Service Contracts	4,114	4,202	7,700	4,200	7,700
Total Maintenance	397,617	262,686	583,640	559,600	651,120

**002 - Utility Fund
Line Item Detail**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Services					
3110 Communication	6,296	3,370	7,710	7,300	7,570
3130 Consultant / Prof. Services	9,699	800	136,650	105,000	81,500
3170 Disposal	45,485	55,545	66,200	37,500	54,500
3190 Dues, Subscriptions, Books	818	-	770	700	550
3310 General Insurance	46,179	44,826	54,100	43,710	51,600
3312 Sec125 Admin Fees	498	589	580	510	450
3460 Regulatory Services	19,806	30,888	30,900	27,500	30,900
3530 Professional Development	10,230	13,832	14,940	14,940	16,000
3630 Rentals	796	682	3,800	3,300	4,060
3650 Collection/Analysis	37,796	32,925	63,130	41,300	70,630
3750 Uniform Service	4,198	4,353	4,920	4,800	4,920
3770 Utilities	325,574	334,142	341,500	326,660	321,160
3780 Water Charges	6,503	15,364	9,260	37,360	12,000
3880 Information Technology	24,400	29,270	21,100	21,100	21,500
Total Services	538,278	566,587	755,560	671,680	677,340
Capital Outlay					
7050 Building & Property	-	100,000	-	-	50,000
7200 Machine & Equipment	6,000	-	35,000	35,000	-
7300 New Tap Installation	30,463	18,232	82,400	47,100	82,400
Total Capital Outlay	36,463	118,232	117,400	82,100	132,400
Other Financing Uses					
8001 Transfer to General Fund	250,000	250,000	250,000	250,000	250,000
8003 Transfer to Utility I&S Fund	343,360	506,907	564,310	561,730	564,860
8005 Transfer to Water Impact Fund	-	423,000	-	-	-
8008 Transfer to Equipment Repl Fund	41,610	45,210	57,120	57,120	92,940
8015 Transfer to Construction Fund	-	-	-	-	450,000
8035 Transfer to Debt Svc Reserve Fund	-	-	-	-	109,120
Other Financing Uses	634,970	1,225,117	871,430	868,850	1,466,920
Utility Fund	\$ 3,219,336	\$ 4,072,147	\$ 4,160,330	\$ 3,982,550	\$ 4,846,500

Supplemental Requests

<u>Utility Fund</u>		<u>Requested by</u>		<u>Approved by</u>
<u>Wastewater</u>		<u>Division</u>		<u>City Council</u>
1700	Small boring machine	\$	6,000	\$ 6,000
1700	Pipe cutter machine		3,000	3,000
1700	Trench shoring		8,000	8,000
1700	Portable generator		1,000	1,000
Utility Fund		\$	18,000	\$ 18,000
		\$	18,000	\$ 18,000



Water

DIVISION MISSION

The mission of the Water division is to provide exemplary service to the citizens and patrons while protecting public health, welfare, safety, and the environment. Its primary functions are to operate and maintain the water plants and distribution system in an efficient manner to protect public health.

ACHIEVEMENTS FOR FY 2011-2012

- Continued meter change-out program
- Maintained water quality that consistently exceeded regulatory requirements
- Completed the installation of a looped water supply east of FM 270

GOALS FOR FY 2012-2013

- Protect the health of citizens by frequent inspection of water quality
- Ensure optimal operating conditions are maintained
- Enhance training and certification opportunities for personnel

OBJECTIVES FOR FY 2012-2013

- Collect bacteriological samples at various locations of the distribution system
- Flush every fire hydrant in the system twice annually and install additional pump at the Plumley Water Plant
- Provide training to all levels of staff

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenses for wages, retirement, and group insurance
- Surface water fees increase to reflect higher costs of operation from the Southeast Water Purification Plant
- Increase in water system maintenance expense reflects amounts for future water tank painting
- Transfers increase to accumulate funds in the Debt Service Reserve Fund for future water line replacement

WORKLOAD MEASURES

	<u>2010-2011</u> <u>ACTUAL</u>	<u>2011-2012</u> <u>BUDGET</u>	<u>2011-2012</u> <u>ESTIMATE</u>	<u>2012-2013</u> <u>BUDGET</u>
Average number of active meter reads per month	1,141	1,250	1,173	1,200
Linear feet of water line maintained	265,500	265,000	266,000	265,000
Average daily flow (gallons)	1,925,000	2,100,000	2,100,000	2,100,000

PERFORMANCE MEASURES

Percent of days in compliance with quality standards	100%	100%	100%	100%
Percent of hydrants flushed per year	100%	100%	100%	100%
Percent of hydrants painted per year	40%	40%	40%	40%

PERSONNEL (FULL-TIME EQUIVALENTS)

Director of Public Works	0.25	0.25	0.25	0.25
Assistant Director of Public Works	0.25	0.25	0.25	0.25
Utility Crew Foreman	1.00	1.00	1.00	1.00
Utility Operator	2.00	2.00	2.00	2.00
Heavy Equipment Operator	1.00	1.00	1.00	1.00
Utility Crewman II	4.00	4.00	4.00	4.00
Total Employees (Full-Time Equivalents)	8.50	8.50	8.50	8.50

002 - Utility Fund / Water (82504-00)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 369,233	\$ 347,720	\$ 352,840	\$ 348,670	\$ 363,290
0150 Overtime	4,094	6,290	9,130	7,130	9,130
0200 Taxes	29,507	27,227	29,290	28,700	30,580
0250 Retirement	54,640	55,346	59,100	57,810	62,530
0300 Group Insurance	101,661	129,180	124,490	120,360	129,290
0310 W/C Insurance	7,242	7,353	8,960	6,270	7,730
0320 Disability Insurance	4,230	3,288	3,560	3,280	3,660
0900 Other Post-Employment Benefits	3,459	7,387	3,440	3,440	3,450
Total Personnel	574,066	583,791	590,810	575,660	609,660
Supplies					
1100 Chemical	1,930	3,756	2,900	3,500	3,500
1400 Office & Postage	3,289	2,937	2,800	2,500	2,800
1600 Safety & Health	4,876	2,112	4,250	2,200	4,250
1650 Shop Supplies	4,340	4,481	9,270	3,000	9,270
1700 Small Tools & Equipment	2,884	3,859	7,000	5,800	7,000
1800 Surface Water	370,631	634,714	523,270	525,000	532,830
1900 Vehicle & Eqpt. Supplies	9,469	11,548	15,640	13,260	15,750
Total Supplies	397,419	663,407	565,130	555,260	575,400
Maintenance					
2050 Building Maintenance	7,060	5,755	11,180	11,000	3,100
2100 Property Maintenance	497	-	1,030	1,000	1,030
2200 Machine & Eqpt Maintenance	2,423	582	7,950	2,000	8,000
2450 Vehicle Maintenance	1,547	1,339	3,580	3,000	3,300
2650 Water System Maintenance	218,719	109,911	265,540	250,000	290,540
2900 Service Contracts	4,114	4,202	7,700	4,200	7,700
Total Maintenance	234,360	121,789	296,980	271,200	313,670
Services					
3110 Communication	1,887	1,820	3,260	3,000	3,260
3130 Consultant / Prof Services	-	-	30,150	30,000	30,000
3170 Disposal	-	-	750	500	750
3190 Dues, Subscriptions, Books	538	-	200	200	200
3310 General Insurance	11,776	12,114	14,620	11,810	14,620
3312 Sec 125 Admin Fees	303	385	380	330	360
3460 Regulatory Services	6,756	6,638	15,400	12,500	15,400
3530 Professional Development	2,424	5,119	6,250	6,250	6,500
3630 Rentals	796	554	1,240	1,300	2,000
3650 Collection / Analysis	3,137	3,176	6,430	6,000	6,430
3750 Uniform Service	2,287	2,585	2,760	2,700	2,760
3770 Utilities	52,209	59,279	54,230	57,560	52,610
3880 Information Technology	12,200	14,640	7,460	7,460	10,120
Total Services	94,312	106,311	143,130	139,610	145,010

002 - Utility Fund / Water (82504-00)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Capital Outlay					
7200 Machine & Equipment	6,000	-	35,000	35,000	-
7300 New Tap Installation	30,178	18,135	77,250	47,000	77,250
Total Capital Outlay	36,178	18,135	112,250	82,000	77,250
Other Financing Uses					
8001 Transfer to General Fund	125,000	125,000	125,000	125,000	125,000
8003 Transfer to Utility I&S Fund	63,900	229,851	-	-	-
8005 Transfer to Water Impact Fund	-	423,000	-	-	-
8008 Transfer to Eqpt Repl Fund	22,940	25,690	23,550	23,550	34,570
8035 Transfer to Debt Svc Rsrv Fund	-	-	-	-	109,120
Total Other Financing Uses	211,840	803,541	148,550	148,550	268,690
Water	\$ 1,548,176	\$ 2,296,974	\$ 1,856,850	\$ 1,772,280	\$ 1,989,680



Wastewater

DIVISION MISSION

The mission of the Wastewater division is to provide exemplary service to the citizens and patrons while protecting public health, welfare, safety, and the environment. Its primary functions include protecting the public health by operating and maintaining the collection, treatment, and disposal of wastewater in accordance with all local, state, and federal regulations.

ACHIEVEMENTS FOR FY 2011-2012

- Investigated and repaired major inflow and infiltration
- Completed the installation of emergency backup pumps for six lift stations
- Inspected and accepted utility infrastructure at Edgewater

GOALS FOR FY 2012-2013

- Protect the health of citizens by frequent inspection of wastewater discharge
- Ensure optimal operating conditions are maintained
- Enhance training and certification opportunities for personnel

OBJECTIVES FOR FY 2012-2013

- Collect bacteriological samples of wastewater discharge
- Regularly clean wastewater lines throughout the City
- Provide training to all levels of staff

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenses for wages, retirement, and group insurance
- Increase expenses in small tools for a boring machine, pipe cutting machine, generator, and trench shoring equipment
- Increase capital purchases to reflect the relining of manholes and sewer lines
- Increase transfers to reflect the rehabilitation of clarifier #1 in the wastewater treatment plant

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of lift stations maintained	18	18	18	18
Linear feet of wastewater line maintained	168,200	165,000	168,500	169,000
Average gallons treated per day	1,303,000	1,500,000	1,400,000	1,400,000
 <u>PERFORMANCE MEASURES</u>				
Percent of days in compliance with quality standards	100%	100%	100%	100%
Percent of grease traps inspected annually	100%	100%	100%	100%
Percentage of sewer line cleaned annually	15%	16%	15%	15%

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Director of Public Works	0.25	0.25	0.25	0.25
Assistant Director of Public Works	0.25	0.25	0.25	0.25
Utility Crew Foreman	1.00	1.00	1.00	1.00
Chief Wastewater Operator	1.00	1.00	1.00	1.00
Lead Wastewater Operator	1.00	1.00	1.00	1.00
Utility Operator	3.00	3.00	3.00	3.00
Total Employees (Full-Time Equivalents)	6.50	6.50	6.50	6.50

002 - Utility Fund / Wastewater (82505-00)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 310,159	\$ 303,693	\$ 310,830	\$ 313,840	\$ 325,580
0150 Overtime	20,491	19,204	20,500	22,500	20,500
0200 Taxes	26,338	24,599	26,580	26,880	28,040
0250 Retirement	48,740	49,849	54,100	54,640	58,110
0300 Group Insurance	69,024	77,818	69,930	65,730	72,560
0310 W/C Insurance	4,343	4,193	5,560	3,890	5,240
0320 Disability Insurance	3,277	3,022	3,150	3,080	3,270
0900 Other Post-Employment Benefits	2,629	5,630	2,630	2,630	2,630
Total Personnel	485,001	488,007	493,280	493,190	515,930
Supplies					
1100 Chemical	58,548	56,721	57,130	64,000	75,630
1400 Office & Postage	3,093	2,952	3,200	3,000	3,200
1600 Safety & Health	2,463	1,717	2,150	2,150	2,150
1650 Shop Supplies	1,846	2,529	3,100	2,100	3,100
1700 Small Tools & Equipment	4,234	2,380	3,500	3,500	21,500
1850 Uniform & Apparel	-	115	400	400	400
1900 Vehicle & Eqpt. Supplies	9,293	14,117	17,200	16,000	16,980
Total Supplies	79,476	80,532	86,680	91,150	122,960
Maintenance					
2050 Building Maintenance	5,650	9,812	14,120	14,100	4,120
2100 Property Maintenance	640	591	2,060	8,200	3,030
2200 Machine & Eqpt Maintenance	4,659	5,803	18,800	10,000	8,800
2450 Vehicle Maintenance	7,595	3,611	4,970	5,000	5,000
2500 Collection System Maintenance	14,055	17,912	27,000	32,000	27,000
2550 Lift station Maintenance	38,854	18,688	24,000	34,000	34,000
2600 Treatment Plant Maintenance	59,136	35,464	157,960	160,000	215,000
Total Maintenance	130,589	91,881	248,910	263,300	296,950
Services					
3110 Communication	4,315	1,440	4,160	4,100	4,060
3130 Consultant / Prof Services	-	-	25,000	25,000	25,000
3170 Disposal	45,485	55,545	65,450	37,000	53,750
3190 Dues, Subscriptions, Books	210	-	220	200	-
3310 General Insurance	34,403	32,712	39,480	31,900	36,980
3312 Sec 125 Admin Fees	195	102	100	90	90
3460 Regulatory Services	12,750	23,950	15,500	15,000	15,500
3530 Professional Development	4,504	5,065	5,190	5,190	6,000
3630 Rentals	-	128	2,060	2,000	2,060
3650 Collection / Analysis	34,659	29,749	50,700	35,300	58,200
3750 Uniform Service	1,748	1,768	2,160	2,100	2,160
3770 Utilities	273,365	274,863	287,270	269,100	268,550
3780 Water Charges	6,503	15,364	9,260	37,360	12,000
3880 Information Technology	12,200	14,630	13,640	13,640	11,380
Total Services	430,338	455,316	520,190	477,980	495,730

002 - Utility Fund / Wastewater (82505-00)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Capital Outlay					
7050 Building & Property	-	100,000	-	-	50,000
7300 New Tap Installation	285	97	5,150	100	5,150
Total Capital Outlay	285	100,097	5,150	100	55,150
Other Financing Uses					
8001 Transfer to General Fund	125,000	125,000	125,000	125,000	125,000
8003 Transfer to Utility I&S Fund	279,460	277,056	564,310	561,730	564,860
8008 Transfer to Eqpt Repl Fund	18,670	17,020	16,070	16,070	23,340
8015 Transfer to Wtr/Swr Constr Fund	-	-	-	-	450,000
Total Other Financing Uses	423,130	419,076	705,380	702,800	1,163,200
Wastewater	\$ 1,548,819	\$ 1,634,910	\$ 2,059,590	\$ 2,028,520	\$ 2,649,920



Drainage

DIVISION MISSION

The mission of the Drainage division is to provide exemplary service to the citizens and patrons while protecting public health, welfare, safety, and the environment. Its primary function is to maintain the drainage system in an efficient manner to ensure compliance with all regulatory agencies.

ACHIEVEMENTS FOR FY 2011-2012

- Implemented a new detention pond ordinance that was approved by Council
- Cleaned 33,000 linear feet of trunk storm sewer line
- Inspected and accepted utility infrastructure at Edgewater

GOALS FOR FY 2012-2013

- Ensure compliance with TCEQ regulations throughout the year
- Protect the health of citizens by assessing the condition of the drainage system
- Educate citizens and businesses of non-source-point pollution

OBJECTIVES FOR FY 2012-2013

- Perform required tests of storm water runoff to identify any noncompliant discharge
- Inspect major outfalls and trunk storm sewer lines regularly
- Continue the public outreach campaign

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenses for wages, retirement, and group insurance
- Decrease expenses for office and postage to reflect lower printing costs
- Expenses for consultant services decrease due to the master detention study that was performed in FY 2011-2012
- Increase transfers to the Equipment Replacement Fund reflect modified equipment lives

WORKLOAD MEASURES

	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of catch basins maintained	1,125	998	1,150	1,175
Linear feet of storm drains maintained	295,000	300,000	305,000	310,000
Total area of impervious surface (acres)	900	965	925	950

PERFORMANCE MEASURES

Percent of days in compliance with quality standards	100%	100%	100%	100%
Percent of storm drains cleaned	25%	25%	25%	25%
Percent of catch basins cleaned	25%	25%	25%	25%

PERSONNEL (FULL-TIME EQUIVALENTS)

Drainage Foreman	-	1.00	1.00	1.00
Utility Crewman II	-	1.00	1.00	1.00
Total Employees (Full-Time Equivalents)	-	2.00	2.00	2.00

002 - Utility Fund / Drainage (82508-00)

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 41,283	\$ 41,049	\$ 43,930	\$ 43,930	\$ 46,140
0150 Overtime	661	869	1,000	500	1,000
0200 Taxes	3,309	3,172	3,630	3,590	3,870
0250 Retirement	6,142	6,477	7,330	7,230	7,910
0300 Group Insurance	17,342	18,802	16,850	16,840	17,500
0310 W/C Insurance	1,554	954	1,180	830	1,040
0320 Disability Insurance	456	411	450	440	470
0900 Other Post-Employment Benefits	830	856	410	410	410
Total Personnel	71,578	72,590	74,780	73,770	78,340
Supplies					
1100 Chemical	-	754	520	250	250
1400 Office & Postage	300	2,062	7,000	2,000	2,000
1600 Safety & Health	506	503	520	500	520
1650 Shop Supplies	525	617	750	500	750
1700 Small Tools & Equipment	1,358	4,451	2,700	2,000	1,500
1850 Uniform & Apparel	-	343	400	500	500
1900 Vehicle & Eqpt. Supplies	1,779	2,468	9,730	5,540	10,910
Total Supplies	4,468	11,198	21,620	11,290	16,430
Maintenance					
2200 Machine & Eqpt Maintenance	-	-	250	600	1,000
2450 Vehicle Maintenance	3,747	807	7,500	9,500	9,500
2500 Stormwater Coll. System Maint	28,920	48,209	30,000	15,000	30,000
Total Maintenance	32,668	49,016	37,750	25,100	40,500
Services					
3110 Communication	94	109	290	200	250
3130 Consultant / Prof Services	9,699	800	81,500	50,000	26,500
3190 Dues, Subscriptions, Books	70	-	350	300	350
3312 Sec 125 Admin Fees	-	102	100	90	-
3460 Regulatory Services	300	300	-	-	-
3530 Professional Development	3,302	3,648	3,500	3,500	3,500
3630 Rentals	-	-	500	-	-
3650 Collection / Analysis	-	-	6,000	-	6,000
3750 Uniform Service	163	-	-	-	-
Total Services	13,628	4,959	92,240	54,090	36,600
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	-	2,500	17,500	17,500	35,030
Total Other Financing Uses	-	2,500	17,500	17,500	35,030
Drainage	\$ 122,342	\$ 140,264	\$ 243,890	\$ 181,750	\$ 206,900

**Utility Debt Service Reserve Fund
Overview / Statement of Fund Balance**

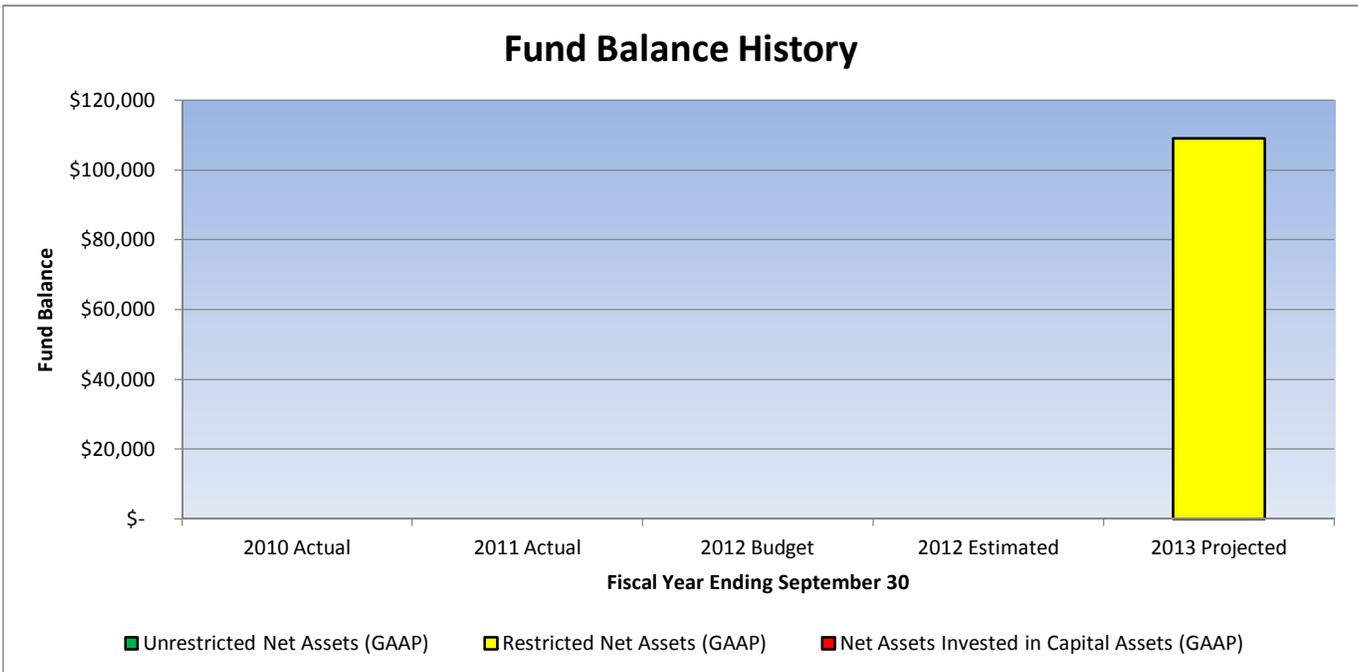
The City will phase in a rate increase over three years by creating a new fee called a Capital Reserve Charge effective October 1, 2012. A Capital Reserve Charge of \$0.18 per 1,000 gallons of water consumed will be deposited into a new Debt Service Reserve Fund for the sole purpose of building a reserve for bond issues related to major infrastructure. Affecting all customer classes, the fee will increase by \$0.18 each year for the next three years.

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
Budget Basis:					
Beginning Restricted Net Assets (GAAP)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues ¹	-	-	-	-	109,120
Expenses	-	-	-	-	-
Net Increase / (Decrease) in Fund Balance	-	-	-	-	109,120
Ending Restricted Net Assets (Budget)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 109,120</u>
Reconciliation to GAAP:					
Ending Restricted Net Assets (Budget)	\$ -	\$ -	\$ -	\$ -	\$ 109,120
Adjustment ²	-	-	-	-	-
Restricted Net Assets (GAAP)	-	-	-	-	109,120
Unrestricted Net Assets (GAAP)	-	-	-	-	-
Net Assets Invested in Capital Assets (GAAP)	-	-	-	-	-
Total Fund Balance (GAAP)	<u>-</u>	<u>\$ -</u>	<u>-</u>	<u>\$ -</u>	<u>\$ -</u>
					<u>\$ 109,120</u>

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to restricted net assets, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



035 - Utility Debt Service Reserve Fund
Revenues

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Miscellaneous Income					
6050 Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total Miscellaneous Income	-	-	-	-	-
Other Financing Sources					
8102 Transfer from Utility Fund	-	-	-	-	109,120
8999 Use of PY Fund Balance	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	109,120
Utility Debt Svc Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ 109,120



Utility Interest and Sinking Fund Overview

The Utility Interest & Sinking Fund is used for the accumulation of resources and for the payment of the City's utility debt, primarily revenue bonds. The utility rates adopted by the City Council must be sufficient to recover both current year and, if necessary, anticipated future debt obligations.

Long-term debt at September 30, 2012 is comprised of the following debt issues:

Description	Principal
Water and Sewer Revenue Bonds, Series 2008	\$ 1,940,000
Water and Sewer Revenue Bonds, Series 2006	5,210,000
Total Revenue Bonds	\$ 7,150,000
Total Utility Long-Term Debt	\$ 7,150,000

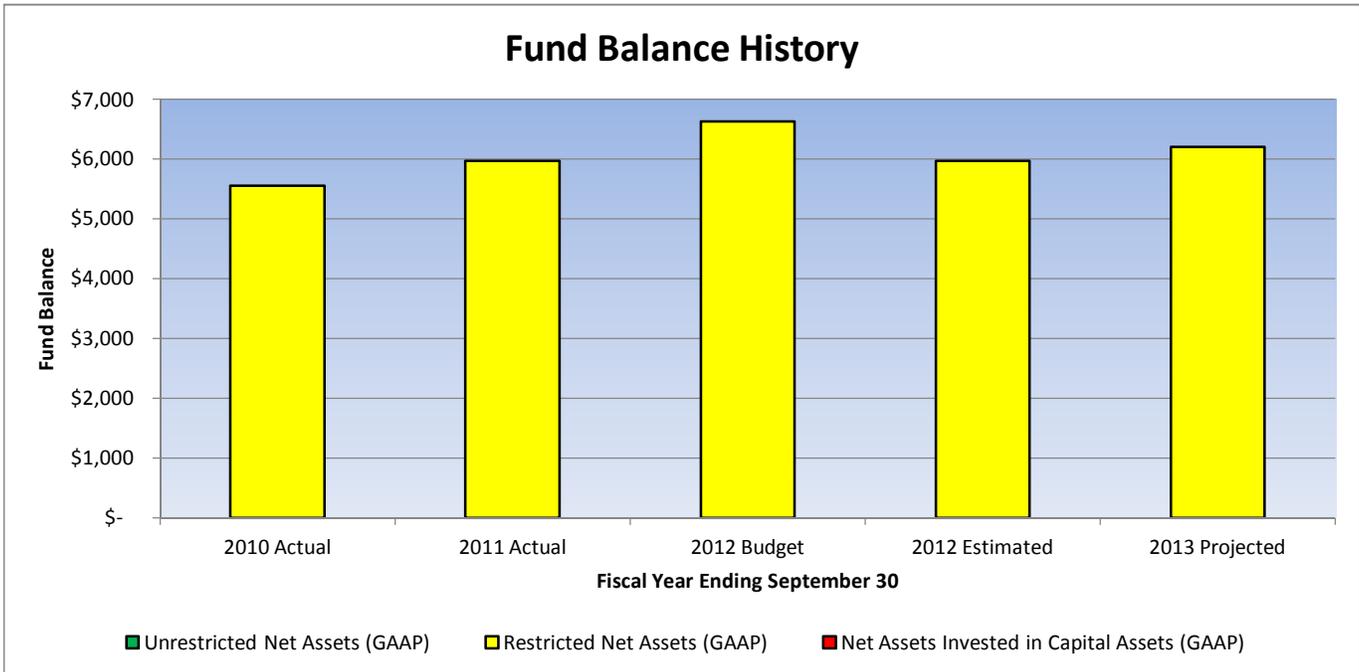
**Utility Interest and Sinking Fund
Statement of Fund Balance**

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
Budget Basis:					
Beginning Restricted Net Assets (GAAP)	\$ 5,869	\$ 5,555	\$ 5,963	\$ 5,963	\$ 5,963
Revenues ¹	627,686	791,455	564,980	561,910	565,100
Expenses	(628,590)	(790,247)	(564,310)	(561,910)	(564,860)
Net Increase / (Decrease) in Fund Balance	(904)	1,208	670	-	240
Ending Restricted Net Assets (Budget)	\$ 4,965	\$ 6,763	\$ 6,633	\$ 5,963	\$ 6,203
Reconciliation to GAAP:					
Ending Restricted Net Assets (Budget)	\$ 4,965	\$ 6,763	\$ 6,633	\$ 5,963	\$ 6,203
Adjustment ²	590	(800)	-	-	-
Restricted Net Assets (GAAP)	5,555	5,963	6,633	5,963	6,203
Unrestricted Net Assets (GAAP)	-	-	-	-	-
Net Assets Invested in Capital Assets (GAAP)	-	-	-	-	-
Total Fund Balance (GAAP)	5,555	\$ 5,963	\$ 6,633	\$ 5,963	\$ 6,203

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to restricted net assets, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



**003 - Utility Interest and Sinking Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Miscellaneous Income					
6050 Interest Income	\$ 486	\$ 708	\$ 670	\$ 180	\$ 240
Total Miscellaneous Income	486	708	670	180	240
Other Financing Sources					
8102 Transfer from Utility Fund	343,360	506,907	564,310	561,730	564,860
8104 Transfer from Sewer Impact Fund	283,840	283,840	-	-	-
Total Other Financing Sources	627,200	790,747	564,310	561,730	564,860
Utility Interest & Sinking Fund	\$ 627,686	\$ 791,455	\$ 564,980	\$ 561,910	\$ 565,100

**003 - Utility Interest and Sinking Fund
Expenses**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Services					
3080 Financial	\$ 800	\$ 300	\$ 3,200	\$ 800	\$ 3,200
Total Services	800	300	3,200	800	3,200
Debt Service					
5002 Principal - 2006 W&S Rev Bonds	165,000	170,000	175,000	175,000	185,000
5003 Principal - 2008 W&S Rev Bonds	65,000	65,000	70,000	70,000	70,000
5004 Principal - Loan from General Fund	58,305	229,851	-	-	-
5502 Interest - 2006 W&S Rev Bonds	248,044	241,444	234,650	234,650	227,650
5503 Interest - 2008 W&S Rev Bonds	85,846	83,653	81,460	81,460	79,010
5504 Interest - Loan from General Fund	5,595	-	-	-	-
Total Debt Service	627,790	789,947	561,110	561,110	561,660
Utility Interest & Sinking Fund	\$ 628,590	\$ 790,247	\$ 564,310	\$ 561,910	\$ 564,860

Utility Interest & Sinking Fund

Amortization Summary Grand Total - All Debt

	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal Balance</u>
9/30/2012				\$ 7,150,000
2012-2013	561,653	255,000	306,653	6,895,000
2013-2014	561,803	265,000	296,803	6,630,000
2014-2015	561,484	275,000	286,484	6,355,000
2015-2016	560,765	285,000	275,765	6,070,000
2016-2017	559,565	295,000	264,565	5,775,000
2017-2018	562,965	310,000	252,965	5,465,000
2018-2019	565,109	325,000	240,109	5,140,000
2019-2020	561,634	335,000	226,634	4,805,000
2020-2021	562,315	350,000	212,315	4,455,000
2021-2022	562,295	365,000	197,295	4,090,000
2022-2023	561,435	380,000	181,435	3,710,000
2023-2024	564,650	400,000	164,650	3,310,000
2024-2025	561,835	415,000	146,835	2,895,000
2025-2026	558,490	430,000	128,490	2,465,000
2026-2027	559,485	450,000	109,485	2,015,000
2027-2028	559,595	470,000	89,595	1,545,000
2028-2029	558,695	490,000	68,695	1,055,000
2029-2030	561,905	515,000	46,905	540,000
2030-2031	<u>564,010</u>	<u>540,000</u>	<u>24,010</u>	<u>-</u>
Grand Total	<u><u>\$ 10,669,687</u></u>	<u><u>\$ 7,150,000</u></u>	<u><u>\$ 3,519,687</u></u>	<u><u>\$ -</u></u>

Utility Interest & Sinking Fund

Water and Sewer Revenue Bonds, Series 2008

Bond Amount	\$2,250,000
Date of Issue	1/1/2008
Interest Rate	3.30 - 4.30
Date of Maturity	9/15/2031

	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal Balance</u>
9/30/2012				\$ 1,940,000
2012-2013	149,009	70,000	79,009	1,870,000
2013-2014	151,559	75,000	76,559	1,795,000
2014-2015	148,840	75,000	73,840	1,720,000
2015-2016	151,121	80,000	71,121	1,640,000
2016-2017	148,121	80,000	68,121	1,560,000
2017-2018	150,121	85,000	65,121	1,475,000
2018-2019	151,828	90,000	61,828	1,385,000
2019-2020	148,340	90,000	58,340	1,295,000
2020-2021	149,740	95,000	54,740	1,200,000
2021-2022	150,940	100,000	50,940	1,100,000
2022-2023	151,740	105,000	46,740	995,000
2023-2024	152,330	110,000	42,330	885,000
2024-2025	147,710	110,000	37,710	775,000
2025-2026	148,090	115,000	33,090	660,000
2026-2027	148,260	120,000	28,260	540,000
2027-2028	148,220	125,000	23,220	415,000
2028-2029	147,845	130,000	17,845	285,000
2029-2030	152,255	140,000	12,255	145,000
2030-2031	151,235	145,000	6,235	-
Total	\$ 2,847,304	\$ 1,940,000	\$ 907,304	\$ -

Utility Interest & Sinking Fund

Water and Sewer Revenue Bonds, Series 2006

Bond Amount	\$5,210,000
Date of Issue	11/15/2006
Interest Rate	4.00 - 4.55
Date of Maturity	9/15/2031

	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal Balance</u>
9/30/2012				\$ 5,210,000
2012-2013	412,644	185,000	227,644	5,025,000
2013-2014	410,244	190,000	220,244	4,835,000
2014-2015	412,644	200,000	212,644	4,635,000
2015-2016	409,644	205,000	204,644	4,430,000
2016-2017	411,444	215,000	196,444	4,215,000
2017-2018	412,844	225,000	187,844	3,990,000
2018-2019	413,281	235,000	178,281	3,755,000
2019-2020	413,294	245,000	168,294	3,510,000
2020-2021	412,575	255,000	157,575	3,255,000
2021-2022	411,355	265,000	146,355	2,990,000
2022-2023	409,695	275,000	134,695	2,715,000
2023-2024	412,320	290,000	122,320	2,425,000
2024-2025	414,125	305,000	109,125	2,120,000
2025-2026	410,400	315,000	95,400	1,805,000
2026-2027	411,225	330,000	81,225	1,475,000
2027-2028	411,375	345,000	66,375	1,130,000
2028-2029	410,850	360,000	50,850	770,000
2029-2030	409,650	375,000	34,650	395,000
2030-2031	412,775	395,000	17,775	-
Total	\$ 7,822,383	\$ 5,210,000	\$ 2,612,383	\$ -



Equipment Replacement Fund Overview / Statement of Fund Balance

The purpose of the Equipment Replacement Fund is to assure sufficient funding for the orderly replacement of worn out or obsolete vehicles and heavy equipment. The concept is to provide an internal financing mechanism to provide cash funding for equipment replacement on a consistent basis. Each participating division is charged an annual expense amount (based on their fleet equipment holdings) to replace scheduled equipment at the end of its useful life.

In FY 2012-13, a total of \$476,610 will be transferred into this fund from other divisions. Divisions within the General Fund will transfer \$379,670 (100% of full annual replacement amount). The Utility Fund will transfer \$92,940 (100% of full annual replacement amount). The Information Technology Fund will transfer \$4,000 (100% of full annual replacement amount).

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
<u>Budget Basis:</u>					
Beginning Unrestricted Net Assets (GAAP)	\$ 1,969,997	\$ 2,362,122	\$ 2,767,655	\$ 2,767,655	\$ 2,755,755
Revenues ¹	607,737	502,017	401,780	515,000	483,960
Expenses	(215,612)	(96,484)	(569,850)	(526,900)	(659,250)
Net Increase / (Decrease) in Fund Balance	392,125	405,533	(168,070)	(11,900)	(175,290)
Ending Unrestricted Net Assets (Budget)	\$ 2,362,122	\$ 2,767,655	\$ 2,599,585	\$ 2,755,755	\$ 2,580,465

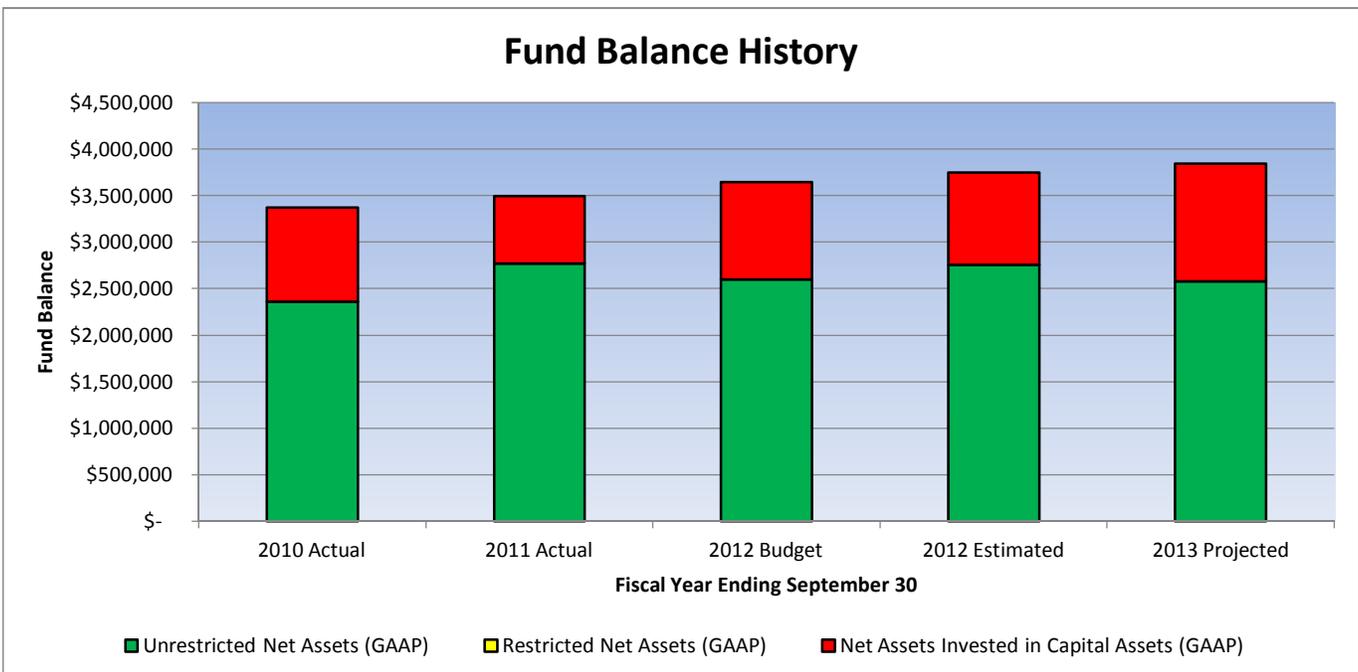
Reconciliation to GAAP:

Ending Unrestricted Net Assets (Budget)	\$ 2,362,122	\$ 2,767,655	\$ 2,599,585	\$ 2,755,755	\$ 2,580,465
Adjustment ²	-	-	-	-	-
Unrestricted Net Assets (GAAP)	2,362,122	2,767,655	2,599,585	2,755,755	2,580,465
Restricted Net Assets (GAAP)	-	-	-	-	-
Net Assets Invested in Capital Assets (GAAP)	1,006,628	725,242	1,044,981	992,229	1,264,050
Total Fund Balance (GAAP)	3,368,750	3,492,897	3,644,566	3,747,984	3,844,515

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to unrestricted net assets, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



**008 - Equipment Replacement Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Miscellaneous Income					
6050 Interest Income	\$ 28,556	\$ 27,679	\$ 7,220	\$ 27,740	\$ 7,350
6070 Unrealized Gain / Loss	(22,299)	(21,073)	-	(7,770)	-
6100 Other Income	-	24,321	-	-	-
6120 Insurance Reimbursements	58,366	-	-	45,240	-
6150 Sale of City Assets	7,314	4,500	-	55,230	-
Total Miscellaneous Income	71,937	35,427	7,220	120,440	7,350
Other Financing Sources					
8101 Transfer from General Fund	491,690	418,380	333,440	333,440	379,670
8102 Transfer from Utility Fund	41,610	45,210	57,120	57,120	92,940
8145 Transfer from Info Tech Fund	2,500	3,000	4,000	4,000	4,000
8999 Use of PY Fund Balance	-	-	168,070	-	175,290
Total Other Financing Sources	535,800	466,590	562,630	394,560	651,900
Equipment Replacement Fund	\$ 607,737	\$ 502,017	\$ 569,850	\$ 515,000	\$ 659,250

**008 - Equipment Replacement Fund
Expenses**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Capital Outlay					
7250 CD Admin - Vehicles	\$ 16,942	\$ -	\$ -	\$ -	\$ -
7250 CD Building - Vehicles	-	-	50,000	36,170	-
7250 PW Admin - Vehicles	18,147	-	-	-	-
7200 PW Maint - Machine & Eqpt	-	-	92,000	84,960	-
7250 PW Maint - Vehicles	-	-	110,000	105,590	-
7200 PW Parks - Machine & Eqpt	-	-	-	-	8,500
7250 PW Parks - Vehicles	-	-	-	-	30,000
7250 PW Engineering - Vehicles	-	-	28,000	17,780	-
7250 PD CID - Vehicles	-	-	-	-	91,050
7250 PD Patrol - Vehicles	180,523	96,484	145,490	135,690	399,700
7250 Fire Prevention - Vehicles	-	-	-	-	30,000
7250 Fire Operations - Vehicles	-	-	-	-	35,000
7200 Water - Machine & Eqpt	-	-	9,960	15,520	-
7250 Water - Vehicles	-	-	37,000	35,280	-
7200 Wastewater - Machine & Eqpt	-	-	-	-	65,000
7250 Wastewater - Vehicles	-	-	32,000	30,510	-
Total Capital Outlay	215,612	96,484	504,450	461,500	659,250
Other Financing Uses					
8142 Transfer to Grant Fund	-	-	65,400	65,400	-
Total Other Financing Uses	-	-	65,400	65,400	-
Equipment Replacement Fund	\$ 215,612	\$ 96,484	\$ 569,850	\$ 526,900	\$ 659,250

Information Technology Fund
Overview / Statement of Fund Balance

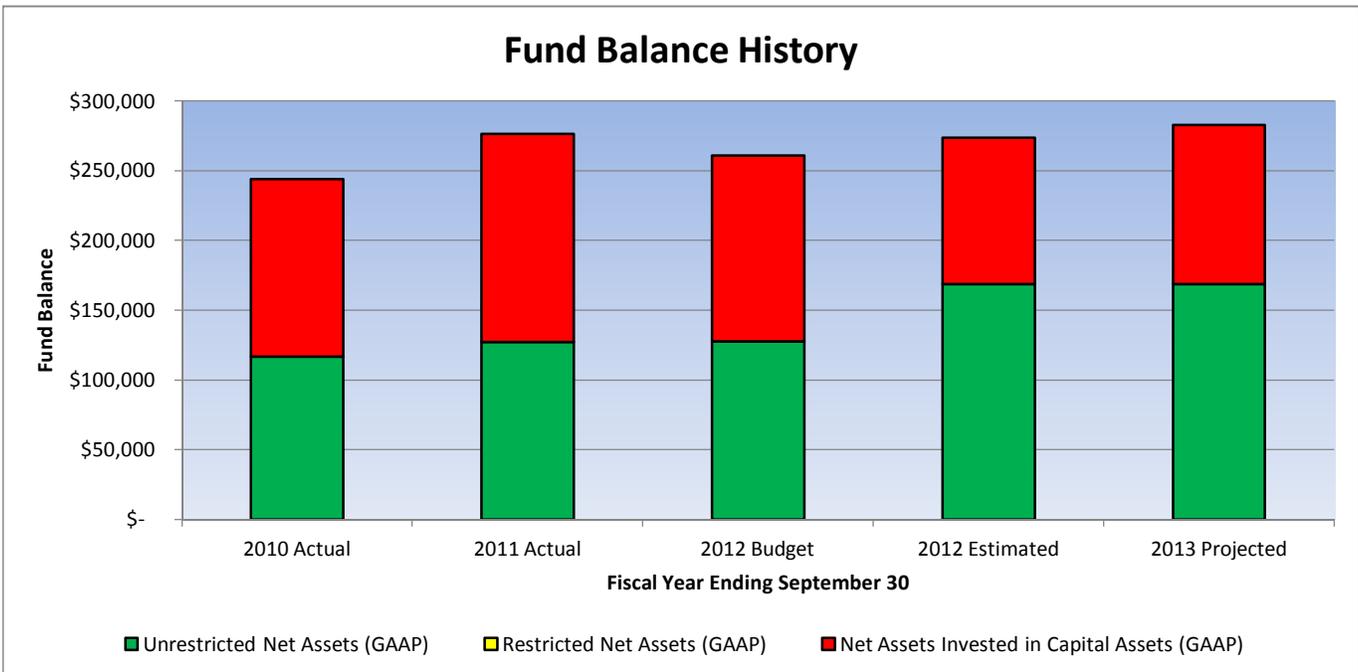
The Information Technology Fund is an internal service fund used to account for all costs of providing general information technology services to City divisions. These activities are financed through charges to the user divisions for services rendered.

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
<u>Budget Basis:</u>					
Beginning Unrestricted Net Assets (GAAP)	\$ 32,724	\$ 116,862	\$ 126,965	\$ 126,965	\$ 168,585
Revenues ¹	728,134	582,336	588,160	588,020	756,760
Expenses	(634,293)	(565,904)	(587,710)	(546,400)	(756,520)
Net Increase / (Decrease) in Net Assets	93,841	16,432	450	41,620	240
Ending Unrestricted Net Assets (Budget)	\$ 126,565	\$ 133,294	\$ 127,415	\$ 168,585	\$ 168,825
<u>Reconciliation to GAAP:</u>					
Ending Unrestricted Net Assets (Budget)	\$ 126,565	\$ 133,294	\$ 127,415	\$ 168,585	\$ 168,825
Adjustment ²	(9,703)	(6,329)	-	-	-
Unrestricted Net Assets (GAAP)	116,862	126,965	127,415	168,585	168,825
Restricted Net Assets (GAAP)	-	-	-	-	-
Net Assets Invested in Capital Assets (GAAP)	126,865	149,516	133,191	105,191	114,066
Total Fund Balance (GAAP)	\$ 243,727	\$ 276,481	\$ 260,606	\$ 273,776	\$ 282,891

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to unrestricted net assets, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



**045 - Information Technology Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Charges for Service					
5600 IT Services - General Fund	\$ 702,000	\$ 525,890	\$ 544,890	\$ 544,890	\$ 711,380
5610 IT Services - Utility Fund	24,400	29,270	21,100	21,100	21,500
5620 IT Services - Court Sp Rev Fund	-	25,590	21,720	21,720	23,640
Total Charges for Service	726,400	580,750	587,710	587,710	756,520
Miscellaneous Income					
6050 Interest Income	455	419	450	310	240
6100 Other Income	1,279	1,167	-	-	-
Total Miscellaneous Income	1,734	1,586	450	310	240
Information Technology Fund	\$ 728,134	\$ 582,336	\$ 588,160	\$ 588,020	\$ 756,760

Information Technology

DIVISION MISSION

The Information Technology division has operational, strategic, and fiscal responsibility for the innovation, implementation, and advancement of technology in the City. These responsibilities are divided into three main areas: network administration and end user support; instructional services; and information systems. The division strives to provide end users with the tools necessary to excel in their jobs and to partner with users to analyze, inform, and implement technology to improve workflow and operational practices.

ACHIEVEMENTS FOR FY 2011-2012

- Replaced equipment in City Council Chambers
- Configured and installed a phone paging system for internal emergency notifications
- Updated and installed new servers for Police and Municipal Court

GOALS FOR FY 2012-2013

- Ensure that the computer network remains current, efficient, and functional
- Propose cost-effective hardware and reduce overall maintenance costs
- Convert software to current version of the operating system for continuous system expansion

OBJECTIVES FOR FY 2012-2013

- Upgrade and update the VMware server and enhance the storage attached network
- Replace aged computers and servers throughout the City
- Deploy Windows Server 2008 software for citywide operation

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenses for wages and retirement
- Increase expenses for consultant to provide assistance with departmental projects
- Increase expenses for computer replacement to reflect the purchase of seventy-five computers

<u>WORKLOAD MEASURES</u>	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of divisions served	24	24	24	24
Number of computers supported	430	430	449	450
Number of requests for service	1,066	1,100	1,114	1,100
<u>PERFORMANCE MEASURES</u>				
Percent of service requests cleared within 3 days of receipt	99%	95%	90%	95%
Percent of system reliability	98%	100%	99%	99%
Number of computers supported per full-time equivalent	107	107	112	112

<u>PERSONNEL (FULL-TIME EQUIVALENTS)</u>				
Information Technology Coordinator	1.00	1.00	1.00	1.00
Information Technology Administrator	3.00	3.00	3.00	3.00
Total Employees (Full-Time Equivalents)	4.00	4.00	4.00	4.00

**045 - Information Technology Fund
Expenses**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Personnel					
0100 Salary & Wages	\$ 182,510	\$ 169,669	\$ 178,510	\$ 178,760	\$ 187,500
0150 Overtime	1,341	680	3,500	500	3,500
0200 Taxes	14,126	12,670	14,490	14,040	15,400
0250 Retirement	26,897	26,276	29,720	29,170	32,070
0300 Group Insurance	37,953	38,968	39,820	32,060	35,620
0310 W/C Insurance	969	712	970	680	920
0320 Disability Insurance	2,108	1,721	1,840	1,820	1,930
0900 Other Post-Employment Benefits	1,627	2,591	1,210	1,210	1,220
Total Personnel	267,532	253,287	270,060	258,240	278,160
Supplies					
1300 Kitchen & Janitorial	711	644	640	640	720
1400 Office & Postage	13,073	9,631	10,100	7,320	10,600
1700 Small Tools & Equipment	13,618	1,310	3,200	2,060	3,200
1850 Uniform & Apparel	-	316	150	-	150
1900 Vehicle & Eqpt. Supplies	1,023	896	1,560	820	1,470
Total Supplies	28,425	12,796	15,650	10,840	16,140
Maintenance					
2050 Building Maintenance	65	76	60	60	120
2200 Machine & Eqpt Maintenance	24,388	22,773	29,000	31,500	34,000
2450 Vehicle Maintenance	-	158	500	50	500
2900 Service Contracts	130,128	122,346	163,980	170,000	187,770
Total Maintenance	154,580	145,353	193,540	201,610	222,390
Services					
3110 Communication	38,275	38,094	35,050	43,200	38,650
3130 Consultant / Prof Services	1,250	2,640	8,000	-	40,000
3135 Website Development	13,758	3,462	3,360	3,360	3,360
3190 Dues, Subscriptions, Books	-	-	400	240	400
3310 General Insurance	1,145	1,119	1,350	1,090	1,350
3312 Sec 125 Admin Fees	97	193	190	130	180
3330 Janitorial Services	463	457	460	460	460
3530 Professional Development	6,667	5,936	9,880	7,000	10,350
3770 Utilities	2,780	2,610	2,630	2,630	2,460
3780 Water Charges	104	396	390	400	420
3860 Computer Replacement	15,632	10,896	14,750	12,650	70,000
Total Services	80,172	65,801	76,460	71,160	167,630
Capital Outlay					
7100 Computer System	41,084	25,666	28,000	550	53,200
Total Capital Outlay	41,084	25,666	28,000	550	53,200
Other Financing Uses					
8008 Transfer to Eqpt Repl Fund	2,500	3,000	4,000	4,000	4,000
8046 Transfer to IT Projects Fund	60,000	60,000	-	-	15,000
Total Other Financing Uses	62,500	63,000	4,000	4,000	19,000
Information Technology	\$ 634,293	\$ 565,904	\$ 587,710	\$ 546,400	\$ 756,520



CAPITAL IMPROVEMENTS PROGRAM OVERVIEW 2013 – 2017

The FY 2013-17 Capital Improvements Program (CIP) represents the City's plan for development. The Capital Improvements Program is reviewed each year to reflect changing priorities and to provide a framework for identifying capital requirements; the impact of capital projects on operating budgets; scheduling; and coordinating related projects.

The Capital Improvements Program has two primary components. The General Government CIP represents non-utility projects such as streets, parks, and general government facilities. Typically, these projects will be funded via general obligation bonds, certificates of obligation, tax revenue, or other financing methods. The Utility CIP represents projects that benefit the City's Utility Fund. These projects are generally funded with revenue bonds, impact fees, and rate revenue.

The CIP budget is a five-year program that is compiled by City staff. Necessary projects are identified; costs are estimated; and possible funding sources are acknowledged. Additional operating and maintenance costs are also reflected for each project. The criteria listed below serve as the basis for staff recommendations for CIP projects.

1. Public safety, health, and life
2. Service demands
3. Legal requirements, liability, or mandate
4. Quality and reliability of current service levels
5. Economic growth and development
6. Recreational growth, cultural, and aesthetic value
7. Funding ability
8. Operating budgets

Recommended capital improvements are reviewed by the City Manager. Afterwards, they are sent to City Council for final approval. The proposed FY 2013-17 Capital Improvements Program is summarized in the following pages.

CAPITAL IMPROVEMENTS PROGRAM SUMMARY 2013 – 2017

GENERAL GOVERNMENT PROJECTS

The FY 2013-2017 General Government CIP includes projects for public safety; parks and recreation; streets and sidewalks; and special or general projects. The decision to propose and ultimately build any capital project must consider the impact that the project will have upon the operating budget. The operating impact of any capital project included in the CIP has been evaluated, and, where necessary, resources were included in the operating budget to accommodate any associated expenditures.

Public Safety Projects

One of the major public safety projects includes the installation of traffic preemption equipment at 31 intersections within the city limits. Using the new global positioning satellite technology, the equipment will increase response times for fire apparatus. Replacing the security cameras and recording system at the Police Department and City Hall is another public safety project. Grant funds are anticipated for this important item.

Parks and Recreation Projects

Because of budgetary constraints, no projects are funded in FY 2012-13. Major projects for future years include the construction of FM 270 Park along with citywide hike and bike trails; the redevelopment of former Fire Station #1; and the replacement of playground equipment at Texas Avenue Park and Green Acres Park.

Streets and Sidewalks Projects

Part of the five-year plan calls for the construction of NASA Bypass Extension from Interstate 45 to NASA Parkway. This vital road will enhance mobility and spur economic development. Additional growth will require infrastructure expansion along Old Galveston Road and Kobayashi.

Special and General Projects

A total of \$15,000 is budgeted in FY 2012-13 for upgrading the equipment in the City Council chambers. Other projects over the next five years include renovating the Community House; constructing a visitor's center at the future Space Walk Park; and replacing radios for Public Works.

CAPITAL IMPROVEMENTS PROGRAM SUMMARY 2013 – 2017

UTILITY PROJECTS

The Utility CIP reflects projects that are structured to meet future development. These projects are included in the five-year utility rate design as well as the impact fee study. Because expected growth is not always initiated as planned, utility projects are often advanced forward or pushed backward among years.

Water Projects

Fifteen projects have been identified and proposed for the Capital Improvements Program for the next five years. Included in FY 2012-13 is \$175,000 for future maintenance of the water system, including painting the water tower. Work along Old Galveston Road, Texas Avenue, Orange Avenue, and Jasmine Street will allow future development to occur in these areas. Two other major undertakings are the Magnolia Plant and Plumley Plant ground storage tank and pump additions. In 2015, the City anticipates the replacement of the 42" water line from the Southeast Water Purification to Webster.

Wastewater Projects

In FY 2012-13, \$175,000 will be allocated towards the future rehabilitation of the older sections of the treatment plant. Anticipated future development requires work along Orange Avenue, Jasmine Street, and Interstate Highway 45. A new rate study will be performed next year.

Capital Improvements Program
Fiscal Years 2013 - 2017
General Government Projects

Project Type/ Project Summary	Estimated Project Expenditures by Fiscal Year					Total
	2013	2014	2015	2016	2017	
Public Safety Projects						
Traffic Preemption Equipment	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Security Cameras for City Facilities	150,000	250,000	-	-	-	400,000
Total Public Safety Projects	400,000	250,000	-	-	-	650,000
Parks and Recreation Projects						
FM 270 Park	-	-	515,000	-	-	515,000
Walking Path Around Detention Pond	-	-	-	65,000	-	65,000
City-wide Hike/Bike Trails	-	-	-	500,000	-	500,000
Redevelop Former Fire Station #1	-	200,000	-	-	-	200,000
Replace Playground Equipment at TX Avenue Park	-	-	-	60,000	-	60,000
Install Shelter Structures at TX Avenue Park	-	-	-	100,000	-	100,000
Replace Playground Equipment at Green Acres Park	-	-	-	100,000	-	100,000
Repair Track at Walnut Park	-	-	-	150,000	-	150,000
Total Parks and Recreation Projects	-	200,000	515,000	975,000	-	1,690,000
Streets and Sidewalks Projects						
Professional Park Overlay	-	-	-	150,000	-	150,000
Old Galveston Road	-	1,600,000	-	-	-	1,600,000
Sidewalks on Blossom and Cole	-	-	50,000	-	-	50,000
Sidewalks on Texas from NASA Pkwy to Kobayashi	-	-	150,000	-	-	150,000
Sidewalks on Kobayashi from Texas to NASA Bypass	-	-	115,000	-	-	115,000
Commerce Street Overlay	-	-	-	200,000	-	200,000
Kobayashi from NASA Pkwy to Medical Center	-	-	-	-	1,400,000	1,400,000
Packer Court Replacement	-	-	350,000	-	-	350,000
NASA Bypass Extension	-	-	-	10,000,000	-	10,000,000
Total Streets and Sidewalks Projects	-	1,600,000	665,000	10,350,000	1,400,000	14,015,000
Special and General Projects						
Council Chambers Equipment Upgrade	15,000	-	-	-	-	15,000
Community House Renovation	-	175,000	-	-	-	175,000
Public Works Radio Replacement	-	-	-	-	60,000	60,000
Visitors Center at Space Walk Park	-	-	-	-	1,250,000	1,250,000
Total Special and General Projects	15,000	175,000	-	-	1,310,000	1,500,000
Total Expenditures For All Projects	\$ 415,000	\$ 2,225,000	\$ 1,180,000	\$ 11,325,000	\$ 2,710,000	\$ 17,855,000

Sources of Funding	2013	2014	2015	2016	2017	Total
Bond Issuances	\$ -	\$ -	\$ 1,180,000	\$ 2,850,000	\$ 1,400,000	\$ 5,430,000
Grants	150,000	250,000	-	8,410,000	-	8,810,000
Contributions from Developers	-	1,600,000	-	-	-	1,600,000
General Fund Revenues	-	375,000	-	65,000	60,000	500,000
Other Funding	265,000	-	-	-	1,250,000	1,515,000
Total Funding For All Projects	\$ 415,000	\$ 2,225,000	\$ 1,180,000	\$ 11,325,000	\$ 2,710,000	\$ 17,855,000

Divisions with O&M	2013	2014	2015	2016	2017	Total
Public Works - Maintenance	\$ -	\$ -	\$ -	\$ 1,500	\$ 31,500	\$ 33,000
Public Works - Parks Maintenance	-	-	10,000	12,000	12,000	34,000
Total Additional O&M Expenditures	\$ -	\$ -	\$ 10,000	\$ 13,500	\$ 43,500	\$ 67,000

**Capital Improvements Program
Fiscal Years 2013 - 2017
Utility Projects**

Project Type/ Project Summary	Estimated Project Expenditures by Fiscal Year					Total
	2013	2014	2015	2016	2017	
Water Projects						
Water Rate Study	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Water Rehabilitation	175,000	50,000	50,000	50,000	-	325,000
Old Galveston Road 12" Water Line	-	316,000	-	-	-	316,000
Water Tank Painting	-	500,000	-	-	-	500,000
Texas Avenue South 12" Water Line	-	220,000	-	-	-	220,000
Magnolia Water Plant GST and Pump	-	1,828,000	-	-	-	1,828,000
IH 45 South 8" and 12" Water Lines	-	-	216,000	-	-	216,000
FM 528 12" Water Line	-	-	-	697,000	-	697,000
Orange Avenue - FM 528 to Jasmine 12"	-	-	-	297,000	-	297,000
Jasmine Street 12" Water Line	-	-	344,000	-	-	344,000
Acquisition of Extra 1 MGD Capacity	-	1,587,000	-	-	-	1,587,000
Plumley Water Plant GST and Pump	1,836,000	-	-	-	-	1,836,000
Hwy 3 12" Water Line	-	-	200,000	-	-	200,000
East Elevated Tank and Pump Station	-	-	-	7,700,000	-	7,700,000
42" Water Line from SEWPP to Webster	-	-	4,000,000	-	-	4,000,000
Total Water Projects	2,031,000	4,501,000	4,810,000	8,744,000	-	20,086,000
Wastewater Projects						
Wastewater Rate Study	20,000	-	-	-	-	20,000
Wastewater Rehab, Pumps & Controls	175,000	225,000	225,000	225,000	-	850,000
Orange Avenue - 15" Sewer Line	-	-	-	613,000	-	613,000
IH 45 Southbound On-Ramp 18" Sewer	226,000	-	-	-	-	226,000
IH 45 South 8" and 10" Sewer Lines	-	-	285,000	-	-	285,000
Orange Avenue 12" Sanitary Sewer Line	-	-	-	418,000	-	418,000
Jasmine Street 12" Sanitary Sewer Line	-	-	365,000	-	-	365,000
Relining of Lift Station Wet Wells	-	100,000	-	-	-	100,000
IH 45 Feeder Road 12" Sanitary Sewer	294,000	-	-	-	-	294,000
Total Wastewater Projects	715,000	325,000	875,000	1,256,000	-	3,171,000
Total Expenditures For All Projects	\$ 2,746,000	\$ 4,826,000	\$ 5,685,000	\$ 10,000,000	\$ -	\$ 23,257,000

Sources of Funding	Estimated Funding Amount by Fiscal Year					Total
	2013	2014	2015	2016	2017	
Bond Issuances	\$ 1,216,000	\$ 1,982,000	\$ 4,708,000	\$ 8,492,000	\$ -	\$ 16,398,000
Grants	-	-	-	-	-	-
Impact Fees	1,140,000	1,969,000	702,000	1,233,000	-	5,044,000
Utility Fund Revenues	390,000	875,000	275,000	275,000	-	1,815,000
Total Funding For All Projects	\$ 2,746,000	\$ 4,826,000	\$ 5,685,000	\$ 10,000,000	\$ -	\$ 23,257,000

Divisions with O&M	Operations & Maintenance (O&M) Expenditures by Fiscal Year					Total
	2013	2014	2015	2016	2017	
Water	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 50,000
Wastewater	-	-	-	-	-	-
Total Additional O&M Expenditures	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 50,000

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Public Safety

Traffic Preemption Equipment

Project Description

Traffic preemption equipment exists at several intersections throughout the City. However, the current equipment is based upon the older line-of-sight technology and needs to be replaced. With this project, traffic preemption equipment using the new global positioning satellite technology will be installed at all 31 intersections within the city limits.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 250,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ 250,000	\$ -	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	250,000	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Public Safety

Security Cameras for City Facilities

Project Description

Both the Police Department and City Hall buildings contain security cameras to monitor activity in and around the facilities. Many analog cameras are in disrepair and the recording system has become difficult to use. The City expects to receive funding from an Urban Area Security Initiative grant to replace the analog cameras with internet-protocol cameras and install a new recording system.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 400,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ 150,000	\$ 250,000	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	150,000	250,000	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Parks and Recreation

FM 270 Park

Project Description

The City has approximately 2.81 acres of property that is proposed to be converted into a park, which is located approximately 1,700 LF north of Clear Creek. The future park will consist of concrete pavement for parking, sidewalks, a pavilion, park lighting, perimeter fencing, various park fixtures, such as benches and bike racks, and various types of landscaping.

It is anticipated that operations and maintenance expenditures will increase approximately \$10,000 per year for mowing and landscaping at the park.

Estimated Project Cost \$ 515,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ 515,000	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ 515,000	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Parks and Recreation

Walking Path Around Detention Pond

Project Description

This project will provide a nearby location for physical training of our public safety personnel and other City employees. The walking/running path would also be open to the general public. Installing the path includes the following:

- 1 Remove a four-inch deep by six-foot wide, 1,350-foot long path of grass around detention pond
- 2 Install edging material
- 3 Level path allowing for appropriate drainage
- 4 Install stabilized crushed granite surface

It is anticipated that operations and maintenance expenditures will increase approximately \$1,000 per year for maintenance of the path.

Estimated Project Cost \$ 65,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 65,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	65,000	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Parks and Recreation

City-wide Hike/Bike Trails

Project Description

This project encompasses the construction of approximately two (2) one-mile sections of 8-foot wide crushed granite trail from NASA Parkway to Clear Creek between Edgewater and Green Acres and from NASA Parkway to Bay Area Boulevard in the CenterPoint easement between Texas Avenue and Kobayashi. The projects are included in the City's newly adopted Comprehensive Plan, and would provide an important connection in the proposed trail network. The estimated cost for each section of trail is \$250,000.

Operations and maintenance expenditures are expected to increase approximately \$4,000 per year for maintenance of the trails.

Estimated Project Cost \$ 500,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 500,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ 500,000	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Parks and Recreation

Redevelop Former Fire Station #1

Project Description

The completion of a new fire station in 2012 will cause the existing Fire Station #1 to be vacated. It is possible that the old fire station may be refurbished into a community center. Alternatively, the building may be razed and the land converted into additional playground space for citizens. While various options will be explored at a future time, \$200,000 is the minimum amount necessary for redevelopment.

No change to operation and maintenance expenditures are anticipated with this item. However, an increase to expenditures may be necessary depending upon what is finally decided for this site.

Estimated Project Cost \$ 200,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ 200,000	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	200,000	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Parks and Recreation

Replace Playground Equipment at TX Avenue Park

Project Description

The large apparatus at this park was not replaced during the renovation of the park. The equipment is over twenty years old and requires maintenance. Parts for this piece of equipment are difficult to obtain at this time. The City will apply for a Community Development Block Grant to replace this equipment.

With the installation of new equipment, annual maintenance costs are expected to decline by \$1,000.

Estimated Project Cost \$ 60,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 60,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	60,000	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ (1,000)	\$ (1,000)

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Parks and Recreation

Install Shelter Structures at TX Avenue Park

Project Description

Shelter structures will be installed on six individual picnic pads at Texas Avenue Park. This would provide covered areas for park guests when the pavilion has been reserved. The City will apply for a Community Development Block Grant to construct the shelters.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 100,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 100,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	100,000	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Parks and Recreation

Replace Playground Equipment at Green Acres Park

Project Description

The large playground equipment is over twenty years old and requires maintenance. Parts for this piece of equipment are difficult to obtain at this time. The City will apply for a Community Development Block Grant to replace this equipment.

With the installation of new equipment, annual maintenance costs are expected to decline by \$1,000.

Estimated Project Cost \$ 100,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 100,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	100,000	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ (1,000)	\$ (1,000)

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Parks and Recreation

Repair Track at Walnut Park

Project Description

The track at Walnut Park is over fifteen years old and requires repair at this time. The repairs may be only a temporary fix as it shows signs of needing a total replacement. The City will apply for a Community Development Block Grant to repair the track.

Annual maintenance costs are expected to decline by \$1,000 by repairing the track.

Estimated Project Cost \$ 150,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 150,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	150,000	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ (1,000)	\$ (1,000)

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Streets and Sidewalks

Professional Park Overlay

Project Description

Professional Park Drive will require an overlay every 5-8 years. This includes removing the existing asphalt surface and installing new asphalt overlay.

It is anticipated that operations and maintenance expenditures will increase approximately \$1,500 per year for maintenance.

Estimated Project Cost \$ 150,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 150,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Streets and Sidewalks

Old Galveston Road

Project Description

This project would replace the existing section of Old Galveston Road (approximately 3,300 LF) with new utilities and concrete street from NASA Parkway to NASA Bypass. The new utilities will consist of water, storm, and sanitary sewer lines. The road replacement will allow an all-weather surface to access two of the City's lift stations located off this road. Additionally, this would allow for the expansion of more development along the east side of Old Galveston Road. Section 4.7(b) of the Development Agreement for the Edgewater subdivision requires the developer to make improvements to Old Galveston Road for traffic mitigation.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 1,600,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ 1,600,000	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	1,600,000	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Streets and Sidewalks

Sidewalks on Blossom and Cole

Project Description

In order to provide and improve connectivity throughout key areas of the City, Staff has identified developed areas along Blossom and Cole Streets (approximately 1,000 LF) that do not have existing sidewalks to allow pedestrians to travel without walking in the streets. Detailed information is included in the City Sidewalk Survey.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 50,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ 50,000	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Streets and Sidewalks

Sidewalks on Texas from NASA Pkwy to Kobayashi

Project Description

In order to provide and improve connectivity throughout key areas of the City, Staff has identified this area that has a high volume of pedestrian traffic along Texas Avenue (approximately 3,000 LF). This area currently does not have any existing sidewalks to allow pedestrians to travel without walking in the streets. Detailed information is included in the City Sidewalk Survey.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 150,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ 150,000	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ 150,000	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Streets and Sidewalks

Sidewalks on Kobayashi from Texas to NASA Bypass

Project Description

Staff has identified an area that has a high volume of pedestrian traffic along Kobayashi Road (approximately 1,850 LF) that runs from Texas Avenue to NASA Bypass. The installation of sidewalk in this area would provide connectivity to the nearby retail establishments. Detailed information is included in the City Sidewalk Survey.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 115,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ 115,000	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ 115,000	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Streets and Sidewalks

Commerce Street Overlay

Project Description

This project would replace the existing asphalt pavement along Commerce Street (approximately 1,700 LF) with new asphalt pavement. Heavy commercial traffic from the adjacent concrete plant has substantially deteriorated the road. The asphalt pavement will extend the life of the street and promote development along the east side of Commerce Street.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 200,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 200,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ 200,000	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Streets and Sidewalks

Kobayashi from NASA Pkwy to Medical Center

Project Description

This project would replace the existing section of Kobayashi Road between Medical Center Boulevard and NASA Parkway (approximately 2,600 LF) with new concrete pavement. The existing street shows signs of excessive settlement along this entire section of roadway with indications of subsurface failure. This section of Kobayashi Road was identified as needing replacement within five years.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 1,400,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Streets and Sidewalks

Packer Court Replacement

Project Description

This project would replace the existing street of Packer Court (approximately 600 LF) with new concrete streets, curbs, and sidewalks. The streets, curbs, and sidewalks have been identified as having severe cracking and buckling and will need to be replaced within the next three years. A portion of the street was overlaid with asphalt 4-5 years ago to prolong the life of the street. The asphalt overlay section as well as the remainder of the street is beginning to deteriorate due to the subsurface conditions underneath.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 350,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ 350,000	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ 350,000	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Streets and Sidewalks

NASA Bypass Extension

Project Description

This project consists of the extension of NASA Bypass from Interstate 45 to NASA Parkway. The four-lane divided roadway would provide enhanced mobility east to west. When combined with the future extension of Beamer Road and the proposed Landing Boulevard in League City, north to south mobility would increase as well. NASA Bypass Extension will provide an additional evacuation route, spur economic development, and alleviate congestion.

No change to operation and maintenance expenditures are anticipated in the first two years.

Estimated Project Cost \$ 10,000,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 10,000,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -
Grants	-	-	-	8,000,000	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Special and General

Council Chambers Equipment Upgrade

Project Description

The audio/video equipment in the City Council chambers was installed when the building was constructed. This project includes upgrading the projectors, recording equipment, microphones, and various computer connections to modern standards. The first phase of this project has been completed.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 15,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ 15,000	\$ -	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	15,000	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Special and General

Community House Renovation

Project Description

The Community House is over forty years old and in need of major repairs, including:

- 1 Structural repairs and a new roof are needed
- 2 All of the A/C duct work in the building needs to be replaced
- 3 The mechanical room needs to be enlarged
- 4 The exterior brick needs to be reinstalled
- 5 The generator needs to be replaced

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 175,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ 175,000	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	175,000	-	-	-
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Special and General

Public Works Radio Replacement

Project Description

The Public Works radios currently operate on an analog frequency. Because the analog frequency and radios will soon be unavailable for use, the City must upgrade these radios to digital.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 60,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ 60,000

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	60,000
Other Funding	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

General Government

Special and General

Visitors Center at Space Walk Park

Project Description

In conjunction with the high-profile retail, dining, entertainment, and recreation destination project that the Webster Economic Development Corporation created in May 2010 and the subsequent acquisition of land, a 5,000 square foot visitor's center would be large enough to house an office area, a reception area, gift shop, and ample display space. While the specific location is unknown at this time, it is envisioned to serve as the entrance to Space Walk Park and promote Webster hotels exclusively.

Annual operation and maintenance expenditures are expected to increase approximately \$30,000 for utilities and supplies while current City staff could man the facility.

Estimated Project Cost \$ 1,250,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Contributions	-	-	-	-	-
General Fund Revenues	-	-	-	-	-
Other Funding	-	-	-	-	1,250,000

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ 30,000

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

Water Rate Study

Project Description

A rate design study must be done every three to five years. The last study was completed in 2009. A new study will be performed in 2013. The total cost will be split between the water and wastewater divisions.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 20,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ 20,000	\$ -	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	-	-	-
Revenues	20,000	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

Water Rehabilitation

Project Description

The water system must be maintained regularly. Through this project, funds are set aside to meet the expected repairs in future years, including repainting the water tower. These funds can also be used to finance major projects.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 325,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ 175,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	-	-	-
Revenues	175,000	50,000	50,000	50,000	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

Old Galveston Road 12" Water Line

Project Description

A 12-inch water line extending from a 12-inch line at NASA Parkway to approximately 2,500 feet south. This line will help provide more water for a proposed large mixed-use development to the east and provides a looped system between this road and State Highway 3.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 316,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ 316,000	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ 159,000	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	157,000	-	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

Water Tank Painting

Project Description

The elevated storage tanks must be painted to maintain operability and aesthetics. Over eight years have passed since the last painting. This project includes both elevated storage tanks in the City.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 500,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ 500,000	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	-	-	-
Revenues	-	500,000	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

Texas Avenue South 12" Water Line

Project Description

A 12" water line, extending north from the intersection of North Texas Avenue at State Highway 3, for approximately 1,300 feet. This line is to provide water service to the area along the west of Highway 3.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 220,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ 220,000	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ 111,000	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	109,000	-	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

Magnolia Water Plant GST and Pump

Project Description

This is the addition of an 850,000 gallon welded steel ground storage tank; one 1,400 gpm booster pump; and all other related structural, mechanical, and electrical components. This addition will provide the storage and pressure boosting needed to maintain the current level of service through year 2017.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 1,828,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ 1,828,000	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ 915,000	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	913,000	-	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

IH 45 South 8" and 12" Water Lines

Project Description

This project consists of approximately 650 feet of 12-inch and 1,000 feet of 8-inch water line along the westside of IH 45 frontage road, extending water service from Magnolia Avenue right-of-way to the south city limit. This line will provide water service for developments in this sector.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 216,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ 216,000	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ 109,000	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	107,000	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

FM 528 12" Water Line

Project Description

This is a 12-inch water line extending from FM 528 along future Orange Avenue to IH 45 frontage road for approximately 4,800 feet. This water line will provide water service to new developments in this area.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 697,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 697,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ 349,000	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	-	348,000	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

Orange Avenue - FM 528 to Jasmine 12"

Project Description

The project consists of a 12-inch water line along future Orange Avenue from FM 528 to Jasmine Street for approximately 2,300 feet to provide water service to the new development in the area.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 297,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 297,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ 149,000	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	-	148,000	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

Jasmine Street 12" Water Line

Project Description

This is a 12-inch water line along the future Jasmine Street from the future Orange Avenue to IH 45 for approximately 2,500 feet. This water line will provide water service to the new development along future Jasmine Street.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 344,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ 344,000	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ 173,000	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	171,000	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

Acquisition of Extra 1 MGD Capacity

Project Description

The project includes the purchase of an extra one million gallons of water from the City of Houston to increase the contracted amount to 5,050,000 GPD. This increase will provide adequate supply for the year 2017 demand at 75% capacity. The purchase would be through additional capacity in the Southeast Water Purification Plant.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 1,587,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ 1,587,000	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ 797,000	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	790,000	-	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

Plumley Water Plant GST and Pump

Project Description

This is the addition of an 850,000 gallon welded steel ground storage tank; one 1,100 gpm booster pump with foundation, controls, and all other related structural, mechanical, and electrical components. This addition will provide the storage and pressure boosting needed to maintain the current level of service through year 2017.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 1,836,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ 1,836,000	\$ -	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ 919,000	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	917,000	-	-	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017

Utility

Water

Hwy 3 12" Water Line

Project Description

This project adds a 12" water supply line along Highway 3 from Texas Avenue West to North.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 200,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ 200,000	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	100,000	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

East Elevated Tank and Pump Station

Project Description

A new water plant will be constructed consisting of an 850,000 gallon ground storage tank; a one million gallon elevated storage tank; booster pumps; control building; chlorination; motor station; supply and distribution lines; and auxillary power.

Completion of the new facility will increase operation and maintenance expenditures by approximately \$25,000 per year for utilities.

Estimated Project Cost \$ 7,700,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 7,700,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ 7,477,000	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	-	223,000	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Water

42" Water Line from SEWPP to Webster

Project Description

The main source of water for the City of Webster and several other entities is the Southeast Water Purification Plant that is operated by the City of Houston. Constructed in the 1970's, the 42" water line from the plant to the City has reached the end of its life. The line has required numerous repairs and has been de-rated from 100 psi to 80-85 psi due to its poor condition. The City of Houston has notified the City of its intention to replace this line beginning in 2015. Owning a 10% interest in the plant, Webster will be expected to contribute \$4,000,000 to \$7,000,000 towards the cost of construction.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 4,000,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ 4,000,000	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ 4,000,000	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	-	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Wastewater

Wastewater Rate Study

Project Description

A rate design study must be done every three to five years. The last study was completed in 2009. A new study will be performed in 2013. The total cost will be split between the water and wastewater divisions.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 20,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ 20,000	\$ -	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	-	-	-
Revenues	20,000	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Wastewater

Wastewater Rehab, Pumps & Controls

Project Description

The older sections of the wastewater treatment plant contains aging equipment and pumps, including the sand filter control panels, clarifier gear box, motors, and rakes. With this project, a total of \$1,350,000 (\$850,000 from 2013-2017) will be accumulated over several years to rehabilitate these sections of the plant.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 850,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ 175,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	-	-	-
Revenues	175,000	225,000	225,000	225,000	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Wastewater

Orange Avenue - 15" Sewer Line

Project Description

The project consists of approximately 3,600 feet of 15-inch sanitary sewer line along future Orange Avenue from FM 528 to the south, terminating at a Harris County Flood Control District ditch. This line will provide sanitary sewer collection service to the developments in this area.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 613,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 613,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ 307,000	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	-	306,000	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Wastewater

IH 45 Southbound On-Ramp 18" Sewer

Project Description

This project places an 18-inch sanitary sewer trunk line along the IH 45 on-ramp from a Harris County Flood Control District ditch to a manhole at IH 45. This line will replace an existing 10-inch sanitary sewer line. It will complete the removal and replacement of an entire existing 10-inch sanitary sewer line along IH 45 southbound feeder road which is partially being completed as part of the IH 45 right-of-way widening project. Once it is complete, the system will provide additional capacity to handle the flow which would eventually discharge from the FM 528 lift station.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 226,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ 226,000	\$ -	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ 149,000	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	77,000	-	-	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Wastewater

IH 45 South 8" and 10" Sewer Lines

Project Description

This includes an 8-inch line along the future alignment of NASA Road 1 Bypass from the east side of a Harris County Flood Control District ditch to IH 45 for approximately 500 feet and a 10-inch line along IH 45 frontage road extending north for approximately 2,400 feet to an existing lift station. These new lines will provide sanitary sewer service to this area.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 285,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ 285,000	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ 143,000	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	142,000	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Wastewater

Orange Avenue 12" Sanitary Sewer Line

Project Description

The project places approximately 2,600 feet of 12-inch sanitary sewer line along the future Orange Avenue from FM 528 to Jasmine Street. This line will provide sanitary sewer service to the developments along the future Orange Avenue.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 418,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ 418,000	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ 210,000	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	-	208,000	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Wastewater

Jasmine Street 12" Sanitary Sewer Line

Project Description

The project includes a 12-inch sanitary sewer line along Jasmine Street from the future Orange Avenue to an existing lift station at IH 45 for approximately 2,400 feet. This line will provide sanitary sewer service to the developments along Jasmine Street.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 365,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ 365,000	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ 183,000	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	182,000	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Wastewater

Relining of Lift Station Wet Wells

Project Description

Due to the age of many of the City's sanitary sewer lift stations, new liners need to be installed at many stations.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 100,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ 100,000	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	-	-	-	-	-
Revenues	-	100,000	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

**Capital Improvements Program
Project Detail Sheet
Fiscal Years 2013 - 2017**

Utility

Wastewater

IH 45 Feeder Road 12" Sanitary Sewer

Project Description

This project places approximately 1,820 feet of 12-inch sanitary sewer line along the IH 45 southbound frontage road from Jasmine Street to the south. This line will provide sanitary sewer service for the developments along the west side of IH 45 frontage road.

No change to operation and maintenance expenditures are anticipated with this item.

Estimated Project Cost \$ 294,000

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ 294,000	\$ -	\$ -	\$ -	\$ -

Sources of Funding Identified

	2013	2014	2015	2016	2017
Bond Issuances	\$ 148,000	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-	-
Impact Fees	146,000	-	-	-	-
Revenues	-	-	-	-	-

Operations and Maintenance Costs

	2013	2014	2015	2016	2017
Cost by Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -



City of Webster, Texas
Summary of Unobligated Fund Balance ¹
Capital Projects Funds
As of September 30, 2012

Current Resources	Governmental Activities							2012 CO's	PI & Ref Bds, 2000
	Parks & Landscape	Building Construction	Street Construction	Street / Sidewalk	General Projects	Edgewater Projects			
Cash and equivalents	\$ 1,954,446	\$ 40,203	\$ 1,351,077	\$ 96,597	\$ 284,205	\$ 146,946	\$ 4,850,355	\$ 24,516	
Securities	-	-	517,050	-	-	-	-	-	
Accrued Interest	-	-	849	-	-	-	-	-	
Liabilities	-	(304)	-	-	(2,605)	-	(67,336)	-	
Total Current Resources	1,954,446	39,899	1,868,976	96,597	281,600	146,946	4,783,019	24,516	
Allocated Budget Outstanding									
Webster Space Walk	\$ 1,828,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Recreation Bldg Renovation	-	39,424	-	-	-	-	-	-	
TRED Agreement	-	-	460,000	-	-	-	-	-	
I45 Util Reloc - Med Ctr to FM 2351	-	-	54,103	-	-	-	-	-	
Central Fire Station	-	-	-	-	105,933	-	3,801,321	-	
Fuel Island	-	-	-	-	161,677	-	-	-	
FM 270 Park	-	-	-	-	-	134,760	-	-	
PD Renovation	-	-	-	-	-	-	138,087	-	
Rice Creek Lane Phase 2	-	-	-	-	-	-	-	-	
Total Allocated Budget Outstanding	1,828,080	39,424	514,103	-	267,611	134,760	3,939,408	-	
Unobligated Fund Balance	\$ 126,366	\$ 475	\$ 1,354,873	\$ 96,597	\$ 13,989	\$ 12,186	\$ 843,611	\$ 24,516	

¹ Includes only ongoing capital projects as of September 30, 2012. Does not include potential future projects identified in the 5-year CIP.

Sewer Impact	Business-type Activities				Wtr/Swr Rev Bds, 2008	Internal Svc Information Technology	Component Unit		Total All Funds
	Water Impact	Drainage Construction	Water/Sewer Construction	WEDC Operating			WEDC S/T Bds, 2006		
\$ 461,007	\$ 1,477,615	\$ 4,176	\$ 500	\$ 5,939	\$ 38,678	\$ 64,539	\$ 4,617,003	\$ 15,417,804	
-	599,868	-	-	-	-	-	-	1,116,918	
-	660	-	-	-	-	-	-	1,509	
-	-	-	-	-	-	-	-	(70,245)	
461,007	2,078,143	4,176	500	5,939	38,678	64,539	4,617,003	16,465,986	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,828,080	
-	-	-	-	-	-	-	-	39,424	
-	-	-	-	-	-	-	-	460,000	
-	-	-	-	-	-	-	-	54,103	
-	-	-	-	-	-	-	-	3,907,254	
-	-	-	-	-	-	-	-	161,677	
-	-	-	-	-	-	-	-	134,760	
-	-	-	-	-	-	-	-	138,087	
-	-	-	-	-	-	-	4,080,329	4,080,329	
-	-	-	-	-	-	-	4,080,329	10,803,715	
\$ 461,007	\$ 2,078,143	\$ 4,176	\$ 500	\$ 5,939	\$ 38,678	\$ 64,539	\$ 536,675	\$ 5,662,271	



Webster Economic Development Corporation Overview

The Webster Economic Development Corporation (WEDC), incorporated on September 21, 1999, in accordance with the Texas Development Corporation Act of 1979 and governed by Section 4B of the Act, authorized a half-cent sales tax to be used to promote a wide range of initiatives designed to stimulate new and expanded commercial development, including the funding of land, buildings, facilities, infrastructure, and expenditures that comply with eligible projects as defined in the Act and subsequently codified in Chapter 505 of the Texas Local Government Code. The purpose of WEDC is to grow the City's commercial tax base in order to foster a vibrant economy. Since its inception, two of WEDC's principles continue to be the funding of infrastructure projects that fuel commercial development within targeted sectors and establishing a destination development. Additional WEDC tenets include conducting proactive, innovative business recruitment, forging strong bonds between the City and its commercial constituents, and marketing and positioning Webster as the medical center of the south, the retail, dining and entertainment capital of Bay Area Houston, and the aerospace capital of the southwest.

City staff performs all functions of the WEDC, including economic development activities, project management, accounting services, audit services, and cash and investment activities. These activities are authorized under the Administrative Services Contract by and between the City of Webster and WEDC. A charge of \$700,000 is assessed annually. WEDC acts on behalf of the City and is regulated by a seven-member board of directors, comprised of three City Council members, two Webster residents, one Webster business representative who resides in Webster, and one Webster business representative who resides in Harris County.

For Fiscal Year 2012-13, \$1,564,510 of the \$3,563,250 in budgeted revenues (43.9%) will be used to pay debt service requirements on the Sales Tax Revenue Improvement and Refunding Bonds, Series 2006. Final payment on the Sales Tax Revenue Improvement Bonds, Series 2000, was made in Fiscal Year 2009-10.

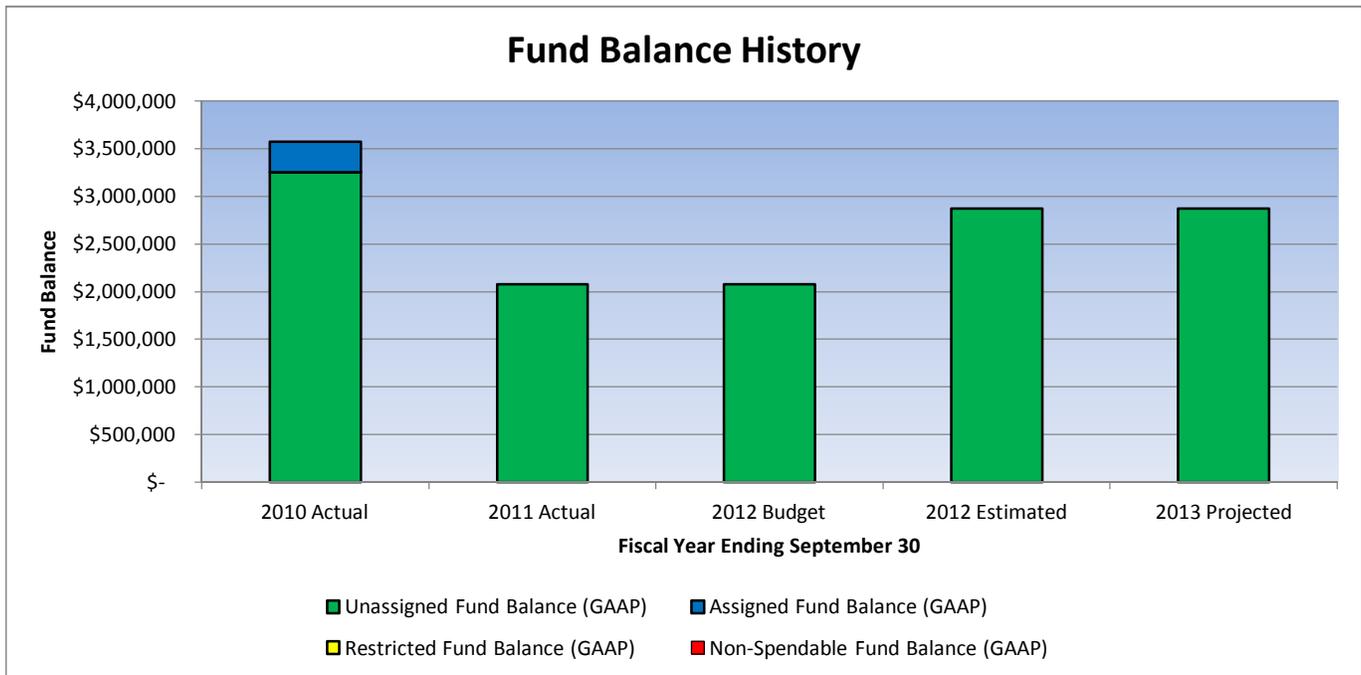
**WEDC Fund
Statement of Fund Balance**

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
Budget Basis:					
Beginning Unassigned Fund Balance (GAAP)	\$ 2,434,480	\$ 3,252,306	\$ 2,075,712	\$ 2,075,712	\$ 2,874,322
Revenues ¹	3,268,662	3,417,851	3,286,510	3,484,520	3,563,250
Expenditures	(2,452,942)	(4,913,445)	(3,286,510)	(2,685,910)	(3,563,250)
Net Increase / (Decrease) in Fund Balance	815,720	(1,495,594)	-	798,610	-
Ending Unassigned Fund Balance (Budget)	\$ 3,250,200	\$ 1,756,712	\$ 2,075,712	\$ 2,874,322	\$ 2,874,322
Reconciliation to GAAP:					
Ending Unassigned Fund Balance (Budget)	\$ 3,250,200	\$ 1,756,712	\$ 2,075,712	\$ 2,874,322	\$ 2,874,322
Adjustment ²	2,106	319,000	-	-	-
Unassigned Fund Balance (GAAP)	3,252,306	2,075,712	2,075,712	2,874,322	2,874,322
Assigned Fund Balance (GAAP)	319,000	-	-	-	-
Restricted Fund Balance (GAAP)	-	-	-	-	-
Non-Spendable Fund Balance (GAAP)	-	-	-	-	-
Total Fund Balance (GAAP)	\$ 3,571,306	\$ 2,075,712	\$ 2,075,712	\$ 2,874,322	\$ 2,874,322

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to unassigned fund balance, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



**050 - WEDC Fund
Revenues**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Franchise & Local Taxes					
2010 Sales Tax	\$ 3,263,118	\$ 3,415,526	\$ 3,283,330	\$ 3,482,110	\$ 3,561,670
Total Franchise & Local Taxes	3,263,118	3,415,526	3,283,330	3,482,110	3,561,670
Miscellaneous Income					
6050 Interest Income	25,761	2,325	3,180	2,410	1,580
6070 Unrealized Gain / Loss	(20,224)	-	-	-	-
6100 Other Income	7	-	-	-	-
Total Miscellaneous Income	5,544	2,325	3,180	2,410	1,580
Other Financing Sources					
8999 Use of PY Fund Balance	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-
WEDC Fund	\$ 3,268,662	\$ 3,417,851	\$ 3,286,510	\$ 3,484,520	\$ 3,563,250

Webster Economic Development Corporation

DIVISION MISSION

The mission of the Webster Economic Development Corporation (WEDC) is to grow the City of Webster's commercial tax base to cultivate a robust economy. Through business attraction, expansion, and retention initiatives, WEDC promotes the City of Webster as the nucleus for retail, medical, hospitality, aerospace, entertainment, and tourism.

ACHIEVEMENTS FOR FY 2011-2012

- Implemented initiatives that resulted in retail, medical, biomedical, aerospace, office, and hospitality growth
- Promoted a business-friendly environment by planning and producing Webster Business Alliance (WBA) events
- Facilitated the future acquisition of property for a destination development project

GOALS FOR FY 2012-2013

- Enhance business recruitment, retention, and expansion efforts within targeted sectors
- Expand Webster's position as the medical, aerospace, retail, dining, and entertainment capital of Bay Area Houston
- Advance Webster's business-friendly philosophy

OBJECTIVES FOR FY 2012-2013

- Work with developer, consultant, and partners to implement a "Destination Development" project
- Generate business recruitment proposals for targeted sectors
- Conduct visitations with commercial enterprises in the City and facilitate the Webster Business Alliance event

SIGNIFICANT CHANGES IN THE FY 2012-2013 BUDGET

- Increase expenditures in professional development to enhance training of the WEDC Board of Directors
- Increase the Economic Development Initiatives account due to the anticipated increase in sales tax revenue
- Increase transfers to WEDC Debt Service Fund to reflect higher debt service payments

WORKLOAD MEASURES

	<u>2010-2011 ACTUAL</u>	<u>2011-2012 BUDGET</u>	<u>2011-2012 ESTIMATE</u>	<u>2012-2013 BUDGET</u>
Number of business proposals generated	50	50	50	50
Number of business visitations	72	65	65	65
Number of WBA luncheons held	2	2	2	2

PERFORMANCE MEASURES

Development commitment from businesses	8	10	10	10
Proposals that generate inquiries within one year	40%	40%	40%	40%
Square feet developed for new or expanding businesses	250,000	250,000	188,000	250,000

**050 - WEDC Fund
Expenditures**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Supplies					
1400 Office & Postage	\$ 1,306	\$ 1,270	\$ 3,000	\$ 2,500	\$ 3,000
1700 Small Tools & Equipment	-	200	200	100	200
Total Supplies	1,306	1,470	3,200	2,600	3,200
Services					
3030 Attorney	688	6,938	10,000	3,000	10,000
3050 Auditor	6,000	6,000	4,300	4,370	4,830
3055 Business Development	7,955	2,461	8,300	8,300	8,300
3130 Consultant / Prof Services	-	-	2,500	-	2,500
3190 Dues, Subscriptions, Books	23,959	24,831	25,710	23,000	25,410
3310 General Insurance	2,027	1,914	2,310	1,870	2,310
3490 Printing	175	391	1,000	1,000	1,000
3530 Professional Development	3,643	575	3,500	3,500	5,000
3570 Publications	-	-	1,000	1,000	1,000
3590 Public Relations	2,824	3,085	5,000	5,000	5,000
3670 Street Lights	41,921	45,101	44,000	44,730	45,150
3795 Economic Development Initiatives	15,696	9,611	590,600	2,450	855,010
Total Services	104,886	100,907	698,220	98,220	965,510
Other Financing Uses					
8001 Transfer to General Fund	700,000	700,000	700,000	700,000	700,000
8007 Transfer to Debt Service Fund	330,030	330,030	330,030	330,030	330,030
8052 Transfer to WEDC Projects Fund	-	2,186,239	-	-	-
8057 Transfer to WEDC Debt Svc Fund	1,316,720	1,594,800	1,555,060	1,555,060	1,564,510
Total Other Financing Uses	2,346,750	4,811,069	2,585,090	2,585,090	2,594,540
WEDC	\$ 2,452,942	\$ 4,913,445	\$ 3,286,510	\$ 2,685,910	\$ 3,563,250

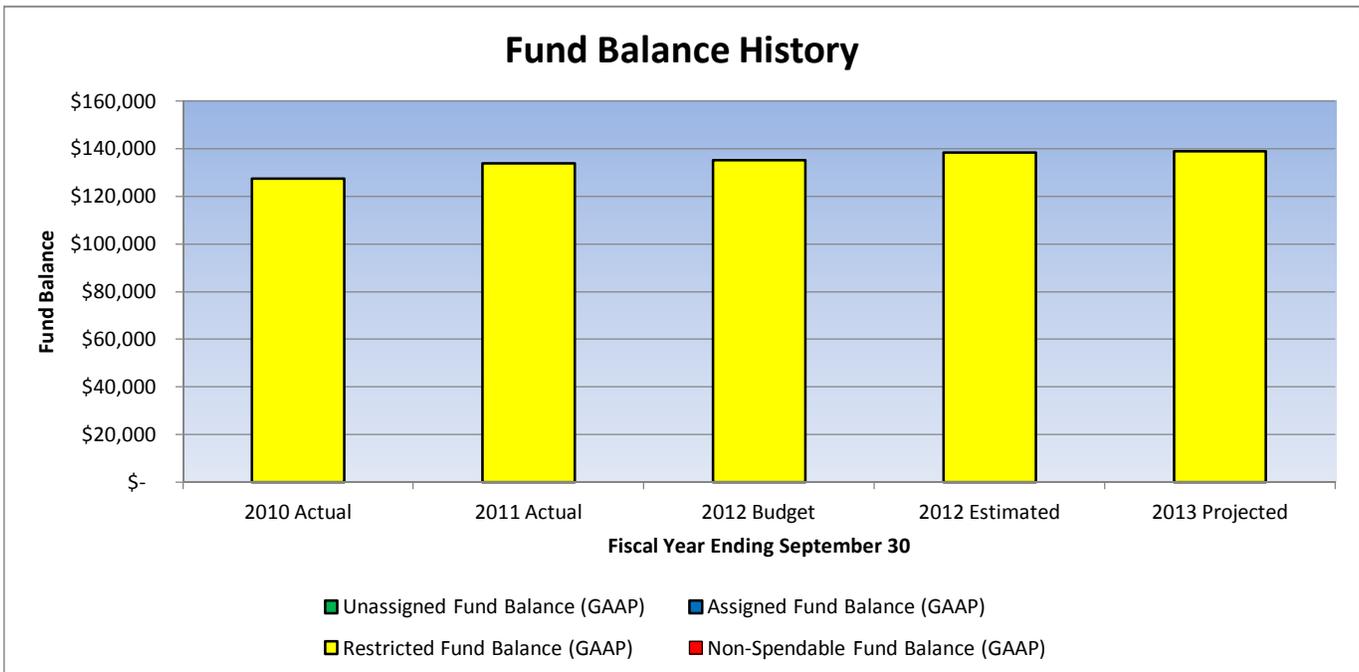
**WEDC Debt Service Fund
Statement of Fund Balance**

Fiscal Year Ending September 30	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Projected 2013
Budget Basis:					
Beginning Restricted Fund Balance (GAAP)	\$ 121,285	\$ 127,532	\$ 133,862	\$ 133,862	\$ 138,262
Revenues ¹	1,317,963	1,596,126	1,556,370	1,555,760	1,565,230
Expenditures	(1,311,716)	(1,589,796)	(1,555,060)	(1,551,360)	(1,564,510)
Net Increase / (Decrease) in Fund Balance	6,247	6,330	1,310	4,400	720
Ending Restricted Fund Balance (Budget)	\$ 127,532	\$ 133,862	\$ 135,172	\$ 138,262	\$ 138,982
Reconciliation to GAAP:					
Ending Restricted Fund Balance (Budget)	\$ 127,532	\$ 133,862	\$ 135,172	\$ 138,262	\$ 138,982
Adjustment ²	-	-	-	-	-
Restricted Fund Balance (GAAP)	127,532	133,862	135,172	138,262	138,982
Unassigned Fund Balance (GAAP)	-	-	-	-	-
Assigned Fund Balance (GAAP)	-	-	-	-	-
Non-Spendable Fund Balance (GAAP)	-	-	-	-	-
Total Fund Balance (GAAP)	\$ 127,532	\$ 133,862	\$ 135,172	\$ 138,262	\$ 138,982

Notes:

¹ Excludes Use of Prior Years' Fund Balance

² An adjustment is made to restricted fund balance, if necessary, during the conversion from a budget basis to an accrual basis (GAAP).



057 - WEDC Debt Service Fund
Revenues

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Miscellaneous Income					
6050 Interest Income	\$ 1,243	\$ 1,326	\$ 1,310	\$ 700	\$ 720
Total Miscellaneous Income	1,243	1,326	1,310	700	720
Other Financing Sources					
8100 Transfer from WEDC Fund	1,316,720	1,594,800	1,555,060	1,555,060	1,564,510
Total Other Financing Sources	1,316,720	1,594,800	1,555,060	1,555,060	1,564,510
WEDC Debt Service Fund	\$ 1,317,963	\$ 1,596,126	\$ 1,556,370	\$ 1,555,760	\$ 1,565,230

**057 - WEDC Debt Service Fund
Expenditures**

Object Description	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013
Services					
3080 Financial	\$ 300	\$ 300	\$ 4,000	\$ 300	\$ 2,400
Total Services	300	300	4,000	300	2,400
Debt Service					
5010 Principal - 2000 S/T Imprv Bonds	710,000	-	-	-	-
5016 Principal - 2006 S/T Ref & Imprv	-	1,025,000	1,025,000	1,025,000	1,075,000
5510 Interest - 2000 S/T Imprv Bonds	36,920	-	-	-	-
5516 Interest - 2006 S/T Ref & Imprv	564,496	564,496	526,060	526,060	487,110
Total Debt Service	1,311,416	1,589,496	1,551,060	1,551,060	1,562,110
WEDC Debt Service	\$ 1,311,716	\$ 1,589,796	\$ 1,555,060	\$ 1,551,360	\$ 1,564,510

WEDC Debt Service Fund

Amortization Summary Grand Total - All Debt

	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal Balance</u>
9/30/2012				\$ 14,335,257
2012-2013	1,892,138	1,405,029	487,109	12,930,228
2013-2014	1,922,794	1,480,029	442,765	11,450,199
2014-2015	1,915,294	1,530,029	385,265	9,920,170
2015-2016	1,992,294	1,655,029	337,265	8,265,141
2016-2017	1,944,294	1,660,029	284,265	6,605,112
2017-2018	1,884,432	1,655,029	229,403	4,950,083
2018-2019	1,823,119	1,650,029	173,090	3,300,054
2019-2020	1,766,359	1,650,029	116,330	1,650,025
2020-2021	<u>1,708,605</u>	<u>1,650,025</u>	<u>58,580</u>	<u>-</u>
Grand Total	<u>\$ 16,849,328</u>	<u>\$ 14,335,257</u>	<u>\$ 2,514,071</u>	<u>\$ -</u>

WEDC Debt Service Fund

WEDC Sales Tax Revenue Improvement & Refunding Bonds, Series 2006

Bond Amount	\$13,415,000
Date of Issue	9/15/2006
Interest Rate	4.46
Date of Maturity	9/15/2021

	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal Balance</u>
9/30/2012				\$ 11,365,000
2012-2013	1,562,109	1,075,000	487,109	10,290,000
2013-2014	1,592,765	1,150,000	442,765	9,140,000
2014-2015	1,585,265	1,200,000	385,265	7,940,000
2015-2016	1,662,265	1,325,000	337,265	6,615,000
2016-2017	1,614,265	1,330,000	284,265	5,285,000
2017-2018	1,554,403	1,325,000	229,403	3,960,000
2018-2019	1,493,090	1,320,000	173,090	2,640,000
2019-2020	1,436,330	1,320,000	116,330	1,320,000
2020-2021	1,378,580	1,320,000	58,580	-
Total	\$ 13,879,071	\$ 11,365,000	\$ 2,514,071	\$ -

WEDC Debt Service Fund

Funding Agreement By & Between WEDC & City of Webster PD / EOC Expansion

Agreement Amount	\$8,488,256
Date of Issue	9/1/2000
Interest Rate	0.00
Date of Maturity	9/1/2021

	Payment	Principal	Interest	Principal Balance
9/30/2012				\$ 2,970,257
2012-2013	330,029	330,029	-	2,640,228
2013-2014	330,029	330,029	-	2,310,199
2014-2015	330,029	330,029	-	1,980,170
2015-2016	330,029	330,029	-	1,650,141
2016-2017	330,029	330,029	-	1,320,112
2017-2018	330,029	330,029	-	990,083
2018-2019	330,029	330,029	-	660,054
2019-2020	330,029	330,029	-	330,025
2020-2021	330,025	330,025	-	-
Total	\$ 2,970,257	\$ 2,970,257	\$ -	\$ -



Chart of Accounts - Revenues

Ad Valorem Tax (1000)

1010	Current Property Tax	Property taxes collected for the current year's tax levy
1050	Delinquent Property Tax	Property taxes collected for the previous years' tax levies
1200	Penalty & Interest	Penalty and interest collected on delinquent property taxes

Franchise & Local Taxes (2000)

2010	Sales Tax	1.5% of local sales tax collected in the City; 0.5% is for ad valorem relief
2050	Mixed Drink Tax	10.7143% of the mixed drink tax remitted to the State by establishments
2100	Franchise Fee - Electric	Franchise fees remitted to the City for use of City easements and right of ways
2110	Franchise Fee - Natural Gas	
2120	Franchise Fee - Cable	
2150	HB 1777 Telecommunications	
2200	Hotel Occupancy Tax	5% tax collected by hotels located in the city

Permit & License Fees (3000)

3010	Alarm Permit	Annual permit fee for burglar and fire alarm systems
3020	Plat Fee	
3050	Construction Permit	Fees for building, electrical, and sign construction
3100	Fire Protection Permit	Fees for review of fire protection systems for new construction & remodeling
3150	Food Dealer / Health Permit	Fees for food dealer and health permits
3200	Mixed Beverage Permit	Annual permit for businesses selling mixed beverages in the City
3250	Mobile Home Permit	Annual permit for mobile homes located in the City
3300	Video Game Permit	Annual permit for video game machines located in the City
3350	Wrecker Permit	Annual permit for wreckers authorized to tow in the City

Court Fines & Fees

4010	Court Fines	Fines and fees collected by the municipal court including administrative fees
4050	Warrant Fee	Fees collected for outstanding warrants in municipal court
4100	Court State Tax	10% of the state tax collected by municipal court
4150	Child Safety Fee	Fees collected for moving violations in a school zone (includes county allocations to the City)
4200	Court Security Fee	Fees collected in municipal court to be used for court security
4250	Judicial Efficiency Fee	Fees collected in municipal court to be used for efficiency of the court
4300	Court Technology Fee	Fees collected in municipal court to be used for court technology

Charges for Service (5000)

5050	Recreation Programs	User fees for the City's recreation programs
5060	Agreement - Forest Bend VFD	Charges for providing public safety dispatching services for other jurisdictions
5070	Agreement - Nassau Bay	Charges for providing public safety dispatching services for other jurisdictions
5080	Agreement - Southeast VFD	Charges for providing public safety dispatching services for other jurisdictions
5090	Agreement - CLEMC	Charges for providing public safety dispatching services for other jurisdictions
5100	Water - Residential Revenue	Charges for City water service
5110	Water - Apartment Revenue	
5120	Water - Commercial Revenue	
5130	Water - Other Revenue	
5150	Wastewater - Residential Revenue	Charges for City wastewater service
5160	Wastewater - Apartment Revenue	
5170	Wastewater - Commercial Revenue	
5180	Wastewater - Other Revenue	
5200	Water & Sewer Taps	Charges for installation of water and sewer tap
5300	Penalties & Reconnect Fees	Penalties for late payments and reconnection fees for water / wastewater service
5350	Civic Center Rental	User fees for rental of Civic Center
5360	Recreation Center Rental	User fees for rental of Recreation Center
5400	Drainage - Houses	Charges for City drainage fees
5410	Drainage - Apartments / Condos	
5420	Drainage - Non-residential	
5500	Sewer Impact Fees	Fees collected for sewer projects for new construction and development
5550	Water Impact Fees	Fees collected for water projects for new construction and development
5600	IT Services - General Fund	Fees collected from General Fund divisions for IT services provided
5610	IT Services - Utility Fund	Fees collected from Utility Fund divisions for IT services provided
5620	IT Services - Court Sp. Rev. Fund	Fees collected from Court Special Revenue Fund divisions for IT services provided

Miscellaneous Income (6000)

6010	Police Fees	Fees for copies of accident reports, fingerprinting, and jail phone commissions
6015	Alarm Fees	Fees assessed for false alarms
6050	Interest Income	Interest earned on the City's bank accounts and investments
6100	Other Income	Other minimal income not otherwise classified
6120	Insurance Reimbursements	
6150	Sale of Property	Proceeds received from the sale of City property
6200	Police LEOSE	Funds received from the State for LEOSE training
6250	Police State Ch59 Funds	Funds received via court order pursuant to Ch59 (drug monies seizures)
6255	Police State Ch18 Funds	Funds received via court order pursuant to Ch18 (gambling money seizures)
6310	Fire TX Forest Service Funds	Funds received from the TX Forest Service for training or equipment
6320	Fire LEOSE	Funds received from the State for LEOSE training
6400	Capital Reserve Fee	Fee assessed for the purpose of building a reserve for future utility-related infrastructure bonds

Intergovernmental (7000)

7010	State Grant	Grant funds received from the State of Texas
7020	TxDOT - STEP Grant	Grant funds received from TxDOT
7025	VEST Grant	Grant funds received for Bullet-proof Vest Program
7050	FD LEOSE Training Funds	Funds allocated by the State for training of fire enforcement officials
7100	PD LEOSE Training Funds	Funds allocated by the State for training of law enforcement officials

Other Financing Sources (8000)

8100	Transfer from WEDC	Transfer from Webster Economic Development Corporation
8101	Transfer from General Fund	Transfer from General Fund
8102	Transfer from Utility Fund	Transfer from Utility Fund
8104	Transfer from Sewer Impact Fund	Transfer from Sewer Impact Fund
8145	Transfer from Info Technology Fund	Transfer from Info Technology Fund
8200	Transfer from WEDC	Transfer from Webster Economic Development Corporation
8201	Transfer from General Fund	Transfer from General Fund
8202	Transfer from Utility Fund	Transfer from Utility Fund
8204	Transfer from Sewer Impact Fund	Transfer from Sewer Impact Fund
8208	Transfer from Equipment Repl. Fund	Transfer from Equipment Replacement Fund
8211	Transfer from HOT Fund	Transfer from Hotel Occupancy Tax Fund
8219	Transfer from Court Sp. Rev. Fund	Transfer from Municipal Court Special Revenue Fund
8275	Transfer from Emergency Mgmt Fund	Transfer from Emergency Management Fund
8999	Use of PY Fund Balance	Balancing account used to present intended use of prior years' fund balance

Chart of Accounts - Expenditures / Expenses

Personnel (0000)

0100	Salary & Wages	Employee wages, vehicle & cell phone allowances, certification & longevity pay, holiday bonus
0150	Overtime	Overtime pay
0200	Taxes	FICA and unemployment (TWC) tax on all applicable wages
0250	Retirement	Employer's portion of retirement contribution (TMRS)
0300	Group Insurance	Employee and dependent insurance premiums
0310	W/C Insurance	Workers comp insurance
0320	Disability Insurance	Disability insurance
0900	Other Post-Employment Benefits	Retirement benefits other than pensions

Supplies (1000)

1050	Certificate and Award	Plaques, pins, certificates, etc. for employee and council awarded recognition
1100	Chemical	Chemicals used for water and wastewater systems and landscaping
1200	Fire Prevention Supplies	Supplies for fire prevention awareness
1230	Holiday Supplies	Supplies for holiday decorations and festivities
1234	July 4th Celebration Committee	Supplies for July 4th celebration
1250	Investigative Supplies	Supplies used in health, fire, and police investigations including film & processing
1300	Kitchen & Janitorial Supplies	Kitchen & cleaning supplies (includes bottled water & vending machines supplies)
1350	Miscellaneous Supplies	Supplies of a minimal amount that are not otherwise classified
1400	Office and Postage	Office supplies (i.e. - paper, staplers, pens, postage, etc.)
1450	Office Furnishings	Office desks, bookcases, credenzas, chairs, and file cabinets, etc. under \$5,000 each
1550	Recreation Supplies	Supplies for City recreation programs including summer programs and camps
1600	Safety & Health	Supplies for health & safety (i.e. - fire extinguishers, protective glasses, first aid supplies, etc.)
1650	Shop Supplies	Supplies for the maintenance shop (stock)
1700	Small Tools & Equipment	Small tools and equipment under \$5,000 each
1800	Surface Water	Water purchase by the City for distribution
1850	Uniform & Apparel	Uniforms and related accessories purchased for employees
1900	Vehicle & Equipment	Fuel, oil, and items for vehicles and equipment

Maintenance (2000)

2050	Building Maintenance	Maintenance, repairs, and minor upgrades of City facilities
2100	Property Maintenance	Maintenance and minor upgrades of City property (includes landscaping)
2150	K-9 Maintenance	Maintenance of K-9s including, food, vet, supplies, and shelter
2200	Machine & Equipment Maintenance	Maintenance, repairs, and parts for equipment not otherwise classified (includes computers)
2250	Signage Maintenance	Maintenance and replacement of street signs, posts, traffic signs, lights, etc.
2300	Street Maintenance	Maintenance and repair of City streets
2350	Drainage Maintenance	Maintenance and repair of storm drains, street drainage, and ditch drainage
2450	Vehicle Maintenance	Maintenance and repair of City vehicles (includes replacement parts)
2500	Collection System Maintenance	Maintenance and repair of sewer collection lines
2550	Lift Station Maintenance	Maintenance and repair of lift stations
2600	Treatment Plant Maintenance	Maintenance and repair of City treatment plant (includes lab supplies)
2650	Water System Maintenance	Maintenance and repair of City water system and fire hydrants
2900	Service Contracts	Contracts to provide maintenance services for City equipment (includes software)
2910	OSSI	Maintenance agreement for OSSI software

Services (3000)

3010	Animal Control	Costs for providing food, vet, shelter, etc. to stray animals
3030	Attorney	Fees for services provided by city attorney and other legal counsel
3031	Sales Tax Suit	Fees for services provided by city attorney and other legal counsel pertaining to sales tax suit
3050	Audit	Fees for annual audit services
3060	Contract Services	Costs for contract-negotiated services (does not include maintenance agreements)
3070	Contract Personnel	Costs for temporary personnel
3080	Financial	Fees for financial advisor, arbitrage services, bank fees, etc.
3090	Code Codification	Fees to codify Code of Ordinances
3105	Advertising	Costs for advertisements
3110	Communication	Phone service, pager, internet services, and other communication service fees
3130	Consultant	Fees for consulting services
3135	Website Development	Costs for maintaining and improving the City website
3150	Court	Fees for judge, prosecutor, court magistrates, and warrant services
3170	Disposal	Fees to dispose of debris and sludge, records, etc.
3190	Dues, Subscriptions, Books	Professional dues, license fees, member and magazine subscriptions, and books
3191	Communities in School Support	Contributions to Webster schools (account eliminated in FY 2008-09)
3210	Election	Costs associated with City elections (includes clerks, judge, ballots, supplies, etc.)
3230	E.M.S.	Fees for ambulance service
3240	Investigative Services	Costs for investigation software and reports
3250	Employee Program	EAP, Cobra admin, drug testing, vaccines, training programs, tuition reimbursement
3290	Fire Services	Stipends for part-time and auxiliary fire fighters
3310	General Insurance	Costs for property & liability insurance
3312	Sec125 Admin Fees	Administrative fees for Section 125
3330	Janitorial Services	Costs for janitorial and cleaning services of City facilities
3340	Medical Services	Costs associated with providing medical services
3350	Jury Trials	Costs for jurors, judge, and prosecutor for jury trials held by the municipal court
3390	Mosquito Control	Costs for providing mosquito control services in the City
3430	Legal Notices	Costs for posting legal notices
3440	Technology Services	Costs associated with various technology services
3450	Miscellaneous Services	Services not otherwise classified
3460	Regulatory Services	Fees for various regulatory agencies
3470	Pre-Employment	Physicals, psychological evaluations, vaccines, employment ads, and assessment test
3490	Printing	Costs for outside printing services of forms, stationary, business cards, etc.
3510	Prisoner Support	Costs for providing meals, linens, medical services, etc. to prisoners
3530	Professional Development	Costs for conferences, luncheons, seminars, etc (includes travel and meals)
3570	Publications	Costs for the publication of legal notices, quarterly newsletter, City brochures, etc.
3590	Public Relations	Costs for City promotion (i.e. - special programs, employee functions, city events)
3600	Recreation Program	Costs for recreation programs provided by a third party
3610	Recycling	Costs associated with recycling programs
3630	Rentals	Costs for equipment rental
3650	Collection / Analysis	Lab analysis, sampling collection fees for water, wastewater, health inspections, etc.
3670	Street Lights	Costs to provide electric service to City streetlights
3690	Tax Appraisal	Fees for property appraisal services provided by the Harris County Appraisal District
3710	Tax Collection	Fees for property tax collection services provided by the Harris County Tax Assessor-Collector
3720	Sales Tax Rebates	Econ Development Agreement to reimburse a portion of sales taxes collected
3730	Tourism Services	Costs associated with tourism promotion in the City
3750	Uniform Service	Costs to service and clean uniforms for City employees
3770	Utilities	Costs to provide electric and natural gas services to City facilities
3780	Water Charges	Costs assessed by the Water division to various divisions for water used by City facilities
3790	Warrant Collection	Costs associated with warrant collection
3860	Computer Replacement	Costs associated with purchase of computers, copiers, etc. by Information Technology Fund
3870	Emergency Management	Costs associated with preparation for and execution of emergency / disaster management
3880	Information Technology	Costs assessed by the Information Technology Fund to various divisions for services rendered

Debt Service (5000)

5010	Principal	Principal payments for debt issued by the City
5510	Interest	Interest payments for debt issued by the City

Capital Outlay (7000)

7050	Building & Property	Buildings (including major improvements) and land purchased by the City
7100	Computer Systems	Computer equipment and software systems
7150	Furniture	Office furniture
7200	Machine & Equipment	Machine and equipment not otherwise classified
7250	Vehicles	Cars, trucks, and utility vehicles (includes equipment installed in vehicles)
7300	New Tap Installation	Costs associated with installation of new water and sewer taps

Transfers (8000)

8000	Transfer to Other Funds	Transfer of funds from one fund to another fund
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**Property Tax Levies and Collections
Last Six Fiscal Years**

	Fiscal Year					
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
Tax Year	2006	2007	2008	2009	2010	2011
Tax Rate ¹	0.25750	0.24887	0.20600	0.23252	0.25750	0.28528
Total Tax Levy and Adjustments ²	2,403,361	2,602,818	2,713,401	3,161,352	3,342,434	3,767,120
Collections within the Fiscal Year of the Levy ³	2,379,571	2,581,717	2,755,735	3,173,639	3,356,460	3,746,982
Collections as Percentage of Current Levy and Adjustments	99.01%	99.19%	101.56%	100.39%	100.42%	99.47%
Outstanding Delinquent Taxes	1,095	(2,417)	(2,108)	11,100	8,357	20,138
O/S Delinquent Taxes as Percentage of Current Levy and Adjustments	0.05%	-0.09%	-0.08%	0.35%	0.25%	0.53%
Collections in Subsequent Years	22,696	23,517	(40,226)	(23,387)	(22,384)	-
Total Collections to Date	2,402,267	2,605,235	2,715,509	3,150,252	3,334,076	3,746,982
Total Collections as Percentage of Total Tax Levy and Adjustments	99.95%	100.09%	100.08%	99.65%	99.75%	99.47%

Notes

¹ Tax rates are per \$100 of assessed value.

² Tax levy is calculated based upon estimated actual assessed values for each fiscal year as of September 30, 2012.

³ Collections exceeding the total tax levy and adjustments may reflect adjustments to assessed values in subsequent years.

Principal Property Taxpayers

Property Taxpayer	Type of Property	2013 Rank	2013 Assessed Value ¹	% of Assessed Value	2003 Rank	2003 Assessed Value ¹	% of Assessed Value
Clear Lake Regional Med Ctr	Hospital	1	\$ 81,195,547	6.1%	1	\$ 31,401,000	4.0%
Inland American Webster Clear Lake LP ²	Apartments	2	45,652,780	3.4%	5	17,749,960	2.2%
Texas Baybrook Square Center	Community Shopping Ctr	3	37,550,000	2.8%		7,369,700	0.9%
NP SSP Baybrook LLC ³	Community Shopping Ctr	4	32,305,426	2.4%	8	16,057,810	2.0%
Webster Partners LP	Apartments	5	30,700,000	2.3%		-	0.0%
G&E Healthcare REIT Mountain Plains	Medical Office	6	25,506,810	1.9%		-	0.0%
US Housing Partners VIII LP ⁴	Apartments	7	23,771,065	1.8%	2	26,649,970	3.4%
Clear Lake Center LP	Community Shopping Ctr	8	21,534,974	1.6%	7	16,432,120	2.1%
Price Baybrook Ltd	Retail Center	9	20,908,209	1.6%	3	20,869,540	2.6%
MPT Clear Lake ⁵	Hospital	10	19,447,734	1.5%		-	0.0%
Rockwell International	Commercial Offices		17,000,000	1.3%	4	19,877,290	2.5%
G & I Skylar Pointe LP ⁶	Apartments		16,899,197	1.3%	9	15,699,980	2.0%
WDOP Sub I LP	Apartments		16,097,189	1.2%	6	17,199,970	2.2%
CRP TBG Waterford LP ⁷	Apartments		14,902,252	1.1%	10	9,680,000	1.2%
Subtotal			\$ 403,471,183	30.4%		\$ 198,987,340	25.1%
Other Taxpayers			925,144,605	69.6%		592,923,550	74.9%
Total			\$ 1,328,615,788	100.0%		\$ 791,910,890	100.0%

Source: Harris County Tax Assessor-Collector

Notes

¹ Values taken from Certified Tax Roll

² Inland American Webster Clear Lake LP purchased Seven Palms Apartments from Benton Parkwood Partner LP in 2007

³ NP SSP Baybrook LLC purchased Baybrook Gateway Shopping Center from Eastfield Realty Inc in 2006

⁴ US Housing Partners VIII LP purchased Bay Terrace Apartments from MBS Ltd in 2008

⁵ MPT Clear Lake purchased Medistar property from Medistar Webster Medical Center in 2010

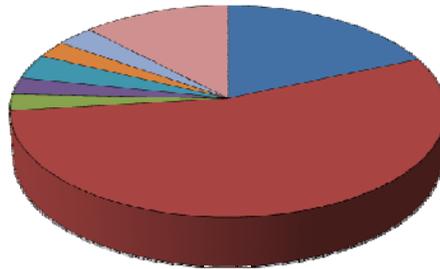
⁶ G & I VI Skylar Pointe LP purchased El Camino Village Apartments from UDR Camino Village LP in 2008

⁷ CRP TBG Waterford LP purchased Waterford Apartments from LaSalle Bank in 2006

**Sales Tax Revenue Composite
Current Year and Eight Years Ago**

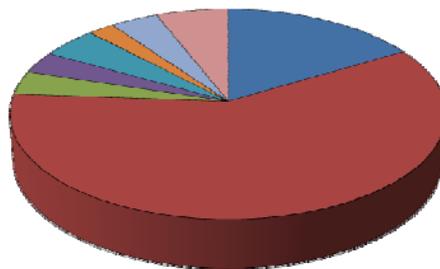
<u>Class</u>	<u>FYE 2012</u>	<u>FYE 2004</u>
Restaurants	18.6%	16.5%
Retail	54.5%	59.6%
Energy	2.5%	3.6%
Communication	2.6%	3.4%
Entertainment	3.8%	4.7%
Medical	2.6%	2.2%
Auto / Repair / Gas Stations	3.1%	4.0%
Other	12.3%	6.0%
Total	100.0%	100.0%

Sales Tax Composite - FY 2011-2012



- Restaurants
- Retail
- Energy
- Communication
- Entertainment
- Medical
- Auto / Repair / Gas Stations
- Other

Sales Tax Composite - FY 2003-2004



- Restaurants
- Retail
- Energy
- Communication
- Entertainment
- Medical
- Auto / Repair / Gas Stations
- Other

Historical Construction Values

Fiscal Year Ending	Construction Value		
	Commercial	Residential	Total
1993	\$ 16,931,459	\$ 256,250	\$ 17,187,709
1994	14,947,054	605,952	15,553,006
1995	11,800,364	58,691	11,859,055
1996	12,675,434	455,986	13,131,420
1997	20,139,194	277,783	20,416,977
1998	20,144,697	765,182	20,909,879
1999	141,648,826	1,248,036	142,896,862
2000	25,867,963	2,499,059	28,367,022
2001	35,810,563	1,149,025	36,959,588
2002	27,073,456	3,998,830	31,072,286
2003	43,990,629	6,343,704	50,334,333
2004	82,908,734	5,729,502	88,638,236
2005	119,047,480	34,011,509	153,058,989
2006	73,883,940	3,835,835	77,719,775
2007	103,972,257	371,490	104,343,747
2008	51,404,669	70,500	51,475,169
2009	35,249,755	779,195	36,028,950
2010	34,477,989	5,462,484	39,940,473
2011	21,696,845	6,145,098	27,841,943
2012	90,909,768	10,403,075	101,312,843

Source: City of Webster Building Division.

Miscellaneous Statistical Data
September 30, 2012

Date of Incorporation	March 8, 1959
Form of Government	Manager / Council
City Population (2010 Census)	10,400
Area	6.64 square miles
Miles of Street	25.1
<u>Fire Protection</u>	
Number of Stations	2
Number of Firefighters	25
<u>Police Protection</u>	
Number of Stations	1
Number of Sworn Officers	47
<u>Water Division</u>	
Number of Active Accounts	1,161
Average Daily Water Consumption (gallons)	1,763,000
Miles of Water Mains	50.7
<u>Wastewater Division</u>	
Average Daily Sewage Treatment (gallons)	1,444,000
Miles of Sanitary Sewer Lines	32.6
Miles of Storm Sewer Lines	25.0
Building Permits Issued	192
<u>Recreation</u>	
Number of Parks	5
Civic Center	1
<u>Employees</u>	
Full-Time	145
Part-Time	25
Number of Registered Voters	3,473
Number of Votes Cast in Last Municipal Election	225

Source: Various City Departments.

Area Demographic Profile

Demographic Profile

2000 Census, 2011 Estimates, 2016 Projections
Calculated using Proportional Block Groups

Lat / Lon: 29.54095 / - 95.14396

Webster/ Baybrook Trade Area **10.00 mi**
Centered on Baybrook Mall **Radius**

Population

2000 Census Population	446,388
2011 Estimated Population	564,138
2016 Projected Population	615,150

Age Distribution (2008)

0 to 14 Years	23.6%
15 to 19 Years	8.1%
20 to 24 Years	5.2%
25 to 64 Years	54.2%
65 to 84 Years	8.0%
85 Years +	0.9%
Median Age	34.1

Household Income

\$150,000 +	8.5%
\$100,000 to \$149,999	17.0%
\$75,000 to \$99,999	14.8%
\$50,000 to \$74,999	20.3%
\$35,000 to \$49,999	14.7%
\$34,999 or Less	24.7%
Est. Average Household Income (2011)	\$78,281
Est. Per Capita Income (2011)	\$28,142

Education

Adult Population (25 Years or Older)	356,012
Less than College	61.6%
College	28.1%
Graduate	10.3%

Employment Status

In Armed Forces	0.2%
Civilian, Employed	68.5%
Civilian, Unemployed	4.2%
Not in Labor Force	27.1%

Occupation

Population 16+ by Occupation	283,260
Management, Business & Financial	15.1%
Professional & Related Occupations	27.6%
Sales and Office Support Occupations	24.2%
Service	10.2%
Farming, Fishing, and Forestry	0.2%
Construction, Extraction & Maintenance	10.7%
Production, Transport & Material Moving	12.0%

Glossary of Terms

Account	A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance, or fund balance.
Account Groups	Accounting structure used to provide accountability for the city's general fixed assets and the portion of the principal of its general long-term debt that has not yet matured.
Account Number	A specific expenditure classification: applies to the article purchased or the service obtained, rather than to the purpose (use) for which the expenditure was made, e.g. 0100 – payroll, 1400 – office and postage, 3110 – communications.
Accounts Payable	A short-term liability account reflecting amounts owed to vendors for goods and services received by the city.
Accrual Basis of 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 that 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 the Webster's New World Dictionary as "in proportion to the value." Property taxes are levied as ¢ per \$100 of appraised value. Property is appraised at 100% of market value.
Amortization	The process of extinguishing a long-term obligation through a series of scheduled payments over a period of time.
Appropriation	An authorization granted by a legislative body to make expenditures to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.
Assessed Valuation	A valuation set upon real property or other property by a government as a basis for levying taxes. Assessed value of property is determined by the Harris County Appraisal District, typically at market value.
Asset	Property owned by the city government that has monetary value.
Audit	A systematic examination of all governmental resources concluding in a written report and prepared by a certified public accountant. It is intended to test whether financial statements fairly present financial position and results of operations.
Balanced Budget	The status of a budget whereby expected revenues exceed or are equal to anticipated expenditures. A budget may be said to be balanced when the planned and designated use of prior years' surplus is incorporated into the budget.
Bonded Debt	That portion of indebtedness represented by outstanding bonds.
Bonds, General Obligation	A written promise to pay an amount of money, backed by the full faith and credit of the city, usually secured by dedicated ad-valorem taxes.
Bonds Issued	Bonds sold.
Budget (Operating)	A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year.

Budget Calendar	A schedule of key dates which the City Council follows in preparation and adoption of the budget.
Budget Message	A general discussion of the proposed budget, as presented in writing by the City Manager, addressed towards the Mayor, City Council, and citizens.
Budget Ordinance	The official enactment by the City Council establishing the legal authority for officials to obligate and expend resources.
Capital Assets	Assets of significant value (\$5,000) having a useful life of several years (also called fixed assets).
Capital Budget	A plan of proposed capital outlays and the means for financing them. Usually enacted as part of the complete annual budget.
Capital Improvements Program	A plan for capital expenditures to be incurred each year over a fixed period of several years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount and the method of financing.
Capital Outlays	Expenditures which result in the acquisition or addition of fixed assets.
Capital Projects Funds	Established to account for all resources, bond proceeds and construction grants, which are used for the acquisition of capital facilities infrastructure.
Cash Basis	A type of accounting in which transactions are recognized typically when cash changes hands.
Central Appraisal District (CAD)	CAD is charged with the responsibility for establishing a consistent property value used by all taxing jurisdictions to levy taxes.
Chart of Accounts	The classification system used by a city to organize the accounting for various funds.
Compensated Absences	Recorded non-worked benefit hours that will be paid (e.g., vacation, sick, holidays and compensatory time earned).
Contingency	A budgetary reserve set aside for emergencies or unforeseen expenditures.
Customer Deposits	Deposits made by customers as a prerequisite to receiving utility services. Recorded as a liability.
Debt	An obligation resulting from borrowing money or from purchasing goods or services.
Debt Limit	The maximum amount of gross or net debt legally permitted.
Debt Service	The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.
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.
Depreciation	(1) Expiration in the service life of fixed assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period.

**Distinguished Budget
Presentation Award Program**

A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents. The document is graded as a Policy Document, a Financial Plan, an Operations Guide and as a Communications Device.

Division

The basic organizational unit of the city which is functionally unique in its delivery of services.

Encumbrances

Obligations in the form of purchase orders, contracts, or salary commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is set up.

Enterprise Fund

A proprietary fund type established to finance and account for an operation that is financed and operated in a manner similar to private business enterprises - whereby the intent is that the costs (expenses, including depreciation) of providing goods or services to external customers on a continuing basis be financed or recovered primarily through user charges. Examples of enterprise funds are those for water and wastewater services.

Expenditures

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

Expenses

Charges incurred, whether paid or unpaid, for operation, maintenance, and interest, and other charges that are presumed to benefit the current fiscal period.

Financial Advisor

A consultant who provides advice on any of a variety of issues related to financial matters, particularly with the issuance of debt. The financial advisor for the City is Coastal Securities.

Fiscal Policy

The city's policy with respect to revenues, spending and debt management. These govern the ability of the city to provide services, programs and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of the annual budget.

Fiscal Year (FY)

A designated 12-month accounting period. The fiscal year for the City begins on October 1 and ends on September 30 of the following year.

Fixed Charges

Expenses (the amount of which is more or less fixed). Examples are interest, insurance, and contributions to pension funds.

Franchise Fee

A charge by the city for a special privilege granted by the city permitting the continued use of public right-of-way, usually involving elements of monopoly and regulations (e.g., Time Warner Cable, CenterPoint Energy).

Full Faith and Credit

A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

Full-Time Equivalent (FTE)

A measure of authorized personnel calculated by dividing hours of work per year by the number of hours worked per year by a full-time employee.

Function

A group of related activities aimed at accomplishing a major service or regulatory program for which the city is responsible (e.g., Public Safety).

Fund	<p>A fiscal and reporting unit of the city responsible for its own financial resources. A fund is established to carry on certain specific activities or obtain specified objectives in accordance with legal direction (e.g., Utility or Hotel Occupancy Tax Fund). Funds are usually broken down into units, determined by function of that unit (e.g., Police, Fire, Finance and Parks are functional activities within the General Fund). A department may be further broken down into specific purposes (e.g., Police Administration, CID, Patrol, Communications, Fire Prevention, Fire Operations, and EMS are component units of the Public Safety Department).</p>
Fund Balance	<p>Money available for contingency situations or in the event of an emergency. Called retained earnings in proprietary-type funds. Fund balances may be reserved for specific future use, or may be undesignated. The source of this money is typically when prior years' revenues exceed expenditures resulting in a cash surplus.</p>
Fund Balance (Non-spendable)	<p>The portion of fund balance that is not available for spending, either now or in the future, because of the form of the asset (e.g., inventories, pre-paid expenses, capital assets) or a permanent legal restriction (e.g., principal portion of an endowment).</p>
Fund Balance (Spendable)	<p>The portion of fund balance that is available for spending. Spendable fund balance is divided into four categories:</p> <ul style="list-style-type: none"><i>Restricted spendable fund balance</i> includes amounts that can only be spent for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.<i>Committed spendable fund balance</i> includes amounts that can be used only for specific purposes determined by formal action of the government's highest level of decision-making authority.<i>Assigned spendable fund balance</i> includes resources intended for spending for a purpose set by the governing body itself or by some person or body delegated to exercise such authority in accordance with policy established by the government's highest level of decision-making authority.<i>Unassigned spendable fund balance</i> includes the residual spendable amounts not contained in other classifications.
GAAP	<p>Generally Accepted Accounting Principles. 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 Governmental Accounting Standards Board.</p>
General Fund	<p>The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund. Note: The General Fund is used to account for the ordinary operations of the city.</p>
General Obligation Bonds	<p>Bonds for whose payments the full faith and credit for 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.</p>
Grant	<p>A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function.</p>
Impact Fees	<p>Fees charged by an entity to developers to cover, in whole or in part, the anticipated cost of improvements provided by the entity, necessitated as the result of development.</p>

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."
Internal Control	A plan of organization for purchasing, accounting, other financial activities which, among other things, provides that: the duties of employees are subdivided so that no single employee handles a financial action from beginning to end; proper authorizations from specific responsible officials are obtained before key steps in the processing of transactions are completed; and records and procedures are arranged appropriately to facilitate effective control.
Internal Service Fund	A proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units.
Investments	Securities held for the purpose of income generation in the form of interest or dividends.
Levy (noun)	The total amount of taxes imposed by the city, usually refers to property taxes.
Levy (verb)	To impose taxes.
Maturities	The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.
Modified Accrual, Basis of Accounting	An accounting theory whereby a) revenues are recognized in the accounting period in which they become available and measurable and b) expenditures are recognized in the accounting period in which the liability is incurred, if measurable. This differs from the full accrual basis, which recognizes the financial effect of transactions when they occur, regardless of the timing of related cash flows. Both differ from the cash basis of accounting that recognizes transactions when related cash amounts are received or disbursed.
Non-Operating Income	Income of governmental enterprises of a business character that is not derived from the operation of such enterprises. An example is interest on investments or on bank deposits.
Operating Expenses	As used in the accounts of governmental enterprises of a business character, the term means such costs as 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.
Ordinance	A formal legislative enactment of the city carrying the full force and effect of a law within the city. An ordinance has more legal formality than a resolution, which has lower legal status. Enactment of ordinances is often specified or implied by the City Charter. Revenue – raising measures or assessment of fees and fines are normally established by ordinance.
Permanent Part-time	A permanent part-time employee is one who is scheduled a determined number of hours less than 40 hours per week. Permanent part-time employees may be granted specific benefits such as a prorated amount of sick leave, vacation leave, and personal holiday hours. Permanent part-time employees participate in the City's retirement plan if they are required to work at least 1,000 hours per year.

Purchase Order (PO)	A document issued to a vendor to deliver specified merchandise or render a specified service for a stated price. Outstanding purchase orders are called encumbrances.
Rating	An independent evaluation to determining the credit-worthiness of the city. The City has received an "AA-" rating from Moody's Investor Services and Standard & Poor's.
Reserve	An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation and spending.
Resolution	A special or temporary order of the city that does not carry the full legal force of an ordinance.
Retained Earnings	An ownership account reflecting the accumulated earnings of a proprietary-type fund.
Revenue	The yield of taxes and other sources of income that the city collects and receives into the treasury for public use. For those revenues which are recorded on the accrual basis, this term designates additions to assets which: (a) do not increase any liability; (b) do not represent the recovery of an expenditure; (c) do not represent the cancellation of certain liabilities without a corresponding increase in other liabilities or a decrease in assets; and (d) do not represent contributions of fund capital in enterprise and internal service funds.
Revenue Bond	A type of bond backed only by revenues generated by specific project or operation such as sewer line replacement bonds or water system distribution bonds.
Sinking Fund	See Debt Service Fund.
Special Revenue Funds	A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes. An example is the Hotel Occupancy Tax Fund typically maintained by cities.
Tax Collection	Property taxes for the City of Webster are consolidated with and collected under contract by the Harris County Tax Collector (Paul Bettencourt).
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.
TCEQ	Texas Commission on Environmental Quality – The state unit similar to the EPA with additional regulatory authority. They issue wastewater permits that require a high degree of sewer treatment because the City's treated sewer effluent discharges into Clear Creek, flowing to Galveston Bay.
Transfer	All inter-fund transactions that are not loans, reimbursements or quasi-external transactions are classified as transfers. The typical operating transfers reflect ongoing operating subsidies between funds. For example, the Utility Fund is assessed an administrative support charge by the General Fund. The Utility Fund records an operating transfer expense (002-82504-00-8001) and the General Fund records an operating revenue transfer (001-70000-00-8202).
W.E.D.C.	Webster Economic Development Corporation. A component unit of the City.

Acronyms

CAFR	Comprehensive Annual Financial Report
CD	Community Development
CID	Crime Investigation Division
CIP	Capital Improvements Program
CO	Certificates of Obligation
DSF	Debt Service Fund
EM	Emergency Management
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
ER	Equipment Replacement
FTE	Full-Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GF	General Fund
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
GO	General Obligation (Bonds)
HB	House Bill
HCAD	Harris County Appraisal District
HOT	Hotel Occupancy Tax
I & S	Interest & Sinking
IT	Information Technology
LEOSE	Law Enforcement Officers Standards & Education
O & M	Operations & Maintenance
MCSR	Municipal Court Special Revenue
PD	Police Department
PO	Purchase Order
PSSR	Public Safety Special Revenue
PW	Public Works
TCO	Telecommunications Officer
TIRZ	Tax Increment Reinvestment Zone
UF	Utility Fund
WEDC	Webster Economic Development Corporation